



Down Syndrome Achievement Centers  
educate. inspire. believe.

ADHM 253 INTERIOR DESIGN  
STUDIO II – OFFICE DESIGN  
North Dakota State University

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## Mission Statement

GiGi's Playhouse Down Syndrome Achievement Center's mission is to change the way the world views Down syndrome through national campaigns, educational programs, and by empowering individuals with Down syndrome, their families and the community. We offer free therapeutic and educational programming to individuals with Down syndrome and their families (About Gigi's Playhouse).

## User/Client Description

Gigi's Playhouse is a nationally recognized down syndrome achievement center ranging in services for families and individuals of all ages. Playhouse programs, marketing and PR campaigns, impact partnerships and community engagements are a few of the components that make up this organization. The following location of Gigi's Playhouse is comprised of 13 employees.

The **regional executive director (1)** plays a key role in the overall success of the company. He or she is responsible for promoting and making the following become reality: budgeting, marketing, fundraising, and company tasks. Along with being responsible for the development and implementation of the operational plans used to realize the strategic objectives of the organization the director and other staff, lays out the strategic plan for the coming years. There is one regional executive director for Gigi's Playhouse.

The **regional board secretary (1)** is in charge of maintaining a constant work flow among executive members by upholding responsibility for attending all board meetings, serving on the executive committee, maintaining all board records and ensure their accuracy and safety, reviewing board minutes, and assumes responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair.

The **regional finance director (1)** is in charge of maintaining overall financial stability of the company by completing various tasks such as to assists the corporate office with month end general ledger close, prepares various account reconciliations and reports, analyzes balance sheet accounts, performs variance analysis, and records recurring monthly journal entries. It is also his or her responsibility to assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.

The **regional human resources director (1)** is in charge of overall wellbeing and professionalism of those in the office setting. The director manages recruiting and staffing, employment and compliance to regulatory concerns, employee orientation, development, and training policy development and documentation, organization employee and community communication, compensation and benefits administration, employee safety, welfare, wellness and health.

The **staff members (4)** are paid employees of Gigi's Playhouse that maintain the company's overall community outreach connection with clients. The **regional development officer (1)** works with donors and their gifts and promotes the most economical solution in which the company can use it. The **regional communications officer (1)** is responsible for maintaining a positive view of the company through the public eye. The **regional program officer (1)** deals with company grants and handles them in a way that will positively affect the overall success of the company.

The **information systems specialist (1)** works with the company's network, from security to future needs. Marketing, Developmental, Communications, and Program Staff members are both paid and volunteered workers. Paid staff members are given their duties by the officers of the corresponding department within the organization. Volunteers receive their duties from the managers or other paid staff members. The decisions of the nonprofit's directors and officers are carried out by the organization's staff members.

The **receptionist (1)** answers incoming calls to the company, oversees the lobby area with incoming visitors, and provides general administration among the office. It is his or her responsibility to monitor visitor access and maintain security awareness, provide general administrative and clerical support, prepare correspondence and documents, receive and sort mail and deliveries, schedule appointments, and organize conference and meeting room bookings.

## Scope of Work

As the interior designer for this project, it is my responsibility to design an office space for Gigi's Playhouse. I must design with 13 employees in mind, along with the consideration of potential visitors to the space. The office space should be functional, containing adequate amounts of storage space, correct task and ambient lighting in order to perform work properly, as well as proper space consideration in order to perform various tasks among the office. It is also my personal responsibility to design the space so that employees and visitors feel safe, comfortable, and content. In order to achieve safety, comfort, and contentment, I must select office layout, furniture, lighting, etc. in accordance to employee and visitor needs.

## Goals & Objectives

Goal: Create a space that is accessible to all users.

Objective: Main traffic paths measure at 42" min.

Objective: Office space is easily maneuverable and navigable.

Objective: Promote the company and its mission through the design in a simple and direct way, which can be easily attainable by all occupants of the space.

Goal: Create a space that is sustainable and energy efficient.

Objective: Utilize maximum amount of natural light rather than artificial light.

Objective: Select finish materials made of recycled goods.

Objective: Promotional use of workstations rather than man made walls.

Goal: Create a space in which employees can effectively collaborate in and grow in overall company success.

Objective: Multiple teaming areas allow for effective collaboration and communication among employees.

Objective: Public whiteboards, tack boards, and bulletin boards allow for company goal setting and idea sharing among employees.

Objective: Workstations versus cubicle units allow for proper communication and collaboration among office employees.

Goal: Create a space that reflects Gigi's Playhouse and its mission.

Objective: Consideration of company brand colors when selecting furniture and finishes.

Objective: Appearance of branding in lobby space that positively promotes the company (mission statement, company logo, photographs of company events, client reviews on the company.)

Objective: Create a space that brings energy and enthusiasm to employees, allowing them to positively promote the company.

## Design Concept Statement

The office space for Gigi's Playhouse will promote productivity, success, and positivity. Productivity can be achieved through the consideration of designated separation between work and leisure spaces. Also, proper acoustics, adequate lighting, and non-distracting yet appealing views, have been considered while keeping productivity in mind. This means maintaining a balance of light both ceiling mounted and task lighting, acoustical barrier panels and ceiling tiles, and neutral work environments. Public whiteboards, tack boards, and bulletin boards aid in company goal setting and idea sharing among employees, further leading to both personal and overall success. Positivity is attained through the use of a motivating color scheme of red, blue, yellow, green, and purple, shared natural light which is evenly distributed among all employees, and artwork, accessories, and décor that inspires employees to be exceptional in their work. The use of glass curtain walls, gray undertones within material selections, and white washed brick veneer with compliment these bold colors and balance them out within the space. The use of natural materials such as wood brings the outdoors in, and can enhance mood amongst office members.

## Accessibility Analysis

The success of a design solution can be measured by interest of aesthetics, achievement of branding, or the measure of sustainability within that space...however success of the space's functionality is one of the most important elements to the overall success of the design solution. Designers must consider accessibility for a range of users, therefore reflected in the way in which they lay out furniture, where they place walls and other obstructing partitions, as well as consideration of mounting heights, reach ranges, etc.

Building code states that service counters over 8'-0" in length MUST have an accessible height service counter with a minimum of 36" in length. In the following design solution, the waterfall effect accessible counter measures at 46" which exceeds building code. This same waterfall effect counter space is also present in the break room. Here, it may be used as an alternative prep space which meets accessibility standards. The main corridor central to the overall office space provides users with a main path of egress without visual or physical obstructions. The main corridor's measurements also comply with building code 4.6.1, stating that all corridors MUST measure at a minimum width of 44". When planning door styles and placement of doors amongst the space, building code 4.5.2 was considered which states, ALL door openings shall be a MINIMUM of 36" wide with an 18" clear space on the pull side of the door and a 12" clear space on the push side of the door. This is applicable to doors to the private offices, break room, small conference room, and board room.

Additional accessibility features within the following design solution include a lower coat rack in addition to the standard mounted height rack in the lobby coat area, alternative accessible teaming area located in the work/file area, and an interactive technology wall within the lobby space that not only includes universal standing height screens but also accessible height screens as well.

In conclusion, the design solution for Gigi's Playhouse provides accommodations for a range of users and maintains a layout that can easily be modified upon modification of users of the space through elements such as use of casters on seating and freestanding furniture versus permanent millwork.

## Information Gathering Summary

The initial steps of research for this project included researching the organization itself, Gigi's Playhouse. Through exploration of their website, I was able to retrieve information such as what their mission is as an organization, the work that they do in the community, and the type of work that is performed within the office setting. I was also able to explore their methods of how they promote and brand their organization.

Reflectance of Gigi's Playhouse's branding is present in the following design solution for the space through use of brand colors (yellow, red, green, blue, and purple), canvas images of events and community involvement displayed throughout the office space, and a variety of gathering spaces that support effective communication and collaboration amongst employees, further promoting the mission of Gigi's Playhouse to change the way the world views Down-Syndrome (About Gigi's Playhouse).

Along with exploring the website and branding of Gigi's Playhouse as an overall organization, I then proceeded to explore the different positions that make up the organization. Reviewing the daily tasks of each employee guided me as to how to design their designated space of the office and how much space to plan for in order for them to effectively perform their daily tasks. It was a crucial consideration to design each of the spaces within the overall office to be flexible and interchangeable in the event of rearrangement amongst the office setting. Reviewing the job descriptions also allowed me insight as to adjacencies amongst employees which is reflected in the placement of employee workstations/offices in the following design solution.



The final step in the information gathering process included the completion of annotated bibliographies. The following topics were researched amongst the annotated bibliographies: commercial office design, sustainability, and ergonomics. A prominent piece of information retrieved from the commercial office design bibliography included the fact that collaborative success within an office setting is directly correlated to amount of enclosed and open spaces throughout an office. When considering the layout for Gigi's Playhouse, I decided to reduce the amount of full height walls and rather divide spaces with alternative elements such as transitions in the flooring, materials used, and ceiling heights.

Sustainability is a constant issue that designers face on a day to day basis. After the completion of the sustainability bibliography, I gained more awareness of sustainability issues, and had consideration of these issues when selecting materials for the office space. Finally, the completion of the ergonomics bibliography provided a key reminder that although the design and aesthetics of the office space is important, ultimately, the success of the design directly correlates with the overall satisfaction and proper function amongst the users of the space. Considerations within the following design solution that aid in the satisfaction and comfortability of the users include properly and evenly distributed light, air/heat, and balance of color, materials, textures, etc.

## Branding Analysis

The following design solution supports and reflects the mission of Gigi's Playhouse Down Syndrome Achievement Center through the use of brand colors, a layout that reflects the mission of empowering individuals, and design solutions that motivate employees to effectively contribute to personal and overall company success. The use of the brand colors, red, yellow, purple, blue, and green are used throughout the fabric selections, artwork, accessories, etc. These elements are able to be easily changed or modified if rebranding occurs in the future. More permanent or structural components of the space are finished with neutral elements such as wood, white and gray finish, concrete, brick veneer, and glass.

The layout of the space reflects the company's mission of empowering individuals in the community by promoting personal empowerment of individuals in the work place. This is achieved through the avoidance of enclosed office spaces but rather utilizing open workstations near higher executive offices that are structured with glass walls to reflect unity among office members. Lastly, the design solution motivates employees to effectively contribute to personal and overall company success. Multiple teaming areas allow for employees to practice successful collaboration. Whiteboards and television sets allow for effective planning and setting practical goals for the company to achieve their mission of changing the way the world views Down syndrome.



## Wayfinding Analysis

Wayfinding gives interior spaces purpose and function for its users. Often times, it is more than just signage alone. A common wayfinding issue is the lack of separation of space from the viewer's standpoint. Often times, this is brought about by lack of walls or partitions, changes in materials or colors, as well as lack of overall signage.

Wayfinding has been considered in a multitude of ways throughout the design solution for Gigi's Playhouse, first being, the placement of the main corridor. The main corridor centrally located within the space allows for users to meet each component of the overall office space along one main path of egress. The pattern of carpet along this main path of egress visually guides the eye from one end of the space to another. In addition, custom signage decal is to be placed on the doors throughout the space which will provide both branding and wayfinding support. Finally, uniformed acoustical ceiling tile provides visual continuity from one end of the office space to the other, further supporting wayfinding.

