

Program of Service for Jefferson County Public Libraries

Columbine Remodel

Introduction

Imagine JCPL is our vision for an exciting new way to provide library service through the way we use our space, the furniture and the collection. This vision begins with a deep understanding of our community. The new direction for Jefferson County Public Library (JCPL) is based upon considerable input from library staff through online meetings and forums and task forces; researching libraries across the nation and visiting libraries in the Denver Metro area; analyzing our own data; and community stakeholder input through in person meetings and an online survey.

We distilled this considerable input into a service vision for JCPL: "The patron experience at JCPL is one of absolute delight. Our residents feel respected and understood by the innovative services we provide." The vision translates into some simple concepts:

- The library is a customizable experience. It fits them just right.
- From young children to seniors, patrons of all ages will be able to find an area of the library that provides a welcoming environment suited to their individual needs.
- They can use the library to be alone or engage with each other. It is a makerspace for their minds and selves.
- The collection reflects their interest. And they can easily get their hands on it.
- They find just the right help at just the right time in just the right space.
- The acoustics in the building should allow for a quiet atmosphere where appropriate, while at the same time children and teens should feel free to act naturally while using the library.

The Building Program of Service outlined in this document supports the vision and future directions for JCPL by painting a picture of our services and spaces; providing welcoming, collaborative community-based library service to Jefferson County.

GENERAL INTERIOR DESIGN

"The hardest part is finding a balance of traditional values (quiet, informational) and being conscious of how things are changing (collaborative spaces, more children/family friendly, and more technology). It's a hard thing to do."

- The atmosphere should be welcoming and should invite patrons to stay. Design should have an air of timelessness and permanence with beauty coming through functionality.
- The space should be planned in zones taking into account acoustics, buffers and traffic patterns. Zones should be clearly and easily identified areas such as:
 - Quick and easy; for the drop in customers who want to efficiently drop off and pick up new material.
 - Collaborative space; for people, groups, or clubs to meet and spend time, learning activities (open space, meeting room, makerspace).
 - Quiet space; for research, reading, reflection(quiet reading areas, study rooms)
 - Community space; for art display, community information.
 - Technology; flexible both in space to accommodate the needs of constantly changing equipment and for future trends in library resources will be figured into the design. Access to technology should be available throughout the building.
 - Collection; able to browse and easily identify sections of materials such as new books, subject areas (gardening, cooking, fiction etc.), includes power walls in the quick and easy areas, children's , and teens, support merchandising not only on the end panels but also within the stacks.
 - Staff areas; access to delivery trucks, Operations (material processing), staff work spaces, lounge, storage especially for children's and teens programming materials and meeting room storage for furniture and equipment.
- Building should maximize natural light and traffic flow.
- Whenever possible people spaces (seating, collaborative, reading) should be placed in a manner to take advantage to natural light. Areas where people do not linger or where lighting can pose an issue (collection/stacks, computers) should be placed in areas further from windows (view).
- The design should provide large open areas that promote flexibility of use, especially for future trends in library services, resources and technology.
- Busy, potentially noisy areas such as the lobby, accounts desk and children's area and public meeting rooms should be effectively baffled acoustically or separated from quiet and study areas.
- Clear sightlines from service points will give maximum supervision and greater security of the library space with minimal staffing.
- The building will be universally accessible so people of all physical abilities will have full and equal access to services and programs.
- Wayfinding will be simple and intuitive. The building layout, graphics and signage will allow the customer experience within the building to be self-directed in finding areas, services, and materials.
- Security should be addressed concerning the safety of staff and ability to seek assistance in an emergency as well as the safety of customers especially young children.
- Special attention should be given to the acoustics to promote a quiet atmosphere.
- The library will use green and sustainable design solutions to build a library that has environmental, economic and health benefits to the community.

