

This packet contains a comprehensive set of spaces found in typical **DHS** offices; some areas noted may not be included in the agency-approved block plan that accompanies these drawings. This packet also contains specific operational and programmatic needs of the State of Tennessee that are above and beyond the minimum code requirements.

The building owner and architect of record are responsible for confirming that the Construction Documents meet all applicable code and ADA requirements

If a building owner is providing a co-locate proposal, the agencies who will occupy the space will need to be separated with a demising wall. If shared amenities are included in the design, such as employee restrooms and break room, then secure access into each agency's space must be maintained. Often this can be accomplished with a secure shared corridor.

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**Exterior**


Expected requirements for the exterior of the building are; a minimum 42” wide hard surfaced exterior walkways. All exits to have a canopy to match the width of the door with a minimum of 12” overhang on each side of the door.

**Common Walls**

- Common walls shall include slab-to-slab gypsum wallboard on the public side of all demising walls, corridors, stairwells, and other walls not interior to the Tenant space. All common walls shall be taped, blocked, finished, and sanded. Landlord will install sound attenuation insulation on Tenant side of Common Walls and demising walls prior to Tenant finishes being installed or applied.
- Landlord shall furnish and install entry and exit doors in the Common walls from the common areas into the Leased Premises.

**Partitions**

- All existing perimeter sill walls and core walls throughout space shall be freshly painted in an eggshell or satin paint finish.
- All new partitions shall be constructed with 5/8” drywall and 3 5/8” metal studs with sound attenuation blankets installed per manufacturers recommendations inside the partition wall. Additional sound attenuation blankets shall be installed on ceiling tile.
- Partitions around to include but not limited to all conference rooms, training rooms, break rooms, , and restrooms, shall built to deck. Sound attenuation blankets shall be installed per manufacturers recommendation inside the partition wall, seal all penetrations within partition walls including power/data boxes and at the connection of the partition to the deck.
- Landlord shall install sound attenuation blankets on the ceiling tiles to include but not limited to, meeting rooms(enclaves), and offices.
- Connections from partition to mullion will require an acoustically sealed connection.
- Finish partitions completely to floor.

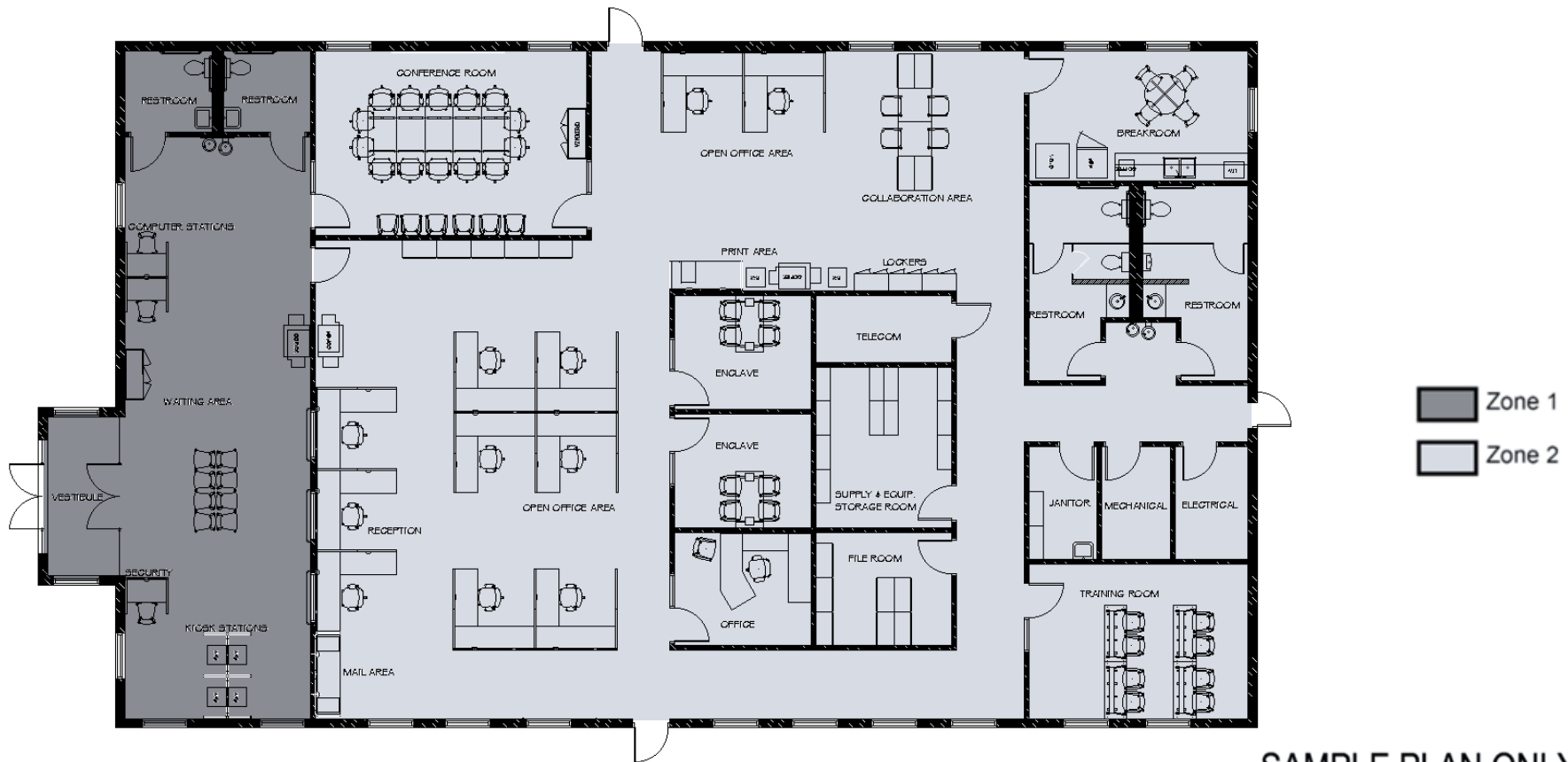
<p><b>STATE OF TENNESSEE SPACE STANDARDS DEPARTMENT OF GENERAL SERVICES</b></p>	<p><b>TYPICAL: DEPARTMENT OF HUMAN SERVICES</b></p>	<p><b>BUILD-OUT SPECIFICATIONS</b> <b>Refer to Exhibit D within the lease for additional build-out specifications.</b></p>	 <p>1.0</p>
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**ZONE1  
PUBLIC**

Security measures are required between the public zone and intermediate zone. Public zone requires immediate access to customer parking lot, and should include restroom(s), drinking fountain(s), and other public amenities.

**ZONE 2  
INTERMEDIATE**

This zone is accessible to both staff and customer. Staff members escort the public in and out of these areas. Offices, storage rooms, training room and utility spaces are staff only within this zone, with direct access to staff parking.



