



FACILITIES PROGRAM FOR
**Center for Access and
Student Success**

AT
**FLORIDA A. & M. UNIVERSITY
TALLAHASSEE, FLORIDA**

PREPARED BY
**THE OFFICE OF FACILITIES PLANNING AND CONSTRUCTION
FLORIDA A. & M. UNIVERSITY**

May 4, 2015

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FINAL DRAFT

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III. SIGNATURE SHEET

I hereby agree to this facility program in its entirety for Student Affairs Project at Florida Agricultural and Mechanical University.

Mr. Sameer Kapileshawari
Associate Vice President for Facilities, Planning Construction and Safety

Date

Signature verifies that this planning document has been developed in accordance with the Board of Education practice for Facilities Programs.

Dr. William E. Hudson Jr.
Associate Vice President for Student Affairs

Date

Signature verifies that this program document has been reviewed, approved and recommended by the project building committee for program submittal to the President.

Mr. Dale Cassidy
Vice President for Administration & Financial Service

Date

Signature verifies that this document meets the university information and communication reassurance requirements.

Ms. Marcella David
Provost & Vice President for Academic Affairs.

Date

Signature signifies approval and recommendation of the office of Academic Affairs.

Dr. Elmira Mangum
President of Florida A & M University

Date

Signature signifies the President's approval and recommendation per anticipated funding sources.

PROGRAM COMMITTEE MEMBERS

The persons listed below were appointed to serve as the Program Committee for this project. This facilities program document represents the product of a comprehensive planning effort undertaken by this Committee. Each member contributed essential information required by the design professional to conceptualize and develop the project. In the event that questions develop during the design process concerning these requirements, the Program Committee shall advise on these matters.

Mr. Byron Williams, Director Business Finance/Auxiliary Services

Mr. Nigel Edwards, Associate Vice President of Enrollment Management

Mrs. D' Andrea Cotton, Associate Controller

Ms. Brittanian Gamble, Director Academic Support Services

Dr. Danetta Saylor, Director Student Affairs

Dr. Donald Palm, Assistant Vice President for Academic Affairs

Mr. David Self, Associate General Counsel

Chief Terrence Calloway, Assistant Vice President

Ms. Tanya Tatum, Director of Student Health Services

Dr. Bettye Grable, Faculty Senate President

Mrs. Angela Poole, Assistant Vice President for Financial Planning

Ms. Jasmine Nettles, Student

Mr. Nahshon Deering, Student

Dr. Reginald Ellis, Faculty

IV. INTRODUCTION

A. Project History & Description

The Division of Student Affairs is dedicated to facilitating attainment of the objectives of the University. Its primary emphasis is centered on the principles of developing a well-rounded student involving the student's intellectual, physical, spiritual, leadership and emotional development. The Center for Access and Student Success will be designed as a multipurpose building which will house recruitment, admissions, financial aid, registrar, student accounts, Center for Disability Access and Resources, Undergraduate Student Success Center, computer labs, study space, student meeting space, police sub-station, and retail space. Currently these services are provided primarily on the east and west end of campus in three buildings, the Foote Hilyer Administration Building, Lucy Moten Building and mobile units throughout campus. Each of these buildings will have vacated space once the Project is completed. The vacated space, which is in fair condition, will be turned over to the University to be repurposed as deemed necessary. Potential use for vacated space include information technology, expanded health center services, procurement services, and additional tutorial spaces for student academic services.

A three to four story facility is being proposed for the Center for Access and Student Success project. It is expected that this project shall be accomplished utilizing Public Education Capital Outlay (PECO) Planning and Construction Funds, which has been appropriated by the Florida Legislature. The anticipated appropriation schedule is indicated in the appropriate section of this design program.

The University believes a new facility with the capability to host all enrollment management and academic enhancement activities for the 10,241 students currently attending FAMU is paramount in continuing to place FAMU as a highly competitive institution. These functions are currently spread among multiple buildings in multiple areas of campus and the new facility will improve efficiency and effectiveness of services to students and constituents. Currently, fifty-year old space, designed originally as a hospital is being used to accommodate student services in conjunction with mobile units for students with disability.

The University believes that the Project will positively impact the University and the campus community as a whole. The selected programming and activities within the new facility will serve to enhance the development of graduating students, allowing the University to produce more employment ready students.

B. Project Goals and Objectives

The overall design objectives are to provide a maximum amount of functional spaces using low maintenance and long life materials arranged to provide single entrance access and maximum visual surveillance from the fewest possible control points. Due

to more stringent handicapped accessibility rules and potty parity laws now in effect, circulation and toilet areas will require special consideration. A greater overall portion of mechanical and electrical closet space may also be needed to accommodate increasing amounts of educational technology, telecommunication, infrastructure, and equipment.

C. Program Overview

The Project Management Section of the Office of Facilities Planning and Construction administers the vast majority of all capital improvement projects completed at Florida A&M University, regardless of whether they fall within the category of being either a major or minor project. All construction activities that occur on the Florida A&M University campus are tightly regulated by a series of existing Florida Statutes, Florida Board of Education (BOE) Standard Practices, and University policies. The responsibility for ensuring that the completion of this project meets these requirements has been assigned to the Office of Facilities Planning and Construction.

The Planning Staff in the Office of Facilities Planning and Construction prepared this facilities program with the assistance of the members of the Programming Committee for this project. Following the expected approval of this program by the University President, the project will be transferred to the Project Management Section of the Office of Facilities Planning and Construction for the completion of the design and construction phases where it will be assigned to an individual Construction Project Manager. Barring unforeseen circumstances, this Construction Project Manager shall manage the project from the point that the building program is approved to final project completion.

The appropriate working and reporting relationship between the design professional and the Construction Project Manager is crucial to the success of this project. The Construction Project Manager serves as the University's as well as the Office of Facilities Planning's (OFP) primary contact point with the design professional. Contact between the design professional and all University groups, such as the Programming Committee or other University departments shall flow through the Construction Project Manager.

The Construction Project Manager is responsible for insuring that the project's programmatic needs are correctly interpreted and addressed during the design phase. It is expected that during all phases of a project, the Construction Project Manager shall manage the flow of information between the Office of Facilities Planning (OFP), and other University departments such as the Facility Operations and Maintenance Department, University Public Safety Department, and the Environmental Health and Safety Department, and the Building Committee just to name a few. When necessary, the construction project manager shall consult with the appropriate parties on matters relating to project budget, schedule, scope, to insure that the needs of the project are considered and met. Under no circumstances

will adjustments be made to budget, schedule, or scope without the written approval of the Office of Facilities Planning and Construction.

The proposed program requires that all square footage allocations shall conform to the standards described in Chapter 6A-2 of the Florida Statutes. This facilities program includes a Space Allocation Table summarizing the area requirements for the facility, located in the Program Area Section. In addition Space Definition Sheets have been generated providing: a description of the function of each space, a qualitative analysis of each space's utility and finish requirements, and a detailed description of all unique building requirements such as HVAC, electrical, acoustical or other specialties, and a detailed list of all required furnishings and equipment. These sheets can be found in the Program Area Section as well.

In the preparation of this Program Document, every attempt has been made to include all of the information necessary to design and construct this project. The Construction Project Manager shall address all inquiries relating to programmatic information, committee contact, review of design presentations and submittals, coordination of the selection and use of furnishings and equipment, and similar activities. The coordination and scheduling of all design activities relating to this project shall be the responsibility of the Construction Project Manager.

D. Desired Design Objectives

The overall project will be designed to house the activities listed in the Program Area Section. The overall facility is planned to operate year-round. Specific design objects are to:

1. Provide adequate spaces for the number and types of desired activities that will take place in the facility,
2. Provide convenient accessibility for all user groups,
3. Location of facility relative to master plan for community,
4. Needs of the groups and programs to be served,
5. Maximum usage of the space within the facility,
6. Reduced operational and maintenance costs,
7. Design a flexible facility,
8. Maximum safety of the facility by user groups,
9. Adherence to local, state, and federal laws & policies,
10. Consideration of adjacent structures, services, and programs,
11. Creating an attractive facility on FAMU's campus,
12. Economic considerations associated with material selection, layout and installation,
13. Building orientation or direction of facility placement,
14. External traffic flow is adequate for pedestrians and vehicular traffic,
15. Internal traffic flow through horizontal and vertical aisles,
16. Provide public toilets for both disabled men and women,

17. Signage – environmental and directional signs for entire facility, and
18. Maximize the use of technology in learning.

E. Project Delivery Method

Due to the complex nature of this project it is expected that the construction manager project delivery system shall be employed. Soon after the approval of the A/E contract, the Office of Facilities Planning will begin the process to select the Construction Manager. It is expected that during this process, the design professional shall be expected to participate in an advisory capacity to the selection committee.

An aggressive schedule has been laid out to complete this project in order to more quickly bring relief to the space problems that confront the university. The design professional and the Construction Manager are strongly encouraged to recommend alternative strategies that might accelerate or otherwise ensure the timely completion of this project.

Finally, at the present time, the Office of Facilities Planning staff is considering the use of commissioning process to facilitate the operational acceptance of this project. If a final decision is rendered to utilize this process, the design professional and the construction manager will be informed as the role of this commissioning agent.

F. Design Professional's Scope of Work

Prior to the commencement of design, the design professional shall be invited to several meetings with representatives of FAMU Office of Facilities Planning and Construction and the members of the Building Committee (user group), to discuss all program requirements.

If necessary, the design professional shall also be responsible for contacting all state, county and city regulatory agencies having jurisdiction over this project in order to acquire or confirm any necessary information. The design professional shall coordinate any discussion or meetings with the University's Facilities Planning Office prior to signing the contract.

1. Site Design:

The design professional shall be responsible for becoming thoroughly familiar with the project site including, but not limited to natural features, surrounding facilities, utility distribution systems, circulation patterns, and existing vegetation among other site characteristics. It is expected that the design professional shall be responsible for preparing and submitting a detailed site analysis of these conditions and effects of

this project on the existing conditions. The design professional shall also provide recommendations for the mitigation of any existing adverse site conditions.

2. Architectural Design:

The design professional shall be responsible for the preparation of all phase of the architectural design, commencing with schematic design and continuing through the development and submittal of completed construction bid documents. In general, engineering design shall include all civil, structural, mechanical, electrical, and plumbing disciplines necessary to complete the project. At this time it does not appear that any extraordinary architectural consulting services are required in order to complete this project; however, the design professional shall be responsible for providing any such services should they become necessary.

3. Engineering Design:

The design professional shall be responsible for the preparation of all engineering design, commencing with schematic design and continuing through the development and submittal of completed construction bid documents. In general, engineering design shall include all civil structural, mechanical, electrical and plumbing disciplines necessary to complete the project. At this time it does not appear that any extraordinary engineering consulting services are required in order to complete this project; however the design professional shall be responsible for providing any such services should they become necessary.

4. Bidding and Construction Administration:

As previously mentioned, it is expected that all phases of this project shall be completed utilizing the construction management projects delivery system. Therefore, the design professional shall assist the University in evaluating Guaranteed Maximum Prices.

The design professional shall provide all required construction administration and inspection services in accordance with requirements of the University and the State University System. The following list provides more detail on these items:

- a. Assist in the bid openings, evaluation of bids, and provide recommendations of award to the University.
- b. Provide contract administrative services.
- c. Provide inspection of work in progress, including roof inspection, to the extent that the design professional can certify to the University that the work is being accomplished in strict compliance with the contract documents.

- d. Provide for the inspection of complete work and certify without qualification that the work has been completed in accordance with the contract documents.
- e. Provide an acceptable construction schedule, scheduling of work so as to minimize the impact of related construction noises, disruptions, and inconveniences on the occupants of the College's adjacent facility is imperative. Work schedules shall be closely developed and coordinated with the Office of Facilities Planning and Construction.

5. Cost Control:

During the design of this project, it is essential that the University be kept informed as to estimates of probable construction costs. Accordingly, the design professional shall provide at each submittal an estimate of construction costs.

If it becomes evident that the construction cost exceeds available budget, then the design professional shall work with the University staff to resolve all cost over-runs. The design professional is encouraged to provide the University recommendations for reasonable cost savings whenever possible.

6. Governmental Interaction:

As required, the design professional shall be responsible for assisting the University in meeting the requirements of all applicable state statutes and local ordinances which deal with construction activity and/or property development. This legislation includes, but is not limited to, the BOE (FAMU) / City of Tallahassee Development Agreement, state and local growth management statutes, City of Tallahassee and Leon County environmental, site plan, concurrence/consistency, and zoning reviews, possible environmental review by the Florida Department of Environmental Protection (FDEP), and possible environmental review by local water management districts.

Prior to the commencement of the design phase, the design professional shall consult with the University's construction project manager to discuss these items in detail. Regardless of governing jurisdiction, it is expected that the professional shall be capable of providing the necessary assistance to meet all applicable legislative requirements.

G. Construction Manager's Scope of Work:

The construction manager's scope of work is well defined in the BOE's "Agreement Between Owner and Construction Manager" contract. It is expected that the selection of the construction manager shall be conducted using the BOE's standard practice and that the design professional shall assist in this selection process.

The Construction Manager shall be responsible for providing all pre-construction and construction services required for this project. The following is a brief summary of the anticipated scope of services.

Pre-construction Phase:

1. Program Review:

The Construction Manager shall be responsible for reviewing this facility's program document and becoming thoroughly familiar with all program requirements. Following the review of this program, the construction manager shall be invited to meet with the construction project manager and the Building Committee to discuss the program requirements, project schedule, design constraints and the like.

2. Value Engineering:

The construction manager shall provide pre-construction services and reports to assist the design professional and the University/BOE in evaluating construction costs, project schedule and constructability issues. Assuming adequate performance by the construction manager, a guaranteed maximum price (GMP) shall be solicited from the construction manager following the completion of the construction document phase, thereby assuring that the GMP is based upon the best available information and not on a series of assumptions. It is assumed that in order to meet the aggressive schedule proposed, the design professional may be required to prepare multiple bid packages for a multi-phased construction process.

Construction Phase:

During the construction phase, the design professional shall be expected to provide all required construction administration and inspection services in accordance with requirements of the University and the State University System. The following list provides a sampling of these requirements:

- a. Provide contract administrative services.
- b. Provide inspection of work in progress, including roof inspection, to the extent that the design professional can certify that the work is being accomplished in strict compliance with the contract documents.
- c. Provide for the inspection of completed work and certify without qualification that the work has been completed in accordance with the contract documents.
- d. Provide an acceptable construction schedule. The scheduling of work so as to minimize the impact of related construction noises, disruptions, and inconveniences on the occupants of nearby University and private buildings is imperative. Work schedules shall be closely developed and coordinated with the Building Committee and the Facilities Planning and Construction Department.

V. ACADEMIC PLAN

The Division of Student Affairs has achieved notable progress during its existence. The fundamental goal is to prepare students for successful careers. The programs emphasis is on preparing students to address the Professional challenges and opportunities, especially in the state of Florida. In meeting this goal, the program will become an academic force for preparing students from many states and nations to meet the challenges throughout the world. Success in meeting this goal will be measured in terms of several objectives, such as those listed below:

- To provide excellence at both the undergraduate and graduate levels, as measured by the highest standards within academic community.
- To achieve recognition as a center of academic excellence, through the scholarly and professional activities of its faculty and students.
- To provide students, faculty and staff access to the latest technology, equipment and designs that will support maintaining the College as one of the best schools in the country.
- To provide greater participation in a professional setting for all minorities, but especially African American and Women.
- To provide an environment that will support and enhance the expanded mission of the University as a major biomedical research center nationally.

In order to meet these objectives, the following resources are required:

- Quality students and faculty.
- Rapid, efficient access to existing knowledge.
- A state-of-the-art environment and instructional building that will accommodate a current student population of 10,241 and faculty and support staff of 150.

The proposed Center for Access and Student Success will satisfy the deficiency in physical facilities as outlined in the Center for Access and Student Success program review. The review consultants also provided the following recommendations to the Student Affairs:

- Provide more learning areas and office spaces.
- Implement an enrollment management program for Student Affairs in accordance with available resources and academic planning.

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- Improve financial aid administration for both the professional and graduate students.
- Improve space shortage for administrative offices, admissions, student accounts, registration and financial aid.
- Increase retention and graduation rates by 3% through this multipurpose building.
- Provide programs and space to assist and support the Veteran students at the University.
- Provide more space for student development and tutoring.
- Provide accessible space for programs such as CeDAR which provided supportive services to students with disabilities.

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VI. SPACE NEEDS ASSESSMENT

The current locations for academic support are spread campus wide. In the current space for enrollment management services there are no enclosed spaces for academic, mental health, tutorial or mentor sessions. During the 2013/2014 academic year the FAMU Center for Disability Access and Resources had 5,152 student contacts concerning documented learning disabilities, academic advising, accommodations, tutoring, mentoring, counseling, and testing. Currently there are 730 students with documented learning disabilities. These students have no quiet or confidential space to use their accommodations or adaptive technology at the existing location. There is no space where they can study and avoid potential stigmatization. In the new building, there will be a specific suite area designed for students with disabilities to be able to work in their own space and to use technology that will allow them to be successful academically within the guidelines established by American with Disabilities Act and the FAMU Center for Disability Access and Resources.

The FAMU Counseling Center is located in a lone facility built over 40 years ago in the center of campus with no confidential access to counseling services. Students seeking mental health counseling services are stigmatized due to facility and location as an individual unit in the current facility. Students who need to utilize the resources avoid seeking assistance due to stigmatization. The counseling center had 4,849 contacts during the 2013/2014 academic year. The Project completion will increase the number of contacts by an estimated 20% and provide the mental health support needed for students in the FAMU community and provide an avenue for research on mental health issues locally, state-wide, and nationally.

The Center for Access and Student Services Building is a significant multipurpose structure in the University Master Plan and strategic initiatives. This facility correlates directly to providing services to students, faculty, staff, alumni, and constituents. More importantly, the facility will contribute significantly to the impact of the campus and surrounding economic community.

The multipurpose facility will assist FAMU in meeting the performance metrics and put FAMU on par with other institutions in line with best practices nationally. College and universities across the country have implemented a number of various efforts to enhance the academic success of students. According to American College Testing (ACT), the institutions with the highest retention and graduation rates employ the following interventions/services:

- Academic Advising Center
- Increased number of academic advisors
- Comprehensive learning center/lab
- Supplemental instruction program
- Program for first-generation students

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- Required on-campus housing for first-year students
- Reading center/lab
- Tutorial services
- Summer bridge program
- Integration of advising with first-year transition program

Additionally, ACT identified the interventions/services that differentiated institutions with high retention from those with low retention. Those practices are:

- Advising interventions with selected student population
- Program for honors students
- Training for non-faculty academic advisors
- Faculty mentoring
- Residential living/learning communities
- Program for international students
- Staff mentoring

By increasing efficiencies in the enrollment process (i.e. admissions, financial aid, registrar) the university can attract high achieving students. Combining student services into a “one-stop” shop has helped campuses across the country improve customer service and streamline efficiencies. To continue to deliver superior customer services to the best of our abilities to the parents and students we must increase student and constituent utilization of technology and alternative delivery options.

This facility will assist in sustaining retention through the enhanced efficiency in the enrollment process by streamlining the admission, financial aid, registration, orientation, and billing efforts of various department/divisions within the university. Many student services functions are manual processes that must be automated to improve delivery efficiency and effectiveness while encouraging accountability and assessment of processes. Currently, over 200 workshops and group programs annually to assist students with transition issues, mental health counseling, debt management, supplemental learning strategies, and other activities that promote retention, and graduation. The workshops and programs have limited space to host these activities which limits the number of sessions offered to students. The new multipurpose facility will have designated space to host student programs, supplemental learning, tutorial, lab and meeting space. Workshops, tutorial, and meeting space are vital in student development in preparation for the global economy both academically and socially. They allow FAMU to provide an affordable education at an affordable price while educating students about success strategies leading to employment opportunities.

VII. ANALYSIS OF IMPACT ON MASTER PLAN

On September 15, 1995 the former Florida Board of Regents, now the Florida Board of Education (BOE) adopted the Florida A&M University Ten-Year Comprehensive Master Plan. This plan established a series of long range planning goals that include provisions for land expansion, future facilities development, major vehicular and pedestrian circulation improvements, and expansion of the central utility systems that serve the Main Campus to name a few.

This project involves the construction of a new facility for Student Affairs on the Main Campus of Florida A&M University. This project is listed as project number FF on the 2008 – 2015 Comprehensive Campus Master Plan Update. The project is also listed as number 4 on the Year 2010 – 2011 through 2012 – 2013 lists of Major PECO/Capital Improvement Plan and Legislative Budget Request. Furthermore, this project is consistent with the master utility plans for this area of campus, especially in considering the expansion and connection to the University's 15 KV electrical and central chilled water systems.

In summary, an examination of the updated Campus Master Plan, especially the proposed projects and campus modifications proposed for completion in this area of the Main Campus, reveals that the completion of this project will generate no impacts that have not been accounted for in the update of the University's Campus Master Plan. In fact, the completion of this project represents a significant step in the fulfillment of the Plan.

The construction of a new Student Affairs Facility is an integral part of the Campus Master Plan. The building will serve as a prominent architectural addition to Florida A&M University campus.

VIII. SITE ANALYSIS

This section of the program includes a detailed analysis of the proposed site and its surrounding attributes. The Office of Facilities Planning and Construction staff collected this information from existing available documentation. The design professional shall be responsible for examining and verifying all information provided herein. Graphic illustrations of the site conditions described below can be found at the end of this section.

It is expected that the design of this project shall be sensitive and complimentary to the existing architectural features and qualities of the facilities which surround it. The design professional shall advise the University of any unusual site conditions which would impact the cost or design of the proposed project and improvements which may be necessary to achieve a greater degree of compatibility between the proposed facility and its neighbors.

Prior to commencement of the design phase, the design professional shall obtain the latest copy of the University's Architectural Design Guidelines and Landscape Design Guidelines for incorporation into the design of this project. The design professional shall adhere to these guidelines and shall discuss any exceptions with the Facilities Planning and Construction Department.

The proposed facility will be located near the center of campus on a site that is currently occupied by two dormitories, McGuinn Hall and Diamond Hall. The proposed site is located fronting on Martin Luther King Jr. Boulevard to the west across the street from the Student Union. Jackson Davis Hall is located to the north, William Gray Jr. Plaza to the east and an access drive to parking on the south.

Diamond Hall was constructed in 1947. It was named in honor of W. T. Diamond. Diamond Hall is located adjacent to McGuinn Hall. Diamond Hall has fifty-four (54) rooms. The three floor facility has a total of one-hundred and ten (110) bed spaces. Diamond Hall shares a lobby with McGuinn hall.

McGuinn Hall was constructed in 1938. It was named in honor of N. S. McGuinn who was Dean of Women from 1924 to 1943. McGuinn Hall is a three and one half story facility with one-hundred and ten (110) rooms which accommodates a total of two-hundred and sixteen (216) bed spaces. Both Diamond and McGuinn Halls are equipped with a laundry facility, electronic access, wireless internet capability, and a general study area downstairs. Both also offer community bathrooms. Each bathroom is equipped with several shower stalls, toilets and sinks.

Site Topography, Drainage Requirements, and Soil Conditions

Site Topography:

The topography of the Center for Access and Student Success Building site is relatively flat. The site slopes up from Martin Luther King Jr. Boulevard about six feet to the front of Diamond and McGuinn Hall. The rest of the site is flat to the east at an elevation of 200 feet. See attached Topography Plan for existing site grades.

Drainage Requirements:

According to the Federal Emergency Management Agency (FEMA) Flood Zone/Maps and the latest U.S. Geological Survey information, the proposed site is described as an area of minimal flooding. No site water table analysis has been conducted at this point. The design professional shall be responsible for all necessary surface and subsurface testing and analysis for this project. The design professional shall also be responsible for providing recommendations for the mitigation of any such geological or hydrological problems.

The design professional shall be responsible for the design of all stormwater drainage requirements associated with this project. The design professional shall contact the appropriate state and local agencies to ensure that any proposed improvements comply with all applicable regulations or plans, especially concerning the quality of stormwater runoff.

Soil Conditions:

At the time of this programming effort there has been no sub-surface soil testing performed in conjunction with this project. Subsurface soil testing will be conducted as part of the design consultant's contract.

Vehicular and Pedestrian Circulation

The Center for Access and Student Success site, as previously mentioned, is located on Martin Luther King Jr. Boulevard, across the street from the Student Union. Currently this is the only street that provides vehicular access to the site.

Martin Luther King Jr. Boulevard is closed to vehicular traffic, except for buses and emergency vehicles, from the Student Union Ballroom on the south, to the intersection with Palmer Avenue to the north. This area is open to pedestrian circulation, and is heavily occupied during the day.

Site Vegetation

There are no significant trees located on the site. The site is mostly lawn surrounding the existing buildings.

Archaeological History

Per the former BOR's Professional Service Guide, the design professional shall be responsible for petitioning, on behalf of the University, the Florida Department of State, and Division of Historical Resources for an assessment of the proposed site, to determine the possible presence of historical or cultural resources.

Location and Proximity of Existing Utilities to the Project Site

The most recent utility plans for the entire campus will be made available to the design professional prior to the commencement of the design phase. The design professional shall be responsible for examining the condition and capacity of the various utility systems that will serve this facility and for making any recommendation for improvements of the existing utility systems. The University does not maintain an inventory of city maintained utilities that serve the campus and thus the design professional shall be responsible for acquiring all such information. All utilities shall be designed according to the 2010-2015 Campus Master Plan.

Chilled Water

The drawing located at the end of this section illustrates the major components of the central chilled water system in and around the proposed site. The University's Central Chilled Water Plant (CCWP) located on Wahnish Way will supply this facility with chilled water. Chilled water piping from the existing chilled water loop will be extended to the new facility. The existing system will be of sufficient size to accommodate connection of this and the other adjacent facilities to the central system.

The design professional shall work with the Office of Facilities Planning and Construction, to insure that adequate chilled water service is provided to this site. The scope of this portion of the mechanical design shall include both an analysis and confirmation of the chilled water capacity as well as the design of any distribution system improvements.

Steam

The drawing located at the end of this section illustrates the major components of the central steam system in and around the proposed site. It is anticipated that steam will be supplied to the site from the central steam system manhole EMHS-48 located in the drive just south of McGuinn Hall. The design professional shall be required to

evaluate the existing service and make recommendations for necessary improvements to the Office of Facilities Planning and Construction.

Electrical

The drawing located at the end of this section illustrates the major components of the electrical distribution system in and around the proposed site. It is anticipated that electrical power will be tied into the University's existing sub-station located on Wahnish Way. There is an existing electrical service to the Diamond and McGinn Hall that extends from the electrical system manhole E-22 to the north of the site. The design professional will be required to evaluate the existing service and make recommendations for necessary improvements to the Office of Facilities Planning and Construction.

Communication:

It is anticipated that communications for this project will be obtained from the existing communications manhole located on the east side of MLK Jr. Blvd. A minimum 5- 4" conduit will extend from this manhole to the main distribution frame closet. This work should be coordinated with all utility improvements associated with this project. The designer shall follow all campus design standards to assure consistency with the campus-wide communication standards.

Potable, Fire, Irrigation Water & Sanitary Sewer:

Currently, potable/fire water and sanitary sewer service for the main campus is provided by the City of Tallahassee. This arrangement is expected to continue. It is assumed that the current potable water and sanitary sewer distribution systems in this area is adequate and in good condition. However the design professional should verify the capacity and condition of these utilities and make recommendations for needed improvements. The Office of Facilities Planning and Construction must approve all plans and recommendations prior to the initiation of the detailed design phase.

