

**Elmsford DMV**  
**Room Data Sheets for OGS Project No. 5441**

<b>Sheet</b>	<b>Name</b>	<b>Date</b>	<b>Space Form Reference #</b> (For Reference purposes only)
1	Summary List	01/17/14	
2	Typical Space Requirements (sheet 1 of 2)	01/17/14	
3	Typical Space Requirements (sheet 2 of 2)	01/17/14	
4	Customer Waiting Room	01/17/14	
5	Private Office	01/17/14	
6	Interview Room	01/17/14	
7	Fax/Copy/Print Area	01/17/14	
8	Lunch Room	01/17/14	
9	Unisex Restroom	01/17/14	
10	Changing/Shower Room	01/17/14	
11	Server Room	01/17/14	
12	Secure Storage	01/17/14	
13	Inside Impound	01/17/14	
14	Garage Bay (1 of 2)	01/17/14	
15	Garage Bay (2 of 2)	01/17/14	
16	Outside Impound	01/17/14	

**All quantities and square footage amounts noted within the space forms and room data sheets are estimates only and should only be used as a guide. Actual quantities and square footage amounts will be determined during the Landlords design process and are subject to OGS approval.**

# Typical Requirements (Sheet 1 of 2)

State Of New York  
Office Of General Services

Space Program Room Data Sheet (Insert Room Name above)

Real Estate Planning & Development

<b>Project Name:</b>		Division: Field Investigations	
<b>Dept. of Motor Vehicle - Elmsford</b>		Bureau:	
		Section/Unit:	
		<b>No. of Spaces @ Net Sq. Ft.</b>	<b>Total Net Sq. Ft.</b>
<b>Function of Space:</b> (Provide a description & number of occupants)		<b>Utilities</b> (place X as appropriate)	
Perform car inspections and document findings. Inspection garage & impound w/ office (workstations, offices, files, furniture) & employee spaces including associated equipment for the purpose of performing daily office functions.		Heating	x
		Ventilation	x
		Cooling	x
		Winter Cooling (24 hrs x 7 days)	
<b>Relationship to Other Spaces:</b> (Describe as appropriate)		Humidification	
Next to:		Temperature Control	x
Near:		Direct Exhaust	
Away From:		Water Supply: (Hot & Cold)	
Other:		Floor Drain	
<b>Finishes:</b> (Indicate material, color to be selected at a later date)		Wet Type Sprinkler	
Floor:	Carpet Tiles / VCT	Dry Type Sprinkler	
Base:	Vinyl-Rubber	Pre-Action Dry Type Sprinkler	
Walls:	Eggshell or Satin Paint; (1-coat primer, 2-coats finish)	Chemical Fire Suppression	
Trim:	Semi-gloss Paint; (1-coat primer, 2-coats finish)	Air/Steam/Oxygen/Vacuum	
Ceiling:	Acoustical Lay-in Tile	Connect to Emergency Generator	
Ceiling Hgt:	9'-0"; or specify other as appropriate ( )	Connect to UPS	
<b>Doors</b> Specify Type		<b>Electric Power Receptacles:</b>	
	Single 36"	Double 36"	Other (specify size & no.)
Solid Wood:	x		
Hollow Metal:	x		
Rated:			
With Glass:			
Side Light:			
		Type	Duplex
		Voltage	120v
		Convenience	
		Dedicated	
		Computer	
		Amperes	20
		Quad	
		120v	
<b>Wall Types:</b> Or As Required By Code		<b>Lighting</b>	
Ceiling High Solid:	x	Indirect/Direct Recessed (2-tube)	
Slab To Slab:		Fluorescent, parabolic (2-tube)	x
Partial Height:		Fluorescent, parabolic (3-tube)	
Sound Attenuation:		Incandescent Down light	
Rated:		Fluorescent, Down light	
Other:		Decorative wall sconce	
		Independently switched	
		Dimmer switch(s) Number	
<b>Door Hardware:</b> Specify Type		<b>Communications</b>	
Passage Lockset:		# of Tel/Data receptacle boxes	
Keyed Lockset:		Intercom	
Manual Pushpad:		Cable TV	
Electric Pushpad:		A/V-Satellite Connection	
Proximity readers	x	Sound System/Speakers	
Other:		Sound Masking	
		Fiber Optics	
<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed)		<b>Utilization of Space</b>	
Floor load:		7:00 AM - 7:00 PM	x
Security:		24 hrs./day x 7 days/week	
Casework:		Other	
Chair Rail:			
Other:			
<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed)			
1) Computer receptacles shall be duplex and uniquely identified by color. Maximum of 6 receptacles per 20 amp circuit. 2) For each workstation or desk required by tenant, provide 1 - computer duplex receptacle, 1 - combination data/telephone receptacle box, & 3 - duplex convenience receptacles. Each of the three convenience receptacles shall be fed from a different circuit. Maximum 8 convenience receptacles per 20 amp circuit.			