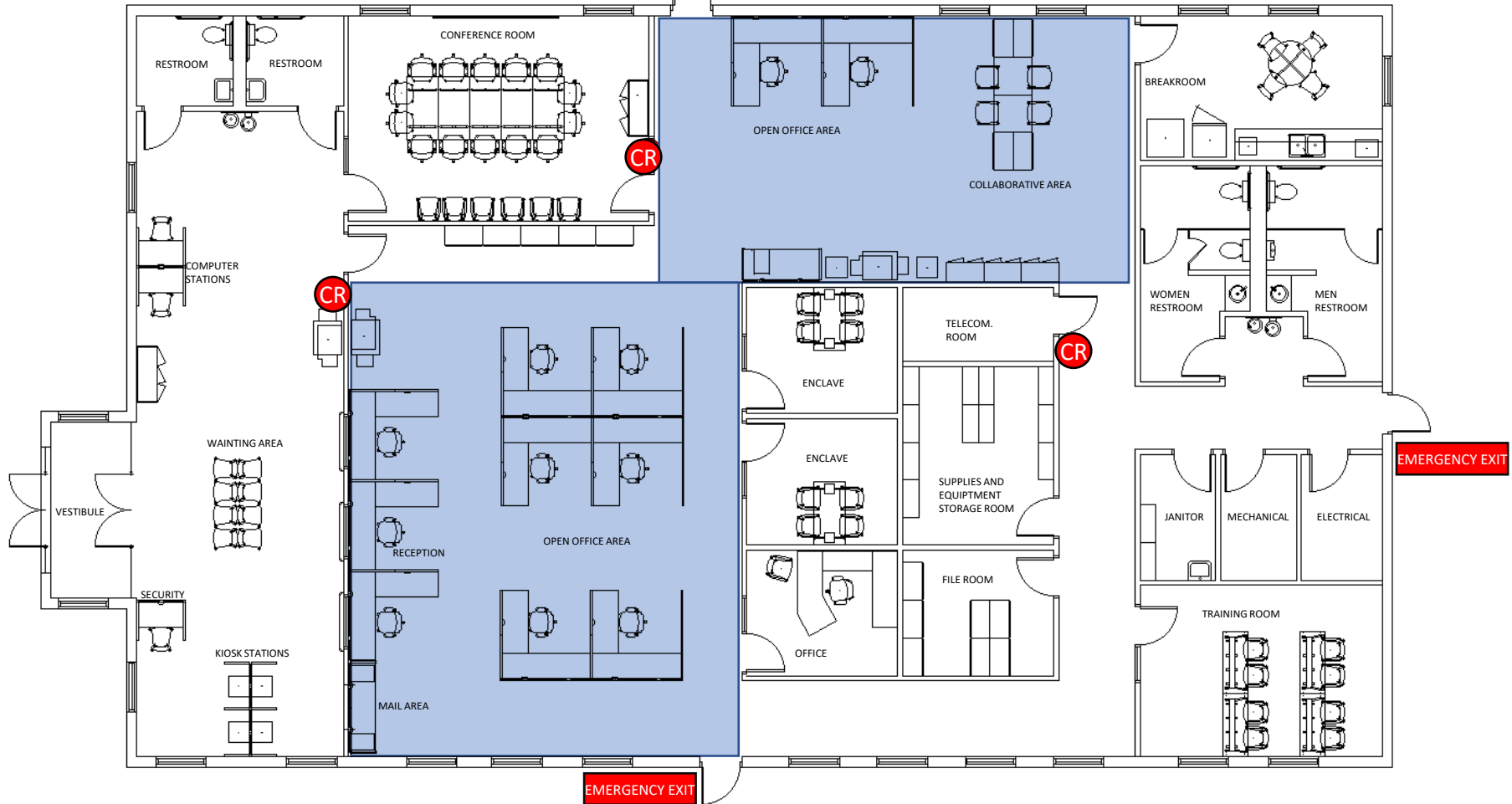
**SAMPLE PLAN ONLY.  
NOT FOR CONSTRUCTION.**

**PRELIMINARY BLOCK PLAN (SPATIAL ZONING)**

Zoning based on employee occupancy. All spaces need to meet ADA requirements. All spaces except telecom closet to receive acoustical ceiling tile and grid.

Staff parking

Sound masking will be provided and installed by State of Tennessee. See page 1.13



**SOUND MASKING**

**CARD READER**

**ROOM OVERALL:** Please refer to approved plan for access control. Landlord shall provide evacuation maps. State of Tennessee will provide template and holder.

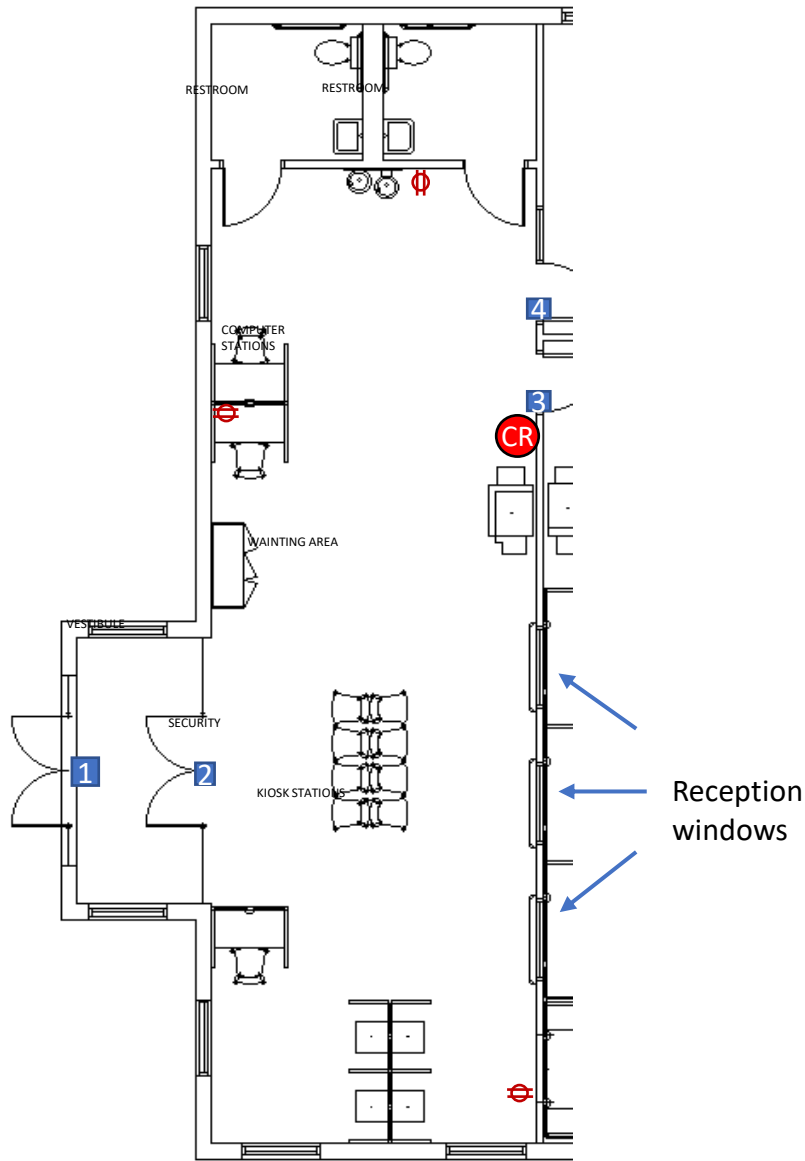
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**ACCESS CONTROL AND SOUND MASKING**

Building owner shall provide heavy-duty cylindrical hardware within premises and heavy-duty mortised lockset at entry doors. Locksets called out on the door schedule of the drawings will be approved by tenant. Landlord to provide necessary low voltage pathways and electrical circuits for Tenant’s access control system.





**ROOM OVERALL:** Access to natural daylight. Views to the exterior. There must be designated space for iPad kiosks and check-in kiosks. All walls in waiting room must have chair rail 29" on center A.F.F.

**FLOORING TYPE:** VCT/LVT

**DOORS:**

	TYPE	HARDWARE
1	Store front	ENTRANCE LOCKSET. Panic bar/paddle handle, door closer. Lockable from outside. Master key
2	Store front	PASSAGE SET Panic bar/paddle handle, door closer
3	Solid door Card reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grand master.
4	Solid door	OFFICE LOCKSET Separate change key

**WINDOW:** Exterior window treatment

Receptionists should have a short path to the Waiting Room to retrieve package and to allow immediate access to zone 1. Employee must have a clear view thru public space. At least one of the clerk's counter height needs to be wheelchair accessible. Overall height 80".

**ELECTRIC:** Kiosks and tablet stations will need a ceiling junction box to supply power to the panels. Based on size a convience outlet is needed. See **Detail H** (pg. 1.15)

**AREA:** Size is based on number of clients served.



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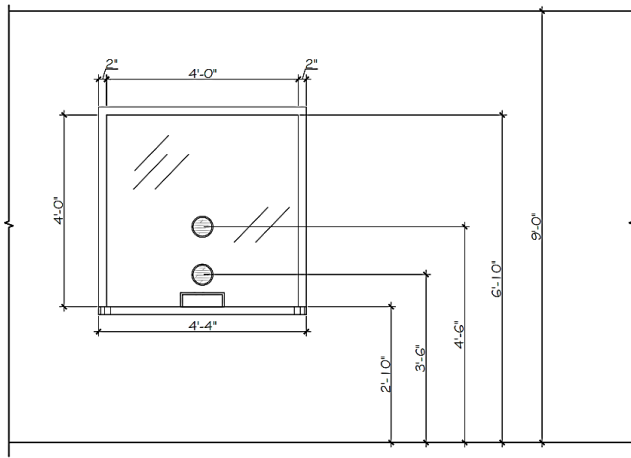
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**WAITING ROOM**

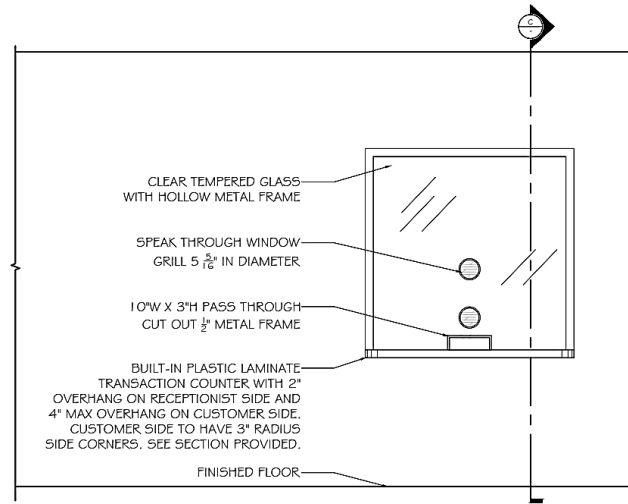
The waiting room is the primary space in zone 1. Lighting and security are very important. Size of space is relative to the amount of community served. Must be at the entrance of the agency's space or office.



