

NEW COURTS OF APPEAL BUILDING

A NEW CONSTRUCTION PROJECT

PART TWO PROJECT PROGRAM

Prepared for

Administrative Office of the Courts

Maryland Judicial Center

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I. EXECUTIVE SUMMARY

A. INTRODUCTION

The Judiciary of Maryland ("Judiciary") has identified considerable deficiencies in its existing facilities that substantially impair organizational effectiveness. The organization is highly dispersed in multiple locations throughout the Annapolis metropolitan area. This dispersion impairs collaboration, causes staff to spend substantial time commuting between locations, and requires duplication of common use facilities. At present, the Judiciary has a deficit of over 70,000 NASF in various categories of space. By 2014, it is anticipated that the Judiciary will need to procure at least 258,000 NASF for daily operations. Additionally, the current physical layout limits the effectiveness of security measures for Judges and court personnel. Based on a comprehensive master planning process completed in January 2005, the need for a new Courts of Appeal Building was identified.

This part two program identifies and documents requirements necessary for the detailed design of a new Courts of Appeal Building on state owned property at the corner of Rowe Boulevard and Taylor Avenue in Annapolis, Maryland. This document is prepared consistent with guidelines specified by the Maryland Department of Budget and Management ("DBM") and Department of General Services ("DGS"). Chapter one is self-explanatory. Chapter two presents Judiciary goals, factors driving change, space requirements of major building elements, facility wide adjacency relationships, and required overall circulation patterns. Chapter three presents detailed codes, Judiciary standards, and other related information useful in guiding the design effort. Chapter four presents requirements for each major functional space to be incorporated in the design. A physical planning supplement is prepared under separate cover.

B. PROPOSED REQUIREMENTS

The Judiciary conducted a comprehensive master planning and programming process from September 2003 through January 2005. This collaborative process involved 33 units, departments, and offices comprising all of the Judiciary's headquarters operations in the Annapolis metropolitan area. Local Circuit and District Courts serving Anne Arundel County were not included in this analysis. This in-depth, organizationally based analysis indicated that the existing facilities are inadequate to meet current and long term needs. The new Courts of Appeal Building is the first phase of long-term development plan intended to improve operational efficiency and address physical deficiencies. The facility will house the Court of Appeals, Court of Special Appeals, the Maryland State Law Library, Court Information Office, and Internal Audit Unit. It will be a signature building emblematic of the importance of Maryland's highest courts. Although elaborated in detail in chapter two, major overall goals for the new facility include:

- Assert the Judiciary's stature as part of Maryland's government.
- Create a functionally modern facility that is representative of Maryland at large.
- Enhance overall Judicial operations and organizational efficiency.
- Create a facility that can easily evolve over the long term as organizational requirements change.

To accomplish these goals, 12 major assignable functions have been identified and are subject to the design effort. These include:

- Court of Appeals 10,472 NASF
- Legal Officer - COA 449 NASF

• Clerk - COA	4,056 NASF
• Court Room - COA	4,077 NASF
• Court of Special Appeals	16,184 NASF
• Clerk - COSA	6,729 NASF
• Courtrooms - COSA	4,784 NASF
• Court Information Office	2,950 NASF
• Internal Audit	2,890 NASF
• Law Library	51,000 NASF
• Common Use Functions	1,200 NASF
• Other Functions	<u>15,168 NASF</u>

Total Net Assignable Space: 119,959 NASF

NOTE: Summary totals not exact due to rounding.

Major building-wide flows have been identified and are presented in detail in chapter two. In summary, these include:

- The new Courts of Appeal Building must be located so as to maximize access, use, and utility within the overall context of the proposed judicial campus.
- The public will enter the facility primarily through a main lobby. Significant pedestrian volumes will flow to the Court of Appeals, Court of Special Appeals, and Law Library. Major circulation paths should be oriented on axis that naturally flow through the facility's central public spaces.
- Judiciary personnel based in the facility will enter through a secondary secure, controlled access point.
- A secure, limited access, circulation path is required from secure parking within the facility, to the judicial suites of the Court of Appeals and Court of Special Appeals.
- Material flows including mail, case files/exhibits, equipment, office supplies, library materials, cleaning supplies, other consumables, and items necessary for day-to-day operations will flow through the facility from back to front.
- Solid waste and trash will flow towards a loading and storage bay dedicated to such purposes. This bay will be a physically separate element of the loading dock at the rear of the facility.

C. PROPOSED COURSE OF ACTION

The proposed course of action to meet the aforementioned requirements and goals will involve the design and construction of a new Courts of Appeal Building consistent with the Judiciary's January 2005 master plan.

II. FUTURE REQUIREMENTS

A. INTRODUCTION

The following chapter presents requirements for the Judiciary's new Courts of Appeal Building including factors driving change, long term goals, and overall operational concept for addressing judicial, staff, and public needs. Chapter four further discusses the detailed requirements and adjacency relationships for each major function and element presented herein.

B. FACTORS DRIVING CHANGE AND GOALS

1. FACTORS DRIVING CHANGE

In evaluating its operations through the master planning and other processes, the Judiciary identified factors that present significant organizational and physical barriers to working more effectively. These factors include:

- The current Judiciary is highly dispersed throughout the Annapolis area. Fifty percent of all employees and 67% of all space is more than two miles from the existing Courts of Appeal Building. This physical separation significantly impairs organizational efficiency by impeding collaboration, personnel must spend significant time commuting between locations, and requiring significant duplication of conference rooms, copier/work areas, kitchenettes, and other common resources.
- Fifty nine percent of the Judiciary's Annapolis area space is leased and located in "B" and "C" grade flex office and industrial office parks. Many of these facilities are marginally adequate for the Judiciary's intended use. Currently prevailing facility policy requires the Judiciary to take advantage of opportunities as they present themselves, rather than utilizing real estate as a strategic asset in accomplishing its broader missions.
- The Judiciary has a very heavy reliance on paper based information systems. Court documents are inefficiently stored at multiple locations throughout the existing Courts of Appeal Building, and elsewhere. The Court of Special Appeals has been forced to convert a third appellate courtroom into a document storage room. Many of these documents are irreplaceable.
- Based upon prevailing State and generally accepted judicial facility planning standards, the Judiciary had a shortfall of over 70,000 NASF in required space in 2004 in the Annapolis area. By 2014, the Judiciary will need to either lease or purchase over 258,000 NASF to meet its needs.
- While the number of filings remains generally constant, workload is increasing by virtue of increasing complexity. This will increase demands placed on Judges, staff, and storage / material handling of case related material.
- The number of Judges on the Court of Special Appeals is anticipated to grow from 13 to 17 by 2014.
- The current physical layout and building architecture limits the effectiveness of security measures for Judges, executives, and staff.

- The Law Library does not have adequate space for proper storage of reference and historical materials. It is double shelving documents in the stacks and storing materials in other libraries in the region. The current stacks are not ADA compliant.

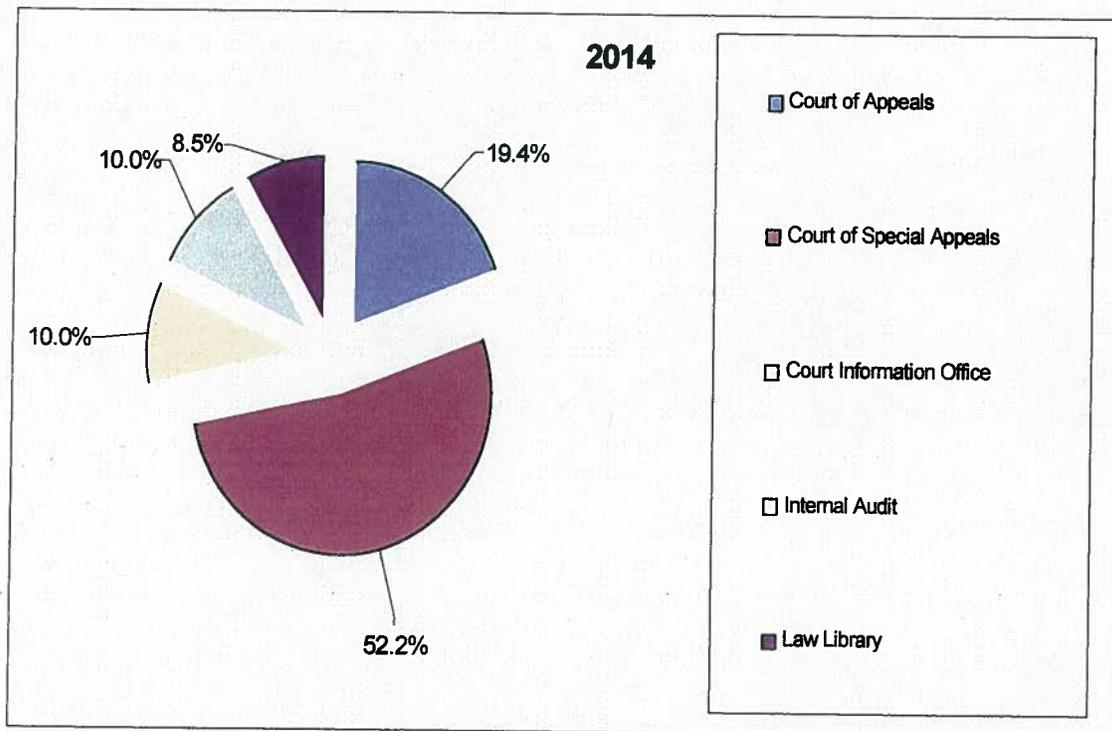
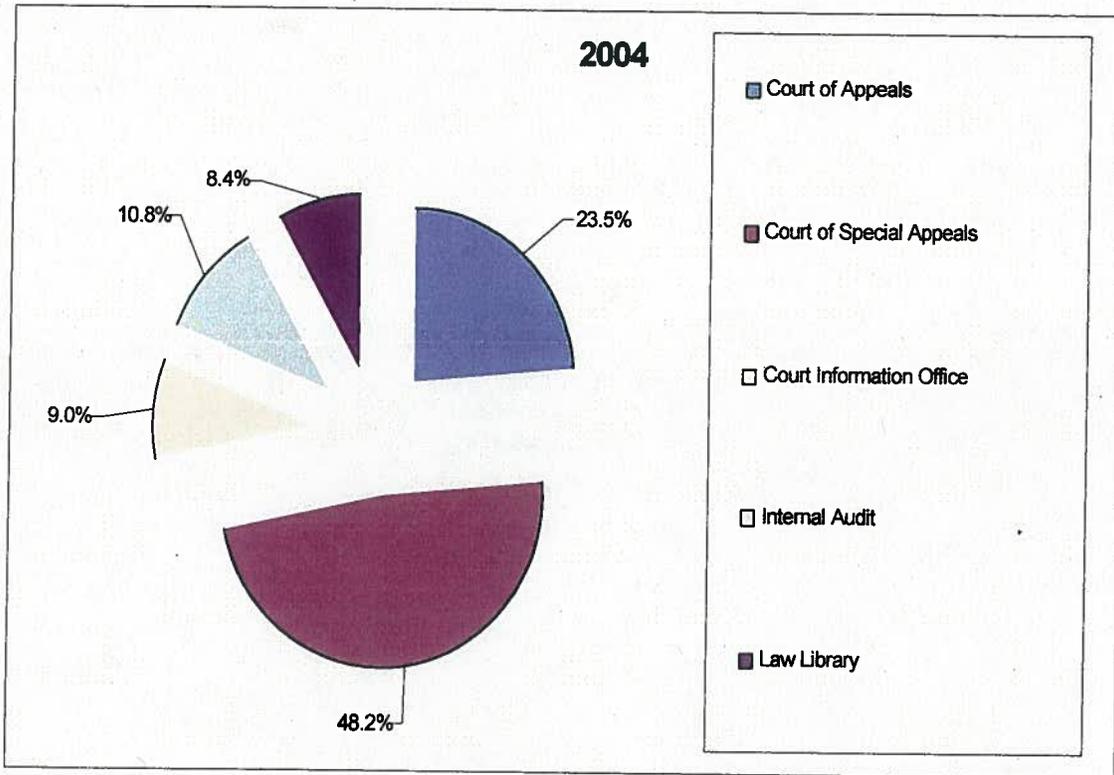
2. PROJECTED STAFF

Table II-1 and Figure II-1 present actual and projected staffing from 2004 through 2014. These projections indicate that total personnel will increase 21% from 166 in 2004 to 201 by 2014. The majority of this growth is anticipated to take place in the Court of Special Appeals and Court Information Office.

Table II-1: Personnel by Organizational Unit – 2004 through 2014

UNIT / DEPARTMENT / OFFICE	Personnel by Planning Period		Net Change 2004 - 2014	
	2004	2014	(Persons)	(%)
Court of Appeals				
- Chief Judge - Court of Appeals (Includes Legal Officer)	30	30	0	0%
- Clerk's Office for the Court of Appeals	9	9	0	0%
Sub Total - Court of Appeals	39	39	0	0%
Court of Special Appeals				
- Chief Judge - Court of Special Appeals (Includes Staff Attorney's)	64	84	20	31%
- Clerk's Office for the Court of Special Appeals	16	21	5	31%
Sub Total - Court of Special Appeals	80	105	25	31%
Court Information Office				
- Court Information Office (Includes JTI/Media Services)	15	20	5	33%
Internal Audit	18	20	2	11%
Law Library	14	17	3	21%
	166	201	35	21%

Figure II-1: Personnel by Organizational Unit – 2004 through 2014



3. MAJOR GOALS AND CRITERIA FOR SUCCESS

The new Courts of Appeal Building is intended to be a signature building serving as the central feature for the Judiciary's new headquarters campus. The facility must strongly communicate that Maryland's highest courts are housed within its boundaries. Goals that must be addressed and criteria against which success will be measured include:

ASSERT THE STATURE AS MARYLAND'S THIRD BRANCH OF GOVERNMENT:

- Imbue a sense that justice is accessible to and attainable by all the citizens of Maryland.
- Articulate the dignity, importance, and stature unique to Maryland's highest courts.
- Embody the fact that to create future law, there must be a sense and connection with history.

CREATE A MODERN COURT FACILITY REPRESENTATIVE OF MARYLAND AT LARGE:

- Serve as a gateway structure to historic Annapolis.
- Serve as the central hub and focal point for the Judiciary's headquarters campus.
- Create a facility where Judiciary personnel take pride in their surroundings.
- Become a focus for engagement between the Judiciary and the broader community at large.

