

Space Criteria Sheet Information

The Space Criteria Sheets combined with Adjacency Diagrams comprises the program criteria. Space Criteria Sheets are prepared for each space identified for the facility. The purpose is to establish and summarize minimum design criteria for each required space for the Project. Not all aspects are described in full detail.

Space Criteria Sheet Overview:

Space Information:	The name of the space (or program element).
Space Use:	The specific functional goal and activities of the space and/or its desired influence on other spaces or program elements.
Room Finishes:	A listing of significant qualities the space must provide.
MEP Requirements:	Mechanical, Electrical, and Plumbing Requirements. Note: Design Guidelines and Code provide further information and requirements.
Equipment:	Required furniture fixtures and equipment
Note:	General commentary on other spatial needs of the space.

Security Zones abbreviations:

PAZ = Public Access Zone	SZ = Secure Zone
RZ = Reception Zone	HSZ = High-Security Zone
OZ = Operations Zone	

Mechanical Abbreviations:

AC/hr = Air changes per hour	H/U = Heating Unoccupied
cfm = Cubic feet per minute	NCB = Noise Coefficient Balanced
C/O = Cooling Occupied	OA = Outside air
C/U = Cooling Unoccupied	UR = Urinal
H/O = Heating Occupied	WC = Water closet

Electrical Abbreviations:

FC = Foot-candles	WS = Workstation
LFW = Linear feet of wall	XP = Explosion proof

Plumbing Abbreviations:

CW = Cold water	EDF = Electronic drinking fountain
HW = Hot water	SK = Sink
CA = Compressed air	ES = Emergency shower
FD = Floor drain	FACP = Fire Alarm Control Panel
OWS = Oily water separator	W/DH = Washer/Dryer Hook up
PCM = Plumbed coffee maker	DISP = Disposal

Supplied/installed abbreviations:

OS/OI = Owner Supplied, Owner Installed
OS/CI = Owner Supplied, Contractor Installed
CS/CI = Contractor Supplied, Contractor Installed

Program Space Allocation

Space Code Table:

The following Space Code Table defines all of the space code listings used in the Space Criteria Sheets. This provides the Space Code, the Space Name and a general overview of the space.

Space Type		Space Code	Space Name	Description of the Space
Interior Space	Personnel	SP1	Visitor Contact	Spaces where the occupants meet the public or their customers, including reception desks, lobby, common areas, and family support areas.
		SP2	Occupant Work	Spaces intended primarily for one worker, including offices and open-office cubicles
		SP3	Equipment Utilization	Spaces where more than one person may use common equipment, including copier rooms, work rooms, computer rooms, mail rooms, audio/video recording, print shop.
		SP4	Classrooms	Spaces without fixed seating, including, classrooms, conference rooms, library reading rooms, and multipurpose rooms.
	Residential	SR	Occupant Services	Spaces for toilets, showers, changing and dressing, eating, cooking, resting (lounges), and sleeping
	Storage	SS	Storage	Rooms devoted to storage, including closets, storage rooms, cold storage, specially conditioned storage, secure storage, and heavy-weight storage.
	Circulation	SC	Circulation	Spaces functioning as corridors, lobbies, waiting areas, vestibules, stairs, and ramps.
	Utility	SU1	Building Services	Spaces for maintenance supplies, trash collection, trash removal, maintenance shop, and loading dock.
SU2		Utility Equipment	Spaces for mechanical, heating, electrical, elevator equipment, and communications.	
Exterior Space	Personnel	SP5	Outdoor Assembly	Spaces without fixed seating, including reception areas..
	Utility	SU1	Outdoor Building Services	Spaces for trash collection, trash removal, trash incineration, maintenance equipment storage, and delivery and loading.
	Vehicle	SV2	Automotive	Spaces for parking private vehicles, access roads, driveways, and passenger loading zone.
	Military Vehicle	SV3	Organizational Parking	Space for parking of organizational and military vehicles and equipment.

Facility Space Criteria Summary:

The following table summarizes the space criteria for the Project.

