

**State of Michigan
Department of Human Services (DHS) – Additional Building Standards**

Enclosure “C”

**Enclosure “C” to LEASE # BY AND BETWEEN, as LESSOR and the STATE OF MICHIGAN for the
DEPARTMENT of Human Services, as LESSEE.**

PURPOSE

The purpose of this Enclosure “C” is to establish a minimum level of design quality and material selection for State of Michigan - Department of Human Services, lease, lease-to-own and/or state owned office facilities. This Enclosure “C” is to supplement the Request for Proposal (RFP) and the State of Michigan Department of Technology, Management and Budget Minimum Office Building Design Standards.

These standards set minimal design direction for the State of Michigan - Department of Human Services office construction components and systems however they do not address every possible building component encountered. The lessor is responsible to furnish and install all items described in the document unless otherwise noted.

Adherence to these standards is mandatory; however any equal or improved concepts, methods or products are encouraged and will be given full consideration. Written approval by the State of Michigan is required for any deviations or exceptions from these standards. Approval is required prior to the final release of construction documents for bids or construction. If conflicts are discovered between this Enclosure “C”, the RFP and/or the Minimum Office Building Design Standards the more stringent design requirement or the higher quality of material shall be provided.

State of Michigan
Department of Human Services (DHS) – Additional Building Standards

Enclosure “C”

**Enclosure “C” to LEASE # BY AND BETWEEN, as LESSOR and the STATE OF MICHIGAN for the
DEPARTMENT of Human Services, as LESSEE.**

DHS Building Planning

Tot Room

A Tot Room may be required adjacent to the main public entry lobby (DHS to decide the need and size on a per location basis). One wall of the Tot Room is to have a 48” x 36” one-way observation window for viewing. Provide a dutch door as an entry point into the tot room.

Adjacent to the Tot Room provide a Tot Toilet Room. The following fixtures and equipment are to be provided with this room: a child size commercial grade water closet white in color similar to American Standard 2282.010 Baby Devoro 10" high, wall mounted standard size hand sink at a child appropriate height with touch-less sink controls, shower with controls, an electric hand dryer mounted at a child appropriate height, mirror, soap dispenser, toilet tissue dispenser, grab bars, floor drain and signage. Provide ceramic floor tile and ceramic wall tile at all wall locations extending 48-inches above finish floor.

Vestibule

Provide supplemental heating unit at all vestibules.

Provide inset walk-off floor mat.

At customer entry and at employee entry swing doors (including air-lock vestibules) provide power operated push-button door operators for handicap operation.

Lobby

In the main public lobby, provide one tilt/swivel TV/VCR wall mounting bracket with blocking and electrical and cable outlet. Provide ceramic tile floor and base grouted with integral sealer.

Provide ceramic tile floor and base.

Provide 3/4-inch x 4-inch stained solid oak chair rail at perimeter of all Lobby walls. Coordinate mounting height with lobby chair height.

Truck/Service/Storage area

Provide a storage room, minimum of 350 sq.ft. in size adjacent to truck/service area. Room shall have VCT floor and base. Include double leaf hollow metal doors (6-foot total width) at building exterior and interior. Provide an indoor enunciator bell and an outdoor push button switch adjacent to truck/service doors, for purposes of notifying State employee that a delivery is pending.

Provide a key box to store extra sets of keys.

Reception / Cashier/ Food Stamp Windows (If Required)

At building main lobby area, provide a pre-manufactured transaction window(s) with a speaker port, pass through opening and counter. Full length counter is to be provided on lobby side. On the office side provide a full length counter with built-in file cabinets between staff seating.

Glass for transaction window shall be bullet proof level-3 per UL 752.

Provide fiberglass bullet resistant panels at lobby side of knee wall below transaction window assembly. Fiberglass ballistic panels shall be 5/16-inch thickness with UL-200, level-2 rating. Face bullet resistant panels with gyp. board. At reception and accounting areas, extend walls from finish floor to roof/floor deck above. Provide lockable door separating cashier from reception area.

State of Michigan
Department of Human Services (DHS) – Additional Building Standards

Enclosure “C”

**Enclosure “C” to LEASE # BY AND BETWEEN, as LESSOR and the STATE OF MICHIGAN for the
DEPARTMENT of Human Services, as LESSEE.**

Visitation, Observation and Interview Rooms

The wall between the visitation room(s), observation room and interview room shall have a single 2' x 4' one way observation window unit. This window shall be equipped with horizontal blinds on the agency side of the interview room.

First Aid Room

Provide a wall mounted sink at First Aid Room.

