



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

## **INTERIOR SPACE DESIGN GUIDELINES**

**FINAL**

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## INTRODUCTION

As North Orange Community College District continues its project activity through the Capital Improvement Program, the District identified a need to consolidate the most relevant aspects of building planning that are impacted by Fixtures, Furniture and Equipment (FF&E). It is the intention of this document to align the needs of FF&E with those of the physical environment. This will allow the built environment to better support the mission, Educational Master Plan and Facilities Master Plan of the District.

The objective of this document is to minimize confusion regarding how spaces may be utilized over time, reduce future costs to adapt to changing usage, and to provide information to all planners regarding FF&E. This is also intended to streamline the design process, reduce “one off” project details, and to provide the project user groups with clear and definitive direction regarding the interior spaces of their facilities.

The information includes references to other District Standards and Guidelines. All planning professionals are encouraged to verify that the information they access is up to date.

The applications covered in this document include:

- Faculty Offices (Full Time and Adjunct)
- Counseling Faculty Offices
- Staff Workstations
- Management Offices
- Executive Offices
- Meeting Rooms
- Typical Classrooms

The following descriptions outline the **minimum** requirements of the physical, functional and technological necessities of modern and efficient administrative and instructional environments. There are additional spaces that may be required within the scope of a specific project, such as Computer Labs, Libraries, or Science Labs. Planning professionals are encouraged to follow the general direction of “planning for the future” and reducing costs for changes. Other areas not covered by this document shall follow the same parameters relative to sizing, power and data receptacles, and the placement of building infrastructure requirements.

Given that several projects have already been designed under the CIP, this document is intended to both capture those specific parameters at each location, and inform any acceptable variations that will be allowed for **future** projects. Existing spaces and those projects that are currently under design as of the publication of this document will not be modified to accommodate all recommendation.

## GENERAL CONCERNS FOR ALL OFFICE SPACES

The District has developed the following requirements intended to be applied to all future project designs, regardless of project funding source.

Currently faculty office sizes range greatly across the District. The configurations include doors that open into the room in the older facilities, and doors that open into the hallway or exterior space in the newer buildings. Many older offices include access to closets or service rooms, further limiting their opportunities for furniture placement due to ADA code requirements. Some have power and data that has been surface mounted to address the growing technology requirements. Some offices are individual and some are shared occupancy, creating issues.

Moving forward, it is the District's intention to standardize these offices to an equitable and sustainable size, and to provide the District with more flexibility for reutilization of spaces. The recommendations intend to reflect best practices across similar colleges. The following layouts reflect the college's requirements for all **future** projects

For all spaces addressed within this document, the proposed space standards reflect the clearances required for the **effective** utilization of Furniture and Equipment within each space. The desired minimum **usable** square footage is noted on each application's narrative and layout options. Additional width or depth within the spaces would be acceptable, particularly in spaces that have intrusive structural elements or in more specialized areas. Please refer to each office type for minimum space recommendations.

The District acknowledges that structural details, such as seismic bracing or columns, and architectural details, including windows, may impact the final layout options available to the end user in specific locations. Each layout option configuration included in this document and offered to end users is intended to provide a minimum of two (2) options after infrastructure issues have been taken into consideration. Power and data receptacle placement within offices are shown with the assumption that **all** walls can accept this infrastructure. It is the District's desire that at least three of the four office walls receive power and data receptacles. However, it is understood that project restrictions may limit that possibility.

In order to effectively support the furniture and equipment requirements of these spaces, the District requests that project architects specify that light switches and thermostats/controls be located immediately adjacent to the doorway on the same wall as the door within twelve (12) inches from the latch side frame (if not side light is provided), or on the wall perpendicular to the door but within the five (5) foot ADA footprint where furniture will not be allowed to be placed. This information will need to be communicated to the contractor responsible for these services in such a way that they accept responsibility for relocating any device that is placed outside of this area within an office.

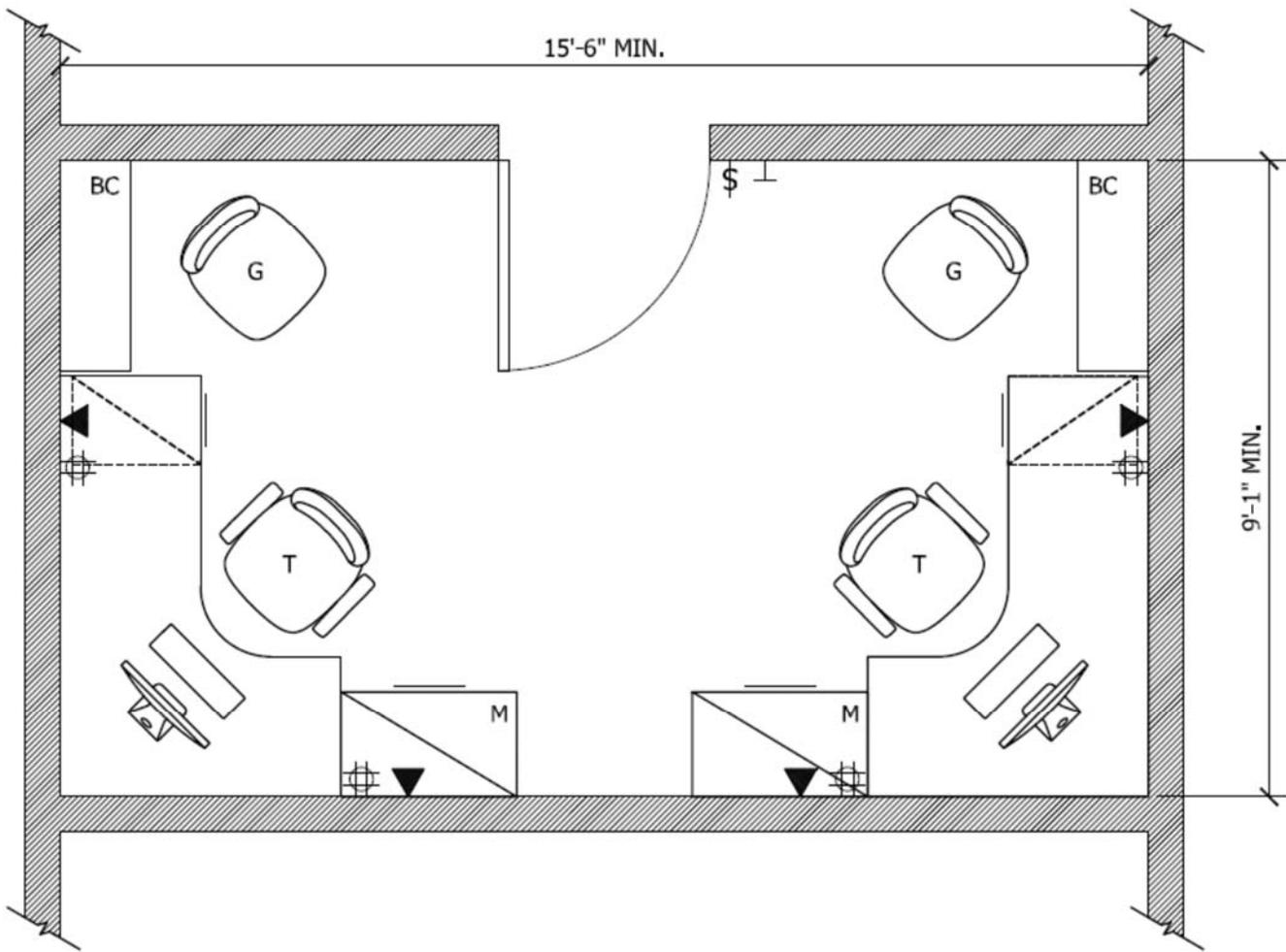
Should a project architect find that they cannot accommodate any one of these minimum requirements, all variations must be presented to the college's Director of Facilities Planning for approval of a revision prior to presentation to the Project User Group. The Director may consult with others as needed. All modifications must be pre-approved by the District, and any variations are to be project specific, rather than wholesale across the Interior Space Design Guidelines document. In addition, all requirements defined in the District Cabling Infrastructure Standards documentation must be followed, and all concerns or requirements related to IT be directed to both the District Director of Facilities Planning and the Chief Technology Officer for resolution or approval prior to implementation of any variations.

The following narratives are divided into two categories: building infrastructure (also known as Group I requirements as defined by the State Chancellor's Office), and Fixtures, Furniture and Equipment (also known as FF&E and Group II requirements). This is intended to clarify the expectations of what shall be provided by the building contractor as "CFCI" (Contractor Furnished, Contractor Installed) or potentially "OFCI" (Owner furnished, Contractor Installed), depending upon the items, and those items that will be provided as "OFOI" (Owner furnished, Owner installed). Planning for FF&E will be provided by the District's FF&E Planner, and coordinated with the project design team. The project architect is responsible for confirming all building infrastructure interface requirements indicated for FF&E (Group II) products following the acceptance of the placement plans by the college.

Please note that the District no longer funds individual printers per office, and has moved toward a strategy that greatly reduces the quantity of non-networked devices (such as stand-alone printers) in individual offices. However, it is understood that several management and confidential personnel must retain this function. Planners are encouraged to strategically locate power and data to support the addition of managed print devices in future configurations.

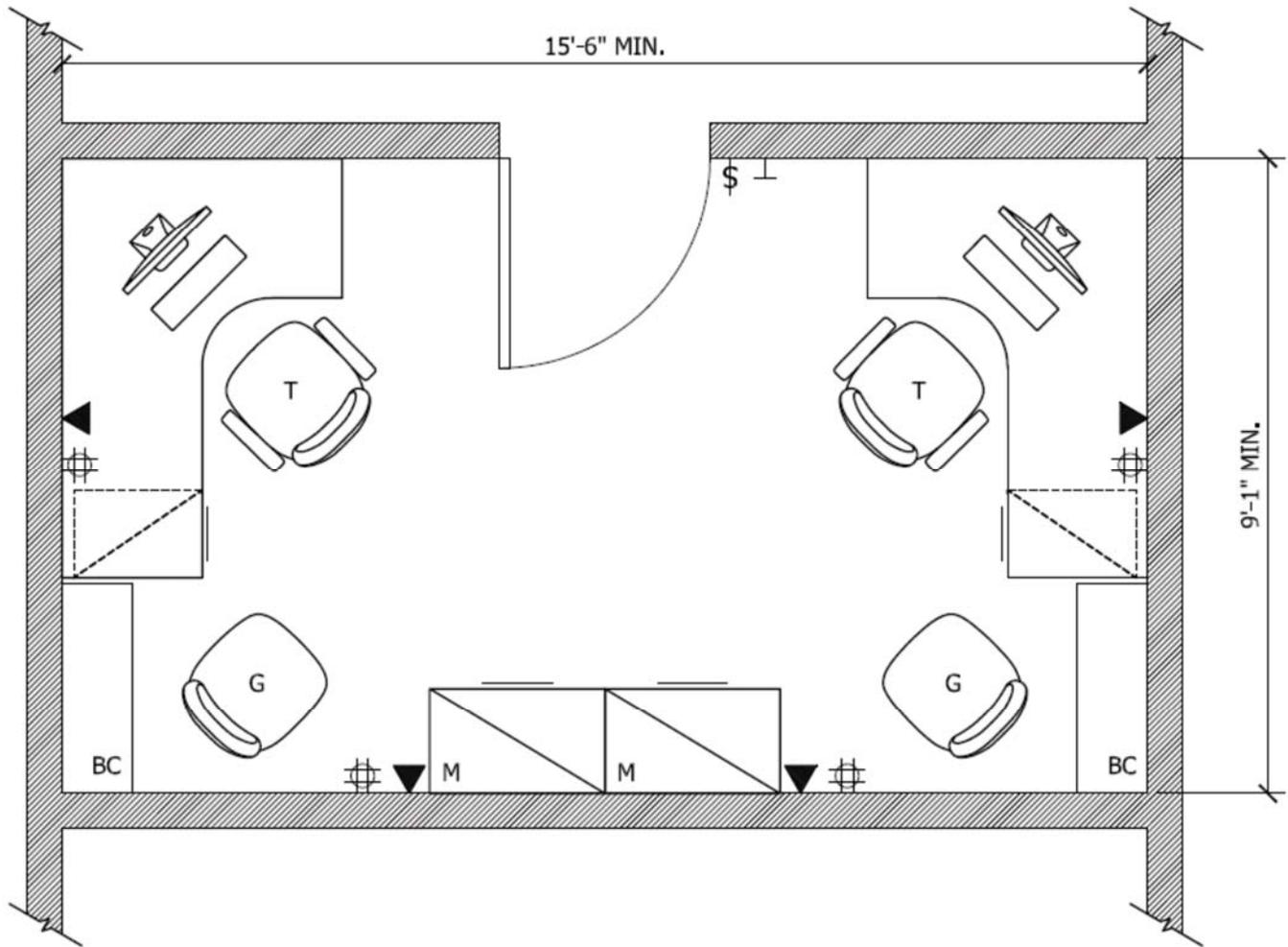
## FACULTY (FULL TIME) OFFICE SPACE NARRATIVE

- Minimum space required: One hundred forty (140) usable square feet shared by two (2) people, with a desired minimum width of 9'1" clear, to allow for user flexibility of furniture configuration. Given the possibility of two (2) entrance options, layouts for each type have been provided. See Faculty Office Layout Options A, B, C & D for additional information.
- Building Requirements (Group I):
  - Swing Door with hinge side within 6" of room perpendicular wall. Side Light where feasible.
  - Power and Data receptacles: One (1) 4-plex power receptacle beside each data receptacle. See Faculty Office Layout Options A, B, C & D for desired placement. See current District Cabling Infrastructure Standards for current configuration of data receptacles.
- FF&E Requirements (Group II), Per Person:
  - Height Adjustable Desk, Square Shoe Shape.
  - Power and Data Module at Worksurface for BYOD Access.
  - Mobile Pedestal.
  - Ergonomic Task Chair on Casters.
  - Visitor Chair.
  - Computer with CPU, Monitor on Arm, Mouse and Keyboard.
  - Phone Handset.



