ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER          DATE: 4/14/15
ROOM: Break Room          FCA JOB NO: 1457.000

Describe what the room is used for: lunch room with vending machines microwave, and sink. a place to take a break from work, networking, casual meetings, and sometimes scheduled standup meetings. countertop for people to keep their appliances with cupboard space, foosball table, etc. lounge type seating and tables, part of the break room could be outdoor. countertop should be large enough for catering orders and keep all the stuff.

A. ARCHITECTURAL

1. Description
   a. Room Size (Sq. Ft.) 500
   b. Control Required:
      - Security Key FOB: Business Hours vs. Non Bus. Hours
      - Visual
      - Acoustical
   c. Number of Users (Staff or Visitors)
      1. Maximum Number 20
      2. Average Number 2

2. Doors
   a. Size:
   b. Material:
   c. Characteristics:
   d. Door Protection: ______
      - Vision Panel Size: ______
      - Security Rqmnts: No

3. Interior Windows
   a. Size:
   b. Blinds:
   c. Special Features: Exterior Windows

4. Floor Finish
   - Concrete Sealed
   - VCT
   - Ceramic Tile
   - Carpet
   - Sheet Vinyl
   - Rubber
   - Epoxy Resin
   - Other

5. Base:
   - Wood
   - Rubber
   - Epoxy Resin
   - Sheet Vinyl Coved
   - Ceramic Tile
   - Carpet
   - Other

6. Wall Finish
   - Concrete
   - Ceramic Tile
   - Epoxy Paint
   - Gypsum Board
   - Mosaic Tile
   - Sheet Vinyl Coved
   - Epoxy Resin
   - Acoustic Panels
   - Other: Paint

7. Wainscot
   - Ceramic Tile
   - Plastic Laminate
   - Stainless Steel
   - Wood Panel
   - Handrail
   - Cart Rail
   - Chair Rail
   - Wall Guard
   - Corner Guard
   - Other: ______

8. Ceiling Finish
   a. Minimum Ceiling Height: Open Ceiling
      - Exposed Structure
      - Plaster
      - Waterproof Plaster
      - Gypsum Board - Painted
      - Lay-in Acoustic Tiles
      - Lay-in Acoustic Tiles, Washable

9. Casework
   - Base Cabinet: ______
   - Upper Cabinet: ______
   - Full Height Cabinet: ______
   - Open Shelving: ______
   - Lateral Filing (Under Base Cabinet)
   - Pedestal File Drawer (Under Base Cabinet)
   - Pencil Drawer
   - Locking Requirements: ______
   - Special Features: ______

10. Equipment
     - Icemaker
     - Refrigerator/Freezer
     - Stove Top
     - Microwave Oven
     - White Boards
     - Tack Boards
     - Printer
     - Water Filtration
     - Projection Screen
     - TV/Monitor
     - Other: ______

Other: ______

Comments: Lunch room is open during office hours, any other time they have use key fob.
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Break Room
DATE: 4/14/15
FCA JOB NO: 1457.000

B. MECHANICAL

1. HVAC
   a. Cooling Design Temperature: _____
   b. Humidity: ______
   c. Room Pressure: ______
   d. Total air changes per hour: _____
   e. Exhaust: ______
   f. Air Filtration: ______
   g. Recirculated Air: ______
   h. Special Features: ______
      i. Equipment Emitting Heat: ______
      j. Hours of Operation: 7am – 9pm, Weekends 7-6
   k. Special Hours of AC Operation: 24/7 on-demand
   l. Special Exhaust/Fume Hood Req:_______
   m. Individual Room Control Required_______
   n. Special HVAC Requirement ______

2. Plumbing Fixtures
   - Electric Water Cooler
   - Instant-Hot
   - Urinal
   - Lavatory Sink Bowl: Kitchen Style
     - Goose Neck Spout
     - Standard Spout
     - Wrist Blade Handles
     - Standard Handles
     - Foot Controls
     - Knee Controls
     - Auto Control/Sensor
     - Mop Basin
     - Floor Drains
     - Solids Interceptor/Plaster Traps
     - Hot Water Service Req’d for Fixtures
     - Other Special Plumbing Required:_______

3. Fire Protection
   - Sprinklers
     - Recessed Heads w/Cover Plate
     - Semi-Recessed Heads
     - Exposed Heads
     - Dry Fire Suppression
     - Smoke Detectors

   Comments: Need strong WiFi Connection

C. ELECTRICAL

1. Power
   - Duplex 120V Receptacles, Qty:______
   - Quadruplex 120V Receptacles, Qty:______
     - Commercial Grade
   - Floor Monument, Qty:
   - Ground Fault Interrupter Receptacles, Qty:______
   - Isolated Ground, Qty:______
   - Dedicated Circuits, Qty:______
   - Emergency Receptacles, Qty:______
   - Other:______

2. Lighting
   - Natural Light
   - Incandescent
   - Fluorescent
   - Dimming Capability
   - Emergency
   - Task
   - Under Cabinet Lighting
   - Lighting Levels (Min Footcandle Req.)
   - Lighting Controls (Switch Locations)
   - Other:______

3. Communications
   - Data Outlet, Qty:______
   - Floor Monument/Data, Qty:______
   - Flat Panel Monitor
   - Printer
   - Fax/Printer/Copier
   - Telephone
     - Wall
     - Desk
     - In-House
     - Full-Service
   - LCD/Plasma TV
   - TV
   - Clock
     - Battery
     - System
     - Elapsed Time
   - Intercom
   - Paging
   - Other:______
   - Projector

   Comments: Need strong WiFi Connection
**ROOM DATA SHEET**

**PROJECT:** HTDC – COLLABORATION CENTER  
**DATE:** 4/14/15  
**ROOM:** Break Room  
**FCA JOB NO:** 1457.000

### D. FURNITURE

1. **Chair Type:**
   - Visitor/Guest/Side Chair – Dining Tables/Chairs w/ lounge Seating (they use lounge more than dining)
     - With Arms
     - No Arms
     - Ganging Capability
     - Stacking Capability
     - Bariatric
   - Upholstery:
     - Fabric
     - Vinyl
     - Plastic
     - Mesh
   - Base Type:
     - Fixed (4 legs)
     - Casters
     - Sled Base
   - Task Chair
     - With Arms (adjustable)
     - No Arms
   - Upholstery:
     - Fabric
     - Vinyl/Leather
     - Mesh
   - Base Type:
     - Fixed
     - Casters
     - Sled Base

2. **Tables:** Movable
   - Conference Table
     - Seating Capacity: _____
     - Finish:
       - Power Outlet, Qty: _____
       - Data Outlet, Qty: _____
   - Legs:
     - Fixed
     - Folding
     - Modesty Panel
     - Video-Conferencing
     - Other: _____

3. **Desking/Systems:**
   - Desk Type:
     - Single Desk
     - L-Shape Desk
     - U-Shape Desk

4. **Storage:**
   - Under Desk
     - BBF Pedestal (two drawers, one file drawer)
     - BFF Pedestal (one drawer, two file drawers)
     - File Cabinet, lineal feet: _____
   - Above Desk:
     - Shelving, lineal feet: _____
     - Cabinet, lineal feet: _____
   - Accessories:
     - In/Out Track
     - Pencil Drawer
     - Tack Board
     - Task Light
     - Monitor Arm
     - Keyboard Tray

5. **Accessories:**
   - White Board
   - Tack Board
   - Waste Receptacle
   - Recycling Center
   - Paper
   - Cardboard
   - Aluminum
   - Glass
   - Other: _____
   - Other: _____
   - Other: _____

6. **Other:**

7. **Other:**

8. **Other:**

**Comments:** Typical break room. Needs to be functional. May need room for ping pong / foosball table.
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Cell Phone Booths (3)

DATE: 4/14/15
FCA JOB NO: 1457.000

Describe what the room is used for: private phone calls similar to old phone booths with a seat or new kind of cell phone chairs. offices and coworking space lack sufficient privacy. booth does not need to be sound proof but should limit outside noise and provide some privacy rooms are on a first come first serve basis and intended for short, frequent, informal use.

A. ARCHITECTURAL

1. Description
   a. Room Size (Sq. Ft.) 100 total (3)
   b. Control Required:
      □ Security
      □ Visual
      ☑ Acoustical - For private conversations
   c. Number of Users (Staff or Visitors)
      1. Maximum Number  1 per
      1. Average Number  1 per

2. Doors
   a. Size: ______
   b. Material: ______
   c. Characteristics:
   d. □ Door Protection: ______
      □ Vision Panel Size: ______
      □ Security Rqmnts: ______

3. Interior Windows
   a. Size: ______
   b. Blinds: ______
   c. Special Features: ______

4. Floor Finish
   □ Concrete Sealed  □ Sheet Vinyl
   □ VCT  □ Rubber
   □ Ceramic Tile  □ Epoxy Resin
   □ Carpet  □ Other

5. Base:
   □ Wood  □ Sheet Vinyl Coved
   □ Rubber  □ Ceramic Tile
   □ Epoxy Resin  □ Carpet
   □ Other

6. Wall Finish
   □ Concrete  □ Gypsum Board
   □ Ceramic Tile  □ Epoxy Resin
   □ Epoxy Paint  □ Acoustic Panels
   □ Waterproof Gypsum Board
   □ Other: ______

7. Wainscot
   □ Ceramic Tile  □ Plastic Laminate
   □ Stainless Steel  □ Wood Panel
   □ Handrail  □ Cart Rail
   □ Chair Rail  □ Wall Guard
   □ Corner Guard  □ Other: ______

8. Ceiling Finish
   a. Minimum Ceiling Height: ______
      □ Exposed Structure  □ Plaster
      □ Waterproof Plaster
      □ Gypsum Board - Painted
      □ Lay-in Acoustic Tiles
      □ Lay-in Acoustic Tiles, Washable

9. Casework
   □ Base Cabinet: ______
   □ Upper Cabinet: ______
   □ Full Height Cabinet: ______
   □ Open Shelving: ______
   □ Lateral Filing (Under Base Cabinet)
   □ Pedestal File Drawer (Under Base Cabinet)
   □ Pencil Drawer
   □ Locking Requirements: ______
   □ Special Features: ______

10. Equipment
    □ Icemaker  □ Video Projector
        □ Refrigerator  □ Stove Top
        □ Microwave Oven  □ White Boards
        □ Tack Boards  □ Printer
        □ Water Filtration  □ Projection Screen
        □ TV/Monitor  □ Other: ______
        □ Other: ______  □ Other: ______

Other: ______

Comments: Don’t want to promote people to stay; all that’s needed is a chair and a little surface for note taking.
COMMENTS FROM INTERVIEW WITH HTDC ON 5/4/15

ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Cell Phone Booths (3)

DATE: 4/14/15
FCA JOB NO: 1457.000

B. MECHANICAL
1. HVAC
   a. Cooling Design Temperature: _____
   b. Humidity: __________
   c. Room Pressure: _____
   d. Total air changes per hour: _____
   e. Exhaust: __________
   f. Air Filtration: __________
   g. Recirculated Air: __________
   h. Special Features: __________
      i. Equipment Emitting Heat: __________
      j. Hours of Operation: __________
   k. Special Hours of AC Operation: __________
   l. Special Exhaust/Fume Hood Req.: __________
   m. Individual Room Control Required: __________
   n. Special A/C Requirement: __________

2. Plumbing Fixtures
   - Electric Water Cooler
   - Instant-Hot
   - Toilets
   - Urinals
   - Lavatory Sink Bowls: __________
      - Goose Neck Spout
      - Standard Spout
      - Wrist Blade Handles
      - Standard Handles
      - Foot Controls
      - Knee Controls
      - Auto Control/Sensor
      - Mop Basin
      - Floor Drains
      - Solids Interceptor/Plaster Traps
      - Hot Water Service Req’d for Fixtures
   - Other Special Plumbing Required: __________

3. Fire Protection
   - Sprinklers
      - Recessed Heads w/Cover Plate
      - Semi-Recessed Heads
      - Exposed Heads
      - Dry Fire Suppression
      - Smoke Detectors
   - Other Fire Protection: __________

C. ELECTRICAL
1. Power
   - Duplex 120V Receptacles, Qty: __________
   - Quadruplex 120V Receptacles, Qty: __________
   - Commercial Grade
   - Floor Monument, Qty: __________
   - Ground Fault Interrupter Receptacles, Qty: __________
   - Isolated Ground, Qty: __________
   - Dedicated Circuits, Qty: __________
   - Emergency Receptacles, Qty: __________
   - Other: __________

2. Lighting
   - Natural Light
   - Incandescent
   - Fluorescent
   - Dimming Capability
   - Emergency
   - Color Corrected Lamps
   - Task
   - Under Cabinet Lighting
   - Lighting Levels (Min Footcandle Req.)
   - Lighting Controls (Switch Locations)
   - Other: __________

