

Yuba Community College District Facilities Space Standards Guidelines

Date: 28 October 2008

Prepared By:

DOVETAIL DCI



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The Space Standards Guidelines Committee was charged with the task of providing the District with the design narrative and layouts for several types of space:

- Faculty Offices
- Counselor Offices
- Division Dean and Director Offices
- Meeting and Conference Rooms
- Typical Workstations
- Typical Classrooms

The following descriptions outline the *minimum requirements* for the physical, functional, and technological necessities of modern and efficient administrative and instructional environments. Other areas, not covered by this document, shall follow the same parameters relative to sizing, power and data receptacles, and the placement of building requirements.

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General Concerns and Comments for all Office Spaces

After reviewing the offices currently in use throughout the District and looking at size and concerns stated from other campuses within the higher education environment, the Facilities Space Standards Guidelines Committee is proposing the following requirements be used as a guideline for office space design and implementation, District wide.

Following discussions with faculty, staff, and administration, we have determined that the current full time faculty office size is generally inadequate for the specified needs. Current faculty offices range from 65 to 120 sq. ft. in size across the District. It is the District's intention to standardize across the various locations to a size that is equitable and functional for the expected use over the life of the building environment, and remaining within the guidelines of the State Chancellor's Office capacity guidelines ("Cap Load"). There may be some project by project adaptations of these standards for "modernization" projects, which will be relayed by Facilities at the program phase.

The proposed standards reflect the clearances required for the **effective** utilization of Furniture and Equipment within each space. The desired minimum **usable** square footage is noted on each application's narrative and layout. Additional width or depth within the spaces would be acceptable, particularly in spaces that have structural elements, or more specialized areas. Please refer to each office type for minimum space recommendations.

Should a project architect find that they can not provide one of these minimum requirements, all variations must be presented to the Campus Facilities Committee for approval. These variations are to be project specific, rather than wholesale across the Facilities Design Guidelines document.

The committee acknowledges with these Facilities Space Standards Guidelines that structural details, such as columns, and architectural details, such as windows, may impact the final layout options available to the end user in specific spaces, such as offices. In the case of offices, exterior windows are shown as "Punch Out" for illustration purposes only, and are not to influence the building design. Power and data placements within offices are shown with the assumption that exterior walls will NOT accept this infrastructure. It is the District's desire that three of the four office walls DO hold power and data receptacle, but if the building construction does not allow this, the placement of the receptacles is to be on a minimum of two parallel walls. Each configuration offered allows for a minimum of two options **after** these issues have been taken into consideration.

In order to effectively support the layouts and requirements of these spaces, the design subcommittee requests that the architect specify that all light switches and thermostats be placed within the ADA zone (within 60" inches inside an office with an inward opening door, or within 18" of the strike side of a door). This information will need to be communicated to the contractor in such a way that they accept responsibility for moving any wall mounted unit which is placed outside of this area.

Please note that the District does not support individual printers per office. Personal printers **might** be provided by users. Refer to current District Telecommunication Standards for additional information on all related issues.

Full Time Faculty Office Space Narrative

- Minimum space required: 100 usable square feet, with a desired minimum width of 9'6" clear, to allow for user flexibility of layout. See Faculty Options 1 and 2 for additional *desired* minimum clear dimensions. NOTE: Product shown is not representative of final furniture standards. Updates on this information to follow.

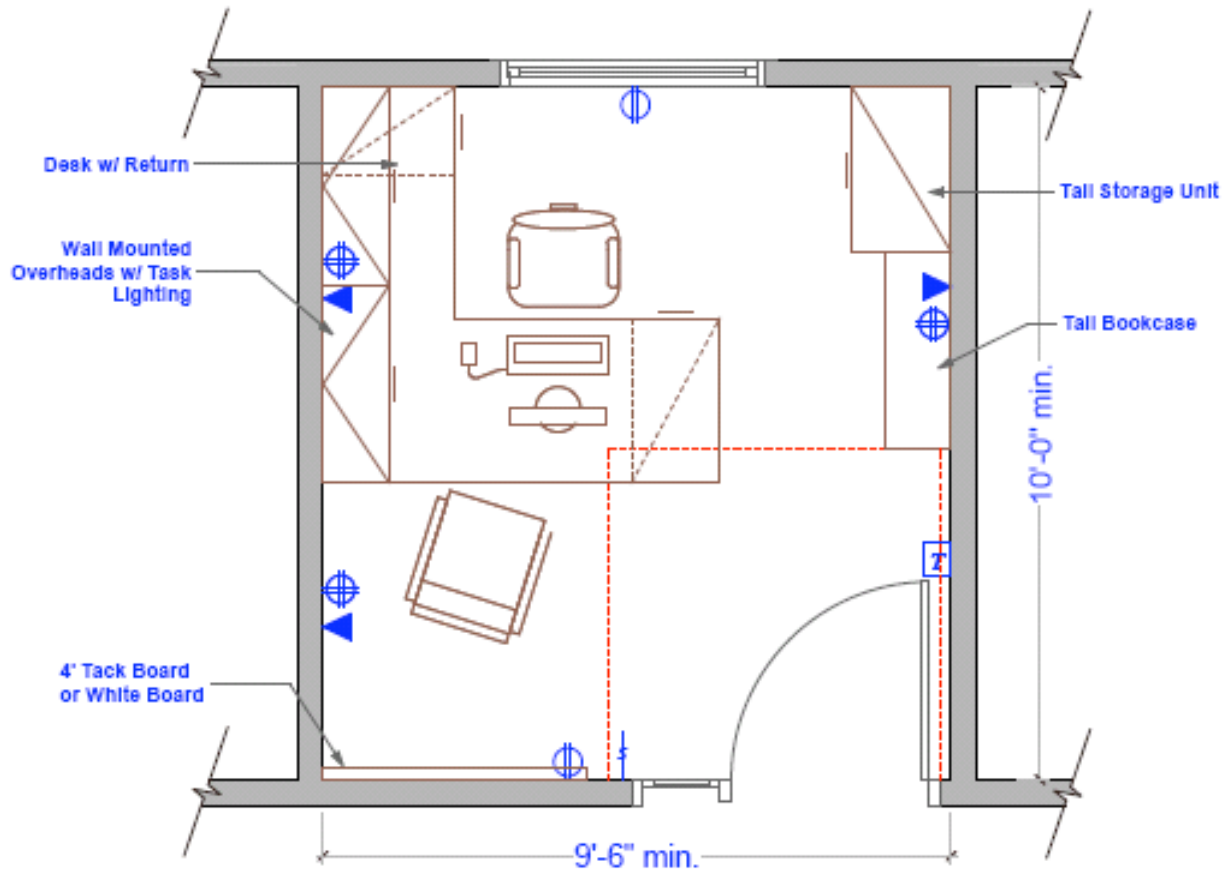
- Building Infrastructure (Group 1 details):
 - Window with Campus Standard shades
 - Door with side light
 - Backing behind sheetrock on full length of two walls perpendicular to window (or door) wall, to allow for Group II horizontally mounted overhead cabinets. See Faculty Options 1 and 2 for potential placement of cabinets, for reference.
 - (3) each four-plex power outlets. See Faculty Options 1 and 2 for desired placement, noting that in building conditions where exterior wall construction allows the installation of power/data, one set of outlets are to be placed on the window wall.
 - (2) each convenience duplex receptacles on other walls
 - Telephone/Network port beside power outlets as noted in current Telecommunication Standards
 - Indirect lighting if possible, with task specific lighting (Group 2)

- Furniture/accessories requirements (Group 2 details):
 - Desk with Mobile Drawer Storage
 - Ergonomic Office Task Chair on casters
 - 18' of Floor Based Binder/Book Storage, and 10' of Filing Storage
 - Overhead Cabinet, horizontally mounted, with under cabinet task light
 - Visitor chair per office, with access to additional chairs or meeting space
 - Computer (refer to District Telecommunication Standards for current Faculty configurations)

Adjunct Faculty Office Space Narrative

- The design intent is for Adjunct Faculty to share unassigned workstations. However, it is possible that they will be assigned to share a “drop in” space within a close office. The desired footprint per person would be approximately 50 sq. ft. in shared office or open configuration, including storage. NOTE: Product shown is not representative of final furniture standards. Updates on this information to follow.

- Furniture/accessories requirements per person (Group 2 details):
 - Desk/Table, placed within walled space or panel surround
 - Ergonomic Office Task Chair on casters
 - Lockable storage unit, shared
 - Access to Guest Chair or Meeting Table and Chairs
 - Computer (refer to District Telecommunication Standards for current Faculty configurations)

