

PART 3: OWNER’S PLANNING AND PROGRAMMING STANDARDS

3.1. INTEGRATION WITH FACILITIES MASTER PLAN AND UTILITIES MASTER PLAN

All projects are to be coordinated with the goals of most current versions of the *Facilities Master Plan* and the *Utilities Master Plan* for the campus on which the project is being constructed. Strategic goals for off-campus projects for Central Administration and for Workforce Development and Continuing Education are to be confirmed in coordination with the College. The *Architect/Engineer* is to request a meeting at the time of project initiation to review the Facility Master Plan goals and criteria for the project with the College team. The existing and anticipated campus utilities and other infrastructure that may impact or be impacted by the project are also to be reviewed at that time to facilitate coordination on integration of the project systems with the existing utilities and infrastructure.

3.2. ACCESSIBILITY DESIGN STANDARDS

Montgomery College is an open access institution. The building and site shall comply with the Maryland Accessibility Code, and may go beyond those requirements to strive for universal accessibility. All indoor and outdoor spaces and elements of the facility and site are to be designed with the intent of accommodating all disabled individuals, including the visually and aurally disabled. Accommodations beyond the *Maryland Accessibility Code* are to be defined and confirmed in coordination with the College.

- A. **Furniture for authorized classroom accommodations:** coordinate with College to determine what special furniture or equipment may need to be provided in each particular room to serve students with authorized classroom accommodations, and what impact such furniture and equipment may have on seat count, room size, furniture layout, and power and IT infrastructure.
- B. **Site Accessibility:**
 1. All entrances to the building must be fully accessible to people with disabilities. This requirement includes the provision of nearby parking spaces and curb cuts, compliance with maximum walkway slope standards, and the installation of handrails and signage. Innovative design will be a necessity in attaining total accessibility, especially in *any* sloped site conditions. Ramps or other special access features are to be integrated into the functional and visual design of the building and site so as not to appear as a special accommodation. The following elements are to be incorporated into the design:
 - a. Parking spaces specifically designated and dimensioned in accordance with the Montgomery County or City of Rockville building codes (incorporating the *Maryland Accessibility Code*), and College requirements, are to be located as close as possible to major access points to the building. These spaces should be level and clearly marked as reserved for the disabled. The number and location of parking spaces for the disabled shall be closely coordinated with the campus-wide parking strategy and plan, and confirmed by the College.
 - b. Walkways connecting accessible building entrances to parking for the disabled, and to other facilities within the Campus must meet design criteria for the disabled, including maximum front to back and side to side slopes. Curb cuts in accordance with current design criteria must be provided where walkways intersect roads or provide access to

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parking facilities. When excessive grades are encountered, ramps with level resting areas at regular intervals are to be provided.

- c. A graphic wayfinding system must be included in the site design to indicate parking spaces and to direct people with disabilities to accessible building entrances. Signage must comply with the *Maryland Accessibility Code* and with the *Montgomery College Sign System Manual*, which is included as an appendix to this College Design Standards.

3.3. ENVIRONMENTAL HEALTH AND SAFETY STANDARDS

- A. Compliance with the following criteria is required. A/E coordination with the Campus Planner to support review and comment by the College’s Environmental Safety Coordinator is essential for success in meeting the criteria. For more information, see the webpage for the Environmental Safety Office. The current web address is:
<http://www.montgomerycollege.edu/Departments/envsafe/>

1. **Hazardous materials:** all materials and finishes shall be non-asbestos containing (0%) and non-lead bearing (<0.5%).
2. **Material Safety Data Sheets (MSDS):** Instructors and assistants for science labs, automotive, building construction and other trade shops, art studios and theatre shops` are required to review MSDS frequently, and to have convenient access to them, as are custodial staff and Office of Facilities staff. Design provisions are to be made for convenient display/storage locations for MSDS sheets at labs, chemical storage rooms, trade instruction shops, art studios, theatre shops, custodial closets, custodial storage rooms, and other rooms in which hazardous chemicals are to be used.
3. **Emergency Posters:** Classroom Emergency Posters and Emergency Evacuation Area Maps are to be placed in locations indicated by the College. Frames matching sign type H11 in the *Montgomery College Sign System Manual* are to be included in the construction contract. The posters and maps will be provided by the College (Director of Emergency Planning). Coordinate with the College regarding quantity and locations.
4. **2-Way Radio Communications:** 2-Way radios are a critical element of the emergency communication systems. Coordinate design of the site and building to avoid any “dead” spots that do not support effective use of the radios.
5. **Ergonomic Design:** workstations and other work areas are to be designed in compliance with ergonomic standards to support healthy performance of work duties and other activities.
6. **Slip, Trip and Fall Prevention:** avoid building and site designs that will cause users to be exposed to the potential for slip, trip or fall while in the course of normal activities. Avoid creating building conditions that will cause the anticipated replacement of building elements (such as lamps) or repair of building elements (such as roofing) to require working in unsafe conditions or require that expensive and extreme measures be taken to provide safe conditions for the work. Provide safe access to all equipment on roofs.
7. **Emergency Showers:** (reserved)
8. **Laboratory Ventilation:** (reserved)
9. **Art Studio Safety:** many potentially hazardous processes are performed in art studios. A work environment assessment of each studio or shop is to be performed in coordination with faculty to determine and document any processes that might be performed in each

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room at the time of building opening and in the future. From that information determinations are to be made as to what hazards each process might include or generate (dust, fumes, acids, silica, . . .), what mitigation processes are needed, which of those mitigations are to be included in the project, what provisions are needed to accommodate future evolutions/changes in the processes, and what limitations are to be placed on the use of each space. These analyses and the outcomes are to be coordinated with the College team to confirm final program, limitations on space use, and required ventilation and other safety measures.

10. **Theater Shop Safety:** the construction of theater sets involves many potentially hazardous processes. A work environment assessment of each shop is to be performed in coordination with faculty to determine and document any processes that might be performed in the room at the time of construction and in the future. From that information determinations are to be made as to what hazards each process might include or generate, what mitigation processes are needed, which of those mitigations are to be included in the project, what provisions are needed to accommodate future evolutions/changes in the processes, and what limitations are to be placed on the use of each space. These analyses and the outcomes are to be coordinated with the College team to confirm final program, limitations on space use, and required ventilation and other safety measures.
11. **High voltage Electrical Panel Locations:** all high voltage electrical panels (50 Volts or more) are to be located in separate Electrical Rooms that are secure from access by individuals who do not have the training required for proximity to these panels.
12. **Site and Building Access for Deliveries, Removals:** provide for safe driveway access to buildings for vehicles delivering fuel for generators, lab gases and supplies, art supplies, and other supplies to the building, and vehicles removing trash, recycling, hazardous wastes and other materials from the building. Provide adequate loading infrastructure for safe and ergonomically healthy loading and unloading. Provide for adequate vehicle turnaround radius at or very near each driveway.

3.4. FIRE AND LIFE SAFETY STANDARDS

- A. Fire and Life Safety are among the highest priority design considerations. The *Architect/Engineer* is directed to investigate all potential fire and life safety problem areas and coordinate with the College in the determination of solutions. A partial list of requirements is below:
 1. The project design is to be fully compliant with the codes and standards listed in the *Applicable Codes and Standards* portion of this document above.
 2. The *Architect/Engineer* scope includes coordination with the local jurisdiction regarding emergency vehicle access, fire-fighter access, Knox Box selection and location, annunciator panel design and location and graphic designation for fire equipment.
 3. All fire equipment is to be clearly visible and graphically designated.
 4. All emergency equipment, including the Automated External Defibrillator (AED), phone, and fire extinguishers are to be co-located in the public corridor near the elevators, or in other conspicuous locations.
 5. Emergency access and egress routes are to be clearly identified and physically apparent to the building occupants.

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6. Provide Areas of Refuge Assistance with 2-way communication at each floor of each required egress stair, except at on-grade landings with immediate ADA compliant access to the exterior of the building and to a public way at least 50 feet from the building. The design of the Areas of Refuge Assistance is to comply with the current adopted *International Building Code*.
7. All fire and life safety alarm systems designs must be approved by the Fire Marshal prior to installation.
8. All fire and life safety alarm systems shall be Native BACnet direct digital control. See *any Division 28* technical sections in the *Technical Standards* portion of this document.
9. All materials used in the building are to be selected with regard to flammability of the contents and the types of emissions produced by combustion.

