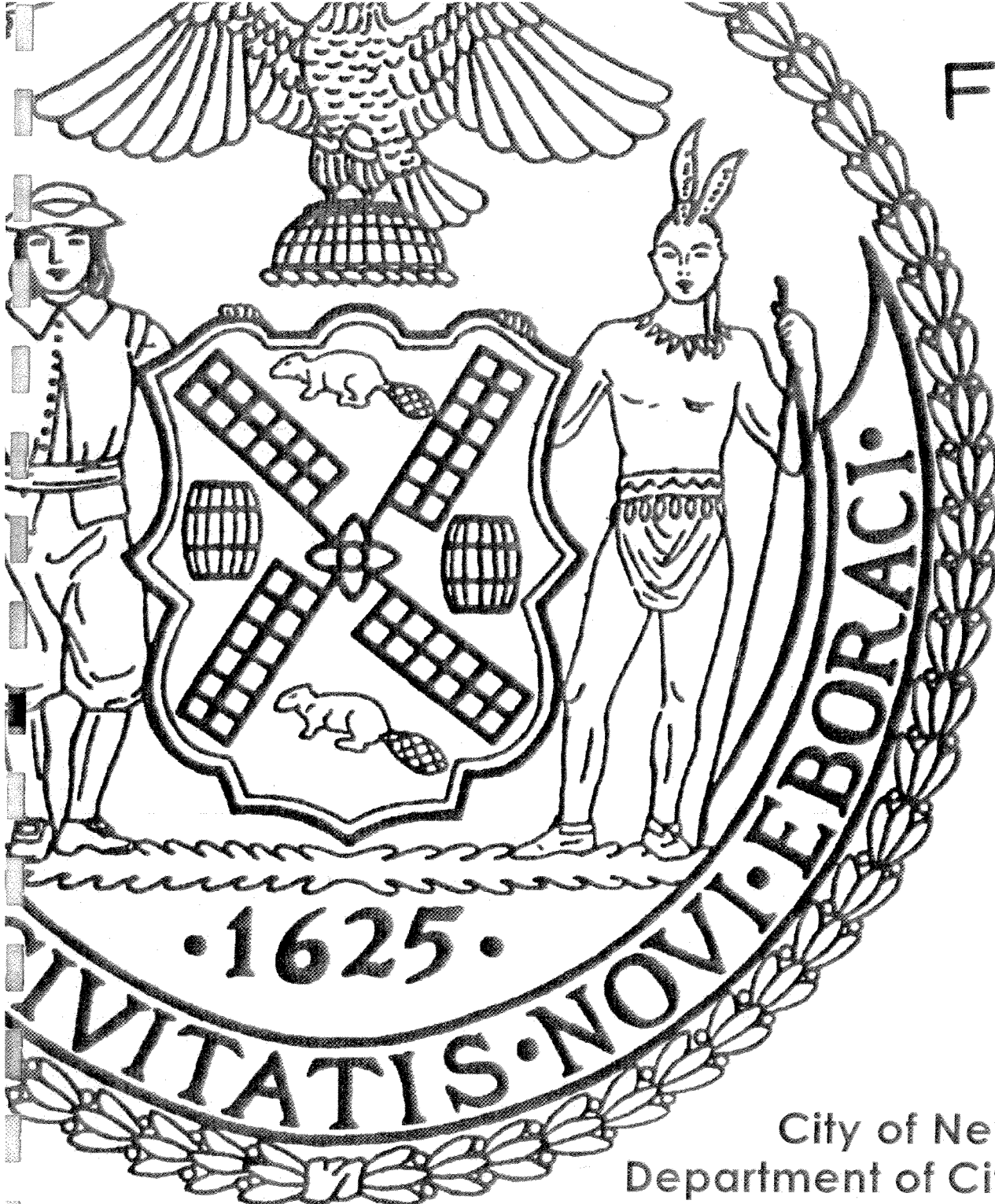


FILE



City of New York
Department of Citywide
Administrative Services
Division of Real Estate Services

SPACE GUIDELINES FOR BASELINE PROGRAMMING AND PLANNING

RECEIVED
9-24-08

DRAFT V.4a
ISSUED JUNE 20, 2008

INTRODUCTION

DCAS, in collaboration with the Mayor's Office, has developed new baseline open-space guidelines for City agencies that contribute to an agency's operational efficiency and productivity; maximizes communication and collaborative work; increases flexibility for future use of space and controls the budget for renovations.

These new baseline guidelines support the City's efforts to promote the importance of sustainable and innovative workplace design including open workspaces, making use of natural light, and encouraging transparency and teamwork in the workplace. The following are DCAS goals for baseline guidelines:

1. Ensure effective use of City Space Guidelines across Agency Projects
 - a. Provide uniform workstations (maximize flexibility in seat assignments)
 - b. Open department boundaries (enables personnel shifts with minimal disruptions and minimal construction)
 - c. Maximize communication through
 - i. Visibility (low panels and glass)
 - ii. Scheduled conferencing and spontaneous interaction (75% of workstation seats represent the number of conference seats in a facility)
2. Increase Agency Efficiency (decrease redundant functions and provide appropriate unit adjacencies)
3. Optimize Cost-Savings Opportunities by increasing the amount of repetitive elements, having shared conference rooms and shared files.

The concept of a baseline serves to identify common elements among agencies and helps to highlight the specific space needs of each agency. These baseline requirements can be broken down into:

- Personnel Requirements
- Reception/Waiting Areas
- Conference/Training Rooms
- Shared Lateral Files
- Common Spaces
- Technology

Examples of specific space needs are Hearing and Interview Rooms, Forensics Room or a Photo Lab.

By adding the "Baseline Program" to the "Operational Requirements", a customized Agency specific program can be achieved.

These Guidelines only address the baseline elements. It is not intended as a substitute for the programming process for a specific project. The standard square footage for the baseline elements and planning parameters for all City workplace environments are to be adhered to in a manner to meet the above workplace goals.

TABLE OF CONTENTS

A. PERSONNEL REQUIREMENTS

NAME	CSF	PAGE
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TYPE A2.....	42 CSF	A1
TYPE B.....	55 CSF	A1
TYPE C.....	68 CSF	A1
2. PERSONAL ASSIGNED LATERAL FILES		
2A. DIRECTOR.....	18 CSF	A2
2B. ASSISTANT COMMISSIONER/ DEPUTY COMMISSIONER.....	27 CSF	A2
2C. COMMISSIONER.....	36 CSF	A2
3. MINI CONFERENCE ROOM.....	102 CSF	A3
4. TEAMING TABLE AREA.....	118 CSF	A3
5. BREAKOUT AREA.....	20 CSF	A3
6. EMPLOYEE COAT CLOSET.....	0.5 CSF/person	A3
7. OPEN PLAN CONCEPT FOR PERSONNEL AREA.....		A4

B. RECEPTIONS/WAITING AREAS

NAME	CSF	PAGE
1. RECEPTION FOR 6 PERSONS.....	310 CSF	B1
2. RECEPTION/WAITING AREA FOR 10 PERSONS.....	410 CSF	B1
3. RECEPTION/WAITING AREA FOR 60 PERSONS.....	924 CSF	B1
4. RECEPTION/WAITING AREA FOR 104 PERSONS.....	1,554 CSF	B2

C. CONFERENCE/TRAINING ROOMS

NAME	CSF	PAGE
1. SMALL CONFERENCE ROOM FOR 8 PERSONS.....	240 CSF	C1
2. MEDIUM CONFERENCE ROOM FOR 18 PERSONS.....	364 CSF	C2
3. LARGE CONFERENCE ROOM FOR 32 PERSONS.....	528 CSF	C2
4. SMALL MULTI-PURPOSE ROOM FOR 12-20 PERSONS.....	360 CSF	C3
5. MEDIUM MULTI-PURPOSE ROOM FOR 16-30 PERSONS.....	486 CSF	C4
6. LARGE MULTI-PURPOSE ROOM FOR 30-74 PERSONS.....	740 CSF	C5, C6

TABLE OF CONTENTS

D. SHARED LATERAL FILES

NAME	CSF	PAGE
1. SHARED FILES		
1A. 36 x 18 FIVE (5) DRAWER LATERAL FILE.....	9 CSF	D1
1B. 36 x 18 THREE (3) DRAWER LATERAL FILE.....	9 CSF	D1
1C. 36 x 18 TWO (2) DRAWER LATERAL FILE.....	9 CSF	D1
1D. 18 x 27 x FIVE (5) DRAWER VERTICAL FILE.....	7 CSF	D1
2. CENTRAL FILE ROOM.....	273 CSF	D2

E. COMMON SPACES

NAME	CSF	PAGE
1. BOOKCASE.....	6 CSF	E1
2. SUPPLY CABINET.....	9 CSF	E1
3. SAFE.....	20 CSF	E1
4. STORAGE ROOM.....	60 CSF	E2
5. TRASH/RECYCLING ROOM.....	70 CSF	E2
6. MAIL ROOM.....	250 CSF	E2
7. BICYCLE RACK.....	42 CSF	E2
8. PANTRY		
8A. PANTRY.....	68 CSF	E3
8B. PANTRY WITH BREAK COUNTER.....	88 CSF	E3
9. WATER COOLER/DRINKING FOUNTAIN		
9A. WATER COOLER/BOTTLE STORAGE.....	18 CSF	E3
9B. DRINKING FOUNTAIN.....	18 CSF	E3
10. ADA UNISEX TOILET ROOM		
10A. TOILET ROOM A.....	35 CSF	E4
10B. TOILET ROOM B.....	50 CSF	E4
11. COPY CENTER		
11A. CONVENIENCE COPIER.....	54 CSF	E5
11B. HIGH VOLUME COPY ROOM.....	100 CSF	E5
12. SHREDDER		
12A. LOCAL SHREDDER.....	5 CSF	E6
12B. CENTRAL SHREDDER.....	80 CSF	E6
13. PRINTER/FAX STATION		
13A. LOCAL PRINTER/FAX.....	9 CSF	E6
13B. HIGH VOLUME PRINTER/FAX.....	9 CSF	E6
14. SCANNER/MICROFICHE/ SHARED COMPUTER.....	42 CSF	E6