## Room Data Sheets

<b>Room/Area Name &amp; Number:</b> Lobby/Waiting Area		
<b>Users:</b> visitors/guests		
<b>Activities:</b> hanging coats, waiting for department members, conversation		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>Bench seating</li> <li>2 end tables</li> <li>4 chairs</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Air conditioning</li> <li>Heating</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Interactive Wall (north wall)</li> <li>TV</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>6 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>433 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Coat Area		
<b>Users:</b> visitors/guests		
<b>Activities:</b> hanging coats and storing personal belongings		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>coat racks</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>air conditioning</li> <li>heating</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>Carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>west partition wall</li> <li>gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>Shorter and taller coat racks present to accommodate varying heights of visitors to the space.</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>50 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> work area		
<b>Users:</b> all employees		
<b>Activities:</b> making copies, sending faxes, checking mailbox, additional desk work, casual teaming area		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>2 work tables</li> <li>6 work chairs</li> <li>Bar height work peninsula</li> <li>4 bar stools</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>Commercial hardwood</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Copier</li> <li>Fax machine</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>Fax machine</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>table height work surfaces provided in addition to bar height for accessibility purposes</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>10 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>282 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> file area		
<b>Users:</b> all employees		
<b>Activities:</b> file storage		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>5 4 drawer lateral file cabinets</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>Commercial hardwood</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>5ft turn around</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>2</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>100 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> break room		
<b>Users:</b> all employees, visitors		
<b>Activities:</b> lunch break, casual teaming area, coffee break		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>2 lounge chairs</li> <li>2 tables</li> <li>6 chairs</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> <li>Ventilation (microwave)</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>Luxury Vinyl Tile</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Refrigerator</li> <li>Microwave</li> <li>Commercial coffee maker</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>Double sink</li> <li>dishwasher</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>Dropped counter height for accessibility.</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>4 receptacles duplex</li> <li>3 GFCI receptacles</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Exterior shell window</li> <li>Sliding entrance door</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3<sup>2</sup>) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>201 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>Standard shades on exterior windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> teaming area		
<b>Users:</b> all employees, guests		
<b>Activities:</b> last minute casual collaboration, work away from normal setting		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>8 square bar tables</li> <li>16 chairs</li> <li>White boards/tack boards</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>Luxury Vinyl Tile</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>exposed</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>accessible teaming area available in the work area</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>8 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Exterior shell windows</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3<sup>2</sup>) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>200 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>Standards shades on exterior windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>Teaming area square footage is divided evenly into 100 sq ft on each side of the regional executive director's closed office.</li> </ul>		

<b>Room/Area Name &amp; Number:</b> small conference room		
<b>Users:</b> employees, guests		
<b>Activities:</b> employee meetings, collaboration simulations, reports, presentations		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>Conference Table</li> <li>8 chairs</li> <li>Wet bar</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>Commercial hardwood</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>TV</li> <li>Mini fridge</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>sink</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>gypsum board</li> <li>glass curtain wall</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>Occasional Meeting hours</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>Local area network</li> <li>World area network</li> <li>8 receptacles duplex</li> <li>2 GFCI receptacles</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Glass East Wall</li> <li>Glass swing entrance door</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>288 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> board room		
<b>Users:</b> employees, guests		
<b>Activities:</b> employee meetings, formal reports and presentations, meetings with donors/clients		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>conference table</li> <li>12 chairs</li> <li>Wet bar</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>Commercial hardwood</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>TV</li> <li>Mini Fridge</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>sink</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>Occasional Meeting hours</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>Local area network</li> <li>World area network</li> <li>10 receptacles duplex</li> <li>2 GFCI receptacles</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Swing entrance door</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>425 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		



<b>Room/Area Name &amp; Number:</b> reception		
<b>Users:</b> receptionist, guests		
<b>Activities:</b> greeting visitors, managing incoming mail and documents, scheduling and managing appointments, providing clerical support		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>2 guest chairs</li> <li>Desk</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Computer</li> <li>Printer</li> <li>phone</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>3' transaction surface-standing height</li> <li>3' transaction surface-ADA accessible</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>6 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>115 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Program Staff		
<b>Users:</b> staff member, guest		
<b>Activities:</b> volunteer work		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>I shaped work station</li> <li>box box file/guest chair</li> <li>1 task chair</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Phone</li> <li>computer</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>exposed</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>4 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Exterior windows</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>60 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>Standard shades on the exterior shell windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Communications Staff		
<b>Users:</b> staff member, guest		
<b>Activities:</b> volunteer work		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>▪ I shaped work station</li> <li>▪ box box file/guest chair</li> <li>▪ 1 task chair</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>▪ Heating</li> <li>▪ Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>▪ carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>▪ Phone</li> <li>▪ computer</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>▪ M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>▪ exposed</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>▪ 4 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>▪ Exterior windows</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>▪ business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>▪ 60 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>▪ Standard shades on the exterior shell windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Development Staff		
<b>Users:</b> staff member, guest		
<b>Activities:</b> volunteer work		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>▪ I shaped work station</li> <li>▪ box box file/guest chair</li> <li>▪ 1 task chair</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>▪ Heating</li> <li>▪ Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>▪ carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>▪ Phone</li> <li>▪ computer</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>▪ M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>▪ exposed</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>▪ 4 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>▪ Exterior windows</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>▪ business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>▪ 60 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>▪ Standard shades on the exterior shell windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Marketing Staff		
<b>Users:</b> staff member, guest		
<b>Activities:</b> volunteer work		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>▪ I shaped work station</li> <li>▪ box box file/guest chair</li> <li>▪ 1 task chair</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>▪ Heating</li> <li>▪ Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>▪ carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>▪ Phone</li> <li>▪ computer</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>▪ M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>▪ exposed</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>▪ 4 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>▪ Exterior windows</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>▪ business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>▪ 60 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>▪ Standard shades on the exterior shell windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Information System Specialist		
<b>Users:</b> staff member, guest		
<b>Activities:</b> volunteer work		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>▪ I shaped work station</li> <li>▪ box box file/guest chair</li> <li>▪ 1 task chair</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>▪ Heating</li> <li>▪ Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>▪ carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>▪ Phone</li> <li>▪ computer</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>▪ M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>▪ exposed</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>▪ 4 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>▪ Exterior windows</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>▪ business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>▪ 60 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>▪ Standard shades on the exterior shell windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Regional Program Officer		
<b>Users:</b> officer, guests		
<b>Activities:</b> distributing organization's grants, marketing, managing records		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>120 degree workstation</li> <li>1 task chair</li> <li>1 guest chair</li> <li>1 box box file/guest chair</li> <li>1 file file</li> <li>Wardrobe hook</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Computer</li> <li>phone</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>exposed</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>4 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Exterior shell windows</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>100 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>Standard shades on exterior shell windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Regional Communications Officer		
<b>Users:</b> officer, guests		
<b>Activities:</b> working with public relations agency, maintaining company website, advertising work		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>120 degree workstation</li> <li>1 task chair</li> <li>1 guest chair</li> <li>1 box box file/guest chair</li> <li>1 file file</li> <li>Wardrobe hook</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Computer</li> <li>phone</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>exposed</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>4 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Exterior shell windows</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>100 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>Standard shades on exterior shell windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Regional Development Officer		
<b>Users:</b> officer, guests		
<b>Activities:</b> soliciting and securing donations, manages use of donations		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>120 degree workstation</li> <li>1 task chair</li> <li>1 guest chair</li> <li>1 box box file/guest chair</li> <li>1 file file</li> <li>Wardrobe hook</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Computer</li> <li>phone</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>exposed</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>4 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Exterior shell windows</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>100 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>Standard shades on exterior shell windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Regional Human Resource Director		
<b>Users:</b> director, guests		
<b>Activities:</b> recruiting/staffing, policy development, benefit administration		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>parallel desk unit</li> <li>1 box box file</li> <li>Coat tree</li> <li>2 guest chairs</li> <li>1 task chair</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Computer</li> <li>phone</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>glass curtain wall</li> <li>gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>6 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Glass swing entrance door</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>225 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		





<b>Room/Area Name &amp; Number:</b> Regional Finance Director		
<b>Users:</b> director, guests		
<b>Activities:</b> preparation of account reports, analyzing accounts, recording and preparing budget		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>parallel desk unit</li> <li>1 box box file</li> <li>Coat tree</li> <li>2 guest chairs</li> <li>1 task chair</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Computer</li> <li>phone</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>glass curtain wall</li> <li>gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>6 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Glass swing entrance door</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>225 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Regional Board Secretary		
<b>Users:</b> director, guests		
<b>Activities:</b> maintains board records, reviews board minutes, sending out meeting announcements		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>parallel desk unit</li> <li>1 box box file</li> <li>Coat tree</li> <li>2 guest chairs</li> <li>1 task chair</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>Heating</li> <li>Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>carpet</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>Computer</li> <li>phone</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>glass curtain wall</li> <li>gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>6 receptacles duplex</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>Glass swing entrance door</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>225 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>x</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>x</li> </ul>		

<b>Room/Area Name &amp; Number:</b> Regional Executive Director		
<b>Users:</b> director, guests		
<b>Activities:</b> strategic yearly planning for company, budgeting, marketing, fundraising		
<b>Furniture:</b> <ul style="list-style-type: none"> <li>▪ u shaped desk</li> <li>▪ 2 guest chairs</li> <li>▪ 1 task chair</li> <li>▪ 2 lounge chairs</li> <li>▪ 1 end table</li> <li>▪ 1 small conference table</li> <li>▪ 4 conference chairs</li> <li>▪ Coat tree</li> <li>▪ Wet bar</li> </ul>	<b>Heating/Ventilation/AC:</b> <ul style="list-style-type: none"> <li>▪ Heating</li> <li>▪ Air conditioning</li> </ul>	<b>Flooring:</b> <ul style="list-style-type: none"> <li>▪ Commercial hardwood</li> </ul>
<b>Equipment/Appliances:</b> <ul style="list-style-type: none"> <li>▪ Mini fridge</li> <li>▪ TV</li> <li>▪ Computer</li> <li>▪ phone</li> </ul>	<b>Plumbing/Fixtures:</b> <ul style="list-style-type: none"> <li>▪ sink</li> </ul>	<b>Wall Partition(s):</b> <ul style="list-style-type: none"> <li>▪ gypsum board</li> </ul>
<b>Hours of Use:</b> <ul style="list-style-type: none"> <li>▪ M-F 8-5</li> </ul>	<b>Communication:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Ceiling:</b> <ul style="list-style-type: none"> <li>▪ ACT</li> </ul>
<b>Special Provisions:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>	<b>Electrical:</b> <ul style="list-style-type: none"> <li>▪ 10 receptacles duplex</li> <li>▪ 2 GFCI receptacles</li> </ul>	<b>Doors/Windows:</b> <ul style="list-style-type: none"> <li>▪ Exterior shell windows</li> <li>▪ Double sliding glass entrance doors</li> </ul>
<b>Occupant Classification &amp; Occupant Load Per Room:</b> <ul style="list-style-type: none"> <li>▪ business; 100 (9.3^2) gross</li> </ul>	<b>Room Size:</b> <ul style="list-style-type: none"> <li>▪ 449 sq ft</li> </ul>	<b>Natural Lighting &amp; Natural Lighting Controls:</b> <ul style="list-style-type: none"> <li>▪ Standard shades on exterior windows</li> </ul>
<b>Additional Information:</b> <ul style="list-style-type: none"> <li>▪ x</li> </ul>		

