

ATTACHMENT C

COMMONWEALTH OF PENNSYLVANIA
USING AGENCY SPECIFICATIONS
DEPARTMENT OF HUMAN SERVICES

Table of Contents

- SECTION A. EXTERIOR / SITE WORK.....6
 - MAIL SLOT6
 - LOADING DOCK6
 - SECURE STAGING/STORAGE AREA6
 - ELECTRONIC RECYCLING BINS6
 - PARKING AREA (If provided).....6
- SECTION B. INTERIOR DESIGN7
 - OFFICE LAYOUT DESIGN7
 - WAITING AREA7
 - RECEPTION AREA7
 - GREETER STATION7
 - FLOATER(S)8
 - SELF-SERVICE TELEPHONE AREA8
 - SELF-SERVICE APPLICATION COUNTER8
 - CLIENT COMPUTER TERMINAL AREA (COMPASS)8
 - SELF-SERVICE COPIER AREA8
 - CUSTOMER SERVICE REPRESENTATIVE (CSR) AREA8
 - INTERVIEW BOOTH AREA8
 - ELECTRONIC BENEFITS TRANSFER (EBT)/DOCUMENT IMAGING AREA8
 - HEARING ROOM/DOMESTIC VIOLENCE ROOM(S)8
 - JUDGE’S BENCH9
 - WORKSTATION AREA.....9
 - MODULAR FURNITURE9
 - REFERENCE LIBRARY9
 - MULTI-PURPOSE ROOM 10
 - CONFERENCE ROOM(s) 10
 - VIDEO CONFERENCING ROOM(s) 10
 - TRAINING ROOM(s) 11
 - PC LAB 1 11
 - PC LAB 2 11
 - STOCK ROOM 11
 - LAPTOP DEPOSITORY 12

IT WORK ROOM	12
LUNCH ROOM	12
COAT RACK(S)	12
MAIL HANDLING AREA	12
CENTRAL FILING AREA	12
REMOTE FILING AREA	13
BULLETIN BOARDS	13
PRIVATE OFFICES	13
EXECUTIVE/DEPUTY SECRETARY	13
EXECUTIVE DIRECTOR	13
MANAGERS.....	13
OIG/ AUDITORS AREA.....	14
PASSENGER ELEVATORS (if applicable)	14
SECTION C. INTERIOR CONSTRUCTION.....	14
SECTION D. FINISHES	14
FINISH SCHEDULE	14
SECTION E. ENTRANCES AND EXITS.....	15
VESTIBULE	15
CANOPY (if needed).....	15
CIGARETTE URN(S)	15
SECTION F. HVAC – SPECIFICATIONS & REQUIREMENTS	15
SECTION G. PLUMBING AND TOILET SPECIFICATIONS	15
STAFF RESTROOMS.....	15
PUBLIC RESTROOMS	16
ELECTRIC WATER COOLERS	16
SECTION H. ELECTRICAL SPECIFICATIONS.....	16
SECTION I. SPECIAL SYSTEMS	16
SECURITY SYSTEM	16
SECURITY AND LOCKING	16
KEYLESS ENTRY DOOR	17
SECURITY PUSH BUTTON LOCKS	17
SWIPE CARD ENTRY ACCESS	17
ELECTRONIC NUMBERING SYSTEM	17

INTERCOM PAGING SYSTEM	17
SECTION J. MISCELLANEOUS SPECIFICATIONS	18
FLOOR DIRECTORY (MULTI-TENANT BUILDINGS)	18
BUILDING IDENTIFICATION	18
EMERGENCY GENERATOR	18
PEST CONTROL	19
DESCRIPTION OF SERVICES.....	19
PESTS INCLUDED FOR PREVENTION AND/OR ELIMINATION.....	19
PESTICIDE APPLICATION	19
MANNER AND TIME TO CONDUCT SERVICES.....	19
STATE AGENCY RESPONSIBILITIES	19
RECORD KEEPING	20
SPECIAL REQUESTS AND EMERGENCY SERVICE(S)	20
SERVICE MAINTENANCE CONTRACTS.....	20
SECTION K. VOICE/DATA REQUIREMENTS	20
GENERAL REQUIREMENTS.....	20
TELECOMMUNICATIONS EQUIPMENT ROOM.....	21
TELECOMMUNICATIONS EQUIPMENT ROOM SIZE	22
MAIN CROSS CONNECTION (MC)	23
TELECOMMUNICATIONS EQUIPMENT PARTS LIST.....	23
VOICE REQUIREMENTS.....	23
DATA REQUIREMENTS.....	24
STATION WIRING	24
CONDUITS, POWER POLES AND PLENUM RUNS	25
JACKS	25
CODING, RECORDS, AND TRAINING	25
TESTING	26
SPECIAL REQUIREMENTS.....	26
TERMINATIONS AND WIRING DIAGRAM.....	27
DATA AND VOICE RACK LAYOUT	28
Small Office Layout.....	28
Large Office Layout.....	29
TELECOMMUNICATIONS ROOM LAYOUT.....	30

PATCH PANEL REQUIREMENTS..... 31

 VOICE AND DATA CABLE T56B..... 31

 VOICE AND DATA JACKS 31

INTERCOM PAGING SYSTEM 31

VOICE AND DATA REQUIREMENTS SUMMARY 31

 CABLE RECORD 32

 CABLE CERTIFICATION TESTING..... 32

SECTION L. JANITORIAL SCHEDULE..... **Error! Bookmark not defined.**

SECTION M. DIAGRAMS..... 39

SECTION A. EXTERIOR / SITE WORK

MAIL SLOT

An after-hours mail slot will be installed on an exterior door or wall near the front entrance and is the responsibility of the LESSOR. This mail slot will be for non-business hours. This area must be secure and contain a box inside the space to gather the documents dropped off.

LOADING DOCK

Provide a loading dock for shipping and receiving deliveries. The dock area should include a distribution space for sorting deliveries and shall include:

- Bay #1 – 12' wide with a dock height of 2' above the road surface. Dock access should be covered with 7' wide double swinging doors or overhead entry doors to a vestibule protected from the weather.
- Bay #2 – 12' wide with a 4' road surface to dock height and a hydraulic dock leveler. Dock access should be covered access with 7' wide double swinging doors or overhead entry doors to a vestibule protected from the weather. An adjoining stair from the road surface to the dock should be provided. Space inside the dock area for staging deliveries must accommodate up to 20 pallets of incoming and outgoing materials.

SECURE STAGING/STORAGE AREA

Provide a secure staging area accessible by pallet jack from the loading dock. Ceiling height of this space shall be a minimum of eight feet. The entry door to this space must be a minimum of 48" to allow for storage of palletized equipment and files. This area shall be sectioned off to provide separate, secure space for individual Program Offices. Each section shall be secured by a keyed lock and only designated staff shall have access to each designated staging/storage area. A total of _____ separate, secure spaces shall be provided. The amount of space for each staging/storage area is as indicated below for the specified Program Offices.

- - _____ square feet
- - _____ square feet
- - _____ square feet

ELECTRONIC RECYCLING BINS

Provide a secure staging area of _____ square feet for recycling bins that will be used for electronic equipment such as telephones, computers, monitors, etc. This space must be secured by keyed lock and accessible only by appropriate Program Offices to be identified by the Using Agency. Recycling bins to be provided by the Using Agency.

PARKING AREA (If provided)

Paved parking preference is to be adjacent to the building, The accessible parking space(s) must be configured and appropriately marked in accordance with the Americans with Disabilities Act (ADA) standards. In addition, the space(s) must be appropriately identified in accordance with parking regulations contained in Section 3354(d) (3) (i) of the PA Vehicle Code. Reference R7-8 and R7-8B, Internet, PennDOT, Publications, Publication 35, Bulletin 15, (approved construction materials) Section 1103.04. Materials and workmanship shall conform to the latest applicable requirements of PennDOT Specifications. The paved parking area must be striped and numbered to provide the number of stalls specified. Cars must have free ingress and egress to parking stalls. Entrance and exit signs must be installed. Double-parking and blocked-in parking spaces may not be counted toward meeting minimum requirements. Furnish and install in locations as required, pre-cast concrete bumper guards. Metal stanchions with chain and lock should be provided at entrances and exits. Exit and entrance signs will be provided and appropriately located. Signage must be erected if requested and approved by DGS. LESSEE will provide the specifics. Provide exterior lighting for parking as appropriate to the site. Exterior lighting shall be high intensity discharge source illumination only. Lighting shall be controlled by time switches and photo cells. The LESSOR is responsible for furnishing and replacing all light tubes in parking area(s). LESSOR is responsible for painting initial lines and repainting as requested by the LESSEE. If parking is provided, it must meet the ADA required minimum number of accessible spaces (see chart below).

Total Parking in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20 plus 1 for each 100 over 1000

SECTION B. INTERIOR DESIGN

OFFICE LAYOUT DESIGN

These specifications are developed to identify the requirements of various areas of the office. Where necessary, detail drawings are included.

WAITING AREA

An open area inside the main office entrance where clients are seated waiting for service. This area shall consist of approximately ____ square feet.

RECEPTION AREA

The reception area is the control center of the office where clients make the initial contact with staff for services. A detail of this area is below. The basic design will be the same for all offices but may increase in size by the number of staff assigned to this area. (See Diagrams #1, #2, #3)

The dimension drawing of the reception area shows several file cabinets under both the front counter and the return surfaces on each side. These cabinets will be supplied by the LESSEE. Lessor must provide a 28" clearance under all surfaces for the installation of this equipment.

This area must be wired to meet all voice/data & electrical requirements and is the responsibility of the LESSOR. The following specific requirements must be met.

- Front Counter Area
 - Two duplex electrical outlets on a common circuit.
 - Two duplex communication jack plates, each wired for voice and data.
 - Two duplex electrical outlets on a dedicated circuit for computer related use.
- Each Return Surface
 - One duplex outlet on a dedicated circuit for computer related use
 - One duplex communication jack plate wired for data

GREETER STATION

This area shall consist of approximately ____ square feet. The Greeter Station is where clients will first interact with staff upon arrival. The Greeter Station will be located in the Client Waiting Area nearest the client entry to direct the flow of incoming traffic. This area must be wired to meet all voice, data and electrical requirements and is the responsibility of the LESSOR. Furniture to be provided by LESSEE.

FLOATER(S)

Number of Floater stations: _____. Each station will consist of approximately _____ square feet. The Floater(s) will be situated near the client Self-Service Area where they will be available to assist clients utilizing the self-service equipment. The Floater(s) will also be available to provide brief consultations to clients. Each Floater Station must be wired to meet all voice/data & electrical requirements and is the responsibility of the LESSOR. Furniture to be provided by LESSEE.

SELF-SERVICE TELEPHONE AREA

The Self-Service Telephone Area will be located in the Client Waiting Area. This area must be wired to accommodate _____ wall-mounted telephones. LESSOR to provide one 30" high x 24" wide counter with privacy shields approximately 20" high, to be evenly spaced between each telephone, which will create individual stations and ensure confidentiality to clients. Telephones to be provided by LESSEE.

SELF-SERVICE APPLICATION COUNTER

The Self-Service Application Counter will be located in the Client Waiting Area. LESSOR to provide one 30" high x 24" wide and approximately 8' to 10' in length application-counter on one wall.

CLIENT COMPUTER TERMINAL AREA (COMPASS)

The COMPASS Area will be located in the Client Waiting Area. This area must be situated so that a level of privacy and confidentiality is obtained while clients are completing online applications. This area must be wired to accommodate a minimum of _____ computer terminals and is the responsibility of the LESSOR. Furniture to be provided by LESSEE.

SELF-SERVICE COPIER AREA

This area shall consist of approximately 27 square feet. The Self-Service Copier Area(s) will be located in the Client Waiting Area. This area must be large enough to accommodate a storage cabinet, a copier, and a drop box. This area must be wired to accommodate one copier and is the responsibility of the LESSOR. Furniture and equipment to be provided by LESSEE.

CUSTOMER SERVICE REPRESENTATIVE (CSR) AREA

Number of staff assigned to this area: _____. The Customer Service Area is where clients will be directed for face-to-face consultation with staff for services. The basic design will be the same for all offices but may increase in size by the number of staff assigned. This area must be wired to meet all voice/data & electrical requirements for each staff assigned and is the responsibility of the LESSOR. Furniture to be provided by LESSEE. (See *Diagram #4*)

INTERVIEW BOOTH AREA

This area shall consist of approximately _____ square feet to accommodate _____ interview booths. This area is where staff conduct face-to-face interviews with clients. Panic button(s) to be provided and installed, which will alert staff in the Reception Area (wireless systems are permissible) and are the responsibility of the Lessor. Furniture to be provided by LESSEE. (See *Diagram #5*)

ELECTRONIC BENEFITS TRANSFER (EBT)/DOCUMENT IMAGING AREA

Number of Booths: _____. This area will be additional Customer Service Booth(s) located in the Client Waiting Area either at the end of a row of CSRs or in a private location away from the Waiting Area. Three duplex communication jacks wired for voice/data to accommodate special equipment are required for this area and is the responsibility of the LESSOR. This area must also be wired to meet all voice/data and electrical requirements and is the responsibility of the LESSOR. Furniture to be provided by LESSEE.

HEARING ROOM/DOMESTIC VIOLENCE ROOM(S)

Number of rooms required: _____. These rooms shall consist of approximately 150 square feet each. These rooms(s) must be adjacent to the Client Waiting Area. Two doors must be provided for access to the space. One door to be provided entering from the Client Waiting Area, the other door to be provided entering from the staff work area. A shatterproof one-way 12"x12" window mounted at eye level must be provided in the door to the Client Waiting Area. Both doors must contain a peep hole and push button lock outside each entrance to the room(s), with keyed lock. Insulation for sound-proofing should be in walls and ceilings to the maximum extent

possible. It is the responsibility of the Lessor to ensure these room(s) are wired to meet all voice/data & electrical requirements and is the responsibility of the LESSOR. Chair rail to be installed around the perimeter of the room(s) 36" from floor. Finish shall be natural and approximate color of interior doors. Furniture to be provided by LESSEE.

JUDGE'S BENCH

A Judge's Bench/Witness stand must be wired underneath to meet all voice/data and electrical requirements. Panic button(s) to be provided and installed, which will alert staff in the Reception Area to an emergency (wireless systems are permissible) and are the responsibility of the Lessor. Judge's Bench/Witness Stand will be constructed and install per the attached drawings and must be on an 8" raised platform and is the responsibility of the Lessor. One Hearing Room must be ADA Accessible for both the Judge's Bench and the Witness Stand. The space behind the Bench and Witness Stand should be 42" at a minimum, but 48" is recommended. Furniture to be provided by LESSEE. (See Diagrams #6, #7, #8, #9)

WORKSTATION AREA

This area shall consist of approximately _____ square feet to accommodate _____ workstations. (See Diagram #10)

MODULAR FURNITURE

Each configuration of the modular units will be pre-wired by the furniture manufacturer to provide electrical service to each unit. Each modular unit must be wired to meet all voice/data & electrical requirements and is the responsibility of the LESSOR. Using Agency will supply either a pre-wired power pole or a base power in-feed, both of which have an extension of 60" in order to hardwire the electrical system to the building's electrical supply. It is the responsibility of the LESSOR to review the modular furniture configurations and determine the number of circuits required to meet national and local electrical codes. The LESSOR is also responsible for determining the entry points for bringing the voice/data wiring into the modular units as well as the hardwire locations with furniture supplier. If it is coming from a wall, column or floor; a base power in-feed will be utilized. Using Agency prefers this whenever possible. If the modular furniture is in an open area and not against columns or walls, then power poles will be utilized and the LESSOR will hardwire the connections in the ceiling. In wiring the system into the building's electrical supply, the isolated ground receptacle circuits shall have a dedicated insulated ground wire that is separate from the "normal" ground. The modular furniture systems are equipped with raceways that allow for installation of the necessary wiring to individual units. These raceways should be used by the LESSOR for this purpose. A flush mounted faceplate should be used which will recess the voice/data jacks for a cleaner appearance. The location and size of the cut-out should be reviewed with the furniture supplier. The position of jacks is in the raceway. Using Agency will provide separate communication poles for voice and data wiring where required. A construction schedule must be provided to the furniture vendor allowing eight weeks for production time, once color selections are determined. Color selection for the furniture is coordinated with the colors selected for wall and floor coverings. It is the responsibility of the LESSOR to provide elevator use for delivery of the modular systems furniture, if not to be located on ground floors. Where modular furniture is being utilized in private offices, it is the responsibility of the LESSOR to locate the duplex receptacles and voice/data jacks so they are not obstructed by the furniture and must be coordinated with the furniture vendor. When a new lease of space is for the same site as the current lease, it is the LESSOR'S responsibility to disconnect power and communication wiring to modular furniture that is scheduled to be removed/replaced. One additional data communication jack will be installed at the end of each modular unit configuration where printer locations are identified on final floor plans. Modular furniture to be provided by LESSEE. The typical size of the modular furniture to be installed is as follows:

- SUPERVISOR 8'x12' Quantity: _____
- ANALYST/ADMIN/SECRETARY 8'x8' Quantity: _____
- CLERICAL/FIELD/CONTRACTOR 6'x8' Quantity: _____

REFERENCE LIBRARY

A reference library shall be provided with floor-to-ceiling walls and door(s) and shall be approximately _____ square feet of floor space. This area shall be provided with four (4) telecommunications/data connections, four (4) isolated ground circuits and eight (8) regular duplex's. This area shall be located in close proximity to the centralized file room.

