

NEEDS ASSESSMENT



May 31, 2018



PLANNERS / ARCHITECTS / BUILDERS

(920) 766-5795 1-800-236-2534
PO Box 620 N216 State Road 55
Kaukauna, Wisconsin 54130-0620

TABLE OF CONTENTS

IDENTIFICATION & EVALUATION	3
SPACES AND PROJECTED SQUARE FOOTAGE	5
PUBLIC SPACES	6
STAFF SPACES	14
SQUARE FOOTAGE REQUIREMENTS	17
SUMMARY OF SPACES	18
SUMMARY OF AREAS	19
GENERAL NOTES	20
BUILDING NOTES	21
SITE NOTES	22
ABBREVIATED DESIGN/BUILD CHECKLIST	24

“COPYRIGHT NOTICE”

This Needs Assessment is the copyrighted property of KELLER, INC.
No part hereof shall be copied, duplicated, distributed, disclosed or made available to
anyone without the expressed written consent of KELLER, INC.



IDENTIFICATION AND EVALUATION

IDENTIFICATION

The following interpretation of needs was derived from my interview with staff and committee members on April 24th and May 17th of 2018. The statements and conclusions made in this document are my interpretations based on this interview. The interview covered an assessment of existing conditions and the spatial needs required to meet the goals as outlined below.

The goals discussed for the new facility are:

- 1) Provide new facility that is inclusive for all community members.
- 2) Create new space that addresses the challenges of new generations and technology.
- 3) Make all portions of the library accessible complying with ADA requirements.
- 4) Provide adequate space to increase opportunities for groups/organizations to use library.
- 5) Create adequate administration/staff/operations space.
- 6) Create a facility that is appropriately organized.
 - a) Allow efficient utilization of staff.
 - b) Proper display of materials for ease of access.
 - c) Visual control of all areas by staff.
- 7) Create inviting, welcoming, identifiable entry.

The existing facility was last enlarged around 1970, it was designed to house a different collection of materials and to be used by a different generation of users. Although the existing facility did provide necessary space at the time, the current collection, the staff needs and the user preferences have rendered this space inadequate. The lack of space has created inefficiencies for staff and congestion and accessibility concerns for users.

The Mondovi Public Library has evaluated their performance and needs several times over the years and found similar needs each time. A survey of residents was conducted in April of 2018 to determine their preferences. Several options regarding the existing building, building additions, other existing buildings, new construction and combining with the school library have been considered. There is a strong desire for the library to remain in central downtown location and adding on to the existing building to accommodate today's needs.

As a public facility it is important to design a building that meets the needs of the library today as well as the foreseeable future. Decisions regarding material and system lifespan should be made with this in mind.

This report provides the optimal spatial requirements to meet the above stated goals.

The building budget will have an impact on final style/design and the associated square footage. The projection of total square footage required, as summarized in this report, and/or the style and materials used, will need to be revised as necessary to stay within that budget.

Rob Lindstrom, AIA, LEED AP
Architect / Co-Owner

KELLER, INC.
Planners | Architects | Builders



SPACES AND PROJECTED SQUARE FOOTAGE

PUBLIC SPACES

ENTRY

- ADA compliant.
- Single entry point.
- Book drop – thru wall (maybe outside or drive thru).
- A vestibule is not necessary.
 - May be required for energy.
 - May enhance user comfort.
- Possibly power operated doors.
- Maybe a display case.
 - 3' x 3' – maybe see thru.
 - Concern with congestion in vestibule.
 - This might be better elsewhere.
- Double doors, 6' opening.
 - Mullion at 3'.
- Ease of access.
- Should help create identity.
- Should be welcoming and inviting.

FINISHES

- Durable floor.
- Painted gypsum board.
- ACT.

Entry	Closed	8'x10'	80 Sq. Ft.
-------	--------	--------	------------

CIRCULATION DESK

- Check-in/check-out.
 - (50) – (60) items processed from drop box.
 - Rear work surface.
 - Rear shelving for inter loan.
 - (2) Workstations – 5' each.
 - (2) Computers with scanner mounted above.
- Should be seen from entry.
- Area for line of people.
- Ability to see as much of library as possible.
 - Security.
 - Assistance.
- Room for book carts – 3' and 5'.
 - To side or behind.
- Phone.
- Receipt printer.
- Could house display case.
- Area for storage of tablets.
 - Locked cabinet.
 - Maybe a mobile (29 x 25) charging station.

