11. Policy for Funding Tenant Improvements

As part of Division of State Facilities (DSF) rental costs, DSF provide the following list in the initial construction of tenant space. DSF reserves the right to modify the provided tenant improvements due to budgetary changes, conformance to code, ADA requirements and DSF guidelines.

11.1 DSF Provided Tenant Improvements

DSF provides the following in the initial construction of tenant space:

- Finished flooring material;
- Constructed and painted walls;
- Vinyl wall covering in the main corridor and executive space;
- Cove base;
- Finished ceilings;
- DSF standard lighting and switching;
- Standard mechanical electrical and plumbing (MEP) needed to finish a space generically for any tenant user;
- DSF standard for voice and data wiring (CAT 5) to the jack;
- Level 1 security measure (exterior building door locks);
- Window coverings on the base building perimeter windows;
- Building Signage and initial move-in Wayfinding and location signage (i.e. office numbers, workstation nameplates, evacuation signage, directories, etc.);
- Furniture (per DSF standard and as specified below only);
    - Open workstations (aka: cubicles);
    - Private office desk/credenza or modular desk;
    - Side chairs or guest chairs for private offices or cubicles;
    - Overhead storage, files or file pedestals within private offices or systems furniture;
    - Central lateral files, bookcases and storage units;
    - Conference room tables and chairs;
    - Cafeteria/break room tables and chairs;
    - Reception/waiting room furniture.

11.2 Agency-Funded Tenant Improvements

The tenant agency will fund the following improvements:

- Upgrades in finishes and furnishings (i.e. special finishes, black out shades etc.);
- Special MEP or lighting considerations;
- Upgrades in voice/data wiring above DSF standard (including servers, ISDN or server relocations)'
- Level 2 Security (elevator security), Level 3 security (suite entrance security), Level 4 security (special room within suite);
- Trash and recycle bins within suite;
- Kitchenette or break room equipment (i.e. refrigerator, microwave, coffee maker, copiers, fax machines and printers etc.);
- Conference room accessories (i.e. whiteboards, AV equipment, etc.);
- Agency cubicle signage;
- Wayfinding signage changes after initial move in;
- Furniture not identified above or special needs furniture including but not limited to the following:

Task Chairs	Keyboard Trays
Monitor Lifts	Specialized task lighting (not attached to systems furniture)
High Density Filing	A/V cabinets

- Artwork not included in the "% for Art Program"

END OF SECTION