

6 DETAILED SPACE REQUIREMENTS

The previous chapter provided an overview of the types of spaces that are included in the program. This chapter will expand upon the detailed requirements of each space. This content will serve as the basis for room data sheets in the design process of the building. As such, each space is provided with a potential room layout, a list of furniture and equipment, and key systems requirements.

6.1 Reception

As presented in Chapter 5, Program Summary (pg 43), the spaces included in the reception area are:

1. Lobby - Reception & Info
2. Patron Lounge/Lockers
3. Lobby Exhibit Space
4. Exhibit Gallery
5. Event Support
6. Vending Area
7. Security
8. Multi-Use/Meeting Space

These spaces can be represented graphically by the figure:

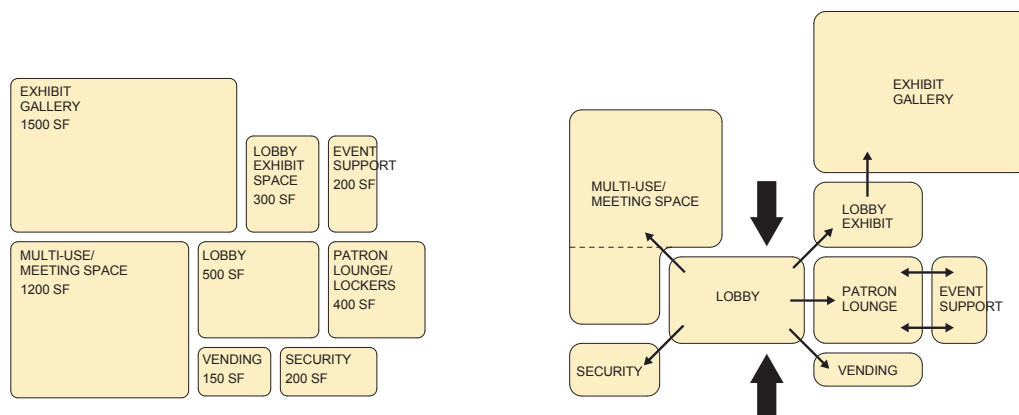


Figure 6.1 Reception Program and Key Adjacencies (1" = 40'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Lobby - Reception & Info

The lobby is the public face of the building. The front door of the building will enter into this space. It will be the primary entry for all visitors and may be the primary entrance for staff too. The project team has expressed a desire to make this a flexible space that can be used for a variety of events through reconfiguration, allowing the Archives to become a hub of activity surrounding DC history.

Space Criteria:

Nominal Floor Area: 500 SF

Occupants: TBD

Daylight: Desirable

Sound Attenuation: In Room

Special Considerations:

Ideally entrance should be through 2 sets of doors separated by a vestibule that provides energy savings and serves as airlock to keep out unconditioned air

Shoe cleaning mats



Figure 6.2 Lobby Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Lobby - Reception & Info

Furniture List:

1. Front Desk/Security Desk
2. Seating

Equipment List

1. Security Devices

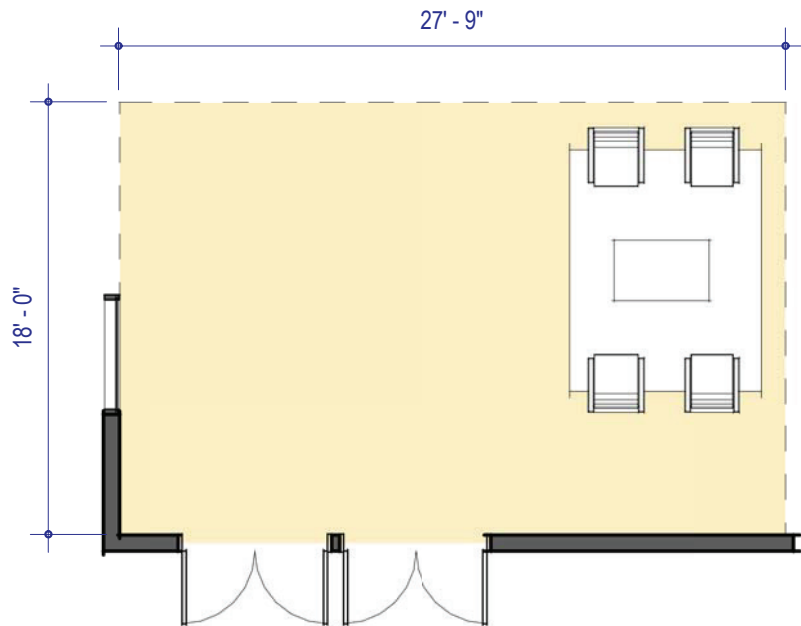


Figure 6.3 Lobby Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Patron Lounge/Lockers

The patron lounge provides a space outside the secure reading room for patrons to gather, eat their lunches, conduct conversations, and perform other tasks that are not allowed in the reading room. This space would also feature coin-operated lockers for researchers to store their belongings during a visit to the Archives.

Space Criteria:

Nominal Floor Area: 400 SF

Occupants: TBD

Daylight: Desirable

Sound Attenuation: In Room

Special Considerations:

Food/Beverage



Figure 6.4 Patron Lounge Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Patron Lounge/Lockers

Furniture List:

1. Tables
2. Chairs
3. Trash Receptacles
4. Bench and Counter or Flat table near Lockers

Equipment List

1. Coin-Operated Lockers – variety of sizes to include large lockers for traveling researchers with luggage

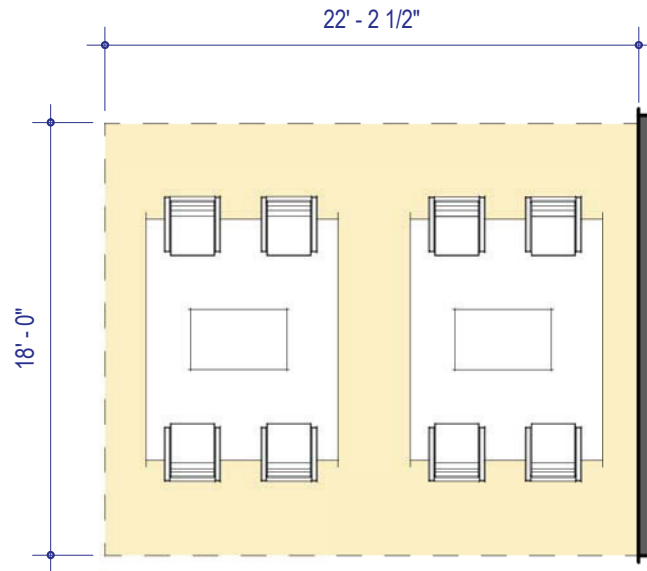


Figure 6.5 Patron Lounge Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Lobby Exhibit Space

The lobby exhibit space expands the lobby to include a small area for rotating features and wayfinding.

Space Criteria:

Nominal Floor Area: 300 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: In Room

Special Considerations:

UV Exposure at Exhibit Walls

Security

Materials and Finishes for exhibit of archival materials



Figure 6.6 Lobby Exhibit Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Lobby Exhibit Space

Furniture List:

1. Exhibit Walls or Cases

Equipment List

1. Exhibit Lighting
2. CCTV / Security

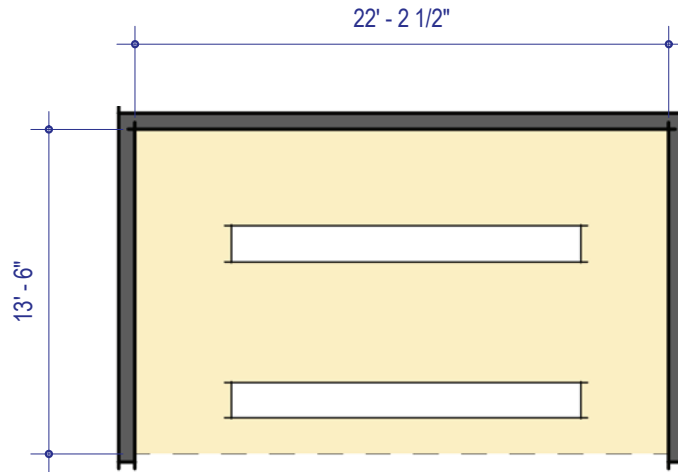


Figure 6.7 Lobby Exhibit Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Exhibit Gallery

The Office of the Secretary, the Office of Public Records, and the Department of General Services have expressed interest in incorporating exhibits of relevant historic content at the Archives. These exhibits would generate foot traffic to the archive, inform the public, and provide positive synergies with both the content and mission of the Office for Public Records. The primary gallery space will include climate and security controls sufficient for display of permanent collections on a rotating basis.

Space Criteria:

Nominal Floor Area: 1,500 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: In Room

Special Considerations:

If displaying original materials – no natural light

Ceiling height of at least 12 feet

Display walls must be constructed of materials that permit use of nails and can be changed by paint

Filtered and dimmable two-circuit busway or track lighting

Secondary filtered maintenance lighting system to be used for after-hours exhibit maintenance and cleaning

Ceiling and floor to provide j-boxes to meet exhibit power requirements



Figure 6.8 Exhibit Gallery Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Exhibit Gallery

Special Considerations (cont.):

Ceiling to support point loads of 20 pounds per square foot

Integrated sound system

Acoustical treatment of base building to have background noise level of NC 25 to 30 with reverberation time of 1.0 second or less

Wall mounted items must not obstruct or hinder usefulness of walls for exhibits

“Good Quality” particulate and gas filtration

Materials and Finishes for exhibit of archival materials

Security

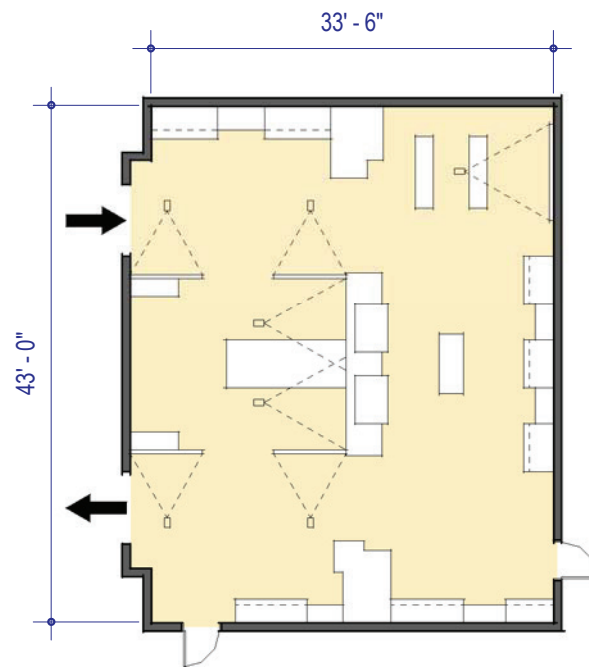


Figure 6.9 Exhibit Gallery Space Layout (1/16" = 1'-0")

Furniture List:

1. Exhibit Walls or Cases

Equipment List

1. Exhibit Lighting
2. CCTV / Security

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Event Support

The catering kitchen provides support for larger events at the Archives building. This space provides facilities for the staging of food prepared off-site, as well as dishwashing facilities.

Space Criteria:

Nominal Floor Area: 200 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: In Room



Figure 6.10 Event Support Space Examples

Special Considerations:

Overhead and wall power to accommodate a variety of equipment setups

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Event Support

Furniture List:

1. Casework
2. Work Counter
3. Trash Receptacles

Equipment List

1. Dishwasher
2. Sink

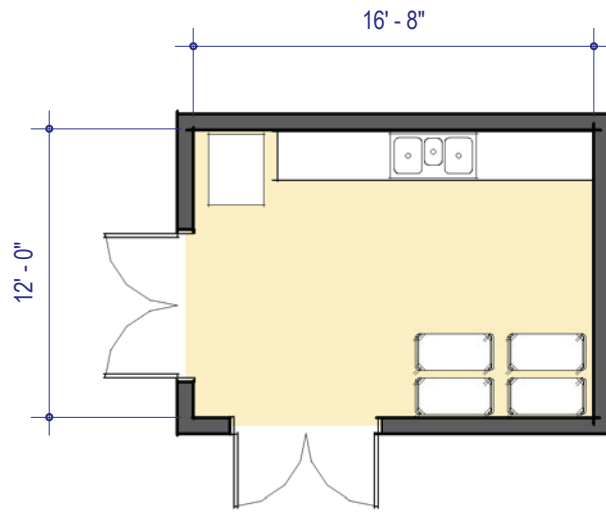


Figure 6.11 Event Support Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Vending

Since many archivists and researchers spend several hours in the facility, the vending area provides access to snacks and beverages. Food items should be consumed in the reception area, patron lounge, staff lounge or offices. Food/Drinks are not permitted in the research center, processing rooms, the lab, and records storage areas.

Space Criteria:

Nominal Floor Area: 150 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None



Figure 6.12 Vending Space Example

Special Considerations:

If food service area is provided, vent directly to outside rather than general building return air system.

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Vending

Furniture List:

1. Trash receptacles
2. Recycling

Equipment List

1. Two (2) Vending Machines

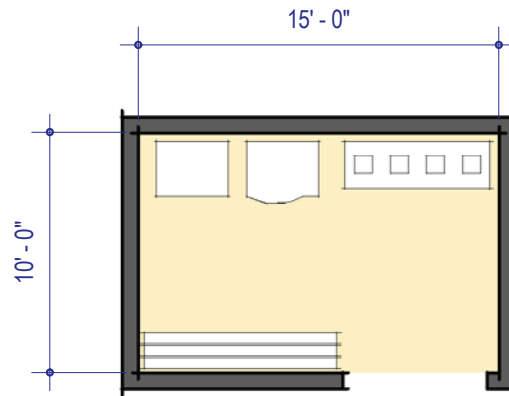


Figure 6.13 Vending Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Security

Security can either be a separate space or be incorporated into the lobby. Security must be able to monitor the entrance and document those individuals who enter the building. Equipment and camera monitors can be combined with the fire control room.

Space Criteria:

Nominal Floor Area: 200 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None

Special Considerations:

Must accommodate all equipment described in security narrative



Figure 6.14 Security Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Security

Furniture List:

1. Desk
2. Chairs

Equipment List

1. Security Equipment

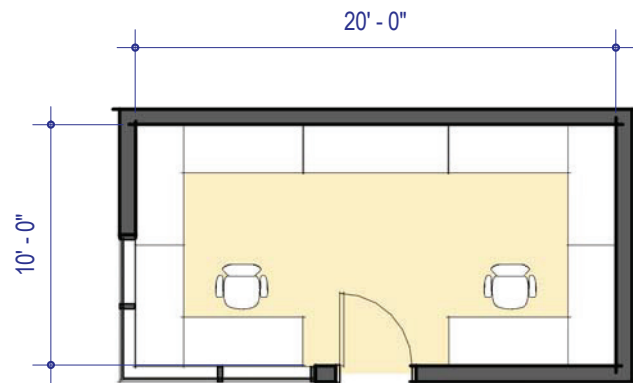


Figure 6.15 Security Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Multi-Use/Meeting Space

This space is a flexible space that can be used by either staff or the public for events. There should be an option to subdivide the space into two smaller meeting spaces. Optionally, it can be adjacent to the lobby, increasing the available space during large events.