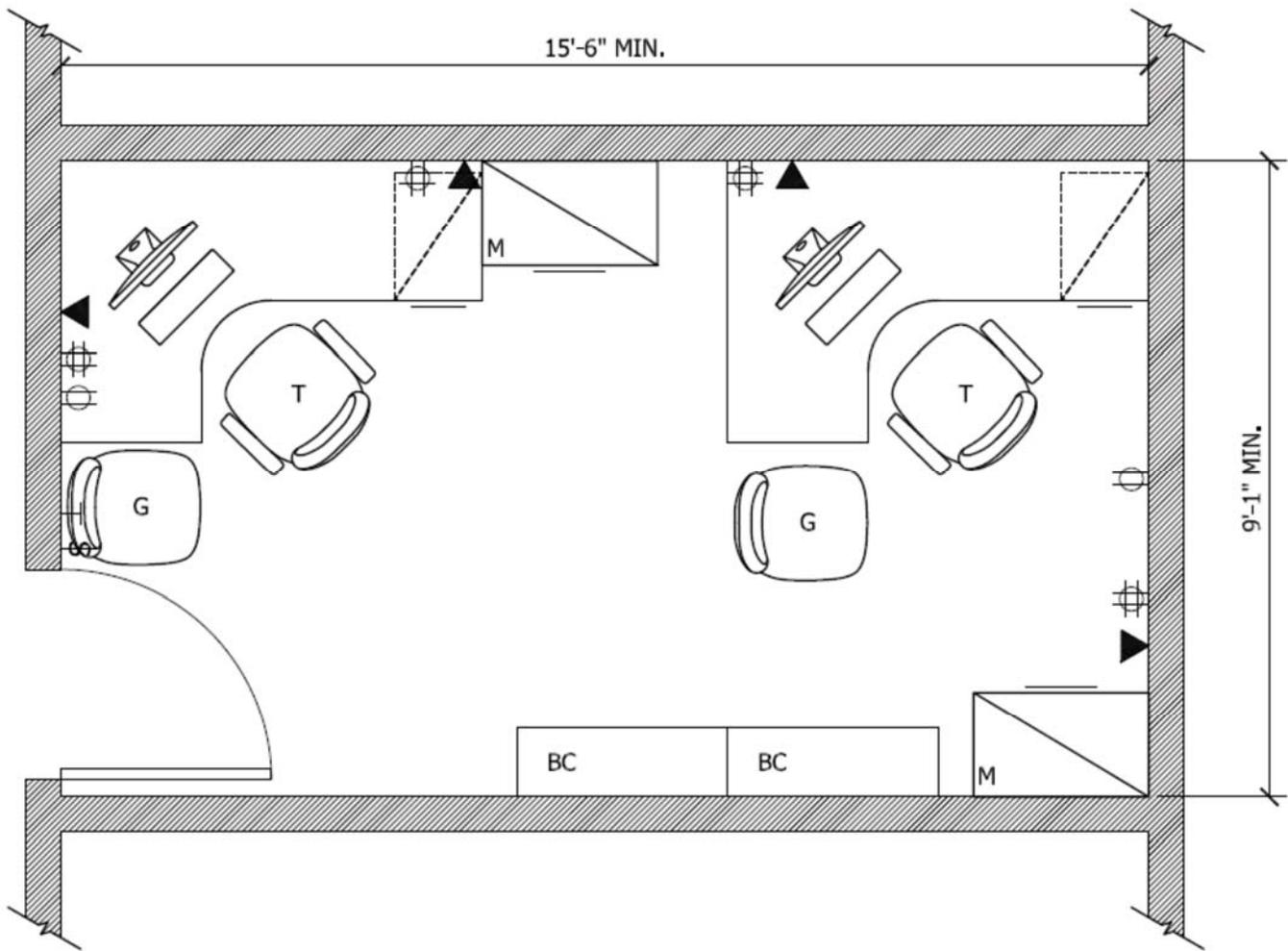
PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
 Faculty Office Layout A Details  
 Date: 29 October 2018



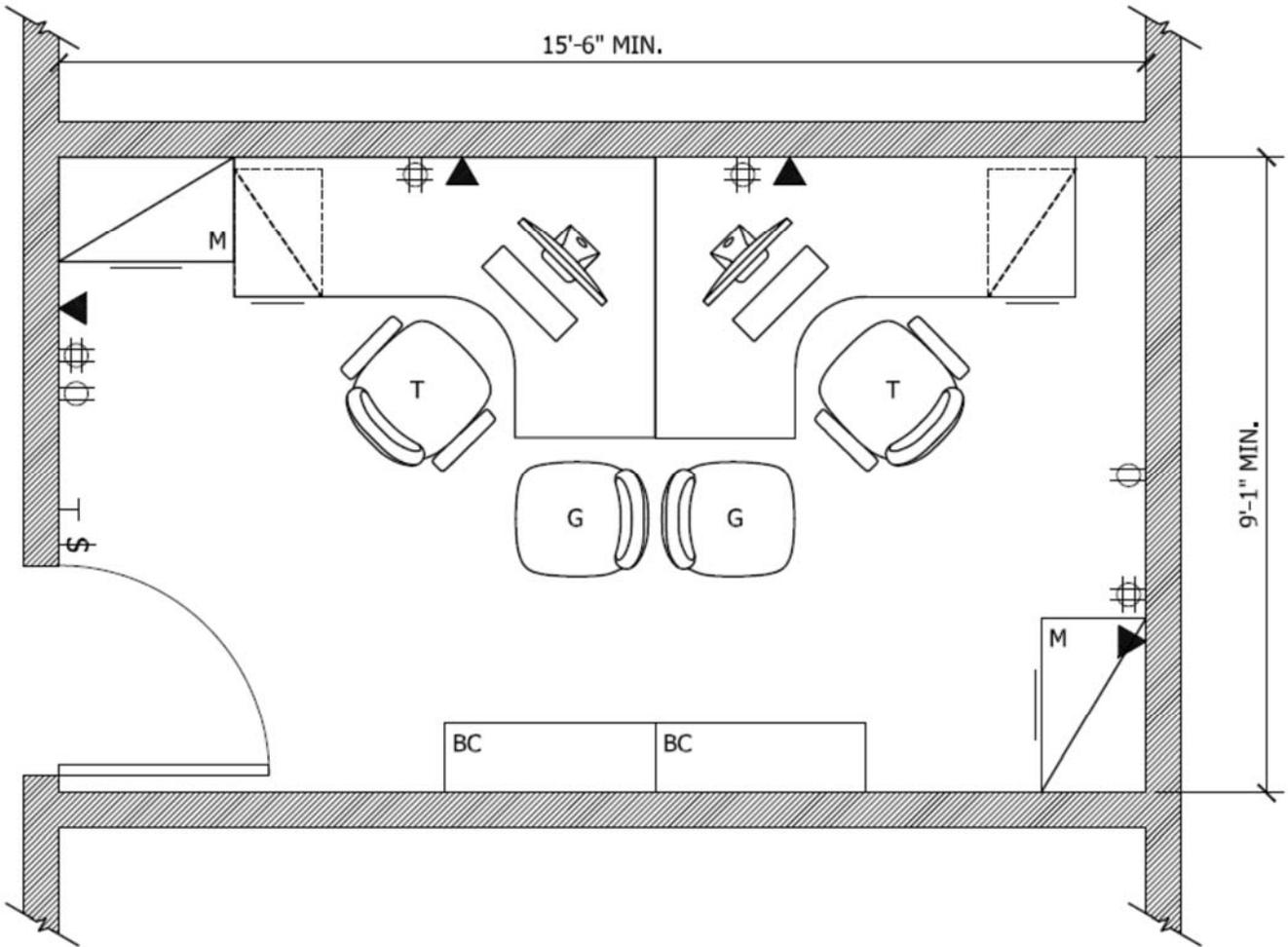
PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
 Faculty Office Layout B Details  
 Date: 29 October 2018



PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
Faculty Office Layout C Details  
Date: 29 October 2018

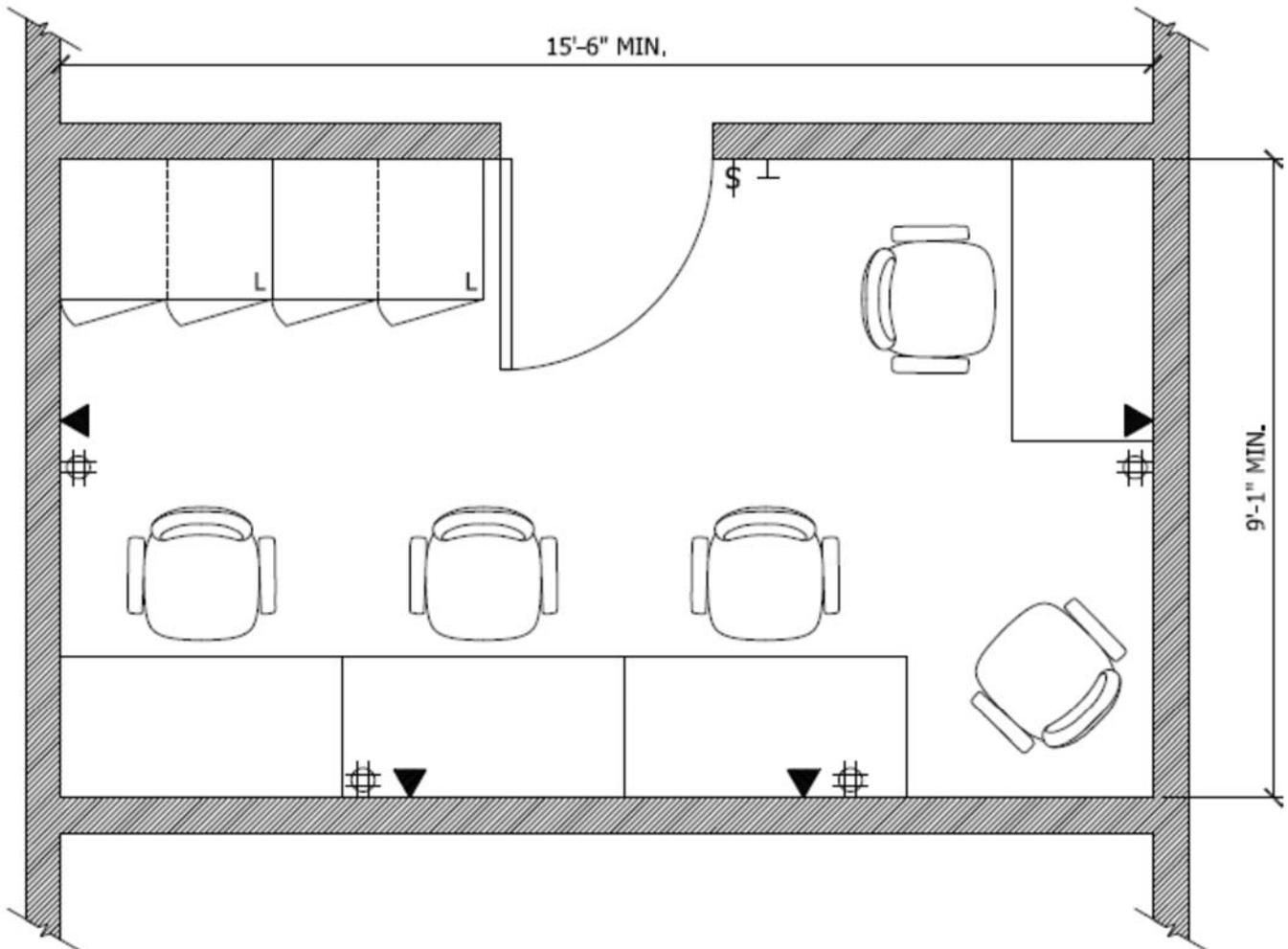


PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
 Faculty Office Layout D Details  
 Date: 29 October 2018

