DGS BUILD MAINTAIN SUSTAIN
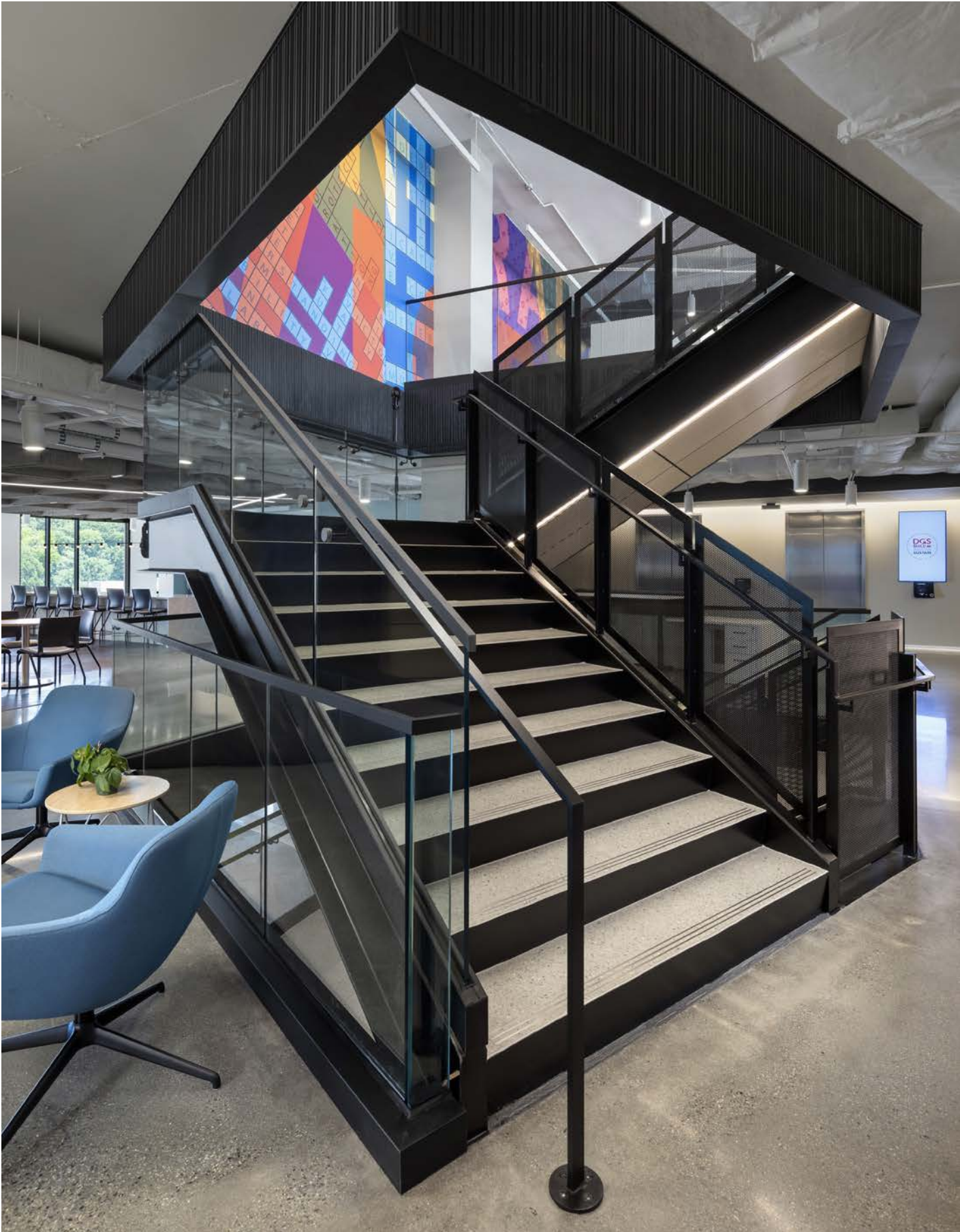DEPARTMENT OF GENERAL SERVICES

Government of the District of Columbia
Department of General Services

Workplace Design Guidelines

September 2023

Contents

Section 1.
Introduction

Contents

Introduction Overview

The District of Columbia Department of General Services (DGS) developed these guidelines to provide agencies, planners, space programmers and designers a reference guide and toolkit for creating a high-performance workplace. These guidelines provide more than a categorization of space types. They also include ways to integrate sustainable principles, leverage technology, understand generational thinking and its impact on the workplace and showcase unique "brand" features in District space and the like.

Purpose

• To provide guidelines for new and renovated District workplaces.

• To use as a tool for efficient, standardized design and workplace operations, providing for optimum use of real estate.

Suggested Uses

The guidelines are intended to:

• Give context for the District of Columbia Department of General Services' latest thinking about the workplace.

• Explain goals, purpose, and opportunities for change.

• Serve as a guide for space usage and allocation.

• Provide benchmarking information.

• Incorporate sustainable practices into future development.

• Maintain consistency throughout District facilities.

• Integrate and leverage technology solutions to streamline space design.

User Groups

This guide is directed at all individuals responsible for planning, programming, designing and executing changes to the work environment as well as those who will occupy the new or renovated space. The types of individuals who may often utilize the District Design Guidelines include:
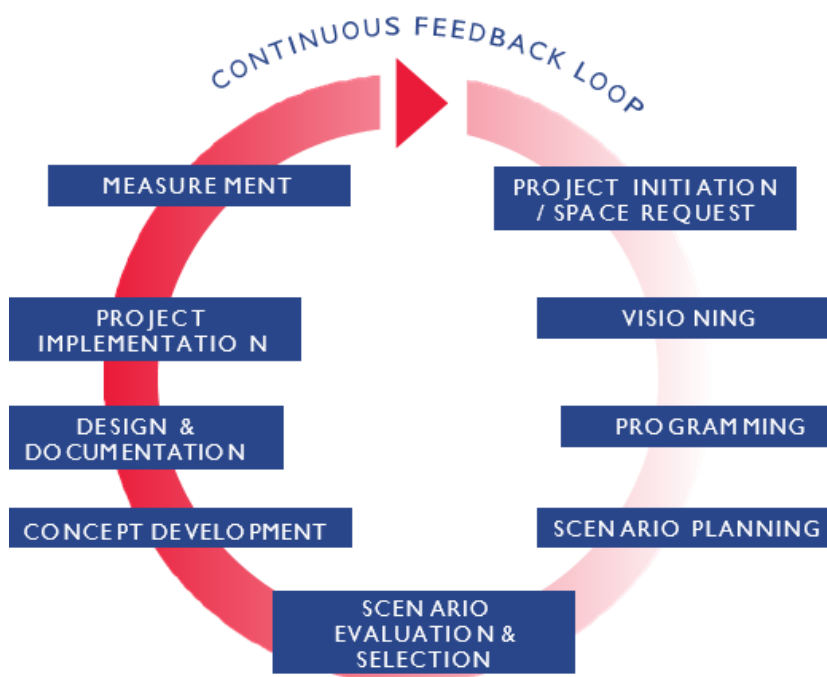
• Agency Directors

• Managers

• Supervisors

• Union Staff

• Non-union Staff

• Planners

• Programmers

• Designers

• A/Es

• Landlords (for leased spaces)

Design Guideline Structure

DESIGN GUIDELINE ELEMENT	OVERVIEW DESCRIPTION
1. Introduction	What are the District Design Guidelines and how do I use them? What are the needs of a high-performance workplace and how do these guidelines support it?
2. Workplace Strategy	Which design strategies best support District agency goals and increase the employee experience? How can we use data to support decision-making and contribute to a high-performance workplace?
3. Space Allocation	What are guidelines for allocating spaces for my project?
4. Planning Principles	What are the best principles to utilize before we plan the space?
5. Space Types	What are the requirements for all individually assigned and shared spaces?
6. Branding, Wayfinding, & Graphics	What are the brand attributes of District space? How will a visitor "know it when they see it"?
7. Furniture	What should we expect from our furniture? What language should be incorporated into an RFP to ensure that furniture solutions will support a high-performance workplace?
8. Sustainable Design	What are sustainable design practices that can be integrated into my project?
9. Technology	What forms of technology are recommended for District workplaces to support users?
10. Health & Wellness	How will the design guidelines contribute to the health and well-being of the employees of District?
11. Diversity, Equity & Inclusion	How can the guidelines help celebrate diversity and support inclusion and equity for all District workplaces?

Delivery Process

This diagram illustrates DGS's process for delivering space to their client agencies. It starts with a project initiation or space request and ends with implementation and measurement of the project. These guidelines come into play throughout this process. Though these first steps are often the shortest in duration, they can be the most impactful when it comes to engaging the client, minimizing future risk and ensuring the project team is planning a solution for the "right problem."

CONTINUOUS FEEDBACK LOOP

MEASUREMENT

PROJECT INITIATION / SPACE REQUEST

PROJECT IMPLEMENTATION

VISIONING

DESIGN & DOCUMENTATION

PROGRAMMING

CONCEPT DEVELOPMENT

SCENARIO PLANNING

SCENARIO EVALUATION & SELECTION

New Workplace Focus

Examining the last several years in workplace design, there has been a significant shift in how people work and how space is designed to support that work. Many organizations and government entities are carefully studying the ways that their employees actually work compared to their current work environment.

Health and Safety

Health, Wellness and the addition of Safety will be areas that the workplace of the future will begin to incorporate with more regularity. New generations are more focused and concerned about well- being as an integral part of the employee experience.

Incorporation of wellness rooms, prayer rooms, meditation rooms and other spaces to support mental as well as physical health will become ubiquitous. The addition of biophilic and natural design elements will likely increase.

Access to Outdoor Spaces

As a compliment to Health & Safety, providing more and varied outdoor venues will rise. Buildings with these spaces as a part of an amenity package will be more and more in demand.

Space Equity

Just as accessibility design was an important design focus in the recent past, the notions of cultural and organizational of diversity & inclusion and equity will also expand to the physical and technological realm. Providing equal access to all spaces, and technologically supporting those spaces for equity outside of the office for remote workers will be important for this focus.

Flexibility and Re-Configurability

As organizations recognize and respond to the fact that work styles and the types of work that needs to be done will be continuously changing and evolving, non-fixed design elements, moveable and demountable partitions, and other flexible changeable, and reconfigurable solutions will become more prevalent.

Choice

As a corollary to flexibility – flexibility in terms of where employees need to work continue to accelerate. Choices of spaces, venues, and locations will be required to support the work of the future.

Virtual Culture

Organizational culture will continue to develop as the world incorporates and normalizes some portions of remote work. The integration and development of new technology, tools, and the spaces that accompany these tools for employee development will increase.

↑ *Interior Connecting Stairs at 3924 Minnesota Avenue, NE*

Section 2.
Workplace Strategy

Contents

Workplace Strategy Overview and Process

Workplace Strategy is a process that analyzes an organization's strategic, operational, cultural, technological, and real estate components to help craft a more high-performance workplace – leading to a work environment that supports and enhances both the employees and the agencies' overall mission.

Below is a guideline for the process with the associated benefits and outcomes:

STRATEGIC APPROACH

Visioning

Prioritizes objectives and build agreement on the most important elements in the workplace

Programming

Defines program of requirements based on agency and departmental needs

Operational Surveys Workplace Assessment

Gathers information on process, technology, and tools to identify areas for improvement

Efficiency Assessment

Analyzes the infrastructure, tools, and work processes in collaboration with management and employees

Focus Groups

Examines how different functional teams operate across the organization

Scenario Planning

Imagines a range of possible futures, guided by Vision Session objectives; models a variety of operating environments

Summary Report

Compiles a comprehensive report of findings, analysis, and recommendations

Workplace Strategy Process

The following are a list of possible steps an agency can employ to help build a high-performance workplace.

Visioning

- Defines Strategic Priorities, Decision Criteria, Design Attributes, and Constraints to qualify future options that align with the organization's priorities

- Ensures each team member is in step with the project's priorities and goals

Programming

- Develops baseline program of requirements based on agency needs, including headcounts and space type requirements

Operational Surveys

- Provides information about how the organization operates at every level

- Demonstrates how particular generations, positions, and groups within the agency view issues such as collaboration, tools, technology, work processes, and physical space

- Reveals how the agency sees itself culturally in regards to collaboration, hierarchy, innovation, and market focus

Focus Groups

- Captures operational and cultural nuances important in creating a more productive workplace

- Builds powerful buy-in and helps manage future change as everyone is able to share their insight

Scenario Planning

- Tests a range of workplace futures with different cost implications

- Provides qualitative information on how each scenario meets strategic priorities and key operational and physical attributes

- Defines criteria for the future office space to consider when going to market (if applicable) See following page for more information on Scenario Planning

Additional Analysis Tools

- Technology and Process Assessment

- Observational Studies

- Employee Engagement Assessment
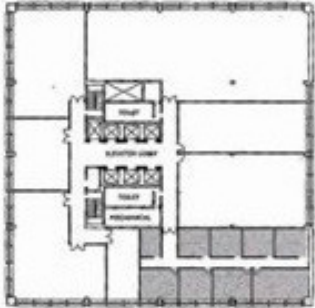
- Cultural Assessment

Scenario Planning

Scenario planning allows both the end user and consultants/real estate advisors to provide more value to the process. This comparison chart shows the analysis of an organization's growth projections to see how long an existing space (or new one) will be sufficient to manage the growth.

In Scenario 1, under current growth projections and current standards, this group would be out of space in just over 3 years (shown in red). In Scenario 2, it shows that with the expected growth projections and a change in standards, this group wouldn't run out of space for the life of the lease.

The true benefit of scenario planning is to give the organization a look at the future, helping the real estate team craft the right combination of options (and terminations). This process also gives the space request process more confidence in the selection.

