

**B-3. SPACE ALLOCATION AND FINISH SCHEDULE: Massachusetts School Building Authority**

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TYPE OF ROOM OR AREA	PERSONNEL SPACE		SUPPORT SPACE		TOTAL SF	PARTI-TIONS	FLOOR COVER	NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2)
	STAFF	SF	SF	SF				
<b>STAFF AREAS</b>								
Executive Office	1	225			225	Full	CPT	Passage set, sidelight
Department Head Office	4	150			600	Full	CPT	Card access on select offices to be determined during design phase, Passage set, sidelight
Unassigned Offices	2	150			300	Full	CPT	Passage set, sidelight
Office	16	120			1,920	Full	CPT	Card access on select offices to be determined during design phase, Passage set, sidelight
Work Stations	29	36			1,044	T-Wkstn	CPT	
Open Collaboration	24	36			864	T-Wkstn	CPT	To be determined during design phase
<b>Subtotal Staff Areas</b>	<b>76</b>		<b>4,953</b>		<b>4,953</b>			
<b>SUPPORT AREAS</b>								
Print Room/Work Space			1	200	200	Full	RTF	Alcove configuration, no door. Need for dedicated 20-amp outlets to be determined during design phase. Continuous base & wall cabinets on 2 walls to be determined during design phase..
Main Distribution Frame (MDF)			1	214	214	Full	SDT	Card access, vision panel, Minimum room dimensions may differ from those listed in cabling guidelines
Intermediate Distribution Frame (IDF)			1	50	50	Full	SDT	Card access, vision panel, Minimum room dimensions may differ from those listed in cabling guidelines
Staff Support Room			1	420	420	Full	RTF	Fully enclosed with doors for noise transmission. 2 sinks (1 HC accessible, 1 deep with a gooseneck faucet)
Storage/Supply Room			2	200	400	Full	RTF	
Records Room			1	300	300	Full	RTF	
Wellness Room			1	80	80	Full	RFT	Cabinets, counter, sink, thumb latch lock with "in-use" indicator
IT Storage Room			1	200	200	Full	RTF	Card access
IT Work Room			1	200	200	Full	RTF	Card access
<b>Subtotal Support Areas</b>					<b>2,064</b>			
<b>EQUIPMENT IN OPEN AREAS</b>								
Copy/Print/Fax Area			3	30	90	Open	CPT	Need dedicated 20-amp outlets to be determined during design phase.
H <sub>2</sub> O Point of Use			4	3	12	Open	CPT	1 point of use in staff support room, locations of additional 3 to be determined during design phase
<b>Subtotal Equipment in Open Areas</b>					<b>102</b>			
<b>MEETING AREAS</b>								
Phone Rooms			4	80	320	Full	CPT	Sidelight, chair rail, V/D/P
Huddle Rooms			7	120	840	Full	CPT	Sidelight, chair rail, floor core V/D/P, wood blocking and V/D/P outlet for Tenant provided TV
Board Room			1	2,000	2,000	Full	CPT	Three operable partitions to divide this large room into four rooms, division of space among rooms to be determined during design phase, each room must have at least one door with sidelight, chair rail, a CO2 sensor and exhaust fan, one floor core for V/D/P outlets, one poke-thru for A/V equipment and tie-ins, wood blocking and V/D/P outlet with HDMI and Cat 6 for Tenant provided TV and or ceiling mounted projector, and independent light switches.
<b>Subtotal Meeting Areas</b>					<b>3,160</b>			
<b>ENTRY AREAS</b>								
Waiting/Seating			1	525	525	Open	CPT	Chair Rail, wood blocking and V/D/P outlet for tenant provided TV
Receptionist			1	80	80	Open	CPT	Remote door release, built in reception counter as described in RFP
<b>Subtotal Entry Areas</b>					<b>605</b>			
<b>Subtotal</b>	<b>76</b>				<b>5,931</b>			
Circulation					5,224	Full		Usable Square Feet
<b>TOTAL USABLE AREA*</b>					<b>16,108</b>	T-Wkstn		Office or room with full height partitions and door
Building Gross-up Factor					2,899	Open		Open area with tenant-installed systems furniture
<b>TOTAL RENTAL SF AREA</b>					<b>19,008</b>	CPT		Open area with no partitions

\*Tenant program as described can fit in approximately 19,008 TRSF, however Tenant is willing to consider premises with approximately 18,000-20,000 TRSF. Variations in TRSF may result in Tenant changes to program as shown in SAFS.

**List of Abbreviations**

- SF Usable Square Feet
- Full Office or room with full height partitions and door
- T-Wkstn Open area with tenant-installed systems furniture
- Open Open area with no partitions
- CPT Carpet
- RTF Resilient Tile Flooring
- V/D/P Combination Voice, Data, Power Outlet
- AV Audio-Visual
- SDT Static Dissipative Tile

