

This packet contains a comprehensive set of spaces found in typical **DCS** offices; some areas noted may not be included in the agency-approved block plan that accompanies these drawings. This packet also contains specific operational and programmatic needs of the State of Tennessee that are above and beyond the minimum code requirements.

The building owner and architect of record are responsible for confirming that the Construction Documents meet all applicable code and ADA requirements

If a building owner is providing a co-locate proposal, the agencies who will occupy the space will need to be separated with a demising wall. If shared amenities are included in the design, such as employee restrooms and break room, then secure access into each agency's space must be maintained. Often this can be accomplished with a secure shared corridor.

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Exterior


Expected requirements for the exterior of the building are; a minimum 42” wide hard surfaced exterior walkways. All exits to have a canopy extend a minimum of 12” overhang on each side of the door.

Common Walls

- Common walls shall include slab-to-slab gypsum wallboard on the public side of all demising walls, corridors, stairwells, and other walls not interior to the Tenant space. All common walls shall be taped, blocked, finished, and sanded. Landlord will install sound attenuation insulation on Tenant side of Common Walls and demising walls prior to Tenant finishes being installed or applied.
- Landlord shall furnish and install entry and exit doors in the Common walls from the common areas into the Leased Premises.

Partitions

- All existing perimeter sill walls and core walls throughout space shall be freshly painted in an eggshell or satin paint finish.
- All new partitions shall be constructed with 5/8” drywall and 3 5/8” metal studs with sound attenuation blankets installed per manufacturers recommendations inside the partition wall. Additional sound attenuation blankets shall be installed on ceiling tile.
- Partitions around to include but not limited to all conference rooms, training rooms, break rooms, , and restrooms, shall built to deck. Sound attenuation blankets shall be installed per manufacturers recommendation inside the partition wall, seal all penetrations within partition walls including power/data boxes and at the connection of the partition to the deck.
- Landlord shall install sound attenuation blankets on the ceiling tiles to include but not limited to, meeting rooms(enclaves), and offices.
- Connections from partition to mullion will require an acoustically sealed connection.
- Finish partitions completely to floor.

<p>STATE OF TENNESSEE SPACE STANDARDS DEPARTMENT OF GENERAL SERVICES</p>	<p>TYPICAL: Department of Children’s Services</p>	<p>BUILD-OUT SPECIFICATIONS Refer to Exhibit D within the lease for additional build-out specifications.</p>	 1.0
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**ZONE 1
PUBLIC**

Security measures are required within the zone and between the public zone and intermediate. Public zone needs immediate access to customer parking lot, and should include restrooms, water fountains, and other public amenities.

**ZONE 2
INTERMEDIATE**

This zone is accessible to both staff and customer and is considered the “meeting area”. Should consist of multi-purpose rooms, conference rooms, drug testing space, visitation, and viewing rooms. Staff members escort the public in and out of these areas.

**ZONE 3
STAFF**

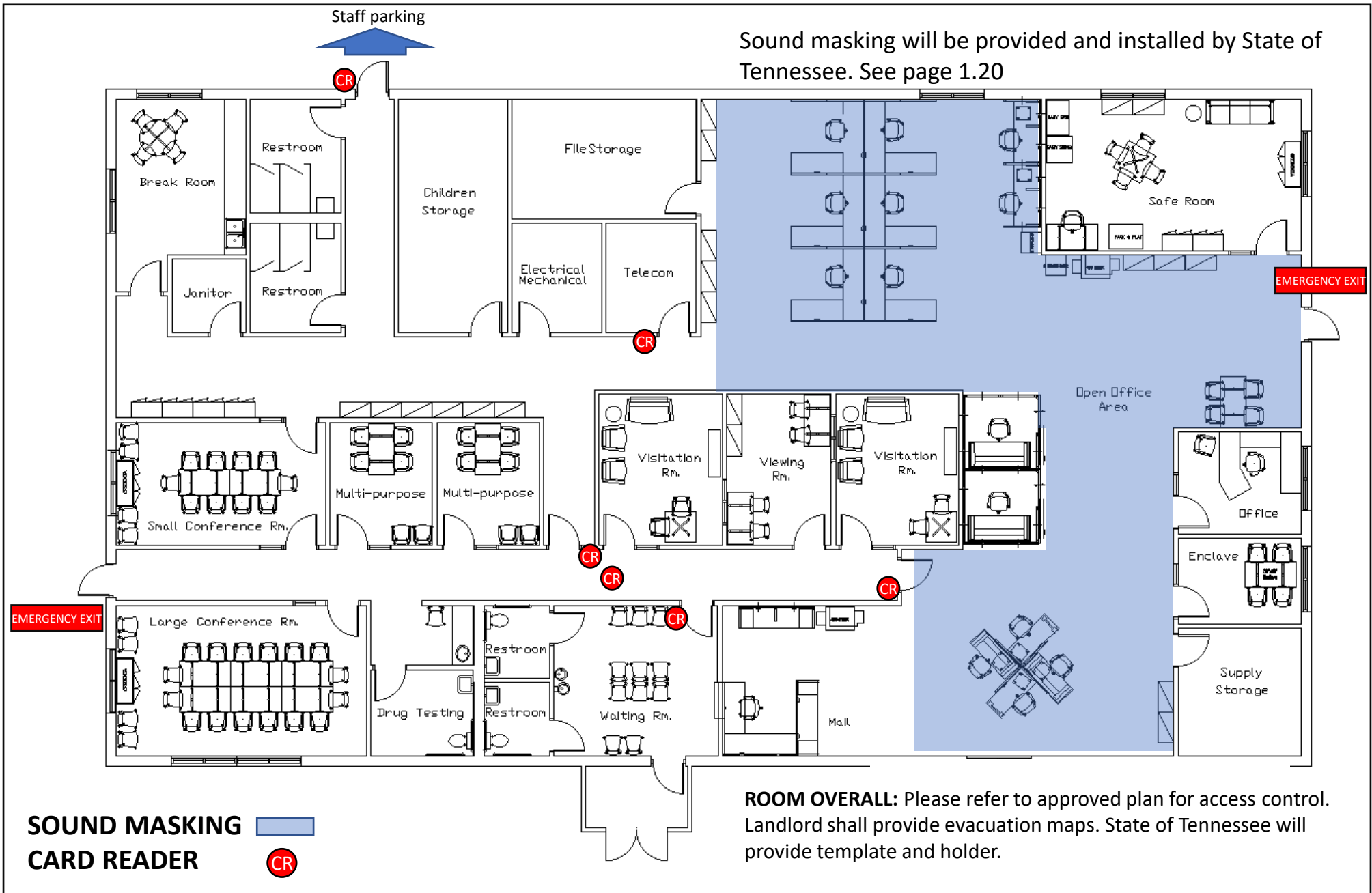
The staff zone consists of spaces accessible by employees only, including workstations, offices, storage rooms, training rooms, secured parking, restrooms and other utilities with a separate employee-only entrance from staff parking area.



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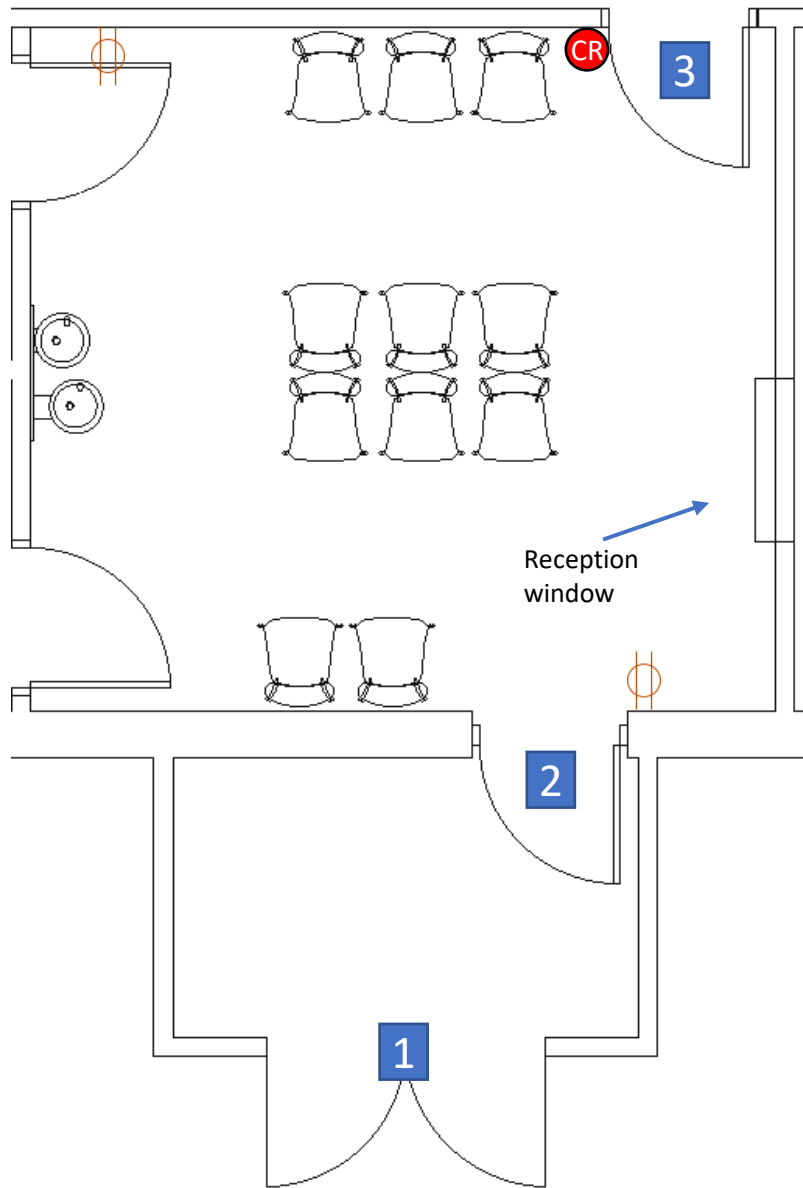
PRELIMINARY BLOCK PLAN (SPATIAL ZONING)
Zoning based on employee occupancy. All spaces need to meet ADA requirements. All spaces except telecom closet to receive acoustical ceiling tile and grid.



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ACCESS CONTROL AND SOUND MASKING
Building owner shall provide heavy-duty cylindrical hardware within premises and heavy-duty mortised lockset at entry doors. Locksets called out on the door schedule of the drawings will be approved by tenant. Landlord to provide necessary low voltage pathways and electrical circuits for Tenant's access control system.