SCENARIO STANDARDS	
Circulation (as % of total sf)	29%
Core Factor (est.)	12%
Contingency	5%

Building rentable sf 9th floor	28,907
Lease rate per sf (full svc avg over 10 yrs)	$55.91
Move Required	

	Current State			High Growth - 2 yrs Then Constant			High Growth - 2 yrs Then Constant - New Standards			High Growth - 3 yrs Then Constant		
	Curr			1			2			3		
	No additional support spaces			Includes recommended support spaces			Includes recommended support spaces			Includes recommended support spaces		
Office + WS Sizes	3 office sizes, 200 to 120 sf			3 office sizes, 200 to 120 sf			2 office sizes, 150 to 100 sf			3 office sizes, 200 to 120 sf		
Workspace ratio	62% private ofcs, 38% wkstns, 0% remote			62% private ofcs, 38% wkstns, 0% remote			62% private ofcs, 38% wkstns, 0% remote			63% private ofcs, 37% wkstns, 0% remote		
Workstation Size	70 sf			70 sf			48 sf			70 sf		
	8/1/2020	12/31/2023	12/31/2027	8/1/2020	12/31/2023	12/31/2027	8/1/2020	12/31/2023	12/31/2027	8/1/2020	12/31/2023	12/31/2027
	Move-In	3.416 years	7.416 years	Move-In	3.416 years	7.416 years	Move-In	3.416 years	7.416 years	Move-In	3.416 years	7.416 years
Square Footage (sf)	29,013	35,936	39,017	38,437	45,360	48,441	34,879	40,629	43,014	38,436	51,156	54,568
SF per person	290	257	250	384	324	311	349	288	274	384	296	284
Workstations	43	54	59	43	54	59	43	54	59	43	66	71
Staff	100	140	156	100	140	156	100	141	157	100	173	192

SCENARIO STANDARDS	
Circulation (as % of total sf)	22%
Core Factor (est.)	12%
Contingency	2%

Building rentable sf per floor	25,000
Lease rate per sf (full svc avg over 10 yrs)	$65

Contingency:	square footage that accounts for unforseen circumstances, inefficiency in building shapes, etc.; defined as a percentage on top of the defined usable spaces that do not include Contingency
Core factor:	square footage that is taken up by building internals like elevator shafts, fire stairs, restrooms, etc.; defined as a percentage on top of the total usable space in the building

Scenario 6 - 3% Growth	
Office Sizes	1 modern atty office size, 200 sf
Growth	3% growth to move-in, 3% 5yrs, 3% 10yrs
People by workspace	61% private ofcs, 0% shared ofcs, 37% wkstns
Space Optimization	removed unused space and 90% of library
Workstation Size	2 wkstn sizes, 64/48 sf

|	Move-In	10 years	15 years
Square Footage (sf)	281,217	329,842	359,603
SF per person	401	349	328
Perimeter offices	372	502	580
Interior offices	58	78	92
Workstations	267	355	411
Partners	140	188	218
Annual lease value (at $65 per sf)		359,603	$23,374,455
Annual lease value (at $80 per sf)			$28,768,560
Annual lease value per partner			$107,222
Annual lease value per attorney			$41,371
10 year lease value			$233,744,550

Area Definitions

Net Area (NSF)

Net (Assignable) Area is the area required to accommodate a function, equipment, an occupant or an occupant group. Net area includes interior walls, building columns and projections. Net area excludes exterior walls, major vertical penetrations, building core and service areas, primary circulation and secondary circulation.
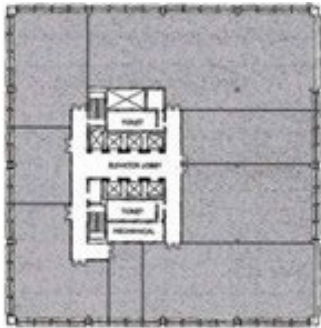
Usable Area (USF)

Usable Area is the floor area of a building assigned to occupant groups or available for assignment. Usable area includes net area of interior walls, building columns and projections, and secondary circulation. Usable area excludes exterior walls, major vertical penetrations, primary circulation and building service areas.
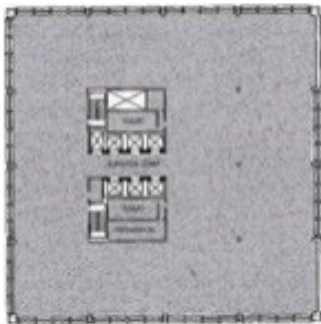
Rentable Area (RSF)

Rentable Area is the floor area of a building that is available for assignment to a tenant as a basis for calculating rent. This area provides a consistent basis of comparison with other buildings whether leased or owner occupied. Rentable area includes the usable area, building core and service areas, and primary circulation. It excludes major vertical floor penetrations, such as elevator shafts and stairs.

Alternative Work Settings

The following describe **"on-site"** work settings that support new ways of working for District employees:

	Strategy	Benefits	Disadvantages	Location(s)
Shared Settings	Two or more employees sharing a single, assigned workspace	• Better space utilization • Increase headcount without increasing space	• Requires timing coordination of resource use • Takes away potential to personalize space	• Office • Workstation • Informal meeting room
Group Settings	Designated group or team space for a specified period of time	• Better space utilization • Increase headcount without increasing space	• Requires timing coordination of resource use • Takes away potential to personalize space	• Project room • Multi-use room
Activity Settings	Variety of work settings to fit diverse individual or group activities	• Provides users with a choice of settings to best respond to tasks • Fosters team interaction	• Unassigned nature of settings may result in conflicts with cultural expectations	• Project room • Multi-use room • Informal meeting room
Hoteling	Employees call to reserve workspace in main office facility where there are fewer offices than staff	• Accommodates staff increases without corresponding increase in facilities and leasing costs • Minimizes costs of workstations and office construction	• Reservation systems can be cumbersome (employees may reserve, then don't show) • Effort required to keep employees from "moving in" • Requires cultural change • Employees must abide by new protocol	• Office • Workstation
Free Address	Workspaces shared on a first-come, first-serve basis	• Maximized use of unassigned space • Minimizes real estate overhead • Minimizes cost of workstations and office construction • Suitable for highly mobile / transient occupancies	• Takes away potential to personalize space • May be inadequate accommodations on peak days in the office • Requires cultural change • Employees must abide by new protocol	• Office • Workstation

Alternative Work Settings

The following describe **"off-site"** work settings that support new ways of working for District employees:

	Strategy	Benefits	Disadvantages	Location(s)
Home Office	Support connectivity and an appropriate working environment in the home	• Helps employee balance work / life • Major attraction / retention leverage • Reduces space required in office locations	• Requires employees to structure time and work differently • Implies alternate management supervision techniques	• Home
Virtual Office	Work anywhere, anytime	• Helps employee balance work / life • Major attraction / retention leverage • Reduces space required in office locations	• Requires employees to structure time and work differently • Implies alternate management supervision techniques • Seamless connectivity is a requirement	• Home • Car • Train • Airplane • Coffee shop • Book store

Section 3.

Space Allocation

Contents

Space Allocation Overview

Purpose

- To assist with the development, planning and allocation of space across the District.

- To provide benchmarks based upon best practice averages from peer agencies and regional examples from pilot projects.

- To provide guidelines that inform, but do not replace, the need for individual, project-by-project architectural programming.

- To give broad planning ratios and guidelines that can be used for early project scoping.

- To yield facilities that are consistent and standardized, which will minimize the need for frequent modification as agencies move, grow and churn.

- To assure that adequate support facilities accompany all workplaces.

Suggested Uses

- Basic guide for managers to assist with space development and allocation.

- Basic guide to learn planning ratios and guidelines and asset type definitions.

Space Considerations

This section focuses on the allocation of space within administrative spaces that house various agencies and operations within the District's real estate portfolio. These spaces may be located in portions of leased facilities or in buildings entirely occupied by the Government of the District of Columbia.

Design considerations for administrative spaces include:

- More collaborative places to accommodate a higher proportion of knowledge workers in the workforce.

- An appropriate mix of spaces to serve customers and constituents, as well as support places to house business units, infrastructure groups and back-of- house functions.

- Abundant opportunities to communicate the District's values and goals to customers, visitors, constituents and partners.

Space Allocation Framework

Allocation guidelines are intended to be used as a planning tool in the development of high-level, generic program requirements for both new and renovated facilities. They represent simple "rules of thumb" for size and quantity of the places that are part of the District's design guidelines. The ratios and sizes are provided as a guideline for high- level space planning.

These allocation guidelines cannot replace project and site specific detailed programming. Each facility/project program will develop and validate unique requirements based on type of operation, functions, anticipated growth, financial viability and agency-specific considerations. Special circumstances that may dictate the need to consider variations from these guidelines include:

• Legacy conditions

• Variances in cost impact

• Project/building scale

• Security constraints

• Technology access or infrastructure

• Existing conditions constraints

This section documents allocation based on individual and shared space. Individual space includes workstations, enclosed offices and touchdown spaces, while shared space includes arrival and public spaces, group and community spaces and amenities.

Individual space and shared space are allocated differently:

• Individual space: Represents 60-70% of total square footage and is allocated based upon assessment of individual work style/function

• Shared space: Represents 30-40% of total square footage and is allocated based upon asset type and number of persons served

Section 4.
Planning Principles

Contents

Planning Principles Overview

Purpose

- To facilitate development of the design approach and concepts to agencies planning to use the District Workplace Design Guidelines.

- To provide structure and consistency to the planning process that will ultimately benefit agencies who use the Guidelines.

- To encourage appropriate space utilization by designing elements that can be repeated throughout all District workplaces.

- To provide planning principles and guidelines for master planning space and assembling space types into coherent, vibrant workplaces.

- To demonstrate high-level concepts that are addressed early on in the design of District Workplace Design Guidelines.

- To provide an overview of planning goals, principles, and approach for master planning for District workplaces so it is functional, flexible, and meets the variety of needs of its occupants.

Basic Planning Principles

The District Workplace Design Guidelines integrate several key master planning principles:

- Modular, flexible and adaptable workplace

- Workplace organized through zoning and circulation

- Workplace organized around the building core

- Workplaces that respond to existing building opportunities and constraints

Planning Goals

Planning goals have been established to help in the master planning of District workplaces. These principles help achieve the following goals:

- Maintain consistency across District's portfolio

- District employees are comfortable and productive within all District premises, whether they are in their assigned location or visiting partner agencies.

- Provide a flexible, modular and adaptable workplace that can accommodate change

- District agencies can self-control their work environment in response to some changes in business process with minimal cost, disruption or intervention from the facilities team.

Basic Planning Principles

Plan for sustainability
Seek opportunities for creative reuse / repurpose existing materials and look for opportunities to create areas that serve multiple purposes.

Help minimize costs to accommodate future moves and renovation.
Work-anywhere employees never have to be formally moved again – they simply carry their laptop and phone to their new District workplaces.

Make it easier to move people or reconfigure space with minimal disruption.
Unassigned seating eliminates the need for multiple moves when implementing a reorganization or building restack.

Provide people with access and proximity to resources they need.
Work-anywhere employees may locate themselves in close proximity to people, equipment or other resources that they may need on a temporary or long-term basis.

Create a workplace that is easy to navigate through the use of architectural landmarks and clear, coherent wayfinding.
District employees easily find people and resources within all District premises, whether they are based in an assigned location or visiting partner agencies.

Provide a workplace that allows for wellness, diversity, inclusion, and accessibility.
District employees have varied requirements, identities, and work styles that the design guidelines should take into consideration when planning new offices.

Modular, Flexible, and Adaptable Workplace

- Plan workplaces that are flexible, adaptable, modular and reconfigurable, and that easily respond to change

- In multi-story buildings, maintain consistency of floor organization from floor to floor

- Use consistent, modular systems and components

- Minimize customization and unique requirements where feasible

- Provide spaces that can serve multiple uses and multiple users

- Use modules that can "morph" over time as needs change

Organize the Workplace through Zoning & Circulation

- Consider how space needs to be organized around fixed and flexible elements

- Organize individual workspaces into work neighborhoods to accommodate quiet, concentrative work while organizing adjacent community spaces into "activity centers" to encourage collaboration and community. Separate the more quiet neighborhoods from noisier "activity centers" of support places with circulation paths.

- Maximize access/proximity to daylight and views by minimizing enclosed spaces along the building exterior.

- Maximize access/proximity to support space, storage and equipment

- Develop logical planning systems that consider the location and distribution of infrastructure
    - Structure
    - Power
    - Lighting
    - Cabling and data
    - HVAC

- Map out infrastructure, zoning, circulation, and flexible areas to best accommodate changing business/work processes.

Planning Dos and Don'ts

DOs	DON'Ts
PROVIDE THE BEST SPACE FOR THE MOST PEOPLE	
Zone group activity areas next to the window wall	Commit perimeter window wall space to private offices
Provide energetic, inspiring atmosphere for community and amenity areas	Place open work settings in a "deep floor" space with limited access to views and natural light
Consider convenience of location when planning for large group assembly spaces (i.e., ground floor near services)	Assign all enclosed space to individuals, prohibiting the use of that resource by others
Reserve out of the way, "protected" areas for groups that need security	Utilize group space for individual or team storage assignment
PROVIDE CLEAR ORGANIZATION OF SPACE	
Use color and signage to organize space clearly and concisely	Block main circulation ways with unnecessary architectural or furniture impediments
Leverage branding guidelines to enliven space and act as wayfinding	Place critical group services or resources in hard to find, non-central locations
Respect the zones defined for a floor to ensure a clarity of organization	Allow zones to be compromised with non-allocated uses
ACKNOWLEDGE LOCAL CONTENT	
Embrace local customs and cultural norms, allowing them to be visible and meaningful to a facility	Revert to overly rigid "standards" that seek to homogenize without respect to specific location
USE RESOURCES PRUDENTLY	
Prioritize project expenditures to focus on high-impact areas that receive the most use by visitors and employees	Forget critical support areas that are key to the operation of a facility (i.e., janitorial spaces)
Ensure employees participate in space decisions	Overspend on front-of-house visitor areas in facilities where that does not contribute to key goals

Building Considerations

Understand Existing Building Constraints and Opportunities

Once a building has been identified, it will be necessary to conduct an analysis of the existing floor plate to understand the constraints and opportunities that will have an impact on master planning. Things to consider include:

- Location of core and fixed elements
- Core to exterior building depth
- Floor plate shape and proportions
- Structural grid and other fixed infrastructure elements
- Unique building attributes
- Building energy performance (LEED)
- Health & wellness rating (WELL)
- Air quality data

Understand Existing Building Usage and Location

It may sometimes be necessary to study the building location optimization factors or direct observation information among current and intended occupants of the new location. Things to consider include:

- Proximity to client or partner agencies
- Ease of access to major artery roads or public transportation
- Need for multiple locations versus a consolidated location within the District
- Openness to adapt to change

Planning Examples

Provide clusters of teams/ workstations with open & closed collaboration where possible

Centrally locate collaborative/ interactive spaces to bring people together and to provide accessibility and space equity. Locate internal stair (if required) adjacent to these spaces

Provide sufficient huddle/ quiet spaces for focused work or privacy

Plan spaces to allow visibility through the office

Locate workstations at perimeter with adjacent collaborative spaces where possible

Locate offices on the interior with glass fronts

- Maintain open circulation path around perimeter

- Allowances to be made for additional printers to be located above low filing cabinets.

- Power and data provisions to be made on end panel.

- Employees should not sit with their backs to backs to primary circulation or entry/exit point.

- Private offices and other hard wall construction should not be located along curtain wall window. All enclosed spaces should be located against the central building core or against solid wall with no window penetrations. Only locate on a solid, window-less perimeter wall when core locations are limited or do not exist.

Section 5.
Space Types

Contents

Space Types Overview

Purpose

- To define the acceptable standards and establish consistency for District government workspaces.

- To provide a description of space types that can be used to plan high-performance District workspaces.

Suggested Uses

The guidelines are intended to:

- As a space categorization guide of available space types and their uses.

- As a guideline for standard sizes, attributes, and requirements. Sizes, specifications, and needs are recommendations and will vary between specific programs and agencies.

Assigning an Enclosed Office

Spaces should ideally reflect the requirements of the work being done, not the position a person occupies in the hierarchy. Much of today's research suggests that private offices, although important for focused work, are often unoccupied for most of the day. Real estate research data estimates that the average office is only occupied 37- 40% of the time; these employees are working in other places in the workplace for up to 60%+ of their time.

With the increase of remote work, similar data suggests that focused work is often better done at home. In one study of 1200 knowledge workers, a large percentage of (up to 35%) would trade a designated office for more liberal remote work policies.

Therefore, the opportunity is to use data, not hierarchy or entitlement, to identify the use of offices - and all other workplaces - that best support the work being done and mission of the organization. Providing a choice of reservable and non-reservable spaces for a variety of work and workstyles should be supported.

Space Categorization Guide

The space types included in this guide support individual and group work, collaboration, and community needs. Sizes, specifications, and needs are recommendations and will vary between specific programs and agencies.

