

Program	Capacity	ASF/ Station	ASF	QTY	TOTAL ASF	Comments
1.0 SHARED RESOURCES						
1.01 Welcome Center					1,000 ASF	
Welcome Desk	N/A	N/A	600 ASF	1	600 ASF	Requires access to power; laptop cart under counter, (during open-hours). Welcome Desk front and center, in direct adjacency to the building entry
High-Low Computer Station	1	20 ASF	20 ASF	5	100 ASF	5-high-low comp station Requires access to power
Seating area	2	40 ASF	80 ASF	2	160 ASF	Requires access to power
5-Person Media Tables	5	14 ASF	70 ASF	2	140 ASF	Requires access to power
1.02 Peer Mentor Office					120 ASF	
Peer Mentor Office	1	120 ASF	120 ASF	1	120 ASF	Type C - Includes one work area, two-four lockable cubbies for students (can be under counter or adjacent)
1.03 Flexible Computer Lab					860 ASF	
Flexible Computer Lab	32	~27 ASF	860 ASF	1	860 ASF	Serves as PB19 Replacement. Access to advanced technology. Movable tables and chairs. Shared between CTC, Counseling and Welcome Center
1.04 Conference Room					400 ASF	
Conference Room	20	20 ASF	400 ASF	1	400 ASF	80" TV Monitor; Whiteboard; Table & Chairs (reminder - large meetings in a shared space) - to be shared/adjacent to CTC 'partnering room'
1.05 Faculty and Staff Lounge					355 ASF	
Kitchen	5	30 ASF	150 ASF	1	150 ASF	Refrigerator, microwave, sink (h/c water), disposal
Eating Counter and Stools	N/A	N/A	40 ASF	1	40 ASF	
4-Person Tables	4	~13 ASF	50 ASF	2	100 ASF	
Lounge Chair (w/Laptop Table)	1	25 ASF	25 ASF	1	25 ASF	
3-Person Sofa	3	~13 ASF	40 ASF	1	40 ASF	
SHARED RESOURCES SUBTOTAL					2,735 ASF	

Program	Capacity	ASF/ Station	ASF	QTY	TOTAL ASF	Comments
2.0 LIBRARY						
Public Areas					1,690 ASF	
2.1 Library Entry + Service Point						
RFID Gates	N/A	N/A	135 ASF	1	135 ASF	
Seating Area	5	40 ASF	200 ASF	1	200 ASF	
Vending	N/A	N/A	20 ASF	1	20 ASF	1 vending machine for student supplies like scantrons, calculators, etc.
Circulation Station	2	~53 ASF	105 ASF	2	210 ASF	Seating for 2 staff
Reference Station	1	110 ASF	110 ASF	1	110 ASF	Seating for 1 staff person
Circulation Work Area	1	55 ASF	55 ASF	1	55 ASF	Work tables for Circulation Staff
Queuing Area	N/A	N/A	55 ASF	1	55 ASF	
Internal Book Drop	N/A	N/A	20 ASF	1	20 ASF	Needs to drop inside circulation desk
Course Reserves	N/A	N/A	65 ASF	1	65 ASF	Qty of 4: Double-sided 5 high shelves
Storage	N/A	N/A	70 ASF	1	70 ASF	
2.2 Information Literacy	30	25 ASF	750 ASF	1	750 ASF	Flexible Tables & Chairs
Library Collection Areas					4,430 ASF	
2.3 Display						Shelves to be 5H (max 66" high) all books to be located within accessible reach height
Open Access Book Display	N/A	N/A	25 ASF	2	50 ASF	Face out book display
Curate Glass Book Display	N/A	N/A	25 ASF	2	50 ASF	Glass enclosed archival and specialty display cases
2.4 General Circulation Collection						Shelves to be 5H (max 66" high) all books to be located within accessible reach height
Main Stacks	N/A	N/A	3,400 ASF	1	3,440 ASF	
Children's and Teens	N/A	N/A	65 ASF	1	65 ASF	
Popular Fiction + Non-Fiction	N/A	N/A	65 ASF	1	65 ASF	
Audio Books	N/A	N/A	35 ASF	1	35 ASF	
ESL	N/A	N/A	35 ASF	1	35 ASF	
Oversized Books	N/A	N/A	35 ASF	1	35 ASF	
Professional Development	N/A	N/A	35 ASF	1	35 ASF	
Video/DVD	N/A	N/A	85 ASF	1	85 ASF	
OPAC Stations	N/A	N/A	20 ASF	3	60 ASF	Digital touch screens
2.5 Reference Collection						Shelves to be 5H (max 66" high) all books to be located within accessible reach height
Reference	N/A	N/A	295 ASF	1	295 ASF	Face out book display
Periodical Archives	N/A	N/A	130 ASF	1	130 ASF	Glass enclosed archival and specialty display cases
Atlas (Flat Files)	N/A	N/A	50 ASF	1	50 ASF	
Library Technology					1,065 ASF	
2.6 Digital Displays	N/A	N/A	20 ASF	3	60 ASF	