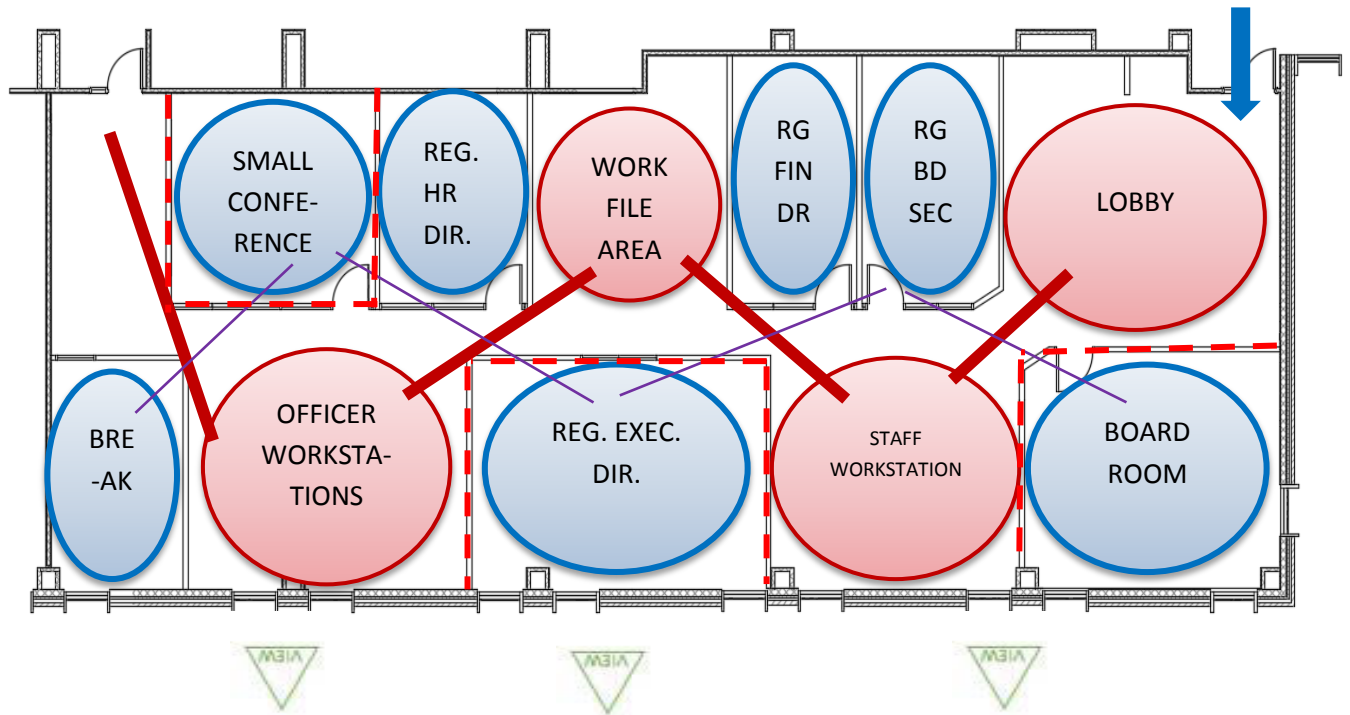


## Adjacency Matrix

KEY	
	Primary/Mandatory
	Secondary/Desirable
	Neutral
	Undesirable

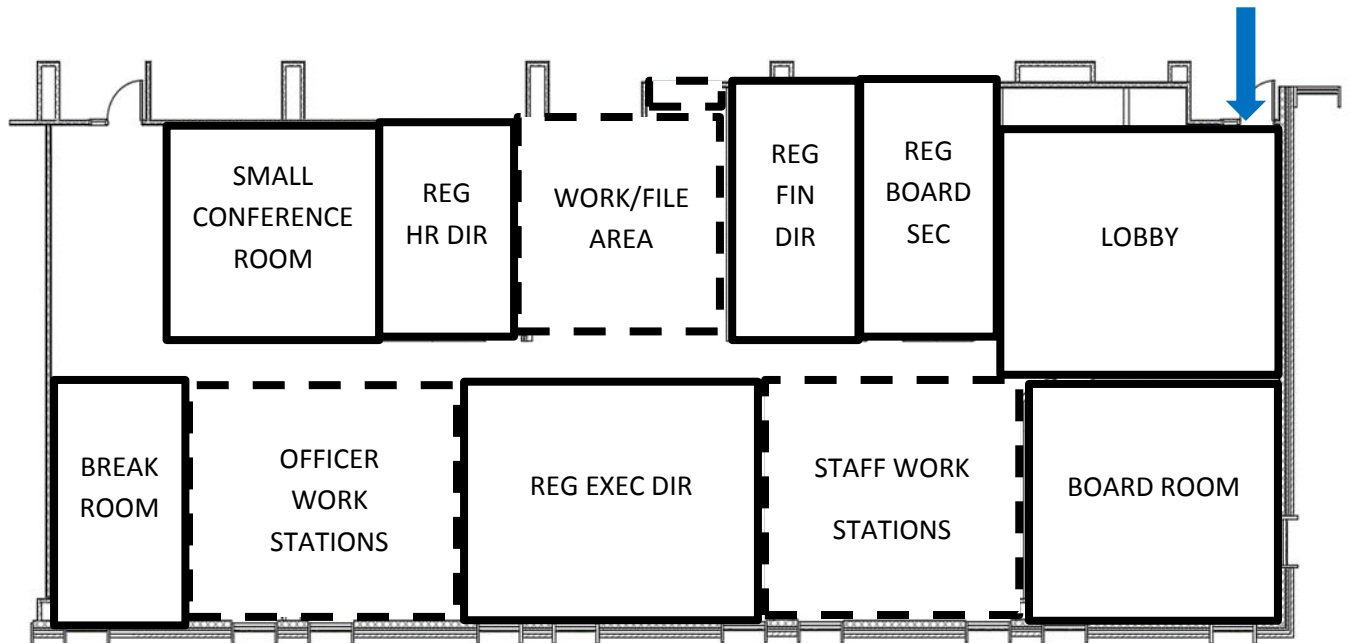
	Reg. Exec. Dir.	Reg. Bd. Sec.	Reg. Fin. Dir.	Reg. HR Dir.	Reg. Dev. Off.	Reg. Com. Off.	Reg. Prog. Off.	Info Sys. Spec.	M. Staff	Dev. Staff	Com. Staff	Prog. Staff	Receptionist	Board Room	Sm. Confnc.	Teaming Area	Break Room	Work/File Area	Lobby/Coat
Regional Executive Director																			
Regional Board Secretary																			
Regional Finance Director																			
Regional Human Resources Director																			
Regional Development Officer																			
Regional Communication Officer																			
Regional Program Officer																			
Information System Specialist																			
Marketing Staff																			
Development Staff																			
Communication Staff																			
Program Staff																			
Receptionist																			
Board room																			
Small Conference Room																			
Teaming Area																			
Break Room																			
Work/File Area																			
Lobby/Coat Area																			




## Bubble Diagrams



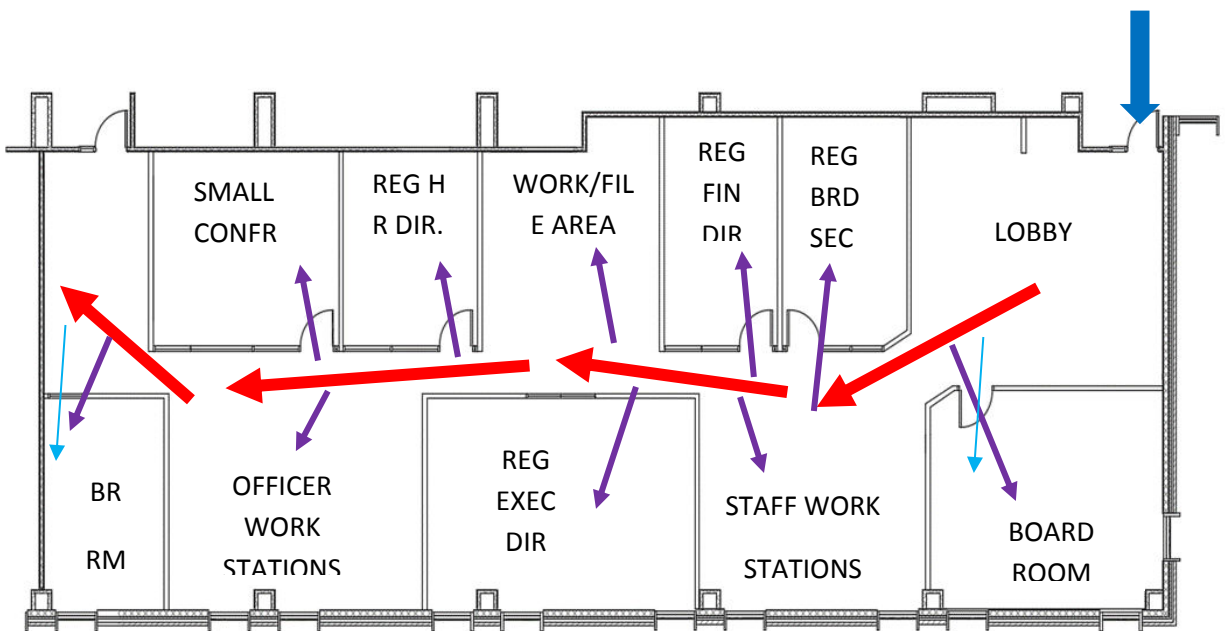
KEY	
	Primary/Mandatory Adjacency
	Secondary/Desirable Adjacency
	Visual Separation
	Interior View Consideration
	Exterior View Consideration
	Acoustical Separation
	Main Entrance
	Private Area
	Public Area







## Blocking Diagrams




KEY	
	Main Entrance
	Wall
	Space allocated but not defined by a wall or built-in divider



## Circulation Diagrams





KEY	
	Primary Circulation Path
	Secondary Circulation Path
	Tertiary Circulation Path
	Main Entrance
	Wall
	Space allocated but not defined by a wall or built-in divider

## FF & E Schedule



FF&E Schedule - Artwork		
<b>Code</b>	<b>ART-1</b>	
<b>Description</b>	Wall Art	
<b>Artist</b>	Strejman	
<b>Creation Date</b>	-	
<b>Code</b>	45926448231A	
<b>Title</b>	Colored Heart From Hand Print Icons	
<b>Medium</b>	acrylic	
<b>Dimension/Size</b>	24" X 24"	
<b>Quantity</b>	1	
<b>Location</b>	Work/File Area 309	
<b>Notes</b>	-	

FF&E Schedule – Furniture		
<b>Code</b>	<b>C-1</b>	
<b>Description</b>	<b>Bench Seating</b>	
<b>Manufacturer</b>	Beachley/Design Tex	
<b>Item/Model Name</b>	Sync	
<b>Item/Model Number</b>	-	
<b>Dimension/Size</b>	6'-0"w X 2'-6"l	
<b>Quantity</b>	2	
<b>Product Finish/Color</b>	-	
<b>Fabric Code</b>	<b>UP-4</b>	
<b>Fabric Pattern Name/Number</b>	Inga Small (3528-901)	
<b>Location</b>	Lobby 300	
<b>Notes</b>	Design Tex: carbon neutral company	


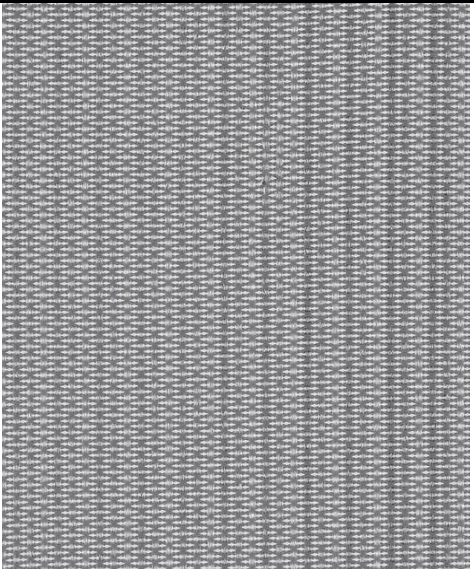
FF&E Schedule – Furniture		
<b>Code</b>	<b>C-2</b>	
<b>Description</b>	<b>Guest chair</b>	
<b>Manufacturer</b>	Herman Miller	
<b>Item/Model Name</b>	Nessel Chair	
<b>Item/Model Number</b>		
<b>Dimension/Size</b>	20.75" w X 23.25" d X	
<b>Quantity</b>	4	
<b>Product Finish/Color</b>	Legs: Caramel Anigre 933	
<b>Fabric Code</b>	<b>UP-5, UP-6, UP-7, UP-8</b>	
<b>Fabric Pattern Name/Number</b>	UP-5 (Tonus 130 ZTN15) UP-6 (Tonus 636 ZTN56) UP-7 (Tonus 129 ZTN14) UP-8 (Tonus 440 ZTN29)	
<b>Location</b>	Lobby 300	
<b>Notes</b>	-	
		UP-5
		UP-6
		UP-7
		UP-8



FF&E Schedule – Furniture		
<b>Code</b>	<b>C-3</b>	
<b>Description</b>	<b>Task chair</b>	
<b>Manufacturer</b>	Haworth	
<b>Item/Model Name</b>	Chancellor	
<b>Item/Model Number</b>	HCPF-CHAE-MXCL	
<b>Dimension/Size</b>	30"w 32.25"d 35"h	
<b>Quantity</b>	4	
<b>Product Finish/Color</b>	-	
<b>Fabric Code</b>	<b>70-164</b>	
<b>Fabric Pattern Name/Number</b>	Dragoncello	
<b>Location</b>	Lobby 300 (Reception), Regional Human Resource Director 308, Regional Finance Director 310, Regional Board Secretary 311	
<b>Notes</b>	-	
		UP-3



FF&E Schedule – Furniture		
<b>Code</b>	<b>C-4</b>	
<b>Description</b>	<b>Task chair</b>	
<b>Manufacturer</b>	Haworth	
<b>Item/Model Name</b>	Chancellor	
<b>Item/Model Number</b>	HCPF-CHAP-MXCL	
<b>Dimension/Size</b>	30"w 27.5"d 40.5"h	
<b>Quantity</b>	12	
<b>Product Finish/Color</b>	leather	
<b>Fabric Code</b>	70-128	
<b>Fabric Pattern Name/Number</b>	Carminio	
<b>Location</b>	Board Room 301	
<b>Notes</b>	-	


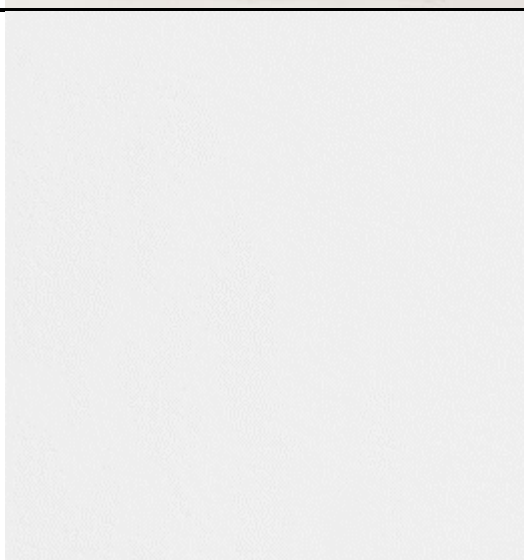
UP-9


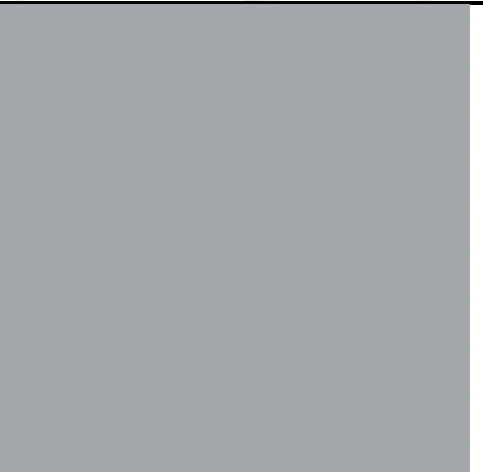
FF&E Schedule – Furniture		
<b>Code</b>	<b>C-5</b>	
<b>Description</b>	<b>Task chair</b>	
<b>Manufacturer</b>	Herman Miller	
<b>Item/Model Name</b>	Aeron Chair	
<b>Item/Model Number</b>	AER1B.23HW.ZSS.VPR.VPR.VPR.C7.8Z23101	
<b>Dimension/Size</b>	27" w X 16.8" d X 41.1" h	
<b>Quantity</b>	8	
<b>Product Finish/Color</b>	-	
<b>Fabric Code</b>	UP-10	
<b>Fabric Pattern Name/Number</b>	VPR Mineral – Frame Finish, Chassis, Base VPR – Mineral Arm pads Pellicle in Mineral 23101	
<b>Location</b>	Staff workstations 302, Officer workstations 305	
<b>Notes</b>	-refined tilt mechanism, adjustable PostureFit SL, and 8Z Pellicle suspension	

