GENERAL OFFICE SUITE

SPACE DESCRIPTION

Open office spaces are for all faculty, adjuncts, support staff, and other Ivy Tech employees who need a desk for work. Open offices promote improved communication and collaboration with attention to long-term efficiency and flexibility. These spaces shall provide open collaboration space with access to natural light and include private focus rooms and a conference space large enough to accommodate the staff in that office suite.

SUCCESS FACTORS

Security: The Office Suite shall be divided into 3 security zones. A reception area may have open access to the corridor, while meeting rooms and the open office are secured after hours and accessed by key fob. A digital kiosk in each reception area is needed to allow visitors to check in for meetings or office hours. In departments where sensitive conversations take place, there shall be at least (1) meeting space without glazing for privacy. All huddle rooms and conference spaces shall have panic buttons for the possibility of an emergency. Security access point door may be locked after hours and accessed by key fob between the reception and meeting rooms. A second security access point door may be locked after hours and accessed by key fob between the meeting rooms and open offices.

Adaptability/Mobility: Employees should easily be able to connect to technology and move between spaces in the open office suite -- including their workstation, phone booth, huddle room, and conference room. All desks in cubicles and private offices shall have a sit-stand option for user preference and flexibility.

Acoustics: Furniture and equipment shall be selected to provide a sense of privacy within the open office setting.   Means may include use of acoustically absorbent materials for reduced sound transmission and the addition of ambient noise. Cubicle partitions shall be selected for acoustically absorbent properties and shall be the correct height for the department's intended level of privacy. Noise from HVAC systems may be at tolerable levels for sound masking of speech intelligibility.

Natural Light: To provide all users with the benefit of natural light, office suites shall be designed with cubicles near exterior walls and private offices inboard with glazing.

Conference Rooms: The program layout should balance public, semi-public, and private areas to give users opportunities for both collaboration and privacy. At a minimum, every office suite shall have (1) individual phone booth, (1) 4-person huddle, (1) 12-person conference room, and (1) 200 sq. ft. open collaboration space for every (20) open workstations.

Rest areas: An employee breakroom or kitchenette shall be located within easy access to the open office. The breakroom may be shared between departments. A Personal Wellness Lounge shall also be provided for faculty/ staff use.

GENERAL

All perimeter walls shall extend full height to deck.

Work stations, private offices and conference rooms of various sizes shall be provided depending on department/ program size.

ACOUSTIC

Acoustic ratings for general office perimeter walls: STC 50. Special accommodation may be required due to location in the building.

Maximum recommended HVAC Background Noise: 40dBA

Follow the recommended methodologies and best practices for mechanical system noise control in ANSI Standard S12.60; the 2015 ASHRAE Handbook-- HVAC Applications, Chapter 48, Noise and Vibration Control (with errata); and AHRI Standard 885–2008.

MECHANICAL

Window or room unit systems are not acceptable in office rooms due to poor acoustic performance. Noise from HVAC systems may be at tolerable levels for sound masking of speech intelligibility.

Follow the recommended methodologies and best practices for mechanical system noise control in ANSI Standard S12.60; the 2015 ASHRAE Handbook – HVAC Applications, Chapter 48, Noise and Vibration Control (with errata); and AHRI Standard 885-2008.

Maximum NC Level for VAVs shall be less than 30 at maximum CFM.

ELECTRICAL & DATA

Power and data requirements vary per room type, see room description.

LIGHTING

-   Provide zoned LED lighting with lighting controls to regulate natural daylight in open office areas.
-   Provide low-brightness luminaires with high visual comfort probability (VCP).   Average 40fc at 30" A.F.F. Min CRI 80.

DOORS AND WINDOWS

Provide interior glazing for natural light into private offices and into conference/ huddle rooms where privacy is not a concern.

TECHNOLOGY

Technology requirements vary per room type, see room description.

ACCESSORIES AND EQUIPMENT

Provide whiteboards as noted in room descriptions. Rolling boards may be used. Storage space may be required depending on the size and function of the office suite.

FURNITURE

Furniture and equipment shall be selected to provide a sense of privacy within the open office setting. Cubicle partitions shall be selected for acoustic properties and shall be the correct height for the department's intended level of privacy.

NOTE: Any large projects or large furniture orders shall be approved by Standard Process of Facilities & Capital Planning Department

FINISHES

Ceilings

Recommended Height: 9' to 10', with special consideration to acoustics when greater than 10'.

Ceilings shall have an NRC of .70 to .85.

Floors

Carpet tile is preferred for acoustic properties. Hard flooring is preferred where the floors are more susceptible to dirt or liquids.