

State Properties Commission Construction Standards for Leased Properties

Project:

Location:

Date:

NOTE: These Notes should be reviewed by the Designer for each individual project and modified to meet specific requirements as required.

Note-1: This document is intended to be a general guideline for in order to establish construction pricing and an accurate construction budget. The State has not thoroughly inspected the space nor conducted a comprehensive survey of existing conditions. The Landlord's General Contractor shall provide adequate pricing to include restoration of general conditions and finishes as required to provide a move-in ready Tenant space.

Note-2: The Landlord's General Contractor shall visit the site prior to submitting pricing. General Contractor to notify the SPC of any discrepancy between drawings and actual job conditions prior to submitting a bid.

Note-3: The General Contractor is responsible for filing the project for permit, all local permit fees as well as retaining an expeditor to file the drawings. These costs are to be included in the General Contractor's pricing.

Note-4: See additional supplemental notes for items specific to the Tenant locating to the space.

Note-5: Landlord shall be responsible for compliance with all applicable permitting, zoning ordinances, and requirements; local and state building codes; life safety codes; the current Americans With Disabilities Act-Titles II & III and the design guidelines (ADAAG) and the securing of a certificate of occupancy in the construction of the building.

Base Building Requirements

NOTE: These items are to be affirmed by the Landlord as complete and fulfilled. If any items are lacking or not in place, they are to be priced separately and included as Landlord costs.

1. The roof must be new or less than 5 years old. If not, an explanation will be required in writing of measures in place to ensure that the roof will be properly maintained over the course of the lease.

2. The building shell must be appointed and maintained to a "like new" condition. Noticeable cracks, damage, rot, mold or peeling paint are not acceptable and must be remedied.

3. The structure is to be free of all hazardous materials or substances including asbestos, mold, mildew and lead paint. Any measures needed to abate hazardous substances are to be Landlord costs.

4. There must be adequate handicap parking with striping and signage to comply with the Americans with Disabilities Act (ADA).

5. There must be an accessible path from parking into the space with no obstructions greater than 1/2" and in full compliance with ADA requirements.

6. The building must ensure adequate drainage from the parking and site.

7. Building landscaping must be well maintained with a maintenance program in place.

8. Any water leakage or damage to the space is to be corrected and the source remedied.

9. Any requirements for fire protection of structural elements of the building should be in space including rated column or vertical penetration enclosures, spray-on fire proofing, etc.

10. The structure shall have sufficient insulation to meet current energy codes. If not, any upgrades to existing energy and insulation values are to be at Landlord's expense. Existing