Based upon the current engineering planning, it is estimated that the facility will requires 3,110 gpd. Sanitary sewer production consequently is expected to be 2,800 gpd.

Storm Water:

The proposed site for this facility is currently occupied by Diamond and McGinn Hall, which is located in Basin 6 of the Florida A & M University Drainage System. The storm water from this site is currently conveyed to an existing holding pond centrally located in Basin 6. It is anticipated that the stormwater from this site will continue to drain to the existing holding pond. The design professional will be required to assess the impact and make recommendations to incorporate the storm water generated by the new CASS facility. The design professional is therefore expected to examine the

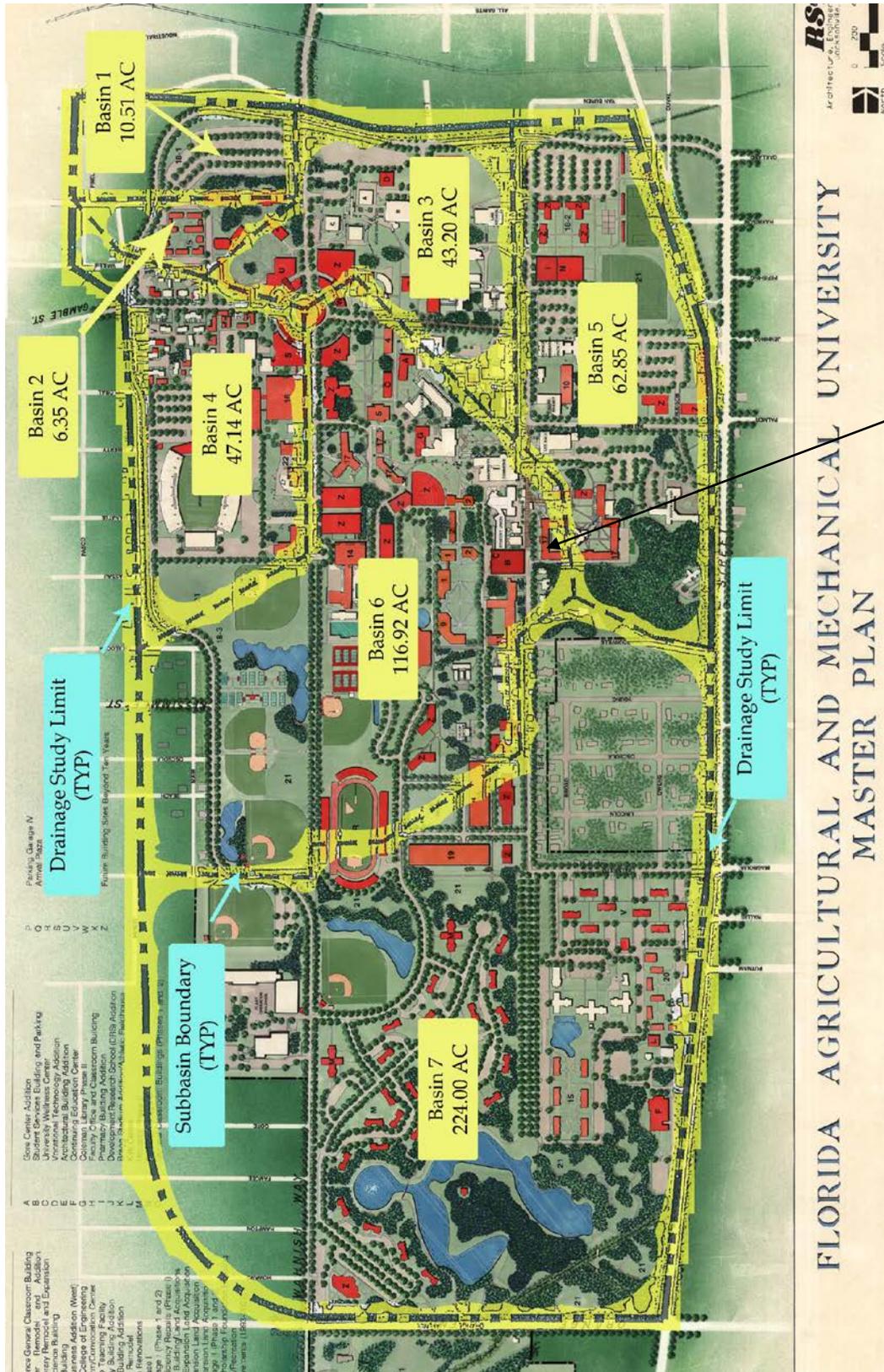
existing storm water system and make recommendations for the required improvements to the system.

Energy Management & Fire Alarm System:

Finally, the design professional should provide as part of the scope of services for this project the design of a facilities energy management and fire alarm system. The system should be compatible to the central energy management and fire alarm system being developed on the campus.

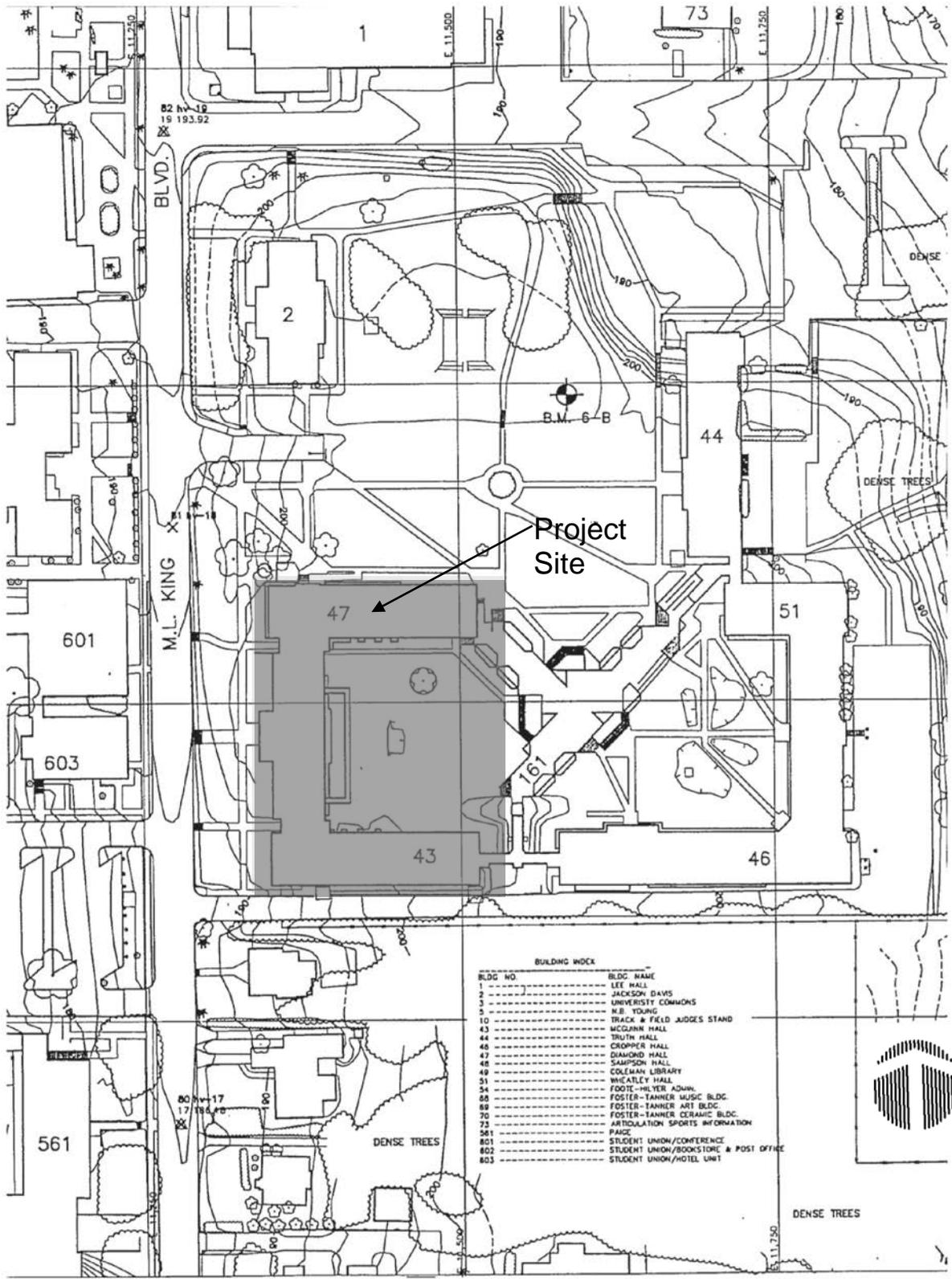
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Existing Campus Drainage Update Florida A&M University

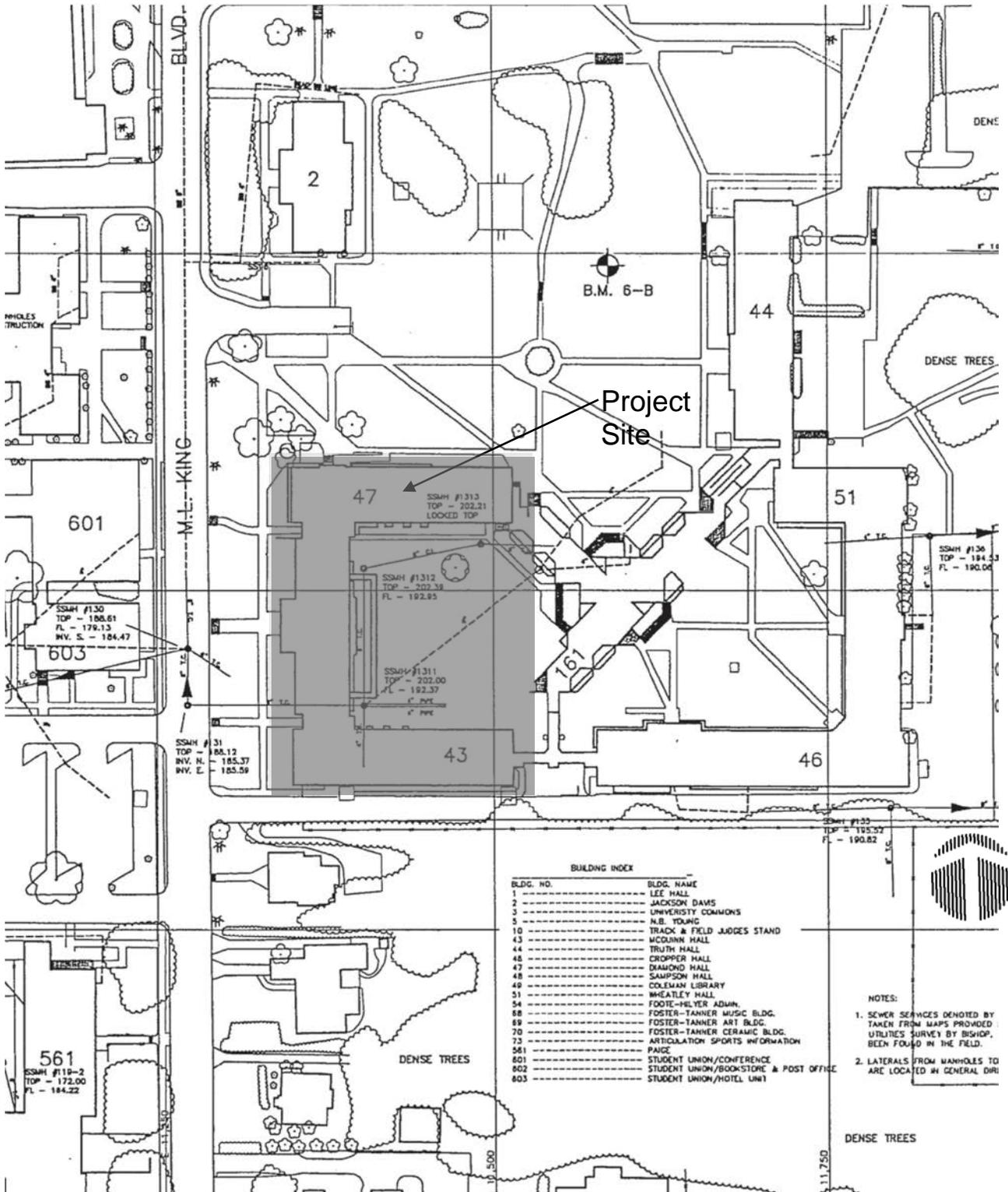


Project Site

Existing Topography Map
 Florida A&M University

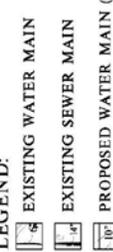


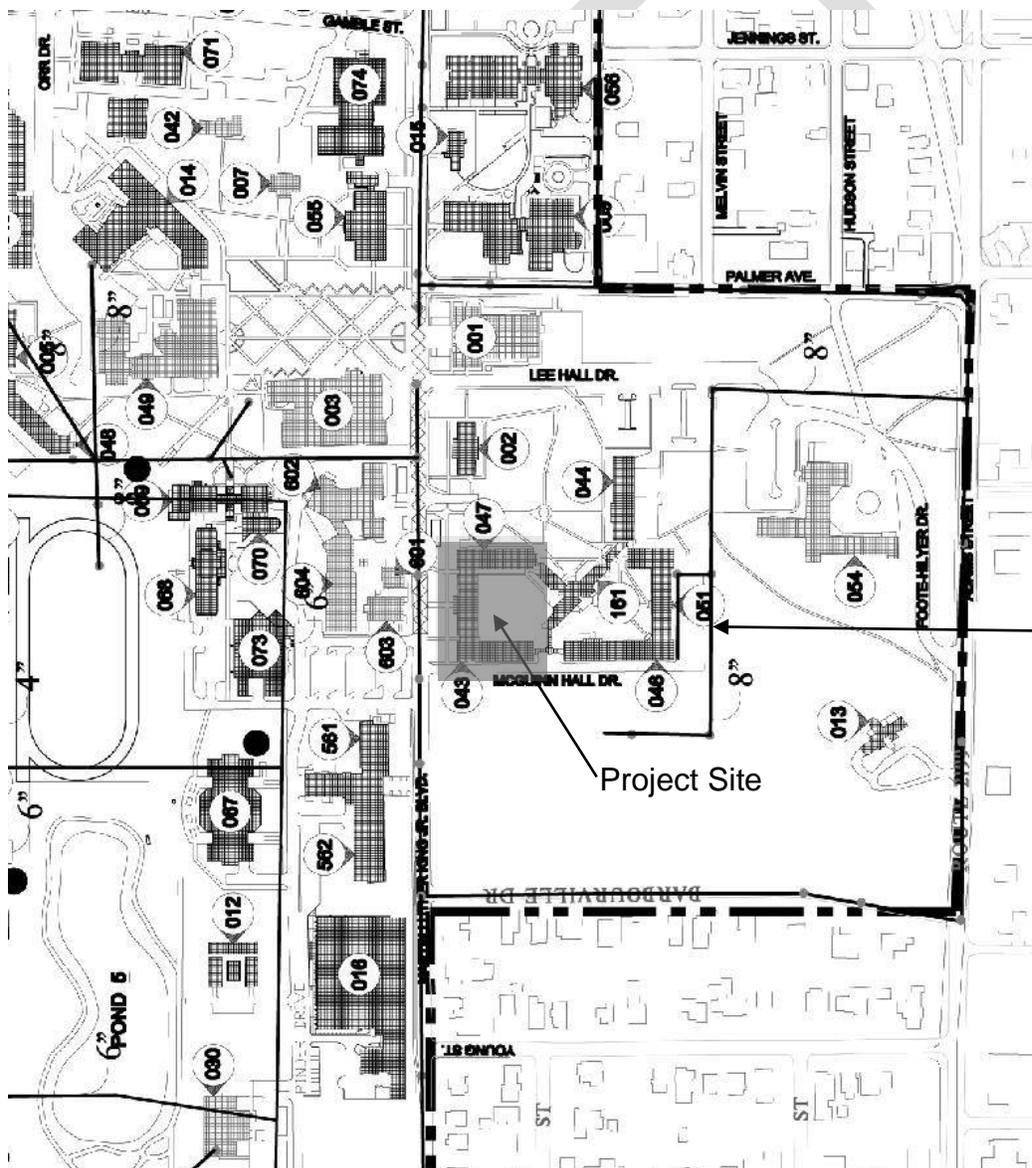
Existing Sanitary Sewer Map Florida A&M University



Existing Potable Water Map

Florida A&M University

FIGURE NUMBER	9.1A	FUTURE UTILITY IMPROVEMENTS MAP (NORTH)	LEGEND:  EXISTING WATER MAIN EXISTING SEWER MAIN PROPOSED WATER MAIN (CITY)	KEY MAP 	FINAL MASTERPLAN FLORIDA A&M UNIVERSITY TALLAHASSEE, FLORIDA DATE: MAY 2006

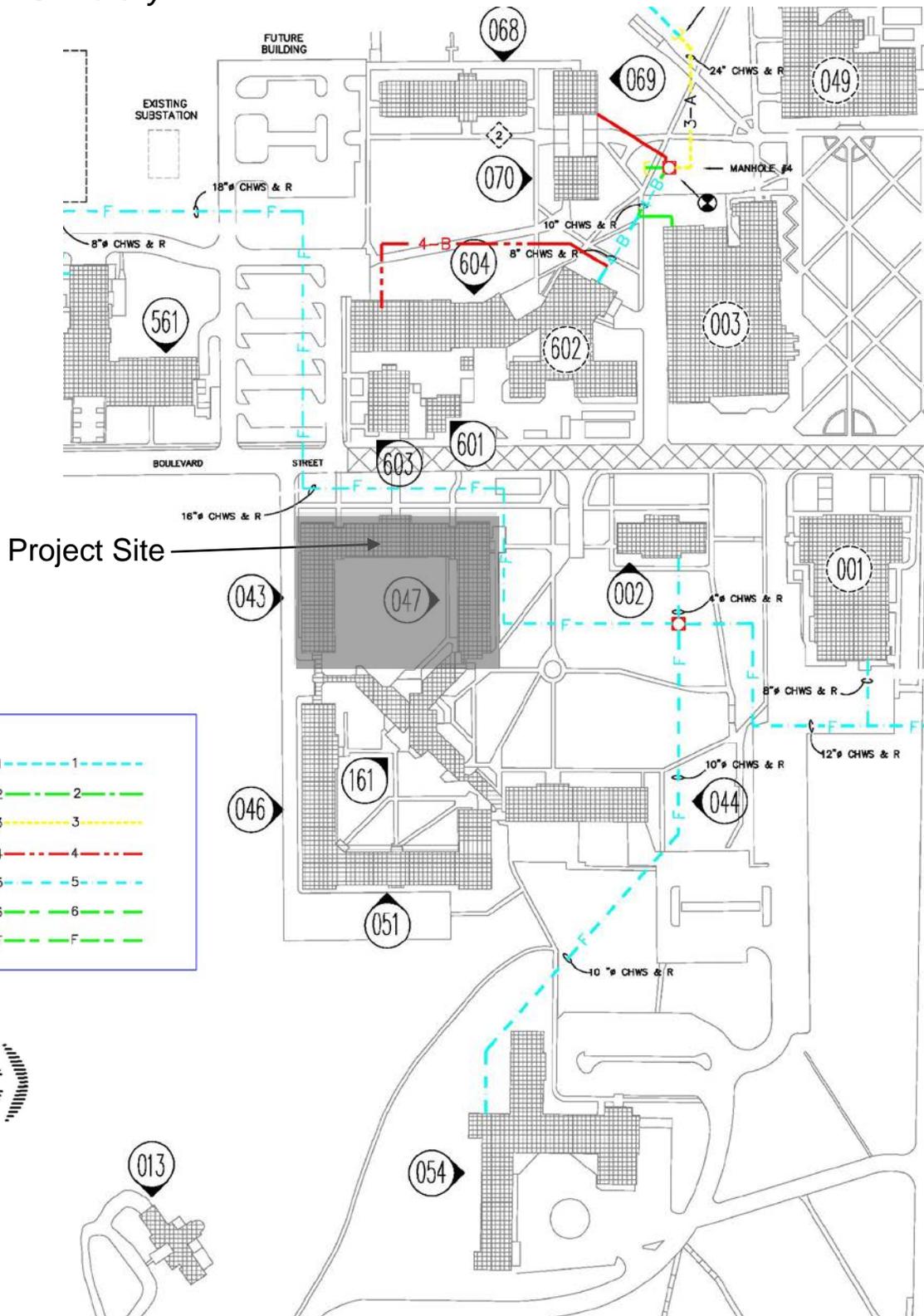


Existing 8"
Water Main

Project Site

Existing Chilled Water Map

Florida A&M University

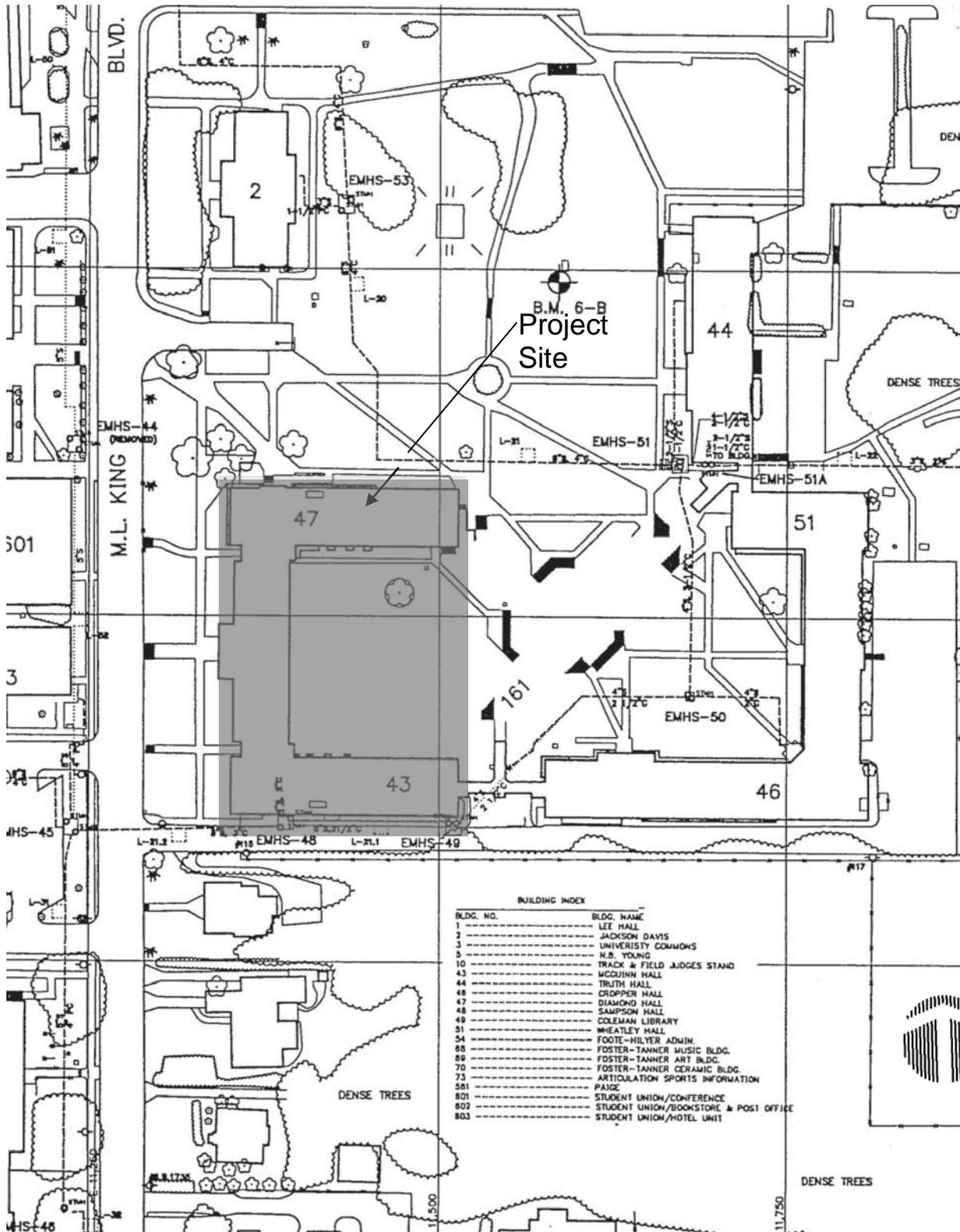


LEGEND

PHASE 1	1	1
PHASE 2	2	2
PHASE 3	3	3
PHASE 4	4	4
PHASE 5	5	5
PHASE 6	6	6
FUTURE	F	F



Existing Steam Map
 Florida A&M University

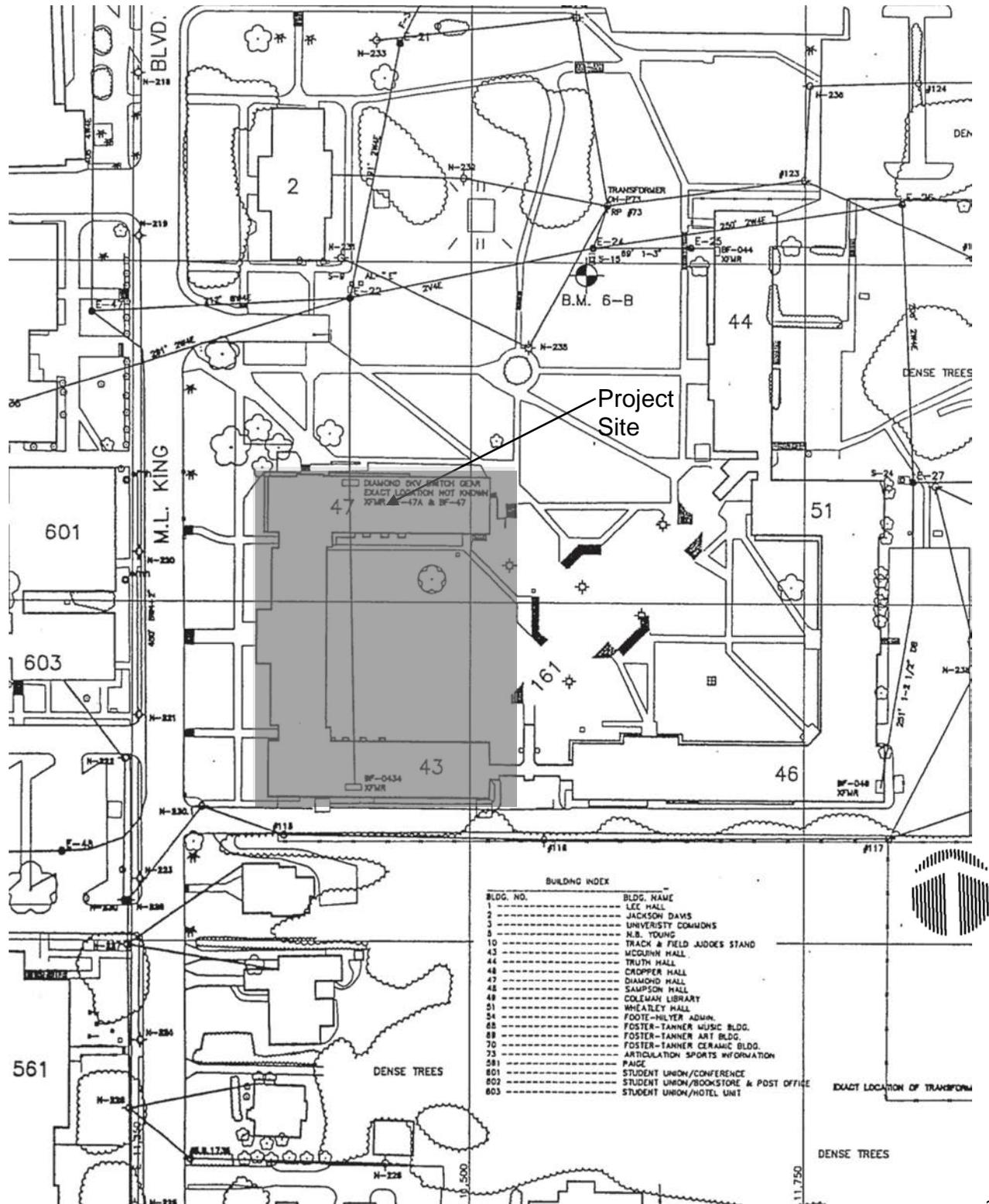


BUILDING INDEX

BLDG. NO.	BLDG. NAME
1	LEE HALL
2	JACKSON DAVIS
3	UNIVERSITY COMMONS
5	N.B. YOUNG
10	TRACK & FIELD JUDGES STAND
43	WICKLIFF HALL
44	TRUTH HALL
48	DROPPER HALL
47	DIAMOND HALL
48	SAMPSON HALL
49	COLEMAN LIBRARY
51	WHEATLEY HALL
54	FOOTE-HILYER ADMIN.
88	FOSTER-TANNER MUSIC BLDG.
89	FOSTER-TANNER ART BLDG.
70	FOSTER-TANNER CERAMIC BLDG.
73	ARTICULATION SPORTS INFORMATION
581	PAIGE
801	STUDENT UNION/CONFERENCE
802	STUDENT UNION/BOOKSTORE & POST OFFICE
803	STUDENT UNION/HOTEL UNIT