F. TECH SUPPORT/COMPUTER

IN PROGRESS - NOT INCLUDED IN 6/20/08 DRAFT

PERSONNEL REQUIREMENTS

A1

A2

A3

A4

B1

B2

C1

C2

C3

C4

C5

C6

D1

D2

E1

E2

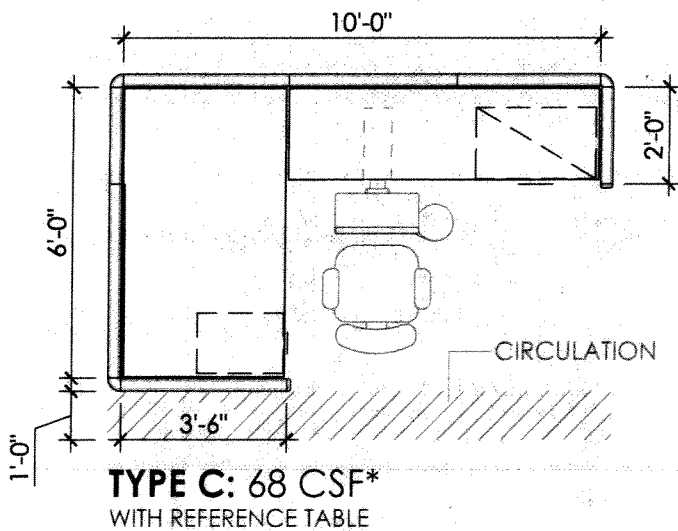
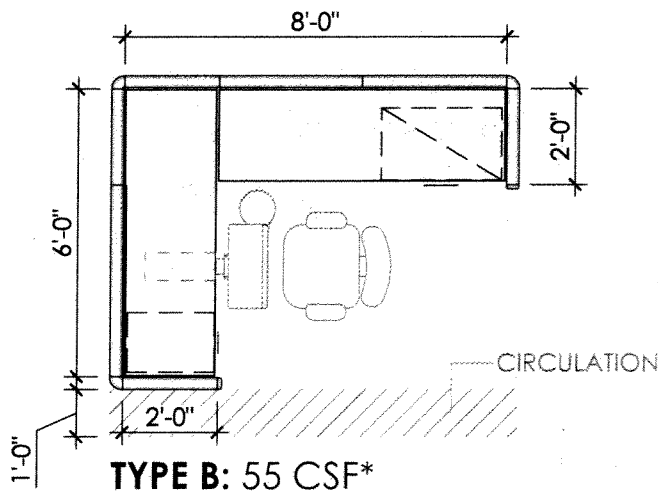
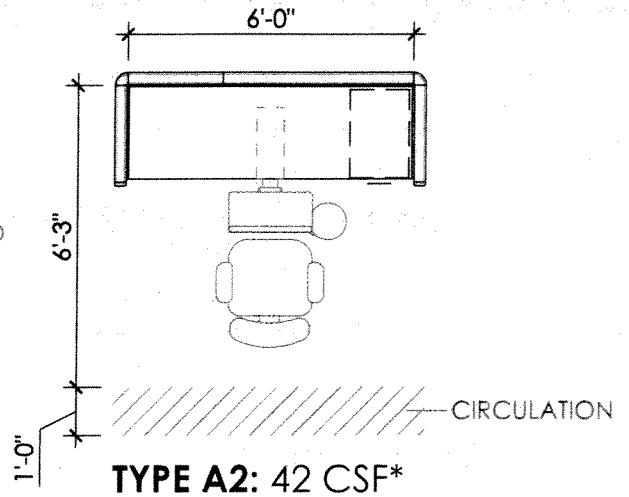
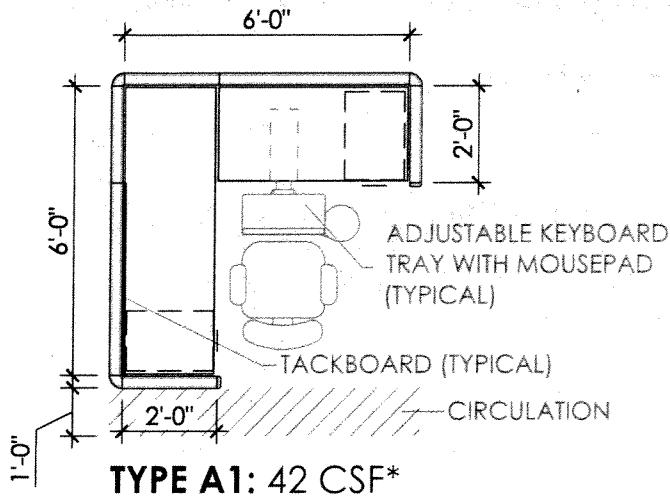
E3

E4

E5

E6

F1



TYPE A1 IS THE STANDARD WORKSTATION.

TYPE A2 IS THE WORKSTATION FOR FIELDWORKERS AND PART-TIME EMPLOYEES.

TYPE B & TYPE C ARE EXAMPLES OF ALTERNATE WORKSTATIONS WHICH MAY BE JUSTIFIED BASED ON ASSIGNED FUNCTION (NOT TITLE).

***NOTES:**

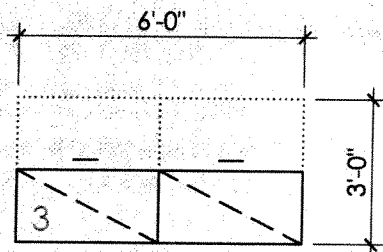
1. CSF (CARPETABLE SQUARE FEET) INCLUDES THE FOOTPRINT OF THE WORKSTATION AND A MINIMAL CIRCULATION ALLOWANCE FOR PROGRAMMING PURPOSES.
2. ALL PANELS SHALL BE 47" HIGH.
3. ALL PANELS ARE BASED ON A 2'-0" MODULE UNLESS ASSIGNED FUNCTION REQUIRES ANOTHER WIDTH.
4. ELECTRIC AND CABLE COORDINATION AND LOCATION TO BE CONSIDERED IN INITIAL PLANNING.

1 WORKSTATIONS

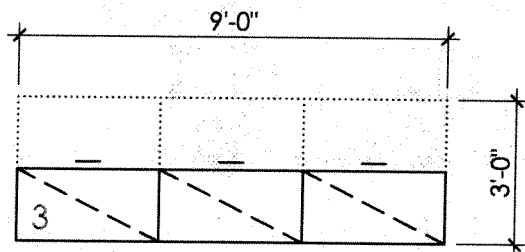
scale 1/4" = 1'-0"

DCAS/DRES

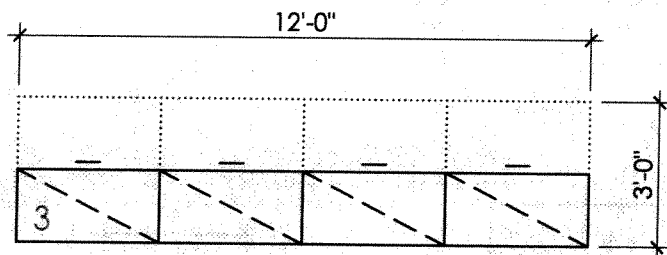
PERSONNEL REQUIREMENTS



2A **DIRECTOR: 18 CSF**
NO. REQUIRED: 2



2B **ASSISTANT COMMISIONER/
DEPUTY COMMISIONER: 27 CSF**
NO. REQUIRED: 3



2C **COMMISSIONER: 36 CSF**
NO. REQUIRED: 4

NOTE: PANELS AND TOPS ARE NOT ILLUSTRATED

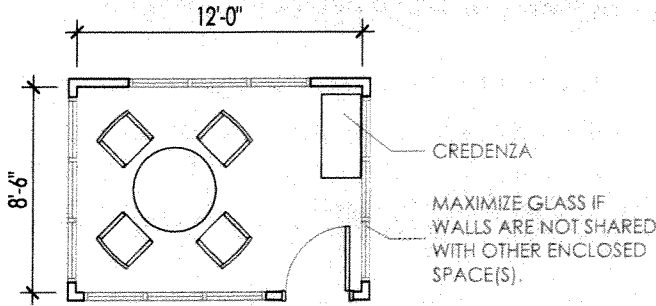
2 **PERSONAL ASSIGNED LATERAL FILES**
(ALL LATERAL FILES TO BE THREE DRAWERS HIGH)

scale 1/4" = 1'-0"

NYC SPACE GUIDELINES
DRAFT V.4a

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

PERSONNEL REQUIREMENTS

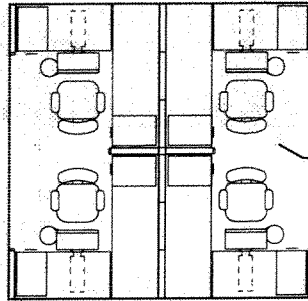
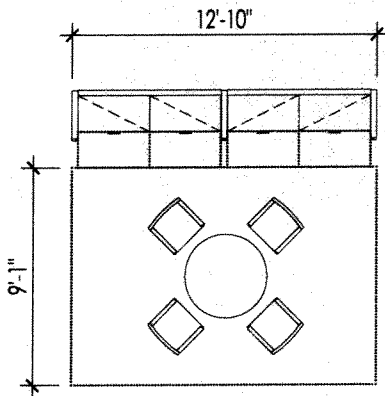


- 3 MINI CONFERENCE:** 102 CSF
 UNSCHEDULED PRIVATE CONVERSATIONS -
 SEE MEETING SPACE ALLOCATION GUIDE AND
 RATIO NOTE ON PAGE C1.
 (APPROXIMATELY 1 FOR EVERY 40 PERSONNEL
 OR 5 MANAGEMENT POSITIONS)

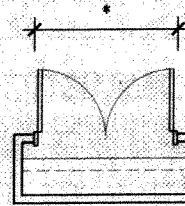
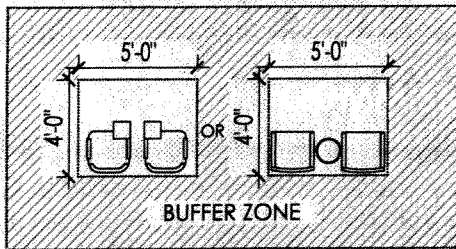
MEETING SPACE ALLOCATION GUIDE

FOR EACH 100 PERSONNEL,
 APPROXIMATELY 30 SEATS SHOULD
 BE ALLOCATED TO **UNSCHEDULED**
 MEETING SPACES SUCH AS MINI
 CONFERENCE ROOMS, TEAMING
 TABLE AREAS, OR BREAKOUT AREAS.