insulation batts on lay-in ceilings are not acceptable to include toward overall energy calculations.
11. Exterior doors are to be, fully functional with push bar or lever hardware and locksets. Aluminum and glass doors are acceptable provided that they are fully functional with push bar or lever hardware and locksets. Exterior doors are to have closers as well as full weather-stripping and aluminum threshold. Doors are to open in the direction of egress.
12. Ceiling tile and grid are to be in place through at least 90% of the space. Ceiling tile and grid is to be 2'x4' or 2'x2' set in standard 15"/16" grid. Existing ceiling tiles are to be free of breakage, chips, marks and water marks. All ceiling tile shall be lay-in acoustic tile. Ceiling grid is to be complete. Replace any damaged or missing pieces. Any work to complete ceilings, repair grid or replace tiles is to be at Landlord cost.
13. Domestic water and sanitary lines are to be in place for tie-in by the Tenant.
14. The floor slab is to be level to within 1"/12 ft. and in adequate condition for specified flooring installation with minimal leveling or floor preparation.
15. All exterior windows are to have fully functional and damage-free window blinds in place. Any damage or missing blinds are to be replaced to match existing.
Demolition
1. Provide demolition to the extent required to achieve new layout as shown. General Contractor is responsible for the proper protection of all existing items to remain. The General Contractor is to repair and/or replace any damage to existing items to remain or to surrounding areas as required.
2. General Contractor to remove and cap all utilities to site source. Remove all abandoned cables, wires and pipes in ceiling plenum to their source. Remove all abandoned telephone equipment. Remove any speakers, visual aid fixtures and control devices unless otherwise indicated or located on building core. Any removal of such equipment shall be done in such a way as to allow the operations of adjacent floors or Tenants to continue without interruption of services.
4. Demolition work that creates disturbing noise must be coordinated and scheduled with the Building Owner/Management and performed during off-hours as required. Any overtime costs for these items are to be borne by the General Contractor.
5. General Contractor to remove all abandoned tel/data and electrical devices in partitions to remain that are not shown for reuse on the drawings. Patch and repair partition surfaces as required so that no visible aspects of the device remain.
6. General Contractor is to raise and protect blinds as required during demolition and new construction. All blinds are to be cleaned at the conclusion of the work.
Construction/Partitions
1. Partitions to be 3 5/8" metal studs with 1/2" or 5/8" GWB each side. Metal studs to be a minimum of 22 gauge, and spaces 16" o.c. Standard partitions are to be to the underside of ceiling u.n.o.
2. All existing partitions to remain are to be restored to finished condition as required to receive new finishes. Remove all unused wall-mounted items, protrusions or equipment.
3. The following spaces are to have full height partitions to deck with sound attenuation batts: Conference Rooms, Restrooms. If the structure is greater than 15 ft., it is acceptable to extend partitions to 12" above ceiling and apply sound batts above ceiling for 2 ft. on either side of the partition
4. General Contractor to provide fire-retardant wood blocking or metal angles within partitions where all cabinets, counters, millwork and wall-mounted televisions are to be mounted.
5. Provide fire-rated partitions to meet UL-U419 at the following spaces: All conference/training or assembly rooms over 750 s.f., all tenant demising partitions as required by code.
6. Within buildings with no sprinkler system, all file rooms and storage rooms over 100 s.f. are to be 1-hour fire rated. If the building has a sprinkler system, the partitions are to meet all requirements of a full height smoke partition.
7. If so indicated on the drawings, provide folding partition system, Panelfold "Moduflex" Model 420 with an STC rating of 50 or greater or similar product approved equal in quality and performance. General Contractor to provide all structural bracing and reinforcement necessary for a complete and functional installation. Panel finish to be vinyl selected from manufacturer's standard finish selections.
8. The GTA Telecom Room is to have full height partitions to structure above (not rated). Provide panels of 4'x8' fire-rated plywood continuous along two sides of the room, painted to match