ENHANCE OVERALL JUDICIARY OPERATIONS:

- Create a physical environment that enhances organizational communications, cohesiveness, and teamwork.
- Address Judiciary wide shortfalls of functionally useful space including chambers, clerk's areas, case file and exhibit storage, library, offices, conference, support, and others.
- Create a facility that is inherently flexible and can easily evolve over the long-term as the Judiciary's requirements change.
- Technologically sophisticated with modern electronic communications, information management, and security systems.
- Most efficient use of space and storage as well as protecting irreplaceable case files, exhibits, books and related materials.
- Operate with a high degree of economic and organizational efficiency.

C. BUILDING CONCEPT

1. OVERALL BUILDING CONCEPT

The new Courts of Appeal Building is based on an operational concept including 12 major assignable functions. Each of these functions meets unique organizational and operational needs vital to the Judiciary's goals. Figures II-2 and II-3 respectively present graphic definitions and the overall concept of the new Courts of Appeal Building. The general purpose of each of these major functions is further described elsewhere in this section.

Figure II-2: Bubble Diagram Definitions

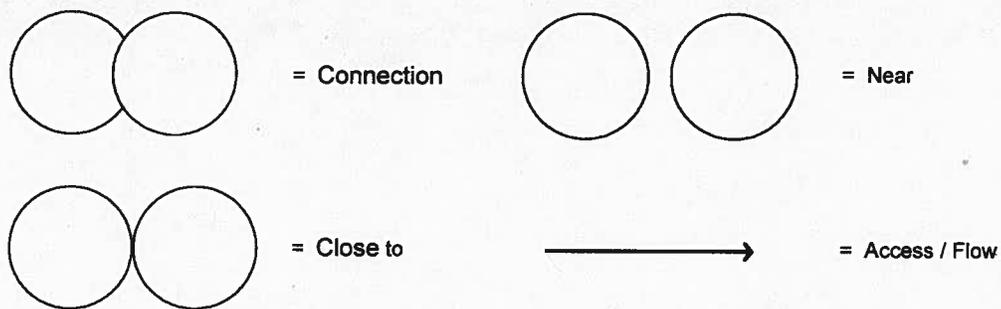
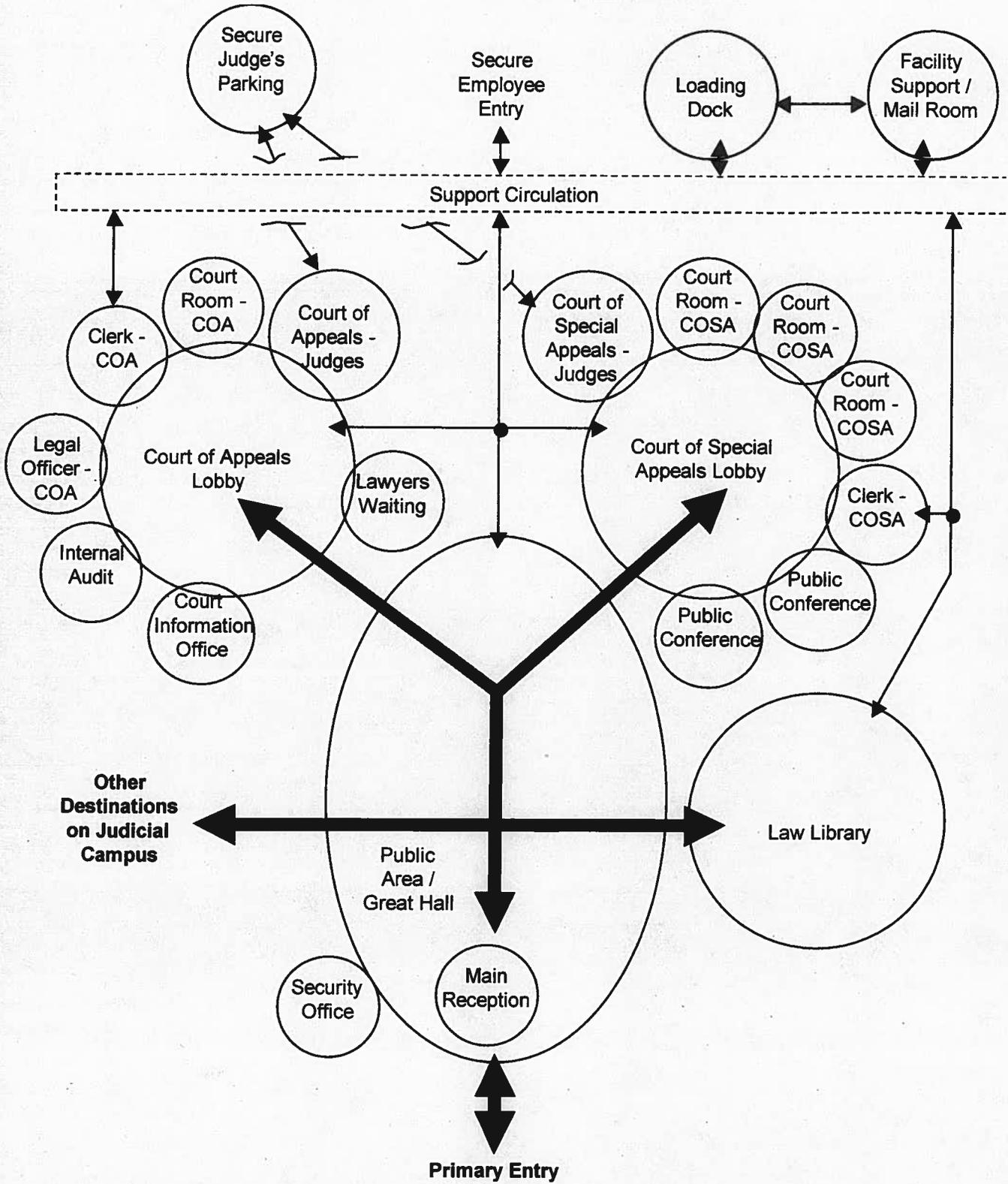


Figure II-3: Overall Building Concept



2. MAJOR FUNCTIONS – DESCRIPTIONS

a) COURT OF APPEALS

The Court of Appeals is the highest court in the State of Maryland and has been located in Annapolis since 1851. The Court is composed of seven judges with one judge appointed from each of seven appellate judicial circuits. This block of space includes Judge's chambers, offices for law clerks, judicial secretaries, supply / copy area, conference room, Judge's dining room, and reception area for the entire judicial suite. These spaces should be clustered as a self-contained suite within a secure envelope, yet provide direct access to the courtroom and allow for public access. The conference room shall be immediately accessible from the courtroom. The kitchen shall have direct access to both the conference room and dining room. Each resident Judge will have a judicial suite including a secretarial/receptionist area, an office for two law clerks, and chambers with a private bathroom.

b) LEGAL OFFICER – COA

This includes offices for the legal assistant to the Chief Judge – COA and support staff. The legal assistant serves as counsel to the Chief Judge.

c) CLERK - COA

The Clerk's Office oversees three main functions including receiving all cases to be heard by the Court, serves as the "Maryland Reporter," and manages admission of approximately 2,000 attorneys annually to the Maryland Bar. This grouping includes a reception area, records review area, office space for staff, document storage and processing, supplies / work area, and a kitchenette.

d) COURT ROOM - COA

This grouping includes the courtroom for the Court of Appeals, a secure judicial robing area, and lawyers waiting area in the public area of the building.

e) COURT OF SPECIAL APPEALS

The Court of Special Appeals is Maryland's intermediate appellate court. Although the Court is currently composed of 13 resident and nonresident Judges, future planning has allowed for 17 judges and associated support staff. This block of space includes chambers for resident and nonresident Judges, offices for law clerks, judicial secretaries, supply / copy area, conference rooms, Judge's dining room, and reception area for the entire judicial suite. These spaces should be clustered as a self-contained suite within a secure envelope, yet provide easy access to courtrooms and the public. The Judge's conference rooms shall be immediately accessible from courtrooms. The kitchen shall have direct access to both conference rooms and dining room. Each resident judge shall have a suite including a secretarial/receptionist area, an office for two law clerks, and chambers with a private bathroom. Nonresident and retired judges shall be provided with chambers only.

f) CLERK - COSA

The Clerk's Office for the Court of Special Appeals receives case filings and is responsible for managing all documents related to the review, hearing, and resolution of cases. Approximately 2,000 cases are filed annually. This group of spaces includes a reception area, records review, office space for staff, document storage and processing, supplies / work area, and a kitchenette.

g) COURT ROOM - COSA

This grouping includes three courtrooms for the Court of Special Appeals and two public use conference rooms in the public area of the building.

h) COURT INFORMATION OFFICE

The Court Information Office (CIO) handles all public affairs related to the Maryland court system. Unlike most court systems, this office has a very broad set of responsibilities including government relations, designing and producing a range of publications for the appellate and trial courts, maintaining web information for the court system, and overseeing judicial education. Major functions in the new Courts of Appeal Building include the main CIO office, administration, government relations, communications, and web services.

i) INTERNAL AUDIT

The Internal Audit Unit is an autonomous, independent appraisal unit reporting directly to the Chief Judge of the Court of Appeals. Its primary function is to examine the Judiciary's fiduciary responsibilities to insure compliance with laws, regulations, internal controls, and record keeping.

j) LAW LIBRARY

The Maryland State Law Library was established in 1827 and is the main repository for legal and government documents in Maryland. Unlike some states that have a separate library for state government publications, the Maryland State Law Library serves as both the main law library in the State and also the library of all state government documents. Like most research libraries, the Law Library houses a blended collection of print, electronic media, and microforms.

The collection, which includes over 400,000 volumes, includes current and past published documents from federal, state and local governments, legal literature, legal indexes and complementary government publications. Since 1900, the library has been designated as a public federal government depository library and consequently includes publications on education, criminal and civil justice, census data, the environment and health. The Library, in its function as a full depository for Maryland State agency publications, has a comprehensive collection of both historical and current information about Maryland State government. The Library's Maryland history and genealogy collection rounds out a rich collection on the State of Maryland.

k) COMMON USE FUNCTIONS

Common use functions include a full-featured 25-person conference room, copier/fax/mail/workroom, and full featured break area/kitchenette. These are to be distributed in convenient, highly functional locations for internal staff use.

l) OTHER FUNCTIONS

Other functions include building mailroom, secure parking for judges and court officials, and a security office.

m) FACILITY SUPPORT SPACE

Facility support space comprises seven major elements including cleaning and building maintenance supply storage rooms, central receiving area, temporary staging storage, two bay loading dock, a general building storage room, and a separate but adjacent trash and recycling handling bay. Overall, this area will be the focus for introducing material into the facility, storage of items and equipment, and staging for shipping items. Operations on the loading dock and trash-handling bay should be screened from observation from the Judiciary and general public.

3. MAJOR FUNCTIONS – SIZES

Table II-2 summarizes these functions and elements, and minimum floor areas. To account for major circulations, lobby, bathrooms, electrical, mechanical, plumbing, utility spaces, and other building core, a net to gross factor is applied to the total net assignable floor area to calculate a gross building area. The total net assignable area for each function includes an allowance for internal circulation.

Table II-2: Summary Space Requirements – All Functions

FUNCTION		SPACE NUMBER	AREA (NASF)
Court of Appeals (COA)	Chief Judge, Court of Appeals (1 @ 500 NASF)	CA - 1	500
	Judge, Court of Appeals (6 @ 450 NASF)	CA-2 to CA-7	2,700
	Retired Judges, Court of Appeals (2 @ 300 NASF)	CA-8 to CA-9	600
	Law Clerks, shared office (8 @ 192 NASF)	CA-10 to CA-17	1,536
	Secretary (9 @ 200 NASF)	CA-18 to CA-26	1,800
	Judicial Suite Reception Area (1 @ 250 NASF)	CA - 27	250
	Supplies / Xerox Area (1 @ 200 NASF)	CA - 28	200
	Judge's Conference Room (25 Person)	CA - 29	820
	Judge's Dining Room (1 @ 700 NASF)	CA - 30	700
	Sub Total - Court of Appeals		9,106
Circulation @ 15%		1,366	
Total Space Required - Court of Appeals		10,472	
Legal Officer - COA	Legal Officer (1 @ 200 NASF)	LO-1	200
	Assistant (1 @ 90 NASF)	LO-2	90
	File Storage (1 @ 100 NASF)	LO-3	100
	Sub Total - Legal Officer		390
Circulation @ 15%		59	
Total Space Required - Legal Officer		449	
Clerk - COA	Clerk, Court of Appeals (1 @ 200 NASF)	CL - 1	200
	Chief Deputy Clerk (1 @ 150 NASF)	CL - 2	150
	Deputy Clerks, Open Office (4 @ 90 NASF)	CL-3 to CL-6	360
	Clerical, Open Office (1 @ 81 NASF)	CL - 7	81
	Admin Aide to Reporter of Decisions (1 @ 126 NASF)	CL - 8	126
	Recorder / Assistant Recorder (2 @ 90 NASF)	CL-9 to CL-10	180
	Suite Reception Area (1 @ 300 NASF)	CL - 11	300
	Records Review Area (1 @ 150 NASF)	CL - 12	150
	Supplies / Xerox Area (1 @ 150 NASF)	CL - 13	150
	Document Storage / Processing Room (1 @ 1,500 NASF)	CL - 14	1,500
	Oversized Exhibits (1 @ 80 NASF)	CL - 15	80
	Historic Bound Brief Storage (1 @ 100 NASF)	CL - 16	100
	Employee Kitchenette (1 @ 150 NASF)	CL - 17	150
	Sub Total - Clerk COA		3,527
	Circulation @ 15%		529
Total Space Required - Clerk		4,056	
Court Room - COA	Courtroom (1 @ 2,000 NASF)	CR - 1	2,000
	Robing Room (1 @ 350 NASF)	CR - 2	350
	Public Conference Room / Lawyers Waiting Room (1 @ 1,195 NASF)	CR - 3	1,195
	Sub Total - Court Room		3,545
	Circulation @ 15%		532
Total Space Required - Court Room		4,077	
Court of Special Appeals (COSA)	Chief Judge, Court of Special Appeals (1 @ 500 NASF)	CSA - 1	500
	Resident Judge, Court of Special Appeals (6 @ 450 NASF)	CSA-2 to CSA-7	2,700
	Non-resident Judge, Court of Special Appeals (10 @ 350 NASF)	CSA-8 to CSA-17	3,500
	Retired Judges, Court of Special Appeals (2 @ 350 NASF)	CSA-18 to CSA-19	700
	Law Clerks, shared office (7 @ 192 NASF)	CSA-20 to CSA-26	1,344
	Secretary (8 @ 200 NASF)	CSA-27 to CSA-34	1,600
	Manager, Staff Attorneys (1 @ 175 NASF)	CSA - 35	175
	Senior / Staff Attorney (10 @ 150 NASF)	CSA-36 to CSA-45	1,500
	Associate Secretary (3 @ 108 NASF)	CSA-46 to CSA-48	324
	Large Conference Room (25 Person)	CSA - 49	550
	Small Conference Room (15 Person)	CSA - 50	330
	Judge's Dining Room (10 Person)	CSA - 51	350
	Unpublished Case Library (1 @ 150 NASF)	CSA - 52	150
	Supplies / Xerox Area (1 @ 200 NASF)	CSA - 53	200
	Employee Kitchenette (1 @ 150 NASF)	CSA - 54	150
	Sub Total - Court of Appeals		14,073
	Circulation @ 15%		2,111
	Total Space Required - Court of Appeals		16,184

