

**OFFICE STANDARDS****500.001 - INTRODUCTION****1.1 OVERVIEW**

- A. **History.** Beginning in 2011, the office standards were developed by BJC Planning, Design & Construction. These standards began as office layout standards developed for the BJC Learning Institute, and have evolved to include lessons learned from the Center for Outpatient Health, The Commons, and the Mid-Campus Center buildings.
- B. **Purpose.** The purpose of this standard is to provide design and construction professionals and all project stakeholders with a comprehensive set of standards that clearly communicate BJC's expectations. As a result, these standards are expected to:
  - 1. Create standard environments to maximize safety and efficiency
  - 2. Decrease construction costs
  - 3. Reduce design and construction schedule
- C. **Project Types.** Office buildings offer interior spaces for business occupancy functions. As such, these project types may include shell and core project types (freestanding structures and building additions) and tenant fit outs of leased space.
  - 1. **Shell and Core projects.** The planning and design of the shell and core of an administrative office building includes the building's substructure, superstructure, exterior envelope, infrastructure and interior non-rentable public spaces as necessary to support tenant activities. These projects can include construction of a freestanding structure, the addition to an existing structure, and repairs and maintenance activities. The building owner is generally responsible for those shell and core project costs.
  - 2. **Tenant projects.** The planning and design of tenant projects in an administrative office building is usually the result of BJC departmental expansions and relocations. Managing these space needs is the responsibility of BJC Real Estate and the design and construction is most often managed by BJC PD&C. There are other tenant types that will influence the development and project requirements.
- D. **Tenants.** For tenant projects in an administrative office setting, understanding the tenant and the building owner is important to identify the requirements and standards that apply. The primary tenants in an office building are as follows.
  - 1. BJC Medical Group is a BJC physician-led organization that provides medical care to people in the St. Louis region including mid-Missouri and Southern Illinois. The medical group includes over 500 doctors and specialists practicing in over 100 locations and is supported by an administrative office staff. The planning and design of BJCMG office projects is most often managed by BJC PD&C, however many of the requirements follow the BJCMG standards.

2. BJC HealthCare departments are those corporate departments that directly and indirectly support the clinical functions of BJC. Often, these departments are located in buildings not directly connected to the hospitals.
  3. Washington University School of Medicine employs a number of staff in administrative roles to support the over 1,300 physicians in the group.
  4. Other tenants may include those companies that support or partner with either BJC HealthCare or Washington University School of Medicine and are co-located in our facilities.
- E. **Building Owner.** Establishing building ownership is important to identify the requirements and standards that apply. Building ownership of a medical office building will be one of the following four types.
1. **BJC HealthCare.** In this instance, BJC HealthCare, or one of its hospital entities, is the sole building owner. The administrative offices building are not necessarily located on a hospital campus and the buildings are typically freestanding structures. These buildings are generally not directly connected to the main hospital with enclosures and walkways. An example of BJC HealthCare as sole owner of an administrative office building is the Commons.
  2. **Joint ownership – BJC HealthCare and Washington University School of Medicine.** While joint ownership for office buildings is uncommon, building ownership can be in the form of a joint venture or partnership between BJC HealthCare and Washington University School of Medicine. When joint ownership occurs, it is important to understand the terms of the ownership agreement including the financial responsibilities, project management, leadership approvals, standards, and project processes of both parties.
  3. **Washington University School of Medicine.** In this instance, Washington University School of Medicine is a sole building owner. BJC HealthCare would be interested in the standards and requirements only from a tenant perspective. An example of a Washington University School of Medicine-owned office building is the Mid-Campus Center.
  4. **Building owner other than BJC HealthCare and Washington University School of Medicine.** This is a situation where a private developer/landlord is building or has built a building to which a BJC HealthCare tenant (BJC Medical Group, BJC HealthCare, BJC departments) is leasing space. Understanding the terms and conditions of these leases is very important and will drive the development and execution of the project. An example of this is the BJC Learning Institute.
- F. **Types of Standards/Requirements.** Only standards developed by BJC HealthCare, PD&C are contained in this chapter. Tenants and other building owners may have their own set of standards that must be considered when developing the project and are not included herein. In addition, those standards may not form a complete set of requirements. As such, the types of standards that must be considered when
1. **General Requirements.** Related to Section 501, these requirements include general process and procedural requirements related to planning and design activities.

2. Room/Department Requirements. Related to Section 502, these requirements are based on specific operational and functional considerations, size/dimension, spatial relationships, Room Data Sheets, or other room type considerations.
  3. Building Component Requirements. Related to Section 503, these requirements are based on building elements and identify quality requirements for building materials, systems, and components.
  4. Finish Standards. These requirements identify the colors, patterns and finishes expected by building owners and/or tenants.
- G. Application of Standards. The application of standards with regard to building owner and tenant is represented in the following table. Where more than one requirement or standard exists, the design professionals shall review and coordinate all applicable requirements as necessary and in agreement with all parties.

Table. Requirements and standards matrix for Office projects.

