AGENCY SPECIAL REQUIREMENTS (ASR) DOCUMENT
United States Probation Northern District of California
Santa Rosa, CA
2/27/2024

CONTENTS

Part A: General Notes…….Pages 1-4
Part B: Room-by-room Requirements Summary and AnyCourt Worksheet…..……Page 6-12
Part C: USCDG Chapter 9: US Probation Design Guide and Room Data Sheets
(Excerpts from the 2021 U.S. Court Design Guide)……Appendix

General Notes:

1. The 2021 U.S. Courts Design Guide (hereafter referred to as "Design Guide") is the definitive requirement for new construction of court required spaces. All room sizes and space allotments for this courthouse and other standards, including, but not limited to room finishes, ceiling heights, millwork requirements, power and data infrastructure, lighting, acoustic criteria, and security, are to be based on the Design Guide. While this document is called a "guide", it is nevertheless the binding document that is part of, and/or in addition to these Special Requirements. The purpose of these Agency Special Requirements is to provide specific data and information that is unique to this project. However, any items that are not specifically listed in these Agency Special Requirements, but listed in the Design Guide, are still considered requirements that must be provided by the offeror. Any discrepancies between the Design Guide, the Agency Special Requirements Document, and the SFO document must be brought to the government's attention in writing and will be clarified by the court representatives. The most stringent interpretation shall apply unless specifically noted otherwise.

2. All Court areas of the building must have perimeter demising walls (slab to slab) for separation from other tenants or government agencies.

3. As space is planned out per the program requirements, it is important to note that space calculations must be measured in occupiable square footage, from surface of wall to surface of wall for each enclosed area/office within the suite. This differs from the standard BOMA usable calculation of measuring space from center of wall to center of wall. Flexibility is required so that sufficient circulation and the extra allowance for walls are included in the total square footage. A written description of this variance is available from GSA. A test-fit layout showing that program requirements will fit within the space proposed will be required to be submitted for review, however, this test-fit will not be considered the final design. The test fit drawing is to show occupiable square footages of each room.

4. Circulation Factors – Court circulation areas have not been explicitly called out in the following room-by-room description. Instead, circulation areas are calculated using the Multiplier for the Circulation Factor for each division provided in the 2021 USCDG table 3.2. The area for circulation is added to the individual areas identified in the area attribute descriptions to obtain the overall tenant areas listed in the SFO. The following table clarifies the circulation factors used:

Space	Circulation Factor	Multiplier
Probation	32%	1.32

From the 2021 USCDG table 3.2.

5. For the purpose of identifying minimum acoustic requirements, the minimum wall construction types are to be as follows below. Where two different wall types are specified for adjacent rooms, the higher STC wall is to be used. Note that final wall type assignments are to be coordinated with applicable codes. Also note that these requirements are not to supercede the additional acoustic performance requirements stated in the USCDG for the individual areas.

Partition Types: Type A: Standard drywall partition on metal studs with 5/8" drywall both sides. Partition penetrates the ceiling plane with batt insulation over the partition top.

Type B: Slab to slab acoustically sealed partition consisting of 1 layer gypsum board each side of metal studs with R-13 batt insulation inside wall cavity. Minimum STC 45. Correspondingly doors in Partition Type B are to have 40 STC rating and detailed with Sound seals and door sweeps as required to meet the specification.

Partition Type B are to have 40 STC rating and detailed with Sound seals and door sweeps as required to meet the specification.

7. An acoustical engineer is to be retained to confirm that the proposed design, including all finishes, wall, door, and ceiling constructions and HVAC elements, conform to the specific criteria listed for each room in the USCDG.

8. Millwork: All millwork to be AWI Custom Grade. Upon resolution of the space plan, the Court reserves the right to further define and detail, at no additional cost, the millwork components in the probation office to better meet the operational needs of staff. General extent of millwork to remain as noted as in drawing documents.

9. HVAC - Each enclosed room to be provided with a separate supply and return. The server room shall have continuous 24/7 cooling with separate package units. All other areas to be zoned and designed per the code and SFO standards unless noted otherwise. Temperature ranges must comply with the U.S. Courts Design Guide. Probation's temperature recommendations for a server room are between 50-82 degrees, with optimal temperature being between 68-71.

10. Electrical - Lessor will be responsible for providing house-keeping and utility outlets within the space which will be in addition to tenant required outlets. Locations of these outlets to be approved by court representatives during the documentation phase. One half of all outlets are to be provided with isolated ground power, or other 'clean' power for computer use. Isolated ground, or 'clean' power outlet locations will be identified by court representatives. All receptacle power shall be 20amp service unless otherwise required for tenant equipment. Junction boxes shall be provided for modular systems furniture, security equipment, and AV equipment as required and connected to building power source. See USMS manuals and the USCDG for required emergency power and associated lights and equipment.

11. Lighting - the layout of light fixtures should take into consideration the location of furniture, shelves, bookcases, and equipment and must meet minimum USCDG footcandle criteria. Building standard light fixtures are acceptable in most areas except as noted otherwise in the individual room attribute sheets.

12. Telecommunications - each voice/data outlet listed below will require conduit, boxes, pull string, and infrastructure pathways (cable trays, j-hooks) so that the Lessor can pull cabling from the telecom closet to the individual outlets and terminate. All cabling and face plates for telecommunications will be provided by the Lessor. Ample conduit run between building Dmarc and Probation network closet. Plenum rated network cable CAT6e or greater with RJ45 jacks at termination. Extend and terminate all drops to Probation network room to network patch panel on network rack with cable management. Identify 2 locations for our WiFi access points in the office. Two locations at separate ends of the office space to cover entire office. Would only require 1 data drop at each location, but location would be desired high up the wall toward the ceiling. All drops terminated and tested Outlet box quantities are listed in the following room-by-room descriptions. The pathway design shall conform to EIA/TIA standards.

13. Security – The U.S. Marshal Service (USMS) is responsible for all security related aspects of the design and equipment. The USMS will note locations of security equipment on the final space plan, which will include but not be limited to ceiling security cameras, card readers on door, and duress alarms at each officer's desk. This will require conduit, boxes, pull string, electrical and data cabling to be and provided by the Lessor. The USMS will contract out to a separate vendor for the purchase and installation of the equipment. Equipment noted in the room

attribute sheets is for infrastructure information only.

14. Door Hardware/Security – Unless otherwise noted, all doors are to be provided with a mortised lockset. Refer to the SRAC diagrams in the USCDG for clarification of lockset types between rooms. Access control is to be provided where required per USMS Publication 64 - Requirements and Specifications for Special Purpose and Support Space Manual, Volume 3 and as noted in the drawing/specs document(s) by USMS. Where door contacts are required provide mortised triple biased contacts for ANSI cutouts.

15. All tenant spaces to be provided with building standard window coverings.

16. Schedule – The Lessor's contractor shall incorporate the installation of government provided telecommunications, audio-visual equipment, and security equipment into the schedule to allow sufficient coordination in order to allow timely installation of equipment.

17. Firearms and Ammunition/Gun Safes - Both firearms and ammunition will be stored on-site in adequately designed spaces with safes.

18. USPO prefers to be located on the second floor or higher in a building due to staff security concerns. Should they be located on the top floor, there shall not be any rooftop access, and the exterior windows should have a blast resistant fil and be reflective.

19. All appliances for breakroom to be owner furnished contractor installed.

CRB Planning Worksheet

United States Courts — Santa Rosa, CA - CAN - 2035

Area Summaries by Court Component

Court and Court Related

Component	Qty of Positions	Usable Sq Ft
District Judge Chambers Suites	0	0
District Judge Courtroom, Associated Spaces & Jury Facilities	0	0
Senior District Judge Chambers Suites	0	0
Senior District Judge Courtroom, Associated Spaces & Jury Facilities	0	0
Magistrate Judge Chambers Suites	0	0
Magistrate Judge Courtroom, Associated Spaces & Jury Facilities	0	0
Jury Assembly Suite	0	0
Grand Jury Suites	0	0
Court Shared Support Space	0	0
District Clerk	0	0
Probation	7	4,086
Pretrial Services	0	0
Bankruptcy Clerk	0	0
Bankruptcy Judge Chambers Suites	0	0
Bankruptcy Judge Courtroom, Associated Spaces and Jury Facilities	0	0
Bankruptcy Administrator	0	0
Circuit Judge Resident Chambers Suites	0	0
Circuit Judge Non-Resident Chambers Suites	0	0
Senior Circuit Judge Resident Chambers Suites	0	0
Senior Circuit Judge Non-Resident Chambers Suites	0	0
Appellate Courtroom & Associated Spaces	0	0
COA Clerk	0	0
Circuit Executive's Office	0	0
Senior Staff Attorney	0	0
Pre-Argument/Conference Attorney	0	0
Bankruptcy Appellate Panel (BAP) Clerk	0	0
	Total Usable Square Feet	**4,086**

United States Courts — Santa Rosa, CA - CAN - 2035

Area Summaries by AB Code

Court and Court Related

AB Code	Court Components	Usable Sq Ft
1044	District Clerk	
1046	Probation Services	4,086
	Total Usable Square Feet	**4,086**

CRB Planning Worksheet

United States Courts — Santa Rosa, CA - CAN - 2035

Court Shared Support Space

Quantity	Element	Square Feet	Space Required	AB Code
0	Shared District and Magistrate Judge Conf. Rm.	200.00	0	1041
0	Shared Bankruptcy Judges Conf. Rm.	200.00	0	1014
0	Shared Circuit Judges Conf. Rm.	200.00	0	1031
0	News Media Room	150.00	0	1044
0	Attorney Work Room *	350.00	0	1041
0	Telecommunications Rooms	120.00	0	1044
1	Server Room	150.00	150	1046
	Net		**150**	
	Circulation Multiplier @ 25%		**38**	
	Total Usable		**188**	

