# SAMPLE

# Indiana Department of Administration

Tenant Interior Build-out Information

 MILLWORK

 Provide Break room plastic laminate counter with redi made base and wall cabinets. **Length & location of cabinetry to be designated by tenant. Refer to plans provided.**

 Provide Coat shelves and metal rods as located on the drawing. **Length & location of shelving to be designated by tenant. Refer to plans.**

DOORS

New interior doors to be prefinished stained 3’-0” x 7’-0” x 1 ¾” solid core birch doors. Frames to be prefinished knock down frames similar to Timely or Redi frames. Provide a lock on all entry & storage room doors. All doors to have new lever handle hardware (Schlage AL series or equal) and 3 hinges. Computer room to have dead bolt lock. Keying of locks to be coordinated with the tenant.

**Number & location of doors to be designated by tenant. Refer to plans.**

WINDOWS

Mini blinds or equivalent building standard window coverings to be provided on all windows.

FINISHES

Walls to be 3 5/8” metal studs at 16 “ on center, with 5/8” drywall each side. Walls

to extend to the underside of ceiling grid. Provide insulation in all Conference

Rooms & Restroom walls, and 2’-0” each side of those walls above ceiling. Extend restroom walls up to deck. Extend demising walls up to deck (unless return air plenum).

Provide new 2 x 4 suspended 15/16” ceiling grid & 2 x 4 acoustical square edge lay-in tiles (Armstrong Cortega or equal) , at +8’-6” minimum ceiling height.

Carpet: All areas except those noted below.

 J & J Commercial, Counterpart, or approved equal.

 Minimum specifications: 26 oz., 100% nylon (J&J Encore SD Ultima), 1/10 gauge, .124 inch finished pile thickness, 7,548 density, &

Fluorochemical Treatment. Carpet must meet Class 1 Standards on all Physical Testings for Flammability, Smoke, Static Generation, & ADA Compliance.

VCT: Break Room, Storage Rooms, & other areas specified for VCT:

Mannington Commercial, Essentials, 12”x12” tiles, or approved equal.

 Ceramic Floor Tile: Restrooms to have 8”x8”porcelain paver floor tile.

Vinyl Base: 4” Johnsonite or V.P.I., coved, 120 linear feet roll goods, or approved equal.

Paint all walls with 2 coats of eggshell latex paint.

ELEVATOR

Provide ADA elevator, where required, with access to all occupied levels. Elevator must meet ADA requirements.

FIRE PROTECTION

 Provide Fire sprinkler system through out the entire space with the system in the computer room (where applicable) to be a preaction type.

PLUMBING

 Provide a Break room stainless steel sink with hot & cold water.

 Provide all restroom fixtures, and drinking fountains, to comply with ADA, in numbers meeting current building codes.

HVAC

 Provide heating & cooling system to condition the space to the following criteria:

Summer: Cool to 75 degrees with design condition of 92 degrees dry bulb/ 76 degrees wet bulb

Winter: Heat to a minimum of 70 degrees with a design condition of 0 degrees outside air temperature.

Fresh air to be provided based upon the proposed number occupants at 20 cfm of outside air per person at the density of 1 person per 200 RSF.

There will not be any humidification nor special dehumidification.

ELECTRIC

Provide new 2 x 4 fluorescent light fixtures, with prismatic or parabolic lenses, T-8 lamps. Provide 1 light per every 75 square feet. Provide one light switch per each individual room, and one switch in open areas per each bank of 25 lights. Light level at 50 foot candles at desktop. **Refer to plans for suggested location of light fixtures. Any deviations taken from that plan by the electrician are subject to final approval from the tenant & their space planner.**

Provide life safety horn/strobes/alarm system as required by building code.

Provide Exit signs and emergency lighting as required by building code.

Work stations: Power connection to panel system with a capacity of 1 circuit per 3 work stations and empty conduit with a capacity for 2 data/comm. cables per work station.

 Stations to be powered off of a wall or column where applicable, floor boxes if in

 the center of an open area; no power poles unless with Tenants prior written approval.

Medium Offices: (up to 150 sq. ft.) 2 standard electrical duplex outlets & 1 empty box for data/comm. cables.

Large Offices: (over 150 sq. ft.) 3 standard electrical duplex outlets & 1 empty box for data/comm. cables.

Lg. Conference Rm. (over 500 sq. ft.) 8 standard electrical duplex outlets and, 4 empty boxes for data/comm. cables.

Other Conferences: 3 standard electrical duplex outlets & 1 empty box for data/comm. cables.

Provide power and an empty box for data/comm. cable to each copier, printer, and fax machine.

Reception area: 4 standard duplex elec, 1 data/comm.

General Purpose: Provide convenience and cleaning outlets to be able to reach using a maximum of a 50’ appliance cord.

**Refer to plans for exact locations of all electrical & data**

**outlet devices.**

All cable & wiring for telephones & computers is excluded or performed by Landlord per Tenant’s specifications and reimbursed by Tenant.

Contractor shall be responsible for providing the empty data box & pullstring only.

* Signage issues to be discussed.