3. Communications
   - Data Outlet, Qty: __________
   - Floor Monument/Data, Qty: __________
   - Flat Panel Monitor
   - Printer
   - Fax/Printer/Copier
   - Telephone
   - Wall
   - Desk
   - In-House
   - Full-Service
   - LCD/Plasma TV
   - TV
   - Clock
   - Battery
   - System
   - Elapsed Time
   - Intercom
   - Paging
   - Other: __________

Comments: __________
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER  DATE: 4/14/15
ROOM: Cell Phone Booths (3)  FCA JOB NO: 1457.000

D. FURNITURE

1. Chair Type:
   - Visitor/Guest/Side Chair
     - With Arms
     - No Arms
     - Ganging Capability
     - Stacking Capability
     - Bariatric
   - Upholstery:
     - Fabric
     - Vinyl
     - Plastic
     - Mesh
   - Base Type:
     - Fixed (4 legs)
     - Casters
     - Sled Base
   - Task Chair
     - With Arms (adjustable)
     - No Arms
   - Upholstery:
     - Fabric
     - Vinyl/Leather
     - Mesh
   - Base Type:
     - Fixed
     - Casters
     - Sled Base

2. Tables:
   - Conference Table
     - Seating Capacity:____
     - Finish:____
   - Power Outlet, Qty:____
   - Data Outlet, Qty:____
   - Legs:
     - Fixed
     - Folding
     - Modesty Panel
     - Video-Conferencing
     - Other:____

3. Desking/Systems:
   - Desk Type:
     - Single Desk
     - L-Shape Desk
     - U-Shape Desk

   Comments:____

Storage:
   - Under Desk
     - BBF Pedestal (two drawers, one file drawer)
     - BFF Pedestal (one drawer, two file drawers)
     - File Cabinet, lineal feet:____
   - Above Desk:
     - Shelving, lineal feet:____
     - Cabinet, lineal feet:____

Accessories:
   - In/Out Track
   - Pencil Drawer
   - Task Board
   - Task Light
   - Monitor Arm
   - Keyboard Tray

4. General Storage:
   - Credenza, Size:____
   - Files, Lineal Feet:____
   - Storage Tower, Size:____

5. Accessories:
   - White Board
   - Tack Board
   - Waste Receptacle
   - Recycling Center
   - Paper
   - Cardboard
   - Aluminum
   - Glass
   - Other:____
   - Other:____
   - Other:____
   - Other:____

6. Other:____
7. Other:____
8. Other:____
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER DATE: 4/14/15
ROOM: Collaboration Area FCA JOB NO: 1457.000

Describe what the room is used for: This is the most public space. This high-traffic area to do casual discussions as well as sofa seating and movable desks and chairs. It serves as the place where new relationships form and ideas are exchanged. Multi-function event area, very open space this area should have a wow factor to inspire tech and creativity feel, edgy feel mix of tables for 2-4, mix and match. many electrical outlets for people to use. floor, etc. could be used for public functions. Also needs dedicated area for an administrative support person to coordinate activities and make sure rooms are prepped and maintained. All room access should be available to customers online via smart phone, with HTDC administering the setup. Reservation system online also. Common area and lounging area.

A. ARCHITECTURAL

1. Description
   a. Room Size (Sq. Ft.) 1,793
   b. Control Required:
      ☑ Security Camera
      □ Visual
      □ Acoustical
   c. Number of Users (Staff or Visitors)
      1. Maximum Number 50
      2. Average Number 10

2. Doors
   a. Size: Open to Entry w/ "turnstyle"
   b. Material:________
   c. Characteristics:________
   d. Door Protection:________
      ☑ Vision Panel Size:________
      ☑ Security Rqmnts:________

3. Interior Windows
   a. Size:________
   b. Blinds:________
   c. Special Features:________

4. Floor Finish
   ☑ Concrete Sealed
   ☑ VCT
   ☑ Ceramic Tile
   ☑ Carpet
   ☑ Other

5. Base:
   ☑ Wood
   ☑ Rubber
   ☑ Epoxy Resin
   ☑ Other

6. Wall Finish
   ☑ Concrete
   ☑ Ceramic Tile
   ☑ Epoxy Paint
   ☑ Waterproof Gypsum Board
   ☑ Other: Add something interesting, not just drywall & paint.

7. Wainscot
   ☑ Ceramic Tile
   ☑ Plastic Laminate
   ☑ Stainless Steel
   ☑ Wood Panel
   ☑ Handrail
   ☑ Cart Rail
   ☑ Chair Rail
   ☑ Wall Guard
   ☑ Corner Guard
   ☑ Other:________

8. Ceiling Finish
   a. Minimum Ceiling Height: Open ceiling w/decorative elements
   b. Exposed Structure
   c. Waterproof Plaster
   d. Lay-in Acoustic Tiles
   e. Lay-in Acoustic Tiles, Washable

9. Casework
   a. Base Cabinet:
   b. Upper Cabinet:
   c. Full Height Cabinet:
   d. Open Shelving:
   e. Lateral Filing (Under Base Cabinet)
   f. Pedestal File Drawer (Under Base Cabinet)
   g. Pencil Drawer
   h. Locking Requirements:
   i. Special Features:

10. Equipment
    a. Icemaker
    b. Refrigerator
    c. Stove Top
    d. Microwave Oven
    e. White Boards
    f. Tack Boards
    g. Printer
    h. Water Filtration
    i. Projection Screen
    j. TV/Monitor
    k. Other:________
    l. Other:________

Other: Wall of Screens. Needs to have some sort of barrier between public and private area; entry to collaboration. Needs to have a “Wow” impact. “This is tech/creativity”
**ROOM DATA SHEET**

**PROJECT:** HTDC – COLLABORATION CENTER  
**DATE:** 4/14/2015  
**ROOM:** Collaboration Area  
**FCA JOB NO:** 1457.000

**B. MECHANICAL**

1. HVAC
   a. Cooling Design Temperature: _____
   b. Humidity: _____
   c. Room Pressure: _____
   d. Total air changes per hour: _____
   e. Exhaust: _____
   f. Air Filtration: _____
   g. Recirculated Air: _____
   h. Special Features: _____
   i. Equipment Emitting Heat: _____
   j. Hours of Operation: 7am-9pm, Weekends 7-6
   k. Special Hours of AC Operation: 24/7 on-demand
   l. Individual Room Control Required _____
   n. Special A/C Requirement _____

2. Plumbing Fixtures
   - Electric Water Cooler
   - Instant-Hot
   - Toilet
   - Urinal
   - Lavatory Sink Bowl: _____
     - Goose Neck Spout
     - Standard Spout
     - Wrist Blade Handles
     - Standard Handles
     - Foot Controls
     - Knee Controls
     - Auto Control/Sensor
     - Mop Basin
     - Floor Drains
     - Solids Interceptor/Plaster Traps
     - Hot Water Service Req’d for Fixtures
     - Other Special Plumbing Required: _____

3. Fire Protection
   - Sprinklers
   - Recessed Heads w/Cover Plate
   - Semi-Recessed Heads
   - Exposed Heads
   - Dry Fire Suppression
   - Smoke Detectors

**C. ELECTRICAL**

1. Power – lots of outlets
   - Duplex 120V Receptacles, Qty: _____
   - Quadruplex 120V Receptacles, Qty: _____
     - Commercial Grade
   - Floor Monument, Qty:
   - Ground Fault Interrupter Receptacles, Qty: _____
   - Isolated Ground, Qty: _____
   - Dedicated Circuits, Qty: _____
   - Emergency Receptacles, Qty: _____
   - Other: _____

2. Lighting
   - Natural Light
   - Incandescent
   - Fluorescent
   - Dimming Capability
   - Emergency
   - Color Corrected Lamps
   - Task
   - Under Cabinet Lighting
   - Lighting Levels (Min Footcandle Req.)
   - Lighting Controls (Switch Locations)
   - Other: _____

3. Communications
   - Data Outlet, Qty: _____
   - Floor Monument/Data, Qty: _____
   - Flat Panel Monitor for “wow” factor
   - Printer
   - Fax/Printer/Copier
   - Telephone (need for cleaning crew)
     - Wall
     - Desk
     - In-House
     - Full-Service
     - LCD/Plasma TV
     - TV
     - Clock
     - Battery
     - System
     - Elapsed Time
     - Intercom
     - Paging
     - Other: _____
     - Projector

Comments: _____
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Collaboration Area

DATE: 4/14/15
FCA JOB NO: 1457.000

D. FURNITURE

1. Chair Type: - Mix of Café & Lounge Furniture
   - Visitor/Guest/Side Chair
     - With Arms
     - No Arms
     - Ganging Capability
     - Stacking Capability
     - Bariatric
   - Upholstery:
     - Fabric
     - Vinyl
     - Plastic
     - Mesh
   - Base Type:
     - Fixed (4 legs)
     - Casters
     - Sled Base
   - Task Chair
     - With Arms (adjustable)
     - No Arms
   - Upholstery
     - Fabric
     - Vinyl/Leather
     - Mesh
   - Base Type:
     - Fixed
     - Casters
     - Sled Base

2. Tables:
   - Conference Table
     - Seating Capacity:
     - Finish:
       - Power Outlet, Qty:
       - Data Outlet, Qty:
     - Legs:
       - Fixed
       - Folding
       - Modesty Panel
       - Video-Conferencing
       - Other:

3. Desking/Systems:
   - Desk Type:
     - Single Desk
     - L-Shape Desk
     - U-Shape Desk
   - Storage:
     - Under Desk
       - BBF Pedestal (two drawers, one file drawer)
       - BFF Pedestal (one drawer, two file drawers)
       - File Cabinet, lineal feet:
     - Above Desk:
       - Shelving, lineal feet:
       - Cabinet, lineal feet:
   - Accessories:
     - In/Out Track
     - Pencil Drawer
     - Task Board
     - Task Light
     - Monitor Arm
     - Keyboard Tray

4. General Storage:
   - Credenza, Size:
   - Files, Lineal Feet:
   - Storage Tower, Size:

5. Accessories:
   - White Board
   - Tack Board
   - Waste Receptacle
   - Recycling Center
     - Paper
     - Cardboard
     - Aluminum
     - Glass
   - Other:

6. Other:

7. Other:

8. Other:

Comments:
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER  DATE: 4/14/15  
ROOM: Co-Work Space  FCA JOB NO: 1457.000

Describe what the room is used for: This is a place for people to come and work individually and potentially find partners and build teams. Used by entrepreneurs during the early stages of business formation. The area has movable desks and chairs optimal for individual and group work, equipped with adequate power outlets, and 6 workstations with monitors, desktop space and power hookups (bring your own laptop). Portable dividers are available to reserve space in the coworking area for meetups and focus groups. Multifunction are suitable for events, rollable whiteboards to write on or double as partitions, epoxy resin graphic flooring with designs inspiring creativity. smartboard.

A. ARCHITECTURAL

1. Description
   a. Room Size (Sq. Ft.) 1,200
   b. Control Required:
      - Security After Hours Security/FOB
      - Visual
      - Acoustical
   c. Number of Users (Staff or Visitors)
      1. Maximum Number _____
      2. Average Number _____

2. Doors
   a. Size: _____
   b. Material: _____
   c. Characteristics: _____
   d. Door Protection: _____
      - Vision Panel Size: _____
      - Security Rqmnts: _____

3. Interior Windows
   a. Size: _____
   b. Blinds: _____
   c. Special Features: _____

4. Floor Finish
   - Concrete Sealed
   - VCT
   - Ceramic Tile
   - Wood
   - Rubber
   - Epoxy Resin
   - Other

5. Base:
   - Sheet Vinyl
   - Rubber
   - Ceramic Tile
   - Epoxy Resin
   - Carpet
   - Other

6. Wall Finish
   - Gypsum Board
   - Ceramic Tile
   - Epoxy Resin
   - Waterproof Gypsum Board
   - Advertising Wall Space
   - Other: Writable Surfaces

7. Wainscot
   - Ceramic Tile
   - Plastic Laminate
   - Stainless Steel
   - Wood Panel
   - Handrail
   - Cart Rail
   - Chair Rail
   - Wall Guard
   - Corner Guard
   - Other: _____

8. Ceiling Finish
   a. Minimum Ceiling Height:
      - Exposed Structure
      - Plaster
      - Waterproof Plaster
      - Decorative Open Ceiling
      - Lay-in Acoustic Tiles
      - Lay-in Acoustic Tiles, Washable

9. Casework
   - Base Cabinet: _____
   - Upper Cabinet: _____
   - Full Height Cabinet: _____
   - Open Shelving: _____
   - Lateral Filing (Under Base Cabinet) _____
   - Pedestal File Drawer (Under Base Cabinet) _____
   - Pencil Drawer _____
   - Locking Requirements: _____
   - Special Features: _____

10. Equipment
    - Ice maker
    - Video Projector
    - Refrigerator
    - Stove Top
    - Microwave Oven
    - White Boards
    - Tack Boards
    - Printer
    - Water Filtration
    - Projection Screen
    - TV/Monitor
    - Other: _____
    - Other: _____