adjacent partitions. Provide two (2) 4" metal sleeves in partitions above adjacent ceiling height for running low voltage cabling.
9. Columns within the space are to be fully enclosed in GWB to a depth that allows the installation of outlets or Tel/Data devices. Provide fire-rated enclosure where required by code.
10. Where a partition abuts a window mullion, provide continuous compressive filler tape between end studs and mullion with silicone caulk on either side of partition. GWB is to be fully finished with casing beads.
Lighting/Ceilings
1. Provide at a minimum 2' x 4' three-lamp 18-cell parabolic fluorescent fixtures as required to provide 50 foot-candles of lighting at the desktop (approximately one fixture per 80 s.f.). At enclosed rooms or offices less than 160 ft., assume two fixtures. The use of T-5, LED or other energy conserving fixtures is encouraged.
2. Provide motion-sensor light switches at all offices and enclosed rooms. Replace existing switches as required.
3. Existing lighting that meets minimum standards may be reused to the fullest extent possible and must be in good serviceable condition. Replace any damaged or dented lenses. Replace any defective ballasts as necessary. T-12 ballasts are not acceptable and must be replaced with T-8 at Landlord cost.
4. Provide building standard exit signs throughout. Reuse existing if serviceable and meet code.
5. Rework existing ceiling tile and grid as required by demolition and new construction. Ceiling tile to match existing within the space. See Note # 12 under "Base Building Requirements" for additional information.
6. At Training Rooms, double-ballast fluorescent fixtures so that inboard and outboard lamps are switched separately. Switch row of fixtures at the front of the room separate from the balance of the fixtures.
7. Each Office, Conference Room, Storage Room and similar enclosed spaces are to be individually switched. General open area lighting is to be on banks of relay switch, 3-way controlled at the front and back doors.
8. For the GTA Telecom Room, drop ceiling, if any, should be removed leaving area open to structure above. Structure above, including any finished ceiling should be painted. Chain mount 2x4 3-lamp 18-cell parabolic fixtures within the room.
9. Provide emergency lighting as required to meet code. Connect fixtures to building's emergency circuit if available or provide alternative battery pack fixtures.
10. At new Restrooms, provide wall-mounted light fixtures over mirrors, allowance \$350.00/fixture.
11. At the end of the job, all lamps within fixtures are to be fully functional and of the same color temperature. Replace all lamps not meeting this criteria as required.
12. Provide one (1) Da-Lite "Boardroom Electrol" electric projection screen (or approved equal in quality and function) to be located in the Training Room or Large Conference Room. Cut and modify ceiling grid as required.
13. Restore ceiling grid to "like-new" condition including removing all marks or damage. Repaint existing grid if discolored with age. Fill and paint any screw holes.
14. Reuse existing ceiling tile to the fullest extent possible. Replace all damaged or discolored tiles with new to match existing as required. The mixing of old and new tiles within one space is not acceptable
15. Existing grid is to be straightened and leveled as required. Replace any damaged or discolored members.
Electrical/Tel/Data
1. At Private Offices, provide three (3) duplex outlets and two (2) tel/data receptacles with junction box and 1" rigid conduit and pull string for tel/data.
2. At each Conference Room, provide three (3) duplex outlets and one junction box with conduit and pull string for tele/data. Provide wall-mounted duplex outlet and data backbox for Tenant's wall-mounted flat screen television.
3. At the large Conference Room, provide one (1) flush floor power/tele/data unit, Wiremold "RC" Series Assembled Unit #RC7ATCBK (black flange & slide covers) for tile or carpeted floors. At slab on grade conditions, provide the equivalent unit. Cut and restore slab as required for