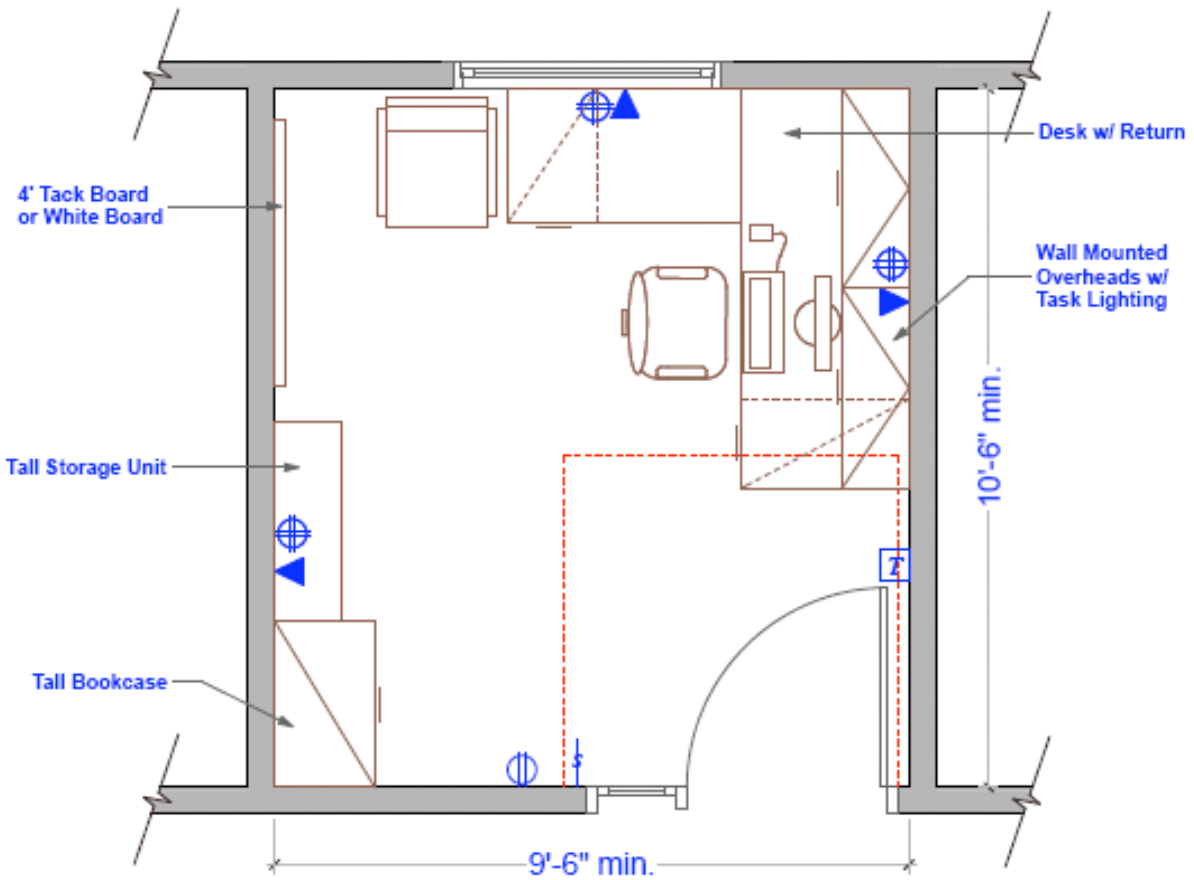


**FACULTY OFFICE 100 SQ. FT MINIMUM
LAYOUT OPTION 1**

YCCD Facilities Design Guidelines

Approximate Room Sizing Only

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**FACULTY OFFICE 100 SQ. FT MINIMUM
LAYOUT OPTION 2**

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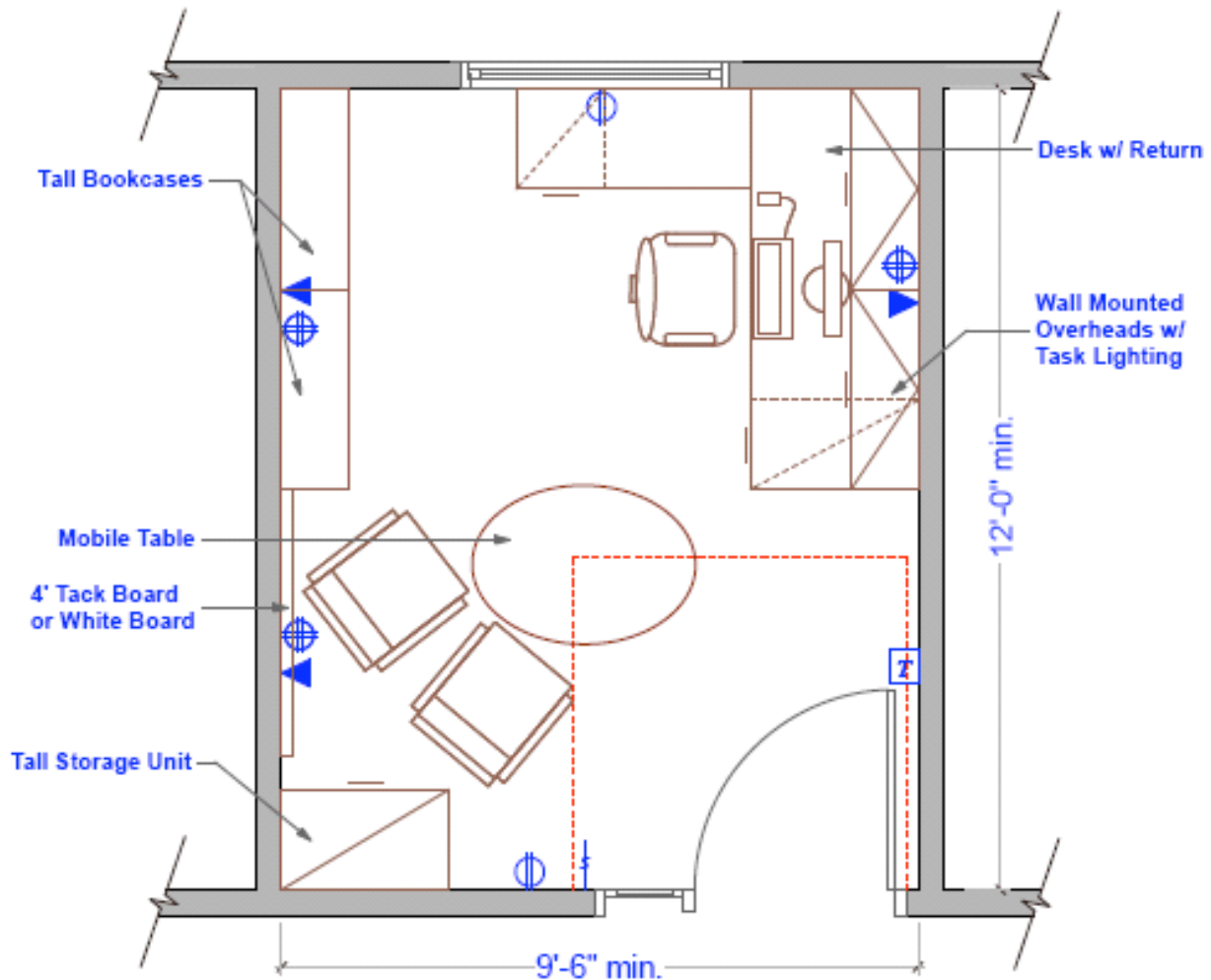
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Full Time Counselor Office Space Narrative

- Minimum space required: 120 usable square feet, with a desired minimum width of 9'6" clear, to allow for user flexibility of layout. See Counselor Options 1 and 2 for additional *desired* minimum clear dimensions. NOTE: Product shown is not representative of final furniture standards. Updates on this information to follow.

- Building Infrastructure (Group 1 details):
 - Window with Campus Standard shades
 - Door with side light
 - Backing behind sheetrock on full length of two walls perpendicular to window (or door) wall, to allow for Group II horizontally mounted overhead cabinets. See Faculty Options 1 and 2 for potential placement of cabinets, for reference.
 - (3) four-plex power outlets. See Counselor Options 1 and 2 for desired placement
 - (2) each convenience duplex receptacles on other walls
 - Telephone/Network port beside power outlets as noted in current District Telecommunication Standards
 - Indirect lighting if possible, with task specific lighting (Group 2)

- Furniture/accessories requirements (Group 2 details)::
 - Adjustable Height Workstation with mobile drawer storage (Pencil/Box/File Combination), and Mobile File Unit with Top
 - Ergonomic Office Task Chair on casters
 - Mobile Meeting Table
 - 30' of Floor Based Binder/Book Storage, and 12' of Filing Storage
 - Overhead Cabinet, horizontally mounted, with under cabinet task light
 - (2) Visitor chairs per office, with access to additional chairs
 - Computer (refer to District Telecommunication Standards for current Counselor configurations)