FOR **SCHEDULED** MEETING SPACES
 SUCH AS CONFERENCE ROOMS, REFER
 TO NOTE ON PAGE C1.



- 4 TEAMING TABLE AREA:** 118 CSF
 UNASSIGNED 4' DIA. TABLE FOR 4 PERSONS.
 (APPROXIMATELY 1 FOR EVERY 25 PERSONNEL)
 SEE A4 FOR OPEN PLAN CONCEPT.



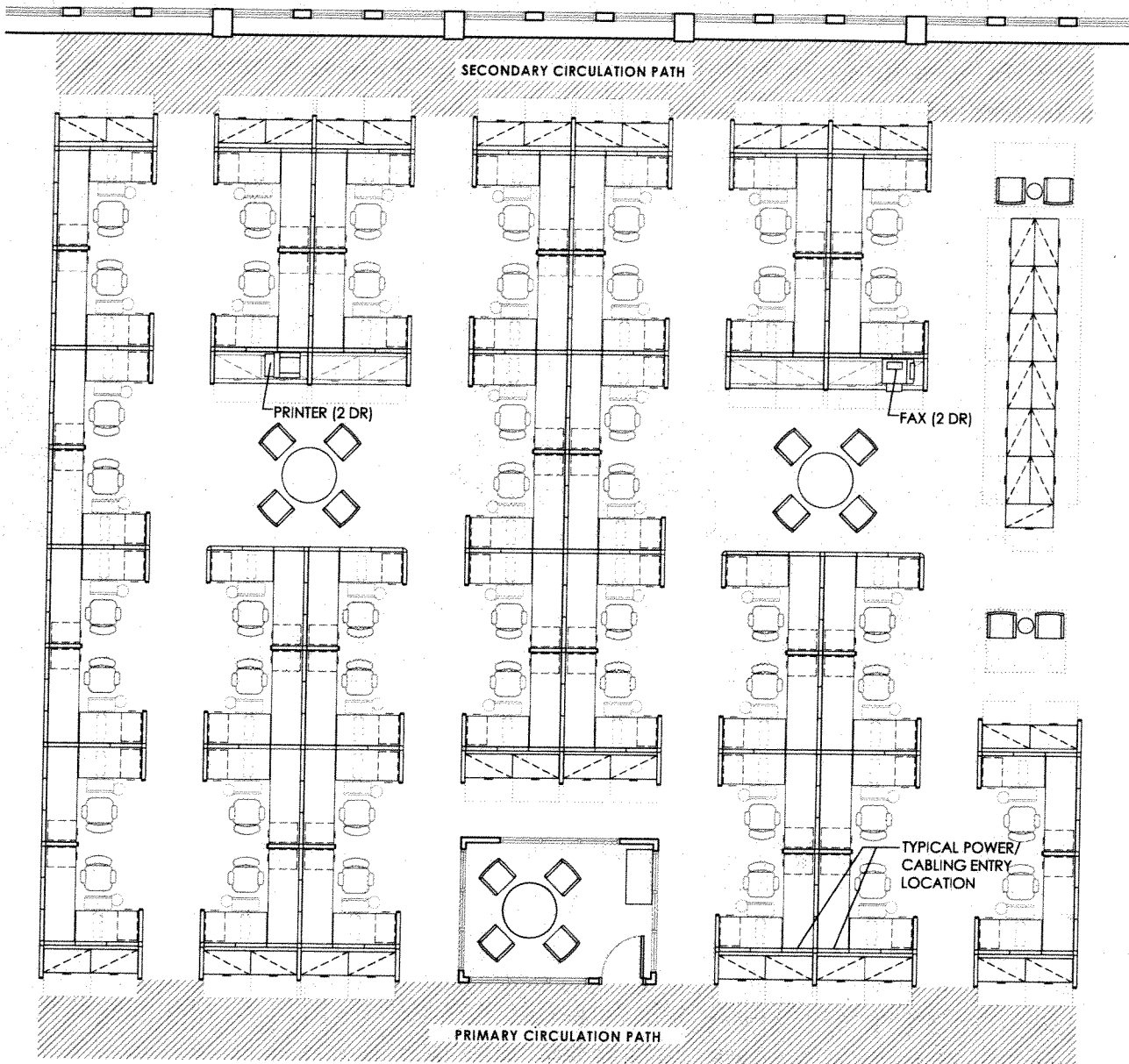
- 5 BREAKOUT AREA:** 20 CSF
 CHAIR WITH TABLET AND/OR SOFT SEATING
 (APPROXIMATELY 1 FOR EVERY 60 PERSONNEL)

- 6 EMPLOYEE COAT CLOSET:**
 0.5 CSF PER PERSONNEL COUNT
 (3-4 COATS/LINEAR FOOT)

scale 1/8" = 1'-0"

DCAS/DRES

PERSONNEL REQUIREMENTS



7 OPEN PLAN CONCEPT FOR PERSONNEL AREA WITH SHARED FILES

ANALYSIS

PERSONNEL: 46 WORKSTATIONS = 1 COMMISSIONER + 2 ASSISTANT COMMISSIONERS
+ 2 DIRECTORS + 41 OTHER PERSONNEL

FILES: 53 FILE CABINETS = 51 THREE DRAWER FILES (153 DRAWERS)
+ 2 TWO DRAWER FILES (4 DRAWERS) = **157 DRAWERS**

ALLOCATION: ASSIGNED: 1 COMMISSIONER (12 DRAWERS) + 2 ASSISTANT COMMISSIONER (18
DRAWERS) + 2 DIRECTORS (12 DRAWERS) = **42 DRAWERS**

SHARED: 46 X 2.5 DRAWERS/PERSON = **115 DRAWERS**
42 + 115 = 157 DRAWERS

FOR MORE INFORMATION ABOUT SHARED FILES, REFER TO PAGE D1

UNSCHEDULED MEETING SPACES: 100 PERSONNEL : 30 SEATS = 46 PERSONNEL : 13.8 SEATS
14 SEATS CONCEPT SHOWS 16 SEATS (2 EXTRA)

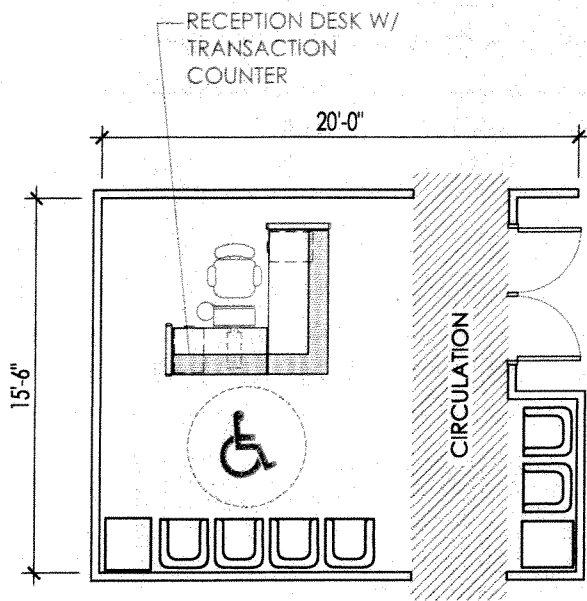
scale 3/32" = 1'-0"

NYC SPACE GUIDELINES
DRAFT V.4c

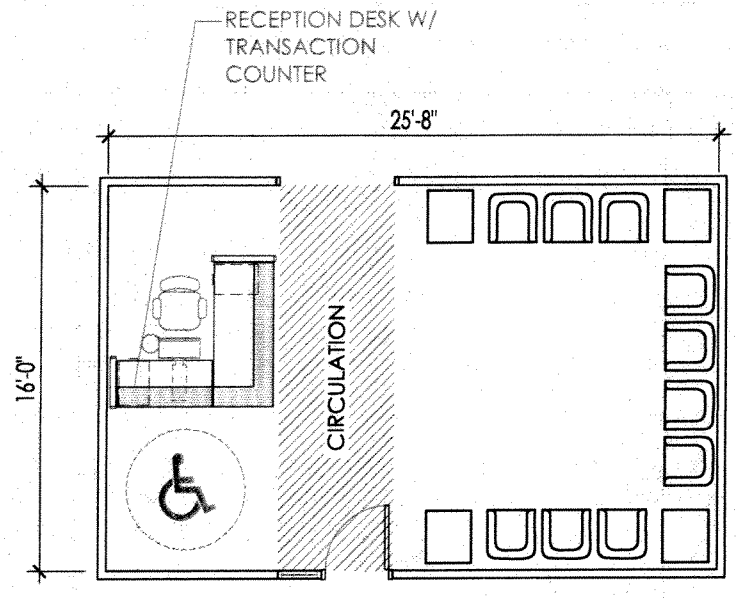
A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

