**4.0 BUILDING REQUIREMENTS**

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NOTE: This is a hidden text note that will not print when the HIDDEN TEXT box on the Print tab under "Tools-Options" is unchecked.  
   
Include a summary listing of all the program spaces and relationships. Sections include Space Tabulation, Space Relationships, and Exterior Character. Also enter Project title, location, and contract number information for page headers under the Header and Footer view.  
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**4.1 Space Tabulation**

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NOTE: See UFC 4-740-14 Ch 2 Planning and Layout, Space Requirements Tables 2-3, 2-4, 2-5, 2-6 for Core Administration, Staff Support, Facility Support, and Child Activity Rooms. Note that other than the Child Activity Room Sizes, these are just samples and that actual sizing of each space is based on actual number of occupants and staffing requirements.  
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NOTE: The space tabulation is an overall list of rooms with their areas and limitations including other pertinent dimensional data. If this is a Military Construction project, the area is based on the 1391 congressional funding document and cannot be exceeded. If less gross square footage is provided, it cannot be reduced by more than 25% of the 1391 space allowance. If reduction in programmed space is anticipated, it should be noted under this section.  
   
The Space Tabulation data may be presented in an MS Word table inserted under this heading or as an embedded EXCEL table under this heading. An EXCEL file that can be embedded here can be found on the NAVFAC Design-Build website at:** [**http://www.wbdg.org/ndbm/**](http://www.wbdg.org/ndbm/) **. The files are included in Part 4 for the Standard Template and each Model Facilities-Type Template when you choose to download the .zip file of the entire template.  
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See attached document(s), '4\_CDC\_Space\_Tabulation\_Master.xls,' in the 'attachments' directory.

**4.2 Space Relationships**

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NOTE: Include bubble diagrams, adjacency matrices, and/or block diagrams to explain functional relationships. Include narrative that explains adjacencies and organizational concepts. Identify if project or certain portions will require ABA Accessibility Standards compliance.  
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NOTE: See UFC 4-740-14 Ch 2,Planning and Layout Organization and Layout, and all subsections for narrative descriptions of spatial relationships and adjacencies as well as Figure 2-1 Functional Relationship Bubble Diagram and include in the RFP if appropriate. Also see Ch 5, Outdoor Activity Areas, Adjacencies.  
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**4.3 Exterior Character**

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NOTE: Include text, graphics and photos that illustrate the desired requirements for exterior appearance. Section should address BEAP or IAP (whichever is applicable), aesthetics and historical elements (as applicable).  
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NOTE: See UFC 4-740-14, Ch 3 General Design Criteria, Architecture and all subsections for guidance and Appendix B, Best Practices, General Design Guidance, Exterior Design.  
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