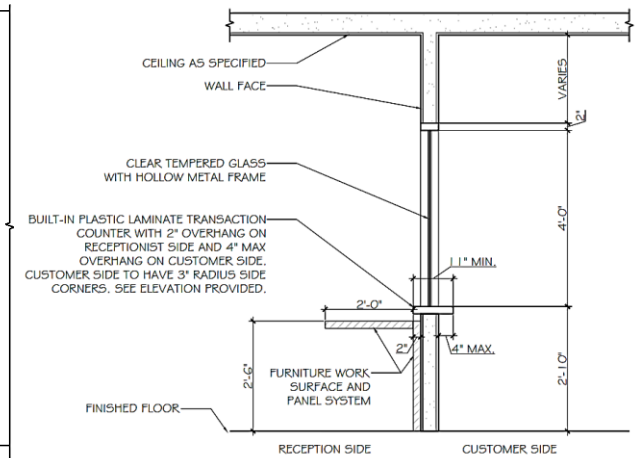
**DETAIL A RECEPTION WINDOW DIMENSIONS**



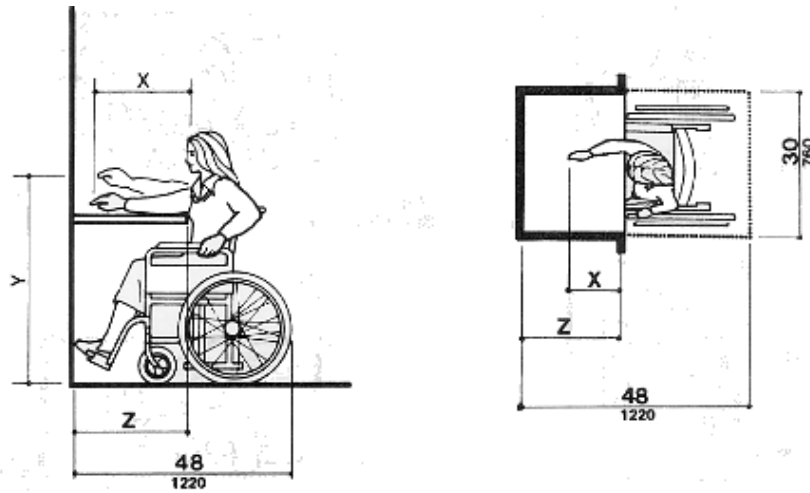
**DETAIL B RECEPTION WINDOW ELEVATION**



**DETAIL C RECEPTION WINDOW SECTION**



**DETAIL D ADA COUNTER HEIGHTS**



NOTE: x shall be  $\leq 25$  in (635 mm); z shall be  $\geq x$ . When x < 20 in (510 mm), then y shall be 48 in (1220 mm) maximum. When x is 20 to 25 in (510 to 635 mm), then y shall be 44 in (1120 mm) maximum.

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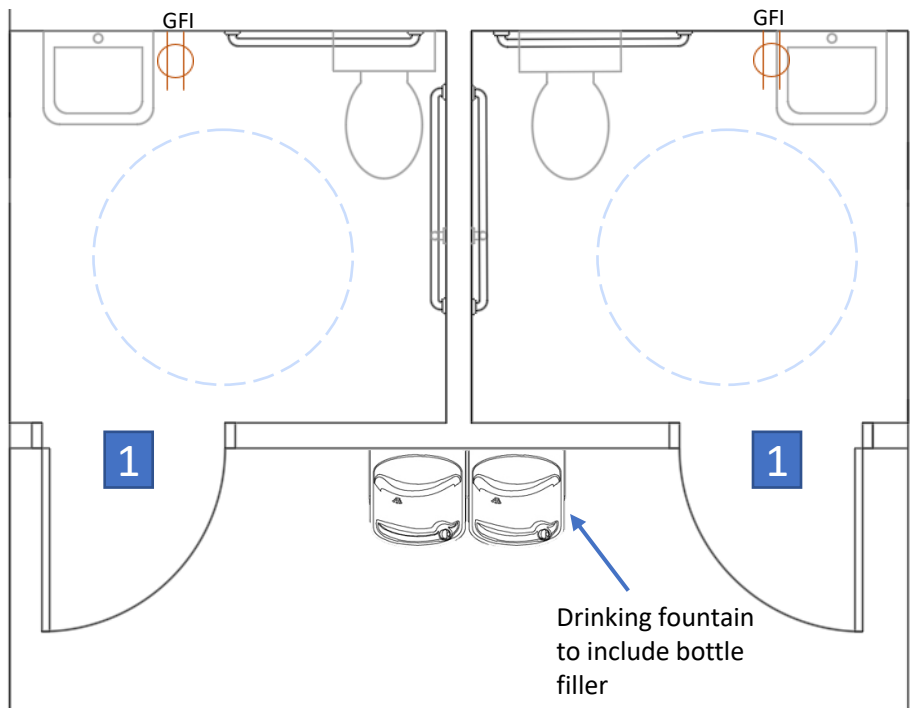
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**WAITING ROOM**

Based on wall thickness, the thickness of the overall length of the counter might be adjusted upon approval. Receptionist side needs to be 2 inches overhang. Receptionist Furniture provided by the State of Tennessee will also dictate location and spacing of reception window.



1.4



**ROOM OVERALL:**

Waiting room access and wheelchair accessible. Sink, hand-dryer or paper towel dispenser, and soap dispenser at wheelchair height. Grab bars need to be located on side wall closest to toilet and back wall.

Maneuvering radius of 2 ½ feet. **See Detail D** (Pg.1.4)

**FLOORING TYPE:** VCT/LVT

**DOORS:**

	TYPE	HARDWARE
1	Solid, no glass	PRIVACY LOCKSET. Unlock with tool or key

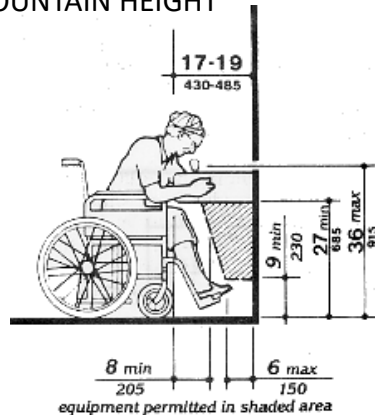
**WINDOWS:** N/A

**ELECTRIC:** 1 duplex and 1 GFI 42" high of the ground.

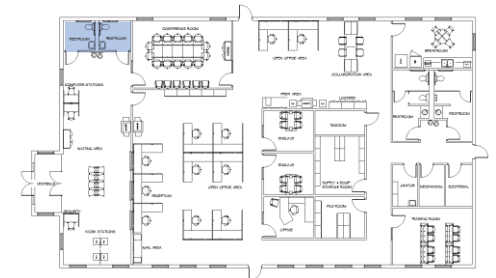
**PLUMBING:** Separation from public restroom and employee restroom. Water fountains are required, and bottle fillers are ideal. Water fountains height must be suitable for use by adults, children, and individuals in wheelchairs. See **Detail E** below.