MULTI-PURPOSE ROOM

This room shall consist of approximately _____ square feet. This room must be located off of the Client Waiting Area, and may be separated into multiple rooms with an accordion partition, Each separated space shall be constructed as follows, door(s) - with keyed lock and automatic door closures. This room must be wired to meet all voice/data & electrical requirements, every 6’ on each perimeter wall and is the responsibility of the LESSOR. Commercial grade exhaust fan(s) vented to the exterior to be installed in such a manner that when the partitions are closed, there is an exhaust fan in each newly created area. Fans to be controlled by on/off switch next to light switch. (See specifications for all exhaust systems described in the HVAC requirements). One 4’ x 8’ cork bulletin board. Chair rail perimeter of Multi-Purpose Room installed 36” from floor. Finish shall be natural and approximate color of interior doors.

ACCORDION FOLDING PARTITIONS

The work covered by this section shall include the furnishing of all materials, equipment, and labor necessary for the complete installation of all accordion folding partitions indicated on the drawings or specified herein. Include all accessories and parts necessary to complete this work by an experienced installer, in a professional manner, and in accordance with the manufacturer’s installation instructions and warranty requirements. The work includes, but is not limited to, the following: accordion folding partition operated manually. Paired units are required for 10’ or larger openings with equal stacking. Soundmaster, Model SM 8 as manufactured by Modernfold or another manufacturer approved by the Department as equal. (See Diagram #11)

CONFERENCE ROOM(s)

This room is located in the staff area and used as a more formal Conference Room. This room shall be constructed as follows, door(s) – with keyed lock and automatic door closures. This room must be wired to meet all voice/data & electrical requirements, every 6’ on each perimeter wall and is the responsibility of the LESSOR. Commercial grade exhaust fan(s) vented to the exterior. Chair rail perimeter of Conference Room installed 36” from floor. Finish shall be natural and approximate color of interior doors. The number of rooms to be provided and the size of each is as follows:

<input type="checkbox"/> SMALL	Quantity: _____	Size: _____ square feet	# participants: _____
<input type="checkbox"/> MEDIUM	Quantity: _____	Size: _____ square feet	# participants: _____
<input type="checkbox"/> LARGE	Quantity: _____	Size: _____ square feet	# participants: _____

VIDEO CONFERENCING ROOM(s)

Number of rooms to be provided: _____. These rooms shall consist of approximately _____ square feet to accommodate up to _____ participants each. These rooms are located in the staff area and used for video conferencing and web-casts. The doors shall have keyed lock and automatic door closures. The rooms must be wired to meet all voice/data and electrical requirements and is the responsibility of the LESSOR (See section on Voice/Data Requirements). Commercial grade exhaust fan(s) vented to the exterior shall be installed. Chair rail the perimeter of the room shall be installed 36” from the floor. Finish shall be natural and approximate color of interior doors.

The room(s) shall be constructed so that it can be configured for circular table and conference seating, or typical classroom arrangement with tables and chairs aligned in parallel rows. An adjoining sound proof control room with one-way glass shall be constructed. The wiring and cabling of this room must accommodate the following:

- Four ceiling microphones
- Six ceiling mounted speakers
- Two rear facing speakers mounted at the front of the room
- Two overhead networked projectors
- Four networked, remote operated, multifunctional cameras
- One teleconference phone with remote microphones
- Twenty Ethernet ports
- Twenty duplex receptacles
- Wi-Fi secured by LESSEE
- Eight control room Ethernet ports
- Ten duplex receptacles

- Ethernet connections to storage closet
- One VOIP telephone
- Two analog telephones
- Four ISDN ports
- Independent HVAC controls for the control booth

TRAINING ROOM(s)

Each room shall consist of approximately _____ square feet. Door(s) - with keyed lock and automatic door closures. This room must be wired to meet all voice/data & electrical requirements and is the responsibility of the LESSOR. (See section on Voice/Data Requirements). Chair rail the perimeter of the room shall be installed 36" from floor. Finish shall be natural and approximate color of interior doors. Commercial grade exhaust fan vented to the exterior. (See specifications for all exhaust systems described in the HVAC requirements). Furniture to be provided by LESSEE.

PC LAB 1

This room shall consist of approximately _____ square feet and is located near the training room with access to the secure storage room(s) and the loading dock. This room will be used for the repair, assembly and imaging of IT equipment. Sufficient electrical supply and voice/data will be provided to accommodate _____ staff and the required network capacity. This room shall be constructed with door(s) with keyed lock and automatic door closures with swipe card access. This room must be wired to meet all voice/data and electrical requirements and is the responsibility of the LESSOR.

PC LAB 2

This room shall consist of approximately _____ square feet. This room is used for developing new images for various IT suppliers. Sufficient electrical supply and voice/data will be provided to accommodate _____ staff and the required network capacity. This room shall be constructed with door(s) with keyed lock and automatic door closures with swipe card access. This room must be wired to meet all voice/data and electrical requirements and is the responsibility of the LESSOR.

STOCK ROOM

This is a supply storage area for the LESSEE. This room shall consist of approximately _____ square feet. This room must be wired to meet all voice/data & electrical requirements and is the responsibility of the LESSOR.

STOCK ROOM SHELVING (built in)

Shelving shall be commercial grade adjustable steel. Shelves should be adjustable in height at 1 ½" intervals. Shelving should be accessible from all four sides to maximum accessibility. All units should be 84" high with depths available at 12", 18" and 24" in order to facilitate maximum usage of the room size. LESSEE will specify depth requirements based on stock room configuration. Shelving unit should have a base shelf to assure supplies will not be on the floor. Shelves should also have a top shelf with four adjustable shelves in between giving a total of six surfaces to utilize on each unit. Shelving widths should be no less than 36" wide and no more than 60" wide. Shelves minimum weight capacity should be no less than 250 lbs per shelf. Shelving units should be ganged together when set up side by side or back to back. Perimeter shelving units are to be anchored to the wall.

FREE STANDING SHELVING UNITS

Adjustable steel shelving units shall be commercial grade adjustable steel.

- Shelves should be adjustable in height at 1 ½" intervals
- Shelving should be accessible from all four sides to maximum accessibility
- All units should be 84" with depths available at 12", 18", and 24" in order to facilitate the maximum usage of the room size. The Using Agency will specify depth requirements based on stock room configuration.
- Shelving unit should have a base shelf to assure supplies will not be on the floor. Shelves should also have a top shelf with 4 adjustable shelves in between giving a total of 6 surfaces to utilize on each unit.
- Shelving widths should be no less than 36" wide and no more than 60" wide.
- Shelves minimum weighty capacity should be no less than 250 lbs. per shelf.

- Shelving units should be ganged together when set up side by side or back to back.
- Perimeter shelving units are to be anchored to the wall.

LAPTOP DEPOSITORY

This is a secure supply storage area for laptop computers. This room shall consist of approximately _____ square feet and must be secured by keyed lock. This room must be wired to meet all voice/data and electrical requirements and is the responsibility of the LESSOR.

IT WORK ROOM

This is a room used as workspace for intake, imaging and re-packaging of electronic equipment. This room shall consist of approximately _____ square feet. This room must be wired to meet all voice/data and electrical requirements and is the responsibility of the LESSOR.

LUNCH ROOM

This room shall consist of approximately _____ square feet. Provide and install chair rail around the perimeter of the room 36" from floor. Finish shall be natural and approximate color of interior doors, base cabinets with upper wall-hung cabinets; Formica counter top; _____ microwave oven(s) that are UL/NSF approved, 120 volt, 1000 watts or higher energy star rated and should have a dedicated circuit. (See Commonwealth Standard Building Construction Specifications for all exhaust systems described in the HVAC requirements), _____ full size refrigerator (energy start rated) with icemaker installed, double deep bowl sink with faucet, a counter top to provide area for a microwave oven(s). Also provide and install liquid soap dispenser, paper towel dispenser, paper cup dispenser and waste receptacle. A cluster of four conventional duplex outlets in the area identified as "Vending Machines". Two Ground Fault Circuit Interrupter (GFCI) duplex receptacles, 125-volt rated, 20-amp, 2-pole, 3-wire grounding, for above counter. LESSOR will maintain all appliances and replace them as required during the initial term and any renewal option periods of the lease.

CONSUMABLES (lunchrooms/kitchenettes)

All lunchroom consumables such as paper towels, liquid hand soap, paper cups, etc will be provided and replenished by the LESSOR at their expense.

COAT RACK(S)

Number to be provided: _____. These areas shall be 18" deep. A rod shall extend across the entire width as shown on the drawing and be mounted 60" from the floor. This rod must be of sufficient strength to support the coats hung upon it without bending or sagging. A 12" deep (by the width shown on the drawing) shelf shall be mounted 6" above this rod and flush with the rear wall. Locations to be designated by LESSEE.

MAIL HANDLING AREA

Number of staff assigned: _____. This room shall consist of approximately _____ square feet. This room will be the central location of all incoming and outgoing mail processing and will contain mailroom equipment such as postage machine, scanner and computer equipment. This room must be wired to meet all voice/data & electrical requirements and is the responsibility of the LESSOR. (See Diagram #12)

PROCESSING TABLE

Construct a 5' x 3' table with laminated finish – all surfaces, 30" high to top of table (Subject to CAO approval), storage beneath with cupboard type doors.

MAIL DISTRIBUTION UNIT

This is a free standing unit, to be constructed by the LESSOR, for use in making distribution of mail in one or more locations to various staff members. The basic unit may be installed in several places throughout the office. The total number of bins will be determined by staff in a specific area. The total number of bins in the entire office will be approximately 80% of the total staff. (See Diagram #13)

CENTRAL FILING AREA

This area typically houses centralized files. This area shall consist of approximately _____ square feet. NOTE: GENERAL FLOOR LOAD CAPACITY: All office areas shall have a minimum live load capacity of 50-lbs. per sq. ft. Storage areas shall have a minimum live load capacity of 125-lbs. per square foot.

HIGH DENSITY FILES

The minimum floor load shall be 320-lbs. per square foot. (See below for clarification of high density filing system floor loads vs. design floor loads required for this area).

The Uniform Building Code requires that as a minimum, floors be designed to support the dead load of the floor and the required live load. For an office building, the live load is normally a uniform load of 59 PSI over the entire tributary floor area for a framing member of a 2,000-lb. load placed upon any space 2' 1/2" square (6.25 sq. ft.). The load producing the greatest stress in framing member is the governing load for that matter.

The requirement to design a floor for a uniform load of 50 PSF over the entire tributary area for a particular member does not mean that this is the largest load that can be placed on the floor. The load is an average value for typical office space with desks, filing cabinets, aisles, etc. The concentrated load requirement of 2,000-lbs. in 6.25 square foot. dictates a minimum load capacity of 320 PSF. The high loading assumes the area around the concentrated load is unloaded. This would occur if the heavy object were surrounded by aisle space. Each loading condition must be reviewed individually.

NOTE: The typical floor load for high density filing is 250 per square foot. This assumes that every sq. ft. of the floor area, including aisles, is not overloaded if there is four sq. ft. of aisle area for each square foot of file storage area. This standard cannot be used as the standard for this file area. Any variation from the 320 per square foot floor load requires an evaluation and approval of a licensed architect or engineer and prior agreement in writing from the Bureau of Real Estate. NOTE: GENERAL FLOOR LOAD CAPACITY: All office areas shall have a minimum live load capacity of 50-lbs. per square foot. Storage areas shall have a minimum live load capacity of 125-lbs. per square foot.

REMOTE FILING AREA

This area shall consist of _____ square feet to accommodate _____ file cabinets. This area is used to house centralized files that must be maintained on-site but are only accessed occasionally and may be stored in a remote location on-site (i.e. storage room/basement). This area can be configured and constructed to warehouse standards rather than general office space. This area must be secured by keyed lock and swipe card access. NOTE: GENERAL FLOOR LOAD CAPACITY: Storage areas shall have a minimum live load capacity of 125-lbs. per square foot.

BULLETIN BOARDS

Install _____ 4' x 8' cork bulletin board(s). Boards must have frames to match interior decor. Locations to be designated by LESSEE.

PRIVATE OFFICES

These rooms must be wired to meet all voice/data & electrical requirements and is the responsibility of the LESSOR.

EXECUTIVE/DEPUTY SECRETARY

Number of rooms required: _____. This room shall consist of approximately **255** square feet each.

Special Requirements

Applicable to _____ of the rooms specified above. This room must be configured to accommodate 6-8 meeting attendees and must be wired to accommodate a wall-mounted flat screen television with network and cable connected. These rooms shall also be equipped with Wi-Fi secured to designated staff.

EXECUTIVE DIRECTOR

Number of rooms required _____. This room shall consist of approximately **225** square feet each.

MANAGERS

Number of rooms required _____. This room shall consist of approximately **150** square feet each.

OIG/ AUDITORS AREA

Number of rooms required _____. This room shall consist of _____ square feet to accommodate _____ workstations.

PASSENGER ELEVATORS (if applicable)

For the life of the lease, an elevator maintenance contract must be maintained with a certified elevator contractor. Service response times must be within 24 hours or as outlined in the elevator maintenance contract. All required period testing and/or calibrations, including safety tests, for each hydraulic elevator and electric/cable-type elevator shall be included in the elevator service contract. If elevators exist or are required by code, they are to be modernized to provide automatic operations and to bring equipment into compliance with the Americans with Disabilities Act. The number of elevators identified as available to LESSEE at the time of lease signing must remain available to LESSEE for the life of the lease. At least one elevator must be capable of serving as a freight elevator.

Licenses and permits shall be provided and the required inspections and tests shall be performed. Elevators shall comply with applicable building and elevator codes, The elevators are to be modernized with the following standards as approved by the LESSEE:

- A minimum standard speed of 100 FPM.
- The LESSOR shall provide 24 hours, 7 days per week emergency callback service, with a 3-hour response time on notifications made prior to 2:00 pm local time. Service requests placed after 2:00 pm local time may be responded to on the morning of the following work day.
- Emergency two-way communication system between the elevator and a point outside the hoistway.

The modernization may include complete operational and control systems, software upgrades, new door operators, car operating stations, hall button fixtures, new cab and hoistway doors, complete cab modernization and related repairs. New elevator operations and features may include all aspects of ADA, Firefighter Operation – Phase I and II, independent service, lighted hall and car buttons, traveling lanterns, assign gong, door protective and reopening devices, and raised and Braille characters on elevator car operating stations, hall buttons fixtures, and hoistway entrances. The elevator shall also be tied into the building fire alarm system with elevator recall functions. There must be elevator access to all levels of the building occupied by LESSEE for the life of the lease.

SECTION C. INTERIOR CONSTRUCTION

Refer to the Commonwealth Standard Building Construction Specifications (Attachment B)

SECTION D. FINISHES

FINISH SCHEDULE

SPACE	WALLS	CEILING	FLOOR	BASE	REMARKS
Entry Vestibule	CT*	ACT	Quarry Tile	Quarry Tile	*4' high Vinyl to Ceiling
Waiting/CSR/ Self-Service Areas	V/DW	ACT	VT	VB	
Self-Service Areas	V/DW	ACT	CV	B	
Restrooms	CT*	ACT	CT	CT	*4' high Vinyl to Ceiling
Conference/ Multi-Purpose	V/DW	ACT	CV	BW	With moveable Sound Insulated Partitions

All Private Off.	V/DW	ACT	C	VB	
Workstation Area	V/DW	ACT	C	VB	
Mailroom	V/DW	ACT	C	VB	
Stock Room	P/DW	ACT	VT	VB	
File Room	V/DW	ACT	VT	VB	
Lunchroom	V/DW	ACT	VT	VB	
Lunchroom	V/DW	ACT	VT	VB	
Corridors	V/DW	ACT	C	VB	

SECTION E. ENTRANCES AND EXITS

VESTIBULE

This area shall consist of approximately **150** square feet. Entry vestibule must contain wall-mounted brochure racks to house client informational material if requested by the LESSEE and is the responsibility of the LESSOR.

