



Washington State Department of  
**Enterprise Services**  
REAL ESTATE SERVICES

# NEW SPACE ADDENDUM

LEASED SPACE REQUIREMENTS





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## **SECTION A: GENERAL REQUIREMENTS**

### **A0 INTRODUCTION**

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The purpose of the New Space Addendum is to define the minimum requirements and specifications for new leased space, which are to be provided at the cost of the Lessor unless a different cost allocation is provided in the Lease. RES may approve exceptions to some or all of the minimum requirements or related specifications found in the LSR Part B, depending upon the Agency program, the size and/or use of the leased space, the percentage of the building area occupied by the Agency, or other relevant factors. The Lessor may at its discretion and sole cost elect to exceed the minimum requirements established herein provided such work is consistent with the provisions of the Lease including the purposes of use.

### **A1 MINIMUM SITE REQUIREMENTS**

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#### **A1.1 PARKING, SIDEWALKS, CURBS, CURB CUTS, AND WHEEL STOPS**

The number of required parking spaces and the layout for sidewalks, curbs and cuts shall be determined by the regulations of the local zoning ordinances, the IBC, and RCW 43.01.240(3) – “Employee Parking Limitations” (Commute Trip Reduction), and others as specified in the Request for Proposal. All parking must be clearly identified and meet ADA requirements.

#### **A1.2 SITE ILLUMINATION AND SECURITY LIGHTING**

Provide full-coverage site illumination, including all parking areas and pedestrian pathways, as specified in Section 26 50 00. Submit drawings showing the site lighting configuration to the RES Design Professional for approval.

#### **A1.3 REFUSE RECEPTACLE**

Provide covered refuse receptacle(s) and screened enclosure as specified in Section 11 82 00.

#### **A1.4 FLAGPOLES**

Where tenant agencies lease 100% of the building, provide aluminum flagpoles and illumination devices as specified in Section 10 75 00.

#### **A1.5 LANDSCAPING**

For new construction and change-of-use facilities, provide landscaping that utilizes native and adaptive species and does not require irrigation outside of drought and establishment periods, see Section 32 90 00. If an irrigation system is already installed, the system must be separately metered.

#### **A1.6 UTILITIES TO THE SITE**

See requirements in Section A3.4.

### **A2 BASIC BUILDING REQUIREMENTS**

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#### **A2.1 BUILDING ENVELOPE**

All new work on building envelope (the exterior shell enclosing interior space) shall comply with Washington State Energy Code and all other applicable codes and requirements. Existing

buildings with a change of use or occupancy may require added insulation and/or glazing for the new use or occupancy. Provide a roof assembly that is free from leaks and complies with all provisions of Section 07 50 00. Promptly and properly repair any leak damage. Lessor guarantees that the structure is constructed and maintained to resist weather infiltration.

**A2.2 BUILDING INTERIORS**

All interior spaces shall be finished per the Finish Schedule in Division 09 00 00, unless otherwise noted. The main entrance(s) into the building shall be accessed through an enclosed vestibule if required by code.

**A2.3 SUBMITTALS & CERTIFICATIONS**

Provide project submittals and certifications as described in Section 01 33 00.

**A2.4 FLOOR CONSTRUCTION**

Floors shall be smooth and level, with no more than 1/4" variation in 10' horizontal. Substrate shall meet the finished flooring manufacturer's requirements for installation.

**A2.5 DEMOLITION & RECYCLING**

In addition to demolition indicated on the plans to accommodate the approved design, the Lessor for new leased space shall remove and replace all existing walls, millwork and millwork that does not conform to the Leased Space Requirements. Provide in quantity per Section B.

The Lessor's construction team shall develop and utilize a construction waste management plan that targets 50% of construction and demolition waste for recycling, where feasible.

**A2.6 COFFEE BARS AND LUNCHROOM COUNTERS**

Each coffee bar and lunchroom counter shall consist of: storage for cleaning and coffee supplies, plates, cups, and utensils; an accessible counter with stainless steel sink, hot water dispenser and soap dispenser; a full size refrigerator, microwave, and paper towel dispenser. Provide as specified in Sections 06 41 00, 10 28 00, 22 30 00 and 22 40 00. Provide in quantity per Section B.

**A2.7 DOORS AND HARDWARE**

Provide all entrance and exit doors complete with hardware, weather-stripping and cold weather fluid in the closers. Provide hardware for all doors that are within or connect to the scope of work in accordance with the project specifications. Basic hardware for all doors is specified in Section 08 70 00. Provide interior doors in quantity per Section B.

