

**Table IV-48: Functional Requirements – Clerk COSA – Deputy Clerks**

<b>Space Number:</b>	CLSA – 7 through CLSA – 13.
<b>Function Name:</b>	Deputy Clerks.
<b>Activities Performed:</b>	Clerical services.
<b>Workstation Type:</b>	Open system – Clerical.
<b>Total Workstation Size:</b>	81 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	One.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions.

**Table IV-49: Functional Requirements – Clerk COSA – Administrative / Intern**

<b>Space Number:</b>	CLSA – 14 through CLSA – 17.
<b>Function Name:</b>	Administrative/Intern.
<b>Activities Performed:</b>	Clerical /staff support services.
<b>Workstation Type:</b>	Open system – Clerical.
<b>Total Workstation Size:</b>	81 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	One.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions.

**Table IV-50: Functional Requirements – Clerk COSA – Manager/Records Manager**

<b>Space Number:</b>	CLSA – 18.
<b>Function Name:</b>	Manager / Records Manager.
<b>Activities Performed:</b>	Document control.
<b>Workstation Type:</b>	Open system – Clerical.
<b>Total Workstation Size:</b>	81 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	One.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions.

**Table IV-51: Functional Requirements – Clerk COSA – Courtroom Clerks**

<b>Space Number:</b>	CLSA – 19 through CLSA – 21.
<b>Function Name:</b>	Courtroom Clerks.
<b>Activities Performed:</b>	Staff and related support services to courtroom activities.
<b>Workstation Type:</b>	Open system – Clerical.
<b>Total Workstation Size:</b>	81 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	One.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions.

**Table IV-52: Functional Requirements – Clerk COSA – Counter Area**

<b>Space Number:</b>	CLSA – 22.
<b>Function Name:</b>	Counter Area.
<b>Activities Performed:</b>	Meeting with general public, counsel, and other persons requiring services of the Clerk.
<b>Workstation Type:</b>	Public access counter area.
<b>Total Workstation Size:</b>	480 NASF
<b>Internal Work Areas:</b>	<ul style="list-style-type: none"><li>• Four public access counter workstations sized at 120 SF each.</li><li>• Private area behind counter.</li></ul>
<b>Number of Persons:</b>	2 per station – 8 total.
<b>Major Equipment:</b>	Four computers, four telephones, network printer, under counter files, workstations based on custom millwork, seating for four attendants, four computer monitors.
<b>Built In Equipment:</b>	Millwork counter including accommodations for four computers, four telephones, network printer, four computer monitors, and under counter lateral files.
<b>Finishes:</b>	Custom millwork consistent with building envelope.
<b>Security Provisions:</b>	Locking cabinets and drawers. Security cameras. Concealed single button trouble alarm at each attendant workstation.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public use space.
<b>Mechanical:</b>	Judiciary standard for public use space.
<b>Electrical:</b>	Judiciary standard for public use space. Additional counter height power strips at each work station.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-53: Functional Requirements – Clerk COSA – Records Review Area**

<b>Space Number:</b>	CLSA – 23.
<b>Function Name:</b>	Records Review Area.
<b>Activities Performed:</b>	Controlled access review of records related to case filings, etc.
<b>Workstation Type:</b>	Open office.
<b>Total Workstation Size:</b>	50 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Four.
<b>Major Equipment:</b>	Table and chairs for four.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Access controlled by records manager to prevent unauthorized removal of documents and other items.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Coordinate layout with records manager workstation and public access counters.

**Table IV-54: Functional Requirements – Clerk COSA – Active Records and Briefs**

<b>Space Number:</b>	CLSA – 24.
<b>Function Name:</b>	Active Records and Briefs.
<b>Activities Performed:</b>	Secure, controlled access storage of case files, exhibits, and related material.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	1,600 NASF
<b>Internal Work Areas:</b>	Enclosed storage area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	3,680 LF of regular shelving three feet wide by seven shelves high. Potential for future high density filing system.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	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.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Upgraded to account for additional load due to files.
<b>Mechanical:</b>	Judiciary standard for office space. Fire suppression to protect documents in case of fire.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Aisles to be fully handicapped accessible and without dead ends.

**Table IV-55: Functional Requirements – Clerk COSA – Oversized Exhibits**

<b>Space Number:</b>	CLSA – 25.
<b>Function Name:</b>	Oversized Exhibits.
<b>Activities Performed:</b>	Secure, controlled access storage of case exhibits and related material.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	80 NASF
<b>Internal Work Areas:</b>	Enclosed storage area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	Shelving.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	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.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Upgraded to account for additional load due to files.
<b>Mechanical:</b>	Judiciary standard for office space. Fire suppression should protect exhibits in case of fire.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Aisles to be fully handicapped accessible and without dead ends.

**Table IV-56: Functional Requirements – Clerk COSA – Document Inventory and Distribution**

<b>Space Number:</b>	CLSA – 26.
<b>Function Name:</b>	Document Inventory and Distribution.
<b>Activities Performed:</b>	Processing of case files, exhibits, and related material.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	750 NASF
<b>Internal Work Areas:</b>	Three including storage shelves, processing area, and cart storage/loading.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	3,161 LF of high density shelving three feet wide by six shelves high with 18” clear height between shelves to accommodate boxes. Worktable for document preparation, trash bins for disposing of extra documents, and rolling carts for moving of boxes and documents.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard double leaf solid core wood doors with astragal, 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.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Upgraded to account for additional load due to files.
<b>Mechanical:</b>	Judiciary standard for office space. Fire suppression that protects documents in case of fire.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Aisles to be fully handicapped accessible and without dead ends.

**Table IV-57: Functional Requirements – Clerk COSA – Microfiche Storage / Reader / Printer**

<b>Space Number:</b>	CLSA – 27.
<b>Function Name:</b>	Microfiche Storage / Reader / Printer.
<b>Activities Performed:</b>	Utilization of printers and microfiche machines.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	200 NASF
<b>Internal Work Areas:</b>	One general purpose area.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Microfiche readers, printers, storage cabinets for fiche and related items.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lock set.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space upgraded to account for heat load from equipment.
<b>Electrical:</b>	Judiciary standard for office space. Additional power provided for machines.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	Telephone, internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-58: Functional Requirements – Clerk COSA – Xerox / Mailing Work Area**

<b>Space Number:</b>	CLSA – 28 through CLSA – 29.
<b>Function Name:</b>	Xerox / Mailing Work Area.
<b>Activities Performed:</b>	Copying, storage of office supplies, general office work area.
<b>Workstation Type:</b>	Copier / utility room.
<b>Total Workstation Size:</b>	150 NASF
<b>Internal Work Areas:</b>	<ul style="list-style-type: none"><li>• Copying and fax machines.</li><li>• Storage.</li><li>• General work area.</li></ul>
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Copying machine, fax machine, and related equipment. Built in counter area with exposed shelving above and enclosed cabinets below.
<b>Finishes:</b>	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lock set.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space upgraded to account for heat load from copying machine and other equipment.
<b>Electrical:</b>	Judiciary standard for office space. Additional power provided at copying, fax, and other machines. Power at counter height at build in.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	Telephone, internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-59: Functional Requirements – Clerk COSA – Supply Storage**

<b>Space Number:</b>	CLSA – 30.
<b>Function Name:</b>	Storage Room.
<b>Activities Performed:</b>	Storage of miscellaneous office supplies, bulky items, boxes, and related items.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	100 NASF
<b>Internal Work Areas:</b>	One open area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	Storage shelves, filing cabinets.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lock set.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	N/A.

**Table IV-60: Functional Requirements – Clerk COSA – Employee Kitchenette**

<b>Space Number:</b>	CLSA – 31.
<b>Function Name:</b>	Employee Kitchenette.
<b>Activities Performed:</b>	Limited preparation of packaged foods / break space.
<b>Workstation Type:</b>	General use space.
<b>Total Workstation Size:</b>	150 NASF
<b>Internal Work Areas:</b>	Counter/prep and seating areas.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Microwave oven, refrigerator, tables, chairs. Storage cabinets above and below counter.
<b>Finishes:</b>	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling. Finishes shall be selected for ease of cleaning.
<b>Security Provisions:</b>	N/A.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for general use space.
<b>Mechanical:</b>	Judiciary standard for public use space upgraded to account for heat load and odors from microwave oven.
<b>Electrical:</b>	Judiciary standard for public space. Additional power provided at microwave oven and refrigerator. Counter height power for coffee makers and ancillary appliances.
<b>Plumbing:</b>	Hot and cold water, sink and drain at prep counter.
<b>Communications:</b>	None.
<b>Other:</b>	N/A.