# Typical Requirements (Sheet 2 of 2)

## Space Program Room Data Sheet

<b>Project Name:</b>	Division:	Field Investigations	
<b>Dept. of Motor Vehicle - Elmsford</b>	Bureau:		
	Section/Unit:		
	<b>No. of Spaces @ Net Sq. Ft.</b>	<b>Total Net Sq. Ft.</b>	

**Special Features & Remarks (Continued):**

3. Provide additional electrical/telcom/data boxes checked in electrical section of room data sheets over and above that required at each staff workstation/desk.
4. Provide an additional **5** dedicated 20A duplex receptacles and **5** telecom/data boxes place as directed by OGS for copiers, printers, faxes and other specialized office equipment. Provide access for **15** telecommunication/data cable points (i.e. core drilling with flush distribution boxes for powered panels, and/or raised access floor (6" minimum), and/or in wall access with metal boxes, conduits of sufficient size and quantity as determined by design, bushings, and drag line extended to above ceiling and/or in floor wire distribution system, etc.) Landlord to fire seal as required after installation of cabling by others. If powered modular furniture panels are used, Landlord to provide and install power to and final electrical connection to panels and associated equipment.
5. Power poles will not be acceptable. Provide service to workstations/desks and office requirements by wall and/or floor outlets as directed by OGS.
6. All Agency and associated spaces including accessibility to and from the outside must be ADA compliant.
7. All entrances that visitors would use for access to Agency space must be ADA compliant and doors must be provided with power assist operators.
8. Provide temperature controls at a minimum of 1/1200 sf. Provide additional controls as required to address exterior wall heat loss/gain along with controls as called out in Room Data Sheets. Private offices may be controlled in groups of four (unless noted otherwise) or less as required to address heating and cooling loads.
9. Refer to space forms for additional information including circulation requirements. Space forms and room data sheets should be used together.
10. Provide horizontal window blinds at all exterior windows and interior glass walls.
11. Wiring for telephone-data lines to be completed by others.
12. Provide a minimum of one convenience outlet in corridors at a maximum of 20 feet apart.
13. Design parameters for balanced noise criteria (NCB) utilizing recommended ANSI levels are: executive areas & conference rooms 25-30 NCB, open plan office areas 35-40 NCB, computer equipment rooms 38-43 NCB, main lobby areas 38-48 NCB & libraries 33-37 NCB. Provide a Sound Transmission Class (STC) construction rating of 40 for areas requiring sound attenuation.
14. Provide each agency with a sub-master key under building master.
15. Provide air lock vestibule at main entrance when access is directly from exterior.
16. Items checked within room data sheets for multiple rooms are for each room.
17. All areas requiring manual lighting control, including areas with only one luminaire, shall incorporate an occupancy sensing device with override.

**Special Needs / Equipment Requirements:**

1. Tenant shall have access to the Premises, and the Building 24 hours per day, 7 days a week, 52 weeks per year. The Landlord will provide an electronic HID iCLASS (or compatible) system controlling access to the Building and Tenant's space at all times. This system must be compatible with State ID cards and will include a UPS, proximity card readers, screen, computer, keyboard and software capable of handling multiple facility codes. Tenant will provide and maintain the ID cards at Tenant's cost. Normal office hours are from 7am - 7 pm. Please list, in detail, all security and safety measures Landlord has or plans to have for the Building, including, without limitation, electronic surveillance, guards, lighting, physical barriers, electronic entry control, etc. Provide cards for client use. Initial employee input to be performed by vendor in conjunction with Agency authorized system operator. Provide 8 hours of training over and above time required to input employee data. Multiple state agencies may share security system if data for staff is segregated.
2. Heating, ventilation and air conditioning (HVAC) systems must be capable of 24/7/365 operation. Tenant shall have ability to utilize HVAC as they deem necessary and shall request such services to the Landlord in advance.
3. Provide door closers at all main doors entering agency space, secure areas and doors controlled by card access.



# Private Office

State Of New York  
Office Of General Services

Space Program Room Data Sheet (Insert Room Name above)

Real Estate Planning & Development

<b>Project Name:</b>		Division: Field Investigations	
<b>Dept. of Motor Vehicle - Elmsford</b>		Bureau:	
		Section/Unit:	
<b>No. of Spaces @ Net Sq. Ft.</b>		<b>Total Net Sq. Ft.</b>	
1		125	
		125	

<b>Function of Space:</b> (Provide a description & number of occupants)	<b>Utilities</b> (place X as appropriate)	
Workstation, files, furniture & employee along with associated equipment for the purpose of performing daily office functions.	Heating	x
	Ventilation	x
	Cooling	x
	Winter Cooling (24 hrs x 7 days)	
	Humidification	

<b>Relationship to Other Spaces:</b> (Describe as appropriate)	Temperature Control per 4 offices	x
Next to: Interview Room, Break Room	Direct Exhaust	
Near: Garage Bays	Water Supply: (Hot & Cold)	
Away From:	Floor Drain	
Other:	Wet Type Sprinkler	

<b>Finishes:</b> (Indicate material, color to be selected at a later date)	Dry Type Sprinkler	
Floor: Carpet Tiles	Pre-Action Dry Type Sprinkler	
Base: Vinyl-Rubber	Chemical Fire Suppression	
Walls: Eggshell or Satin Paint; (1-coat primer, 2-coats finish)	Air/Steam/Oxygen/Vacuum	
Trim: Semi-gloss Paint; (1-coat primer, 2-coats finish)	Connect to Emergency Generator	
Ceiling: Acoustical Lay-in Tile	Connect to UPS	
Ceiling Hgt: 9'-0"; or specify other as appropriate ( )		

