



STATE LIBRARIES, ARCHIVES AND MUSEUMS **FINAL NEEDS ASSESSMENT**

SEPTEMBER 2009

Preserve the Past

Educate Alaskans

Realize Potential

Prepared for:

State of Alaska, Department of Transportation and Public Facilities
for Alaska Department of Education and Early Development
Division of Libraries, Archives & Museums
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Executive Summary

This document is the 2009 Final Needs Assessment for the Alaska State Libraries, Archives and Museum project (SLAM) located in Juneau. It presents a clear picture of the facility requirements to protect Alaska's cultural and historic resources and to make those treasures more accessible to all citizens of Alaska. This work has been done by RISE Alaska as project manager with Steve Fishback as architect, under contract through the Alaska State Department of Transportation for the Department of Education and Early Development's Division of Libraries, Archives and Museums (LAM).

The value of collecting and maintaining the State's history was recognized long before statehood. The U.S. Congress established the Alaska Historical Library and Museum in 1900. A new museum was built by the community of Juneau and turned over to the State of Alaska in 1968 to honor the centennial of Alaska's purchase. At that time, the Alaska Historical Library was separated from the Alaska State Museum and became a part of the Alaska State Library that had been established in 1955. The Alaska State Archives was created in 1970. The State Archives entered its current building in 1975. In 1991, the Commissioner of Education and Early Development (EED) created the Division of Libraries, Archives and Museums. The buildings that are home to these facilities are failing, too small, and technologically insufficient. The facilities are not integrated for efficient research and operations. The collections are not connected physically or digitally for statewide access.

- The State Libraries have suffered from water leaks and lack of lighting and environmental controls in the State Office Building, with no more room to grow while maintaining an easily accessible collection.
- The State Archives building is failing structurally with a large crack in its walls as building slumps downhill off bedrock. The collections are at 98% capacity.
- The State Museum has been at capacity for visitation and storage since the mid-1980s. Now, the collections are partially housed in a leaking basement near water pipes and in a temporary annex next to the museum.

Aligned with State Education Priorities

The State Board of Education and Early Development (EED) approved the *Alaska Education Plan* dated March 19, 2009 which was drafted from the visions and priorities of the 450 educators, parents, students, businesspeople and legislators who attended the November 2008 Statewide Education Summit. One of the key visions from this plan is "*our graduates understand the past and build the future.*" This vision is parallel to LAM's vision: "Preserve the Past; Educate Alaskans; Realize Potential.

There is also an Alaska History Education requirement for students to earn at least one-half credit in Alaska History in order to graduate from high school. LAM can provide Alaska's educators and students with statewide access to information on Alaska's regional history, geography, cultures, Russia's colony, territorial history, government and modern-day Alaska.

Protect Alaska's Treasures

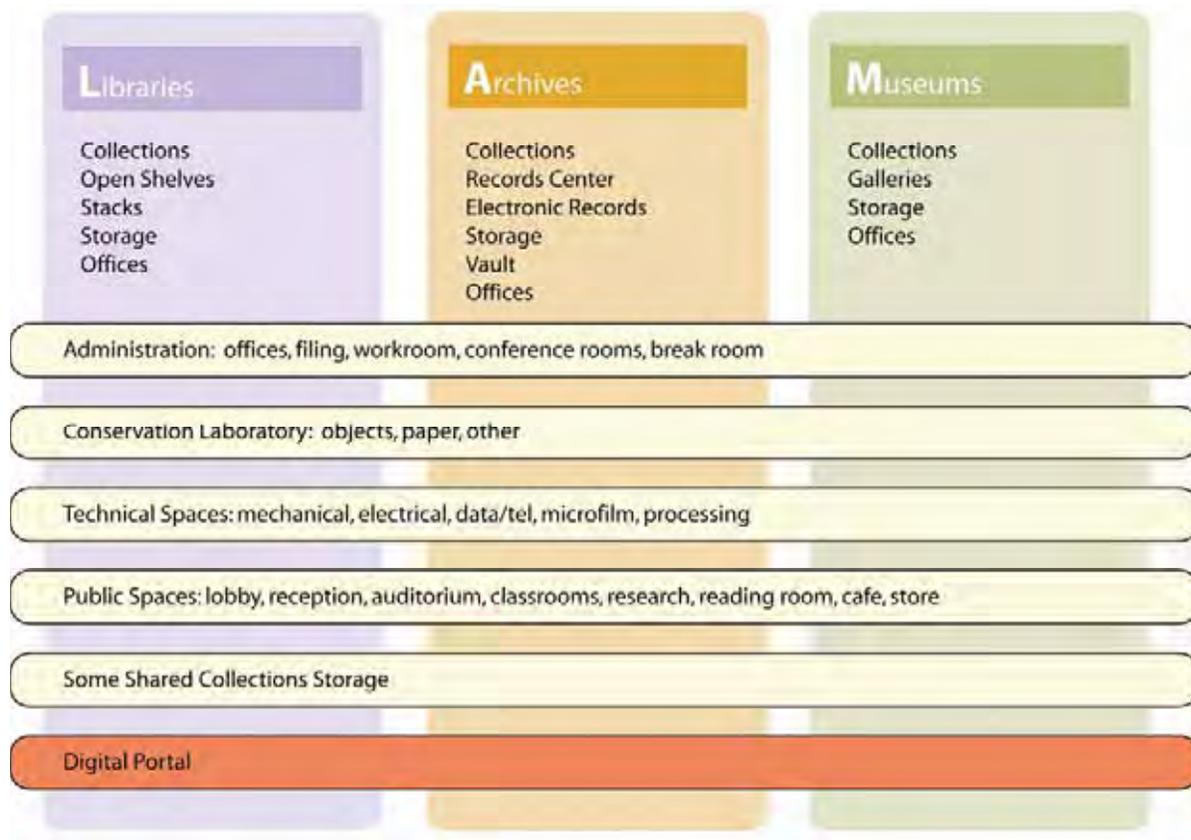
It is time to plan for a new facility to protect Alaska's treasures in an integrated storage and conservation space, while providing physical and virtual access to the legislature, and citizens of Alaska. Integrating the services, collections and staff physically and virtually will better serve the educational and heritage needs of Alaskans statewide. A digital portal that integrates the Alaska's collections of artifacts, manuscripts, files, publications and official records of Alaska's State government will enable statewide and global users to connect to the rich resources of the State's history.

Site

In 2002, the State acquired a 1.58-acre vacant lot contiguous to the State Museum in Juneau with an appropriation of \$1.5 million from the Alaska Legislature. The intent was to provide the land to consolidate the collections and services for the State Libraries, Archives and Museum, now in three separate facilities. This lot is adjacent to the 2.05-acre museum property, thereby providing a combined total of 3.65 acres for SLAM facilities.

Space Requirements

After extensive user interviews with SLAM staff members and stakeholders in 2005-6 and again in 2008-9, facility space requirements have been summarized. This approach assumes that the public areas, technical, administrative and collections spaces in the new facility would be shared.



The program diagram on the previous page illustrates the independence of the three primary functions: Libraries, Archives and Museum. Each of the three organizations requires security and rigorous environmental controls and will maintain separate collections to fulfill their specialized missions.

At the same time, a consolidated facility will result in many opportunities for shared spaces. Some of these multi-party areas include administrative offices and workrooms; conservation laboratory for objects, paper and other materials; technical spaces for mechanical, electrical and communication systems, as well as for microfilm and digital processing. Some sharing of collections storage is considered for large format and special conditions materials such as film and microforms. A significant opportunity is sharing of public spaces for the lobby, auditorium, reading rooms, classrooms, conference rooms and staff spaces. A visitor will enter the lobby with a central reference desk and be guided seamlessly across collections to what is needed.

Similarly, the virtual visitor from Alaska or around the world will enter a common Digital Portal accessing the collections through finding aids, search functions and digitized artifact images and information. The intention is to integrate LAM functions where possible recognizing there will be some protocols and collections that will require separation. The overall goal is to provide seamless access to the physical and virtual visitor.

Project Cost Estimate

The full project cost estimate includes hard costs (site work, new construction, renovations, contingency) and soft costs (design, contingency, fixtures and equipment, management). Estimations, Inc. prepared the preliminary building cost estimate. Costs are now escalated due to the three years intervening, and changes in scope by LAM staff as they continue their strategic effort to integrate services, organization and operations.

Hard costs	\$72 million
Soft costs	\$21 million
Exhibits	\$5.5 million
PROJECT COST ESTIMATE	\$98.5 million

Outreach

Initial outreach efforts in 2006 included stakeholder interviews with representatives of 35 groups statewide, and an email poll of other state libraries, archives and museums regarding their expansion projects. A project fact sheet outlined the project need and approach. A project brochure was distributed with presentations to the annual meetings of the Alaska Historical Societies and Museums Alaska. The 2006 Preliminary Needs Assessment and cost estimate was completed.

The SLAM Statewide Advisory Committee (SSAC) was created to provide statewide input on the project, advisory support to LAM and develop constituency support statewide. The first SSAC meeting was held in Juneau in February 2009 to discuss LAM programs, pros and cons of the current LAM system. Since then, the SSAC has convened via teleconferences to advise the

LAM Leadership Team, discuss progress updates and relay information to and from the statewide constituency.

LAM Internal Planning

In 2008, LAM received a state appropriation for SLAM design and planning. Part of the planning included internal organizational development work for LAM Leadership Team and staff to better prepare for an integrated way of doing business.

To better understand the process of innovation required to work in an integrated business model and to outline action steps, the LAM Leadership team and selected staff met with consultant Bill Dann of Professional Growth Services for a one-day Organizational Development Workshop in February 2009. The outcome of this session resulted in preliminary integration efforts including “staff exchanges” and cross-training.

In April 2009, the LAM staff convened for a two-day work session with three Subject Matter Experts (in the areas of libraries, archives and museums integration): Tom Hickerson, Michael Fox and Art Wolf. The three Subject Matter Experts presented case studies of integration and noted their recommendations for LAM.

See the SLAM website (http://lam.alaska.gov/slam_building.html) for more info on the SSAC and the internal LAM strategic meetings.

Next Steps

After EED acceptance of the 2009 Final Needs Assessment, the Department of Transportation will issue an RFP for masterplanning and design services for the SLAM project.

1.0 Introduction

Imagine you are a Barrow high school student with a PowerPoint homework assignment due for your Alaska history class. You need images, facts and ideas, all available online.

Imagine you are a government agency working to determine ownership of Alaska lands to establish what resources belong to the State. You need to access historical records of travel, trade and commerce.

Imagine you are a state legislator working to pass a new bill. You want to access the legislative documents that have previously dealt with your issue.

Imagine you are a tourist, stepping off the boat in Juneau wondering if there are records of your grandfather who went north for the Gold Rush. You need a place that will provide genealogical records, old newspapers and photographs.

Imagine that you are a mining corporation, required to get formal permits through the State Historic Preservation Office. You need access to land, business and archaeological records of the area to identify and mitigate historical impacts of your operations.

Imagine that you are a doctor working on a cure for Avian Flu. You need to access the death records of Brevig Mission documenting those killed in the Spanish Flu of 1918.

Where will you go?

The Alaska State Libraries, Archives, and Museums (LAM) are the repositories of unique artifacts, maps, rare books, historical documents, legislative records, visual arts, photographs, and much more. These resources are essential for education, for economic development, for government and for cultural heritage.

1.1 Purpose of This Document

In April of 2005, RISE Alaska contracted through the State of Alaska's Department of Transportation for the Department of Education and Early Development to provide a Needs Assessment for a consolidated State Libraries, Archives and Museums (SLAM) facility. This Needs Assessment established initial space requirements based on staff interviews. The document included a preliminary project cost estimate.

In 2008, the State Legislature appropriated funds for planning and design. This 2009 Final Needs Assessment updates the earlier document. It responds to the fact that three years passed, the LAM staff continued to explore the ramifications of integrating collections, services and programs, and space allocations changed accordingly. This document and the legislative appropriation now provide the basis for the state to issue a Request for Proposal for master planning and design services for the SLAM project.

**“The Department holds one of the premier collections of Alaskana. There are few libraries anywhere in the world that can claim to have such a tightly focused, highly accessible collection. The collections have international prominence as a result.”
— Philip Cronenwett**

1.2 Goals for the Project

The Alaska State Libraries, Archives and Museums (SLAM) Project will serve many goals by consolidating the collections in one facility with sufficient space to:

- Protect the treasures of the State's past and preserve our heritage for the future.
- Connect Alaska's rich history with its residents by providing statewide access.
- Better support the work of State agencies, like State Historic Preservation Office and Legislative Research to grant approval to economic development and generate good laws.
- Create new public spaces for education and gathering.
- Demonstrate green building principles for energy efficiency and sustainable design.
- Generate management and operations efficiencies.
- Vacate the current downtown Archives site owned by the State.
- Vacate valuable office space on the 7th and 8th floor of the State Office Building, now occupied by the State Libraries.
- Construct a structure that responds to today's need and is flexible enough to facilitate tomorrow's demands.
- Enhance consultation for libraries, archives and museums statewide.
- Support the State's mandated Alaska History requirement.
- Realize the State Board of Education's vision that "graduates understand the past and build the future."

2.0 Architectural Program

The facilities that house LAM are outdated, failing and undersized. LAM has begun to plan for new, consolidated and state-of-the-art facilities that will capitalize on operational efficiencies and knowledge sharing.

2.1 Overview

The Architectural Program is composed of seven parts that describe the envisioned SLAM facilities in concrete terms.

1. Existing conditions within facilities are described.
2. The site adjacent to the Alaska State Museum is already owned by the State of Alaska. This site has been selected as the site for the new SLAM facilities and is described in detail including land use plans, zoning, adjacencies and pedestrian access.
3. A space list details the net and gross square footage for the new facilities. The space allocations graphic shows the relative sizes of each room on the space list.
4. The program description describes each room in narrative form.
5. Adjacency diagrams sketch out program relationships between departments and relationships between internal departmental spaces.
6. The regulatory requirements outline the standards that will be used during design and construction to ensure that the facilities are safe, efficient, and durable.
7. Finally, the space requirements describe each room in a detailed, list format, one page per room, including occupancies, fixtures, furnishings and more (Appendix D).



History

The U.S. Congress established the Alaska Historical Library and Museum in 1900. The first curator, Andrew Kashevaroff, was appointed in 1919 and shortly thereafter the Territory assumed responsibility for its operations. When the new federal building (now the State Capitol) was finished in 1931, the Library and Museum moved to the second floor. A new Museum was built by the community of Juneau and turned over to the State of Alaska in 1968 to honor the centennial of Alaska's purchase. At that time, the Alaska Historical Library was separated from the Alaska State Museum and became a part of the Alaska State Library that had been established in 1955. When the Alaska State Archives was created in 1970, public state records were transferred to it from the Historical Library, which retained all manuscript and photograph records and papers produced by the private sector. The State Archives entered the current building in 1975. In 1991, the Commissioner of Education created the Division of Libraries, Archives and Museums.

This long established recognition of the value of the collection is once again at the forefront of the State's needs to collect and preserve artifacts of our history. In an evaluation report provided in 1997 by Philip Cronenwett, the library's collection was described as follows: "the Department holds one of the premier collections of Alaskana. There are few libraries anywhere in the world that can claim to have such a tightly focused, highly accessible collection. The collections have international prominence as a result."

Architecture

The new facilities will house Alaska's treasures. The SLAM collection truly is the treasure of Alaska's past, and it is important that the building respects and responds to that fundamental precept. Through the use of careful and responsive design, the selection of quality and appropriate materials, and an understanding of the project's mission, a beautiful and functional cultural building will be created.

It will be necessary for the facilities to be multiple stories in order to enclose the project's program on the site. Current zoning restricts building height to 35 feet. Views and access to natural light is unrestricted on the site above the first floor. Maximizing the introduction of light into public and staff space while protecting collections from ultraviolet light degradation will be one important measure of the project's success. Juneau's high level of precipitation will challenge the building envelope both from the standpoint of water migration and the ability to bring natural light into the building. Incorporation of the existing museum building, a clear public entry, access of vehicles into the structure parking and organization of the back of the house services will be some of the challenges that designers face.

The SLAM facilities are not seeking LEED certification; however, the designers are asked to follow principles of energy efficiency and environmentally sensitive design. The State's investment in this structure will likely allow this building to be used for a minimum of 50 years. Operations savings through sound design will be very beneficial to the State over this extended period of time. The use of sustainable products is encouraged.

Site

The 159,832 square foot site is well-located within the community to serve the State government, local residents and the extensive tourist industry. Access to the site is provided by Whittier Street. The current museum fronts Whittier Street and Willoughby Avenue. Utilities are provided in both streets, but the capacity of these existing systems will need to be tested against the project's yet-to-be-designed needs.

The nearly level site is well-draining and has a water table, established through a 1994 drilling operation, that lies between 8.5 and 26 feet below the surface.

Parking is required by local zoning. The actual number of stalls will be determined by the building design; however, early planning forecasts indicate approximately 275 stalls will be required. This program suggests 150 parking stalls be provided in structured parking, and that the balance be provided for with on-grade parking. Adjustments to these figures are to be made as the design develops.

Mechanical

The SLAM mechanical system will require the designers to consider and plan for multiple environmental systems within the structure. The building program, and specifically the needs of collection areas, will require tightly controlled temperatures and humidity levels. Other areas such as the isolation rooms and toilet rooms will require 100% exhaust. Public areas, office and work spaces will be conditioned for human comfort. In many locations throughout the buildings, spaces with different environmental requirements will be adjacent, thus requiring positive or negative air pressure to maintain the required environmental condition. The environmental conditions within the facilities are to follow the guidance of the ASHRAE Applications Handbook, Chapter 21 “Museums, Libraries and Archives.” Sound levels created by mechanical systems are to be carefully controlled in quiet areas such as the auditorium, reading rooms, galleries and recording spaces. Specific Noise Criterion (NC) levels are to be maintained by adjusting air volumes, fan speeds and possibly by dampering within duct systems.

Heat

The suggested method to provide heat to the building is through a boiler generated hot water hydronic heating system. The delivery method is likely to vary throughout the buildings with baseboard fin tube convectors in office, work and public spaces and radiant panel systems in collection areas. Surface protrusions and flowing liquid in exposed piping are to be avoided wherever possible in collection areas. The primary fuel source in Juneau is fuel oil. On site storage fuel capacity for 60 winter-time days is requested.

Ventilation

The ventilation system in all the facilities will be designed to meet current building codes and ASHRAE standards. The ventilation system will likely be comprised of several systems and approaches. Public areas and work spaces will likely incorporate a variable air volume (VAV) system. Collections areas and galleries may be better served with ducted, space specific systems. Intake air filtration will be required to isolate normal airborne pollutants and contaminants as well as the glacial silt that becomes airborne on windy dry days. Further filtration will be required for collection areas and other dust sensitive spaces such as the technology area, conservation labs and isolation spaces. All air handlers are to be enclosed. Specialized exhaust systems will be required in spaces that require unique ventilation. For example, the Museum wood shop will have a sawdust collection system and paint booth, the conservation lab will incorporate a fume hood and several flexible snorkel exhaust systems, and the photo lab and diazo will require specialized exhaust systems. Air handlers dedicated to specific areas and tasks are recommended. It is preferred that collections areas have dedicated air handlers and filtration systems.

Plumbing

The domestic plumbing systems throughout the facilities will be typical of any modern public building. Restrooms are to feature flush valves on all water closets and touchless controls for lavatory, water closets and towel dispensers. Fixtures are to be porcelain with lavatories having over rim style design. Coolers are not required for drinking fountains. Roof drains are to be

piped to the city's storm water system, and roof overflow drains are to be directed to discharge away from pedestrian and vehicle areas.

The photo and conservation labs require eye wash stations. The conservation lab requires an emergency shower and the paper lab de-ionized water.

The requirements for the café will be refined as the potential vendor's needs are better understood. For the present, provide a three-compartment commercial sink, a dishwasher and a hand sink.

Toilet rooms, mechanical spaces, janitor's closets, all labs and collection areas are to be provided with self priming floor drains. Plumbing is to be located outside and not above collection spaces.

Fire Protection

Fire protection is to be provided throughout the buildings and will likely be comprised of several means of suppression. Public areas, office spaces and those rooms not containing collections are to be provided with a mechanical system complying with NFPA Chapter 13. Those areas of the building that contain collections will require special treatment. The preferred suppression system is compressed gas, either CO₂ or FM-200. Some areas may be better served with a water mist system. The final suppression system selection will result from the designer's discussions and negotiations with the local fire jurisdiction.

Standby Power

A standby power generator is to be provided for the buildings. At a minimum, the generator will power egress lighting, the heating system, air handlers in the collections areas, security systems, and all refrigeration and freezer units. The generator is to be fired with fuel oil and is to have a tank providing two days of fuel.

Technology

The current widespread use of technology to deliver the SLAM collection to the public is looked upon as a starting point for much greater connectivity in the future. It is expected that this project will respond to and provide the backbone for an expanded technological delivery process. It is important that the design team has resources within its members to assist LAM as they develop these programs both through program consulting and equipment selection.

LAM envisions a future in which high-speed electronic access to the treasures that are held in the Alaska collections is widely available to the residents of Alaska and to the citizens of the world. Although we cannot predict the future, the SLAM project will play an integral role in the capture and preservation of future digital State documents, photos and websites. In order to achieve this vision, certain requirements must be met. These include:

- Infrastructure should be planned to handle future growth (wiring, electricity, high-speed internet access and wireless networking in the entire building). Integration of the IT system into the structure is imperative. Routing from the server room to the distribution

closets and on to the individual data ports needs to be logical, easily accessed and flexible to accommodate future technologies.

- Up-to-date hardware and software is required, incorporated into a replacement schedule that keeps the equipment up to current standards.
- Electronic development and usage personnel are required to move SLAM forward in its use of technology, e.g., tech-savvy librarians, technicians, assistants, administrators, etc. LAM needs at least one publications specialist: somebody who can handle web pages and other electronic media, who can create graphics to support division-wide and specific projects, and who can assist staff with paper publication needs. Eventually each section (Library, Archives, and Museums) will need its own web publications specialist.

It is difficult to look into the future and forecast where the information technology revolution will lead us. Certainly, greater mobility and speed will be part of the future. For now, we can address those items by ensuring the building is wired for today and fully prepared and accessible for tomorrow's new components to be installed.

2.2 Existing Conditions

The Libraries, Archives and Museums are currently in three separate buildings. The Libraries occupy four spaces on two levels within the State office building. The Archives building is independent of a separate offsite Records Center. The Records Center is currently in a leased facility which is several miles from the other closely grouped buildings. Each building has a long list of deficiencies that are threatening, or actually impacting the State's collections.

Currently, the members of LAM are faced with facility deficiencies that are exposing priceless collections to the threat of damage or total loss. In the case of the Archives building, the structure is in the process of falling down due to a deficient foundation system. As the building shifts and moves, cracks form, doors are jammed open or closed, water enters through the cracks, and building services are stretched and broken. Other less obvious deficiencies plague the entire SLAM collection; a lack of suitable environmental control, inadequate security and inadequate space plague the Division and will continue to do so until a new environment can be created.

The map on the next page shows the locations of the LAM facilities.



Project Area
City of Juneau, Alaska

Library

The State Library is comprised of two primary sections, Information Services and the Historical Collections. Additionally the LAM Administration function is collocated with the libraries on the 8th floor of State Office Building. All three areas are in separate spaces within the 8th floor mall. The Office Building was constructed in the 1980s and has been adapted to various uses that, in the case of the library section, are not well met. The mid-rise (12-story) concrete structure presumably serves the State well as an office building, but not at all well as a State Library.

The Historical Collections are consistently plagued by the lack of environmental control in the collection areas. Temperatures, light and humidity are provided for human comfort and not for the collection preservation. Both libraries have suffered major mechanical system failures that released significant amounts of water onto the collections, damaging and in some cases destroying documents. Numerous minor water releases have occurred over the years causing serious disruptions and further damage to the collections. As the building ages, these failures are expected to continue at more frequent intervals. When the collections are impacted by these failures, history is lost forever.

The library spaces are in an area designed for offices and are not well organized to support library, preservation, research and collections storage functions. Most of the office and workroom spaces fall far below State and industry standards. This cramped, poorly organized space leads to inefficiency. The physical separation of the three library elements plus the further fractioning of the microfilm, office space and various programs on the 7th floor further leads to inefficiency. The collections are growing, and the physical space is simply not adequate for the library to continue providing a high level of service.

The State Office Building was constructed prior to the advent of our computerized society. Presently, researchers rely heavily on the web for collecting data sorted in various repositories around the world. The State Library is simply not equipped with the space and hardware to participate fully or contribute to the growing web resource.

Many of the documents, photograph and manuscript collections, maps and audio-visual materials held within the Historical Collection are valuable and need protection from theft. The current measures employed to prevent theft rely almost entirely upon staff who work in the space 8 hours a day. Many of the walls separating the public spaces from the collections stop at the ceilings with no security measure to keep someone from simply climbing over the wall through the ceiling and into the collection area during non-library hours.

The library currently occupies 4,800 square feet on the 7th floor and 15,600 square feet on the very desirable 8th floor plaza level of the State Office building. The use of these 20,400 square feet as State offices rather than State Library space is strongly recommended.

Archives

The existing 10,843 square foot Archives building was constructed in 1974. Unfortunately, structural problems were identified as early as 1980 when the State conducted a building condition survey which noted structural movement and cracking within the building. Discontinuous settlement seems to be the root of the structure problem with the northern portion of the building resting on natural occurring rock and the southern portion on fill.

The settlement and resulting cracking of masonry and concrete walls and floors has been the focus of two reports prepared by independent engineering firms, R & M Consultants and BBFM Engineers. Copies of these reports can be found in Appendix B of this document. Both reports noted the structural movement and the resulting damage caused to the building. The structural deficiencies are causing further failures throughout the building envelope. Water is entering the building from many openings including the roof, walls and windows. All allow significant amounts of moisture to enter the building. This condition is obviously of great concern as the threat to protection of priceless documents is great. At this time the Archives staff has managed to secure the collections stack area, but water migration through wall cracks and other structural related deficiencies will continue to be a threat throughout the building.

In addition to the structural failure and resulting water migration, there are several design-related shortcomings. First the building is constructed of concrete block which is nearly impossible to protect against Juneau's heavy and nearly continuous wind driven rain. Without some form of

“rain screen” or membrane water barrier, masonry should not be selected as a building material in this climate. The building itself is simply not well organized for archives functions. The loading dock and stack area are on grade level and the processing, work space and public reading room are above on the second floor, thus requiring constant vertical movement of boxes and documents. There is currently no public lobby. The public reading room is small, a further impacted by staff traffic retrieving boxes for patrons and working in the adjacent copy room. There is no layout space for processing documents, and the first floor office space is essentially unused due to poor access opportunities for access by handicapped individuals. The building organization and functionality is disruptive and not consistent with the curatorial requirements of the archives mission.

Museum

The museum building was constructed in 1966-67 as a high-quality, type 1 fire-resistant building. The building does not serve the Museum well at this time. Significant deficiencies include insufficient space to house and maintain current collections, inadequate visitor amenities and asbestos throughout the building. Exit paths and fire egress do not meet current fire codes, and the building does not meet current seismic design standards. The fire-suppression system is Halon, no longer permitted by code.

Over the past 40 years, there have been several occasions when water has entered the collections areas, either through a leaking mechanical sprinkler pipe or other roof drainage problems. The collections room is in the basement, only a few feet above the high tide line for the area. The freight ramp declines from ground level parking into the basement and is subject to rainwater overflow. The fire and domestic water mains enter the building through the collection storage room wall. The transformer vault and main electrical breakers are in the basement, and access is behind the domestic water main shot-off, the wettest section of the Museum. A boiler explosion caused structural damage and required over three years to clean the collection. In all events, quick action by staff saved objects that were in peril, but unfortunately, some were still seriously damaged.

It is intended that the existing Museum building will be a component of the new SLAM complex. How the existing space is to be incorporated is yet to be determined and designed.

The building has a distinct presence on its site, and this quality is something that the designers will need to consider when incorporating the existing 2-story (with basement) building. The full height pre-cast concrete panels are uniquely patterned representing a bird’s feather stylized as in Southeast Alaska Native art. The panels appear to be in good condition with no cracking or spauling evident under casual observation.

2.3 Site Description and Analysis

The State of Alaska has acquired a 1.58 acre (70,911 sq. ft.) vacant lot adjacent to the existing Alaska State Museum in downtown Juneau to locate a new building to house the collections of the State Division of Libraries, Archives and Museums.¹ The lot purchased for development is next to the 2.05 acre (88,921 sq. ft.) museum property, providing a combined total of 3.65 acres for a SLAM building or campus. This chapter describes the site location and conditions, and analyzes relevant land use issues and zoning requirements.

Site Location and Description

The proposed State Library, Archives and Museum (SLAM) facilities will be located between Willoughby Avenue and Egan Drive, west of the existing Alaska State Museum located on Whittier Street. Land use in the area is mixed office, institutional, commercial and residential. The aerial photograph to the right illustrates the location of the site and its relationship to key development features in downtown Juneau.

The site is vacant and is being temporarily used for free public parking. The site is primarily accessed via Willoughby Avenue, and can also be accessed through a gated fence from the existing museum parking area (which opens to Whittier Street). It is surrounded on the north by Willoughby Avenue, on the south by the Prospector Hotel and Egan Drive, on the east by mixed uses (Sandpiper Restaurant, Driftwood Motel and Alaska State Museum) and on the west by a building owned by the City of Kasaan and the Foodland Center shopping area. An approximately 20-foot wide open flume carries surface freshwater from a nearby powerhouse through a fenced vegetated corridor along the west border of the property. The images on the following page illustrate surrounding development, access and site features. The proposed building site is fully served by utilities (sewer, water, electrical and communications) provided by local utility companies.



¹ Lot Address: 449 W. Willoughby Ave., Juneau. Legal description: Tidelands Bl. 66 L9&12F. CBJ Parcel Code: 1C060K660071.



North property line and access at Willoughby Avenue.



South property line showing Prospector Hotel. Egan Drive is located beyond the fence and trees.



East property line showing Salvation Army building (left) and Alaska State Museum (right).



West property line showing Foodland Center shopping area.



Access to property from existing State Museum parking area.



Fenced freshwater flume on west property boundary. City of Kasaan building shown to right.

Land Use Issues and Requirements

Compliance with Local Land Use Plans

The Alaska State Museum and proposed SLAM site are located within an area of downtown Juneau intended for redevelopment. The goal expressed in local land use plans is to create a lively, urban atmosphere with strong connections between the Juneau waterfront and inland facilities, amenities and neighborhoods. This area is identified as “Area B: Support” in the adopted 2003 Long Range Waterfront Master Plan for the City and Borough of Juneau (a component of the CBJ’s Comprehensive Land Use Plan).² In this area, Juneau’s Long Range Waterfront Plan calls for a mix of cultural facilities; residential, retail, office and hotel uses; public park/open spaces; and marina/dock facilities. An expanded Alaska State Museum is highlighted as a key attractor and anchor for future development of this area, as is the potential Centennial Hall Convention Center expansion to accommodate a new performing arts center.

The SLAM site is highly visible. It is seen from ground-level by pedestrians and vehicles using the heavily-traveled Willoughby Avenue corridor, and its upper floors and roofline will be viewed from above by the neighborhoods, travel routes and buildings (including the State Office Building outdoor public plaza) located on the elevated ridges north and east (see image to right). The high-visibility of the site offers an opportunity and an obligation to develop it in a manner that adds to the attractiveness of the area, through the architectural design of the building and design of landscaping and outdoor spaces.



² 2003 Long Range Waterfront Master Plan for the City and Borough of Juneau, FINAL November 2004 (Figure 33, pp. 47-50). See www.juneau.org/plancomm/documents/LRWP_Part Three.pdf

Zoning and Land Use Permitting

The SLAM site is zoned Mixed Use 2 (MU2), as is the site of the existing Alaska State Museum and all adjacent properties. The CBJ established mixed use zoning districts to accommodate a mix of appropriate commercial and residential uses, which reflect the existing downtown development pattern and maintain the stability of the downtown area (CBJ 49.25.220). Zoning and land use requirements for the MU2 zone are provided in CBJ Code at CBJ 49.25.300-400,³ and are:

- Front yard setback: 5 feet
- Side yard setbacks: 5 feet
- Back yard setback: 5 feet
- Maximum lot coverage: 80 %
- Minimum live vegetative cover required: 5%
- Allowable building height: 35 feet

There is a 35-foot height limit for structures within the MU2 zone. However, the Long Range Waterfront Master Plan suggests that building heights for this area should be between two and three stories (maximum 35 feet) with single architectural elements extending to 45 feet. The waterfront plan also indicates that consideration should be given to permit additional building height in exchange for amenities such as preserving identified view corridors or open space, enhancing public access or use, or building design. Obtaining an increase in building height is a matter of negotiation with the CBJ Community Development Department, which should begin early in the site and facility design process. A variance for height or any of the other dimensional standards above would also require approval by the CBJ Planning Commission.

Development of the SLAM facilities in the MU2 district will require an Allowable Use permit, approved by the CBJ Planning Commission.

Vehicle Access, Traffic and Parking

As part of the Allowable Use permit process, the CBJ Community Development Department will require an analysis of vehicular access, patterns and volumes associated with the proposed project.⁴ The analysis should evaluate projected motorized and non-motorized vehicle traffic levels on Willoughby Avenue and Whittier Street, and analyze the best way to safely accommodate vehicle traffic associated with the new/expanded facilities (traffic ingress and egress, circulation, etc.)

Average daily traffic (ADT) counts for 2005 were 2,419 on Whittier Street; 5,440 on Willoughby Avenue between Gold Creek and Whittier Streets; and 2,702 on Willoughby Avenue between Whittier Street and Egan Drive. ADT on Egan Drive ranged from 14,624 west of the Whittier Street/Egan Drive intersection, to 13,582 east of the intersection, indicating that just over 1,000 vehicles turn off of Egan Drive each day at this intersection, either east to enter the support parking lot or west to travel on Whittier Street.⁵ Both the Whittier Street and Willoughby Avenue intersections with Egan Drive received a Level of Service (LOS) rating of F based on

³ See www.juneau.org/cddftp/ordinances.php

⁴ Pers. comm., Peter Freer, CBJ Community Development Department, June 14, 2006.

⁵ Alaska Department of Transportation & Public Facilities, 2005, Downtown Juneau Traffic Map.

2000 traffic counts, due to the difficulty of making left turns across Egan Drive traffic at these intersections.⁶

The Alaska Department of Transportation and Public Facilities (DOT&PF) anticipates installing a traffic signal at the Egan Drive and Whittier Street intersection, pending available funding. This installation may also lead to restriction of some turning movements currently allowed at the Egan Drive/Willoughby Avenue intersection.⁷ The net result would be an increase of vehicle traffic on Whittier Street.

The CBJ Area Wide Transportation Plan (July 2001) recommends that Willoughby Avenue be maintained as a multimodal, low travel speed transportation corridor, with sidewalks and shared lanes for vehicles and bicycles. Juneau’s Non-Motorized Vehicle Transportation Plan (September 1997) calls Willoughby Avenue the “main throughway for bicyclists coming into town.” These transportation plans also recognize the need to maintain and improve Egan Drive as a safe and efficient roadway for pedestrians, bicyclists and motorists, and recommend treatments to facilitate safe multimodal transportation uses of this corridor.

Providing adequate parking in downtown Juneau is an existing and growing challenge. Parking requirements for new development are given in the CBJ Land Use Code, Section 49.40.200-230⁸ and are detailed below. The exact number of parking spaces required for new/expanded SLAM facilities will depend on the square footage of each type of use within the building(s) (e.g., library, museum, office, warehouse, restaurant), and must be determined in consultation with the CBJ Community Development Department as design progresses.

Table of (CBJ) minimum parking standards (CBJ 49.40.210(a))	
Use	Parking Spaces Required
Auditorium	1 space for each four seats in auditorium
Offices not providing customer service	1 space per 300 square feet of gross flow area
Warehouses, storage	1 space per 1,000 square feet of gross floor area
Restaurants	1 space per each three seats or 1 per 150 square feet of gross floor area, whichever is greater
Retail commercial	1 space per 200 square feet of gross floor area
Libraries and museums	1 space per 600 square feet gross floor area

The code defines a parking space as a generally rectangular area at least 8.5 feet by 17 feet, although spaces oriented parallel to a curb must be no less than 6.5 feet by 22 feet.

The number of accessible spaces required is dependent upon the total number of parking spaces in the lot (one accessible space per 25 total parking spaces up to 100 spaces; over 100 spaces, see CBJ 49.40.210(b)(3)(A)). An accessible space must be a rectangular area of at least 13 feet x 17

⁶ LOS defines the operational conditions within a traffic stream, from the designation A (best) to F (worst). LOS characterizes a facility’s condition in terms speed and travel time, freedom to maneuver, traffic interruptions, and comfort and convenience.

⁷ Pers. comm., David Hawes, DOT&PF, July 24, 2006.

⁸ See www.juneau.org/cddftp/ordinances.php.

feet, including an access aisle of at least five feet by 17 feet. Two accessible spaces may share a common access aisle.

Off-street loading space(s) may also be required (CBJ 49.40.210(c)). Each off-street loading space shall not be less than 30 feet by 12 feet, shall have an unobstructed height of 14 feet six inches, and shall be permanently available for loading. For commercial and warehouse/storage uses, the CBJ code requires one space for up to 24,999 square feet; two spaces for 25,000 to 50,000 square feet; and one additional space for each additional 30,000 square feet. Consultation with the CBJ is essential as the design progresses to determine what would be required for the SLAM facilities.

The Long Range Waterfront Master Plan suggests that for this area, parking be placed behind and/or wrapped by buildings. For the state museum expansion, the Waterfront Master Plan suggests constructing an additional level of parking above the existing museum parking lot. Another opportunity may be shared development of a nearby parking garage where some required parking could be accommodated.

Pedestrian Access and Public Use

The number of pedestrian visitors that would frequent the new SLAM facilities cannot be exactly determined using current visitation data from the existing museum, libraries and archives. However, pedestrian access would be expected to be high, given the site's proximity to downtown pedestrian routes, planned pedestrian route improvements and overall area revitalization, and the attraction of people to the co-located collections.

The Alaska State Museum was visited by 60,821 patrons between July 2005 and June 2006. Of these, it is known that 18,130 came by bus tour, but the number that arrived at the museum on-foot cannot be determined from existing visitor counts. During this time period, visitation to the State libraries in the State Office Building was counted at 53,358 people.⁹ The Archives does not have data regarding the number of its patrons who physically visited the facility (many requests for archive services are via phone or computer).

The Alaska State Museum property and adjacent SLAM site are also crossed by an informal pedestrian route that connects the State Office Building/Centennial Hall area east of Whittier Street, via the museum parking lot and the Prospector Hotel side yard, to the Foodland Center retail area.

There is significant potential to improve pedestrian access and outdoor public use areas in this section of downtown when the SLAM site is designed and developed. This will address CBJ plan requirements. Juneau's Non-Motorized Vehicle Transportation Plan calls for improved pedestrian access from the Juneau waterfront to connect with inland facilities, neighborhoods and trails. The Long Range Waterfront Master Plan identifies a route for a pedestrian greenway

⁹ The door count at the State Information Services Library and Historical Collections Library is an overestimate of visitor use, as the count also includes staff access to the libraries.

path adjacent to the west side of the SLAM site, along the flume, to connect Willoughby Avenue to Egan Drive.

Through the Allowable Use Permit process, the CBJ Community Development Department will encourage that the site be developed in a manner that encourages pedestrian connections between Willoughby Avenue and Egan Drive, and also parallel to Egan Drive (e.g., along the informal pathway referenced above). The CBJ will also encourage provision of outdoor spaces and amenities, such as small plazas, paths, benches and attractive landscaping.¹⁰

Site Development Considerations

Climatic Conditions

Juneau has a mild, maritime, wet climate. Average maximum summer temperatures range from 55 to 64° F; average minimum winter temperatures range from 19 to 27° F. Juneau averages 222 rainy days (with 280 cloudy days) per year. Annual precipitation is 91 inches in downtown Juneau at the proposed SLAM building site (compared to 54 inches at the airport, 10 miles north). Total annual snowfall in downtown Juneau averages 99 inches. Juneau's rainiest months are September and October, and its driest months are usually April, May, and June.

Juneau, Alaska, is located at Latitude 58 N and Longitude 134 W. At the June summer solstice, Juneau receives about 18 hours, 18 minutes of daylight. On summer's longest day in 2006 (June 19), the sun rose at 2:53 a.m. AKDT, at approximately 140 deg. east of south, and set at 9:10 p.m. AKDT, at about 140 deg. west of south.

Minimum winter daylight in Juneau is about 6 hours, 23 minutes. On winter's shortest day in 2006 (December 21), the sun will rise at 8:47 a.m. AKST, at approximately 40 deg. east of south and set at 3:09 p.m. AKST, at about 40 deg. west of south.¹¹

Juneau winds average 8.3 mph, with predominantly southeasterly flows from the Gulf of Alaska bringing moist maritime air to the region. In winter months, cold continental air from the north and northeast can drive strong down-slope Taku winds through downtown Juneau and other areas of the region. Taku winds can reach speeds of more than 100 mph.

Geotechnical Conditions

The proposed SLAM site is located on tailings rock from the Alaska Juneau (AJ) mine, placed as intertidal fill in about 1935. Prior to this fill placement, Willoughby Avenue was the approximate location of the Gastineau Channel shoreline.

Geotechnical conditions at the site were surveyed in 1994, preparatory to contaminated soil remediation at the site.¹² Thirteen soil borings were drilled on and near this site, to a maximum

¹⁰ Pers. comm., Peter Freer, CBJ Community Development Department, 907-586-0465, June 14, 2006.

¹¹ A cylindrical solar diagram for Juneau, Alaska, is available at www.alaskasun.org, "Active Solar Water Heating," Figure 49, p. 73.

¹² GeoEngineers, 1994. Supplemental Subsurface Exploration Study, Juneau Bulk Plant (#100-1437), Juneau, Alaska, For Chevron U.S.A. Products Company and Delta Western, April 11, 1994. (Available from ADEC, SPAR,

depth of 26 ft. or to the depth where bedrock was encountered. Soil conditions consist of an 8-12 ft. deep layer of mine tailings, composed of angular cobble and boulder-sized rocks with varying amounts of gravel, sand and silt. A thin (1 ft.) layer of native silt or sandy silt occurs under the fill. The thin silt layer is underlain with native fine to coarse gravel, with varying amounts of sand and silt, extending down to bedrock. Bedrock depth varies from 7 ft. to over 26 ft. The bedrock is the greenstone characteristic of the Juneau area.

Groundwater levels in 9 of 13 test wells drilled in 1994 ranged in depth from 8.48 ft. to 19.38 ft. below Mean Lower Low Water (MLLW); no groundwater was encountered in the remaining four wells to the maximum depth bored (26 ft.) Groundwater levels on the site are influenced by tidal flux in the Gastineau Channel, and the groundwater generally flows from northwest to southeast. The hydraulic conductivity of the soil is very high, ranging between 2-4 in./sec.

Status of Environmental Contamination at Site

The site is a former fuel-handling facility (Delta Western Juneau Tank Farm). The tank farm was demolished in 1995 and corrective action was required to address soil contamination from slow leaks, spills and overfills.¹³ The site was remediated under the supervision of the Alaska Department of Environmental Conservation (ADEC), and a long-term monitoring program was terminated in 2003 with the approval of ADEC.

ADEC has issued the site a “Conditional Closure” and no further remedial action is planned. Contaminated intertidal groundwater remains beneath the SLAM site and adjacent properties (including the Alaska State Museum property). ADEC has determined that additional efforts to clean up the groundwater are impractical and that the contamination can remain in place without compromising human health, safety, welfare and the environment. However, the groundwater poses risk to construction workers if they are not wearing proper personal protection equipment.¹⁴

Developers must contact ADEC, Spill Prevention and Response (SPAR), Contaminated Sites Program, prior to any sub-surface excavation at the proposed SLAM site, existing Alaska State Museum site and adjacent properties, or off-site disposal of soil from these properties.¹⁵

Contaminated Sites Program, 410 Willoughby Ave., Suite 303, Juneau, AK, 99801-1795, (907)465-5390. ADEC File No. 1513.38.025)

¹³ ADEC Contaminated Sites Database, www.dec.state.ak.us/spar/csp, File number 1513.38.025, ADEC Case ID# (Reckey): 1991110114201.

¹⁴ ADEC, SPAR, Contaminated Sites Program, No Further Remedial Action Planned, Former Delta Western/Chevron Facility 1001437, May 7, 2003.

¹⁵ Contact: ADEC, SPAR, Contaminated Sites Program, 410 Willoughby Avenue, Suite 303, Juneau, AK 99801-1795, (907)465-5390.