**A2.8 RELITES**

Provide relites as described in Section 08 50 00, and in quantity per Section B.

**A2.9 EXTERIOR GLAZING**

All new exterior glazing should comply with Washington State Energy Code requirements; existing buildings are not required to replace glazing unless it is at the end of its useful life. Provide roller shades or blinds on all exterior windows (see Section 08 80 00). Provide exterior glazing in quantity per Section B.

#### **A2.10 WALLS AND PARTITIONS**

Provide walls enclosing all restrooms, stairs, elevator and elevator machine rooms, mechanical shafts, and voice/data distribution rooms. Provide all demising walls between the State-leased facility and any adjacent interior spaces (used or unused). All demising walls, and partitions enclosing conference and training rooms, private offices, rest rooms, lunchrooms and mechanical rooms shall be sound attenuated. Provide sound attenuated walls as specified in quantity per Section B. Refer to Section 09 81 00 for performance requirements of sound-attenuated partitions.

Fire resistance rated walls and partitions shall be provided according to the requirements of the applicable Building Code.

#### **A2.11 FLOOR COVERING**

In all general office occupancies provide carpet tile as specified in Section 09 68 00, and base as specified in Section 09 65 13.

Provide ceramic tile flooring and wainscoting in all restrooms as specified in Section 09 30 00 (for leased spaces under 5,000 square feet, sheet vinyl flooring and plastic laminate wainscot may be substituted with approval of the RES Design Professional).

Provide resilient tile flooring such as luxury vinyl tile (LVT), luxury vinyl plank (LVP), or vinyl composition tile (VCT) in front of coffee bars and in lunchrooms per Sections 09 65 19.

Provide VCT per Sections 09 65 19, or polished concrete, in utility areas such as Janitor Closets, Information Technology (IT)/ Local Area Network (LAN) Rooms and Storage Rooms. Provide static dissipative flooring in all IT/LAN Rooms.

Provide project-approved slip-resistant flooring at all entrances and vestibules as specified in Division 09 00 00 or as shown on the plans.

#### **A2.12 CEILINGS**

Provide complete ceiling system composed of drywall or a suspended grid and ceiling tile as specified in Sections 09 00 00 and 09 50 00.

Open ceilings may be permitted at the discretion of the RES Design Professional, assuming exposed elements are orderly and neat in appearance.

#### **A2.13 WALL PROTECTION**

Provide chair rails on all walls in all conference/training rooms and public reception/waiting areas (see Section 06 20 00, 1.4). Provide corner guards on the "outside" corners of all walls in high-traffic areas (hallways, major circulation paths, public reception/waiting areas) (see Section 10 26 00).

#### **A2.14 SIGNAGE**

Provide tenant-identifying exterior signs, rest room signs, building directories, and all code-required interior signs or identification devices, including maximum occupant load for places of public accommodation or assembly. The location, application, construction, operation, and appearance of all signs shall be as described in Section 10 14 00.

### **A2.15 ELEVATORS**

If elevators are existing, they shall be upgraded to provide controls and signaling devices complying with current accessibility requirements.

### **A2.16 TOILET, SHOWER, AND CLEANING FACILITIES**

Where the government will occupy a full floor, restrooms shall be upgraded, including all associated finishes, equipment, fixtures, and accessories as specified in Sections 10 28 00 and 22 40 00.

Provide accessible shower facilities as required by the project program (see Sections 10 28 19 and 22 40 00) and in quantity per Section B. Showers shall be located adjacent to a water closet and sink.

Provide drinking fountains as required by code and bottle fillers in quantity per Section B (see Section 22 40 00).

Provide one janitor closet per floor with mop sink, mop holder, and 6 lineal feet of melamine or metal shelving in each janitor closet (see Sections 22 40 00, 1.4 and 06 41 00, 1.1).

## **A3 BASIC BUILDING SYSTEMS REQUIREMENTS**

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### **A3.1 BUILDING PERFORMANCE AND ENERGY WALK-THROUGH SURVEY**

For new space, including new leases in existing buildings, the building shell, weather-stripping, insulation (reference Division 07 00 00), HVAC (reference Division 23 00 00), electrical and lighting systems (reference Division 26 00 00) are required to meet or exceed these specifications and all applicable codes including current Washington State Energy Code.