- Layout of furniture must be coordinated with electrical contractor to eliminate the need for extension cords.
- Furniture fabrics should be attractive, complementary, durable and forgiving of stains. Furniture heights, width, depth and uses must comply with the Americans with Disabilities Act.
- Walls should have finishes that are easily maintained. Wall fabric or wall papers are to be avoided.
- All floor coverings should be non-slip. Carpeting will be tile – broadloom is to be avoided. Flooring surfaces must be laid under all shelving, desks, display cabinets, etc.
- Sharp edges and corners should be avoided.
- Doors should open slowly and meet ADA for foot-pound pressure for open and close.
- Any changes to elevation should be readily apparent to patrons. This may require special lighting, changes in color, striping, etc.
- Space for creating displays of art and community information need to be planned into the building.
- Design will consider the maintenance of all equipment, structures and components. Design that makes equipment, structures and components inaccessible, difficult to maintain, has customized components not readily available for maintenance or has recurring high dollar maintenance are to be avoided.
- Water features and live plants should be avoided.

PARKING AND ENTRY

The library should be as inviting from the outside as it is from the inside. The building should be easily identified as the library from the street with intuitive access to parking and the main entrance.

- There should be a single public entrance that is obvious to customers and where possible it should relate directly to the parking lot.
- There should be enough room around the exterior entrance to allow for people to easily enter and exit, congregate in small groups, and provide seating while waiting for a ride.
- The main entrance should be a location that effectively separates pedestrians and vehicle traffic. If bollards are used they should be spaced so that a vehicle can't fit between them.
- Entry doors shall be automatic, ADA compliant, double sets of sliding glass doors that open wide enough to accommodate two people next to each other or large strollers.
- Trash and cigarette receptacles must be provided at entry area.
- The parking lot and entry should be well illuminated. Lots and sidewalks should be designed to exceed .2 fc. Only energy efficient lighting such as LED, Induction or Fluorescent should be considered for outside lighting needs.

- Parking lots shall have spaces that meet ADA standards for number, markings, size and type. In general the maximum possible total number of parking places should be provided.
- Parking lots should have drainage that prevents water from pooling. Design of parking lots should consider how maintenance will be performed (e.g. Snow removal) and incorporate that into the design.
- Circle drives, close-in parking and short term/express parking are to be avoided. Parking should be restricted to the parking lot.
- There should be clearly identified pathways through the parking lot leading to main entrance.
- Walkways and paths should be pitched for drainage, easily maintained in all seasons, and easily plowed in winter. Walkways and pathways should be wide enough to accommodate multiple people, including those in wheelchairs, or with strollers. Sidewalk ramps will comply with the current ADA requirements.
- Access to the book drop and the pick-up area should not obstruct vehicular traffic.
- Mechanical and maintenance features (HVAC, trash, recycling, & utilities) should be unobtrusive and designed so that they do not interfere with the aesthetics of the exterior.
- There should be a separate entrance for delivery trucks; Delivery trucks should not impede other traffic.
- External book returns if possible should be accessible from one's car, while driving. The external book return will be covered by an awning for inclement weather.
- Landscaping should be easily maintained and appropriate to the surrounding area. Areas of decorative grass and xeriscaping are desirable.
- There should be bicycle parking and racks.

QUICK AND EASY

An easy in and out, supporting customer's ability to easily return, pick up and check out items with returning items available 24 hours a day. This area sets the welcoming tone for the library

LOBBY

- Spacious in feeling and uncluttered but utilizing only the square footage needed to support functions.
- Seating to wait for a ride.
- Restrooms will be located in this area and clearly marked for easy visibility.
- House drinking fountains, courtesy phone, and community information.
- Vending machines may be housed in the lobby or in a collaborative space.
- Signage will be minimal and easily read from anywhere in the space.
- Service point and other areas of the library will be easily identified and clearly visible.

- A walk off mat should be planned for the entrance that is nonslip, and designed to capture dirt, sand salt etc.