installation.
4. At each Conference Room with an electric projection screen, provide power and tel/data box above ceiling for tenant provided ceiling mounted projector.
5. At Training Rooms, provide one (1) quad outlet and one (1) tele/data outlet at the end of each run of training tables shown on plan. At the front of the room, provide two (2) additional duplex outlets and two (2) tel/data outlets. Provide duplex outlet along with backbox, conduit and pull string for agency's wall-mounted television. Provide fire-retardant blocking within partition for mounting television.
6. Provide wall mounted power feed and one junction box with 1" rigid conduit and pull string for every workstation cluster that backs up to a partition or column. At "floating" clusters, provide power above ceiling for Tenant's furniture system power poles. Provide wall or ceiling feed for every six (maximum) workstations. Assume Tenant's workstation electrical system to be 8 wire, 4-circuit. The General Contractor is responsible for hard wired connection of all power poles.
7. All low-voltage cabling will be provided and installed by Tenant's vendor. General Contractor to coordinate with Tenant's vendor for scheduling and appropriate access to the space as required.
8. At the GTA Telecom Room, provide the following: Two (2) dedicated 20 amp receptacle with NEMA twist lock from structure above to feed racks. Two (2) dedicated quad outlets. One (1) dedicated duplex outlet (for Security Panel). Three (3) common duplex outlets. Main Grounding Busbar, 12"x4"x1/4", plated copper.
9. At each tel/data receptacle, General Contractor to provide backbox within partition with 1" rigid conduit to above finished ceiling with pull string. Replace any existing devices to remain that do not meet these requirements.
10. At Receptionist windows, provide one quad outlet and one tel/data outlet for each window show. Provide one additional duplex outlet and tel/data outlet within the space. Provide a release button from the Customer Service windows to the secured door from waiting to office areas. See Doors and Hardware for additional information.
11. All file rooms are to have one duplex outlet and one tel/data outlet for every 200 s.f. of space.
12. Where vending machines are indicated, provide dedicated duplex outlets.
13. All restrooms are to have one GFI duplex outlet located at sinks at 44" a.f.f. Provide one additional duplex outlet in multi-fixture restrooms.
14. Provide general area convenience outlets every 40 ft. minimum.
15. All copiers are to receive one dedicated duplex outlet and one junction box with conduit and pull string. Provide quad receptacles every 4' o.c. minimum above all counters.
16. At the Breakroom, provide dedicated outlets for all specified appliances. Provide dedicated outlet(s) for quantity of microwave ovens. Provide a minimum of two quad outlets above the counter and a minimum of one additional convenience duplex within the room. Provide wall mounted outlet and data backbox for Tenant's flat-screen television.
17. At Waiting, provide two (2) duplex outlets and tel/data outlets and one wall-mounted outlet and data backbox for Tenant's flat screen television.
18. Outlets are to be mounted above the millwork in Copy Rooms and Breakrooms.
19. Provide 2" conduit from building demark to GTA Telecom Room. Conduit to be grounded to a # 6 ground bar
20. Where systems furniture is shown, the General Contractor is responsible for hard wired connection of all base feeds and power poles. Once the panels are installed, the electrician is to return and cut the base feed whips to a reasonable length. All work associated with this is to be included in pricing.
21. Provide a price for a new electrical panel board within the tenant's space if sufficient circuits do not exist in the existing panel with spares for the specified electrical load.
22. All outlets and light switches are to be grey with stainless steel cover plates (If not in conflict with building standards).
23. Existing outlets may remain if not in conflict with other items. If existing outlets do not match state standards, replace as necessary. Provide blank plates for any existing abandoned tele/data

locations that do not have plates.
24. Verify that all existing power outlets to remain are fully functional and repair if necessary.
NOTE: See Supplemental Tenant Specifications for additional information.
HVAC
1. Existing HVAC units to be reused to the fullest extent possible is less than 5 years old. If existing units are older, provide documentation of an ongoing maintenance contract.
2. HVAC is to be sufficient to heat/and cool the space per ASHRAE standards and provide a minimum of 1-ton of capacity per 300 s.f. of Tenant area.
3. Provide adequate thermostatically controlled zones for every 1,000-2,000 s.f. of space with proper separation of interior and exterior zones.
4. Provide separate HVAC zones for each Training Room and Conference Rooms that seat 10 or more people.
5. General Contractor to provide a complete and functional rework of the existing HVAC installation including new branch ductwork, and/or additional PIU's/PLU's as required.
6. Provide a complete Test and Balance report of the HVAC system at the end of the job.
7. At the GTA Telecom Room, provide a separate 1-1 ½" ton unit for 24-hour cooling.
8. Provide an automatic exhaust system vented to the outside at all restrooms.
9. Provide lockable covers on all thermostats.
10. Replace all thermostats greater than 5-years old with new.
11. Provide 'Z" boots at all return duct penetrations of full height acoustical partitions.
12. All existing supply and return vents to be reused are to be thoroughly cleaned or replaced with new if discolored in relation to ceiling tile and grid.
Fire Protection
1. Where sprinkler systems are in place or required, relocate, turn down, or provide new sprinkler heads throughout as required to accommodate new layout. Sprinkler heads are to be located in the center of tiles. Sprinkler shop drawings are required for submission to the State Fire Marshal's office for approval.
2. Where a fire alarm systems is required, the panel is to be in place as a part of the base building. Provide fire alarms and strobes throughout the space as required to meet code.
3. Provide fire dampers as required at penetrations in fire rated partitions. Firestop all other penetrations in fire rated partitions as required to maintain rating of wall.
4. Provide a complete and functional emergency system including exit signs, smoke detectors and emergency lighting fixtures as required to meet all State and Local codes.
5. Provide accredited, 10 lb fire extinguishers in semi-recessed cabinets, not more than 75' apart in all open and corridor areas.
Plumbing/Appliances
1. At the Breakroom, provide stainless steel ADA accessible single bowl sink and "Danze Amalfi" #D454530, Single handle, pull-down faucet.
2. Include in pricing a new water heater(s) unless it is confirmed that an existing water heater is present, less than 5 years old and in proper working condition.
3. General Contractor is responsible for ensuring that adequate power is provide, as well as water and drains, where applicable if appliances are required by the Tenant.
4. The General Contractor is responsible for coordinating appliances with millwork and ensuring that adequate clearances are provided.
5. Provide an ADA compliant, dual-height water cooler within the Tenant space, not less than 1 per 100 occupants or as required by code.
6. Provide a Janitor Sink and Faucet where indicated on the plans.
7. Provide water line and hook ups to refrigerator, tenant's coffee maker and dishwasher. Provide cut-off valves to all water lines.