2.4 Existing Space List

SUMMARY

			Total Owned Square Feet	Total Leased Square Feet
Administration, Public Area and Unassigned Space				
AP	1.00	Public Area	13,176	
AP	2.00	Administration	4,015	
AP	3.00	Field and Outreach Office	1,046	
AP	4.00	Technical Unit/Digital and Electronic Services	7,228	675
AP	5.00	Unassigned Space	24,463	
		Subtotal	49,928	675
Libraries				
L	1.00	Historical Collection	11,503	1,755
L	2.00	Information Services	10,492	0
		Subtotal	21,996	1,755
Archives				
A	1.00	Archives	5,779	6,223
A	2.00	Records Center	229	Contracted Services
		Subtotal	6,007	6,223
Museum				
M	1.00	Administration	2,090	
M	2.00	Collections	11,204	6,300
M	3.00	Conservation	2,473	
M	4.00	Education	469	
M	5.00	Exhibit	24,773	
		Subtotal	41,009	6,300
Parking Structure			67,200	
TOTAL GROSS SQUARE FEET			186,139	14,953

SLAM Needs Assessment

ADMINISTRATION, PUBLIC AREA AND UNASSIGNED SPACE

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
AP 1.00	Public Area						
AP 1.01	Main Vestibule	1	200	200			
AP 1.02	Main Lobby	1	2,500	2,500		Display, lockers	
AP 1.03	Auditorium	1	1,500	1,500		Seat 200	
AP 1.03.1	Vestibule	2	75	150			
AP 1.03.2	Projection Booth	1	100	100			
AP 1.04	SLAM Store	1	600	600		Includes storage	
AP 1.05	Public Toilet Rooms	2	300	600		ADA	
AP 1.06	Public Conference Room	2	275	550		10-12 people	
AP 1.07	Classroom	1	900	900		25-30 people	
AP 1.08	Classroom	1	700	700		15-20 people	
AP 1.09	Café	1	1,200	1,200			
AP 1.10.1	Elevator Lobby	1	300	300			
AP 1.10.2	Elevator Cab/Shaft	1	360	360		2 passenger, 1 freight	
AP 1.10.3	Elevator Machine Room	1	100	100			
TOTAL NET AREA				9,760			
GROSSING FACTOR 1.35				3,416			
TOTAL GROSS AREA				13,176			

2.0 Architectural Program

ADMINISTRATION, PUBLIC AREA AND UNASSIGNED SPACE

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
AP 2.00	Administration						
AP 2.01	LAM Director	1	150	150		Office	Linda Thibodeau
AP 2.02	Deputy Director	1	120	120		Office	VACANT
AP 2.03.1	Admin. Manager II	1	88	88		Workstation	Jane Hansen
AP 2.03.2	Admin. Assistant	1	88	88		Workstation	Julita Lim
AP 2.03.3	Admin. Clerk III	1	88	88		Workstation	Lynn Van Brocklin
AP 2.04	Security Officers	2	100	200		Office	Lisa Golisek Mary Irvine
AP 2.05	Museum Security Control	1	200	200		Electronics	
AP 2.06	Administrative Conference Room	1	260	260		12-14 people	
AP 2.07	Administrative Supplies Storage	1	80	80		Closet	
AP 2.08	Administrative File/Work Room	1	600	600			
AP 2.09	Staff Toilet Room	2	200	400		ADA	
AP 2.10	Break Room	1	500	500			
AP 2.11	Staff Entrance	1	100	100			
AP 2.12	Staff Coatroom	1	100	100			
TOTAL NET AREA				2,974			
GROSSING FACTOR 1.35				1,041			
TOTAL GROSS AREA				4,015			

SLAM Needs Assessment

ADMINISTRATION, PUBLIC AREA AND UNASSIGNED SPACE

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
AP 3.00	Field and Outreach Office						
AP 3.01	Library Development Coordinator Librarian III	1	120	120			Aja Razumny
AP 3.02	Curator II	1	100	100		Office	Scott Carrlee
AP 3.03	Development Officer	1	100	100		Office	VACANT
AP 3.04	Publications Resource Library/Storage	1	300	300			
AP 3.05	Volunteer Coordinator	1	75	75		Workstation	
AP 3.06	Visitor Services Coordinator	1	80	80		Workstation	
TOTAL NET AREA				775			
GROSSING FACTOR 1.35				271			
TOTAL GROSS AREA				1,046			

2.0 Architectural Program

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
AP 4.00	Technical Unit/Digital & Electronic Services						
AP 4.01	Server / IT Workspace	1	200	200		(2) Workstations & servers	Karen Boddy Micah Sommers
AP 4.02	Network Administrator	1	88	88		Workstation	VACANT
AP 4.03	Electronic Records Archivist	1	88	88		Workstation	VACANT
AP 4.04	Electronic Records Archivist Workroom	1	150	150		Adjacent to workstation	
AP 4.05	Programmer	1	100	100		Office. Consider in IT space	VACANT
AP 4.06	Server(s)	1	200	200		Computer environment	
AP 4.07	Electronic Records Archives	1	500		500	Secure	
AP 4.08	Digital Librarian III	1	120	120		Office	Freya Andersen
AP 4.08.1	Webmaster/ Pub. Specialist II	1	88	88		Workstation	Mendi Antisdell
AP 4.08.2	Electronic Services Storage	1	180	180		Electronics storage	
AP 4.08.3	Microfilm Technicians Lab Space	1	630	630		(3) Workstation suite with lab space.	Stan Hubbard Bill Carter Jerry Duncan
AP 4.08.6	VILDA / Audio/Video Center	1	400	400		(2) Workstation suite with lab space	Damon Stuebner VACANT
AP 4.09	Microform Lab	1	1,550	1,550		Independent ventilation	
AP 4.10	Microform Processing	1	350	350			
AP 4.11	Microform Storage	1	1,100	1,100		Centralized SLAM storage	
AP 4.12	Special Format Equipment & Viewing	1	110	110			
TOTAL NET AREA				5,354	500		
GROSSING FACTOR 1.35				1,874	175		
TOTAL GROSS AREA				7,228	675		

SLAM Needs Assessment

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
AP 5.00	Unassigned Space						
AP 5.01	Plant Manager	1	200	200		Workstation in file/work room	
AP 5.02	Maintenance Workshop	1	300	300		Adjacent to Plant Manager	
AP 5.03	Mechanical Room	1	13,760	13,760			
AP 5.04	Electrical Room	1	2,000	2,000		Includes enclosed space for telephone service.	
AP 5.05	Data/Tel. Closets	4	25	100			
AP 5.06	Shipping/Receiving Dock	1	700	700		Enclosed dock with workstation. Provide 10 foot deep canopy.	
AP 5.07	Isolation Area	1	250	250		Shared with Archives and Libraries	
AP 5.08	Museum Isolation Area	1	350	350		Adjacent but independent atmosphere from Archives/Library isolation area	
AP 5.09	Service Dock	1	120	120		Food/trash transfer location	
AP 5.10	Shipping Storage/Workshop	1	200	200			
AP 5.11	Janitor Closet	6	25	150			
AP 5.12	Secondary Vestibules	6	100	600			
AP 5.13	Egress Stairs	2	320	640		Calculated for one story only.	
AP 5.14	Disaster Preparedness Supplies & Equipment Storage	1	200	200			
TOTAL NET AREA				19,570			
GROSSING FACTOR 1.25				4,893			
TOTAL GROSS AREA				24,463			

2.0 Architectural Program

LIBRARIES

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
L 1.00	Historical Collection						
L 1.01	Historical/Archives Lobby	1	150	150		Acoustic vestibule from public space; shared with Archives	
L 1.02	Historical/Archives Reading Room	1	800	800		Shared with Archives, column free	
L 1.02.1	Material Holding Historical Collection	1	25	25		Staging area	
L 1.03	Historical/Archives Reference Counter	1	350	350		Shared with Archives	
L 1.04.1	Historical/Archives Self Help Stations	4	50	200		Shared with Archives, 2 computer stations for HC, 2 computer stations for Archives	
L 1.04.2	Microform Reader Room	1	300	300		Shared with Archives and Information Services, 7 readers	
L 1.04.3	Historical/Archives Audio/Video	1	100	100		Shared with Archives, glass front, enclosed	
L 1.05	Librarian III	1	120	120		Office	Jim Simard
L 1.06.1	Librarian II	1	88	88		Workstation	Anastasia Lynch
L 1.06.2	Librarian II	1	88	88		Workstation	Gayle Goedde
L 1.06.3	Librarian	1	88	88		Workstation	VACANT
L 1.06.4	Library Assistant II	1	88	88		Workstation	Jackie Swearingen
L 1.06.5	Library Assistant II	1	88	88		Workstation	Sandy Johnston
L 1.06.6	Library Assistant I	1	88	88		Workstation	Connie Hamann
L 1.06.7	Administrative Clerk	1	88	88		Workstation	VACANT
L 1.06.8	Volunteer	1	80	80		Workstation	
L 1.07	Workroom	1	200	200			
L 1.08	Historical Processing Work Areas	4	200	800		Divisible with Coiling Screen	
L 1.09	Historical Conference Room	1	120	120		6 people, shared with I.S. Library and Archives	
L 1.10.1	Manuscripts and Photographs Collections	1	1,000	1,000		High Density; common atmosphere with Archives	
L 1.10.2	Film Collections	1	300		300	Cold Storage offsite	
L 1.10.3	Books, Bound Materials Collections (small/medium)	1	1,900	1,900		High Density; common atmosphere with Archives	

SLAM Needs Assessment

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
L 1.10.4	Books, Bound Materials Collections (large)	1	400	400		High Density; common atmosphere with Archives	
L 1.10.5	A.J. Mine	1	130	130		High Density; common atmosphere with Archives	
L 1.10.6	Maps Collections	1	250	250		Flat files	
L 1.10.7	Processing Collections	1	200	200		Open shelves	
L 1.10.8	Backlog	1	150	150			
L 1.11.1	Historical Supplies Storage	2	100	200			
L 1.11.2	Historical Supplies Storage Closets	4	50	200		1 to 4 rooms	
L 1.12	Historical Staff Toilet Rooms	2	115	230		ADA, may be co-located with other sections	
L 1.13	Offsite Storage	1			1,000	Leased space	
TOTAL NET AREA				8,521	1,300		
GROSSING FACTOR 1.35				2,982	455		
TOTAL GROSS AREA				11,503	1,755		

2.0 Architectural Program

L 2.00 Information Services						
L	2.01	Info. Services Lobby	1	150	150	Acoustical vestibule from public space
L	2.02	Info. Services Reference/ Circulation Counter	1	400	400	
L	2.03	Reading Room	1	1,000	1,000	
L	2.04	Librarian III	1	120	120	Office Daniel Cornwall
L	2.05	Librarian II	3	100	300	Office Sherri Somerville Rose Welton
L	2.06.1	Librarian I	1	88	88	Workstation Katie Fearer
L	2.06.2	Librarian I	1	88	88	Workstation Maeghan Kearney
L	2.06.3	Librarian	1	88	88	Workstation VACANT
L	2.06.4	Library Assistant I	1	88	88	Workstation Becky Orford
L	2.06.5	Library Assistant I	1	88	88	Workstation Nanette Taboada
L	2.06.6	Library Assistant	1	88	88	Workstation VACANT
L	2.06.7	Administrative Clerk II	1	88	88	Workstation VACANT
L	2.06.8	Administrative Clerk II	1	88	88	Workstation Lisa Simpson
L	2.06.9	Administrative Clerk	1	88	88	Workstation Rachel Cohen
L	2.07.1	Internet Access Computer Stations	3	50	150	Computer Carrels
L	2.07.2	Library Catalogue Computer Stations	2	50	100	Computer Carrels
L	2.07.3	Library Specific Programs Computer Stations	2	50	100	Computer Carrels
L	2.08	ASL/Recording Room	1	160	160	Computer Room quiet. Audio tape storage
L	2.09	Info. Services Workroom/Processing	1	800	800	Open space
L	2.10	Information Services Supply Storage	1	100	100	
L	2.11	Book Stacks	1	2,300	2,300	
L	2.12	Periodical (Serials) Stacks	1	250	250	High Density
L	2.13	Map Cabinets & Atlas	1	100	100	
L	2.14	Federal Documents	1	600	600	High Density
L	2.15	Alaska Newspapers, Paper	1	120	120	High Density
L	2.16	Info. Services Staff Toilets	2	115	230	ADA, may be co-located with other services
TOTAL NET AREA				7,772	0	
GROSSING FACTOR 1.35				2,720	0	
TOTAL GROSS AREA				10,492	0	

SLAM Needs Assessment

ARCHIVES

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
A 1.00	Archives						
A 1.01	Historical/Archives Lobby	1	See L1.01			Shared with Historical Collections	
A 1.02	Historical/Archives Reading Room	1	See L1.02			Shared with Historical Collections	
A 1.02.1	Material Holding Archives	1	25	25		Staging area	
A 1.03	Historical/Archives Reception/Reference Desk	1	See L1.03			Shared with Historical Collections	
A 1.04.1	Historical/Archives Self Help Computer Carrels	2	See L1.04.1			Shared with Historical Collections	
A 1.04.2	Historical/Archives Microfilm Readers	2	See L1.04.2			Shared with Historical Collections	
A 1.04.3	Historical/Archives Audio/Visual	1	See L1.04.3			Shared with Historical Collections	
A 1.05	State Archivist	1	120	120		Office	Glenn Cook
A 1.06.1	Archivist III	1	88	88		Appraisal Workstation	Larry Hibpshman
A 1.06.2	Archivist II	2	88	176		Appraisal Workstation	Tanya Stepanova Laura Wood
A 1.06.3	Archives Assistant I	1	88	88		Workstation	Wayne Norlund
A 1.06.4	Archives Assistant	1	88	88		Workstation	Abby Focht
A 1.06.5	Volunteer	2	80	160		Workstation	
A 1.07	Archivist Processing Workroom	1	100	100		Staging area	
A 1.08	Archives and Records Center Workroom	1	600	600		Adjacent to workstations	
A 1.09	Archives Supplies Storage	1	300	300		Specific to Archives	
A 1.10	Archives Stacks	1	2,500	2,500	4,787	4 boxes per shelf, 42" aisle, High Density Storage, 15' high; same atmosphere as Historical Library	
A 1.11	Archives Staff Toilet Rooms	2	100	200		ADA, may be co-located with other sections	
TOTAL NET AREA				4,445	4,787		
GROSSING FACTOR 1.30				1,334	1,436		
TOTAL GROSS AREA				5,779	6,223		

ARCHIVES

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
A 2.00	Records Center						
A 2.01	Records Center					Contracted Services	Stacks in contracted space
A 2.02	Records Analyst III	1	88	88		Workstation	Dean Dawson
A 2.03	Records Analyst II	1	88	88		Workstation	Chris Hieb
TOTAL NET AREA				176			
GROSSING FACTOR 1.30				53			
TOTAL GROSS AREA				229			

SLAM Needs Assessment

MUSEUM

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
M 1.00 Administration							
M 1.01	Chief Curator	1	120	120		Office	VACANT
M 1.02.1	Admin. Assistant I	1	88	88		Workstation	Debbie McBride
M 1.02.2	Graphic Artist	1	100	100		Office	VACANT
M 1.03	Friends Manager	1	100	100		Office	
M 1.04	Volunteer Room	1	300	300		Office/Lockers	
M 1.05	Museum Conference Room	1	160	160		6-8 people	
M 1.06	Museum Lobby/Admissions	1	500	500			
M 1.07	Museum Staff Toilets	2	120	240		ADA, may be co-located with other sections	
TOTAL NET AREA				1,608			
GROSSING FACTOR 1.30				482			
TOTAL GROSS AREA				2,090			
M 2.00 Collections							
M 2.01	Curator II	1	100	100		Office	Steve Henrikson
M 2.02	Collections Manager	1	100	100		Office	VACANT
M 2.03	Registrar	1	100	100		Office	Sorrel Goodwin
M 2.04.1	Volunteer	1	75	75		Workstation	
M 2.04.2	Curator	1	88	88		Workstation	VACANT
M 2.05	Museum Research	1	250	250		Public and staff	
M 2.06	Processing Workroom	1	450	450			
M 2.07	Collections Supplies Storage	1	100	100			
M 2.08	Offsite Storage	1			5,000	Leased Space	
M 2.09	Paintings, Prints Storage	1	1,600	1,600		Cabinets and racks	
M 2.10	Small Artifacts Storage	1	3,600	3,600		High Density	
M 2.11	Large Objects Storage	1	2,500	2,500		Open Shelves/ Floor Space, Future high density and office space	
TOTAL NET AREA				8,963	5,000		
GROSSING FACTOR 1.25				2,241	1,300		
TOTAL GROSS AREA				11,204	6,300		

MUSEUM

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
M 3.00	Conservation						
M 3.01	Museum Conservator	1	100	100		Office	Ellen Carrlee
M 3.02	Conservation Technician	1	88	88		Workstation	VACANT
M 3.03	Volunteer	1	75	75		Workstation	
M 3.04	Conservation Workroom	1	700	700			
M 3.05	Conservation Lab	1	200	200		Hazardous Materials Storage, Eyewash, Shower, Exhaust	
M 3.06	AV Conservator	1	100	100		Office	VACANT
M 3.07	Paper Conservator	1	100	100		Office	VACANT
M 3.08	Paper Conservation Lab	1	400	400		Hazardous Materials Storage, Eyewash, Shower, Exhaust	
M 3.09	Conservation Supplies Storage	1	200	200			
TOTAL NET AREA				1,963			
GROSSING FACTOR 1.26				510			
TOTAL GROSS AREA				2,473			

M 4.00	Education						
M 4.01	Education Curator	1	100	100		Office	VACANT
M 4.02	Volunteer	1	75	75		Workstation	
M 4.03	Education Supplies Storage	1	200	200			
TOTAL NET AREA				375			
GROSSING FACTOR 1.25				94			
TOTAL GROSS AREA				469			

SLAM Needs Assessment

MUSEUM

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
M 5.00	Exhibit						
M 5.01	Exhibit Curator II	1	100	100		Office	Bob Banghart
M 5.02	Exhibit Specialist	1	100	100		Office	Paul Gardinier
M 5.03	Volunteer	2	75	150		Workstation	
M 5.04	Permanent Gallery (large)	1	10,000	10,000			
M 5.05	Temporary Gallery (large)	1	4,000	4,000			
M 5.06	Temporary Gallery (small)	1	1,200	1,200		Divisible	
M 5.07	Wood Workshop	1	1,000	1,000		Paint Booth, Dust Collection	
M 5.08	Clean Workshop, Assembly, Framing	1	500	500			
M 5.09	Temporary Storage	1	500	500		Cases and Exhibit Furniture	
M 5.10	Tool Storage	1	100	100			
M 5.11	Exhibit Supplies Storage	1	200	200			
M 5.12	Crate Storage	1	500	500			
TOTAL NET AREA				18,350			
GROSSING FACTOR 1.35				6,423			
TOTAL GROSS AREA				24,773			

Parking Structure

Space Number	Space Description	Qty	Area (SF)	Net Area (SF)	Leased SF	Remarks	Staff
	Parking Stalls	150	448	67,200			
TOTAL NET AREA				67,200		NET SQUARE FEET	
GROSSING FACTOR					0	INCREASE NET TO GROSS	
TOTAL GROSS AREA				67,200		GROSS SQUARE FEET	

2.5 Program Description

These descriptions provide an overview of the departments and functions of the new SLAM facilities. The architectural program for the new SLAM facilities are divided into four major space components:

- Administration, Public Area and Unassigned Space (AP)
- Libraries (L)
- Archives (A)
- Museum (M)

Within each component, a description is given of the required spaces that include general design guidelines on function, adjacencies, lighting, materials, equipment and other special considerations. For a more in depth look at a particular space, see Appendix D Space Requirements which describes each room in further detail.

The State Libraries, Archives and Museums have been consolidated as a single division within the Department of Education and Early Development since 1991. This logical pairing of entities has been successfully managed as “LAM” under the leadership of the State Librarian. This project renames the new consolidated group “SLAM”. The State’s Records Management Services (Records Center) has been a component of the State Archives in the recent past, but in 1991 was placed under the management of the Department of Education and Early Development. The close tie between the mission and materials stored suggests the Archives and Records Center should, once again, be managed within one division. That natural pairing will come about through this project.

Currently all facilities of the State Libraries, Archives and Museums have serious deficiencies, not the least of which is a physical shortage of space. By collocating the LAM members, several opportunities arise. First, there is a significant increase in efficiency both in staff time and space needs. A second advantage is realized by the facility user who, with collocated facilities, has access to the State’s entire collection under one roof. A third benefit is the internal sharing of resources. The current model allows very little sharing of resources between members simply because there is a physical distance between the groups making collaboration difficult. An underlying goal of this project is to efficiently consolidate the physical and virtual delivery of the State’s collections to the public.

The new building is to be designed and constructed to meet the needs of today with incorporation of technology and expandable collections areas to accommodate future requirements. The current building configuration is to be designed to function with little structural change for 20 years and to serve the State for another 30 years with minimal building reconfiguration. The high quality facilities are to be provided with well-appointed public amenities that will enhance the State’s collections, including a 200-seat auditorium for guest lectures, showing of film media contained within the collections, and other related presentations. Two classrooms are included in the program; one is to be provided with finishes and furnishings to support art education. The other classroom is to be constructed as a multi-use classroom. The Library and Archives reading rooms are to be provided with computers for electronic research as well as paper document review. Public research areas within the collection area of the Museum will permit those individuals conducting extensive artifact review an appropriate and secure environment.

Public Area, Administration, and Unassigned Space (AP)

The LAM Administration, Public Area and Unassigned Space support the Libraries, Archives and Museums in their shared functions. These spaces are essential for the combined program to run smoothly. These shared spaces account for approximately 40% of the overall enclosure and include the building's support services, technical unit/digital and electronic services, field and outreach spaces, public spaces and administrative components.

AP 1.00 Public Area

The Public Area is the portion of the facilities that are intended to welcome and accommodate guests. The public area is to be well-lit using both daylight and color-corrected artificial light to make these spaces warm, welcoming environments that invite patrons to explore and discover SLAM's treasures. The material selection in the public areas of the building is to reflect SLAM's mission of permanence and long term value. Vulnerable, soft or fragile materials and products are to be avoided.

AP 1.01 Main Vestibule: The vestibule is to be oriented in such a manner as to afford a view and direct access to the covered pedestrian drop-off area. Seating within the vestibule is to accommodate four to six guests and will function as the building gateway. Particular attention to the design of the space's volume, quality of light, transparency into the building and quality of materials is important in this area of the building.

AP 1.02 Main Lobby: The facility's lobby space is to serve a number of functions including circulation, permanent display, temporary display, informal meeting space, and queuing area for large groups that arrive via tour bus. The lobby is intended to provide a welcoming, comfortable environment. Again, it is important for the designer to consider volume and light when designing this space. The lobby is to accommodate a variety of exhibits including some larger historical artifacts and smaller temporary exhibits relevant to the LAM member's collections. The materials within the space are to reflect permanence and quality while exhibiting durability and low maintenance. The auditorium, public toilet rooms, coat/locker room, SLAM store, conference rooms and classrooms will be accessible through the lobby. A reception and security station as well as self-help carrels are to be provided within the lobby.

The public will be encouraged to leave coats, book bags and briefcases in the lockers located in the lobby. This will reduce the risk of getting sensitive artifacts and documents wet and reduce the risk of theft. 20 full-size lockers and 80 half-size lockers are to be provided in clear view near the security desk.

A common Information Desk will serve all collections. This will require cross-training and staffing to include administrative assistants for information retrieval.

Multiple computer terminals are to be provided within or directly off of the lobby for public electronic access to the collections. The carrels are to provide limited privacy and desktop space for the users.

AP 1.03 Auditorium: The 200-fixed seat auditorium is to have sloping floors, a stage, a projection booth, theatrical acoustics, a sound system and a small proscenium. The space is to be used for guest lectures, photographic presentations and films. Access to the auditorium is to be controlled from the reception station.

AP 1.03.1 Auditorium Vestibule: Vestibules serving as light and sound buffers are to be provided as access routes from the main lobby area, which is likely to have high noise levels, into the auditorium, which is required to be quiet with light control.

AP 1.03.2 Auditorium Projection Booth: The auditorium projection booth is to be a multi-purpose audio/visual center controlling stage lighting, house lighting, audio levels, and projection of video material from either film or digital format. The projection booth is to be a space separate from and accessed independently from the auditorium.

AP 1.04 SLAM Store: A retail area will be provided for Library, Archives and Museum to sell gifts and materials. The SLAM Store will likely have hours that are much shorter than the building's lobby hours; therefore, for inventory security, the SLAM Store must be secured separately from the lobby.

AP 1.05 Public Toilet Rooms: Male and female public toilet rooms are to be provided for patron use. These rooms are to be ADA compliant and serve as the entire building's public restrooms. These rooms are to be accessed from the lobby outside the collection areas.

AP 1.06 Public Conference Rooms: Two conference rooms will be provided for use by the public and SLAM staff. Scheduling the conference rooms will be coordinated through the Administrative office and are to be directly accessible to both the public and to SLAM staff. Light control, darkening capabilities, power and data ports and teleconference capabilities are to be provided.

AP 1.07, 1.08 Classroom: Two multi-use classrooms are to be provided to serve children or adults seated in chairs at tables. Light control, power and data ports, whiteboard surfaces on two walls and a ceiling mounted retractable projector are to be provided in each classroom. One of the classrooms is to be usable as an art lab and will be provided with color-corrected lighting, vinyl flooring, a sink and countertops with base cabinets along one wall.

AP 1.09 Café: A coffee and refreshment service space is to be provided within the lobby. The establishment will serve refreshments, light snacks and possibly sandwich lunches. The café is to be provided with a sales area, a small seating area and a room for storing and preparing orders. Ventilation and hot and cold water are to be provided for the space. The café sales area is to be secured when not open for business. The operations of the café will be leased to a private vendor. Direct access to the service loading dock is required from this space.

AP 1.10.1-3 Elevator: The building will undoubtedly be more than one story and will require vertical circulation in the form of elevators. At this time, three elevator cabs are included in the program. Two of these are passenger elevators centrally located for patron and staff movement. The third elevator is planned as a freight elevator and is to be located convenient to the loading dock.

AP 2.00 Administration

AP 2.01 LAM Director: The director's office is to provide administrative space for the LAM director. The office is to include a private conference area for small and/or confidential meetings. The conference area is to accommodate four people. The office is to be easily accessible to the LAM staff and to the public, with the administrative clerk serving a reception role for the director's office. The office is to be provided with natural light and is to be a comfortable and pleasant work environment.

AP 2.02 Deputy Director: The deputy director's office is to be much like the director's office, but without the private conference area.

AP 2.03.1-2.03.2 Administrative Manager & Administrative Assistant: The administrative manager and assistant's offices are to be in close proximity to the director's office and within an administration suite. The administrative manager's workspace is to be contained by moveable partial height partitions.

AP 2.03.3-2.03.4 Administrative Clerk: The administrative clerk's workspace is to be a reception setting, immediately adjacent to the director's office and the administration department lobby.

AP 2.04 Security Officers: The security office is to be within the administrative suite. The office is to house two workstations within an enclosed space. Direct access from the security office to the administrative suite, public lobby and the security control room is to be provided. The space is to be provided with natural light.

AP 2.05 Museum Security Control: The security control room is to be immediately adjacent to the security office. The security control room will be accessed through the security office. The security control room is primarily an electronic room and will require the same attention and controls as a computer room. This room will be occupied at all time the building is open and may become a 24-hour station monitoring cameras and building controls.

AP 2.06 Administrative Conference Room: The administration conference room is to be provided for use by the administration groups and on an as-needed basis by other LAM members. The conference room is to be conveniently located for access from the lobby. Light control, data ports, teleconference capabilities and seating for eight people are to be provided.

AP 2.07 Administrative Supplies Storage: Storage of supplies specific to the SLAM administration is to be provided in a single walk-in closet with a center aisle and built-in adjustable shelves on both sides of the aisle.

AP 2.08 Administrative File Room: The file room is to provide for storage of the department's paper files and electronic documents/disks. The room is to have good lighting and is to incorporate a filing system and layout space. The file room is to be readily accessible to the administrative staff as well as the section leaders and staff. The file room is to be adjacent to the workroom.

AP 2.08 Administrative Workroom: The workroom is to accommodate a variety of functions including printing, copying, layout space, mail distribution for all SLAM members and other administrative activities that require large layout space or space for several people to work together. The room is to house one high production copy machine, one high quality color copy machine and one lower quality production copy machine. The room is also to include mail slots for each staff person in the building and a large, 36-inch high layout table.

AP 2.09 Staff Toilet Rooms: The central administrative space is to include two staff toilet rooms with adequate fixtures to accommodate the entire SLAM staff. The toilet rooms are to be ADA compliant and readily accessible to the staff from other staff areas, including the staff break room.

AP 2.10 Break Room: The staff break room is to accommodate up to 25 people who may be having lunch or taking a break from their office. The break room is to be provided with natural light, and is to have a pleasant view and comfortable accommodations. The break room will include provisions for up to 5 vending machines, a kitchen counter with a sink, two full-sized refrigerators, a two-pot coffee machine and a microwave oven. The break room is to be near the employee entry and the staff toilet rooms.

AP 2.11 Staff Entrance: The staff entrance is a secondary access point to the building exclusively for staff, with a direct connection to the staff coatroom, break room and parking.

AP 2.12 Staff Coatroom: The staff coatroom is a large ventilated space for hanging wet coats and placing boots to dry. The staff coatroom is to be located directly off of the staff entrance.

AP 3.00 Field and Outreach Office

AP 3.01 Library Development Coordinator/Librarian III: This office is to be located within the administration suite with direct access to the library. The person occupying this position works with federally funded library programs. The office space is to be furnished with normal office furnishings and equipment. This space is to have access to natural light.

AP 3.02 Curator II: This office is to be located within the administration suite with direct access to the curator and development office. The office space is to be furnished with normal office furnishings and equipment. This space is to have access to natural light.

AP 3.03 Development Officer: This office will promote the entire LAM division and therefore requires direct access to both the director and deputy director. The development officer is expected to work closely with the curator of museum services and it would be logical to locate their offices closely. The development officer's office is to be provided with standard furnishings. This space is to have access to natural light.

AP 3.04 Publications Resource Library and Storage: The publications resource library is a resource center for publications created by LAM members. The primary role of this small space is to hold well-marked, open stacks holding copies of current publications for LAM staff to access.

AP 3.07 Publications Storage: The publications storage room is closely associated with the resource library and is to be accessible through the resource library. The room will house bulk storage of material on the publications resource library shelves and some archival material from past LAM publications. The space is to be provided with metal storage shelving.

AP 3.05 Volunteer Coordinator: A small workspace within the administrative suite is to be provided for the volunteer coordinator. The space is to be provided with typical workstation furnishings and is to be positioned to have public as well as conference room access. Location on an exterior window wall is preferred.

AP 3.06 Visitor Services Coordinator: A small workspace within the administrative suite is to be provided for the volunteer coordinator. The space is to be provided with typical workstation furnishings and is to be positioned to have public as well as conference room access. Location on an exterior window wall is preferred.

AP 4.00 Technical Unit / Digital and Electronic Services

AP 4.01 Server / IT Workspace: The server/IT workspace is to be a dedicated room housing multiple servers in use by the various entities within the SLAM facilities. Storage space for spare parts and a locking storage cabinet for software are required. Adjacent to or contiguous with the storage area are to be two IT repair benches for general repair of SLAM electronic equipment. This space is to be located within the building so as to have direct access to a central core for cable runs and data closets (which are to be positioned at each floor for major data juncture). This space does not need natural light but does require a high level of artificial illumination to support the nature of the repair work that will take place within the space. In addition to the servers, an IT maintenance station is to be provided within the IT space. The IT server maintenance station is to be separated and not associated with either of the two IT repair benches. Co-location of the server/IT workspace and archives electronic records is to be considered in the design phase. Data/telephone closets are to be strategically placed within the building to serve as junction points for electronic services. The main telephone service switch and terminal board is to be located in an independent room outside but near the server room. The room will be secure with internal locking storage.

AP 4.02 Network Administrator: This workstation is to be near or in the server room. Exterior light is preferred, but not mandatory.

AP 4.03 Electronic Records Archivist: The archivist's office is to be a workstation, constructed on an exterior wall with access to natural light and the full complement of normal office furnishings and equipment. The archivist's office is to be located within the electronic records suite and immediately adjacent to the electronic archivist's workroom. Exterior light is preferred, but not mandatory.

AP 4.04 Electronic Records Archivist Workroom: The electronic archivist workroom is to be provided with a layout similar to the Archives workroom (A 1.07), including the standing height center table and perimeter desk-height cabinets and workstations. The electronic archives workroom is to serve as a major circulation and activity hub within the electrical records area with easy access to all the area's major components.

AP 4.05 Programmer: The programmer office is to be constructed as a work station within the electronic records area. The space is to be configured as typical office. It is preferred that the space be provided with access to natural light, but it is not mandatory.

AP 4.06 Server(s): The server room is an internal space, an electronic environment which will require cooling and good cable access. Underfloor cable and cooling service is preferred, either by means of a raised pedestal floor or lower level ceiling access. This space is to be secure.

AP 4.07 Electronic Records Archives: Electronic records archives space is to be constructed as an internal space directly accessible from the electronic archivist workroom. The space is to be constructed as an electronic media storage room utilizing a high density (compressed) storage system.

AP 4.08 Digital Librarian III: The Digital Librarian III is an administrative position and is to be located between the LAM administration and technical services unit. The office is also to have direct access to the public lobby. The office is to be equipped with typical office equipment with the addition of a small conference table for meetings with up to four guests. If possible, the office is to be located on an outside wall with access to natural light.

AP 4.08.1 Webmaster/Publications Specialist II: The webmaster workstation is to be located off the workroom. Exterior light is preferred, but not mandatory.

AP 4.08.2 Electronic Services Storage: A storage room for electronic services is to be provided to store equipment, cabling and associated products. The room is to be laid out with a central walkway with 12-inch deep shelves on both sides of the room.

AP 4.08.2 Electronic Services Technician: The electronic services technician workstation is to be located off the workroom. Exterior light is preferred, but not mandatory. Space is to include maintenance work bench, storage and workstation. Adjacent to server.

AP 4.08.3 Microfilm Technicians Lab Space: This space is to be designed to accommodate future expansion of this growing area within the LAM services. Initially the space is to provide an area for three technician workstations but the space is to be expandable to accommodate up to six stations.

AP 4.08.6 VILDA / Audio / Video Center: Separate work stations are to be provided for photography, video copy and audio copy. The requirements of these spaces are so divergent that it may be necessary to construct permanent walls separating the functions. Flexibility is a key consideration for this space due to its high degree of dependence on fast and current technology. Two employee workstations are to be built into the space. This room will store old equipment to run old-format materials. Due to the need for patrons to also use this equipment, there will be an area defined for public research. Eventually, all the material will be digitized and public access will not be needed.

AP 4.09 Microform Lab: The microform lab is to be a working lab for the microform technologists. The microform lab is to be easily accessible from the IS library workroom. The room is to be designed to accommodate the various tools and specific photographic equipment used by the microform technicians. This room is to be an interior space. In design, particular attention should be given to the lab's exhaust and light control. Each of the various functions performed will require independent enclosed space. Diazo printing is to be independently housed and is to have controllable light as well as negative air pressure. The photography lab can house the microfilm and planet dry cameras, the microfilm processors, microfiche duplicating units and roll film duplicators.

AP 4.10 Microform Processing: A space to view and process microform material is important to all the components of LAM and is therefore centrally collocated with the Technical Unit. The space is to be provided with layout tables, views and shelving.

AP 4.11 Microform Storage: This LAM centralized storage area for microform material is to be located in the Technical Unit / Digital and Electronic Services Suite. The space is to be environmentally conditioned to meet ASHRAE standards for film storage. Retrieval from this space with delivery to the Archives / Libraries reading rooms and Museum will likely occur frequently and convenient access between these rooms is important to maintain. The collection is to be maintained in its current cabinets for the immediate future, with transfer to high density storage planned as a future collections expansion device. The microform storage room is to be adjacent to the microform processing area and near both the microform lab and microform offices. This space should include emergency eyewash and shower.

AP 4.12 Special Format Equipment and Viewing: This special purpose room will be the repository for antiquated viewing and listening media. The equipment to view or listen to these media formats is to be stored in full height cabinets along two walls of the room. A table with two chairs is required for infrequent access by the public to the information contained in this outdated media format. This room is to be located in the Technical Unit / Digital and Electronic Services Suite. No collection material is to be maintained in this space which is to be environmentally conditioned to office standards. No natural light is required in this space.

AP 5.00 Unassigned Space

Within all buildings, a significant portion of the constructed enclosure is allocated to the maintenance and backbone of the structure. The area of unassigned space varies according to the building type, total area and occupancies. The special environmental requirements of museum and archives space tend to increase the size of the utility and support spaces. Likewise, the shipping of large volumes of paper from a multitude of State agencies to the Archives and Records Management divisions mandate an enclosed loading, shipping and receiving area. Efficiencies are found in sharing these building elements rather than creating three redundant service areas within three separate structures as is currently the case.

Currently, the Museum building is serviced by city utilities. The design team will need to design the building system and ensure that the existing utilities meet the building's needs. The building tenants are responsible for the preservation and safekeeping of important and rare documents, artifacts and photographs. The maintenance of controlled environments for these collections is mandatory. For this reason, the building's standby generator needs to be connected to the fan units, humidifiers and boilers serving those environmentally sensitive areas. Standby generation is also to be provided for egress lighting, fire pumps, if required, circuits connected to refrigerators

and freezers, intrusion detection and all life safety devices. The onsite fuel source is required to be sized to run the generator for 24 hours.

AP 5.01 Plant Manager: An office for the SLAM physical plant manager is required. This office space will include layout space for drawings and files as well as a traditional desk with normal office furnishings. Four four-drawer file cabinets and a hanging drawing rack are required.

AP 5.02 Maintenance Workshop: A workshop and tool storage room will be closely related to and adjacent to the plant manager's office and the serve areas of the building.

AP 5.03 Mechanical Room: The mechanical room is to be located along an exterior wall that will allocate a significant area of wall to exterior intake and exhaust louvers. This wall should not be exposed to the prevailing wind and storm conditions. The mechanical room will be located within the building in consideration of access into the room, both by maintenance staff and in order to remove large pieces of equipment that will require periodical service and repair. To the extent possible, the mechanical room is to be designed and constructed without imposing columns and other structural elements that would reduce open floor area and impact duct and plumbing runs. The location of the mechanical room in relationship to other rooms must be considered early in the design process to ensure that artifact or document damage or staff disruption due to fumes, noise, and vibration generated by the mechanical room does not occur.

AP 5.04 Electrical Room: The electrical room is similar to the mechanical room in terms of access and structural requirements within the space. The electrical room will be located in consideration of the access to local electrical power on the site. To the extent possible, the electrical room is to be near the mechanical room. The building is to be provided with stand-by power by means of a diesel fired generator. The generator exhaust, vibration, and noise are to be considered with respect to the location of collections housed within the SLAM facilities.

AP 5.05 Data / Tel Closets: Multiple telephone and data closets are to be provided at logical access points for future use adjustments.

AP 5.06 Shipping/Receiving Dock: The shipping/receiving dock area is to be provided with a dock height loading dock that is secured with two overhead doorways, one of which is to be 8-foot wide and 12-foot tall, the other 8-foot x 8-foot. The 8x8 dock openings are to be provided with dock scales. During the design phase, the need for a covering or canopy protecting the dock is to be evaluated. Within the dock enclosure, adequate space will be provided for staging multiple shipments and deliveries. The isolation rooms are to be located for convenient access from the receiving area. The dock is to be well lit and capable of accommodating semi truck trailers and delivery vans. Trucks delivering food and building equipment are not to use this dock. This dock is reserved for delivery of collection materials only.

AP 5.07 Isolation Area: An isolation area for objects expected to be contaminated, mold or insect infested will be held in an isolation area that is near the shipping and receiving area. The isolation area is to be a divided large refrigerator box that will have separate enclosed spaces for Archives and Historical Collection. The refrigerated space is to have a common atmosphere with spaces divided by chain link fencing.

AP 5.08 Museum Isolation Area: The Museum is to have an independent isolation that is larger, to receive irregular sized objects. The design criteria for the Museum will be similar to the Archives and Historical Collection.

AP 5.09 Service Dock: The service dock is a portal for food, garbage and maintenance equipment to come into and leave the building without contaminating the collections receiving space. The service dock is to be separate from the primary loading dock. This dock is to be provided with dock bumpers, wall and head seals and a coiling door. It is expected that much of the material moving through this dock will be by hand cart; therefore, ramp access is recommended as well as high dock. The design team is to consider the need for a trash compactor for trash leaving the building.

AP 5.10 Shipping Storage / Workshop: The shipping storage/workshop is to be located immediately adjacent to the shipping/receiving dock and is to be provided with materials and equipment to store and construct the envelopes, cardboard, and wooden shipping containers required by SLAM. Shipping containers include pre-made envelopes, cardboard boxes, and wooden crates. Supply storage and dust control will require special attention in the design phase.

AP 5.11 Janitor Closets: Janitor closets are to be provided in multiple locations within the SLAM facilities. Each closet is to be provided with a floor sink, mop rack, and a shelf for cleaning products.

AP 5.12 Secondary Vestibules: Several secondary use weather vestibules are to be provided to block weather intrusion at building entry points. Glazed side lights adjacent to doors are to be provided.

AP 5.13 Egress Stair: The IBC and other applicable building codes require fire egress stairs be provided for the building. At this time, two stair towers are anticipated. Following BOMA guidelines, stair floor areas are accounted for once, regardless of the eventual height. The stair towers are to be utilitarian with painted, durable finished walls. The stairs are to be concrete filled steel pans or precast concrete. Provide natural light into the stairwells if possible.

AP 5.14 Disaster Preparedness Supplies & Equipment Storage: This warehouse type space is to contain pumps, a portable generator, hoses, absorbent pads, fans and other equipment required if the building's power is disrupted or if floods or other disasters are imposed upon the facilities. Equipment is to be stored off the floor whenever practical, on shelving. The space lighting is to be on the building stand-by power system.

Library (L)

The Alaska Historical Collection contains and manages a special collection of particular relevance to the State of Alaska. This expanding collection is currently located on multiple floors within the State Office Building. Consolidation of space within a controlled environment will greatly benefit the collection and make the collection more accessible to the public. The efficiencies by collocation with the LAM members will be particularly helpful to the library groups.

L 1.00 Historical Collection

L 1.01 Historical / Archives Lobby and L 1.02 Historical / Archives Reading Room:

The historical/archives lobby/reading room is to be a shared space between the Historical Collections Library and Archives. The similar management of the resource, nature of their collections and the type of research being conducted makes a shared space with controlled access through the lobby and a well-organized reading/research area a good match. Visual supervision into the reading room from the reference counter is to be considered during design. A column free space is preferred to support staff visual access to the space.

L 1.02.1 Material Holding Historical Collection: A small holding room is to be provided directly behind the Historical Collection reference desk. The room is to hold material that has been requested but not yet viewed and material that is in the review process but not in use at a particular point in time. The room also is to be used for material that has been reviewed and returned to the reference desk but has not yet been returned to its long term storage area. It is not expected that material would be kept in the space for more than two or three days without use. The room's configuration should be somewhat long and narrow for shelving on both sides of a center aisle, with one side for material awaiting use and the other side for material being returned to storage. This is a secure room. Archives is to have a similar room for archival materials in transition between the reading room and the stacks.

L 1.03 Historical / Archives Reference Counter: The historical/archives reference counter is to be a shared space between the Historical Collections Library and Archives. The historical/archives reference counter will be staffed by two Historical Collections personnel as well as one Archives staff position. Once again the nature of the collection and the management of the material are similar, and both the public and collections will benefit from the shared public access point.

L 1.04.1 Historical / Archives Self Help Stations: Four free standing tables will provide self help stations for patrons to access the Historical Collection and Archives. These tables are to be located in the reading room near the reference counter so assistance with retrieval of material or self help guidance can be managed by reference desk staff. In addition, small, free-standing tables to accommodate one or two people each will be provided in the lobby near the self help stations.

L 1.04.2 Microform Reader Room: The historical/archives microform readers will be shared space between the Historical Collections, Information Services and Archives. Self help microform readers (digital, computer and manual) are to be positioned on study tables. Since some of these machines are noisy and will be distracting if left in the open reading area, this will be a separated space with sliding glass door located off the Historical / Archives Reading Room. The Alaska Newspaper microfilm storage is also to be located within this space for self help access. Other microfilm storage is to be shared in a centralized storage area that will be accessible to LAM staff that will retrieve requested documents.

L 1.04.3 Historical / Archives Audio / Video: This is to be a shared space between the Historical Collections Library and Archives, and is to provide the public with a room to view historical and archives audio / video collections within an acoustically isolated, purpose built room. The audio / video room is to be directly accessed from the lobby through a sliding glass door thus providing direct visual access from the reference counter. All audio / visual equipment will be stored in purpose built casework around the room's perimeter.

L 1.05 Librarian III: Librarian III is an administrative position and is to be located to have direct access between the LAM administration and Historical Collection library. The office is also to have direct access to the public lobby so visitors and potential donors have controlled access to the office. The office is to be provided with typical office furnishings and equipment with the addition of a 4-person conference table which will be used for discussions with staff or 3 or 4 visitors. The table will also provide layout space for initial assessment of materials entering the Historical Collection. Additional furniture is to include file cabinets and a bookshelf. The office is to be located on an exterior window wall.

L 1.06.1-1.06.6 Librarian II, Librarian I, Library Assistant: These workstations are for the historical librarians. The workstations are to be provided with typical office furnishings and equipment and are to be located on exterior walls to receive natural light.

L 1.06.7 Administrative Clerk: The administrative clerk is to be provided with a workstation near the reference counter. The office space is to be provided with all typical office furnishings and equipment. It is preferred that the workspace be provided with natural light, either by the office being located on a window wall or by the use of borrowed light from another space.

L 1.06.8 Volunteer: Volunteer workstation. The office space is to be provided with all typical office furnishings and equipment. It is preferred that the workspace be provided with natural light, either by the office being located on a window wall or by the use of borrowed light from another space.

L 1.07 Workroom: This workroom is to accommodate a variety of functions including project layout, layout space for non-collection material, printing, copying, and other administrative activities that might require large layout space or space for several

people to work together. The room is to house one high production copy machine, one high quality color copy machine and one lower quality production copy machine.

L 1.08 Historical Processing Work Areas: There are to be four processing work areas along a common wall with overhead coiling doors (grilles) between the individual spaces to allow for larger layout areas as required for larger collections, and for smaller areas to be locked down when not in use. Access to the processing rooms is to be wide enough to allow 3-foot wide box carts to navigate. The processing rooms are to be positioned near staff workstations and are to receive indirect or filtered natural light. Each processing room is to be provided with two large moveable tables, a computer station and an office chair. This area should be near a supplies storage room and accessible to librarians' offices.

L 1.09 Historical Conference Room: A conference room is to be provided for use by the historical group and other SLAM members. The conference room is to be conveniently located for access from the lobby. Light control, data ports, and teleconference capabilities are to be provided. The conference room is to accommodate six.

L 1.10.1 Manuscripts and Photographs Collections: This area of collections is where materials, photos or documents are stored in a controlled environment for access to the public for research or general information. A high density or compressible storage system is to be used to hold these materials.

L 1.10.2 Film Collections: Film is to be stored in a + 38-40°F environment to preserve the artifacts. A small walk-in insulated refrigerator is to be used for this purpose. The refrigerator is to include a small workstation. The insulated floor is to be recessed into the building's structural floor so the refrigerator finished floor is level with the surrounding surface. Built within the refrigeration enclosure is to be a 100 sq. ft. freezer. Access to the freezer is to be through the refrigerator.

