

Position Category	Space Type	ASF	Remarks
Executive / Administrative			
Vice President	Private Office	250 - 300	
Associate Vice President	Private Office	140 - 150	
Director	Private Office	140 - 150	
Assistant Director	Private Office	120	
Professional Staff	Private Office	100 -120	
Administrative Support Staff	Shared Office / Workstation	80	
Professional Staff Supervisor	Workstation	96 sf	8' x 12'
Professional Staff & Support Admin. Supervisor	Workstation	64 sf	8' x 8'

Academic			
Provost	Private Office	250 - 300	
Dean	Private Office	200 - 240	14' x 14'
Assistant or Associate Dean	Private Office	140 - 150	
Department Chair	Private Office	150	10' x 15'
Senior Staff	Private Office	120	10' X 12'
Faculty / PI	Private Office	120	10' x 10'
Other Teaching	Shared Office / Workstation	100	10' x 10'
Administrative Support Staff	Shared Office / Workstation	80	
Graduate TAs/RAs	Workstation	48	6' x 8'
PHD	Workstation	90?	
Temporary Student Staff	Workstation	30 - 48	

Faculty/Staff shall not cover glass with ANY material, negating both safety and natural

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- viii. Full Height back splash at kitchen
 - ix. Solid Surface kitchen countertops
 - x. No projection screen or ceiling mounted projectors
 - xi. Recessed sprinkler heads
 - xii. Floor data and power outlets where possible.
 - xiii. Separate Storage room for Main Community Room furniture.
- g. Floor Community Rooms shall include the following as a minimum:
- i. 70 Inch Flat Panel Monitor with patch panel below to connect gaming systems provided by students
 - ii. Kitchenette on every other floor at a minimum.
 - iii. Recessed sprinkler heads
- h. Study Rooms - Provide at least one study room per floor with a flat panel monitor with patch panels above a conference table.
- i. Student Closets – provide 30” to 36” of clear closet space per student. Students will provide their own curtain rod and curtain at each closet (pressure fit). A/E shall specify closet rod to be breakaway type to prevent suicide.
- j. Laundry – provide one room per building at a minimum, one per floor is desirable. Laundry rooms shall be paired with separated study rooms or other lounge spaces with visual access to the laundry. Provide one washer and one dryer for each 30 students with a floor drain, no curb. Washers and dryers are data operated with control box within the laundry room.
- k. Provide space for at least one printer station per building. These can be located in study rooms. Coordinate the dimensions and requirements with ITS.
- l. Stairs – configure stairs without a gap between runs, to avoid a jumping hazard.
- m. While the students are responsible for removing trash from the building directly to the dumpster, discuss with Residence Life if a trash room is desired within the building taking into consideration the amount of public space, such as living learning commons. The trash room shall have an exterior door with a double deadbolt designed to keep people from propping open the door.
- C3.10. Housekeeping
- a. Having a well-designed, aesthetically pleasing building is all well and good, but without the ability to maintain that building on a daily basis we fail at our intended task. In order to maintain each building, the proper amount of space is required to house cleaning supplies, cleaning machines and personnel that work to keep buildings looking fresh. Standards for housekeeping rooms are established so that these spaces are not compromised during the inevitable design process of squeezing out every available square foot. These standards set the minimum requirements based on building size.
 - b. Provide one **Central Housekeeping | Building Supply Room** in each building on a level accessible from a service or loading dock entrance. The central housekeeping room will house housekeeping supplies for the entire building as well as supplies and equipment associated with the first floor. The central housekeeping room is where staff can secure their belongings while working in the building, usually late at night. Provide space within the building supply room for a table, chair and computer with associated data and power.
 - c. For buildings over one story in height, a **Housekeeping closet** will be provided on each subsequent floor. These closets are best located adjacent to restrooms and elevators. Each closet shall have floor

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- i. Residence Life: In student restrooms, a drain shall be provided just outside individual showers, when used. In the case of a group of individual showers, a floor drain, outside of the shower, shall be provided for the group at a minimum. Slope the floor to drain and show the floor slope on the plans.
- f. Walls: While the preference is to have full height tile on all walls, it is acceptable to tile wet walls and walls abutting wet walls with tile to a height of at least six feet above finished floor. Field tile should be solid porcelain tile, with a non-absorbent, non-staining finish. Tile should be selected for ease of cleaning and graffiti resistance. Larger ceramic/ porcelain tile (minimum 144 square inches) with thin darker grout line (1/8") are preferred. Gloss finish for graffiti resistance and ease of cleaning.
- g. Base: With the scarcity of coved tile base and cost premiums associated with this type of tile, provide a heavy-duty stainless steel, cove-shaped profile for floor/wall transitions, where appropriate.
- h. Where the hand dryers are mounted on walls abutting another occupied space, other than a rest room, provide a sound rated wall with an STC of at least 55.
- i. Ceilings: Ceilings in public restrooms shall be 24" x 24" x 5/8" white lay-in acoustical panel ceilings. Panels shall durable, fine-textured panel with a non-directional visual pattern. Panels shall be wet-formed mineral fiber, with a factory-applied latex paint. Panels will have an NRC rating of .50 or better and a Fire Class A rating with a flame spread index of 25 or less. Panels should be designated to resist sagging in high humidity environments. Panels be made of materials that are anti-mold/mildew. Panels shall support sustainability guidelines in both recycled content (greater than 50% total recycled content) and low VOC's.
- j. Lighting: If the back wall of the restrooms is to be tiled full height, then we recommend avoiding light fixtures that wall wash the tile.
- k. Toilet Partitions:
 - i. Toilet Partition doors, panels and pilasters shall