Table II-2: Summary Space Requirements – All Functions (Continued)

FUNCTION		SPACE NUMBER	AREA (NASF)	
Clerk - COSA	Clerk, Court of Special Appeals (1 @ 200 NASF)	CLSA - 1	200	
	Secretary to the Clerk (1 @ 126 NASF)	CLSA - 2	126	
	Chief Deputy Clerk (2 @ 150 NASF)	CLSA-3 to CLSA-4	300	
	Staff Attorney to the Clerk (2 @ 150 NASF)	CLSA-5 to CLSA-6	300	
	Deputy Clerks, Open Office (7 @ 81 NASF)	CLSA-7 to CLSA-13	567	
	Administrative/Intern, Open Office (4 @ 81 NASF)	CLSA-14 to CLSA-17	324	
	Manager/Records Manager (1 @ 81 NASF)	CLSA - 18	81	
	Courtroom Clerks (3 @ 81 NASF)	CLSA-19 to CLSA-21	243	
	Counter Area (4 stations @ 120 NASF)	CLSA - 22	480	
	Records Review Area (1 @ 50 NASF)	CLSA - 23	50	
	Active Records and Briefs (1 @ 1,600 NASF)	CLSA - 24	1,600	
	Oversized Exhibits (1 @ 80 NASF)	CLSA - 25	80	
	Document Inventory and Distribution (1 @ 750 NASF)	CLSA - 26	750	
	Microfiche Storage, Reader, and Printer (1 @ 200 NASF)	CLSA - 27	200	
	Xerox / Mailing Work Area (2 @ 150 NASF)	CLSA-28 to CLSA-29	300	
	Supply Storage (1 @ 100 NASF)	CLSA - 30	100	
	Employee Kitchenette (1 @ 150 NASF)	CLSA - 31	150	
	Sub Total - Clerk COSA		5,851	
	Circulation @ 15%		878	
	Total Space Required - Clerk COSA		6,729	
Court Room - COSA	Courtroom (1 @ 1,900 NASF and 2 @ 950 NASF)	CRSA-1 to CRSA-3	3,800	
	Public Conference Room (2 @ 180 NASF)	CRSA-4 to CRSA-5	360	
	Sub Total - Court Room COSA		4,160	
	Circulation @ 15%		624	
Total Space Required - Court Room COSA		4,784		
Court Information Office	Main Court Information Office Administrative	Court Information Officer (1 @ 200 NASF)	CI - 1	200
		Administrative Coordinator (1 @ 120 NASF)	CI - 2	120
	Government Relations	Public Affairs Assistant (2 @ 81 NASF)	CI-3 to CI-4	162
		Director, Intergovernmental Relations (1 @ 200 NASF)	CI - 5	200
	Communications	Legislative Specialist (1 @ 150 NASF)	CI - 6	150
		Communications Specialist (1 @ 150 NASF)	CI - 7	150
		Writer / Editor (1 @ 126 NASF)	CI - 8	126
	Web Services	Desktop Publisher / Graphic Designer (1 @ 120 NASF)	CI - 9	120
		Publications Manager (1 @ 81 NASF)	CI - 10	81
		Manager (1 @ 150 NASF)	CI - 11	150
		Forms Manager (1 @ 81 NASF)	CI - 12	81
		Reception Area	CI - 13	75
		Copier / Staging Area (1 @ 200 NASF)	CI - 14	200
		Supply Room (1 @ 150 NASF)	CI - 15	150
		Publications Library (1 @ 110 NASF)	CI - 16	110
	Central Files (1 @ 50 NASF)	CI - 17	50	
	Media Meeting Room (1 @ 400 NASF)	CI - 18	440	
	Sub Total - Court Information Office		2,585	
	Circulation @ 15%		385	
	Total Space Required - Court Information Office		2,950	
Internal Audit	Director (1 @ 200 NASF)	IA - 1	200	
	Audit Manager (2 @ 126 NASF)	IA-2 to IA-3	252	
	Lead Auditor (5 @ 108 NASF)	IA-4 to IA-8	540	
	Internal Auditor VII (12 @ 90 NASF)	IA-9 to IA-20	1,080	
	Administrative Assistant (1 @ 81 NASF)	IA - 21	81	
	Reception Area (1 @ 60 NASF)	IA - 22	60	
	Storage / Copy Room (1 @ 100 NASF)	IA - 23	100	
	File Storage Room (1 @ 200 NASF)	IA - 24	200	
	Sub Total - Internal Audit		2,513	
	Circulation @ 15%		377	
Total Space Required - Internal Audit		2,890		

Table II-2: Summary Space Requirements – All Functions (Continued)

FUNCTION		SPACE NUMBER	AREA (NASF)
Law Library			
Administrative Services	Director (1 @ 200 NASF)	L - 1	200
	Deputy Director (1 @ 175 NASF)	L - 2	175
Technical Services	Administrative Assistant / Web Master (1 @ 90 NASF)	L - 3	90
	Head, Technical Services (1 @ 150 NASF)	L - 4	150
	Systems / Research Librarian (1 @ 150 NASF)	L - 5	150
	Acquisition / Serials Librarian (1 @ 150 NASF)	L - 6	150
	Tech Services / Government Publications Associate (1 @ 126 NASF)	L - 7	126
Public Services	Outreach Librarian (1 @ 150 NASF)	L - 8	150
	Research Librarian (3 @ 108 NASF)	L-9 to L-11	324
	Catalog/Reference Librarian (1 @ 108 NASF)	L - 12	108
	Library Assistants (3 @ 81 NASF)	L-13 to L-15	243
Public Services Area	Contract Librarians - No space allocated		
	Main Information Desk Area (1 @ 150 NASF)	L - 16	150
	Main Reading Room and Public Services Area (1 @ 1,080 NASF)	L - 17	1,080
	Computer Stations / Workspaces (1 @ 450 NASF)	L - 18	450
	Circulation / Reserve Desk / Book Return (1 @ 450 NASF)	L - 19	450
	Public Copiers / Fax (1 @ 85 NASF)	L - 20	85
	Public Telephones (1 @ 50 NASF)	L - 21	50
	Conference Room (1 @ 440 NASF)	L - 22	440
	Conference Room (1 @ 220 NASF)	L - 23	220
	Computer Training Laboratory / Classroom (1 @ 225 NASF)	L - 24	225
	Children's Play Room (1 @ 100 NASF)	L - 25	100
	Audubon Display Room (1 @ 1,100 NASF)	L - 26	1,100
	Public Display Cabinets (1 @ 150 NASF)	L - 27	150
	Micrographics Hardware and Storage (1 @ 745 NASF)	L - 28	745
	Stacks - Open Bookshelves (1 @ 23,162 NASF)	L - 29	23,162
	Stacks - Compact / High Density (1 @ 12,075 NASF)	L - 30	12,075
	The Collection	AV Collection (1 @ 150 NASF)	L - 31
Rare Book / Audubon Conservation Room (1 @ 750 NASF)		L - 32	750
Equipment and Supplies (2 @ 150 NASF)		L-33 to L-34	300
Central Processing / Cataloging Area (1 @ 600 NASF)		L - 35	600
Staff Support Area	Computer Room (1 @ 200 NASF)	L - 36	200
	Sub Total - Library		44,348
	Circulation @ 15%		6,652
	Total Space Required - Library		51,000
Common Use Functions			
	Conference Room (1 @ 550 NASF)	CU - 1	550
	Copier / Fax / Mail / Workroom (1 @ 200 NASF)	CU - 2	400
	Kitchenette (1 @ 250 NASF)	CU - 3	250
	Total Space Required - Common Use Functions		1,200
Other Functions			
	Central Mail Room (1 @ 918 NASF)	M - 1	918
	Secure Judge's Parking (40 spaces @ 350 NASF)	P - 1	14,000
	Main Security Office (1 @ 250 NASF)	SO - 1	250
	Total Space Required - Other Functions		15,168
Grand Total Facility Space Requirement NASF			119,958
Facility Support (Non Assignable)			
	Loading Dock	FS - 1	400
	Receiving/Breakdown Area	FS - 2	400
	Waste/Recycling Area	FS - 3	400
	Housekeeping Storage	FS - 4	200
	Maintenance Storage	FS - 5	200
	Building Storage	FS - 6	2,000
	Total Space Required		3,600
Facility Support Spaces Total Requirement (Nonassignable Space)			3,600
Nonassignable Space For Court and Related Areas (Based on 62% efficiency)			32,080
Nonassignable Space For Library and Other Areas (Based on 69% efficiency less facility support)			26,716
Grand Total Facility Space Requirement GSF			182,353

NOTE: Summary totals not exact due to rounding.

4. FUNCTIONAL RELATIONSHIPS

The relationships between elements and functions of this facility are inherently complex. The Judiciary has given careful consideration to the grouping of functional units in order to enhance service delivery and efficiency of daily operations. Six major groupings have been identified for the facility and are summarized below. These include Court of Appeals, Court of Special Appeals, Law Library, Common Use, Other Functions, and Facility Support. Figure II-3 also graphically presents these groupings and relationships.

a) COURT OF APPEALS

This planning block includes the suite of offices and chambers comprising the overall judicial suite for the Court of Appeals. It also includes separate but directly adjacent spaces for the Legal Officer, Clerk – COA, Courtroom, CIO, and Internal Audit. The Courtroom, Clerk, CIO, Internal Audit, and reception space for the suite for Court of Appeals should be directly and easily accessible from the facility's main circulation. A private, secure access path should be provided from the Court of Appeals suite to secure Judges' parking. The judicial suite and offices of the Clerk shall be designed so as to facilitate physical and operational security.

b) COURT OF SPECIAL APPEALS

This planning block includes the suite of offices and chambers for the Court of Special Appeals, and separate but physically adjacent spaces for the Clerk – COSA, and Courtrooms. Both courtrooms, Clerk, and reception space for the suite for Court of Special Appeals should be directly and easily accessible from the facility's main circulation. A private, secure access path should be provided from the Court of Special Appeals suite to secure Judges' parking. The Clerk's office receives a significant number of items on a daily basis and direct access to the loading dock and facility support is required. The judicial suite and offices of the Clerk shall be designed so as to facilitate physical and operational security.

c) LAW LIBRARY

This planning block includes all of the elements related to the Law Library.

d) COMMON USE

Common use spaces include a 25-person conference room, kitchenette/break area, and copier/fax/workroom distributed throughout the facility to easily and directly support internal daily Judiciary operations.

e) OTHER FUNCTIONS

This includes a mailroom that is integral to the facility support block, and reception and security stations that are to be located at the main entry, and secure Judge's parking. The reception station will be located in nonassignable public space in the great hall.

f) FACILITY SUPPORT

This includes "back of the house" support functions. A separate, non-public circulation path that allows for unobtrusive access and flow between the facility support functions and the rest of the facility is required. This path is separate from the secure circulation path between the judicial suites for the Court of Appeals, and Court of Special Appeals.

5. MAJOR CIRCULATIONS

The relationships within and around the new Courts of Appeal Building are complex and collectively present unique circulation and physical planning issues. It is of the utmost importance that the facility provide a venue of appropriate stature representative of Maryland's highest courts, facilitates easy access for the general public, and provides a secure environment for Judges and Judiciary personnel. The facility will be a signature structure serving as a gateway to Annapolis, and be the focal point for a new Judiciary campus being developed on the site. Site access, vehicular, and pedestrian circulations must directly address all of these factors.

Major external and internal building wide flows have been identified and are presented below.

- The new Courts of Appeal Building must be located so as to maximize access, use, and utility within the overall context of the proposed judicial campus. Ingress and egress paths must be established to maximize pedestrian traffic to and through the facility. These paths must strongly establish a thoroughfare from parking areas, through the building, and to other facilities elsewhere on the judicial campus.
- The public will enter the facility primarily through a main lobby or great hall. Significant pedestrian volumes will flow to the Court of Appeals, Court of Special Appeals, and Law Library. Major circulation paths should be oriented on axis that naturally flow through the facility's central public spaces.
- All persons entering the facility will initially encounter a receptionist station in the main lobby or great hall. This station will provide general information as necessary, and transparently control access to the facility. A separate security office will also be discreetly and transparently located in proximity to the receptionist station and main building entry. Easy access to the facility by the general public is of critical importance, and all measures pertaining to security must be entirely transparent to the visitor.
- Judiciary personnel based in the facility will enter through a secondary secure, controlled access point. The circulation path from employee parking to the employee entry shall be discreet, engender employee dignity, fit naturally onto the site, and promote employee security.
- A dedicated, secure, limited access, circulation path is required from secure parking within the new Courts of Appeal Building, to the judicial suites of the Court of Appeals and Court of Special Appeals. This will be primarily intended for use by Judges.
- Material flows including mail, case files/exhibits, equipment, office supplies, library materials, cleaning supplies, other consumables, and items necessary for day-to-day operations will flow through the facility from back to front. The majority of these items will enter the facility from the loading docks. The building will require an independent, separate, behind the scenes support circulation path to accommodate material flow, daily facility operations, and other related activities. Particular attention should be given to minimizing or eliminating cross circulation of mail, supplies, and trash across primary public paths. Particular attention shall be given to providing direct access to the Clerk for the Court of Appeals, Clerk for the Court of Special Appeals, the overall judicial suites for the Court of Appeals and Court of Special Appeals, and Law Library.
- Solid waste and trash will flow towards the back of the facility and will be directed towards a loading and storage bay dedicated to such purposes. This bay will be a physically separate element of the loading dock at the rear of the facility. Service vehicle access shall be directed away from the main public entry and screened from public view.

III. CODES AND STANDARDS

A. INTRODUCTION

The following chapter presents codes and Judiciary standards for the development of design documents. The codes and standards sections discuss those required by prevailing regulations and building codes as well as Judiciary standards for consistency of Judiciary facilities.