RECEPTIONS/WAITING AREAS

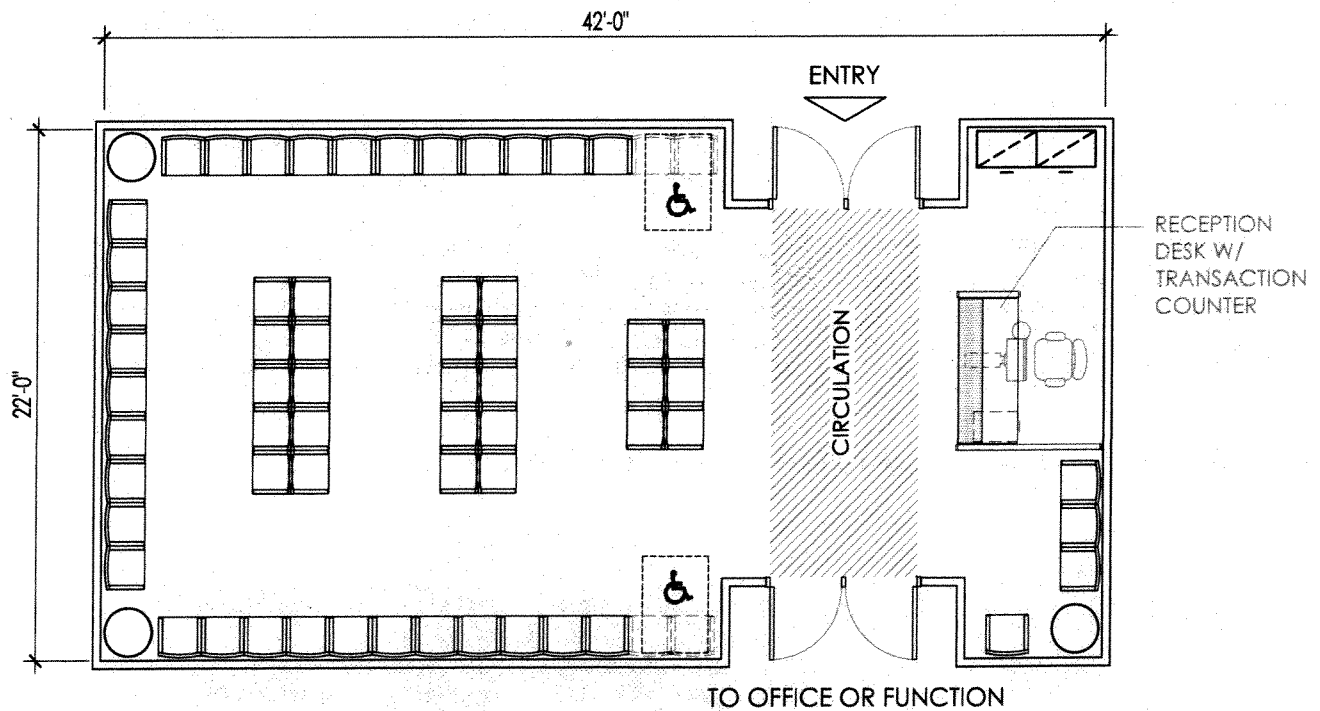
A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1



1 **RECEPTION**
FOR 6 PERSONS: 310 CSF
(ADD 25 CSF PER EACH ADDITIONAL PERSON)



2 **RECEPTION/WAITING AREA**
FOR 10 PERSONS: 410 CSF
(ADD 25 CSF PER EACH ADDITIONAL PERSON)

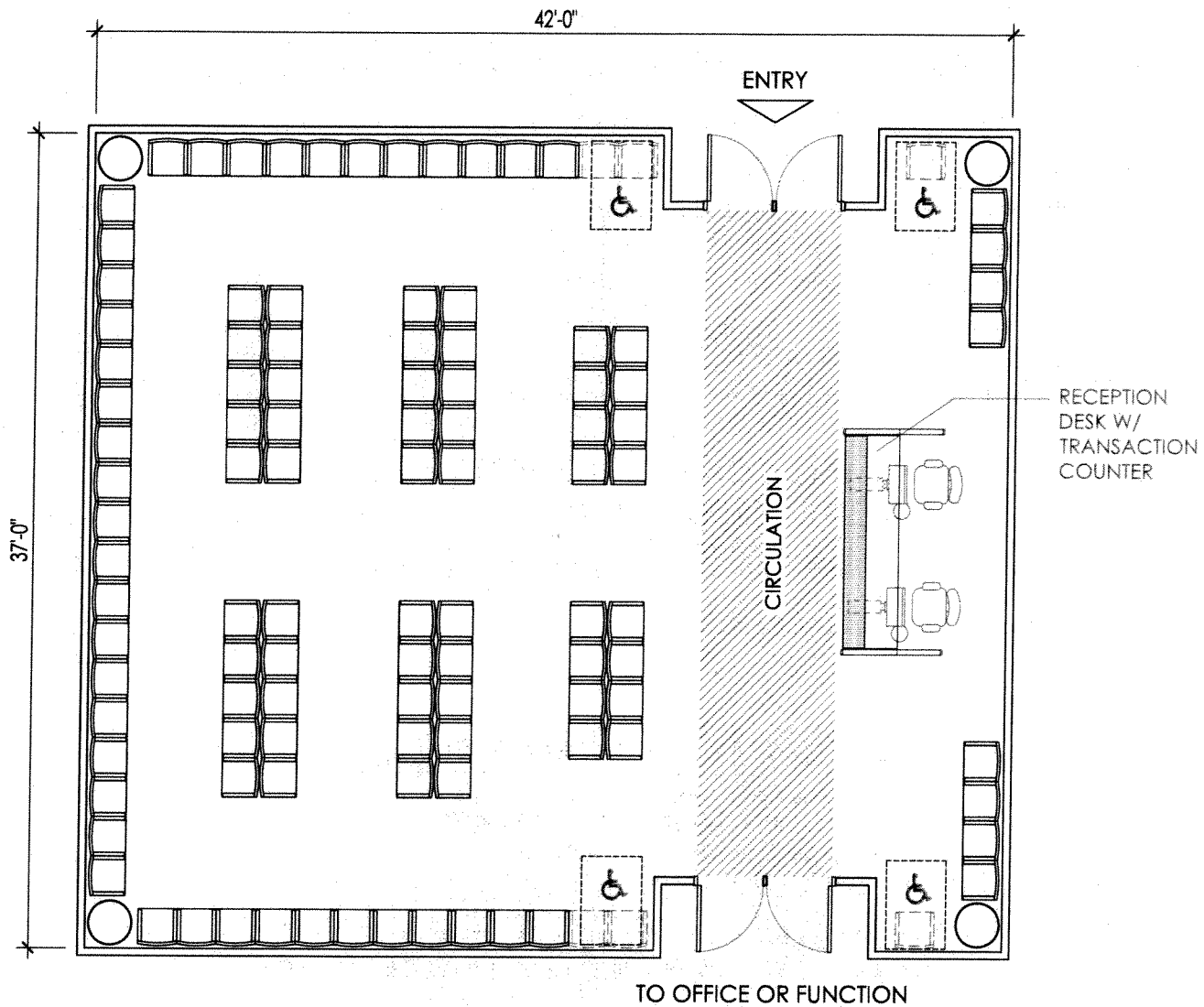


3 **RECEPTION/WAITING AREA**
FOR 65 PERSONS: 924 CSF
or TWO HANDICAP ACCESSIBLE SPACES AND 61 SEATS.
(ADD 15.5 CSF PER EACH ADDITIONAL PERSON)

scale 1/8" = 1'-0"

DCAS/DRES

RECEPTIONS/WAITING AREAS



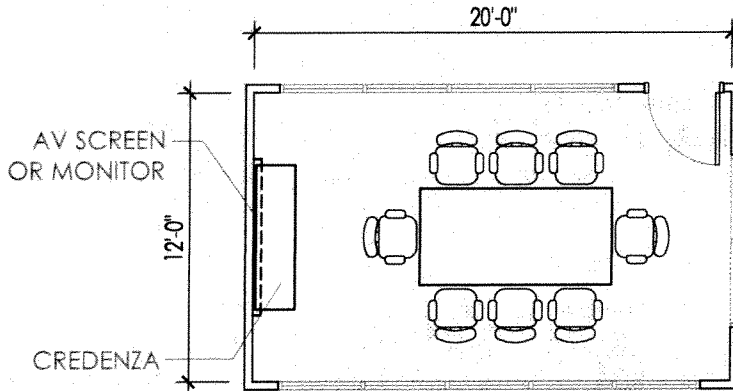
- 4 RECEPTION/WAITING AREA**
FOR 110 PERSONS: 1,554 CSF
 or FOUR HANDICAP ACCESSIBLE SPACES AND 104 SEATS.
 (ADD 15.5 CSF PER EACH ADDITIONAL PERSON)

scale 1/8" = 1'-0"

NYC SPACE GUIDELINES
 DRAFT V.4a

A1
 A2
 A3
 A4
 B1
B2
 C1
 C2
 C3
 C4
 C5
 C6
 D1
 D2
 E1
 E2
 E3
 E4
 E5
 E6
 F1

CONFERENCE/TRAINING ROOMS



1 SMALL CONFERENCE ROOM FOR 8 PERSONS: 240 CSF

NOTE: ALL CONFERENCE ROOMS ARE TO BE SHARED BY ALL UNITS (INCLUDING MULTI-FLOOR PROGRAMS) UNLESS PROGRAM JUSTIFIES A DEDICATED REQUIREMENT.

(ADD 24 CSF FOR EVERY ADDITIONAL 2 PEOPLE)

MEETING SPACE ALLOCATION GUIDE

FOR EACH 100 PERSONNEL, APPROXIMATELY 45 SEATS SHOULD BE ALLOCATED TO **SCHEDULED** MEETING SPACES SUCH AS FORMALIZED CONFERENCE ROOMS.

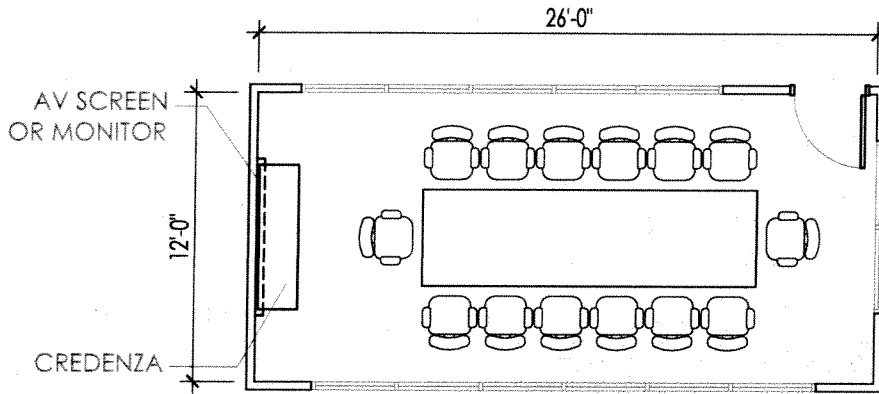
FOR **UNSCHEDULED** MEETING SPACES, SUCH AS MINI CONFERENCE ROOMS, TEAMING TABLE AREAS, OR BREAK OUT AREAS, REFER TO NOTE ON PAGE A3.

