

OFFICE STANDARDS

Gavilan Joint Community
College District

June 22, 2022












GAVILAN
COLLEGE

OVERVIEW

The purpose of this handbook is to establish uniformity and equity for all new offices on every project within the District.

These standards are not exhaustive, but intended to work in conjunction with applicable building codes and regulations, with the GJCCD Design Guidelines, Furniture Standards, and AV/IT Standards. In addition, the standards set forth in this document should be checked periodically to ensure they remain relevant.

LEGEND

	MOVABLE FURNITURE
	CASEWORK
	FIXED FURNITURE
	MOVABLE SEATING
	EQUIPMENT
	30"X48" ACCESSIBILITY CLEARANCE
	5' ACCESSIBILITY TURNAROUND

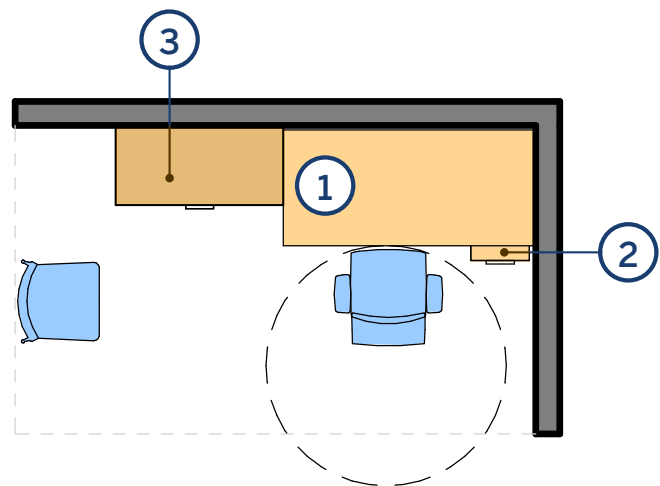
Refer to the chart below when identifying office space for new construction and renovation projects. Usable square footage is noted on each diagram in the following pages.

EXAMPLE JOB TITLE	OFFICE TYPE
Chancellor	not included
Superintendent/ President	not included
Executive Vice President	not included
Vice President	not included
Director	E
Dean	E
Faculty	B
Faculty +Staff	C
Adjunct /PT Faculty	A
Counselor	D
Admin Assistant	B
Executive Admin Assistant	B

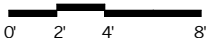
OFFICE TYPE A - WORKSTATION /60 SF

CHARACTERISTICS	Capacity:	N/A
	Floor Finish:	Resilient flooring or modular carpet tile
	Wall Finish:	Painted gypsum board with resilient wall base. Writable surface.
	Ceiling Treatment:	Acoustic ceiling tile
	Ceiling Height:	10'-6" minimum
	Natural Light:	Required
	Window Treatment:	Manual Light filtering roller shades required. Non-heat conductive shades preferred.
	Door:	Sidelight or vision panel in door, STC 30 or higher.
	Security	Access control lock (Columbine Locks), IDS. See <i>Chapter 13 Low Voltage Technology Criteria</i> for more information
	Casework:	None
	Accessories:	None
TECHNOLOGY	Refer to Disitrcct Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/Gavilan-AV_IT_-Security-Standards_12.11.20_FINAL.pdf
MECHANICAL, ELECTRICAL & PLUMBING	Ventilation:	Heating/cooling - Automatic thermostat
	Electrical:	Power/Data needs to be on multiple walls to allow for user reconfiguration
	Artificial Lighting: LED lighting, dimmable	
EQUIPMENT & FURNISHINGS	Refer to Disitrcct Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/20201203_GJCCD-FFE-Standards.pdf