**AREA:** At least 60 sqft.

**DETAIL E DRINKING FOUNTAIN HEIGHT**



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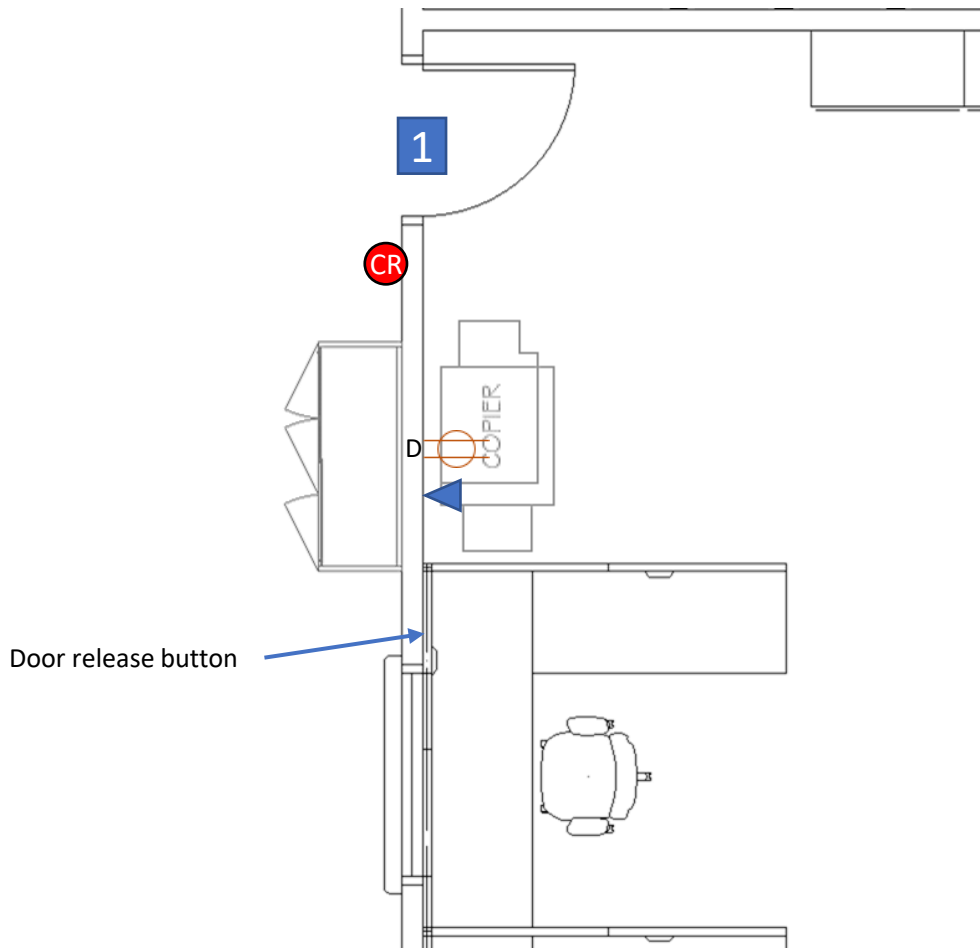
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**PUBLIC RESTROOMS**

Public restrooms need to be accessible from the waiting room and meet all ADA requirements. Landlord shall provide interior signage as required by code (i.e. restroom signage, etc.) Coordinate locations with Tenant







**ROOM OVERALL:** This space provides direct interaction with clients in the waiting room.

**FLOORING TYPE:** Carpet

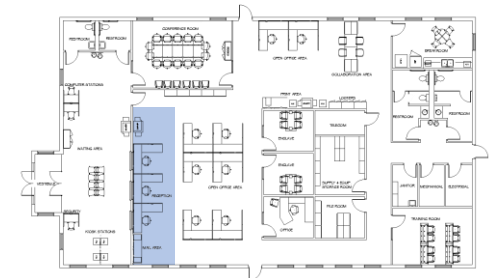
**DOORS:**

	TYPE	HARDWARE
1	Solid door Card Reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grand master. Door buzzer to release

**RECEPTION WINDOW:** Employee must have a clear view thru public space. Receptionists should have a short path to the Waiting Room to retrieve packages. See Reception window **Detail A, B** and **C** (Pg.1.4). Counter height needs to be wheelchair accessible see **Detail D** (Pg.1.4).

**ELECTRIC:** 1 Data and 1 electric 20 amp on a dedicated circuit outlet to the copier and wiring for an electronic door release to allow entrance into zone 2. Workstations in this area will have electrical running through the furniture panel system; therefore, it will need a ceiling junction box that will be connected to a state provided power pole. See **Detail H** (Pg. 1.15)

**AREA:** . About 49 sqft. per reception workstation



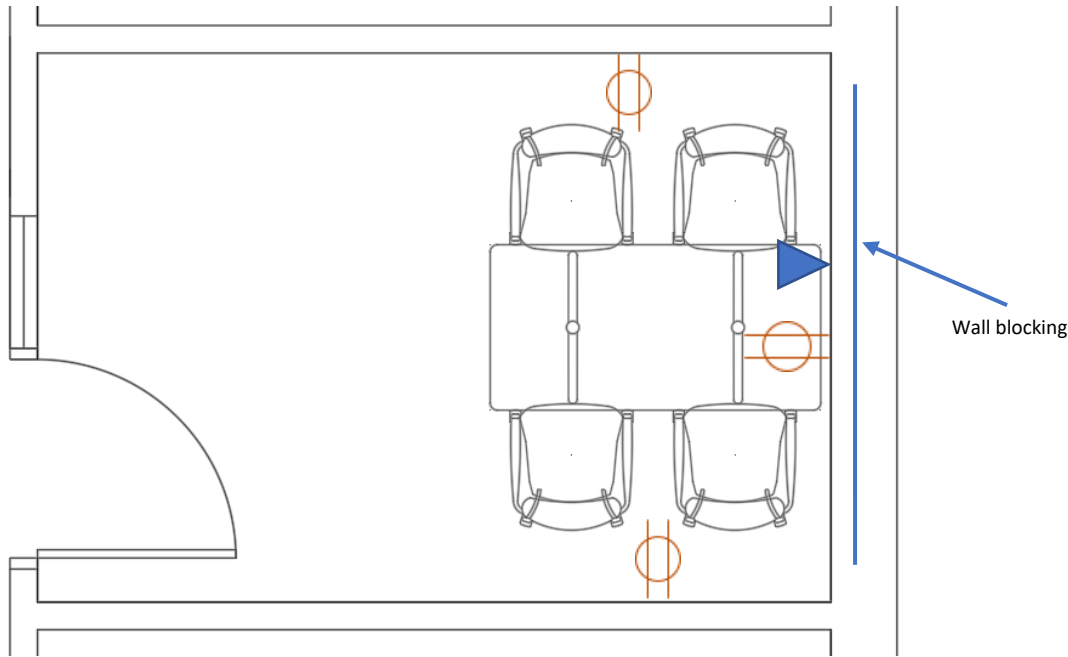
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**RECEPTIONIST**

Interaction between customers in the waiting room and the State of Tennessee staff take place here. Office and mail equipment should be located in close proximity to reception.





**ROOM OVERALL:** Located in Zone 2, it serves as small meeting spaces or quiet workspace; quantity based on ratio of workstations to offices. Wall blocking needs to be provided.

**FLOORING TYPE:** Carpet

**DOORS:**

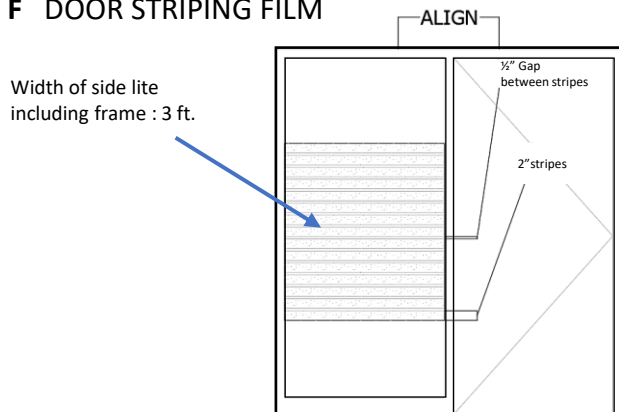
	TYPE	HARDWARE
1	Solid door with side lite	OFFICE LOCKSET Separate change key

typical full frost banding applied to sidelight  
See **Detail F**, unless designated as the Mother's Room which requires full translucent film

**ELECTRIC:** Electrical duplex on 3 walls and a minimum of 2 data.

**AREA:** 120 sqft.

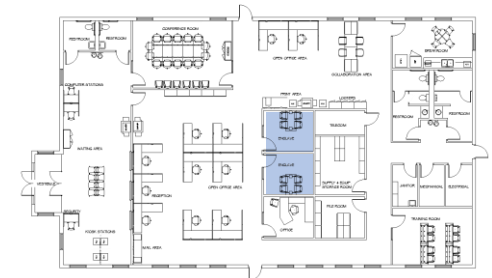
**DETAIL F DOOR STRIPING FILM**



7'-0" DOORS - START FILM @ 2'-0" AFF. END FILM @ 5'-6" OR NEXT FULL BAND.