Space Criteria:

Nominal Floor Area: 1,200 SF

Occupants: TBD

Daylight: Desirable

Sound Attenuation: Between Rooms



Figure 6.16 Multi-Use/Meeting Space Example

Special Considerations:

Shades for light/glare control

Flexible furniture system with stacking chairs and folding tables or similar to allow for multiple configurations

Demountable/movable wall opens to expand lobby space

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

Multi-Use/Meeting Space

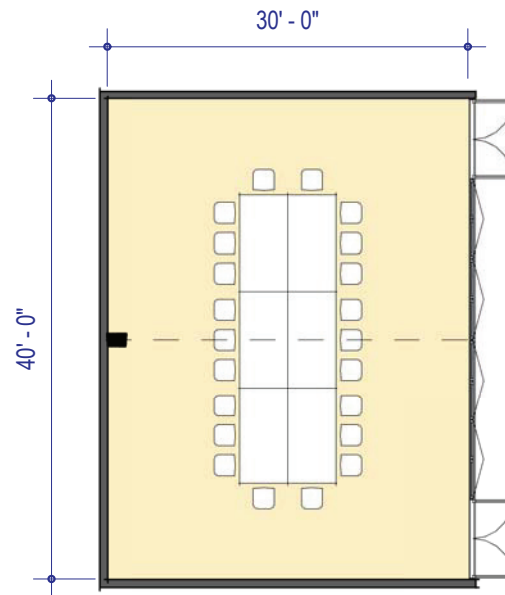
Furniture List:

1. Meeting Table(s)
2. Chairs

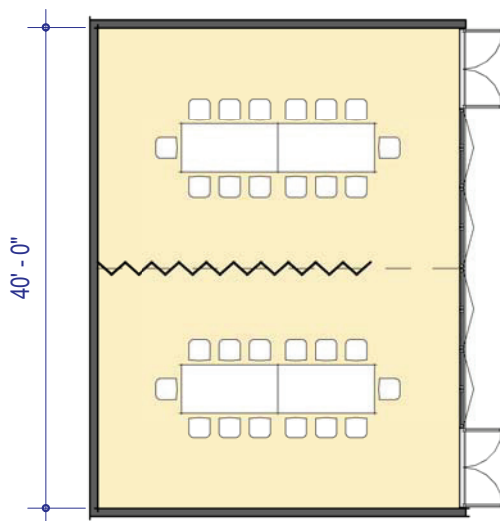
Equipment List

1. AV Equipment
2. Furniture Storage

Base Layout \ Single Meeting Space



Alternative 1 \ Divided Layout



Alternative 2 \ Open to Lobby

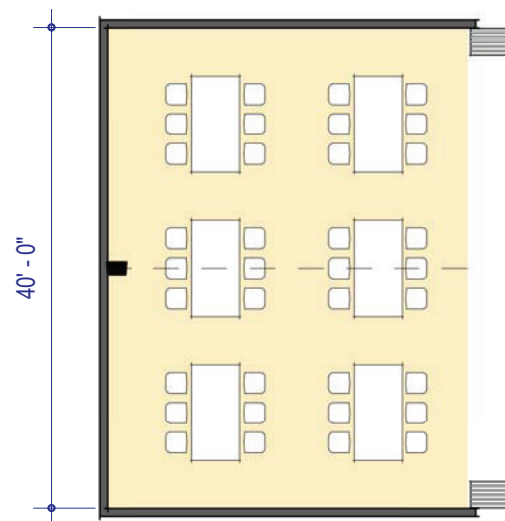


Figure 6.17 Multi-Use/Meeting Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECEPTION

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

6.2 Research Center

As presented in Chapter 5, Program Summary (pg 43), the spaces included in the research center are:

1. Registration/Consultation
2. Research Room - Main Reading Room
3. Research Room Central Desk
4. Reference Library
5. Computer Terminals for Finding Aids and Digital Records
6. Microfilm Research/AV Research
7. Scanners & Photocopiers
8. Holding Area for Carts of Records
9. Coin-Operated Lockers for Patrons

These spaces can be represented graphically by the diagram below.

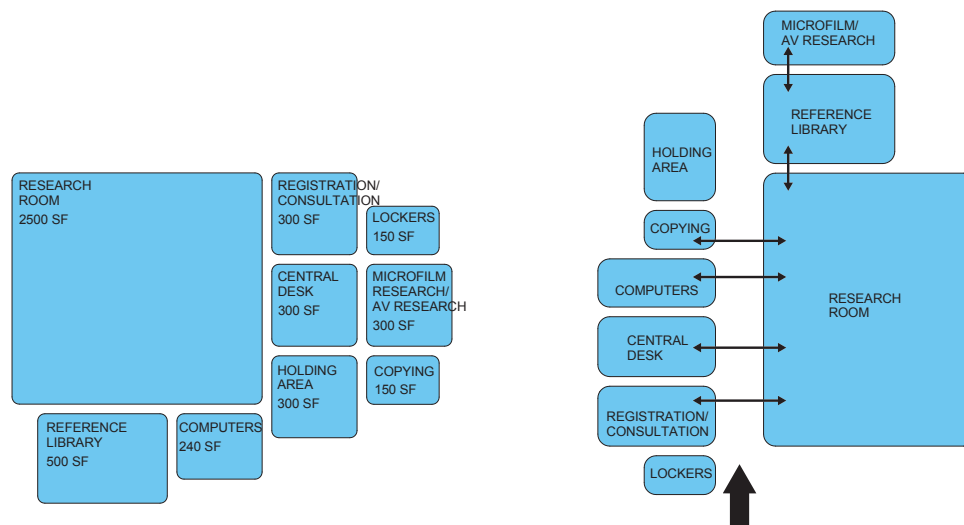


Figure 6.18 Research Center Program and Adjacencies (1" = 40'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Registration/Consultation

The registration/consultation area is the first checkpoint for the reading room. Patrons will sign in, be briefed on the rules, consult computers and paper finding aids, and consult with staff on individual research requirements. Computer terminals are located adjacent to or within the registration/consultation space to facilitate online registration and allow patrons to request records, review finding aids, and view digital records. The computers can also be used to show orientation materials to new researchers.

Space Criteria:

Nominal Floor Area: 300 SF

Occupants: TBD

Daylight: Desirable

Sound Attenuation: In Room

Special Considerations:

Sound insulation to prevent disrupting other researchers

If in separate space from reading room, use glass to allow staff to visually monitor reading room



Figure 6.19 Registration/Consultation Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Registration/Consultation

Furniture List:

1. Desk(s)
2. Chairs
3. Shelving for paper finding aids, brochures, etc.

Equipment List

1. Computer(s)
2. Security Devices

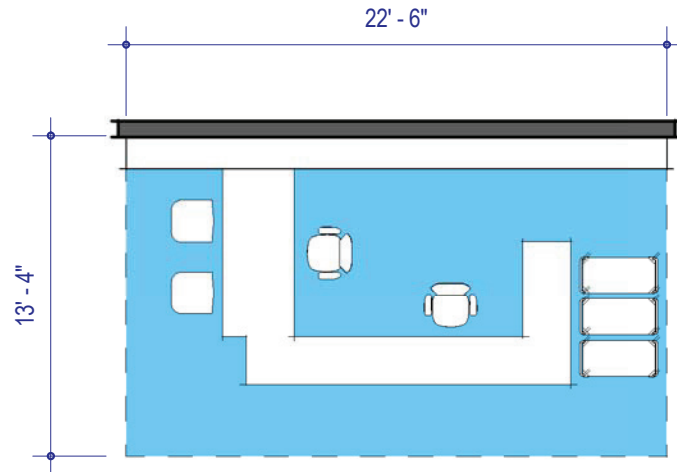


Figure 6.20 Registration/Consultation Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Research Room

The main reading room will be the designated space for viewing archival records. As both a public-serving space and a secure space, security and records preservation needs must be balanced against an inviting and transparent feel. This space must serve all types of records including paper, oversized records, photographs, and audiovisual records. Space for one research group should be provided, that is sound proof but visible to the central desk (i.e. glass walls). There were discussions about including a self-service land record section in this space, which would require space for large ledgers, microfilm, and index cards. Space for a land record research section has not been factored into the current space requirements for the research room.

Space Criteria:

Nominal Floor Area: 2,500 SF

Occupants: TBD

Daylight: Desirable

Sound Attenuation: In Room

Special Considerations:

UV Filtration and Shades

Controlled Access

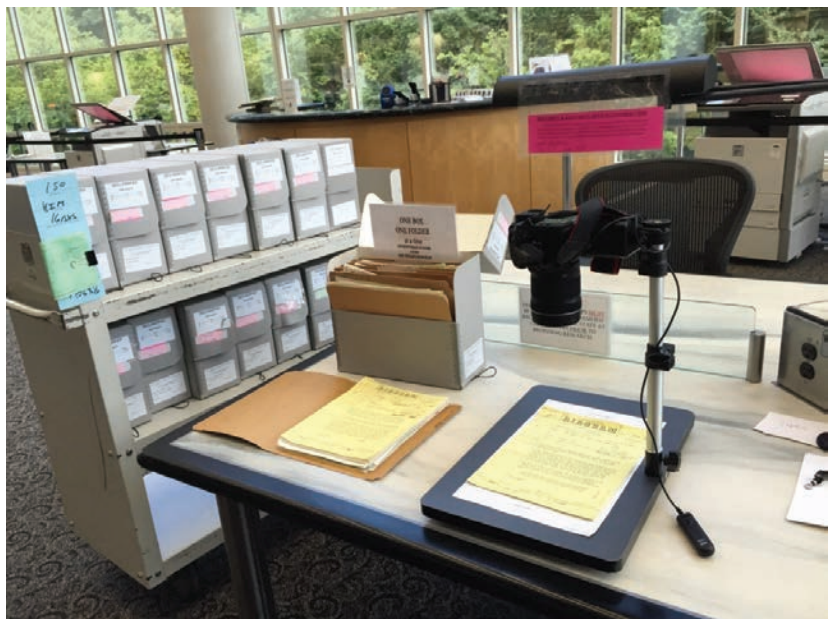


Figure 6.21 Research Room Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Research Room

Furniture List:

1. Tables – can be one size to accommodate multiple researchers or one researcher viewing oversized records like maps. Consider adjustable height for standing review of records.
2. Oversized Record Tables – needed if other tables are not large enough for one researcher to view oversized materials.
3. Chairs

Equipment List

1. Record Carts
2. Task Lighting – if needed; must not block line of sight of central desk or exceed light levels cited in Section 7.13
3. Security Devices

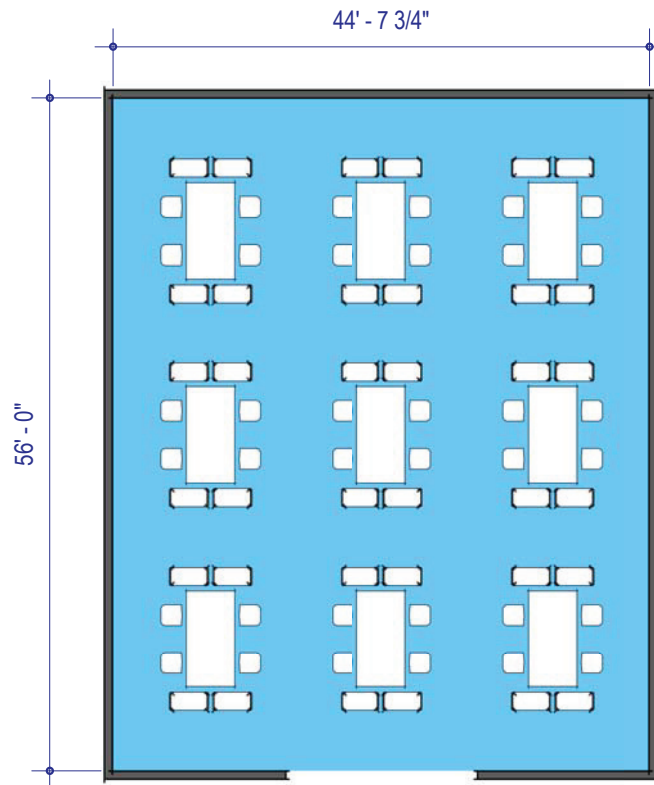


Figure 6.22 Research Room Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Central Desk

The central desk is the staff operated reference desk centrally located in the room so that the staff have a clear sight line to all areas where researchers are using archival materials. It can include copying and scanning depending on the security direction taken. The central desk could also be combined with registration/consultation depending on staffing levels and operations. This space provides a checkpoint for records circulation (records only circulate within the reading room).

Space Criteria:

Nominal Floor Area: 300 SF

Occupants: TBD

Daylight: Desirable

Sound Attenuation: In Room

Special Considerations:

UV Filtration and Shades

Automatic door openers for transport of carts

Double doors preferred for oversized materials

Central desk may have silent alarm that links it to security

Desk to be located on 6" raised platform with ramped access

Multi-height access to Central Desk (ADA)

Separate staff entrance (may be thru holding area)

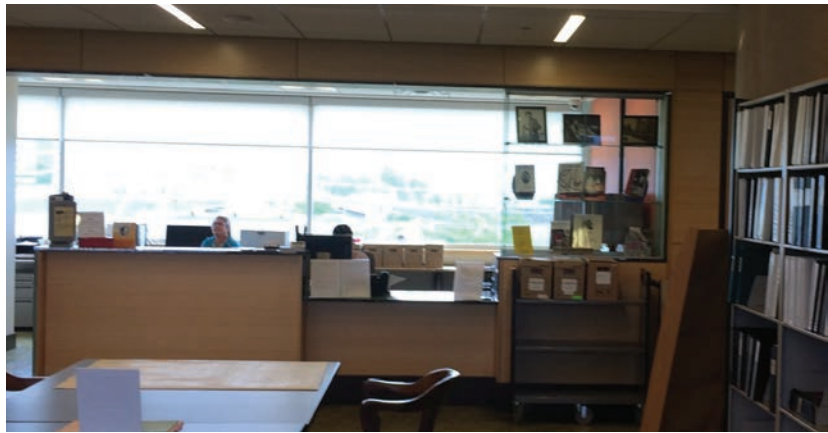


Figure 6.23 Central Desk Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Central Desk

Furniture List:

1. Desk
2. Chairs/Stools
3. Furniture should have storage for supplies

Equipment List

1. Computers
2. Copiers
3. Scanners
4. Security Devices

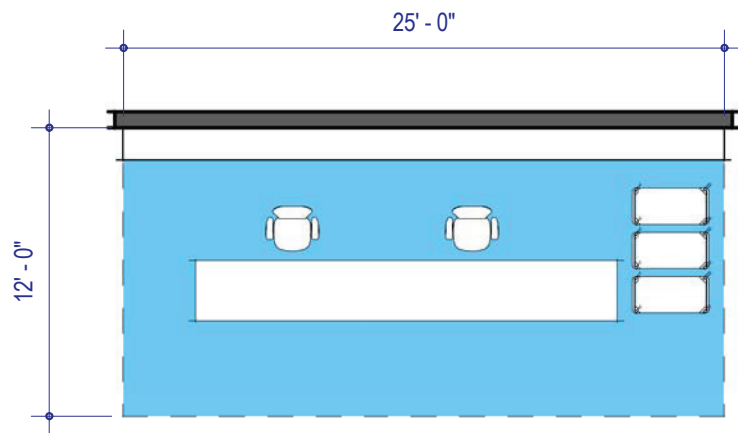


Figure 6.24 Central Desk Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Reference Library

The reference library is self-service and provides secondary research materials that complement the holdings of the DC Archives. It does not include records of archival value. This space should be easily accessible from the reading room.