Other: _____
Comments: _____

FERRARO CHOI & Associates Ltd  1240 Ala Moana Boulevard, Suite 510  Honolulu, Hawaii  96814-4298  Phone: (808)-533-8880
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Co-Work Space
DATE: 4/14/15
FCA JOB NO: 1457.000

B. MECHANICAL
1. HVAC
   a. Cooling Design Temperature: _____
   b. Humidity: ________
   c. Room Pressure: ______
   d. Total air changes per hour: ______
   e. Exhaust: ______
   f. Air Filtration: ______
   g. Recirculated Air: ______
   h. Special Features: ______
   i. Equipment Emitting Heat: ______
   j. Hours of Operation: 7am – 9pm, Weekends 7-6
   k. Special Hours of AC Operation: 24-7 on-demand
   l. Special Exhaust/Fume Hood Req.: ______
   m. Individual Room Control Required ______
   n. Special A/C Requirement ______

2. Plumbing Fixtures
   ☑ Electric Water Cooler
   □ Instant-Hot
   □ Toilet
   □ Urinal
   □ Lavatory Sink Bowl: ______
      ☐ Goose Neck Spout
      ☐ Standard Spout
      ☐ Wrist Blade Handles
      ☐ Standard Handles
      ☐ Foot Controls
      ☐ Knee Controls
      ☐ Auto Control/Sensor
      ☐ Mop Basin
      ☐ Floor Drains
      ☐ Solids Interceptor/Plaster Traps
      ☐ Hot Water Service Req’d for Fixtures
   □ Other Special Plumbing Required: ______

3. Fire Protection
   ☐ Sprinklers
   □ Recessed Heads w/Cover Plate
   □ Semi-Recessed Heads
   □ Exposed Heads
   □ Dry Fire Suppression
   □ Smoke Detectors
   ☐ Other Special Fire Protection: ______

C. ELECTRICAL
1. Power – Power outlets throughout – few data outlets
   □ Duplex 120V Receptacles, Qty:_____
   □ Quadruplex 120V Receptacles, Qty:_____
   □ Commercial Grade
   □ Floor Monument, Qty:_____
   □ Ground Fault Interrupter Receptacles, Qty:_____
   □ Isolated Ground, Qty:_____
   □ Dedicated Circuits, Qty:_____
   □ Emergency Receptacles, Qty:_____
   □ Other:_____
   2. Lighting
      ☑ Natural Light
      ☐ Dimming Capability
      □ Emergency
      □ Color Corrected Lamps
      □ Task
      ☐ Under Cabinet Lighting
      □ Lighting Levels (Min Footcandle Req.)
      □ Lighting Controls (Switch Locations)
      □ Other:_____

3. Communications
   □ Data Outlet, Qty.:_____
   □ Floor Monument/Data, Qty.:_____
   ☑ Flat Panel Monitor – touch screen/bulletins/announcements
      □ Printer
      □ Fax/Printer/Copier
      □ Telephone
      □ Wall
      □ Desk
      □ In-House
      □ Full-Service
      □ LCD/Plasma TV
      □ TV
      □ Clock
      □ Battery
      □ System
      □ Elapsed Time
      □ Intercom
      □ Other: Secondary monitors
      □ Paging
      □ Other:_____
      □ Projector

Comments: ______

FERRARO CHOI And Associates Ltd 1240 Ala Moana Boulevard, Suite 510 Honolulu, Hawaii 96814-4298 Phone: (808)-533-8880
### ROOM DATA SHEET

**PROJECT:** HTDC – COLLABORATION CENTER  
**DATE:** 4/14/15  
**ROOM:** Co-Work Space  
**FCA JOB NO:** 1457.000

#### D. FURNITURE

1. **Chair Type:**  
   - Work & Lounge Furniture, 75%  
   - Working & 25% Lounge  
   - Visitor/Guest/Side Chair  
     - With Arms  
     - No Arms  
     - Ganging Capability  
     - Stacking Capability  
     - Bariatric  
   - Upholstery:  
     - Fabric  
     - Vinyl  
     - Plastic  
     - Mesh  
   - Base Type:  
     - Fixed (4 legs)  
     - Casters  
     - Sled Base  
   - Task Chair  
     - With Arms (adjustable)  
     - No Arms  
   - Upholstery:  
     - Fabric  
     - Vinyl/Leather  
     - Mesh  
   - Base Type:  
     - Fixed  
     - Casters  
     - Sled Base  

2. **Tables:**  
   - Conference Table  
     - Seating Capacity: _____  
     - Finish: _____  
     - Power Outlet, Qty: _____  
     - Data Outlet, Qty: _____  
   - Legs:  
     - Fixed  
     - Folding  
     - Modesty Panel  
     - Video-Conferencing  
     - Other: _____  

3. **Desking/Systems:**  
   - Desk Type:  
     - Single Desk  
     - L-Shape Desk  
     - U-Shape Desk  

4. **General Storage:**  
   - Credenza, Size: _____  
   - Files, Lineal Feet: _____  
   - Storage Tower, Size: _____  

5. **Accessories:**  
   - White Board  
   - Tack Board  
   - Waste Receptacle  
   - Recycling Center  
     - Paper  
     - Cardboard  
     - Aluminum  
     - Glass  
     - Other: _____  

6. **Storage:**  
   - Under Desk  
     - BBF Pedestal (two drawers, one file drawer)  
     - BFF Pedestal (one drawer, two file drawers)  
     - File Cabinet, lineal feet: _____  
   - Above Desk:  
     - Shelving, lineal feet: _____  
     - Cabinet, lineal feet: _____  
   - Accessories:  
     - In/Out Track  
     - Pencil Drawer  
     - Tack Board  
     - Task Light  
     - Monitor Arm  
     - Keyboard Tray  

7. **Other:** _____  

8. **Other:** _____  

Comments: Lockers of different sizes, bigger lockers.
## ROOM DATA SHEET

**PROJECT:** HTDC – COLLABORATION CENTER  
**DATE:** 4/14/15  
**ROOM:** Creative Lab  
**FCA JOB NO:** 1457.000  

### Describe what the room is used for:
This room is for production, editing, etc of video content. Includes equipment and technical assistance. Accelerate professional development of local film and creative media entrepreneurs. The program assists with developing high quality, commercially viable content for export, and creates a hub of creative media development.

### A. ARCHITECTURAL

1. **Description**
   - Room Size (Sq. Ft.) **400**
   - Control Required:
     - Security
     - Visual
     - Acoustical
   - Number of Users (Staff or Visitors)
     - Maximum Number **15**
     - Average Number **5**

2. **Doors**
   - Size: **1**
   - Material: ______
   - Characteristics:
     - Door Protection: ______
     - Vision Panel Size: ______
     - Security Rqmnts: ______

3. **Interior Windows**
   - Size: ______
   - Blinds: ______
   - Special Features: ______

4. **Floor Finish**
   - Concrete Sealed
   - VCT
   - Ceramic Tile
   - Carpet
   - Other

5. **Base:**
   - Wood
   - Rubber
   - Epoxy Resin
   - Other

6. **Wall Finish**
   - Concrete
   - Ceramic Tile
   - Epoxy Paint
   - Waterproof Gypsum Board
   - Other: ______

7. **Wainscot**
   - Ceramic Tile
   - Plastic Laminate
   - Stainless Steel
   - Wood Panel
   - Handrail
   - Chair Rail
   - Wall Guard
   - Corner Guard
   - Other: ______

8. **Ceiling Finish**
   - Minimum Ceiling Height:
     - Exposed Structure
     - Plaster
     - Waterproof Plaster
     - Gypsum Board - Painted
     - Lay-in Acoustic Tiles
     - Lay-in Acoustic Tiles, Washable

9. **Casework**
   - Base Cabinet: ______
   - Upper Cabinet: ______
   - Full Height Cabinet: ______
   - Open Shelving: ______
   - Lateral Filing (Under Base Cabinet)
   - Pedestal File Drawer (Under Base Cabinet)
   - Pencil Drawer
   - Locking Requirements: ______
   - Special Features: ______

10. **Equipment**
    - Icemaker
    - Refrigerator
    - Microwave Oven
    - Tack Boards
    - Water Filtration
    - TV/Monitor
    - Printer
    - Other: ______
    - Other: ______

**Other:** ______

**Comments:** ______
**ROOM DATA SHEET**

**PROJECT:** HTDC – COLLABORATION CENTER  
**ROOM:** Creative Lab  
**DATE:** 4/14/15  
**FCA JOB NO:** 1457.000

### B. MECHANICAL
1. **HVAC**
   a. Cooling Design Temperature: _____  
   b. Humidity: _____  
   c. Room Pressure: _____  
   d. Total air changes per hour: _____  
   e. Exhaust: _____  
   f. Air Filtration: _____  
   g. Recirculated Air: _____  
   h. Special Features: _____  
   i. Equipment Emitting Heat: _____  
   j. Hours of Operation: 7am-9pm, Weekends 7-6  
   k. Special Hours of AC Operation: 24/7 on-demand  
   l. Special Exhaust/Fume Hood Req.: _____  
   m. Individual Room Control Required: _____  
   n. Special A/C Requirement: _____

2. **Plumbing Fixtures**
   - Electric Water Cooler  
   - Instant-Hot  
   - Toilet  
   - Urinal  
   - Lavatory Sink Bowl: _____  
   - Goose Neck Spout  
   - Standard Spout  
   - Wrist Blade Handles  
   - Standard Handles  
   - Foot Controls  
   - Knee Controls  
   - Auto Control/Sensor  
   - Mop Basin  
   - Floor Drains  
   - Solids Interceptor/Plaster Traps  
   - Hot Water Service Req’d for Fixtures  
   - Other Special Plumbing Required: _____

3. **Fire Protection**
   - Sprinklers  
   - Recessed Heads w/Cover Plate  
   - Semi-Recessed Heads  
   - Exposed Heads  
   - Dry Fire Suppression  
   - Smoke Detectors  

**Comments:**

### C. ELECTRICAL
1. **Power**
   - Duplex 120V Receptacles, Qty: _____  
   - Quadruplex 120V Receptacles, Qty: _____  
   - Commercial Grade  
   - Floor Monument, Qty: _____  
   - Ground Fault Interrupter Receptacles, Qty: _____  
   - Isolated Ground, Qty: _____  
   - Dedicated Circuits, Qty: _____  
   - Emergency Receptacles, Qty: _____  
   - Other: _____

2. **Lighting**
   - Natural Light  
   - Incandescent  
   - Fluorescent  
   - Dimming Capability  
   - Emergency  
   - Color Corrected Lamps  
   - Task  
   - Under Cabinet Lighting  
   - Lighting Levels (Min Footcandle Req.): _____  
   - Lighting Controls (Switch Locations): _____  
   - Other: _____

3. **Communications**
   - Data Outlet, Qty: _____  
   - Floor Monument/Data, Qty: _____  
   - Flat Panel Monitor  
   - Printer  
   - Fax/Printer/Copier  
   - Telephone  
   - Wall  
   - Desk  
   - In-House  
   - Full-Service  
   - LCD/Plasma TV  
   - TV  
   - Clock  
   - Battery  
   - System  
   - Elapsed Time  
   - Intercom  
   - Paging  
   - Other: _____  
   - Projector  
   - Other: _____

**Comments:**
## ROOM DATA SHEET

**PROJECT:** HTDC – COLLABORATION CENTER  
**ROOM:** Creative Lab  
**DATE:** 4/14/15  
**FCA JOB NO:** 1457.000

### D. FURNITURE

#### 1. Chair Type:
- Visitor/Guest/Side Chair
  - With Arms
  - No Arms
  - Stacking Capability
  - Bariatric
- Upholstery: Fabric, Vinyl, Plastic, Mesh
- Base Type: Fixed (4 legs), Casters, Sled Base

#### 2. Tables:
- Conference Table
  - Seating Capacity: ______
  - Finish: ______
  - Power Outlet, Qty: ______
  - Data Outlet, Qty: ______
- Legs: Fixed, Folding, Modesty Panel, Video-Conferencing, Other:

#### 3. Desking/Systems:
- Desk Type: Single Desk, L-Shape Desk, U-Shape Desk

#### Storage:
- Under Desk
  - BBF Pedestal (two drawers, one file drawer)
  - BFF Pedestal (one drawer, two file drawers)
  - File Cabinet, lineal feet: ______
- Above Desk:
  - Shelving, lineal feet: ______
  - Cabinet, lineal feet: ______

#### Accessories:
- In/Out Track
- Pencil Drawer
- Tack Board
- Task Light
  - Monitor Arm
  - Keyboard Tray

#### 4. General Storage:
- Credenza, Size: ______
- Files, Lineal Feet: ______
- Storage Tower, Size: ______

#### 5. Accessories:
- White Board
- Tack Board
- Waste Receptacle
- Recycling Center
  - Paper
  - Cardboard
  - Aluminum
  - Glass
  - Other: ______
- Other: ______

