

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Break Room**

DATE: **4/14/15**  
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
    1. 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
 

<input type="checkbox"/> Concrete Sealed	<input checked="" type="checkbox"/> <u>Sheet Vinyl</u>
<input checked="" type="checkbox"/> <u>VCT</u>	<input type="checkbox"/> Rubber
<input checked="" type="checkbox"/> <u>Ceramic Tile</u>	<input checked="" type="checkbox"/> <u>Epoxy Resin</u>
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input checked="" type="checkbox"/> Other: <u>Paint</u>	
7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> 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
 

<input type="checkbox"/> Icemaker	<input type="checkbox"/> Video Projector
<input checked="" type="checkbox"/> Refrigerator/Freezer	<input type="checkbox"/> Stove Top
<input checked="" type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input checked="" type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input checked="" type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Other: \_\_\_\_\_

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

## ROOM DATA SHEET

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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 A/C Requirement \_\_\_\_\_
2. Plumbing Fixtures
  - ☒ Electric Water Cooler
  - ☐ Instant-Hot
  - ☐ Toilet
  - ☐ 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

### 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 ☐ Other: \_\_\_\_\_
  - ☐ Paging ☐ Other: \_\_\_\_\_
  - ☐ Projector

Comments: [Need strong WiFi Connection](#)

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Break Room**

DATE: **4/14/15**  
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

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: **Some storage: lockable**

- ☐ 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: **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
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other

5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	

6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input type="checkbox"/> Other: _____	

7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> 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
 

<input type="checkbox"/> Ice maker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> 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.

## 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
  - ☐ 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
  - ☐ Fluorescent
  - ☐ Emergency
  - ☐ Task
  - ☐ Lighting Levels (Min Footcandle Req.)
  - ☐ Lighting Controls (Switch Locations)
  - ☐ Other: \_\_\_\_\_
  - ☐ Incandescent
  - ☐ Dimming Capability
  - ☐ Color Corrected Lamps
  - ☐ Under Cabinet Lighting
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
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_

## ROOM DATA SHEET

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

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

Comments: \_\_\_\_\_

Storage:

Under Desk

- ☐ BFF 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: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Collaboration Area**

DATE: **4/14/15**  
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
    1. Average Number 10
2. Doors
  - a. Size: [Open to Entry w/ "turnstile"](#)
  - 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
 

<input type="checkbox"/> Concrete Sealed	<input checked="" type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input checked="" type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input type="checkbox"/> Other: <a href="#">Add something interesting, not just drywall &amp; paint.</a>	
7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> Other: _____
8. Ceiling Finish
  - a. Minimum Ceiling Height: [Open ceiling w/decorative elements](#)

<input type="checkbox"/> Exposed Structure	<input type="checkbox"/> Plaster
<input type="checkbox"/> Waterproof Plaster	
<input type="checkbox"/> Gypsum Board - Painted	
<input type="checkbox"/> Lay-in Acoustic Tiles	
<input type="checkbox"/> Lay-in Acoustic Tiles, Washable	
9. Casework
 

<input type="checkbox"/> Base Cabinet: _____
<input type="checkbox"/> Upper Cabinet: _____
<input type="checkbox"/> Full Height Cabinet: _____
<input type="checkbox"/> Open Shelving: _____
<input type="checkbox"/> Lateral Filing (Under Base Cabinet)
<input type="checkbox"/> Pedestal File Drawer (Under Base Cabinet)
<input type="checkbox"/> Pencil Drawer
<input type="checkbox"/> Locking Requirements: _____
<input type="checkbox"/> Special Features: _____
10. Equipment
 

<input type="checkbox"/> Ice maker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> 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**  
ROOM: **Collaboration Area**

DATE: **4/14/2015**  
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 – 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
 

<input checked="" type="checkbox"/> Natural Light	<input type="checkbox"/> Incandescent
<input type="checkbox"/> Fluorescent	<input type="checkbox"/> Dimming Capability
<input type="checkbox"/> Emergency	<input type="checkbox"/> Color Corrected Lamps
<input type="checkbox"/> Task	<input type="checkbox"/> Under Cabinet Lighting
<input type="checkbox"/> Lighting Levels (Min Footcandle Req.)	
<input type="checkbox"/> Lighting Controls (Switch Locations)	
<input type="checkbox"/> 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
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_



## 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

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
- ☐ 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: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Co-Work Space**