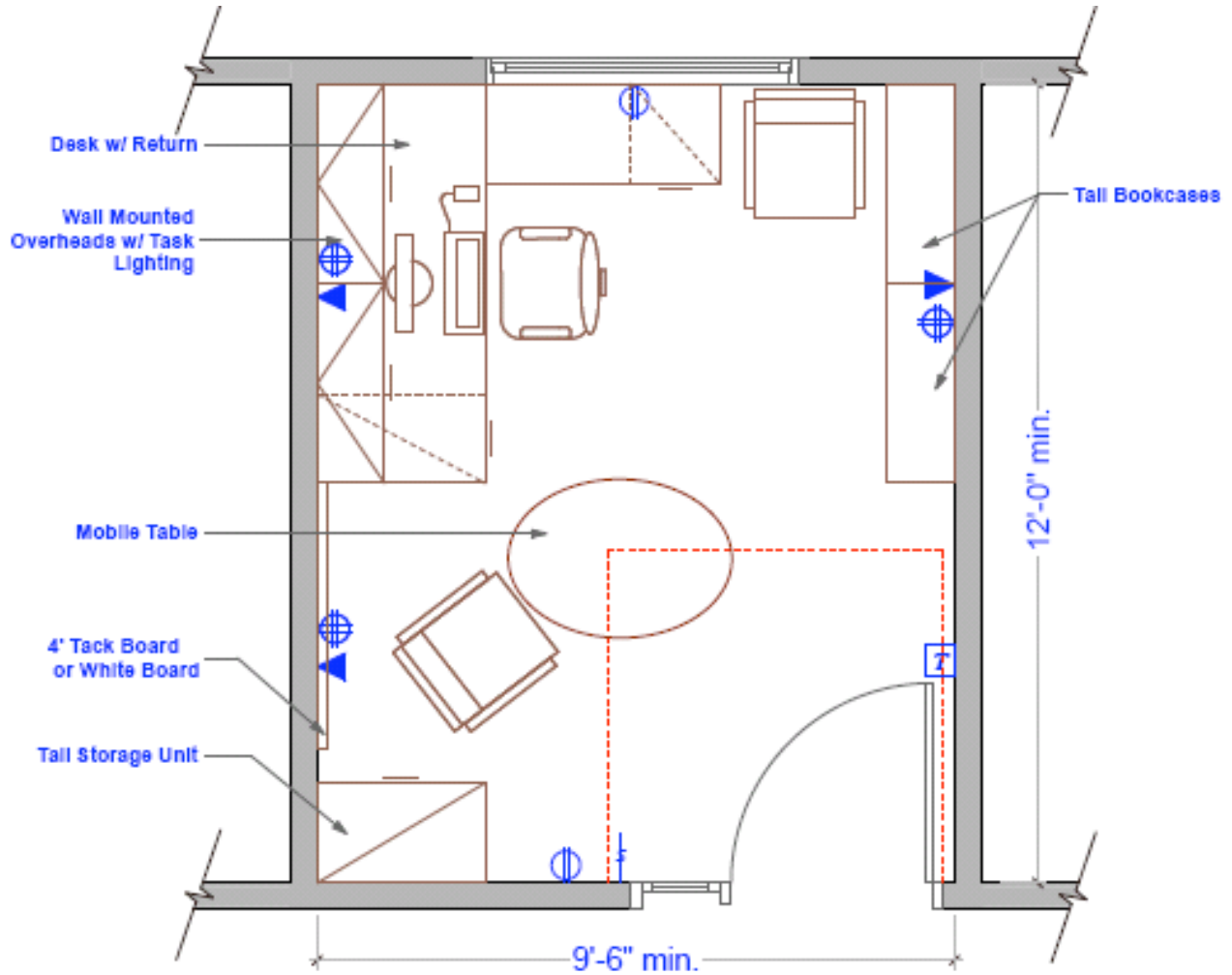


**COUNSELOR OFFICE 120 SQ. FT MINIMUM
LAYOUT OPTION 1**

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**COUNSELOR OFFICE 120 SQ. FT MINIMUM
LAYOUT OPTION 2**

YCCD Facilities Design Guidelines

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Division Dean Suite and Director Office Narrative

- Minimum space required - Dean: 140 usable square feet, if design with adjacent Huddle Meeting Room, or 160 usable square feet, if designed to accommodate 3 person small, confidential meetings; Director: 120 usable square feet, if design with adjacent Huddle Meeting Room, or 140 usable square feet, if designed to accommodate 3 person small, confidential meetings; Admin: 200 square feet, in open workstation format, including Storage and Reception, or larger if dictated by program requirements; Workroom: Approximately 180 square feet. See Division Dean Office and Director Office Layout options for *desired* minimum clear dimensions. Layouts for the workroom and administrative spaces to be planned by project architect in accordance with Division's program requirements.

- Building Infrastructure – Dean or Director (Group 1 details):
 - Window with Campus Standard shades
 - Door with side Light
 - Backing behind sheetrock on full length of two walls perpendicular to window (or door) wall, to allow for Group II horizontally mounted overhead cabinets. See Division Dean Office and Director Office Layout options for potential placement of cabinets, for reference.
 - Minimum of (4) four-plex power outlets. See Division Dean Office and Director Office Layout for placement
 - Telephone/Network port beside power outlets as noted in current District Telecommunication Standards
 - Additional convenience receptacles on perpendicular walls
 - Indirect lighting if possible, with task specific lighting (Group 2)

- Building Infrastructure – Workroom (Group 1 details):
 - Minimum of (4) duplex power outlets, with at least (2) at +42"H
 - Telephone/Network port beside power outlets as noted in current District Telecommunication Standards
 - Tack Board, 4' x 8'
 - Wall clock

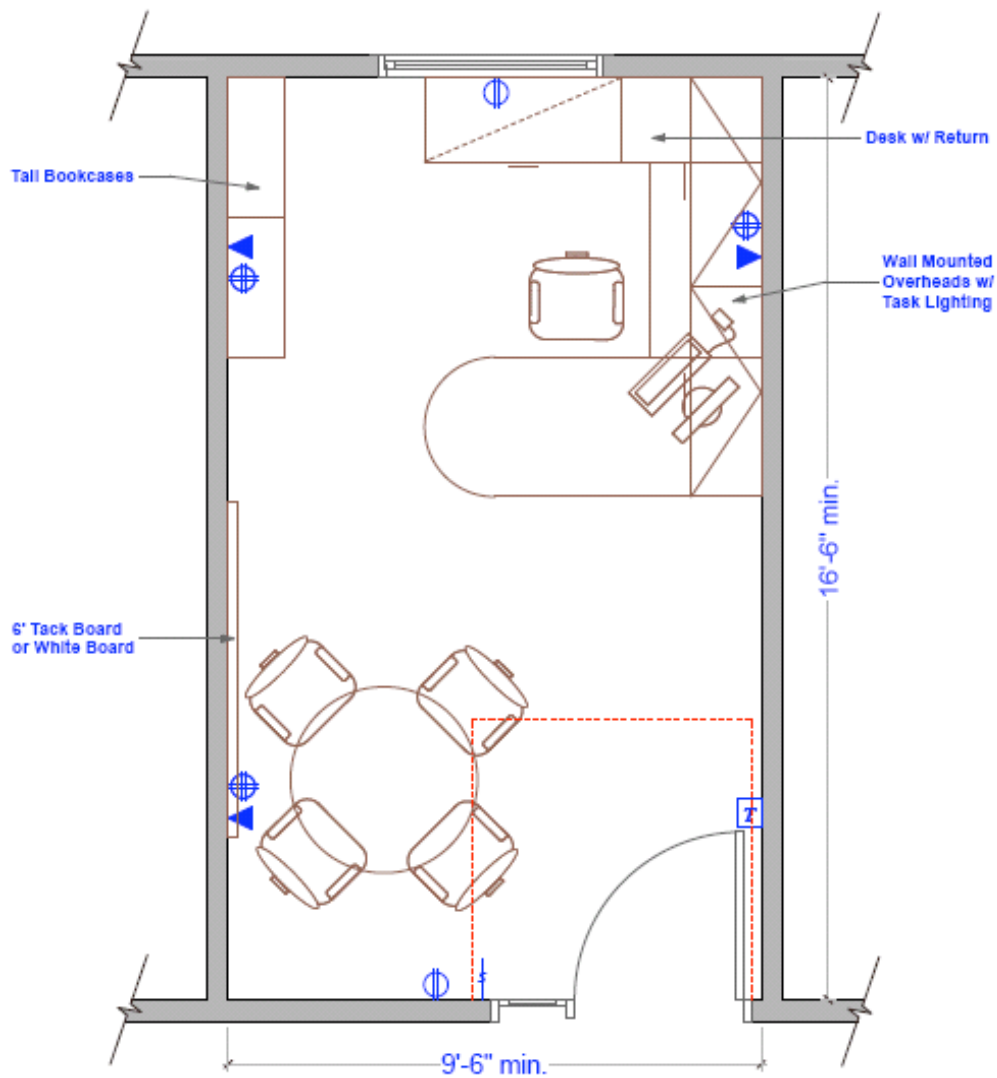
- Furniture/accessories – Dean or Director (Group 2 details):
 - U-shaped Adjustable workstation with Mobile Storage below and closed storage above, wall mounted
 - Ergonomic Office Task Chair on casters
 - 22' of Binder/Book Storage, and 12' of Filing Storage
 - (3) Visitor chairs per office, or access to additional meeting space
 - Computer (refer to current District Telecommunication Standards for current Dean or Director configurations)
 - Task specific lighting, table based
 - Personal Laser printer

- Furniture/accessories – Staff (Group 2 details):
 - (2) Workstations with Mobile Storage below and closed storage above
 - (2) Ergonomic Office Task Chairs on casters
 - 16' of Binder/Book Storage, and 12' of Filing Storage within stations
 - 36' of Filing Storage close by workstations
 - (2) Computers (refer to current District Telecommunication Standards for current staff configurations)
 - Waiting Area with seating for minimum of (2) people at one time
 - Shared Networked Laser printer
 - Potential for shared typewriter between two stations

- Furniture/accessories – Workroom (Group 2 details):
 - Adjustable Mail Slots for up to 75 faculty/staff
 - 45' of Supply Storage
 - Copier/Scanner/Fax/Printer Unit, with adjacent worksurface and recycling access
 - Shredder

