



APPENDIX H: DPS STANDARDS (08.08.2006)

Appendix H: DPS Facilities Requirements

A. Space Requirements - At A/E kick-off meeting, it will be determined which spaces are required for the specific facility:

___ Major	22' x 18' (396 sf) plus 42 sq. ft. for storage (total 438 sf)
___ Captain and Adjutant	14' x 18' (252 sf) plus 42 sq. ft. for storage (total 294 sf)
___ Lieutenant	14' x 14' (196 sf) plus 42 sq. ft. for storage (total 238 sf)
___ Sergeant	12' x 13' (156 sf) plus 32 sq. ft. for storage (total 188 sf)
___ Sgt. Investigator / Ranger Sgt. (2 person office)	15' x 15' (225 sf) plus two (2) 21 sq. ft. closets (total 267 sf)
___ Safety Education Trooper	12' x 13' (156 sf) plus 60 sq. ft. for storage (total 216 sf)
___ Recruiter	12' x 12' (144 sf) plus 42 sq. ft. for storage (total 186 sf)
___ DL Fraud Trooper (2 person office)	15' x 15' (225 sf) plus two (2) 21 sq. ft. closets (total 267 sf)
___ Other Trooper (i.e. Warrant, ...)	12' x 12' (144 sf) plus 12 sq. ft. for storage (total 156 sf)
___ Regional Supervisor (i.e. Communications, MVI, ...)	12' x 13' (156 sf) plus 32 sq. ft. for storage (total 188 sf)
___ Communication Supervisor	12' x 12' (144 sf) plus 42 sq. ft. for storage (total 198 sf)
___ Regional Lab Manager	14' x 14' (196 sf) plus 12 sq. ft. for storage (total 208 sf)
___ Quality Assurance Lab Manager	12' x 13' (156 sf) plus 32 sq. ft. for storage (total 188 sf)
___ Other Supervisor (i.e. MVI Field, AIS, ...)	12' x 12' (144 sf) plus 12 sq. ft. for storage (total 156 sf)
___ Victim Services Counselor	12' x 13' (156 sf) plus 32 sq. ft. for storage (total 188 sf)
___ Regional Liaison Officers	12' x 13' (156 sf) plus 42 sq. ft. for storage (total 198 sf)
___ ALR Attorney	12' x 13' (156 sf) plus 42 sq. ft. for storage (total 198 sf)
___ Secretary	120 sq. ft. plus 64 sq. ft. for files and storage
___ 2-Secretary	180 sq. ft. plus 90 sq. ft. for files and storage
___ Squad Room (THP, DLD, Administrative Trooper, VI Inspectors)	70 sq. ft. per person plus evidence storage with separate bin (2' x 4' each) for each
___ Evidence Room (THP) Services	60 sq. ft. (Increase as needed)
___ Driver License Report Room	70 sq. ft. per Trooper (120 sq. ft. min.)
___ DL Check-out Room	100 sq. ft.
___ DL Interview Room	121 sq. ft.



APPENDIX H: DPS STANDARDS (08.08.2006)

_____	Holding Cell	48 sq. ft.
_____	Conference / Training Room	20-30 sq. ft. per occupant (144 sq. ft. minimum)
_____	Break Room	Size based on number of employees
_____	Janitorial	60 sq. ft. (include mop sink)
_____	Janitorial Supply Storage	40 sq. ft.
_____	Copy /Mail Room	100 sq. ft.
_____	Auto Storage	120+ sq. ft. (depends on size of facility)
_____	Lab Vehicle Search Bay	24 x 30 (720 sf)
_____	Communication Center	25' x 25' plus unisex accessible restroom (Increase as needed)
_____	Communication Storage / Operator	144 sq. ft. (preferred 12' x 12')
_____	Radio Equipment Room	160 sq. ft. minimum (may be separate facility in larger office)
_____	Fitness Room	475 sq. ft. (620sq. ft. in larger office)

- Each building should be equipped with vestibules, rear entries (with canopy) and adequate number of employee and public parking spaces.
- Driver License areas should be equipped with central storage for forms and a check-up area, when practical, separated from public access. Driver License areas should be sized to meet public demand for services.
- In areas where a facility is designated as Driver License but Highway Patrol Troopers conduct business, a Highway Patrol Squad Room should be provided.
- Employee only restrooms are preferred with public restrooms in the Driver License area.
- Fire-rated corridors should have walls to the deck; no tunnel ceiling.
- If required, items such as fuel tanks, security and landscape should be addressed and included in the project budget.
- Communications should have a restroom for the operator, storage for forms at least 60 sq. ft. and 100 sq. ft. for radio equipment. The supervisor's office should be 168 sq. ft.