CANOPY (if needed)

Exterior exit foyers will be required when it will enhance interior floor plan. Large canopy or foyer of permanent type construction must be installed at each entrance and exit, in accordance with the general decor of the building. LESSOR will pay the expenses for the maintenance and installation of the Canopy.

CIGARETTE URN(S)

Provide _____ exterior cigarette urn(s) at entrances and exits.

SECTION F. HVAC – SPECIFICATIONS & REQUIREMENTS

Refer to the Commonwealth Standard Building Construction Specifications (Attachment B)

SECTION G. PLUMBING AND TOILET SPECIFICATIONS

STAFF RESTROOMS

Male and Female restrooms must be constructed in compliance with State and local sanitation requirements. Floor drains are required. Fixtures that must be provided and installed are: metal toilet compartments with doors; metal urinal barriers, all fittings; hardware and fastenings; commercial grade toilet tissue dispensers for each toilet; commercial grade paper towel dispensers, one for each toilet room, commercial grade soap dispensers, self-contained type, one at each lavatory fixture; waste receptacle, one in each toilet room, and one stainless steel edged mirror over each lavatory fixture. A lavatory counter covered with Formica or marlite laminate is to be installed in restrooms where one or more lavatories are to be installed. A privacy barrier or partition must be erected at the entrance to all employees' restrooms to restrict view from the outside. Number of stalls and lavatories to comply with the projected staff occupancy. LESSOR will provide one coin-operated sanitary napkin dispenser and install sanitary napkin disposal units in each ladies toilet stall. LESSOR will furnish napkins and maintain the units. LESSOR will furnish and install a "D" type furniture pull handle at a height between 40" to 44" off the floor to both sides of the handicapped metal toilet compartment doors. Entrance doors to staff restroom require automatic closing devices. Ceramic tile floor or LESSEE-approved substitute and ceramic tile or LESSEE-approved substitute on walls (to the ceiling) must be installed in these rooms to a minimum height of 4'. Any substitutions must be approved prior to construction, in writing, by the Bureau of Real Estate.. Purse shelves, manufactured by the Nik-O-Loc Co., Equipment Division. Indianapolis, Indiana, or equal, to be installed in all toilet booths in the female restrooms. Counter surface recessed soap dispensers, one at each lavatory fixture as manufactured by American Specialties Inc., Model 0332-D or equal to have a 6" chrome finish spout and 3402 (1-liter) soap capacity. Exhaust fans must be provided and installed in ladies' and men's toilet rooms

PUBLIC RESTROOMS

Public toilets for male and female must be provided. A single water closet and lavatory is adequate for the female toilet. Likewise, a single water closet, a urinal, and a lavatory are adequate for the male toilet. These rooms must be constructed and in compliance with State and local sanitation requirements. Floor drains are required. Other fixtures that must be provided and installed are: all fittings, hardware and fastenings; commercial grade toilet tissue dispensers, one for each toilet; commercial grade paper towel dispensers, one for each toilet room; commercial grade soap dispensers, self-contained type, one at each lavatory fixture; waste receptacle, one in each toilet room; stainless steel or equal edged mirror over each individual lavatory fixture in each toilet room. A lavatory counter covered with Formica or marlite laminate is to be installed in restrooms where one or more lavatories are to be installed. Entrance doors will be lockable. LESSOR will furnish and install a "D" type furniture pull handle at a height between 40" to 44" off the floor to both sides of the handicapped metal toilet compartment doors. Coin-operated sanitary napkin dispenser not required in client restroom, however, a sanitary napkin disposal receptacle is required in the client female restroom. Ceramic tile floor or LESSEE-approved substitute and ceramic tile or LESSEE-approved substitute on walls (to the ceiling) must be installed in these rooms to a minimum height of 4'. Any substitutions must be approved prior to construction, In writing, by the Bureau of Real Estate..Purse shelves, manufactured by the Bradley Corporation, Menomonee Falls, Wisconsin, or equal, are to be installed in all toilet booths in the female restrooms. Counter surface recessed soap dispensers, one at each lavatory fixture as manufactured by American Specialties Inc., Model 0332-D or equal to have a 6" chrome finish spout and 3402 (1-liter) soap capacity. The LESSOR is responsible for providing and installing a baby changing stations in male and female public restrooms.

ELECTRIC WATER COOLERS

Electric water coolers, Cordley and Hayes, Halsey Taylor, Westinghouse, or approved equal, with cup dispensers, must be installed with cold water piping and sanitary drains. A minimum of two (2) are required; and at least one (1) per floor will be required in multi-floor locations. One water cooler on each occupied floor must comply with Act 235 requirements. LESSOR must provide and replenish cups for the coolers. A supply of cups must be made available to the LESSEE.

SECTION H. ELECTRICAL SPECIFICATIONS

Refer to the Commonwealth Standard Building Construction Specifications (Attachment B)

SECTION I. SPECIAL SYSTEMS

SECURITY SYSTEM

Provide a security system to alarm audibly within the building and annunciate at a central remote station upon unauthorized intrusion into the leased space during specified hours of the week. Provide a seven-day changeable program for this system. Provide, install, and maintain a dedicated voice analog/digital telephone line. It will be the responsibility of the LESSOR to assume the ongoing cost of monitoring and maintaining the system during the term of the lease, as well as to respond to alarms when they occur. LESSOR to provide ongoing training, as requested by the Using Agency, throughout the life of the Lease.

SECURITY AND LOCKING

Provide automated perimeter-type security system with intrusion alarm and motion detection in all areas. Provide FOB or Keycard security and locking system with access into area via proximity card-reading sensor system, electronic keypad system or such other locking system as specified and approved by LESSEE. . All activity of so designed systems shall be programmable through a central controller, extended keyboard and printer. If a computer and software is required to operate the system, the lessor is responsible to provide this equipment. The system shall be capable of identifying and controlling use through unique card codes. All activating and de-activating of cards will be at the sole cost of the lessor. The system shall include 24-hour monitoring by a manned central station capable of alerting appropriate individuals or organizations based upon the time and type of alarm. All monitoring fees of any of these systems are the sole responsibility of the lessor. Prior to installation, all equipment must be approved by the agency and any applicable federal, state or municipal jurisdictions regulating

such installations. The Commonwealth may request and receive a new locking system and/or associated hardware after a break-in or a series of thefts or other similar, unusual occurrences.

KEYLESS ENTRY DOOR

Push button and/or keyless lock entry are required on any interior doors between client waiting area and staff work area as identified on floor plan. At least one door must be equipped with a keyless entry system for employee building access.

NOTE: If proposed space is on two levels, then an additional one or two security locks may be required.

SECURITY PUSH BUTTON LOCKS

Manufacturers, for the purpose of establishing a standard of quality for both the product and installation, the below listed model is to be installed. Installation of equivalent models, provided by other manufacturers, requires prior approval of the Using Agency.

Model: ILCO Unican 1000 Series, lever type

SWIPE CARD ENTRY ACCESS

The main entry to the premises from any common area shall be secured by a swipe card system that is compatible with Commonwealth of PA identification badges. Multi-level office space shall be protected by a swipe card system at each floor level, including outside access and/or elevator lobby access.

ELECTRONIC NUMBERING SYSTEM

An electronic numbering system will be supplied to provide traffic management of clients that require face-to-face consultation with a CSR. Each system will have a ticket printer that includes a button for clients to press to get the next numbered ticket. Each numbered ticket will include the current date and time. The ticket printer will have the capability to add additional buttons for multiple services and multiple number sequences. Each printer will also have the capability of printing a company logo. The printer will be located at the Greeter Station.

Each waiting area will have a 3-digit LED display with 5" high digits that will show the next number being called. Depending on the size of the office, 2 displays may be required.

Each CSR will have a 3-digit display with 2-1/3" high digits mounted above their station.

Each CSR will have a button that is pressed to advance to the next number. That number will appear on the waiting room display(s) as well as the available CSR display.

One CSR station will have 3 additional buttons to control the system as needed. These buttons will be labeled "Next" "Previous" and "Reset".

Each system will have reporting capabilities as follows:

- Wait times by service type (when using more than 1 numbering sequence)
- Wait times by hour of the day
- Number of customers served
- Number of customers by service type (when using more than 1 numbering sequence)
- Number of customers served per window
- Daily, weekly & monthly reports

INTERCOM PAGING SYSTEM

The LESSOR will provide and install a paging system consisting of speaker assemblies (speakers, transformers, grills, etc.), speaker back boxes, bridge supports, volume controls, equipment rack and any other accessory required to provide a fully operational system. The amplifier will be of sufficient wattage to ensure that it can adequately power the number of installed speakers with sufficient space wattage to handle a 25 percent increase in the number of speakers. Most speakers will require one-watt of power for satisfactory operation. The paging intercom must include an adequate number of speakers throughout the building to ensure coverage to all areas

designated by the facility director. The system must be equipped to provide a maximum of four zones and an all call and must have the capability of being activated from any designated telephone. Paging speakers located in the conference room and multi-purpose rooms must have volume controls. All wiring will be 18-gauge stranded, twisted, shielded pair. Steel or aluminum wire molding will be used wherever the cable cannot be concealed. NOTE: The total number of speakers required should be based on providing one speaker for every 300 square feet of area provided under this project. Maintenance and repair of this paging system will be the responsibility of the LESSOR.

SECTION J. MISCELLANEOUS SPECIFICATIONS

FLOOR DIRECTORY (MULTI-TENANT BUILDINGS)

Provisions must be made for the Commonwealth Agencies program functions to be included in the floor directory when located in a building with multiple floors. All signage related to Commonwealth Agency tenants located in the building must be approved by the Department of General Services, Bureau of Real Estate.

BUILDING IDENTIFICATION

The suggested form is a sign 36" x 26" high rectangular plaque consisting of the Department of Human Services logo in the upper left corner with a blue rule going around the logo, encompassing the wording on the sign. The county name (i.e., Warren) is to be all in capital letters, Verdana typeface, size – 204 pt, -5 kered. The words "County Assistance Office" are to be upper/lower cased and are to be in Verdana typeface, size – 160 pt, no kerning. Both are to be in PMS 281. The rule is 12 pt thickness and 1" from left, right, and bottom of the sign.

The plaque shall be cast aluminum and painted in accordance with State colors, as proposed by Spencer Industries, 1508 North Mascher Street, Philadelphia, PA, 215-634-2700 or Lake Shore Market, Inc., 645 West 19th Street, Box 59, Erie, PA, 814-456-4277. The colors to be used are blue background and gold lettering. If the structure is located in an area where signage on the building is difficult to identify, a suitable freestanding sign is also required along the roadway to identify the location. A picture of the sign is provided for information. (See *Diagram #14*)

In the event that building signage needs to be repaired or replaced, the LESSOR is responsible to contact the DPW, DFPM Leasing Office to ensure compliance with the most current Governor's Office branding specifications for DPW building signage.

EMERGENCY GENERATOR

An emergency backup generator, powered by an on-site source of fuel, (gas or fuel oil), shall be provided. The following items must be kept operational by the emergency generator when commercial electric power fails: 1) 50% of the building ceiling lighting; 2) all workstations and servers; 3) the UPS system in the LAN/tech room; 4) the air conditioning unit supplying the LAN/tech room and LAN closet; and 5) heating for the building during the winter months.

EMERGENCY GENERATOR DOCKING STATION AND TEMPORARY GENERATOR

An emergency generator docking station and designated location for a portable emergency generator shall be provided on the exterior of the building. The docking station shall contain male color coded camlock connections with theft prevention for the input of an emergency generator for proper phase rotation. The docking station shall include a ground fault type receptacle for the generator battery charger, a ground fault receptacle for the generator water jacket heater, and generator connecting instructions. A manual transfer switch shall be provided to switch between generator and utility power. Upon loss of utility power for periods extending more than one business day, provide a temporary diesel generator, cables, and connections to the generator docking station. The docking station shall be sized to connect to a generator that will: 1) power at least 50% of the building's interior lighting; 2) power all workstations and servers; 3) power the UPS system and the air conditioning in the LAN/tech room; and 5) power heating for the building during the heating season.

PEST CONTROL

DESCRIPTION OF SERVICES

Pest Control services will include labor, materials, services, skills, supervision, and necessary tools and equipment to insure that facilities will be free of pests and/or termites. Integrated Pest Management (IPM) methods should be used to the extent possible to remove and exterminate rodents, insects, and other pests.

PESTS INCLUDED FOR PREVENTION AND/OR ELIMINATION

General Pests: Including but not limited to, cockroaches, ants, spiders, silverfish, centipedes, millipedes, earwigs, flies, fleas, bed bugs, stored products pests, occasional invaders and other similar insects, as well as bees, wasps, hornets and yellow jackets in areas up to 12 feet high. 2) Rodents: Including but not limited to, mice, rats and perimeter treatments of herbaceous growth around various area(s) or building(s) to be serviced, which could harbor rodents. 3) Termites and other wood destroying organisms.

PESTICIDE APPLICATION

Pest Control providers should possess and maintain a valid Pesticide Application Business License Certificate and the Commercial Pesticide Applicator Certificates for every Contractor Employee who will be performing on-site services issued by the Pennsylvania Department of Agriculture (PDA). These licenses and certifications must be maintained throughout the life of the lease. No pesticide product should be stored on the property. No pesticide products should be applied that have not been included in the Pest Control Plan. Non-pesticide methods of control should be used wherever possible. Only products permissible under current State and Federal Regulations may be used and those used only in strict accordance with precautions, directions and recommendations shown on the label of the product. Pesticides being used shall be registered with EPA and PA Department of Agriculture. Provide treatment using only pesticides that comply with the provisions of the Federal Insecticide, Fungicide and Rodenticide Act of 1972 and the Pennsylvania Pesticide Control Act of 1973 and the regulations issued there under. Pesticides applied to the air should never be used for routine treatment inside facilities. Pesticides should be applied only as containerized or crack and crevice treatments in which the applied treatment not readily visible. Any excess pesticide applied should be readily cleaned according to manufacture specifications. Insecticides should be applied only as baits formulated as solids, pastes, or gels. Spray or dust formulations should be selected only as a last resort or when solids, pastes, or gels are not practical. Routine pest control services should not adversely affect occupant health or productivity during normal working hours of operation in the buildings.

MANNER AND TIME TO CONDUCT SERVICES

When it is necessary to perform work outside of the regularly scheduled hours set forth in the Pest Control Plan, the LESSOR shall notify the LESSEE at least one (1) day in advance. Prior to initiation of service, the LESSOR shall submit a written Integrated Pest Management Pest Control Plan to the requesting agency. The LESSOR's representative shall be on site to initiate service within an agreed upon number of working days following notification by the LESSEE. The Pest Control Plan shall consist of proposed methods for control, including labels and Material Safety Data Sheets (MSDS) for all pesticides to be used, a list of types of tamper-resistant rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, and any other control devices or equipment; a service schedule for inspection, monitoring, and/or pesticide application for the various area(s) to be serviced; a copy of the Commercial Pesticide Applicator and/or Registered Technician Certificate for every Contractor's representative who will be performing on-site service. The LESSOR shall receive concurrence of the LESSEE prior to implementing any subsequent changes to the approved Pest Control Plan including additions or replacements to the pesticide list.

STATE AGENCY RESPONSIBILITIES

Whenever conditions conducive to the breeding and harborage of pests, covered by this contract are reported in writing by the LESSOR to the Using Agency, the LESSEE shall take the necessary steps to correct such conditions, if possible. If corrective action is not taken within a mutually reasonable time, the LESSOR should notify DGS, BRE. LESSEE will be expected to extend all necessary cooperation to LESSOR to insure effective pest control results.

RECORD KEEPING

The LESSOR shall be responsible for maintaining a pest control logbook or file for each building or site. These records shall be kept on the property being serviced, as well as with the LESSOR and be kept up-to-date. Each logbook or file shall contain a copy of the Pest Control Plan for the building or site, the service schedule for the building, the Pest Control Service Record(s) and Pest Inspection Report(s). This includes all the information on pesticide applications required by the Pesticides Rules and Regulations 7 PA Code CH. 128 as amended October 12, 2001. Logbook will also be used for each site to report pest sightings by LESSEE to the LESSOR.

SPECIAL REQUESTS AND EMERGENCY SERVICE(S)

On occasion, LESSEE may request the LESSOR to perform corrective, special or emergency service(s) that are beyond routine service requests. The LESSOR shall respond to these exceptional circumstances, which normally involves a threat to health or a major disruption of normal work activities and complete the necessary work within four (4) hours after receipt of the request, with the exception of the requirements contained in 7 PA Code CH. 128, Subchapters C & F, as amended October 12, 2001. A twenty-four hour telephone number(s) shall be provided so LESSEE can contact the LESSOR in the event of suspected or actual emergency involving pest infestation.