8. At multi-fixture restrooms, provide floor drains at each restroom.
9. See Restroom/Fixture/Accessories for additional information.
10. Restrooms are to have floor drains wherever possible.
Millwork
1. At the Break room, provide plastic laminate clad upper cabinets with doors and two adjustable shelves and base cabinets with doors and one adjustable shelf, extent as shown. Provide one bank of drawers 24" width at base cabinet area. Interior to be melamine.
2. The Breakroom is to have a fully ADA accessible sink area, 34" high x 36" minimum wide. Cabinet to be open to the floor below with doors with applied toe-kick. Provide insulation on p-trap below.
3. At new multi-fixture restrooms, provide plastic laminate lavatory counter with set-in sinks. Vanity to have removable plastic laminate panel to shield drains. Lavatory counters to be fully handicap accessible and in compliance with all ADA clearances. See Restroom Fixtures/Accessories for additional information.
4. At Copy/Fax Rooms provide plastic laminate clad base cabinets and upper cabinets with doors and one adjustable shelf, extent as shown. Interior to be melamine.
5. Where millwork is existing to remain, units are to be thoroughly cleaned. All missing or malfunctioning hardware is to be replaced. Level and realign all doors and drawer fronts. Repair/reattach any existing millwork with delaminating surfaces.
NOTE: See Supplemental Tenant Specifications for additional information.
Doors and Hardware
1. All doors are to be a minimum of 3'-0" wide x 7'-0" high and of solid core construction. Doors may be stained or clear veneer finish. Paint grade doors will also be acceptable.
2. Existing doors within the space may be reused if meeting minimum standards. Doors are to be touched-up as required to achieve "best possible" appearance.
3. Doors are to be set in hollow metal frames. Frames can be welded or knock-down.
4. Provide ADA compliant lever hardware throughout. Hardware to meet a minimum standard of ANSI Grade II, light commercial. Existing hardware may be reused if in proper working order.
5. Finish of door hardware to be US 26D, Satin Chrome or to match existing if reused from within the space.
6. Provide 20-minute rated doors and hardware at all doors in 1-hour rated partitions or as required by code. Provide non-rated doors with closers at all smoke partitions and GTA Telecom Room.
7. Provide locks at the following spaces: GTA Telecom Room, storage rooms, file rooms, private offices. At single person toilets, provide "privacy function" lockset on doors.
8. At Breakroom and Multi-Fixture toilets, provide Push/Pull sets and closer on doors.
9. If the main entry door is exterior, provide ADA power assist opening unit with activation buttons on the inside and outside of the space. Button to have ADA compliant signage and international handicap accessibility symbol.
10. The tenant's vendor will install the security system. The General Contractor is to provide all infrastructure as required. This shall include a backbox with pull string for card reader and power above ceiling as required. At single doors, General Contractor to provide the electric strike within the door frame for connection by the Tenant's security vendor. At double doors, the security vendor will provide mag locks. All doors with card readers are to be connected to the building's fire alarm system to release in the event of an alarm. See plan for card reader locations and quantity.
Finishes
1. Unless noted otherwise, provide direct-glue carpet installation with no pad throughout the space. Provide floor prep and/or leveling as required. Carpet to be commercial grade, level loop, 26 ounce carpet. Carpet shall have permanent stain resistant properties that cannot be removed by commercial cleanings or abrasive wear. See Note 14 under "Base Building Requirements".
2. Provide continuous roll 4" high rubber base with pre-formed corners throughout. Provide straight base at carpet and coved base at VCT
3. At the Breakroom and Reception Area, provide VCT flooring, Armstrong "Excelon" or approved

