

DESIGN CRITERIA

1. CASHIER'S OFFICE (RM. 4)

In accordance with DeCA Directive 30-18, dated 01 AUG 2003, construction of the Cashier's Office shall comply with the following:

Interior wall surfaces facing room will be constructed of 5/8" gypsum wallboard on top of 3/4" fire-retardant-treated plywood. Opposite surface of partition may be 5/8" gypsum wallboard.

Ceiling will be constructed of 1/2" gypsum wallboard on top of 3/4" fire-retardant-treated plywood, unless interior wall surfaces extend to underside of metal roof deck, in which case a standard suspended gypsum wallboard or acoustical tile ceiling may be installed.

Note that it is common to have extensive quantities of HVAC ductwork above the ceiling of this room. Security bars will be required on any large duct work penetrating this secure partition. For that reason, constructing a secure gypsum wallboard ceiling as described above is recommended.

All windows within this room shall be constructed of shatter resistant, composite, or wire mesh reinforced glass. Laminated glass is recommended.

Cashier and cash tray windows shall be constructed to prevent individuals outside the window from reaching funds or door locks inside the Cashier's Office.

Customer service windows shall be designed in accordance with the ABA Accessibility Standard for Department of Defense Facilities as adopted by the Deputy Secretary of Defense memorandum dated October 31, 2008. Refer also to Advisory 904.6 Security Glazing for assistive listening device options to help facilitate voice communication with patrons.

Refer to Division 11 Section 11 17 00 Teller and Service Equipment for design responsibilities and additional requirements for equipment associated with these rooms.

Windows located in exterior walls are typically not permitted by DeCA criteria. However, should an exterior window be required, DeCAD 30-18 requires that "Windows which open to the exterior of the building greater than 96 square inches, where the smallest dimension is greater than six inches, e.g. 7" by 14", will be protected by a steel rod-and-bar grid. Grid ends should be embedded in the structure or welded to a frame that is securely attached to the structure from the inside".

Door options identified in DeCAD 30-18 include "... a minimum 1-3/4" -thick, solid wood door with 12-gauge metal plate securely attached to the outside face; or standard 1-3/4" -thick hollow metal industrial type door (minimum thickness of skin plate 14-gauge)". It is recommended that a security grade 14-gauge hollow metal door be provided.

Door shall be equipped with a viewer or window that will permit personnel to be viewed and identified prior to entry. If a viewing window is installed, it will be no larger than 24" by 24", constructed of shatter resistant glass, composite, or wire mesh reinforced glass. It is recommended that a 12" by 12" laminated glass window be installed in the Cashier's Office door.

DeCAD 30-18 also requires that this door shall be equipped with an automatic, secondary latchbolt lock which cannot be left unlocked and which cannot be opened from the outside without a key. The locking mechanism will be installed and adjusted so that when the door is closed the latch bolt is fully extended

into the strike plate and the auxiliary dead latch is fully retracted to prevent "shimming" or slipping the lock open with a plastic card or other device. If the locking bolt is visible from outside when the door is closed, it will be further protected with a metal shield of at least 12-gauge, extending at least one inch beyond the edge of the door frame and three inches above and below the bolt. It is recommended that a mortise lock, with storage room function, be provided in addition to door closer.

IMPORTANT - Width of Cashier's Office door shall be 42" (or wider as required) to allow safe to be moved through door opening. Hinges shall be 5" ball bearing type.

2. CASH COUNTING ROOM (RM. 5)

IMPORTANT - Width of Cash Counting Room door shall be 42" (or wider as required) to allow safe to be moved through door opening. Hinges shall be 5" ball bearing type. Door shall be solid core wood with no vision window.

END OF SECTION