ACCOUNTS DESK, SELF CHECKS AND POINT OF SALE (POS)

- There will be a main service point easily seen and identified from the main entrance where customers will know they will be helped even if no staff is visible at the moment. Smaller service points will be located in high traffic areas of the library to provide a natural flow of service.
- The book return should be easily visible and have a shelf to rest items on within arm's reach.
- This area will be designed for ease of use for the customer who wants to easily pick up requested items, return items, quickly browse high interest material and make spontaneous choices.
- Holds and Power walls with high interest material will be located in the area and highly visible.
- Aisles that will draw the customer in to main areas of the library (children's, teens, technology, and collection) will be intuitive and accessible. Wayfinding will be simple and intuitive. The building layout, graphics and signage will allow the customer experience within the building to be self-directed in finding areas, services, and materials.
- The service point (accounts desk) will be used by a variety of staff and customers. It needs to be height adjustable, and compact. It will hold only the necessary items for standard transactions (95%). It will need to include the following type of equipment; computer, RFID pads, printer, keyboard, mouse, phone, POS system. And have limited storage for items such as pens, library cards, and extra paper. This service point may need to support 2 staff working there at the same time. A perch should also be part of the service point.
- Self-checks need to be compact and arranged in a manner that allows each terminal to be used, without customers feeling crowded. Self-checks need to be able to perform all the standard circulation functions (check out, renew, pay fines) with an easy intuitive screen that walks the customer through the process.

COLLABORATIVE AREA(S)

Residents asked for a "community gathering place", cultural center, and local art displays. In addition, several wished for a place for STEM/Makerspace/tech lab activities such as music recording, photo editing, 3d printing, Bitsbox, and computer programming.

- This area will be the activity hub of the library. There will not be an expectation of quiet in this area. This area should have a proximity to natural light, except for public computer stations.
- Smaller tables that are easy to move into a variety of shapes that can be reconfigured to each person's or group's needs. There should be two chairs for each table. If possible furniture should be on casters.

- Mobile soft seating, occasional tables and ottomans would be in this area.
- Writable horizontal and vertical (white board, tabletops) will be available to invite conversation.
- Assure there are adequate data and electrical outlets to make the area flexible in its layout.
- Electrical outlets in this area should also have a built in USB charger for electronic equipment. Similar to Leviton T5632-W or Hubbell USB15X2W.
- Receptacles at user desks and table should be readily accessible to the user without stringing cords across distances.
- Public computer station furniture should allow for both individual work and work in pairs. Furniture should provide for ample room for a work surface besides supporting the monitor, keyboard, mouse, and CPU. Monitor placement should allow for some privacy from those seated next to another customer.
- There should be a service point that has good sightlines to this area. The service point (accounts desk) will be used by a variety of staff and customers. It needs to be height adjustable, and compact. It will hold only the necessary items for standard transactions (95%). It will need to include the following type of equipment; computer, RFID pad printer, keyboard, mouse, phone, POS system. And have limited storage for items such as pens, library cards, and extra paper. This service point may need to support 2 staff working there at the same time. A perch should also be part of the service point.

QUIET SPACES

Create buffers or contain the noise of the other areas. Spaces for reading, studying or contemplation; include comfortable chairs and tables, with outlets to plug in devices; “cozy nooks”

READING AREA

- Quiet areas for research, reading and reflection should be away from the busy, noisy areas.
- Smaller tables that are easy to move into a variety of shapes that can be reconfigured to each person’s or group’s needs. There should be two chairs for each table. If possible furniture should be on casters.
- Mobile soft seating, occasional tables and ottomans would be in this area.
- Proximity to windows and natural light.
- Assure there is adequate data and electrical outlets to make the area flexible in its layout
- Electrical outlets in this area should also have a built in USB charger for electronic equipment. Similar to Leviton T5632-W or Hubbell USB15X2W.
- Receptacles at user desks and tables should be readily accessible to the user without stringing cords across distances.

STUDY ROOMS

- The room should be adequate size to comfortably accommodate a table with 2-4 chairs.
- Each room shall have a large window to allow visual supervision.
- Rooms should have a door to isolate it from the library and attention should be given to acoustical properties so the room remains quiet.
- The rooms should have easily accessible power receptacles for electronic devices
- There should be room for a white or glass board in each study room.
- There should be room for a large TV/monitor and cords to connect to personal devices for collaborative work.
- Some rooms should be able to support virtual connecting, such as Skype, go to meeting.