B. CODES

The following section presents applicable codes that govern the design and construction of the facility. All designs shall conform with accepted engineering and architectural practice in complying with the codes presented herein unless a specific variance is granted in writing by the appropriate enforcing Agency.

1. MANDATORY CODES AND REGULATIONS

a) BUILDING CODE:

The Building Code of the State of Maryland is the latest adopted edition of the International Building Code (IBC), National Plumbing Code (NPC) International Mechanical Code (IMC), NFPA 101 Life Safety Code, International Energy Conservation Code (IECC), National Electric Code and current ASHRAE standards, with all appendices, references and additions incorporated. Building plumbing systems also must comply with the requirements of COMAR Title 09, Department of Licensing and Regulation, Subtitle 20, Board of Commissioners of Practical Plumbing (the State Plumbing Code). Building heating systems utilizing boiler supplied hot water must comply with the requirements of COMAR Title 09, Subtitle 12 Division of Labor and Industry, Chapter 01 Board of Boiler Rules (the State Boiler Code). Boiler & Pressure Vessel Safety Act & Regulations (Article 48, Section 167-180A, Annotated Code of MD.). Compliance with all regulations and requirements of local and service district utility companies (electric, water, and sewerage) where work is to be located is required.

b) MARYLAND DEPARTMENT OF GENERAL SERVICES ENERGY CONSERVATION MANUAL:

Incorporated into this document by reference.

c) ELECTRICAL SYSTEMS:

Electrical systems within the effected program area shall be in compliance with current and applicable sections of the National Electrical Code (NFPA 70), State and local requirements, Judiciary standards and good engineering practice.

d) ELEVATOR CODE:

Regulations Governing Elevators, Dumbwaiters, Escalators and Moving Walks ANSI A17.1 or the latest edition, and other requirements of the State Department of Licensing and Regulation, Division of Labor and Industry. (COMAR 09.12.81 through 09.12.83)

e) FIRE CODE:

The State Fire Prevention Code (COMAR 29.06.01 and 29.06.02), which references the NFPA National Fire Codes, latest edition, including Standards, Recommended Practices Manuals, etc.

e) FLOOD PLAIN:

Management Regulations & Permits, Department of Natural Resources (COMAR 26.17.04).

f) FOOD PREPARATION:

Maryland State Department of Health Regulations for Eating and Drinking Establishments (COMAR 10.15). This applies whenever food preparation or serving areas are included in the project. These regulations are interpreted by the Maryland Department of Health & Mental Hygiene.

g) FOREST CONSERVATION:

Maryland Department of Natural Resources regulations for development of Forest Stand Delineation and Forest Conservation Plan in accordance with Forest Conservation Act (COMAR 08.19.04).

h) GREEN BUILDING PROGRAM:

All facility programs shall comply with Executive Order 01.01.2001.02 – Sustaining Maryland's Future with Clean Power, Green Buildings, and Energy Efficiency, and all of the regulations and guidelines identified in the Maryland Green Building Council Report entitled Maryland's High Performance Green Building Program.

i) HANDICAPPED ACCESSIBILITY:

Regulations Governing Construction of Facilities for the Handicapped by the State of Maryland (COMAR 05.02.02), the Fair Housing Amendments Act (1988) and the Americans with Disabilities Act (1990) or other Federal regulations, where applicable, will supersede COMAR requirements.

j) HAZARDOUS WASTE:

Maryland Department of the Environment for disposal of controlled hazardous substances. These regulations establish standards for generators of hazardous waste. (COMAR 26.13.03)

k) HIGHWAYS:

Regulations of the Maryland Department of Transportation and State Highway Administration, for any construction affecting a State highway route or right of way.

l) HISTORIC LANDS AND STRUCTURES:

In accordance with Article 83B paragraphs 5-617 and 5-618 of the Annotated Code of Maryland, the Maryland Historical Trust must review capital projects affecting historic properties. These regulations can be obtained from the Maryland Department of Housing and Community Development.

m) HOSPITALS:

Maryland State Department of Health & Mental Hygiene regulations for hospitals, care and treatment facilities as appropriate (COMAR 10.07). These regulations will be obtained from the State Department of Health and Mental Hygiene.

n) LEAD EXPOSURE:

Maryland Occupational Safety and Health Standards for occupational exposure to lead in construction work. These regulations apply to occupational exposure to lead in every employee in construction work. (COMAR 09.12.32)

o) MARYLAND BUILDING REHABILITATION CODE:

All facility programs shall comply with Title 05, Subtitle 16, Maryland Building Rehabilitation Code, under COMAR regulations 05.16.01 through 05.16.08.

p) MARYLAND OCCUPATIONAL SAFETY AND HEALTH ACT (MOSHA):

All spaces constructed for use by the State of Maryland must comply with MOSHA standards upon delivery. MOSHA standards may not be waived except as provided in the rules themselves.

q) SAFETY GLAZING:

Applies to fixed glass panels immediately adjacent to exit/entrance doors and specific hazardous locations (COMAR 05.02.06).

r) SEDIMENT, EROSION CONTROL, AND STORM WATER MANAGEMENT:

Regulations of the Maryland Department of the Environment (MDE), Sediment & Storm Water Administration, 1800 Washington Boulevard, Baltimore, Maryland 21230 (MDE Article Sections 4-101 through 4-116 Annotated Code of Md. And COMAR 26.09.01 and 26.17.02).

- Chesapeake Bay Critical Area Criteria (COMAR 27)
- Nontidal Wetlands (COMAR 26.23)
- Wetlands (COMAR 26.24)

s) SMART GROWTH AND NEIGHBORHOOD CONSERVATION – SMART GROWTH AREAS:

All facility programs shall comply with the principals and practices outlined in Smart Growth legislation identified in Acts of 1997, Chapter 759, Article – State Finance and Procurement, Section 5 – 7B – 01 through Sections 5 – 7B – 10, subtitled Priority Funding Areas.

t) TELECOMMUNICATIONS SYSTEMS:

Voice, data, and video systems serving effected areas shall be in compliance with the latest editions and the applicable sections of EIA/TIA, IEEE, BISCI (Building Industry Consulting International Telecommunications Distribution Methods Manual), NFPA 70 (National Electrical Code), VESA (Video Electronic Standards Association), Judiciary standards and good engineering practice.

u) WATER APPROPRIATION:

When the project requires the withdrawal of either ground water or surface water, the A/E shall be responsible for complying with all permitting requirements and shall comply with COMAR 26.17.06, "Water Appropriation or Use".

v) WATER DISTRIBUTION, WASTE COLLECTION, ON-SITE WATER SUPPLY, AND ON-SITE WASTEWATER, DISPOSAL:

Health Department of Local Jurisdiction

w) WATER RESOURCES:

Other water resources, rules and regulations of procedure as issued by the Department of the Environment (COMAR 26.08)

2. ENFORCING AGENCIES

a) DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT:

Director, Maryland Codes Administration
100 Community Place, Crownsville, MD 21032-2023

Maryland Accessibility Code, Building Energy Code and Safety Glazing Law
Chief, Codes and Standards

State of Maryland Model Performance Building Code
Director, Maryland Codes Administration

Maryland Historical Trust
Director, Management, Planning & Educational Outreach Administration

b) DEPARTMENT OF LABOR, LICENSING, AND REGULATION:

Assistant Secretary
Division of Labor and Industry
1100 North Eutaw Street, Baltimore, MD 21201

- The site is situated as a gateway to the historic portion of Annapolis, which is also the capitol of Maryland State government. The facility's architecture, massing, and location shall reflect that it is a structure that houses activities of significant import to the citizens Maryland.
- Other than in high visibility public access areas, all exterior doors shall be painted metal and equipped with nonremovable pin hinges.
- Each exterior wall faces shall have at least one hose bib and one exterior electrical power receptacle.

b) Interior Finishes

Materials shall be durable, cleanable, attractive, and consistent with those used in similar applications elsewhere in Judiciary operations. Ease of maintenance shall be a significant consideration in the selection of any material.

- Floors: Unless otherwise specified, floors in high traffic public areas shall be durable hard surfaces. Offices and related areas shall be roll good carpets. Support spaces shall be sealed concrete.
- Wall Finishes: Unless otherwise specified, walls shall be painted drywall. Support spaces shall be epoxy painted concrete masonry units (CMU).
- Ceilings: Unless otherwise specified, ceilings shall be grid type with lay in acoustical tile. Finished ceilings are not required in support areas.
- Office Doors: Unless otherwise specified, doors shall be solid core with wood or laminate finish. A light shall either be in the door or immediately adjacent to it.
- Support Space Doors: Unless otherwise specified, doors shall be painted metal with kick plates.
- All exterior windows shall have blinds.

c) Interior Electrical and Communications

- Unless otherwise specified, light fixtures shall be 2 X 4 high efficiency fluorescent lamps with parabolic diffuser.
- Unless otherwise specified, each workstation shall have eight electrical plugs and one duplex data jack and one telephone.
- Data cabling shall be CAT V throughout and tested for system integrity.
- Building shall be wired for wireless broadband data networking.
- It is anticipated that both wireless and hard-wired data network systems will be needed throughout the building. The Judiciary will make a final decision as late as practical during the design process to procure the best prevailing technology value.
- Computer hardware and software will increasingly be incorporated into courtrooms, clerk's areas, conference rooms, and other functional spaces. The Judiciary will make a final decision as late as practical during the design process to procure the best prevailing technology value.

2. OPERATIONS AND MAINTENANCE

- a) The facility is intended to be a historic facility with a very long lifecycle and shall easily accommodate multiple changes in use over time. The overall building shall be designed using a planning module and grid that facilitates flexibility, ease of renovation, and change in use. Columns, major circulation paths, and building systems must be aligned and consistent with this grid and planning module.
- b) The structural design and architectural layout shall provide sufficient accessible space above ceilings and mechanical/electrical rooms to facilitate placement of building systems and ease of maintenance. Chases, shafts, and cable trays shall be provided for access for maintenance and renovations to mechanical, electrical, telecommunications and all other building systems.
- c) Consideration shall be given for future replacement of major and minor mechanical and electrical equipment including physical handling into and out of the building.
- d) One 6' X 6' custodial closet with a janitor's sink and electrical service shall be allocated for every 20,000 gross square feet of building space, or at a minimum, for each floor of the finished structure.
- e) Mechanical and electrical rooms and spaces shall be dedicated for that purpose. These shall be located to easily facilitate multiple anticipated changes in building use.
- f) Suitable cable trays and conduits including allowances for future growth shall be provided for the routing of data and telecommunications cables.
- g) All building HVAC, lighting, and life safety controls and systems shall be fully compatible and interoperable with a future campus wide energy management control system. The building shall employ direct digital controls consistent and fully integrated with any proposed campus wide systems. Such compatibility shall be achieved through the use of generally available, off the shelf hardware and software that fully complies with the latest prevailing industry wide standards. Use of custom written software and one of a kind hardware components is expressly prohibited.
- h) The building's emergency public address system shall be fully consistent and interoperable with a proposed campus wide public address system.
- i) The building shall be fitted with a modern physical security system including building perimeter access control, room access control, and camera monitoring. The system shall be fully interoperable with a proposed campus wide installation, and based on standard commercial off the shelf hardware and software. Use of custom written software and one of a kind hardware components is expressly prohibited. The Judiciary will make a final decision as late as practical during the design process to procure the best prevailing technology value.

3. BUILDING SERVICE REQUIREMENTS

In addition to functionally assigned spaces set forth in the room cut sheets and elsewhere, the facility shall accommodate the following service rooms that are assigned to the facility's gross floor area.

- a) General (common) circulation, including lobby, egress routes, as required for the safe and convenient service of the building occupants.
- b) Restrooms for general use.
- c) Maintenance areas for custodial services, including janitor's closets, cleaning equipment and supply for each floor, and for general trash collection.
- d) Mechanical equipment room(s) as necessary, and as located for least transfer of operating noise to the remainder of the facility, particularly courtrooms, chambers, and offices.
- e) Electrical service entry room for switchgear serving the building.
- f) One 10' X 10' voice and data communications room per every 20,000 NASF of program area, or at a minimum, for each floor of the finished structure.
- g) A water service entry room for sprinkler valve and domestic water service if not located in an exterior vault.
- h) A separate building freight elevator serving all building levels will be provided.

IV. DETAILED REQUIREMENTS

A. INTRODUCTION

The following chapter presents detailed requirements including adjacency relationships and specific characteristics for each major space included in the new Courts of Appeal Building.

B. REQUIREMENTS BY FUNCTION

1. INTRODUCTION

Information presented in this section provides a description of the requirements of each function to be included in the design of the new facility. Each major space has a description sheet defining relevant requirements.

Unless noted to the contrary, elements such as mechanical and electrical spaces, major circulations, bathrooms, and other required spaces are not mentioned here. These spaces are a function of the specific building design and the responsibility of those professionals involved in the building's detailed design.