**APPENDIX H: DPS STANDARDS (08.08.2006)****B. Division Requirements****Division 2 - Sitework**

- a. 45° - 60° angled parking is preferred over 90° parking.
- b. Specify one (1) wheel stop per two parking spaces, where curb and gutters are not present, to protect landscaping/light poles etc..., or as required by accessible standards.
- c. If required, truck parking area to be concrete paved.
- d. Specify termite control.
- e. If required, landscape should be xeriscape.
- f. If irrigation system is required – specify separate water meter.

Division 4 – Masonry

- a. Masonry exterior finish can be split-face block or brick. Specify smooth block at top course or transition to other finish (i.e. split-face to brick or split-face to plaster, etc...).
- b. Specify control joints and expansion joints as required.
- c. Fire Arms Test Rooms require full height masonry walls for safety.

Division 6 – Wood and Plastics

- a. Specify wood blocking behind all bathroom accessories, miscellaneous specialty items and upper cabinets.
- b. Refer to sketch SK-1 and Section A for requirements at Driver License (DL) counter and platform.
- c. Each cash drawer at DL counter to be keyed differently.
- d. Specify upper and lower cabinets behind DL counter.
- e. Specify three adjustable, 14"-deep shelves at all Storage areas.

Division 7 – Thermal and Moisture Protection

- a. Do not specify lay-in ceiling insulation.
- b. Standard on flat roofs shall be Coal Tar Elastomeric Membrane (CTEM).
- c. Roof shall have a ¼" per foot slope at all areas as a minimum.
- d. No interior roof drains.
- e. Downspouts with splash blocks or gutter boots with PVC drain pipe under stamped steel walk plates if located near or at sidewalks. Hard pipe all downspouts to drain away from building perimeter.
- f. Standard on a pitched roof shall be a 3-tab composition shingle with a 30-year warranty. Minimum pitch to be a 4 / 12 pitch.
- g. Pitched roofs shall be guttered 100% of the building perimeter. Follow the guidelines pointed out on item (e) above pertaining to downspouts.
- h. Exterior wall sheathing shall tongue and groove or per Structural requirements). All joints to be taped and compatible asphalt mastic applied over the entire surface. All fenestrations, roofing systems, and brick lugs shall be properly flashed. In all other areas, vapor barrier shall be installed.
- i. Fire Arms Test Rooms require sound insulation as specified by DPS during Design Phase.

**APPENDIX H: DPS STANDARDS (08.08.2006)****Division 8 – Doors and Windows**

- a. Provide HM doors and frames at all exterior doors except at entrance.
- b. Provide storefront system at entries.
- c. Interior door frames shall be knock down.
- d. Interior doors shall be painted or stained. No plastic laminate.
- e. Typical door height: 7'-0".
- f. Windows size shall be uniform whenever possible. No full height windows.
- g. Specify keyless entry for interior and exterior employee-only doors.
- h. Specify non-removable pin door hinges for the following rooms: Evidence Room, investigator closets and Holding Cell.

Division 9 – Finishes

- a. Walls
 1. Gypsum board should be 5/8" above the floor and apply sealant at bottom track.
 2. Specify moisture –resistant gypsum board for areas subject to moisture (i.e., restrooms, janitor closets, break rooms, etc.).
 3. Walls to be built 4" to 6" minimum above ceiling; pass-through ceilings are not acceptable.
 4. Specify 4'-0" high, 2" clear corner guards at all exposed corners.
 5. Ceramic Tile - Specify bull nose cap trim with cove base and pre-fabricated corner.
 6. Wall tile to be 8" x 8" minimum with a 30-70% color blend to be selected from manufacturer's standard colors.
 7. Specify use of rubber cove base (except at tiled walls).
 8. Specify vinyl wall covering at corridors and offices.
- b. Floors
 1. Floor tile (Ceramic) to be 8" x 8" or 12" x 12" and (VCT) 12" x 12"; color to be selected from manufacturer's standard colors.
- c. Ceilings
 1. No recessed ceiling tile.
 2. 9'-0" minimum ceiling height.
3. Unless in a high moisture area, specify 2' x 4' ceiling grid.