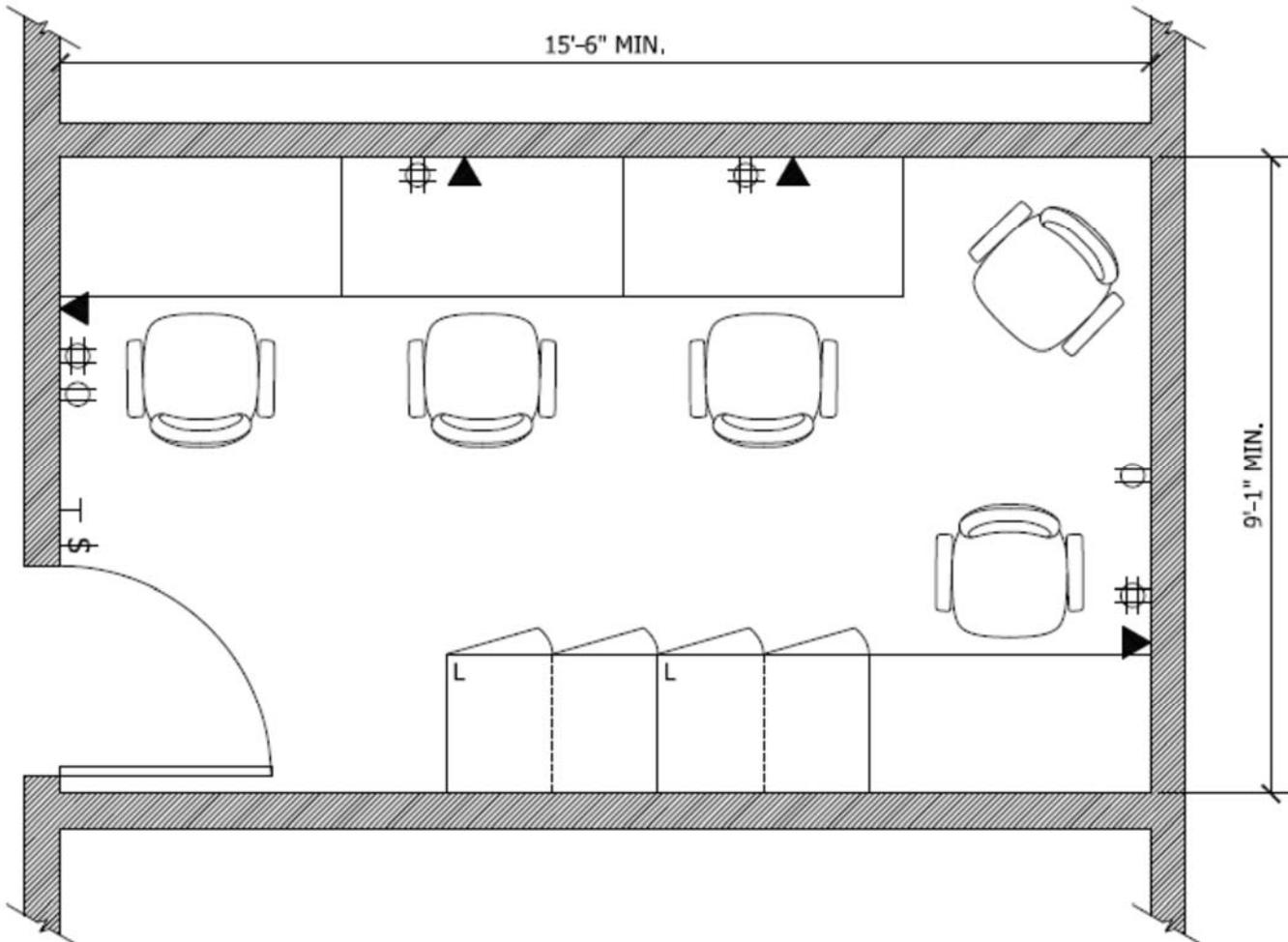
## FACULTY (ADJUNCT) OFFICE SPACE NARRATIVE

- Minimum space required: One hundred forty (140) ASF, configured similar to a typical shared Faculty Office, but in “Hoteling” configurations. See Adjunct Faculty Office Layout for general configuration and information. These spaces will provide four (4) “hoteling” type stations, and will be assigned to a variety of Adjunct per department.
- Building Requirements (Group I):
  - Wireless Access for User Devices and Wireless Printing.
  - Power and Data receptacles: One (1) 4-plex power receptacle beside each data receptacle, placed to support two (2) Faculty. See Adjunct Faculty Layout for desired placement. See current District Cabling Infrastructure Standards for current configuration of data receptacles.
  - Access to Collaborative Space for Student Discussion.
  - Adjacent to Student Gathering Locations.
- FF&E Requirements (Group II):
  - Minimum of eight (8) Sq. Ft. of Freestanding Worksurface, Height Adjustable.
  - Power and Data Module at Worksurface for BYOD Access.
  - Ergonomic Task Chair with casters, per station.
  - Personal Storage Locker Unit, per person.
  - Access to Networked Printer.
  - Phone Handset (one per station).



PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
 Adjunct Shared Office Layout A Details  
 Date: 15 December 2018



PLAN VIEW  
(Not to Scale)

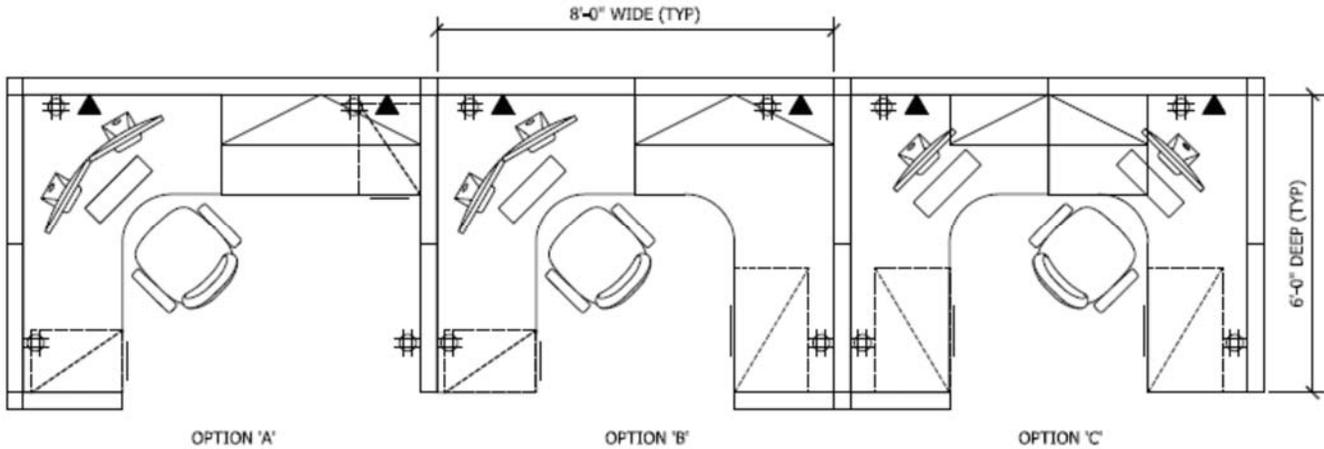
**NOCCCD Interior Space Design Guidelines**

Adjunct Shared Office Layout B Details

Date: 15 December 2018

## STAFF (FULL TIME) WORKSTATION NARRATIVE

- Minimum space required: Forty-eight (48) usable square feet for one (1) person, plus appropriate circulation and access to required storage space. See Staff Workstations Open Office Area Layout for additional information.
- Building Requirements (Group I):
  - Power and Data connections: Circuitry to support a minimum of three (3) duplex receptacles per workstation. See current District Cabling Infrastructure Standards for current configuration of data receptacles.
- FF&E Requirements (Group II):
  - Panel Surround with Power and Data Receptacles (if in open area)
  - Height Adjustable Desk, square shoe shape.
  - Power and Data Module at Worksurface for BYOD Access.
  - Storage Pedestal.
  - Ergonomic Task Chair on Casters.
  - File Storage (see layout for product types).
  - Overhead Storage with Task Lighting (panel hung only).
  - Computer with Tower CPU, Two Monitors, Mouse and Keyboard.
  - Phone Handset.
  - Access to Networked Printer.
  - Access to additional storage as required by position.



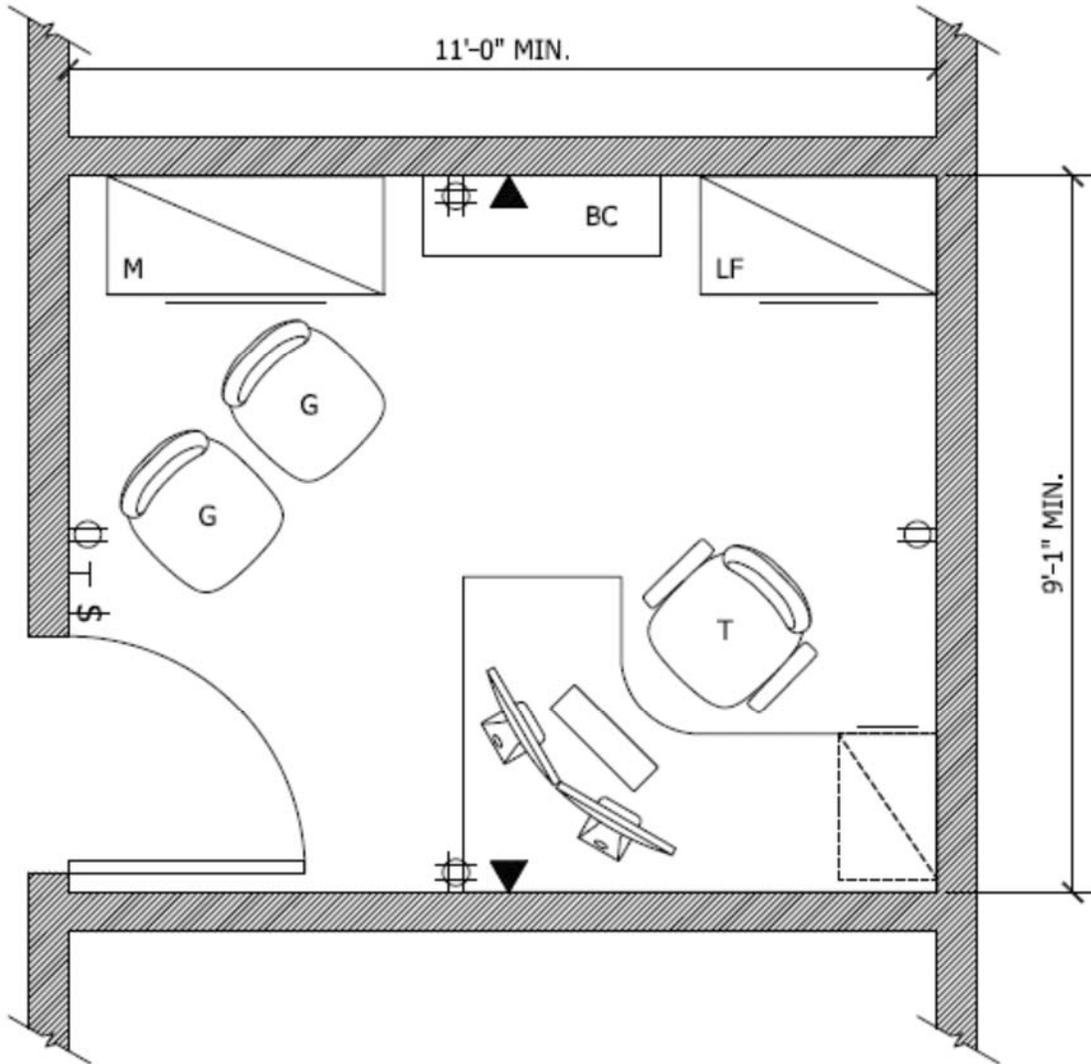
PLAN & ISOMETRIC VIEWS  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
Staff Workstation Layout Options A, B & C Detail  
Date: 29 October 2018

## COUNSELOR OFFICE SPACE NARRATIVE

- Minimum space required: One hundred ten (110) usable square feet, with a desired minimum width of 9'1" clear, to allow for user flexibility of furniture configuration. See Counselor Office Layout Options A & B for additional information.
- Building Requirements (Group I):
  - Swing Door with hinge side within 6" of room perpendicular wall. Side Light where feasible.
  - Power and Data receptacles: One (1) 4-plex power receptacle beside each data receptacle. See Faculty Office Layout Options A & B for desired placement. See current District Cabling Infrastructure Standards for current configuration of data receptacles.
- FF&E Requirements (Group II):
  - Height Adjustable Desk, Square Shoe Shape.
  - Power and Data Module at Worksurface for BYOD Access.
  - Mobile Pedestal.
  - Two Drawer Lateral File with Top.
  - Multi-media Storage Unit.
  - Tall Bookcase.
  - Multi-media Storage Unit.
  - Ergonomic Task Chair on Casters.
  - Two Visitor Chairs.
  - Computer with CPU, Monitor on Arm, Mouse and Keyboard.
  - Phone Handset.