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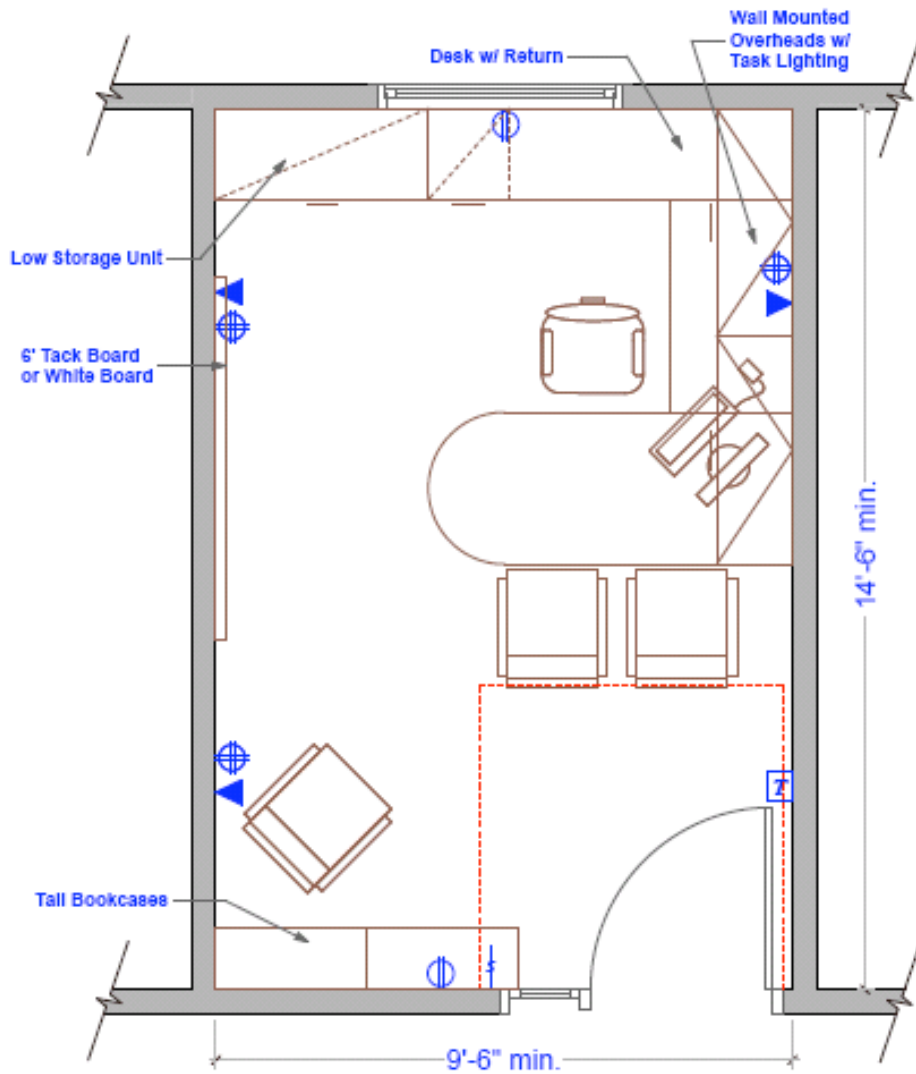


DEAN OFFICE 160 SQ. FT MINIMUM ROOM SIZING OPTION 1

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**DEAN OFFICE 140 SQ. FT MINIMUM
ROOM SIZING OPTION 2**

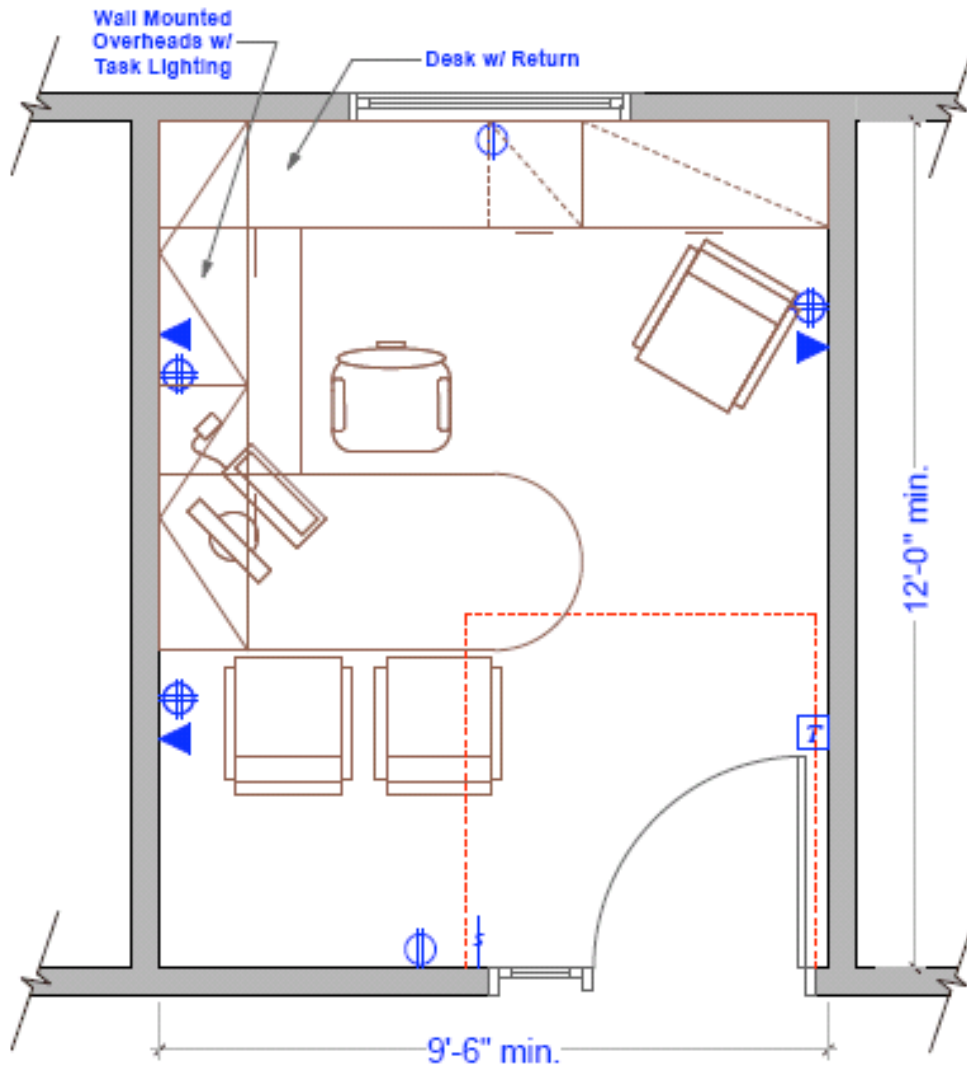
YCCD Facilities Design Guidelines

Approximate Room Sizing Only

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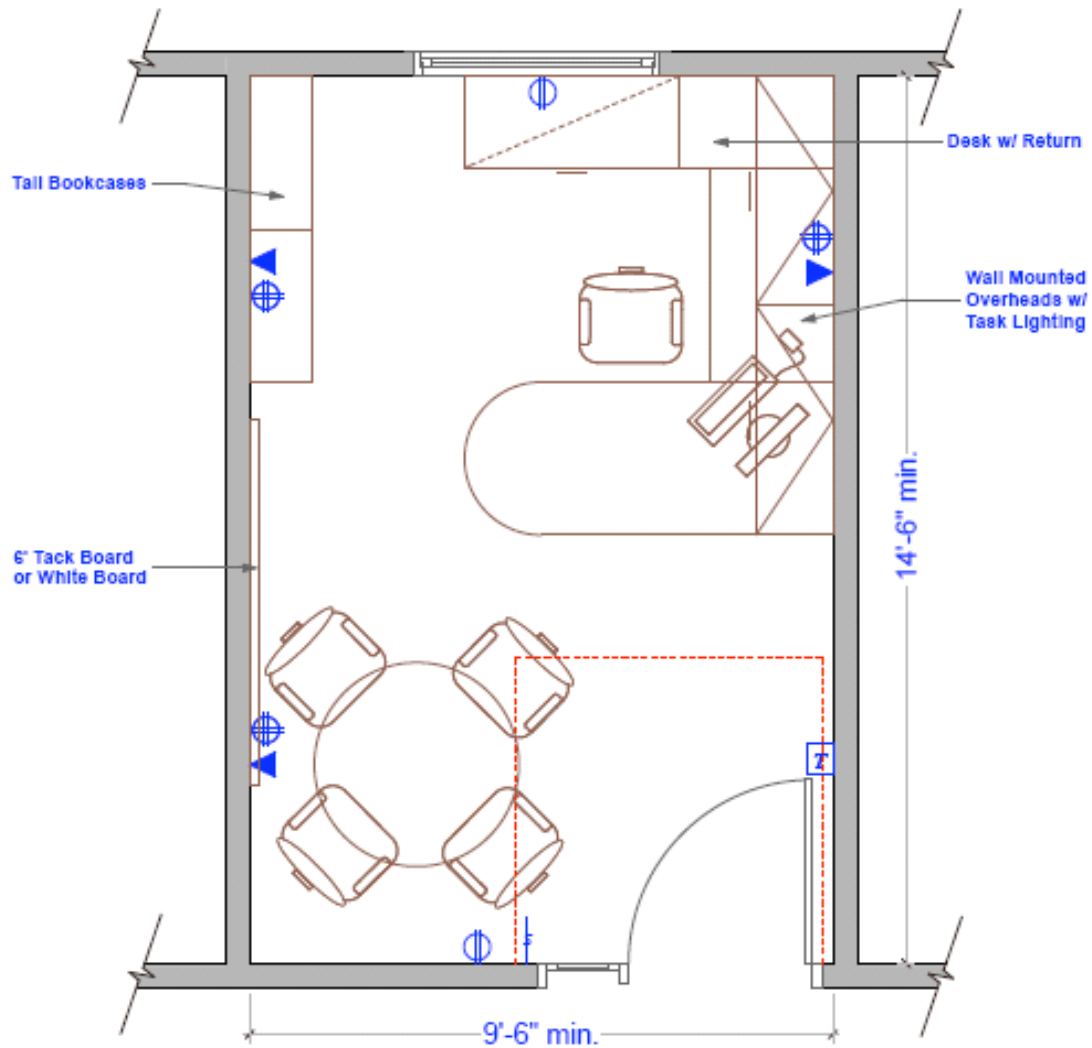


**DIRECTOR OFFICE 120 SQ. FT MINIMUM
ROOM SIZING OPTION 1**

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**DIRECTOR OFFICE 140 SQ. FT MINIMUM
ROOM SIZING OPTION 2**

YCCD Facilities Design Guidelines

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Date: 28 October 2008

Meeting Room Narratives

Huddle Meeting Rooms:

- Each room is to be sized as a Faculty Office @ 100 square feet for future flexibility, with occupancy of 5 people at one time. Provide power and data connectivity for future office configurations. See Huddle Room Layout for typical layout.
- Building Infrastructure (Group 1 details):
 - Windows with Campus Standard shades
 - Backing behind sheetrock on full length of two walls perpendicular to window (or door) wall, to allow for Group II horizontally mounted overhead cabinets.
 - Power and data placement as a Typical Full Time Faculty Office
 - Tack or White Board, 4' x 4'
- Furniture/accessories (Group 2 details):
 - Storage Credenza
 - Conference Table and Chairs for (5)