3.5. SECURITY STANDARDS

- A. The facility should be open, inviting, flexible and accessible, yet safe and secure, with special attention given to minimizing the possibility of assault, vandalism, theft and other crime. The following list represents some of the design recommendations that should be employed, for the purposes of discouraging theft and other crimes of opportunity in campus buildings. Coordinate with the College team for review and comment by the Safety and Security Office.
 1. Incorporate electronic safety and security systems, including an emergency notification system (ENS), a fire alarm system, access control system, and emergency telephone system to meet the criteria indicated in section 5.16 *General Electronic Safety and Security Systems Standards*), and any *Division 28 technical standards* sections of this *College Design Standards* document. Coordinate locations and quantity of devices with the College.
 2. Locate circulation, activity spaces and physical features in such a way that they maximize use and visibility and foster positive social interaction among legitimate users of private and public space. Place windows overlooking pathways, parking lots and entrances. Use vehicle pathways as a surveillance asset. Create landscape designs that promote surveillance.
 3. Provide adequate lighting for visibility and safety, avoiding glare and shadows. Place overhead exterior lighting along pathways and other pedestrian areas at proper heights for lighting the faces of the people in the space or on the path. Do not use in-ground or bollard fixture types. Lighting occupancy sensors and controls where specified shall be provided with auxiliary contacts and connected to the building’s Energy Management Control System (EMCS) with alarm points into the Campus Safety and Security Office.
 4. Provide transparent vestibules at all public entrances.
 5. Design with short corridors wherever possible to define locally supervised areas and discourage intrusion.
 6. Different suites within the facility are to be separately securable without interfering with required egress routes from the building.
 7. All entrances, entrance lobbies and exits, including emergency-only exits, are to be equipped with surveillance cameras.
 8. Use structures, built-ins and furnishings to direct visitors to reception areas.
 9. Avoid design features that provide access to roofs or upper levels.
 10. Place toilet rooms in locations that are convenient to high traffic areas. Toilet room entrance access shall be “airport-style” without entry doors.

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11. Locate stairwell and elevator access and egress in open, public spaces.
12. Fire doors at stair towers are to include vision panels.
13. Coordinate door hardware selection and keying, access control technology and video surveillance technology, to optimize security and convenient access for building occupants.
14. All emergency exits and exterior doors that are designated as “EXIT ONLY” should be installed without hardware on the exterior, and with an automatic door closer as well as with an alarmed panic device with local and remote annunciating capability.
15. Service and rear entry doors are to be constructed of heavy-duty materials with heavy-duty hardware to be as break-in resistant as possible.
16. All doors should have hinge pins that are not exposed to public areas.
17. Locks shall be provided on all doors and are to have removable core cylinders to match the existing College system. All cylinders shall be keyed, sub-mastered and master keyed as directed by the College.
18. Extend all interior partitioning to the structure above at public corridors, at the perimeter of individual suites, at conference rooms, at offices designed for counseling services, at offices designed for personnel of the Director level and higher, at toilet rooms and at mechanical, electrical, plumbing and IT/telecom rooms. Non-fire-separation-rated partitions at other locations are to terminate at the height of the bottom of the ceiling.
19. Design with windows that are easily secured in closed position.
20. Design for ease of maintenance to promote a “well cared for” appearance and encourage “ownership” by occupants and users.

3.6. RESOURCE CONSERVATION AND INTEGRATED SYSTEMS STANDARDS:

- A. Environmentally sustainable design and construction, and particularly resource conservation, are high priorities for the College. The project design shall comply with the requirements of the *Montgomery County Code Chapter 8 Buildings – Regulations*, sections *COMCOR 08.14A.01 Building Energy Design Standards* and *COMCOR 08.26.01 Buildings-Energy Efficiency and Environmental Design*. New buildings and renovations on the Rockville Campus must also comply with *Chapter 5 Building and Building Regulations* of the City of Rockville’s City Code which includes *Ordinance Number 8-10, Article XIV Green Building Regulations*. Projects funded by the State of Maryland must comply with the *International Green Construction Code*. Per the Montgomery County mandates, the project design shall comply with the current LEED Green Building Rating System requirements and be processed for LEED Silver Certification Building Rating. The College may elect to apply more restrictive or aggressive design standards than those indicated in the LEED credits, and may choose to submit for a Platinum or Gold Certification rather than a Silver Certification.

In order to optimize project success in building functionality, resource conservation, sustainability and durability, it is critical that site and building components and systems be well integrated. A collaborative, integrated team approach is required from the program verification phase through all energy analysis and design phases, project construction, and the initial year of occupancy. Further definition of the sustainable design scope, including a description of the Commissioning scope and commissioned systems, is to be found in the *Instructions to the Consultant* portion of the *Part 2 Facilities Construction/Renovation Program* document that is included in the Request for Proposal (RFP) for each project.

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- A. The following criteria are to be implemented to support long term durability and life expectancy for buildings at the College:
1. Life-cycle-cost and equipment maintenance: long term maintenance costs must be a consideration in the selection of all materials and design of all systems. Life-cycle studies have shown that the cost of maintaining a building over its normal life exceeds the cost of constructing that facility. Every effort is to be made to minimize maintenance problems and costs. All building systems, including but not limited to Mechanical, Electrical, and Plumbing systems, shall be selected and designed based on a life-cycle cost analysis (LCCA) as described in the *Instructions to the Consultant* portion of the **Part 2 Facilities Construction/Renovation Program** document that is included in the Request for Proposal (RFP) for each project.
 2. Analysis shall be provided to evaluate the option of a Mechanical penthouse versus rooftop air handling units.
 3. Any systems which vary from Montgomery College standards may be proposed for College approval if supported by life cycle cost analysis.
 4. Close coordination with the College is required to obtain input regarding the locating of facilities, design and layout of building systems, selection of equipment and finish materials, and other design elements that directly affect annual maintenance costs. All built-in architectural elements and materials shall be industry-proven, dependable, durable and low-maintenance systems and products. The target life expectancy for the structure and enclosure for all buildings is to be a minimum of sixty years. The selection for all building systems, materials and products are to target the longest lifespan demonstrated to be feasible for the relevant function and material/product type. The A/E is to identify any proposed materials and products that typically do not achieve a higher than average life expectancy (per industry standards for that material/product type) and coordinate with the College before incorporating their use into the building design. The College will review the systems design and equipment and material selections prior to approval to proceed. Some specific requirements for the facility are:
 - a. Equipment that requires highly technical skills and procedures or specialized equipment/tools for its repair is to be avoided. Any such equipment that is proposed is to be brought to the attention of the College team prior to incorporation in the Construction Documents.
 - b. All corridors, stairwells, and public areas must have highly durable finishes.
 - c. Adequate accessibility to all equipment must be provided to allow for convenient maintenance, repair, removal, and replacement with minimal effort. Coordinate with the College during all phases to confirm required clearances.
 - d. Durability and ease of maintenance requirements are to be primary considerations in the selection of all floor coverings.
 5. Computerized Maintenance Management Systems (CMMS): (reserved)
 6. Labeling and Identification: (reserved)
 7. Format for Maintenance Management Manuals and Operating Instructions: (reserved)

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1. For information regarding general requirements for Community Colleges, refer to the *Maryland Community College Facilities Manual*, published by the Maryland Higher Education Commission (MHEC).
2. For information regarding the scope and documentation requirements for a Facilities Master Plan and the procedures for submittal and review, refer to *Section 2 Facilities Master Plan* of the *Maryland College Facilities Manual*, and *COMAR, Title 13B, Chapter 4 Construction Procedures, Regulation 02 Facilities Master Plan*.
3. For specific requirements regarding the determination of space allocations, please refer to *COMAR Title 13B, Maryland Higher Education Commission, Subtitle 07 Community Colleges, Chapter 05 Space Allocation Guidelines, section 02 Capital Guidelines*.
4. For guidance regarding the scope and documentation that is required in a *Part 1 Facility Program* and a *Part 2 Facility Program*, and the procedures for submittal and review, refer to the *Maryland Facility Program Manual*, published jointly by the Maryland Department of Budget and Management and the Maryland Department of General Services.
5. For additional information regarding programming procedures and criteria, refer to the most current version of the *Postsecondary Education Facilities Inventory and Classification Manual (FICM)*, published by the National Center for Education Statistics, of the Institute for Education Sciences.