Program	Capacity	ASF/ Station	ASF	QTY	TOTAL ASF	Comments
2.7 Desktop Computer Stations						
Computer Stations	35	25 ASF	875 ASF	1	875 ASF	
Laptop Vending	N/A	N/A	20 ASF	1	20 ASF	
Tablet Vending	N/A	N/A	20 ASF	1	20 ASF	
Print/Copy/Scan/Fax Area	N/A	N/A	90 ASF	1	90 ASF	
Library Archives and Closed Reserves					160 ASF	
2.8 Library Archives and Closed Reserves						
Closed Stacks	N/A	N/A	35 ASF	1	35 ASF	
Collection Materials (History of College)	N/A	N/A	35 ASF	1	35 ASF	
Flat Files / Map Storage	N/A	N/A	25 ASF	1	25 ASF	
4-Person Reader Table	4	~13 ASF	50 ASF	1	50 ASF	
Filing Area	N/A	N/A	15 ASF	1	15 ASF	
Faculty and Staff Work Area					400 ASF	
2.9 Faculty and Staff Work Area						
Head Librarian's Office	1	160 ASF	160 ASF	1	160 ASF	Type E
Faculty Office	1	120 ASF	120 ASF	2	240 ASF	
Technical Services + Circulation + ILL Workroom					695 ASF	
2.10 Technical Services + Circulation + ILL Workroom						
Open Workstations	1	50 ASF	50 ASF	4	200 ASF	
Mending/ Work Counter	N/A	N/A	45 ASF	1	45 ASF	
Receiving/Shipping Counter	N/A	N/A	45 ASF	1	45 ASF	
Book Shelving	N/A	N/A	10 ASF	10	100 ASF	
Filing Cabinets	N/A	N/A	10 ASF	1	10 ASF	
Work Cart/Book Truck Parking	N/A	N/A	10 ASF	5	50 ASF	
Storage/ Filing Room	N/A	N/A	50 ASF	1	50 ASF	
2.11 Open Work Area						
Supply/Copy/Scan/Print/Plotting Room	N/A	N/A	135 ASF	1	135 ASF	Large, commercial production scanner is needed
Central Mail Pick-Up Area	N/A	N/A	20 ASF	1	20 ASF	
Coat Closet	N/A	N/A	15 ASF	1	15 ASF	
Staff Lockers (2 High)	N/A	N/A	5 ASF	5	25 ASF	Half-Height Lockers for 10 people