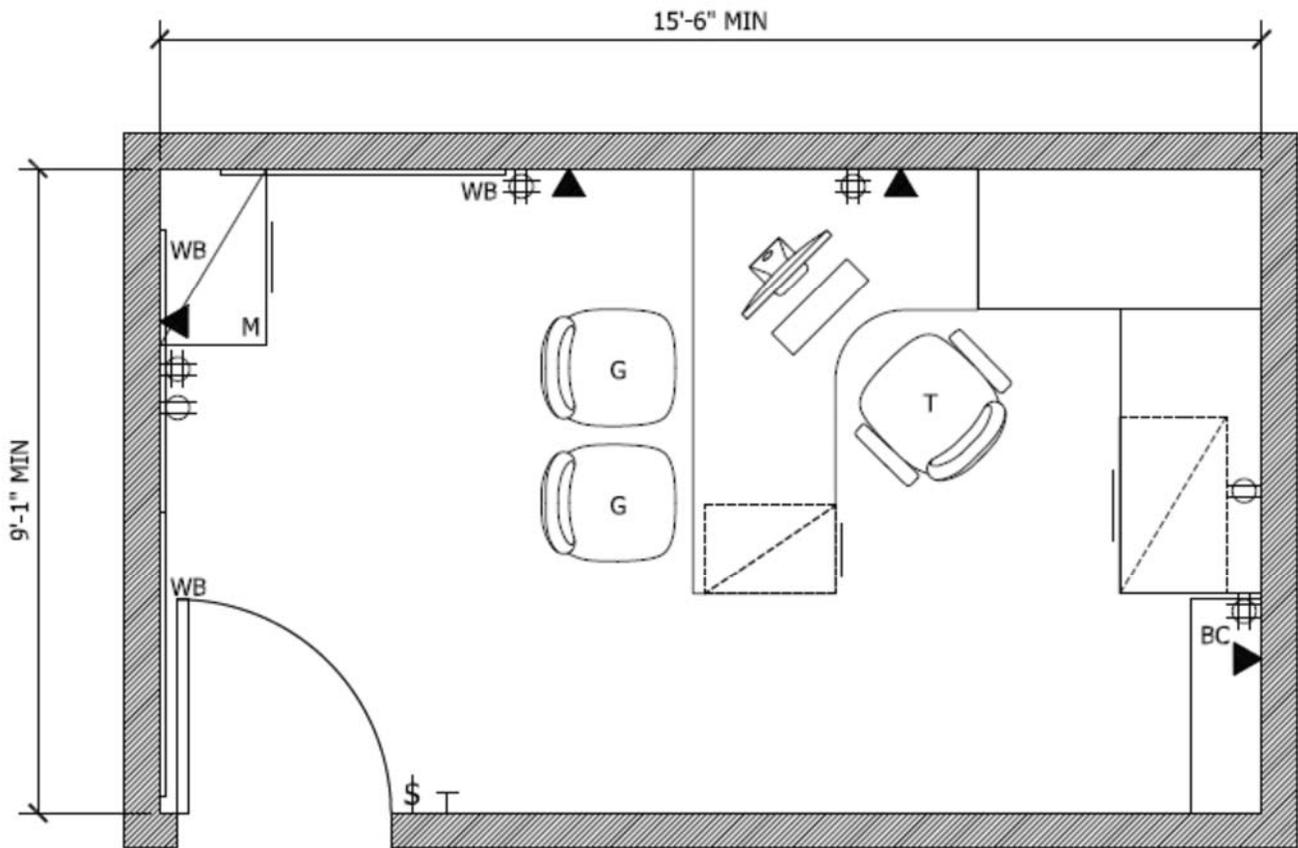


PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
 Counselor Office Layout B Details  
 Date: 15 December 2018

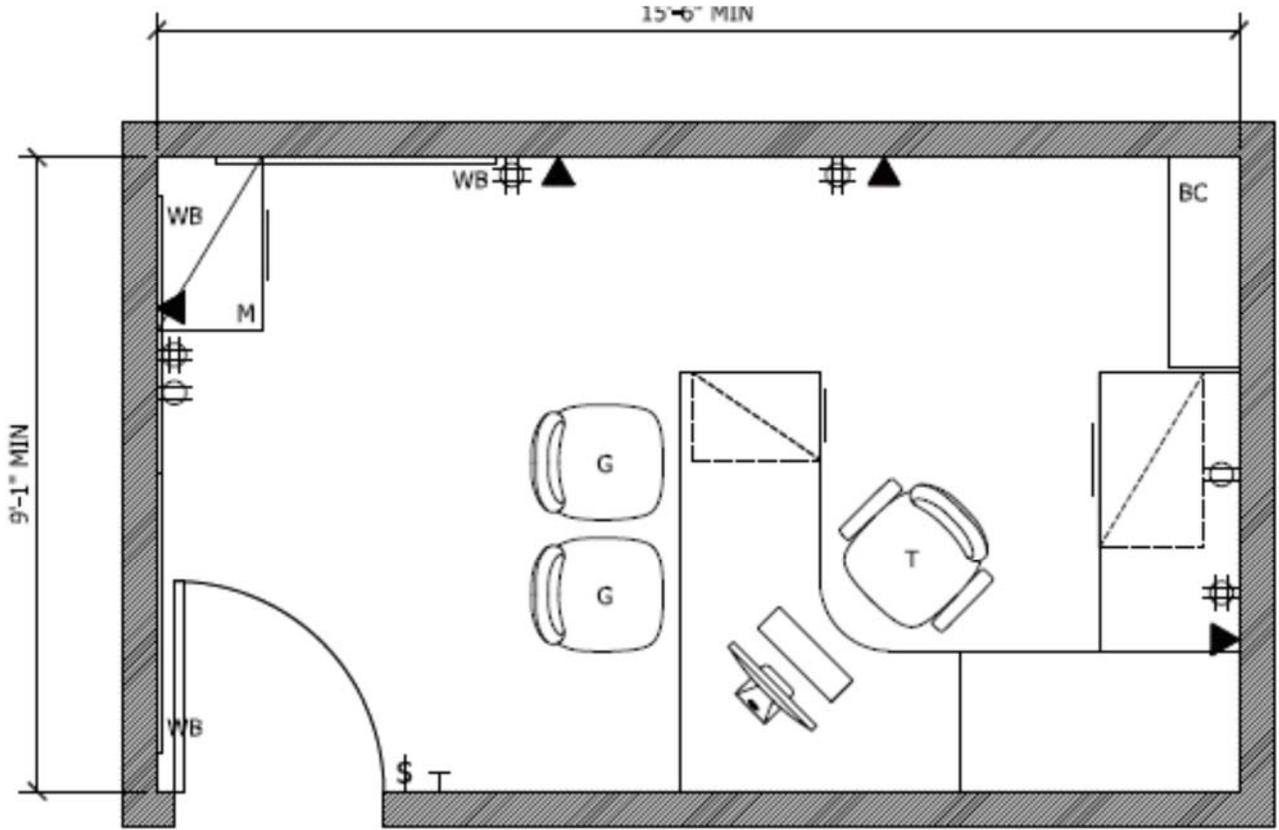
## DEAN & DIRECTOR OFFICE SPACE NARRATIVE

- Minimum space required: One hundred forty (140) usable square feet for one (1) person, with a desired minimum width of 9'1" clear to allow for user flexibility of furniture configuration. See Dean & Director Office Layouts A & B for additional information.
- Building Requirements (Group I):
  - Swing Door with hinge side within 6" of room perpendicular wall. Side Light where feasible.
  - Power and Data receptacles: One (1) 4-plex power receptacle beside each data receptacle. In addition, add one (1) duplex convenience outlet along the window wall. See Dean & Director Office Layouts A & B for desired placement. See current District Cabling Infrastructure Standards for current configuration of data receptacles.
- FF&E Requirements (Group II):
  - Height Adjustable Desk with Return or Extension.
  - Power and Data Module at Worksurface for BYOD Access.
  - Credenza Surface with Storage Below.
  - Storage Pedestal.
  - Ergonomic Task Chair on Casters.
  - File Storage.
  - Wall-mounted White Board.
  - (2) Visitor Chairs.
  - Computer with Tower CPU, Monitor, Mouse and Keyboard.
  - Phone Handset.



PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
 Dean & Director Office Layout A Details  
 Date: 29 October 2018

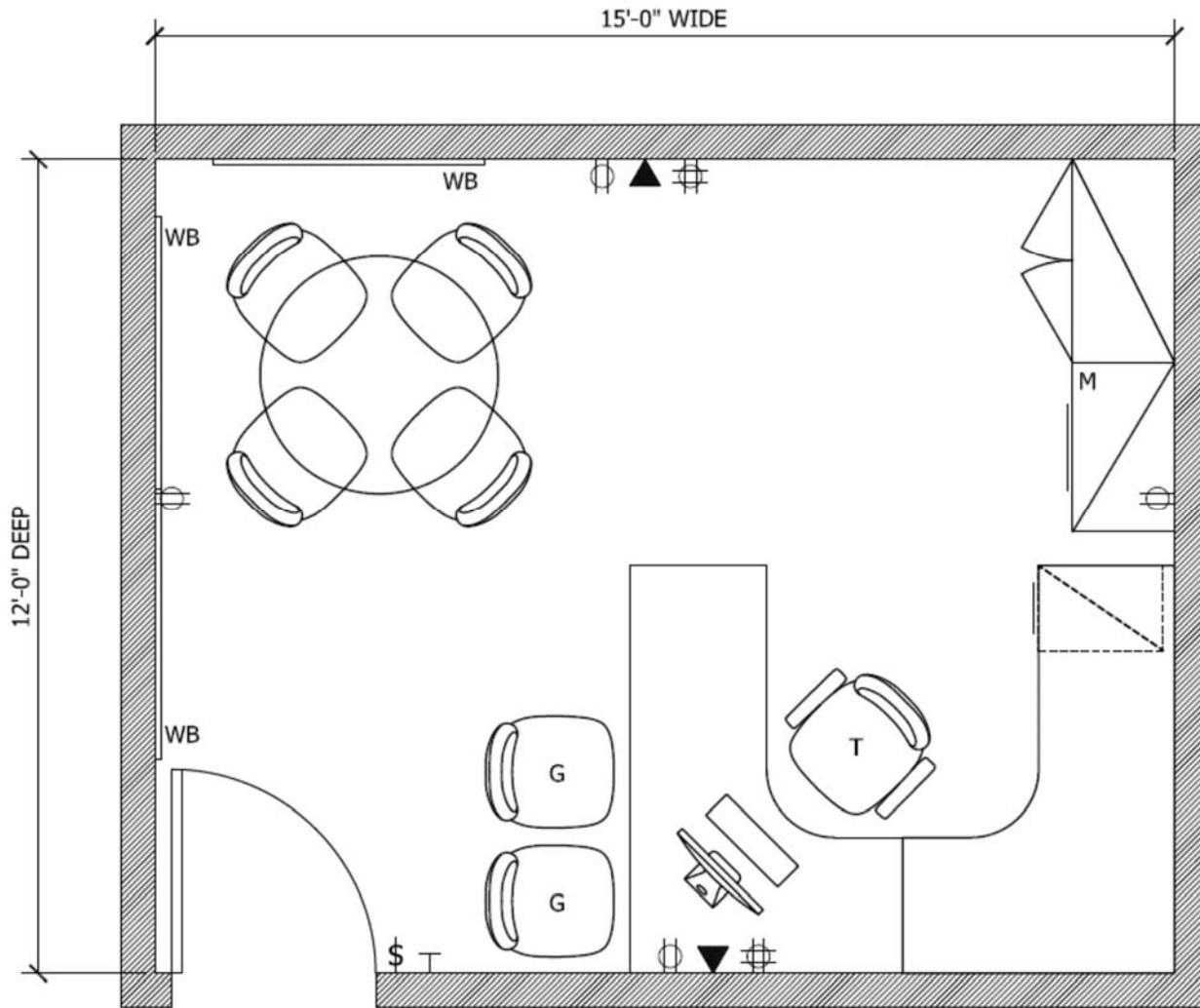


PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
 Dean & Director Office Layout B Details  
 Date: 29 October 2018