PUBLIC SPACES

CIRCULATION DESK *(CONTINUED)*

- Workstation (circulation)
 - Desk height (wheelchair access).
 - 8' Work table.
 - 8' Counter/cabinets.
 - Desktop computer.
 - Printer/copier.
- Check-out game controllers.
- Near Card Catalog computer.

FINISHES

- Possibly carpet squares.
 - Higher traffic area.
- Painted gypsum board.
- ACT.
 - Possibly enhanced ceiling to help define area.

Circulation Desk	Open	12'x18'	216 Sq. Ft.
------------------	------	---------	-------------

CARD CATALOG

- Desktop computer.
 - At accessible height.
- Writing area.
- Near entry.
 - Visible from circulation desk.

FINISHES

- Possibly carpet squares or hard flooring.
 - Higher traffic area.
- Painted gypsum board.
- ACT.

Card Catalog	Open	4'x6'	24 Sq. Ft.
--------------	------	-------	------------

READER SEATING

- Maybe a fireplace.
- Lots of glass.
 - Concern with; UV, shade, location.
- Ability to separate by age groups.

FINISHES

- A combination of hard floor/carpet.
- Durable walls.
 - Some pin-able walls.
 - White board wall.
- Decorative ceiling.

PUBLIC SPACES

READER SEATING *(CONTINUED)*

- Wood accents.
- Rustic/elegant/Victorian for adults.
- Contemporary for teen/child.

Adult

- Design for 25 adults.
- Two distinct areas.
 - Each with (4) Chairs and a small couch.
- Tables and chairs.
 - (2) 6-Person round tables.
- Charging area.
- 4-Computer workstation.
 - 4' Work surface.
 - All together.
 - Partitions separating each workstation.
- Coat hooks along wall.
- Windows to exterior.
- Maybe alcove.
 - Sound is a concern.
 - Away from children's area.
- Magazines and newspapers nearby.
- Adult stack area nearby.

Adult Reader Seating	Open	15'x20'	300 Sq. Ft.
----------------------	------	---------	-------------

Children's

- Design for 30 children.
- Under 10 years old.
- Short table and chairs.
 - (5) Round tables.
 - (6) Chairs each.
- Area carpeted.
 - Bean bag, tip chair.
 - 12' x 12'
- Learning computer.
 - Comes in (6) unit together around table.
- Exterior windows.
- Will use tablets checked out from circulation desk.
- Children's stack nearby.
- Shelf for puzzles and games.
- Coat hooks along wall.

Children's Reader Seating	Open	18'x20'	360 Sq. Ft.
---------------------------	------	---------	-------------

PUBLIC SPACES

READER SEATING *(CONTINUED)*

Young Adult

- Design for 25 teens.
- (6) Gaming stations/homework computers.
 - Similar to adult stations.
- (2) Round tables – (6) chairs each.
- (10) Comfortable chairs.
- Ability to check out tablets.
- Coat hook on wall.
- Shelving for tabletop games.
- Charging station.
 - In-floor outlets at tables.
 - Along wall.
- Near Young Adult stacks.
- Near program space with television.
- Exterior window.

Young Adult Reader Seating	Open	15'x25'	375 Sq. Ft.
----------------------------	------	---------	-------------

COLLECTION SPACE

- Open area of book shelves.
- Separated by age group.
- Would like wider aisles, possibly 42", minimum of 36".
- Could be some glass.
 - Concern with; UV and consumption of wall space.

FINISHES

- Possibly carpet squares.
- Painted gypsum board.
- ACT.