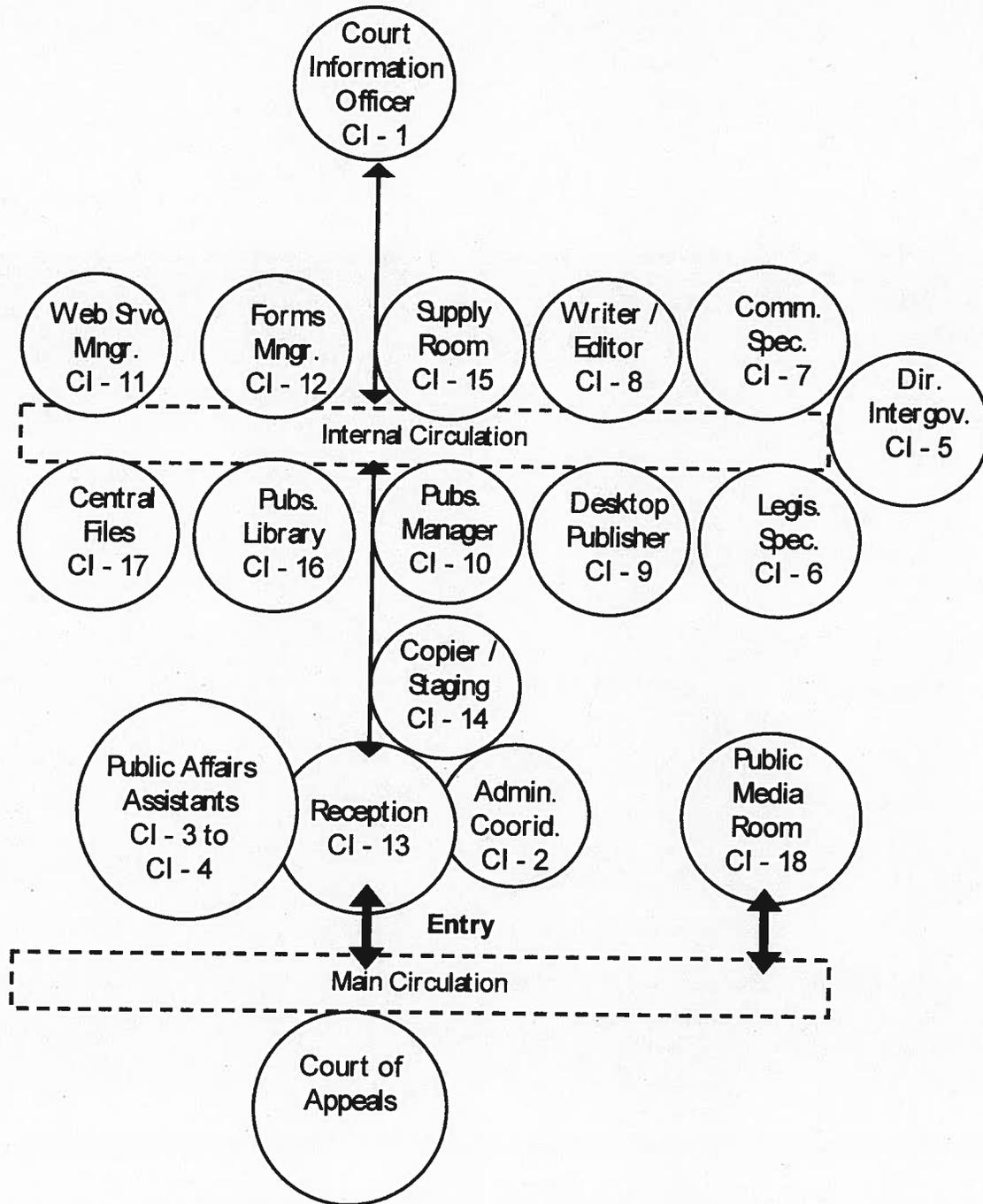
**Table IV-61: Functional Requirements – Court Room COSA – Courtroom**

<b>Space Number:</b>	CRSA – 1 through CRSA - 3.
<b>Function Name:</b>	Courtroom.
<b>Activities Performed:</b>	Hearings and ceremonial presentations.
<b>Workstation Type:</b>	Appellate courtroom.
<b>Total Workstation Size:</b>	One court at 1,900 NASF and two courts at 950 NASF each.
<b>Internal Work Areas:</b>	Three including bench, attorney well, and public gallery.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Judge's bench, chairs, tables, ceiling mounted projector, pull down screen, built in computer stations, television cameras.
<b>Finishes:</b>	Finishes shall be of a very high level consistent with the importance of the Maryland's intermediate appellate court.
<b>Security Provisions:</b>	Solid core doors with locks, security sensors.
<b>Sound Attenuation:</b>	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.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public spaces modified to account for occupancy load. Area should be on its own temperature control zone.
<b>Electrical:</b>	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.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Telephone and internal data network jacks.
<b>Other:</b>	Must be located in proximity to Court of Special Appeals conference rooms.

**Table IV-62: Functional Requirements – Court Room COSA – Public Conference Room**

<b>Space Number:</b>	CRSA – 4 through CRSA - 5.
<b>Function Name:</b>	Public Conference Room.
<b>Activities Performed:</b>	Waiting area and informal meeting area for attorney's presenting cases to the Court of Appeals.
<b>Workstation Type:</b>	Open area.
<b>Total Workstation Size:</b>	180 NASF.
<b>Internal Work Areas:</b>	Multiple seating and work areas in a gradient of uses.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Chairs, tables, carrels, shelving, monitor to observe court proceedings.
<b>Finishes:</b>	Upgraded wall, floor, and ceiling finishes. Furniture finishes shall be consistent with building envelope and finishes.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	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.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public spaces modified to account for occupancy load. Area should be on its own temperature control zone.
<b>Electrical:</b>	Judiciary standard for public space. Power at carrels and monitor.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	Must be located in proximity to Court of Special Appeals courtrooms.

**Figure IV-9: Adjacency Relationships – Court Information Office**



**Table IV-63: Functional Requirements – Court Information Office – Court Information Officer**

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

**Table IV-64: Functional Requirements – Court Information Office – Administrative Coordinator**

<b>Space Number:</b>	CI - 2.
<b>Function Name:</b>	Administrative Coordinator.
<b>Activities Performed:</b>	Daily office operations.
<b>Workstation Type:</b>	Open system – Supervisor.
<b>Total Workstation Size:</b>	120 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Three.
<b>Major Equipment:</b>	Work surface, integral filing and storage above and below work surface, integrated task lighting, task chair, computer with peripherals, two guest chairs, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, and internal data network jacks.
<b>Other:</b>	High partitions for privacy.

**Table IV-65: Court Information Office – Public Affairs Assistant**

<b>Space Number:</b>	CI – 3 through CI – 4.
<b>Function Name:</b>	Public Affairs Assistant.
<b>Activities Performed:</b>	Clerical services.
<b>Workstation Type:</b>	Open system – Clerical.
<b>Total Workstation Size:</b>	81 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	One.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions.

**Table IV-66: Functional Requirements – Court Information Office – Director, Intergovernmental Relations**

<b>Space Number:</b>	CI – 5.
<b>Function Name:</b>	Director, Intergovernmental Relations.
<b>Activities Performed:</b>	Management of relations between Judiciary and other governmental entities.
<b>Workstation Type:</b>	Private, enclosed office – Executive.
<b>Total Workstation Size:</b>	200 NASF.
<b>Internal Work Areas:</b>	Desk area, Computer / work area, small meeting area.
<b>Number of Persons:</b>	One with up to five guests.
<b>Major Equipment:</b>	Desk, credenza, filing cabinet, task chair, computer with peripherals, bookcase, small round conference table, five guest chairs, and telephone.
<b>Finishes:</b>	Upgraded painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Upgraded furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
<b>Sound Attenuation:</b>	STC rated for confidential discussions.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	An exterior window must be provided.

**Table IV-67: Functional Requirements – Court Information Office – Legislative Specialist**

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

**Table IV-68: Functional Requirements – Court Information Office – Communications Specialist**

<b>Space Number:</b>	CI - 7.
<b>Function Name:</b>	Communications Specialist.
<b>Activities Performed:</b>	Daily operations.
<b>Workstation Type:</b>	Private, enclosed office – Professional.
<b>Total Workstation Size:</b>	150 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Three.
<b>Major Equipment:</b>	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-69: Functional Requirements – Court Information Office – Writer / Editor**

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

**Table IV-70: Functional Requirements – Court Information Office – Desktop Publisher / Graphic Designer**

<b>Space Number:</b>	CI – 9.
<b>Function Name:</b>	Desktop Publisher / Graphic Designer.
<b>Activities Performed:</b>	Development of documents and visual communications pieces.
<b>Workstation Type:</b>	Open system – Supervisor.
<b>Total Workstation Size:</b>	120 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Three.
<b>Major Equipment:</b>	Work surface, integral filing and storage above and below work surface, integrated task lighting, task chair, computer with peripherals, two guest chairs, and telephone. Additional computer graphics stations, graphic design materials, drawing/work surfaces.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, and internal data network jacks.
<b>Other:</b>	High partitions for privacy.

**Table IV-71: Functional Requirements – Court Information Office – Publications Manager**

<b>Space Number:</b>	CI – 10.
<b>Function Name:</b>	Publications Manager.
<b>Activities Performed:</b>	Clerical services / document management.
<b>Workstation Type:</b>	Open system – Clerical.
<b>Total Workstation Size:</b>	81 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	One.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions.

**Table IV-72: Functional Requirements – Court Information Office – Web Services Manager**

<b>Space Number:</b>	CI - 11.
<b>Function Name:</b>	Web Services Manager.
<b>Activities Performed:</b>	Daily operations.
<b>Workstation Type:</b>	Private, enclosed office – Professional.
<b>Total Workstation Size:</b>	150 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Three.
<b>Major Equipment:</b>	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone. Supplemental computers for web publishing.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-73: Functional Requirements – Court Information Office – Forms Manager**

<b>Space Number:</b>	CI – 12.
<b>Function Name:</b>	Forms Manager.
<b>Activities Performed:</b>	Clerical services.
<b>Workstation Type:</b>	Open system – Clerical.
<b>Total Workstation Size:</b>	81 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	One.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions.