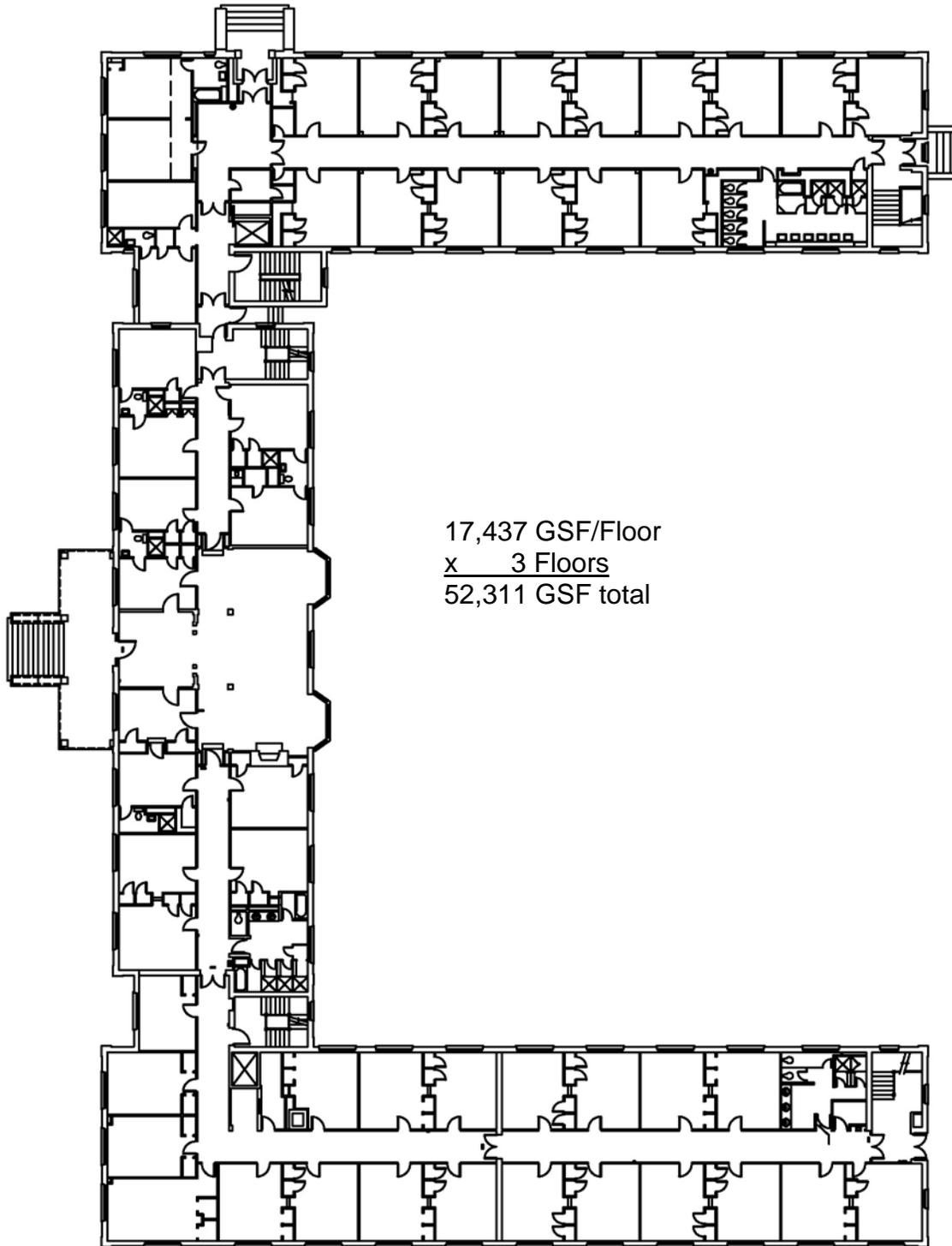
Existing Electrical Map
Florida A&M University



Aerial Map Florida A&M University



Existing McGinn and Diamond Hall Ground Floor Plan
Florida A&M University



IX. PROGRAM AREA TABULATION AND DESCRIPTION

The information contained in this section of the document relates to the specific spatial and site requirements for the construction of the proposed Center for Access and Student Success. This information conveys the Programming Committee's attempt to describe the function, size and spatial relationship of the spaces programmed for construction. The resulting Space Allocation Summary, Operations Statement, Personal Space Requirements and Space Definition Sheets are included within this section. Additionally information located in the appendix of this document contains additional programmatic data relating to size, utility, environmental, furnishing and equipment requirements.

It is expected that the design professional shall become thoroughly familiar with these spatial requirements and descriptions and that, prior to the commencement of the design phase, the design professional shall have the opportunity to discuss these requirements with the Programming Committee to insure a mutual understanding. All questions relating to the spaces programmed for this project shall be addressed to the Programming Committee.

DRAFT

Space Allocation Summary

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF
Division of Finance & Administration			
Student Financial Services			
Personnel	16	1,455	2,325
Support Space	6	1,605	1,605
Subtotal	22	3,060	3,930
Business & Auxiliary Services			
Personnel	3	255	375
Support Space	8	4,250	4,250
Subtotal	11	4,505	4,625
Total	33	7,565	8,555
Division of Academic Affairs			
Registrar			
Personnel	22	1,555	2,995
Support Space	7	2,385	2,385
Subtotal	29	3,940	5,380
Undergraduate Student Success Center			
Personnel	20	1,115	2,730
Support Space	29	5,020	8,580
Subtotal	49	6,135	11,310
Total	78	10,075	16,690
Division of Student Affairs			
Office of the Vice President			
Personnel	9	1,245	1,830
Support Space	5	760	760
Subtotal	14	2,005	2,590
Public Safety			
Personnel	5	510	645
Support Space	5	660	660
Subtotal	10	1,170	1,305
Presidents Scholarship Office			
Personnel	1	175	175
Support Space	2	340	340
Subtotal	3	515	515
Total	27	3,690	4,410

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SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF
Department of Enrollment Management			
Undergraduate Admissions			
Personnel	14	900	1,980
Support Space	4	500	500
Subtotal	18	1,400	2,480
Financial Aid			
Personnel	19	1,420	2,545
Support Space	6	1,345	1,345
Subtotal	25	2,765	3,890
Enrollment			
Personnel	6	580	850
Support Space	3	380	380
Subtotal	9	960	1,230
New Student Orientation			
Personnel	4	645	645
Support Space	4	1,130	1,130
Subtotal	8	1,775	1,775
Total	60	6,900	9,375
Department of Student Development			
Counseling Services			
Personnel	10	820	1,330
Support Space	5	700	700
Subtotal	15	1,520	2,030
Center for Disability Access & Resources (CeDAR)			
Personnel	10	975	1,245
Support Space	12	1,460	1,940
Subtotal	22	2,435	3,185
Career Center			
Personnel	7	700	970
Support Space	5	500	620
Subtotal	12	1,200	1,590
Veterans Affairs			
Personnel	3	430	430
Support Space	4	680	680
Subtotal	7	1,110	1,110

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SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	SPACE TYPE	NO. OF SPACES
Judicial Affairs					
		Personnel	4	430	565
		Support Space	5	740	740
		Subtotal	9	1,170	1,305
		Total	61	7,435	9,220
Department of Student Life					
Housing & Residential Life					
		Personnel	5	240	600
		Support Space	3	440	440
		Subtotal	8	680	1,040
		Total	8	680	1,040
Summary Total Net Area Required					49,290
Summary Net to Gross Ratio					1.5
Summary Total Gross Area Required					73,935

Division of Finance and Administration

Student Financial Services

Personnel: 17

Area: 5,895 GSF

Operations: Student Financial Services (SFS) is part of the Controller's Office and is responsible for all student fees and payments. SFS provides customer service through personal contact with students, ongoing workshops for students and written communications via email and US mail.

The office consists of two main areas which include:

Student Accounts

This section includes information about fee payment, holds and delinquent accounts, late payment fee waivers, State Employee Fee waivers, book vouchers, 1098-T tax statements, refunds, third party billing and Federal Perkins loan collections.

Cash Management

This section includes information about fee payment, cashiering, investment management, student web card payment questions, electronic funds transfer and University departmental deposits.

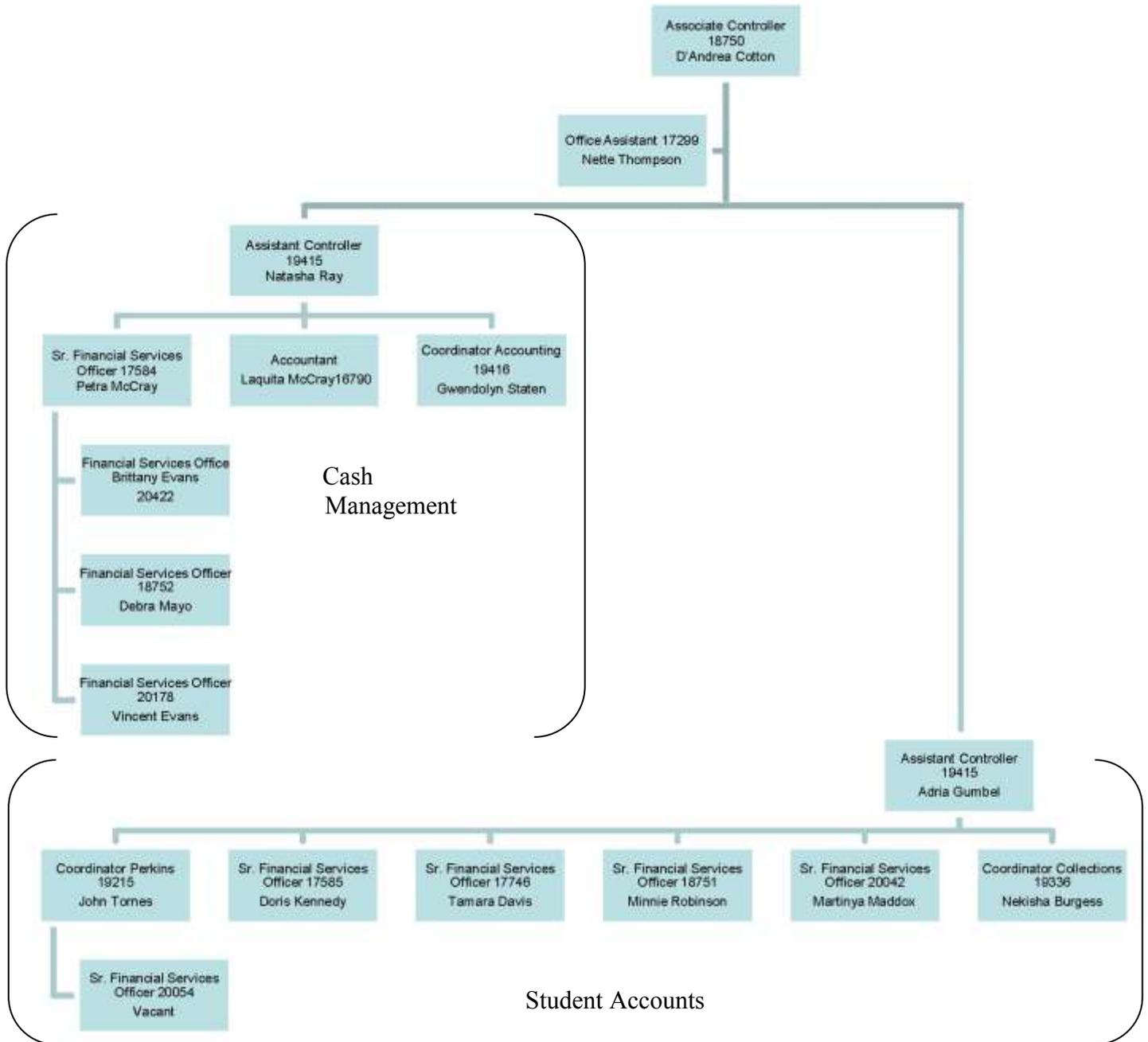
The entire office suite needs to be secured with a security system and monitored with video cameras. The Cashiers Counter Area needs to be secured with a card access security system.

This suite needs to be located on the ground floor for easy student access to the Lobby/Waiting area and also an after-hours drop box into the Cashiers Counter Area. A secondary secured entry is also needed for Brinks Truck access.

Division of Finance and Administration

Student Financial Services

Organizational Chart:



Division of Finance and Administration
 Student Financial Services

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Associate Controller	1	175	175	
Assistant Controller	2	150	300	
Coordinator	3	120	360	
Cashier Supervisor	1	120	120	
Cashiers Counter Area	1 – 3 occupants	420	1,260	4 cashier windows
Sr. Financial Service Officer	5	120	600	
Accountant	1	120	120	
Administration Assistant	1	110	110	
Student Account Counter Area	1 – 0 occupants	120	120	3 account windows
Personnel Subtotal	17	1,455	3,165	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Lobby/Waiting	1	1,000	1,000	
File Room	1	120	120	
Supply Storage	1	125	125	
Copy/Mail Room	1	120	120	
Vault Room	1	120	120	
Break Room	1	120	120	
Support Space Subtotal	6	1,605	1,605	

Total Net Area Required	4,770
Net to Gross Ratio	1.5
Total Gross Area Required	7,155

Outside parking is required close to the building and Financial Services for the Brinks truck deliveries. Additional parking (3 to 4 spaces) is needed for students.

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1. Space No.: 1	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Associate Controller	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Associate Controller office should be centrally located within the suite. The Associate Controller oversees the operation of the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- File Cabinet 1- Computer, Monitor & Printer Conference Table w/ 4chairs		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
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1. Space No.: 2	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Assistant Controller	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 150 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Assistant Controllers office should be in close proximity to the areas they oversee. One of the assistant's office will be located within the Student Accounts area, while the other assistant's office will be located within the Cash Management Area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Coordinator	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Coordinators should be in close proximity to the areas they oversee. Student Accounts Coordinator handles collection from students, prepares payment from collection agencies, and provides customer service. Student Loans Coordinator maintains Federal Perkins Loan program, manage collections for loans and prepare payments. Cash Management Coordinator responsible for daily transmission of bank files and disseminating bank information.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- File Cabinet 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Cashier Supervisor	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Cashier Supervisor will utilize this office. This office should be located within the Cashier Counter Area. The Cashier Supervisor oversees the activities of the cashiers.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Card Access	
	Remarks:		

Center for Access and Student Success

Facilities Program

May 4, 2015

1. Space No.: 5	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Cashiers Counter Area	5. Type of Space: Administrative	
6. Assigned Occupants: 4	7. Net Floor Area: 420 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Cashier Counter Area will be occupied by 3 cashiers manning 4 Cashier windows. This space should be located off the lobby/waiting area. This area is located within the Cash Management Area. The Cashier Supervisor office will be located within this space. The cashiers receive cash, checks, wires credit & debit cards for payments. This area needs a payment drop box from the exterior.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Service Counter w/ 4 task chairs & bullet proof glass at counter. 3- Work Stations w/ task chairs 6- Lateral File Cabinet 1- Private Work Station for counting cash 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Sonitrol – card access	
	Remarks: Secured Card Access w/ alarm. Panic Button @ counters		

Center for Access and Student Success

Facilities Program

May 4, 2015

1. Space No.: 6	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Senior Financial Service Officer	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 5	
8. General Description of Space/Function and Activities: The Senior Financial Service Officer should be in close proximity to the areas they oversee. Four offices should be located within the Student Account area. The occupants will oversee the process of payments, loans, third party billing, financial aid and refunds. One office will be located within the Cash Management Area. The Senior Financial Services Officers within the Student Account area will main the Student Account Counter area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
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1. Space No.: 7	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Accountant	5. Type of Space: Administrative	
6. Assigned Occupants: 4	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: This office is located in the Cash Management area. The accountant is responsible for recording and reconciling bank deposit, returned checks and maintaining records.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable Surface 1- Task Chairs 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 8	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Administrative Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 4	7. Net Floor Area: 110 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Administrative Assistant should be located at the main entrance into the office suite. Receptionist for the suite.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface. 1- Task Chair 1- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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May 4, 2015**

1. Space No.: 9	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Student Accounts Counter	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Senior Financial Service officers will man the Counter Area which will contain 3 account windows. This space should be located off the Lobby/Waiting area, and adjacent to the Student Accounts area. The staff will provide information to students concerning their accounts.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Service Counter w/ 3 task chairs & bulletproof glass at counter. 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 10	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Lobby/Waiting	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 1,000 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Lobby/Waiting area is space for waiting to make payments for tuition. The Cashier Counter Area and Student Account Counter Area should be located off this space. The entrance into the student Financial Services office is also located off this space.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating Kiosk for FAMU website		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 11	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: File Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Room contains file cabinets of student records. This space should be centrally located within the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	10- File Cabinets (fireproof) Bookcases		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 12	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Supply Storage	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 125 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Supply Storage is used for storage of office supplies for the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Shelves & Bookcases		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 13	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Copy/Mail Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Mail Room will be utilized for mail distribution and making copies.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Copy Machine Mailboxes Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 14	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Vault Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Vault Room should be located off the Cashier Counter Area. A vault will be located within this room.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Vault Shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Cameras	
	Remarks:		

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1. Space No.: 15	3. Group Name: Student Financial Services		
2. USER CODE:	4. Name of Space: Break Room	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Break Room should be centrally located within the office suite.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Counter/Cabinet w/sink Table & 4 Chairs Refrigerator Microwave		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

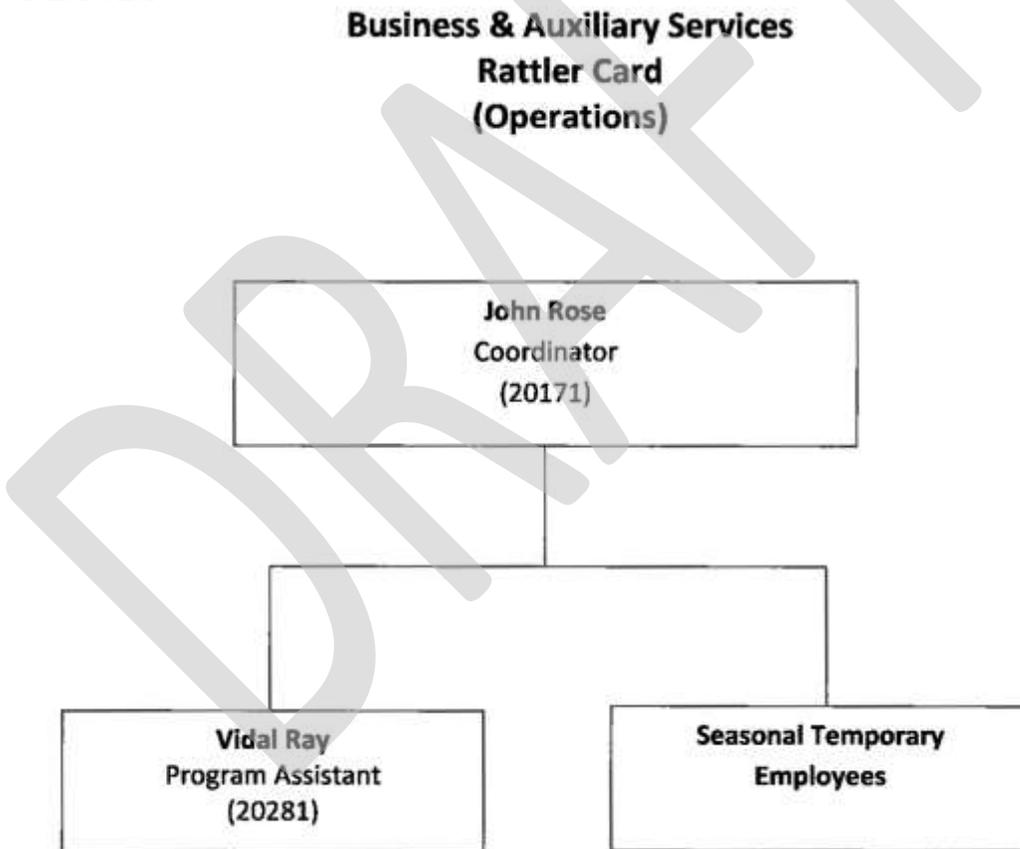
Division of Finance and Administration
Business & Auxiliary Services – Rattler Card/Meal Plan

Personnel: 3

Area: 6,938 GSF

Operations: The Rattler Card/Meal Plan Office will be the only office in the BAS Department to be located in the new CASS. This office manages and assist students, faculty and staff in getting their Rattler Card and acquiring a meal plan. In addition to Rattler Card/Meal Plan Office, a dining venue for students, faculty and staff will also be included.

Organizational Chart:



Division of Finance and Administration
 Business & Auxiliary Services – Rattler Card/Meal Plan

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Coordinator	1	135	135	open office
Program Specialist	2	120	240	open office
Personnel Subtotal	3	255	375	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Lobby/Counter Area	1	500	500	
Card Counter/Open Office	1	350	350	3 card windows
Dining Venue	1	2,000	2,000	80-100 seats
Food Prep Area	1	600	600	
Dry Storage	1	200	200	
Cooler/Freezer Room	1	200	200	
Storage	1	200	200	
Receiving	1	200	200	
Support Space Subtotal	8	4,250	4,250	

Total Net Area Required			4,625	
Net to Gross Ratio			1.5	
Total Gross Area Required			6,938	

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1. Space No.: 1	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Coordinator	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Coordinator office should be centrally located within the Meal Plan Office. This office would be located in modular systems furniture within the Card Counter/Open Office space.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 2	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Program Specialist	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Program Specialist would be located in modular systems furniture within the Card Counter/Open Office space.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 3	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Lobby/Counter Area	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 500 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Lobby/Counter Area should be located at the entrance and provide seating for visitors.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 4	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Card Counter/Open Office	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 350 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Card Counter/Open Office Area space will have 3 account windows. This space should be located off the Lobby/Waiting area. The staff will assist students, faculty and staff in getting their Rattler Card and acquiring a meal plan. Display Area needed to display Meal Plans and other information.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	3- Systems furniture cubicle w/ work surface. 3- Task Chair 6- Lateral File Cabinet 1- Service Counter w/ 3 task chairs at counter. 2- Cameras 2- Printers		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 5	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Dining Venue	5. Type of Space: Seating	
6. Assigned Occupants: 80 - 100	7. Net Floor Area: 2,000 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Dinning Venue will be located on the ground floor of the building adjacent to the main entrance. Seating for 80 – 100 students should be provided.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating & tables for 80 – 100 students		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 6	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Food Prep Area	5. Type of Space: Work Area	
6. Assigned Occupants: 3	7. Net Floor Area: 600 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Food Prep Area should be located off the seating of the Dining Venue. The Food Prep Area will be a grille and cooking area open to the Dining Venue, Design team to coordinate cooking equipment owner.			
9. Architectural	Floor: Quarry Tile	Base: Quarry Tile base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Serving /Cooking Counter Grilles Fryers Ovens		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks: Exhaust hood w/ fire suppression system		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: Grease traps for sinks		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks: Special power requirements for cooking equipment.		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 7	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Dry Storage	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Dry Storage will be used to store dry food supplies and used by the food prep area.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

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1. Space No.: 8	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Cooler/Freezer Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Cooler/Freezer Room is for cold storage of food supplies and used by the food prep area.			
9. Architectural	Floor: Quarry Tile	Base: Quarry Tile base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Freezer w/ wall shelves Cooler w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 9	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Storage	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Storage is used for storage of supplies for the Dining Venue and Food Prep Area.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 10	3. Group Name: Business & Auxiliary Services – Rattler Card/Meal Plan		
2. USER CODE:	4. Name of Space: Receiving	5. Type of Space: Delivery Area	
6. Assigned Occupants: 0	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Receiving area is used by the Food Prep area to receive food supplies.			
9. Architectural	Floor: Quarry Tile	Base: Quarry Tile base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment			
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Division of Academic Affairs
 Registrar's Office

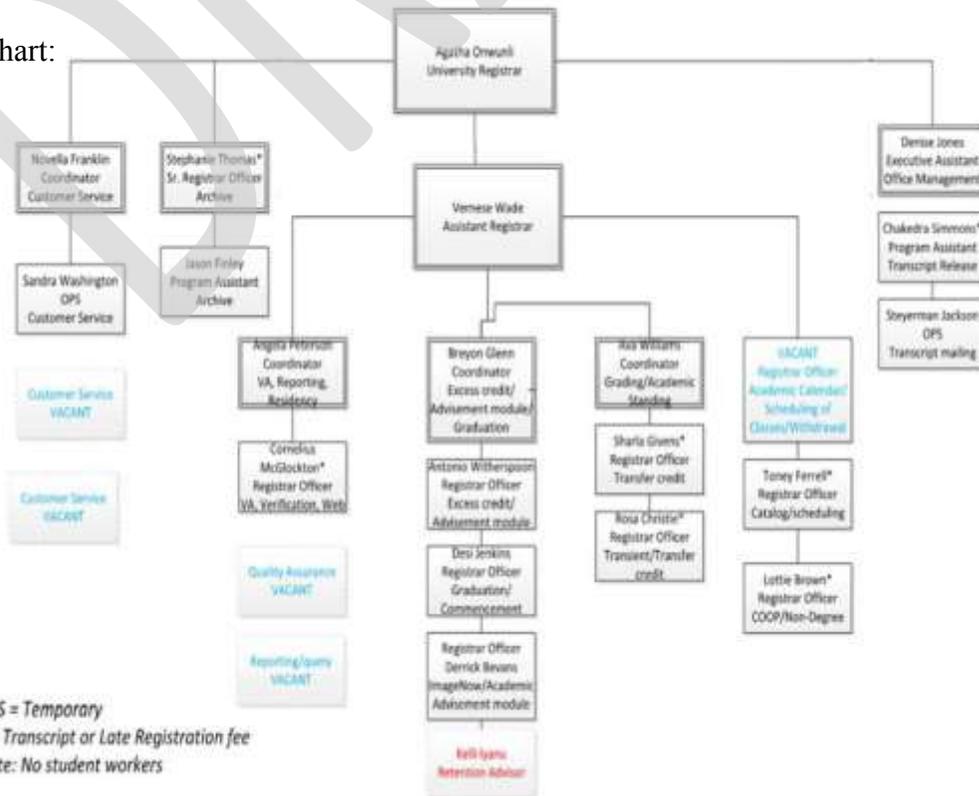
Personnel: 22

Area: 8,070 GSF

Operations: The University Registrar is the official custodian of academic records and the keeper of the university seal at Florida A&M University. The general functions of the university registrar are to assist in planning and executing academic policies and programs; provide for administration of policies and regulations pertaining to the academic status of students; provide for planning and executing orderly registration and graduation of students; develop the academic calendar, semester schedule of classes and final examination schedules; maintain and secure of student records; and provide counseling and certification to students and dependents of veterans receiving veteran benefits.