Figure IV-1: Bubble Diagram Definitions

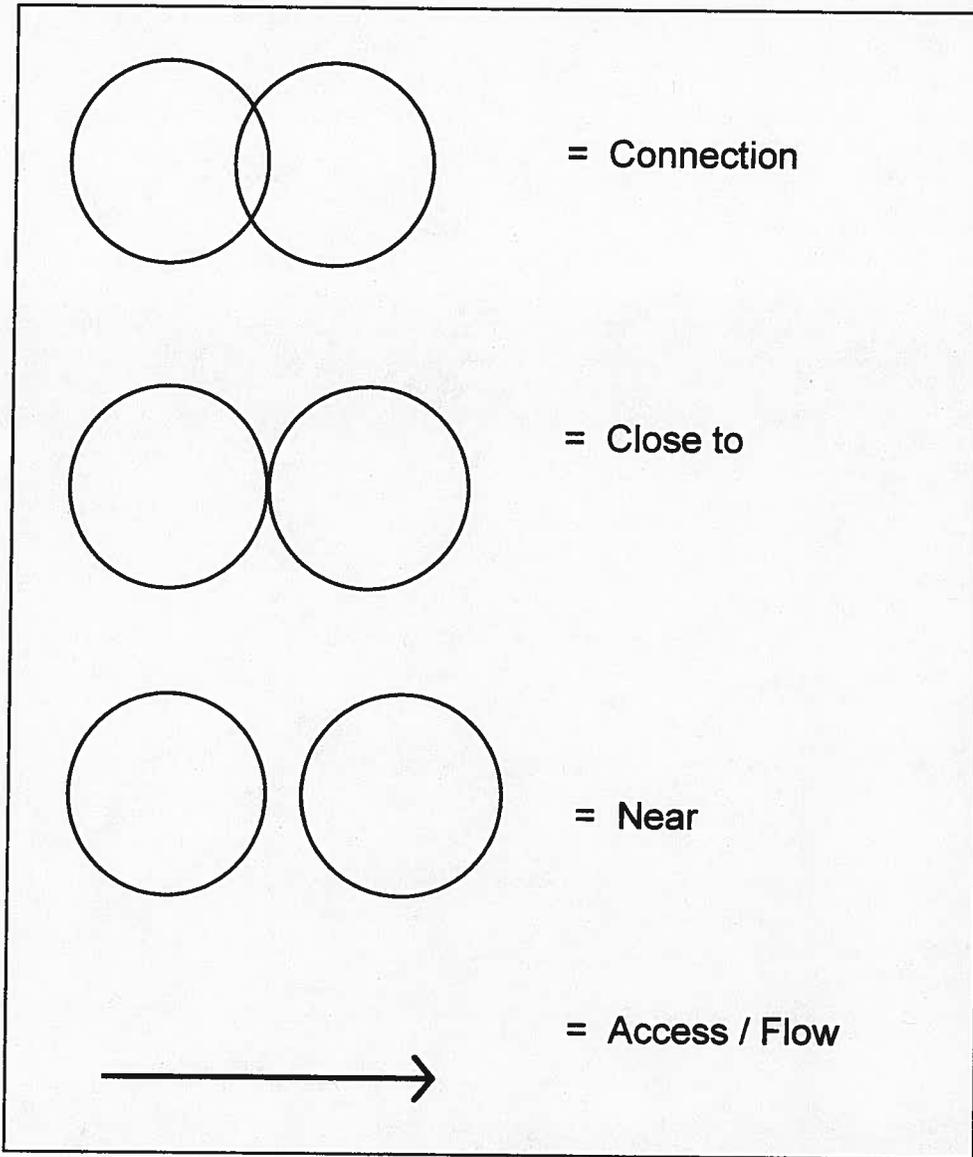


Figure IV-2: Adjacency Relationships – Court of Appeals

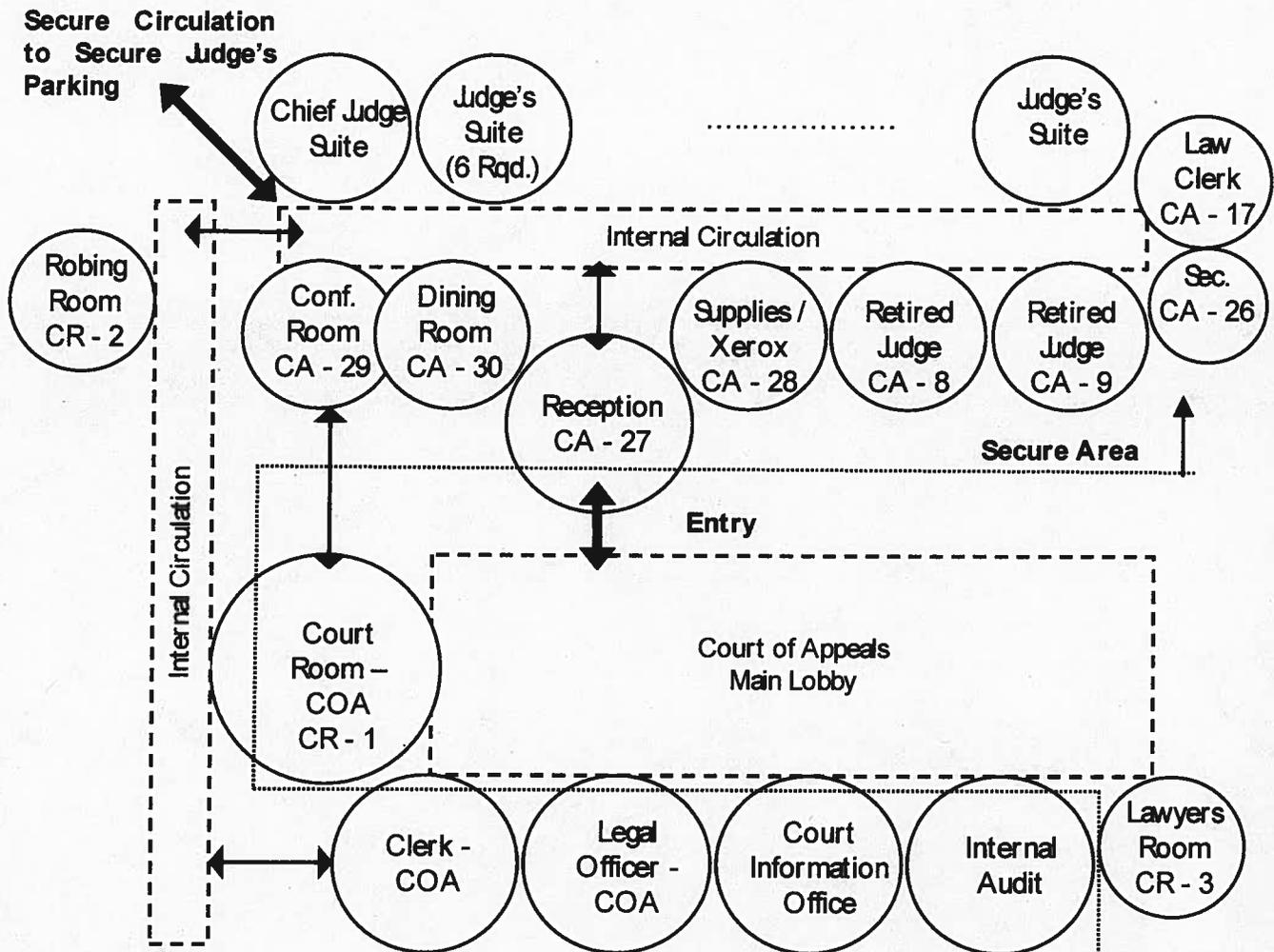
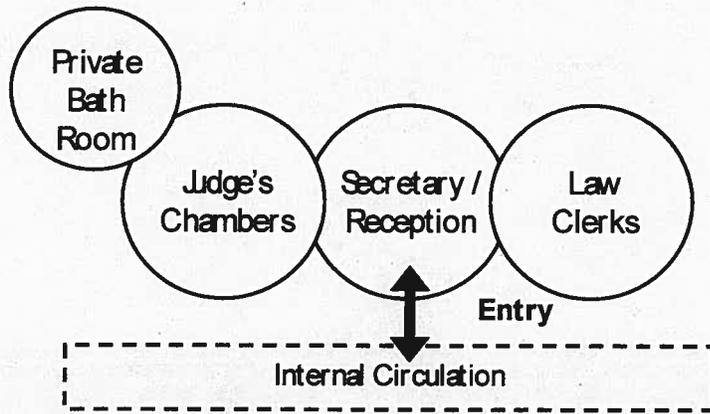


Figure IV-3: Adjacency Relationships – Court of Appeals – Typical Judge Suite



NOTE: A total of seven judicial suites are required including one for the Chief Judge of the Court of Appeals and six for resident judges.

Table IV-1: Functional Requirements – Court of Appeals – Chief Judge

Space Number:	CA – 1.
Function Name:	Chief Judge, Court of Appeals.
Activities Performed:	Deliberations.
Workstation Type:	Private, enclosed office – Judicial Chambers.
Total Workstation Size:	500 NASF.
Internal Work Areas:	Desk, Computer / work area, Meeting / sitting area, Bathroom with shower.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, custom bookcases, small round conference table, five guest chairs, couch, cocktail table, and telephone. Bathroom to have built in storage for towels and sheets.
Finishes:	Dry wall with high-end wall coverings/paneling, high-end carpet, upgraded suspended ceiling, and upgraded blinds for office envelope. Senior executive level furniture finishes.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided. Chambers part of judicial suite including secretary and office for two law clerks.

Table IV-2: Functional Requirements – Court of Special Appeals – Judge

Space Number:	CA – 2 through CA – 7.
Function Name:	Judge.
Activities Performed:	Deliberations.
Workstation Type:	Private, enclosed office – Judicial Chambers.
Total Workstation Size:	450 NASF.
Internal Work Areas:	Desk, Computer / work area, Meeting / sitting area, Bathroom with shower.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, custom bookcases, small round conference table, five guest chairs, couch, cocktail table, and telephone. Bathroom to have built in storage for towels and sheets.
Finishes:	Dry wall with high-end wall coverings/paneling, high-end carpet, upgraded suspended ceiling, and upgraded blinds for office envelope. Senior executive level furniture finishes.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided. Chambers part of judicial suite including secretary and shared office for two law clerks.

Table IV-3: Functional Requirements – Court of Appeals – Retired Judge

Space Number:	CA – 8 through CA – 9.
Function Name:	Retired Judge.
Activities Performed:	Deliberations.
Workstation Type:	Private, enclosed office – Judicial Chambers.
Total Workstation Size:	300 NASF.
Internal Work Areas:	Desk, Computer / work area, Meeting / sitting area.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, custom bookcases, small round conference table, five guest chairs, couch, cocktail table, and telephone. Bathroom to have built in storage for towels and sheets.
Finishes:	Dry wall with high-end wall coverings/paneling, high-end carpet, upgraded suspended ceiling, and upgraded blinds for office envelope. Senior executive level furniture finishes.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided.

Table IV-4: Functional Requirements – Court of Appeals – Law Clerk

Space Number:	CA – 10 through CA – 17.
Function Name:	Law Clerk.
Activities Performed:	Support of Chief, Resident, and retired Judges.
Workstation Type:	Shared, enclosed office – Professional.
Total Workstation Size:	192 NASF.
Internal Work Areas:	Two work stations – one for each law clerk
Number of Persons:	Four maximum.
Major Equipment:	Two desks, two filing cabinets, two task chairs, two computers with peripherals, two guest chairs, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	Two law clerks in a single office shall be allocated to each judicial suite for the Chief Judge and each resident Judge. Each retired judge shall be assigned one law clerk and these law clerks will be located in a shared office.

Table IV-5: Functional Requirements – Court of Appeals – Secretary

Space Number:	CA – 18 through CA - 26.
Function Name:	Secretary.
Activities Performed:	Administrative support for Chief Judge, Resident, and retired judges.
Workstation Type:	Open system – Professional / Para – Professional.
Total Workstation Size:	200 NASF.
Internal Work Areas:	Three including secretarial work area, small sitting/reception space, and files.
Number of Persons:	Three.
Major Equipment:	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
Finishes:	Upgraded wall finishes over dry wall, upgraded carpet, upgraded suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Locking drawers and cabinets.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone, internal data network jacks.
Other:	Medium height partitions. One secretarial station for Chief Judge's suite and each resident judge's suite. One secretarial station assigned to each retired judge.

Table IV-6: Functional Requirements – Court of Appeals –Judicial Suite Reception Area

Space Number:	CA – 27.
Function Name:	Judicial Suite Reception Area.
Activities Performed:	Primary ingress and egress point, and greeting and waiting area for overall suite housing chambers for the Chief Judge, Resident judges, retired judges, and their immediate staffs.
Workstation Type:	Open office.
Total Workstation Size:	250 NASF.
Internal Work Areas:	Two including greeting and seating areas.
Number of Persons:	15.
Major Equipment:	Seating for 15 with coordinating end tables.
Finishes:	Dry wall with senior executive level wall finishes, upgraded carpet, upgraded suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Upgraded solid core or glazed store front with lockset and access control. Perimeter walls from true floor to true ceiling.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space. Space should be on its own control zone.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	N/A.
Other:	The area shall be designed to accommodate public access but allow for controlling flow and circulation to chambers and the remaining suite.

Table IV-7: Functional Requirements – Court of Appeals – Supplies / Xerox Area

Space Number:	CA – 28.
Function Name:	Xerox / Work Area.
Activities Performed:	Copying, storage of office supplies, general office work area.
Workstation Type:	Copier / utility room.
Total Workstation Size:	200 NASF
Internal Work Areas:	<ul style="list-style-type: none">• Copying and fax machines.• Storage.• General work area.
Number of Persons:	Variable.
Major Equipment:	Copying machine, fax machine, and related equipment. Built in counter area with exposed shelving above and enclosed cabinets below.
Finishes:	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling.
Security Provisions:	Judiciary standard solid core wood door with lock set.
Sound Attenuation:	STC rated to mitigate propagation of noise.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space upgraded to account for heat load from copying machine and other equipment.
Electrical:	Judiciary standard for office space. Additional power provided at copying, fax, and other machines. Power at counter height at build in.
Plumbing:	N/A.
Communications:	Telephone, internal data network jacks.
Other:	N/A.

Table IV-8: Functional Requirements – Court of Appeals – Conference Room

Space Number:	CA – 29.
Function Name:	Conference Room.
Activities Performed:	Formal and informal meetings, presentation, staff coordination and related activities.
Workstation Type:	Open area.
Total Workstation Size:	820 NASF.
Internal Work Areas:	One.
Number of Persons:	25.
Major Equipment:	Chairs, tables, credenza, white board, ceiling mounted projector, pull down screen, built in computer station.
Finishes:	Upgraded wall, floor, and ceiling finishes consistent with judicial suite. Furniture finishes shall be consistent with judicial suite.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	Wall, floor, and ceiling treatments shall be selected to mitigate echoes, promote sound reinforcement, and facilitate normal conversation levels. Construction and materials selections shall create STC ratings to a level equivalent for confidential conversations.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office spaces modified to account for occupancy load. Area should be on its own temperature control zone.
Electrical:	Judiciary standard for office space. Power for projector, computer station, and appliances at credenza. Lighting shall be provided so as to allow indirect lighting to allow for reading while simultaneously allowing presentations in electronic media.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	Must be located in proximity to courtroom and connected with Judge's dining room.