Telephone-Data Room

Provide a separate stand-alone cooling unit at all Telephone-Data rooms with it's own thermostat. Special electrical circuits and outlets will be required depending on the equipment needs. Fire protection shall be a wet system with 2-shut-off valves and solenoid valve. The solenoid valve shall be wired back to the fire alarm panel. FM-200 fire suppression equipment maybe provided in lieu of the wet system described.

Storm Shelter

Provide an interior “safe room” to meet FEMA 320 Standards.

Mail Room

Provide a Mail Room with a mail pick up station consisting of slotted 6” high x 12” wide “pigeon-hole” slots. Provide one “pigeon-hole” slot for each employee. Mail pick-up station shall be constructed of particle board faced with plastic laminate.

Offices

At full height office locations, provide ¾- inch fire treated plywood backer panels to a minimum of 2 walls. Face with gypsum board. Modular furniture will be hung from these wall partitions. The locations of backer panels will be furnished by Lessee at design review meetings. Coordinate door jamb dimensions with wall thicknesses.

DHS Building Components

Cabinets

Provide base cabinets with counter top at lunchrooms, break rooms and conference rooms. Lunch rooms are to have a minimum of 12 lineal feet of base cabinets and upper cabinets. Provide upper wall cabinets with adjustable shelves over entire length of counter top. Provide base cabinets with adjustable shelves and drawers under the entire length of counter top. Backsplash is to be 2-piece, molded backsplashes are not permitted. Laminate colors to be chosen by lessee.

Doors and Hardware

All office doors shall have door mounted coat hooks.

Heating, Ventilating and Air Conditioning

Provide acoustical sound boots at ceiling return air grilles at offices, client meeting rooms and conference rooms if walls do not extend to the roof/floor deck above or if a separate return air duct system is not provided.

State of Michigan
Department of Human Services (DHS) – Additional Building Standards

Enclosure “C”

**Enclosure “C” to LEASE # BY AND BETWEEN, as LESSOR and the STATE OF MICHIGAN for the
DEPARTMENT of Human Services, as LESSEE.**

Restroom Fixtures and Accessories

Provide a baby changing table at each public toilet room adjacent to the main lobby. Baby changing tables are not required at employee toilet rooms.

For all DHS facilities, as a minimum 60% of the building population employee count is female. Base toilet fixture count on this ratio.

At sink locations with exposed piping provide ADA compliant jacketed prefabricated piping insulation. Color to be chosen by the Lessee.

At both employee and public toilet rooms provide toilet seat cover dispensers at all water closets.

At employee toilet rooms provide a 12" x 36" (min) plastic laminated shelf adjacent to the entry door.

To insure visual privacy provide privacy walls/screens as required.

Corner Guards

Provide 4-foot high commercial grade vinyl corner guards at all outside corners of interior wall and columns at locations subject to high use and abuse.

Security Equipment

Provide security equipment for a building perimeter burglar alarm. Provide door contacts, glass break sensors, motion detectors, duress switch, CCTV system, DVD recorder, monitor, control panel, swipe cards, and audible alarm.

Security Fence

Provide a 6-foot high industrial grade chain link fence at perimeter of employee parking lot along with a card activated motorized horizontal sliding gate for employee entry/exit. Provide a pedestrian gate with lock and latch for sidewalk access. Provide chain link fencing at retention ponds to comply with local ordinances.

PA system

Provide a PA system with the ability to page all areas of the building. System is to have a minimum of two zones; one zone for the main public lobby and one zone for the remaining areas of the facility.

Card Access System

Provide a card access system that will restrict access to staff and/or clients during designated hours (control access into designated parking areas, the facility and from the main public lobby to office work areas). The system shall have the ability to electronically record and track employee entry and exit from the facility. Provide as a minimum 100 extra security cards. The system may be a print reader lock system or card reader.

Operable Partitions

Provide a continuous hinged operable partition at the designated large conference room. Operable partition shall be equal to “Series 630”, electric operation, as manufactured by Hufcor, Janesville, Wisconsin, or approved equal which meets or exceeds the following requirements:

State of Michigan
Department of Human Services (DHS) – Additional Building Standards

Enclosure “C”

**Enclosure “C” to LEASE # BY AND BETWEEN, as LESSOR and the STATE OF MICHIGAN for the
DEPARTMENT of Human Services, as LESSEE.**

- a. Sound Transmission Class: Not less than 47.
- b. Top and bottom sound seals.
- c. Ceiling track.
- d. All support steel along with ceiling/interstitial space bulkhead.

Signage

At the building exterior provide one exterior back lit sign, building address, building identification and employee/ public parking identification. At building interior provide signage at all walled offices and rooms. Include all signage identifying toilet rooms, handicap parking areas and other signage required by governing jurisdictions.

Trash Bins

Trash bins to be provided outside of employee entrance(s), the customer entrance, restroom(s), and inside the break room(s).

