

SPACE INFORMATION

USDA Service Center office occupancy space shall be on one floor, first floor or ground level occupancy within the same building, and divided by agency and occupancy according to the following guidelines:

Name of Space	Usable Sq. Ftg.	Comments
FSA- Service Ctr. Private Office	110-140	1 Private Office (enclosed room) – ranging between 110- 140 sq. ft., adjacent to the FSA Open Work Area.
FSA Open Work Area	150	1 Room <u>or</u> Area – General Clerical to accommodate approx. 2 workstations, files, equipment and circulation
Historic File Room	150	Separate <u>room</u> for historical file storage, adjacent to and opening into FSA Open Work Area.
Aerial Photo Room	100	Separate <u>room</u> adjacent to and opening into FSA OpenArea.
FSA space total	510-540	FSA- total individual space required for this occupancy (must be located within Service Center office adjacent to NRCS & RD occupancies)
NRCS- Service Ctr. (incl. District)- Private Office	220-280	2 Private Offices (separate enclosed rooms) – each ranging between 110- 140 sq. ft., adjacent to the NRCS-Service Ctr. Open Work Area.
NRCS- Service Ctr. Open Work Area	1150	1 Room <u>or</u> Area – General Clerical to accommodate approx. 9 workstations, files, equipment and circulation
NRCS-Service Ctr. office space total	1370-1430	NRCS- total individual space required for this occupancy (must be located within Service Center office adjacent to FSA & RD occupancies)
RD- Service Ctr. Private Office	220-280	2 Private Offices (enclosed rooms) – each ranging between 110- 140 sq. ft., adjacent to the RD-Service Ctr. Open Work Area.
RD- Service Ctr. Open Work Area	150	1 Room <u>or</u> Area – General Clerical to accommodate approx. 2 workstations, files, equipment and circulation
File/Storage Room	300	Separate <u>room</u> with locking door for agency file storage, adjacent to and opening into RD Open Work Area.
RD-Service Ctr. office space total	670-730	RD- total individual space required for this occupancy (must be located within Service Center office adjacent to FSA & NRCS occupancies)
ADP Room	75	1 enclosed <u>Room</u> , within Service Center office, located away from public areas or access, but central to both offices (refer to "USDA/OCIO/ITS Requirements" for specifications)
Conference/Training Room	300	1 <u>Room</u> , centrally located within Service Center office and adjacent to common Client/Break room
Client/Break room	175	1 <u>Room</u> , centrally located within Service Center and adjacent to common Conference/Training Room; must include counters, cabinets and a sink with disposal
Storage/Mailroom	800	1 room <u>or</u> area within Service Center office, adjacent to & accessible by FSA, RD & NRCS- Service Ctr. Occupancies
Lobby/ Reception area	50	A small area located at the entrance to the Service Center office; front entrance shall open into this area; must include a built-in accessible counter (refer to specifications below); separate entrance for the Service Center office
Total shared space	1400	Total shared space for these common areas/rooms for Svc. Ctr. Agencies/occupancies within Service Center

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NRCS Soil Survey Office occupancy may be located on either the first or second floor; **space for this office occupancy shall be contiguous**, Include a **separate entrance into this office** apart from and in addition to the entrance into the Service Center office, and be divided according to the following layout guidelines:

Name of Space	Usable Sq. Ftg.	Comments
✓ NRCS-Soil Survey Office Pvt. Office	110-140	1 enclosed Private Office room for NRCS Soil Survey Leader, located adjacent to NRCS-SSO Open Work Area
✓ NRCS-SSO Open Work Area	450	1 Open Area - General Clerical to accommodate approx. 4 workstations, files, equipment, circulation and entry into space; separate entrance shall open into this area of office
✓ NRCS-SSO GIS space	150	1 additional work space area in or adjacent to NRCS-SSO Open Work Area.
NRCS-SSO Soil Lab space**	200	Soil lab work area opening into or near NRCS-SSO Open Work Area; **must contain counters, a deep utility style sink, cabinets for storage, and area must be "well ventilated"
NRCS-SSO storage	200	Storage area located adjacent to Soil Lab space area
NRCS- SSO space total	1110-1140	NRCS- Soil Survey Office (SSO) total individual space required for this occupancy
Circulation (walkways and paths of travel)	*	* space needed for these areas to be absorbed into the individual Open Work Area spaces for each agency and occupancy, for a minimum of 5275 ABOA sq. ft. total for the combined Service Center Office and Soil Survey Office

**** NRCS- SSO Soil Lab Space- additional specific requirements for this room area:**

- **Utility Sink:** 25" x 22" x 12" (basin is 12" deep min.)
- **Counters:** EITHER: 2 counters*, each 6ft x 2ft; one will have the sink in it;
OR: 1 counter* with sink, 8 to 10 ft x 2 ft
 - *a 3' portion of the counter provided must have a minimum width of 2' 6" in order to accommodate the size of the counter top oven
- **Cabinets:** Cabinets above one counter/cupboard below each counter;
- **also preferable** to have a set of wall cabinets, 8'-10' from floor to ceiling, 1' deep, with shelving 18" min. height each shelf (if built-in cabinets are not provided, this requirement could be satisfied by tenant provided shelving system(s) as part of the tenant's personal property)
- **lab space** must be well ventilated; exhaust fan is required in lab area and for venting heat from counter top oven

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SPECIAL REQUIREMENTS

- **ABOA space may or may not be contiguous**, however all ABOA space offered shall be located within the same building; if non-contiguous space (i.e. separate suites) is offered to satisfy the total ABOA space requirement, then at a minimum, each tenant agency's total individual space shall be contiguous; Soil Survey Office space shall be contiguous.
- **ADP Room, data ports and cabling requirements**- refer to ASR- USDA/OCIO/ITS Requirements dated 11-04-10
- **Additional Data Cabling requirements**: purchase, installation, connection and testing/certification for an office **staff size of 18**- refer to ASR- Addendum, Data/Voice Requirements
- **Front Counter requirements in Reception Area:**

A built-in front counter with a swinging door shall be constructed and installed in the reception area; the counter shall serve to separate the reception area from the open office work area. The counter should include the following characteristics: (1) be built-in with a laminate counter top, (2) contain wood shelving, with a stained or painted finish, under the counter top on the side that opens into the open office work area, (3) contain at least one drawer on the shelving side, and (4) be ADA compliant.

The counter should be designed so that it extends from one wall, leaving an accessible pathway with a swinging door between an opposing interior wall and the counter so that the entire counter with the door passage serves as a barrier between the reception area and the remainder of the office. The counter length would be determined by the offered and accepted space, however the minimum length would be 3' for the accessible portion and 6' for the full height section, with an overall width of 36". ADA requirements will dictate the width between the end of the counter and the opposing wall (the accessible passage portion with the swinging door).