COMMUNITY SPACES

Respondents asked for a “community gathering place”, cultural center, and local art displays. “not silent, open but compartmentalized (places where people can work quietly, places where kids can play normally, etc.), modern, family friendly, welcoming.”

OUTDOOR SPACE

- Allow patrons to engage and connect with each other.
- The outdoor area will have tables and chairs, and independent seating.
- Rails/fences or landscaping will define the area.
- The outdoor areas may be seasonal and will include shading.
- It will be accessible from the interior of the library, but will not be accessible either to or from the outside grounds.
- Wi-Fi will be available in this space.

ART DISPLAY/COMMUNITY INFORMATION

- Space for rotating art displays, which include a hanging system for one dimensional piece.
- The children’s area should have art display space, with the ability to hang one dimensional pieces of varying sizes.
- There is currently a children’s mural that may need to be incorporated into the new building design.

- If an outdoor space is created an art feature or element of beauty should be included that will continue to retain its beauty through all four seasons.
- The design should plan for the ability to display community information and provide access to local community newspapers.

PUBLIC MEETING ROOM

- Designed to be utilized every hour the library is open, whether for a program, outside event, or general use by patrons.
- Incorporate flexibility for large and small uses, if possible the ability to expand into other areas for large programs or divide the room into smaller spaces.
- The public meeting room should be proportional to or a percentage of the square footage of the building.
- If the meeting room has windows they must have the ability to be shaded or darkened.
- There should be separately controlled lighting for the front of the room and back of the room. The controls should provide for dimmable lighting for all fixtures to allow for projection.
- Room should contain ceiling mounted projector with pull down or powered projection screen. Projector should have the option of being wireless or cable controlled. Cables including 1 USB, 1 HDMI and 1 Serial port will be extended from the projector to the front wall near the screen where they can be accessed by the user.
- The meeting room should include speakers, the ability to project from a computer, play a DVD, music, and have internet access. All controls need to be user friendly and have the availability to be used by the public, but also secured when the room is not being used for a program or event. All AV equipment in public rooms must meet ADA hearing standards.
- The room should have a large white board, map rail or other ways to hang lightweight items.
- There should be attached dedicated storage space for tables and chairs.
- Tables and chairs should be lightweight but sturdy, easy to move and store.
- Doors into the meeting room should be wide enough and tall enough to allow for larger equipment to enter.

CHILDRENS AREA

Create an engaging space where families can spend time, and be able to play and learn: “really get to use their imagination and explore new things”, “have a Story Time space in the children’s area.”

- Furniture should be sized for the different ages using the space (0-3, 4-7, 8 and up) and for parents and children to read together. Furniture should be easy to move into a variety of shapes that can be reconfigured to each person's or group's needs.
- Space should be flexible and be able to accommodate story time programming.
- Space should be planned to include an active learning environment.
- Design should consider location since this will be the highest noise level in the building. Attention to location of the area and methods of containing the noise need to be considered.
- Special attention should be given to non-slip, non-abrasive, non-staining, easy to clean flooring in children's.
- This room should be able to accommodate a large display space for art, bulletins, pamphlets, forms, etc.
- Seating and space to accommodate individuals and/or groups for socializing and learning.
- Furniture should be different from the rest of the library, but complement colors, and tone of the building. Furniture should be sturdy and the covering should be a durable material.
- Furniture should be easy to move into a variety of shapes that can be reconfigured to each person's or group's needs.
- Edges of furniture, shelving and components should be soft, rounded or padded. Boxes or containers that have lids on hinges need to have soft close appliances on them. There should be no protrusions or equipment in the children's area that could gouge, poke or impale.
- Public computer station furniture should have flexible seating for collaboration with other children and adults.
- Electrical and data cable management is critical in this area and should be concealed or contained so that it's accessible to authorized personnel only.
- A service point may be located in this area, or have good sightlines and easy access to this area. The service point (accounts desk) will be used by a variety of staff and customers. It needs to be height adjustable, and compact. It will hold only the necessary items for standard transactions (95%). It will need to include the following type of equipment; computer, RFID pads, printer, keyboard, mouse, phone. And have limited storage for items such as pens, library cards, and extra paper. This service point may need to support 2 staff working there at the same time. A perch should also be part of the service point.
- Self-checks need to be compact and arranged in a manner that allows each terminal to be used, without customers feeling crowded. Self-checks need to be able to perform all the standard circulation functions (check out, renew, pay fines) with an easy intuitive screen that walks the customer through the process.
- There should be one or two unisex children's restrooms with commode, sink changing table and chair.
- There should be a drinking fountain in children's