INDIVIDUAL

- All space used as the primary work area for employees
- Includes assigned and unassigned spaces
- *Examples: individual workstations, enclosed offices, touchdowns*

GROUP

- All space that supports work groups
- *Examples: team collaboration areas, conference and huddle rooms, project rooms, team storage, library/ resource areas*

SHARED

- All space that supports multiple work groups, including core spaces that support building operations
- *Examples: conference rooms, pantries, informal break out spaces, copy rooms, mail room, electrical closets, and janitorial closets*

VISITOR

- All space intended to be used by non-employees, including services that support a facility
- *Examples: lobby/reception, waiting area, coat room, some training rooms*

Individual Spaces

Individual spaces support individual work either by providing an open setting where collaboration can easily happen and heads-down work can be achieved or an enclosed setting for privacy. Determining space types for work functions can be examined by the following:

	Workstation (Standard)	Unassigned Workstation / Hoteling	Function-Specific Workstation *Required approval by DGS	Unassigned / Hoteling Enclosed Office	Assigned Office	Leadership Office *Required approval by DGS	Remote
Administrative	🟥	🟥	🟥	🟥			🟥
Data	🟥	🟥	🟥	🟥			🟥
Clerical	🟥	🟥	🟥	🟥			🟥
Analyst	🟥	🟥	🟥	🟥			🟥
Specialist / Manager	🟥	🟥	🟥	🟥			🟥
Supervisor	🟥			🟥			🟥
Associate				🟥	🟥	🟥	🟥
Deputy				🟥	🟥	🟥	🟥
Director				🟥	🟥	🟥	🟥

Individual Spaces

Workstation (Standard)

General Description
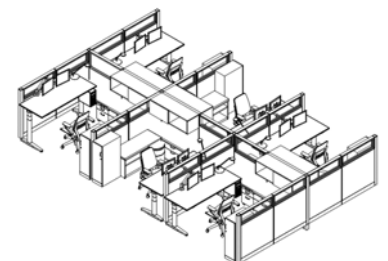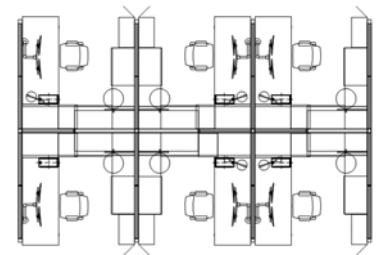- The Standard Workstation supports highly autonomous work activities
- Functions that can be accommodated in this setting include, but are not limited to:
  - Administrative
  - Data
  - Clerical
  - Analyst
  - Specialist/Manager

Location and Size
- Open office area
- 6x8 = 48 SF

Workspace Features
- 54"H panel with 24" of acrylic at spline
- 72"W X 30"D adjustable desk
- 36"W lateral file / storage with 36"W high mounted shelf above
- Desk mounted modesty panel
- Mobile pedestal

Technology
- Dual mounted monitors
- Landline / Digital / VoIP
- Docking station
- Keyboard / Mouse
- Cat6 / Data drop
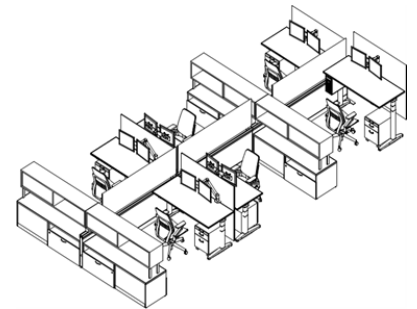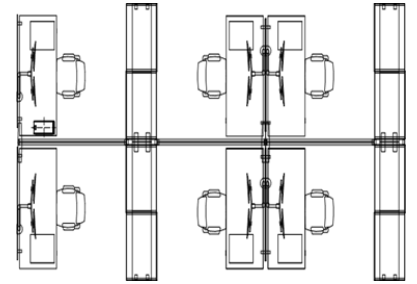
Workstations at 3924 Minnesota Ave NE

Unassigned / Hoteling Workstation

General Description
- Unassigned / Hoteling Workstation supports highly autonomous work activities
- Functions that can be accommodated in this setting include, but are not limited to:
  – Administrative
  – Data
  – Clerical
  – Analyst
  – Specialist/Manager
  – Supervisor

Location and Size
- Open/flexible office area
- 6x6 = 36 SF

Workspace Features
- 54" H panel with 24" of acrylic at spline
- 72" W X 30" D adjustable desk
- Desk mounted modesty panel
- Mobile pedestal

Technology
- Dual mounted monitors
- Landline / Digital / VoIP
- Docking station
- Keyboard / Mouse
- Cat6 / Data drop

Function-Specific Workstation
*Required Approval by DGS

General Description
- The Function-Specific Workstation supports highly autonomous work activities
- Functions that can be accommodated in this setting include, but are not limited to:
  – Analyst
  – Specialist/Manager
  – Supervisor
  – Associate
  – Deputy
  – Director

Location and Size
- Open office area
- 8x8 = 64 SF

Workspace Features
- 48"H panel with 12" of glass
- 12"W x 48"H wardrobe
- 72"W x 30"D adjustable desk
- 18"D X 24"H return along spine
- 48"W overhead shelves
- 30"W lateral files / storage, 30"W open shelf storage
- Pouf for seating, movable pedestal

Technology
- Dual mounted monitors
- Landline / Digital / VoIP
- Docking station
- Keyboard / Mouse
- Cat6 / Data drop

Individual Spaces

Unassigned / Hoteling Enclosed Office

General Description
- The Unassigned / Hoteling Enclosed Office supports highly autonomous work activities with some need to meet privately with direct reports
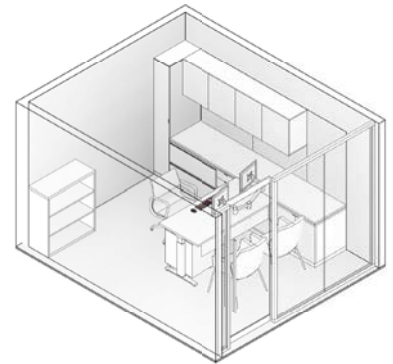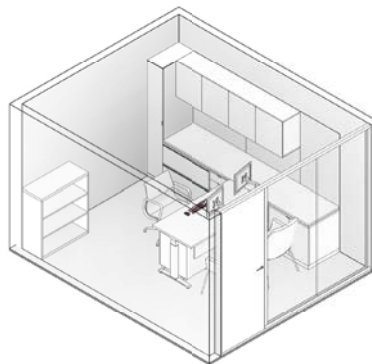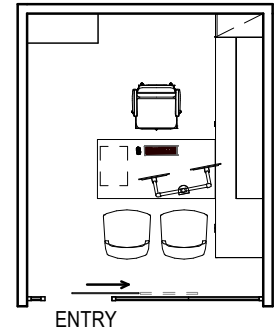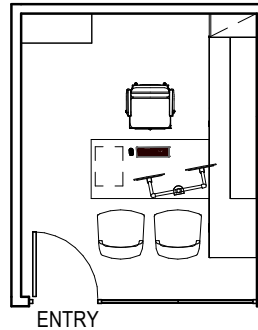
Location and Size
- Enclosed office
- 10x10 = 100 SF

Workspace Features
- 60"W X 30"D adjustable desk
- 24"D X 30"H return
- 12"W X 78"H wardrobe
- 66"W overhead shelf with tackboard
- 36"W lateral file with storage
- 30"W open shelves below
- 30"W closed shelves below
- Movable pedestal
- Task chair
- Guest chair
- Whiteboard

Technology
- Dual mounted monitors
- Landline / Digital / VoIP
- Docking station
- Keyboard / Mouse
- Cat6 / Data drop

ENTRY   ENTRY
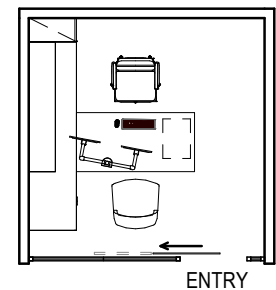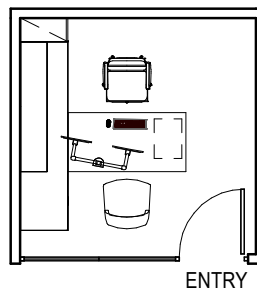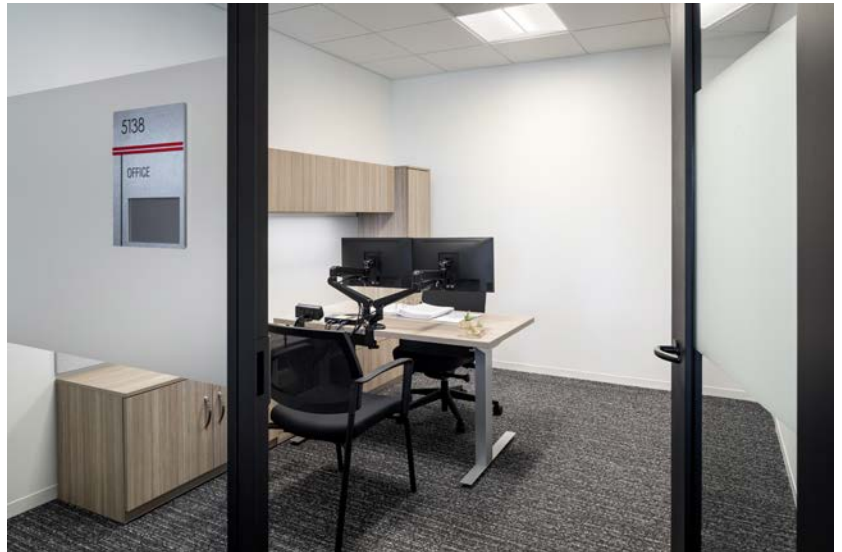
Assigned Office

General Description
- The Standard Office supports highly autonomous work activities with some need to meet privately with direct reports.
- The office of the Director/Chief Officer should be adjacent to a conference room, with a door connecting the two.

Location and Size
- Enclosed office
- 10x12 = 120 SF

Workspace Features
- 60"W X 30"D adjustable desk
- 24"D X 30"H return
- 12"W X 78"H wardrobe
- 82"W overhead shelf with tackboard
- 36"W lateral file with storage
- 30"W open shelves below
- 30"W closed shelves below
- 16"W box-box-file
- Movable pedestal
- 36"W bookcase
- Task chair
- 2 guest chairs
- Whiteboard

Technology
- Dual mounted monitors
- Landline / Digital / VoIP
- Docking station
- Keyboard / Mouse
- Cat6 / Data drop
- Optional: wall-mounted monitor

ENTRY   ENTRY

<u>Leadership Office</u>
*Required Approval by DGS

General Description
- The Leadership Office supports highly autonomous work activities with some need to meet privately with direct reports.
- The office of the Leadership Officer should be adjacent to a conference room.

Location and Size
- Enclosed office + Conference room
- 150 SF (10x15) + 220 SF (10x22)

Workspace Features
- 60"W X 30"D adjustable desk
- 24"D X 30"H return
- 12"W X 78"H wardrobe
- 12"W X 78"H book shelves
- 82"W overhead shelf with tackboard
- 36"W lateral file with storage
- 30"W open shelves below
- (2) 30"W closed shelves below + Seat pads
- 16"W box-box-file
- Movable pedestal
- 36"W bookcase
- Task chair
- 2 guest chairs
- Whiteboard
- Conference table & chairs
- Wall-mounted monitor for conferencing
- Credenza

Technology
- Dual mounted monitors
- Landline / Digital / VoIP
- Docking station
- Keyboard / Mouse
- Cat6 / Data drop
- Optional: wall-mounted monitor
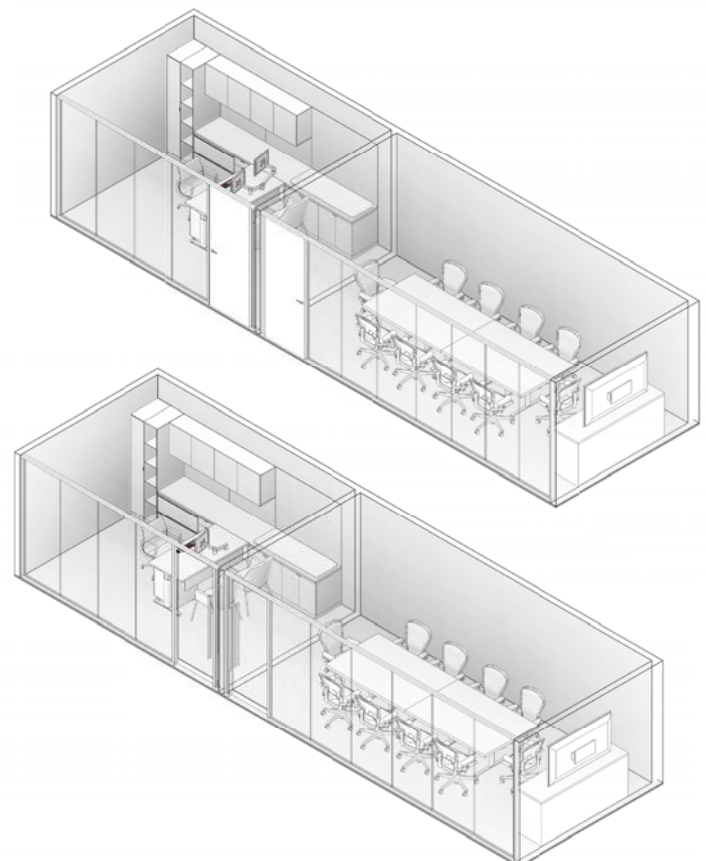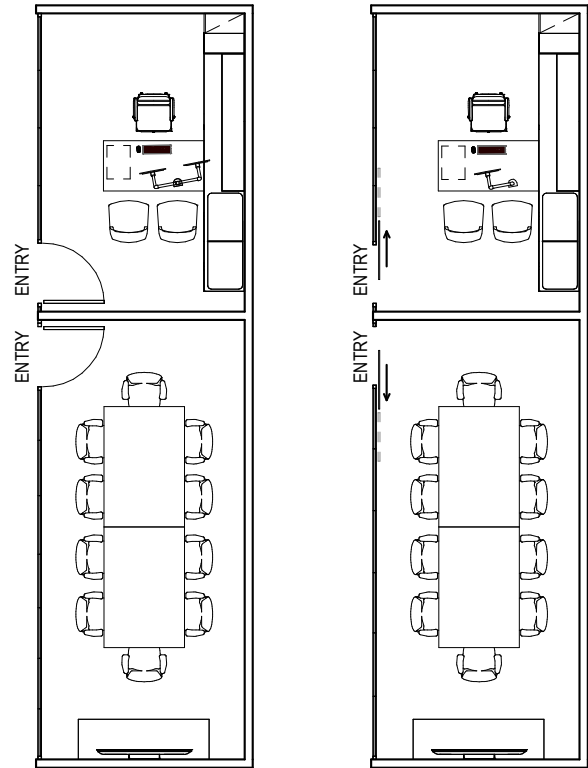
Group Spaces

Group spaces support collaboration and meetings whether they are formal or informal, scheduled or just-in-time. Some team spaces may be enclosed; others may be open or semi-enclosed.

