

National Archives and Records Administration

Office of Presidential Libraries

# Architectural and Design Standards for Presidential Libraries

July 2018



**TABLE OF CONTENTS**

**PART 1 GENERAL INFORMATION**

***Section A: Introduction .....1***

1.1 Historical practice regarding construction and operation of Presidential Libraries ..... 1

1.2 Archivist's authority to establish and operate Presidential Libraries .....1

1.3 Purpose..... 2

1.4 Definitions..... 3

1.5 USGBC.....9

1.6 Applicability of standards.....10

***Section B: Organization of the Standard.....11***

1.7 Overview of Part 1..... 11

1.8 Overview of Part 2 ..... 11

1.9 Overview of Part 3 ..... 11

1.10 Overview of Part 4..... 11

1.11 Overview of Part 5 .....11

***Section C: General Information .....13***

1.12 General information on Presidential Library facilities. .... 13

1.13 Energy reduction, water conservation, and other sustainable building mandates ..... 14

1.14 Per Guiding Principle I .....14

1.15 Buy American. ....15

1.16 Waste and Materials Management..... 15

1.17 Endowment formula..... 15

1.18 NARA definition of building size..... 21

**Figure 1-1: Exclusions to usable square footage ..... 22**

1.19 “Equipment” scored for the purposes of the endowment ..... 23

1.20 Estimating capacity of holdings storage equipment for a new Presidential Library ..... 25

1.21 NARA review in the design phase.....29

1.22 Required NARA review during design and construction of a new Library.....26

1.23 Required NARA reviews during a Museum Redesign Project.....29

1.24 Certifications and requirements..... 29

1.25 Information required for submission to Congress.....31

1.26 Naming rights.....34

**PART 2 PROGRAM REQUIREMENTS/ADJACENCIES**

***SECTION A: LIBRARY SPACE AND FUNCTIONAL RELATIONSHIPS .....36***

2.1 General information.....36

2.2 Location of space.....36

2.3 Categories of space.....36

2.4 Functional Relationships.....37

2.5 Adjacencies.....37

2.6 Scale.....37

2.7 Required Areas.....37

2.8 Optional Areas.....38

2.9 Renovations and additions.....39

**Figure 2-1: Library Spaces and Functional Relationships .....39**

**SECTION B: PUBLIC SPACES. ....41**

2.10 Public Entrance and Lobby .....41

2.11 Conference/training room. ....41

2.12 Education classroom/multipurpose space. ....41

2.13 Orientation theater. ....42

2.14 Auditorium.....42

2.15 Museum permanent exhibit gallery and temporary exhibit gallery. ....43

2.16 Museum Gift Shop.....45

2.17 Food service. ....45

2.18 Volunteer orientation and lounge.....46

**SECTION C: DIRECTOR'S SUITE .....47**

2.19 Director’s suite.....47

2.20 Director’s office.....47

2.21 Deputy Director’s office. ....47

2.22 Supervisory Archivist’s office. ....47

2.23 Curator’s office. ....47

2.24 Education Specialist’s office.....48

2.25 Administrative Officer .....48

2.26 Administrative storage.....48

**SECTION D: MUSEUM SUPPORT SPACES.....49**

2.27 Registrar's and Museum Collections staff offices.....49

2.28 Artifact processing room.....49

2.29 Exhibit support staff office. ....49

2.30	Exhibit production shop.....	49
2.31	Paint shop.....	50
2.32	Clean room.....	50
<b>SECTION E: RESEARCH ROOMS AND ARCHIVAL SUPPORT SPACES.....</b>		<b>51</b>
2.33	Researcher orientation. ....	51
2.34	Textual research room.....	51
2.35	Textual processing room.....	52
2.36	Non-textual research room.....	53
2.37	Non-textual suite.....	54
2.38	Archival staff offices.....	55
<b>SECTION F: HOLDINGS STORAGE. ....</b>		<b>56</b>
2.39	Textual holdings storage. ....	56
2.40	Non-textual holdings storage. ....	56
2.41	Non-textual holdings cold storage. ....	57
2.42	Sensitive compartmented information facility (SCIF).....	57
2.43	Artifact holdings storage.....	59
2.44	Secure storage for specially protected artifacts. ....	60
2.45	Storage for supplies.....	60
<b>SECTION G. FACILITY SUPPORT SPACES .....</b>		<b>61</b>
2.46	Facility manager’s office. ....	61
2.47	Staff lounge.....	61
2.48	Receiving room.....	61
2.49	Loading dock. ....	61

2.50 Corridors and elevators .....62

2.51 Staff and researcher restrooms.....63

2.52 Facility Contractors.....63

2.53 Catering kitchen.....63

2.54 Storage rooms for gift shop, food service area, and auditorium.....64

2.55 Computer Room .....64

2.56 Security Control Center .....65

2.57 Security Support Equipment Room .....65

2.58 Nursing Mother’s Room .....65

**SECTION H: PRESIDENTIAL/FOUNDATION SUITE.....67**

2.59 Presidential/Foundation Suite.....67

**PART 3 SPECIFIC STANDARDS**

**SECTION A: INTRODUCTION .....68**

3.1 General.....68

3.2 Scope.....68

3.3 Edition.....68

3.4 New technologies.....68

3.5 Executive Orders 13690 and13834.....68

3.6 Federal Sustainability/Climate Change Adaptation and LEED Requirements.....69

3.7 EISA 2007.....69

3.8 Fossil Fuel-generated energy consumption.....69

***SECTION B: SITING REQUIREMENTS.....70***

3.9 Per Executive Order 13690.....70

3.10 Landscaping requirements. ....71

3.11 Floodplain requirements. ....71

3.12 Zoning and historic preservation considerations. ....72

3.13 Parking/public access.....72

3.14 Emergency vehicle access.....73

3.15 Site utilities. ....73

3.16 Storm drainage system.....74

3.17 Electric power .....74

3.18 Pools and Fountains .....75

***SECTION C: GENERAL BUILDING CRITERIA .....76***

3.19 Codes and standards.....76

3.20 Structural integrity against fire and other disasters.....77

3.21 Seismic safety. ....77

3.22 Longevity of construction.....79

3.23 Bio-based materials.....80

3.24 Certified Timber.....80

3.25 Recycled Materials.....80

3.26 Quality workmanship.....81

3.27 Leak Proof Design and Construction.....81

3.28 ADA Accessibility Requirements.....82

3.29 Loading dock. ....82

3.30 Freight and passenger elevators.....83

3.31 Doorways and passageways.....84

3.32 Insulation and vapor barriers. ....85

3.33 Building Enclosure.....86

3.34 Fireproofing. ....86

3.35 “Smart” building (communications and IT cabling/cable ways).....88

3.36 System warranties with NARA as the beneficiary. ....93

3.37 Energy conservation and renewable energy. ....94

**Figure 3-1: Flow rate guidelines.....96**

3.38 Pre-occupancy.....98

3.39 Post-occupancy. ....99

***SECTION D: ROOFING AND SKYLIGHTS.....101***

3.40 Roofing. ....101

3.41 Roof drainage.....101

3.42 Access to roof. ....102

3.43 Roof-mounted equipment. ....102

3.44 Skylights and sloped glazing. ....103

***SECTION E: FLOOR LOADINGS AND SPECIAL REQUIREMENTS.....105***

3.45 Floor design live loads and special requirements. ....105

**Figure 3-2: Floor design live loads and special requirements..... 105**

***SECTION F: HEATING, VENTILATION, AND AIR CONDITIONING.....107***

3.46 General approach. ....107

3.47 Codes and standards.....108



3.48 HVAC design criteria. ....111

3.49 Temperature and relative humidity standards. ....113

**Figure 3-3: Temperature and relative humidity standards** ..... 114

3.50 Particulate and gaseous pollutants. ....116

3.51 Air handling units. ....117

**Figure 3-4: Particulate and Gaseous Standards.** ..... 117

3.52 Critical air handling units.....120

3.53 Ductwork.....122

3.54 Vibration isolation, acoustical isolation, and seismic design. ....122

3.55 Special systems for energy efficiency.....125

3.56 Mechanical rooms requirements. ....125

3.57 Exhibit cases. ....126

3.58 Specialty areas: cold storage. ....126

3.59 HVAC monitoring and controls.....127

3.60 Control system monitoring from the Security Control Center.....129

**SECTION G: ELECTRICAL SYSTEMS** ..... **130**

3.61 General design criteria. ....130

3.62 Electrical system. ....130

**Figure 3-5: Motor Efficiency Chart** ..... 131

3.63 Emergency/Standby power generator. ....132

**SECTION H: FIRE AND LIFE SAFETY**..... **135**

3.64 General requirements. ....135

3.65 Separation of functions. ....136

3.66	Smoke detection system requirements.....	137
3.67	Automatic sprinklers and other extinguishing equipment. ....	138
3.68	Special requirements for HVAC systems. ....	141
3.69	Building-wide emergency PA system.....	142
3.70	Fire alarm panel. ....	142
3.71	Occupancy criteria for fire safety and protection. ....	143
3.72	Mandatory NFPA standards.....	144
<b>SECTION I: SECURITY .....</b>		<b>146</b>
3.73	Overview.....	146
3.74	Vulnerability assessment . ....	146
3.75	Existing Presidential Libraries.....	146
3.76	Foundation controlled space. ....	147
3.77	Mandatory mitigation approaches.....	147
3.78	General Intrusion Detection System (IDS). ....	152
3.79	General Closed Circuit Television (CCTV) system. ....	158
3.80	General Physical Access Control System (PAC).....	161
3.81	General Door Security Hardware.....	163
3.82	General utility system security.....	166
3.83	General building security and other special mitigation. ....	168
3.84	Project documents protection.....	172
3.85	Personnel background checks. ....	177
3.86	Security guard coverage.....	177
<b>Figure 3-6: Security devices and locations (mandatory locations).....</b>		<b>177</b>

**SECTION J: FINISHES .....182**

3.87 General considerations.....182

3.88 Gaseous pollutants. ....182

3.89 Floor and wall coverings .....184

3.90 Storage and processing rooms. ....186

3.91 Painted metal surfaces.....187

3.92 Exhibit galleries and cases.....189

3.93 Insulation.....190

3.94 Specific finish requirements by location.....190

**Figure 3-7: Finishes..... 190**

3.95 Concrete epoxy-related work.....192

3.96 Epoxy - applicable standards. ....192

3.97 Use of wood products. ....193

3.98 Finish carpentry - applicable standards.....193

**SECTION K: LIGHTING.....195**

3.99 General considerations.....195

3.100 Energy efficient lighting standards. ....196

**Figure 3-8: Lighting..... 196**

3.101 Museum permanent exhibit gallery. ....197

3.102 Museum temporary exhibit gallery.....198

3.103 Storage areas. ....199

3.104 Processing rooms. ....199

3.105 Public entrance and lobby. ....199

3.106 Orientation theater/auditorium.....199

3.107 Research rooms.....199

3.108 Emergency lighting.....200

3.109 Perimeter lighting.....200

3.110 Ease of use. ....200

***SECTION L: GLAZING.....201***

3.111 General considerations.....201

3.112 Safety glass. ....201

3.113 Security glazing. ....202

3.114 Condensation resistance.....202

3.115 Additional standards applicable to glazing. ....202

***SECTION M: PLUMBING.....204***

3.116 General approach. ....204

3.117 Plumbing codes and standards.....205

***SECTION N: SHELVING .....206***

3.118 Approval of shelving configurations .....206

3.119 General requirements for preservation-quality steel storage shelving.....206

3.120 Performance specification for fixed type shelving for archives.....208

3.121 Performance specification for compact mobile shelving for archives.....209

***SECTION O: AUTHORITY TO OPERATE REQUIREMENTS .....212***

3.122 Building System Requirements for Authority to Operate.....212

**PART 4 PROGRAM EQUIPMENT REQUIREMENTS**

***SECTION A: GENERAL CONSIDERATIONS .....214***

4.1 Program equipment.....214

4.2 Furniture outgassing.....214

4.3 Furniture flame spread ratings. ....214

4.4 Specific Equipment.....214

4.5 Procurement.....215

***SECTION B: ARCHIVAL AND ADMINISTRATIVE PROGRAM EQUIPMENT .....216***

4.6 Telephone sets.....216

4.7 Computers.....216

4.8 Audiovisual equipment.....216

4.9 Museum gift shop. ....217

4.10 Admissions desk. ....217

4.11 Auditorium.....217

4.12 Orientation theater. ....217

4.13 Museum gallery furnishings, including installed exhibit.....218

***SECTION C: OFFICE FURNISHINGS - PROGRAM EQUIPMENT.....219***

4.14 General Office furniture.....219

4.15 Processing areas.....220

4.16 Research rooms.....221

4.17 Conference rooms.....222

4.18 Education classroom/multi-purpose space.....222

4.19 Public area furniture.....222

4.20 Exhibit production shop equipment.....222

4.21 Clean room.....223

4.22 Transition/Barrier room .....223

4.23 Paint shop.....223

4.24 Receiving room.....223

4.25 Wall hangings.....223

4.26 Staff lounge.....223

4.27 Food service .....223

4.28 Food support .....224

4.29 Catering kitchen.....224

4.30 Administrative storage areas.....224

4.31 IT storage areas.....224

**SECTION D: HOLDINGS STORAGE PROGRAM EQUIPMENT.....225**

4.32 General.....225

4.33 Textual materials storage.....225

4.34 Textual materials storage program equipment.....225

4.35 Non-textual materials storage.....225

4.36 Non-textual materials storage program equipment.....225

4.37 Non-textual cold storage.....225

4.38 SCIF storage.....225

4.39 Artifact storage.....226

4.40 Artifact specialized storage.....226

4.41 Storage for supplies.....226

## **PART 5 REQUIRED DOCUMENTATION**

5.1	Purpose.....	227
5.2	Required items. ....	227
5.3	As-built drawing requirements. ....	228
5.4	Operation and maintenance manuals. ....	228
5.5	Maintenance management system. ....	230
5.6	Certificates of testing. ....	230
5.7	Training videos. ....	231
5.8	Warranties. ....	231
5.9	Extended equipment and product warranty list. ....	231
5.10	Equipment warranty guarantor's local representative.....	232

## **APPENDIX**

Appendix A	ACRONYMS .....	233
------------	----------------	-----

## **ATTACHMENTS**

<a href="#"><u>Attachment 1</u></a>	<b>Milestones for Museum Redesign Project.....</b>	<b>235</b>
<a href="#"><u>Attachment 2</u></a>	<b>Facility-related Codes and Standards .....</b>	<b>247</b>
<a href="#"><u>Attachment 3</u></a>	<b>Closet to Work Area Riser/Color Matrix, Typical Labeling Scheme .....</b> <b>(for Horizontal Components), Wall Mounted Phone/Data Outlet, and</b> <b>Telephone/Data Outlet Rough-in Detail</b>	<b>249</b>

# **Part I GENERAL INFORMATION**

## **Section A: Introduction**

### **1.1 Historical practice for construction and operation of Presidential Libraries:**

Presidential Libraries<sup>1</sup> are built by private, nonprofit charitable foundations that raise money from non-federal sources. State and local governments and universities may help with construction by providing land, money, and infrastructure improvements for the Library. Upon completion of the Library, land, facility, and equipment comprising the Library are either donated, or made available for use in perpetuity as part of the National Archives and Records Administration (NARA).

### **1.2 Archivist's authority to establish and operate Presidential Libraries:**

#### **1.2.1 New Libraries:**

The Presidential Libraries Act (PLA), which is codified at [44 U.S.C. § 2112\(a\)\(1\)](#), authorizes the Archivist of the United States to establish Presidential Libraries (referred to in the PLA as “Presidential archival depositories”) when he/she “considers it to be in the public interest” and “to maintain, operate, and protect” them as part of “the national archives system.” The Archivist’s authority under § 2112 includes the ability to “accept, for and in the name of the United States, [title to] land, a facility, and equipment offered as a gift to the United States for the purpose of creating” a Presidential Library ([44 U.S.C. § 2112\(a\)\(1\)\(A\)\(i\), \(ii\)](#)), or to “make agreements, upon terms and conditions the Archivist considers proper, with a State, political subdivision, university, institution of higher learning, institute, or foundation to use as a [Presidential Library] land, a facility, and equipment of the State, political subdivision, university, or other organization, to be made available by it without transfer of title to the United States [[44 U.S.C. § 2112\(a\)\(1\)\(B\)\(i\)](#)].”

#### **1.2.2 Existing Libraries:**

The PLA authorizes the Archivist to “accept, for and in the name of the United States, gifts offered for the purpose of making any physical or material change or addition” to an existing Presidential Library ([44 U.S.C. § 2112\(a\)\(1\)\(C\)](#)).

#### **1.2.3 Architectural and design standards:**

The PLA ([44 U.S.C. § 2112\(a\)\(2\)](#)) requires the Archivist to promulgate architectural and design standards that apply to new and existing Presidential Libraries “in order to ensure that such depositories (A) preserve Presidential records subject to Chapter 22 of 44 U.S.C. and papers and other historical materials accepted for deposit under section 2111 of 44 U.S.C. (B) contain adequate research facilities.” The Archivist must certify that the facility and equipment comprising a new Library comply with these standards before he/she

---

<sup>1</sup> Referred to as either “Presidential Libraries” or “Libraries” throughout this document.



can accept title to or enter into an agreement regarding the use of the Library. With respect to an existing Library, the Archivist must certify compliance with the standards before accepting any gift of an addition or physical or material change to the Library.

1.2.4 Report to Congress:

The PLA ([44 U.S.C. § 2112\(a\)\(3\)](#)) requires the Archivist to make a report to Congress prior to accepting a new Presidential Library, regardless of whether title to the Library is being transferred to the United States or the Archivist is entering into an agreement to use land, a facility, and equipment as a Library. A similar report must be made before the Archivist can accept any gift for the purpose of making any physical or material change or addition to an existing Library ([44 U.S.C. § 2112\(a\)\(4\)](#)). The reports required by (a)(3) and (a)(4) must lay before Congress for a “period of 60 days of continuous session” before the Archivist can act to accept a new Library or an addition or physical or material change to an existing Library. Section [1.20](#) of this Part I describes the kinds of information to be included in the report to Congress.

1.2.5 Endowment:

The PLA ([44 U.S.C. § 2112\(g\)\(2\)](#)) requires the Archivist to establish endowments in the National Archives Trust Fund for the purpose of defraying the cost to the Government of maintaining all new Presidential Libraries. The formula to be used in calculating the endowment for the George H.W. Bush Library, the Clinton Library, and the George W. Bush Library is set forth in [§ 2112\(g\)\(3\) and \(4\)](#), while the formula to be used for the Libraries of all future presidents is set forth in [§ 2112\(g\)\(5\)](#). With the exception of the Nixon Library, the Archivist is barred from accepting a new Library (or an addition or physical or material change or addition to a Library built and transferred since 1992) until he/she determines that an endowment of at least the required amount has been transferred to and deposited in the Trust Fund. Section [1.17](#) of this Part I provides information on how to calculate the endowment for new Libraries.

1.3 **Purpose:**

1.3.1 These standards have been promulgated to fulfill the requirements of the Presidential Libraries Act ([44 U.S.C. 2112\(a\)\(2\)](#)) and to ensure that Presidential Libraries are safe and efficient to operate and that they provide adequate and secure research and museum facilities. They are intended to address the architectural, design, and structural requirements of a new Presidential Library and additions or renovations to existing Presidential Libraries. Further documentation of the programmatic functions of a Presidential Library is available from the NARA Office of Presidential Libraries.

1.3.2 The Architectural and Design Standards for Presidential Libraries (ADSPL) are a supplement to NARA 1571, Archival Storage Standards. The requirements

identified in NARA 1571 must be followed and have been incorporated into the ADSPL for ease of reference.

- 1.3.3 **Mandatory requirements.** Architecture & Engineering (A&E) firms must meet the mandatory requirements in order for the Archivist to certify that the facility meets these standards. Mandatory requirements are either specifically noted as mandatory or use phrasing such as “must” or “required.” Mandatory requirements must be met for any new addition or renovation to an existing facility. When a requirement cannot be met at an existing facility, NARA may require mitigating actions to minimize threats to the holdings or impacts on operations. The A&E firms must submit a written explanation including any agreed-upon mitigating actions, and the Archivist or a designated delegate must issue a written waiver.
- 1.3.4 **Recommendations.** Recommendations are not mandatory, and non-compliance with a recommendation should not affect the required certification of compliance. However, the recommendations are based on extensive experience in the design, construction, and operation of similar facilities and should be seriously considered by A&E firms. Recommendations should be incorporated into new facilities and the renovation or addition to any existing Library to every extent possible. Recommendations are either specifically noted as such or with words such as “should,” “may,” or “can.”

#### 1.4 **Definitions:**

**American with Disabilities Act:** [The Americans with Disabilities Act \(ADA\)](#) prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities. The ADA also establishes requirements for telecommunications relay services.

**Adjacencies:** The physical relationship of functional spaces within a building. Adjacencies are often presented through a concept diagram. An adjacency diagram reflects mandatory and recommended functional and spatial relationships within a building type, but is not intended as an actual floor plan for a building.

**Architecture & Engineering Firm(s) (A&E firm):** The person(s) or firm responsible for the conceptual development, design development, and construction documents for: a) the construction of new Presidential Libraries, b) additions/renovations to existing Presidential Libraries, b) Museum and Exhibit Space at Presidential Libraries, and c) exhibit fabrication for Presidential Libraries. This term includes both architects and engineers. Exhibit designers must also follow the procedures and all relevant standards established for A&E firms in the the ADSPL.

**Archivist:** the Archivist of the United States who serves as the agency head of NARA.

**Artifacts or Artifact Holdings:** Three- and two-dimensional objects, including domestic

and foreign gifts to the President and other recipients; podiums, banners, holiday decorations and other artifacts generated during the Presidency and Presidential campaigns; and personal and political memorabilia from the pre- and post-Presidential periods. Artifacts may include paintings, prints, drawings, framed photographs, sculpture, jewelry, clothing, china, carpets, furniture, household items, coins, currency, stamps, and other objects made of parchment, glass, wood, stone, leather, paper, and fibers of all kinds.

**Building Systems:** The systems required for the ongoing and safe operation of a Presidential Library, including but not limited to Electrical, Heating, Ventilation, and Air Conditioning (HVAC), Information Technology, Lighting, Plumbing, Security, and Telecommunications.

**Classified Information:** Information classified either under E.O. 13526 (Classified National Security Information) or under the Atomic Energy Act (Restricted Data, Formerly Restricted Data, and Transclassified Foreign Nuclear Information).

**Cold Storage Room:** A holdings storage room used for certain non-textual holdings including film, color media, and modern digitally produced photographic prints. Cold storage maximum set temperature and allowable relative humidity in cold storage are specified in [Figure 3-3 on page 132](#).

**Collateral Information:** Classified National Security Information (Top Secret, Secret, or Confidential) that does not require additional controls and access requirements. Collateral information is most often stored in a secure facility accredited by NARA's Information Security Office.

**Commissioning Agent (CXA):** An independent position (person or firm), engaged by the Foundation, who will, prior to acceptance by NARA of the completed Library project, provide a certification that the project was built in accordance with NARA Design Standards.

**Computer Room:** NARA facility support room containing equipment and the Main Distribution Frame (MDF) for the telecommunications (voice) and information technology (data) infrastructures, and includes the Main Point of Entry for the Multiprotocol Label Switching circuit, and the private branch exchange (PBX). (The Foundation must provide its own Computer Room.)

**Construction Quality Manager (CQM):** An independent position (person or firm), engaged by the Foundation, who will, prior to acceptance by NARA of the completed Library project, provide a certification that the project was built in accordance with the NARA Design Standards.

**Construction Security Plan (CSP):** A plan developed in coordination with the NARA Information Security Office that addresses the application of security to the planning, design, and construction of a SCIF. The accrediting authority must approve the CSP prior

to the start of SCIF construction, as required by Intelligence Community Standard 705-1 and the *Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities* (IC Tech Spec for ICD/ICS 705).

**Critical Areas or Spaces:** Holdings storage, processing, information technology (IT) infrastructure, and research rooms and exhibit galleries that have special environmental, security, and preservation requirements. These areas or spaces are sometimes referred to as Records Areas.

**Critical Systems and Equipment:** Systems and equipment vital to the ongoing operation of a facility, including security and life-safety systems, HVAC, power distribution, IT infrastructure, communications and data, and other mission-critical equipment.

**Electronic Holdings:** Historical materials created and maintained in digital form including electronic messages (including emails), databases, web sites, etc.

**Exhibit Galleries:** This term refers to the permanent and the temporary exhibit galleries at a Presidential Library. Galleries provide a space for, among other things, the exhibit of original holdings of all varieties for viewing by the general public.

**Foundation:** A private support organization organized primarily to support the construction and establishment of a new Library. Foundations may also provide ongoing support and services to and for a Library after its dedication. These private support organizations are sometimes referred to as institutes or centers.

**Holdings:** Historical materials and artifacts that have a subject matter or physical relationship to the President, his public or private life, his family, and associates or for which the Library maintains physical custody. Holdings have special environmental, security, and handling requirements. Major types of holding are textual, non-textual, electronic, and artifacts.

**Holdings Storage:** Any storage area housing holdings, including textual, non-textual, electronic, and artifact materials.

**Heating, Ventilation and Air Conditioning (HVAC)** Heating, ventilation, and air conditioning (HVAC) is the technology of indoor environmental control HVAC system design is a sub-discipline of mechanical engineering, based on the principles of thermodynamics, fluid mechanics, and heat transfer. The three central functions of heating, ventilating, and air-conditioning are interrelated, especially with the need to provide thermal comfort and acceptable indoor air quality within reasonable installation, operation, and maintenance costs.

**Information Technology (IT):** All materials related to data or phone infrastructure, including servers, switches, circuits, cables, computers, phones, and PBX.

**Isolation Room:** A room adjacent to the Receiving Room where materials suspected of being pest infested or materials contaminated with mold can be stored. This room must be designed as a walk in freezer according to NARA specifications.

**LEED ([Leadership in Energy & Environmental Design](#) Program):** Developed by the U.S. Green Building Council ([USGBC](#)) that provides a system of credits and metrics for buildings designed and constructed in a sustainable manner.

**LEED Accredited Professional (AP):** Individual who has passed the examination regarding the USGBC LEED program. Foundation must include a LEED AP on the design team.

**Library:** The entire building or buildings that will be turned over to NARA or are already administered by NARA, including the storage and processing areas for the holdings, staff offices, research and public facilities, exhibit galleries, and other essential support or service areas.

**Main Point of Entry (MPOE):** The location for outside services to enter the building. For IT services (Data, Voice), MPOE usually terminates in the Main Computer room in designated locking cabinets.

**Museum Area:** Visitor services and other public areas of the Library, including the public entrance and lobby, exhibit galleries, orientation theatre, restrooms, public food service areas, auditorium, classrooms, or conference rooms.

**Non-textual:** Audio-visual archives including sound recordings, video tape, film, cartographic, microfilm, microfiche, black and white photographs and negatives, color photographs and negatives, computer disks and tapes, compact disks, digital images and files, and other similar types of media.

**Office-quality:** The quality of materials used throughout a Library that are not in direct or regular contact with the holdings. When office-quality is not appropriate (e.g., for shelving in holdings storage), preservation-quality will be specified.

**On-site Project Liaison:** An on-site person who represents NARA's interests on all facility-related systems during construction, initial occupancy, and beyond.

**Operating Equipment:** Items that are essential to the operation of the Library and are normally built into the facility, or at least permanently mounted to the structure. The cost of these items must be included in the calculations of the endowment provided by the Foundation under the terms of the 1986 PLA. Examples include the HVAC system, fire safety, security systems, lighting systems, IT, and telecommunications infrastructure, and preservation quality shelving.

**PBX:** Private branch exchange.

**Preservation-quality:** Special requirements that must be met when choosing materials that will be in direct or regular contact with holdings, such as shelving and other storage furniture. The specific requirements for preservation-quality are discussed as applicable to the material under discussion. When preservation-quality is not required (e.g., for shelving in the exhibit production room), office-quality will be specified.

**Preservation Environmental Monitors (PEM):** Data loggers that record temperature and relative humidity conditions on a continuous basis. They are used in archival storage, processing, research and exhibit rooms for independent monitoring of environmental conditions. Data from the PEMs are analyzed to determine NARA 1571 compliance.

**Processing Rooms:** All rooms in which holdings are processed, including the Textual and Non-textual Processing Rooms, the Artifact Processing Room, and the Security Compartmented Information Facility Processing Room.

**Program Equipment:** Movable items that, if connected to the building, are connected only by outlets or quick disconnects. Although these items must be provided by the Foundation, they are not counted in determining the endowment formula. Examples include servers, switches, cabling, jacks, telephone handsets, computers, scanners, printers, Fax machines, cash registers, admission desk equipment, general office furniture and furnishings, retail equipment, and multi-media equipment for the orientation theater and other public use spaces.

**Project:** The new construction of a Library or any renovation or construction activity at a Library. A project may be comprised of numerous sub-projects relating to different aspects of the construction or renovation activities at a Library or concerning new Library construction. The construction project includes but is not limited to the following building systems: electrical, HVAC, information technology, lighting, plumbing, security, and telecommunications.

**Radon:** A radioactive gas released from the normal decay of the elements uranium, thorium, and radium in rocks and soil. It is an invisible, odorless, tasteless gas that seeps up through the ground and diffuses into the air. In a few areas, depending on local geology, radon dissolves into ground water and can be released into the air when the water is used. Radon gas usually exists at very low levels outdoors. However, inside building structures and areas without adequate ventilation, such as underground mines or basements, radon and its decay products can accumulate to levels that substantially increase the risk of lung cancer.

**Receiving Room:** A room that serves as a staging area where incoming holdings will be unpacked and processed at a basic level.

**Records Area:** A records storage area, a designated processing area, an exhibit area, or a preservation (conservation, duplication, microfilm, digital imaging) laboratory. The term covers areas where records may be kept for extended periods.

**Records Storage Area:** An area containing archival records that is enclosed by four firewalls, the floor, and the ceiling. The term includes general stack areas, vaults, and storage areas for exhibits and museum objects, but does not include reference space, staff offices, public spaces (e.g., restrooms and lobbies), or processing areas.

**Rehabilitation Act:** The Rehabilitation Act prohibits discrimination on the basis of disability in programs conducted by Federal agencies, in programs receiving Federal financial assistance, in Federal employment, and in the employment practices of Federal contractors.

**Research Room:** A room or rooms separate from storage and processing rooms, in which the general public and scholars review textual and non-textual archival holdings (including A/V holdings and Special Access holdings), and occasionally small artifact holdings. (Researchers interested in artifact holdings will typically be accommodated in the artifact processing room depending on the size and other handling requirements of individual artifacts.)

**Secure Facility or Area:** An accredited storage or work area established to safeguard classified National Security Information, built to either 32 CFR 2001.53 (collateral information) or ICD 705 (SCI) standards for a room, or group of rooms, where classified material may be stored, used, discussed, and/or processed, and is staffed, alarmed, or guarded at all times. (See also *Classified National Security Information, Collateral Information* and *Sensitive Compartmented Information*.)

**Secure Holdings Storage:** An area within or apart from a holdings storage room where specially-protected textual or non-textual holdings or valuable and vulnerable artifacts may be stored. Secure holdings storage is not intended for security-classified holdings.

**Sensitive Compartmented Information (SCI):** Classified national security information concerning or derived from intelligence sources, methods, or analytical processes that require special controls for restricted handling within compartmented channels established by the Director of National Intelligence.

**Sensitive Compartmented Information Facility (SCIF):** A secure facility, constructed according to the technical specifications of [Intelligence Community Directive \(ICD\) 705](#), where SCI material may be stored, used, discussed, and/or electronically processed, depending on the specific authorizations indicated in the SCIF's accreditation documentation. The Central Intelligence Agency accredits NARA SCIFs through NARA's Information Security Office.

**Site Security Manager (SSM):** An individual assigned responsibility for all security aspects of a SCIF's construction as required by Intelligence Community Standard 705-1.

**Specially Protected Holdings:** Any documents or items deemed worthy of special protection requirements due to an increased risk of theft or vandalism. Examples include documents or other items with original handwriting and signatures from prominent



people (Presidents, heads of state, celebrities, etc.) or any other documents deemed by the Library to be of sufficiently high intrinsic or monetary value to warrant additional protection.

**Specially Protected Holdings Area:** An area within or apart from a holdings storage room where sensitive textual or non-textual holdings or valuable and vulnerable artifacts may be stored. Secure holdings storage is not intended for holdings containing classified National Security Information.

**Stacks:** A typical storage area for textual and non-textual materials. Stacks consist of shelving for boxed textual or non-textual holdings.

**Storage Furniture:** Equipment used in holdings storage rooms, such as shelving and map cases that is used to store holdings and artifacts.

**Telecommunications:** All materials related to telecommunications infrastructure, including locking cabinets, PBX, telephones, cabling support, security and fax communications.

**Textual:** Paper-based archives, both typescript and handwritten.

**Transition / Barrier Room:** Holdings storage room held at 50° F in which non-textual holdings removed from cold storage ( 35° F) are held for up to 48 hours to acclimate to the higher temperatures in general non-textual storage (50 - 65° F ), processing and research rooms. Because of its function this room is sometimes referred to the acclimation room. The transition / barrier room must be directly adjacent and have direct access to the cold storage room and is often designed as a vestibule to the cold storage room. When the general non-textual storage room is designed and maintained at 50 ° F and has direct access to the cold storage room a separate transition / barrier room is not required.

- 1.5 **USGBC:** The [United States Green Building Council](#) is the sponsor organization of the [LEED](#) green building rating system. Limitations on the use of these standards are that:
- 1.5.1 Standards reflect current standards for the design and construction of Presidential Libraries to minimize failure of any system that could damage permanently valuable holdings. NARA reserves the right to revise these standards.
  - 1.5.2 Before entering into the design phase of any new construction or renovation project, the designer must request the most current NARA design standard from the NARA Office of Presidential Libraries. Once it has entered the design phase, a project will not be held to subsequent revisions, though revisions will be made available to A&E firms throughout a project in order to address new concerns to the fullest extent feasible.
  - 1.5.3 These standards do not address every building system or type of construction.



NARA reserves the right to review any design item or proposed system and may require additional standards for issues not covered in the current standard. NARA also reserves the right to engage external consultants as appropriate to review specific design items or systems against published NARA standards and against proposed or approved designs.

- 1.6 **Applicability of Standards:** outline requirements and recommendations for the design and construction of:
- 1.6.1 New Presidential Libraries that are to be turned over to NARA for operation. These standards will be provided to the Foundation that will build the Library. The Foundation must ensure that the standards are fully reflected in the design and construction of the Library, including all required documentation of same.
  - 1.6.2 Renovations to an existing NARA Presidential Library or any additions to existing NARA Presidential Libraries consistent with Federal policies limiting the acquisition of new Federal building space (as defined in Office of Management and Budget (OMB) Memorandum 12-12 (section 3 amended by OMB 17-08) and OMB Management Procedures Memorandum NO. 2013-2). NARA and Presidential Library staff and the project A&E firms, are responsible for incorporating these standards into the project. If an addition or renovation to an existing facility cannot be brought into conformance with every requirement, the A&E firms must seek a waiver in writing from the Archivist, coordinated by the appropriate program and support offices.
  - 1.6.3 Waivers. If a portion of a new or an existing facility cannot be brought into compliance with every requirement, the A&E firms must seek a waiver in writing from the Archivist, coordinated by the appropriate NARA program and support offices.

## **Section B Organization of the Standard:**

- 1.7 **Overview of Part 1:** provides an introduction and background to the Presidential Library standards and general information concerning the purpose of Presidential Libraries and requirements for transferring properties to the Federal Government for operation and maintenance. Part 1 also establishes a planning cycle for the design of new Library projects with appropriate milestones for Library A&E firms to consult with NARA staff on critical design issues and requirements. This planning cycle is based on years of experience operating Presidential Libraries and provides a valuable resource to Library planners and A&E firms.
- 1.8 **Overview of Part 2:** provides a summary of program requirements of a new Presidential Library. Program requirements outline the functional spaces, their sizes, and relationships that must be considered in planning a Library. A sample relationship matrix is included to show how functions could be arranged in a Presidential Library.
- 1.9 **Overview of Part 3:** addresses protection and preservation of Presidential Library holdings from inappropriate levels of humidity, temperature, dust, gaseous pollutants, and ultraviolet radiation and visible light, and damage from water, fire, theft, and vandalism. This part establishes the requirements for a number of building elements that are important to the preservation and protection of holdings. The special requirements for classified National Security Information are specifically addressed. Additionally, Part 3 discusses important features of a building that make it useable to the public, including parking, access, and accessibility for persons with disabilities.
- 1.10 **Overview of Part 4:** provides information on program equipment that must be provided to NARA when a new Library project is established in order to operate the Library. New equipment includes furniture or other equipment necessary to accommodate visitors, researchers, NARA staff, and the former President if applicable.
- 1.11 **Overview of Part 5:** outlines documents and information that the Presidential Library Foundation must gather and transfer to NARA following completion of the new Library construction project.
  - 1.11.1 Part 5 will be helpful to Foundation staff and A&E firms preparing the Library construction, and will have data and information essential for Library operation. Construction projects develop a significant amount of documentation and records, some of which are vital in determining the quality of the project and in providing evidence that the project meets NARA's critical requirements. The required documentation also greatly facilitates the operation and maintenance of the Library.
  - 1.11.2 Before the acceptance of a new Library, NARA must certify that the project meets the required standards, or report to Congress, steps and costs necessary for the property to be modified before it can be accepted. Therefore, these final

documents and certifications by the professionals who design and construct the building provide essential information to assist NARA in making that certification.

- 1.11.3 Part 5 also outlines the essential documentation needed for facets of a renovation or addition project to an existing Library.

## **Section C: General Information**

### **1.12 General information on Presidential Library facilities:**

- 1.12.1 The NARA maintains the documents and material of the United States Government (USG) and, through the Presidential Library System, preserves and makes available to the public the archival holdings of the Presidents and their administrations since Herbert Hoover. Since the end of the Reagan Administration, the archival holdings of the Presidents have included Presidential records that are administered pursuant to Chapter 22 of 44 U.S.C.
- 1.12.2 A Presidential Library must be attractive and well planned to:
  - 1.12.2.1 Protect and preserve textual, non-textual, electronic, and artifact holdings relating to a President, his associates, and his Presidential administration.
  - 1.12.2.2 Provide access to the textual, non-textual, electronic, and artifact holdings of a President for research and other purposes.
  - 1.12.2.3 Provide museum space to communicate the life and times of a President through permanent and temporary exhibits.
  - 1.12.2.4 Provide educational programs to further the public's knowledge of a former President, the Presidency, American history, and the workings of the USG.
  - 1.12.2.5 Provide working space for the archival, curatorial, and educational staff who process, preserve, and make available Library holdings; for administrative staff members who support all aspects of Library operations; and for volunteers and contractors who assist staff and support Library programs.
- 1.12.3 Holdings must be securely stored and preserved in perpetuity. The primary goal in the design and construction of a new Presidential Library, or the addition to or renovation of an existing Library, must be the preservation and security of, and accessibility to, the holdings. The structural, environmental, and safety standards outlined in this document are based on research and information from archivists, program managers, preservation specialists, and facility A&E firms.
- 1.12.4 Research by conservators, scientists, and other preservation specialists has shown that extremes of humidity, elevated temperatures, particulate and gaseous pollutants, ultraviolet radiation, and unrestricted lighting will damage archival and artifact holdings. Therefore, these standards require strict control of environmental factors and building and storage construction materials, especially

in areas of the building where holdings will be stored, processed, used, and exhibited. Fire and water leaks in the past have caused damage to archival and artifact holdings and their prevention is an important consideration in undertaking design of any building that houses NARA holdings. Security systems are vital since holdings are subject to potential damage from mutilation and vandalism or loss through theft. Some Presidential records require highly secure storage and protection for national security reasons.

- 1.12.5 Structural, mechanical, fire detection and suppression, water detection, ventilation, IT and telecommunications infrastructure, and security systems are critical to the long-term preservation of holdings. In addition, building materials and finishes, methods of construction and quality, and the testing and certifications of completed systems are key determinants governing the acceptability of new construction or renovation of a Presidential Library.
- 1.12.6 NARA strongly recommends that the Foundation Design Project Team include A&E firms with experience in IT infrastructure as well as the unique requirements of libraries, archives, and museums. The HVAC systems for critical areas must be designed by a licensed mechanical engineer with experience designing similar critical environmental spaces.
- 1.12.7 Per NARA's [Strategic Sustainability Performance Plan](#), drafted in compliance with, [E.O. 13834, Efficient Federal Operations](#), all new construction, major renovation, or repair and alteration of Federal buildings complies with the "[Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings](#)" (Guiding Principles). These guiding principles suggest NARA:
  - 1.12.7.1 Employ Integrated Design Processes
  - 1.12.7.2 Optimize Energy Performance
  - 1.12.7.3 Protect and Conserve Water
  - 1.12.7.4 Enhance Indoor Environmental Quality
  - 1.12.7.5 Reduce Environmental Impact of Materials
- 1.13 **Energy reduction, water conservation, and other sustainable building mandates:** by the USG, as stated in NARA's [Strategic Sustainability Performance Plan](#), must be incorporated into every new Library Project. In addition to Federal mandates, NARA has chosen to employ the USGBC/LEED NC 2009 Green Building Rating System, a third party metric to sustainable building practices from a whole building perspective over the life cycle of the building. NARA projects are required to achieve Platinum Certification in the LEED system.
- 1.14 **Per Guiding Principle I:** the design team should use a collaborative, integrated planning

and design process that:

1.14.1 Employs an integrated design project team in all stages of the project through delivery.

1.14.2 Establishes performance goals for siting, energy, water, materials, and indoor environmental quality along with other comprehensive design goals and ensures incorporation of these goals throughout the design and lifecycle of the building.

1.14.3 Considers all stages of the building's lifecycle, including deconstruction.

**1.15 Buy American Act:**

When applicable, the Foundation should follow the terms of the [Buy American Act](#) (41 U.S.C 8302) and use only domestic construction materials for construction performed in the United States.

1.15.1 Exceptions:

1.15.1.1 Impracticable or inconsistent with public interest

1.15.1.2 Non-availability -- a particular construction material is not mined, produced, or manufactured in the United States

1.15.1.3 Unreasonable cost

**1.16 Waste and Materials Management :**

Incorporate adequate space, equipment, and transport accommodations for recycling in the building design. During a project's planning stage, identify local recycling and salvage operations that could process site-related construction and demolition materials. During construction, recycle or salvage at least 50% of the non-hazardous construction, demolition and land clearing materials, excluding soil, where markets or onsite recycling opportunities exist. Provide salvage, reuse and recycling services for waste generated from major renovations, where markets or onsite recycling opportunities are available.

**1.17 Endowment formula:**

The PLA requires the Archivist to establish endowments in the National Archives Trust Fund for the purpose of defraying the cost to the Government of maintaining Presidential Libraries ([44 U.S.C. § 2112\(g\)\(3\)](#), (g)(5)) that were built for presidents who first took the oath of office after 1985. The Act also stipulates that the required endowment amount be available in the National Archives Trust Fund before acceptance of the new Library by NARA. The amount of the required endowment is based on several factors, including the size of the facility and the total costs of construction and improvements.

If a Library foundation or other donor proposes physical or material changes to a Presidential Library that was built for a president who first took the oath of office after

1985, and the changes would result in an increase of in the cost of building operations, the endowment initially deposited in the Trust Fund must be increased in accordance with 44 U.S.C. § 2112(g)(4) or (g)(5)(D), depending on which Presidential Library is affected. As with a new Library, the additional endowment amount must be deposited in the Trust Fund prior to final acceptance of the changes being made to a Library.

The formula to be used in calculating the endowment for the George H.W. Bush Library, the Clinton Library, and the George W. Bush Library is set forth in [§ 2112\(g\)\(3\) and \(4\)](#), while the formula to be used for the Libraries of all presidents starting with President Obama is set forth in [§ 2112\(g\)\(5\)](#).

1.17.1 Legislative requirement. The legislative requirement for an endowment and the formulas for calculating the required endowment are set forth in [44 U.S.C. § 2112\(g\) \(1\), \(2\), \(3\), \(4\), and \(5\)](#)<sup>2</sup>:

"(g)(1) When the Archivist considers it to be in the public interest, the Archivist may solicit and accept gifts or bequests of money or other property for the purpose of maintaining, operating, protecting, or improving a Presidential archival depository. The proceeds of gifts or bequests, together with the proceeds from fees or from sales of historical materials, copies or reproductions, catalogs, or other items, having to do with a Presidential archival depository, shall be paid into an account in the National Archives Trust Fund and shall be held, administered, and expended for the benefit and in the interest of the Presidential archival depository in connection with which they were received, and for the same purposes and objects, including custodial and administrative services for which appropriations for the maintenance, operation, protection, or improvement of Presidential archival depositories might be expended.

(2) The Archivist shall provide for the establishment in such Trust Fund of separate endowments for the maintenance of the land, facility, and equipment of each Presidential archival depository, to which shall be credited any gifts or bequests received under paragraph (1) that are offered for that purpose. Income to each such endowment shall be available to cover the cost of facility operations, but shall not be available for the performance of archival functions under this title.

(3) The Archivist shall not accept or take title to any land, facility, or equipment under subparagraph (A) of subsection (a)(1), or enter into any agreement to use any land, facility, or equipment under subparagraph (B) of such subsection for the purpose of creating a Presidential archival depository, unless the Archivist determines that there is available, by gift or bequest for deposit under paragraph (2) of this subsection in an endowment with respect to such depository, an amount for the purpose of maintaining such land, facility, and equipment equal to--

---

<sup>2</sup> This section is current as of April 2018.

(A) the product of--

- (i) the total cost of acquiring or constructing such facility and of acquiring and installing such equipment, multiplied by
- (ii) 20%; plus

(B)

(i) if title to the land is to be vested in the United States, the product of--

(I) the total cost of acquiring the land upon which such facility is located, or such other measure of the value of such land as is mutually agreed upon by the Archivist and the donor, multiplied by

(II) 20%; or

(ii) if title to the land is not to be vested in the United States, the product of--

(I) the total cost to the donor of any improvements to the land upon which such facility is located (other than such facility and equipment), multiplied by

(II) 20%; plus

(C) if the Presidential archival depository will exceed 70,000 square feet in area, an amount equal to the product of--

(i) the sum of--

(I) the total cost described in clause (i) of subparagraph (A); plus

(II) the total cost described in subclause (I) or (II) of subparagraph (B)(i), as the case may be, multiplied by

(ii) the percentage obtained by dividing the number of square feet by which such depository will exceed 70,000 square feet by 70,000.

(4) If a proposed physical or material change or addition to a Presidential archival depository would result in an increase in the costs of facility operations, the



Archivist may not accept any gift under subparagraph (C) of paragraph (1) for the purpose of making such a change or addition, or may not implement any provision of law requiring the making of such a change or addition, unless the Archivist determines that there is available, by gift or bequest for deposit under paragraph (2) of this subsection in an endowment with respect to such depository, an amount for the purpose of maintaining the land, facility, and equipment of such depository equal to the difference between--

(A) the amount which, pursuant to paragraph (3) of this subsection, would have been required to have been available for deposit in such endowment with respect to such depository if such change or addition had been included in such depository on--

(i) the date on which the Archivist took title to the land, facility, and equipment for such depository under subparagraph (A) of subsection (a)(1); or

(ii) the date on which the Archivist entered into an agreement for the creation of such depository under subparagraph (B) of such paragraph, as the case may be; minus

(B) the amount which, pursuant to paragraph (3) of this subsection, was required to be available for deposit in such endowment with respect to such depository on the date the Archivist took such title or entered into such agreement, as the case may be.

(5)(A) Notwithstanding paragraphs (3) and (4) (to the extent that such paragraphs are inconsistent with this paragraph), this subsection shall be administered in accordance with this paragraph with respect to any Presidential archival depository created as a depository for the papers, documents, and other historical materials and Presidential records pertaining to any President who takes the oath of office as President for the first time on or after July 1, 2002.

(B) For purposes of subparagraphs (A)(ii), (B)(i)(II), and (B)(ii)(II) of paragraph (3) the percentage of 60% shall apply instead of 20%.

(C) In this subparagraph, the term 'base endowment amount' means the amount of the endowment required under paragraph (3).

(i)

(I) The Archivist may give credits against the base endowment amount if the Archivist determines that the proposed Presidential archival depository will have construction features or equipment that are expected to result in quantifiable long-term savings to the Government

with respect to the cost of facility operations.

(II) The features and equipment described under subclause (I) shall comply with the standards promulgated by the Archivist under subsection (a)(2).

(III) The Archivist shall promulgate standards to be used in calculating the dollar amount of any credit to be given, and shall consult with all donors of the endowment before giving any credits. The total dollar amount of credits given under this paragraph may not exceed 20% of the base endowment amount.

(D)

(i) In calculating the additional endowment amount required under paragraph (4), the Archivist shall take into account credits given under subparagraph (C), and may also give credits against the additional endowment amount required under paragraph (4), if the Archivist determines that construction features or equipment used in making or equipping the physical or material change or addition are expected to result in quantifiable long-term savings to the Government with respect to the cost of facility operations.

(ii) The features and equipment described under clause (i) shall comply with the standards promulgated by the Archivist under subsection (a)(2).

(iii) The Archivist shall promulgate standards to be used in calculating the dollar amount of any credit to be given, and shall consult with all donors of the endowment before giving any credits. The total dollar amount of credits given under this paragraph may not exceed 20% of the additional endowment amount required under paragraph (4)."

1.17.2 Effect of the endowment formula:

Although Congress did not prohibit new Presidential Libraries from exceeding 70,000 net usable square feet (hereinafter "square feet"), the endowment formula establishes a strong economic incentive to limit the size of the proposed facility to 70,000 square feet or less. For example, up to 70,000 square feet, the endowment for the George W. Bush Library would be calculated using 20% of the cost of the Library (or 60% of the cost for subsequent Presidents). However, once a new Library exceeds 70,000 square feet, the endowment formula requires 100% of costs for every additional square foot. If later additions or other material changes resulting in increased costs of operations are made to a post-Reagan Administration Presidential Library utilizing private funds, the Foundation must

provide additional endowment funds based on the revised area of occupation and the cost of the addition or other material change, as described in [1.17.4.2](#).

1.17.3 Building efficiency:

Building efficiency (the ratio of usable to gross square footage) is a major influence on the costs of operating and maintaining a building. NARA strongly recommends a design goal of at least 75% efficiency. As a part of the required report to Congress, NARA must forecast anticipated operations and maintenance (O&M) costs of the facility. If the building efficiency is significantly lower than 75%, this will affect the amount of estimated O&M costs reported to Congress.

1.17.4 Shared use buildings:

1.17.4.1 Original costs of construction: For endowment purposes, the construction cost of a new, shared use Library building (e.g., President Obama's Library) containing both NARA and Foundation-controlled areas will be determined using the following formula: the percentage of the usable square footage of the Library-controlled areas to the usable square footage of the entire building multiplied by the cost of the entire building. The resulting cost figure is then used in applying the endowment formula in 44 U.S.C. § 2112(g)(5).

*Example:* The cost of a future president's shared use Library building is \$100 million and NARA will control 70% of the usable square footage in the building. Using the ratio in immediately above, the cost of the Library portion for endowment purposes will be \$70 million. This figure will then be used in applying the 60% endowment requirement in § 2112(g)(5) (assume NARA-controlled area is 70,000 square feet or less).

1.17.4.2 Gifts of additions or other material changes to existing Presidential Libraries resulting in an increase in the costs of facility operations: If the addition or other material change is only being made to the NARA-controlled portion of the building, add the entire cost of construction to the original cost figure calculated under 1.17.4.2 above and apply the correct endowment formula – 44 U.S.C. § 2112(g)(4) for pre-Obama presidents; and 44 U.S.C. § 2112(g)(5)(D)(i) for presidents beginning with President Obama. If the addition or other material change is adding usable square footage to both the NARA- and Foundation-controlled areas, the cost of the change to NARA-controlled areas will be calculated by determining the percentage of the new usable square footage in the Library-controlled areas to the usable square footage of the entire addition or material change, multiplied by the entire cost of the addition or material changes. The resulting cost figure for the NARA-controlled areas is then added to the cost of construction for the original NARA portions calculated under 1.17.4.2 above and the

correct endowment formula applied.