Building Owner	Requirement and Standard Types	Shell and Core	Tenant			
			BJC Medical Group (BJCMG)	BJC HealthCare	Washington University School of Medicine	Other tenant
BJC HealthCare	general requirements	note 1 (MoP Sect. 501)	note 1 (MoP Sect. 501) , note 2	note 1 (MoP Sect. 501)	note 1 (MoP, Sect. 501) , note 4	note 1 (MoP Sect. 501) , note 5
	room/department requirements	note 1 (MoP, Sect. 502)	note 2	note 1 (MoP Sect. 502)	note 4	note 5
	building component requirements	note 1 (MoP Sect. 503)	note 1 (MoP Sect. 503)	note 1 (MoP Sect. 503)	note 1 (MoP Sect. 503), note 4	note 1 (MoP Sect. 503), note 5
	finish standard	note 1	note 1, note 2	note 1	note 1, note 4	note 1, note 5
Joint Building Ownership: BJC HealthCare and Washington University School of Medicine	general requirements	note 1 (MoP Sect. 501), note 4	note 1 (MoP Sect. 501), note 2, note 4	note 1 (MoP Sect. 501), note 4	note 1 (MoP Sect. 501), note 4	note 1 (MoP Sect. 501), note 4, note 5
	room/department requirements	note 1 (MoP, Sect. 502), note 4	note 2	note 1 (MoP, Sect. 502), note 4	note 4	note 5
	building component requirements	note 1 (MoP, Sect. 503), note 4	note 1 (MoP, Sect. 503), note 2, note 4	note 1 (MoP, Sect. 503), note 4	note 4	note 5
	finish standard	note 1, note 4	note 1, note 2, note 4	note 1, note 4	note 1, note 4	note 1, note 5
Washington University School of Medicine	general requirements	Projects not managed by BJC PD&C.	note 2, note 4	note 1, note 4	Projects not managed by BJC PD&C.	Projects not managed by BJC PD&C.
	room/department requirements		note 2	note 1		
	building component requirements		note 1 (MoP, Sect. 503), note 2, note 4	note 1 (MoP, Sect. 503), note 4		
	finish standard		note 2, note 4	note 1, note 4		
Building Owner other than BJC HealthCare and Washington University School of Medicine	general requirements	Projects not managed by BJC PD&C. Building owner controls shell and core requirements however it is preferred for BJC standards (MoP Chapter 5) be followed	note 1 (MoP Sect. 501), note 2	note 1 (MoP Sect. 501)	Projects not managed by BJC PD&C.	Projects not managed by BJC PD&C.
	room/department requirements		note 2	note 1		
	building component requirements		note 1 (MoP Sect. 503), note 2	note 1 (MoP Sect. 503)		
	finish standard		note 2	note 1		

Notes

1	Coordinate requirements with BJC HealthCare.
2	Coordinate requirements with BJC Medical Group.
3	
4	Coordinate requirements with Washington University School of Medicine.
5	Coordinate requirements with tenant.
6	

## 1.2 CHAPTER INFORMATION

- A. Volume 1, Chapter 5 of the Manual of Practice contains planning and design requirements for office buildings, interior environments and its associated site. This includes, but is not limited to, demolition, interior renovation, exterior renovation, building additions, freestanding buildings, site work, and infrastructure activities. It does include requirements for all spaces within the office building, including tenant office areas and workstation requirements. This chapter is organized into 3 sections and contain the following documents.

### **section 501 GENERAL REQUIREMENTS**

This section contains general information related to planning and design requirements for office buildings. The documents describe basic processes, procedures and deliverable requirements when providing planning and design services for these projects.

501.101 General Planning Requirements (Shell and Core and Tenant Fit Out)

501.201 General Architectural Design Requirements (Shell and Core and Tenant Fit Out)

501.202 *(reserved for General Engineering Design Requirements)*

### **section 502 SPATIAL REQUIREMENTS**

This section contains department-based planning and design-related requirements for office buildings. The information includes diagrams, Room Standards, Room Data Sheets, and other similar items which communicate BJC's expectations for the rooms and departments. The documents in this section are organized by the following department groupings.

502.420 Building Support, Public (Shell and Core)

502.430 Building Support, Operations (Shell and Core)

### **section 503 BUILDING COMPONENT REQUIREMENTS**

This section contains performance, prescriptive and proprietary standards for products, systems, materials, and components for office buildings. The documents in this section support the development of the drawings and technical specifications. The documents in this section are organized based on ASTM E1557 and National Institute of Standards and Technology publication titled *UNIFORMAT II Elemental Classification for Building Specifications, Cost Estimating, and Cost Analysis*.

503.101 Substructure, Foundations (Shell and Core)

Standard Foundations (A1010)

Slab on Grade (A1030)

503.201 Shell, Superstructure (Shell and Core)

- Floor Construction (B1010)
- Roof Construction (B1020)
- 503.202 **Shell, Exterior Enclosure (Shell and Core)**
  - Exterior Walls (B2010)
  - Exterior Windows (B2020)
  - Exterior Doors (B2030)
- 503.203 **Shell, Roofing (Shell and Core)**
  - Roof Covering and Support Structures (B3010)
- 503.301 **Interiors, Interior Construction (Shell and Core and Tenant Fit Out)**
  - Partitions (C1010)
  - Interior Doors (C1020)
  - Accessories/Fittings (C1030)
  - Fabricated Toilet Partitions (C1031)
  - Casework (C1038)
- 503.302 **Interiors, Stairs (Shell and Core)**
  - Stair Construction (C2010)
  - Stair Finishes (C2020)
- 503.303 **Interiors, Finishes (Shell and Core and Tenant Fit Out)**
  - Wall Finishes (C3010)
  - Floor Finishes (C3020)
  - Base Finishes (C3025)
  - Ceiling Finishes (C3030)
- 503.401 **Services, Conveying (Shell and Core)**
  - Elevators and Lifts (D1010)
- 503.501 **Equipment and Furnishings, Equipment (Tenant Fit Out)**
  - Institutional Equipment (E1020)
- 503.601 **Special Construction and Demolition Special Construction (Tenant Fit Out)**
  - Radiation Protection (F1032)
- 503.701 **Sitework, Site Preparation (Shell and Core)**
  - Site Earthwork (G1030)
- 503.702 **Sitework, Site Improvements (Shell and Core)**
  - Roadways (G2010)
  - Pedestrian Paving (G2030)
  - Landscaping (G2050)

END OF DOCUMENT