Space Criteria:

Nominal Floor Area: 500 SF

Occupants: TBD

Daylight: Desirable

Sound Attenuation: In Room

Special Considerations:

AV Filtration and Shades



Figure 6.25 Reference Library Space Example

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Reference Library

Furniture List:

1. Low-Density Shelving (Fixed or Compact Mobile)

Equipment List

1. Security Devices

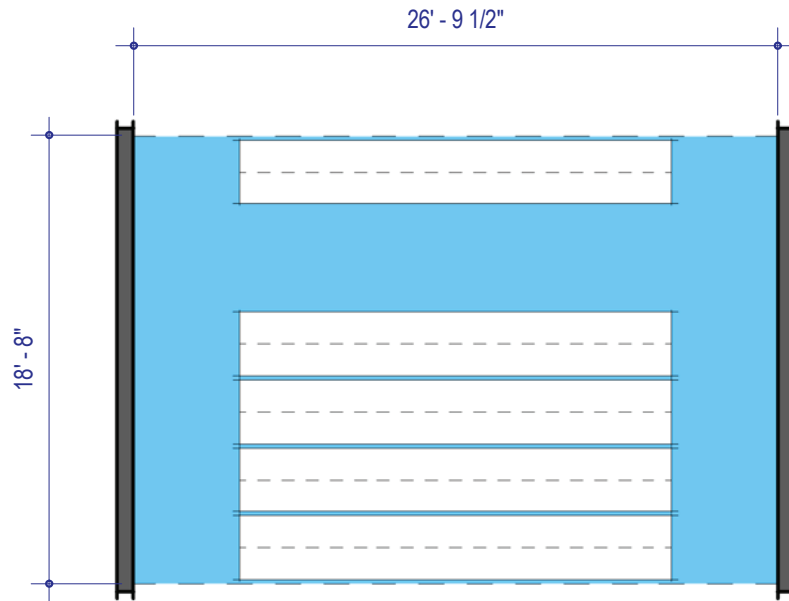


Figure 6.26 Reference Library Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Computers

Computer research space can be used either to assist patrons in locating records or to display born digital and/or digitized records. This space should have some computer access, but space for patrons to plug in their own laptops or tablets is also desirable. The space provided here allows for four computer terminals; connections for patron technology could be provided in the main reading room.

Space Criteria:

Nominal Floor Area: 240 SF

Occupants: 4 Occupants

Daylight: Not Required

Sound Attenuation: In Room

Special Considerations:



Figure 6.27 Computers Space Example

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Computers

Furniture List:

1. Four (4) Computer Desks
2. Four (4) Task Chairs

Equipment List

1. Four (4) Computers
2. Security Devices

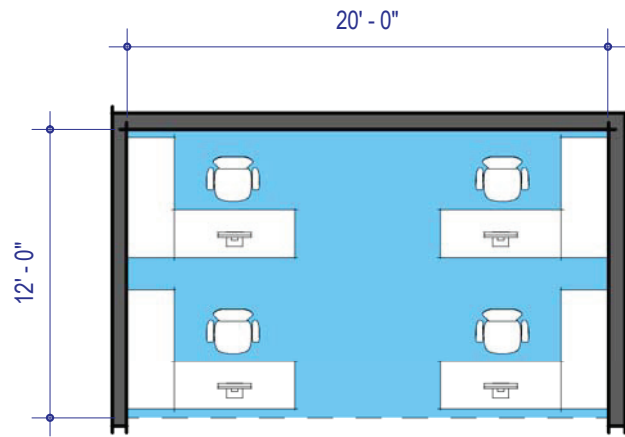


Figure 6.28 Computers Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Microfilm Research/AV Research

In order to access records stored on microfilm or alternative media, research space and specialized equipment must be provided. This space must also include a self-service copier for preparing prints or other types of copies of these materials.

Space Criteria:

Nominal Floor Area: 300 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: In Room



Figure 6.29 Microfilm Research/AV Research Space Example

Special Considerations:

Dimmable lighting

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Microfilm Research/AV Research

Furniture List:

1. AV Desks – some with headphones for listening to audio materials
2. Task Chairs

Equipment List

1. Microfilm/microfiche machines
2. Additional AV Support Equipment As Needed
3. Cabinets to store public use copies of microfilm/fiche
4. Copiers
5. Security Devices

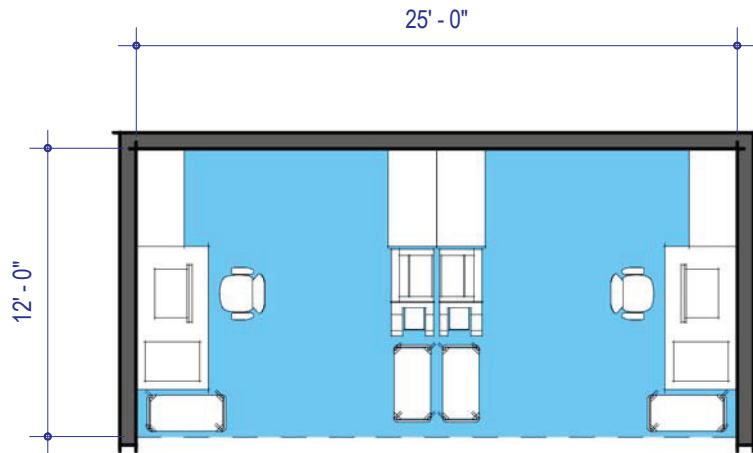


Figure 6.30 Microfilm Research/AV Research Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Scanners & Photocopiers

This space may or may not be accessible to the public, depending on the security model used. If it is not accessible, staff will photocopy and scan for patrons. This space should allow both scanning to files and copying to paper. There should be sufficient area for carts in this space.

Space Criteria:

Nominal Floor Area: 150 SF

Occupants: TBD

Daylight: Not Desirable

Sound Attenuation: Between Rooms



Figure 6.31 Scanners & Photocopiers Space Example

Special Considerations:

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Scanners & Photocopiers

Furniture List:

1. Counter for Collecting Prints
2. Chair

Equipment List

1. Copiers/Scanners
2. Security Devices

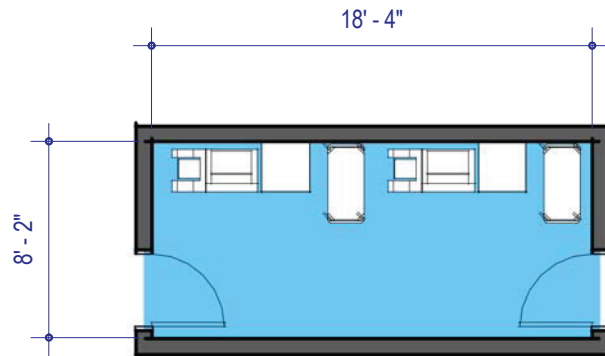


Figure 6.32 Scanners & Photocopiers Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Holding Area for Carts of Records

Many patrons will request substantial pulls of records from the Archives. If a system is provided for requesting records in advance, this space can serve as a staging area for those records. This space will also house records that need to be returned to the records storage room. This space is staff access only and should be secure from the reading room.

Space Criteria:

Nominal Floor Area: 300 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None

Special Considerations:

Entrance from main corridor or records storage corridor

Can serve as staff entrance to research room

Automatic doors

Double doors

Same security as records storage rooms and processing



Figure 6.33 Holding Area Space Example

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Holding Area for Carts of Records

Furniture List:

1. Some shelving for individual boxes/ledgers that do not need to be transported by a cart. It may be wall mounted shelving that is high enough off the floor for carts to be parked underneath it.

Equipment List

1. Record Carts
2. Security Devices

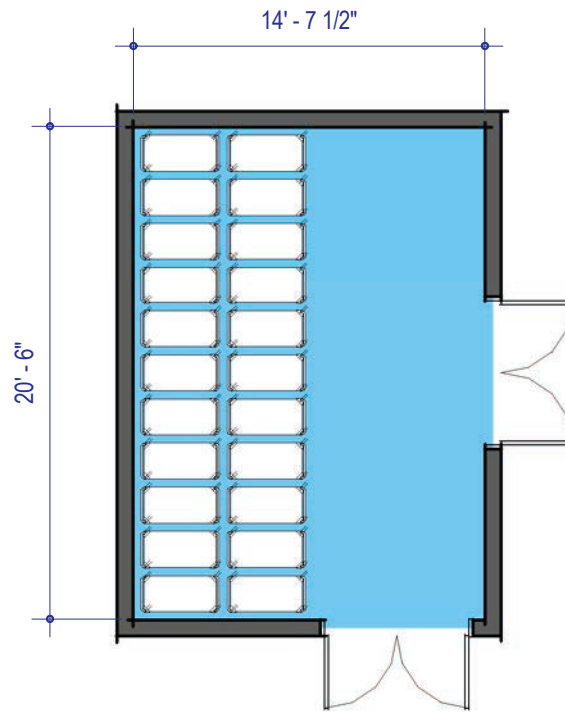


Figure 6.34 Holding Area Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Coin-Operated Lockers for Patrons

This space should provide at least 20 lockers for patrons to store their belongings. Lockers must be outside of the reading room. Some researchers prefer the ability to see their belongings from the research space or have them close by, but there should be no access to these lockers from any space within the reading room. The lockers could also be located within the reception/lobby area. There should be a bench and a flat area to organize belongings.

Space Criteria:

Nominal Floor Area: 150 SF

Occupants: TBD

Daylight: Desirable

Sound Attenuation: None

Special Considerations:

Variety of sizes to include large lockers for traveling researchers with luggage

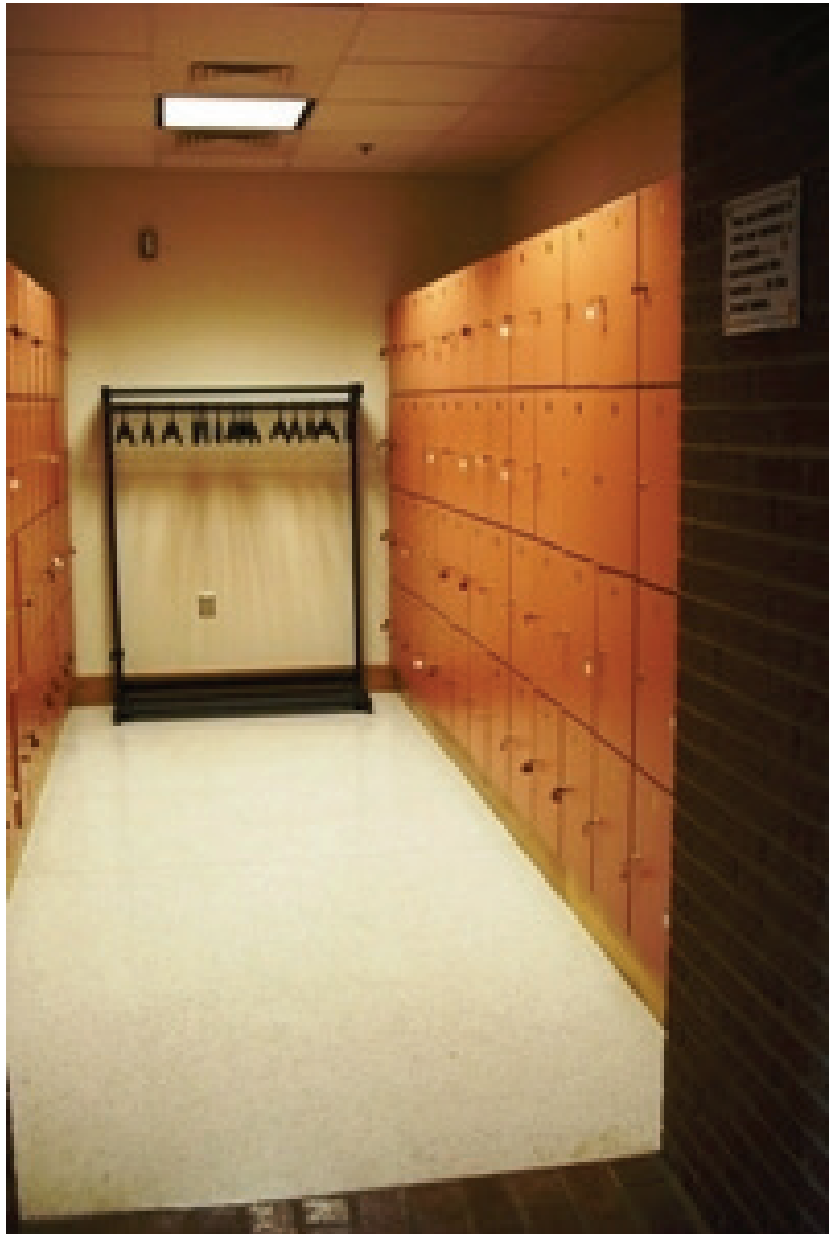


Figure 6.35 Coin-Operated Lockers Space Example

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

Coin-Operated Lockers for Patrons

Furniture List:

1. Bench
2. Counter or Table

Equipment List

1. 20+ Lockers
2. Security Devices

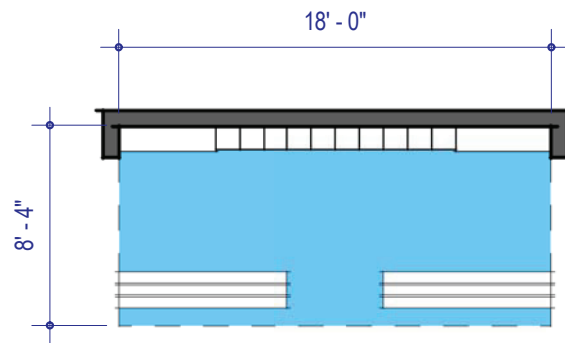


Figure 6.36 Coin-Operated Lockers Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RESEARCH CENTER

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

6.3 Records Storage

As presented in Chapter 5, Program Summary (pg 43), the spaces included in the records storage area are:

1. Textual Storage (Paper)
2. Cool Storage (Photographs Film, Magnetic Tape, Glass Plates, DVDs, X-rays)
3. Cold Storage (Color Film, Slides, Prints)
4. Digital Archives Storage Room
5. Art/Artifacts
6. Library of Government Information
7. Ladder and Lift Storage

Records storage spaces are organized in storage bays sized to accommodate the selected shelving system. They must only be used for the storage of collections. Staff work areas must be located outside the storage rooms to reduce fluctuations in climate conditions and pollutants. Ideally, records should be stored according to their media type and the environmental conditions recommended for each kind of record. However, some repositories combine materials in one records storage area and adjust the environmental conditions accordingly. The following requirements provide an overview of these criteria. For additional information see Chapter 4, Records Storage Options (pg 35).

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Textual Storage (Paper)

This is the largest archival storage space(s) in the building. The required square feet of space depends on the type of shelving used. See Chapter 4, Records Storage Options (pg 35) for additional information on the configuration of the space based on the type of shelving used.