DATE: **4/14/15**  
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, desk 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 \_\_\_\_\_
    1. 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
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input checked="" type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Covered
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	<input checked="" type="checkbox"/> Advertising Wall Space
<input checked="" type="checkbox"/> Other: <u>Writable Surfaces</u>	
7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> Other: _____
8. Ceiling Finish
  - a. Minimum Ceiling Height: \_\_\_\_\_
  - ☐ Exposed Structure
  - ☐ Waterproof Plaster
  - ☐ Gypsum Board - Painted
  - ☐ Lay-in Acoustic Tiles
  - ☐ Lay-in Acoustic Tiles, Washable
  - ☐ Plaster
  - ☒ Decorative Open Ceiling
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
 

<input type="checkbox"/> Ice maker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

## 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

Comments: \_\_\_\_\_

### 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 ☐ 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 – 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

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Co-Work Space**

DATE: **4/14/15**  
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

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: [Lockers of different sizes, bigger lockers.](#)

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Creative Lab**

DATE: **4/14/15**  
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
  - a. Room Size (Sq. Ft.) 400
  - b. Control Required:
    - ☐ Security
    - ☐ Visual
    - ☐ Acoustical
  - c. Number of Users (Staff or Visitors)
    1. Maximum Number 15
    1. Average Number 5
2. Doors
  - a. Size: 1
  - 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
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input type="checkbox"/> Other: _____	

7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> Other: _____
8. Ceiling Finish
  - a. Minimum Ceiling Height: \_\_\_\_\_
  - ☐ Exposed Structure
  - ☐ 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
 

<input type="checkbox"/> Ice maker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> 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

### 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
 

<input type="checkbox"/> Natural Light	<input type="checkbox"/> Incandescent
<input type="checkbox"/> Fluorescent	<input type="checkbox"/> Dimming Capability
<input type="checkbox"/> Emergency	<input type="checkbox"/> Color Corrected Lamps
<input type="checkbox"/> Task	<input type="checkbox"/> Under Cabinet Lighting
<input type="checkbox"/> Lighting Levels (Min Footcandle Req.)	
<input type="checkbox"/> Lighting Controls (Switch Locations)	
<input type="checkbox"/> 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
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☐ 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
- ☐ 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
- ☐ 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: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Digital Media Production Studio**

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

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
    1. 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
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input type="checkbox"/> Other: _____	

7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> 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
 

<input type="checkbox"/> Ice maker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Other: \_\_\_\_\_

Comments: \_\_\_\_\_



## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Digital Media Production Studio**

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
  - ☐ 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
  - ☐ 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
  - ☐ Fluorescent
  - ☐ Emergency
  - ☐ Task
  - ☐ Lighting Levels (Min Footcandle Req.)
  - ☐ Lighting Controls (Switch Locations)
  - ☐ Other: \_\_\_\_\_
  - ☐ Incandescent
  - ☐ Dimming Capability
  - ☐ Color Corrected Lamps
  - ☐ Under Cabinet Lighting
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
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_

Comments: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Digital Media Production Studio**

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

Comments: \_\_\_\_\_

Storage:

Under Desk

☐ BFF 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: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **HTDC Mentor Program Office**

DATE: **4/14/15**  
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
    1. 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
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input checked="" type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input checked="" type="checkbox"/> Other: <u>Paint/Drywall</u>	
7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> Other: _____
8. Ceiling Finish
  - a. Minimum Ceiling Height: \_\_\_\_\_
  - ☐ Exposed Structure
  - ☐ Waterproof Plaster
  - ☒ Open Ceiling?
  - ☐ Gypsum Board - Painted
  - ☐ Lay-in Acoustic Tiles
  - ☐ Lay-in Acoustic Tiles, Washable
9. Casework
 

<input type="checkbox"/> Base Cabinet: _____
<input type="checkbox"/> Upper Cabinet: _____
<input type="checkbox"/> Full Height Cabinet: _____
<input type="checkbox"/> Open Shelving: _____
<input type="checkbox"/> Lateral Filing (Under Base Cabinet)
<input type="checkbox"/> Pedestal File Drawer (Under Base Cabinet)
<input type="checkbox"/> Pencil Drawer
<input type="checkbox"/> Locking Requirements: _____
<input type="checkbox"/> Special Features: _____
10. Equipment
 

<input type="checkbox"/> Icemaker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Other: \_\_\_\_\_

