



**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
SPACE NEEDS ASSESSMENT
Final Space Assessment Report
2-5-16**

SETA Exhibit 3A, 3B, 3C

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Sacramento Employment & Training Agency Space Assessment

Executive Summary

ABOUT SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)

SETA was established in 1978, and is a joint powers agency of the City and County of Sacramento. SETA's role is to connect people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees and hope to many Sacramento residents. SETA's programs fall under two major categories:

Children and Family Services:

Head Start serves over 6,200 children daily. The program provides educational and special educational services, health, dental, mental health, social and nutritional services to children 0-5 years of age. Teamed with the Job Centers, **Head Start** promotes employment and training programs to help parents become self-sufficient.

Workforce Development Services:

Sacramento Works assists employers in creating a better workforce. This assistance includes recruiting new employees, developing current employee's workforce skills and improving business. In addition SETA provides a variety of supportive services for job seekers to find employment and upgrade skill levels to match the demand industries within the region. In addition, the departments provide a variety of human services including helping low-income individuals and families become self-sufficient, and providing services to refugees in the community.

PROJECT DESCRIPTION

SETA is working with its Real Estate Brokers to find new office space for their Headquarters. A comprehensive Request for Proposals has been developed, which will include several documents including the Space Needs Assessment (Exhibit 3A), Outline Specifications (Exhibit 3B), and Administrative Requirements (Exhibit 3C). For this **Space Needs Assessment** project, Williams + Paddon (W+P) worked with SETA to assess space requirements for the departments currently located at 925 Del Paso Boulevard. The departments included in this assessment are:

- Workforce Development Department
- Information Services Department
- Children and Family Services Department
- Fiscal Department
- Human Resource Department
- Executive Director

PROJECT SCOPE

The scope for this project consists of:

Space Assessment:

- Gathering Quantitative and Qualitative information to assess department space needs
- Gathering information regarding optimum adjacencies
- Meeting with SETA representatives to review department space information provided
- Walking through existing facility with heads of departments to visually assess current use of facility
- Gathering quantitative and qualitative information into a programming document outlining space needs

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Executive Summary

- Developing blocking diagram indicating critical adjacencies based on space assessment findings

The goal of this project is to understand the area, in square footage, that SETA will require in order to accommodate spatial requirements and adjacencies: this will involve a “macro” view of SETA’s programmatic needs. Another “micro” programming effort will need to be undertaken before SETA’s future Space Plan is finalized to capture specific details of storage, filing etc.

METHODOLOGY:

Information Gathering: Department Space Requirements

Williams + Paddon provided forms to Departments to complete (refer to “SETA Space Needs Assessment Department Questionnaire” and “SETA Space Needs Assessment Public Meeting Spaces Questionnaire”). Once forms were completed and returned, W+P met with Heads of Departments to review information and discuss questions in detail. W+P then walked through the Departments to obtain a visual assessment of the space. As a result of these activities W+P developed both Quantitative and Qualitative information, which includes space requirements, adjacencies and other pertinent information that is department specific (refer to Sections “Qualitative” and “Quantitative”).

Alignment of Offices and Workstation to SETA Standards

The quantitative sections of this report apply SETA Standard office and workstation standards, developed during the SETA Space Assessment, to the existing and future staff positions identified by each department. SETA will be moving their existing furniture to the new office space. The current SETA Standards are as follows:

SETA WORKSPACE STANDARDS		
Position	Area (in square feet)	Configuration
Executive Director	250	Private Office
Deputy Director	230	Private Office
Manager *	130 / 80	Private Office / Workstation
Supervisor *	120 / 80	Private Office / Workstation
Management Class Analyst *	120 / 80	Private Office / Workstation
Technical	80	Workstation
Clerical	80	Workstation
Hoteling station (for visiting auditors, vendors, etc.)	80	Workstation

* =Only qualifies for private office if person supervises / directs reports

Sacramento Employment & Training Agency Space Assessment

Executive Summary

EXECUTIVE SUMMARY:

This section highlights consistent themes as W+P reviewed the information provided and talked with SETA Staff.

A. Consideration: Work Space

Finding:

- Because SETA programs are based on grants and other funding, the Executive Director believes that there will be minimal to no growth of employees in the future therefore none has been accommodated with the exception of a few staff positions currently open and anticipating fulfillment.

Recommendation:

- No Recommendation.

Finding:

- The current configuration of space creates divisions between departments. Long corridors bisect the building, creating inefficient space, “silos” between departments and disorientation for those unfamiliar with the building. The goal of the Executive Director and Department Heads is to create a space that encourages discussion, collaboration and comradery amongst SETA staff. Unifying departments could also create co-location of functions such as storage and copy centers.

Recommendation:

- Eliminate as many physical divisions between Departments as is possible, understanding that some departments such as Fiscal, Information Technology and Human Resources have specific security needs, either acoustical or physical (see Department Qualitative Information).

B. Consideration: Lobby / Reception Area / Wayfinding

Finding:

- The Lobby / Reception Area is isolated from other departments. Additional concerns include security and acoustics. In addition, this area handles a lot of foot traffic on days when large employer recruitments are conducted (these can attract over 300 people a day). Meeting attendees and field staff need to access conference and other spaces unescorted; currently there is inadequate signage and wayfinding.

Recommendation:

- Locating Reception adjacent to Departments is optimal. Adding security devices such as the ability to lock the front door from the Reception Desk should be considered. Most surfaces in the current Reception Area are hard: consider introducing sound-absorbent finishes to ceilings and walls. Floors are challenging because of the amount of traffic passing through the Reception Area on employer recruitment days but consider adding softer floor finishes if possible. Create wayfinding leading from Lobby to meeting rooms and other spaces where visitors can go unattended. Staff has requested a “reader board” screen in the Lobby that shows events and meetings and their locations for that day.

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Executive Summary

C. Consideration: Conference / Meeting Spaces

Finding

- Conference / Meeting Rooms are well utilized. In addition, the larger rooms (e.g. Board Room) are open to allied community organizations for booking. For this reason, enlargement of conference-type rooms to accommodate meetings has been requested. Also requested is an upgrade in technology in these rooms.

Recommendation:

- Enlarge Conference Room (s) as needed (see Department Quantitative information, Common Areas).
- Upgrade technology in all conference-type rooms, including Board Room.

D. Consideration: Break Room

Finding:

- Current Break Room consists of a very large “Atrium” seating area with vending and other break room amenities located at the center of the building, divided by a wall splitting the space into two areas. The large “Atrium” areas are used infrequently; SETA wishes to create a Break Room that will be used by staff and become a space where people from different departments can interact and collaborate.

Recommendation:

- Create a single break area where everyone gathers. Provide amenities such as microwaves and coffee machines. Create a variety of comfortable seating types and areas and provide technology. Make it convenient and enjoyable to be there. See “Common Area” Quantitative and Qualitative for more detail.

E. Consideration: Shared Areas (Storage, Copy):

Finding:

- Creating connection amongst work areas by eliminating corridors and creating open space (See A: Work Space) usually creates opportunities for sharing spaces and function. Copy areas and storage rooms may be shared; there is a desire amongst Department Heads to explore these possibilities.

Recommendation:

- During Space Planning phase explore the possibilities of joint-use areas such as copy / biz-hub and filing.

F. Consideration: Wellness Library / Quiet Room:

Finding:

- A Wellness Library / Lactation Room is required.

Recommendation:

- Create a Wellness Library / Lactation Space within new office space.

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Executive Summary

G. Consideration: Warehouse / Mail:

Finding:

- Mail is collected in the Lobby, brought to the other side of building at the Warehouse, sorted, then delivered to Departments.

Recommendation:

- Explore a more streamlined mail collection / delivery system. For example, can mail be collected, sorted and disbursed from either Lobby or Warehouse?

H. Consideration: Electronic Storage:

Finding:

- All Department Heads are in agreement that it is possible and desirable to use electronic storage to reduce physical storage space. It is acknowledged that this will take time, and may not be possible to implement prior to the move.

Recommendation:

- A larger discussion amongst SETA departments to explore possibilities, create an action plan and timeline.

I. Consideration: Exterior

Finding:

- Parking requirements are heavy on days when multiple meetings occur, bringing in visitors. On days when employer recruitments are conducted, over 300 people could visit SETA offices and a long line forms outside the Lobby where people wait their turn to be escorted into Conference Rooms.

Recommendation:

- Allow adequate parking. Select a building that has room outside to accommodate long lines.

J. Consideration: Location

Finding:

SETA would like the following considerations accommodated relating to new location:

- Close to transit
- Within walking distance of restaurants and coffee shops

Summary of Projected Personnel & Space Requirements				
Dept. / Division / Company	Personnel Projections		Square Foot Forecast Growth Per Year	
	2016	2020	2016	2020
Information Services	11	11	3,426	3,426
Executive Department	4	4	1,059	1,059
Fiscal Department	18	18	3,293	3,293
Workforce Development	52	52	9,598	9,598
Children and Family Services	85	86	15,498	15,498
Human Resource	12	12	2,973	2,973
Total Personnel & Dept. SF	182	183	35,845	35,845
Shared Common Areas			26,151	26,151
Total Shared Area SF			26,151	26,151
Subtotal Depts. Shared and Common Area SF			61,996	61,996

SETA Space Assessment

Workforce Development Department – Qualitative Programming Requirements

Function	This department is responsible for the administration and planning for Workforce Development, Human Services and other programs including WIOA, CSBG, and Refugee.
Staff Requirements	Please see Workforce Development Quantitative Programming Requirements.
Adjacencies	<p>Adjacencies within department: Business Services and Rapid Response, Youth and OJT, Contracts, Monitoring and MIS. Deputy Director of Workforce Development believes that the more interaction between units within the agency helps create innovation, collaboration and team.</p> <p>Adjacencies outside department: the department has more frequent interactions with Fiscal Department, Human Resources, Community Services and Head Start, but adjacency is not a requirement.</p>
Public Counter	No department counter is required. The Reception Counter in the Lobby is used.
Security	General staff safety and confidentiality is a concern. Having appropriate layers of key-card access could resolve some of these concerns.
Workspaces	Standard offices and workstations are used in this department (See Executive Summary, SETA Workspace Standards). Desire to lay out space to encourage team interaction. This department has 2 field staff positions who need a standard workstation. This department has 1-2 auditors once or twice a year and accommodates them in a conference room. The duration of stay is 1-3 weeks.
Meeting Rooms	This department uses a variety of meeting spaces several times a week for public and internal meetings. Ideally would like to have a meeting room in close proximity to the department, as is the case with Shasta Room in current building. Believes the building needs another conference room the size of Olympus, less large training rooms and more meeting rooms. Workforce Development is involved in job fairs which can generate attendance up to 300 attendees. These attendees are sent to different conference rooms upon arrival.
Storage	<p>The department has approximately 200 lineal feet of bookcases, which they believe will decrease in the next 5 years as electronic filing and storage is implemented.</p> <p>Currently department storage is located in many different spaces, including offices, storage rooms and warehouse. As in library storage,</p>

SETA Space Assessment

Workforce Development Department – Qualitative Programming Requirements

they believe storage needs will decrease in the next 5 years as electronic filing and storage is implemented.

Acoustics

No specific requirements.

SETA Workforce Development Department							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Workforce Deputy Director	DPO	230	1	1	230	230	
Manager	PO	130	4	4	520	520	
Program Officer	PO	120	1	1	120	120	
Workforce System Administrator	PO	120	1	1	120	120	
WDP Supervisor	PO	120	3	3	360	360	
WDA Supervisor	PO	120	4	4	480	480	
Quality Control Supervisor	PO	120	1	1	120	120	
WDA III	WS	80	9	9	720	720	
WDA III	WS	80	3	3	240	240	
WDP III	WS	80	16	16	1280	1280	
WDP II	WS	80	2	2	160	160	
Staff Support Officer	WS	80	1	1	80	80	
TC III	WS	80	4	4	320	320	
Rotated (Field Staff)	WS	80	2	2	160	160	
Total Staff			52	52			
Total Net Square Feet (NSF) Personnel					4,910	4,910	
45 % Circulation Factor					2,210	2,210	
Total (GSF) Personnel					7,120	7,120	

SETA Workforce Development Department							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Support Rooms							
Storage Room		200	1	1	200	200	
BIC		384	1	1	384	384	
Copy/work area		80	6	6	480	480	
Conference (Willow)		168	1	1	168	168	
Computer (El Diablo)		300	1	1	300	300	
Conference (El Capitan)		177	1	1	177	177	
Total Net Square Feet (NSF) Support Spaces					1,709	1,709	
45 % Circulation Factor					769	769	
Total (GSF) Support Spaces					2,478	2,478	
Open Areas							
Total Net Square Feet (NSF) Open Areas					-	-	
45 % Circulation Factor					-	-	
Total (GSF) Open Areas					-	-	
			2016	2020	2016	2020	
Total Staff & Dept. Gross Square Feet			52	52	9,598	9,598	

SETA Space Assessment

Information Services Department – Qualitative Programming Requirements

Function	Technical support for SETA's computers (at HQ and all remote locations), SETA's wide area network, SETA's local area networks within each facility, all hardware including switches, routers and Voice over IP telephone system, numerous management systems (backup, firewall), software support and maintenance for all computers, development of custom applications for SETA Departments. Support third party software programs, both in technical issues and end-user usage, training of staff and others.
Staff Requirements	Please see Information Services Department Quantitative Programming Requirements.
Adjacencies	No specific adjacencies.
Public Counter	No department counter is required. Lobby / Reception Counter is adequate. Receives very few visitors.
Security	Bay Alarm currently provides remote monitoring on windows and inside. Server Room requires card-key access. Would like better security to IT area. Currently no key card access, requirement in the future.
Workspaces	Standard offices and workstations are used in this department. There is a requirement for a double workstation where staff work on computers. Typically outside consultants, contract employees, or outside vendors will be in the spaces.
Meeting Rooms	The department uses a variety of meeting spaces several times a week for public and internal meetings. Jupiter Room is used for computer training. If not available, any other room with overhead projector. Once a month vendors come in for presentations, the Maple Room is used.
Storage	<p>There is a utility / storage room to store computers. Should be near warehouse / delivery area. The size may be reduced if better shelving was installed.</p> <p>The server room has 3 racks, UPS power, A/C, workbenches. Needs a fire suppression system. Current space is too large and can be reduced by 25%.</p>
Acoustics	Current configuration of server room is loud and must be sound buffered.

SETA Space Assessment

Information Services Department – Qualitative Programming Requirements

Fiber

Building selected should have fiber access for high speed internet. Need bandwidth going out to accommodate all off-site locations. High speed data connectivity.

Agency Storage

In future, data should be stored electronically, thus decreasing physical storage requirements. This will be difficult to implement before relocation, but should be considered for the future. May need consultants to assist in the work.