B. Building Area Measurement: the information below is excerpted from Chapter 3, Section 3.2 of the *Postsecondary Education Facilities Inventory and Classification Manual* (see *Programming and Planning Reference Standards* above). *Compliance with this classification of square footage types, particularly the use of Net Assignable Area and Nonassignable Area calculations, is required for renovation and new construction projects at the College. These excerpts are included for the convenience of consulting Architect and Engineer teams. Coordinate with the College for the specifics of space assignment for each project. See the original reference document for further explanation of area measurement requirements.*

1. **Gross Area (Gross Square Feet--GSF):** the sum of all areas on all floors of a building included within the outside faces of its exterior walls, including all vertical penetration areas, for circulation and shaft areas that connect one floor to another. Gross Area is computed by physically measuring or scaling measurements from the outside faces of exterior walls, disregarding cornices, pilasters, buttresses, etc. that extend beyond the wall faces. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met. In addition to internal floored spaces, Gross Area should include the following: excavated basement areas; interstitial space (i.e. mechanical floor or walkways), mezzanines, penthouses, and attics; garages; covered porches, whether walled or not; inner or outer balconies to the extent of a drip line from a roof or balcony immediately above, whether walled or not, if they are utilized for operational functions; and corridors or walkways, whether walled or not, provided they are either within the outside face lines of the building to the extent of the roof drip line or, if covered, to the extent of their cover's drip line. The footprints of stairways, elevator shafts, and vertical duct shafts are to be counted as gross areas on each floor through which they pass. Include the top, unroofed floor of parking structures where parking is available.
2. **Net Assignable Area (Net Assignable Square Feet--NASF):** the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific

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use. Net Assignable Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met. Deductions should not be made for necessary building columns and projections that are within the assignable areas. Areas defined as building service, circulation, mechanical and structural should not be included.

3. Nonassignable Area: the sum of all areas on all floors of a building not available for assignment to an occupant or for specific use, but necessary for the general operation of a building. Nonassignable Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met. Deductions should not be made for necessary building columns and projections that are within the nonassignable areas. Areas defined as assignable should not be included.
4. Building Service Area: the sum of all areas on all floors of a building used for custodial supplies, janitorial sink rooms, janitorial closets and public rest rooms. Building Service Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form boundaries of the designated areas. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met. Deductions should not be made for necessary building columns and projections that are within the building service areas. Assignable areas classified as Shop, Central Storage, Central Supplies, or special purpose storage or maintenance rooms should not be included. Do not include private rest rooms that should be classified as Office Service.
5. Circulation Area: the sum of all areas on all floors of a building required for physical access to some subdivision of space, whether physically bounded by partitions or not. Circulation Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met. Included should be fire towers, elevator lobbies, tunnels, bridges, and each floor’s footprint of elevator shafts, escalators and stairways. Also included are public corridors or walkways, whether walled or not, provided they are either within the outside face lines of the buildings to the extent of the roof drip line or, if covered, to the extent of their cover’s drip line. Receiving areas, such as loading docks, should be treated as circulation space. Any part of a loading dock that is not covered is to be excluded from both Circulation Area and Gross Area. Deductions should not be made for necessary building columns and projections that are within the circulation areas. When determining corridor areas, only spaces required for public access should be included. Restricted access private circulation aisles used only for circulation within an organizational unit’s suite of rooms, auditoria, or other working areas should not be included. A loading dock, or portions thereof, that is also used for central storage should be regarded as assignable area and coded as Central Storage.
6. Mechanical Area: the sum of all areas on all floors of a building designed to house mechanical equipment, utility services, and shaft areas. Mechanical Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas. Exclude areas having less than a 3-foot clear ceiling height unless the criteria of a separate structure are met. Included should be

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mechanical areas such as central utility plants, boiler rooms, mechanical and electrical equipment rooms, fuel rooms, meter and telecommunications closets, and each floor’s footprint of air ducts, pipe shafts, mechanical service shafts, service chutes and stacks. Deductions should not be made for necessary building columns and projections. Areas designated as public toilets are not included in this category but are included under Building Service Area.

7. **Net Usable Area (Net Usable Square Feet--NUSF):** the sum of all areas on all floors of a building either assigned to, or available for assignment to, an occupant or specific use necessary for the general operation of a building. Net Usable Area is computed by summing the Net Assignable Area and the Nonassignable Area. $NUSF = Assignable Area + Nonassignable Area$.
 8. **Structural Area:** the sum of all areas on all floors of a building that cannot be occupied or put to use because of structural building features. Precise computation by direct measurement is not possible under this definition. It is determined by calculating the difference between the measured gross area and the measured net usable area, using the formula $Structural Area = Gross Area - Net Usable Area$. Examples of building features normally classified as structural areas include exterior walls, fire walls, permanent partitions, unusable areas in attics or basements, or comparable portions of a building with ceiling height restrictions.
- C. **Entrance Vestibules:** entrances should be appropriately designed for accessibility, for use by individuals with disabilities and for service deliveries and other general traffic. Weather protection for outside entry areas shall be designed for and provided by overhangs, canopies, or recessed doorways. An adequately sized vestibule shall be provided at each major entrance. Doors that are egress only and do not have hardware on the exterior do not require vestibules. Vestibules are typically not heated or ventilated, so the air barrier system needs to be continuous through/around the vestibules along the interior surfaces in order to provide a barrier between the vestibule and the conditioned interior of the building.
- D. **Circulation Patterns:** circulation routes within the structure must provide for ease of use and be appropriately sized. Careful attention is to be given to the distinctive circulation patterns of staff, students, and visitors. In addition, the relative sizes of the horizontal circulation elements (lobbies and corridors) are to be based on calculated loads and egress capacities appropriate to those areas directly served. These spaces shall also be sized to accommodate the broader movement of persons through the areas to other parts of the building, complying with NFPA requirements. Horizontal circulation elements shall be designed with due consideration to the ratio of net assignable square feet to gross square feet.
- E. **Entrance Lobbies:** these spaces should be designed to provide clear indications of arrival within the building and of where to find further directions to locations within the building. Security with regard to persons entering and exiting the building should be maintained by camera surveillance of all entrance spaces, and of all exits.
- F. **Corridors:** provide sidelights or other vertical or horizontal “borrowed light” glazed panels wherever possible in partitions between corridors and rooms along the building exterior in order to optimize the use of daylight in corridors. Coordinate the size and location of borrowed light panels with the sustainable design efforts and procedures for the project.
- G. **Stairs:** adequate stairways shall be provided to meet all egress requirements. Additional enclosed or open stairs may be required for convenient access between related spaces. Stairs are to be located near primary building entrances, with visual access from the

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entrances. *Size the doors at stairwells to provide for adequate egress width to meet code requirements and safely accommodate the maximum anticipated traffic.* Provide vision-panels in stairway doors, or sidelights beside stairway doors to provide sight lines to and from stairwells for safe circulation.

- H. **Storage:** additional storage spaces, above and beyond those listed in the building program shall be added where it is feasible to do so without exceeding the design NASF for the building. Coordinate closely with the College to determine what additional rooms might be needed for storage of equipment and other materials.
- I. **Trash and Recycling:** provide functional and aesthetically appropriate trash and recycling receptacles built into corridors, vending rooms, and dining facilities. Provide adequate rooms near to the loading dock and service entrance for trash and recycling materials collected from the building to be temporarily stored until they are removed from the building. Size these rooms to accommodate the College standard receptacles.
- J. **Ceiling Heights:** the minimum ceiling height in occupiable spaces shall be 9 feet above the finished floor surface. Ceiling heights should be set as high as is feasible within the building height restrictions and balanced with providing adequate interstitial space for floor structure and mechanical, plumbing, electrical and IT systems. Some rooms, such as classrooms, may require higher ceilings in order to accommodate equipment, or for other reasons. Coordinate with the College to confirm the ceiling height requirements for each room.
- K. **Conveyance:** elevators will be required in the building for the vertical circulation of building occupants and freight. Elevators are to be located near the primary building entrances, but on the far side of stairways, to facilitate the use of stairways by faculty, staff, students and visitors rather than the elevators. A freight elevator should be located in the building with direct access to the at-grade loading and receiving area and should provide access to all levels of the building, including to the roof (where feasible). Elevators shall comply with State of Maryland requirements. Coordination with the College is required to ensure compliance with the current College standards for elevator types, manufacturers and specifications.
- L. **Custodial Closets:** a minimum of one custodial closet is to be provided at each floor, sized to accommodate the necessary equipment and supplies for that floor. An additional closet is to be provided on one floor for storage of floor buffing and shampooing equipment.
- M. **General Restroom Requirements:**
1. Adequate Restroom facilities for the quantity and use patterns of occupants are needed, which may require fixtures beyond code mandated counts. The wide range of occupancy in College buildings often results in a high variation between peak and typical loads. Calculations shall be performed to determine peak and typical day to day occupant loads to provide adequate fixtures for all program functions. Restroom facilities shall be located to best support day to day and peak occupancy loads.
 2. All Restroom facilities are to comply with Maryland Accessibility Code requirements, OSHA and National Sanitation Foundation requirements/recommendations.
 3. The minimum clear width for typical toilet stalls is to be 35 inches, measured from face of partition or wall to face of partition or wall. Standard toilet stall partitions are to be located at 36 inches on center. Clear dimensions within wheelchair accessible stalls are to comply with the Maryland Accessibility Code.
 4. No doors are to be provided at entrances into Restrooms, *except at Family Restrooms.* Privacy is to be provided by the layout of entrance screen walls (in “airport” style).