FF&E Schedule – Furniture		
<b>Code</b>	<b>C-6</b>	
<b>Description</b>	<b>Bar stool</b>	
<b>Manufacturer</b>	Haworth	
<b>Item/Model Name</b>	Tate	
<b>Item/Model Number</b>	HCCE-TAL	
<b>Dimension/Size</b>	TH: 44.5" TD: 19.25" TW: 17.25	
<b>Quantity</b>	20	
<b>Product Finish/Color</b>	-	
<b>Fabric Code</b>	UP-11	
<b>Fabric Pattern Name/Number</b>	Inga Large (3529-901)	
<b>Location</b>	Teaming Area 303, Work/File Area 309	
<b>Notes</b>	-	

FF&E Schedule – Furniture		
<b>Code</b>	<b>C-7</b>	
<b>Description</b>	<b>Lounge chair</b>	
<b>Manufacturer</b>	Haworth	
<b>Item/Model Name</b>	Serie 3088	
<b>Item/Model Number</b>	HCCE-SRL1	
<b>Dimension/Size</b>	26"w 32"d 26"h	
<b>Quantity</b>	2	
<b>Product Finish/Color</b>	-	
<b>Fabric Code</b>	UP-12	
<b>Fabric Pattern Name/Number</b>	Myddleton (3563-901)	
<b>Location</b>	Regional Executive Director 304	
<b>Notes</b>	-	



FF&E Schedule – Furniture		
<b>Code</b>	<b>C-8</b>	
<b>Description</b>	<b>Guest chair</b>	
<b>Manufacturer</b>	Herman Miller	
<b>Item/Model Name</b>	Aside Chair	
<b>Item/Model Number</b>	2218	
<b>Dimension/Size</b>	22.5" w X 17" d X 31.6" h	
<b>Quantity</b>	15	
<b>Product Finish/Color</b>	Metallic Silver MS	
<b>Fabric Code</b>	UP-13	
<b>Fabric Pattern Name/Number</b>	Dark Mineral 2118- Cushion Fabric	
<b>Location</b>	Regional Executive Director 304, Officer Workstations 305, Regional Human Resource Director 308, Regional Finance Director 310, Regional Board Secretary 311	
<b>Notes</b>	-	


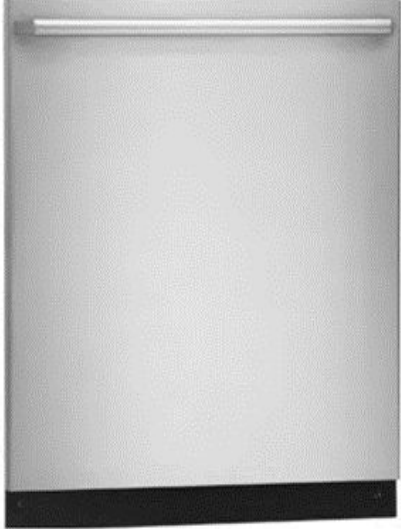
FF&E Schedule – Furniture		
<b>Code</b>	<b>C-9</b>	
<b>Description</b>	Task chair	
<b>Manufacturer</b>	Haworth	
<b>Item/Model Name</b>	Chancellor	
<b>Item/Model Number</b>	HCPF-CHAP-MXCL	
<b>Dimension/Size</b>	30"w 27.5"d 40.5"h	
<b>Quantity</b>	1	
<b>Product Finish/Color</b>	-	
<b>Fabric Code</b>	UP-14	
<b>Fabric Pattern Name/Number</b>	Glicine 70-261	
<b>Location</b>	Regional Executive Director 304	
<b>Notes</b>	-	

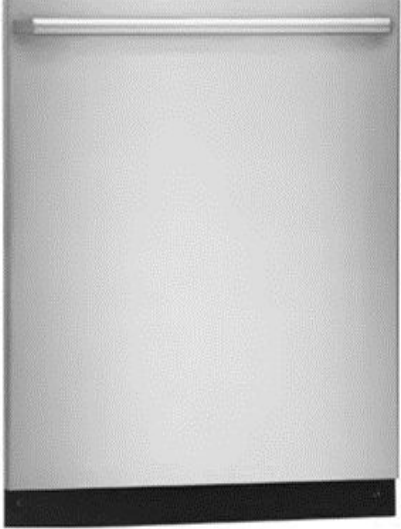
FF&E Schedule – Furniture		
<b>Code</b>	<b>C-10</b>	
<b>Description</b>	<b>Guest chair</b>	
<b>Manufacturer</b>	Herman Miller	
<b>Item/Model Name</b>	Caper Chair	
<b>Item/Model Number</b>	WC410	
<b>Dimension/Size</b>	21.5"w, 17.25"d, 32"h	
<b>Quantity</b>	12	
<b>Product Finish/Color</b>	Fog 63	
<b>Fabric Code</b>	-	
<b>Fabric Pattern Name/Number</b>	-	
<b>Location</b>	(If there is more than one location indicated the room name and the number of items to be delivered to that room in parentheses – see below: Room 101 (3), Room 102A (2), Room 102B (9)	
<b>Notes</b>	-	




FF&E Schedule – Furniture		
Code	C-11	
Description	Lounge chair	
Manufacturer	Haworth	
Item/Model Name	Hello	
Item/Model Number	-	
Dimension/Size	30.75"w 26"d 34.75"h	
Quantity	2	
Product Finish/Color	-	
Fabric Code	UP-12	
Fabric Pattern Name/Number	Myddleton (3563-901)	
Location	Break Room 306	
Notes	-	

FF&E Schedule – Furniture		
<b>Code</b>	<b>C-12</b>	
<b>Description</b>	Task chair	
<b>Manufacturer</b>	Haworth	
<b>Item/Model Name</b>	Chancellor	
<b>Item/Model Number</b>	HCPF-CHAE-MXCL	
<b>Dimension/Size</b>	30"w 32.25"d 35"h	
<b>Quantity</b>	8	
<b>Product Finish/Color</b>	-	
<b>Fabric Code</b>	UP-15	
<b>Fabric Pattern Name/Number</b>	Compass (A-61448)	
<b>Location</b>	Small conference room	
<b>Notes</b>	-fabric made of recycled content -LEED certified	

FF&E Schedule – Furniture		
<b>Code</b>	<b>CH-1</b>	
<b>Description</b>	Coat hanger	
<b>Manufacturer</b>	Lorell	
<b>Item/Model Name</b>	Free Standing Coat Rack, 3 hook	
<b>Item/Model Number</b>	1311355	
<b>Dimension/Size</b>	69"	
<b>Quantity</b>	3	x 
<b>Product Finish/Color</b>	chrome	
<b>Fabric Code</b>	-	
<b>Fabric Pattern Name/Number</b>	-	
<b>Location</b>	Regional Human Resource Director 306, Regional Finance Director 310, Regional Board Secretary 311	
<b>Notes</b>	-	

FF&E Schedule – Miscellaneous (Accessories, Plumbing, etc.)		
<b>Code</b>	<b>DW-1</b>	
<b>Description</b>	dishwasher	
<b>Manufacturer</b>	Electrolux	
<b>Item/Model Name</b>	Built-In Dishwasher with IQ-Touch™ Controls	
<b>Item/Model Number</b>	E124ID50QS	
<b>Dimension/Size</b>	Height: 35 3/4" Width: 23-3/4" Depth: 24-1/4"	
<b>Quantity</b>	1	
<b>Product Material/Finish/Color</b>	-stainless steel	
<b>Location</b>	Break Room 306	
<b>Notes</b>	Energy Star Rated	

FF&E Schedule – Miscellaneous (Accessories, Plumbing, etc.)		
<b>Code</b>	<b>FCT-1</b>	
<b>Description</b>	faucet	
<b>Manufacturer</b>	Delta	
<b>Item/Model Name</b>	Delta Faucet Trinsic™ 1.8 gpm 8 in. Single-Handle 1-Hole Deck Mount Kitchen Sink Faucet 360° Swivel Pull Down Spout 3/8 in. Compression Connection Arctic Stainless	
<b>Item/Model Number</b>	D9159ARDST	
<b>Dimension/Size</b>	8"	
<b>Quantity</b>	4	
<b>Product Material/Finish/Color</b>	-stainless steel	
<b>Location</b>	Break Room 306, Small Conference Room 307, Regional Executive Director Office 304, Board Room 301	
<b>Notes</b>	Pb free	

FF&E Schedule – Miscellaneous (Accessories, Plumbing, etc.)		
<b>Code</b>	<b>IW-1</b>	
<b>Description</b>	Interactive Technology Wall	
<b>Manufacturer</b>	Planar (A Leyard Company)	
<b>Item/Model Name</b>	Interactive Technology Wall	
<b>Item/Model Number</b>	-	
<b>Dimension/Size</b>	-	
<b>Quantity</b>	1	
<b>Product Material/Finish/Color</b>	-	
<b>Location</b>	North Lobby Wall 300	
<b>Notes</b>	Customized to fit visitor type.	

**FF&E Schedule – Miscellaneous (Accessories, Plumbing, etc.)**

<b>Code</b>	<b>MIC-1</b>
<b>Description</b>	Microwave
<b>Manufacturer</b>	Electrolux
<b>Item/Model Name</b>	Built in microwave oven
<b>Item/Model Number</b>	EI24MO45IBEI30MO45TS
<b>Dimension/Size</b>	30" w
<b>Quantity</b>	1
<b>Product Material/Finish/Color</b>	Stainless steel
<b>Location</b>	Break Room 306
<b>Notes</b>	-

**FF&E Schedule – Miscellaneous (Accessories, Plumbing, etc.)**

<b>Code</b>	<b>R-1</b>
<b>Description</b>	refrigerator
<b>Manufacturer</b>	Electrolux
<b>Item/Model Name</b>	Standard-Depth Side-By-Side Refrigerator with IQ-Touch™ Controls
<b>Item/Model Number</b>	EI26SS30JS
<b>Dimension/Size</b>	Height: 70" Width: 36" Depth: 50"
<b>Quantity</b>	1
<b>Product Material/Finish/Color</b>	Stainless steel
<b>Location</b>	Break Room 306
<b>Notes</b>	Energy Star Rated



**FF&E Schedule – Miscellaneous (Accessories, Plumbing, etc.)**

<b>Code</b>	<b>R-2</b>
<b>Description</b>	Mini fridge
<b>Manufacturer</b>	Jenn-Air
<b>Item/Model Name</b>	Under Counter Refrigerator
<b>Item/Model Number</b>	JUR24FRERS
<b>Dimension/Size</b>	24"
<b>Quantity</b>	3
<b>Product Material/Finish/Color</b>	Stainless steel
<b>Location</b>	Small Conference Room 307, Regional Executive Director Office 304, Board Room 301
<b>Notes</b>	Energy Star Qualified

**FF&E Schedule – Miscellaneous (Accessories, Plumbing, etc.)**


<b>Code</b>	<b>S-1</b>
<b>Description</b>	sink
<b>Manufacturer</b>	Kohler
<b>Item/Model Name</b>	Toccata™
<b>Item/Model Number</b>	K-3346-3-NA
<b>Dimension/Size</b>	33" x 22" x 8-3/16"
<b>Quantity</b>	1
<b>Product Material/Finish/Color</b>	Stainless steel
<b>Location</b>	Break Room 306
<b>Notes</b>	-

**FF&E Schedule – Miscellaneous (Accessories, Plumbing, etc.)**


<b>Code</b>	<b>S-2</b>
<b>Description</b>	Bar sink
<b>Manufacturer</b>	Kohler
<b>Item/Model Name</b>	Brinx®
<b>Item/Model Number</b>	K-3674-NA
<b>Dimension/Size</b>	18.75" dia, 6"d
<b>Quantity</b>	3
<b>Product Material/Finish/Color</b>	Stainless steel
<b>Location</b>	Small Conference Room 307, Regional Executive Director Office 304, Board Room 301
<b>Notes</b>	-



FF&E Schedule – Furniture		
<b>Code</b>	<b>T-1</b>	
<b>Description</b>	Side table	
<b>Manufacturer</b>	Arcadia	
<b>Item/Model Name</b>	Cylinder Occasional Table	
<b>Item/Model Number</b>	-	
<b>Dimension/Size</b>	18" dia	
<b>Quantity</b>	3	
<b>Product Finish/Color</b>	22 Caramel Beech	
<b>Fabric Code</b>	-	
<b>Fabric Pattern Name/Number</b>	-	
<b>Location</b>	Regional Executive Director 304, Lobby 300	
<b>Notes</b>	-	