The specific responsibilities of the office are to collect and maintain academic information; conduct registration for regular degree-seeking and non-degree seeking students and continuing education students; process requests for veteran benefits; process the graduation of degree-seeking students; process change of grades and acceptance of transfer credits; prepare and distribute transcripts; maintain accurate academic, historical, biographical, and directory information; provide information and data for use and review by college deans, planning directors, vice presidents, the President, the Board of Governors, U.S. Department of Education, and other authorized personnel and agencies.

Organizational Chart:



OPS = Temporary
 * = Transcript or Late Registration fee
 Note: No student workers

Division of Academic Affairs
 Registrar's Office

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Registrar	1	200	200	
Assistant Registrar	1	175	175	
Sr. Registrar Officer	1	150	150	
Coordinator	4	120	480	
Registrar Officer	9	120	1,080	
Program Assistant	2	120	240	
Quality Assurance	1	120	120	
Retention Advisor	1	120	120	
Executive Assistant	1	110	110	
Customer Service Area	1	320	320	
Personnel Subtotal	22	1,555	2,995	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Lobby/Waiting	1	400	400	
Archives Storage	1	1,000	1,000	
Diploma Storage	1	120	120	
Records Storage/Vault	1	200	200	
Copy/Work Room	1	120	120	
Conference Room	1	420	420	21 staff max
Supplies	1	125	125	
Support Space Subtotal	7	2,385	2,385	

Total Net Area Required			5,380	
Net to Gross Ratio			1.5	
Total Gross Area Required			8,070	

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Registrar	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Registrar will utilize this office. This office should be in close proximity of the administrative area. The Registrar assist in planning and executing academic policies and programs for the university.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, printer, 2 large monitors		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Assistant Registrar	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Assistant Registrar will utilize this office. This office should be in close proximity to the Registrar's office. The Assistant Registrar supervises Registration and oversees the daily operation of student Records, Enrollment & VA, and graduation.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Sr. Registrar Officer	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 150 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Sr. Registrar Officer will utilize this office. This office should be in close proximity of the administrative area. The Registrar Officer processes applications, assist with class enrollment and withdrawal and generating electronic transcripts.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Coordinator	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 4	
8. General Description of Space/Function and Activities: <p>The Coordinators should be in close proximity to the areas they oversee. The four coordinators oversee the following groups:</p> <ol style="list-style-type: none"> 1. Admissions and Customer Service 2. Grading and Academic Standing 3. Graduation, Excessive Credit Hour and Degree Audit Process 4. Enrollment Certification & VA Reporting 			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Center for Access and Student Success
Facilities Program
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1. Space No.: 5	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Registrar Officer	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 9	
8. General Description of Space/Function and Activities: The Registrar Officer will utilize this office. This office should be in close proximity to the Coordinator that oversees their work. The Registrar Offices are divided as follows: 1- Enrollment Certification & VA Reporting 3- Graduation, Excessive Credit Hour and Degree Audit Process 2- Grading and Academic Standing 3- Academic Calendar, Class Schedules and Withdrawal			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
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1. Space No.: 6	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Program Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Program Assistant will utilize this office. This office should be in close proximity to the staff that the Assistant is supporting.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Quality Assurance	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: Quality Assurance will utilize this office. This office should be in close proximity of the administrative area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 8	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Retention Advisor	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Retention Advisor will utilize this office. This office should be in close proximity of the administrative area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 9	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Executive Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 110 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Executive Assistant will utilize this office. This office should be in close proximity to the Registrar.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 10	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Customer Service Area	5. Type of Space: Administrative	
6. Assigned Occupants: 2	7. Net Floor Area: 320 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Customer Service Area has a long counter that is open to the Lobby/Waiting Area. Staff in this space assist students with questions concerning admissions, class schedules and graduation.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Service Counter Overhead Coiling Shutter at counter for security		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 11	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Lobby/Waiting	5. Type of Space: Waiting	
6. Assigned Occupants: 1	7. Net Floor Area: 400 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Lobby/Waiting area is space for waiting for service. The Lobby/Waiting Area should be located at the entrance to the office suite and provide seating for visitors to the office. The Lobby/Waiting Area is located adjacent to Customer Service Area.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 12	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Archive Storage	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 1,000 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Archive Storage will be used by the Registrar to store student archives.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Wall Shelving File Cabinets-Existing File Cabinets will be relocated		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 13	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Diploma Storage	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Diploma Storage will be used by the Registrar to store student diploma.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Wall Shelving		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 14	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Records Storage/Vault	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Records Storage/Vault will be used by the Registrar to store student records.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Wall Shelving Existing vault will be relocated		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 15	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Copy/Work Room	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Work Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 16	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Conference Room	5. Type of Space: Conference Room	
6. Assigned Occupants: 0	7. Net Floor Area: 420 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Conference Room will be utilized by the Registrar and staff for weekly staff meetings as well as an area for training and presentations.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Conference Table w/ seating for 21 Ceiling mounted projector & projection screen Marker Board		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 17	3. Group Name: Registrar's Office		
2. USER CODE:	4. Name of Space: Supplies	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 125 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: Supplies will be used by the Registrar to store office supplies.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Wall Shelving		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Division of Academic Affairs
 Undergraduate Student Success Center

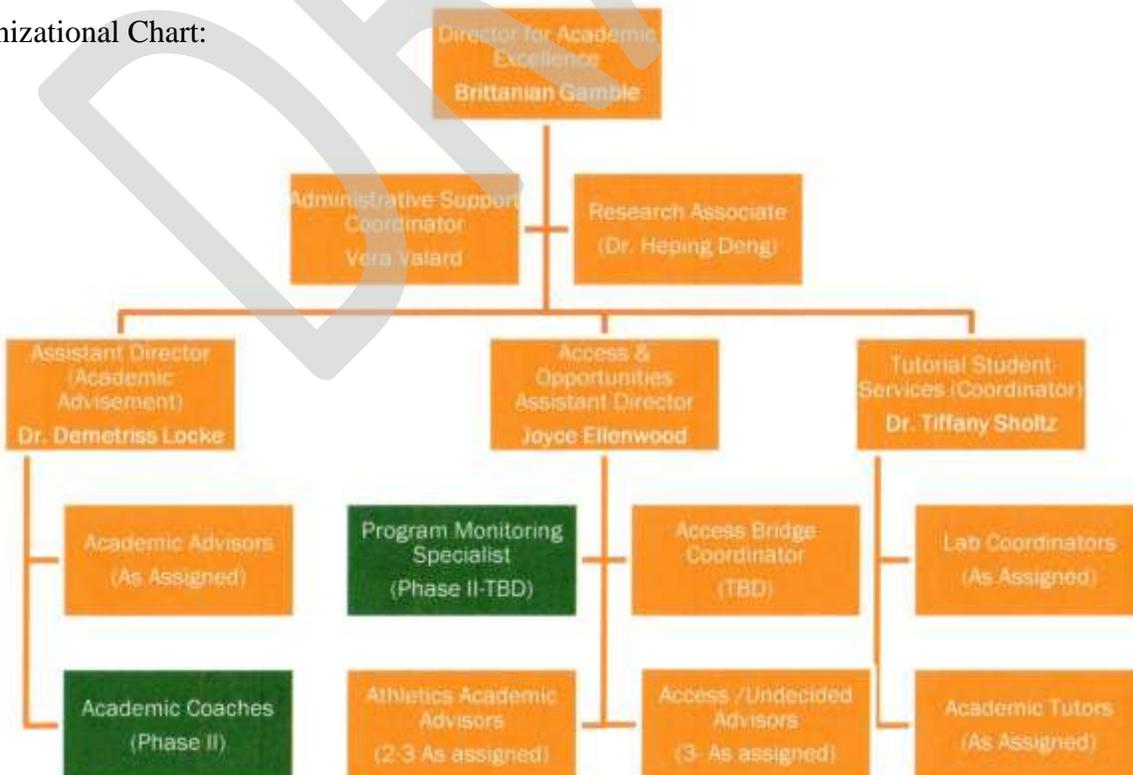
Personnel: Student Transitional Services - 4
 Academic Excellence - 18

Area: 16,965 GSF

Operations: The mission of the Undergraduate Student Success Center is to support student recruitment, retention, progression, and graduation through the establishment of critical thinking skills conducive to the core values of Florida Agricultural and Mechanical University (FAMU). It provides a forum for discussion, debate, and exchange of ideas through university wide trainings and seminars designed to introduce global strategies to assist with student development. The Office offers programs and services that promote student learning, development, persistence, completion and student-satisfaction.

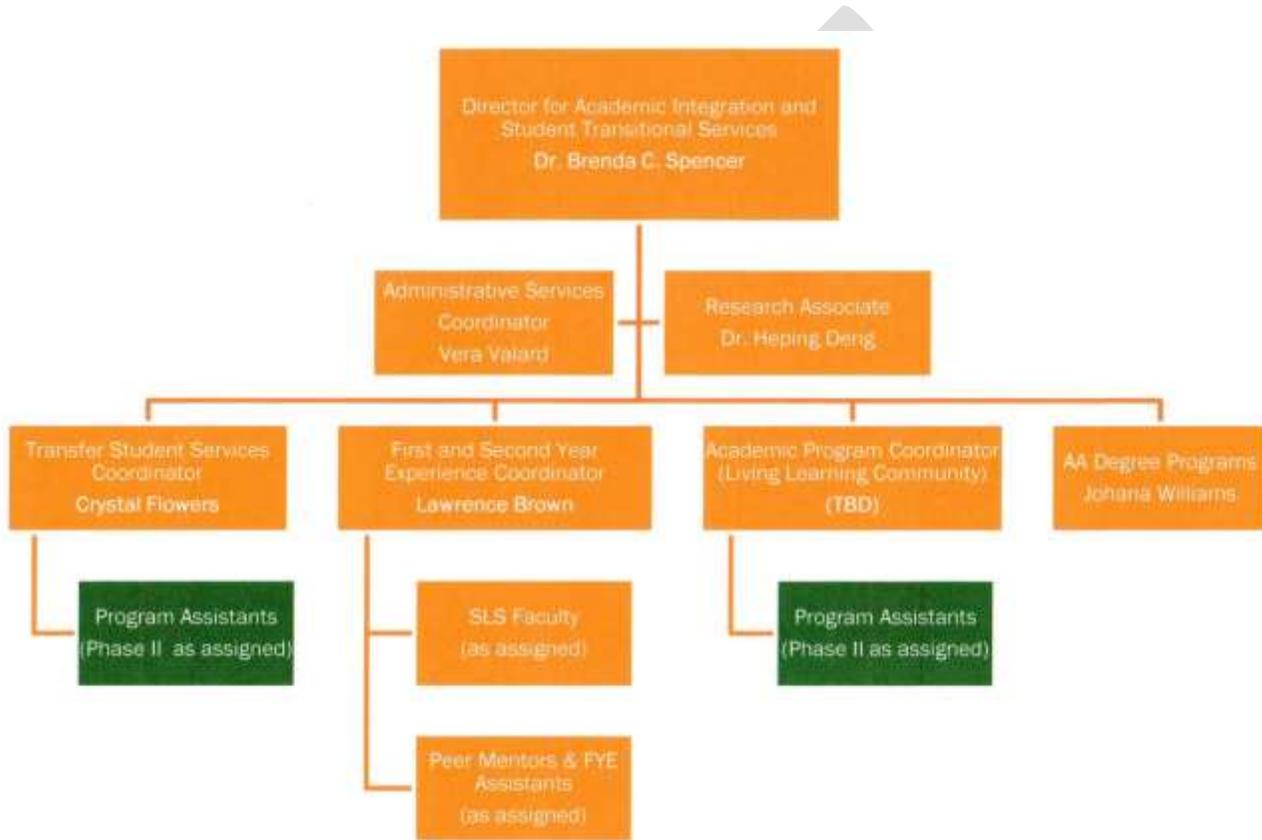
The Undergraduate Student Success Center is made up of two divisions, Student Transitional Services and Academic Excellence. The division for Academic Excellence is composed of the following: Academic Advised (Athletics, Access and Opportunity, academic), Student debt counselors, degree audit specialist, technology professional, tutorial lab coordinators and tutors. The Academic Excellence department works in collaboration with the whole unit to provide academic support services.

Organizational Chart:



Division of Academic Affairs
Undergraduate Student Success Center

Organizational Chart:



Division of Academic Affairs
 Undergraduate Student Success Center

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Director	2	175	350	
Assistant Director	2	135	270	2 future positions
Coordinators	4	135	540	1 future position
Academic Advisors/Counselors	5	135	675	12 future positions
Program Assistant	1	120	120	1 future position
Administrative Assistant	3	120	360	1 future position
Reading Specialist	2	120	240	
Research Associate	1	175	175	
Personnel Subtotal	20	1,115	2,730	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception/Waiting	1	140	140	
Meeting Rooms	10	120	1,200	
Tutoring Rooms	10	80	800	Spread out across the floor
Classrooms	3	800	2,400	
Learning Center	1	3,000	3,000	
Storage Room	2	160	320	
Conference Room	1	600	600	
Copy Room	1	120	120	
Support Space Subtotal	29	5,020	8,580	

Total Net Area Required	11,310
Net to Gross Ratio	1.5
Total Gross Area Required	16,965

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Director will utilize this office. The directors should be located close to the staff of the divisions that they oversee. The two directors are as follows: 1. Director of Student Transitional Services 2. Director of Academic Excellence			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Assistant Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Assistant Director will utilize this office. The Assistant Directors should be located in close proximity to staff they oversee. The Assistant Directors are part of the Academic Excellence division.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Coordinators	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 4	
8. General Description of Space/Function and Activities: The Coordinators will utilize this office. The Coordinators should be located in close proximity to the staff they interact with. The coordinators are located in the divisions as follows: 1. Division of Student Transitional Services - Administrative Services - Transfer Student Services - First and Second Year Experience 2. Division of Academic Excellence - Tutorial Lab			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Academic Advisors/Counselors	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 5	
8. General Description of Space/Function and Activities: The Academic Advisor will utilize this office. The Academic Advisors are located within the Academic Excellence Division. The Advisors that counsel students are as follows: <ol style="list-style-type: none"> 1. Career Counselor 2. Student Debt Counselor 3. Degree Audit Counselor 4. Academic Counselor 5. Access and Opportunity Counselor 			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Program Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Program Assistant will be located in open system furniture area. This office should be in close proximity of the administrative suite and serve as the receptionist for the suite.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface 1- Task Chair 1- File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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May 4, 2015**

1. Space No.: 6	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Administrative Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Administrative Assistant will be located in open systems furniture. This office should be in close proximity of the administrative area, and provide support to the administrators as required.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface 1- Task Chair 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Reading Specialist	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Reading Specialist will be located in open systems furniture. This office should be located within the Learning Center.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface 1- Task Chair 1- File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 8	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Research Associate	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Research Associate will utilize this office. This office should be in close proximity to the Academic Excellence area. The Research Associate provides data analysis, report assessment and written reports.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Lateral File Cabinet 1- Computer, Monitor & Printer Conference Table w/ 4 Chairs		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 9	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Reception/Waiting	5. Type of Space: Waiting	
6. Assigned Occupants: 1	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception/Waiting area should be located at the entrance to the suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 10	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Meeting Rooms	5. Type of Space: Meeting	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 10	
8. General Description of Space/Function and Activities: Meeting Rooms will be utilized by students and tutors in small groups to provide tutoring and advisement.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Conference table w/ 6 chairs Marker Board/ Writing Wall		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 11	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Tutoring Rooms	5. Type of Space: Meeting	
6. Assigned Occupants: 1	7. Net Floor Area: 80 sf	Number of Spaces: 10	
8. General Description of Space/Function and Activities: Tutoring Rooms will be utilized by student and tutor in a one on one tutoring session.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Conference table w/ 2 chairs Marker Board/ Writing Wall		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Center for Access and Student Success

Facilities Program

May 4, 2015

1. Space No.: 12	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Classroom	5. Type of Space: Classroom	
6. Assigned Occupants: 1	7. Net Floor Area: 800 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Classroom will be utilized by students and tutors in large groups (20-30) to provide tutoring in a classroom setting. One of the classrooms may be utilized as a computer lab.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Tables and seating Marker Boards Tack Boards Smart board Computers		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 13	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Learning Center	5. Type of Space:	
6. Assigned Occupants: 1	7. Net Floor Area: 3,000 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Learning Center will be utilized by students and tutors for specialized learning. The Center will be divided into a writing center, math lab and science lab.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Tables with seating Marker Boards, Tack Boards Smart Boards Shelving		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 14	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Storage Room	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 160 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Storage Room will be used by the Center to store supplies.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Shelving		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 15	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Conference Room	5. Type of Space: Meeting	
6. Assigned Occupants: 1	7. Net Floor Area: 600 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Conference Room will be utilized by the Success Center staff for staff meetings and training.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Conference Table w/ chairs Marker Board Projector and Projection Screen		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 16	3. Group Name: Undergraduate Student Success Center		
2. USER CODE:	4. Name of Space: Copy Room	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Division of Student Affairs
Office of the Vice President

Personnel: 9

Area: 3,885 GSF

Operations: The mission of the Division of Student Affairs is to deliver student-centered services and programs which create a safe and healthy campus climate that attracts and retains motivated students. With a dedicated and professional staff through collaboration with global partners, we promote the holistic development of a diverse student body to assume productive citizenship.

The Division of Student Affairs will provide exemplary student support services to the campus community where all students will be motivated to be successful. They will be given various academic, social and technological opportunities that ensure their success at the university and the community.

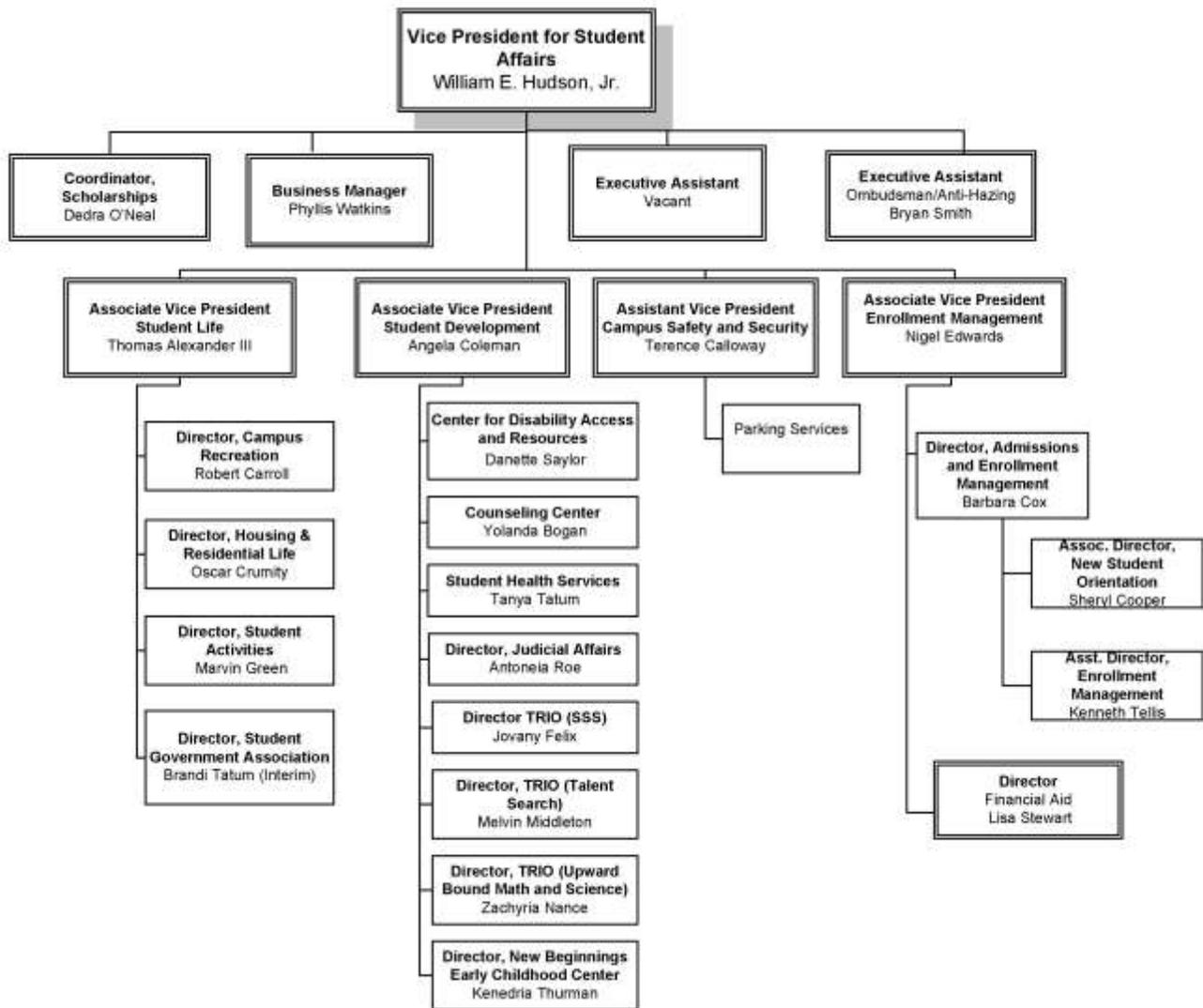
CORE VALUES

Caring
Community
Honor
Integrity
Leadership
Student Centered Learning
Quality

The Office of the Vice President not only houses the Vice President and his staff, but also the Associate and Assistant Vice Presidents for Student Life, Student Development, Campus Safety and Security and Enrollment Management. These administrators and their support staff will be located in this office suite on the highest level of the facility.

Division of Student Affairs
 Office of the Vice President

Organizational Chart:



Division of Student Affairs
 Office of the Vice President

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Vice President	1	300	300	
Associate Vice President	3	225	675	
Assistant Vice President	1	225	225	
Ombudsman	1	225	225	
Business Manager	1	135	135	
Executive Assistant	2	135	270	
Personnel Subtotal	9	1,245	1,830	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception/Waiting	1	160	160	
Conference Room	1	240	240	
Work/Copy Room	1	120	120	
File Room	1	120	120	
Supply Storage	1	120	120	
Support Space Subtotal	5	760	760	

Total Net Area Required	2,590
Net to Gross Ratio	1.5
Total Gross Area Required	3,885

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Vice President	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 300 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Vice President will utilize this office. This office should be in close proximity of the administrative area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs & Sofa Conference Table w/ chairs 1- Flat Screen TV 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Center for Access and Student Success

Facilities Program

May 4, 2015

1. Space No.: 2	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Associate Vice President	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 225 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Associate Vice President will utilize this office. This office should be in close proximity of the administrative area. The Associate Vice Presidents are as follows: <ol style="list-style-type: none"> 1. Student Life 2. Student Development 3. Enrollment Management 			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Assistant Vice President	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 225 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Assistant Vice President will utilize this office. This office should be in close proximity of the administrative area. The Assistant Vice President oversees Campus Safety and Security.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs Conference Table w/ 4 Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Ombudsman	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 225 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Ombudsman will utilize this office. This office should be in close proximity of the administrative area. The Ombudsman will assist all members of the University in resolving academic and non-academic problems by recommending policy and procedural modifications necessary to receive fair treatment.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs Conference Table w/ 4 Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Business Manager	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Business Manager will utilize this office. This office should be in close proximity of the administrative area. The Business Manager oversees the daily operations within the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Lateral File Cabinet 2- Side Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Executive Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Executive Assistant will utilize this office. This office should be in close proximity of the administrative area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 7	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Reception/Waiting	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 160 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception/Waiting area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 8	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Conference Room	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 240 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Conference Room will be utilized by staff for staff meetings and presentations.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Conference Table w/ chairs Marker Board Projector and Projection screen		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 9	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Work/Copy Room	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Work/Copy Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 10	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: File Room	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Room contains file cabinets and shelving for records and office material. This space should be centrally located within the office			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	File Cabinets Bookcases		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 11	3. Group Name: Office of the Vice President		
2. USER CODE:	4. Name of Space: Supply Storage	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Supply Storage is used for storage of office supplies for the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

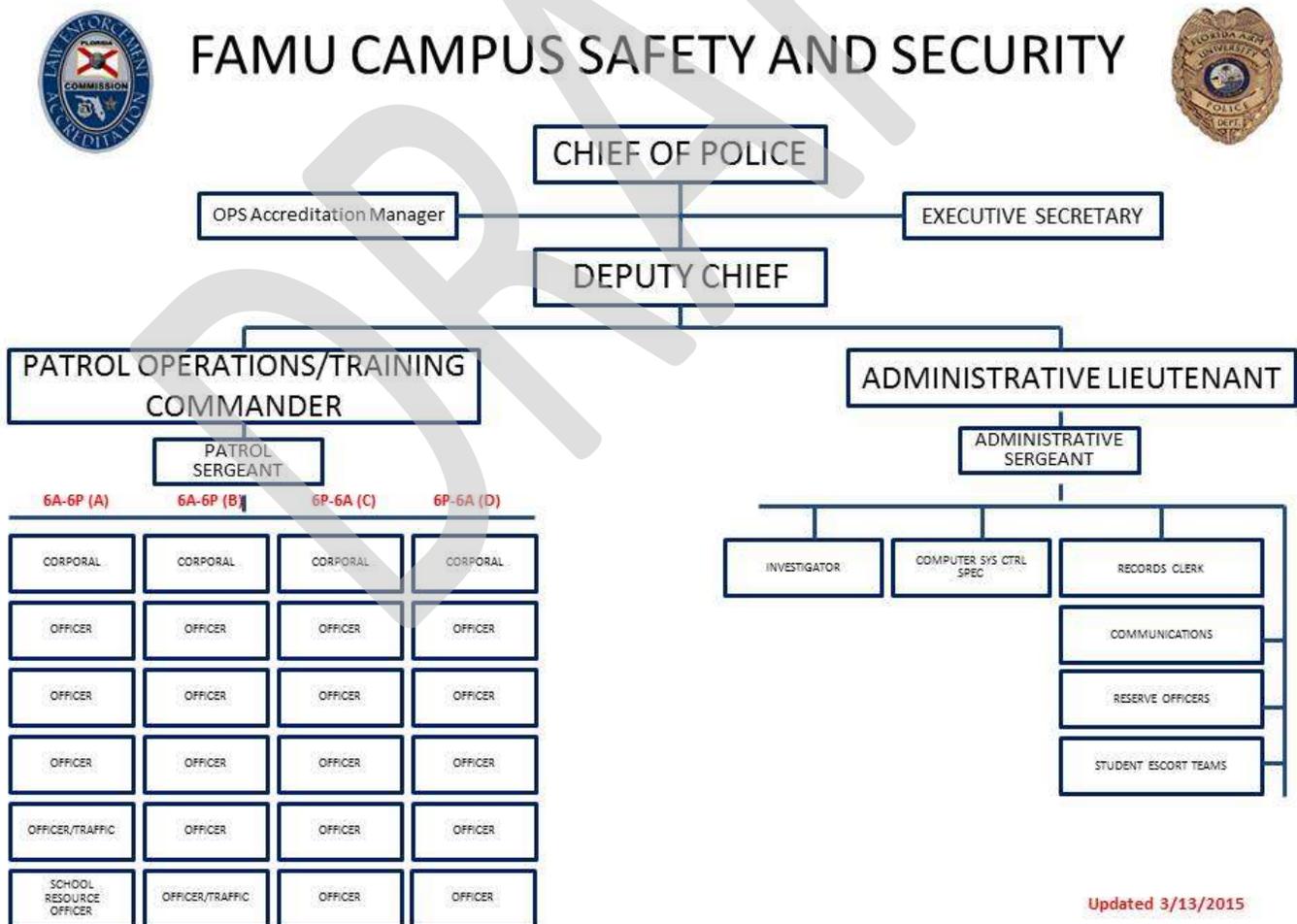
Division of Student Affairs
 Office of Public Safety

Personnel: 5

Area: 1,958 GSF

Operations: The current Campus Safety & Security Office is located off Wahnish Way on the South end of campus in the Plant Operations and Management Building “A”. All operations for this department are located in this facility. As part of the new CASS, the department will have a satellite office located within the facility. The office will provide space for police officers as well as space for parking service. Students, faculty, staff and visitors will be able to obtain parking decals, as well as pay parking fines. This space should be located on the ground floor of the facility.