OFFICE TYPE A - WORKSTATION 60 SF



LEGEND



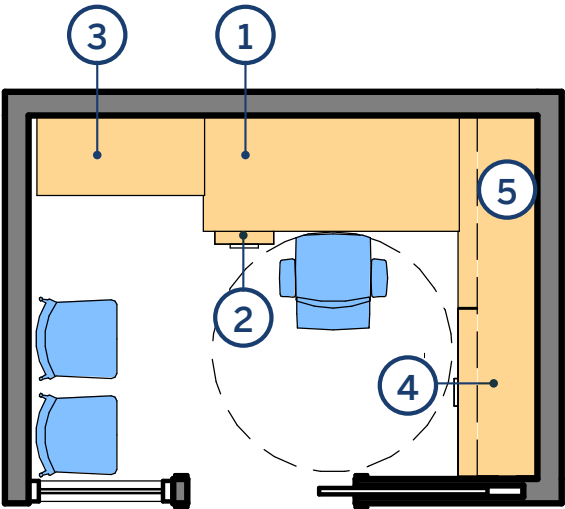
- ① 30" X 72" SIT-TO-STAND DESK
- ② MOBILE PEDESTAL
- ③ 42" WIDE BOOKSHELF

- MOVABLE FURNITURE
- CASEWORK
- FIXED FURNITURE
- MOVABLE SEATING
- EQUIPMENT
- 30"X48" ACCESSIBILITY CLEARANCE
- 5' ACCESSIBILITY TURNAROUND

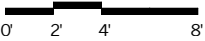
OFFICE TYPE B - 90 SF

CHARACTERISTICS	Capacity:	Single Occupancy
	Floor Finish:	Resilient flooring or modular carpet tile
	Wall Finish:	Painted gypsum board with resilient wall base. Writable surface.
	Ceiling Treatment:	Acoustic ceiling tile
	Ceiling Height:	10'-6" minimum
	Natural Light:	Required
	Window Treatment:	Manual Light filtering roller shades required. Non-heat conductive shades preferred.
	Door:	Sidelight or vision panel in door, STC 30 or higher.
	Security	Access control lock (Columbine Locks), IDS. See <i>Chapter 13 Low Voltage Technology Criteria</i> for more information
	Casework:	None.
	Accessories:	None
TECHNOLOGY	Refer to Disitrcct Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/Gavilan-AV_IT_-Security-Standards_12.11.20_FINAL.pdf
MECHANICAL, ELECTRICAL & PLUMBING	Ventilation:	Heating/cooling - Automatic thermostat
	Electrical:	Power/Data needs to be on multiple walls to allow for user reconfiguration
	Artificial Lighting:	LED lighting, dimmable
EQUIPMENT & FURNISHINGS	Refer to Disitrcct Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/20201203_GJCCD-FFE-Standards.pdf