*** Attorney Work Room - no more than 1 per courthouse.**

*** Court Shared Support Space circulation is 25% except Attorney Work Room circulation, which is 35%.**

CRB Planning Worksheet

United States Courts — Santa Rosa, CA - CAN - 2035

Probation

Quantity	Element	Square Feet	Space Required	AB Code
	Probation Personnel Space			
0	Chief Probation Officer	240.00	0	1046
0	Chief Probation Officer's Private Restroom	56.00	0	1046
0	Deputy Chief Probation Officer	180.00	0	1046
0	Manager	180.00	0	1046
1	Professional First-Line Supervisor	180.00	180	1046
5	PO Officer Office	120.00	600	1046
0	Professional Administrative and Professional Line Positions	150.00	0	1046
0	Operational and Administrative First-Line Supervisor	96.00	0	1046
0	Executive Secretary/Reception Area	170.00	0	1046
1	Clerks	64.00	64	1046
1	Shared Interview Room	120.00	120	1046
0	Counter Workstations	45.00	0	1046
	Subtotal		**964**	
	Probation Support Space			
1	Reception/Waiting Area	150.00	150	1046
1	Counter/Screening	45.00	45	1046
1	Conference Room	300.00	300	1046
1	Toilets for UA Sample Collection	56.00	56	1046
1	EMS Storage/Repair Room	95.00	95	1046
0	Urinalysis Testing/EMIT lab & Sample storage	200.00	0	1046
1	Urinalysis Supplies Storage	25.00	25	1046
1	Supplies	150.00	150	1046
1	Equipment Storage	150.00	150	1046
1	Printer/Copier/Fax Area	60.00	60	1046
0	High Volume Copier Area	120.00	0	1046
0	Medium Volume Copier Area	80.00	0	1046
1	Low Volume Copier Area	50.00	50	1046
0	Vault or Safe	20.00	0	1046
1	Secure Computer Terminal/Printer Room & LAN server	150.00	150	1046
3	Active Records Storage	9.00	27	1046
3	Secured Records Storage	9.00	27	1046
3	Inactive Records Storage	9.00	27	1046
1	Work Area	195.00	195	1046
1	Gun Locker Room	100.00	100	1046
1	Transfer Box Storage	50.00	50	1046
1	Staff Breakroom	200.00	200	1046
0	Microform Reader/Printer	35.00	0	1046
0	Microform Storage Cabinet	12.00	0	1046
2	Staff Toilets	56.00	112	1046
1	Coat Closets	20.00	20	1046
0	Multi-Purpose Room	400.00	0	1046
	Subtotal		**1,989**	
		Net	**2,953**	
		Circulation Multiplier @ 32%	**945**	
		Total Usable	**3,898**	

Explanations for Modified Square Feet

Court Shared Support Space

Element	Original Quantity	Modified Quantity	Original SF	Modified SF	Explanation
Server Room	1	1	400.00	150.00	Server room

Probation

Element	Original Quantity	Modified Quantity	Original SF	Modified SF	Explanation
Counter/Screening	0	1	45.00	45.00	Counter/screening
Conference Room	0	1	300.00	300.00	Conference room
EMS Storage/Repair Room	0	1	95.00	95.00	EMS storage/repair

Santa, Rosa - US PROBATION REQUIREMENTS
4,086 USF
2/27/2024
Total Staff = (7)

	Space/Position	Quant	U(sf)	Total U	Clg Ht	Floor/Base	Wall Type/ Door Type	Ceiling	Power and Data	Other special requirements or planning information
1	**Supervisory Probation Officer** (The design of both the offices and the interview room are required to facilitate egress in an emergency.)	1	180	180	8'-6" to 10'-0"	CPT/VB	TYPE B	ACT Ceiling Tile	four duplex power outlets, data duplex outlets in two locations (different walls) with 2 CAT6e Lines in each location (4 total data lines per office.	Must have a glass sidelite with blinds next to door into room. Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
2	**Probation Officer** (The design of both the offices and the interview room are required to facilitate egress in an emergency.)	5	120	600	8'-6" to 10'-0"	CPT/VB	TYPE B	ACT Ceiling Tile	four duplex power outlets, data duplex outlets in two locations with 2 CAT6e Lines in each location (4 total data lines per office.	Must have a glass sidelite with blinds next to door into room. Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
3	**Clerk**	1	64	64	8'-6" to 10'-0"	CPT/VB	TYPE A	ACT Ceiling Tile	four duplex power outlets, data duplex outlets in two locations with 2 CAT6e Lines in each location (4 total data lines) in open office area for Clerk.	Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
4	**Reception Waiting** Area; see counter below.	1	150	150	8'-6" to 10'-0"	CPT/VB	TYPE A	ACT Ceiling Tile	power outlets per code, data duplex outlets in four locations with 2 CAT6e lines in each location (8 total data lines)	Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
5	**Counter at Reception** Waiting Area	1	45	45	8'-6" to 10'-0"	CPT/VB	TYPE A	ACT Ceiling Tile	power outlets per code. data duplex outlet in one location with 2 CAT6e lines in location.	Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
6	**Conference/Training Room** (greater than 20 people = 400sf)	1	300	300	8'-6" to 10'-0"	CPT/VB	TYPE B	ACT Ceiling Tile	On wall designated for wall mounted moniter provide a single power outlet gang, 2 data. Conduit from behind monitor to floor height on same wall for HDMI connection. Conduit from behind monitor to floor box would be desired for HDMI connection. Power outlet in same floor box location would also be desired if possible. Conference room would also need 2 location drops of 2 data cables, one on the presentation wall and one on opposing or adjacent wall.s. Coordinate outlet types with tenant-supplied	Must have a glass sidelite with blinds next to door into room. Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
7	**Break Room**, Staff Breakroom & Service Unit	1	200	200	8'-6" to 10'-0"	LVT/ VB	TYPE A	ACT Ceiling Tile	Four duplex outlets. Two GFI duplex outlets. Coordinate outlet types with tenant-supplied equipment.	Must have a glass sidelite with blinds next to door into room. Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room. Millwork Service unit with solid surface tops and full solid surface backsplash between counter and top cabinets. Single 30" stainless sink with gooseneck faucet/sprayer.All apliances agency furnshed lessor installed.
8	**Interview** Room. For 7 or less offices, 1 interview room is allotted. (The design of both the offices and the interview room are required to facilitate egress in an emergency.)	1	120	120	8'-6" to 10'-0"	CPT/VB	TYPE B	ACT Ceiling Tile	four duplex power outlets, data duplex outlets in two locations with 2 CAT6e Lines in each location (4 total data lines per office.	Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
9	**Urinalysis** unisex Toilet/sink	1	56	56	8'-6" to 10'-0"	Ceramic Tile or simialr / VB	TYPE A	GWB	One GFCI duplex power outlet near sink.	

Santa, Rosa - US PROBATION REQUIREMENTS
4,086 USF
2/27/2024
Total Staff = (7)

	Space/Position	Quant	U(sf)	Total U	Clg Ht	Floor/Base	Wall Type/ Door Type	Ceiling	Power and Data	Other special requirements or planning information
10	**Urinalysis Supply Storage** Room	1	25	25	8'-6" to 10'-0"	Ceramic Tile or simialr / VB	TYPE A	GWB	One power outlet	
11	**EMS Electronic Monitoring Equipment Room**	1	95	95	8'-6" to 10'-0"	Anti-Static Flooring	TYPE A	ACT Ceiling Tile	Two dedicated duplex outlets.	
12	**Secured Equipment Room**	1	150	150	8'-6" to 10'-0"	LVT/ VB	TYPE A	ACT Ceiling Tile	N/A	Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
13	**Supply Storage (** Can be located within Equipment Room)	1	150	150	8'-6" to 10'-0"	LVT/ VB	TYPE A	ACT Ceiling Tile	N/A	N/A
14	**Secured Records Storage and Gun Locker Room** *(includes Gun/ Locker/Safe, Transfer Box Storage, Active, Secure and Inactive Records Storage)*	0	231	0	8'-6" to 10'-0"	LVT/ VB	TYPE B	ACT Ceiling Tile	Two dedicated duplex outlets. Other Power outlets per code.	Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
15	**Gun Locker/Safe** Room	1	100	100	8'-6" to 10'-0"	LVT/ VB				
16	**Transfer Box Storage** (within Secured Records Storage Room)	1	50	50	8'-6" to 10'-0"	LVT/ VB				
17	**Active Record Storage Lateral**, 9sf per shelf unit (within Secured Records Storage Room)	3	9	27	8'-6" to 10'-0"	LVT/ VB				
18	**Secure Record Storage Lateral**, 9sf per shelf unit (within Secured Records Storage Room)	3	9	27	8'-6" to 10'-0"	LVT/ VB				
19	**Inactive Record Storage Lateral**, 9sf per shelf unit (within Secured Records Storage Room)	3	9	27	8'-6" to 10'-0"	LVT/ VB				
20	**Secure Computer Terminal/ Printer Room**	1	150	150	8'-6" to 10'-0"	Anti-Static Flooring	TYPE B	ACT Ceiling Tile	four duplex power outlets, data duplex outlets in two locations with 2 CAT6e Lines in each location (4 total data lines per room).	Please coodinate and refer to US Marshals for design, equipment and access control package scheduled for this room.
21	**Server Room (Totaled Below)**	1	0	0	8'-6" to 10'-0"	Anti-Static Flooring	TYPE B	ACT Ceiling Tile	See Below	See Below
22	**Work Space includes the following items/areas:**	-	-	-	-	LVT/ VB	TYPE A	ACT Ceiling Tile	Six dedicated duplex power outlets. Data duplex outlets in four locations with 2 CAT6e lines in each location (8 total data lines) Coordinate power and data outlet types with tenant-supplied equipment.	-
23	Work Area	1	195	195	8'-6" to 10'-0"	-			-	-
24	Printer/Copier/Fax/ Low Volume Copier Area/ Shredder	1	110	110	8'-6" to 10'-0"	-			-	-
25	**Staff Toilets**	2	56	112	8'-6" to 10'-0"	Ceramic Tile or simialr / VB	TYPE A	GWB	One GFCI duplex wall outlet near sink.	
26	**Coat Closet**	1	20	20	8'-6" to 10'-0"	CPT/VB	TYPE A	ACT Ceiling Tile	One power outlet.	
	Total NET square feet			2,953						