Space Criteria:

Nominal Floor Area: 45,000 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: None

Special Considerations:

See Chapter 7, Design Narrative (pg 161) for archival storage and space standards



Figure 6.37 Textual Storage Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Textual Storage (Paper)

Furniture List:

1. Shelving

Equipment List

1. Security Devices

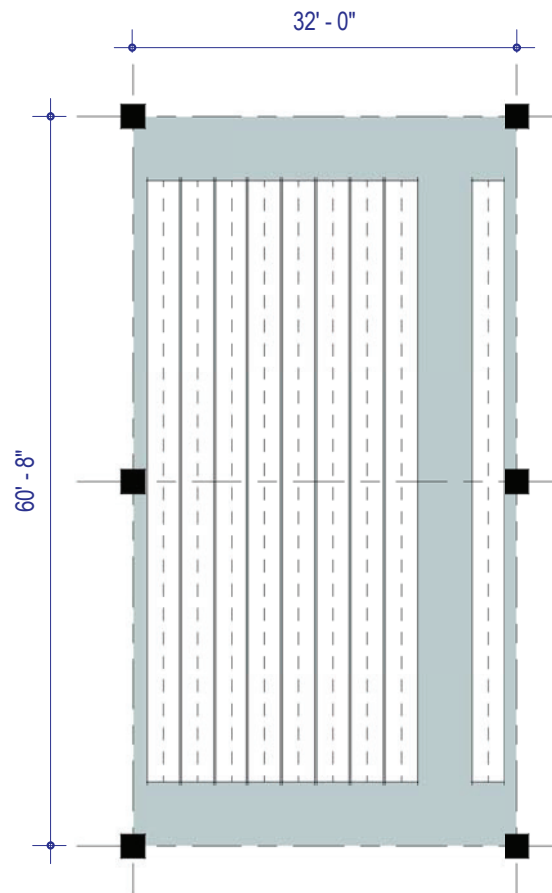


Figure 6.38 Textual Storage Two-Bay Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Cool Storage (Photographs, Film, Magnetic Tape, Glass Plates, DVDs, X-rays)

Cool Storage houses materials that need to be stored at a different temperature and relative humidity from the main textual storage.

Space Criteria:

Nominal Floor Area: 4,500 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: None

Special Considerations:

See Chapter 7, Design Narrative (pg 161) for archival storage and space standards



Figure 6.39 Cool Storage Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Cool Storage (Photographs, Film, Magnetic Tape, Glass Plates, DVDs, X-rays)

Furniture List:

1. Shelving

Equipment List

1. Security Devices

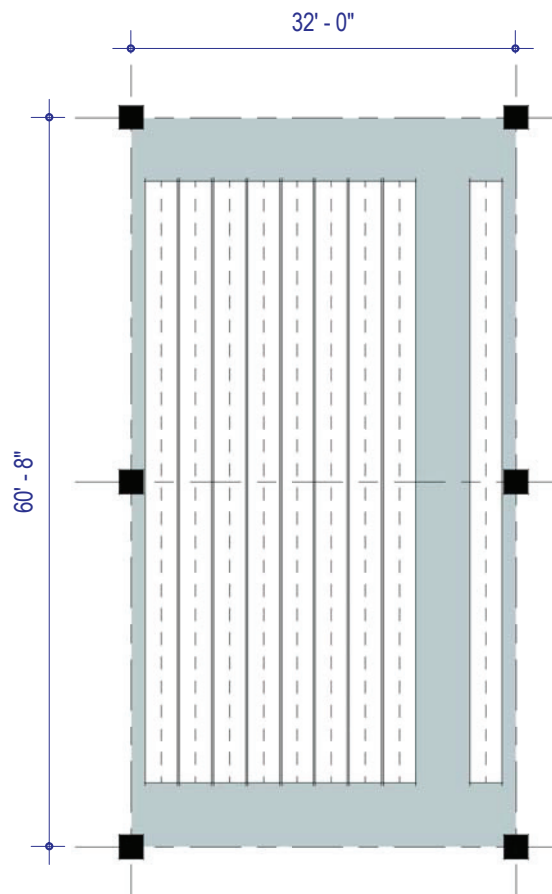


Figure 6.40 Cool Storage Two-Bay Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Cold Storage (Color Film, Slides, Prints)

Cold storage houses materials that need to be stored at a different temperature and relative humidity from the main textual storage.

Space Criteria:

Nominal Floor Area: 4,200 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: None



Special Considerations:

See Chapter 7, Design Narrative (pg 161) for archival storage and space standards



Figure 6.41 Cold Storage Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Cold Storage (Color Film, Slides, Prints)

Furniture List:

1. Shelving – for temperatures below 50 degrees F, open style chrome plated stainless steel wire racks are recommended.

Equipment List

1. Security Devices

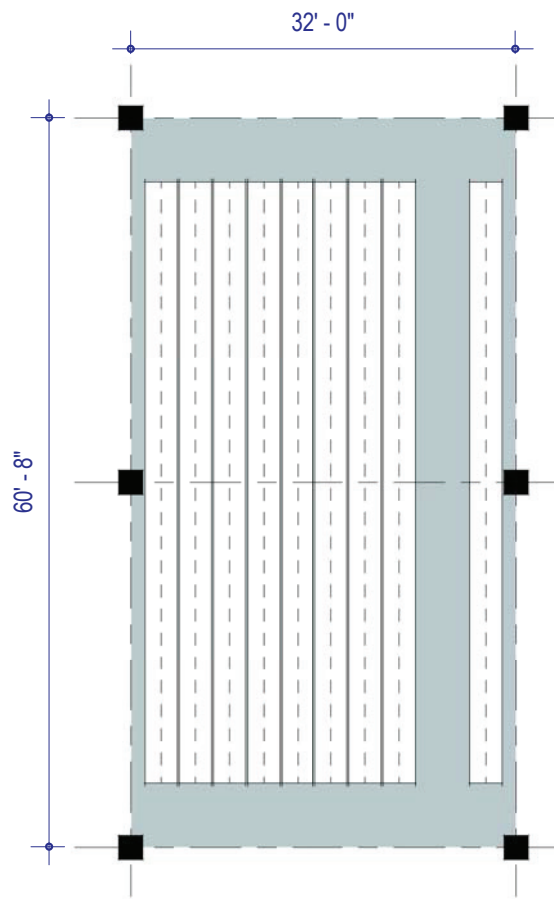


Figure 6.42 Cold Storage Two-Bay Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Digital Archives Storage Room

This space houses digital records; as a result, this space will house computer equipment.

Space Criteria:

Nominal Floor Area: 4,000 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: None

Special Considerations:

See Chapter 7, Design Narrative (pg 161) for archival storage and space standards



Figure 6.43 Digital Archives Storage Room Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Digital Archives Storage Room

Furniture List:

1. Digital equipment

Equipment List

1. Security Devices

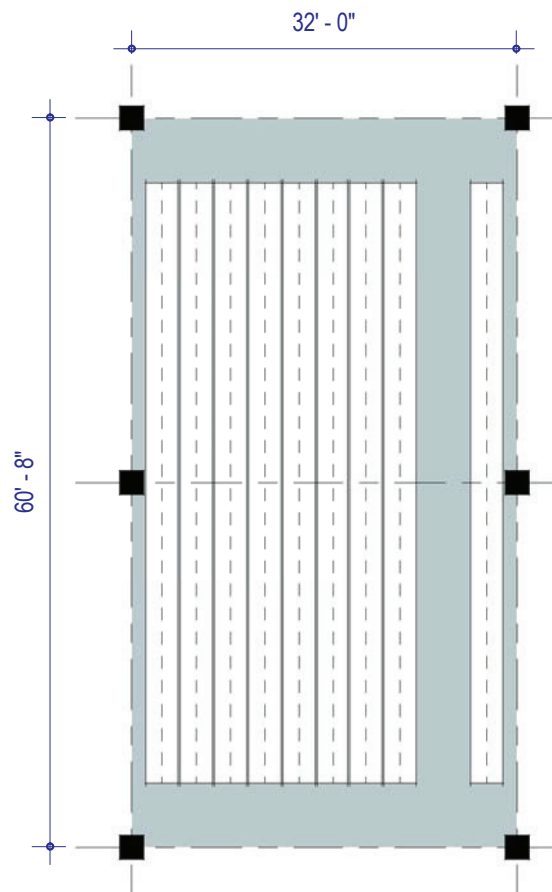


Figure 6.44 Digital Archives Storage Room Two-Bay Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Art/Artifacts

The space for art and artifacts provides storage for those items that require storage conditions that differ from paper – whether those requirements are due to temperature/relative humidity, size, shape, or media type.

Space Criteria:

Nominal Floor Area: 2,500 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: None

Special Considerations:

See Chapter 7, Design Narrative (pg 161) for archival storage and space standards



Figure 6.45 Art/Artifacts Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Art/Artifacts

Furniture List:

1. Shelving
2. Art Racks
3. Lockable cabinets – for rare, valuable items

Equipment List

1. Security Devices

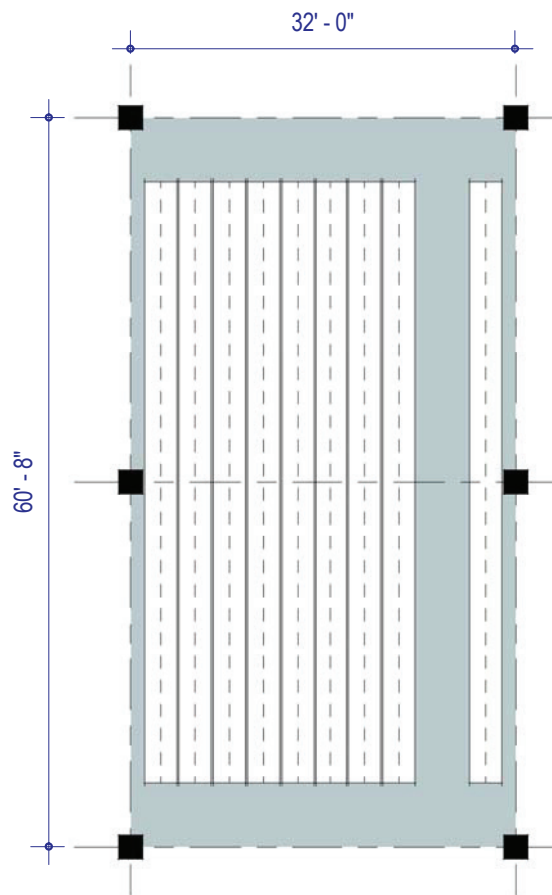


Figure 6.46 Art/Artifacts Two-Bay Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Library of Government Information

This space houses the Library of Government. This space features the same design criteria as textual storage.

Space Criteria:

Nominal Floor Area: 3,000 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: None

Special Considerations:

See Chapter 7, Design Narrative (pg 161) for archival storage and space standards



Figure 6.47 Library of Government Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Library of Government Information

Furniture List:

1. Shelving

Equipment List

1. Security Devices

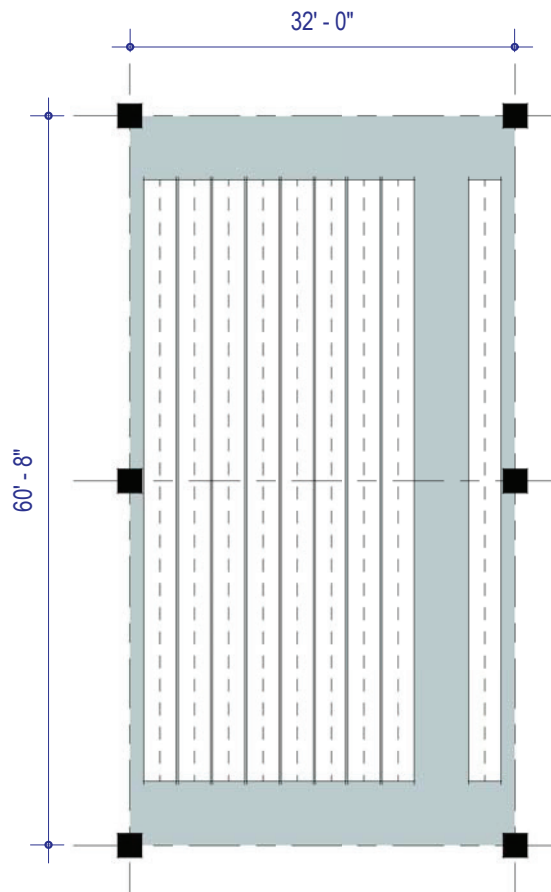


Figure 6.48 Library of Government Two-Bay Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Ladder and Lift Storage

This space is required for all medium- and high-density shelving options in order to store the equipment necessary to access records stored on upper shelves. This space should also store extra carts used for transporting records. It should be located near the records storage areas. More than one storage area may be needed depending on the design, size and location of the records storage areas.

Space Criteria:

Nominal Floor Area: 200 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None

Special Considerations:



Figure 6.49 Ladder and Lift Storage Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

Ladder and Lift Storage

Furniture List:

1. N/A

Equipment List

1. Ladders and/or Lifts as Needed
2. Record Carts

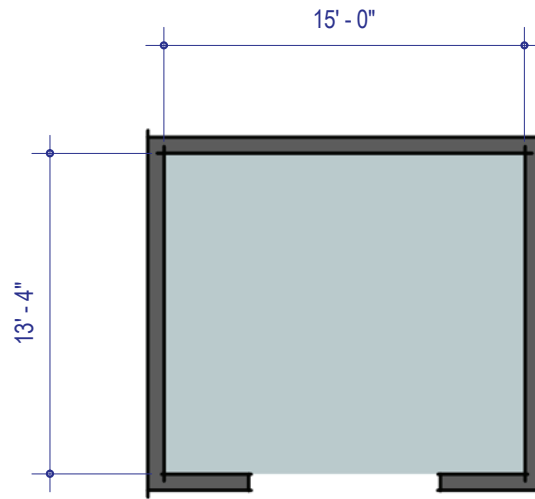


Figure 6.50 Ladder and Lift Storage Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS STORAGE

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

6.4 Records Receiving

As presented in Chapter 5, Program Summary (pg 43), the spaces included in the records storage area are:

1. Records Dock
2. Service Dock
3. Trash/Recycling Room
4. Building Supply Storage
5. Covered Loading Dock(s)
6. Freight Elevators to Reach All Floors
7. Secure Receiving Room
8. Quarantine Room for “Dirty” Records
9. Toilets for Receiving Area

The following is a graphic summary of these spaces:

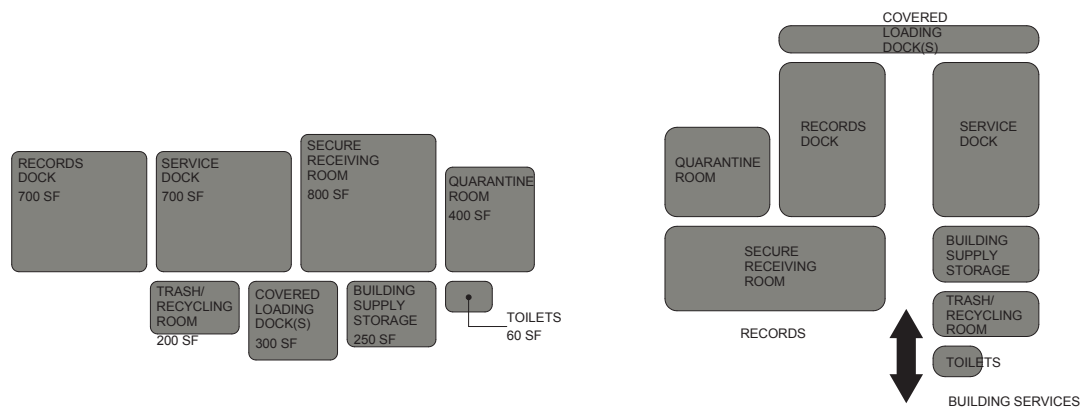


Figure 6.51 Records Receiving Program and Adjacencies (1" = 40'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Records Dock

The records dock, a separate secure loading dock from the service dock, provides a place for trucks to drop off deliveries of archival records. This dock can also be used for Records Center materials. It is not to be used for equipment, supplies, mail, food, trash, or other items that could contaminate the records or the dock. This dock is not to be used by the Library Distribution operation because of the risk of pests, rodents, mold, lice, and other contaminants.