Program	Capacity	ASF/ Station	ASF	QTY	TOTAL ASF	Comments
TLC and Distance Education				28	855 ASF	
2.12	Work Area/Work Space					Locate adjacent to larger meeting room with operable partition for expansion of room use. Requires access to power
	4-Person Table	4	~13 ASF	50 ASF	1	50 ASF
	2-Person Table	2	~13 ASF	25 ASF	1	25 ASF
	Lounge Chair w/Laptop Table	1	25 ASF	25 ASF	5	125 ASF
	3-Person Sofa	3	~13 ASF	40 ASF	1	40 ASF
	Multi-Media Room	N/A	N/A	65 ASF	1	65 ASF
	Supply/Copy/Scan/Print Area	N/A	N/A	110 ASF	1	110 ASF Large, commercial production scanner, accessible from library,
2.13	Faculty Office	1	120 ASF	120 ASF	2	240 ASF
2.14	Meeting Room	20	10 ASF	200 ASF	1	200 ASF
Learning Commons					3,890 ASF	
2.15	Learning Commons Open Area					Include power in the floor with power towers, in lieu of hardwired tables; add District standard printer/copier (check with ITAV)
	Help Desk/Check-In	N/A	N/A	120 ASF	1	120 ASF Countertop, space for forms, brochures; two (2) help desks, locate one catty-corner to the main help desk; add 2 laptop carts
	Workroom/Storage	N/A	N/A	180 ASF	1	180 ASF Locate near helpdesk; provide lockable tall cabinets (2-people at each)
	2-Person Reader Table	2	~13 ASF	25 ASF	16	400 ASF
	2-Person High-Walled Study Pod	2	~18	35 ASF	5	175 ASF
	4-Person Study Booths	1	65 ASF	65 ASF	7	455 ASF
	High Counter w/ 4 Stools	1	25 ASF	100 ASF	1	100 ASF
	Tools/Learning Resource Storage + Display	N/A	N/A	150 ASF	1	150 ASF
2.16	Multimedia/Video editing Room	N/A	N/A	25 ASF	2	50 ASF Adjacent to open library area & , provide opacity to protect faculty material preparation
2.17	Faculty + Staff Office	1	120 ASF	120 ASF	2	240 ASF Desk, table for 3, file cabinet
2.18	8-Person Study Room	8	25 ASF	200 ASF	5	1,000 ASF Large TV Monitor. Tables & Chairs. Video Conference Capabilities
2.19	4-Person Study Room	4	45 ASF	180 ASF	4	720 ASF Large TV Monitor. Tables & Chairs. Video Conference Capabilities
2.20	2-Person Study Room	2	25 ASF	50 ASF	5	250 ASF Video Conference Capabilities
2.21	1-Person Study Room	1	50 ASF	50 ASF	1	50 ASF Dedicated, accessible room with Dragon equipment
Quiet Study Room					300 ASF	
2.22	Quiet Study Room					Dedicated, accessible room with Dragon equipment
	1-Person High Walled Study Pod	1	25 ASF	25 ASF	4	100 ASF
	2-Person Reader Table	2	~13 ASF	25 ASF	2	50 ASF
	4-Person Reader Table	4	~13 ASF	50 ASF	2	100 ASF
	Lounge Chair w/Laptop Table	1	25 ASF	25 ASF	2	50 ASF

Program	Capacity	ASF/ Station	ASF	QTY	TOTAL ASF	Comments
Library Open Study Areas					3,330 ASF	
2.23	Library Open Study Areas					
						Dedicated, accessible room with Dragon equipment
	Individual Reader Carrel	1	30 ASF	30 ASF	14	420 ASF 14
	1-Person High Walled Study Pod	1	25 ASF	25 ASF	6	150 ASF 6
	2-Person Reader Table	2	~12 ASF	25 ASF	10	250 ASF 40
	2-Person High-Walled Study Pod	2	~17 ASF	35 ASF	6	210 ASF 24
	4-Person Reader Table	4	~13 ASF	50 ASF	8	400 ASF 128
	4-Person Study Booths	4	~16 ASF	65 ASF	4	260 ASF 64
	5-Person Media Tables	5	16 ASF	80 ASF	2	160 ASF 50
	High Back Lounge Chair	1	25 ASF	25 ASF	18	450 ASF 18
	Lounge Chair (w/Laptop table)	1	25 ASF	25 ASF	36	900 ASF 36
	Modular (Nap) Lounge	1	65 ASF	65 ASF	2	130 ASF 2
					382	
LIBRARY SUBTOTAL					16,120 ASF	