Group spaces include:
• Project Room
• Focus Room
• Huddle / Team Room
• Informal Meeting Room
• Multi-Use Room – Medium
• Multi-Use Room – Large
• Multi-Use Room – Board Room

Left and Above:
Large Multi-Use Rooms at 3924 Minnesota Ave NE

Project Room

General Description
- Intended to be used by staff for short- to medium-term projects where collaboration and communication are important to a team's ability to be productive

Location
- For convenient access in the core area with other shared support places

Room Description
- Enclosed hard wall room with door. Glazing to be incorporated into door

Typical Size
- 400 SF

Furniture Provision
- Large table consisting of several individual tables joined together – tables should have folding legs and be easily configurable for alternative layouts. Ten (10) to twelve (12) chairs with casters optional, whiteboard/ pin board/tackable surface/flip chart and credenzas (optional)
- One credenza with either one (1) laminated large table, twelve (12) conference seating chairs
- (Level 1) or 30"x60" laminate tables and twelve (12) chairs

Power / Voice / Data
- If one large table: twelve (12) outlets; twelve (12) jacks in table; two (2) outlets above credenza and two (2) outlets on each wall
- If multiple tables: eight (8) outlets on each side wall; eight (8) jacks on each side wall; two (2) outlets and two (2) jacks on front and rear walls; two (2) outlets above credenza

Acoustic Rating
- STC 43: 5/8" gypsum board on either side of 3 5/8" metal studs/ sound attenuation

Doors / Hardware
- 1 ¾" solid core door with lite, office lockset, floor mounted doorstop

Equipment and Accessories
- White board on entry wall, one (1) tack board on each side of wall

Signage / Artwork
- Room, etiquette signage
- Artwork (one piece), approved District graphics

Lighting
- General lighting

Security
- None
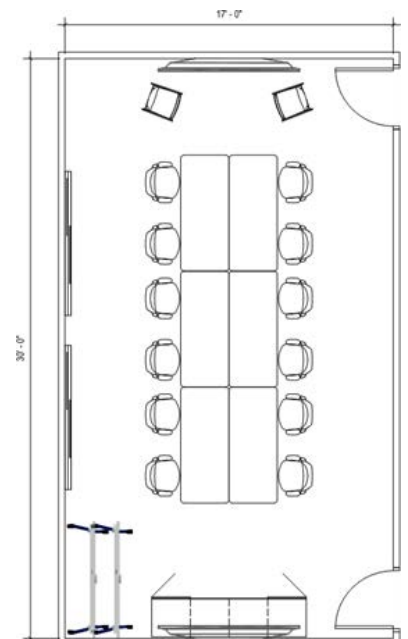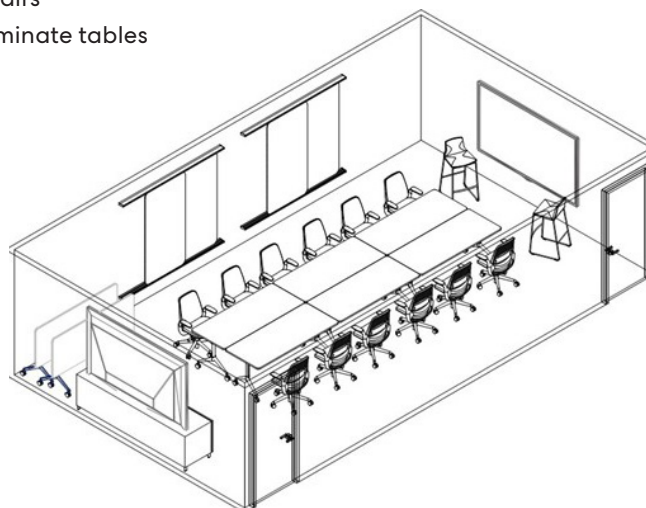
HVAC
- Sound boot required on return duct

Flooring
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD (insulation if walls are not to deck)

Focus Room

General Description
- Non-reservable place for one (1) employee to facilitate conference calls and private one-on-one meetings. Intended for short term use and are not intended to serve as a private office. These rooms are designed for matters that require confidentially/privacy only.

Location
- For convenient access in the core area with other shared support places in groupings where possible

Room Description
- Enclosed hard wall room with door. Glazing to be incorporated into door

Typical Size
- 42 SF

Furniture Provision
- Millwork laminated counter set at standard desk height of 29". Provide sides and back to protect walls. One task chair on casters
- If multiple focus rooms are part of a project, at least one of these focus rooms shall be configured as follows:
    - Millwork laminated counter or table set at café height with 42"
    - One (1) or two (2) café height chair(s)

Power / Voice / Data
- Two (2) outlets above work surface; two (2) data jacks above work surface; two (2) outlets on side wall at standard height

Acoustic Rating
- STC 43: 5/8" gypsum board on either side of 3 5/8" metal stud or 3/4" glass or partial glass

Doors / Hardware
- 1 ¾" solid core door with lite, passage lockset, floor mounted
- doorstop

Equipment and Accessories
- N/A

Signage / Artwork
- Room, etiquette signage
- Artwork (one piece), approved District graphics

Lighting
- General lighting, task lighting

Security
- None

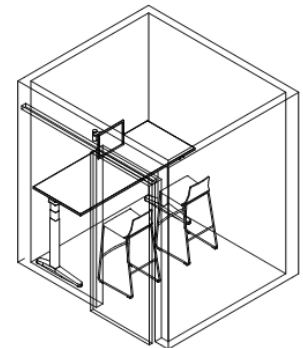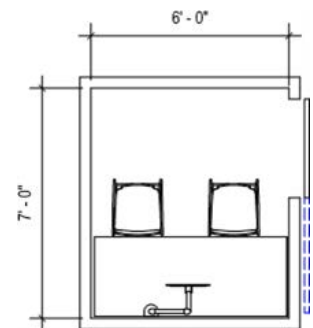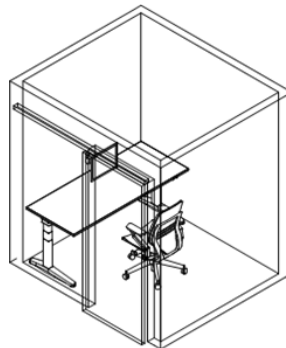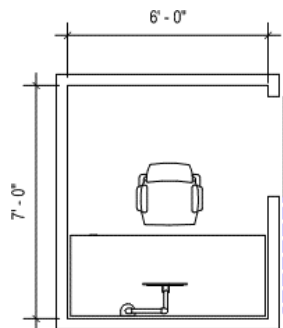## HVAC
- Sound boot required on return duct

Flooring
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD (insulation if walls are not to deck)

Huddle / Team Room

General Description
- Reservable place for up to four (4) to six (6) persons to support meetings and conference calls.

Location
- For convenient access in the core area with other shared support places in groupings where possible

Room Description
- Enclosed hard wall room with door. Glazing to be incorporated into door

Typical Size
- 100 SF

Furniture Provision
- Round laminated table (36" to 48" diameter) or square laminated table (36"x36" to 48"x48")
- Four (4) conference seating chairs (Level 2)
- One (1) phone table

Power / Voice / Data
- Four (4) outlets and four (4) jacks on wall opposite door
- One (1) jack in back corner (for phone)

Acoustic Rating
- STC 43: 5/8" gypsum board on either side of 3 5/8" metal studs

Doors / Hardware
- 1 ¾" solid core door with lite, passage lockset, floor mounted doorstop

Equipment and Accessories
- White board
- Tack board

Signage / Artwork
- Room, etiquette signage
- Artwork (one piece), approved District graphics

Lighting
- General lighting

Security
- None

HVAC
- Sound boot required on return duct
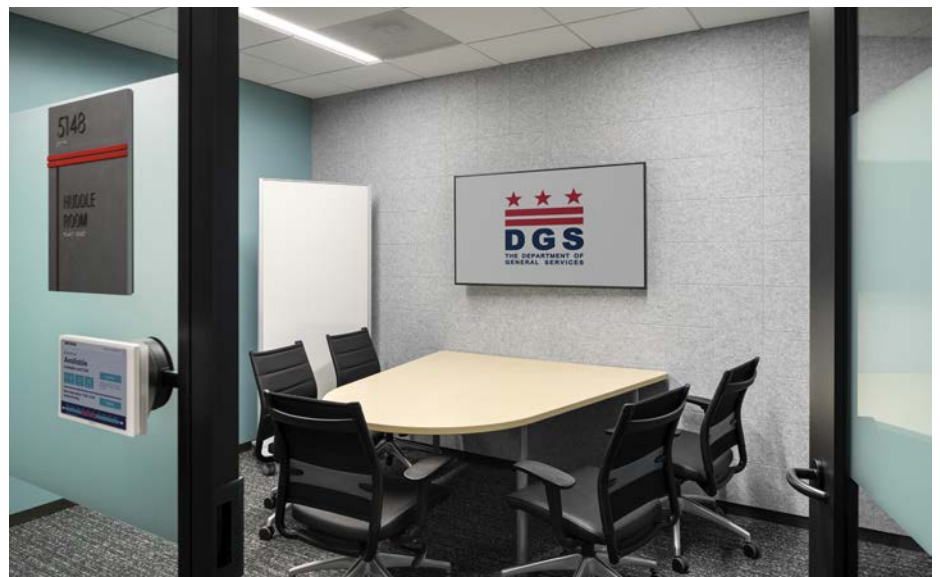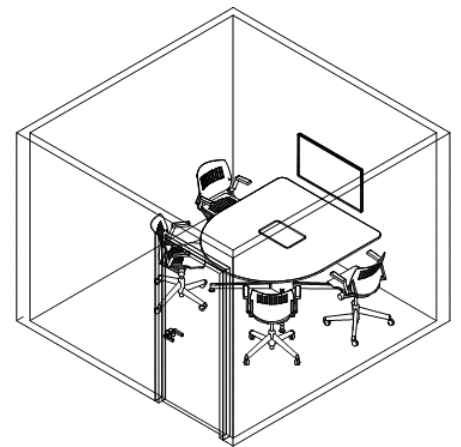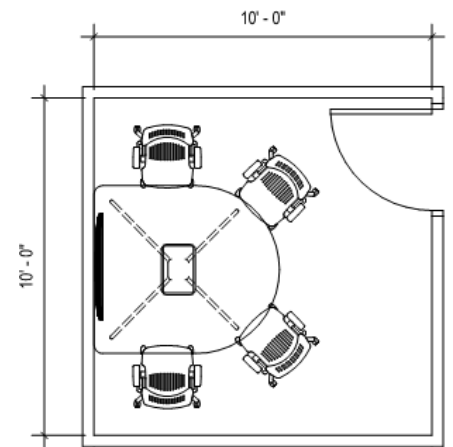
Flooring
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD (insulation if walls are not to deck)

A/V
- To accommodate hybrid work environment

Informal Meeting Room

General Description
- Non-reservable place for four (4) to six (6) persons to allow quiet working environment, small meetings, or brainstorming use.

Location
- Core areas separated from the path of traffic as possible

Room Description
- Enclosed hard wall room with door. Glazing to be incorporated into door

Typical Size
- 120 SF

Furniture Provision
- One (1) 72" sofa
- Two (2) lounge chairs
- Two (2) small occasional tables
- One (1) coffee table

Power / Voice / Data
- Two (2) outlets on each wall (distributed around furniture layout)

Acoustic Rating
- STC 43: 5/8" gypsum board on either side of 3 5/8" metal studs

Doors / Hardware
- 1 ¾" solid core door with lite, passage lockset, floor mounted doorstop

Equipment and Accessories
- Two (2) floor lamps
- White boards

Signage / Artwork
- Room, etiquette signage
- Artwork (one piece), approved District graphics
- May need occupied indicator

Lighting
- General lighting (dimmable)

Security
- None

HVAC
- Sound boot required on return duct
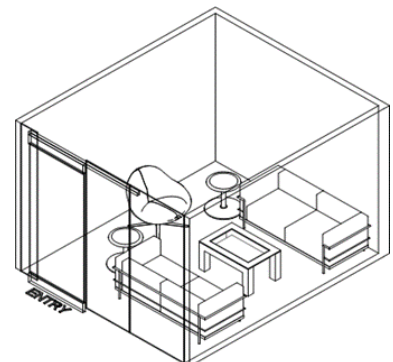
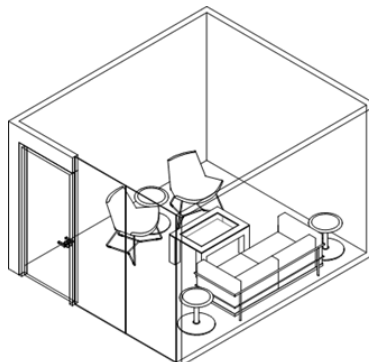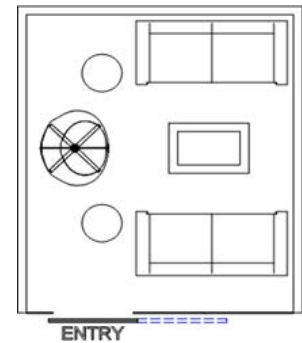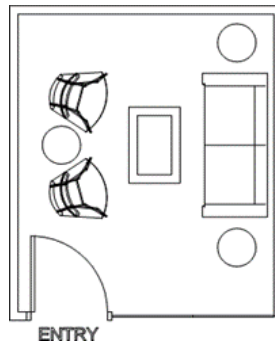**Flooring**
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD (insulation if walls are not to deck)

A/ V
- To accommodate hybrid work environment

Multi-Use Room: Medium

General Description

- Reservable place for six (6) to eight (8) persons to support meetings and conference calls

Location

- For convenient access in the core area with other shared support places in groupings where possible

Room Description

- Enclosed hard wall room with door. Glazing to be incorporated into door / walls as appropriate for natural light

Typical Size

- 180 SF

Furniture Provision

- One (1) laminated table (36"x72" to 48" x96") or three (3) laminated tables (30"x60") with casters or slides
- Eight (8) conference seating chairs (Level 2)
- One (1) phone table

Power / Voice / Data

- For flexible tables:
    - Eight (8) outlets and eight(8) jacks on wall opposite door
    - One (1) jack in back corner (for phone)
- For fixed table:
    - Eight (8) outlets on table
    - Eight (8) jacks on table
    - Two (2) outlets on wall opposite door
    - Two (2) jacks on wall opposite door
    - One (1) jack in back corner (for phone)

Acoustic Rating

- STC 43: 5/8" gypsum board on either side of 3 5/8" metal studs

Doors / Hardware

- 1 ¾" solid core door with lite, passage lockset, floor mounted doorstop

Equipment and Accessories

- White board
- Tack board

Signage / Artwork

- Room, etiquette signage
- Artwork (one piece), approved District graphics

Lighting

- General lighting

Security

- None

HVAC

- Sound boot required on return duct

Flooring

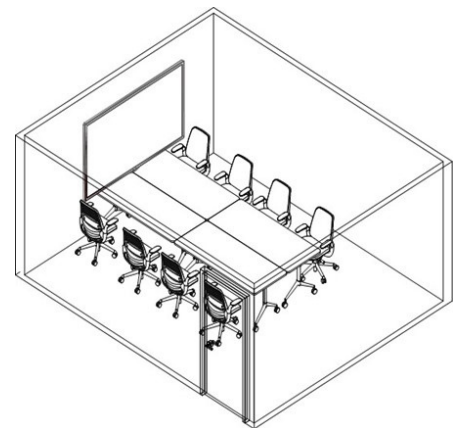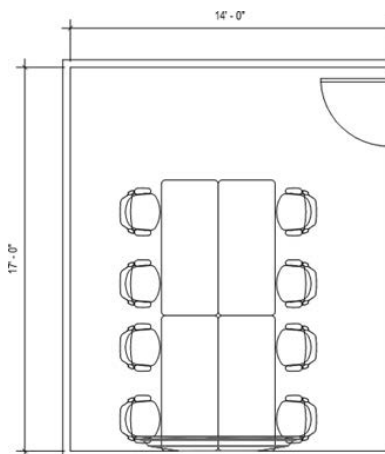- Carpet, rubber base

Walls

- Paint
- Glass as appropriate for natural light

Ceiling

- TBD (insulation if walls are not to deck)