#### 6. Other: ______

#### 7. Other: ______

#### 8. Other: ______

**Comments:** ______
Describe what the room is used for: the studio is where the production is recorded. also for developing gaming and animation. includes a green screen, lighting, soundproof walls, video cameras, microphones, and ultra-high speed broadband. The studio allows for creative content as well as marketing material creation. short-term rental

### A. ARCHITECTURAL

1. Description
   a. Room Size (Sq. Ft.) 1,000
   b. Control Required:
      - Security
      - Visual
      - Acoustical
   c. Number of Users (Staff or Visitors)
      1. Maximum Number 10
      2. Average Number 3

2. Doors
   a. Size: ______
   b. Material: ______
   c. Characteristics: ______
   d. Door Protection: ______
      - Vision Panel Size: ______
      - Security Rqmnts: ______

3. Interior Windows
   a. Size: ______
   b. Blinds: ______
   c. Special Features: ______

4. Floor Finish
   - Concrete Sealed
   - Sheet Vinyl
   - VCT
   - Ceramic Tile
   - Epoxy Resin
   - Carpet
   - Other

5. Base:
   - Wood
   - Sheet Vinyl Coved
   - Rubber
   - Ceramic Tile
   - Epoxy Resin
   - Carpet
   - Other

6. Wall Finish
   - Concrete
   - Gypsum Board
   - Ceramic Tile
   - Epoxy Paint
   - Waterproof Gypsum Board
   - Other: ______

7. Wainscot
   - Ceramic Tile
   - Plastic Laminate
   - Stainless Steel
   - Wood Panel
   - Handrail
   - Chair Rail
   - Corner Guard
   - Wall Guard

8. Ceiling Finish
   a. Minimum Ceiling Height:
      - Exposed Structure
      - Plaster
      - Waterproof Plaster
      - Gypsum Board - Painted
      - Lay-in Acoustic Tiles
      - Lay-in Acoustic Tiles, Washable

9. Casework
   - Base Cabinet: ______
   - Upper Cabinet: ______
   - Full Height Cabinet: ______
   - Open Shelving: ______
   - Lateral Filing (Under Base Cabinet): ______
   - Pedestal File Drawer (Under Base Cabinet): ______
   - Pencil Drawer: ______
   - Locking Requirements: ______
   - Special Features: ______

10. Equipment
    - Icemaker
    - Refrigerator
    - Microwave Oven
    - Stove Top
    - White Boards
    - Tack Boards
    - Printer
    - Water Filtration
    - Projection Screen
    - TV/Monitor
    - Other: ______
    - Other: ______
### B. MECHANICAL

1. HVAC
   - Cooling Design Temperature: __________
   - Humidity: __________
   - Room Pressure: __________
   - Total air changes per hour: __________
   - Exhaust: __________
   - Air Filtration: __________
   - Recirculated Air: __________
   - Special Features: __________
   - Equipment Emitting Heat: __________
   - Hours of Operation: __________
   - Special Hours of AC Operation: __________
   - Special Exhaust/Fume Hood Req: __________
   - Individual Room Control Required __________
   - Special A/C Requirement __________

2. Plumbing Fixtures
   - Electric Water Cooler
   - Instant-Hot
   - Toilet
   - Urinal
   - Lavatory Sink Bowl: __________
     - Goose Neck Spout
     - Standard Spout
     - Wrist Blade Handles
     - Standard Handles
     - Foot Controls
     - Knee Controls
     - Auto Control/Sensor
     - Mop Basin
     - Floor Drains
     - Solids Interceptor/Plaster Traps
     - Hot Water Service Req’d for Fixtures
   - Other Special Plumbing Required: __________

3. Fire Protection
   - Sprinklers
     - Recessed Heads w/Cover Plate
     - Semi-Recessed Heads
     - Exposed Heads
     - Dry Fire Suppression
     - Smoke Detectors

   - Comments: __________

### C. ELECTRICAL

1. Power
   - Duplex 120V Receptacles, Qty: __________
   - Quadruplex 120V Receptacles, Qty: __________
   - Commercial Grade
   - Floor Monument, Qty: __________
   - Ground Fault Interrupter Receptacles, Qty: __________
   - Isolated Ground, Qty: __________
   - Dedicated Circuits, Qty: __________
   - Emergency Receptacles, Qty: __________
   - Other: __________

2. Lighting
   - Natural Light
   - Incandescent
   - Fluorescent
   - Dimming Capability
   - Emergency
   - Color Corrected Lamps
   - Task
   - Under Cabinet Lighting
   - Lighting Levels (Min Footcandle Req.)
   - Lighting Controls (Switch Locations)
   - Other: __________

3. Communications
   - Data Outlet, Qty: __________
   - Floor Monument/Data, Qty: __________
   - Flat Panel Monitor
   - Printer
   - Fax/Printer/Copier
   - Telephone
     - Wall
     - Desk
     - In-House
     - Full-Service
   - LCD/Plasma TV
   - TV
   - Clock
     - Battery
     - System
     - Elapsed Time
   - Intercom
   - Paging
   - Other: __________
   - Projector
     - Other: __________

Comments: __________
**FERRARO CHOI And Associates Ltd**  
1240 Ala Moana Boulevard, Suite 510  
Honolulu, Hawaii 96814-4298  
Phone: (808)-533-8880

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**ROOM DATA SHEET**

**PROJECT:**  
HTDC – COLLABORATION CENTER  
**DATE:** 4/14/15

**ROOM:**  
Digital Media Production Studio  
**FCA JOB NO:** 1457.000  

**D. FURNITURE**

1. **Chair Type:**
   - [ ] Visitor/Guest/Side Chair
     - [ ] With Arms
     - [ ] No Arms
     - [ ] Ganging Capability
     - [ ] Stacking Capability
     - [ ] Bariatric
   - Upholstery:
     - [ ] Fabric
     - [ ] Vinyl
     - [ ] Plastic
     - [ ] Mesh
   - Base Type:
     - [ ] Fixed (4 legs)
     - [ ] Casters
     - [ ] Sled Base
   - [ ] Task Chair
     - [ ] With Arms (adjustable)
     - [ ] No Arms
   - Upholstery
     - [ ] Fabric
     - [ ] Vinyl/Leather
     - [ ] Mesh
   - Base Type:
     - [ ] Fixed
     - [ ] Casters
     - [ ] Sled Base

2. **Tables:**
   - [ ] Conference Table
     - Seating Capacity: _____
     - Finish:
       - [ ] Power Outlet, Qty: _____
       - [ ] Data Outlet, Qty: _____
     - Legs:
       - [ ] Fixed
       - [ ] Folding
       - [ ] Modesty Panel
       - [ ] Video-Conferencing
       - [ ] Other: _____

3. **Desking/Systems:**
   - Desk Type:
     - [ ] Single Desk
     - [ ] L-Shape Desk
     - [ ] U-Shape Desk

4. **General Storage:**
   - [ ] Credenza, Size: _____
   - [ ] Files, Lineal Feet: _____
   - [ ] Storage Tower, Size: _____

5. **Accessories:**
   - [ ] White Board
   - [ ] Tack Board
   - [ ] Waste Receptacle
   - [ ] Recycling Center
     - Paper
     - Cardboard
     - Aluminum
     - Glass
     - Other: _____
   - [ ] Other: _____

6. **Other:**

7. **Other:**

8. **Other:**

---

**Storage:**

- Under Desk
  - [ ] BBF Pedestal (two drawers, one file drawer)
  - [ ] BFF Pedestal (one drawer, two file drawers)
  - [ ] File Cabinet, lineal feet: _____
- Above Desk:
  - [ ] Shelving, lineal feet: _____
  - [ ] Cabinet, lineal feet: _____
- Accessories:
  - [ ] In/Out Track
  - [ ] Pencil Drawer
  - [ ] Tack Board
  - [ ] Task Light
    - [ ] Monitor Arm
    - [ ] Keyboard Tray

---

**Comments:** _____
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER  DATE: 4/14/15
ROOM: HTDC Mentor Program Office  FCA JOB NO: 1457.000

Describe what the room is used for: Private office for HTDC staff. Need a set desk, locking file cabinet, and controlled access to this room because master keys will be stored here. Small conference table for meeting with 3 people.

A. ARCHITECTURAL

1. Description
   a. Room Size (Sq. Ft.) 350
   b. Control Required:
      - Security
      - Visual
      - Acoustical
   c. Number of Users (Staff or Visitors)
      1. Maximum Number 3
      2. Average Number 1

2. Doors
   a. Size: ______
   b. Material: ______
   c. Characteristics:
      d. Door Protection: ______
         - Vision Panel Size: ______
         - Security Rqmnts: ______

3. Interior Windows
   a. Size: ______
   b. Blinds: ______
   c. Special Features: ______

4. Floor Finish
   - Concrete Sealed
   - VCT
   - Ceramic Tile
   - Carpet
   - Sheet Vinyl
   - Rubber
   - Epoxy Resin
   - Other

5. Base:
   - Wood
   - Rubber
   - Epoxy Resin
   - Sheet Vinyl Coved
   - Ceramic Tile
   - Carpet
   - Other

6. Wall Finish
   - Concrete
   - Ceramic Tile
   - Epoxy Paint
   - Waterproof Gypsum Board
   - Gypsum Board
   - Epoxy Resin
   - Acoustic Panels
   - Other: Paint/Drywall

7. Wainscot
   - Ceramic Tile
   - Plastic Laminate
   - Stainless Steel
   - Wood Panel
   - Handrail
   - Cart Rail
   - Chair Rail
   - Wall Guard
   - Corner Guard
   - Other: ______

8. Ceiling Finish
   a. Minimum Ceiling Height:
      - Exposed Structure
      - Plaster
      - Waterproof Plaster
      - Open Ceiling?
   b. Gypsum Board - Painted
   c. Lay-in Acoustic Tiles
   d. Lay-in Acoustic Tiles, Washable

9. Casework
   - Base Cabinet: ______
   - Upper Cabinet: ______
   - Full Height Cabinet: ______
   - Open Shelving: ______
   - Lateral Filing (Under Base Cabinet): ______
   - Pedestal File Drawer (Under Base Cabinet): ______
   - Pencil Drawer: ______
   - Locking Requirements: ______
   - Special Features: ______

10. Equipment
   - Icemaker
   - Video Projector
   - Refrigerator
   - Stove Top
   - Microwave Oven
   - White Boards
   - Tack Boards
   - Printer
   - Water Filtration
   - Projection Screen
   - TV/Monitor
   - Other: ______
   - Other: ______
   - Other: ______

Other: ______

Comments: Need Visual Connection
### ROOM DATA SHEET

**PROJECT:** HTDC – COLLABORATION CENTER  
**DATE:** 4/14/15  
**ROOM:** HTDC Mentor Program Office  
**FCA JOB NO:** 1457.000

#### B. MECHANICAL

1. HVAC
   a. Cooling Design Temperature: ____  
   b. Humidity: ______
   c. Room Pressure: ______
   d. Total air changes per hour: ______
   e. Exhaust: ______
   f. Air Filtration: ______
   g. Recirculated Air: ______
   h. Special Features: ______
   i. Equipment Emitting Heat: ______
   j. Hours of Operation: 7:30am - 5pm M-F  
   k. Special Hours of AC Operation: 24/7 on-demand
   l. Special Exhaust/Fume Hood Req: ______
   m. Individual Room Control Required ______
   n. Special A/C Requirement ______

2. Plumbing Fixtures
   - Electric Water Cooler
   - Instant-Hot
   - Toilet
   - Urinal
   - Lavatory Sink Bowl: ______
   - Goose Neck Spout
   - Standard Spout
   - Wrist Blade Handles
   - Standard Handles
   - Foot Controls
   - Knee Controls
   - Auto Control/Sensor
   - Mop Basin
   - Floor Drains
   - Solids Interceptor/Plaster Traps
   - Hot Water Service Req’d for Fixtures
   - Other Special Plumbing Required: ______

3. Fire Protection
   - Sprinklers
   - Recessed Heads w/Cover Plate
   - Semi-Recessed Heads
   - Exposed Heads
   - Dry Fire Suppression
   - Smoke Detectors

#### C. ELECTRICAL

1. Power – enough for 1 man office
   - Duplex 120V Receptacles, Qty:____
   - Quadruplex 120V Receptacles, Qty:____
   - Commercial Grade
   - Floor Monument, Qty:____
   - Ground Fault Interrupter Receptacles, Qty:____
   - Isolated Ground, Qty:____
   - Dedicated Circuits, Qty:____
   - Emergency Receptacles, Qty:____
   - Other:____

2. Lighting
   - Natural Light
   - Incandescent
   - Fluorescent
   - Dimming Capability
   - Emergency
   - Color Corrected Lamps
   - Task
   - Under Cabinet Lighting
   - Lighting Levels (Min Footcandle Req.)
   - Lighting Controls (Switch Locations)
   - Other:____

3. Communications
   - Data Outlet, Qty:____
   - Floor Monument/Data, Qty:____
   - Flat Panel Monitor
   - Printer
   - Fax/Printer/Copier
   - Telephone
   - Wall
   - Desk
   - In-House
   - Full-Service
   - LCD/Plasma TV
   - TV
   - Clock
   - Battery
   - System
   - Elapsed Time
   - Intercom
   - Paging
   - Other: Small Smart Bd.