L 1.10.3 Bound Materials Collections (small/medium format): This area is to use a high density, compressed storage system to hold books and other bound materials in a controlled environment.

L 1.10.4 Books, Bound Materials Collections (large format): Some of the collection is unusually large and will not physically fit within the compressed storage system described in the section above. For this material, 30 inch deep, adjustable, open shelves and racks within the compressed file system will be the most effective storage method. The environment in this area will be controlled to support preservation. The large format and the small/medium format material are to be located adjacent to each other.

L 1.10.5 A.J. Mine: This large collection is held as a single, somewhat static, collection and as such is not expected to grow beyond 25% of its current size. For this reason, the collection floor area has been maintained, and expansion will occur through increasing the high density storage system from its current 8 foot height to the project standard 12

foot height. Material stored in this collection is to be maintained in an environment conducive to preservation.

L 1.10.6 Maps Collections: Maps are to be stored in large, flat files, and arranged in such a way as to allow for circulation and access to the maps and a centralized layout table. Lighting above the layout table is to be adjustable providing between 40- and 75-foot candles at the map surface.

L 1.10.7 Processing Collections: Miscellaneous materials and documents are to be stored in open shelves near the workstations. Shelves are to be secure or lockable. Materials stored in this area could be particularly large, such as collections or material that is in transition due to its frequency of use or recent addition to the collection. It is expected that the open shelves storage method will be replaced with a high density file system as the collection grows.

L 1.10.8 Backlog: Backlog is a high density pending/processing storage area that will be used to hold material that has been appraised and is yet to go through the processing procedures. These yet to be processed materials are to be stored in this environmentally controlled area near the collections area. It is currently not anticipated that the backlog storage area will be converted to a high density system.

L 1.11.1 Historical Supplies Storage: Historical supplies storage is to be divided into two areas. One storage area is to be associated with the conservation lab and hold bulk supplies needed for conservation. The other storage room will be located between the processing area and collections and will contain materials needed for labeling, cataloging and storing objects and documents.

L 1.11.2 Historical Supplies Storage Closets: Historical supplies storage closets are to contain office supplies and other products needed through the area. In all, four closets are planned; one is to be provided in the administrative area, one in the processing area, one in the conservation area and one in the collections area. These small rooms are to contain shelving on three walls.

L 1.12 Historical Staff Toilet Rooms: One male and one female staff toilet room are to be provided within the Historical Collection area. The toilet rooms are to contain two water closets and one lavatory in the female room and one water closet, one urinal and one lavatory in the male toilet room. This space may be consolidated with other sections if the design allows for convenient section grouping.

L 1.13 Offsite Storage: Secure storage with environmentally controlled humidity and temperature is to be provided in a remote storage facility with other SLAM collections. The space is to be independently secured from other SLAM collections but is to have access to the facility's dock and circulation. The space is to block all UV light and is to provide a utilitarian storage environment. Concrete floors are to be capable of supporting paper or microform storage cabinets which could weigh up to 250 pounds per square foot. This space is not part of the new SLAM facilities.

L 2.00 Information Services Library

The Information Services Library's collection includes a wide range of printed and electronic information including current literature, State of Alaska government documents, federal government documents, maps and atlases, Alaskan newspapers and a wide variety of subscription electronic data. The Information Services Library staffs a circulation and resource counter carefully monitoring materials that are not to be removed from the facility. The collection includes bound and loose paper documents, microfilm, microfiche, electronic data, maps and audio tapes. This material must be stored in a suitable environment to ensure it is preserved for the intended length of its life.

L 2.01 Information Services Lobby: The Information Services lobby is the entry point for the library as well as the location where the self help services are accessed.

L 2.02 Information Services Reference / Circulation Counter: The reference/circulation counter is to be located adjacent to the lobby with direct and obvious patron access from the lobby to the desk. The counter is to provide a minimum of two librarian stations. Direct visual access from the reference desk to the lobby entry, self help stations, and the computer carrels, is to be provided through the building design. This room will include a range of seating with carrels, tables and ADA-compatible access.

L 2.03 Reading Room: The reading room is to be adjacent to the Information Services lobby, reference/circulation counter, and library stacks and is to be internet accessible. The reading room is to contain tables and chairs for layout work and several intimate reading areas with more comfortable chairs centered around lower height tables. The reading room is to offer the option of window or non-window seating. The reading room is to be comfortable and well proportioned.

L 2.04 Librarian III: The Librarian III office is to be located between the administrative suite and the Information Services library. From this office, the Information Services librarian will have direct access to the SLAM facilities, the Information Services staff and the public. The space is to be located on an exterior window wall and be furnished with typical office furnishings and a four-person conference table, file space and a book shelf.

L 2.05 Librarian II: Librarian II offices are to be located within the library. These offices are to visually connect with the body of the library and particularly the reference/circulation counter. These offices will have frequent need of the conference room and convenient access to that space is desired. Locating these offices on an outside window wall is preferred, but not mandatory if they have access to borrowed light.

L 2.06.1-2.06.09 Librarian I, Librarian, Library Assistant I, Librarian I, Library Assistant, Administrative Clerk: Workstations are to be located in the library office suite. This open area is to be arranged around the Information Services workroom and

processing area. The workstations are to be furnished with typical office furniture and equipment and are to have access to direct or borrowed natural light.

L 2.07 Computer Stations: The current program identifies seven self-directed computer stations for use by the public. These stations are set in study carrels that provide limited layout space in a semi-quiet environment. The computer stations are designated for special uses and programs that will need to be indicated with signage. All the stations are to be located in the reading room or lobby and are described below.

L 2.07.1 Internet Access Computer Stations: Internet computer carrels are to be located in the Information Services library lobby for direct access by the public.

L 2.07.2 Library Catalogue Computer Stations (OPAC): Library Catalogue computer carrels are to be located in the reading room near the reference/circulation counter.

L 2.07.3 Library Specific Programs Computer Stations (Polar PAC): Library specific program computer carrels are to be located in the reading room near the reference/circulation counter. L 2.08 ASL / Recording Room: This room is to have the multiple function of a screening computer station for incoming email responding to library requested information searches and recording tutorials onto a digital format and distributing the digital information. The space will also be used to store audio tapes. The library requested searches are monitored twice daily. The room is to be provided with a computer station and side table for equipment. Acoustic isolation from other spaces is required.

L 2.09 Information Services Workroom/Processing: This workroom is to accommodate a variety of functions including printing, copying, layout space, and other administrative activities that might require large layout space or space for several people to work together. The room is to house one high production copy machine, one high quality color copy machine and one lower quality production copy machine.

The processing area is to be incorporated with the Information Services workroom with convenient access to the loading dock and librarian support staff workstations. The processing area is to have 4-foot wide access ways to allow easy book cart movement. Base cabinets with desk-height tops are to be provided on three perimeter walls. Four workstations are to be incorporated into the perimeter cabinets.

L 2.10 Information Services Supply Storage: Supply storage is to be provided in a small, walk-in closet which will be the storage location for Information Services office supplies, as well as the storage of library related supplies and equipment.

L 2.11 Book Stacks: A large book stack area is to be provided with access to both the circulation/reference counter and reading room. The books stacks are to be similar to the reading room in terms of volume and finishes; however, there is to be no direct natural light in this area.

L 2.12 Periodical (Serials) Stacks: Periodical (serials) stacks are to be similar to the book stacks in terms of physical requirements. The periodical stacks are to be located closer to the lobby than the book stacks, but are still to be accessed from the reading room. The periodicals are to be located near the newspapers.

L 2.13 Map Cabinets and Atlas: Map cases and atlas storage is to be provided in a defined area within the reading room. This space needs convenient layout table space nearby.

L 2.14 Federal Documents: Federal document high density storage cabinets are to be adjacent to the reading room.

L 2.15 Alaska Newspapers, Paper: Current Alaska papers are to be displayed in the reading room near the lobby. Older newspapers are to be stored in the periodical high density storage system. These newspapers are for public use and are not the archival masters held by the Historical Collections Library. Self-retrieval is the best access solution.

L 2.16 Information Services Staff Toilet Rooms: The Information Services space is to include two staff toilet rooms with adequate fixtures to accommodate the Information Services staff. The toilet rooms are to be ADA compliant and readily accessible to the staff. This space may be consolidated with other sections if the design allows for convenient section grouping.

Archives and Records Management (A)

The existing Archives building is structurally failing due to the shifting of subsurface soils upon which the building is constructed. The State Records Management Division is a contracted service and not housed within the facilities.

A 1.00 Archives

The State Archives building is in dire need of replacement. Due to the condition of the current Archives structure, the archival process has been adjusted to “make do” with conditions that will likely lead to the loss of documents that record the State of Alaska’s history. It is only by good fortune and by hard work by the employees that significant loss has not already occurred. The Archives collection is comprised of two major storage components and a warren of smaller spaces in closets and in the offices and the break room. The current general stacks contain approximately 24,000 cubic feet of stored documents, and the vault contains approximately 1,200 cubic feet of stored documents. This program suggests incorporating a high density file storage system, through this method the collection will be able to be maintained while increasing the storage capacity of the facility by 30-50%. In the new SLAM facilities, much of the general stack material that is infrequently accessed by the public will be located offsite in a secure, environmentally controlled, leased structure. Those materials that are being processed, frequently accessed, valuable or contain sensitive or proprietary information are to be stored on site within the 2,500 SF stack/vault area. This area may be within the same atmosphere as the Historical Library Archives, separated by chain link fencing.

A 1.01 Historical / Archives Lobby and A 1.02 Historical / Archives Reading Room:
Shared with Historical Collections, see L 1.01

A 1.02.1 Materials Holding Archives: A small holding room is to be provided directly behind the Historical/Archives reference desk. The room is to hold material that has been requested but not yet viewed and material that is in the review process but not in use at a particular point in time. The room is to be used for material that has been reviewed and returned to the reference desk but has not yet been returned to its long term storage area. It is not expected that material would be kept in the space for more than two days without use. The room’s configuration should be somewhat long and narrow for shelving on both sides of a center aisle, one side for material awaiting use and the other side for material being returned to storage. This is a secure room. Historical Collections is to have a similar room for archival materials in transition between the reading room and the stacks.

A 1.03 Historical / Archives Reception / Reference Desk: *Shared with Historical Collections, see L 1.03*

A 1.04.1 Historical / Archives Self Help Computer Carrels: *Shared with Historical Collections, see L 1.04.1*

A 1.04.2 Historical / Archives Microform Readers: *Shared with Historical Collections, see L 1.04.2*

A 1.04.3 Historical / Archives Audio / Video: *Shared with Historical Collections, see L 1.04.3*

A 1.05 State Archivist: The State archivist's office is to be accessible to the LAM administrative suite as well as to the Archives staff (a similar space plan is common for all members of the LAM leadership team). The State archivist's office is to be located on an outside wall with access to natural light. Furnishings are to include a desk, a four-person meeting table, seven chairs, file space and a bookshelf.

A 1.06.1-106.2 Archivist: These spaces are to be provided with exterior, natural light in a workstation setting. The appraisal workstations are to have a 5-foot wide common aisle to accommodate file carts, with a 10-foot space between desks to allow file carts to be accessed and inventoried. A standard office desk with a large, shared wall mounted work table is to provide layout space for files as they come out of the boxes.

A 1.06.3-1.06.05 Archives Assistant, Administrative Clerk, Volunteer : These workstations are to be located adjacent to and entering onto the archives. The office space is to be positioned in the building to directly access the Historical/Archives reference desk. These spaces are to receive direct or indirect natural light and are to be provided with all normal office equipment and furnishings.

A 1.07 Archivist Processing Workroom: The archivist processing workroom is intended to function as an extension of the archivist workstations and is to be established to temporarily hold and sort materials being processed. The processing workroom is to be provided with wide aisles to allow the movement of pedestrians around file carts. The space is to be equipped with a large wall mounted layout table opposite the desk. The room is also to be equipped with 14-foot-long shelves floor-to-ceiling shelves on two walls to accommodate double stacked boxes 5 x 5 feet high. The archivist processing workroom is to have access to natural light, and is to be located immediately adjacent to the archivists' workstations.

A 1.08 Archives and Records Center Workroom: The archives workroom is to be an internal room with perimeter 36-inch high base cabinets and a large 42-inch high center layout table. The workroom will have a copy machine, fax machine and printer in the space. The archives workroom will be used as project layout space.

A 1.9 Archives Supplies Storage: Archives supplies storage is to be accessible from the Archives workroom and is to contain both office supplies and archival materials that are not common to the library or museum.

A 1.10 Archives Stacks: A large portion of the Archives stacks are within leased space offsite. However, sensitive or particularly valuable material is to be stored in the onsite Archives stacks. Archives stacks are to be constructed with 42-inch wide aisles between 4-foot wide steel stacks in a 12-foot tall high density storage system. The stacks are to allow archival boxes to be stacked two deep on each side of the shelf. The stacks are to be internally braced with no projections limiting the aisle width. The Archives stack area is to be an internal space with direct access to the Archives

workroom, the SLAM shipping/receiving dock and the SLAM shipping/receiving room. The Archives stacks are to be climate controlled and are thought to be within the same atmosphere as the historical collections area with chain link fencing separating the spaces so they remain autonomous. Floor and walls are to be smooth, non-dusting and finished in a light color.

A 2.00 Records Center

The Archives Records Center is a closely related but independent component of the Archives division. The Records Center is currently a contracted service and is not to be considered as a part of this project.

Two records management employees work within the Archives building and office space is required for these individuals as described below.

A 2.02 Records Analyst III and Records Analyst II: Work stations are to be provided that are identical to the archives assistant, see A 1.06.1 and A 1.06.2.

Museum (M)

The State Museum holds a wide diversity of items and objects from boats to bears and includes fine art, natural history, Alaska Native artifacts and a wide variety of other noteworthy objects and manuscripts. The enclosure required to house this collection comprises approximately 35% of the enclosed SLAM area.

M 1.00 Museum Administration

M 1.01 Chief Curator: The chief curator's office is to be located to bridge between the SLAM administration area and the Museum staff. The chief curator's office is to be directly accessible to the SLAM administrative group, the Museum staff, for which the chief curator is immediately responsible, and the Museum conference room. The chief curator is likely to meet frequently with the public, and, therefore, the office is to have convenient access to the lobby. The office is to be provided with exterior glazing, all typical office equipment and furnishings.

M 1.02.1 Administrative Assistant: The administrative assistant's workspace is to be immediately adjacent to the chief curator's office. The workspace is to be semi-enclosed by moveable partitions.

M 1.02.2 Graphic Artist: The graphic artist's workspace is to be located in the Museum administration suite. The workspace is to be semi-enclosed by moveable partitions.

M 1.03 Friends Manager: The Friends Manager's office is to provide a work space for an individual who spends considerable time in the Museum coordinating the activities of the nonprofit in support of cultural activities. The Friends Manager's office is to be located close to the shop, on an exterior wall with a full complement of office furnishings and equipment.

M 1.04 Volunteer Room: The volunteer room is to provide an office environment for museum volunteers. The space is to be used for volunteer training and research, and will also be a place to secure coats and personal belongings. The office environment is to include three desks with computers telephones, and other required office equipment. Additionally, reference and training materials are to be stored in this room.

M 1.05 Museum Conference Room: A conference room for up to eight Museum staff is to be located on an outside wall. The room is to be provided with light control, data ports and teleconference capabilities. This room is to be used primarily by Museum staff. However, it is to be accessible to other SLAM members on an as-needed basis.

M 1.06 Museum Lobby / Admissions: The Museum will continue to host large groups, particularly during the summer tour season. An adequate lobby from which to stage these groups, as well as to collect admissions, is to be provided as the public entry to the Museum space. The Museum entry point is currently assumed to be through the building lobby; however, other compelling entry options are to be considered in design.

The museum lobby area is to be constructed of high quality, durable materials, similar to the public building lobby. Filtered natural light is to be provided with curatorial considerations for displays exhibited in the lobby, independent stations for a cashier, docent and security staff are to be provided within the lobby. It is important that the Museum lobby be inviting and pique the visitors' curiosity.

M 1.07 Museum Staff Toilets: Two staff toilet rooms are to be provided within the museum space. These convenience toilet rooms are to be sex designated, contain one water closet, plus one urinal in the men's room, and one lavatory each. The rooms are to be ADA compliant.

M 2.00 Collections

Collections spaces are to be carefully monitored and controlled according to ASHRAE standards. The collections storage is to be served from a single use air handler. The collections area is to be protected by an approved fire suppression system. No plumbing, domestic supply, sprinkler, wastewater or internal roof drain are to be located in or directly above the collections storage areas. Particular care in regards to moisture migration is to be taken with the collections storage areas' building envelope. The storage areas are typically closed to the public.

M 2.01 Curator Collections, 2.02 Collections Manager, 2.03 Registrar: A suite of three rooms will provide office settings for collections and registrar within the collections area of the Museum. These offices are to have access to natural light, standard office equipment, normal office furnishings and proximity to the Museum receiving area.

M 2.04.1 Volunteer: Volunteer workstation is to be located adjacent to the workroom and accessible to the registrar's office. This space is to provide a work area for a volunteer who assists the collections group.

M 2.04.2 Curator: This workstation is to have access to natural light, standard office equipment, normal office furnishings and proximity to the Museum receiving area.

M 2.05 Museum Research: Museum research is an area within the typically non-public space where Museum users and researchers may access the collections and study the Museum's collections. These non-staff researchers will be working in the same room with Museum staff. The Museum research area is to be particularly sensitive to preservation and curatorial concerns. The space is to be secured with locking doors and provide good visibility from other staff spaces into the research area. Large layout tables with chairs are to be provided as the primary furnishings within the room.

M 2.06 Processing Workroom: Collections processing is primarily a research and cataloguing area. The space is to be well-lit with color adjusted artificial lighting. The space is to be immediately adjacent to the collections/registrar offices and the collections storage area. The room is to be furnished with large tables and chairs, with open-front wall cabinets with 30-inch high. The space is to also be provided with drawers and cabinets along the perimeter of the workroom for supplies and equipment.

The collections processing room is to be a non-public area. The collections workroom is closely associated with the processing area and should be directly accessible from that space. Regular photo documentation will take place in this area; however, no built-in photo studio equipment is required in this space. Ventilation rates are to be adjustable for this space, which will typically exhaust 100% of the supplied air.

M 2.07 Collections Supplies Storage: Supplies storage for collections requires storage shelves on three walls and is to be conveniently located near the registrar, collection curator and the collections stack area. Materials held in this room will include labeling, storage containers and other task specific materials.

M 2.08 Offsite Storage: Leased space in offsite facility. Offsite storage is to be provided for objects that need to be enclosed but are not as sensitive to humidity and temperatures as those items stored in the Museum space. The space is generally a large warehouse with tables and rock shelving for storage. Temperatures and humidity are to be maintained to museum collections standards as recommended by ASHRAE 21. This space is not a component of the project described in this program.

M 2.09 Paintings, Prints Storage: Paintings and prints are to be stored vertically in narrow racks to isolate mounted or framed paintings or prints. The rack material is to be non-staining with a neutral acidity. Racks with adjustable widths and heights are preferred. Archival materials that are not mounted and are suitable to be stored flat are to be stored in large, multi-drawer flat files. Flat file cabinets are to be placed on 4-inch bases and stacked three cabinets high.

M 2.10 Small Artifacts Storage: Small objects are to be stored in open shelving and in high density (compressible storage) compartments. The shelf size within the storage system is to be a minimum of 12 inches wide and 36 inches long. Storage units are to be 12 feet high. Shelves are to be vertically adjustable 12 inches (clear) and 24 inches (clear) between shelves. This storage requirement is to be met with a combination of storage racks and systems that are capable of being modified to be all high density systems in the future.

M 2.11 Large Objects Storage: Large objects are to be stored in an open room provided with movable tables in the center of the space, with shelving along walls. The large object collection is to be located near the loading dock with direct, non-impaired access through a 12-foot wide and 12-foot high coiling door. No area between the dock and the entrance to the large object storage room is to be smaller than 12 feet wide and 12 feet high. In addition to the coiling door entrance, two personnel doors are to be provided. One personnel door is to be adjacent to the coiling door; the other door is to be convenient to the collections office suite. Accommodations for future installation of a high density file system required.

M 3.00 Conservation

The conservation suite provides the Museum with preservation and restoration services. This non-public space is primarily a workroom and lab setting with some offices and support areas.

M 3.01 Museum Conservator: One conservator office is to be provided. It will be located on an exterior wall with access to natural light and all typical office equipment and furnishings. The conservation office is to be adjacent to conservation workroom.

M 3.02 Conservation Technician: One conservation technician workstation is to be provided. It will be located on an exterior wall with access to natural light and all typical office equipment and furnishings.

M 3.03 Volunteer: This workstation is to have access to natural light, standard workstation equipment and furnishings and is to be located in the conservation suite.

M 3.04 Museum Conservation Workroom: The workroom is to be comprised of two large movable center table work surfaces with three surrounding walls provided with base cabinets and some carefully positioned upper cabinets. Of the three cabinet walls, one is to have a fold-out photo studio built into the wall cabinets. Another of the three walls is to be provided with not less than three desk-height workstations. Each station is to be provided with data ports and task lighting. The desktop is to be 30 inches deep with knee openings not less than 36 inches side. The fourth wall of the space is to be provided with a full height wardrobe cabinet. The table is to be provided with two exhaust snorkels, one serving each end of the table. The paper conservation lab, AV conservator, the research area and the supply storage are to be located in close proximity to the workroom, all of which will function as a conservation suite supporting LAM.

M 3.05 Conservation Lab: The conservation lab is to serve and be directly acceptable to both the Historical Collections paper workroom and the Museum's object workroom. The space is to be constructed to laboratory standards with chemical resistant counter tops and a fume hood acid resistant sink with acid resistant plumbing. The lab will serve as the chemical mixing and preparation area. Hazardous chemical storage cabinets, eyewash and an emergency shower is to be provided in the conservation lab.

M 3.06 AV Conservator: This office space is to be in close proximity to the conservation workroom and easy access to the AV materials held on site by Archives and Historical Library. The office is to have access to natural light, and typical office furnishings.

M 3.07 Paper Conservator: The conservator's office is to be adjacent to the paper lab and within the conservation suite. The office is to have access to natural light and typical office furnishings.

M 3.08 Paper Conservation Lab: A special purpose preservation and restoration paper lab workspace is to be provided. The room is to have physical connection to the museum lab and the archives processing area. The paper lab is to be furnished with two large central tables; one table is to include a large shallow purpose built sink with de-ionized water supply. The room is to be provided with three walls of base cabinets and is to have direct access into the conservator's office. One of the three cabinet walls is to be provided with a standard-sized two-compartment sink and another of the cabinet walls is to be furnished with two workstations. Each station is to be provided with data ports and task lighting. The desktop is to be 30 inches deep with knee openings not less than 36 inches wide. One snorkel ventilator will be provided at the center of the work table.

M 3.09 Conservation Supplies Storage: Supplies storage for collections requires storage shelves within an enclosed space. No hazardous materials or laboratory supplies will be stored in this area.

M 4.00 Education

The Museum's Education program is currently constrained due to lack of space and lack of positions to provide these high demand programs. The new building offers classroom space, an auditorium for presentations by guest lecturers and space for outreach programs. It is fully expected that the public spaces provided for the education component of the SLAM building will be in high demand when available.

M 4.01 Education Curator: The education curator's office is to be located in the Education suite within the Museum. The room is to be located on an exterior wall for daylighting and is to be provided with all standard office equipment and furnishings.

M 4.02 Volunteer: The education volunteer will work closely with the education curator and hands-on collection coordinator. The volunteer workstation should be positioned between those workspaces.

M 4.03 Education Supplies Storage: A storage room for education supplies is to be provided within the education suite. This space is not expected to hold any highly flammable, toxic or dangerous materials, so the storage requirements can be normalized to represent any supplies storage room. All storage shelves are to be braced to resist lateral loads.

M 5.00 Exhibit

The exhibit component of the Museum includes display, preparation for display and the shipment of exhibit materials to and from other repositories. The individuals working in exhibit space require office space and other support areas to accomplish their tasks.

M 5.01 Exhibit Curator II: Exhibit offices are to be located on exterior walls and have access to natural light. Offices are to be equipped with typical office furnishings and equipment.

M 5.02 Exhibit Specialist: Exhibit offices are to be located on exterior walls and have access to natural light. Offices are to be equipped with typical office furnishings and equipment.

M 5.03 Volunteer: A workstation near the exhibit specialist is to be provided for volunteers' use.

M 5.04 Permanent Gallery (large): The permanent gallery is an internal space for the permanent display of exhibits belonging to the State. The large space is to be provided with sufficient ceiling heights (not less than 14 feet) to be appropriate to the large floor area. Provisions for exhibit lighting, attachment of walls or partitions to the floor and overhead bracing are to be provided. Access into the space for large exhibits is to be considered and provided for by the design. Easily accessible routes from shipping/receiving and collections are required.

M 5.05 Temporary Gallery (large): The large temporary gallery is to be furnished and equipped similarly to the permanent galleries. In design, access for both patrons and exhibit materials, due to the frequency of change within the space, will be considered.

M 5.06 Temporary Gallery (small): One smaller, divisible gallery is to be provided. This gallery is to be furnished and equipped similarly to the large temporary gallery.

M 5.07 Wood Workshop: The wood shop is to be provided for building displays and mounting various exhibits. The wood shop is also to be used to construct wooden crates for shipping exhibit materials. The shop is to include a sawdust collection system, paint booth and various woodworking tools including a table saw, band saw and compound miter saw. A large work table with vices on both ends is to be provided, as well as a small, wall mounted lumber rack. The shop is to be enclosed so that noise from the space will be isolated and not disrupt public spaces. Acoustic isolation is to be provided by sound attenuating construction, compartmentalization and spatial zoning.

M 5.08 Clean Workshop, Assembly, Framing: The clean workshop is for preparing display materials prior to mounting or assembly for actual display. The mounting area is the space where display materials are mounted. Layout space with good lighting is required. A center, 42-inch high work surface is required. This layout space is to be provided with a ventilation snorkel. All four perimeter walls are to be provided with 30-inch deep base cabinets—two cabinets with 30-inch high tops and two cabinets with

36-inch high tops. Two desk surfaces are to be provided in each of the countertop heights. The assembly area is to be in close proximity to the clean workshop and mounting area. This room is to be provided with one wall mounted, 36-inch deep woodworking bench, 42 inches high. The assembly area is to be provided with a pair of 3-foot wide by 7-foot tall doors with one door of the pair being inoperable and provided with an astragal. The assembly area is to be near and accessible to the gallery spaces.

M 5.09 Temporary Storage: A room to store Museum display cases, platforms and other exhibit materials that are changed with various traveling exhibits is needed. This utilitarian storage room is to be located for easy access to the galleries.

M 5.10 Tool Storage: Tool storage is a securable room to store hand tools used throughout the exhibit display construction process. Base cabinets with drawers and pull-out shelves are to be provided as well as wall pegs for storing tools. Base cabinets are to be 24 inches deep with 36-inch high tops constructed with smooth rubber surfaces.

M 5.11 Exhibit Supplies Storage: Supplies storage for the exhibit area will require a combination of 24-inch and 36-inch deep wardrobe style cabinets on all four walls. Supplies will include fasteners, various papers, cardboard, foam board, adhesives, fixatives and a variety of other small provisions used to prepare Museum exhibits.

M 5.12 Crate Storage: Crate storage is required to hold and store shipping crates primarily associated with exhibits displayed in the temporary galleries. A large (8-foot by 8-foot minimum) open area with one wall of wooden shelving designed specifically for storing exhibit crates is required in this space. An overhead coiling door 10-foot wide and 10-foot tall is required within the room. The crate storage room is to be located near the shipping/receiving dock.

Structured Parking

A 67,200 square foot parking structure is to be an integral component of the SLAM project. It is intended for the garage to be one and one half levels with one level below finish grade and the second level encompassing half of the first floor of the occupied building. The garage is to be naturally ventilated and integral with a site wide design for automobile access, drop-off, loading dock access and surface parking.

The garage is to be reinforced concrete with concrete decks and ramps. 150 automobiles are anticipated to park within the structure.

2.4 Space Requirements

Space Summary

This section of the report presents the physical space requirements for the SLAM Expansion. The architectural program for the new SLAM facilities are divided into four major space components:

- Administration, Public Area, and Unassigned Space (AP)
- Libraries (L)
- Archives (A)
- Museum (M)

See Appendix D Individual Room Space Requirements data sheets for more detailed information.

Gross square footage tabulations are indicated in the table below.

SUMMARY	Gross SF	Leased SF
Administration, Public Area & Unassigned Space	49,928	675
Library	21,996	1,755
Archives	6,007	6,223
Museum	41,009	6,300
Parking Structure	67,200	
Totals	186,140	14,953

2.6 Adjacency Diagrams

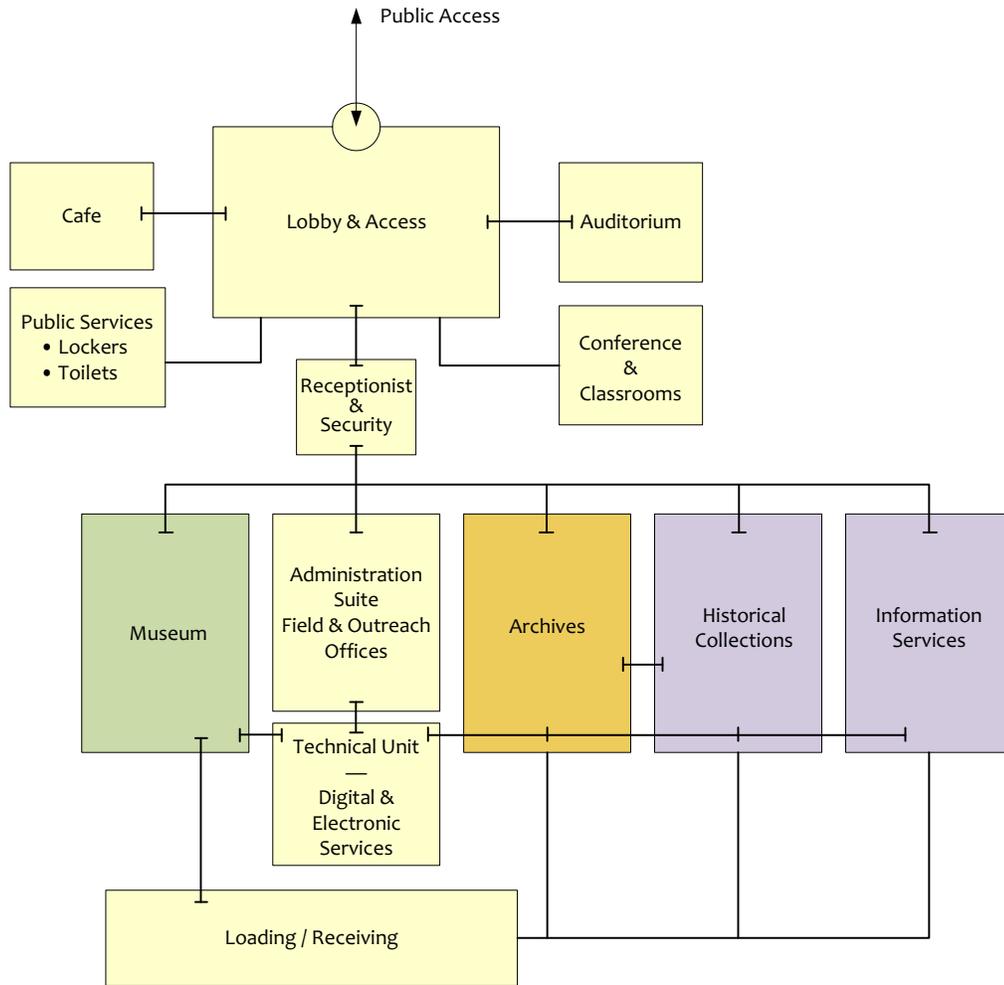
Facility Relationships

Administration, Public Area and Unassigned Space

Library and Archives

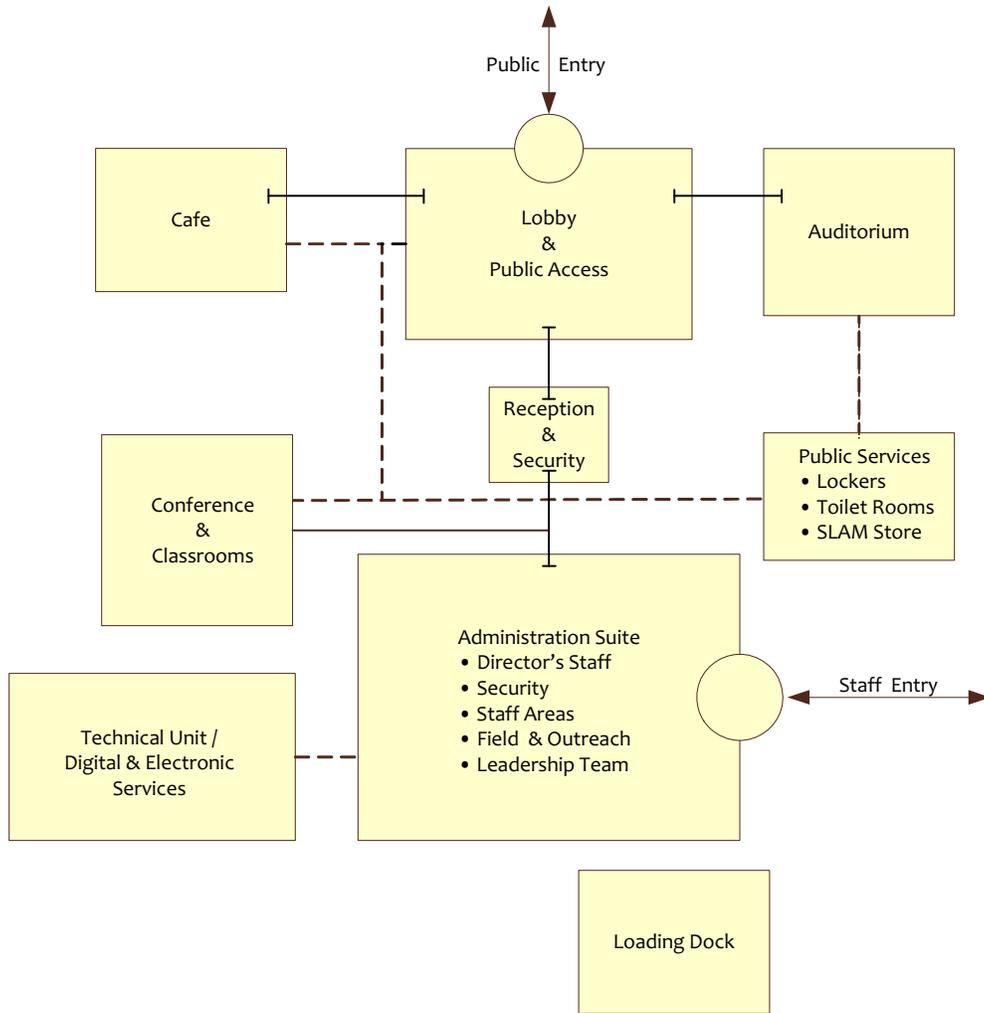
Museum

Facility Relationships



- KEY**
- ↔ FLOW DIRECTION
 - |— MANDATORY ADJACENCY
 - STRONG ADJACENCY
 - - - CLOSE ASSOCIATION

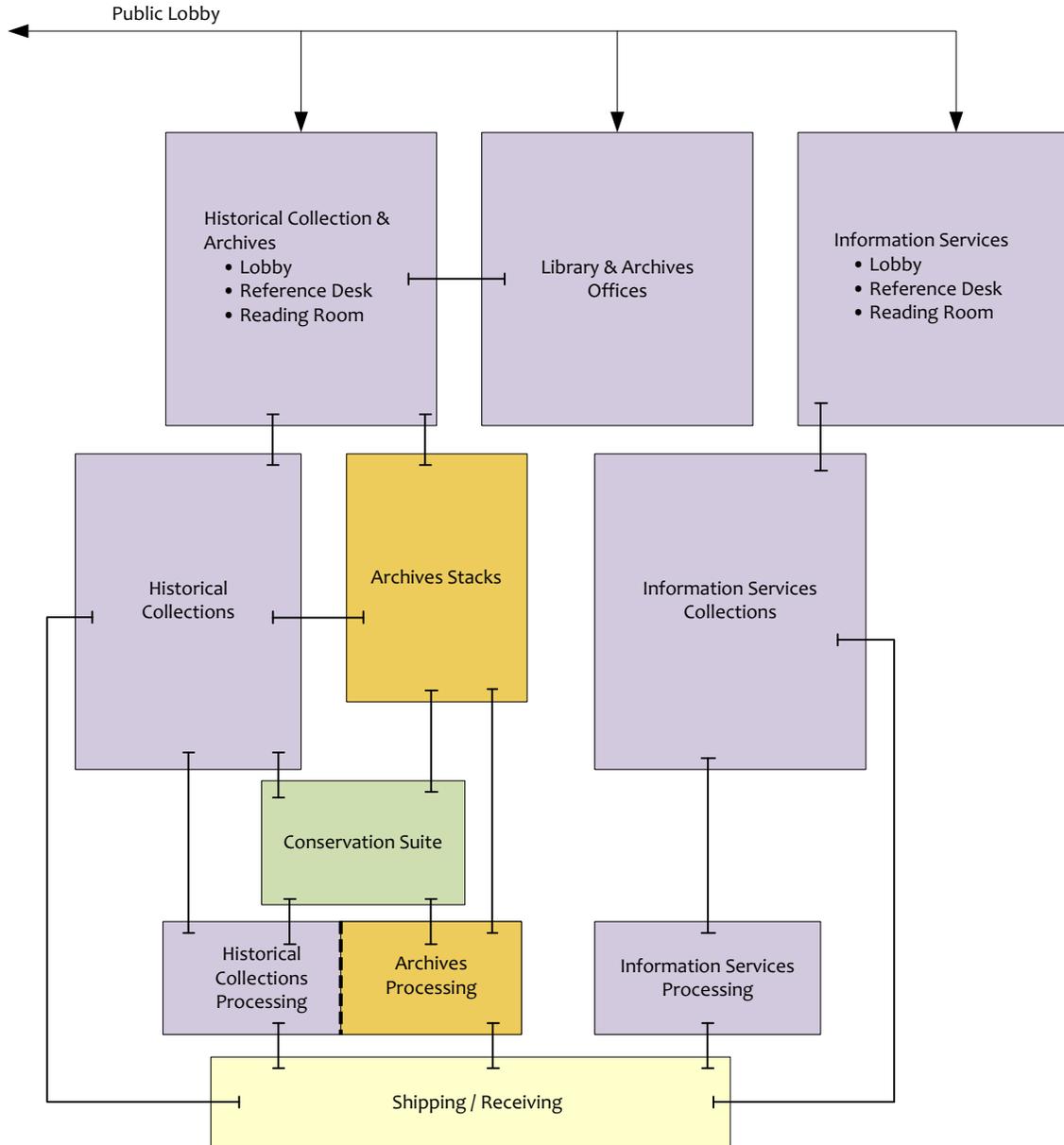
Administration, Public Area and Unassigned Space



KEY

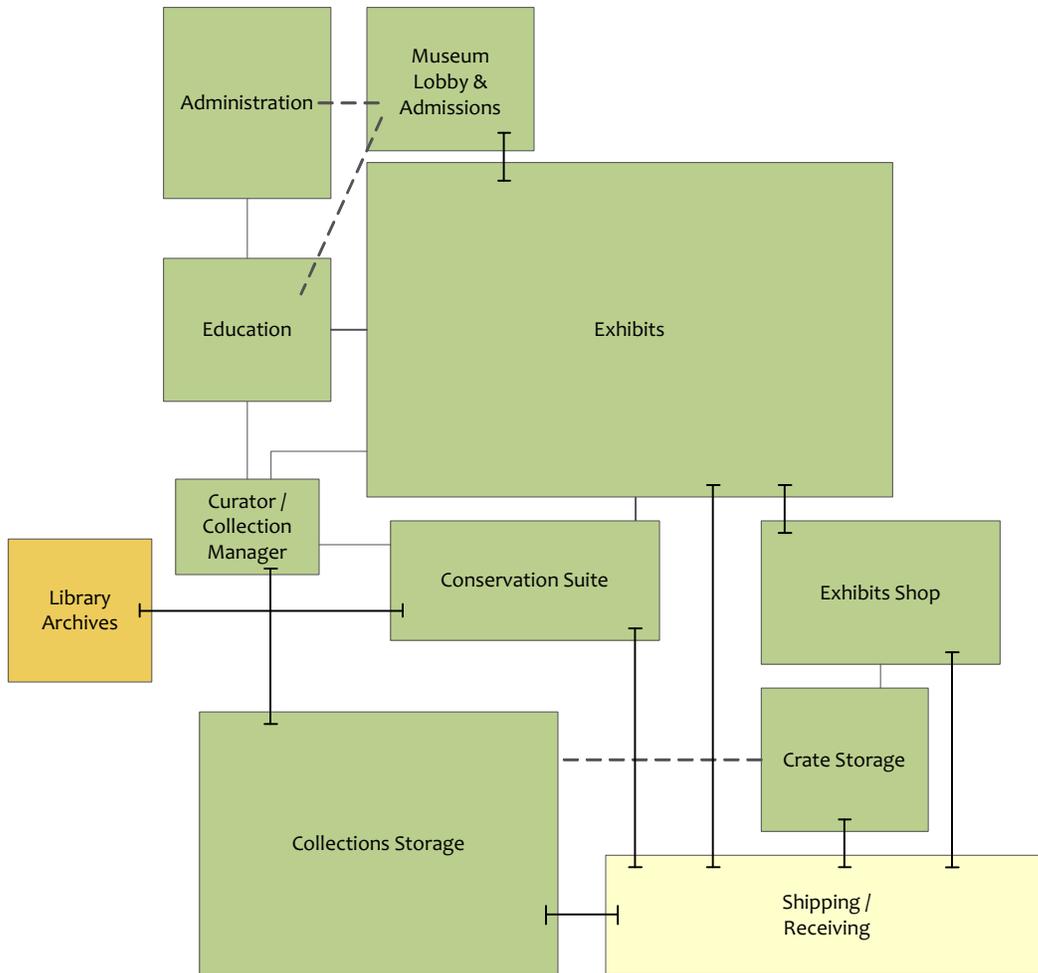
- ↔ FLOW DIRECTION
- |— MANDATORY ADJACENCY
- STRONG ADJACENCY
- - - CLOSE ASSOCIATION

Libraries and Archives



- KEY**
- ←→ FLOW DIRECTION
 - |— MANDATORY ADJACENCY
 - STRONG ADJACENCY
 - - - CLOSE ASSOCIATION

Museum



KEY

- ↔ FLOW DIRECTION
- |— MANDATORY ADJACENCY
- STRONG ADJACENCY
- - - CLOSE ASSOCIATION

2.7 Regulatory Requirements

This outline is based on the 2003 International Building (IBC) and Fire (IFC) Codes.

Occupancy Groups

This is a mixed occupancy building. The occupancy classifications are as follows:

A-3 Any assembly/meeting area with an occupant load of 50 or more. This will include most display areas.

B Offices and administrative areas.

S-1 Storage areas in general. This will include all the archival areas and most all the shop areas. As long as the shop areas do not contain more that the quantities of hazardous materials enumerated in the tables of the IBC, they are not considered hazardous occupancies.

As a mixed occupancy building, the various occupancies (other than hazardous occupancies) do not need to be separated from one another as long as the building meets the most restrictive construction requirements, which would be for the A-3 Occupancy. See IBC, Section 302.3.1.

Construction Type

Based on an A-3 Occupancy, with separation or frontage on all sides.

Construction Type	Type II-A	Type II-B
Basic allowable area:	15,500 sf	9,500 sf
Increase for frontage:	11,625 sf	7,125 sf
Increase for sprinklers:	31,00 sf	19,000 sf
Total area per floor:	58,125 sf	35,625 sf
Total area of all (3) floors*:	174,375 sf	106,875 sf**

* This includes the anticipated three floors above the basement level. The basement level does not contribute to the floor area of the building per IBC, 503.1.1.

** The basic height limit is two stories, but the inclusion of the sprinkler system allows an increase on one story per IBC, Section 504.2.

The height limit for this construction type is 85' for Type A and 75' for Type B construction per IBC, Table 503 and Section 504.

Minimum Construction Requirements

Based on IBC Tables 601 and 602.

Building Element	Type II-A	Type II-B
Structural Frame:	1	N
Bearing Walls:		
Exterior	1	N
Interior	1	N
Non-bearing Walls:		
Exterior	N	N
Interior	N	N
Floor Construction:	1	N
Roof Construction:	1*	N

* No fire protection is required where all structural members are at least 20' or more above any floor immediately below per IBC, Table 601, footnote C1.

Shaft enclosures, including stair enclosures, are required to have a one-hour enclosure when serving two floors and a basement and must have a two-hour enclosure when serving three floors and a basement. See IBC, Sections 707.4 and 1019.1.

Exiting Requirements

Until a floor plan is determined and an occupant load is calculated, no definable exit width requirement determination can be made. The following general requirements can be made:

- Corridors can be non-fire rated per IBC, Section/Table 1016.1.
- Panic hardware is required on all doors serving assembly areas and the main exits from the building.
- Emergency lighting and illuminated exit signs are required.

Fire Protection Systems

An NFPA 13 sprinkler system is required by IBC, Section 903.2.1.3. Mention has been made of a Halon type extinguishing system being substituted for the sprinkler system in some critical areas. This would not be allowable as such systems are a one-shot system and do not provide the sustainable fire protection required. There are pre-action sprinkler designs, which incorporate smoke detection to charge the sprinkler system. These are commonly used where there are there are valuable assets that can be harmed by unwarranted sprinkler operations.

Standpipes may be required, depending on the height of the buildings.

A manual alarm system is required by IBC, Sections 907.2.1 and 907.2.2. There are some provisions in those sections that will allow elimination of the actual pull stations, but the notification devices are required throughout the facility.

Fire Extinguishers are required based on IFC, Section 906.

Based on the approximate area of 112,000 sf, a fire flow requirement of 2,375 gpm for the Type A construction and 3,500 gpm for the Type B construction will be required. The 2,375 gpm requires 3 fire hydrants available and the 3,600 gpm requires 4 fire hydrants. See IFC, Appendix B and C.