Division 10 – Specialties

- a. Specify floor-mounted plastic-laminated toilet partitions.
- b. Provide a 30'-0" flagpole with all weather landscape approach.
- c. Lighting at flag poles shall comply with applicable code and statutes.
- d. Specify accessible signage at all rooms.
- e. Accessible parking signs shall not interfere with the clear space required at sidewalks.
- f. Building plaque (see attached SK-3).
- g. DPS seal (see attached SK-4).
- h. Building lettering to be 8" Helvetica medium font.
- i. Fire Protection shall be specified in compliance with accessibility requirements (i.e. VAV boxes in Janitor's closets, accessible storage rooms, storage file rooms, etc.).
- j. Provide a baby changing station at each public restroom as required.
- k. High Density Shelving required in:
 1. Fire Arm Weapons Evidence Storage.
 2. DNA Evidence Storage.
 3. Main Evidence Vault.
4. Lab Records File Room.

**APPENDIX H: DPS STANDARDS (08.08.2006)****Division 15 - Mechanical**

- a. Specify hail guards to be provided and installed on condensing units at no extra cost to the Owner. If manufacturer does not provide hail guards as an option, Contractor shall install custom-made guards fabricated of ½" square hail screen cloth.
- b. Air return system through corridors via door louvers is not desired.
- c. Variable Air Volume (VAV) systems are not desired.
- d. Duct insulation to be exterior; inner duct insulation or fiber duct are not acceptable.
- e. No Testing and Balance (T&B) specification is required; Owner will contract for T&B separately.
- f. Drinking fountains should be refrigerated and hi/lo where required.
- g. Per the Standard Mechanical Code, Section 609.1.2, combustible material shall not be used in plenums unless it is properly protected or meets all standards of Class I Duct Material as defined by UL 181.
- h. Specify commercial grade, pressure-assist tank-type toilets or flush valve with automatic flush control.
- i. Drivers License areas should have separate AHU.

Division 16 - Electrical

- a. Provide one (1) quad outlet at each storage area, and a minimum of one (1) quad outlet at each secretarial area.
- b. Provide minimum of one (1) dedicated quad outlet at each workstation at Driver License counter.
- c. Provide minimum one (1) quad outlet per Trooper workstations (or as required).
- d. Specify wire guards for all storage area if ceiling-mounted light fixtures.
- e. No parabolic fixtures unless ceilings are 12'-0" high.
- f. Exterior lighting shall provide adequate illumination at parking areas and walkways.
- g. Avoid soffit recessed lighting @ canopies. Wall-mounted fixtures are preferred.
- h. Specify a heat detector for the Lawn Room/Outside Storage (case-by-case basis).
- i. If required, specify lighting protection.
- j. Specify surge protection at computer circuits. Local surge protectors. Verify Energy Code requirements.
- k. Specify EMT w/compression fittings as allowed. Flexible conduit is acceptable at light fixtures but minimize.
- l. Telecommunications piping to the building and from the computer room to underneath the raised platform area (Drivers License) to be two (2) 3" dia type IMC conduits.
- m. When a Communications Center is required, specify an emergency power generator.
- n. Electrical switch gear and/or disconnects shall not protrude into walkways.
- o. Per the Standard Mechanical Code, Section 609.1.2, combustible material shall not be used in plenums unless it is properly protected or meets all standards of Class I Duct Material as defined by UL 181.
- p. Electrical wiring color coding shall adhere to the National Electrical Code (NEC).

Exception: Single and multiconductor low voltage and power limited electrical wire and cables tested in accordance with UL 910 and having a peak optical density not greater than 0.50, an average optical density not greater than 0.15 and a flame spread of 5 ft or less and classified as having adequate fire resistance and low smoke producing characteristics shall be permitted in concealed spaces such as spaces over suspended ceilings, plenums, ducts and other spaces used for environmental air handling purposes. Wiring meeting these requirements shall be listed and labeled as plenum cable.