Information Services							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Chief	DPO	230	1	1	230	230	
Engineer	PO	130	1	1	130	130	
IT	PO	130	1	1	130	130	
IT	PO	130	1	1	130	130	
IT	PO	130	1	1	130	130	
IT	PO	120	1	1	120	120	
IT	WS	80	1	1	80	80	
IT	WS	80	1	1	80	80	
IT	WS	80	1	1	80	80	
Contractor/Consultant/Vendor	WS	80	2	2	160	160	
Total Staff			11	11			
Total Net Square Feet (NSF) Personnel					1,270	1,270	
45 % Circulation Factor					572	572	
Total (GSF) Personnel					1,842	1,842	

Information Services							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Support Rooms							
Storage Room		85	1	1	85	85	
MDF Room		672	1	1	672	672	
IS Storage		273	1	1	273	273	
Total Net Square Feet (NSF) Support Spaces					1,030	1,030	
45 % Circulation Factor					464	464	
Total (GSF) Support Spaces					1,494	1,494	
Open Areas							
Vertical Filing Cabinets	(E) Area	3	3	3	9	9	
Lateral File - 36"	(E) Area	6	3	3	18	18	
Bookcase - 36"	(E) Area	5	3	3	15	15	
Copier	(E) Area	15	1	1	15	15	
Supplies	(E) Area	6	1	1	6	6	
Total Net Square Feet (NSF) Open Areas					63	63	
45 % Circulation Factor					28	28	
Total (GSF) Open Areas					91	91	
			2016	2020	2016	2020	
Total Staff & Dept. Gross Square Feet			11	11	3,426	3,426	

SETA Space Assessment

Children and Family Services – Qualitative Programming Requirements

Function	<p>The Children and Family Services (CFS) Department provides comprehensive child development services for more than 5,300 children ages 0 – 5 and their families. Within the department, services (and staffing support to those services) include:</p> <ul style="list-style-type: none">• Education Services• Disability Services• Mental Health Services• Health and Dental Services• Nutrition / Food Services• Facilities / Maintenance / Repair (Safe Environment) Services• Family Engagement Services• Home Based Services (In-home teaching) <p>CFS operates approximately a \$51M budget comprised of federal and state funds and employs approximately 85 staff in the SETA Headquarters while the remaining 320 are located off-site at school locations. Many of the 85 staff located at SETA headquarters are transitory: their primary work is performed in the school centers and off-site. Their SETA workspaces serve as their primary location for planning, following up contacts and meetings.</p>
Staff Requirements	<p>Please see Children and Family Services Quantitative Programming Requirements.</p>
Adjacencies	<p>Internally, staff should sit within unit groups. Manager KG should be adjacent to Program Officers/Education, Education Coordinators (center based), Intervention Specialists and LCSW. Typist Clerk (subs) should be adjacent to Program Officers/Education. Manager LC should be adjacent to Program Officers/Social Services, Education Coordinators/Home Base, Education Coordinators (Home Base) should be adjacent to Home Visitors and EHS Educators. Manager MC should be adjacent to Health/Nutrition Specialists/Program Specialist office. Manager RC should be adjacent to Program Officer/Admin, Program Specialist and QA Analysts. Typists Clerks should be in close proximity to each other. Deputy Director should be in close proximity to Staff Support Officer. Program Officers / Education should be close to Intervention Specialists. Intervention Specialists close to LCSW.</p> <p>External adjacencies, this group works with all groups.</p>
Public Counter	<p>The department does not need a public counter internally, the Reception Desk in the Front Lobby is adequate.</p>
Security	<p>No specific needs. SETA approach is acceptable.</p>

SETA Space Assessment

Children and Family Services – Qualitative Programming Requirements

Workspaces

Standard offices and workstations are used in this department (see Executive Summary, SETA Workspace Standards). The Deputy Director is interested in creating less private offices and more shared, collaborative workspaces. 34 of the approximately 80 employees at SETA Headquarters spend a large amount of their day in the field and are in the office for approximately 25-30% of their day. Shared space fosters regular communication, stronger team work and effective work flow. Currently there are two teams who sit within an office space in open workstations. There is a collaborative area with a table for meetings / discussions. If there are panels between workstations, they are low. The door to the office area can be closed so as not to disturb other departments when collaboration occurs. This is a preferred layout.

Meeting Rooms

This department uses a variety of meeting spaces several times a week for meetings. They need access to meeting rooms for field staff who come in for trainings and meetings. Locating a conference room within easy access to the department is required, as in the current space where they have priority access to the Oak Room. They also have monthly training for 50-60 staff and this could be accommodated if the Shasta Room equivalent was the size of the existing Sequoia Room.

Storage

Home Visiting staff currently store educational supplies and materials at their workstations for convenience. There are currently 2 rooms to accommodate this kind of storage, and they are used for larger toys etc., but storage type is not appropriate for everything. These rooms could be consolidated into one in the future space, and appropriate storage requirements assessed.

This department currently stores 5,000 records onsite, each file could be 1" thick: the current working year and one previous year. Current storage should be reevaluated for type and layout. They are open to sharing storage with other departments if there was lockable storage per department. They also store 5 previous years of files off-site.

This department requires a large workroom for the following functions:

- Equipment such as laminators, paper cutters, copiers for field staff to use.
- Large layout table for project preparation
- Bins for outgoing material for off-site locations.

Acoustics

No specific needs. SETA approach is acceptable.

Children and Family Services							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Deputy Director	DPO	230	1	1	230	230	
Staff Support Officer	PO	120	1	1	120	120	
SS/PI Coordinator	PO	120	1	1	120	120	
(3) SS/PI Specialist	PO/Shared	300	3	3	300	300	Cubicles
Parent Intern	WS	80	1	1	80	80	
Manager (MC)	PO	130	1	1	130	130	
(2) H/N Specialist (1) Program Specialist	PO/Shared	300	3	3	300	300	
Parent Intern	WS	80	1	1	80	80	(S/T)
Manager (LC)	PO	130	1	1	130	130	
(3) Program Officer/SS	PO/Shared	390	3	3	390	390	
IT Facilitator	WS	80	1	1	80	80	
Program Analyst	WS	80	1	1	80	80	
Program Analyst	WS	80	1	1	80	80	
Placement Worker	WS	80	1	1	80	80	
(3) Education Coordinators - Shared office	PO/Shared	260	2	3	260	260	
Education Spec.	WS	80	1	1	80	80	
Intervention Spec.	WS	80	1	1	80	80	
Home Visitor	WS	80	1	1	80	80	
Home Visitor	WS	80	1	1	80	80	
Home Visitor	WS	80	1	1	80	80	
Home Visitor	WS	80	1	1	80	80	

Children and Family Services							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Home Visitor	WS	80	1	1	80	80	
Home Visitor	WS	80	1	1	80	80	
Home Visitor	WS	80	1	1	80	80	
Home Visitor	WS	80	1	1	80	80	
Home Visitor	WS	80	1	1	80	80	
Home Visitor (Vacant)	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
EHS Educator	WS	80	1	1	80	80	
Parent Intern	WS	80	1	1	80	80	S/T
Manager (RC)	PO	130	1	1	130	130	

Children and Family Services							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Support Rooms							
Storage Room (1 for each department manager)		180	5	1	900	900	
Home Visiting Storage		250	1	1	250	250	
Work Room		300	1	1	300	300	
Conference OAK Room		448	1	1	448	448	
Total Net Square Feet (NSF) Support Spaces					1,898	1,898	
45 % Circulation Factor					854	854	
Total (GSF) Support Spaces					2,752	2,752	
Open Areas							
Copy work area (Buisness hub)	Area	80	5	5	400	400	
Total Net Square Feet (NSF) Open Areas					400	400	
45 % Circulation Factor					180	180	
Total (GSF) Open Areas					580	580	
			2016	2020	2016	2020	
Total Staff & Dept. Gross Square Feet			85	86	15,498	15,498	

SETA Space Assessment

Fiscal Department – Qualitative Programming Requirements

Function	The Fiscal Department is responsible for all payroll, disbursement and purchasing services for SETA and works closely with the Human Resources Department. The department manages all fiscal matters for SETA using customized accounting software. The department provides reports, monitoring and audit information for management, Board, outside auditors and grantors.
Staff Requirements	Please see Fiscal Department Quantitative Programming Requirements.
Adjacencies	<p>Internal departmental adjacencies are not specific with the exception of 2 payroll staff who should be co-located, perhaps in an office so they can freely communicate about confidential issues.</p> <p>Externally, ideally Human Resources as payroll staff interact with Human Resources, Contract and the IT Department.</p>
Public Counter	The Reception Desk in the Lobby is adequate. This department does have field staff currently coming into their area to pick up checks so there is a lot of activity for a department that also does confidential work. Reassessing how checks are picked up should be a consideration in the future; there was some thought to having check pick-up function at the front reception area by creating a second “window” vestibule for Fiscal Department. Field staff also pick up checks and petty cash.
Security	Along with confidential materials and conversations, this department stores petty cash and gift cards. The collateral items are stored in safes, but the department should have card-key access to limit / monitor activity in and out of the area. Please also read “Public Counter” for check pick-up.
Workspaces	This department has standard office spaces and workstations (See Executive Summary, SETA Workspace Standards). 2 staff members spend 40% of their time monitoring contracted agencies, they require a standard size workstation. Currently use Maple Conference Room for auditors who come twice a year for about 2 weeks. There are also outside monitors who review grants, these could be accommodated in flex work spaces if available.
Meeting Rooms	The department uses a variety of meeting spaces several times a week for public and internal meetings. They use the training room for webinars.

SETA Space Assessment

Fiscal Department – Qualitative Programming Requirements

Storage	Required to keep fiscal records for 5 – 7 years. They could combine these with another department if files were lockable. They see moving to electronic filing in the future.
Acoustics	Confidential information is discussed in this department so privacy is important.

SETA Fiscal Department							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Fiscal Chief	DPO	230	1	1	230	230	
Fiscal Manager	PO	130	1	1	130	130	
Acct II Supervisor	PO	120	1	1	120	120	
Acct II Supervisor	PO	120	1	1	120	120	
Purchasing Coordinator	PO	120	1	1	120	120	
Sr. Accountant	PO	120	1	1	120	120	
Accountant I	WS	80	1	1	80	80	
Accountant I	WS	80	1	1	80	80	
Accountant I	WS	80	1	1	80	80	
Accountant I	WS	80	1	1	80	80	
Accountant I	WS	80	1	1	80	80	
Accountant I	WS	80	1	1	80	80	
Accountant II	WS	80	1	1	80	80	
Accountant II	WS	80	1	1	80	80	
Account Clerk II	WS	80	1	1	80	80	
Sr. Payroll Specialist, Payroll Specialist	PO	260	2	2	260	260	Shared office w/ round table
Monitor Cubicle	WS	80	1	1	80	80	
Total Staff			18	18			
Total Net Square Feet (NSF) Personnel					1,900	1,900	
45 % Circulation Factor					855	855	
Total (GSF) Personnel					2,755	2,755	

SETA Fiscal Department							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Support Rooms							
Conference (Maple Room)		300	1	1	300	300	
Storage / File		150	1	1	150	150	
Workroom		200	1	1	200	200	
Total Net Square Feet (NSF) Support Spaces					350	350	
45 % Circulation Factor					158	158	
Total (GSF) Support Spaces					508	508	
Open Areas							
Copier	Area	15	1	1	15	15	
Supplies	Area	6	1	1	6	6	
Total Net Square Feet (NSF) Open Areas					21	21	
45 % Circulation Factor					9	9	
Total (GSF) Open Areas					30	30	
			2016	2020	2016	2020	
Total Staff & Dept. Gross Square Feet			18	18	3,293	3,293	

SETA Space Assessment

Human Resource Department – Qualitative Programming Requirements

Function	All Human Resources activities including hiring, firing, evaluations, training, wellness, leaves, workers compensation etc. Oversight of Front Desk / Reception functions. Oversight of facilities in off-site locations including storage and warehouse.
Staff Requirements	Please see Human Resources Department Quantitative Programming Requirements.
Adjacencies	External adjacencies include Fiscal (especially Payroll) and IT.
Public Counter	The Human Resources Department operate the Lobby Reception Desk function which is utilized to support all other Departments (See “Main Lobby / Reception”).
Security	Due to confidential nature of Human Resource activity, both physical security and verbal communication is a concern. Parents enrolled in the Head Start program have access to the department during times when they screen applicants. They are usually there 2-3 days a month. A secondary door to the receptionists should be considered in case of an event within the lobby.
Workspaces	Standard offices and workstations are used in this department (See Executive Summary, SETA Workplace Standards). Because of the need for privacy there should be consideration to adding glass doors (optional) or other privacy devices where possible without decreasing opportunities to collaborate. In addition, a worktable is currently available for Head-Start parents when they are on the premises. The worktable is a place where parents can plug in their laptops and work when not in interviews.
Meeting Rooms	This Department uses a variety of conference rooms throughout the building, OLYMPUS is used the most.
Storage	Human Resources requires a storage room with lockable files. Current size is adequate. In the future, files should be able to be stored digitally.
Acoustics	See Building Lobby / Reception.
Main Lobby / Reception	Human Resources has oversight of the Main Lobby / Reception. There are 2 Receptionists at the counter, they greet visitors, perform general non-confidential paperwork and operate the central switchboard. Security is a concern at the Counter: the location isolates the receptionists; HR would like a way to minimize the isolation of the reception desk staff perhaps with a window or open wall to an adjacent department. Currently there is a panic button, ideally they would also have the ability to secure the front door from the Counter if they felt

SETA Space Assessment

Human Resource Department – Qualitative Programming Requirements

threatened by someone approaching. They would also like to have a door to exit from their reception stations to the back office in the event of a security issue. SETA is a Social Services agency and wants a welcoming approach for visitors to the lobby; they do not want a glass separation between the Receptionists and visitors.

Currently the design of the Lobby creates poor acoustics (high ceilings, hard surfaces); this can be mitigated in future lobby with consideration to the finishes. Large employer recruitments impact the Lobby due to the number of visitors (300 +) that pass through the lobby. HR would prefer to have a small, private meeting room off the lobby if possible; at the very least they need a table and chair in an alcove off the lobby to meet when necessary. This will allow staff to have brief conversations with guests as required.

Human Resource							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
HRC	DPO	230	1	1	230	230	
SPA	PO	120	1	1	120	120	
SPA	PO	120	1	1	120	120	
PC	WS	80	1	1	80	80	
PC	WS	80	1	1	80	80	
HRM	PO	130	1	1	130	130	
Payroll Supervisor	PO	120	1	1	120	120	
Consultant	PO	120	1	1	120	120	
(2) PA	PO/Shared	200	2	2	200	200	
Reception	WS	80	1	1	80	80	
Reception	WS	80	1	1	80	80	
Total Staff			12	12			
Total Net Square Feet (NSF) Personnel					1,360	1,360	
45 % Circulation Factor					612	612	
Total (GSF) Personnel					1,972	1,972	
Support Rooms							
File Room		450	1	1	450	450	
Open work table/area for parents		160	1	1	160	160	
Copy/Work		80	1	1	80	80	
Total Net Square Feet (NSF) Support Spaces					690	690	

Human Resource							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
45 % Circulation Factor					311	311	
Total (GSF) Support Spaces					1,001	1,001	
			2016	2020	2016	2020	
Total Staff & Dept. Gross Square Feet			12	12	2,973	2,973	

SETA Space Assessment

Executive Director – Qualitative Programming Requirements

Function	This department oversees all functions of the Agency which includes oversight of maintenance and operations of the Headquarters Building. The department houses the Clerk of the Boards, who supports all the Boards of the Agency.
Staff Requirements	Please see “Executive Director Administrative Division” Quantitative programming requirements.
Adjacencies	<p>Executive Director and Executive Coordinator should be adjacent. The Clerk of the Boards should have an office within the Board Room complex as their role is to assist with set up the room for all Board meetings and take minutes at the meetings.</p> <p>This department interacts with all departments, so could be somewhat adjacent to all, but there is no specific priority.</p>
Public Counter	The department needs access to the Reception Area (Public Counter) to receive visitors. The Executive Director gets visitors approximately once a week, the Executive Coordinator meets with outside vendors as she has oversight of building maintenance. These visitors are escorted back to the Executive Director’s Suite. There is also a small waiting area in the Executive Director’s Suite, and Executive Coordinator greets visitors who are within SETA and arrive unescorted.
Security	Entry door to Executive Director’s Suite must be lockable. Door into Executive Director’s office must be lockable. The storage room must be lockable.
Workspaces	The Executive Director and Executive Coordinator are in a “Suite”, comprised of an office, an open workstation, a conference room, waiting area and storage room. Executive Director is in a Private Office with a traditional “U” desk set up of desk / return / credenza. The current size and set-up is adequate. Executive Coordinator works with plans and currently does not have adequate layout space at her “L” shaped desk / return. Providing a “U” shaped space with a surface to lay out large plans would be optimum. There is currently a worksurface adjacent to Executive Coordinator’s desk that can be eliminated if a “U” shaped space is provided. Executive Coordinator also has a typewriter and printer at her workstation.
Meeting Rooms	The department uses a variety of meeting spaces several times a week for public and internal meetings throughout the facility. There is also a dedicated meeting room within the Executive Suite for the use of the Executive Director.