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5. *Coordinate with the College regarding possible requirement for baby changing stations for each project.*
6. Floors at Restrooms are to be finished in terrazzo.

3.9. ROOM PLANNING STANDARDS

- A. **Room Types, Quantities, Sizes and Adjacencies:** the room types, and the quantity, population and size of each type of room, and the preferred adjacencies among rooms are to be determined in coordination with the College. The criteria for these determinations is established in the Request for Proposal for A/E Services for the project, the A/E services contract, and the documents indicated in **3.7.A Programming and Planning Reference Standards** above. Preliminary criteria for typical room types are indicated below.
- B. **Furniture and Equipment:** the standard list of furniture for each typical room type is indicated with the room type description below. These lists are to serve only as preliminary standards. The final dimensions, layout and furniture and equipment list for each room is to be developed in coordination with the College team and the occupants. See the **General Furniture and Fixtures Standards** in **Part 5: Owner Building Construction Standards** (reserved) of this document for more detailed information about standard furniture.
- C. **Planning Standards for General Purpose Classrooms:**
 1. Room Size/Net Assignable Square Footage: coordinate with the College to confirm the optimum classroom population size(s) for each project and the current College standards for classroom size, shape and layout. See the diagrams for room layout standards at the end of this **Part 3 Owner’s Planning and Programming Standards** document. When considering how many student stations will fit in a new or existing room, other issues must be considered such as accessible student stations, obstructions (column or pillar, a nook in a corner, shelves or overhanging cabinets, etc.) and orientation to classroom doors. Calculate the initial NASF for planning each classroom size using the following criteria:
 - a. Allow 100 NASF for primary circulation aisle
 - b. Allow 100 NASF for Smart Instructor Workstation (SIWS) and circulation around it
 - c. Allow 20 NASF per student station (includes secondary/internal circulation space)
 As an example, the initial planning size for a 30 station classroom would be 100 (primary aisle), + 100 (SIWS) +(30 x 20) = 800 NASF.
 2. Room width and depth: acceptable sightlines and student station distances to images projected on projection screens, “white” boards and other display surfaces vary greatly depending upon the performance parameters of the projection technology that will be installed in the room. For that reason, the determination of classroom width and depth must include analysis of the projection technology’s limits for projection area, viewing angles and distances, all door and window locations, and column locations, among other factors. Coordinate with the College during programming and design to optimize classroom size and shape and the successful use of projection technology.
 3. Ceiling height: the minimum ceiling height is to be 9’-0” or the height required to accommodate the proposed projection system for the room, whichever is higher. Coordinate the ceiling height with performance parameters of the projection system that is to be installed.
 4. Furniture/equipment Standards: the preliminary list of furniture and equipment for this room type is as indicated below. Coordinate final table selections with the final computer equipment selection for student stations:

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|---------------------------------------|---|
| a. Chairs: | 1 per instructor and student station |
| b. Table (24" x 60"): | 1 per 2 student stations |
| c. ADA Table (24" x 42"): | 1 per 1st 25 student stations, 2 nd per next 25 |
| d. Instructor table (24" x 60"): | 1 each |
| e. Smart Instructor Workstation: | (abbreviated as SIWS) |
| | <ul style="list-style-type: none"> • 1 lectern/equipment cabinet/rack (27" x 58") • Computer • SMART Podium monitor • DVD/VHS video player • Audio amplifier • Document camera • Component switching device • Input/output panel • Remote/pointer • Telephone (mounted at wall near SIWS) |
| f. Projector: | 1 each |
| g. Projector screen: | 1 each (confirm based on projector selection) |
| h. Flat panel screen (LCD or plasma): | 1 each (confirm based on need) |
| i. Marker surface: | 2 or more (confirm based on projector selection) |
| j. Bulletin board: | 1 each |
| k. Window shades : | As needed to cover windows |
| l. Waste basket: | 1 each |
| m. Recycling bins: | 1 each |
5. Special Finishes: chair rail around room
6. Marker Surface and Layout: *coordinate marker surface sizes and locations with the anticipated location of projected images in the room, based on projector technology location and height. Coordinate marker surface material/product selection with the College.* In rooms in which the marker surfaces will be used as a projection surface, locate all joints between panels outside of the anticipated projected image area. In rooms that will include a drop down projection screen, locate the marker surfaces so as to provide adequate marker surface for instructor use when the screen is in the down position.
7. Aisle Widths and Lengths: the central aisle used for access to rows of tables is to be a minimum of 4 feet clear in width. Aisles between rows of tables, for access to individual seats, are to be a minimum of 3 feet clear in width. Comply with current IBC requirements regarding aisle length and width (if it exceeds the widths stated above) for use in Occupancy Group B.
8. Windows: classrooms that are adjacent to exterior walls of the building are to have at least one operable window at an exterior wall.
9. *Window shades: coordinate selection of window shades for each Classroom with College requirements for daylight dimming, shading or blackout for that room.*
10. Doors: the preferred location(s) for classroom door(s) will vary depending on multiple factors, including location of Smart Instructor Work Station, and room proportions. Coordinate with the College to select door quantities and locations for each classroom.

PART 3 – OWNER’S PLANNING AND PROGRAMMING STANDARDS

11. Classroom Layout Standards: see the Classroom Layout Standards Diagram below at the end of **Part 3: Owner’s Planning and Programming Standards**.

D. Planning Standards for Computer Equipped Classrooms and Class Labs:

1. Room Size/Net Assignable Square Footage: coordinate with the College to confirm the optimum class laboratory population size(s) for each project. For computer-equipped classrooms and class lab layout standards, see the *Computer Equipped Classroom Layout Standards* diagram in the *Room Layout Standards Diagrams* section at the end of this CDS Part 3 document. When considering how many student stations will fit in a new or existing room, other issues must be considered such as accessible student stations, obstructions (column or pillar, a nook in a corner, shelves or overhanging cabinets, etc.) and orientation to room’s doors. Calculate the initial NASF for each computer equipped class laboratory size using the following criteria:
 - a. Allow 100 NASF for primary circulation aisle
 - b. Allow 100 NASF for Smart Instructor Workstation and circulation around it
 - c. Allow 30 NASF per student station (includes secondary/internal circulation space)
 As an example, the initial planning size for a 30 station class laboratory would be 100 (primary aisle), + 100 (SIWS) +(30 x 30) = 1,100 NASF.
2. Room width and depth: acceptable sightlines and student station distances to images projected on projection screens, *marker* boards and other display surfaces vary greatly depending upon the performance parameters of the projection technology that will be installed in the room. For that reason, the determination of computer-equipped class laboratory width and depth must include analysis of the projection technology’s limits for projection area, viewing angles and distances, all door and window locations, and column locations, among other factors. Coordinate with the College during programming and design to optimize class laboratory room size and shape and the successful use of projection technology.
3. Ceiling height: the minimum ceiling height is to be 9’-0” or the height required to accommodate the proposed projection system for the room, whichever is higher. Coordinate ceiling height with performance parameters of the projection system.
4. Furniture/equipment Standards: the preliminary list of furniture and equipment for this room type is as follows:
 - a. Chairs: 1 per instructor and student station
 - b. Table (30” x 60”): 1 per 2 student stations
 - c. ADA Table (30” x 42”): 1 per 1st 25 student stations, a 2nd per next 25
 - d. Instructor Table (30” x 60”): 1 each
 - e. Smart Instructor Workstation: (abbreviated as SIWS)
 - 1 lectern/equipment cabinet/rack (27” x 58”)
 - Computer
 - SMART Podium monitor
 - DVD/VHS video player
 - Audio amplifier
 - Document camera
 - Component switching device
 - Input/output panel
 - Remote/pointer
 - Telephone (mounted at wall near SIWS)