OFFICE TYPE B - 90 SF



LEGEND

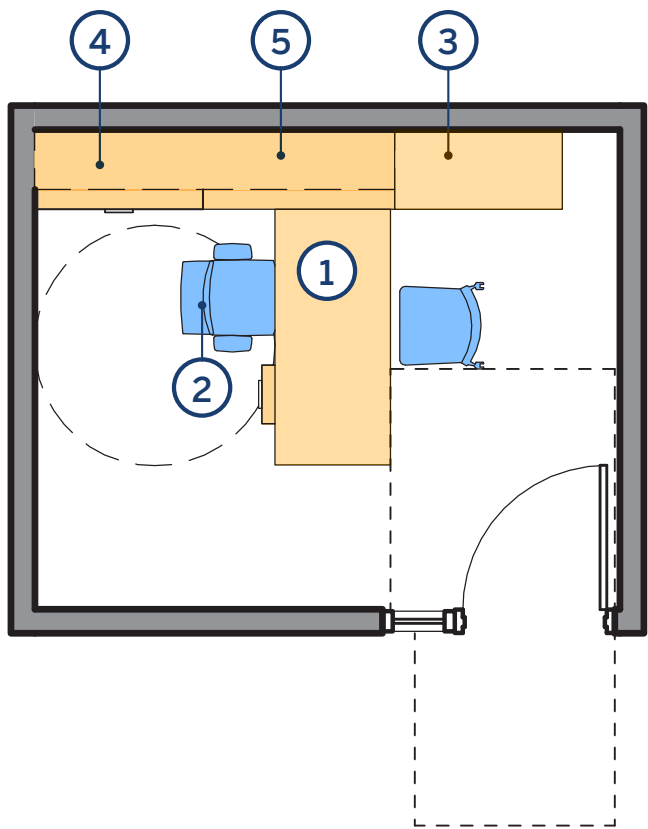


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|---|---|--|---------------------------------|
| ① | 30x72" - SIT TO STAND DESK | | MOVABLE FURNITURE |
| ② | MOBILE PEDESTAL (PENCIL DRAWER + 1 FILE DRAWER) | | CASEWORK |
| ③ | 42" WIDE BOOKSHELF | | FIXED FURNITURE |
| ④ | 42" WIDE LATERAL FILE CABINET | | MOVABLE SEATING |
| ⑤ | OVERHEAD CABINET | | EQUIPMENT |
| | | | 30"X48" ACCESSIBILITY CLEARANCE |
| | | | 5' ACCESSIBILITY TURNAROUND |

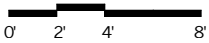
OFFICE TYPE C - 120 SF

CHARACTERISTICS	Capacity:	Single Occupancy
	Floor Finish:	Resilient flooring or modular carpet tile
	Wall Finish:	Painted gypsum board with resilient wall base. Writable surface.
	Ceiling Treatment:	Acoustic ceiling tile
	Ceiling Height:	10'-6" minimum
	Natural Light:	Required
	Window Treatment:	Manual Light filtering roller shades required on any exterior windows. Non-heat conductive shades preferred.
	Door:	Sidelight or vision panel in door, STC 30 or higher.
	Security	Access control lock (Columbine Locks), IDS. See <i>Chapter 13 Low Voltage Technology Criteria</i> for more information
	Casework:	None
	Accessories:	Whiteboard consider magnetic or glass whiteboard
TECHNOLOGY	Refer to Disitrcct Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/Gavilan-AV_IT_-Security-Standards_12.11.20_FINAL.pdf
MECHANICAL, ELECTRICAL & PLUMBING	Ventilation:	Heating/cooling - Automatic thermostat
	Electrical:	Power/Data needs to be on multiple walls to allow for user reconfiguration
	Artificial Lighting:	LED lighting, dimmable
EQUIPMENT & FURNISHINGS	Refer to Disitrcct Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/20201203_GJCCD-FFE-Standards.pdf

OFFICE TYPE C - 120 SF



LEGEND



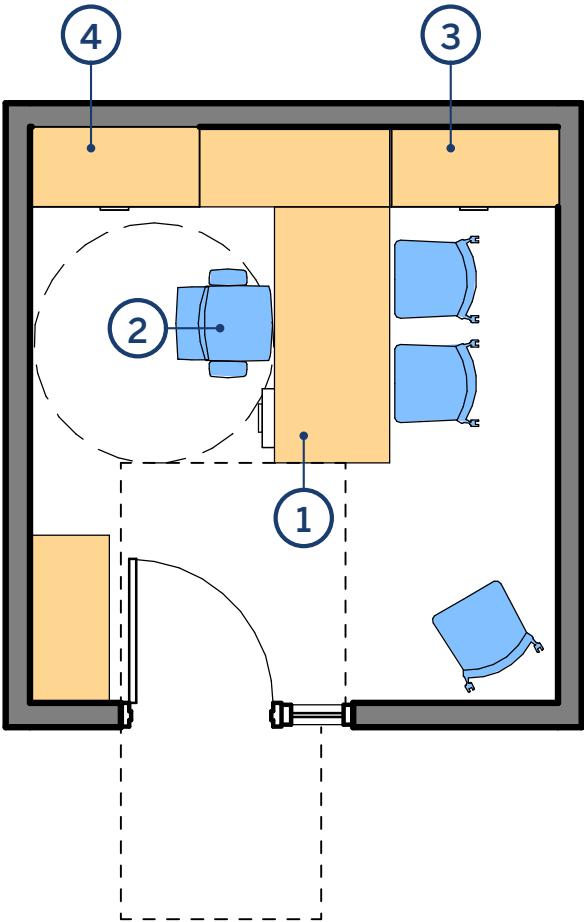
- ① 30" X 72" SIT-TO-STAND DESK
- ② MOBILE PEDESTAL
- ③ 42" WIDE BOOKSHELF
- ④ 42" WIDE LATERAL FILE CABINET
- ⑤ WALL MOUNTED OVERHEAD STORAGE UNIT