SETA Space Assessment

Executive Director – Qualitative Programming Requirements

Storage

The department requires Library Storage, 2 bookcases currently located in Executive Coordinator's area. There may be a need for the library to grow by an additional bookcase in the future.

The Executive Suite has a lockable storage room within close proximity to the Executive Coordinator. This room has an area for filing, currently with 2 large filing cabinets, 1 Storage Cabinet, 1 bookcase, Copier and Fax Machine. This room also has a coffee bar area, with sink and under counter refrigerator, place for coffee machine and microwave, upper and lower cabinets. Other items stored in this room include floor plans, maps, brochures, copier, fax machine, wheelchair. This department sees their storage needs as inadequate for future growth and could add another file cabinet and storage cabinet. Observation: there may not be adequate types of storage for the multiple functions performed in this room; there may be better ways to store items to create better use of space. A thorough evaluation of storage type should be performed at time of Space Planning. Room required for growth should be accommodated in future office.

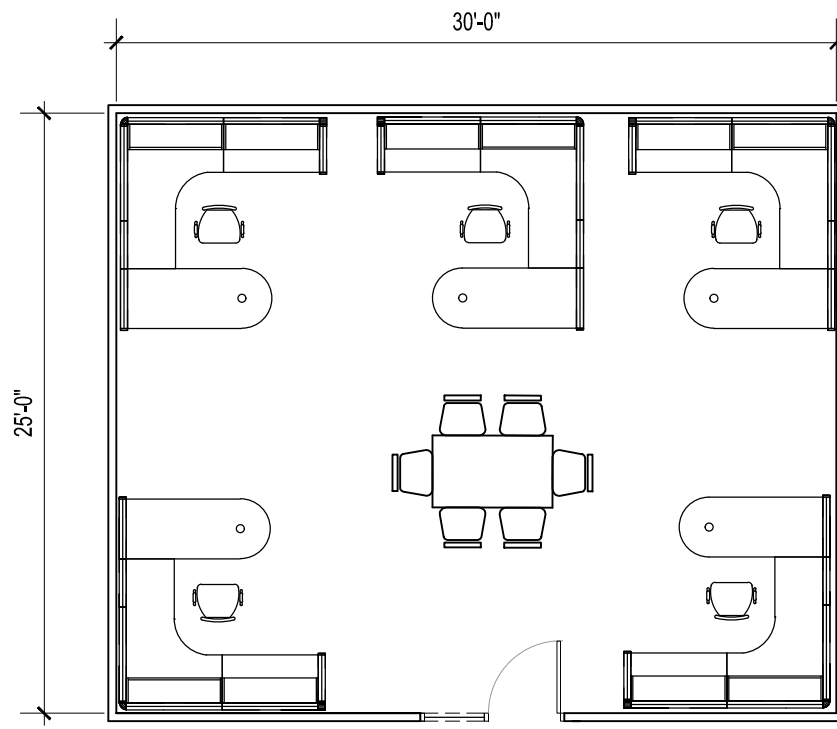
Acoustics

There are confidential conversations within the Executive Suite, so acoustical privacy is important. Because of the confidentiality needs, maintaining a "suite" is necessary.

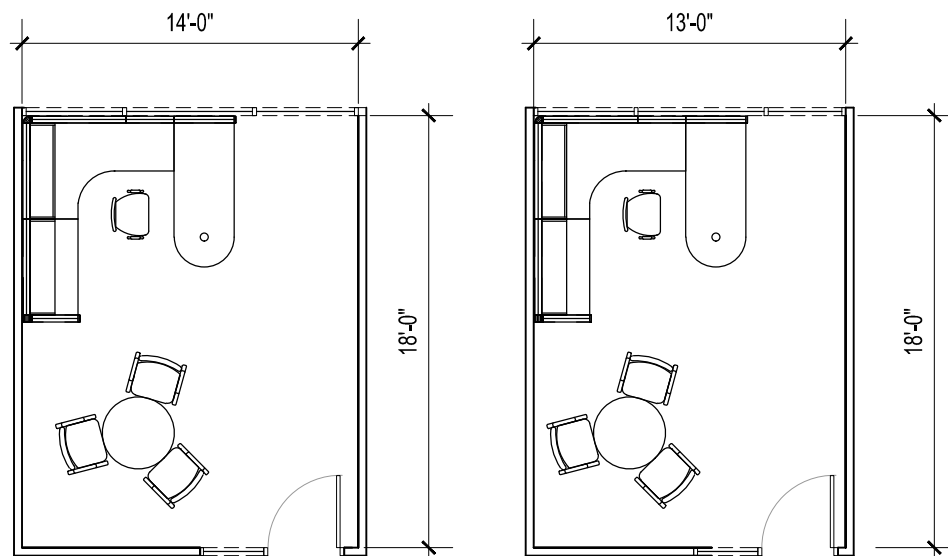
SETA Executive Department							
Staff/Room/Area	Space Type	Space Std.SF	Number of Personnel/ Rooms		Extended Sq. Footage		Comments
			2016	2020	2016	2020	
Executive Director	DPO	250	1	1	250	250	
Executive Coordinator	WS	100	1	1	100	100	
Clerk of the Boards	PO	100	1	1	100	100	
Warehouse/mail	PO	80	1	1	80	80	Cubicle
Total Staff			4	4			
Total Net Square Feet (NSF) Personnel					530	530	
45 % Circulation Factor					239	239	
Total (GSF) Personnel					769	769	
Support Rooms							
Storage Room (Includes sink/counter/uppers, copier)	Room	180	1	1	180	180	
Conference Room	Room	180	1	1	180	180	
Total Net Square Feet (NSF) Support Spaces					180	180	
45 % Circulation Factor					81	81	
Total (GSF) Support Spaces					261	261	
Guest seats	(E) Area	10	2	2	20	20	
Total Net Square Feet (NSF) Open Areas					20	20	
45 % Circulation Factor					9	9	
Total (GSF) Open Areas					29	29	
			2016	2020	2016	2020	
Total Staff & Dept. Gross Square Feet			4	4	1,059	1,059	

Common Areas				
Room/Area	Space Type	2016	2020	Comments
Main Lobby / Reception	Room	1,295	1,295	
Board Room	Room	2,100	2,100	
Central file storage	Room	300	300	
Warehouse / Dock / Supply Room / Mail /	Room	1,600	1,600	
Womens Restrooms (2)	Room	800	800	
Men's Restrooms (2)	Room	700	700	
Lunch Room	Room	2,400	2,400	
Electrical/IT/Janitor	Room	200	200	(MDF room is located in IS)
Locker Rooms/Showers	Room	400	400	Combine with one set of men/women restrooms
Board Conference Room	Room	300	300	(Located just off the Board Room)
Wellness Library	Room	180	180	(Quiet room, Library, Lactation room)
Computer Training	Room	750	750	Jupiter
22-person Conference Room (Redwood)	Room	650	650	
18-person Conference Room (Oak)	Room	600	600	
18-person Conference Room (Olympus)	Room	600	600	
18-person Conference Room (Rainier)	Room	600	600	
18-person Conference Room (Magnolia)	Room	600	600	
75+ person Conference Room (Sequoia)	Room	1,700	1,700	(Includes storage for chairs)
75+ person Conference Room (Sequoia)	Room	1,700	1,700	(Includes storage for chairs)
Contingency		560	560	
Total Net Square Feet (NSF) Common Spaces		18,035	18,035	

Common Areas				
Room/Area	Space Type	2016	2020	Comments
45 % Circulation Factor (New areas only)			8,116	
Total (GSF) Common Spaces			26,151	

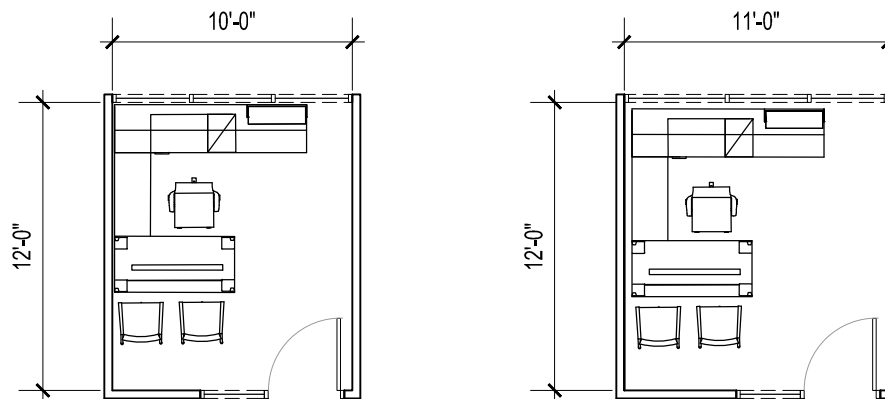


650± S.F. SHARED OFFICE



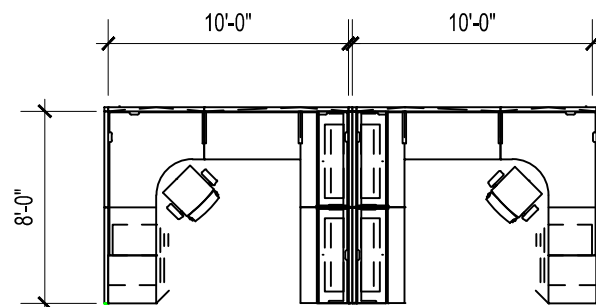
250± S.F. OFFICE

230± S.F. OFFICE



120 S.F. OFFICE

130± S.F. OFFICE



80 S.F. WORKSTATION (8'X10')

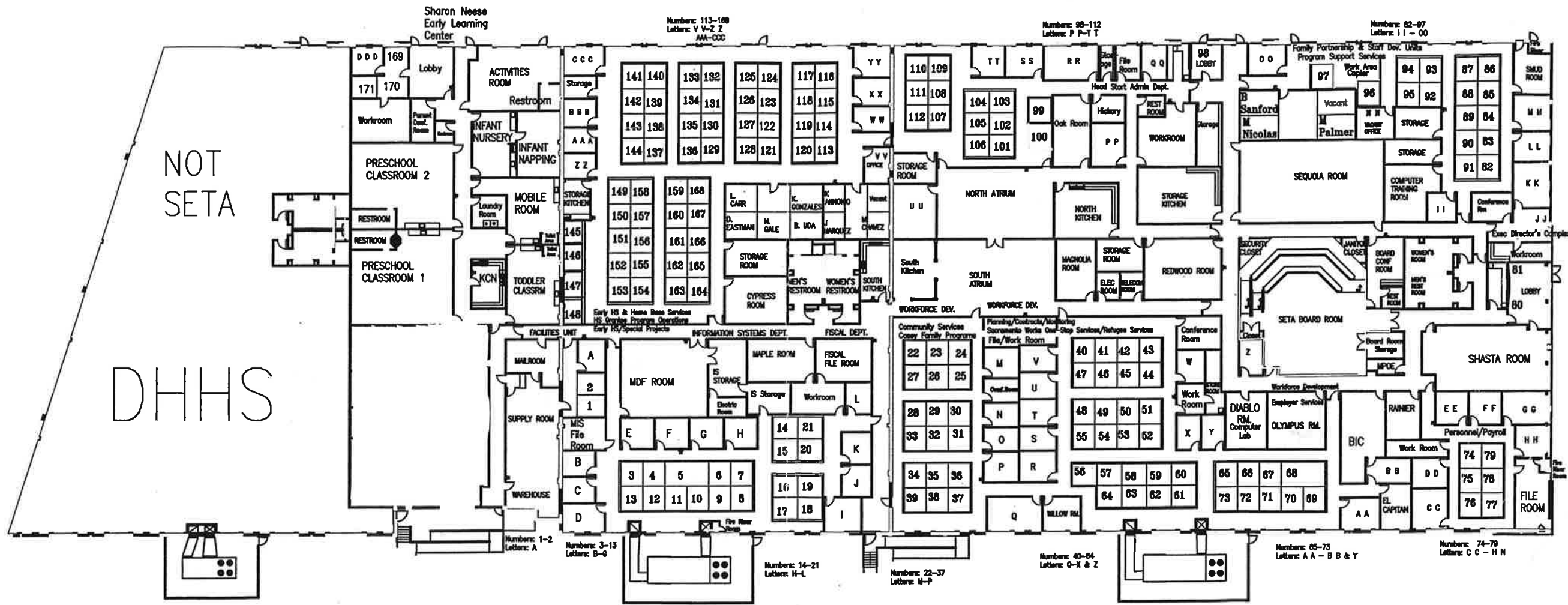
ALTERNATE OFFICE LAYOUT EXAMPLES

0 4'-0" 8' 16'-0"



SCALE: 1/8" = 1'-0"

SETA SPACE NEEDS ASSESSMENT



Department Information Form

Your Department Name: _____

Your Name: _____
Title: _____
Department: _____
Division/Section/Unit: _____
Present Location: _____
Telephone: _____
Fax: _____
Email Address: _____
Address: _____

Williams + Paddon, Architects + Planners, Inc. has been retained to develop programming information for SETA. Please fill out this form to the best of your ability. We will be meeting with you in person and can complete any outstanding information at that time.

Once you have completed your questionnaire please return it to Naaz Alikhan before or no later than Monday January 25th at 9:00am. If you have questions regarding the information requested, or how to complete the questionnaire, please contact Naaz Alikhan at Williams + Paddon, Inc. at 916-786-8178, or email alikhana@williamspluspaddon.com.

Questionnaire

Are you responding to this questionnaire for your entire department, or for only a portion of your department? (Please check one below).

- This questionnaire covers the entire department.
 This questionnaire covers a portion of the department.

1. Department/Section Function:

Please provide a brief description of the functions, responsibilities and major services of your department/section.

2. Current Department Staff Requirements:

Please list your department's current staff (actual persons, i.e. Manager, John Doe; admin. clerk, Mark Doe). For each person, please list their current job title and their name; status (full-time; part-time; seasonal); Include any authorized but vacant positions as if they were filled. Please also note whether each staff member will have private office (PO) or a workstation (WS).

	Name and Title/Position	Number of Staff: Projections by Year		Status	Workspace Type	Office or Workstation Size (s.f.)
		Year: 2016	Year: 2020	FT = full time PT = part time S/T = seasonal/temp V = vacant T = telecommuter	PO = private office WS = work station	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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24						
25						
26						
27						
28						
29						
	TOTALS					

3. Adjacencies Within Department/Section:

If employees are required to work together because of function or task similarity, and adjacent or shared offices/workstations are desirable, please list groupings of individuals.

4. Adjacencies to Other Departments/Sections:

Please "rate" the degree of physical adjacency that is needed between your department and other departments. By degree of adjacency we mean: directly adjacent, somewhat adjacent or physically separate.

5. Field Staff

a) Does your office include field staff that is in the office for short periods of time during the workday?