ROOM OVERALL: Access to natural daylight. Views to the exterior. All walls in waiting room must have chair rail 29" on center A.F.F.

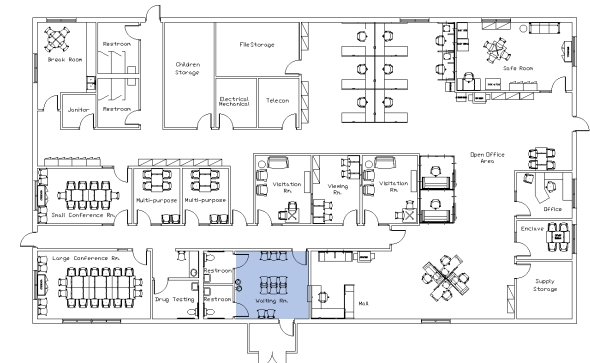
FLOORING TYPE: VCT/LVT

DOORS:

	TYPE	HARDWARE
1	Store front	ENTRANCE LOCKSET. Panic bar door closer. Lockable, Master key REFER TO BUILDING CODES
2	Store front	PASSAGE SET door closer
3	Solid with Card reader	STOREROOM LOCKSET. Electronic strike, door closer. Key direct to master. Remote releasable lock

RECEPTION WINDOW: Height 80". Employee must have a clear view thru public space. Transaction window will connect the reception station (Zone 3) to the public waiting room (Zone 1). Receptionists should have a short path to the Waiting Room (Zone 1) to retrieve packages too large for reception window. See **Detail A, B, and C** (Pg.1.4). Counter height needs to be wheelchair accessible; see **Detail D.**(Pg.1.4)

ELECTRIC: 1 to 2 duplex outlets based on room size
AREA: Size is based on number of clients served; see approved block plan.



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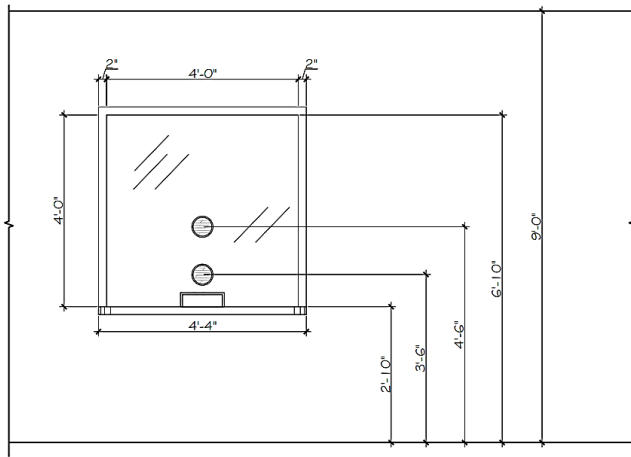
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WAITING ROOM

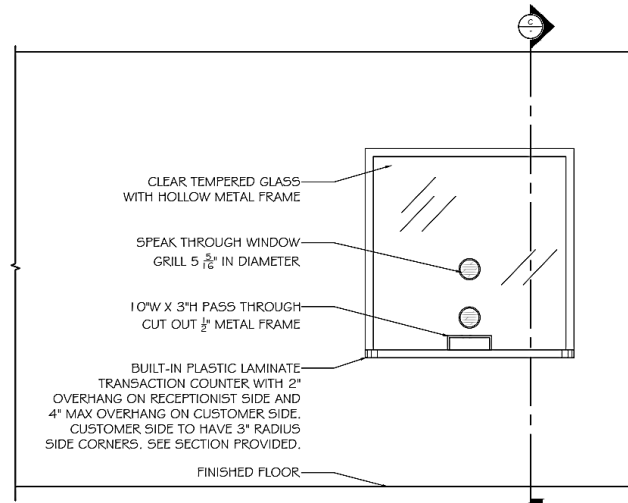
The waiting room is the primary space in zone 1. Lighting and security are very important. Size of space is relative to the amount of community served. Must be at the entrance of the agency's space or office.



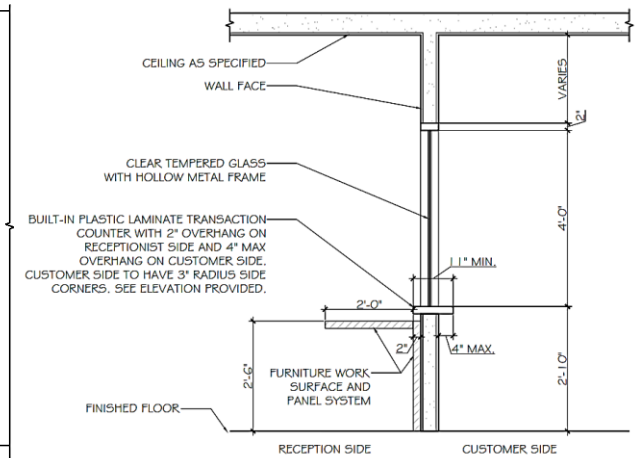
DETAIL A RECEPTION WINDOW DIMENSIONS



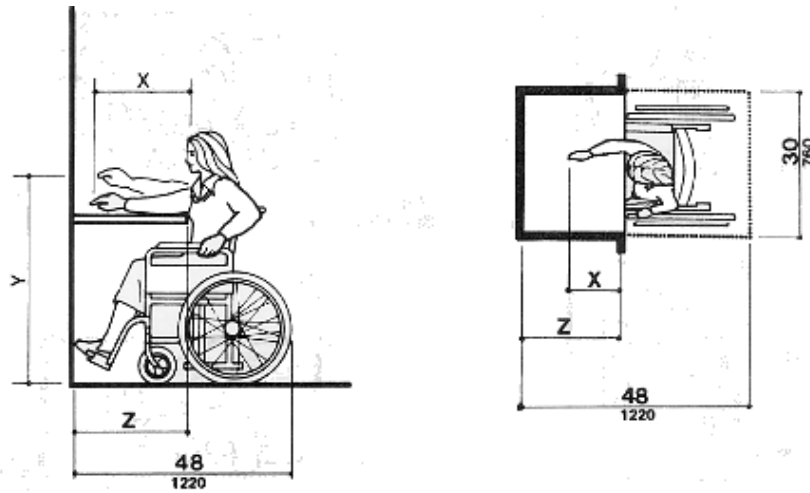
DETAIL B RECEPTION WINDOW ELEVATION



DETAIL C RECEPTION WINDOW SECTION

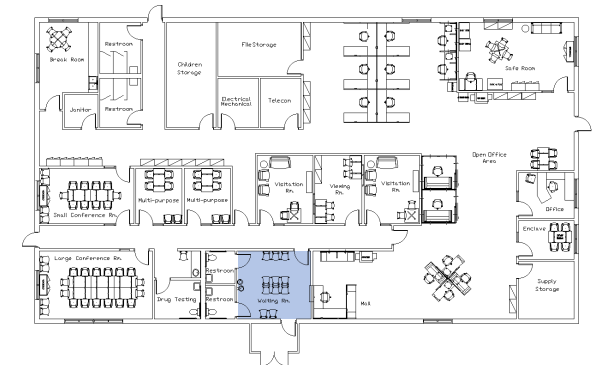


DETAIL D ADA COUNTER HEIGHTS



NOTE: x shall be ≤ 25 in (635 mm); z shall be $\geq x$. When $x < 20$ in (510 mm), then y shall be 48 in (1220 mm) maximum. When x is 20 to 25 in (510 to 635 mm), then y shall be 44 in (1120 mm) maximum.

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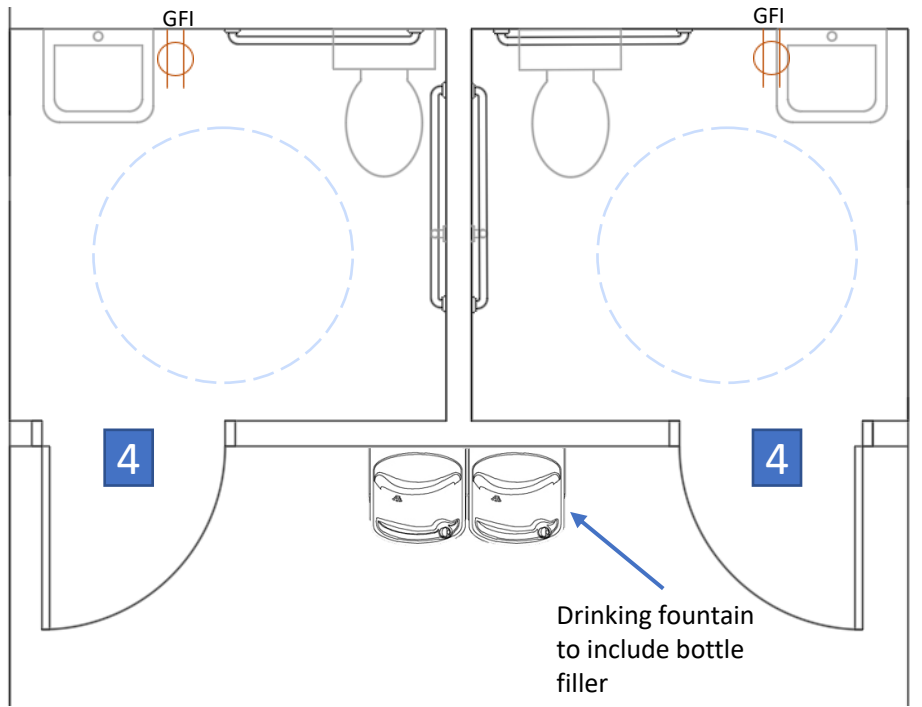
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WAITING ROOM

Based on wall thickness, the thickness of the overall length of the counter might be adjusted upon approval. Receptionist side needs to be 2 inches overhang. Receptionist Furniture provided by the State of Tennessee will also dictate location and spacing of reception window.





ROOM OVERALL:

Waiting room access and wheelchair accessible. Sink, hand-dryer or paper towel dispenser, and soap dispenser at wheelchair height. Grab bars need to be located on side wall closest to toilet and back wall.