- MOVABLE FURNITURE
- CASEWORK
- FIXED FURNITURE
- MOVABLE SEATING
- EQUIPMENT
- 30"X48" ACCESSIBILITY CLEARANCE
- 5' ACCESSIBILITY TURNAROUND

OFFICE TYPE D - 130 SF

CHARACTERISTICS	Capacity:	Single Occupancy
	Floor Finish:	Resilient flooring or modular carpet tile
	Wall Finish:	Painted gypsum board with resilient wall base. Writable surface.
	Ceiling Treatment:	Acoustic ceiling tile
	Ceiling Height:	10'-6" minimum
	Natural Light:	Required
	Window Treatment:	Manual Light filtering roller shades required on any exterior windows. Non-heat conductive shades preferred.
	Door:	Sidelight or vision panel in door, STC 30 or higher.
	Security	Access control lock (Columbine Locks), IDS. See <i>Chapter 13 Low Voltage Technology Criteria</i> for more information
	Casework:	None
	Accessories:	Whiteboard consider magnetic or glass whiteboard
TECHNOLOGY	Refer to Disitrcct Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/Gavilan-AV_IT_-Security-Standards_12.11.20_FINAL.pdf
MECHANICAL, ELECTRICAL & PLUMBING	Ventilation:	Heating/cooling - Automatic thermostat
	Electrical:	Power/Data needs to be on multiple walls to allow for user reconfiguration
	Artificial Lighting:	LED lighting, dimmable
EQUIPMENT & FURNISHINGS	Refer to Disitrcct Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/20201203_GJCCD-FFE-Standards.pdf
OTHER	The door location of this office needs to be accessible directly to the faculty or staff person and guest seating may not occur within accessible route to door.	