Organizational Chart:



Division of Student Affairs
 Office of Public Safety

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Office	2	135	270	
Administrative Assistant	1	120	120	
Information Services	1	120	120	
Parking Services	1	135	135	
Personnel Subtotal	5	510	645	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Holding Area	1	160	160	
Interview Room	1	120	120	
Work/Copy Room	1	120	120	
Storage	1	120	120	
Support Space Subtotal	5	660	660	

Total Net Area Required			1,305	
Net to Gross Ratio			1.5	
Total Gross Area Required			1,958	

**Center for Access and Student Success
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1. Space No.: 1	3. Group Name: Office of Public Safety		
2. USER CODE:	4. Name of Space: Office	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The office spaces will be utilized by police staff who will oversee the operations of the satellite office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 2	3. Group Name: Office of Public Safety		
2. USER CODE:	4. Name of Space: Administrative Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Administrative Assistant should be located at the main entrance into the office suite and will serve as the receptionist for the suite. The space will consist of open office systems furniture and be located within the Reception Area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface. 1- Task Chair 1- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 3	3. Group Name: Office of Public Safety		
2. USER CODE:	4. Name of Space: Information Services	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Information Services should be located off the Reception Area. Information Services provides visitors, staff and students an area to file a police report.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable Surface 1- Task Chair 1- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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May 4, 2015**

1. Space No.: 4	3. Group Name: Office of Public Safety		
2. USER CODE:	4. Name of Space: Parking Services	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Parking Services should be located off the Reception Area. Parking Services provides visitors, staff and students an area to obtain parking decals and pay for parking tickets.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 1- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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May 4, 2015**

1. Space No.: 5	3. Group Name: Office of Public Safety		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 6	3. Group Name: Office of Public Safety		
2. USER CODE:	4. Name of Space: Holding Area	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Holding Area is a room where people who have been arrested will be held until they can be interrogated.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 7	3. Group Name: Office of Public Safety		
2. USER CODE:	4. Name of Space: Interview Room	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Interview Room will be utilized by police staff to interview people who are being held for questioning.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Table & 4 Chairs Camera		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 8	3. Group Name: Office of Public Safety		
2. USER CODE:	4. Name of Space: Copy/Work Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Work Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
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1. Space No.: 9	3. Group Name: Office of Public Safety		
2. USER CODE:	4. Name of Space: Storage	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: Storage will be used by the Office to store supplies and equipment.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Shelving		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Division of Student Affairs
President Scholarships Office

Personnel: 1

Area: 773 GSF

Operations: Florida A&M University (FAMU) has a long history of recognizing outstanding high school graduates because of their academic performance through the University Scholarship Program (USP) is designed to recognize outstanding high school graduates' academic achievements. FAMU's scholarship program is based upon merit, and is not a need-based scholarship program. This scholarship program awards partial and full scholarships.

The University Scholarship Program provides a bridge for incoming scholars as they transition from high school to FAMU. We serves as the liaison between the Office of Admissions, Office of Enrollment Management, Office of Retention, University academic colleges, schools and departments, Student Financial Services, Office of Financial Aid, Career Placement Center, Counseling Center, as well as, the Office of the Division of Student Affairs.

The University Scholarship Program is designed to enhance the academic, professional and personal development of each scholar, as they strive to meet their full academic and professional potential.

Organizational Chart:

Division of Student Affairs
 President Scholarships Office

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/ SPACE	TOTAL NASF	REMARKS
Coordinator	1	175	175	
Personnel Subtotal	1	175	175	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/ SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Scholar Lounge	1	200	200	
Support Space Subtotal	2	340	340	

Total Net Area Required	515
Net to Gross Ratio	1.5
Total Gross Area Required	773

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: President Scholarships Office		
2. USER CODE:	4. Name of Space: Coordinator	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Coordinators office should be located off the Reception Area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- File Cabinet 2- Lateral File Cabinet Conference table w/ 4 Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: President Scholarships Office		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: President Scholarships Office		
2. USER CODE:	4. Name of Space: Scholar Lounge	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Scholar Lounge should be located off the Reception Area.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Lounge Chairs & Sofa Flat Screen TV Table & Seating 2- Computers		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Department of Enrollment Management

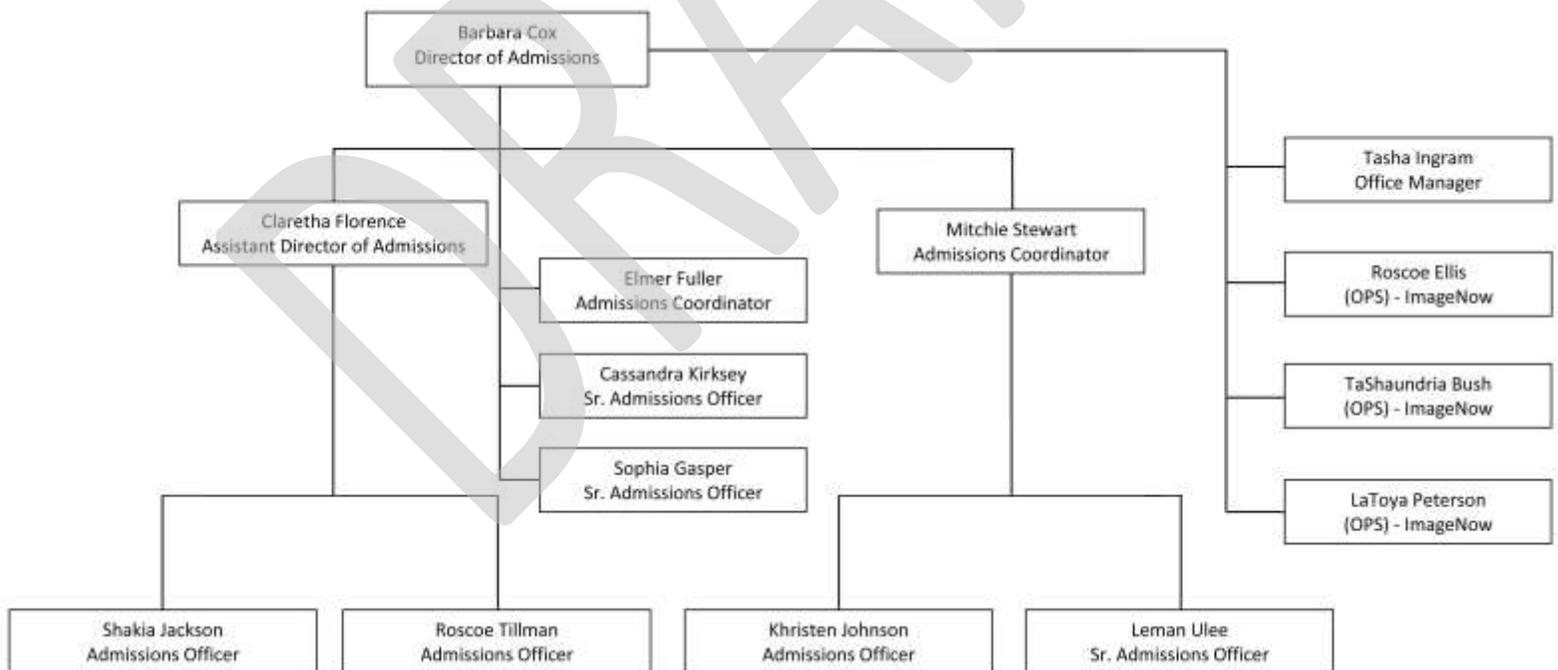
Office of Undergraduate Admissions

Personnel: 13 Full-time, 1 Part-Time

Area: 3,720 GSF

Operations: The mission of the Office of Undergraduate Admissions is to ensure that each applicant and application for undergraduate study at Florida A&M University are given an objective and complete evaluation. Admissions decisions are made neither capriciously nor casually. Instead, these decisions are made based upon the laws of the State of Florida and data submitted by applicants to include college prep courses, test scores, grades, essays and letters of recommendation. All applications, credentials and residency documentation is handled and scanned through this office. Admissions coordinates with the academic schools and colleges in the admissions process.

Organizational Chart:



Department of Enrollment Management
 Office of Undergraduate Admissions

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Director	1	200	200	
Assistant Director	1	175	175	
Coordinators	2	135	270	
Senior Admissions Officers	3	135	405	
Admission Officers	6	135	810	
Office Manager	1	120	120	
Personnel Subtotal	14	900	1,980	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Work/Copy Room	1	120	120	
File Room	1	120	120	
Supply Storage	1	120	120	
Support Space Subtotal	4	500	500	

Total Net Area Required	2,480
Net to Gross Ratio	1.5
Total Gross Area Required	3,720

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Director will utilize this office. This office should be in close proximity of the administrative area. The Director oversees the operation of Admissions.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: Assistant Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Assistant Director will utilize this office. This office should be in close proximity of the administrative area. The Assistant Director oversees the admissions process and process applications for enrollment.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Lateral File Cabinet 1- Computer, Monitor & Printer Conference Table w/ 4 Chairs		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: Coordinators	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Coordinators should be located close to the Admissions Officers that they oversee. The Coordinators assist in the application process and help coordinate applications with the academic schools and colleges within the university.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Scanner/Printer 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: Senior Admissions Officers	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Senior Admissions Officers will utilize this office. This office should be in close proximity to the other Admissions Officers. The Senior Admissions Officers process applications and correspond with applicants concerning their applications.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Lateral File Cabinet 1- Scanner/Printer 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: Admissions Officers	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 6	
8. General Description of Space/Function and Activities: The Admissions Officer will utilize this office. This office should be in close proximity to the other Admissions Officers. The Admissions Officers process undergraduate applications checking for residency, evaluate transcripts & test scores and assist students in the process.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer 1-Scanner/printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: Office Manager	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Office Manager reports to the Director and is responsible for the overall administrative and management of the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable Surface 1- Task Chair 1- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 1	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 8	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: Work/Copy Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Work Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves 1- Scanning Equipment		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 9	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: File Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Room contains file cabinets of student applications and scanned documents. This space should be centrally located within the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	10- Lateral File Cabinets 5- Standard File Cabinets Bookcases		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 10	3. Group Name: Office of Undergraduate Admissions		
2. USER CODE:	4. Name of Space: Supply Storage	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Supply Storage is used for storage of office supplies for the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Department of Enrollment Management

Office of Financial Aid

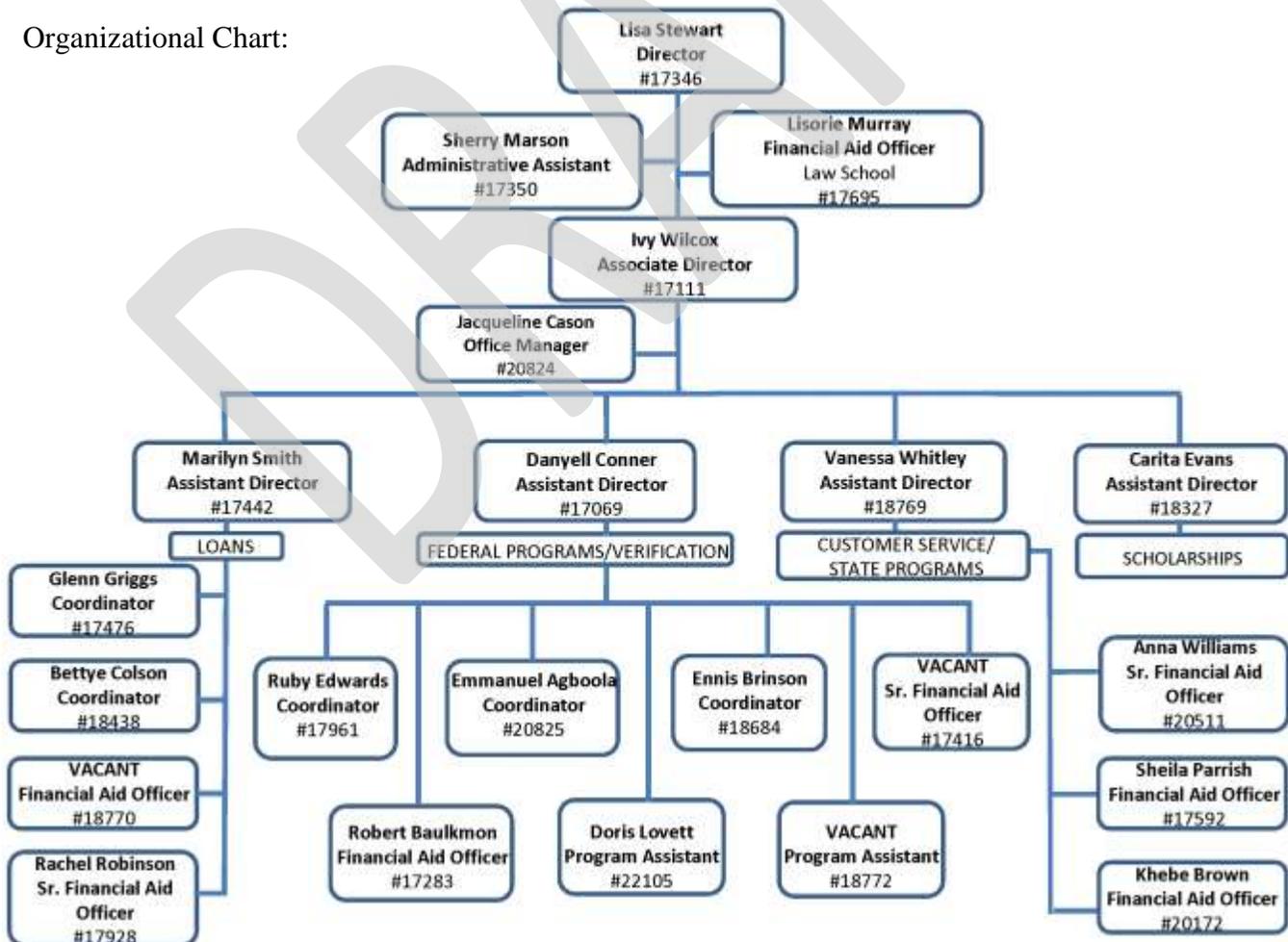
Personnel: 19

Area: 5,183 GSF

Operations: The mission of the Office of Financial Aid is to provide access to financial resources in a fair, sensitive and confidential manner; to inform and educate students and their families about their financial options; and, to continually improve our services so that students may take full advantage of their educational opportunities.

The Office of Financial Aid assists eligible students in meeting their educational expenses while attending Florida A&M University. Assistance is provided through grants, scholarships, student employment and loans. Answers to many of the questions frequently asked concerning financial aid are provided on the financial aid website.

Organizational Chart:



Department of Enrollment Management
 Office of Financial Aid

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Director	1	200	200	
Associate Director	1	175	175	
Administrative Assistant	1	120	120	
Office Manager	1	120	120	
Assistant Director	4	175	700	
Senior Financial Aid Officer	2	120	240	
Financial Aid Counter Area	1 - 3 occupants	270	270	3 account windows
Coordinator	4	120	480	
Program Assistant	2	120	240	
Personnel Subtotal	19	1,420	2,545	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Lobby/Waiting	1	600	600	
Conference Room	1	240	240	
File Room	1	120	120	
Supply Storage	1	125	125	
Copy/Mail Room	1	120	120	
Support Space Subtotal	6	1,345	1,345	

Total Net Area Required	3,890
Net to Gross Ratio	1.5
Total Gross Area Required	5,835

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Director will utilize this office. This office should be in close proximity of the administrative area. The Director coordinates and oversees the day to day operations.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Associate Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Associate Director will utilize this office. This office should be in close proximity to the Director. The Associate Director assist the Director in coordinating the activities within the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 8 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Administrative Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Administrative Assistant should be located at the main entrance into the office suite within the reception area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface. 1- Task Chair 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Office Manager	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Office Manager should be located close to the Director and Associate Director. The Office Manager assist with processing and request, payroll and office management.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface. 1- Task Chair 1- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Assistant Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 4	
8. General Description of Space/Function and Activities: The Assistant Director will utilize this office. This office should be in close proximity to the Coordinators and Senior Financial Officers they oversee. The Four Assistant Directors are as follows: <ol style="list-style-type: none"> 1. Loans 2. Federal Programs/ Verification 3. Customer Service/ State Programs 4. Scholarships 			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Senior Financial Aid Officers	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Senior Financial Aid Officers will utilize this office. This office should be in close proximity to the Assistant Directors that they support. The officers advise and counsel students, parents and university personnel on various types of financial aid available.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Lateral file cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Financial Aid Counter Area	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 270 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Financial Aid Counter Area will be occupied by 3 officers manning 4 account windows. This space should be located off the lobby/waiting area. The officers answer student's questions and assist in filling out forms. This area needs a drop box off the lobby.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Service Counter w/ 4 task chairs & bullet proof glass at counter. 3- computers & monitors 3- work stations 1- printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 8	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Coordinators	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 4	
8. General Description of Space/Function and Activities: The Coordinators should be in close proximity to the Assistant Directors that they support. The coordinators process financial aid, provide customer service and review applicant eligibility.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 9	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Program Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Program Assistant will utilize this office. This office should be in close proximity of the administrative area. The Program Assistant receives all faxed and mailed documents, then scans and inputs into system and routes to the appropriate staff.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface 1- Task Chair 1- Lateral file cabinet Scanner/Printer 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 10	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 1	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 11	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Lobby/Waiting	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 600 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Lobby/Waiting area is space for waiting for service. The Lobby/Waiting Area should be located at the entrance to the office suite and provide seating for visitors to the office. The Financial Aid Counter is located off this space.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 12	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Conference Room	5. Type of Space: Conference Room	
6. Assigned Occupants: 0	7. Net Floor Area: 240 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Conference Room will be utilized by Financial Aid staff for weekly staff meetings as well as an area for training and presentations.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Conference Table w/ chairs Ceiling mounted projector & projection screen Marker Board		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 13	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: File Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Room contains file cabinets of Financial Aid records. This space should be centrally located within the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	4- File Cabinets 8- Bookcases 14- Lateral File Cabinet 7- Cabinet		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 14	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Supply Storage	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 125 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Supply Storage is used for storage of office supplies for the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 15	3. Group Name: Office of Financial Aid		
2. USER CODE:	4. Name of Space: Copy/Mail Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Mail Room will be utilized for mail distribution and making copies.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
Remarks:			
10. Furniture/Equipment	1- Copy Machine Mailboxes Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Department of Enrollment Management

Office of Enrollment

Personnel: 5 Full-time, 1 Part-time

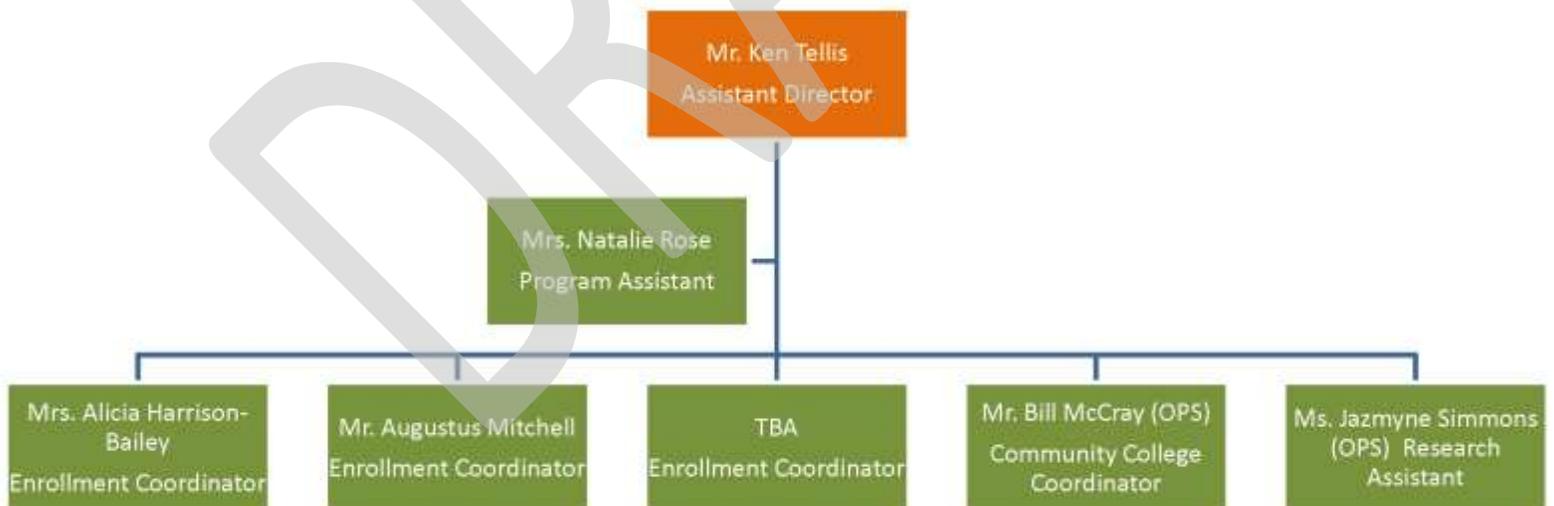
Area: 1,845 GSF

Operations: The mission of the Office of Enrollment Management is to establish a positive working relationship with secondary schools and community colleges by informing prospective students, counselors, advisors, administrators and instructional staff of the program offerings at the university.

The Office serves as the first point of contact for prospective students, which includes providing information, recruiting, orientating and supporting students through their first classes at the University.

Also, this Office serves as the liaison between all inquiries through career fairs, educational seminars, requests for recruitment materials, and requests for recruitment resource persons.

Organizational Chart:



Department of Enrollment Management
 Office of Enrollment

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Assistant Director	1	175	175	
Enrollment Coordinators	3	135	405	
Program Assistant	1	135	135	
OPS	1	135	135	Part-time
Personnel Subtotal	6	580	850	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Work/Copy Room	1	120	120	
File/Storage Room	1	120	120	
Support Space Subtotal	3	380	380	

Total Net Area Required	1,230
Net to Gross Ratio	1.5
Total Gross Area Required	1,845

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Office of Enrollment		
2. USER CODE:	4. Name of Space: Assistant Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Assistant Director oversees the operation of the Enrollment office. The Asst. Director plans, organizes and monitors university recruitment strategies. This office should be located adjacent to the coordinators.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Office of Enrollment		
2. USER CODE:	4. Name of Space: Program Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Program Assistant assist the Assistant Director in the enrollment activities. This office should be in close proximity to the Assistant Director.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Office of Enrollment		
2. USER CODE:	4. Name of Space: Enrollment Coordinators	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Enrollment Coordinators are in contact with perspective students and share the educational opportunities available at the university.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Office of Enrollment		
2. USER CODE:	4. Name of Space: OPS	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The OPS position assist the Coordinators in enrollment activities and should be located in close proximity to the coordinators they support.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf 1- Task Chair 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Office of Enrollment		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 1	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: Office of Enrollment		
2. USER CODE:	4. Name of Space: Work/Copy Room	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Work/Copy Room will be utilized for making copies and assembling mailings.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Copy Machine Work counter/cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Office of Enrollment		
2. USER CODE:	4. Name of Space: File/Storage Room	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Storage Room contains file cabinets and shelving for storage of student files, enrollment information and office supplies.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment			
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Department of Enrollment Management

New Student Orientation

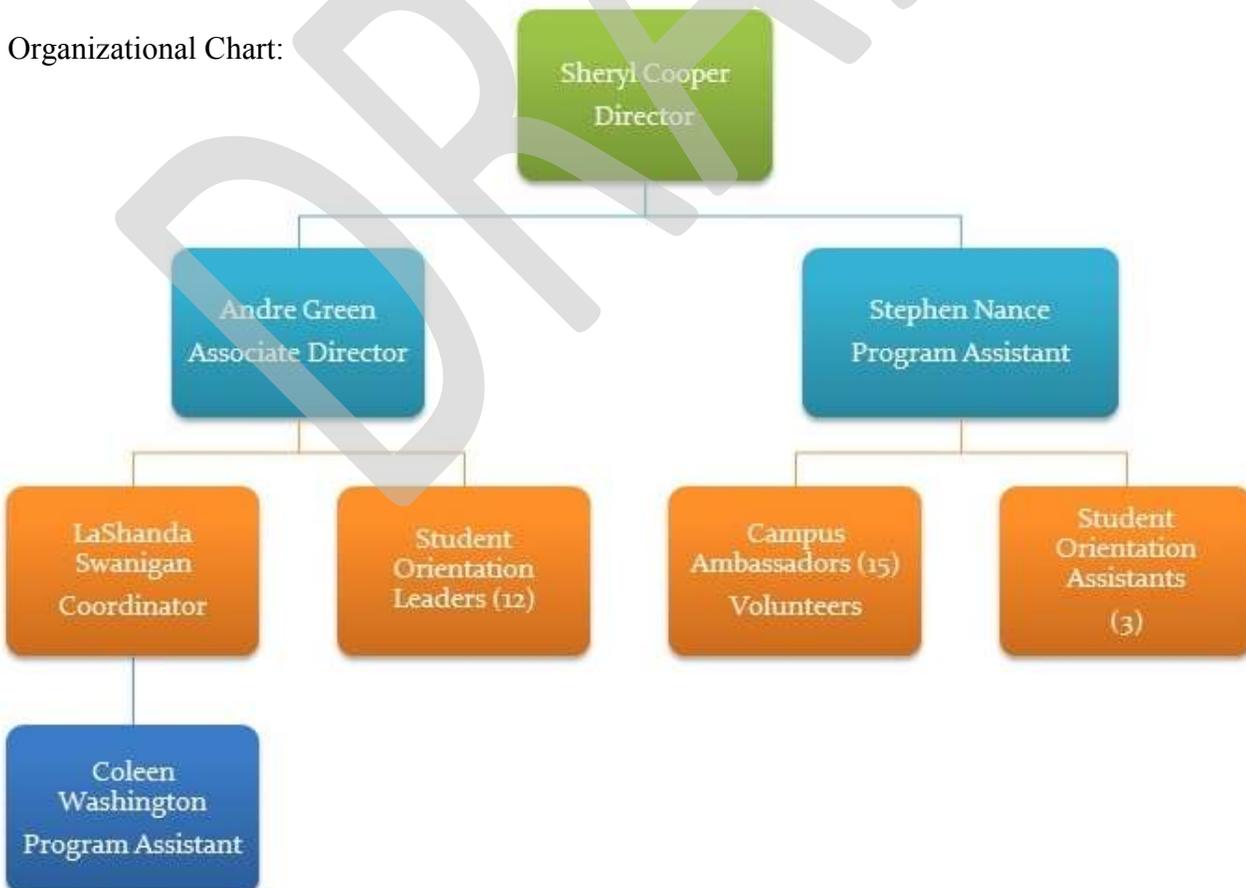
Personnel: 4

Area: 2,663 GSF

Operations: The Office of New Student Orientation provides a number of services to incoming freshman, transfer students, and the community at large. Its primary purpose is to assist in students' transition into the collegiate environment by providing opportunities for entering students to develop realistic academic and personal goals, gain information about available support services and resources, and meet with faculty and staff, as well as current students. It also provides services to parents and family members, including information on how to help their students with the transition to college life.