SERVICE MAINTENANCE CONTRACTS

The LESSOR shall provide and operate all building equipment and systems in accordance with applicable technical publications, manuals, and standard procedures. Mains, lines, and meters for utilities, shall be provided by the LESSOR. Exposed ducts, piping and conduits are not permitted in office space. Maintenance service contracts will be developed with certified service providers, and maintained for the life of the lease, in the following areas: roof, HVAC systems, and elevators. Service response times must be within 24 hours. LESSOR shall submit copies of the maintenance contracts to DGS, BRE.

SECTION K. VOICE/DATA REQUIREMENTS

The LESSOR will be responsible for providing all voice and data requirements included in this specification. The LESSOR will provide and install the entrance conduit which brings the voice and data services into the building and any required conduit and feeder cable within the building to bring services to the Telecommunications Equipment Room. Feeder cable used within the building to extend demarcation point services will be connected to 110-type 5 pair (Using C5 clips) connecting blocks on a wallboard using 25, 50, or 100 pair Category 3 riser cabling. The number of pairs to be extended to the Telecommunications Equipment Room must be coordinated with the Using Agency Telecommunications Unit before installation. Exclusively, the Using Agency will use the Telecommunications Equipment Room. The Service Provider under contract with the Commonwealth will be responsible for installing the cable and/or fiber facilities from the telephone company's central office to the facility where they will terminate the cable and/or fiber at a demarcation point. From this demarcation point, the LESSOR and/or their designated subcontractor will be responsible for providing and installing all voice and data facilities and material within the building using American National Standards Institute (ANSI), Telecommunications Industry Association (TIA), and Electronic Industries Alliance (EIA) approved commercial building standards, except for the telephone system and data equipment. This includes, but is not limited to the following:

- Telecommunications Equipment Room
- Main Cross-Connect (MC), also known as Main Distribution Frame (MDF)
- Modular patch panel equipment with associated patch cords
- Voice and data wiring and hardware, including cross-connecting blocks
- Power poles and/or wire moldings where required
- Necessary wiring and telephone in each elevator as required

GENERAL REQUIREMENTS

The current version, unless otherwise noted, of ANSI/TIA/EIA-568 Commercial Building Wiring Standards shall be the required installation standards of this specification and shall be used as the minimum characteristics for Category 5e(350M) cable installation.

All wiring or cable for this specification will be classified as "Communication Circuits" (voice and data) and will be installed and maintained under the strict guidance of the National Electric Code (NEC) Provision as found in Article 800-Communications Circuits.

All cable or wiring referred to by this specification MUST be ANSI/TIA/EIA-568 compliant for category 5e(350M) cable. All four pairs of every station cable, both voice and data, shall be terminated (wired for T568B specifications) providing continuity of all pairs from every workstation back to the appropriate MC in the Telecommunications Equipment Room.

All hardware MUST be ANSI/TIA/EIA-568 compliant for Category 5e(350M) cable installation. Termination at the MC shall be onto category 5e(350M) compliant eight pin (wired for T568B specifications) patch panel equipment.

ANSI/TIA/EIA – 607 Commercial Building Grounding and Bonding Requirements for Telecommunications shall be followed.

Required electrical outlets, voice, and data locations are not presented on the typical plans; however, all electrical outlets, voice, and data jack locations will be identified on the drawings provided by the Department of Public Welfare.

All alarm systems are the responsibility of the LESSOR which includes the telephone numbers to support the system. The LESSOR will purchase their own telephone service from the local provider.

NOTE: Placement of electrical, voice/data outlets must be located so as not to interfere with modular furniture placement. A vertical pathway or power pole is used to provide a pathway from the ceiling or horizontal pathway area when the outlet location is not adjacent to a wall. Voice and data will be run through separate power poles from the poles providing electrical power so that the number of poles required to meet ANSI/TIA/EIA-569 standards for the job will be reduced for the installer. Pathway percent fill is calculated by dividing the summation of the cross-sectional area of all cables by the most restricted cross-sectional area of the pathway. For planning furniture pathways, the maximum pathway fill shall be 40%. A maximum of 60% pathway fill is allowed to accommodate unplanned additions after initial installation.

TELECOMMUNICATIONS EQUIPMENT ROOM

The Telecommunications Equipment Rooms shall be as centrally located as possible on each floor. This requirement is critical to ensure that no voice or data location exceeds the 100-meter rule of the ANSI/TIA/EIA-568 standards. The door will be equipped with a lockable passage set.

NOTE: The Telecommunications Equipment Room will be used exclusively for Department of Public Welfare voice and data communications. No other agency and/or tenants may use or have access to the Telecommunications Equipment Room. With the exception of the normal service power requirements identified herein, no electric/power equipment or panels nor mechanical equipment, including Building HVAC units, will be housed in this room.

Minimum room size is 9' x 12'. See sizing room requirements below

Maximum temperature is 72°F. Independent air conditioning shall be installed for the telecommunications room so that a maximum temperature of 72°F is maintained year-round for the installed electronic equipment.

Up to eleven (11) duplex dedicated/isolated A/C power outlets, four (4) duplex or two (2) quad dedicated/isolated A/C power outlets must be installed in the data rack and one duplex outlet with Leviton 4720-C twist lock as designated by the Using Agency Telecommunications Unit.

Two conventional duplex outlets on a common circuit.

Up to two (2) duplex voice jacks and up to four (4) duplex data jacks as designated by the Using Agency Telecommunications Unit.

The door will be equipped with a lockable passage set. No other tenants may use or have access to this room.

There shall be no water or drain pipes, electric/power equipment or panels, nor mechanical equipment including Building HVAC units located in these rooms.

TELECOMMUNICATIONS EQUIPMENT ROOM SIZE

Buildings up to 10,000 square feet

- Single floor buildings: Room Size 9 feet x 12 feet.
- Buildings with more than one floor: Main equipment room size 9 feet x 12 feet and a similar size room on each floor. Room locations for multiple floors will be stacked on top of each other.
- The lighting requirements and general architectural finishes shall be the same as the general office areas. Due to the heat generation of the electronic equipment, it is typical to have a year-round cooling load for the Telecommunication Room. The Telecommunication Room shall have a temperature-controlled cooling system completely independent from the building HVAC systems. Typically, these independent cooling systems are mini-split DX style with integral temperature controls, wall-mounted evaporator units with outdoor condensing units. The independent cooling system shall maintain a maximum space temperature set point of 72°F year-round.
- The LESSOR will install tile on the floor of each Telecommunications Equipment Room. No carpeting, including anti-static carpeting, shall be used.
- The LESSOR will ensure that a vertical chase (open area for cable runs between floors) or coring with sleeves is installed between the main Telecommunications Equipment Room and any Intermediate Cross-Connect (ICC) or additional Telecommunications Equipment Rooms.
- Entrance Door shall be 36 inches wide and key lockable.
- Service power shall be 120 volt, 60 Hz, 20 Amp.
- Up to eleven (11) duplex dedicated/isolated A/C power outlets, four (4) duplex or two (2) quad dedicated/isolated A/C power outlets must be installed in the data rack and one (1) duplex outlet with Leviton 4720-C twist lock as designated by the Using Agency Telecommunications Unit.
- Two (2) duplex conventional A/C power outlets on a common circuit as designated by the Using Agency Telecommunications Unit.
- One (1) duplex voice jack and two (2) duplex data jacks as designated by the Using Agency Telecommunications Unit.
- There shall be no water or drain pipes located in these rooms.

Buildings OVER 10,000 square feet:

- Single floor buildings: Room Size 13 feet x 15 feet.
- Buildings with more than one floor: Main equipment room size 13 feet x 15 feet and a similar size room on each floor. Room locations for multiple floors will be stacked on top of each other.
- The lighting requirements and general architectural finishes shall be the same as the general office areas. Due to the heat generation of the electronic equipment, it is typical to have a year-round cooling load for the Telecommunication Room. The Telecommunication Room shall have a temperature-controlled cooling system completely independent from the building HVAC systems. Typically, these independent cooling systems are mini-split DX style with integral temperature controls, wall-mounted evaporator units with outdoor condensing units. The independent cooling system shall maintain a maximum space temperature set point of 72°F year-round.
- The LESSOR will install tile on the floor of each Telecommunications Equipment Room. No carpeting, including anti-static carpeting, shall be used.
- The LESSOR will ensure that a vertical chase (open area for cable runs between floors) is installed or coring with sleeves is installed between the main Telecommunications Equipment Room and any Intermediate Cross-Connect(ICC) or additional Telecommunications Equipment Rooms.
- Entrance door shall be 36 inches wide and key lockable.
- Service power shall be 120 volt, 60 Hz, 20 Amp.
- Up to eleven (11) duplex dedicated/isolated A/C power outlets, four (4) duplex or two (2) quad dedicated/isolated A/C power outlets must be installed in the data rack and one (1) duplex outlet with Leviton 4720-C twist lock as designated by the Using Agency Telecommunications Unit.

- Four (4) duplex conventional A/C power outlets on a common circuit as designated by the Using Agency Telecommunications Unit.
- Two (2) duplex voice jacks and four (4) duplex data jacks as designated by the Using Agency Telecommunications Unit.
- There shall be no water or drain pipes located in these rooms.

MAIN CROSS CONNECTION (MC)

The MC will be located in the Telecommunications Equipment Room. The LESSOR will provide and install 110-type connecting blocks and will also provide and install eight point modular jack patch panel equipment. All equipment must be in compliance with ANSI/TIA/EIA-568 for Category 5e (350M) hardware. Line Side patch panels will be connected to the wallboard using 110-type, 4 pair, (C4) connecting blocks mounted on the wallboard using 25 pair Category 5e (350M) riser cable runs. All Line Side, Voice, and Data Station Patch Panel jacks will have all four-pair punched down to the T568B specifications.

The patch panel equipment shall be no larger than standard size 24-port, and no high density space saver patch panels will be used without prior approval from the Using Agency Telecommunications Unit. The patch panel equipment will be of sufficient size to accommodate all existing voice/data requirements and at least 15 percent spare patch panel ports for growth. The LESSOR must provide and install all the patch panel hardware required to make the system operational, including all voice and data patch cords and the designated wire management panels used to dress the patch cords between the patch panels in a neat and orderly fashion. Wire management will consist of Panduit Slotted Duct style Horizontal and Vertical cable Management panels. Also included will be four pair Category 5e (350M) compliant patch cords in various lengths to accommodate the total number of Voice and Data jacks installed plus 15 percent spare cords for growth. The patch cords will be sized to ensure a neat and orderly appearance. Refer to the Telecommunications Equipment Parts List for the information you will need to meet the mandatory installation requirements. Any deviation from this list must be approved by the Using Agency Telecommunications Unit in writing detailing the changes and reason for substitution. Any substitutions proposed must meet all of the same specifications and/or requirements as the original item.

TELECOMMUNICATIONS EQUIPMENT PARTS LIST

Description	Vendor	Part Number	Substitutable
Mini-Com TX5e Jack Module	Panduit	CJ5E88TIW	
Mini-Com Blank Module	Panduit	CMBIW-X	
Mini-Com Ultimate ID Classic Series Faceplates	Panduit	UICFP4IW	
19" Standard Rack	Panduit	CMR19X84	Yes
DP5e Patch Panel 24 port	Panduit	DP245E88110U	Yes
Standard Vertical Slotted Duct (Front and Rear) 4wX5dX83h	Panduit	WMPV45	
Standard Vertical Slotted Duct (Front only) 4xX5dX83h	Panduit	WMPVF45	
Standard Horizontal Cable Managers 19" Manager (Front only)	Panduit	WMPHF2	

VOICE REQUIREMENTS

On one wall designated by the Using Agency Telecommunications Unit, one 4 feet X 8 feet sheet or two 4 feet x 4 feet sheets of three-quarter inch plywood will be attached for mounting the MC in the Telecommunications Equipment Room (if there are additional floors that have a Telecommunications Equipment Room, they are to have the same plywood installation as the MC) for voice. The plywood will be attached in such a way that the top of the highest patch panels shall not be higher than six feet two inches and the bottom of the lowest patch panel shall be no lower than two feet from the floor.

The voice MC will consist of Category 5e (350M) compliant 110-type, 4 pair (C4) connector blocks, mounted on the wallboard, and then terminated to the Line Side patch panels that are Category 5e (350M) compliant eight point modular jack patch panel equipment (wired for T568B specifications) using 25 pair Category 5e (350M) cable runs. Voice Station patch panels that are Category 5e (350M) compliant, eight point modular jack patch panel equipment (wired for T568B specifications) using 4 pair Category 5e (350M) cable runs will terminate to a Category 5e (350M) compliant, eight pin (wired for T568B specifications) RJ-45 end-user interface jack. All four pairs will be terminated for each jack on the Line Side patch panel to the 110-type, 4 pair (C4) connector blocks. The maximum size of the patch panel equipment will be 24 ports. No high-density space saver patch panels will be used without prior approval from the Using Agency Telecommunications Unit.

Two (2) duplex dedicated/isolated A/C power outlets shall be located on the wall directly below each piece of plywood. Two (2) additional duplex dedicated/isolated A/C power outlets, one (1) with Leviton 4720-C twists locks, will be installed in close proximity to be used by the telephone company.

All Voice patch panels will be installed in 19" X 84" floor mounted racks. Any deviation from this requirement must be approved in writing by the Using Agency Telecommunications Unit. The top of the highest patch panels shall not be higher than six feet two inches and the bottom of the lowest patch panel shall be no lower than two feet from the floor.

All metal floor-mounted voice frames will be equipped with a #6 AWG solid copper ground wire attached to an approved electrical ground.

The first set of Voice patch panel equipment at the top will be designated as the Line Side patch panel. Each available port will be connected to 110-type blocks with all four pairs terminated. From these cross-connecting blocks, all existing telephone lines will be cross connected to the telephone company demarcation point.

The second set of Voice patch panel equipment will be designated as the Station side patch panel and will have all four pairs terminated to the appropriate Station jacks as required.

A modular voice jack will be installed in the Telecommunications Equipment Room for use with the intercom paging systems.

DATA REQUIREMENTS

The Data MC will consist of Data Station patch panels that are Category 5e (350M) compliant eight point modular jack patch panel equipment (wired for T568B specifications) using 4 pair Category 5e (350) cable runs will terminate to a Category 5e (350M) compliant, eight pin (wired for T568B specifications) RJ-45 end-user interface jack. The maximum size of the patch panel equipment will be 24 ports. No high-density space saver patch panels will be used without prior approval from the Using Agency Telecommunications Unit.

All Data patch panels will be installed in 19" X 84" floor mounted racks and located next to the floor mounted Voice rack. Any deviation from this requirement must be approved in writing from Using Agency Telecommunications Unit. The top of the highest patch panels shall not be higher than six feet two inches and the bottom of the lowest patch panel shall be no lower than two feet from the floor.

Mounted on the extreme lower portion of the data frame will be four (4) duplex or two (2) quad dedicated/isolated A/C power outlets each having a dedicated circuit with an isolated ground. The outlets should be arranged to accommodate transformer connections (which frequently are larger than a standard plug) without blocking access to other outlets. This metal floor-mounted data frame will be equipped with a #6 AWG solid copper ground wire attached to an approved water pipe ground.

Three (3) duplex dedicated isolated A/C power outlets shall be located on the wall adjacent to the floor mounted frame for data.

A duplex voice jack will be installed in close proximity to the data frame to support a dial-up modem for diagnostic trouble shooting.

STATION WIRING

All cable for both voice and data will be four pair, Category 5e (350) compliant, Type CM communications cable, 24-AWG, solid conductor, unshielded twisted pair, meeting the electrical and corresponding distance requirements of ANSI/TIA/EIA-568 Commercial Building Wiring Standard.

All station wiring for both voice and data will be home run, no intermediate cut downs or splices, to the appropriate telecommunication room and terminated directly onto Category 5e (350) compliant patch panel equipment. All four pairs must be physically terminated at the Category 5e (350) compliant eight pin modular telecommunication outlet and at the appropriate patch panel equipment port.

All cable shall be concealed either above a suspended ceiling, in conduit, in wire mold, or behind partitions. A maintenance loop of 6 feet to 10 feet is required to provide enough slack at the MC to accommodate any future movement of the terminating wires on their respective voice or data patch panel terminations.

CONDUITS, POWER POLES AND PLENUM RUNS

All installed pathways will follow the ANSI/TIA/EIA-569 standard.

All wiring not in conduits and run in air handling plenums will have Type CMP communication plenum cable, low-smoke, heat resistant Haler type insulation.

All conduits will be metal (EMT) type conduit or raceways.

All access holes through floors, walls, etc. that must be drilled for the installation of voice and data facilities must be provided by the LESSOR. These access holes must be equipped with a sleeve and bushings at both ends and must be properly fire-stopped at both ends.