Comments: ______
# ROOM DATA SHEET

**PROJECT:**
HTDC – COLLABORATION CENTER

**ROOM:**
HTDC Mentor Program Office

**DATE:**
4/14/15

**FCA JOB NO:**
1457.000

## D. FURNITURE

1. Chair Type:
   - ☑ Visitor/Guest/Side Chair
   - ☐ With Arms
   - ☐ No Arms
   - ☐ Stacking Capablility
   - ☐ Bariatric

   Upholstery:
   - ☐ Fabric
   - ☐ Vinyl
   - ☐ Plastic
   - ☐ Mesh

   Base Type:
   - ☐ Fixed (4 legs)
   - ☐ Casters
   - ☐ Sled Base

   □ Task Chair
   - ☐ With Arms (adjustable)
   - ☐ No Arms

   Upholstery:
   - ☐ Fabric
   - ☐ Vinyl/Leather
   - ☐ Mesh

   Base Type:
   - ☐ Fixed
   - ☐ Casters
   - ☐ Sled Base

2. Tables:
   - ☐ Conference Table
   - Seating Capacity: _____
   - Finish: _____
   - Power Outlet, Qty: _____
   - Data Outlet, Qty: _____

   Legs:
   - ☐ Fixed
   - ☐ Folding
   - ☐ Modesty Panel
   - ☐ Video-Conferencing
   - ☐ Other:

3. Desking/Systems:
   - ☐ Single Desk
   - ☑ L-Shape Desk
   - ☐ U-Shape Desk

   Storage:
   - ☐ Under Desk
   - ☐ BBF Pedestal (two drawers, one file drawer)
   - ☐ BFF Pedestal (one drawer, two file drawers)
   - ☐ File Cabinet, lineal feet: _____

   Above Desk:
   - ☐ Shelving, lineal feet: _____
   - ☐ Cabinet, lineal feet: _____

   Accessories:
   - ☐ In/Out Track
   - ☐ Pencil Drawer
   - ☐ Tack Board
   - ☐ Task Light
   - ☐ Monitor Arm
   - ☐ Keyboard Tray

4. General Storage:
   - ☐ Credenza, Size: _____
   - ☐ Files, Lineal Feet: _____
   - ☐ Storage Tower, Size: _____

5. Accessories:
   - ☑ White Board
   - ☐ Tack Board
   - ☑ Waste Receptacle
   - ☐ Recycling Center
   - ☐ Paper
   - ☐ Cardboard
   - ☐ Aluminum
   - ☐ Glass
   - ☐ Other: _____
   - ☐ Other: _____
   - ☐ Other: _____
   - ☐ Other: _____

6. ☐ Other: _____

7. ☐ Other: _____

8. ☐ Other: _____

Comments: _____
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER     DATE: 4/14/15
ROOM: Makery Lab     FCA JOB NO: 1457.000

Describe what the room is used for: Entrepreneurs can quickly prototype their ideas in the maker lab. Includes light manufacturing equipment including laser cutter, 3-d printer, dye sublimation printer, industrial sewing machine etc. Available under subscription or by the hour. Need work benches, special ventilation, space for tools, lockers. Suitable for high-school and older. Needs a sink for 3d printing, ventilation, may need extra power. Desk for person monitoring lab.

A. ARCHITECTURAL

1. Description
   a. Room Size (Sq. Ft.) 1,000
   b. Control Required: ☑ Security FOB & Security Camera
      ☐ Visual
      ☐ Acoustical
   c. Number of Users (Staff or Visitors)
      1. Maximum Number 15
      2. Average Number 5

2. Doors
   a. Size:
   b. Material:
   c. Characteristics:
      d. ☑ Door Protection:
      ☐ Vision Panel Size:
      ☐ Security Rqmmts:

3. Interior Windows
   a. Size: ☑ Yes
   b. Blinds: ☐
   c. Special Features:

4. Floor Finish
   ☐ Concrete Sealed
   ☐ VCT
   ☐ Ceramic Tile
   ☑ Sheet Vinyl
   ☐ Rubber
   ☐ Epoxy Resin
   ☐ Other

5. Base:
   ☐ Wood
   ☐ Rubber
   ☐ Epoxy Resin
   ☐ Sheet Vinyl Coved
   ☐ Ceramic Tile
   ☐ Carpet
   ☐ Other

6. Wall Finish
   ☐ Concrete
   ☐ Ceramic Tile
   ☐ Epoxy Resin
   ☐ Epoxy Paint
   ☐ Waterproof Gypsum Board
   ☑ Gypsum Board
   ☐ Acoustic Panels
   ☐ Other:

7. Wainscot
   ☐ Ceramic Tile
   ☐ Plastic Laminate
   ☐ Stainless Steel
   ☐ Wood Panel
   ☐ Handrail
   ☐ Cart Rail
   ☐ Chair Rail
   ☐ Wall Guard
   ☐ Corner Guard
   ☑ Other:

8. Ceiling Finish
   a. Minimum Ceiling Height:
      ☐ Exposed Structure
      ☑ Plaster
      ☐ Waterproof Plaster
      ☐ Gypsum Board - Painted
      ☑ Lay-in Acoustic Tiles
      ☐ Lay-in Acoustic Tiles, Washable

9. Casework
   ☐ Base Cabinet:
   ☐ Upper Cabinet:
   ☐ Full Height Cabinet:
   ☐ Open Shelving:
   ☐ Lateral Filing (Under Base Cabinet)
   ☐ Pedestal File Drawer (Under Base Cabinet)
   ☐ Pencil Drawer
   ☐ Locking Requirements:
   ☐ Special Features:

10. Equipment
    ☐ Icemaker
    ☐ Refrigerator
    ☐ Microwave Oven
    ☐ White Boards
    ☐ Tack Boards
    ☐ Printer
    ☐ Water Filtration
    ☐ Projection Screen
    ☐ TV/Monitor
    ☐ Other:
    ☐ Other:
    ☐ Other:

Other:
Comments:
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Makery Lab
DATE: 4/14/15
FCA JOB NO: 1457.000

B. MECHANICAL
1. HVAC
   a. Cooling Design Temperature: _____
   b. Humidity:
   c. Room Pressure: _____
   d. Total air changes per hour: _____
   e. Exhaust: Ventilation
   f. Air Filtration: _____
   g. Recirculated Air: _____
   h. Special Features: _____
   i. Equipment Emitting Heat: _____
   j. Hours of Operation: 7am-9pm, Weekends 7-6
   k. Special Hours of AC Operation: 24/7 on demand
   l. Special Exhaust/Fume Hood Req.: _____
   m. Individual Room Control Required: _____
   n. Special A/C Requirement: _____

2. Plumbing Fixtures
   Electric Water Cooler
   Instant-Hot
   Toilet
   Urinal
   Lavatory Sink Bowl: _____
   Goose Neck Spout
   Standard Spout
   Wrist Blade Handles
   Standard Handles
   Foot Controls
   Knee Controls
   Auto Control/Sensor
   Mop Basin
   Floor Drains
   Solids Interceptor/Plaster Traps
   Hot Water Service Req’d for Fixtures
   Other Special Plumbing Required: ______

3. Fire Protection
   Sprinklers
   Recessed Heads w/Cover Plate
   Semi-Recessed Heads
   Exposed Heads
   Dry Fire Suppression
   Smoke Detectors

   Comments: _____

C. ELECTRICAL
1. Power – 110V 30AMP Typical
   Duplex 120V Receptacles, Qty:_____
   Quadruplex 120V Receptacles, Qty:_____
   Commercial Grade
   Floor Monument, Qty: _______
   Ground Fault Interrupter Receptacles, Qty:_____
   Isolated Ground, Qty:_____
   Dedicated Circuits, Qty:_____
   Emergency Receptacles, Qty:_____
   Other: _______

   2. Lighting
      Natural Light
      Incandescent
      Fluorescent
      Dimming Capability
      Emergency
      Color Corrected Lamps
      Task
      Under Cabinet Lighting
      Lighting Levels (Min Footcandle Req.)
      Lighting Controls (Switch Locations)
      Other: _______

3. Communications
   Data Outlet, Qty:_____
   Floor Monument/Data, Qty:_____
   Flat Panel Monitor
   Printer
   Fax/Printer/Copier
   Telephone
      Wall
      Desk
      In-House
      Full-Service
      LCD/Plasma TV
      TV
      Clock
      Battery
      System
      Elapsed Time
      Intercom
      Other: Smart Bd.
      Paging
      Other: _______
      Projector

   Comments: _____
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER  
ROOM: Makery Lab  
DATE: 4/14/15  
FCA JOB NO: 1457.000

D. FURNITURE – Need Furniture Info/Specs.

1. Chair Type:
   - ☐ Visitor/Guest/Side Chair
   - ☐ With Arms
   - ☐ No Arms
   - ☐ Ganging Capability
   - ☐ Stacking Capability
   - ☐ Bariatric
   Upholstery:
   - ☐ Fabric
   - ☐ Vinyl
   - ☐ Plastic
   - ☐ Mesh
   Base Type:
   - ☐ Fixed (4 legs)
   - ☐ Casters
   - ☐ Sled Base
   ☐ Task Chair
   - ☐ With Arms (adjustable)
   - ☐ No Arms
   Upholstery:
   - ☐ Fabric
   - ☐ Vinyl/Leather
   - ☐ Mesh
   Base Type:
   - ☐ Fixed
   - ☐ Casters
   - ☐ Sled Base

2. Tables:
   - ☐ Conference Table
     Seating Capacity: _____
     Finish: _____
     ☐ Power Outlet, Qty: _____
     ☐ Data Outlet, Qty: _____
     Legs:
     - ☐ Fixed
     - ☐ Folding
     - ☐ Modesty Panel
     - ☐ Video-Conferencing
     - ☐ Other: _____

3. Desking/Systems:
   - ☐ Single Desk
   - ☐ L-Shape Desk
   - ☐ U-Shape Desk

Comments: _____

Storage:
   - Under Desk
     ☐ BBF Pedestal (two drawers, one file drawer)
     ☐ BFF Pedestal (one drawer, two file drawers)
     ☐ File Cabinet, lineal feet: _____
   Above Desk:
     ☐ Shelving, lineal feet: _____
     ☐ Cabinet, lineal feet: _____
   Accessories:
     ☐ In/Out Track
     ☐ Pencil Drawer
     ☐ Task Board
     ☐ Task Light
     ☐ Monitor Arm
     ☐ Keyboard Tray

4. General Storage:
   - ☐ Credenza, Size: _____
   - ☐ Files, Lineal Feet: _____
   - ☐ Storage Tower, Size: _____

5. Accessories:
   - ☐ White Board
   - ☐ Tack Board
   - ☐ Waste Receptacle
   - ☐ Recycling Center
     ☐ Paper
     ☐ Cardboard
     ☐ Aluminum
     ☐ Glass
     ☐ Other: _____
     ☐ Other: _____
     ☐ Other: _____
     ☐ Other: _____

6. ☐ Other: _____
7. ☐ Other: _____
8. ☐ Other: _____
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER  DATE: 4/14/15
ROOM: Meeting Rooms (2)  FCA JOB NO: 1457.000

Describe what the room is used for: private meetings with team or clients. reserved and scheduled. glass so people can see in, with smartglasss or opaque/etched features to prevent the fishbowl effect. one smaller meeting room for 6 people and one larger for 10. setup for presentations with a smart board.