TEEN AREA

Create a space that is an identifiable area for the age group that sets it apart from the children's area and other spaces, but complements the tone of the rest of the building. Flexibility in adapting to trends is key in this area.

- This space should be highly visible to staff, while at the same time promoting a unique identity and feeling of not being in a pathway.
- This space should encourage teens to want to linger and work collaboratively.
- Design should consider location since this will have a higher noise level in the building. Attention to location of the area and methods of containing the noise need to be considered.
- Seating and space to accommodate individuals and/or groups for socializing and learning.
- Furniture should be different from the rest of the library, but complement colors, and tone of the building and accommodate lounging. Furniture should be sturdy and the covering should be a durable material.
- Furniture should be easy to move into a variety of shapes that can be reconfigured to each person's or group's needs.
- Vertical and horizontal writable surfaces should be available.
- Space and furniture should be planned for a gaming station.
- Public computer station furniture should support individual work or collaboratively working in pairs. Furniture should provide for ample room for a work surface besides supporting the monitor, keyboard, mouse, and CPU. Monitor placement should allow for some privacy from those seated next to another customer.
- Extra attention should be paid for supporting personal electronics/ devices.
- Electrical outlets in this area should also have a built in USB charger for electronic equipment. Similar to Leviton T5632-W or Hubbell USB15X2W.
- Receptacles at user desks and tables should be readily accessible to the user without stringing cords across distances.
- There should be a service point that has good sightlines to this area. The service point (accounts desk) will be used by a variety of staff and customers. It needs to be height adjustable, and compact. It will hold only the necessary items for standard transactions (95%). It will need to include the following type of equipment; computer, RFID pads, printer, keyboard, mouse, phone, POS system. And have limited storage for items such as pens, library cards, and extra paper. This service point may need to support 2 staff working there at the same time. A perch should also be part of the service point.

COLLECTION

Residents want to be able to browse, "a feeling of abundance", "easy to find sections such as New Arrivals... gardening, lifestyle, cooking, etc. Similar to a book store", and they want to be able to make "spontaneous decisions." The collection size should support system needs as one of the larger libraries that provides the depth of library materials such as older fiction titles and perennial favorites, fundamental titles, or canons, educational materials to inform themselves on a variety of topics that are affecting our society and culture.

- Shelving should support browsing and merchandising, with easy to find sections, intuitive groupings and allow for a logical flow.
- Space should support future flexibility as the collection and types of material change.
- Small cozy nooks or soft seating should be placed throughout the collection.
- Care should be taken to ensure adequate lighting in this area.
- Public computers (Quick Searches) should be placed throughout the stacks (PAC's in the stacks).
- Shelving will be low enough for customers to see across the building. Floor shelving will not be more than 66" -72" high. Shelving against the wall will be no more than 78-84" tall.
- Materials will be easily accessible by their intended audience, especially in children's.
- The bottom two shelves shall be universal.
- Specialty shelving will be for media.
- Merchandising is supported not only on the end panels but also within the stacks.
- Aisles shall be a minimum of 42" wide, wide enough to be comfortable for multiple customers.