Small Meeting Rooms:

- Each room is to be sized approximately 200 square feet, with occupancy of 8 to 10. Ideally these will be placed in groups of two, so that they may be joined to create one Medium Meeting Room of 400 square feet. See Small Meeting Room Layout for typical layout.
- Building Infrastructure (Group 1 details):
 - User movable wall between two Small Meeting Rooms
 - Infrastructure to accept wall mounted Flat Panel Screen, with conduit to accept cabling as needed, that is placed appropriately when the two rooms are joined
 - Windows with Campus Standard shades
 - Minimum of (2) duplex power outlets per wall, and (1) possible floor receptacle, location to be verified with project team

- Telephone/Network port beside power outlets as noted in current District Telecommunication Standards
- 8' Porcelain surface White Boards with tray
- Tack Boards, 4' x 4', integrated into architectural details
- Furniture/accessories (Group 2 details):
 - Flat Panel Screen, wall mounted
 - Credenza below screen, with AV equipment as required
 - Folding or Flip Top Tables, with Stacking or Nesting Chairs for (10)

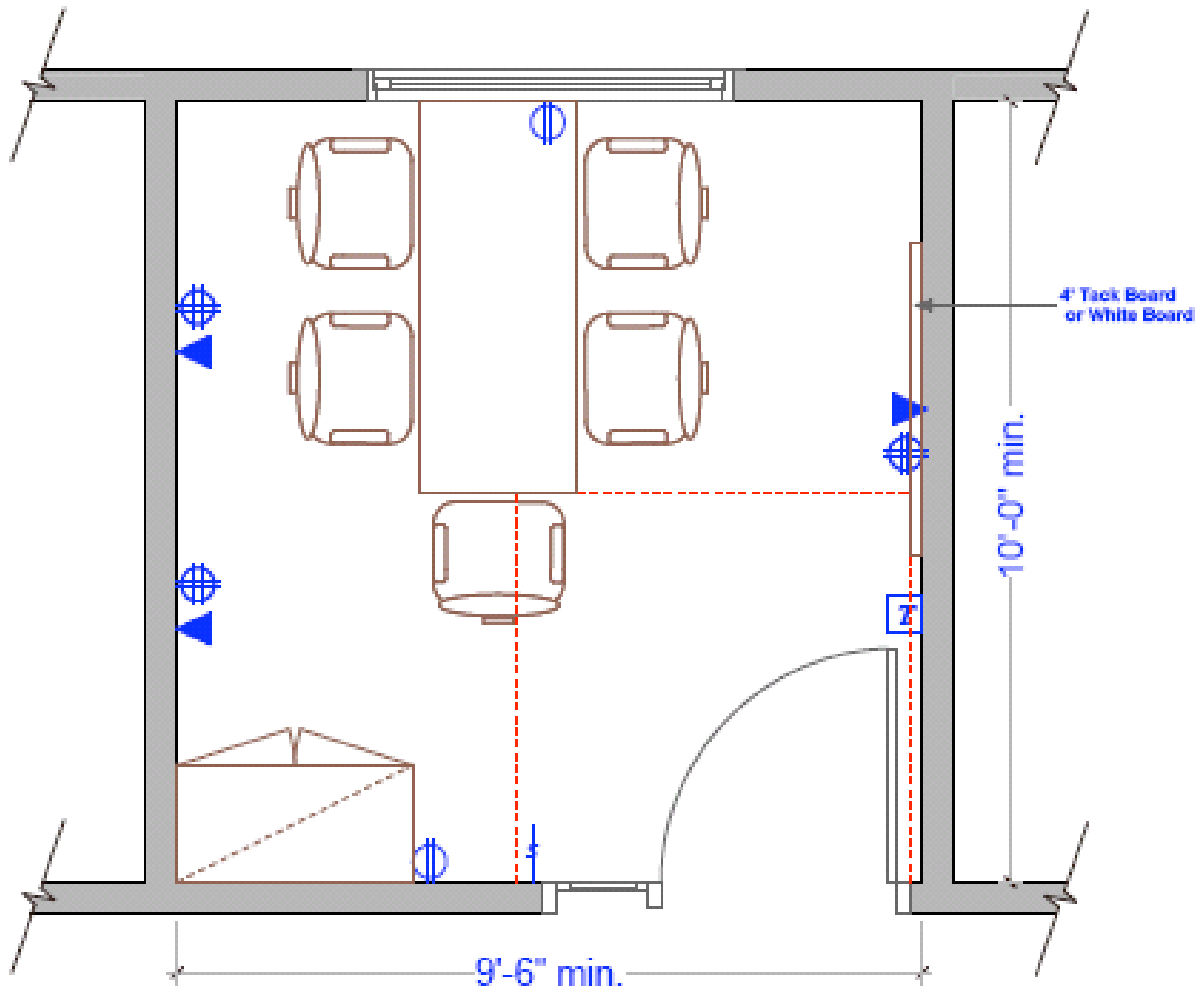
Medium Meeting Rooms:

- Each room is to be sized approximately 400 square feet, with occupancy of 20 to 26, depending upon furniture product. See Medium Meeting Room Layout for typical layout.
- Building Infrastructure (Group 1 details):
 - Infrastructure to accept wall mounted Flat Panel Screen, with conduit to accept cabling as needed
 - Variable lighting controlled near Flat Panel location as well as door
 - Windows with Campus Standard shades
 - Minimum of (2) duplex power outlets per wall, and (2) possible floor receptacle, location to be verified with project team
 - Telephone/Network port beside power outlets as noted in current District Telecommunication Standards
 - 12' Porcelain surface White Boards with tray
 - (2) Tack Boards, 4'H x 4' W, integrated into architectural details
 - Chair Rails on three walls, details to be confirmed with Facilities

- Furniture/accessories (Group 2 details):
 - Flat Panel Screen, wall mounted
 - Credenza below screen, with AV equipment as required
 - Folding or Flip-Top Nesting Tables and stackable chairs

Large Meeting or Assembly Rooms:

- Each room is to be sized approximately 600 square feet, with occupancy of 30 to 40, depending upon furniture product. See Large Meeting Room Layout for typical layout.
- Building Infrastructure (Group 1 details):
 - Infrastructure to accept wall mounted Flat Panel Screen, with conduit to accept cabling as needed
 - Variable lighting controlled near Flat Panel location as well as door
 - Windows with Campus Standard shades
 - Minimum of (3) duplex power outlets per wall, and (4) possible floor receptacles, location to be verified with project team
 - Telephone/Network port beside power outlets as noted in current District Telecommunication Standards
 - 16' Porcelain surface White Boards with tray
 - (4) Tack Boards, 4'H x 4' W, integrated into architectural details
 - Chair Rails on three walls, details to be confirmed with Facilities
 - Storage area for stack chairs and/or tables as needed
- Furniture/accessories (Group 2 details):
 - Flat Panel Screen, wall mounted
 - Credenza or Podium with AV equipment as required
 - Folding or Flip-Top Nesting Tables, and Stackable Chairs