*Example:* A foundation funds a \$15 million addition to the same future president's shared use Library building. 60% of the addition's usable space will be NARA-controlled, making the cost of the addition for endowment purposes \$9 million. This figure is added to the \$70 million cost for the original NARA-controlled areas and the endowment requirement in § 2112(g)(5) is applied (if the new space brings the total NARA-controlled area over 70,000 usable square feet, then the 60% endowment requirement will be applied for costs up to the 70,000 usable square foot threshold; and a one-for-one, or 100% endowment requirement will be used for costs of adding usable square footage above 70,000).

1.17.5 Library only:

1.17.5.1 Original costs of construction: For endowment purposes, the construction cost of a new, Library-only building containing only NARA-controlled areas will be the entire construction cost of the building. The resulting cost figure is then used in applying the 60% endowment formula in 44 U.S.C. § 2112(g)(5).

1.17.5.2 Gifts of additions or other material changes to existing Presidential Libraries resulting in an increase in the costs of facility operations: Use the appropriate formula in [1.17.4.2](#).

1.18 **NARA definition of building size:**

1.18.1 NARA has adopted the Building Owners and Managers Association (BOMA) publication, Standard Method for Measuring Floor Areas in Office Buildings (2010) and also listed as ANSI Z65.1-2010, as the standard for establishing the size of the facility, and the "BOMA Usable Square Footage" (with one modification, described below) as the value for determining for endowment purposes whether a facility falls within or exceeds the 70,000 square foot threshold. In its report to Congress, NARA must certify the usable square footage of the building (or portion thereof) that will be maintained by NARA.

1.18.2 Usable square footage is measured from inside finish wall to inside finish wall of the occupied areas, exclusive of areas defined in [Figure 1-1](#). For exterior glass walls, the finish areas will be measured based on the "dominant portion" of the wall as defined in the BOMA standard. If for example a window is over 50% of the wall area, then the inside face of the window is the dominant portion and will be used for measurement of usable area. Included in the usable square footage calculation are the areas of all walls and partitions within the space that will be maintained by NARA.

- 1.18.3 Usable square footage excludes space shown in [Figure 1-1](#) when they occur within space maintained by NARA. These areas are considered part of the common building space and not assignable as part of total usable square footage.
- 1.18.4 To avoid confusion, NARA encourages Architecture and Engineering (A&E) firms to consult with NARA during the design, conceptual development, and pre-construction phases as outlined in paragraphs [1.22.1.1](#) – [1.22.1.6](#) below to ensure that the building size as scored by NARA is within the limits intended by the donor and that NARA receives sufficient space within the 70,000 square foot limit (see [1.18.1](#)) for its work and operations.
- 1.18.5 All square footage allocations assume a block footprint with a minimal number of columns or other obstructions.

**Figure 1-1: Exclusions to usable square footage:**

1. Circulation:

- a. Main and secondary service corridors<sup>3</sup>.

Service corridors provide access between the loading docks, holdings storage rooms, research rooms, and the museum exhibit galleries. In order to qualify for exemption as a “service corridor,” the corridor must be enclosed on both sides by floor to ceiling walls. General purpose corridors used for staff and visitor circulation are **not** excluded.

- b. Code-required corridors.

In order to qualify for exemption as a “code-required corridor,” the corridor must be enclosed on both sides by a fire-rated wall from floor slab to structural slab above and must be a **required** part of a “means of egress” or “horizontal exit” as defined in Section 5-1.2 of the *Life Safety Code* (NFPA 101). The “code-required corridor” must not become another exhibit area with exhibit casework or other exhibit features intruding into the space, negating its use as a true “code-required corridor” by definition.

- c. Elevator shafts.
- d. Stairs.
- e. Entrance weather vestibules.

2. Service areas:

- a. Public rest rooms (restrooms that are only accessible to members of the staff are **not** excluded).
- b. Maintenance rooms.
- c. Locker rooms for custodial and mechanical staff.
- d. Custodial closets (with or without sinks).
- e. Maintenance and custodial storerooms.

---

<sup>3</sup> Variation from the BOMA Standard. NARA has determined that excluding service corridors from the BOMA Useable Square Footage serves a public purpose: to assure that adequate-width corridors are provided between the areas cited.

f. The driveway-level portion of the loading dock within the exterior line of the building used solely to provide protection from the weather while loading or unloading.

3. Mechanical/electrical areas:

- a. Duct and service shafts.
- b. Mechanical equipment rooms and boiler rooms.
- c. Computer Rooms and switch closets.
- d. Electrical closets.

1.19 **“Equipment” scored for the purposes of the endowment:**

1.19.1 Equipment fundamental to the operation of the building (in contrast to “program equipment” as defined in Part 4) is subject to the endowment formula. A definition of operating equipment is provided in par. 1-4 and various parts of the facility’s physical plant as described throughout these standards form a significant portion of the operating equipment requirement. Operating equipment items are essential to the operation of the Library and are normally built into the facility or, at least, permanently mounted to the structure. The cost of these items must be included in the calculations of the endowment provided by the Foundation under the terms of the 1986 PLA. All operating equipment must be new, not used or refurbished.

1.19.2 The following list contains examples of operating equipment; the list is not all-inclusive and may change with evolving technology, program requirements, and the final Library design. Equipment that is considered “operating equipment” may also be included in Part 4, Program Equipment Requirements, with its use in one of the program categories—archival and administrative, office, and specialized storage. Any question of whether specific equipment is considered “operating” or “program” must be referred to NARA for a determination.

Examples of operating equipment are:

- 1.19.2.1 Building mechanical systems, including elevators, HVAC equipment, air filtration equipment, lighting systems, the automated building control system, and fume hoods/exhaust systems
- 1.19.2.2 Building plumbing systems, including sump pumps, water heaters, metering and filtration
- 1.19.2.3 Specialized cold storage systems
- 1.19.2.4 Fire safety systems, including the sprinkler equipment, booster pumps, and detection or alarm and emergency public address components
- 1.19.2.5 Emergency generator and any emergency and exit lighting

- 1.19.2.6 High-quality security systems, including closed-circuit television (CCTV)
- 1.19.2.7 Carpeting and other suitable floor coverings
- 1.19.2.8 Specialized window blinds or wall coverings
- 1.19.2.9 Built-in furnishings, such as lobby information kiosks or admissions desks
- 1.19.2.10 Telecommunication and computer communication main computer room and switch closets, switches, routers, conduit, cable raceways, distribution back-bone, frame-to-frame cabling, and local cabling from the switch closets to the work stations (but not the actual telephone sets or computer systems and equipment). All components of the telephone system except plug-in desktop units are operating equipment and thus are subject to the endowment provisions. The NARA computer room should provide capacity for NARA personnel and contractors in adjacent buildings, if they are to be included on the computer network or telephone system. Foundation and NARA Data/Voice circuits shall be run to appropriate locations, i.e. circuits for NARA go directly to the NARA Main Point of Entry (MPOE).
- 1.19.2.11 Orientation theater equipment, including a sound system, built-in screen, and furnishings
- 1.19.2.12 Audio-visual equipment built into the building, such as components and interactives used for exhibits, ceiling-mounted screens, sound systems installed in the theater, projection equipment mounted in the theater, a retractable screen for video, a ceiling-mount video projector with interface wall outlet for the conference/training room, and a retractable projection screen for the auditorium (but not portable audio-visual equipment such as slide projectors, stand-alone screens, portable lecterns, portable video recording equipment, or equipment used for the preservation or duplication of holdings, or used to provide reference service).
- 1.19.2.13 Paint booth with hood and appropriate ventilation and an exhaust fan for the paint shop
- 1.19.2.14 Preservation-quality shelving and cabinets for holdings storage, including textual, non-textual, and artifact holdings. (See [Section N: Shelving](#).) NARA must be consulted at the earliest stages of design regarding the actual size of the Library's textual, non-textual, and artifact holdings to ensure that the correct amount and type of shelving

is installed). Preservation-quality storage shelving units are not normally a stocked product. Time should be allowed for conservation testing and approvals, special ordering, manufacturing, and installation.

**1.20 Estimating capacity of holdings storage equipment for a new Presidential Library:**

1.20.1 Sufficient space and equipment must be provided to physically house the holdings in accordance with preservation requirements and to allow safe and efficient retrieval of holdings for processing and for filling research requests. NARA will provide more exact requirements early in and throughout the concept phase of each project. It is imperative that A&E firms consult with NARA throughout the concept phase of each project as early projections of the quantities and sizes of holdings may be low. Consultation with NARA staff throughout the design process will ensure that adequate space is provided for current and future holdings.

1.20.2 The Foundation must provide space and equipment for the storage of general textual holdings and textual holdings containing National Security Information based upon the quantity and size of the holdings plus growth, usually 30%.

1.20.3 If required, the Foundation must provide space and equipment for the storage of non-textual holdings, including a cold storage room and transition/ barrier room with appropriate storage equipment, based on the quantity and size of the holdings plus growth, usually 30%.

1.20.4 The Foundation must provide space and equipment for the storage of artifact holdings based on the quantity and size of the holdings plus growth, usually 30%.

NOTE: Historically, holdings requirements increase. Therefore, the above numbers should be taken only as examples.

**1.21 NARA review in the design phase:**

1.21.1 NARA will meet with the Foundation and A&E firms during the concept design for a new Library or any addition or renovation project. During the design of a new Presidential Library, NARA must undertake design reviews at critical stages of the project. Past projects have shown that these design reviews are useful in making sure that all NARA standards have been incorporated into the project before project completion. The A&E firms must plan review points in the preparation of design and construction documents that allow for NARA feedback. This is especially true in the case where the delivery system selected is not the traditional design-bid-build delivery system.

1.21.2 NARA will work directly with A&E firms throughout projects that entail renovation or addition to an existing Library.



- 1.21.3 While this standard provides mandatory requirements and informational recommendations to A&E firms, questions will always arise as to how to apply certain requirements and whether the proposed design meets these requirements. NARA staff must review the plans and specifications and answer questions from the A&E firms of new Libraries during the design process. When A&E firms propose deviations from these standards, they must request permission in writing from NARA regarding the purpose and extent of proposed deviations. NARA will then issue approval (through a waiver by the Archivist) or disapproval of the deviation in writing to both the A&E firms and the Foundation.
- 1.21.4 Permanent exhibit development is subject to the same reviews. Exhibit design and construction must meet the environmental and other preservation requirements established in these standards. Cases displaying any original holdings must meet additional specifications as established in written conservation criteria provided to the exhibit designer. The conservation criteria may establish additional exhibit requirements.
- 1.21.5 The complex features and specialized requirements of a Presidential Library, such as the security requirements for classified National Security Information and the need for special environmental controls, make these reviews with NARA essential.
- 1.21.6 For projects in existing Libraries, NARA must provide a required review schedule with design and construction personnel.
- 1.21.7 The design of a HVAC system that provides the environmental conditions necessary to preserve the holdings requires specialized knowledge. NARA recommends that mechanical engineers that have worked on successful Library, archive, and museum projects design the HVAC systems in the Presidential Library.
- 1.21.8 The design of the telecommunications infrastructure that provides voice and data capabilities requires specialized knowledge. NARA recommends IT and telecommunications engineers that have worked on successful building and data center projects, designed IT and telecommunications infrastructure to Industry Best practices.
- 1.22 Required NARA reviews during design and construction of a new Library:**
- 1.22.1 During the development of a new Library project, the following stages of design are points when NARA must be included in a review of the facility plans and specifications (with percentage of the project design provided in parentheses). This schedule is predicated on a traditional design-bid-build delivery system. Any other form of delivery system (such as a design-build system, a CM at Risk, etc.) requires adjustments to the schedule to include more active NARA involvement. If an Architecture and Engineering firm and/or the Foundation has requested in

writing any deviations from these standards, then the deviations must be highlighted in any design documents submitted for review by NARA.

Throughout every project phase, NARA may provide verbal and/or written comments during review meetings. Comments must be recorded, tracked, and responded to with an explanation of consideration and resolution; ideally, NARA concerns and comments will be resolved prior to the start of the next project phase.

1.22.1.1 Conceptual Development (15%). This review must occur at completion of the development of functional relationships and block diagramming and the completion of the development of a building floor plan, interior plans, building sections, elevations, site plan, roofing systems, and other major features. Site plans are reviewed for security vulnerability, potential for natural and industrial hazards, access to the disabled, and appropriate parking availability, including visitor, bus, van, contractor, and staff parking. At this stage in the project, the Architecture and Engineering Firm (A&E firm) should be able to provide a preliminary estimate of the facility size for endowment purposes. Typically, a Sustainability Design Charrette is conducted at this early stage in the project to establish which LEED Credits the project will achieve in order to attain minimum Silver Certification.

For existing sites not currently LEED certified, major construction or renovation projects should be built to LEED Silver or higher. For a new Presidential Library, LEED Platinum is the minimum certification level. A project must document Prerequisites, Minimum Project Requirements, and the applicable number of available credits as listed in the LEED NC 2009 system.

1.22.1.2 At this early stage the Foundation must select a LEED AP from one of the Project A&E firms and a Commissioning Agent from an independent firm to facilitate the LEED process.

1.22.1.3 Design development (30%). This review must occur before completion of design development drawings. This review will allow further discussion of adjacencies, allocation of spaces, and traffic flow. An updated estimate of the facility size for endowment purposes must also be provided.

1.22.1.4 Design development (50%). This review must occur at the completion of design development drawings when the details and finishes of all major spaces and functions are determined and when building systems, mechanical equipment, and systems design have been determined. Included would be a review of major fire suppression systems, security systems and security control locations, the SCIF, environmental

requirements, building and mechanical systems controls, secured exit locations and entrances, and preliminary equipment and furniture specifications. A review of the IT infrastructure and holdings storage layout and equipment should also occur at this stage and in subsequent stages of design development. Specifications for building systems must also be reviewed according to NARA preservation/conservation standards to determine whether the systems will negatively affect holdings through off-gassing, particulate circulation, or other effects. An updated estimate of the facility size for endowment purposes must also be provided.

- 1.22.1.5 Design Development (75%). This review must occur at the completion of design development drawings when the details and finishes of all major spaces and functions are determined and when building systems, mechanical equipment, and systems design have been determined. Included would be a review of major fire suppression systems, security systems and security control locations, the SCIF, environmental requirements, building and mechanical systems controls, secured exit locations and entrances, and preliminary equipment and furniture specifications. A review of the IT infrastructure and holdings storage layout and equipment should also occur at this stage and in subsequent stages of design development. Specifications for building systems must also be reviewed according to NARA preservation/conservation standards to determine whether the systems will negatively affect holdings through off-gassing, particulate circulation, or other effects. An updated estimate of the facility size for endowment purposes must also be provided.
- 1.22.1.6 Construction Documents (90%). Review of final construction documents must occur with sufficient time to incorporate changes and any final comments before the project is given to a contractor for the actual construction. Special attention should be paid at this stage to the IT infrastructure. An updated estimate of the facility size for endowment purposes must also be provided.
- 1.22.1.7 Construction Documents (100%)
  - 1.22.1.7.1 Review of final construction documents to confirm inclusion of 90% changes. This must be accomplished before the project is given to a contractor for the actual construction.
  - 1.22.1.7.2 If any changes are made to the final construction documents after the 100% review, NARA must be notified by the A&E firms and the Foundation and provided with an opportunity to review these changes and approve them. NARA must also be provided with copies of any revised final construction

documents after the 100% review. (NARA will determine the number of copies to be provided.)

- 1.22.1.8 Review of construction at the 25% stage of completion must occur. Early construction concerns, if any, must be reviewed and corrected before the 50% stage of the project.
- 1.22.1.9 Review of construction at the 50% stage of completion must occur. Construction deficiencies, if any, must be reviewed and corrected before the 75% stage of the project.
- 1.22.1.10 Review of construction at the 75% stage of completion must occur. Construction deficiencies, if any, must be reviewed and corrected before final completion of the project.
- 1.22.1.11 A final inspection must be conducted when the construction contractor certifies and the Construction Quality Manager (CQM) verifies that the project is substantially (99%) completed and available for occupancy except for minor corrections typically listed on a final punch list of the project. The inspection will review all completed construction in accordance with the construction documents; evaluate the CQM and architect/engineer certifications of the work; review the inspections and testing reports of the work in progress as provided by the construction contractor and CQM; and verify that all building systems are operating and will provide for safe keeping of all holdings. This review will become the basis for the NARA certification to Congress that the building is ready for Government acceptance and occupancy.

1.22.2 Despite design reviews by NARA staff, it is the responsibility of the Foundation and their A&E firms to ensure that all aspects of NARA standards are met. Review by NARA does not constitute approval of any deviations for which a written waiver has not been granted by NARA. The Archivist is barred from accepting a Presidential Library unless it complies with the standards set forth herein.

**1.23 Required NARA reviews during a Museum Redesign Project:**

If a Library and Foundation are planning a Museum Redesign Project, they must follow the procedures outlined in [Attachment 1, \*Milestones for Museum Redesign Project\*](#).

**1.24 Certifications and requirements:**

1.24.1 Quality control standards for construction must be developed as part of the planning process and included as part of the project. While good design and well-written specifications prepared by A&E firms provide for quality construction, the proper execution of those specifications is critical.

- 1.24.2 To ensure that the project meets the design requirements, the Foundation must require the A&E firms who prepare the construction documents to certify that their design and their plans and specifications meet the requirements of these standards. This certification by the A&E firms must be in the form of a written certification letter with the seals of the professional architects and engineers affixed to the certification indicating that the design complies with these requirements. This certification must be provided to NARA for incorporation in the report to Congress.
- 1.24.2.1 Construction Administration Services. To ensure that the project meets the design requirements, the Foundation must require the A&E firms to perform full Construction Administration Services.
- 1.24.3 Additionally, a separate and independent Construction Quality Manager (CQM) must be engaged by the Foundation. To avoid potential problems at the end of the project, the qualifications and scope of duties of the CQM should be approved by NARA before selection. The CQM must, before acceptance by NARA of the completed Library project, provide a certification that the project was built in accordance with the design and specification requirements. While good design results in a good project, the actual construction implementation is an important aspect of the final project quality. Therefore, a CQM will be required to:
- 1.24.3.1 Certify that all construction work is completed in accordance with the final construction documents.
- 1.24.3.2 Review and certify all construction installations, including any work that will become hidden or covered by later work, specific attention being given to reinforcement of foundations, SCIF areas, critical environmental spaces, and other systems where the quality of the final product depends on a complete installation.
- 1.24.3.3 Review all tests on completed assemblies such as roofing systems, window glazing systems, sprinkler and fire protection systems, lighting systems including emergency lighting, mechanical equipment operation, and other assemblies, and certify that the tests meet the requirements of the design documents.
- 1.24.3.4 Approve all finishes to ensure that they meet the environmental quality criteria specified in these standards or in other preservation/conservation standards as specified by NARA.
- 1.24.3.5 Evaluate all shop drawings and inspect work completed by subcontractors to certify that the work meets the intent of the design documents and the approved shop drawings.
- 1.24.3.6 Participate in punch list and routine inspections to certify that the

construction meets the design requirements and all corrections have been made before the building is accepted by the Government.

- 1.24.3.7 Provide certification at the end of the project that the facility is approved for occupancy by the Agency Having Jurisdiction.
  - 1.24.3.8 Documentation of appropriate Certification level by the USGBC. For new Presidential Library, LEED Platinum is the standard. For an existing Library construction project LEED Silver is the minimum certification level.
  - 1.24.3.9 Gather all documents and information, including test results, and bind those in a CQM document that records the results of the CQM effort. Provide copies of all documents and information to NARA.
- 1.24.4 For new construction or a major renovation project at an existing Library, the CQM must oversee commissioning activities for all building systems and components. The CXA must provide commissioning reports for all building systems.
- 1.24.5 The CQM functions must be performed by an entity not associated with the design firm or the contractor. CQM functions must not allow the A&E firms to reduce their responsibilities for quality control during the project. The CQM provides a separate review of the project and another level of quality assurance.
- 1.24.6 Any items found to not be in compliance with the standards, and for which no waiver has been obtained, must be corrected by the Foundation or, if not corrected by the Foundation, will be corrected by NARA at the expense of the Foundation.
- 1.25 Information required for submission to Congress:**
- 1.25.1 Pursuant to the PLA (44 U.S.C. § 2112(a)(3)), the Archivist of the United States must submit to Congress (the President of the Senate and the Speaker of the House of Representatives) a report proposing acceptance of the Presidential Library. The land, facility, and equipment comprising a new Library cannot be accepted until “the expiration of a period of 60 days of continuous session of Congress beginning on the date on which the Archivist transmits the report.” This generally means the report must be submitted to Congress no less than six months before the expected turnover date for the Library. The precise length of the notice period will be determined as necessary in specific cases. The report to Congress is created by the NARA Office of Presidential Libraries working with other offices within NARA and with the Foundation.
  - 1.25.2 The following elements must be included by NARA in the report as required by 44 U.S.C. 2112. Those elements requiring information from other sources should be submitted to the Office of Presidential Libraries at the time agreed upon by the

Foundation and NARA prior to the anticipated date of transfer of the Library to NARA:

1.25.2.1 “A description of the land, facility, and equipment offered as a gift or to be made available without transfer of title.” This must include:

1.25.2.1.1 Legal description of the land, including plat, and evidence of clear title to the land upon which the Library is constructed.

Source: Foundation<sup>4</sup>

1.25.2.1.2 Site plan, floor plans, building sections and elevations, artist’s representation of building and grounds. Source: Foundation

1.25.2.1.3 Description of building contents, including furniture, equipment, museum installations. Source: Foundation

1.25.2.1.4 Measurement of facility to ascertain implications of endowment provisions of the Act. Source: Foundation must provide drawings. NARA will analyze drawings and perform separate measurement.

1.25.2.2 “A statement specifying the estimated total cost of the proposed depository and the amount of the endowment for the depository required pursuant to subsection (g) of this section.” This must include:

1.25.2.2.1 Statement of the total cost of the depository to be provided to NARA. Source: Foundation

1.25.2.2.2 Statement of the required endowment. Source: NARA

1.25.2.3 “A statement of the terms of the proposed agreement [for transfer or use of the facility], if any.” This must include:

1.25.2.3.1 Copies of the instrument of gift, perpetual lease, or other legal instrument accomplishing transfer of the facility. Source: Foundation in consultation with NARA

1.25.2.3.2 Copies of any proposed agreements between the state, the city, the donating group, other institutions, and the United States, or the essential terms of such proposed agreements,

---

<sup>4</sup> If an organization other than the Foundation is donating or making available the Presidential archival facility, this information must be provided by that organization.

which may affect ownership or operation of the Library facility. Source: involved parties in consultation with NARA and Foundation

- 1.25.2.4 A statement of and copies of any proposed agreements concerning the proposed support of Library programs by non-governmental sources, or the essential terms of such proposed agreements. Source: Foundation in consultation with NARA
- 1.25.2.5 “A general description of the types of papers, documents, or other historical materials proposed to be deposited in the depository to be created, and of the terms of the proposed deposit.” This must include:
  - 1.25.2.5.1 A description of the historical materials to be maintained at the Library. Source: NARA
  - 1.25.2.5.2 A description of the terms of the proposed deposit of the materials, including the Presidential Records Act of 1978, deeds of gift, or other legal agreements affecting the materials. Source: NARA
- 1.25.2.6 “A statement of any additional improvements and equipment associated with the development and operation of the depository, an estimate of the costs of such improvements and equipment, and a statement as to the extent to which such costs will be incurred by any Federal or State government agency.” This statement includes:
  - 1.25.2.6.1 A description (including estimated costs) of any additional improvements and equipment being provided by the Government. The cost of moving materials to the Library and a description and estimated cost of materials being used at the Library that were previously used at the temporary Project location must be included. Source: NARA
  - 1.25.2.6.2 A description (including estimated costs) of any additional improvements and equipment being provided by any state government agency. Source: State government agency
- 1.25.2.7 “An estimate of the total annual cost to the United States Government of maintaining, operating, and protecting the depository.” This must include:
  - 1.25.2.7.1 An estimate of the annual facility operation costs for the fully operational Library. Source: NARA
  - 1.25.2.7.2 An estimate of the annual program costs for the fully



operational Library. Source: NARA

1.25.2.7.3 A statement on how costs were estimated. Source: NARA

1.25.2.7.4 A statement on cost-saving design features of the building. (This element is not essential, but is desirable.) Source: Foundation

1.25.2.8 “A certification that such facility and equipment (whether offered as a gift or made available without transfer of title) comply with standards promulgated by the Archivist pursuant to paragraph (2) of this subsection.” This must include:

1.25.2.8.1 A written certification from the independent Construction Quality Manager stating that the building was constructed in accordance with the final construction documents and that all required testing has been satisfactorily completed. Source: CQM via the Foundation

1.25.2.8.2 A written certification from the Archivist stating that the building and equipment comply to date with NARA's established standards and all waivers granted for any deviations requested by the A&E firms or the Foundation and approved by NARA. Source: NARA

1.25.2.9 Financial accounts and other information concerning cost of the Library project, including land and equipment may be subject to government audit, or an independent contractor engaged by the government, to assure Congress that the endowment is fulfilled in accordance with the provisions of the PLA of 1986.

1.25.2.10 For additional project documentation requirements, see paragraph [5.1](#).

## 1.26 Naming Rights

1.26.1 [NARA Interim Guidance 98-223](#) states the Archivist has the authority to name buildings and spaces under NARA's control, including Presidential Library buildings and spaces, for persons living or dead, or for organizations, including for-profit companies. In addition the Archivist may accept certain gifts on the condition that a building or space be named for a person or organization.

1.26.2 The Archivist's naming authority applies only to NARA space, not to Foundation exclusive space.

1.26.3 The delegation has since been revised and is outlined in Part 9 of [NARA 101, NARA Organization and Delegation of Authority](#).

- 1.26.3.1 NARA 101, Part 9, Section 17, Paragraph n, specifies that the naming authority is now delegated to the Director for Presidential Libraries (LP) and the Library Directors. If a Library Director wishes to exercise his/her naming authority, concurrence is needed from the Director for Presidential Libraries. Final concurrence is needed from the Executive for Legislative Archives, Presidential Libraries, and Museum Services (L).
- 1.26.4 The Library Director must first consult with LP before developing any plans to solicit gifts that could result in a naming condition.
  - 1.26.4.1 The Director of the Library must provide the name of the proposed donor with a short biography and amount to be solicited to LP before any such opportunity is discussed with the proposed donor.
  - 1.26.4.2 Notification to LP can be done informally, but must leave sufficient time for review of the issue. LP will normally provide concurrence no later than 1 week after the request is received.
  - 1.26.4.3 Discussions can begin with the proposed donor only after concurrence is provided by LP.
  - 1.26.4.4 Restrictions on the use of commercial symbols as noted in the Trust Fund Procedures Manual (TRUST FUND 1801), chapter 2, subpar. 158b, apply.

## **PART 2 PROGRAM REQUIREMENTS/ADJACENCIES**

### **Section A: Library space and functional relationships**

2.1 **General information:** These standards provide summary information on required functional areas that must be provided in a Presidential Library or an adjacent Foundation facility. Further details regarding the programmatic functional requirements may be obtained from the NARA Office of Presidential Libraries. While the descriptions of individual areas may contain general information regarding security, fire safety, lighting, and environmental controls, details concerning specific requirements are contained in Part 3. Part 4 contains details on specific program equipment that must be provided to NARA.

2.1.1 There are unique security requirements at a Presidential Library. There must be well-defined and physically-controllable separation of space identified as “public space” and “staff or restricted space”. These functions are sometime defined in the service industry as “front of the house” and “back of the house” functions. NARA requires separation to ensure only fully cleared and authorized personnel enter the staff or restricted space using key card access control. NARA security personnel will work with the Foundation A&E firms to identify the boundary line that will actually separate the two functions, so that the A&E firms install the appropriate physical measures to provide the requisite control.

2.1.2 See appropriate sub-sections of Part 3, Section I, [Security](#), for specific security requirements.

2.2 **Location of space:** All required Library space, and any optional space that a Foundation chooses to include in the design of a Presidential Library, must be located on one site and in one physical structure. (See categories of space defined under [section 2.3](#).) Certainly, the Foundation may choose to place space under its direct control in a separate building or buildings, such as Foundation offices or a Presidential suite (see categories of space, paragraph 2.3.7). It is strongly recommended that if the Foundation chooses to place its own activities in a separate physical structure, that this structure be co-located with the Library on one site to maximize the efficiencies and the effectiveness of the public/private partnership that forms the strong basis for the ongoing operations of a Presidential Library and Museum.

2.3 **Categories of space:** provide information about particular Library spaces and their adjacencies within the Library. Space is grouped into broad categories and specific functional areas. The broad categories include:

2.3.1 Public space (non-research)

2.3.2 Director’s suite

- 2.3.3 Museum support space
- 2.3.4 Research rooms and archival support space
- 2.3.5 Holdings storage
- 2.3.6 Facility support space
- 2.3.7 Presidential/Foundation suite
- 2.4 **Functional relationships:** Designing good functional relationships among Library spaces is critical to the successful operation of the facility. Figure 2-1: Library Spaces and Functional Relationships provides a block diagram of key functional areas and their relative adjacencies for information to Foundations and their A&E firms.
- 2.5 **Adjacencies:** Not all of the adjacencies shown in the diagram are absolute requirements, nor are they intended to require any particular space layout. When adjacencies are requirements, they are so stated. In addition to the functional adjacencies, holdings storage and processing rooms, and exhibit galleries have environmental and security requirements that are more stringent than other parts of the building. In particular, while the artifact storage and processing functions are shown located in the vicinity of the exhibits, A&E firms may find it to be advantageous to locate the artifact holdings storage adjacent to the textual holdings storage rooms.
- 2.6 **Scale:** The blocks in the diagram have no relation to the relative sizes of each specific area. With the size implications resulting from the endowment formula, the Foundation may decide to construct two (or more) buildings: one housing the functions performed by NARA; one housing the Foundation offices, auditorium, multi-purpose rooms, etc.; and optionally a third building for academic use. The NARA standards require that, at the very least, the functional areas on the required list below be included in all new Presidential Library facilities transferred to NARA. Optional areas are listed separately.
- 2.7 **Required Areas:**
  - 2.7.1 Textual, non-textual, artifact, and other specialized holdings storage rooms
  - 2.7.2 NARA staff offices
  - 2.7.3 Processing rooms for textual, non-textual, and artifact holdings
  - 2.7.4 Textual and non-textual research rooms, with related orientation spaces
  - 2.7.5 Loading dock and receiving room
  - 2.7.6 Education classroom/multipurpose space

- 2.7.7 Computer room/Switch closets for network equipment
  - 2.7.8 Onsite contractor office space
  - 2.7.9 Security control center
  - 2.7.10 Crate storage room
  - 2.7.11 Volunteer orientation room and lounge
  - 2.7.12 NARA staff conference/training room
  - 2.7.13 Staff lounge
  - 2.7.14 Public entrance and lobby
  - 2.7.15 Restrooms for staff and the public
  - 2.7.16 Storage for facility operations
  - 2.7.17 Isolation room
- 2.8 **Optional Areas:**
- 2.8.1 Museum permanent exhibit gallery
  - 2.8.2 Temporary exhibit gallery
  - 2.8.3 Exhibit production shop, clean room, and paint shop for museum-related fabrication [Note: these are required if 2.8.1 or 2.8.2 is included]
  - 2.8.4 Orientation Theater
  - 2.8.5 Auditorium
  - 2.8.6 Museum gift shop and gift shop storage
  - 2.8.7 Presidential suite
  - 2.8.8 Foundation offices
  - 2.8.9 Café food service
  - 2.8.10 Catering kitchen

2.9 **Renovations and additions** to existing Presidential Libraries must conform to these prescribed adjacencies. An A&E firm must apply for a waiver from the Archivist if compliance to a particular adjacency standard is not feasible.

**Figure 2-1: Library Spaces and Functional Relationships**

Storage	Food Service	Public Entrance and Lobby	Director's Suite				
Storage	Orientation Theater		Public Restrooms	Staff Restrooms	Volunteer Orientation and Lounge	NARA Conference and Training Room	
		Internal Circulation	Catering Kitchen				
Temporary Exhibit Gallery	Circulation				Education Classroom/Multipurpose Space		
	Gift Store		Researcher Orientation				
	Gift Store Storage		Textual Research Room	Non-textual Research Room	Non-textual Suite		
Permanent Exhibit Gallery			Textual Processing Room	Non-textual Holdings Storage		Cold Storage	
			Textual Holdings Storage				
			Archival Staff Offices	Specialized Storage: Sensitive Compartmented Storage Facility (SCIF) & Research Room			
Artifact Holdings Storage				SCIF Processing Room			
Clean Room	Exhibit Support Staff Office		Registrar's & Museum Collections Staff Office	Staff Lounge		Staff Restrooms	
Paint Shop	Exhibit Production Shop		Crate Storage	Receiving room	Loading dock		

*Architectural and Design Standards for Presidential Libraries [July 2018]*

Auditorium		** Computer Contractor	Facility Manager's Office	Security Control
	En- trance	Presidential Security	Foundation Offices/ Presidential Suite	

*\*\* This block diagram does not depict the optimal placement of the Computer Room; it should be centrally located within the facility.*

## **Section B: Public space**

### **2.10 Public entrance and lobby:**

2.10.1 The public entrance and lobby will serve as an introduction to the Library and as a transitional point among many of the public spaces. The public entrance and lobby will also be the one, primary point of entry and egress into the Library by staff and visitors, including museum guests and researchers. A&E firms must make every effort to minimize the overall number of access points to the facility. The overall dimensions of the public entrance and lobby should be sufficient to permit visitors, as many as 2,000 to 4,000 per week, to move easily to and from the [admissions desk](#), exhibit galleries, orientation theater, research rooms, restrooms, museum gift shop, food service, and other public spaces. Plans must accommodate x-ray machines, magnetometers, utility and telecommunications services, or other security screening devices considered necessary at the main public entrance. A&E firms must arrange the public entrance and lobby so as to ensure the protection of staff, visitors, holdings, and the Library structure itself. At the same time, A&E firms must create a space or spaces welcoming visitors to the Library. Energy saving vestibules must also be incorporated. Every effort must be made to avoid visitor bottlenecks and allow for easy entry and egress of large crowds.

2.10.2 Public restrooms and visitor amenities such as coat racks, lockers, and public telephones must be adjacent to the lobby and must be within the security envelope. The Foundation must provide space for the storage of up to 15 wheel chairs (to be provided by the Foundation).

2.10.3 If there is a museum, the museum gift shop and orientation theater must be adjacent to the lobby. If an orientation film is offered, space must also be provided for visitors to congregate while they wait for the next showing. The lobby must accommodate organized groups that will assemble before and after tours.

2.10.4 Stairways, elevators, escalators, or inclined ramps must not be located in such a way that lines will form in the lobby. They must not be located in proximity to entrance and exit doors. Their combined capacities must be sufficient to move 500 people per hour.

2.11 [Conference/training room](#) for staff meetings, seminars, or lectures should be centrally located and easily accessible from all parts of the Library, including the public entrance and lobby if possible.

### **2.12 [Education classroom/multipurpose space](#):**

2.12.1 An education classroom must be provided for several kinds of activities including



educational programs and social gatherings. The classroom must be designed to allow reconfiguration with moveable partitions to serve as multipurpose space. The classroom should be available to the President and might occasionally provide space for outside professional group functions. It may be used for smaller evening programs not requiring a larger auditorium or when other parts of the building are closed.

2.12.2 The education classroom/multipurpose space should be very near the public entrance and lobby, and public restrooms. The education classroom/multipurpose space must provide some storage space for extra tables or chairs and for education supplies. If located in the NARA-operated building, the education classroom/multipurpose space must be designed to allow the space to be closed off from the remainder of the building for noise and crowd control and for after-hours controlled access without access to rest of building.

2.12.3 The education classroom/multipurpose space should be near the food service area if possible, but not immediately adjacent to exhibit galleries or holdings storage rooms. A sink in the space is highly desirable. The space must have a grouping of comfortable furniture in addition to an array of configurable tables and chairs, as well as furniture appropriate for use in classroom activities.

2.13 **Orientation theater:**

2.13.1 The orientation theater provides a space to orient visitors about the President, the Presidency, and the Library itself. If provided, the theatre must include no less than 100 fixed seats. If an orientation film is offered, it will be shown here during normal business hours. In addition, after normal business hours, the theater must be designed to allow for its use for Library events such as symposia and seminar classes. Therefore, a small stage or dais must be included in the design.

2.13.2 The theater must be easily accessible from the public entrance and lobby and positioned so that visitors have the option of entering the theater first or going directly to the museum exhibit galleries.

2.13.3 Based on past experience with visitors at Presidential Libraries, NARA recommends that any orientation film have a running time of no more than 12 minutes and include information about the President, but also about the Library and exhibits. Care should be taken to avoid creating a film that dates quickly.

2.14 **Auditorium:** If an auditorium is included in the NARA-controlled portion of the Library, it must be designed to be easily configurable for multi-purposes and for events requiring varying capacities. The auditorium must feature a stage, platform, or dais with appropriate audiovisual, electrical, and information technology capabilities and seating. Staging areas behind the stage, platform, dais, as well as a “green room” or lounge for use by visiting speakers or dignitaries must be provided. The auditorium must be easily accessible to the general public, and provide proper lighting and acoustics for public

events including lectures, forums, and other presentations both live and recorded. For additional details regarding auditorium requirements if an auditorium is included in the government-controlled facility, the Foundation must contact NARA.

2.14.1 New facilities are required to have a permanently installed assistive listening system (ALS) as per the [Access Board Guidelines 4.33\(b\)](#).

2.14.1.1 Assistive listening systems (ALS) are intended to augment standard public address and audio systems by providing signals which can be received directly by persons with special receivers or their own hearing aids and which eliminate or filter background noise. The type of assistive listening system appropriate for a particular application depends on the characteristics of the setting, the nature of the program, and the intended audience. Magnetic induction loops, infra-red and radio frequency systems are types of listening systems which are appropriate for various applications. (Item 4.33.7 of [Access Board Guidelines 4.33\(b\)](#)) In addition, see Item 4.33.7, Table 2, *Summary of Assistive Listening Devices and Systems*.

2.14.1.2 The ALS could be a “hearing loop” which is a wire that goes around the perimeter of the auditorium (embedded in the wall, for example) which also emits a frequency but the user doesn’t need to wear a receiver. (In these instances, the user simply adjusts their hearing aid. This style is particularly good because it allows for more types of devices (hearing aids, cochlear implants) to be used with the system.)

2.14.1.3 See Table F219.3, [Chapter 2: Scoping Requirements](#), of the United States Access Board for the number of ALS receivers required per seating capacity within the assembly area.

2.15 [Museum permanent exhibit gallery and temporary exhibit gallery:](#)

2.15.1 Both the museum permanent exhibit gallery and the temporary exhibit gallery, if provided, should be near the public entrance and lobby. Both galleries must consist of large, unencumbered spaces with a minimum of permanent interior walls. Load bearing columns should be widely spaced. Total area for both galleries must be appropriate to provide for extensive and varied exhibits, some featuring oversized objects such as automobiles and airplanes. At a minimum, ceiling height must be 12 feet. Natural light in the exhibit galleries is prohibited for all new construction and must be eliminated to every extent possible in existing exhibit galleries. Display walls must be constructed of materials that permit the use of nails. The walls must also have the ability to have their surface changed by paint or fabric. This specifically refers to the temporary exhibit gallery. Both the permanent exhibit gallery and the temporary exhibit gallery must provide constant environmental control as outlined in these standards. In the temporary space, a flexible museum quality lighting system with dimmable

lighting circuits will be required. The arrangement of the permanent exhibit gallery and the temporary exhibit gallery in relation to supporting spaces within the building, such as artifact holdings storage, exhibit preparation rooms, and freight elevator must optimize efficiency and security by limiting the distance for transporting holdings material, including delicate and oversized artifacts.

- 2.15.2 The museum permanent exhibit gallery may be divided between two floors and must be accessible without entering the temporary exhibit gallery. Ideally, the museum permanent exhibit gallery should be located on the same level as the loading dock, artifact holdings storage room, exhibit production room, paint shop, and clean room. If any of these areas are on separate floors, then they must be easily accessible by a freight elevator sufficiently sized for the transport of construction materials, pre-fabricated exhibit cases or partitions, and oversized artifacts.
- 2.15.3 The entry ways into the museum galleries are NARA-controlled space.
- 2.15.4 The temporary exhibit gallery, if provided, must be a minimum of 3,500 square feet, all of which must be located on the same floor. The temporary exhibit gallery should be on the same level and must be easily accessible to the loading dock, artifact holdings storage room, exhibit production room, paint shop, and clean room. If any of these areas are on separate floors, then they must be easily accessible by a freight elevator sufficiently sized for the transport of construction materials, pre-fabricated exhibit cases or partitions, and oversized artifacts.
  - 2.15.4.1 The design must allow for the physical closure of the temporary exhibit gallery from the museum permanent exhibit gallery and from other public spaces because of the changing nature of exhibits in the space and the frequent construction and installation occurring in the area. This ability to close off the temporary exhibit gallery from the permanent exhibit gallery and other parts of the building will limit the migration of noise, dust, and fumes during temporary exhibit installation. The ability to close off the space also provides another level of security for articles on exhibit. A space outside of the exhibit area to screen or hang a title panel must be included in the design. It must also be designed to allow for flexibility in changing exhibits.
  - 2.15.4.2 The temporary exhibit gallery should be easily accessible to the freight elevator, if applicable, and to the exhibit production room. The temporary exhibit gallery must also have a separately controlled HVAC zone from the permanent exhibit gallery and all other spaces in the building.
- 2.15.5 If the Foundation provides the temporary exhibit space, preservation-quality cases of sufficient size, flexibility, and quantity must be provided in order to allow for reuse in future exhibits.

- 2.15.5.1 The design, size, configuration, and quantity of these cases must be coordinated with and approved by NARA.
- 2.15.6 A professional exhibit designer must design the museum exhibit galleries. The exhibits must meet the temperature, relative humidity, pollutant, light, and security requirements outlined in Part 3. Galleries and exhibit cases must meet NARA environmental, materials, and security standards.
- 2.16 **Museum Gift Shop**: The Museum Gift Shop should adjoin the public entrance and lobby and should be near the permanent exhibit gallery and temporary exhibit gallery, and other visitor amenities such as restrooms and food service. The gift shop may also be a part of admissions collection and information dissemination (This especially should be considered if the gift shop will be managed by NARA). Sales items may include a range of merchandise, most in the moderate price range, and ideally mostly related to the Presidency and American history. Storage for merchandise should be located close to the gift shop and easily accessible from the loading dock via the corridors. A walk-through design within the space is recommended. However, design must allow for the gift shop to be secured, even when the museum is open. Careful consideration must be given to providing adequate and flexible display space. Commercial retail display fixtures must be utilized. These fixtures are less costly to maintain and more easily reconfigured than custom fixtures and casework. Appropriate lighting (track, not recessed) enhances the store's image and promotes sales. The design of the store must include ample work space, including adequate space for cash registers and associated computer equipment. The store must also have an abundance of accessible electrical outlets. For installed IT smart equipment, insure adequate data outlets to support equipment. Phones should be located near the cash registers or best retail business practices. This work station must have a duress alarm that is connected to the main Security Office. NARA strongly recommends the involvement of a professional retail design consultant.
- 2.16.1 **Museum Gift Shop Manager's Office**: The Store Manager's office should be located near the store, preferably such that the manager can monitor store activity. The manager's office must also be securable.
- 2.16.2 **Museum Gift Shop Cash Office**: The Museum Gift Shop should include a Cash Office for the private counting and reconciliation of revenues. The Cash Office should be located near the Store Manager's Office and must also be securable.
- 2.17 **Cafe food service**: NARA strongly recommends providing a food service area within the Library if the Library also consists of a museum. Food service areas may consist of a self-service eatery, cafeteria, or even a small restaurant. Food service areas should include a kitchen or food preparation and storage area, serving area, seating preferably of an easily configurable modular type, and associated equipment including refrigeration units, freezers, cooking equipment as appropriate for the type of food service provided. The food service area must be near the public entrance and lobby, away from all holdings storage areas or exhibits. Generally, food service areas must meet local codes and undergo inspection by local licensing authorities. Clear access to the food storage and

preparation areas must be provided. Also, provide appropriate areas for refuse away from holdings storage areas and exhibits.

- 2.18 **Volunteer orientation and lounge:** Volunteers fill a number of roles at a Presidential Library and need a place to receive daily or regular assignments and break from duties often involving long periods of assisting museum visitors, leading tours, or supporting all manner of Library programs. This space must have configurable tables and chairs, a sink, and sufficient telecommunication and electrical outlets for computer workstations, photocopier, microwave, and other equipment. To minimize damage by pests, this space should be located as far away as possible from holdings storage and processing rooms.

## **Section C: Director's suite**

### **2.19 Director's suite:**

The Director's suite serves as the administrative center of the Presidential Library. It is comprised of a reception area and the Director's office, and the offices of primary department heads or managers. The Director's suite should be located near a public entrance. The decor of the suite must be appropriate for the reception of distinguished visitors. The Director's suite should be divided as follows:

Director	400 square feet
Deputy Director	250 square feet
Supervisory Archivist	150 square feet
Curator	150 square feet
Education Specialist	150 square feet
Administrative Officer	150 square feet
Director's Secretary	250 square feet
File Room	200 square feet

### **2.20 Director's office:**

The Director is responsible for both the archives and museum and serves as the public face of the Library. Therefore, in addition to routine office activities, the Director's office is used for meetings with staff and visitors, including special guests and foreign dignitaries. The Director's immediate management and support staff may include an Assistant Director, Supervisory Archivist, Curator, Education Specialist, Administrative Officer, and Receptionist. The Director's office itself requires an informal meeting area with a sofa and side chairs to accommodate the variety of projects with which the Director is usually involved, and the guests the Director hosts. The Director's office must be easily accessible to the Deputy Director, and easily accessible, if possible, to the Supervisory Archivist, Curator, Education Specialist, and Administrative Officer.

### **2.21 Deputy Director's office:**

The Deputy Director serves as the primary management support for the Director, working as a liaison with both archival and museum staff, NARA Washington, and external bodies and groups. The Deputy Director's office must be adjacent to or very near the director's office and sufficiently large to host small group meetings for staff and visitors.

### **2.22 Supervisory Archivist's office:**

The Supervisory Archivist serves as manager and coordinator of all archival activities at the Library. As a line manager, the Supervisory Archivist's office should be near the archival staff. However, the supervisory archivist also works closely with the Director and Deputy Director, and an office location near senior management would not be inappropriate.

### **2.23 Curator's office:**

The Curator is directly responsible for all museum activities, including exhibits, exhibit

programs, and exhibit research and design. As this position works closely with the Director and Assistant Director, the office should be a part of the Director's suite if possible. The Curator's office does not need to adjoin the exhibit production shop, paint shop, freight elevator, or loading dock.

2.24 **Education Specialist's office:**

The Education Specialist oversees all activities relating to education programs at the Library, including curriculum-based learning activities, classroom learning programs, educational development programs based upon Library holdings, teacher training activities, and other special events and programs related to expanding the educational mission of the Library. The office should be a part of the Director's suite, though a location in or near the education classroom/multipurpose space is appropriate as well.

2.25 **Administrative Officer's office:**

The Administrative Office oversees and/or assists with all activities related to human resources, contracts, procurement, office administration, and budget and finance. The office should be part of the Director's suite and include a safe, a scanner, lockable file cabinets, and a dedicated fax line.

2.26 **Administrative storage:**

Space must be provided for the storage of administrative equipment (including copiers, scanners, and fax machines) and supplies, such as office paper and folders in bulk quantity as well as for archival folders and boxes in bulk quantity. Include sufficient telecommunication and electrical outlets for computer workstations, photocopiers, phones, scanners, printers and other equipment.

## **Section D: Museum support spaces**

### **2.27 Registrar's and Museum Collections staff offices:**

The Registrar and assisting Collections staff: a) record and catalog all museum accessions and temporary deposits, b) maintain physical and inventory controls of the artifact holdings, and c) administer museum loans to and from Presidential Libraries and other museums. This office must be close to the artifact holdings storage room. The Registrar's and other Museum Collections staff offices must be adjacent to and have direct access to the artifact processing room and the clean room. The Registrar must have a designated office, while assisting staff share an adjacent office. NARA must be consulted at the earliest stages of design regarding the actual size of the museum collections staff. NARA will work with the A&E firm to develop an appropriate workspace plan.

### **2.28 Artifact processing room:**

The artifact processing room is used for receiving, unpacking, examining, recording, photographing, packing, and dispatching artifact holdings. This room must be directly accessible to and adjacent to the registrar's office and artifact holdings storage. Good lighting for all working surfaces must be provided.

The room must be a minimum of 600 square feet and have a rectangular or square footprint. An area of a minimum 8' x 10' of open space must be available/configurable to accommodate a studio photography setup. Portable and focusing work lights must be provided, and all lights must be UV-filtered. Exterior windows, if provided, must be UV filtered and equipped with black-out grade blinds or shades. (See Part 3 for lighting requirements.) In addition to processing, cataloging, and photography, routine preservation will be performed in this area. This room will also provide temporary storage for artifacts that need to be processed and integrated in/out of the Library's custody, including processing in/out of artifact holdings storage, processing between storage and exhibit areas, and in/out loan. Thus, appropriate security must be provided.

Include sufficient telecommunication and electrical outlets for computer workstations, photocopiers, phones, scanners, printers, photography lights, and other specialized equipment.

### **2.29 Exhibit support staff office:**

The planning, layout work, model construction, and graphics preparation for an exhibit take place in this room. The exhibit specialist and other exhibit support staff spend most of their time here. This space should be adjacent to the exhibit production shop.

Include sufficient telecommunication and electrical outlets for computer workstations, photocopiers, phones, scanners, printers and other equipment.

### **2.30 Exhibit production shop:**

All exhibit construction takes place in this space. One or two exhibit specialists spend much of their time here. The room should adjoin or be easily accessible to the exhibit support staff office, and the loading dock and freight elevator. It must not adjoin or be



close to artifact holdings storage. The exhibit production shop must have a positive air pressure relative to the paint shop. The shop must be equipped with a double-sink and counter and shelves for storing tools, other equipment, and small quantities of supplies used in exhibit production work. Dust extraction must be provided for applicable equipment.

Include sufficient telecommunication and electrical outlets for computer workstations, photocopiers, phones, scanners, printers and other equipment.

**2.30.1 Crate storage:** A separate area of at least 250 square feet for empty crate and exhibit case and accoutrements storage must also be provided adjacent to this area. Empty crates and stored exhibit elements must not be retained in holdings areas.

**2.30.2 Temporary exhibit storage:** A separate area of at least 250 square feet for the storage of temporary exhibits must be provided adjacent to this space.

**2.31 Paint shop:**

Spraying, rolling, and painting as well as the application of plastic laminate, and other activities take place in this room. The paint shop must adjoin the exhibit production shop. All doors to the shop, whether from a corridor or the exhibit production shop, must be fire-rated double doors. The paint shop contains hazardous materials and requires special explosion-proof electrical devices and lighting fixtures, and must be separated from adjacent occupancies by a 4-hour rated fire wall. This room must include a paint booth with hood vented to an independent exhaust system isolated from other building ventilation systems. This room must also have a floor drain. Bio-hazard signage must be provided outside and inside the paint shop.

**2.32 Clean room:**

In this room, exhibit mock-ups are crafted, and the final production of exhibits, including the construction of mounts, takes place. The room must be sufficiently large to handle oversized exhibit cases or artifacts. Access to this room is limited to and controlled by NARA staff. In addition to exhibit mock up, this room is used for label production, exhibit art production, silk screening, dry mounting, and mat production. The clean room must not be directly accessible from the exhibit production shop or the paint shop since artifacts may be present at times. The clean room must maintain a positive air pressure and must be provided with an exhaust air system.

## **Section E: Research rooms and archival support spaces**

### **2.33 Researcher orientation:**

2.33.1 Researcher orientation serves as a conference space for archivists and incoming first-time researchers and includes consultation space. Researcher identification is issued here, and the new researcher is informed about available holdings, and the rules governing their use. Researcher orientation must adjoin the textual research room (and non-textual research room if possible) and should be easily accessible from the public entrance and lobby. Include sufficient telecommunication and electrical outlets for computer workstations, photocopiers, phones, scanners, printers, photo identification station, and other equipment.

