



Chabot College Design Guidelines for Office Space

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**Submitted by the Office Design Subcommittee: Bob Curry, Tim Steele,
Linnea Wahamaki, Gordon Watt, and Wanda Wong.**

The Office Design Subcommittee was charged with the task of providing the Facilities Committee with the design templates for seven types of office space:

- **Full Time Faculty**
- **Counselors**
- **Adjunct Faculty**
- **Division Dean and Administration**
- **Division Work Rooms**
- **Meeting and Conference Rooms**
- **Typical Workstations**

The following descriptions outline the *minimum requirements* for the physical, functional, and technological necessities of modern and efficient private, semi-private, and open office environments.

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General Concerns and Comments for all Office Spaces

After reviewing the offices currently in use throughout Chabot College and looking at size and concerns stated from other campuses in California and the United States, the design subcommittee for offices is proposing the following requirements or templates be used as a guideline for office space design and implementation, college wide.

Following discussions with faculty, staff, and administration, we have determined that the current office size is inadequate for the specified needs. Current faculty offices range from 65 to 80 sq. ft. in size, not including those used for music, which originally needed room for a piano.

The proposed guidelines reflect the clearances required for the **effective** utilization of Furniture and Equipment within each space. The desired **usable** square footage is 100 feet. Additional width or depth within the spaces would be acceptable, particularly in the Division Office applications.

Should a project architect find that they can not provide one of these minimum requirements, all variations must be presented to the Facilities Committee for development of a revised approval. These variations are to be project specific, rather than wholesale across the Design Guidelines document.

The sub-committee acknowledges with these Design Guidelines that structural details, such as columns, and architectural details, such as windows, may impact the final layout options available to the end user in specific offices. Each configuration offered allows for a minimum of two options **after** these issues have been taken into consideration.

In addition, wall mounted overhead cabinets have been intentional omitted from the standards offering for Faculty and Counselor's Offices. No backing will be required within these spaces. Please note that overhead cabinets (Group 2) are a part of the Division Office requirements, and may require backing.

In order to effectively support the layouts and requirements of these spaces, the design subcommittee requests that the architect specify that all light switches, thermostats or wall mounted equipment be placed within the ADA zone (within 60" inches inside an office with an inward opening door, or within 18" of the strike side of a door).

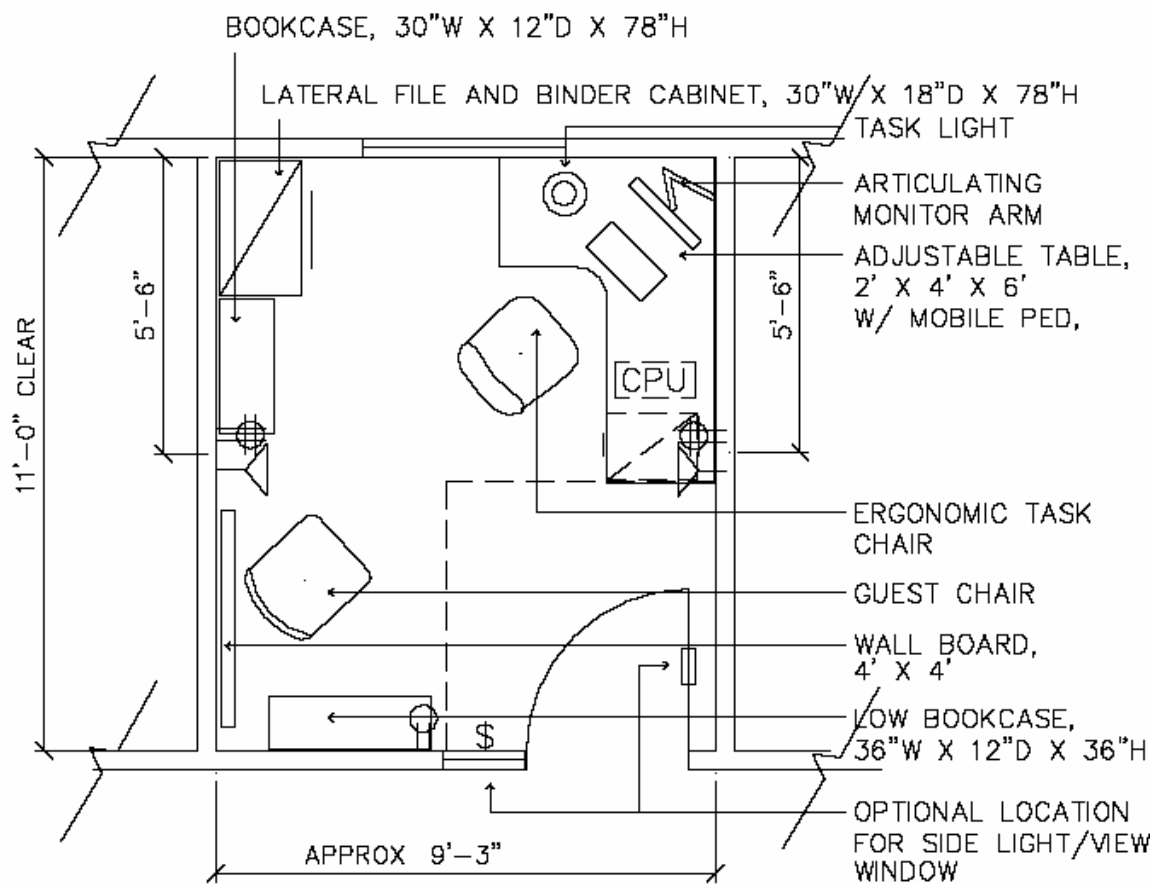
Faculty/Instructional Office Space Template