**HUDDLE MEETING ROOM 100 SQ. FT MINIMUM
5 TO 6 OCCUPANCY**

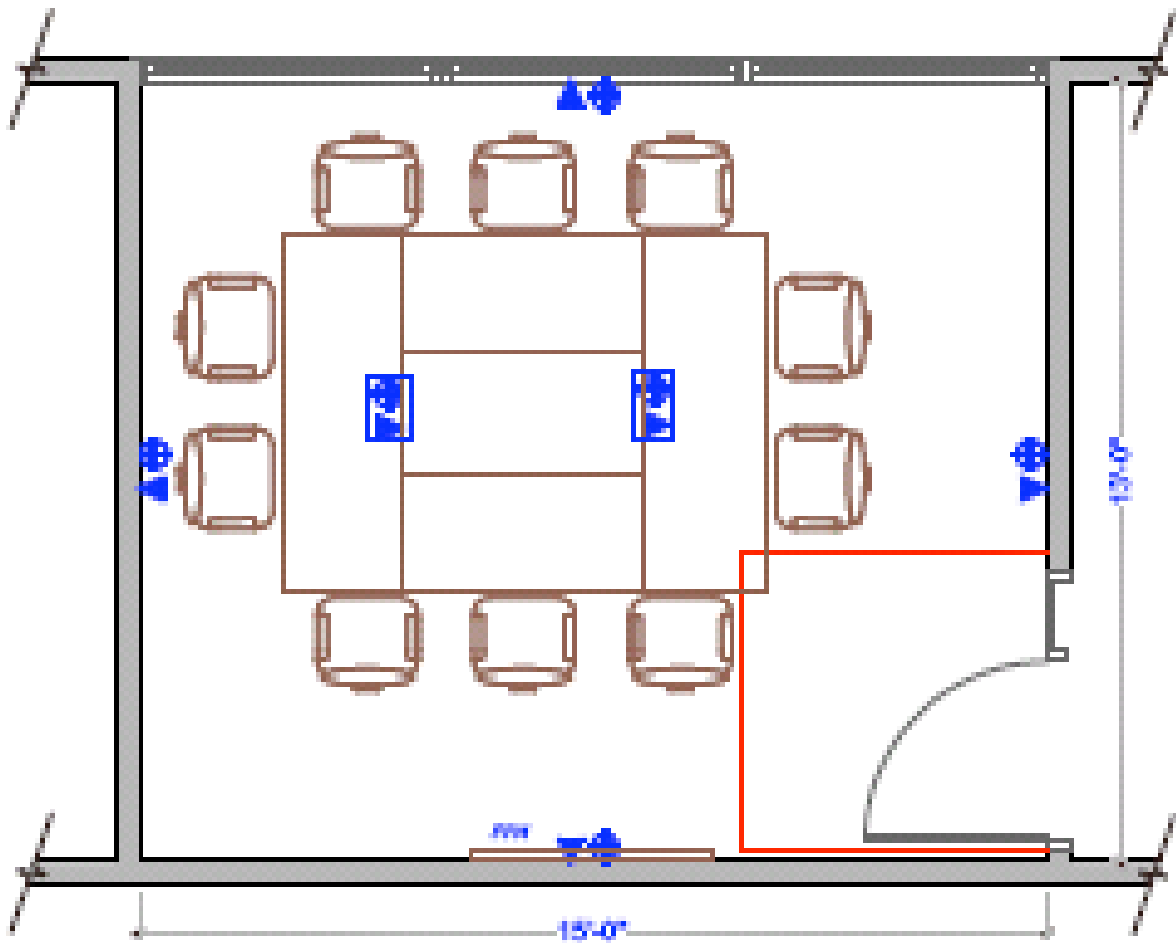
YCCD Facilities Design Guidelines

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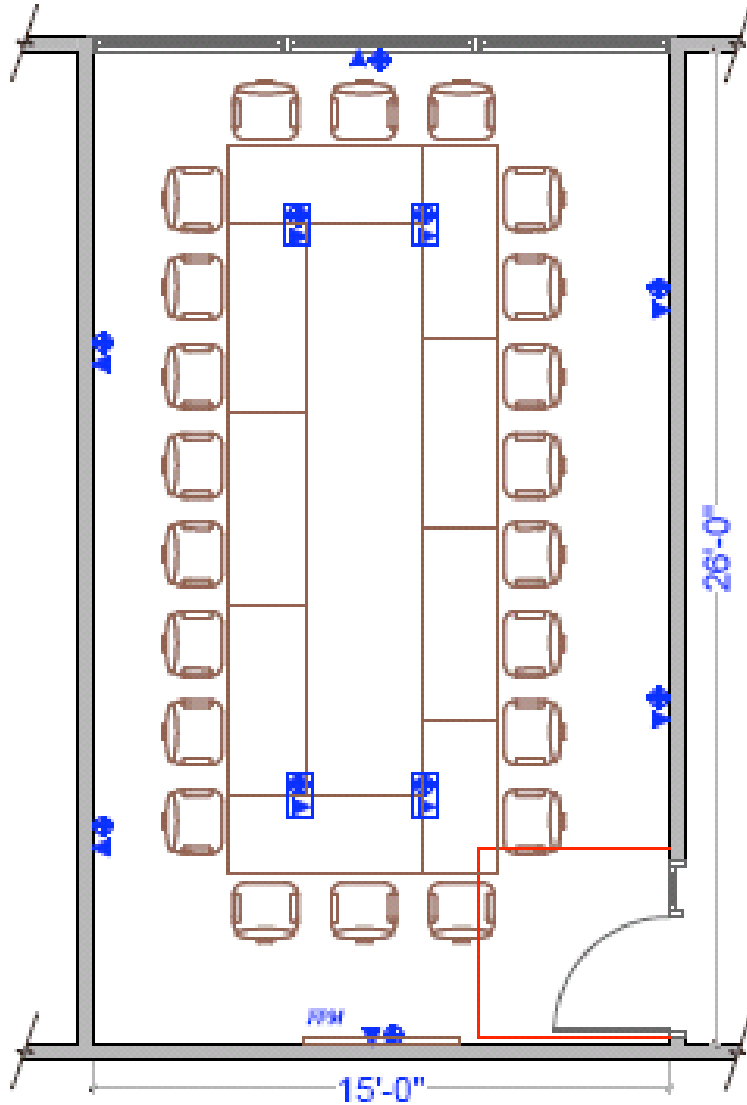
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**SMALL MEETING ROOM 200 SQ. FT MINIMUM
10 TO 13 OCCUPANCY**

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**MEDIUM MEETING ROOM 400 SQ. FT MINIMUM
20 TO 27 OCCUPANCY**

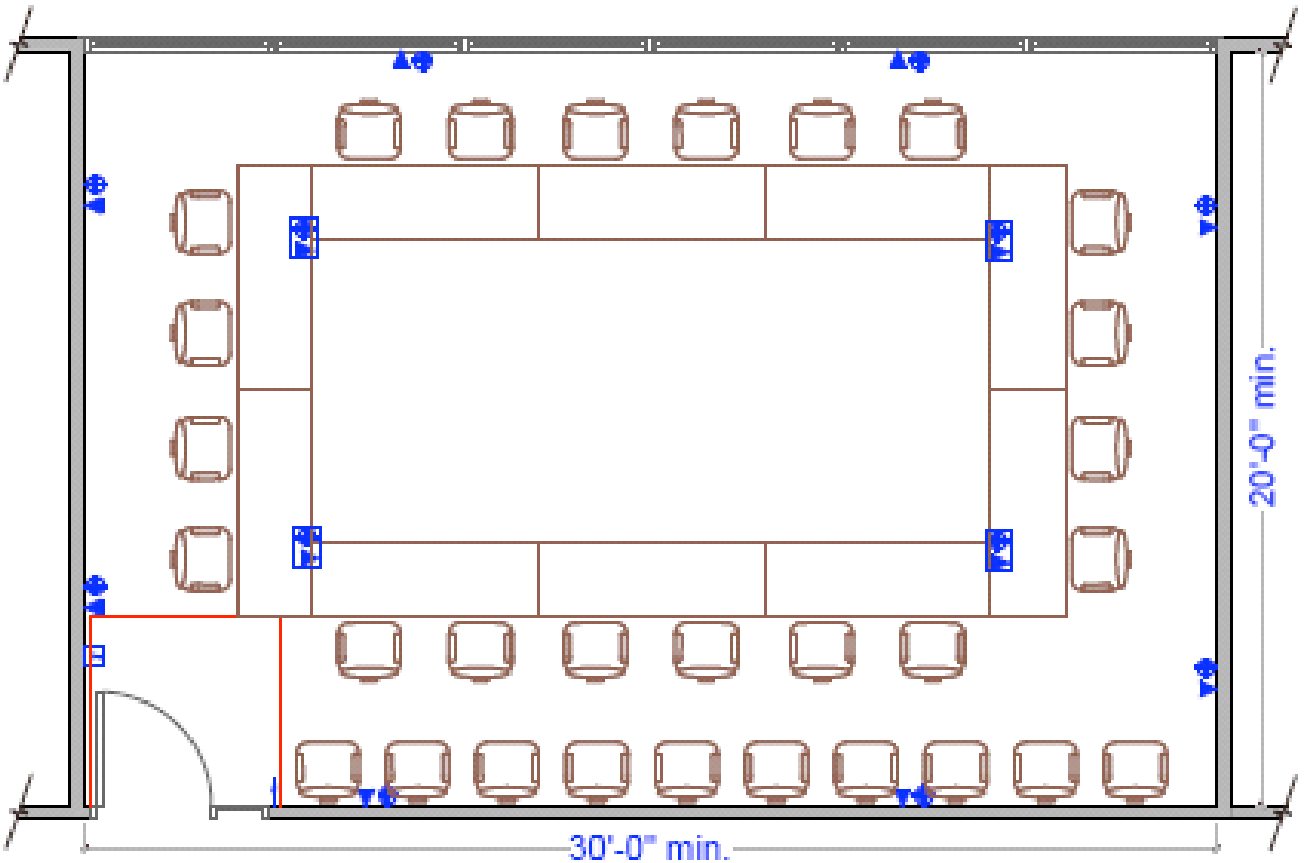
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**LARGE MEETING ROOM 600 SQ. FT MINIMUM
30 TO 40 OCCUPANCY**

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Date: 28 October 2008

Workstation Narrative

- Specific Workstation requirements will be driven by College requirements per staff job classifications. However, the following information will be used as a Minimum Requirement guideline to assure continuity and future flexibility. Minimum space required: 64 square feet (8'6" x 8'6") per full time occupant, including "panel creep"; 48 square feet (6'6" x 8'6") per part time occupant, including "panel creep".
- Building Infrastructure – Workstations (Group 1 details):
 - Base power in-feed connection per cluster of 6 workstations, using 8 wire, 3 + 1 power access (actual in-feed will be provided by vendor)
 - Minimum of (3) voice and (3) data receptacle per workstation, with terminations of receptacle to be attached to workstation panels or worksurface. Confirm specifics with campus IT Department at time of design
 - (2) additional Data and Voice receptacle locations per cluster of (4) workstations for future requirements
 - Minimum of one workstation area per department dedicated to filing storage, with power, voice and data connectivity for future workstation usage
- Furniture/accessories – Workstations (Group 2 details):
 - Adjustable Height Worksurface with mobile drawer storage (Pencil/Box/File Combination)
 - Ergonomic Office Task Chair on casters
 - 8' of Binder/Book Storage, and 10' of Filing Storage within stations
 - Access to 36' of Filing Storage near by, per cluster of (6) stations
 - Task specific lighting beneath overhead units
 - (1) Guest chair
 - Computer (refer to District IT Standards for current Staff configurations)
 - Access to shared Network Printer

General Concerns and Comments for all Classroom Spaces

Originally, classroom sizes were developed with the assumption that all students would be sitting in Tablet Arm Chairs, which by code require 15 square foot per person. Over time, the utilization of other types of furniture, the influx of technology, and varying pedagogies have pushed that square footage requirement to 20 square foot per person in order to accommodate both safety and flexibility goals. The Space Standards Guidelines Committee is proposing the following requirements layouts be used as a guideline for typical classroom and instructional space design and implementation, District wide, regardless of location in a new or remodeled space.

The proposed guidelines reflect the clearances required for the **effective** utilization of Furniture and Equipment within each space. The desired minimum **usable** square footage is based upon the new, state supported 20 square foot per occupant. Each room should be designed to include all infrastructure needed to allow for two “front of room” configurations for future program or college flexibility.

