CHANCELLOR'S OFFICE SUITE

SPACE DESCRIPTION

The Chancellor's Office Suite is designed for use by the service area Chancellor and those who report to the Chancellor. This is a public-facing area and must express the character and values of Ivy Tech. The office suite shall provide all supplementary spaces the Chancellor needs, at minimum:

- Chancellor's Office
- Private Office for Chancellor's assistant
- Boardroom
- Boardroom service/ Kitchenette

All offices must have a panic system in place for emergencies.

SUCCESS FACTORS

"Wowing" but modest: Design of the Chancellor's Office Suite should consider views to the outside, proximity to main entrance of the campus, and must convey the values of Ivy Tech. The Chancellor must have all necessary amenities in a comfortable space, while maintaining a modest footprint.

Accommodating: Providing an air of flexibility, comfort and hospitality is key. Chancellor's offices function, in part, to accommodate guests, potential donors and staff, and must be adaptable to a wide variety of meeting types. Furniture selection, finishes, and location within the building shall promote a comfortable space for all users.

GENERAL

All perimeter walls shall extend full height to deck.

ADJACENCIES

Chancellor's offices shall be within close proximity to a restroom, boardroom and kitchenette. As a public-facing suite, they may be located near a main entrance, lobby and/or café lounge.

ACOUSTIC

Acoustic ratings for general office perimeter walls: STC 50. Special accommodation may be required due to location in the building.

Maximum recommended HVAC Background Noise: 40dBA

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.

MECHANICAL

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 & DATA

Power and data requirements vary per room type, see room description.

LIGHTING

- Provide low-brightness luminaires with high visual comfort probability (VCP). Average 40fc at 30" A.F.F. Min CRI 80 and lighting controls with dimming and occupancy sensors.

DOORS AND WINDOWS

Provide interior glazing for natural light into private offices and into conference/ huddle rooms where privacy is not a concern.

TECHNOLOGY

Provide Wireless capability in all Chancellor's suites.

ACCESSORIES AND EQUIPMENT

Storage space may be required.

FURNITURE

Conference Room furniture shall be selected for comfort, flexibility, and mobility. Provide tables and chairs on casters, coordinating caster type with flooring material. Conference tables shall have integral power and data outlets.

FINISHES

Ceilings

Recommended Height: 9' to 10', with special consideration 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 where the floors are more susceptible to dirt or liquids.