7. General Interior Facility Requirements

7.1 Wayfinding and Signage

- All base building and tenant wayfinding signage to be included in construction or remodeling projects and follow DOA Interior Sign Standards.
- Tenant signage (room numbers and/cube numbers) is to be included in new construction and remodeling projects and is to follow DOA Interior Sign Standards.
- A building's main lobby area should include a bronze building dedication plaque, minimum sized at 36" x 42" which includes a State of Wisconsin seal.
- If power is readily accessible, one back-lit, recessed general building directory centrally located must be provided.
- Room or area numbering shall be approved by the DOA interior design team.
- Cube numbers will also be assigned and must be coordinated with the interior design/furniture specification team.

7.2 Conference Rooms/Training Rooms

- Conference rooms will be provided per tenant requirements.
- Conference rooms of a certain size are to have capability for wireless technology, overhead projector, white boards, and voice communication. Equipment will be provided by tenant, however blocking, electrical and support for these items to be provided for in the design.
- DOA will consider during the planning process adding a DOA-managed conference room or conference center depending on the final tenant makeup.

7.3 Locker Rooms

- One locker room for men and one for women will be required in each state building. These rooms should be located on the ground or basement level.
- Each room must contain at a minimum two shower stalls (one being an accessible shower stall), two water closets, one lavatory and a changing area with 20 full size lockers per room. Mirror over the sink and one full length mirror. Size should be based on overall occupancy. Above allocations are based on an allocation of 750 staff or 150,000 USF.
- The locker room is to have an emergency telephone.
- The locker room should allow space for a fold out cot.

7.4 Lactation Rooms

- The women's locker room must also contain a separate room called a "lactation room" for new mothers. This room must contain a minimum four private curtained off areas each with a chair, counter, and electrical outlet. The room must also contain one counter area and sink, a small refrigerator, and a minimum of 10 small lockers for equipment and a full-length mirror. Flooring in the location room should be carpet and walls to have type I low or no voc vinyl wall covering. Lower levels of lighting are requested in the lactation room area. Size should be based on overall occupancy. Above allocations are based on an allocation of 750 staff or 150,000 USF.

7.5 Floor Kitchenettes

- Provide one per 15,000 sq. ft., with each kitchenette measuring 75 USF.

- Must contain a sink, space for a side by side refrigerator with icemaker, space for a full-size microwave oven (at an ADA reachable height), cabinets (two lockable) and laminate counters.
- A 24" space above the counter should remain open to allow space for a full size coffee maker.
- A separate copper direct line water feed must be provided for automatic coffee makers. Coffee maker to be provided by tenant.
- Dedicated outlets are to be provided for coffee maker and microwave and one additional outlet for tenant convenience.
- Provide a paper towel dispenser.
- Flooring to be a non slip Recycled vinyl composition tile or Linoleum tile and wall covering to be a washable type II low voc or no voc vinyl wallcovering
- Back splash wall area to be ceramic tile.
- Appliances including refrigerator, coffee maker and microwave are procured by the tenant and to be energy star.

7.6 Vending Area

- Provide one space per 700 people, with each vending area measuring 90 USF.
- Vending areas should provide room for four full-size vending machines and a change machine.
- Area should provide space for garbage and recyclable disposables.
- Flooring to be vinyl composition tile.