Should a project architect find that they can not provide one of these minimum requirements, all variations must be presented to the campus Facilities Committee for development of a revised approval. These variations are to be project specific, rather than wholesale across the Facilities Design Guidelines document.

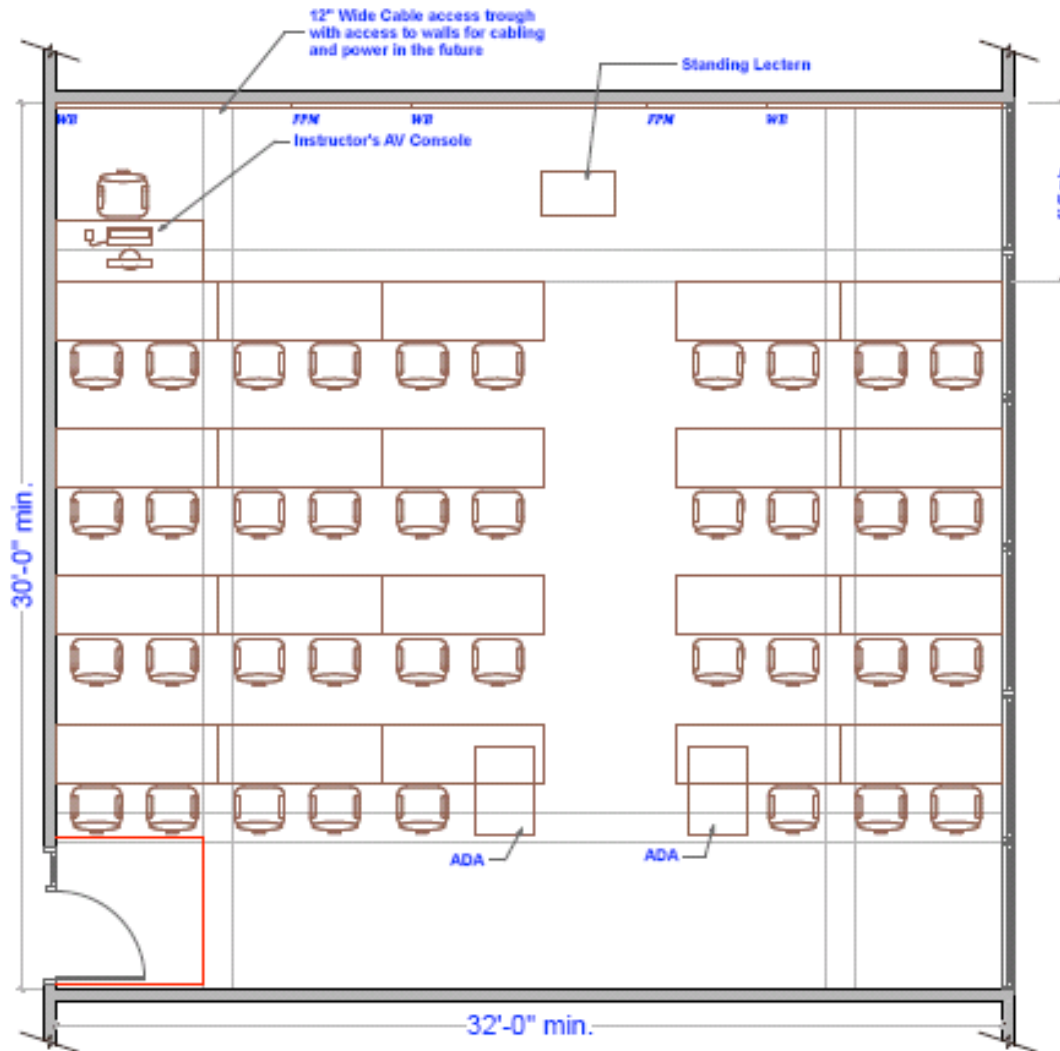
The sub-committee acknowledges with these Design Guidelines that structural details, such as columns, and architectural details, such as windows, may impact the final layout options available to the project team. Each configuration offered allows for a minimum of two options **after** these issues have been taken into consideration.

In order to effectively support the layouts and requirements of these spaces, the Facilities Design Guidelines Committee requests that the architect specify that all light switches, thermostats or wall mounted equipment be placed within the ADA zone (within 60” inches inside a room with an inward opening door, or within 18” of the strike side of a door). This information will need to be communicated to the contractor in such as way that they accept responsibility for moving any wall mounted unit which is placed outside of this area.

Please note that the District intends to provide technology enabled classrooms throughout the campuses, regardless of initial requirements by the specific project teams. Refer to current District Telecommunication Standards for additional information on the details for a typical configuration, and provide all infrastructure to accommodate this requirement.

Typical New Classrooms Narrative

- Each room is to be sized approximately 1,000 square feet, with minimum occupancy of 35 students and 1 Instructor. Additional seating for overflow is to be anticipated. See Typical Classroom Layouts for options.
- Building Infrastructure (Group 1 details):
 - Infrastructure to accept wall mounted Flat Panel Screen, with conduit to accept cabling as needed
 - Variable lighting controlled near Flat Panel location as well as door
 - Windows with Campus Standard blinds where applicable
 - Minimum of (2) duplex power outlets per wall
 - 12" wide cable access tray in floor, 6' from each wall, leading to wall with (2) 1" conduit for future cabling and power requirements. See Typical Classroom Layout for placement
 - Telephone/Network port beside power outlets as noted in current District Telecommunication Standards
 - Minimum of 16' Porcelain surface White Boards with tray
 - (2) Tack Boards, 4'H x 4' W, integrated into architectural details
 - Chair Rails on three walls, details to be confirmed with Facilities
 - Spacing at back of classroom to accept 18"D storage cabinets in future
- Furniture/accessories (Group 2 details):
 - Flat Panel Screen, wall mounted
 - Instructor's Console, with AV equipment as required
 - Lecture Podium, Table Top or Floor Based
 - Tables with Chairs for (40) Students
 - Possible Storage Cabinets along back wall of room



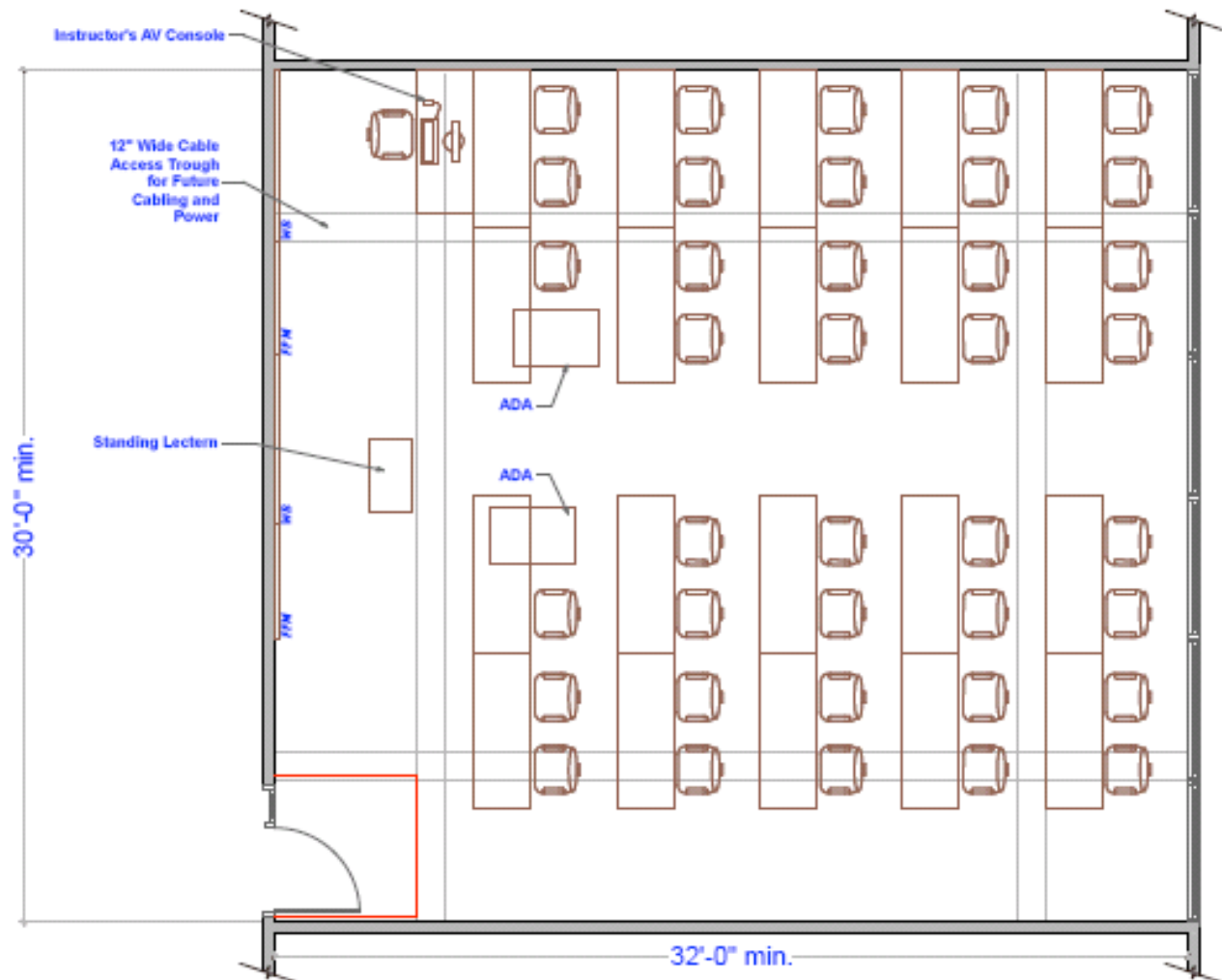
**TYPICAL NEWCLASSROOM 1,000 SQ. FT MINIMUM
LAYOUT OPTION 1 - 40 STUDENTS AT TABLES & CHAIRS, OR 48
IN STUDENT DESKS**