Per RCW 43.19.685: where the State is a tenant in greater than 50% of the building, and where the leased area is greater than 3,000 sf, the Lessor shall conduct and submit to the RES Lease Agent an Energy Walk-Through Survey. Per RCW 43.19.670, the survey determines appropriate energy conservation maintenance and operating procedures and indicates the need, if any, for acquisition and installation of energy conservation measures and energy management systems. Walk-Through Survey forms are available online at

[https://des.wa.gov/about/forms-publications/forms#Real\\_Estate](https://des.wa.gov/about/forms-publications/forms#Real_Estate)

### **A3.2 HEATING, VENTILATING AND AIR CONDITIONING (HVAC) SYSTEMS**

For all portions of the State-leased space, provide an HVAC system(s) complying with all applicable provisions of Division 23 00 00.

HVAC systems for all new office space and major remodeled office space (totaling 50% or more of building area), shall have design work accomplished under the supervision of a licensed mechanical engineer. Provide certification and all performance documents as described in Division 01 77 00. (See also Section 23 00 00, 1.1)

For new State-leased space in existing buildings, return air plenums, ductwork and air-handling equipment shall be inspected by a licensed mechanical engineer or certified industrial hygienist to identify the presence of detectable contaminants or malfunctioning air handling systems. Where dust or other contaminants are present, the Lessor shall at its sole cost clean all associated air-handling equipment, and remove the source of any contaminants. Refer to Section 01 77 00.



**A3.3 ENERGY MANAGEMENT SYSTEM (E.M.S.)**

Provide a Direct Digital Control (DDC) E.M.S. with a computer-based front end with graphical interface on all new leased space over 25,000 square feet.

The E.M.S. shall control all HVAC equipment including exhaust fans. EMS may also be utilized for lighting controls.

Parking lighting is exempt from this requirement.

**A3.4 ELECTRICAL SERVICE TO BUILDING**

Provide building electrical service and distribution system, including panels and subpanels to accommodate the following loads:

- 4.0 watts/sf for receptacles and miscellaneous office loads
- 0.8 watts/sf for lighting loads
- Power supply to HVAC equipment based on heating and cooling loads defined in Division 23 00 00.

Distribution for the 4.0 watts/sf for receptacle and miscellaneous loads shall be provided at 120/208V and shall include one 42 circuit electrical panel board for every 6,000sf.

Do not locate transformers within 15'-0" of a voice/data distribution room. Do not locate microwave ovens, electric panels, or wiring in non-metallic conduit closer than 3'-0" from a voice/data distribution room. (Refer to Division 26 00 00).

**A3.5 ELECTRICAL RECEPTACLES**

Provide circuitry and new standard-power duplex receptacles in quantity per Section B Minimum Requirements worksheet, at the lessor's sole cost and expense. All circuits and receptacles shall be configured and identified as indicated in Section 26 05 33. Landlord-provided receptacles may include those dedicated to open-office systems furniture. Additional circuits, isolated-ground circuits and receptacles, and special receptacles (30-amp and above) are Additional Tenant Improvements when shown on RES-approved drawings or change orders (see additional requirements in Division 26 00 00). Provide certification as described in Section 01 77 00.

**A3.6 LIGHT FIXTURES**

Provide lighting as specified in Sections 26 50 00.

**A3.7 SERVICE POLES**

Where Tenant Agency is providing electrified systems furniture, provide "hot" junction boxes at ceiling, walls, or floor as indicated on drawings, and connect the systems furniture wiring (supplied by State vendor) to the "hot" boxes after the systems furniture has been moved in and installed by the State's vendor. Provide a maximum of six standard-power duplex receptacles on each non-dedicated circuit. (See B3.5 above and Section 26 27 00, 1.2).

Service Poles (power duct posts) are acceptable only in open office areas or when shown on the RES-approved drawing or pre-approved in writing by the RES Design Professional.

**A3.8 VOICE/DATA SERVICE DROP (DEMARICATION)**

Lessor shall provide a minimum of (4) 4" diameter conduits from points of service in the street or right-of-way to the demarcation points in the building. Provide separate access (pull) boxes

located at point of service, changes in direction, and at regular intervals. Provide pull strings in each conduit.

If existing facilities have less than (4) 4" diameter conduits, please alert the RES Design Professional as they may be acceptable pending review of service connectivity and building size.