FF&E Schedule – Furniture		
<b>Code</b>	<b>T-2</b>	
<b>Description</b>	Conference Table	
<b>Manufacturer</b>	Haworth	
<b>Item/Model Name</b>	Executive Wood Conference Table	
<b>Item/Model Number</b>	-	
<b>Dimension/Size</b>	152" w 48" d 30" h	
<b>Quantity</b>	1	X
<b>Product Finish/Color</b>	Veneer WD-1	
<b>Fabric Code</b>	-	
<b>Fabric Pattern Name/Number</b>	-	
<b>Location</b>	Board Room 301	
<b>Notes</b>	-	




FF&E Schedule – Furniture		
<b>Code</b>	<b>T-3</b>	
<b>Description</b>	Bar table	
<b>Manufacturer</b>	Astra Contract Furniture	
<b>Item/Model Name</b>	Modern Folding Bar Table	
<b>Item/Model Number</b>	1113	
<b>Dimension/Size</b>	Width: 28 " Length: 28 " Height: 29.1 "	
<b>Quantity</b>	8	
<b>Product Finish/Color</b>	white	x
<b>Fabric Code</b>	-	
<b>Fabric Pattern Name/Number</b>	-	
<b>Location</b>	Teaming Areas 303	
<b>Notes</b>	-	

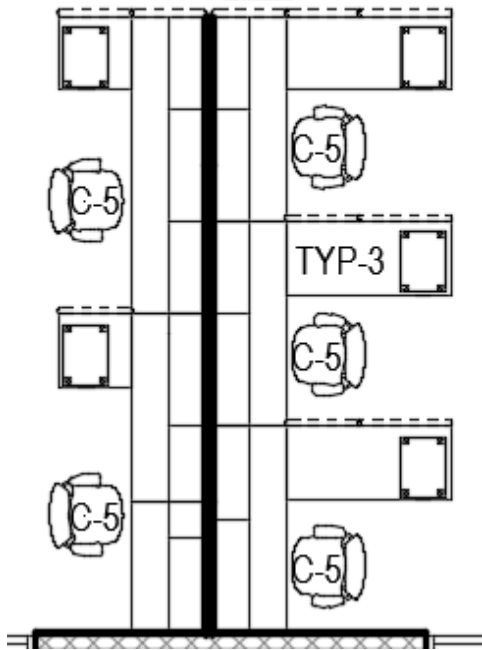
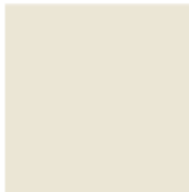

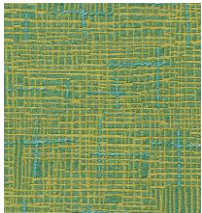

FF&E Schedule – Furniture		
<b>Code</b>	<b>T-4</b>	
<b>Description</b>	table	
<b>Manufacturer</b>	Herman Miller	
<b>Item/Model Name</b>	Eames dining table	
<b>Item/Model Number</b>	ET123	
<b>Dimension/Size</b>	48" dia, 28.5" h	
<b>Quantity</b>	1	
<b>Product Finish/Color</b>	Veneer (WD-1)	x
<b>Fabric Code</b>	-	
<b>Fabric Pattern Name/Number</b>	-	
<b>Location</b>	Regional Executive Director 304	
<b>Notes</b>	-	

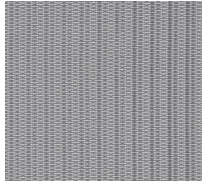



**FF&E Schedule – Systems Furniture Typical 3**

FF&E Schedule – Furniture		
<b>Code</b>	<b>T-5</b>	
<b>Description</b>	table	
<b>Manufacturer</b>	Herman Miller	
<b>Item/Model Name</b>	Eames dining table	
<b>Item/Model Number</b>	ET122	
<b>Dimension/Size</b>	36" dia X 28.5"h	
<b>Quantity</b>	4	
<b>Product Finish/Color</b>	Veneer (WD-1)	x
<b>Fabric Code</b>	-	
<b>Fabric Pattern Name/Number</b>	-	
<b>Location</b>	Break Room 306, Work/File Area 309	
<b>Notes</b>	-	

FF&E Schedule – Furniture		
<b>Code</b>	<b>T-6</b>	
<b>Description</b>	Conference table	
<b>Manufacturer</b>	Haworth	
<b>Item/Model Name</b>	Executive Wood Conference Table	
<b>Item/Model Number</b>		
<b>Dimension/Size</b>	7'-9"w 4'-0"l 30"h	
<b>Quantity</b>	1	
<b>Product Finish/Color</b>	Veneer (wd-1)	x
<b>Fabric Code</b>	-	
<b>Fabric Pattern Name/Number</b>	-	
<b>Location</b>	Small Conference Room 307	
<b>Notes</b>	-	

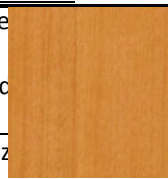
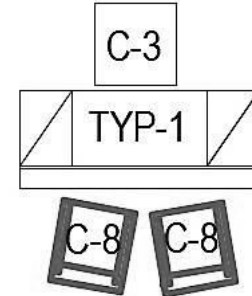
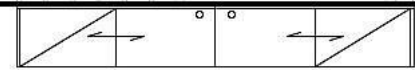
<b>Code</b>	<b>TYP-3</b>	<p><b>STAFF WORKSTATIONS</b></p> <p>302</p> 
<b>Description</b>	<b>5'-6" X 6'-6" L-Shaped Workstation</b> <b>8'-0" X 4'-0" L-Shaped Workstation</b>	
<b>Manufacturer</b>	Herman Miller	
<b>Item/Model Name</b>	Action Office Series 2 TU Storage Aeron Work Chair	
<b>Dimension/Size</b>	5'-6" x 6'-6" 8'-0" x 4'-0"	
<b>Quantity</b>	5'-6" x 6'-6" <b>(3)</b>  8'-0" x 4'-0" <b>(2)</b>	
<b>Worksurface Color/Number</b>	Laminate – Soft White LU	 <p>Laminate: Soft White LU</p>  <p>Trim/Painted Finish: Inner Tone Light HF</p>  <p>Panel Fabric: Bright Green on Green 22V06</p>  <p>Overhead Finish: Woodgrain Laminate-</p>
<b>Trim Finish Color/Number</b>	Inner Tone Light HF	
<b>Fabric Finish Name/Color/Number</b>	Panel Fabric - Bright Green on Green 22V06  Mobile Ped Cushion- UP-1 (Henrik Small)  Overhead Storage Unit - Woodgrain Laminate-Light Anigre HP	
<b>Painted Finish Name/Color/Number</b>	Inner Tone Light HF	
<b>Location</b>	Staff Workstations 302	
<b>Notes</b>	- Aeron Chair: refined tilt mechanism, adjustable PostureFit SL, and 8Z Pellicle suspension	

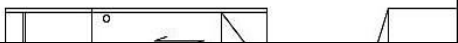

		<p>Light Anigre HP</p>  <p>Seating: Pellicle in Mineral 23101</p>  <p>Mobile Ped Cushion: UP-1 (Henrik Small)</p>
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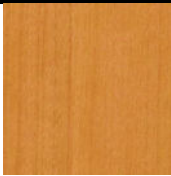


**WORKSTATION PARTS LIST**

Code	Qty	Part Number	Size	Description	Finish
P-4	1	A1125.6748.G. HF.HF	67"h X 48"w	Tackable Acoustical Barrier Fabric-Covered Panel	Inner Tone Light HF – Trim / Top Cap Inner Tone Light HF– Cable Management Bright Green on Green 22V06- Fabric
P-5	2	A1125.6760.G. HF.HF	67"h X 60"w	Tackable Acoustical Barrier Fabric-Covered Panel	Inner Tone Light HF – Trim / Top Cap Inner Tone Light HF– Cable Management Bright Green on Green 22V06- Fabric
P-6	1	A1125.6742.G. HF.HF	67"h X 42"w	Tackable Acoustical Barrier Fabric-Covered Panel	Inner Tone Light HF – Trim / Top Cap Inner Tone Light HF– Cable Management Bright Green on Green 22V06- Fabric
DR-2	3	AO215.62	62"h	Draw Rod for 67"h panel	n/a
CN-2	1	A1220.F.67.HF.HF	67"h	2-Way 90-degree Connector – Fabric Covered	Inner Tone Light HF – Trim / Top Cap Inner Tone Light HF– Cable Management Bright Green on Green 22V06- Fabric
FE-2	2	A1271.32H.HF.HF	32"h	Finished End - Standard	Inner Tone Light HF – Surface Finish Inner Tone Light HF – Cable Management
WS-4	2	A2310.2424L.LU.LU	24"d X 24"w	Square-Edged Rectangular Worksurface, Laminate	Soft White LU – Top / Edge Finish Soft White LU – Support Finish
WS-5	1	A2310.2496L.LU.LU	24"D X 96"w	Square-Edged Rectangular Worksurface, Laminate	Soft White LU – Top / Edge Finish Soft White LU – Support Finish

WS-6	1	A2310.2460L.LU.LU	24"d X 60"w	Square-Edged Rectangular Worksurface, Laminate	Soft White LU – Top / Edge Finish Soft White LU – Support Finish
<b>FF&amp;E Schedule – Systems Furniture Typical 1</b>					
<b>Code</b>			<b>TYP-1</b>	Worksurface, Laminate	ish
<b>Description</b>	2	A2310.2460L.LU.LU	6, 10' Parallel Worksurfaces	Square-Edged Rectangular	Finish
<b>Manufacturer</b>				Worksurface, Laminate	ish
<b>WS-9</b>	3	A2310.2454L.LU.LU	Haworth Herman Miller	24"d X 54"w Square-Edged Rectangular Worksurface, Laminate	Finish ish
<b>Item/Model Name</b>			Masters Series Desks	H-Leg	
<b>Dimensions/Size</b>			10' X 1'-6"		
<b>OH-1</b>	6	A3810.2230.C.N.HF	22"h X 30"w	F-Style Sliding Door Storage Veneer Door, No lock	h
<b>Quantity</b>	6	A3810.2230.C.N.HF	6' X 2'-6" (3)	F-Style Sliding Door Storage Veneer Door, No lock	h
<b>WF-1</b>	1	X1192.3	3"	Wall Fastener	h
<b>TL-1</b>	5	Y6470.FR.MS	6' X 2'-6" (3) 14" h X 6"w	Flute Personal LED Light	
<b>Worksurface Color/Number</b>		LK11D.24BBF.SRSS	Light QC Anegre NP-W07	24" d x 15" w W07	Inner Tone Light HF– Surface Finish
<b>Trim Finish Color/Number</b>			Light QC Anegre NP-W07	¾ extension roller shoe Keyed Alike	UP-1 Henrik Small- Mobile Ped Cushion Finish
<b>Fabric Finish Name/Color/Number</b>		AER1B.23HW.7SS.V		Aeron Work Chair, Size Standard Height Range	VPR Mineral – Frame Finish, Chassis, Base
		PR.VPR.VPR.C7.BZZ	Chair Fabric: UP-3 Dragoncello 70.164	Tilt-Limiter and Seat Angle Adjustable Arms	Finish: Light QC Anegre NP-W07 VPR – Mineral Arm pads Pellicle in Mineral
			Guest Chair: UP-2 ( Dark Mineral)	Non-Upholstered arm pads Posturefit 2-1/2" casters hard floor or carpet	23101



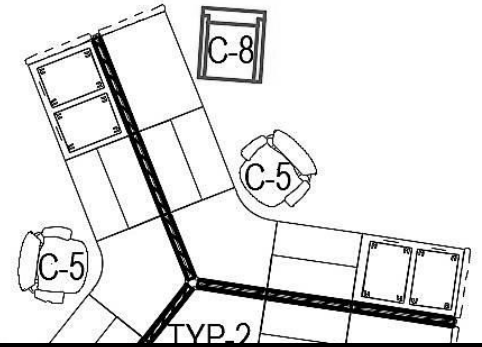
		2118)			
FF&E Schedule – Systems Furniture Typical 1					
Name/Color/Number		TYP-1			
Code		Regional Human Resource Director 308,			
Location		Executive Desk			
Description		Regional Finance Director 310, Regional			
		Board Secretary 311		Chair Fabric: UP-3 Dragoncello 70-164	
Notes		-		 Guest Chair: UP-2 ( Dark Mineral 2118)	
WORKSTATION PARTS LIST					
Code	Qty	Part Number	Size	Description	Finish
WS-10	3	XZRL-1960-1SSJBYLS	24”d X 60”w	Return With Lateral File Left Hand Orientation Square Edge Lateral File 30" Bar Pull With Grommet Side-to-Side Grain Direction	Worksurface/Trim Finish: Light QC Anegre NP-W07
WS-11	3	XZRL-1960-1SSJBYRS	24”D X 60”w	Return With Lateral File Right Hand Orientation Square Edge Lateral File 30" Bar Pull With Grommet Side-to-Side Grain Direction	Worksurface/Trim Finish: Light QC Anegre NP-W07
WS-12	3	XZDF-30xx-1SS56BWF	24”d X 72”w	Double Pedestal Rectangular Desk - 30" Deep Full Overlay Modesty Square Edge Box/Box/File & File/File Bar Pull	Worksurface/Trim Finish: Light QC Anegre NP-W07
TL-1	3	Y6470.FR.MS	14”h X 6”w	Flute Personal LED Light	n/a
C-3	3	HCPF-CHAE-MXCL	30"w 32.25"d 35"h	Chancellor Manager Task Chair	Chair fabric: Dragoncello 70-164
C-8	3	-	22.5”w X 17”d X 31.6”h	Aside Guest Chair	Metallic Silver MS –frame finish  Dark Mineral 2118- Cushion Fabric