- Minimum space required: 100 usable square feet, with a desired clearance of 66" along the door wall, to allow for a 48"W desk dimension plus 18" for ADA accessibility. See Faculty Options 1, 2 & 3 for *desired* minimum clear dimensions.
- Building Infrastructure (Group 1 details):
 - Window with screens and mini-blinds or roller shades for coverings
 - Door with either side light or view window
 - (2) four-plex power outlets (one each on opposite walls). See Faculty Options 1 through 3 for placement.
 - Telephone/Network port beside power outlets
 - Additional convenience receptacles on perpendicular walls if project budget allows
 - Indirect lighting if possible, with task specific lighting (Group 2)
 - Coat hanger on wall
 - Door with magnetic hold open mechanism
- Furniture/accessories requirements (Group 2 details):
 - Adjustable Height Workstation with mobile drawer storage (Pencil/Box/File Combination)
 - Ergonomic Office Task Chair on casters
 - 30' of Binder/Book Storage, and 10' of Filing Storage
 - Task specific lighting, either table or wall based
 - Tack or White Board (user choice), 4' x 4'
 - Visitor chair per office, with access to additional chairs or meeting space
 - Computer with at least 17" flat panel monitor, with front USB ports, on adjustable monitor arm

Note: No wall mounted overhead cabinets will be used within these applications.

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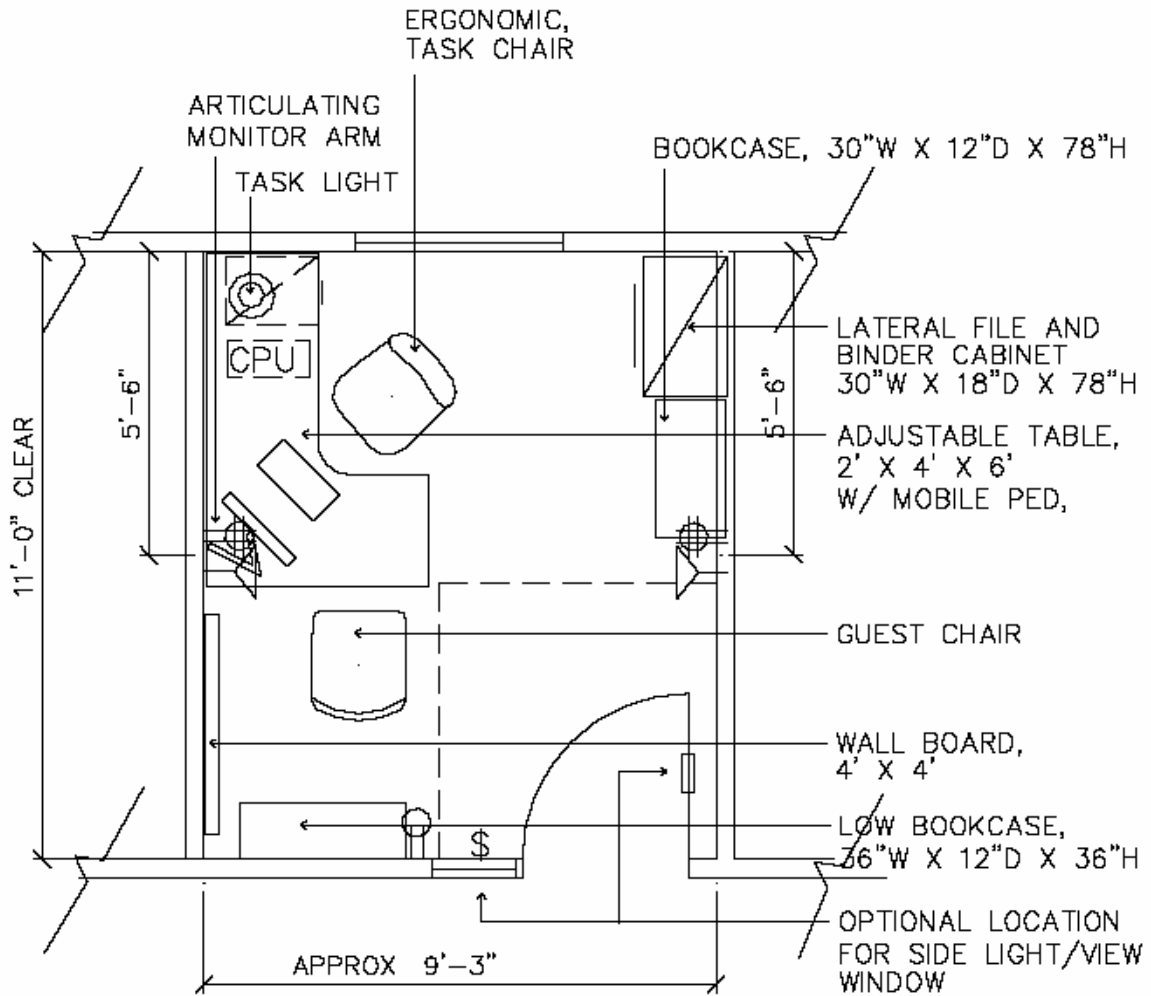
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Faculty Office Option #1