2.33.2 This room will be monitored by security cameras and must include the following signage: *“This room is under closed-circuit television surveillance.”* This room will also include a minimum of two convex mirrors.

2.33.3 Presidential Libraries operate “clean” research rooms, meaning researchers may not bring most personal belongings into the room. Therefore, lockers with locks (coin-return type recommended) must be provided. The orientation room should contain approximately 20 storage lockers (token type) (6 with minimum dimensions of 24 inches wide, 36 inches deep, and 36 inches high and 14 with dimensions of 12 inches wide, 18 inches deep, and 72 inches high), and a coat closet.

2.33.4 Since an adjacency to the textual research room (and ideally the non-textual research room) is vital, a glass partition is recommended between the spaces, with full or half glass doors.

### **2.34 Textual research room:**

2.34.1 Traditionally, Libraries have functioned with one research room for textual holdings and a second for non-textual holdings. Due to the nature of the holdings and research using them, this arrangement works well. Because of the endowment formula, Foundations and their A&E firms may find it beneficial to create one research room configured to handle any type of research. In order to highlight key needs and distinctions, this paragraph outlines research rooms according to the traditional arrangement.

2.34.2 This room will be monitored by security cameras and must include the following signage: *“This room is under closed-circuit television surveillance.”* This room will also include a minimum of four convex mirrors.

2.34.3 Researchers will consult not only significant amounts of textual holdings in the research room, but also books, periodicals, and other reference materials. One

archival staff member will be on duty at all times, but additional staff may also provide support in the research room during peak use periods. The room must be constructed without visual barriers that would obstruct surveillance. This area must have open sight lines for staff oversight.

- 2.34.4 Staff will primarily work from a centralized station constructed, at a minimum, in accordance with paragraph [3.83.4](#). This work station will serve as a “reference desk,” a central support location within the research room, where materials are requested, assistance provided, and records examined prior to and following use by researchers. Provide at least a 6” elevated platform upon which a desk will be placed to provide NARA staff a clear view of customers in all monitored rooms. This work station must have a duress alarm that is connected to the main Security Office.
- 2.34.5 Researchers will work from tables that must be designed to allow for maximum flexibility within the space, as the research room may host individual researchers conducting specialized studies using holdings or classrooms of students participating in projects involving research in holdings. The tables can have no front or side panels.
- 2.34.6 Shelves must also be provided in the research room for finding aids, periodicals, and other reference materials.
- 2.34.7 The research room should be in a quiet area of the building if at all possible. For efficient service, textual and non-textual holdings storage should be nearby. Natural lighting is acceptable in the textual research room. However, all window glazing must feature UV filtration and be equipped with blinds or shades. Light fixtures must be UV filtered as well. If there is natural light in the research room, reference materials must be protected from high or direct light levels. See Part 3, [Section K](#) for specific requirements.
- 2.34.8 A 100-square foot room must be provided adjacent to the research room to store textual holdings overnight or in advance of a researcher’s arrival. This room must be provided with the same security and environmental conditions as provided for general holdings storage rooms.
- 2.34.9 Space must be provided for a photocopier and necessary supplies.
- 2.34.10 Researchers bring laptops, digital cameras, flatbed scanners or other equipment to help perform research. Research room staff also use voice/data equipment. Sufficient telecommunication and electrical outlets for computer workstations, photocopier, phones, scanners, printers and other equipment must be provided.

2.35 **Textual processing room:**

A common work area (at least 300 square feet) for handling textual holdings during the

first stages of archival processing -- examination, sorting, arrangement, placing in folders, and boxing -- must be provided. Digitization often occurs within the processing workflow. Therefore space and furniture must be provided to perform digitization activities. Sufficient voice/data outlets must be available. Almost always, several processing projects are underway simultaneously. The processing room must contain large tables for sorting, appropriate shelving for temporary storage of textual holdings, and floor space for carts. The doors into this space must be double doors. No person is assigned to this room permanently, but at times up to three staff members may work in the space. The processing room should adjoin the holdings storage room. Natural light is prohibited in the processing room.

2.36 **Non-textual research room:**

- 2.36.1 If the Foundation and their A&E firms choose to have two research rooms, the non-textual research room must be located near the textual research room, and non-textual storage, in order to maximize staff efficiencies. Space must be provided for a photocopier and necessary supplies.
- 2.36.2 This room will be monitored by security cameras and must include the following signage: *“This room is under closed-circuit television surveillance.”* This room will also include a minimum of four convex mirrors.
- 2.36.3 Researchers using non-textual holdings will conduct research in this room, using holdings (still pictures, motion pictures, videotapes, sound recordings, etc.) and finding aids and other reference materials. The archival staff responsible for these holdings will generally meet with researchers here to provide an orientation to holdings and services, and to provide research assistance. At least one staff member will be present with any researcher at all times. The room must be capable of handling three to six persons at one time. No natural lighting must be allowed in the room. All lighting must feature UV filtration and be dimmable or otherwise controlled to allow viewing of non-textual holdings. The room must include sufficient space for playback and digitization equipment.
- 2.36.4 The non-textual research room should be divided between an open area, where finding aids and still photographs may be consulted on open shelves, and an area containing audiovisual research booths that accommodate a range of audiovisual equipment. This area must have open sight lines for staff oversight. It must also contain electrical service on two circuits with four outlets per circuit. Electrical circuits shall be sized to accommodate the maximum load of proposed equipment.
- 2.36.5 Staff will primarily work from a centralized station constructed, at a minimum, in accordance with paragraph [3.83.4](#) This work station will serve as a “reference desk,” a central support location within the research room, where materials are requested, assistance provided, and records examined prior to and following use by researchers. Provide at least a 6” elevated platform upon which a desk will be placed to provide NARA staff a clear view of customers in all monitored rooms.

This work station must have a duress alarm that is connected to the main Security Office.

- 2.36.6 Researchers will work from tables that must be designed to allow for maximum flexibility within the space, as the research room may host individual researchers conducting specialized studies using holdings or classrooms of students participating in projects involving research in holdings. The tables can have no front or side panels.
  - 2.36.7 Shelves must also be provided in the research room for finding aids, periodicals, and other reference materials.
  - 2.36.8 Researchers bring laptops, digital cameras, flatbed scanners or other equipment to help perform research. Research room staff also use voice/data equipment. Sufficient telecommunication and electrical outlets for computer workstations, photocopiers, phones, scanners, printers and other equipment must be provided.
- 2.37 **Non-textual suite:**
- 2.37.1 The non-textual suite should be adjacent to the non-textual research room if possible and must consist of working spaces for the non-textual archival staff. A&E firms must work with NARA to determine the appropriate number of staff spaces and potential work areas within the non-textual suite.
  - 2.37.2 Audiovisual archivist's office. A private office of 150 square feet must be provided for the audiovisual archivist.
  - 2.37.3 [Non-textual processing room](#). This space will serve as the center for the processing and preservation of non-textual holdings. Space must be provided for staff to undertake their work and for a staff member to work full-time in the space. The processing room must be adjacent to the general non-textual holdings storage and the non-textual research room. If videotape reproduction is undertaken, particular attention must be paid to the air conditioning and flooring systems. The latter must be computer grade access flooring to permit the running of cables and wires under the floor and to allow for easy maintenance. The non-textual processing room must be sound proofed as well.
  - 2.37.4 Digitization is the predominant processing workflow. Therefore space and furniture must be provided to perform digitization activities, with separate work spaces for stills, audio and moving images. Consult with NARA about the feasibility of a separate digital storage environment for non-textual holdings. Sufficient voice/data outlets must be available.
  - 2.37.5 The Classified Research Room and Classified Processing Room requirements are handled under Sensitive Compartmented Information Facility ([2.42](#)).

2.38 **Archival staff offices:**

- 2.38.1 The archival staff carries out a broad range of processing, reference, and other technical tasks relating primarily to textual holdings. Among the staff to be located here are archivists, archives technicians, and clerical support staff. The archival staff (as many as 12 persons at 75 net square feet per person) should share a large office or several smaller offices. Whether one large room or several smaller offices, cubicles should be used to provide a measure of privacy for staff and long-term flexibility for the space. NARA will provide information on the exact number of employees at the facility prior to design. The number of employees will be partially dependent on whether the Library houses the holdings of a 1 or 2-term President. Access to staff offices is limited to staff or visitors accompanied by staff.
- 2.38.2 Ideally, staff offices should be clustered as close as possible to textual holdings storage and near the research room. The offices must be accessible to staff restrooms. Built in shelving must be part of the space arrangement. Exterior windows are desirable, and, if used, must have UV filtration and blinds or shades. Since archivists tend to perform certain tasks at their desks, the layout must allow sufficient space to store one or two book carts, and open, flat work areas and a computer and associated peripherals. Space must be provided for a photocopier for the archival staff space. Sufficient voice and data outlets must be available.
- 2.38.3 The Classified Research Room and Classified Processing Room requirements are handled under Sensitive Compartmented Information Facility ([2.42](#)).

## **Section F: Holdings storage**

NARA must be consulted during the earliest stages of design regarding the actual size of the holdings and sizes of spaces needed to house the Library's textual, national security classified textual, and non-textual holdings, and artifacts.

### 2.39 **Textual holdings storage:**

2.39.1 Textual holdings storage is intended for the long-term storage for textual holdings in the Presidential Library. The holdings storage room does not contain permanent office spaces for staff, but all archival staff at various times work within textual holdings storage, often making frequent visits to the area throughout the workday. The storage area must have access controls; see paragraph [3.80](#).

2.39.2 Sufficient voice/data outlets must be available.

2.39.3 Textual holdings storage must have direct access to the receiving room. It should be in close proximity to the research room and archives staff offices as well. It must be designed as an access-controlled area that can be secured from the rest of the building.

2.39.4 Textual holdings storage will contain rows of heavy duty shelving. See Part 4 for details. The use of electrically-operated compact shelving is acceptable in this area and may maximize efficient use of space in the facility.

2.39.5 [Specially protected holdings area](#). This restricted area will be used to store materials that are not classified, but require special protection for other reasons. The secure holdings area must have a separate lockable barrier from the rest of the general stack room. With moveable shelving, this may consist of several ranges that are locked together and accessible only with the use of a special code or key. This area will contain the same shelving as elsewhere. A security camera will be located at the entrance to this space. (For additional information, please see the supplement to NARA 1572.)

2.39.6 There must be at least two sets of double-wide doors from the Textual Holdings Room to other parts of the archival area. If the Textual Holdings Room is multi-level, internal staircases and elevators within the stacks must be placed near main aisles and doorways.

### 2.40 **Non-textual holdings storage:**

Audiotape, videotape, and other sound or visual recordings will be stored in this area, which must be accessible by staff only. Metal shelving meeting criteria similar to that outlined under textual holdings must be installed in this area. A portion of the shelving must be specialized dependent upon the type of non-textual holdings in the possession of



the Library. Electrically-operated compact shelving is acceptable in this area. Even more so than with textual holdings, non-textual holdings storage must be adjacent to the Non-textual Processing Room and Non-textual Research Room.

2.41 **Non-textual holdings cold storage:**

The Non-textual Holdings Cold Storage Room must include a vault for the storage of color motion picture film, photographic prints, negatives, transparencies, and black-and-white acetate film (microfilm, stills, and motion picture). The Cold Storage Room must be entered and exited through a transition/barrier room maintained according to the environmental requirements outlined in [Figure 3-3](#). The Cold Storage Room must include metal shelving and/or storage units of the same archival quality as that installed in the general Non-textual Holdings Storage Room. Because of the heavy stress loads on flooring, the room should be on the ground floor if possible. Staff will enter this area occasionally, but not with the frequency of general Non-textual Holdings.

2.41.1 **Transition/Barrier Room** Because all non-textual holdings benefit from storage in temperatures lower than 65° F, A&E firms should consider providing a 50 ° F transition/barrier room of sufficient size to act as the general storage room for non-textual holdings other than those requiring cold conditions (35° F). In this case a separate transition / barrier room is not required.

2.42 **Sensitive Compartmented Information Facility (SCIF):**

The SCIF is an accredited secure facility intended for storage and processing of classified National Security Information requiring special access controls. However, in the case of a Presidential Library, the SCIF holds all forms of classified materials containing either collateral information or SCI. NARA must be consulted during the earliest stages of design regarding the actual size of the holdings and the quantity of space that will be needed to house the Library's classified holdings. SCIFs must be constructed in compliance with Intelligence Community Directive 705 (ICD 705), Intelligence Community Standard 705-1 (ICS 705-1), and Intelligence Community Standard 705-2 (ICS 705-2). The ICD 705 Technical Specifications document provides best practices for the implementation of the directive and standards. Accreditation and certification of all SCIFs will be accomplished through NARA's Information Security Office. A Site Security Manager (SSM) must be appointed to oversee all security aspects of SCIF planning and construction. Typically, the new Library's Information Security Program Manager, or the Construction Quality Manager (CQM), serves as the SSM. The SSM and the NARA Information Security Office together develop a Construction Security Plan (CSP), which the accrediting official must approve prior to awarding the construction contract. The CSP must include procedures for verifying the identity of construction personnel. The plan also must address transportation and secure on-site storage of SCIF construction materials. When completed the SCIF must have an STC (Sound Transmission Class) rating of at least 45 (sound group 3). An STC 50 (sound group 4) rating is required for facilities that will have video teleconference rooms or similar areas where amplified conversations will take place. A separate, direct, conduit must be



provided from the SCIF to the security control room. As noted below, the SCIF should have sufficient space for storage, workspace for the processing of classified holdings, and an area for classified research. Additionally, a security entrance vestibule should be provided, that is wide enough to receive 36" x 36" pallets of classified Presidential records. A Wi-Fi system is not permitted in the SCIF. Any Wi-Fi external to the SCIF must be a minimum of 70 feet distance measured from the external perimeter wall of the SCIF.

#### 2.42.1.1 SCIF Storage

- 2.42.1.1.1 SCIF holdings storage is intended for the long-term storage for textual holdings in the Presidential Library. This holdings storage room does not contain permanent office spaces for staff, but archival staff at various times work within this area and often make frequent visits throughout the workday.
- 2.42.1.1.2 Sufficient voice/data outlets must be available.
- 2.42.1.1.3 SCIF holdings storage will contain rows of heavy duty shelving. See Part 4 for details. The use of electrically-operated compact shelving is acceptable in this area and may maximize efficient use of space in the facility.
- 2.42.1.1.4 An area for specially protected holdings must be located within the SCIF holdings storage room. This restricted area will be used to store materials that require special protection for various reasons. The secure holdings area must have a separate lockable barrier from the rest of the SCIF holdings storage room. With moveable shelving, this may consist of several ranges that are locked together and accessible only with the use of a special code or key. This area will contain the same shelving as elsewhere.
- 2.42.1.1.5 There must be at least one set of double-wide doors from the SCIF holdings storage room to the remaining rooms of the SCIF.

#### 2.42.1.2 SCIF Processing Room

This space should serve as a common work area for handling both classified textual holdings and classified electronic records during all stages of archival processing. Space should be provided for, and the SCIF processing room must contain, several desks with flat work areas and space for computers and associated peripherals, several large tables for larger processing projects, and supply storage cabinets and/or shelving. Sufficient voice/data outlets must be available. Additionally, space must be provided for a photocopier, a shredder, and a rack based server. The doors into this space must be double doors. No person is assigned to this room permanently, but at times up to three

staff members may work in the space. The SCIF processing room should adjoin the SCIF holdings storage room.

2.42.1.3 **SCIF Research Room**

2.42.1.3.1 Researchers in this area will work from tables that must be designed to allow for maximum flexibility within the space. The tables can have no front or side panels. Space should be provided for several researchers.

2.42.1.3.2 A minimum of one archival staff member will supervise classified research, but additional staff may provide support in certain circumstances. The room must be constructed without visual barriers that would obstruct surveillance. This area must have open sight lines for staff oversight.

2.42.1.3.3 This room will be monitored by a CCTV system wholly contained within the SCIF.

2.43 **Artifact holdings storage:**

2.43.1 All artifact holdings not on or in preparation for exhibit (typically 98% of total artifact holdings) will be housed here. While no one will work in this space full time, all museum staff members (as many as 8) will spend considerable time in this room managing and examining items. The Artifact Processing Room must be adjacent to the storage holdings room with direct access between the two provided by double doors. The room should be accessible to the Registrar's Office, and other Museum Collections staff offices must be adjacent to the Artifact Processing Room. Double doors must lead from the artifact holdings storage to a corridor that provides easy access to the exhibit production shop, clean room, loading dock and elevators, if applicable, and the museum galleries. The storage room must not adjoin the Exhibit Production Shop or paint shop, and must not have windows.

2.43.2 Open shelving and a variety of specialized storage units including closed cabinet and drawer units, bin storage and roll storage must be provided in this area. NARA must be consulted at the earliest stages of design regarding the actual size of the Library's artifact holdings. Artifact holdings vary greatly in size and diversity, many of which have specialized storage needs. Regular, ongoing consultation with NARA curators and preservation program staff is essential when considering storage requirements. Although certain types of artifacts will require stationary storage units, the use of electrically-operated compact shelving is acceptable in this area for some types of artifacts and may maximize efficient use of space in the facility. NARA will work with the A&E firm to develop a shelving plan that will be appropriate for the artifact holdings.

2.44 **Secure storage for specially protected artifacts:**

Provisions must be made for the storage of specially protected artifacts in a protected area, either within the general artifact holdings storage room or as a separate room adjacent to the general artifact holdings storage room. High value items should never be stored in a SCIF. Refer to Part III, Section I, for additional security requirements. Specially protected artifact holdings vary in size and diversity, and may have specialized storage needs. Regular, ongoing consultation with NARA is essential when considering storage requirements. The use of electrically-operated compact shelving may be acceptable for some types of artifacts and may maximize efficient use of space in the facility. NARA will work with the A&E firm to develop a shelving plan that will be appropriate for the specially-protected artifact holdings.

2.45 **Storage for supplies** to perform holdings maintenance must be provided. This storage must be within or near the processing rooms and include sufficient space to store the Library's inventory of archival boxes, Mylar, folders, bulk bond paper, etc. (Also see paragraph [4.41](#).)

## **Section G: Facility support spaces**

### **2.46 Facility Manager's office:**

The Facility Manager oversees the maintenance of the facility and often serves as the Contracting Officer's Representative (COR) providing oversight of onsite contractors including guard, mechanical maintenance, custodial, landscaping, snow removal, and other facility services personnel. The Facility Manager requires an office space of approximately 150 square feet in which to conduct business, store facility and contract files, and hold meetings with Library personnel and contractors. The office must have map racks for the storage of blueprints, schematics, and architectural drawings. The office must be easily accessible to both Library staff and contract employees, ideally with a location near the loading dock.

Include sufficient telecommunication and electrical outlets for computer workstations, photocopiers, phones, scanners, printers and other equipment.

### **2.47 Staff lounge:**

The staff lounge will be open to all NARA staff, but not to researchers. The lounge (or lunchroom) should be within reasonable proximity to staff offices but, to minimize damage by pests, as far away as possible from holdings storage and processing rooms. Space must be provided for refrigerator, microwave, and vending machines. It must also contain a double sink with garbage disposal and two counter cabinets with at least 36 inches of counter space with under-counter cabinets. The lounge must be maintained at a negative air pressure to the rest of the building and must be vented directly to the outside rather than being connected to the general building return air system.

### **2.48 Receiving room:**

The receiving room will serve as a staging area where incoming holdings will be de-palletized and processed at a basic level. The receiving room must adjoin the loading dock and be located near processing areas. In order to accommodate palletized materials, an efficient pathway to processing rooms without sharp turns must be provided. Flooring must be sealed concrete, not carpet. Fire sprinkler and smoke detection systems must be similar to those used in the primary textual storage areas. A separate walk-in freezer isolation room must be provided as part of or adjacent to the receiving room.

### **2.49 Loading dock:**

The loading dock must be enclosed and have an exterior canopy over the truck loading area, and must consist of a shipping/receiving area, with a 48" high platform having an automatic dock leveling plate for trucks of varying heights, an adjacent dock ramp (or double door) suitable for fork lift movement, and a holdings receiving room. If possible, the loading dock must be in the same wing and on the same level as holdings storage. Regardless, access to the loading dock from the road must be of sufficient size to handle

a 53-ft. tractor trailer truck, large crates or pallets of material or holdings, and bulk shipments of archival, museum, and facility-related supplies. The loading dock must have an air supply and exhaust system that is separate from the remainder of the facility. The air intakes and returns must be designed such that lower quality air and environment cannot affect holdings storage rooms, and must have direct venting to the outdoors. The loading dock must be vented directly to the outside. Truck wheel chocks must be provided and chained to the dock platform.

**2.50 Corridors and elevators:**

2.50.1 Service corridors must be level. The floors of service corridors must be sealed concrete. Carpeting is appropriate in office-area corridors. If any portion of a corridor is along an outside wall, windows may be installed. If windows are installed, they must be protected with an intrusion detection system. If at any time, it is projected that artifacts will be displayed in corridors with windows, then all windows must have UV protection and screens or blinds.

2.50.2 If the building is designed to be multi-storied, with the loading dock on a different level from holdings storage and the exhibit production shop, one freight elevator must be provided as a minimum. Since there will always be a need to balance competing needs within the Library, A&E firms must carefully consider the placement of the permanent and temporary exhibit galleries in relation to support areas. The freight elevator ideally should be directly accessible to storage and work areas and to exhibit spaces. (Also see paragraph [3.30](#)). However, if this is not possible, then every opportunity must be taken to provide clear and easy access through efficient and sufficiently sized corridors and a well-placed freight elevator from different, but interrelated areas. Additionally, corridors for the movement of material and holdings from holdings storage rooms, processing rooms, and exhibit design and production rooms must avoid publicly accessible corridors and areas to the fullest extent possible. Separate loading docks or receiving rooms for NARA holdings and exhibit functions and for other delivery functions, especially food service and trash collection, are desirable. If only one loading dock or receiving room is provided, it must be located to allow a pathway to food service areas without going through the holdings storage, processing, or exhibit areas of the building.

2.50.3 Multi-story Library buildings must also have additional and sufficient elevators for all public areas, and for staff work areas if in a separate portion of the building. Depending upon the design of the Library, another elevator may be necessary for the transport of holdings to and from research rooms, holdings storage rooms, and processing rooms. These elevators will carry people and carts of documents with a load carrying capacity of 2,000 pounds. A&E firms should use the most economical elevator system, generally hydraulic, for low-rise office buildings. (Also see paragraph [3.30](#)).

2.50.4 Though not suited for use in primary work and support areas of the Library,

escalators may be used in the public areas of the facility, primarily museum-related spaces. Escalators must be sufficiently sized to allow for the movement of large numbers of people, including group tours, from one level to another. The design must take into account access and egress from escalators to avoid overcrowding of associated foyers, and efficient access to nearby elevators.

2.50.5 Food service areas must be located away from critical areas (see definitions in Part 1). Corridors and elevators must allow the movement of food services materials and trash without being transferred through or near areas where holdings are stored, exhibited, processed, or used.

**2.51 Staff and researcher restrooms:**

A set of restrooms must be provided for staff and another set for researchers adjacent to or very near to their work areas. These facilities are necessary because of the long distance from staff offices and research rooms to the restrooms in more public areas of the building, such as the Public Entrance and Lobby. The restrooms must include at a minimum three units for each sex, one of which must be handicap accessible. A water fountain outside the restrooms is also required.

**2.52 Space for facility contractors:**

Contractors for mechanical maintenance, custodial, and guard services often require space in the facility. A small office area, consisting of separate small offices or cubicles, must be provided for each of these contracting staffs. The mechanical maintenance and custodial crews must have storage areas for equipment and materials used on-site.

Small locker/shower rooms (one for men and one for women) and rest rooms must be provided for contract employees. A&E firms will consult with NARA when defining this space (to obtain an estimate of the number of contractors who will be employed at the facility). Ideally, space for contractors should be near the Facility Manager's office and the loading dock.

**2.52.1. Break Room for Contractors:**

The Break Room for Contractors will be open to all NARA contractors, but not to researchers. The Break Room should be within reasonable proximity to the space for facility contractors, but, to minimize damage by pests, as far away as possible from holdings storage and processing rooms. The Break Room must be maintained at a negative air pressure to the rest of the building and must be vented directly to the outside rather than being connected to the general building return air system.

**2.53 Catering kitchen:**

If a catering kitchen is included in the design, it must include necessary equipment for

warming and serving food to the public areas of the building. The catering kitchen must not be a full kitchen for the preparation of meals, but only for the warming or serving of food by outside or contract foodservice vendors. The catering kitchen must be as far away as possible from holdings storage and processing rooms and must be separately vented.

**2.54 Storage rooms for Gift Shop, food service area, and auditorium:**

Storage rooms must be provided for retail sales merchandise and inventory, and for food service supplies and inventory. A storage room must be provided for tables, chairs, lecterns, etc. not in use in the auditorium, education office and classroom, or conference rooms. Shelving or other storage devices must be appropriate for a wide variety of gift shop merchandise, food service equipment and inventory, and at least 200 chairs, some of which may be folding and others fixed. These storage rooms must be securable and accessible by staff only. Location adjacent to the areas they serve is ideal and along service corridors, instead of public areas, is highly desired. Every effort must be made to maximize the efficient use of space to provide for the most storage in the least reasonable space.

**2.55 Computer Room:**

The design and construction of the computer room must meet industry “Best Practices.”

A Computer Room must be provided to house the equipment and cabling for the IT and telecommunications infrastructures. The computer room is the Main Point of Entry for Voice and Data circuits, all service circuits shall be directly routed to this location. The room must contain at least three locking Data Center cabinets, which will be labeled from left to right, Voice, Data, Spare. Additional Data Center cabinets may be required to support Security equipment. The computer room will be connected to all work stations in the Library by a computer network system consisting of a Main Distribution Frame (MDF) to be located in the computer room, and the Intermediate Distribution Frames (IDFs) to be located strategically throughout the building in NARA controlled areas. There should be no windows, or outside access of any type in the MDF and IDF(s). The computer room must be securable and accessible by NARA staff only. The location should be centrally located along a service corridor instead of public areas. The Computer Room will require at least two locking Data Center Cabinets to support file servers, VISTA, IO and any additional IT equipment used to support the functions of the Library. Prior to undertaking any final design, designers must consult with NARA technical personnel to ensure that all technical specifications are up-to-date, reflect current operating procedures and needs and so that the local network will operate as part of the NARA Wide Area Network, and be software and hardware compatible with other NARA systems. (See paragraph [3.35](#).)

All corrective work or adjustments must be performed at the expense of the Foundation and must be completed before holdings are moved into the spaces.



See [Attachment 3](#) for diagrams of *Closet to Work Area Riser/Color Matrix, Typical Labeling Scheme (for Horizontal Components), Wall Mounted Phone/Data Outlet, and Telephone/Data Outlet Rough-in Detail.*

2.55.1 **IT Support work station:**

The Field Office Support Administrator (FOSA) requires space in the facility adjacent to computer room. There shall be no direct access into the computer room. The FOSA must have a working area to perform maintenance on IT equipment. This work space will require additional data drops and an extra electrical circuit to perform those duties.

2.56 **Security Control Center:**

The Security Control Center must not be located along an exterior wall, and it must be located so that two-way radio communications using normal-power, hand-held radios can be received from all parts of the building. The Security Control Center must have at least two computer and telephone outlets on the general building system. An Uninterruptible Power Supply capable of powering all fire alarm consoles, security alarm consoles, and access control systems must be provided. The Security Control Center lighting, and all CCTV monitors, must also be on the emergency generator circuit. The Security Control Center must be capable of monitoring all fire and security issues and alarm conditions and must also be capable of monitoring all critical HVAC and mechanical systems. Monitoring of access control systems and CCTV must also be provided. Although new technologies make the location of the Security Control Center less critical, the Security Control Center should ideally be away from public access and near the loading dock where most new shipments and contractors arrive to the facility. Walls, doors, and windows in the Security Control Center must have UL 752 Level 3 ballistic resistance. Refer to Part 3, Section I, [Security](#), for additional security requirements.

2.57 **Security Support Equipment Room:**

A room, minimum 120 square feet, must be provided for equipment associated with Personal Identity Verification (PIV) issuance, proximity card management and facility key management. The equipment is used to service employees of the facility and management of the systems and cannot be located in the Security Control Center.

2.58 **Nursing Mother's Room:**

A room for nursing mothers is private space a nursing mother can use to express milk. This space must be shielded from view and free from intrusion of others. A nursing mother's room must be functional, with a private space with a place to sit and a flat surface, other than the floor, to place the breast pump and other supplies. The room must provide access to electricity for the use of a breast pump, as well as good lighting, a comfortable temperature, and proper ventilation. The room must be clean and include furnished cleaning wipes and paper towels. The room must include a breast pump,



refrigerator, microwave for sterilization of breast pump parts, table, clock, mirror, sink, and two comfortable chairs.

## **Section H: Presidential/Foundation suite**

### **2.59 Presidential/Foundation Suite:**

It is possible that the President will use a suite of offices in the Presidential Library after leaving office. Presidents Truman and Johnson heavily used the facilities in their Presidential Libraries. Former Presidents and at least one First Lady have used a Library suite to handle mail and to receive distinguished guests and the media. The Presidential Foundation may also desire an office for the Foundation's executive director in or near the Presidential suite. Detailed plans based on the needs of the President, the First Lady, and the Presidential Foundation will await decisions by the appropriate officials. Regardless, the Secret Service will need an area within the Presidential suite to accommodate personnel and equipment necessary for the protection of the former President. Specific security requirements for the Presidential suite will need to be coordinated with the Secret Service.

## **PART 3 SPECIFIC STANDARDS**

### **Section A: Introduction**

#### **3.1 General:**

This part describes specific standards for Presidential Libraries, including site requirements; general structural criteria; heating, ventilation, and air conditioning standards; fire safety; security; standards related to information technology and telecommunications; floor loadings; finishes; lighting; and glazing. These specific standards all affect the quality of the building and its ability to store textual, non-textual, and artifact holdings so that they are secure and will not degrade over time. All of the considerations noted in this Part will provide for a Library that preserves and protects Presidential holdings while providing an attractive and functional facility for visitors, researchers, and employees.

#### **3.2 Scope:**

Within these standards, there are requirements and recommendations. Requirements are mandatory to preserve, secure, and protect the holdings. Recommendations are based on the successful completion of a number of past projects.

#### **3.3 Edition:**

The latest edition of each code in effect at the time of design contract award must be used throughout the project's design and construction.

#### **3.4 New technologies:**

Although these standards make certain requirements and recommendations based on decades of experience with building projects, NARA acknowledges that building technology continues to evolve at a rapid pace. NARA will consider more recent technology when this technology is appropriate for the project, has been in practice for a length of time sufficient to evaluate results, and meets the environmental, security, fire protection, and other critical needs for the completed Presidential Library. Before using new technologies, A&E firms must receive approval from the Archivist or his designated delegate.

#### **3.5 [E.O. 13834](#), *Efficient Federal Operations*:**

New construction and major renovations must comply with the 2006 Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (MOU) to require incorporation of the Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings, and meet vehicle fleet and greenhouse gas (GHG) emission requirements:

- Employ Integrated Design Principles.
- Optimize Energy Performance and reduce energy consumption.
- Protect, conserve, and reduce water use.
- Enhance indoor environmental quality.
- Reduce environmental impact of material
- Assess and consider climate change risks

**3.6 Federal Sustainability/Climate Change Adaptation and LEED Requirements:**

Reduce Environmental Impact of Materials. All new construction projects must be certified through the Leadership in Energy and Environmental Design (LEED) Green Building Rating System of the U.S. Green Building Council and achieve LEED Platinum. The design must still meet all other requirements of NARA Architectural and Design Standards when implementing any LEED features for credit.

3.7 Per [E.O. 13834](#), *Efficient Federal Operations*: energy consumption (Btu) per gross square foot of building must be reduced 2.5 percent annually as compared to a similar building in fiscal year 2015 by the percentages in the following table:

<u>Percentage</u>	<u>Fiscal Year</u>
10	2019
15	2021
20	2023
25	2025

3.8 **Fossil Fuel-generated energy consumption:** EISA 2007 mandates that the energy consumption of energy generated by fossil fuels be reduced as compared with the energy consumption of a similar building in fiscal year 2003 by the following percentages.

<u>Percentage</u>	<u>Fiscal Year</u>
80	2020
90	2025
100	2030

## **Section B: Siting Requirements**

- 3.9 **E.O. 13690**, *Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input*: Siting the facility should consider advancing regional and local integrated planning by ensuring that selected sites are pedestrian friendly, near existing employment centers, and accessible to public transit. They should prioritize siting in existing central cities, or in rural communities, existing or planned town centers.
- 3.9.1 Building site locations, circulation, access, and parking area designs must consider security of the building and holdings from vandalism, acts of terrorism, intrusion, natural disasters, and potential for industrial emergencies. Site locations must also consider environmental conditions such as wind, light, drainage, and other site effects on the operations of the building. Potential impacts to wetlands must be identified if applicable. Please see appropriate sub-sections of Part 3, Section I, [Security](#), for specific security requirements.
- 3.9.2 NARA does not have a specific requirement for the amount of acreage for a Presidential Library. The size of the site may vary due to its location.
- 3.9.3 The site must be large enough to accommodate the building footprint, site access and service roads, sufficient parking, and sufficient tour bus or mass transit loading areas. In addition the site must provide enough area for required storm water management areas. The site must be sufficient to accommodate a turning radius for a 53-foot delivery truck and provide circulation for trash pickup from designated dumpster areas. The site must also be large enough to provide separation between drop off areas, parking, loading, and the building to provide for at least Level IV security of the building as defined by the Interagency Security Committee Standards; also see [Security](#) section.
- 3.9.4 A site survey must be completed for any site selected for a Presidential Library construction project. This survey must include a boundary survey description of the property and a legal title search. The survey must include any easement locations and existing benchmarks. In addition, the adequacy of adjacent land must also be considered in the event of any future expansion of the facility. Land and facilities to be deeded to the United States or made available to NARA for use as a Library must be free from any encumbrances on the title.
- 3.9.5 A complete geological and hydrological investigation must also be completed for any site selected for a Presidential Library construction project. In general it should address such issues as depth to bedrock and groundwater, soil strata, percolations rates, and pavement and under drain recommendations as required per site.
- 3.9.6 State and local requirements to assess and resolve impact on archaeological sites

and historic preservation must be fulfilled prior to transfer to NARA.

- 3.9.7 Section 438 of the Energy Independence and Security Act stipulates that any development or redevelopment project involving a Federal facility with a footprint that exceeds 5,000 square feet shall use site planning, design, construction, and maintenance strategies for the property to maintain or restore, to the maximum extent technically feasible, the predevelopment hydrology of the property with regard to the temperature, rate, volume, and duration of flow.

**3.10 Landscaping requirements:**

- 3.10.1 If NARA is to be responsible for the maintenance and repair of outdoor areas, the site acreage must be sized to keep grounds care costs to a reasonable level.
- 3.10.2 If NARA is to be responsible for the maintenance and repair of outdoor areas, landscaping must also be planned for low maintenance, water control, and integrated pest management.
- 3.10.3 In all cases, vegetation must not be planted within 18 inches of the foundation to provide for hardscaping around the foundation of the building and to reduce the potential for the entrance of pests and insects into the building. This vegetation-free zone must be sloped away from the foundation and consist of gravel or decorative aggregate with appropriate drainage. A landscaping scheme should include under story plants no higher than three feet tall at maturity, and a tree canopy with limbs at least seven feet above the ground at maturity to allow light from fixtures to fall on the pedestrian route, so that trees and shrubs do not obstruct lighting. The landscaping scheme must ensure that trees are planted far enough away from the building so that they do not touch or overhang the roof and that the roots will not affect the foundation of the building.
- 3.10.4 Project must be designed such that no potable water use is necessary for maintenance of landscape planting material. Collected rainwater may be used for irrigation. The landscape plan should prioritize native species that require no potable water use for irrigation, once established.
- 3.10.5 Additional security requirements are indicated at paragraph [3.83.15](#).

**3.11 Floodplain requirements:**

- 3.11.1 NARA requires that any Library structure or supporting building (such as a cooling/heating plant, parking garage, storage facility, or emergency generator support building) must be located at least 5 feet above and 100 feet away from any FEMA 100-year flood level (floodplain). The Library should also comply with [E.O. 13807](#), *Establishing Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure*.

- 3.11.2 A portion (up to 50%) of a surface parking area may be located in a floodplain if there are no suitable site alternatives and if the impact of construction in a floodplain or wetland is fully evaluated. Access roads to the Library building must not be located on a floodplain and must allow for complete access (360°) to the building perimeter.
- 3.11.3 Evaluation of site alternatives must include a detailed evaluation of the impact on wetlands. If construction of parking and appurtenances must occur in a floodplain or wetland, then NARA will consider these locations only if no other alternatives are shown by the Foundation to be available.

**3.12 Zoning and historic preservation considerations:**

- 3.12.1 Foundation-supported projects are subject to local zoning and historic preservation codes. State and local codes must be followed for all zoning requirements, including setbacks, height, coverage, traffic requirements, open space, and floor area ratios. The local jurisdiction for the project must be consulted for requirements, and a process for public review of the project must be developed. Contact must be made with the highway department of the local jurisdiction, the utility companies, local police, local fire department and fire marshal, telephone company, Internet service provider, and other public works agencies that will provide services to the facility.
- 3.12.2 For existing Libraries under the control of NARA, Section 106 of the Historic Preservation Act must also be considered in all design and construction projects if there are historic structures on the property or if the proposed project impacts a historic district. Any project at an existing Library that might have an adverse impact on other adjacent historic properties must be considered a potential review project under Section 106. During the evaluation of projects at existing Libraries, the potential for historic impact must be evaluated and mitigation strategies developed to deal with any adverse consequences.
- 3.12.3 Foundation projects for new Presidential Libraries are not bound by National Environmental Policy Act (NEPA) regulations, but the NEPA regulations do provide a methodology to look at site alternatives and provide for an assessment strategy of many competing sites. Site selection criteria from American Society of Heating, Refrigerating and Air-Conditioning Engineers ASHRAE 189 1-2009 must be followed for a new Presidential Library. An environmental assessment provides an evaluation of wetlands and flood plains, traffic, historic impacts, and other factors. For NARA and Foundation projects at existing Libraries, NEPA regulations must be followed.

3.12.3.1 The Foundation is responsible for funding the NEPA.

**3.13 Parking/public access:**

Parking, bus drop offs, and parking spaces for persons with disabilities must be designed to accommodate peak visitation periods. NARA has found that for the typical Presidential Library this requires as many as 400 total spaces, with the following subdivision for special parking spaces:

- 3.13.1 Visitor parking – at least 50 spaces must be provided for visitor parking; more are recommended for expected visitation and events.
- 3.13.2 Tour and school bus - at least 7 spaces must be provided for buses.
- 3.13.3 Handicap Accessibility - at least 5% of all parking spaces must be handicap accessible.
- 3.13.4 Van - at least 3 spaces (but not less than required by code) must be handicap accessible van parking spaces with an access aisle of 96 inches (2440 mm) wide.
- 3.13.5 Staff Parking – at least 50 spaces must be provided for staff use, including an appropriate number of handicap accessible parking spaces as required by code.
- 3.13.6 Alternate Fuel Station (for charging electrical or hybrid cars).

NOTE: Please note that these requirements exceed ADA requirements (as of April 2014) and are based on experience at the existing Presidential Libraries.

### 3.14 **Emergency vehicle access:**

Site selection must also consider the access and egress from the site. Road systems around the site must be capable of allowing evacuation of people in the event of an emergency. Roads, fire lanes, and parking areas must permit unrestricted access for emergency vehicles. The entire length of roads, fire lanes, and turn-around must be designed for the weight and turning radius of fire trucks and must provide sufficient width and clearance for emergency vehicle access. The public entrance must be readily accessible to emergency vehicles. At a minimum, one of the long sides of every building must be accessible to fire department equipment. A&E firms of Presidential Libraries must review fire equipment access with the local fire department.

Additional security requirements for parking are indicated at paragraph [3.77.1.2](#).

### 3.15 **Site utilities:**

- 3.15.1 Water supply. Every building must have water supplied from a dependable public or private water main system. The Library must have a continuous site fire loop connected to the water main. The capacity of the loop must be determined by the maximum fire flow of the building being provided by a portion of the loop if one section of the loop is inoperable. Service lines less than 150 feet long may be tied into mains with a Wye connection. Where feasible, NARA-controlled space and



Foundation-controlled space should be separately metered. Required horizontal and vertical separations must be maintained throughout the site. Minimum pipe cover requirements must be maintained. Hydrants must be located appropriately to provide the required firefighting coverage. Adequate pressures must be verified early to determine if any upsizing will be needed to serve the new facility. Metering, backflow prevention, and Post Indicator Valve requirements must be confirmed with the local water company.

- 3.15.2 Sanitary sewer. Cleanouts must be provided on all sanitary sewer and storm drainage lines at approximately 5 feet away from the building and at all line bends where manholes are not used. Required horizontal and vertical separations should be maintained throughout the site. Minimum pipe cover and slope requirements should be maintained. On lines longer than 150 feet, manholes must be provided. The design must use gravity flow and not sewage ejection.

**3.16 Storm drainage system:**

- 3.16.1 The storm drainage system conveys storm water collected on site to an acceptable point of discharge. The storm drains must be separated from sanitary sewers within the property limits, even in cities where separate public systems are not yet available. A storm drainage system may consist of an open system of ditches, channels, and culverts or of a piped system with inlets and manholes.
- 3.16.2 In most cases, building roof drainage must be collected by the plumbing system and discharged into the storm drainage system. The storm drainage system must be designed for a 25-year storm frequency, unless local criteria are more stringent.
- 3.16.3 Storm water design must address any local requirements with regards to water quality and quantity regulations.

**3.17 Electric power:**

The primary power from the network to the building must be run underground in conduit from the property line. All conduits for the primary power must have at least 50% spare conduit (empty) capacity to allow the utility company to pull new power feeds in the event a conductor or power feed fails and must be abandoned in place. The A&E firm must consider providing for a redundant primary feeder. Where feasible, NARA-controlled space and Foundation-controlled space should be separately metered. Per [Section 3.8](#) electrical power generated by fossil fuels utilized by a Presidential Library must be reduced by onsite generation of renewable electrical power or the purchase of “Green Power.”

- 3.17.1 Telephone systems. Telephone lines to the building must be run underground in conduit from the property line. Designers must consult with NARA regarding the current telephone system recommended for usage in the facility. Designated Telephone circuits must run directly to their appropriate locations, i.e. NARA

circuits must run directly to and be terminated in NARA's MPOE.

3.17.2 Data (Information Technology) systems. The data circuits to the building must be run underground in conduit from the property line. Designated data circuits must run directly to their appropriate locations, i.e. NARA circuits must run directly to and be terminated in NARA's MPOE.

3.17.3 Erosion Control. The project must have and carry out during construction, a Storm Water Pollution Protection /Erosion and Sedimentation Control Plan. The Plan must conform to the requirements of the EPA 2003 Construction General Permit or local standards, whichever are more stringent. Both temporary and permanent measures must be addressed. Sequencing should be spelled out and coordinated with construction activities.

3.17.4 Additional security requirements for utilities are indicated at paragraph [3.82](#).

**3.18 Pools and fountains:**

Pools, fountains, and their related equipment are prohibited on any grounds and within any buildings that will be transferred to NARA and NARA will not assume the liability of operating or maintaining any pools or fountains or their related equipment. Pools, fountains, and their related equipment may be located on grounds not transferred to NARA, provided that the pools, fountains, and equipment are a minimum of 75 feet from the nearest NARA structure and that the pool or fountain is at least 10 feet below the foundation of the NARA structure. Potable water may not be used for pools or fountains.

## **Section C: General Building Criteria**

### **3.19 Codes and standards:**

NARA has adopted several codes and standards that govern Federal construction throughout the United States and its territories. These codes, that are applicable as of the date of this document, appear below. However, it is incumbent upon the Foundation and the A&E firm to check for any code updates.

3.19.1 Building codes. Except as noted below, NARA requires the use of the latest International Building Code (IBC) for each Presidential Library project. For egress requirements, the provisions of the National Fire Protection Association (NFPA) 101, Life Safety Code, must be followed instead of the egress requirements of the International Building Code. All electrical work must follow the provisions of NFPA 70, The National Electric Code. All mechanical work shall be completed according to the International Mechanical Code. All Plumbing work shall be performed according to the International Plumbing Code. All IT infrastructure work shall be completed per current industry standards.

3.19.1.1 Conflicts between codes and NARA requirements. It is NARA policy to make maximum use of equivalency clauses in all the codes to ensure flexibility. If there is a conflict between a code requirement and a NARA requirement, the more stringent requirement must prevail.

3.19.1.2 Deviations from building code provisions. The design standards listed in this standard, to the extent that they exceed provisions of the building code, take precedence. Additional, specific deviations from codes are discussed in this standard where applicable.

### 3.19.2 Local building code.

3.19.2.1 For new Library construction projects, Foundations must comply with all local building codes when the local code is more restrictive than national standards or NARA requirements. The Foundation must provide an occupancy permit for the completed construction project from the local code official or jurisdiction certifying that all code requirements have been met. If title to the land and/or Library building is not being transferred, a copy of the occupancy permit must be provided.

3.19.2.2 For renovations or additions to a Library that are undertaken by the Foundation, local codes must be followed when the local code is more restrictive than national standards or NARA requirements. For renovations or additions undertaken by NARA via government contract, NARA will give consideration to local codes in accordance with 40 U.S.C. § 3312. NARA is under no obligation to conform to state or local laws, regulations, and codes, except with respect to local codes relating

to seismic safety and storm water drainage.

3.19.3 For additional facility-related codes and standards, see [Attachment 2, Facility-related Codes and Standards](#), and paragraph [3.47](#).

**3.20 Structural integrity against fire and other disasters:**

The facility must be constructed with non-combustible materials and building elements, including roofs, walls, columns, and floors. Fire protection systems and structural system of the facility must be designed by a licensed fire protection engineer and a licensed structural engineer to avoid catastrophic failure of the structure due to an uncontrolled fire on one or more levels. The facility must be designed in accordance with local and national building codes to provide protection from building collapse or failure of essential equipment from earthquake hazards, tornadoes, hurricanes, and other potential natural and industrial disasters. See appropriate sub-sections of Part 3, Section I, [Security](#), for specific security requirements.

**3.21 Seismic safety:**

Presidential Libraries must be designed to provide a high level of protection for both the structure and major operating equipment in the event of an earthquake or other seismic event per the International Building Code (IBC). Even in areas of low seismic activity, A&E firms must consider certain features of seismic resistant design, since many of these features add safety from other threats to the building. [Executive Order 13717](#), Establishing a Federal Earthquake Risk Management Standard, is applicable to all Presidential Library construction, including major renovations or additions.

3.21.1 Building configuration in earthquake zones. For new building designs in IBC Seismic Design Categories C, D, E, and F, buildings must be structurally symmetrical. If the buildings are not symmetrical (L, T, or U shaped), the buildings must be separated by seismic joints into distinct, rectangular structural units. Large mass elements, such as stairwells and elevator shafts, must be located so that the eccentricity between the center of mass and the center of rigidity of the floor plan does not exceed 15% about either orthogonal axis. In Seismic Design Categories C, D, E, and F, stairwells and elevator shafts must not extend significantly beyond the building façade.

3.21.2 Attachment of nonstructural elements. All nonstructural elements, components, and equipment located within a building or on the site (including all storage furniture) must be anchored to withstand wind and seismic loads. Mobile storage units must be designed and installed to sustain the same loads as the main structure itself. Shelf guards and/or other restraining measures must be installed on all holdings shelving units. Exhibit cases must be built and secured to provide maximum structural stability in order to prevent collapse during seismic activity. Objects on exhibit must be mounted to prevent dislocation during an event and must also be cushioned to prevent damage in the event of movement during a seismic event.

- 3.21.3 Ceilings and suspension systems. Additional hanger wires must be installed for each suspended ceiling lighting fixture. Suspended ceilings, including air diffusers, light fixtures, and speakers, must be braced in accordance with the provisions of the IBC seismic design requirements. Additional hangers and support for mechanical elements above suspended ceilings must also be used. (Suspended ceilings are not permitted in textual, non-textual, and artifact holdings storage rooms.)
- 3.21.4 Mechanical and electrical equipment anchorage. Mechanical, electrical, plumbing, and IT and telecommunications infrastructure equipment must be anchored to prevent overturning or sliding due to lateral forces, including wind and seismic activity. For lateral load parameters relating to wind or seismic activity, the A&E firms must follow the provisions of the applicable national code.
- 3.21.5 Reference publications. The following documents contain specific additional guidance on seismic design standards:
  - 3.21.5.1 Federal Emergency Management Agency (FEMA) publications:
    - 3.21.5.1.1 National Earthquake Hazard Reduction Program (NEHRP): Recommended Guide to Application of the NEHRP Recommended Provisions in Earthquake-Resistant Building Design (No. 140)
    - 3.21.5.1.2 Improving Seismic Safety of New Buildings: A Non-technical Explanation (No. 99)
    - 3.21.5.1.3 Seismic Considerations, Office Buildings (No. 153)
    - 3.21.5.1.4 Handbook of Techniques for the Seismic Rehabilitation of Existing Buildings (No. 172)
    - 3.21.5.1.5 Handbook for the Seismic Evaluation of Existing Buildings (No. 178)
    - 3.21.5.1.6 Interim Guidelines: Evaluation, Repair, Modification and Design of Welded Moment Frame Structures (No. 267)
  - 3.21.5.2 American Institute of Timber Construction: Timber Construction Manual
  - 3.21.5.3 National Forest Products Association: National Design Specification for Stress Grade Lumber and Its Fastenings

3.21.5.4 Sheet Metal and Air Conditioning Contractors' National Association:  
Seismic Restraint Manual: Guidelines for Mechanical Systems

3.21.5.5 Other professional standards:

3.21.5.5.1 Minimum Design Loads for Buildings and Other Structures,  
ASCE 7

3.21.5.5.2 ASME/ANSI A17.1a-, PART 24, "Elevator Safety  
Requirements for Seismic Risk Zone 2 (A, B, or C) or  
Greater"

3.21.5.5.3 NFPA 13, Installation of Sprinkler Systems

**3.22 Longevity of construction:**

3.22.1 Presidential Library holdings are permanent. Therefore, Library buildings must be designed with long operating life expectancies for all major systems, including site utilities and the structural, mechanical, electrical, and IT infrastructure systems.

3.22.2 While building systems, such as IT infrastructure and telecommunications, systems, mechanical units, pumps, and other equipment can be expected to have shorter useful lives, the basic structure of the building, including foundations, walls, roofs, soffits, and window systems, must be designed for permanency. The structural systems must be of such quality and workmanship that, except for routine repairs and maintenance, the basic structure will have a useful life of over 100 years. Therefore, NARA recommends that the entire Library building structure be concrete, steel, or masonry. Exterior walls must be masonry or other durable products, not composite wall systems or spray on or trowel applications over steel studs and gypsum. Non-load bearing walls in the permanent exhibit gallery do not need to meet the 100-year rule.

3.22.3 Mechanical equipment, boilers, chillers, electrical switchgear, and air handling equipment must be specified and designed to operate at least 20 years or more, and products capable of having warranties for such periods of time must be considered and used to the fullest extent possible. Locate equipment and design doors and access corridors to facilitate future replacement of equipment.

3.22.4 All mechanical, electrical, plumbing, IT infrastructure, telecommunications, and other building systems must be designed to allow easy and cost-efficient maintenance. System components, such as Heating, Ventilation, and Air Conditioning (HVAC) filters, must be located so they can be accessed and serviced with a minimum of effort and expense. Design documents must show required maintenance access (i.e., coil pull areas, filter replacement access, lamp replacement access, etc.). Doors and access corridors should be located to facilitate future replacement of equipment. These requirements extend to the

museum exhibit galleries where holdings on display must be secured against theft and vandalism, but easily accessible for object rotation and case maintenance. Likewise, systems must be designed so that eventual replacement can be accomplished with minimum expense. Local service providers must be able to service equipment such as fire detection and suppression systems, specialized HVAC systems, cabling conduits, electrical wiring, telephone lines, etc.