COMPUTER ROOM/COMMUNICATION’S ROOM SPECIFICATIONS – SATELLITE OFFICE

Electrical and Grounding Requirements

Data Communications Rack Power Requirement

The data communications rack requires a dedicated circuit. The circuit must be 110 vac supplied on a 20 amp breaker. The single gang outlet must be installed approximately 12 inches from the floor and no further than 5 feet from the present or future equipment rack (wall mount or floor mount). Communications Room drawing will display location of installation.

**Data Communications Rack Grounding Requirements**

The data communications rack requires a #6 copper solid or stranded grounding wire with a green sheath. The wire must be continuous length (no splices). The wire must be connected to the grounding bus bar of the nearest power panel. Verify the grounding bus of the power panel is grounded to the Multi Ground Neutral. The Multi Ground Neutral must be connected to the driven grounding electrode at the service entrance. Mount a busbar (GB10) to the communications backboard and attach the #6 ground wire. If the communications backboard is not in place leave a sufficient amount of wire coiled in a service loop with the GB10 attached. Provide approximately 20 feet of the #6 ground wire for the communications installers to ground the data communications rack, telephone system, and communications cable lightning protectors to the ground busbar. .

# Telephone System Power Requirements

 The telephone system requires a dedicated circuit. The circuit must be 110 vac supplied on a 20 amp breaker. The single gang outlet must be installed approximately 12 inches from the floor and no further than 3 feet from the future telephone system (wall mount). Communications Room drawing will display location of installation.

# Telephone System Grounding Requirements

(See Data Communications Rack Grounding Requirements above.)

# Fileserver Power Requirements

The fileserver requires a dedicated circuit. The circuit must be 110 vac supplied on a 20 amp breaker. The single gang outlet must be installed approximately 12 inches from the floor and no further than 3 feet from the future fileserver location.

**Room Dimensions:**

For most county sites, a room 8 feet by 10 feet should be sufficient.

**Physical environment:**

The computer room/communication’s room environment must match the office environment for the staff. Sufficient air conditioning, heating, and airflow must be provided to maintain this environment. DTS FSSA recommends running the Netfinity servers in temperatures from 70-80 degrees F. The heat output for the Netfinity Admin Server, & UPS together is around 2200 BTU.

COMPUTER ROOM/COMMUNICATION’S ROOM SPECIFICATIONS – ICES/MAGIK OFFICE

Electrical and Grounding Requirements

Data Communications Rack Power Requirement

The data communications rack requires a dedicated circuit. The circuit must be 110 vac supplied on a 20 amp breaker. The single gang outlet must be installed approximately 12 inches from the floor and no further than 5 feet from the present or future equipment rack (wall mount or floor mount). Communications Room drawing will display location of installation.

**Data Communications Rack Grounding Requirements**

The data communications rack requires a #6 copper solid or stranded grounding wire with a green sheath. The wire must be continuous length (no splices). The wire must be connected to the grounding bus bar of the nearest power panel. Verify the grounding bus of the power panel is grounded to the Multi Ground Neutral. The Multi Ground Neutral must be connected to the driven grounding electrode at the service entrance. Mount a busbar (GB10) to the communications backboard and attach the #6 ground wire. If the communications backboard is not in place leave a sufficient amount of wire coiled in a service loop with the GB10 attached. Provide approximately 20 feet of the #6 ground wire for the communications installers to ground the data communications rack, telephone system, and communications cable lightning protectors to the ground busbar.

# Telephone System Power Requirements

 The telephone system requires a dedicated circuit. The circuit must be 110 vac supplied on a 20 amp breaker. The single gang outlet must be installed approximately 12” from the floor and no further than 3 feet from the future telephone system (wall mount). Communications Room drawing will display location of installation.

# Telephone System Grounding Requirements

(See Data Communications Rack Grounding Requirements above.)

# Fileserver Power Requirements for DCS Offices (MAGIK server sites)

At the main DCS office in each county, a dedicated circuit is required to supply power to the servers and network equipment installed there. “Main” is defined as the office where the MAGIK server is located. The following are the requirements for the circuits:

1. Installation of a 30AMP, 110 volt circuit with an L5-30 locking plug – a picture of the plug type is shown above:
2. Electrical circuit must be located not more than 6’ from the location of the 2 servers that are currently housed at the main DCS office.
3. The servers and the electrical equipment will be housed in a floor-standing cabinet that is of the following dimensions:
* Height (including monitor) – 5 ½ ft.
* Width – 2 ½ ft.
* Depth – 3 ½ ft.

All offices, with the exception of Lake, Marion and Allen Counties, are required to have (1) circuit installed. Lake, Marion and Allen County locations require (2) circuits.

**Room Dimensions:**

For most county sites, a room 10 feet by 10 feet should be sufficient. Smaller counties may be 8’ x 8’.

**Physical environment:**

The computer room/communication’s room environment must match the office environment for the staff. Sufficient air conditioning, heating, and airflow must be provided to maintain this environment. DTS FSSA recommends running the Netfinity servers in temperatures from 70-80 degrees F. The heat output for the Netfinity Admin Server, & UPS together is around 5500 BTU.

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