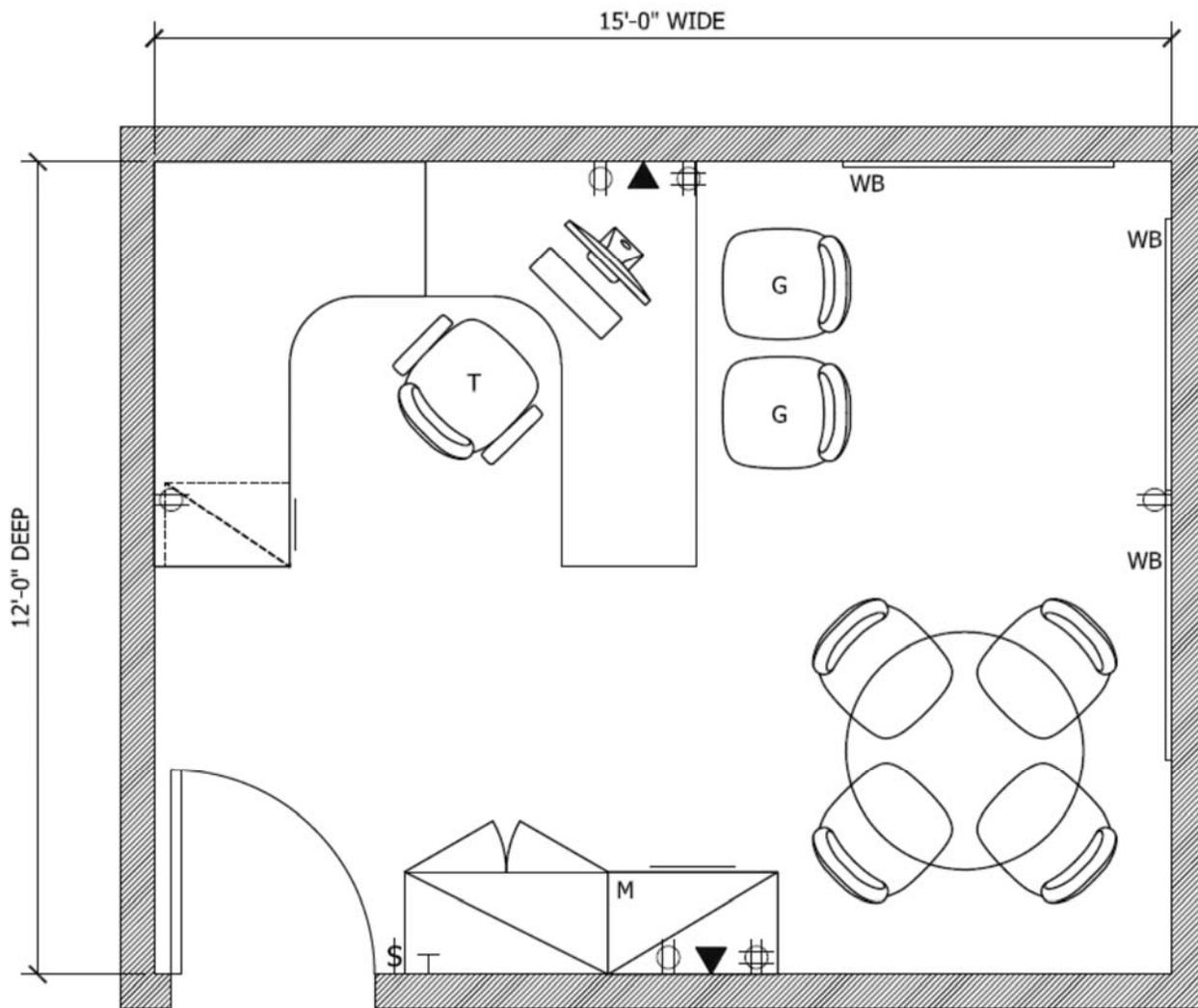
## ADMINISTRATOR OFFICE SPACE NARRATIVE

- Minimum space required: One hundred eighty (180) usable square feet for one (1) person, with a desired minimum width of 12'0" clear to allow for user flexibility of furniture configuration. See Administrator Office Layouts A & B for additional information.
- Building Requirements (Group I):
  - Swing Door with hinge side within 6" of room perpendicular wall. Side Light where feasible.
  - Backing behind sheetrock on full length of walls perpendicular to window and door wall, to support Group II, horizontally mounted overhead cabinets or accessories. See Administrator Office Layouts A & B for possible placement of units for reference.
  - Power and Data receptacles: One (1) 4-plex power receptacle beside each data receptacle. In addition, add one (1) duplex convenience outlet along the window wall. See Senior Management Office Layout A for desired placement. See current District Cabling Infrastructure Standards for current configuration of data receptacles.
- FF&E Requirements (Group II):
  - Height Adjustable Peninsula Desk with Return.
  - Power and Data Module at Worksurface for BYOD Access.
  - Storage Credenza.
  - Storage Pedestal.
  - Ergonomic Task Chair on Casters.
  - Rail Hung Whiteboard or Tackboard.
  - File Storage.
  - Binder/Book Storage.
  - Overhead Storage with Hanging Tack Board and Task Light.
  - (4) Visitor Chairs at Small Meeting Table.
  - (2) Guest Chairs.
  - Computer with CPU, Monitor, Mouse and Keyboard.
  - Phone Handset.
  - Local Printer.



PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
 Administrator Office Layout A Details  
 Date: 29 October 2018



PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**

Administrator Office Layout B Details

Date: 29 October 2018

## VICE PRESIDENT SPACE NARRATIVE

- Minimum space required: Two hundred twenty (220) usable square feet for one (1) person, with a desired minimum width of 15'0" clear to allow for user flexibility of furniture configuration. Project design team is to plan configuration.
- Building Requirements (Group I):
  - Swing Door with hinge side within 6" of room perpendicular wall. Side Light where feasible.
  - Backing behind sheetrock on full length of walls perpendicular to window and door wall, to support Group II, horizontally mounted overhead cabinets or accessories.
  - Power and Data receptacles: One (1) 4-plex power receptacle beside each data receptacle. In addition, add one (1) duplex convenience outlet along the window wall. See current District Cabling Infrastructure Standards for current configuration of data receptacles.
- FF&E Requirements (Group II):
  - Height Adjustable Peninsula Desk with Return.
  - Power and Data Module at Worksurface for BYOD Access.
  - Storage Credenza.
  - Storage Pedestal.
  - Ergonomic Task Chair on Casters.
  - Wall Mounted White Board.
  - Wall Mounted Tack Board.
  - (30) Lineal Feet of Multimedia Storage (see layout for product types).
  - Potential for Overhead Storage with Task Lighting.
  - Meeting Table with (4) Visitor Chairs.
  - Two (2) Guest Chairs at Desk.
  - Computer with Tower CPU, Monitor, Mouse and Keyboard.
  - Phone Handset.
  - Local Printer.

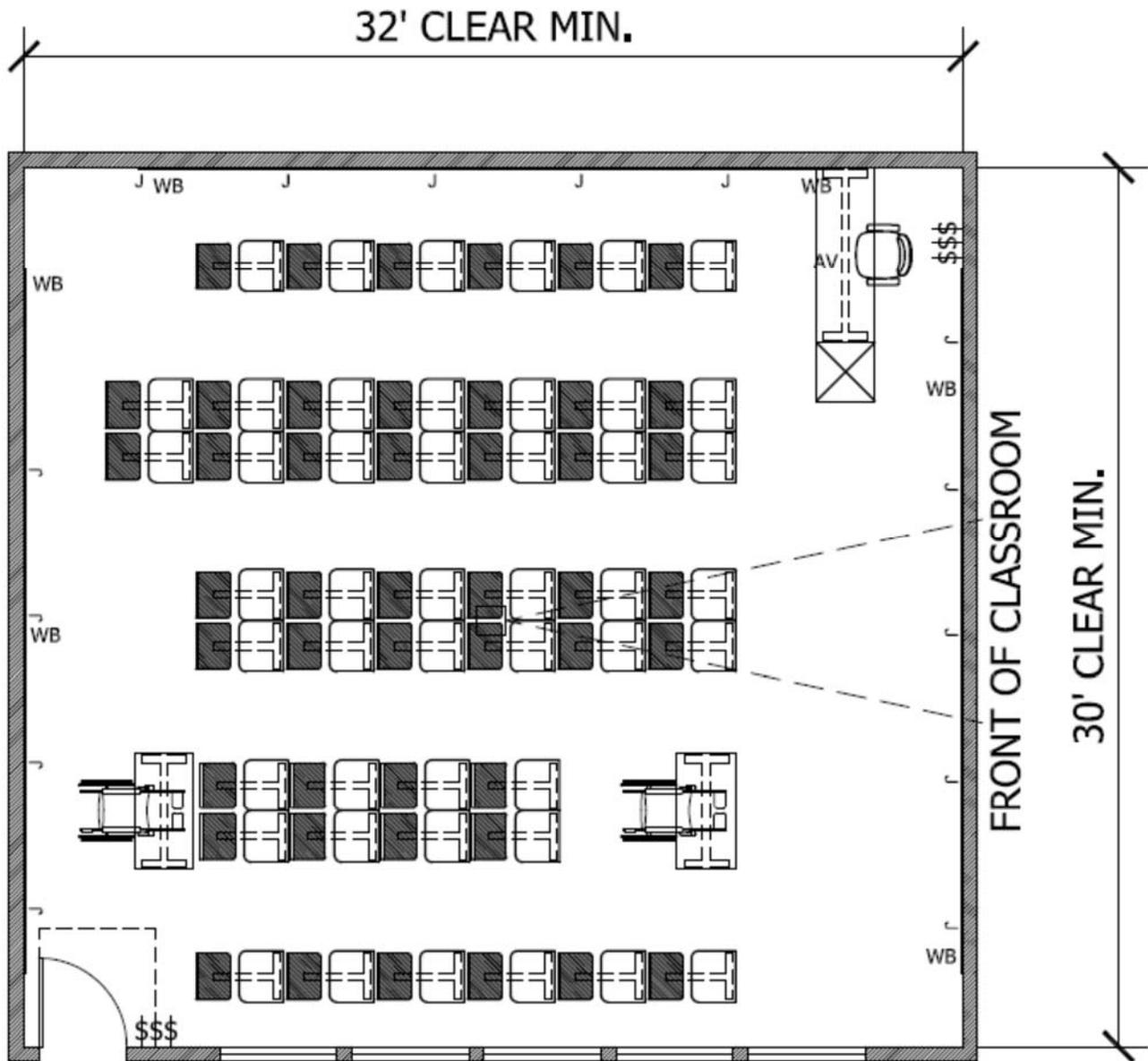
## MEETING ROOM NARRATIVE

- Minimum space required: Small Meeting Rooms shall be planned for 4 to 6 occupants at (120) usable square feet; Medium Meeting Rooms shall be planned for 10 to 12 occupants at (240) usable square feet; Large Meeting Rooms shall be planned for up to 20 occupants at (400) usable square feet. For small and medium meeting rooms, anticipate future utilization for other needs, such as office space, storage facilities or other possible occupancies.
- Building Requirements (Group I):
  - Door, Locking, with Side Light.
  - Power and Data receptacles: One (1) duplex power receptacle beside each data receptacle. See current District Cabling Infrastructure Standards for current configuration and quantity of data receptacles for each room size.
  - For medium and large rooms, confirm connectivity presentation capability requirements per application.
- FF&E Requirements (Group II):
  - Meeting Table sized appropriately for occupancy (for rectangular shapes, number of occupants dictates length of table).
  - Seating for room occupancy.
  - Storage Credenza.
  - Wall Mounted White Boards.
  - Phone Handset.
  - For all rooms, confirm presentation equipment requirements.