Wire mold, conduits, or power poles will be required to those voice and data locations where the wiring cannot be concealed or readily fished through walls, etc. All exposed voice/data cable attached to office walls, ceilings, or floors will be concealed using approved surface raceway molding. Lesser will separate the Voice and Data wiring from the electrical power and dedicate a pole for each to the modular furniture. For planning furniture pathways, the maximum pathway fill shall be 40 percent. A maximum of 60 percent pathway that is not filled is allowed to accommodate unplanned additions after initial installation.

In multi-channel raceways, dividers separating compartments shall be bonded to ground in accordance with ANSI/TIA/EIA-607.

Metal raceway bases, covers and dividers shall be bonded and grounded in accordance to applicable codes and ANSI/TIA/EIA-607.

JACKS

Both voice and data wiring will be terminated on Category 5e (350) compliant duplex voice/data jacks, or single voice or data jacks, as required, at the workstation location (wired for T568B specifications). All station jacks must meet or exceed ANSI/TIA/EIA-568 standards for Unshielded Twisted Pair Connecting Hardware for Category 5e (350) cable.

Duplex voice/data connecting blocks will have two eight-conductor (wired for T568B specifications) modular jacks labeled by the manufacturer as "V" for voice and "D" for data, with a single face plate. All end-user interface boxes must be secured with mounting screws. No double-sided tape will be permitted. The inserts of the jacks will be color-coded - blue inserts for voice and orange inserts for data. Any deviations must be approved by the Using Agency Telecommunications Unit in writing detailing the changes and reason for substitution. Any substitutions proposed must meet all of the same specifications and/or requirements as the original item. All labeling will use permanent mechanically/electronically made markings.

CODING, RECORDS, AND TRAINING

All voice and data eight pin modular locations at the End-user Station jack and at the Patch Panel equipment will be labeled with permanent mechanically/electronically made markings by the LESSOR for identification by Department staff. The numbering scheme should be kept constant and consecutive (V1 / D1...V288 / D288) throughout the entire site. Patch Panels and End-user Station jacks must be labeled with permanent mechanically/electronically made markings.

A cable record of all pairs at the MC will be prepared by the LESSOR. One copy of this record must be submitted to the Using Agency Telecommunications Unit prior to final acceptance of the facility.

The LESSOR shall provide training in the proper use of the cable records and the patch panel equipment. The method and depth of the training will be sufficient to train the user to correct deficiencies as rapidly as possible and also allow the user to readily make voice/data station location changes via the patch cords.

TESTING

The LESSOR and/or his designated subcontractor will be responsible for performing testing of all voice and data wiring and hardware to assure compliance with equipment specifications. All voice and data wiring and hardware must meet or exceed all the specifications of ANSI/TIA/EIA-568 for Category 5e (350) cable installation. The LESSOR and/or his designated subcontractor must provide the Using Agency Telecommunications Unit with a complete copy of all test results prior to final acceptance of the facility.

At a minimum, the test results for each jack, voice and data, must contain:

- Jack Number
- Cable Length
- Wire Map
- Attenuation
- NEXT (Near End Cross Talk)
- Cable Impedance

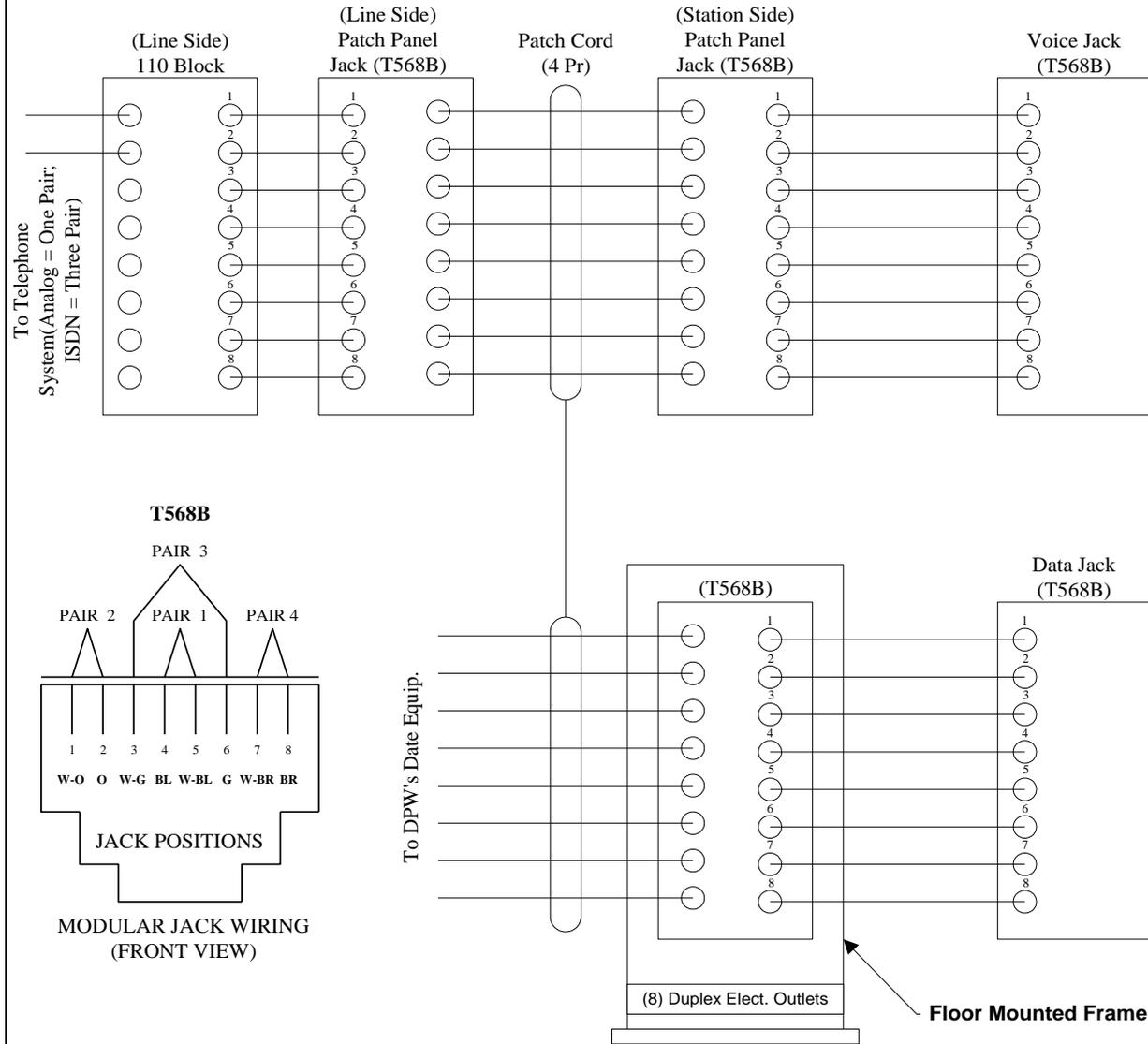
SPECIAL REQUIREMENTS

- Telephone system requires support of ACD Platform and must be located within the Verizon provider area.
- Each office/workstation shall have three (3) network data jacks and one (1) voice jack. Each jack shall be numbered in coordination with the ports in the voice/data closet.
- All network connections must be COPANET node.

TERMINATIONS AND WIRING DIAGRAM

DPW's CAO Wiring Diagram

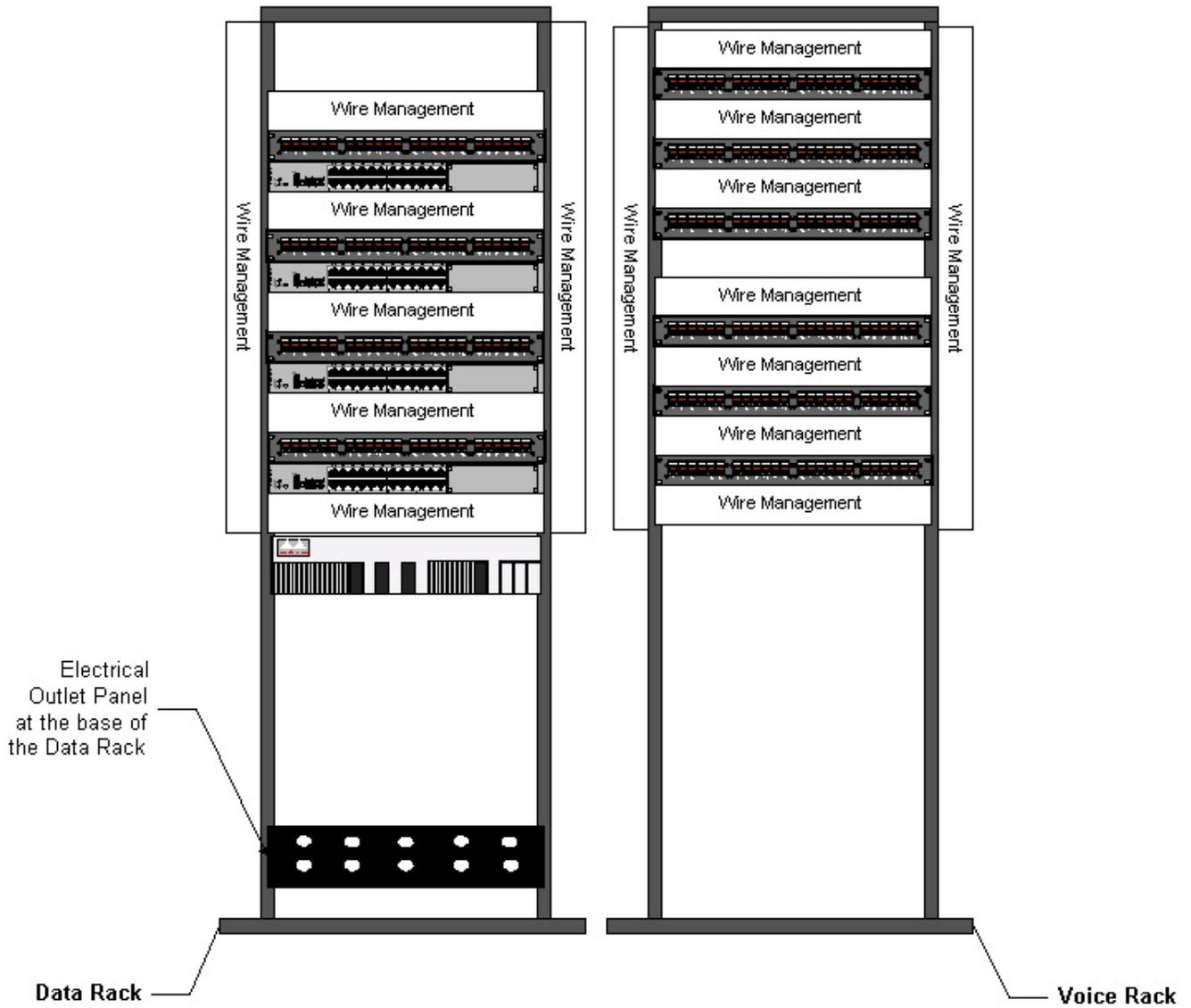
Patch Panels, Patch Cords, Line Side Cross Connecting Blocks, Station Jacks and Station Cable must be Category 5E compliant.



The eight pin modular connectors for voice\data and the patch panel modular jacks shall be terminated to T568B specifications as follows:

DATA AND VOICE RACK LAYOUT

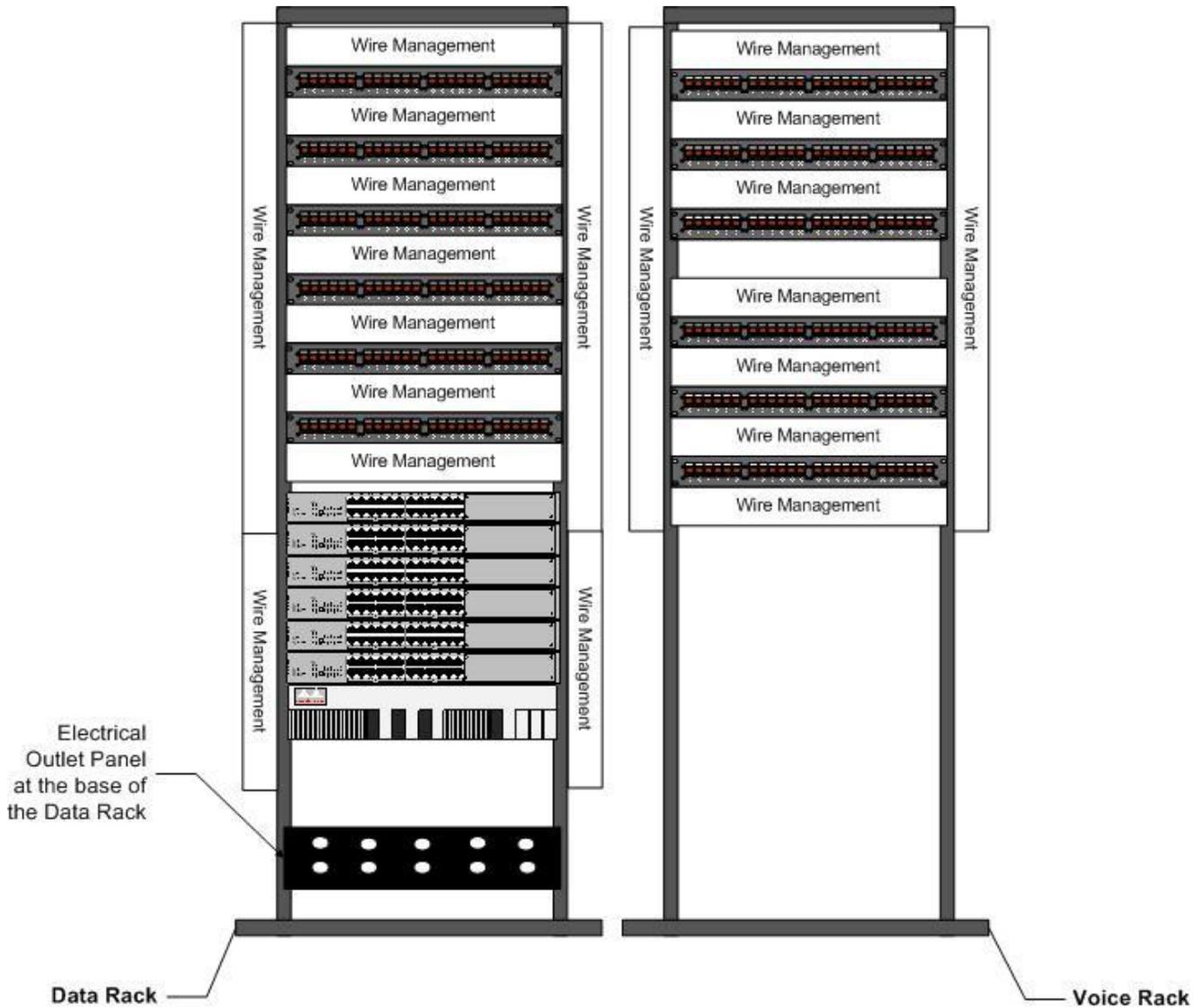
Small Office Layout



Typical Data and Voice Rack Layout

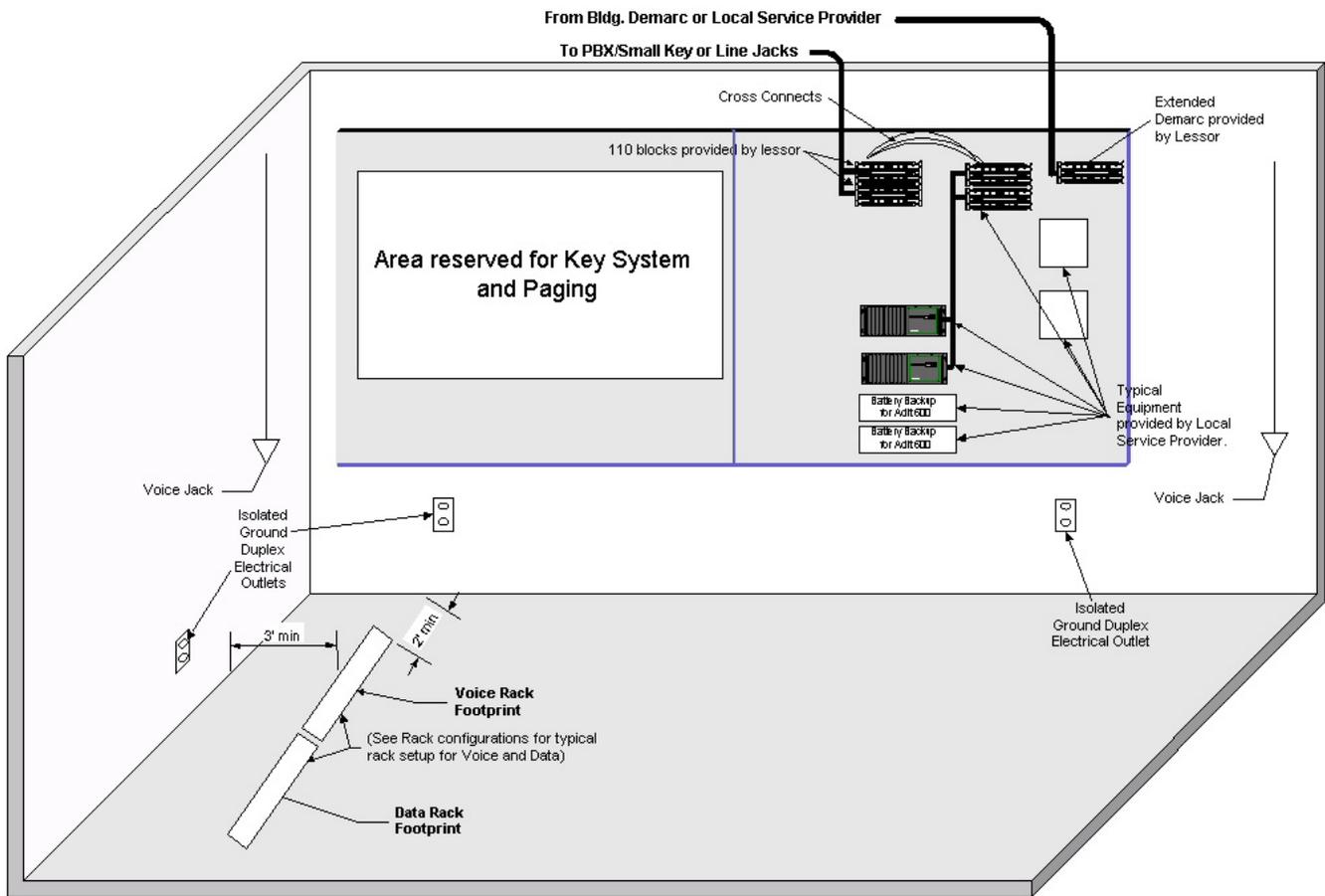
NOTE: Electrical outlet panel will have five isolate ground duplex electrical outlets.