Space Criteria:

Nominal Floor Area: 700 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None

Special Considerations:

Covered concrete platform that can service various sizes of trucks

Covers or Canopies over the loading dock platform that extends at least 4 feet

Sloped ramp that drains sufficiently to prevent water from collection near, or migrating into, the building

Positive air pressure

Separate handling system vented directly to outside

Secure doors



Figure 6.52 Records Dock Space Examples

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Records Dock

Special Considerations (cont.):

Brush sweeps to keep out insects, vermin and molds

Bird netting to prevent birds and bats from entering dock area

Furniture List:

1. N/A

Equipment List

1. Lift
2. Pallet Trucks
3. Flat Bed Trucks
4. Carts

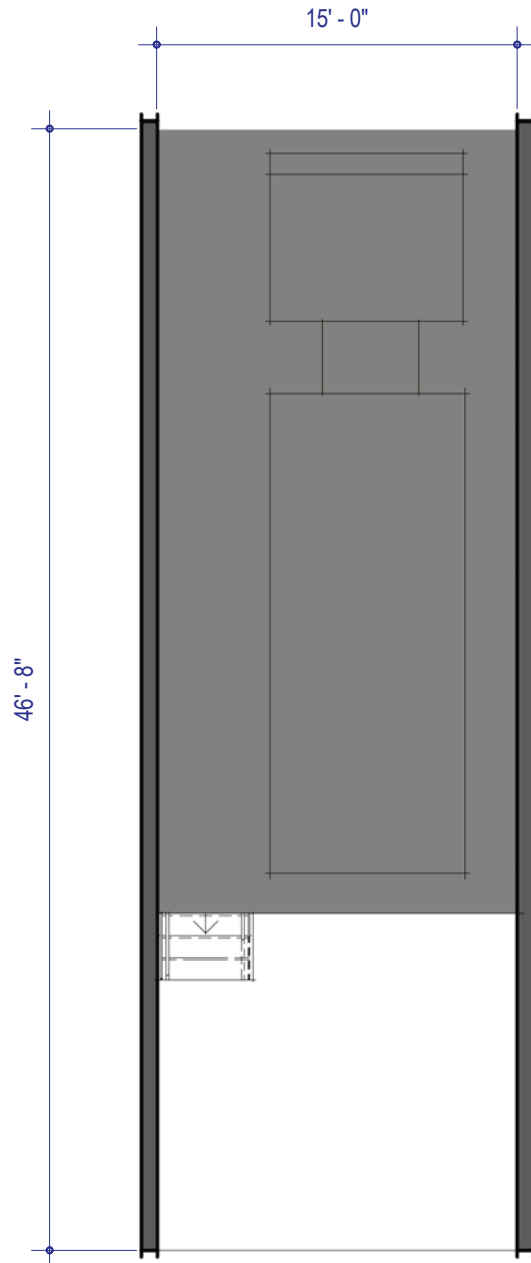


Figure 6.53 Records Dock Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Service Dock

The service dock, a separate loading dock from the records dock, provides a place for building support functions. This dock is used for equipment, supplies, mail, food, trash, and other “dirty” items, to ensure that these items do not contaminate archival materials. Records should not be processed through this dock.

Space Criteria:

Nominal Floor Area: 700 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None

Special Considerations:



Figure 6.54 Service Dock Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Service Dock

Furniture List:

1. N/A

Equipment List

1. Lift
2. Pallet Trucks
3. Flat Bed Trucks
4. Carts

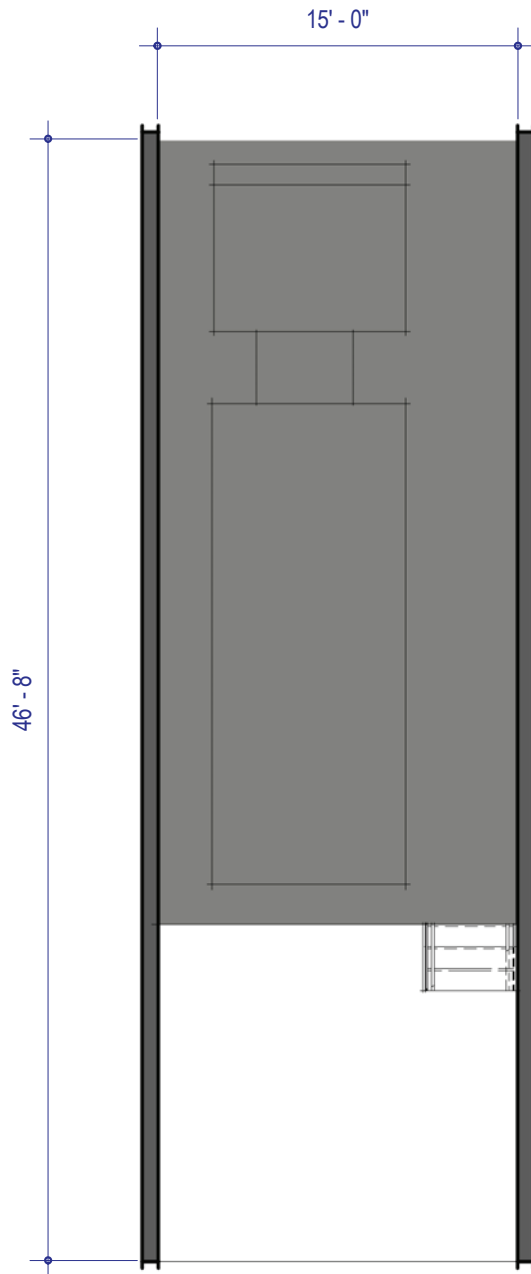


Figure 6.55 Service Dock Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Trash/Recycling Room

This room is to be used for holding of trash and recycling, pending pickup at the service dock. It should be accessible to the service dock but not the records dock.

Space Criteria:

Nominal Floor Area: 200 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None



Figure 6.56 Trash/Recycling Room Space Example

Special Considerations:

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Trash/Recycling Room

Furniture List:

1. N/A

Equipment List

1. Dumpster / Bins

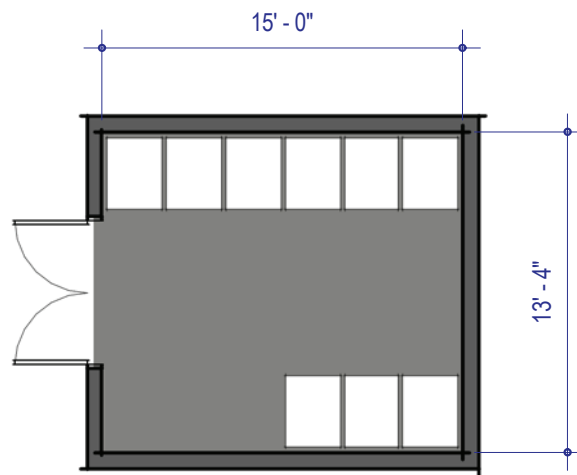


Figure 6.57 Trash/Recycling Room Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Building Supply Storage

Building supply storage can store general supplies, HVAC filters, equipment, furniture, and extra shelves. It should be accessed through the service dock.

Space Criteria:

Nominal Floor Area: 250 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None

Special Considerations:

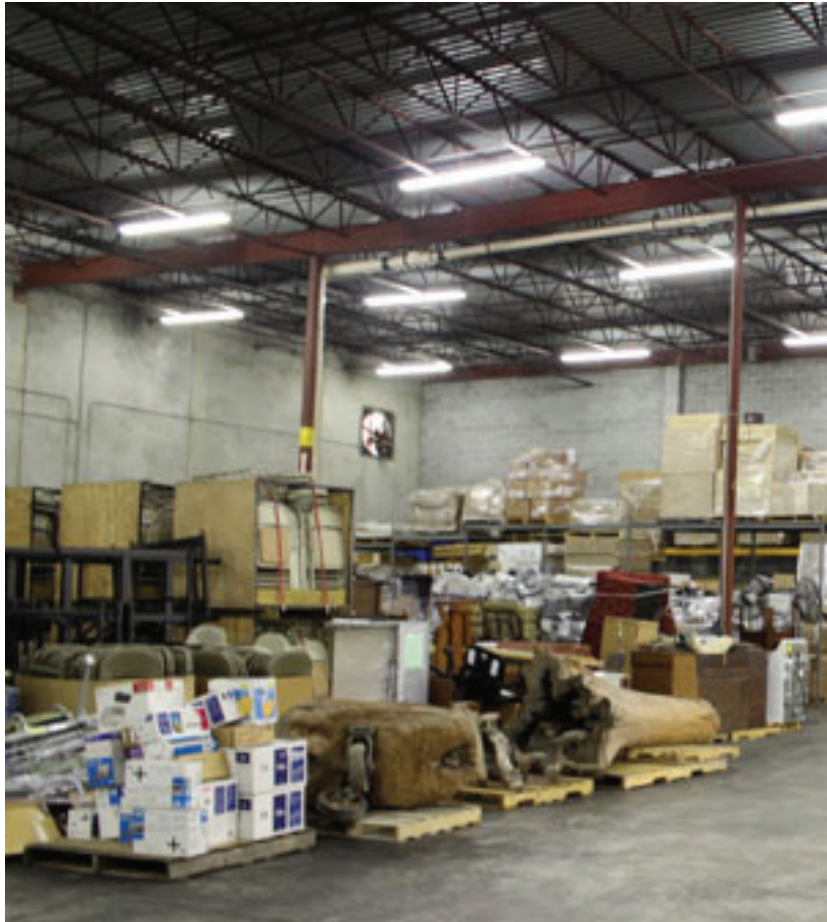


Figure 6.58 Building Supply Storage Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Building Supply Storage

Furniture List:

1. N/A

Equipment List

1. Carts

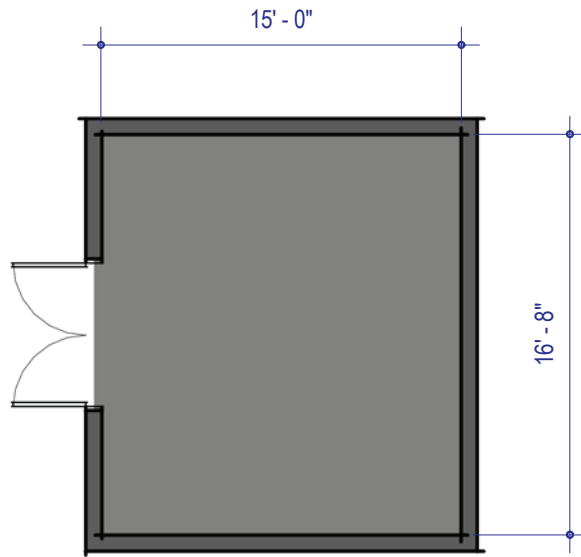


Figure 6.59 Building Supply Storage Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Covered Loading Dock(s)

Loading docks should be covered.
Ideally, both the records dock and the
service dock should be covered.

Space Criteria:

Nominal Floor Area: 300 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None

Special Considerations:



Figure 6.60 Covered Loading Dock(s) Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Covered Loading Dock(s)

Furniture List:

1. N/A

Equipment List

1. Security Devices

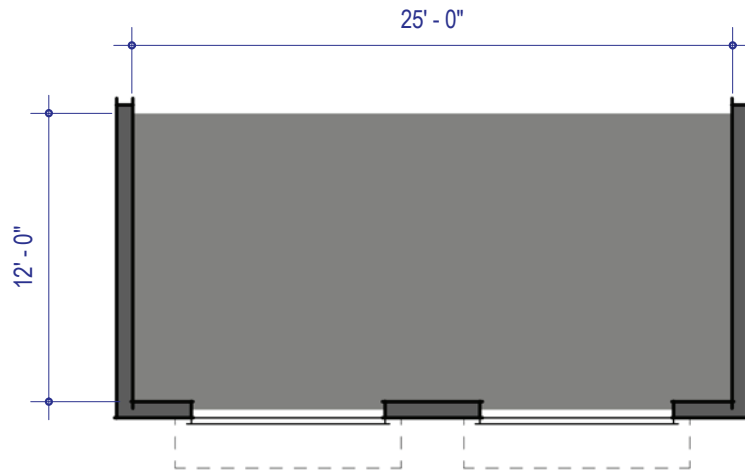


Figure 6.61 Covered Loading Dock(s) Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Freight Elevators to Reach All Floors

For a multi-level configuration of the Archives, a freight elevator accessible from the records receiving area must be provided.

Space Criteria:

Nominal Floor Area: N/A

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None

Special Considerations:

Class A traction elevator, 5,000 lb capacity, pending evaluation of site selection and design configuration



Figure 6.62 Typical Freight Elevator

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Freight Elevators to Reach All Floors

Furniture List:

1. N/A

Equipment List

1. Freight Elevator

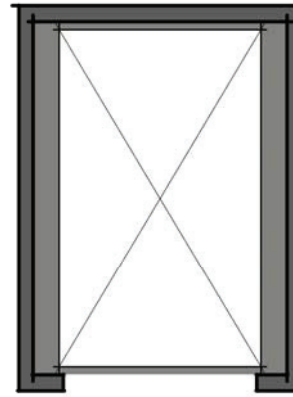


Figure 6.63 Typical Freight Elevator (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Secure Receiving Room

The secure receiving room provides a lockable space for processing new records that have recently been delivered. Space must be provided for inspection and storage. This space is the temporary storage location for records, pending distribution to the proper records storage location in the facility.