Program	Capacity	ASF/ Station	ASF	QTY	TOTAL ASF	Comments
3.0 STUDENT SERVICES AND ACADEMIC SUPPORT						
EOPS + CALWorks + Fresh Success					1,610 ASF	
3.1 Welcome Center						Access to outdoor desired
Welcome and Check-in Desk	N/A	N/A	120 ASF	1	120 ASF	
Seating area	N/A	N/A	40 ASF	1	40 ASF	
Textbook Bookshelves and Lockable Cabinets	N/A	N/A	100 ASF	1	100 ASF	Against Wall
3.2 EOPS Faculty + Staff Office						
Staff Office	1	90 ASF	90 ASF	2	180 ASF	Type B - Desk, file cabinet
Table for 3	N/A	N/A	30 ASF	1	30 ASF	Table for 3 with a display monitor
3.3 EOPS Lab						
Instructor Station	1	40 ASF	40 ASF	1	40 ASF	Requires access to power
4-Person Reader Table	4	~13 ASF	50 ASF	3	150 ASF	Requires access to power
Lounge Chair w/Laptop Table	1	25 ASF	25 ASF	4	100 ASF	Requires access to power
3.4 Secure Storage	N/A	N/A	40 ASF	1	40 ASF	Laptop storage
3.5 EOPS Counselor Office	1	130 ASF	130 ASF	2	260 ASF	Accommodate two chairs and a stroller; Bookshelf; 4 drawer file cabinet; L-desk and dual monitors
3.6 CalWORKS/Fresh Success						Access to outdoor desired
CalWORKS/Fresh Success Counselor Office	1	130 ASF	130 ASF	1	130 ASF	Accommodate two chairs and a stroller; Bookshelf; 4 drawer file cabinet; L-desk and dual monitors
Staff Office	1	90 ASF	90 ASF	2	180 ASF	Office + Meeting Room, Desk, Table, 2-chairs
Faculty + Staff Office	1	120 ASF	120 ASF	1	120 ASF	Desk, table for 3, file cabinet
3.7 Workroom	N/A	N/A	120 ASF	1	120 ASF	Copier, storage, kitchenette (sink)
El Centro					605 ASF	
3.8 Welcome Desk and Waiting Area	N/A	N/A	270 ASF	1	270 ASF	computer at counter
3.9 Flex Staff Office	1	120 ASF	120 ASF	1	120 ASF	Type C
3.10 Career Transfer Storage/Workroom	N/A	N/A	90 ASF	1	90 ASF	Currently storage from the backroom; Direct adjacency to Welcome Desk for Program Specialist
3.11 Partnering Room	N/A	N/A	125 ASF	1	125 ASF	Room to be shared with CTC and Outreach program; space for presentations from Business/Indus
Veterans Resource Center					570 ASF	
3.12 Staff Office	1	90 ASF	90 ASF	1	90 ASF	Type B - Desk, books shelf, printer, guest chair, 2 filing cabinets
3.13 Counselor Office	1	120 ASF	120 ASF	1	120 ASF	Type B - Table and 4 chairs, Bookshelf, Sofa and Lounge Chairs
3.14 Quiet Space	N/A	N/A	90 ASF	1	90 ASF	For VA meetings and events as well as nap/safe room.
3.15 Storage	N/A	N/A	65 ASF	1	65 ASF	Lending Library, Laptop Cart,
3.16 VRC Activity Room						
Check-in Desk	N/A	N/A	90 ASF	1	90 ASF	Includes Refrigerator, Microwave, Sink, and Coffee
4-Person Table	4	~13 ASF	50 ASF	1	50 ASF	Requires access to power
4-Person Study Booths	4	~16 ASF	65 ASF	1	65 ASF	

Program	Capacity	ASF/ Station	ASF	QTY	TOTAL ASF	Comments
Accessible Education Center (AEC)					4,815 ASF	
3.17	Welcome Desk and Waiting Area	5	N/A	190 ASF	1	190 ASF Seating area for waiting; ensure students aren't crowded
3.18	Accessible Education Center					
	Associate Dean/Director Office	1	160 ASF	160 ASF	1	160 ASF Type E - Desk/Table w/chairs for at least 6
	Counselor Office	1	130 ASF	130 ASF	3	390 ASF Workability Counselor & PT Job Developer 4 stations + 1 pt station
	Office	1	90 ASF	90 ASF	4	360 ASF Type B - Office for off-campus faculty + Swing Office
3.19	Open Office Area					
	Faculty/Staff/Student Worker Cubicle	1	60 ASF	60 ASF	2	120 ASF Visibility from cubicles to surrounding area to assist, one near check-in desk
	AEC Storage	N/A	N/A	70 ASF	1	70 ASF
	Book Lending	N/A	N/A	20 ASF	1	20 ASF Book Lending Storage Room Tall Storage cabinets in storage room
3.20	High-Tech Center					Special operating hours, include Laptop Cart Storage; Adaptive Equipment Storage
	Lab/Teaching	14	50 ASF	700 ASF	1	700 ASF Requires access to power, 13 adjustable/accessible, 1 instructor w/ display - open to watch the lab
	Instructional Specialist Staff Station	1	50 ASF	50 ASF	2	100 ASF One staff station in lab (facing student stations)
	High Tech Storage "Back Room"	N/A	N/A	80 ASF	1	80 ASF One tall cabinet
	Alternate Media Production & Storage	N/A	N/A	120 ASF	1	120 ASF Bookshelves and storage - Laptop Cart, Braille Embossers x2; CCTV; Comb Binder (Soundproof room; loud machines)
	Office	1	90 ASF	90 ASF	1	90 ASF Type B. Instructor office
3.21	Test Proctoring Center (TPC)					
	Check-In Office/Desk	N/A	N/A	180 ASF	1	180 ASF 3 storage cabinets Check-in Window 2-way viewing window- Requires additional egress into "office space." Cubbies/Lockers for student belongings; glass window into lab
	Proctoring Room	1	25 ASF	25 ASF	18	450 ASF 1-Person, Paneled Adjustable Table, computer tables and chairs
	Private Testing Room	1	N/A	65 ASF	3	195 ASF Computers w/adjustable surface for specialized Testing. One (1) is dedicated for Dragon use/training (accessible)
3.22	Learning Skills Lab					
	Skills Lab	13	70 ASF	910 ASF	1	910 ASF 13 computer stations; tables and chairs. Go-Print Station
	Instructors Station	1	70 ASF	70 ASF	1	70 ASF Angled to view lab
	LS Laptop Cart Storage	N/A	N/A	80 ASF	1	80 ASF
3.23	LS Open Lab					
	Instructor Station	1	70 ASF	70 ASF	1	70 ASF
	4-Person Table	4	~13 ASF	50 ASF	2	100 ASF Requires access to power
	2-Person Table	2	~12 ASF	25 ASF	2	50 ASF Requires access to power
	4-Person Booth	4	~16 ASF	65 ASF	2	130 ASF
	Office	1	90 ASF	90 ASF	2	180 ASF Type B - FFT Off campus, adjacent to DRC, directly adjacent to DRC / Confidential; must see lab and classroom; view to the classroom. One assessment office.
Counseling					1,355 ASF	
3.24	Counseling Office	1	130 ASF	130 ASF	10	1,300 ASF Type D - Able to accommodate two visitor chairs and a stroller; Bookshelf; 4 drawer file cabinet; L-desk and dual monitors- 7 FT STAFF, 2 PT
3.25	Open Work Area	N/A	N/A	55 ASF	1	55 ASF Printed materials, forms, other; student worker cubbies for backpack