Adult

- Existing stacks:
 - (31) 8 x 37 x 84 (7s) =8,029" shelving
 - (1) 12 x 59 x 29 (2s) =118" shelving
 - (2) 8 x 70 x 76 (6s) =840" shelving
 - (2) 8 x 96 x 72 (5s) =960" shelving
 - 611 x 72 x 84 (6s) =3,666" shelving
 - (6) 10 x 36 x 82 (6s) =1,296" shelving
 - (4) 12 x 36 x 42 (2s) =288" shelving
 - Total 15,197 lineal inches of shelving.
 - 10% More capacity than today.
 - Plan for 7' high double-face shelving units, 6 shelves high.
 - (77) 12x36x84 (6s) shelving units.
 - Total 16,632".

PUBLIC SPACES

COLLECTION SPACE *(CONTINUED)*

Adult

- Existing magazine racks.
 - (2) 12 x 36 x 83.
 - Adequate capacity.
- Existing newspaper rack.
 - 37 x 17 x 61
 - Adequate capacity.
- Existing DVD shelving.
 - (2) 6 x 37 x 84 (7s)
 - Should double capacity.
- Existing audio shelving.
 - (2) 6 x 37 x 84 (7s)
 - Should increase capacity by 33%.
- Existing oversize shelving.
 - (4) 12 x 37 x 82 (6s) =888" shelving
 - (6) 12 x 27 x 94 (6s) =972" shelving
 - Total 1,860 lineal inches of shelving.
 - Adequate capacity.
- Reference materials are part of stack space.
- Copier/printer.
 - Cabinet adjacent.

Adult Collection Space	Open	26'x32'	832 Sq. Ft.
------------------------	------	---------	-------------

Children's

- Existing stacks:
 - (13) 10 x 36 x 60 (4s) =1,872" shelving
 - (6) 32 x 60 x 10 (4s) =768" shelving
 - (1) 12 x 32 x 48 (3s) =96" shelving
 - (1) 48 x 44 x 10 (3s) =132" shelving
 - Total 2,868 lineal inches of shelving.
 - 25% More capacity than today.
 - Plan for 4' high double-face shelving units, 3 shelves high.
 - (34) 12x36x48 (3s) shelving units.
 - Total 3,672".
- Existing book bins.
 - (4) 42 x 24 (33" H)
 - Could try tiered approach, easier to access.
 - Should increase capacity by 20%.
- Existing DVD shelving.
 - (2) 6 x 37 x 48 (4s)
 - Should increase capacity by 50%.

PUBLIC SPACES

COLLECTION SPACE *(CONTINUED)*

Children's

- Existing audio shelving.
 - (2) 9 x 34 x 84 (7s)
 - Should increase capacity by 50%.
- Existing oversize shelving.
 - (2) 32 x 60 x 10 (4s) =256" shelving
 - Total 256 lineal inches of shelving.
 - Should increase capacity by 30%.
- Cabinets – maybe below bins.
 - Maybe a closet for storage of toys.
 - Easel.

Children's Collection Space	Open	15'x30'	450 Sq. Ft.
-----------------------------	------	---------	-------------

Young Adult

- Existing stacks:
 - (3) 34 x 9 x 84 (7s) =714" shelving
 - Total 714 lineal inches of shelving.
 - 100% More capacity than today.
 - Plan for 7' high double-face shelving units, 6 shelves high.
 - (7) 12x36x84 (6s) shelving units.
 - Total 1,512".
- Audio incorporated into stack.
- Oversize incorporated into stack with adjustable shelving.

Young Adult Collection Space	Open	6'x10'	60 Sq. Ft.
------------------------------	------	--------	------------

STUDY ROOM

- Flexible use space.
- (4) to (5) people.
- Could be used for small meeting.
- Nice space if possible.
- Tables and chairs.

FINISHES

- Possibly carpet squares.
- Painted gypsum board.
 - Maybe chair rail, wainscot.
- H.M. frame, S.C. door, side-lite.
- ACT.

Study Room	Closed	11'x13'	143 Sq. Ft.
------------	--------	---------	-------------

PUBLIC SPACES

COMMUNITY ROOM

- Multipurpose.
 - Movie, reading.
 - Board meeting.
- Wall could be opened to Library (nana-wall).
- (15) to (20) people.
- Audio visual system.
- Power/data in floor.
- Video monitor on wall.
- Charging along walls.
- Storage closet.
- Conference table for (8).
- Multi-function tables.
- Stackable chairs.
- Possible exterior windows that would require shades.
- Would like privacy.
 - Would also like visibility.
 - Depends on activity in room.
- Sound isolation is more important than privacy.
- Ideally could see from circulation desk.