PART 3 – OWNER’S PLANNING AND PROGRAMMING STANDARDS

- | | |
|--------------------|--|
| f. Marker board: | 2 or more (confirm based on projector selection) |
| g. Bulletin board: | 1 each |
| h. Window shades: | As needed to cover windows |
| i. Waste basket: | 1 each |
| j. Recycling bins: | 1 each |
5. Special Finishes: chair rail around room
 6. Marker Surface and Layout: *coordinate marker surface sizes and locations with the anticipated location of projected images in the room, based on projector technology location and height. Coordinate marker surface material/product selection with the College.* In rooms in which the marker surfaces will be used as a projection surface, locate all joints between panels outside of the anticipated projected image area. In rooms that will include a drop down projection screen, locate the marker surfaces so as to provide adequate marker surface for instructor use when the screen is in the down position.
 7. Aisle Widths and Lengths: the central aisle used for access to rows of tables is to be a minimum of 4 feet clear in width. Aisles between rows of tables, for access to individual seats, are to be a minimum of 3 feet clear in width. Comply with current IBC requirements regarding aisle length and width (if it exceeds the widths stated above) for use in Occupancy Group B.
 8. Windows: Computer Classrooms that are adjacent to exterior walls of the building are to have at least one operable window at an exterior wall.
 9. *Window shades: coordinate selection of window shades for each computer equipped class laboratory with College requirements for daylight dimming, shading or blackout for that room.*
 10. Doors: the preferred location(s) for classroom door(s) will vary depending on multiple factors, including location of Smart Instructor Work Station and room proportions. Coordinate with the College to select door quantities and locations for each classroom.
 11. Computer Equipped Class Laboratory Layout Standards: see the *Computer Equipped Class Laboratory Layout Standards Diagram* below, at the end of **Part 3: Owner Planning and Programming Requirements**.
- E. Planning Standards for Typical Offices:**
1. Room Size/Net Assignable Square Footage: the target NASF for each individual office type, based on personnel positions at the College, is indicated below:

Office for Dean/Vice President/Associate VP:	180 NASF
Office for Associate Dean/Director:	150 NASF
Office for Department Chair:	150 NASF
Office for Professional/Technical Staff:	120 NASF
Office for Faculty/Counselor:	120 NASF
Open Office for Sr. Admin. Aide/Exec. Secretary:	110 NASF
Open Office for Admin. Aide/Secretary:	110 NASF
Open Office for Secretary/Clerical:	85 NASF
Office for Part-time Faculty(shared by 4 PT Faculty):	120 NASF

PART 3 – OWNER’S PLANNING AND PROGRAMMING STANDARDS

For programming purposes, use these target NASF numbers, and assume 120 NASF as the minimum area for any one person office room. This minimum is based on the College standards for office furniture, and allows some tolerance for the inevitable space constraints that will impact the dimensions of offices during building design phases.

2. Coordinate the office door location with furniture selection and layout, but allow 6” minimum between door opening and a perpendicular wall at the hinge side . Where feasible, provide adequate space for a 12” deep bookcase behind door. Maintain the opportunity for 18” clearance at latch side, at pull side of door.
3. Furniture/Equipment Standards: the preliminary list below is based on a typical 120 NASF Office, for one occupant. The final list of furniture and equipment for each office may vary based on the dimensions of the office and the type and amount of material that the occupant(s) need to store. The locks for all of the furniture within an individual office or workstation are to be keyed alike. Coordinate with the College to determine furniture lists for each office for each personnel position. Larger offices for Department Chairs and other senior positions will likely include a conference table and additional guest chairs, and more file cabinets or bookcases. Secure file storage will be required at or near many senior personnel offices. See the **General Furniture and Fixtures Standards** in **Part 5: Owner Building Construction Requirements** (reserved) of this document for more detailed information about the standard furniture.
 - a. Pencil/Box/File Drawer Pedestal
(15”w x 21.5” d x 27”t): 1 per office/station
 - b. File/File Drawer Pedestal
(15”w x 21.5” d x 27” t): 1 per office/station
 - c. Overhead Bins
(36” Min. length, total 72” min.) : 2 (1 pair) per office/station
 - d. Work Surface (24” x 60”,
24” x 30”, corner 36” x 36”): 1 each per office/station
 - e. Lateral File Cabinet
(30” w x 21.5” d x 27” tall): 1 per office/station (optional)
 - f. Storage Tower/Wardrobe
(36” w x 18”d x 68”t): 1 per office/station
 - g. Bookcase (30”w x 12”d,
height & number of shelves TBD): 1 per office/station (optional)
 - h. Manager Chair: 1 per office/station
 - i. Guest Chair: 1 per office/station
 - j. Task Light (mtd to Overhead Bins): 2 per office/station
 - k. Tack Board: 1 per office/station
 - l. Tool Tile (supports accessories): 1 per office/station
 - m. Computer: 1 per office/station
 - n. Telephone: 1 per office/station
 - o. Window Treatments: 1 per window
 - p. Waste Basket: 1 per office/station
 - q. Recycling Bin: 1 per office/station
4. Windows: offices that are adjacent to exterior walls of the building are to have at least one operable window at an exterior wall.

PART 3 – OWNER’S PLANNING AND PROGRAMMING STANDARDS

5. Office Layout Standards: see the Office Layout Standards Diagrams below, at the end of **Part 3: Owner Planning and Programming Requirements.**
- F. Planning Standards for Typical Open Office Workstation:**
1. Net Assignable Square Footage: each open workstation is considered either an Open Office for Senior Administrative Aide/Executive Secretary, or an Open Office for Administrative Aide/Secretary” or an “Open Office for Secretary/Clerical” and is allotted 80 or 60 NASF respectively, per the list above of office types for personnel positions. A workstation may house full-time or part-time staff, or Student Assistants, and may be shared by more than one part-time person. It is the preference of the College to avoid large open office “pools.” However small numbers of workstations may be grouped together in a shared office, or in an administrative or reception area.
 2. Enclosure/cubicle Standards: (reserved)
 3. Furniture & Equipment Standards: match the furniture and equipment listed above for a Typical Office. Final list is to be determined in coordination with the occupants.
 4. Typical Staff Workstation Layout: (reserved)
- G. Planning Standards for Typical Reception Area with Staff Workstation:**
1. Room Size/Net Assignable Square Footage: this space type combines a reception seating area with a staff workstation. The NASF for the space is to be the sum of the NASF for the workstation (80 or 60) plus that of the reception area, which is to be calculated at 15 NASF per person for the first 15 seats and 10 NASF per seat beyond 15. Confirm whether the workstation is to be provided at a custom built-in counter or is to be enclosed with a cubicle system.
 2. Enclosure/Cubicle Standards: (reserved)
 3. Furniture & Equipment Standards: unless otherwise directed, provide a cubicle perimeter configured to accommodate the furniture and functions of a reception counter. The furniture at the workstation is to match the furniture and equipment listed above for a Typical Office. Provide guest chairs based on the quantity of seats assigned in the building program. In addition provide the following:
 - a. Large screen monitor
w/ internet connection: (optional – for departmental display)
 - b. Printer and stand (networked): 1 each
 - c. Copy machine (high volume): 1 each
 - d. Fax/copy machine: 1 each
 - e. Scanner: 1 each
 - f. Shredder: 1 each
 - g. Paper cutter: 1 each
 - h. Comb binder: 1 each
 - i. Stapler (electric) 1 each
 - j. Pencil Sharpener (electric) 1 each
 4. Typical Reception Room Layout: (reserved)
- H. Planning Standards for Typical Workroom:**
1. Room Size/Net Assignable Square Footage: this space type is intended to serve multiple functions, including as an administrative work area for printing, copying and assembling projects, a supplies storage area and a kitchenette. The standard room size is to be 160 NASF.

PART 3 – OWNER’S PLANNING AND PROGRAMMING STANDARDS

2. Furniture and Equipment Standards: the preliminary list of furniture and equipment for this room type is as follows:
 - a. Wall cabinets (16” deep): 1 each approx. 10’ length
 - b. Open wall shelves (16” deep): 1 each approx. 6’ length
 - c. Base cabinets and countertop: 1 each approx. 16’ length
 - d. Single bowl kitchen sink and faucet: 1 each
 - e. Undercabinet task lighting: 4 each
 - f. Printer and stand (networked): 1 each
 - g. Copy machine (high volume): 1 each
 - h. Fax/copy machine: 1 each
 - i. Scanner: 1 each
 - j. Shredder: 1 each
 - k. Paper cutter: 1 each
 - l. Comb binder: 1 each
 - m. Stapler (electric) 1 each
 - n. Pencil Sharpener (electric) 1 each
 - o. Undercounter refrigerator: 1 each
 - p. Bulletin board: 1 each
 - q. Marker board: 1 each
 - r. Work table: 1 each
 - s. Chairs: 4 each
 - t. Window treatment: 1 per window
 - u. Waste basket: 1 each
 - v. Recycling bins: 1 each
3. Typical Workroom Layouts: (reserved)

I. Planning Standards for Typical File and/or Storage Room:

1. Room Size/Net Assignable Square Footage: the room size is to be determined based upon the amount of storage requirements that are anticipated for the Department/Unit/Subunit.
2. Furniture and Equipment Standards: the quantity and type of file cabinets, lateral file cabinets, storage cabinets and storage shelving is to be selected based upon the storage requirements that are anticipated for the Department/Unit/Subunit. Some File/Storage Rooms may require the provision of one or more secure file cabinets or secure storage cabinets, and/or need to accommodate a safe/vault.