OFFICE TYPE D - 130 SF



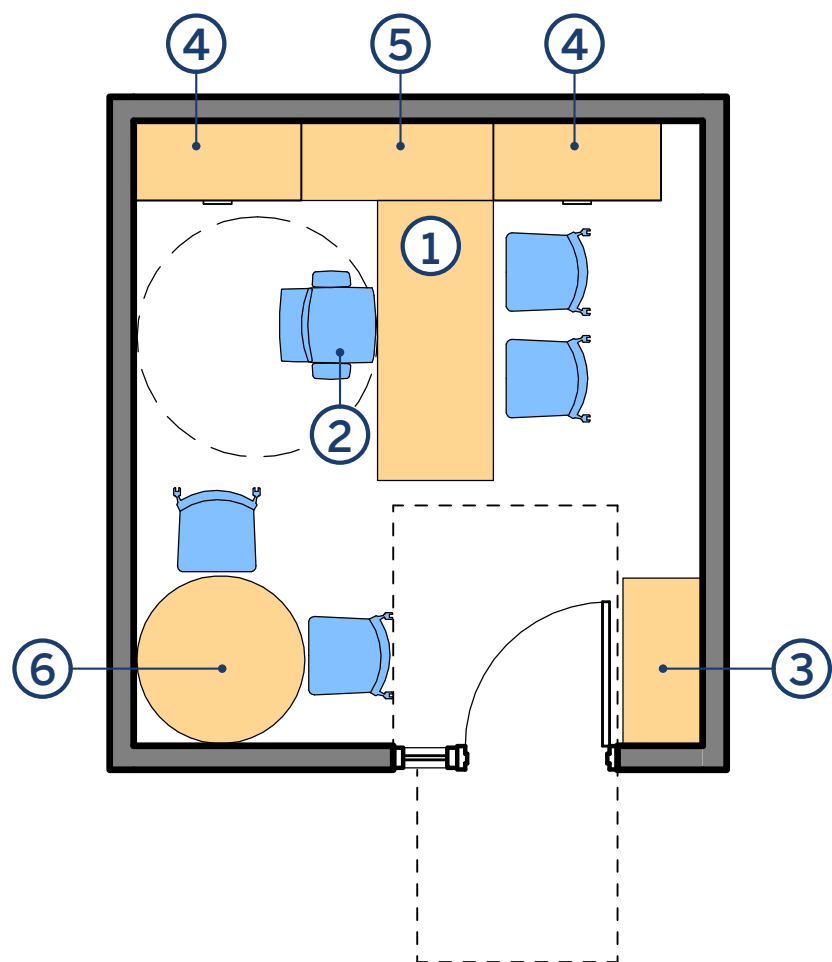
LEGEND

- | | | |
|---|---|---------------------------------|
| ① | 30x72" - SIT TO STAND DESK | MOVABLE FURNITURE |
| ② | MOBILE PEDESTAL (PENCIL DRAWER + 1 FILE DRAWER) | CASEWORK |
| ③ | 42" WIDE BOOKSHELF | FIXED FURNITURE |
| ④ | 42" WIDE LATERAL FILE CABINET | MOVABLE SEATING |
| | | EQUIPMENT |
| | | 30"X48" ACCESSIBILITY CLEARANCE |
| | | 5' ACCESSIBILITY TURNAROUND |

OFFICE TYPE E - 160 SF

CHARACTERISTICS	Capacity:	Single Occupancy
	Floor Finish:	Resilient flooring or modular carpet tile
	Wall Finish:	Painted gypsum board with resilient wall base. Writable surface.
	Ceiling Treatment:	Acoustic ceiling tile
	Ceiling Height:	10'-6" minimum
	Natural Light:	Required
	Window Treatment:	Manual Light filtering roller shades required. Non-heat conductive shades preferred.
	Door:	Sidelight or vision panel in door, STC 30 or higher.
	Security	Access control lock (Columbine Locks), IDS. See <i>Chapter 13 Low Voltage Technology Criteria</i> for more information
	Casework:	None
TECHNOLOGY	Accessories:	Whiteboard consider magnetic or glass whiteboard
	Refer to District Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/Gavilan-AV_IT_-Security-Standards_12.11.20_FINAL.pdf
MECHANICAL, ELECTRICAL & PLUMBING	Ventilation:	Heating/cooling - Non manually operated thermostat
	Electrical:	Power/Data needs to be on multiple walls to allow for user reconfiguration
	Artificial Lighting:	LED lighting, dimmable
EQUIPMENT & FURNISHINGS	Refer to District Standards	http://gavilanmeasurex.org/wp-content/uploads/2022/05/20201203_GJCCD-FFE-Standards.pdf

OFFICE TYPE E - 160 SF



- ① 30" X 72" SIT-TO-STAND DESK
- ② MOBILE PEDESTAL (PENCIL DRAWER + 1 FILE DRAWER)
- ③ 48" WIDE BOOKSHELF
- ④ 42" WIDE LATERAL FILE CABINET
- ⑤ WALL MOUNTED OVERHEAD STORAGE UNIT
- ⑥ 42" DIA. ROUND TABLE W/ GUEST CHAIRS

- MOVABLE FURNITURE
- CASEWORK
- FIXED FURNITURE
- MOVABLE SEATING
- EQUIPMENT
- 30"X48" ACCESSIBILITY CLEARANCE
- 5' ACCESSIBILITY TURNAROUND

SAN FRANCISCO
SAN JOSE
LOS ANGELES
SAN DIEGO
NEW YORK
SHANGHAI
AUSTIN

steinberg
hart