- No
 Yes – Please answer the following:

Number of field Staff?

Duration of time in the office?

b) Does this type of staff require a workstation? If so, indicate size.

Size of workstation –

c) Can another field member share this space? No Yes

6. Teams:

a) Do/will members of your department/section need to work in teams in order to perform their tasks?

- No
 Yes – Please answer the following based on current and projected requirements:

NAME	TITLE	ADJACENCIES

b) Do team members need to sit together?

- No
 Yes

- c) What groupings are best for the types of teams your department has?
 Bullpens
 Individual workstations with teaming areas for conferencing/team meetings
- d) Are there people in other departments/sections that are part of your team?
 No
 Yes – Please answer the following based on current and projected requirements:

Do they need physical space in your department/section area? No Yes

How often are they there?

7. Visitors:

- a) Does/will your department/section need its own lobby/reception/ waiting area?
 No
 Yes – Please answer the following based on current and projected requirements:

Number of seats?

- b) On the chart below please list the number of visitors daily, on average, paid to your department/section by:

VISITOR TYPE	CHECK THE NUMBER MOST APPROPRIATE BELOW					
	None	1-5	6-10	11-20	21-50	51-100

- c) Purpose of the visit(s):

8. Does your department/section have or require a public/reception counter space? If so, can it be shared with another department, section or function?

- No public counter is currently used and a counter is not required in the future.
 Yes, a counter is required and it can be shared with another section.
 Indicate section:
 Yes, a counter is required, but it cannot be shared with another section.

9. Does your department/section collect payments or transact negotiable instruments across a public/reception counter?

- No

Yes

10. Training Rooms:

- a) Are training rooms required that are separate from conferencing space?
 No
 Yes – How many?
- b) Do these training rooms require a terminal at each desk?
 No
 Yes – How many?
- c) Does there need to be flexibility with the arrangement of desk or tables (i.e., cable management)?
 No
 Yes – Why?
- d) Will there be a training workstation?
 No
 Yes – Why?

11. Conference Rooms:

- a) On the chart below, please indicate how often your department/section requires use of a conference or training room. Please fill out the table below by filling in how many public (P) and internal (I) meetings are held weekly for each room size category and duration of each of the meetings.

	3 TO 8		9 TO 12		13 TO 18		19 TO 24		25 TO 40		41 TO 75	
	P	I	P	I	P	I	P	I	P	I	P	I
TYPICAL NUMBER OF MEETINGS HELD EACH WEEK (BY SIZE OF MEETING)												
AVERAGE LENGTH OF MEETING (HOURS:MINUTES)												

- b) What is the purpose of the meetings or training needs?
- c) Would your department/section use the following shared facilities?
 Conference Room No Yes
 Training/Seminar Room No Yes
 Other No yes, please list:

12. Does your department/section require the following rooms?

- Copy Room No Yes
- Break Room No Yes
- Coffee bar No Yes

Can these rooms be shared with other departments/sections?

- Yes
- No, Please explain:

13. Additional Work Spaces for non-employees:

- a) Is office or desk space required for:
Outside consultants No Yes

How many?

Length of term:

Describe Requirements:

- Auditors No Yes

How many?

Length of term:

Describe Requirements:

- Contract Employees No Yes

How many?

Length of term:

Describe Requirements:

- Vendors No Yes

How many?

Length of term:

Describe Requirements:

**Note: The following three (3) questions are in regards to different types of storage that may be required by your section. Please review each and comment individually for each type of storage need. **

14. Does your department/section have section Libraries, Catalog, Reference or Literature Storage?

- No
- Yes – Please answer the following:

- a) Function:

- b) Lineal feet of shelves or number of bookcases:
- c) Where would the library be ideally located?
- d) If space is shared, with which other department/section?
- e) Is the existing space adequate?
 - Yes
 - No, what would be ideal?
- f) Will this space need increase or decrease over the next 5 years?
 - Increase
 - Decrease

15. Special Materials & Supply Storage: (e.g. samples, maps, blueprints, items for special projects, literature, stationary)

- a) How does your department/section currently store special materials and supplies?
 - In a central supply area
 - In individual offices
 - In a supply room/area shared with other departments/sections.
 - Other:
- b) Function:
- c) Where ideally located:
- d) If shared, with which department/section?
- e) Is existing space adequate?
 - Yes
 - No, what would be ideal?
- f) Do you see your special storage needs changing in the next 5 years?
 - No
 - Yes – How?

16. File Storage:

The following questions regarding file storage pertain to files **that are not located in a person's office or workstation.**

- a) Does your department/section have a central file area?
 No
 Yes
- b) If files are not currently centrally located, can they be consolidated to a central area?
 No
 Yes, which files?
- c) Does anyone from outside your department/section need access to your department's/section's files?
 No
 Yes
- d) Do your department's/section's files need to be in a locked room?
 No
 Yes
- e) Does your department/section require a safe?
 No
 Yes – Please answer the following based on current and projected requirements:
 Describe safe needed:
 Size and weight:
 Fireproof: No Yes
- f) Does your department/section require a vault?
 No
 Yes – Please answer the following based on current and projected requirements:
 Describe vault needed:
 Fireproof: No Yes

17. Equipment:

Please identify items required for each piece of equipment in your department/section.

EQUIPMENT TYPE	QUANTITY	SIZE	ADJACENCY	SPECIAL REQUIREMENTS

18. Utilities or Storage Room:

- a) Does your department/section require its own utility or storage room?
 No
 Yes – Please answer the following based on current and projected requirements:

Items to be stored:

Approximate space needed:

Adjacent to:

19. Display:

- a) Does your department/section require special areas for display?
 No
 Yes – Please answer the following based on current and projected requirements:

Items to be displayed:

Approximate space needed:

Adjacent to:

20. Special Requirements:

- a) List any special electrical items needed by your department/section & describe electrical requirements:

21. Security:

- a) Are there any security requirements for your department/section?
 No
 Yes – Please describe:

22. Acoustics:

- a) Describe any unusual sound control problems in your section due to type of work performed or type of equipment used.

23. Mail Distribution:

- a) How is mail delivered to your department/section?
b) How is mail circulated within your department/section?
c) Do you have suggestions on improving mail distribution?

24. Please describe anything related to space and function currently that does not work in your department/section.

25. Additional department/section requirements:

- a) Please indicate any other requirements your department/section has that have not been addressed in the above questionnaire. Please use the space below (and attach additional pages if necessary) to call specific issues to our attention prior to our interview meeting.

EXHIBIT '3B' OUTLINE SPECIFICATIONS

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

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PROJECT CONTACT:

PHONE:

Mike Riley, mriley@newmarkccarey.com
John Frisch

(916) 569-2329
(916) 569 -2309

Confirmation Statement

I/we have read this Exhibit 'B' Outline Specifications and understand it is incorporated into, and is part of, this lease. I/we have acknowledged each and every page by placing my/our initials on this coversheet.

Initials _____

DIVISION 1 - GENERAL REQUIREMENTS

1.1 SUMMARY

- A. The Outline Specifications describe minimum standards of quality and performance for premises occupied by SETA. Construction methods or materials other than those stated herein may be acceptable if, in the opinion of SETA, they provide equal quality and performance.

1.2 RELATED DOCUMENTS

- A. Exhibit "3A" – Design Program (written narrative)
- B. Exhibit "3B" – Division 3 Special Provisions:
 - 1. Refer to Division 3 of this specification for Special Provisions, which may amend and or supersede Division 1 and 2 requirements.
- C. Exhibit "3C" – Administrative Requirements
 - 1. Refer to Exhibit "3C" for specific requirements related to the following:
 - a. Access Compliance Procedures (CBC/ADA)

1.3 GENERAL PROVISIONS

- A. SETA's intent is to achieve adequate standards of quality while avoiding unnecessary alterations, so that in all cases where an existing feature is acceptable to SETA, the Lessor's obligation is only to maintain that feature as it exists.
- B. Lessor shall patch, repair, and refinish to match, all existing surfaces disturbed by the new construction. Upon completion of the project, there shall be no visual difference between the new work and the existing conditions. No changes, modifications, or substitutions shall be made to the premises as shown, except with the prior written approval of SETA.
- C. Prevailing Wage: For those projects defined as "public works" pursuant to Labor Code §1720.2, Lessor/contractor shall comply with prevailing wage requirements and be subject to restrictions and penalties in accordance with §1770 et seq. of the Labor Code which requires prevailing wages be paid to appropriate work classifications in all bid specifications and subcontracts.
- D. Project Schedule: Upon execution of the lease, Lessor shall issue to SETA, a complete and detailed Critical Path Method (CPM) schedule for the project, which may be adjusted by mutual agreement as the project proceeds. The schedule shall include allowances for periods of time necessary for the installation of SETA-owned equipment and modular systems furniture.
- E. New Shell Condition: The following items shall be provided by the Lessor and shall not be construed as tenant improvements:
 - a. Exterior Window Coverings
 - b. Capital improvements to the building's core and shell
 - c. Building's perimeter walls and core walls with drywall finish ready for paint
 - d. Fire sprinkler main loop including drops and heads

- e. Electrical service at a minimum of 5 watts per square foot
 - f. HVAC equipment and ducting to the premises
 - g. Code required toilet room facilities
 - h. Americans with Disability Act (ADA) and California Building Code (CBC) compliance work to correct all deficiencies to comply with current code
 - i. Must meet all CAL GREEN and Title 24 energy requirements
- F. Previously Constructed and Occupied Space (Second Generation Condition): In addition to items in paragraph I. above, Lessor shall provide the following at no cost to SETA:
- a. Code compliant ceiling
 - b. Code compliant lighting systems
 - c. Any code required exit door and frame assemblies
- G. Usable Area Calculation: For the purpose of determining the net useable square feet, State leased space shall be calculated as follows:
1. Net usable office area includes all areas assigned to SETA such as: offices, conference rooms, reception rooms, special use and supply rooms, hallways within the space, laboratories, private toilet rooms/showers, break rooms, auditoriums, cafeterias, and spaces exclusively used by SETA. Net usable office area does not include stairwells, stacks/shafts, janitor closets, mechanical rooms, electrical rooms, code required toilet rooms, code required common area corridors, and common area lobbies. Net usable office area is measured from the finished surface of the office side of the corridor and other permanent walls, the dominant surface (wall or glazing) of the exterior walls, and from the centerline of demising walls separating other building tenants.
- H. Record Documents: Lessor, at Lessor's sole cost and expense, shall provide SETA accurate architectural drawings of the "as-is" condition of the space to be leased, including building common areas, site/parking plan, and path of travel. The drawings shall be in an electronic format to be determined by SETA. Any required re- design work caused by discrepancies with the "as-is" drawings shall be the responsibility of the Lessor.

- I. Green Building Practices: The Lessor Shall operate and maintain the leased premises in accordance with best practices to achieve energy efficiency, sustainability, improved air quality, reduce water usage and enable maximum recycling efforts throughout the term of the lease.
 - 1. New and renegotiated building leases shall reduce energy and resource use to the extent possible and economically feasible.
 - 2. New building leases shall, where economically feasible, include sub-meters and provide energy use data into Energy Star's Portfolio Manager.
 - 3. Building leases for buildings where SETA is a sole tenant shall provide energy use data into Energy Star's Portfolio Manager.
 - 4. New and renegotiated SETA building leases shall encourage landlords to participate in utility sponsored energy conservation measures, using alternative financing.
 - 5. Lessors are required to implement measures of the California Green Building Standards Code, (CalGreen); related to indoor environmental quality, where economically feasible, for all new or renegotiated leases.
 - 6. SETA will identify and pursue opportunities to provide electric vehicle charging stations, and accommodate future charging infrastructure demand, at employee parking facilities in new and existing buildings.
 - 7. All equipment and appliances provided by Lessor shall be Energy Star labeled if Energy Star is applicable to the equipment or appliance.
 - 8. Wherever restroom fixtures are replaced during construction the California Green Building Standards voluntary measures are to be met to achieve a further reduction in water usage for state leased space (Tier 1, 30% reduction minimum).
 - 9. Lessor to implement annual irrigation system audits, including leak detection and perform immediate repairs to minimize any water loss.
- J. Submittals: Lessor shall submit shop drawings, product data, and samples to SETA for review prior to construction or fabrication.
- K. Material Safety Data Sheet (MSDS): Prior to construction and upon request by SETA, Lessor shall provide MSDS of all products or materials used in the maintenance, repair, or renovation of the premises. All materials must meet the requirements of Cal Green and LEED.

1.4 CONSTRUCTION AND CODE CRITERIA

Construction Documents: The Exhibit "A" Plan or the Exhibit "A" Facility Design Program (written narrative) are design development guidelines only. Lessor shall provide all required construction documents and calculations necessary to obtain a building permit from the local Building Department and to construct the improvements as indicated. The use of Exhibit "A" Plan in lieu of construction documents is not acceptable to SETA.

1. Prior to submitting construction documents to the local building department for plan check and or permitting, Lessor shall submit said construction documents to SETA for review. Any SETA comments to the construction documents shall be construed as advisory only and shall not relieve the Lessor in any respect from full compliance with Exhibits "A", "B", and "C" or any other exhibits.
 2. Lessor's architect, engineers, consultants, and contractors shall have current and valid license/certifications as issued by SETA.
 3. During construction of building's core, shell, and or tenant improvements, Lessor shall maintain at the project site, a complete set of lease Exhibits consisting of Exhibit "A", "B", "C" and any other exhibits for SETA use.
- B. Access Compliance: Lessor shall ensure that all new work and existing conditions comply with the requirements of CCR Title 24, California Building Code (CBC), and Americans with Disabilities Act (ADA). Exceptions to the code for existing buildings are not permitted. Where CBC requirements conflict or differ with ADA requirements, the most stringent requirement shall take precedence.
- C. Codes and Ordinances: All new work and existing conditions shall comply with all current regulations, laws, and ordinances of the governmental authorities having jurisdiction and the applicable editions of the following codes including, but not limited to:
1. Title 8 CCR – Industrial Relations
 2. Title 17 CCR, Public Health
 3. Title 19 CCR, Public Safety, State Fire Marshal Regulations
 4. Title 24 CCR, Part 1 – Building Standard Administrative Code
 5. Title 24 CCR, Part 2 – California Building Code (CBC), Vols. 1 & 2
 6. Title 24 CCR, Part 3 – California Electrical Code (CEC)
 7. Title 24 CCR, Part 4 – California Mechanical Code (CMC)
 8. Title 24 CCR, Part 5 – California Plumbing Code (CPC)
 9. Title 24 CCR, Part 6 – California Energy Code
 10. Title 24 CCR, Part 9 – California Fire Code (CFC)
 11. Title 24 CCR, Part 11 – California Green Building Standards Code
 12. Title 24 CCR, Part 12 – California Reference Standards Code

If fire-life safety, health hazards, and/or non-compliant code conditions are discovered either before or after occupancy, then Lessor, at Lessor's sole cost and expense, shall correct the condition.

- D. Building Permit: Lessor shall obtain a building permit for the required construction from the local building department if required. In the event there is no local building department, Lessor, at Lessor's sole cost and expense, shall provide a third party, independent Inspector of Record (IOR). The IOR shall perform periodic inspections of the work for conformance with all regulations, laws, and ordinances.
- E. Safety Evacuation Plans: Lessor shall provide safety evacuation plans of the leased premises. The safety evacuation plans shall clearly delineate evacuation routes, exits, fire extinguishers, and fire alarm pull station locations. The plans shall be a minimum of 8" x 10" in size, framed and under glass or clear plastic. The plans shall be installed in all assembly occupancies including conference rooms, break rooms, reception areas, and where requested by FM
- F. Fire Extinguishers: Lessor shall provide and install fire extinguishers. Fire extinguishers shall be housed in semi-recessed cabinets and shall be located as

required by CA Title 19 CCR, Public Safety. Above each fire extinguisher, at approximately 90" A.F.F., Lessor shall furnish and install a red triangular shaped 3-D sign with printed text 'Fire Extinguisher' with an arrow pointing down. Lessor shall provide annual servicing of the fire extinguishers throughout the term of the lease.