RATIO NOTE:

CUMULATIVE SEATING FOR MEETING SPACES (SCHEDULED AND UNSCHEDULED) : TOTAL PERSONNEL
= **75 : 100**

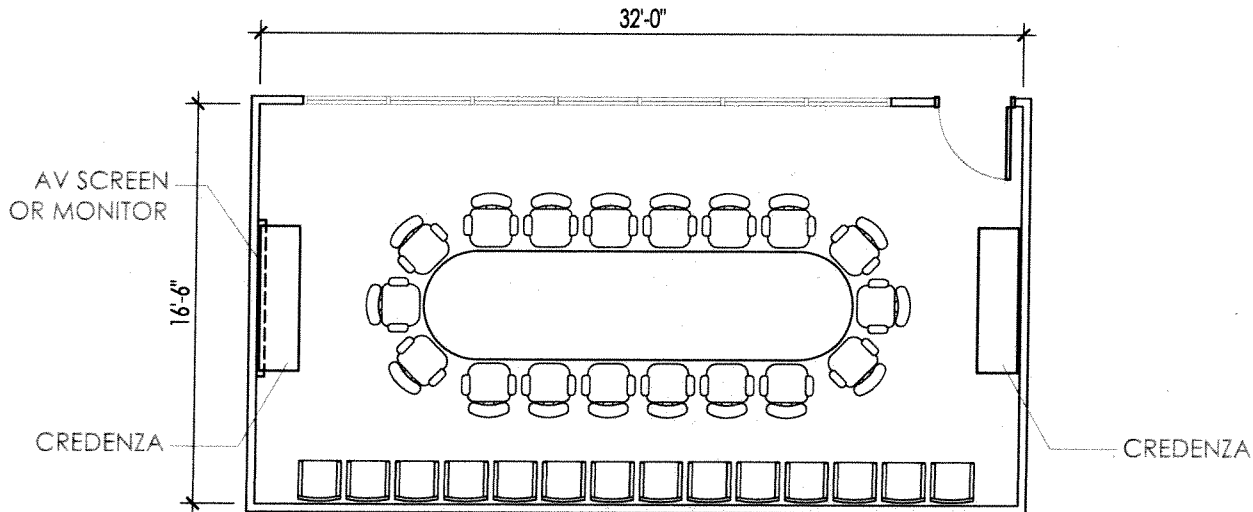
FINAL ALLOCATION IS DEPENDENT ON ACTUAL SCHEDULED SEATING REQUIREMENTS.

CONFERENCE/TRAINING ROOMS



**2 MEDIUM CONFERENCE ROOM
FOR 14 PERSONS: 364 CSF**

ADD 24 CSF FOR EVERY ADDITIONAL 2 PEOPLE



**3 LARGE CONFERENCE ROOM
FOR 32 PERSONS: 528 CSF**

18 AT TABLE AND 14 ACCOMMODATED WITH
GALLERY SEATING FOR A TOTAL OF 32 PERSONS.

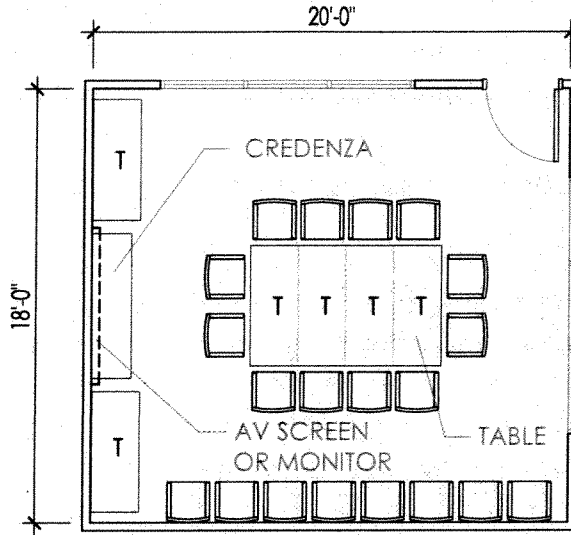
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NYC SPACE GUIDELINES
DRAFT V.4a

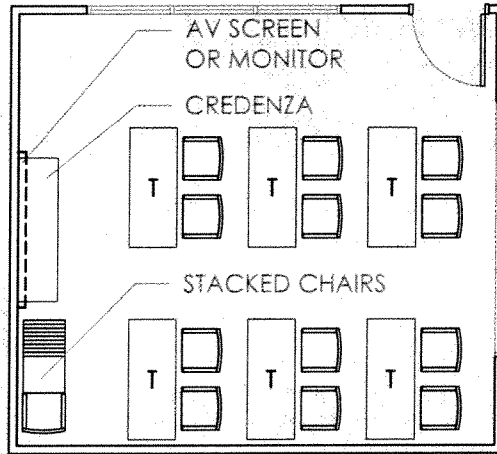
A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

CONFERENCE/TRAINING ROOMS

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

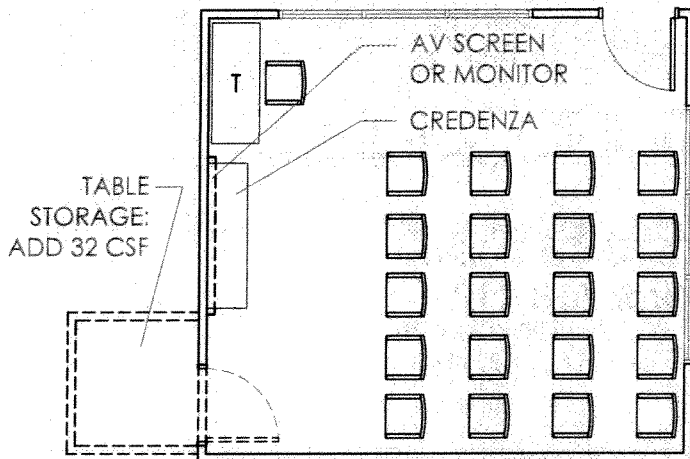


CONFERENCE ROOM
(20 PERSONS)



COMPUTER TRAINING
(12 PERSONS)

NOTE: FLOOR ELECTRICAL AND DATA OUTLETS REQUIRED FOR COMPUTER TRAINING ROOM



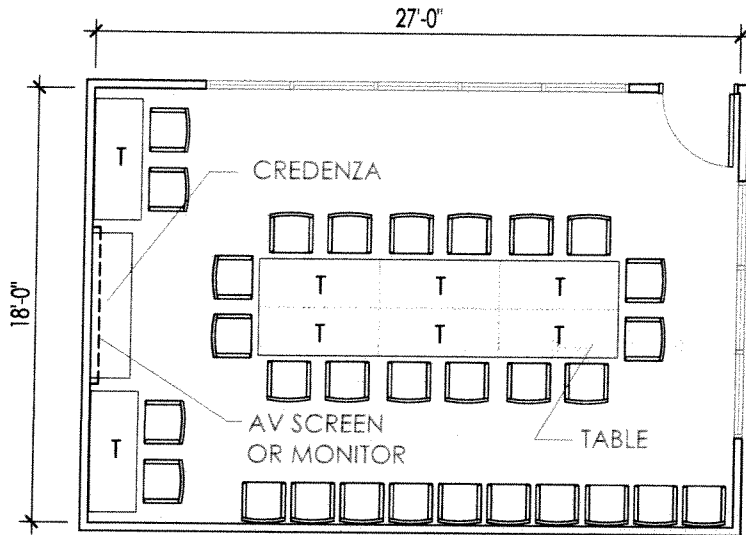
LECTURE TRAINING
(20 PERSONS)

4 **SMALL MULTI-PURPOSE ROOM FOR 12 - 20 PERSONS: 360 CSF**
3 CONFIGURATIONS SHOWN

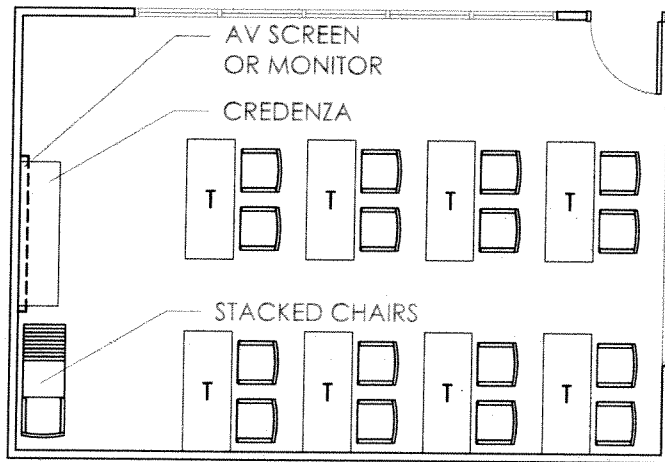
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DCAS/DRES

CONFERENCE/TRAINING ROOMS

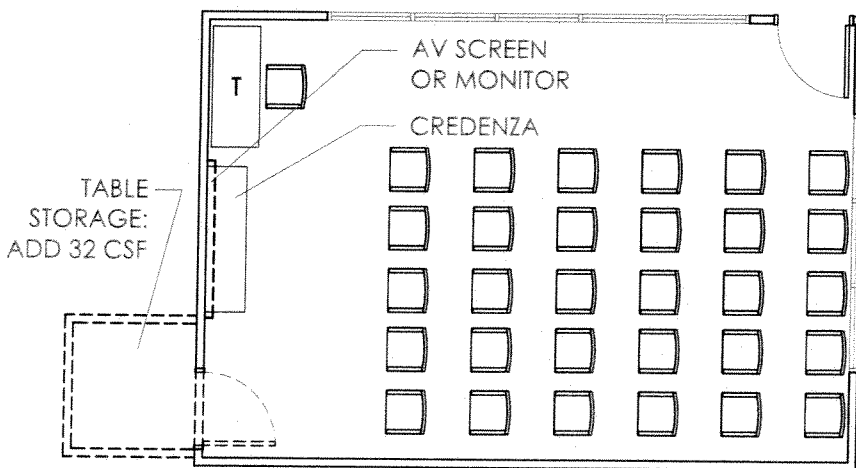


CONFERENCE ROOM
(26 PERSONS)



COMPUTER TRAINING
(16 PERSONS)

NOTE: FLOOR ELECTRICAL AND DATA OUTLETS REQUIRED FOR COMPUTER TRAINING ROOM



LECTURE TRAINING
(30 PERSONS)