<b>Doors</b> Specify Type				<b>Electric Power Receptacles:</b>		
	Single 36"	Double 36"	Other (specify size & no.)	Type	Duplex	Quad
Solid Wood:	x			Voltage	120v	120v
Hollow Metal:				Convenience	1	
Rated:				Dedicated		
With Glass:				Computer		
Side Light:	24"			Amperes	20	20

<b>Wall Types:</b> Or As Required By Code		<b>Door Hardware:</b> Specify Type		<b>Lighting</b>			
Ceiling High Solid:		Passage Lockset:	Classroom	Indirect/Direct Recessed (2-tube)			
Slab To Slab:	x	Keyed Lockset:		Fluorescent, parabolic (2-tube)		x	
Partial Height:		Manual Pushpad:		Fluorescent, parabolic (3-tube)			
Sound Attenuation:	x	Electric Pushpad:		Incandescent Down light			
Rated:		Proximity Reader:		Fluorescent, Down light			
Other:		Other:		Decorative wall sconce			

<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed)				Independently switched	x
Floor load:		Projector Screen-Manual:		Dimmer switch(s) Number	
Security:		Projector Screen-Electric:		<b>Communications</b>	
Casework:		Ceiling Mount Projector:		# of Tel/Data receptacle boxes	1
Chair Rail:		White Bd w/Presentation Rail:		Intercom	
Other:		Wall Mounted Tack Strip:		Cable TV	

<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed)				Sound System/Speakers	
1.) Workstations furniture will be provided by the Tenant.				Sound Masking	
				Fiber Optics	
				<b>Utilization of Space</b>	
				7:00 AM - 7:00 PM	x
				24 hrs./day x 7 days/week	
				Other	



# Fax/Copy/Print Area

State Of New York  
Office Of General Services

Space Program Room Data Sheet (Insert Room Name above)

Real Estate Planning & Development

<b>Project Name:</b>		Division: Field Investigations	
<b>Dept. of Motor Vehicle - Elmsford</b>		Bureau:	
		Section/Unit:	
<b>No. of Spaces @ Net Sq. Ft.</b>		<b>Total Net Sq. Ft.</b>	
1		75	
		75	

<b>Function of Space:</b> (Provide a description & number of occupants)	<b>Utilities</b> (place X as appropriate)	
Employee work area to copy, prepare, transmit and print associated work documents	Heating	x
	Ventilation	x
	Cooling	x
	Winter Cooling (24 hrs x 7 days)	

<b>Relationship to Other Spaces:</b> (Describe as appropriate)	Humidification
Next to: Office	Temperature Control
Near: Interview Room	Direct Exhaust
Away From:	Water Supply: (Hot & Cold)
Other:	Floor Drain

<b>Finishes:</b> (Indicate material, color to be selected at a later date)	Wet Type Sprinkler
Floor: Carpet Tiles	Dry Type Sprinkler
Base: Vinyl-Rubber	Pre-Action Dry Type Sprinkler
Walls: Eggshell or Satin Paint; (1-coat primer, 2-coats finish)	Chemical Fire Suppression
Trim: Semi-gloss Paint; (1-coat primer, 2-coats finish)	Air/Steam/Oxygen/Vacuum
Ceiling: Acoustical Lay-in Tile	Connect to Emergency Generator
Ceiling Hgt: 9'-0"; or specify other as appropriate ( )	Connect to UPS

<b>Doors</b> Specify Type			<b>Electric Power Receptacles:</b>			
	Single 36"	Double 36"	Other (specify size & no.)	Type	Duplex	Quad
Solid Wood:				Voltage	120v	120v
Hollow Metal:				Convenience		
Rated:				Dedicated	3	
With Glass:				Computer		
Side Light:				Amperes	20	

<b>Wall Types:</b> Or As Required By Code		<b>Door Hardware:</b> Specify Type		<b>Lighting</b>	
Ceiling High Solid:		Passage Lockset:		Indirect/Direct Recessed (2-tube)	
Slab To Slab:		Keyed Lockset:		Fluorescent, parabolic (2-tube)	x
Partial Height:		Manual Pushpad:		Fluorescent, parabolic (3-tube)	
Sound Attenuation:		Electric Pushpad:		Incandescent Down light	
Rated:		Proximity Reader:		Fluorescent, Down light	
Other:		Other:		Decorative wall sconce	

<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed)			Independently switched	x
Floor load:		Projector Screen-Manual:	Dimmer switch(s) Number	
Security:		Projector Screen-Electric:	<b>Communications</b>	
Casework:		Ceiling Mount Projector:	# of Tel/Data receptacle boxes	2
Chair Rail:		White Bd w/Presentation Rail:	Intercom	
Other:		Wall Mounted Tack Strip:	Cable TV	
			A/V-Satellite Connection	

<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed)		Sound System/Speakers	
1. Provide (3) dedicated receptacles for copier, printer, & fax.		Sound Masking	
2. Provide (2) tel/data receptacles (1 for copier & 1 for printer).		Fiber Optics	
		<b>Utilization of Space</b>	
		7:00 AM - 7:00 PM	x
		24 hrs./day x 7 days/week	
		Other	