3.22.5 Class A and Environmentally Preferable materials. Interior building finish materials, wearing surfaces, wall covering, cabinets, equipment, and other features of the building must be selected to have long wear capabilities and must be capable of meeting the demands of a public facility. They must be durable, easy to clean and maintain, and meet Class A building standards as defined by the Building Owners and Managers Association. Finishes must also have flame and smoke spread limitations.

**3.23 Bio-based materials:**

The Food, Conservation, and Energy Act of 2008 (also known as the 2008 U.S. Farm Bill) largely continues programs of the Farm Security and Rural Investment Act of 2002 (2002 Farm Bill) and requires each Federal Agency to develop a procurement program which will assure that items composed of bio-based products will be purchased to the maximum extent practicable and which is consistent with applicable provisions of Federal procurement law. USDA designates bio-based products for preferred Federal procurement and recommends bio-based content levels for each designated product. Per [E.O. 13834](#), *Efficient Federal Operations*, Federal agencies must use products meeting or exceeding USDA's bio-based content recommendations; and, for other products, bio-based products made from rapidly renewable resources and certified sustainable wood products must be used.

**3.24 Certified timber:**

Wood and wood-based products shall originate from certified sources such as Forest Stewardship Council, Sustainable Forestry Initiative, and the Canadian Standards Association (CSA) Sustainable Forest Management Program.

**3.25 Recycled materials:**

Per Section 6002 of the [Resource Conservation and Recovery Act \(RCRA\)](#), for EPA-designated products, specify products meeting or exceeding EPA's recycled content recommendations, and for other products, specify materials with recycled content when practicable. If EPA-designated products meet performance requirements and are available at a reasonable cost, a preference for purchasing them shall be included in all solicitations relevant to construction, operation, maintenance of or use in the building. Per [E.O. 13834](#), *Efficient Federal Operations*, Federal agencies are to “use products meeting or exceeding EPA's recycled content recommendations” for EPA-designated products and for other products to “use materials with recycled content such that the sum of post-

consumer recycled content plus one-half of the pre-consumer content constitutes at least 10% (based on cost) of the total value of the materials in the project.”

**3.26 Quality workmanship:**

As important as the selection of materials, the care taken in installation contributes to long lasting use and low maintenance and wear. The project design and the specifications for construction must establish high standards for installation of all building systems. An additional safeguard that ensures quality workmanship will be the certification by the Construction Quality Manager (CQM). See paragraph [1.23](#) for items that must be certified in compliance with the design and specification requirements by the CQM.

**3.27 Leak-proof design and construction:**

Water leaks through the roof structure or due to plumbing leaks are a constant threat to holdings. The design and construction of a Presidential Library must consider the potential dangers from leaks and implement every feasible method to guard against leaks during and after construction. Methods include carefully designing the storm drainage systems; eliminating all water pipes over and within holdings storage, processing and research rooms, and exhibit galleries (other than fire suppression pipe systems); and installing water detection sensors in the holdings storage, processing and research rooms, and exhibit galleries; and in any mechanical and computer rooms and in any other location that may contain holdings or where water is generated or used and the likelihood of a leak is high. All drains and traps must be screened to prevent pests from entering the building through the plumbing system. The roofing membrane and flashing must be designed to be easily accessible for replacement during the life of the building. Roofs over all holdings storage areas must be designed with a minimum ½ inch per foot slope. The low points of roof drainage may not be located over holdings storage, processing and research rooms, or exhibit galleries. All roofs must be provided with a separate overflow drainage system.

3.27.1 To protect holdings from water damage, mechanical rooms and mechanical equipment including water tanks and cooling towers must not be located over any holdings storage, processing or research rooms, or permanent and temporary museum exhibit galleries. When major equipment is located adjacent to holdings storage, special precautions must be taken to guard against water infiltration. These measures may include drain pans, recessed floors, and sump pumps.

3.27.2 Piping (with the exception of sprinkler piping) must not run through or directly above any holdings storage room or exhibit gallery. Pipes must not run through or directly above processing or research rooms.

3.27.3 In a new facility, to eliminate problems with moisture and water infiltration, holdings storage, processing rooms, and exhibit galleries must not be located below grade. When holdings storage, processing rooms, or exhibit galleries are located below grade in an existing facility, additional measures must be



undertaken to prevent water and moisture infiltration into the holdings storage or other holdings-related spaces.

- 3.27.4 Holdings storage, processing and research rooms, and exhibit galleries must never be located under parking lots, plazas, driveways, or roadways where traffic can impact the integrity of the roofing system and cause leakage into storage rooms. They also must never be located under gardens, courtyards, or plazas.

**3.28 ADA accessibility requirements:**

- 3.28.1 Access to buildings and grounds must comply with Federal regulations implementing the Architectural Barriers Act (42 U.S.C. 4151), the Americans with Disabilities Act (ADA) (42 U.S.C. 12101), and the Rehabilitation Act (29 U.S.C. 701), Section 504. Section 8 of the Accessibility Guidelines for Buildings and Facilities (28 CFR Part 36) provides specific information on research room requirements. Particular attention must be given to the public entrances, doors and door hardware, signage, restrooms, parking and bus loading areas, and seating in theaters and lecture rooms. The exhibits must also meet these requirements and must be an area of particular concern and sensitivity in design considerations. The design must evaluate all paths from public transportation to all areas in the building and must ensure that the pathways are fully accessible as defined by the Accessibility Guidelines for Buildings and Facilities.
- 3.28.2 All programs offered by a Federal agency must be accessible and fully meet all statutory requirements for telephones for the hearing impaired, assisted listening devices, and other equipment to enable persons with disabilities equal access to programs and facilities.

**3.29 Loading dock:**

- 3.29.1 The loading dock must be designed to accommodate a 53-foot tractor trailer with sufficient room for the truck and trailer to maneuver into the loading dock area. The loading dock must have at least two loading bays to accommodate two delivery vehicles at a time. Door height to the loading dock must allow for height differences in a loaded and unloaded truck and trailer. The 48” high platform must have a dock leveler to receive trucks of varying heights. Loading dock area must be sized to allow use of fork lift. Dock doors should be equipped with dock door seals.
- 3.29.2 The loading dock must be located under a protective canopy and fully protected from the weather so that the last 10-12 feet of the rear of a 53-foot full-size tractor trailer will be covered from the weather during unloading. The loading dock equipment must be specified to meet loading and impacts as outlined in later sections.

- 3.29.3 Exterior overhead doors at loading docks and service entrances to the loading dock must have a one-hour fire rating to protect the loading dock from exterior fire exposures.
- 3.29.4 The loading dock must be kept under negative air pressure relative to the critical areas of the facility. Loading docks must have an air supply and exhaust system that is separate from the remainder of the facility. The air intakes and returns must be designed such that lower quality air and environment cannot affect the critical areas and must have direct venting to the outdoors.
- 3.29.5 Security is a particular concern in the design of loading docks. The loading dock will receive major and minor shipments to the Library. Security cameras or other monitoring equipment must be provided in this area. The Security Control Center must also be near the loading dock, but within the building core. Additional security requirements for loading docks are found throughout Part 3, Section I, [Security](#).
- 3.29.6 NARA strongly recommends two loading docks and receiving rooms, one for NARA holdings and exhibits and another for such functions as food services deliveries, trash removal, and office supplies deliveries. In all cases, the path from the loading dock to food services and trash collection points must not pass through holdings storage, processing rooms, exhibit galleries, or production rooms.
- 3.29.7 Also see paragraphs [2.49](#) and [3.45](#).

**3.30 Freight and passenger elevators:**

- 3.30.1 The building elevators must be located to meet the functional requirement of the building. Each building is required to have an objective study on the number and type of elevators required to meet the needs of that building. The passenger elevators for the building must be sized to meet ADA requirements for accessibility and to meet the requirements for movement of people and materials between floors. All elevators shall be required to meet the following:
  - 3.30.1.1 ASME A17.5, latest edition – Elevator and Escalator Electrical Equipment
  - 3.30.1.2 NFPA 70, latest edition – National Electric Code
  - 3.30.1.3 Local Fire Authority and all other codes, ordinances and laws applicable within the governing jurisdiction
  - 3.30.1.4 NFPA 101, latest edition – Life Safety Code
  - 3.30.1.5 Americans With Disabilities Act (ADA)

3.30.2 If any holdings storage or exhibit production shops are located on a different level than the loading dock and exhibit galleries, the freight elevator must be sized to accommodate crates and artifacts of varying sizes, some oversized, and exhibit cases and partitions fabricated in house. Elevators must be designed in accordance with ANSI A-17.1, latest edition, and freight elevators must be constructed of durable finishes such as end grain wood flooring. The main freight elevator must have minimum dimensions of 10 feet by 10 feet and door dimensions of 10 feet wide by 12 feet high. It must have a lifting capacity of at least 4,500 pounds minimum and be designed for Class A loading.

**3.31 Doorways and passageways:**

The doors and passageways in the building must be sized to meet ADA requirements for accessibility and to meet the requirements for movement of people and materials between spaces. In addition, the following spaces require larger openings.

- 3.31.1 Doors from all textual, non-textual, and artifact storage rooms to any corridors or adjoining processing rooms or other support spaces must be double width, at least six feet wide with two 3-foot leafs. An additional door at least three feet wide may also be provided for use by staff without records.
- 3.31.2 The doors to the artifact storage room, exhibit production room, and temporary exhibit gallery must be a minimum of 12 feet high.
- 3.31.3 Door widths for the staff and volunteer lounges must be sufficient to allow for the movement of vending machines into and out of the room [3'-2" minimum].
- 3.31.4 The exhibit production shop must have double doors opening from the corridor and the paint shop. The doorways must be as wide as the corridor and as high as the ceiling.
- 3.31.5 All doors to the paint shop, whether from a corridor or the exhibit production shop, must be fire-rated double doors compatible with wall rating. Each leaf of these doors must be not less than 36 inches and not more than 42 inches wide.
- 3.31.6 The receiving room must have a doorway at least 8 feet wide and 12 feet high to the loading dock. A combination of a personnel door and an overhead coiling door is recommended. The A&E firms must provide a travel route for large items from the receiving room through the building that is not restricted in any way by a lower ceiling or narrower doorway opening.
- 3.31.7 Service corridors must be at least 8 feet wide. The corridor leading from the loading dock to the artifact storage room, exhibit production shop and temporary exhibit gallery must be 8 feet wide and have a 12-foot high ceiling at a minimum.
- 3.31.8 Doors shall be large enough to move equipment from the loading dock to the computer room and IDFs. Doors must be high enough to allow equipment entry

on pallets without tilting. Doors shall have a minimum thickness of 45 mm (1.75 in), and be a minimum of 1.1 m (3.67 ft) wide by 2.4 m (8 ft) high for a single door, or 1.8 m (6 ft) wide by 2.4 m (8 ft) high for a pair of doors. Doors shall be mounted within steel frames, have a solid core, and be either wood or steel. The primary access door to the computer room shall be a pair of doors, meeting the requirements listed above. These doors shall have neither a center post nor doorsills. All doors and frames within a rated partition assembly (1-hour or 2-hour) shall be rated at the code required rating of that assembly for occupancy rated separations (NFPA 76 requires fully rated doors). Doors shall have air tight and fire rated weather stripping all around the opening.

### 3.32 **Insulation and vapor barriers:**

A&E firms are required to subject the proposed design to computerized energy modeling to determine if the proposed design can achieve the reduction of energy consumption mandated by the various Federal requirements and the goals identified for the LEED certification process.

Energy Policy Act (EPA) 2005: Energy requirements at least 30% below current ASHRAE 90.1.

[Energy Independence and Security Act](#) (EISA) of 2007 and [E.O. 13834](#), *Efficient Federal Operations*. See paragraphs [3.5](#) and [3.6](#).

3.32.1 NARA requires the following minimum building envelope insulation requirements. Where the local or national code exceeds these minimum requirement values, the A&E firms must use the most extensive local or national codes.

3.32.1.1 Minimum roof insulation standard is R-30

3.32.1.2 Minimum wall insulation standard is R-19

3.32.1.3 Minimum window wall insulated panel standard is R-10

3.32.1.4 Insulated glazing is required throughout the facility

3.32.2 Insulation materials used for the Presidential Library building must be tested for fire performance characteristics as determined by the American Society of Testing and Materials (ASTM) test method indicated below:

3.32.2.1 Surface Burning Characteristics: ASTM E-84

3.32.2.2 Fire Resistance Ratings: ASTM E-119

3.32.2.3 Combustion Characteristics: ASTM E-136

- 3.32.3 Formaldehyde-based insulation and foamed-in-place insulation must be avoided throughout the Library and not used in holdings storage rooms, processing rooms, or exhibit galleries.
- 3.32.4 Vapor barriers must be installed along the entire exterior of the Library and between any two areas that have different humidity and temperature requirements. A non-permeable vapor barrier is required at the perimeter of holding areas wherever calculations indicate a negative vapor pressure between holding areas and other parts of the building.

**3.33 Building Enclosure:**

- 3.33.1 A continuous air barrier must be installed as part of the entire exterior wall and roof construction of the Library, including appropriate flashing at all transitions between materials and building systems and all penetrations in the exterior enclosure. All operable penetrations in the building envelope such as doors and windows must be fitted with seals and weather stripping to minimize infiltration.
- 3.33.2 Within the building envelope, areas for holding, processing, and display of artifacts or archival material with specific temperature and humidity requirements must be separated from other parts of the building by a non-permeable air barrier.
- 3.33.3 Joints in exterior building systems and between exterior building systems must be provided with appropriate flashing and properly designed sealant joints.
- 3.33.4 The main building entrances, including the entrances that serve the public, visitors, and researchers, must include a vestibule or a revolving door to control infiltration at these major points. Secondary exterior doors, including fire exits, overhead doors at the loading dock, and staff entrances must be provided with doors that securely seal when closed to prevent infiltration of air, dust, and pests. Doors from all textual, non-textual, electronic, and artifacts storage, processing and research rooms must have air tight and fire rated weather stripping. The maximum clearance around doors including between door and frame, between meeting edges of doors, and between the door and sill or floor must not exceed a one-eighth-inch gap. All such gaps around sides and tops of doors must be protected by gasket type weather-stripping. The bottom of all doors must be fitted with brush-style synthetic fiber weather-stripping.
- 3.33.5 Vestibules must be considered as a means to stabilize the environment in critical areas such as holdings storage and processing rooms, exhibit galleries, and computer rooms. The processing rooms can serve as a vestibule to the holdings storage rooms. Doorways, duct runs, sprinkler runs, and all other penetrations in storage rooms must be well-sealed (i.e., fire-stopped) as appropriate to limit the flow of air in and out of the room. NARA must test and pre-approve gasket and caulk products.

**3.34 Fireproofing:**

- 3.34.1 General requirements. The fire resistance ratings of structural elements and construction assemblies must be in accordance with the requirements Chapter 6 of the International Building Code and determined in accordance with test procedures set forth in ASTM E-119 “Standard Test Methods for Fire Tests of Building Construction and Materials.
- 3.34.2 Sprayed-on fireproofing. Sprayed-on fireproofing must not be used in critical areas (as defined in Part 1). In addition to code requirements listed in the International Building Code to be used by the A&E firms, cementitious fireproofing used on Presidential Library buildings must be specified to meet the following minimum requirements:
  - 3.34.2.1 Deflection: No cracking, spalling, or delamination. Test method ASTM E-759.
  - 3.34.2.2 Impact on Bonding: No cracking, spalling, or delamination. Test method ASTM E-760.
  - 3.34.2.3 Corrosion Resistance: No corrosion. Test method ASTM E-937.
  - 3.34.2.4 Air Erosion: Maximum weight loss of 0.25 g./sq. ft. in 24 hours. Test method ASTM E-859.
  - 3.34.2.5 Surface Burning Characteristics: Maximum flame spread rating of 10 or less for concealed fireproofing, 5 or less for exposed fireproofing, and smoke development rating of 0. Test method ASTM E-84.
  - 3.34.2.6 Concealed Sprayed-on Fireproofing, Medium Density: The following are additional minimum requirements for concealed cementitious fireproofing:
    - 3.34.2.6.1 Density: The greater of 22 lb./cu. ft. or the density required to attain the required fire resistance rating. Test method ASTM E-605.
    - 3.34.2.6.2 Thickness: The greater of 3/8 inch or the thickness required for the fire resistive design. Test method ASTM E-605.
    - 3.34.2.6.3 Bond Strength: 2,000 psf, minimum. Test method ASTM E-736.
    - 3.34.2.6.4 Compressive Strength: 100 psi, minimum. Test method ASTM E-761.
  - 3.34.2.7 Exposed Sprayed-on Fireproofing, High Density: The following are additional minimum requirements for exposed cementitious fireproofing:

3.34.2.7.1 Density: The greater of 40 lb./cu. ft. or the density required to attain the required fire resistance rating. Test method ASTM E-605.

3.34.2.7.2 Thickness: The greater of 3/8 inch or the thickness required for the fire resistive design. Test method ASTM E-605.

3.34.2.7.3 Bond Strength: 10,000 psf, minimum. Test method ASTM E-736.

3.34.2.7.4 Compressive Strength: 550 psi. Test method ASTM E-761.

3.34.2.8 Exposed sprayed-on fireproofing is acceptable for use in non-critical spaces such as mechanical rooms. Use high density materials at interior and exterior exposed locations.

**3.35 “Smart” building (Computer and Communications cabling/cable ways):**

This section describes NARA’s requirements for state-of-the-art data, voice and other communications infrastructures and includes the 2006 requirements for a Library computer communications system. Prior to acceptance of the Library, the following conditions must be met. However, due to the rapid changes in technology, the designers must consult with NARA information technology (IT) staff to determine the most current technical specifications, including network, hardware and software specifications.

3.35.1 The building should comply with the most current version of the Commercial Building Wiring Standards and Building Infrastructure Standards:

3.35.1.1 TIA/EIA-568-A-1995 covering commercial building telecommunication wiring standards.

3.35.1.2 TIA/EIA-578-A updates.

3.35.1.3 TIA-568-B.1-2000 updates covering commercial building telecommunications wiring standards.

3.35.1.4 TIA/EIA-569-A-1995 covering commercial building standards for telecommunications pathways and spaces.

3.35.1.5 TIA/EIA-606-1994 covering building infrastructure administration standards. (Not network management systems.)

3.35.1.6 ANSI/BICI 002-2011 Data Center Design and Implementation Best Practices

- 3.35.2 The building should provide network wireless access to the public and staff via wireless access points (WAP). The contractor will survey the public and staff spaces for population density and structural layout and identify the number and location of WAPs throughout the building.
- 3.35.3 NARA has a requirement for the design and installation of a Neutral Host In-Building Multi-band Cellular Distributed Antenna System (DAS) in order to provide cellular voice and data coverage inside the facility.
- 3.35.3.1 The Vendor must provide all management, supervision, personnel, engineering, equipment, tools, materials, spare parts, subcontractors, and transportation necessary to design, install, maintain, adjust, and repair all the DAS systems and components.
- 3.35.3.2 The Vendor will adhere to: 1) the manufacturer's recommendations and specifications; (2) industry standards and codes including but, not limited to National Electric Safety Codes, National Electrical Code, etc.; (3) Federal, State, and local regulations; (4) Federal environmental standards; (5) Federal Communications (FCC) guidelines; and (6) Occupational Safety and Health Administration (OSHA) regulations.
- 3.35.3.3 The Vendor shall design, install, and maintain a DAS that provides voice and data cellular communications coverage for the facility. The system shall provide cellular voice and data coverage including all office areas, conference rooms, stacks, and meeting areas of the facility. The design shall be based on providing an active solution, designed for a -85dBm<sup>5</sup> or better over 95% of the space. In-building signal amplification system shall be required to provide coverage at Delivered Audio Quality (DAQ) 3.4 level or above.
- 3.35.3.4 The DAS system shall be carrier format neutral and be capable/scalable of supporting Wireless Service Providers (WSP) associated frequencies at time of install. The DAS system must be compatible with current cellular carrier frequency and data requirements and be adaptable to emerging technologies as well as supportable to facilitate current and future re-banding efforts. The DAS headend is expected to be rack-mounted for the purpose of scalability.
- 3.35.3.5 The Vendor shall be responsible for coordinating all of the WSPs identified above to obtain approval(s); to obtain specifications for the systems; coordinate and implement the connectivity requirements of

---

5 dBm is an abbreviation for the power ratio in decibels (dB) of the measured power referenced to one milliwatt (mW)



each individual carrier to their respective systems; and to obtain broadcast approvals from those carriers.

- 3.35.4 The environmental conditions in the Main Distribution Frame (MDF) and Intermediate Distribution Frame(s) (IDF), also known as switch closets, must be designed to meet the environmental air quality requirements including:
  - 3.35.4.1 Air conditioned in relation to the amount of humidity and heat gain from the equipment located therein, based on manufacturer's information for that equipment.
  - 3.35.4.2 Positively pressurized.
- 3.35.5 The MDF and IDF should have a non-water based fire suppression system.
- 3.35.6 The MDF and IDF must have adequate lighting for reading.
- 3.35.7 There should be no windows or outside access in the computer room/MDF and IDF.
- 3.35.8 If required, the computer room must have computer-grade access flooring to allow flexible cabling below the floor or ceiling mounted ladder racks within the room.
- 3.35.9 Electrical systems providing power for communications equipment, including telephone, building management, and LAN/WAN must include uninterruptible power supply (UPS) and have line current power conditioning. These emergency systems must also be placed on the standby emergency generator.
- 3.35.10 An Uninterruptible Power Supply (UPS), capable of maintaining electrical service to a small main-frame style computer, pc-network file server, router, known application servers, Phone PBX, and other critical equipment, must be provided.
- 3.35.11 One (1) NEMA L5-20 dedicated circuit and one (1) NEMA L6-30 circuit must be installed in each IT and telecommunications locking cabinet or enclosure. One (1) NEMA L5-20 dedicated circuit should be mounted on each wall to facilitate the usage of test equipment. Each IT and telecommunications locking cabinet or enclosure must be grounded at a minimum #6 AWG copper to foundation grounding plate. All circuits must have power backup or redundant power source(s) such as an enterprise UPS or generator.
- 3.35.12 All locking cabinet power outlets in the computer room should be mounted either from flexible tails under the raised floor directly below the locking cabinet or immediately above each locking cabinet from the ladder rack.

- 3.35.13 There should be a master power shutdown located just inside the computer room for emergency power shutdown, if required by code.
- 3.35.14 Designers must consult with NARA technical personnel regarding the power requirements for all the identified critical computer equipment to be located in the computer room, as this will vary depending on the particular models used.
- 3.35.15 A plan for communications wiring, equipment, and installation must be developed as part of the Library design so that all communications systems and IT infrastructure are installed prior to acceptance of the Library by NARA.
- 3.35.16 Wiring for the communications systems and IT infrastructure must be pre-installed, tested for continuity, low loss, and specified data transmission capabilities. Results of testing and validation shall be provided as a Cable Testing Report. All cable reports will be consolidated along with electrical drawings to build a Master Cable Management plan.
- 3.35.17 High quality and low loss cabling must be provided.
- 3.35.18 The cable must be 4-pair 24 AWG cable compliant with UL cable certification programs for category 6 wiring, and must be run separate from coaxial cabling and other systems.
- 3.35.19 All LAN/WAN local cabling and telephone cabling must be fire retardant “open air plenum” rated, meeting all Federal and local fire codes.
- 3.35.20 For computer rooms, cabling must be run under a raised flooring system or above with cable trays.
- 3.35.21 For non-textual processing rooms, cabling should be run under a raised flooring system with cable trays or J hooks provided to keep the cabling off the floor.
- 3.35.22 Cable trays must be used in all major corridors and must be located above the finished ceiling.
- 3.35.23 A Voice, Data, Spare drop with appropriately labeled wall jack/faceplate must be installed in each workspace. Designers must consult with NARA about specific communications requirements for individual rooms; however, at least two drops must be installed in every work area (work area is defined to be the work space associated with one worker). If the work area does not require voice, the requirement is data, spare.
- 3.35.24 The faceplates must have dual 4-pair RJ-45 jacks mounted on the upper portion of the face plate for data (left) and spare (right). The lower left side will have one RJ-45 jack used for the Telephone circuit. The RJ-45 must comply with the EIA568-B connection scheme.

- 3.35.25 The computer room will be connected to all work stations in the Library by a computer network system consisting of a Main Distribution Frame (MDF) and the Intermediate Distribution Frames (IDF), also known as switch closets, to be located strategically throughout the building in NARA controlled areas.
- 3.35.26 The MDF and IDF will be capable of mounting and supporting and operating switches, repeaters, inter-connecting cabling (or fiber), and copper-to-workstation cabling.
- 3.35.27 The computer room must include a cable backbone linking the computer room/MDF, switches, routers, and IDF to work station cabling.
- 3.35.28 Backbone cables can be a mix of category 6 cables and 50/125-micron multimode fiber (OM3/4). Optical Fiber MIC Interlocking Armored Plenum Cable (2 – 24 Fiber) may be installed. This cable does not require conduit or Inner Duct.
- 3.35.29 Security and fire alarm system components may share the communications closets, but electrical distribution panels must be in a separate closet). Additional security requirements for communications closets are indicated at paragraph [3.78.16](#).
- 3.35.30 Each cabinet shall have an individual cable plan with cable management as defined by best industry standards.
- 3.35.31 All main cabling or fiber optic cables must be run in conduit or in cable trays. Loose wiring must not be run above ceiling plenums. A wire tray or J hooks must be used in the ceilings.
- 3.35.32 All telephone cables must terminate on 110 style terminal blocks (4 pairs). If VoIP technology is available, check with NARA about the terminal blocks.
- 3.35.33 All computer wiring must terminate on 110 style connection blocks (non-proprietary)
  - 3.35.33.1 The 110-style connection blocks in which all computer wiring terminate must have termination strips with front or side access via RJ-45 ports.
  - 3.35.33.2 Blocks must be 4-pair category 6 rated with detachable legs and label holders.
  - 3.35.33.3 Each port must be terminated with all 4 pairs at both ends (faceplate and cross connection block).

3.35.34 All field (horizontal) wiring must be terminated on the bottom of the block, leaving the top open for cross connecting jumper cables (vertical cables).

3.35.35 Technology will continue to change the requirements for new connections and equipment. Therefore, additional patch panels and punch down blocks--50% above the requirement for initial occupancy--must be provided as part of the building systems to allow for future connections to routers, phone switches, and other communication equipment at a later date.

3.35.36 Where coaxial cabling is used for security monitoring, LAN/WAN, or video, the coaxial cables must be run in metal conduit or separated at least three feet from other cable systems.

**3.36 System warranties with NARA as the beneficiary:**

At the time of delivery of the project to NARA, the building warranties must be fully assigned to NARA for management. The general contractor warranty on the building for the first year of occupancy must also be assigned to NARA. NARA also requires the following specific warranty times as a minimum.

3.36.1 Roof - 20 years.

3.36.2 Mechanical equipment.

3.36.2.1 Compressors - 10 years.

3.36.2.2 Air handling units (AHU) motors - 1 year.

3.36.2.3 AHU coils – 10 years.

3.36.2.4 Terminal and fan coil units (coils and motors) – 1 year.

3.36.2.5 Cooling towers – 5 years.

3.36.3 Electrical equipment.

3.36.3.1 Transformers - 20 years.

3.36.3.2 Switchgear - 20 years.

3.36.3.3 Lighting Ballasts - 3 years.

3.36.3.4 UPS – 5 years.

3.36.3.5 Generator(s) – 5 years.

3.36.4 Carpet - 10 years (up to 20 years to the fullest extent possible).

3.36.5 Window walls, seals, and insulation - 10 years.

3.36.6 Doors.

3.36.6.1 Wood doors - 5 years.

3.36.6.2 Fire Rated doors - 10 years.

3.36.6.3 Hardware - 2 years.

**3.37 Energy conservation and renewable energy:**

3.37.1 Energy efficiency requirements:

The design of the building should exceed by at least 30% [per EPA Act 2005] the requirements for new buildings as contained in ASHRAE/IES (American Society of Heating, Refrigerating and Air-Conditioning Engineers/Illuminating Engineering Society) Standard 90.1 (current edition). In addition, the Department of Energy's (DOE) Performance Standards for New Commercial and Multi-Family High-Rise Residential Buildings contain energy performance goals that apply to commercial buildings. Where these DOE performance standards do not conflict with achieving the required environmental conditions, NARA strongly recommends using this structured approach to energy efficient design. This approach provides design flexibility while assuring a minimum level of efficiency.

To determine the Proposed Building Performance, the Design Engineer must create a design building energy simulation model using DOE-2, Trane Trace™700, Energy Plus, Carrier HAP-E20 II or another hourly load and energy-modeling software tool. At a minimum, the chosen software must be capable of accepting the following input parameters: weather data, fuel data, building orientation, building width and length, building mass, number of stories, exterior wall construction, roof construction, glazing in walls and roof, type of glass used, and solar screening devices. The selected software must also be able to compare all appropriate mechanical systems options and provide alternative life-cycle cost analysis for selection of the mechanical system. Software parameters must include temperature and relative humidity set points for multiple interior zones.

3.37.2 The Foundation Design Engineer must provide a complete energy model and predicted energy use data to NARA at the earliest stage possible during the design process.

3.37.3 Per the [Energy Independence and Security Act \(EISA 2007\)](#) Section 523, the project should meet at least 30% of the hot water demand through the installation

of solar hot water heaters, when lifecycle cost effective.

- 3.37.4 Per [E.O. 13834](#), *Efficient Federal Operations*, NARA is directed to implement renewable energy generation projects on agency property for agency use, when lifecycle cost effective. Library A&E firms should investigate opportunities for meeting building loads with on-site, renewably generated energy.
- 3.37.5 Preservation considerations: Temperature and humidity parameters for critical holdings areas of the proposed building set by the NARA staff are not subject to modification in the name of energy conservation.
  - 3.37.5.1 NARA requires that maintaining appropriate environmental conditions for its holdings takes precedence over short-term energy savings. While NARA understands the need for energy efficient buildings and compliance with energy-savings requirements, energy efficiency alone must not be the guiding principle to system or building design.
- 3.37.6 Energy analysis: A clear opportunity for achieving substantial LEED points is found in Energy and Atmosphere Credit 1; Optimize Energy Performance. Up to 19 points can be achieved within a single credit template.
  - 3.37.6.1 Energy consumption goals for lighting and major mechanical systems must be set for the energy analysis. Presidential Libraries must be capable of operating efficiently at less than 100,000 BTU/sq ft/year (energy use budget). This is not a requirement but provides a target for the A&E firms.

A proposed energy budget for the facility must be developed reporting the cost of energy uses in dollar value per square foot and BTU per square foot, and by major building use, such as lighting, power, heating and ventilation equipment, and air-conditioning and humidification/dehumidification equipment. Buildings that have projected operating costs above 100,000 BTU/sq ft must be re-evaluated for potential additional energy conservation opportunities.

All new projects—whether for new Library construction or additions to existing Libraries--must be designed with an energy budget in mind. NARA must report to Congress prior to acceptance of the Library the anticipated operational costs of the Presidential Library and explain any reasons for higher than anticipated costs.

- 3.37.6.2 Energy Monitoring: Per the EPAct of 2005, EISA Section 434, and LEED program requirements, an array of meters shall be installed that measure the electrical, water, steam and natural gas usage of the building. The meters shall record hourly usage, and record usage in the direct digital control (DDC) System. Sharing this data with USGBC is one of the Minimum Project Requirements (MPR).

3.37.7 Additional requirements: In addition to ASHRAE/ANSI standard 90.1, the following guidelines must be incorporated in all new Presidential Library projects.

3.37.7.1 Mechanical:

- 3.37.7.1.1 Variable Frequency Drives (VFD) for air handling units and chilled water circulating pumps must be used for all non-critical spaces. A constant air supply must be supplied to critical areas.
- 3.37.7.1.2 Night setbacks must be used on all non-essential air handling units. Setbacks must not be used on air handling units servicing critical areas: holdings storage rooms, processing rooms, and exhibit galleries.
- 3.37.7.1.3 Free cooling must be implemented for air handling units, chillers, and cooling towers except those supplying critical areas.
- 3.37.7.1.4 Waste heat recovery, runaround, and economizer must be incorporated in the design of both critical and non-critical HVAC systems.

3.37.7.2 Plumbing:

Water conservation must be incorporated in the plumbing design of the Presidential Library building. The A&E firm must use minimum flow rate plumbing fixtures. The following Maximum Flow rate guidelines should be considered a baseline for design. Achieving lower flow rates will yield LEED points for LEED Water Efficiency Credit 3.

**Figure 3-1: Maximum Flow rate guidelines**

Lavatory faucets	1.5 gallons per minute (gpm)
Shower	2.0 gpm
Kitchen and custodial closet faucets	2.2 gpm
The maximum flow rate for hot water lavatory faucet	0.5 gpm
Urinals	1 gallon per flush (gpf)
Water closets	1.6 gpf
Outlet temperature	105° F

3.37.7.3 Process Water: Per the EPA Act 2005 Section 109, when potable water is

used to improve a building's energy efficiency, deploy lifecycle cost effective water conservation measures.

3.37.7.4 Electrical:

- 3.37.7.4.1 Electrical wiring must be installed according to NFPA 70 National Electrical Code. In addition to ground fault circuit interrupters to prevent electrocution, arc-fault circuit interrupters must be installed on all electrical circuits.
- 3.37.7.4.2 Exterior lighting must be controlled by a lighting control system or energy management system.
- 3.37.7.4.3 Higher efficiency motors must be used.
- 3.37.7.4.4 Use of occupancy sensors for lighting control is highly recommended for low traffic area.
- 3.37.4.4.5 Sensors must be used in exhibit galleries and holdings storage whenever feasible.
- 3.37.7.4.6 T-8 lamps with electronic ballasts must be used in all Presidential Libraries for office and general fluorescent lighting. LED lamps are also acceptable.
- 3.37.7.4.7 Reducing the electrical energy needed for lighting can contribute to points for LEED Energy and Atmosphere Credit 1 and Sustainable Sites Credit 8.

3.37.8 Energy management system:

- 3.37.8.1 A stand-alone Direct Digital Control (DDC) system with a remote computer in the facility manager's office and with a remote monitoring system in the Security Control Center must be provided. In addition the capability must be provided for off-site monitoring of the system.
- 3.37.8.2 The systems must be supplied by a reputable manufacturer of building management systems.
- 3.37.8.3 The system must include a computer, printer, controllers, sensors, controlled devices, wiring, and a portable operator's plug-in terminal.
- 3.37.8.4 The system must also be programmable and able to perform all energy management functions and be BACnet compatible.
- 3.37.8.5 The energy management system must allow viewing of the current



temperature and relative humidity in any holdings storage room or exhibit gallery.

3.37.8.6 The management system must be capable of organizing temperature and relative humidity information by room and graph or chart this information in a variety of ways.

3.37.8.7 The system must be able to store the information for at least 60 days and must allow the information to be saved to system external media, such as compact disk.

3.37.9 Sensors:

3.37.9.1 For critical areas control and monitoring should not be in return duct. Locate sensors within the room and average them for your control/monitor.

3.37.9.2 Temperature and relative humidity sensors must be located within all critical areas. Depending on the size of the room and the configuration of the systems, multiple sensors may be required in a single room in order to maintain NARA requirements. When multiple sensors are required, data must be averaged.

3.37.9.3 AHUs in non-critical areas must be controlled by a signal from a sensor in the return air duct and monitored by room sensors.

3.37.9.4 The outdoor temperature and relative humidity must also be monitored.

3.37.9.5 The sensitivity of sensors must be within 2°F and 2% relative humidity.

**3.38 Pre-occupancy:**

In addition to the required commissioning of all building systems prior to occupancy, LEED points are available for developing an Indoor Air Quality (IAQ) Plans for the construction period and for the period between construction and occupancy. A Construction IAQ Plan typically involves protecting the HVAC system components from construction dust, protecting absorptive materials from moisture damage, and careful maintenance of filters for any permanent HVAC equipment used during construction. The Pre-occupancy IAQ Plan usually consists of HVAC system flushout procedures or IAQ testing. Along with other LEED credits that prohibit products which release formaldehyde and only allow paints, adhesives, sealants, and floor materials with low Volatile Organic Compounds (VOCs), IAQ plans promote the healthiest possible interior air quality. This is central to the LEED program and NARA's mission of preservation of critical materials.

Radon and its decay products is a concern and the building design should follow the most

current ANSI/AARST standard CC-1000-2017, soil gas control systems in new construction of buildings which should take into consideration the mitigation of Radon gas from the building. NARA has a specific policy for Radon in facilities occupied by NARA staff. Testing for Radon and its daughter products must be made by the builder using a NARA approved company that meets NARA testing criteria. Clearance has to be obtained prior to occupancy by NARA staff and meet the NARA requirements which are located in section 3.88 of this standard.

**3.39 Post-occupancy:**

3.39.1 Adjustments. Within the first year of occupancy, necessary services to make final adjustments to the finish hardware must be provided by the Foundation at its cost. Adjustments to the HVAC and lighting equipment must be provided to meet the requirements established in this standard. Within 60 days after the first year of occupancy, a meeting must be held by a representative of the Foundation and of the general contractor with the Library's Director, Deputy Director, and Facility Manager as well as representatives from NARA's Office of Presidential Libraries, Business Support, and Preservation Programs to discuss their observations of the operation of the HVAC system. Any necessary adjustments must be made at that time to the HVAC air balance and reported to NARA.

3.39.2 Renovation safeguards. Protection of the holdings and existing building during any addition or renovation to an existing Presidential Library must be of paramount importance. Any work using a potential source of ignition, including but not limited to hot pots, heat guns, welding, or torch cutting must be pre-approved by the NARA on-site project supervisor or Facility Manager.

3.39.2.1 A permit must be received before daily work begins, and the contractor and NARA supervisor must review safety procedures. These procedures must include a work environment as free as possible of fuel for fire, protection of the area including portable fire extinguishers, and where required by code, fire blankets.

3.39.2.2 Any work must have at least two workers present at all times, one of whom has the responsibility to monitor and respond to any ignitions.

3.39.2.3 A post-work inspection of the location must also be completed.

3.39.2.4 Any solvents or solvent-containing materials such as rags and brushes must be placed in a fire-safe container, and the contents removed at the end of each workday.

3.39.2.5 Contractors are responsible for maintaining a clean worksite and for constructing temporary barriers to contain dust and debris.

3.39.2.6 Dust must be controlled by maintaining the work area at a negative pressure.

- 3.39.3 Benchmarking. The building operator will compare actual performance data from the first year of operation with the energy design target, preferably by using ENERGY STAR® Portfolio Manager for building and space types covered by ENERGY STAR®. This work will verify that the building performance meets or exceeds the design target, or that actual energy use is within 10% of the design energy budget for all other building types. For other building and space types, use an equivalent benchmarking tool such as the Labs21 benchmarking tool for laboratory buildings.

## **Section D: Roofing and Skylights**

### **3.40 Roofing:**

NARA requires the use of roofing systems available with minimum of 20-year warranty. The most stringent standards are required for roofs over holdings storage areas. NARA must approve the use of any roofing materials not already on this list.

3.40.1 Applicable standards: Roofing design must follow the recommendations of the National Roofing Contractors Association (NRCA) as contained in NRCA publication, NRCA Roofing and Waterproofing Manual. The design of metal flashing, trim, and roofing must follow the recommendations of the Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) publication, Architectural Sheet Metal Manual. Additional standards for roofing and insulation systems include:

3.40.1.1 UL 790 Class A, Fire Resistance of Roof Covering Materials.

3.40.1.2 ASTM E-108 Class A, Fire Tests of Roof Materials.

3.40.1.3 ASTM C 1371 Test Method for Determining Emittance.

3.40.1.4 ASTM C 1549

3.40.1.5 ASTM E 408 Test Methods for Total Normal Emittance.

3.40.1.6 ASTM E 903

3.40.1.7 ASTM E 1918

3.40.2 NARA does not allow vegetative roofs over critical areas of an archival facility, but does require the use of a reflective "cool roof" to minimize HVAC loads on the building. A reflective roof must be designed to achieve a LEED point using LEED Sustainable Site Credit template 7.2.

### **3.41 Roof drainage:**

3.41.1 Dead level roofs are prohibited.

3.41.2 All roofs should provide (preferred, but not required) a minimum slope to roof drains of 4% (1/2" per foot) on roofing surfaces.

3.41.3 Roof drains or scuppers are the only low points permitted.

3.41.4 All roofs must provide (required minimum) a minimum slope to roof drains of 2% (1/4" per foot) on roofing surfaces and meet the requirements listed in NRCA for

slope for specific roof type.

- 3.41.5 Roof drains must be equipped with overflow protection.
- 3.41.6 All roof drains must be properly clamped and the drain leader piping provided with seismically designed hangers and supports.
- 3.41.7 Roof drain piping must be well planned so that drains and drain pipes do not run over or through any critical area (the holdings storage, processing, or research rooms, or the exhibit galleries).
- 3.41.8 Any renovations and/or additions to existing buildings must comply with these requirements. When it can be proven that compliance is not possible, supplemental measures must be provided to prevent water leaks.
- 3.41.9 A water detection system connected to the security or building emergency system must be included and connected to the water detection sensors in the holdings storage, processing and research rooms, exhibit galleries, main computer room, IDFs, and SCIF areas; and in any mechanical and computer rooms and in any other location that may contain holdings or where water is generated or used and the likelihood of a leak is high.

**3.42 Access to roof:**

An interior permanent stair must be provided to permit access to roof-mounted equipment and to facilitate roof maintenance. Roof access must not be through holdings storage, research rooms, exhibit galleries, the main computer room/MDF, IDFs, SCIF areas or processing rooms.

**3.43 Roof-mounted equipment:**

- 3.43.1 Major HVAC equipment must not be mounted on the roof of a new facility.
- 3.43.2 Small fans and vents can be roof mounted but must not be located over any critical areas.
- 3.43.3 For existing buildings, roof-mounted equipment must be kept to a minimum and must be housed in penthouses (that portion of the building dedicated to mechanical and electrical equipment) or screened by walls.
- 3.43.4 Penthouses and screen walls must be integrated into the building design and constructed of the same or similar materials used elsewhere on the building exterior.
- 3.43.5 Certain linear roof-mounted equipment, such as antennae, lightning rods, flagpoles, etc., does not have to be screened, but these elements must be

integrated into the building design.

- 3.43.6 The building rooftop configuration must provide the space and strength to accommodate equipment for satellite, microwave, and cellular telephone antennae.
- 3.43.7 Equipment must be mounted with sufficient roof clearance to allow future replacement of the roof without the need for disconnecting or removing the equipment.
- 3.43.8 To allow future replacement of the roof without the need for disconnecting or removing the equipment, any equipment mounted on the roof of an existing building must be panned and drained.
- 3.43.9 For maintenance purposes, walkways must be provided on the roof along routes to, from, and around equipment. Where walkways are within 3 feet of a vertical drop of 12 inches or more, handrails must be provided. With the exception of walkways, building elements must not be supported by the roofing system. With the exception of walkways, do not place roof mounted-equipment in direct contact with the roofing system (roofing protection required.)
- 3.43.10 Equipment must not be mounted on any roof over holdings storage rooms and processing rooms, exhibit galleries, the main computer room, IDFs, and SCIF areas. In addition, no roof penetrations are permitted over holdings storage and processing rooms, exhibit galleries, the main computer room, IDFs, and SCIF areas.
- 3.43.11 Additional security requirements for HVAC equipment are indicated at paragraph [3.82.2](#).

#### **3.44 Skylights and sloped glazing:**

- 3.44.1 **Skylights:** Skylights are defined as windows or roof accessories that are pre-fabricated assemblies shipped ready for installation. NARA strongly recommends against use of skylights. Skylights are prohibited over holdings storage, processing, and research rooms and exhibit galleries. If used in other areas, skylight design must follow the guidelines of the American Architectural Manufacturers Association (AAMA) Standard 1600 and must have a slope greater than 25%. Skylights must use low emissivity glass and filter 99% of UV radiation below 380 nm. Pre-fabricated skylight assemblies must be factory tested in accordance with ASTM E331 using a differential static pressure of at least 12 pounds per square foot on the system, with no water penetration occurring. Placement must be calculated to prevent glare or overheating in the building interior. Condensation gutters and a path for carrying the condensation away from the framing must be provided.
- 3.44.2 **Sloped glazing:** Sloped glazing is defined as field-assembled windows or roof

accessories designed to admit light. Sloped glazing must not be used in a Presidential Library.

## Section E: Floor Loadings and Special Requirements

### 3.45 Floor design live loads and special requirements:

[Figure 3-2](#) details floor live loads and special requirements by type of space. In an existing building, the floor load limit must be established for each holdings storage and processing rooms and exhibit gallery areas by a licensed structural engineer. In holdings storage rooms, the limit must take into consideration the weight of the specific type(s) of holdings to be stored, height and type of the shelving or storage equipment and resulting concentrated loads on the floor, the width of the aisles, the configuration of the space, etc. The allowable load limit must be posted in a conspicuous place and must not be exceeded. Additional security requirements for protection against progressive collapse are indicated at paragraph [3.77.5](#).

**Figure 3-2: Floor design live loads and special requirements**

Area	Floor Load lbs/sq ft	Special Requirements
Offices, conference rooms, research rooms	100	Provide either raised access floor <sup>3</sup> or under-floor cable raceways providing access to the cable tray through poke-through fittings or access panels at not more than 5 foot intervals.
Security Control Center	125	Raised access floor <sup>3</sup> ; Provide the capability of holding a five drawer safe and a weapons safe.
Processing rooms	200 live load	Anti-static floor covering. Carpet must not be used.
Computer room	200	Raised access flooring <sup>3</sup> ; anti-static floor covering (excluding carpet)
Staff lounges	100	Easy to clean.
Corridors		A smooth surface is required to facilitate moving holdings. No carpeting is allowed in corridors connecting records spaces.
--general	100	
--material movement	250	
Mechanical/electrical rooms and exhibit production shop	150 <sup>1</sup>	No carpeting
Stairs and lobbies	100	None
Roofs	30 <sup>2</sup>	None
Auditorium/Orientation theater	100	None
Loading dock and receiving room	250	The loading dock must have at least two loading bays to accommodate two delivery vehicles. The



*Architectural and Design Standards for Presidential Libraries [July 2018]*

Area	Floor Load lbs/sq ft	Special Requirements
		loading dock must be equipped with one dock leveler capable of holding at least 20,000 pounds of live load on the lift platform. The dock levelers should also be capable of resisting the gross moving load of a tractor trailer and should withstand 35,000 lb of force without permanent deflection or distortion.
Museum permanent exhibit gallery	250	Permanent exhibit gallery should be capable of supporting an automobile as part of the exhibit.
Museum temporary exhibit gallery	250	Raised access floor <sup>3</sup>
Holdings storage rooms including textual, non-textual and artifact rooms	350	Floor deflection must be limited to L/750, where L is span in inches when compact shelving is used. Proposed system must be reviewed to confirm adequacy of load and rail deflection requirements. No carpeting.
Door thresholds, inclines, and elevator gaps	To match greater of adjacent space requirements	Must be as smooth as possible to facilitate moving holdings and prevent bumping.
<p><sup>1</sup> Or actual equipment weight if higher.</p> <p><sup>2</sup> Increase as required for snow drift conditions</p> <p><sup>3</sup> Raised access floor assemblies must be designed for required floor live load, including concentrated loads, and shall include seismic bracing as required by IBC.</p>		

## **Section F: Heating, Ventilation, and Air Conditioning**

### **3.46 General approach:**

- 3.46.1 The purpose of HVAC systems in Presidential Library buildings is to provide a safe, clean, comfortable, and healthy environment for the occupants and to ensure the preservation of all holdings. Ideally, the systems must work so well that the building occupants are not aware of them. Precise design of the systems and specialized equipment is essential in order to provide the environmental standards necessary for long-term preservation of holdings. The spaces where holdings will be stored, processed, and displayed require specialized environmental conditions, maintained continuously. NARA owns and operates its buildings much longer than the private sector. Consequently, a high level of durability and the ability to replace machinery during the life of the building at a reasonable cost must be important design criteria. Systems must also be designed for energy efficiency (see paragraph [3.55](#)), and the design must allow for ease of maintenance.
- 3.46.2 A computer-based building automation system (BAS) that monitors and automatically controls lighting, elevators, heating, ventilating, air conditioning, humidification, and dehumidification is critical to the efficient operation of the modern Presidential Library building. There are several options available when designing systems for a Presidential Library building. Advances in technology make it tempting to pursue the elusive “state of the art” in modern designs. Yet reliability must not be sacrificed for sophistication. To best serve NARA facilities, A&E firms must use proven systems assembled in a straightforward manner. During the design review process, NARA reserves the right to decline any HVAC technology or application.
- 3.46.3 The HVAC systems for a Presidential Library must be designed to maintain stringent temperature and humidity requirements. The HVAC in a Presidential Library requires dedicated space (more than the space required for a typical building) and the HVAC systems must be located in prescribed areas. A licensed mechanical engineer experienced in developing specialized environmental systems (for example for museums, libraries, archives, or scientific institutions) must design the HVAC systems from the initial design stages through commissioning.
- 3.46.4 In the design and selection of the appropriate HVAC systems, economics and energy conservation must be considered in arriving at optimum design solutions that will maintain the critical environment for long-term preservation of holdings. (Refer to paragraph [3.49](#)). While economical operation and energy conservation issues are important, the critical design element must be to maintain the strict environmental controls needed for protective, long-term storage of holdings. Careful attention must be given to such design factors as siting, orientation, insulation alternatives, fenestration, glazing type, and natural ventilation. All holdings rooms must be considered “critical areas” when designing the system(s).

- 3.46.5 Mechanical systems must be designed to respond to the local climate and make best use of natural resources.
- 3.46.6 The HVAC system must undergo a pre-occupancy purge sufficient to test all systems and to remove construction dust from the ductwork and system components. The systems serving critical areas must be operable three months prior to moving holdings into the building. This will allow the system to be monitored and any necessary adjustments to be made prior to holdings exposure. All systems, both general and critical, must continue to be monitored to ensure continued compliance with NARA standards and for both Agency reports to OMB and DOE, as well as satisfying the LEED Minimum Project Requirement for reporting energy and water usage. The Mechanical Contractor for the project shall be retained for 12 months after NARA accepts the building, and with the Designer Engineer, must make any adjustment necessary to maintain the environmental requirements required in this Standard.
- 3.46.7 Additional security requirements for HVAC equipment are indicated at paragraph [3.82.2](#).

**3.47 Codes and standards:**

- 3.47.1 The standards listed here are intended as guidelines for building-wide design. They are mandatory only where referenced as such in the text of the chapter. The list is not meant to restrict the use of additional guides or standards.
  - 3.47.1.1 American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals.
  - 3.47.1.2 ASHRAE Handbook - HVAC Applications, Chapter 23, Museums, Galleries, Archives, and Libraries.
  - 3.47.1.3 ASHRAE/ANSI 15, Safety Standard for Refrigeration Systems
  - 3.47.1.4 ASHRAE 52.2, Methods of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size.
  - 3.47.1.5 ASHRAE 55-2004, Thermal Environmental Conditions for Human Occupancy.
  - 3.47.1.6 ASHRAE 62.1-2007, Ventilation for Acceptable Indoor Air Quality.
  - 3.47.1.7 ASHRAE/IESNA 90.1-2009, Energy Conservation Standards.
  - 3.47.1.8 ASHRAE 100, Energy Conservation in Existing Buildings.
  - 3.47.1.9 National Fire Protection Association (NFPA) Standards 90, 90A, 90B,

92, and 96.