**Table IV-74: Functional Requirements – Court Information Office – Reception Area**

<b>Space Number:</b>	CI – 13.
<b>Function Name:</b>	Reception.
<b>Activities Performed:</b>	Primary ingress and egress point, and greeting and waiting area for offices area.
<b>Workstation Type:</b>	Open office.
<b>Total Workstation Size:</b>	75 NASF.
<b>Internal Work Areas:</b>	Two including greeting and seating areas.
<b>Number of Persons:</b>	Five.
<b>Major Equipment:</b>	Seating for five with coordinating end tables.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	N/A.

**Table IV-75: Functional Requirements – Court Information Office – Copier / Staging Area**

<b>Space Number:</b>	CI – 14.
<b>Function Name:</b>	Copier / Staging Area.
<b>Activities Performed:</b>	Copying general office work area.
<b>Workstation Type:</b>	Copier / utility room.
<b>Total Workstation Size:</b>	200 NASF
<b>Internal Work Areas:</b>	<ul style="list-style-type: none"><li>• Copying and fax machines.</li><li>• Storage.</li><li>• General work area.</li></ul>
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Copying machine, fax machine, and related equipment. Built in counter area with exposed shelving above and enclosed cabinets below.
<b>Finishes:</b>	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lock set.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space upgraded to account for heat load from copying machine and other equipment.
<b>Electrical:</b>	Judiciary standard for office space. Additional power provided at copying, fax, and other machines. Power at counter height at build in.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	Telephone, internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-76: Functional Requirements – Court Information Office – Supply Storage**

<b>Space Number:</b>	CI – 15.
<b>Function Name:</b>	Supply Storage.
<b>Activities Performed:</b>	Storage of miscellaneous office supplies.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	150 NASF
<b>Internal Work Areas:</b>	One open area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	Storage shelves, filing cabinets.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lock set.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	N/A.

**Table IV-77: Functional Requirements – Court Information Office – Publications Library**

<b>Space Number:</b>	CI – 16.
<b>Function Name:</b>	Publications Library.
<b>Activities Performed:</b>	Storage of CIO publications and media.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	110 NASF
<b>Internal Work Areas:</b>	One open area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	Storage shelves, filing cabinets.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lock set.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	N/A.

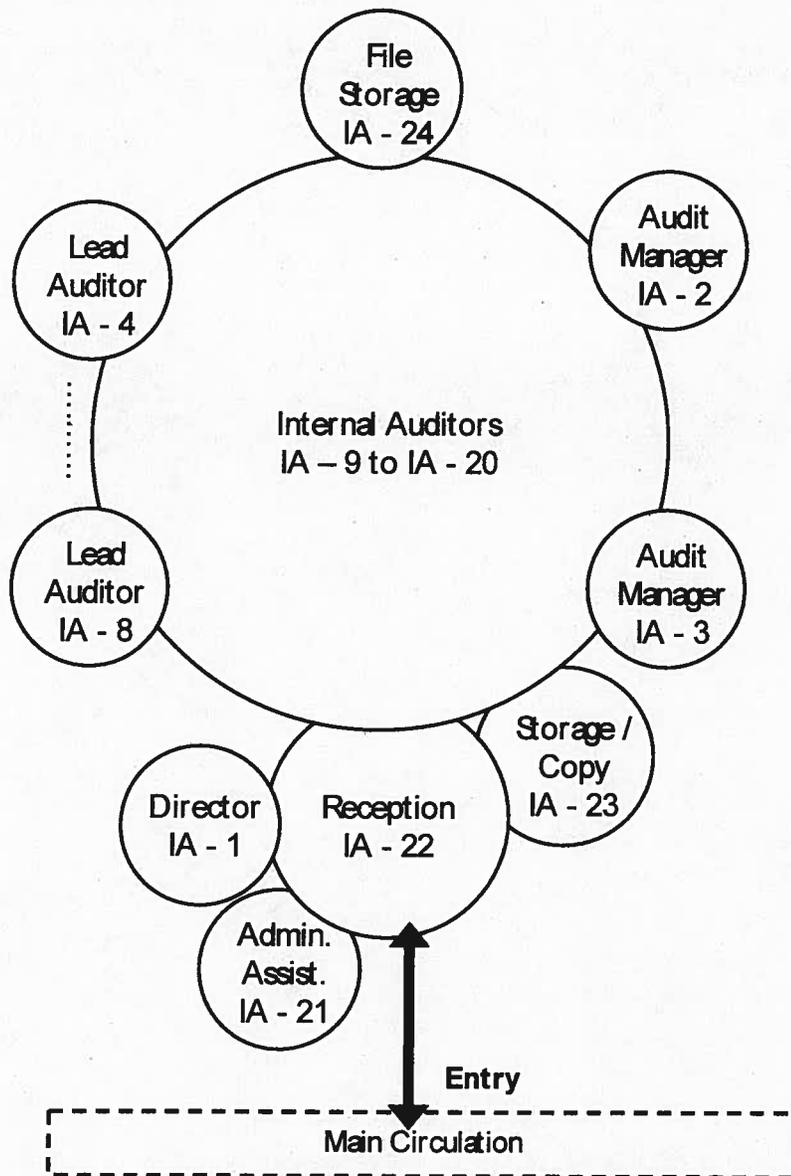
**Table IV-78: Functional Requirements – Court Information Office – Central Files**

<b>Space Number:</b>	CI – 17.
<b>Function Name:</b>	Central Files.
<b>Activities Performed:</b>	Secure storage of files.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	200 NASF
<b>Internal Work Areas:</b>	Enclosed storage area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	Filing cabinets, shelves.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Upgraded to account for additional load due to files.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	N/A.

**Table IV-79: Functional Requirements – Court Information Office – Media Room**

<b>Space Number:</b>	CI – 18.
<b>Function Name:</b>	Media Room.
<b>Activities Performed:</b>	Multifunction area for formal and informal meetings with the public media
<b>Workstation Type:</b>	Open area.
<b>Total Workstation Size:</b>	440 NASF.
<b>Internal Work Areas:</b>	One area to allowing for multiple configurations for lectern and seating.
<b>Number of Persons:</b>	20 total occupancy.
<b>Major Equipment:</b>	Chairs, tables, lectern, moveable podium, white boards. Equipment shall be selected for easy removal and change. Sufficient types and quantities of stackable chairs to accommodate a range of possible room use. Dollies for all equipment. Ceiling mounted digital projector, built in electronic equipment rack including computer, DVD, VCR, and security mask. Portable controls for electronic equipment and lighting.
<b>Finishes:</b>	Finishes shall be easily cleaned and maintained, and suitable for high wear, public use. Furniture finishes shall be consistent with building envelope and finishes.
<b>Security Provisions:</b>	Solid core, double leaf doors with locking hardware sets consistent with code requirements for public gathering areas.
<b>Sound Attenuation:</b>	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.
<b>Structural:</b>	Judiciary standard for public meeting spaces.
<b>Mechanical:</b>	Judiciary standard for public meeting spaces modified to account for occupancy load. Area should be on its own temperature control zone.
<b>Electrical:</b>	Judiciary standard for public meeting space. Supplemental power for electronic rack and projector. Selectable lighting and associated dimming controls. Safety egress lighting.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for public meeting spaces including telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Figure IV-10: Adjacency Relationships – Internal Audit**



**Table IV-80: Functional Requirements – Internal Audit – Director**

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

**Table IV-81: Functional Requirements – Internal Audit – Audit Manager**

<b>Space Number:</b>	IA – 2 through IA – 3.
<b>Function Name:</b>	Audit Manager.
<b>Activities Performed:</b>	Management of daily operations.
<b>Workstation Type:</b>	Private, enclosed office – Professional.
<b>Total Workstation Size:</b>	126 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Three.
<b>Major Equipment:</b>	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-82: Functional Requirements – Internal Audit – Lead Auditor**

<b>Space Number:</b>	IA – 4 through IA – 8.
<b>Function Name:</b>	Lead Auditor.
<b>Activities Performed:</b>	Leadership of audit teams.
<b>Workstation Type:</b>	Private, enclosed office – Professional.
<b>Total Workstation Size:</b>	108 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Two.
<b>Major Equipment:</b>	Desk, filing cabinet, task chair, computer with peripherals, one guest chair, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-83: Functional Requirements – Internal Audit – Internal Auditor**

<b>Space Number:</b>	IA – 9 through IA – 20.
<b>Function Name:</b>	Internal Auditor.
<b>Activities Performed:</b>	Professional audit staff.
<b>Workstation Type:</b>	Open system – Professional / Para – Professional.
<b>Total Workstation Size:</b>	90 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Two.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions. Workstations to be clustered as necessary to meet organizational requirements and enhance collaboration.

**Table IV-84: Functional Requirements – Internal Audit – Administrative Assistant**

<b>Space Number:</b>	IA - 21.
<b>Function Name:</b>	Administrative Assistant.
<b>Activities Performed:</b>	Clerical services.
<b>Workstation Type:</b>	Open system – Clerical.
<b>Total Workstation Size:</b>	81 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	One.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions.

**Table IV-85: Functional Requirements – Internal Audit – Reception Area**

<b>Space Number:</b>	IA – 22.
<b>Function Name:</b>	Reception.
<b>Activities Performed:</b>	Primary ingress and egress point, and greeting and waiting area for offices area.
<b>Workstation Type:</b>	Open office.
<b>Total Workstation Size:</b>	60 NASF.
<b>Internal Work Areas:</b>	Two including greeting and seating areas.
<b>Number of Persons:</b>	Four.
<b>Major Equipment:</b>	Seating for four with coordinating end tables.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	N/A.