Program	Capacity	ASF/ Station	ASF	QTY	TOTAL ASF	Comments
Mental Health Services Office					450 ASF	
3.26						
	Office	1	120 ASF	120 ASF	1	120 ASF Type D - Second door in office
3.27	Waiting Room	N/A	N/A	90 ASF	1	90 ASF
3.28	Gender-Inclusive Restroom	N/A	N/A	80 ASF	1	80 ASF
3.29	Dean of Student Services Office	1	160 ASF	160 ASF	1	160 ASF Type E - Needs to be close to Enrollment Services
Enrollment Services					2,005 ASF	
3.30	Meeting/breakout room	8	25 ASF	200 ASF	1	200 ASF
3.31	Enrollment Services					
	Storage/Shelving	N/A	N/A	35 ASF	1	35 ASF Tall shelved cabinets, standard shelving, counter & cabinets
	Supply/Print	N/A	N/A	60 ASF	1	60 ASF Printers, storage, Work counter
	Records, Files and Storage	N/A	N/A	360 ASF	1	360 ASF Filing, work counter, TWO (@) 8.5x11 doc scanners and ONE (1) copy machine
	Records Vault	N/A	N/A	70 ASF	1	70 ASF
	FA Open Office	1	60 ASF	60 ASF	6	360 ASF Acoustically separate Cubicle Desks (indicated needing 8 cubicles); cubicles must be acoustically treated; 2 files file cabinets, each
	FA Supervisor Office	1	160 ASF	160 ASF	1	160 ASF TypeE - Need door to students as well as to open office area
	Student Accounts Office	1	90 ASF	90 ASF	1	90 ASF Type C - Window counter, adjacent to FA and A&R
Admissions & Records and Financial Aid						
	Welcome Center	3	N/A	150 ASF	1	150 ASF Combined welcome desk - for two staff members and two mentors - workspace counter for visitors to pull up.
	A&R Open Office	1	60 ASF	60 ASF	6	360 ASF Acoustically separate Cubicle Desks ; cubicles must be acoustically treated; 2 files file cabinets, each
	A&R Registrar Office	1	160 ASF	160 ASF	1	160 ASF Type E - Need door to students as well as to open office area
STUDENT SERVICES & ACADEMIC SUPPORT SUBTOTAL					11,410 ASF	

4.0	BUILDING SUPPORT					565 ASF
	4.01 Building Service			565 ASF		565 ASF
BUILDING SUPPORT SUBTOTAL					565 ASF	

TOTAL ASSIGNABLE SQUARE FEET (ASF)					30,830 ASF
<i>assignable to gross ratio</i>					<i>1.30 ASF</i>
TOTAL GROSS SQUARE FEET (GSF)					40,080 GSF