

FAIRFAX COUNTY LIBRARY DESIGN MANUAL

February 27, 2013



ACKNOWLEDGEMENTS

Fairfax County Public Library

**Fairfax County Public Works and Environmental Services
Building Design and Construction Division**

Bowie Gridley Architects

FAIRFAX COUNTY LIBRARY DESIGN MANUAL

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1. INTRODUCTION

INTRODUCTION

PURPOSE OF THE DESIGN MANUAL

The primary objective of this manual is to provide information that will streamline and aid the library design process by establishing design criteria and standards for many building features.

Outlined in this document are standardized concepts and program elements that have been successfully used in the design of existing Fairfax County libraries. A review of previous building designs and documentation of future requirements will result in a more informed approach to programming and design to produce better designed County libraries.

It is not the intent of this document to dictate aesthetics or building appearance in any way. Each library should be designed to respond to the unique characteristics of each library's site and community needs.

GENERAL DESIGN CRITERIA

The planning of a new library or the renovation of an existing facility begins with a needs assessment – a snapshot of the community that will be served by the new or renewed facility. Knowledge of the community is an important first step in designing a library that works well for users and functions efficiently for staff.

The architectural elements of a library provide designers and builders with the opportunity to create an environment that promotes learning, encourages social interaction and lifts the human spirit. As a cultural center within a community, the site selection and architectural design of a new or renovated facility will initially establish the library's impact on the community. Its civic presence should set the library apart from commercial and institutional buildings. The building design should make it easily recognizable as a library while also integrating the facility into its surroundings.

Both the exterior and interior of the library should express the value of learning and knowledge and the importance of interaction with the community. The building should enhance the library experience through creative use of space and design features such as public art. The interior space should convey an uplifting feeling while maintaining a welcoming and comfortable ambiance. Customer safety and staff security are increasingly important in public buildings. There must be space for community meetings, group and individual study. The layout of the building should explain itself and be easy to use by optimizing the logical flow of customer traffic and effective signage. The interior finishes for walls and furnishings should be attractive, of timeless design, and demonstrate that the library values its customers. A feeling of openness can be achieved using well-placed windows, abundant natural light, high ceilings and carefully selected light fixtures.

Equally important in the building and design of a new or renovated library are the basic elements of construction. Particular attention must be given to the planning of the heating and air conditioning systems to ensure a comfortable, stable interior temperature. The building must be

energy efficient. Electrical systems must allow for energy load adjustments that will support future technology.

Finally, the library must be flexible and adaptable to future changes in services. Over time the building will need to address new issues about customer access, support new features that expand service through improved technology, and accommodate changes in the format of library materials.

All library facilities (building and site) shall be designed to comply with the following*:

- The Virginia Uniform Statewide Building Code.
- All applicable Fairfax County regulations for building and site development, including the Fairfax County Zoning Ordinance.
- The Fairfax County *Guidelines for Architects and Engineers - County Owned Facilities*.
- The Fairfax County *Sustainable Development Policy for Capital Projects*, which requires a minimum USGBC LEED certification level of Silver.
- Fairfax County *Public Facilities Manual (PFM)*, latest edition.
- The Americans with Disabilities Act *Standards for Accessible Design* and *ADAAG*.
- Conflicts between these regulations, manuals and codes and this manual shall be brought to the attention of the DPWES Project Manager for resolution and clarification.
- A single-story building is preferred.

**Any conflicts between regulatory requirements, guidelines, and this manual should be brought to the attention of the DPWES Project Manager for resolution.*

ORGANIZATION OF LIBRARY DESIGN MANUAL

This document is divided into four sections: Site Design Criteria, Building Design Criteria, Individual Area Criteria, and Appendix.

Site Design Criteria outlines general design concepts for site design, including external site relationships, internal site relationships, and site organization.

Building Design Criteria outlines building design features for each type of library (Regional and Community). In addition, this section details how interior spaces should generally be organized and arranged to meet program and operational needs.

Individual Area Criteria outlines the characteristics of each specific room and service point within the building.

The **Appendix** provides detailed design requirements for products and systems. These special requirements were developed from Fairfax County's experience in the development and maintenance of existing facilities. Where appropriate, these requirements include specific products for ease of maintenance and compatibility with existing County systems.

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2. SITE DESIGN CRITERIA

SITE DESIGN CRITERIA

EXTERNAL SITE CRITERIA

In Fairfax County, libraries are often constructed in existing communities and it is important to recognize the characteristics of the community in the design. Libraries generate customer traffic; roadways leading to and around the site are essential features to consider when selecting and designing the use of a building site. The library should be readily visible from well-traveled roads and safely accessible to vehicular and foot traffic. County staff working with VDOT will locate and coordinate the installation of signs with the Library reader logo on all major roadways approaching the library site (this work is not included in the A/E's scope of work).

INTERNAL SITE CRITERIA

Each library site is unique and may contain features which should be maintained and protected. Favorable site features such as existing waterways, large trees, and historical remains may be considered neighborhood amenities. Care should be taken during planning to preserve as many desirable site features as possible.

SITE ORGANIZATION

The site design should reflect the library's role in the community by including the following features and design objectives:

- Easily recognized as a library building, the design should complement the site, and provide a single prominent entrance.
- A proper relationship between the building site and all possible approaches from vehicular and foot traffic should be created to provide good visibility and easy access to the library.
- A drive-through area or drop-off zone should be located to provide easily recognizable, convenient access to exterior wall-mounted book and media drops.
- A drive-up service window may be a desirable feature if site and building programming requirements (including traffic accommodations) can be provide for on-site.
- Adequate parking should be located so as to provide a logical flow of traffic in and out of the site with minimal pedestrian/vehicle path conflict.
- Adjacent public amenities such as parks or trails should be connected to the facility and grounds where appropriate and desirable.
- When designing a parking garage for a library, plan an open parking environment free of hidden spaces.

BUILDING ORIENTATION

The library building should be oriented to be highly visible from roadways. The building design should optimize natural light while maximizing the natural heating and cooling potential that the

site provides. A direct south or west orientation should be avoided whenever possible. Windows with direct south or west exposure will require sun shading and/or glare control.

SITE COMPONENTS

The following features are essential components of all library sites:

➤ **Landscaping**

Landscaping must be low maintenance and require no permanent irrigation after the initial planting season. Plantings shall be selected to comply with LEED green building principles to reduce storm water runoff and facilitate absorption of ground water.

➤ **Lighting**

Provide adequate lighting in parking areas to ensure safety while minimizing impact to neighboring properties.

All walkways and outdoor areas shall be adequately lighted to ensure customer safety. All emergency exits shall have lighted walkways leading away from the building. Light bollards are not acceptable.

Motion-sensor lighting shall be installed at the staff entrance and after-hours community room entrance/exit.

Lighting for the library sign and flag pole should be provided in the contract. All sign lighting, flag pole lighting and building exterior lighting will be operated by a light sensor.

Coordination with Dominion Virginia Power: Each project shall be evaluated to determine if the site lighting is to be provided by Dominion Virginia Power or by the general contractor. Where site lighting is provided by Dominion Virginia Power, the following should be incorporated into the contract documents: All conduit and concrete supports for light poles shall be provided for in the building contract. Fixtures and their installation shall be provided by Dominion Virginia Power. The project A/E team shall coordinate the location and height of all fixtures with Dominion Virginia Power to provide adequate lighting while minimizing any undesirable impact on adjacent neighbors.

➤ **Off-Street Parking**

Parking shall be provided in accordance with the provisions of the Fairfax County Zoning Ordinance and as determined by the Zoning Administrator.

Accessible off-street parking spaces and related access aisles and accessible routes shall be provided in accordance with applicable governing accessibility regulations. The

number of accessible parking spaces shall be included in the total required number of parking spaces.

Parking spaces for alternative fuel vehicles and for carpool use may be provided when necessary to meet LEED requirements. Each project shall be evaluated to determine the feasibility and desirability of providing these types of spaces.

Seven to twelve spaces, located near the staff entrance, shall be designated for staff parking. The exact number will be determined based on library staffing requirements. These spaces shall be included in the total number of required parking spaces.

➤ **Trash and Recycling Dumpsters**

A permanent enclosure, constructed of durable, low maintenance materials, should be provided to hide trash and recycling containers from view. The enclosure should have lockable gates of suitable size to allow for easy removal of the containers by collection personnel. The enclosure shall be located to allow for collection vehicles to access the area and empty the container. Coordinate the requirements for dumpsters with the PFM and Fairfax County Solid Waste Department.

SITE CIRCULATION/TRAFFIC

➤ **Book Drop/Customer Drop-Off Zone**

Provide a pull-in or pull-up area near the main entrance to permit the use of the book drop and customer drop-off without disrupting thru-traffic flow.

➤ **Dumpster Location/Access**

Provide an access route for trash trucks to pick up refuse from dumpster with minimal impact on customer vehicular and pedestrian traffic flows.

➤ **Loading/Deliveries**

Library materials are transported in wheeled bins. A ramp or curb cut is required to facilitate rolling bins in and out of the truck and building. Library access points shall be located to keep the deliveries away from the public entry.

Provide an access route and maneuverability space for a 26-foot-long truck for the daily delivery and pick up of library materials. The delivery entrance into the building shall be located as far from the public entrance as possible. When possible, create a separate access road for service vehicles (trash, deliveries, etc).

➤ **Public Transportation Access**

Where public transportation stop(s) are located along the library's property line, an accessible route from the stop to the library entrance must be provided.

➤ **Traffic Control**

Traffic should flow logically into and out of the parking area with peripheral access to exits. Consider traffic calming measures such as speed bumps.

SITE FURNISHINGS

➤ **Bike Rack**

A bike rack should be located near the main entrance and positioned so as to not impede or encroach upon pedestrian access paths to the library.

➤ **Flag Pole**

A single flag pole, twenty to twenty-five feet in height (with lockable pulleys), shall be located near the library entrance. The flag pole shall be lighted from below or from the building and the fixture shall be connected to a light sensor.

➤ **Seating**

One or two benches for customers should be provided at the library entrance. Bench design should discourage reclining.

➤ **Trash Receptacle**

One 36-gallon covered trash receptacle, secured to the ground, should be located near the main entrance.

Provide a separate cigarette-smoker receptacle located 50 feet from library entrance.

SIGNAGE

➤ **Building Address**

Building address signage (street name and address number) should be located on the building exterior. Street numbers are only required on a front exterior wall visible from the street. See Appendix for additional requirements.

➤ **Building Signage**

Library Sign: A monument sign shall be installed near the main entrance driveway, visible to drivers approaching the library. Consider a two-sided sign if appropriate to site and vehicular approach. The Library Sign shall be lit for visibility. Consider incorporating a digital LED informational sign (need for this shall be determined in consultation with Library staff). See Appendix for additional requirements.

Branch Name Sign: The name of the branch shall be identified in a sign on the front of the library or where most visible to roadway traffic. The Branch Name Sign can be associated with the building address sign.

➤ **Parking Signage**

Signage should be provided for staff parking, accessible parking, carpool parking and alternative fuel vehicles. Entrances to parking areas should be marked as appropriate.

➤ **Sustainable Design Informational Signage**

Sustainable site design features (i.e., pervious pavements, rain gardens, etc.), when provided, should be identified with appropriate informational signage. See Appendix for additional requirements.

EXTERIOR BUILDING ELEMENTS

➤ **Book Drops**

Provide two lockable depository wall slots near the library main entrance, easily accessible from the Book Drop/Customer Drop-Off Zone. Book drops should be sheltered from weather, well-marked, well-lit and installed to meet Code requirements for Accessibility. Signs shall be easily read from the entrance drive and shall be labeled “Return”. It is highly desirable that the book drop empty into an area adjacent to the staff workroom.

➤ **Fire Department Access System (Knox Box)**

A small, wall-mounted, key-operated safe that holds building keys for the Fire Department’s use in emergencies shall be located near the building entrance. Exact location shall be coordinated with the Fire Department. Refer to the Guidelines for Architects and Engineers for additional requirements.

➤ **Time Capsule and Dedication Plaque**

Provide space for time capsule and dedication plaque in an exterior wall near the library main entrance. Prior to installation, the capsule should be sealed to preserve the contents. A dedication plaque fabricated from bronze (or similar metal suitable for prolonged exterior exposure) should cover the time capsule wall opening. See Appendix for additional requirements.

3. BUILDING PROGRAM DESIGN CRITERIA

BUILDING PROGRAM DESIGN CRITERIA

LIBRARY TYPES

Fairfax County Public Library has two types of libraries: Regional and Community. Characteristics for the two library types are outlined in the Fairfax County Comprehensive Plan.

➤ **Regional Libraries:**

25,000 to 39,000 square-feet in size, regional libraries offer a comprehensive collection of materials, services and programs. Regional libraries provide services to their local community and support information needs of all county residents. Regional libraries have 24-30 staff, with the actual number determined by level of business.