**A3.9 TENANT'S VOICE/DATA DISTRIBUTION ROOM(S)**

Lessor shall provide voice/data room(s) in quantity per Part Minimum Requirements worksheet with the location(s) as approved by RES Design Professional or as shown on the drawing. The room(s) shall have a separate HVAC system per Section 23 00 00, 1.4. Provide fire-retardant treated plywood equipment boards for Tenant Agency's use in each voice/data distribution room (see Section 06 20 00, 1.2).

**A3.10 VOICE/DATA CABLES AND RECEPTACLES (TELEPHONES AND COMPUTERS)**

Lessor shall provide new combined-use rough-in outlets with conduit (see Section 27 00 00, 1.2) in quantity per Part Minimum Requirements worksheet. Cable, installation, and trim-out to be by State Agency's vendor, or as an Additional Tenant Improvement. Where requested as additional tenant improvement, provide a cable management system as described in Division 27 00 00.

**A3.11 SECURITY ACCESS SYSTEMS**

Lessor shall provide 1 single-gang rough-in box with conduit (see Section 27 00 00, 1.2) at each of the locations described below for housing the State Agency's vendor-provided security access system card reader. All such boxes shall be co-located or grouped with any automatic door opener activators or similar devices, and be mounted on the strike side of each door, as to comply with accessibility requirements. Each door served by a card reader-activated access system shall be equipped with an electric/electronic strike or lockset (including appropriate electrical provisions) with emergency key override. See Section 08 71 00.

Required locations for rough-in boxes:

- Adjacent to exterior door(s) serving as a pathway (either public or private) directly accessing the building's common interior public areas (verify door locations with RES Design Professional)
- Adjacent to each door directly accessing the agency's space from common interior public areas (corridors, lobbies, stairwells, etc.) at each floor
- Adjacent to each door within the agency's space that accesses each LAN/WAN room, human resources file room, and the equipment room housing the security access system controls

**A3.12 SECURITY SURVEILLANCE SYSTEMS**

Lessor shall provide 1 rough-in box (including 2 parallel integral 1" conduits, see Section 27 00 00, 1.2) at each of the locations described below for housing the State Agency's vendor-provided security surveillance system. All such boxes shall be located to allow a clear, uninterrupted view of the intended door, and shall be mounted to be resistant to vandalism.

Required locations for rough-in boxes:

- Serving each primary and secondary building entrance
- Serving each door directly accessing the agency's space from common public areas (corridors, lobbies, stairwells, etc.) at each floor

**A3.13 UTILITIES WITHIN THE BUILDING**

Provide pathways, vaults, and demarcation points and all utilities required by the Tenant Agency from the site and throughout the building to the Tenant Agency's termination room(s). Installation of pathways and equipment shall be coordinated by the Lessor to insure that they are available and that they will meet the move-in schedule of the Tenant Agency. (See also Parts B3.7 and B3.8).