3.47.1.10 Sheet Metal and Air Conditioning Contractors' National Association, Inc. (SMACNA) Manuals

3.47.1.11 Sound attenuation, including mechanical equipment [Naval Facilities Guide Specs. (NFGS) 15070, sound criteria, duct work: SMACNA APIDC, 1975, SMACNA; ASMM 1993]

3.47.1.12 Sound attenuators:

3.47.1.12.1 Air Movement Control Association (AMCA) Standards 300, 301, 302, 303, 330.

3.47.1.12.2 ASHRAE 68, Laboratory Method of Testing to Determine the Sound Power in a Duct.

3.47.1.12.3 ANSI S1.1, S1.4, S12.1.

3.47.1.12.4 Air-Conditioning and Refrigeration Institute (ARI), ARI 575.

3.47.1.12.5 Acoustical Society of America (ASA), ASA 16, 47, 49.

3.47.1.12.6 American Society of Testing and Materials (ASTM), ASTM E-90, E-477, E-596.

3.47.2 Additional standards applicable for the critical areas of the Presidential Library building are listed below. These standards should be incorporated into the design of archival storage rooms:

3.47.2.1 Textual storage:

3.47.2.1.1 NISO-TR01, Technical Report 1: Environmental Guidelines for the Storage of Paper Records.

3.47.2.1.2 ANSI/NISO Z39.79, Environmental Conditions for Exhibiting Library and Archival Materials.

3.47.2.2 Non-textual storage:

3.47.2.2.1 ISO 18911 Imaging Materials - Processed Safety Photographic Films - Storage Practices.

3.47.2.2.2 ISO 18918 Imaging Materials - Processed Photographic Plates - Storage Practices.

- 3.47.2.2.3 ISO 18920 Imaging Materials - Processed Photographic Reflection Prints - Storage Practices.
- 3.47.2.2.4 ISO 18923 Imaging Materials - Polyester-base Magnetic Tape - Storage Practices
- 3.47.2.2.5 ISO 18925 Imaging Materials – Optical Disk Media - Storage Practices
- 3.47.2.2.6 SMPTE RP-131 Storage of Motion Picture Films.
- 3.47.2.2.7 SMPTE RP-103 Care, Storage, Operation, Handling, and Shipping of Video Tape for Television.

3.47.2.3 Cold Storage Room:

- 3.47.2.3.1 ASHRAE/ANSI 15-70.
- 3.47.2.3.2 ARI 420, Unit Coolers for Refrigeration
- 3.47.2.3.3 ARI 520, Positive Displacement Condensing Units
- 3.47.2.3.4 NEMA 70.

3.47.2.4 Air filtration systems:

- 3.47.2.4.1 ASHRAE 52.2 Methods of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size.
- 3.47.2.4.2 Instrument Society of America (ISA) Standards S71.04. Environmental Conditions for Process Measurement and Control Systems: Airborne Contaminants.

3.47.3 NARA directives. The following NARA directives contain requirements, standards, and procedures for a Presidential Library that must be met and/or followed:

- 3.47.3.1 NARA 1571 Archival Storage Standards (incorporated into these standards).
- 3.47.3.2 NARA 1573, Preservation, Security and Transportation Standards for Exhibition of Original NARA Holdings
- 3.47.3.3 NARA 1562, Integrated Pest Management (IPM) Requirements for NARA Holdings

- 3.47.3.4 NARA 1572, Preventing Theft and Vandalism of NARA Holdings in NARA Facilities
  - 3.47.3.5 NARA 170, Climate Change Adaptation Planning
  - 3.47.3.6 NARA 202, NARA Classified Information Security Program
  - 3.47.3.7 NARA 235, Safety and Occupational Health Program
  - 3.47.3.8 NARA 271, Key Control at NARA Facilities
- 3.47.4 Other guidance. The following publications will be useful in understanding the overall design goals for the Presidential Library.
- 3.47.4.1 Conservation Environment Guidelines for Libraries and Archives. New York State Program for the Conservation and Preservation of Library Research Materials. University of the State of New York. William P. Lull with Paul N. Banks, 1990.
  - 3.47.4.2 Exhibit Conservation Guidelines: Incorporating Conservation into Exhibit Planning, Design and Production. National Park Service. Toby Raphael, 1999.
  - 3.47.4.3 Airborne Pollutants in Museums, Galleries and Archives: Risk Assessment, Control Strategies and Preservation Management. Canadian Conservation Institute, Ottawa. Jean Tetreault, 2003.

**3.48 HVAC design criteria:**

- 3.48.1 The facility must be designed so that environmental parameters are achieved. In order to ensure critical areas are maintained on a continuous basis while allowing for energy efficiency measures in non-critical areas, careful attention must be paid to the adjacency requirements established in Part 2.
- 3.48.2 Holdings storage and processing rooms must be served from separate, dedicated HVAC system(s) from those serving the remainder of the facility. The system(s) may be stand-alone units or fully integrated systems. The exhibit galleries must also be served by a separate, dedicated system(s) capable of providing different temperature and humidity levels in each permanent and temporary gallery. All other areas of the building may share the same HVAC system(s) although certain areas may require additional controls.
- 3.48.3 Holdings storage and processing rooms and exhibit galleries must be isolated from sources of pollutants and particulates, such as the loading dock, machine rooms, or spaces where woodworking, painting, or cooking take place. Doors to

the holdings rooms must not open directly onto the loading dock, machine rooms, locations where woodworking or painting take place, or other similar areas. The air intakes and returns must be designed so that lower quality air and environment does not affect the critical areas and must have direct venting to the outdoors.

- 3.48.4 The entire building must be under positive pressure. Additionally, certain spaces of the building must be under positive pressure relative to one another, as specified in Part 2. In particular, the holdings storage rooms must be kept under positive air pressure. Some spaces in the building including the loading dock, exhibit production rooms, and areas where food is prepared must be kept under negative pressure in relation to adjacent spaces.
- 3.48.5 All-air systems are preferred for the entire Presidential Library, but are required for critical areas including holdings storage.
- 3.48.6 Outdoor air design criteria must be based on weather data tabulated in the latest edition of the ASHRAE Handbook of Fundamentals. Winter design conditions must be based on the 99% column dry-bulb temperature in the ASHRAE table. Summer design conditions must be based on the 2.5% column dry-bulb temperature with its corresponding mean coincident wet-bulb temperature. In critical areas that require temperature and relative humidity to be maintained to close tolerances, cooling loads must be based on the 1% column dry-bulb temperature with its corresponding mean coincident wet-bulb temperature.
- 3.48.7 The building envelope must be airtight, with fresh air, outside air, and make-up air intake achieved through a deliberate system. Intake air must be integrated into the return side of the HVAC system, undergoing the same filtration and climate conditioning as the re-circulated air. This is especially important for critical areas. A building-wide air filtration system must be installed to provide particulate filtration in all public and staff areas. Outside air intake grills/louvers must include a balancing damper or electronically operated damper to control air intake. All outside air intake grills/louvers must be located at least 12 feet above the ground level to prevent the introduction of contaminants in the supply air.
- 3.48.8 The building envelope must be humidity tolerant, allowing the relative humidity standards to be maintained without damage to the structure. New buildings and additions must be designed to be humidity-tolerant. The ability of existing buildings to withstand the relative humidity standards must be carefully considered. Existing buildings may require specialized weatherproofing or insulation products and designs. The holdings storage rooms must be provided with sufficient insulation to support a stable, continuous level of relative humidity and temperature.
- 3.48.9 Storage rooms are used to house holdings in a protective environment to ensure their long-term preservation. In general, staff members work in holdings storage rooms for less than one hour at a time and often for less than thirty minutes at a

time. Staff workstations are prohibited in the storage rooms.

3.48.10 Additional security requirements for HVAC equipment are indicated at paragraph [3.82.2](#).

### 3.49 **Temperature and relative humidity standards:**

The Library must be designed to achieve and maintain specific interior environmental standards, both for reasons of health and for the long-term preservation of the holdings housed in the facility.

- 3.49.1 [Figure 3-3: Temperature and relative humidity standards](#) states the requirements for any NARA archival facility in North America with which the Presidential Library buildings must comply. The design of the building and environmental control systems must provide the temperature and relative humidity standards stated in Figure 3-3. The requirements vary according to building area, with the most stringent requirements in holdings storage rooms and exhibit cases displaying certain types of holdings and the holdings processing rooms. The temperature and relative humidity levels are based on current research. NARA will revise its archival storage standards periodically to reflect new research. The Foundation and A&E firms will be provided with any relevant changes during the earliest stages of the concept design phase.
- 3.49.2 [Figure 3-3](#) specifies the maximum acceptable temperatures in holdings storage and processing rooms and in the exhibit galleries. The acceptable range for a relative humidity set point in holdings storage and processing rooms and exhibit galleries is also specified. For textual and non-textual holdings and artifacts, A&E firms must consult NARA staff to determine appropriate set points within an approved range. In general, use cooler temperature and drier relative humidity set points for textual and non-textual holdings whenever possible, as these conditions extend the life and significantly enhance the preservation of the holdings.
- 3.49.3 Although [Figure 3-3](#) establishes certain basic criteria, NARA must review the preservation requirements for each holdings storage and processing area at the beginning of each project. This review may result in additional requirements. Likewise, the preservation criteria for each exhibit project will establish the specific environmental requirements for the project. This guidance applies to new Presidential Libraries as well as renovations or additions to existing Presidential Libraries.
- 3.49.4 Environmental standards in holdings storage and processing rooms and exhibit galleries must be maintained 24 hours per day, 365 days per year. Once a set point is programmed, daily fluctuations must not exceed either 5° F or 5% relative humidity. When a range is given for relative humidity levels, the range indicates the allowable minimum and maximum humidity. Seasonal movement (drift) within the set point range must not exceed 5% per month while staying within a



5% change during any 24-hour period. NARA must approve any plan to allow seasonal movement.

- 3.49.5 Environmental control systems for the general building must be designed to provide efficient and economical seasonal climate control. Seasonal relative humidity drift may occur in actual operation of the general building system(s) to reconcile energy efficiency and external climate extremes in certain geographical locations and with certain building types. The building must be designed to accommodate NARA environmental requirements in a highly energy efficient manner.
- 3.49.6 Temperature and relative humidity conditions in holdings storage and processing rooms and exhibit galleries must be continuously monitored and must be recorded at intervals that are frequent enough and in a sufficient number of locations to demonstrate and confirm compliance with this standards listed in [Figure 3-3](#). Sensors, thermostats, and hygrometers must be located inside the critical area spaces, not within the return ducts. The Digital Direct Control HVAC controls system will utilize data from the monitoring system to control the operation of the HVAC system. Independent, ambient room monitoring through a separate monitoring system of Preservation Environmental Monitors (PEMs) data loggers (to be purchased by the Foundation) is also required.

**Figure 3-3: Temperature and relative humidity standards**

(A&E firms must consult with NARA concerning set points.)

<b>Building Area</b>	<b>Dry Bulb Temperature</b>	<b>Relative Humidity Set Point</b>	<b>Comments</b>
Textual storage rooms (including SCIFs)	Maximum 65°F <sup>1</sup>	35 - 45% <sup>2</sup>	Files, cards, bound volumes, computer printout and other papers  Cartographic records including maps, charts, architectural drawings, posters
Non-textual Storage Room	Maximum 65°F <sup>1</sup>	35% <sup>2</sup>	Black and white non-acetate/non-nitrate motion and still picture negatives/film, photographic paper prints, x-rays, and microforms; magnetic/electronic media including computer tapes and disks, video tapes, audio tapes, and optical disks

*Architectural and Design Standards for Presidential Libraries [July 2018]*

<b>Building Area</b>	<b>Dry Bulb Temperature</b>	<b>Relative Humidity Set Point</b>	<b>Comments</b>
Cold Storage Room (Black and white media)	Maximum 35°F <sup>1</sup>	35% <sup>2</sup>	Black and white acetate motion and still picture negatives/film, x-rays, and microforms; diazo and vesicular microfilm (not including reference copies); color still and motion picture negatives/film, slides, and prints  Modern digitally produced prints (ink jet, dye sublimation, electrophotographic, and thermal)
Transition/barrier room	Maximum 50°F <sup>1</sup>	35% <sup>2</sup>	Adjacent to cold storage room(s)
Artifact Storage Room	Maximum 65°F <sup>1</sup>	35 - 45% <sup>2</sup>	Presidential gifts
Processing Rooms (textual, non-textual, artifact)	70°F ± 5°	35-45% <sup>2</sup>	Non-textual processing room requires exhaust system vented to the outside.
Research Rooms	70°F ± 5°	35-50% <sup>2</sup>	Research rooms adjacent to storage or processing rooms may be on the same HVAC system; 24-hour control is not required UNLESS materials will be left out for prolonged periods (not standard practice).
Exhibit Galleries	70°F ± 5°	35-50% <sup>2</sup>	Specific microclimates (cases, sealed frames) may be required for some collections as per conservation criteria. Items loaned from other institutions may require tighter RH control as per loan agreements
Exhibit Production, Clean and paint Rooms	70°F ± 5°	30-45% <sup>2</sup>	Dust collection system required. Requires exhaust system vented to outside
Computer Room/MDF and all IDFs	72.5°F ± 8°	55% ± 5%	
Public and staff areas	70-76 °F	35-50%	Including Presidential Suite, offices, lobbies, theater/auditorium, conference rooms, food service, and staff lounge.

Building Area	Dry Bulb Temperature	Relative Humidity Set Point	Comments
<p><sup>1</sup> Specifies the maximum acceptable temperature in areas where records are stored and the maximum acceptable temperature set point for areas where records are exhibited, processed, or used. Cooler temperature set points and within the specified range drier relative humidity set points should be used for these media whenever possible in order to improve the preservation of the records. Magnetic/electronic media must not be stored at a temperature lower than 46°F.</p> <p><sup>2</sup> Once a set point is established, the relative humidity within holdings storage, processing and research rooms, and exhibit galleries must not fluctuate more than a total of 5% within any 24 hour period.</p>			

**3.50 Particulate and gaseous pollutants:**

3.50.1 Particulates and gaseous pollutants may damage holdings in the Library. While some effects, such as the tarnishing of silver, may be obvious fairly quickly, decades may pass before other deterioration caused by low levels of pollutants is apparent. To reduce this risk, [Figure 3-4](#) specifies concentrations for pollutants that are not to be exceeded within critical holdings spaces. Experience shows that these low levels, while challenging, can be achieved with current air filtration technology. The study of pollutant damage is very complex, and NARA will revise its archival storage standards periodically to reflect new research. The Foundation and A&E firms will be provided with any relevant changes during the earliest stages of the concept design phase. A dual strategy of physical separation of spaces and separate mechanical systems will optimize the isolation of the holdings from pollutants.

3.50.2 Prior to moving holdings into the building, the quality of re-circulated air in critical spaces must be certified through testing. Analysis of direct air sampling through access points located on both the up and down side of the filters is the preferred method. NARA acknowledges that new construction may have difficulty meeting the standards. It is strongly recommended that an aeration time of at least four weeks be built into the project schedule. During the aeration period, running the HVAC system with the filtration systems on a continuous basis will reduce levels of pollutants. When test results show that concentrations of pollutants exceed the limits established in [Figure 3-4](#), NARA reserves the right to require additional measures to bring the levels closer to those specified in [Figure 3-4](#). All corrective work or adjustments must be performed at the expense of the Foundation and must be completed before holdings are moved into the spaces.

3.50.3 In addition to pre-occupancy monitoring, the holdings storage and processing rooms and the exhibit galleries must be tested six months after the building is turned over to NARA, with the anticipation of meeting the requirements in [Figure](#)

[3-4](#). All tests, corrective work or adjustments must be performed at the expense of the Foundation.

**Figure 3-4: Particulate and Gaseous Standards**

<b>Contaminant Description</b>	<b>Holdings Storage Rooms, Processing Rooms, and Exhibit Cases with original materials</b>
Particulates	MERV 14 or higher
Sulfur Dioxide	1 ppb; 2.7 micrograms per cubic meter
Nitrogen Dioxide	2.6 ppb; 5.0 micrograms per cubic meter
Ozone	2.0 ppb; 4.0 micrograms per cubic meter
Formaldehyde	4.0 ppb; 5.0 micrograms per cubic meter
Acetic Acid	4.0 ppb; 10.0 micrograms per cubic meter

**3.51 Air handling units:**

The following criteria must be used for design of air handling units:

- 3.51.1 The types of air handling units (AHU) must be determined by using the most economical energy saving system for the particular application.
- 3.51.2 Any air handling unit having outside air supplied directly to it must be provided with freeze protection. In general-purpose systems, the freeze-stat must be installed in the air stream between preheat coil and the chilled water coil a minimum of 12 inches downstream of the heating coil.
- 3.51.3 Variable air volume systems (VAV) must not be used in critical areas including holdings storage and processing rooms, research rooms and exhibit galleries. When VAV boxes with electric reheat are used to serve general building spaces, they must have multiple stage electric heating coils. VAV systems require separate controls to provide adequate outside air supply year round.
- 3.51.4 If the design of air handling unit permits, A&E firms should provide two-way control valves for the unit’s chilled water coil.
- 3.51.5 Outside air intake grills/louvers must be located at least 12 feet above the ground and away from sources of external pollution, including areas of vehicular traffic, loading docks, and locations where automobiles, buses, and trucks idle. Locate all intakes away from exhausts, upwind if there is a preferred wind direction, so that no exhaust air can re-enter the building.
- 3.51.6 Crawl spaces under floors should be ventilated using building exhaust air (used conditioned air supply).
- 3.51.7 Heat exchangers must be utilized to temper intake air flow with exhaust air

flow.

- 3.51.8 Loading docks must have an air supply and exhaust system that is separate from the remainder of the facility. Restrooms, janitorial closets, food service, and exhibit production and clean rooms must be separately vented to the outside of the building, with exhaust vents placed away from the HVAC intake vents to prevent contamination of the building air supply.
- 3.51.9 Fire dampers must be installed in accordance with NFPA codes in all ducts, except fume hood exhausts, passing through walls, floors, or roof with a two hour or greater rating.
- 3.51.10 A smoke sensor must be installed in the supply and return air plenums for each air handling unit in accordance with NFPA codes.
- 3.51.11 Louvers for 100% outdoor air units must be designed at an inlet velocity of 250 feet per minute (FPM) based on the free area.
- 3.51.12 Air handling unit casings must be designed for 1½ times the working pressure of the fans. The allowable deflection must be 1/360 L, where L is the longest span of each panel in the assembly.
- 3.51.13 NARA recommends that units be smaller than 20,000 CFM. Main air handling units (over 50,000 cubic feet per minute (CFM) capacity) must have air locks on the pressurized side of the fans.
- 3.51.14 Main air handling units (over 50,000 CFM capacity) must have a monorail or gantry over the supply fans such that the fan assembly can be lifted off the base and lowered onto a cart. This removal design must also be equipped with a removable curb section at the fan chamber door.
- 3.51.15 Main air handling units (over 50,000 CFM capacity) must have doors for access to the fan chamber. NARA recommends removable casing panels. These must be large enough to permit the fan assembly to be removed with a cart.
- 3.51.16 All make-up air handling units must have floor drains in each section; this is not required in a sound trap section if this is a separate section.
- 3.51.17 Inlets, coil sections, and humidifier sections must have drain pans and drains.
- 3.51.18 All fan chamber access doors in built up air handling unit casings must have reinforced steel frames.
- 3.51.19 Humidifiers must be installed with 100% of the make-up air capacity in the base unit and 100% capacity in the zone ducts. Monitors and alarms must alert staff to over-production of humidity or a leak in water supply lines. Humidifiers should be on the supply side of the unit and should be sized based on the

intended design parameters. The humidifier must be in a stainless steel duct section and must include a drain section to remove any moisture that condenses out of the air. There must also be a humidistat downstream from the humidifier that detects excessive humidity and shuts the humidifier down rather than relying on the humidity sensors in the space.

- 3.51.20 All pipes must be tested and found to be watertight prior to concealment in walls, floors, or false ceilings. Testing must be documented in the Commissioning Report.
- 3.51.21 Dehumidification systems that provide reheat of cooled air must be considered as a design option. Desiccant dehumidification systems must also be considered.
- 3.51.22 The water source to humidification units must remove salts and other chemicals dissolved or carried by the water. Acceptable filtration systems include reverse osmosis and deionization.
- 3.51.23 NARA requires both primary and secondary pumping for chilled water systems of 100 tons or larger.
- 3.51.24 All coils must be ARI certified. All coils in air handling units must be sized at 500 FPM maximum.
- 3.51.25 Access space between coil sections must have 24-inch clearance. Equipment must be located and positioned to allow easy access for maintenance.
- 3.51.26 Penthouse access.
  - 3.51.26.1 HVAC equipment must not be mounted on the roof of a new facility and must not be located above any holdings storage or processing room, computer room or above exhibit galleries in any Library.
  - 3.51.26.2 HVAC equipment may already be located on the roof of some existing buildings or required on rooftops due to land-use restrictions. In these cases, the following guidelines must be followed:
    - 3.51.26.2.1 At least one interior stairwell required for all areas under 20,000 sq ft.
    - 3.51.26.2.2 At least two interior stairwells required for all areas over 20,000 sq ft.
    - 3.51.26.2.3 An equipment lift is required from first floor to the penthouse floor and to the roof if equipment is installed on the roof (4000 lb. minimum rated

capacity).

3.51.26.2.4 Access panels must be provided in penthouse walls to accommodate removal of large equipment.

3.51.26.2.5 Change in elevation of penthouse floor or roof requires a ramp with a pitch of 1 in 12 constructed to move heavy equipment.

3.51.27 Heavy wet equipment must be located on reinforced concrete floor slab, with appropriate floor drains. All deionized (DI) skids (if any) must be in diked areas with appropriate floor drains.

3.51.28 Additional security requirements for HVAC equipment are indicated at paragraph [3.82.2](#).

### 3.52 **Critical air handling units:**

#### 3.52.1 Air handling units:

3.52.1.1 In addition to air handler unit criteria listed above in paragraph 42, these additional requirements apply for critical areas (see definition part 1). The AHUs serving the holdings storage, processing, and research rooms and exhibit galleries must provide an environment that meets NARA standards of air filtration, temperature, and relative humidity. All air-handling units serving critical areas (see [Figure 3-4](#)) must contain both gas-phase filtration and particulate filtration systems. Both the return air and make-up air must be filtered in the holdings storage and processing rooms and the exhibit galleries. The filtration media and its systems must be cost effective and efficient. The air filtration system must use the latest technology to monitor the levels of pollutant gases and particulates within the holdings storage and processing rooms and exhibit galleries in order to determine when the filters are no longer operating effectively. Filters must be easy to access and change.

3.52.1.2 Air handling units serving holdings storage and processing rooms must provide constant air volume and must provide sufficient air exchanges to maintain requirements for temperature, relative humidity, and pollutant control. The number of air exchanges is determined by the planned size of the room, volume of holdings, volatile organic compounds (VOC) emitted within the room, occupancy, etc. The system must provide good air mixing throughout the rooms. In general, external fresh air intake must be limited to the amount required to allow human occupancy (Indoor Air Quality) and to maintain a positive pressure in storage and processing rooms. Air economizers must not be used in critical areas. Make-up air handling and main supply air handling units which support

holdings storage and processing rooms and galleries must be designed for full backup and not simply air flow. Redundant equipment such as fans, heating and cooling coils, humidification supply, pumps, and controls must be considered. Final arrangement must be determined in the design. Controls must insure automatic switch over. The designer must have two or more units serving the critical areas. 100% redundancy can then be provided by one additional unit or with load transfers from non-critical areas.

- 3.52.1.3 Air handling units and other mechanical units must not be located within the holdings and processing rooms. Exceptions include certain stand-alone designs. The AHUs in the holdings storage areas must not exceed a motor size of 1 HP. Cooling coils and associated fans may be located within the cold storage room(s). However, the remaining mechanical components must be placed outside of the cold storage room.
- 3.52.2 Gas-phase filtration system. To achieve the standards stated in [Figure 3-4](#), a gas-phase filtration system must be incorporated in all air handling units serving the holdings storage and processing rooms and exhibit galleries. The gas-phase filtration system must control gas-phase contaminants including aromatic, aliphatic, oxygenated hydrocarbons, chlorinated hydrocarbons, and inorganic acid/basic compound. The operation of the air purification system may be a combination of chemisorption, adsorption, and catalytic processes. The system must be designed to allow periodic monitoring of the filter performance by providing sampling ports in the air flow before and after the filters. The gas-phase filter must be located before the final particulate filter.
- 3.52.3 Particulate filtration system. Removal of particulate materials from the air stream of the holdings storage and processing rooms and exhibit galleries must be a priority and must achieve the standards stated in [Figure 3-4](#). The particulate filtration system for these areas must have a Minimum Efficiency Reporting Rating (MERV) of 14 or greater based on ASHRAE 52.2, "Methods of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size." To extend the service life of the system, preliminary filters with lower MERV ratings should be installed. A pressure drop measurement system or other equipment must be provided to determine when the particulate filters need to be changed. Filters must be easy to access and change. Interior standalone designs, such as may be used in cool/cold storage area, must have an automatic shut-off feature installed in case of equipment failure to prevent heat build-up inside the storage area. Additional security requirements for HVAC equipment are indicated at paragraph [3.82.2](#).
- 3.52.4 Humidification control systems. Humidity control is a critical function of the air handling units serving the holdings storage and processing rooms and the exhibit galleries. The air-handling units must be designed for both humidification and dehumidification. Humidification must be achieved by a clean steam injection



system (such as an electronic steam humidifier), an atomized air system using clean water, or equivalent system located downstream of the gas filtration system. Failsafe systems to ensure that relative humidity in critical areas does not exceed those specified in [Figure 3-3](#) are required. Humidification units and water supplies and drains must be designed to prevent any water leakage or overflow. The design of the system must ensure that the system does not generate or harbor microorganisms. In order to meet the standards in [Figure 3-3](#), reheating of cooled air or desiccant systems may be required as part of the dehumidification control system.

**3.53 Ductwork:**

- 3.53.1 The ductwork inside storage and processing rooms must be kept at a minimum while supplying the required critical environments specified in [Figure 3-3](#) and [Figure 3-4](#). Ductwork must not pass through a storage room to supply another area. Location of the vents and return ducts must provide even air mixing and a constant environment throughout the space while maintaining and maximizing useable space for storage equipment.
- 3.53.2 Holdings must not be housed directly adjacent to vents or returns. This requirement will necessitate coordination between the HVAC system(s) design and the layout of shelving units and other storage units. Likewise, ductwork throughout the exhibit galleries must be designed to provide both the required environment and the maximum amount of useable space. Location of ducts, vents, and returns must be coordinated with the exhibit designer and NARA.
- 3.53.3 Ductwork must be sealed to provide a leakage rate less than 3%.
- 3.53.4 Long runs in ductwork and multiple corners must be avoided in the design of supply systems. The design must prevent duct linings from becoming moist from humidification steam or water spray or from condensation.
- 3.53.5 Prior to occupancy, all ducts must be cleaned by a purge using outdoor air. Any area acting as a return plenum such as above drop ceilings must be cleaned of building dust and debris.
- 3.53.6 Energy Recovery Ventilation. Energy recovery ventilation provides a means for retaining latent heat from exhaust air in addition to sensible heat.

**3.54 Vibration isolation, acoustical isolation, and seismic design:**

- 3.54.1 Design of the Library's mechanical and ventilation systems must provide for very high vibration and acoustical isolation of noise transmissions from the mechanical equipment, duct noise, and noise from diffusers and other equipment. An acoustical and noise control consultant must be used to design all vibration and noise control (NC) isolation measures and review the proposed equipment and connections to all mechanical systems. All rooms in the Library must meet strict

noise criteria (at least an NC 35 rating).

- 3.54.1.1 Mechanical equipment must be specified with manufacturer-certified, low noise characteristics. All equipment must be fully isolated from mechanical ductwork, piping, and other connections to prevent any noise transmission and vibration from the mechanical system to the structure or into Library spaces.
- 3.54.1.2 Noise control between the mechanical room and other areas begins in the room in which the mechanical equipment is located. Mechanical and equipment rooms, including pump, generator, and boiler rooms, must have fire-retardant sound absorption on all walls to absorb equipment noise and prevent noise transmission through the walls to other parts of the Library. Storage and processing rooms must not be affected by vibration. Storage rooms must meet ISO 2631-2 Evaluation of human exposure to whole-body vibration – Part 2: Continuous and Shock-induced Vibrations in Buildings (1 to 80 Hz) Standard for operating rooms.
- 3.54.1.3 Mechanical equipment placed within ceiling plenums and occupied rooms, such as terminal units, variable air volume units, and fan coil units must have manufacturer-certified, low noise characteristics and include vibration and isolation dampers and flexible duct connectors to damper equipment vibration to ductwork, piping, ceiling assembly, and the building structure.
- 3.54.1.4 All mechanical equipment must be designed to withstand lateral forces of seismic activity and provide vibration isolation control. Vibration isolation with built-in seismic restraints should be used.
- 3.54.1.5 Seismic restraints are required for all mechanical equipment in structures that fall within Seismic Design Category B or higher. Where this is not feasible, seismic bumpers must be designed to restrain the equipment. If bumpers are used, the clearance between the bumper and the equipment shall be no greater than 6.35 mm. Unless a rigorous analysis, performed at the option of the mechanical equipment manufacturer, indicates a lesser force to be appropriate, bumpers must be designed to resist the following seismic force:

$$F_p = \frac{0.4a_p S_{DS} W_p}{R_p / I_p} [1 + 2(z/h)]$$

Where:

- $F_p$  = Seismic design force centered at the component's center of gravity and distributed relative to the component's mass distribution.
- $S_{DS}$  = Spectral acceleration, short period, as determined from IBC 2003 chapter 16, and ASCE 7-02 section 9.4.1.2.5.
- $a_p$  = Component amplification factor. Varies from 1.00 to 2.50 (determine appropriate value from IBC 2003, chapter 16, and ASCE 7-02, table 9.6.3.2).
- $I_p$  = Component importance factor (1.50, unless specified otherwise by NARA).
- $W_p$  = Component operating weight.
- $R_p$  = Component response modification factor. Varies from 1.50 to 5.00 (determine appropriate value from IBC 2003, chapter 16, and ASCE 7-02, table 9.6.3.2).
- $z$  = Height in structure of point of attachment of component with respect to the base. For items at or below the base,  $z$  shall be taken as 0. The value of  $z/h$  need not exceed 1.0.
- $h$  = Average roof height of structure with respect to the base.

$F_p$  need not be taken as greater than:

$$F_p = 1.6S_{DS}I_pW_p$$

$F_p$  shall not be taken as less than:

$$F_p = 0.3S_{DS}I_pW_p$$

- 3.54.2 Mechanical room isolation: Floating isolation floors must be considered for all mechanical rooms located in penthouses or at intermediate levels in mid-rise and high-rise construction.
- 3.54.3 Mechanical chases: Mechanical chases must be closed at top and bottom, and at the entrance to the mechanical room. Any piping and ductwork must be isolated as it enters the shaft to prevent transmission of vibration to the building structure. All openings for ducts and piping must be sealed. However, shafts dedicated to gas piping must be ventilated.
- 3.54.4 Isolators: Isolators must be specified by type and by deflection, not by isolation efficiency. See ASHRAE Guide for Selection of Vibration Isolators for types and minimum deflections. Specifications must be worded so that isolation performance becomes the responsibility of the equipment supplier.
- 3.54.5 Concrete inertia bases: Inertia bases must be provided for reciprocating and centrifugal chillers, air compressors, all pumps, axial fans above 300 RPM, and centrifugal fans above 35 kW.

- 3.54.6 Ductwork: Fan vibrations must be reduced immediately outside any mechanical room wall by acoustically coating the duct or by wrapping the duct.
- 3.54.7 Piping hangers and isolation: Isolation hangers must be used for all piping in mechanical rooms and adjacent spaces up to a 45 feet distance from vibrating equipment. The piping hangers closest to the equipment must have the same deflection characteristics as the equipment isolators. Other hangers must be spring hangers. Piping hangers must maintain the required slope and alignment for proper operation of the equipment. Pipes must not be supported from other pipes.
- 3.55 **Special systems for energy efficiency:** The A&E firm must incorporate the following special systems in the design where possible.
  - 3.55.1 Heat recovery: Heat recovery uses heat generated by internal loads or mechanical equipment within a building to the fullest extent possible before rejecting it. This minimizes the amount of heat that must be added for comfort conditioning.
  - 3.55.2 Heat reclaim chillers: Heat recovery chillers must be considered for buildings that will require cooling year round. If used in conjunction with air-side economizer cycles, a careful control design is required to prevent the two approaches from working against each other.
  - 3.55.3 Exhaust air heat recovery: Where more than 1900 liters per second (L/s) of air is exhausted and replaced by heated make-up air, heat recovery must be considered.
  - 3.55.4 Heat exchangers: The condenser water system or a separate 24-hour critical load system may be connected via heat exchanger to the hot water heating system.
  - 3.55.5 Thermal storage: Thermal storage systems use previously manufactured ice or chilled water rather than running chillers on demand. Their major advantage lies in the ability to control time of day electrical demand. Thermal storage must be considered on all building projects with large cooling loads. It can be an important operating cost consideration if the power company employs demand charges, ratchet clauses, or time of use charges. With thermal storage, refrigeration machinery may be run at the time the lowest electrical rates are in effect. With refrigeration running at night and fans and pumps during the day, power usage is evened out. In the evaluation of this cooling option, a detailed comparison of rate structures is required.
- 3.56 **Mechanical rooms requirements:**
  - 3.56.1 At least one four-inch floor drain with trap primer must be provided per floor in each mechanical equipment room. The drain must be located out of a walking area but not under any equipment. The floor must be designed and poured to ensure that the drain is at the lowest point and that water anywhere on the floor runs to the drain.

3.56.2 At least one domestic water line hose bib must be provided in each mechanical room for coil washing.

3.56.3 Suspended air handlers are not permitted.

3.56.4 Equipment rooms with other equipment than those items directly related to air handling equipment must not be used for return air plenums. The use of rooms as plenums is prohibited.

**3.57 Exhibit cases:**

Exhibit cases displaying original holdings are required to maintain a specified environment. The conservation criteria for the exhibit will identify any holdings that must be displayed in specially designed and constructed exhibit cases. At least one example of each case design must be prototyped in order for NARA to evaluate performance. NARA reserves the right to reject case designs when they do not provide appropriate environmental storage conditions for holdings on display. Additional security requirements for exhibit cases are indicated at paragraph [3.78.13](#).

**3.58 Specialty areas: cold storage:**

The following paragraphs briefly describe the required cold storage design and systems for cold storage rooms. NARA staff will provide additional guidance as necessary.

3.58.1 Applicable standards: The environmental room design and installation must conform to applicable codes, ordinances, and regulations governing the use and safety of refrigerants, including ASHRAE/ANSI 15, ARI 420, ARI 520, ANSI B9.1, NEMA 70.

3.58.2 Mechanical system. The mechanical system for the cold storage room(s) must consist of two independent systems for 100% redundancy consisting of dual air handlers and refrigeration units designed to operate alternately. Cooling coils and associated fans and sensors may be located in the cold storage room, but all other equipment and controls must not be located inside the cold storage, non-textual, or processing rooms, or other storage areas or within another cold environment area. Refrigeration and dehumidification systems for cold storage and non-textual rooms must be readily accessible for repair.

3.58.3 Mechanical components: Complete components of the mechanical system must consist of:

3.58.3.1 Cold room evaporator unit, including cooling coil (for cold storage and non-textual room), coil fan motor, and heating coil (if applicable)

3.58.3.2 Condensing unit with high/low pressure control

- 3.58.3.3 Refrigerant piping
  - 3.58.3.4 Humidifier
  - 3.58.3.5 Dehumidifier/desiccant wheel system with particulate filtration
  - 3.58.3.6 Absorber system and purifying device to filter gaseous pollutants, especially acetic acid
  - 3.58.3.7 Particulate filtration system meeting standards established in [Figure 3-4](#)
  - 3.58.4 Instrument and control system: The system must include the main temperature control featuring an open tip thermistor sensor for rapid response to temperature fluctuation. Temperature deviation from the set point must not be greater than 2° F, remaining below 35° F and above 32° F. Relative humidity fluctuation must not exceed 5% controlled via humidistat.
  - 3.58.5 Alarm and safety control system: The cold storage room must be equipped with an electronic high/low alarm and safety control. This must include high and low temperature set point and high and low humidity set point.
  - 3.58.6 Temperature and humidity recorder: Automatic temperature and relative humidity monitoring system with display and record capability must be provided in each control panel. The system must have the ability to detect temperature from 0-100°F and relative humidity from 0-100%. The thermostat and humidistat must be accurate to within 2°F and 2% relative humidity.
  - 3.58.7 Room shell materials: Prefabricated, all-metal clad insulated construction must be used.
  - 3.58.8 Room interiors: A complete aesthetic environment must be achieved with consideration to the following:
    - 3.58.1.1 Minimum lighting level
    - 3.58.1.2 Maximum working volume air movement rate
    - 3.58.1.3 Interior sound levels
    - 3.58.1.4 Light reflectance characteristics of finishes
    - 3.58.1.5 Maintenance and ease of underfoot consideration for floor covering
- 3.59 **HVAC monitoring and controls:**

- 3.59.1 The heating and air conditioning system must be provided with a computer-controlled central building automated management system that:
  - 3.59.1.1 Monitors the temperature throughout the building and temperature and relative humidity in all holdings storage and processing rooms, in the exhibit galleries, within certain exhibit cases designed to maintain a particular environment, and the external air temperature and relative humidity
  - 3.59.1.2 Evaluates the operating status of all major pieces of equipment
  - 3.59.1.3 Turns equipment on and off to meet changes in environment, both inside and out
  - 3.59.1.4 Evaluates operating conditions
  - 3.59.1.5 Sends operating alarms
  - 3.59.1.6 Provides for lowest cost energy use of the system
  - 3.59.1.7 Is connected to all portions of the building
  - 3.59.1.8 Is capable of recording temperature and relative humidity data at intervals frequent enough to confirm operation to specifications
- 3.59.2 Operating alarms must monitor for relative humidity and temperature. Sensitivity of the monitors must allow for precise control of each space to provide the criteria established in [Figure 3-3](#). The temperature sensors must be accurate to plus or minus 2°F or better, and humidity sensors must be accurate to plus or minus 2% relative humidity or better. Airflow rate must also be monitored to alert staff when particulate filters need to be changed.
- 3.59.3 The system must be direct digitally controlled, providing digital signals from each piece of system equipment to the central control computer. However, internal control of specific pieces of equipment (such as dampers and other devices) may have a pneumatic operating system, provided that the main parameters of the equipment operation can still be controlled by the central unit.
- 3.59.4 Cold storage rooms must pass a performance test before being accepted by NARA. The test must be done in a loaded condition. The building A&E firms or appropriate subcontractor must certify cold storage room performance.
- 3.59.5 The systems serving critical areas must be fully operable three months prior to moving holdings into the building. This will allow the systems to be monitored and any necessary adjustments to be made prior to holdings exposure. All systems, both general and critical, must continue to be monitored for 12 months

after NARA accepts the building, and the A&E firms must make any adjustment necessary to provide the environments required in this Standard.

**3.60 Control system monitoring from the Security Control Center:**

- 3.60.1 The building automated management system must be capable of being remotely monitored in the Security Control Center and in the facility manager's office. It must have a graphical user interface (Windows-capable recommended), be user friendly, and show operating conditions of the equipment and alarms on a color monitor. The user interface should show a floor plan and room-by-room status against the required operating conditions so that the security staff can quickly note any problems and advise appropriate staff.
- 3.60.2 Monitoring stations for the HVAC system must include the Security Control Center and the facility manager's office. Remote download and access to the system is also required and the capabilities to connect to the system by laptop computer or mobile device (that does not connect via NARA's network) at various locations in the building, including the major mechanical and equipment rooms, holdings storage and processing rooms, and exhibit galleries. The building automation management system should be compatible with the National Archives at College Park and the National Archives Building System or provide an interface that is compatible with the system so that alarms from the building alarm system can be monitored from the National Archives at College Park or the National Archives Building System if necessary. However, the Library building automation management system must be of the most current, tested, and reliable model feasible regardless of compatibility with any systems in NARA's Washington, DC, facilities. Additional security requirements for HVAC equipment are indicated at Part 3, Section I, [Security](#).
- 3.60.3 The system must be designed with redundancy so that modules in the system can continue operating and controlling the environment if the central station is not operating.



## **Section G: Electrical Systems**

3.61 **General design criteria:** Wiring, electrical components, and electrical appliances must comply with NFPA 70, National Electrical Code.

3.61.1 Energy conservation: Lighting is the largest single factor that determines the overall energy consumption of a building. The overall efficiency of the lighting system depends both on the individual components and on the interaction of components in a system. A good controls strategy that eliminates lighting in unoccupied spaces and reduces it where day lighting is available can contribute significantly to energy conservation. The best way to institute such controls is through an energy management system.

3.61.2 Visual impact: Options regarding the location and selection of electrical work that will have a visual impact on the interior and exterior of the building must be closely coordinated with the architectural design. This includes colors and finishes of lights, outlets, and switches.

3.61.3 Equipment grounding conductor: All low voltage power distribution systems must be supplemented with a separate, green insulated equipment grounding conductor.

3.61.4 Lightning protection: Lightning protection must be evaluated in accordance with NFPA 78. Buildings in the “moderate to severe” category of exposure and higher must be equipped with a UL listed lightning protection system. The system must be carefully designed to ensure that static discharges are provided with an adequate path to ground. Surge arresters on the building electrical equipment must also be in conformance with NFPA 78 and UL 96.

3.61.5 Cathodic protection: The need for corrosion protection for conduits and for all other underground piping and buried metals on the project must be evaluated through soil resistivity and pH testing.

3.61.6 Site considerations: The routing of site utilities and location of manholes must be determined early in the design process. The utility company must furnish power at the main utilization voltage of 480Y/277V.

3.61.7 On-site generation of electrical power: Federal mandates require that facilities built in 2012 have 5% of electrical demand satisfied by renewable energy and after 2013 have 7.5% of demand satisfied by renewable energy, half of which is created by the project. Additionally, any project entering design in 2020 or later should have a goal to achieve zero net energy by 2030.

3.62 **Electrical system:** The design of electrical systems must meet the following criteria.

3.62.1 Motors must meet the following characteristics:

3.62.1.1 Motors must be rated for a 40 degree Celsius environment with a

maximum 50 degree Celsius temperature rise for continuous duty at full load (CLASS A insulation).

- 3.62.1.2 Electrical motors must be sized for loads imposed by the normal service operation of the equipment to preclude horsepower requirements in excess of 90% of the nameplate horsepower.
- 3.62.1.3 Electrical motors must have sufficient torque to accelerate the full load connected to the full rated speed within 20 seconds with 80% of the rated voltage maintained at the motor terminals during the starting period. The motors must be selected for across the line full voltage starting unless noted otherwise.
- 3.62.1.4 Services factor must be 1.15 for polyphase motors and 1.35 for single phase motors.
- 3.62.1.5 The motor nameplate horsepower multiplied by the motor nameplate service factor must be at least 15% greater than the driven equipment operating range maximum brake horsepower.
- 3.62.1.6 Motors controlled by a Variable Frequency Drive (VFD) shall be inverter rated. VFD controlled motor construction shall comply with NEMA standard MG-1 Part 31.
- 3.62.1.7 Within critical areas, motors are limited to 1 hp.
- 3.62.1.8 A&E firms must provide a minimum allowable motor efficiency chart by horsepower for all equipment installed in the Library. A&E firms must list exceptions which do not require premium high efficiency motors, i.e., smoke purge fans. See [Figure 3-5](#).

**Figure 3-5: Motor Efficiency Chart**

<b>Horsepower</b>	<b>Motor Efficiency</b>
1 HP	83%
5 HP	88%
7.5 HP	90%
10 HP	91%
15 HP	92%
20 HP	92%
25 HP	92%
40 HP	93%

3.62.2 Electrical substations must be ring bused together. Electrical substations must be

loaded to no more than 65% of their rating.

- 3.62.3 All transfer switches must be fed from distribution panels or substation, not through another transfer switch.
- 3.62.4 Public address (PA) system must have zone cable layout running perpendicular to museum layouts to insure multiple zone coverage to areas large enough to have multiple speakers.
- 3.62.5 The emergency lighting system, and the fire detection and controls system, must have dedicated auto transfer switches serviced from a distribution panel feed from an auto start emergency generator in conformance with NFPA-70.
- 3.62.6 The emergency generator must have an uninterruptible fuel supply for a day tank with enough fuel to last 48 hours under full load. An alarm system must report the status of the generator to the Security Control Center with low level fuel alarm reporting with no less than one hour left with generator at full load.

**3.63 Emergency/Standby power generator:**

- 3.63.1 Emergency/Standby generator: The building requires a generator for emergency power and Standby loads. Generator(s) must be located at least 100 feet from communications frame equipment to avoid radio frequency interference.
- 3.63.2 Emergency power loads: Emergency power must be provided for the following functions:
  - 3.63.2.1 Egress and exit lighting
  - 3.63.2.2 Fire alarm system, including the public address system
  - 3.63.2.3 Generator auxiliaries and accessories
  - 3.63.2.4 Smoke control systems
  - 3.63.2.5 Fire pump
  - 3.63.2.6 Lighting - main corridor lighting (25% of lamps)
  - 3.63.2.7 Uninterruptible power systems serving main computer room/MDF and Switch Closets/IDFs
- 3.63.3 Standby loads: The systems listed below should be specified as Standby loads not Emergency. NFPA defines these systems separately. All can be run on the same generator.
  - 3.63.3.1 Telephone switch and telephone system

- 3.63.3.2 Security system
- 3.63.3.3 Mechanical control systems
- 3.63.3.4 Building automation and management systems
- 3.63.3.5 Elevators (one per bank with transferable power to elevators in the bank) IBC Section 3003 requires that standby power be manually transferable to all elevators in each bank, and automatically transfer standby power in sequence if sufficient power is not provided for transfer to all elevators simultaneously)
- 3.63.3.6 Sump pumps
- 3.63.3.7 Sewage ejector pumps
- 3.63.3.8 Exhaust fans removing toxic, explosive, or flammable fumes
- 3.63.3.9 Air conditioning systems for computer and UPS rooms
- 3.63.3.10 Exhaust fan in UPS battery rooms
- 3.63.3.11 Power and lighting for fire control center and security control center
- 3.63.3.12 Mobile shelving
- 3.63.4 Emergency generator standard: The standby emergency generator set must meet or exceed the NFPA 110, Standard for Emergency and Standby Power Systems, Type 10 (10 seconds to full load), Class 6 (6 hours of capacity), Level 1. Level 1 defines the most stringent equipment performance requirements for applications where failure of the equipment to perform could result in loss of human life or serious injuries. All Level 1 equipment is permanently installed.
- 3.63.5 Capacity: The engine generator must be sized to approximately 110% of the design load; ideally it must run at 50% to 80% of its rated capacity after the effect of the inrush current declines. When sizing the generator, A&E firms must consider the inrush current of the motors that are automatically started simultaneously. The initial voltage drop on generator output due to starting currents of loads must not exceed 15%.
- 3.63.6 Fuel supply: Natural gas is preferred for the fuel supply. However, the supply must not be interruptible. Otherwise, the design must provide for a diesel fuel supply for the backup generator with at least 48 hours of fuel capacity.
- 3.63.7 Electrical substation rooms: Substation rooms must not have liquid piping

systems (other than sprinkler piping), storage systems, or roof penetrations within the area except for battery rack and a portable self-contained eye-wash unit if required.

- 3.63.8 Monitoring facilities equipment: All points must report back to the Security Control Center and the facility manager's office.
- 3.63.9 Normal and alternate power: Normal and alternate power through 110V/20A outlets must be installed on every other building column in all facilities support areas, penthouses, basement areas, chiller rooms, HVAC rooms, and boiler rooms.
- 3.63.10 Welding outlets: 208V/-50A-3 phase must be located on 150 foot centers in all penthouses, chiller rooms, and boiler rooms.
- 3.63.11 Electrical panel boards: Electrical panel boards must have a minimum of 15% spare capacity for future modifications. The spare spaces must have a standard 20 amp breaker installed in them.
- 3.63.12 High-voltage electrical distribution equipment: High-voltage electrical distribution equipment (i.e., 13.2kv or higher switchgear and transformers) must not be installed in holdings storage and processing rooms.
- 3.63.13 UL rating: All appliances must be UL rated for commercial use, or if an appliance with a UL rating for household use is installed, it must be connected to a UL listed manual shutoff timer.
- 3.63.14 Vibration: Storage and processing rooms must not be affected by vibration. Storage rooms should meet ISO 2631-2:1989 Evaluation of human exposure to whole-body vibration – Part 2: Continuous and shock-induced vibrations in buildings (1 to 80 Hz) Standard for operating rooms.

## **Section H: Fire and Life Safety**

### **3.64 General requirements:**

3.64.1 Life safety code: Fire safety is a critically important consideration for Presidential Library design. General fire and life safety for occupants and visitors is provided in NFPA 101, Life Safety Code, and these requirements must be included in all Library designs. The location of exit points for the building and means of egress from building areas and spaces must follow the NFPA requirements, while also allowing for access control and security to the building. Emergency exit doors must be equipped with delayed egress locks in accordance with the constraints set forth in section 7.2.1.6.1 of the Life Safety Code.

3.64.2 Specialized NFPA guidance: Fire protection design criteria and criteria for planning for fire emergencies for libraries, museums, archives, and record centers are provided in the following NFPA publications. These guidelines must be used as a source of information during the planning of fire protection systems and construction:

3.64.2.1 NFPA 13, *Standard for the Installation of Sprinkler Systems*

3.64.2.2 NFPA 14, *Standard for the Installation of Standpipe and Hose Systems* (coordinate connections with local fire department and utility company)

3.64.2.3 NFPA 232, *Standard for the Protection of Records*

3.64.2.4 NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*

3.64.2.5 NFPA 909, *Protection of Cultural Resources including Museums, Libraries, Places of Worship, and Historic Properties*

3.64.2.6 NFPA 2001, *Clean Agent Fire Extinguishing Systems*

3.64.2.7 When the holdings include nitrate motion picture film or nitrate sheet film, a separate storage room must be provided that meets the requirements of NFPA 40, *Standard for the Storage and Handling of Cellulose Nitrate Film*.

3.64.3 Design considerations: Fire protection design must include the following critical elements:

3.64.3.1 Compartmentalization of spaces to prevent migration of fire.

3.64.3.2 Structural design to prevent building collapse and allow the building to

remain operational after a fire.

- 3.64.3.3 Alarms and alarm communications to signal presence and location of fire.
- 3.64.3.4 Means of egress for visitors and staff.
- 3.64.3.5 Control of smoke migration within the building and through the building systems.
- 3.64.3.6 Fire suppression through an automatic suppression system. The fire suppression system must be designed to limit the maximum anticipated loss from any single fire event to a maximum of 300 cubic feet of holdings destroyed.
- 3.64.3.7 Water supply to the building and site.
- 3.64.3.8 Sprinkler systems for holdings storage rooms must be zoned separately from other building areas.
- 3.64.3.9 The quantity of holdings stored in a single fire compartment must not exceed 125,000 cubic feet.
- 3.64.3.10 Construction materials used in walls, ceilings, and floors must be rated as Class 2 (flame-spread rating of 25 or less) as tested according to the ASTM E-84 and must have a smoke development rating below 450.
- 3.64.3.11 Ignition prevention through the choice of furniture, wall covering, and fixtures that lower the flame spread and smoke generation.
- 3.64.3.12 Furniture and equipment must also be chosen with the lowest possible flame spread ratings. (See part 4, par. 1c for requirements.)
- 3.64.3.13 Roof rated for fire resistance at 1/2 hour minimum, 1 hour maximum.

**3.65 Separation of functions:**

- 3.65.1 Fire walls provide superior protection when compared to fire barriers (i.e., fire separation assemblies). Fire walls are fire resistance rated walls and supporting construction that are independent of other structural building elements, and are able to remain intact with complete building collapse on one side of the wall. The location of fire walls must allow for a continuous wall assembly from exterior wall to exterior wall, and from the ground slab through the roof structure (e.g., parapet). This higher level of protection is preferred for archival storage where design constraints allow. Where fire walls are deemed not possible or feasible by NARA such as for building storage areas located within the building on single or

portion of the floors, fire barriers (i.e., fire separation assemblies) and supporting structural construction must be provided.

3.65.2 Specific fire resistance rating for fire walls or fire barriers must be designed to protect the storage archives as follows:

3.65.2.1 Between adjacent holdings storage rooms - 4 hour rating

3.65.2.2 Between holdings storage and adjacent spaces - 2 hour rating

3.65.2.3 Between processing rooms and adjacent spaces – 2 hour rating

3.65.2.4 Columns within holdings storage spaces - 2 hour rating

3.65.2.5 Between exhibit production, clean rooms, catering kitchen, and other similar functions - 2 hour rating

3.65.2.6 Between paint rooms and other spaces – 4 hour rating

3.65.2.7 Between exhibit galleries and other functions - 2 hour rating

3.65.2.8 Between mechanical spaces and other functions - 2 hour rating

3.65.2.9 Exterior overhead doors at loading docks and service entrances to the loading dock must have a one-hour fire rating to protect the loading dock from exterior fire exposures.