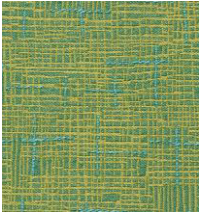

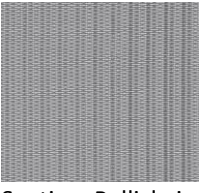

<b>Manufacturer</b>	Haworth Herman Miller	
<b>Item/Model Name</b>	Masters Series Desks	
<b>Dimension/Size</b>	13'-0"w X 9'-0"l	
<b>Quantity</b>	1	
<b>Worksurface Color/Number</b>	Light QC Anegre NP-W07	 Worksurface/Trim Finish: Light QC Anegre NP-W07     Guest Chair: UP-2 ( Dark Mineral 2118)
<b>Trim Finish Color/Number</b>	Light QC Anegre NP-W07	
<b>Fabric Finish Name/Color/Number</b>	Chair Fabric: UP-3 Dragoncello 70-164  Guest Chair: UP-2 ( Dark Mineral 2118)	
<b>Painted Finish Name/Color/Number</b>	-	
<b>Location</b>	Regional Executive Director 304	
<b>Notes</b>	-	

**WORKSTATION PARTS LIST**


<b>Code</b>	<b>Qty</b>	<b>Part Number</b>	<b>Size</b>	<b>Description</b>	<b>Finish</b>
WS-13	2	XZTH-30xx-1SSFR	30"d X 78"w	Convergent T-Desk - 30" Deep Right Hand Orientation Square Edge	Light QC Anegre NP-W07
WS-14	1	XZTH-30xx-1SSFL	30"D X 78"w	Convergent T-Desk - 30" Deep Left Hand Orientation Square Edge	Light QC Anegre NP-W07
WS-15	1	XZRP-19xx-1SS6BYLS	19"d X 54"w	Return With Pedestal Left Hand Orientation Square Edge File/File Bar Pull With Grommet Side-to-Side Grain Direction	Light QC Anegre NP-W07
WS-16	1	XZRP-19xx-1SS6BYRS	Depth: 19" Width: 60"	Return With Pedestal Right Hand Orientation Square Edge File/File Bar Pull With Grommet Side-to-Side Grain Direction	Light QC Anegre NP-W07
OH-3	1	X4Lx-40xx-	Height:	Vertical Storage Unit	Light QC Anegre NP-W07

		NSNT	39.875" Depth: 16.5"	One-High Glass Sliding Door	
<b>FF&amp;E Schedule – Systems Furniture Typical 2</b>					
<b>Code</b>	1	X3AF-xx24-	<b>TYP-2</b>	Depth: 24"	Personal Storage Tow
<b>Description</b>		SBSSSLPx	<b>6'-3" X 6'-3" V-Shaped Workstation</b>	Width: 24" Height: 6'-0"	Five-High QB Six-High File/File & Valet Bar Pull
TL-1	3	Y6470.FR.MS		14"h X 6"w	Flute Personal LED Lig
<b>Manufacturer</b>		HCPF CHAP	Herman Miller	30-w	Chancellor President
<b>Item/Model Name</b>			Action Office Series 2 TU Storage	32.25" 35"h	
C-8	2	-	Aeron Work Chair		Aside Guest Chair
<b>Dimension/Size</b>			6'-3" X 6'-3" d X 31.6"h		
					Dark Mineral 2118- Cushion Fabric



<b>Quantity</b>	3	
<b>Worksurface Color/Number</b>	Laminate – Soft White LU	 Laminate: Soft White LU  Trim/Painted Finish: Inner Tone Light HF  Panel Fabric: Bright Green on Green 22V06  Overhead Finish: Woodgrain Laminate-Light Anigre HP  Seating: Pellicle in Mineral 23101  Mobile Ped Cushion: UP-1 (Henrik Small)
<b>Trim Finish Color/Number</b>	Inner Tone Light HF	
<b>Fabric Finish Name/Color/Number</b>	Panel Fabric - Bright Green on Green 22V06  Mobile Ped Cushion- UP-1 (Henrik Small)  Overhead Storage Unit - Woodgrain Laminate-Light Anigre HP  Guest Chair: UP-2 ( Dark Mineral 2118)	
<b>Painted Finish Name/Color/Number</b>	Inner Tone Light HF	
<b>Location</b>	Officer Workstations 305	
<b>Notes</b>	- Aeron Chair: refined tilt mechanism, adjustable PostureFit SL, and 8Z Pellicle suspension	



		 <p>Guest Chair: UP-2 ( Dark Mineral 2118)</p>
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**WORKSTATION PARTS LIST**


Code	Qty	Part Number	Size	Description	Finish
P-3	3	A1125.6724.G. HF.HF	67"h X 24"w	Tackable Acoustical Barrier Fabric-Covered Panel	Inner Tone Light HF – Trim / Top Cap Inner Tone Light HF– Cable Management Bright Green on Green 22V06- Fabric
P-2	3	A1125.6730.G. HF.HF	67"h X 30"w	Tackable Acoustical Barrier Fabric-Covered Panel	Inner Tone Light HF – Trim / Top Cap Inner Tone Light HF– Cable Management Bright Green on Green 22V06- Fabric
P-1	3	A1125.6736.G. HF.HF	67"h X 36"w	Tackable Acoustical Barrier Fabric-Covered Panel	Inner Tone Light HF – Trim / Top Cap Inner Tone Light HF– Cable Management Bright Green on Green 22V06- Fabric
DR-2	6	AO215.62	62"h	Draw Rod for 67"h panel	n/a
CN-1	1	A1231.67.HF.HF	67"h	3 Way 120 Degree Connector	Inner Tone Light HF – Trim / Top Cap Inner Tone Light HF– Cable Management
FE-2	3	A1271.32H.HF.HF	32"h	Finished End - Standard	Inner Tone Light HF – Surface Finish Inner Tone Light HF – Cable Management
WS-1	3	A2332.2442L.LU.LU	24"d X 42"w	Squared-Edge Corner Work Surface, Laminate	Soft White LU – Top / Edge Finish Soft White LU – Support Finish
WS-2	3	A2310.2430L.HF.HF	24"D X 30"w	Square-Edged Rectangular Worksurface, Laminate	Soft White LU – Top / Edge Finish Soft White LU – Support Finish
WS-3	1	A2310.2436L.HF.HF	24"d X 36"w	Square-Edged Rectangular Worksurface, Laminate	Soft White LU – Top / Edge Finish Soft White LU – Support Finish
WSS-1	6	A2394.30.HF	30"d	H-Leg	Inner Tone Light HF – Surface Finish
OH-1	6	A3810.2230.C.N.HF .HP	22"h X 30"w	F-Style Sliding Door Storage Unit, Veneer Door, No lock	Light Anigre HP – Case Finish Light Anigre HP – Door Finish
TL-1	3	Y6470.FR.MS	14"h X 6"w	Flute Personal LED Light	n/a
CH-2	6	AO535	3.25"h X 3.375"w	Coat Hook	Medium Tone
S-1	6	LK11D.24BBF.SRSS.	24"d x 15"w	TU Bar Pull Mobile Pedestal, painted,	Inner Tone Light

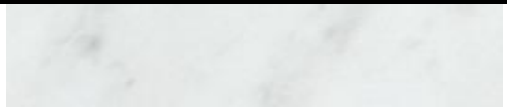
		HF		Box/Box/File ¾ extension roller slide, Smooth Steel Keyed Alike	HF– Surface Finish UP-1 Henrik Small- Mobile Ped Cushion Finish
C-5	3	AER1B.23HW.ZSS.V PR.VPR.VPR.C7.8Z2 3101	-	Aeron Work Chair, Size B Standard Height Range Tilt-Limiter and Seat Angle Height Adjustable Arms Non-Upholstered armpads Posturefit 2-1/2" casters hard floor or carpet	VPR Mineral – Frame Finish, Chassis, Base VPR – Mineral Arm pads Pellicle in Mineral 23101
C-8	3	-	22.5"w X 17"d X 31.6"h	Aside Guest Chair	Metallic Silver MS –frame finish  Dark Mineral 2118- Cushion Fabric

## Room Finish Schedule


Room Finish Schedule		
<b>Code</b>	B-1	
<b>Description</b>	Wall base	
<b>Manufacturer</b>	Roppe	
<b>Product/Style Name</b>	Pinnacle	
<b>Product Number</b>	P123	
<b>Product Finish/Color</b>	Charcoal	
<b>Dimension/Size</b>	3"	
<b>Location</b>	all application gypsum walls	
<b>Technical Specifications</b>	-LEED® Green Building Certification System -meets FloorScore® and CHPS criteria -Roppe Rubber Corner Blocks	

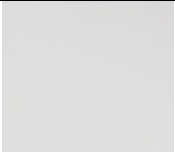
<b>Notes</b>	-	
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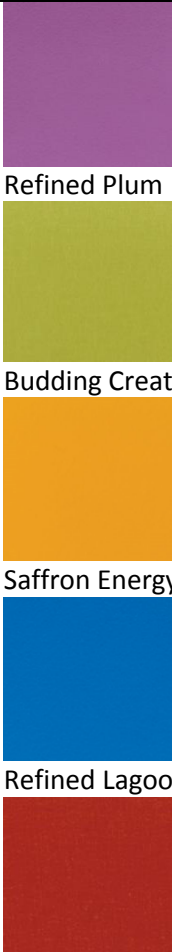
Room Finish Schedule		
<b>Code</b>	CL-1	
<b>Description</b>	Acoustical Ceiling Tile	
<b>Manufacturer</b>	Armstrong	
<b>Product/Style Name</b>	OPTIMA Vector	
<b>Product Number</b>	Z3901OC1	
<b>Product Finish/Color</b>	white	
<b>Dimension/Size</b>	24"X24"	
<b>Location</b>	Open office/work area, break room, regional hr director, regional finance director, regional board secretary	
<b>Technical Specifications</b>	-71% recycled content -Energy-saving high light-reflective finish	
<b>Notes</b>	-	


Room Finish Schedule		
<b>Code</b>	CO-1	
<b>Description</b>	countertop	
<b>Manufacturer</b>	Wilsonart	

<b>Product/Style Name</b>	Laminate	
<b>Product Number</b>	1849K-35	
<b>Product Finish/Color</b>	Luna Frost	
<b>Dimension/Size</b>	-	
<b>Location</b>	work/file area, break room,	
<b>Technical Specifications</b>	-	
<b>Notes</b>	-	


Room Finish Schedule		
<b>Code</b>	CO-2	
<b>Description</b>	countertop	
<b>Manufacturer</b>	Corian	
<b>Product/Style Name</b>	Terra Collection	
<b>Product Number</b>	-	
<b>Product Finish/Color</b>	White jasmine	
<b>Dimension/Size</b>	-	
<b>Location</b>	Reception, board room, small conference room, regional executive director	
<b>Technical Specifications</b>	-13% recycled content	
<b>Notes</b>	-	


Room Finish Schedule		
<b>Code</b>	CL-2	 Calm White
<b>Description</b>	Ceiling tile	
<b>Manufacturer</b>	Armstrong	
<b>Product/Style Name</b>	INFUSIONS Lay-in	
<b>Product Number</b>	5915	
<b>Product Finish/Color</b>	Calm white, refined plum, budding creativity, saffron energy, refined lagoon, Sedona spirit	

<b>Dimension/Size</b>	24" X 24"	 <p>Refined Plum</p> <p>Budding Creativity</p> <p>Saffron Energy</p> <p>Refined Lagoon</p> <p>Sedona Spirit</p>
<b>Location</b>	Board Room(calm white), Lobby(calm white), Regional Executive Director(refined plum, budding creativity, saffron energy, refined lagoon, Sedona spirit), small conference room(refined plum, budding creativity, saffron energy, refined lagoon, Sedona spirit)	
<b>Technical Specifications</b>	-36% recycled content -green genie (LEED calculated)	
<b>Notes</b>	-	