of equal quality. Tile is to be thoroughly cleaned and waxed at the completion of the job. Provide for a patterned installation of up to three colors of tile.
4. At the GTA Telecom Room, provide static dissipative tile, Armstrong SDT 12"x12" tile, one color. Tile to be installed and have finish coat per manufacturer's printed instructions.
5. Restrooms are to have 12"x24" porcelain tile flooring with corresponding covered tile base. Provide full-width marble thresholds at restrooms.
6. Provide one coat of primer and two coats (minimum) of finish paint. Paint finish to be Flat in general areas and eggshell in the Breakroom, Restrooms and Janitor Closet.
7. Provide FRP Panels at Janitor Sink, 4 ft. high, on all sides surrounding sink.
8. All door frames are to be painted semi-gloss.
9. Provide allowance for use of up to 1 accent paints on 20% of the partitions.
10. Provide allowance for appropriate transition strips for flooring material changes between dissimilar flooring materials.
11. At File Rooms and Storage Rooms, provide VCT flooring, single color, Armstrong "Excelon" or approved of equal quality. Tile is to be thoroughly cleaned and waxed at the completion of the job.
Restroom Accessories/Fixtures
1. NOTE: At existing restroom and toilets to remain are to be fully ADA compliant to current standards. If not, they are to be reworked as required and/or accessories installed to meet ADA standards.
2. NOTE: At existing restrooms and toilets to remain, all toilet partitions are to be in "like-new conditions", free of marks, chips or occlusions. All hardware is to be in fully functional order and not lose or misaligned. Replace toilet partition with new if required.
3. NOTE: The following are intended as a guideline for intent and quality. Alternate items will be considered for use if of equal or superior quality.
4. Floor-Mounted Toilet: American Standard "Cadet FlowWise" Elongated Bowl Pressure Assisted 1.1 GPF" unit with open front seat and lid. Provide handicap height model where indicated.
5. Countertop Sink, American Standard "Cadet Everclean" with faucet holes on 4" centers and American Standard "Seva" faucet assembly with single lever and pop-up drain. See Millwork Notes for lavatory countertop. Provide Lavatory Soap dispenser, Bobrick # 82216 with 6" spout.
6. Wall Hung Lavatory: American Standard "Lucerne" with faucet holes on 4" centers and 7. American Standard "Princeton" faucet assembly with lever handles and Pop-up drain.
7. Handicap Grab Bars: Bobrick B-5806 Series, 36" and 42" at handicap toilet.
8. Recessed Paper Towel/Trash Unit: Bobrick # B-3942
9. Mirror: Bobrick B-165 Stainless Steel Frame Mirror, 24" x 36"
10. Surface-Mounted Toilet Seat Cover Dispenser: Bobrick #B-4221 at each toilet
11. Surface-Mounted Toilet Tissue Dispenser: Bobrick # B-4288
12. Surface-Mounted Sanitary Napkin Disposal: Bobrick # B-254
13. Recessed Sanitary Napkin Dispenser: Bobrick # B-282
15. Toilet Partitions: Bobrick # 1042 Designer Series, Overhead braced, floor mounted Plastic Laminate Clad Toilet Partitions. Provide standard "Commercial" Type 18-S Hardware. Provide slide latch and coat hood on each stall door.