Large Office Layout



Typical Data and Voice Rack Layout for Large Office Using Gig Switches

TELECOMMUNICATIONS ROOM LAYOUT



Typical Telecommunications Room Layout

NOTE: On wall left of the voice and data rack will have two isolated ground duplex electrical outlets and one Leviton Twist Lock 4720C outlet. Also on this wall will be five data jacks.

PATCH PANEL REQUIREMENTS

Standard size hinged 24-port panel.

A minimum of 15% spare patch panel ports will be provided for growth. Panduit wire management panels will be used to dress all cabling front and in back of the rack. Panduit Slotted Duct Style Wire Management Panels will be used between each 24-port unit as well as on the sides.

Panels will be labeled with permanent mechanically/electronically made marking.

Voice Line Side patch panels will be terminated to the 110-type connector blocks will all four pairs terminated for each port.

Voice patch panels will be mounted within a floor mounted 19" x 84" rack.

Data patch panels will be mounted within a floor mounted 19" x 84" rack.

Spare patch cords will be supplied for voice and data panels. A minimum of 15%, the number of each spare cord length (3', 5', and 7') will reflect percentages of those used during the installation (80% of the patch cords should be 3' in length).

VOICE AND DATA CABLE T56B

All cable will be four pair, Category 5E compliant. Voice and Data cable sheathing will be of a different color. Any modular furniture that requires power poles will have separate poles for Voice/Data and Power.

VOICE AND DATA JACKS

Jacks will be labeled with permanent mechanically/electronically made markings. Single and/or duplex jacks will be labeled "voice" and/or "data", and include the port number, on a single faceplate. The inserts of the jacks will be color-coded: *blue* for voice and *orange* for data.

INTERCOM PAGING SYSTEM

The LESSOR will provide and install a paging system consisting of speaker assemblies (speakers, transformers, grills, etc.), speaker back boxes, bridge supports, volume controls, equipment rack and any other accessory required to provide a fully operational system. The amplifier will be of sufficient wattage to ensure that it can adequately power the number of installed speakers with sufficient space wattage to handle a 25 percent increase in the number of speakers. Most speakers will require one-watt of power for satisfactory operation.

The paging intercom must include an adequate number of speakers throughout the building to ensure coverage to all areas designated by the facility director. The system must be equipped to provide a maximum of four zones and an all call and must have the capability of being activated from any designated telephone. Paging speakers located in the conference room and multi-purpose rooms must have volume controls.

All wiring will be 18-gauge stranded, twisted, shielded pair. Steel or aluminum wire molding will be used wherever the cable cannot be concealed.

Maintenance and repair of this paging system will be the responsibility of the LESSOR.

NOTE: The total number of speakers required should be based on providing one speaker for every 300 square feet of area provided under this project.

VOICE AND DATA REQUIREMENTS SUMMARY

The LESSOR and/or the designated subcontractor(s) will be responsible for all voice and data cable facilities and materials within the building, with the exception of the telephone system and data equipment system. The installation must result in a "turnkey" solution to include: installation of all necessary equipment, paging system, cabling, cross-connects, patch cords, and test results. Any alarm system that is installed must have their own separate telephone service provided by the LESSOR.

A minimum of four zones will be accessible from any designated telephone. One zone will be established as “all call.” Other zones and speaker placements will be designated by the Office Manager. Wall mounted volume controls will be installed in conference, multi purpose, staff, and instructional rooms. Maintenance and repair of the intercom paging system will be the responsibility of the LESSOR.

CABLE RECORD

The LESSOR will prepare a cable record, which will include a copy of the floor plan (showing jacks locations, and numbering sequence), which coincides with the patch panel port labeling. A copy of the plan will be provided to the Office Manager at the time of final acceptance of the facility. Cable records will follow ANSI/TIA/EIA-606 standards.

CABLE CERTIFICATION TESTING

All test results will be provided to the Telecommunications Office or Office Manager prior to or at the time of final acceptance of the facility. Test results will be in numerical sequence. Voice and Data will be under separate cover. All testing will follow ANSI/TIA/EIA-568 standards. At a minimum the test results for each jack must include the following:

- Jack Number
- Cable Length
- Wire Map
- Attenuation
- NEXT (Near End Cross Talk)
- Cable Impedance

SECTION L. JANITORIAL

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
ENTRANCE / VESTIBULE <input type="checkbox"/>							
1. Empty and clean LESSOR provided cigarette urns.	X						
2. Thoroughly clean entrance doorways and vacuum walk off mats.		X					
3. Detail clean threshold plates.			X				
4. Sweep and wet mop hard surface floors.		X					
5. Spot- mop stains and spills using appropriate cleaner.	X						
6. Clean window glass on inside and outside of entrance doors and wipe frames.		X					
7. Spot-clean window glass on inside and outside of entrance doors and spot-clean frames.	X						
8. Dust.		X					
9. Dust all grills, vents, louvers and diffusers.			X				
10. Spot- clean walls and Light switches.	X						
11. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					
12. Clean and polish bright metal surfaces.		X					
LOBBY/WAITING AREA <input type="checkbox"/>							
1. Sweep and wet mop tile floors.		X					
2. Spot clean tile floors.	X						
3. Apply nonskid wax and buff tile floors.							X
4. Strip all tile floors of old finish and apply two coats of antiskid wax and buff.					X		
5. Vacuum all carpeted areas.		X					
6. Spot vacuum carpet.	X						
7. Steam clean carpeting in high traffic areas.					X		
8. HEPA vacuum all offices.					X		
9. Dust.		X					
10. Dust all grills, vents, louvers and diffusers.			X				
11. Damp wipe horizontal surfaces.		X					
12. Spot clean walls and Light switches.	X						
13. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
14. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						
15. Clean all trash receptacles and recycling receptacles inside and out with a disinfectant.							X
16. Clean all drinking fountains.	X						
ELEVATORS <input type="checkbox"/>							
1. Clean elevator.		X					
2. Sweep and wet mop tile floors.		X					
3. Spot- mop stains and spills using appropriate cleaner.	X						
4. Apply nonskid wax and buff tile floors.							X
5. Strip all tile floors of old finish and apply two coats of antiskid wax and buff.					X		
6. Dust. Wipe all cab walls to remove dust, soil and stains.		2X					
7. Spot- clean all doors, threshold plates, horizontal and vertical surfaces, removing fingerprints, smudges and stains.		2X					X
8. Clean and polish bright metal surfaces.		X					
STAIRWELLS <input type="checkbox"/>							
1. Spot-mop/vacuum floors and stairs.	X						
2. Spot -clean carpets or tile floors.	X						
3. Sweep /vacuum floors and stairs.		X					
4. Dust railings, ledges, pipes, lights and signage.		X					
HALLWAYS <input type="checkbox"/>							
1. Vacuum all carpeted areas.		X					
2. Spot vacuum carpets.	X						
3. Steam clean carpeting in high traffic areas.					X		
4. HEPA vacuum all offices.					X		
1. Sweep and wet mop tile floors.	X						
2. Spot clean carpets or tile floors.		X					
3. Apply nonskid wax and buff tile floors.							X
4. Strip all tile floors of old finish and apply two coats of antiskid wax and buff.					X		
5. Dust.			X				
6. Dust all grills, vents, louvers and diffusers.			X				

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
7. Spot clean walls and Light switches.		X					
8. Clean and polish drinking fountain.		X					
CONFERENCE ROOMS, TRAINING, MULTIPURPOSE ROOMS <input type="checkbox"/>							
1. Vacuum all carpeted areas.		X					
2. Spot vacuum carpet.	X						
3. Steam clean carpeting in high traffic areas.					X		
4. HEPA vacuum carpet.					X		
5. Dust.		X					
6. Dust all grills, vents, louvers and diffusers.			X				
7. Damp wipe horizontal surfaces.		X					
8. Spot clean walls and Light switches.			X				
9. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					
10. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						
11. Clean all trash receptacles and recycling receptacles inside and out with a disinfectant.							X
OFFICE AREA <input type="checkbox"/>							
1. Vacuum all carpeted areas.		X					
2. Spot vacuum carpets.	X						
3. Steam clean carpeting in high traffic areas.					X		
4. HEPA vacuum all offices.					X		
5. Dust.		X					
6. Dust all grills, vents, louvers and diffusers.			X				
7. Damp wipe horizontal surfaces		X					
8. Spot clean walls and Light switches.			X				
9. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					
10. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						
11. Clean all trash receptacles and recycling receptacles inside and out with a disinfectant.							X

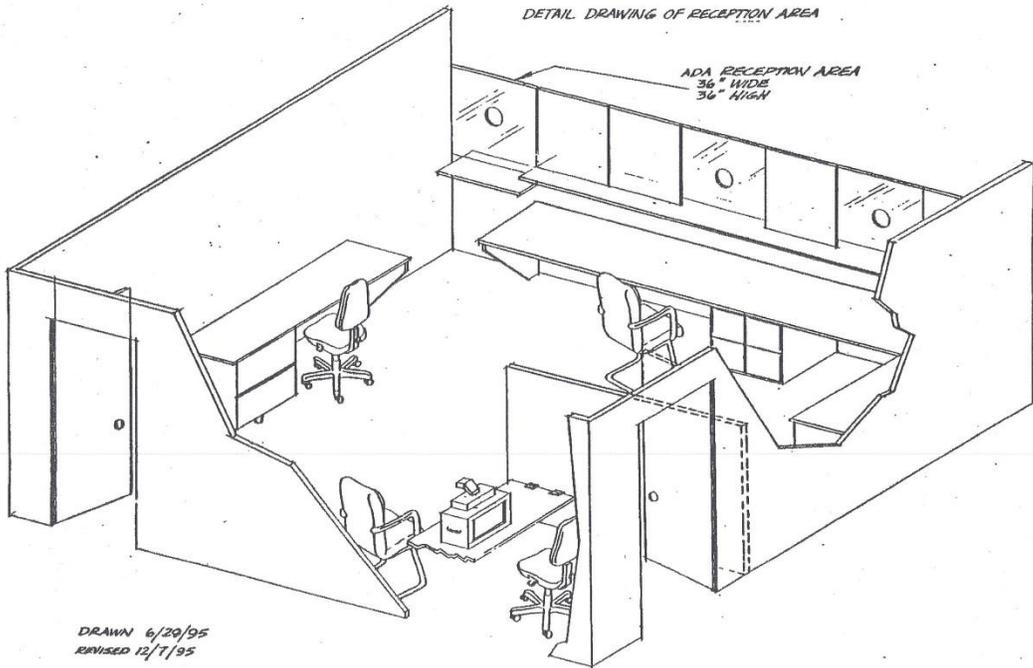
	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
12. Maintain separation and removal of recyclables in accordance with local ordinance or code.	X						
13. Clean water coolers. If included in the LEASE, ensure paper cups are restocked and a supply is available to the LESSEE.		X					
PRIVATE OFFICES <input type="checkbox"/>							
1. Vacuum all carpeted areas.		X					
2. Spot vacuum carpets.	X						
3. Steam clean carpeting in high traffic areas.					X		
4. HEPA vacuum all offices.					X		
5. Dust.		X					
6. Dust all grills, vents, louvers and diffusers.			X				
7. Damp wipe horizontal surfaces		X					
8. Spot clean walls and Light switches.			X				
9. Clean doors; sanitize door handles, knobs and other metal surfaces.		X					
10. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						
11. Clean all trash receptacles and recycling receptacles inside and out with a disinfectant.							X
12. Maintain separation and removal of recyclables in accordance with local ordinance or code.	X						
13. Clean water coolers. If included in the LEASE, ensure paper cups are restocked and a supply is available to the LESSEE.		X					
RESTROOMS <input type="checkbox"/>							
1. Sweep and wet mop tile floors in restrooms using appropriate cleaner.		X					
2. Spot clean tile floors.	X						
3. Seal grout.					X		

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
4. Wash sinks, urinals, and toilet bowls using scouring powder to remove stains, clean under sides, wash both sides of toilet seats and tile walls near urinals with disinfectant.	X						
5. Empty, clean and reline all sanitary napkin receptacles.	X						
6. Fill and maintain mechanical operation of all toilet tissue dispensers, sanitary napkin dispensers, paper towel dispensers, soap dispensers and paper cup dispensers with LESSOR provided supplies. Ensure that replacement supplies are available to LESSEE.	X						
7. Polish metal work in rest rooms.							X
8. Clean shower stalls, if applicable.		X					
9. Wash doors, door handles, tile walls, stall partitions and fixtures with disinfectant.		X					
10. Clean mirrors.	X						
LUNCH, BREAK ROOM, KITCHENETTE <input type="checkbox"/>							
1. Wash all counter surfaces, sinks, and table tops with antibacterial disinfectant.	X						
2. Clean kitchen cabinets inside and out. Wipe down outside of cabinets with a damp cloth and a disinfectant.					X		
3. Vacuum all carpeted areas.		X					
4. Spot vacuum carpets.	X						
5. Steam clean carpeting in high traffic areas.					X		
6. HEPA vacuum all offices.					X		
7. Sweep and wet mop tile floors.	X						
8. Spot clean carpets or tile floors.		X					
9. Apply nonskid wax and buff tile floors.							X
10. Strip all tile floors of old finish and apply two coats of antiskid wax and buff.					X		
VENDING AREA <input type="checkbox"/>							
1. Spot-mop/vacuum floors and stairs.	X						
2. Empty all waste receptacles including trash cans and recycling containers. Replace plastic liners. Remove trash to designated, sanitary area.	X						

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Annually	As Needed
OFFICE WALLS <input type="checkbox"/>							
1. Dust all ceilings and light fixtures.				X			
2. Remove and dust pictures, charts, etc. from walls. Dust walls and re-hang pictures.					X		
3. Remove and clean pictures, charts, etc. from walls. Wash walls and woodwork. Re-hang pictures						X	
4. Spot clean walls and woodwork. Ensure stained ceiling tiles are replaced as soon as possible.							X
MISCELLANEOUS <input type="checkbox"/>							
3. Clean janitor's sink and neatly store cleaning equipment and supplies in designated locations.	X						