Santa, Rosa - US PROBATION REQUIREMENTS
4,086 USF
2/27/2024
Total Staff = (7)

	Space/Position	Quant	U(sf)	Total U	Clg Ht	Floor/Base	Wall Type/ Door Type	Ceiling	Power and Data	Other special requirements or planning information
				945	32%					
	USUABLE square feet			**3,898**						
21	**Server Room**	1	150	150	8'-6" to 10'-0"	Anti-Stat VCT	TYPE B	ACT Ceiling Tile	4 dedicated power outlets on wall where network rack would be located Regular power outlets 1 on each wall if possible Conduit direct to building DMarc location with 4 CAT 6 data cables run to rack location and pull string for future cabling needs	Total BTU/hr estimate for equipment for the server room is 10,000. Temperature recommendations for a server room are between 50-82 degrees, with optimal temperature being between 68-71. Approx. 150 SF.
	Total NET square feet			150						
				38	25%					
	USUABLE square feet			**188**						
	TOTAL USUABLE square feet			**4,086**						

9

PROBATION AND PRETRIAL SERVICES OFFICES

This chapter applies to the U.S. Pretrial Services Office and the U.S. Probation Office, which are components of the U.S. District Court. In some courts the offices function independently of each other, and in other courts they are a combined unit. This chapter describes their functions and activities, users and capacities, design requirements, and space allocation requirements, and contains adjacency diagrams.

Chapter Topics:

- Introduction
- Supporting Documents
- Programming and Budgetary Notes
- Functions and Activities
- Users and Capacities
- Design Requirements
- Adjacency and Circulation

Chapter Figures and Tables:

Figure 9.1 Probation and Pretrial Services Offices Adjacency Relationships
Table 9.1 Space Requirements for Probation and Pretrial Services Offices

Introduction

The primary mission of the U.S. Pretrial Services Office (PSO) and the U.S. Probation Office (PO) is essentially the same, which is to provide the court with thorough, verified information on individuals to enable informed release or detention decisions. The PSO and PO both supervise persons released into their custody, reasonably ensure community safety, and investigate and supervise persons referred to diversion programs. Their goal is also essentially the same, which is the successful completion of the term of supervision, during which an individual commits no new crimes, is held accountable for his or her actions and responsibilities toward others, and prepares for continued success through improvements in his or her conduct and condition. The main difference between the PSO and the PO is the time period when each is engaged with an individual, with the transfer of responsibility from the PSO to the PO coming at the time the defendant has been convicted of a crime. Because of their shared mission, the PO and PSO are often collocated into one office space.

Main and satellite offices for the PSO and PO provide a unique opportunity to apply alternative workplace strategies (AWS) because these departments employ a workforce that travels frequently to conduct fieldwork. Because of the high amount of teleworking and fieldwork, it is highly recommended that PSO and PO workplaces consider AWS to improve collaboration and operational efficiency. When implementing an AWS workplace, the stakeholders determine the degree of implementation based on the nature of the work being conducted and on the regional and office culture. In order to best facilitate this process, it is important that consideration for AWS be discussed at the very beginning of the project. For more information regarding the implementation of AWS, refer to Chapter 18, "Alternative Workplace Strategies."

Supporting Documents

A comprehensive guide to supporting documents can be found in Chapter 2, "Courthouse Programming and Budgetary Considerations." That listing includes program and design criteria, courthouse planning and related guidelines, policies, and information on many facets of the design and construction of federal courthouses. The reference listed below relates specifically to this chapter.

- *United States Courts, Courthouse Design Reference Manual: An Architect's Desk Reference,* most current edition, Chapter 10.

Programming and Budgetary Notes

Programming and budgetary notes found throughout the *Design Guide* provide assistance with decisions to be made during the development of courthouse projects. The notes include both judicial branch policy and lessons learned from completed projects. The notes supplement the criteria in the *Design Guide*; their purpose is to provide direction in using the flexibility of the *Design Guide* to develop justifiable and cost-effective federal courthouse projects.

Space Envelope Flexibility

A total space envelope for new space will be calculated using appropriate circulation factors, allowances for support-type spaces, and the space standards described in the *Design Guide*. Courts have the flexibility to configure space within the envelope to meet their local needs. However, design and construction should be in general compliance with the square footage standards designated in the *Design Guide* in the space and ceiling requirements tables. If the court unit wishes to significantly change the space standards described in the space and ceiling requirements tables without exceeding the total envelope of space for the unit, it must seek approval from its respective circuit judicial council.

The space envelope for a respective court unit is defined as:

- Entire clerk's office
- Entire probation office
- Entire pretrial services office
- Entire staff attorney's office
- Entire circuit executive's office
- All courtrooms designated by judge type (circuit judges, district judges, magistrate judges, and bankruptcy judges)
- All chambers designated by judge type (circuit judges, district judges, magistrate judges, and bankruptcy judges)

For existing space, courts have the flexibility to configure space within the existing envelope to meet their local needs. However, any significant departure from the square footage standards designated in the *Design Guide* in the space and ceiling requirements tables must be approved by the respective circuit judicial council. This does not mean that existing space must be changed to meet *Design Guide* standards. Only new construction completed as part of a renovation should be considered.

Renovations and Alterations (R&A)

Many of the construction projects conducted in the Judiciary are renovations to existing space. Although the *Design Guide* applies to these projects, it is understood that some standards in the *Design Guide* are difficult or impossible to achieve in existing space, particularly in historic buildings. Courts should consult Chapter 17, "Renovations and

Alterations (R&A)," and *Facilities Standards for the Public Buildings Service* (GSA PBS P-100) for guidance in these circumstances. References to R&A guidelines are also included throughout the *Design Guide* where appropriate.

Exceptions to the *Design Guide* Standards

The *Design Guide* provides guidance on standards for courthouse construction and renovations to existing space. Any significant departure from these standards is considered an exception and must be approved by the respective authority as outlined below.

Authority of the Circuit Judicial Councils
Circuit judicial councils play an important space-management role by reviewing district-wide facility plans, approving requests for new or modified space, and enforcing adherence to design guidelines. The circuit judicial councils have authority over, and responsibility for, a circuit's space-management program (28 USC §332 and §462(b)) and for determining the need for space. As directed by the Judicial Conference of the United States (JCUS), any significant departure from the standards in the *Design Guide* must be approved by the respective circuit judicial council.

Authority of the Committee on Space and Facilities
The authority to approve the following exceptions to the *Design Guide* standards rests with the Committee on Space and Facilities: (1) exceeding the total envelope for either the court unit or the project as a whole, (2) changing the standard configurations for judges' chambers and courtrooms, and (3) exceeding the plumbing standards. If the Committee on Space and Facilities disagrees with a circuit judicial council request for one of these exceptions, the Judicial Conference will decide whether to grant the exception.

Authority of the Judicial Conference
The authority for approving any exception to prospectus-level courthouse projects that would result in additional estimated costs, including additional rent payment obligations, lies with the Judicial Conference. Approval is required, after review by the Committee on Space and Facilities, for any exception to the *Design Guide* approved by a circuit judicial council. The request must include (1) a justification for the exception and (2) a construction cost estimate. All approved exceptions for prospectus-level projects are reported to the General Services Administration (GSA) and Congress. Approved exceptions may require the project to be reauthorized by Congress if the exception had not been previously identified. Contact the Administrative Office of the U.S. Courts (AOUSC) for more detailed information.

For prospectus-level courthouse projects, if an exception is approved by the JCUS which would result in additional estimated costs, the chair of the circuit's space and facilities committee or the chief judge or other judge designated by the court that sought the exception that exceeds the *Design Guide* criteria must be willing, if requested by the Committee on Space and Facilities, to appear before Congress concerning funding for such construction.

General Programming Notes

The *Design Guide* is intended to be a performance document. Criteria for any space or grouping of spaces should be considered in conjunction with the specific needs of the court office or function for which space is being designed.

Criteria in the *Design Guide* do not represent space entitlements. The criteria apply to an array of space types that should be justified based on the specific purpose of each project. Facility plans, programs, and designs should include only the space needed to satisfy the functional and security requirements of the court.