Maneuvering radius of 2 ½ feet. **See Detail D** (Pg.1.4)

FLOORING TYPE: VCT/LVT

DOORS:

	TYPE	HARDWARE
4	Solid, no glass	PRIVACY LOCKSET. Unlock with key

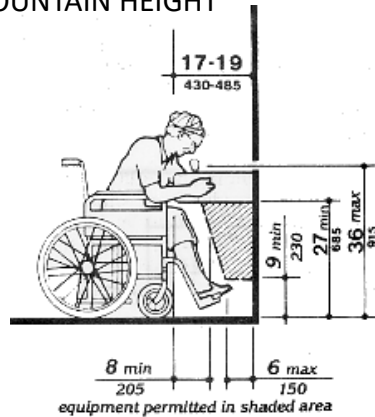
WINDOWS: N/A

ELECTRIC: 1 duplex and 1 GFI 42" high off the ground.

PLUMBING: Separation from public restroom and employee restroom. Water fountains are required, and bottle fillers are ideal. Water fountains height must be suitable for use by adults, children, and individuals in wheelchairs. See **Detail E** below.

AREA: At least 60 sqft.

DETAIL E DRINKING FOUNTAIN HEIGHT



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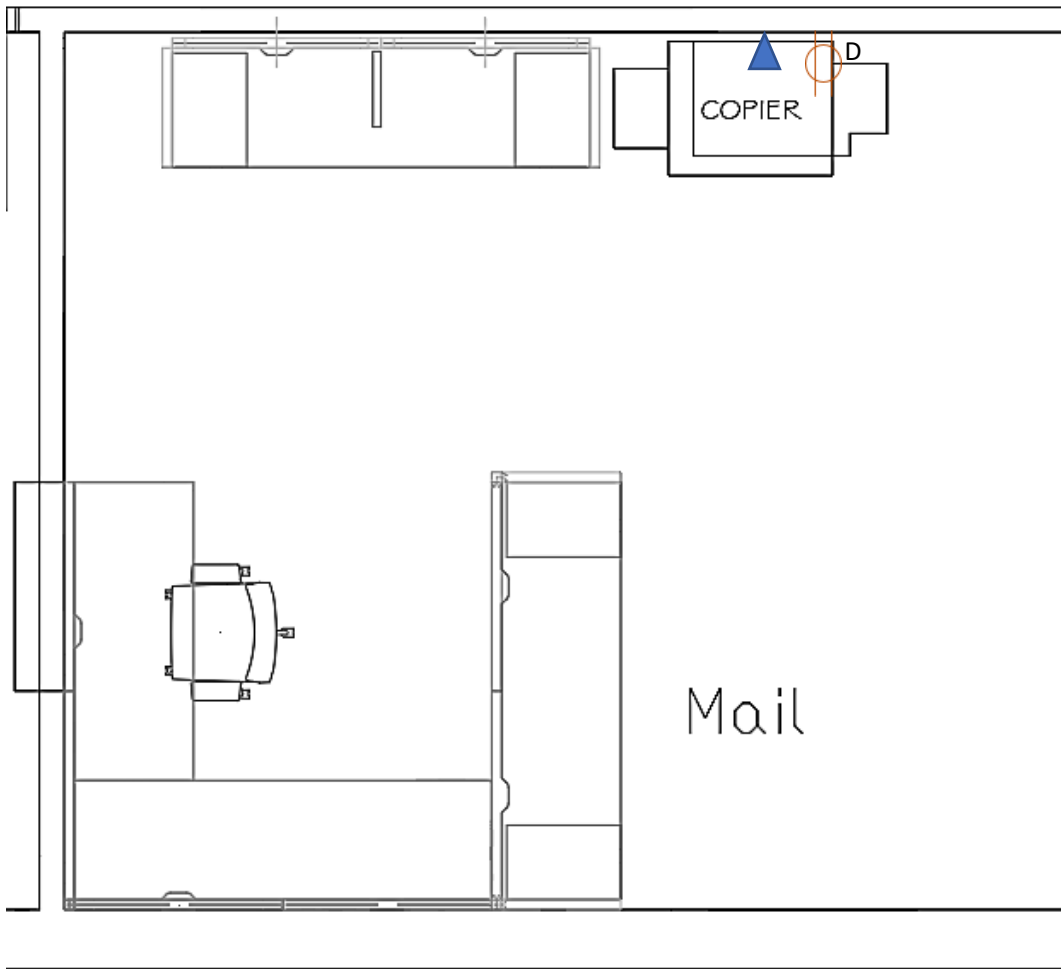
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PUBLIC RESTROOMS

Public restrooms need to be accessible from the waiting room and meet all ADA requirements. Landlord shall provide interior signage as required by code (i.e. restroom signage, etc.) Coordinate locations with Tenant





ROOM OVERALL: This space provides direct interaction with clients in the waiting room. Furniture provided by the State of Tennessee will be behind receptionist to conceal zone 3. Please see the block plan for more information.

FLOORING TYPE: Carpet

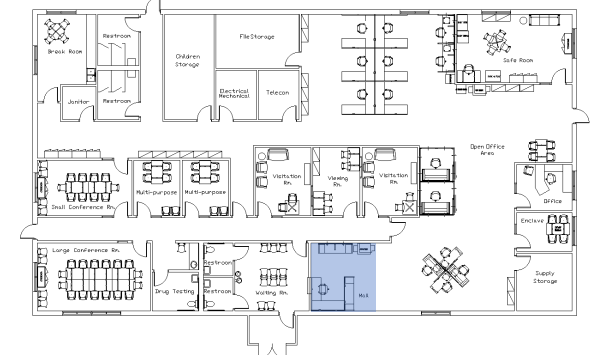
DOORS:

	TYPE	HARDWARE
1	Solid door Card Reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to master. Door release button

RECEPTION WINDOW: Employee must have a clear view thru public space. Receptionists should have a short path to the Waiting Room to retrieve packages too large for reception window. See Reception window **Detail A, B and C** (Pg.1.4). Counter height needs to be wheelchair accessible see **Detail D** (Pg.1.4).

ELECTRIC: 1 Data and 1 electric 20 amp on a dedicated circuit outlet to the copier and wiring for an electronic door release to allow entrance into zone 2. Workstations in this area will have electrical running through the furniture panel system; therefore, it will need a ceiling junction box that will be connected to a state provided power pole. See **Detail J** (Pg. 1.18)

AREA: . About 49 sqft. per reception workstation



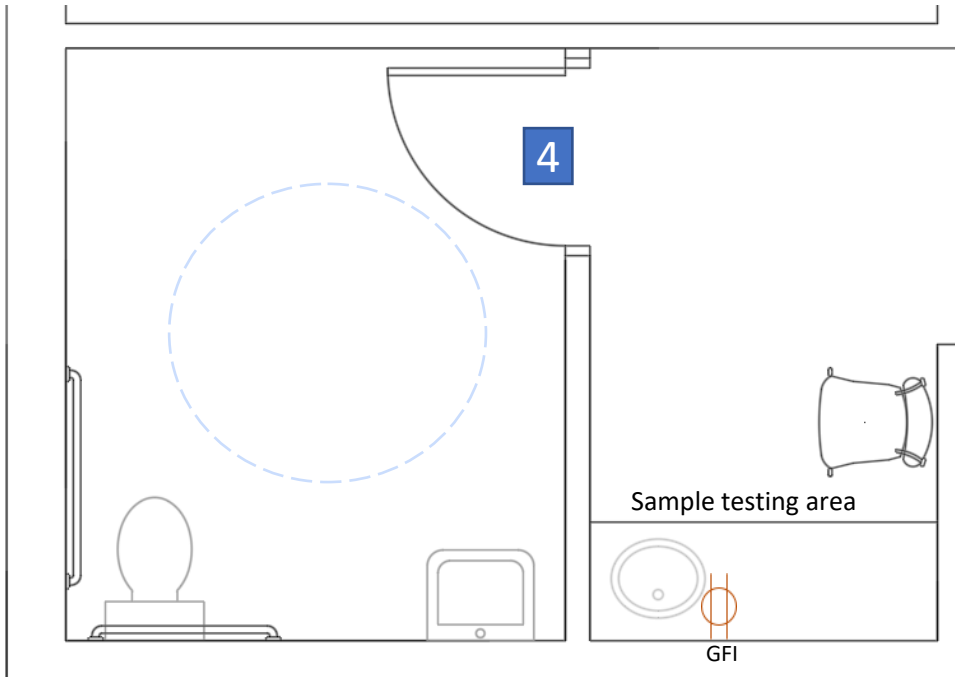
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RECEPTIONIST

Interaction between customers in the waiting room and the State of Tennessee staff take place here. Office and mail equipment should be located in close proximity to reception.





ROOM OVERALL:

The counter surface to complete the drug testing consent forms will need to be located outside of the drug testing restroom. Sink, dryer, and soap dispenser at wheelchair height located near both sinks.

Maneuvering radius of 2 ½ feet. **See Detail C** (Pg.1.4)

COUNTERTOP: Stainless steel surface for sample testing. Casework with lockable undercabinet storage. Wall mounted sink in the restroom.

FLOORING TYPE: VCT/LVT

DOORS:

	TYPE	HARDWARE
4	Solid, no glass	PRIVACY LOCKSET. Unlock with key

WINDOW : No exterior windows.

ELECTRIC: Per code requirements.

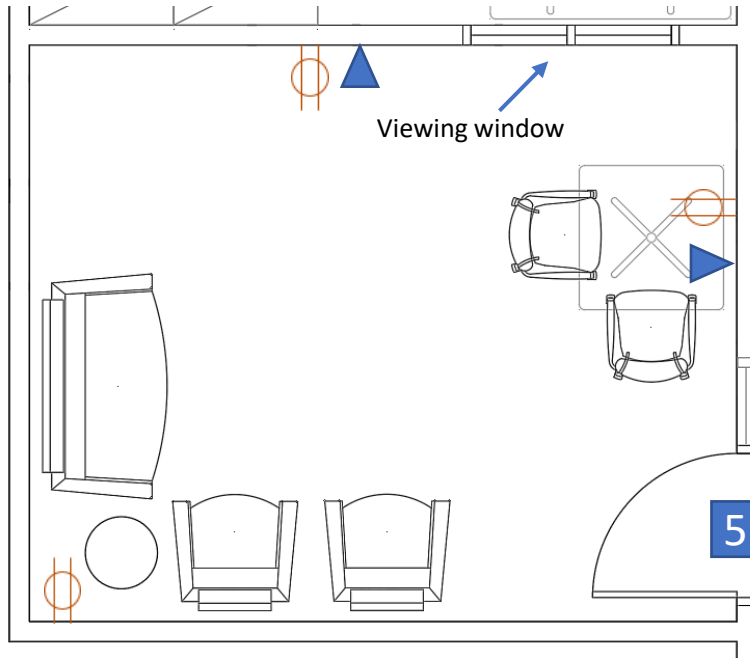
PLUMBING: Separate from public restroom and employee restroom plumbing for security measures.