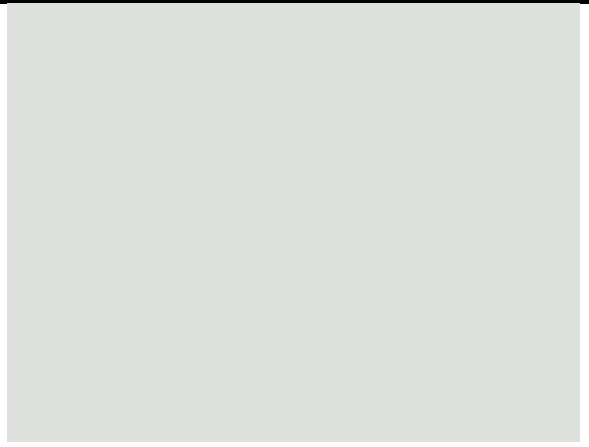
Room Finish Schedule		
<b>Code</b>	FLR-1	
<b>Description</b>	Luxury Vinyl Tile	
<b>Manufacturer</b>	Amtico	
<b>Product/Style Name</b>	Arteca	


<b>Product Number</b>	WZ737	
<b>Product Finish/Color</b>	Burnt Chesnut	
<b>Dimension/Size</b>	Random Planks (3" x 36", 6" x 36", 9" x 36")	
<b>Location</b>	Board Room, Teaming Areas, regional executive director, small conference room, regional human resource director, regional finance director, regional board secretary	
<b>Technical Specifications</b>	-advanced product category	
<b>Notes</b>	-	

Room Finish Schedule		
<b>Code</b>	FLR-2	
<b>Description</b>	carpet	
<b>Manufacturer</b>	Shaw Contract Flooring	
<b>Product/Style Name</b>	Vibrant Tile	
<b>Product Number</b>	5T001	
<b>Product Finish/Color</b>	01595	
<b>Dimension/Size</b>	24" x 24"	
<b>Location</b>	Lobby, Staff Workstations, Officer Workstations, Work/File Area	
<b>Technical Specifications</b>	-44% recycled contents -use protective chair mats under chairs and casters	
<b>Notes</b>	-	

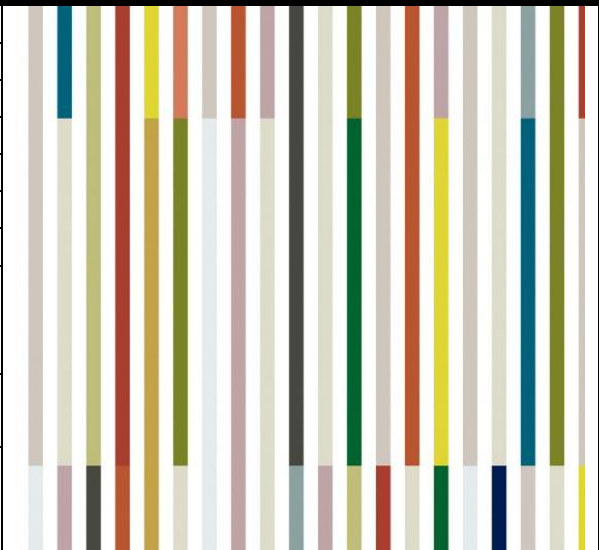
Room Finish Schedule		
<b>Code</b>	FLR-3	
<b>Description</b>	Tile flooring	
<b>Manufacturer</b>	Daltile	
<b>Product/Style Name</b>	Porcelain Field Tile	
<b>Product Number</b>	DAI1623	
<b>Product Finish/Color</b>	Steel Structure	
<b>Dimension/Size</b>	20" L x 6.5" W	


<b>Location</b>	Break room	
<b>Technical Specifications</b>	Shade variation: High (V3) Water absorption: <0.5	
<b>Notes</b>	-	

Room Finish Schedule		
<b>Code</b>	PT-1	
<b>Description</b>	Paint	
<b>Manufacturer</b>	Sherwin Williams	
<b>Product/Style Name</b>	Interior paint	
<b>Product Number</b>	SW 7656	
<b>Product Finish/Color</b>	Rhinestones	
<b>Dimension/Size</b>	-	
<b>Location</b>	Applicable gypsum walls	
<b>Technical Specifications</b>	-no VOCs	
<b>Notes</b>	-	

Room Finish Schedule		
<b>Code</b>	WD-1	
<b>Description</b>	Wood veneer	
<b>Manufacturer</b>	Formica	
<b>Product/Style Name</b>	laminate	
<b>Product Number</b>	7747-58	
<b>Product Finish/Color</b>	Pencil Wood	
<b>Dimension/Size</b>	-	
<b>Location</b>	millwork	
<b>Technical Specifications</b>	Grade 50/32 fire	


<b>Notes</b>	-	
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Room Finish Schedule		
<b>Code</b>	WC-1	
<b>Description</b>	Wallcovering	
<b>Manufacturer</b>	Design Tex	
<b>Product/Style Name</b>	Aksel Wall	
<b>Product Number</b>	6639-902	
<b>Product Finish/Color</b>	Paint	
<b>Dimension/Size</b>	V 96 inches x H 50 inches	
<b>Location</b>	Regional human resource director, regional finance director, regional board secretary (north walls)	
<b>Technical Specifications</b>	-ships carbon neutral	
<b>Notes</b>	-	

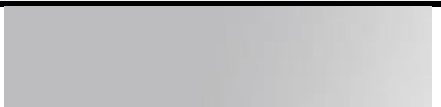
Room Finish Schedule		
<b>Code</b>	V-1	
<b>Description</b>	Brick veneer	
<b>Manufacturer</b>	-	
<b>Product/Style Name</b>	-	
<b>Product Number</b>	-	
<b>Product Finish/Color</b>	White distressed	
<b>Dimension/Size</b>	-	
<b>Location</b>	South Office Wall, south Reception wall	
<b>Technical Specifications</b>	-	
<b>Notes</b>	-	

## Lighting Schedule




Lighting Schedule		
Code	LT-1	
Fixture Type	Recessed can	
Manufacturer	Eaton	
Item/Model Number	PD6CPH226	
Description	Commercial downlight/task/ambient	
Dimension/Size	6" diameter	
Quantity	50	
Lamp Source	Compact fluorescent	
Location	Lobby, board room, teaming area, regional executive director officer, small conference room	
Notes	Vents provide effective lamp thermal management.	


Lighting Schedule		
Code	LT-2	
Fixture Type	Suspended	
Manufacturer	TECH Lighting	
Item/Model Number	TEC-700TD-MERC	
Description	Conference room statement piece	
Dimension/Size	48"L X 13"W X 14.5"H	
Quantity	1	
Lamp Source	Incandescent	
Location	Small Conference Room	
Notes	-Constructed with sustainable materials -Made in USA	


Lighting Schedule		
Code	LT-3	
Fixture Type	Ceiling recessed	
Manufacturer	Solavanti	


<b>Item/Model Number</b>	E6441233	
<b>Description</b>	Task/ambient lighting	
<b>Dimension/Size</b>	23.4" x 23.4"	
<b>Quantity</b>	97	
<b>Lamp Source</b>	LED	
<b>Location</b>	Staff workstations, officer workstations, break room, main paths of egress, regional hr director office, work/file area, regional finance director office, regional board secretary office	
<b>Notes</b>	-	

Lighting Schedule		
<b>Code</b>	LT-4	
<b>Fixture Type</b>	pendant	
<b>Manufacturer</b>	Bega	
<b>Item/Model Number</b>	56 380	
<b>Description</b>	Aesthetic/task lighting	
<b>Dimension/Size</b>	13.75" diameter	
<b>Quantity</b>	3	
<b>Lamp Source</b>	Fluorescent	
<b>Location</b>	Work/File Area (centered above work island)	
<b>Notes</b>	-	


### Lighting Schedule

<b>Code</b>	LT-4	
<b>Fixture Type</b>	Track lighting	
<b>Manufacturer</b>	TECH Lighting	
<b>Item/Model Number</b>	TEC-700xxSPT	
<b>Description</b>	Spot emphasis lighting	
<b>Dimension/Size</b>	2'-0" (track) 11.1" (head diameter)	
<b>Quantity</b>	8	
<b>Lamp Source</b>	halogen	
<b>Location</b>	Lobby, secondary entrance/exit corridor	
<b>Notes</b>	-Made in USA	

Lighting Schedule		
<b>Code</b>	LT-5	
<b>Fixture Type</b>	Pendant	
<b>Manufacturer</b>	Hive	
<b>Item/Model Number</b>	9031	
<b>Description</b>	Board room statement piece, task lighting	
<b>Dimension/Size</b>	20.5"w x 13"h	
<b>Quantity</b>	5: transparent petroleum blue (1), transparent emerald (1), transparent yellow (1), transparent red (1), transparent cardinal red (1)	
<b>Lamp Source</b>	Compact fluorescent	
<b>Location</b>	Board room	
<b>Notes</b>	UL listed	

Lighting Schedule		
Code	LT-6	
Fixture Type	Personal desktop light	
Manufacturer	Herman miller	
Item/Model Number	Y6470.FRMS	
Description	Task light	
Dimension/Size	19" w x 14.75" h	
Quantity	13	
Lamp Source	LED	
Location	Workstations, private offices, recpetion	
Notes	-Manufactured from 37% recycled material -consumes 30 to 50+% less energy than traditional task lights - At end of useful life, it is 85% recyclable	

Lighting Schedule	
Code	LT-7
Fixture Type	undercabinet lighting
Manufacturer	Kichler
Item/Model Number	bci2896754
Description	Task lighting
Dimension/Size	12" L X ½" W
Quantity	3
Lamp Source	LED
Location	Break room
Notes	(sustainability features/ characteristics)