FINISHES

- Upgraded finishes.
- Possibly carpet squares.
- Painted gypsum board.
 - Maybe chair rail, wainscot, wall covering.
- H.M. frame, S.C. door, side-lite.
- ACT.
- Ability to change light level.

Community Room	Closed	14'x22'	308 Sq. Ft.
----------------	--------	---------	-------------

RESTROOMS

- Multi-stall.
 - (2) Stalls each.
- Baby changing.
- Countertop; probably solid surface.
- Wall hung, flush valve toilets.
- Floor urinal.
- Floor drain (maybe primer).
- Maybe a Unisex Family Restroom.
- Automated controls on fixtures.
- Fans.
- (2) Air dryers.

PUBLIC SPACES

RESTROOMS

- Concern with view into room from Library.
- Water fountain – double unit.
 - Bottle filler.

FINISHES

- Ceramic wainscot.
- Ceramic floor.
- Stalls – partitions – durability.

Restrooms	Closed	(2) @ 10'x17'	340 Sq. Ft.
-----------	--------	---------------	-------------

CORRIDORS/CIRCULATION

- Area necessary to move around designated spaces.
- Corridors should be a minimum of 5' wide.

FINISHES

- Circulation space should be similar to adjacent spaces.

Corridors/Circulation		20%	698 Sq. Ft.
-----------------------	--	-----	-------------

SQUARE FOOTAGE CALCULATION

AREA OF FACILITY	TOTAL SQUARE FOOTAGE
PUBLIC SPACES	4,186 SQ. FT.

STAFF SPACES

OFFICE

- Director.
- Counter for 2nd workspace.
 - On the back wall.
- U-Shaped desk.
- (2) Guest chairs.
- Maybe 2-drawer lateral file.
- A small closet would be good.
- Near circulation desk.
- See Children's & Teen areas.
- Ability to see in as well.
- Computer/printer.

FINISHES

- Possibly carpet squares.
- Painted gypsum board.
- H.M. frame, S.C. door.
- ACT.

Office	Closed	12'x14'	168 Sq. Ft.
--------	--------	---------	-------------

STORAGE

- (2) Existing closets.
- Think twice existing area.
- Counter/cabinet for sorting/processing.
- Shelving along walls.
 - Probably 20 – 30 lin. ft.
- Close to circulation desk if possible.

FINISHES

- Could be concrete floor.
- Painted gypsum board.
- H.M. frame, S.C. door.
- ACT.

Storage	Closed	12'x20'	240 Sq. Ft.
---------	--------	---------	-------------

JANITOR

- Cleaning supplies.
- Mop sink.
- Floor drain.
- Equipment storage.
- Work done by Library employee.

STAFF SPACES

JANITOR *(CONTINUED)*

FINISHES

- FRP on walls.
- Sealed concrete floor

Janitor	Closed	8'x8'	64 Sq. Ft.
---------	--------	-------	------------

MECHANICAL

- Not sure if new facility should be connected to city boiler system.
- Should be a new efficient system.
- Zoning is important.
- Humidity control (optimal humidity).
- Exterior hose bibb.
- LED lighting.
- Air condition.
- Could be rooftop HVAC.
- Don't think a basement is a good idea.
 - May be OK if mechanical only.
- Not sure about sprinkler system, code may require.

FINISHES

- Could be concrete floor.
- Durable walls.
- H.M. frame, S.C. door.
- No ceiling.

Mechanical	Closed	12'x14'	168 Sq. Ft.
------------	--------	---------	-------------

I.T. CLOSET

- Router.
- No server.
- Small room.
- Ventilation or cooling may be required.
- Hard wire computers for staff.

FINISHES

- Could be concrete floor.
- Painted gypsum board.
- H.M. frame, S.C. door.
- ACT.

I.T. Closet	Closed	4'x6'	24 Sq. Ft.
-------------	--------	-------	------------

STAFF SPACES

CORRIDORS/CIRCULATION

- Area necessary to move around designated spaces.
- Corridors should be a minimum of 5' wide.