- G. Seismic Performance: SETA will consider only those facilities that can demonstrate the ability to meet a seismic performance level as set forth in:
1. 2013 Edition or subsequent editions of the California Building Code or,
 2. 1976 Edition or subsequent editions of the Uniform Building Code and the building does not have any one of the enumerated characteristics or conditions listed below:
 - a) Unreinforced masonry elements, whether load-bearing or not, not including brick veneer.
 - b) Precast, pre-stressed or post-tensioned structural or architectural elements, except piles.
 - c) Flexible diaphragm (e.g., plywood) shear wall (masonry or concrete) structural system constructed pursuant to editions of the Uniform Building Code prior to the 1997 edition.
 - d) Apparent additions, alterations, or repairs to the structural system made without a building permit.
 - e) Constructed on a site with a slope with one or more stories partially below grade (taken as 50% or less) for a portion of their exterior.
 - f) Soft or weak story, including wood frame structures with cripple walls or if construction is over first-story parking.
 - g) Seismic retrofit of the building, whether voluntary or mandated, whether partial or complete.
 - h) Repairs following an earthquake.

Welded steel moment frames (WSMF) that constitute the primary seismic force-resisting system for the building, and the structure was designed to code requirements preceding those of the 1997 edition of the Uniform Building Code, and the building site has experienced an earthquake of sufficient magnitude and site peak ground motions that inspection is required when any of the conditions of Section 3.2 of FEMA 352 indicate an investigation of beam-column connections is warranted.
 - i) Visible signs of distress or deterioration of structural or non-structural systems, e.g.; excessively cracked and/or spalling concrete walls or foundations, wood dry rot, etc.
 3. Certification of the above requirements must be provided by an independent licensed structural engineer at the Lessor's expense.
 4. Lessor shall provide and install all hardware required to brace and anchor all storage cabinets, lockers, bookcases, shelving units and similar furnishings 5'- 0" or more in height whether provided by SETA or Lessor, in accordance with seismic design requirements of the Code.

1.5 SUBSTANTIAL COMPLETION AND PROJECT COMPLETION

- A. Premises shall fully conform to all lease Exhibits and shall be constructed in accordance with industry standards and best practices. Lessor guarantees that all mechanical, electrical, plumbing systems and other features (including architectural finishes, paint, hardware, doors, floor covering, etc.) are of quality capable of giving satisfactory service in accordance with these specifications for the term of this lease.
- B. Substantial completion is achieved when the, building core, shell, and tenant improvements as defined in the lease exhibits, including the installation of any modular systems furniture (MSF) are sufficiently completed to allow SETA to lawfully and physically occupy the premises for its intended purpose. Any work required to complete any outstanding punch list items shall not interfere with, or interrupt SETA's daily operations. SETA Architect will make the final determination of when substantial completion is achieved.
- C. Lessor shall operate the HVAC system to provide continuous air for a minimum of 24 hours per day for 7 days prior to occupancy.
- D. SETA employees, agents, and invitees shall have ready access to the building and premises through the main building entry and lobby. Elevators, stairs and restrooms shall be operational.
- E. The premises shall be free of all construction debris and thoroughly cleaned. Lessor shall touch up and restore damaged or defaced painted surfaces throughout the premises subsequent to installation of State's furnishing and equipment. All painting shall be coordinated with SETA planner.
- F. Upon project completion, Lessor shall obtain final approvals from the authorities having jurisdiction and all punch-list items shall have been completed, and re-inspected by SETA. Lessor shall submit to SETA the following completed documents, if applicable, with all appropriate signatures:
 - 1. Building Permit
 - 2. Building Inspection Card
 - 3. Certificate of Occupancy
 - 4. Fire Department approvals
 - 5. CBC/ADA Access Compliance Fee Calculation – Exhibit "3C" Form E
 - 6. CBC/ADA Access Compliance Verified Report – Exhibit "3C" Form G
 - 7. LEED Certification – when applicable
 - 8. Air Balance Report
 - 9. Operation manuals and training for equipment such as, but not limited to intrusion alarm system, video conferencing equipment, and appliances.
 - 10. Set of as-built record drawings in hard copy and in electronic media.

1.6 HAZARDOUS MATERIALS

- A. Lessor warrants and guarantees that the premises leased to SETA will be operated and maintained free of hazard from asbestos, lead, mold, and PCB's.
1. The areas include:
 - a. Premises leased to SETA and air plenums in the same HVAC zone.
 - b. Common public areas which state employees or its invitees would normally and/or reasonably use.
 - c. Building maintenance areas, utility spaces, and elevator shafts within or servicing areas described in items a. and b. above.
 2. Lessor shall be responsible for all costs associated with the abatement of hazardous materials including but not limited to the following; clean up of contaminated State Leased space, State-owned equipment, furnishings and materials and all required monitoring reports. Copies of all air monitoring reports shall be furnished to SETA.
 3. SETA Leased space shall be maintained at or below the permissible exposure levels for all substances regulated under Title 8 California Code of Regulations Section 5155. If it is determined by SETA that the tenant must be relocated to prevent exposure above the permissible level, the Lessor shall provide comparable accommodating space at no cost to SETA. In addition, the Lessor shall pay for all costs associated with this move including but not limited to; administrative, furniture, communications contracts and equipment costs.
 4. In the event that after written notice is provided by SETA, the Lessor fails, refuses, or neglects to diligently pursue abatement of any hazardous material, SETA may effect such abatement. SETA may deduct all reasonable costs of such abatement of Hazardous materials from the rent.
 5. The Lessor shall indemnify, defend, and hold SETA, its officers, and employees harmless from and against any and all losses, damages, judgments, expenses (including court costs and reasonable attorney fees), or claims whatsoever, arising out of, or in any way connected with or related to, directly or indirectly, the presence of hazardous materials within SETA-leased space or the building in which the leased premises are located.
- B. Asbestos
1. For buildings constructed prior to January 1, 1979, the Lessor shall provide SETA with a current written asbestos survey of the areas listed in Section 1.6. A.1. An independent California Division of Occupational Safety and Health (DOSH) Certified Asbestos Consultant shall complete the survey.
 2. For buildings constructed after December 31, 1978, and prior to any tenant improvements or major repairs, the Lessor and his construction contractor are responsible for sampling any suspected asbestos containing material (ACM) to be disturbed during the project. Where ACM is suspected to be present, the Lessor shall provide SETA with a written asbestos survey covering all materials to be disturbed during the project. An independent

California Division of Occupational Safety and Health (DOSH) Certified Asbestos Consultant shall complete the survey.

3. Where asbestos containing material (ACM) or suspect ACM have been identified by survey, the Lessor shall provide SETA with a copy of a written Operations and Maintenance (O&M) plan. This O&M Plan must be effective in minimizing damage or disturbance of any ACM or suspect ACM and provide for quick repairs of the same.
4. If damaged ACM or suspect ACM is found, or the physical condition of ACM indicates possible fiber release, a response action in accordance with the approved O&M Plan shall be conducted. The approved O&M plan shall include provisions for air sampling by an independent Certified Industrial Hygienist during and at the completion of all response actions; analysis of air samples shall be conducted utilizing Transmission Electron Microscopy (TEM). The standard for re-occupancy of an affected area shall be concentrations at or below 70 asbestos structures per millimeter squared (structures/mm²).
5. Lessor shall perform asbestos notification as required by Chapter 10.4 of the Health and Safety Code. Any abatement work shall be performed by a licensed contractor with asbestos certification (ASB). SETA reserves the right to establish consultant oversight of any asbestos related work program at its expense.
6. In addition to any other remedies it may have, in the event the Lessor fails to diligently pursue abatement of hazard from ACM, as required under the provisions of this lease, SETA may, by notice in writing, terminate this lease. Lessor shall be liable to SETA for all expenses, losses, and damages reasonably incurred by SETA as a result of such termination, including but not limited to, additional rental necessary to pay for an available, similar replacement facility. This rental shall extend over the period of what would have been the remaining balance of the lease term plus any option periods, costs or any necessary alterations to the replacement facility, administrative costs, and costs of moving furniture, data processing, and telephone equipment.

C. Lead Material:

1. Any material suspected of containing lead within the areas listed in Paragraph "A" shall be tested and identified through sampling by an independent California Department of Public Health Certified (CDPH) Lead-Related Construction Inspector/Assessor.
2. In the event lead removal is required, Lessor shall provide an independent CDPH Certified Lead-Related Construction Inspector/Assessor to inspect the quality of work for compliance with applicable regulations, perform air monitoring, final clearance visual inspection, wet wipe sampling/lab analysis, and ensure proper handling and/or disposal of hazardous waste.

D. Mold:

1. The Lessor shall operate and maintain the leased premises to be free of hazard from mold.
2. If mold is detected within SETA Leased Space, an immediate response action in accordance with industry standard practices shall be undertaken by the Lessor. The Lessor shall contract for the services of an independent California Division of Occupational Safety and Health

(DOSH) Certified Industrial Hygienist to determine the appropriate response action.

3. Lessor shall be responsible for all costs associated with any hazard response action.

E. Underground storage tanks (UST):

Lessor shall comply with the requirements of the California Health and Safety Code, Section 25280-25299.8 (Underground Storage Tanks).

END OF DIVISION 1

DIVISION 2 - DESIGN REQUIREMENTS

2.1 FLOOR CONSTRUCTION AND FINISHES

A. Concrete Floor:

1. Concrete floor construction is the standard for comparison. Floors of other material may be acceptable provided its use does not produce or transmit sound or vibration to a greater degree than a 4" reinforced concrete slab with #3 rebar at 18" o.c. each way.
 - a. Lessor shall provide certification that the concrete slab is level and does not exceed a variance of ¼ inch in 10 feet from a true flat plane.
 - b. Where slab is out of compliance, leveling shall be achieved using a high-strength concrete topping compound i.e.: Mapei, Ardex, Inc., K-500, Hacker Ind., Firm Fill 4010, Maxxon, Level-Right, or approved equal.
2. Concrete floors in janitor closets, mechanical, and/or electrical utility rooms shall be cleaned and treated with epoxy coating. Office areas throughout shall have carpet or other floor covering with 4" high cove base, unless noted otherwise. Floors in toilet rooms shall be of nonabsorbent material impervious to moisture such as ceramic tile, or approved equal, with minimum 4" high cove base. Floor covering shall extend under counters and cabinets. Colors and patterns shall be as selected or approved by SETA.
3. Prior to the installation of any finish floor material, Lessor shall perform a quantitative vapor emissions, Ph and moisture tests to the concrete slab. The test shall be administered in accordance with the flooring material manufacturer's written guidelines or recommendations. In the event the vapor emissions, Ph and moisture content exceeds the flooring material manufacturer's recommendation, the Lessor, at Lessor's sole cost and expense, shall provide and install a waterproofing sealer with a minimum 10 year warranty, as recommended by the flooring material manufacturer.
4. Exposed concrete floors are not acceptable in toilet rooms, locker rooms, or shower rooms.

B. Carpet Flooring - General:

1. Lessor shall provide and install carpet and cove base where shown in Exhibit "A". All carpet shall comply with ANSI/NSF 140-2007 Platinum level.
2. Where requested by SETA, Lessor shall submit carpet samples to SETA for selection. The samples shall be from a minimum of three different manufacturers and consist of a variety of patterns, textures, colors, and styles.
3. Carpet shall have random graphic pattern loop non-generic branded, 6 or 6.6 nylon face yarn with inherent static control.

4. Broadloom loop pile carpet shall have inherent static control capability to assure a maximum 3.5 KV rating at 20% relative humidity and 70F degrees as measured by AATCC-Test Method 134.
5. Carpet with anti-microbial properties shall be used for 'clean' areas.
6. Carpet shall be installed according to manufacturer's guidelines. The carpet shall be securely attached, have a firm cushion, pad or backing, be of level loop, textured loop, level-cut pile, or level-cut/uncut pile texture. The maximum pile height shall be ½ inch.
7. The carpet backing shall have a minimum 10-year guarantee against tuft pull and zippering, and surface wear shall not be more than 10% within 10 years.
8. Carpet adhesives shall be non-toxic, low odor, solvent free, and shall not produce toxic vapors or contain carcinogenic materials, and shall meet Cal Green and LEED requirements.
9. Carpet shall meet Federal, State, and Local flammability standards.
10. Carpet shall be installed in accordance with the Carpet and Rug Institute CRI Carpet Installation Standard. The installation shall be guaranteed against bubbling, wrinkling, stretching/shrinking, opening seams, or other evidence of poor materials and workmanship for a period of two years following installation. This guarantee shall cover normal wear and tear and note deficiencies occurring as a result of damage, negligence and/or alterations. The materials shall be guaranteed against wear, delamination, tuft bind and be lightfast for a period of 10 years. The material shall remain colorfast as a result of atmospheric contaminants for a period of 5 years after installation.
11. Lessor shall maintain the carpet according to manufacturer's guidelines.

C. Carpet Tile Requirements:

1. Density: 5000 minimum; heavy commercial use.
2. Tuft bind strength shall be minimum 5 lbs., ASTM D 1335-98: Standard Test Method for Tuft Bind (edge ravel) of Pile Yarn Floor Coverings, tested wet or dry. Warranty edge ravel for 10 years.
 - a. Face yarn weight: Minimum 16 oz/sq. yd
 - b. Minimum of 10 lbs. backing delamination test, per ASTM D3936-05 Standard Test Method for Resistance to Delamination of the Secondary Backing of Pile Yarn Floor Covering.
 - c. Minimum rating of 7 anti-stain tests, per AATCC Test Method 175-2008 Stain Resistance Pile Floor Coverings.
 - d. Lessor shall provide 2% of product overage including accent carpet up to a maximum of 100 sq. yards from the same dye-lot for future repairs.

D. Tile Flooring Requirements:

Tile Flooring shall have a coefficient of friction of at least 0.6 per ASTM C1028 (0.8 % on sloped surfaces steeper than 6%). Unless otherwise noted by SETA, provide slip resistant floor tile with matching tile base, include all inner and outer corner and trim pieces. All adhesives, mastics, and grouts shall be non- toxic and low in VOC emissions and shall be as recommended by the tile manufacturer. All grout shall be sealed and maintained according to manufacturer's guidelines.

New tile installation shall be installed with a waterproof membrane/crack control membrane on the floor structure under the entire tile assembly.

E. Resilient Flooring Requirements:

1. Resilient Flooring shall meet ASTM F 1066, FS SS-T-312B, Type IV, Composition 1, Class 2, 12" X 12" having uniform thickness of 1/8" with square true edges of manufacturer's standard color and pattern as selected. Product shall comply with all regulations controlling the use of volatile organic compounds (VOC's). Provide one carton (40 pieces) of additional matching floor tile.
2. Resilient Flooring shall have a coefficient of friction of at least 0.6 per ASTM D2047. It shall be installed in strict accordance with manufacturer's approved installation instructions using the appropriate recommended 100% solvent free adhesive.

F. Rubber Base Requirements:

Lessor shall provide and install cove wall base at all carpet and resilient floor finish areas. Wall base shall be extruded rubber cove, 1/8" thick x 4" high complying with ASTM F-1861. The color shall be selected by SETA.