A/ V

- To accommodate hybrid work environment

Multi-Use Room: Large

General Description
- Reservable place for ten (10) to twelve (12) persons to support meetings and conference calls

Location
- For convenient access in the core area with other shared support places in groupings where possible

Room Description
- Enclosed hard wall room with door. Solid partition with glazing for at least one side of the door

Typical Size
- 240 SF

Furniture Provision
- Large table consisting of several individual tables joined together – tables should have folding legs and be easily configurable for alternative layouts.
- Ten (10) to twelve (12) chairs with casters optional, whiteboard/pin board/tackable surface/flip chart and credenzas (optional)

Power / Voice / Data
- For flexible tables:
    - Eight (8) outlets and eight(8) jacks on wall opposite door
    - One (1) jack in back corner (for phone)
    - Four (4) outlets and four (4) jacks on each side wall
- For fixed table:
    - Twelve (12) outlets on table
    - Twelve (12) jacks on table
    - Four (4) outlets on wall opposite door
    - Four (4) jacks on wall opposite door
    - One (1) jack in back corner (for phone)

Acoustic Rating
- STC 43: 5/8" gypsum board on either side of 3 5/8" metal studs

Doors / Hardware
- 1 ¾" solid core door with lite, passage lockset, floor mounted doorstop

Equipment and Accessories
- White board
- Tack board
- Mobile flip chart
- Ceiling mounted projector
- Wall-mounted flat screen for data protection
- Input interface
    - For flexible tables, locate input interface in front corner
    - For fixed tables, locate input interface in table top

Signage / Artwork
- Room, etiquette signage
- Artwork (one piece), approved District graphics

Lighting
- General lighting, two (2) zones

Security
- None

HVAC
- Sound boot required on return duct

Flooring
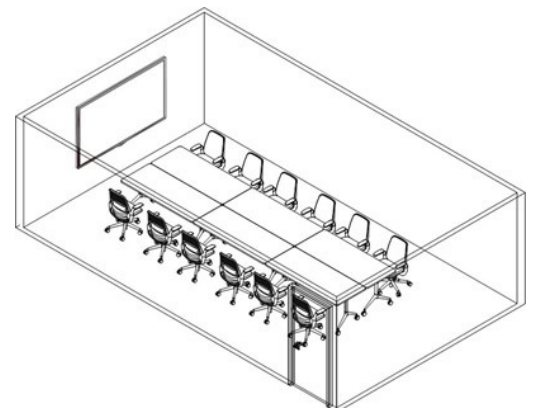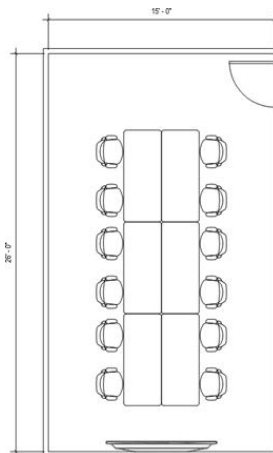- Carpet, rubber base

Walls
- Paint
- Glass as appropriate for natural light

Ceiling
- TBD (insulation if walls are not to deck)

A/ V
- To accommodate hybrid work environment

Multi-Use Room: Board Room

General Description
- Reservable place for up to twenty (20) persons for high-level executives to support meetings, conference calls, and video conferencing

Location
- For convenient access in the core area with other shared support places in groupings where possible

Room Description
- Enclosed hard wall room with door. Glazing to be incorporated into doors. Finishes to be high quality

Typical Size
- 600 SF

Furniture Provision
- One (1) laminated table (5'x18' to 5'x20') or eight (8) laminated tables (30"x60") with casters or slides
- Twenty (20) conference seating chairs (Level 2)
- Sixteen (16) conference seating chairs (Level 1)
- Credenza

Power / Voice / Data
- Sixteen (16) outlets along perimeter of room at seating
- Two (2) outlets at front wall
- Four (4) outlets above credenza
- One (1) jack above credenza
- For flexible tables:
  – Twenty (20) outlets floor mounted
  – Twenty (20) jacks floor mounted
- For fixed table:
  – Twenty (20) outlets table mounted
  – Twenty (20) jacks table mounted

Acoustic Rating
- STC 43: 5/8" gypsum board on either side of 3 5/8" metal studs

Doors / Hardware
- 1 ¾" solid core door with lite, passage lockset, floor mounted doorstop

Equipment and Accessories
- White board
- Tack board
- Mobile flip chart
- Ceiling mounted projector
- Wall-mounted flat screen for data protection
- Mounted speakers
- Equipment rack: audio power amplifier, audio mixer, DVD player, input interface
  – For flexible tables, locate input interface in front corner
  – For fixed tables, locate input interface in table top

Signage / Artwork
- Room, etiquette signage
- Artwork (one piece), approved District graphics

Lighting
- General lighting, two (2) zones, access lighting

Security
- None

HVAC
- Sound boot required on return duct

Flooring
- Carpet, rubber base

Walls
- Paint
- Glass as appropriate for natural light

Ceiling
- TBD (insulation if walls are not to deck)

A/ V
- To accommodate hybrid work environment
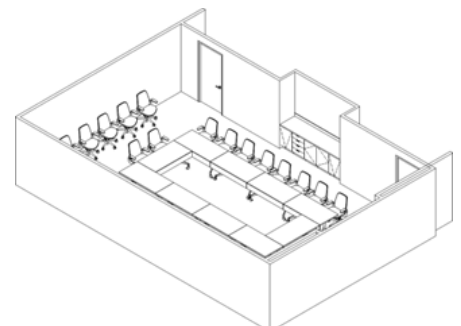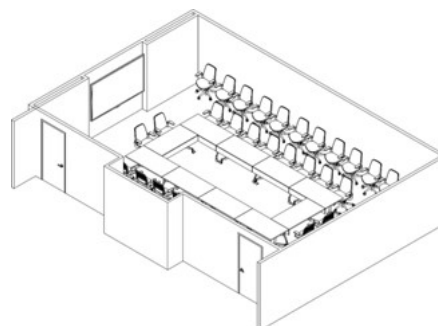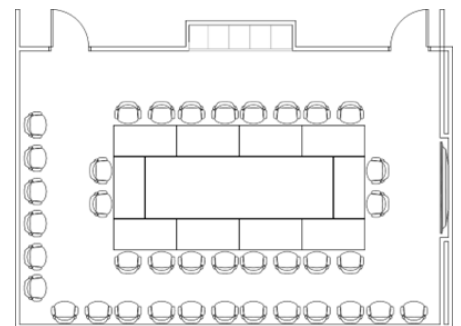
Shared Spaces

Shared / group space includes places that are support for employees and partners, or places that support building infrastructure.

Shared spaces include:
• Multi-Purpose Break Area / Cafe
• Kitchenette
• Copy Area
• Work Room
• Open Locker Area
• Mail Room
• Equipment Room
• File Room
• Store Room
• Intermediate Distribution Frame
• Main Distribution Frame

Multi-Use Breakroom / Cafe

General Description
- Open multi-purpose break area with food and beverage wet area, generally near the open plan work area, that can also serve as a multi-purpose meeting area for approximately 50 people.

Location
- Near open plan area or near core and other support spaces for convenient access

Room Description
- Open area that can serve as a meeting area and an employee break area

Typical Size
- 20 USF per person

Furniture Provision
- Some lounge seating, as well as freestanding tables (with castors or slides) that can be rearranged to form a meeting area.
- One (1) or two (2) tack boards, one (1) enclosed tack board – optional
- Millwork base cabinets (laminate). No upper cabinets.

Power / Voice / Data
- Per equipment

Acoustic Rating
- N/A

Doors / Hardware
- N/A

Equipment and Accessories
- Required:
    - Refrigerator
    - Microwave
    - Sink with disposal
    - Multi-port Recycling Bin
- Optional / TBD:
    - Oven
    - Ice Machine
    - Coffee Maker
    - Vending Machines
    - Flat Screen Monitor, wall mounted with video / network feed

Signage / Artwork
- Room, etiquette signage
- Artwork (one piece), approved District graphics

Lighting
- General lighting

Security
- None

HVAC
- N/A

Flooring
- VCT, rubber base

Walls
- Paint
- Glass as appropriate for natural light

Ceiling
- TBD

Kitchenette

General Description
• Open multi-purpose break area with food and beverage wet area, generally near the open plan work area

Location
• Near open plan area or near core and other support spaces for convenient access.

Room Description
• Open area that can serve as an impromptu meeting area or an employee break area

Typical Size
• 350 SF

Furniture Provision
• Some lounge seating, as well as freestanding tables (with castors or slides) that can be rearranged to form a meeting area.
• One (1) or two (2) tack boards, one (1) enclosed tack board – optional
• Millwork base cabinets (laminate). No upper cabinets.

Power / Voice / Data
• Per equipment

Acoustic Rating
• N/A

Doors / Hardware
• N/A

Equipment and Accessories
• Required:
    – Refrigerator
    – Microwave
    – Sink with disposal
    – Multi-port Recycling Bin
• Optional / TBD:
    – Oven
    – Ice Machine
    – Coffee Maker
    – Vending Machines
    – Flat Screen Monitor, wall mounted with video / network feed

Signage / Artwork
• Room, etiquette signage
• Artwork (one piece), approved District graphics

Lighting
• General lighting

Security
• None

HVAC
• N/A

Flooring
• VCT, rubber base

Walls
• Paint
• Glass as appropriate for natural light

Ceiling
• TBD

Copy Area

General Description
- Contains copy, fax and scanning equipment as well as storage for general use

Location
- For convenient access in the core area with other shared support places (about one (1) area for every thirty (30) users)
- Option: may be created within furniture panel system

Room Description
- Placed in open plan along hard wall or furniture panels

Typical Size
- 40 SF

Furniture Provision
- Millwork cabinet with laminate top or furniture cabinet

Power / Voice / Data
- Two (2) outlets (per equipment requirement)
- One (1) data jack

Acoustic Rating
- N/A

Doors / Hardware
- N/A

Equipment and Accessories
- Recycling bin
- Floor mounted multi-function device (model to be determined by the District)
- Wall-hung paper sorter

Signage / Artwork
- Room, etiquette signage
- Service signage

Lighting
- General lighting

Security
- None

HVAC
- N/A

Flooring
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD

Work Room

General Description
- Contains copy, fax and scanning equipment as well as mail slots and storage for general use.

Location
- For convenient access in the core area with other shared support places

Room Description
- Enclosed hard wall room with door.

Typical Size
- 120 SF

Furniture Provision
- One (1) to two (2) tackboards

Power / Voice / Data
- Four (4) outlets (per equipment requirement)
- Two (2) data jack

Acoustic Rating
- N/A

Doors / Hardware
- N/A

Equipment and Accessories
- Recycling bin
- Waste bin
- Floor mounted multi-function device (model to be determined by the District; to contain at least one)
- Wall-hung paper sorter
- Wall-mounted tack board
- Wall-mounted white board

Signage / Artwork
- Room, etiquette signage
- Service signage

Lighting
- General lighting

Security
- None

HVAC
- N/A

Flooring
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD

Open Locker Area

General Description
- Space provided for visiting or mobile employees and partners to safely store personal belongings during their time in the office

Location
- To be placed in the core area or interior space without windows such as a basement, or in aisles

Room Description
- Open area

Typical Size
- 1.5 SF per person
- Typical locker = 15"w x 18"d x30"h

Furniture Provision
- N/A

Power / Voice / Data
- N/A

Acoustic Rating
- N/A

Doors / Hardware
- N/A

Equipment and Accessories
- Lockers and seating as required by local law or business requirements and visiting/mobile population
- Multi-port Recycling Bin – required

Signage / Artwork
- Room, etiquette signage

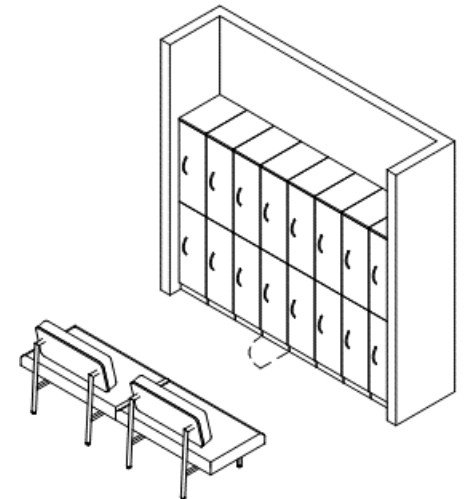**Lighting**
- General lighting

Security
- None

HVAC
- N/A

Flooring
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD
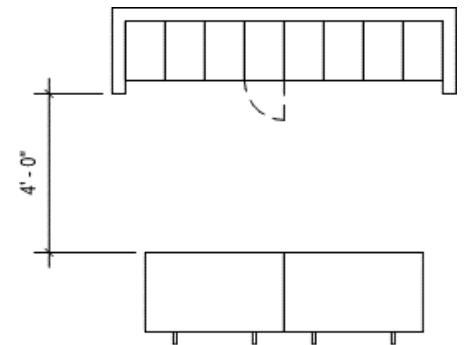
Mail Room

General Description
• Area for mail slots and mail supplies, with optional postage machine

Location
• For convenient access in the core area with other shared support services

Room Description
• Open area

Typical Size
• 40 SF

Furniture Provision
• N/A

Power / Voice / Data
• If postage machine is used: two (2) outlets at counter level, one (1) phone jack at counter level
• If no postage machine is used, no power or data are required

Acoustic Rating
• N/A

Doors / Hardware
• N/A

Equipment and Accessories
• Mail sorting station and supply cabinet
• If postage machine is included, provide cabinet
• Large recycling bin for paper products and cardboard

Signage / Artwork
• Room, etiquette signage

Lighting
• General lighting

Security
• None

HVAC
• N/A

Flooring
• Carpet, rubber base

Walls
• Paint

Ceiling
• TBD

Equipment Room

General Description
- Space housing a concentration of computer equipment used for research, testing, integration, development, or production application purposes.

Location
- To be placed in the core area or interior space without windows.

Room Description
- Enclosed hard wall room with secure door. Allow ample floor space for carts.

Typical Size
- Will vary with program.

Furniture Provision
- Provide chairs and tables with casters to allow for reconfiguration as needed per project.
- Option to include powered tables or table height power/data modules. Open shelving shall also be incorporated.

Power / Voice / Data
- Plug mounting at wall – twelve (12) outlets; twelve (12) jacks (9 data/3 voice)
- Two (2) outlets on wall opposite door

Acoustic Rating
- STC 43: 5/8" gypsum board on 3 - 5/8" metal studs

Doors / Hardware
- 1 ¾" solid core door with lite, office lockset, floor mounted stop

Equipment and Accessories
- Two (2) white boards (60" wide x 48" high)
- Industrial storage shelving

Signage / Artwork
- Room, etiquette signage

Lighting
- General lighting

Security
- None

HVAC
- Sound boot on return duct

Flooring
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD

File Room

General Description
• Area designated for storage of files that need to remain on site for a period of time before scanning, archiving or shredding

Location
• Convenient access in open workstation areas.