Orientation programs are offered in the summer and spring semesters. During orientation, students receive pertinent information about the University's rules and regulations, academic advisement, registration, financial aid, and campus life. The Orientation Office also coordinates campus tours to prospective students and to the general public.

Organizational Chart:



Department of Enrollment Management
 New Student Orientation

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/ SPACE	TOTAL NASF	REMARKS
Director	1	200	200	
Associate Director	1	175	175	
Program Assistant	1	135	135	
Orientation Leader	1	135	135	
Personnel Subtotal	4	645	645	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/ SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Multi-Use Smart Rooms	1	750	750	Subdivide into 3 equal rooms
Work/Copy Room	1	120	120	
Storage Room	1	120	120	
Support Space Subtotal	4	1,130	1,130	

Total Net Area Required	1,775
Net to Gross Ratio	1.5
Total Gross Area Required	2,663

Outside parking is required for vans and golf carts. Number of vehicles to be verified.

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: New Student Orientation		
2. USER CODE:	4. Name of Space: Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The New Student Orientation Director will utilize this office. This office should be located within the administrative area of the office. The Director oversees the operations of the orientation process.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: New Student Orientation		
2. USER CODE:	4. Name of Space: Associate Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The New Student Orientation Associate Director will utilize this office. This office should be in close proximity to the Director's office. The Associate Director assist in planning and coordinating the orientation agenda for incoming students as well as training the orientation leaders.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: New Student Orientation		
2. USER CODE:	4. Name of Space: Program Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Program Assistant will utilize this office which should be located within the Administrative area. The Program Assistant facilitates campus tours, trains campus ambassadors & orientation leaders and assist with orientation.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Lateral File Cabinet 2- Side Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: New Student Orientation		
2. USER CODE:	4. Name of Space: Orientation Leader	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Orientation Leader will utilize this office, which should be located close to the Program Assistant.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Lateral File Cabinet 2- Side Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: New Student Orientation		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 1	7. Net Floor Area: 140 sf	Number of Spaces:	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: New Student Orientation		
2. USER CODE:	4. Name of Space: Multi-Use Smart Rooms	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 750 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Multi-Use Smart Rooms are used for presentations & meetings during orientation. The one large space shall be equipped with operable partitions to subdivide the space into 3 equal rooms, One room should have VCT floor covering.			
9. Architectural	Floor: Carpet/VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Tables & Chairs Marker Boards Projector & Projection Screen		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: New Student Orientation		
2. USER CODE:	4. Name of Space: Work/Copy Room	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Work/Copy Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 8	3. Group Name: New Student Orientation		
2. USER CODE:	4. Name of Space: Storage Room	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Storage Room is used for storage of orientation materials, signage, large coolers, and bins.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Department of Student Development

Office of Counseling Services

Personnel: 5 Full-time, 5 Part-time

Area: 3,045 GSF

Operations: The Office of Counseling Services is accredited by the International Association of Counseling Services (IACS). We provide a professional, confidential atmosphere where students discuss academic and personal issues. In addition, our services are free to enrolled FAMU students. Areas of concern include roommates, relationships, study skills, procrastination, depression, and test anxiety. Our services are expanding because students seem to appreciate our nonjudgmental and supportive style. We make sure that all students are served in an equitable and fair manner regardless of race, gender, religion, ethnicity, sexual orientation or physical ability

Organizational Chart:



Department of Student Development
 Office of Counseling Services

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Director	1	175	175	
Assistant Director	1	135	135	
Coordinators	3	135	405	
Psychiatrist	1	135	135	
Graduate Assistant	2	120	240	
Administrative Assistant	2	120	240	
Personnel Subtotal	10	820	1,330	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Library	1	120	120	
Work/Copy Room	1	120	120	
File Room	1	120	120	
Group Counseling	1	200	200	
Support Space Subtotal	5	700	700	

Total Net Area Required	2,030
Net to Gross Ratio	1.5
Total Gross Area Required	3,045

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Director will utilize this office. The Director oversees the operation of Counseling Services and provides management, consultation and crisis intervention.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Assistant Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Assistant Director will utilize this office. This office should be in close proximity to the Director's office. The Assistant Director supports the Director and provides therapeutic services to students.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Psychiatrist	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Psychiatrist will utilize this office. This office should be in close proximity of the administrative area. The Psychiatrist provides counseling and therapeutic services to students.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Coordinator	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Coordinator utilize this office. There are three coordinators that should be grouped together. The Coordinators oversee the Counseling and Clinical Programs			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Graduate Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Graduate Assistant will utilize this office. This office should be in close proximity to the coordinators.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface 1- Task Chair 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Administrative Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: Administrative Assistant will be located in the Reception Area and greet visitors to the office, answer the phone and set up appointments. The space shall be an open modular furniture system.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Systems furniture cubicle w/ work surface 1- Task Chair 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 1	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 8	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Library	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The library will be lined with shelving and contain reading material to assist in the Counseling Services.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Book Shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 9	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Work/Copy Room	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Work/Copy Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 10	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: File Room	5. Type of Space: Storage	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Room contains file cabinets and shelving for storage of confidential files.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	File Cabinets Book Case		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 11	3. Group Name: Office of Counseling Services		
2. USER CODE:	4. Name of Space: Group Counseling	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Group Counseling room will be utilized for meetings with groups for counseling sessions.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Conference Table w/ seating Projector & Projection screen Marker Board		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

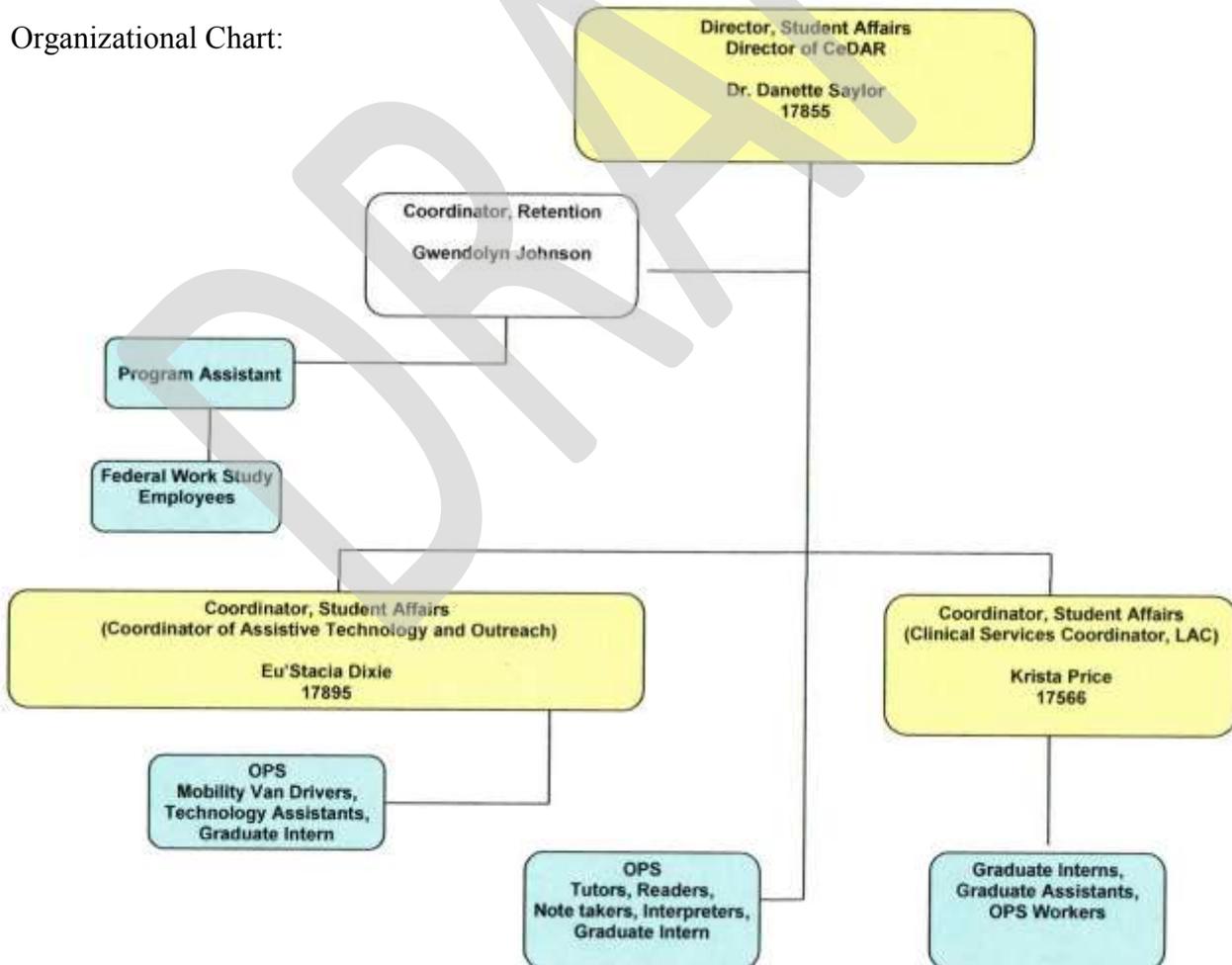
Department of Student Development
 Center for Disability Access & Resources (CeDAR)

Personnel: 4 Full-time, 6 Part-time

Area: 4,778 GSF

Operations: The Center for Disability Access and Resources at Florida A&M University provides supportive services to students with disabilities to enhance their skills for personal, academic and professional growth. The mission of the CeDAR, is to provide enriching support programs, services, and reasonable accommodations to FAMU students with disabilities. Our mission is to also foster a sense of empowerment in students with disabilities by educating them about their legal rights and responsibilities so that they can make informed choices, be critical thinkers, and self-advocates. Our goal is to ensure students with disabilities have access to the same programs, opportunities, and activities available to all FAMU students.

Organizational Chart:



Department of Student Development
 Center for Disability Access & Resources (CeDAR)

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Director	1	175	175	
Coordinator	3	135	405	
Advisor	1	135	135	1-Part time
Program Assistant	1	120	120	Part time
Work/Study Office	1 – 4 occupants	410	410	4-Part time
Personnel Subtotal	10	975	1,245	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Student Lounge	1	200	200	
Computer Lab	2	240	480	
Interview Room	1	120	120	
Study/Tutoring	1	200	200	
Testing Room	3	120	360	
Testing Area	1	200	200	
File Room	1	120	120	
Work/Copy Room	1	120	120	
Support Space Subtotal	12	1,460	1,940	

Total Net Area Required	3,185
Net to Gross Ratio	1.5
Total Gross Area Required	4,778

Outside parking for 2 accessible vans, 5 visitors' spaces and 5 handicapped accessible spaces.

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The CeDAR Director will utilize this office. This office should be in close proximity of the administrative area. The Director oversees the operations of the center.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Coordinator	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Coordinator will utilize this office. The coordinators oversee Retention, Clinical Services and Assistive Technology and Outreach for the disabled students attending the university as well as providing transportation.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Advisor	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Advisor will utilize this office. This office should be in close proximity of the administrative area. The Advisor provides individual counseling to disabled students concerning academic plans, degree requirements and interpretation of university policy.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Program Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Program Assistant will be located in the Reception Area and greet visitors to the office, answer the phone, and set up appointments. The space will be an open modular furniture system.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- System furniture cubicle w/ work surface 1- Task Chair 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Work/Study Office	5. Type of Space: Administrative	
6. Assigned Occupants: 4	7. Net Floor Area: 410 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: Work/Study Office will be utilized by students to receive tutoring and guidance through the life of university students.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Table & seating Computer desk 4- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 1	7. Net Floor Area: 140 sf	Number of Spaces:	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Student Lounge	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Student Lounge will be utilized by students as a gathering space and an area to socialize.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Counter/Cabinet w/sink Table & 4 Chairs Refrigerator Microwave Lounge chairs & sofa Flat Screen TV		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 8	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Computer Lab	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 240 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Computer Lab will be utilized by students who may not have access to a computer and for assistance in working on the computer.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Computer Tables w/ chairs 10- Computers 2- Printer Marker Board/Smart Board		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 9	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Interview Room	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Interview Room will be utilized by staff and students to meet and learn about the specific needs of the students.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Table & 4 Chairs Marker Board		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 10	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Study/Tutoring	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Study/Tutoring Room will be utilized by students and tutors to provide tutoring and advisement on academic course work and challenges.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Tables & Chairs Marker Board/Smart Board		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 11	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Testing Room	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 3	
8. General Description of Space/Function and Activities: The Testing Rooms will be utilized by disabled students to assess individuals who are experiencing scholastic difficulties due to suspected learning disability.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Tables w/ chairs Computers		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks: Surveillance Camera for recording activities		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 12	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Testing Area	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The testing area will be utilized by disabled students that are unable to access the classrooms where test are being administered.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Tables w/ chairs Computers		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 13	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: File Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Room contains file cabinets of student records. This space should be centrally located within the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	3- File Cabinets 3- Bookcases 6- Lateral File Cabinets 6- Cabinets		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 14	3. Group Name: Center for Disability Access & Resources (CeDAR)		
2. USER CODE:	4. Name of Space: Work/Copy Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Work Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Department of Student Development

Career Center

Personnel: 7 Full-time, 5 Part-time

Area: 2,385 GSF

Operations: The Career Center is an integral part of the total education process at the Florida A&M University. Our goal is to assist in the fulfillment of the primary mission of Florida A&M University; namely, to provide career counseling that will prepare and provide opportunities for students to pursue meaningful careers in a variety of professional and occupational fields and/or pursue graduate studies.

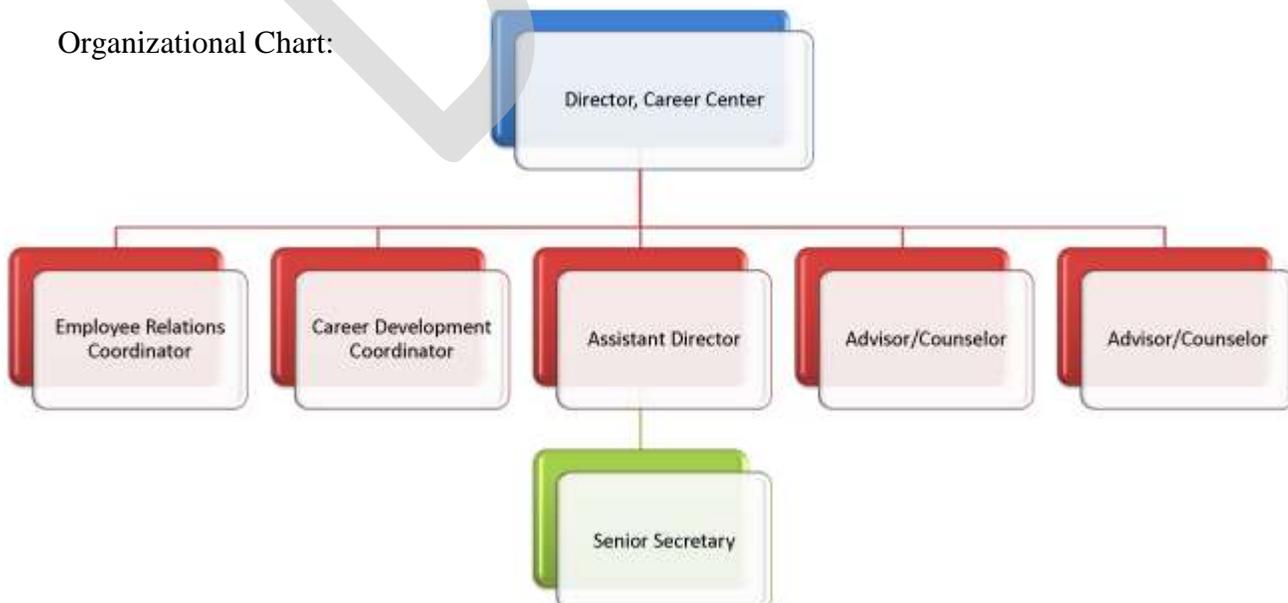
We pride ourselves on assisting our students and alumni in their career decisions. We offer an array of services, from career advisement to professional development workshops, to students and alumni that facilitate career exploration and professional development.

We also partner with companies nationwide in the public, private, governmental, and corporate sectors seeking to fulfill their hiring needs for full-time and summer employment, co-op positions and internship opportunities.

The following components comprise the make-up of the Career Center and have been established to operationalize the mission:

- Career Planning and Development
- Experimental Learning
- Placement and Employer Relations
- Research and Alumni Services

Organizational Chart:



Department of Student Development
 Career Center

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Director	1	175	175	
Assistant Director	1	135	135	
Coordinators	2	135	270	
Advisor/Counselor	2	135	270	
Administrative Assistant	1	120	120	
Personnel Subtotal	7	700	970	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Work/Copy Room	1	120	120	
File Room	1	120	120	
Interview Room	2	120	240	
Support Space Subtotal	5	500	620	

Total Net Area Required	1,590
Net to Gross Ratio	1.5
Total Gross Area Required	2,385

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Career Center		
2. USER CODE:	4. Name of Space: Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Director will utilize this office. The Director oversees the operation of the career center and provides management and consultation.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Career Center		
2. USER CODE:	4. Name of Space: Assistant Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Assistant Director will utilize this office. The Assistant Director supports the Director and provides counseling on career decisions.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Center for Access and Student Success

Facilities Program

May 4, 2015

1. Space No.: 3	3. Group Name: Career Center		
2. USER CODE:	4. Name of Space: Coordinators	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Coordinators will utilize this office. The Coordinators oversee Employee Relations and Career Development. They maintain contacts with companies nationwide seeking to fulfill their hiring needs with FAMU graduates.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Career Center		
2. USER CODE:	4. Name of Space: Advisor/Counselor	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Advisor/Counselor will utilize this office. The Advisor/Counselor meets with perspective graduates and assist with career paths and employment choices for the students.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Career Center		
2. USER CODE:	4. Name of Space: Administrative Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Administrative Assistant will be located in the Reception Area and greet visitors to the office, answer the phone, and set up appointments. The space will be an open modular furniture system.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Systems furniture cubicle w/ work surface 1- Task Chair 1- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: Career Center		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Career Center		
2. USER CODE:	4. Name of Space: Copy/Work Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Work Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 8	3. Group Name: Career Center		
2. USER CODE:	4. Name of Space: File Room	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Room contains file cabinets and shelving for career opportunity information and should be centrally located within the office suite.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	5- File Cabinets Bookcases		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 9	3. Group Name: Career Center		
2. USER CODE:	4. Name of Space: Interview Room	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 2	
8. General Description of Space/Function and Activities: The Interview Room should be centrally located within the office suite. The Interview Room provides a space where perspective employers meet with students concerning career opportunities.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Table & 4 Chairs		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Department of Student Development

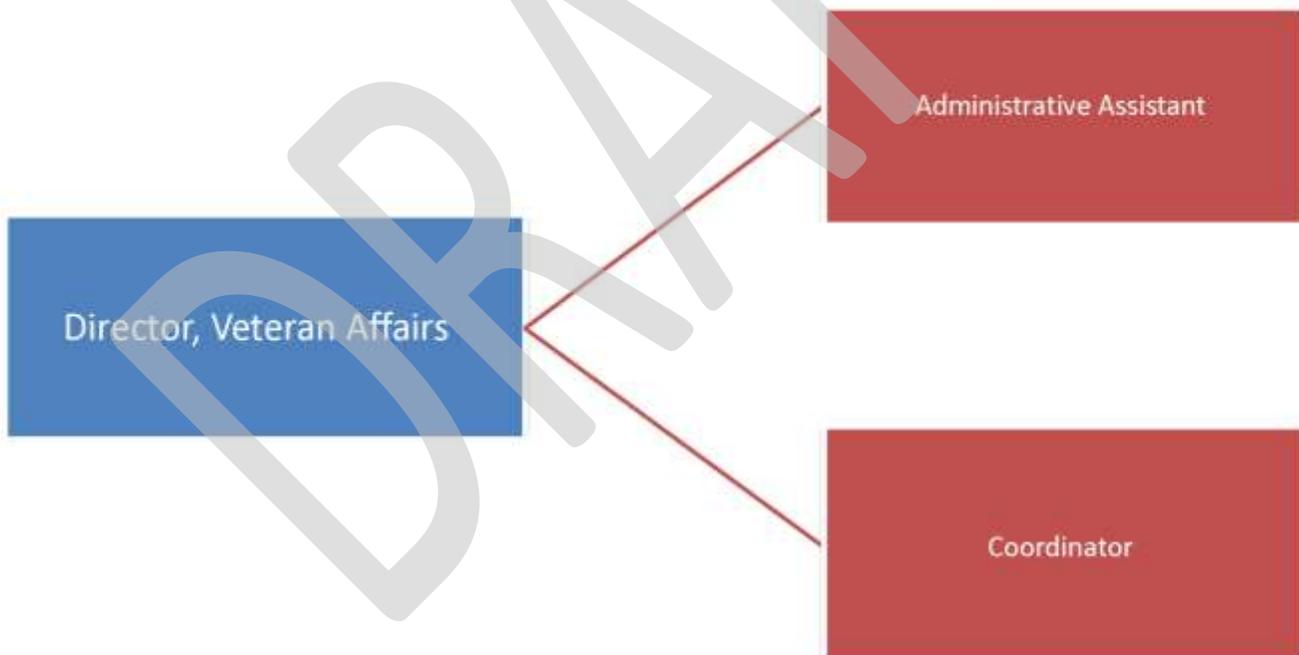
Veterans' Affairs

Personnel: 3

Area: 1,665 GSF

Operations: The Office of Veterans Affairs at Florida A&M University provides supportive services to students who are veterans, veterans' dependents, active duty personnel, Reserve and National Guard members, and ROTC cadets. The mission is to ease the transition from military service to campus life, foster a community of past, present and future veterans, raise awareness of veterans through graduation and into rewarding careers and graduate-education programs.

Organizational Chart:



Department of Student Development
 Veterans' Affairs

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Director	1	175	175	
Coordinator	1	135	135	
Administrative Assistant	1	120	120	
Personnel Subtotal	3	430	430	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Student Lounge	1	300	300	
File Room	1	120	120	
Work/Copy Room	1	120	120	
Support Space Subtotal	4	680	680	

Total Net Area Required	1,110
Net to Gross Ratio	1.5
Total Gross Area Required	1,665

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Veterans' Affairs		
2. USER CODE:	4. Name of Space: Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Director will utilize this office. This office should be in close proximity of the administrative area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Veterans' Affairs		
2. USER CODE:	4. Name of Space: Coordinators	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Coordinators should be in close proximity to the areas they oversee.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Veterans' Affairs		
2. USER CODE:	4. Name of Space: Administrative Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Administrative Assistant will utilize this office. This office should be in close proximity of the administrative area.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Veterans' Affairs		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Veterans' Affairs		
2. USER CODE:	4. Name of Space: Student Lounge	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Student Lounge should be centrally located within the office suite.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Counter/Cabinet w/sink Table & Chairs Refrigerator Microwave Comfortable lounge seating Computer counter work stations		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: Veterans' Affairs		
2. USER CODE:	4. Name of Space: File Room	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Room contains file cabinets of student records. This space should be centrally located within the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	10- File Cabinets (fireproof) Bookcases		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Veterans' Affairs		
2. USER CODE:	4. Name of Space: Copy/Work Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Work Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Department of Student Development

Office of Judicial Affairs

Personnel: 3 Full-time, 1 Part-time

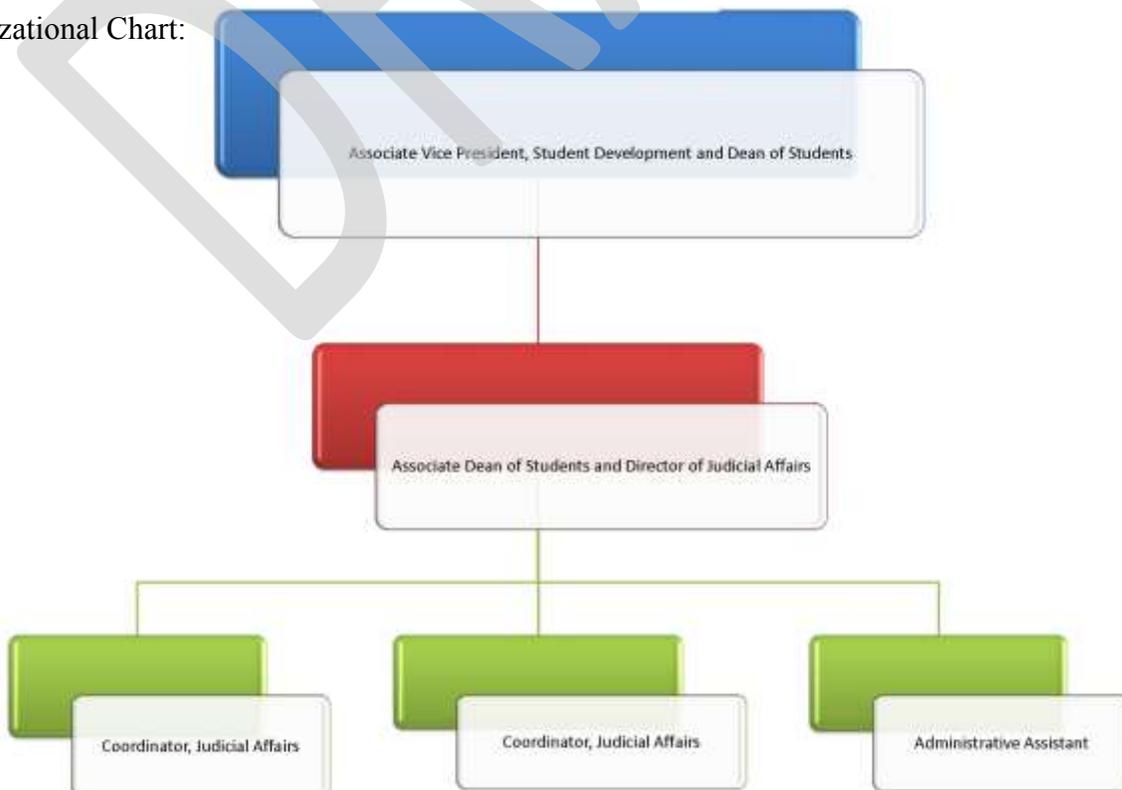
Area: 1,958 GSF

Operations: The Office of Judicial Affairs aims to work collaboratively with the larger Florida A&M University community to create a safe and secure scholarly atmosphere, where academic and personal pursuits are achieved through interpersonal care and respect for the academic mission of the University.