5 MEDIUM MULTI-PURPOSE ROOM FOR 16 - 30 PERSONS: 486 CSF
3 CONFIGURATIONS SHOWN

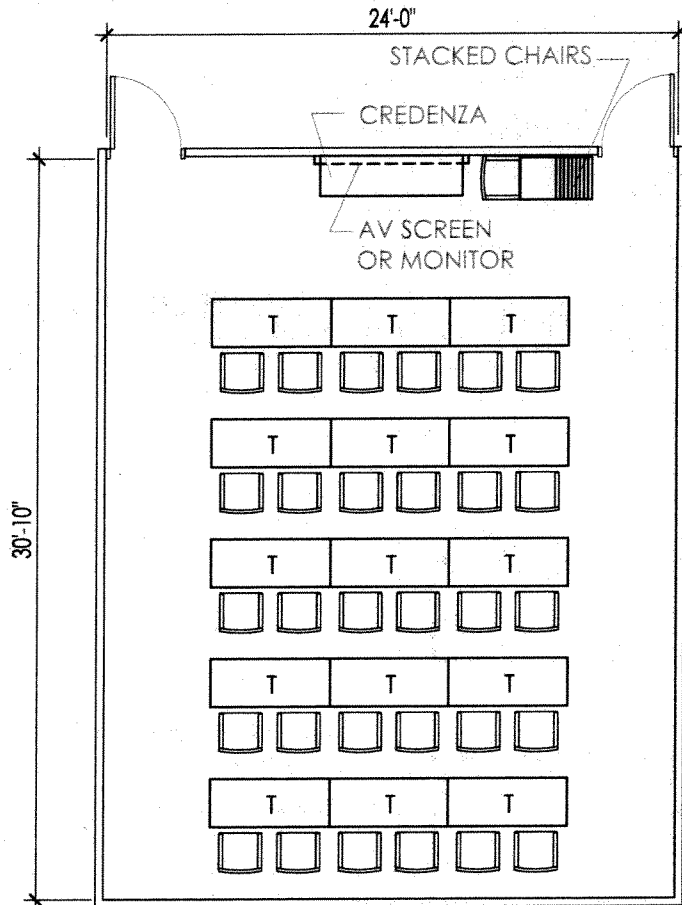
scale 1/8" = 1'-0"

NYC SPACE GUIDELINES
DRAFT V.4a

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

CONFERENCE/TRAINING ROOMS

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1



COMPUTER TRAINING

(30 PERSONS)

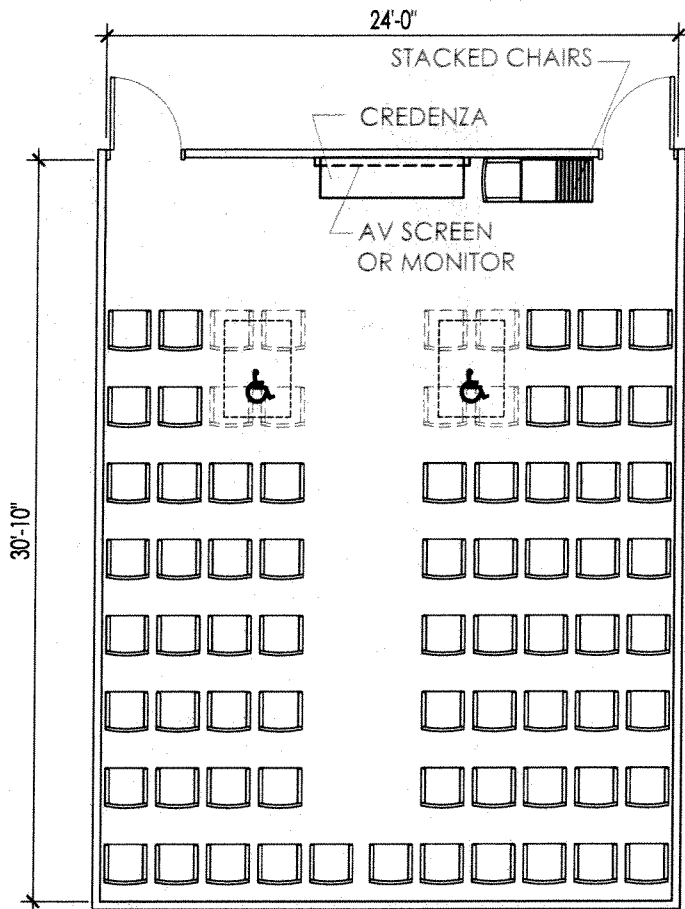
NOTE: FLOOR ELECTRICAL AND DATA OUTLETS REQUIRED FOR COMPUTER TRAINING ROOM

6 **LARGE MULTI-PURPOSE ROOM FOR 30 - 74 PERSONS: 740 CSF**
2 CONFIGURATIONS SHOWN

scale 1/8" = 1'-0"

DCAS/DRES

CONFERENCE/TRAINING ROOMS



LECTURE TRAINING

(74 PERSONS)
or TWO HANDICAP ACCESSIBLE SPACES AND 66 SEATS

NOTE: ROOM SIZE/OCCUPANCY MAY REQUIRE ADDITIONAL FILING TO CONFORM TO CODE. VERIFICATION REQUIRED PRIOR TO P&E APPROVAL.

6

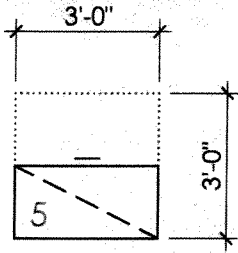
LARGE MULTI-PURPOSE ROOM FOR 30 - 74 PERSONS: 740 CSF
2 CONFIGURATIONS SHOWN

scale 1/8" = 1'-0"

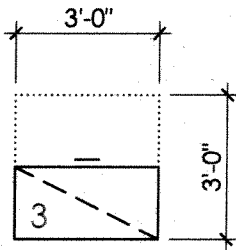
NYC SPACE GUIDELINES
DRAFT V.4a

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

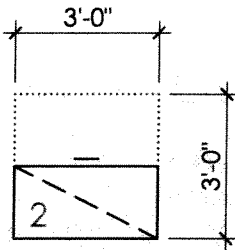
SHARED LATERAL FILES



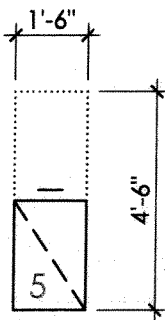
1A 36" X 18" FIVE (5) DRAWER
LATERAL FILE: 9 CSF
(180 LINEAR INCHES)



1B 36" X 18" THREE (3) DRAWER
LATERAL FILE: 9 CSF
(108 LINEAR INCHES)



1C 36" X 18" TWO (2) DRAWER
LATERAL FILE: 9 CSF
(72 LINEAR INCHES)



1D 18" X 27" FIVE (5) DRAWER
VERTICAL FILE: 7 CSF
TYPICAL FOR EXISTING FILES OR SPECIAL REQUIREMENTS.
DEPTH VARIES BY MANUFACTURER.

1

SHARED FILES

ACTIVE FILES FOR COLLABORATIVE ACCESS

FILE CABINET LOCATION/ PROGRAM GUIDELINES

5 DRAWER HIGH FILE CABINET:
USE IN ENCLOSED FILE ROOMS
AND ADJACENT FULL HEIGHT WALLS.
(PROGRAM APPROXIMATELY 30% OF
TOTAL SHARED FILE DRAWER COUNT
REQUIREMENT)*

3 DRAWER HIGH FILE CABINET:
USE IN AND AROUND
WORKSTATIONS OR IN CENTER
AISLES BACK TO BACK FOR
OCCASSIONAL SHARED REFERENCE
SURFACE. (PROGRAM APPROXIMATELY
70% OF TOTAL SHARED FILE DRAWER
COUNT REQUIREMENT)*

2 DRAWER HIGH FILE CABINET:
USE WHEN PRINTERS AND FAXES
WILL BE PLACED ON TOP OF THEM.

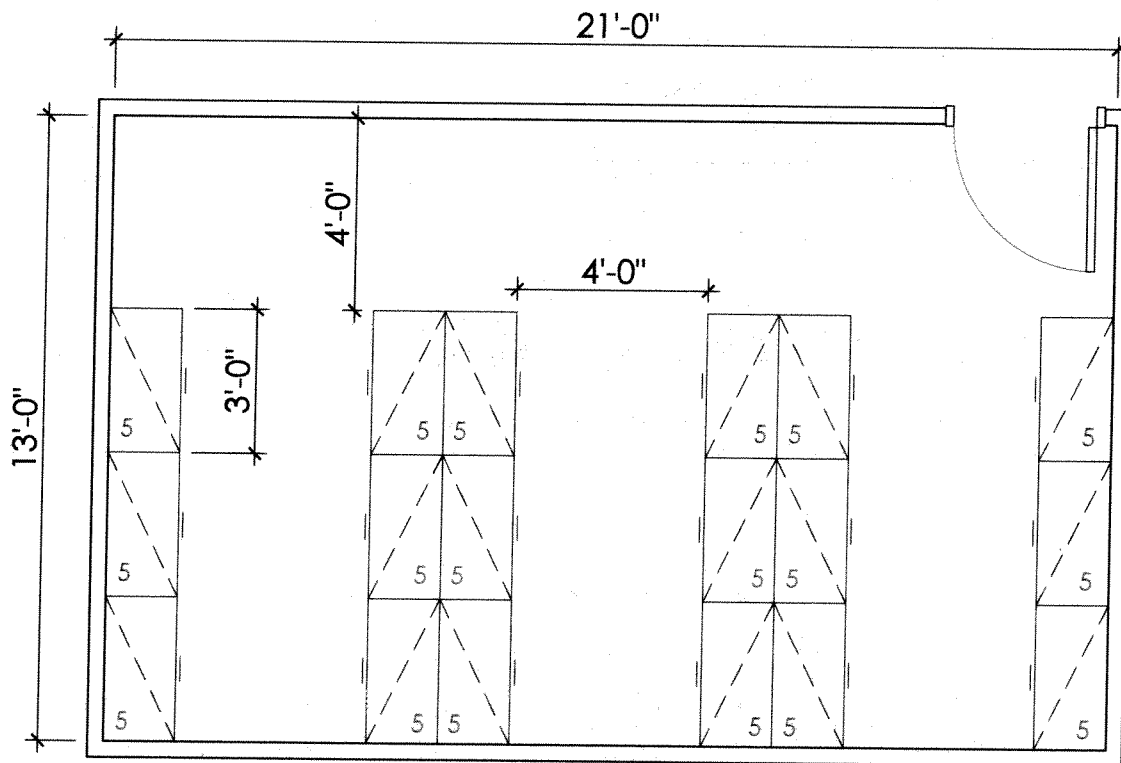
*TOTAL SHARED FILE GUIDE:

1. CONVERT ALL FILES TO TOTAL
DRAWER REQUIREMENT BASED ON
QUESTIONNAIRE RESPONSE.
2. TOTAL DRAWERS SHALL NOT
EXCEED 2.5 DRAWERS PER PERSON

NOTE: NOMINAL 36" WIDE LATERAL
FILES ARE USED TO SIMPLIFY
CALCULATIONS. FINAL LAYOUT TO
MAXIMIZE USE OF 42" WIDE FILES FOR
BUDGETARY SAVINGS.