## TYPICAL CLASSROOM SPACE NARRATIVE

Classrooms represent the largest user of space within the college, as well as the area in most need of flexibility as pedagogies evolve. The classroom spaces reflected within this document at this time are intended to be a placeholder, to provide general direction for the physical requirements, with the understanding that the District is contemplating undertaking an initiative to develop the “21<sup>st</sup> Century Classroom”. The results of this inquiry will be added to the Interior Space Design Guidelines at the conclusion of the various college committee’s process.

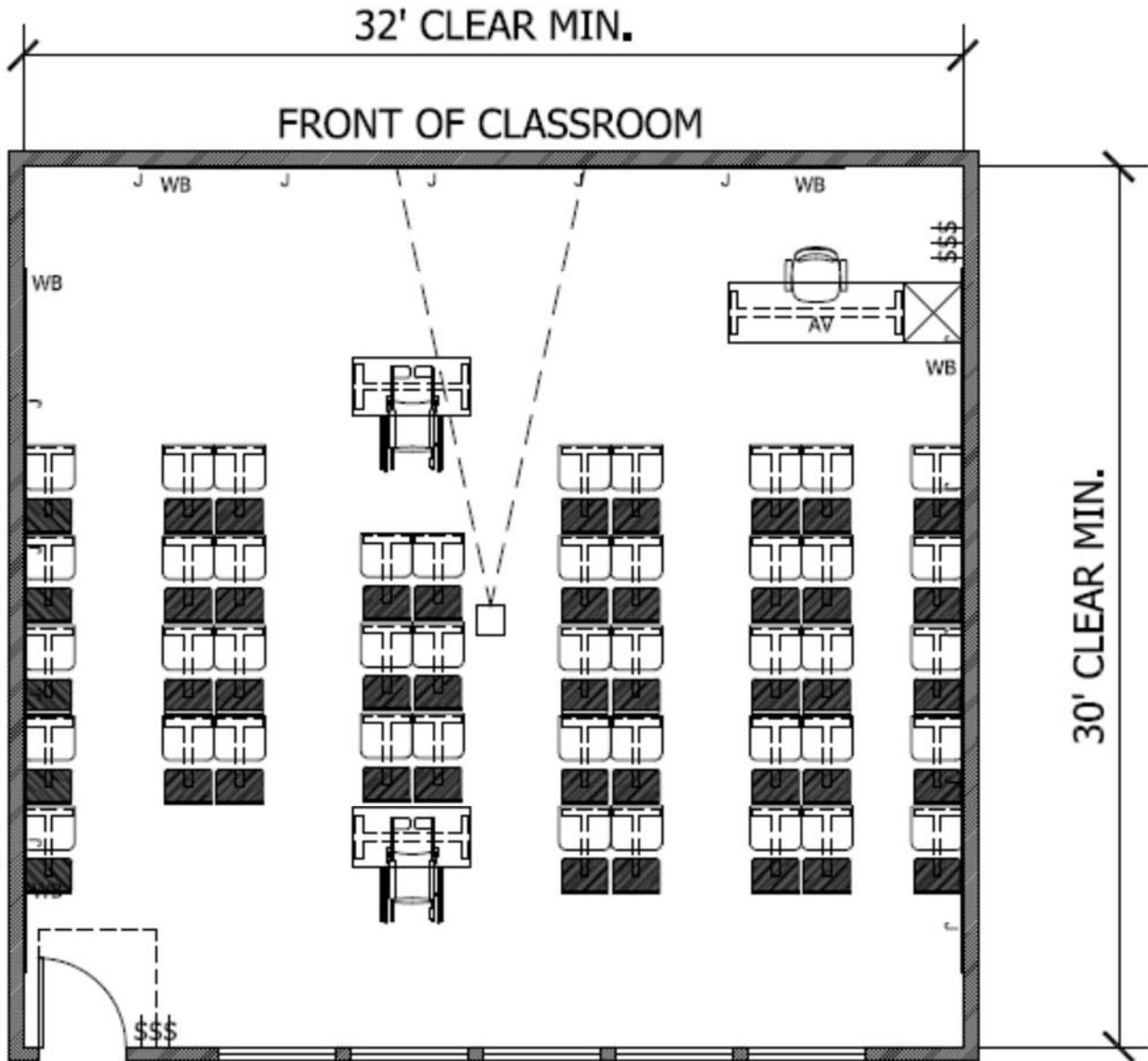
- Minimum space required: Nine hundred sixty (960) square feet of space, with minimum of three product type configurations. See Classroom Layouts for Tables & Chairs, Traditional Student Desks, and Dynamic Student Desks for possible configurations.
- Building Requirements (Group I):
  - Exit door opening into hallway.
  - Appropriate “daylighting” to meet LEED Silver requirements.
  - Appropriate window coverings to manage AV requirements.
  - Lighting controls located near Faculty Station.
  - Two “front of room” connection locations for Faculty Media controls.
  - Minimum of six (6) feet depth from teaching wall to first row of students for Faculty at front of room.
  - Minimum of sixty (60) feet steel backed porcelain white board on two walls.
  - Junction boxes and conduit at strategic locations within walls to support future transition to computer classrooms. See Classroom Layouts.
  - Infrastructure one primary teaching wall to support future installation of large scale monitor to replace one (1) white board, projection screen and projector.
  - See current District Cabling Infrastructure Standards for current configuration of data receptacles and AV connectivity requirements.
- FF&E Requirements (Group II):
  - Seating for minimum of thirty-five (35) students in Tables/Chairs configuration. Actual project programming to determine final student occupancy goals. At a minimum, room size must incorporate minimum sized 24” x 60” shared tables for students.
  - Faculty Chair.
  - Instructional Teaching Station with AV controls. Note that each location will have a specific configuration for this station. See current Furniture Standards for details and connectivity requirements.



**CONFIGURATION REFLECTS (48) STUDENTS, INCLUDING (2) ADA**

PLAN VIEW  
(Not to Scale)

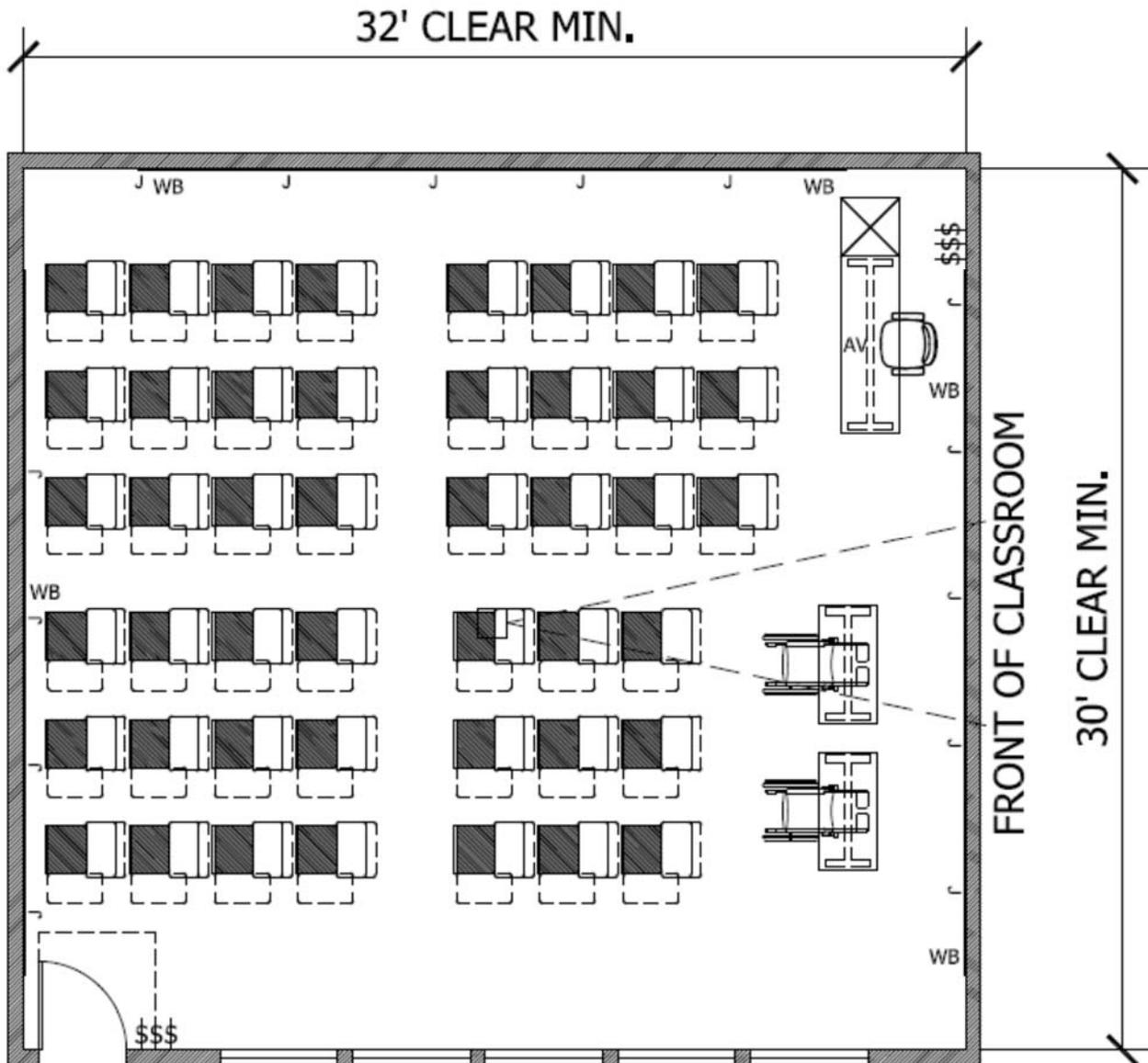
**NOCCCD Interior Space Design Guidelines**  
Classroom Configuration Details – Traditional Student Desks  
Date: 15 December 2018



**CONFIGURATION REFLECTS (46) STUDENTS, INCLUDING (2) ADA**

**PLAN VIEW  
(Not to Scale)**

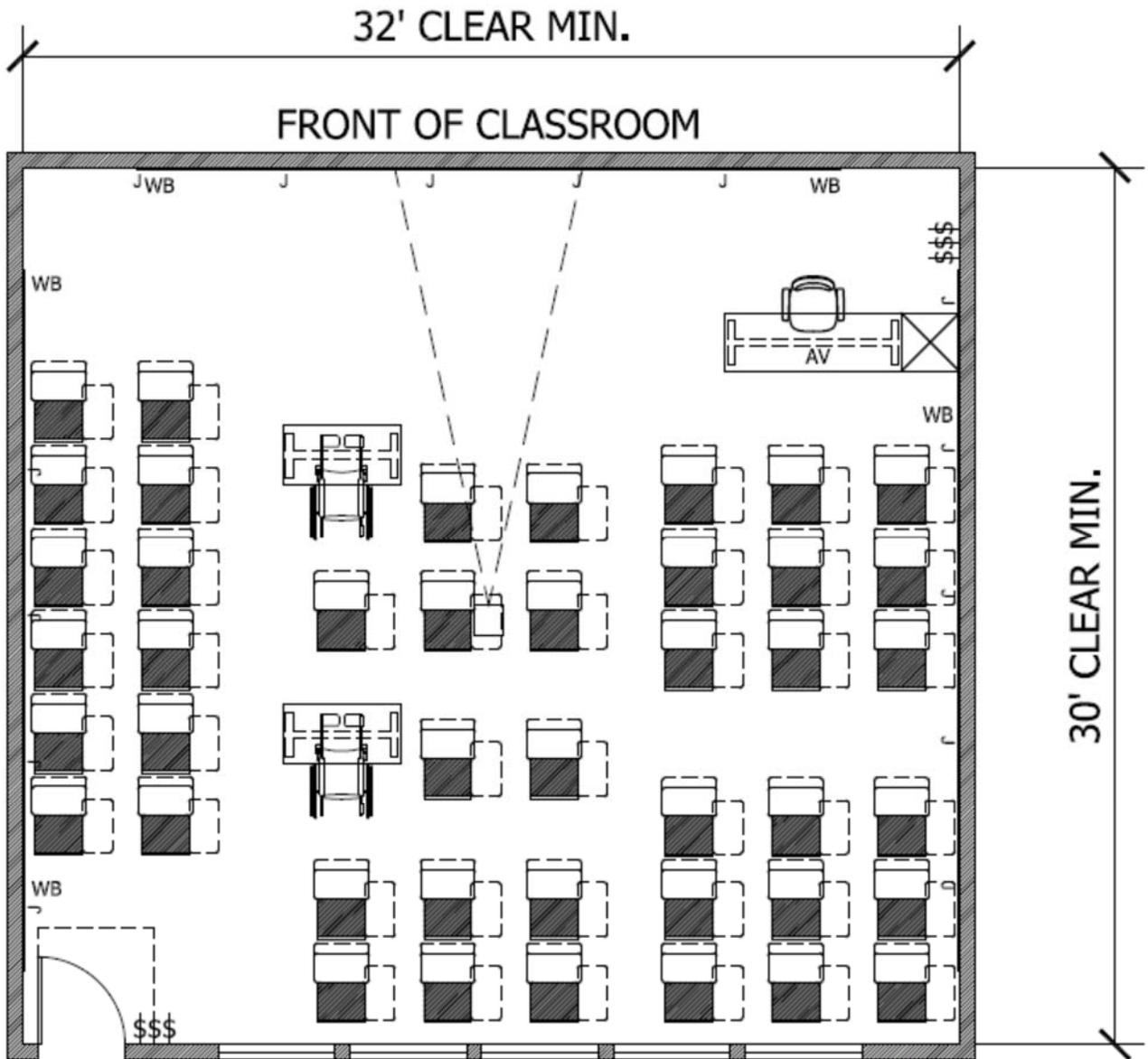
**NOCCCD Interior Space Design Guidelines**  
 Classroom Configuration Details – Traditional Student Desks  
 Date: 15 December 2018