3.0 Implementation

The next steps are to move the SLAM project from planning through design, to construction, commissioning and finally operations. While design is underway, it is critical to build statewide understanding and support for the project. The preliminary cost estimate will provide the basis for legislative requests to fund this important state function of protecting and connecting the historical treasures to the Alaskan people.

3.1 RFP for Design Team

The Request for Proposal for Design Services will be distributed through the Department of Transportation and Public Facilities in November 2009. Selection of the design team is anticipated to be in January 2010. The site adjacent to the new Museum has been purchased for the project. Partial funding for design has been appropriated by the State legislature.

3.2 Design Process

The design process will begin with Master Planning, conditions assessment of the existing museum building and program validation. The design process will then move from concept through final design. It is anticipated that an Exhibit Designer will be selected during the Museum's design sequence. When construction documents are 35% complete, selection for construction assistance can begin. Once the contractor is part of the design process and funding is in place, construction documents can be completed and construction can begin.

3.3 Public Process

During the Needs Assessment development, RISE Alaska interviewed stakeholder groups to introduce the project; elicit comments on current LAM usage and accessibility; invite participation and support of the design process; and develop a mailing list of interested people and groups. The information received through these conversations helped to focus the program for the consolidated facility, and to reinforce the emphasis on provision of statewide electronic access to the collections, as well as protection of the actual artifacts, art, manuscripts and books.

RISE Alaska made presentations about the SLAM project at the annual meetings of Museums Alaska and Alaska Historical Societies in October 2006 and September 2009. These brief presentations highlighted the need for the project, described the vision to protect the past to connect to Alaska's future and encouraged members to participate in the project.

In 2008, the SLAM Statewide Advisory Committee (SSAC) was established to provide statewide input on the project, advisory support to LAM and develop constituency support statewide. The first SSAC meeting was held in Juneau in February 2009 to discuss LAM programs, pros and cons of the current LAM system. Since then, the SSAC has convened via teleconferences to advise the LAM Leadership Team, discuss progress updates and relay information to and from the statewide constituency.

The LAM staff developed a webpage: http://lam.alaska.gov/slam_building.html, to share summary reports, presentations and related project documents with stakeholders and public.

Stakeholder input has generated some key messages:

- Protection and connection to Alaska’s history and treasures is essential to the social, educational, economic and cultural well-being of all Alaskans.
- Current LAM facilities are inadequate and threaten the integrity of collections.
- The SLAM expansion needs to be both a new physical facility and an expanded digital portal to provide statewide and global access.
- It is time for the state of Alaska to provide the resources to ensure that the treasures of SLAM will be around for future generations to use and enjoy.
- Leadership for advocacy needs to be taken on by professional groups supported by a private citizen’s committee.

Public education efforts will continue throughout the design process, including media contacts, electronic mailings to statewide organizations and interested individuals, website postings and public meetings.

3.4 Project Cost Estimate

This estimate reflects escalation over the three years since the 2006 cost estimate. It also recognizes changes in scope requested by LAM staff as they continue to develop their strategic plans for greater integration of programs, organization and operations.

Hard Costs

Construction including site work, new building, renovation, contingency, escalation, dewatering contingency	\$72,000,000
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Soft Costs

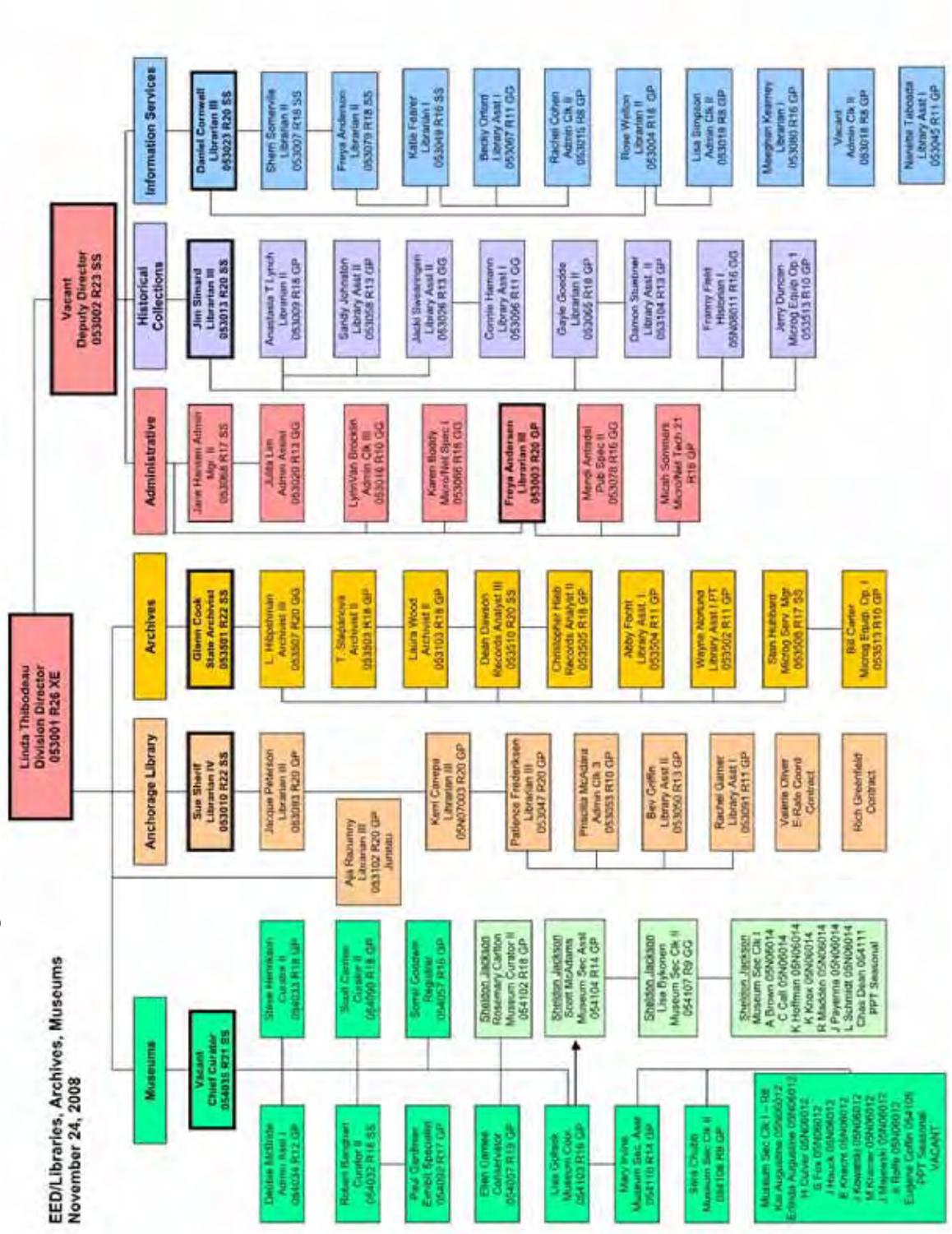
Design; management; fixtures, furnishings & equipment, contingency, escalation	\$21,000,000
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Exhibits	<u>\$5,500,000</u>
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Total	\$98,500,000
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Appendix A: Organizational Chart
 Current and Projected Staffing Table

DIVISION OF LIBRARIES, ARCHIVES, AND MUSEUMS
 Organization of Facilities located in Juneau Alaska



Current and Projected Staff

Dept	Current Staff Position	Additional Staff needed in 5 Years	Additional Staff needed in 10 Years
Administration			
	Division Director		
	Deputy Director		
	Librarian III		
	Librarian III		
	Admin Clerk III		
	Admin Assistant		
	Admin Manager II		
	Publication Spec II		
		Visitor Services Coord.	Library Dev Officer
		Volunteer Coordinator	
		Clerk	
Technology Services			
	Micro/Net Tech II		
	Micro/Net Spec I		
		Network Administrator	Clerk
		Programmer	Electronic Svc Tech
		Analyst Programmer	
Library: Historical			
	Librarian III		
	Librarian II		
	Librarian I		
	Library Asst. II Vilda		
	Library Asst. II		
	Library Asst. II Vilda		
	Library Asst. I		
	Admin Clerk II		
		AV Conservator (shared)	Librarian
		Librarian	Clerk
		Clerk	Library Assistant
		Library Assistant	
		Web Content	
		Volunteers (2) – Work spaces needed	
Library: Information Services			
	Librarian III		
	Librarian II		
	Librarian II		
	Librarian II		
	Librarian I		
	Librarian I		
	Library Asst. I		

SLAM Needs Assessment

Dept	Current Staff Position	Additional Staff needed in 5 Years	Additional Staff needed in 10 Years
	Library Asst. I		
	Admin Clerk II		
	Admin Clerk II		
	Admin Clerk II		
		Librarian	Librarian
		Clerk	Clerk
		Library Assistant	Library Assistant
		Analyst Programmer	
Archives			
	State Archivist		
	Archivist II		
	Archivist I		
	Archivist I		
	Records Analyst II		
	Records Analyst I		
	Micrographics		
	Microfilm		
	Microfilm		
	Library Asst. II		
	Library Asst. I		
		Paper Conservator (shared)	Archivist Assistant
		AV Services Tech	
		Archivist I	
		Records Analyst I	
		Clerk	
		Records Handler	
		Records Handler	
		Web Content	
		Volunteers (2) – Work spaces needed	
Museum			
	Chief Curator		
	Conservator		
	Registrar		
	Museum Curator II		
	Museum Curator II		
	Museum Curator II		
	Exhibit Specialist		
	Museum Sec. Clerk II		
	Museum Sec. Clerk I		
	Museum Sec. Clerk I		
	Museum Sec. Clerk I		
	Museum Sec. Clerk I		

Dept	Current Staff Position	Additional Staff needed in 5 Years	Additional Staff needed in 10 Years
	Museum Sec. Clerk I		
	Museum Sec. Clerk I		
	Museum Sec. Clerk I		
	Museum Sec. Clerk I		
	Museum Sec. Clerk I		
	Museum Sec. Asst.		
	Museum Sec Coord.		
	Admin Clerk III		
		Curator for Education	Conservation Tech
		Graphic Artist	Curator I/II
		Web Content	Collections Manager
		Hands-On Coordinator	

Appendix B: Conditions Surveys

Libraries Existing Floor Plans, 2006

Archives Structural Engineering Report, 1990

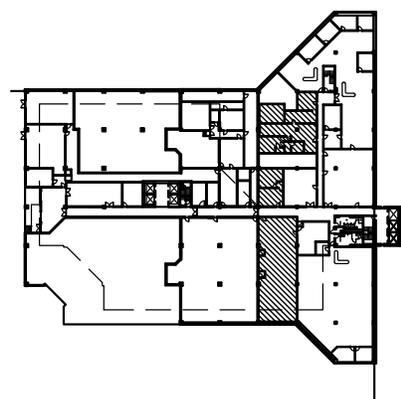
Archives Facility Summary, 1980

Museum Existing Floor Plans, 2006

Museum Utility As-Built, 2006

Museum & State Office Building Asbestos Plan, 1992

Museum Facility Summary, 1980

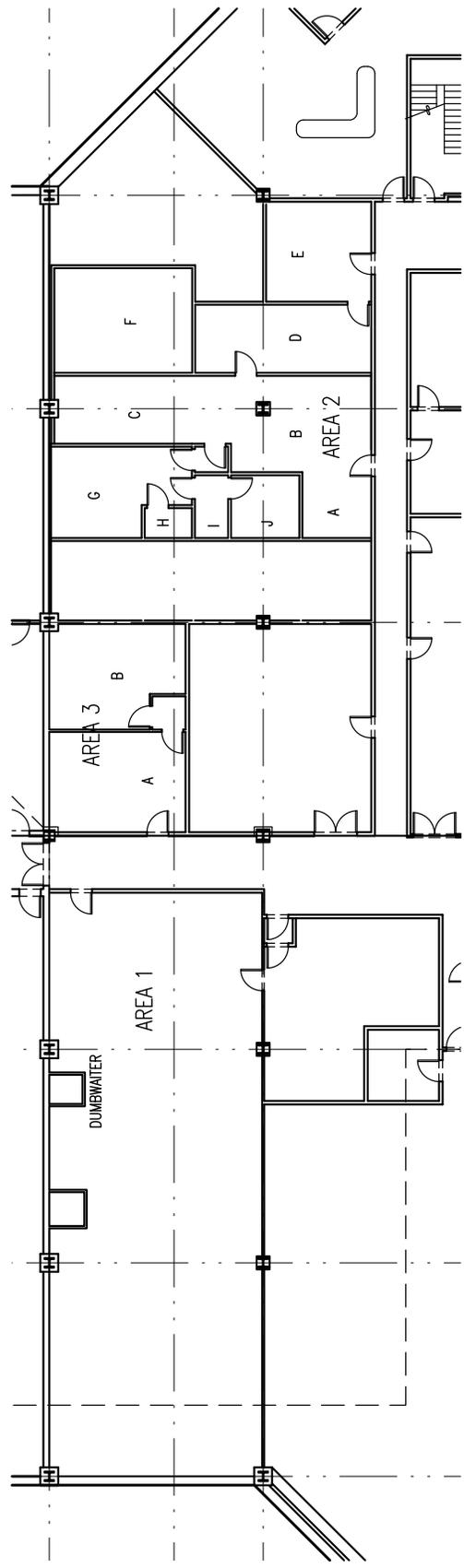


KEY PLAN

- AREA 1: 2445 gsf
 State Library Archives Intake and Processing
 - Mail Receiving
 - Interlibrary loan transfer processing
 - Work station #1 = IT workstation
 - Conference room/table space
 - Capital city library- Data center/computer network
 - Work station #2
 - Work station #3
 - Historical collection supplies
 - Work station #4
 - A/V Duplication and reading area (staff)
 - Oversized maps- Historical collections

- AREA 2: 1774 gsf
 Archives Processing
 - Four personnel/workstations
 - Ten rooms all together
- A) Outgoing material storage
 - B) Office/incoming material storage
 - C) Rotary camera room
 - D) Editing and quality control
 Could be smaller by 50% but other 50% is storage and used as such
 - E) Pat. O'Brien's (Micrographs services manager) office
 Office space and equipment workbench should be kept together
 - F) Planetary Room
 Very full, could be bigger
 Cameras for blueprints- need 9'-0" min. ceiling height
 - G) Some storage
 Duplication- could be 20% larger
 Ventilation critical- ammonia vapor/ heat
 (1) Dedicated 220V plug
 (1) Dedicated 110V plug
 - H) Film processor
 Sink needed
 Keep as separate room
 ventilation needed
 - I) Storage/work area
 Together with Room I
 - J) Add ventilation
 Processor 35 MM Black film processor
 (1) Dedicated 220V plug
 Plumbing: filtered water, sink

- AREA 3: 563 gsf
 Historical Archives
 - boxes of paper, rolls of drawings
 - Refrigerators for negatives/films
 - Four total- will need another in the future, or larger refrigeration units
 - Collections storage
 - Supplies storage
 - Dark room (old)- Wants new one, or access to one.
 - Darkroom area is being used for AJ mine collection storage (paper boxes and rolls of drawings) and for Newspaper archive storage



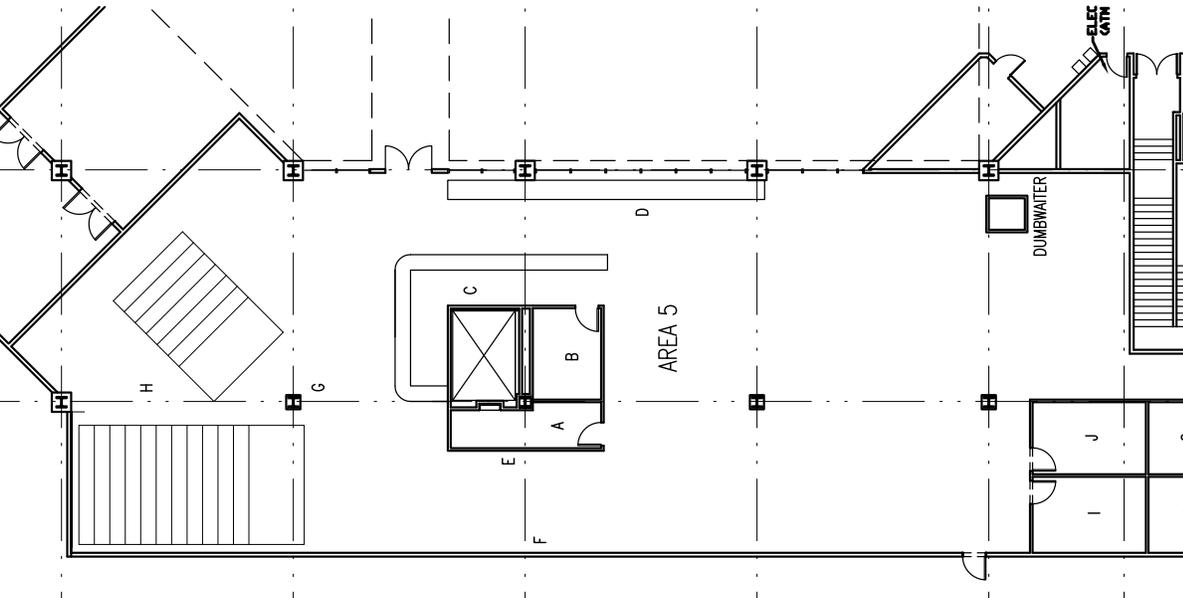
1 SOB Floor 7
 4' 8" 16" 32"

AREA 4:

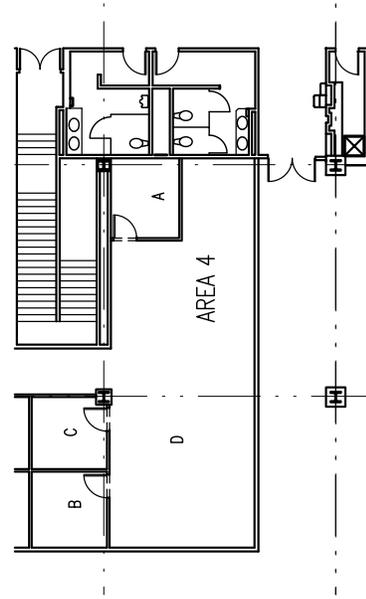
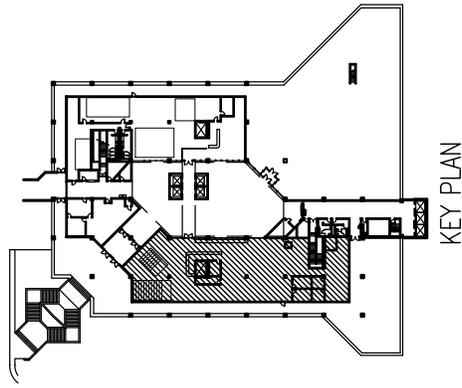
- 1210 GSF
- State Library Processing
- A) Break room
- B) Office— Head of Information Services
- C) Office
- D) Cubicles, work area

AREA 5:

- 6823 GSF
- State Library — Primary reading, stacks, support.
- A: Storage
- Audio tape duplication
- Separate station desirable
- Office Supplies Storage
- Quiet room for tutorials
- Add separate room in future plans
- Station for books to be reshelved
- C: Reception area
- 60'—10" in. ft. of service counter
- D: Computer area for public
- Six computers
- Two Microfilm readers
- Three printers
- E: Newspaper microfilm storage
- Three microfilm readers
- F: Four study areas
- G: Two microfilm readers
- Copier
- H: Two rolling racks
- I: Office
- J: Office



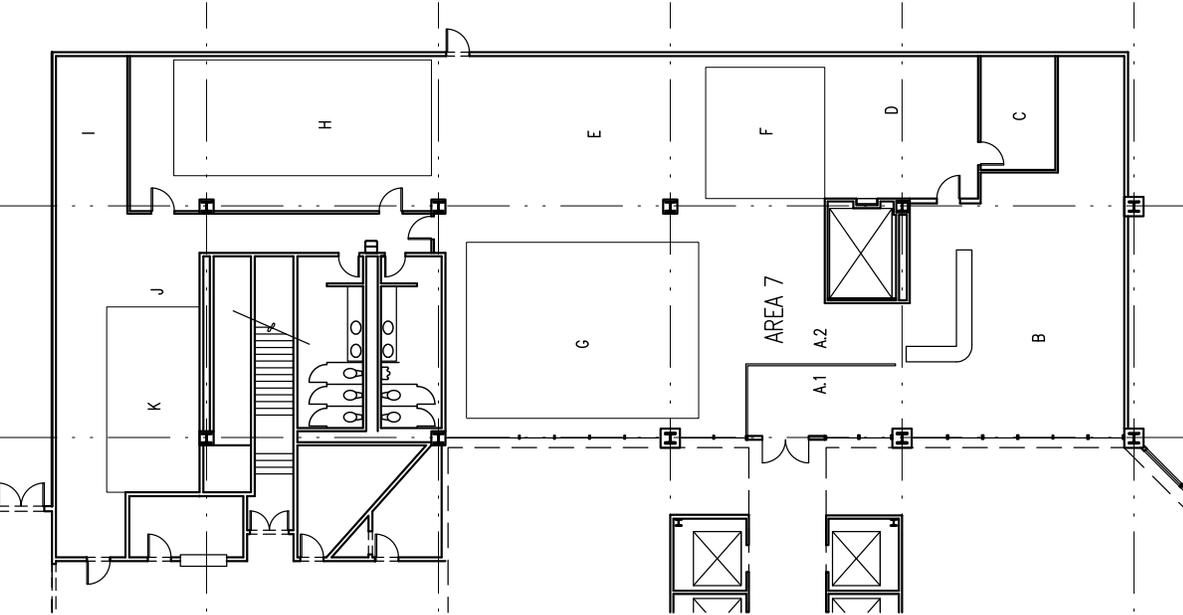
1 SOB Floor 8, AREA 5 ————— 4' 8' 16' 32'



1 SOB Floor 8, AREA 4 ————— 4' 8' 16' 32'

AREA 6:

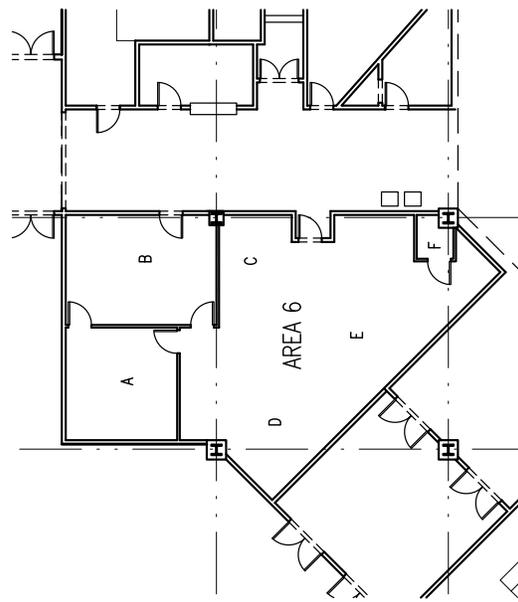
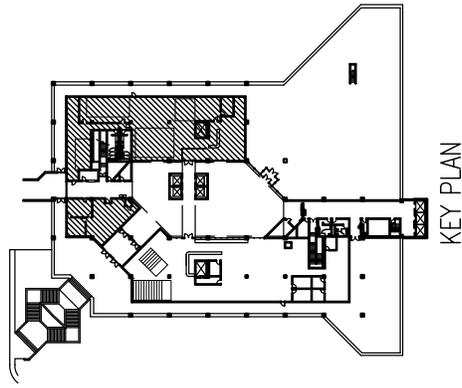
- 1314 gsf
Library Administration
- A) Office
- B) Office
- C) Reception Area
- D) Two Workstations/Files
- E) Keep together (Chris McQuitty)
- F) Conference Table
- G) Open Area
- H) Storage closet – supplies



SOB Floor 8, AREA 6

AREA 7:

- 6253 gsf
Historic Library
(Circulation areas need to be wider for accessibility to storage with carts and movement in general)
- A.1) Security Entrance
- A.2) Microfilm storage
Work area tables
Copiers and scanners
Equipment
- B) Customer service area/Front desk
23 lin. ft. of service counter
Four tables
Three computer access stations
Three microfilm readers
Collection – Flat files, maps
Office – Gladly Kulp
Cubicles for three offices
Cubicles for three offices
Storage in area is limited
Overflow stored under desks
Preservation/Conservation area
10'X14'
Processing station
7'X14'
6'X8' area for files
6'X6' area for carts
Rolling rack
Photos
Maps
Documents
Supplies
- C) Rolling rack
- D) General collections
Two rolling racks
Collections
Supplies
- E) Technical services office
Two workstations
Could be bigger
Storage needed
- F) Staff area
Refrigerator, microwave, water service, lockers, coat rack
Larger area appreciated
- G) Rolling rack
- H) Historical materials
Archival records (Mining and AEL&F)



SOB Floor 8, AREA 7

STATE OF ALASKA
STATE ARCHIVES AND RECORDS CENTER
JUNEAU, ALASKA

STRUCTURAL ENGINEERING REPORT FOR
BUILDING SETTLEMENT

Prepared by:

R & M Engineering, Inc.
Juneau

December 21, 1990

R & M Project No. 881303

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STATE OF ALASKA
STATE ARCHIVES AND RECORDS CENTER
JUNEAU, ALASKA

STRUCTURAL ENGINEERING REPORT FOR
BUILDING SETTLEMENT

INTRODUCTION

The State of Alaska, Department of Transportation and Public Facilities, Buildings Maintenance Division, requested R&M to investigate the following:

1. Furnish civil engineering and or surveying services to survey the differential settlement of the two-story office portion of the Archives and Records Center, 141 Willoughby Avenue, Juneau. Compare data from past surveys to determine current rate of settlement.
2. Inspect the building structural, electrical, and mechanical systems with particular attention to the joint between the office structure and the records warehouse, and assess current conditions.
3. Recommend and prioritize needed repairs and remedial work needed to preserve the buildings's structural integrity, operation of

-2-

the electrical and mechanical systems, and the weather tightness of the facility.

4. Present cost estimates for recommended repairs, including restoration of finishes where cracking or distress has occurred.

Further discussion and clarification with the DOT/PF Building Maintenance staff indicated a complete analysis and investigation of the above listed items was not requested. They requested that the above items be reviewed with respect to R & M Engineering, Inc.'s report of March 1988, and to update that report as may be necessary.

In performing the tasks listed above, Mr. George Porter, P.E., of R&M Engineering, was accompanied on one site visit on November 26, 1990, by Mr. Larry Hibpshman, Deputy State Archivist, and on November 30, 1990, on a second site visit by Mr. Chuck Fleek, DOT/PF, Building Maintenance staff.

SETTLEMENT SURVEY

A survey was conducted by R&M Engineering, Inc.'s survey crew in June 1990. The resulting elevations obtained with this survey were compared to the data presented in R&M's March 21, 1988, report. A summary of the survey data is included in the appendix to this report.

-3-

The net result is that most of the building's apparent differential movement is within the second order survey accuracy. The facility can still be showing a gradual settlement or the differential measurement accuracies confuse the issue. Several points in the building "apparently" have a settlement in the order of 1/8 inch or less which is at the limits of the survey accuracy. This would be Points 1, 4, 5, 10, and 11 on the first floor and Points 6A and 8A on the second floor. Settlement at the office structure varied from less than 1/32 to 1/2 inch with the higher differential measurements and their location reflecting true building movement.

STRUCTURAL REVIEW

R&M, in their March 1988 report, thoroughly checked structural connections between the office portion and the storage portion of the facility. Not all connections were checked in this survey. Our limited review shows that one more connection between the buildings has failed. The beam connection at A2 has moved. The connection at D2 has rotated and moved farther away from the wall at the top of the plate.

No other beam connections were checked as the previous report had thoroughly covered the failure or pending failure of the beam connections. The two areas observed were to confirm if the movement of the building was causing additional distress at the beam connection interface with the storage wall.

-4-

The existing bolted steel connections of the office area to the storage area should be disconnected. This is consistent with all the reports previously written on the buildings and has yet to be done. These connections are not providing any serviceable function. Failure to disconnect and remove them is continuing to cause minor damage to the masonry walls as the anchor bolts pull out and down the wall (see Drawing No. 2).

The southeast exterior column near the main entrance of the building has cracked and some vertical splitting of the concrete has occurred. This was noted in the March 1988 report but was not discussed further. This column/wall can no longer support any lateral movement and should now be considered as a failed column.

To repair the column/wall at the south east corner would involve temporary shoring to support the corner of the building and the removal of the existing wall. The wall could then be replaced in kind. In lieu of replacing the wall as a masonry structure, cast-in-place concrete may be used as well as a simple steel column. To match the existing structure, either a masonry wall or concrete wall would provide the best visual affect. To provide the best resistance to the continuing moving of the building, a steel column would be better as it would be more flexible.

As stated in the March 1988 report, the masonry wall foundation at Line B should have been investigated and corrected. This was not done. The

-5-

comparison of elevation points indicates that a portion of the building is being held up at the Line B footing area. Settlement is still occurring at the majority of the outer points of the building such as Points 12, 13, and 14 (see Drawing No. 1). This could be causing an over load at the pile, resulting in the failure of same.

Since the building is continuing to settle, the need to excavate to determine how the footing was constructed is less important than providing a means for the building to move in a more uniform manner. Providing a vertical break/slip line can be accomplished by cutting the masonry wall approximately 12 inches from the face of the storage facility wall. The expansion joint filler material between the existing masonry wall and the storage facility wall would be removed. A new short wall would then be constructed to fill the gap. The expansion joint material would be moved to the end of the new wall to provide a slip joint between the remaining masonry wall and the new replacement short wall. The effect is to move the slip plane out past the edge of the pile cap so the wall and the building can move freely (see Drawing No. 4).

Once the wall is allowed to move, then it becomes important that the movement be closely monitored so that utility crossing between the two buildings can be adjusted to allow for additional settlement. Wall penetrations could be enlarged at the same time the wall work is performed to provide more time for monitoring and to allow an additional factor of safety before failure would occur.

-6-

To provide flexible joints for all utilities crossing the interface wall of the office building and the storage building is beyond the scope of this project. For example, in the worst case, it is conceivable that some wiring between the two buildings would have to be lengthened or approved junction boxes install since the wire cannot stretch and a flexible conduit cannot be placed around a wire unless it is separated. Flexible duct connections at air plenums would have to be designed. Flexible water and sewer connections may have to be provided and designed.

ESTIMATED COSTS

The estimated costs below reflect design, construction, and inspection cost. Advertising, DOT/PF overhead costs (if any), and DOT/PF administration costs (if any) should be added to the costs.

1. It is estimated the cost to replace the column with a steel column would be in the range of \$12,500 to \$14,000.
2. To remove the beam anchor bolts and plates for the office structure from the storage wall is estimated to cost \$7,500 to \$9,000.
3. Repairs to the damaged masonry walls is estimated at \$3,000 to \$5,000 to clean and grout the joints with a concrete grout (see Drawing No. 3 and Sheet No. 3).

-7-

4. Provide a slip plane on the masonry wall at foundation Line B on the first floor near the employees entrance. Remove wall, move joint, and replace wall is estimated at \$7,000 to \$9,000.
5. For the flexible connections it is estimated the cost to develop the design and inventory the type of connections and to estimate the repairs necessary would vary from \$10,000 to \$15,000.
6. To continue to monitor the building is estimated at \$4,500 per year. A more exacting set of first order levels should be run at a one-time cost of \$5,000.

RECOMMENDATIONS

Some of the recommendations in this report were duplicated in the March 1988 report. There was no evidence that any of the 1988 recommendations were followed with the exception of this follow-up report. Neither Mr. Fleek nor Mr. Hibpshman could recall any repairs that were made.

The failure to perform remedial action is continuing to cause damage to the building. While the storage portion of the building has indicated almost no signs of distress, it is now possible that at one location even damage to the storage building can happen which would be extremely hard to correct. R&M Engineering recommends the following steps be taken as soon as possible.

-8-

1. Replace the column/wall at the southeast corner of the building.
2. At the employees' entrance area at Line B, free the office building from the storage building.
3. Remove the anchor bolts and plates from the connections of the office building and storage building.
4. Repair the cracked masonry walls.
5. Investigate and determine the number and type of flexible connections that will be required between the two buildings.
6. Set up a program to continue monitoring the building and utility connections between the office and storage building.

CLOSURE

On-site investigations continue to confirm that the building is still moving. It is likely settlement and/or movement of the building will continue for its remaining life. It is our opinion that the office building, as it now settles, is hinging on portions of the foundation for the storage building and may be causing undue stress on the storage building.

We have furnished a list of recommendations in order of priority. In order to continue to use the Records Center, we recommend you follow through as soon as possible in implementing our recommendations.

We are pleased to have been able to carry out this investigation and we remain available to provide any further service you may require.

Sincerely,

R & M ENGINEERING, INC.



George Porter, P.E.
Civil Engineer



RSM ENGINEERING, INC.
ENGINEERS GEODISITS SURVEYORS

STATE ARCHIVES BUILDING

FIRST FLOOR ELEVATIONS

1 - BM - NOS 2210C (1982), EL = 28.12'
2 - BM - JUNEAU BM 20 (1972) EL = 25.41 (NOW DESTROYED)

STATION	RECORDED ELEVATION (A)	1977 SURVEY ELEVATION (B)	ELEVATION RELATIVE TO STATION NO. 6					TOTAL VERTICAL MOVEMENT 1977 TO 1990 RELATIVE TO STATION NO. 6	
			1977	1983	1986	1988	1990		
1	27.144	27.510	-0.054'	-0.048'	-0.061'	-0.107'	-0.119'	-0.065'	-1/16"
2	27.067	-	-	-0.136'	-0.164'	-0.184'	-0.201'	-	-
3	27.058	-	-	-0.128'	-0.167'	-0.193'	-0.212'	-	-
4	27.179	27.495	-0.069'	-0.099'	-0.128'	-0.072'	-0.191'	-0.122'	-1/8"
5	27.161	27.499	-0.065'	-0.049'	-0.059'	-0.090'	-0.099'	-0.034'	-1/32"
6	27.251	27.564	0.00	0.00	0.00	0.00	0.00	0.00	-
7	27.171	27.534	-0.030'	-	-	-0.080'	-0.093'	-0.063'	-1/16"
8	27.063	27.469	-0.095'	-	-	-0.188'	-0.208'	-0.113'	-7/64"
9	27.056	27.488	-0.076'	-	-	-0.195'	-0.215'	-0.139'	-9/64"
10	27.073	27.463	-0.101'	-	-	-0.178'	-0.187'	-0.086'	-3/32"
11	27.089	27.488	-0.076'	-	-	-0.162'	-0.164'	-0.088'	-3/32"
12	27.067	27.475	-0.089'	-	-	-0.184'	-0.227'	-0.138'	-9/64"
13	24.920	25.326	-2.238'	-	-	-2.331'	-2.346'	-0.108'	-7/64"
14	24.976	25.278	-2.286'	-	-	-2.275'	-2.290'	-0.004'	-



RSM ENGINEERING, INC.
 ENGINEERS SURVEYORS
 GEOLOGISTS

SECOND FLOOR ELEVATIONS

NO DATUM FOR VERTICAL CONTROL

ELEVATIONS RELATIVE TO STATION 7A (ON FLOOR SLAB OF STORAGE AREA)

STATION	ELEVATION RELATIVE TO STATION 7A				TOTAL MOVEMENT 1977 TO 1990 RELATIVE TO STATION 7A
	1983	1985	1988	1990	
1A	-0.058'	-0.124'	-0.113'	-0.156'	-0.098'
4A	-0.133'	-0.197'	-0.218'	-0.239'	-0.106'
5A	-0.048'	-0.075'	-0.080'	-0.109'	-0.061'
6A	-0.023'	-0.020'	-0.026'	-0.027'	-0.004'
7A	0.00	0.00	0.00	0.00	0.00
8A	-0.080'	-0.121'	-0.142'	-0.145'	-0.065'

-3/32"

-7/64"

-1/16"

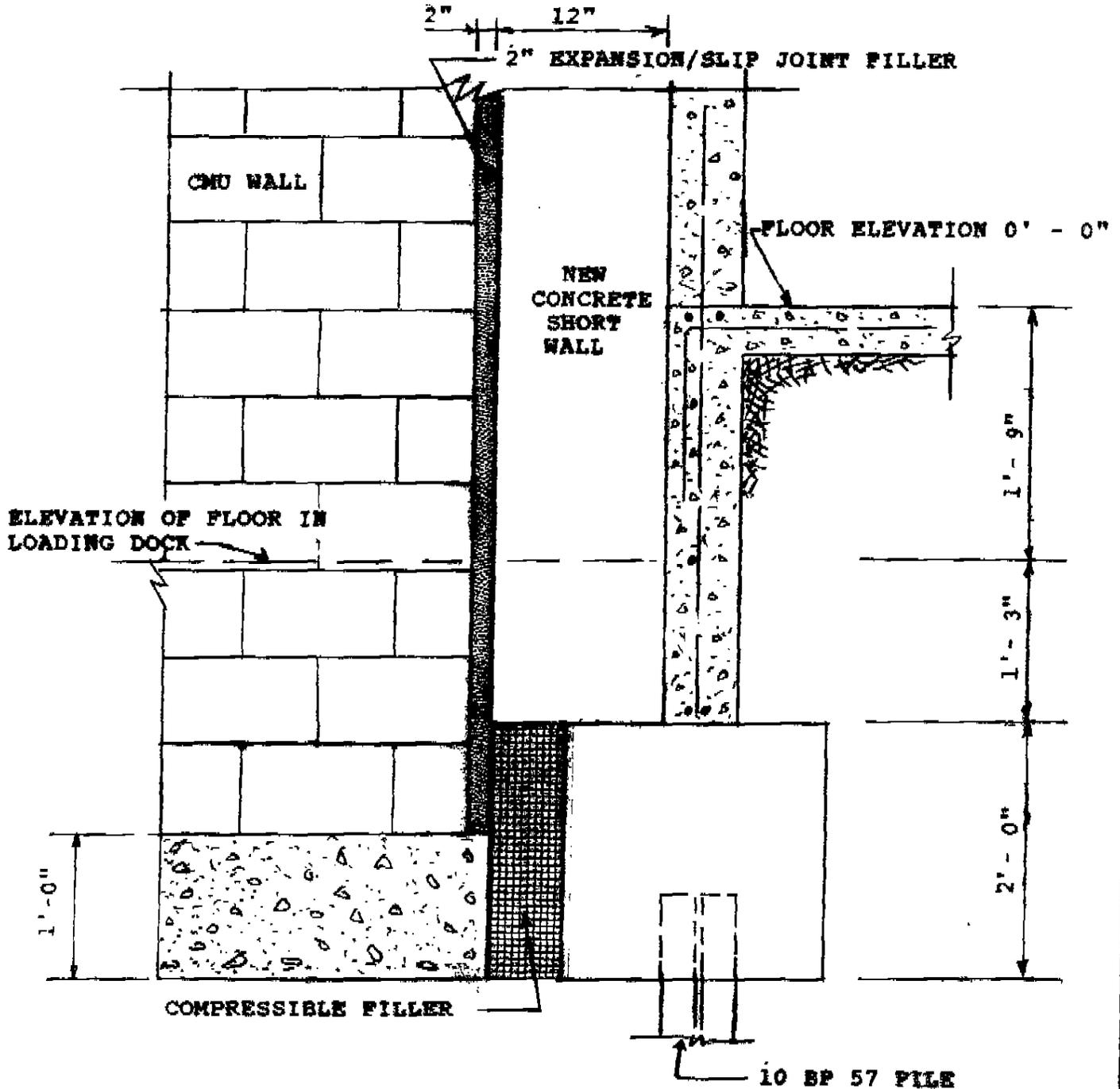
-1/16"

STATE ARCHIVES BUILDING



R&M ENGINEERING, INC.

CONSTRUCTION OF NEW SLIP JOINT AT PILE CAP AND FOOTING



SECTION A LINE B

DATE	SCALE	DRAWN BY	CHECKED BY	PROJECT NO.	DRAWING NO.
12/18/90	NTS	GP		881301	4

FIRST FLOOR PLAN

R&W ENGINEERING, INC.

3 SECOND FLOOR SURVEY MARKS

2 FIRST FLOOR SURVEY MARKS

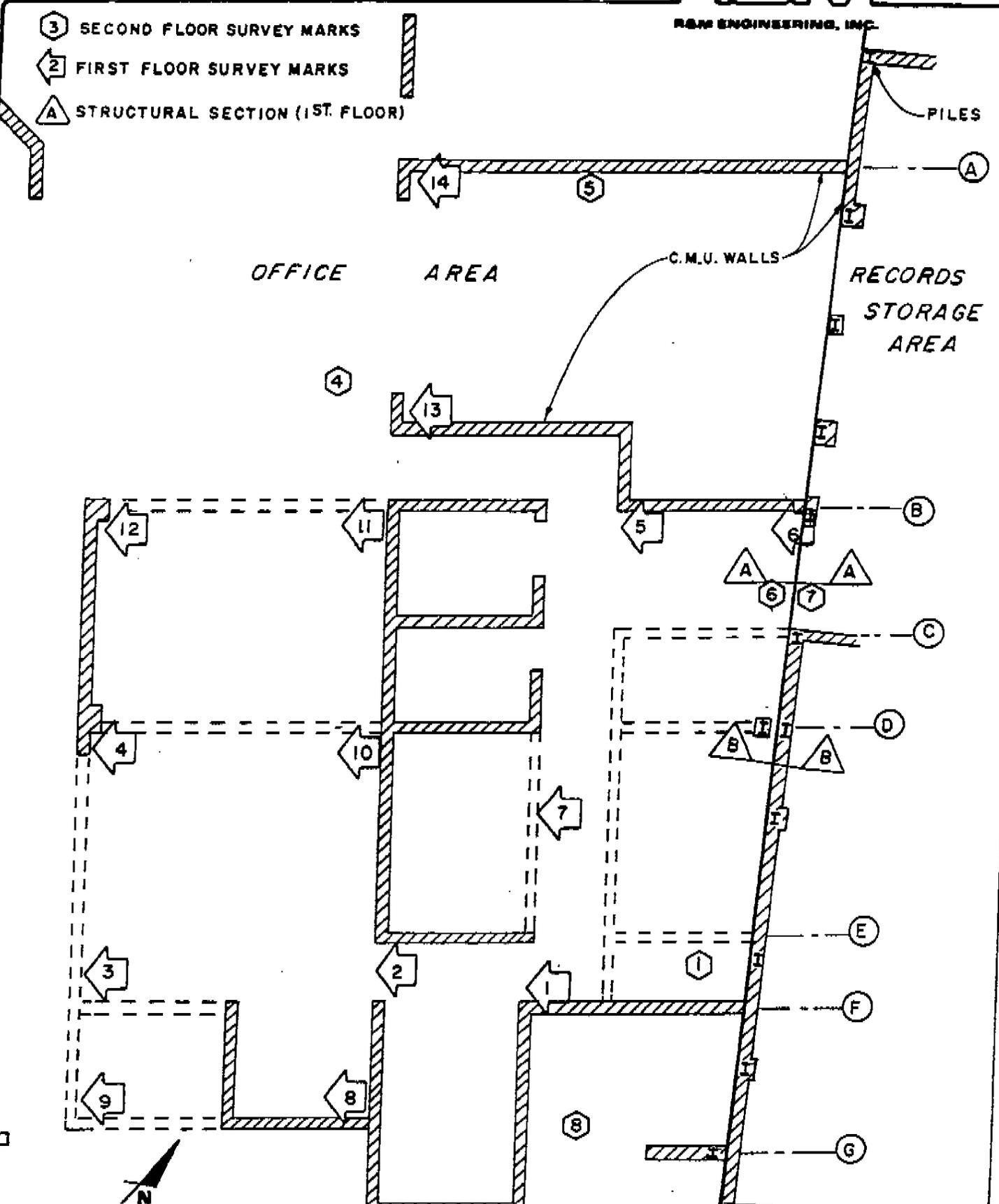
A STRUCTURAL SECTION (1ST. FLOOR)

PILES

OFFICE AREA

RECORDS STORAGE AREA

C.M.U. WALLS



DATE
3/88

SCALE
N.T.S.

DRAWN BY
G.W.

CHECKED BY
A.S.