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**SECTION B: MINIMUM REQUIREMENTS QUANTITY WORKSHEET**

<b><u>Total Rentable Area of Leased Space</u></b>	SF
<b><u>02 41 00 Demolition (See A2.5)</u></b>	
<b>Amount of Demolition Required</b>	LF
Provide 10 lineal feet of complete wall demolition for every 1,000 square feet of leased space.	
<b><u>06 41 00 Architectural Woodwork &amp; 22 30 00 Plumbing Equipment (See A2.6)</u></b>	
<b>Coffee Bars Required</b>	QTY
1 per floor for leased space up to 10,000 square feet. Provide 1 additional for spaces over 10,000 square feet per floor.	
<b><u>08 10 00 Doors and Frames &amp; 08 70 00 Door Hardware (See A2.7)</u></b>	
<b>Quantity of Doors Required</b>	QTY
Provide 1 door with basic hardware set for every 400 square feet of leased space (see standard door hardware set definition in Section 08 71 00).	
<b><u>08 50 00 Windows (See A2.8)</u></b>	
<b>Quantity of Relites Required</b>	SF
Provide 20 square feet of new relites for every 1,000 square feet of leased space. Refer to drawings for configuration and location.	
<b><u>08 80 00 Glazing (See A2.9)</u></b>	
<b>Quantity of Exterior Glazing Required</b>	SF
Provide a minimum of 6% of the floor area of a leased space in exterior glazing.	
<b><u>09 20 00 Plaster and Gypsum Board &amp; 09 81 00 Acoustic Insulation (See A2.10)</u></b>	
<b>Quantity of Walls Required</b>	LF
Provide 75 lineal feet of full height, sound-attenuated wall for every 1,000 square feet of leased space.	
<b><u>10 20 00 Interior Specialties &amp; 22 40 00 Plumbing Fixtures (See A2.16)</u></b>	
<b>Quantity of ADA Compliant Showers Required</b>	QTY
Provide 2 ADA compliant accessible showers (one men's and one women's) for any leased space exceeding 20,000 square feet.	
<b><u>22 40 00 Plumbing Fixtures (See A2.16)</u></b>	
<b>Quantity of Bottle Filling Drinking Fountains Required</b>	QTY
Provide 1 bottle filling drinking fountain in every leased space and 1 additional bottle-filling fountain for spaces exceeding 5,000 square feet. Drinking fountains shall be provided per IBC requirements.	
<b><u>23 00 00 HVAC E.M.S. and DDC Components (See A3.2)</u></b>	
<b>Requirement to provide EMS/DDC System</b>	QTY
Provide a Direct Digital Control (DDC) E.M.S. with a computer-based front end with graphical interface on all new leased spaces exceeding 25,000 square feet.	
<b><u>26 00 00 Electrical &amp; 26 05 33 Raceway and Boxes for Electrical Systems (See A3.5)</u></b>	
<b>Quantity of Electrical Receptacles Required</b>	QTY
Provide 1 standard power duplex receptacle for every 75 square feet of leased space. Up to 10% of required outlets may count as dedicated 20-amp receptacles at the discretion of the lessee.	
<b><u>27 00 00 Communications &amp; 26 05 33 Raceway and Boxes for Electrical Systems (See A3.10)</u></b>	
<b>Quantity of Voice/ Data Receptacles Required</b>	QTY
Provide 1, combined-use, rough-in outlet with 1" conduit for every 100 square feet of new leased space.	

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## APPENDIX B: BID COST BREAKDOWN – MINIMUM REQUIREMENTS

Project #		Address		RES Design Professional				
SR&L #		City		RES Lease Agent				
Agency		Rentable Area (SF)		Agency Facility Planner				
Lessor & Phone #				Date				
Contractor & Phone #				Revised				
Item	Total Units	Units Type	Unit Cost	Total Cost	Cost to Lessor		Cost to Agency	
					% or #	\$ Cost	% or #	\$ Cost
Demolition (A2.5)		lf		\$0.00		\$0.00	0	\$0.00
Coffee Bars (A2.6)		ea		\$0.00	1	\$0.00	0	\$0.00
Interior doors /hardware (A2.7)		ea		\$0.00		\$0.00	0	\$0.00
Relites (A2.8)		sf		\$0.00		\$0.00	0	\$0.00
Exterior glazing (A2.9)		sf		\$0.00		\$0.00	0	\$0.00
Interior walls (A2.10)		lf		\$0.00		\$0.00	0	\$0.00
Showers (A2.16)		ea		\$0.00	0	\$0.00	0	\$0.00
Drinking Fountains (A2.16)		ea		\$0.00	1	\$0.00	0	\$0.00
EMS/DDC for HVAC (B3.2)		ea		\$0.00	0	\$0.00	0	\$0.00
Std duplex receptacles (B3.5)		ea		\$0.00		\$0.00	0	\$0.00
Voice/Data rough-ins (B3.10)		ea		\$0.00		\$0.00	0	\$0.00
				\$0.00		0.00		0.00
				\$0.00		0.00		0.00
				\$0.00		0.00		0.00
				\$0.00		0.00		0.00
				\$0.00		0.00		0.00
				\$0.00		0.00		0.00
				\$0.00		0.00		0.00
				\$0.00		0.00		0.00
				\$0.00		0.00		0.00
				\$0.00		0.00		0.00
<b>Project Cost Subtotal</b>				<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
Total Project Mark-Up (15% max) per LSR section 3.8			0%	\$0.00		\$0.00		\$0.00
State Sales Tax			0%	\$0.00		\$0.00		\$0.00
<b>TOTAL PROJECT COST</b>				<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>COST PER SQUARE FOOT</b>				#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Method of Payment:</b> Cash upon project completion, unless agreed otherwise. Up to 80% payable at substantial completion.								
<b>Approvals</b>								
<b>Lessor</b>	<b>Agency Facility Planner</b>		<b>RES Lease Agent</b>		<b>RES Design Professional</b>			
<b>Date:</b>	<b>Date:</b>		<b>Date:</b>		<b>Date:</b>			

LSR New Space Addendum 1.0 Compliant

**END OF NEW SPACE ADDENDUM**