**3.66 Smoke detection system requirements:**

3.66.1 Presidential Libraries must have an approved, supervised automatic fire alarm and detection system providing full-building coverage. Fire detection systems must meet the requirements of NFPA 72, National Fire Alarm Code. These systems must be fully addressable, direct digital control systems, including Listed Integral Sensitivity Testing. Smoke and fire detection devices must be located to provide a 99% reliability of detecting the origin of fire within less than 5 minutes. At a minimum, photoelectric-type detectors must be used in holdings storage and processing rooms and in exhibit galleries. Spacing of detectors must consider the ceiling design. Smoke detection is required under raised flooring and in HVAC supply and return air ducts. Special consideration must also be given to the exhibit production room and paint shop, where particulates may interfere with the detection system.

3.66.2 Design of the system must include consideration for the ease of maintenance, easy finding of faults, and simplicity of finding the location of an alarm. Testing of all installed fire alarm systems and equipment shall be in accordance with the requirements of NFPA 72.



**3.67 Automatic sprinklers and other extinguishing equipment:**

Automatic sprinkler protection must be provided in all new Presidential Library construction and in expansion or addition projects for existing Presidential Libraries. This is a NARA requirement. Sprinkler system or other automatic suppression systems must provide coverage for the entire building.

**3.67.1 General sprinkler system requirements:**

- 3.67.1.1 The sprinkler systems must comply with NFPA 13, *Standard for the Installation of Sprinkler Systems* and the following supplemental requirements. All building areas must be protected with sprinklers, including stairs and landings on every level, elevator machine rooms, telephone rooms, computer rooms, telephone frame rooms, boiler rooms, electrical closets, electrical switchgear rooms, transformer areas, receiving rooms, and mechanical rooms.
- 3.67.1.2 The sprinkler system must be hydraulically designed. Calculation for all records storage areas using static shelving or other open-shelf equipment 12 feet or less in height must be Ordinary Hazard Group 2, Storage Occupancy requirements of NFPA 13. The design must incorporate Quick Response (QR) 165 degrees Fahrenheit sprinkler heads (RTI=50) spaced on 10 foot by 10 foot grid, with a minimum flow density of 0.3 gpm for the most remote 1,500 feet squared area. For most areas, a sprinkler system must be provided. Clean agent systems in compliance with NFPA 2001, *Standard on Clean Agent Fire Extinguishing Systems*, or pre-action sprinkler systems must be used in cold storage rooms and other areas subject to freezing, and may be used in computer rooms and electrical and telephone closets. Alternative designs will be considered, for example wet piping can be located outside of the insulated cold room with dry pendant heads dropped into the cold storage room. Water cut off valves to the sprinkler systems must be clearly marked and readily accessible to NARA staff and contractors. A&E firms should consider using lower temperature (135 or 155 degree F) sprinkler heads.
- 3.67.1.3 A licensed fire protection engineer must design the automatic sprinkler system. Primary design of the system by the system installation contractor or subcontractor is not acceptable. Any subsequent installation drawings, shop drawings, and equipment submittals must be reviewed by the design engineer for verification with the initial design. The actual location of all sprinkler heads and sprinkler piping, including risers, valves, flow control zones, and alarm equipment must be shown on the construction documents.
- 3.67.1.4 The location of all sprinkler heads must be carefully considered to

provide both protection for the building and its contents. Locations of sprinkler heads must not conflict with any other equipment, including the doors or other operable parts of mechanical and electrical equipment. In collection storage areas, sprinkler heads must be located to provide maximum useable height in the room while providing protection for the stored materials. Sprinkler heads must not be located where heat from equipment might cause activation of the system.

- 3.67.1.5 Sprinkler heads in locations such as the receiving room and exhibit production room that may be damaged must be protected with wire cages.
  - 3.67.1.6 Sprinkler system piping must be kept to a minimum in the holdings storage and processing rooms, while providing adequate coverage for the space.
  - 3.67.1.7 All exposed water supply piping for fire suppression must be painted red and the pipes must be labeled with direction markers and identification. Concealed piping (above suspended ceilings) must be appropriately color-banded every 10 feet. Distribution piping for fire suppression must be marked with a 4-inch red band every 10 feet. If the sprinkler piping in the museum space is exposed, it may be banded instead of entirely painted red.
  - 3.67.1.8 Delivery of clean water (potable, not pond) in the event of sprinkler activation is of paramount importance. The system must be designed using piping that can be installed cleanly and that will not corrode. The sprinkler designer/installer must provide assessment of local water supply to determine the need for preventative measures to eliminate microbiologically influenced corrosion (MIC) of the sprinkler piping.
- 3.67.2 Compact shelving: special requirements. NARA strongly encourages the use of some compact shelving to maximize storage space. However, areas with compact shelving must incorporate special NARA requirements that include providing electrically operated shelving that automatically separates the rows of shelving to create minimum 5-inch aisles upon activation of a smoke detector, water flow alarm, or manual alarm. Fire protection for records stored on 8-box high compact shelving (111" inches tall) requires wet-pipe automatic sprinkler system with 165° F quick response sprinklers (RTI=50) spaced on a maximum of 100 ft<sup>2</sup> per sprinkler and with design for a minimum flow density of 0.30 gpm/ft<sup>2</sup> over the most remote 1,500 ft<sup>2</sup> of floor area. A&E firms should consider using lower temperature (135° or 155° F) sprinkler heads.
- 3.67.3 Alternative designs: Alternative designs for sprinkler systems for compact shelving storage higher than 111" will require independent full-scale testing or computer modeling (conducted in accordance with section 3.106.2) before

approval by NARA for use in Presidential Libraries.

- 3.67.4 Cold storage room requirements: Clean agent systems that comply with NFPA 2001, *Standard on Clean Agent Fire Extinguishing Systems*, or pre-action sprinkler systems must be used in cold storage rooms and other areas subject to temperatures below 40°F, and may be used in holdings storage rooms. The pre-action sprinkler system shall be double interlock type which admits water to sprinkler piping upon operation of both detection devices and automatic sprinklers. These systems also may be used in computer rooms and electrical and telephone closets. Alternative designs will be considered, for example wet piping can be located outside of the insulated cold room with dry pendant heads dropped into the cold storage room.
- 3.67.5 Exhibit galleries: Exhibit casework must not obstruct air flow around fire detectors and must not block the discharge pattern from the fire suppression system. See obstruction criteria of NFPA 13 and other applicable reference criteria. Exhibit cases must not be designed to include the fire detection or suppression systems. Cases must be capable of protecting contents from fire for 30 minutes and must be designed to withstand discharge from sprinkler heads and fire hoses. When cases include internal mechanical, electrical, or IT equipment, fire detection must be integral to the case. In order to limit toxic fumes in the event of a fire and to provide maximum protection for holdings on display, laminated glass must be used for casework and framing.
- 3.67.6 Fire pump and loop fire line: As provided by NFPA 20, *Standard for the Installation of Fire Pumps*, installation of a fire pump must be provided when adequate water pressure is not assured. A 2-hour water supply is required, and the location of standpipes and connections must be coordinated with the local fire department and utility company. A loop fire line must be provided around the building to assure water flow to meet the sprinkler system demand. (Sizing of the loop should be based on the hydraulic calculations and water supply analysis to ensure adequate water supply to meet design requirements. Design basis should account for both the site fire flow and the sprinkler system demand.)
- 3.67.7 Standpipes: All standpipes must be connected to the water supply, be permanently pressurized, and be installed in accordance with NFPA 14, *Standard for the Installation of Standpipe, Private Hydrants, and Hose Systems*. Whenever possible, standpipes must be close to, but not inside, holdings storage rooms. Dry automatic standpipes must only be used in spaces subject to freezing. Risers and cross-connections must be designed to meet hydraulic requirements for standpipe hose streams plus automatic sprinklers, if applicable. In fully sprinkler equipped buildings, the minimum flow in any riser must be at least 500 gpm. Additional interconnections, at the tops of risers, for example, may be considered to improve hydraulic characteristics. This is done to reduce pipe sizes as compared to code prescriptive minimums.

- 3.67.8 Fire department hose outlets: On each 6-inch fire main riser, fire department hose outlets suitable in size for the local responding fire department must be provided. These outlets must be located at each story and must not be more than 40 inches above the floor level. Each outlet must be located in the stair shaft and have easily removable 3-inch and 2-inch (or 2-1/2 inch) caps as confirmed by local fire jurisdiction. Threads on the outlets must be compatible with the local fire department hose connections.
- 3.67.9 Fire hose and fire hose cabinets: Fire hoses must only be provided if required by the local fire department for their use. In that case, hose cabinets must be marked “For Fire Department Use Only.”
- 3.67.10 Fire extinguishers: The Library must be supplied with the number, size, and type of portable fire extinguisher required by NFPA 10, *Portable Fire Extinguishers*. The extinguishers must be in recessed cabinets. Water extinguishers must be provided in critical holdings areas.
- 3.67.11 Zone valves: Control valves must be zoned to allow maintenance in one area without disabling the entire system. Zoning is also required to turn off the system in areas no longer requiring suppression.
- 3.67.12 Testing: There must be a successful pre-occupancy testing of the alarm and suppression systems in accordance with NFPA 72 and NFPA 13. Drains and test connections must be included in the system design.
- 3.67.13 Manual alarm stations: In addition the requirements for manual pull stations at the exits under the *Life Safety Code*, NFPA 101, they must be located in or near an egress door of the holdings storage rooms, the processing rooms and the exhibit production room.
- 3.67.14 Renovations: The fire detection and suppression systems must remain operable during the addition to or renovation of an existing NARA Presidential Library. If this is not possible, measures must be implemented to provide fire detection and response protection for the building and collections.
- 3.68 **Special requirements for HVAC systems:**
- 3.68.1 Cooling towers. Cooling towers must be constructed from stainless steel. Cooling towers over 2,120 cubic feet in size built with combustible fill must be provided with automatic sprinkler systems, as defined by NFPA 214. This requirement applies to single towers. A series of single towers with common piping but separated by at least 5 feet would not require sprinklers if they were each less than 2,120 cubic feet. Combustible casings are acceptable in cooling towers provided the fill and drift eliminators are non-combustible (Polyvinyl chloride and fire retardant treated fiberglass reinforced plastic are classified as combustible). In determining cooling tower requirements, use the definitions of NFPA 220 for combustible and non-combustible materials.

- 3.68.2 Main shut-off of air handling system. Presidential Libraries must have a central control system for the fire protection system. Through the fire control center, it must be possible to shut down the air handling system manually, overriding automatic controls. This shut-off switch must be located in the fire control panel.
- 3.68.3 Duct smoke detectors. Duct smoke detectors must be provided as part of the fire detection system. Smoke detectors must be placed in the supply and return ducts of the air handling units and be designed to shut down the individual air handling unit if smoke is detected in its system. Like all smoke detectors, duct smoke detectors must be connected to the building fire alarm system.

**3.69 Building-wide emergency PA system:**

The building must be equipped with a building-wide emergency public address (PA) system that can be operated from the Security Control Center and by the fire department at the building fire annunciation panel in the event that the fire department or local Fire Marshal requires that the building annunciation panel be located in a place other than the main entrance. The PA system must be connected to the emergency power system. The PA system must be able to broadcast throughout the Library. NARA recommends that it also have the capability to broadcast to the grounds around the building. The emergency PA system **must not** be connected to the general paging/announcement system.

**3.70 Fire alarm panel:**

- 3.70.1 The main fire alarm control panel must be located in the Security Control Center which is attended 24 hours per day, seven days per week. Some jurisdictions require that a fire alarm annunciator panel be located near the main entrance. If this requirement applies, fire alarm annunciation panels must be provided at both the main entrance and at the Security Control Center. (Depending on building size, some jurisdictions may require more than one annunciator.)
- 3.70.2 The fire alarm system must monitor the status of all smoke and heat rise detectors, pull stations, fire suppression system valves, and system trouble conditions, including smoke detectors that require maintenance and cleaning. The system must report any alarms or trouble conditions to the security control center on a computer monitor in a graphics display format showing building floor layout and device identification that allows touch-screen acknowledgement, silencing, and resetting of the alarms. Trouble alarms may also be reported to the facility manager's office. The fire alarm monitoring system must be direct digital controlled so that the actual location of a troubled sensor or device is readily identified and temporarily disabled without affecting the whole system. The system must be provided with a dedicated connection to transmit a signal to a remote (off-site) UL listed central station fire alarm monitoring service or municipal fire department.

- 3.70.3 The fire alarm system should be compatible with the National Archives at College

Park Alarm Monitoring equipment for the 24 hour remote (off-site) monitoring capability (or an interface unit must be provided to make the fire alarm system compatible with the National Archives at College Park system) so that a remote signal can be sent to the National Archives at College Park in the event of an alarm or a trouble signal in the event the Library is not occupied. However, Library building fire alarm system must be of the most current, tested, and reliable model feasible regardless of compatibility with any systems in the National Archives at College Park.

- 3.71 **Occupancy criteria for fire safety and protection:** The following occupancy criteria apply to these functional areas of a Presidential Library.
- 3.71.1 Exhibit galleries: The exhibit galleries must be rated for Assembly Occupancy and at least two means of egress must be provided. Unsupervised means of egress must use delayed egress locks with local alarms.
  - 3.71.2 Storage areas: The textual and general non-textual storage, SCIF storage, and artifact storage areas must be designated as Storage Occupancies, Ordinary Hazard Group 2.
  - 3.71.3 Cold storage: Cold storage areas are classified as Storage Occupancies, and are rated as Ordinary Hazard, Group 2. Cold storage areas are subject to freezing; therefore, these areas must be protected by either a pre-action system or by clean agent systems.
  - 3.71.4 Processing, production, and paint rooms: Processing rooms must be designed as Business Occupancy. The exhibit production rooms and the non-textual holdings processing room are rated Business Occupancy with special requirements for dust or fume extraction. The paint room must be designed as Hazardous Occupancy with special requirements to safely house paints and other flammable materials. Provide approved portable flammable liquid storage containers for housing such small quantities of these materials except while in use.
  - 3.71.5 Public entrance and lobby: The public entrance and lobby area must be designed for Assembly Occupancy. The auditorium, education office/classroom, food service, and orientation theater must also be designed for Assembly Occupancy and must have at least two means of egress. Unsupervised means of egress must use delayed egress locks with local alarms. An exhaust hood is required over any grease cooking area.
  - 3.71.6 Offices, research rooms, and computer rooms: All must be designed as Business Occupancy. If raised flooring is used in the computer room or other office area, smoke detectors must be installed under the raised floor.
  - 3.71.7 Loading dock and service areas: The loading dock, receiving, and service areas must be designed as Storage Occupancy and rated as Ordinary Hazard Group 2.

The loading dock, including the canopy area of the dock, must have a pre-action fire suppression system if this area is subject to freezing. The loading dock must be under negative pressure relative to the entire building. The receiving rooms must also be under negative pressure relative to the rest of the building.

**3.72 Mandatory NFPA standards:**

Fire protection design features must be provided as required by the National Fire Protection Association (NFPA) National Fire Code. Applicable standards are listed as follows.

**3.72.1 General fire and safety:**

3.72.1.1 NFPA 101, *Life Safety Code*

3.72.1.2 NFPA 78, *Lightning Protection Code*

3.72.1.3 NFPA 909, *Protection of Cultural Resources, including museums, libraries, places of worship, and historic properties*

3.72.1.4 NFPA 110, *Emergency and Standby Power Systems* (Type 10, Class 6, Category A or B, Level 1 system is required.)

3.72.1.5 NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*

**3.72.2 Sprinkler and fire suppression codes:**

3.72.2.1 NFPA 20, *Installation of Centrifugal Fire Pumps*

3.72.2.2 NFPA 22, *Water Tanks for Private Fire Protection* (2-hour supply needed)

3.72.2.3 NFPA 24, *Installation of Private Fire Service Mains*

3.72.2.4 NFPA 25, *Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*

3.72.2.5 NFPA 26, *Supervision of Valves Controlling Water Supplies*

3.72.2.6 NFPA 13, *Installation of Sprinkler Systems*

3.72.2.7 NFPA 10, *Portable Fire Extinguisher*

3.72.2.8 NFPA 14, *Standpipe and Hose Systems* (coordinate connections with local fire department and utility company)

- 3.72.2.9 NFPA 75, *Protection of Electronic Computer/Data Processing Equipment*
- 3.72.2.10 NFPA 92A, *Smoke Control Systems*
- 3.72.2.11 NFPA 2001, *Standard on Clean Agent Fire Extinguishing Systems*
- 3.72.2.12 NFPA 17, *Standard on Dry Chemical Extinguishing Systems.*
- 3.72.3 Fire stops, including mechanical piping, electrical risers: ASTM E-814, *Standard Test Method for Fire Tests of Through-Penetration Fire Stops*
- 3.72.4 Smoke detection and alarm systems: NFPA 72, *National Fire Alarm Code*



## **Section I: Security**

### **3.73 Overview**

Presidential Libraries present unique security design issues. The security design must recognize the public functions of the building (museum, research rooms, and assembly functions) and the irreplaceable nature of the textual, non-textual, and artifact holdings. Head of State gifts, in addition to having high monetary value, also have diplomatic significance. Hand-written or hand-annotated Presidential documents have high monetary value and historical significance. Some of the holdings of a Presidential Library classify National Security Information at the most sensitive levels, while other unclassified documents have either special access restrictions (e.g., Privacy Act materials) or are donor-restricted. Presidential Libraries often host major events attended by former Presidents and other world leaders. Presidential Libraries also have the potential to attract demonstrations. In the current threat environment, they also represent significant targets for terrorist attacks.

### **3.74 Vulnerability assessment**

A Facility Security Level Determination must be conducted by the NARA Security Management Division (BX) for each new Library at the earliest design phase. Interagency Security Committee (ISC) standards, Facility Security Level Determinations for Federal Facilities; Physical Security Criteria for Federal Facilities; and The Design Basis Threat, provides the basis for conducting a formal vulnerability assessment and determining specific mitigation approaches. The Department of Defense (DOD), Technical Support Working Group publication, *“Best Practices for Mail Screening and Handling”*, will also be used when developing mitigation approaches. Included in the ISC standards are five (5) levels of building risk based on facility associated factors. Generally, a new Presidential Library would be classified as a minimum Level IV facility due to the following factors: original, irreplaceable material or information central to the daily conduct of Government; significant original historical records and unique artifacts; popular tourist destination; facility population; and facility size.

For the assessment, the Homeland Security National Terrorism Advisory System (NTAS) alert level “Elevated” will serve as the “Normal” operational mode for the Presidential Library. Occasional sustained operational periods (days) will occur at NTAS “Imminent” alert level. Although Presidential Libraries are expected to be closed to the public during NTAS Imminent alert levels, the building design must support the protection of the holdings with a normal level of security staffing at this alert level. The assessment will include the possibility that staff and the public may be sheltered in the Library during the alert.

### **3.75 Existing Presidential Libraries**

For major renovation projects an updated Facility Security Level (FSL) will be developed

by the NARA Security Management Division at the earliest design phase. The updated FSL along with the latest risk assessment conducted at the facility will be used to determine which mitigation approaches indicated below will be implemented.

### **3.76 Foundation controlled space**

Where Foundation controlled exterior and interior space is inextricably connected to government controlled space, the mitigation approaches indicated below will be used to the maximum extent possible. The NARA Security Management Division will make the final determination for minimal security applications for connected or joint use space. For non-connected space, however, NARA highly encourages use of the mitigation approaches indicated.

### **3.77 Mandatory mitigation approaches**

The following categories of general mitigation approaches include blast and ballistic protection, intrusion detection systems (IDS), closed-circuit television systems (CCTV), physical access control systems (PACS), door security hardware, utility security, general building security and other mitigation, protection of project documentation, background investigations, and guard service coverage. Much of the minimum mitigation indicated below is derived from the ISC Standard, “*Physical Security Criteria for Federal Facilities*,” Facility Security Level (FSL) IV, requirements. The following security features must be provided:

#### **3.77.1 General blast and ballistic protection.**

- 3.77.1.1 Exclusive security stand-off zone. Exclusive security stand-off (buffer) zone of at least 100 feet around all portions of the building. The exclusive security stand-off zone must be capable of excluding a 15,000 pound vehicle traveling at 30 miles per hour and protection against a 220 pound bomb outside the 100 foot stand-off zone. Protection shall include a 15 pound man-portable explosive device within the 100 foot stand-off zone. Controlled employee parking and handicapped and ceremonial drop-off areas may be located within the exclusive security stand-off zone provided the access point(s) are controlled by active vehicle barrier systems. Vehicle barriers must be controllable from the access point and also remotely (on-site) from the security control center.
- 3.77.1.2 Control of parking. Limit the number of vehicle access points. Control vehicle access to underground/in-building parking and on-site surface or structured parking. Government control of parking is required to ensure the limitation of parking to authorized vehicles. Post "No Parking" signage where parking is restricted. All parking within that setback distance must be controlled. Limit authorized parking within the setback distance to employee vehicles, screened visitor vehicles, and approved government vehicles. Unscreened visitor

parking should be located as far from the facility as practical using assigned employee and government parking to establish a "buffer zone." Provide vehicle barriers to protect parking entrances from penetration by a vehicle meeting the Design Basis Threat (DBT) criteria. Use a vehicle velocity that considers the angle of incidence in conjunction with the distance between the perimeter and the point at which a vehicle likely would be able to start a run at the perimeter.

3.77.1.2.1 Site circulation. Design to prevent high-speed approaches by vehicles, and use barriers or offset vehicle entrances from the direction of a vehicle's approach to force a reduction in speed. Provide adequate lighting in screening area to illuminate the vehicle exterior and undercarriage. Provide CCTV coverage of the screening area. Use barrier systems to ensure vehicles cannot pass beyond the screening checkpoint (if designated) until cleared. Site configuration permitting, vehicle inspection areas should be located beyond the setback distance. All parking within that setback distance must be controlled.

3.77.1.2.2 Vehicle Barriers. Use a vehicle velocity that considers the angle of incidence in conjunction with the distance between the perimeter and the point at which a vehicle likely would be able to start a run at the perimeter. Design the site to prevent high speed approaches by vehicles, and use barriers or offset vehicle entrances from the direction of a vehicle's approach to force a reduction in speed. Appropriate measures for the barrier system may include walls, fences, trenches, berms, ponds and water basins, boulders, planters, trees, sculptures, mechanical pop up and drop arm barriers. Maximum clear spacing between vehicle barriers is 4 feet. Minimum barrier height is 30 inches. Barriers must be certified to meet performance requirements for vehicle size and speed under ASTM F 2656, Standard test Method for Vehicle Crash Testing of Perimeter Barriers, or SD-STD-02.01, Revision A, Test Method for Vehicle Crash Testing of Perimeter Barriers and Gates. All mechanical vehicle operated barriers shall be controlled at the access control site and remotely (on-site) from the security control operations center.

3.77.1.2.3 Pedestrian barriers. Pedestrian barriers around controlled parking areas must be designed to prevent casual access and increase the visibility of unauthorized access attempts.

3.77.2 Full personnel and package screening. All visitors screening must be conducted

in a security vestibule prior to entrance to the facility. The security vestibule cannot be part of a code-required emergency exit path.

- 3.77.2.1 Visitor Screening Area. Provide a ballistic protective barrier in the utilization of guard booths, desks, or podiums where armed guards and other security personnel are stationed when interacting with unscreened personnel. Follow DBT weapon requirements and Underwriters Laboratory (UL) 752 Ballistic Standards.
- 3.77.3 Screening of all mail must be conducted using x-ray equipment. Screen all mail and packages using X-ray in a dedicated mail receiving facility located away from facility main entrances, areas containing critical services, utilities, distribution systems, and important assets. Install an outside wall, door, or window designed to relieve blast pressures. Physically inspect items that cannot be passed through screening equipment. For mailroom security measures and mitigation of design events, reference GSA's "Guidelines for Mailroom Construction and Renovation" and the U.S. Postal Inspection Service's "Mail Center Security Guide" Publication 166, September 2002 (at [www.usps.com](http://www.usps.com)).
- 3.77.4 Blast resistant façade and structure. The exterior walls (including glazing and doors) and structure must provide a "medium" level of protection (LOP) in accordance with the current Interagency Security Committee DBT. Protection will include against a 15 pound man-portable device placed against the exterior structure at the closest possible point to the protected setback. All building materials and types acceptable under model building codes are allowed. Design detailing is required for material such as pre-stressed concrete, pre-cast concrete, and masonry to adequately respond to the design loads. Unreinforced masonry is unacceptable. Pre-stressed concrete is not very ductile and may not be appropriate where load reversals may occur. The construction type selected must meet all performance criteria for the medium façade protection as specified below. All building components requiring blast resistance must be designed using established methods and approaches for determining dynamic loads, structural detailing, and dynamic structural response. The demands on the structure will be equal to the combined effects of dead, live, and blast loads. Blast loads or dynamic rebound may occur in directions opposed to typical gravity loads. Design and analysis approaches must be consistent with U.S. Department of the Army Technical Manuals. Response limits shall follow U.S. Army Corps of Engineers PDC-TR 06-08, "*Single Degree of Freedom Structural Response Limits for Antiterrorism Design.*" A blast engineer with formal training in structural dynamics, and demonstrated experience with accepted design practices for blast resistant design must be included as a member of the design team. Medium Façade Protection will be used as defined, "moderate damage, repairable. The facility will sustain a significant degree of damage, but the structure should be reusable. Assets may be damaged. Building elements other than major structural members may require replacement".

- 3.77.5 Blast Resistance Progressive Collapse. For buildings higher than three stories, use a combination of setback, site planning, façade hardening, and structural measures to prevent progressive collapse from the DBT or the loss of any single exterior column or load-bearing wall, whichever is lower. Interior columns also shall be considered in buildings with an uncontrolled lobby.
- 3.77.5.1 Reference the current DBT established by the ISC, unless device size is superseded by agency-specific threat assessment. Device location is the closest possible point to the protected setback with the DBT device. Analysis for progressive collapse shall follow GSA's Progressive Collapse Analysis and Design Guidelines for New Federal Office Buildings and Major Modernization Projects with the addendum that buildings of three stories or less above grade are exempt from progressive collapse detailed analysis consideration. All building materials and types acceptable under model building codes are allowed. Careful detailing is required for material such as pre-stressed concrete, pre-cast concrete, and masonry to adequately respond to the design loads. Unreinforced masonry is unacceptable. Pre-stressed concrete is not very ductile and may not be appropriate where load reversals may occur. The construction type selected must meet all performance criteria for the specified Protection Level. For new construction projects and major rehabilitation projects over 100,000 Gross Square Feet (GSF), a blast engineer with formal training in structural dynamics, and demonstrated experience with accepted design practices for blast resistant design must be included as a member of the design team. A&E firms may apply static and/or dynamic methods of analysis to meet this requirement. Ultimate load capacities may be assumed in the analyses.
- 3.77.6 Blast Resistance Under-Building Parking. Under building parking is highly discouraged; however, if approved utilize hardening and venting methods to limit air blast injuries in occupied areas from the DBT in a parking area. Significant structural damage to the walls, ceilings, and floors of the parking area may occur. However, the occupied areas above should not experience severe damage or collapse.
- 3.77.6.1 Reference the current DBT established by the ISC, unless device size is superseded by an agency-specific threat assessment. Device location is the closest possible point to columns supporting the facility structure above, taking into account other protective measures to prevent access with the DBT device.
- 3.77.7 Blast Resistant Mail Screening and Receiving Location. Utilize hardening and venting methods to prevent progressive collapse and limit air blast injuries in adjacent areas from the DBT in a mail screening or receiving area. Significant structural damage to the walls, ceilings, and floors of the mailroom/receiving area

may occur. However, the adjacent areas should not experience severe damage or collapse.

- 3.77.8 Exterior Windows. Window glazing or treatment will achieve a minimum Performance Condition 3b (in accordance with the GSA Standard Test Method for Glazing and Window Systems Subject to Dynamic Loadings, Physical Security Criteria for Federal Facilities, Interagency Security Committee Standard, Appendix C) or Very Low Hazard (in accordance with ASTM F 1642, Standard Test Method for Glazing Systems Subject to Air Blast Loading).
- 3.77.9 Window systems. Shall be of balanced design where the glazing will fail prior to the window framing and anchorage, or the windows and window frame and anchorage shall meet the specified performance condition up to the DBT bomb loading. Windows in doors shall meet the same specification as the windows in the building or not fail before the door under blast loadings. Where peak pressures from the current Design Basis Threat (DBT) can be shown to be below 1 psi acting on the face of the building the reduced requirements of installing acceptable or preferred glazing systems may be considered. Due to high air blast pressures in close proximity to the DBT, it is not always feasible to fully meet the blast requirements for high levels of protection for all of the windows on a building. While 100% is desired, the goal is to have 90% of the glazing in the facility fully meet the performance. Preferred glazing systems include: thermally tempered heat strengthened or annealed glass with a fragment retention film installed on the interior surface and attached to the frame; laminated thermally tempered, laminated heat strengthened, or laminated annealed glass. Acceptable glazing systems include thermally tempered glass; and thermally tempered, heat strengthened or annealed glass with fragment retention film installed on the interior surface (edge to edge, wet glazed, or daylight installations are acceptable).
- 3.77.9.1 Glazing systems. Shall be designed with a minimum ½-inch bite. All glazing hazard reduction products for require product specific test results and engineering analyses performed by qualified independent agents demonstrating the performance of the product under current DBT specified blast loads, and stating that it meets or exceeds the minimum performance indicated below. The glazing hazard reduction product shall all also be shown by testing, calculations, or interpolation as approved by the agency to meet the performance required for the actual window sizes in the building. A blast engineer with formal training in structural dynamics, and demonstrated experience with accepted design practices for blast resistant design must be included as a member of the design team. In applications requiring retention film, acceptable fragment retention film shall meet or exceed the following physical properties:
- 3.77.9.1.1 Film composite strength and elongation rate measured at a strain rate not exceeding 50% per minute shall not be less

than the following:

- Yield Strength: 12,000 psi
- Elongation at yield: 3%
- Longitudinal Tensile strength: 22,000 psi
- Traverse Tensile strength: 25,000 psi
- Longitudinal Elongation at break: 90%
- Traverse Elongation at break: 75%

Note: In most cases, a 7 mil retention film will be sufficient to meet the minimum physical properties.

3.77.10 Interior Windows. Provide tempered or high strength glass unless the DBT device for VBIEDs and hand-carried external events (see DBT document) would not create pressures greater than 1 psi on interior windows (due to setback and other protective measures).

3.77.11 Lobby queuing area windows and door glass. The lobby queuing area shall also be protected in accordance with blast resistance for windows in critical vulnerable areas. The boundaries between the lobby and the remainder of the facility must be constructed to protect the building from the air blast occurring on the unsecured side of the lobby.

3.77.12 Security Control Center. Must be located within the building core (i.e., not adjacent to any exterior wall) and must be protected at National Institute of Justice (NIJ) level III against ballistic attack. Any glazing to an interior corridor must be ballistic rated. The entire wall and structure will also serve as a safety barrier during weapons clearing activities against accidental discharge.

3.77.13 Utilities protection. Locate critical systems and areas at least 25 feet away from loading docks, entrances, mailrooms, personnel and package screening locations, and uncontrolled parking, or implement standoff, hardening, and venting methods to protect critical areas from the DBT at these locations. Critical systems and equipment may include security and life-safety systems, power distribution, communications and data, and other mission-critical equipment.

3.77.14 Trash containers, mailboxes, vending machines. Position publicly accessible trash containers, mailboxes, vending machines away from building entrances. Trash containers must be a minimum of 30 feet away from entrances and be removable for periods of heightened alert.

### 3.78 **General Intrusion Detection System (IDS)**

3.78.1 Comprehensive intrusion detection system. The A&E firms must consult with NARA to determine current specifications for approved intrusion detection systems. All computer systems must be reviewed by NARA Information Services

and subsequently have approved Authority to Operate (ATO).

3.78.2 Scope. The general IDS must monitor all exterior doors, windows, and designated interior spaces. The general IDS must be a high-quality, commercial system meeting the requirements of UL Standard 1076, Proprietary Burglar Alarm Systems, UL Standard 639, Intrusion Detection Units, and UL Standard 634, Connectors and Switches for Use with Burglar Alarm Systems at the Grade/Class “A” level. Alarms and trouble/tamper indicators must be displayed on a terminal capable of displaying graphically the location of the alarm. The terminal must also be capable of displaying pre-programmed response instructions specific to the individual alarm condition. All intrusion alarms must be interfaced with the CCTV system to provide automatic call up and display of cameras in proximity of the alarm. All alarm and trouble transactions must be logged to a printer and be maintained in system memory for a minimum period of seven days. Two terminals are required: the terminal located in the Security Control Center must be capable of displaying all alarm and trouble conditions, and provide for guard acknowledgement (comment capability is highly recommended but not required), but must not be capable of reprogramming system parameters (inclusive of date, time, and secure/access mode changes) or shunting alarm points; the second, supervisory, terminal must be located in the facility manager’s office, and must be capable of producing event logging reports and reprogramming system parameters and shunting alarm points. The supervisory terminal must be protected by a physical access barrier (e.g. high security key lock or “token” access control) in addition to having password access protection. The system must be capable of sending alarms and supervisory signals by reliable and secure (128-bit encryption) communication to an off-site central monitoring station as designated by NARA. Under current Federal government policy, the Building Access Control, Intrusion Detection, and CCTV systems must be (Transmission Control Protocol/Internet Protocol) TCP/IP networked with fiber to allow for integration with off-site monitoring stations at geographically removed locations. All hardware, software, and licensing will be provided at the central monitoring location that will be fully compatible with the Library IDS.

3.78.3 Intrusion devices:

3.78.3.1 Magnetic door contacts (door position switch). Contacts must be recessed 1” diameter with no more than 1” gap. Door contacts must be resistant to magnetic defeat.

3.78.3.2 High security door contacts. High security door contacts shall be a balanced magnetic contact that meets the requirements of UL 634 Level 2 standard. Level 2 high security switches are preferred. They shall have an integrated removal tamper circuit and hardware, to actuate on removal of switch from mounting surface. High security door contacts shall be hermetically sealed and rated for indoor or outdoor use. If exterior accessible contacts are used, they must be



installed on the secure side of the door near the top of the frame.

- 3.78.3.3 Roll up door contacts. Roll up door contacts must be heavy duty floor mounted magnetic contact with armored cable leads.
- 3.78.3.4 Delayed egress locks. Magnetic delayed egress locks must have a minimum of 1200 lbs. of holding power and have an integrated key switch for lock reset and sustained bypass. Delay must be adjustable/programmable up to 30 seconds. Each lock must be connected to an uninterrupted battery backup power supply which provides eight (8) hours of operation in the event of loss of building power. A mechanical locking means must be provided if a magnetic delayed egress lock is to be specified.
- 3.78.3.5 Motion detectors. Motion detectors must utilize dual technology to limit false alarms. Motion detectors must be selected to fit the physical area to be covered, noting that storage areas will have floor to ceiling shelving.
- 3.78.3.6 Glass break detectors. Acoustic glass break detectors with maximum 25' range must be used. Glass break detectors must be mounted so all windows in the specified area are covered.
- 3.78.3.7 Photoelectric (PE) beam detectors. The detector shall provide the detection, signal processing, alarm relay and operating power circuitry in the same enclosure; and shall provide an alarm relay actuation upon detection of an intruder moving into or through its protection pattern. The alarm output shall be capable of handling 28VDC, .2A max, N.C. The detector shall also contain a tamper switch that shall open when the cover is removed. The detector shall contain a durable and high grade multi-focus optical lens that shall focus the received dual oval shaped beams onto the sensor. The detector shall contain an AGC (automatic gain control) circuit to continually monitor for gradual changes in the signal's strength caused by changing environmental conditions. It shall adjust the sensitivity accordingly to maintain the proper signal level for the current conditions.
  - 3.78.3.7.1 Indoor PE beams. The detector shall be designed to mount on a vertically mounted single gang trim ring or surface mount. The detector shall feature a detection field of 100ft. or less with a maximum arrival distance of 400ft.
  - 3.78.3.7.2 Outdoor PE beams. The detector shall be weather proof and allow for surface mounting on a variety of applications, including but not limited to wall, fence, or poles. The optics housing shall provide protection from dust and small insects. The detector shall have integrated

lightning and surge protection. The detector shall feature LEDs to visually verify alignment. Fine tuning shall be performed using a volt meter. The unit shall feature 4-channel automatic synchronization to allow for beam stacking.

- 3.78.4 Duress alarm. Duress alarms must be single operation and latching. Duress alarms must be mounted discreetly, within arm's reach (3') of the staff member's normal working position. The most desirable location would be underneath the work surface.
- 3.78.5 Exterior doors. All exterior doors must be monitored by door position switches suited to the particular door type.
- 3.78.6 Staff entrance door(s). All staff entrance doors must be designed to allow the building access control system to shunt the alarm contact during predefined access hours.
- 3.78.7 Emergency exit doors. All unsupervised emergency exit doors (i.e., not normally under constant observation by staff or security personnel) must be equipped with delayed egress locking devices with local alarms. If the local fire code permits, the delay must be set to 30 seconds rather than the standard 15 seconds. The doors must also include signage indicated the doors are alarmed and equipped with delayed egress. For example "Emergency Exit Only, Door is Alarmed, Push Bar for 30 Seconds to Release Door."
- 3.78.8 Windows. All exterior windows within 16 feet of the ground or other access point must be monitored by acoustic glass break detectors or by photoelectric beam motion detectors. NARA recommends against using vibration detectors or window foil detectors because they are prone to false alarms and failures.
- 3.78.9 Textual and non-textual holdings storage rooms (including cold storage rooms). All doors to holdings storage rooms, including cold storage rooms, must be monitored by door contacts. Magnetic door contacts used for this application must be resistant to magnetic defeat or tamper. Monitoring of the door contacts must be "active" at all times; however, during predefined access hours, the building access system must be able to shunt the contacts from the "exposed" side, and a Request to Exit (REX) device must be able to shunt the contacts from the secure side. A "door held open" alarm condition must be reported after 30 seconds. Motion detectors must also be installed to provide an alarm when motion is detected within 12 feet of the interior entrance to any storage room. Motion detectors will be monitored by the building access control system and will be scheduled/bypassed during predetermined working hours.
- 3.78.10 Specially Protected Textual Holdings storage rooms. All doors providing access to specially protected textual holding storage must be monitored by high security door contacts. Motion detectors must also be installed to provide an alarm when

motion is detected within 12 feet of any entrance to the storage room. Monitoring of the door contacts and motion detectors must be “active” at all times; however, during predefined access hours, a zone control keypad located within the protected space may establish an operation mode when the building access system can shunt the contacts from the “exposed” side (this shunting transaction must be logged to the security system, including the identity of the access card used to implement the shunting), and a Request to Exit (REX) device must be able to shunt the contacts from the secure side during “operational” mode. A “door held open” alarm condition must be reported after 30 seconds. Total-coverage motion detection must be provided in specially protected textual holdings storage areas and actively monitored during secure mode. Provision must also be made for storage device-specific alarm contacts for exceptional requirements.

- 3.78.11 Artifact storage rooms. General artifact holdings storage rooms must be provided with the same monitoring features as required for general textual and non-textual holdings storage rooms.
- 3.78.12 Specially protected artifact holdings storage rooms or areas. All doors providing access to the secure museum artifact holdings storage area must be monitored by high security door contacts. Motion detectors must also be installed to provide an alarm when motion is detected within 12 feet of any entrance to the storage room. Total-coverage motion detection must be provided in the secure museum artifact storage areas and actively monitored during secure mode. Monitoring of the door contacts and motion detectors must be “active” at all times; however, during predefined access hours, a zone control keypad located within the protected space may establish an operation mode when the building access system can shunt the contacts from the “exposed” side (this shunting transaction must be logged to the security system, including the identity of the access card used to implement the shunting), and a Request to Exit (REX) device must be able to shunt the contacts from the secure side during “operational” mode. A “door held open” alarm condition must be reported after 30 seconds. Total-coverage motion detection must be provided in specially protected artifact holdings storage areas and actively monitored during secure mode. Provision must also be made for storage device-specific alarm contacts for exceptional requirements.
- 3.78.13 Museum exhibit galleries. Motion detectors must be provided in all museum exhibit galleries and actively monitored during secure mode. Motion detectors must be capable of working in low ambient light conditions down to 30 Lux. All exhibit cases must be lockable and tamper-proof while providing prompt access by NARA staff for maintenance and rotation of holdings. For holdings on open display, NARA requires a perimeter alarm or pressure alarms. The exhibit galleries must support wireless case alarms. Exhibit cases containing artifacts considered vulnerable/valuable or documents from specially protected collections will be protected by contacts and vibration sensors. Exhibit case

sensors must be “active” at all times; however, a zone control keypad must be installed outside the public space.

- 3.78.14 Museum gift store. The museum gift store must be protected by detection devices (motion sensors and door contacts) and CCTV coverage. In addition to intrusion detection, a duress alarm must be provided at each cash register location and in the museum gift store manager’s office.
- 3.78.15 Mechanical and electrical rooms. Access doors to all mechanical and electrical rooms, to include ventilation equipment control rooms, must be monitored by door position switches. A shunting capability must be provided, either in connection with the building access system or by a high-security key shunt.
- 3.78.16 Communications and security closets. Communications closets that do not contain security equipment must be protected like mechanical and electrical rooms. Security closets and communications closets (including computer rooms and IT infrastructure) that contain security monitoring equipment must be protected by high security door contacts. Monitoring of the door contacts must be “active” at all times; however, during predefined access hours, the building access system must be able to shunt the contacts from the “exposed” side (this shunting transaction must be logged to the security system, including the identity of the access card used to implement the shunting), and a Request to Exit (REX) device must be able to shunt the contacts from the secure side. A “door held open” alarm condition must be reported after 30 seconds.
- 3.78.17 IDS sensors. Consider using IDS sensors at other areas where appropriate.
- 3.78.18 Duress buttons. Provide duress buttons or call buttons at guard posts to include security control center, sensitive public contact areas, cash public transaction areas, garages, and other areas that are identified as high-risk locations. Duress devices shall be concealed from the public and shall annunciate for an immediate response. The duress button located at the security control center shall annunciate at a 24/7 monitored off-site location.
- 3.78.19 CCTV-IDS integration. There must be direct integration between the CCTV system and the Access Control/Intrusion Detection System in the Security Control Center. Active alarms must annunciate on the Access Control System and call up any associated cameras full screen to the CCTV Alarm Monitor.
- 3.78.20 Sensitive Compartmented Information Facility (SCIF) intrusion detection system (IDS). The SCIF must be protected by a separate intrusion detection system (IDS) that meets the requirements of Chapter 7, Intelligence Community Tech Spec for Intelligence Community Directive/Intelligence Community Standard 705 (*Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities*). IDS components and monitoring stations must comply with Underwriters Laboratories (UL) *Standard for National Industrial Security Systems for the Protection of Classified Material*,

UL 2050. Installation must comply with Extent 3 installation as referenced in UL 2050. Motion sensors and high security switches must meet UL 634 level 1 or 2 requirements; however, level 2 high security switches are preferred.

3.78.20.1 All system sensors and premise control units must be located inside the SCIF, and only SCIF personnel may initiate changes in access modes. SCIF perimeter doors must be protected by a high security switch and a motion detection sensor. Emergency exit doors are alarmed and monitored 24 hours per day. Any duct openings exceeding 96 square inches must be secured by bars or grills, unless one dimension measures less than 6 inches, in which case bars or grills are not required. When used, bars must be ½ inch diameter steel, welded vertically and horizontally, six inches on center. The duct will have an inspection port within the secure area to allow visual inspection of the bars or grill.

3.78.20.2 The system must be provided with a minimum of 24 hours (recommended is 72 hours) of uninterruptible backup power through one (or a combination) of the following: uninterruptible power supply (UPS), battery, or emergency generator. If any IDS transmission line leaves a SCIF, National Institute of Standards and Technology, Federal Information Processing Standards (FIPS) 140-2 certified encrypted lines must be used and so indicated in the UL 2050 Certificate. The IDS must be set up to annunciate all alarm and trouble/tamper conditions to both the on-site Security Control Center and via land-based communications line to an approved external monitoring station.

3.78.21 Emergency backup power. In addition to the SCIF requirements, emergency lighting and power for other intrusion detection systems is required from a reliable backup generator with a minimum of six (6) hours capability.

3.78.22 Off-site monitoring. Building physical access control systems, intrusion detection systems, and CCTV systems must be Transmission Control Protocol/Internet Protocol (TCP/IP) fiber networked to allow for integration with off-site monitoring stations at geographically removed locations.

### **3.79 General Closed-Circuit Television (CCTV) system**

3.79.1 State-of-the-art digital CCTV monitoring system must be provided. Closed-circuit television monitoring of the entire exclusive security stand-off zone, with additional coverage of exterior public parking areas, access drives, loading areas, and building exits and at other locations, is outlined in [Figure 3-6](#). Consult with NARA about the addition of other cameras as appropriate. All computer systems must be reviewed by NARA Information Services and subsequently have approved Authority to Operate (ATO).

- 3.79.2 Camera numbers and locations. Number of cameras may vary based on building and room configuration. The NARA Security Management Division will make final determination on numbers and specific locations during drawing reviews. See [Figure 3.6](#).
- 3.79.3 Interior cameras. Must be color, “mini-dome” housings are preferred. [Figure 3.6](#) lists the required types and location of cameras.
- 3.79.3.1 Interior fixed cameras – All interior fixed cameras must be high resolution, network (IP Video) color, auto-iris minidomes. The domes must have integrated variable lens capable of 2.8-10mm focal length. The cameras must have low light capacity, minimum illumination of .3 lux.
- 3.79.3.2 Interior Pan/Tilt/Zoom (PTZ) cameras – All interior PTZ cameras will be high resolution network (IP Video) color, day/night self-contained dome cameras. It is desirable to flush mount PTZ cameras whenever possible.
- 3.79.4 Exterior cameras. Must be dual-mode, color during daylight, and low-light monochrome at night. Exterior cameras will be pole-mounted at a height of 16 feet and at least 50 feet from the building. When cameras are mounted on exterior light poles, the video signal must be protected from any electrical wiring to prevent electromagnetic interference from power lines. [Figure 3-6: Security devices and locations \(mandatory locations\)](#) lists the required types of cameras.
- 3.79.4.1 Exterior fixed cameras - All exterior fixed cameras must be high resolution, network (IP Video) color, day/night cameras. The domes must have integrated variable lens capable of 2.8-10mm focal length. The camera housing must be environmental type, equipped with heaters and blowers capable of operating regardless of local weather conditions. All connections must be isolated by surge suppression. Any exterior pole mounted camera must be connected to the building via fiber optic cabling.
- 3.79.4.2 Exterior PTX Cameras - All exterior PTZ cameras will be high resolution network (IP Video) color, day/night self-contained dome cameras. The dome must be environmental type, equipped with heaters and blowers capable of operating regardless of local weather conditions. All connections must be isolated by surge suppression. Any exterior pole mounted camera must be connected to the building via fiber optic cabling.
- 3.79.5 Enterprise class client/server based video management system and TCP/IP networked video recorder(s). The system must be able to view and control any camera on any monitor or on any on-site or off-site workstation. All camera

signals must be digitally recorded (10 frames per second in normal mode; at least 30 frames per second in alarm mode). Camera recording must be motion activated. With 15 seconds pre-alarm and 15 seconds post-alarm, system storage must be in digital video recorded format and adequate to provide a minimum of 30 days of recording of all cameras. The recording system must be able to provide copies of both image and system/control data via CD-ROM, DVD, or similar digital media. The system controller must support up to 16 frames per monitor (with dynamic reconfiguration: full screen; four quadrant, one or four frames per quadrant). An NVR (network video recorder) system with an internal feed only will be used for all SCIFs.

3.79.6 CCTV monitors CCTV monitors must be capable of providing access and control of any system camera. It is intended to view cameras full time at these workstations. Recorded video can be retrieved and viewed at any workstation. Camera and system access must be limited by password. CCTV monitor(s) must be provided to view all perimeter exterior cameras split screen with no individual camera smaller than a 9” diagonal view. Additionally, monitor(s) must be installed to view all exhibit areas and research room cameras. Two monitors no smaller than 22” diagonal must be installed to be used as a “spot monitor” which can call up any camera on the system. An “alarm monitor” no smaller than 22” diameter must be installed to view cameras associated with active alarms.

3.79.6.1 Security Control Center. A Security Control Center console must be provided in the Security Control Center with access to all features of the CCTV system. At the Security Control Center console, a single operator must be able to clearly view the CCTV monitors. The system must be supported by an Uninterruptible Power Supply (UPS) capable of supporting all systems and monitors for at least 10 minutes.

3.79.6.2 CCTV-IDS integration. As stated in Section 3.69 General Intrusion Detection System, there must be direct integration between the CCTV system and the Access Control/Intrusion Detection System. Active alarms must annunciate on the Access Control System and call up any associated cameras full screen to the CCTV Alarm Monitor.

3.79.6.3 CCTV workstation. A full-function CCTV workstation must be installed to control the video management system and access recorded video from any camera on the system. The monitor must be sized identically to the Spot and Alarm CCTV Monitors.

3.79.6.4 Research Rooms. CCTV monitor(s) and workstation must be provided to view all research room activities one monitor no smaller than 22” in each research room with split screen with no individual camera smaller than a 9” diagonal view. For SCIFs, CCTV monitors and workstation will not provide a feed outside of the SCIF.

- 3.79.6.5 Off-site monitoring. Building physical access control systems, intrusion detection systems, and CCTV systems must be TCP/IP fiber networked to allow for integration with off-site monitoring stations at geographically removed locations.
- 3.79.6.6 CCTV battery back-up. All CCTV system components must be supported by battery back-up capable of operating for 10 minutes at full load, and on the emergency generator circuit.
- 3.79.6.7 Foundation CCTV. Security systems provided in adjacent Foundation-controlled buildings must be compatible with security systems installed in any NARA-controlled building if NARA provides security on a reimbursable basis in Foundation-controlled spaces.
- 3.79.6.8 CCTV signage. Post signage advising of CCTV surveillance where applicable. Signs must be posted at entrances to the site, facility, Research Rooms, parking garages, etc., where CCTV coverage exists. Consult with NARA with appropriate language and/or symbols for signs.

### 3.80 **General Physical Access Control System (PACS)**

- 3.80.1 State-of-the-art physical access control system. Each Presidential Library must be provided with a state-of-the-art “proximity smart card” and contactless based access system capable of being integrated with the security control system. The system must fully meet Homeland Security Presidential Directive 12 (HSPD-12), Federal Information Processing Standard 201-1 (FIPS 201-1), Personal Identity Verification of Federal Employees and Contractors, specifications and subsequent updates to the standard. The system must also be dual capable to meet the requirements of ISO/IEC 7810: Identification Card Physical Characteristics, ISO/IEC 14443: ID Cards Contactless Integrated Circuit Cards (Proximity Cards), and ISO/IEC Smart Card Interoperability. The locations requiring access card control are listed in [Figure 3-6](#). Each access card must have a unique identification. SCIF Access Control Systems must comply with Chapter 8, Intelligence Community Tech Spec for Intelligence Community Directive/Intelligence Community Standard 705 (*Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities*). All computer systems must be reviewed by NARA Information Services and subsequently have approved Authority to Operate (ATO).
- 3.80.2 Personal Identity Verification (PIV) cards. Card readers must be capable of reading all agency issued HSPD-12 compliant PIV cards as well as a generic proximity card that works with the access control system (issued to NARA employees, volunteers, and interns as well as facility contractors).
- 3.80.3 PACS-CCTV interface. The access control system must be interfaced with the



CCTV system to provide automatic call-up and display of selected cameras in proximity of card readers programmed for event tracking. The access control system must support a minimum of 128 (256 preferred) access zone/time segments. It must be capable of recording all access attempts and of producing hard-copy reports of all transactions. The system must support a minimum of 512 authorized users.