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C. Holding Cell Requirements (checklist)

- Room to conform to all TAS/ADA requirements.
- Bench bolted to the floor is provided (see SK-2).
- Door hardware: blank plate on the inside with a key operated bolt on the outside; non-removable pin door hinges.
- Door: vision panel with wire glass, door to swing outward (vision panel 4" x 8").
- Ceiling and walls material: gypsum board over plywood substrate.
- Flooring material: VCT.
- HVAC vent: tamper-proof.
- No A/C return shall be installed, door to be undercut.
- Light fixture: tamper-proof.
- Light switch: installed outside the room.
- Red light: both light and switch to be installed outside the room.
- No audio/visual device shall be installed.
- Fire alarm to conform to LSC 101 guidelines.

D. Evidence Room Requirements (checklist)

- Ceiling material: gypsum board.
- A/C return to be achieved through an exhaust fan to exterior of building.
- Deadbolt lock.
- Non-removable pin door hinges.

E. Phone Room Requirements (checklist)

- Two, 4' x 8' sheets of 3/4" plywood painted white, mounted side by side on back wall of room.
- Two each, 20-amps duplex electrical outlets. Each outlet shall be on a dedicated circuit with isolated ground. The two outlets servicing the phone system shall be mounted on the back wall near the outer edge of the sheets of plywood, 18" to 24" below ceiling.
- A grounded bus bar mounted near the top of the left-hand sheet of plywood. The bus bar shall be connected to transformer ground (X-O ground using a ground wire of #6 AWG or larger).
- A/C supply and return minimum of 300 cfm.
- Suspended lay-in ceiling tiles.
- 4'-0" Fluorescent light fixtures (two-bulb minimum with guards).
- Lockset with separate key.
- Provide three (3) 3" dia conduits (or larger) to the outside of the building for telephone company cable entry. PVC can be used in the exterior and in the slab; but conduit used in the building for telecommunication purposes must be EMT or rigid. Under the DL platform, use of PVC or EMT is acceptable; flexible tubing is not acceptable at this location (except for special circumstances and with prior approval by DPS). The sweeps of the conduit must be a minimum of 36" radius. Pull strings are a mandatory requirement for all conduits.



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- ___ A typical Telephone Room requires an 8' x 2½' foot clear space for equipment installation. Larger facilities will require bigger rooms.
- ___ Service entrance cable should be in one corner of the room and not in the center.

F. Data Closet (checklist)

- ___ Minimum room size: 4' x 8' or as required by Telecommunication Industry Association/Electronic Industries Alliance (TIA/EIA).
- ___ Should be adjacent, but not part of, the Telephone Room.
- ___ If emergency power is available, all outlets should be connected to it.
- ___ Dedicated power and ground should be 20 amp, isolated.
- ___ Two (2) quad outlets adjacent to each other, each on its own circuit.
- ___ One phone jack and one adjustable equipment rack (floor to ceiling).
- ___ Telecommunication piping to the building and from the data closet to underneath the DL platform is required to be two (2) 3" IMC conduits.
- ___ Provide satellite connections as well as mounting. Provide wall penetration for exterior satellite to be located on roof and/or ground.

G. Driver License Counter (checklist)

- ___ DL counter to be raised 7" (see attached SK-1 and Section A).
- ___ Provide an accessible ramp.
- ___ Plastic-laminate all exposed surfaces of DL counter (see attached SK-1 and Section A).
- ___ One (1) quad per workstation and one (1) quad on each island.
- ___ Middle island between workstations should be no more than 36" wide.
- ___ Fold down shelf 1'-2" x 3' (ADA) should be located at one of the perimeter stations.
- ___ Specify carpet on Driver's License platform and accessible ramp.
- ___ Provide two (2) 3" dia conduits from the DL counter to the computer server location.