Table IV-9: Functional Requirements – Court of Appeals - Judge’s Dining Room

Space Number:	CA - 30.
Function Name:	Judge’s Dining Room.
Activities Performed:	Dining area and gathering place for Judges with capability to serve breakfast, lunch, and dinner.
Workstation Type:	Dining room
Total Workstation Size:	700NASF.
Internal Work Areas:	Two including seating/dining and separate food preparation areas.
Number of Persons:	25.
Major Equipment:	<ul style="list-style-type: none">• 25 chairs with sufficient tables in dining area.• Preparation area includes oven, dishwasher, refrigerator, microwave oven, and coffee maker.
Finishes:	Seating area shall be drywall with upgraded wall finishes consistent with overall judicial suite, carpet, suspended 2x4 acoustical ceiling, recessed fluorescent light fixtures with dimming capability. Kitchen preparation area shall be hard tile on floors, cleanable wall surfaces, and suspended 2X4 acoustical ceiling.
Security Provisions:	Judiciary standard solid core doors with lock sets to main dining room. Access to the kitchen will be through double leaf solid core doors with integral astragals, locksets, and kick plates.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Separate positive dining room ventilation in both dining area and kitchen to prevent odors from permeating remainder of facility.
Electrical:	Minimum of four (4) duplex 110-volt outlets per wall, Multiple floor quad mounted outlets. Counter height GFI receptacles in kitchen. Power to refrigerator, stove/oven, dishwasher, and coffee maker.
Plumbing:	Hot and cold running water, sink, and drain in kitchen.
Communications:	Judiciary standard for office space including telephone and internal data network.
Other:	Kitchen area to be located to allow unobtrusive support of Court of Appeals conference room. Kitchen should have a secure direct access to building support circulation so that food and trash can be moved unobserved.

Figure IV-4: Adjacency Relationships – Legal Officer

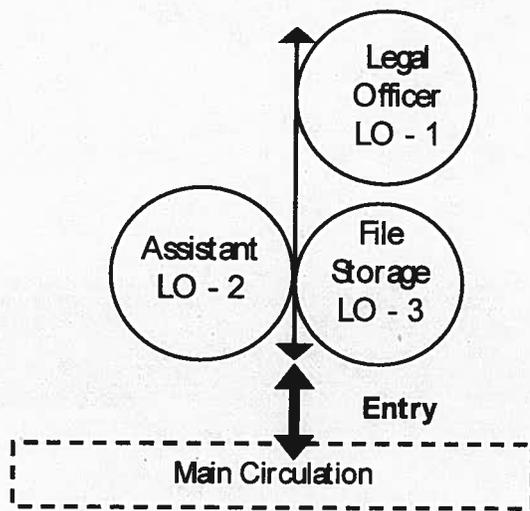


Table IV-10: Functional Requirements – Legal Officer COA – Legal Officer

Space Number:	LO – 1.
Function Name:	Legal Officer.
Activities Performed:	Counsel to the Chief Judge Court of Appeals.
Workstation Type:	Private, enclosed office – Executive.
Total Workstation Size:	200 NASF.
Internal Work Areas:	Desk area, Computer / work area, small meeting area.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, bookcase, small round conference table, five guest chairs, and telephone.
Finishes:	Upgraded painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Upgraded furniture finishes consistent with office envelope.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided.

Table IV-11: Functional Requirements – Legal Officer COA – Assistant

Space Number:	LO – 2.
Function Name:	Assistant.
Activities Performed:	Support of daily operations.
Workstation Type:	Open system – Professional / Para – Professional.
Total Workstation Size:	90 NASF.
Internal Work Areas:	One.
Number of Persons:	Two.
Major Equipment:	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Locking drawers and cabinets.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone, internal data network jacks.
Other:	Medium height partitions. Workstations to be clustered as necessary to meet organizational requirements and enhance collaboration.

Table IV-12: Functional Requirements – Legal Officer COA – File Storage

Space Number:	LO – 3.
Function Name:	File Storage.
Activities Performed:	Secure storage of files.
Workstation Type:	Utility room.
Total Workstation Size:	100 NASF
Internal Work Areas:	Enclosed storage area.
Number of Persons:	None.
Major Equipment:	Filing cabinets, shelves.
Finishes:	Judiciary standard painted dry wall, carpet, and suspended ceiling.
Security Provisions:	Judiciary standard solid core wood door with lockset.
Sound Attenuation:	None.
Structural:	Upgraded to account for additional load due to files.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	N/A.
Other:	N/A.

Figure IV-5: Adjacency Relationships – Clerk COA

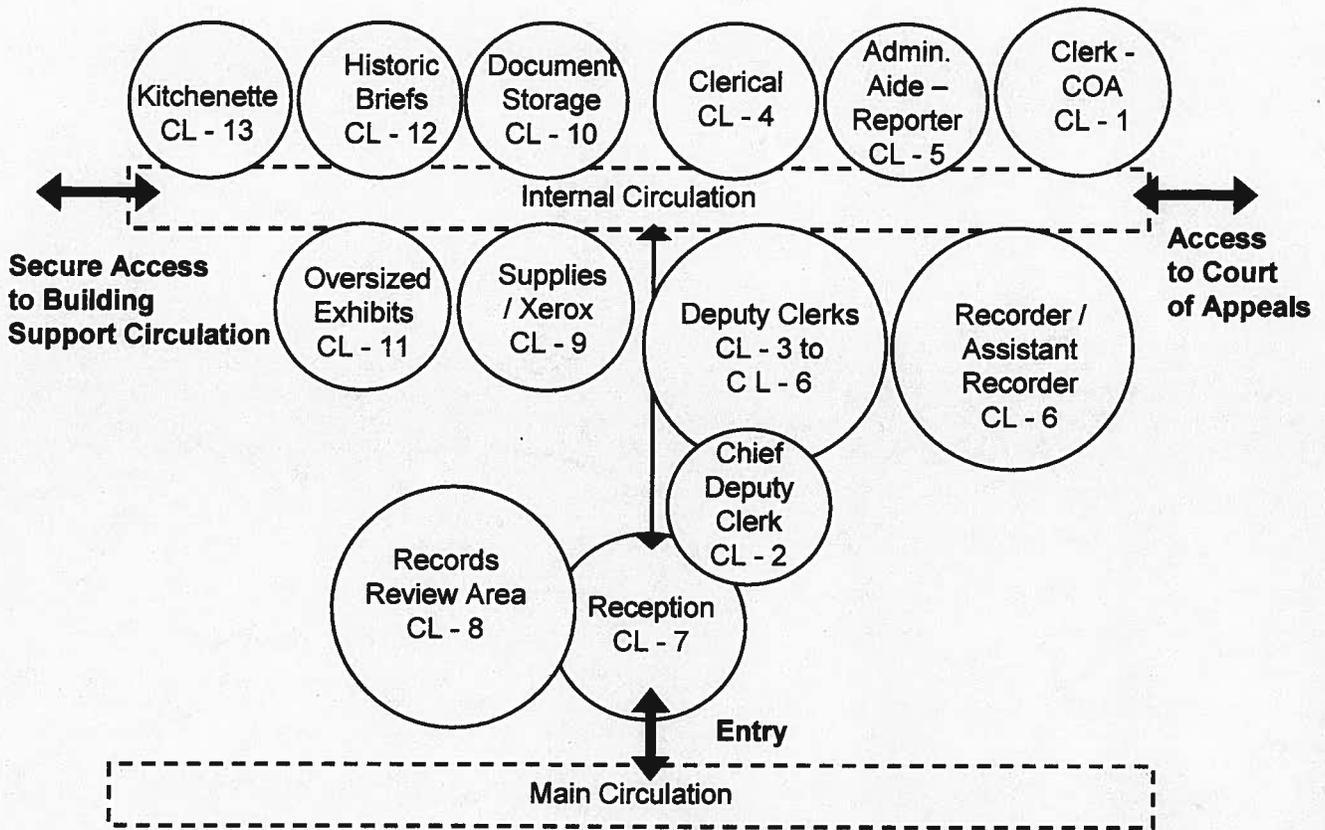


Table IV-13: Functional Requirements – Clerk COA – Clerk

Space Number:	CL – 1.
Function Name:	Clerk.
Activities Performed:	Direction and management of daily activities of operations of office operations.
Workstation Type:	Private, enclosed office – Executive.
Total Workstation Size:	200 NASF.
Internal Work Areas:	Desk area, Computer / work area, small meeting area.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, bookcase, small round conference table, five guest chairs, and telephone.
Finishes:	Upgraded painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Upgraded furniture finishes consistent with office envelope.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided.

Table IV-14: Functional Requirements – Clerk COA – Chief Deputy Clerk

Space Number:	CL – 2.
Function Name:	Chief Deputy Clerk.
Activities Performed:	Assistance to the Clerk of the Court of Appeals.
Workstation Type:	Private, enclosed office – Professional.
Total Workstation Size:	150 NASF.
Internal Work Areas:	One.
Number of Persons:	Three.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	N/A.

Table IV-15: Functional Requirements – Clerk COA – Deputy Clerks

Space Number:	CL – 3 through CL – 6.
Function Name:	Deputy Clerks.
Activities Performed:	Support of daily operations.
Workstation Type:	Open system – Professional / Para – Professional.
Total Workstation Size:	90 NASF.
Internal Work Areas:	One.
Number of Persons:	Two.
Major Equipment:	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Locking drawers and cabinets.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone, internal data network jacks.
Other:	Medium height partitions. Workstations to be distributed in as necessary to meet organizational requirements.

Table IV-16: Functional Requirements – Clerk COA – Clerical

Space Number:	CL – 7.
Function Name:	Clerical.
Activities Performed:	Clerical services.
Workstation Type:	Open system – Clerical.
Total Workstation Size:	81 NASF.
Internal Work Areas:	One.
Number of Persons:	One.
Major Equipment:	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Locking drawers and cabinets.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone, internal data network jacks.
Other:	Medium height partitions.

Table IV-17: Functional Requirements – Clerk COA – Admin Aide to Reporter of Decisions

Space Number:	CL – 8.
Function Name:	Admin Aide to Reporter of Decisions.
Activities Performed:	Daily office activities related to documenting decisions of the Court.
Workstation Type:	Private, enclosed office – Professional.
Total Workstation Size:	126 NASF.
Internal Work Areas:	One.
Number of Persons:	Three.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	N/A.

Table IV-18: Functional Requirements – Clerk COA – Recorder / Assistant Recorder

Space Number:	CL – 9 through CL – 10.
Function Name:	Recorder / Assistant Recorder.
Activities Performed:	Support of daily operations.
Workstation Type:	Open system – Professional / Para – Professional.
Total Workstation Size:	90 NASF.
Internal Work Areas:	One.
Number of Persons:	Two.
Major Equipment:	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Locking drawers and cabinets.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone, internal data network jacks.
Other:	Medium height partitions. Workstations to be located as necessary to meet organizational requirements.

Table IV-19: Functional Requirements – Clerk COA – Suite Reception Area

Space Number:	CI – 11.
Function Name:	Suite Reception Area.
Activities Performed:	Primary ingress and egress point, public greeting, and waiting area for Clerk's area.
Workstation Type:	Open office.
Total Workstation Size:	300 NASF.
Internal Work Areas:	One public contact area.
Number of Persons:	Variable.
Major Equipment:	None.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	N/A.
Other:	N/A.

Table IV-20: Functional Requirements – Clerk COA – Records Review Area

Space Number:	CL – 12.
Function Name:	Records Review Area.
Activities Performed:	Controlled access review of records related to case filings, etc.
Workstation Type:	Open office.
Total Workstation Size:	150 NASF.
Internal Work Areas:	One.
Number of Persons:	Four.
Major Equipment:	Table and chairs for four.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Access controlled by Chief Deputy or Deputy Clerks to prevent unauthorized removal of documents and other items.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	N/A.
Other:	Coordinate layout with Chief Deputy and Deputy Clerk workstations and suite reception area.

Table IV-21: Functional Requirements – Clerk COA – Supplies / Xerox Area

Space Number:	CL – 13.
Function Name:	Supplies / Xerox Area.
Activities Performed:	Copying, storage of office supplies, general office work area.
Workstation Type:	Copier / utility room.
Total Workstation Size:	150 NASF
Internal Work Areas:	<ul style="list-style-type: none">• Copying and fax machines.• Storage.• General work area.
Number of Persons:	Variable.
Major Equipment:	Copying machine, fax machine, and related equipment. Built in counter area with exposed shelving above and enclosed cabinets below.
Finishes:	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling.
Security Provisions:	Judiciary standard solid core wood door with lock set.
Sound Attenuation:	STC rated to mitigate propagation of noise.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space upgraded to account for heat load from copying machine and other equipment.
Electrical:	Judiciary standard for office space. Additional power provided at copying, fax, and other machines. Power at counter height at build in.
Plumbing:	N/A.
Communications:	Telephone, internal data network jacks.
Other:	N/A.

Table IV-22: Functional Requirements – Clerk COA – Document Storage / Processing Area

Space Number:	CL – 14.
Function Name:	Document Storage / Processing Area.
Activities Performed:	Secure, controlled access storage and processing of case files, exhibits, and related material. Items stored include active documents and bound briefs from 1900 to the present.
Workstation Type:	Utility room.
Total Workstation Size:	1,500 NASF
Internal Work Areas:	Enclosed storage area.
Number of Persons:	None.
Major Equipment:	3,523 LF of regular shelving three feet wide by seven shelves high. Potential for future high density filing system. Worktable for document preparation, trash bins for disposing of extra documents, and rolling carts for moving of boxes and documents.
Finishes:	Judiciary standard painted dry wall, carpet, and suspended ceiling.
Security Provisions:	Oversized solid core wood door with lockset, pick guard, non-removable pin hinges, electronic access control utilizing swipe card and pin pad. True floor to true ceiling wall construction. Security mesh underneath drywall to impede access through wall.
Sound Attenuation:	None.
Structural:	Upgraded to account for additional load due to files.
Mechanical:	Judiciary standard for office space. Fire suppression should protect documents in case of fire.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	N/A.
Other:	Aisles to be fully handicapped accessible and without dead ends.

Table IV-23: Functional Requirements – Clerk COA – Oversized Exhibits

Space Number:	CL – 15.
Function Name:	Oversized Exhibits.
Activities Performed:	Secure, controlled access storage of case exhibits and related material.
Workstation Type:	Utility room.
Total Workstation Size:	80 NASF
Internal Work Areas:	Enclosed storage area.
Number of Persons:	None.
Major Equipment:	Shelving.
Finishes:	Judiciary standard painted dry wall, carpet, and suspended ceiling.
Security Provisions:	Judiciary standard double leaf solid core wood doors with astragals, lockset, pick guard, non-removable pin hinges, electronic access control utilizing swipe card and pin pad. True floor to true ceiling wall construction. Security mesh underneath drywall to impede access through wall.
Sound Attenuation:	None.
Structural:	Upgraded to account for additional load due to files.
Mechanical:	Judiciary standard for office space. Fire suppression should protect exhibits in case of fire.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	N/A.
Other:	Aisles to be fully handicapped accessible and without dead ends.