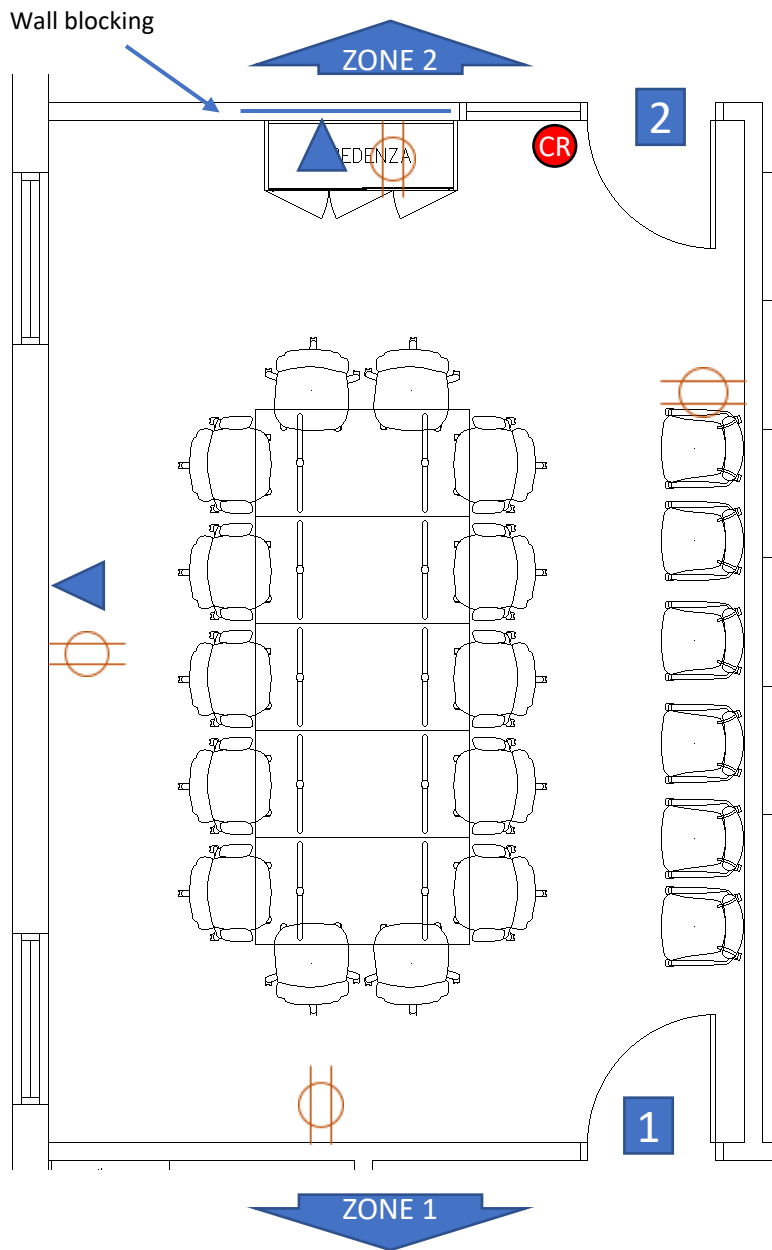
8'-0" DOORS - START FILM @ 2'-0" AFF. END FILM @ 6'-2" OR NEXT FULL BAND.

9'-0" DOORS - START FILM @ 2'-6" AFF. END FILM @ 6'-10" OR NEXT FULL BAND.



**ENCLAVES**

These are collaborative areas. The state will identify one enclave to also serve as a mother's room which will require a full translucent film on the side light



**ROOM OVERALL:** Located in Zone 2, this room also serves as a small training room; a/v infrastructure should be included in project. Wall blocking will be required to accommodate a wall mounted tv. All walls in waiting room must have chair rail 29" on center A.F.F.

**FLOORING TYPE:** Carpet preferred

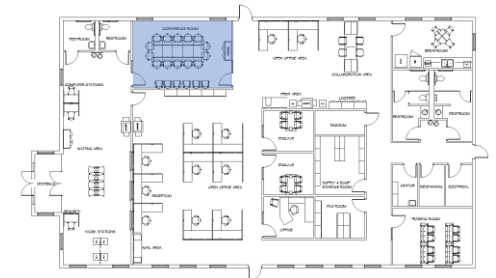
**DOORS:**

	TYPE	HARDWARE
1	Solid door	OFFICE LOCKSET Separate change key
2	Solid door with side lite or window with Card reader	STOREROOM LOCKSET. Electronic retractable strike or latch, door closer. Key direct to Grandmaster; Closer needed

typical full frost banding applied to sidelight  
See **Detail F** (Pg.1.7)

**ELECTRIC:** 4 duplex and 2 data required at a minimum, if room seats more than 18 people, then additional data and electrical outlets are required

**AREA:** Varies; refer to approved block plan for size and location



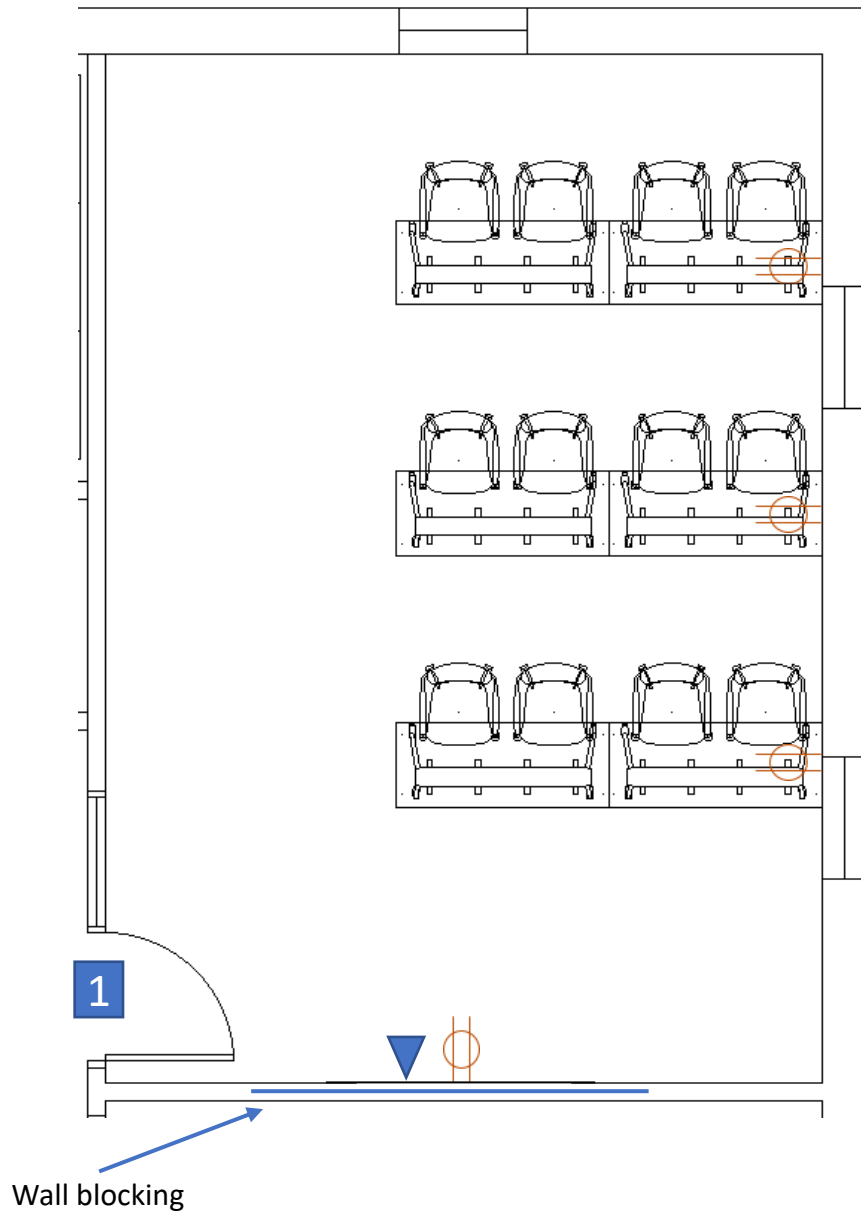
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**CONFERENCE ROOMS**

Based on agency's size, 1 to 2 conference rooms are required. When the conference room is open to zone 1 it will need a secondary door to zone 2 with a card reader.





**ROOM OVERALL:**

Located in zone 2, this space is mainly used for training however rearranging furniture allows space to be multipurposed. All walls in waiting room must have chair rail 29" on center A.F.F.