Cigarette disposal bin(s) to be provided at the employee and customer entrance(s).

Provide an exterior dumpster pad with screen wall to match building exterior materials complying with local ordinances.

Power/Data/Communication Poles (drops)

Will be supplied by the Lessee and installed by the Lessor. Installation of power drops, direct, final and complete connection to the modular furniture system shall be the responsibility of the Lessor. This includes cutting of ceiling tiles to accommodate installation of Lessee supplied power poles. All work shall be coordinated with electrical contractor. Each group of 4 workstations will require a power pole or a base feed (provided the furniture systems manufacturer). Provide 90-degree elbows for power and communications at connection to exposed wall and floor boxes.

The following are estimated utility requirements for MDIT Telecom equipment at DHS Telecommunication Rooms. This criteria is to be verified during the design review process.

Verify the type, style and quantity of twist-type plug at Telephone-Data Rooms.

- WAN - Equipment provided by AT&T under Link Michigan

Estimated equipment - Cisco 3825

- Power requirements 100V 10 Amp (dual power supply)

- Estimated heat dissipation 2050 max (BTU/Hr)

- Rack space 2U

- Requires 2x NEMA 5-15

State of Michigan
Department of Human Services (DHS) – Additional Building Standards

Enclosure “C”

**Enclosure “C” to LEASE # BY AND BETWEEN, as LESSOR and the STATE OF MICHIGAN for the
DEPARTMENT of Human Services, as LESSEE.**

- LAN - Estimated ports to support 175 staff, up to 240 ports

Including IP Phones (1.2*175)

Estimated equipment Catalyst 4506 with 2x 4200W power
supplies supporting POE.

- Power requirements 2150 Watts
- Estimated heat dissipation 5550 max (BTU/Hr)
- Rack space 10U
- Requires 6x (=2x3) NEMA 5-20
- The WAN router is a 2811 and require 1 RU

- ISR - Estimated equipment - Cisco 3825 with CUE

- Power requirements 100V 10 Amp (dual power supply)
- Estimated heat dissipation 2050 max (BTU/Hr)
- Rack space 2U
- Requires 2x NEMA 5-15

- UPS - Estimated equipment

Two x (TrippLite SU3000RTXL3U w/BP240V10RT-3U external battery pack)

- Power requirements 100-120 V, 2400 Watts (per UPS)
- Rack size 6U (=3U+3U) per UPS & external battery pack
- Requires NEMA L5-30R per UPS & external battery pack
= 2 x NEMA L5-30R, each on dedicated circuits
- L5-30P 110v 30A power outlet

- Estimated minimum of Two x Racks (19" x 6'). Given the number of data drops a third rack may be required.

" Note the WAN, LAN and ISR equipment will plug into the UPS, which in

State of Michigan
Department of Human Services (DHS) – Additional Building Standards

Enclosure “C”

**Enclosure “C” to LEASE # BY AND BETWEEN, as LESSOR and the STATE OF MICHIGAN for the
DEPARTMENT of Human Services, as LESSEE.**

turn will connect to building power. Minimum 2x NEMA 5-30R on separate
circuits required for UPS; additionally, a minimum of 10x NEMA 5-20R on
3 separate feeds required for UPS maintenance/replacement."

Electrical Power Requirements

Full Height Offices: Provide 4 standard 120-volt, 20-amp duplex receptacles supplied by a 20-amp general service circuit. One of the four shall be an orange isolated circuit receptacle.

Conference Rooms: Provide 4, 120-volt, 20-amp duplex receptacles.
Provide 1, 120-volt, 20-amp GFI duplex outlet near the counter/sink.

Furniture Systems: Provide for each grouping of 4 cubicles or less, a wiring assembly consisting of 8 conductors back to the circuit breaker panel, to yield at the systems furnishings 3 hot, 3 neutral, 1 common ground and 1 isolated ground (either three 15-amp or three 20-amp breakers.)
Connections to systems furniture shall be made by Lessor using State supplied base feed power conduit or State supplied power poles.

Ground Maintenance

Exterior grounds maintenance, including grass and weed cutting, clippings removal, leaf raking, litter removal, sidewalk surface and parking lot surface maintenance, de-icing, and snow removal. Snow removal is to be completed as needed (the morning of snowfall) Monday through Friday excluding State holidays and must be completed by 7:00 A.M. Snow plowing is required with each snowfall of three to four (3-4) inches or more or when blowing and drifting causes a build-up, and there shall be a clear path from the handicapper motor vehicle parking spaces to the barrier free entrances. When necessary, use heavy equipment to remove large accumulations or snow piles from parking area. Snow must be removed from the parking area so that all parking spaces are continuously available. This is to be completed upon the request of the local office manager(s).