AREA: At least 90 sqft.



DRUG TESTING ROOM

This area needs to be close to the waiting room and accessible from zone 2.



ROOM OVERALL:

Located in Zone 2. Plan for blocking in the wall for wall mounted television. Visitation room must share a wall with the viewing room.

FLOORING TYPE: VCT/LVT

DOORS:

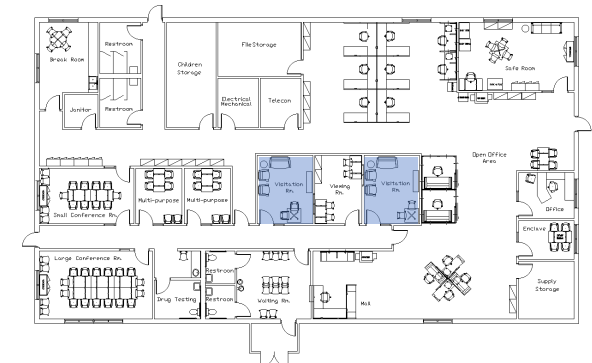
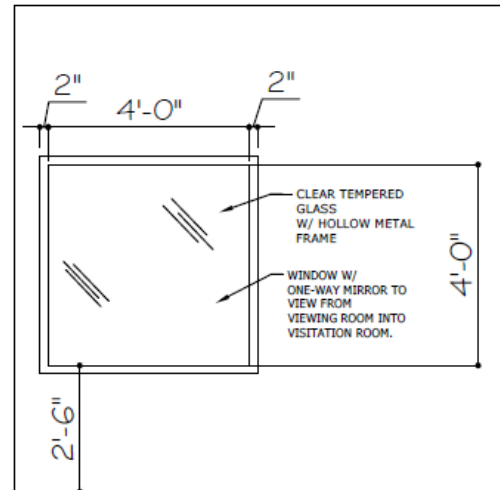
	TYPE	HARDWARE
5	Solid door with side lite	PASSAGE SET

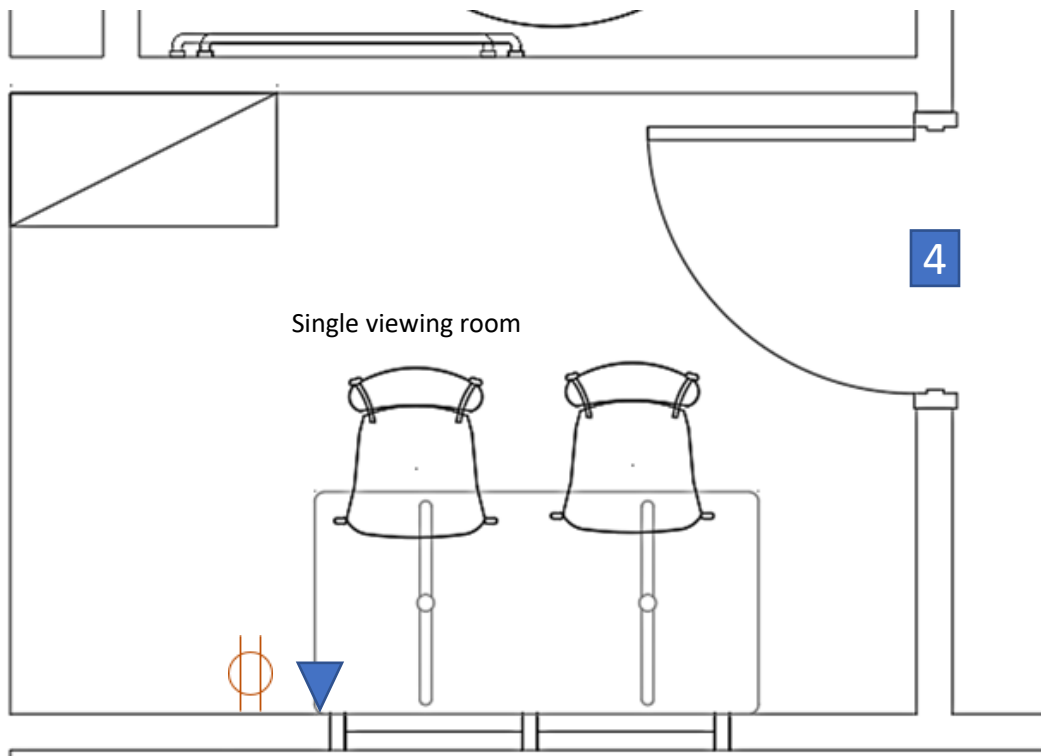
WINDOW: A one-way window between the viewing room and visitation room, see **Detail F** (Pg.1.8). If there are two visitation rooms with one viewing room in the middle, windows need to be off-set from each other. This obstructs a direct view from one visitation room to the other. See **Detail G** (Pg.1.9)

ELECTRIC: 1 Duplex and 1 data dedicated to case manager when they are in this space, place near the square table and chairs. See enlarged floor plan for additional electrical and data outlets required in the space.

AREA: Average of 170 sqft.

DETAIL F VIEWING WINDOW





ROOM OVERALL:

Visitation room must share a wall with the viewing room.

FLOORING TYPE: VCT/LVT

DOORS:

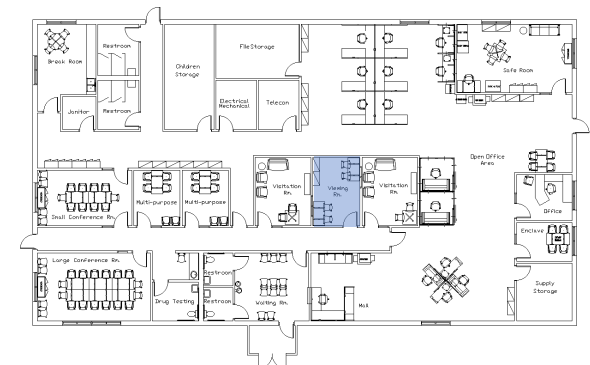
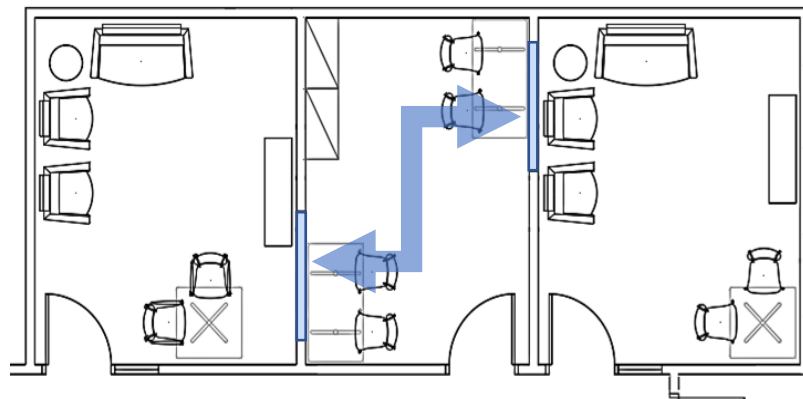
	TYPE	HARDWARE
4	Solid. No glass	PRIVACY LOCKSET. Unlock with key

WINDOWS: two-way mirror between viewing room and visitation room; if viewing room serves more than one visitation room, then windows need to be off-set from one another. See **detail G** (Pg.1.9) . Clients in the visitation room should not be able to see thru, however the staff in the viewing room should see clearly into visitation.

ELECTRIC: 1 Data and 1 electric duplex located at each table and 2 chairs.

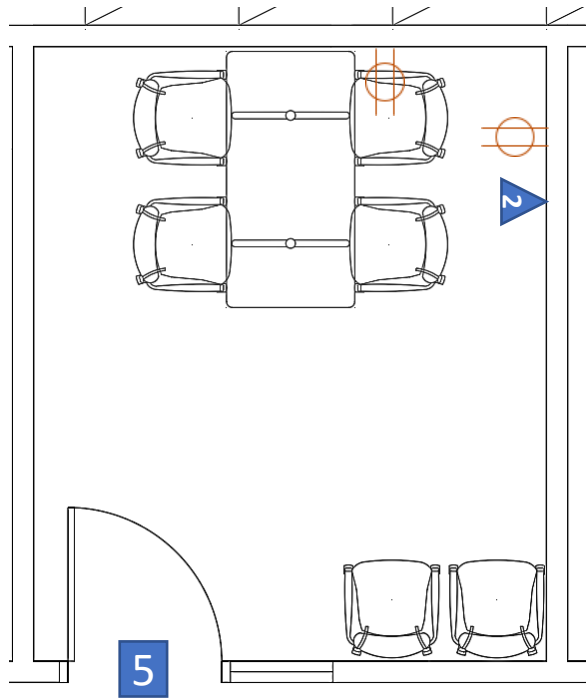
AREA: Single viewing - 100sqft
Double viewing - 150sqft.

DETAIL G OBSTRUCTED VIEW
Double viewing room



VIEWING ROOM

An un-obstructed view into the visitation room is needed. The view windows need to be on opposite sides when catering to two visitation rooms.



ROOM OVERALL: Multi-purpose room acts as small meeting room
FLOORING TYPE: VCT/LVT
DOOR :

	TYPE	HARDWARE
5	Solid door with side lite	PASSAGE LOCKSET

typical frost banding applied to side lite

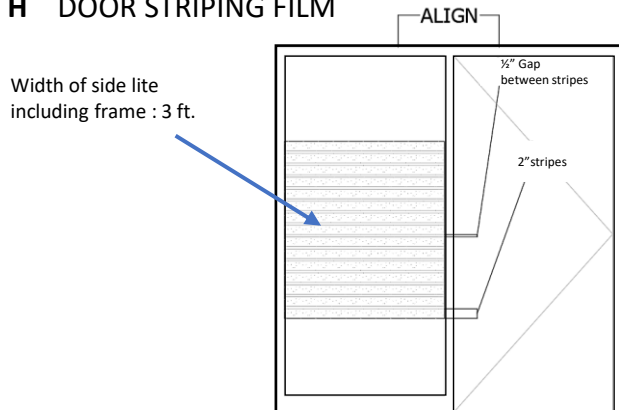
See Detail H (Pg.1.10)

WINDOWS : If there are windows to the exterior then blinds can be added (typical per lease)

ELECTRIC : A single data box with 2 drops are needed, and 2 duplex.