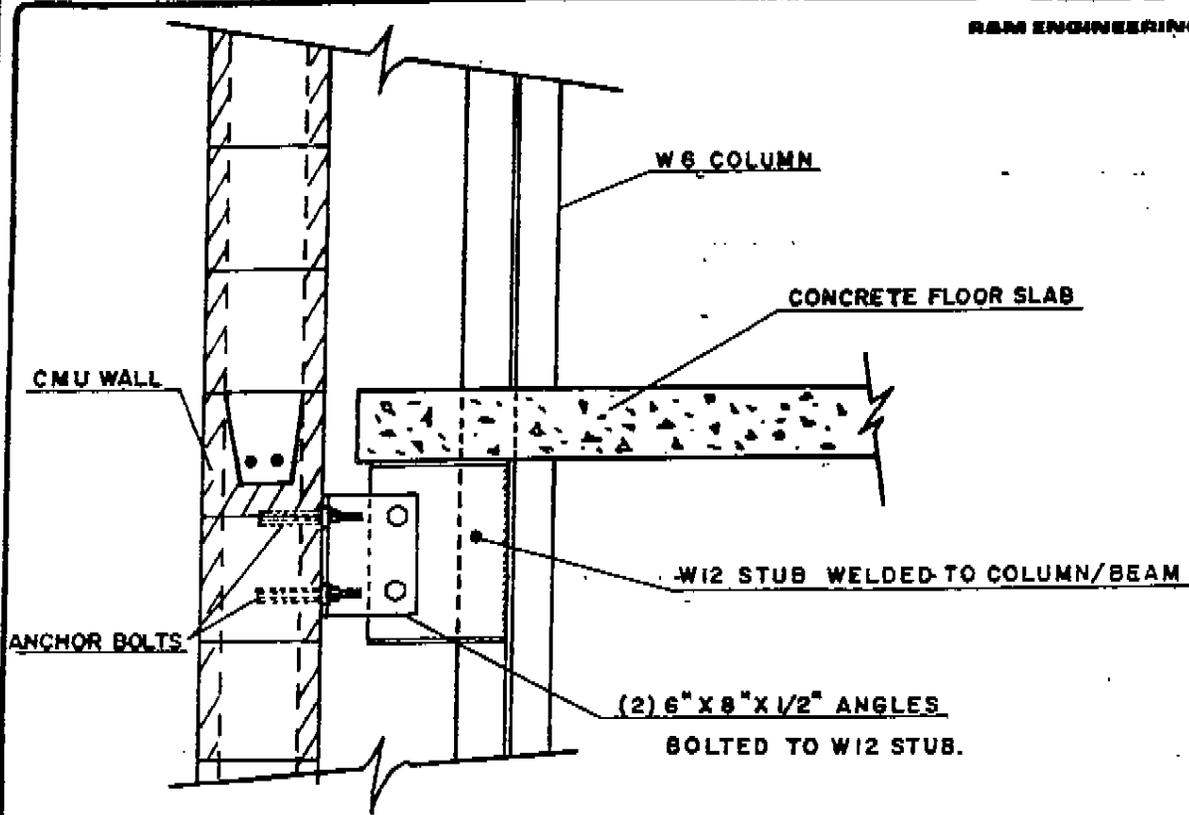
PROJECT NO.
881301

DRAWING NO.
1

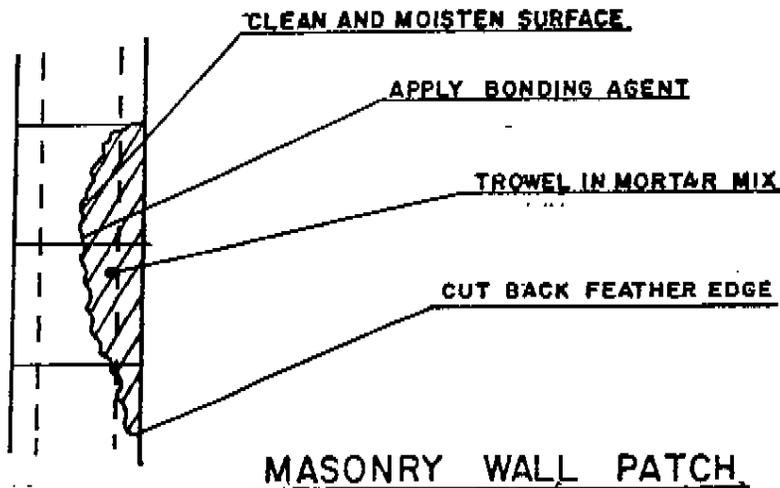
STATE ARCHIVES BUILDING



RAM ENGINEERING, INC.



STORAGE AREA WALL - OFFICE FRAMING TYPICAL CONNECTION DETAIL



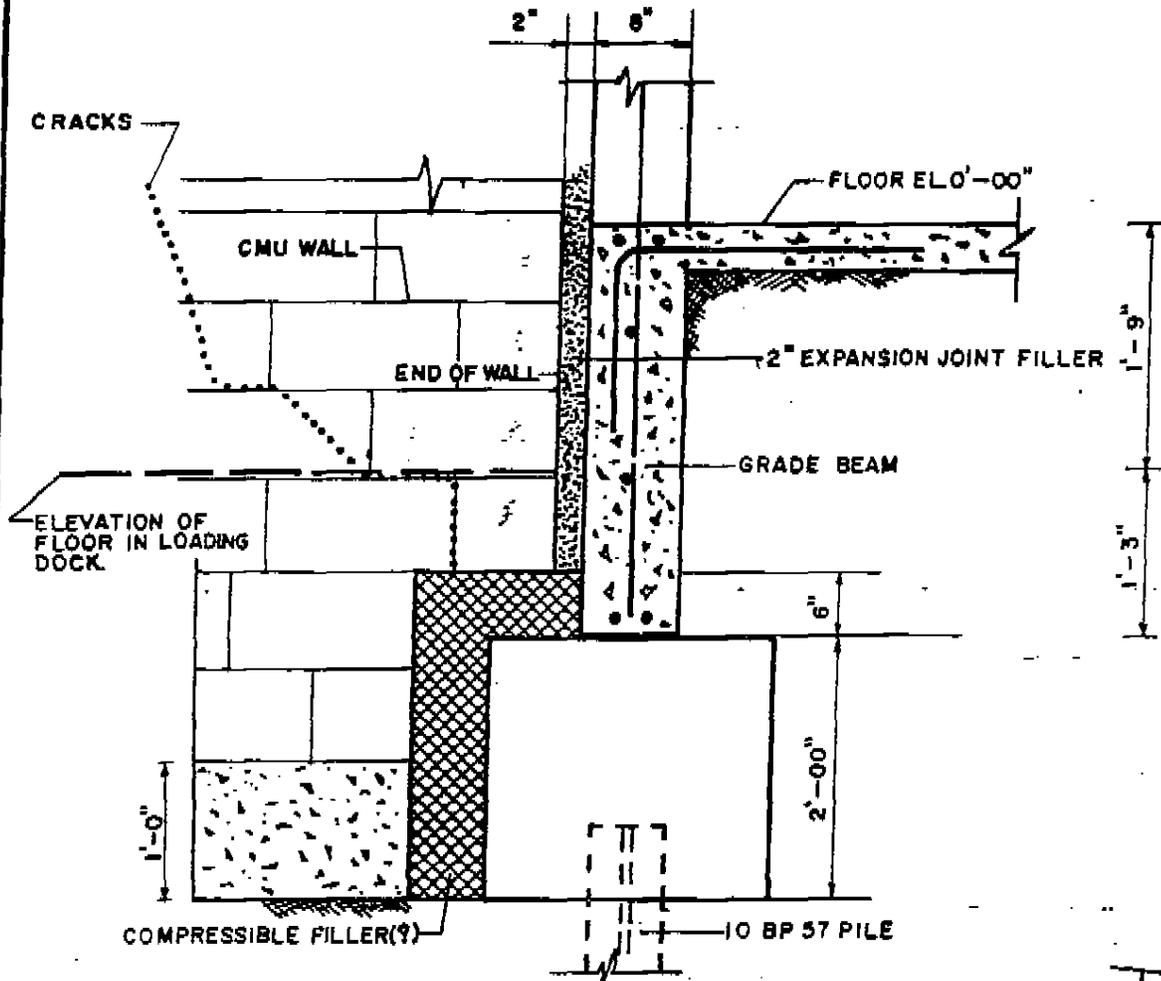
MASONRY WALL PATCH

DATE 3/88	SCALE N.T.S.	DRAWN BY G.W.	CHECKED BY A.S.	PROJECT NO. 881301	DRAWING NO. 2
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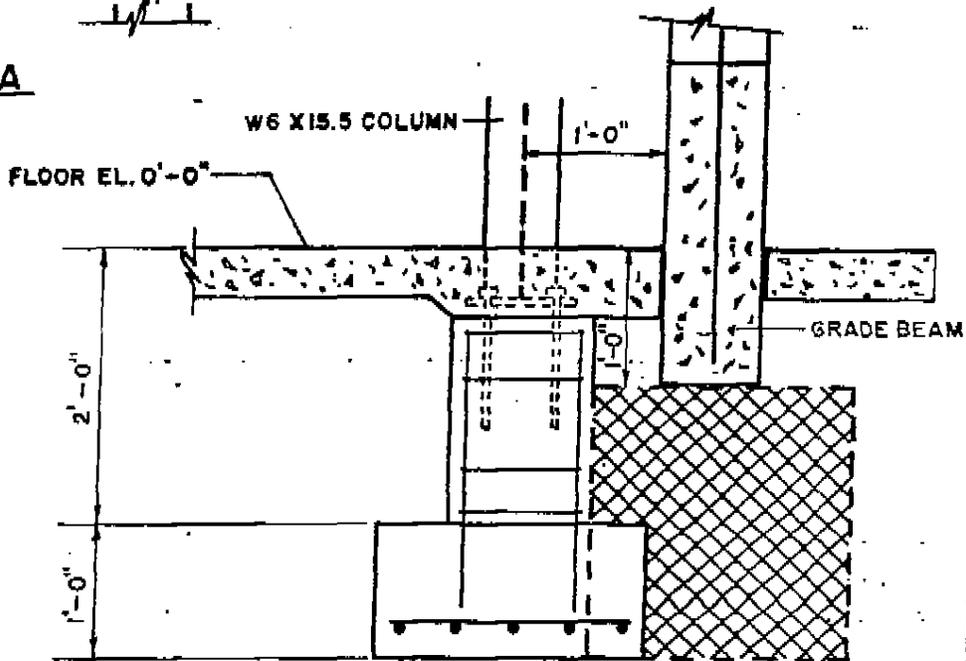
REPAIR DETAILS (Refer to sketches on sheet)

1. Undo anchor bolt nuts and remove anchor plates. Ensure that there is at least 1" clearance between any part of the office building framing and the storage area wall.
2. Repair masonry wall;
 - A) Where the masonry unit face has failed, carry out the following;
 - i) Break out loose or cracked masonry at the edges of the damaged area, to expose sound material.
 - ii) Cut back feather edges to provide a 1/2" step at the edge of the joint.
 - iii) Moisten the surface and brush on a thin layer of latex bonding agent.
 - iv) Patch the hole with a suitable mortar mix:
 - For holes less than 1" deep; trowel on stiff mortar and build up in layers (up to 1/2" thick) to the finished face. Mortar mix to be 1 part Portland cement, 2 1/2 parts sand, minimum water required to give a workable mix. Up to one-tenth part hydrated lime may be added.
 - For holes greater than 1" deep; to the above mortar mix add 2 parts of 3/8" pea gravel. Build up patch in layers to the required depth. Forms nailed to the face may be used to hold the patching mix in place on deeper holes.
 - B) Where the masonry face remains intact, carry out the following;
 - i) If there are no surface cracks, no repair is necessary.
 - ii) If there is surface cracking;
 - a) Drill a hole at the top of the masonry unit cavity. If the cavity is not grouted, pour in a non-shrink grout mix to fill the cavity.
 - b) Patch surface cracks with the mortar mix described in 2A or by rubbing a neat cement/water paste into the fine cracking with burlap sacking.

R&M ENGINEERING, INC.



SECTION A
LINE B



SECTION B
LINE D

DATE 3/88	SCALE N.T.S.	DRAWN BY G.W.	CHECKED BY A.S.	PROJECT NO. 881301	DRAWING NO. 3
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Facility Summary

*Alaska State Archives
1980*

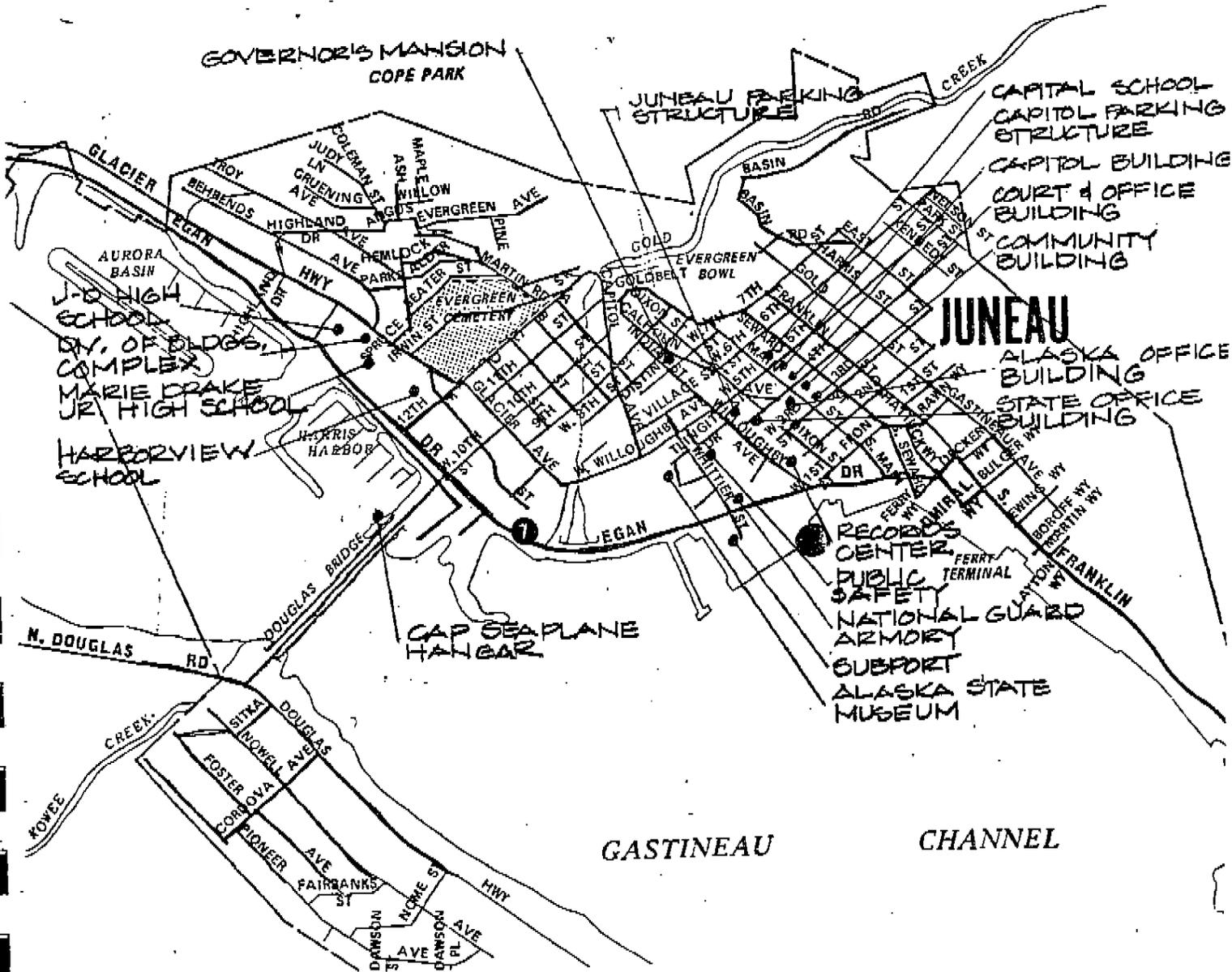
Facility Name: Juneau Records Center, Juneau, Alaska
 Construction Date: 1974 Construction Cost: \$ 829,500
 Construction Type: 11-N Occupancy Classification: B-2
 Building Gross Area: 10,843 s.f. No. of Floors: 2
 Facility Owner: DOT/FF Facility User: Dept. of Admin.
 Actual Occupant Load: 15

Facility General Condition:

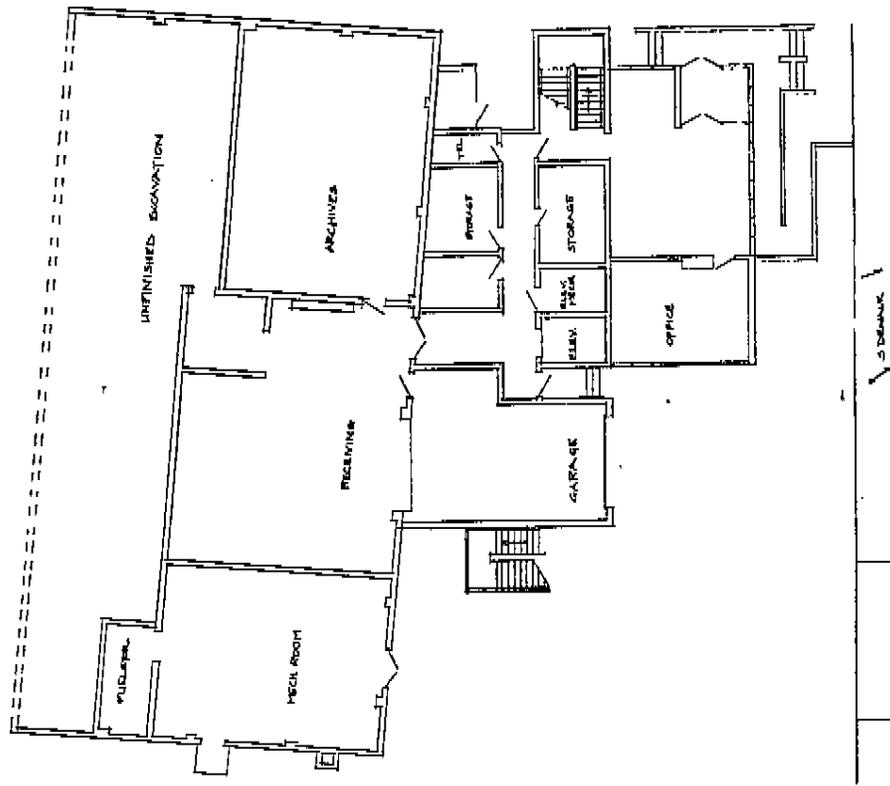
The Juneau Records Center is in fair shape due primarily to excessive foundation settlement in the office area. Caused by poor soil, little can be done to correct it. Wall and floor cracks are noticeable, as well as stained acoustic ceiling tiles due to water damage. At present almost a 3/4" gap is noticeable between the two building sections. Electrical and mechanical problems are minor. Life/Fire Safety is good. Handicap access is fair.

Deficiency Cost Summary:

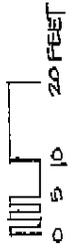
Architectural/Civil:	\$	<u>24,800.00</u>
Fire/Life Safety	:	\$ <u>-0-</u>
Handicap	:	\$ <u>59,250.00</u>
Mechanical	:	\$ <u>5,000.00</u>
Electrical	:	\$ <u>3,100.00</u>
<hr/>		
Total	:	\$ <u>92,150.00</u>



LOCATION MAP
 STATE OWNED BUILDINGS
 IN THE CITY AREA

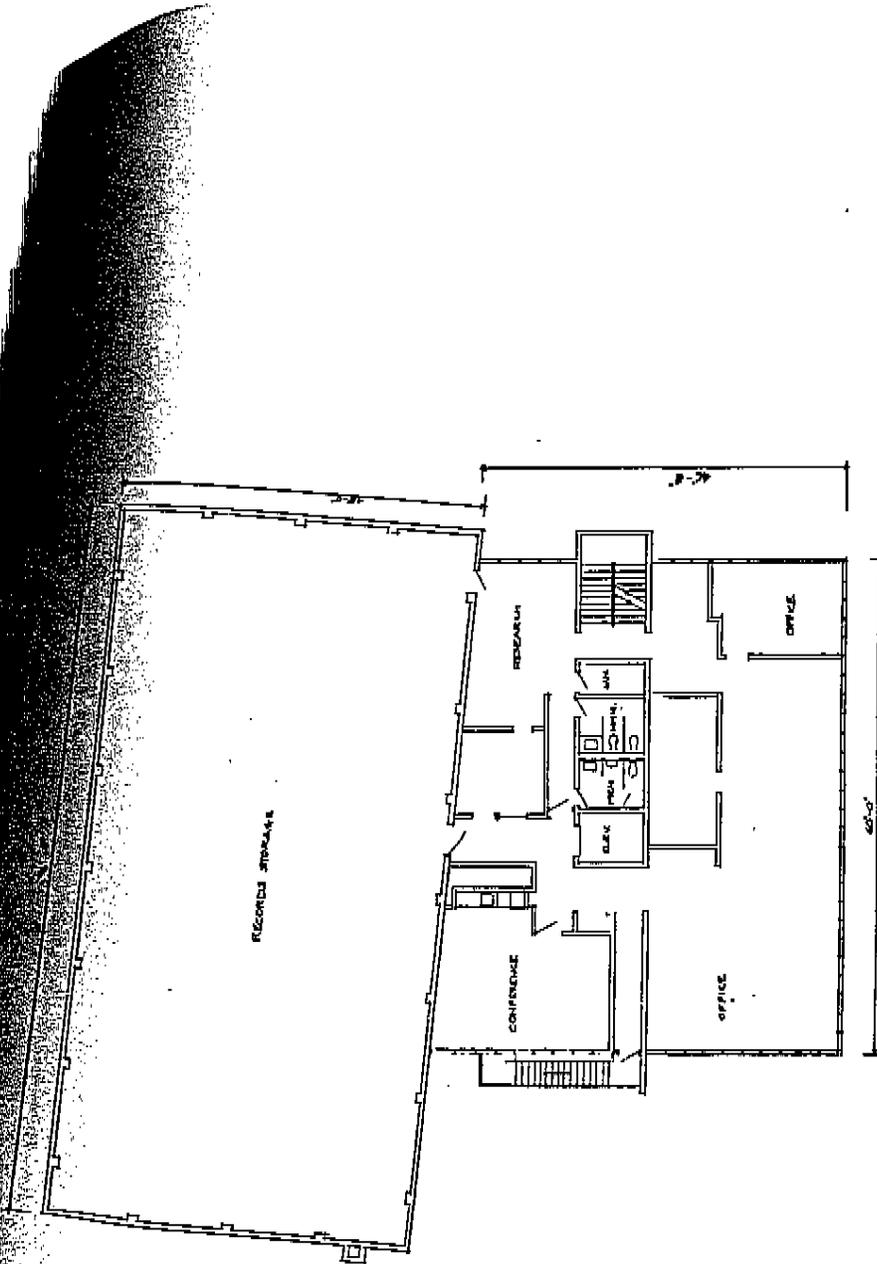


RECORDS CENTER

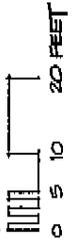


FIRST FLOOR PLAN



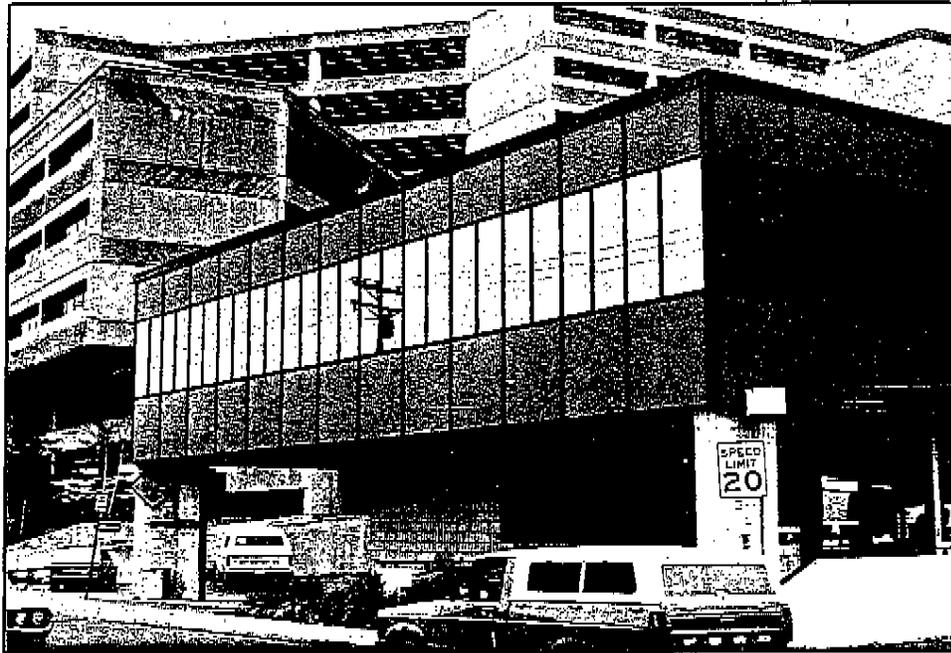


RECORDS CENTER

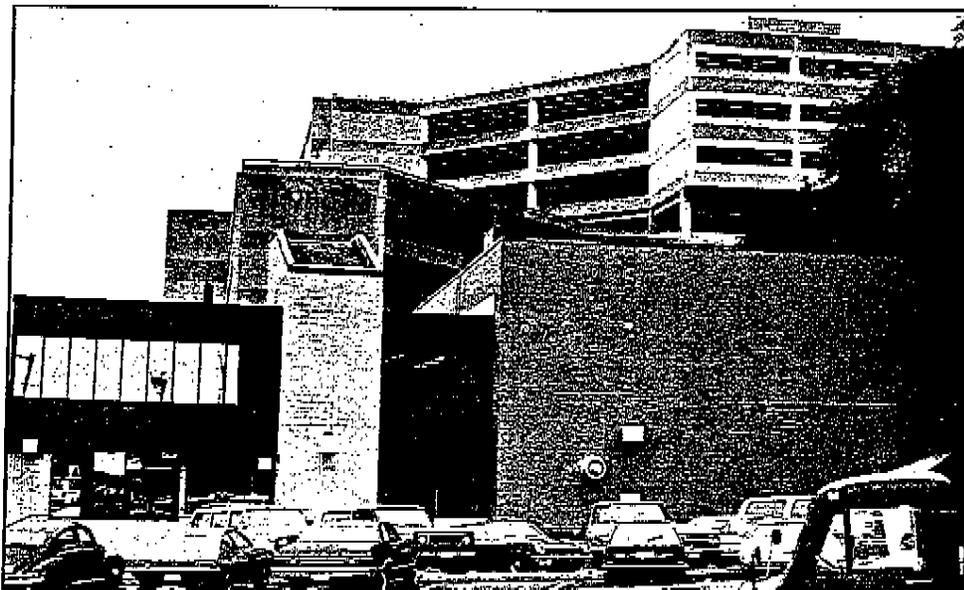


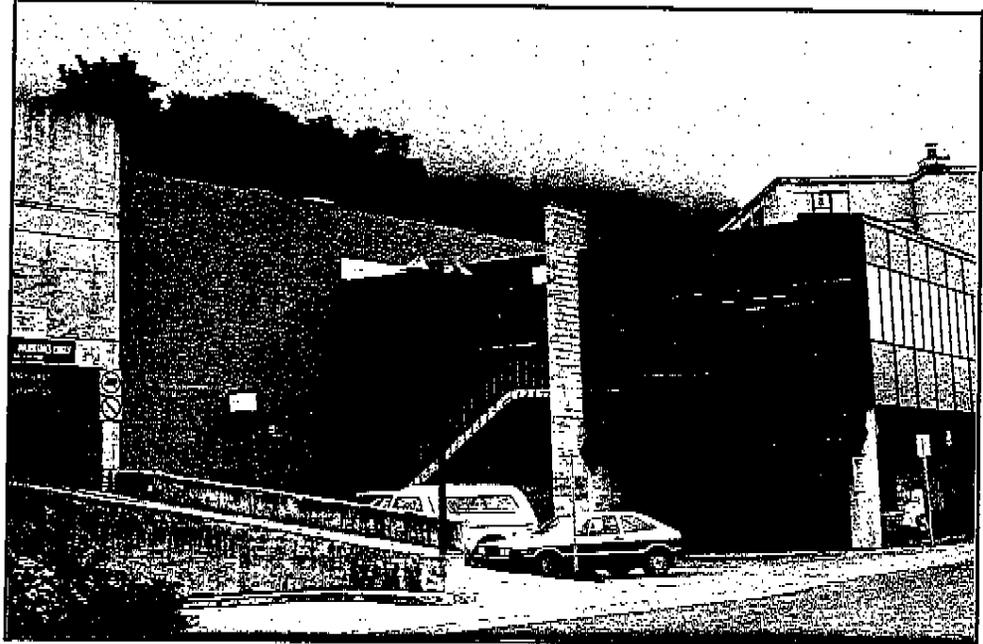
SECOND FLOOR PLAN



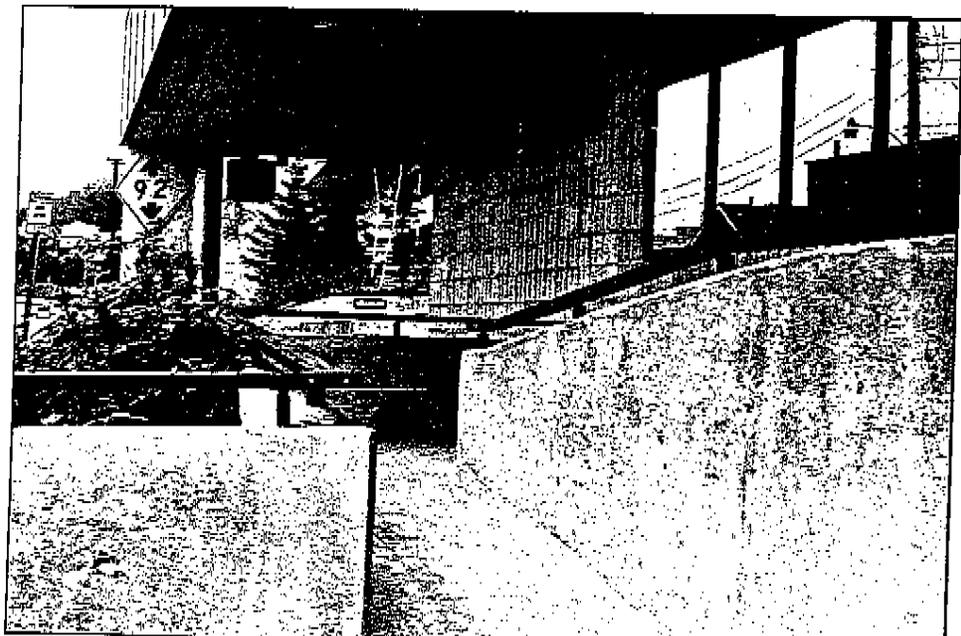


West Elevation
Note: East Elevation not possible to photograph.





North Elevation



Building & Location: Juneau Records Center, Juneau, AlaskaDeficiency: Arch/CivilDate: September 10, 1979

Item	Deficiency	Recommendation	Estimated cost
Foundation	Extensive settlement and consequent cracking.	Reference - attached report.	N.C.
Site Characteristics	Although not originally intended as such, an opening has been cut into the foundation area for a storage area. No subsequent work has been done except for installation of electric lights. Floor surface is dirt while walls are bedrock or concrete block. Water seeps into this area.	Upgrade area for additional storage. Provide concrete floor, waterproof or otherwise seal exposed rock.	\$ 10,000
Roof Finish/Membrane	Built up roof blistered in some areas. Flashing damaged between buildings.	Cut/patch/re-coat roof. Repair flashing.	\$ 8,000
Interior Ceiling	Acoustic tile stained and dirty. Some sections no longer fit due to building settlement. Stains caused by water penetration. Dirt primarily caused by aspiration effect around ceiling registers.	Seal gap between buildings with flexible caulk. Replace dirty stained tiles. Re-cut acoustic tile to fit gaps.	\$ 800
Window	Thermal break in curtain wall. Window fogs and ices.	Replace section.	\$ 500
Interior Stairs	Stairs have square nosings. Handrails at 36", inadequate extension.	Install new handrails in accordance with applicable standards. Replace nosings with 1/2" max. rounded.	\$ 2,000
Exterior Stairs	Exterior stairs, north side, are exposed riser, open grate style. Handrails at 36".	Modify to conform with handicapped requirements.	\$ 3,500

RICHARD A. ZAGARS, P.E.
Route 4, Box 4631
JUNEAU, ALASKA 99803

(907) 789-7683

TO Ackley - Jensen, Architects, Inc.
P.O. Box 310
Juneau, Alaska 99802

DATE	9-5-79
PROJECT	Juneau Records Center
LOCATION	Juneau, Alaska
CONTRACTOR	OWNER
WEATHER	RECEIVED
PRESENT AT SITE	
SEP 6 1979	
ACKLEY/JENSEN ARCHITECTS, INC.	

THE FOLLOWING WAS NOTED

After completing a visual field investigation of the Records Center Building, I reviewed my previous reports dated 12-6-76, 3-21-77, and 5-2-77, and subsequent floor load test results by R&M Engineering. Little has changed since completion of the load test except that some additional movement was noted between the storage portion of the building (foundations on bedrock) and the office portion (on spread footings over fill and old tide flats). This settlement was anticipated and can be expected to continue throughout the life of the structure. Maximum joint separation between the 2 portions of the building has increased from about $\frac{1}{2}$ " in 1977 to $\frac{5}{8}$ " in 1979. Previous recommendations to epoxy grout the Storage Room floor are not required structurally, as determined by the R&M load test, but may still be considered for appearance reasons. In addition, it may be very desirable to epoxy grout the east masonry wall of the Storage Room because of leakage through several long, fine cracks. Leakage occurs primarily during periods of rain combined with prevalent southeast winds. Other masonry wall cracks, interior and exterior could be included in the work if a program of epoxy grout repairs were contemplated to upgrade the structure.

FIELD REPORT

SIGNED

Richard A. Zagars

Building & Location: Juneau Records Center, Juneau, Alaska

Deficiency: Fire/Life Safety

Date: September 10, 1979

Item	Deficiency	Recommendation	Estimated cost
	NO DEFICIENCIES		

Building & Location: Juneau Records Center, Juneau, AlaskaDeficiency: HandicapDate: September 10, 1979

Item	Deficiency	Recommendation	Estimated cost
Parking	No designated parking space. Surface has excessive slope. No signs.	Designate handicap space. Locate on south side, adjacent to entrance. Level 4' wide section adjacent to parking space for access.	\$ 500
Facility Access	No identifiers. Handrail at ramp too low.	Install blind identifiers. Raise handrail.	\$ 1,500
Exterior Stairs	Handrails at main entrance too high.	Lower to 32".	\$ 200
Entrances	Obstructive door mat at vestibule.	Recessed mats currently installed. Remove additional mat.	Maintenance
Exterior Doors	32" minimum width required. 26" to 28" existing. 1/2" to 3/4" rise.	Replace doors, provide flush or beveled thresholds. Adjust door pulls to 8-lb. maximum.	\$ 2,000
Interior	Interior doors have less than 32" clear width. Radiator reduces clearance at door to corridor where elevator is located.	Replace doors, provide 32" minimum clear width. Relocate radiator.	\$ 10,000
Toilets	Existing toilet facilities inadequate.	Due to the existing tight configuration, recommend developing unisexural toilet room, 1st floor.	\$ 10,000
Fixed Tables, Desks, Etc.	Existing work stations inadequate for handicap use.	Replace one unit with one designed for handicap access.	\$ 250
Controls, Identification and Warning	Most controls set at 54"-56".	Lower controls and fire boxes.	\$ 3,000

Building & Location: Juneau Records Center, Juneau, AlaskaDeficiency: HandicapDate: September 10, 1979

Item	Deficiency	Recommendation	Estimated cost
Drinking Fountain	No projecting basin.	Relocate and install model designed for handicap use.	\$ 1,500
Elevator	Elevator inadequate for handicapped use.	Existing shaft larger than current elevator. Install larger elevator. Lower call box and controls.	\$ 25,000
Signage	Current signage inadequate.	Install as required.	\$ 300
Kitchen	Sink depth greater than 5". Overhead cabinets too high. Toe space too small. No work area.	Modify as required.	\$ 5,000

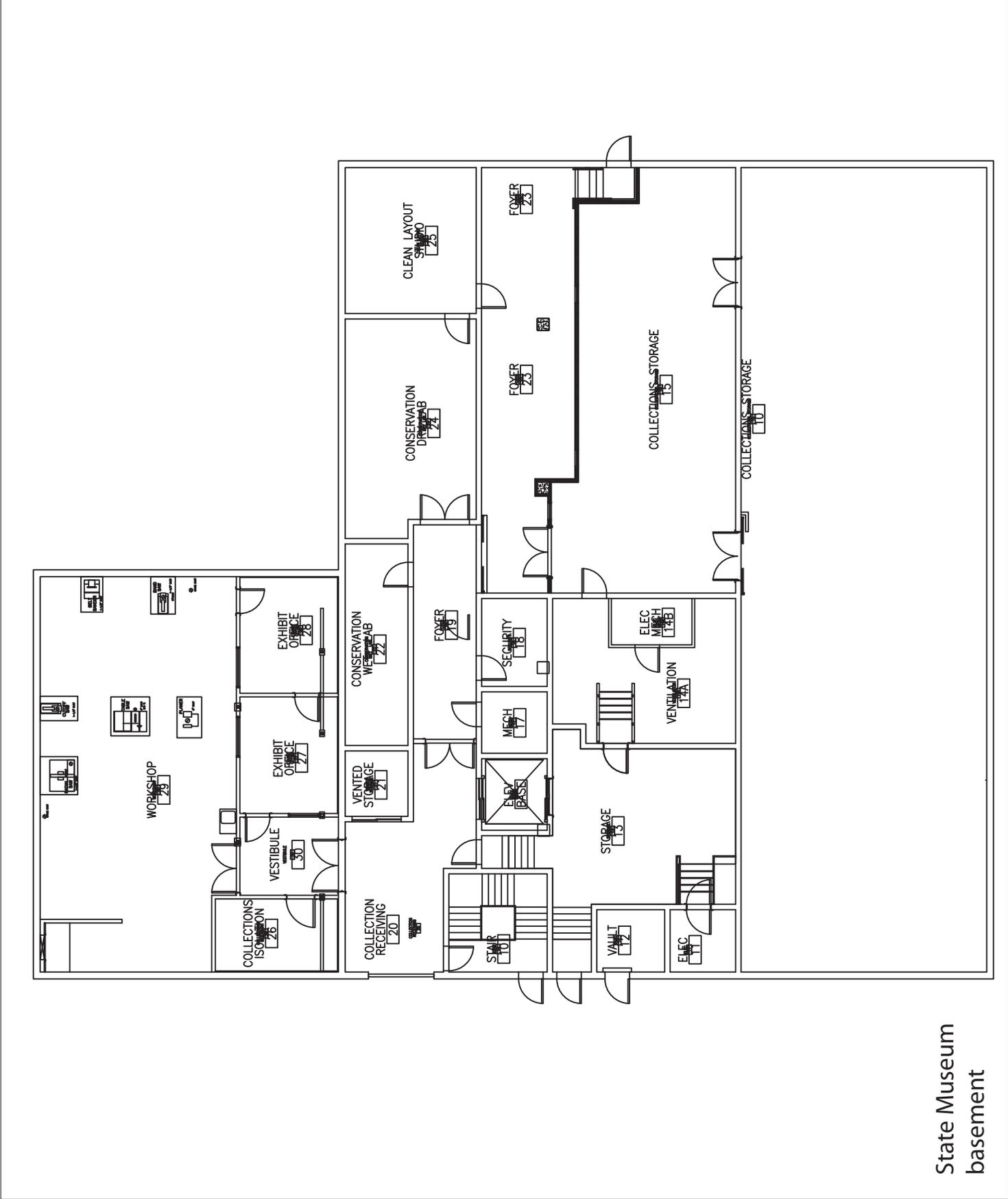
Building & Location: Juneau Records Center, Juneau, Alaska

Deficiency: Mechanical Date: September 10, 1979

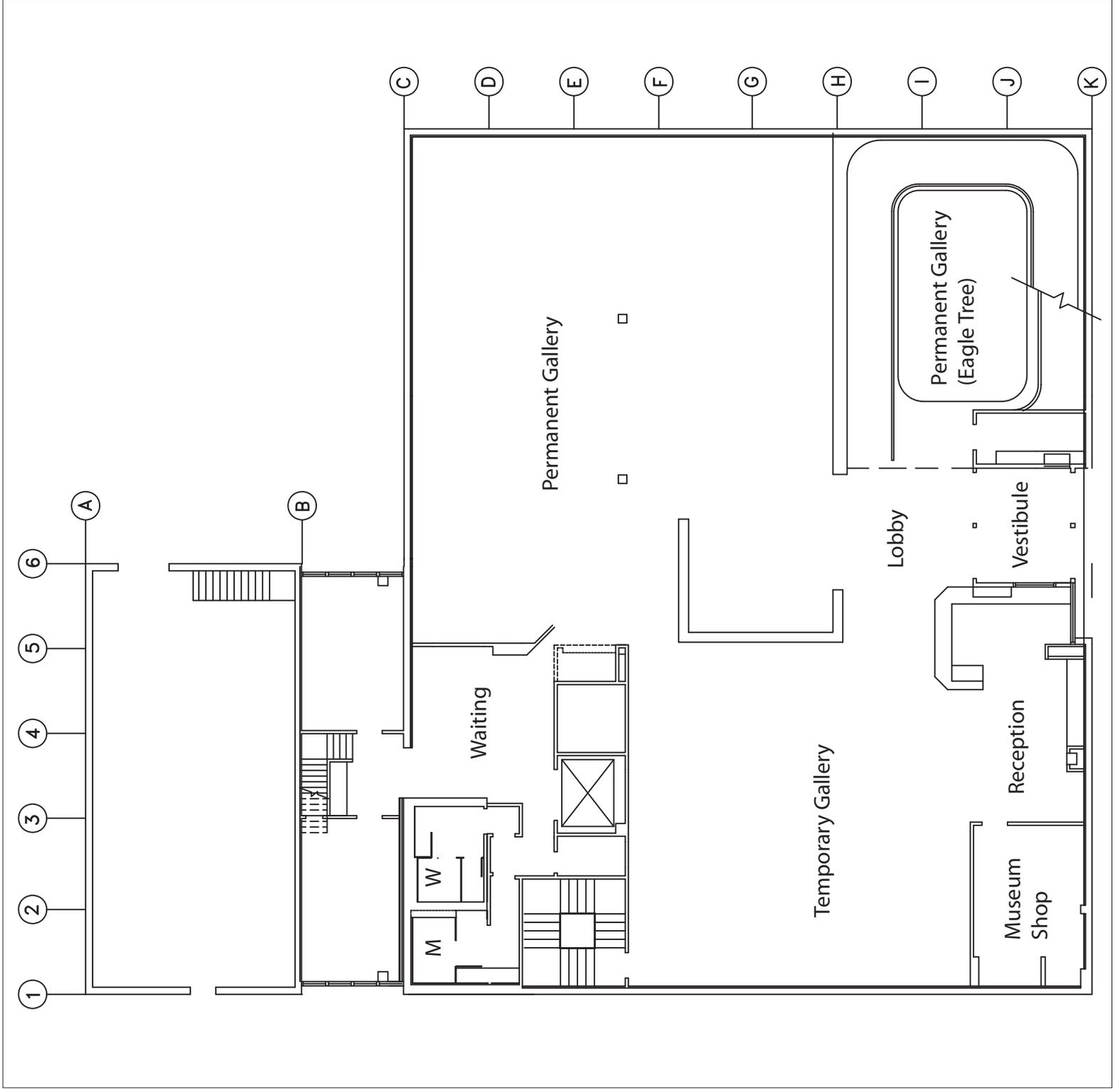
Item	Deficiency	Recommendation	Estimated cost
1.	Heating return piping for radiation system is not connected to the boiler return header in the correct sequence. Heating return water from the air units can circulate through the radiation system even though no heating is desired, causing over-heating.	Reconnect.	\$1,000
2.	Ventilation in boiler room is not code. No high outlet.		\$2,000
3.	Oil tank is in vault with open door to boiler room. No drain in vault.	Install drain.	\$1,000
4.	Oil tank centerline is level with the burner. Could siphon tank with break in oil line.	Install antisiphon chamber.	\$1,000
5.	Damper on exhaust fan EF-3 in vault is open all the time.	Correct.	-0-

Building & Location: Juneau Records Center, Juneau, AlaskaDeficiency: ElectricalDate: September 10, 1979

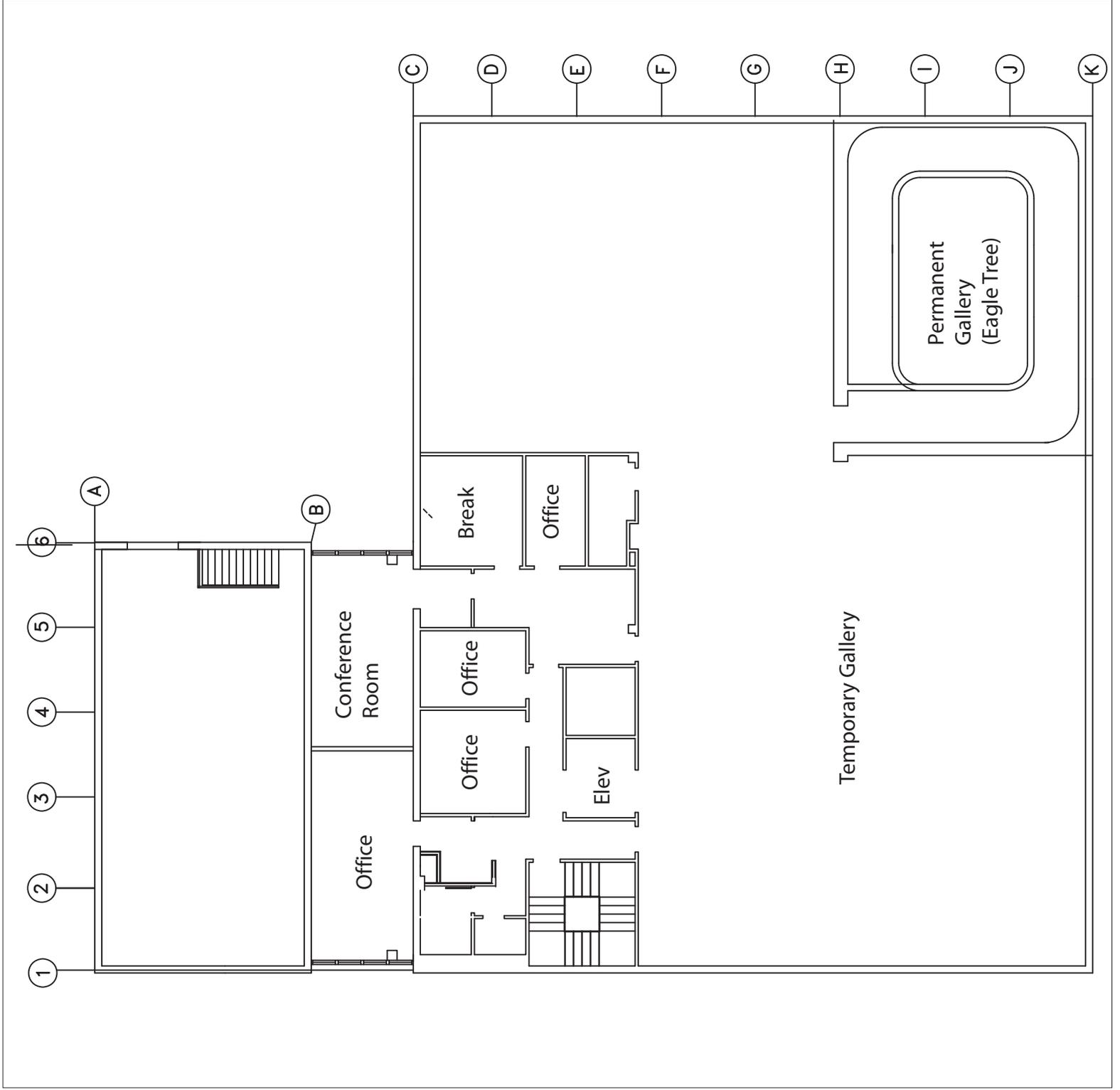
Item	Deficiency	Recommendation	Estimated cost
1.		Correct motor starters and disconnects per attachment.	\$500
2.		Revise destructor feeder. Requires 50A receptacle and cap and 3 #6 cord.	\$200
3.		Revise elevator feeder. Requires 3 #10 in lieu of 3 #12.	\$100
4.		Repair existing exit lights and install 7 new exit lights.	\$2,300



State Museum
basement



State Museum
1st floor



State Museum
2nd floor

MATCHLINE STA "0" 2+045

CAPITOL AVENUE

MH-10	TYPE I
STA "0" 2+037.30	2.18 LT
FG	EL = 8.212
INV SS-17	EL = 6.911
INV SS-18	EL = 6.850

AEL&P (Undeveloped)

MH-9	TYPE I
STA "0" 1+994.21	2.31 LT
FG	EL = 8.434
INV SS-14	EL = 5.738
INV SS-15	EL = 5.738
INV SS-16	EL = 5.707

2.9m of 100mm DI
200mmX100mm
REDUCER
200mm DI

150mm DI
150mm GV

150mm GV
150mm DI

GRAVEL
CAP
400mm BV
200mm GV

Salvation Army Church
439 Willoughby Ave.