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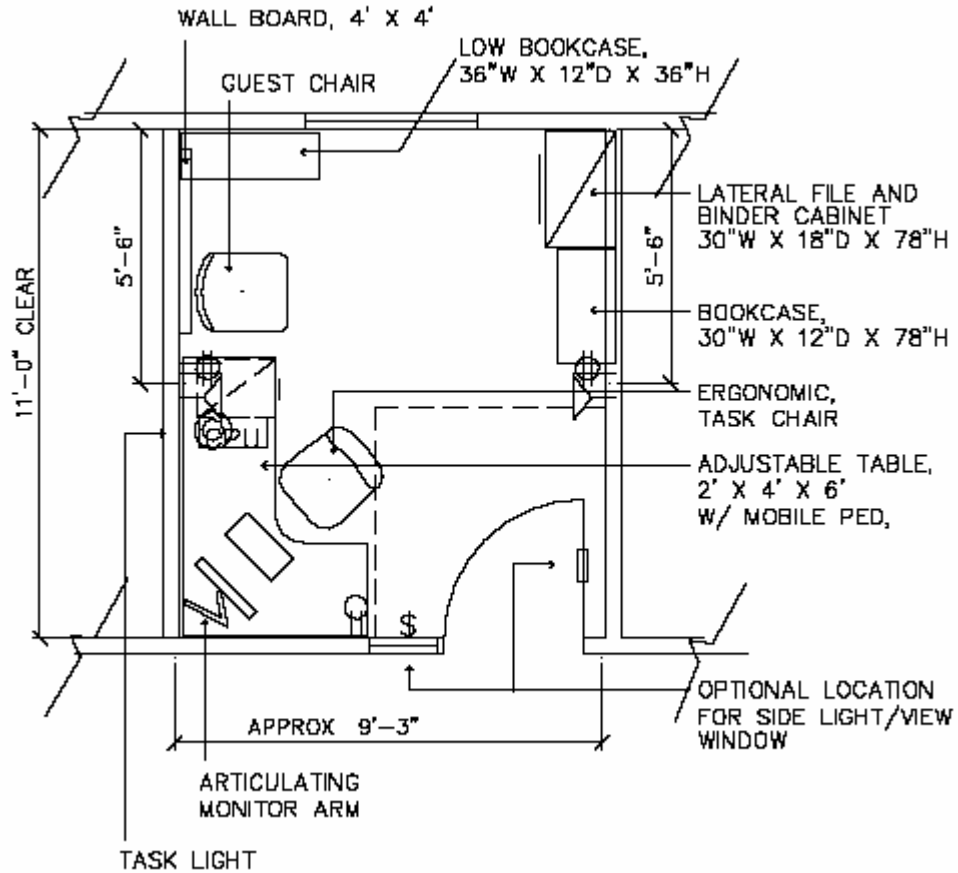
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Faculty Office Option #2

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Faculty Office Option #3

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Counselor Office Space Template

- Minimum space required: 120 usable square feet, with a desired clearance of 66" along the door wall, to allow for a 48"W desk dimension plus 18" for ADA accessibility. See Counselor's Office Options 1, 2 & 3 for *desired* minimum clear dimensions.