A. ARCHITECTURAL
1. Description
   a. Room Size (Sq. Ft.) 200 (2)
   b. Control Required:
      ☐ Security
      ☐ Visual
      ☐ Acoustical
   c. Number of Users (Staff or Visitors)
      1. Maximum Number 10
      2. Average Number 4

2. Doors
   a. Size: ______
   b. Material: ______
   c. Characteristics: 
   d. ☐ Door Protection: ______
      ☐ Vision Panel Size: ______
      ☐ Security Rqmnts: ______

3. Interior Windows
   a. Size: ______
   b. Blinds: ______
   c. Special Features: ______

4. Floor Finish
   ☐ Concrete Sealed ☐ Sheet Vinyl
   ☐ VCT ☐ Rubber
   ☐ Ceramic Tile ☐ Epoxy Resin
   ☒ Carpet ☐ Other

5. Base:
   ☐ Wood ☐ Sheet Vinyl Coved
   ☐ Rubber ☐ Ceramic Tile
   ☐ Epoxy Resin ☐ Carpet
   ☐ Other

6. Wall Finish
   ☐ Concrete ☐ Gypsum Board
   ☐ Ceramic Tile ☐ Epoxy Resin
   ☐ Epoxy Paint ☐ Acoustical Panels
   ☐ Waterproof Gypsum Board
   ☒ Other: Drywall/Paint

   ☐ Other: ______
   Comments: ______

7. Wainscot
   ☐ Ceramic Tile ☐ Plastic Laminate
   ☐ Stainless Steel ☐ Wood Panel
   ☐ Handrail ☐ Cart Rail
   ☐ Chair Rail ☐ Wall Guard
   ☐ Corner Guard ☐ Other: ______

8. Ceiling Finish
   a. Minimum Ceiling Height:
      ☐ Exposed Structure ☐ Plaster
      ☐ Waterproof Plaster
      ☐ Gypsum Board - Painted
      ☒ Lay-in Acoustic Tiles
      ☐ Lay-in Acoustic Tiles, Washable

9. Casework
   ☐ Base Cabinet: ______
   ☐ Upper Cabinet: ______
   ☐ Full Height Cabinet: ______
   ☐ Open Shelving: ______
   ☐ Lateral Filing (Under Base Cabinet)
   ☐ Pedestal File Drawer (Under Base Cabinet)
   ☐ Pencil Drawer
   ☐ Locking Requirements: ______
   ☐ Special Features: ______

10. Equipment
    ☐ Icemaker ☐ Video Projector
     ☐ Refrigerator ☐ Stove Top
     ☐ Microwave Oven ☐ White Boards
     ☐ Tack Boards ☐ Printer
     ☐ Water Filtration ☐ Projection Screen
     ☐ TV/Monitor ☐ Other: ______
     ☐ Other: ______ ☐ Other: ______
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Meeting Rooms (2)
DATE: 4/14/15
FCA JOB NO: 1457.000

B. MECHANICAL

1. HVAC
   a. Cooling Design Temperature: _____
   b. Humidity: _____
   c. Room Pressure: _____
   d. Total air changes per hour: _____
   e. Exhaust: _____
   f. Air Filtration: _____
   g. Recirculated Air: _____
   h. Special Features: _____
   i. Equipment Emitting Heat: _____
   j. Hours of Operation: ______
   k. Special Hours of AC Operation: Reg Hrs/24/7 on Demand
   l. Individual Room Control Required:_______
   m. Special A/C Requirement: ______

2. Plumbing Fixtures
   - Electric Water Cooler
   - Instant-Hot
   - Toilet
   - Urinal
   - Lavatory Sink Bowl: ______
     - Goose Neck Spout
     - Standard Spout
     - Wrist Blade Handles
     - Standard Handles
     - Foot Controls
     - Knee Controls
     - Auto Control/Sensor
     - Mop Basin
     - Floor Drains
     - Solids Interceptor/Plaster Traps
     - Hot Water Service Req’d for Fixtures
   - Other Special Plumbing Required: ______

3. Fire Protection
   - Sprinklers
     - Recessed Heads w/Cover Plate
     - Semi-Recessed Heads
     - Exposed Heads
     - Dry Fire Suppression
     - Smoke Detectors

   Comments: ______

C. ELECTRICAL

1. Power - Typical
   - Duplex 120V Receptacles, Qty:_____
   - Quadruplex 120V Receptacles, Qty:_____
   - Commercial Grade
   - Floor Monument, Qty:_____
   - Ground Fault Interrupter Receptacles, Qty:_____
   - Isolated Ground, Qty:_____
   - Dedicated Circuits, Qty:_____
   - Emergency Receptacles, Qty:_____
   - Other:_____

2. Lighting
   - Natural Light
   - Incandescent
   - Fluorescent
   - Dimming Capability
   - Emergency
   - Color Corrected Lamps
   - Task
   - Under Cabinet Lighting
   - Lighting Levels (Min Footcandle Req.)
   - Lighting Controls (Switch Locations)
   - Other:_____

3. Communications
   - Data Outlet, Qty:_____
   - Floor Monument/Data, Qty:_____
   - Flat Panel Monitor (Smart Bd.)
   - Printer
   - Fax/Printer/Copier
   - Telephone
     - Wall
     - Desk
     - In-House
     - Full-Service
     - LCD/Plasma TV
     - TV
     - Clock
     - Battery
     - System
     - Elapsed Time
     - Intercom
     - Other:_____
     - Paging
     - Other:_____
     - Projector
## ROOM DATA SHEET

**PROJECT**: HTDC – COLLABORATION CENTER  
**DATE**: 4/14/15  
**ROOM**: Meeting Rooms (2)  
**FCA JOB NO**: 1457.000

### D. FURNITURE - Typical

#### 1. Chair Type:
- [ ] Visitor/Guest/Side Chair
- [ ] With Arms
- [ ] No Arms
- [ ] Ganging Capability
- [ ] Stacking Capability
- [ ] Bariatric

**Upholstery**:
- [ ] Fabric
- [ ] Vinyl
- [ ] Plastic
- [ ] Mesh

**Base Type**:
- [ ] Fixed (4 legs)
- [ ] Casters
- [ ] Sled Base

- [ ] Task Chair
- [ ] With Arms (adjustable)
- [ ] No Arms

**Upholstery**:
- [ ] Fabric
- [ ] Vinyl/Leather
- [ ] Mesh

**Base Type**:
- [ ] Fixed
- [ ] Casters
- [ ] Sled Base

#### 2. Tables:
- [ ] Conference Table
  
**Seating Capacity**: _____

**Finish**:
- [ ] Power Outlet, Qty: _____
- [ ] Data Outlet, Qty: _____

**Legs**:
- [ ] Fixed
- [ ] Folding
- [ ] Modesty Panel
- [ ] Video-Conferencing
- [ ] Other;

#### 3. Desking/Systems: **Credenza**

**Desk Type**:
- [ ] Single Desk
- [ ] L-Shape Desk
- [ ] U-Shape Desk

**Storage**:
- Under Desk:
  - [ ] BBF Pedestal (two drawers, one file drawer)
  - [ ] BFF Pedestal (one drawer, two file drawers)
  - [ ] File Cabinet, lineal feet: _____

- Above Desk:
  - [ ] Shelving, lineal feet: _____
  - [ ] Cabinet, lineal feet: _____

**Accessories**:
- [ ] In/Out Track
- [ ] Pencil Drawer
- [ ] Tack Board
- [ ] Task Light
- [ ] Monitor Arm
- [ ] Keyboard Tray

#### 4. General Storage:
- [ ] Credenza, Size: _____
- [ ] Files, Lineal Feet: _____
- [ ] Storage Tower, Size: _____

#### 5. Accessories:
- [ ] White Board
- [ ] Tack Board
- [ ] Waste Receptacle
- [ ] Recycling Center
  - [ ] Paper
  - [ ] Cardboard
  - [ ] Aluminum
  - [ ] Glass
  - [ ] Other: _____

#### 6. Other:
- [ ] Other: _____

#### 7. Other:
- [ ] Other: _____

#### 8. Other:
- [ ] Other: _____

**Comments**: _____
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER  DATE: 4/14/15
ROOM: Offices (10)  FCA JOB NO: 1457.000

Describe what the room is used for: affordable private office spaces available to rent, varying room sizes from 100-200 square feet. These offices can also be used to temporarily store equipment being developed in the studio or lab. We will provide desks and chairs and file cabinet for these offices.

A. ARCHITECTURAL

<table>
<thead>
<tr>
<th>Description</th>
<th>7. Wainscot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Size (Sq. Ft.)</td>
<td>150 (10)</td>
</tr>
<tr>
<td>Control Required:</td>
<td>Ceramic Tile, Plastic Laminate</td>
</tr>
<tr>
<td>Security FOB</td>
<td>Stainless Steel, Wood Panel</td>
</tr>
<tr>
<td>Visual</td>
<td>Handrail, Cart Rail</td>
</tr>
<tr>
<td>Acoustical</td>
<td>Chair Rail, Wall Guard</td>
</tr>
<tr>
<td>Number of Users (Staff or Visitors)</td>
<td>Corner Guard, Other:</td>
</tr>
<tr>
<td>Maximum Number 5</td>
<td></td>
</tr>
<tr>
<td>Average Number 2</td>
<td></td>
</tr>
</tbody>
</table>

B. Doors

<table>
<thead>
<tr>
<th>Size:</th>
<th>2. Doors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material:</td>
<td>Stainless Steel, Wood Panel</td>
</tr>
<tr>
<td>Characteristics:</td>
<td>Handrail, Cart Rail</td>
</tr>
<tr>
<td>Door Protection:</td>
<td>Chair Rail, Wall Guard</td>
</tr>
<tr>
<td>Vision Panel Size:</td>
<td>Corner Guard, Other:</td>
</tr>
<tr>
<td>Security Rqmts:</td>
<td></td>
</tr>
</tbody>
</table>

C. Interior Windows

<table>
<thead>
<tr>
<th>Size:</th>
<th>3. Interior Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blinds:</td>
<td>Lay-in Acoustic Tiles, Washable</td>
</tr>
<tr>
<td>Special Features:</td>
<td></td>
</tr>
</tbody>
</table>

4. Floor Finish

<table>
<thead>
<tr>
<th>Concrete Sealed</th>
<th>4. Floor Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCT</td>
<td>Sheet Vinyl</td>
</tr>
<tr>
<td>Ceramic Tile</td>
<td>Epoxy Resin</td>
</tr>
<tr>
<td>Carpet</td>
<td>Other</td>
</tr>
<tr>
<td>Wood</td>
<td>Sheet Vinyl Coved</td>
</tr>
<tr>
<td>Rubber</td>
<td>Ceramic Tile</td>
</tr>
<tr>
<td>Epoxy Resin</td>
<td>Carpet</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

5. Base:

<table>
<thead>
<tr>
<th>Wood</th>
<th>5. Base:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubber</td>
<td>Ceramic Tile</td>
</tr>
<tr>
<td>Epoxy Resin</td>
<td>Carpet</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Concrete</td>
<td>Gypsum Board</td>
</tr>
<tr>
<td>Ceramic Tile</td>
<td>Epoxy Resin</td>
</tr>
<tr>
<td>Epoxy Paint</td>
<td>Acoustical Panels</td>
</tr>
<tr>
<td>Waterproof Gypsum Board</td>
<td></td>
</tr>
<tr>
<td>Other: Drywall/Paint, White Board Painted Walls</td>
<td></td>
</tr>
</tbody>
</table>

6. Wall Finish

| Ceramic Tile | 6. Wall Finish |
| Epoxy Resin | |
| Acoustic Panels | |
| Water Filtration | |
| TV/Monitor | |
| Other: || Other: |

7. Wainscot

| Ceramic Tile | 7. Wainscot |
| Plastic Laminate | |
| Stainless Steel | |
| Wood Panel | |
| Handrail | |
| Chair Rail | |
| Wall Guard | |
| Corner Guard | Other: |

8. Ceiling Finish

| Minimum Ceiling Height: | 8. Ceiling Finish |
| Exposed Structure | Lay-in Acoustic Tiles |
| Waterproof Plaster | Lay-in Acoustic Tiles, Washable |
| Gypsum Board - Painted | |
| Stainless Steel, Wood Panel |
| Handrail, Cart Rail |
| Chair Rail, Wall Guard |
| Corner Guard, Other: |

9. Casework

| Base Cabinet: | 9. Casework |
| Upper Cabinet: | |
| Full Height Cabinet: | |
| Lateral Filing (Under Base Cabinet) | |
| Pedestal File Drawer (Under Base Cabinet) | |
| Pencil Drawer | |
| Locking Requirements: | |
| Special Features: | |

10. Equipment

| Icemaker | 10. Equipment |
| Video Projector | |
| Refrigerator | |
| Microwave Oven | |
| White Boards | |
| Tack Boards | |
| Printer | |
| Water Filtration | |
| Projection Screen | |
| Other: | Other: |

Other: Need to figure out ratios of suites: square footages.
Comments: Visual connection from co-working looking into office spaces.
### B. MECHANICAL

1. HVAC
   a. Cooling Design Temperature: _____
   b. Humidity: _____
   c. Room Pressure: _____
   d. Total air changes per hour: _____
   e. Exhaust: _____
   f. Air Filtration: _____
   g. Recirculated Air: _____
   h. Special Features: _____
   i. Equipment Emitting Heat: _____
   j. Hours of Operation: _____
   k. Special Hours of AC Operation: reg hrs/24/7 on demand
   l. Special Exhaust/Fume Hood Req.: _____
   m. Individual Room Control Required: _____
   n. Special A/C Requirement: _____

2. Plumbing Fixtures
   - Electric Water Cooler
   - Instant-Hot
   - Toilet
   - Urinal
   - Lavatory Sink Bowl: _____
     - Goose Neck Spout
     - Standard Spout
     - Wrist Blade Handles
     - Standard Handles
     - Foot Controls
     - Knee Controls
     - Auto Control/Sensor
     - Mop Basin
     - Floor Drains
     - Solids Interceptor/Plaster Traps
     - Hot Water Service Req’d for Fixtures
   - Other Special Plumbing Required: _____

3. Fire Protection
   - Sprinklers
     - Recessed Heads w/Cover Plate
     - Semi-Recessed Heads
     - Exposed Heads
     - Dry Fire Suppression
     - Smoke Detectors

