OIT SERVICES SUITE

SPACE DESCRIPTION

The OIT Services Suite provides the primary office of the campus IT Department as well as a functioning help station to offer technical assistance to staff and students.

SUCCESS FACTORS

Security: The OIT Services Suite requires physical means of security for the equipment and technology housed therein. All entrances to the OIT suite shall have security cameras and be secured with key fobs. Customers may gain access into a reception area and/or communicate with staff through a pass-through window.

Infrastructure: Very high dependency on both power and network requirements will determine the success of the space.   Dedicated power outlets on multiple circuits are required for both workbenches and cubicles. Provide supplemental HVAC as needed due to additional heat generated by equipment.

Accessibility: The OIT suite must allow passage of computer carts, be in proximity to a loading dock, and be easily accessible to students seeking technical support. Provide clear wayfinding signage to the technical support help station.

GENERAL:

All perimeter walls shall extend full height to deck.

All huddle rooms and conference spaces shall have panic buttons for the possibility of an emergency.

Natural daylight is preferred but not required.

ADJACENCIES:

OIT storage rooms (stock and separate recycling rooms) to be near loading dock / receiving area.

Help Window to be easily accessible to customers seeking technical support.

An employee breakroom or kitchenette shall be located within easy access to the OIT office. The breakroom may be shared between departments.

Do not co-locate OIT space with MDF / IDF rooms due to heat and noise.

MECHANICAL AND PLUMBING:

Provide supplemental cooling as may be required due to additional heat loads generated by equipment.

Window or room unit systems are not acceptable in office rooms due to poor acoustic performance. Noise from HVAC systems may be at tolerable levels for sound masking of speech intelligibility.

Follow the recommended methodologies and best practices for mechanical system noise control in ANSI Standard S12.60; the 2015 ASHRAE Handbook – HVAC Applications, Chapter 48, Noise and Vibration Control (with errata); and AHRI Standard 885-2008.

Maximum NC Level for VAVs shall be less than 30 at maximum CFM.

ELECTRICAL AND DATA:

Dedicated power and data outlets for workbenches and cubicles, see descriptions.

LIGHTING

- Provide zoned LED lighting in open office areas.
- Provide low-brightness luminaires with high visual comfort probability (VCP).   Average 40fc at 30" A.F.F. Min CRI 80.

TECHNOLOGY:

Provide dedicated network drops on multiple circuits for workbenches and cubicles.

PSEP cameras are required at all entrances and exits, including loading and storage rooms. All entry doors to the suite shall be accessed by key fob.

ACCESSORIES AND EQUIPMENT

- In storage rooms, provide shelving, racks and open floor space for parking computer carts.

DOORS AND WINDOWS:

Doors: 48" width or double doors to allow for pallets and carts. Doors with key fob access control, typical.

Help Station pass-through window with countertop, locking.

FINISHES

Ceilings: recommended height of 9' to 10 ' with special consideration given to acoustics when greater than 10'.   Ceilings shall have an NRC of .70 to .85.

Floors: carpet tile is preferred for acoustic properties. Hard flooring is preferred in loading and storage rooms, where the floors are susceptible to dirt or liquids.

RECEPTION WITH WALK-UP WINDOW

SPACE DESCRIPTION

The Reception area, with front desk and Help Window, will be the primary entrance to the suite. This shall be separate from the main workroom. It may also double as the conference / huddle space for the suite.

ELECTRICAL & DATA

Provide power and data for a laptop computer, 2 monitors and phone at the reception desk/ help window.

CONFERENCE ROOM or HUDDLE ROOM

SPACE DESCRIPTION

Size of room as required to accommodate all staff in the suite. Refer to typical Conference Room and Huddle Room requirements.

OIT WORKROOM with WORKBENCH

Provide OIT Work Stations for IT staff positions as determined by campus size.

Provide 2-tier solid surface workbench, not less than 25'-0" in length, with a minimum of 20 power outlets and 20 network drops on multiple circuits.

OIT WORK STATION

SPACE DESCRIPTION

The OIT Work Station is a single person U-shaped cubicle, 6'-0" x 8'-0", with a sit-stand desk. Cubicle features such as height, storage, colors, etc. may be selected based on department needs and preferences. Number of cubicles depends on campus size and the number of employees.

Provide a lockable cabinet with coat hook at each cubicle.

NOTE: Any large projects or large furniture orders shall be approved by Standard Process of Facilities & Capital Planning Department

ELECTRICAL & DATA

Each cubicle shall be on a dedicated circuit.

Provide a minimum of 6 power outlets and 6 network drops for each cubicle. Provide power and data for a laptop computer, 2 monitors and phone for each cubicle.