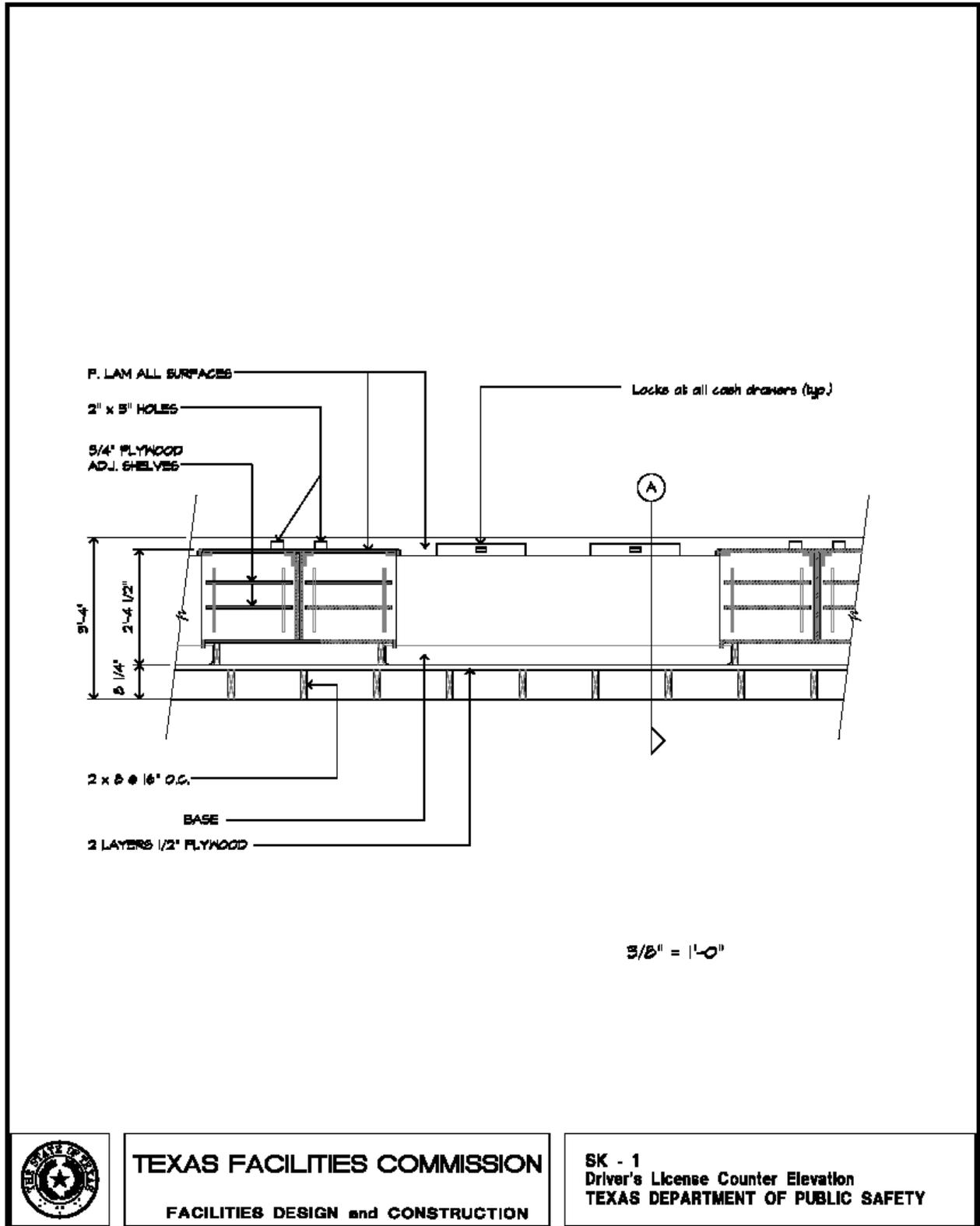
H. Drivers License Report Room (checklist)

- ___ Dedicated 20-amp quad near the conduit for a computer server.
- ___ Provide built-in counter tops and above cabinets along one wall of this room.
 - Duplex outlets shall be located above the counter top (amount to be determined).