AREA: 120 sqft.

DETAIL H DOOR STRIPING FILM

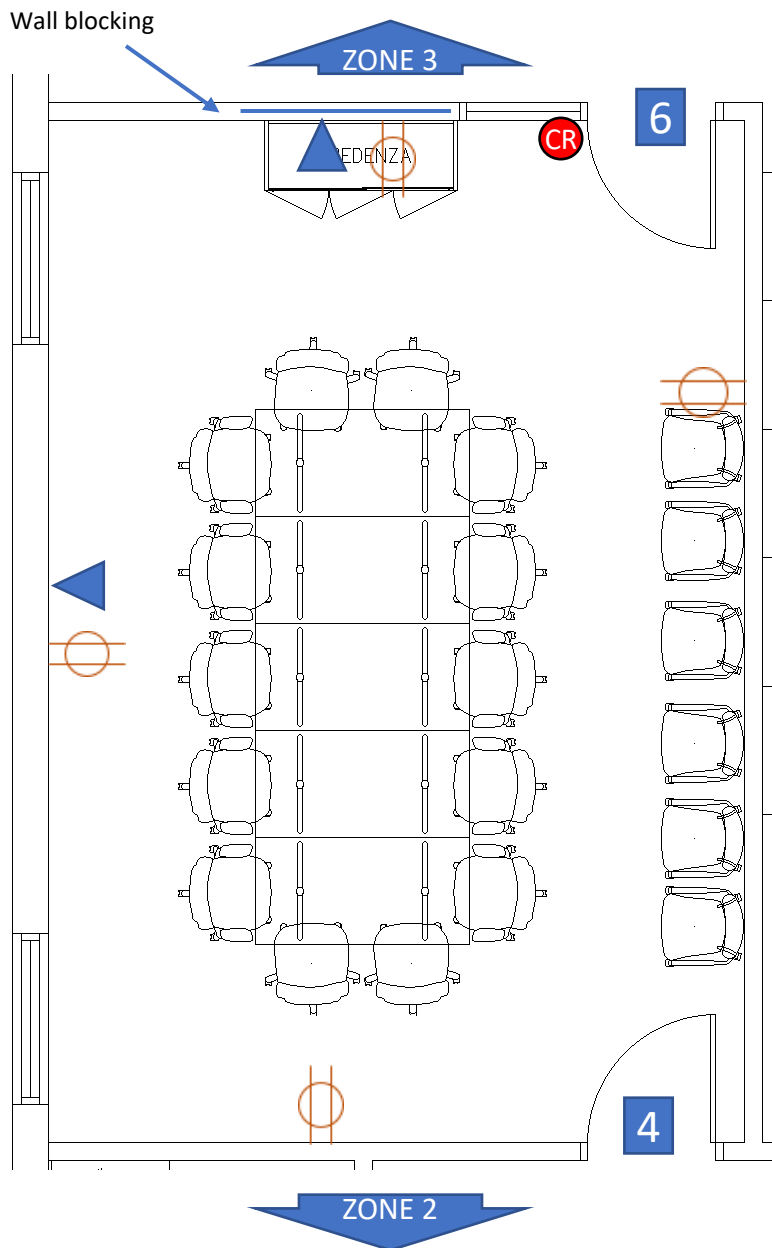


7'-0" DOORS - START FILM @ 2'-0" AFF. END FILM @ 5'-6" OR NEXT FULL BAND.

8'-0" DOORS - START FILM @ 2'-0" AFF. END FILM @ 6'-2" OR NEXT FULL BAND.

9'-0" DOORS - START FILM @ 2'-6" AFF. END FILM @ 6'-10" OR NEXT FULL BAND.





ROOM OVERALL: Located in Zone 2, this room also serves as a small training room; a/v infrastructure should be included in project. Wall blocking will be required to accommodate a wall mounted tv. All walls in waiting room must have chair rail 29" on center A.F.F.

FLOORING TYPE: Carpet preferred

DOORS:

	TYPE	HARDWARE
4	Solid door	PRIVACY LOCKSET Keyed separately
6	Solid door with side lite or window with Card reader	STOREROOM LOCKSET. Electronic strike, door closer. Key direct to master; Closer needed

typical frost banding applied to side lite
See **Detail H** (Pg.1.10)

ELECTRIC: 4 duplex and 2 data required at a minimum, if room seats more than 18 people, then additional data and electrical outlets are required

AREA: Varies; refer to approved block plan for size and location



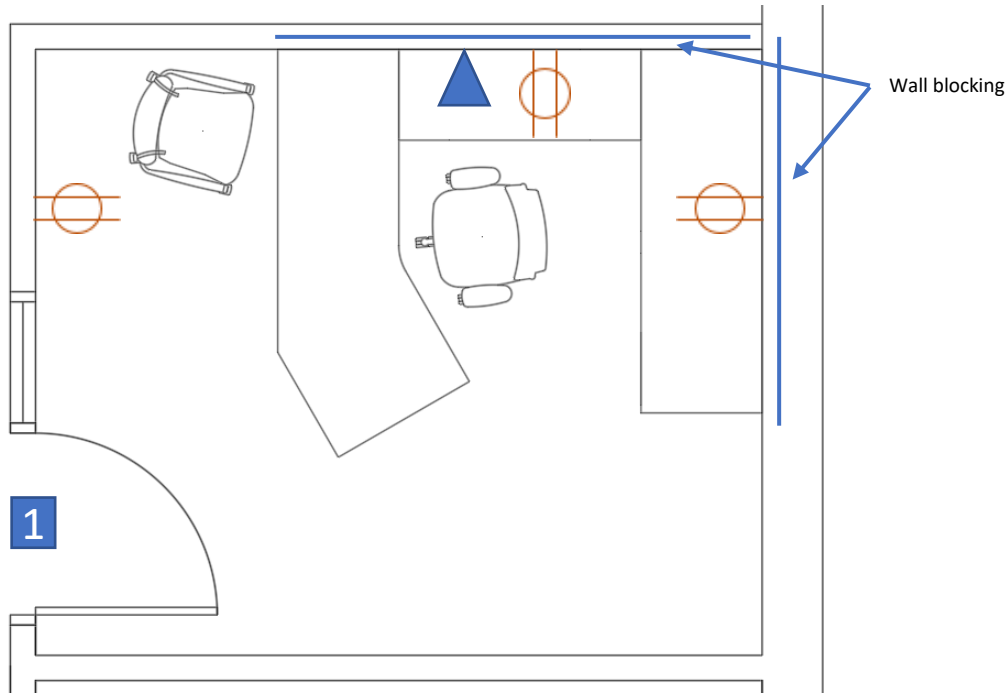
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DEPARTMENT OF
GENERAL SERVICES

TYPICAL:
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CONFERENCE ROOMS

Based on size of agency, 1 to 2 conference rooms are required. When the conference room is open to zone 3 it will need a secondary door to zone 3 with a card reader.





ROOM OVERALL: Located in Zone 3. Wall blocking is required on new construction to support overhead storage, typically located on the rear or side wall.

Note: Do not provide blocking over a window. See **Detail I.** (Pg. 1.12)

FLOORING TYPE: Carpet

DOORS:

	TYPE	HARDWARE
1	Solid door with side lite	OFFICE LOCKSET Keyed separately

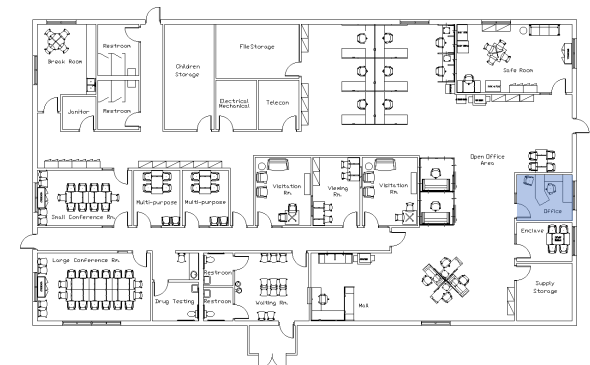
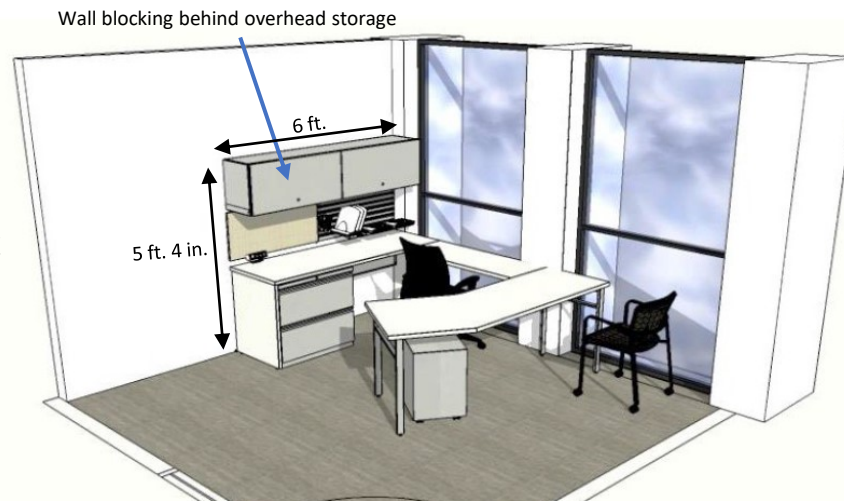
typical frost banding applied to side lite
See **Detail H** (Pg.1.10).