J. Planning Standards for Typical Conference Room:

1. Room Size/Net Assignable Square Footage: conference rooms are to be sized based on an allotment of 22 NASF per person.
2. Video Conferencing: the College does not typically install equipment or systems for video conferencing in conference rooms. Video conferencing for special events is supported with mobile equipment. Any requests for installation of fixed video-conferencing equipment are to be forwarded to the College team for coordination.
3. Furniture and Equipment Standards: the preliminary list of furniture and equipment for this room type is as follows:
 - a. Casework: as required to accommodate A-V equipment
 - b. Computer: 1 each

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- c. Remote/pointer: 1 each
- d. Telephone: 1 each
- e. DVD player: 1 each
- f. eLMO (visual presenter): 1 each
- g. Projector: 1 each
- h. Projection screen: 1 each
- i. Flat panel (LCD or plasma): 1 each
- j. Conference table: 1 each (*modular*, sized for number of occupants)
- k. Chairs: 1 per occupant anticipated for room
- l. Credenza with secure storage: 1 each
- m. Marker boards: 1 or more (based on room configuration)
- n. Bulletin board: 1 each
- o. Polycom device: 1 each (for conference calls)
- p. Fax/copy machine: 1 each
- q. Window treatment: As needed to cover windows (room darkening)
- r. Waste basket: 1 each
- s. Recycling bins 1 each

4. Typical Conference Room Layouts: (reserved)

- K. **Planning Standards for Lobbies:** (reserved)
- L. **Planning Standards for Typical Lounge:** (reserved)
- M. **Planning Standards for Typical IT Network MDF Room:** (reserved)
- N. **Planning Standards for Typical IT Network IDF Room:** (reserved)
- O. **Planning Standards for Typical Corridor:** (reserved)
- P. **Planning Standards for Typical Hallway (corridor within suite):** (reserved)
- Q. **Planning Standards for Typical Building Service/Custodial Closet:** (reserved)

3.10. FLOOR, ROOM AND DOOR NUMBERING AND NAMING STANDARDS

- A. **Room and Door Numbering Standards:** Room and door numbering in Construction Documents must match College’s requirements for numbering and must serve the identification and wayfinding needs for building operations. Room and door numbering systems must be coordinated with the College’s Campus Planner prior to assigning room numbers on documents. This coordination must occur early in the Schematic Design phase. Criteria for room and door numbers are as follows:
 1. Room numbers are to be three-digit numbers starting with number 101 (First Floor). The sequence is to be started at the primary building entrance and proceed left from there, if possible, and then generally clockwise through the building. The rooms are to be numbered in sequence based on the proximity of doors along the path, regardless of what side of corridors the door (and room) is located on, i.e. from each room to whichever next room has the closest door. The room numbers on each floor are to start in approximately the same location on the floor as they do on the First Floor, and like numbers are to be stacked from floor to floor where feasible. It is advisable to group room and door numbers for discrete areas of a floor into “blocks” of numbers and skip a few numbers between “blocks” of numbers (i.e. if numbers in one area reach up to 136, skip to 140 to start the numbers at the next discrete area). This will allow for flexibility in adding or subtracting rooms and doors later in the design and construction phases. Include all skipped numbers in the Finish Schedule and Door Schedule and indicate as “not used.”

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2. Coordinate with the College for determination of the name or number for each floor level for buildings with more than one floor level that is accessible from the exterior grade.
 3. Rooms located at levels below the First Floor are to have 3-digit numbers that begin with **0** or the first letter of the floor/level name, and that otherwise follow the instructions given in criteria #1 above.
 4. Number doors to match the room to which they provide entrance. Multiple doors from one or more corridors into the same room use the same room number. Rooms within rooms that have no corridor access, and the doors for those rooms are to receive a letter suffix (A, B, and so on, don't use I(i) or O) added to all but the first of the doors.
 5. Janitor Closets, Custodial Supply Rooms, Building Service spaces and similar rooms (and their doors) will be numbered in sequence with assignable spaces.
 6. *Corridors and building vestibules, and similar rooms do not receive identification plaques. They are, however, given a number for use by College staff for a variety of purposes. To avoid causing confusion, these spaces that have no room number on their identification plaque will not be numbered in the standard sequence. Number these spaces (and their doors) starting at 190 (as example for First Floor), and sequentially from approximately same starting point and in same direction as room numbers. Vestibules within a suite are to be given a number that matches the number of the room they serve, with the letter A added as a suffix.*
 7. Elevators and stairs are given a room number, but the plaque at the door identifies only a standard room description and/or symbol, with no room number included (similar to corridors and vestibules). These rooms are identified in documents by a 3 digit number. The 1st digit indicates the floor number, the second digit is to be E for Elevators, or S for Stairs. The third digit indicates the location in the room sequence, with Stairs using a letter sequence and Elevators using a numeric sequence. For example, Stairs on the first floor will be 1SA, 1SB, 1SC, etc. Second floor will be 2SA, 2SB, 2SC, etc.. Elevators on the first floor will be 1E1, 1E2, 1E3, etc. Lifts are to be numbered similarly to Elevators (floor number, then L for Lift, then sequence number).
 8. Room Number Changes through Construction Documents Phase: when a room is divided, added, subtracted, moved, etc., the number for that room and its doors are to be updated and all resulting changes to other room numbers and door numbers are to be updated prior to the issuance of the next documents set. The room number changes are to be coordinated with the College.
- B. Post-Occupancy Room Number Revisions:** the College maintains a database of all room numbers in all buildings. A 2-letter building abbreviation is added to the beginning of each room number for tracking for college and campus-wide course scheduling. Changes to room numbers result in extensive coordination demands across administrative groups. The Office of Facilities will make changes to room and door numbers, but only if necessary. Notify the Office of Facilities of any proposed changes prior to changes being made in signs or directories so that their database can be updated, and coordinated with Campus Facilities , Information Technology and the Course and Facilities Schedulers.
- C. Building Floor Level Naming Standards:** The primary entrance level of a building for which there is only one on-grade or near-grade entry level is to be identified as the First Floor. Where there are two or more major entrances to a building at two different on-grade or near-grade levels, the lowest entry level is to be identified as the “Ground Floor (G),” and the higher entry level is to be identified as the First Floor (1). The levels above the First Floor are to be

PART 3 – OWNER’S PLANNING AND PROGRAMMING STANDARDS

named/numbered consecutively Second Floor (2), Third Floor (3), etc. A building level that is below grade and below the primary entrance level, and includes programmed space, is to be identified as the “Lower Level.” Where there is more than one such level, the first level down is to be identified as “Lower Level 1 (LL1),” and the levels below that are to be named/numbered consecutively as “Lower Level 2 (LL2),” “Lower Level 3 (LL3),” etc. Below-grade levels which house only service space are to be named “Basement (B).” Coordinate with College regarding the naming of intermediate partial floor plates.

- D. **Room Naming Standards:** *Room Naming Standards: the names assigned to rooms in Construction Documents must match the College’s requirements for naming and must serve the identification and wayfinding needs for building operations. Room names must be coordinated with the College’s Campus Planner prior to assigning the room names on documents. This coordination must occur early in the Schematic Design phase. General criteria for room names are as follows:*
1. *Identify general, unassigned rooms by their common room type name, such as: Classroom, Class Lab, Office, Conference Room*
 2. *Identify assigned rooms by adding the discipline/occupant/function name before the room name, such as: Biology Lab, Counselor Office, Dean’s Office, Mechanical Room*
 3. *Identify assigned service/support rooms by adding the function/service name after the room name, such as: Biology Lab Storage, Meeting Storage, Facilities Storage, Media Services Storage*
 4. *Examples of preferred names for various room types are as follows:*
 - a. *General Space:*
 - *Circulation: identify circulation spaces with the common functional names, such as: Corridor, Hallway (for corridors within suites), Elevator, Lobby, Stair, Vestibule*
 - *Building Services: identify building service spaces per the primary functions housed in them, such as: Loading/Recycling, Recycling/Trash, Custodial, Vending*
 - *Building Engineering Systems: identify rooms for building engineering systems by their system name, such as: Electrical, Mechanical (includes plumbing), Sprinkler/Fire Pump, Elevator Machine Room. If a building systems’ primary equipment is divided into multiple rooms, identify rooms as needed to distinguish them from other similar rooms, such as: Main Electrical, Emergency Electrical, Mechanical Room South, Mechanical Penthouse*
 - *Toilet Rooms/Shower Rooms: Identify these rooms by gender, such as: Men’s Toilet, Women’s Toilet, Unisex Toilet, Men’s Shower*
 - *IT Systems Rooms: identify IT systems rooms by their specific function, such as: IT MDF, IT IDF, IT Workroom, IT Storage, IT Media Services Storage, IT POP*
 - *Space for Future Use: identify unfinished and unoccupied, but potentially occupiable, space as “Future”*
 - b. *Instructional Space:*
 - *Classrooms: identify general use classrooms with their seat count, such as: Classroom (30). Identify tiered classrooms as “Lecture Hall,” with their seat count, such as: Lecture Hall (50) Identify classrooms that are dedicated to specific functions by adding the function name at the end, such as: Chemistry Lab Recitation, Class/Breakout Room. Identify computer equipped classrooms used for a variety of disciplines and class types as Computer Classroom and include*

PART 3 – OWNER’S PLANNING AND PROGRAMMING STANDARDS

the seat count, such as: Computer Classroom (24). Identify classroom service spaces by adding the service function name, such as: Classroom Storage, Media Resources Storage.