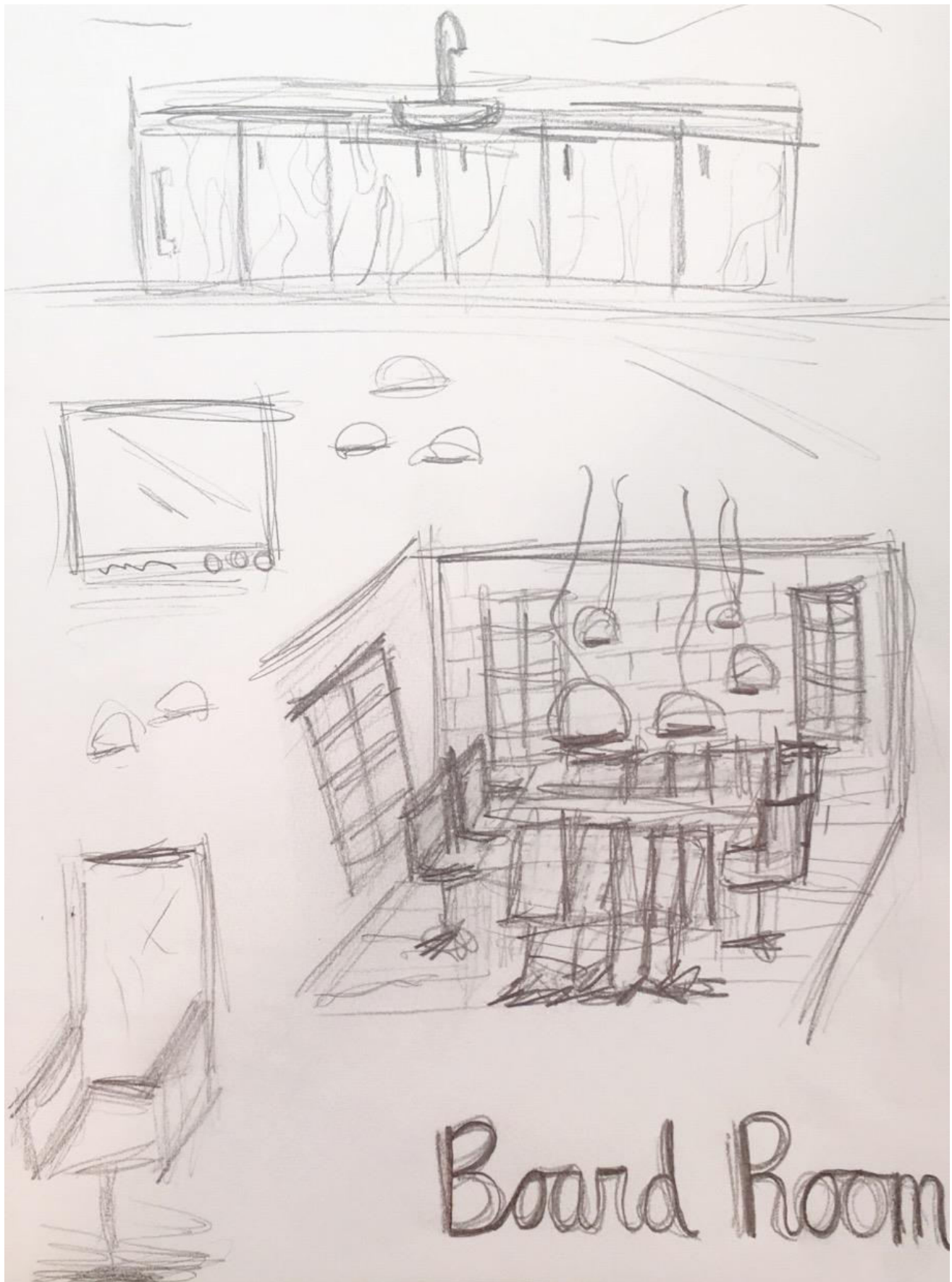


## Schematic Sketches







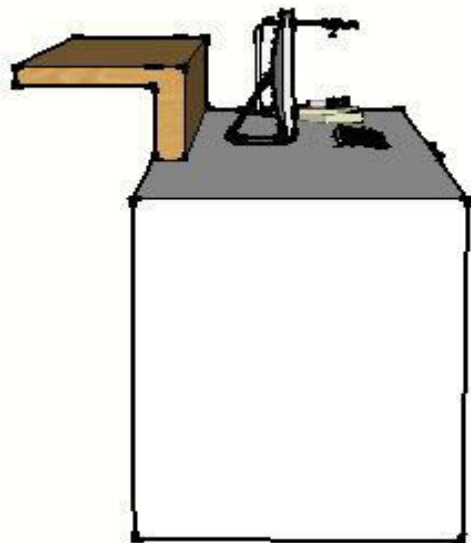
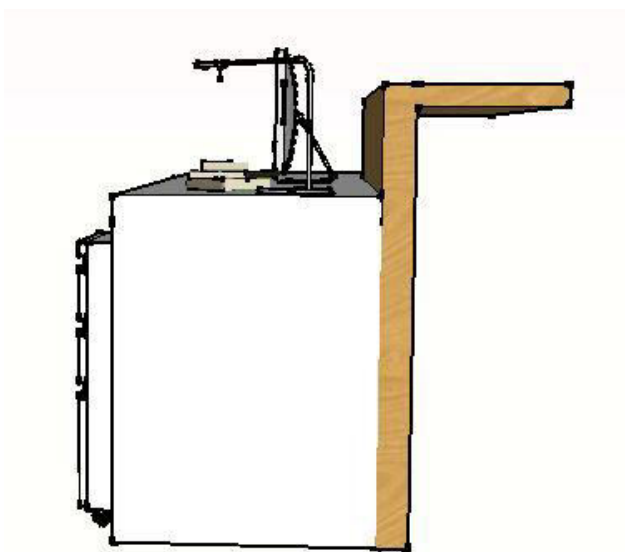
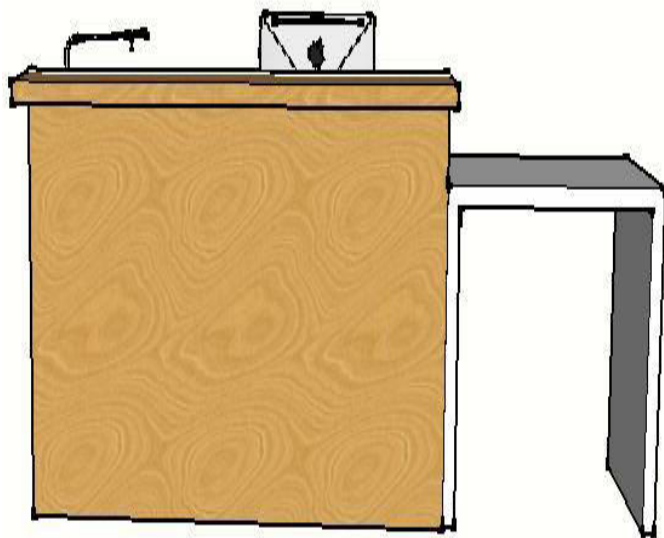


Board Room





## Study Model



## Appendix

### Annotated Bibliography 1

**Title:** THE ANALYSIS OF ENVIRONMENTALLY SUSTAINABLE INTERIOR DESIGN PRACTICE

**Author(s):** Kang, Mihyun

**Magazine/Journal:** THE ANALYSIS OF ENVIRONMENTALLY SUSTAINABLE INTERIOR DESIGN PRACTICE

**Date (Month/Year):** 2004

**Pages:** 8-23

**BRIEFLY describe the design issues relating to Sustainability and Commercial Office Design:**

Kang states, "The challenge is to design and build intelligently, so that buildings can be environmentally, economically, and socially sustainable." Breaking it down, the space must be environmentally sustainable, which involves using design methods and materials that will further support the environment and not harm it. Economically, the space must consist of design materials which fit within the client budget and provides future profit gain without losing sustainable characteristics. Lastly, the space must be socially sustainable. This translates to creating a space that supports social interaction and communication among humans, in this case, members of the office environment, which contributes to overall person well-being.

**LIST SIGNIFICANT QUOTATIONS:**

"To achieve sustainability, it is important to pay more attention to environmentally sustainable design that has not been significant criteria." (pg. 8)

"Sustainable interior design is defined as interior design in which all systems and materials are designed with an emphasis on integration into a whole, for the purpose of minimizing negative impacts on the environment and occupants, and maximizing positive impacts on environmental, economic, and social systems over the life cycle of a building." (pg. 9)

"Environmentally sustainable interior design implies working towards the promotion of indoor environmental quality by improving indoor air quality and human comfort, and the use of sustainable interior materials." (pg. 10-11)

**LIST KEY WORDS:**

- environmentally sustainable interior design practice (pg. 13)
- productivity (pg. 21)
- environmental, economic, social sustainability (pg. 23)

**WHY WAS THE READING OF SIGNIFICANCE FOR YOUR OFFICE DESIGN SOLUTION?**

Gigi's Playhouse holds their mission of empowering individuals as their top priority. In order to achieve this, empowerment of individuals in the workplace must first take place. Designing the following office space with sustainability in mind will create an environment in which the team feels comfortable, provide premium air quality, contain materials that draw the outdoors in, and present materials that are certified to promote rather than deteriorate overall health of the individuals. The use of no VOC paint on the walls, sustainable material

selections, and more open areas in comparison to the overuse of wall material will support the sustainable design intent of the space.

## Annotated Bibliography 2

**Title:**

Designing the workplace to promote communication: The effect of collaboration opportunity on face -to -face communication in R&D project teams.

**Author(s):** Stryker, James B.

**Magazine/Journal:** Designing the workplace to promote communication: The effect of collaboration opportunity on face -to -face communication in R&D project teams.

**Date (Month/Year):** May 2004

**Pages:** 1-25

**BRIEFLY describe the design issues relating to Commercial Office Design:**

Designers are constantly challenged to design office spaces that will stimulate effective communication among office members yet many of these designers never get the opportunity to sit in on their daily office routines. Many office spaces run into the problem of isolation among office members with obstructions such as closed office areas or high paneled workstations. Members of the office are constantly given their assigned cubicle and sometimes feel as if they are secluded there through the entirety of the work day. While electronic communication may be maintained in these situations, face to face communication is lost amidst the obstacles.

**LIST SIGNIFICANT QUOTATIONS:**

- "A center-of -gravity is a place that naturally draws workers- for example, conference rooms, copy rooms, toilets, and elevators." (pg. 18)

- "...open offices, high-density occupancies, and close proximity of team members increases the efficiency with which communication is conducted." (pg. 22-23)

**LIST KEY WORDS:**

-center of gravity (pg. 18)

-accessibility (pg. 21)

-layout efficiency (pg. 21)

-visibility (pg. 21)

-density (pg. 21)

**WHY WAS THE READING OF SIGNIFICANCE FOR YOUR OFFICE DESIGN SOLUTION?**

In order to achieve overall company success, office members to Gigi's Playhouse must practice effective communication and collaboration. The placement of workstations near the board room and small conference room ("center of gravity spaces") allow for individuals working at these stations to encounter and be presented the opportunity for effective communication more frequently due to their near proximity to high traffic zones. Pairing multiple staff workers, officers, and directors together in their designated areas of the office allows for effective collaboration among similar members of their team, rather than separating them amongst the office. A balance of high paneled workstations and low paneled workstations allows for effective communication and collaboration amongst office members without losing the advantages of overhead storage.

## Annotated Bibliography 3

**Title:** Supporting the design of office layout meeting ergonomics requirements

**Author(s):** Spyros Margaritis, Nicolas Marmaras

**IF ARTICLE:**

Magazine/Journal: Applied Ergonomics

Date (Month/Year): November 2007

Pages:781-790

Volume: 38 (Issue 6)

**BRIEFLY describe the design issues relating to Ergonomics and Commercial Office Design:**

Office environments can experience a multitude of ergonomic issues on a day to day basis including, inadequate lighting, lack of privacy, obstructed workstations, and external glare or reflection amongst work areas from windows adjacent to the outdoors. Not only is it important that office members do not have windows directly behind their work areas due to glare, but it is equally important that they do not directly face the window, causing visual obstruction to their work. Another common design mistake is to place office members directly under air vents or opened doors/windows.

**LIST SIGNIFICANT QUOTATIONS:**

"There is research evidence that ergonomic design of office workplaces increases the work performance." (pg. 782)

"The ergonomic requirements concerning the design of computerized offices address four main elements of the work system: the office equipment, the environmental conditions, the software, and the work organization." (pg. 781)

**LIST KEY WORDS:**

- workplace components (pg. 782)
- working persons (pg. 782)
- task requirements (pg. 782)
- physical environment (pg. 782)
- building characteristics (pg. 782)
- work performance (pg.782)

**WHY WAS THE READING OF SIGNIFICANCE FOR YOUR OFFICE DESIGN SOLUTION?**

The following design solution considers proper ergonomics through it's lighting, mechanic layout, and angle of offices and workstations. The lighting for Gigi's Playhouse provides overall light for wayfinding but also individual task lighting for productive work. The layout of air and supply vents is placed in a manor that reaches all members of the office uniformly rather than directing function to only certain areas of the overall office space. Also, the two main exit doors are placed a reasonable distance away from individual's workstations, avoiding any possible exterior draft. Lastly, workstations and desks are positioned in a way so that users will not be visually obstructed by directly facing the sun and will not have sunlight directly causing glare to their work surfaces from windows behind them.

## Reaction Paper

On Thursday, January 12th, our studio class had the privilege of touring the InterOffice Workspace Furniture showroom in Fargo, ND. The leader for this tour was Aubree Leiser, office manager and interior designer for the company. The tour directed attention to two main Herman Miller workstations, the Action Office System and the Canvas workstation along with references to different accessories, seating, etc. that are commonly ordered in addition to the workstations themselves.

The Herman Miller Action Office System workstation consists of panel pieces, connectors for these panels at either 90 degrees or 120 degrees, draw rods, and work surfaces. Power runs at the base of the workstation with an optional feature of bringing the power receptacle face to the face of the work surface. Many other optional features may be added to this workstation including open paper trays, mobile file cabinets with seat, and height adjustable work surfaces. The second workstation we were introduced to was the Herman Miller Canvas workstation. As a more complex system, this specific workstation is comprised of many parts including panels, connectors, overhead cabinets/shelving, and work surfaces that can be arranged in a variety of ways, one being the concave workstation, set up to allow an individual to turn and work in three comfortable and effective positions. Accessories commonly ordered in addition to this workstation include a monitor arm, open shelving trays, and a marker board panel.

Three important elements I took away from this tour which I can then consider when designing the office space for Gigi's Playhouse include consideration of light, consideration of ergonomics/health and welfare of the employees, and consideration of aesthetic details. Light in any space, artificial and natural, is extremely important. It can affect people's moods, quality of work, etc. The goal for office design is to bring natural light to the greatest percentage of the office space. Elements that aid in achieving this goal include the use of glass office walls, refraining from lining any wall with exterior windows with enclosed office spaces, and selection of workspaces that are low and open. Artificial light is also important in order for individuals to perform their day to day work tasks effectively. Task lighting commonly comes in the form of under cabinet lighting, work surface free standing light fixtures, or ceiling mounted lighting. The consideration of ergonomics/health and welfare of the employees is also crucial when designing any office space. The selection of seating in an office space can positively or negatively affect the user of that space. The Herman Miller Aeron chair positively affects the user by allowing them to maintain correct posture at all stages of work with consideration of the lower back position and the "tilt forward" feature when computer work is a substantial daily task.

Other considerations to promote positive health and welfare include height adjusting workstations, refraining from sedentary lifestyle habits and rather promoting energy and constant blood flow, communal spaces that promote positive social interactions, refraining from lighting that causes headaches/migraines, and the consideration of proper organization features to maintain a clean

and simple environment. Lastly, aesthetics promote positivity and effectivity amongst the workplace and leaves lasting impacts on the visitors to that space. It is more fitting that workstations remain neutral and that colors are brought in in more subtle ways through the fabrics on the chairs, accessories, artwork, etc. This way, the business can make simple and slight modifications in the future to their office space without substantial changes that can come with time away from normal work areas, added costs, etc.



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*COLLABORATION OPPORTUNITY ON FACE -TO -FACE COMMUNICATION IN R&D PROJECT TEAMS*.

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