

DESIGN CRITERIA

1. GENERAL

- A. Teller and service equipment is used at the Cashier's Office of the Commissary, and is typically limited to a cashier's window (located between customer area and cashier's office) and a cash tray window (located between cash counting room and cashier's office). The size and location of these windows will be determined during the design charrette. DeCA Directive 30-18 "DeCA Security and Loss Prevention" provides glazing requirements / restrictions, and requires that operable windows be positioned so that a person cannot unlock the entrance door into the cashier's office by reaching through a window. Further, windows should be positioned so that the contents of the safe are not visible to persons outside the cashier's office.
- B. It is the A/E's responsibility to verify with the basis-of-design manufacturer listed in the guide specification is current. Provide written notification to the DeCA Project Manager when this verification has been completed.
- C. Refer to Division 13 Design Criteria, Section 13 25 00 Cash Rooms and Design Standard Plates 13 25 00-01, 13 25 00-02, 13 25 00-03, and 13 25 00-04, for specific construction and security requirements for cashier offices.
- D. Refer to Design Standard Plates 11 17 00-01 and 11 17 00-02 for information on cashier's window.
- E. Refer to Design Standard Plates 11 17 00-03 and 11 17 00-04 for information on cash tray window.

2. DESIGN CHARRETTE PHASE RESPONSIBILITIES

- A. During the design charrette process, the A/E (working with DeCA personnel) will develop a definitive floor plan of the commissary indicating operational equipment (drawn to scale with required end panels and clearances, etc.); and will develop an Equipment List for same indicating quantity, size, and description. Upon completion of this list, DeCA will review the list and incorporate additional operational equipment necessary for a complete and functional commissary. They will also identify responsibility for equipment as follows:
 - 1. Government-Furnished/Government-Installed (GF/GI).
 - 2. Government-Furnished/Contractor-Installed (GF/CI).
 - 3. Contractor-Furnished/Contractor-Installed (CF/CI).

3. CONTRACT DOCUMENT PHASE RESPONSIBILITIES

- A. The Contract Documents shall include the equipment list developed during the design charrette process, clearly identifying responsibility for all equipment. To facilitate and expedite technical review by DeCA, the Contract Documents shall use DeCA equipment item numbers to key both the contractor-furnished and government-furnished equipment to the Drawings.
- B. If applicable, DeCA will provide the A/E with a list of existing government-owned equipment to be re-used in the new or renovated facility. The A/E shall evaluate the identified equipment to determine suitability, and confirm utility requirements for removal and relocation into the new or renovated facility. If applicable, list or note on the Contract Specifications/Drawings any equipment to be salvaged or relocated by the construction contractor.
- C. On addition / alteration projects, provide specific guidance on the Contract Documents regarding disposition of salvaged equipment (i.e., will it become the property of the contractor or turned over to DRMO). Turn-in of salvaged equipment is the responsibility of the Commissary Store Director or designated Government representative. When the contractor is required to remove and/or otherwise dispose of commissary equipment such as display and storage shelving, display cases, refrigeration equipment and walk-in-boxes, the contractor will be required to sign DD Form 1348-1 "Receipt Release Documents" prepared by the Commissary Store Director or designated Government representative. The A/E shall clearly identify any equipment that will become the

property of the contractor for salvage, and clearly identify that all other operational equipment shall remain the property of DeCA.

- D. Verify that adequate space is available (both floor space and ceiling clearance) for all specified equipment.

END OF SECTION