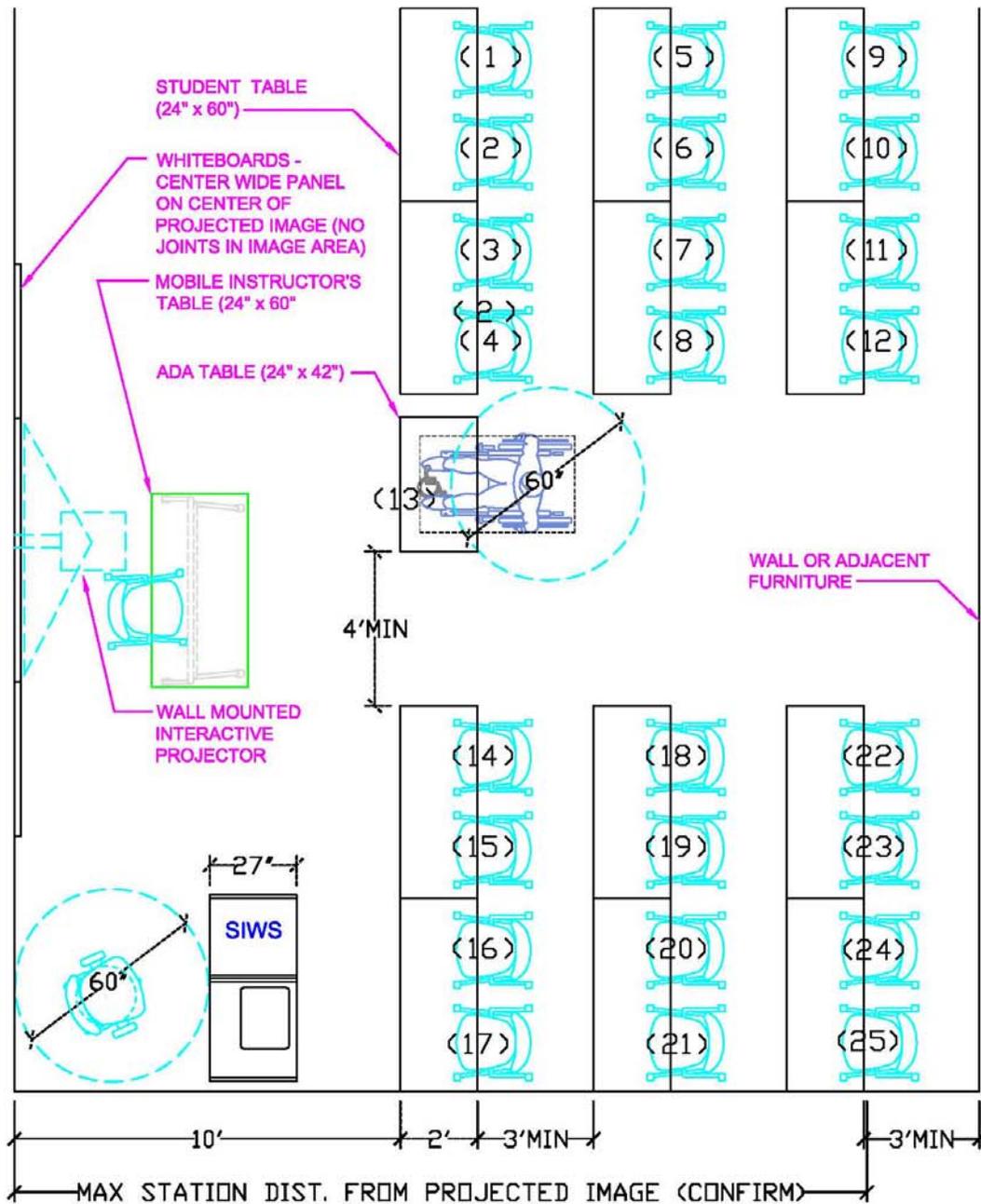
- *Class Laboratories: Identify computer based class labs dedicated to a particular discipline/subject by the discipline/subject name and include their seat count, such as: Math Lab (32), Language Lab (24), Computer Class Lab (32). Identify general use lab service rooms by adding the service function name after “Class Lab,” such as: Class Lab Prep, Language Lab Storage, Computer Lab Storage. Identify laboratories designed and equipped for a specific discipline or subject with the discipline/subject name, such as: Organic Chemistry Lab, Computer Class Lab, Chemistry Student Project Lab. Identify discipline/subject specific lab service and support rooms with the discipline/subject name and follow with the function name, such as: Anatomy & Physiology Lab Prep, Biotechnology Instrumentation, Biotechnology Lab Stock, Chemistry Solvent Dispensary.*
- *Open Laboratories: identify open lab spaces dedicated for individual rather than class use with “Open Computer Lab” followed by the number of seats, such as Open Computer Lab (24). Identify discipline or function specific open labs with the function name followed by “Lab,” such as: Student Project Biotech Lab, Student Project Shared Lab, Tutoring Lab. Identify support spaces for open labs by adding the service function name after “lab,” such as: PC Lab Storage*

c. *Office Space:*

- *Identify unassigned offices as simply “Office.” Identify assigned offices by the role of the office resident, or by the function the office serves, such as: Dean’s Office, Department Chair Office, Admin Aide Office, Faculty Office, Counselor Office, Security Office, Reception (for reception area with workstation), Intake Counter (for counter areas with workstation), Workstation. Identify administrative service areas by the function that is housed or the organization or office with which they are associated, such as: Dean’s Division Workroom, Counseling Workroom, Workroom, Reception (for reception area without workstation), Storage Room, File Room, Secure File Room, Waiting Room, Media Services Storage. The name “workroom” is generally used to identify service rooms with a sink, copier, miscellaneous administrative equipment, work surfaces, and storage space*
- *Identify assigned conference rooms by the organization to which they are assigned, such as: Dean’s Conference Room(16) and the number of seats. Identify unassigned conference and meeting rooms by the room type name and its number of seats, such as: Conference Room (20), Family Conference Room (8), Meeting Room (40). Conference rooms are intended for use by College faculty, staff and students only. Meeting rooms are made available for scheduling by non-College groups.*

d. *Study Space: identify study spaces with descriptors that distinguish the function of the particular study space from other study spaces in the building, such as: Group Study, Group Tutorial, Open Study, Quiet Study, Individual Study*