Differences between the space in an existing facility and the criteria in the *Design Guide* are not justification for facility alteration and expansion. In such cases, alternatives to space expansion are investigated before any additional space is requested. In addition, like-for-like space is not a guarantee. Space allocated in an existing location is not justification for the same amount of space in a new location if the space allocation is not warranted. Current needs should be evaluated when moving into new space to determine the appropriate space envelope. Any additional space must be approved by the appropriate authority. Design architects and court staff are prohibited from adding spaces not originally contemplated in the approved prospectus or design program. Increasing the floor area or building volume requires the necessary approvals.

General Budgetary Notes

Renovation and new construction occur when the court and circuit judicial council identify space needs through the Judiciary's asset management planning process and document these needs in the long-range facilities plan. GSA determines by what method the space is provided—for example, by the construction of a new building, the renovation of an existing building, a lease, or other means.

The Judicial Conference recognizes and strongly supports a pragmatic approach to design that includes the use of durable and sustainable materials. This approach ensures that courthouses constructed now will last well into the future.

Following the publication of the *2007 Design Guide*, the Judiciary introduced several cost-saving measures, such as courtroom sharing and the Integrated Workplace Initiative (IWI), that sought to provide flexibility and efficiency in court spaces while preserving the dignity of the Judiciary. Courtroom sharing for certain judge types is now a standard throughout the Judiciary, and IWI is recognized as an alternative to traditional office design. For more information on cost- and space-saving efforts and programs, contact the AOUSC Space and Facilities Division.

General Space Notes

Space Standards for PSO and PO Personnel
Space standards for PSO and PO personnel should be allocated according to the benchmark occupational groups described in the Judiciary's *Human Resources Manual* and the space requirements (Table 9.1) in this chapter, Space and Ceiling Standards for Probation and Pretrial Services Offices.

Opportunities for Shared Support Spaces
Locating the PSO and PO in close proximity provides an opportunity for shared support spaces.

- The urinalysis toilet, supplies storage closet, and testing and specimen storage room may be shared by the PSO and PO; however, access to the shared facility is required within each office's restricted circulation.
- An electronic monitoring equipment storage/repair room may be shared by the PSO and PO; however, access to the shared room is required within each office's restricted circulation.
- The secure computer terminal/printer and secure LAN equipment rooms may be combined and shared by the PSO and PO; however, access to the shared room is required within each office's restricted circulation.
- Conference rooms in PSO and PO offices should accommodate managers and first-line supervisors. See the PSO and PO space and ceiling requirements (Table 9.1) for specific size criteria. Requirements for larger conference and training spaces will be accommodated in shared conference/training rooms or multi-use spaces within the courthouse as described in Chapter 11, "Shared Support Spaces."
- Conference rooms should be shared by court units off common areas whenever possible.
- The fax workstation, computer/printer, and shredder should be shared by the PO and PSO whenever possible.

Staff Toilet Rooms and Breakrooms
Staff toilets are provided for security reasons and to ensure there is no inappropriate staff contact with attorneys, parties, or other case participants that might compromise the judicial process.

The staff toilets and breakrooms should be located within restricted circulation on floors with court-related offices. For courthouses housing more than one court unit, the design team should consider a shared staff breakroom. If separate staff toilets are necessary, the total number of staff toilets will be determined during design utilizing the most current edition of the *International Plumbing Code*. Plumbing fixtures required to serve a given floor shall be proportionally split between the staff and public occupant loads. Consult with the AOUSC for more detailed information.

Functions and Activities

The PSO and PO both supervise persons released into their custody, reasonably ensure community safety, and investigate and supervise persons referred to diversion programs. Officers recommend, implement, and monitor compliance with the conditions of release, and work to facilitate an individual's reintegration into the community as a law-abiding and productive member of society. Officers from both organizations interact with law enforcement, enforce court conditions, supervise defendants and offenders, and recommend sentences. They advise judicial officers by interpreting sentencing guidelines, investigating backgrounds, testifying in court, and learning case law. They also assist individuals by administering drug treatment, identifying and solving problems, and providing counseling and referrals to community agencies.

The nature of these officers' work often requires them to be placed in potentially dangerous situations, both in their offices and in the community. They have the power to make arrests, although arrests are normally performed by the U.S. Marshals Service (USMS), and they may be granted authority by a court to carry and use weapons, although not all do.

Following an arrest, a PSO officer interviews the individual about his or her family, residential, employment, financial, educational, health, and criminal history. The information is verified, the individual's flight risk and potential danger to the community are assessed, and a recommendation is made regarding potential release from pretrial custody. The report is submitted to the judge, prosecutor, defendant, and defense attorney.

In the case of the PO, once a defendant has been found guilty, an officer conducts additional interviews and prepares another report, which assists the court in its sentencing function and serves as a detention resource for the Bureau of Prisons (BOP). PO officers are community corrections professionals who serve as officers of the court and as agents of the U.S. Parole Commission. They are responsible for the supervision of persons conditionally released to the community by the courts, the Parole Commission and BOP, and military authorities.

Users and Capacities

Users vary depending on the size of the courthouse; the type and volume of cases; and the number of maintenance staff, service company/agency personnel, and public individuals present. For the purposes of certain references in this *Design Guide*, the following designations apply:

A *small courthouse* has five or fewer courtrooms.
A *medium courthouse* has 6-12 courtrooms.
A *large courthouse* has 13-18 courtrooms.
An *extra-large courthouse* has more than 18 courtrooms.

Design Requirements

Ceiling Height

The ceiling is a designed surface. It may be uniformly flat, or it may have two or more planes and include elements such as soffits, perimeter coves, recesses, and reveals as required to integrate HVAC and lighting into a harmonious design. An adjustment of a ceiling surface may also occur where it meets an exterior curtain wall to accommodate different equipment. In situations where there are several different surfaces at different heights above the finished floor, there may be different ways of determining which one is the dominant plane. Ceiling heights should be measured from the finished floor to the dominant surface that either covers the most amount of ceiling square footage, or the surface that defines the overall character of the ceiling design. The design team should ensure that in all newly constructed spaces the dominant plane of the ceiling does not exceed the maximum ceiling height of 10 feet (3,000 mm) above finished floor for Probation and Pretrial Services offices and their associated spaces unless the office employs alternative workplace strategies (AWS). If a Probation or Pretrial office employs AWS, the design team should ensure that in all newly constructed spaces the dominant plane of the ceiling does not exceed 12 feet (3660 mm). Dominant planes that exceed this maximum height are considered an exception unless the space is in an area envisioned for a future courtroom or on a floor with a higher floor-to-floor height. The application of this maximum ceiling height in renovation and alteration projects may be dependent on limitations of existing conditions.

The ceiling height should be in proportion to the area of the space. If the space is located on a floor with a higher floor-to-floor height, the ceiling height of the room may be designed to maximize use of available natural light, volume, and window configuration of that space.

Reception Counter/Screening

A reception counter is provided with counter-to-ceiling break-resistant glazing. For the counter, a durable work surface 26-30 inches deep at stand-up height with a divider to the floor below should be provided. It is recommended that the counter extend 12 inches on the public side of the partition. The counter should accommodate a computer monitor, keyboard, and mouse on the staff side. The counter should accommodate a document-sized deal tray transaction opening for each station provided.

In leased locations where weapons screening is not performed at the main entrance of the building, the PSO and PO will work with the USMS to provide bullet-resistant glazing and ballistic wall surround. The AOUSC should be consulted to determine whether additional accommodations for screening equipment will be necessary at a particular leased location.

Depending on the needs of the office, PO and PSO offices may utilize technology such as a monitor, camera, and a two-way communication system to monitor the public reception area rather than a traditional reception counter. In addition, lockable storage may be provided in the reception areas so visitors can store their personal belongings.

Urinalysis Toilet

Urinalysis toilet rooms are used for collecting urine specimens in a secured and supervised environment. Each room should accommodate both the person providing the specimen and an officer to visually monitor the collection process, either directly or through the use of an observation mirror mounted in the room which provides a clear line of sight. As an option, urinalysis collection observation may be from an adjoining room through a window. The officer observation point should be equipped with a duress alarm.

Barrier-free access shall be provided to each room, ideally through two doors. One door is to be used by the offender from the unsecured public waiting room, and the other door for the officer from the secured private office space. However, if space planning allows only one room access point, it is preferred that it be from the unsecured public waiting room. This will eliminate the need for the offender to enter the secured space only to provide a specimen.

Doors leading into the urinalysis toilet from the public area should remain locked at all times. The public entry door should be controlled with a door release button located at the intake counter, or by a key. The door leading into the urinalysis toilet from the secure side of the space should have free ingress, but should remain in the locked position inside the urinalysis toilet. The door in the urinalysis toilet leading into the secure space shall be controlled with a card reader or a key. Additionally, the design of the room should prevent any other potential entry, such as through partitions, the ceiling plenum, a pipe chase, or other similar means. All doors should swing in the direction of egress. The urinalysis toilet should be arranged so an officer can easily view the toilet during specimen testing.

Urinalysis Supplies Storage

The urinalysis supplies storage closet should be securable. The room and all storage closets in it should have door locks and the same partitioning as the toilet room(s) and testing laboratory. Any means of access through the ceiling plenum or similar spaces should be eliminated.

The urinalysis toilet room(s) and testing lab should be adjacent to supplies storage. The storage area should be accessible through restricted circulation only.

Urinalysis Testing and Specimen Storage Room

In some cases, the testing of urinalysis specimens will be undertaken outside the PSO and PO offices, thereby eliminating the need for a testing laboratory. Even if this is the case, there will still be the need for secured specimen storage until such time that the specimens may be transported off-site. The specimens will be stored in a refrigerator or freezer.