# Break/Conference Room

State Of New York  
Office Of General Services

Space Program Room Data Sheet (Insert Room Name above)

Real Estate Planning & Development

<b>Project Name:</b>		Division: Field Investigations	
<b>Dept. of Motor Vehicle - Elmsford</b>		Bureau:	
		Section/Unit:	
<b>No. of Spaces @ Net Sq. Ft.</b>		<b>Total Net Sq. Ft.</b>	
1		225	
		225	

<b>Function of Space:</b> (Provide a description & number of occupants)	<b>Utilities</b> (place X as appropriate)	
Combined employee break area and conference room for up to ten employees	Heating	x
	Ventilation	x
	Cooling	x
	Winter Cooling (24 hrs x 7 days)	

<b>Relationship to Other Spaces:</b> (Describe as appropriate)	Humidification
Next to: Offices	Temperature Control
Near:	Direct Exhaust
Away From:	Water Supply: (Hot & Cold)
Other:	Floor Drain

<b>Finishes:</b> (Indicate material, color to be selected at a later date)	Wet Type Sprinkler
Floor: VCT	Dry Type Sprinkler
Base: Vinyl-Rubber	Pre-Action Dry Type Sprinkler
Walls: Eggshell or Satin Paint; (1-coat primer, 2-coats finish)	Chemical Fire Suppression
Trim: Semi-gloss Paint; (1-coat primer, 2-coats finish)	Air/Steam/Oxygen/Vacuum
Ceiling: Acoustical Lay-in Tile	Connect to Emergency Generator
Ceiling Hgt: 9'-0"; or specify other as appropriate ( )	Connect to UPS

<b>Doors</b> Specify Type			<b>Electric Power Receptacles:</b>			
	Single 36"	Double 36"	Other (specify size & no.)	Type	Duplex	Quad
Solid Wood:	x			Voltage	120v	120v
Hollow Metal:				Convenience	4	
Rated:				Dedicated	3	
With Glass:	x			Computer		
Side Light:				Amperes	20	

<b>Wall Types:</b> Or As Required By Code		<b>Door Hardware:</b> Specify Type		<b>Lighting</b>	
Ceiling High Solid:	x	Passage Lockset:	x	Indirect/Direct Recessed (2-tube)	
Slab To Slab:		Keyed Lockset:		Fluorescent, parabolic (2-tube)	x
Partial Height:		Manual Pushpad:		Fluorescent, parabolic (3-tube)	
Sound Attenuation:	x	Electric Pushpad:		Incandescent Down light	
Rated:		Proximity Reader:		Fluorescent, Down light	
Other:		Other:		Decorative wall sconce	

<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed)			Independently switched	x
Floor load:		Projector Screen-Manual:	Dimmer switch(s) Number	
Security:		Projector Screen-Electric:	<b>Communications</b>	
Casework:		Ceiling Mount Projector:	# of Tel/Data receptacle boxes	1
Chair Rail:		White Bd w/Presentation Rail:	Intercom	
Other:	Sink	Wall Mounted Tack Strip:	Cable TV	

<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed)		Sound System/Speakers	
Provide wall and base cabinets with counter surface (min length = 6 ft.) w/ full height splash guard Provide stainless steel single bowl sink with gooseneck faucet, paper towel & liquid soap dispenser, and (3) dedicated outlets for appliances (Refrigerator, Coffee, Maker, and Microwave) and (2) convenience outlets.		Sound Masking	
		Fiber Optics	
		<b>Utilization of Space</b>	
		7:00 AM - 7:00 PM	x
		24 hrs./day x 7 days/week	
		Other	



# Changing/Shower Room

State Of New York  
Office Of General Services  
Real Estate Planning & Development

Space Program Room Data Sheet (Insert Room Name above)

<b>Project Name:</b> <b>Dept. of Motor Vehicle - Elmsford</b>	Division:		
	Bureau:		
	Section/Unit:		
<b>No. of Spaces</b>	<b>@ Net Sq. Ft.</b>	<b>Total Net Sq. Ft.</b>	
1	100	100	

<b>Function of Space:</b> (Provide a description & number of occupants) Changing/Locker Room for staff	<b>Utilities</b> (place X as appropriate)		
	Heating		x
	Ventilation		x
	Cooling		x
	Winter Cooling (24 hrs x 7 days)		

<b>Relationship to Other Spaces:</b> (Describe as appropriate) Next to: Inspection (Garage) Bays, Staff Bathrooms Near: Away From: Main Entry Other:	Humidification	
	Temperature Control	x
	Direct Exhaust	
	Water Supply: (Hot & Cold)	x
	Floor Drain	x

<b>Finishes:</b> (Indicate material, color to be selected at a later date) Floor: Tile Base: Tile Walls: Tile Trim: Semi-gloss Paint; (1-coat primer, 2-coats finish) Ceiling: Acoustical Lay-in Tile Ceiling Hgt: 9'-0"; or specify other as appropriate ( )	Wet Type Sprinkler	
	Dry Type Sprinkler	
	Pre-Action Dry Type Sprinkler	
	Chemical Fire Suppression	
	Air/Steam/Oxygen/Vacuum	
	Connect to Emergency Generator	
	Connect to UPS	
	Electric Power Receptacles:	