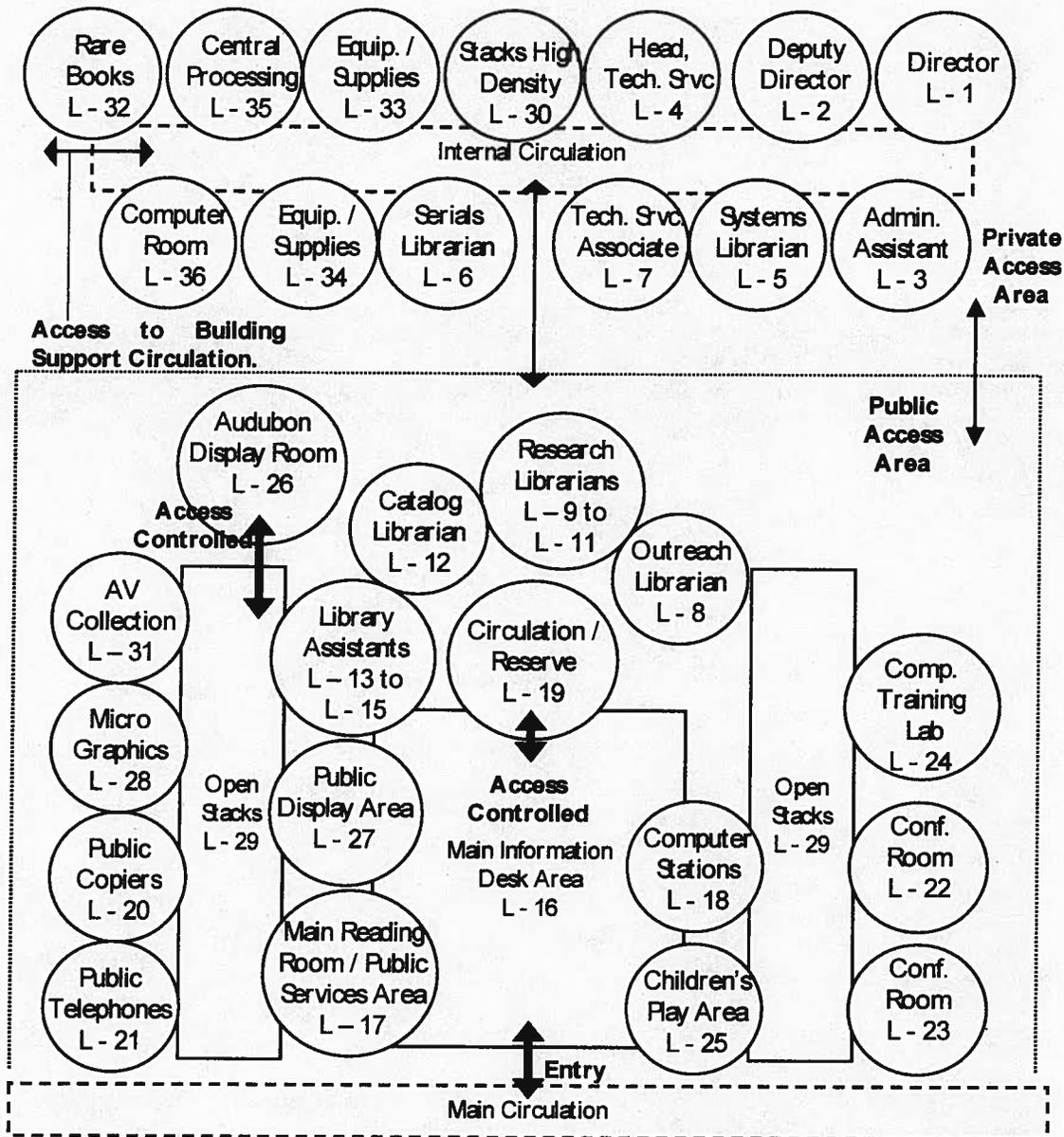
**Table IV-86: Functional Requirements – Internal Audit – Storage / Copy Room**

<b>Space Number:</b>	IA – 23.
<b>Function Name:</b>	Storage / Copier Room.
<b>Activities Performed:</b>	Copying, storage of office supplies, general office work area.
<b>Workstation Type:</b>	Copier / utility room.
<b>Total Workstation Size:</b>	100 NASF
<b>Internal Work Areas:</b>	<ul style="list-style-type: none"><li>• Copying and fax machines.</li><li>• Storage.</li><li>• General work area.</li></ul>
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Copying machine, fax machine, and related equipment. Built in counter area with exposed shelving above and enclosed cabinets below.
<b>Finishes:</b>	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lock set.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space upgraded to account for heat load from copying machine and other equipment.
<b>Electrical:</b>	Judiciary standard for office space. Additional power provided at copying, fax, and other machines. Power at counter height at build in.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	Telephone, internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-87: Functional Requirements – Internal Audit – File Storage Room**

<b>Space Number:</b>	IA – 24.
<b>Function Name:</b>	File Storage Room.
<b>Activities Performed:</b>	Secure storage of files.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	200 NASF
<b>Internal Work Areas:</b>	Enclosed storage area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	Filing cabinets, shelves.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Upgraded to account for additional load due to files.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	N/A.

Figure IV-11: Adjacency Relationships – Law Library



**NOTE:** The public area of the library is to be based on an open floor plan other than as noted in room data sheets. Open stacks are to be set up in gradient of low height shelves at the entry area with shelves of increasing height and capacity towards the back and outside perimeter. Staff offices in the public area shall be located with a line of sight and immediate access path to the main information desk.

**Table IV-88 Functional Requirements – Law Library – Director**

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

**Table IV-89: Functional Requirements – Law Library – Deputy Director**

<b>Space Number:</b>	L – 2.
<b>Function Name:</b>	Deputy Director.
<b>Activities Performed:</b>	Assist the Director as necessary.
<b>Workstation Type:</b>	Private, enclosed office – Executive.
<b>Total Workstation Size:</b>	175 NASF.
<b>Internal Work Areas:</b>	Desk area, Computer / work area, small meeting area.
<b>Number of Persons:</b>	One with up to five guests.
<b>Major Equipment:</b>	Desk, credenza, filing cabinet, task chair, computer with peripherals, bookcase, small round conference table, five guest chairs, and telephone.
<b>Finishes:</b>	Upgraded painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Upgraded furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	True floor to ceiling walls. Judiciary standard solid core door with lockset. Locking desk, filing cabinets, and storage.
<b>Sound Attenuation:</b>	STC rated for confidential discussions.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	An exterior window must be provided.

**Table IV-90: Functional Requirements – Law Library – Administrative Aide**

<b>Space Number:</b>	L – 3.
<b>Function Name:</b>	Administrative Aide.
<b>Activities Performed:</b>	Administrative support to the Director.
<b>Workstation Type:</b>	Open system – Professional / Para – Professional.
<b>Total Workstation Size:</b>	90 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Two.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions.

**Table IV-91: Functional Requirements – Law Library – Head / Technical Services**

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

**Table IV-92: Functional Requirements – Law Library – Systems / Research Librarian**

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

**Table IV-93: Functional Requirements – Law Library – Acquisition / Serials Librarian**

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

**Table IV-94: Functional Requirements – Law Library – Tech Services / Government Publications Associate**

<b>Space Number:</b>	L – 7.
<b>Function Name:</b>	Tech Services / Government Publications Associate.
<b>Activities Performed:</b>	Daily library operations.
<b>Workstation Type:</b>	Private, enclosed office – Professional.
<b>Total Workstation Size:</b>	126 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Three.
<b>Major Equipment:</b>	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-95: Functional Requirements – Law Library – Outreach Librarian**

<b>Space Number:</b>	L – 8.
<b>Function Name:</b>	Outreach Librarian.
<b>Activities Performed:</b>	Daily library operations.
<b>Workstation Type:</b>	Private, enclosed office – Professional.
<b>Total Workstation Size:</b>	150 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Three.
<b>Major Equipment:</b>	Desk, credenza, filing cabinet, task chair, computer with peripherals, two guest chairs, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Glazing or storefront to allow observation of main information desk. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	Office shall be located with direct site line and access to main information desk.

**Table IV-96: Functional Requirements – Law Library – Research Librarian**

<b>Space Number:</b>	L – 9 through L – 11.
<b>Function Name:</b>	Research Librarian.
<b>Activities Performed:</b>	Information retrieval and research services, public contact.
<b>Workstation Type:</b>	Private, enclosed office – Professional.
<b>Total Workstation Size:</b>	108 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Two.
<b>Major Equipment:</b>	Desk, filing cabinet, task chair, computer with peripherals, one guest chair, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Glazing or storefront to allow observation of main information desk. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Office shall be located with direct site line and access to main information desk.

**Table IV-97: Functional Requirements – Law Library – Catalog / Reference Librarian**

<b>Space Number:</b>	L – 12.
<b>Function Name:</b>	Catalog / Reference Librarian.
<b>Activities Performed:</b>	Information retrieval and research services, public contact.
<b>Workstation Type:</b>	Private, enclosed office – Professional.
<b>Total Workstation Size:</b>	108 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Two.
<b>Major Equipment:</b>	Desk, filing cabinet, task chair, computer with peripherals, one guest chair, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Glazing or storefront to allow observation of main information desk. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Office shall be located with direct site line and access to main information desk.