Comments: Need Visual Connection

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **HTDC Mentor Program Office**

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: 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
 

<input type="checkbox"/> Natural Light	<input type="checkbox"/> Incandescent
<input type="checkbox"/> Fluorescent	<input type="checkbox"/> Dimming Capability
<input type="checkbox"/> Emergency	<input type="checkbox"/> Color Corrected Lamps
<input type="checkbox"/> Task	<input type="checkbox"/> Under Cabinet Lighting
<input type="checkbox"/> Lighting Levels (Min Footcandle Req.)	
<input type="checkbox"/> Lighting Controls (Switch Locations)	
<input type="checkbox"/> 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
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☒ 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
- ☐ 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
- ☐ 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: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Makery Lab**

DATE: **4/14/15**  
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
    1. Average Number 5
2. Doors
  - a. Size: \_\_\_\_\_
  - b. Material: \_\_\_\_\_
  - c. Characteristics: \_\_\_\_\_
  - d. ☐ Door Protection: \_\_\_\_\_
  - ☐ Vision Panel Size: \_\_\_\_\_
  - ☐ Security Rqmnts: \_\_\_\_\_
3. Interior Windows
  - a. Size: Yes
  - b. Blinds: \_\_\_\_\_
  - c. Special Features: \_\_\_\_\_
4. Floor Finish
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input checked="" type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input type="checkbox"/> Other: _____	

7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> 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
 

<input type="checkbox"/> Base Cabinet: _____
<input type="checkbox"/> Upper Cabinet: _____
<input type="checkbox"/> Full Height Cabinet: _____
<input type="checkbox"/> Open Shelving: _____
<input type="checkbox"/> Lateral Filing (Under Base Cabinet)
<input type="checkbox"/> Pedestal File Drawer (Under Base Cabinet)
<input type="checkbox"/> Pencil Drawer
<input type="checkbox"/> Locking Requirements: _____
<input type="checkbox"/> Special Features: _____
10. Equipment
 

<input type="checkbox"/> Ice maker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> 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

### 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
 

<input type="checkbox"/> Natural Light	<input type="checkbox"/> Incandescent
<input checked="" type="checkbox"/> Fluorescent	<input type="checkbox"/> Dimming Capability
<input type="checkbox"/> Emergency	<input type="checkbox"/> Color Corrected Lamps
<input type="checkbox"/> Task	<input type="checkbox"/> Under Cabinet Lighting
<input type="checkbox"/> Lighting Levels (Min Footcandle Req.)	
<input type="checkbox"/> Lighting Controls (Switch Locations)	
<input type="checkbox"/> 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
  - ☐ Projector
  - ☒ Other: Smart Bd.
  - ☐ Other: \_\_\_\_\_

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:

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
- ☐ 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: \_\_\_\_\_



## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Meeting Rooms (2)**

DATE: **4/14/15**  
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
    1. 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
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input checked="" type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input checked="" type="checkbox"/> Other: <u>Drywall/Paint</u>	

7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> 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
 

<input type="checkbox"/> Base Cabinet: _____
<input type="checkbox"/> Upper Cabinet: _____
<input type="checkbox"/> Full Height Cabinet: _____
<input type="checkbox"/> Open Shelving: _____
<input type="checkbox"/> Lateral Filing (Under Base Cabinet)
<input type="checkbox"/> Pedestal File Drawer (Under Base Cabinet)
<input type="checkbox"/> Pencil Drawer
<input type="checkbox"/> Locking Requirements: _____
<input type="checkbox"/> Special Features: _____
10. Equipment
 

<input type="checkbox"/> Icemaker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

## 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. 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 - 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
  - ☐ Fluorescent
  - ☐ Emergency
  - ☐ Task
  - ☐ Lighting Levels (Min Footcandle Req.)
  - ☐ Lighting Controls (Switch Locations)
  - ☐ Other: \_\_\_\_\_
  - ☐ Incandescent
  - ☐ Dimming Capability
  - ☐ Color Corrected Lamps
  - ☐ Under Cabinet Lighting
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
  - ☐ Paging
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_

Comments: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Meeting Rooms (2)**

DATE: **4/14/15**  
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

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
- ☐ 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: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Offices (10)**