<b>Doors</b> Specify Type Single 36" Double 36" Other (specify size & no.) Solid Wood: x Hollow Metal: or x Rated: With Glass: Side Light:	Type	Duplex	Quad
	Voltage	120v	120v
	Convenience	1 ea	
	Dedicated		
	Computer		
	Amperes	20	

<b>Wall Types:</b> Or As Required By Code Ceiling High Solid: x Slab To Slab: Partial Height: Sound Attenuation: x Rated: Other:	<b>Door Hardware:</b> Specify Type Passage Lockset: Keyed Lockset: Storeroom Manual Pushpad: Electric Pushpad: Proximity Reader: Other:	<b>Lighting</b>	
		Indirect/Direct Recessed (2-tube)	
		Fluorescent, parabolic (2-tube)	x
		Fluorescent, parabolic (3-tube)	
		Incandescent Down light	

<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed) Floor load: Security: Casework: Chair Rail: Other: Sitting bench	Projector Screen-Manual: Projector Screen-Electric: Ceiling Mount Projector: White Bd w/Presentation Rail: Wall Mounted Tack Strip:	Independently switched	x
		Dimmer switch(s) Number	
		<b>Communications</b>	
		# of Tel/Data receptacle boxes	
		Intercom	

<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed) Provide ADA compliant shower attached to a changing area. In the changing area provide sitting bench, hooks for hanging clothes and towel, shelf for personal care items and mirror.	A/V-Satellite Connection	
	Sound System/Speakers	
	Sound Masking	
	Fiber Optics	
	<b>Utilization of Space</b>	
7:00 AM - 7:00 PM	x	
24 hrs./day x 7 days/week		
Other		

# Server Room

State Of New York  
Office Of General Services

Space Program Room Data Sheet (Insert Room Name above)

Real Estate Planning & Development

<b>Project Name:</b>		Division: Field Investigations	
<b>Dept. of Motor Vehicle - Elmsford</b>		Bureau:	
		Section/Unit:	
<b>No. of Spaces @ Net Sq. Ft.</b>		<b>Total Net Sq. Ft.</b>	
1		50	
<b>Function of Space:</b> (Provide a description & number of occupants)		<b>Utilities</b> (place X as appropriate)	
Telecommunication Equipment Room w/ server & communication panel. No permanent occupant. Diagnostic station & telecom rack for equipment is 24/7.		Heating x	
		Ventilation x	
		Cooling x	
		Winter Cooling (24 hrs x 7 days)	
<b>Relationship to Other Spaces:</b> (Describe as appropriate)		Humidification	
Next to:		Temperature Control x	
Near:		Direct Exhaust x	
Away From: Suite entry door, public space		Water Supply: (Hot & Cold)	
Other:		Floor Drain	
<b>Finishes:</b> (Indicate material, color to be selected at a later date)		Wet Type Sprinkler	
Floor: VCT		Dry Type Sprinkler	
Base: Vinyl-Rubber		Pre-Action Dry Type Sprinkler	
Walls: Eggshell or Satin Paint; (1-coat primer, 2-coats finish)		Chemical Fire Suppression	
Trim: Semi-gloss Paint; (1-coat primer, 2-coats finish)		Air/Steam/Oxygen/Vacuum	
Ceiling: Acoustical Lay-in Tile		Connect to Emergency Generator	
Ceiling Hgt: 9'-0"; or specify other as appropriate ( )		Connect to UPS	
<b>Doors Specify Type</b>		Electric Power Receptacles: <sup>3</sup>	
Single 36" Double 36" Other (specify size & no.)		Type Duplex Quad	
Solid Wood:		Voltage 120v 120v	
Hollow Metal: x		Convenience 1	
Rated:		Dedicated 4	
With Glass:		Computer 1	
Side Light:		Amperes 20	
<b>Wall Types:</b> Or As Required By Code		<b>Door Hardware:</b> Specify Type	
Ceiling High Solid: x		Passage Lockset: Supply Room	
Slab To Slab:		Keyed Lockset:	
Partial Height:		Manual Pushpad:	
Sound Attenuation: x		Electric Pushpad:	
Rated:		Proximity Reader: x	
Other:		Other:	
<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed)		<b>Lighting</b>	
Floor load:		Indirect/Direct Recessed (2-tube)	
Security:		Fluorescent, parabolic (2-tube) x	
Casework:		Fluorescent, parabolic (3-tube)	
Chair Rail:		Incandescent Down light	
Other:		Fluorescent, Down light	
		Decorative wall sconce	
		Independently switched x	
		Dimmer switch(s) Number	
		<b>Communications</b>	
		# of Tel/Data receptacle boxes 1	
		Intercom	
		Cable TV	
		A/V-Satellite Connection	
<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed)		Sound System/Speakers	
1.) Provide 32 sf of 3/4" plywood secured to wall, bottom edge 3 ft above finished floor. Paint to match wall. 2.) Provide thermostatically controlled direct exhaust.		Sound Masking	
3.) Outlet types to be determined by tenant during design. 4.) Secure Tenant provided rack or cabinet to floor and/or wall.		Fiber Optics	
		<b>Utilization of Space</b>	
		7:00 AM - 7:00 PM	
		24 hrs./day x 7 days/week x	
		Other	