Space Criteria:

Nominal Floor Area: 800 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: None



Figure 6.64 Secure Receiving Room Space Example

Special Considerations:

Doors wide enough to allow palletized records to enter

Floor drain

Washable floors

Fire protection systems similar to records storage areas

Separate air handling system from records storage areas

Insulation to prevent migration of pests and mold

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Secure Receiving Room

Furniture List:

1. Shelving
2. Moveable Tables
3. Clearly marked trash cans
4. Computer station

Equipment List

1. Security Devices

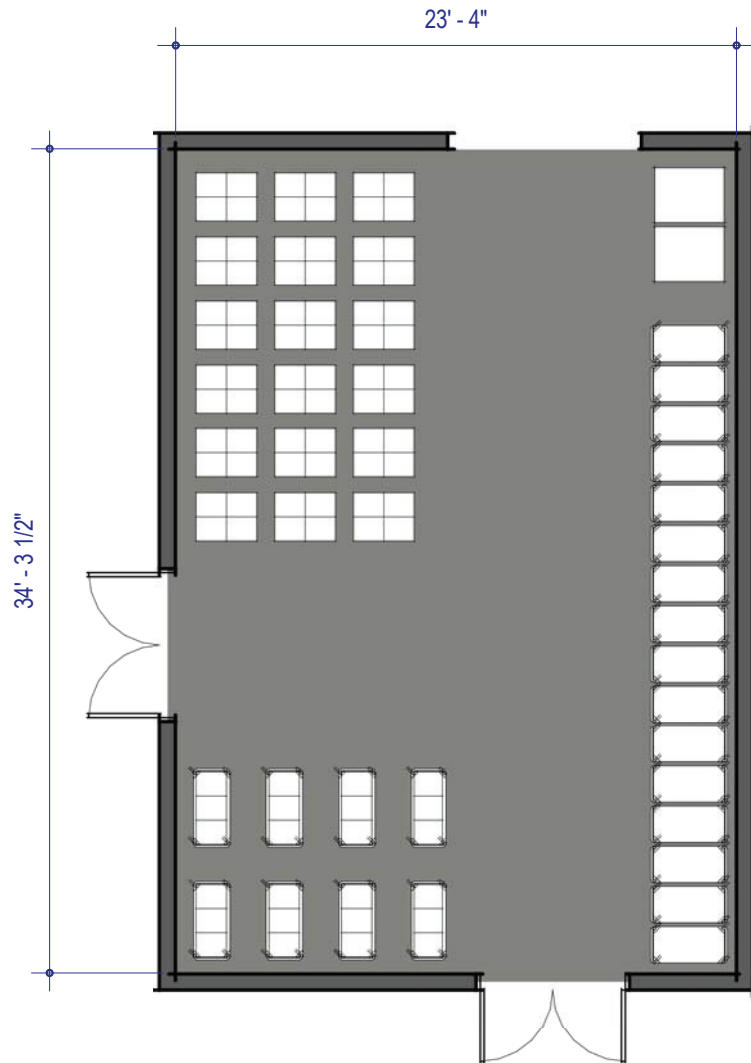


Figure 6.65 Secure Receiving Room Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Quarantine Room

This space is similar to the receiving room but provides a biological safety cabinet. This room allows the facility to treat mold and other contaminants that have been found during initial receiving inspection.

Space Criteria:

Nominal Floor Area: 400 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: None

Special Considerations:

Floor drain

Safety shower

Washable floors

Doors wide enough to allow palletized records to enter

Fire protection systems similar to records storage areas

Separate air handling system from records storage areas

Insulation to prevent migration of pests and mold



Figure 6.66 Quarantine Room Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Quarantine Room

Furniture List:

1. Shelving
2. Moveable tables
3. Clearly marked trash cans

Equipment List

1. Biological Safety Cabinet
2. Security Devices

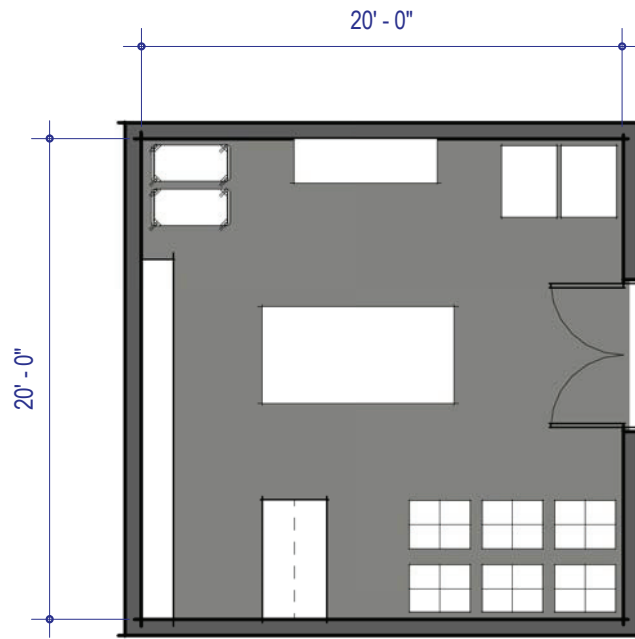


Figure 6.67 Quarantine Room Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Toilets

A small toilet room shall be provided adjacent to the docks. This will separate the functions of records receiving from the front-of-house operations, which also have toilets.

Space Criteria:

Nominal Floor Area: 60 SF

Occupants: 1

Daylight: Not Required

Sound Attenuation: Between Rooms

Special Considerations:



Figure 6.68 Toilets Space Example

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

Toilets

Furniture List:

1. N/A

Equipment List

1. Toilet Room Fixtures and Accessories

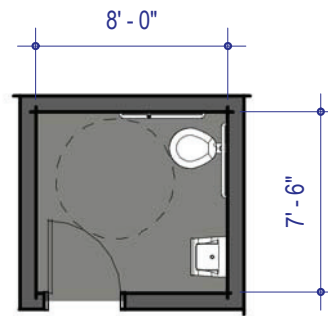


Figure 6.69 Toilets Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ RECORDS RECEIVING

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

6.5 Staff Work Areas

As presented in Chapter 5, Program Summary (pg 43), the spaces included in the staff work areas are:

1. Processing Room(s)
2. Archival Supply Storage
3. Imaging Lab
4. Conservation/Preservation Lab
5. Electronic Records Processing
6. Exhibit Prep Shop
7. Exhibit Staging Area
8. Director's Office
9. Archivist Offices
10. Workstations
11. Quiet Room
12. Multi-Use Room Large
13. Project Room
14. Staff Lounge
15. Office Supplies

The following is a graphic summary of these spaces:

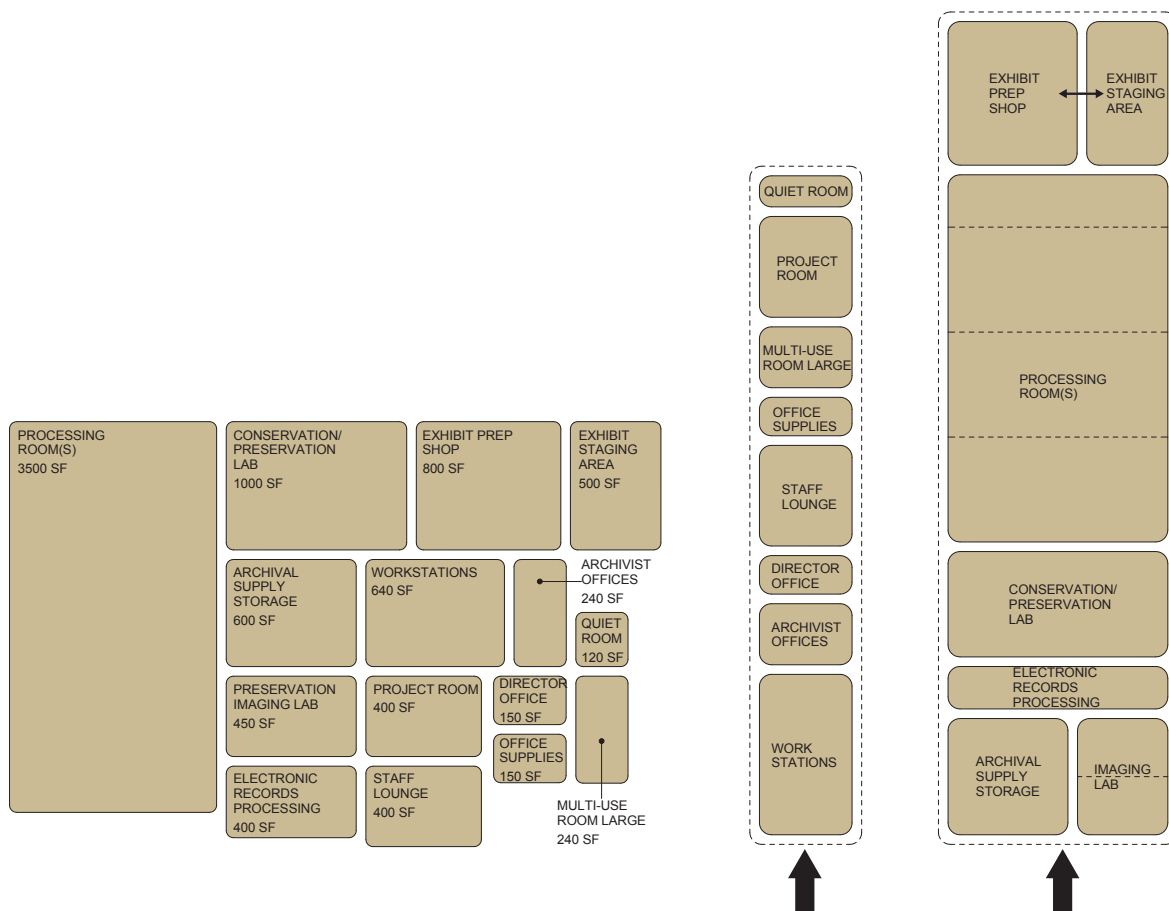


Figure 6.70 Staff Work Areas Program and Adjacencies (1" = 40'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Processing Room(s)

Processing rooms provide separate workspace from stacks and office areas where staff can work individually or in groups to examine, sort, arrange, describe and rehouse archival materials. Some records may be stored in processing rooms for extended periods of time. This programmatic element requires different spaces to handle paper records, oversized records, photos, film, and electronic records. Room for carts must be provided to allow records to circulate between processing, the lab, and the records storage rooms.

Space Criteria:

Nominal Floor Area: 3,500 SF

Occupants: 2-4 People

Daylight: Not Required

Sound Attenuation: None

Special Considerations:

Environmental conditions should match or closely approximate conditions in the records storage rooms.

Adequate open space for parking carts



Figure 6.71 Processing Room(s) Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Processing Room(s)

Furniture List:

1. Shelving
2. Movable Tables (some adjustable height)
3. Copiers
4. Computer Desks
5. Trash Bins

Equipment List

1. Computer Workstations
2. Equipment for special format materials, such as audiovisual materials
3. Record Carts
4. Security Devices

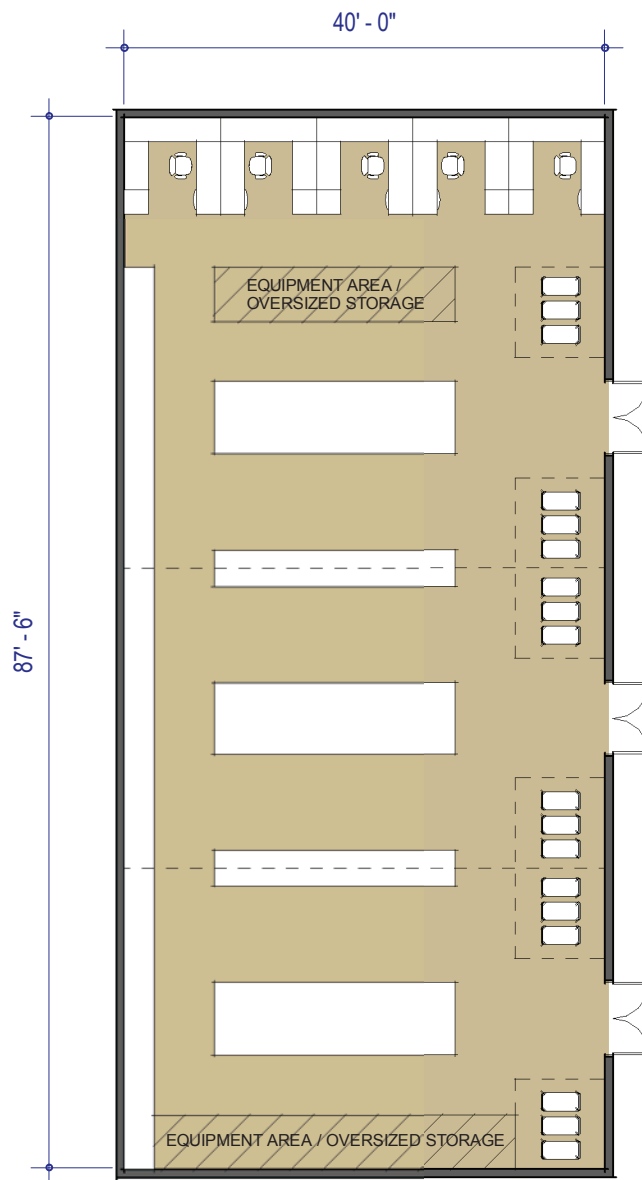


Figure 6.72 Processing Room(s) Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Archival Supply Storage

The archival supply storage room provides space for storing additional boxes, containers, processing supplies, and exhibit supplies.

Space Criteria:

Nominal Floor Area: 600 SF

Occupants: TBD

Daylight: Not Desirable

Sound Attenuation: None

Special Considerations:



Figure 6.73 Archival Supply Storage Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Archival Supply Storage

Furniture List:

1. Shelving

Equipment List

1. N/A

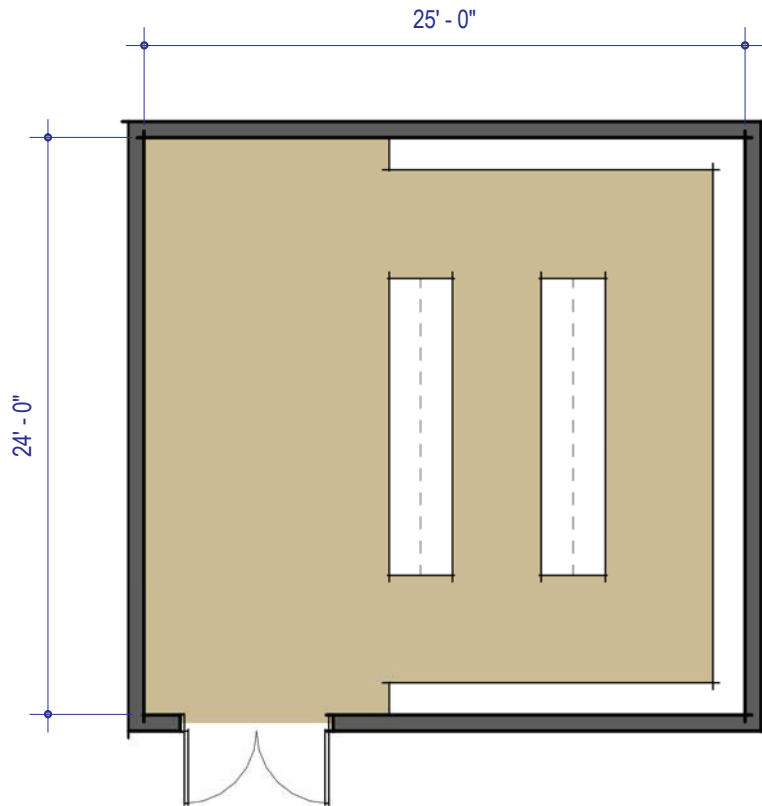


Figure 6.74 Archival Supply Storage Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Imaging Lab

The preservation imaging lab provides space for staff to digitize records for preservation, researcher access, and use over the Internet.