Room Description
• Open workstation area

Typical Size
• Will vary with program

Furniture Provision
• Laminate top for file cabinets under 48" in height
• Scanning station

Power / Voice / Data
• Two (2) outlets adjacent to door
• Two (2) outlets opposite wall of door

Acoustic Rating
• STC 43: 5/8" gypsum board on 3 - 5/8" metal studs

Doors / Hardware
• 1 ¾" solid core door with lite, passage or classroom lockset, floor mounted stop

Equipment and Accessories
• Four (4) high lateral file cabinets, bolted together as required to avoid tipping
• Floor loading to be confirmed as necessary
• Large recycling bin for paper products and cardboard

Signage / Artwork
• Room, etiquette signage

Lighting
• General lighting

Security
• None

HVAC
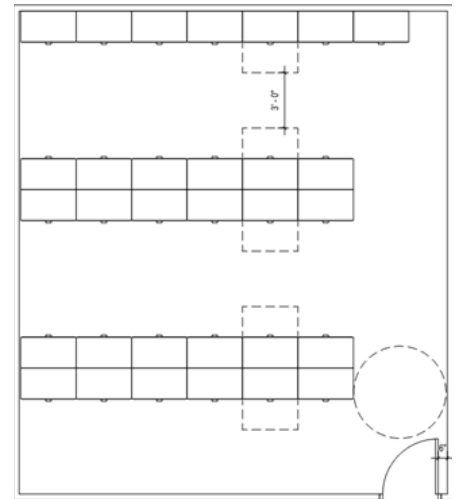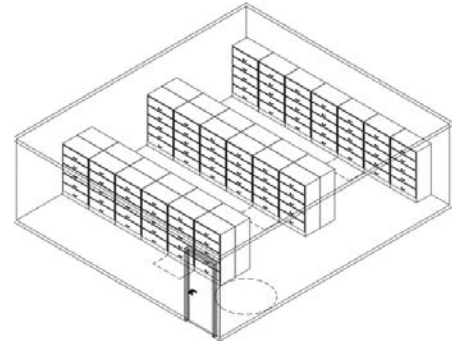• Sound boot on return duct

Flooring
• Carpet, rubber base

Walls
• Paint

Ceiling
• TBD

Store Room

General Description
- Room containing storage shelving, filing cabinets, or cupboards

Location
- For convenient access in the core area with other shared support places

Room Description
- Enclosed hard wall room with door. Full height solid partitions on all sides. Locking door optional. Partition and door fire rating per local code

Typical Size
- 120 SF

Furniture Provision
- N/A

Power / Voice / Data
- Two (2) outlets adjacent to the door

Acoustic Rating
- STC 43: 5/8" gypsum board on 3 - 5/8" metal studs

Doors / Hardware
- 1 ¾" solid core door with lite, passage or classroom lockset, floor mounted stop

Equipment and Accessories
- Full height industrial-strength storage shelving, filing cabinets, and/ or cupboards.
- Trash bin
- Dependent on program requirements

Signage / Artwork
- Room, etiquette signage

Lighting
- General lighting

Security
- None

HVAC
- Sound boot on return duct

Flooring
- VCT, rubber base

Walls
Paint

Ceiling
- TBD

Intermediate Distribution Frame (IDF)

General Description
- Also referred to as "Hub Room" containing computer equipment, cable racks, network communications
- Coordinate with OCTO for specific requirements

Location
- To be placed in the core area or interior space not near windows

Room Description
- Enclosed hard wall room with door. Full height solid partitions on all sides. Doors to be locked – high security environment. Partition and door fire rating per local code. Critical 24/7 environment. Air-conditioned access floor environment optional

Typical Size
- 100 SF (consult IT representative)

Furniture Provision
- One (1) 30"x60" laminate table
- One (1) task chair on casters
- Millwork shelving on wall-mounted standards

Power / Voice / Data
- Power as required for equipment rack and cooling
- Four (4) outlets at 44" above floor at desk location
- Two (2) data jacks at 44" above floor at desk location

Acoustic Rating
- STC 43: 5/8" gypsum board on 3 - 5/8" metal studs

Doors / Hardware
- 1 ¾" solid core door with storeroom lockset, electric strike

Equipment and Accessories
- Cable trays for cable management; equipment racks; firewalls; security system and have process cooling with humidification

Signage / Artwork
- Room, etiquette signage

Lighting
- General lighting

Security
- Card reader

HVAC
- 24/7 operation - possible supplemental cooling required
- Sound boot on return duct

Flooring
- Anti-static VCT, rubber base

Walls
- Paint

Ceiling
- TBD

Main Distribution Frame (MDF)

General Description
- Also referred to as "Computer Room" or "Data Center", containing PBX, network servers and other computer, Communications, LAN and WAN equipment to serve the building
- Coordinate with OCTO for specific requirements

Location
- To be placed in the core area or basement areas, not near windows

Room Description
- Enclosed hard wall room with door. Full height solid partitions on all sides. Doors to be locked – high security environment. Partition and door fire rating per local code. Critical 24/7 environment. Air-conditioned access floor environment

Typical Size
- 500 SF minimum. Varies based on program

Furniture Provision
- N/A

Power / Voice / Data
- Power as required for equipment rack and cooling
- Four (4) outlets at 44" above floor
- Two (2) data jacks at 44" above floor

Acoustic Rating
- STC 43: 5/8" gypsum board on 3 - 5/8" metal studs

Doors / Hardware
- 1 ¾" solid core door with storeroom lockset, electric strike

Equipment and Accessories
- Cable trays for cable management; equipment racks; emergency power-off system; firewalls; fire suppression system; fire detection system; security system and a UPS

Signage / Artwork
- Room, etiquette signage

Lighting
- General lighting

Security
- Card reader

HVAC
- 24/7 operation - possible supplemental cooling required
- Sound boot on return duct

Flooring
- Anti-static VCT, rubber base

Walls
- Paint

Ceiling
- TBD

Visitor / Lobby Spaces

Visitor spaces include places that are used by people other than District employees.

Visitor spaces include:
- Lobby / Reception
- Waiting Area
- Coat Room
- Training Room
- Wellness / Privacy Room

↑ *Interior Public Lobby at 3924 Minnesota Ave NE*

Lobby / Reception

General Description
- Place where guests and visitors are initially greeted and may wait for their party. This function is located after guests have cleared security. Security check will happen in or near the lobby/ reception area. Larger reception areas would serve as main point of arrival, however there could also be smaller reception areas on floors that require it (to be determined by the agency).

Location
- Near main/street access and/or elevators

Room Description
- Open area

Typical Size
- 400 - 600SF; varies based on program

Furniture Provision
- Millwork desk
- One (1) task chair on casters
- Four (4) lounge seats
- One (1) coffee table

Power / Voice / Data
- Four (4) outlets, two (2) data jacks within reception desk
- Four (4) outlets, two (2) data jacks near seating area
- One (1) wall-mounted phone

Acoustic Rating
- N/A

↑ *Interior Public Lobby at 3924 Minnesota Ave NE*

Doors / Hardware
- Suite/entry door per site requirements with electric strike

Equipment and Accessories
- Card reader
- Door bell
- Remote release for door

Signage / Artwork
- Suite signage
- Artwork (one piece)
- Approved District graphics
- Directory for telephone

Lighting
- General lighting
- Accent lighting at desk

Security
- Card reader

HVAC
- Sound boot required on return duct

Flooring
- Carpet, rubber base

Walls
- Paint
- Glass as appropriate for natural light

Ceiling
- TBD (insulation if walls are not to deck)

Waiting Area

General Description
- Place where guests and visitors may wait for their party or gather between meetings. This function is located after guests have cleared security and may occur in various places throughout the space.

Location
- Near main corridors, by elevators, or outside of enclosed offices / conference rooms

Room Description
- Open area

Typical Size
- Varies based on program

Furniture Provision
- Two (2) or four (4) lounge seats
- One (1) coffee table

Power / Voice / Data
- Two (2) outlets, two (2) data jacks near seating area

Acoustic Rating
- N/A

Doors / Hardware
- N/A

Equipment and Accessories
- N/A

Signage / Artwork
- Suite signage
- Artwork (one piece)
- Approved District graphics, if applicable

Lighting
- General lighting
- Table lamp

Security
- N/A

HVAC
- Sound boot required on return duct

Flooring
- Carpet, rubber base

Walls
- Paint
- Glass as appropriate for natural light

Ceiling
- TBD (insulation if walls are not to deck)

Coat Room

General Description
- Area where employees, guests and visitors can store their outerwear

Location
- For convenient access in the core area with other shared support places or near waiting area where applicable

Room Description
- Enclosed hard wall room with door. Full height solid partitions on all sides

Typical Size
- 24 SF

Furniture Provision
- Laminated millwork shelf with rod
- Laminated millwork panel with pegs on back wall

Power / Voice / Data
- N/A

Acoustic Rating
- N/A

Doors / Hardware
- 1 ¾" solid core door with passage lockset

Equipment and Accessories
- N/A

Signage / Artwork
- Room signage

Lighting
- N/A

Security
- N/A

HVAC
- N/A

Flooring
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD

Training Room

General Description
- Reservable place for up to twenty-four (24) persons and one (1) instructor to support training and implementation in commercial space

Location
- For convenient access in the core area with other shared support places

Room Description
- Enclosed hard wall room with doors. Glazing to be incorporated into door

Typical Size
- 1,200 SF (increase for circulation)

Furniture Provision
- Thirteen (13) laminated tables (30"x72") with folding legs; stackable. Tables to be on sliders or casters
- Twenty-five (25) task chairs (level 2)

Power / Voice / Data
- Twelve (12) outlets on each side wall at standard height
- Three (3) data jacks on each side wall at standard height
- One (1) wall-mounted data jack at front wall corner (54" aff)
- Two (2) outlets, one (1) data jack, one (1) A/V connection at center of front wall at standard height
- Eight (8) outlets for A/V rack

Acoustic Rating
- STC 43: 5/8" gypsum board on either side of 3
- 5/8" metal studs
-

Doors / Hardware
- ·   1 ¾" solid core doors with lite, classroom lockset, door closers,
- floor-mounted stops

Equipment and Accessories
- Two (2) white boards
- One (1) ceiling-mounted, motorized projector screen – optional
- Wall-mounted flat screen panel for data projection
- Projector
- Mounted speakers
- Mobile flip chart
- Equipment rack
- Audio power amplifier
- DVD player
- Input interface (at wall behind presenter)

Signage / Artwork
- Room, etiquette signage
- Artwork (two pieces)
- Approved District graphics

Lighting
- General lighting (two zones)

Security
- N/A

HVAC
- Sound boot on return duct; individual control required for room zone

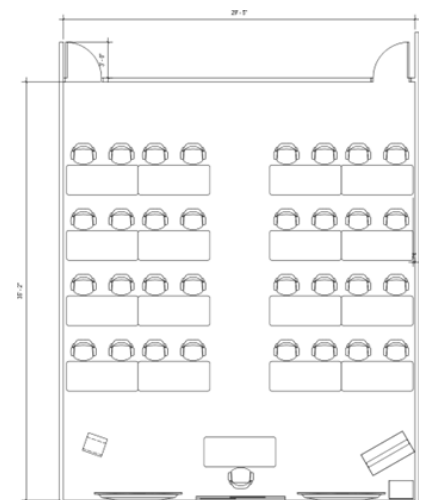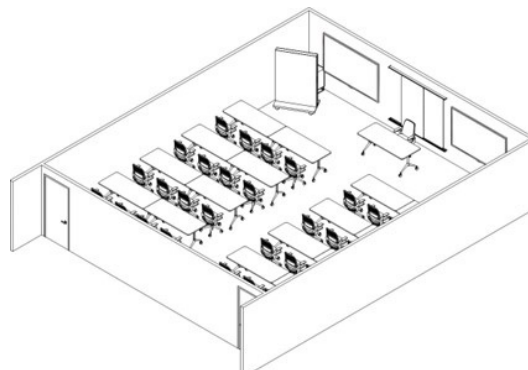**Flooring**
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD (insulation if walls are not to deck)

A/ V
- To accommodate hybrid work environment

Wellness / Privacy Room

General Description
- Room used by those needing a private space, nursing mothers, those observing religious customs, etc.

Location
- To be placed in the core area or interior space near women's restroom

Room Description
- Enclosed hard wall space with door. Full height solid partitions on all sides. Door to be lockable. Do not use view panels or glazing

Typical Size
- 120 SF

Furniture Provision
- Two (2) lounge chairs
- One (1) occasional table
- One (1) millwork counter with sink

Power / Voice / Data
- Two (2) outlets near seating
- One (1) data jack near seating

Acoustic Rating
- STC 43: 5/8" gypsum board on either side of 3 5/8" metal studs

Doors / Hardware
- 1 ¾" solid core doors with storeroom lockset

Equipment and Accessories
- Refrigerator – optional
- Single bowl sink and faucet

Signage / Artwork
- Room, etiquette signage
- Artwork (one piece)

Lighting
- General lighting

Security
- None

HVAC
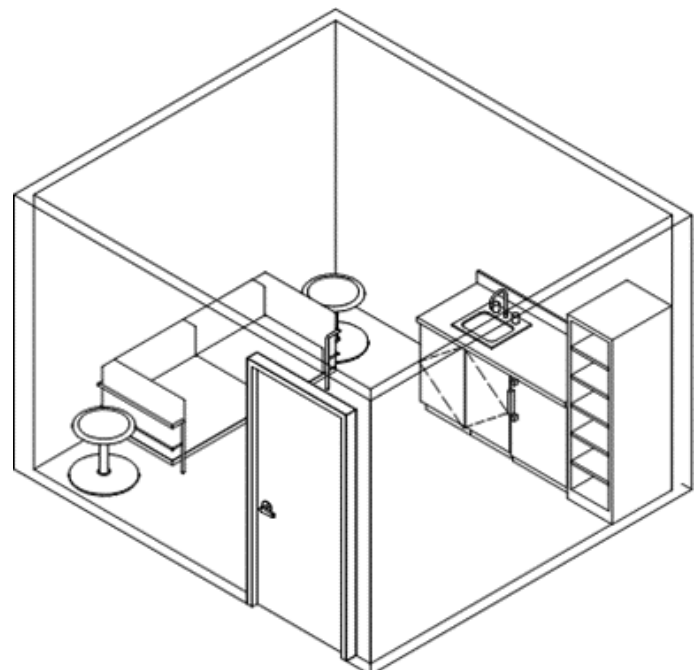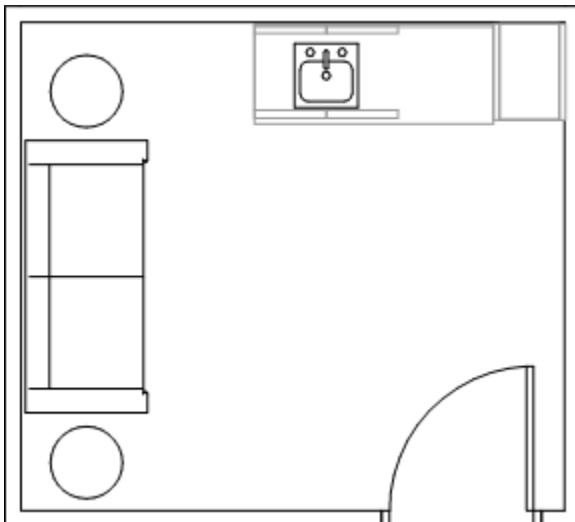- Sound boot required on return duct

Flooring
- Carpet, rubber base

Walls
- Paint

Ceiling
- TBD (insulation if walls are not to deck)

Section 6.
Branding

Contents

Branding Overview

Purpose
- To illustrate how the District's brand and image is articulated in the workplace through wayfinding and signage in order to enhance the employee and visitor experience.
- To provide examples of how the use of architectural elements, color, lighting, zoning, circulation and signage not only differentiates space and eases orientation, but also reinforces the District's brand.