➤ **Community Libraries:**

10,000 to 17,000 square-feet in size, community libraries offer a collection of materials, services and programs designed to serve the community in which the library is located. Community libraries have 10-15 staff, with the actual number determined by the level of business.

LIBRARY BUILDING ORGANIZATION - GENERAL

Both regional and community libraries have three basic areas: Non-public, Public and Support.

Non-public areas include the staff workroom, the book drop room, staff lounge and restrooms, receiving/delivery area, and storage areas for staff and Friends use. Non-public areas provide staff workspace and space for staff breaks.

Public areas include the lobby, restrooms, meeting rooms, service desks, collection shelving, quiet study room and group study room(s), and public computer workstations.

Support areas include mechanical and electrical equipment spaces, janitorial closets, information technology (IT) equipment closets, and County Facilities Maintenance Department (FMD) spaces.

LIBRARY PROGRAMMING REQUIREMENTS

The table on the following pages summarizes the building program requirements for the two types of libraries. All spaces should be provided within the ranges indicated on the table. Collection sizes should be confirmed with Library Administration staff.

Program Area	Regional Library Sq Feet /(Capacity)	Community Library Sq Feet/(Capacity)
Nonpublic Areas		
Branch Manager's Office	120 (3)	120 (3)
Assistant Branch Managers Office	100 (2)	N/A
Book Drop Room	60	60
Delivery/Receiving	280-300	225
Friends Storage	100	100
Staff Lounge	350 (12-14)	200 (6-8)
Staff Restroom	2 @ 44	44
Staff Workroom	3,500 (40)	1,700 (22)
Workroom Supply Storage	100	80

Public Areas		
Circulation Desk	300-500	200-300
Conference Room	300 (12-20)	160 (8-12)
Group Study	100-150 (4-6)	100-150 (4-6)
Information Services Desk, Pharos and Copier	350 (3)	200-300 (2)
Lobby	600-1200	600-1,200
Meeting Room w/ Kitchenette and Storage	1,100 (100+) Storage 100-200	900 (65+) Storage 100-200
Ongoing Book Sale Area	5-6 shelves (3)	5-6 shelves (3)
Public PC Workstations*	500+ (30+ PCs)	400 (24 PCs)
Quiet Study Room*	(20 workstations)	(8-12 workstations)
Restroom-Men	225 (4)	180 (3)
Restroom-Women	225 (4)	180 (3)
Vestibule	100-130	100-130
Shelving-Children's	(17,000-28,000 items)	(15,000-28,000 items)
Shelving-Adult Fiction	(17,000-26,500 items)	(9,000-16,000 items)
Shelving-Foreign Lang. (included w/nonfiction)	Varies by library	Varies by library
Shelving-Holds/Pick Up	126 linear feet of shelving	84 linear feet of shelving
Shelving-Media	(12,000-14,000 items)	(3,000-5,000 items)
Shelving-New Arrivals	(3,000 items)	(1,500-2,500 items)
Shelving-Newspapers/Mag	(90-150 titles)	(50-60 titles)
Shelving-Nonfiction	(46,000-80,000 items)	(22,000-30,000 items)

(Adult & Juv. Interfiled)		
Shelving-Reference	(1,000-3,000 items)	(1,200-2,500 items)
Young Adult Area	(6,000-9,500 items)	(3,200-6,400 items)
Study Tables/Lounge Seating	(12-16 tables w/ 2-4 chairs); (14-30 lounge chairs)	(6-12 tables w/ 2-4 chairs); (12-30 lounge chairs)
WiFi Bar (See WiFi Bar Appendix)	Capacity (8)	Capacity (8)
Support Areas		
Electrical Room	75	75
FMD Storage	100	100
Mechanical	1,200 (as needed)	800 (as needed)
Sprinkler Closet	75	75
Telecommunications	120	120
Janitor's Closet	30	30

**Verify computer workstation needs with Library staff.*

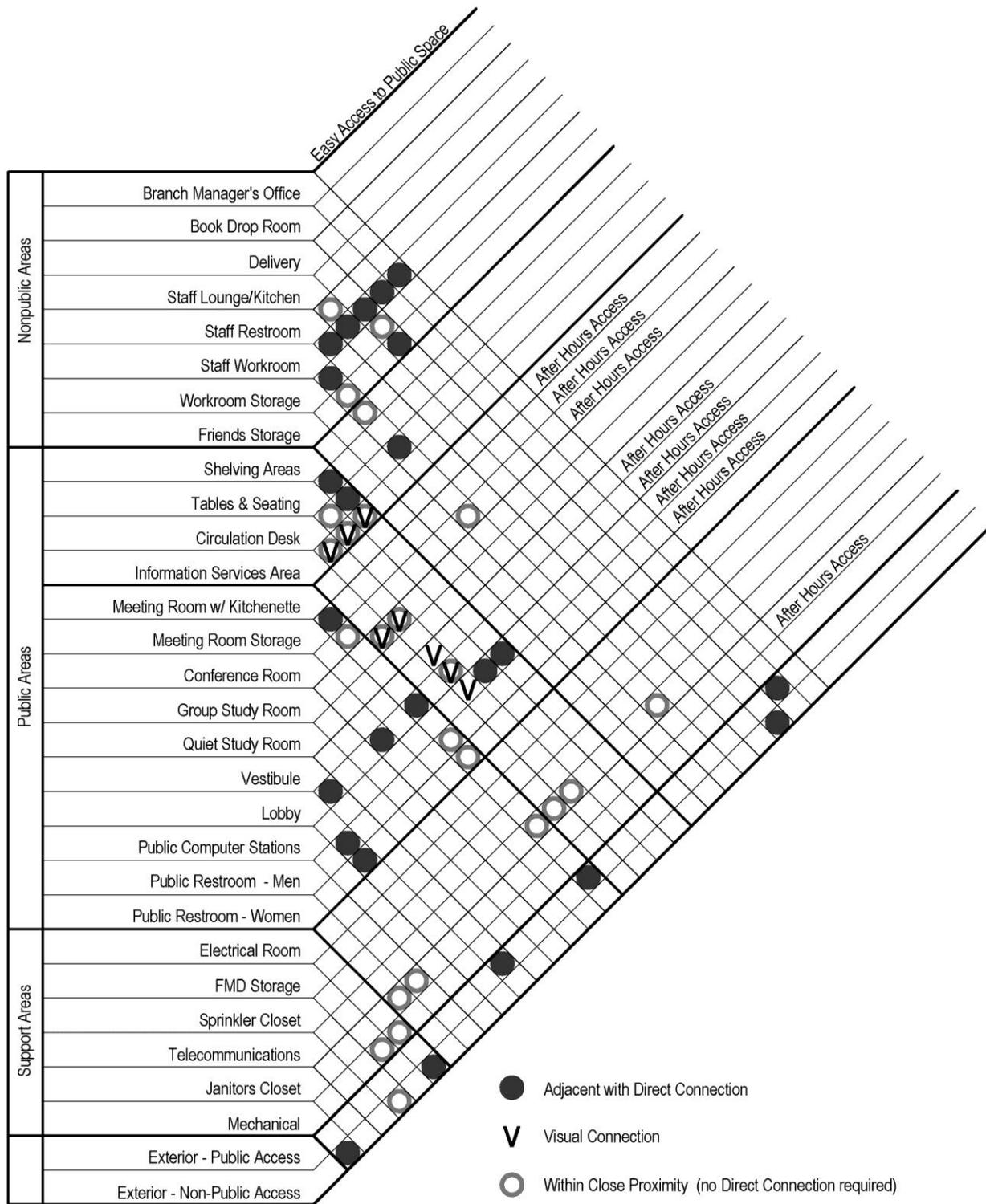
BEFORE- /AFTER-HOURS ACCESS

The library should be designed to accommodate before-/after-hours (i.e., time periods that fall outside the library's normal open hours) access to select areas of the facility. Access should be provided to the following rooms/spaces:

- Vestibule
- Lobby
- Meeting Room w/ Kitchenette and Storage
- Conference Room
- Restrooms-Men and Women (including drinking fountain)
- Janitor's Closet

Access to the remaining parts of the library (Library collections and staff areas) from the Lobby shall be restricted by a roll-up security grille. Emergency egress shall be designed so that when the security grille is in the down position, zones of the library that are separated by the grille each have the code-required number of exits, travel distance and common path of travel. It is recommended that the A/E team consult with the Fairfax County Fire Marshall and building code plan review staff during the Design Development phase to review this component of the design.

ADJACENCY MATRIX



- Mechanical – avoid staff workroom and staff lounge
- Janitor’s Closet – avoid entrance to public restrooms to ensure privacy

FINISH SCHEDULE

	FLOOR					BASE			WALLS*				CEILING		
	Sealed Concrete	Carpet	Ceramic Tile	Resilient Tile	Recessed Mat	None	Resilient	Ceramic Tile	Painted Drywall	Ceramic Tile	Unpainted	Masonry	Exposed	Acoustic Tile	Painted Drywall
Nonpublic Areas															
Branch Manager Office		x					x		x					x	
Book Drop				x			x		x					x	
Delivery	x						x		x					x	
Friends Storage				x			x		x					x	
Staff Lounge		x		x ¹			x		x					x	
Staff Restroom			x					x	x						x
Workroom		x					x		x					x	
Workroom Storage Rm.		x					x		x					x	
Public Areas															
Circulation Desk		x					x		x					x	
Conference Room		x					x		x					x	
Group Study		x					x		x					x	
Info Services		x					x		x				x ³	x ³	x ³
Lobby		x					x		x ³			x ³	x ³	x ³	x ³
Meeting Rm		x					x		x					x	
Public PCs		x					x		x						
Quiet Study		x					x		x					x	
Tables and Seating		x					x		x				x ³	x ³	x ³
Restroom - Men			x					x		x ⁴					x
Restroom - Women			x					x		x ⁴					x
Vestibule			x		x		x		x			x			x
Shelving		x					x						x ³	x ³	x ³

	FLOOR					BASE			WALLS*				CEILING		
	Sealed Concrete	Carpet	Ceramic Tile	Resilient Tile	Recessed Mat	None	Resilient	Ceramic Tile	Painted Drywall	Ceramic Tile	Unpainted	Masonry	Exposed	Acoustic Tile	Painted Drywall
Areas															
Support Areas															
Electrical	x						x ⁵		x		x	x	x		
FMD Storage	x						x ⁵		x		x	x		x	
Mechanical	x						x ⁵		x		x	x	x		
Sprinkler	x						x ⁵		x		x	x	x		
Telecom.	static-dissipative resilient tile						x ⁵		x			x		x	
Janitor's Closet	x							x	x	x ²				x	

Finish Schedule Notes

- 1 - Provide resilient floor tile at floor area adjacent to kitchenette cabinetry.
- 2 - Provide ceramic tile on walls adjacent to plumbing fixtures to minimum 48" above finished floor.
- 3 - Any combination of materials, based on approved design concept.
- 4 - Provide ceramic tile on walls adjacent to plumbing fixtures to minimum 72" above finished floor.
- 5 - Provide resilient base on walls with painted drywall finish. No base is permitted where walls are masonry.
- * All walls shall extend from floor to underside of structure above.

Refer to Fairfax County Guidelines for Architects and Engineers for additional requirements. In the event of conflicts between this manual and the Guidelines, consult with the Project Manager for clarification and direction.

LIGHTING REQUIREMENTS

Indoor lighting levels shall comply with ANSI/IESNA RP-1.

Lobbies	10 foot candles
Means of Egress	20 foot candles
Storage Areas	10 foot candles
Waiting rooms and Lounge Areas	10 foot candles
General Office Areas	50 foot candles
Desktops	50 foot candles
Conference Tables	30 foot candles
Staff Desks and Work Surfaces	50 foot candles
Filing Cabinets	50 foot candles
Book Shelves*	
Horizontal surfaces	50 foot candles
Vertical surfaces	30 foot candles
Library Reference Areas	50 foot candles
Library Reading Areas	50 foot candles
Meeting and Assembly Spaces	30 foot candles

Refer to Fairfax County Guidelines for Architects and Engineers for additional requirements. In the event of conflicts between this manual and the Guidelines, consult with the Project Manager for clarification and direction.

** Proposed lighting for book shelves shall be reviewed with library staff early in the design process.*

TELECOMMUNICATIONS, DATA & PUBLIC ADDRESS SYSTEMS

Requirements for telecommunications, data and public address systems shall be coordinated with staff from Fairfax County.

4. INDIVIDUAL ROOM CRITERIA

Assistant Branch Manager's Office, Regional Libraries

Functional Properties

Area Type:	Non-Public
Capacity:	2 occupants
Floor Area:	100 net sq. ft.
Function:	Private office for Assistant Branch Manager to work, counsel staff,
Adjacency:	<ul style="list-style-type: none"> ▫ Direct access to Staff Workroom ▫ Close proximity to Branch Manager's Office.