SECTION M. DIAGRAMS

DIAGRAM #1. TYPICAL RECEPTION AREA



57

DIAGRAM #2. TYPICAL RECEPTION AREA – FRONT VIEW

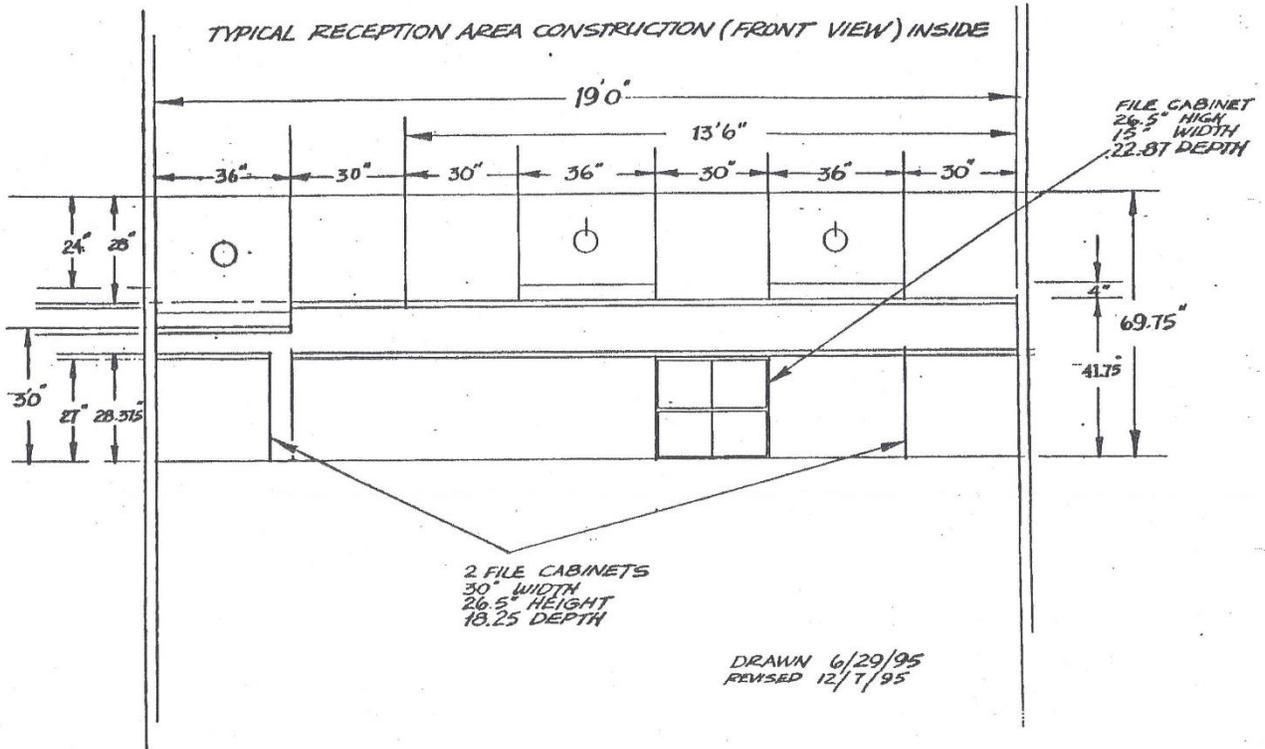
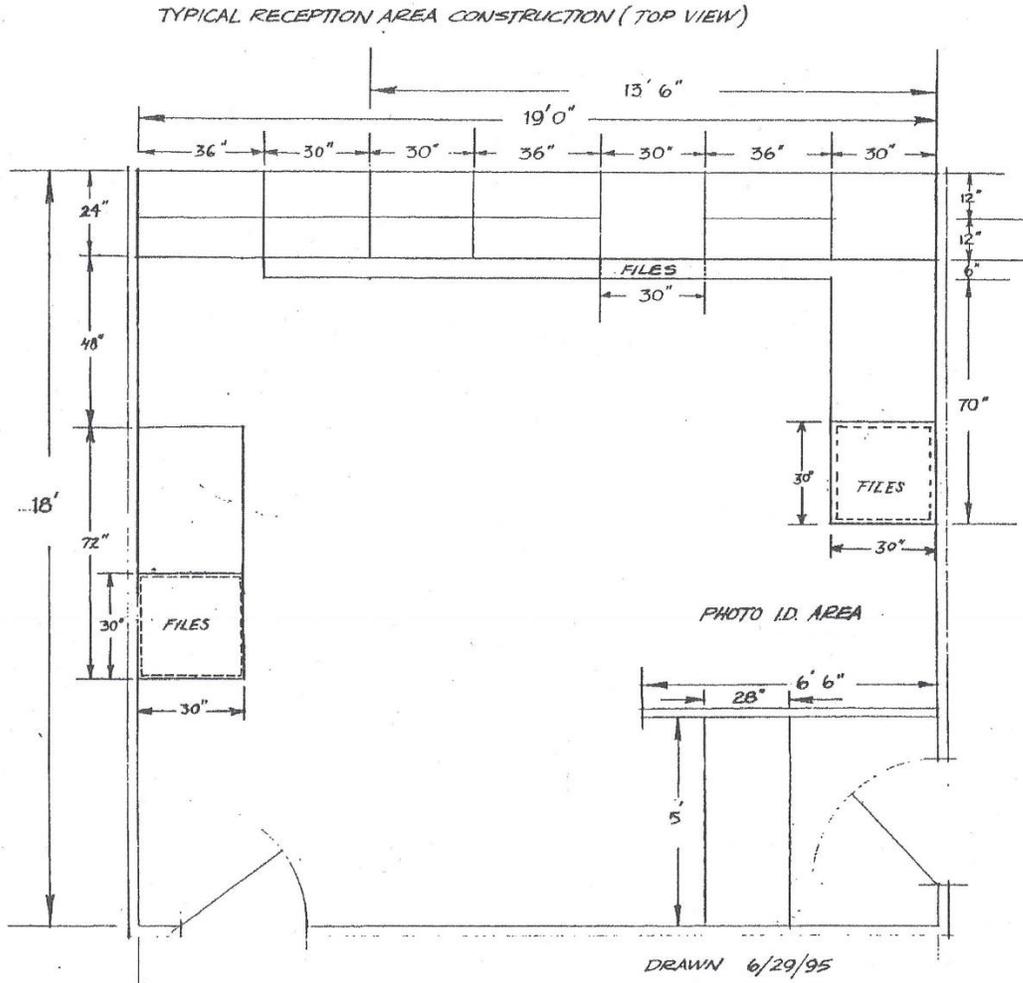


DIAGRAM #3. TYPICAL RECEPTION AREA - TOP VIEW



Customer Service Representatives

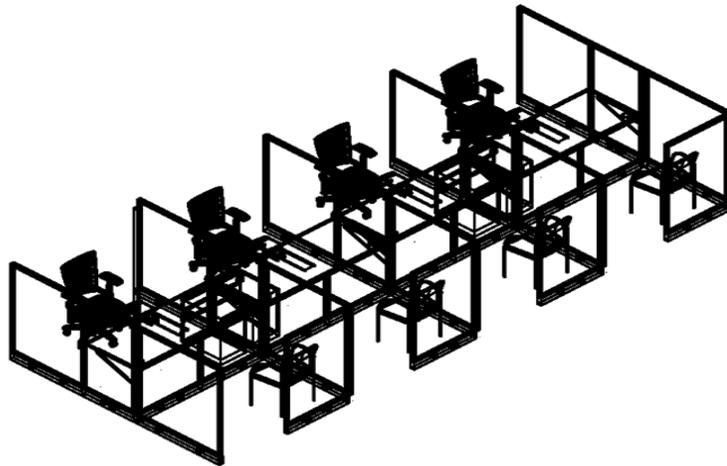
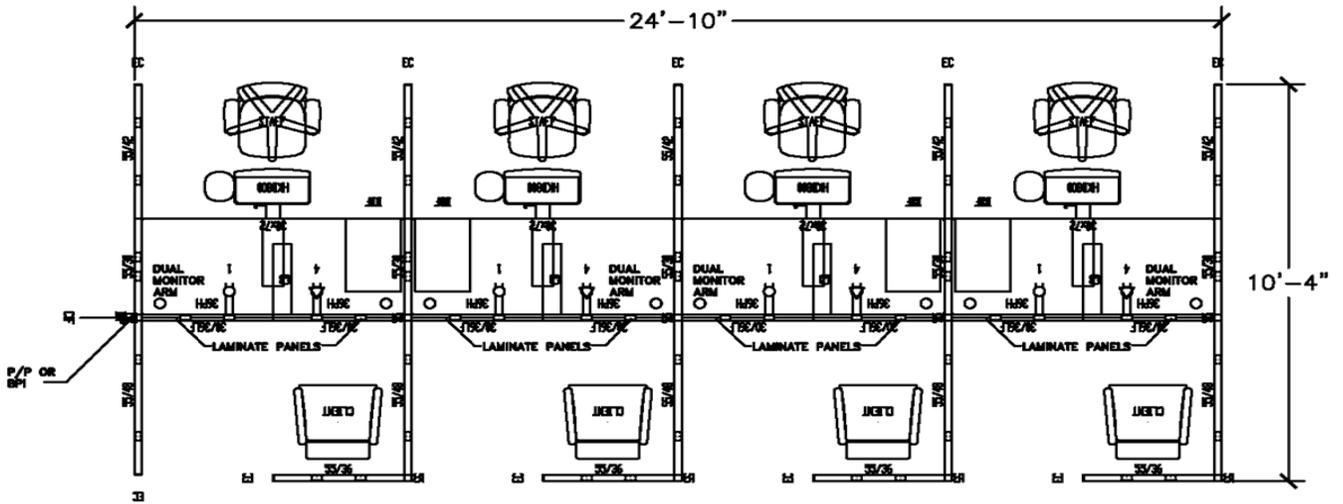
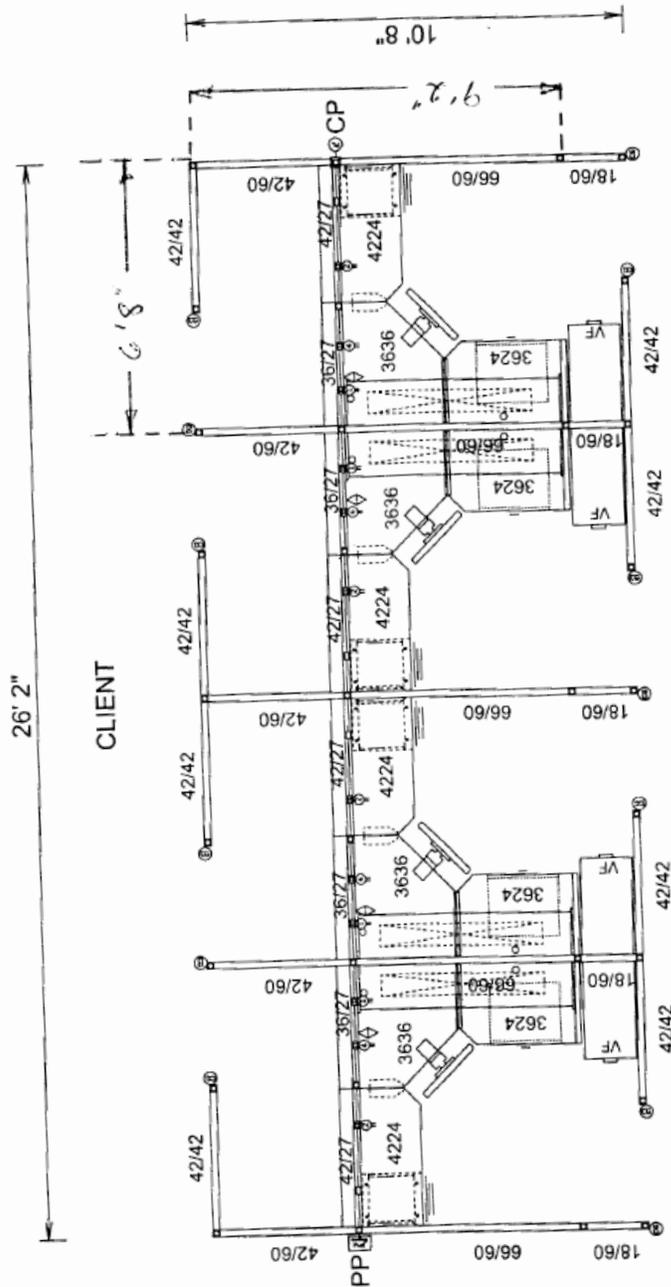


DIAGRAM #5. INTERVIEW BOOTH

PA Dept. of Public Welfare
 Typical 4 Cluster Intake-Interview Booth



- ◇ = DPW Data punch (1 per station)
 - CP = Com Pole
 - PP = Power Pole
 - All raceway covers on CLIENT side must be blank
- 1/4/07
 SOF988
 1/4"=1'