- i. Countertops shall be supported by steel angle brackets (no posts). A/E to detail how the brackets are anchored and supported to the back wall at the sinks. Countertops shall be able to withstand the weight of a person sitting on the counter.
- m. Residence Life Showers: Showers shall be individual fiberglass all in one shower stalls with 2 soap shelves per unit. Showers are not required to have a manufactured ceiling as part of the unit.
- n. Athletics Showers: Whether individual or gang, showers shall be fully tiled floor and walls. Continuous waterproofing membrane shall extend up walls at least 4' and under the full extent of shower room floor.
- o. Toilet Accessories: All toilet accessories should be shown on the plans, both those that are contractor provided and installed as well as those that are owner provided, contractor installed and owner provided, owner installed – refer to **APPENDIX AB – OFI CFCI MASTER LIST**. Note that blocking should be provided as required for all accessories. Drawings shall indicate the mounting height and

- iii. Soap Dispenser: The University desires to use hands free soap dispensers for each sink, but this is not always the case. The placement of these dispensers should be carefully considered to avoid mounting the dispenser on mirrors. The current soap dispenser used is the 9950XPL White Soft Silky Dispenser (Kutol Products)
- iv. Toilet Paper Dispenser: Provide the following toilet paper dispenser in all locations. Confirm with the University the current toilet paper dispenser. The current dispenser is:

JOFEL 310 – 02PLVON (Altera 12" JET) Dispenser, for non ADA locations the recommended mounting height is 24" to bottom of unit.

DESIGN NOTE: In some instances, where a more refined appearance is desired in a restroom, the contractor shall furnish and install a Stainless Steel Jumbo roll dispenser (Georgia Pacific 59449).

- v. Residence Hall private student restrooms shall have standard toilet paper dispensers.
 - vi. Robe Hooks: Provide one satin stainless steel double robe hook in each restroom stall and in each single use restroom.
 - vii. Baby Changing Stations: When an accessible family or assisted-use toilet room is required, provide one wall mounted baby changing station.
 - viii. Toilet Seat Cover Dispensers: Dispensers are not desired in public restrooms.
 - ix. Sanitary Napkin Disposal Unit: provide satin finish stainless steel, one piece construction, surface mounted units in all public and single use restrooms. Provide one unit in each female stall and in family or gender neutral or designated female single use restrooms.
 - x. Feminine Napkin Dispensers are not desired in restrooms.
 - xi. Trash Receptacle: ODU does not accept recessed trash receptacles. The owner will provide freestanding receptacles in each restroom.
 - xii. Curtain rod: Provide stainless steel curtain rods at entrance to dressing and shower, verify curtain rod height installation.
- p. See Chapter 4 **DIVISION 22 – PLUMBING** for all fixtures.
 - q. See Chapter 4 **DIVISION 26 – ELECTRICAL** for requirements. A/E to coordinate electrical requirements of all toilet accessories.
- C3.14. Loading in S2adl-()Ton. #7eg3(oad(ed i)5.g5(per)-3A/.6(ceom,)JJ17.1333 -1.7267 TD-.001 Tc.0032 (for req8)-4.d)2(lf

- e. Provide a 60" cardboard bailer in close proximity to each loading dock area if facility generates more than six cubic yards of cardboard per week and does not have an open hopper with cardboard compartment.
- f. Discuss with ITS who will control access to the loading dock and what devices, such as a telephone or intercom are needed at the loading dock or service door.

C3.15. Mechanical Rooms

- a. The A/E shall lay out of mechanical rooms showing the location of all equipment including the clearances required of each specific piece of equipment by the manufacturer. The A/E shall indicate clearances required for filter changes, pulling coils, removal of fans, motors, bearing assemblies, etc. without moving other equipment.
- b. Minimize the need to do maintenance from ladders. Provide office level lighting. The A/E shall plan for maintenance storage requirements in mechanical rooms and any associated code requirements for such storage.
- c. The A/E shall consider how equipment will be physically replaced over time.

C3.16. Refer to **Division 28 – Electronic Safety & Security** for additional information with regards to electronic assess associated with building support spaces.