

**Standard Commercial Office Specifications**

	<b>Item</b>	<b>Specification</b>
<b>Partitions</b>	Perimeter Walls	7 lf per 100 sf of office. Built of 3 5/8" 20-gauge steel studs 12' high, fiberglass insulation, painted drywall both sides with two coats off-white Sherwin Williams latex. Walls against existing block are to be framed with 1 5/8" studs secured to block. This allowance is in addition to the existing finished walls at the entry facade.
	Interior partitions	15 lf per 100 sf. Built 3 5/8" 25ga. steel studs 9' high, fiberglass insulation at restrooms, drywall painted both sides with two coats Sherwin Williams off-white latex (enamel in restrooms) concrete column collars painted if exposed.
<b>Ceiling</b>	Acoustical tile	Standard 2' x 2' Class "A" acoustical tile throughout at 7'10" above floor with 6" batt insulation. Vinyl coated in restrooms. Acoustical ceiling to be hung from 6" or 8" steel studs horizontal across top of walls.
<b>Electric</b>	2' x 4' lights	1 per 70 sf. Standard 4-tube fluorescent with standard electronic ballast. Emergency/exit lights per code.
	Outlets or switches	3 per 100 sf. 110-volt standard ivory color.
	Data/comm. conduits	2 per 150 sf. To be 3/4" conduits from box located 18" above the floor and extending above ceiling level.
	Kitchenette	Two outlets at the kitchenette counter and one 2' strip fluorescent over the sink. Provide connections for a refrigerator, dishwasher and microwave (appliances not included).
<b>Plumbing</b>	Restroom fixtures	American Standard or equal white urinals, wall hung self-rimming sinks and floor mounted flush-valve toilets. Single lever Delta or equal chrome faucets. Electric water heater to adequately serve restrooms and kitchenette. Floor drains not included.
	Restroom accessories	All accessories to be chrome or stainless steel - grab bar at handicap toilets, floor mounted baked enamel toilet partitions, 24" x 36" mirrors over each sink. Dispensers for paper towels, toilet paper and sanitary napkin dispensers as well as sanitary napkin receptacles all provided by client's vendor.
	Office restrooms	A minimum of two office restrooms are to be included for any office of up to 2,500 sf each with one toilet and one self-rimming ceramic sink set in a 42" laminate vanity. An additional toilet (or urinal) and sink will be added to each of the two restrooms for any incremental increase in office space of up to 2,500 sf. Provide one handicap water fountain.
	Manufacturing restrooms	Restroom fixtures for the manufacturing area are subject to size of building, local codes and number of employees. Such restrooms are therefore not included in the base cost for office space and will be priced separately.
	Kitchenette	One double bowl stainless steel sink. Connect ice maker and dishwasher (appliances not included).
<b>Sprinkler</b>	Entire office area	Wet system per code for general office areas (light hazard).
<b>HVAC</b>	Equipment, supplies and returns	1 ton AC per 350 sf with 1 supply or return per 150 sf and average Noise Criteria (NC) of 40. Distribution system to be combination of insulated rigid and flexible ductwork with 2' X 2' registers (built in dampers provided on supply registers). Equipment to be Rheem or equal electric heating and air conditioning system sized to maintain interior/exterior temperatures of 72/10 degrees in winter and 74/95 degrees in summer. Provide exhaust fans in restrooms per code.
<b>Millwork</b>	Fire-rated doors	1 per 1000 sf. Steel door with welded steel frame and closure, Falcon commercial grade passage locks.
	Interior doors	1 per 150 sf. Solid-core flush masonite with welded steel frame, Falcon commercial grade passage locks.
	Office windows	1 per 1,000 sf. 4' x 4' safety glass secured in drywall opening with aluminum stops (exterior windows nic).
	Reception	4 lf of counter 12" wide.
	Kitchenette	7 lf of laminated base & wall cabinets and countertop are to be provided in all offices exceeding 1,800 sf.

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<b>Flooring</b>	Carpet, tile & base	\$16.5/yd including installation and vinyl base. Color selected by client. Complete concrete at 30' x 40' slab cutout.
<b>Exclusions</b>		Intercom, data and communication wiring, security and alarm systems, any upgrades in the manufacturing area, window treatments, custom millwork, shelving, lockers, coat rods and wallcovering.
<b>Design</b>		A "Concept Plan" establishing permanent wall locations will be developed initially and approved by both parties. Construction plans with specifications will then be completed and approved subject to adjustments in specifications or locations of fixtures (but excluding further adjustments in wall locations). Any architectural expense for relocating walls after approval of the Concept Plan or further services beyond the scope of the office area will be the responsibility of the client.

<b>Examples</b>							
		Quantity	Per	Quantities of Finishes Based on Square Footage of Office			
				1,000	2,000	5,000	12,000
	Perimeter partition	7 lf	100 sf	70	140	350	840
	Interior partition	15 lf	100 sf	150	300	750	1,800
	Lights	1 ea	70 sf	14	29	71	171
	Outlets/switches	3 ea	100 sf	30	60	150	360
	Voice/data conduits	2 ea	150 sf	13	27	67	160
	Office toilets	2 ea	2,500 sf	2	2	4	10
	Office sinks	2 ea	2,500 sf	2	2	4	10
	Supplies or returns	1 ea	150 sf	7	13	33	80
	Fire-rated doors	1 ea	1,000 sf	1	2	5	12
	Interior doors	1 ea	150 sf	7	13	33	80
	Office windows	1 ea	1,000 sf	1	2	5	12
	Reception counter	4 lf	na	4	4	4	4
	Kitchenette	7 lf	na	none	7lf	7lf	7lf
	Carpet, tile & base	\$16.50	yard	\$1,833	\$3,667	\$9,167	\$22,000

Note: The quantity and allowances for finishes are rounded up or down to the nearest whole number.  
Improvements are to be in accordance with all applicable local, state and federal building codes.