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Office" type ▫ Card Reader access: No ▫ Half- glass door lite or sidelight to provide view of workroom
Windows:	<ul style="list-style-type: none"> ▫ Exterior window desirable; or interior window to staff workroom. Provide window blinds. ▫ Window or door lite to provide view of workroom
HVAC:	70-76°
Plumbing:	None
Electrical:	<ul style="list-style-type: none"> ▫ At least one duplex outlet on every wall
Lighting:	Overhead ambient with occupancy/motion sensor
Voice/Data:	<ul style="list-style-type: none"> ▫ Data drops (connected to staff and public network) at two locations ▫ Phone drop
CATV:	None
Paging System:	Telephone paging
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Windows at walls and doors equipped with blinds ▫ 4' x 4' Marker board <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Systems Furniture: <ul style="list-style-type: none"> ▫ Desk w/ drawers and side work surface ▫ 2 lateral files ▫ Storage over work surface (wall mounted) ▫ 1 or 2 chairs (for guests) ▫ Executive desk chair w/ arms ▫ PC, telephone
Special Requirements:	Acoustic separation between Assistant Branch Manager's Office and adjacent rooms. Walls and door: STC: 40 minimum

Branch Manager's Office

Functional Properties

Area Type:	Non-Public
Capacity:	3 occupants
Floor Area:	120 net sq. ft.
Function:	Private office for Branch Manager to work, counsel staff, and hold small meetings.
Adjacency:	<ul style="list-style-type: none"> ▫ Direct access to Staff Workroom ▫ Close proximity to Public areas.

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Office" type ▫ Card Reader access: No ▫ Half- glass door lite or sidelight to provide view of workroom
Windows:	<ul style="list-style-type: none"> ▫ Exterior windows: desirable, Provide blinds on windows. ▫ Interior window or door lite to provide view of workroom
HVAC:	70-76°
Plumbing:	None
Electrical:	<ul style="list-style-type: none"> ▫ At least one duplex outlet on every wall
Lighting:	Overhead ambient with occupancy/motion sensor
Voice/Data:	<ul style="list-style-type: none"> ▫ Data drops (connected to staff and public network) at two locations ▫ Phone drop
CATV:	None
Paging System:	Telephone paging
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Windows at walls and doors equipped with blinds ▫ 4' x 4' Marker board <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Systems Furniture: <ul style="list-style-type: none"> ▫ Desk w/ drawers and side work surface ▫ 2 lateral files ▫ Storage over work surface (wall mounted) ▫ 1 library shelving unit (36"W x 12"D x 76"H), wall mounted ▫ 2 chairs (for guests) ▫ Executive desk chair w/ arms ▫ Small table ▫ PC, telephone
Special Requirements:	Acoustic separation between Branch Manager's Office and adjacent rooms. Walls and door: STC: 40 minimum

Book Drop Room

Functional Properties

Area Type:	Non-Public
Capacity:	4 wheeled book bins (refer to Appendix for book bin dimensions)
Floor Area:	60 net sq. ft.
Function:	Room contains bins that hold materials returned by customers through exterior book drops.
Adjacency:	<ul style="list-style-type: none"> ▫ Exterior wall for book drop equipment ▫ Exterior side of book drop shall be visible to the public from parking and main building entrance ▫ Exterior side of book drop shall be near front door and vehicle pull-off area

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: “Storeroom” function ▫ Card Reader access: Yes, if room is located outside staff workroom ▫ Door/frame assembly fire rating: 90-minutes. ▫ Exterior doors on book drop equipment: keyed lock
Windows:	None
HVAC:	70-76°
Plumbing:	None
Electrical:	Add duplex outlet
Lighting:	Overhead ambient
Voice/Data:	None
CATV:	None
Paging System:	None
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ 2 Metal book drops (see Appendix for specific book drop requirements) <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ None
Special Requirements:	2-hr fire-rated room enclosure

Delivery/Receiving Area

Functional Properties

Area Type:	Non-Public
Capacity:	Community library: 6 wheeled book bins Regional library: 12 wheeled book bins (refer to Appendix for additional information on book bins)
Floor Area:	Community Library: 225 net sq. ft. Regional Library: 280-300 net sq. ft.
Function:	<ul style="list-style-type: none"> ▫ Daily pickup and delivery of wheeled bins containing library material ▫ Delivery/Receiving may also serve as staff entry
Adjacency:	<ul style="list-style-type: none"> ▫ Exterior access ▫ Direct access to loading area ▫ Direct access to Staff Workroom

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: “Storeroom” function ▫ Card Reader access: Yes (on exterior door) ▫ Pair of doors to both exterior and Staff Workroom (All doors to be fully weatherstripped at all side to prevent drafts) ▫ Narrow-lite door lite in doors to Staff Workroom ▫ Heavy duty door thresholds, lock guard at strike at exterior door
Windows:	None
HVAC:	Provide heating, ventilation and cooling as required by code
Plumbing:	None
Electrical:	<ul style="list-style-type: none"> ▫ 4 duplex outlets, minimum ▫ Exterior door bell (see Appendix)
Lighting:	Overhead ambient
Voice/Data:	None
CATV:	None
Paging System:	None
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Shelving and work counter along walls (quantity to be determined in consultation with Library staff) <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ None
Special Requirements:	<ul style="list-style-type: none"> ▫ Elevated loading dock style design preferred ▫ Prefer direct truck pull-up without turns; no obstructing curbs for truck ▫ loading area at appropriate height if feasible ▫ Bumper rails at walls

Friends of the Library Storage Room

Functional Properties

Area Type:	Non-Public
Capacity:	N/A
Floor Area:	100 net sq. ft.
Function:	<ul style="list-style-type: none"> ▫ Storage for Friends' book sale donations ▫ Space for sorting
Adjacency:	<ul style="list-style-type: none"> ▫ Close proximity to Delivery/Receiving Area ▫ Close proximity to Staff Workroom

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes ▫ Heavy duty door threshold
Windows:	None
HVAC:	70-76°
Plumbing:	None
Electrical:	(2) duplex outlet, minimum
Lighting:	Overhead ambient
Voice/Data:	(1) phone/data drop
CATV:	None
Paging System:	None
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Perimeter shelving (heavy duty metal) on all available walls <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ None (Friends may provide PC)
Special Requirements:	Access for Friends of the Library through Delivery/Receiving Area, not through Public area. If necessary, access can be provided through Staff Workroom.

Staff Lounge

Functional Properties

Area Type:	Non-Public
Capacity:	Community: 6-8 staff Regional: 12-14 staff
Floor Area:	Community: 200 net sq. ft. Regional: 350 net sq. ft.
Function:	Staff break room
Adjacency:	Direct access to Staff Workroom

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Classroom" type ▫ Card Reader access: No ▫ Half- glass door lite in door
Windows:	Window with outside view. Provide blinds.
HVAC:	70-76°
Plumbing:	Sink with high faucet
Electrical:	Provide power for: <ul style="list-style-type: none"> ▫ Microwave ▫ Coffeemaker ▫ Refrigerator ▫ Electric kettle
Lighting:	Overhead ambient
Voice/Data:	Phone (with intercom), wall mounted at +48" above finished floor
CATV:	None
Paging System:	Telephone paging
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ 48"x48" tackboard ▫ Community: 9-12 staff lockers (see Appendix) ▫ Regional: 12-16 staff lockers (see Appendix) <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Community: 2 Tables with 4 chairs each ▫ Regional: 3 tables with 4 chairs each ▫ Sofa: 72" long minimum, suitable for two people ▫ Lounge Chair and Side Table ▫ Microwave, refrigerator, coffeemaker, electric kettle
Special Requirements:	Acoustic separation between Staff Lounge and adjacent rooms (wall and doors); STC: 40 min

Staff Restroom

Functional Properties

Area Type:	Non-Public
Capacity:	Unisex toilet room
Floor Area:	Community: 1 restroom at 44 net sq. ft. Regional: 2 restrooms at 44 net sq. ft.
Function:	Staff-only restroom
Adjacency:	<ul style="list-style-type: none"> ▫ Direct access from Staff Workroom ▫ Close proximity to Staff Lounge but cannot open off that room

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Privacy" type ▫ Card Reader access: No
Windows:	None
HVAC:	70-76°; ceiling exhaust fan directly to exterior
Plumbing:	Toilet and lavatory
Electrical:	(1) duplex GFCI outlet at 44" above finished floor near lavatory
Lighting:	Lighting over lavatory
Voice/Data:	None
CATV:	None
Paging System:	None
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Wall mirror with shelf (over lavatory) ▫ Grab bars ▫ Paper towel dispenser with waste container ▫ Soap dispenser ▫ Storage cabinet for supplies, wall mounted or recessed <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Dispenser for toilet seat covers
Special Requirements:	None

Staff Workroom

Functional Properties

Area Type:	Non-Public
Capacity:	Confirm staff size for library in design
Floor Area:	Community: 1,700 net sq. ft. Regional: 3,500 net sq. ft.
Function:	Staff workspace designed to support efficient work flow and collaboration
Adjacency:	<ul style="list-style-type: none"> ▫ Direct access from Circulation Desk, Delivery/Receiving Area, Staff Lounge, Staff Storage, Branch Manager's Office ▫ Close proximity to Book Drop Room

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Classroom" function (at door to Circulation Desk area) ▫ Card Reader access: Yes (at door to Circulation Desk area) ▫ Narrow-lite door lite in door to Circulation Desk
Windows:	Maximize natural day-lighting; provide blinds on all windows
HVAC:	70-76°
Plumbing:	None
Electrical:	Power for workstations, wall and floor outlets, dedicated outlet for copier
Lighting:	Overhead ambient lighting; task lighting at workstations
Voice/Data:	Phone/Data at all workstations, countertop work surfaces, and copier
CATV:	None
Paging System:	Telephone paging
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ : (1) 4'X4' Tackboard near entrance to workroom or visible location ▫ Corner guards at all corners; wall bumper guards at book truck area <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Systems Furniture: <ul style="list-style-type: none"> ▫ Community library: confirm number of staff before beginning design ▫ Regional library: confirm number of staff before beginning design ▫ Workstation size: Managers without offices: 6'X8' workstation ▫ All other workstations: 5'X6' or 6'X6' ▫ Space for copier machine (dedicated power circuit) ▫ Shelving: 20 linear feet of perimeter shelving (84" high) ▫ Office chairs for each workstation and work space, mail slots for staff PCs and phones for each workstation
Special Requirements:	<ul style="list-style-type: none"> ▫ Provide area for wheeled book bins; provide wall guard behind bins. Coordinate with library for quantity of bins (also see Appendix). ▫ Acoustic separation between Staff Workroom and adjacent public rooms Walls and doors: STC: 40 min.

Workroom Storage

Functional Properties

Area Type:	Non-Public
Capacity:	N/A
Floor Area:	Community: 80 net sq. ft. Regional: 100 net sq. ft.
Function:	Storage for supplies and small equipment
Adjacency:	Direct access to Staff Workroom

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Storeroom" type ▫ Card Reader access: No
Windows:	None
HVAC:	70-76°
Plumbing:	None
Electrical:	Two duplex outlets
Lighting:	Overhead ambient
Voice/Data:	None
CATV:	None
Paging System:	None
Furnishings:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ Key cabinet <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Perimeter shelving (heavy duty metal) at all available walls
Special Requirements:	Space for safe

Circulation Desk

Functional Properties

Area Type:	Public
Capacity:	Community: 2 staff Regional: 3 staff
Floor Area:	Community: 200-250 net sq. ft. Regional: 600 net sq. ft.
Function:	Service point for public to return and check out materials, pay fines, register for library accounts
Adjacency:	<ul style="list-style-type: none"> ▫ Direct access to Staff Workroom and Library Shelving areas ▫ Close proximity to Lobby

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ No doors (See Staff Workroom for information on door to this area)
Windows:	None
HVAC:	70-76°, positioned to avoid drafts from entrance
Plumbing:	None
Electrical:	Wired desk; wall or floor outlets Wire trough for PC's and equipment Power for cash register
Lighting:	<ul style="list-style-type: none"> ▫ Overhead ambient lights and pendant task lights ▫ Lighting control panel for all lights in public area located behind desk ▫ Accent lighting, if needed for interior design features, such as an accent wall behind the desk
Voice/Data:	Voice and data drops
CATV:	Cable drops on wall behind the desk
Paging System:	Public address system; bell to sound in Staff Workroom
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Circulation desk (Refer to Library Millwork Appendix for desk design features) <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Furniture: <ul style="list-style-type: none"> ▫ Counter height stools ▫ Desk chairs for low service points ▫ Computer equipment for Circulation desk (Refer to Library Millwork appendix for desk design features) ▫ Cash register
Special Requirements:	Circulation Desk should be combined with Information desk while providing all the necessary visual supervision and customer access required by each.