FINISHES

- Circulation space should be similar to adjacent spaces.

Corridors/Circulation	30%	199 Sq. Ft.
-----------------------	-----	-------------

SQUARE FOOTAGE CALCULATION

AREA OF FACILITY	TOTAL SQUARE FOOTAGE
STAFF SPACES	863 SQ. FT.



SQUARE FOOTAGE REQUIREMENTS

SUMMARY OF SPACES

ROOM	QUANTITY	DIMENSIONS	SIZE - SQ. FT.
PUBLIC SPACES			
Entry	1	8 x 10	80
Circulation Desk	1	12 x 18	216
Card Catalog	1	4 x 6	24
Adult Reader Seating	1	15 x 20	300
Children's Reader Seating	1	18 x 20	360
Young Adult Reader Seating	1	15 x 25	375
Adult Collection Space	1	26 x 32	832
Children's Collection Space	1	15 x 30	450
Young Adult Collection Space	1	6 x 10	60
Study Room	1	11 x 13	143
Community Room	1	14 x 22	308
Restrooms	2	10 x 17	340
Cooridors/Circulation	1	20%	698
PUBLIC SPACE SUB-TOTAL			4,186
STAFF SPACES			
Office	1	12 x 14	168
Storage	1	12 x 20	240
Janitor	1	8 x 8	64
Mechanical	1	12 x 14	168
IT Closet	1	4 x 6	24
Cooridors/Circulation	1	30%	199
STAFF SPACE SUB-TOTAL			863
SQUARE FOOTAGE SUB-TOTAL			5,049
10% WALL FACTOR			505
FACILITY TOTAL			5,554

SUMMARY OF AREAS

Public Spaces 4,186 Sq. Ft.

Staff Spaces 863 Sq. Ft.

TOTAL NET SQUARE FOOTAGE REQUIRED 5,049 SQ. FT.

10% Additional area required for thickness of both interior and exterior walls 505 Sq. Ft.

TOTAL GROSS SQUARE FOOTAGE REQUIRED 5,554 SQ. FT.



GENERAL NOTES

BUILDING NOTES

ARCHITECTURE

- Donor wall near entry.
- Clearly defined entry.
- Minimal maintenance.
- Grilles in glass.
- Round top windows (non-operable).
- Should look like it belongs in area.
 - Nicer.
 - Should know that it is a library.
 - Identifiable, stand out.
- Welcoming, appealing.

MECHANICAL

- Existing facility is heated by a central boiler in municipal building.
- Need better control of zones so entire space can remain comfortable.
- Need better system that can control humidity.
- Sprinkler system if required by code.
 - A3-Assembly is limited to 300 occupants or 12,000 SF of fire area.
 - The building area is limited to 6,000 SF if unprotected wood frame.
 - Options:
 - Firewall separation from municipal building.
 - Sprinkler entire facility.

TECHNOLOGY

- Video security (internal/external).
- Electronic access at exterior doors.
- Wi-Fi access in all areas of library.

NOTES

- Surveys:
 1. Build new adjacent.
 2. Add onto existing.
 3. Find an existing building.
 4. Combine with School.
- Volume of circulation has decreased.
 - 35,593 to 30,000±.
- Have seen an increase in online use.
 - Also an increase in number of people in facility.
- Interlibrary – 8,500 in and 7,500 out.

SITE NOTES

ACCESS

- Easy access for users.
- Not sure where parking will occur.
 - May necessitate additional access points to building.
- UPS/Fed Ex. Deliveries, no semi-truck deliveries.

PARCEL SIZE

- Two adjacent lots to east of existing facility.

ORIENTATION

- Front of building facing south.
 - If existing parcel is used.

DRAINAGE

- Will need to follow local and state requirements.
- Storm water most likely accounted for by City system.

EXPANSION

- Would most likely need to occur at another site.
 - Current site would not allow expansion without land acquisition.

PARKING

- Not anticipating parking on site.
- Could use the municipal lot behind Martin Center.
- Possibility of acquiring adjacent parcel as municipal lot.
- Street parking available.