Type	Name	Authorized	Current	Security Zone	Space Code	
Interior Space * (22,733 SF)	Common	Assembly Hall	6,300SF	8868 SF	PAZ	SP4
		Classrooms	1800SF	1360 SF	PAZ	SP4
		Learning Center	600 SF	0	OZ	SP4
		Multipurpose Training	1500 SF	1297 SF	OZ	SP4
		Locker Rooms	5400 SF	3799 SF	OZ	SS
		Physical Fitness	800 SF	0	OZ	SP3
		Lactation Area	80 SF	0	PAZ	SP4
	Admin	AO (1 M-day), Private	110 SF	200 SF	OZ	SP1
		Dep. AO (1 M-day), Private	110 SF	200 SF	OZ	SP1
		Open Office (11 M-day)	1020 SF	-	OZ	SP2
		AGR (6 FTE)	400 SF	400 SF	OZ	SP1
		Recruiting	250 SF	414 SF	PAZ	SP1
		Break room/vending	900 SF	-	OZ	SV1
	Residential	Kitchen	1300 SF	250 SF	OZ	SR
			900 SF	0	OZ	SR
		Toilet/ Showers Male	1400 SF	397 SF	PAZ	SR
		Toilet/Showers Female	800 SF	245 SF	PAZ	SP4
	Circulation	Circulation Space (15%)	5906 SF	3945 SF	PAZ	SC
	Storage	Heated Storage	2700 SF	986 SF	SZ	SS
		Unheated Storage	1531 SF	-	SZ	SS
		Table/Chair Storage	550 SF	483 SF	SZ	SS
		Controlled Waste Handling Facility (CWHF)	500 SF	-	SZ	SS
		Storage - Vault	1800 SF	1480 SF	HSZ	SS
		Flammable Storage	100 SF	-	SZ	SZ
		Maintenance Storage	801 SF	200 SF	OZ	SU2
	Utility	Mechanical / Electrical	1335 SF	601 SF	OZ	SU2
		Telecomm	394 SF	245 SF	OZ	SU2
Structural Allowance			-	-	-	

The following abbreviations are used on the Space Criteria Summary, Security Zones:

PAZ – Public Access Zone

SZ – Secure Zone

RZ – Reception Zone

HSZ – High-Security Zone

OZ – Operations Zone

Site Space Criteria Summary:

The Space Criteria Summary for each of the Site components is a summary of the defined spaces for the Project site.

Space Name	Unit of Measure	Net Size (Authorized)	Space Code	Security Zone
Military Vehicle Parking* (Compound)	Square Yards	1450	SV3	SZ
Vehicle Wash Rack	Square Yards		SU1	OZ
Emergency Power Generator Pad / Enclosure	Square Feet	250 SF	SU2	SZ
Refuse Collection	Square Feet	150 SF	SU1	OZ
Controlled Waste Handling	Square Feet	500 SF	SU1	OZ
Mobile Kitchen Trailer (MKT) Parking Pad	Square Yards	N/A	SU1	OZ
Privately Owned Vehicle Parking	Square Yards	3360	SV2	PAZ
Access Road & Entrance	Square Yards	5334	SU	PAZ
Sidewalks	Square Yards	619	SC	PAZ
Concrete Curbs	Linear Feet	1294	SU1	PAZ
Security Fencing	Linear Feet	790	SU1	PAZ
Flag Pole	Each	1	SU1	PAZ
Detached Facility Sign	Each	1	SU1	PAZ
Landscaping	Square Yards	2,000	SU1	PAZ

The following abbreviations are used on the Site Space Criteria Summary, Security Zones:

- PAZ – Public Access Zone
- RZ – Reception Zone
- OZ – Operations Zone
- SZ – Secure Zone
- HSZ – High-Security Zone

USE THE FOLLOWING SHEET(S) OR SIMILAR FORM TO WORK WITH OWNER AND TENANTS TO GATHER INFORMATION ABOUT EACH FUNCTIONAL SPACE IN THE FACILITY.

SPACE CRITERIA SHEET

SPACE NAME:

ROOM SIZE:

SECURITY ZONE:

CEILING HEIGHT:

SPACE CODE:

SPACE USE

SPACE USE:

HOURS OF OPERATION:

PROJECTED OCCUPANCY:

SPATIAL RELATIONSHIPS:

ARCHITECTURAL GOALS:

DESIGN REFERENCES:

ROOM FINISHES

FINISH LEVEL:

WINDOWS:

CEILING:

DOORS:

WALLS:

HARDWARE:

FLOOR:

SPECIAL:

M.E.P. REQUIREMENTS

MECHANICAL REQUIREMENTS	H/O	H/U	C/O	C/U	OA Ventilation	NCB

ELECTRICAL REQUIREMENTS	Lighting	Outlets	Data Comm.	STBY Power	notes

PLUMBING REQUIREMENTS	Piped Services	Fixtures	notes

F.F.E. INFORMATION

Item	Quantity	Supplied / Installed

Notes:

FF&E to be specified and designed by DBC. Coordinate requirements with Owner.