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

SHARED LATERAL FILES



2 **CENTRAL FILE ROOM: 273 CSF**

18 LATERAL FILES

BULK ACTIVE OR SEMI-ACTIVE FILES FOR CONFIDENTIALITY AND/OR RECORD MANAGEMENT CONTROL

(ADD 90 CSF FOR EACH ADDITIONAL ROW OF 6 FILE CABINETS, ADD REQUIRED SQUARE FOOTAGE NEEDED FOR SORTING, REFERENCE REVIEW, OR EQUIPMENT, AS REQUIRED)

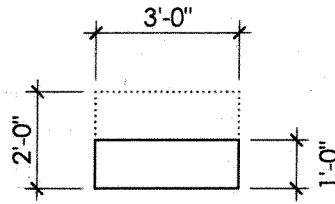
NOTE: LOCATION TO BE CONSIDERED IN INITIAL PLANNING TO MINIMIZE STRUCTURAL STRESS TO BUILDING.

scale 1/4" = 1'-0"

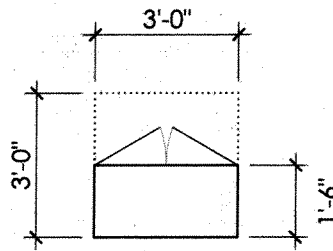
NYC SPACE GUIDELINES
DRAFT V.4a

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

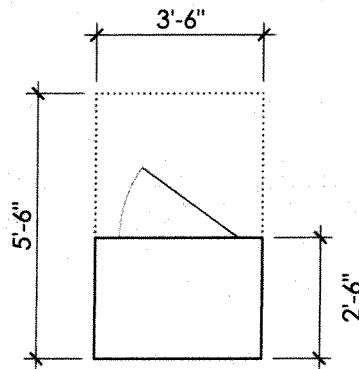
COMMON SPACES



1 **BOOKCASE: 6 CSF**
(SHELF HEIGHT VARIES.
APPROXIMATELY 3 LINEAR FEET PER SHELF)



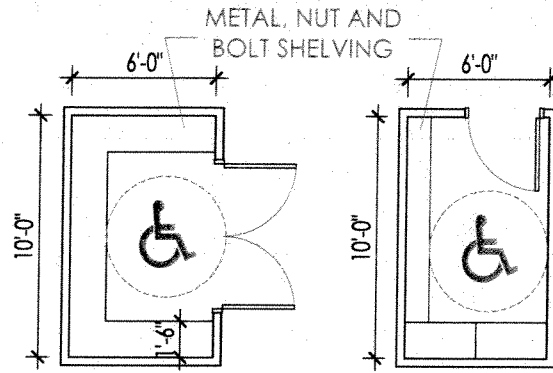
2 **SUPPLY CABINET: 9 CSF**
(SHELF HEIGHT VARIES.
APPROXIMATELY 3 LINEAR FEET PER SHELF)



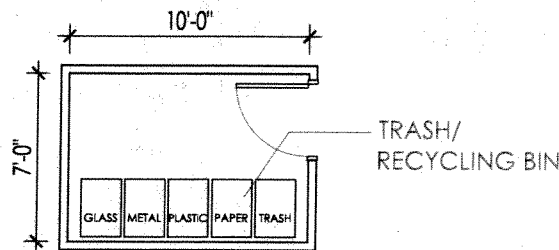
3 **SAFE: 20 CSF**
NOTE: PLACEMENT ON FLOOR TO BE
CONSIDERED IN INITIAL PLANNING TO MINIMIZE
STRUCTURAL STRESS TO BUILDING. ALL SAFES
MUST BE IDENTIFIED ON PLANS.
STRUCTURAL CONSULTANT REQUIRED.

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

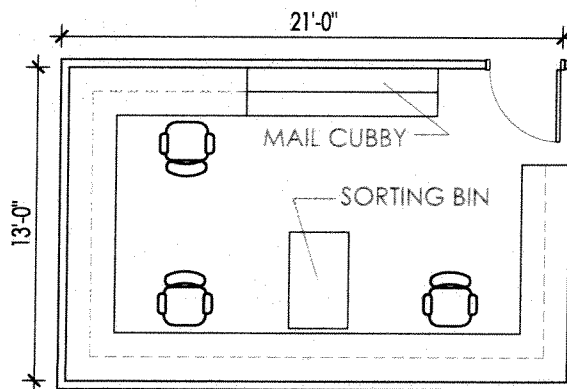
COMMON SPACES



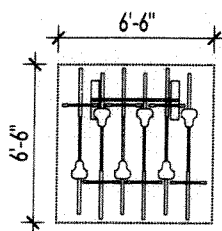
4 STORAGE ROOM: 60 CSF
 (LEFT - APPROXIMATELY 19 LINEAR FEET PER SHELF)
 (RIGHT - APPROXIMATELY 15 LINEAR FEET PER SHELF)



5 TRASH/RECYCLING ROOM: 70 CSF



6 MAIL ROOM: 250 CSF
 FINAL LAYOUT TO BE VERIFIED
 IN INITIAL PLANNING



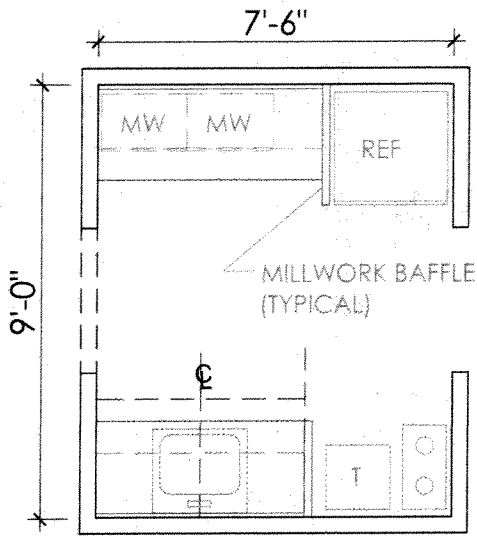
7 BICYCLE RACK: 42 CSF
 (5% OF PERSONNEL COUNT)

scale 1/8" = 1'-0"

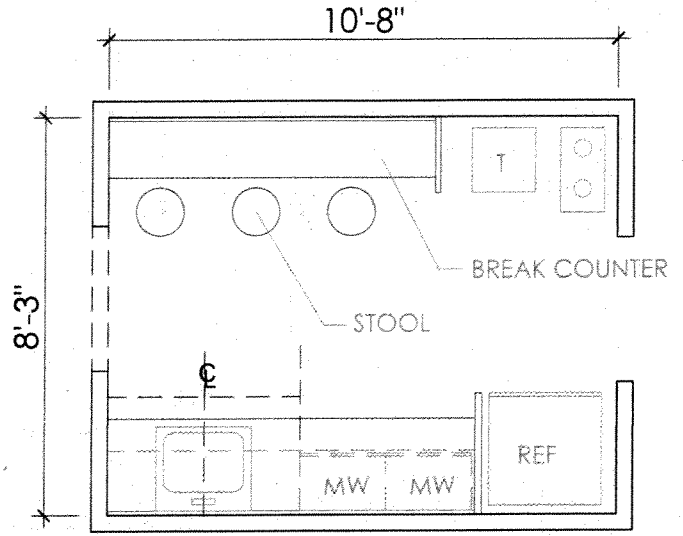
NYC SPACE GUIDELINES
 DRAFT V.4a

A1
 A2
 A3
 A4
 B1
 B2
 C1
 C2
 C3
 C4
 C5
 C6
 D1
 D2
 E1
E2
 E3
 E4
 E5
 E6
 F1

COMMON SPACES



8A PANTRY: 68 CSF



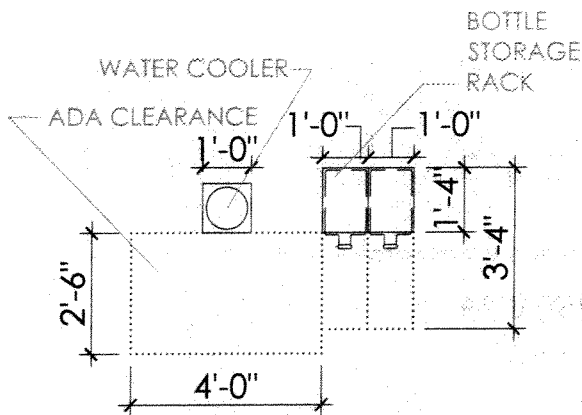
8B PANTRY WITH BREAK COUNTER: 88 CSF

8 PANTRY
(ALLOW 1 PER 50 PERSONNEL COUNT)

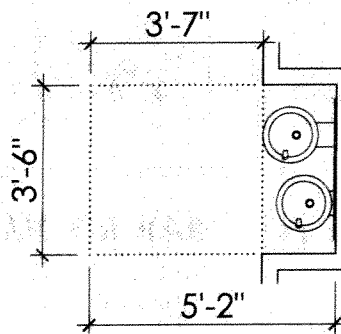
PLUMBING COORDINATION TO BE CONSIDERED IN INITIAL PLANNING