Table IV-24: Functional Requirements – Clerk COA – Historic Bound Brief Storage

Space Number:	CL – 16.
Function Name:	Historic Bound Brief Storage.
Activities Performed:	Secure, controlled access storage of bound briefs predating 1900.
Workstation Type:	Utility room.
Total Workstation Size:	100 NASF
Internal Work Areas:	Enclosed storage area.
Number of Persons:	None.
Major Equipment:	105 LF of high density shelving.
Finishes:	Judiciary standard painted dry wall, carpet, and suspended ceiling.
Security Provisions:	Judiciary standard solid core wood door with lockset, pick guard, non-removable pin hinges, electronic access control utilizing swipe card and pin pad. True floor to true ceiling wall construction. Security mesh underneath drywall to impede access through wall.
Sound Attenuation:	None.
Structural:	Upgraded to account for additional load due to files.
Mechanical:	Judiciary standard for office space. Fire suppression should protect documents in case of fire.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	N/A.
Other:	Aisles to be fully handicapped accessible and without dead ends.

Table IV-25: Functional Requirements – Clerk COA – Employee Kitchenette

Space Number:	CL – 17.
Function Name:	Employee Kitchenette.
Activities Performed:	Limited preparation of packaged foods / break space.
Workstation Type:	General use space.
Total Workstation Size:	150 NASF
Internal Work Areas:	Counter/prep and seating areas.
Number of Persons:	Variable.
Major Equipment:	Microwave oven, refrigerator, tables, chairs. Storage cabinets above and below counter.
Finishes:	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling. Finishes shall be selected for ease of cleaning.
Security Provisions:	N/A.
Sound Attenuation:	STC rated to mitigate propagation of noise.
Structural:	Judiciary standard for general use space.
Mechanical:	Judiciary standard for public use space upgraded to account for heat load and odors from microwave oven. Positive ventilation required to prevent odors from permeating to the rest of the facility.
Electrical:	Judiciary standard for public space. Additional power provided at microwave oven and refrigerator. Counter height power for coffee makers and ancillary appliances.
Plumbing:	Hot and cold water, sink and drain at prep counter.
Communications:	None.
Other:	N/A.

Table IV-26: Functional Requirements – Court Room COA – Courtroom

Space Number:	CR – 1.
Function Name:	Courtroom.
Activities Performed:	Hearings and ceremonial presentations.
Workstation Type:	Appellate courtroom.
Total Workstation Size:	2,000 NASF.
Internal Work Areas:	Three including bench, attorney well, and public gallery.
Number of Persons:	Variable.
Major Equipment:	Judge's bench, chairs, tables, ceiling mounted projector, pull down screen, built in computer stations, television cameras.
Finishes:	Finishes shall be relocated from existing Court of Appeals courtroom. Where possible, historic tiffany glass utilized in previous Courts of Appeal Buildings and distributed in various government facilities shall be used.
Security Provisions:	Solid core doors with locks, security sensors.
Sound Attenuation:	Wall, floor, and ceiling treatments shall be selected to mitigate echoes, promote sound reinforcement, and facilitate normal conversation levels. Construction and materials selections shall create STC ratings to a level equivalent for confidential conversations.
Structural:	Judiciary standard for public space.
Mechanical:	Judiciary standard for public spaces modified to account for occupancy load. Area should be on its own temperature control zone.
Electrical:	Judiciary standard for public space. Power for miscellaneous equipment as necessary. Lighting shall be provided so as to allow indirect lighting to allow for reading while simultaneously allowing presentations in electronic media.
Plumbing:	None.
Communications:	Telephone and internal data network jacks.
Other:	Must be located in proximity to Court of Appeals conference room.

Table IV-27: Functional Requirements – Court Room COA – Robing Room

Space Number:	CR – 2.
Function Name:	Robing Room.
Activities Performed:	Private area to allow judge's to prepare for court room activities.
Workstation Type:	Secure area.
Total Workstation Size:	350 NASF.
Internal Work Areas:	One.
Number of Persons:	10.
Major Equipment:	Chairs, millwork storage cabinets for robes.
Finishes:	Upgraded wall, floor, and ceiling finishes. Furniture finishes shall be consistent with building envelope and finishes.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	Must be located in proximity to Court of Appeals courtroom.

Table IV-28: Functional Requirements – Court Room COA – Public Conference Room / Lawyers Waiting Room

Space Number:	CR – 3.
Function Name:	Public Conference Room.
Activities Performed:	Waiting area and informal meeting area for attorney's presenting cases to the Court of Appeals.
Workstation Type:	Open area.
Total Workstation Size:	1,195 NASF.
Internal Work Areas:	Multiple seating and work areas in a gradient of uses.
Number of Persons:	Variable.
Major Equipment:	Chairs, tables, carrels, shelving, monitor to observe court proceedings.
Finishes:	Upgraded wall, floor, and ceiling finishes. Furniture finishes shall be consistent with building envelope and finishes.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	Wall, floor, and ceiling treatments shall be selected to mitigate echoes, promote sound reinforcement, and facilitate normal conversation levels. Construction and materials selections shall create STC ratings to a level equivalent for confidential conversations.
Structural:	Judiciary standard for public space.
Mechanical:	Judiciary standard for public spaces modified to account for occupancy load. Area should be on its own temperature control zone.
Electrical:	Judiciary standard for public space. Power at carrels and monitor.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	Must be located in proximity to Court of Appeals courtroom.

Figure IV-6: Adjacency Relationships – Court of Special Appeals

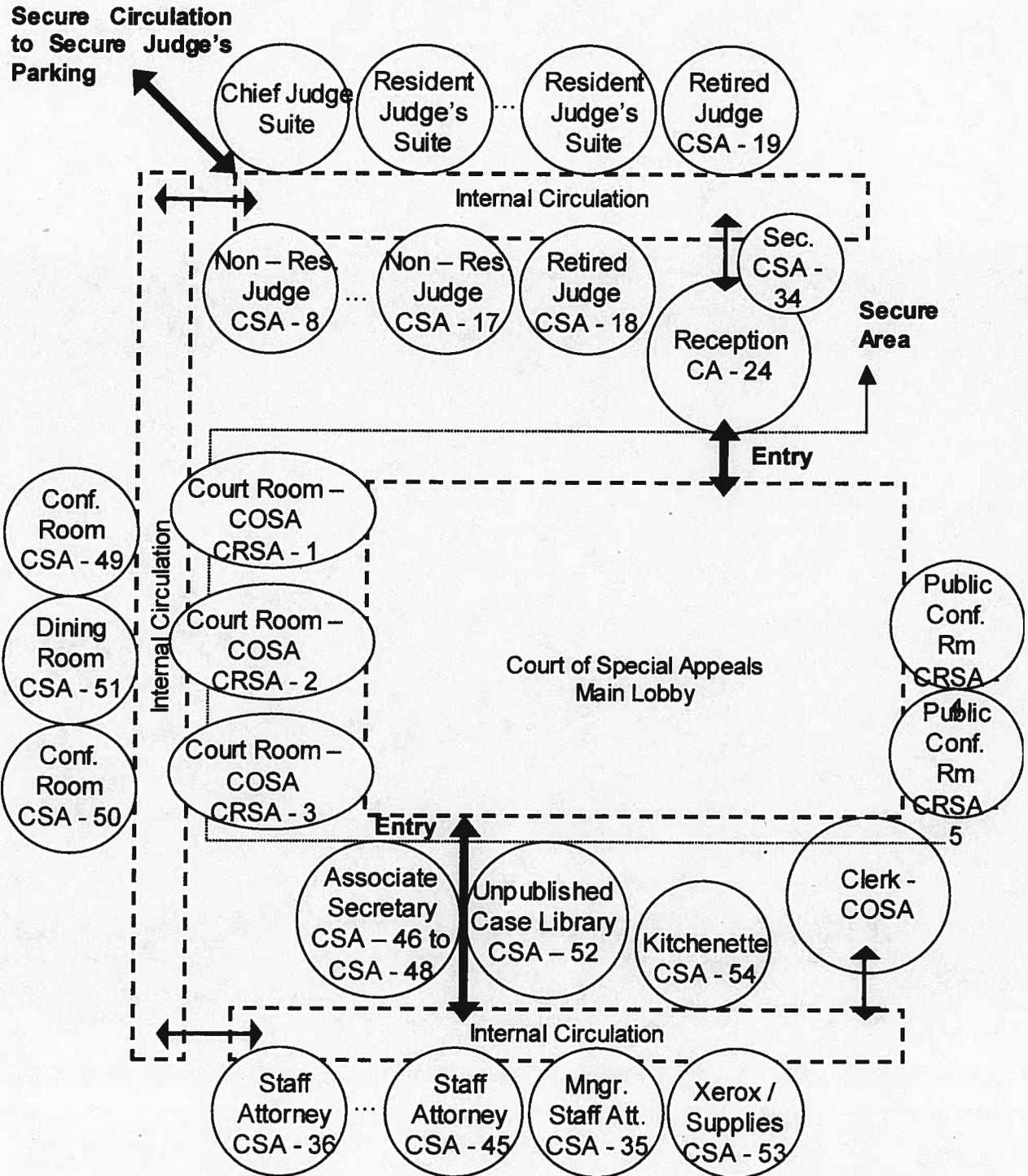
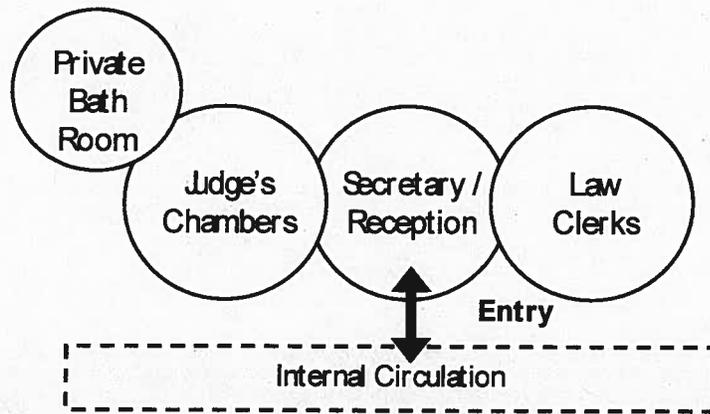


Figure IV-7: Adjacency Relationships – Court of Special Appeals – Typical Resident Judge Suite



NOTE: A total of seven judicial suites are required including one for the Chief Judge of the Court of Special Appeals and six for other resident judges. Nonresident judges are allocated chambers only.

Table IV-29: Functional Requirements – Court of Special Appeals – Chief Judge

Space Number:	CSA – 1.
Function Name:	Chief Judge, Court of Special Appeals.
Activities Performed:	Deliberations.
Workstation Type:	Private, enclosed office – Judicial Chambers.
Total Workstation Size:	500 NASF.
Internal Work Areas:	Desk, Computer / work area, Meeting / sitting area, Bathroom with shower.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, custom bookcases, small round conference table, five guest chairs, couch, cocktail table, and telephone. Bathroom to have built in storage for towels and sheets.
Finishes:	Dry wall with high-end wall coverings/paneling, high-end carpet, upgraded suspended ceiling, and upgraded blinds for office envelope. Senior executive level furniture finishes.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided. Chambers part of judicial suite including secretary and shared office for two law clerks.

Table IV-30: Functional Requirements – Court of Special Appeals – Resident Judge

Space Number:	CSA – 2 through CSA – 7.
Function Name:	Resident Judge.
Activities Performed:	Deliberations.
Workstation Type:	Private, enclosed office – Judicial Chambers.
Total Workstation Size:	450 NASF.
Internal Work Areas:	Desk, Computer / work area, Meeting / sitting area, Bathroom with shower.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, custom bookcases, small round conference table, five guest chairs, couch, cocktail table, and telephone. Bathroom to have built in storage for towels and sheets.
Finishes:	Dry wall with high-end wall coverings/paneling, high-end carpet, upgraded suspended ceiling, and upgraded blinds for office envelope. Senior executive level furniture finishes.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided. Chambers part of judicial suite including secretary and shared office for two law clerks.

Table IV-31: Functional Requirements – Court of Special Appeals – Non-resident Judge

Space Number:	CSA – 8 through CSA – 17.
Function Name:	Non-resident Judge.
Activities Performed:	Deliberations.
Workstation Type:	Private, enclosed office – Judicial Chambers.
Total Workstation Size:	350 NASF.
Internal Work Areas:	Desk, Computer / work area, Meeting / sitting area.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, custom bookcases, small round conference table, five guest chairs, couch, cocktail table, and telephone. Bathroom to have built in storage for towels and sheets.
Finishes:	Dry wall with high-end wall coverings/paneling, high-end carpet, upgraded suspended ceiling, and upgraded blinds for office envelope. Senior executive level furniture finishes.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided.

Table IV-32: Functional Requirements – Court of Special Appeals – Retired Judge

Space Number:	CSA – 18 through CSA – 19.
Function Name:	Retired Judge.
Activities Performed:	Deliberations.
Workstation Type:	Private, enclosed office – Judicial Chambers.
Total Workstation Size:	350 NASF.
Internal Work Areas:	Desk, Computer / work area, Meeting / sitting area.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, custom bookcases, small round conference table, five guest chairs, couch, cocktail table, and telephone. Bathroom to have built in storage for towels and sheets.
Finishes:	Dry wall with high-end wall coverings/paneling, high-end carpet, upgraded suspended ceiling, and upgraded blinds for office envelope. Senior executive level furniture finishes.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided.

Table IV-33: Functional Requirements – Court of Special Appeals – Law Clerk

Space Number:	CSA – 20 through CSA – 26.
Function Name:	Law Clerk.
Activities Performed:	Support of Chief and Resident Judges.
Workstation Type:	Shared, enclosed office – Professional.
Total Workstation Size:	192 NASF.
Internal Work Areas:	Two work stations – one for each law clerk
Number of Persons:	Four maximum.
Major Equipment:	Two desks, two filing cabinets, two task chairs, two computers with peripherals, two guest chairs, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	One office shared by two law clerks shall be part of judicial suite for the Chief Judge and each resident Judge.

Table IV-34: Functional Requirements – Court of Special Appeals – Secretary

Space Number:	CSA – 27 through CSA - 34.
Function Name:	Secretary.
Activities Performed:	Administrative support for Chief Judge, resident judges, and retired judges.
Workstation Type:	Open system – Professional / Para – Professional.
Total Workstation Size:	200 NASF.
Internal Work Areas:	Three including secretarial work area, small sitting/reception space, and files.
Number of Persons:	Three.
Major Equipment:	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
Finishes:	Upgraded wall finishes over dry wall, upgraded carpet, upgraded suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Locking drawers and cabinets.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone, internal data network jacks.
Other:	Medium height partitions. One secretarial station for Chief Judge’s suite and each resident judge’s suite. One secretarial station to support two retired judges.