Space Criteria:

Nominal Floor Area: 450 SF

Occupants: 2-3 People

Daylight: Not Acceptable

Sound Attenuation: None

Special Considerations:

Dimmable lighting

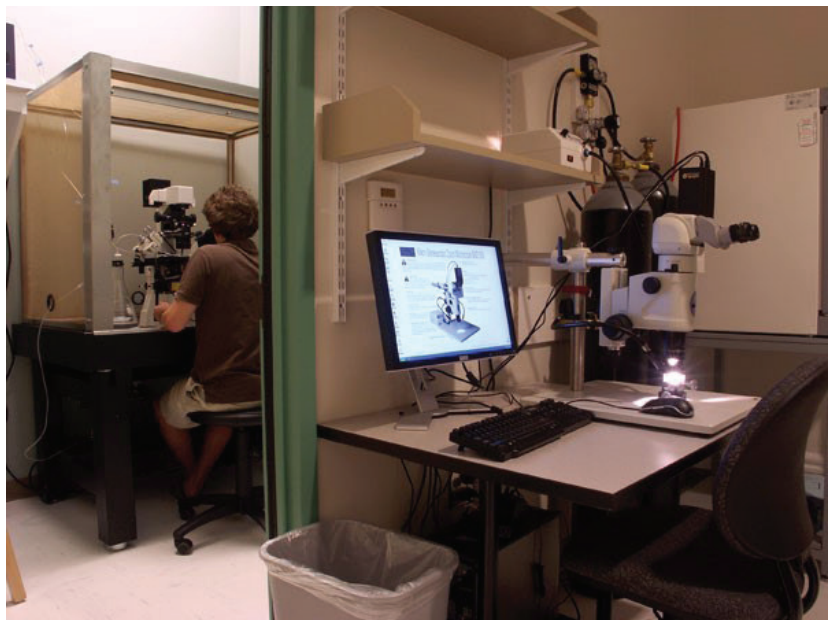


Figure 6.75 Imaging Lab Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Imaging Lab

Furniture List:

1. Moveable Tables
2. Computer Workstations
3. Chairs

Equipment List

1. Computers for Digital Record Processing
2. Digitizing/scanning Equipment for Microfilm and Paper Records
3. Shelving for short term storage of records being reformatted
4. Security Devices

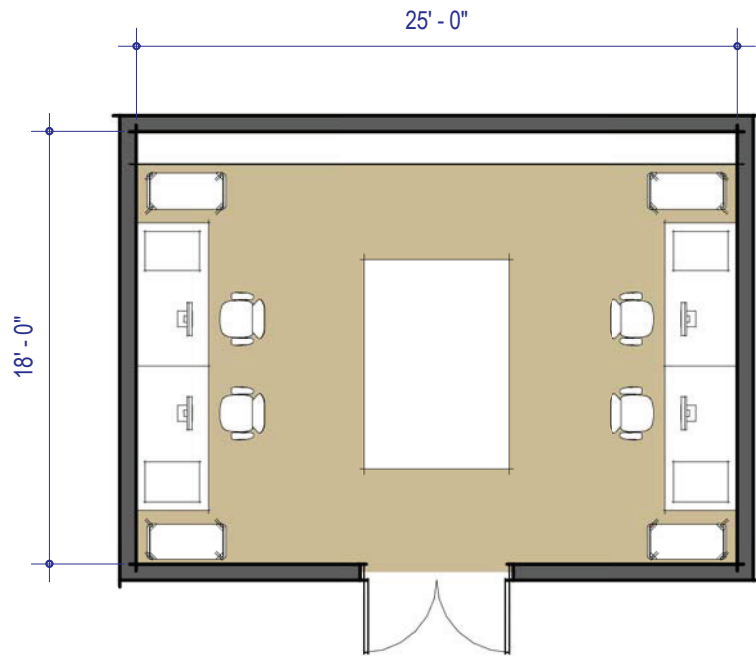


Figure 6.76 Imaging Lab Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Conservation/Preservation Lab

This is a wet lab space for archival conservation and restoration.

Space Criteria:

Nominal Floor Area: 1,000 SF

Occupants: 1-2 People

Daylight: Some Daylight Desired

Sound Attenuation: None

Special Considerations:

AV Filtration and Shades

Lab safety precautions for chemical storage

Separate air handling system

Environmental conditions should match or closely approximate conditions in the records storage rooms

Natural sunlight – but ultraviolet filtration on windows with shades or blinds

Floor load can accommodate heavy equipment

Waterproof and skid-resistant floors

Floor drains

Separate spaces for wet and dry work

Filtered and/or deionized water; may want 150 degree F water

220-volt power for special equipment

Ceiling mounted outlets or flexible cables

Adequate storage and open space for moving and storing large and bulky materials

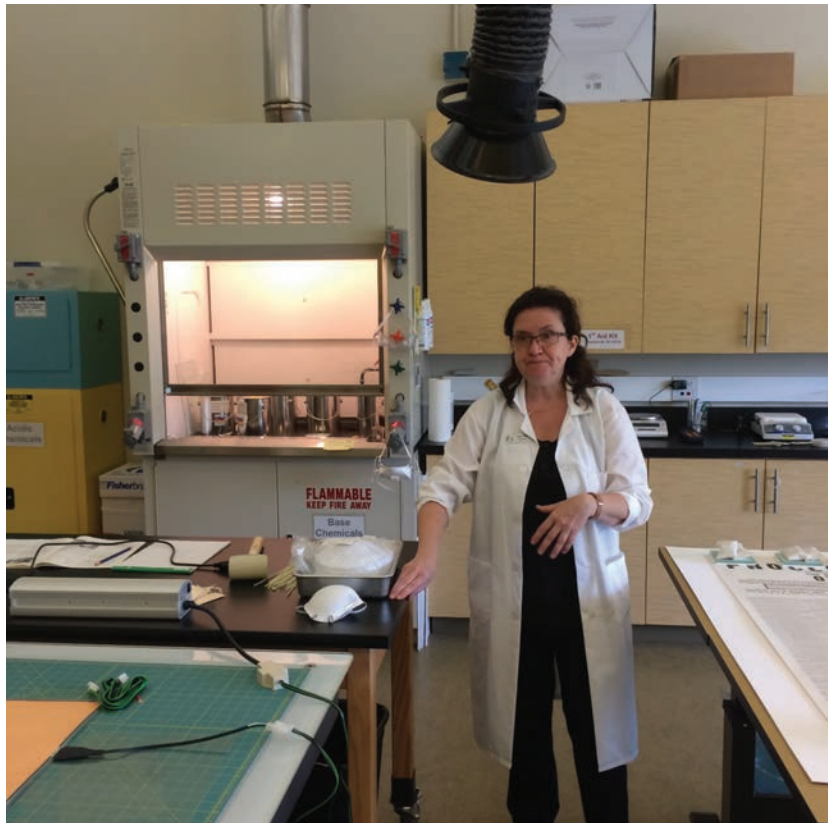


Figure 6.77 Conservation/Preservation Lab Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Conservation/Preservation Lab

Special Considerations (cont.):

Consider observation window for public observation

Labs should not be located over records storage areas – design to prevent leaks

Furniture List:

1. Lab Casework
2. Moveable Tables
3. Lab Stools
4. Computer station

Equipment List – can include:

1. Sinks – one oversized
2. Chemical Storage cabinets
3. Fume Hood
4. Microscope
5. Elephant trunks
6. Humidification chamber
7. Drying racks
8. Book Press
9. Racks for rolled conservation supplies such as mylar
10. Paper cutter
11. Suction table
12. Mat cutters
13. Environmental monitoring equipment
14. Lab Safety Equipment – eyewash
15. Shelving for books and supplies
16. Security Devices

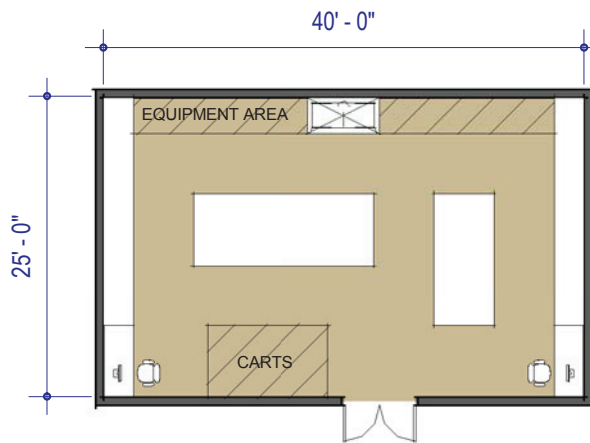


Figure 6.78 Conservation/Preservation Lab Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Electronic Records Processing

This space provides facilities for digitization and electronic records operations. This space will house the necessary equipment for record reformatting and electronic record forensics.

Space Criteria:

Nominal Floor Area: 400 SF

Occupants: 2-3 People

Daylight: Not Required

Sound Attenuation: None

Special Considerations:

Dimmable lighting



Figure 6.79 Electronic Records Processing Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Electronic Records Processing

Furniture List:

1. Moveable Tables
2. Computer stations

Equipment List - can include:

1. Media drives to recover data
2. Shelving for equipment, records, books and supplies
3. Security Devices

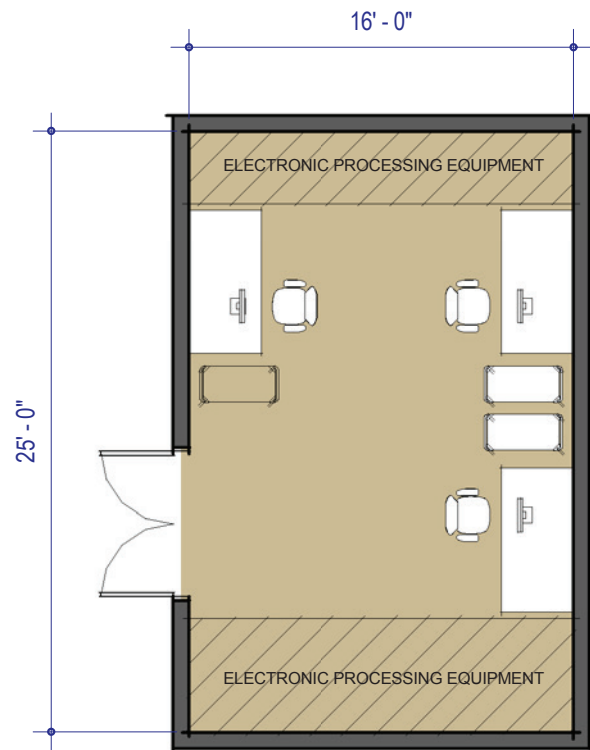


Figure 6.80 Electronic Records Processing Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Exhibit Prep Shop

The exhibit prep shop provides space and equipment for fabrication of displays.

Space Criteria:

Nominal Floor Area: 800 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: Between Rooms

Special Considerations:

Large, flexible space that includes space for planning, layout work, mat-cutting, exhibit construction, graphics presentation, and storage.

Should be adjacent to exhibit staging area and connected with either an overhead door or demountable partition

Double doors

Moveable furniture

Security to archival storage standards

Materials and finishes to archival storage standards

Clear path to accommodate objects up to 10'-0" x 10'-0" x 10'-0"



Figure 6.81 Exhibit Prep Shop Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Exhibit Prep Shop

Furniture List:

1. Work Counters
2. Casework
3. Tables
4. Lateral Files
5. Shelving for Tool and Supply Storage

Equipment List

1. Fume Extractor Arm
2. Radial Arm Saw
3. Table Saw
4. Mitre Saw
5. Drill Press
6. Stainless Steel Sink
7. Scroll Saw
8. Dust Collection System
9. Carts
10. CCTV / Security

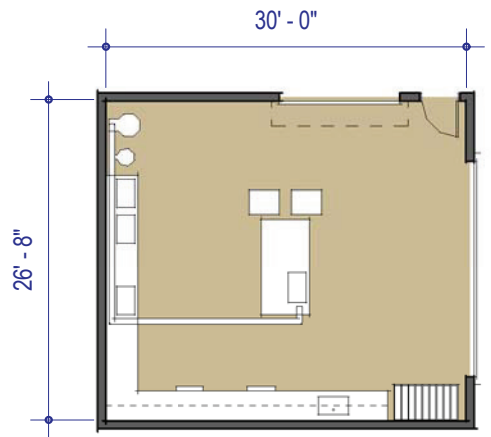


Figure 6.82 Exhibit Prep Shop Space Layout (1/16" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Exhibit Staging Area

The exhibit staging area provides space for the final assembly of finished exhibits, to be placed in the exhibit gallery. This space opens up to the exhibit prep shop to allow larger exhibit materials to be assembled.

Space Criteria:

Nominal Floor Area: 500 SF

Occupants: TBD

Daylight: Not Acceptable

Sound Attenuation: Between Rooms

Special Considerations:

Large, flexible space that includes space for planning, layout work, mat-cutting, exhibit construction, graphics presentation, and storage.

Should be adjacent to exhibit prep shop and connected with either an overhead door or demountable partition

Double doors

Moveable furniture

Security to archival storage standards

Materials and finishes to archival storage standards

Clear path to accommodate objects up to 10'-0" x 10'-0" x 10'-0"



Figure 6.83 Exhibit Staging Area Space Examples

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Exhibit Staging Area

Furniture List:

1. Casework
2. Work Counter
3. Adjustable Height Tables
4. Task Chair
5. Shelving for Tool and Supply Storage

Equipment List

1. Mobile Fabric Roller
2. Carts
3. CCTV / Security

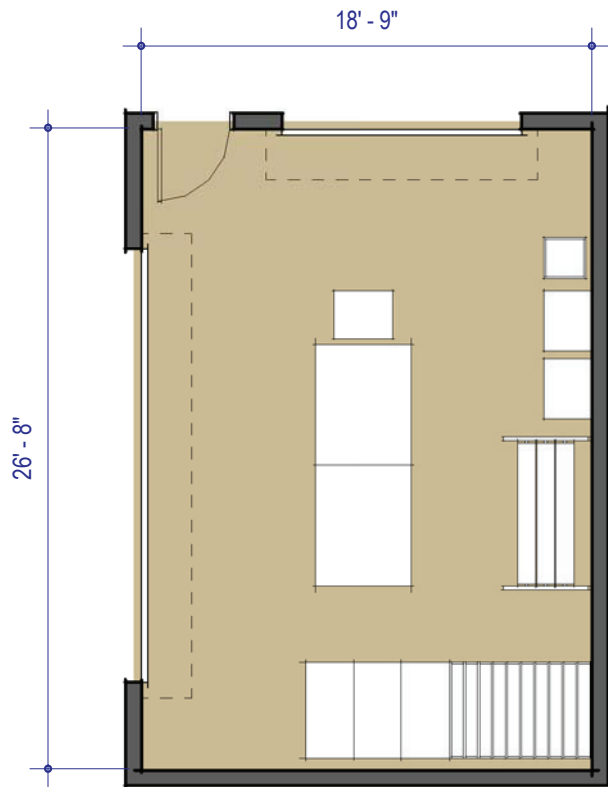


Figure 6.84 Exhibit Staging Area Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Director's Office

A single Type E office has been provided for the director of the facility in accordance with the District of Columbia Workplace Design Guidelines.

Space Criteria:

Nominal Floor Area: 150 SF

Occupants: 1 Person

Daylight: Desirable

Sound Attenuation: None

Special Considerations:



Figure 6.85 Director's Office Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Director's Office

Furniture List:

1. Furniture per District of Columbia Workplace Design Guidelines

Equipment List

1. Equipment per District of Columbia Workplace Design Guidelines

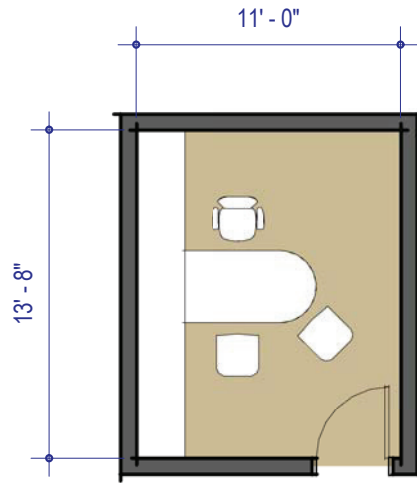


Figure 6.86 Director's Office Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Archivist Offices

Two Type D offices have been provided for the head archivists for (1) Archives management and (2) records management, in accordance with the District of Columbia Workplace Design Guidelines.