**FLOORING TYPE:** VCT/LVT

**DOORS:**

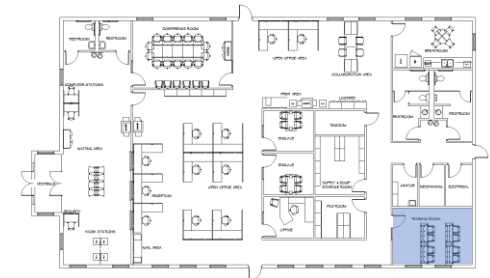
	TYPE	HARDWARE
1	Solid door with side lite	PASSAGE SET

typical full frost banding applied to sidelight  
See **Detail F** (Pg.1.7)

**WINDOW:** Exterior window treatment

**ELECTRIC:** 1 duplex on the wall per row of tables. The front of the room needs 1 duplex, 1 data and Wi-Fi.

**AREA:** Approximately 30 sqft. per seat with a minimum of 10 people.



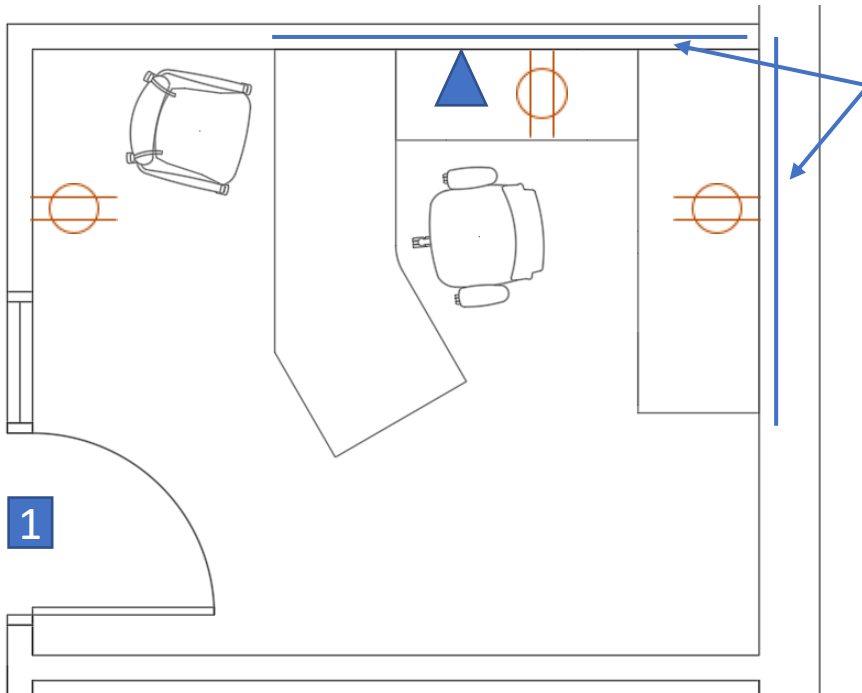
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**TRAINING ROOM**

Located in zone 2, this space is accessible to employees only. It is preferable to have natural lighting. A large screen will be installed therefore wall blocking will be required.





**ROOM OVERALL:** Located in Zone 2. Wall blocking is required on new construction to support overhead storage, typically located on the rear or side wall.

**Note:** Do not provide blocking over a window; See **Detail G.** (Pg. 1.10)

**FLOORING TYPE:** Carpet

**DOORS:**

	TYPE	HARDWARE
1	Solid door with side lite or window	OFFICE LOCKSET Separate change key

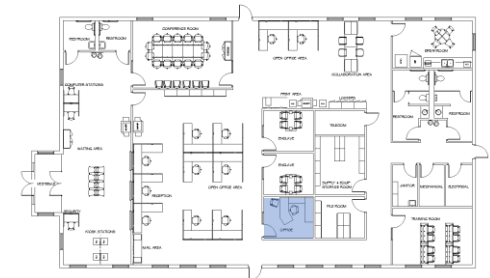
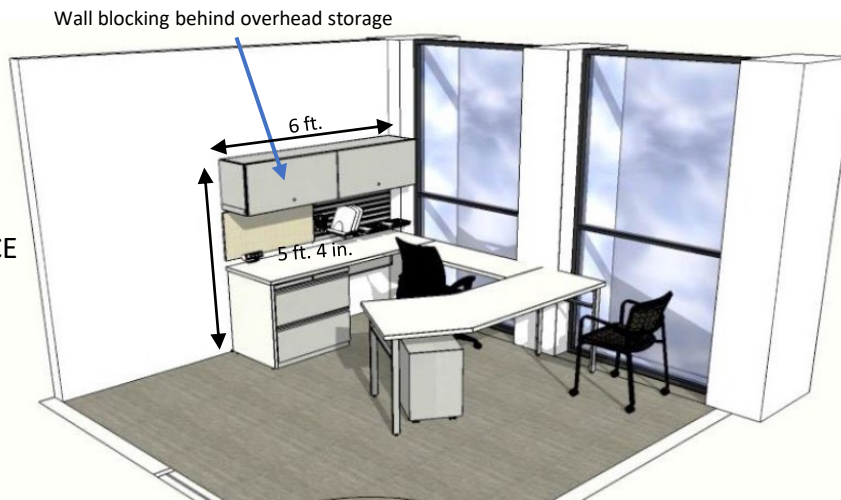
typical full frost banding applied to sidelight  
See **Detail F** (Pg.1.7)

**WINDOW:** Exterior window treatment

**ELECTRIC:** 1 data and 1 electrical under the bridge of the desk. An additional electrical under the credenza and another on an open wall.

**AREA:** 120 sqft.

**DETAIL G**  
ELEVATION OF OFFICE



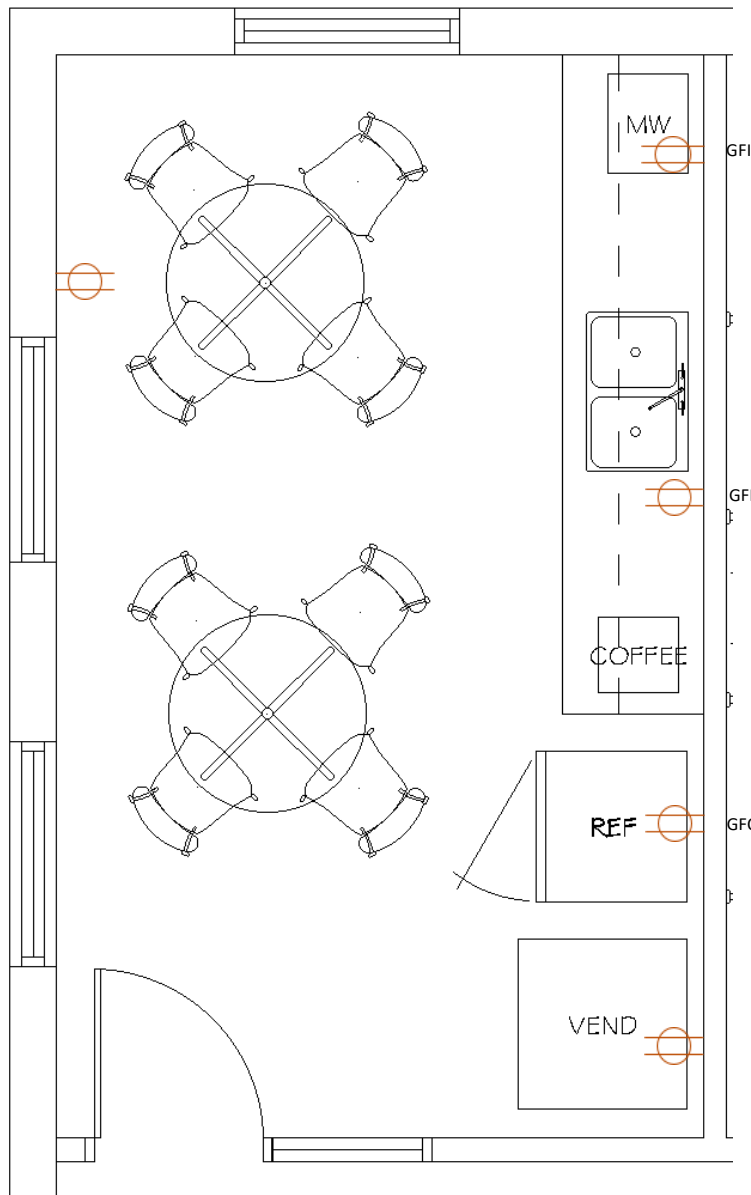
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**OFFICES**

Hard-wall offices need to be in Zone 2. Office door need to have a coat hook installed at 65" A.F.F. provided by landlord.





**ROOM OVERALL:** Located in Zone 2

This room should include plastic laminate counters, upper cabinets, base cabinets, and a sink.

**FLOORING TYPE:** VCT/LVT

**DOORS:**

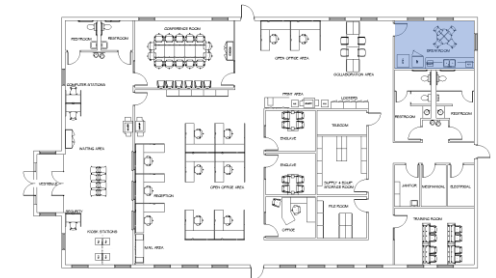
	TYPE	HARDWARE
1	Solid door with side lite or window	OFFICE LOCKSET Separate change key

typical full frost banding applied to sidelight  
See **Detail F** (Pg.1.7)

**ELECTRIC:** GFI duplex by the sink and outlets to serve fridge, microwave, coffee maker and vending machines. Also, an additional outlet for house keeping on open wall.