POWER WALLS

Showcase high interest materials for children, teens and adults in power wall displays with signage to help browsers; signs should have simple words and graphics combined. Power walls should have an abundance of material so they are easily refillable and give the patron a sense that there is plenty to see.

- Located in the quick and easy area, teens, and children's.
- Designed to be highly visible, promote browsing and support spontaneous choices.
- May need additional lighting depending on the design.
- Designed to display high interest material.
- Slat wall upper portions, with universal shelving in the lower portion.

LIGHTING

Good lighting though out the building, especially in the rows of materials. Bring in as much natural light as possible. Keep the view of Johnson Reservoir and the mountains.

- Interior lighting should be energy efficient (LED, high efficiency fluorescent) and should be approx. 3700 to 4000K in color.
- Interior lighting levels should be 30 f.c. at 30" AFF for general lighting. Task lighting should average 50 f.c. at the work surface.
- Lighting in public areas should have the switches located in areas accessible to staff only.
- Emergency lighting should be placed throughout the building, including restrooms and automatically come on in any power failure.
- Lighting in staff, janitorial, storage or mechanical areas should be controlled by proximity sensors.
- Night lighting should be kept to the minimum necessary.

TECHNOLOGY/DATA CABLE

Flexible both in space to accommodate the needs of constantly changing equipment and for future trends in library resource will be figured into the design. Access to technology should be available throughout the building.

- Access to technology will be available throughout the building through planned network connections, wireless routers, electrical outlets and data supply flexible enough to accommodate current use as well as future use and reallocation of spaces.
- Data cable will be provided into work areas and public areas sufficient to provide one drop per workstation. If an area has 8 or more workstations, a switch may be installed if an appropriately configured and secured space is provided.
- Wireless access points (WAP) need to added to the building interior to provide no less than -65 db reception in all areas. This will require cabling in the ceiling to support these additional WAPS. WAPS will also be provided with external antennas to provide wireless around the building in parking area and individual and small group gathering areas.
- Service points and staff work areas support normal computer hardware and VOIP.
- Based upon usage data an adequate number of standard Webpacs should be planned for.
- There should be a charging station for circulating devices such as tablets or laptops.
- Children's Computers should accommodate children 2 and up, with a combination of children specific computers such as AWE, and computers with internet access, and software to support school assignments.

- Ample Quick Searches (PAC's in the stacks) should be available throughout the collection area.
- Mobile devices and phones should be planned for in order for staff to meet the patron at their point of need.

MAKERSPACE

- A flexible space that will support both technology and hardware should be planned for.
- Design should consider location, access, visibility and security.
- Flooring should be a durable easily cleaned surface (not carpet).
- Lockable storage for equipment and supplies.
- The room should have easily accessible power receptacles for electronic devices.
- Each room shall have a large window to allow visual supervision.
- Rooms should have a door to isolate it from the library and attention should be given to acoustical properties.
- This area may need special consideration for HVAC or venting.

STAFF SPACE

Flexible space that supports collaborative and individual work, access to delivery trucks, Operations (material processing). Storage needs are supported in staff spaces, not public areas. Space especially needs to be planned for the storage of children's and teens programming materials and meeting room storage for furniture and equipment.

LOUNGE

- Should have tables and chairs to accommodate the number of staff the building supports.
- Should have lockers for staff and a place for coats and boots. Number TBD
- Countertops should be made of low maintenance, highly durable material that is unaffected by moisture.
- Staff lounge will have a kitchen area that has a double sink, disposal, microwave, refrigerator with ice maker, a dishwasher, stove and ample cupboard space.
- Space and power for vending machines needs to be built into the staff lounge.
- Flooring within 5 feet of the kitchen area should be heavy duty and non-porous.