- 3.80.4 Programming functions. Access to supervisory and programming functions must be restricted to a single terminal located in the Facility Manager's office. The supervisory terminal must be physically secured (i.e., high security key or "token") in addition to being password protected.
- 3.80.5 System memory. Must provide sufficient capability to record all transactions occurring over 45 days. Digital backup data must be available as well as copies of both image and system/control data via CD-ROM, DVD, or similar digital media. Backup of system memory must not interrupt normal operations.
- 3.80.6 Fail safe/fail secure. Access system controlled electronic locks must "fail safe" only for exterior emergency exit doors for occupants exiting from the inside of the building. The emergency exit doors must remain inaccessible from the building's exterior. All other access system controlled electronic locks must "fail secure."
- 3.80.7 Magnetic locks. Must have at least 1,200 pounds of shear holding power. Electric strikes must meet all specification of UL Standard 1034, Burglary-Resistant Electric Locking Mechanisms. For information on high-security locks, refer to Underwriters Laboratory (UL) Standard 437, Key Locks, American National Standards Institute (ANSI) Standard A156.30-2003, American National Standard for High Security Cylinders, and ANSI Standard 156.5-2001, American National Standard for Auxiliary Locks and Associated Products.
- 3.80.8 PACS workstation – A Security Control Center console must be provided in the Security Control Center with access to all features of the PACS. A full function access control station must be integrated into the Security Control Center console and monitor (s) must be sized identically to the IDS and CCTV monitors. At the Security Control Center console, a single operator must be able to clearly view the PACS monitor. The system must be supported by an Uninterruptible Power Supply (UPS) capable of supporting all systems and monitors for at least 10 minutes.
- 3.80.9 Off-site monitoring. Building physical access control systems, intrusion detection systems, and CCTV systems must be TCP/IP fiber networked to allow for integration with remote monitoring stations at geographically removed locations.
- 3.80.10 Security Control Center vestibule. For new Libraries, entrance to the Security Control Center must be via a "man-lock" vestibule, with both doors controlled by the building access control system. For existing Libraries, NARA recommends that entrance to the Security Control Center be via a "man-lock" vestibule, with

both doors controlled by the building access control system.

3.80.11 Specially Protected Holdings Areas. All access doors to specially protected holdings space must be equipped with an approved proximity card reader/PIN access system.

3.80.12 Archival Storage Areas. All access doors to specially protected holdings space must be equipped with an approved proximity card reader/PIN access system.

3.80.13 Sensitive Compartmented Information Facility (SCIF) door(s). The initial SCIF vestibule door must be equipped with an approved proximity card reader/PIN access system.

3.80.14 Facility Entrance (Employees). Equip the facility employee entrance door with an approved proximity card reader/PIN access system.

### 3.81 **General Door Security Hardware**

3.81.1 Doors. Door hardware is the first line of defense in the development of a secure building and a lasting building. Door hardware must be security type and heavy duty for maximum wear resistance and must also comply with all applicable Americans with Disabilities Act and Rehabilitation Act requirements. Mechanical and electronic locking hardware (including magnetic locking systems) must be capable of withstanding a pull of over 1,200 pounds at the door handle without failure of the electronic lock. Doors with electronic locks will lock upon closure. (Coordinate door locking with NFPA 101 requirements. Limited use of delayed locking and controlled access arrangements are allowed on egress doors by NFPA 101.) All computer systems must be reviewed by NARA Information Services and subsequently have approved Authority to Operate (ATO).

3.81.1.1 Exterior doors. All single-leaf exterior doors must have externally mounted security astragals. Doors designed solely for emergency exit use must have non-removable hinges and no external hardware. Multiple leaf external doors equipped with panic hardware must be monitored by CCTV and be alarmed during secure mode. Electronic locks must “fail safe” only for exterior emergency exit doors. All other access system controlled electronic locks must “fail secure”, if such measures do not conflict with applicable fire and safety codes. Secure emergency exit doors using an automatic door closer and exit hardware that are compliant with applicable life safety codes and standards. Use delayed egress hardware at emergency exits from critical or sensitive areas, if fire code allows.

3.81.1.2 Forced entry resistance. Must be uniform around the perimeter and the façade of the building. Utilize a balanced approach to the installation of doors which resist forced entry comparable to the windows and walls of the facility. The degree of penetration resistance must be

commensurate with the delay necessary to protect assets while security and law enforcement personnel are notified and respond. Additional information is available in State Department Standard DOS SD-STD-01.01, Revision G, Certification Standard - Forced Entry and Ballistic Resistance of Structural Systems. Hinge pins located on the unsecured side of perimeter and critical interior doors must be designed to preclude door removal.

3.81.1.3 Sensitive Compartmented Information Facility (SCIF) door(s). SCIF doors must meet the acoustic standards of ICD 705 and be solid-wood core or thick face steel equal to 18 gauge, and permanent drywall construction.

3.81.2 Locks. All the building locksets must be high security mechanical or electronic locks. Logic digital keys and cylinders will be used and meet the following minimal requirements:

3.81.2.1 Provide cylinders to retrofit into new or existing hardware without modifications. Provide cylinders and keys with integral power without the need for wires or electricity. Provide electronic access control functions for rim, mortise, or key-in-lever cylinder types, and auxiliary locks (deadbolts, padlocks, cam locks). Combine both electronic technology and mechanical pinning for two independent forms of security protection. Cylinders to incorporate a minimum of seven pinning segments positioned radially around the plug in response to the cuts on the key blade. Cylinder electronic security codes are to be unique to any system with electronic communication a minimum 64-bit DES encryption. Cylinders automatically relock upon removal of the key without the aid of battery power. Cylinders to provide access control functions with non-volatile system programming allowing loss of battery life to retain key access rights, and/or audit records. Cylinders to operate as key-based products with a minimum capacity of 1000 user groups per cylinder and 1000 individual users per user group. Cylinders to provide a time-stamped audit record for the most recent 700 operations or attempted operations. Provide proper sized cylinder collars, trim rings and spacers as required to operate with the described locking door hardware.

3.81.2.2 Provided original manufacturer digital keys. Keys to combine both electronic technology and mechanical pinning for two independent forms of security protection. Key electronic security codes are to be unique to any system with electronic communication a minimum 64-bit DES encryption. Keys to provide access control functions with non-volatile system programming allowing loss of battery life to retain key access rights, and/or audit records. Keys to allow different schedules for up to 32 different cylinder groups. Keys to operate

cylinder type products with a minimum capacity of 1000 user groups per key and 1000 individual users per user group. Keys to provide a time-stamped audit for up to the most recent 100 operations or attempted operations. Keys are powered by a common watch-style battery with an estimated 2 years or 20,000 openings per battery life. Keys to provide multiple level LCD low battery indicator. Keys to be compact in design and operate in a similar manner as mechanical key. Keys shall not be limited by a timeframe to unlock the cylinder once inserted, if key is properly authorized. Keys to require no additional maintenance other than regular battery replacement. Keys will be capable of Radio-Frequency Identification (RFID), High Intensity Discharge (HID) Technology.

- 3.81.2.3 Digital Cylinder System Software: Provide digital cylinder manufacturer's original management software supporting auditing capability of both the digital cylinder and the key and product management by the system software with the following provisions:
  - 3.81.2.3.1 Lost or stolen keys to be deactivated from the system.
  - 3.81.2.3.2 User schedules set uniquely for each key holder.
  - 3.81.2.3.3 Software access protected by password and unique system authorization key.
  - 3.81.2.3.4 System capacity to operate up to 65,535 keys.
  - 3.81.2.3.5 Cloud based system software to include programming device and required cabling necessary for communication to host computer and minimum of two self-service key programming kiosks. One kiosk to be located at the employee entrance of Government space and the other to be located at the Foundation entrance.
  - 3.81.2.3.6 Provide the computer (PC) with the minimum requirements described by the system manufacturer.
  - 3.81.2.3.7 Include web-based training for software functionality and system management including scheduling, key and cylinder programming, and maintenance procedures
- 3.81.2.4 Sensitive Compartmented Information Facility (SCIF) door(s). SCIF doors must be equipped with a GSA approved combination lock meeting FF-L-2740B specifications.
- 3.81.2.5 Cipher locks. Cipher locks may be used as “day gate” locks, but cannot be considered as the primary lock for any secured area.

**3.82 General utility system security**

3.82.1 Utility power systems. Locate utility power systems at least 25 feet away from loading docks, entrances, mailrooms, personnel and package screening locations, and uncontrolled parking, or implement standoff, hardening and venting methods to protect utilities from the current Interagency Security Committee Design Basis Threat (DBT) at these locations. Underground service is preferred, and any access points must be controlled. If utility systems cannot be located away from high-risk areas, service feeds, equipment, or equipment rooms must be hardened.

3.82.1.1 Separate emergency power and normal power distribution. Install emergency and normal power distribution systems (including electric panels, conduits, and switchgears) at least 25 feet apart.

3.82.1.2 Emergency generator will be secured against unauthorized access, and locate the emergency generator and fuel tank at least 25 feet away from loading docks, entrances, parking, or implement standoff, hardening, and venting methods to protect utilities from the DBT at these locations. More secure locations include protected grade level and protected interior areas. If the emergency generator is installed outdoors at grade, it must be protected by perimeter walls and locked entrances. The generator must not be located in any areas that are prone to flooding. Provisions for securing refueling and shut-off valves in fuel lines within or in close proximity to the building must be addressed.

3.82.2 HVAC system. Provide separate isolated HVAC systems for lobbies, loading docks, mailrooms and other locations susceptible to Chemical, Biological, and Radiological attack that are isolated from other building areas. Ensure that the envelope of the isolated loading docks and mailrooms are full-height construction and are sealed to the floor, roof, or ceiling above. In addition to the systems being separate from the rest of the facility, HVAC systems serving lobbies, mailrooms, and loading docks shall not share a return-air system with each other. The areas served by a dedicated exhaust system shall be maintained at a negative pressure relative to the rest of the building, but at a positive pressure relative to the outdoors. Physical isolation of these areas (well-sealed floor to roof-deck walls, sealed wall penetrations) is critical to maintaining the pressure differential and requires special attention to ensure airtight boundaries between these areas and adjacent spaces.

3.82.2.1 Provide emergency shutdown switch in the facility security control center for air intakes. Install a one-step shut-off for air handlers. Control movement of elevators, and close applicable doors and dampers to seal building. Provide an emergency response module to the buildings energy management system to switch the system to a prescribed emergency response mode. A "one-step shut-off" is a

mechanism that requires only a single action by an individual (e.g., engineer or security personnel) to initiate the immediate shut down of all air handling equipment in the building. As an alternative to the shutdown switch, special air-filtration systems designed to continue to operate in a contaminated environment to enable mission continuity are acceptable.

3.82.2.2 Use a Minimum Efficiency Reporting Value (MERV) 13 particulate filter on all air handling units (AHUs), including the supply air stream for recirculating AHUs in mailrooms and lobbies. Additional information is available in the U.S. Army Corps of Engineers ETL 1110-3-498, "Design of Collective Protection Shelters to Resist Chemical, Biological, and Radiological (CBR) Agents."

3.82.2.3 The air intakes will be located on rooftop or on wall at least 30 feet or three stories above grade.

3.82.3 Water Supply. Secure handles, control mechanisms, and service connections at on-site publicly accessible locations with locks or other anti-tamper devices.

3.82.4 Perimeter lighting. Install exterior lighting at entrances, exits, parking lots, garages, and walkways from parking areas to entrances.

3.82.4.1 For minimum lighting levels, refer to the Illuminating Engineering Society (IES) Lighting Handbook. Lighting must be sufficient to illuminate potential areas of concealment, enhance the observation of guard patrols, and provide for the safety of personnel moving between adjacent parking areas, streets, alleyways, and around the facility. Site lighting must be coordinated with the closed-circuit television (CCTV) system.

3.82.4.2 Maintained Illumination Level (lux) Horizontal Illumination

- Covered parking areas - 10
- Roof and surface parking area - 2.5
- Stairwells, elevator lobbies - 20
- Uniformity ratio (average:min) 4:1
- Uniformity ratio (maximum:min) 20:1

3.82.4.3 Maintained Illumination Level (lux) Vertical Illumination

- Covered parking areas-5
- Roof and surface parking area-2.5
- Stairwells, elevator lobbies-10

3.82.5 Other utilities protection. Locate critical systems and areas at least 25 feet away

from loading docks, entrances, mailrooms, personnel and package screening locations, and uncontrolled parking, or implement standoff, hardening, and venting methods to protect critical areas from the DBT at these locations. Critical systems and equipment may include security and life-safety systems, power distribution, communications and data, and other mission-critical equipment.

### **3.83 General building security and other special mitigation**

3.83.1 Windows – Burglary Resistant. No operable windows within 16 feet of the ground or other access point. Forced entry resistance must be uniform around the perimeter and the façade of the building. Utilize a balanced approach to the installation of windows which resist forced entry comparable to the windows and doors of the facility and secure areas. The degree of penetration resistance must be commensurate with the delay necessary to protect assets while security and law enforcement personnel are notified and respond. Additional information is available in State Department Standard DOS SD-STD-01.01, Revision G, Certification Standard - Forced Entry and Ballistic Resistance of Structural Systems. Additional solutions may include burglary-resistant bars, wire mesh window systems, etc., if approved.

3.83.2 Walls and non-window openings. Protect non-window openings such as mechanical vents and exposed plenums to resist forcible entry. Forced entry resistance must be uniform around the perimeter and the façade of the building. Utilize a balanced approach to the installation of windows which resist forced entry comparable to the windows and doors of the facility and secure areas. The degree of penetration resistance must be commensurate with the delay necessary to protect assets while security and law enforcement personnel are notified and respond. Additional information is available in State Department Standard DOS SD-STD-01.01, Revision G, Certification Standard - Forced Entry and Ballistic Resistance of Structural Systems. Additional solutions may include burglary-resistant bars, wire mesh window systems, etc. Non-window openings greater than 96 square inches in perimeter walls must be secured with grilles, bars, or alarms.

3.83.3 Security Control Center. A Security Control Center console must be provided in the Security Control Center with access to all features of the security and building systems. At the Security Control Center console, a single operator must be able to clearly view the CCTV monitors, the intrusion detection system graphic display, access control system display, HVAC control system display, fire control panel and annunciation graphic display, and emergency generator and stand-by power status. This is likely to require either an “L” or a “U” configuration. The console must be supported by an Uninterruptible Power Supply (UPS) capable of supporting all systems and monitors for at least 10 minutes.

3.83.3.1 Security Control Center console integration. There must be direct integration between the CCTV system and the Access

Control/Intrusion Detection System. Active alarms must annunciate on the Access Control System and call up any associated cameras full screen to the CCTV Alarm Monitor.

- 3.83.3.2 The Security Control Center will also be equipped with communications equipment for the guard force and building emergency communications systems (public address system).
  - 3.83.3.3 Emergency lighting and power for intrusion detection systems and life safety components from a reliable backup generator with a minimum of four (4) hours capability.
  - 3.83.3.4 The Security Control Center will also provide offices for the security staff and weapons loading/unloading. The walls constructed to protect at National Institute of Justice (NIJ) level III against ballistic attack will also serve as a safety barrier during weapons clearing activities again accidental discharge.
  - 3.83.3.5 Provide one General Services Administration (GSA) approved gun safe located in the security control center to store handguns and ammunition for assigned security officers.
  - 3.83.3.6 One weapons clearing (loading/unloading) barrel must be provided and located in or adjacent to the security control center.
- 3.83.4 Research Room Monitoring Station. Provide at least a 6” elevated platform upon which a desk will be placed to provide NARA staff a clear view of customers in all monitored rooms. The desk shall be of sufficient size to house a CCTV monitoring station, desktop computer, and telephone. The desk must be equipped with a duress button. All elevated surfaces must comply with applicable ADA and Rehabilitation Act access requirements.
- 3.83.5 Entry screening equipment. Shall be provided and located in the main entry lobby and loading dock for screening personnel, bags, packages, and other belongings.
- 3.83.5.1 X-ray equipment will be provided to screen packages during personnel building entry. Specifications will be provided by the NARA Security Management Division.
    - 3.83.5.1.1 A façade will be designed matching the entry lobby décor to encase the x-ray equipment.
  - 3.83.5.2 Magnetometers will be provided to screen personnel during building entry. Specifications will be provided by the NARA Security Management Division.
- 3.83.6 Exit screening station. An exit screening device for random selection of searches



and furniture (table) shall be provided at the employee exit to permit exit screening. Furniture shall also be provided at the research exit to permit exit screening searches; however, the random selection device is not necessary at this location. Sufficient space must be provided at both locations for the furniture and exit screening device as appropriate. All elevated surfaces must comply with ADA access requirements.

- 3.83.7 Exit screening device. Will be provided for random selection of exiting building occupants for random detailed searches. Equipment specifications will be provided by the NARA Security Management Division.
- 3.83.8 Exhibit Glass. Cases in the permanent exhibit gallery must be glazed with safety glass. This includes case fronts and smaller case bonnets. There are two acceptable standards for protection of cases. Laminated glass tested in accordance with ASTM F1233 shall be resistance to blunt force and shatterproof of 10 strikes of a 8 pound ball peen hammer and EN 356-P5A (European Standard) glazing resistance to blunt force and shatterproof of 9 drops of a 9 pound ball, dropped from 9 meters.
- 3.83.9 Regulatory/statutory signage. Will be posted at public entry. For example, prohibiting the unauthorized possession of firearms and dangerous weapons, consent to search, local building rules and regulations regarding prohibited items, CCTV surveillance advisory, federal property/no trespassing signs. Consult with NARA staff for language/signage to be used throughout the facility. However, refrain from signage identifying sensitive areas.
- 3.83.10 Building entry points. Limit the number of building entry points to the fewest number practical. Create separate flow patterns for employees and visitors at entrances.
- 3.83.11 Pedestrian Access. Install fence, landscaping, or other barriers to channel pedestrians to authorized areas or entrances. The level of protection afforded by the barriers must be commensurate with the need to limit pedestrian access. Higher levels of protection, intended to prevent determined intruders, are achieved using anti-climb fences. Lower levels of protection, intended to guide pedestrians, can be achieved using shrubbery, decorative fencing, or knee walls.
- 3.83.12 Restricted areas. Provide fences, walls, gates or other barriers to prevent unauthorized access to restricted areas, and monitor with CCTV or guard patrols. Restricted areas include but are not limited to utility connections, loading docks, emergency power supplies, hazardous-materials storage, HVAC, and exterior access to critical rooms such as telecom and IT infrastructure. The level of protection afforded by the barriers must be commensurate with the need to limit pedestrian access. Higher levels of protection, intended to prevent determined intruders, are achieved using anti-climb fences. Lower levels of protection, intended to guide pedestrians, can be achieved using shrubbery, decorative

fencing, or knee walls.

- 3.83.13 Signage. Prohibit signs that identify sensitive areas, unless required by other standards or codes. Avoid identifying sensitive outside locations with signage such as air intakes, fuel supply valves, gas or power distribution locations, evacuation assembly areas, etc., unless specifically required by standards or codes.
- 3.83.14 Hazardous Materials (HAZMAT) Storage. Restrictions on HAZMAT storage in restricted areas away from loading docks, entrances, and uncontrolled parking. See figure 3-6 below for additional requirements.
- 3.83.15 Landscaping. Restrict landscaping from obstructing views of the security guards and CCTV cameras, or interfering with lighting or IDS. Landscaping may be used as a protective measure to obstruct views from outside a facility or as a physical barrier. A balance must be achieved between its usefulness in protection and its potential negative impact on security measures. Apply principles of Crime Prevention Through Environmental Design (CPTED) where appropriate. CPTED is a crime prevention strategy that uses architectural design, landscape planning, security systems and visual surveillance to create a potentially crime-free environment by influencing human behavior. CPTED usually involves the following principles:
- 3.83.15.1 Natural Surveillance. Use physical features, activities, lighting, and people to preclude blind spots or hiding spots to keep intruders easily observable.
  - 3.83.15.2 Natural Access Control. Consider strategic placement of entrances, exits, fencing, landscaping, and lighting to create in potential offenders a perception of risk); and Target Hardening (use of features that prohibit entry or access, such as perimeter boulders/large rocks, streetscape furniture, art ornaments, etc.).
  - 3.83.15.3 Territorial Reinforcement. Use buildings, fences, different paving material, changes in street elevation, signs, and other landscaping to express ownership by distinguishing to private spaces from public spaces.
- 3.83.16 Exhibit space security integrator. The security integrator/consultant for the exhibit space shall be the same integrator/consultant used for the overall design and installation of the facility's security mitigation.
- 3.83.17 Site Security Plan (Construction). A site security plan must be developed to address the following as a minimum:
- 3.83.17.1 Perimeter fence with opaque netting or covered to control work site access and view. The fence will include securable gates for vehicle

and pedestrian access.

- 3.83.17.2 Lighting for the exterior perimeter fenced area during hours of darkness and site lighting for worksite safety.
  - 3.83.17.3 Guard coverage provided for all non-construction days/ hours to ensure security of the work site.
  - 3.83.17.4 All offices, containers, vehicles, bulldozers, tower cranes, equipment, etc., shall be secured when not in use.
  - 3.83.18 Site Security Plan (Renovations and Additions). For renovations and additions to existing Libraries, a Site Security Plan must be developed that includes the provisions of 3.83.17 and meets the requirements of NARA's Site Security Plan.
  - 3.83.19 Sensitive Compartmented Information Facility (SCIF) Device Storage Container. The SCIF entrance will be equipped with a container for the secure storage of electronic devices (cell phones, cameras, etc.) to prevent introduction to the facility. The container will be installed outside the entrance to the SCIF.
  - 3.83.20 Sensitive Compartmented Information Facility (SCIF) Landline Phones. Commercial landline phones may be installed in the SCIF; however, the standard speaker capability must be disabled. Secure phones may also be used in the facility, but contact the Security Management Division (BX) Information Security Officer for guidance. Typically an analog line will be needed to operate on the Public Switched Telephone Network (PSTN).
  - 3.83.21 Badging and Key Issue Room. A room, minimum 120 square feet, will be needed for equipment associated with Personal Identity Verification (PIV) issuance, proximity card management and facility key management.
  - 3.83.22 Building Wi-Fi Systems. Wi-Fi capability is not permitted within the Sensitive Compartmentalized Information Facility (SCIF). Any Wi-Fi external to the SCIF must be a minimum of 70 feet distance measured from the external perimeter wall of the SCIF.
  - 3.83.23 Security Systems Maintenance. Implement a preventive maintenance program for all security systems. Any critical component becomes inoperable for service must be replaced or repaired within 24 hours. Critical components are those required to provide security (IDS, CCTV, access control, etc.) for a perimeter access point or critical area.
- 3.84 **Project documents protection**
- 3.84.1 Document security for Controlled Unclassified Information (CUI). [Executive Order 13556, Controlled Unclassified Information](#) (issued November 4, 2010), established a program for managing this information that emphasizes the

openness and uniformity of Government-wide practice. (Click [here](#) for an overview of NARA's CUI Program as developed by the NARA Information Security Oversight Office and published in the Code of Federal Regulations in July 2017.) The dissemination of CUI building information of NARA controlled space, including owned or leased facilities must be restricted to reduce the risk that the material will be used for dangerous or illegal purposes. This pertains to new construction as well as expansion of or additions to existing Libraries; questions about current NARA policies pursuant to **Executive Order 13556**, the management of CUI for these types of Library construction projects, and/or guidance presented in sections 3.84.2 through 3.84.10 below should be directed to the NARA Facilities Management Division (BF) through the Office of Presidential Libraries (via the assigned project manager).

3.84.2 Objectives. In order to reduce the exposure to possible attacks or threats to NARA's controlled space, there are two principal objectives regarding CUI building information. The first is to diminish the potential that sensitive information about the building in either paper or electronic form will be available for use by a person or persons with an interest in causing harm to persons or property. The other is to respect NARA's legitimate business and other needs to allow access to this information to those who have a need-to-know, such as the professional design community, contractors, and states, cities, and towns where NARA has facilities.

3.84.2.1 Because no policy can cover every circumstance, disseminators shall make every effort to apply sound principles by using good judgment, common sense, and reasonableness. Only give the information to those who have a need to know, keep records of who got the information, and safeguard the information during use and destroy it via burning after use. In some cases, the disseminator must take additional precautions as circumstances dictate. It is the responsibility of those disseminating CUI building information to provide the first line of defense against misuse.

3.84.3 Notice. The NARA Facilities Management Division will inform those responsible for managing CUI building information of the requirements to restrict dissemination. The Facilities Management Division shall work with private sector architects, engineers, and contractors to ensure that these groups are aware of the following requirements:

3.84.3.1 All NARA CUI building information, either in electronic or paper formats, shall have imprinted on each page of the information: "PROPRIETARY/PROPERTY OF THE UNITED STATES GOVERNMENT FOR OFFICIAL USE ONLY, Do not remove this notice, Destroy documents via NARA-approved disposal means."

3.84.3.2 The following paragraph will be included on the cover page of the

information (such as the cover page on the set of construction drawings and on the cover page of the specifications) and on the label of all magnetic media: “PROPRIETARY/PROPERTY OF THE UNITED STATES GOVERNMENT COPYING, DISSEMINATION, OR DISTRIBUTION OF THESE DRAWINGS, PLANS, OR SPECIFICATIONS TO UNAUTHORIZED USERS IS PROHIBITED, Do not remove this notice, Destroy documents via NARA-approved disposal means.

3.84.3.3 The previous two statements shall be prominently labeled in bold type in a size appropriate for the document. On a set of construction drawings, for example, the statements must be in a minimum of 14 point bold type.

3.84.4 Controlled Unclassified Information (CUI) information. Information that must be protected under a statute, regulation or government-wide policy is controlled unclassified information. GSA PBS P 3490.2 is the government-wide policy applicable to physical security information about a GSA-leased or owned facilities. The Risk Management Framework for Federal Facilities is the government-wide policy applicable to physical security information about a NARA-owned property. Physical security CUI includes but is not limited to paper and/or electronic documentation of the physical facility information listed below. Building designs (such as floor plans), construction plans and specifications, renovation/alteration plans, equipment plans and locations, building operating plans, information used for building service contracts and/or contract guard services, or any other information considered a security risk, for all government-controlled facilities, shall be considered covered under this category. Specifically (but not exclusively), it includes:

3.84.4.1 Location of secure functions in the facility such as security areas and secure holdings areas.

3.84.4.2 Location of all utilities, such as heating, ventilation, air conditioning, information technology and telecommunication systems, location of air intake vents, water sources, gas lines, plumbing lines, building automation systems, power distribution systems, emergency generation equipment, uninterrupted power sources (UPS), security and fire alarm systems, routes and annunciation panels.

3.84.4.3 Location and type of structural framing for the building and any information regarding structural analysis or building security and blast mitigation analysis and counter terrorism methods taken to protect the occupants and building

3.84.4.4 Information regarding security systems and strategies of any kind (such as camera locations) and security guards (such as number and

location).

- 3.84.4.5 Detailed floor layout drawings of any kind for specific buildings shall not be made available over the public internet or in public presentations or print media, such as brochures, magazines, books, etc.
- 3.84.5 Non-sensitive unclassified building information. Information regarding the building that may be made available for public dissemination under the following conditions:
  - 3.84.5.1 Building elevation or other drawings of new or existing buildings shall not show or label information defined under the CUI categories indicated above.
  - 3.84.5.2 Interior photographs that are limited to publicly accessible space or have been cleared for publication by NARA.
  - 3.84.5.3 Conceptual space planning drawings with floor layouts may be made available for presentations to professional A&E firms (architect/engineers, etc.), professional schools for educational purposes, community planning groups participating in the design of new NARA space, or professional print publications if specific CUI building information (security areas, structural columns, utilities, etc.) is not shown. Generic concept (bubble) diagrams may be shown to convey information for a non-specific building.
- 3.84.6 Reasonable care for dissemination of CUI information. This information must be marked CUI//Category Marking//Limited Dissemination Control before being disseminated. It is the responsibility of the disseminator to use good judgment and to apply the principle that the more open the forum, the more generic/conceptual the information must be. Those who are disseminating CUI (which includes flow-down dissemination by prime/general contractors, subcontractors, suppliers, architects/engineers, Federal Agencies, lessors, private sector plan rooms, state and local governments, print shops/reprographic firms, etc.) must comply with 32 C.F.R. Part 2002 when handling CUI building documents. This includes:
  - 3.84.6.1 Limiting dissemination to authorized users. Dissemination of information shall only be made upon determination that the recipient is authorized to receive it. The criterion to determine authorization is need-to-know. Those with a need-to-know are other Federal Government agencies (who shall make requests through their agency management), and non-Government entities that are specifically granted access for the conduct of business on behalf of or with NARA. This includes those necessary to do work at the request of the Government, such as architects and engineers, consultants, contractors, subcontractors, suppliers, plan rooms, and others that the contractor

deems necessary in order to submit an offer/bid or to complete the work or contract, as well as maintenance and repair contractors and equipment service contractors.

- 3.84.6.2 Retaining and destroying documents. The efforts required above shall continue throughout the entire term of contract and for whatever specific time thereafter as may be necessary. Necessary record copies for legal purposes (such as those retained by the architect, engineer, or contractor) must be safeguarded against unauthorized use for the term of retention. Documents no longer needed shall be destroyed in accordance with the approved records disposition authority (such as after contract award, after completion of any appeals process, or completion of the work). Destruction shall be done in accordance with NIST 800-88 standards for the appropriate media.
- 3.84.6.3 Notice of disposal. For all contracts using CUI building information, the contractor shall notify the NARA contracting officer that all subcontractors have properly disposed of the CUI building documents, with the exception of the contractor's record copy, at the time of Release of Claims to obtain final payment.
- 3.84.7 State and local governments. In order to comply with local regulations, NARA must provide localities with documents to issue building permits and to approve code requirements. Public safety entities such as fire departments and utility departments require unlimited access on a need-to-know basis. These authorities must be informed at the time they receive the documents that the information requires restricted access from the general public. When these documents are retired to local archives, they must be stored in accordance with the regulation at 32 C.F.R. Part 2002.
- 3.84.8 Electronic transfer and dissemination. Transfer and dissemination of CUI information beyond the NARA intranet (internet or extranet, modem, DSL, wireless, etc.) must use FIPS 140-2 compliant encryption. Contractor-operated systems that store CUI must comply with Federal Acquisition Regulation (FAR) 52.204-21 clause, which incorporates NIST 800-171 controls. Authorized users that use project extranets for electronic project management during design or after construction contract award to transfer CUI building information are responsible for verifying and certifying to the NARA Contracting Officer that project extranets meet applicable physical and technical NARA security requirements as determined by the NARA Chief Information Officer (CIO). Access to the sites shall be password protected and access shall be granted only on a need-to-know basis.
- 3.84.9 Freedom of Information Act (FOIA) requests. Because of the sensitive nature of CUI from a security standpoint, it shall not be disclosed pursuant to a FOIA request without a thorough analysis of the security implications and any

potentially applicable exemptions under the FOIA. Any determination to disclose CUI building information pursuant to a FOIA request must be made by the NARA General Counsel’s Office.

3.84.10 Reporting incidents of concern. Any concern of a significant security risk must be reported immediately to NGC and BX.

**3.85 Personnel background checks**

3.85.1 Background checks will be conducted to verify the status of contractor employees involved in any aspect of designing and constructing a SCIF, including construction workers. The Site Security Manager will describe in the Construction Security Plan (CSP) any mitigation to be implemented when work will be performed by US companies using lawfully present aliens.

3.85.2 Background checks of other project contract staff may be necessary as determined by the NARA Security Management Division (BX) based on position sensitivity and duration.

3.85.3 Where background checks are necessary the contractor must submit full names, date of birth, place of birth, social security number, company name, and email address prior to working on this contract at least 10 business days prior to each worker’s presence on-site. Note: The contractor must verify that each employee’s reported Social Security Number actually belongs to the employee.

3.85.4 NARA reserves the right to reject proposed personnel who do not meet NARA standards. NARA also reserves the right to remove contractor personnel determined to be unsuitable by NARA, for poor performance, or for violation of any applicable Federal employment requirement.

**3.86 Security guard coverage**

3.86.1 NARA provides armed security guard coverage for all Presidential Libraries. The armed security officers along with the other mitigation approaches indicated above form the basis for layered security of the facility and grounds. The Foundation provides site security during construction and up to the time of building turnover to NARA.

Figure 3-6: **Security devices and locations** (mandatory locations)

\*\* Consult with NARA for other devices and locations as appropriate. \*\*

<b>Location</b>	<b>Card Acc.</b>	<b>Intrusion Detection</b>	<b>CCTV Camera</b>	<b>Duress Alarm</b>	<b>Local Alarm</b>	<b>Additional Locking</b>	<b>Intercom</b>
Access roads			PTZ E				
Site perimeter			PTZ E				



*Architectural and Design Standards for Presidential Libraries [July 2018]*

Location	Card Acc.	Intrusion Detection	CCTV Camera	Duress Alarm	Local Alarm	Additional Locking	Intercom
Site gates	Y		PTZ E			R	GL/I
Exclusion zone			PTZ E			R	GL/I
Employee Parking	Y		PTZ+IRS E	CB		R	
Loading Dock Exterior (Delivery access)			PTZ+IRS E			R	GL/I
Public Parking			PTZ E	CB			
Grounds			PTZ E	CB			
Hazardous Materials Storage (exterior)						Padlock	
Roof (HVAC protection)	Y	Y	S E				
Entrance Security Vestibules	Y+ Pin	DC/M	PTZ+ I  2S <u>1</u>	Y		E	
Exit Screening (if applicable)			PTZ+ I  2S <u>1</u>				
Entrances	Y+ Pin	DC	2S <u>1</u> I			E	
Emergency Exits		DC	S I		Y	Delay	
Restricted Corridors	Y		S I				
Loading Dock doors		DC	PTZ+S I			E	
Public Elevators				E			
Staff Only Elevators (Located in public space)	Y			E			
Freight Elevators	Y			E			
“Exit” stairwells			S/flight I				
Restricted stairwell doors	Y		S I				
Visitor information desk			PTZ I	Y			
Museum gift shop	Y	DC/M	4PTZ+S <u>1</u>  I	Y		E	
Staff Offices		DC/M				E	
Staff Office Central Corridor	Y	DC					

*Architectural and Design Standards for Presidential Libraries [July 2018]*

Location	Card Acc.	Intrusion Detection	CCTV Camera	Duress Alarm	Local Alarm	Additional Locking	Intercom
Facility Manager's Office		DC/M				E+C	
Computer rooms	Y	DC/M				E+C	
Guard Stations			S I			E	
Security Control Center	Y	DC (Mon)	(Mon)	OS		E	
Electrical/Mechanical /HVAC Rooms	Y	DC				E	
Hazardous Materials Storage (interior)		DC				E	
Communications Closet	Y	DC				E	
Security Closet	Y	BM				E	
SCIF	Y+ Pin	ICD 705		Y		DEC	
SCIF Holdings							
SCIF Processing				Y			
SCIF Research			S <sup>1</sup> I <sup>2</sup>				
SCIF Emergency Exit		DC/M+BM	S I		Y	Delay	
<b>SCIF Exterior Corridor</b>	Y		S <sup>1</sup> I		Y	Delay	
Holdings Storage	Y+ Pin	DC/M				E+C	
Textual Specially Protected Holdings Storage and Processing (High Value)	Y+ Pin	BM/M	2PTZ <sup>1</sup> I			E+C DEC+C	
Processing and production rooms	Y	DC/M				E	
Research Rooms	Y	DC	4PTZ <sup>1</sup> (Mon)	Y (Panic Button)	Y	E	
Non-textual Research Rooms	Y	DC	4PTZ <sup>1</sup> (Mon)	Y (Panic Button)	Y	E	
Museum exhibit galleries	Y	DC/M+W L	Multiple I	Y	Y	E	

*Architectural and Design Standards for Presidential Libraries [July 2018]*

<b>Location</b>	<b>Card</b>	<b>Intrusion</b>	<b>CCTV</b>	<b>Duress</b>	<b>Local</b>	<b>Additional</b>	<b>Intercom</b>
	<b>Acc.</b>	<b>Detection</b>	<b>Camera</b>	<b>Alarm</b>	<b>Alarm</b>	<b>Locking</b>	
Public assembly			Multiple I				
Artifact Specially Protected Holdings Storage and Processing (High Value)	Y+ Pin	BM/M	2PTZ <sup>1</sup> I			E+C DEC+C	
Exhibit Preparation	Y	DC		Y		E+C	
<b>Codes:</b>							
<b>Intrusion Detection:</b>		<b>CCTV:</b>		<b>Duress Alarm:</b>		<b>Additional Locking:</b>	<b>Intercom:</b>
<p><b>DC</b> = Door Contact</p> <p><b>/M</b> = Motion Detection</p> <p><b>BM</b> = Balance Magnetic Door Contacts</p> <p><b>WL</b> = Wireless Case Alarm System</p> <p><b>Mon</b> = Fully functioning monitor workstation</p>		<p><b>PTZ</b> = Pan-Tilt-Zoom</p> <p><b>IRS</b> = Infrared Stationary (license plate camera)</p> <p><b>S</b> = Stationary</p> <p>Multiple = design specific</p> <p><b>E</b> = Exterior Camera</p> <p><b>I</b> = Interior Camera</p> <p><b>Mon</b> = Fully functioning monitor workstation</p> <p><sup>1</sup> Numbers combined with symbols indicate numbers of cameras. Number of cameras may vary based on building and room configuration. The NARA Security Management</p>		<p><b>CB</b> = “Code Blue” station</p> <p><b>Y</b> = Regular Duress Alarm</p> <p><b>E</b> = Elevator emergency intercom</p> <p><b>OS</b> = Off-site</p>		<p><b>R</b> = Remote unlocking</p> <p><b>E</b> = Electronic-Mechanical Lock</p> <p><b>Delay</b> = Delayed Release emergency exit hardware</p> <p><b>C</b> = Cipher Lock</p> <p><b>DEC</b> = Digital Electronic Combination Lock (“X-09”)</p> <p><b>P</b> = Padlock</p>	<p><b>GL/I</b> = Ground Loop with Intercom</p>

*Architectural and Design Standards for Presidential Libraries [July 2018]*

Location	Card Acc.	Intrusion Detection	CCTV Camera	Duress Alarm	Local Alarm	Additional Locking	Intercom
	Division will make the final determination on numbers and specific locations during drawing reviews.  <sup>2</sup> This CCTV system must be wholly contained within the SCIF.						

## **Section J: Finishes**

### **3.87 General considerations:**

3.87.1 The finishes on all wall, floor, and wearing surfaces for new Libraries or additions to existing Libraries must not only be attractive but also highly durable. The choice of floor and wall coverings, construction materials, and other decorative elements must also be guided by the need to eliminate volatile organic compounds (VOCs) and other outgassing chemicals that can contaminate the air. Limiting the levels of airborne pollutants to the requirements established in [Figure 3.4, Finishes](#), is important both for visitor and staff comfort and the long-term preservation of the collections. Documenting that finish materials meet LEED VOC requirements can easily achieve several Indoor Air Quality points.

3.87.2 Fire control in Libraries includes the careful selection of all building construction materials for fire safety. This includes all materials for walls, display board, museum cases, and other built-in construction. The flame spread of all wood and plastic products, and carpets, must be less than 25 with smoke generation less than 45, as tested according to ASTM E-84.

3.88 **Gaseous pollutants:** including volatile compounds (VOCs), acidic, sulfurous, and other harmful airborne contaminants. The specification of all finishes in the Library must minimize outgassing, especially in holdings storage and processing rooms, and in exhibit galleries and cases. Refer to [Figure 3.7](#) for specific pollutant levels for type of area (storage, processing, public spaces).

3.88.1 The largest sources of gaseous pollutants are construction materials, sealants, adhesives, carpets, ceiling finishes, wall finishes, paints, and furniture. Controlling emissions from gaseous pollutants will require careful selection of materials. Documenting that finish materials meet LEED VOC requirements can easily achieve several Indoor Air Quality points.

3.88.1.1 NARA must approve all carpets, paints, varnishes, wall coverings, and other finish materials in holdings storage and processing rooms.

3.88.1.2 NARA must approve all construction and finish materials used in the construction of the permanent and temporary exhibits, including wood boards, surface finishes, flooring, paints, ceiling finishes, graphic panels, and case finish materials.

3.88.1.3 NARA must approve and may test or direct the testing of materials to determine suitability and render approval. Sufficient time to undertake testing must be incorporated into planning and construction schedules; NARA should be involved in discussion of materials proposed for use in critical areas at least 12-24 months before installation of materials.

Testing of samples should begin six or more months before installation.

- 3.88.2 Although NARA will need to test many of the construction materials and finishes used in the Library, careful selection of proposed materials will eliminate the products most likely to outgas significant quantities of harmful, unacceptable pollutants. A&E firms should propose paints, sealants, caulks, wood products, foams, and other materials rated as having low or no VOC emissions.
- 3.88.3 Prohibited materials: The following materials are prohibited from use in holdings storage and processing rooms, exhibit galleries, and exhibit cases that will house original holdings. These materials should not be used anywhere else within the Presidential Library.
  - 3.88.3.1 Cellulose nitrate lacquers and adhesives
  - 3.88.3.2 Cellulose diacetate fabrics
  - 3.88.3.3 Polyurethane products, especially foams and carpet pads but including most polyurethane paints and varnishes
  - 3.88.3.4 Oil-based and alkyd resin paints and varnishes, and oil-based caulks and glazing compounds
  - 3.88.3.5 Latex paint that is based on vinyl acrylic, or styrene acrylic latex. Acrylic latex is generally acceptable
  - 3.88.3.6 Acid-curing silicone sealants and adhesives or similar products that emit acetic acid during cure
  - 3.88.3.7 Products that release ammonia during cure
  - 3.88.3.8 Sulfur containing materials that could release SO<sub>2</sub> such as natural and synthetic sulfur vulcanized rubber, animal glue, wool, sulfur-based dyes, and disodium phosphate fire retardant treatments
  - 3.88.3.9 Most pressure sensitive adhesives and contact cements and adhesives
  - 3.88.3.10 Polyvinyl chlorine polymers (PVCs)
  - 3.88.3.11 Formaldehyde emitting compounds, especially urea-formaldehyde, such as might be found in particleboard, interior-grade plywood, and formaldehyde-finished fabrics and wall coverings
  - 3.88.3.12 Woods such as oak known to have high acid content and any wood or wood product that is not sealed to prevent offgassing

3.88.3.13 Vinyl

3.88.3.14 Amine based products

3.88.3.15 Biocides

3.88.3.16 Cellulose acetate containing fabrics and films

3.88.3.17 Unsealed concrete, due to its production of fine particulate, alkaline dust

3.88.3.18 Self-leveling floor compounds

3.88.4 Aeration: A minimum aeration time of four weeks between the time construction is completed and collections are moved into the building must be built into the schedule. During this purge, the HVAC system must be run on a continuous, 24-hour basis.

3.88.5 Radon Testing and Analysis:

The American Association of Radon Scientists and Technologists (AARST) – National Radon Proficiency Program (NRPP) maintains a website roster by state of all certified/licensed test personnel and laboratories for Radon. Testing. NARA requires the use of the 2 to 3 day Electret-Passive Environmental Radon Monitor (E-PERM) test also known as OSHA Method ID-208 (Radon in Workplace Atmospheres). Following NARA’s defined constraints as indicated below. The certified/licensed tester should be fully familiar with the OSHA Method ID-0208. The testing company may also indicate the method as EST (E-PERM, Short Term Test) or E-PERM SST (S- Chamber Short Term Test). If not, then seek guidance from NARA Safety and Occupational Health Programs Manager/Radiation Control Officer. The testing locations should focus on those areas occupied by staff for 4 hours or greater, such as offices, processing space and other high staff occupancy locations.

Upon receipt of the testing results, provide NARA with a copy of the actual investigator’s report so the NARA Radiation Control Officer may interpret the data for a decision regarding further action if necessary.

Between 0.00 and 4.00 pCi/l (picocuries per liter) RRDP – Results are acceptable to NARA. Any results greater than 4.01 pCi/l contact the NARA Radiation Control Officer for guidance since remediation may be necessary prior to occupancy by NARA staff.

**3.89 Floor and wall coverings:**

3.89.1 All exposed concrete slabs (including spaces beneath raised flooring systems)

should be sealed to prevent dusting over time.

- 3.89.2 Carpet used in Presidential Libraries requires particularly careful selection. Carpet tiles are preferred. Carpets are prohibited in holdings storage rooms.
- 3.89.3 Carpet, pads, and adhesives installed in research rooms and the exhibit galleries must be approved and may be tested by NARA prior to installation. Based on previous NARA projects, several samples may need to be tested before a carpet meets approval. Therefore, the testing process must begin at least 100 days prior to anticipated installation. To increase the likelihood of approval, the designer must select low or no VOC products that meet the Carpet and Rug Institute's Indoor Air Quality Standards (Green Label Program).
- 3.89.4 Carpets must have a fire rating of PASS in accordance with Underwriter Laboratories, Flame Ratings for Carpets, and meet the requirements of the Federal Government under its Surface Flammability of Carpets, Critical Radiant Flux of Floor Covering Systems. The carpet anti-static control must be permanent. Carpets must meet the following test criteria:
  - 3.89.4.1 Fire resistance: 16 CFR 1630, *Standards for the Surface Flammability of Carpets*
  - 3.89.4.2 Radiant flux: provided by NFPA 101
  - 3.89.4.3 Flammability:
    - 3.89.4.3.1 Pill Test: Must Pass
    - 3.89.4.3.2 Radiant (Direct Glue) ASTM E-648: Must be Class 1
    - 3.89.4.3.3 ASTM E-648: flammability average results must not exceed 0.22 watts/cm squared per radiant panel test
    - 3.89.4.3.4 NITS Smoke Density: ASTM E-662
    - 3.89.4.3.5 Flaming Mode: Must be <450
    - 3.89.4.3.6 Non-Flaming mode: Must be <450
  - 3.89.4.4 Static:
    - 3.89.4.4.1 AATCC-134: acceptable static build-up shall be maximum 3.5 kilovolts at 70 degree F and 20% relative humidity
    - 3.89.4.4.2 Permanent Fiber



3.89.4.4.3 Electric Resistance: NFPA 99: Must Pass

3.89.4.4.4 Burrough Method: NFPA 99: Must Pass

3.89.5 The carpet adhesive must be non-wet adhesive, micro-encapsulated tackifier impregnated into cushion backing solvent free adhesive (as recommended by manufacturer) for interior installation of vinyl backed carpet. Acrylic based adhesive must be non-flammable, water based, and alkali resistant, mildew-resistant, freeze-thaw stable. Adhesive must release from substrate without leaving residue.

3.89.6 A carpet edge guard must be provided. The designer must specify either aluminum edge or transition in color suitable for the particular installation. Edge guard attachment must be made by mechanical fasteners or glued down with an acceptable, low VOC adhesive that meets the Carpet and Rug Institute's Indoor Air Quality Adhesive Testing Program.

3.89.7 The adhesive seam sealer must be completely chemical weld/fuse backing together at the seam site.

3.89.8 Carpet must not be used on walls.

3.89.9 Criteria for selection of floor coverings other than carpet and for wall coverings must include:

3.89.9.1 Wall Coverings and Fire-Test-Response Characteristics: Meet CFFA-W-101-D, Type II or Type III requirements, as applicable

3.89.9.2 Surface Burning Characteristics: ASTM E 84

3.89.9.3 Fire Growth Contribution (Textile Wall Covering): NFPA 265 and Method A, IBC 2003

3.89.10 Fabrics and adhesives used in holdings processing rooms and in exhibit galleries and cases must be chosen based on several criteria. The fabric and adhesive must meet the flammability and smoke spread requirements stated in paragraph 4.3. In addition, the fabric and adhesive must be approved by NARA for chemical stability. For any use inside an exhibit case, the fabric and adhesive must also be tested for water fastness and light-fastness. Any felt used in exhibit construction and mount making must be synthetic and must be approved by NARA. Foams used in the exhibit must be polyethylene cross-linked with radiation or foamed with inert gas or be another inert, pre-approved foam.

### **3.90 Storage and processing rooms:**

Holdings storage rooms and exhibit cases housing original holdings have the most

restrictive pollutant requirements of any space within the Presidential Library, followed by the processing rooms (See [Figure 3.4](#)). Carpet, vinyl tiles, and wall coverings must not be used in these areas. The floor, walls, and ceiling in storage and processing rooms must be primed and painted to prevent dust. All construction and finish materials used in holdings storage and processing rooms must be pre-approved by NARA. General requirements are:

3.90.1 A water-based acrylic latex paint approved by NARA must be used for walls and ceiling.

3.90.2 Storage floors must be concrete, sealed to prevent dust and provide an easily cleanable surface. A low VOC acrylic membrane-curing compound must be used for the concrete floors of the storage rooms, followed by two coats of a floor epoxy. The VOC outgassing of any epoxy and floor coatings in holdings storage and processing rooms must be limited by restricting the use of toluene and xylene in the floor coating mix.

3.90.3 NARA must approve sealants, caulks, gaskets, and weather-stripping used in the storage rooms.

### 3.91 **Painted metal surfaces:**

3.91.1 Storage furniture: While certain aluminum or stainless steel metal storage furniture and metal elements in storage rooms may be left bare, it is most common for storage furniture to have a coated surface. A powder-coating system must be used to paint all painted metal shelving surfaces (including map cases, museum cabinets, etc.) in all holdings storage rooms. The powder-coating polymer must be a polyester epoxy hybrid or best equivalent available that passes NARA-conducted or independent lab tests for hardness, coating stability, bending, coating adhesion, and coating durability. The paint must not exceed the outgassing limits specified in [Figure 3.4](#). Powder coating must not be applied to metal surfaces onsite in the storage area.

3.91.2 Standard test methods: NARA standard test methods for painted or powder coated finished metal surfaces are as follows:

3.91.2.1 Test for Hardness (ASTM D Method 3363-00 Standard Test Method for Film Hardness by Pencil Test)

3.91.2.2 Test for Chemical Resistance of Coatings and Finishes (ASTM 3363)

3.91.2.3 Test for Coating Softening on Exposure to Chemical Vapors (ASTM 3363)

3.91.2.4 Test for Coating Stability (tested by 2 methods ASTM D-4526 Practice for Determination of Volatiles in Polymers by Headspace Gas Chromatography and Thermogravimetric Analysis)

3.91.2.5 Test for Coating Adhesion (ASTM D-3359 Method B Method for Measuring Adhesion by Tape Test)

3.91.2.6 Test for Coating Durability (modification of ASTM D-4060 Standard test Method for Abrasion Resistance of Organic Coating by the Taber Abraser)

3.91.2.7 Bend Test. (ASTM D522-93a Standard Test Methods for Mandrel Bend Test of Attached Organic Coatings)

3.91.3 Limits: The following limits must be used for the tests specified in par. 3.91.2:

3.91.3.1 Hardness: (ASTM Method 3363): In the case of liquid exposure, the coating must not be softened immediately afterwards by more than three hardness units and after 24 hours, show softening of one hardness unit or less. In the case of vapor exposure, the coating must not soften more than one hardness unit immediately after exposure. Both the liquid and vapor test are evaluated by the gouge and scratch method and after either test the coating must show a hardness of HB or better. The liquid exposure is as follows:

3.91.3.1.1 Phase 1: Perform the pencil test to determine the baseline hardness of the coating.

3.91.3.1.2 Phase 2: A two-hour vapor exposure in a sealed container after which the metal is immediately tested for hardness. The hardness level should not have changed more than three pencil units from the baseline hardness test. Coatings to be tested using the following chemicals:

- cold water
- 3.5% ammonia in water
- 5% sodium hydroxide in water
- 5% thymol in ethanol
- insecticide containing diazion
- insecticide containing bendicard
- insecticide containing propoxur
- insecticide containing resmethrin
- chlorinated cleaning solution
- quaternary ammonium salts
- carbon disulfide
- 5% sodium carbonate in water

3.91.3.1.3 Phase 3: The coated metal is totally immersed in a chemical for 24 hours after which the metal is immediately tested for

hardness. The hardness level of the metal should not change more three pencil units from the baseline tests. Coating to be tested using the following chemicals:

- cold water
- 3.5% ammonia in water
- 5% sodium hydroxide in water
- 5% thymol in ethanol
- insecticide containing diazion
- insecticide containing bendicard
- insecticide containing propoxur
- insecticide containing resmethrin
- chlorinated cleaning solution
- quaternary ammonium salts
- carbon disulfide
- 5% sodium carbonate in water

3.91.3.2 Coating Stability: (ASTM D-4526):

3.91.3.2.1 The cured coating must be evaluated by GC/MS headspace analysis after 1 hour at 120°C, and there must be no aldehydes, low molecular weight organic acids, or solvents found (if any are found, amounts must be identified and approved).