Conference Room

Functional Properties

Area Type:	Public
Capacity:	Community: 8-10 adults Regional: 10-14 adults
Floor Area:	Community: 160 net sq. ft. Regional: 300 net sq. ft.
Function:	Small public meetings and programs
Adjacency:	<ul style="list-style-type: none"> ▫ Direct access to Lobby within zone of after-hours access ▫ Close proximity to Staff Workroom

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Classroom" type ▫ Card Reader access: No ▫ Narrow-lite door lite in door
Windows:	Exterior, Optional (provide window blinds)
HVAC:	70-76°
Plumbing:	None
Electrical:	Outlets on all walls Wiring for SmartBoard or Plug & Play
Lighting:	Overhead ambient
Voice/Data:	Voice and data drops; wall phone mounted at +48" above finished floor
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ One 72"x48" marker board <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Conference table and chairs: <ul style="list-style-type: none"> ▫ Community: 8-12 chairs ▫ Regional: 12-20 chairs ▫ Wall-mounted phone
Special Requirements:	<ul style="list-style-type: none"> ▫ Locate to allow before and after-hours access from Lobby area ▫ Acoustic separation between Conference Room and adjacent rooms. Wall and doors: STC: 45 min, 50 preferred ▫ Chair rails on all walls

Group Study

Functional Description	Area Type:	Public
	Capacity:	4-6 adults
	Floor Area:	100-150 net sq. ft.
	Function:	Space for small groups to work together
	Adjacency:	Close proximity to service desk
Room Characteristics	Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Classroom" type ▫ Card Reader access: No ▫ Full-glass lite in door or glass walls
	Windows:	<ul style="list-style-type: none"> ▫ Exterior optional (provide window blinds) ▫ Interior windows required for staff monitoring (no blinds)
	HVAC:	70-76°
	Plumbing:	None
	Electrical:	Wall outlets Wall outlets on all walls
	Lighting:	Overhead ambient
	Voice/Data:	None
	CATV:	None
	Paging System:	Speaker (recessed in ceiling) for public address system
	FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ One 60"x40" marker board <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Furniture: Table and 4-6 chairs
	Special Requirements:	Acoustic separation walls between adjacent rooms: minimum STC of 50

Information Services Desk

Functional Properties

Area Type:	Public
Capacity:	Community: 1 staff member Regional: 2 staff members
Floor Area:	Community: 200-250 net sq. ft. Regional: 350 net sq. ft.
Function:	Information Services is composed of three parts: <ul style="list-style-type: none"> ▫ Information Desk: Customer information including public PC support ▫ Pharos Center: public computers for online card catalog search ▫ Copy/Printing Center: public access copier/printer
Adjacency:	<ul style="list-style-type: none"> ▫ Visible from Lobby and Entry ▫ Direct supervision of public PC workstations, stacks and seating areas ▫ Visible from Circulation Desk (if desks are not combined)

Room Characteristics

Doors: (see Appendix)	None
Windows:	None
HVAC:	70-76°
Plumbing:	None
Electrical:	Wired desk; wall or floor outlets, dedicated power outlet for copier/printer
Lighting:	Overhead ambient lights and pendant task lights
Voice/Data:	Voice and data drops for each workspace as well as Pharos command center
CATV:	None
Paging System:	Telephone paging system
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ Information and Pharos desks (Refer to Appendix for desk requirements) <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Furniture: <ul style="list-style-type: none"> ▫ Counter height stools ▫ Desk chairs for low service points ▫ Computer equipment for Information and Pharos desk (Refer to Appendix for desk requirements) ▫ Copier/printer; 1 machine at Communities; 2 machines at Regionals ▫ Communities have two coin machines; Regionals have three coin machines
Special Requirements:	May be combined with circulation services desk. Shelving for ready reference materials: 12 linear feet maximum.

Lobby

Functional Properties

Area Type:	Public
Capacity:	Adequate size for use as main entrance and foyer for meeting room
Floor Area:	600-1,200 net sq. ft.
Function:	<ul style="list-style-type: none"> ▫ Space where visitors enter the library ▫ Location of community information flyers and library displays ▫ Circulation space for after-hours rooms
Adjacency:	<ul style="list-style-type: none"> ▫ Direct connection to Meeting Room, Conference Room, Public Restrooms, and Janitor's Closet ▫ Visually connected to circulation or customer service desk

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Prefer automatic sliding doors
Windows:	<ul style="list-style-type: none"> ▫ Maximize natural light
HVAC:	70-76°; consider heat curtain at entrance
Plumbing:	Water cooler (bi-level), in alcove, preferably
Electrical:	Power for book detection system, annunciator panel, Digital Bulletin Board, four duplex power convenience outlets, people counter, water cooler
Lighting:	Overhead ambient, display case lighting
Voice/Data:	Data drop for Digital Bulletin Board
CATV:	Cable drop for Digital Bulletin Board
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Millwork: slat wall for information flyers; cubbies or storage for paper products; display case (lockable with glass doors); for all items confirm size/quantity requirements with Library staff ▫ Roll-up security grille <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Digital Bulletin Board (typically a flat-screen monitor) ▫ Public address system
Special Requirements:	<ul style="list-style-type: none"> ▫ Recessed walk-off mat in vestibule ▫ Floor finish should be durable and easily maintained ▫ Annunciator panel near entrance ▫ Prefer book drop slot from lobby that deposits returns directly into the staff workroom, or consider free-standing book drop kiosk in the lobby area. ▫ Designate location for AED cabinet and signage (furnished and installed by Owner)

Meeting Room w/ Kitchenette and Storage

Functional Properties

Area Type:	Public
Capacity:	Community: 80 people Regional: 125 people
Floor Area:	Community: 900 net sq. ft. Regional: 1,100 net sq. ft. Storage: 100-200 net sq. ft.
Function:	Large room with divider for library programs and community meetings
Adjacency:	<ul style="list-style-type: none"> ▫ Direct connection to Lobby and to Exterior ▫ Close proximity to after-hours uses

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Interior doors: "Classroom" function lockset, narrow lite ▫ Exterior door: Exit door (panic) function lockset, card reader, serves as after-hours entry/exit
Windows:	Exterior windows shall have operable blinds or window coverings
HVAC:	70-76°, should be dedicated zone for after-hours operation/control
Plumbing:	Kitchenette: sink with gooseneck faucet
Electrical:	<ul style="list-style-type: none"> ▫ Meeting Room: floor outlet for podium and listening devices; outlets on all walls; motorized room divider ▫ Kitchenette: power for under-counter refrigerator and above-counter outlets (2 duplex) ▫ Wiring for Smart Board; wiring for projector in ceiling
Lighting:	Overhead ambient lights on dimmers; switches at both end of rooms
Voice/Data:	(2) voice/data drops (both sides of divider) for wall phones
CATV:	(2) cable drops (both sides of divider)
Paging System:	Speakers (recessed in ceiling) for P.A. system (both sides of divider)
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Two 60"x36" marker boards, one on either side of room divider ▫ Motorized room divider (minimum STC: 50) ▫ One motorized projection screen ▫ Consider LED panel wired for use with cable and PC <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Furniture: <ul style="list-style-type: none"> ▫ Tables: 10-15 ▫ Chairs: Community: 65min; Regional: 100 min ▫ Under-counter refrigerator ▫ Podium with built-in assistive listening device
Special Requirements:	<ul style="list-style-type: none"> ▫ Acoustic separation between Meeting Room and adjacent library rooms: STC 45 min, 50 preferred ▫ Picture molding on all walls ▫ Kitchenette: lockable base and wall cabinets; under-counter refrigerator

- Storage Room: For storing tables, chairs, and media carts; wall shelving
- Provide egress doors as required for occupancy and after-hours egress

Public Computer Workstations

Functional Properties

Area Type:	Public
Capacity:	Community: 24 workstations (confirm with Library staff) Regional: 30+ workstations(confirm with Library staff) Capacity varies by location based on community needs
Floor Area:	Community: 400 net sq. ft. Regional: 500+ net sq. ft.
Function:	Public PCs with internet and printing capability
Adjacency:	<ul style="list-style-type: none"> ▫ Directly adjacent to Information Desk ▫ Visual supervision of each workstation from Information Desk staff

Room Characteristics

Doors: (see Appendix)	N/A
Windows:	Computers should be located to avoid glare from windows
HVAC:	70-76°
Plumbing:	None
Electrical:	Floor and/or wall mounted junction boxes for systems furniture wiring (Junction boxes placed to promote flexibility)
Lighting:	Overhead ambient (additional task lighting may be required)
Voice/Data:	Data for systems furniture
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E: (In addition see Laptop/WiFi Bar Appendix)	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Systems Furniture workstations (refer to Appendix) ▫ Chair for each workstation; lightweight, sled bottom ▫ PC for each workstation
Special Requirements:	None

Quiet Study Room

Functional Properties

Area Type:	Public
Capacity:	Community: 6-8 workstations* Regional: 20 workstations* <i>*Number of required workstations should be confirm with Library staff</i>
Floor Area:	30 – 40 net sq. ft. per workstation
Function:	Quiet space for individual work
Adjacency:	<ul style="list-style-type: none"> ▫ Visibility from entrance for customers ▫ Located in quiet part of building ▫ Distant from Lobby and Children’s Area

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: “Passage” type ▫ Full-glass lite in door
Windows:	<ul style="list-style-type: none"> ▫ Exterior windows desirable (with blinds or shading device) ▫ Interior window required for staff monitoring (no shades or blinds)
HVAC:	70-76°
Plumbing:	None
Electrical:	<ul style="list-style-type: none"> ▫ Floor and/or wall mounted junction boxes for systems furniture wiring (2 outlets per station workstation) ▫ Avoid raised floor junction boxes. Keep junction boxes flush with the floor and ensure carpet is secured around the junction boxes to prevent raveling.
Lighting:	Overhead ambient (may not provide enough lighting). Provide task lighting in the systems furniture or sufficient overhead lighting or individual study during evening hours
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Systems Furniture workstations (refer to Appendix) ▫ Chair for each workstation; lightweight with sled bottom ▫ 2-3 lounge chairs if space permits
Special Requirements:	Acoustic separation between Quiet Study Room and adjacent library spaces

Restroom - Men

Functional Properties

Area Type:	Public
Capacity:	As required by Code
Floor Area:	Community: 180 net sq. ft. (or as required to comply with code) Regional: 225 net sq. ft. (or as required to comply with code)
Function:	Public restroom
Adjacency:	<ul style="list-style-type: none"> ▫ Direct connection to Lobby ▫ Locate within before/after-hours area ▫ Area near restroom entrances should be visible from Circulation Desk ▫ Visibility from service desk highly desirable

Room Characteristics

Doors: (see Appendix)	Door frame only (no door)
Windows:	None
HVAC:	70-76°, with exhaust
Plumbing:	<ul style="list-style-type: none"> ▫ Dual-flush toilets, manually operated ▫ Low-flow urinal, manually operated ▫ Lavatories (countertop) with faucets (hands-free sensor control, hard-wired with battery back-up)
Electrical:	Power for hand dryer(s) and faucets, one duplex GFCI outlet at lavatory countertop
Lighting:	Overhead
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Toilet partitions, floor supported/overhead braced (with coat hook on each door) ▫ Hand dryer, high speed ▫ Toilet room accessories: soap dispensers, seat cover dispenser, diaper changing station, waste receptacle, toilet paper dispensers, grab bars, mirror with shelf (refer to Fairfax County Guidelines for Architects and Engineers for preferred equipment) <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ None
Special Requirements:	Special attention to visual privacy in design of door-less entry to room

Restroom - Women

Functional Properties

Area Type:	Public
Capacity:	As required by Code
Floor Area:	Community: 180 net sq. ft. (or as required to comply with code) Regional: 225 net sq. ft. (or as required to comply with code)
Function:	Public restroom
Adjacency:	<ul style="list-style-type: none"> ▫ Direct connection to Lobby ▫ Locate within before/after-hours area ▫ Area near restroom entrances should be visible from Circulation Desk

Room Characteristics

Doors: (see Appendix)	Door frame only (no door)
Windows:	None
HVAC:	70-76°, with exhaust
Plumbing:	<ul style="list-style-type: none"> ▫ Dual-flush toilets, manually operated ▫ Lavatories (countertop) with faucets (hands-free sensor control, hard-wired with battery back-up)
Electrical:	Power for hand dryer and faucets, one duplex GFCI outlet at lavatory counter
Lighting:	Overhead
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Toilet partitions, floor supported/overhead braced (with coat hook on each door) ▫ Hand dryer, high speed ▫ Toilet room accessories: soap dispensers, seat cover dispenser, diaper changing station, waste receptacle, toilet paper dispensers, grab bars, mirror with shelf, feminine hygiene product dispenser, feminine hygiene product waste receptacles (refer to Fairfax County Guidelines for Architects and Engineers for preferred equipment) <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ None
Special Requirements:	Special attention to visual privacy in design of door-less entry to room