### Comments: _____

### C. ELECTRICAL

1. Power – typical w/data per typical office
   - Duplex 120V Receptacles, Qty: _____
   - Quadruplex 120V Receptacles, Qty: _____
   - Commercial Grade
   - Floor Monument, Qty: _____
   - Ground Fault Interrupter Receptacles, Qty: _____
   - Isolated Ground, Qty: _____
   - Dedicated Circuits, Qty: _____
   - Emergency Receptacles, Qty: _____
   - Other: _____

2. Lighting
   - Natural Light
   - Incandescent
   - Fluorescent
   - Dimming Capability
   - Emergency
   - Color Corrected Lamps
   - Task
   - Under Cabinet Lighting
   - Lighting Levels (Min Footcandle Req.)
   - Lighting Controls (Switch Locations)
   - Other: _____

3. Communications
   - Data Outlet, Qty: _____
     - Floor Monument/Data, Qty: _____
     - Flat Panel Monitor
     - Printer
     - Fax/Printer/Copier
     - Telephone
       - Wall
       - Desk
       - In-House
       - Full-Service
     - LCD/Plasma TV
     - TV
     - Clock
     - Battery
     - System
     - Elapsed Time
     - Intercom
     - Other: _____
     - Paging
     - Other: _____
     - Projector
     - Other: _____

Comments: _____
# ROOM DATA SHEET

**PROJECT:** HTDC – COLLABORATION CENTER  
**ROOM:** Offices (10)  
**DATE:** 4/14/15  
**FCA JOB NO:** 1457.000

## D. FURNITURE

1. **Chair Type:**
   - [ ] Visitor/Guest/Side Chair
     - [ ] With Arms
     - [ ] No Arms
     - [ ] Ganging Capability
     - [ ] Stacking Capability
     - [ ] Bariatric
   - **Upholstery:**
     - [ ] Fabric
     - [ ] Vinyl
     - [ ] Plastic
     - [ ] Mesh
   - **Base Type:**
     - [ ] Fixed (4 legs)
     - [ ] Casters
     - [ ] Sled Base
     - [ ] Task Chair - 1
       - [ ] With Arms (adjustable)
       - [ ] No Arms
       - **Upholstery:**
         - [ ] Fabric
         - [ ] Vinyl/Leather
         - [ ] Mesh
       - **Base Type:**
         - [ ] Fixed
         - [ ] Casters
         - [ ] Sled Base

2. **Tables:**
   - [ ] Conference Table
     - **Seating Capacity:**
     - **Finish:**
     - [ ] Power Outlet, Qty:
     - [ ] Data Outlet, Qty:
   - **Legs:**
     - [ ] Fixed
     - [ ] Folding
     - [ ] Modesty Panel
     - [ ] Video-Conferencing
     - [ ] Other:

3. **Desking/Systems:**
   - [ ] Single Desk
   - [ ] L-Shape Desk
   - [ ] U-Shape Desk

**Comments:**

## Storage:

- **Under Desk – Rolling to fit under desk**
  - [ ] BBF Pedestal (two drawers, one file drawer)
  - [ ] BFF Pedestal (one drawer, two file drawers)
  - [ ] File Cabinet, lineal feet:
- **Above Desk:**
  - [ ] Shelving, lineal feet:
  - [ ] Cabinet, lineal feet:

## Accessories:

- [ ] In/Out Track
- [ ] Pencil Drawer
- [ ] Task Board
- [ ] Task Light
  - [ ] Monitor Arm
  - [ ] Keyboard Tray
- [ ] [ ] Monitor Arm
- [ ] [ ] Keyboard Tray

## General Storage:

- [ ] Credenza, Size:
- [ ] Files, Lineal Feet:
- [ ] Storage Tower, Size:

## Other:

- [ ] Other:
  - [ ] Other:
  - [ ] Other:
  - [ ] Other:
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Restrooms (2)
DATE: 4/14/15
FCA JOB NO: 1457.000

Describe what the room is used for: standard restrooms. enough stalls for women.
Typical Restrooms, nothing out of the ordinary.

### A. ARCHITECTURAL

1. Description
   a. Room Size (Sq. Ft.) 150 (2)

2. Doors
   a. Size: _____
   b. Material: _____

3. Interior Windows
   a. Size: _____

4. Floor Finish
   a. Concrete Sealed
   b. VCT
   c. Ceramic Tile
   d. Carpet

5. Base: 
   a. Wood
   b. Rubber
   c. Epoxy Resin

6. Wall Finish
   a. Concrete
   b. Ceramic Tile
   c. Epoxy Paint

### 7. Wainscot
   a. Ceramic Tile
   b. Stainless Steel
   c. Acoustical

### 8. Ceiling Finish
   a. Minimum Ceiling Height: _____
   b. Exposed Structure
   c. Waterproof Plaster

### 9. Casework
   a. Base Cabinet: _____
   b. Upper Cabinet: _____

### 10. Equipment
   a. Icemaker
   b. Refrigerator
   c. Microwave Oven

### Comments:

Other: _____

Other:

Comments: _____
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Restrooms (2)

B. MECHANICAL
1. HVAC
   a. Cooling Design Temperature: _____
   b. Humidity: _____
   c. Room Pressure: _____
   d. Total air changes per hour: _____
   e. Exhaust: _____
   f. Air Filtration:_____ 
   g. Recirculated Air: _____
   h. Special Features: _____
   i. Equipment Emitting Heat: _____
   j. Hours of Operation: _____
   k. Special Hours of AC Operation: _____
   l. Special Exhaust/Fume Hood Req.: _____
   m. Individual Room Control Required: _____
   n. Special A/C Requirement: _____

2. Plumbing Fixtures
   Electric Water Cooler
   Instant-Hot
   Toilet
   Urinal
   Lavatory Sink Bowl: _____
   Goose Neck Spout
   Standard Spout
   Wrist Blade Handles
   Standard Handles
   Foot Controls
   Knee Controls
   Auto Control/Sensor
   Mop Basin
   Floor Drains
   SolidsInterceptor/PlasterTraps
   Hot Water Service Req’d for Fixtures
   Other Special Plumbing Required: _____

3. Fire Protection
   Sprinklers
   Recessed Heads w/Cover Plate
   Semi-Recessed Heads
   Exposed Heads
   Dry Fire Suppression
   Smoke Detectors

C. ELECTRICAL
1. Power
   Duplex 120V Receptacles, Qty: _____
   Quadruplex 120V Receptacles, Qty: _____
   Commercial Grade
   Ground Fault Interrupter Receptacles, Qty: _____
   Isolated Ground, Qty: _____
   Dedicated Circuits, Qty: _____
   Emergency Receptacles, Qty: _____
   Other: _____

   Floor Monument, Qty: _____
   Emergency
   Dimming Capability
   Color Corrected Lamps
   Under Cabinet Lighting
   Lighting Levels (Min Footcandle Req.)
   Lighting Controls (Switch Locations)
   Other: _____

2. Lighting
   Natural Light
   Incandescent
   Fluorescent
   Dimming Capability
   Emergency
   Task
   Color Corrected Lamps
   Under Cabinet Lighting
   Lighting Levels (Min Footcandle Req.)
   Lighting Controls (Switch Locations)
   Color Corrected Lamps
   Under Cabinet Lighting
   Other: _____

3. Communications
   Data Outlet, Qty: _____
   Floor Monument/Data, Qty: _____
   Flat Panel Monitor
   Printer
   Fax/Printer/Copier
   Telephone
   Wall
   Desk
   In-House
   Full-Service
   LCD/Plasma TV
   TV
   Clock
   Battery
   System
   Elapsed Time
   Other: _____

   Intercom
   Paging
   Projector
   Other: _____

Comments: _____
## ROOM DATA SHEET

**PROJECT:** HTDC – COLLABORATION CENTER  
**ROOM:** Restrooms (2)  
**DATE:** 4/14/15  
**FCA JOB NO:** 1457.000

### D. FURNITURE

#### 1. Chair Type:
- [ ] Visitor/Guest/Side Chair
- [ ] With Arms
- [ ] No Arms
- [ ] Ganging Capability
- [ ] Stacking Capability
- [ ] Bariatric

- [ ] Upholstery:
  - [ ] Fabric
  - [ ] Vinyl
  - [ ] Plastic
  - [ ] Mesh

- [ ] Base Type:
  - [ ] Fixed (4 legs)
  - [ ] Casters
  - [ ] Sled Base

- [ ] Task Chair
  - [ ] With Arms (adjustable)
  - [ ] No Arms

- [ ] Upholstery:
  - [ ] Fabric
  - [ ] Vinyl
  - [ ] Leather
  - [ ] Mesh

- [ ] Base Type:
  - [ ] Fixed
  - [ ] Casters
  - [ ] Sled Base

#### 2. Tables:
- [ ] Conference Table
  - [ ] Seating Capacity: _____
  - [ ] Finish: ______
  - [ ] Power Outlet, Qty: _____
  - [ ] Data Outlet, Qty: _____

- [ ] Legs:
  - [ ] Fixed
  - [ ] Folding
  - [ ] Modesty Panel
  - [ ] Video-Conferencing
  - [ ] Other: ______

#### 3. Desking/Systems:
- [ ] Desk Type:
  - [ ] Single Desk
  - [ ] L-Shape Desk
  - [ ] U-Shape Desk

### Storage:
- [ ] Under Desk
  - [ ] BBF Pedestal (two drawers, one file drawer)
  - [ ] BFF Pedestal (one drawer, two file drawers)
  - [ ] File Cabinet, lineal feet:_____

- [ ] Above Desk:
  - [ ] Shelving, lineal feet:_____
  - [ ] Cabinet, lineal feet:_____

### Accessories:
- [ ] In/Out Track
- [ ] Pencil Drawer
- [ ] Tack Board
- [ ] Task Light
  - [ ] Monitor Arm
  - [ ] Keyboard Tray

#### 4. General Storage:
- [ ] Credenza, Size:_____
- [ ] Files, Lineal Feet:_____
- [ ] Storage Tower, Size:_____

#### 5. Accessories:
- [ ] White Board
- [ ] Tack Board
- [ ] Waste Receptacle
- [ ] Recycling Center
  - [ ] Paper
  - [ ] Cardboard
  - [ ] Aluminum
  - [ ] Glass
  - [ ] Other:_____

### 6. Other:
- [ ] ______
- [ ] ______
- [ ] ______

### 7. Other:
- [ ] ______
- [ ] ______
- [ ] ______

### 8. Other:
- [ ] ______
- [ ] ______
- [ ] ______

Comments:_____

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FERRARO CHOI And Associates Ltd  1240 Ala Moana Boulevard, Suite 510  Honolulu, Hawaii 96814-4298  Phone: (808)-533-8880
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER  DATE: 4/14/15
ROOM: Training Room  FCA JOB NO: 1457.000

Describe what the room is used for: used to deliver business and technical training to newly formed businesses. Classroom style, multifunction, open for other organizations to use, multiple large smartboards, possibly videoconferencing, distance learning, setup for livestreaming with proper lighting, special digital media booth for live streaming, movable tables and chairs, possibly being able to use it for other functions. Need to add a separate sheet for a storage room for furniture.