DATE: **4/14/15**  
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

1. Description
  - a. Room Size (Sq. Ft.) 150 (10)
  - b. Control Required:
    - ☒ Security **FOB**
    - ☐ Visual
    - ☐ Acoustical
  - c. Number of Users (Staff or Visitors)
    1. Maximum Number 5
    1. Average Number 2
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
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input checked="" type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input checked="" type="checkbox"/> Other: <u>Drywall/Paint. White Board Painted Walls</u>	

7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> 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
 

<input type="checkbox"/> Base Cabinet: _____
<input type="checkbox"/> Upper Cabinet: _____
<input type="checkbox"/> Full Height Cabinet: _____
<input type="checkbox"/> Open Shelving: _____
<input type="checkbox"/> Lateral Filing (Under Base Cabinet)
<input type="checkbox"/> Pedestal File Drawer (Under Base Cabinet)
<input type="checkbox"/> Pencil Drawer
<input type="checkbox"/> Locking Requirements: _____
<input type="checkbox"/> Special Features: _____
10. Equipment
 

<input type="checkbox"/> Ice maker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Other: Need to figure out ratios of suites: square footages.

Comments: Visual connection from co-working looking into office spaces.

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Offices (10)**

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. 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 – 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
  - ☐ Fluorescent
  - ☐ Emergency
  - ☐ Task
  - ☐ Lighting Levels (Min Footcandle Req.)
  - ☐ Lighting Controls (Switch Locations)
  - ☐ Other: \_\_\_\_\_
  - ☒ Incandescent
    - ☐ Dimming Capability
    - ☐ Color Corrected Lamps
    - ☐ Under Cabinet Lighting
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
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☐ 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:

Desk Type:

- ☒ 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
- ☐ 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: \_\_\_\_\_

## 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)
  - b. Control Required:
    - ☐ Security
    - ☐ Visual
    - ☐ Acoustical
  - c. Number of Users (Staff or Visitors)
    1. Maximum Number \_\_\_\_\_
    1. 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
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input type="checkbox"/> Other: _____	
7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> Other: _____
8. Ceiling Finish
  - a. Minimum Ceiling Height: \_\_\_\_\_
  - ☐ Exposed Structure
  - ☐ 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
 

<input type="checkbox"/> Ice maker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Restrooms (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: \_\_\_\_\_
  - 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
  - ☐ 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
  - ☐ Fluorescent
  - ☐ Emergency
  - ☐ Task
  - ☐ Lighting Levels (Min Footcandle Req.)
  - ☐ Lighting Controls (Switch Locations)
  - ☐ Other: \_\_\_\_\_
  - ☐ Incandescent
  - ☐ Dimming Capability
  - ☐ Color Corrected Lamps
  - ☐ Under Cabinet Lighting
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
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☐ 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

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
- ☐ 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: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Training Room**

DATE: **4/14/15**  
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
    1. Average Number 30
2. Doors
  - a. Size: \_\_\_\_\_
  - b. Material: \_\_\_\_\_
  - c. Characteristics: \_\_\_\_\_
  - d. ☐ Door Protection: \_\_\_\_\_
  - ☐ Vision Panel Size: \_\_\_\_\_
  - ☐ Security Rqmnts: \_\_\_\_\_
3. Interior Windows - **Dual Windows w/Drapes**
  - a. Size: \_\_\_\_\_
  - b. Blinds: \_\_\_\_\_
  - c. Special Features: \_\_\_\_\_
4. Floor Finish
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input type="checkbox"/> Other: _____	
7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> Other: _____
8. Ceiling Finish
  - a. Minimum Ceiling Height: \_\_\_\_\_
  - ☐ Exposed Structure
  - ☐ Waterproof Plaster
  - ☐ Gypsum Board - Painted
  - ☐ Lay-in Acoustic Tiles
  - ☐ Lay-in Acoustic Tiles, Washable
9. Casework
 

<input type="checkbox"/> Base Cabinet: _____
<input type="checkbox"/> Upper Cabinet: _____
<input type="checkbox"/> Full Height Cabinet: _____
<input type="checkbox"/> Open Shelving: _____
<input type="checkbox"/> Lateral Filing (Under Base Cabinet)
<input type="checkbox"/> Pedestal File Drawer (Under Base Cabinet)
<input type="checkbox"/> Pencil Drawer
<input type="checkbox"/> Locking Requirements: _____
<input type="checkbox"/> Special Features: _____
10. Equipment
 

<input type="checkbox"/> Icemaker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