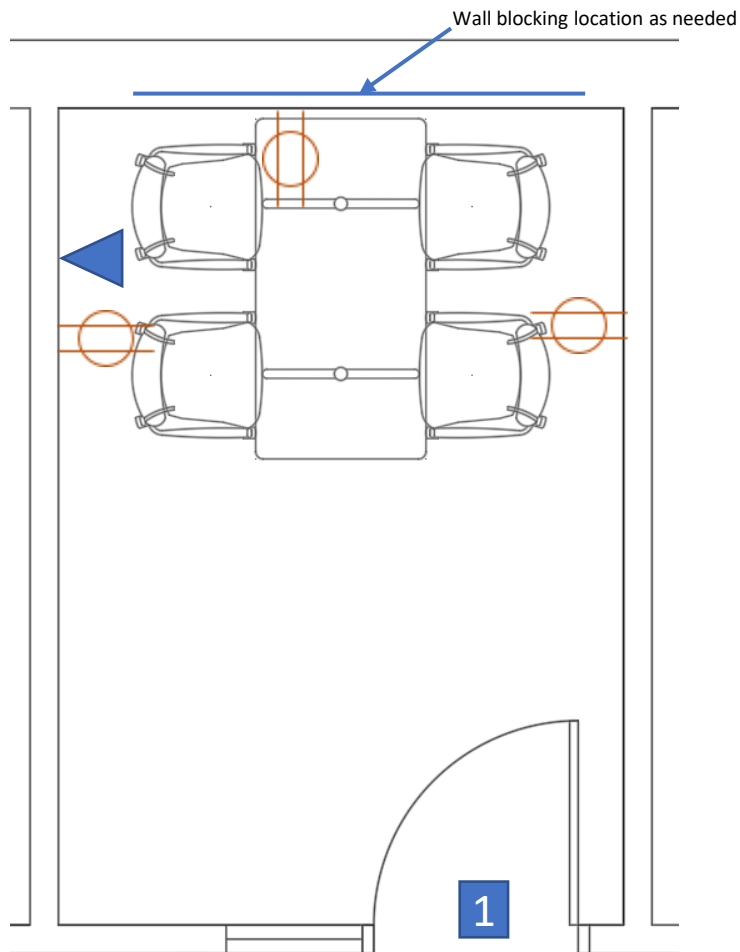
WINDOW: Exterior window treatment

ELECTRIC: 1 data and 1 electrical under the bridge of the desk. An additional electrical under the credenza and another on an open wall.

AREA: 120 sqft.

DETAIL I
ELEVATION OF OFFICE





ROOM OVERALL: Located in Zone 3, it serves as small meeting spaces or quiet workspace; quantity based on ratio of workstations to offices. Wall blocking to be provided as needed.

FLOORING TYPE: Carpet

DOORS:

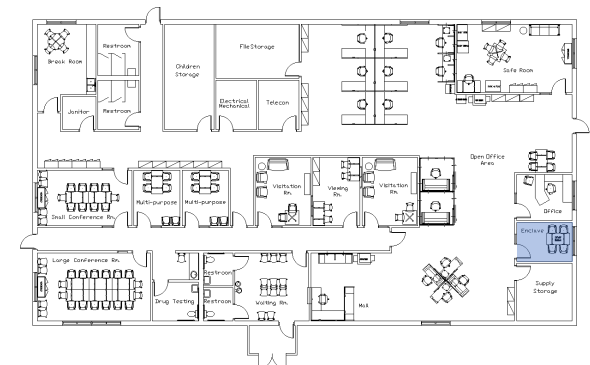
	TYPE	HARDWARE
1	Solid door with sidelite	OFFICE LOCKSET Separate change key

typical frost banding applied to sidelite

See **Detail H** (Pg.1.10), unless designated as the Mother's Room which requires full translucent film

ELECTRIC: Electrical on 3 walls and a minimum of 2 data with 1 low voltage pathway.

AREA: 120 sqft.



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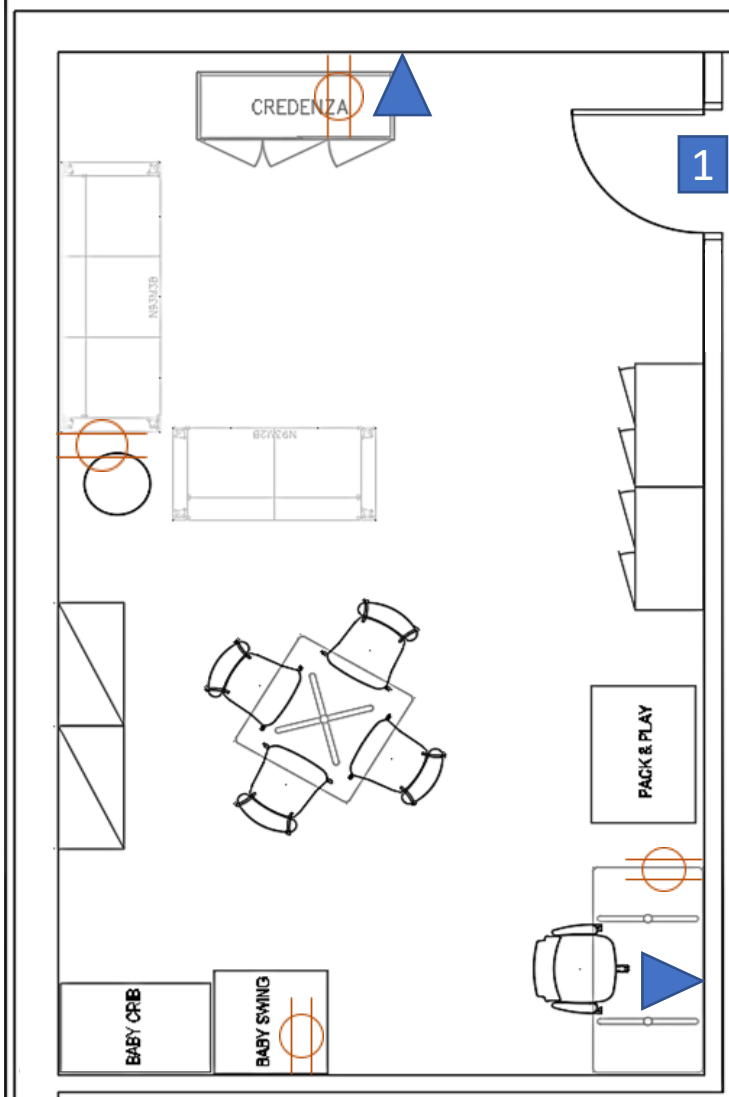
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ENCLAVES

These are collaborative areas. The state will identify one enclave to also serve as a mother's room which will require a full translucent film on the side Lite.



1.13



ROOM OVERALL: Located in Zone 3 it serves as a safe place for children while waiting on placement. Needs to be able to provide a comfortable setting.

FLOORING TYPE: VCT/LVT

DOORS:

	TYPE	HARDWARE
1	Solid door with sidelite	CLASSROOM LOCKSET Separate change key

typical frost banding applied to sidelight
See **Detail H** (Pg.1.10).

ELECTRIC: Electrical on each wall and 2 data.

AREA: 260-360 sqft.



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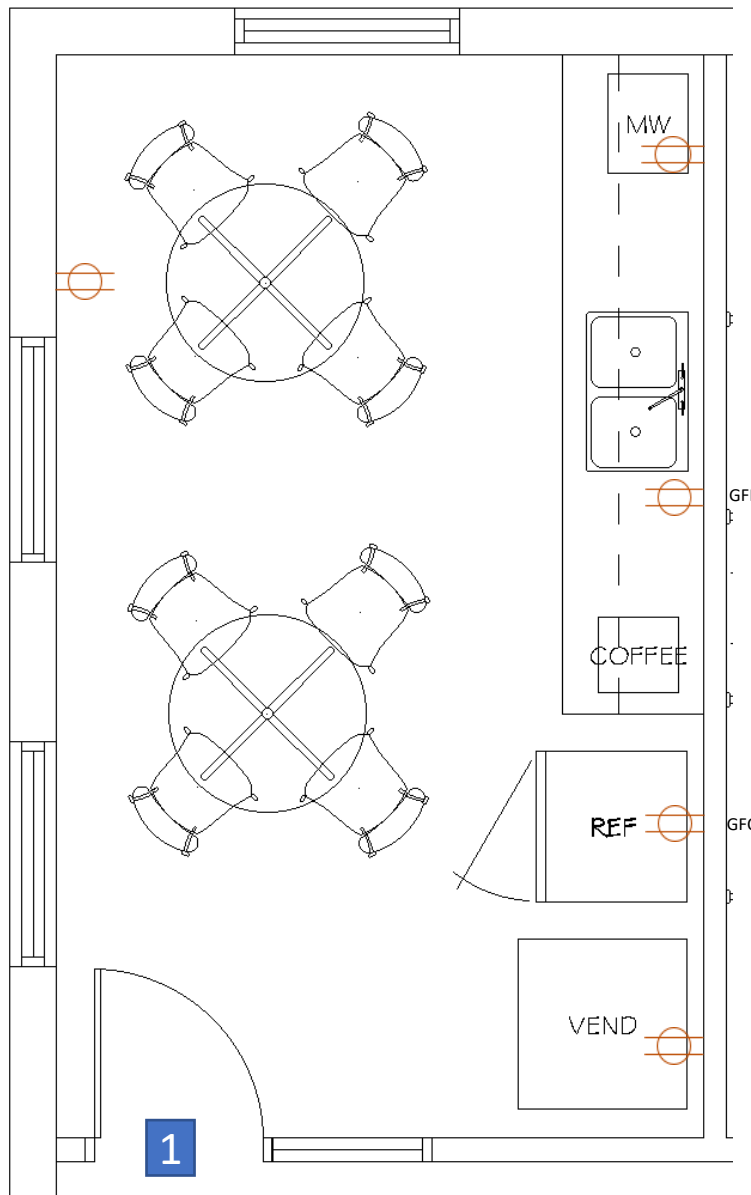
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SAFE ROOM

This room need to be large so that it can accommodate children's needs such as a pack and play, a crib, craft supplies, so on.



1.14



ROOM OVERALL: Located in Zone 3
 This room should include plastic laminate counters, upper cabinets and base cabinets, and sink.

FLOORING TYPE: VCT/LVT

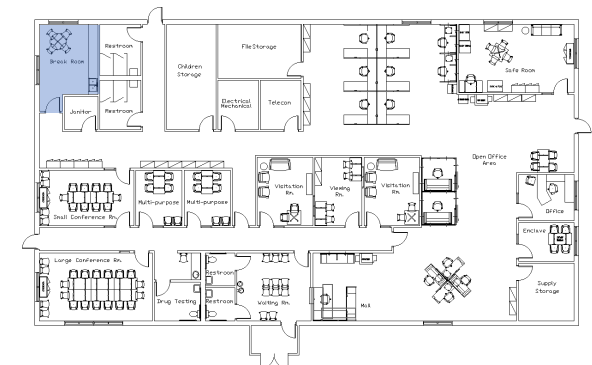
DOORS:

	TYPE	HARDWARE
1	Solid door with sidelite or window	PASSAGE LOCKSET Separate change key

typical frost banding applied to sidelite
 See **Detail H** (Pg.1.10).