Suggested Uses
- Utilize during planning for making design, furniture and finish decisions.
- Learn how to create space that supports the District's brand and image.

Employee and Visitor Experience
Understanding employee and visitor experience provides planners, project managers and design consultants with a process for ensuring that the places they design support the District brand and image, as well as are seamless and consistent across sites. This section includes specific ways to physically articulate the brand and create a unique "scripted experience" for each employee and customer when they are in any District facility. Of course, the District is committed to ensuring that its facilities will be designed to ensure that the programs, services, benefits, activities and facilities operated or funded by the District of Columbia are fully accessible to, and usable by people with disabilities.

↑ *Interior Public Lobby at 3924 Minnesota Ave NE, featuring artwork at end of corridor*

Artwork
Artwork can be used just as signage or color to distinguish areas. Plasma screens on the walls also display brand, multimedia or lights to project visual identity images on the walls and floors or through the use of color and imagery.

Use art programs and amenities as opportunities to reinforce the District's brand, culture and values through:
- Amenity naming
- Art and graphics program

Employee and Visitor Experience

EMPLOYEE AND VISITOR EXPERIENCE	EXAMPLES
ARRIVAL	
Arrival / Greeting	Logos and signage, images, clear view of reception
Interior Wayfinding	Plans, directional signage, site map
Hospitality Signals	Wireless access, touchdown places, soft seating, welcome sign
Information Panels	Flat screen monitors, posted signs
PUBLIC AREAS	
Vision Visible	Vision statement, branding imagery
Mission Visible	Agency mission statement, images illustrating mission
World & Local News	District, national, and / or world new ticker, television monitors
COMMUNITY SPACES	
Industry & City Awards	Design awards, city-wide development awards
Charitable Displays	Recent donations, strategic partnerships, community development
Extracurricular Teaming	Charitable activities
Community Interaction	Volunteer programs, sponsorships, inter-agency community efforts
FOCUS ON EXPERIENCE	
Heritage Signals	History of properties / projects, photos of former mayors
Visible Customer	Agency branding materials, projects delivered
Inspirational / Motivational	Stories and photos of customer experience in agency spaces
NEIGHBORHOOD AND WORK SETTINGS	
Slogans & Goal Statements	"100 Days and Beyond"
Displaying Metrics	Individual, group, departmental achievements
NAMING CONVENTIONS	
Functional Naming	Quiet Room, Focus Room, Huddle Room, etc.
Destination Naming	Conference Room, Reception, etc.
Team Identity	Facilities Division, Construction Division, etc.
ARTWORK	
Amenity Naming	"Downtown," "Dupont Circle," etc.
Art / Graphics Program	Painting, sculpture, graphics

Wayfinding and Graphics

Wayfinding

Wayfinding is a term used to describe the process of "finding your way" or easily navigating through a space. Wayfinding elements assist with orientation, space use and defining distinct areas or circulation paths. Wayfinding elements, when used carefully and consistently, provide clear messaging and can be used to inform the design of community, group, individual and amenity space.

Specific elements that can assist with wayfinding include:
• Architecture (floor covering, ceiling patterns and partition placement)
• Color
• Lighting
• Zoning and Circulation
• Signage/Messaging
• Artwork

Architecture

Differences in form and material finishes can help define space functions and/or distinguish between different organizational groupings as well as distinguish public areas and circulation paths.

Architectural elements such as flooring, ceiling elements and wall partitions are ideal visual references to articulate differences in use.

Color

• Color can also help to distinguish areas with relatively low cost and high impact.
• For example, meeting rooms might be square boxes in blue; copy areas have curved yellow walls; huddle rooms have circular red accent carpets; break rooms have timber floors, etc.
• Color can also be used to distinguish "different floors" or different buildings within a campus.

Lighting

• Different lighting levels and lighting features can change the look and feel of a space dramatically.
• High contrast in lighting schemes along with other distinguishing characteristics (i.e. architectural features) can assist with wayfinding.

Zoning and Circulation

• Color, graphics, architectural features and lighting can be employed to distinguish functions or organizational groups on a floor. Particularly with large floor plates, additional cues indicating direction and location help people find their way.
• Using similar zoning strategies throughout the facility assists with orientation and creates a more consistently zoned and "branded" facility.
• Zoning strategies might include the use of color, finishes, banners, etc.
• Inserting accent car pet shapes and patterns can indicate circulation or unique features on the floor plate

Wayfinding and Graphics

Signage

- Signage is a particularly helpful tool for indicating direction, floor location, room name, group name and individual workplace occupants.
- Signage should be integrated into an overall branding scheme for the workplace.
- Signage graphics should be introduced at reception areas and elevator cores on each floor. Ideally, signage would include a directory as well as color, font and graphic scheme.
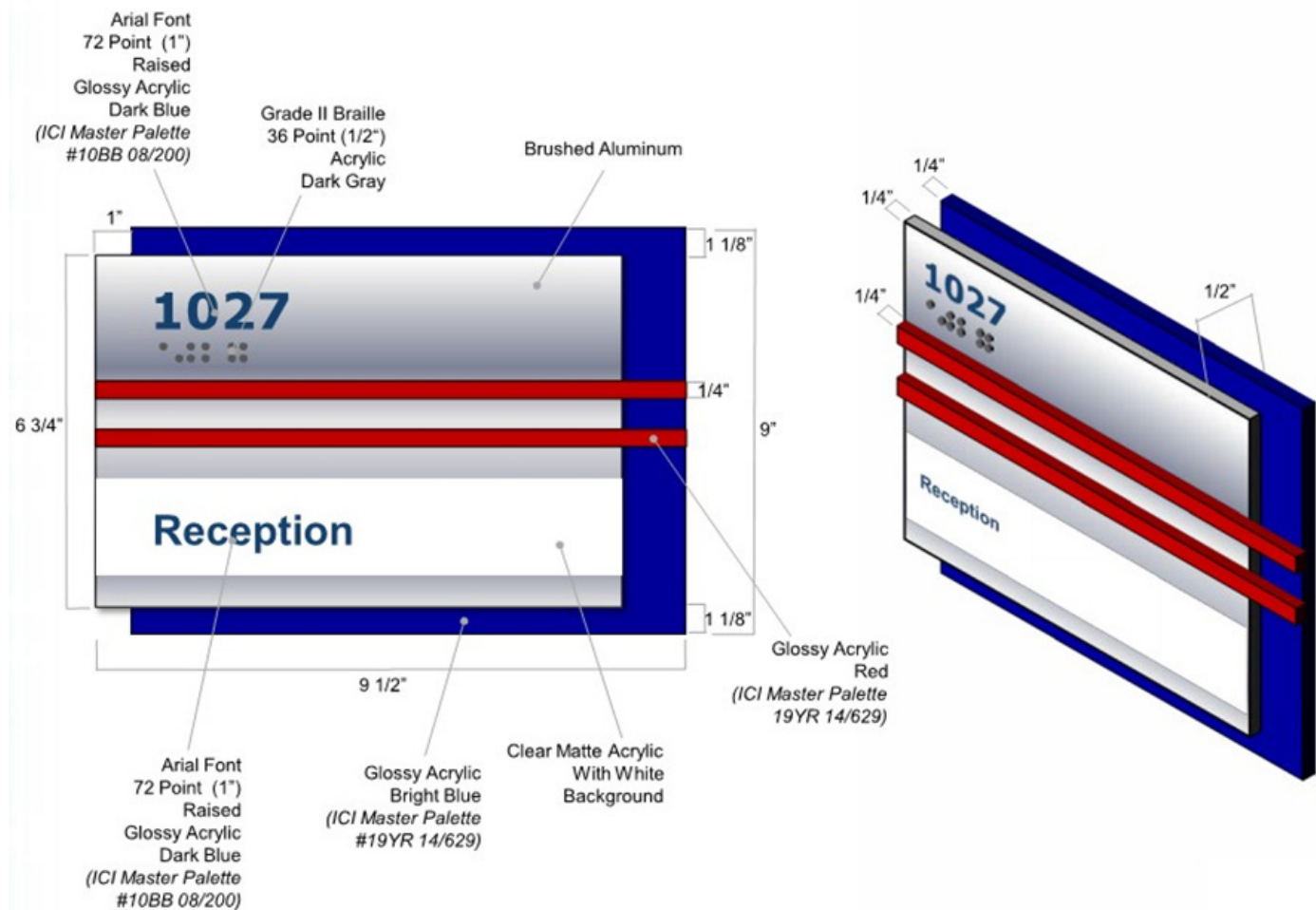
Section 7.
Furniture

Contents

Furniture Guidelines and Overview

Purpose

- To provide an overview of the furniture goals, selection process, manufacturer's criteria and minimum performance criteria for furniture within the District real estate portfolio.
- To clarify guidelines on furniture assigned to a particular space standard.

Suggested Uses

- Sharing best practices in furniture design.
- Assisting the project team with selecting furniture manufacturers in a project.
- A basic primer for furniture allocation.
- Fixed, flexible and customizable furniture elements.
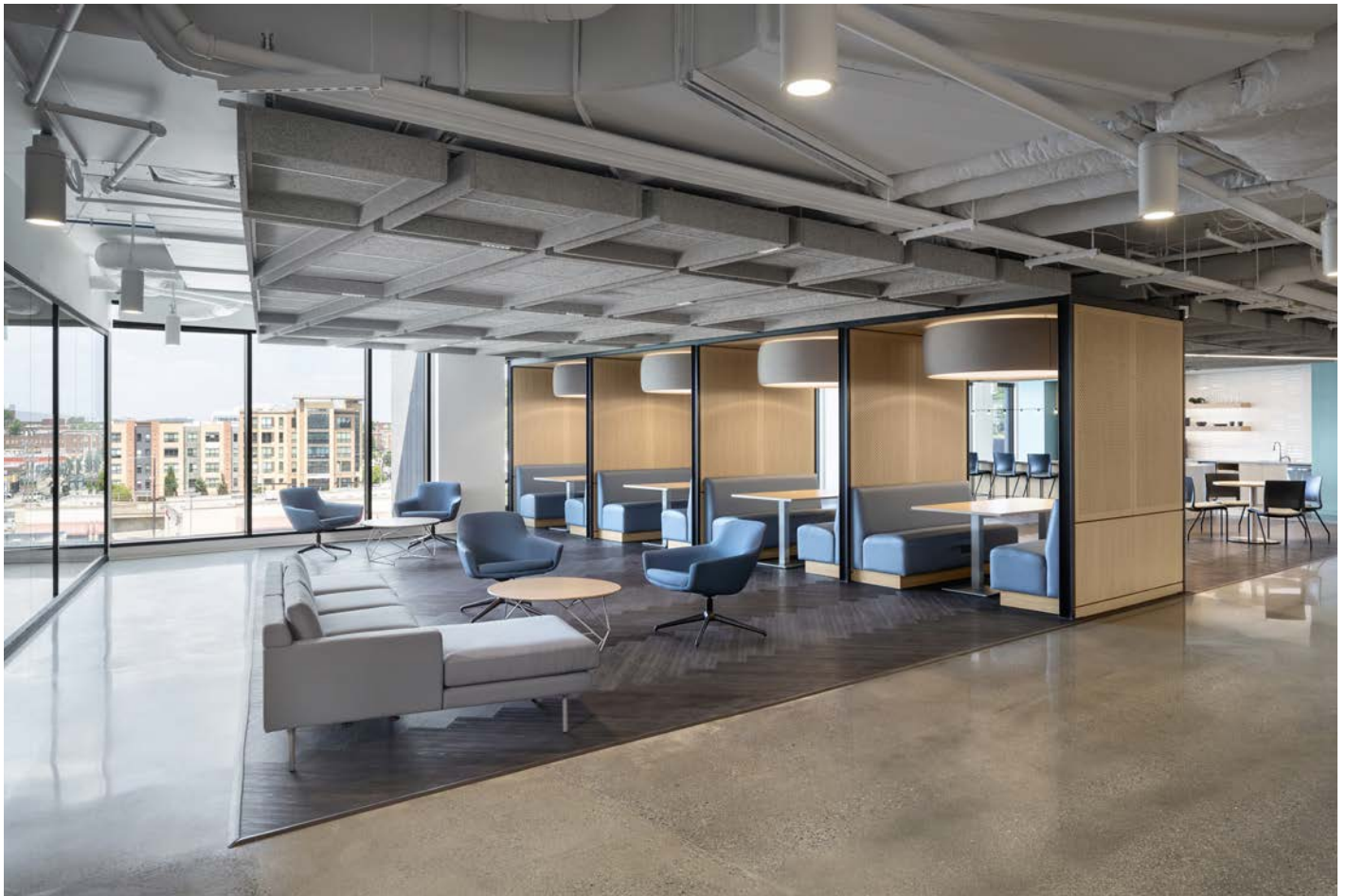
↑ *Community Hub at 3924 Minnesota Ave NE*

Furniture Goals

Flexibility

Due to the variety of agencies and departments that move around within District facilities, it is important to find furniture system solutions that anticipate change and provide cost effective ways to manage reconfigurations and different functional solutions. The District requires a furniture system that can support varying needs for:

- Enclosure (panel height)
- Storage options (cabinets, pedestals, accessories, etc.)
- Work surface configurations
- Work surface height adjustability
- User controlled flexibility within the workstation/office

Service

The District and DGS are interested in a "partnership" with furniture manufacturers. Consideration will be given to furniture solutions that include the variety of resources provided by a full-service furniture manufacturer such as:

- Partnering work sessions
- Workplace consulting services (functional profiling, benchmarking, observations, etc.)
- Mock-ups
- Asset management tracking during and after installation
- IT integration (product design and scheduling)
- Warranty services
- GREENGUARD certification
- Prior work experience in open office environments
- Experience with delivery on a large scale
- Local storage of furniture
- Dealer network and local services

Longevity

It is critical for the District to consider buying furniture that will not become obsolete or that is irreplaceable. It is critical to locate furniture manufacturers that have been in business for ten (10) years or more.

Accommodation of Technology

Furniture must accommodate current IT requirements while anticipating future changes in technology needs. Some of these considerations include:

- Flexible and adaptable cable management systems
- Face plate punch outs
- Data distribution points

Furniture Services

Furniture, along with technology, is a critical component for a flexible, high-performance and modern workplace. Manufacturers spend tremendous resources refining their products in the areas of mobility, flexibility and sustainability. It is worth learning from their research and lessons learned. They should not replace, but rather complement the design and project team.

Furniture manufacturers and dealers can provide a variety of services outside of taking orders at the end of design development. Ideally, furniture vendors are given the opportunity to provide their input early on and regularly throughout the process. A sampling of ways in which furniture manufacturers can be integrated into the process is included below.

Mobilization and Direction Alignment

- Alignment on outcomes, tools, methods, schedule, review process and resources
- Debrief early in the project of DGS approach, concept and guidelines
- Request background information about manufacturer
- Develop surveys and diagnostic tools for use during design and after completion

Diagnostics, Workplace and Furniture Concepts, Recommendations

- Launch diagnostics as appropriate to develop furniture guidelines and approach. Diagnostics should consider:
- A diverse workforce of different ages and backgrounds
- Collaborative work processes
- Ergonomics
- Environmental issues and energy efficiencies
- Alternative workplace accommodations
- Security, privacy, confidential and noise issues
- Maximized natural light penetration and improve mechanical efficiencies
- Maximized space utilization
- Support cultural and strategic goals
- Prepare workplace concepts including flexible work concepts.
- Develop workplace pilot strategies.
- Develop change management and communications plans.