A. ARCHITECTURAL

1. Description
   a. Room Size (Sq. Ft.)  700
   b. Control Required:
      - Security FOB
      - Visual
      - Acoustical
   c. Number of Users (Staff or Visitors)
      1. Maximum Number  75 Ideal but prob. smaller
      2. Average Number  30

2. Doors
   a. Size: ______
   b. Material: ______
   c. Characteristics:
      d. Door Protection: ______
      e. Vision Panel Size: ______
      f. Security Rqmnts: ______

3. Interior Windows - Dual Windows w/Drapes
   a. Size: ______
   b. Blinds: ______
   c. Special Features: ______

4. Floor Finish
   a. Concrete Sealed
   b. VCT
   c. Ceramic Tile
   d. Carpet
   e. Sheet Vinyl
   f. Rubber
   g. Epoxy Resin
   h. Other

5. Base
   a. Wood
   b. Rubber
   c. Epoxy Resin
   d. Sheet Vinyl Coved
   e. Ceramic Tile
   f. Carpet
   g. Other

6. Wall Finish
   a. Concrete
   b. Ceramic Tile
   c. Epoxy Paint
   d. Gypsum Board
   e. Waterproof Gypsum Board
   f. Acoustic Panels
   g. Other: ______

7. Wainscot
   - Ceramic Tile
   - Plastic Laminate
   - Stainless Steel
   - Wood Panel
   - Handrail
   - Cart Rail
   - Chair Rail
   - Wall Guard
   - Corner Guard
   - Other: ______

8. Ceiling Finish
   a. Minimum Ceiling Height: ______
   - Exposed Structure
   - Plaster
   - Waterproof Plaster
   - Gypsum Board - Painted
   - Lay-in Acoustic Tiles
   - Lay-in Acoustic Tiles, Washable

9. Casework
   a. Base Cabinet: ______
   b. Upper Cabinet: ______
   c. Full Height Cabinet: ______
   d. Open Shelving: ______
   e. Lateral Filing (Under Base Cabinet)
   f. Pedestal File Drawer (Under Base Cabinet)
   g. Pencil Drawer
   h. Locking Requirements: ______
   i. Special Features: ______

10. Equipment
    a. Icemaker
    b. Refrigerator
    c. Microwave Oven
    d. Tack Boards
    e. Water Filtration
    f. TV/Monitor
    g. Printer
    h. Other: ______
    i. Other: ______

Other: Take space + or – 300 SF from Collaboration to Training Room

Comments: ______
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Training Room

B. MECHANICAL
1. HVAC
   a. Cooling Design Temperature: _____
   b. Humidity: __________
   c. Room Pressure: ______
   d. Total air changes per hour: ______
   e. Exhaust: ______
   f. Air Filtration: ______
   g. Recirculated Air: ______
   h. Special Features: ______
   i. Equipment Emitting Heat: ______
   j. Hours of Operation: ______
   k. Special Hours of AC Operation: on demand
   l. Individual Room Control Required
   m. Special A/C Requirement ______

2. Plumbing Fixtures
   □ Electric Water Cooler
   □ Instant-Hot
   □ Toilet
   □ Urinal
   □ Lavatory Sink Bowl: ______
     □ Goose Neck Spout
     □ Standard Spout
     □ Wrist Blade Handles
     □ Standard Handles
     □ Foot Controls
     □ Knee Controls
     □ Auto Control/Sensor
     □ Mop Basin
     □ Floor Drains
     □ Solids Interceptor/Plaster Traps
     □ Hot Water Service Req’d for Fixtures
     □ Other Special Plumbing Required: ______

3. Fire Protection
   □ Sprinklers
   □ Recessed Heads w/Cover Plate
   □ Semi-Recessed Heads
   □ Exposed Heads
   □ Dry Fire Suppression
   □ Smoke Detectors

C. ELECTRICAL
1. Power – data as required/wifi/data for instructor/camera
   □ Duplex 120V Receptacles, Qty:_____
   □ Quadruplex 120V Receptacles, Qty:_____
   □ Commercial Grade
   □ Floor Monument, Qty:_____
   □ Ground Fault Interrupter Receptacles, Qty:_____
   □ Isolated Ground, Qty:_____
   □ Dedicated Circuits, Qty:_____
   □ Emergency Receptacles, Qty:_____
   □ Other:_____

2. Lighting – for training/video conference
   □ Natural Light
   □ Incandescent
   □ Fluorescent
   □ Dimming Capability
   □ Emergency
   □ Color Corrected Lamps
   □ Task
   □ Under Cabinet Lighting
   □ Lighting Levels (Min Footcandle Req.)
   □ Lighting Controls (Switch Locations)
   □ Other:_____

3. Communications
   □ Data Outlet, Qty:_____
   □ Floor Monument/Data, Qty:_____
   □ Flat Panel Monitor/Smart Board – 2 or 3
   □ Printer
   □ Fax/Printer/Copier
   □ Telephone
     □ Wall
     □ Desk
     □ In-House
     □ Full-Service
   □ LCD/Plasma TV
   □ TV
   □ Clock
     □ Battery
     □ System
     □ Elapsed Time
     □ Intercom
     □ Paging
     □ Other:_____
     □ Projector

Comments: ______

COMMENTS FROM INTERVIEW WITH HTDC ON 5/4/15
**ROOM DATA SHEET**

**PROJECT:** HTDC – COLLABORATION CENTER  
**DATE:** 4/14/15

**ROOM:** Training Room  
**FCA JOB NO:** 1457.000

### D. FURNITURE

1. **Chair Type:**
   - Visitor/Guest/Side Chair
   - With Arms
   - No Arms
   - Ganging Capability
   - Stacking Capability
   - Bariatric
   - Upholstery:
     - Fabric
     - Vinyl
     - Plastic
     - Mesh
   - Base Type:
     - Fixed (4 legs)
     - Casters
     - Sled Base
   - Task Chair
     - With Arms (adjustable)
     - No Arms
   - Upholstery
     - Fabric
     - Vinyl/Leather
     - Mesh
   - Base Type:
     - Fixed
     - Casters
     - Sled Base

2. **Tables:**
   - Conference Table
     - Seating Capacity:_____
     - Finish:
       - Power Outlet, Qty:_____
       - Data Outlet, Qty:_____
   - Legs:
     - Fixed
     - Folding
     - Modesty Panel
     - Video-Conferencing
     - Other:
     - Shelving, lineal feet:_____
     - Cabinet, lineal feet:_____

3. **Desking/Systems:**
   - Desk Type:
     - Single Desk
     - L-Shape Desk
     - U-Shape Desk

**Storage:**
   - Under Desk:
     - BBF Pedestal (two drawers, one file drawer)
     - BFF Pedestal (one drawer, two file drawers)
     - File Cabinet, lineal feet:_____
   - Above Desk:
     - Shelving, lineal feet:_____
     - Cabinet, lineal feet:_____
   - Accessories:
     - In/Out Track
     - Pencil Drawer
     - Tack Board
     - Task Light
     - Monitor Arm
     - Keyboard Tray

4. **General Storage:**
   - Credenza, Size:_____
   - Files, Lineal Feet:_____
   - Storage Tower, Size:_____

5. **Accessories:**
   - White Board
   - Tack Board
   - Waste Receptacle
   - Recycling Center
     - Paper
     - Cardboard
     - Aluminum
     - Glass
     - Other:_____
     - Other:_____
     - Other:_____
     - Other:_____

6. **Other:**_____
7. **Other:**_____
8. **Other:**_____

**Comments:**_____
**ROOM DATA SHEET**

**PROJECT:** HTDC – COLLABORATION CENTER  
**DATE:** 4/14/15  
**ROOM:** Video Conference Room  
**FCA JOB NO:** 1457.000

Describe what the room is used for: 2 video conferencing stations facilitate global communication and encourage groups to build partnerships beyond the walls of the physical facility. Need monitor, webcams, broadband connections, high back seats and table. 1 room with two person video conference furniture set-up. 6 persons for each.

### A. ARCHITECTURAL

1. **Description**
   - Room Size (Sq. Ft.): 400
   - Control Required:
     - Security
     - Visual
     - Acoustical
   - Number of Users (Staff or Visitors):
     - Maximum Number: 10
     - Average Number: 2

2. **Doors**
   - Size: ______
   - Material: ______
   - Characteristics:
     - Door Protection: ______
     - Vision Panel Size: ______
     - Security Reqmts: ______

3. **Interior Windows**
   - Size: ______
   - Blinds: ______
   - Special Features: ______

4. **Floor Finish**
   - Concrete Sealed
   - VCT
   - Ceramic Tile
   - Carpet
   - Other

5. **Base**
   - Wood
   - Rubber
   - Epoxy Resin
   - Other

6. **Wall Finish**
   - Concrete
   - Ceramic Tile
   - Epoxy Resin
   - Water Proof Gypsum Board
   - Other: ______

7. **Wainscot**
   - Ceramic Tile
   - Stainless Steel
   - Wood Panel
   - Handrail
   - Chair Rail
   - Corner Guard
   - Other: ______

8. **Ceiling Finish**
   - Minimum Ceiling Height:
     - Exposed Structure
     - Plaster
     - Waterproof Plaster
     - Gypsum Board - Painted
     - Lay-in Acoustic Tiles
     - Lay-in Acoustic Tiles, Washable

9. **Casework**
   - Base Cabinet: ______
   - Upper Cabinet: ______
   - Full Height Cabinet: ______
   - Open Shelving: ______
   - Lateral Filing (Under Base Cabinet)
   - Pedestal File Drawer (Under Base Cabinet)
   - Pencil Drawer
   - Locking Requirements: ______
   - Special Features: ______

10. **Equipment**
    - Icemaker
    - Refrigerator
    - Microwave Oven
    - Tack Boards
    - Water Filtration
    - TV/Monitor
    - Other: ______

Other: ______

Comments: ______
# ROOM DATA SHEET

**PROJECT:** HTDC – COLLABORATION CENTER  
**DATE:** 4/14/15  
**ROOM:** Video Conference Room  
**FCA JOB NO:** 1457.000

## B. MECHANICAL

1. **HVAC**
   - a. Cooling Design Temperature: _____
   - b. Humidity: _____
   - c. Room Pressure: _____
   - d. Total air changes per hour: _____
   - e. Exhaust: _____
   - f. Air Filtration: _____
   - g. Recirculated Air: _____
   - h. Special Features: _____
   - i. Equipment Emitting Heat: _____
   - j. Hours of Operation: _____
   - k. Special Hours of AC Operation: _____
   - l. Individual Room Control Required: _____
   - m. Special A/C Requirement: _____

2. **Plumbing Fixtures**
   - a. Electric Water Cooler
   - b. Instant-Hot
   - c. Toilet
   - d. Urinal
   - e. Lavatory Sink Bowl: _____
     - f. Goose Neck Spout
     - g. Standard Spout
     - h. Wrist Blade Handles
     - i. Standard Handles
     - j. Foot Controls
     - k. Knee Controls
     - l. Auto Control/Sensor
     - m. Mop Basin
     - n. Floor Drains
     - o. Solids Interceptor/Plaster Traps
     - p. Hot Water Service Req’d for Fixtures
     - q. Other Special Plumbing Required: _____

3. **Fire Protection**
   - a. Sprinklers
   - b. Recessed Heads w/Cover Plate
   - c. Semi-Recessed Heads
   - d. Exposed Heads
   - e. Dry Fire Suppression
   - f. Smoke Detectors

## C. ELECTRICAL

1. **Power**
   - a. Duplex 120V Receptacles, Qty: _____
   - b. Quadruplex 120V Receptacles, Qty: _____
   - c. Commercial Grade
   - d. Floor Monument, Qty: _____
   - e. Ground Fault Interrupter Receptacles, Qty: _____
   - f. Isolated Ground, Qty: _____
   - g. Dedicated Circuits, Qty: _____
   - h. Emergency Receptacles, Qty: _____
   - i. Other: _____

2. **Lighting**
   - a. Natural Light
   - b. Incandescent
   - c. Fluorescent
   - d. Dimming Capability
   - e. Emergency
   - f. Color Corrected Lamps
   - g. Task
   - h. Under Cabinet Lighting
   - i. Lighting Levels (Min Footcandle Req.)
   - j. Lighting Controls (Switch Locations)
   - k. Other: _____

3. **Communications**
   - a. Data Outlet, Qty: _____
   - b. Floor Monument/Data, Qty: _____
   - c. Flat Panel Monitor
   - d. Printer
   - e. Fax/Printer/Copier
   - f. Telephone
   - g. Wall
   - h. Desk
   - i. In-House
   - j. Full-Service
   - k. LCD/Plasma TV
   - l. TV
   - m. Clock
   - n. Battery
   - o. System
   - p. Elapsed Time
   - q. Intercom
   - r. Paging
   - s. Other: _____
   - t. Projector

Comments: _____
ROOM DATA SHEET

PROJECT: HTDC – COLLABORATION CENTER
ROOM: Video Conference Room
DATE: 4/14/15
FCA JOB NO: 1457.000

D. FURNITURE

1. Chair Type:
   - Visitor/Guest/Side Chair
   - With Arms
   - No Arms
   - Ganging Capability
   - Stacking Capability
   - Bariatric
   - Upholstery: Fabric, Vinyl, Plastic, Mesh
   - Base Type: Fixed (4 legs), Casters, Sled Base
   - Task Chair
     - With Arms (adjustable)
     - No Arms
     - Upholstery: Fabric, Vinyl/Leather, Mesh
     - Base Type: Fixed, Casters, Sled Base

2. Tables:
   - Conference Table
     - Seating Capacity:___
     - Finish:___
     - Power Outlet, Qty:___
     - Data Outlet, Qty:___
     - Legs: Fixed, Folding, Modesty Panel, Video-Conferencing, Other:___

3. Desking/Systems:
   - Desk Type: Single Desk, L-Shape Desk, U-Shape Desk

Storage:
   - Under Desk
     - BBF Pedestal (two drawers, one file drawer)
     - BFF Pedestal (one drawer, two file drawers)
     - File Cabinet, lineal feet:___
   - Above Desk:
     - Shelving, lineal feet:___
     - Cabinet, lineal feet:___
   - Accessories:
     - In/Out Track
     - Pencil Drawer
     - Tack Board
     - Task Light
     - Monitor Arm
     - Keyboard Tray

4. General Storage:
   - Credenza, Size:___
   - Files, Lineal Feet:___
   - Storage Tower, Size:___

5. Accessories:
   - White Board
   - Tack Board
   - Waste Receptacle
   - Recycling Center
     - Paper
     - Cardboard
     - Aluminum
     - Glass
     - Other:___
     - Other:___
     - Other:___

6. Other:___
7. Other:___
8. Other:___

Comments:___