7.7 Cafeteria

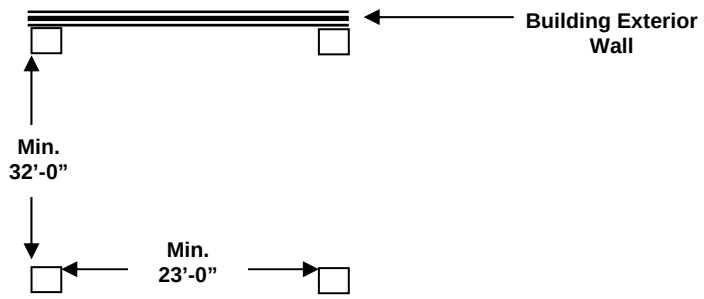
- Cafeteria should contain two adjacent areas: one area for a full-scale commercial food service center and the adjacent area for dining.
- Provide seating in dining area for one-third of total staff in building at 15-20 sq. ft. per person. This assumes three shifts for each meal. Capacity will be adjusted based on nearby availability of outside food services.
- Services and detailed kitchen equipment to be provided by outside source or vendor.
- The food service area should be designed to secure off after hours while the dining area remains open at all times.
- The food service area is to have slip-resistant, scrubable masonry tile that is applied to a water-resistant flooring material and have full ceramic walls.
- The dining area is to have carpet tile flooring and washable type II low voc or no voc vinyl wallcovering.
- One vending area should be located near the dining area.
- The dining area is to be 80 % exposed to the outdoors and will need full access to the outdoors. If possible, a courtyard or seating area outside the dining area is requested.

7.8 Floor to Floor Dimension

- The floor to floor dimension shall be a minimum of 13'- 4" to allow a minimum 9'- 0" clear ceiling in all open workstation areas, medium and large conference rooms and the break room.

7.9 Interior Column Bay Dimensions

- When designing and planning a new building, the following minimum column bay dimensions must be followed to ensure efficient planning of open office furniture.



7.10 Interior Walls

- To allow for flexibility, demountable partitions or Gypsum Wall Board (GWB) partitions to finished ceiling should be incorporated in the design. Partitions are to be easily reconfigured with minimal waste, cost-effective in reuse, durable and provide effective sound attenuation. Architect/Engineer (A/E) is to discuss use of demountable wall systems, sound attenuation and sound masking systems.
- Large, medium and small conference room walls are to have effective sound attenuation for privacy. Provide sound absorbing insulation and extend walls to the structural deck. The design of interior wall placement and surfaces (sound absorbing materials) shall enhance acoustics and prevent echoing.

7.11 Interior Wall Finishes

- All interior wall materials and colors to be approved by the Bureau of Portfolio and Operations Management (BPOM).
- Wall Coverings: Main corridors, elevator lobbies, general public areas, kitchenettes and break rooms may be covered with type II low voc or no voc vinyl wall covering. Executive offices (aka Department Secretary's Office Suite) are to be type II low voc or no voc vinyl wall covering throughout. The project is to provide attic stock appropriate to the quantity used within the construction.
- Paint: Texture of painted surfaces to be rolled satin finish, with the exception of restrooms, which should have painted walls. The project is to provide paint attic stock appropriate to the quantity used within the construction.
- Ceramic Tile: Walls in toilet and shower rooms shall be tiled. Tile to be full height on wet walls and 60"AFF on all other walls. Showers are to be tiled to their full height. Kitchenette back splashes are to be ceramic tile.
- Wall treatment around the drinking fountains shall be non-water absorbing.
- Toilet partition color to be approved by the BPOM.

- Equipment Blocking: Conference room equipment (including visual boards) and other equipment will be provided by the tenant, however blocking and support for these items to be coordinated and provided for in the design.
- Corner Guards: Provide 48" high commercial grade corner guards. 1 ½" x 1 ½", (Institutional Products Corp. (IPC) brand or equal) on all outside corners and columns.
- Restroom Accessories: Coat Hooks, shelves, and touchless soap and paper dispensers are to be installed in restrooms.

7.12 Casework:-

- Cabinetry units in break rooms and kitchenettes shall consist of upper and lower units with at least two lockable cabinets. Casework is to have high-pressure laminate on all exposed sides and surfaces. One adjustable shelf shall be provided per 18" of cabinet space. A portion of all wall cabinets shall comply with ANSI (ADA) reach ranges. Five percent of each section of wall cabinets or a minimum of one shall be required reach ranges. Knee openings are to be provided at sink base cabinets. Break room casework to have adequate storage for supplies and cleaning materials.
- Countertops (reception counters etc.) should have a maximum height of 34" where possible per DSF Accessibility Guidelines.