The room should accommodate the following items:

- Two countertop enzyme multiplied immunoassay technique (EMIT) machines, each requiring a footprint area of at least 30 inches (775 mm) deep by 60 inches (1,525 mm) wide; 110-volt dedicated power; and additional adjacent counter space at a height of 44 inches (1,125 mm) above finished floor level. Larger testing machines may need to be floor mounted and may require a water holding tank and water filtration system. The testing machine and lab may require additional power and data needs.
- Two operator stools.
- A double stainless steel sink with disposal, set in a millwork base cabinet at least 8 feet (2,425 mm) long with a counter height of 44 inches (1,125 mm) above finished floor level; adjacent 110-volt convenience outlets; and millwork storage cabinets above and below. A separate eyewash station and hand sink should also be provided.
- Two full-sized refrigerators with freezers, one for specimens awaiting testing and the other for chain-of-custody storage of specimens with positive test results. (If a testing laboratory is not required, these refrigerators/freezers should be housed in the urinalysis supplies storage room.)
- Trash disposal.
- Chemical-resistant, laboratory-type finishes on all countertops. A stainless steel countertop with a marine edge is recommended to contain accidental spills.

Both the urinalysis testing laboratory and specimen storage, as applicable, should be accessible only from the restricted office circulation. These rooms and all storage closets in them should have door locks and the same partitioning as the urinalysis rooms.

Urinalysis Testing and Storage Room Finish Requirements
Because of the unique nature of urinalysis facilities, the following finished surfaces should have the following qualities. Refer to Chapter 12, "Tenant Improvements and Furnishings" for other finish suggestions regarding probation and pretrial services spaces.

Walls and Ceilings:
- Surfaces should be smooth and easily cleanable.
- Avoid friable ceiling tile styles, as they liberate dust, are difficult to clean, and make an excellent habitat for mold and bacteria.
- Recessed lighting is preferable over suspended styles, but avoid placement directly above lab benches to facilitate bulb replacement and repairs.

Flooring:
- Easily washed, non-porous, cove style base, spill/leak resistant. Seamless sheeting preferred over vinyl tile.
- Carpeting should not be used in lab and lab support areas.
- Caulk and seal all floor penetrations to prevent migration in the event of spill or flood.
- Provide floor drains.

Lab Furniture and Furnishings:
- Smooth, non-porous, easily cleaned surfaces.
- Chemical-resistant, laboratory-type finishes on all counter tops with splash blocks, and all seams caulked and sealed. A stainless steel counter top with a marine edge is recommended to contain accidental spills.
- Accessibility below furniture for cleaning in event of accident/spill.
- Review planned operations with proposed occupants to consider any special equipment requirements (e.g., adequate floor load ratings, vibration sensitivity or dampening needs).

Shelving:
- Wall and above bench stainless steel shelving to maximize accessible storage space.
- Chemical-resistant finish surfaces.
- Shelf lips are recommended, as their use greatly reduces accidental slides and slips of bottles off shelves.

Electronic Monitoring Equipment Storage/Repair Room

The equipment needed to monitor one individual currently requires approximately 3 cubic feet of space. The boxes are normally about 3 feet (925 mm) long by 1 foot (300 mm) wide by 1 foot (300 mm) deep and are stored on steel shelving units. The storage/repair room also contains a millwork base cabinet at least 8 feet (2,425 mm) long, with a counter height of 44 inches (1,125 mm) above the finished floor; adjacent 110-volt convenience outlets; and millwork storage cabinets above for use in equipment repair. The door to the room should have a lock and be accessible only from the secured office circulation.

Secure Computer Terminal/Printer and Secure LAN Equipment Rooms

Computer terminal/printer and LAN equipment rooms should be equipped with a secure cipher lock, card reader, or keypad to limit entrance to authorized personnel. Any means of access through the ceiling plenum, pipe chase, or other similar spaces should be eliminated.

Officer Office and Shared Interview Room Requirements

Officers shall be provided a private office, or workstations if employing AWS, and separate, shared interview rooms to support engagement activities with clients. Interview rooms should have two doors: one door from the public reception or waiting area and another door from restricted circulation. Both of these doors should open in the direction of egress. The interview room is required to accommodate at least one table with four chairs.

Satellite Offices

Staffed satellite offices are needed to cover a wide geographic area and carry out the mission of the PSO and PO. PO and PSO offices should be carefully located in an appropriate context. For instance, a PO or PSO office should not be located near or adjacent to a day care facility or school. Due to the wide variety of activities that these workplaces undertake, each satellite office might have different spatial, technological, security, and operational needs. Stakeholders should work with their respective circuit to determine requirements for satellite offices on a case-by-case basis. Although satellite offices should not exceed the spatial requirements listed in Table 9.1, each workplace has the flexibility to configure space within the given space envelope to meet the local needs. Refer to the space envelope flexibility policy listed in the Programming and Budgetary Notes.

To support satellite offices, facilities within the main office should be available for occasional use by officers stationed in satellite offices.

Conference Rooms, Staff Breakroom and Toilets

If necessary, conference rooms, staff breakrooms, and toilets should be located within restricted circulation when these spaces are collocated on floors with court-related offices.

Offices which require conference rooms or staff breakrooms with more square footage than allotted in Table 9.1 may configure space to meet the office's needs within the given space envelope. Courts should reference strategies outlined in Chapter 18, "Alternative Workplace Strategies," when determining their local needs. However, any significant departure from the standards and strategies provided in this chapter and Chapter 18 must be approved by the circuit judicial council.

The staff breakrooms should minimally accommodate a microwave oven and a sink; however, other equipment such as refrigerators might also be desired.

Multipurpose Room

Since PO and PSO officers complete a series of specialized trainings, a multipurpose room is may be necessary to house these activities. A retractable divider wall may be desired in the multipurpose room to allow multiple trainings to occur at the same time. This space may function as, but may not be limited to, a training room, conference room, or mat room.

Gun Locker Room

Adequate storage for weapons should be incorporated into the planning, design, and construction of PO and PSO offices. Gun lockers should be located within a secure room controlled by a physical access control system (PACS) and monitored by an intrusion detection system (IDS) and closed circuit video (CCV). The room should be secured by a door with an electric strike and lock.

Gun locker rooms should be large enough to accommodate gun storage lockers, ammunition storage, a gun clearing station, and a standalone gun vault (if required). Walls for gun locker rooms are recommended to consist of either concrete masonry block or metal stud and dry wall construction with heavy gauge metal mesh located on one side of the wall. Walls are required to span from floor slab to floor slab. Floor slabs should be designed to accommodate the additional structural load created by these spaces.

Acoustics

Acoustic requirements are addressed in Chapter 14, "Acoustics." All interview rooms and offices of PSO and PO supervision officers should be acoustically separate from adjacent areas.

Technology

Infrastructure provisions, conduit, and power should be considered for conference rooms, multipurpose rooms, and selected interview rooms or offices to facilitate presentations, remote meeting participation, and remote interviews.

Heating, Ventilating, and Air-Conditioning (HVAC)

HVAC and electrical systems, including lighting, should economically accommodate early morning and late evening hours. Refer to Chapter 15, "Building Systems."

Table 9.1
Space Requirements for Probation and Pretrial Services Offices

Probation (PO) and Pretrial Services Offices (PSO)		
Private Offices	**NSF**	**Nm²**
Chief Probation or Chief Pretrial Services Officer	240	22.3
Chief Probation or Chief Pretrial Services Officer's Private Restroom[1]	56	5.2
Executive Secretary/Reception Area	170	15.8
Deputy Chief Probation or Deputy Chief Pretrial Services Officer	180	16.7
Manager	180	16.7
Professional First-Line Supervisor[2]	180	16.7
Professional Administrative and Professional Line Positions	150	14.0
PSO and PO Officer Office	120	11.1
Open Workstations	**NSF**	**Nm²**
Operational and Administrative First-Line Supervisor	96	8.9
Clerks	64	5.6
Counter Workstations	45	4.2
General Office Space	**NSF**	**Nm²**
Reception/Waiting, per person	15	1.4
Minimum Area Required	150	13.9
Counter/Screening, per staff position	5 LF	1.52 Lm
Secured Records Storage, per shelf unit	9	0.9
Active Records Storage, per shelf unit	9	0.9
Inactive Records Storage, per shelf unit	9	0.9
Transfer Box Storage	50	4.7
Supplies (min/max)	150/300	14.0/27.9
Equipment Storage (min/max)	150/300	14.0/27.9
Work Area[3]	195	18.1
Low Volume Copier Area (per copier)	50	4.7
Medium Volume Copier Area (per copier)	80	7.4
High Volume Copier Area (per copier)	120	11.2
Conference Room (fewer than 20 occupants)	300	27.9
Conference Room (20 or more occupants)	400	37.2
Multipurpose Room	400	37.2
Printer/Copier/Fax Area	60	5.6
Vault or Safe (min/max)	20/80	1.9/7.4
Microform Reader/Printer	35	3.3
Microform Storage Cabinet, per cabinet	12	1.1
Staff Breakroom[4] (min/max)	200/600	18.6/55.8
Staff Toilets[5]	-	-
Coat Closets	20	1.9
Special Office Space	**NSF**	**Nm²**
Shared Interview Room	120	11.1
Toilet for Urinalysis Sample Collection	56	5.2
Urinalysis Supplies Storage	25	2.3
Urinalysis Testing/EMIT Lab & Sample Storage[6]	200	18.6
Electronic Monitoring Equipment Storage/Repair Room	95	8.8
Secure Computer Terminal/Printer Room & LAN Server	150	13.9
Gun Locker Room	100	9.3

[1] This restroom does figure into the fixture count for the total staff toilet room requirements. If a court unit elects to include this space, the square footage should be offset from within the court unit's space envelope.
[2] In a divisional office, first-line supervisors include a supervisory probation clerk and a supervisory probation officer.
[3] Space allowance for work area: 15 NSF (1.4 Nm^2) per staff member. Minimum area is 195 NSF (18.1 Nm^2).
[4] Area requirements for staff breakroom: Allocate 25 NSF (2.32 Nm^2) for every three staff members plus 20 NSF (1.9 Nm^2) for a service unit. The minimum staff breakroom is to be 200 NSF (18.5 Nm^2), and the maximum staff breakroom is to be 600 NSF (55.7 Nm^2).
[5] Plumbing fixtures required to serve a given floor should be proportionally split between the staff and public occupant loads.
[6] Urinalysis testing/EMIT lab might not be provided within the PSO and PO offices. If not provided, all urinalysis spaces can be eliminated.