WORK SPACE/OPERATIONS (MATERIAL PROCESSING)

- Staff space will take up a minimal percentage of the overall square footage with open work space areas and collaborative spaces.
- Managers, Supervisors & Coordinators will have a dedicated space and computer.
- All other Public Service Staff will share work room space and computers. Number TBD
- Storage of shared materials for programming and other library services.
- Space for personal items such as a small drawer or overhead bin for personal files and work related items for each staff member. Number TBD
- Backroom operations will be contiguous with the sorter, delivery areas for maximum efficiency.
- Design should ensure there is ample space for book trucks, bins and carts.
- Work stations will be used by a variety of staff and volunteers. Stations need to be height adjustable, and compact. It will hold only the necessary items for standard transactions, computer, RFID pad, printer, keyboard, mouse, space for material. Number TBD
- Easy access to phones. Number TBD
- There needs to be enough space to pull a bin or book truck up to a work station and process material.
- There should be a storage room that is a dedicated space for storage.
- Storage should be planned for the meeting room, makerspace, staff and work spaces. It should also be flexible in its use to accommodate different needs and future uses.

SORTER

- Sorters should be configured (where possible) so that there is a return interface at both the interior and the exterior of the library.
- External returns should have fire suppression systems built in.
- There should be a manual book return that becomes active in the event that the sorter goes down.
- There should be adequate space to move bins and carts.
- Exterior sorter returns should have an automatic window with built in thermostatically controlled heating to eliminate freezing of the window in cold weather.
- Customers should be able to return more than one item at a time (new installations).

UTILITY SYSTEMS

RESTROOMS

- Restroom will provide ease of use for all ages and needs with self-sufficiency for young children to reach soap dispensers, sink faucets and paper towel dispensers.
- Where possible a family bathroom should be near the children's area with a commode, sink changing table and chair.
- Restrooms will comply with ADA requirements.
- All public restroom will have baby changing stations. When possible inset into the wall so is it flush when closed and does not impeded access. A trash receptacle will be located next to each changing table.
- Feminine hygiene product dispensers in the women's restroom should be heavy duty, vandal resistant, coin operated, locking dispensers.
- All materials used in restrooms should consider ease of maintenance and discouragement of graffiti.
- Panels between stalls should be graffiti resistant stainless steel.
- Floors and walls up to 5 feet should be non-porous material with rounded floor/wall transitions for ease of cleaning. If grout lines are part of the design then Saniglazing is preferred.
- All restroom fixtures should be touchless operation.
- Countertops should be seamless, graffiti resistant, strong and non-porous material.
- Mirrors should be installed with a replaceable anti-graffiti film.
- Drinking fountains should be co-located with restrooms, and be dual height (child and adult friendly), include a water bottle refill station and meet ADA requirements.

CUSTODIAL

- There needs to be a space dedicated solely as a custodial room.
- The custodial space needs to contain a mop sink, utility sink and shelving for storage of paper and cleaning products.
- Custodial spaces should be at least 60 square feet.

ELECTRICAL

- Electrical systems shall comply with NFPA and NEC.
- Consideration should be made for additional 120V convenience receptacles in locations where users are likely to need power to utilize electronic devices that require charging. Electrical outlets in certain areas should also have a built in USB charger for electronic equipment. Similar

to Leviton T5632-W or Hubbell USB15X2W. Consideration for a charging/work area for people with their own devices can receive either USB or 120V power.

- Main distribution systems that will be reused shall be infrared tested at main lug connections and breakers of 200 amps or larger in size should be tested to assure that they adequately protect circuits as design.
- Energy efficiency should be considered for all electrical appliances.

HVAC

- HVAC systems should be balanced throughout the building so that there aren't pockets of warm or cold temps.
- Thermostats should not be installed on exterior walls
- There should be no thermostats in public areas only temperature sensors to provide feedback to the building automation system.

DOOR AND WINDOWS

- Main entry doors shall be automatic, ADA compliant, double sets of sliding glass doors that open wide enough to accommodate two people next to each other or large strollers. Entry doors should be designed for 1 million operations per year.
- Interior doors should be solid core or heavy duty steel. Hardware should accommodate Best IC lock systems. Designated door will need to have electric strikers that support our keyless access system.
- Window selection should consider energy efficiency, infrared reflection, visible transmission and low-E performance.