LANDSCAPING

- Bench wall around planter.
 - Areas for reading.
- Landscaping at front.
 - If space allows.

LIGHTING

- Adequate lighting to maintain safety around building.
- Decorative lighting at entry.

UTILITIES

- All utilities are available in the street.
- May be able to connect to existing utilities in municipal building.

SITE NOTES

SIGNAGE

- Important to see.
 - May need to project off face of building.
 - Maybe a reader board.

REFUSE/RECYCLEABLES

- Would like an outside dumpster (not a lot).
- Shared by all building.
- Picked up by city.



ABBREVIATED DESIGN/BUILD CHECKLIST

ABBREVIATED DESIGN/BUILD CHECKLIST

DIVISION 1 - GENERAL REQUIREMENTS

- Summary of Work
- Allowances
- Measurement & Payment
- Alternates/Alternatives
- Coordination
- Field Engineering
- Regulatory Requirements
- Abbreviations & Symbols
- Identification Systems
- Reference Standards
- Special Project Procedures
- Project Meetings
- Submittals
- Quality Control
- Construction Facilities/Temporary Controls
- Material & Equipment
- Starting of Systems/Commissioning
- Contract Closeout
- Maintenance

DIVISION 2 - SITEWORK

- Subsurface Investigation
- Demolition
- Site Preparation
- Dewatering
- Shoring & Underpinning
- Excavation Support Systems
- Cofferdams
- Earthwork
- Tunneling
- Piles & Caissons
- Railroad Work
- Marine Work
- Paving & Surfacing
- Piped Utility Materials
- Water Distribution
- Fuel Distribution
- Sewerage & Drainage

DIVISION 2 - SITEWORK (Cont'd)

- Restoration of Underground Pipelines
- Ponds & Reservoirs
- Power & Communications
- Site Improvements
- Landscaping

DIVISION 3 - CONCRETE

- Concrete Form work
- Concrete Reinforcement
- Concrete Accessories
- Cast-In-Place Concrete
- Concrete Curing
- Precast Concrete
- Cementitious Decks
- Grout
- Concrete Restoration & Cleaning
- Mass Concrete

DIVISION 4 - MASONRY

- Mortar
- Masonry Accessories
- Unit Masonry
- Stone
- Masonry Restoration & Cleaning
- Refractories
- Corrosion Resistant Masonry

ABBREVIATED DESIGN/BUILD CHECKLIST

DIVISION 5 - METALS

- Metal Materials
- Metal Finishes
- Metal Fastening
- Structural Metal Framing
- Metal Joists
- Metal Decking
- Cold-Formed Metal Framing
- Metal Fabrications
- Sheet Metal Fabrications
- Ornamental Metal
- Expansion Control
- Hydraulic Structures

DIVISION 6 - WOOD AND PLASTICS

- Fasteners & Adhesives
- Rough Carpentry
- Heavy Timber Construction
- Wood-Metal Systems
- Prefabricated Structural Wood
- Finish Carpentry
- Wood Treatment
- Architectural Woodwork
- Prefabricated Structural Plastics
- Plastic Fabrications

DIVISION 7 - THERMAL & MOISTURE PROTECTION

- Waterproofing
- Damp-proofing
- Vapor & Air Retarders
- Insulation
- Fireproofing
- Shingles & Roofing Tiles
- Preformed Roofing & Cladding/Siding
- Membrane Roofing
- Traffic Topping
- Flashing & Sheet Metal
- Roof Specialties & Accessories
- Skylights
- Joint Sealers

DIVISION 8 - DOORS/WINDOWS

- Metal Doors & Frames
- Wood & Plastic Doors
- Door Opening Assemblies
- Special Doors
- Entrances & Storefronts
- Metal Windows
- Wood & Plastic Windows
- Special Windows
- Hardware
- Glazing
- Glazed Curtain Walls

DIVISION 9 - FINISHES

- Metal Support Systems
- Lath & Plaster
- Aggregate Coatings
- Gypsum Board
- Tile
- Terrazzo
- Acoustical Treatment
- Special Surfaces
- Wood Flooring
- Stone Flooring
- Unit Masonry Flooring
- Resilient Flooring
- Carpet
- Special Flooring
- Floor Treatment
- Special Coatings
- Painting
- Wall Coverings