Our focus is student success and development, thus our services are designed to ensure that every student has the opportunity to learn and grow in an environment that encourages intellectual curiosity, compassion, and responsible community membership. Moreover, we have dedicated ourselves to providing every Florida A&M University community member with a fundamentally fair and just process for resolving alleged violations of the standards set forth by the University.

Finally, we are always looking for ways to enhance our students' educational experience through the student conduct process. We believe that this is critical in giving the students the opportunity to complete their college career and transition into being productive members of the FAMU Family and their respective communities.

Organizational Chart:



Department of Student Development
 Office of Judicial Affairs

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/ SPACE	TOTAL NASF	REMARKS
Director	1	175	175	
Coordinator	1	135	135	
Program Assistant	1	135	135	
Administrative Assistant	1	120	120	
Personnel Subtotal	4	430	565	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/ SPACE	TOTAL NASF	REMARKS
Reception Area	1	140	140	
Judicial Hearing Room	1	240	240	10-15 people
Work/Copy Room	1	120	120	
File Room	1	120	120	
Break Room	1	120	120	
Support Space Subtotal	5	740	740	

Total Net Area Required	1,305
Net to Gross Ratio	1.5
Total Gross Area Required	1,958

Outside parking is required for golf cart.

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Office of Judicial Affairs		
2. USER CODE:	4. Name of Space: Director	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 175 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Director will utilize this office. The Director is responsible for the overall student conduct process. Also trains hearing panels, hearing officers and provides education & guidance to the university community.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet Conference Table w/ 4 chairs 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Office of Judicial Affairs		
2. USER CODE:	4. Name of Space: Coordinator	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Coordinator will utilize this office. The Coordinator recruits students for hearing panels, trains administrative hearing panels, investigates alleged conduct violations and educates the university community on the conduct process.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Office of Judicial Affairs		
2. USER CODE:	4. Name of Space: Program Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 135 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Program Assistant assist the Director in the student conduct process. The Program Assistant schedules hearings and meetings, investigates alleged conduct violations, coordinates with the Police Dept. and handles confidential documents with students.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Credenza, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs 2- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Office of Judicial Affairs		
2. USER CODE:	4. Name of Space: Administrative Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Administrative Assistant will be located in the Reception Area and greet visitors to the office, answer the phone, and set up appointments. The space will be an open modular furniture system.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Systems Furniture cubicle w/ work surface 1- Task Chair 1- Lateral File Cabinet 1- Computer, Monitor & Printer		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Office of Judicial Affairs		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 140 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 6	3. Group Name: Office of Judicial Affairs		
2. USER CODE:	4. Name of Space: Judicial Hearing Room	5. Type of Space: Seating	
6. Assigned Occupants: 0	7. Net Floor Area: 240 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Judicial Hearing Room is a space where hearings are conducted for violators of the university student conduct code.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Conference table w/ seating Projector & projection screen		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 7	3. Group Name: Office of Judicial Affairs		
2. USER CODE:	4. Name of Space: Copy/Work Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Work Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves 1- Printer 2- Fax		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

Center for Access and Student Success

Facilities Program

May 4, 2015

1. Space No.: 8	3. Group Name: Office of Judicial Affairs		
2. USER CODE:	4. Name of Space: File Room	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The File Room contains file cabinets of confidential case records. This space should be centrally located within the office.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	6- Lateral file cabinets 2- Bookcases 1- Standard file cabinet		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 9	3. Group Name: Office of Judicial Affairs		
2. USER CODE:	4. Name of Space: Break Room	5. Type of Space: Administrative	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Break Room should be centrally located within the office suite.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Counter/Cabinet w/sink Table & 4 Chairs Refrigerator Microwave		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

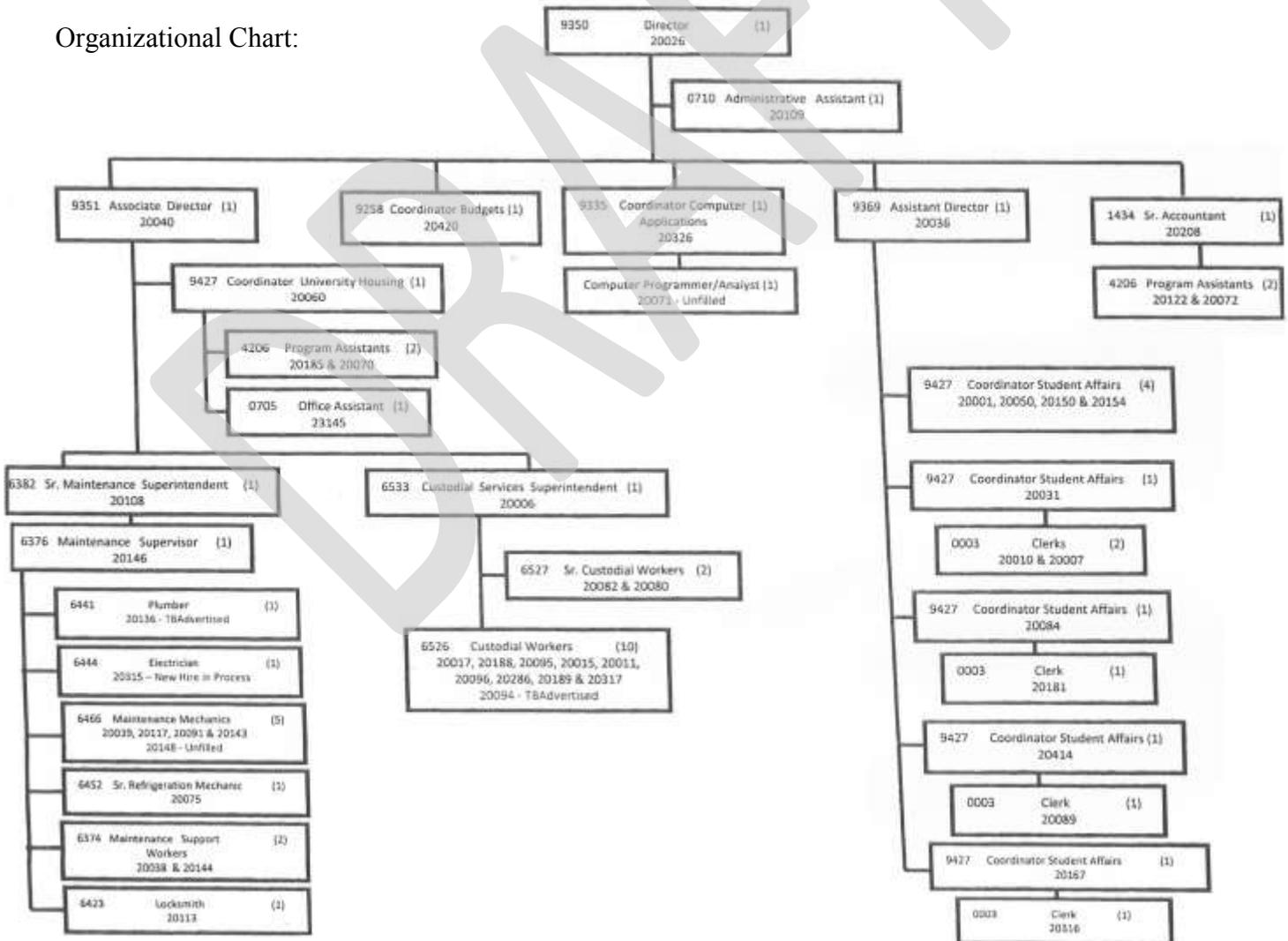
Department of Student Life
 Housing & Residential Life

Personnel: 5

Area: 1,560 GSF

Operations: The University Housing system can currently accommodate 2,387 students. The Department provides daily operational management of the on-campus residential facilities, personnel, budget and programs. The Department collaborates with students, faculty, and staff to create welcoming, supportive and challenging environments that maximize opportunities for student learning success. Through high quality programming, the staff helps facilitate students' growth in the areas of diversity, community development, and promote civic and global responsibility.

Organizational Chart:



Department of Student Life
 Housing & Residential Life

Personnel Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Program Assistant	4	120	480	
Administrative Assistant	1	120	120	
Personnel Subtotal	5	240	600	

Support Space Requirements

SPACE TYPE	NO. OF SPACES	NASF/SPACE	TOTAL NASF	REMARKS
Reception/Waiting	1	200	200	
Work/Copy Room	1	120	120	
Storage Room	1	120	120	
Support Space Subtotal	3	440	440	

Total Net Area Required	1,040
Net to Gross Ratio	1.5
Total Gross Area Required	1,560

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 1	3. Group Name: Housing & Residential Life		
2. USER CODE:	4. Name of Space: Program Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 4	
8. General Description of Space/Function and Activities: The Program Assistant will utilize this office. The Program Assistants will provide general customer service to students and vendors of University Housing.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- Desk, Bookshelf, Tackable surface 1- Task Chair 2- Side Chairs		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 2	3. Group Name: Housing & Residential Life		
2. USER CODE:	4. Name of Space: Administrative Assistant	5. Type of Space: Administrative	
6. Assigned Occupants: 1	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Administrative Assistant will be located in the Reception Area and greet visitors to the office, answer the phone, and set appointments. The space will be an open modular furniture system.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	1- System furniture cubicle w/ work surface 1- Task Chair 2- Lateral File Cabinet		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 3	3. Group Name: Housing & Residential Life		
2. USER CODE:	4. Name of Space: Reception Area	5. Type of Space: Waiting	
6. Assigned Occupants: 0	7. Net Floor Area: 200 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Reception Area should be located at the entrance to the office suite and provide seating for visitors to the office.			
9. Architectural	Floor: Carpet	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks: Furnish blinds if windows are provided.		
10. Furniture/Equipment	Seating		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 4	3. Group Name: Housing & Residential Life		
2. USER CODE:	4. Name of Space: Copy/Work Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: The Copy/Work Room will be utilized for making copies and organizing materials.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' –12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	1- Copy Machine Work Counter/Cabinet w/ wall shelves		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

**Center for Access and Student Success
Facilities Program
May 4, 2015**

1. Space No.: 5	3. Group Name: Housing & Residential Life		
2. USER CODE:	4. Name of Space: Storage Room	5. Type of Space: Storage	
6. Assigned Occupants: 0	7. Net Floor Area: 120 sf	Number of Spaces: 1	
8. General Description of Space/Function and Activities: Storage will be used by the Office to store supplies.			
9. Architectural	Floor: VCT	Base: 4" rubber base	
	Wall Material: Gypsum board	Wall Finish: Painted	
	Ceiling: Acoustical Tiles – 2' x 2'	Doors: 3' x 7' wood veneer	
	Ceiling Ht: 9' – 12'	Acoustical: STC 48 - 38	
	Windows: Standard	Special Construction: None	
	Remarks:		
10. Furniture/Equipment	Shelving		
11. Structure	Floor Loading: 100 psf		
	Special Equipment: None		
	Remarks: None		
12. HVAC	Room Temperature: 68 deg. F – 74 deg. F	Humidity Range: 45 – 50% RH	
	Lab Hoods: None	Hood Use/H/D/Week: None	
	Remarks:		
13. Plumbing & Piping	Fire Protection: Standard	Hazard Class: Normal	
	Cold Water: None	Hot Water: None	
	Fixtures: None	Floor Drains: None	
	Piped Gases: None	Other Piping: None	
	Remarks: None		
14. Electrical	Lighting: Multi-level 2 x 2 T 8 fluorescent	Lighting Level: 30	Max: 100 fc
	Power: 120 V receptacles	Special Loads:	
	Remarks:		
15. Communications Systems	Data Jacks: Voice/Video/Data/TV	Special Services:	
	Equipment:	Security: Standard	
	Remarks:		

X. UTILITY AND INFRASTRUCTURE IMPACT ANALYSIS AND MASTER PLAN POLICIES

The following is a brief utility analysis for the proposed project. It shall be the responsibility of the Design Professional to advise the University of any system production or distribution problems identified during site assessment and design. All necessary utility improvement recommendations must be approved by the Facilities Planning and Construction Department prior to the commencement of design.

As part of this document, following each utility or infrastructure item, specific Elements are identified from the current campus Master Plan along with related Policies. Only specific Elements and their Policies related to this project are identified. The specific Policy is identified at the end of the item in parenthesis, (Policy X.X.X). To review all Elements and all Policies, the Design Professional must request a copy of the 2010-2010 Master Plan.

A. Chilled Water:

The University's Central Utilities Plant (CUP) currently supplies this portion of the main campus with chilled water. It is expected that the CUP has sufficient capacity to supply this new facility. A Chilled Water Systems Analysis was completed as part of an Energy Audit Report prepared for the campus. Results of the report did not indicate a need to provide for additional campus chilled water.

The current chilled water plant capacity is 6,600 tons with a current demand on the plant of 4,480 Tons. Current spare capacity is 2,120 Tons.

As Figure 10.A indicates, there is a new 18" chilled water supply and return on the site running north and south along Martin Luther King Boulevard. This 18" chilled water supply and return enters Vault #12 on the north side of the proposed site just behind Jackson Davis Hall. From Vault #12 a new 10" chilled water supply and return enters existing Diamond Hall and an 8" connects Diamond Hall with McGuinn Hall.

The design professional shall consider the location of the existing chilled water distribution lines located in and around the site in the design process to insure existing line relocation can be prevented, if possible.

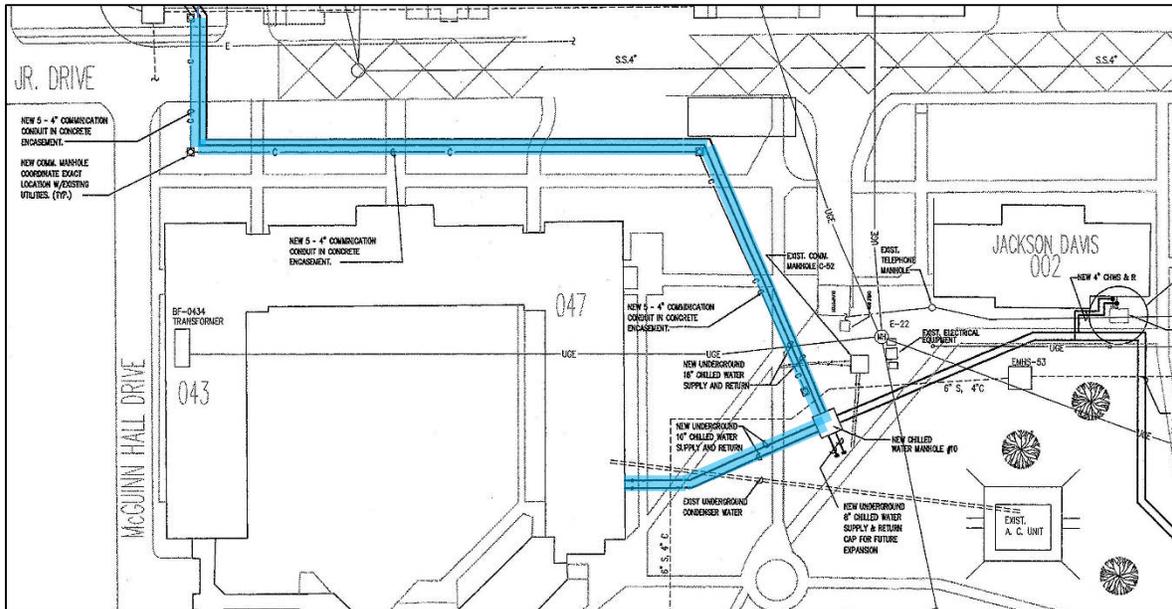


Figure 10.A

- Chilled Water – 2015-2020 Master Plan Utility Element #10:
 - Continue improvements to the centralized chilled water plant and subsequent distribution system to assist in maintaining adopted level-of-service standards. (Policy 2.2.1)
 - Provide chilled water services to new or expanded facilities in conjunction with the chilled water system improvements called for by this plan prior to occupancy of said building(s). The Associate Vice President of Facilities, Planning, Construction, and Safety shall be responsible for making such determinations. (Policy 2.2.4)
 - At a minimum, adhere to the following energy consumption reduction initiatives: (Policy 2.2.5)
 - Adhere to the Architectural Design Guidelines included as Appendix B and adopted as part of this plan, for all new, expanded or renovated facilities.
 - Require that all plan, design and construction specifications for new or expanded facilities meet Florida Energy Code requirements.
 - Adopt and adhere to the Solid Waste Sub-Element of the 9.0 General Infrastructure Elements.
 - Adopt and adhere to the 13.0 Conservation Element of this plan.
 - Adhere to the level-of-service standards for chilled water adopted as part of this plan, immediately preceding.
 - Inclusion of Sustainability and Technology practices consistent with the University objectives.

B. Steam:

Campus steam generated from the Campus Steam Plant **is not** supplied to the site. A Steam System Decentralization Project completed in 2013, installed three 3,000,000 BTUH Boilers in the mechanical building of Cropper Hall, see location on Figure 10.B. This boiler installation supplies hot water to the four dorms in the vicinity. An 8" supply and return leaves the Cropper Hall mechanical building on the north side and split to create a 6" supply and return for McGuinn, Diamond, Cropper, and Wheatley Halls and a 4" supply and return to Truth Hall.

If the design of the facility allows, the University would like for the existing boilers to be used for this project. The design and functionality of the facility shall be the dominant factor in deciding to reuse the boilers. If the boilers are not used for the project, they shall be dismantled to be used for future needs on campus.

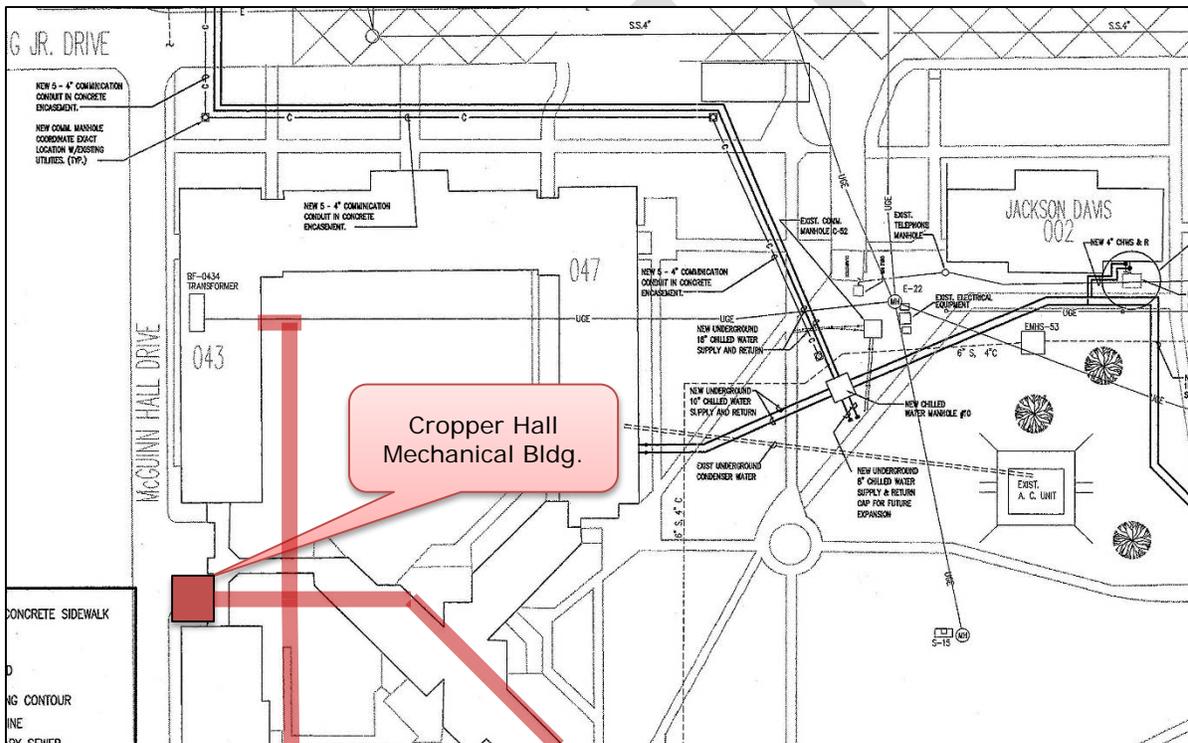


Figure 10.B

Steam - Master Plan Utility Element #10:

- At a minimum, adhere to the following energy consumption reduction initiatives: (Policy 1.2.5)
 - Adhere to the adopted Architectural Design Guidelines, Appendix B of the 2015-2020 Master Plan, for all new and expanded or renovated facilities.
 - All plans, designs and construction specifications for new or expanded facilities meet Florida Energy Code requirements.
 - Adhere to the Solid Waste Sub-Element of the 9.0 General

Infrastructure Elements.

- Adopt and adhere to the 13.0 Conservation Element of this plan.
- Adhere to the level-of-service standards for heating and chilled water.

C. Electrical

The campus is served by the FAMU Electrical Distribution system. A C.O.T. substation provides two electrical feeders to the north end of campus via the FAMU North Substation from the COT Substation located on FAMU Way, north of FAMU Campus. COT also provides a single feeder to the south end of campus to the FAMU South Substation. The primary distribution voltage on campus is underground service of 12,470V. The two 600A main breakers provide a total capacity to the campus of 25.9 MVA. The two 600A main breakers serve 3 lineups of 8 feeder circuit breakers that distribute power throughout the campus.

This project will be serviced by Manhole #E-22, just north of existing McGuinn Hall, see Figure 10.C for location. Currently available to McGuinn Hall is 480Y/277 secondary power.

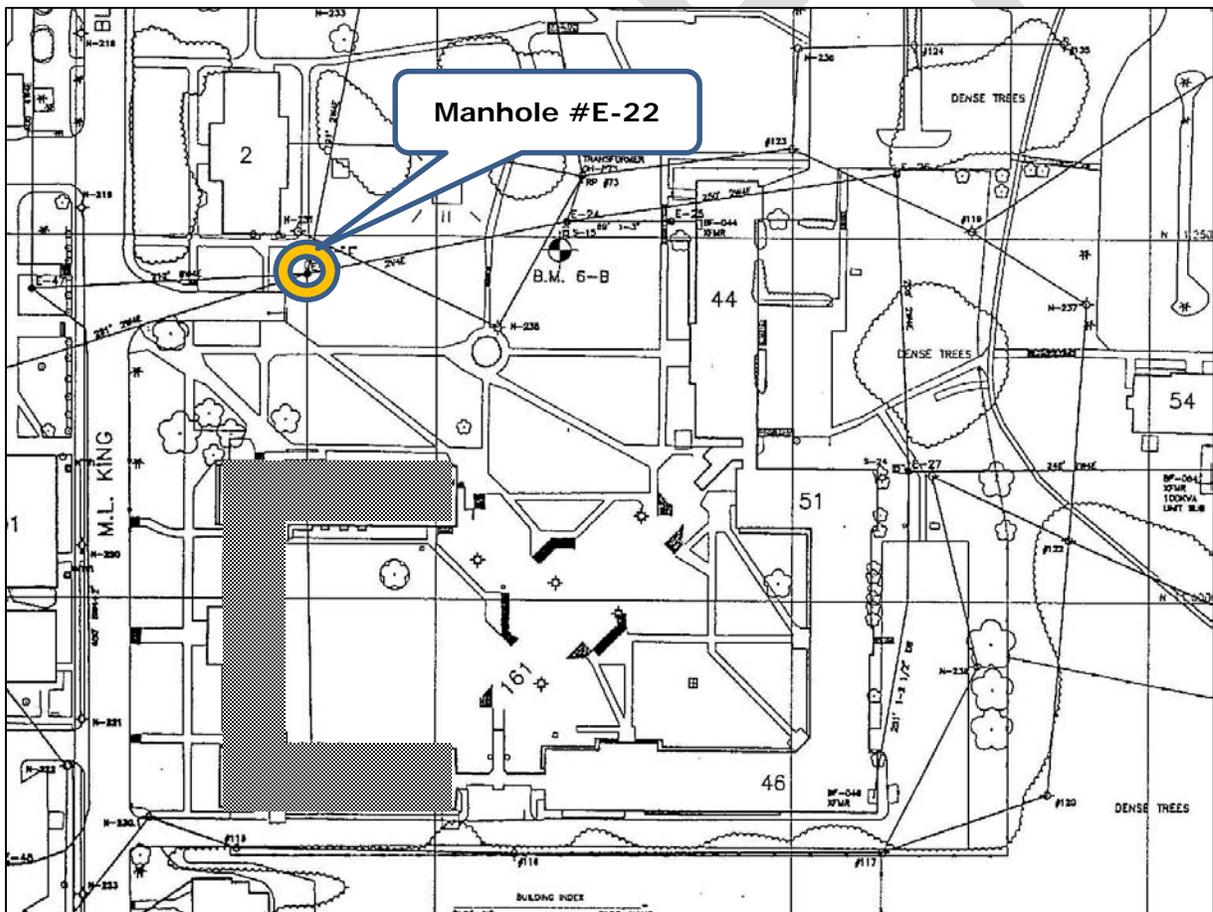


Figure 10.C

- Electrical - Master Plan Utilities Element #10:
 - All new on-campus buildings will be provided electric power supply prior to occupancy of the facility. (Policy 3.1.6)
 - Provide energy supply capacity for new or expanded facilities as required to maintain the University's adopted level-of-service standards. This capacity is to be constructed prior to occupation of any new or expanded facility. (Policy 3.2.2)
 - As part of the Design Review Committee review procedures (15.0 Architectural Design Guidelines Element), all plans, designs, and construction specifications for University facilities meet Florida Energy Code requirements. (Policy 3.3.1)
 - Comply with protection and conservation practices established in the 13.0 Conservation Element of this Master Plan Update. (Policy 3.3.3)

D. Communication

It is anticipated that communications for this project will be obtained from the existing communications manhole located [REDACTED]. This work should be coordinated with all utility improvements associated with this project. The designer shall follow all campus design standards to assure consistency with the campus-wide communication standards.

E. Potable, Fire, Irrigation Water & Sanitary Sewer:

The majority of the water distribution facilities including water mains, water meters, and fire hydrants are currently operated and maintained by the City of Tallahassee. In most cases, FAMU is only responsible for the water service laterals routed between the water supply main and the individual buildings appropriate agency.

Design Professional to conduct a visual analysis of the existing 6" water line along Martin King Boulevard (Figure 10.E) to determine if this project or a campus infrastructure project should include replacement of portions of this line. The Office of Facilities Planning and Construction must approve all plans and recommendations prior to the initiation of the detailed design phase.