**CONFIGURATION REFLECTS (47) STUDENTS, INCLUDING (2) ADA**

PLAN VIEW  
(Not to Scale)

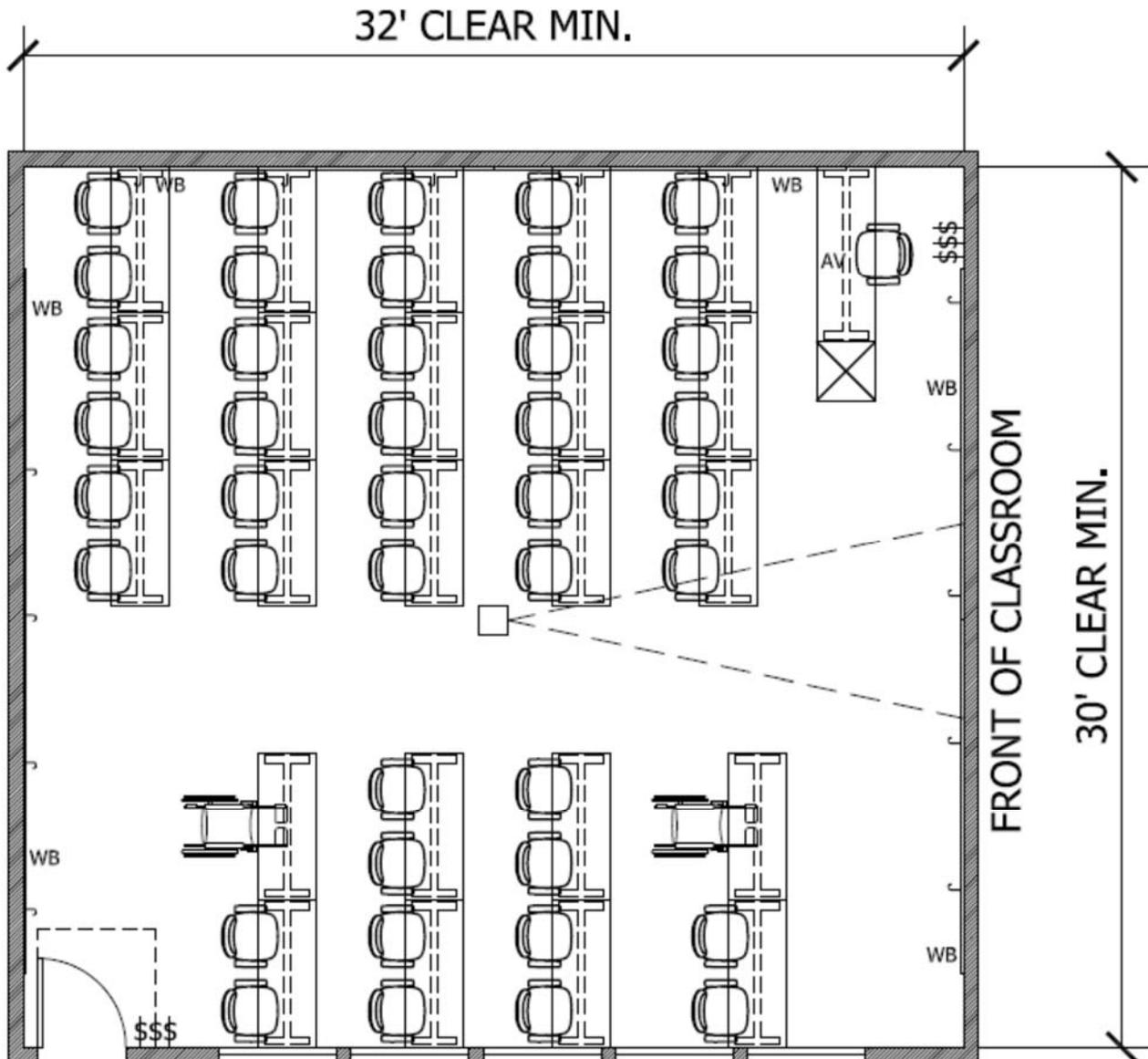
**NOCCCD Interior Space Design Guidelines**  
Classroom Configuration Details – Dynamic Student Desks  
Date: 15 December 2018



**CONFIGURATION REFLECTS (45) STUDENTS. INCLUDING (2) ADA**

PLAN VIEW  
(Not to Scale)

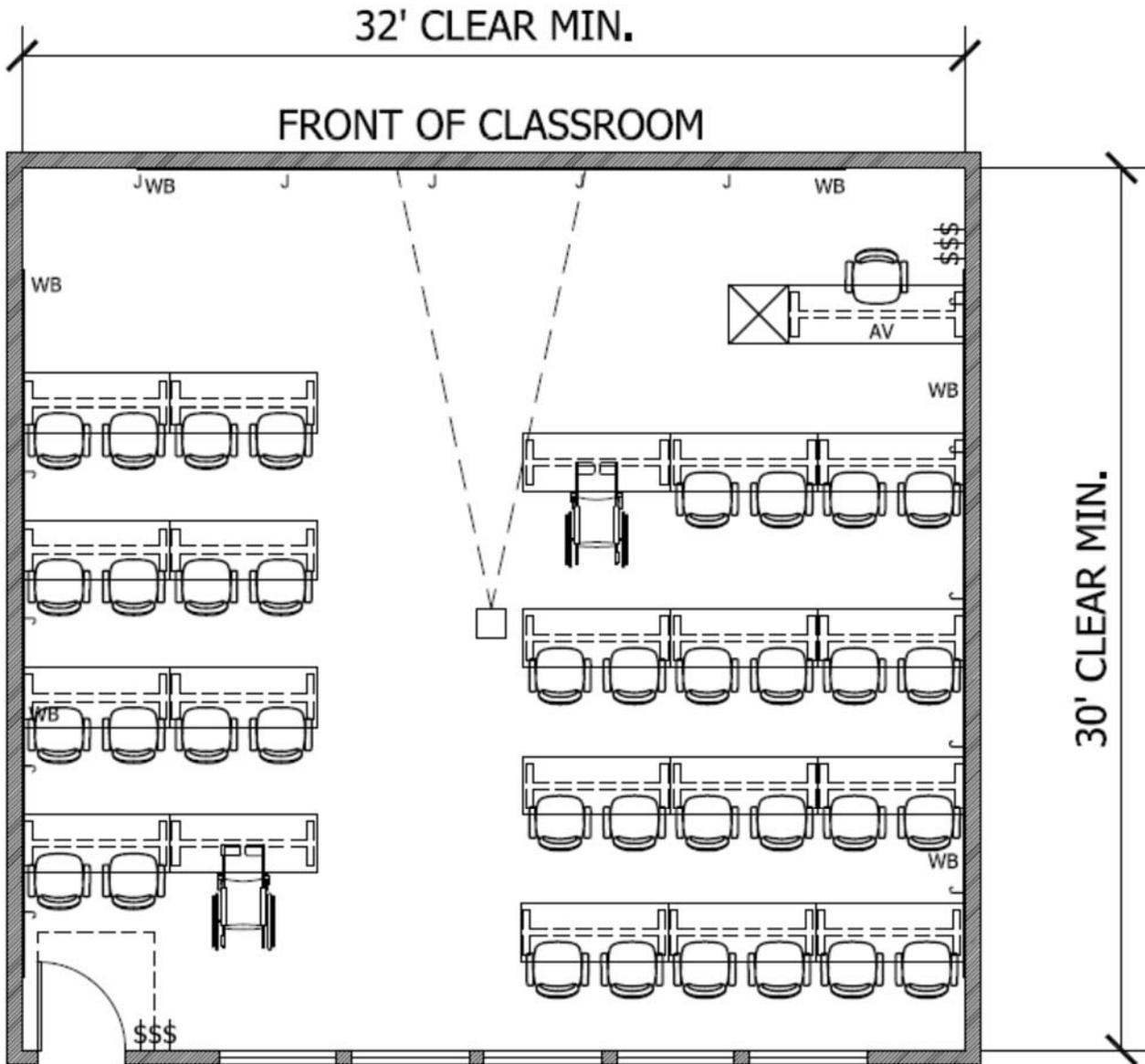
**NOCCCD Interior Space Design Guidelines**  
Classroom Configuration Details – Dynamic Student Desks  
Date: 15 December 2018



**CONFIGURATION REFLECTS (44) STUDENTS, INCLUDING (2) ADA**

**PLAN VIEW**  
(Not to Scale)

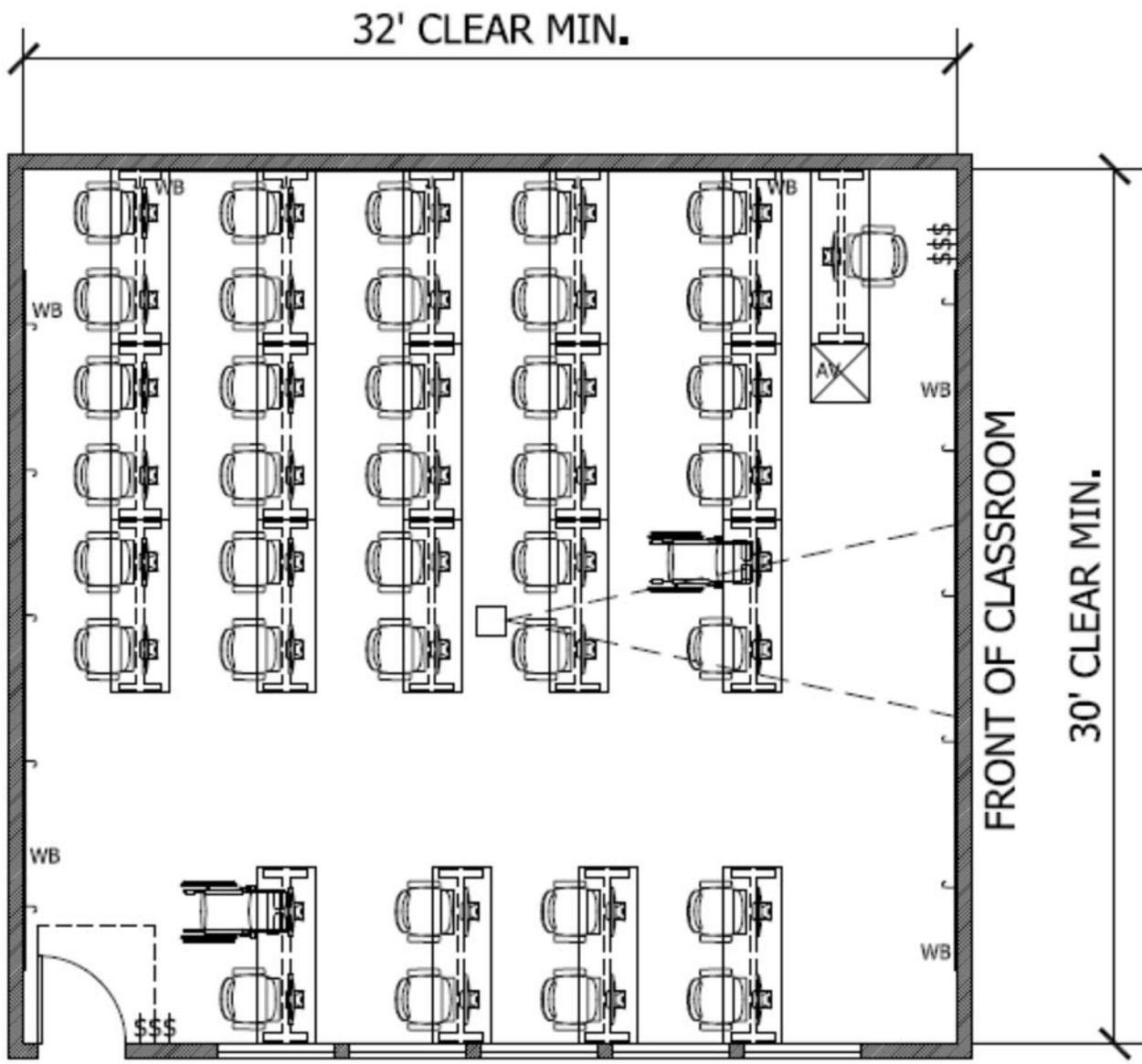
**NOCCCD Interior Space Design Guidelines**  
Classroom Configuration Details – Tables & Chairs  
Date: 15 December 2018