ABBREVIATED DESIGN/BUILD CHECKLIST

DIVISION 10 - SPECIALTIES

- Chalkboards & Tackboards
- Compartments & Cubicles
- Louvers & Vents
- Grilles & Screens
- Service Wall Systems
- Wall & Corner Guards
- Access Flooring
- Specialty Modules
- Pest Control
- Fireplaces & Stoves
- Prefabricated Exterior Specialties
- Flagpoles
- Identifying Devices
- Pedestrian Control Devices
- Lockers
- Fire Protection Specialties
- Protective Covers
- Postal Specialties
- Partitions
- Operable Partitions
- Storage Shelving
- Exterior Sun Control Devices
- Telephone Specialties
- Toilet & Bath Accessories
- Scales
- Wardrobe & Closet Specialties

DIVISION 11 - EQUIPMENT

- Maintenance Equipment
- Security & Vault Equipment
- Teller & Service Equipment
- Ecclesiastical Equipment
- Library Equipment
- Theater & Stage Equipment
- Instrumental Equipment
- Registration Equipment
- Checkroom Equipment
- Mercantile Equipment

DIVISION 11 - EQUIPMENT (CONT'D)

- Mercantile Equipment
- Commercial Laundry & Dry Cleaning Equipment
- Vending Equipment
- Audio-Visual Equipment
- Service Station Equipment
- Parking Control Equipment
- Loading Dock Equipment
- Solid Waste Handling Equipment
- Detention Equipment
- Water Supply & Treatment Equipment
- Hydraulic Gates & Valves
- Fluid Waste Treatment & Disposal Equipment
- Food Service Equipment
- Residential Equipment
- Unit Kitchens
- Darkroom Equipment
- Athletic, Recreational & Therapeutic Equipment
- Industrial & Process Equipment
- Laboratory Equipment
- Planetarium Equipment
- Observatory Equipment
- Medical Equipment
- Mortuary Equipment
- Navigation Equipment

DIVISION 12 - FURNISHINGS

- Fabrics
- Artwork
- Manufactured Casework
- Window Treatment
- Furniture & Accessories
- Rugs & Mats
- Multiple Seating
- Interior Plants & Planters

ABBREVIATED DESIGN/BUILD CHECKLIST

DIVISION 13 - SPECIAL CONSTRUCTION

- Air Supported Structures
- Integrated Assemblies
- Special Purpose Rooms
- Sound, Vibration & Seismic Control
- Radiation Protection
- Nuclear Reactors
- Pre-Engineered Structures
- Pools
- Ice Rinks
- Kennels & Animal Shelters
- Site Constructed Incinerators
- Liquid & Gas Storage Tanks
- Filter Underdrains & Media
- Digestion Tank Covers & Appurtenances
- Oxgenation Systems
- Sludge Conditioning Systems
- Utility Control Systems
- Industrial & Process Control Systems
- Recording Instrumentation
- Transportation Control Instrumentation
- Solar Energy Systems
- Wind Energy Systems
- Building Automation Systems
- Fire Suppression & Supervisory Systems

DIVISION 14 - CONVEYING SYSTEMS

- Dumbwaiters
- Elevators
- Moving Stairs & Walks
- Lifts
- Material Handling Systems
- Hoists & Cranes
- Turntables
- Scaffolding
- Transportation Systems

DIVISION 15 - MECHANICAL

- Basic Mechanical Materials & Methods
- Mechanical Insulation
- Fire Protection
- Plumbing
- Heating, Ventilating & Air Conditioning (HVAC)
- Heat Generation
- Refrigeration
- Heat Transfer
- Air Handling
- Air Distribution
- Controls
- Testing, Adjusting & Balancing

DIVISION 16 - ELECTRICAL

- Basic Electrical Materials & Methods
- Power Generation
- High Voltage Distribution (Above 600 Volt)
- Service & Distribution (600 Volt & Below)
- Lighting
- Special Systems
- Communications
- Electric Resistance Heating
- Controls
- Testing