LEGEND

	REFRIGERATOR		TRASH CAN
	MICROWAVE		RECYCLE BIN



**9A WATER COOLER/
BOTTLE STORAGE: 18 CSF**



9B DRINKING FOUNTAIN: 18 CSF

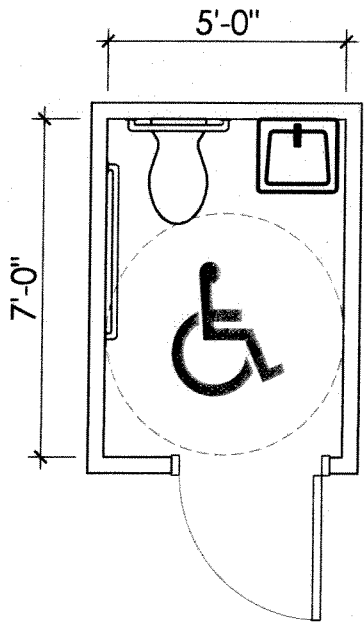
**9 WATER COOLER/
DRINKING FOUNTAIN**
(ALLOW 1 PER 50 PERSONNEL COUNT)

scale 1/4" = 1'-0"

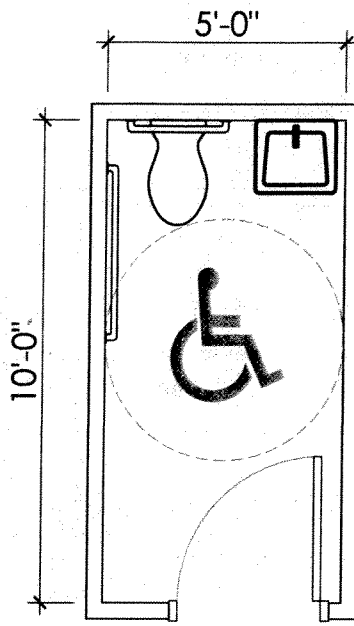
DCAS/DRES

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

COMMON SPACES



10A TOILET ROOM A: 35 CSF



10B TOILET ROOM B: 50 CSF

10 ADA UNISEX TOILET ROOM

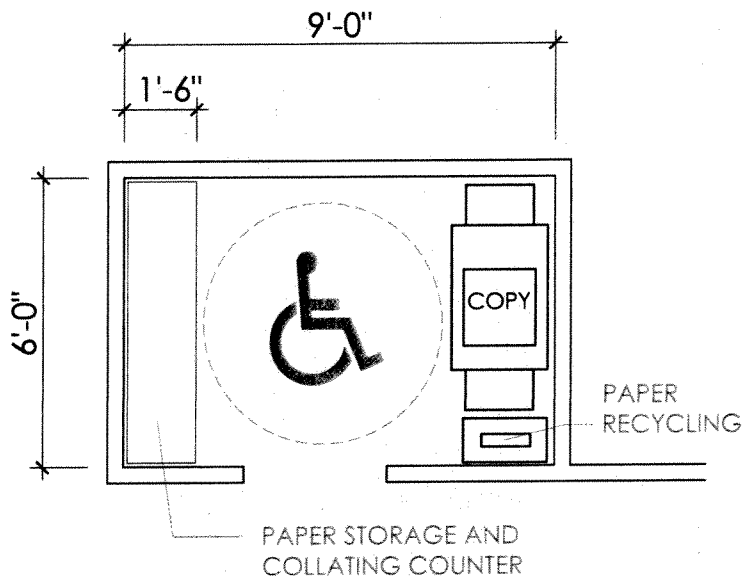
PLUMBING COORDINATION TO BE
CONSIDERED IN INITIAL PLANNING

scale 1/4" = 1'-0"

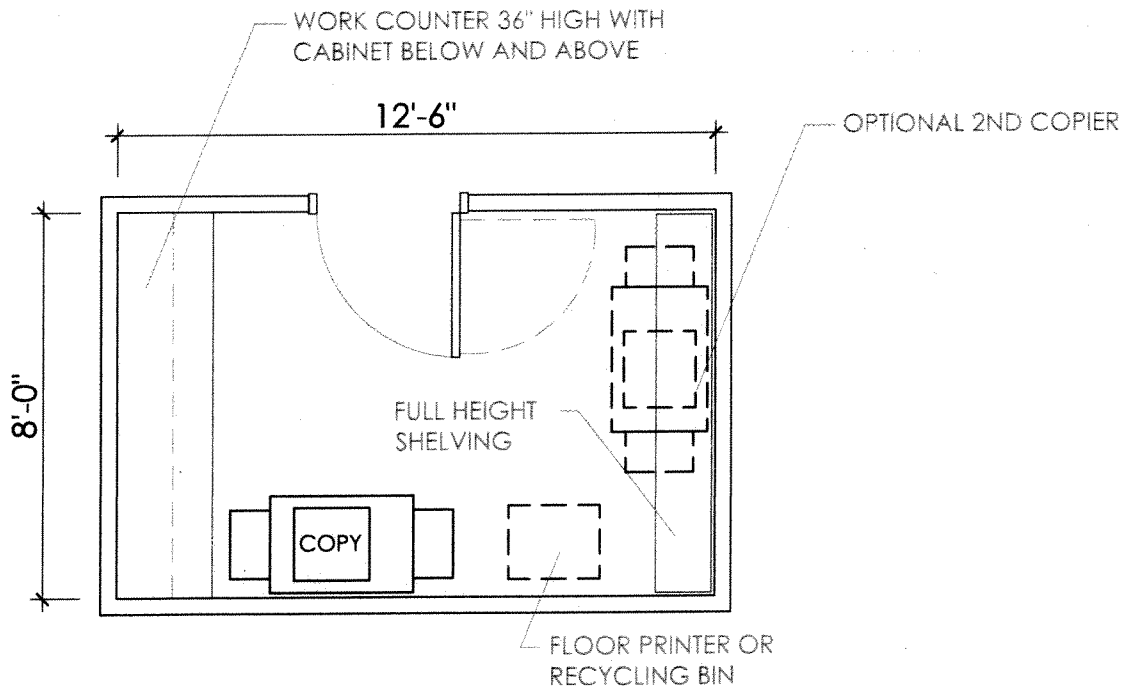
NYC SPACE GUIDELINES
DRAFT V.4a

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

COMMON SPACES



11A CONVENIENCE COPIER: 54 CSF



11B HIGH VOLUME COPY ROOM: 100 CSF

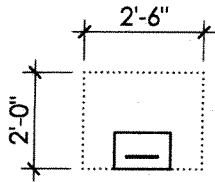
11 COPY CENTER

scale 1/4" = 1'-0"

DCAS/DRES

A1
A2
A3
A4
B1
B2
C1
C2
C3
C4
C5
C6
D1
D2
E1
E2
E3
E4
E5
E6
F1

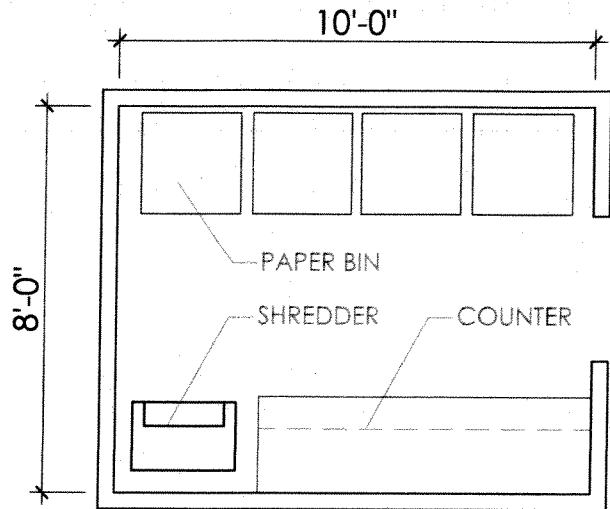
COMMON SPACES



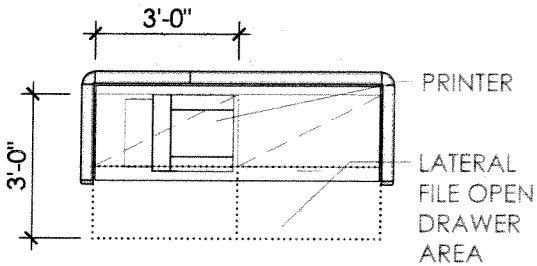
12A LOCAL SHREDDER: 5 CSF

12 SHREDDER

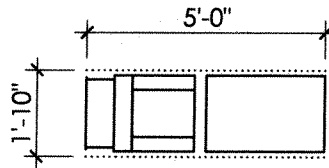
(SHREDDER DIMENSIONS VARY BY MODEL AND MANUFACTURER)



12B CENTRAL SHREDDER: 80 CSF

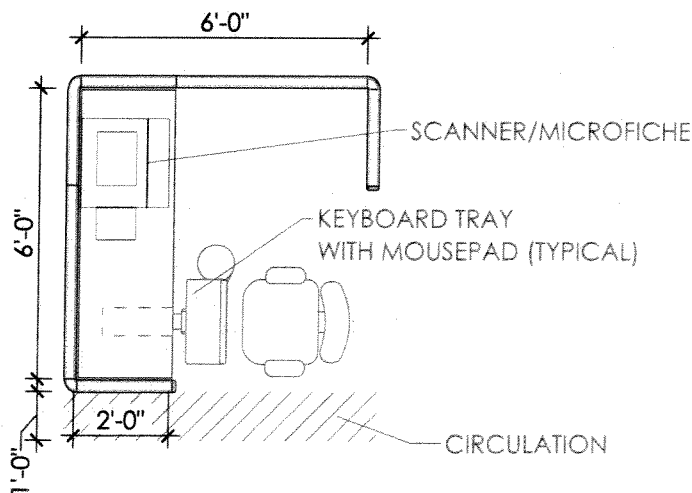


13A LOCAL PRINTER/FAX: 9 CSF
 PLACED ON TOP OF 2 DRAWER LATERAL FILES ALONG CIRCULATION PATHS AND TEAMING TABLE LOCATIONS. REFER TO A4 FOR EXAMPLE.



13A HIGH VOLUME FLOOR PRINTER/FAX: 9 CSF

13 PRINTER/FAX STATION



14 SCANNER/MICROFICHE SHARED COMPUTER: 42 CSF

scale 1/4" = 1'-0"

A1
 A2
 A3
 A4
 B1
 B2
 C1
 C2
 C3
 C4
 C5
 C6
 D1
 D2
 E1
 E2
 E3
 E4
 E5
E6
 F1