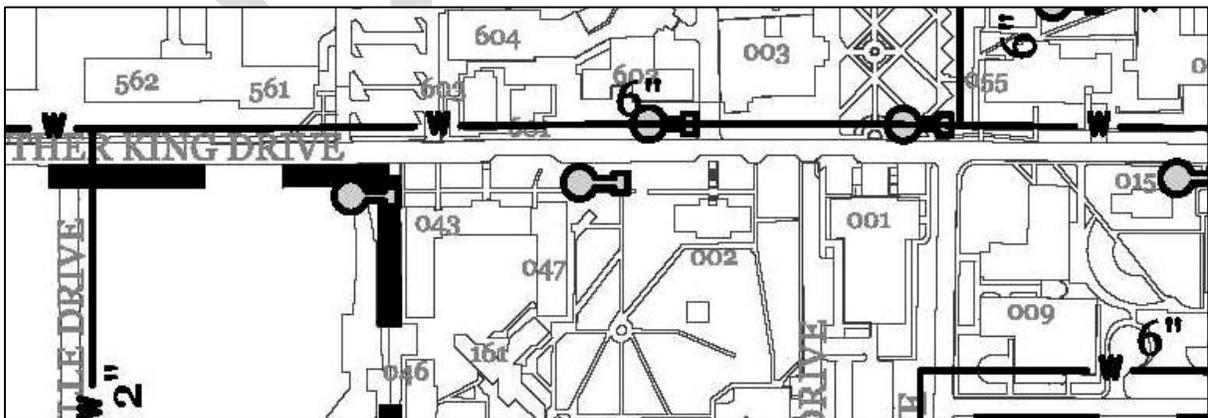


Figure 10.E

Potable Water – Master Plan General Infrastructure Element #9

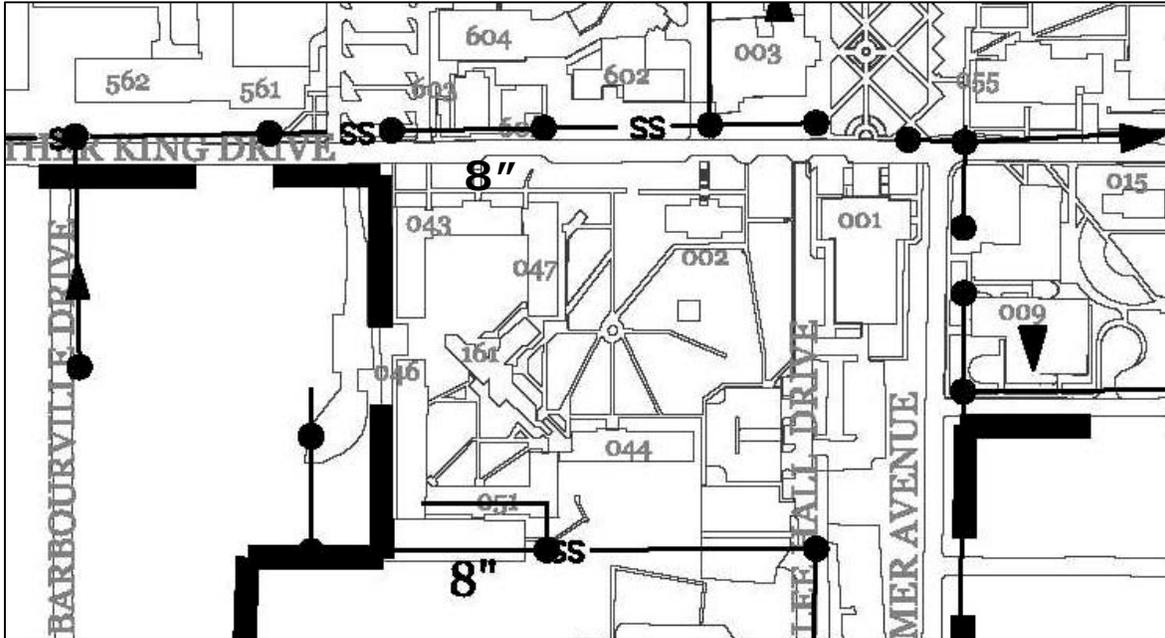
- FAMU has adopted a level-of-service standard for water demand for the entire campus of fifty-five (55) gallons per day (GPD) per FTE [full-time equivalent (FTE) student]. This standard shall not conflict with the City of Tallahassee standards for level-of-service and concurrency for potable water currently set at one hundred sixty (160) gallons per day per capita. (Policy 2.1.1)
- FAMU has adopted a level-of-service standard for fire pressure flows of two thousand (2,000) gallons per minute at twenty (20) pounds per square inch (PSI) minimum. This standard shall not conflict with the City of Tallahassee standards for level of service for fire pressure flows. (Policy 2.1.2)
- Coordinate with the City of Tallahassee concerning a "Potable Water System Analysis." (Policy 2.1.3)
- Ensure that improvements to or expansion of the potable water system as identified in the "Potable Water System Analysis" required to maintain the University's adopted level-of-service standards are to be constructed prior to occupation of any new or expanded facility. (Policy 2.2.1)
- Coordinate with the City of Tallahassee for the construction of additional water main services as required and identified within the Potable Water System Analysis. (Policy 2.2.2)
- Protect and conserve potable water sources. (Objective 2.3)
- Construction specifications require water-conserving fixtures and grey water use for all new construction or renovation projects. (Policy 2.3.1)
- Use non-potable water for irrigation purposes. Such consideration shall include the University's existing on site wells presently used to provide chilled water. (Policy 2.3.3)
- Comply with conservation and protection practices established in the 13.0 Conservation Element of this Master Plan Update. (Policy 2.3.4)

F. Sanitary Sewer

FAMU is only responsible for the sewer collection system located on campus. The regional sewer collection system (off campus) and associated wastewater treatment plant are the responsibility of the City of Tallahassee. Therefore, it is critical that there exist close coordination between FAMU and the City of Tallahassee in order to maintain adequate sewer collection, wastewater treatment and disposal through and beyond this planning period. Currently there is an 8" sanitary sewer running along Martin Luther King Boulevard.

This project should include, during site analysis, an inspection of the condition of the sewer line running north and south along Martin Luther King Boulevard for possible replacement. This investigation should include a systematic video inspection and inflow/infiltration analysis from Palmer Avenue to Barbourville Drive. This inspection will identify lines that are in need of repair and lines that are a source of inflow and infiltration. The results of this investigation will determine the magnitude of the replacement required. Depending upon the need for

replacement/repair, this project may pay for all or a portion of the work and the campus infrastructure budget may pay for a portion.



Sanitary Sewer – Master Plan General Infrastructure Element #9

- Coordinate with the City of Tallahassee for the planning, design or construction of any new city sewer distribution lines providing service to the University. (Policy 3.2.3)
- Utilize the City of Tallahassee sanitary sewer transmission and treatment system. (Policy 3.2.4)

G. Solid Waste

Solid waste is currently being collected and disposed of by the City of Tallahassee. FAMU is only responsible for the collection and disposal of yard trash and debris. Solid waste is currently either recycled or sent to the Leon County landfill. The operation and maintenance of the landfill is the responsibility of Tallahassee-Leon County. To be consistent with the policies within the county's comprehensive plan, FAMU working toward a recycling goal to reduce the solid waste volume by at least thirty (30) percent from existing levels.

Solid Waste – Master Plan General Infrastructure Element #9

- Maintain the services of the City of Tallahassee to provide solid waste handling and disposal services to meet the University's adopted level-of-service standards for current and future needs of the University. (Objective 4.1)
- Utilize the City of Tallahassee for solid waste handling and transporting services. (Policy 4.1.3)
- Rely upon Tallahassee-Leon County for the provision of acceptable disposal facilities. (Policy 4.1.4)

H. Storm Water:

Prior to 1993 the level of stormwater management required at FAMU was limited to only collection, conveyance and disposal. Since 1993 FAMU has constructed stormwater management facilities (SWMF) for treatment and attenuation of stormwater runoff for all new construction projects. These SWMFs have been designed per state and local governing agencies. They provide stormwater management functions for the localized stormwater runoff for each new construction project in accordance with the current Development Agreement with the City of Tallahassee and state regulatory requirements. FAMU will continue to provide stormwater management for each project and endeavors to incorporate innovative approaches to the reduction of runoff such as Low Impact Development (LID) and Green Infrastructure. New development and redevelopment shall manage the stormwater as close as possible to its source by using such LID techniques as rain gardens, rain barrels, cisterns, green roofs, bio-retention areas, grey water harvesting, pervious pavement, and other techniques.

Storm Water – Master Plan General Infrastructure Element #9

- All construction projects shall be consistent with the City of Tallahassee land development regulations that implement the Comprehensive Plan and all applicable statutory requirements for permit review with the Northwest Florida Water Management District (NFWFMD) Environmental Resource Permit (ERP). FAMU branch campus locations shall adhere to all local governing regulations as well as the NFWFMD. All policies and objectives shall also apply to the branch campuses with the appropriate regulatory agency applied. (Objective 1.1)
- Provide a level-of-service standard for stormwater management and drainage which meets State of Florida water quality regulations and other applicable local, state and federal regulations. The level-of-service standard for FAMU shall be consistent with the City of Tallahassee and NFWFMD levels of service for drainage and stormwater management water quality. (Policy 1.1.1)
- The provision of stormwater management/drainage components associated with new construction projects shall be constructed in accordance with adopted level-of-service standards prior to occupancy of any new University building. (Policy 1.1.2)
- Correct any stormwater management/drainage improvement mandated by state regulatory agencies. No mandates requiring stormwater management/drainage improvements exist at this time. (Policy 1.1.3)
- Coordinate the on-campus and off-campus drainage improvements with the Northwest Florida Water Management District (NFWFMD) and the City of Tallahassee Growth Management Department. FAMU will submit plans and/or drainage calculations to the NFWFMD and the City of Tallahassee, Growth Management Department for review prior to campus development and/or start of construction. FAMU will submit to NFWFMD and the appropriate local governing agency for improvements on branch campuses. (Policy 1.1.4)

- Develop innovative and sustainable Low Impact Development (LID) and Green Infrastructure techniques. Techniques shall include but are not limited to rain barrels, rain gardens, cisterns, green roofs, bio retention areas, grey water harvesting, and pervious pavement. (Policy 1.1.6)
- 7. Maintain the quality of on-campus jurisdictional wetland resources, natural stormwater management, and hydrological areas by requiring that on-campus stormwater run-off meet all water quality regulations of the NFWFMD and University level-of-service standards identified. (Policy 1.18)

The design professional shall examine the existing conditions, calculate the amount of any increased run-off, and plan for storm water improvements accordingly.

I. Telecommunications

Telecommunications, including the local cable provider and the University computer network system are currently available, on a limited basis, on campus. The TV cablevision system is operated and maintained by the local cable provider, which is a private telecommunication utility company. This service is primarily located in the campus housing units and the Student Union. The University also maintains its closed circuit TV system. The system's head end is located in the Instructional Media Center in Coleman Library with possible access to all academic and administrative buildings. The computer network system is still in its infancy of development. At present, it consists of underground copper wire cable systems and a telephone/modem interface system. The computer network system is maintained by FAMU. Computer network improvement projects include the installation of a campus wide telecommunication duct bank system using fiber optics for an interface system for data initially with voice and TV switching.

J. Transportation

With the need for on campus parking, the Design Professional shall investigate the possibility of including at least a 200 car parking structure on the site if possible, or contiguous to the site. Construction of a parking structure contiguous to the site may include modification to existing parking and etc.

Transportation – Master Plan Transportation Element #11

1. Decrease the acreage currently dedicated to parking facilities by increasing the amount of structured parking at strategic perimeter location, such as Palmer Avenue, Martin Luther King Jr. Blvd. FAMU Way, south of Osceola Street and the northeast quadrant of Gamble Street/Wahnish Way. (Policy 1.1.1)
2. If financially feasible, construct additional multilevel parking structures on campus, locating them in areas which are the focus of activities that attract large concentrations of outside visitors such as recreational facilities, convocation and graduation activities. (Policy 1.1.2)
3. Develop and implement strategies to encourage use of alternative

transportation modes to reduce dependence on the private automobile and increase auto-occupancy rates to result in lowering the current ratio of parking spaces per person by five (5) percent from existing levels by the year 2015. The present rate of utilization shall be maintained throughout the planning period. (Policy 1.1.3)

4. Limit construction of new paved parking areas on the northern portion of campus (north of Osceola Street) to peripheral or multi-story parking facilities. Construction of new surface parking facilities on the southern portion of campus shall be limited to housing and new recreational facilities. (Policy 1.1.7)
5. Restructure internal roadway network to eliminate through movements on campus roadways except for emergency, transit and University maintenance vehicles. (Policy 1.2.4)
6. Coordinate and cooperate with Tallahassee-Leon County transportation officials to assure proper credit is given to FAMU for any and all extra measures undertaken by the University to encourage increases in auto occupancy, and to support the use of alternative transportation modes. (Policy 1.2.9)
7. The development, review and acceptance of all phases of campus facilities plans, designs and construction contract documents shall reflect the need for and use of alternative transportation modes in the implementation of short and long-range facilities improvements programs. FAMU shall not adopt as policy under any other program element such objectives or policies which would prevent the implementation of this policy. (Policy 1.3.4)

Pedestrian and Non-motorized Vehicle Circulation – Master Plan Transportation Element #11

- Develop orderly and safe pedestrian and bicycle circulation systems, with particular attention to connections between activity hubs. (Objective 2.1)
- Appropriate to this project site, evaluate site elements that acknowledge FAMU plans to develop a tree-lined, multi-use corridor through the center of the FAMU main campus which connects the recreational land use zone south of Orange Avenue with the recreational/open space and student housing areas of the southern portion of campus. These areas are to be connected to the athletic facilities on the west side of the campus and the academic and support services activity hubs in the northern portion of campus. (Policy 2.1.1)
- When considering bicycle and pedestrian enhancements along or adjacent to the internal campus roadways, investigate opportunities for 'Complete Streets' allowing for the integration of bicycling, walking and transit amenities to achieve safety, convenience and comfort for all users of the street. (Policy 2.1.2)
- Install bicycle racks at this site. These bicycle racks shall be installed in accordance with the University's Landscape Design Guideline. Bicycle racks shall be placed in strategic locations at the perimeter of building clusters to discourage bicycle circulation in heavy pedestrian usage areas. (Policy

2.1.3)

- Separate bicycle corridors will not be considered until such time the volume of bicycles on campus equals or exceeds five (5) percent of total vehicle traffic volume. Until the bicycle volume reaches this level, bicycle traffic shall be expected to utilize bicycle-friendly roadway facilities and pedestrian corridors. Roadways may be designated as 'Share the Road' facilities in coordination with the maintaining agency to safely accommodate bicycle travel. Once the five (5) percent threshold is reached, as determined by the FAMU Director of Facilities Planning and Construction, bicycle-only corridors may be considered. The on-campus design of these facilities shall be in accordance with the Landscape Design Guidelines. (Policy 2.1.4)
- Include pedestrian and bicycle access to new facilities constructed on University property as part of the capital investment of support and infrastructure facilities of these new facilities and in accordance with the City's *Land Development Code*. (Policy 2.1.5)
- As part of the design and construction of pedestrian and bicycle access, install lighting in accordance with the University's Landscape Design Guidelines and recommendations developed as part of a FAMU Campus Safety Plan. (Policy 2.1.6)
- Maintenance considerations shall include an adequate lateral clearance free of intrusion of tree limbs and grass overgrowth, adequate drainage to prevent pooling of water and soil accumulation, and repair of cracks or breaks in the corridor surface. (Policy 2.1.7)
- New facilities, through a combination of on-street and off-street, shall be considered to address pedestrian-vehicular conflicts and to service campus plazas (as identified on the Campus Plaza Location Map and Functional Linkages Maps included in the Updated Inventory and Analysis Report). (Policy 2.1.9)
- 10 Pedestrian and bicycle circulation plans for FAMU shall be coordinated with Tallahassee-Leon County and CRTPA plans for non-motorized transportation modes and Multimodal Transportation District (MMTD) improvements. (Objective 2.2)
- Design and construct pedestrian and bicycle corridors in accordance with recognized standards, such as the Latest Edition of the Florida Department of Transportation (FDOT) *Plans Preparation Manual (PPM)*, *Florida Greenbook* (for local roads) and *FDOT Design Standards* (for state highways). (Policy 2.2.1)
- FAMU multi-use corridors and pedestrian promenades shall interconnect with proposed off-campus non-motorized transportation corridors to the northwest connecting with Florida State University (FSU), to the northeast connecting with the Capital Center, downtown commercial district and Capital Cascades Trail, to the south/southwest connecting to the St. Marks Trail and planned St. Marks Trail Extension, and to other off-campus pedestrian and bicycle corridors. (Policy 2.2.2)
- In coordination with TLCPPD, investigate pedestrian and bicycle linkages between the campus' high pedestrian activity areas and surrounding

supporting land uses. The emphasis is to establish pedestrian connectivity between the campus and Adams Street along the many City roadways without sidewalks along both; off-campus corridors such as Lincoln Street, Osceola Street and Young Street, and roadways bordering FAMU's campus including Palmer Avenue and Barbourville Drive. (Policy 2.2.3)

- FAMU's Design Review Committee (defined in 15.0 Architectural Design Guidelines Element) shall include review for provision of adequate pedestrian/multi-use corridors in its assessment of new facilities. (Policy 2.3.1)
- A primary consideration in the review of multi-use corridors shall be the provision of adequate lighting to ensure visibility and personal security during evening hours. In addition, FAMU shall consider Crime Prevention Through Environmental Design (CPTED) guidelines to enhance security for users. (Policy 2.3.2)
- FAMU promotes the separation of motorized and non-motorized transportation modes in the planning, design, construction and review of proposed multi-use corridors. (Policy 2.3.3)
- Planning, design and construction of multi-use corridors on FAMU property shall be performed in accordance with the Florida Americans with Disabilities Accessibility Implementation Act and the Americans with Disabilities Act Accessibility Guidelines for the special needs of the transportation disadvantaged. (Policy 2.3.4)
- Consider installation of traffic control devices such as raised pedestrian tables, mid-block pedestrian crosswalks, in-pavement flashers at pedestrian crosswalks, etc. to enhance safety and minimize conflicts for non-motorized traffic. (Policy 2.3.7)
- Provide adequate and secure bicycle parking facilities near transit stops, FAMU student housing, recreational centers, student services and other high pedestrian activity areas. (Policy 2.3.9)

Intergovernmental Coordination – Master Plan Element #11

- FAMU requires that projects proposed for construction on the University campus not be in conflict with requirements for concurrency in the provision of infrastructure services and facilities as contained in s. 1013.30, F.S. and concurrency management procedures for transportation facilities contained in the 1993 State University System Transportation Study (BR-052). (Policy 1.1.2)

Conservation - Master Plan Element #11

- FAMU has adopted conservation land use areas, as shown on Figure 4.1 in the 4.0 Land Use Element. (Policy 1.1.5)
- Conserve and appropriately and efficiently utilize water resources, both water quality and water quantity. (Objective 1.2)
- To the extent practicable, utilize existing stormwater retention ponds or harvested grey water for irrigation purposes and utilize water wise irrigation control systems that incorporate components such as rain

- and/or moisture sensors. (Policy 1.2.2)
- The campus is not considered to be a regional aquifer recharge area and therefore, shall not warrant additional protection or restrictions for such areas but shall amend this plan in the event existing conditions change. (Policy 1.2.3)
 - Minimize stormwater borne pollutants through the implementation of a system of Best Management Practices (BMPs). (Policy 1.2.4)
 - Protect and conserve wetland and soil areas by maintaining the compliance with FDEP, NFWFMD, USACOE and City of Tallahassee regulations and procedures. (Policy 1.2.5)
 - Comply with all applicable federal, state and local regulations impacting the development of flood prone areas and shall comply with the mitigation procedures required to offset such development impacts. (Policy 1.2.7)
 - Comply with those regulations adopted by the FDEP, NFWFMD, USACOE and City of Tallahassee that provide for the subsequent designation of on-campus environmentally sensitive lands. (Policy 1.2.8)
 - Maintain the cleanup program for the forested wetland in the far southern portion of the University. Corrective measures to be explored will include the following: (Policy 1.2.9)
 - Initiation of a public service trash cleanup effort of the general area utilizing campus organizations and/or student volunteers.
 - Establishment of a periodic cleanup schedule to maintain the area.
 - Consideration of construction of velocity checks within the ditches to reduce scouring effects.
 - Comply with existing water quantity and quality consumption and protection programs including those impacting wetlands of the Florida Department of Environmental Protection (FDEP), the Northwest Florida Water Management District (NFWFMD), the U.S. Army Corps of Engineers (USACOE) and the City of Tallahassee, where appropriate. (Policy 1.2.10)
 - Recognize the campus as a natural recharge area if criteria established in the Florida Aquifer Vulnerability Assessment are appropriate. (Policy 1.2.11)
 - Minimize destruction of vegetative communities and undeveloped upland parcels and known wetlands by identifying and acquiring future upland parcels needed to satisfy the demands originating from campus growth. (Policy 1.3.1)
 - Provide a buffer of twenty-five (25) feet for upland areas adjacent to existing known on-campus wetland areas. This buffer requirement may be waived under the following circumstances: (Policy 1.3.2)
 - Needed transportation improvements including future road construction.
 - Utility improvements including stormwater retention, water and sewer lines, electric and telecommunication lines and other utilities and general infrastructure requirements as determined by the University's Director of Facilities Planning.

- Protect and conserve endangered and threatened species of plant and wildlife by adhering to the Endangered Species Act of 1973, amended by Public Law 97-304 in February 1983. (Policy 1.3.3)
- Utilize the Florida Committee on Rare and Endangered Plants and Animals list and the Convention of International Trade in Endangered Species of Wild Fauna and Flora list as a consensus planning mechanism for the development of the FAMU campus. (Policy 1.3.4)
- Comply with and abide by existing native vegetative and wildlife habitat protection and conservation programs and procedures of the U.S. Fish and Wildlife Service, the Florida Game and Freshwater Fish Commission, the Florida Department of Agriculture and Consumer Services and the City of Tallahassee/Leon County where appropriate. (Policy 1.3.5)

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XI. INFORMATION/COMMUNICATIONS RESOURCE REQUIREMENTS

VOICE/DATA/VIDEO COMMUNICATION STANDARDS UNIVERSITY BUILDING STANDARDS

Florida A&M University's Information Technology Systems Guidelines may be found at <http://www.famu.edu/EIT/University%20Cabling%20Standards%20Guidlines%202014%20PDF.pdf>

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XII. CODES AND STANDARDS

The Florida Building Code (Section 553.73, F.S.) replaced Florida's patchwork of codes and regulations that were developed, amended, administered and enforced by more than 400 local jurisdictions and state agencies with building code regulation responsibilities. The current Code is a single statewide code based on national model codes and consensus standards, amended for Florida specific needs for the design and construction of buildings. The Code is designed to make the local building process more efficient, increase accountability, bring new and safer products to the market, increase consumer confidence, and better protect the residents of this natural-disaster prone state.

The Florida Building Code is based on national model building codes and national consensus standards which are amended where necessary for Florida's specific needs. The code incorporates **all building construction-related regulations for public and private buildings in the State of Florida** other than those specifically exempted by Section 553.73, Florida Statutes. It has been harmonized with the Florida Fire Prevention Code, which is developed and maintained by the Department of Financial Services, Office of the State Fire Marshal, to establish unified and consistent standards.

The Florida Building Code shall be the design professional code for reference. Questions shall be brought to the attention of Office of Facilities Planning and Construction and Office of Environmental Health and Safety, Building Code Administrator to determine the applicability of any particular statute.

XIII. PROJECT SCHEDULE

The proposed schedule for the design and construction of this project is listed below in tabular form. This schedule demonstrates a straightforward approach to complete the design and construction phases. The final completion date should be considered a target date. It is expected that the design professional shall review this schedule prior to the commencement of design and make any recommendations for adjustment. All refinements to this schedule must be made in consultation with the design professional, the construction manager, and the Facilities Planning and Construction Department.

Due to the size of this projects budget (greater than \$1,000,000), the design will be performed by a competitively selected design professional and the construction management process or design/build will be employed for completion of this project. The procurement of design and construction services shall be administered in accordance with BOR guidelines.

Description of Activity	Date
Expected Program Approval	
Verification of Budget Authorization and Funds	07/01/2015
Advertisement	01/21/2015
Notice to Proceed /Architect	07/13/2015
Advertise for Construction Manager	04/01/2015
Conceptual Design Schematic	09/11/2015
Advanced Design Schematic	11/13/2015
Design Development	03/11/2016
50% Construction Documents	04/15/2016
75% Construction Document + GMP	05/13/2016

100% Construction Documents + GMP	07/11/2016
100% Construction Documents Review	07/29/2016
by Fire Marshal and FAMU	08/12/2015
Notice to Proceed - CM	08/01/2016
Construction: Substantial Completion	11/01/2017
FAMU Installation of Furniture and Equipment	12/22/2017
Final Completion	01/01/2018

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XIV. PROGRAM FUNDS

It is expected that this project shall be accomplished utilizing PECO Funds, which is currently being requested for appropriation by the Florida Legislature. The anticipation appropriation figures for 2014 – 2015 for Planning are listed below. The figures listed below were based upon a Facility Program and needs that may change. The following budget summary may represent a more realistic budget, but the Facility Program and cost will be reviewed by the Design Professional and an accurate budget figure will be determined.

PROJECT FUNDING SCHEDULE

2014 - 2015 PECO Planning	\$ 6,155,000
2015 - 2016 PECO Construction	\$ 26,862,977
2016 - 2017 PECO Equipment	\$ 3,700,000
TOTAL	\$ 36,117,977

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XV. PROJECT BUDGET SUMMARY

The Project Budget Summary can be found on the following pages. These summaries include a breakdown of all project costs including administrative, construction, construction related, site development, and furnishings and equipment costs. The design professional and the construction manager shall be responsible for verifying these estimated costs and making recommendations for adjustments, where necessary.

All costs outlined in the Project Budget Summary are based primarily upon projected dollar values. These costs are based upon project scope, and historical construction costs experienced by the Florida A&M University. Figures relating to some site development costs are based upon assumed allowances and do not reflect "take-off" calculations. If determined to be applicable, the design professional shall assist the University in responding to or developing information pertinent to the estimation of both impact and concurrency costs.

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Budget Sheet

1. Construction Cost@ 73,935 sq. ft. and \$325/ sq. ft.	\$24,028,875
Additional/Extraordinary Construction Cost - the following items are not included in the above Construction Cost	
Additional Construction Cost (potential cost for use of existing building, or keeping facade.)	\$2,000,000
Environmental Impacts/Mitigation	\$1,200,000
Site Preparation	\$300,000
Landscape/Irrigation	\$350,000
Plazas/ Walk	\$1,200,000
Roadway Improvements	\$1,500,000
Parking Spaces (parking structure for 200 cars)	\$2,000,000
Telecommunications	\$400,000
Electrical Services	\$300,000
Water Distribution	\$250,000
Sanitary Sewer System	\$250,000
Chilled Water System	\$250,000
Storm Water System	\$1,000,000
Energy Efficient Equipment	\$0
Temporary Trailers	\$0
Total Additional/Extraordinary Const. Cost	\$11,000,000
TOTAL CONSTRUCTION COSTS	\$35,028,875
2. OTHER PROJECT COSTS	
a. Land/existing facility acquisition	\$
b.1 A/E Professional Fees	1,761,727
b.2 Owner's Representative	500,000
c. Fire Marshall Fees (Building cost x .0025)	87,572
d. Inspection Services (Threshold Inspection)	70,000
d. LEEDS Consultant	0
e. Insurance Consultant	\$
f. Surveys & Tests	50,000
g. Permit/Impact/Environ. Fee	300,000
h. Artwork (0.5%of construction appropriation)	175,144
i. Moveable Furnishings & Equipment	3,100,000
j. Project Contingency	2,000,000
SUBTOTAL (Soft Project Costs)	\$8,044,444
3. Total Project Cost (1+2)	\$43,073,319

XVI. APPENDIX

Architectural Design Guidelines, refer to 2015-2020 Master Plan (not attached)

Landscape Design Guidelines; refer to 2015-2020 Master Plan (not attached)

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