

## Policy

<b>Policy Title:</b>	Office Design Standards				
<b>Policy Number:</b>	DHS-030-006	<b>Version:</b>	1.0	<b>Effective Date:</b>	02/15/2002

DHS Chief Administrative Officer

02/15/2002

Approved By: *(Authorized Signer Name)*

Date Approved

## Overview

### **Purpose/Rationale:**

Provides Guidelines To Develop Facilities And Establishes DHS Intent To Support Service Integration.

## Policy

All buildings must comply with ADA requirements.

Every DHS leased facility will be designed to include the following whenever feasible:

- Common lobby.
- Shared receptionist for the building.
- Shared conference, interview, class, break, sick, lactation, mail, telephone and data rooms.
- Open landscape office design that is accessible and ADA compatible.
- Secured interview rooms.
- Clustered cubicle arrangement for integrated work teams that are accessible and ADA compatible.
- Herman-Miller Modular furniture when economically feasible. (Herman Miller Furniture is preferred because it will inter connect with existing furniture and allow the greatest flexibility with existing stock).
- No private offices will be allowed.
- All telephone systems and information technology equipment and infrastructure will be shared when cost effective.
- Telecommunications and data rooms should adhere to the ANS/TIA/EIA-569-A standards.

The planned facilities must have the capacity to protect the confidentiality of conversations, privacy of sensitive information, and security of records.

Primary consideration for building security should be to protect the health and safety of employees and clients. Building security should be reasonably inconspicuous.

Areas accessible to the public should be separate from work areas.

**Procedure(s) that apply:**

None

**Form(s) that apply:**

None

**Definition(s):**

See [Common Terms](#) for department-wide support services policies

**Reference(s):**

None

**Contact(s):**

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**Policy History:**

- **Version 1.0:**
  - 02/15/2002 Initial Release

**Keywords:**

(List keywords here that might be used by someone to search for this policy on the internet)