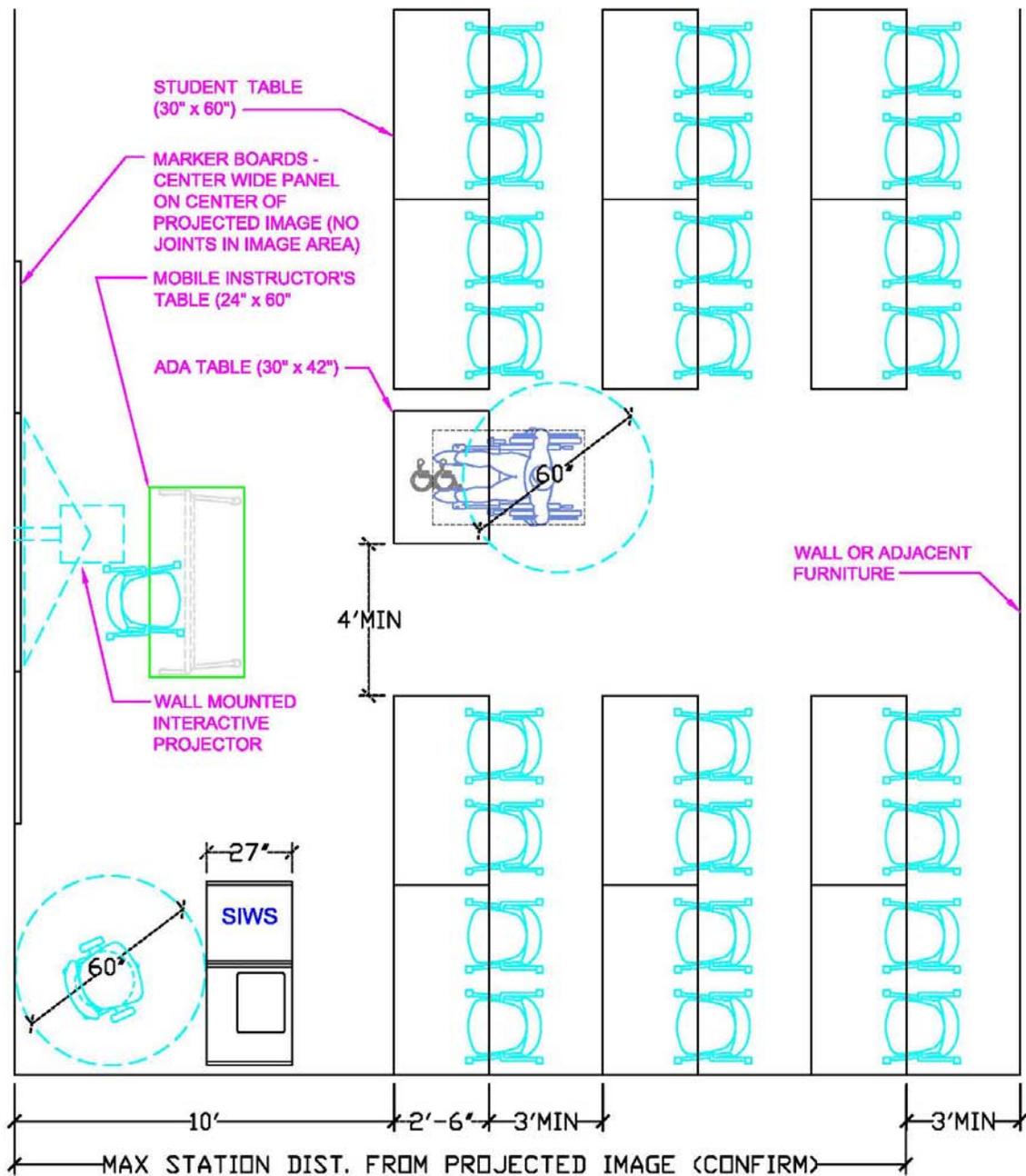
- E. **Signage:** see the **Wayfinding and Signage** section in **5.7 Specialties** in **PART 5: Owner’s Building Construction Standards** of this document and the **Montgomery College Sign System Manual** included as an online appendix to the CDS document.
- F. **Post-Occupancy Signage and Directory Updates:** (reserved)



CLASSROOM LAYOUT STANDARDS

(25 STATIONS - WITH INTERACTIVE PROJECTOR)

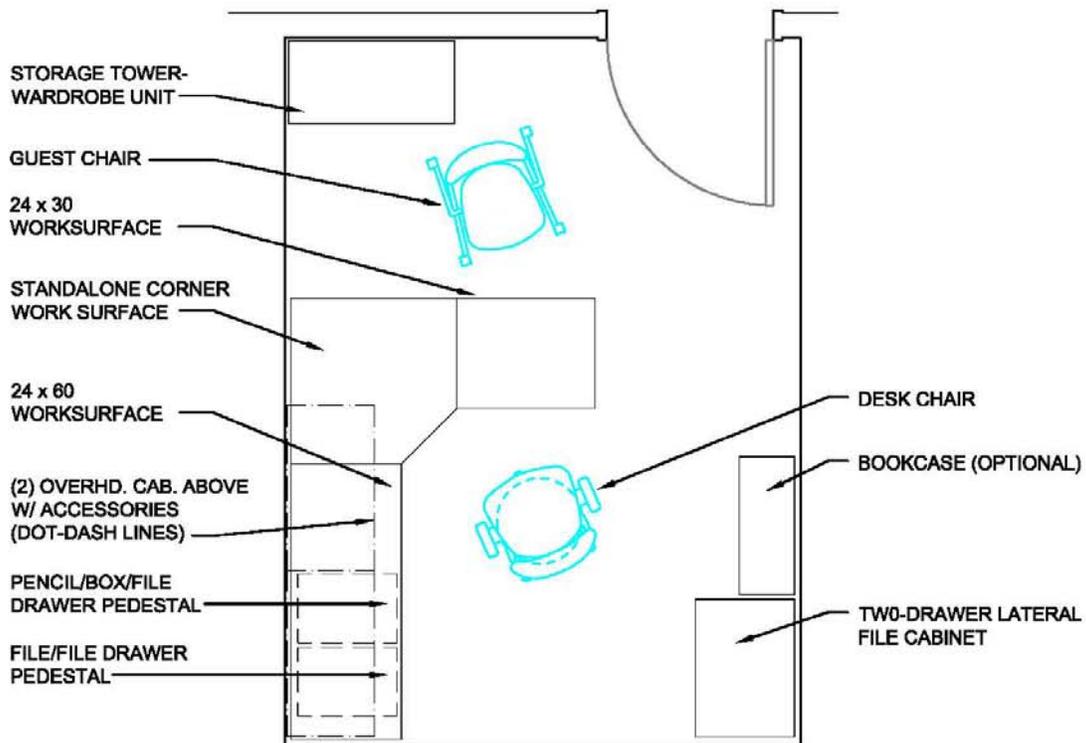
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COMPUTER CLASSROOM LAYOUT STANDARDS

(25 STATIONS - WITH INTERACTIVE PROJECTOR)

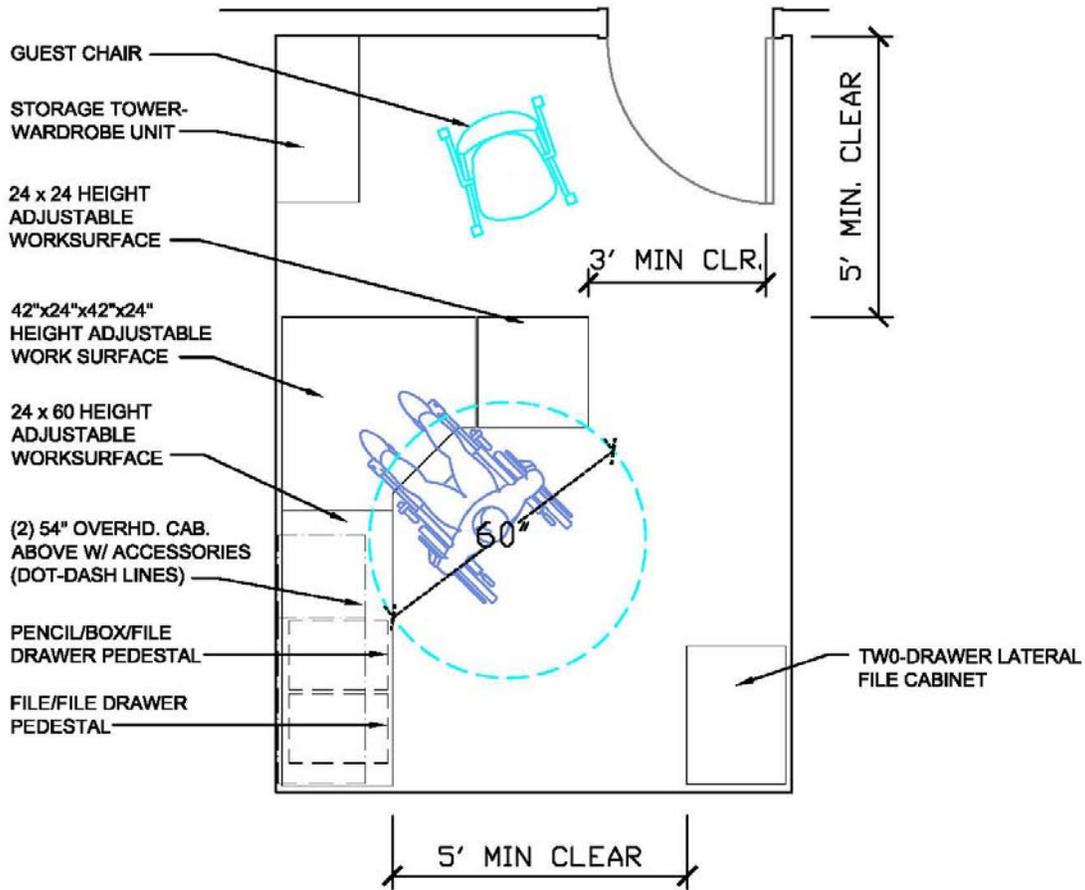
NO SCALE



TYPICAL OFFICE LAYOUT STANDARDS

(120 NET ASSIGNABLE SQUARE FEET)

NO SCALE



TYPICAL ADA OFFICE LAYOUT STANDARDS

(130 NET ASSIGNABLE SQUARE FEET)

NO SCALE