**CONFIGURATION REFLECTS (38) STUDENTS, INCLUDING (2) ADA**

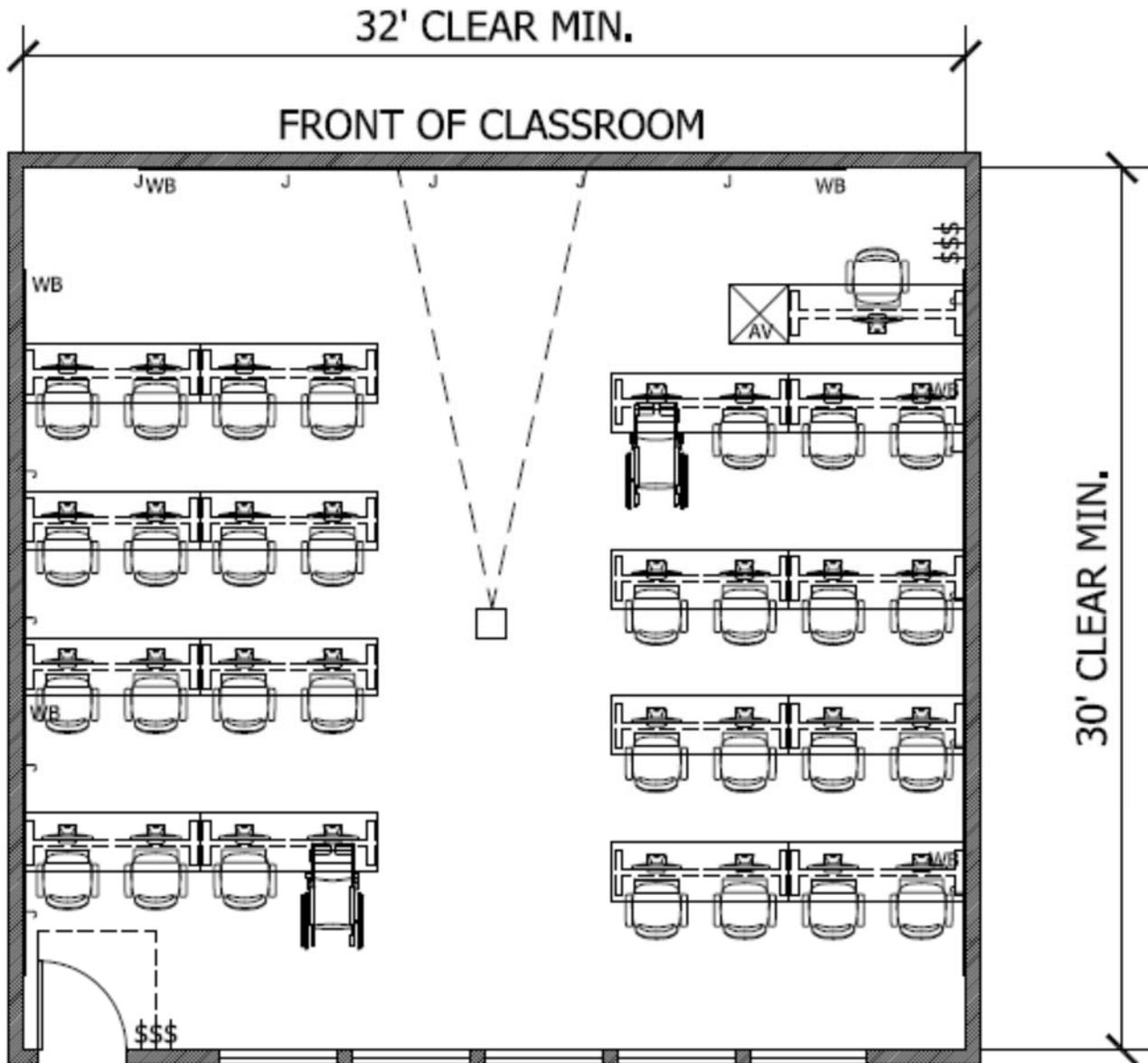
PLAN VIEW  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
Classroom Configuration Details – Tables & Chairs  
Date: 15 December 2018



**CONFIGURATION REFLECTS (38) STUDENTS, INCLUDING (2) ADA**  
**PLAN VIEW**  
 (Not to Scale)

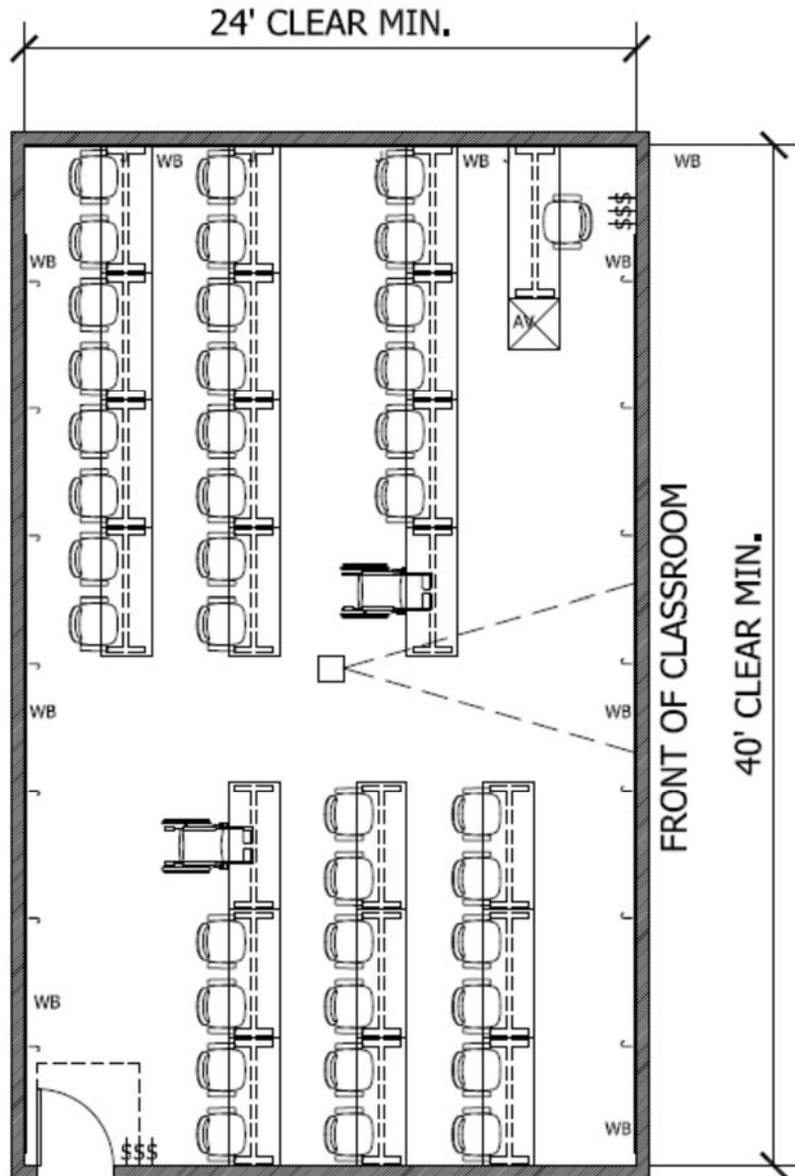
**NOCCCD Interior Space Design Guidelines**  
 Classroom Configuration Details – Computer Tables & Chairs  
 Date: 15 December 2018



**CONFIGURATION REFLECTS (32) STUDENTS, INCLUDING (2) ADA**

PLAN VIEW  
(Not to Scale)

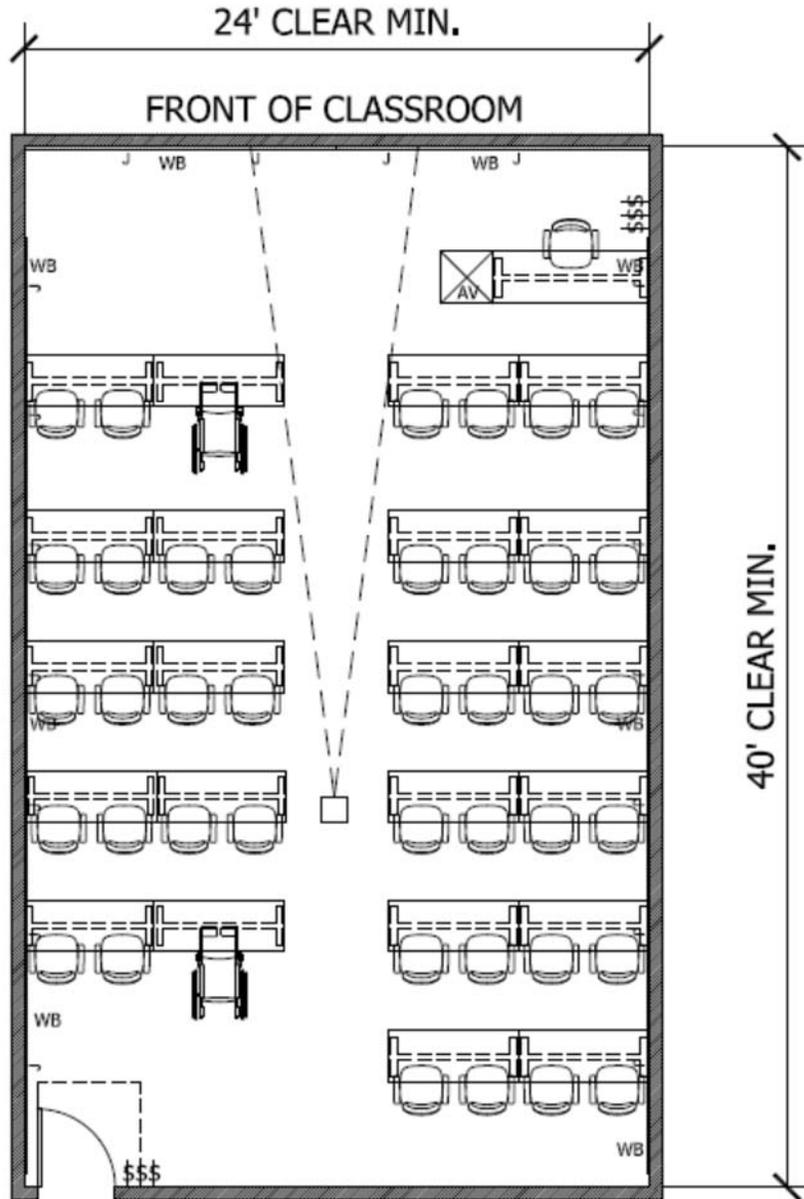
**NOCCCD Interior Space Design Guidelines**  
 Classroom Configuration Details – Computer Tables & Chairs  
 Date: 15 December 2018



**CONFIGURATION REFLECTS (40) STUDENTS, INCLUDING (2) ADA**

**PLAN VIEW**  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
Classroom Configuration Details – Modular Building Tables & Chairs  
Date: 15 December 2018



**CONFIGURATION REFLECTS (42) STUDENTS, INCLUDING (2) ADA**

**PLAN VIEW**  
(Not to Scale)

**NOCCCD Interior Space Design Guidelines**  
Classroom Configuration Details – Modular Building Tables & Chairs  
Date: 15 December 2018

**DOCUMENT CONTROL RECORD  
NOCCCD INTERIOR SPACE DESIGN GUIDELINES**

REVISION NUMBER	BY	DATE	KEY CHANGES
Original	Facilities Dept	10.29.18	Additional Classrooms
1	Facilities Dept	12.15.18	Final Submittal
2			
3			
4			
5			
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7			
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