Vestibule

Functional Properties

Area Type:	Public
Capacity:	N/A
Floor Area:	80 net sq. ft. min. (or as required to ensure proper operation of doors)
Function:	<ul style="list-style-type: none"> ▫ Immediate entry space inside the building ▫ Air lock to prevent loss of conditioned air
Adjacency:	Direct connection to Lobby and parking

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Fully automatic doors in sequence ▫ Separate ingress and egress sets of doors if possible. If not possible, provide set of double doors; coordinate with door operator manufacturer for appropriate spacing and clearances ▫ Maximize glazing in doors ▫ Prefer sliding doors if space permits
Windows:	Maximize glazing and natural light
HVAC:	As necessary to provide air lock functionality, supplemental heat
Plumbing:	None
Electrical:	Power for door operators, heating (if electric), people counter
Lighting:	Overhead ambient
Voice/Data:	None
CATV:	None
Paging System:	None
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ People counter ▫ Recessed walk-off mat <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ None
Special Requirements:	<ul style="list-style-type: none"> ▫ Refer to ASTM A156.10 for automatic door operation; minimum 10' between doors to ensure proper operation of door operators. Consult with operator manufacturer. ▫ HVAC design to ensure vestibule adequately serves as air lock ▫ Walk-off mat sized to meet LEED requirements

Shelving Areas – Children

Functional Properties	Area Type:	Public
	Capacity*:	Community: 15,000-28,000 items* Regional: 17,000-28,000 items*
	Floor Area:	<ul style="list-style-type: none"> ▫ 11 net sq. ft. per shelving unit (36" long, single sided, 12" deep shelves) ▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)
	Function:	Shelving for all children's materials except juvenile nonfiction which is shelved with adult nonfiction
	Adjacency:	<ul style="list-style-type: none"> ▫ Visual supervision from any service desk ▫ Not adjacent to entrance door
Room Characteristics	Doors: (see Appendix)	None
	Windows:	Natural light preferred
	HVAC:	70-76°
	Plumbing:	None
	Electrical:	Wall outlets
	Lighting:	Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels
	Voice/Data:	None
	CATV:	None
	Paging System:	Speaker (recessed in ceiling) for public address system
	FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Library Shelving Units: <ul style="list-style-type: none"> ▫ 48" tall – picture books ▫ 66" tall – juvenile fiction, audio books, DVDs <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Bins or shelves for board books ▫ 1 table w/ 4 chairs for preschool children ▫ 1 table w/ 4 chairs for school age children ▫ Slanted top table w/ 2 benches ▫ Small sofa (2 person size) for reading ▫ Area rug (for sitting on) ▫ Regional: Provide 1-2 additional tables with child-size chairs and second small sofa
	Special Requirements:	<ul style="list-style-type: none"> ▫ Child-friendly design/furniture should identify the space for children ▫ Theme-designed space not desired

**Actual collection sizes should be verified with Library staff during programming phase.*

Shelving Areas –Fiction

Functional Properties

Area Type:	Public
Capacity*:	Community: 9,000-16,000 items* Regional: 17,000-26,500 items*
Floor Area:	<ul style="list-style-type: none"> ▫ 11 net sq. ft. per shelving unit (36" long, single sided) ▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)
Function:	Shelving for fiction collection (does not include children's and young adult)
Adjacency:	Visual supervision from any service desk desirable

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76°
Plumbing:	None
Electrical:	Wall outlets
Lighting:	Overhead ambient; refer to "Building Program Design Criteria" lighting section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Library Shelving Units: <ul style="list-style-type: none"> ▫ 66" tall – preferred height ▫ 74" tall – maximum for free-standing shelving units ▫ Perimeter wall-mounted shelving units may be up to 84" tall <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ None
Special Requirements:	None

**Actual collection sizes should be verified with Library staff during programming phase.*

Shelving Areas – Foreign Language

Functional Properties

Area Type:	Public
Capacity*:	Varies by branch (determined by branch community demographics - confirm with Library Administration staff)*
Floor Area:	Included with the Adult Nonfiction area
Function:	Shelving for foreign language resources. Quantity of shelving units based on collection size (confirm with Library Administration staff)
Adjacency:	Visual supervision from any service desk desirable

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76°
Plumbing:	None
Electrical:	None
Lighting:	Overhead ambient; refer to “Building Program Design Criteria” lighting section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<u>Furnished and Installed by GC:</u> □ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> □ Library Shelving Units: 66” – 72” high
Special Requirements:	None

**Actual collection sizes should be verified with Library staff during programming phase.*

Shelving Area – Holds / Pick Up

Functional Properties

Area Type:	Public
Capacity*:	Community: 84 linear feet of shelving* Regional: 126 linear feet of shelving*
Floor Area:	Included in Circulation Desk zone
Function:	Customers retrieve their reserved materials without staff intervention
Adjacency:	<ul style="list-style-type: none"> ▫ Near express checkout stations ▫ Visual supervision from any service desk desirable

Room Characteristics

Doors: (see Appendix)	None
Windows:	None
HVAC:	70-76°
Plumbing:	None
Electrical:	None
Lighting:	Overhead ambient; refer to “Building Program Design Criteria” lighting section and Fairfax County Guidelines for Architects and Engineers for lighting levels Consider feature/highlight lighting for shelving as way finding feature
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Library Shelving Units: 66” – 72” high
Special Requirements:	None

**Actual collection sizes should be verified with Library staff during programming phase.*

Shelving Areas – Media

Functional Properties

Area Type:	Public
Capacity*:	Community: 3,000-5,000 items* Regional: 12,000-14,000 items*
Floor Area:	<ul style="list-style-type: none"> ▫ 11 net sq. ft. per shelving unit (36" long, single sided) ▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)
Function:	Shelving for adult and juvenile audiobooks and DVDs
Adjacency:	Nearby Adult and Juvenile collections

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76°
Plumbing:	None
Electrical:	None
Lighting:	Overhead ambient; refer to “Building Program Design Criteria” section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Library Shelving Units: 66” – 72” high
Special Requirements:	None

**Actual collection sizes should be verified with Library staff during programming phase.*

Shelving Areas – New Arrivals

Functional Properties

Area Type:	Public
Capacity*:	Community: 1,500-2,500 items* Regional: 3,000 items*
Floor Area:	<ul style="list-style-type: none"> ▫ 11 net sq. ft. per shelving unit (36" long, single sided) ▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)
Function:	Merchandising and browsing area for new books and media
Adjacency:	Near entrance and Circulation Desk

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76°
Plumbing:	None
Electrical:	None
Lighting:	Enhanced overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels Also provide accent "feature" lighting to highlight this collection
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Library Shelving Units: 66" – 72" high ▫ Bench or lounge chairs nearby ▫ Small stool (for children)
Special Requirements:	None

**Actual collection sizes should be verified with Library staff during programming phase.*

Shelving Areas – Newspaper / Magazine

Functional Properties

Area Type:	Public
Capacity*:	To be provided by Library Administration staff*
Floor Area:	<ul style="list-style-type: none"> ▫ 11 net sq. ft. per shelving unit (36” long, single sided) ▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)
Function:	Browsing magazines & newspaper; back issues circulation of two years or less
Adjacency:	<ul style="list-style-type: none"> ▫ Nearby lounge seating ▫ Visual supervision from service desk desirable

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76°
Plumbing:	None
Electrical:	None
Lighting:	Overhead ambient; refer to “Building Program Design Criteria” section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ None <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Periodical shelving with lift-up slant shelf for display and storage behind the slant shelf (consider periodical shelving system without lift-up display shelf) ▫ Library Shelving: 66”-78” tall; stand alone or perimeter ▫ Lounge seating with side tables
Special Requirements:	None

**Actual collection sizes should be verified with Library staff during programming phase.*

Shelving Areas – Nonfiction

Functional Properties

Area Type:	Public
Capacity*:	Community: 22,000-30,000 items* Regional: 46,000-80,000 items*
Floor Area:	<ul style="list-style-type: none"> ▫ 11 net sq. ft. per shelving unit (36" long, single sided) ▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)
Function:	Shelving for combined adult and juvenile non-fiction; includes adult and juvenile biography
Adjacency:	Main public area

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76°
Plumbing:	None
Electrical:	None
Lighting:	Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Library Shelving Units: 72" – 84" high
Special Requirements:	None

**Actual collection sizes should be verified with Library staff during programming phase.*

Shelving Areas – Reference

Functional Properties

Area Type:	Public
Capacity*:	Community: 1,000-1,200 items* Regional: 1,500-2,500 items*
Floor Area:	<ul style="list-style-type: none"> ▫ 11 net sq. ft. per shelving unit (36” long, single sided) ▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)
Function:	Shelving for combined adult and juvenile reference collections; non-circulating
Adjacency:	Main public area

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76°
Plumbing:	None
Electrical:	None
Lighting:	Overhead ambient; refer to “Building Program Design Criteria” section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Library Shelving Units: 72” high with 12” deep shelves
Special Requirements:	Extra-deep shelving may be required (verify with Library staff)

**Actual collection sizes should be verified with Library staff during programming phase.*

Shelving Areas – Young Adult (YA)

Functional Properties

Area Type:	Public
Capacity*:	Community: 3,200-6,400 items* Regional: 6,000-9,500 items* Seating and activity locations (reading, studying, gaming) for Community : 6-8 teens Regional: 8-10 teens
Floor Area:	<ul style="list-style-type: none"> ▫ 11 net sq. ft. per shelving unit (36" long, single sided) ▫ Quantity of shelving units based on collection size (confirm with Library Administration staff) ▫ Seating for a variety of options: soft seating (modular/sectional sofa, chairs), task chairs (table seating), stools (for WiFi bar), benches ▫ Tables designed to allow for different configurations, including: <ul style="list-style-type: none"> ○ WiFi bars ○ Game table ○ Plug 'n Play ○ Gaming consoles/mobile with seating ▫ Flat panel display for teen information/gaming ▫ Display fixture and space to post announcements, display materials ▫ Physical dividers for space delineation and/or sound issues. May be shelving unit; seating or display; ceiling suspended curtaining ▫ Wall space for artwork ▫ Open space ▫ Signage – effective and appealing
Function:	Shelving for young adult fiction
Adjacency:	<ul style="list-style-type: none"> ▫ Visual supervision from Service Desk ▫ Not adjacent to Children's area

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred
HVAC:	70-76°
Plumbing:	None
Electrical:	Power and data for table(s) Wiring for computers, gaming stations, plug and play
Lighting:	Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ None

Furnished and Installed by Owner or Owner-Contracted Provider:

Library Shelving Units: 72" – 84" high

- 1-2 tables with power
- 2 chairs per table
- 2-4 lounge chairs as space permits

Special Requirements: None

**Actual collection sizes should be verified with Library staff during programming phase.*

Study Tables and Lounge Seating

Functional Properties

Area Type:	Public
Capacity:	<p>Tables and Chairs:</p> <ul style="list-style-type: none"> ▫ Community: 6-12 tables; 2 or 4 chairs per table (tables for 2 preferred) ▫ Regional: 12-16 tables; 2 or 4 chairs per table <p>Lounge Chairs:</p> <ul style="list-style-type: none"> ▫ Community: 12-30 lounge chairs ▫ Regional: 14-30 lounge chairs
Floor Area:	<ul style="list-style-type: none"> ▫ Seating at tables: 25 net sq. ft. per seat ▫ Seating at lounge chairs: 40 net sq. ft. per seat
Function:	<ul style="list-style-type: none"> ▫ Seating for reading and study ▫ WiFi Bar: Seating and power for customers using their own WiFi-enabled electronics; situate so as not to promote groups; refer to Appendix
Adjacency:	<ul style="list-style-type: none"> ▫ Perimeter seating desirable ▫ Clustered in quieter areas of library

Room Characteristics

Doors: (see Appendix)	None
Windows:	Natural light preferred; seating arranged to take advantage of natural light and views
HVAC:	70-76°
Plumbing:	None
Electrical:	Power provided to tables; floor or wall outlets at lounge chairs
Lighting:	Overhead ambient; Table lamps for task lighting
Voice/Data:	None
CATV:	None
Paging System:	Speaker (recessed in ceiling) for public address system
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ None <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ Tables, chairs, lounge seating for individuals; no couches
Special Requirements:	Refer to Appendix for addition information regarding WiFi Bar

Electrical Room

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	75 net sq. ft.
Function:	Incoming electrical service equipment; building distribution panels
Adjacency:	<ul style="list-style-type: none"> ▫ Direct access to building exterior or mechanical room ▫ No public access

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes
Windows:	None
HVAC:	65-80°, vented with fan
Plumbing:	None
Electrical:	As required for electrical system plus 120V duplex receptacle
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	Telephone and data drop for one wall phone (mounted at +48" above finished floor)
CATV:	None
Paging System:	None
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ Electrical equipment as required <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ None
Special Requirements:	<ul style="list-style-type: none"> ▫ Wall space for additional panels; room sized to allow minimum 3ft clearance in front of every electrical panel. ▫ Comply with A/E Guideline requirements

Facilities Maintenance Division (FMD) Storage

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	100 net sq. ft.
Function:	Storage for building materials needed for future replacements (carpet squares, ceiling tiles, etc); i.e. Attic Stock storage
Adjacency:	Near/off mechanical room or other service area

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes
Windows:	None
HVAC:	Minimum heat
Plumbing:	None
Electrical:	One dedicated 20 amp circuit with duplex receptacle
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	None
CATV:	None
Paging System:	None
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ Shelving for storage of building construction documents (plans and specifications), O&M manuals, etc.
Special Requirements:	Comply with A/E Guideline requirements.