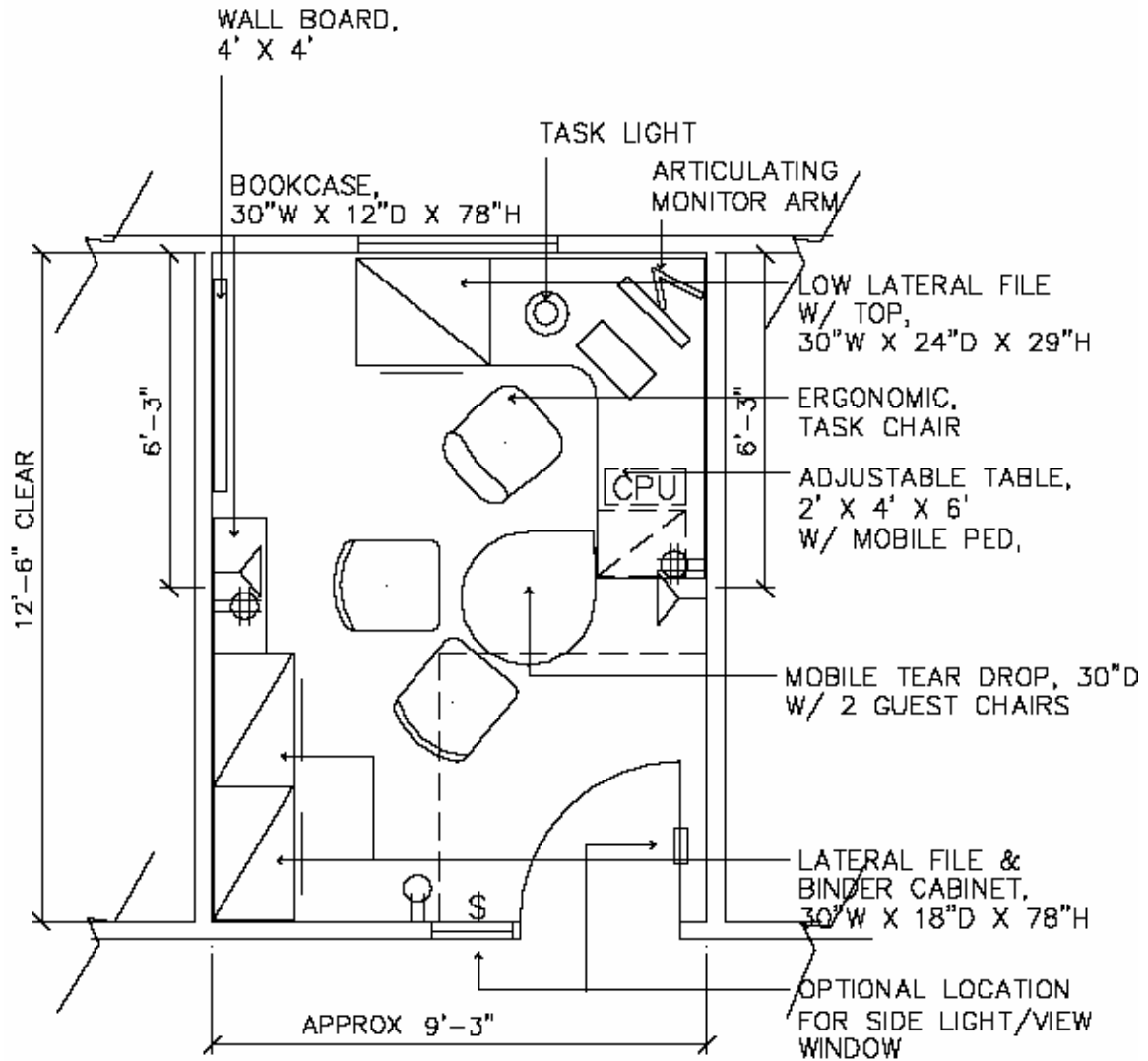
- Building Infrastructure (Group 1 details):
 - Window with screens and mini-blinds or roller shades for coverings
 - Door with either side light or view window
 - (2) four-plex power outlets (one each on opposite walls). See Counselor's Options 1 through 3 for placement
 - Telephone/Network port beside power outlets
 - Additional convenience receptacles on perpendicular walls if project budget allows
 - Indirect lighting if possible, with task specific lighting (Group 2)
 - Coat hanger on wall
 - Door with magnetic hold open mechanism
 - Separate waiting area for up to (20), including reception for (4) staff workstations

- Furniture/accessories requirements (Group 2 details)::
 - Adjustable Height Workstation with mobile drawer storage (Pencil/Box/File Combination)
 - Ergonomic Office Task Chair on casters
 - 30' of Binder/Book Storage, and 20' of Filing Storage
 - Task specific lighting, either table or wall based
 - Tack or White Board (user choice), 4' x 4'
 - (2) Visitor chairs per office, with access to additional chairs or meeting space
 - Computer with at least 17" flat panel monitor, with front USB ports, on adjustable monitor arm

Note: No wall mounted overhead cabinets will be used within these applications.