Adjacency and Circulation

Both the PSO and the PO require public access to reception areas during the day and in the evenings. Restricted access for office staff is also required during these times; staff should be able to enter and leave the office without passing through the public reception/waiting area or extensively using the public circulation system. If the office is located in a facility where weapons screening is not conducted at the entry, a magnetometer and X-ray machine may be provided by the USMS. Space should be provided to accommodate this screening equipment. Refer to *Requirements and Specifications for Special Purpose and Support Space Manual, Volume Three, Judicial Security Systems Requirements and Specifications* (USMS Publication 64).

The PO requires proximity to the main public entry area, after the security screening point. If the PO requires off-hours access for staff and clients, the most desirable location is on the main public entry level, with separate off-hours controlled access.

The PSO also requires proximity to the main public entry area, after the security screening point. Access should be provided to the USMS Command and Control Center and magistrate judge courtrooms.

The number of spaces shown on the adjacency diagram (Figure 9.1) is for illustrative purposes only; the actual number of spaces required for a specific facility is determined in the building program.

The design team should refer to Chapter 3, "Planning for U.S. Courthouses," for circulation factors.

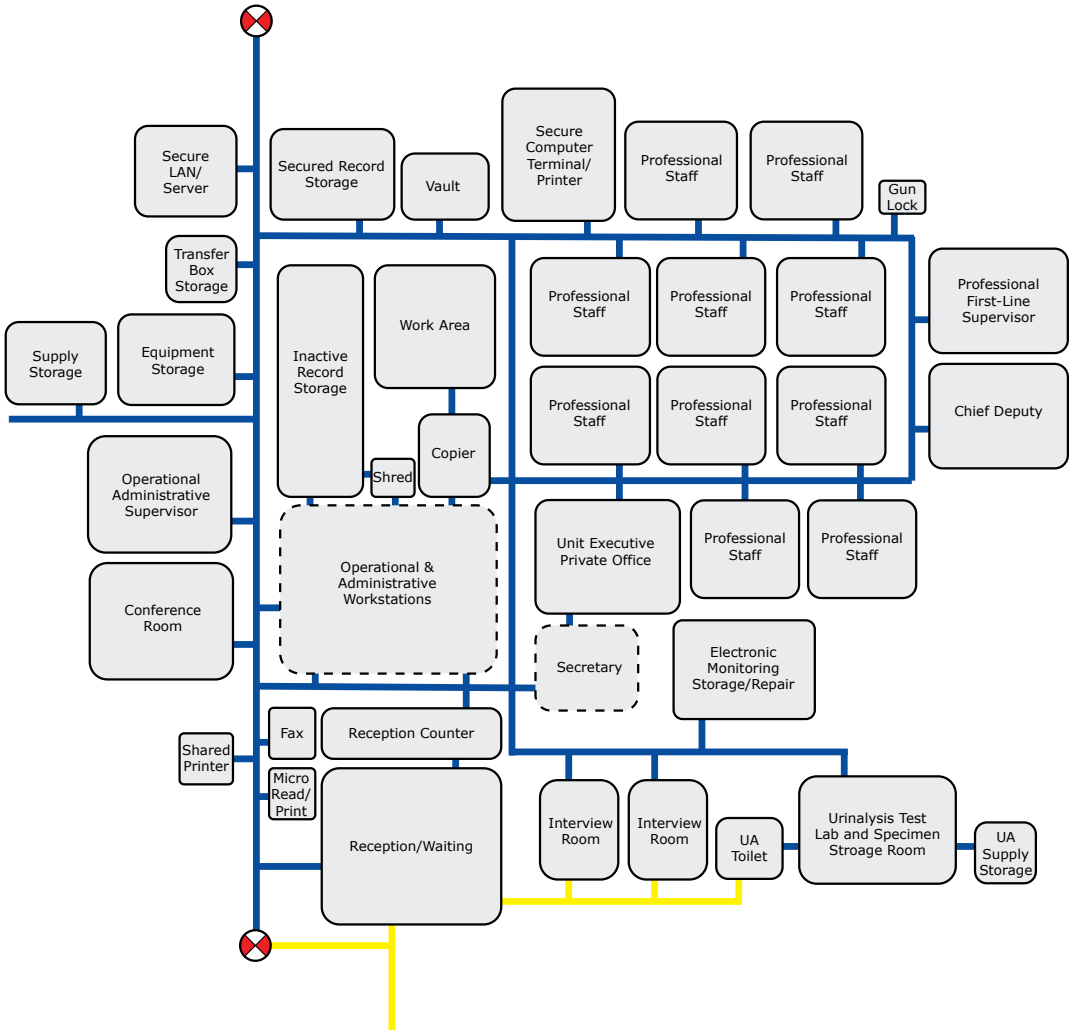
Figure 9.1
Probation and Pretrial Services Offices Adjacency Relationships

Colors Legend:

Chapter 9
Probation and Pretrial Services Offices

Symbols Legend:

- Public Circulation
- Public Vertical Circulation
- Restricted Circulation
- Restricted Vertical Circulation
- Circulation Access Control Point



Note: The adjacency diagram is intended only as an illustration.

Shared Interview Room 120 NSF (11.1 Nm²)

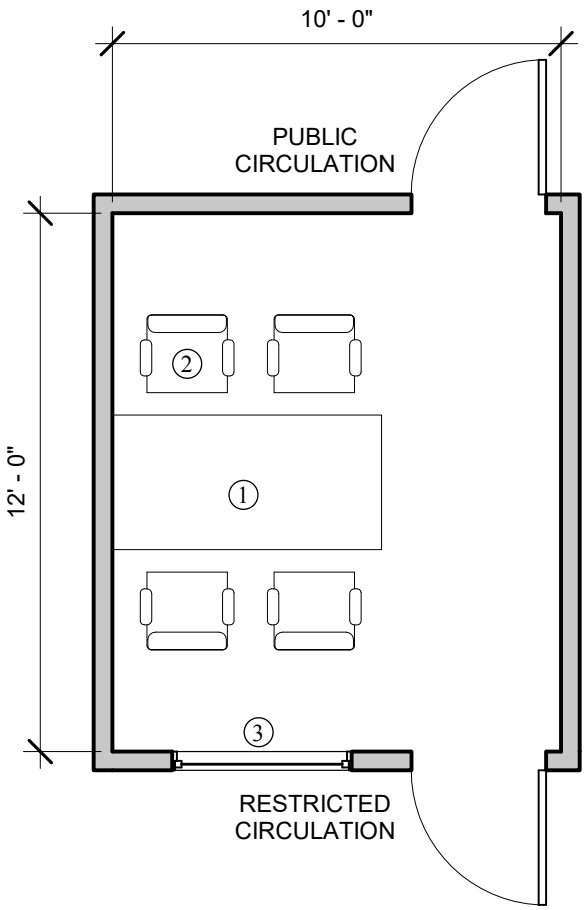
Architectural:

General Requirements:

Security Level:	Restricted 1, 3
Adjacent to:	Reception/Waiting
Ceiling Height:	10'-0"
Acoustics	NIC 55 - Confidential

Finishes:

Wall:	PNT-1
Floor:	CPT
Base:	V/RB
Ceiling:	ACP



Legend:

1. Systems Furniture
2. Chair
3. Window (One-Way Glass)

Counter/Screening, per staff position 5 LF (1,525 mm)

Architectural:

General Requirements:

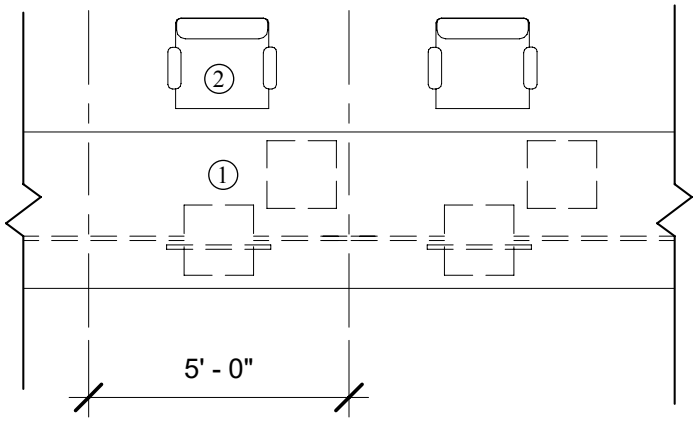
Security Level:	Restricted 1
Adjacent to:	Reception/Waiting
Ceiling Height:	10’-0”

Finishes:

Wall:	PNT-1
Floor:	CPT, TZ, ST
Base:	V/RB, TZ, ST
Ceiling:	ACP

Millwork:

- Durable work surface with a divider to the floor below. Accommodate computer monitor, keyboard, and mouse at staff side of counter.
- Where ballistic and break-resistant glass is provided counter should accommodate document-size deal tray transaction opening for each station.