# Secure Storage

State Of New York  
Office Of General Services

Space Program Room Data Sheet (Insert Room Name above)

Real Estate Planning & Development

<b>Project Name:</b>		Division:	Field Investigations		
<b>Dept. of Motor Vehicle - Elmsford</b>		Bureau:			
		Section/Unit:			
		<b>No. of Spaces @ Net Sq. Ft.</b>	<b>Total Net Sq. Ft.</b>		
		1	250	250	
<b>Function of Space:</b> (Provide a description & number of occupants)		<b>Utilities</b> (place X as appropriate)			
File storage, no occupants.		Heating		x	
		Ventilation		x	
		Cooling			
		Winter Cooling (24 hrs x 7 days)			
		Humidification			
		Temperature Control			
		Direct Exhaust			
		Water Supply: (Hot & Cold)			
		Floor Drain			
		Wet Type Sprinkler			
		Dry Type Sprinkler			
		Pre-Action Dry Type Sprinkler			
		Chemical Fire Suppression			
		Air/Steam/Oxygen/Vacuum			
		Connect to Emergency Generator			
		Connect to UPS			
<b>Relationship to Other Spaces:</b> (Describe as appropriate)		<b>Electric Power Receptacles:</b>			
Next to: Garage Bays, Secure Parts Storage		Type		Duplex	
Near:		Voltage		120v	
Away From: Customer Waiting Area		Convenience		2	
Other:		Dedicated			
		Computer			
		Amperes		20	
<b>Finishes:</b> (Indicate material, color to be selected at a later date)		<b>Lighting</b>			
Floor: VCT		Indirect/Direct Recessed (2-tube)			
Base: Vinyl-Rubber/Bumper Guards		Fluorescent, parabolic (2-tube)		x	
Walls: Premium warehouse grade (1-coat primer, 2-coats finish)		Fluorescent, parabolic (3-tube)			
Trim: Premium warehouse grade (1-coat primer, 2-coats finish)		Incandescent Down light			
Ceiling: Gyp. Bd.		Fluorescent, Down light			
Ceiling Hgt: 9'-0" minimum ( )		Decorative wall sconce			
		Independently switched		x	
		Dimmer switch(s) Number			
<b>Doors Specify Type</b>		<b>Communications</b>			
Single 36"		# of Tel/Data receptacle boxes		1	
Double 36"		Intercom			
Other (specify size & no.)		Cable TV			
Solid Wood: x		A/V-Satellite Connection			
Hollow Metal:		Sound System/Speakers			
Rated:		Sound Masking			
With Glass:		Fiber Optics			
Side Light:		<b>Utilization of Space</b>			
		7:00 AM - 7:00 PM		x	
		24 hrs./day x 7 days/week			
		Other			
<b>Wall Types:</b> Or As Required By Code		<b>Door Hardware:</b> Specify Type			
Ceiling High Solid: x		Passage Lockset:			
Slab To Slab:		Keyed Lockset: Supply Room			
Partial Height:		Manual Pushpad:			
Sound Attenuation:		Electric Pushpad:			
Rated: x		Proximity Reader:			
Other:		Other:			
<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed)					
Floor load:		Projector Screen-Manual:			
Security:		Projector Screen-Electric:			
Casework:		Ceiling Mount Projector:			
Chair Rail:		White Bd w/Presentation Rail:			
Other:		Wall Mounted Tack Strip:			
<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed)					

OGS Proj. No.:

5441

Sheet 12 of 16

Dated: 01/15/14

# Inside Impound

State Of New York  
Office Of General Services

Space Program Room Data Sheet (Insert Room Name above)