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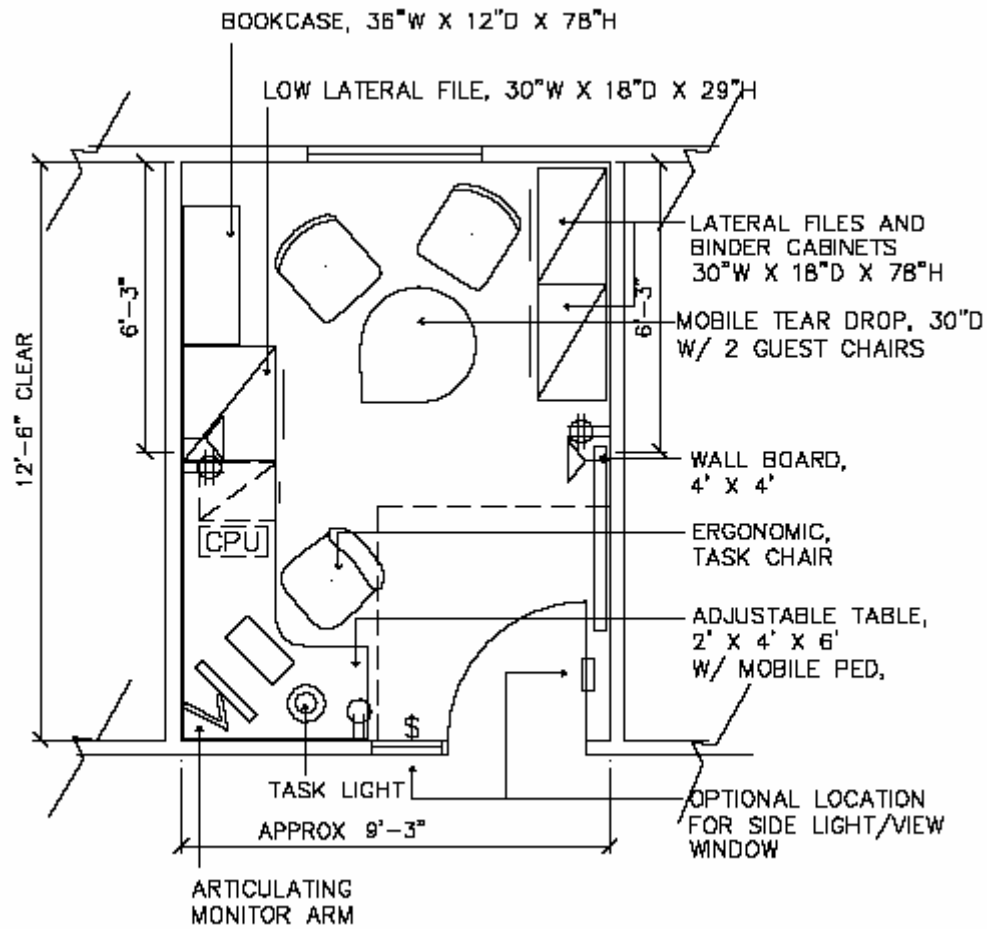
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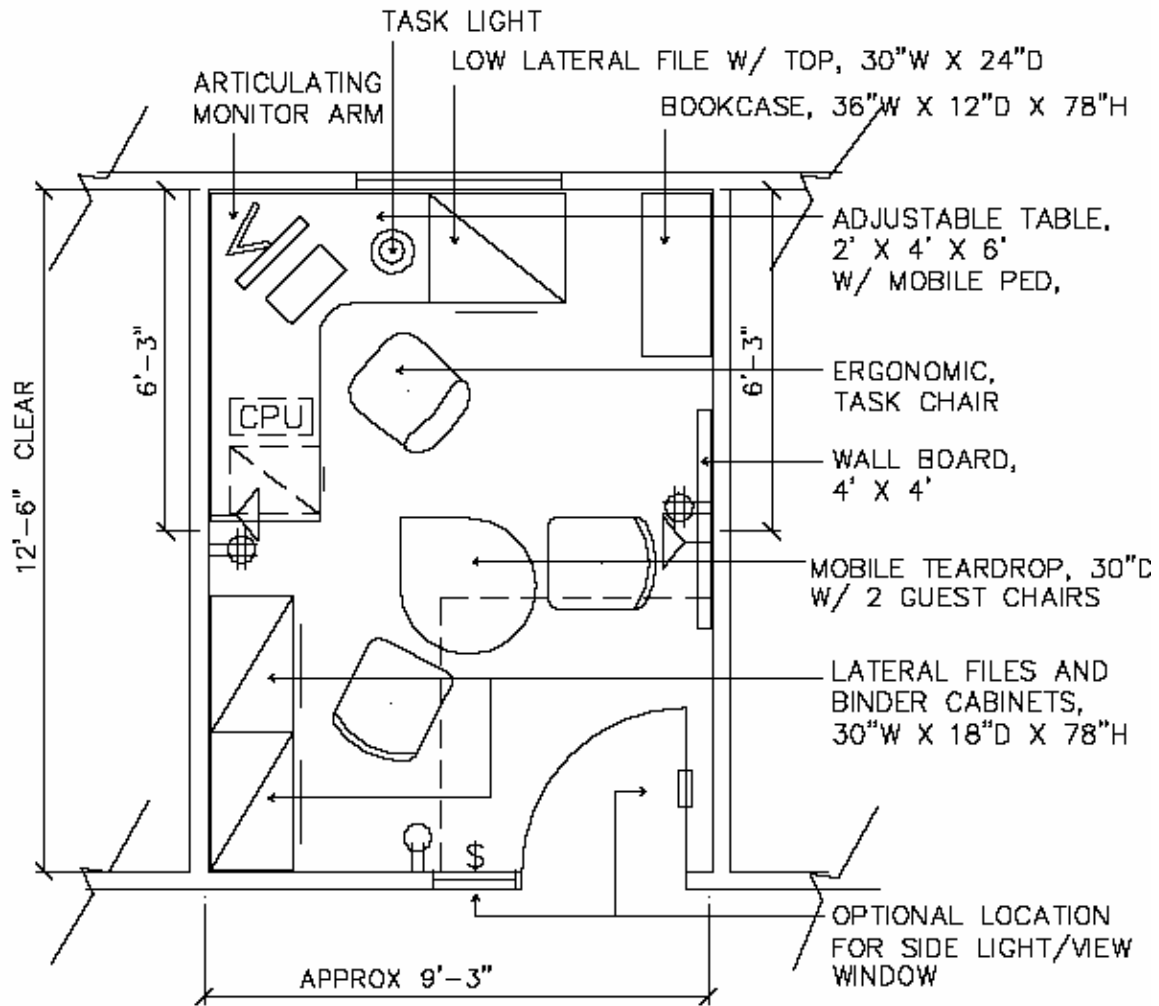
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Counselor Office Option #3