2.2 EXTERIOR WALLS

- A. Exterior walls, including door and window assemblies, shall be weatherproof. All cracks that allow outside air to penetrate the building's envelope shall be sealed.
- B. Exterior walls shall be insulated to comply with CCR Title 24.

2.3 INTERIOR WALLS AND PARTITIONS

- A. Walls and partitions shall be ceiling height unless otherwise noted in Exhibit "A" or Division 3 'Special Provisions'. Subject to code limitations, those indicated as new partitions may be wood or metal stud with plaster or gypsum wallboard or other construction of equal sound transmission coefficient (STC). Provide a minimum STC 32. For training or conference areas, a composite rating of STC 50.. Demising walls separating State premises and other building tenants shall extend to the underside of structure above and shall be constructed to achieve a sound transmission coefficient of 50.
- B. Walls of equipment rooms, toilet rooms, conference rooms, hearing rooms, quiet rooms, training rooms, interview rooms, employee break rooms, and shall be insulated to prevent transmission of sound or vibration. Wall construction shall achieve a minimum rating of 50 STC and full height as set forth in ASTM E90.

- C. Moisture resistant wainscot of wall tile or other SETA approved material shall be installed to all plumbing fixture walls and adjacent walls in the toilet rooms. Wall tile shall be a minimum of 4"x 4" glazed ceramic tile. Wainscot shall extend a minimum of 7'-0" A.F.F. unless noted otherwise.
- D. Glazed openings in office partitions shall be set in metal frame assemblies and comply with Consumer Product Safety Commission impact-safety standards.
- E. Rated walls as required by CBC that meet UL listed assemblies for wall construction, head of wall and bottom of wall, and markings and penetrations with UL listings.

2.4 ROOF AND INSULATION

- A. Roof shall be weather tight and provided with suitable drainage system that will effectively dispose of roof water without interfering with use of premises.
- B. Roof shall be insulated such that the heat transfer values from roof to occupied areas comply with CCR Title 24. They should be a minimum of R30 and comply with T24 energy requirements and calculations.

2.5 ACOUSTICAL CEILINGS

- A. Ceilings of office areas including reception, private offices, open office areas, corridors, and office storage areas shall have suspended "T" bar systems with acoustical lay-in tiles or other approved material with equivalent acoustical qualities. Ceiling heights shall be a minimum of 9'-0" and a maximum of 12'-0" unless otherwise approved by SETA. Minimum CAC rating of 40.
- B. Where existing "T" bar system with acoustical lay-in tiles are reused, Lessor shall modify ceiling system as necessary to comply with all seismic safety regulations. "T" bar system and ceiling tiles shall be free of all dirt, dust, stains, and damage. Where replacement tiles are installed, all tiles shall be arranged as necessary to provide a uniform appearance in each enclosed space.

2.6 DOORS

- A. All interior doors shall be solid-core flush wood doors with wood veneer suitable for stain or paint finish. Doors shall be a minimum dimension of 3'-0"x 7'-0".
- B. Doors shall be manufactured per Window & Door Manufacturers Association (WDMA) and Architectural Woodwork Standards (AWS).
- C. The formaldehyde emission level of all new doors shall not exceed 20 ppm.
- D. Glass vision panels in interior doors and sidelights shall be minimum 3/8" clear tempered glass set in metal frame assemblies. Fire protective glass assemblies shall be provided where required by code.
- E. Fire rated door and frame assemblies shall be installed as required by code. Doors and frames shall bear Underwriters Laboratory (UL) label for required fire resistive rating.
- F. Doors separating conditioned and non-conditioned space shall have weather stripping to effectively limit air infiltration. Adhesive foam-type or felt weather stripping is not acceptable.
- G. Where required by code, a roll-down steel fire shutter bearing a UL 3/4 hour, "C" label shall be provided. Emergency operation shall be by smoke detectors with adjustable time delay, initially set at 45 seconds.

- H. Where existing door and frame assemblies are reused, Lessor shall patch, repair, adjust, and refinish the assemblies to provide a new looking appearance.

2.7 DOOR HARDWARE

- A. Lessor shall provide and install door hardware and related items including keying of locksets necessary for a complete installation and operation of doors.
- B. All hardware shall be CBC/ADA access compliant, heavy-duty commercial quality equal to Schlage, Von Duprin, or Best.
- C. Door hardware shall include, but is not limited to, cylindrical lock and latch sets, door butt hinges, doorstops, push plates, door pulls, closers, and exit devices.
- D. Hinges for exterior outswing doors shall have non-removable pins.
- E. Doorstops shall be provided and installed wherever an opened door or any item of hardware thereon would strike a wall, column, equipment, or other parts of building construction. Doorstops shall be floor mounted.
- F. Lessor shall key all keyed locksets as directed by tenant agency and shall provide a minimum of 3 keys for each lock.
- G. Metal thresholds and weatherstrips shall be provided to all exterior doors. Thresholds shall have non-slip abrasive finish, and shall meet the requirements of CBC and ADA.
- H. Adjustable door closers shall be provided on entrance doors, toilet room doors, vestibule doors, doors with access-control hardware, and where shown on plans, and required by code. Closers shall be adjusted to meet the accessibility requirements of CBA and ADA.
- I. 10" high metal kick plates shall be provided and installed on the push side of all doors equipped with door closers.

2.8 MILLWORK

- A. All millwork shall be manufactured and installed in accordance with the Architectural Woodwork Standards (AWS) latest edition, for custom grades. Prior to fabrication, Lessor shall submit to the SETA, shop drawings of all new millwork. All materials shall be ureaformaldehyde free.
- B. Base cabinets shall have one row of drawers and one adjustable shelf below with concealed hinged doors, unless noted otherwise. Lessor shall provide a 4" toe space at base cabinets. Upper cabinets shall have two rows of adjustable shelves and hinged doors, unless noted otherwise.
- C. Counter tops shall be finished with plastic laminate or solid surface material. Counter tops shall be self-edged unless otherwise noted. Counter tops with sinks shall be fully formed and have a no-drip edge, and coved splash joint. All counter tops shall have a back and side splash unless otherwise noted. Sinks shall have a sanitary metal rim or be a self-rim stainless steel sink. Other materials may be submitted to SETA for approval. CBC/ADA accessible clearance at all sinks and transaction counters.
- D. Shelving units shall be a minimum of 3/4" thick white melamine, per AWS. Cover exposed edges with plastic laminate or hardwood edgebound.
- E. Face of millwork shall be high-pressure decorative plastic laminate. NEMA LD-3 grades as required by AWS.

- F. Interior sealants shall not contain mercury, butyl rubber, neoprene, SBR (styrene butadiene rubber), nitride, aromatic solvents (organic solvent with a benzene ring in its molecular structure), fibrous talc or asbestos, formaldehyde, halogenated solvents, lead, cadmium, hexavalent chromium, or their components. All sealant shall meet the indoor air quality and VOV content requirements in LEED and Cal Green.

2.9 GYPSUM BOARD FINISH / PAINTING / WALLCOVERING / SEALANTS

- A. Gypsum board finish shall be a smooth, blemish-free, monolithic surface and free of tool marks and ridges. Heavy textured wall surfaces are not acceptable. Minimum level 4 with smooth or light orange peel texture.
- B. Water-based paints shall not be formulated with aromatic hydrocarbons, formaldehyde, halogenated solvents, mercury or mercury compounds, or tinted with pigments of lead, cadmium, chromium VI, antimony and their oxides. All architectural paints and coatings shall comply with VOC limits of the California Green Standards Code unless more stringent local limits apply.
- C. All wall texture and paint colors shall be selected and or approved by SETA.
- D. New Surfaces:
 - 1. New partitions without factory finish shall be painted with one coat of primer/sealer and two finish coats of premium quality latex, eggshell paint. Flat paint is not acceptable.
 - 2. Break rooms, toilet rooms, and janitorial closets shall be painted with semi-gloss enamel paint.
 - 3. Paint-grade doors and trim shall be latex semi-gloss enamel paint.
 - 4. Stained or natural finish wood shall be finished with sealer and two coats lacquer. They shall be finished using non-toxic, water-based urethanes or similar environmentally sensitive products.
- E. Existing Surfaces:
 - 1. Interior walls and plaster or gypsum board ceilings shall be finished in latex eggshell paint.
 - 2. Heavy textured walls shall be sanded smooth and prepared for a new paint finish.
 - 3. Existing wall coverings shall be removed unless otherwise noted, wall surface shall be prepared, and receive a new paint finish.
 - 4. Doors and frames shall be refinished to provide a new looking appearance.
 - 5. HVAC registers and grilles shall be in a clean and newly painted condition.
 - 6. Stained or natural finished wood shall be refinished with sealer and lacquer.
 - 7. Metal toilet stall partitions shall be repainted using electrostatic paint process.
- F. Where alteration work occurs, new painted surfaces shall extend to the natural break.

Interior sealants shall not contain mercury, butyl rubber, neoprene, SBR (styrene butadiene rubber), nitride, aromatic solvents (organic solvent with a benzene ring in its molecular structure), fibrous talc or asbestos, formaldehyde, halogenated solvents, lead, cadmium, hexavalent chromium, or their components. All sealant shall meet the indoor air quality and VOV content requirements in LEED and Cal Green.

2.10 BUILDING SPECIALTIES

- A. Toilet Room Partitions and Accessories: In addition to any Code required toilet room accessories, Lessor shall furnish, install, maintain, and replenish where appropriate, the following accessories:
 - 1. Coin-operated sanitary napkin dispenser (one per women's toiletroom)
 - 2. Folding utility shelf and coat hook(one per toilet stall)
 - 3. Mirror with metal frame assembly (one per lavatory, two or more lavatories may have one continuous mirror)
 - 4. Paper towel dispensers (one per every two lavatories)
 - 5. Sanitary napkin waste receptacle (one per women's toilet stall)
 - 6. Soap dispensers (one per lavatory)
 - 7. Toilet paper dispenser, continuous toilet-paper flow, capable of holding two rolls (one per toilet stall)
 - 8. Toilet seat-cover dispenser (one per toilet stall)
 - 9. Trash receptacles (one per toilet room)
- B. All accessories shall be constructed of stainless steel and exposed surfaces shall have satin finish. All accessories shall meet CBC and ADA accessibility requirements.
- C. Toilet Room Partitions -- New toilet stall partitions shall match building standard.
 - 1. Lessor shall furnish and install privacy screen at all urinal locations – screens shall match toilet partitions.
- D. Paper Towel and Soap Dispensers:
 - 1. Where sinks and lavatories are provided for SETA exclusive use, Lessor shall provide, install, and replenish paper towel and soap dispensers. Dispensers shall be constructed of stainless steel and exposed surfaces shall have satin finish.
- E. Window Treatment:
 - 1. Lessor shall provide and install horizontal or vertical window blinds or other SETA approved device for privacy to all windows and interior glazed openings, including interior door side-lites.
 - 2. At sun-exposed areas, Lessor shall provide and install solar screens, reflective glass coatings, reflective glass panes, or other State and Lessor approved device for sun control.
- F. Knox Box:
 - 1. Where SETA occupies an entire building, Lessor shall furnish and install a Knox Box near building entrance as directed by Fire Department.
- G. Signage:
 - 1. Lessor shall provide and install room identification signage for all rooms. All signage shall meet CBC and ADA requirements.

2. Lessor shall verify signage content, room number designation, and submit mock-ups of signage types to SETA for review and approval prior to fabrication.
3. All signage located within SETA's premises shall be tactile identification signage with raised letters and raised numbers between 5/8" and 2" high with a width-to-height ratio of between 3:5 and 1:1 and a stroke width to height ratio between 1:5 and 1:10. Letters shall be raised 1/32" above the background, Sans Serif uppercase characters. Signage shall be mounted to meet CBC and ADA requirements. Signage for all private offices shall have a clear 3" – 4" high x 6" wide x 1/16" thick non-glare lens slide-out.
 - a. Characters and background of signage shall be eggshell, matt, or other non-glare finish. Characters shall contrast with their background.
4. Grade 2 California Braille dots shall be raised 1/40" above the background. Braille shall be 1/10th inch on center within each cell and 2/10th inch between cells. Braille dots shall be domed or rounded
5. In addition to room identification signage, Lessor shall provide and install tactile exit signs and tactile exit route signs.
6. Where signs are mounted on glass, such as sidelights, furnish and install a blank of equal material, width, height, and background color to the opposite side of said glass.
7. SETA Identification:
 - a. On or near the suite entrance door, install the words "Sacramento Employment & Training Agency" and suite numbers and shall include Braille and tactile text and numbering. Signage shall be building standard and subject to approval by SETA. Painted or pressure sensitive vinyl letters are not acceptable. Provide agency identification in the building directory, where available.
8. Lessor shall provide 'Maximum Occupancy' signage(s) on the wall above or near the entry door for all conference, meeting, lunch, auditorium, and assembly rooms.
9. Exterior signs: (applicable only if building is totally occupied by SETA) Lessor shall provide and install exterior signs. Letters shall be of cast aluminum alloy, bronze, black anodized finish, dimensional plastic. Submit samples to SETA for approval. The words "SETA" and the name of the occupying department, and street address shall be in scale with the building elevation.
 - a. Lessor shall be solely responsible for any additional permits and fees.

H. Assistive Listening Devices:

1. Lessor shall provide an assistive listening device system for all meeting, conference, quiet, assembly, and gathering rooms. The system shall comply with all accessibility requirements.
2. Occupant Load less than 50:
 - a. One portable system per floor can be shared between rooms with occupant loads less than 50. The system shall be designed to accommodate the largest room size that is being shared. The portable, wireless FM based system shall include high output acoustic headset(s) such as the Centrum Motiva PFM 360 (or current model) with disposable ear plugs, neck-loop(s), conference microphones and all equipment. The system shall be hearing aid compatible. Lessor shall provide signage at reception area indicating that the device is available.
3. Occupant Load of 50 or more:
 - a. Rooms with more than 50 person occupant load and fixed seating must have a fixed assistive listing device system for 4% of the total number of

seats in these rooms, but not less than two. Lessor shall provide signage inside each room and in the common hallway and or corridor indicating that the device is available.

I. Modular Systems Furniture (MSF):

1. SETA may elect to furnish and install MSF in lieu of traditional office furniture. MSF may be comprised of any combination of freestanding partition panels, panel supported work surfaces, files, components, and access raceways.
2. The furniture shall be coordinated with electrical system to comply with any T24 energy requirements.
3. Where SETA elects to install MSF as described above, Lessor, at Lessor's sole cost and expense, shall provide the following:
 - a. Obtain any required permits from the local jurisdiction.
 - b. Electrical engineering and installation of all wiring systems and components as necessary or required from the building's electrical system to the MSF for a complete and fully operational system.
 - c. Provide a minimum of four 20A circuits to each base feed and/or power pole feed. Each 20A circuit shall serve a maximum of four workstations. Coordinate electrical junction box locations with State furnished MSF plans. See Division 3 Special Provisions for MSF wiring diagram.
 - d. Installation of voice and data communication cabling from the data communication closet to the final point of termination at the MSF panel.
 - e. Cut and assemble the supplied power pole to the appropriate length, insert pole into top trim of panel, align the pole true and plumb, seismically brace pole, cutting the correct size hole in the ceiling tile, routing the electrical conduit through the pole, and installing the ceiling escutcheon plate to complete the pole installation.
 - f. Coordinate the installation of new wall mounted equipment to prevent interference with the MSF such as electrical panels, lighting control switching, thermostats, and fire extinguisher cabinets.
 - g. Relocate any existing wall-mounted equipment as required to accommodate MSF.
 - h. SETA or its representative shall provide MSF layout drawing(s) to Lessor for use in the preparation of construction documents.