**Table IV-98: Functional Requirements -- Law Library -- Librarian Assistants**

<b>Space Number:</b>	L – 13 through L – 15.
<b>Function Name:</b>	Librarian Assistants.
<b>Activities Performed:</b>	Clerical services.
<b>Workstation Type:</b>	Open system – Clerical.
<b>Total Workstation Size:</b>	81 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	One.
<b>Major Equipment:</b>	Work surface, integral filing and storage below work surface, integral task light, task chair, computer with peripherals, and telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Locking drawers and cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone, internal data network jacks.
<b>Other:</b>	Medium height partitions. Workstations shall be located with direct site line and access to main information desk.

**Table IV-99: Functional Requirements – Law Library – Main Information Desk**

<b>Space Number:</b>	L – 16.
<b>Function Name:</b>	Main Information Desk.
<b>Activities Performed:</b>	Meeting with general public and other persons requiring librarian services.
<b>Workstation Type:</b>	Public access counter area.
<b>Total Workstation Size:</b>	150 NASF
<b>Internal Work Areas:</b>	<ul style="list-style-type: none"><li>• Public access counter.</li><li>• Private area behind counter.</li></ul>
<b>Number of Persons:</b>	2 per station – 6 total.
<b>Major Equipment:</b>	Three computers, three telephones, network printer, under counter files, workstations based on custom millwork, seating for three librarians, three computer monitors.
<b>Built In Equipment:</b>	Millwork counter including accommodations for computers, telephones, network printer, computer monitors, and under counter lateral files.
<b>Finishes:</b>	Custom millwork consistent with building envelope.
<b>Security Provisions:</b>	Locking cabinets and drawers. Security cameras. Concealed single button trouble alarm at each attendant workstation.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public use space.
<b>Mechanical:</b>	Judiciary standard for public use space.
<b>Electrical:</b>	Judiciary standard for public use space. Additional counter height power strips at each work station. CATV access.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-100: Functional Requirements – Law Library – Main Reading Room / Public Services Area**

<b>Space Number:</b>	L – 17.
<b>Function Name:</b>	Main Reading Room / Public Services Area.
<b>Activities Performed:</b>	Public review area.
<b>Workstation Type:</b>	Open.
<b>Total Workstation Size:</b>	1,080 NASF.
<b>Internal Work Areas:</b>	Multiple including 20 persons in study carrels, ten persons at tables, and six in a reading lounge.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Table, chairs, and carrels in a gradient of uses to facilitate different research and reading styles and environments.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling. Furniture finishes consistent with office envelope.
<b>Security Provisions:</b>	Access controlled to prevent unauthorized removal of documents.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space.
<b>Electrical:</b>	Judiciary standard for public space. Power at carrels and tables.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Coordinate layout with stacks, public access counters, and other functions in a large open floor plan.

**Table IV-101: Functional Requirements – Law Library – Computer Stations**

<b>Space Number:</b>	L – 18.
<b>Function Name:</b>	Computer Stations.
<b>Activities Performed:</b>	Public review area.
<b>Workstation Type:</b>	Open.
<b>Total Workstation Size:</b>	450.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Ten low carrels with computers, key boards, and monitors.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with building envelope.
<b>Security Provisions:</b>	None.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space.
<b>Electrical:</b>	Judiciary standard for public space with additional power for computer workstations.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Coordinate layout with stacks, public access counters, and other functions in a large open floor plan.

**Table IV-102: Functional Requirements – Law Library – Circulation / Reserve Desk / Book Return**

<b>Space Number:</b>	L – 19.
<b>Function Name:</b>	Circulation / Reserve Desk / Book Return.
<b>Activities Performed:</b>	Access controlled return and retrieval of reserved and returned library materials.
<b>Workstation Type:</b>	Open.
<b>Total Workstation Size:</b>	450.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Racks, shelves, tables.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds for office envelope. Furniture finishes consistent with building envelope.
<b>Security Provisions:</b>	Although set in an open environment, access must be controlled by main information desk.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space.
<b>Electrical:</b>	Judiciary standard for public space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Coordinate layout with stacks, public access counters, and other functions in a large open floor plan.

**Table IV-103: Functional Requirements – Law Library – Public Copiers / Fax**

<b>Space Number:</b>	L – 20.
<b>Function Name:</b>	Public Copier / Fax.
<b>Activities Performed:</b>	Copying, general work area.
<b>Workstation Type:</b>	Copier / utility area.
<b>Total Workstation Size:</b>	85 NASF
<b>Internal Work Areas:</b>	<ul style="list-style-type: none"><li>• Copying and fax machines.</li><li>• General work area.</li></ul>
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Copying machine, fax machine, and related equipment.
<b>Finishes:</b>	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling.
<b>Security Provisions:</b>	None.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space upgraded to account for heat load from copying machine and other equipment.
<b>Electrical:</b>	Judiciary standard for power space. Additional power provided at copying, fax, and other machines.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	N/A.
<b>Other:</b>	Coordinate layout with stacks, public access counters, and other functions in a large open floor plan.

**Table IV-104 Functional Requirements – Law Library – Public Telephones**

<b>Space Number:</b>	L – 21.
<b>Function Name:</b>	Public Telephones.
<b>Activities Performed:</b>	Telephone lobby.
<b>Workstation Type:</b>	Open.
<b>Total Workstation Size:</b>	50.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Public access telephone.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	None.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space.
<b>Electrical:</b>	Judiciary standard for public space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Access to outside telephone lines.
<b>Other:</b>	Coordinate layout with stacks, public access counters, and other functions in a large open floor plan.

**Table IV-105: Functional Requirements – Law Library – Conference Room**

<b>Space Number:</b>	L – 22.
<b>Function Name:</b>	Conference Room.
<b>Activities Performed:</b>	Formal and informal meetings, staff coordination and related activities.
<b>Workstation Type:</b>	Open area.
<b>Total Workstation Size:</b>	440 NASF.
<b>Internal Work Areas:</b>	One seating/meeting area.
<b>Number of Persons:</b>	20.
<b>Major Equipment:</b>	Chairs, tables, credenza, white board, ceiling mounted projector, pull down screen, built in computer station.
<b>Finishes:</b>	Judiciary standard for office space. Furniture finishes shall be consistent with building envelope and finishes.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	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.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office spaces modified to account for occupancy load. Area should be on its own temperature control zone.
<b>Electrical:</b>	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.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-106: Functional Requirements – Law Library – Conference Room**

<b>Space Number:</b>	L – 23.
<b>Function Name:</b>	Conference Room.
<b>Activities Performed:</b>	Formal and informal meetings, staff coordination and related activities.
<b>Workstation Type:</b>	Open area.
<b>Total Workstation Size:</b>	220 NASF.
<b>Internal Work Areas:</b>	One seating/meeting area.
<b>Number of Persons:</b>	10.
<b>Major Equipment:</b>	Chairs, tables, credenza, white board, ceiling mounted projector, pull down screen, built in computer station.
<b>Finishes:</b>	Judiciary standard for office space. Furniture finishes shall be consistent with building envelope and finishes.
<b>Security Provisions:</b>	Judiciary standard solid core door with lockset.
<b>Sound Attenuation:</b>	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.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office spaces modified to account for occupancy load. Area should be on its own temperature control zone.
<b>Electrical:</b>	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.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-107: Functional Requirements – Law Library – Computer Training Laboratory / Classroom**

<b>Space Number:</b>	L – 24.
<b>Function Name:</b>	Computer Training Laboratory / Classroom.
<b>Activities Performed:</b>	Multifunction area utilizing computers for training.
<b>Workstation Type:</b>	Open lab area.
<b>Total Workstation Size:</b>	225 NASF.
<b>Internal Work Areas:</b>	One area that is easily configurable for multiple uses, teaching styles, etc.
<b>Number of Persons:</b>	Variable up to 16.
<b>Major Equipment:</b>	Chairs, tables, carrels for 15, instructor's workstation, 16 computers, and bookshelves.
<b>Finishes:</b>	Finishes shall be easily cleaned and maintained, and suitable for high wear, public use. Furniture finishes shall be consistent with building envelope and finishes. Raised floor for cable access.
<b>Security Provisions:</b>	None.
<b>Sound Attenuation:</b>	Walls, floor, and ceiling treatments shall be selected to mitigate echoes, promote sound reinforcement, and facilitate normal conversation levels. Walls shall be true floor to true ceiling and constructed to an STC rating suitable for confidential conversations.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space spaces modified to account for occupancy and equipment load on space. Area should be on its own temperature control zone.
<b>Electrical:</b>	Judiciary standard for office space. Power distribution for computers.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-108: Functional Requirements – Law Library – Children’s Play Room**

<b>Space Number:</b>	L – 25.
<b>Function Name:</b>	Children’s Play Room.
<b>Activities Performed:</b>	Play area for children while parents are in library.
<b>Workstation Type:</b>	Open area.
<b>Total Workstation Size:</b>	100 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Children’s chairs, tables, bookshelves, toys.
<b>Finishes:</b>	Finishes shall be easily cleaned and maintained, and suitable for high wear, public use. Furniture finishes shall be consistent with building envelope and finishes. Use of store front glazing to allow for observation of activities inside room.
<b>Security Provisions:</b>	None.
<b>Sound Attenuation:</b>	Walls, floor, and ceiling treatments shall be selected to mitigate and facilitate normal conversation levels. Walls shall be true floor to true ceiling and constructed to prevent loud noises from pervading library areas.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space.
<b>Electrical:</b>	Judiciary standard for public space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	N/A.