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SK-1 Drivers License Counter Elevation



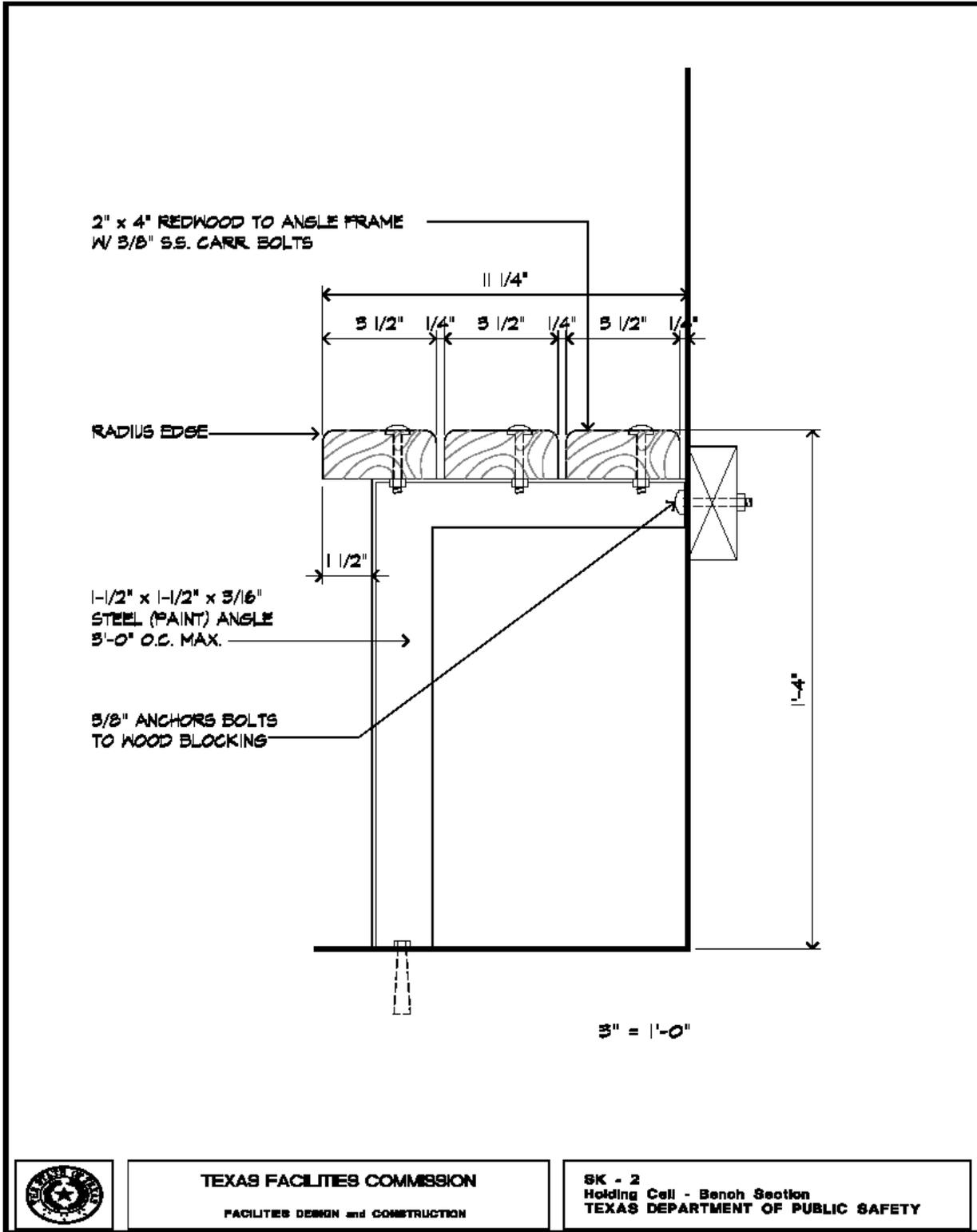
TEXAS FACILITIES COMMISSION
FACILITIES DESIGN and CONSTRUCTION

SK - 1
Driver's License Counter Elevation
TEXAS DEPARTMENT OF PUBLIC SAFETY



APPENDIX H: DPS STANDARDS (08.08.2006)