7.13 Ceilings

- To ensure proper daylighting design techniques, the ceiling heights must be evaluated in order to bounce light as deep into the space as possible. For more information, please refer to the "Daylight Standards for State Facilities" document found on the DSF website. A 9'- 0" ceiling height is the minimum acceptable height for day lit spaces, 9'- 6" to 10'- 0" is preferable. Unless matching an existing ceiling.
- Ceiling tile shall follow the DSF Master Specifications, which can be found on the DSF website. Further, ceiling tile should have a minimum Ceiling Attenuation Class (CAC) of 35 and Light Reflectance (LR) of 0.89. Noise Reduction Coefficient (NRC) rating is to be minimum .50. Increased CAC is to be provided through the use of a sound masking system if possible. Ceiling tile shall be square-edged colored white. Minimum Recycled Content is to be 74%. Restroom and locker room ceiling tiles to be provided with appropriate moisture resistant surface.
- Ceilings in public lobbies, upper floor elevator lobbies, large meeting rooms and department executive spaces shall be upgraded with soffits, bulkheads, and height level changes to add architectural interest and support a professional image. A minimal amount of high efficiency accent lighting may be provided in theses spaces and must be approved by the DSF Bureau of Facilities Management (BFM).
- Ceiling attic stock of each type is required to be left on site upon completion of the project. Provide 1% of each product type if more than 50,000 square feet is used on the project and 4% of each product type if less than 50,000 square feet is used on the project.

7.14 Flooring

- Flooring materials and colors shall be approved by the DSF Bureau of Portfolio and Operations Management. Flooring shall meet or exceed all applicable codes.

- Hard Surface: A/E is to study providing integral recessed walk-off mats with floor drains at public and staff entrances. The design solution should control moisture from foot traffic in inclement weather, yet still create an aesthetically pleasing and easily maintainable space.
- Entry level public corridors and main lobby shall have hard surface natural flooring such as stone. Flooring is to be of highly durable material and slip resistant.
- Restroom flooring shall be non-slip porcelain tile with matching tile base.
- Carpet: General business open office areas, private offices, division waiting areas (excluding main entrance lobby), meeting rooms, lactation rooms and break room seating areas shall be carpeted with commercial grade carpet tiles.
- Large conference rooms, boardrooms and executive office suites, such as departmental secretary's offices, may have upgraded carpet throughout.
- Vending areas and business level kitchenettes shall have linoleum flooring or vinyl composition tile with recycled content and both shall be low-VOC or no-VOC including adhesives.
- Provide 4% minimum attic stock for each type of flooring.
- All interior flooring materials and colors shall be approved by DSF/BPOM.

7.15 Doors and Door Frames:

- Clearstory glass and sidelights are to be used whenever possible in conference rooms to increase light infiltration and should follow DSF Daylighting Standards for State Facilities.
- All enclosed offices and conference spaces should have 24" sidelight minimum on the latch side of the door. If the location does not allow room for a sidelight, the door should include a borrowed light starting at 42" AFF that is also 6"wide. Glass in doors, sidelights and borrowed light is to start at least 9" AFF. Blinds are not permitted on sidelights.
- All doors to be wood solid core construction with hardwood edges, size to be 3'- 0" x 7'- 0" x 1 ¾" unless otherwise specified and have appropriate ADA lever-type hardware and locks as determined by its use and security requirements.
- All interior doorframes, except those found in the demountable partitions, shall be painted hollow metal frames. If applicable, doorframes found in the demountable partitions, shall be consistent with the selected demountable wall system. Doorframes and sidelights are to be constructed in an acoustically sound manner. Each door should include appropriate doorstop that is consistent with DSF specifications and guidelines.
- Heavy duty stainless steel double coat hooks should be included on the backs of all office and conference room doors.

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