**Table IV-109: Functional Requirements – Law Library – Audubon Display Room / Area**

<b>Space Number:</b>	L – 26.
<b>Function Name:</b>	Audubon Display Room / Area.
<b>Activities Performed:</b>	Access controlled review of historic Audubon Prints.
<b>Workstation Type:</b>	Open.
<b>Total Workstation Size:</b>	1,100 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Special environmentally controlled display cabinets for prints, shelves, tables.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds. Furniture finishes consistent with building envelope.
<b>Security Provisions:</b>	Although set in an open environment, access must be controlled by main information desk. Access control system.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space.
<b>Electrical:</b>	Judiciary standard for public space. Lighting must be suitable document preservation. Power for display cabinets.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Coordinate layout with stacks, public access counters, and other functions in a large open floor plan.

**Table IV-110: Functional Requirements – Law Library – Public Display Cabinets**

<b>Space Number:</b>	L – 27.
<b>Function Name:</b>	Public Display Cabinets.
<b>Activities Performed:</b>	Public viewing of miscellaneous items.
<b>Workstation Type:</b>	Open.
<b>Total Workstation Size:</b>	150 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Three display cabinets, presentation tables.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, suspended ceiling, and blinds. Furniture finishes consistent with building envelope.
<b>Security Provisions:</b>	Locking cabinets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space.
<b>Electrical:</b>	Judiciary standard for public space. Power for display cabinets.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Coordinate layout with stacks, public access counters, and other functions in a large open floor plan.

**Table IV-111: Functional Requirements – Library – Micrographics Hardware and Storage**

<b>Space Number:</b>	L – 28.
<b>Function Name:</b>	Micrographics Hardware and Storage.
<b>Activities Performed:</b>	Utilization of micrographics, fiche, and related machines.
<b>Workstation Type:</b>	Utility area.
<b>Total Workstation Size:</b>	745 NASF
<b>Internal Work Areas:</b>	One general purpose area.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Five readers / printers, 57 storage cabinets.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	None.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space upgraded to account for heat load from equipment.
<b>Electrical:</b>	Judiciary standard for public space. Additional power provided for machines.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	N/A.
<b>Other:</b>	Coordinate layout with stacks, public access counters, and other functions in a large open floor plan.

**Table IV-112: Functional Requirements – Law Library – Open Stacks**

<b>Space Number:</b>	L – 29.
<b>Function Name:</b>	Open Stacks.
<b>Activities Performed:</b>	Storage of books, periodicals, proceedings, and other print media.
<b>Workstation Type:</b>	Open floor plate.
<b>Total Workstation Size:</b>	23,162 NASF
<b>Internal Work Areas:</b>	Multiple open areas in a gradient of shelf storage heights.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	40,403 LF of regular shelving three feet wide of standard library shelving.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Access control at entry to library.
<b>Sound Attenuation:</b>	Appurtenances necessary for mitigating echoes and facilitating normal discussion.
<b>Structural:</b>	Upgraded to account for additional load due to files.
<b>Mechanical:</b>	Judiciary standard for public space. Fire suppression to protect documents in case of fire.
<b>Electrical:</b>	Judiciary standard for public space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Aisles to be fully handicapped accessible and without dead ends. Coordinate design with other open areas in public space of library.

**Table IV-113: Functional Requirements – Law Library – Stacks Compact / High Density**

<b>Space Number:</b>	L – 30.
<b>Function Name:</b>	Stacks – Compact / High Density.
<b>Activities Performed:</b>	Secure, controlled access storage of books, periodicals, proceedings, and other print media.
<b>Workstation Type:</b>	Open floor plate.
<b>Total Workstation Size:</b>	12,075 NASF
<b>Internal Work Areas:</b>	Multiple open areas in a gradient of high density shelf storage.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	40,403 LF of high density shelving three feet wide by six shelves high.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	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.
<b>Sound Attenuation:</b>	Appurtenances necessary for mitigating echoes and facilitating normal discussion.
<b>Structural:</b>	Upgraded to account for additional load due to files.
<b>Mechanical:</b>	Judiciary standard for public space. Fire suppression to protect documents in case of fire.
<b>Electrical:</b>	Judiciary standard for public space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Aisles to be fully handicapped accessible and without dead ends. Room to be located in private area of library away from public access.

**Table IV-114: Functional Requirements – Law Library – AV Collection**

<b>Space Number:</b>	L – 31.
<b>Function Name:</b>	AV Collection.
<b>Activities Performed:</b>	Secure storage of audio visual materials.
<b>Workstation Type:</b>	Utility area.
<b>Total Workstation Size:</b>	150 NASF
<b>Internal Work Areas:</b>	One general purpose area.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Storage cabinets.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	None.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for public space.
<b>Mechanical:</b>	Judiciary standard for public space.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	N/A.
<b>Other:</b>	Must be adjacent to micrographic area.

**Table IV-115: Functional Requirements – Law Library – Rare Book / Audubon Conservation Room**

<b>Space Number:</b>	L – 32.
<b>Function Name:</b>	Rare Book / Audubon Conservation Room.
<b>Activities Performed:</b>	Secure access, environmentally controlled storage and processing of rare books and Audubon collection.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	750 NASF
<b>Internal Work Areas:</b>	Enclosed storage area.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	1,000 LF of regular shelving three feet wide by seven shelves high. Environmentally controlled document storage cabinets. Worktables for document preparation, trash bins for disposing of extra documents, and rolling carts for moving of boxes and documents.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Double leaf solid core wood door with lockset, pick guard, non-removable pin hinges, electronic access control utilizing swipe card and pin pad. Volumetric and perimeter security sensors. Security camera monitoring. True floor to true ceiling wall construction. Security mesh underneath drywall to prevent access through wall.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Upgraded to account for additional load due to files.
<b>Mechanical:</b>	Separate environmental controls and building systems for humidity and temperature. Fire suppression should protect documents in case of fire.
<b>Electrical:</b>	Judiciary standard for office space. Lighting must be consistent for preserving one of kind, rare documents.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	Natural ambient light cannot enter space.

**Table IV-116: Functional Requirements – Law Library – Equipment and Supplies**

<b>Space Number:</b>	L – 33 through L - 34.
<b>Function Name:</b>	Equipment and Supplies.
<b>Activities Performed:</b>	Copying, storage of office supplies, general office work area.
<b>Workstation Type:</b>	Copier / utility room.
<b>Total Workstation Size:</b>	150 NASF
<b>Internal Work Areas:</b>	<ul style="list-style-type: none"><li>• Copying and fax machines.</li><li>• Storage.</li><li>• General work area.</li></ul>
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Copying machine, fax machine, and related equipment. Built in counter area with exposed shelving above and enclosed cabinets below.
<b>Finishes:</b>	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lock set.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space upgraded to account for heat load from copying machine and other equipment.
<b>Electrical:</b>	Judiciary standard for office space. Additional power provided at copying, fax, and other machines. Power at counter height at build in.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	Telephone, internal data network jacks.
<b>Other:</b>	N/A.

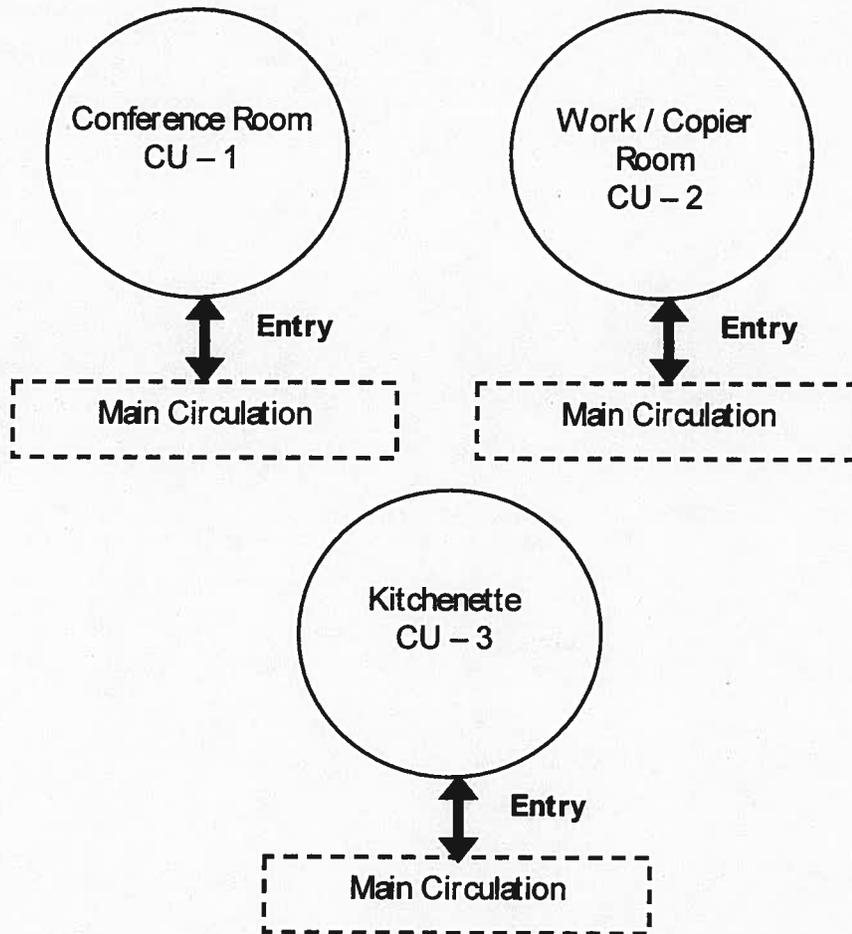
**Table IV-117: Functional Requirements – Law Library – Central Processing / Cataloging Area**

<b>Space Number:</b>	L – 35.
<b>Function Name:</b>	Central Processing / Cataloging Area.
<b>Activities Performed:</b>	Processing of library materials, media, periodicals and related material.
<b>Workstation Type:</b>	Utility room.
<b>Total Workstation Size:</b>	600 NASF
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	Variable up to four.
<b>Major Equipment:</b>	Worktables for document preparation, trash bins for disposing of extra documents, and rolling carts for moving of boxes and documents.
<b>Finishes:</b>	Judiciary standard painted dry wall, carpet, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard double leaf solid core wood doors with astragal, lockset, pick guard, non-removable pin hinges, electronic access control utilizing swipe card and pin pad. Volumetric and perimeter security sensors. Security camera monitoring. True floor to true ceiling wall construction. Security mesh underneath drywall to impede access through wall.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Upgraded to account for additional load due to files.
<b>Mechanical:</b>	Judiciary standard for office space. Fire suppression that protects documents in case of fire.
<b>Electrical:</b>	Judiciary standard for office space.
<b>Plumbing:</b>	None.
<b>Communications:</b>	N/A.
<b>Other:</b>	N/A.