AEL&P (Undeveloped)

HOUSE TAILRACE
AEL&P POWER

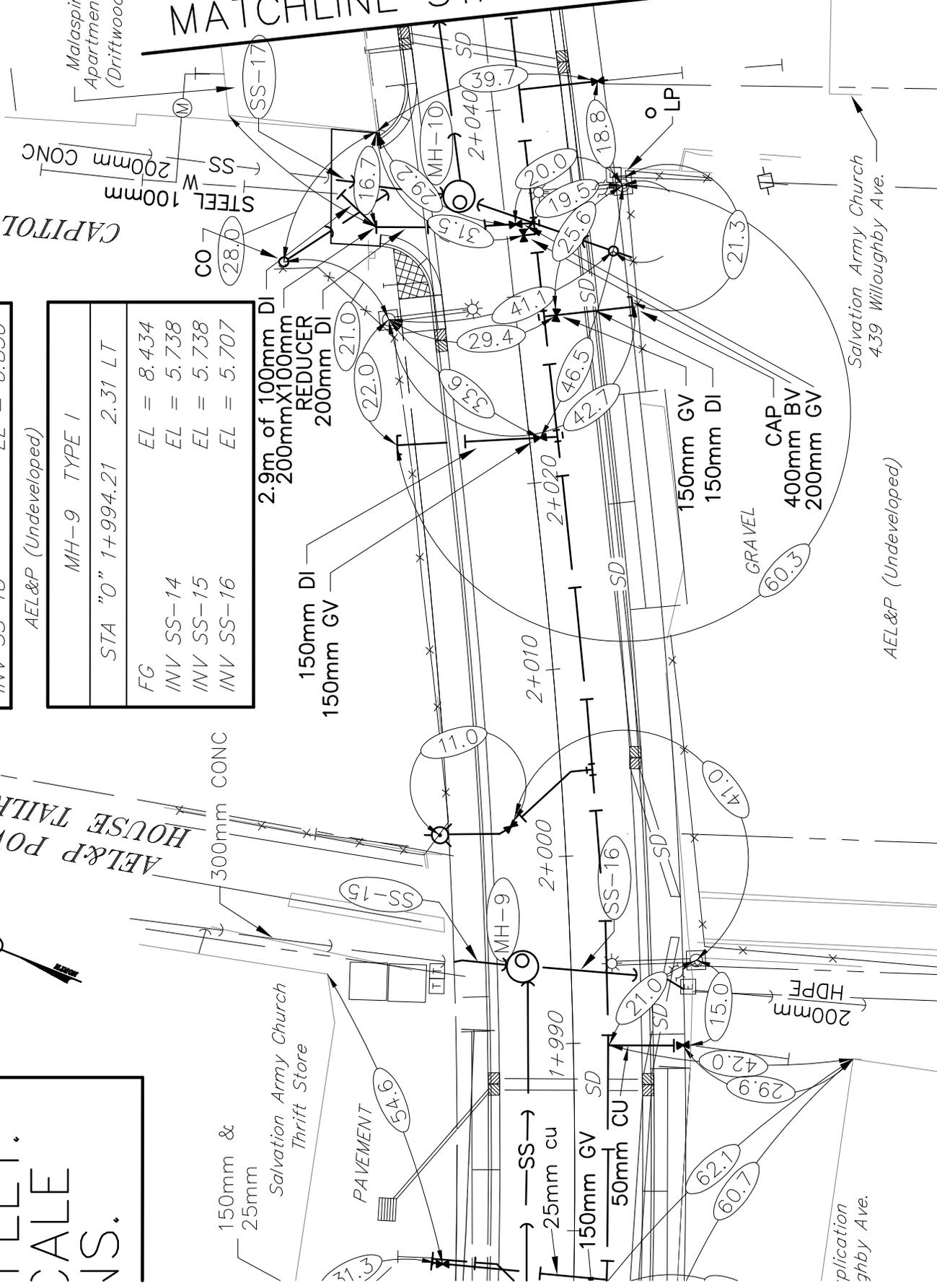
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MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities

TO: ALL EMPLOYEES

- State Office Building
- Alaska State Museum

DATE: November 6, 1992

FILE NO: M3-540

TELEPHONE NO: 789-6261

FROM: Jonathan W. Scribner *JS 11/6/92*
Southeast Regional Director

SUBJECT: Asbestos-containing Materials--
Juneau State Office Building and
Alaska State Museum

This memorandum will serve as an update to my December 14, 1989, communication about the asbestos management plan for the Juneau State Office Building and Alaska State Museum.

In October, 1989, the state's consultant, Arcic Slope Consulting Group (ASCG), completed an asbestos survey and management plan for both buildings. The completed report was distributed to state agencies in both buildings and employee unions, and extra copies were deposited at the Alaska State Library.

ASCG's findings confirmed earlier investigations--that asbestos-containing material (ACM) is present in the State Office Building and Alaska State Museum. Non-friable ACM--relatively durable material that is not likely to release asbestos fibers--is found in pipe and other thermal insulation, and in floor tile and floor tile adhesive. Friable ACM--softer material that is likely to release fibers if disturbed--is present in the sprayed-on fireproofing that protects the structural steel. This friable ACM fireproofing is generally concealed by a barrier, usually the suspended ceiling. In some cases, small amounts of dislodged fireproofing may be found on top of the acoustical ceiling panels or inside the permanent partitions, such as those enclosing restrooms, electrical and telephone rooms and stairwells.

In general, state workers and visitors to both buildings are not exposed to ACM fireproofing, its debris or airborne asbestos fibers. Extensive prior air monitoring for airborne asbestos fibers has revealed either no fibers present or fiber levels well below acceptable limits. ASCG has characterized both buildings as "low risk" and suitable for their current uses. The Department of Transportation and Public Facilities has had an asbestos management program in place for over three years to ensure that (1) maintenance workers, contractors and others who need to work in areas where ACM may be disturbed are aware of its presence and utilize proper work procedures; (2) any dislodged ACM is reported and promptly cleaned up; and (3) employees and others do not lift ceiling tiles or otherwise disturb the in-place ACM. Although complete removal of the ACM in both buildings would be the most advantageous long-term solution, the estimated \$50 million to perform the work is not likely to be forthcoming soon.

Before any work above the ceilings or involving permanent walls may begin, a permit is required from the Asbestos Coordinator, Phil Lowden, Engineer I (telephone 789-6221). Work in these areas, such as installation of computer network wiring or rerouting of electrical branch circuits, is usually performed by contractors, who have been alerted about our permit requirements. Each employee can help avoid unnecessary exposure by not lifting the ceiling tiles and avoiding damaging exposed pipe insulation. If you note any damage to the suspended ceiling tile barrier or come across suspect material that may be loose ACM, please notify Mr. Lowden, Rudy Walker (for State Office Building; 465-3977) or Tom Lundstrom (for Alaska State Museum; 586-6418) immediately.

By continuing to avoid damage to the ACM, we can continue to use the buildings safely and minimize personal exposure to airborne asbestos fibers.

cc: W. Keith Gerken, Deputy Commissioner, Headquarters

SURVEY AND MANAGEMENT PLAN FOR ASBESTOS CONTAINING MATERIAL

ALASKA STATE MUSEUM
&
JUNEAU STATE OFFICE BUILDING

for

STATE OF ALASKA

DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

SOUTHEAST REGION

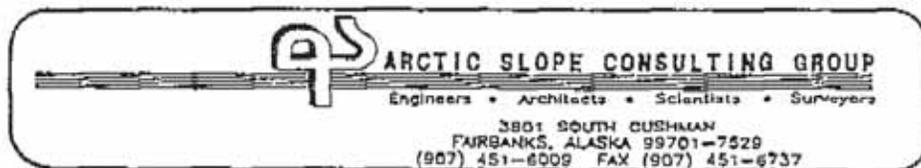
MAINTENANCE AND OPERATIONS

Agreement No.: 93-045-71

Project No.: M3-540

OCTOBER, 1989

Prepared by:



(Minor Modifications December, 1989)

I. EXECUTIVE SUMMARY

This is the management plan for asbestos-containing material (ACM) in the Juneau State Office Building (JSOB) and the Alaska State Museum (Museum). The Plan is based upon an asbestos survey by ASCG in March, 1989, which used, in part, information from earlier asbestos surveys and other information supplied by the State.

SURVEY FINDINGS

In both the JSOB and the Museum, the spray-on fireproofing above the drop ceiling is damaged, friable ACM. Debris from this fireproofing has contaminated the tops of the ceiling tiles, mechanical and electrical systems, and the stud wall cavities. The air space between the top of the ceiling and the soffit of the floor above is a return air plenum in the JSOB. In the museum it is not a return air plenum. There is also some damaged pipe fitting insulation which is friable in its damaged condition. These damaged friable ACM systems are likely to release asbestos fibers if disturbed. Other ACM systems that are not likely to release fibers include undamaged hard insulation and vinyl asbestos tile.

RECOMMENDATIONS

The Asbestos Hazard Emergency Response Act (AHERA) dictates for schools that damaged friable surfacing material be abated. Abatement alternatives include repair, encapsulation, enclosure and removal. For the JSOB, removal of the ACM fireproofing is the solution recommended by ASCG. This will require demolition of most of the interior walls in the building. Recognizing that this will be a very large project and that funding and construction will take years, ASCG has recommended an O&M plan and certain limited removals to decrease the chance of ACM debris releasing fibers. The recommendations for the fireproofing in the Museum are the same as those for the JSOB. Removal, budget and time constraints are also similar. Unlike the JSOB, however, there is some benefit to enclosing the material above the drop ceiling, since it is a dead air space. Since this will not be an airtight enclosure, it can not be a permanent solution, but will reduce the chances of fiber release while awaiting funding for the complete removal. Some other limited removals are also recommended for the Museum.

OPERATIONS AND MAINTENANCE

Because of the friable ACM above the ceilings in both buildings, only workers certified as asbestos workers by the State of Alaska should be permitted above the ceilings. All other work that disturbs friable asbestos should also be done by certified asbestos workers. All the other maintenance and custodial workers,

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INVENTORY AND CONDITION SURVEY
OF
PUBLIC FACILITIES

GREATER CITY AND BOROUGH OF JUNEAU
ALASKA
1980

SUMMARY VOLUME

State of Alaska
Department of Transportation and Public Facilities
Division of Planning and Research
Facilities Planning Section

Facility Summary

Facility Name: Alaska State Museum, Whittier Street, JuneauConstruction Date: 1967 Construction Cost: \$ 746,000Construction Type: 1-F.R. Occupancy Classification: A2.1Building Gross Area: 16,000 No. of Floors: 3Facility Owner: DOT/PF Facility User: Department of EducationActual Occupant Load: 461/day (occupant load varies according to time of year)

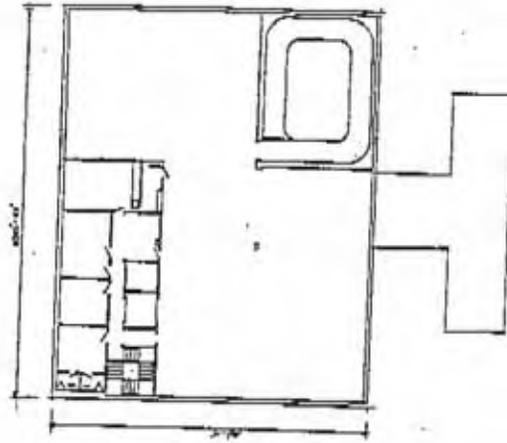
Facility General Condition:

Overall building condition is good. Some building movement has occurred, causing cracks in the basement floor and walls. Construction is steel frame and concrete. Some deterioration and weathering of the precast concrete exterior wall panels is apparent. Handicap access is fair. Electrical service is adequate. The mechanical system requires minor modifications.

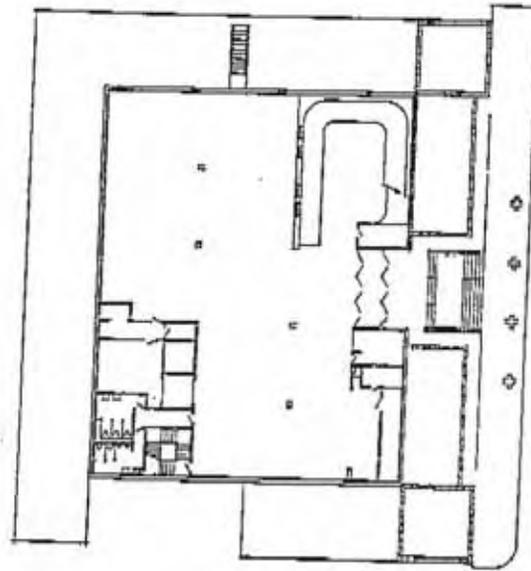
Deficiency Cost Summary:

Architectural/Civil: \$ 47,000.00Fire/Life Safety : \$ 10,000.00Handicap : \$ 14,200.00Mechanical : \$ 6,500.00Electrical : \$ 26,750.00

Total : \$ 104,450.00



SECOND FLOOR PLAN



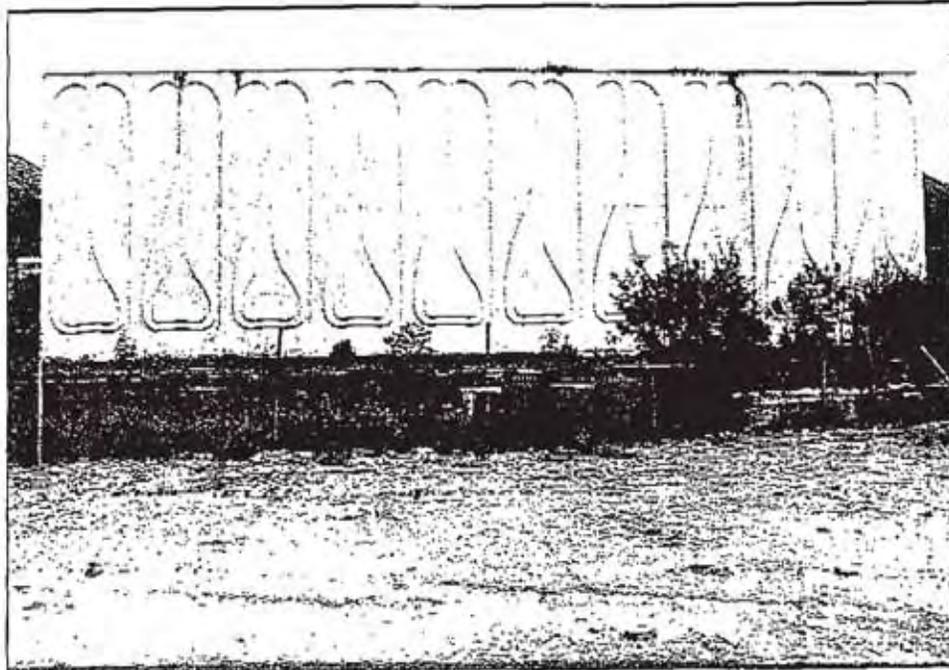
MAIN FLOOR PLAN

ALASKA STATE MUSEUM

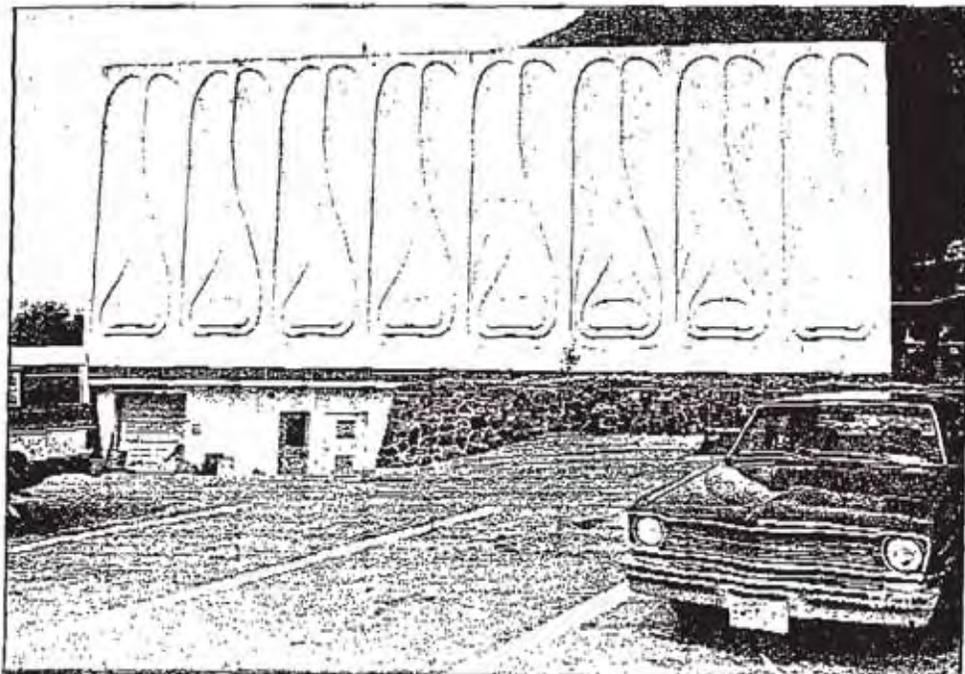


BASEMENT FLOOR PLAN

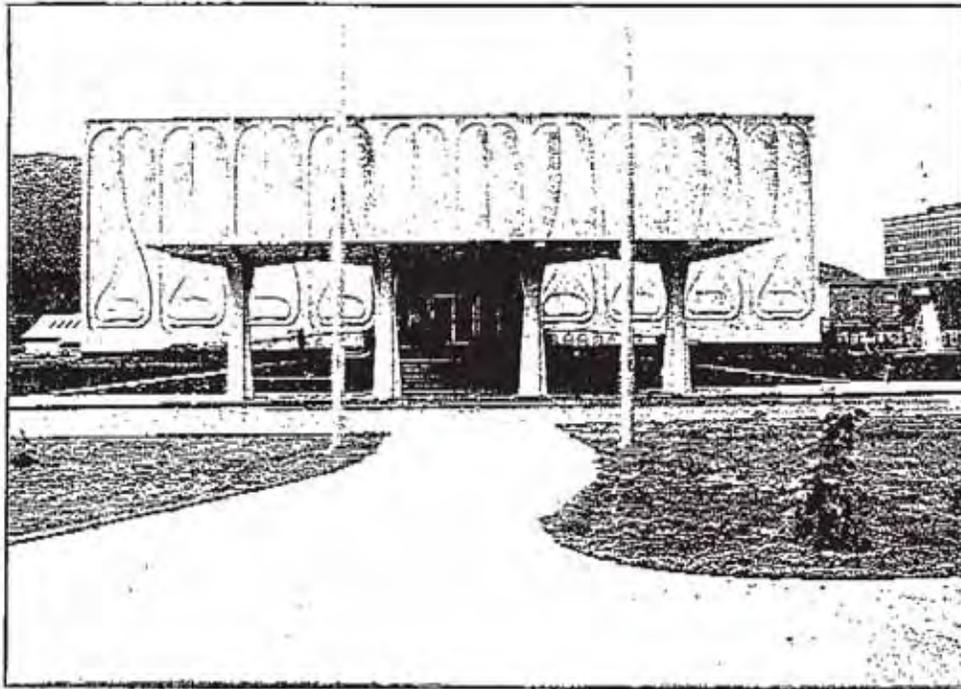




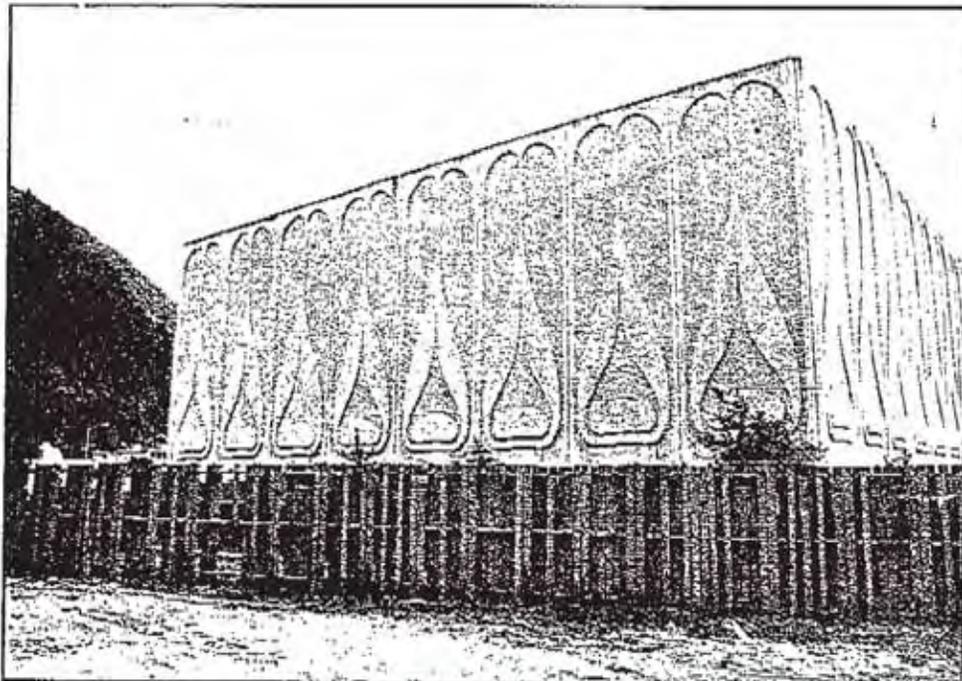
North Elevation



South Elevation



East Elevation



West Elevation

Building & Location: Alaska State Museum, Whittier Street, JuneauDeficiency: Arch/Civil Date: September 5, 1979

Item	Deficiency	Recommendation	Estimated cost
Foundation	Cracking in slab and concrete block walls.	Chip out cracks and fill with grout.	\$ 1,000
Exterior Walls	Exterior wall panels stained and minor cracks.	Sandblast panels/repair cracks.	\$15,000
	South basement wall paint chipped and worn.	Scrape and repaint.	\$ 500
Exterior Stairs/Entry	Concrete extensively chipped and worn at main entry.	Repair/replace broken concrete.	\$ 4,000
	Asphalt extensively worn and potholed at south side loading dock area.	Repair/replace asphalt. Slope to drain.	\$ 4,000
Interior Partition	Sliding door at hallway, second floor, broken.	Repair.	Maintenance
Basement Wall	Water in electrical service entry area. Two possible reasons: (1) water leaking from fountain, (2) ground water seepage caused by tidal action.	Locate source. Chip out apparent passages and install hydraulic grout.	\$10,000
Landscaping	Fountain tiles missing and broken. Screens dirty and clogged.	Repair/replace tile. Replace screens. General clean-up.	\$ 4,000
Roof	Roof access hatch does not freely open and jams. Inside opener does not function. Rusted metal and general wear.	Replace access hatch.	\$ 500
	Built-up roofing extensively blistered around elevator parapet and in other areas.	Cut blisters/patch. Recoat roof.	\$ 8,000

Building & Location: Alaska State Museum, Whittier Street, Juneau

Deficiency: Life & Fire Safety Date: September 5, 1979

Item	Deficiency	Recommendation	Estimated cost
Exits	Fire exit at north wall basement terminates approximately 4' above grade.	Provide level means of egress. Recut and re-construct stairs.	\$ 10,000

Building & Location: Alaska State Museum, Whittier Street, JuneauDeficiency: Handicap Date: September 5, 1979

Item	Deficiency	Recommendation	Estimated cost
Parking	No designated handicapped spaces.	Designate parking where staff parking currently exists. Install signs, stripe. Provide pedestrian crosswalk, paint and sign.	\$ 300
Facility Access	Curb cut too steep/no blind identifiers.	Reconstruct curb-cut. Provide blind identifiers.	\$ 250
	Ramp does not comply. No interval landings. Inadequate illumination.	Construct compliant ramp, south side of entrance only. Suggest switchback arrangement. Lower handrails and extend 12" beyond ramp. Provide additional lighting.	\$15,000
Exterior Stairs	Handrails at 37". No 18" extension top and bottom.	Install new handrails in conformance with applicable standards.	\$ 5,000
Entrances	Vestibule too small.	Extend vestibule/or provide automatic door openers.	\$ 2,500
Exterior Doors	10-12 lb. effort required to open doors.	Modify existing door closers.	Maintenance
	1" threshold.	Install flush or beveled thresholds.	Included in Entrances

Building & Location: Alaska State Museum, Whittier Street, JuneauDeficiency: Handicap Date: September 5, 1979

Item	Deficiency	Recommendation	Estimated cost
Corridors/ Public Spaces/ Work Areas	Second floor office corridor @ 43"; 44" required.	None.	N.C.
	Exhibit ramp slope too steep.	None.	
Interior Doors	Interior door handles @ 46"; 36"-42" required.	Reset door handles.	\$ 1,500
	Vision panel @ stair fire door @ 60"; 40" required.	Replace doors.	\$ 600
Toilet Facilities	Toilet facilities non-compliable.	Existing facilities difficult to modify due to space limitations. Recommend development unisex toilet facility for handicap use.	\$ 10,000
Fixed Tables, Desks/Counters and Work Benches	No handicapped work stations in security and office area.	Modify as required.	\$ 1,000
Controls/ Identification and Warning	Fire alarm at 50"; 48" required.	No recommendation.	N.C.
	No raised numerals at sides of doors.	Install numerals.	\$ 200
	Knurled handles and abrasive floor strips at danger areas required.	Install as required.	\$ 500
	No visible warning signals.	Install as required.	\$ 5,000
Drinking Fountains	Existing drinking fountains do not comply.	Install new fountains (2 required).	\$ 1,000

Building & Location: Alaska State Museum, Whittier Street, JuneauDeficiency: HandicapDate: September 5, 1979

Item	Deficiency	Recommendation	Estimated cost
Elevators	Handrails at 37".	Lower handrails to 34".	\$ 100
	Controls and call box at 62".	Lower controls to 4'0" maximum.	\$ 1,000
	No control tactile identification.	Install as required.	Incl. in above
Signage	No visible and tactile identification signs at major areas.	Install as required.	\$ 250

Building & Location: Alaska State Museum, Whittier Street, JuneauDeficiency: Mechanical Date: September 5, 1979

Item	Deficiency	Recommendation	Estimated Cost
1.		Extend chimney to 3 ft. above the roof and 2 ft. above any part of the building within 10 ft. UBC Table 37B.	\$1,500
2.	Boiler room ventilation does not meet code requirements. No opening within 1 ft. of ceiling. UMC 1976, Section 602.		\$2,000
3.	Ventilation air for boiler room is less than 10 ft. from exit door.	Fire damper required. UBC 1976, Section 708.	\$1,000
4.	No fire protection in ducts.	Install per NFPA 90A, Section 4.	\$2,000

Building & Location: Alaska State Museum, Whittier Street, JuneauDeficiency: ElectricalDate: September 5, 1979

Item	Deficiency	Recommendation	Estimated Cost
1.		Determine the reason and correct water leakage in electrical room.	
2.		Ground Switchboard neutral with #4/0-1" to cold water.	\$ 250
3.		Correct overload and disconnect protection for all motors per attachment.	\$1,500
4.		Install battery operated control emergency system for exit and parkway lighting system for compliance with UBC 4413.	\$15,000
5.		Provide additional ventilation per NEC 450-45 for electrical vault.	
6.		Change extension cord flood lights to fixed flood light system.	\$10,000

Facility Summary

Facility Name: State Office Building, JuneauConstruction Date: 1974 Construction Cost: \$ 11,024,723Construction Type: 2-F.R. Occupancy Classification: B-2; B-3Building Gross Area: 214,426 No. of Floors: 13Facility Owner: Dept. of TransportationFacility Owner: & Public Facilities Facility User: Undeterminable combination.Actual Occupant Load: 907

Facility General Condition:

Building is in good shape. Concrete and steel construction system. Four levels of parking with offices above. Building terraced in accordance with sloping site.

Deficiency Cost Summary:

Architectural/Civil:	\$	<u>64,500.00</u>
Fire/Life Safety	:	\$ <u>10,000.00</u>
Handicap	:	\$ <u>168,500.00</u>
Mechanical	:	\$ <u>152,000.00</u>
Electrical	:	\$ <u>6,500.00</u>

Total	:	\$ <u>401,500.00</u>
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Building & Location: State Office Building, JuneauDeficiency: Arch/CivilDate: October 31, 1979

Item	Deficiency	Recommendation	Estimat Cost
Floor Finish	Carpet has worn in heavy traffic areas such as corridors and elevator. Other areas require cleaning. Burn stains in elevator lobbies, south side. 7th floor carpet bunched at transition from tile to carpet.	Replace worn or burnt carpet as required in heavy traffic areas. Replace enough carpet such that new carpet does not cause a hazard or become torn up due to differences in pile thickness. Other areas should be cleaned. Replace carpet on 7th floor corridor with tile or other durable surface from loading dock to elevator, west side.	\$10,000
Fire Resistive Construction	Previously unaccessible areas have been converted to storage areas. Exposed steel beams and columns are required to be 2-hr. protected. This applies in particular to the 7th floor storage room, 6th floor storage room, 7th floor emergency generator room (exposed beam).	Fireproof exposed steel beams and columns to provide 2-hr. fire rating. Touch up damaged areas.	\$ 5,000
Parking Area	Some fireproofing missing or falling from steel beams.	Touch up damaged areas.	\$ 1,500
	Curb on 3rd floor at ramp broken.	Repair broken curb.	\$ 500
	Concrete surface, portions chipped.	Repair chipped sections.	\$ 1,000
Roof	Some water penetration is apparent in 11th floor area. No leaking was verified, although a number of stained acoustic tiles were noted.	Probable cause appears to be caused by water collecting around post caps for the window washer track. Recommend fill caps with asphalt, slope to sides.	\$ 1,500

Building & Location: State Office Building, Juneau

Deficiency: Arch/Civil

Date: October 31, 1979

Item	Deficiency	Recommendation	Estimated Cost
Roof (Cont.)	Water damage was observed on the 7th floor in two locations: 1) Central Duplicating; 2) Forms Management section. Both leaks appear to be caused by punctures in the waterproof membrane on the 8th floor plaza.	Some work has been done in order to correct this problem. It is recommended that the tile be removed and the membrane recoated with elastomeric fluid. Tie-downs and other openings should also be recoated.	\$15,000
Interior Partitions/ , Interior Ceiling Condition	Numerous cosmetic defects were noted, ranging from dirty walls, loose hanging convector covers, and wall cracks to junction boxes without floor brackets and stained acoustic tile.	Although separately none of these items amount to much, it is recommended that a general maintenance procedure on an annual or semi-annual basis be developed in which the repair of cosmetic defects such as these are done.	\$10,000/ year
	Extensive water damage in central duplicating area, 7th floor, caused by water leak from 8th floor plaza area. Similar damage although not as extensive in Forms Management section.	Proceed with work as outlined under "Roof." Once water leakage has been repaired, it is recommended that clean up and repair work be done on the affected wall and ceiling areas.	\$ 5,000
	Wall pushed out in 6th floor air chamber, north side.	Conversation with local maintenance indicated that this has occurred several times previously. Wall apparently not fastened correctly. Rebuild wall.	\$ 5,000
Interior Stairs	Handrails do not extend past top and bottom risers.	Construct and install new handrails in accordance with applicable standards.	\$10,000

Building & Location: State Office Building, JuneauDeficiency: HandicapDate: October 31, 1979

Item	Deficiency	Recommendation	Estimated Cost
Toilet Facilities	Entrance doors have only 30" maximum clear width. Strike jamb adjacent clear width minimal. Stall width less than required 54". Toilet seats 20" from floor. Lavatory has inadequate space underneath. Grab bars less than 36" in length. Urinal mounting height too high. Mounting height of mirrors, shelves, etc. greater than 40".	Modify existing toilet rooms in conformance with applicable standards.	\$120,000
Public Counters	4 public counters exist within the building, none of which comply under present standards.	Modify counters accordingly.	\$ 4,000
Libraries	No accessible study carrels or tables. Less than 42" clear width between stacks.	Provide several handicapped accessible study units and tables. Provide at least one accessible microfilm unit. Due to current space limitations, it is not recommended that aisle widths between fixed stacks be modified, however, it is recommended that no further decreases in aisle widths be allowed. In most cases, other personnel are available to assist.	\$ 2,500
Controls/ Identification & Warning	Alarm pulls at 54". Switches at 52". No warning strips or knurled door handles at open danger areas. Elevator call buttons at 54". No visible alarm system.	Lower alarm pulls to 48". Lower elevator call buttons to 48". No recommendation regarding switches. Provide warning strips and knurled door handles at stairwells. Provide raised numerals at elevator lobbies to identify each floor. Install visible alarm system.	\$ 12,000

Appendix C: Photo Log

These photos indicated existing conditions.

Photo title abbreviations are as follows:

A: Archives

HC: Historical Collection Library

IS: Information Services Library

M: Museum

SLAM: State Libraries, Archives & Museum



A Archives Building.bmp



A Halon Tanks.JPG



A Mapcase.JPG



A Processing Area.JPG



A Stacks 2.JPG



A stacks.JPG



A wall displacement.JPG



A workstations.bmp



HC audio copy.JPG



HC High Density Storage.JPG



HC map files.JPG



HC photo lab.JPG



IS Compressed Storage.JPG



IS Alaska Newspapers Micro...



IS Alaska Paper Newspaper ...



IS ASL Recording Room.JPG



IS book carts.JPG



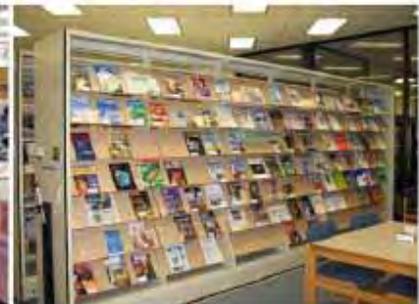
IS Circulation Desk & Microfi...



IS Compressed Storage 2.JPG



IS Computer Stations.JPG



IS Current Periodicals.JPG



IS Desk.JPG



IS entry.JPG



IS Federal Docs.JPG



IS Federal Docs2.JPG



IS Map Case 2.JPG



IS Map Case.JPG



IS Microfilm Newspapers.JPG



IS Microform Cabinets 2.JPG



IS Microform Cabinets.JPG



IS Readers Printers.JPG



IS Stacks.JPG



M Entry.bmp



M Sign.JPG



SLAM admin offices.JPG



SLAM current servers 1.JPG



SLAM current servers2.JPG



State Office Building 2.JPG



State Office Building 3.JPG



State Office Building.JPG



Vacant SLAM site.JPG

Appendix D: Individual Space Requirements

Individual Space Requirements

These categories describe detailed characteristics of individual rooms that make up the building program:

<i>Function:</i>	The general purpose of and activities performed within the room.
<i>Dimensions:</i>	Required and/or recommended room width length, and ceiling height measured in feet. Otherwise, size per furniture and equipment layouts.
<i>Net Square Feet:</i>	The net usable area of the room.
<i>Hours of Use:</i>	The length of time the room will be occupied.
<i>Number of Occupants:</i>	How many people will occupy the room.
<i>Security Needs:</i>	Any security requirements of the room.
<i>Openings:</i>	Special door or window requirements.
<i>Finishes:</i>	Interior materials and finishes of the room.
<i>Furnishing:</i>	Furniture and accessories in the room.
<i>Mechanical:</i>	Special requirements for mechanical system of the room. If pressure is not identified as positive or negative, then pressure should be neutral.
<i>Lighting:</i>	Lighting types and controls.
<i>Power/Data:</i>	Special requirements for electrical system of the room.
<i>Plumbing:</i>	Requirements for plumbing system of the room.
<i>Equipment:</i>	Special equipment needs of the room.
<i>Special Considerations:</i>	Special considerations in terms of the room's function or relationship to an adjacent room or group of rooms.

<i>Room:</i>	[AP 1.01] Main Vestibule
<i>Function:</i>	weather vestibule, enclosed waiting area
<i>Dimensions:</i>	provide a minimum of 10 feet between inner and outer doors
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	all hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	24 hour camera monitoring, intercom station between doors, lock inner door
<i>Openings:</i>	(2) pair 3'-0" X 7'-0" on both the inner and outer openings
<i>Finishes:</i>	stone/tile floor, durable, water-resistant, wall surfaces, gypsum board ceiling
<i>Furnishing:</i>	benches to seat up to 6 people
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, positive pressure from building ducted system, not cabinet unit heater
<i>Lighting:</i>	recessed/concealed lamp fixtures
<i>Power/Data:</i>	fire alarm control panel, power as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	electronic actuated door complying with accessibility standards
<i>Special Considerations:</i>	Glaze exterior of vestibule to maximize view for patrons waiting for ride. This space is the public's gateway into the state of Alaska's history. The area and volume are to represent that important role.

SLAM Needs Assessment

<i>Room:</i>	[AP 1.02] Main Lobby
<i>Function:</i>	Circulation, display, waiting. This space is to serve as introduction to the intricate SLAM approach by exhibiting various related objects and artifacts.
<i>Dimensions:</i>	no dimension less than 40 feet
<i>Net Square Feet:</i>	2,500
<i>Hours of Use:</i>	At all times the building is open to the public. The actual hours will be set by policy and may vary seasonably.
<i>Number of Occupants:</i>	varies, transitional
<i>Security Needs:</i>	24 hour camera surveillance, security station in lobby, station to include desk height seating and observation of all doorways leading to and from the lobby. Camera monitoring is to take place at the security station.
<i>Openings:</i>	From entry vestibule and all adjacent spaces. Consider controlled natural lighting through clear stories and high windows
<i>Finishes:</i>	stone, terrazzo or tile floor; wood, plaster and/or feature wall surfaces, wood, plaster or feature ceiling
<i>Furnishing:</i>	Desk for greeting staff and security. Full height 12" x 12" coat and bag lockers for 50 people, (2) self help carrels with computers.
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	direct/indirect lighting, exhibit lighting
<i>Power/Data:</i>	power for building maintenance and as needed for exhibits, provide wireless access
<i>Plumbing:</i>	none
<i>Equipment:</i>	A closet is to be provided to store up to 100 folding/stacking chairs and 25 tables on carts.
<i>Special Considerations:</i>	This space is to be designed to represent permanence and assure the citizens of Alaska that the treasures held within the facility are housed in a building of substance and cared for by individuals who respect and value the responsibility.

<i>Room:</i>	[AP 1.03] Auditorium
<i>Function:</i>	public presentations, lectures, films, community events.
<i>Dimensions:</i>	As required to provide patron view of the stage. Slope floor down to raised stage.
<i>Net Square Feet:</i>	1,500
<i>Hours of Use:</i>	scheduled
<i>Number of Occupants:</i>	200
<i>Security Needs:</i>	observation at entry to auditorium.
<i>Openings:</i>	(2) pairs of 3'-0" X 7'-0" doors to vestibule from lobby to auditorium, to meet ADA and exiting requirements. Lobby to auditorium doors to be provided with fire alarm actuated magnetic door holders. Provide additional egress doors as required.
<i>Finishes:</i>	carpeted floors, wall wainscot with painted wall surface above, wood slat ceiling with clouds as designed
<i>Furnishing:</i>	fixed seating with folding arm tablets. Portable, automated lectern, large projection screen.
<i>Mechanical:</i>	Comply with IMC and ASHRAE standards for auditoriums, positive pressure. The mechanical duct system needs to remain quiet and may require sound baffles.
<i>Lighting:</i>	multi-level ceiling lighting, stage illumination and aisle lighting, all controlled from projection booth.
<i>Power/Data:</i>	Provide power in the auditorium as required for maintenance. Provide multiple floor outlets on the state and wall receptacles in proscenium. Provide data ports at each power receptacle on stage. Provide power and data to projection booth to operate equipment provided in the room. Provide wireless network.
<i>Plumbing:</i>	none required
<i>Equipment:</i>	Audio video equipment to include projectors, tape and CD players, speakers, microphones, amplification. A podium is to be provided that has some control of projected and amplified material.
<i>Special Considerations:</i>	Acoustics within the space is to be designed to allow for either amplified or un-amplified presentations to be audible within the auditorium. Acoustically, this space is to have a reverberation time of 1.0 – 1.8 seconds, an NC of 25 or less and the surrounding walls are to have an STC of 55.

SLAM Needs Assessment

<i>Room:</i>	[AP 1.03.1] Vestibule
<i>Function:</i>	Sound and light isolating space between lobby and auditorium
<i>Dimensions:</i>	no dimensions less than 10 feet
<i>Net Square Feet:</i>	(2) 75 each
<i>Hours of Use:</i>	When auditorium is in use
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	Visual monitoring of vestibule door from security station, locking door
<i>Openings:</i>	(2) 3'-0" X 7'-0" door openings, one from lobby and one from auditorium. Provide two electronic hold open devices.
<i>Finishes:</i>	Carpet floors, wainscot with painted wall surface above, gypsum board ceilings
<i>Furnishing:</i>	none
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure in relation to lobby and auditorium
<i>Lighting:</i>	Walls sconce
<i>Power/Data:</i>	Power as required for maintenance, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Entry to auditorium is to be sized to allow unimpeded access and egress.

<i>Room:</i>	[AP 1.03.2] Projection Booth
<i>Function:</i>	Audio / Video control station, film and electronic media sources are to be accommodated
<i>Dimensions:</i>	As required
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	When auditorium is in use
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	Locked door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	Resilient vinyl floor, painted wall surfaces, acoustical tile ceiling
<i>Furnishing:</i>	Cabinets, racks, shelves, light control panel as required
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, neutral pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens, custom lights for illumination of control panels. Auditorium light controls are to be in this space.
<i>Power/Data:</i>	Equipment, power and data to control lighting, curtains, sound on stage and in auditorium.
<i>Plumbing:</i>	none
<i>Equipment:</i>	As selected
<i>Special Considerations:</i>	The room is to be programmed and designed by A/V specialist working with the client.

SLAM Needs Assessment

<i>Room:</i>	[AP 1.04] SLAM Store
<i>Function:</i>	Retail distribution of related items for profit
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	600. Includes 75 sq. ft. storage room.
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2 staff, up to 15 visitors
<i>Security Needs:</i>	Visual monitoring and camera (with recording capability), lockable display cabinets, securable after hours
<i>Openings:</i>	Mall type screen/metal curtain, 6 foot wide opening minimum. Use of glass relites for vision into space.
<i>Finishes:</i>	Similar and compatible with lobby
<i>Furnishing:</i>	Lockable glass display cases, book racks, display wall system, cashier station
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, neutral pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens, with retail display lighting
<i>Power/Data:</i>	Power as required for display cases, cash register. Data for display and credit card readers.
<i>Plumbing:</i>	none
<i>Equipment:</i>	Cash register and related scanners and card readers
<i>Special Considerations:</i>	Due to the high value of some items, the entry to this space should be easily monitored from the security station

<i>Room:</i>	[AP 1.05] Public Toilet Rooms
<i>Function:</i>	public toilet rooms
<i>Dimensions:</i>	as required
<i>Net Square Feet:</i>	(2) 300 each
<i>Hours of Use:</i>	when building is open to the public
<i>Number of Occupants:</i>	8 male / 8 female
<i>Security Needs:</i>	entry visually accessible from security station
<i>Openings:</i>	preferably designed with screening to eliminate need for doors, or 3'-0" X 7'-0" doors in each space
<i>Finishes:</i>	Porcelain tile floor, ceramic tile wainscot, painted wall surface and ceiling
<i>Furnishing:</i>	Toilet room accessories including grab bars, toilet tissue dispensers, paper towel dispensers, seat covers, waste receptacles, soap dispensers, mirrors, changing platforms and robe hooks. Countertops are to be solid surface and toilet partitions are to be homogenous plastic.
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	Florescent wall sconces and recessed down lights
<i>Power/Data:</i>	Required electrical receptacles, no data
<i>Plumbing:</i>	All fixtures with electronic touchless controls. Flush valve water closets, self rimmed lavatories in solid surface counter tops.
<i>Equipment:</i>	standard toilet equipment
<i>Special Considerations:</i>	ADA Compliant

SLAM Needs Assessment

<i>Room:</i>	[AP 1.06] Public Conference Rooms
<i>Function:</i>	meeting room for SLAM employees and public meetings
<i>Dimensions:</i>	no dimension shall be less than 12 feet
<i>Net Square Feet:</i>	(2) 275 each with operable partition dividing spaces
<i>Hours of Use:</i>	day and evening as scheduled
<i>Number of Occupants:</i>	none assigned, up to 12 (each room)
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door (each)
<i>Finishes:</i>	carpet floor, painted wall surfaces, operable acoustic demising wall, acoustic ceiling tile
<i>Furnishing:</i>	3'-0" X 15'-0" conference table, (12) chairs, marker board covering one wall, base cabinet on wall perpendicular to marker board wall. The identified furnishings are to be provided for each room.
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, neutral pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, 12 data ports in table, provide wireless network
<i>Plumbing:</i>	none
<i>Equipment:</i>	recessed manual project screen, operable partition with STC of 50 minimum, telephone
<i>Special Considerations:</i>	exterior wall preferred

<i>Room:</i>	[AP 1.07] Classroom
<i>Function:</i>	lecture/teaching room
<i>Dimensions:</i>	no dimensions shall be less than 20 feet
<i>Net Square Feet:</i>	900
<i>Hours of Use:</i>	day and evenings as scheduled
<i>Number of Occupants:</i>	30-35
<i>Security Needs:</i>	locking door
<i>Openings:</i>	(2) 3'-0" X 7'-0" door
<i>Finishes:</i>	Carpet floor, painted gypsum wallboard, acoustic ceiling tile
<i>Furnishing:</i>	(15) 2'-6" x 5'-0" tables, (35) chairs, podium, marker board on teaching wall, manual recessed projection screen, clock, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, neutral pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens, two level lighting
<i>Power/Data:</i>	110V power, 20 data ports in wall
<i>Plumbing:</i>	none
<i>Equipment:</i>	recessed projection screen
<i>Special Considerations:</i>	locate on exterior wall with windows

SLAM Needs Assessment

<i>Room:</i>	[AP 1.08] Classroom
<i>Function:</i>	classroom with art instruction focus
<i>Dimensions:</i>	no dimension less than 20 feet
<i>Net Square Feet:</i>	700
<i>Hours of Use:</i>	day and evening
<i>Number of Occupants:</i>	15-20
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	Sheet vinyl floor, painted gypsum wallboard, acoustic ceiling tile
<i>Furnishing:</i>	(10) 2'-0" X 6'-0" tables, (20) chairs, marker boards on 2 walls, base cabinets on 2 walls, continuous tack rail above marker board, clock, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, neutral pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, 10 data ports in table
<i>Plumbing:</i>	(2) large sinks both with plaster traps
<i>Equipment:</i>	recessed projection screen
<i>Special Considerations:</i>	Locate on exterior wall with windows. This is a multi-use classroom and needs to function both as an art instruction room and general purpose classroom.