Presentations and Documentation

- Prepare presentations to the District and individual agencies for approval throughout process.
- Collect key data, tools, survey results and analysis from pilot projects and integrate into single work place strategy assessment and report with recommendations and high level cost estimates.
- Upon approval, the successful bidder may also be required to develop floor plan layouts for implementation of new standards.
- Coordinate and consult with architectural consultants who will be designing the building and interiors.
- Facilities management concerns with implementation and ongoing management
- Work environments that support work processes, technology, employee productivity and retention as well as encourage teamwork and collaboration.
- Document functional work style attributes and outline basic work function, mobility and collaboration patterns, spatial needs, technology requirements, any special needs, cultural and other differences.

Manufacturer Selection Criteria

The following criteria may be used to determine furniture manufacturer and dealer performance.

Specific requirements will need to be written into an RFP by the project team.

- **Firm Profile**
  Please provide a high level summary of your company's capabilities including size, locations, ownership and financial strength. What services does your firm provide that sets it apart from the competition?
- **Approach**
  Please provide a narrative on your plan to meet the requirements of the scope of work. Please include a complete description of the processes and methodologies employed in the fulfillment of this contract including timelines, roles and responsibilities and deliverables.
- **Relevant Experience**
  Please provide descriptions and photographs of three (3) recent projects that are similar in size and scope to specific District projects.
- **Key Personnel**
  Resumes for key individuals who will deliver service to fulfill the scope. Please indicate their roles and responsibilities.
- **References**
  Please provide three (3) references of past performance for a consulting engagement of similar size, nature and complexity.
- **Quality Control**
  How will you ensure that you are providing excellent customer service? What polling, tracking, evaluating or reporting requirements can you provide?

Minimum Performance Requirements

Individual Space - Office

- The type of office furniture brand selected for the new facility must be modular, and workstations preferably non-handed. This will give users the ability to reconfigure private offices without having to order new furniture pieces.
- Workwall to provide the ability to access power and data at the base and beltline. Panels to provide the ability to easily remove panel skins.
- Each panel skin to have the ability to provide acoustic and tackable surfaces above work surface height.
- Furniture to use environmentally-friendly finishes and contribute towards LEED® credits.
- Furniture components to be GREENGUARD Certified.
- Work surfaces to have anti-bacterial and anti-microbial finish.
- Work surfaces must have the ability to have electric, data and phone receptacles.
- Utilities will be fed into the private offices through the walls.
- System to provide the ability to hang overhead storage off module on workwall.
- Task chairs will provide ergonomic features, including adjustable lumbar support, fully adjustable arms (height, width, position), a pneumatic lift and a five (5)-prong base. Task chairs to be easy to operate and have intuitive mechanisms.
- Back of the task chair will be at least a high back.

Individual Space - Workstations

- Construct a mock set-up of the furniture.
- Panels to have the ability to stack so that they can be raised and lowered to support varying requirements for enclosure. Evaluation team to consider how this is accomplished with each product and what options are available.
- System to provide the ability to attach panels from a central spine "off module." This capability will allow the attachment of a panel on one side of a central run without having to disassemble the central spine or disrupting any panel/component configurations on the opposite side of the central spine.
- Each panel to have the ability to provide acoustic and tackable surfaces above work surface height.
- Spine wall/panel to provide the ability to access power and data at the base and beltline.
- Components of the stations need to be off module.
- Panels to provide the ability to easily remove panel skins.
- The stations must use environmentally friendly finishes and contribute towards LEED® credits.
- Workstation components to be GREENGUARD Certified.
- The maximum height of the panels is 68 inches, with a minimum height of 30 inches.
- Panels will have the electric, data and phone cabling system integrated with a junction box at the end of the run.
- If panels go above 47", the panel will have frosted glass to allow light to filter into the station.
- Utilities will be fed into the workstations by base-feeding or power/data poles as a last resort.
- System to provide the ability for user to electronically adjust height of primary work surface.
- System to provide the ability to hang overhead storage off module.
- System to be of non-handed modular.
- Back of the task chair will be at least a medium back.
- Occupants to not have their backs to station entrance.
- Task chairs will provide ergonomic features, including adjustable lumbar support, fully adjustable arms (height, width, position), a pneumatic lift, and a five (5)-prong base. Task chairs to be easy to operate and have intuitive mechanisms.
- Every station will have a storage/wardrobe cabinet.
- Storage/wardrobe cabinets serve as a dedicated storage area for items needed to shelter in place, including, but not limited to, employees' coats and other personal belongings.

Minimum Performance Requirements

Group Space

- Furniture selected must be similar in style and quality to the furniture selected for the private offices. This will give continuity of style throughout the facility.
- Furniture to use environmentally-friendly finishes and contribute towards LEED® credits.
- Work surfaces to have anti-bacterial and anti-microbial finish.
- Some of the conference tables will have "smart technology" to provide phone/data and power ports at the surface level.
- Utilities will be fed into the table trough the floor and the walls.
- Chairs will be ergonomically correct, with lumbar support, adjustable arms (height, width, position), with a pneumatic lift, and a five (5)-prong base.
- Back of the task chair will be at least a medium back.
- Chairs must be rated for heavy duty continual usage.

Community Space

- Furniture selected must be similar in style and quality as the furniture selected for the private offices. This will give continuity of style throughout the facility.
- Furniture to use environmentally friendly finishes, and contribute towards LEED® credits.
- Work surfaces to have anti-bacterial and anti-microbial finish.
- Some of the conference tables will have "smart technology" to provide phone/data and power ports at the surface level.
- Utilities will be fed into the table trough the floor and the walls.
- Chairs will be ergonomically correct, with lumbar support, adjustable arms (height, width, position), with a pneumatic lift, and a five (5)-prong base.
- Back of the task chair will be at least a medium back.
- Chairs must be rated for heavy duty continual usage.

Community Space - Break Areas, Copy Areas, Copy Rooms

- All appliances shall be Energy Star rated.
- Furniture to use environmentally-friendly finishes and contribute towards LEED® credits.
- Furniture components to be GREENGUARD Certified.
- Counter surfaces to have anti-bacterial and anti-microbial finish.

Minimum Performance Requirements

Arrival / Visitor Space

- Furniture selected must be similar in style and quality as the furniture selected for the open office areas. This will give continuity of style throughout the facility.
- Furniture to use environmentally-friendly finishes and contribute towards LEED® credits.
- Some of the soft seating will provide data and power access.

Visitor and Amenity Space - Lobby / Reception, Waiting Area, Training Room, Privacy Room

- Furniture selected must be similar in style and quality as the furniture selected for the private offices. This will give continuity of style throughout the facility.
- Furniture to use environmentally-friendly finishes, and contribute towards LEED® credits.
- Work surfaces to have anti-bacterial and anti-microbial finish.
- Task chairs to be ergonomically correct, with lumbar support, adjustable arms (height, width, position), with a pneumatic lift, and a five (5)-prong base. The back of chair will be at least a medium back.
- Stackable chairs will be ergonomically correct, with lumbar support; they must be stackable up to fourteen (14) chairs high. Chairs to have a sled-base or four legs.
- Some tables will have "smart technology" to provide phone/data and power ports at the surface level.
- Nesting tables must be able to be reconfigured easily (with lockable casters), with tops that tilt forward to allow tables to "nest."

Section 8.
Sustainable Design

Contents

Sustainable Design Overview

Purpose

- Provide background for sustainability initiatives within the District.

- Introduce business case for incorporating sustainable practices into business and real estate.

- Indicate areas of opportunity to expand sustainable practices.

- Review topics pertinent to compliance with current sustainability codes.

- Ensure implementation of sustainable practices supports client agency's work functions, maintains quality of the workplace, and results in enhanced customer comfort.

- Focus on reducing energy and water use and lowering the carbon footprint of District-related properties and construction projects.

Suggested Uses

- Learn broad areas of sustainability that can be integrated into real estate projects.

- Support case for sustainable initiatives as they are implemented.

- Evaluate potential project sites in advance of design for opportunities and challenges related to sustainability.

Sustainability Background

Sustainability is a way of living that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainability is about balancing the environmental, economic, and social needs of the District of Columbia today, as well as those of future generations. The Sustainable DC Plan (SDC), launched in 2013, aims to make the District of Columbia the healthiest, greenest, and most livable city for all District residents.

In commitment to SDC's goals, DGS has broken numerous sustainability records. In 2015, DGS executed the largest wind power deal of its kind ever entered into by an American city. Sourcing 30% of the District government's electricity from this renewable power is also saving District residents $45 million over its 20-year term. In 2015 and 2016, DGS entered into the largest municipal onsite solar agreement in the country. These and other sustainability work by the agency are not only protecting precious natural resources, but also saving taxpayer dollars.

Over the last several years, many of SDC's goals have transformed into legislative mandates such as the revisions to the DC Green Building Act, the Clean Energy Omnibus Amendment Act of 2018, and the Zero Waste Omnibus Amendment Act of 2019. These laws became gradually more ambitious; first establishing LEED certification requirements for new construction to requiring all District government buildings 10,000 square feet or greater to meet specific energy performance targets to, most recently, planning to further ramp up waste diversion in public spaces.

Most recently, DGS has developed a Strategic Energy Management Plan that outlines how the agency will achieve ambitious climate change goals of the Clean Energy DC Omnibus Amendment Act of 2018.

There are multiple opportunities for advancing sustainability while designing interior office spaces. The first step in incorporating sustainability in a meaningful way is to determine a project's performance goals before the location and program have been finalized, so the project team can incorporate these goals into the planning, design, and construction. When evaluating sites for interior workspaces, there are several criteria that should be analyzed regarding the existing structures' energy and water performance, onsite amenities, and community connectivity. These criteria will influence code compliance and impact the future performance and indoor comfort levels of the occupants.

Sustainability Resources

Once sustainability goals have been established, the next critical step is to inform the project team and client agency of regulations, policies, and guidelines that will help drive implementation strategies. It is important to know where to go, who to talk to, and what resources are out there. The District has a wealth of resources that are continually being updated and improved to inform and engage the green process throughout the duration of the project.

Links

- DGS Sustainability and Energy Management Division

- Sustainable DC

- US Green Building Council - LEED v4 for Interior Design & Construction

- Climate Ready DC

- Energy Star Target Finder Tool

Evaluation Criteria for New Tenant Space

Evaluation criteria for new tenant space location – minimum requirements based on the 2017 DC Green Code are indicated in black. Additional measures for consideration indicated in **blue**.

Design Criteria

At the beginning of a project, the project team should be made aware of the DC Green Code mandates that apply to the project type and location, in addition to any further sustainability goals that surpass the minimum code standards.

- Compliance with the DC Green Code is required for each project that is District-owned, or financed such that the District contributes 15% or more of the construction cost.

- Projects over 10,000 square feet must be designed and constructed to achieve a minimum of 75 points on the EnergyStar Target Finder Tool.

- Nonresidential projects, or those that contain less than 50% of the total area used for residential purposes, shall comply with the most current LEED standard at the Silver Level or higher, unless the space being designed is located within a District-owned building.

  – Projects of 30,000 SF or more of non-residential use in a District-owned building or in new construction must been the most current LEED standard at the Certified Level.

- What is the anticipated lease term? A lease of at least ten (10) years provides one credit compliance in LEED ID+C, but also may impact the level of finish planned for the project.

General Building Questions

- Is the building certified through LEED, WELL, Fitwel, EnergyStar, or another third-party platform?

- Does the building provide wellness amenities that would be open to all staff, such as a fitness center, changing rooms and showers, mothers' rooms, and prayer rooms?

- Are there commercial amenities within the building, available to all occupants, that promote human wellbeing? Examples include food vending with healthy options, membership-based fitness centers, and food retail offering healthy options.

Climate Adaptive Planning

- Is the building being evaluated within a known 100- or 500-year flood plain?

  – If it is in a known flood plain, are there entrances/exits at multiple elevations to facilitate emergency access?

  – If it is in a known flood plain, are air intakes located above the ground level? Should the area flood, this would prevent water intrusion into the mechanical systems.

  – If it is in a known flood plain, does the building have a plan for evacuation of people and flood water should a flooding event occur?

- Does the building have back-up energy supply or system in the event of a power failure? What does that system cover with respect to building systems?

- Does the building have an emergency plan in place for response during crisis events?

Site and Community

- Is the proposed location within a space certified under LEED for Neighborhood Development?

- Will occupancy of the proposed space require alteration of or care for existing exterior landscaping?

  – If yes, is there existing irrigation installed? Does it draw from potable water sources?

- Does the building provide preferred vehicle parking for Is there electric vehicle charging nearby?

- Does the building provide secure bicycle parking inside or near the building entrance?

- Is the building's location connected to a bicycle path network, such as protected bike lanes or a dedicated cycling path?

- Does the building provide showering and changing facilities for cyclists?

- Is the building location less than 0.25 miles from public transit stations (bus, rail, streetcar)? Is the location served by multiple lines?

- Is the building located such that it is walkable to commerce, park space, and public services? Examples include restaurants, supermarkets, pharmacies, post

offices, daycare, schools, and libraries.

• Is the building located in a community that includes residential units, such that staff could possibly walk to work?

Energy Resource Conservation and Efficiency

• Does the building incorporate renewable energy sources (such as solar or wind) to provide power to common or tenant spaces?

• Is there space available to tenants at the roof level for installation of tenant-specific solar arrays?

• Does the building require appliances or equipment to be EnergyStar rated, where applicable?

• Does the building meter and display energy performance in a common space, on a digital display or dashboard?

• Does the building participate in a demand response program with the local utility?

Material Resource Conservation and Efficiency

• Does the building provide recycling collection on a regular basis for at minimum paper, cardboard, plastic, glass, and metal?

• Does the building provide recycling collection for disposable batteries, light bulbs, and electronic waste?

Water Resource Conservation and Efficiency

• Do existing communal restrooms use water-conserving fixtures? Do the fixtures carry a WaterSense label?

• Does the building have plumbing fixture standards for new fixtures installed in tenant spaces?

• Are there existing drinking fountains in communal areas that are ADA-compliant?

  – Do existing drinking fountains include bottle fillers?

• Are water meters provided per tenant space? Will they be required?

Indoor Environmental Quality and Comfort

• Is smoking prohibited within the building?

• Is smoking prohibited on the premises, including exterior spaces? Is there a designated space for smoking on premises, located at least 25' away from major entrances and air intakes for the building?

• If an existing mechanical system is proposed to be reused, is the filtration media accessible for ease of replacement? What level of filtration is provided? The system should be designed to accommodate MERV 11 filters or higher.

• Is passive ventilation possible (For example, are there operable windows on at least two sides of the space to allow for outdoor air to move through the space?)?

• Has a hazardous materials assessment been completed for the tenant space and/or building? Presence of certain materials will warrant mitigation prior to construction commencing, such as asbestos, lead, arsenic, and petrochemicals.

• Has indoor air quality testing been completed in the past? Are the results available for review?

• Are glare reducing strategies provided by the building in the space? These may include interior blinds or roller shades, exterior shading devices, and/or tinted glazing at exterior windows.

• Is glazing provided that provides unobstructed views to the exterior from a seated height when inside the space? Ideally exterior glazing should start no higher than 30" above the floor elevation.

  – Are views to the exterior considered quality views, in that they provide sight of landscape, cityscapes, and contrast?

Section 9.
Health and Wellness

Health and Wellness Overview

Purpose

- When seeking a new space, the following items are to be considered:

    – fitness center

    – interior stair

    – nursing room

    – quiet room

    – prayer room

Suggested Uses

- These items can improve health and wellness outcomes for agency employees