- i. In the event that the Lessor fails to complete the required construction, improvements, and/or alterations prior to the scheduled MSF delivery date, Lessor, at Lessor's sole cost and expense shall be responsible for all additional shipping, handling, and storage fees, including any "overtime" labor costs.

Where SETA utilizes MSF, and the existing floor coverings are to be replaced as defined in the lease exhibits, Lessor, at Lessor sole cost and expense shall lift the existing MSF and disconnect as necessary, all power, voice, and data cabling. The MSF shall be lifted using a MSF lift system as recommended by the MSF manufacturer. Upon completion of the installation of floor coverings, Lessor shall reconnect all power, voice, and data cabling and lower the MSF into place. Lessor shall realign and adjust the MSF to its original location and condition. Prior to lifting or moving the MSF, Lessor shall perform an inspection with State representatives and contractor to observe and document the condition of the MSF. In the event the MSF is damaged during the performance of any tenant improvement work, Lessor, at Lessor's sole cost and expense shall repair and/or replace the MSF with approved equal product. MSF manufacturer's authorized installers shall perform all repair work. SETA shall complete all procurement procedures for purchase of Modular Furniture.

J. Flagpoles:

1. Where SETA is the sole or major tenant of the building, (occupying more than 50% of the available space), the United States flag and California State flag shall be prominently displayed upon or in front of the building or grounds in conformance with all flag displaying protocols and etiquettes.
 - a. Lessor shall furnish and install the flagpole, footings and flags.
 - b. Freestanding flagpole shall extend 30' above grade.
 - c. Flagpoles mounted to building shall extend 14' above building parapet.
 - d. Flagpoles shall be equipped with lockable halyard box.
 - e. Flagpole and halyard shall be CBC/ADA access compliant.
 - f. Flags shall be in scale with building and flagpole.
 - g. Lessor shall provide automatic lighting for nighttime illumination.

2.2 PLUMBING

- A. Lessor shall furnish and install plumbing fixtures in quantity and type as required by Code. Where SETA occupies multiple floors, Lessor shall provide accessible toilet rooms on each floor. Lessor shall provide one or more drinking fountains within close proximity to office quarters or as indicated on plan and per CBC requirements. Drinking fountains shall be CBC/ADA access compliant.
- B. Lessor shall provide hot and cold water at each lavatory and sink. Domestic water heaters shall be located not more than 25 feet from furthest point of use unless a hot water recirculation or other temperature maintenance system is provided. Water heaters shall initially delivery water at 110° F.
- C. Where new toilet rooms, locker rooms with showers, shower rooms are provided, Lessor shall provide floor drains.
- D. Domestic water supply systems shall be constructed with copper piping and tubing. Soldered connections on water supply lines shall use ASTM B32, Tin Antimony solder. Lead solder is not permitted.
- E. All plumbing fixtures shall meet accessibility requirements.
- F. Provide restroom facilities to meet CBC and ADA accessibility requirements

2.3 HEATING, VENTILATING, AND AIR CONDITIONING

- A. Lessor shall provide a climate control system consisting of a fully automatic heating, ventilating, and air conditioning system capable of providing conditioned air continuously during occupied hours to the premises.
- B. The HVAC system shall be designed and capable of maintaining the following temperatures in all occupied areas:

<u>Design Criteria</u>	<u>Operating Criteria</u>
Winter: 76°F	Winter: 68°F
Summer: 72°F	Summer: 78°F

- C. Lessor shall provide and install thermostats with automatic change over from heating to cooling. Thermostats shall have dead-band with adjustable range where no heating or cooling is activated. The temperature range of the thermostats shall be minimum 55 degree F to 85 degree F. Thermostats shall be cleaned, calibrated, and initially adjusted to 68 degree F maximum for heating and 78°F minimum for cooling. Thermostats shall be located within each zone. In multi-tenant buildings, thermostats shall not be shared with other building tenants.
- D. Lessor shall furnish and install lockable, tamperproof covers to all thermostats within the leased premises.
- E. Lessor shall furnish and install a dedicated air conditioning system with separate thermostat for the computer room, telecommunication room, server room, and other similar spaces. The system shall be capable of providing conditioned air 24 hours per day, 7 days a week. The operating temperature shall comply with the telecommunication equipment manufacturers.

- F. Lessor shall submit detailed heating and cooling calculations, Title 24 compliance information, equipment selection data, and “as-built” mechanical drawings to SETA upon request.
- G. The cooling load for conference rooms, quiet rooms, hearing rooms, public lobbies, waiting rooms, and employee break rooms shall be based on occupancy of 15 square feet per person. Cooling load for all other areas shall be based on occupancy of 100 square feet per person.
- H. Systems shall be zoned for each building exposure and for interior zones where appropriate. Each zone shall be of a size and shape to ensure even air distribution and temperature control throughout the leased premises. Each conference room, quiet room, hearing room, public lobby, waiting room, and employee break room shall be zoned separately.
- I. In multi-tenant buildings, HVAC zones shall not be shared with other building tenants.
- J. All fan systems supplying 2,000 cfm and above shall be equipped with an economizer system that will use outdoor air up to 100% of fan capacity for cooling of the premises. Operation of the economizer cycle shall be controlled by outside dry bulb air temperature.
- K. All lunchrooms and break rooms with microwave oven or other food-heating appliances shall include a general exhaust fan.
- L. Toilet rooms shall be provided with a mechanical exhaust system providing a minimum of 15 air changes per hour. Replacement air shall be supplied directly or indirectly from the building system. Individual supply ducts or sound-lined transfer ducts are acceptable. Each exhaust fan shall be interlocked with the associated HVAC unit supply fan serving the room. Exhaust air shall be ducted to the building exterior.
- M. Ductwork construction and installation shall conform to the appropriate Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA) low velocity or high velocity duct construction standards. Ductwork shall be concealed or aesthetically compatible with the architectural design of the interior space. Individual supply and return air outlets and ductwork shall be provided in each enclosed area. Undercutting of doors, door grilles, or jumper ducts is not acceptable. Return air shall be conducted through registers connected to ductwork or plenum above ceilings, except as otherwise approved by SETA.
- N. Air distribution system shall be equipped with air volume controls and shall be capable of draftless operation at an acceptable noise level while handling the design flow of air. The acceptable noise level shall comply with ASHRAE Handbook - HVAC Applications.
- O. The complete HVAC system shall be checked, adjusted, and balanced. The air balance report shall be submitted to SETA upon project completion.
- P. Lessor shall provide vibration isolation supports for all mechanical equipment, piping, and ductwork to prevent transmission of vibration to building structure.
- Q. Where the heating design of outdoor temperature is below 35°F, Lessor shall provide

one winter night setback thermostat for each HVAC system. The thermostat shall cycle the heating system to maintain 55°F.

- R. Lessor shall provide automatic-control time clocks (7-day-programmable) or energy management systems (microprocessors) to allow the shutoff and startup of the HVAC equipment according to SETA's occupancy schedule. State shall determine maximum daily hours of operation. Lessor shall provide one-hour by-pass timers for each HVAC system for after-hours operation.
- S. Indirect evaporative cooling, desiccant dehumidification, and passive solar design measures are acceptable when approved by SETA.
- T. All thermostats and operational controls in occupied spaces shall meet CBC and ADA accessibility requirements.

2.4 ELECTRICAL

A. General Electrical Requirements:

1. Lessor shall provide electrical engineering and installation of all transformers, main switchboard, subpanels, branch circuits, wiring devices, electrical switching, energy management systems, lighting, receptacles, and control equipment for HVAC systems.
2. Service and metering equipment shall be in accordance with utility company requirements. An Electrical Arc-Flash Hazard Analysis and Short-Circuit and Protective Device Coordination Study shall be performed based on the available fault current from the utility system and contribution from the facilities motors. Electrical equipment warning labels shall be provided based upon the available arc hazard energy at each piece of Electrical Equipment. Labels shall comply with the requirements of the California Electrical Code and NFPA 70E.
3. Where electrical service panels are installed to provide service to State premises, Lessor shall provide and install panels with a minimum of 20 percent more circuit capacity than the Lessor's calculated load total.
4. The electrical panels serving SETA's premises shall be accessible from the building core or from within SETA's quarters. The location of the panels shall be coordinated and approved by the SETA prior to installation.
5. All appliances and all energy-consuming devices shall be Energy Star® certified by the Environmental Protection Agency (EPA).
6. All operational devices in occupied spaces, including, but not limited to switches and outlets, shall meet CBC and ADA accessibility requirements.
7. All electrical and lighting systems shall meet CBC, T24 Energy and Cal Green requirements, or shall be adjusted to meet those requirements as part of the new work.

B. Power Requirements:

1. Duplex convenience outlets shall be 20A, 125V, 3 wire grounding type provided in quantities indicated on the Exhibit "A". Lessor shall provide a minimum of two convenience outlets in each private office.
2. Electrical/data/telephone outlet heights:
 - a. Existing receptacles may remain at 12" A.F.F. New receptacles shall be installed at 15" A.F.F. or as noted on plans.

3. Lessor shall furnish and install all special use outlets, dedicated circuits, and isolated ground convenience outlets for copy machines, electronic communications equipment, and where noted on plan.
 - a. Dedicated circuits shall have individual ungrounded circuit conductors from each device to panel board circuit breaker and individual grounded circuit conductors from each device to the neutral bus located in the panel board. Equipment grounding conductors shall be connected to the grounding electrode system through a ground bus located in the panel board.

C. General Lighting Requirements:

1. Lighting Design Guidelines:
 - a. Lighting shall comply with the design guidelines of the current edition of IESNA Lighting Handbook.
2. Where existing light fixtures are reused, Lessor shall modify fixtures as necessary to comply with all seismic guidelines and new T24 Energy requirements. Lessor shall thoroughly clean fixture housings, lamps, and fixture lenses. All lenses shall be free of damage and discolor. There shall be no visual discrepancy between existing lamp color temperature and new lamp color temperature in each enclosed space. Lessor shall replace incandescent lamp fixtures with new high efficiency lamp fixtures.
3. Premises shall have sufficient light fixtures properly spaced and be capable of providing the recommended levels of illumination indicated in the following table.
 - a. Minimum Lighting Levels:

AREA:	FOOTCANDLES:
Work Surfaces (includes task lighting)	50
Work Area Ambient Lighting	30
Telecommunications rooms and closets	50
Special Purpose Area(s)	75
Repair Garage	50
Hallways, Aisles, Corridors	25
Conference / Meeting Rooms	70
Incandescent Lighting	10 - 30
Drafting Areas	50
High Density Filing Areas	50
Document Processing Area/Room	30
Circulation Space around work areas	30
Building Entries	25
Restrooms	40
Waiting and Lounge Areas	15
Coffee Counters	20
Lunch Rooms/ Break Rooms	30
Warehouse	2

4. Minimum requirements for new or replacement linear fluorescent lighting systems:
 - a. Minimum Color Rendering Index (CRI) of 70
 - b. Option of common Color Temperature lamps (CCT) (3000K through 4100K)
 - c. Minimum power factor of 90%
 - d. Minimum system efficacy of 90 lumens per watt
 - e. High frequency electronic ballast
 - f. Maximum Total Harmonic Distortion (THD) of 20%
 - g. Minimum lamp life of 20,000 hours
5. Minimum requirements for compact fluorescent lighting systems:
 - a. Minimum Color Rendering Index (CRI) of 75%
 - b. Option of common Color Temperature lamps (CCT) (2700K through 4100K)
 - c. Minimum power factor of 90%
 - d. Minimum system efficacy of 60 lumens per watt
 - e. Electronic ballast
 - f. Maximum Total Harmonic Distortion (THD) of 20%
 - g. Minimum lamp life of 10,000 hours
6. Minimum requirements for LED lighting systems
 - a. Minimum Color Rendering Index (CRI) of 80
 - b. Option of common Color Temperature lamps (CCT) (3000K through 4100K)
 - c. Minimum power factor of 90%
 - d. Minimum system efficacy of 90 lumens per watt
 - e. Internal LED Driver
 - f. Lamps capable of being dimmed from 100% to 0% of maximum lighting output
 - g. Minimum lamp life of 50,000 hours
7. Pairs of one-lamp or three-lamp recessed fluorescent luminaires and continuous mounted fluorescents that are (1) on the same switch control, (2) in the same area, (3) within 10 feet of each other in accessible ceiling spaces; and (4) do not use electronic ballasts, shall be tandem wired and shall not use single lamp ballasts.
8. Where required, lighting panel switches including exterior lighting shall have a two schedule, programmable, 7-day with holiday setting, battery- backup time clock. Time clock operation shall have manual override with a two-hour bypass. Override shall be accessible to the tenant.
9. Where exterior illumination is required, lessor shall provide and install exterior solid-state luminaires that are designed for and exclusively use LED lamp technology. Luminaires shall include integrated controls and the required Backlight, Uplight, and Glare (BUG) ratings based on the Lighting Zone the luminaires are in for accent light and outdoor building security lighting. All building entrances shall be illuminated.

D. Communication Equipment Requirements:

1. Lessor shall provide and install all conduits and telephone service cabling from the building's main point of entry (MPOE) to the tenant agency's Telecommunication closet.
2. Lessor shall furnish and install telephone terminal backboard. Backboard shall be 4' x 8' x 3/4" thick, fire retardant plywood, and painted to match adjacent surfaces.
3. Lessor shall furnish and install termination blocks, cable management hardware, and terminate and label all cables at both ends.
4. Lessor shall provide and install all components as required by the telephone service provider's requirements.
5. Unless otherwise noted, Lessor shall furnish and install a complete structured cabling system from the tenant agency's telecommunication closet to the final point of termination. Lessor shall provide all components such as, but not limited to, cabling, cable labels, cable trays, cable management hardware, patch panels, cross connects, patch cords, faceplate, jacks, and wall outlets, MSF workstation outlets, as necessary or required for a complete and operational system.
6. Lessor shall provide and install all conduit and outlet boxes with pull-wire.
7. The system shall be tested pursuant to and meet ANSI/TIA/EIA standards.
8. BICSI Certified cabling installers shall perform all work, and shall comply with all ANSI/TIA/EIA cabling standards.
9. The system shall comply with the requirements of the tenant agency's specifications.
10. SETA shall not be required to remove any communication equipment and or cabling described herein either during the lease term or upon termination of this lease.
11. All operations devices in occupied spaces, including but not limited to data ports/outlets, shall be installed to meet CBC and ADA accessibility requirements.

2.2 PARKING AND PAVING

- A. Parking areas and access from the public way shall be paved. Each parking stall shall have individual unobstructed access. All stalls shall be marked with 4" wide painted stripes using white traffic grade paint. Traffic areas shall have appropriate painted directional arrows and any other graphics. Lessor shall furnish and install appropriate signage as required by local jurisdiction. Accessible parking and signage shall be provided per CBC and ADA requirements. All exterior accessible routes, warning devices, truncated domes, signage and other accessible features shall be provided as required by CBC and ADA requirements

1. Pavement at existing parking areas shall be free of holes, patches, divots or badly weathered surface conditions. If new material is used, the existing asphalt shall be ground and used for fill in the parking area.

END OF DIVISION 2

DIVISION 3 - SPECIAL PROVISIONS

The following Special Provisions supplement the requirements specified in Divisions 1 and 2. Where Division 3 requirements conflict with Divisions 1 & 2; Division 3 supersedes those requirements.

3.1 BOARD ROOM

- A. The Lessor shall provide SETA with an allowance of One Hundred and Forty Thousand and No/100ths Dollars (\$140,000) for improvements in the board room, which shall include audio/visual equipment, millwork as required for the construction of a dais for the SETA Board, lighting, etc..