Legend:

1 Counter

2 Chair

Microform Reader/Printer 35 NSF (3.3 Nm²)
Microform Storage Cabinet, per cabinet 12 NSF (1.1 Nm²)

Architectural:

General Requirements:

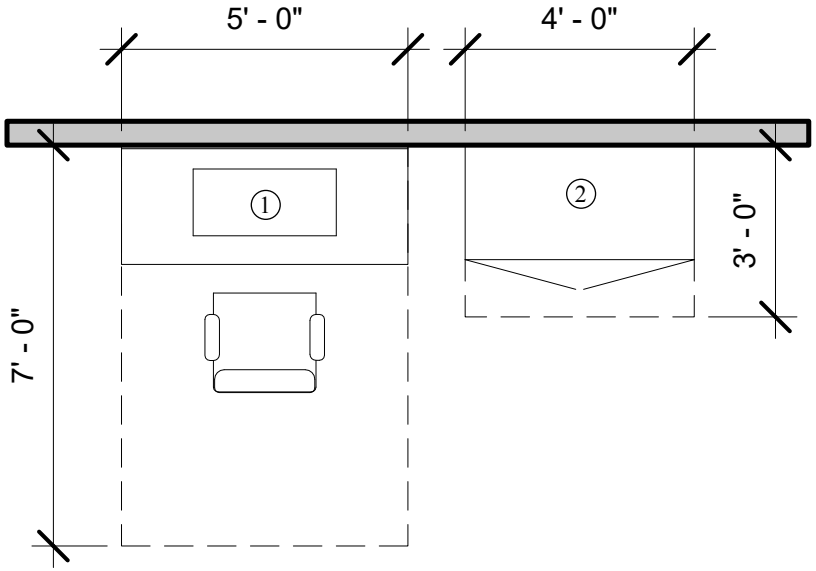
Security Level:	Restricted 1
Ceiling Height:	10'-0"

Finishes:

Wall:	PNT-1
Floor:	VCT
Base:	V/RB
Ceiling:	ACP

Space Notes:

1. Coordinate equipment selection and location early in planning process to account for structural implications.



Legend:

1. Microform Reader/Printer
2. Microform Storage Cabinet

Toilet for Urinalysis Sample Collection 56 NSF (5.2 Nm²)

Architectural:

General Requirements:

Security Level:	Restricted 3
Adjacent to:	Urinalysis Test Lab and Specimen Storage Room
Ceiling Height:	10'-0"

Finishes:

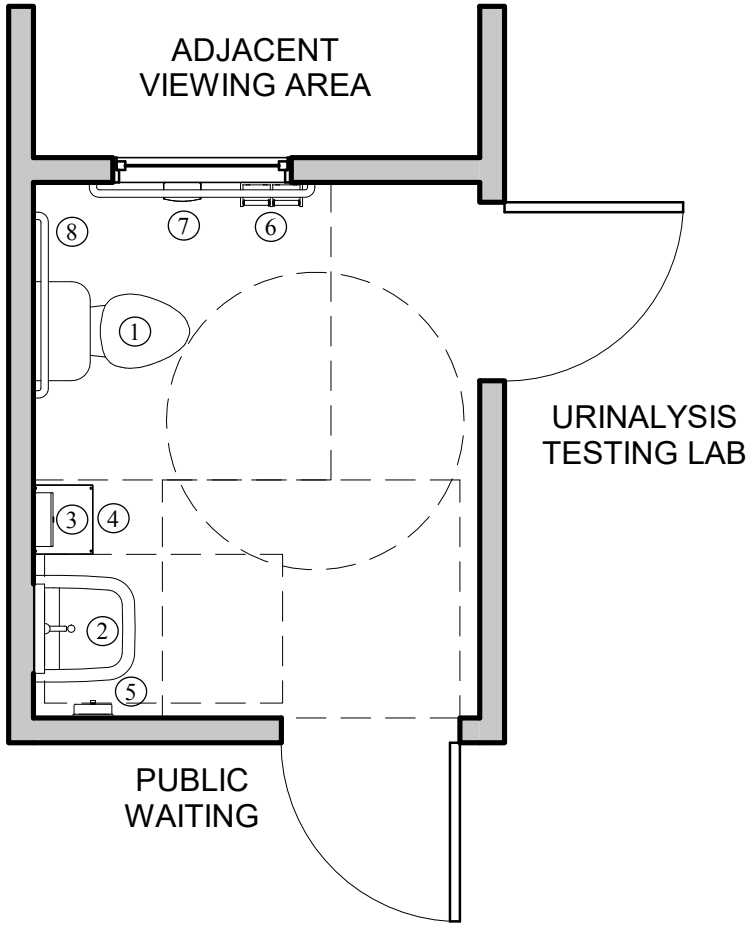
Wall:	PNT-2, CT Wainscot
Floor:	CT
Base:	CT
Ceiling:	ACP

Fixtures, Furniture, and Equipment (FFE)

- wall-mounted flip down table (optional)
- occupied light/sign (optional)

Space Notes:

1. Urinalysis toilet rooms are secured and supervised. Each room should accommodate both the person providing the specimen and an officer to visually monitor the collection process, either directly or through the use of an observation mirror mounted in the room which provides a clear line of sight.
2. Urinalysis collection observation may be from an adjoining room through a window. The officer observation point should be equipped with a duress alarm.
3. Barrier-free access should be provided to each room, ideally through two doors. One door is to be used by the offender from the unsecured public waiting room, and the other door for the officer from the secured private office space. If space planning allows only one room access point, it is preferred that it be from the unsecured public waiting room.



Legend:

1 Toilet	4 Waste Bin	5 Sanitary Napkin Disposal
2 Sink	5 Soap Dispenser	6 Grab Bar
3 Paper Towel Dispenser	6 Toilet Paper Holder	7 Observation Window

Urinalysis Supplies Storage 25 NSF (2.3 Nm²)

Architectural:

General Requirements:

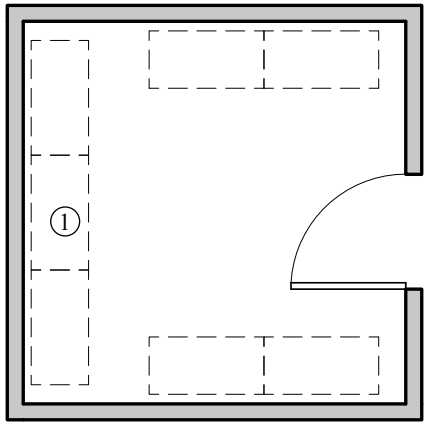
Security Level:	Restricted 3
Adjacent to:	Urinalysis Test Lab and Specimen Storage Room
Ceiling Height:	10’-0”

Finishes:

Wall:	PNT-1
Floor:	VCT, SV
Base:	V/RB
Ceiling:	ACP

Space Notes:

1. Should be securable; partitions should span from floor slab to floor slab above.



Legend:

1 Shelves

Urinalysis Testing/EMIT Lab & Sample Storage — 200 NSF (18.6 Nm²)

Architectural:

General Requirements:

Security Level:	Restricted 3
Adjacent to:	Urinalysis Toilet, Urinalysis Supply Storage
Ceiling Height:	10'-0"

Finishes:

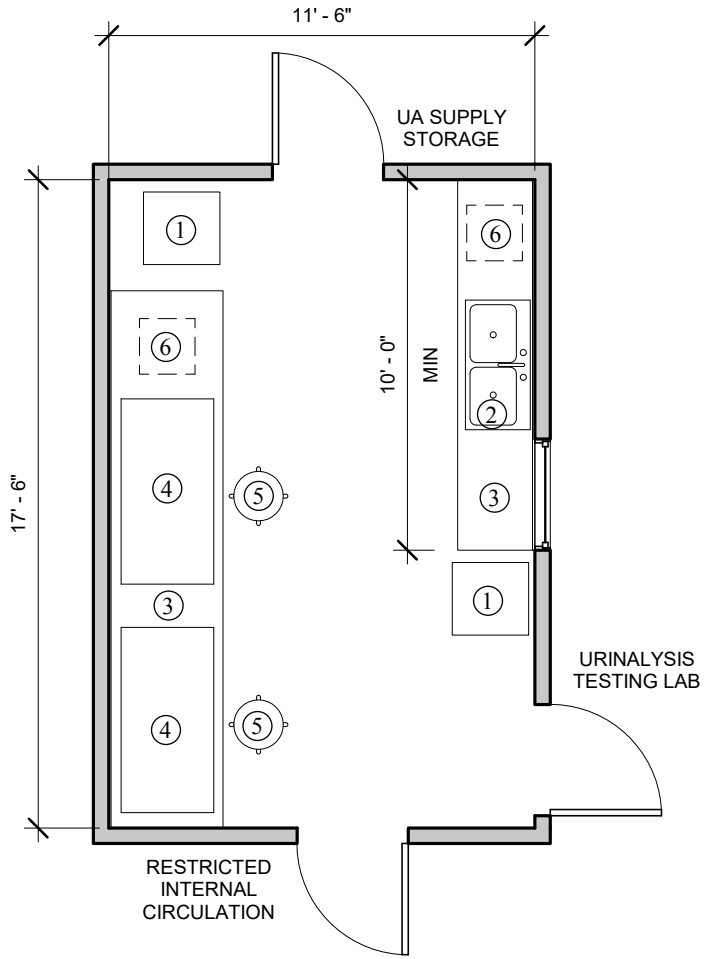
Wall:	PNT-3
Floor:	VCT
Base:	V/RB
Ceiling:	ACP

Fixtures, Furniture, and Equipment (FFE)

- Trash disposal
- (2) Operator Stools
- double stainless steel sink set in millwork base cabinets @ 44" high
- (2) Full-size refrigerators with freezers
- (2) Countertop EMIT machines @ 44" high

Space Notes:

1. Wall paint to be water-based catalyzed epoxy paint or another equally cleanable, durable material.
2. Chemical-resistant, laboratory-type finishes on all countertops.