Mechanical Equipment Room

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	800+/- net sq. ft.
Function:	Houses incoming HVAC equipment, incoming utilities
Adjacency:	<ul style="list-style-type: none"> ▫ Direct access to building exterior for equipment replacement ▫ As far removed from public areas and staff areas as possible

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: “Storeroom” type ▫ Card Reader access: Yes
Windows:	None
HVAC:	Heating to maintain minimum temperature
Plumbing:	Floor drains; equipment drains as needed
Electrical:	Power for equipment plus one or more dedicated 120V duplex receptacles
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	Telephone and data drop for one wall phone (mounted at +48" above finished floor)
CATV:	None
Paging System:	None
FF&E:	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> ▫ HVAC equipment; water heater; energy management control system components <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> ▫ None
Special Requirements:	<ul style="list-style-type: none"> ▫ Smoke and fire barrier requirements per Building Code ▫ If room is adjacent to occupied spaces provide walls with a minimum STC of 50 and sound rated door assembly ▫ Comply with A/E Guideline requirements

Sprinkler Room

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	75 net sq. ft.
Function:	Access for operation and maintenance of fire protection system equipment
Adjacency:	<ul style="list-style-type: none"> ▫ Access to exterior of building; near other service areas ▫ No public access

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes
Windows:	None
HVAC:	65-80°, vented with fan
Plumbing:	None
Electrical:	As required for sprinkler system operation
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	None
CATV:	None
Paging System:	None
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ Fire protection system equipment <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ None
Special Requirements:	Exterior room sign per Fire Marshall requirements

Telecommunications Equipment Room

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	120 net sq. ft.
Function:	Houses telecommunications, cable, network services; fire protection control panel; security system component rack
Adjacency:	Centrally locate to minimize wire/cable runs

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes
Windows:	None
HVAC:	Dedicated cooling system; heating to maintain minimum temperature
Plumbing:	None
Electrical:	Power for all equipment plus one dedicated 120V duplex receptacle
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	Telephone and data drop for one wall phone (mounted at +48" above finished floor) Primary entry point for voice/data network
CATV:	Primary entry point for cable TV feed
Paging System:	None
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ Full length 3/4" fire retardant grade painted plywood on walls <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ None
Special Requirements:	<ul style="list-style-type: none"> ▫ Static-dissipative flooring ▫ Comply with A/E Guideline requirements ▫ Coordinate requirements with representatives of Fairfax County Department of Information Technology

Janitor's Closet

Functional Properties

Area Type:	Support
Capacity:	N/A
Floor Area:	30 net sq. ft.
Function:	Storage space for cleaning products and cleaning equipment
Adjacency:	<ul style="list-style-type: none"> ▫ Near public restrooms ▫ Does not open into restrooms ▫ After-hours portion of library

Room Characteristics

Doors: (see Appendix)	<ul style="list-style-type: none"> ▫ Lockset: "Storeroom" type ▫ Card Reader access: Yes
Windows:	None
HVAC:	Heating to maintain minimum temperatures
Plumbing:	Mop sink at floor level
Electrical:	One 120V duplex receptacle
Lighting:	20 foot candles using fluorescent fixtures
Voice/Data:	None
CATV:	None
Paging System:	None
FF&E:	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> ▫ Mop holder rack and 18" deep shelving, (5) shelves <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> ▫ None
Special Requirements:	<ul style="list-style-type: none"> ▫ Provide ceramic tile on all walls to a height of 48" above finish floor ▫ Comply with A/E Guideline requirements

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5. APPENDIX

Book Drop

Description	Description:	Hardware used for returning library material from outside the building
	Item/Product:	KwikDrop™ Through Wall System Standard Return Ensemble <ul style="list-style-type: none"> • Stainless steel faceplate • 10” long chute
	Manufacturer:	Kingsley
	Manufacturer Contact:	Kingsley webpage: http://www.kingsley.com
Installation	Installation Requirements:	Through wall book drops shall be installed according to ADA guidelines
	Special Considerations:	<ul style="list-style-type: none"> ▫ Through wall book drops shall be installed in the front of the building so that returned items are deposited into the interior book drop room ▫ Avoid a location that requires bins to move through public areas to the workroom ▫ Consider interior book drop in lobby area that deposits items into the workroom ▫ Consider free-standing book drop instead of returns slot in service desk

Door Hardware

Description	<p>Description: Hardware used for the operation of doors</p> <p>Item/Product: Latchsets and Locksets at doors; Electronic access system including card readers and electric strikes; Fully automatic entry vestibule doors; panic hardware</p> <p>Manufacturer: Latchsets/Locksets*: <ul style="list-style-type: none"> ▫ Shall be selected from Schlage, Corbin Russwin, or Sargent (no "equal" products or substitutions are allowed) Electronic Access (Card Key): <ul style="list-style-type: none"> ▫ Preferred electric strike: Folger Adam Series 310 ▫ Access control system shall be Northern system with Win-Pak software; sole source specification, coordinate with Owner ▫ Access control cards and card readers: HID Corporation Emergency/Panic Hardware: <ul style="list-style-type: none"> ▫ Preferred manufacture: Von Duprin <p>* Note: Confirm all requirements with A/E Guidelines. In the event that conflicts are found, consult with DPWES Project Manager for clarification and guidance.</p> <p>Manufacturer Contact: See websites for manufacturers identified above</p> </p>
Installation	<p>Installation Requirements: Latchsets/Locksets: <ul style="list-style-type: none"> ▫ Heavy duty cylindrical locksets: provide at interior Storage room and Staff Restroom doors only. ▫ Mortise locksets: Provide at all other interior doors. ▫ Construction cores shall be provided on locksets. At the end of construction, GC shall remove all construction cores and Owner shall install permanent cylinders (see A/E Guidelines for product info) ▫ All locksets and hardware shall be compatible with A/E Guidelines core cylinder specifications. Electronic Access (Card Key): <ul style="list-style-type: none"> ▫ Electric strike voltages shall be compatible with access control system ▫ Locate junction boxes above acoustic tile ceiling when possible Fully Automatic Doors: <ul style="list-style-type: none"> ▫ Provide separate ingress and egress sets of doors if possible. If not possible, provide set of double doors; coordinate with door operator manufacturer for appropriate spacing ▫ Refer to ASTM A156.10 for automatic door operation; minimum 10' between doors to ensure proper operation of door operators Emergency/Panic Hardware: <ul style="list-style-type: none"> ▫ All panic hardware shall have removable cylinders to match the building Master Key System ▫ Select panic hardware to maintain Code-required clear door opening </p>

Special Considerations:

Refer to Fairfax County Guidelines for Architects and Engineers for additional hardware requirements

Mortise Latchset Function Types (ANSI designation included):

“Passage” (ANSI F01):

Latchbolt retracted by levers from either side at all times. No keyed lock.

“Office” (ANSI F04):

Latchbolt retracted by lever from either side unless outside is locked by key outside or by turning inside thumb-turn. Outside remains locked until thumb turn is returned to vertical position or lock is unlocked by key. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

“Classroom” (ANSI F05):

Latchbolt retracted by lever from either side unless outside is locked by key. Outside is unlocked by key. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

“Storeroom” (ANSI F07):

Latchbolt retracted by key outside or by lever inside. Outside lever always inoperative. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

“Privacy” (F22):

Latchbolt retracted by lever from either side unless outside is locked by inside thumb-turn. Turning inside lever or closing door unlocks outside lever. Emergency release unlocks from outside. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

Dummy Trim: Dummy lever that does not turn. Used for door pull or as matching inactive trim.

Miscellaneous Requirements

Provide weatherstripping, thresholds and door bottoms at all exterior doors.

Provide weather seal astragal at pairs of exterior doors.

Provide security protection of strike at all exterior pairs of doors.

Door Monitoring System

Description	Description:	Door monitoring system monitors the opening status of all exterior doors
	Item/Product:	Honeywell Ademco Vista Electronic Door Monitoring System: <ul style="list-style-type: none"> ▫ Ademco Vista-20P control panel located in Telecommunications Room ▫ Ademco 6160 Alpha Display Keypad located behind Circulation Desk ▫ Ademco recessed door contacts (Sole source specification)
	Manufacturer:	Honeywell
	Manufacturer Contact:	Honeywell Ademco Vista webpage: http://www.security.honeywell.com/hsc/products/control/bu/ad/index.html
Installation	Installation Requirements:	Door monitoring system shall monitor all exterior doors into library, mechanical, electrical, and sprinkler rooms
	Special Considerations:	Location of keypad to be coordinated with location of switches and other controls located at the Circulation Desk

Door Bell System

Description	Description:	Doorbell system to inform library staff when delivery or service personnel are at the Delivery/Receiving Room entrance
	Item/Product:	Door Bell system: audio bell only, no video
	Manufacturer:	NuTone
	Manufacturer Contact:	Company website: http://www.nutone.com/
Installation	Installation Requirements:	<ul style="list-style-type: none"> ▫ Pushbutton shall be located at exterior of door to Delivery/Receiving Area ▫ Door Bell shall be located in Staff Workroom on wall adjacent to door leading to Delivery/Receiving Room
	Special Considerations:	System shall not be wireless

Express-Checkout Equipment

Description	<p>Description: Computer system that customers can use to check out library materials without staff intervention</p> <p>Item/Product:</p> <ul style="list-style-type: none"> ▫ All equipment is N.I.C. ▫ Express checkout system located on casework items <p>Manufacturer: N/A</p> <p>Manufacturer Contact: N/A</p>
Installation	<p>Installation Requirements:</p> <p>Location:</p> <ul style="list-style-type: none"> ▫ Some stations near service desk, others located away from desk. At least one station located near holds pick-up area. <p>Express checkout system:</p> <ul style="list-style-type: none"> ▫ Touchscreen monitor and monitor arm <ul style="list-style-type: none"> ▫ Monitor arm model: Humanscale M7 (http://www.humanscale.com/products/product_detail.cfm?group=M7for1Monitor) ▫ Located on counter top ▫ Barcode Scanner <ul style="list-style-type: none"> ▫ Model: Metrologic Orbit scanner ▫ Located on counter top ▫ Receipt Printer <ul style="list-style-type: none"> ▫ Model: Epson ▫ Located on countertop ▫ CPU and CPU holder <ul style="list-style-type: none"> ▫ CPU holder model: Humanscale CPU555 (http://www.humanscale.com/products/product_detail.cfm?group=CPU555) ▫ Located in locked cabinet below counter ▫ Keyboard and keyboard tray <ul style="list-style-type: none"> ▫ Keyboard tray model: Humanscale 5G 900 (http://www.humanscale.com/products/product_detail.cfm?group=KeyboardSystems) ▫ Located in locked cabinet below counter <p>Casework requirements:</p> <ul style="list-style-type: none"> ▫ Below-counter cabinet with lock for CPU ▫ If Express checkout below-counter cabinet is facing the public, use flush pull ▫ Grommet in counter for power/data ▫ Power and data feed below casework; coordinate path of conduit concealed in casework <p>Special Considerations:</p> <ul style="list-style-type: none"> ▫ Countertop minimum 24" x 36" desirable, but could be smaller; if no keyboard is needed ▫ Casework design should allow future flexibility since computer equipment will change over time

Library Millwork

Description

Description:	Design requirements for Customer Service Desk (Circulation, Information, and Pharos Desks) <ul style="list-style-type: none"> ▫ Also see WiFi Bars Appendix and the Pharos System Appendix ▫ Equipment station will depend on service desk design development and the hardware/software replacement for Pharos. ▫ As service delivery methods and equipment changes continue to evolve, millwork design standards will need to be revisited. Consultation with library staff on the status of service delivery methods and installation of new equipment will be required very early in the design phase for new and renovated libraries.
Item/Product:	Custom casework
Manufacturer:	N/A
Manufacturer Contact:	N/A