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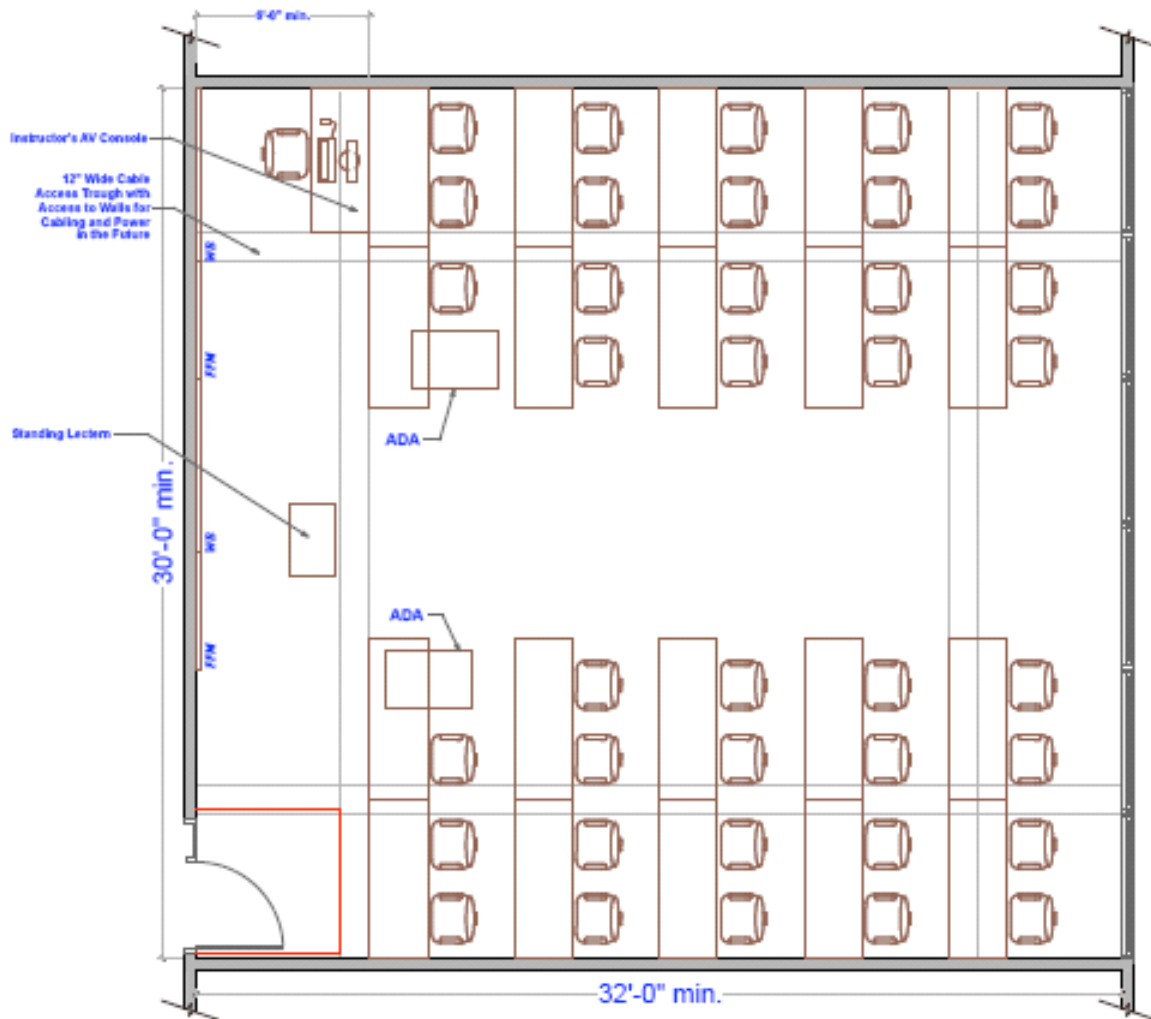


**TYPICAL NEW CLASSROOM 1,000 SQ. FT MINIMUM
LAYOUT OPTION 2 - 40 STUDENTS AT TABLES & CHAIRS, OR 48
IN STUDENT DESKS**

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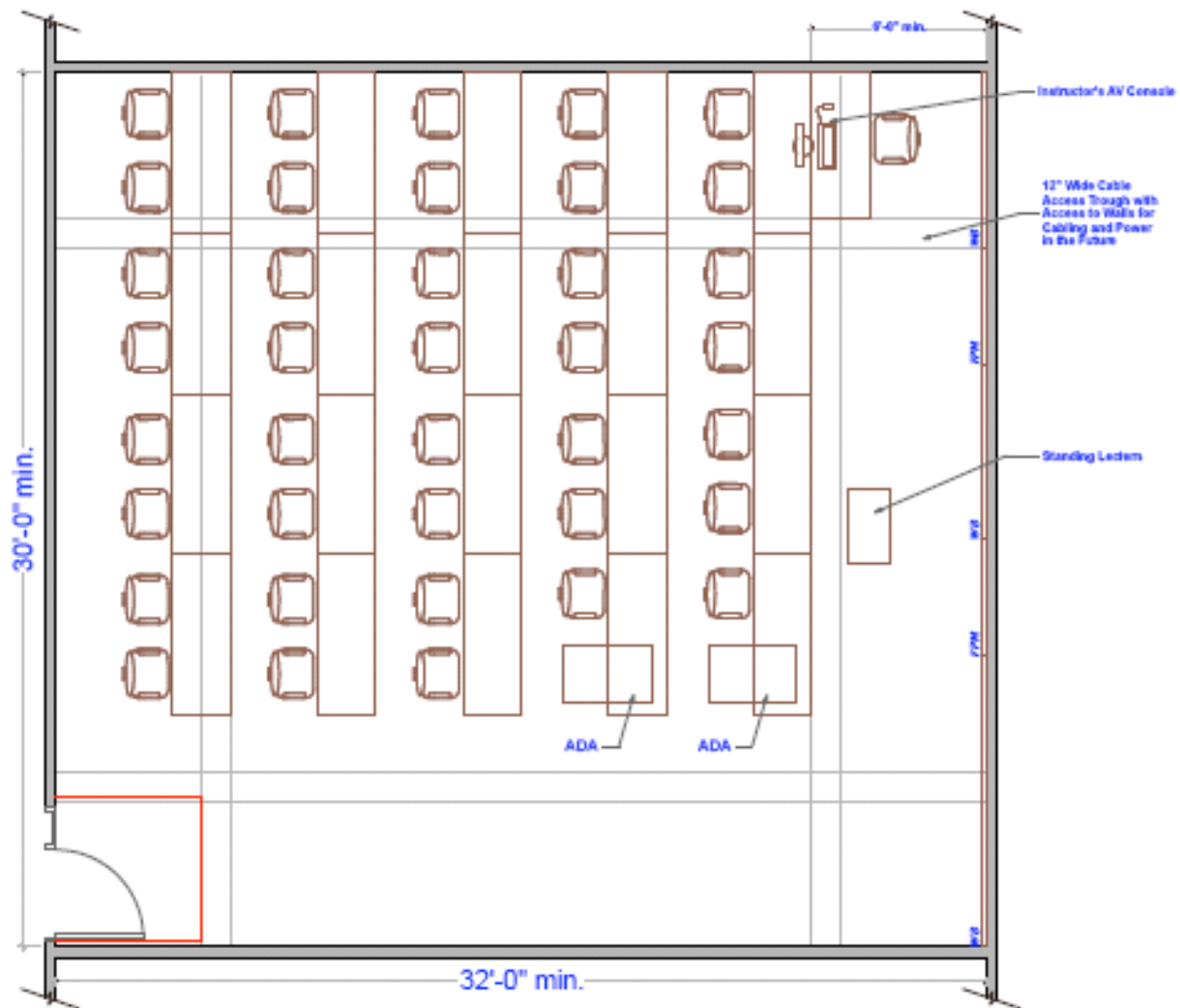
**TYPICAL NEW CLASSROOM 1,000 SQ. FT MINIMUM
LAYOUT OPTION 3 - 40 STUDENTS AT TABLES & CHAIRS, OR 48
IN STUDENT DESKS**

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**TYPICAL NEW CLASSROOM 1,000 SQ. FT MINIMUM
 LAYOUT OPTION 4 – 40 STUDENTS AT TABLES & CHAIRS, OR 48
 IN STUDENT DESKS**

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Typical Existing Classrooms Narrative

- Given the preponderance of smaller rooms and narrower buildings in the current District facilities, architectural teams are to use the following guidelines to help maximize utilization of the remodeled spaces. If possible, each classroom is to be sized no less than 800 square feet, with minimum occupancy of 30 students.

- Building Infrastructure (Group 1 details):
 - Infrastructure to accept wall mounted Flat Panel Screen, with conduit to accept cabling as needed
 - Variable lighting controlled near Flat Panel location as well as door
 - Windows with Campus Standard blinds where applicable
 - Minimum of (2) duplex power outlets per wall
 - If feasible, 12" wide cable access tray in floor, 6' from each wall, leading to wall with (2) 1" conduit for future cabling and power requirements. See Typical Classroom Layout for recommended placement
 - Telephone/Network port beside power outlets as noted in current District Telecommunication Standards
 - Minimum of 16' Porcelain surface White Boards with tray
 - (2) Tack Boards, 4'H x 4' W, integrated into architectural details
 - Chair Rails on three walls, details to be confirmed with Facilities

- Furniture/accessories (Group 2 details):
 - Flat Panel Screen, wall mounted
 - Instructor's Console, with AV equipment as required
 - Lecture Podium, Table Top or Floor Based
 - Tables with Chairs for (30) Students