3.2 COMPUTER CABLING

- A. The Lessor shall provide SETA with an allowance of Four and 00/100ths Dollars (\$4.00) per square foot for voice and data cabling.

3.3 FIBER OPTIC

- A. SETA desires a building which is served by fiber optic telephone and data lines. Lessor shall make every effort to provide fiber optic service to the proposed building.

3.4 COMPUTER ROOM SPECIFICATIONS

- A. The computer room should be located next to the Main Distribution Frame (MDF) or main telephone closet for easy access and management of voice and data. If the facility is a two-story building, the computer room and MFD should be located next to each other on the first floor. If the facility is three (3) or more stories, the computer room and MFD should be located on the second floor. SETA is using the County's universal Wiring Standard which includes twelve (12) strands of fiber between the Intermediate Distribution Frame (IDF), telephone closets and the Main Distribution Frame (MDF), main telephone closet. Horizontal wiring from the individual telephone closets to office areas adjacent to the telephone closet shall be wired with the 100-ohm UTP Category 5 cable. Horizontal cabling shall be grounded in compliance with ANSI/NFPA 70 requirements.
- B. The computer room shall have a separate HVAC system with controlled temperatures between 18 degrees Centigrade (64 Degrees Fahrenheit) and 24 Degrees Centigrade (75 Degrees Fahrenheit). The Humidity in the computer room shall be kept between thirty percent (30%) and fifty-five percent (55%) of relative humidity. Lessor shall provide a raised floor in the computer room. The floor shall be raised from 12" to 18" in order to manage wiring and air flow. The rated distributed floor loading shall be 200 pounds per square foot (live load). Access floors shall be static free by using asphalt / linoleum tile.
- C. The computer room should have power conditioning, UPS battery back-up for the entire computer room, and emergency lighting. Detail specifications are available from SETA.

3.5 COMMUNICATION EQUIPMENT REQUIREMENTS

- A. Lessor shall provide and install all conduits and telephone service cabling from the building's main point of entry (MPOE) to the tenant agency's Telecommunication closet.

- B. Lessor shall furnish and install telephone terminal backboard. Backboard shall be 4' x 8' x ¾" thick, fire retardant plywood, and painted to match adjacent surfaces.
- C. Lessor shall furnish and install termination blocks, cable management hardware, and terminate and label all cables at both ends.
- D. Lessor shall provide and install all components as required by the telephone service provider's requirements.
- E. Unless otherwise noted, Lessor shall furnish and install a complete structured cabling system from the tenant agency's telecommunication closet to the final point of termination. Lessor shall provide all components such as, but not limited to, cabling, cable labels, cable trays, cable management hardware, patch panels, cross connects, patch cords, faceplate, jacks, and wall outlets, MSF workstation outlets, as necessary or required for a complete and operational system.
- F. Lessor shall provide and install all conduit and outlet boxes with pull-wire.
- G. The system shall be tested pursuant to and meet ANSI/TIA/EIA standards.
- H. BICSI Certified cabling installers shall perform all work, and shall comply with all ANSI/TIA/EIA cabling standards.
- I. The system shall comply with the requirements of the tenant agency's specifications.
- J. SETA shall not be required to remove any communication equipment and or cabling described herein either during the lease term or upon termination of this lease.
- K. High Speed Internet. 1GB capacity or more.

3.6 SECURITY SYSTEM

- A. Lessor shall provide SETA an allowance of Seventy-Five Thousand and No/100ths Dollars (\$75,000) for the installation of a security system.

3.7 SIGNAGE

- A. Please provide a Signage Allowance of Twenty Thousand and No/100ths Dollars (\$20,000) over and above any signage requirement by code.

3.8 OVERAGE OF ABOVE ITEMS

- A. In the event that it costs less than the allowances specified above to prepare the premises for SETA's occupancy, SETA shall have the option of (a) applying the overage amount to other areas of the project, or (b) applying the unused allowance as a rent credit or reduction of overall rent.

3.9 PUBLIC ADDRESS SYSTEM

- A. An overhead office-wide intercom system is required.

3.10 LOADING DOCK

- A. A loading dock with dock leveler, and insulated roll down door to the warehouse/supply area shall be provided.

END OF DIVISION 3

EXHIBIT '3C' – ADMINISTRATIVE REQUIREMENTS

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

TITLE	PAGE
<u>DIVISION 1 AUTHORITY AND POLICY REQUIREMENTS</u>	
1.00 GENERAL - AUTHORITY & POLICIES REQUIREMENTS OF LEASED FACILITIES	2
1.02 ACCESS COMPLIANCE AUTHORITY	2
<u>DIVISION 3 CBC/ADA ACCESS COMPLIANCE PROCEDURE</u>	
3.00 GENERAL	3
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3.03 GROUP I, FACILITY PROCEDURE	4
3.04 GROUP II, FACILITY PROCEDURE	5
<u>DIVISION 4 REFERENCE FORMS</u>	
4.04 CBC/ADA ACCESS COMPLIANCE FEE CALCULATION - FORM E	6
4.06 VERIFIED REPORT - FORM G	7

PROJECT CONTACT:

PHONE:

Mike Riley, mriley@newmarkccarey.com
John Frisch

(916) 569-2329
(916) 569 -2309

Confirmation Statement

I/we have read this Exhibit 'C' Administrative Requirements and understand it is incorporated into, and is part of, this lease.
I/we have acknowledged each and every page by placing my/our initials on this cover sheet.

Initials _____

1.00 GENERAL

- A. This Exhibit 'C' document is a binding part of the lease document and shall function with Exhibits 'A' and 'B'.
- B. The forms contained in Division 4 are for the Lessor's reference.
- C. Federal Americans with Disabilities Act (ADA) and California Building Code (Title 24) accessibility requirements are combined and noted hereafter as **CBC/ADA**.

1.02 ACCESS COMPLIANCE AUTHORITY

- A. California law incorporates the Americans with Disabilities Act requirements. California Government Code provides that buildings shall be made accessible to, and usable by, persons with disabilities, whether they are leased, rented, contracted, sublet, or hired by any municipal, county, or State divisions of government, or special district. California Building Standards Code defines that all State facilities shall meet the federal Architectural Barriers Acts.
- B. These statutes, in addition to the California Building Code, Title 24, generate the need for a standard process to ensure access compliance with respect to State leased facilities.
- E. SETA is requiring the Lessor to ensure compliance by utilizing one of the two procedures defined in this document. Refer to Division 3 (below) for specific requirements and procedures.
- F. Public right- of- way access is required for all leased facilities. If the existing conditions do not meet the required codes and regulations, the design professional (Lessor's architect) must demonstrate and document a diligent effort to request that the authority (having control) over the public right- of- way, makes the necessary modifications to secure right-of-way access. All correspondence shall be documented and provided to the SETA for the project file.

End of Authority and Policy Requirements

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.00 GENERAL

- A. To comply with the accessibility requirements and ensure that the facility has complied with all accessibility codes and regulations, the Lessor is required to complete one of the two processes defined below. In each case the SETA will remain the primary contact. The facilities are categorized according to size as either Group I or Group II projects. Each category has specific requirements as defined. Group I projects are submitted to SETA and Group II facilities are submitted to SETA for plan review and approval. The Lessor is required to follow the procedure of the applicable process and is responsible for the associated costs.

3.02 DETERMINATION OF FACILITY GROUP

- A. The group is determined by the category and the size of the SETA's net usable leased area. The respective administrative process is defined in the following Sections 3.03 (Group I) and 3.04 (Group II). The Group Types are defined below:

GROUP I:

Building Type:	Net Usable Square Footage:
Existing Office Buildings	Less than 100,000 square feet
Existing Warehouse Buildings	Less than 500,000 square feet
Any Building to be Constructed	Less than 30,000 square feet

GROUP II:

Building Type:	Net Usable Square Footage:
Existing Office Buildings with Alterations	100,000 sq. ft. or greater
Existing Warehouse Buildings with Alterations	500,000 sq. ft. or greater
Any Building to be Constructed	30,000 sq. ft. or greater

Note: Certain Group I projects, at the discretion of the SETA, may be determined compatible with Group II process regardless of the building size. The SETA shall inform the Lessor which process applies to this particular project during lease negotiations.

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.03 GROUP I FACILITY PROCEDURE

For Group I facilities the Lessor's architect is required to complete the requirements outlined in paragraphs A through D below:

A. Accessibility Survey: The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the DGS' Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:

1. DSA certified accessibility consultants trained for Leased facilities
<http://www.dgs.ca.gov/resd/Programs/LeasingandPlanning/NewLease/LeaseRequirements.aspx>
2. Certified Access Specialist (CASP)
<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#t1>
3. ICC Accessibility Inspector/Plans Examiner
<https://av.iccsafe.org/EWEB/DynamicPage.aspx?Site=icc&WebKey=b7afd990-2e14-4013-a186-aeb405641a95&FromSearchControl=Yes>
4. Architect licensed in the State of California

A.1.1 The consultant will survey the facility and site per CCR Title 24, California Building Code (CBC), and Americans with Disabilities Act (ADA). State agencies are public entities and shall comply with Title II of the ADA. Exceptions to the code for existing buildings are not permitted. Access compliance shall apply to exterior areas such as but not limited to path of travel to and from public transportation and public right-of-way, parking, passenger drop-off and loading zones, walks and sidewalks, curb ramps, and all stairs. Access compliance shall also apply to interior areas such as but not limited to entrances and exits, lobbies, building common areas, elevators, access lifts, doors and gates, access to and through all rooms and spaces, restrooms, signs and identification, counters, waiting, seating areas, assistive listening systems, telephones, drinking fountains, alarms, and horizontal/vertical access. Consultants will observe and record all deficiencies, as well as provide solutions needed to bring facility into compliance with sufficient detail to allow Lessor or his/her agent to develop a cost estimate for proposed barrier removal. Should all areas mentioned above not be fully constructed, consultants shall review the construction documents in addition to the physical evaluation.

- B Lessor shall enclose a copy of the **CBC/ADA Access Compliance Fee Calculation Form E** (attached).
- C. Construction Documents: The Lessor's Architect will incorporate all items defined in the accessibility survey into the construction documents. The Lessor shall submit the completed drawings to SETA for review.
- D. Verified Report: Following the completion of construction, the Lessor's architect is responsible for verifying that the items outlined in the accessibility survey and incorporated into the construction documents have been completed. The **Verified Report Form G** (attached) shall be signed by the Lessor's architect. The architect shall forward the signed Verified Report to SETA Space Planner prior to the final inspection that will be performed by SETA. The project will not be accepted for occupancy prior to receipt of this document.

End of Group I Procedure

DIVISION 3 – CBC/ADA ACCESS COMPLIANCE PROCEDURE

3.04 GROUP II FACILITY PROCEDURE

The Lessor's architect shall inform SETA of the status of plan review/approval.

The Lessor's architect is required to complete the requirements outlined in paragraphs A through F below:

A. Accessibility Survey: The Lessor must have an accessibility survey completed prior to the finalization and approval of the construction documents. The survey must be completed using the Accessibility Checklist for State-Leased Buildings and Facilities. The following consultants are acceptable:

1. DSA certified accessibility consultants trained for Leased facilities
<http://www.resd.dgs.ca.gov/Branches/PSB/LeaseRequirements.htm>
2. Certified Access Specialist (CAsp)
<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#t1>
3. ICC Accessibility Inspector/Plans Examiner
<https://av.iccsafe.org/EWEB/DynamicPage.aspx?Site=icc&WebKey=b7afd990-2e14-4013-a186-aeb405641a95&FromSearchControl=Yes>
4. Architect licensed in the State of California

Note: See Section 3.03; paragraph A.1.1 (Group I Facility Procedure) for parameters of survey.

B. Construction Drawings and Specifications: The Lessor is required to retain an architect licensed in the State of California to design and develop plans and specifications in accordance with the lease exhibits and applicable codes and regulations. The Lessor's architect will incorporate all items defined in the accessibility survey into the construction documents. The architect is required to stamp and sign the construction documents.

C. Fee Payment: In accordance with the calculation of fees per the **CBC/ADA Access Compliance Fee Calculation** Form E (attached), the Lessor shall prepare a check. This check along with a copy of the CBC/ADA Access Compliance Fee Calculation Form E shall be forwarded directly to the appropriate regional office in the submittal package.

F. Verified Report: Following completion of construction, the Lessor's architect shall visit the site to verify that the building and site are in compliance with the DSA approved plans and specifications. The **Verified Report** Form G (attached) shall be completed and signed by the Lessor's architect. The architect shall forward the Verified Report to SETA prior to the final construction inspection. The project will not be accepted for occupancy prior to receipt of this document.

End of Group II Procedure

DIVISION 4 – REFERENCE FORMS

**4.04 CBC/ADA ACCESS COMPLIANCE FEE CALCULATION
FORM E**

RELPS Planner: _____ Date: _____

Agency: _____

Address: _____

Project Number: _____

Project Name: _____

Project Type	Project Size (net usable s.f.)		Project Value (PV)
<input type="checkbox"/> Existing Warehouse Buildings		\$20/sf	\$ -
<input type="checkbox"/> Existing Office Buildings		\$50/sf	\$ -
<input type="checkbox"/> New Construction Build-to-Suit		\$150/sf	\$ -

GROUP I (Under \$5,000,000)	Project Value	Multiplier	Fee
PV X 0.2% of 1st \$500,000 =	\$ -	0.002	
Remainder of PV x 0.1% =	\$ -	0.001	
Remainder between 2M and 5M x .01%	\$ -	0.0001	
Calculated total =	\$ -		
x 10% (QA or \$200 Minimum) = Total Fee			\$ 200

GROUP II (Over \$5,000,000)	Project Value		Fee
PV x 0.5% of 1st \$500,000	\$ -	0.005	\$ -
PV between 500,000 and 2M x .25%	\$ -	0.0025	\$ -
PV over 2M x .1%	\$ -	0.001	\$ -
Total Fee			\$ -

Total Lessor Fee Obligation:		\$ 200
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DIVISION 4 – REFERENCE FORMS

4.06 VERIFIED REPORT, FORM G

**SETA Leased Buildings
Verified Report - Form G**

The Architect having general responsible charge of the work of construction on the plans and specifications, is responsible for the submission of this report SETA.

SETA Project Info:	Agency:	SETA Project #
	Project Type (Scope of Work):	Date:
	Phone:	Fax:

Facility Info:	Building Name	Hours of Operation:	
	Address:	Suite	
	City:	Zip:	
	Lessor Contact	Phone	Fax

Contractor:	Company Name	License #	Phone
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This report includes all construction work through the date of: _____ month _____ day _____ year			
Exterior Work	% Compliant	Interior Work	% Compliant
		Accessible Main Entrance	
Parking & Accessible Stalls		Doors & Gates	
Walks & Sidewalks		Information / Reception Counter	
Curb Ramps		Elevators / Ramps / Lifts	
Stairways		Sanitary Facilities / Sinks / Drinking Fountains	
Ramps & Landings		Stairwells / Exits	
Accessible Main Entrance		Conference / Meeting / Assembly Rooms	
Wayfinding & Signage		Wayfinding & Signage	
		Fire Alarms	
		Total Project Percentage of Completion	
*All items required to be 100% complete unless Hardship approved by AHJ			
List work and % to be completed (attach additional pages as necessary):			

I declare under penalty of perjury that I have read the above report and know the contents thereof; that all of the above statements are true and that I know of my own personal knowledge that the work during the period covered by the report has been performed and materials used and installed, and in every material respect are in compliance with the duly approved plans and specifications therefore.		
Architect:	Signature	Date
	Name	Architect #
	Company / Firm	Phone
	Address	Fax