Drawing Standards

<ul style="list-style-type: none"> ▫ Refer to Design Requirements below for each desk ▫ Standard modular units for Information Desk shall include high and low modules ▫ Standard modular units for Pharos Desk shall include high and low modules for shelving and public computer use ▫ Plan, elevation, section, and a 3D illustration of each desk module to include materials, size, unit components, construction details, applicable sizes and dimensions within each module, wire management and other applicable data ▫ Drawings shall locate equipment applicable to each module ▫ Drawings shall include an overall floor plan and required distances and clearances behind each desk ▫ Signage applicable to each module ▫ Desks shall comply with Accessibility requirements

Design Requirements

Circulation Desk						
Unit Type	Unit Name	H	W	D	Power/Tele/data	Equipment (for information)
A	Express Check-out	38	60	30	1 power, 1 voice/2 data	Keyboard, monitor, monitor arm, CPU, mouse, barcode scanner, receipt printer, credit card swipe, network printer
B	Accessible/Children's	29	48	30	1 power, 1 voice/data	Keyboard, monitor, monitor arm, CPU, mouse, barcode scanner, receipt printer, credit card swipe
C	Full Service Check-out	38	60	30	1 power, 1 voice/data	Keyboard, monitor, CPU, mouse, barcode scanner, receipt printer, credit card swipe, telephone
D	Returns - Location of the returns slot at the service desk will depend on other	38	60	30	Power, 1 voice/data	Keyboard, monitor, CPU, mouse, barcode scanner, receipt printer, credit card swipe, telephone

	options for returns located in the building lobby. Consultation with library staff will be necessary to determine the need for a returns slot at the service desk.					
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Information Desk							
Design Req's	Unit Type	Unit Name	H	W	D	Power/ Tele/data	Equipment (information)
	A	Front Counter	38	60 - 72	30	1 power, 1 voice/data	Monitor, keyboard, CPU, scanner, mouse, keyboard, telephone
	B	Accessible/ Children's (sides)	29	48	26	1 power, 1 voice/data	Monitor, Keyboard, CPU, scanner, mouse, keyboard, telephone

Pharos Desk							
Installation	Unit Type	Unit Name	H	W	D	Power/ Tele/data	Equipment (information)
	A	Network Printer unit	42	42 - 48	24	1 power, 1 voice/2 data	1 network printer, 1 phone, 1 CPU, monitor, mouse, keyboard
	B	Accessible/ Sign-in	32	66 - 72	24	1 power, 3 data	3 CPU, 3 monitors, 2 keyboards (with mouse)

Notes:

1. Investigate (in consultation with Library staff) opportunities and options for combining circulation and information desks.
2. Desks shall be designed/installed so that cabinet components can be easily separated/detached from one another (allowing for relocation by the Owner at a future time).
3. Contractor shall furnish and install grommets, which shall be field-located by Owner.
4. All millwork to be provided with wire management features to organize and conceal power and tele-data wiring.
5. Power and telecom main feed up to the units to be through the millwork cavity space, with surface mounted outlets or wiremold type power/data strip.
6. Wiring from equipment down to the outlets thru grommets on top of the desk w/ wire management in an open trough below the desks.
7. The open trough to have cut out at the bottom for CPU wiring connection where CPU is placed on the floor or the shelf unit.
8. The middle portion of the desks or all open portions (when there are no shelves or drawers) shall be open to the floor with a foot rest. No shelf at the floor level.

People Counter

Description	Description:	Electronic people counter to allow the library to monitor the number and frequency of customer visits.
	Item/Product:	Infrared visitor counter
	Manufacturer:	Checkpoint; same manufacture as Book Detection System (Sole source specification)
	Manufacturer Contact:	3M Library Systems website: http://solutions.3m.com/wps/portal/3M/en_US/3MLibrarySystems/Home/ (800) 328-0067 Alternative Manufacturer: Walker Wireless http://www.walkerwirelessco.com/
Installation	Installation Requirements:	<ul style="list-style-type: none"> ▫ Install in Vestibule ▫ Wall or ceiling installation; minimize obtrusiveness of equipment as much as possible ▫ Electrical power required in vestibule to support the people counter
	Special Considerations:	None

Pharos System and Copy/Printing Center Equipment

Description	<p>Description: Customer computer sign-up, catalog search and printing area</p> <p>Item/Product:</p> <ul style="list-style-type: none"> ▫ All equipment is N.I.C. ▫ Pharos System and Copy/Printing Center located on casework unit or system furniture <p>Manufacturer: N/A</p> <p>Manufacturer Contact: N/A</p>
Installation	<p>Community Library Installation Requirements:</p> <p>Pharos System:</p> <ul style="list-style-type: none"> ▫ (3) stations, each with Computer Monitor, Keyboard and Mouse ▫ CPU concealed in casework ▫ Power and data for each station ▫ Transaction height counter <p>Copy/Printing Center:</p> <ul style="list-style-type: none"> ▫ (2) coin machine; standard product is Jamex 6557: http://www.jamexvending.com/content/view/cash.html ▫ (1) copy machine: approx. 40”H x 55”W x 30”D ▫ Power for coin machines; power and data for copier ▫ 2 linear feet (minimum) work counter/table: systems furniture <p>Regional Library Installation Requirements:</p> <p>Pharos System:</p> <ul style="list-style-type: none"> ▫ Pharos System will be replaced with other software/equipment in 2013. ▫ Anticipate many changes in equipment configuration <p>Copy/Printing Center: (2) locations:</p> <ul style="list-style-type: none"> ▫ (3) coin machine; standard product is Jamex 6557: http://www.jamexvending.com/content/view/cash.html ▫ (2) copy machines: approx. 40”H x 55”W x 30”D ▫ 2 linear feet (minimum) work counter/table: systems furniture <p>Special Considerations:</p> <ul style="list-style-type: none"> ▫ Pharos and Copy/Printing Center should be located close to each other and to the Information Desk staff ▫ Pharos and Copy/Printing Center location should be visible to customers at public access computers ▫ If Copy/Printing Center is not located along a wall, systems furniture panels shall screen equipment from view from the rest of the library.

Anticipated change of Pharos System to occur in 2013; verify with Library staff on proposed system for each project

Public Information Display Products (Lobby)

Description	<p>Description: Display products for display and dissemination of public information materials</p> <p>Item/Product:</p> <ul style="list-style-type: none"> ▫ Display Case for the library’s rotating display of art and information ▫ Slat-wall and storage cubbies for displaying handouts and paper products for community use ▫ Owner-provided Digital Bulletin Board (typically a flat-screen monitor) for displaying public service announcements and the Green Building Slide Show (for LEED Innovation in Design credit for Green Education Program) <p>Manufacturer:</p> <ul style="list-style-type: none"> ▫ Display case, slat wall and storage cubbies shall be custom casework/millwork items ▫ Digital Bulletin Board furnished/installed by Owner <p>Manufacturer Contact: N/A</p>
Installation	<p>Installation Requirements:</p> <p>Display Case:</p> <ul style="list-style-type: none"> ▫ Community: (1) 4ft – 5ft long unit; Regional: (2) 4ft – 5ft long unit ▫ Recess unit in wall if possible ▫ Storage Shelving (lower portion of unit): <ul style="list-style-type: none"> ▫ Bottom of unit shall be used for storage ▫ Opaque doors with lock ▫ Display Shelving (upper portion of unit): <ul style="list-style-type: none"> ▫ Glass shelves on adjustable standards, min. 12" deep ▫ Glass doors with lock ▫ Interior lighting (see switch requirements below) <p>Slat-Wall and Storage Cubbies:</p> <ul style="list-style-type: none"> ▫ Community: 8 linear feet; Regional: 16 linear feet ▫ Size cubbies to accommodate magazines, newsletters, handouts, government forms, etc. <p>Digital Bulletin Board:</p> <ul style="list-style-type: none"> ▫ Power, cable, and data drops shall be located behind unit <p>Special Considerations:</p> <p>Display Case:</p> <ul style="list-style-type: none"> ▫ Lighting in display case shall be positioned to prevent direct visibility of fixture from public viewing area. ▫ Light switch shall be located at Circulation Desk <p>Digital Bulletin Board:</p> <ul style="list-style-type: none"> ▫ Flat Screen shall be mounted high enough to dissuade customers from tampering with controls but low enough for library staff to adjust ▫ Mounting location, height, and projection shall comply with Accessibility requirements ▫ Computer connected to unit should be located in the Staff Work Room. Provide conduit for wiring connections ▫ Library may have specific requirements for wall space to exhibit special portraits, community plaques. Check with library staff.

Shelving

Description	<p>Description:</p> <ul style="list-style-type: none"> ▫ Shelving units to house the library collections ▫ End panels for exposed ends of shelving units <p>Item/Product:</p> <ul style="list-style-type: none"> ▫ MJ Industries system 3000 steel shelving system ▫ Designed, supplied and installed by County supplier <p>County Supplier: Liberty Systems, Inc. (confirm with County)</p> <p>County Supplier Contact: Liberty Systems, Inc: http://www.libertysystemsinc.com/ (800) 487-6421</p>
Installation	<p>Installation Requirements:</p> <ul style="list-style-type: none"> ▫ Library shelving should be shown on architectural drawings as a N.I.C. item ▫ County-approved shelving supplier will design, supply, and install shelving system. Confirm with County staff name of acceptable supplier(s) prior to contacting any supplier to discuss design of shelving ▫ Architect shall design end panels. County-approved shelving supplier shall manufacture, furnish and install end panels. ▫ End Panels: <ul style="list-style-type: none"> ▫ End panel design should reflect the concept and/or architectural language used in the design of the library ▫ Use of materials with visual interest such as 3Form is encouraged ▫ All end panels should accommodate signage indicating card catalog numbers ▫ Some end panels should also include slat wall for display; coordinate with Project Manager and Library Administration ▫ Consider versatile end panels for changing needs; consider installation of brackets to secure electronic tablets on end panels. <p>Special Considerations: Architectural design should accommodate metal shelving construction:</p> <ul style="list-style-type: none"> ▫ A run of shelving units is comprised of a "Starter" unit, followed by a series of "Adder" units <ul style="list-style-type: none"> ▫ Typical Starter unit: 37.25" long (shelves with support column at each end) ▫ Typical Adder unit: 36" long (shelves with support column at one end) ▫ Shelving unit depths (confirm all depths with Library Administration): <ul style="list-style-type: none"> ▫ Children's: 26-1/2" double-sided unit ▫ Non-fiction and Biography: 26-1/2" double-sided unit ▫ Fiction: 22-1/2" double-sided unit ▫ Lighting: Special attention should be paid to achieving required lighting levels on vertical faces of shelving units

Sample Shelving Requirements Matrix

Shelving Requirements: Woodrow Wilson Library 41711

Assumptions:

Collection includes about 50,000 items
 20% of the branch collection is in circulation; shelving will accommodate at least 40,000 items.
 15% of each shelf is empty to allow for efficient reshelving and collection growth.
 100% of the Reference collection is on the shelves
 Items on merchandizing shelves and paperback racks are included in the collection item count.