**Table IV-118: Functional Requirements – Law Library – Computer Room**

<b>Space Number:</b>	L – 36.
<b>Function Name:</b>	Computer Room.
<b>Activities Performed:</b>	Housing of AS-400 computer, office servers, and related items.
<b>Workstation Type:</b>	Copier / utility room.
<b>Total Workstation Size:</b>	200 NASF
<b>Internal Work Areas:</b>	One
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	AS-400 computer, servers, drives, and related storage.
<b>Finishes:</b>	Judiciary standard painted dry wall, hard tile raised floor, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with cipher lock/access control system. True floor to true ceiling wall construction.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space upgraded to account for heat load from equipment.
<b>Electrical:</b>	Judiciary standard for office space. Additional power provided at machines.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	Telephone, internal data network jacks.
<b>Other:</b>	N/A.

**Figure IV-12: Adjacency Relationships – Common Use Functions**



**NOTE:** Common use conference room, copier/workroom, and kitchenette shall be uniformly located through out the facility in order to maximize benefit to and facilitate use by building occupants.

**Table IV-119: Functional Requirements – Common Use Functions – Large Conference Room**

<b>Space Number:</b>	CU – 1.
<b>Function Name:</b>	Conference Room.
<b>Activities Performed:</b>	Formal and informal meetings, presentation, staff coordination and related activities.
<b>Workstation Type:</b>	Open area.
<b>Total Workstation Size:</b>	550 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	25 total.
<b>Major Equipment:</b>	Chairs, tables, credenzas, white boards, ceiling mounted projectors, pull down screens, built in computer stations, movable divider wall.
<b>Finishes:</b>	Judiciary standard for office space. Furniture finishes shall be consistent with building envelope and finishes.
<b>Security Provisions:</b>	Judiciary standard solid core doors with lockset.
<b>Sound Attenuation:</b>	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.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office spaces modified to account for occupancy load. Area should be on its own temperature control zone.
<b>Electrical:</b>	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.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Judiciary standard for office space including telephone and internal data network jacks.
<b>Other:</b>	None.

**Table IV-120: Functional Requirements – Common Use Functions – Copier/Fax/Mail/Work Room**

<b>Space Number:</b>	CU – 2.
<b>Function Name:</b>	Copier / Fax/ Mail / Work Room.
<b>Activities Performed:</b>	Copying, storage of office supplies, general office work area.
<b>Workstation Type:</b>	Copier / utility room.
<b>Total Workstation Size:</b>	200 NASF
<b>Internal Work Areas:</b>	<ul style="list-style-type: none"><li>• Copying and fax machines.</li><li>• Storage.</li><li>• General work area.</li></ul>
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Copying machine, fax machine, and related equipment. Built in counter area with exposed shelving above and enclosed cabinets below.
<b>Finishes:</b>	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling.
<b>Security Provisions:</b>	Judiciary standard solid core wood door with lock set.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space upgraded to account for heat load from copying machine and other equipment.
<b>Electrical:</b>	Judiciary standard for office space. Additional power provided at copying, fax, and other machines. Power at counter height at build in.
<b>Plumbing:</b>	N/A.
<b>Communications:</b>	Telephone, internal data network jacks.
<b>Other:</b>	N/A.

**Table IV-121: Functional Requirements – Common Use Functions – Kitchenette**

<b>Space Number:</b>	CU – 3.
<b>Function Name:</b>	Kitchenette / Break Area.
<b>Activities Performed:</b>	Limited preparation of packaged foods / break space.
<b>Workstation Type:</b>	General use space.
<b>Total Workstation Size:</b>	250 NASF
<b>Internal Work Areas:</b>	Counter/prep and seating areas.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Microwave oven, refrigerator, tables, chairs. Storage cabinets above and below counter.
<b>Finishes:</b>	Judiciary standard painted dry wall, hard tile floor, and suspended ceiling. Finishes shall be selected for ease of cleaning.
<b>Security Provisions:</b>	N/A.
<b>Sound Attenuation:</b>	STC rated to mitigate propagation of noise.
<b>Structural:</b>	Judiciary standard for general use space.
<b>Mechanical:</b>	Judiciary standard for public use space upgraded to account for heat load and odors from microwave oven.
<b>Electrical:</b>	Judiciary standard for public space. Additional power provided at microwave oven and refrigerator. Counter height power for coffee makers and ancillary appliances.
<b>Plumbing:</b>	Hot and cold water, sink and drain at prep counter.
<b>Communications:</b>	None.
<b>Other:</b>	N/A.

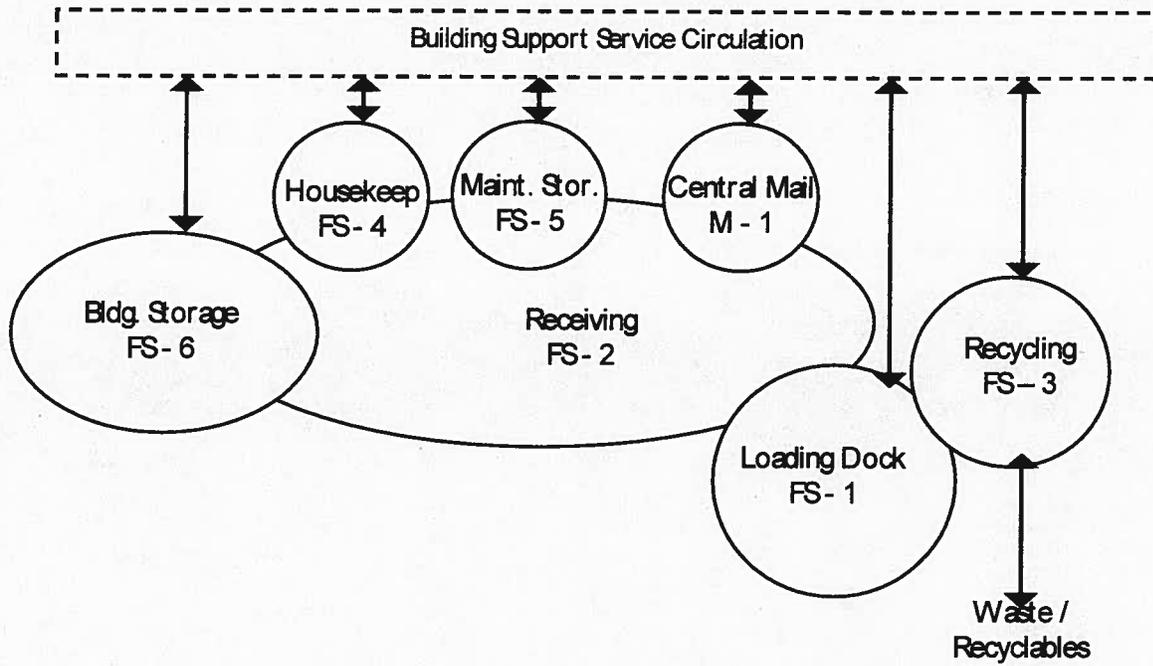
**Table IV-122: Functional Requirements – Other Functions – Main Security Office**

<b>Space Number:</b>	SO – 1.
<b>Function Name:</b>	Main Security Office.
<b>Activities Performed:</b>	Monitor building and Judicial campus security.
<b>Workstation Type:</b>	Private, closed office.
<b>Total Workstation Size:</b>	250 NASF
<b>Internal Work Areas:</b>	Security workstations.
<b>Number of Persons:</b>	Variable.
<b>Major Equipment:</b>	Computers, telephones, network printer, under counter files, workstations based on custom millwork, TV/VCR, security monitors, access control systems.
<b>Finishes:</b>	Custom millwork consistent with building envelope. Glazing to allow for observation of building entrance and reception station.
<b>Security Provisions:</b>	Locking cabinets and drawers. Access control system. Security cameras.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for office space.
<b>Mechanical:</b>	Judiciary standard for office space. Additional cooling for security equipment.
<b>Electrical:</b>	Upgraded for security equipment.
<b>Plumbing:</b>	None.
<b>Communications:</b>	Radios, telephone, internal data network jacks.
<b>Other:</b>	Must be located and proximity to and coordinated with building reception desk.