Real Estate Planning & Development

<b>Project Name:</b>		Division: Field Investigations	
<b>Dept. of Motor Vehicle - Elmsford</b>		Bureau:	
		Section/Unit:	
<b>No. of Spaces @ Net Sq. Ft.</b>		<b>Total Net Sq. Ft.</b>	
1		300	
<b>Function of Space:</b> (Provide a description & number of occupants)		<b>Utilities</b> (place X as appropriate)	
Storage of automobile parts and small motorized vehicles		Heating	x
		Ventilation	x
		Cooling	
		Winter Cooling (24 hrs x 7 days)	
<b>Relationship to Other Spaces:</b> (Describe as appropriate)		Humidification	
Next to:	Garage Bays	Temperature Control	
Near:		Direct Exhaust	
Away From:	Entry, Customer Waiting Area, Interview Room	Water Supply: (Hot & Cold)	
Other:		Floor Drain	
<b>Finishes:</b> (Indicate material, color to be selected at a later date)		Wet Type Sprinkler	
Floor:	Sealed Concrete	Dry Type Sprinkler	
Base:	Vinyl-Rubber/Bumper Guards	Pre-Action Dry Type Sprinkler	
Walls:	Premium warehouse grade (1-coat primer, 2-coats finish)	Chemical Fire Suppression	
Trim:	Premium warehouse grade (1-coat primer, 2-coats finish)	Air/Steam/Oxygen/Vacuum	
Ceiling:	Gyp. Bd.	Connect to Emergency Generator	
Ceiling Hgt:	9 ft, higher if possible ( )	Connect to UPS	
<b>Doors</b> Specify Type		<b>Electric Power Receptacles:</b>	
	Single 36"	Double 36"	Other (specify size & no.)
Solid Wood:			
Hollow Metal:		x	
Rated:			
With Glass:			
Side Light:			
		Type	Duplex
		Voltage	120v
		Convenience	2
		Dedicated	
		Computer	
		Amperes	20
		Quad	120v
<b>Wall Types:</b> Or As Required By Code		<b>Door Hardware:</b> Specify Type	
Ceiling High Solid:	x	Passage Lockset:	
Slab To Slab:		Keyed Lockset:	Supply Room
Partial Height:		Manual Pushpad:	
Sound Attenuation:		Electric Pushpad:	
Rated:	x	Proximity Reader:	X
Other:		Other:	
<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed)		<b>Lighting</b>	
Floor load:		Projector Screen-Manual:	
Security:		Projector Screen-Electric:	
Casework:		Ceiling Mount Projector:	
Chair Rail:		White Bd w/Presentation Rail:	
Other:		Wall Mounted Tack Strip:	
		Indirect/Direct Recessed (2-tube)	
		Fluorescent, parabolic (2-tube)	x
		Fluorescent, parabolic (3-tube)	
		Incandescent Down light	
		Fluorescent, Down light	
		Decorative wall sconce	
		Independently switched	x
		Dimmer switch(s) Number	
		<b>Communications</b>	
		# of Tel/Data receptacle boxes	
		Intercom	
		Cable TV	
		A/V-Satellite Connection	
		Sound System/Speakers	
		Sound Masking	
		Fiber Optics	
		<b>Utilization of Space</b>	
		7:00 AM - 7:00 PM	x
		24 hrs./day x 7 days/week	
		Other	
<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed)			

# Garage Bays

Space Program Room Data Sheet (Insert Room Name above)

Real Estate Planning & Development

<b>Project Name:</b> <b>Dept. of Motor Vehicle - Elmsford</b>	Division:	Field Investigations	
	Bureau:		
	Section/Unit:		
<b>No. of Spaces</b>	<b>@ Net Sq. Ft.</b>	<b>Total Net Sq. Ft.</b>	
1	3,500	3,500	

<b>Function of Space:</b> (Provide a description & number of occupants) Space where vehicles are examined by DMV inspectors. There are three bays with lifts provided and installed by Tenant	<b>Utilities</b> (place X as appropriate)		
	Heating		x
	Ventilation		x
	Cooling		
	Winter Cooling (24 hrs x 7 days)		
	Humidification		
	Temperature Control		x
	Direct Exhaust		x
	Water Supply: (Hot & Cold)		x
	Floor Drain		x

<b>Relationship to Other Spaces:</b> (Describe as appropriate)	
Next to: Secured Parts Storage, Storage	
Near: Offices	
Away From: Customer Waiting Area	
Other:	

<b>Finishes:</b> (Indicate material, color to be selected at a later date)	
Floor: Sealed Concrete	Wet Type Sprinkler
Base: Vinyl-Rubber/Bumper Guards	Dry Type Sprinkler
Walls: Premium warehouse grade (1-coat primer, 2-coats finish)	Pre-Action Dry Type Sprinkler
Trim: Premium warehouse grade (1-coat primer, 2-coats finish)	Chemical Fire Suppression
Ceiling: Open is acceptable; paint exposed structure above	Air/Steam/Oxygen/Vacuum
Ceiling Hgt: 14'-0" minimum (higher ceiling if possible)	Connect to Emergency Generator
	Connect to UPS

<b>Doors Specify Type</b>	<b>Electric Power Receptacles:</b>		
	Type	Duplex	Quad
	Voltage	120v	220v
	Convenience	8	
	Dedicated	5	1
	Computer		
	Amperes	20	

<b>Wall Types:</b> Or As Required By Code	<b>Door Hardware:</b> Specify Type	<b>Lighting</b>	
Ceiling High Solid:	Passage Lockset:	Indirect/Direct Recessed (2-tube)	
Slab To Slab: x	Keyed Lockset: Supply Room	Fluorescent, parabolic (2-tube)	
Partial Height:	Manual Pushpad:	Fluorescent, parabolic (3-tube)	
Sound Attenuation:	Electric Pushpad:	Incandescent Down light	
Rated: x	Proximity Reader: X	Fluorescent, Down light	
Other:	Other:	Decorative wall sconce	

<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed)		<b>Lighting</b>	
Floor load:	Projector Screen-Manual:	Independently switched	
Security:	Projector Screen-Electric:	Dimmer switch(s) Number	
Casework:	Ceiling Mount Projector:	<b>Communications</b>	
Chair Rail:	White Bd w/Presentation Rail:	# of Tel/Data receptacle boxes	1
Other: Service sink	Wall Mounted Tack Strip:	Intercom	
Eye wash station		Cable TV	

<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed) Convenience door protected by a Card Reader is required to the Customer Waiting Area and one as entry/exit to the outside. Overhead doors (Overhead Door 12 ft. w x 14 ft. ht. minimum) to be thermally insulated, gasketed units & have automatic garage door openers controlled by card reader, with motion sensor safety shut down. Concrete filled steel bollards painted yellow, in front of overhead door jambs for protection.	<b>Utilization of Space</b>		
	7:00 AM - 7:00 PM		
	24 hrs./day x 7 days/week		
	Other		