<i>Room:</i>	[AP 1.09] Café
<i>Function:</i>	food/snack service
<i>Dimensions:</i>	as required to be functional
<i>Net Square Feet:</i>	1,200
<i>Hours of Use:</i>	business hours with some, scheduled evening service
<i>Number of Occupants:</i>	up to 60
<i>Security Needs:</i>	visual monitoring
<i>Openings:</i>	kitchen and service counter are to be securable
<i>Finishes:</i>	compatible with lobby finishes, durable and cleanable
<i>Furnishing:</i>	(10) 4'-0" diameter tables, (10) 3'-0" square tables, (60) chairs, food service equipment suitable to vendor
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure, kitchen hood (make up air as required by vendor)
<i>Lighting:</i>	direct/indirect pendant style fluorescent
<i>Power/Data:</i>	power as required for food services and maintenance, provide wireless network
<i>Plumbing:</i>	plumbing as required for food service equipment
<i>Equipment:</i>	as required for food service equipment
<i>Special Considerations:</i>	This space is envisioned to be an extension of building's lobby with seating spilling into the lobby space. Food odors and grease/oil from cooking are to be controlled by negative ventilation in the café kitchen. Acoustic consideration and sound reflection are concerns to be addressed by the designer. This space is to include direct access to the service dock. No food or trash from the café is to go through the shipping/receiving dock.

SLAM Needs Assessment

<i>Room:</i>	[AP 1.10.1] Elevator Lobby
<i>Function:</i>	central lobby for public and staff vertical movement through movement
<i>Dimensions:</i>	as required to accommodate equipment and space design
<i>Net Square Feet:</i>	300
<i>Hours of Use:</i>	24 hours per day, 7 days per week
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	camera monitoring, visible from security station
<i>Openings:</i>	none
<i>Finishes:</i>	complementary to building lobby finish
<i>Furnishing:</i>	none
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, neutral pressure
<i>Lighting:</i>	complimentary to building lobby
<i>Power/Data:</i>	110V power as required, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	The configuration of this space and the floors the elevator lobby serves are contingent on the project design.

<i>Room:</i>	[AP 1.10.2] Elevator Cab/Shaft
<i>Function:</i>	2 passenger, 1 freight
<i>Dimensions:</i>	as required to facilitate building design
<i>Net Square Feet:</i>	360
<i>Hours of Use:</i>	24 hours a day, 7 days a week
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	from lobby
<i>Openings:</i>	from lobby
<i>Finishes:</i>	complimentary to lobby for the passenger cabs, the freight elevator cab is to be protected
<i>Furnishing:</i>	none
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	cab design
<i>Power/Data:</i>	none
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	The freight elevator may or may not be associated with the public passenger elevators. This configuration will be determined through the design process.

SLAM Needs Assessment

<i>Room:</i>	[AP 1.10.3] Elevator Machine Room
<i>Function:</i>	mechanical space for elevator equipment
<i>Dimensions:</i>	as required by manufacturer
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	24 hours a day, 7 days a week
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	utility
<i>Furnishing:</i>	to support equipment
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	surface mounted fluorescent
<i>Power/Data:</i>	110V power, plus that needed for elevator equipment
<i>Plumbing:</i>	possibly sump or floor drain
<i>Equipment:</i>	equipment room
<i>Special Considerations:</i>	Follow requirements of elevator manufacturer for location and configuration of this space.

<i>Room:</i>	[AP 2.01] LAM Director
<i>Function:</i>	administrator's office
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	150
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1 normal use, up to 5 in conference
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, conference table, (4) guest chairs, bookshelf, (2) two drawer lateral files, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, neutral pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	110V power, data ports at desk and conference area, wireless networking
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location

SLAM Needs Assessment

<i>Room:</i>	[AP 2.02] Deputy Director
<i>Function:</i>	managerial office space
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking suite door
<i>Openings:</i>	3'-0" X 7'-0" door, glazing to the exterior
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, guest chair, bookshelf, (2) two drawer lateral files, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location

<i>Room:</i>	[AP 2.03.1 and AP 2.03.2] Administrative Manager and Administrative Assistant
<i>Function:</i>	office workstations
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	(2) 88 each
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1 per station, 2 total
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, (2) two drawer lateral file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred

SLAM Needs Assessment

<i>Room:</i>	[AP 2.03.3] Administrative Clerk III
<i>Function:</i>	workstation, receptionist for administration suite
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	88
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	visual monitoring from offices/workstations in administrative suite
<i>Openings:</i>	open workstation contiguous with administrative lobby
<i>Finishes:</i>	carpet floors, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	reception counter at desk height, secretary chair, (3) two drawer lateral file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent, consider specialty lighting at reception desk
<i>Power/Data:</i>	computer station, office power needs
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, monitor, telephone console
<i>Special Considerations:</i>	Provide access to natural light, either by positioning the reception station on a window wall or by locating the lobby which is contiguous with the reception station, on a window wall.

<i>Room:</i>	[AP 2.04] Security Officers
<i>Function:</i>	office space for security officers. This space is the primary security station. The lobby security desk is a slaved station to the security office.
<i>Dimensions:</i>	minimum dimension 10 feet
<i>Net Square Feet:</i>	(2) 100 each in contiguous space
<i>Hours of Use:</i>	24 hours, 7 days per week
<i>Number of Occupants:</i>	2
<i>Security Needs:</i>	lockable office door
<i>Openings:</i>	3'-0" X 7'-0" door, on window wall
<i>Finishes:</i>	carpeted floors, VCT floor around monitoring station, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	(2) office desks, (1) monitoring station with camera displays and door position indicators, console to also include a display of the electronic building management system, fire alarm control panel and building intercom
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, additional ventilation may be required for console cooling
<i>Lighting:</i>	lay-in direct/indirect fluorescent, two level lighting
<i>Power/Data:</i>	Computer stations on each desk plus power data required for monitoring station. Touch screen control/monitoring station.
<i>Plumbing:</i>	none
<i>Equipment:</i>	monitoring display equipment, key cabinet small secured safe for daily gate and store money, telephone
<i>Special Considerations:</i>	This space needs direct access to the lobby, administration suite and all of the primary public areas.

SLAM Needs Assessment

<i>Room:</i>	[AP 2.05] Museum Security Control
<i>Function:</i>	Security and building monitoring equipment room
<i>Dimensions:</i>	no dimensions shall be less than 8 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	24 hours, 7 days per week
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	Access from security office, lockable door
<i>Openings:</i>	3'-0" x 7'-0" door
<i>Finishes:</i>	VCT floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	Equipment racks as needed for specific equipment, (1) desk with chair and program computer, (2) two drawer file cabinets
<i>Mechanical:</i>	Comply with IMC and ASHRAE standards, cooling and ventilation as required by equipment, heat loads
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	As required for equipment
<i>Plumbing:</i>	none
<i>Equipment:</i>	As required for security and building monitoring
<i>Special Considerations:</i>	This is an internal space with no need to be on an exterior wall

<i>Room:</i>	[AP 2.06] Administrative Conference Room
<i>Function:</i>	meeting room
<i>Dimensions:</i>	no dimension less shall be than 10 feet
<i>Net Square Feet:</i>	260
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 14
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted gypsum wallboard, acoustic ceiling tile
<i>Furnishing:</i>	conference table, (14) chairs, marker board, base cabinet, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, data ports for 8 in table, wireless networking
<i>Plumbing:</i>	none
<i>Equipment:</i>	recessed manual project screen, telephone
<i>Special Considerations:</i>	exterior wall preferred

SLAM Needs Assessment

<i>Room:</i>	[AP 2.07] Administrative Supplies Storage
<i>Function:</i>	storage of office supplies
<i>Dimensions:</i>	6 feet wide minimum
<i>Net Square Feet:</i>	80
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	metal shelving on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	office standard lay-in type fixture, motion detection switch
<i>Power/Data:</i>	receptacles as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	none

<i>Room:</i>	[AP 2.08] Administrative File/Work Room
<i>Function:</i>	department's paper file storage and office work space.
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	600
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	lateral file cabinets, layout table, may be converted to high density files in the future
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	telephone, fax
<i>Special Considerations:</i>	interior space

SLAM Needs Assessment

<i>Room:</i>	[AP 2.09] Staff Toilet Rooms
<i>Function:</i>	staff restrooms
<i>Dimensions:</i>	as required, must meet ADA requirements
<i>Net Square Feet:</i>	(2) 200 each
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	3 each, male and female
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door into each room
<i>Finishes:</i>	porcelain floor tile, ceramic tile wainscot, painted wall surfaces and ceiling, solid surface countertop
<i>Furnishing:</i>	homogenous plastic toilet partitions, toilet accessories
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	fluorescent wall sconces, recessed
<i>Power/Data:</i>	110V receptacles
<i>Plumbing:</i>	male: 3 lavatories, 2 urinals, 2 water closets female: 3 lavatories, 4 water closets
<i>Equipment:</i>	standard toilet equipment
<i>Special Considerations:</i>	ADA compliant

<i>Room:</i>	[AP 2.10] Break Room
<i>Function:</i>	Staff break and lunch area
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	500
<i>Hours of Use:</i>	business hours, primary use 7:30 am – 8:10 am; 11:30 am – 1:30 pm; 2:30 pm – 3:00 pm
<i>Number of Occupants:</i>	25
<i>Security Needs:</i>	none
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors
<i>Finishes:</i>	water resistant resilient floor in wet area, carpet in seating area, painted gypsum wallboard, acoustic ceiling tile
<i>Furnishing:</i>	(6) 3'-0" X 6'-0" folding tables, (25) stackable chairs, base and upper cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	power for equipment in kitchen area, power and data ports for computers in seating area
<i>Plumbing:</i>	sink, drinking fountain
<i>Equipment:</i>	(2) refrigerators, two-compartment sink with garbage disposal, dishwasher, (2) microwave ovens, (2) vending machines
<i>Special Considerations:</i>	This is to be a pleasant place for staff to meet for lunch or breaks. The opportunity to inspire interdisciplinary collegiate relationships among staff is desired in this space.

SLAM Needs Assessment

<i>Room:</i>	[AP 2.11] Staff Entrance (vestibule)
<i>Function:</i>	Entry for staff
<i>Dimensions:</i>	no dimension shall be less than 6 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours; extensive use outside of those hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	camera monitor, proximity card access
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors
<i>Finishes:</i>	Hard durable flooring with entry mat or mat floor covering, durable wall surface suitable for heavy use, gypsum board ceiling
<i>Furnishing:</i>	floor covering or entry mat
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, positive pressure from building duct system, not cabinet unit heater
<i>Lighting:</i>	recessed ceiling or wall sconce
<i>Power/Data:</i>	110V power as required, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	provide finish surfaces that will not be damaged by water and high humidity

<i>Room:</i>	[AP 2.12] Staff Coatroom
<i>Function:</i>	Hanging and storage of staff coats, boots, hats and umbrellas
<i>Dimensions:</i>	no dimension shall be less than 4 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	all times staff is present
<i>Number of Occupants:</i>	none assigned, to be used by as many as 50
<i>Security Needs:</i>	within view of staff entry, break room and other high activity spaces
<i>Openings:</i>	as required by design
<i>Finishes:</i>	water durable surfaces
<i>Furnishing:</i>	coat rod with hangers, coat hooks
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, consider supply air from floor and return air in ceiling
<i>Lighting:</i>	as appropriate for space
<i>Power/Data:</i>	110V power, no data
<i>Plumbing:</i>	none required
<i>Equipment:</i>	built in coat rack, ventilated boot storage
<i>Special Considerations:</i>	directly accessible from staff entry

SLAM Needs Assessment

<i>Room:</i>	[AP 3.01] Library Development Coordinator Librarian III
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" on exterior window wall
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, chair, (2) two drawer lateral file cabinets, book shelves, window blinds, additional file cabinets may be required
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data port for computer
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone, fax, printer
<i>Special Considerations:</i>	direct access to Administration and Information Services Library

<i>Room:</i>	[AP 3.02] Curator II
<i>Function:</i>	office
<i>Dimensions:</i>	no dimensions shall be less than 8 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" locking door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk chair, (2) two drawer lateral file cabinets, book shelves, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports for computer
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone, fax, printer
<i>Special Considerations:</i>	convenient access to administration office, on exterior window wall

SLAM Needs Assessment

<i>Room:</i>	[AP 3.03] Development Officer
<i>Function:</i>	office
<i>Dimensions:</i>	no dimensions shall be less than 8 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted gypsum wallboard, acoustic ceiling tile
<i>Furnishing:</i>	desk chair, (2) two drawer lateral file cabinets, book shelves, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports for computers
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone, fax, printer
<i>Special Considerations:</i>	convenient access to publications specialist's and chief curator's offices

<i>Room:</i>	[AP 3.04] Publications Resource Library/Storage
<i>Function:</i>	workstation for publication specialist and space for holding and distributing SLAM produced publications
<i>Dimensions:</i>	no dimensions shall be less than 10 feet
<i>Net Square Feet:</i>	300
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door, access to natural light
<i>Finishes:</i>	carpet floor, painted gypsum wallboard, acoustic ceiling tile
<i>Furnishing:</i>	periodical display racks on all walls, (1) 3'-0" X 8'-0" table, (8) chairs
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports for computers
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	adjacent to development officer and Alaska Library network coordinator

SLAM Needs Assessment

<i>Room:</i>	[AP 3.05] Volunteer Coordinator
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimensions shall be less than 6 feet
<i>Net Square Feet:</i>	75
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	open office with natural light, preferably on an exterior wall
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk chair, (2) two drawer lateral file cabinets, book shelves, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports for computers
<i>Plumbing:</i>	none
<i>Equipment:</i>	computers (possibly 2), telephone
<i>Special Considerations:</i>	near Administration and public access

<i>Room:</i>	[AP 3.06] Visitor Services Coordinator
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimensions shall be less than 8 feet
<i>Net Square Feet:</i>	80
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	open office with natural light, preferably on exterior wall
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, book shelves, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data port
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone, fax, printer
<i>Special Considerations:</i>	near Administration and volunteer coordinator

SLAM Needs Assessment

<i>Room:</i>	[AP 4.01] Server / IT Workspace
<i>Function:</i>	computer room with repair work benches
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2
<i>Security Needs:</i>	locking door, servers in ventilated locking cabinets
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	low static resilient floor, painted wall surfaces, exposed structure (no ceiling)
<i>Furnishing:</i>	(2) electronic work benches with chairs, (4) two drawer file cabinets, (1) desk for computer maintenance with chair
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, conditioned space, cooling will be required
<i>Lighting:</i>	pendent fluorescents with parabolic lenses
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer/server racks, locking cabinets, computer on maintenance desk, telephone
<i>Special Considerations:</i>	internal space with direct access to building utility access routes

<i>Room:</i>	[AP 4.02] Network Administrator
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	88
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	open office
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, bookshelves, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred

SLAM Needs Assessment

<i>Room:</i>	[AP 4.03] Electronic Records Archivist
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	88
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred

<i>Room:</i>	[AP 4.04] Electronic Records Archivist Workroom
<i>Function:</i>	layout space, project room
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	150
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 6 working in space on occasion
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door (if door is required)
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	large layout table, perimeter base cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, data ports, confirm specific equipment needs for power and data
<i>Plumbing:</i>	none
<i>Equipment:</i>	printers, plotters, copy machine, telephone
<i>Special Considerations:</i>	interior space, convenient access, adjacent to workstation and near supply room

SLAM Needs Assessment

<i>Room:</i>	[AP 4.05] Programmer
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, guest chair, bookshelf, (2) two drawer lateral files, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	consider in or adjacent to IT server/work space, provide access to indirect natural light

<i>Room:</i>	[AP 4.06] Server(s)
<i>Function:</i>	This utilitarian computer area is to house the electronic records servers. If the space is located in a room with other servers, this area is to be secured with a security wire enclosure.
<i>Dimensions:</i>	no dimension is to be less than 12 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	24 hours a day, 7 days per week
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	secure, locking door
<i>Openings:</i>	3'-0" x 7'-0" door
<i>Finishes:</i>	VCT floor, painted wall surfaces, open to structure
<i>Furnishing:</i>	equipment racks, (1) desk with chair and computer for programming server(s)
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, cooling as required, positive pressure
<i>Lighting:</i>	pendent mounted fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	as required for equipment
<i>Plumbing:</i>	none
<i>Equipment:</i>	as selected
<i>Special Considerations:</i>	computer environment, design room for cable and mechanical cooling routes to be easily accessible

SLAM Needs Assessment

<i>Room:</i>	[AP 4.07] Electronic Records Archives
<i>Function:</i>	Storage of electronic data
<i>Dimensions:</i>	Aisle ways between file cabinets are to be 42" wide, floor to ceiling height is to be not less than 12 feet
<i>Net Square Feet:</i>	500
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door, motion activated camera
<i>Openings:</i>	(2) 3'-0" X 7'-0" door with removable astrical and solid metal, low profile threshold to roll heavy carts over
<i>Finishes:</i>	VCT floor, painted CMU walls, gypsum board ceiling
<i>Furnishing:</i>	selected storage cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, cooling required, positive pressure
<i>Lighting:</i>	surface mounted or pendent fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	power as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	file storage in high density file system
<i>Special Considerations:</i>	secure, computer environment, leased space

<i>Room:</i>	[AP 4.08] Digital Librarian III
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door, access to natural light
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral files, book shelves, window blinds, additional file cabinets may be required
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone, fax, printer
<i>Special Considerations:</i>	direct access to Administration and Information Services Library.

SLAM Needs Assessment

<i>Room:</i>	[AP 4.08.1] Webmaster / Publication Specialist II
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	88
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, guest chair, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	consider in IT server/workspace, provide access to indirect natural light

<i>Room:</i>	[AP 4.08.2] Electronic Services Storage
<i>Function:</i>	storage of electronic equipment
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	180
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" x 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	storage shelving
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	receptacles as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	temperature and humidity controlled space

SLAM Needs Assessment

<i>Room:</i>	[AP 4.08.3] Microfilm Technicians Lab Space
<i>Function:</i>	workstation suite with lab space
<i>Dimensions:</i>	no dimension less than 8 feet
<i>Net Square Feet:</i>	630
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	3
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" x 7'-0" door into suite
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustical ceiling tile
<i>Furnishing:</i>	prefinished manufactured wall panels, (3) desks, (3) office chairs, (3) layout tables, (6) two-drawer lateral file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, each station to have four data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	consider near IT space, convenient access to IT staff, provide natural light

<i>Room:</i>	[AP 4.08.6] VILDA / Audio/Video Center
<i>Function:</i>	workstation suite with some lab space
<i>Dimensions:</i>	no dimension shall be less than 15 feet
<i>Net Square Feet:</i>	(2) 200 each; 400 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door into suite
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels and painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	(2) desks, (2) chairs, (4) two drawer lateral file cabinets, bookshelves, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, positive pressure
<i>Lighting:</i>	lay in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports for computers
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone, owner furnished audio copying and photographic studio equipment
<i>Special Considerations:</i>	adjacent to both microform lab and microform processing, could be continuous with microform workstation suite, convenient access to Museum conservator

SLAM Needs Assessment

<i>Room:</i>	[AP 4.09] Microform Lab
<i>Function:</i>	photographic and copy lab space
<i>Dimensions:</i>	no dimension is to be less than 12 feet, ceiling area to be 10 feet or higher
<i>Net Square Feet:</i>	1,550
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, could be up to 6
<i>Security Needs:</i>	locking door
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors
<i>Finishes:</i>	sheet vinyl or other water resistant low static generating surface, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	built in base cabinets on three walls, loose tables
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, 100% exhaust, negative pressure
<i>Lighting:</i>	lay in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	as mandated by selected equipment
<i>Plumbing:</i>	as required to service equipment, hand wash sink, floor drain, emergency eyewash station
<i>Equipment:</i>	owner furnished (5) rotary microfilm cameras, (3) planetary cameras, (2) roll film duplicators, (2) microfilm processors, (3) microfiche duplicating units, film editing and formatting equipment, diazo duplicating machine, telephone
<i>Special Considerations:</i>	negative air pressure, interior space, the area includes 2 darkrooms

<i>Room:</i>	[AP 4.10] Microform Processing
<i>Function:</i>	processing and sorting incoming and outgoing projects
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	350
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	(2) 3'-0" X 7'-0"
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	36" high base cabinets on two walls with shelving above, 36" high base cabinets with upper cabinet on one wall, large center table
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	telephone
<i>Special Considerations:</i>	access to microform storage, loading dock, adjacent to microform lab and workstations

SLAM Needs Assessment

<i>Room:</i>	[AP 4.11] Microform Storage
<i>Function:</i>	centralized, shared storage of microform and microfiche
<i>Dimensions:</i>	no dimension less than 8 feet, ceilings shall be 9 feet high at a minimum
<i>Net Square Feet:</i>	1,100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" locking door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	special purpose file cabinets, using existing cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards for film collections areas
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110 V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	CIS federal collections need easy access. The older NY Times and Christian Science Monitor collections are infrequently accessed and are currently housed on the 7 th floor.

<i>Room:</i>	[AP 4.12] Special Format Equipment and Viewing
<i>Function:</i>	storage of equipment required to listen to or review antiquated media, the room will also be used to transcribe this material to digital format
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	110
<i>Hours of Use:</i>	library business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" locking door, relites looking into the room are necessary
<i>Finishes:</i>	VCT or other anti-static floor, painted wall surfaces, lay-in acoustic ceiling tile
<i>Furnishing:</i>	storage cabinets on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	110 V power, with data ports at each receptacle
<i>Plumbing:</i>	none
<i>Equipment:</i>	telephone and owner provided equipment
<i>Special Considerations:</i>	Carts may be used to hold some equipment. Cabinets are to be constructed without toe kicks so carts can roll into the bottom section of the cabinet. Surrounding wall to have an STL rating of 47 or greater.

SLAM Needs Assessment

<i>Room:</i>	[AP 5.01] Plant Manager
<i>Function:</i>	workstation office space for maintenance manager
<i>Dimensions:</i>	no dimension less than 10 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1 workstation
<i>Security Needs:</i>	locked door
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors.
<i>Finishes:</i>	VCT floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	office desk and chair, 4-foot round layout table, four chairs, flat files for drawings, (4) three-drawer lateral files with layout surface top.
<i>Mechanical:</i>	comply with IMC and ASHRAE standards for equipment rooms, negative pressure
<i>Lighting:</i>	lay in direct/indirect fluorescent
<i>Power/Data:</i>	110V and computer port for office workspace. Separate computer for DDC system.
<i>Plumbing:</i>	none
<i>Equipment:</i>	as required for services
<i>Special Considerations:</i>	adjacent to maintenance workshop

<i>Room:</i>	[AP 5.02] Maintenance Workshop
<i>Function:</i>	maintenance work room/shop for SLAM complex
<i>Dimensions:</i>	no dimension less than 10 feet
<i>Net Square Feet:</i>	300
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking doors
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors. Additional exterior access is requested but not required.
<i>Finishes:</i>	sealed concrete floors, painted wall surfaces, gypsum board ceiling or exposed building structure as allowed by code
<i>Furnishing:</i>	(2) ten-foot long work benches, tool cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	task lighting at work surfaces
<i>Power/Data:</i>	110V receptacles at four-foot on center, 208 service on each wall, data port on each wall
<i>Plumbing:</i>	floor drain, hot/cold service sink
<i>Equipment:</i>	as required
<i>Special Considerations:</i>	Adjacent to Plant Manager. Light maintenance to occur in this space, no welding, painting or dust creating activities.

<i>Room:</i>	[AP 5.03] Mechanical Room
<i>Function:</i>	space designated for mechanical equipment
<i>Dimensions:</i>	As required. This space may be divided into multiple rooms to provide greater efficiency.
<i>Net Square Feet:</i>	13,760
<i>Hours of Use:</i>	24 hours a day, 7 days a week
<i>Number of Occupants:</i>	none assigned, 1 workstation
<i>Security Needs:</i>	locked door
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors. Interior and direct outdoor access preferred. Consider movement of service personnel and equipment through building when locating interior doors.
<i>Finishes:</i>	sealed concrete floors, painted wall surfaces, gypsum board ceiling or exposed building structure as allowed by code
<i>Furnishing:</i>	Other than mechanical equipment, (1) desk, (1) chair, (1) computer, (1) telephone, (1) drawing rack, (1) four drawer drawing cabinet
<i>Mechanical:</i>	comply with IMC and ASHRAE standards for equipment rooms, negative pressure
<i>Lighting:</i>	Pendent fluorescent with wire cage protection. 100% stand-by power lighting.
<i>Power/Data:</i>	110V and computer port for office workspace. Other power will be required for specific equipment yet to be selected.
<i>Plumbing:</i>	as required for services
<i>Equipment:</i>	as required for services
<i>Special Considerations:</i>	Access to the mechanical equipment controls and programs is to be located at the workspace in the mechanical room. An additional monitoring station is to be provided at the security control room. The level of information provided at the security station is to be coordinated with the user during design; however, it is generally thought that the information will be limited to trouble alarms.

<i>Room:</i>	[AP 5.04] Electrical Room
<i>Function:</i>	contain electrical switch gear and equipment including stand-by generator, separate enclosure within space for telephone switch/hub
<i>Dimensions:</i>	as required to accommodate equipment. The electrical room may be several smaller rooms to better accommodate electrical needs.
<i>Net Square Feet:</i>	2,000
<i>Hours of Use:</i>	24 hours, 7 days per week
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking doors
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors. Additional exterior access is requested but not required.
<i>Finishes:</i>	sealed concrete floors, painted wall surfaces, gypsum board ceiling or exposed building structure as allowed by code
<i>Furnishing:</i>	none
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	pendent fluorescent with wire cage protection
<i>Power/Data:</i>	as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	as required
<i>Special Considerations:</i>	The building is to be provided with stand-by generation with onsite fuel supply to power the required electrical load for three days (72 hours).

SLAM Needs Assessment

<i>Room:</i>	[AP 5.05] Data / Tel Closets
<i>Function:</i>	distribution centers for telephone and data to run through the building
<i>Dimensions:</i>	as required
<i>Net Square Feet:</i>	(4) 25 each
<i>Hours of Use:</i>	24 a hours, 7 days a week
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	VCT floor, painted wall surfaces, gypsum board ceiling or exposed building structure as allowed by code
<i>Furnishing:</i>	data trays and racks
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	structure mounted fluorescent fixtures with wire cage protection
<i>Power/Data:</i>	110V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	easily accessible for cable runs, locate access in corridors

<i>Room:</i>	[AP 5.06] Shipping/Receiving Dock
<i>Function:</i>	shipping/receiving all products from and to SLAM members
<i>Dimensions:</i>	as required to fit adjacency requirements, ceiling height not less than 18 feet
<i>Net Square Feet:</i>	700
<i>Hours of Use:</i>	primarily business hours, some obligation at other time to meet shipping schedules
<i>Number of Occupants:</i>	varies, no staff assigned
<i>Security Needs:</i>	locking doors, motion activated security cameras both outside and inside dock
<i>Openings:</i>	(2) 3'-0 X 7'-0" personnel doors, one with ramp access, (2) loading dock coiling doors, (1) 42" deck, (1) with 36" dock
<i>Finishes:</i>	concrete floors, concrete or CMU walls, gypsum board ceiling
<i>Furnishing:</i>	dock leveler, bumpers/seals etc., desk, chair, marker board
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, unit heaters as needed
<i>Lighting:</i>	protected surface mounted fluorescent, truck spot lights
<i>Power/Data:</i>	data to desk, power as required
<i>Plumbing:</i>	hose bib inside dock
<i>Equipment:</i>	dock leveler, pallet jack
<i>Special Considerations:</i>	Ramp drainage is of particular concern that the designer must consider. An internal dock is mandatory. A canopy or projection is requested but not required.

SLAM Needs Assessment

<i>Room:</i>	[AP 5.07] Archive and Library Isolation Area
<i>Function:</i>	Quarantine and control potentially contaminated documents and objects. The space is to be provided with 100% outside air exhaust and chilled temperatures with humidity control.
<i>Dimensions:</i>	no dimension less than ten feet
<i>Net Square Feet:</i>	250
<i>Hours of Use:</i>	normally business hours, may be any time
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door into space, locking cabinets within enclosure
<i>Openings:</i>	3'-0 X 7'-0" refrigerator door
<i>Finishes:</i>	concrete floors over insulation, insulated refrigeration box construction with FRP interior surfaces
<i>Furnishing:</i>	divided into three areas (Archives, Historical Library, IS Library), each with locking cabinet drawers
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, chilled humidity conditioned space 100% exhaust to outdoors
<i>Lighting:</i>	task lighting at cabinets 75 foot candles
<i>Power/Data:</i>	power as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	museum collection style locking cabinets, purpose sized for each user
<i>Special Considerations:</i>	Shared with Archives and Libraries convenient access from dock, Collections and Conservation suite.

<i>Room:</i>	[AP 5.08] Museum Isolation Area
<i>Function:</i>	Quarantine and control potentially contaminated documents and objects. The space is to be provided with 100% outside air exhaust and chilled temperatures with humidity control.
<i>Dimensions:</i>	no dimension less than ten feet
<i>Net Square Feet:</i>	350
<i>Hours of Use:</i>	normally business hours, may be any time
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door into space
<i>Openings:</i>	3'-0 X 7'-0" refrigerator door
<i>Finishes:</i>	concrete floors over insulation, insulated refrigeration box construction with FRP interior surfaces
<i>Furnishing:</i>	open shelving, 4-foot x 6-foot flat layout surface 36 inches above floor
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, chilled humidity conditioned space 100% exhaust to outdoors
<i>Lighting:</i>	task lighting at cabinets 75 foot candles
<i>Power/Data:</i>	power as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Stand alone isolation for Museum, convenient access from dock, Collections and Conservation suite.

SLAM Needs Assessment

<i>Room:</i>	[AP 5.09] Service Dock
<i>Function:</i>	separate commercial loading/receiving area for non-collection materials, café supply, etc.
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	primarily business hours, some obligation at other time to meet shipping schedules
<i>Number of Occupants:</i>	varies, no staff assigned to this space
<i>Security Needs:</i>	locking doors, motion activated security cameras both outside and inside dock
<i>Openings:</i>	(2) 3'-0 X 7'-0" personnel doors, one with ramp access, (1) loading dock coiling door, (1) 36" dock
<i>Finishes:</i>	concrete floors, concrete or CMU walls, gypsum board ceiling
<i>Furnishing:</i>	dock leveler, bumpers/seals etc.
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, unit heaters as needed
<i>Lighting:</i>	protected surface mounted fluorescent, truck spot lights
<i>Power/Data:</i>	power as required
<i>Plumbing:</i>	hose bib inside dock
<i>Equipment:</i>	dock leveler, pallet jack
<i>Special Considerations:</i>	Ramp drainage is of particular concern that the designer must consider. An internal dock is mandatory. A canopy or projection is requested but not required. Service dock is food/trash transfer location.

<i>Room:</i>	[AP 5.10] Shipping Storage / Workshop
<i>Function:</i>	shipping/receiving preparation area
<i>Dimensions:</i>	no dimension less than 15 feet, ceiling height not less than 18 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	camera activated by motion detector
<i>Openings:</i>	3'-0" X 7'-0" personnel door, 12'-0" X 18'-0" coiling door
<i>Finishes:</i>	concrete floors, concrete or CMU walls, gypsum board walls
<i>Furnishing:</i>	30'-0" X 3'-0" work bench on one wall
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	protected surface mounted fluorescent fixtures
<i>Power/Data:</i>	plug mold along wall above work bench
<i>Plumbing:</i>	none
<i>Equipment:</i>	pallet jacket
<i>Special Considerations:</i>	This space is to have direct access to the loading dock and proximity to the Museum workshop spaces. STC of 50 separating walls from other occupied spaces is required.

SLAM Needs Assessment

<i>Room:</i>	[AP 5.11] Janitor Closets
<i>Function:</i>	storage for janitorial supplies and equipment
<i>Dimensions:</i>	no dimension shall be less than 3 feet
<i>Net Square Feet:</i>	(6) 25 each
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	sealed and hardened concrete, 4 foot high steel wainscot at sink corner, gypsum board ceiling
<i>Furnishing:</i>	shelving, mop rack
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	surface mounted fluorescent fixtures
<i>Power/Data:</i>	power as required for maintenance
<i>Plumbing:</i>	terrazzo floor sink
<i>Equipment:</i>	mop rack
<i>Special Considerations:</i>	Janitor Closets are to be located 1 each in Administration, Public, Museum, Library, Archives and loading dock

<i>Room:</i>	[AP 5.12] Secondary Vestibules
<i>Function:</i>	points of building entry for staff or public
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	(6) 100 each
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking doors, motion activated cameras inside vestibule
<i>Openings:</i>	3'-0" X 7'-0" inside and outside, side light at both inner and outer doors
<i>Finishes:</i>	walk off mat floor, painted wall surfaces and ceiling
<i>Furnishing:</i>	none
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, building ventilation system, positive pressure
<i>Lighting:</i>	wall sconces inside, provide pedestrian lighting outside
<i>Power/Data:</i>	power as required for maintenance and key access system
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	vestibule doors are to be well lit and visible from the parking lots and streets

SLAM Needs Assessment

<i>Room:</i>	[AP 5.13] Egress Stairs
<i>Function:</i>	vertical circulation for convenience and fire egress
<i>Dimensions:</i>	as required
<i>Net Square Feet:</i>	(2) 320 each
<i>Hours of Use:</i>	24 hours a day, 7 days a week
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	free passage in the direction of egress, lock in opposite direction
<i>Openings:</i>	3'-0" X 7'-0" pedestrian openings at each floor
<i>Finishes:</i>	painted wall surfaces, sealed concrete floors and stair treads
<i>Furnishing:</i>	none
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	fluorescent wall sconces
<i>Power/Data:</i>	power as required, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	actual stair location and configuration will be contingent on building design

<i>Room:</i>	[AP 5.14] Disaster Preparedness Supplies & Equipment Storage
<i>Function:</i>	storage of supplies and equipment for use in the event that threatened the collection
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	accessible at all times
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	sealed concrete or VCT floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	metal shelving on three walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent, motion detection switch, this room is to have stand-by power for lights and receptacles
<i>Power/Data:</i>	receptacles as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	storage equipment
<i>Special Considerations:</i>	The room is to be locked for easy access from outdoors. Contents will include a portable emergency generator, a portable electric pump, hose, absorbent towels, plastic sheeting, hand tools and other similar products that will be used to protect the collection in the case of an emergency.

SLAM Needs Assessment

<i>Room:</i>	[L 1.01] Historical / Archives Lobby
<i>Function:</i>	reception/public self help area, access to reference desk and collections
<i>Dimensions:</i>	no dimension shall be less than 20 feet
<i>Net Square Feet:</i>	150
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	document security system, locking doors, good visibility from reference desk
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors on electric hold open devices
<i>Finishes:</i>	consistent or complimentary to building lobby finishes, carpet floor, painted wall surfaces, gypsum board ceilings
<i>Furnishing:</i>	self help computer stations
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	feature lighting
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	(3) computers
<i>Special Considerations:</i>	Shared between Historical Collections and Archives. Open to the public, direct or indirect natural light in space.

<i>Room:</i>	[L 1.02] Historical / Archives Reading Room
<i>Function:</i>	reading/research space, open public space
<i>Dimensions:</i>	no dimension shall be less than 20 feet, 14 foot high ceilings minimum
<i>Net Square Feet:</i>	800
<i>Hours of Use:</i>	library and archives business hours
<i>Number of Occupants:</i>	none assigned, there could be as many as 30 patrons at any given time
<i>Security Needs:</i>	good visibility from front desk and other staff positions, monitoring camera
<i>Openings:</i>	open from lobby, natural light required
<i>Finishes:</i>	carpet floor, wood paneling or other durable wall surface, gypsum board or wood ceiling
<i>Furnishing:</i>	(10) 3'-0" X 6'-0" tables, (30) chairs, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, positive pressure
<i>Lighting:</i>	pendent direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports, provide wireless network
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Shared between Historical Collections and Archives, providing that there is cross-training and assistants for information retrieval. Open to the public. This space is to incorporate quality finishes to create a positive public image. The reading room is to be relatively quiet with the following acoustic properties: reverberation time 1.0 or less, NC 30-35 and surrounding walls are to have an STC of 47.

SLAM Needs Assessment

<i>Room:</i>	[L 1.02.1] Material Holding Historical Collection
<i>Function:</i>	secure materials holding storage specifically for Historical Collections at reference desk area
<i>Dimensions:</i>	not less than 7 feet wide
<i>Net Square Feet:</i>	25
<i>Hours of Use:</i>	library business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" doors
<i>Finishes:</i>	carpet floor, painted gypsum wallboard, acoustic ceiling tile
<i>Furnishing:</i>	open shelving
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in ceiling mounted fluorescent with parabolic lens
<i>Power/Data:</i>	none
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Materials holding area is to be directly accessible from reference counter and is to be used to temporarily hold material from the Historical Collections that has been requested by a patron but not yet used.

<i>Room:</i>	[L 1.03] Historical/Archives Reference Counter
<i>Function:</i>	public contact for access to the Historical Collection and Archives
<i>Dimensions:</i>	as required
<i>Net Square Feet:</i>	350
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	3
<i>Security Needs:</i>	none
<i>Openings:</i>	open area
<i>Finishes:</i>	carpet floor, painted wall surfaces, painted gypsum wallboard
<i>Furnishing:</i>	built in reference counter
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, low volume for noise control
<i>Lighting:</i>	lay-in direct/indirect fluorescent, accent task light over counter
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer at each work station, scanner, printer, telephones
<i>Special Considerations:</i>	shared between Historical Collections and Archives, open to the public

SLAM Needs Assessment

<i>Room:</i>	[L 1.04.1] Historical / Archives Self Help Stations
<i>Function:</i>	patron electronic access to Historical Collection and Archives
<i>Dimensions:</i>	no dimension shall be less than 6 feet
<i>Net Square Feet:</i>	(4) 50 each, 200 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	4
<i>Security Needs:</i>	good visibility
<i>Openings:</i>	open work area, no doors
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	(4) 2'-0" X 3'-0" table, (4) library chairs
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, positive pressure
<i>Lighting:</i>	direct/indirect fluorescent fixtures matching adjacent fixtures
<i>Power/Data:</i>	110V power, data port for each station, provide wireless network
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer
<i>Special Considerations:</i>	Shared between Historical Collections and Archives; 2 for Historical Collections, 2 for Archives. These four self help stations are to be within the Historical Collection /Archive lobby or reading area and immediately accessible to patrons entering the library.

<i>Room:</i>	[L 1.04.2] Historical / Archives Microform Reader Room
<i>Function:</i>	closed room for reading the collections microform material
<i>Dimensions:</i>	no dimension shall be less than 5 feet
<i>Net Square Feet:</i>	300
<i>Hours of Use:</i>	library business hours
<i>Number of Occupants:</i>	1 per station, 7 patrons total
<i>Security Needs:</i>	visible from reference counter
<i>Openings:</i>	sliding glass door
<i>Finishes:</i>	carpet floor, painted gypsum wallboard, gypsum board ceilings
<i>Furnishing:</i>	(7) 3'-0" x 5'-0" tables, (7) chairs
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay in direct/indirect fluorescent
<i>Power/Data:</i>	110 V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	viewing equipment, 2 digital readers, 5 film/fiche readers with printers, 2 computers, scanner (confirm numbers and types during design)
<i>Special Considerations:</i>	Some of this equipment is near the end of its useful life and the design team should be prepared to recommend replacement equipment. Information Services, Archives and Historical Collections will share this area and consolidate their existing equipment. Surrounding walls are to have an STC rating of 45 minimum.

SLAM Needs Assessment

<i>Room:</i>	[L 1.04.3] Historical / Archives Audio / Video
<i>Function:</i>	viewing and review of audio/video materials
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 4
<i>Security Needs:</i>	visible from reference counter
<i>Openings:</i>	3'-0" X 7'-0" glazed door, large relites into space
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	4'-0" X 6'-0" table, (4) chairs, base cabinets to store audio/video equipment, projection screen
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	direct/indirect fluorescent multi-level fixtures
<i>Power/Data:</i>	110V power, (4) data ports convenient to equipment location, wireless networking
<i>Plumbing:</i>	none
<i>Equipment:</i>	owner-furnished audio/video equipment
<i>Special Considerations:</i>	Glass front, enclosed, sound considerations, Archives and Historical Collections to share this area. Enclosure wall to have an STC of 50.

<i>Room:</i>	[L 1.05] Librarian III
<i>Function:</i>	managerial office space
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking suite door
<i>Openings:</i>	3'-0" X 7'-0" door, glazing to the exterior
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, guest chair, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location

SLAM Needs Assessment

<i>Room:</i>	[L 1.06.1, L 106.2, L 106.3, L 106.4, L 1.06.5, L 106.6, L 106.7] Librarian II, Librarian I, Library Assistant, Administrative Clerk
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	(7) 88 each, 615 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1 per workstation
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, (2) two drawer lateral file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred, if not possible provide borrowed light

<i>Room:</i>	[L 1.06.8] Volunteer
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	80
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, (2) two drawer lateral file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred, if not possible provide borrowed light

SLAM Needs Assessment

<i>Room:</i>	[L 1.07] Workroom
<i>Function:</i>	workroom
<i>Dimensions:</i>	no dimension shall be less than 15 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door(s), as design mandates
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	cabinets on perimeter walls, center lay-out tables, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in parabolic fluorescent
<i>Power/Data:</i>	provide specific power/data for owner selected fax, printers, plotters copy machines
<i>Plumbing:</i>	none
<i>Equipment:</i>	fax, printers, plotters, copy machines as selected by client, telephone
<i>Special Considerations:</i>	exterior wall preferred, but not mandatory

<i>Room:</i>	[L 1.08] Historical Processing Work Areas
<i>Function:</i>	processing and cataloging collection
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	(4) 200 each, 800 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 4
<i>Security Needs:</i>	locking doors
<i>Openings:</i>	(4) 3'-0" x 7'-0" into each space, ceiling height coiling screens separating each area
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	(1) fixed table with CHMR, (1) movable table, shelves for boxes above fixed table, coiling screens separating large narrow room into four compartments
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, positive pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at each station
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone at each station
<i>Special Considerations:</i>	divisible with coiling screen to allow separate lockable or combined workspace, prefer indirect natural light

SLAM Needs Assessment

<i>Room:</i>	[L 1.09] Historical Conference Room
<i>Function:</i>	meeting room
<i>Dimensions:</i>	no dimension less than 10 feet
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 6
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	conference table, (8) chairs, marker board, base cabinet, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, data ports for 8 in table, wireless networking
<i>Plumbing:</i>	none
<i>Equipment:</i>	recessed manual project screen, telephone with speaker
<i>Special Considerations:</i>	exterior wall preferred

<i>Room:</i>	[L 1.10.1] Manuscripts and Photographs Collections
<i>Function:</i>	long term storage of manuscripts and photographs in archival environment
<i>Dimensions:</i>	as required for filing system, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	1,000
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	visual monitoring
<i>Openings:</i>	openings into the space must accommodate selected high density file system, no windows in this area
<i>Finishes:</i>	carpet floors, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	12 foot high density storage system
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, positive pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	power as required for maintenance
<i>Plumbing:</i>	none
<i>Equipment:</i>	high density storage system
<i>Special Considerations:</i>	high density file system requires high structural load

SLAM Needs Assessment

<i>Room:</i>	[L 1.10.2] Film, Glass Plates Collections
<i>Function:</i>	storage of delicate or temperature sensitive photograph material, cold storage offsite
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	300
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" x 7'-0" door (insulated)
<i>Finishes:</i>	sealed concrete or VCT floors, painted wall surfaces, acoustic tile ceilings
<i>Furnishing:</i>	30 cubic foot special purpose freezer
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, positive pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110 V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	wire shelving on walls around freezer
<i>Special Considerations:</i>	Cold storage accommodations on walls, floor and ceiling. Floor finish in this room is to be flush with adjacent spaces, recess/depress SLAM to accommodate required floor insulation.

<i>Room:</i>	[L 1.10.3] Books, Bound Materials Collections (small/medium)
<i>Function:</i>	storage of books and other bound material
<i>Dimensions:</i>	no dimension shall be less than 7 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	1,900
<i>Hours of Use:</i>	library business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	non public space
<i>Openings:</i>	in open area
<i>Finishes:</i>	carpet floors, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	12 foot tall high density storage system
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, positive pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, no data required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	This space could be contiguous with other paper storage within the Historical Collection.

SLAM Needs Assessment

<i>Room:</i>	[L 1.10.4] Books, Bound Materials Collections (large)
<i>Function:</i>	storage of large format paper material
<i>Dimensions:</i>	no dimension less than 7 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	400
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	non-public space
<i>Openings:</i>	in open area
<i>Finishes:</i>	carpet floors, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	12 foot tall high density storage shelves to accommodate large documents
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, positive pressure
<i>Lighting:</i>	lay in fluorescent with parabolic lens
<i>Power/Data:</i>	110V power, no data required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	This space could be contiguous with other paper within the Historical Collection.