Table IV-35: Functional Requirements – Court of Special Appeals – Manager Staff Attorneys

Space Number:	CSA – 35.
Function Name:	Manager, Staff Attorneys.
Activities Performed:	Direction and coordination of program.
Workstation Type:	Private, enclosed office – Executive.
Total Workstation Size:	175 NASF.
Internal Work Areas:	Desk area, Computer / work area, small meeting area.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, bookcase, small round conference table, five guest chairs, and telephone.
Finishes:	Upgraded painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Upgraded furniture finishes consistent with office envelope.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided.

Table IV-36: Functional Requirements – Court of Special Appeals – Senior / Staff Attorney

Space Number:	CSA – 36 through CSA - 45.
Function Name:	Senior / Staff Attorney.
Activities Performed:	Triage of cases and related legal support.
Workstation Type:	Private, enclosed office – Professional.
Total Workstation Size:	150 NASF.
Internal Work Areas:	One.
Number of Persons:	Three.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	N/A.

Table IV-37: Functional Requirements – Court of Special Appeals – Associate Secretary

Space Number:	CSA – 46 through CSA - 48.
Function Name:	Associate Secretary.
Activities Performed:	Support of activities for staff attorneys.
Workstation Type:	Private, enclosed office – Professional.
Total Workstation Size:	108 NASF.
Internal Work Areas:	One.
Number of Persons:	Two.
Major Equipment:	Desk, filing cabinet, task chair, computer with peripherals, one guest chair, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone, internal data network jacks.
Other:	N/A.

Table IV-38: Functional Requirements – Court of Special Appeals – Large Conference Room

Space Number:	CSA – 49.
Function Name:	Large Conference Room.
Activities Performed:	Formal and informal meetings, presentation, staff coordination and related activities.
Workstation Type:	Open area.
Total Workstation Size:	550 NASF.
Internal Work Areas:	One.
Number of Persons:	25.
Major Equipment:	Chairs, tables, credenza, white board, ceiling mounted projector, pull down screen, built in computer station.
Finishes:	Upgraded wall, floor, and ceiling finishes. Furniture finishes shall be consistent with building envelope and finishes.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	Wall, floor, and ceiling treatments shall be selected to mitigate echoes, promote sound reinforcement, and facilitate normal conversation levels. Construction and materials selections shall create STC ratings to a level equivalent for confidential conversations.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office spaces modified to account for occupancy load. Area should be on its own temperature control zone.
Electrical:	Judiciary standard for office space. Power for projector, computer station, and appliances at credenza. Lighting shall be provided so as to allow indirect lighting to allow for reading while simultaneously allowing presentations in electronic media.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	Must be located in proximity to Court of Special Appeals courtrooms, and connected with Judge's dining room.

Table IV-39: Functional Requirements – Court of Special Appeals – Small Conference Room

Space Number:	CSA – 50.
Function Name:	Small Conference Room.
Activities Performed:	Formal and informal meetings, presentation, staff coordination and related activities.
Workstation Type:	Open area.
Total Workstation Size:	350 NASF.
Internal Work Areas:	One.
Number of Persons:	15.
Major Equipment:	Chairs, tables, credenza, white board, ceiling mounted projector, pull down screen, built in computer station.
Finishes:	Upgraded wall, floor, and ceiling finishes. Furniture finishes shall be consistent with building envelope and finishes.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	Wall, floor, and ceiling treatments shall be selected to mitigate echoes, promote sound reinforcement, and facilitate normal conversation levels. Construction and materials selections shall create STC ratings to a level equivalent for confidential conversations.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office spaces modified to account for occupancy load. Area should be on its own temperature control zone.
Electrical:	Judiciary standard for office space. Power for projector, computer station, and appliances at credenza. Lighting shall be provided so as to allow indirect lighting to allow for reading while simultaneously allowing presentations in electronic media.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	Must be located in proximity to Court of Special Appeals courtrooms, and connected with Judge's dining room.

Table IV-40: Functional Requirements – Court of Special Appeals - Judge’s Dining Room

Space Number:	CSA - 51.
Function Name:	Judge’s Dining Room
Activities Performed:	Dining area and gathering place for Judges with capability to serve breakfast, lunch, and dinner.
Workstation Type:	Dining room
Total Workstation Size:	350NASF.
Internal Work Areas:	Two including seating/dining and food preparation areas.
Number of Persons:	10.
Major Equipment:	<ul style="list-style-type: none">• 10 chairs with sufficient tables in dining area.• Preparation area includes oven, dishwasher, refrigerator, microwave oven, and coffee maker.
Finishes:	Seating area shall be drywall with upgraded wall finishes consistent with overall judicial suite, carpet, suspended 2x4 acoustical ceiling, recessed fluorescent light fixtures with dimming capability. Kitchen preparation area shall be hard tile on floors, cleanable wall surfaces, and suspended 2X4 acoustical ceiling.
Security Provisions:	Judiciary standard solid core doors with lock sets to main dining room. Access to the kitchen will be through double leaf solid core doors with integral astragals, locksets, and kick plates.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Separate positive dining room ventilation in both dining area and kitchen to prevent odors from permeating remainder of facility.
Electrical:	Minimum of four (4) duplex 110-volt outlets per wall, Multiple floor quad mounted outlets. Counter height GFI receptacles in kitchen. Power to refrigerator, stove/oven, dishwasher, and coffee maker.
Plumbing:	Hot and cold running water, sink, and drain in kitchen. Rough-in for coffee maker.
Communications:	Judiciary standard for office space including telephone and internal data network.
Other:	Kitchen area to be located to allow unobtrusive support of both Court of Special Appeals conference rooms. Kitchen should have a secure direct access to building support circulation so that food and trash can be moved unobserved.

Table IV-41: Functional Requirements – Court of Special Appeals – Unpublished Case Library

Space Number:	CSA – 52.
Function Name:	Unpublished Case Library.
Activities Performed:	Storage and review of unpublished cases, books, and other related material.
Workstation Type:	Enclosed office.
Total Workstation Size:	150 NASF.
Internal Work Areas:	Two including document storage and seating areas.
Number of Persons:	Four.
Major Equipment:	Sufficient shelving for 1,200 books, seating and review table for four.
Finishes:	Painted dry wall upgraded to protect documents from fire, carpet, and suspended ceiling for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Upgraded to account for additional loads due to files.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	N/A.
Other:	Located in proximity for use by staff attorneys.

Table IV-42: Functional Requirements – Court of Special Appeals – Supplies / Xerox Area

Space Number:	CSA – 53.
Function Name:	Xerox / Work Area.
Activities Performed:	Copying, storage of office supplies, general office work area.
Workstation Type:	Copier / utility room.
Total Workstation Size:	200 NASF
Internal Work Areas:	<ul style="list-style-type: none">• Copying and fax machines.• Storage.• General work area.
Number of Persons:	Variable.
Major Equipment:	Copying machine, fax machine, and related equipment. Built in counter area with exposed shelving above and enclosed cabinets below.
Finishes:	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling.
Security Provisions:	Judiciary standard solid core wood door with lock set.
Sound Attenuation:	STC rated to mitigate propagation of noise.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space upgraded to account for heat load from copying machine and other equipment.
Electrical:	Judiciary standard for office space. Additional power provided at copying, fax, and other machines. Power at counter height at build in.
Plumbing:	N/A.
Communications:	Telephone, internal data network jacks.
Other:	N/A.

Table IV-43: Functional Requirements – Court of Special Appeals – Employee Kitchenette

Space Number:	CSA – 54.
Function Name:	Employee Kitchenette.
Activities Performed:	Limited preparation of packaged foods / break space.
Workstation Type:	General use space.
Total Workstation Size:	150 NASF
Internal Work Areas:	Counter/prep and seating areas.
Number of Persons:	Variable.
Major Equipment:	Microwave oven, refrigerator, tables, chairs. Storage cabinets above and below counter.
Finishes:	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling. Finishes shall be selected for ease of cleaning.
Security Provisions:	N/A.
Sound Attenuation:	STC rated to mitigate propagation of noise.
Structural:	Judiciary standard for general use space.
Mechanical:	Judiciary standard for public use space upgraded to account for heat load and odors from microwave oven.
Electrical:	Judiciary standard for public space. Additional power provided at microwave oven and refrigerator. Counter height power for coffee makers and ancillary appliances.
Plumbing:	Hot and cold water, sink and drain at prep counter.
Communications:	None.
Other:	N/A.

Figure IV-8: Adjacency Relationships – Clerk COSA

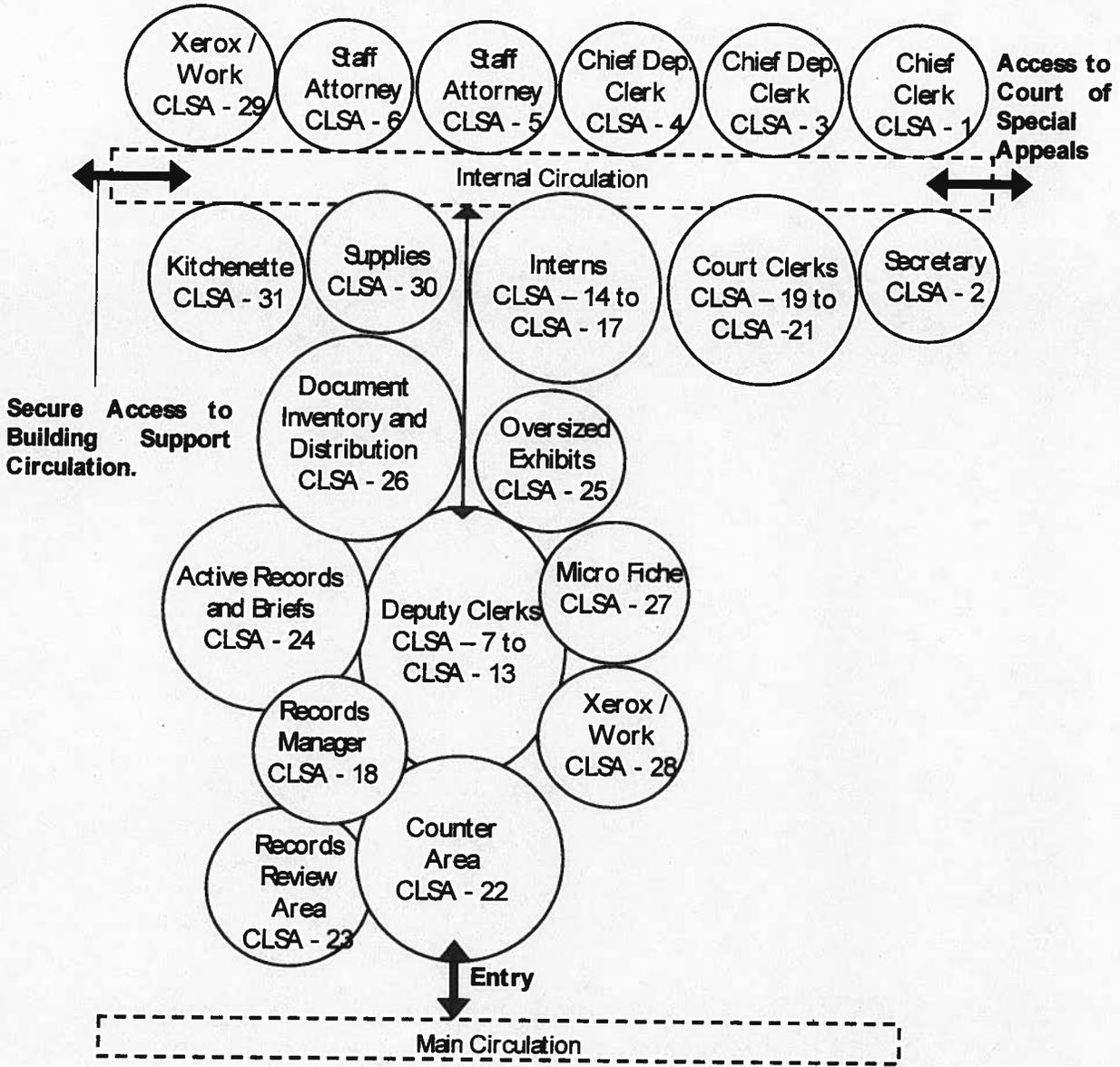


Table IV-44: Functional Requirements – Clerk COSA – Clerk

Space Number:	CLSA – 1.
Function Name:	Clerk.
Activities Performed:	Direction and coordination of operations of the Clerk of the Court of Special Appeals.
Workstation Type:	Private, enclosed office – Executive.
Total Workstation Size:	200 NASF.
Internal Work Areas:	Desk area, Computer / work area, small meeting area.
Number of Persons:	One with up to five guests.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, bookcase, small round conference table, five guest chairs, and telephone.
Finishes:	Upgraded painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Upgraded furniture finishes consistent with office envelope.
Security Provisions:	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
Sound Attenuation:	STC rated for confidential discussions.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	An exterior window must be provided.

Table IV-45: Functional Requirements – Clerk COSA – Secretary to the Clerk

Space Number:	CLSA – 2.
Function Name:	Secretary to the Clerk.
Activities Performed:	Support daily office operations.
Workstation Type:	Private, enclosed office – Professional.
Total Workstation Size:	126 NASF.
Internal Work Areas:	One.
Number of Persons:	Three.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	N/A.

Table IV-46: Functional Requirements – Clerk COSA – Chief Deputy Clerk

Space Number:	CLSA – 3 through CLSA – 4.
Function Name:	Chief Deputy Clerk.
Activities Performed:	Assist in daily office operations.
Workstation Type:	Private, enclosed office – Professional.
Total Workstation Size:	150 NASF.
Internal Work Areas:	One.
Number of Persons:	Three.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	N/A.

Table IV-47: Functional Requirements – Clerk COSA – Staff Attorney to the Clerk

Space Number:	CLSA – 5 through CLSA – 6.
Function Name:	Staff Attorney to the Clerk.
Activities Performed:	Legal counsel.
Workstation Type:	Private, enclosed office – Professional.
Total Workstation Size:	150 NASF.
Internal Work Areas:	One.
Number of Persons:	Three.
Major Equipment:	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
Finishes:	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
Security Provisions:	Judiciary standard solid core door with lockset.
Sound Attenuation:	None.
Structural:	Judiciary standard for office space.
Mechanical:	Judiciary standard for office space.
Electrical:	Judiciary standard for office space.
Plumbing:	None.
Communications:	Judiciary standard for office space including telephone and internal data network jacks.
Other:	N/A.