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Adjunct Faculty Office Space Template

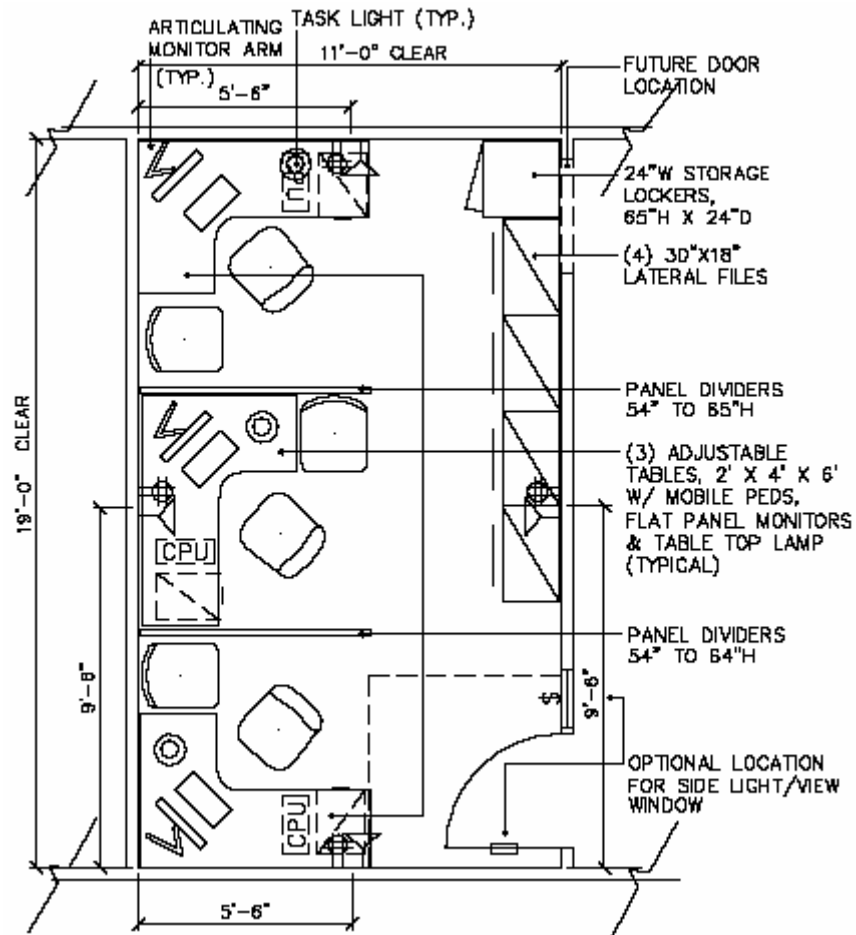
- Minimum space required: Approximately 200 square feet. See Adjunct Office Layout for *desired* minimum clear dimensions. Design intent is for (15) Adjunct Faculty to share (1) office with (3) workstations.

- Building Infrastructure (Group 1 details):
 - Windows with screens and mini-blinds or roller shades for coverings
 - Single Entry Door with either side light or view window
 - Pre-determined Future Door Location for use when office becomes (2) single occupant users
 - (4) four-plex power outlets (one each on opposite walls). See Adjunct Office Layout for placement
 - Telephone/Network port beside power outlets
 - Additional convenience receptacles on perpendicular walls if project budget allows
 - Indirect lighting if possible, with task specific lighting (Group 2)
 - Door with magnetic hold open mechanism

- Furniture/accessories requirements (Group 2 details):
 - (3) Adjustable Height Workstations with mobile drawer storage (Pencil/Box/File Combination), and dividers between stations for basic privacy
 - (3) Ergonomic Office Task Chair on casters
 - 2' of Binder/Book Storage, and 2' of Filing Storage, per user. See Storage Options for possible product option photos.
 - (3) Visitor chairs per office, with access to other meeting space close by
 - Task Specific Lighting, desk or wall mounted
 - Wall Mounted Tack Board, Shared
 - Computer with at least 17" flat panel monitor, with front USB ports, on adjustable monitor arm
 - Networked Laser Printer