Space Criteria:

Nominal Floor Area: 240 SF

Occupants: 2 People

Daylight: Desirable

Sound Attenuation: None

Special Considerations:



Figure 6.87 Archivist Offices Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Archivist Offices

Furniture List:

1. Furniture per District of Columbia Workplace Design Guidelines

Equipment List

1. Equipment per District of Columbia Workplace Design Guidelines

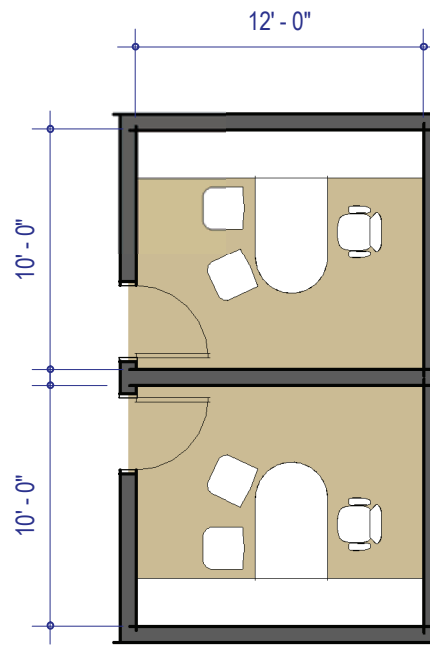


Figure 6.88 Archivist Offices Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Workstations

Workstations have provided in accordance with the District of Columbia Workplace Design Guidelines. Ten Type B workstations will be provided in this space. Additionally, the office should include space for copying, printing, faxing, and storage.

Space Criteria:

Nominal Floor Area: 640 SF

Occupants: 10 People

Daylight: Desirable

Sound Attenuation: None



Figure 6.89 Workstations Space Example

Special Considerations:

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Workstations

Furniture List:

1. Workstations per District of Columbia Workplace Design Guidelines

Equipment List

1. Equipment per District of Columbia Workplace Design Guidelines
2. Printer/Copier/Fax

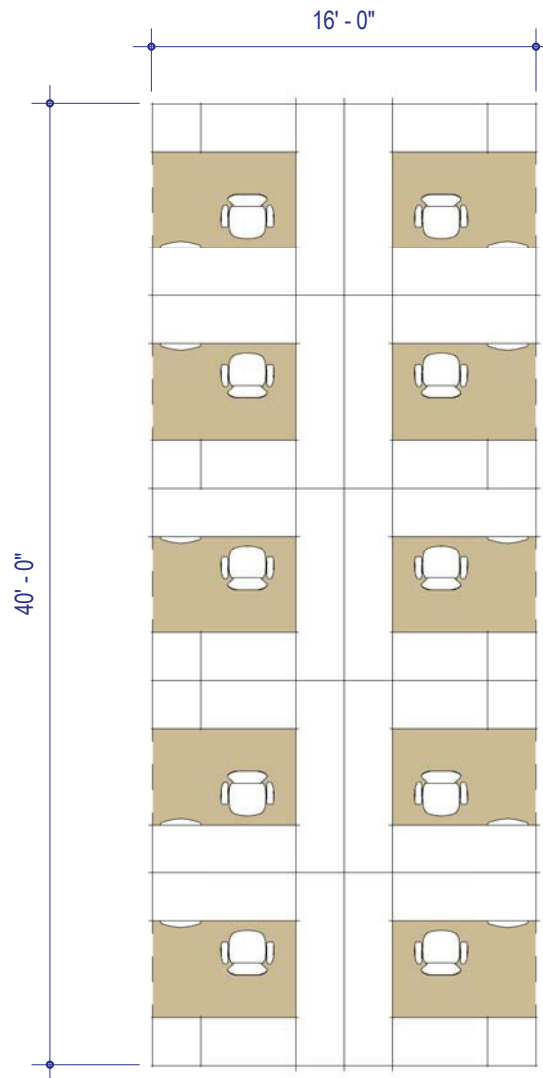


Figure 6.90 Workstations Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Quiet Room

A quiet room has been provided in accordance with the District of Columbia Workplace Design Guidelines.

Space Criteria:

Nominal Floor Area: 120 SF

Occupants: 1 Person

Daylight: Desirable

Sound Attenuation: None

Special Considerations:



Figure 6.91 Quiet Room Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Quiet Room

Furniture List:

1. Furniture per District of Columbia Workplace Design Guidelines

Equipment List

1. Equipment per District of Columbia Workplace Design Guidelines

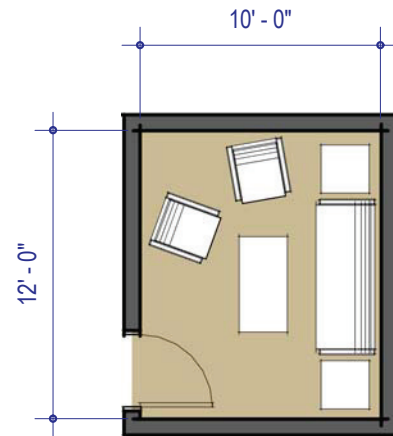


Figure 6.92 Quiet Room Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Multi-Use Room Large

This is a conference room for back of house use. The space has been allocated based on the District of Columbia Workplace Design Guidelines.

Space Criteria:

Nominal Floor Area: 240 SF

Occupants: 6-8 People

Daylight: Desirable

Sound Attenuation: Between Rooms

Special Considerations:



Figure 6.93 Multi-Use Room Large Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Multi-Use Room Large

Furniture List:

1. Furniture per District of Columbia Workplace Design Guidelines

Equipment List

1. Equipment per District of Columbia Workplace Design Guidelines

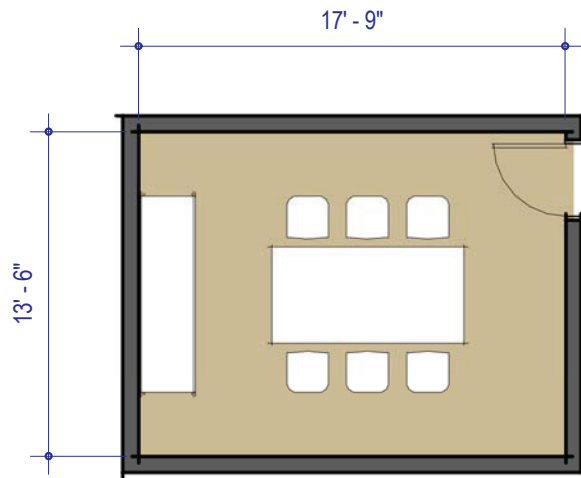


Figure 6.94 Multi-Use Room Large Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Project Room

This space is intended to be reserved for specific projects in the pursuit of the Archives' missions. The space has been allocated based on the District of Columbia Workplace Design Guidelines.

Space Criteria:

Nominal Floor Area: 400 SF

Occupants: 10-12 People

Daylight: Desirable

Sound Attenuation: Between Rooms



Figure 6.95 Project Room Space Example

Special Considerations:

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Project Room

Furniture List:

1. Furniture per District of Columbia Workplace Design Guidelines

Equipment List

1. Equipment per District of Columbia Workplace Design Guidelines

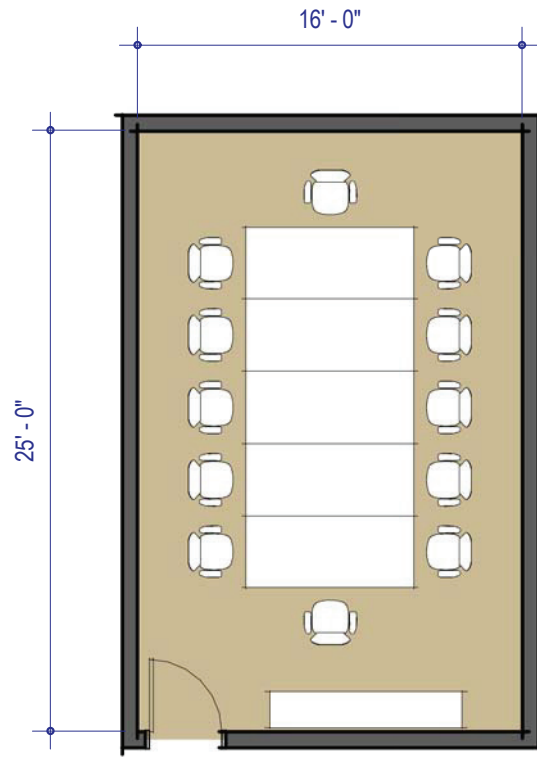


Figure 6.96 Project Room Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Staff Lounge

This is the staff break area, to be designed to meet District of Columbia Workplace Design Guidelines. This space must be separate from records storage, processing, and labs; staff working in areas with archival records will eat in the Staff Lounge.

Space Criteria:

Nominal Floor Area: 400 SF

Occupants: TBD

Daylight: Desirable

Sound Attenuation: None

Special Considerations:



Figure 6.97 Staff Lounge Space Example

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Staff Lounge

Furniture List:

1. Built-In Storage
2. Tables or Counters
3. Seating

Equipment List

1. Sink
2. Refrigerator
3. Microwave
4. Lockers for Interns
5. Security Devices

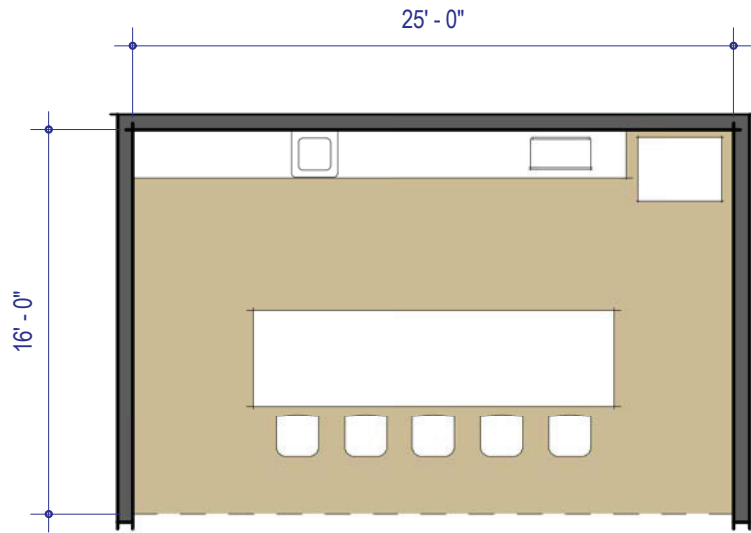


Figure 6.98 Staff Lounge Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Office Supplies

This is a storage space for office supplies. This would include anything from paper to spare computer terminals. This would not include supplies used for archival work.

Space Criteria:

Nominal Floor Area: 150 SF

Occupants: TBD

Daylight: Not Required

Sound Attenuation: None



Figure 6.99 Office Supplies Space Example

Special Considerations:

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

Office Supplies

Furniture List:

1. Shelving

Equipment List

1. Security Devices

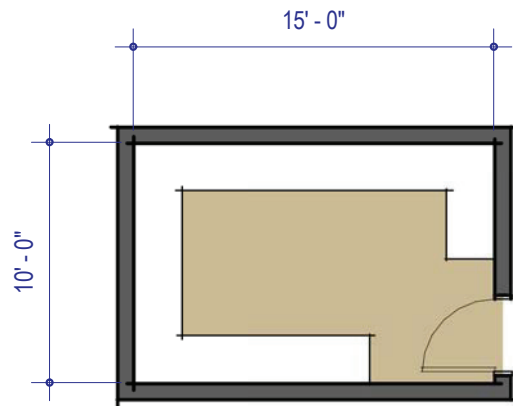


Figure 6.100 Office Supplies Space Layout (1/8" = 1'-0")

6 - DETAILED SPACE REQUIREMENTS \ STAFF WORK AREAS

6 - DETAILED SPACE REQUIREMENTS \ DC PUBLIC LIBRARY OPERATIONS CENTER

6.6 DC Public Library Operations Center

As of the writing of this report, the DC Public Library has not provided the project team with their spatial requirements. As a result, a list of detailed space requirements cannot be included.

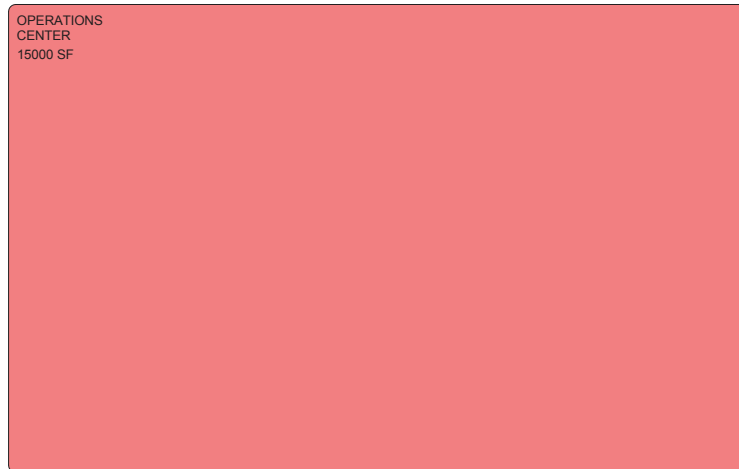


Figure 6.101 DC Public Library Operations Center Program (1" = 40'-0")

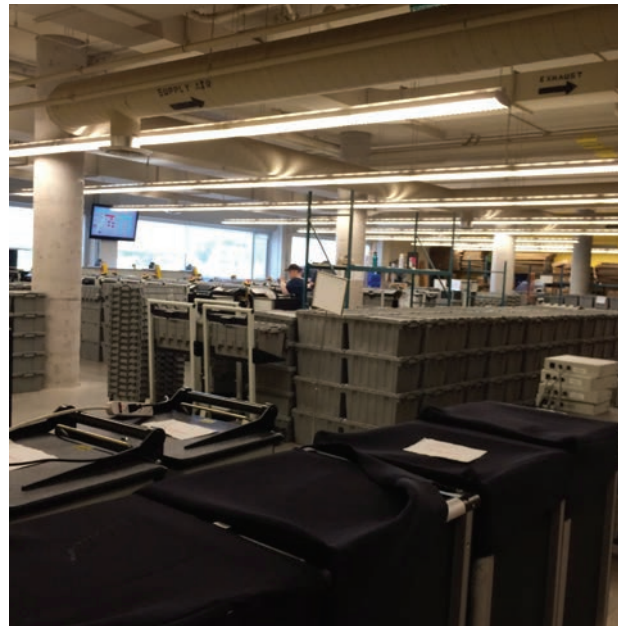


Figure 6.102 Possible Space Needs, DCPL Operations Center

6 - DETAILED SPACE REQUIREMENTS \ DC PUBLIC LIBRARY OPERATIONS CENTER