SK-2 Holding Cell Bench Section



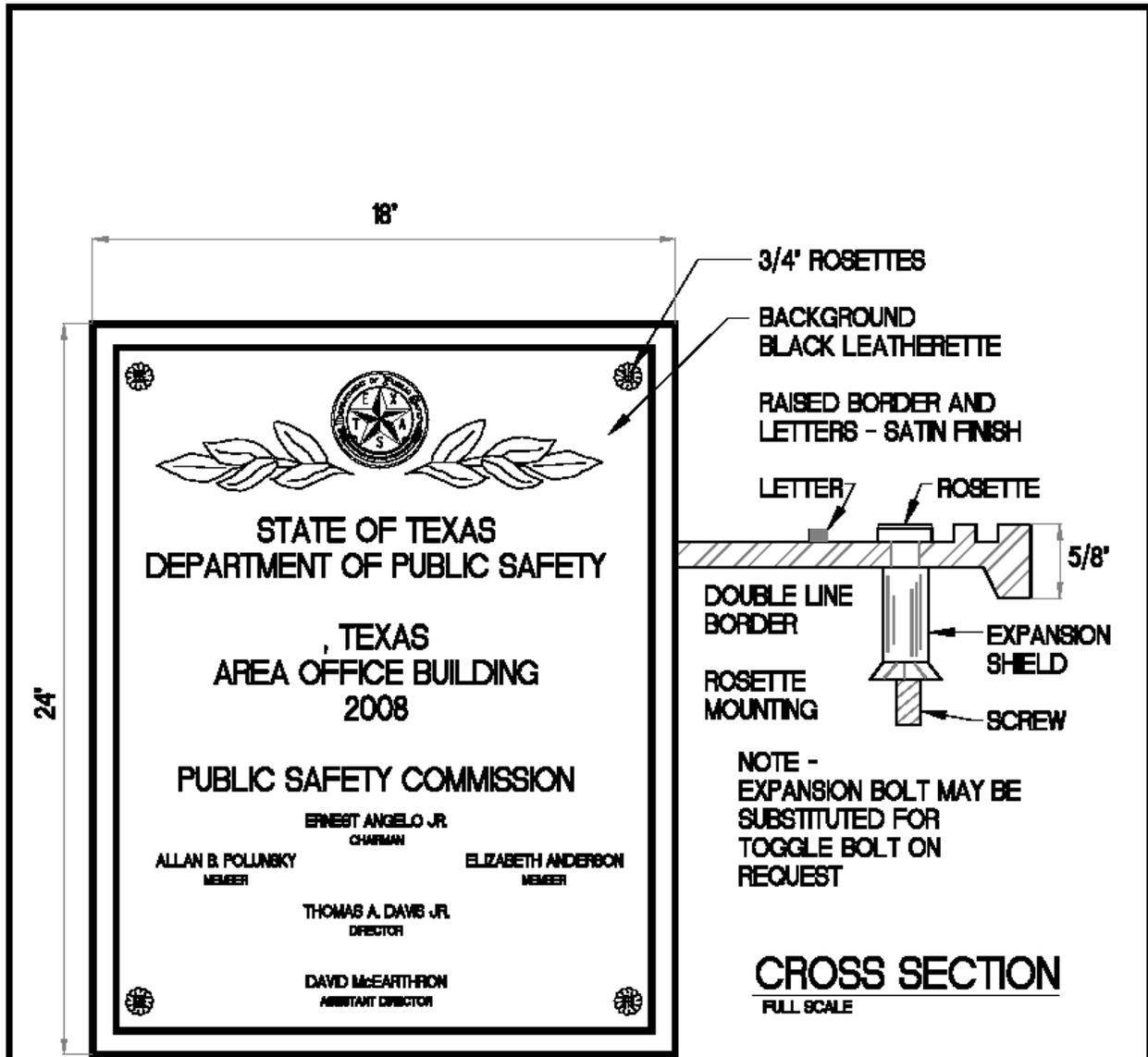
TEXAS FACILITIES COMMISSION
FACILITIES DESIGN and CONSTRUCTION

SK - 2
Holding Cell - Bench Section
TEXAS DEPARTMENT OF PUBLIC SAFETY



APPENDIX H: DPS STANDARDS (08.08.2006)

SK-3 Building Plaque



CAST ALUMINUM PLAQUE
18" W x 24" H N.T.S.



TEXAS FACILITIES COMMISSION
FACILITIES DESIGN and CONSTRUCTION

SK - 3
BUILDING PLAQUE
TEXAS DEPARTMENT OF PUBLIC SAFETY



APPENDIX H: DPS STANDARDS (08.08.2006)

SK-4 Texas DPS Seal