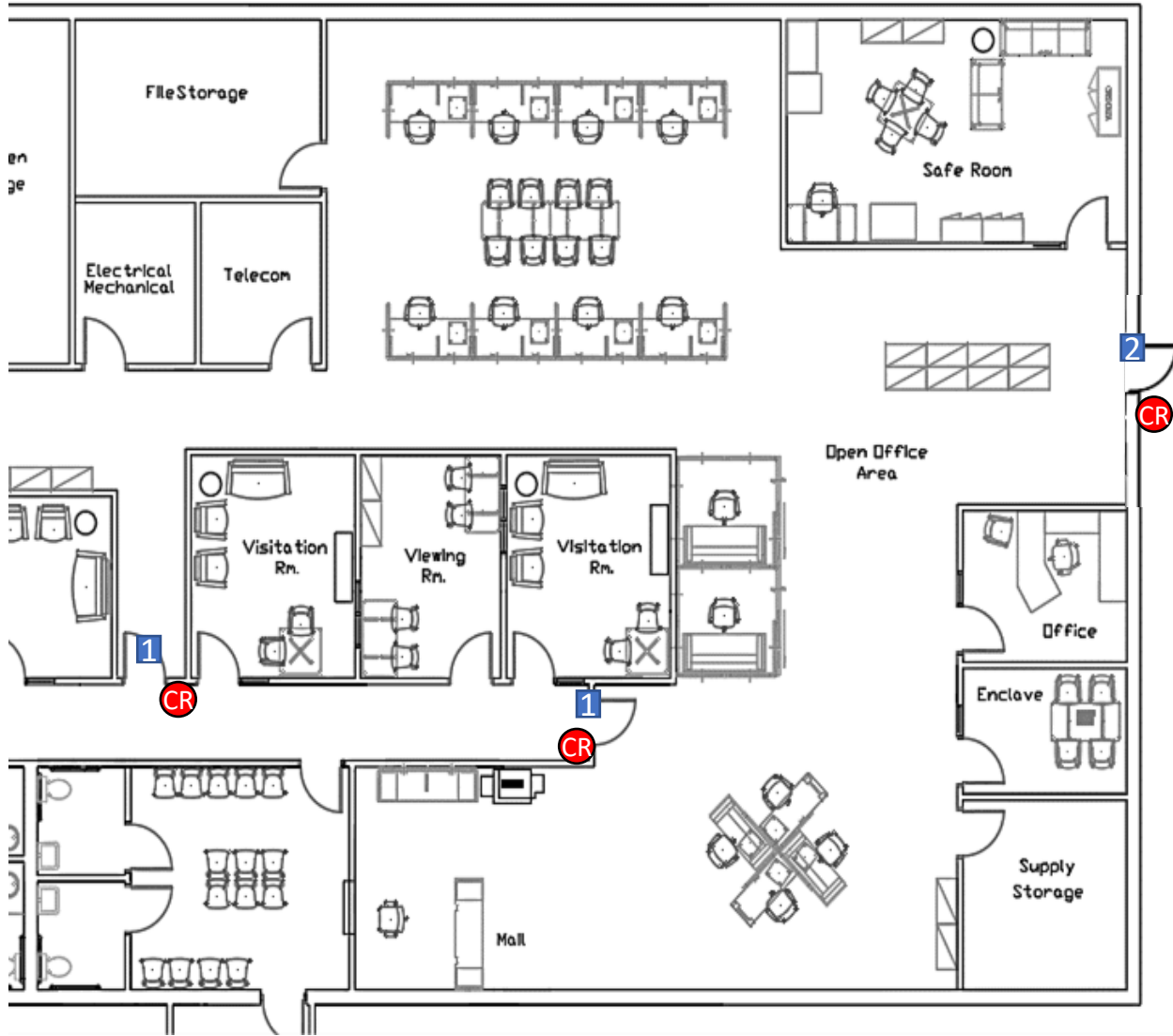
ELECTRIC: 1 GFI by the sink and dedicated outlets to serve fridge, microwave, coffee maker and 2 vending machines. Also, an additional outlet for house keeping on open wall.

AREA: Sized per projected quantity of staff in the office; see approved block plan.



BREAK ROOM

This space needs to have the capacity to situate furniture, counter space and plumbing for a sink as well as space for vending machines.



ROOM OVERALL: Open space with views to the outside for natural light with proximity to office equipment, and enough space for circulation. The open office area needs to be concealed from the public's view. Different workstation arrangements need to be accommodated.

FLOORING TYPE: Carpet

DOORS:

	TYPE	HARDWARE
1	Solid with Card reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grand master.
2	Solid Exit Door with card reader	ENTRANCE LOCKSET. Panic bar/paddle handle, door closer. Lockable from outside. Master key

ELECTRIC: Workstations will require power and data; however, convenience outlets should be included per code requirements. Printers, copiers, and multifunction devices in this area will require dedicated power and data as well based on furniture layout junction boxes will need to be installed. Power will be connected from the junction box to the systems furniture infeed. (Base or ceiling infeed) See **Detail J** (Pg. 1.18)

AREA: Based on size of the agency





Hoteling/ Benching
Footprint 30 sqft. per station

ROOM OVERALL: Design of space, its functionality, and circulation will rely on the quantity of furniture needed. Therefore, a good understanding of dimensions is beneficial; see furniture cells below for square footage information.. The open office area needs to accommodate ceiling junction boxes. There may be instances where base feeds are required instead of ceiling junction boxes; coordinate with the State of Tennessee. See **Detail J** (Pg. 1.18)



File cabinets
Footprint 3.75 - 5 sqft.



Lockers
Footprint 5 sqft.



Workstation/ Office layout
Footprint 49-51 sqft.



Pin wheel
Footprint 100 sqft.

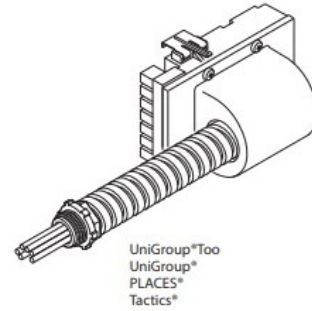
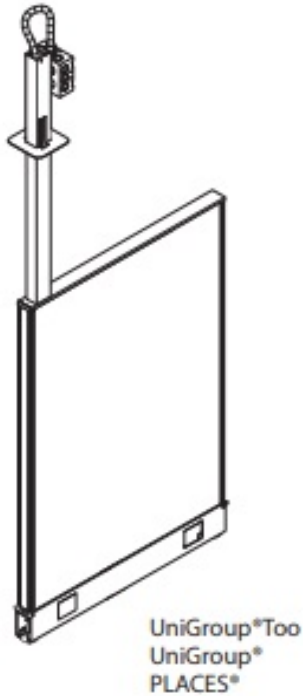


Cubical
Footprint 49 sqft.

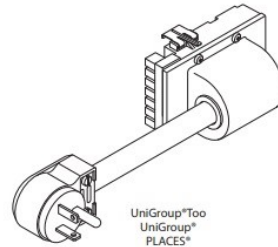


DETAIL J POWER SUPPLY METHODS

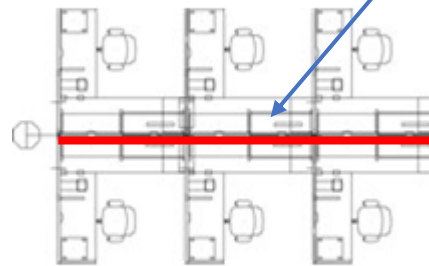
Vertical pole for routing power harness and communication cables from ceiling.



Flexible metal conduit construction for routing power to panels and tables.



Workstation spines consists of power, the junction boxes must be within 1 foot from a whip.



OVERALL:

3-Circuit/Separate Neutrals

This option provides three circuits, each with its own neutral.

- Aligns with the 3-phase national power grid and most North American buildings.
- Is compatible with the following building power configurations:
 - 3 phase (208Y/120V)
 - Three wire single phase (120/240V)
 - Single phase (120V)

Needed: Junction box 1 to power 2 workstations
Junction box 2 to power 4 workstations

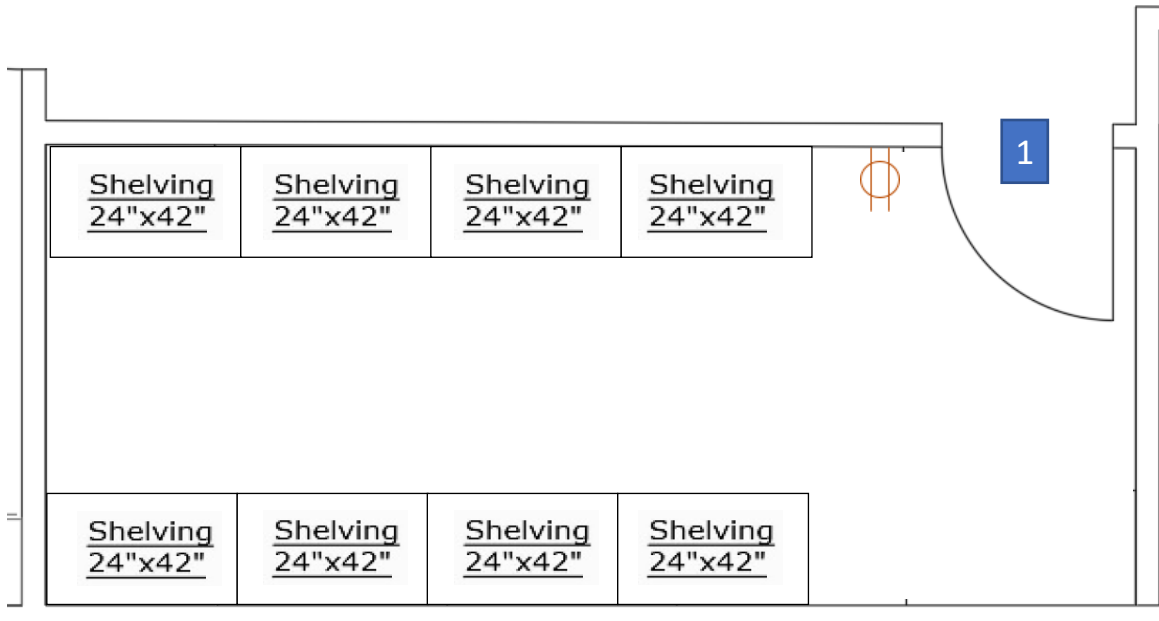
Note: If ceiling is a hard surface, then base feeds must be supplied for power.
Power poles can be adjusted on site anywhere on power panels.