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

Comments: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Training 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: \_\_\_\_\_
  - k. Special Hours of AC Operation: 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 – 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
  - ☐ Fluorescent
  - ☐ Emergency
  - ☐ Task
  - ☐ Lighting Levels (Min Footcandle Req.)
  - ☐ Lighting Controls (Switch Locations)
  - ☐ Other: \_\_\_\_\_
  - ☐ Incandescent
  - ☐ Dimming Capability
  - ☐ Color Corrected Lamps
  - ☐ Under Cabinet Lighting
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
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Training 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

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
- ☐ 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: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Video Conference Room**

DATE: **4/14/15**  
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
  - a. Room Size (Sq. Ft.) 400
  - b. Control Required:
    - ☐ Security
    - ☐ Visual
    - ☐ Acoustical
  - c. Number of Users (Staff or Visitors)
    1. Maximum Number 10
    1. Average Number 2
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
 

<input type="checkbox"/> Concrete Sealed	<input type="checkbox"/> Sheet Vinyl
<input type="checkbox"/> VCT	<input type="checkbox"/> Rubber
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Carpet	<input type="checkbox"/> Other
5. Base:
 

<input type="checkbox"/> Wood	<input type="checkbox"/> Sheet Vinyl Coved
<input type="checkbox"/> Rubber	<input type="checkbox"/> Ceramic Tile
<input type="checkbox"/> Epoxy Resin	<input type="checkbox"/> Carpet
<input type="checkbox"/> Other	
6. Wall Finish
 

<input type="checkbox"/> Concrete	<input type="checkbox"/> Gypsum Board
<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Epoxy Resin
<input type="checkbox"/> Epoxy Paint	<input type="checkbox"/> Acoustic Panels
<input type="checkbox"/> Waterproof Gypsum Board	
<input type="checkbox"/> Other: _____	
7. Wainscot
 

<input type="checkbox"/> Ceramic Tile	<input type="checkbox"/> Plastic Laminate
<input type="checkbox"/> Stainless Steel	<input type="checkbox"/> Wood Panel
<input type="checkbox"/> Handrail	<input type="checkbox"/> Cart Rail
<input type="checkbox"/> Chair Rail	<input type="checkbox"/> Wall Guard
<input type="checkbox"/> Corner Guard	<input type="checkbox"/> Other: _____
8. Ceiling Finish
  - a. Minimum Ceiling Height: \_\_\_\_\_
  - ☐ Exposed Structure
  - ☐ Waterproof Plaster
  - ☐ Gypsum Board - Painted
  - ☐ Lay-in Acoustic Tiles
  - ☐ Lay-in Acoustic Tiles, Washable
9. Casework
 

<input type="checkbox"/> Base Cabinet: _____
<input type="checkbox"/> Upper Cabinet: _____
<input type="checkbox"/> Full Height Cabinet: _____
<input type="checkbox"/> Open Shelving: _____
<input type="checkbox"/> Lateral Filing (Under Base Cabinet)
<input type="checkbox"/> Pedestal File Drawer (Under Base Cabinet)
<input type="checkbox"/> Pencil Drawer
<input type="checkbox"/> Locking Requirements: _____
<input type="checkbox"/> Special Features: _____
10. Equipment
 

<input type="checkbox"/> Ice maker	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove Top
<input type="checkbox"/> Microwave Oven	<input type="checkbox"/> White Boards
<input type="checkbox"/> Tack Boards	<input type="checkbox"/> Printer
<input type="checkbox"/> Water Filtration	<input type="checkbox"/> Projection Screen
<input type="checkbox"/> TV/Monitor	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

## ROOM DATA SHEET

PROJECT: **HTDC – COLLABORATION CENTER**  
ROOM: **Video Conference 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: \_\_\_\_\_
  - 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
    - ☐ 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
  - ☐ Fluorescent
  - ☐ Task
  - ☐ Lighting Levels (Min Footcandle Req.)
  - ☐ Lighting Controls (Switch Locations)
  - ☐ Other: \_\_\_\_\_
  - ☐ Incandescent
  - ☐ Dimming Capability
  - ☐ Color Corrected Lamps
  - ☐ Under Cabinet Lighting
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
  - ☐ Projector
  - ☐ Other: \_\_\_\_\_
  - ☐ Other: \_\_\_\_\_

## 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

Comments: \_\_\_\_\_

Storage:

Under Desk

☐ BFF 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: \_\_\_\_\_