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Adjunct Faculty Shared Office Layout

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Adjunct Office Storage Options

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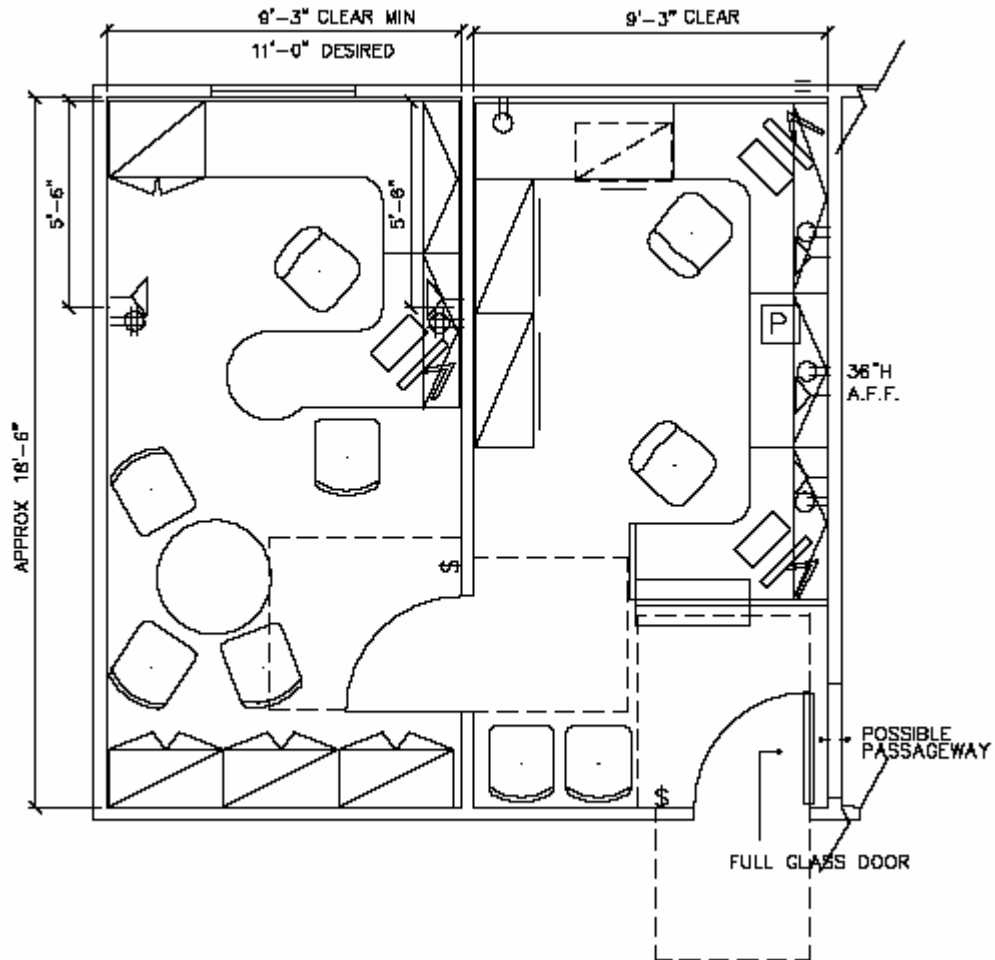
Division Dean and Admin Support Office Template

- Minimum space required - Dean: 180 usable square feet, to accommodate 3 person small, confidential meetings; Admin: 180 square feet. See Single Division Office layout options for *desired* minimum clear dimensions.
- Building Infrastructure – Both (Group 1 details):
 - Window with screens and mini-blinds or roller shades for coverings
 - Full Glass Door at entry to suite
 - Passage to Division Workroom
 - Minimum of (2) four-plex power outlets (one each on opposite walls). See Single Division Office layout for placement
 - Telephone/Network port beside power outlets
 - Additional convenience receptacles on perpendicular walls
 - Indirect lighting if possible, with task specific lighting (Group 2)
 - Coat hanger on wall
 - Wall clock
 - Door with magnetic hold open mechanism
- Furniture/accessories – Dean (Group 2 details):
 - U-shaped Adjustable workstation with Mobile Storage below and closed storage above, wall mounted
 - Ergonomic Office Task Chair on casters
 - 24' of Binder/Book Storage, and 12' of Filing Storage
 - (3) Visitor chairs per office, with access to additional meeting space
 - Tack or White Board (user choice), 4' x 6'
 - Computer with at least 17" flat panel monitor, with front USB ports, on adjustable monitor arm
 - Task specific lighting, table based
 - Small worktable for at least three people at one time
 - Personal Laser printer