3-Circuit

- As many as three separate 20-Amp rated circuits from 1 power feed module.
- 8-Wire system enclosed in one power distribution assembly:
 - 3 hot wires
 - 3 neutral wires
 - 1 common ground wire
 - 1 isolated ground wire
- Separate neutrals, one dedicated to each circuit, are capable of carrying computer-quality power.

SYSTEMS FURNITURE ELECTRICAL REQUIREMENTS

Building needs to be equipped with ceiling junction boxes for all systems furniture unless base feeds are specifically noted. All electrical outlets and rough-ins for data need to be provided by building owner.



ROOM OVERALL: All storage rooms will be equipped with shelving. In all three spaces, it is preferred not to have windows. Children storage room is used to store large items such as car seats, strollers, etc. Size of rooms will vary; see approved block plan. Shelves will be secured to walls in all the storage rooms.

FLOORING TYPE: VCT/LVT

DOORS:

	TYPE	HARDWARE
1	Solid door	STOREROOM LOCKSET No closer Separate change key

ELECTRIC: 1 duplex for convenience.

AREA:

Supply room : Varies

File room: 200 sqft. There are exceptions

Children storage room varies



**STATE OF TENNESSEE
SPACE STANDARDS**
DEPARTMENT OF
GENERAL SERVICES

TYPICAL:
Department
of Children's
Services

CHILDREN SUPPLIES, OFFICE SUPPLIES ROOM, AND FILE ROOM
These spaces are all located in Zone 3. Sizes of space can fluctuate based on the size of agency.







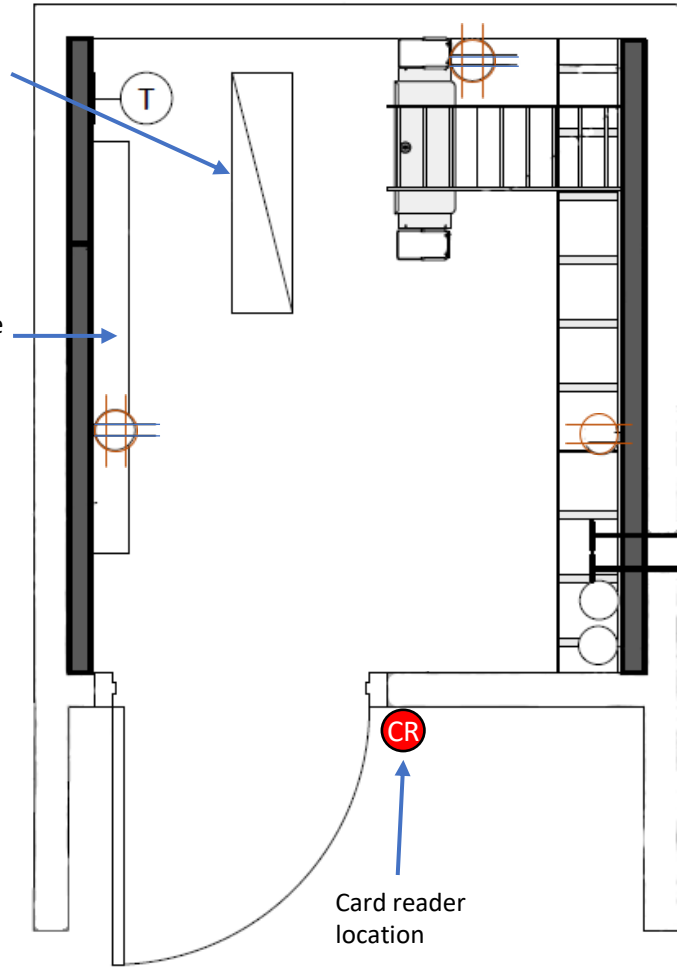
Shall provide a minimum of 2" conduits (x3) to extend to the property line. The State Service Provider needs to be consulted as they have the legal right to determine where the conduits terminate. Coordinate with state service provider and STS Cabling team.

Lighting should be a minimum of 50-foot candles on both sides of the racks.

Stand alone dedicated HVAC Unit appropriately sized according to square footage and heat load. Consult with STS Cabling Department for any questions on size and location. HVAC unit to be mounted on the wall at 8'-6" AFF. Thermostat easily accessible within the room, typically by the door. Unit needs to be operating 24 hours a day, 365 days/ year with no heat.

NOTE: Air from the HVAC unit must not blow directly at the equipment.

-  Card reader
-  Thermostat
-  Quad outlet
-  Dual outlet



ROOM OVERALL:

- Telecom should be centrally located in secure staff zone
- Must be temperature controlled, cooling only (see note on HVAC)
- Room should be within 200 feet of systems furniture or IT termination point(s)

Single story buildings

- Ceiling should be open to deck except where approved by STS and DGS
- Spaces should be designed with adequate pathways or openings through walls and other obstructions into accessible ceiling space.

Multi-story buildings

- At least one telecom room per floor
- Must be stacked with the walls extending to the deck
- State will provide necessary plywood backboard
- Provide conduit infrastructure for voice/data and back-boxes
- 1" conduit stubbed up into accessible area in the open access ceiling
- Place outlets according to build out plans, Include pull string and a bushing.

FLOORING TYPE: FINISHED CONCRETE

DOORS: Must be minimum of 36" wide and open out. Must remain locked at all times.

	TYPE	HARDWARE
1	Solid door with card reader	No interior thumb lock Door closer needed

WINDOW : No windows

ELECTRICAL:

- Provide (2) dedicated 120v, 20-amp quad outlets. Coordinate location of quads with rack location(s).
- Provide (2) convenience outlets, one on each wall
- Provide 1 #6AWG ground wire from the main electrical panel with 3' of slack coiled up a top of back board.

AREA:

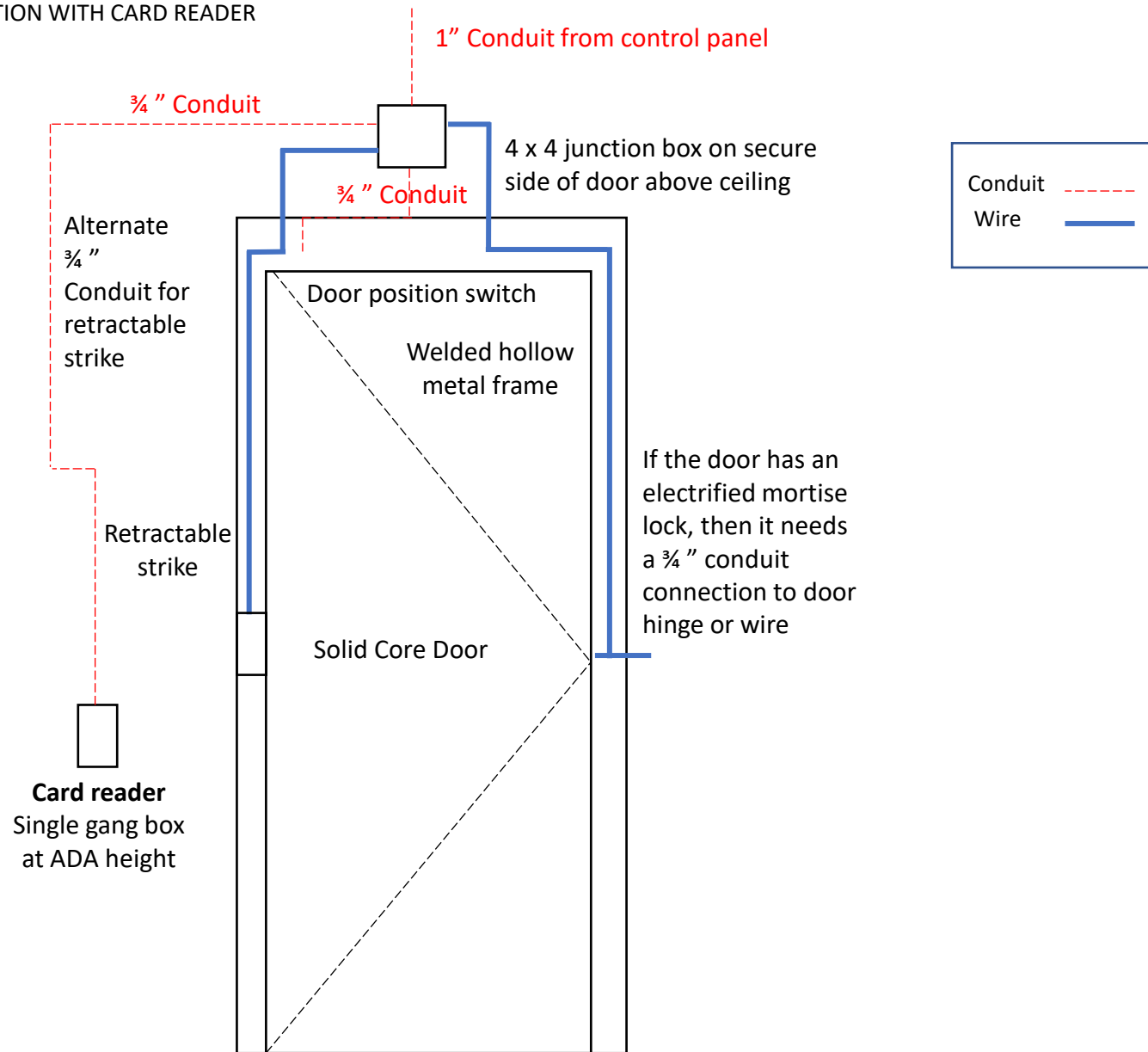
Space requirements are 8'-0" x 10'-0" sqft. Minimum.

TELECOM ROOMS

State approved business class or commercial fiber optic connectivity must be available on the property. If deviating from any of these requirements, please consult with the STS State Cabling Department.

Only the State of Tennessee has access to the telecom room.

DETAIL K DOOR ELEVATION WITH CARD READER



DOOR ELEVATION WITH CARD READER

DOOR ELEVATION WITH CARD READER Card reader doors that can be operated by a door release button must have a whip from the door to the release button location. Refer to the receptionist section within this document.