# Garage Bay (2 of 2)

## Space Program Room Data Sheet

Project Name: <b>Department of Motor Vehicles - Highland</b>	Division:		
	Bureau:		
	Section/Unit:		
	<b>No.of Spaces</b>	<b>@ Net Sq. Ft.</b>	<b>Total Net Sq. Ft.</b>
	0	0	0

### Special Needs / Equipment Requirements- *Continued*

### Special Features & Remarks - *Continued*

2. Heating and ventilation: minimum temperature of 55°F with sufficient ventilation system comprised of building exhaust fans and fans to maintain a maximum temperature range of 80°F to 85°F.
3. Two utility hose bibs at opposite walls, for use by Tenant.
4. Trench or square drain of sufficient size to handle clean-up activity. (Clean run off). Slope floor to drains.
5. Provide a sub-panel in the garage area to supply power all the equipment in the space. The panel shall be rated for 75 Amps, with capacity for 8+ breakers, 3-phase, 240/110 V to power vehicle lifts, a compressor, exhaust fans, etc.
6. Provide 2'x4' 6-lamp fluorescent light fixtures, T5/high output, reflector, with wire guard. Lighting level : min. 30 foot-candles at floor.
7. Provide installation of (3) surface mounted 4 post lifts.
8. A 200 sf work area is required to accommodate tenant provided desks each with computer and phone for documenting inspections.
9. Provide service sink, eye wash station.

# Outside Impound

Space Program Room Data Sheet (Insert Room Name above)

<b>Project Name:</b> <b>Dept. of Motor Vehicle - Elmsford</b>	Division:		
	Bureau:		
	Section/Unit:		
<b>No. of Spaces</b>	<b>@ Net Sq. Ft.</b>	<b>Total Net Sq. Ft.</b>	
1	1,100	1,100	

<b>Function of Space:</b> (Provide a description & number of occupants) Fenced and secure area for storage of vehicles. Must be convenient for loading and unloading, sufficient turning radius for flat bed trucks making the delivery/pick-up.	<b>Utilities</b> (place X as appropriate)	
	Heating	
	Ventilation	
	Cooling	
	Winter Cooling (24 hrs x 7 days)	

<b>Relationship to Other Spaces:</b> (Describe as appropriate) Next to: Inspection (Garage) Bays, parking Near: Away From: Other:	Humidification	
	Temperature Control	
	Direct Exhaust	
	Water Supply: (Hot & Cold)	
	Floor Drain	

<b>Finishes:</b> (Indicate material, color to be selected at a later date) Floor: Crushed compacted stone, or paved Base: Walls: Trim: Ceiling: Ceiling Hgt:	Wet Type Sprinkler	
	Dry Type Sprinkler	
	Pre-Action Dry Type Sprinkler	
	Chemical Fire Suppression	
	Air/Steam/Oxygen/Vacuum	
	Connect to Emergency Generator	
	Connect to UPS	

<b>Doors Specify Type</b>	Electric Power Receptacles:		
	Type	Duplex	Quad
Solid Wood:	Single 36"	Double 36"	Other (specify size & no.)
Hollow Metal:			14 ft. min. wide sliding chain link (1)
Rated:			
With Glass:			
Side Light:			
	Voltage	120v	120v
	Convenience	2 <sup>(3)</sup>	
	Dedicated		
	Computer		
	Amperes	20	

<b>Wall Types:</b> Or As Required By Code	<b>Door Hardware:</b> Specify Type	<b>Lighting</b>	
Ceiling High Solid:	Passage Lockset:	LED	x
Slab To Slab:	Keyed Lockset:	Fluorescent, parabolic (2-tube)	
Partial Height:	Manual Pushpad:	Fluorescent, parabolic (3-tube)	
Sound Attenuation:	Electric Pushpad:	Incandescent Down light	
Rated:	Proximity Reader:	Fluorescent, Down light	
Other:	Other:	Decorative wall sconce	

<b>Special Needs/Equipment Requirements:</b> (Use 2nd sheet as needed) Floor load: Security: Casework: Chair Rail: Other:	Projector Screen-Manual: Projector Screen-Electric: Ceiling Mount Projector: White Bd w/Presentation Rail: Wall Mounted Tack Strip:	Independently switched	x
		Dimmer switch(s) Number	
		<b>Communications</b>	
		# of Tel/Data receptacle boxes	
		Intercom	
		Cable TV	
		A/V-Satellite Connection	
		Sound System/Speakers	
		Sound Masking	
		Fiber Optics	

<b>Special Features &amp; Remarks:</b> (Use 2nd sheet as needed) 1. Lockable sliding chain link fence gates. Pad lock is sufficient. Two gates may be needed depending on layout. 2. Industrial style chain link fence, min 8' high, concreted posts preferred, 9 ga. wire galvanized steel. 3. Utility only, with exterior cover 4. Building mounted, timer controlled flood lights, sufficient to illuminate entire area	<b>Utilization of Space</b>	
	7:00 AM - 7:00 PM	x
	24 hrs./day x 7 days/week	
	Other	