**WINDOW:** Exterior window treatment

**AREA:** Sized per projected quantity of staff in the office; see approved block plan.



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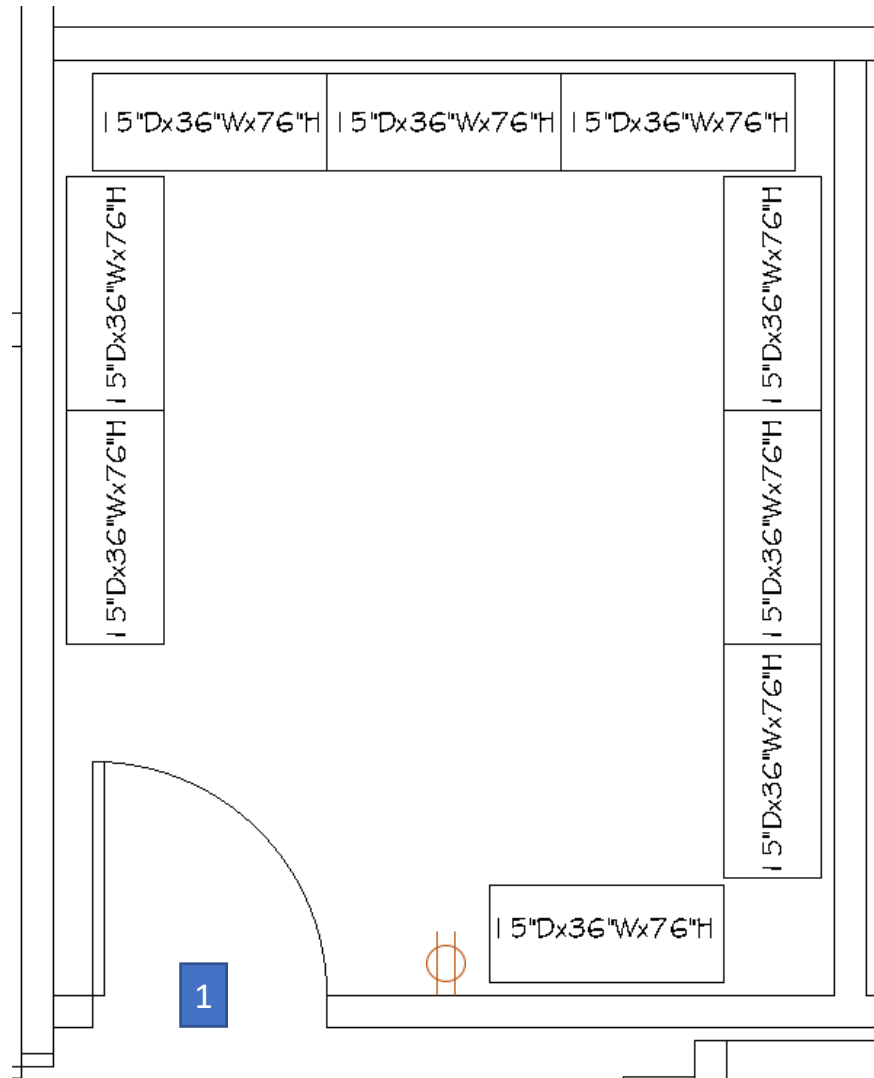
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**BREAKROOM**

This space needs to have the capacity to situate furniture, counter space and plumbing for a sink as well as space for vending machines.



1.11



**ROOM OVERALL:** All storage rooms will be equipped with shelving; it is preferred not to have windows. Shelves will be secured to walls in all the storage rooms.

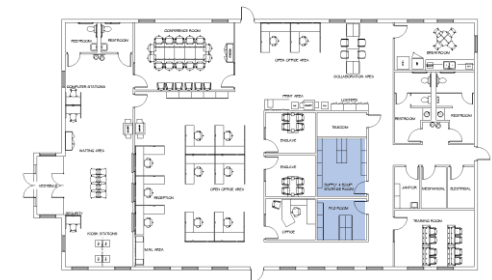
**FLOORING TYPE:** VCT/LVT

**DOORS:**

	TYPE	HARDWARE
1	Solid door	STOREROOM LOCKSET No closer Separate change key

**ELECTRIC:** 1 duplex for convenience.

**AREA:** Varies based on size of agency



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**SUPPLY AND STORAGE ROOMS**

The supply room needs to be in zone 2 and accessible.







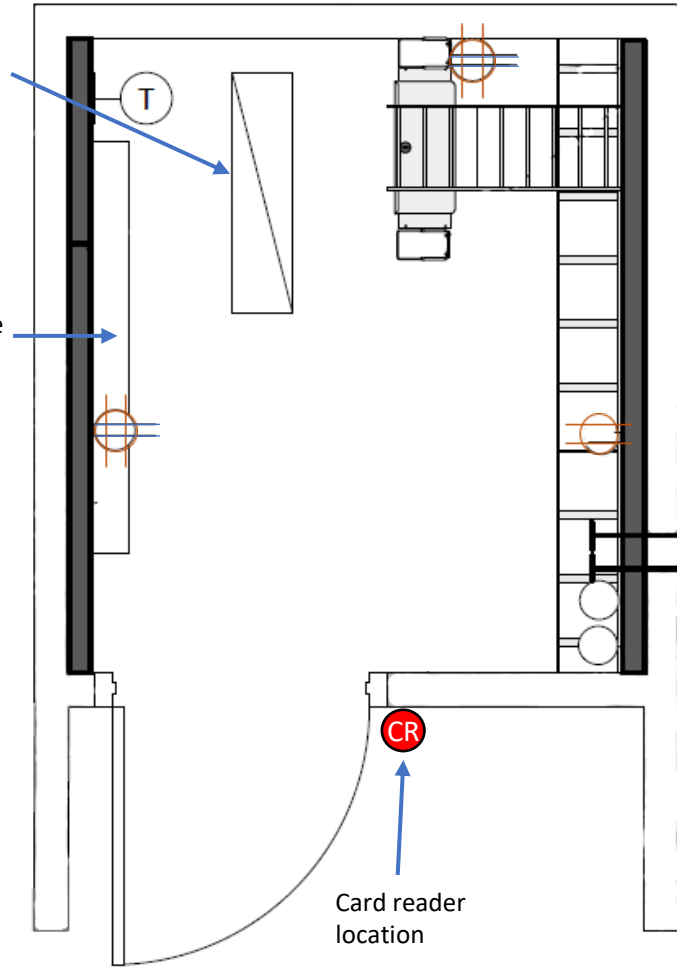
**Shall provide a minimum of 2" conduits (x3) to extend to the property line. The State Service Provider needs to be consulted as they have the legal right to determine where the conduits terminate. Coordinate with state service provider and STS Cabling team.**

Lighting should be a minimum of 50-foot candles on both sides of the racks.

Stand alone dedicated HVAC Unit appropriately sized according to square footage and heat load. Consult with STS Cabling Department for any questions on size and location. HVAC unit to be mounted on the wall at 8'-6" AFF. Thermostat easily accessible within the room, typically by the door. Unit needs to be operating 24 hours a day, 365 days/ year with no heat.

**NOTE: Air from the HVAC unit must not blow directly at the equipment.**

-  Card reader
-  Thermostat
-  Quad outlet
-  Dual outlet



**ROOM OVERALL:**

- Telecom should be centrally located in secure staff zone
- Must be temperature controlled, cooling only (see note on HVAC)
- Room should be within 200 feet of systems furniture or IT termination point(s)

**Single story buildings**

- Ceiling should be open to deck except where approved by STS and DGS
- Spaces should be designed with adequate pathways or openings through walls and other obstructions into accessible ceiling space.

**Multi-story buildings**

- At least one telecom room per floor
- Must be stacked with the walls extending to the deck
- State will provide necessary plywood backboard
- Provide conduit infrastructure for voice/data and back-boxes
- 1" conduit stubbed up into accessible area in the open access ceiling
- Place outlets according to build out plans, Include pull string and a bushing.

**FLOORING TYPE:** FINISHED CONCRETE

**DOORS:** Must be minimum of 36" wide and open out. Must remain locked at all times.

	TYPE	HARDWARE
1	Solid door with card reader	No interior thumb lock Door closer needed

**WINDOW :** No windows

**ELECTRICAL:**

- Provide (2) dedicated 120v, 20-amp quad outlets. Coordinate location of quads with rack location(s).
- Provide (2) convenience outlets, one on each wall
- Provide 1 #6AWG ground wire from the main electrical panel with 3' of slack coiled up a top of back board.

**AREA:**

Space requirements are 8'-0" x 10'-0" sqft. Minimum.

**TELECOM ROOMS**

**State approved business class or commercial fiber optic connectivity must be available on the property. If deviating from any of these requirements, please consult with the STS State Cabling Department.**

Only the State of Tennessee has access to the telecom room.