**Table IV-123: Functional Requirements – Other Functions – Central Mail Room**

<b>Space Number:</b>	M – 1.
<b>Function Name:</b>	Central Mail Room.
<b>Activities Performed:</b>	Receipt, distribution, and shipping of mail and packages for the entire facility.
<b>Workstation Type:</b>	Open industrial area.
<b>Total Workstation Size:</b>	918 NASF.
<b>Internal Work Areas:</b>	<ul style="list-style-type: none"><li>• 750 NASF processing and distribution Area.</li><li>• Three employee workstations at 56 NASF / each.</li></ul>
<b>Number of Persons:</b>	Three.
<b>Major Equipment:</b>	Work counter with telephone. Custom millwork for mail distribution. Tables, chairs.
<b>Finishes:</b>	Standard shop & warehouse with painted block walls, nonslip sealed concrete floor. Finished ceiling is not required (i.e.: exposed roof joists and deck).
<b>Security Provisions:</b>	Locking door.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for shop/industrial use space.
<b>Mechanical:</b>	Judiciary standard for shop/industrial use space.
<b>Electrical:</b>	GFI receptacle at hose bib. Warehouse lighting with tube protection.
<b>Plumbing:</b>	Hose bib. Area wide floor drain.
<b>Communications:</b>	Telephone, data network. Intercom to loading dock.
<b>Other:</b>	None.

Figure IV-13: Adjacency Relationships – Facility Support Space



**Table IV-124: Functional Requirements – Facility Support – Loading Dock**

<b>Space Number:</b>	FS – 1.
<b>Function Name:</b>	Loading Dock.
<b>Activities Performed:</b>	Vehicle loading and unloading of equipment and material.
<b>Workstation Type:</b>	Exterior open area with roof cover to protect from elements.
<b>Total Workstation Size:</b>	400 NASF.
<b>Internal Work Areas:</b>	Two parallel loading bays serving a common loading dock area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	Two industrial grade dock levelers integrated into the dock's floor deck with bumpers and control systems. Industrial grade powered roll up doors with controls. Work counter with telephone.
<b>Finishes:</b>	Standard shop & warehouse with painted block walls, nonslip sealed concrete floor. Finished ceiling is not required (i.e.: exposed roof joists and deck).
<b>Security Provisions:</b>	Industrial exterior grade steel roll up doors with locking hardware. Industrial exterior grade steel doors with kick plates, lock sets, pick guards, and non removal pin hinges for personnel access. Electronic security sensors on both doors to indicate unauthorized access. Television camera of loading dock.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for shop/industrial use space.
<b>Mechanical:</b>	Judiciary standard for shop/industrial use space. Ventilation system to prevent vehicle exhaust from entering facility.
<b>Electrical:</b>	GFI receptacle at hose bib. Electrical service at work counter. Warehouse lighting with tube protection. Controls for dock levelers and electric roll up doors at loading dock.
<b>Plumbing:</b>	Hose bib. Area wide floor drains.
<b>Communications:</b>	Telephone. Intercom to loading dock.
<b>Other:</b>	None.

**Table IV-125: Functional Requirements – Facility Support – Receiving / Breakdown Area**

<b>Space Number:</b>	FS – 2.
<b>Function Name:</b>	Receiving / Breakdown Area.
<b>Activities Performed:</b>	Receipt and distribution of material, equipment, and items for use by the entire facility. Staging for shipping.
<b>Workstation Type:</b>	Open industrial area.
<b>Total Workstation Size:</b>	400 NASF.
<b>Internal Work Areas:</b>	One.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	Work counter with telephone.
<b>Finishes:</b>	Standard shop & warehouse with painted block walls, nonslip sealed concrete floor. Finished ceiling is not required (i.e.: exposed roof joists and deck).
<b>Security Provisions:</b>	Television monitor of loading dock.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for shop/industrial use space.
<b>Mechanical:</b>	Judiciary standard for shop/industrial use space.
<b>Electrical:</b>	GFI receptacle at hose bib. Warehouse lighting with tube protection. Controls for electric roll up doors at loading dock.
<b>Plumbing:</b>	Hose bib. Area wide floor drain.
<b>Communications:</b>	Telephone. Intercom to loading dock.
<b>Other:</b>	None.

**Table IV-126: Functional Requirements – Facility Support – Waste / Recycling Area**

<b>Space Number:</b>	FS – 3.
<b>Function Name:</b>	Waste / Recycling Area.
<b>Activities Performed:</b>	Primary egress point for removal of trash and recyclables from entire facility. Storage of waste and recyclables for pick up by waste management vendors.
<b>Workstation Type:</b>	Exterior open area with roof cover to protect from elements.
<b>Total Workstation Size:</b>	400 NASF.
<b>Internal Work Areas:</b>	Three including one open dock area for access to dumpsters and bins, one indoor area for trash dumpster, and one indoor area for recyclables.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	Dumpsters, recycle bins.
<b>Finishes:</b>	Standard shop & warehouse with painted block walls, nonslip sealed concrete floor. Finished ceiling is not required (i.e.: exposed roof joists and deck).
<b>Security Provisions:</b>	Industrial exterior grade steel door with kick plates and lock sets for personnel access. Electronic security sensors on doors to indicate unauthorized access. Television camera of loading dock.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Judiciary standard for shop/industrial use space. Dumpster and recyclables bins shall be on reinforced concrete pads.
<b>Mechanical:</b>	Judiciary standard for shop/industrial use space. Ventilation and fume control in indoor areas.
<b>Electrical:</b>	GFI receptacle at hose bib. Warehouse lighting with tube protection. Controls for trash compactor.
<b>Plumbing:</b>	Hose bib. Area wide floor drains.
<b>Communications:</b>	Telephone. Intercom to loading dock.
<b>Other:</b>	None.

**Table IV-127: Functional Requirements – Facility Support – Central House Keeping Storage**

<b>Space Number:</b>	FS – 4.
<b>Function Name:</b>	Central House Keeping Storage.
<b>Activities Performed:</b>	Bulk storage for custodial supplies, cleaning machines, and equipment. Staging for cleaning of entire facility.
<b>Workstation Type:</b>	Secure industrial room.
<b>Total Workstation Size:</b>	300 NASF.
<b>Internal Work Areas:</b>	One open area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	20-shelf unit, wall mounted equipment rack (20 Lineal feet), one industrial grade workbench, desk, chair.
<b>Finishes:</b>	Standard shop & warehouse with painted block walls, nonslip sealed concrete floor. Finished ceiling is not required (i.e.: exposed roof joists and deck).
<b>Security Provisions:</b>	Double leaf steel doors with kick plates and locksets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Standard shop/warehouse.
<b>Mechanical:</b>	HVAC equipment and controls to maintain environment above freezing. Ventilation for air movement and fume control.
<b>Electrical:</b>	Electrical services shall be consistent with Judiciary standards. Warehouse lighting with tube protection. GFI receptacle at hose bib, utility sink,
<b>Plumbing:</b>	Institutional grade utility twin basin sink. Institutional grade floor level slop sink. Hot and cold water to service both sinks. Hose bib. Floor drains serving entire room.
<b>Communications:</b>	Telephone, data jack.
<b>Other:</b>	N/A.

**Table IV-128: Functional Requirements – Facility Support – Maintenance Storage**

<b>Space Number:</b>	FS – 5.
<b>Function Name:</b>	Maintenance Storage.
<b>Activities Performed:</b>	Bulk storage for building maintenance supplies and equipment.
<b>Workstation Type:</b>	Secure industrial room.
<b>Total Workstation Size:</b>	200 NASF.
<b>Internal Work Areas:</b>	One open area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	10-LF shelf unit, one industrial grade work bench.
<b>Finishes:</b>	Standard shop & warehouse with painted block walls, nonslip sealed concrete floor. Finished ceiling is not required (i.e.: exposed roof joists and deck).
<b>Security Provisions:</b>	Single leaf steel doors with kick plates and locksets.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Standard shop/warehouse.
<b>Mechanical:</b>	HVAC equipment and controls to maintain environment above freezing. Ventilation for air movement and fume control.
<b>Electrical:</b>	Electrical services shall be consistent with Judiciary standards. Warehouse lighting with tube protection. GFI receptacle at hose bib, utility sink,
<b>Plumbing:</b>	Institutional grade utility twin basin sink. Hot and cold water. Hose bib. Floor drains serving entire room.
<b>Communications:</b>	Telephone.
<b>Other:</b>	N/A.

**Table IV-129: Functional Requirements – Facility Support – Building Storage**

<b>Space Number:</b>	FS – 6.
<b>Function Name:</b>	Building Storage.
<b>Activities Performed:</b>	Multifunction bulk storage for furniture, equipment, and other items for entire facility. Access paths and doors shall be sized to allow for material handling using pallet jacks.
<b>Workstation Type:</b>	Secure industrial room.
<b>Total Workstation Size:</b>	2,000 NASF.
<b>Internal Work Areas:</b>	One open area.
<b>Number of Persons:</b>	None.
<b>Major Equipment:</b>	None.
<b>Finishes:</b>	Standard shop & warehouse with painted block walls, nonslip sealed concrete floor. Finished ceiling is not required (i.e.: exposed roof joists and deck).
<b>Security Provisions:</b>	Double leaf steel doors with kick plates, institutional grade astragals, locksets, pick guards, and non removable pin hinges.
<b>Sound Attenuation:</b>	None.
<b>Structural:</b>	Standard shop/warehouse.
<b>Mechanical:</b>	HVAC equipment and controls to maintain environment above freezing.
<b>Electrical:</b>	Electrical services shall be consistent with Judiciary standards. Warehouse lighting with tube protection. GFI receptacle at hose bib.
<b>Plumbing:</b>	Hose bib. Room floor drain.
<b>Communications:</b>	Telephone.
<b>Other:</b>	N/A.