Collection	Shelving Ht (inches)	Shelves/Section (36" shelves)	Items/ft	Items/shelf (w/85% full)	WW Collection	% of Weeded Collection	Shelves for 80% of Coll.	Shelving Sections
Adult Audio Bks & Media	66	5	9	23	4,767	9%	166	33
Adult & YA Fiction	66	4	9	23	9,588	19%	333	83
Adult & Juv. Nonf.	66	4	10	26	19,226	38%	592	148
Reference (at 100%)	66	4	8	20	1,000	2%	50	13
Ready Reference	48	3	8	20	-	-	-	308 Total Adult
Juv Picture & ER	48	3	26	66	6,621	13%	80	27
+Boardbooks (507)	66	4	16	41	4,813	10%	94	23
Juv Audio Bks & Media	66	5	9	23	1,138	2%	40	8
New & Hot Picks	66	4	9	23	3,200	6%	111	28
Total					50,353		1,355	363
Periodicals (w/storage behind)	84	5	1	3	75		25	5 Total Periodicals
Holds	66	4	9	23			12	3

Signage

Description	Description:	Exterior signage identifying library and sustainable design features; interior signage directing users to service areas and identifying sustainable design features.
	Item/Product:	Exterior: <ul style="list-style-type: none"> ▫ Monument Library Sign, Building Signage, Sustainable Design Signage Interior: <ul style="list-style-type: none"> ▫ Room Signage, Collections and Service Area Signage, Sustainable Design Signage
	Manufacturer:	No standard manufacturer
	Manufacturer Contact:	No standard manufacturer

Installation	Installation Requirements:	<p>Monument Sign:</p> <ul style="list-style-type: none"> ▫ Two-sided, if siting permits ▫ No pin letters ▫ No back lit signs ▫ Sign shall be lit by ground mounted or top mounted lights ▫ Consider incorporating a digital display board module into the sign design (discuss with Library staff and comply with County product design standards) ▫ Must include the text: <div style="text-align: center; padding-left: 40px;"> Fairfax County Public Library <i>Library Name</i> <i>Library Address</i> </div> <p>Library Hours Sign:</p> <ul style="list-style-type: none"> ▫ 48”H x 22”W panel on or by the main entrance door ▫ Letters must be large enough for viewing from the car as customers drive by the front door ▫ Coordinate with Fairfax County Project Manager for times ▫ Numbers and letters must be easily revised when hours of service change <p>Room Signage: Located at all room doors/entrances in public area; Code-compliant design</p> <p>Collections and Service Area Signage:</p> <ul style="list-style-type: none"> ▫ Shall be simple and uniform with large lettering for good visibility ▫ Have design that can be easily moved, added to, or updated when service areas or collections are moved ▫ Use light-weight materials with hangers from the ceiling grid for easy rearrangement ▫ Two-sided signs for flexibility ▫ Signage for service desks and children’s area shall be easily visible from library entrance ▫ Clear language and effective colors with strong contrast ▫ Multi-lingual where appropriate ▫ Design shall be consistent with building concept and/or architectural language
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- Consistent height placement
- Verify wording and locations with Owner prior to installation

Sign Types/Schedule

General:

- Appropriate notes must be included in the construction documents to require that the “Sign verbiage shall be verified with the Owner prior to fabrication”
- All signage shall comply with applicable accessibility/disability requirements.
- Signage shall be designed to coordinate with and be complimentary to the overall interior design scheme.
- Signage shall be located to provide effective "wayfinding" for the public. Location and placement shall be determined in cooperation with Library staff.

1. Type A- LARGE SIGNS - Hanging Signs-Double Sided

Sign Text	Quantity	Notes
CHECK OUT	1	
EXPRESS CHECK OUT	2	
RETURNS	1	
PUBLIC COMPUTERS	1	
FICTION	1	
INFORMATION	1	
MAGAZINES	1	
NEWSPAPERS	1	
NONFICTION	1	
CHILDREN'S	1	
TEENS (YFIC)	1	
CHILDREN'S FICTION (JFIC)	1	
QUIET STUDY	1	
BLANKS	3	spares for later additions or changes
BIOGRAPHY (B)	1	

2. TYPE B- MEDIUM SIGNS - General Collection And Information Areas

Note: The signs are to be double sided and hanging.

Sign text	Quantity	Notes
DVDs	1	
HOT PICKS	1	
NEW ARRIVALS	2	
AUDIOBOOKS	1	
LARGE PRINT	1	
LEARNING ENGLISH (ESL)	1	
HOLDS PICK UP	1	
BLANKS	4	spares for later additions or changes
COMPUTER SIGN-UP	1	
COPIER/PRINTER	1	
CHILDREN'S BIOGRAPHY	1	
REFERENCE	1	
PICTURE BOOKS	1	
WORLD LANGUAGES	1	

3. TYPE C - SMALL SIGNS - General Collection and Information Areas

Sign Text	Quantity	Notes
COMPUTER-SIGNUP	1	
MYSTERY	1	
ROMANCE	1	
SCIENCE FICTION	1	
COPIER /PRINTER	1	
CONSUMER INFORMATION	1	
COMMUNITY INFORMATION	2	Wall mount
BEGINNING READERS (JR)	1	
CHILDREN'S-BIOGRAPHY (JB)	1	
CHILDREN'S AUDIOBOOKS	1	
CHILDREN'S DVDs	1	
BLANKS	5	spares for later additions or changes

4. TYPE D - SMALL SIGNS- Base Building Signs, Interior or Exterior As Required.

BOOK DROP
 BRANCH MANAGER
 CONFERENCE ROOM
 DELIVERY
 ELECTRICAL
 EMERGENCY EXIT ONLY
 FMD STORAGE
 FRIENDS OF LIBRARY
 GROUP STUDY
 JANITOR
 MECHANICAL
 MEETING ROOM - (2- interior allow for a slide in slot for schedule posting)
 MEETING ROOM - (Exterior)
 MEN
 QUIET STUDY
 SPRINKLER
 STAFF LOUNGE
 STAFF ONLY (2)
 STAFF RESTROOM
 STORAGE
 TELECOMMUNICATIONS
 WOMEN

Staff Lockers

Description	<p>Description: Number of lockers and size will depend on number of staff assigned to the branch and the number of volunteers. Larger lockers with space to hang coats may be required if individual assigned work spaces are eliminated. Lockers may be shared, not permanently assigned to individuals. Recommend combination locks on the individual lockers with key to override the combination locks.</p> <p>Item/Product: Five-tier metal lockers; 15" wide x 18" deep x 60" tall.</p> <p>Manufacturers: Lyon, Art Metal Products, List Industries, Penco Products, Republic Storage Systems Co.</p> <p>Manufacturer Contact: N/A</p>
Installation	<p>Installation Requirements: Install in accordance with manufacturer's recommendations and as required to permanently anchor locker units to wall and floor.</p> <p>Special Considerations: Locker shall have the following features:</p> <ul style="list-style-type: none"> ▫ Knock-down type, constructed from cold rolled steel sheet; 24 ga. for body, 18 ga. for doors, 16 ga. for frame ▫ Recessed handle, key-operated combination lock, number plate per locker door ▫ Closed metal base (4" or 6" high), finished to match lockers ▫ Continuous sloped top, prefinished end panels and closure strips ▫ All components to be factory finished with powder coat or baked enamel coating, color to be selected from standard options

Systems Furniture

Description	<p>Description: Furniture used for all staff workstations, copier and printer enclosures, public computer workstations, and Quiet Room carrels</p> <p>Item/Product: Furniture system consisting of panels, work surfaces, storage equipment, and shelves with integral power and data pathways</p> <p>Manufacturer: Provided by County-approved Systems Furniture Provider</p> <p>Manufacturer Contact: Contact information shall be provided by Fairfax County Project Manager</p>
Installation	<p>Installation Requirements:</p> <ul style="list-style-type: none"> ▫ Location and arrangement of Systems Furniture is shown on Architectural Drawings ▫ Design and installation provided by System Furniture Provider ▫ Finishes and materials selected by Architect based on full-range of finishes by furniture manufacturer ▫ Power and data whip connections located and identified by A/E team; coordinate with Systems Furniture Provider; Systems Furniture Provider is responsible for connection to furniture <p>Special Considerations:</p> <p>Systems Furniture panels:</p> <ul style="list-style-type: none"> ▫ Typically 2-1/4" thick; confirm with Systems Furniture Provider <p>Staff workstation design and arrangement:</p> <ul style="list-style-type: none"> ▫ Overall dimensions of 3 workstations at 6'x7' for managers; all other workstations smaller @ 6'x5'. ▫ Panels between staff workstations shall be 48" tall ▫ Spine panels between rows of workstations shall be 60" tall ▫ Spine panels of workstation shall run the length of the room to maintain an open sightline from the front to the rear of the Staff Workroom ▫ Workstation panels or spines shall not obscure windows ▫ Architectural layouts shall accommodate panel thicknesses and adequate space for power/data connections to wall ▫ Counter-depth of workstations shall be 30" ▫ Adjustable shelves shall be located on the 60" high panels ▫ Each workstation shall have (2) file drawer units under one end of the counter and a 2-drawer-1-file-drawer unit on the other end of the "L" <p>Quiet Room study carrels:</p> <ul style="list-style-type: none"> ▫ Individual study workstation size:36"x30" ▫ Panels between workstation and spine panels shall be 48" tall <p>Public Computer Workstations:</p> <ul style="list-style-type: none"> ▫ Continuous countertop, 24" deep", allowing for 5-8 workstations (30" per station) ▫ End and back panels shall be 48" tall; no panels between workstations <p>Permitting</p> <ul style="list-style-type: none"> ▫ A permit set of drawings for Systems Furniture must be submitted and approved by County DPWES prior to installation of equipment. Permit drawings will be subject to Systems Furniture Provider design

Time Capsule and Plaque

Description

Description:	Time Capsule to be located in exterior wall near main entrance. Dedication Plaque shall cover wall opening at Time Capsule.
Item/Product:	Time Capsule: 12”W x 24”H x 12”D; powder-coated aluminum construction
Manufacturer:	Erie Landmark Company
Manufacturer Contact:	Time Capsule website: http://www.erielandmark.com/products/aluminum-time-capsules Phone: (800) 874-7848
	Dedication Plaque website: http://www.erielandmark.com/products/fully-customized-plaques Phone: (800) 874-7848

Installation

Installation Requirements:	<ul style="list-style-type: none"> ▫ Plaque shall be visible to customers on approach to main entrance of library ▫ Coordinate with County and Time Capsule manufacturer for proper installation and sealing of Time Capsule
Special Considerations:	<p>Plaque Text (confirm with Fairfax County Project Manager, Library Administration staff and BOS Supervisor's office):</p> <p style="text-align: center;"> <i>Name</i> Library Dedicated on <i>Month Day, Year</i> By Board of Supervisors Chairman <i>First Last</i> <i>Name</i> District Supervisor <i>First Last</i> Library Board of Trustees Member <i>First Last</i> Friends of the <i>Name Name</i> Library, President <i>First Last</i> </p> <p style="text-align: center;">Behind this plaque is a Time Capsule to be opened in <i>20XX</i></p>

Wheeled Book Bins

Description	<p>Description: Bins used by the library to collect books at Book Drop and to transport books from Staff Workroom to library shelves.</p> <p>Item/Product: Supplied by Owner.</p> <p>Manufacturer: N/A</p> <p>Manufacturer Contact: N/A</p>
Installation	<p>Installation Requirements:</p> <p>At Book Drop Room and at return slot at Circulation Desk:</p> <ul style="list-style-type: none"> ▫ Depressible bins: 30-1/4”H x 30”W x 25”D <p>At end of library shelving rows for re-shelving purposes:</p> <ul style="list-style-type: none"> ▫ Thin book-trucks: 43”H x 17”W x 14”D <p>At Staff Workroom for shelving by staff/pages:</p> <ul style="list-style-type: none"> ▫ Single-sided 3-shelf carts: 43”H x 36”W x 14”D <p>Delivery/Receiving Area for shelving by staff/pages:</p> <ul style="list-style-type: none"> ▫ Single-sided 3-shelf carts: 43”H x 36”W x 14”D <p>Behind Circulation Desk for re-shelving:</p> <ul style="list-style-type: none"> ▫ Double-sided 6-shelf cart: 43”H x 36”W x 28”D <p>For Juvenile Picture Books:</p> <ul style="list-style-type: none"> ▫ Flat shelved carts: 43”H x 42”W x 18”D <p>Special Considerations: Confirm all bin sizes and quantities with Library Administration staff</p>

Loose Furniture

Description	Description:	Tables, chairs, and children’s furniture located throughout the library
	Item/Product:	Tables, chairs, area rugs
	Manufacturer:	Provided by County-approved Contract Furniture Provider
	Manufacturer Contact:	Contact information shall be provided by Fairfax County Project Manager
Installation	Installation Requirements:	<ul style="list-style-type: none"> ▫ Refer to “Individual Room Criteria” pages for furniture requirements ▫ Architect shall select chairs and finishes from County-approved Contract Furniture Providers
	Special Considerations:	None

Wi-Fi Bar

Description	<p>Description: With the availability of Wi-Fi in libraries and the growing customer ownership of laptops, tablets and other handheld devices, libraries have an increased need for more seating and more electrical power outlets. Most customers doing individual work in the library prefer to sit alone or with one other person at a table even if the table is intended to accommodate more people. Today the primary need is to provide space for customers using personal laptops, but as equipment changes, Wi-Fi bars will be a desirable alternative for individuals using tablets and similar devices.</p> <p>Item/Product:</p> <ul style="list-style-type: none"> ▫ DataLink® fixed leg/no power tables with at least two PowerUp® modules. ▫ Maestro® polypropylene seat and back sleigh leg chairs <p>Manufacturer: See System Furniture requirements section in Appendix</p> <p>Manufacturer Contact: See System Furniture requirements section in Appendix</p>
Installation	<p>Installation Requirements:</p> <ul style="list-style-type: none"> ▫ Table height surface (not counter height) ▫ Depth of surface should be 18-24" max ▫ Individual chairs (not stools) ▫ Wi-Fi Bar consists of 6-8 stations in a linear arrangement; seats shall not face each other ▫ (1) duplex electrical outlet per seat <p>Special Considerations:</p> <ul style="list-style-type: none"> ▫ Where possible, provide more than one Wi-Fi Bar in the library ▫ Preferably, the Wi-Fi Bar should be located to face window ▫ Do not provide separation barrier between customers

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