Hoteling/ Benching  
Footprint 12.5 sqft. per station

**ROOM OVERALL:** Design of space, its functionality, and circulation will rely on the quantity of furniture needed. Therefore a good understanding of dimensions is beneficial; see furniture cells below for square footage information.. The open office area needs to accommodate ceiling junction boxes. There may be instances where base feeds are required instead of ceiling junction boxes; coordinate with the State of Tennessee. See **Detail H** (Pg. 1.15)

**FLOORING TYPE:** Carpet

**WINDOW:** Exterior window treatment

**ELECTRIC:** See **Detail H** (pg. 1.15)



File cabinets  
Footprint 3.75 - 5 sqft.



Lockers  
Footprint 5 sqft.



Workstation/ Office layout  
Footprint 49-51 sqft.

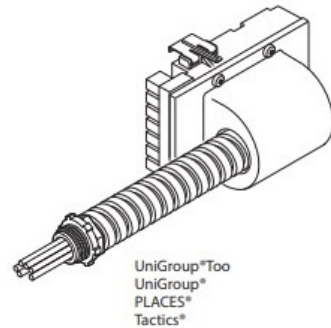
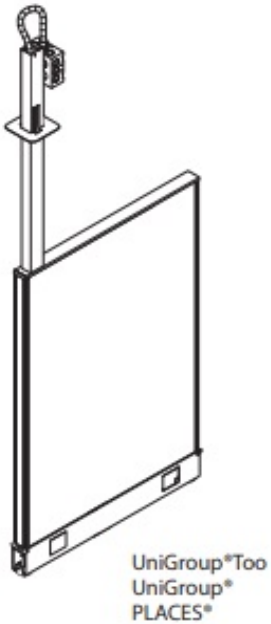


**TYPICAL WORKSTATION ARRANGEMENTS**

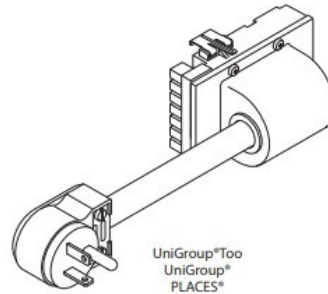
The open office area usually has an assortment of the furniture shown here. This is based on the agency size and needs.

**DETAIL H POWER SUPPLY METHODS**

Vertical pole for routing power harness and communication cables from ceiling.



Flexible metal conduit construction for routing power to panels and tables.



**OVERALL:**

**3-Circuit/Separate Neutrals**

This option provides three circuits, each with its own neutral.

- Aligns with the 3-phase national power grid and most North American buildings.
- Is compatible with the following building power configurations:
  - 3 phase (208Y/120V)
  - Three wire single phase (120/240V)
  - Single phase (120V)

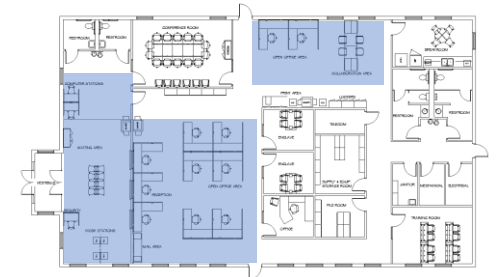
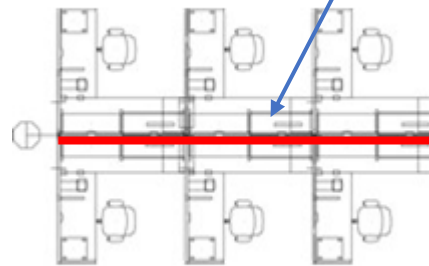
Needed: Junction box 1 to power 2 workstations  
Junction box 2 to power 4 workstations

Note: If ceiling is a hard surface, then base feeds must be supplied for power.  
Power poles can be adjusted on site anywhere on power panels.

**3-Circuit**

- As many as three separate 20-Amp rated circuits from 1 power feed module.
- 8-Wire system enclosed in one power distribution assembly:
  - 3 hot wires
  - 3 neutral wires
  - 1 common ground wire
  - 1 isolated ground wire
- Separate neutrals, one dedicated to each circuit, can carry computer-quality power.

Powered panels



**STATE OF TENNESSEE  
SPACE STANDARDS  
DEPARTMENT OF  
GENERAL SERVICES**

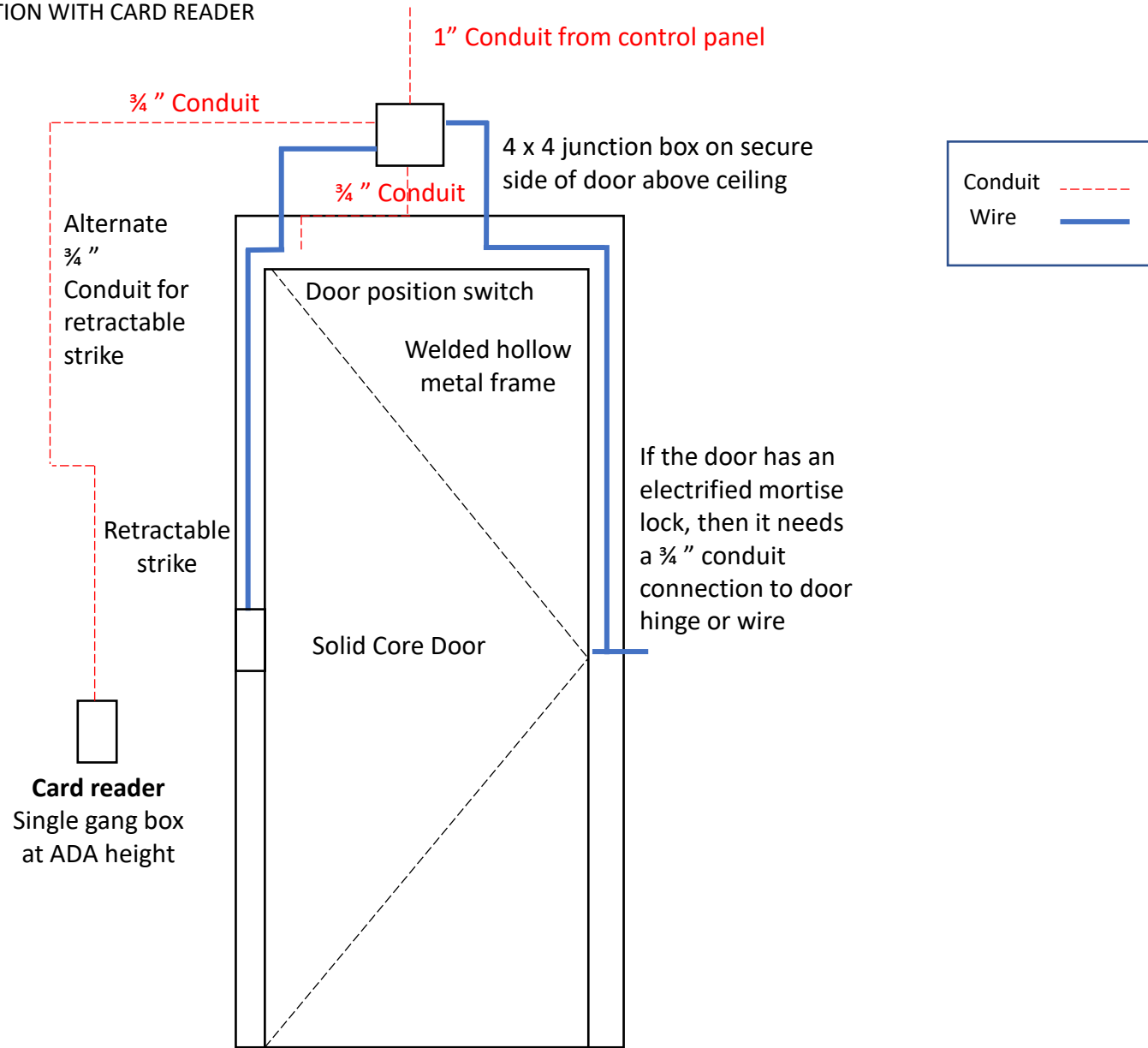
**TYPICAL:  
DEPARTMENT  
OF HUMAN  
SERVICES**

**SYSTEMS FURNITURE ELECTRICAL REQUIREMENTS**

Building needs to be equipped with ceiling junction boxes for all systems furniture unless base feeds are specifically noted. All electrical outlets and rough-ins for data need to be provided by building owner.



**DETAIL K DOOR ELEVATION WITH CARD READER**



**DOOR ELEVATION WITH CARD READER**

**DOOR ELEVATION WITH CARD READER** Card reader doors that can be operated by a door release button must have a whip from the door to the release button location. Refer to the receptionist section within this document.