TABLE 4-3.3 COPY/FILE AREA

|  |  |
| --- | --- |
| **Description/ Usage** | This area could be either enclosed and centralized or open and decentralized within the Administrative area. It houses copy machines, printers other than those dedicated to specific individuals, filing cabinets, and storage for general office supplies. In addition, provide sufficient space to act as a workroom for staff to allow for collating documents, presentations, and work projects. |
| **Min. Ceiling Ht.** | 2.44 m (8 ft.) minimum. |
| **Finishes** | **Walls.**  Painted gypsum wallboard or vinyl wall covering. |
|  | **Floor.** VCT with vinyl or rubber base. |
|  | **Ceiling.** ACP |
| **Plumbing** | None required. |
| **HVAC** | 20 C (68 F) minimum, 26 C (78 F) maximum |
| **Fire Protection** | Provide system per paragraph 3-5.3. |
| **Power** | Provide outlets per code and dedicated outlets for copiers and printers. |
| **Lighting** | 540 lux (50 fc) |
| **Communication** | **CCTV.** Consider providing one outlet.  **CATV/Internal Video.** None required.  **PA/Audio.** Provide a speaker.  **Telephone.** Provide at least one line for telephone and one additional line, if appropriate, for a facsimile machine.  **Data.** As necessary for network printers.  **Security.** Lockable area for filing or lockable filing cabinets. |
| **Casework** | 610-mm (24-in.) deep countertop. Lockable base and wall cabinets and storage shelves. |
| **Furnishings Fixtures & Equipment (FF&E)** | Photocopy machine and other office equipment, as appropriate.  Work table for collating documents and other work. |
| **Special Requirements** | If this is a dedicated room with a door, provide a vision panel. |
| For use during project execution by the appropriate Service agency | |
| **Occupancy** | Staff. |
|  | Patrons/Youth. |
| **Min. net m2 (ft2)** |  |