Legend:

1. Full-Size Refrigerator
2. Sink
3. Chemical-Resistant Laboratory-Type Finished Countertop
4. EMIT Machine
5. Operator Stool
6. Trash Disposal

Electronic Monitoring Equipment Storage/Repair Room 95 NSF (8.8 Nm²)

Architectural:

General Requirements:

Security Level:	Restricted 3
Adjacent to:	Restricted Internal Circulation
Ceiling Height:	10'-0"

Finishes:

Wall:	PNT-1
Floor:	CPT
Base:	VCT
Ceiling:	ACP

Millwork

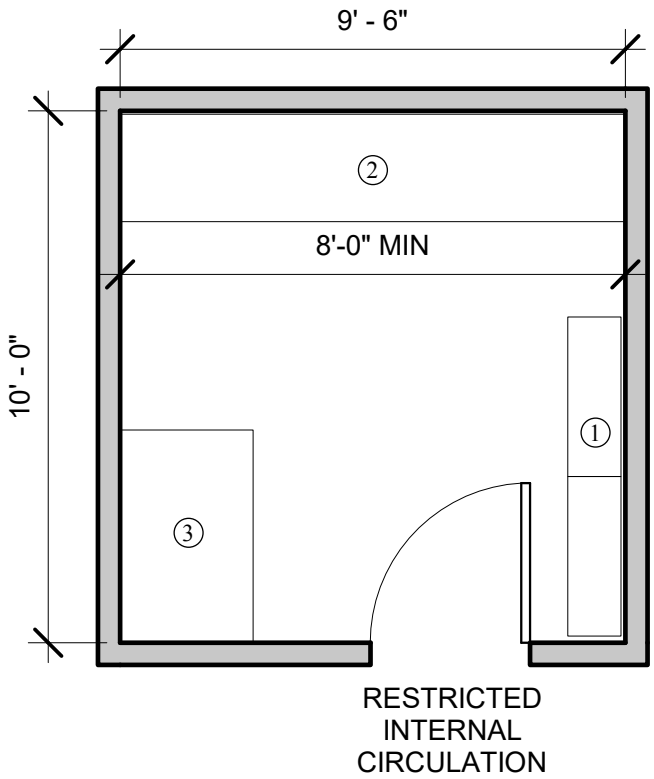
- Upper and Base Cabinets; 8'-0" min in length
- 44" high counter

Furniture and Equipment

- Stainless Steel Shelving Units
- Work Table: durable for equipment repair

Space Notes:

1. Secure room controlled by a physical access control system (PACS) and monitored by an intrusion detection system (IDS) and closed circuit video (CCV). The room should be secured by a door with an electric strike and lock.
2. Should accommodate gun storage lockers, ammunition storage, a gun clearing station and a standalone gun vault (if required).
3. Walls are recommended to consist of either CMU block or metal stud and dry wall construction with heavy gauge metal mesh located on one side of the wall.
4. Walls are required to span from floor slab to floor slab. Floor slab should accommodate the additional structural load.



Legend:

1. Shelves
2. 44" high Counter
3. Table

Secure Computer Terminal/ Printer Room and LAN Server 150 NSF (13.9 Nm²)

Architectural:

General Requirements:

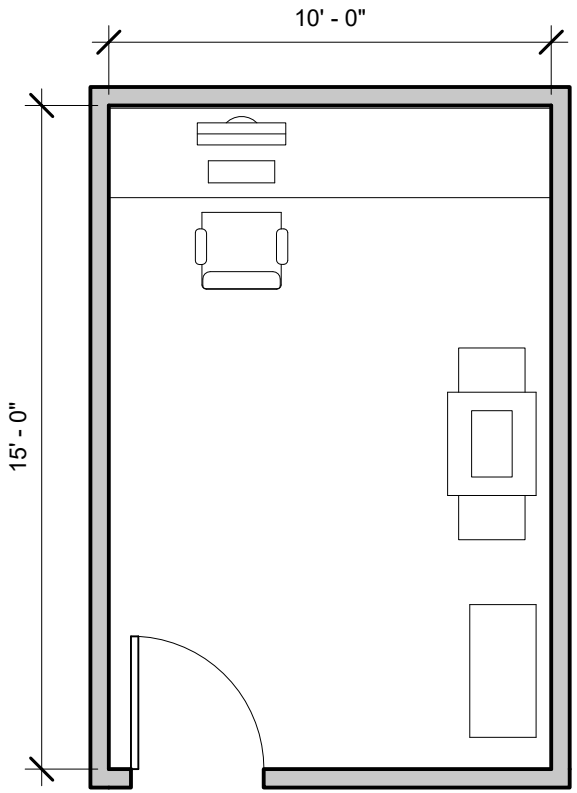
Security Level:	Restricted 3
Adjacent to:	Restricted Internal Circulation
Ceiling Height:	10'-0"

Finishes:

Wall:	PNT-1
Floor:	CPT
Base:	V/RB
Ceiling:	ACP

Space Notes:

1. Walls should be slab to slab to eliminate access through ceiling plenum, pipe chase, etc.
2. Door to be equipped with secure cipher lock, card reader, or keypad.



Gun Locker Room 100 NSF (9.3 Nm²)

Architectural:

General Requirements:

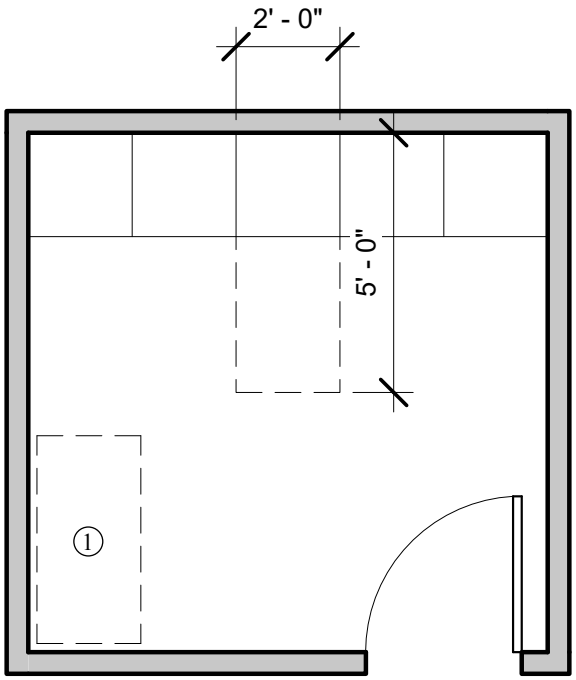
Security Level:	Restricted 3
Ceiling Height:	10’-0”

Finishes:

Wall:	PNT-1
Floor:	CPT, SVT, SV, VCT
Base:	V/RB
Ceiling:	ACP

Space Notes:

1. Gun locker should be located within a securable space.



Legend:

1 Discharge/Cleaning Area

Multipurpose Room 400 NSF (37.1 Nm²)

Architectural:

General Requirements:

Security Level:	Restricted 3
Ceiling Height:	10’-0”

Finishes:

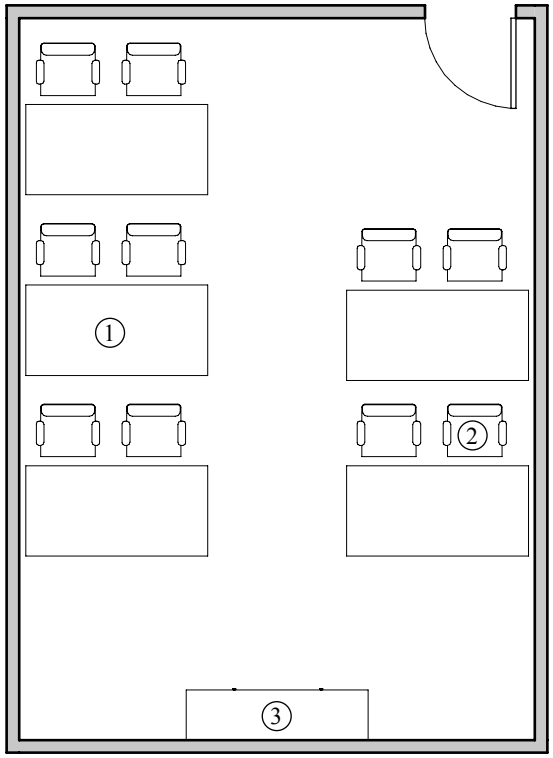
Wall:	PNT-1
Floor:	CPT
Base:	V/RB
Ceiling:	ACP

Fixtures, Furniture, and Equipment (FFE)

- Furniture should be movable.

Space Notes:

1. A movable partition might be desired to divide the space depending on what functions this space will serve.



Legend:

1. Table
2. Chairs
3. Credenza