DIAGRAM #6. TYPICAL JUDGE'S BENCH AND WITNESS STAND

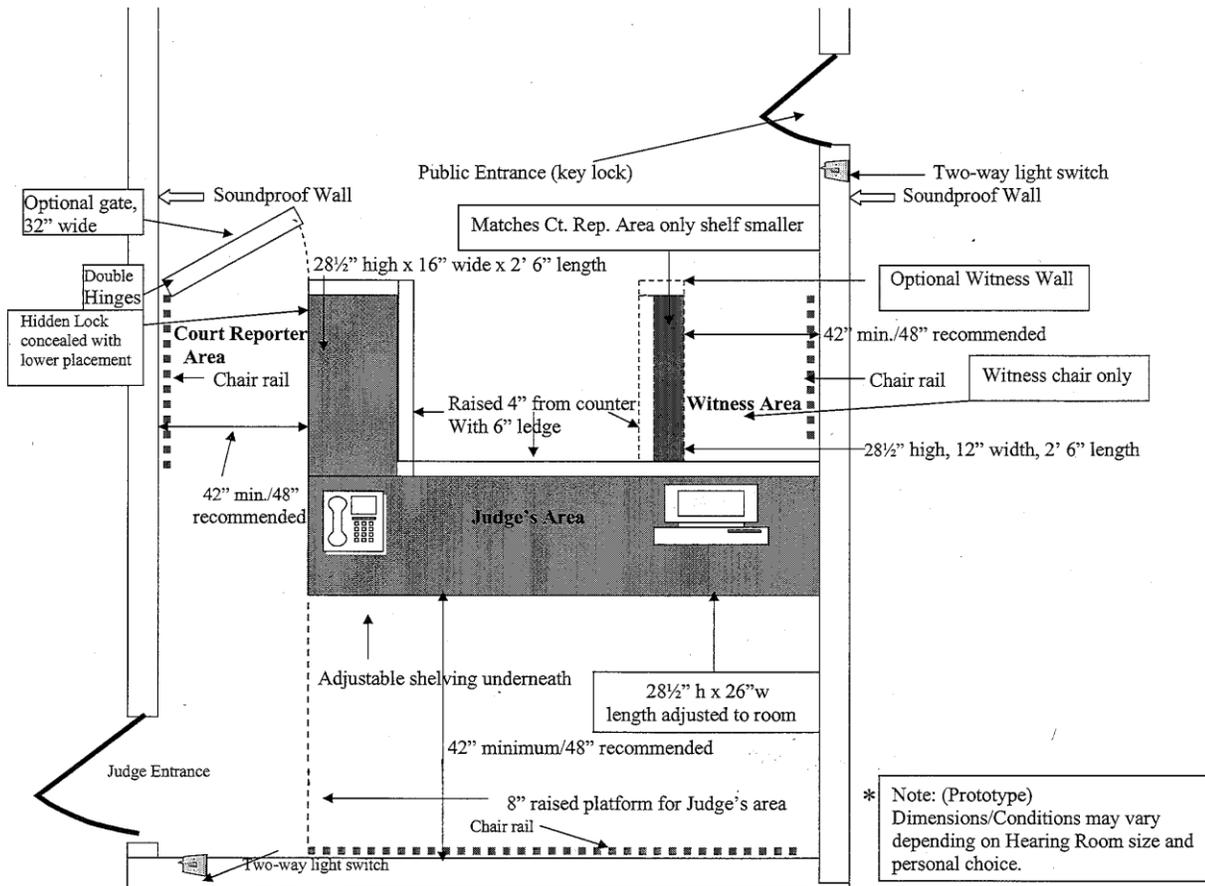


DIAGRAM #7. JUDGE'S BENCH - TOP VIEW

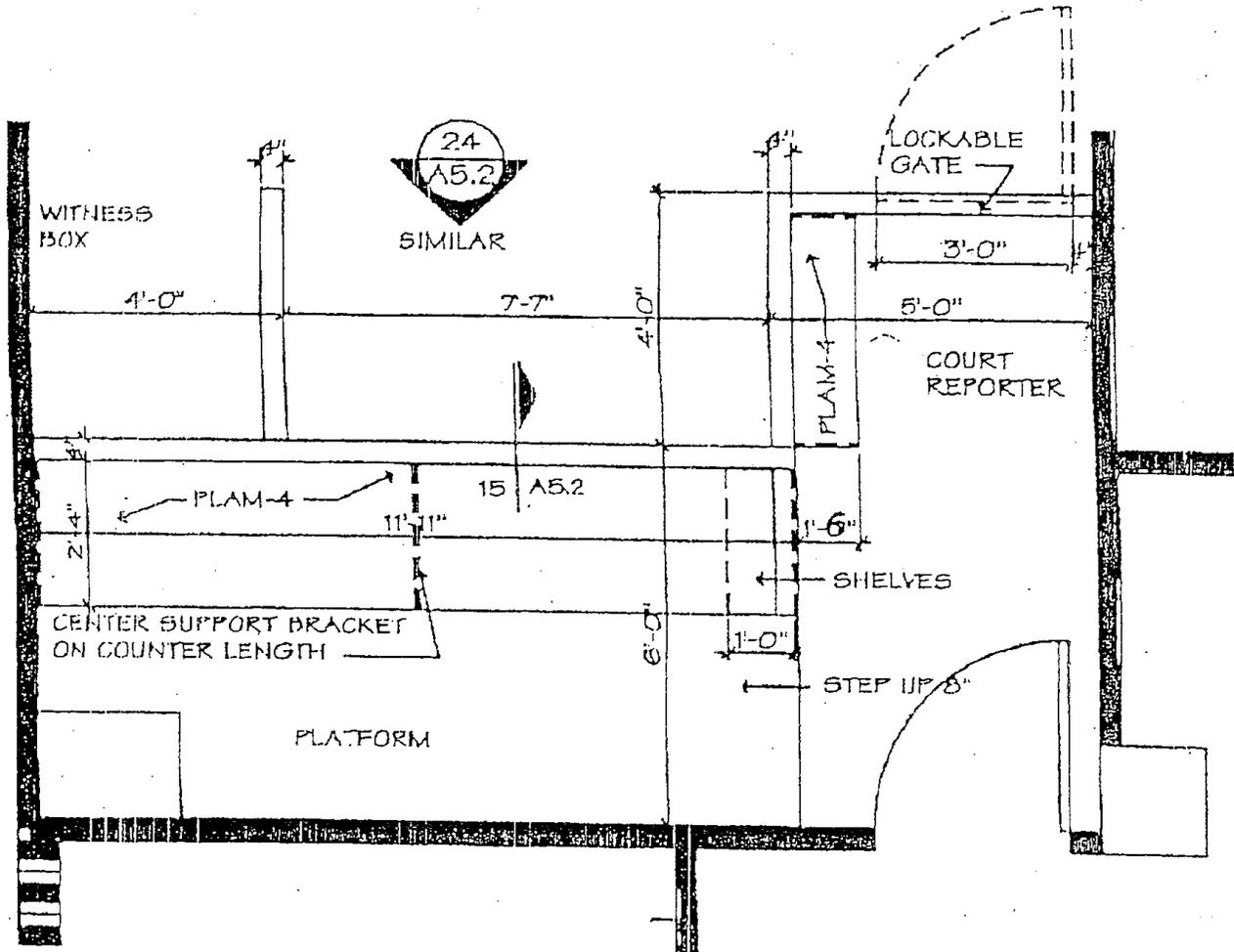
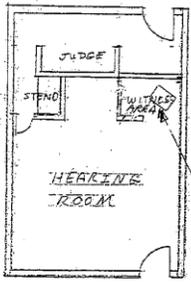
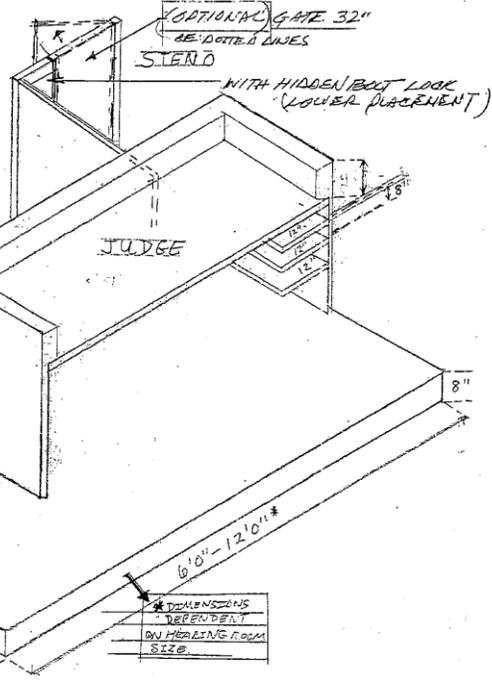


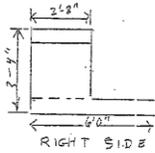
DIAGRAM #8. JUDGE'S BENCH - REAR VIEW



NOTE: DIMENSIONS SUBJECT TO CHANGE *



(OPTIONAL) WITNESS PARTITION (RE: DOTTED LINES)



PLYWOOD & PARTICLE BOARD WITH OAK, WALNUT OR CHERRY VENEERS.

* NOTE: THIS ISOMETRIC VIEW IS REVERSED / FLIP OF PLAN'S ELEVATIONS

* DIMENSIONS DEPENDENT ON HEARING ROOM SIZE

DIAGRAM #10. TYPICAL WORKSTATIONS

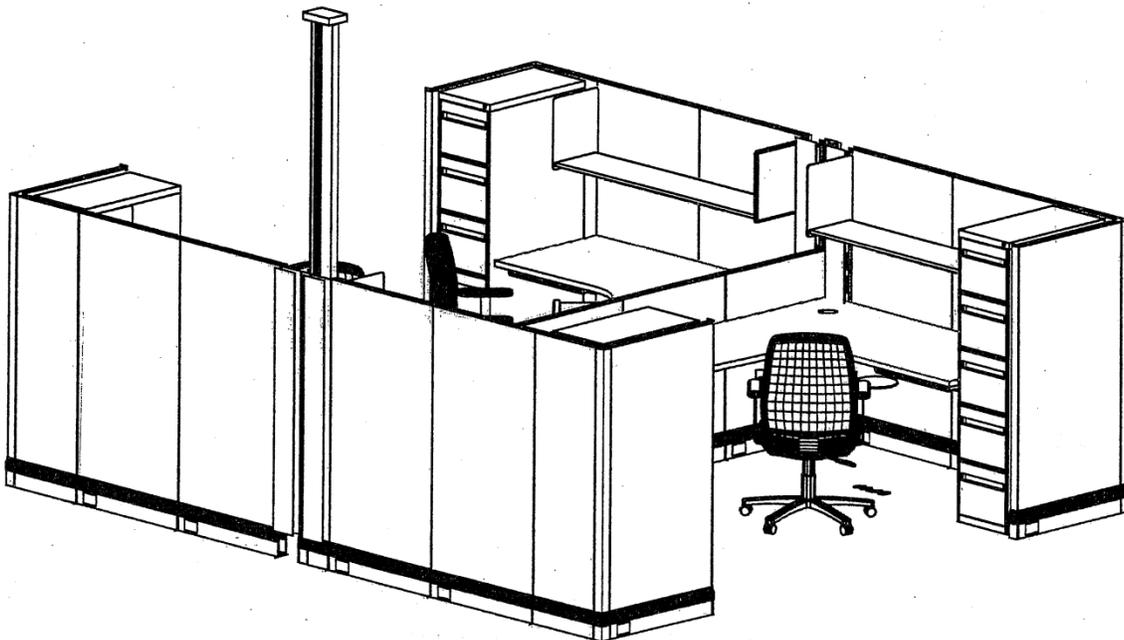
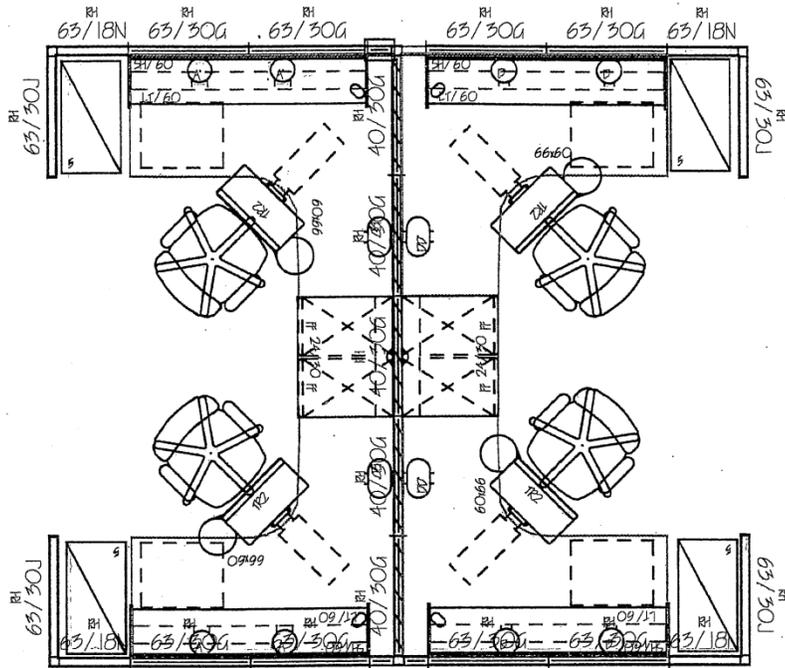
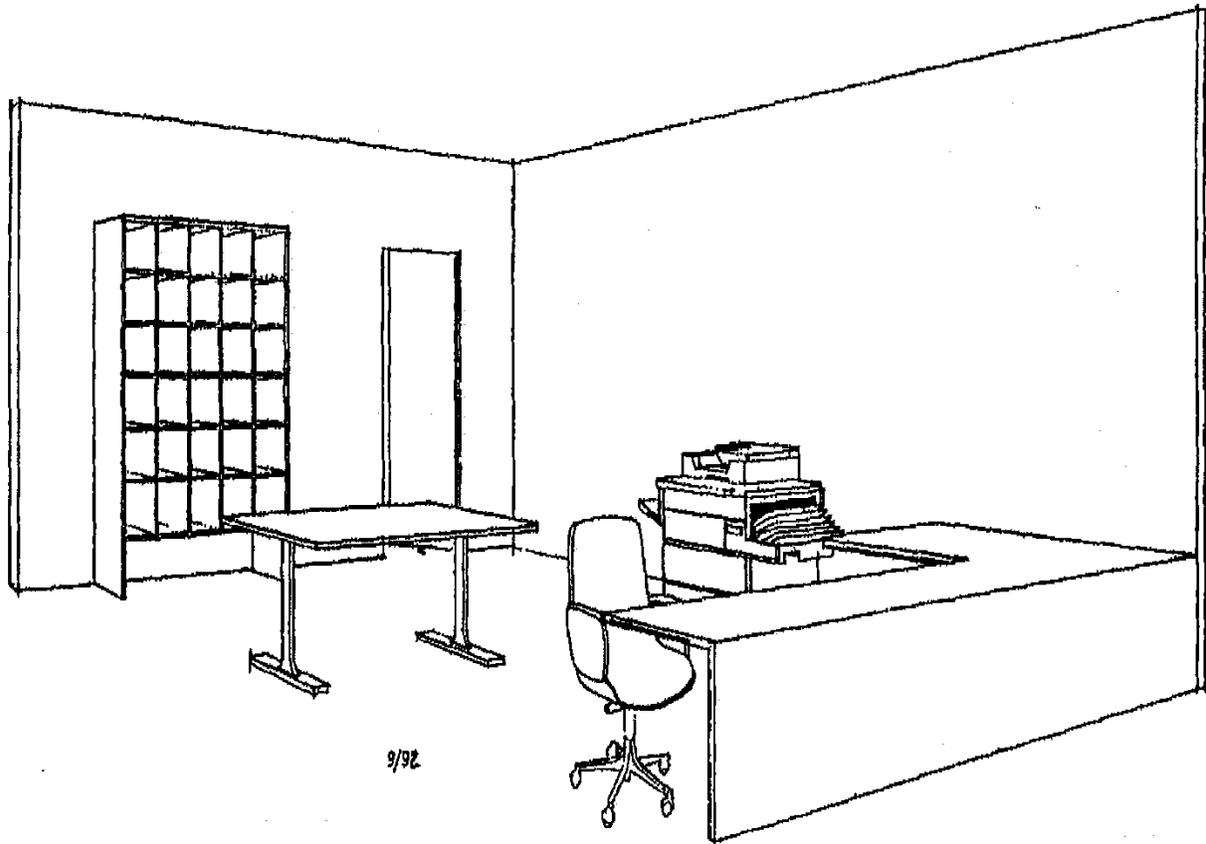


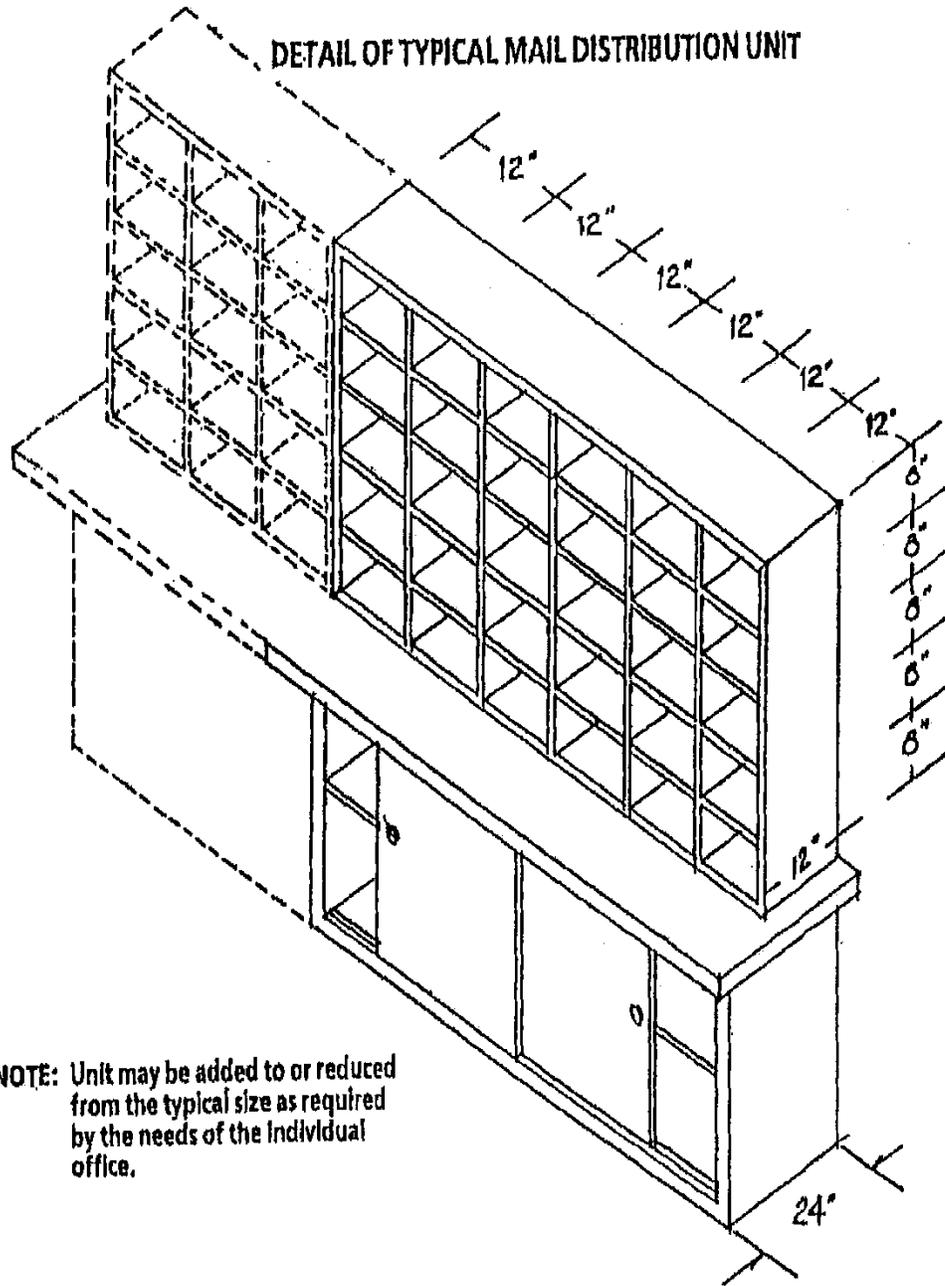
DIAGRAM #12. MAIL HANDLING AREA



9/92

MAIL HANDLING FACILITY

DIAGRAM #13. MAIL DISTRIBUTION UNIT



NOTE: Unit may be added to or reduced from the typical size as required by the needs of the individual office.

DIAGRAM #14. BUILDING IDENTIFICATION (FOR ILLUSTRATION ONLY)



pennsylvania
DEPARTMENT OF HUMAN SERVICES

**Warren
County Assistance Office**

HS 2032 1/15