<i>Room:</i>	[L 1.10.5] A. J. Mine
<i>Function:</i>	storage of A. J. Mine collection
<i>Dimensions:</i>	no dimension shall be less than 7 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	130
<i>Hours of Use:</i>	Historical Collection Library hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	located within staff secure area
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floors, gypsum board walls, acoustic ceiling tile
<i>Furnishing:</i>	12 foot tall high density storage system
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, positive pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	none required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	High density storage system. This collection could be within the same room as other paper documents.

SLAM Needs Assessment

<i>Room:</i>	[L 1.10.6] Maps Collections
<i>Function:</i>	storage of maps
<i>Dimensions:</i>	no dimension less than 7 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	250
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	non public space
<i>Openings:</i>	none, in an open area
<i>Finishes:</i>	carpet floors, painted wall surfaces, lay in acoustic ceiling tile
<i>Furnishing:</i>	map flat file cabinets, layout table
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, positive pressure
<i>Lighting:</i>	lay in fluorescent with parabolic lens, provide task light
<i>Power/Data:</i>	110V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Flat Files. This space could be contiguous with other paper storage within the historical collection.

<i>Room:</i>	[L 1.10.7] Processing Collections
<i>Function:</i>	semi-temporary storage of material in transition
<i>Dimensions:</i>	no dimension less than 6 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	library business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	non-public space
<i>Openings:</i>	none, open area
<i>Finishes:</i>	carpet floors, painted wall surfaces, lay in acoustic ceilings
<i>Furnishing:</i>	adjustable wall shelving
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, positive pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Accommodations are to be constructed into the building for future installation of high density storage system. This space is to be near the librarians' workstations but could be contiguous with other stored paper materials within the Historical Collection.

SLAM Needs Assessment

<i>Room:</i>	[L 1.10.8] Backlog
<i>Function:</i>	temporary storage of material awaiting processing or transfer
<i>Dimensions:</i>	high density storage format, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	150
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	motion detection activated camera
<i>Openings:</i>	open within collections area
<i>Finishes:</i>	carpet floors, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	high density storage
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, positive pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	High density storage system. This space could be contiguous with other historical collections.

<i>Room:</i>	[L 1.11.1] Historical Supplies Storage
<i>Function:</i>	storage of archival supplies for Historical Collection
<i>Dimensions:</i>	no dimension shall be less than 5 feet
<i>Net Square Feet:</i>	(2) 100 each, 200 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	VCT or sealed concrete floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	metal shelving on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in fluorescent fixture with parabolic lens, motion detection switch
<i>Power/Data:</i>	receptacles as required, no data required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	locate one storage room near workroom and one near processing area

SLAM Needs Assessment

<i>Room:</i>	[L 1.11.2] Historical Supplies Storage Closets
<i>Function:</i>	storage of office supplies for Historical Collection
<i>Dimensions:</i>	no dimension less than 5 feet
<i>Net Square Feet:</i>	(4) 50 each; could be one larger room if design determines, 200 total
<i>Hours of Use:</i>	library business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	Locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floors, painted wall surfaces, lay in acoustic ceiling tile
<i>Furnishing:</i>	shelving on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	These rooms are to be positioned to serve each of the following groups; administrative, processing shipping receiving, conservation. As the design develops these storage rooms could be consolidated into 1, 2 or 3 rooms if that is determined to better fit the user's needs.

<i>Room:</i>	[L 1.12] Historical Staff Toilet Rooms
<i>Function:</i>	staff restrooms
<i>Dimensions:</i>	as required, must meet ADA requirements
<i>Net Square Feet:</i>	(2) 115 each
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2 each, male and female
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door into each room
<i>Finishes:</i>	porcelain floor tile, ceramic tile wainscot, painted wall surfaces and ceiling
<i>Furnishing:</i>	homogenous plastic toilet partitions, toilet accessories, solid surface countertop
<i>Mechanical:</i>	10 air changes per hour
<i>Lighting:</i>	fluorescent wall sconces, recessed
<i>Power/Data:</i>	110V receptacles
<i>Plumbing:</i>	male: 2 lavatories, 1 urinal, 1 water closet Female: 2 lavatories, 2 water closets
<i>Equipment:</i>	toilet accessories
<i>Special Considerations:</i>	ADA compliant

SLAM Needs Assessment

<i>Room:</i>	[L 1.13] Offsite Storage <i>leased space</i>
<i>Function:</i>	storage of infrequently accessed collection
<i>Dimensions:</i>	as allowable, no space less than 15 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	1,000
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locked doors, motion activated camera
<i>Openings:</i>	3'-0" X 7'-0" personnel door, 6'-0" X 7'-0" coiling door
<i>Finishes:</i>	concrete or other hard surface floors, painted durable walls, exposed structure or gypsum board ceiling
<i>Furnishing:</i>	shelving and cabinets as needed by Historical Collection
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21
<i>Lighting:</i>	pendent fluorescent fixtures
<i>Power/Data:</i>	power as required, at least 1 data port
<i>Plumbing:</i>	floor drain
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	The structure is required to be able to support a high density filing system for future use. Fire suppression in this leased space is to meet archival requirements as discussed in the mechanical narrative of the program.

<i>Room:</i>	[L 2.01] Information Services Lobby
<i>Function:</i>	reception space
<i>Dimensions:</i>	no dimension shall be less than 20 feet, ceiling 12 feet high minimum
<i>Net Square Feet:</i>	150
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking doors, document control security system, camera monitoring
<i>Openings:</i>	(2) 3'-0" X 7'-0" store front
<i>Finishes:</i>	complementary to building lobby, carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	none
<i>Mechanical:</i>	comply with IMC and ASHRAE
<i>Lighting:</i>	pendent direct/ indirect fluorescent
<i>Power/Data:</i>	110V power, as required for maintenance
<i>Plumbing:</i>	none
<i>Equipment:</i>	book scanner at entry
<i>Special Considerations:</i>	open to the public

SLAM Needs Assessment

<i>Room:</i>	[L 2.02] Information Services Reference / Circulation Counter
<i>Function:</i>	retrieval and distribution of Information Services materials
<i>Dimensions:</i>	as required
<i>Net Square Feet:</i>	400
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	camera monitoring
<i>Openings:</i>	open space
<i>Finishes:</i>	carpet floors, chair wheel surface behind counter, wainscot to harden lower walls, painted upper wall surfaces, and acoustical ceiling tile
<i>Furnishing:</i>	built-in public counter (consider patron ADA requirements), library book shelves, secretarial chairs
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	pendent direct/indirect fluorescent fixtures, specialty task lights above desk
<i>Power/Data:</i>	power as required, data ports at each workstation
<i>Plumbing:</i>	none
<i>Equipment:</i>	(4) computers, (2-3) printers (number to be confirmed), (2) telephones
<i>Special Considerations:</i>	visual access to reading room, stacks and library entry

<i>Room:</i>	[L 2.03] Reading Room
<i>Function:</i>	reading / research space, open public space
<i>Dimensions:</i>	no dimension shall be less than 20 feet, 12 foot high ceilings minimum
<i>Net Square Feet:</i>	1,000
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, there could be as many as 60 patrons at any time
<i>Security Needs:</i>	observation from staff positions, monitoring camera
<i>Openings:</i>	none, open space
<i>Finishes:</i>	complementary to lobby, carpet floor, wood paneling or other durable wall surface, gypsum board or wood ceiling
<i>Furnishing:</i>	(10) 3'-0" x 6'-0" tables, 30 chairs, newspaper racks, book stacks, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, positive pressure
<i>Lighting:</i>	pendent direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at each table, provide wireless network
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Open to the public. This space is to incorporate quality finishes to create a positive public image. The reading room is to be relatively quiet with the following acoustic properties: reverberation time 1.0 or less, NC 30-35 and surrounding walls are to have an STC of 47.

SLAM Needs Assessment

<i>Room:</i>	[L 2.04] Librarian III
<i>Function:</i>	managerial office space
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking suite door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) guest chairs, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location, immediately accessible to SLAM Director and Information Services library

<i>Room:</i>	[L 2.05] Librarian II
<i>Function:</i>	office space
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	(3) 100 each
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1 each
<i>Security Needs:</i>	locking suite door, office door to be glazed
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, guest chair, bookshelf, (2) two drawer lateral files, bookshelves, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	Exterior wall location. Librarian II position includes 1 cataloger; that office needs to be positioned near processing area.

SLAM Needs Assessment

<i>Room:</i>	[L 2.06.1, L 206.2, L 206.3, L 206.4, L 2.06.5, L 206.6, L 206.7, L 206.8, L 206.9, L 2.06.10, L 2.06.11] Librarian, Library Assistant, Administrative Clerk
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	(9) 88 each, 792 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1 each
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral files, bookshelf
<i>Mechanical:</i>	comply with IMC and ASHRAE
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred; confirm equipment needs for each individual station

<i>Room:</i>	[L 2.07.1] Internet Access Computer Stations
<i>Function:</i>	public access to internet accessible computers
<i>Dimensions:</i>	as requested
<i>Net Square Feet:</i>	(3) 50 each, 150 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1 each station, 3 total
<i>Security Needs:</i>	monitor computer (not screen), monitoring from circulation desk
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	free standing computer carrels, chairs
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	pendent direct/indirect fluorescent
<i>Power/Data:</i>	power/data ports for internet access computers and printers
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer
<i>Special Considerations:</i>	Casual monitoring of users program selection from the Reference/ Circulation desk is required. Visual access to screen is not needed.

SLAM Needs Assessment

<i>Room:</i>	[L 2.07.2] Library Catalogue Computer Stations
<i>Function:</i>	electronic access to IS Library Collection
<i>Dimensions:</i>	as requested
<i>Net Square Feet:</i>	(2) 50 each, 100 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1 each station, 2 total
<i>Security Needs:</i>	monitoring from circulation desk
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	free standing computer carrels, chairs
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	pendent direct/indirect fluorescent
<i>Power/Data:</i>	power/data ports for computer station
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer
<i>Special Considerations:</i>	Casual monitoring of users program selection from the Reference/ Circulation desk is required. Visual access to screen is not needed.

<i>Room:</i>	[L 2.07.3] Library Specific Programs Computer Stations
<i>Function:</i>	electronic access to specific library programs (polar pack, etc.)
<i>Dimensions:</i>	as required
<i>Net Square Feet:</i>	(2) 50 each, 100 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1 each station, 2 total
<i>Security Needs:</i>	monitoring from circulation desk
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	free standing computer carrels, chairs
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	pendent direct/indirect fluorescent
<i>Power/Data:</i>	power/data ports for computer station
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer
<i>Special Considerations:</i>	Casual monitoring of users program selection from the Reference/ Circulation desk is required. Visual access to screen is not needed.

<i>Room:</i>	[L 2.08] ASL / Recording Room
<i>Function:</i>	Transferring spoken and tape recorded information to digital format and screening incoming email requests to library, sending/receiving Table of Contents and alert requests, using subscription databases to search and fill Table of Contents and alert requests.
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	160
<i>Hours of Use:</i>	library business hours
<i>Number of Occupants:</i>	The computer is monitored on a frequent basis by 1 person
<i>Security Needs:</i>	locking door, glazed for vision into room
<i>Openings:</i>	3'-0" x 7'-0" with a 120 sq. inch side light
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	(2) 3'-0" x 6'-0" tables, (1) 2 drawer filing cabinet, (1) chair
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, neutral pressure
<i>Lighting:</i>	lay in direct/indirect fluorescent, task lighting
<i>Power/Data:</i>	110V power, data ports, plus data port for printer
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, monitor, recording equipment, telephone, printer
<i>Special Considerations:</i>	This space is to be acoustically separated from other noise-producing rooms and is to be somewhat isolated from other public areas. Locate this space in the Information Services Library, immediately off the Reference / Circulation Counter. Provide for the room to conform to the following acoustic properties: Reverberation time of 1.0 or less, NC of 25 or less, and the surrounding walls are to have an STC of 55.

<i>Room:</i>	[L 2.09] Information Services Workroom
<i>Function:</i>	workroom
<i>Dimensions:</i>	no dimension shall be less than 15 feet
<i>Net Square Feet:</i>	800
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door(s), as design mandates
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	cabinets on perimeter walls, center lay-out tables, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in parabolic fluorescent
<i>Power/Data:</i>	provide specific power/data for owner selected fax, printers, plotters copy machines
<i>Plumbing:</i>	none
<i>Equipment:</i>	fax, printers, plotters, copy machines as selected by client, telephone
<i>Special Considerations:</i>	exterior wall preferred, but not mandatory

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<i>Room:</i>	[L 2.10] Information Services Supplies Storage
<i>Function:</i>	storage of supplies for Information Services library
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	metal shelving on all walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	office standard lay-in type fixture, motion detection switch
<i>Power/Data:</i>	receptacles as required, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	none

<i>Room:</i>	[L 2.11] Book Stacks
<i>Function:</i>	Storage of circulating and non-circulating books, with a separation of circulating and reference material. Circulation material is 60% of the collection.
<i>Dimensions:</i>	no dimension shall be less than 30 feet, 12 foot high ceiling at a minimum
<i>Net Square Feet:</i>	2,300
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 60 patrons
<i>Security Needs:</i>	visible from staff positions, circulation desk
<i>Openings:</i>	none open
<i>Finishes:</i>	same as reading room
<i>Furnishing:</i>	library shelving
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	pendent direct/indirect consider task lighting
<i>Power/Data:</i>	110V power, data not required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	extension of reading room, space book stacks to allow for book carts

SLAM Needs Assessment

<i>Room:</i>	[L 2.12] Periodical (Serials) Stacks
<i>Function:</i>	storage of magazines and other serial materials
<i>Dimensions:</i>	no dimension shall be less than 7 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	250
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	visible from staff positions
<i>Openings:</i>	none, open to reading room
<i>Finishes:</i>	carpet floor, wood paneling or other durable wall surface, gypsum board or wood ceiling
<i>Furnishing:</i>	high density filing system
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	comply with IMC and ASHRAE standards
<i>Power/Data:</i>	110V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	high density filing system, space accessible from reading room

<i>Room:</i>	[L 2.13] Map Cabinets and Atlas
<i>Function:</i>	storage of maps
<i>Dimensions:</i>	no dimension less than 7 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	visible from staff position
<i>Openings:</i>	none, open to reading room
<i>Finishes:</i>	carpet floor, wood paneling or other durable wall surface, gypsum board or wood ceiling
<i>Furnishing:</i>	map cases, 3'-0" X 4'-0" map table
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens, provide additional task lighting
<i>Power/Data:</i>	110V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Accessed from reading room, provide lay-out table for viewing maps, expand shelf width for atlases

SLAM Needs Assessment

<i>Room:</i>	[L 2.14] Federal Documents
<i>Function:</i>	storage of federal documents
<i>Dimensions:</i>	no dimension shall be less than 7 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	600
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	visible from the circulation desk or other staff positions
<i>Openings:</i>	none open space
<i>Finishes:</i>	carpet floor, wood paneling or other durable wall surface, gypsum board or wood ceiling
<i>Furnishing:</i>	high density storage system
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	high density storage, access from reading room, contiguous with reading room

<i>Room:</i>	[L 2.15] Alaska Newspapers (paper)
<i>Function:</i>	Storage of Alaska and other major newspapers. The paper collection includes other papers: Wall Street Journal, NY Times and more.
<i>Dimensions:</i>	no dimension shall be less than 7 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	visible from the circulation desk or other staff positions
<i>Openings:</i>	none, open space
<i>Finishes:</i>	carpet floor, wood paneling or other durable wall surface, gypsum board or wood ceiling
<i>Furnishing:</i>	high density system, narrow shelves for newspapers
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	high density, access from reading room, contiguous with reading room

SLAM Needs Assessment

<i>Room:</i>	[L 2.16] Information Services Staff Toilets
<i>Function:</i>	staff restrooms
<i>Dimensions:</i>	as required, must meet ADA requirements
<i>Net Square Feet:</i>	(2) 115 each
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2 each, male and female
<i>Security Needs:</i>	none assigned
<i>Openings:</i>	3'-0" X 7'-0" door into each room
<i>Finishes:</i>	porcelain floor tile, ceramic tile wainscot, painted wall surfaces and ceiling
<i>Furnishing:</i>	toilet partitions, solid surface countertops, toilet accessories
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	fluorescent wall sconces, recessed
<i>Power/Data:</i>	110V receptacles
<i>Plumbing:</i>	male: 2 lavatories, 1 urinal, 1 water closet Female: 2 lavatories, 2 water closets
<i>Equipment:</i>	standard toilet equipment
<i>Special Considerations:</i>	ADA compliant

Room:

[A 1.01] Historical / Archives Lobby

Shared with Historical Collections, see L 1.01

Room:

[A 1.02] Historical / Archives Reading Room

Shared with Historical Collection, see L 1.02

<i>Room:</i>	[A 1.02.1] Material Holding Archives
<i>Function:</i>	Secure materials holding specifically for Archives at reference desk area. This room is to hold material that has been requested for the reading room.
<i>Dimensions:</i>	as required
<i>Net Square Feet:</i>	25
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" doors
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	open shelving
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in ceiling mounted fluorescent with parabolic lens
<i>Power/Data:</i>	none
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Material Holding Area is to be directly accessible from reference counter and is to be used to temporarily hold material that has been requested by a patron but not yet used

Room:

[A 1.03] Historical/Archives Reference Counter

Shared with Historical Collection, see L 1.03

Room:

[A 1.04.1] Historical / Archives Self Help Stations

Shared with Historical Collection, see L 1.04.1

Room:

[A 1.04.2] Historical / Archives Microform Readers

Shared with Historical Collection, see L 1.04.2

Room:

[A 1.04.3] Historical / Archives Audio / Visual

Shared with Historical Collection, see L 1.04.3

SLAM Needs Assessment

<i>Room:</i>	[A 1.05] State Archivist
<i>Function:</i>	administrator's office
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, guest chair, bookshelf, (2) two drawer lateral files, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location, in the administrative suite

<i>Room:</i>	[A 1.06.1] Archivist III
<i>Function:</i>	appraisal workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	88
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location, adjacent to Processing Workroom

SLAM Needs Assessment

<i>Room:</i>	[A 1.06.2] Archivist II
<i>Function:</i>	appraisal workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	(2) 88 each, 176 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location, adjacent to Processing Workroom

<i>Room:</i>	[A 1.06.3 and A 106.4] Archives Assistant
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	(2) 88 each, 176 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred, natural light preferred

SLAM Needs Assessment

<i>Room:</i>	[A 1.06.5] Volunteer
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	80
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, (2) two drawer lateral file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred, if not possible provide borrowed light

<i>Room:</i>	[A 1.07] Archivist Processing Workroom
<i>Function:</i>	layout and sorting room for archivists
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	archives business hours
<i>Number of Occupants:</i>	up to 4, none assigned
<i>Security Needs:</i>	open space within the archives suite, not accessible by the public
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, painted gypsum wallboard, acoustic ceiling tile
<i>Furnishing:</i>	3'-0" X 6'-0" table, (4) chairs, floor-to-ceiling shelves on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports, provide wireless network access
<i>Plumbing:</i>	none
<i>Equipment:</i>	telephone, computer on workstation at table
<i>Special Considerations:</i>	This space could receive natural light, but the archivists' office and workstation space has a higher priority. This space could receive borrowed light from the workstations. The table will also hold a workstation for persons using the space.

SLAM Needs Assessment

<i>Room:</i>	[A 1.08] Archives and Records Center Workroom
<i>Function:</i>	layout space, project room, workroom
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	600
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 6
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	large layout table, perimeter base cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures
<i>Power/Data:</i>	110V power, data ports, confirm specific equipment needs for power and data
<i>Plumbing:</i>	none
<i>Equipment:</i>	telephone, copiers, printers, fax, other owner supplied office equipment
<i>Special Considerations:</i>	interior space, convenient access, to archives and record management offices

<i>Room:</i>	[A 1.09] Archives Supplies Storage
<i>Function:</i>	storage of archives supplies
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	300
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	metal shelving on three walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent, motion detection switch
<i>Power/Data:</i>	receptacles as required, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	specific to Archives storage needs. Review box and envelope storage requirements.

SLAM Needs Assessment

<i>Room:</i>	[A 1.10] Archives Stacks onsite and leased space
<i>Function:</i>	storage of archival material
<i>Dimensions:</i>	no dimension is to be less than 30 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	7,287 (2,500 on site; 4,787 offsite leased space)
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door, motion activated camera
<i>Openings:</i>	3'-0" x 7'-0" personnel door, 6'-0" x 7'-0" coiling door
<i>Finishes:</i>	sealed concrete or VCT floor, CMU or similar hard, durable walls exposed structure or gypsum board ceiling
<i>Furnishing:</i>	high density storage system for archives boxes, 4 boxes per shelf, 42 inch wide isle.
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, negative pressure
<i>Lighting:</i>	pendent fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110 V power, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	This is an internal space without windows. Separate locked cabinets will be provided within a common storage area for maps and various format materials. Stacks are to be configured with 4 boxes per shelf, 42 inch aisle. The Archives stacks could be contiguous with Archives Vault with a division wall or partition separating the two.

<i>Room:</i>	[A 1.11] Archives Staff Toilets
<i>Function:</i>	staff restrooms
<i>Dimensions:</i>	as required, must meet ADA requirements
<i>Net Square Feet:</i>	(2) 100 each
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2 each, male and female
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door into each room
<i>Finishes:</i>	porcelain floor tile, ceramic tile wainscot, painted wall surfaces and gypsum board ceiling
<i>Furnishing:</i>	toilet partitions, solid surface counter tops, toilet accessories
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	fluorescent wall sconces, recessed
<i>Power/Data:</i>	110V receptacles
<i>Plumbing:</i>	male: 2 lavatories, 1 urinal, 1 water closet female: 2 lavatories, 2 water closets
<i>Equipment:</i>	standard toilet equipment
<i>Special Considerations:</i>	ADA compliant

Room: **[A 2.01.1] Records Center**
Contracted services

<i>Room:</i>	[A 2.01.2 and A 2.01.3] Records Analyst III & II
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	(2) 88 each, 176 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2
<i>Security Needs:</i>	none
<i>Openings:</i>	open to workroom
<i>Finishes:</i>	carpet floor, painted wall surfaces with 4 foot tall wainscot, acoustic ceiling tile
<i>Furnishing:</i>	desk, chair lay-out table, (2) two drawer file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	computer station, power on each wall
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	Locate on window wall. Box carts will be used in this area, assure clearances and turning radii. The work stations are to be directly accessible to the workroom.

SLAM Needs Assessment

<i>Room:</i>	[M 1.01] Chief Curator Office
<i>Function:</i>	office for chief curator, manager of the Museum
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	120
<i>Hours of Use:</i>	museum business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door, windows to outdoors
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, 4 foot round conference table, (4) conference chairs, (2) two drawer lateral file cabinets, bookshelf, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	office standard power, 2 data ports for computer and at conference area
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	The space is to be directly accessible to the SLAM director's office and Museum staff

<i>Room:</i>	[M 1.02.1] Administrative Assistant Office
<i>Function:</i>	office workstation
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	88
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred

SLAM Needs Assessment

<i>Room:</i>	[M 1.02.2] Graphic Artist
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, 3 foot x 4 foot drawing table, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	(2) computers, telephone
<i>Special Considerations:</i>	exterior wall location, natural light must be available in this office

<i>Room:</i>	[M 1.03] Friends Manager
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, guest chair, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred

SLAM Needs Assessment

<i>Room:</i>	[M 1.04] Volunteer Room
<i>Function:</i>	volunteer workroom
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	300
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	3
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surface, acoustic ceiling tile
<i>Furnishing:</i>	(3) desks, office chairs, manufactured wall panels, 4-foot diameter table with (4) conference chairs, (3) two drawer file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at each work station and conference table
<i>Plumbing:</i>	none
<i>Equipment:</i>	(3) computers, (4) telephones, copy machine, printer
<i>Special Considerations:</i>	exterior window wall location preferred in museum administrative area

<i>Room:</i>	[M 1.05] Museum Conference Room
<i>Function:</i>	meeting room
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	160
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 8
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted gypsum wallboard, acoustic ceiling tile
<i>Furnishing:</i>	conference table, (8) chairs, marker board, base cabinet, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports for 8 in table, wireless networking
<i>Plumbing:</i>	none
<i>Equipment:</i>	recessed manual project screen, telephone/speaker phone
<i>Special Considerations:</i>	exterior wall preferred

SLAM Needs Assessment

<i>Room:</i>	[M 1.06] Museum Lobby / Admissions
<i>Function:</i>	entry point for museum, admissions collection, group staging
<i>Dimensions:</i>	no dimension less than 20 feet, 10-foot high ceilings minimum
<i>Net Square Feet:</i>	500
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, 35 possible
<i>Security Needs:</i>	locking doors, camera monitoring, good visibility from admissions counter
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors on electronic holders
<i>Finishes:</i>	compatible with SLAM lobby
<i>Furnishing:</i>	admissions counter/security desk
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	specialty pendent lighting
<i>Power/Data:</i>	110V power, computer port at admission counter
<i>Plumbing:</i>	none
<i>Equipment:</i>	cash register
<i>Special Considerations:</i>	security personnel will occupy admissions counter with clerk, counter must accommodate 2 people

<i>Room:</i>	[M 1.07] Museum Staff Toilets
<i>Function:</i>	staff restrooms
<i>Dimensions:</i>	as required, must meet ADA requirements
<i>Net Square Feet:</i>	(2) 120 each
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	2 each, male and female
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door into each room
<i>Finishes:</i>	porcelain floor tile, ceramic tile wainscot, painted wall surfaces and ceiling
<i>Furnishing:</i>	toilet partitions, solid surface counter, toilet accessories
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	fluorescent wall sconces, recessed can lights
<i>Power/Data:</i>	110V receptacles
<i>Plumbing:</i>	male: 2 lavatories, 1 urinal, 1 water closet female: 2 lavatories, 2 water closets
<i>Equipment:</i>	toilet accessories
<i>Special Considerations:</i>	ADA compliant, in staff area, not for public use

SLAM Needs Assessment

<i>Room:</i>	[M 2.01] Curator II
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred, located near collections adjacent to collections Manager and registrar's office

<i>Room:</i>	[M 2.02] Collections Manager
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred, located near collections adjacent to Curator and registrar's office

SLAM Needs Assessment

<i>Room:</i>	[M 2.03] Registrar
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surface, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, (2) two drawer lateral file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer
<i>Special Considerations:</i>	exterior wall location preferred, located near curator collections and collections manager offices

<i>Room:</i>	[M 2.04.1] Volunteer
<i>Function:</i>	office workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	75
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE
<i>Lighting:</i>	lay-in direct / indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred locate near registrar's office

SLAM Needs Assessment

<i>Room:</i>	[M 2.04.2] Curator
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	88
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, book shelf
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred

<i>Room:</i>	[M 2.05] Museum Research
<i>Function:</i>	quiet layout space for research and study of objects and documents
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	250
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 4
<i>Security Needs:</i>	locking door, camera monitoring
<i>Openings:</i>	3'-0" X 7'-0" door, relights from corridor system
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	(4) 3'-0" x 6'-0" tables (8) chairs, book shelves, shelves for boxes on wall
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, 6 data ports on perimeter wall and in each table
<i>Plumbing:</i>	none
<i>Equipment:</i>	telephone
<i>Special Considerations:</i>	Public researchers as well as museum staff will have access to this room therefore visual monitoring into the space is necessary.

SLAM Needs Assessment

<i>Room:</i>	[M 2.06] Processing Workroom
<i>Function:</i>	collection work room for object layout and cataloging
<i>Dimensions:</i>	no dimension shall be less than 15 feet
<i>Net Square Feet:</i>	450
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 4
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	(4) 3'-0" x 6'-0" tables, base cabinets on two walls, (6) chairs, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent with switchable halogen fixtures for color correcting, fluorescent task lighting above base cabinets with color correcting lamps
<i>Power/Data:</i>	110V power, 8 data ports on walls, wireless network connection
<i>Plumbing:</i>	none
<i>Equipment:</i>	(3) computers, telephone
<i>Special Considerations:</i>	The space is to be near collections, collections offices and conservation office. Exterior window wall location preferred

<i>Room:</i>	[M 2.07] Collections Supplies Storage
<i>Function:</i>	storage of office supplies
<i>Dimensions:</i>	no dimension shall be less than 6 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	Sealed concrete floor or VCT, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	metal shelving on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent, motion detection switch
<i>Power/Data:</i>	receptacles as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	near Collections workroom

SLAM Needs Assessment

<i>Room:</i>	[M 2.10] Offsite Storage <i>leased space</i>
<i>Function:</i>	storage of museum objects in an offsite leased facility
<i>Dimensions:</i>	as required, ceiling height not less than 18 feet
<i>Net Square Feet:</i>	5,000
<i>Hours of Use:</i>	infrequent
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	motion detector activated camera monitoring
<i>Openings:</i>	3'-0" X 7'-0" personnel door, 12'-0" X 12'-0" overhead coiling door
<i>Finishes:</i>	sealed concrete floors
<i>Furnishing:</i>	metal shelving
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21
<i>Lighting:</i>	as required
<i>Power/Data:</i>	data port near entry, power as required for maintenance
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Space is to be UV protected. This space is not a component of the project described in this program.

<i>Room:</i>	[M 2.09] Paintings, Prints Storage
<i>Function:</i>	collections storage of paintings and prints
<i>Dimensions:</i>	No dimension shall be less than 20 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	1,600
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	motion detector activated camera monitoring
<i>Openings:</i>	3'-0" X 7'-0" personnel door, 8'-0" X 12'-0" coiling door
<i>Finishes:</i>	VCT or painted concrete floors, painted wall surfaces and ceilings
<i>Furnishing:</i>	storage racks and flat file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, positive pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	power as required for maintenance, (1) data port
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	could be in same space as large object storage

SLAM Needs Assessment

<i>Room:</i>	[M 2.10] Small Artifacts Storage
<i>Function:</i>	storage of small objects
<i>Dimensions:</i>	as required to accommodate filing system, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	3,600
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	motion activated camera
<i>Openings:</i>	3'-0" X 7'-0" personnel door
<i>Finishes:</i>	VCT or painted concrete floors, gypsum board walls and ceiling
<i>Furnishing:</i>	high density storage
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, Positive Pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	power as required for maintenance, (1) data port
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	could be in same space as large object storage

<i>Room:</i>	[M 2.11] Large Objects Storage
<i>Function:</i>	storage of large objects
<i>Dimensions:</i>	no dimension shall be less than 20 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	2,500
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	motion activated camera
<i>Openings:</i>	3'-0" X 7'-0" personnel door, 12'-0" X 16'-0" coiling door
<i>Finishes:</i>	VCT or painted concrete floors, painted wall surfaces and ceiling
<i>Furnishing:</i>	shelving, large movable tables
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21, Positive Pressure
<i>Lighting:</i>	lay-in fluorescent fixtures with parabolic lens
<i>Power/Data:</i>	110V power as required for maintenance, data port near entry
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Moveable open shelves along perimeter walls. A direct route from the loading dock to the large object storage and from the large object storage to the exhibit areas is to be wide enough and high enough to move large objects (10 foot minimum width and 12 foot high minimum ceilings). Corridor/ passageway corners are to consider object movement.

SLAM Needs Assessment

<i>Room:</i>	[M 3.01] Conservator
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tiles
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, bookshelf, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	Exterior wall location preferred, this space is to be adjacent to the Conservator's workroom and the conservation technician's and volunteers' office

<i>Room:</i>	[M 3.02] Conservation Technician
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	88
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, book shelves, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred, locate near registrar and workroom

SLAM Needs Assessment

<i>Room:</i>	[M 3.03] Volunteer
<i>Function:</i>	office workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	75
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, bookshelf, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred

<i>Room:</i>	[M 3.04] Conservation Workroom
<i>Function:</i>	layout space, project room, workroom
<i>Dimensions:</i>	no dimension shall be less than 15 feet
<i>Net Square Feet:</i>	700
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 6
<i>Security Needs:</i>	locking door, motion activated camera
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	(2) 4'-0" X 8'-0" tables with center pop-up power/data ports fed from ceiling pigtailed. Base cabinets on three walls: one 48 inch wide wall cabinet is to be designed to serve as a photo backdrop with black interior surfaces, accordion lights and a fold out platform from which to place the object to be photographed.
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent, color corrected task lighting
<i>Power/Data:</i>	110V power, data ports, confirm specific equipment needs for power and data
<i>Plumbing:</i>	none
<i>Equipment:</i>	to be determined
<i>Special Considerations:</i>	interior space, immediate access to conservation lab, and paper workroom, convenient access to conservator's office and collections area, eyewash, shower, exhaust

SLAM Needs Assessment

<i>Room:</i>	[M 3.05] Conservation Lab
<i>Function:</i>	repair and preserve museum artifacts and objects
<i>Dimensions:</i>	no dimensions shall be less than 20 feet, 12 foot tall ceilings
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 4
<i>Security Needs:</i>	locking doors
<i>Openings:</i>	(2) 3'-0" X 7'-0" personnel doors
<i>Finishes:</i>	water resistant flooring, painted wall surface, acoustic tile ceilings
<i>Furnishing:</i>	30 inch deep epoxy resin topped lab cabinets on two walls. One cabinet is to contain a fume hood; the other set of cabinets is to contain an epoxy resin sink with acid resistant plumbing. Provide (1) hazardous material metal cabinet, emergency shower and eyewash. A glass front upper cabinet is to be provided for lab supplies and chemicals not requiring hazmat contaminant.
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures with color corrected task lighting
<i>Power/Data:</i>	plug mold above base cabinets. Data ports at each work station.
<i>Plumbing:</i>	(1) chemical resistant sinks with acid resistant piping, one single compartment, stainless steel sink, provide a floor drain
<i>Equipment:</i>	fume hood, chemical resistant epoxy resin cabinet tops
<i>Special Considerations:</i>	directly accessible to conservation and paper workroom areas. Floors in the lab are to be flat with no slope to the drain.

<i>Room:</i>	[M 3.06] AV Conservator
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred, located near collections adjacent to collections Manager and registrar's office

SLAM Needs Assessment

<i>Room:</i>	[M 3.07] Paper Conservator
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred, located near collections adjacent to collections Manager and registrar's office

<i>Room:</i>	[M 3.08] Paper Conservation Lab
<i>Function:</i>	repair and preserve paper/print materials
<i>Dimensions:</i>	no dimensions shall be less than 20 feet, 12 foot tall ceilings
<i>Net Square Feet:</i>	400
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 4
<i>Security Needs:</i>	locking doors
<i>Openings:</i>	(2) 3'-0" X 7'-0" personnel doors
<i>Finishes:</i>	water resistant flooring, painted wall surface, acoustic tile ceilings
<i>Furnishing:</i>	30 inch deep epoxy resin topped lab cabinets on two walls. One cabinet is to contain a fume hood; the other set of cabinets is to contain an epoxy resin sink with acid resistant plumbing. Provide (1) hazardous material metal cabinet, emergency shower and eyewash. A glass front upper cabinet is to be provided for lab supplies and chemicals not requiring hazmat contaminant.
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent fixtures with color corrected task lighting
<i>Power/Data:</i>	plug mold above base cabinets. Data ports and telephone at each work station.
<i>Plumbing:</i>	(1) chemical resistant sinks with acid resistant piping, one single compartment, stainless steel sink, provide floor drain(s) as needed
<i>Equipment:</i>	fume hood, chemical resistant epoxy resin cabinet tops
<i>Special Considerations:</i>	directly accessible to conservation lab and paper workroom areas. Floors in the lab are to be flat with no slope to the drain. Eyewash, shower, exhaust.

SLAM Needs Assessment

<i>Room:</i>	[M 3.09] Conservation Supplies Storage
<i>Function:</i>	storage of non-hazardous conservation supplies
<i>Dimensions:</i>	no dimension shall be less than 5 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	sealed concrete floor or VCT, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	metal shelving on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in fluorescent, motion detection switch
<i>Power/Data:</i>	receptacles as required, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	near Conservation Workroom

<i>Room:</i>	[M 4.01] Education Curator
<i>Function:</i>	office
<i>Dimensions:</i>	no dimensions less than 9 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, guest chair, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior window wall location

SLAM Needs Assessment

<i>Room:</i>	[M 4.02] Volunteer
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	75
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	pre-finished manufactured wall panels, desk, office chair, (2) two drawer lateral file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports at desk
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred

<i>Room:</i>	[M 4.03] Education Supplies Storage
<i>Function:</i>	storage of publications
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	sealed concrete or VCT floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	metal shelving on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent, motion detection switch
<i>Power/Data:</i>	receptacles as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	locate in Education suite

SLAM Needs Assessment

<i>Room:</i>	[M 5.01] Exhibit Curator II
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, guest chair, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	Direct access to exhibits/galleries. Locate on exterior window wall.

<i>Room:</i>	[M 5.02] Exhibit Specialist
<i>Function:</i>	office
<i>Dimensions:</i>	no dimension shall be less than 9 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	carpet floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, guest chair, bookshelf, (2) two drawer lateral file cabinets, window blinds
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	Exterior window wall. Direct access to exhibit area and gallery.

SLAM Needs Assessment

<i>Room:</i>	[M 5.03] Volunteer
<i>Function:</i>	workstation
<i>Dimensions:</i>	no dimension shall be less than 8 feet
<i>Net Square Feet:</i>	(2) 75 each, 150 total
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	none
<i>Finishes:</i>	carpet floor, pre-finished manufactured wall panels, acoustic ceiling tile
<i>Furnishing:</i>	desk, office chair, (2) two drawer lateral file cabinets
<i>Mechanical:</i>	comply with IMC and ASHRAE standards
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	110V power, data ports
<i>Plumbing:</i>	none
<i>Equipment:</i>	computer, telephone
<i>Special Considerations:</i>	exterior wall location preferred

<i>Room:</i>	[M 5.04] Permanent Gallery (large)
<i>Function:</i>	display of collection that are to be on display for long periods of time
<i>Dimensions:</i>	no dimension shall be less than 20 feet, ceilings 14 foot high minimum
<i>Net Square Feet:</i>	10,000
<i>Hours of Use:</i>	museum business hours
<i>Number of Occupants:</i>	none assigned, up to 65 possible
<i>Security Needs:</i>	monitoring cameras
<i>Openings:</i>	locking doors
<i>Finishes:</i>	stone, terrazzo or tile floor; wood, plaster and or feature wall surfaces; wood, plaster or feature ceiling
<i>Furnishing:</i>	as designed
<i>Mechanical:</i>	comply with IMC and ASHRAE Chapter 21; low velocity high volume air supply, positive pressure
<i>Lighting:</i>	low UV specialty lighting
<i>Power/Data:</i>	power and data as required for display and maintenance
<i>Plumbing:</i>	none
<i>Equipment:</i>	as designed
<i>Special Considerations:</i>	No direct exterior light. Divisible into multiple smaller spaces. Acoustics performance is to equal or exceed 1.0–1.8 reverberation time, NC 25 and a STC of 47 for surrounding walls.

SLAM Needs Assessment

<i>Room:</i>	[M 5.05] Temporary Gallery (large)
<i>Function:</i>	display of collections that are not to be displayed for long periods of time
<i>Dimensions:</i>	no dimension shall be less than 20 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	4,000
<i>Hours of Use:</i>	museum business hours
<i>Number of Occupants:</i>	none as assigned, up to 225 possible
<i>Security Needs:</i>	monitoring cameras
<i>Openings:</i>	locking doors
<i>Finishes:</i>	stone, terrazzo or tile floor; wood, plaster and or feature wall surfaces; wood, plaster or feature ceiling
<i>Furnishing:</i>	as designed
<i>Mechanical:</i>	conditioned space; low velocity high volume air supply, positive pressure
<i>Lighting:</i>	low UV specialty lighting
<i>Power/Data:</i>	power and data as required for display and maintenance
<i>Plumbing:</i>	none
<i>Equipment:</i>	as designed
<i>Special Considerations:</i>	No direct exterior light. Divisible into multiple smaller spaces. Acoustic performance shall meet or exceed 1.0–1.8 reverberation time, NC 25 or less and the surrounding walls are to have an STL of 47 or more.

<i>Room:</i>	[M 5.06] Temporary Gallery (small)
<i>Function:</i>	display of collection that are not to be displayed for long periods of time
<i>Dimensions:</i>	no dimension shall be less than 20 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	1,200
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned, up to 225 possible
<i>Security Needs:</i>	monitoring cameras
<i>Openings:</i>	locking doors
<i>Finishes:</i>	stone, terrazzo or tile floor; wood plaster and or feature wall surfaces; wood, plaster or feature ceiling
<i>Furnishing:</i>	as designed
<i>Mechanical:</i>	conditioned space; low velocity high volume air supply, positive pressure
<i>Lighting:</i>	low UV specialty lighting
<i>Power/Data:</i>	power and data as required for display and maintenance
<i>Plumbing:</i>	none
<i>Equipment:</i>	as designed
<i>Special Considerations:</i>	No direct exterior light. Divisible into multiple smaller spaces. Acoustic performance shall meet or exceed the following: reverberation time 1.0-1.8 seconds, NC of 25 or less and the surrounding walls are to be constructed to STC 47.

SLAM Needs Assessment

<i>Room:</i>	[M 5.07] Wood Workshop
<i>Function:</i>	construct wood products for exhibits
<i>Dimensions:</i>	no dimension shall be less than 10 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	1,000
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" door; doors shall be acoustically sealed
<i>Finishes:</i>	sealed hardened concrete floors, concrete/ CMU or hardened walls, gypsum board ceilings
<i>Furnishing:</i>	(2) large work table with wood vises, lumber rack
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, dust collection, paint booth, negative pressure
<i>Lighting:</i>	surface mounted, sealed fluorescent fixtures
<i>Power/Data:</i>	Power for equipment and plug mold at work table. Data port at work station.
<i>Plumbing:</i>	deep sink
<i>Equipment:</i>	saw dust collection system, paint booth, table saw, band saw, compound miter saw
<i>Special Considerations:</i>	Paint booth, dust collection must be UL approved systems. Provide sound isolation (STC of 55 or greater) between this space and all others. Natural light desired, not mandatory.

<i>Room:</i>	[M 5.08] Clean Workshop, Assembly, Framing
<i>Function:</i>	dust and dirt free workshop for exhibit preparation
<i>Dimensions:</i>	no dimension shall be less than 10 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	500
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	1
<i>Security Needs:</i>	locking door
<i>Openings:</i>	(2) 3'-0" X 7'-0" doors, windows not required
<i>Finishes:</i>	hardened concrete floors, painted wall surfaces and ceilings
<i>Furnishing:</i>	large center table, perimeter work benches, tool cabinet
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	surface mounted fluorescent fixtures with wire protectors over lens
<i>Power/Data:</i>	power as required for equipment, 2 data port at work stations
<i>Plumbing:</i>	deep sink with hot and cold water built into one perimeter work bench
<i>Equipment:</i>	as required
<i>Special Considerations:</i>	Access to other shop and assembly spaces for exhibits is required. Natural light is not required but is acceptable in this space.

SLAM Needs Assessment

<i>Room:</i>	[M 5.09] Temporary Storage
<i>Function:</i>	temporary storage of display platforms, boxes and cases
<i>Dimensions:</i>	no dimension shall be less than 15 feet
<i>Net Square Feet:</i>	500
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door, 12'-0" X 10'-0" coiling door to corridor system serving galleries
<i>Finishes:</i>	sealed concrete or VCT floor, painted wall surfaces, gypsum board ceiling
<i>Furnishing:</i>	metal shelving on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent, motion detection switch
<i>Power/Data:</i>	receptacles as required, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	Cases and exhibit furniture are to be stored in this space. This space could be contiguous with crate storage

<i>Room:</i>	[M 5.10] Tool Storage
<i>Function:</i>	storage of hand tools
<i>Dimensions:</i>	no dimension shall be less than 5 feet
<i>Net Square Feet:</i>	100
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none assigned
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door, no windows required
<i>Finishes:</i>	Sealed/ hardened concrete floors or VCT, plywood or hardened wall finish, gypsum board ceilings
<i>Furnishing:</i>	shelving on two walls, shadow board tool rack, (4) drawer banks
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	lay-in direct/indirect fluorescent
<i>Power/Data:</i>	Power as required for maintenance, no data required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	This space is to be access from the wood shop with direct access to the other shop and assembly areas including crate storage

SLAM Needs Assessment

<i>Room:</i>	[M 5.11] Exhibit Supplies Storage
<i>Function:</i>	storage of exhibit supplies
<i>Dimensions:</i>	no dimension shall be less than 10 feet
<i>Net Square Feet:</i>	200
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	none
<i>Security Needs:</i>	locking door
<i>Openings:</i>	3'-0" X 7'-0" door
<i>Finishes:</i>	sealed concrete or VCT floor, painted wall surfaces, acoustic ceiling tile
<i>Furnishing:</i>	metal shelving on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	pendent Suspended pendent H.I.D fixtures, motion detection switch
<i>Power/Data:</i>	receptacles as required, no data
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	could share space with crate storage and/or temporary storage

<i>Room:</i>	[M 5.12] Crate Storage
<i>Function:</i>	storage of shipping crates and crate materials probably from traveling exhibits
<i>Dimensions:</i>	no dimension shall be less than 20 feet, 14 foot high ceiling at a minimum
<i>Net Square Feet:</i>	500
<i>Hours of Use:</i>	business hours
<i>Number of Occupants:</i>	locking door
<i>Security Needs:</i>	none
<i>Openings:</i>	3'-0" X 7'-0" personnel door, 12'-0" X 10'-0" coiling door from dock area
<i>Finishes:</i>	sealed concrete or VCT floor, 8 foot high painted MDF plywood wainscot, painted wall surfaces or similar product, gypsum board ceiling tile
<i>Furnishing:</i>	metal shelving on two walls
<i>Mechanical:</i>	comply with IMC and ASHRAE standards, negative pressure
<i>Lighting:</i>	suspended pendent H.I.D fixtures, motion detection switch
<i>Power/Data:</i>	receptacles as required
<i>Plumbing:</i>	none
<i>Equipment:</i>	none
<i>Special Considerations:</i>	could be contiguous with exhibit supplies storage and or temporary storage