- Furniture/accessories – Admin (Group 2 details):
 - U-shaped Adjustable workstation with Mobile Storage below and closed storage above, wall mounted, for Staff and Student Worker
 - (2) Ergonomic Office Task Chairs on casters
 - 30' of Binder/Book Storage, and 18' of Filing Storage
 - Tack, 4' x 4'
 - (2) Computer with at least 17" flat panel monitor, with front USB ports, on adjustable monitor arm
 - Waiting Area with seating for minimum of (2) people at one time
 - Networked Laser printer

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Single Division Dean and Staff Office Layout

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Single and Shared Division Work Room Template

- Minimum space required – Single Division: Approximately 180 square feet. Shared Division: 360 square feet. Please note that shared Work Rooms are **not** to include the meeting/break room area as part of the overall design. Layouts for these spaces to be planned by project architect in accordance with Division requirements
- Building Infrastructure (Group 1 details):
 - Window with screens and mini-blinds or roller shades for coverings
 - Minimum of (4) duplex power outlets. See Single and Shared Workroom Layouts for placement
 - (3) Telephone/data outlets
 - Tack Board, 4' x 8'
 - Wall clock
- Furniture/accessories – (Group 2 details):
 - 45' of Supply Storage
 - Mail Slot for up to 75 faculty/staff for single divisions, and 150 for shared spaces
 - Computer with at least 17" flat panel monitor, with front USB ports, on adjustable monitor arm
 - Networked Laser printer
 - Copier/Scanner/Fax/Printer Unit, with adjacent worksurface and recycling access
 - Shredder

Meeting and Conference Room Template

Small Meeting Rooms:

- A minimum of (1) Small Meeting room per 30 faculty/staff offices per building, (1) per (5) Adjunct Offices, and (1) per 20 Staff Offices or Workstations.
- Each room is to be sized as a Faculty Office for future flexibility, and to hold 4 to 5 people at one time.
- Building Infrastructure (Group 1 details):
 - Windows with screens and blinds where applicable
 - Minimum of (2) duplex power outlets per wall, and possible floor receptacle
 - Minimum of (1) Telephone/Data outlet
 - Tack Board, 4' x 4'
- Furniture/accessories (Group 2 details):
 - Storage Credenza
 - Conference Table and Chairs

Medium Meeting Rooms:

- At least one Medium sized Meeting room per Division.
- Each room is to be sized approximately 300 square feet, with an occupancy of 15 to 20
- Building Infrastructure (Group 1 details):
 - Wall Mounted LCD Monitor with Connectivity for Laptop
 - Windows with screens and blinds where applicable
 - Minimum of (2) duplex power outlets per wall, and possible floor receptacle
 - Minimum of (2) Telephone/Data outlets
 - Porcelain surface White Boards with tray
 - Tack Board, 4' x 4', integrated into architectural details
 - Storage area for stack chairs and/or tables as needed

- Furniture/accessories (Group 2 details):
 - Cabinet to house AV equipment and laptop or CPU on cart connection, lockable
 - Folding or Flip Top Tables, with stacking or Nesting Chairs

Large Conference Rooms:

- At least one Large Conference Room per floor or per office building
- Each room is to be sized approximately 900 square feet, with an occupancy of 45 to 50
- Building Infrastructure – Large Conference (Group 1 details):
 - Ceiling mounted projector with two (2) possible connection locations for AV controls
 - Manual Screen for projection
 - Windows with screens and blinds where applicable
 - Variable lighting controlled near AV location as well as door
 - Minimum of (2) duplex power outlets per wall, and possible floor receptacle
 - Minimum of (2) Telephone/Data outlets
 - Porcelain surface White Boards with tray, 16'W
 - Tack Board, 4' x 4'
 - Storage area for stack chairs and/or tables as needed
- Furniture/accessories – Large Conference (Group 2 details):
 - Computer and AV Equipment in a lockable cabinet
 - AV equipment connected to ceiling projector (see IT specs)
 - Folding or Flip-Top Nesting Tables and stackable chairs

Workstation Template

- Specific Workstation requirements will be driven by College requirements per job classification. However, the following information will be used as a Minimum Requirement guideline to assure continuity and future flexibility
- Minimum space required: 64 square feet (8'6" x 8'6") per full time occupant, including "panel creep"
- Building Infrastructure – Workstations (Group 1 details):
 - Base power in-feed per cluster of 6 workstations, using 8 wire, 3 + 1 power access
 - One voice and one data receptacle per workstation, with terminations of receptacle to be attached to workstation panels or worksurface
 - Two additional Data receptacle locations per cluster of (5) workstations for future requirements
 - Minimum of one workstation area per floor dedicated to filing storage, with power, voice and data connectivity for future workstation usage
- Furniture/accessories – Workstations (Group 2 details):
 - Adjustable Height Worksurface with mobile drawer storage (Pencil/Box/File Combination)
 - Ergonomic Office Task Chair on casters
 - 8' of Binder/Book Storage, and 10' of Filing Storage
 - Task specific lighting beneath overhead units
 - Visitor chairs within close proximity
 - Computer with at least 17" flat panel monitor, with front USB ports, on adjustable monitor arm