3.91.3.2.2 The thermogravimetric analysis of the cured coating when heated from 30° to 700°C at 10 degrees/min in dry air must show less than 1% weight loss between 40° and 270°C.

3.91.3.3 Coating Adhesion: (ASTM D-3359 Method B) The coating must meet classification 5B.

3.91.3.4 Coating Durability: (modification of ASTM D-4060) 1,000 cycles of the Tabor Abraser equipped with CS-10 wheels, under 1 Kg load must not remove more than 65 mg of sample.

3.91.3.5 Bend Test: 20-gauge coated steel panel bent around a ¼ inch rod to an angle of 180 degrees must show no cracking, flaking, or loss of coating.

3.91.4 Ceiling pipes and exterior stack walls:

Any ceiling pipe and the exterior stack wall metal panels must be coated with an acrylic primer (water reducible) covered by two acrylic latex paint coats.

3.92 **Exhibit galleries and cases:**

Construction materials and finishes used throughout the galleries, in new Library construction or additions to existing Libraries, must be chosen according to the requirements stated in these standards. In addition, exhibit cases, in new Library construction or additions to existing Libraries, that display original holdings, or that may display holdings in the future, are required to meet additional restrictions of VOCs and acidity levels within the display chamber. The conservation criteria must identify any holdings of concern. The use of wood or wood products in the production of display chambers must be avoided in favor of other materials such as aluminum panels, acid-free paper honeycomb panel, high-density polyethylene, aluminum/polyethylene laminates, glass, and stable plastic sheets. Use of wood within the display chamber of an exhibit case may require isolation using a vapor barrier laminate or foil. In addition, exhibit cases displaying original holdings must be finished then aerated for four weeks prior to installation of holdings. Additional security requirements for exhibit gallery cases, in new Library construction or additions to existing Libraries, are indicated at paragraph [3.78.13](#).

**3.93 Insulation:**

Although insulation is not a finish product, it is included in this section due to its significance in regards to outgassing. Formaldehyde-based insulation and foam in place insulation must be avoided throughout the Library and must not be used in holdings storage rooms or exhibit galleries.

**3.94 Specific finish requirements by location:**

**Figure 3-7** provides specific finish requirements by location. These are to be provided unless a special finish, such as hard wood flooring, is proposed and accepted by NARA.

**Figure 3-7: Finishes**

<b>Location</b>	<b>Floor</b>	<b>Wall</b>	<b>Special Requirements</b>
Office area	Carpet, minimum of 32 ounce per sq. yd.	Medium duty wall covering	Carpet must have anti-static control at a maximum of 3.5 kV.
Public entrance and lobby	High traffic and heavy duty use finish	High wearability, heavy duty wear rating	Wall covering must have a flame spread rating of less than 25 and a smoke rating of less than 45. Entrance vestibules must have a mat system to prevent dirt and moisture from being tracked into the facility. Floor finishes at entrances must take into consideration the possibility of moisture being tracked in and must be

*Architectural and Design Standards for Presidential Libraries [July 2018]*

<b>Location</b>	<b>Floor</b>	<b>Wall</b>	<b>Special Requirements</b>
			resistant to slippage.
Processing rooms	Tile	Medium duty wear rating	Tile must have anti-static control at a maximum of 2.0 kV.
Exhibit production	Sealed Concrete	Medium duty wear rating	Exterior corners require edge protection.
Loading dock	Hard industrial epoxy floor finish	Sealed or painted masonry	All epoxy floor coverings to meet the requirements in these standards.
Materials movement corridor	Hard industrial epoxy floor finish	Sealed or painted masonry or heavy duty wear rated	Exterior corners require edge protection.
Security control center	Carpet	Medium duty wear rating wall covering	Carpet must have anti-static control at a maximum of 3.5 kV.
Computer room/Switch closets	Epoxy floor coating in new Library construction or additions to existing Libraries	Sealed or painted masonry or heavy duty wear rated	Seal concrete with a low volatile organic compound (VOC) acrylic membrane curing compound followed by a floor epoxy in new Library construction or additions to existing Libraries
Holdings storage rooms (including SCIFs)	Epoxy floor coating	Sealed and painted masonry	Seal concrete with a low volatile organic compound (VOC) acrylic membrane curing compound followed by a floor epoxy.
Research room	Carpet	Medium duty wear rating wall covering	Wall coverings must have a flame spread rating of less than 25 and a smoke rating of less than 45 per ASTM E 84. Carpet must conform to ASTM E 648 Class 1 requirements. Carpet must have anti-static control at a maximum of 3.5 kV.
Museum temporary exhibit gallery	Carpet	Heavy duty wear rating	Access flooring must be provided for wiring and video and data for the exhibits.
Museum permanent exhibit gallery	Heavy duty	Heavy duty wear rating	Wall coverings must have a flame spread rating of less than 25 and a smoke rating of less than 50.
Exhibit cases			All stainless or aluminum metal. Other paint system, laminate system, or textile

Location	Floor	Wall	Special Requirements
			used inside the exhibit cases must be pre-approved by NARA.

**3.95 Concrete epoxy-related work:**

3.95.1 Epoxy materials used for the Presidential Library building must have the following characteristics and properties:

3.95.1.1 All epoxy materials used in general construction for the Presidential Library must be a two-part epoxy adhesive material and must be of epichlorohydrinamine type.

3.95.1.2 The epoxy must be sensitive to the presence of water and moisture and must be capable of application and of strength development even when applied to damp surfaces having a temperature of 40 degrees or above.

3.95.1.3 The epoxy used must develop a minimum strength of 2000 psi in tension and 4000 psi in compression at the end of seven days.

3.95.1.4 Epoxies used must not deteriorate under approximately 200 freeze thaw cycles.

3.95.1.5 Epoxy mortar must be non-sagging.

3.95.2 Repair methods involving epoxy during the course of a project may include: epoxy injection of cracks, epoxy or polymer mortar patching, epoxy grouted dowels or reinforcing steel, and fresh concrete to hardened concrete bonding.

3.95.3 All concrete floors of holdings storage rooms must be sealed with a low volatile organic compound (VOC) acrylic membrane curing compound, followed by application of a floor epoxy. Limit the VOC off-gassing of any epoxy and floor coatings in any area where records are processed, used, stored, or exhibited to less than 0.1 part per million by restricting the use of toluene and xylene in the floor coating mix.

**3.96 Epoxy - applicable standards:** The applicable epoxy related work standards are:

3.96.1 American Society for Testing and Materials: (ASTM) C881, *Standard Specifications for Epoxy-Resin-Base Bonding Systems for Concrete*

3.96.2 American Concrete Institute (ACI):

3.96.2.1 ACI 503, *Use of Epoxy Compounds with Concrete*

3.96.2.2 ACI 503.1, *Standard Specification for Bonding, Hardened Concrete, Steel, Wood, Brick, and Other Materials to Hardened Concrete with a Multi-Component Epoxy Adhesive*

3.96.2.3 ACI 503.2, *Standard Specification for Bonding Plastic Concrete to Hardened Concrete with a Multi component Epoxy Adhesive*

3.96.2.4 ACI 503.4, *Standard Specification for Repairing Concrete with Epoxy Mortars*

**3.97 Use of wood products:**

3.97.1 Plywood and other wood-based boards present special concerns because most boards outgas unacceptable amounts of formaldehyde and other pollutants. This is particularly significant to the preservation of holdings displayed in exhibit cases. While paragraph [3.98](#) can be used to select wood products for general construction purposes, NARA must approve all materials used in the exhibit construction for new Libraries and the museum redesign for existing Libraries. Any wood product used in exhibit cases must be pre-approved by NARA, and its use requires additional measures to limit outgassing and acidity, such as isolation of the wood or the use of a pollutant filtration system within the case.

3.97.2 Wood products must not be used inside holdings storage or processing rooms, and wood products must be limited to the fullest extent possible in research rooms to prevent damage to holdings.

3.97.3 Particle board, pressboard, and similar wood composite panels must not be used for office furniture in archival or museum staff offices or holdings storage, processing and research rooms, and exhibit galleries. Use of these products is discouraged throughout the Presidential Library.

**3.98 Finish carpentry - applicable standards:**

3.98.1 Lumber standards: A&E firms must comply with PS 20 “American Softwood Lumber Standard” for lumber and with applicable grading rules of inspection agencies certified by American Lumber Standards Committee Board of Review.

3.98.2 Virgin Lumber: Lumber fabricated from old growth timber is not permitted. Provide sustainably harvested, certified or labeled in accordance with FSC, SFI, or CSA guidelines.

3.98.3 Plywood standards: A&E firms must comply with PS 1, US Department of Commerce, “U.S. Product Standard for Construction and Industrial Plywood” for plywood and for products not manufactured under PS 1 with APA-PRP-405, Performance Wood Panels. Softwood plywood bonded with exterior adhesive systems based on phenol-formaldehyde and hardwood plywood meeting



ANSI/HPVA HP-1 emit lower levels of formaldehyde and are preferred.

- 3.98.4 Paneling - applicable standards: A&E firms must comply with applicable requirements of ANSI/HPVA HP-1, Hardwood Veneer Plywood Paneling: Manufacturers stock hardwood plywood panels.
- 3.98.5 Woodwork - applicable standards: A&E firms must comply with the following standards.
  - 3.98.5.1 Hardboard: ANSI/AHA A1 35.4
  - 3.98.5.2 High Pressure Laminate: NEMA LD 3
  - 3.98.5.3 Medium Density Fiberboard: ANSI A208.2
  - 3.98.5.4 Particle boards: ANSI A208.1
  - 3.98.5.5 Softwood Plywood: PS 1
  - 3.98.5.6 Hardwood Plywood: ANSI/HPVA HP-1
- 3.98.6 Formaldehyde emission levels: Whenever possible, A&E firms must use exterior grade plywood. A&E firms must comply with formaldehyde emission requirements of each voluntary standard referenced below:
  - 3.98.6.1 Particle boards: NPA 8. (ANSI A208.1)
  - 3.98.6.2 Particle board flooring: ANSI grades “PBU”, “D2”, or “D3”
  - 3.98.6.3 Medium Density Fiberboard: NPA 9. (ANSI A208.2)
  - 3.98.6.4 Hardwood Plywood: HPMA FE. (ANSI/HPVA HP-1)

## **Section K: Lighting**

### **3.99 General considerations for New Libraries and Museum Redesigns:**

- 3.99.1 Lighting design for Presidential Libraries is complex. Good lighting provides a pleasant environment for visitors and illumination necessary for staff functions. Lighting systems are a maintenance concern and generally represent 25% of the energy budget. Lighting in all areas, natural and artificial, also has an impact on the long-term preservation of Presidential holdings. The Project must also achieve a minimum daylight factor of 2% for all office spaces.
- 3.99.2 The energy provided by visible light, both natural and from artificial sources, causes deterioration of textual and non-textual holdings and artifacts. This damage results in fading and color shifts in ink and other media, photographs, textiles, furniture, and a wide range of other holdings. Infrared radiation (heat), visible light, and ultraviolet (UV) radiation below 400 nm cause the physical breakdown of paper, photographs, textiles, and other organic materials. The damage caused by light is not reversible and cannot be changed through any conservation treatment. Therefore the level of infrared radiation, visible light, and UV radiation must be strictly controlled in holdings storage, research and processing rooms, and exhibit galleries and natural daylight is prohibited in these areas.
- 3.99.3 Because damage caused by light exposure is cumulative, measures to limit the total length of exposure must be implemented. Motion or occupancy sensing activation of selected artificial lighting is required in storage rooms and exhibit galleries. Natural lighting must be excluded from storage and processing rooms altogether. In a new facility natural light must be excluded from exhibit galleries. Renovations to an existing gallery with natural light must prohibit natural light to every extent possible and must filter and control any natural light that cannot be excluded.
- 3.99.4 Heat produced by lamps and lighting power sources also accelerates deterioration. Therefore, storage shelving and holdings work surfaces must not be heated by direct lighting sources, including task lighting in storage, processing, and research rooms. Exhibit lighting must not heat the surface of holdings or heat the internal temperature of any exhibit case.
- 3.99.5 The lighting design must include a consideration of lamp replacements. Lamp replacement must not require the use of scaffolding.
- 3.99.6 The lighting design must also allow for control of light levels at individual work stations or task areas.
- 3.99.7 Addition security requirements for lighting are indicated at paragraph [3.82.4](#).

3.99.8 See [Figure 3-8](#) for a summary of lighting requirements.

**Figure 3-8: Lighting**

<b>Area</b>	<b>Light Level in Lux</b>	<b>Maximum UV Level in microwatts per lumen</b>	<b>Dimmers or Sensors Required</b>
Exhibit Galleries	30-200	10	both dimmers and sensors required
Storage Rooms	200-500	10	sensor activated
Processing Rooms	200-500	10	occupancy sensors
Research Rooms	200-500	10	occupancy sensors

**3.100 Energy efficient lighting standards:**

To achieve the goal of energy conservation within the context of effective lighting design, the following lighting design principles must be considered:

- 3.100.1 A&E firms must minimize the lighting demand load by using controls other than simple on and off switches such as automatic dimmers and sensors. Automatic lighting controls must be placed in staff restrooms, mechanical and electrical rooms, custodial storage areas, and in loading dock areas. These areas will still require emergency lighting, but the main lighting can be controlled by infrared or ultrasonic sensors which detect occupancy. Storage rooms must also be considered for automatic lighting controls. For example, within compact shelving units, aisle lighting must be activated when a carriage is accessed.
- 3.100.2 If higher lighting levels are required due to visual task difficulty, individual visual differences, glare factors, or varying visual tasks, localized task lights must be used to supplement the general lighting in the space.
- 3.100.3 Task lighting must be limited to the required work location in the storage and processing rooms, museum exhibit galleries, and offices. The task lights must be placed so that they minimize direct glare and ceiling reflections. The ratio of supplementary task luminance to general or ambient luminance must not be in excess of 3 to 1. Uniform distribution of general lighting may be more appropriate than individual task lights in work spaces that are densely occupied.
- 3.100.4 Lighting equipment that will provide high lighting efficiency while meeting criteria for low power consumption must be used. High efficiency lamps having the appropriate luminous efficacy, life expectancy, color temperature, and color rendering characteristics must be used. Important ballast considerations include

ballast factor, power factor, noise rating, and start and restart characteristics. All tube florescent fixtures must be T-8 with high efficiency electronic ballasts.

- 3.100.5 A&E firms must not use low efficiency lamps, such as incandescent, except for applications where their color characteristics or point source capabilities cannot be duplicated. The use of low efficiency “extended service” incandescent lamps must be limited to applications where lamp access is difficult or maintenance costs are prohibitive.

### **3.101 Museum permanent exhibit gallery**

- 3.101.1 This section pertains to new Libraries and museum redesigns at existing Libraries.
- 3.101.2 The conservation criteria developed to protect NARA holdings selected for an exhibit must state lighting levels and any other lighting requirements. A lighting plan for all exhibit spaces is required as part of the 50% architectural design review. This plan must convey the type of lighting systems proposed for use, the location of both lamps and any power sources or transformers, and the type of lamps including wattage and spread. A lighting study will be helpful in determining whether or not the proposed lighting plan is acceptable. A lighting study must include estimated total Lux falling on locations where holdings are to be displayed. NARA reserves the right to require a mockup of case lighting to determine suitability and the application of lighting standards.
- 3.101.3 Due to specific requirements for different types of holdings, the lighting system must be designed for adjustability and flexibility. The lighting system must be capable of providing a typical exhibit light level range of 30-200 Lux. Dimmers and sensors to control light falling on original collection material must always be considered and must be included when specified in the conservation criteria.
- 3.101.4 The amount of UV produced by any light source must be as little as possible, but must not exceed 10 microwatts/lumen. Filters, specialized low UV lamps, or other specialized control measures will usually be required to meet these UV requirements. Alternatively, for some applications, UV filtration can be provided via case and frame glazing.
- 3.101.5 Holdings must not be lit with natural lighting. Glazing must not be used in exhibit galleries except as outlined in this paragraph. Under rare exceptions, natural lighting may be allowed, for example, to illuminate certain non-sensitive holdings such as metal or stone sculpture. NARA must approve any such exceptions early in the design process, and special measures as identified by NARA to protect the object from heat or excessive light must be undertaken.
- 3.101.6 Fiber optic lighting for case illumination is preferred. When fiber optic lighting is used inside an exhibit case, the light source (illuminator) must be physically

separated from the display chamber, and heat generated must be dissipated according to manufacturer's specifications.

- 3.101.7 In order to protect materials from heat build-up, incandescent lamps and fluorescent and LED lighting systems that illuminate holdings inside exhibit cases must be external to the exhibit case (i.e., track lighting outside of case). Lights must be kept at a distance sufficient to prevent any heating of holdings. Generally, this will require a distance between lights and the holdings of 24 inches when using fluorescent and LED lights and 36 inches when using incandescent or halogen lights.
  - 3.101.8 When external lighting is not feasible, all lighting sources must be located in a lighting chamber that is physically separated from the display chamber housing holdings. The lighting chamber must be vented, and a fan to dissipate heat may be required, depending on the case design and location. Renovation to existing cases must comply with these requirements.
  - 3.101.9 Unless otherwise desirable for effect, lamps used throughout the exhibit galleries must have a color temperature of or close to 3500° K. A "white" light must be provided even at the lowest required light levels.
  - 3.101.10 Measurements of the light falling on any holdings (textual, non-textual, or artifact) must be evaluated with a properly calibrated light meter that is equipped to measure both the levels of light and the proportional levels of UV. Renovations to an existing exhibit must incorporate these standards and must include testing to confirm compliance.
  - 3.101.11 The holdings must not be illuminated during non-public hours. Lighting design must allow for lights to be turned on and off either through a computerized program or master switch(es). Ambient night-time lighting must be confined to aisles and must be no more than 30 Lux. In addition, sensors must be located to limit light exposure of the holdings when a gallery is unoccupied during public hours.
  - 3.101.12 A separate lighting system must be provided for security and maintenance of galleries. The case lighting system and any external lighting that falls on exhibited holdings must not serve as the maintenance lighting system.
  - 3.101.13 A final lighting maintenance plan must be provided that identifies the precise location of each lamp and its specifications, including wattage, beam type and aim, and angle of adjustment.
- 3.102 **Museum temporary exhibit gallery:**

The museum temporary exhibit lighting levels must meet those of the museum permanent exhibit gallery. In addition, all temporary exhibit lighting systems must be controllable

through dimmers.

**3.103 Storage areas:**

Lighting must be motion activated (or carriage activated in compact shelving areas) in all textual, non-textual, or artifact holdings storage rooms. Normal light levels must provide at least 200 Lux, but not more than 500 Lux measured 36 inches above the floor level. Levels of ultraviolet radiation must not exceed 10 microwatts/lumen. Fluorescent lamps must be a minimum of 24 inches away from any holdings. Incandescent lighting must be at least 36 inches away from holdings.

**3.104 Processing rooms:**

Levels of ultraviolet radiation measured from the light source must not exceed 10 microwatts/lumen. Measurements of the light falling in the processing rooms must be evaluated, and UV filters fitted on windows, florescent tubes, or other lighting fixtures to meet these requirements. Provision must be made for supplemental task lighting where short-term use of higher lighting levels is required. To prevent damage from heat build-up, fluorescent lamps must be located at least 24 inches and incandescent or halogen tungsten lamps at least 36 inches from the work surfaces.

**3.105 Public entrance and lobby:**

Public entrances and lobby areas may have sufficient amounts of sunlight to make total reliance on artificial lighting unnecessary. Dimmers, louvers, or shades should be provided in these areas to control glare and sunlight. There must be a gradual transition from such brightly-lit areas into the less brightly-lit exhibit galleries.

**3.106 Orientation theater/auditorium:**

These areas must be equipped with dimmers that can be operated by Library staff to adjust the lighting to levels appropriate for particular functions.

**3.107 Research rooms:**

3.107.1 Ambient lighting of at least 200 Lux must be supplemented by task lighting to achieve 750 Lux at the work surface. Levels of ultraviolet radiation at the work surface must not exceed 10 microwatts/lumen.

3.107.2 The non-textual research room must include areas used for viewing video tapes and digital images and listening to recorded tapes. Lighting controls must provide a range from 750 to 200 Lux at the work surface. Noise control ratings of less than 40 are required for this area, including the mechanical and ventilation equipment.

3.107.3 The textual research room must include an area for viewing microfilm. Lighting

controls must allow dimming the lighting levels to 200 Lux or below. Textual research room must have additional outlets for laptops and scanners.

**3.108 Emergency lighting:**

The building must be provided with emergency exit lighting as required by NFPA and emergency lighting must be provided for all emergency exit areas. Emergency lighting, connected to the building emergency system, must be provided in all public rooms with one emergency lighting fixture for every 250 square feet of space. Emergency lighting providing at least 50 Lux must be provided in all storage and processing areas and in the exhibit production rooms. In rooms where a darkened environment is sometime required (i.e., non-textual processing and research room), the emergency fixtures must be separately circuited to come on in a power failure. Additional security requirements for emergency lighting are indicated at paragraph [3.82.4](#).

**3.109 Perimeter lighting:**

3.109.1 The following are examples of effective site lighting levels: at vehicular and pedestrian entrance, 15 horizontal maintained foot candles; and for perimeter and vehicular and pedestrian circulation areas, 5 horizontal maintained foot candles.

3.109.2 In most circumstances, perimeter lighting should be continuous above the boundary of the exclusion zone (100 feet from building) with minimal hot and cold spots and sufficient to support CCTV and other surveillance. However, for safety reasons and issues related to camera technology, lower levels may be desirable. Other codes or standards may restrict site lighting levels.

3.109.3 Lighting for parking areas should meet a higher standard than determined by the Illuminations Engineering Society of North America (IESNA) Subcommittee on Off-Roadway Facilities. The minimum for parking areas should be 2.5 foot candles for horizontal illumination at pavement with a vertical illumination of 1 foot candle 5 feet above the pavement and a uniformity ratio between 4:1 and 20:1.

3.109.4 Light trespass from the site should be eliminated.

3.109.5 Additional security requirements for perimeter lighting are indicated at paragraph [3.82.4](#).

**3.110 Ease of use:**

All lighting systems must be designed and installed to allow ease of maintenance. The bulbs and filters must be easily located and changed.

## **Section L: Glazing**

### **3.111 General considerations:**

- 3.111.1 Natural lighting can be attractive and lower the requirements for artificial lighting. However natural light also contributes to the aging and fading of furnishings and holdings. Glazing in certain areas of Presidential Libraries must be limited, and in all areas, the glazing must control ultraviolet and infrared radiation.
- 3.111.2 Exterior glazing is prohibited in textual, audiovisual, and artifact storage and processing rooms, and in all museum exhibit galleries. Any glazing incorporated into the general assembly and visitor services areas must meet safety requirements and must filter out ultraviolet radiation. Natural lighting in any area must not affect any museum exhibit gallery.
- 3.111.3 Where glazing is provided, it must have ultraviolet filtration sufficient to filter out 99% of the UV radiation below 400 nanometers wavelength. In any area with natural lighting, including offices, the amount of UV radiation from natural light on the work surface must not exceed 10 microwatts per square lumen. Filtration must be provided by a UV filtering interlayer, which also provides strength to the glass for security purposes. A UV filtering film applied on the surface of the glazing is not acceptable. Filtration applied to original windows on an historic property must use appropriate methods as determined by an historic preservation architect.
- 3.111.4 The choice of double or triple glazed windows must be based on climate and energy conservation requirements. Highly reflective glass which produces mirror images must be used with care to avoid creating glare in surrounding streets and buildings. Safety glass must be used in all windows and window walls to 10 feet above the floor and exterior grade. Generally, the glazing system must withstand normal thermal movement, wind loading, water and air infiltration, security requirements, and impact loading (where applicable), without failure including loss or glass breakage. Glazing must be insulated to restrict heat loss and gain.

### **3.112 Safety glass:**

- 3.112.1 Safety glass must be provided at all building entrances and in all windows and window walls to 10 feet above the floor and exterior grade. All glazing to 10 feet above grade around the building must have a break safety of 400 ft-lbs and be two ply with at least a 0.03 inch plastic interlayer (0.06 to 0.09 inch is preferred).
- 3.112.2 In accordance with the safety standards for glazing provided in this Part,



entrance doors and glass must be a Category II as provided by the Consumer Products Safety Commission and have a break safety of at least 400 foot pounds and be two ply, with at least a 0.03 inch plastic interlayer.

3.112.3 Glazing must also have the capabilities of resisting a blast of 50 pounds of TNT from a distance of 45 feet from the building. The properties of the glass must be such that the glass will not shatter.

3.112.4 Cases in the permanent exhibit gallery must be glazed with safety glass. This includes case fronts and smaller case bonnets. Laminated glass tested in accordance with ASTM F1233 will be resistance to breakage by blunt force and shatterproof and will be bullet and blast resistant.

**3.113 Security glazing:**

Any glazing in secure areas, such as vision panels in the Security Control Center, must be of laminated glass and be burglary and forced entry-resistant in accordance with Underwriters Laboratory Test UL 972. Laminated glass with an interlayer can satisfy the requirements of UL 972. A simple construction of two layers of glass of 9/16 inch total thickness including a 0.090 inch or greater interlayer will meet these requirements.

**3.114 Condensation resistance:**

Windows must have a condensation resistance factor (CRF) adequate to prevent condensation from forming on the interior surfaces of the windows and frames. The CRF can be determined by testing in accordance with AAMA 1502.7, Voluntary Test Method for Condensation Resistance of Windows, Doors and Glazed Wall Sections. Where a CRF in excess of 60 is required, windows must not be used unless some condensation can be tolerated or other methods are used to prevent or remove condensation.

**3.115 Additional standards applicable to glazing:**

3.115.1 FGMA Publications: FGMA Glazing Manual

3.115.2 AAMA Publications: AAMA TIR-A7 Sloped Glazing Guidelines and Glass Design for Sloped Glazing

3.115.3 LSGA Publications: LSGA Design Guide

3.115.4 SIGMA Publications: TM-3000 Vertical Glazing Guidelines and TB-3001 Sloped Glazing Guidelines

3.115.5 Safety Glass: Products complying with ANSI Z97.1 and testing requirements of 16 CFR Part 1201

3.115.6 Fire-Resistive Glazing Products for Door Assemblies: Products identical to

those tested per ASTM E-152, labeled and listed by UL or another testing and inspecting agency acceptable to authorities having jurisdiction

- 3.115.7 Fire-Resistive Glazing Products for Window Assemblies: Products identical to those tested per ASTM E-163, labeled and listed by UL or another testing and inspecting agency acceptable to authorities having jurisdiction
- 3.115.8 16 CFR 1201, Safety Standards for Architectural Glazing, Sealed Insulating Glass Manufacturing Association
- 3.115.9 ASTM C920, Elastomeric Joint Sealant
- 3.115.10 SAFETY ANSI Z97.1
- 3.115.11 Fire Resistant ASTM E-152
- 3.115.12 Insulated Glass Criteria - IGCC International Glass Cert. Council
- 3.115.13 ASTM C 1036 - TYPE 1
- 3.115.14 ASTM F1233-08 (2013) Standard Test Method for Security Glazing Materials and Systems.

## **Section M: Plumbing**

### **3.116 General approach:**

- 3.116.1 Per NARA's Agency Sustainability Plan, design of new facilities should comply with Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings (Guiding Principles). Regarding indoor water, A&E firms should employ strategies that in aggregate use a minimum of 20 % less potable water than the indoor water use baseline calculated for the building, after meeting the EPA Act 1992, Uniform Plumbing Codes 2006, and the International Plumbing Codes 2006 fixture performance requirements. The installation of water meters is encouraged to allow for the management of water use during occupancy. The use of harvested rainwater, treated wastewater, and air conditioner condensate should also be considered and used where feasible for nonpotable and potable use where allowed.
- 3.116.2 The purpose of plumbing systems in Presidential Library buildings is to provide a safe system of plumbing and its components for the occupants and support to the mechanical systems required for this space. The installation of the systems shall ensure the preservation of all holdings. Ideally, the systems must work so well that the building occupants are not aware of them. Precise design of the systems and specialized equipment is essential in order to provide the environmental standards necessary for long-term preservation of holdings, while attempting to eliminate water damage in these critical areas. A high level of durability and the ability to replace system components during the life of the building at a reasonable cost must be important design criteria. Systems must also be designed for energy efficiency, and the design must allow for ease of maintenance.
- 3.116.2.1 Do not run piping (except fire protection sprinkler piping and storm water roof drainage piping) through or directly above any holdings storage room or exhibit gallery. Pipes must not run through or directly above processing or research rooms.
- 3.116.2.2 If drainage piping from roof drains must be run through records storage areas, the piping must be run to the nearest vertical riser and must include a continuous seamless gutter sized and installed beneath the lateral runs to prevent leakage into the storage area. Vertical pipe risers in records storage areas must be fully enclosed by shaft construction with appropriate maintenance access panels.
- 3.116.3 In the design and selection of the appropriate plumbing systems and components, economics and energy conservation must be considered in selections and implementation that will maintain the critical areas. The general concept and guideline is to provide areas where drainage and supply systems do

not occur immediately adjacent to or above areas of archival storage. There shall be no storage of liquids above the level of document storage. In addition, fluids such as natural gas, or fuel oil shall not be installed or utilized for fired equipment requirements, these shall occur beyond the fire rated enclosure. The appropriate rating of the separation shall be as determined in the Fire and Life Safety section.

- 3.116.4 Plumbing equipment and systems must make best use of available natural resources. All components of the systems shall be in compliance with NARA standards and in compliance with the local authorities having jurisdiction.
- 3.116.5 The plumbing system must undergo a pre-occupancy testing of the systems to verify proper operation of system components. The systems serving critical areas should be fully operable three (3) months prior, but must be fully operable one (1) month prior to moving holdings into the building. This will allow the systems to be monitored and any necessary adjustments to be made prior to holdings exposure. All systems, both general and critical, must continue to be monitored for 12 months after NARA accepts the building, and the designer must make any adjustment necessary to provide the environments required in this Standard.

**3.117 Plumbing codes and standards:**

- 3.117.1 The basis for the plumbing design must be the International Plumbing Code 2006 (or latest edition). In addition, the local code authorities and their requirements shall be incorporated into the design. Variations and requests for relief from the local requirements shall be reviewed and approved with the project team.
- 3.117.2 The standards listed here are intended as guidelines for building-wide design. They are mandatory only where referenced as such in the text of the chapter. The list is not meant to restrict the use of additional guides or standards.
  - 3.117.2.1 American Society of Plumbing Engineers (ASPE) Handbook of Fundamentals
  - 3.117.2.2 ASHRAE/ANSI 15, Safety Standard for Refrigeration Systems
  - 3.117.2.3 ASHRAE/IES 90.1, Energy Conservation Standards
  - 3.117.2.4 ASHRAE 100, Energy Conservation in Existing Buildings
  - 3.117.2.5 National Fire Protection Association (NFPA) Standards 54, 90, 90A, 90B, 92, and 96
  - 3.117.2.6 Sound attenuation, including mechanical equipment [Naval Facilities Guide Specs; (NFGS) 15070, sound criteria, duct work: SMACNA APIDC, 1975, SMACNA; ASMM 1993]

## **Section N: Shelving**

### **3.118 Approval of shelving configurations:**

3.118.1 NARA maintains a list of shelving configurations (including fire suppression and fire detection system specifications) that have been approved as meeting NARA's maximum loss criteria (see paragraph [3.64.3.6](#)).

3.118.2 If a shelving configuration other than one previously approved by NARA is being considered, the proposed shelving configuration (including the proposed fire suppression and fire detection systems) must be evaluated by the designer and approved by NARA for conformance with NARA's maximum loss criteria.

3.118.2.1 The method of evaluation of the proposed shelving configuration must be either by live fire testing performed at a nationally recognized live fire testing facility or by computer modeling.

3.118.2.2 If computer modeling is used, the computer mode used must be a computational fluid dynamics mode such as Fire Dynamics Simulation (FDS) or equivalent. The FDS mode, which was developed by the National Institute of Standards and Technology in Gaithersburg, Maryland, and has been used in previous NARA fire studies, is a mode of fire-driven fluid flow. The software solves numerically a form of the Navier-Stokes equation appropriate for low-speed, thermally-driven flow with an emphasis on smoke and heat transport from fires. The most current version of FDS must be used in evaluating the proposed shelving configuration.

### **3.119 General requirements for preservation-quality steel storage shelving:**

3.119.1 The Foundation must furnish all archival quality steel storage shelving and all associated supervision, personnel, tools, materials, and transportation necessary for its installation.

3.119.2 Only all-steel storage shelving, either stainless or industrial style is acceptable for archival storage. Each shelving unit must have solid steel shelves. The top, canopy, shelf specified for all archival shelving units is not used for storage, but to facilitate the distribution of water from fused sprinklers in the event of a stack fire in order to limit the maximum anticipated loss in any single fire event to less than 300 cubic feet of archives destroyed. For certain specialized artifact storage units, aluminum may be acceptable.

3.119.3 Storage shelving, as appropriate to the Library's need, may be either fixed (static) type or compact mobile type, including electrically-operated. NARA will work with the designer to develop a shelving plan appropriate for the size and

quantity of holdings and artifacts some of which vary greatly in size and diversity.

- 3.119.4 The storage shelving to be provided and installed by the Foundation must be new and comply with very strict performance specifications in order to achieve optimal fire safety and archival preservation. For textual holdings, the shelving is also intended to achieve an optimal archival storage capacity through use of a standard shelf-size, 16" deep x 40" wide, designed to accommodate precisely most of the holdings in either or both of the in-use standard boxes having outside dimensions, 10-1/2" high x 5-1/4" wide x 12-1/2" long, for letter size holdings, or 10-1/2" high x 5-1/4" wide x 15-1/2" long, for legal size holdings.
- 3.119.5 Oversize textual, non-textual, or artifacts may require use of special shelving, or racking systems, in terms of other shelf sizes and configurations. Such systems must be industrial style, preservation quality, with the shelves rated at least 50 pounds of load carrying capacity for each cubic foot of storage space provided. Shelving plans for holdings requiring special configurations, particularly non-textual and artifact holdings, must be coordinated with NARA and the final plan must be approved by NARA.
- 3.119.6 The shelving arrays must be open or skeleton type unless otherwise required for non-textual or artifact holdings, except that side panels of full height must be installed to close both ends of all shelving rows on the main aisle side of the units.
- 3.119.7 The shelving must be installed, braced, and otherwise secured to prevent deflection, lean, or collapse under full load during normal use. Specifications for the design and testing of shelving are based on ANSI MH28.2 Shelving Manufacturers Association (SMA).
- 3.119.8 Installed shelving systems, including compact mobile shelving, must be laterally braced against seismic forces as required by the International Building Code (IBC) either through top bracing or rotational restraint at the base. All storage shelving must also be designed and installed to provide seismic bracing that meets the applicable local building code and may require shelf guards or other restraints. .
- 3.119.9 Shelves and shelving carriages must have a maximum structural deflection of L/320. Heavy duty 18-gauge four post steel shelving and 11-gauge steel shelf supports are specified for maximum stability. All shelves must be adjustable at a maximum of 1-1/2 inch intervals.
- 3.119.10 Shelving for textual and non-textual holdings must include a pull-out work shelf, sized 15" deep x 37" wide, in lieu of the 3rd standard shelf above the floor in one shelving unit at the middle of each 36" wide records service aisle.

- 3.119.11 Preservation quality finishes, as specified in 3.91 Painted metal surfaces, must be applied to all industrial style shelving and to other archival or museum storage equipment. Such equipment must have a dry powder epoxy coated finish, parchment color #27769 per Federal Standard 595a, or other equally light reflective color. Certain aluminum equipment for artifact storage may not require a coating.
- 3.119.12 Preservation-quality archival storage shelving, especially of the type and sizes needed, is not normally a stocked product. Thus, time must be allowed for preservation testing and review, special ordering, and manufacturing.

**3.120 Performance specification for fixed type shelving:**

- 3.120.1 Adjustable fixed (static) type steel shelving, as typified in the Army's Federal Specifications AA-S-1048 (as approved by the General Services Administration), on Steel Storage Shelving Clip-Type, may be appropriate for the storage of certain oversize archival records or artifacts in Presidential Libraries.
- 3.120.2 Overall height of 144 or less inches is specified for the top surface of the top canopy shelf for all fixed shelving units installed in Presidential Libraries. This overall height is specified for optimal space, storage, stack lighting, operational, and fire safety reasons.
- 3.120.3 For holdings, at least nine shelves, including the unused top canopy shelf without holes, are required per shelving unit (except selected units with a substitute special pull-out work shelf). All shelving units must be overall size 16" deep x 40" wide, outside dimensions, with a minimum load carrying capacity of 200 pounds per shelf. The shelving units are installed in back-to-back double faced rows (32" deep overall without center stop dividers). Outside dimensions have a 1/32- inch +/- tolerance. All shelves are to be spaced on 13" vertical centers above a 2" high base closure on the face of all installed units on both sides of the 36" wide records service aisles.
- 3.120.4 The fixed type shelving units must be installed exclusively in double faced (back-to-back) rows, 32" in depth overall. All units must be bolted or clipped together within the double rows through the adjoining uprights at the approximate center of the upper, middle, and lower one-third of their height, as a minimum.
- 3.120.5 For holdings, on the face of all installed shelving units, at least 11" of clear vertical storage space must be provided between each level of all of the installed shelves, measured from the top shelf surface to the bottom of the flange of the shelf immediately above (in order to accommodate the 10-1/2" high standard-size archival storage boxes).

- 3.120.6 On the face of all installed shelving units, at least 38” of clear horizontal storage space must be provided between the posts on all of the 40” wide shelving units, measured near surface on the left upright to the near surface of the right upright (in order to accommodate and service 7 standard-size, 5-3/16” wide, archival storage boxes per shelf).
- 3.120.7 Two inch (2”) high base closures must be provided and bolted or otherwise firmly attached to the face of all installed units so that archives stored on the bottom shelves throughout the facility will be not less than three inches (3”) above the floor finish in order to eliminate or minimize their damage from sprinkler discharge or from domestic water spills. This 3 inch (3”) base height is in addition to the shelving height of 144 inches (144”) in 3.112.1 above.
- 3.120.8 Access to all shelved archives or other stored material is from standard 36” wide service aisles (NFPA Standard 101, *Life Safety Code*).
- 3.120.9 Higher shelving with additional shelves may be required to house the holdings, depending upon the volume and nature of the overall Library collections, although any higher shelving configuration other than that set forth above must be approved by NARA before installation.
- 3.120.10 All 40-inch shelving base closures must be bolted or otherwise securely fastened to the shelving units, at both ends, in order to withstand the impact of such ladder movements without the base closures becoming detached or bending.
- 3.120.11 End panels (partitions), 32” wide x 144” high, must be installed on both ends of all shelving rows on the sides of the units facing the main aisles.



**3.121 Performance specification for compact mobile shelving:**

- 3.121.1 NARA recommends the use of high-density, compact mobile shelving, electrically operated, on wheeled carriages that move on low-profile steel rails recessed in the concrete floors, as one practical method of achieving the long-term required storage capacity within the space limits of the endowment formula. Approximately twice the volume of material can be stored in the same space as fixed shelving.
- 3.121.2 Based on full-scale records fire tests, the mobile shelving must be designed with a “fire park” mode controlled with the building’s fire management system so that when a fire alarm is activated, or after hours, all rows of shelving automatically open approximately four inches (4”) to six inches (6”) in width and then lock in place in order to create flue spaces between the rows for fire suppression and air circulation. The mobile shelving also must be designed with state-of-the-art safety sensors and devices for lighting, security, and archival operations.
- 3.121.3 Overall height of 111 inches is specified for the top surface of the top canopy shelf for all compact mobile shelving units in order to limit the anticipated burn loss in a single fire event to less than 300 cubic feet of archives destroyed. This goal stems from NARA’s series of full-scale fire tests with records stored in compact mobile shelving at Underwriters Laboratories (UL). NARA approval must be obtained for arrays of mobile shelving higher than 111 inches; a successful full-scale records fire test must be conducted at a nationally recognized live fire testing laboratory or computer modeling (conducted in accordance with section 3.106.2) before approval by NARA.
- 3.121.4 The overall height of 111 inches is specified for all compact mobile shelving for optimal space, storage, stack lighting, operational, and fire safety reasons. Higher arrays of mobile shelving for installation in Presidential Libraries must have prior approval by NARA. Approval is contingent upon a successful full-scale records fire test must be conducted at a nationally recognized live fire testing laboratory or computer modeling (conducted in accordance with section 3.106.2).
- 3.121.5 Nine shelves, including the unused top canopy shelf without holes, are required per shelving unit (except selected units with a substitute special pull-out work shelf). All shelving units must be overall size 16” deep x 40” wide, outside dimensions, with a minimum load carrying capacity of 200 pounds per shelf. The shelving units are to be installed in back-to-back double faced rows (32” deep). Both outside dimensions have a 1/32-inch +/- tolerance. All shelves are to be spaced on 13-inch vertical centers above a base closure not to exceed 7-inches in height on the face of all units in the rows which open to 36” wide service aisles.
- 3.121.6 The mobile shelving units must be installed exclusively in back-to-back double

faced rows, 32” in depth. All units must be bolted or clipped together within the double rows through the adjoining uprights at the approximate center of the upper, middle, and lower one-third of their height, as a minimum.

- 3.121.7 On the face of all shelving units, at least 11” of clear vertical shelf storage space must be provided between each level of all installed shelves, measured from the top of the shelf surface to the bottom of the flange of the shelf immediately above (in order to accommodate the 10-1/2” high standard size archival storage boxes).
- 3.121.8 On the face of all units, at least 38” of clear horizontal shelf storage space must be provided between the posts on all of the 40” wide shelving units, measured near surface of the left upright to the near surface of the right upright (in order to accommodate and service 7 standard size, 5-1/4” wide, archival storage boxes per shelf).
- 3.121.9 Base closures, not to exceed 6” in height, must be provided and bolted or otherwise firmly attached to the face of all uprights or bottom shelf flanges so that all archives stored on the bottom shelves throughout the facility will be at least 6” but not more than 7” above the floor finish to eliminate or minimize their damage from sprinkler discharge or domestic water spills.
- 3.121.10 Access to the shelved archives or other stored material must be from an electronically “moveable” service aisle of at least 36” in width within each array of compact mobile shelving (NFPA Standard 101, *Life Safety Code*).
- 3.121.11 32” wide x 111” high end panels (partitions) must be installed on both ends of all rows on the sides of the units facing the main aisles. If shelving higher than 111” is installed, the high end panels must meet the same height. (See 3.106.2 for requirements for shelving higher than 111”.)
- 3.121.12 Specialized holdings storage furniture will be identified during the concept and early design phases. Any specialized archival, non-textual or artifact storage furniture required for the Library must be of archival / museum quality.

## **Section O: Authority to Operate Requirements**

### **3.122 Building System Requirements for Authority to Operate**

- 3.122.1 Contractor/Vendor shall work closely with NARA PM to ensure compliance with NARA's IT Governance process. As part of this effort to secure the building systems, the contractor/vendor shall configure the equipment that comprises each building system according to NARA's Security Configuration guides where relevant. These guides cover secure configurations for operating systems, databases, web servers, and network infrastructure devices. In addition, the contractor/vendor shall ensure that the relevant NARA monitoring agents and capabilities are installed and/or configured on the system to ensure that the relevant equipment is visible and/or reporting to NARA's centralized monitoring tools.
- 3.122.2 NARA will provide copies of the relevant security plan templates and configuration guides for this effort to assist in the development of relevant security documentation and the implementation of security controls within the system. The contractor/vendor must satisfy the completion of documentation and implementation of the security controls so the authority to operate is granted prior to final acceptance of the system by NARA.
- 3.122.3 The contractor/vendor shall work with the NARA PM and NARA IT Security Staff, the appointed Information System Security Officer (ISSO), and NARA's independent security assessor to ensure completion of a System Security Plan (SSP), demonstrate security controls and functions within the system during the independent security assessment that NARA is required to conduct, and to develop mitigation plans for weaknesses found during the assessment in the system plan of action and milestones (POAM). These activities are required in order to prepare the security assessment and authorization (SA&A) package for the system and to receive an authorization to operate for the system.
- 3.122.4 Building systems consist of the following:
- Physical Access Control System (PACS)
  - Intrusion Detection System (IDS) (including Intrusion Detection Devices)
  - Closed-Circuit Television (CCTV)
  - Heating, Ventilation and Air Conditioning (HVAC)
  - Fire Control systems
  - Cellular Antenna System, Distributed Antenna System (DAS)

Contractor/Vendor shall provide the following documentation for each building system that has some type of computer imbedded interface and support the designated NARA PM to ensure compliance for Authority to Operate (ATO) mandates.

3.122.5 Documentation required:

- System Baseline Configuration Document/ Configuration Management Database (CMBD) (i.e. hardware, software, interconnectivity, user roles, system drawings and physical data model etc.)
- Version Description Document (VDD)

## **PART 4 PROGRAM EQUIPMENT REQUIREMENTS**

### **Section A: General considerations**

- 4.1 **Program equipment:** generally defined as movable items that, if connected to the building, are connected only by outlets or quick disconnects. There are three categories of program equipment that must be provided: a) archival and administrative, b) office furnishings, and c) specialized storage. All program equipment must be new, not used or refurbished.
- 4.1.1 Archival and administrative program equipment is used to further Library goals in its archival, museum, and public and education programs, and the administrative support needed to operate these programs. These items must be provided but will not be counted in determining the size of the endowment.
- 4.1.2 Office program equipment (including furnishings) must be provided but will not be counted when determining the size of the endowment. Section C specifies the required categories of office equipment with recommendations of how to address each requirement. The Foundation, while obliged to fully equip and furnish the Library and to provide each category of office equipment, has the flexibility within these categories to accept or not accept the specific NARA recommendations.
- 4.1.3 Holdings storage program equipment must be provided to ensure efficient and effective use of textual, non-textual, and artifact holdings. Unlike the preservation-quality shelving listed as operating equipment, the cost of holdings storage program equipment will not be counted when determining the size of the endowment.
- 4.2 **Furniture outgassing:** requirements dictate that furniture and equipment must be chosen with the lowest possible ratings for production of volatile organic outgassing (VOC). Maximum ratings for VOC outgassing must be 0.50 milligrams per cubic meter. Generally, this will require natural wood furniture rather than furniture made with composite material. However, if the manufacturer can provide information that the composite meets this VOC requirement, then composite material is acceptable. Whenever metal furniture storage units are used in offices and work areas, units with a factory-applied powder coating are required over those with a baked enamel coating.
- 4.3 **Furniture flame spread ratings:** must be the lowest attainable for purchase for furniture and equipment purchased. Vertical panels for museum areas and for bulletin boards, cork board, and tack boards must have a flame spread of less than 25, with a smoke rating of less than 45 as tested to ASTM E-84-95b, Surface Burning Characteristics of Building Materials and NFPA 701, Standard Methods of Fire Tests for Flame-Resistant Textiles and Films.
- 4.4 **[Section B](#), [Section C](#), and [Section D](#) contain examples of equipment necessary for**

**the three programs;** however, the list is not all-inclusive and may change with evolving technology, program requirements, and the final Library design. Any question about whether specific equipment is considered “operating” or “program” must be referred to NARA for a determination.

- 4.5 **Procurement:** To comply with [E.O. 13834](#), *Efficient Federal Operations*, The Foundation must demonstrate that 95% of their contract actions are for products and services that are energy efficient, water efficient, have bio-based content, are environmentally preferable per EPA guidance, are non-ozone depleting, have recycled content, and are non-toxic or less-toxic than alternatives.
- 4.5.1 For all energy consuming products, the Foundation shall select ENERGY STAR and FEMP-designated Energy Efficient Products, where available.
  - 4.5.2 Water-Efficient Products: Specify EPA's WaterSense-labeled products or other water conserving products, where available.
  - 4.5.3 Environmentally Preferable Products: Use products that have a lesser or reduced effect on human health and the environment over their lifecycle when compared with competing products or services that serve the same purpose.

## **Section B: Archival and administrative program equipment**

- 4.6 Telephone sets: Telephone sets must be provided for each office or work space (staff desks) and the research rooms, orientation rooms, processing rooms, admissions desk, museum store manager's office and cash office (if required), orientation theater projection room, holdings storage rooms, exhibit clean room and production shop, mechanical rooms, exhibit spaces, food service areas, and staff lounges.
- 4.6.1 One direct external Public Switched Telephone Network (PSTN) or ISDN line (not part of the general system) must be provided to the SCIF for secure telephone and fax.
- 4.6.2 At least five external dial lines must be provided to the computer room. A dry conduit with pull string must be provided from the telephone service entrance point to the computer room for future high-speed computer communications.
- 4.6.3 Additional sets must be provided in the public entrance and lobby where tickets sales will occur.
- 4.6.4 Before the purchase of telephone sets, the Foundation must consult with NARA to ensure compatibility with NARA requirements. Telephone sets used in the SCIF areas (SCIF Holdings Storage, the SCIF Processing Room, and the SCIF Research Room) must be approved by the Committee on National Security Systems.
- 4.7 **Computers:** Other than those that operate the building management and security systems, PCs are not required to be provided by the Foundation to the Library. However, if such a gift is provided, these items will not be subject to the endowment provisions of the 1986 PLA. The Foundation must coordinate any such gift with NARA to ensure compatibility with other NARA computer systems.
- 4.8 **Audiovisual equipment:** Audiovisual equipment must be provided as appropriate to the holdings which will include a variety of standard and high definition magnetic tape, optical disc, and file based formats. During the planning process, NARA will provide the Foundation with specifications of equipment for the playback, digitization and capture, post processing, transcoding and creation of preservation and access digital copies depending on the formats in the archival NARA holdings. A managed digital repository to store and access archival born digital files and digitized files created from archival originals for the purpose of preservation and access will also be required and must be approved by NARA.

Additional equipment for staff offices and meeting spaces will be required and may include the following: two DVD players, three Blu-ray players; one studio-grade video camera, two digital cameras and accessories, a large (11x17) scanner for prints, three CD players, ten color HD television monitors (provide cable outlets in conference room, a/v lab, auditorium, orientation theater, Director's office, Lobby area, and staff break room),

a color television receiver, and four AV equipment carts.

- 4.9 **Museum gift shop:** If the gift shop is to be operated by NARA, it must include commercial retail furnishings, including sales counters, display cases, and display racks. Two cash registers are required. The shop manager's office should include a desk and task chair, filing (10 cubic feet), bookshelves (90 linear inches), a visitor chair, duress alarm, and a safe (minimum 2 cubic feet capacity). (Also see paragraph [4.14.8](#).) In addition, a dedicated Cash Office must be provided for the counting and storage of funds; the Cash Office should include a safe, (minimum 2 cubic feet capacity), a desk and a task chair, and a duress alarm. (Also see paragraph [4.14.9](#).) The gift shop storage area requires retail display fixtures sufficient to accommodate the shop's inventory, and one worktable (30" x 60"). The gift shop requires an inventory storage area with appropriate shelving and racks. If the gift shop will also be the location of ticket sales to the museum, sufficient space must be provided for the visitor services software system including at least 2 computers, cash drawers, ticket printers, receipt printers, and touch screen monitors. (Also see paragraph [2.16](#).)
- 4.10 **Admissions desk:** A visitor services system as specified by NARA must also be provided. NARA will provide specifications for the visitor services system and its technical requirements to the Foundation. (Also see paragraph [2.10](#).) If admissions are to be collected in a location other than the museum gift shop, a desk must be provided in the public entrance and lobby. This desk must be equipped with sufficient telecommunication and electrical outlets for computer workstations and related peripheral hardware, and have at least two (2) computer workstations as well as the related peripheral hardware for the visitor services system (cash drawers, ticket printers, receipt printers, and touch screen monitors) for each workstation. All associated cabling and conduit must also be provided along with at least 2 telephones, duress alarm, and chairs or stools for at least 2 employees. If NARA does not operate the gift shop a dedicated Cash Office must be provided for the counting and storage of admissions funds; the Cash Office should include a safe, (minimum 2 cubic feet capacity), a desk and a task chair, and a duress alarm. (Also see paragraph [4.14.9](#).)
- 4.11 **Auditorium:** If an auditorium is provided as part of the building given to NARA, the following are mandatory requirements. If, however, the Foundation chooses to locate the auditorium in a nearby facility not provided to NARA or in an area of the Library building under the Foundation's control, the following are recommendations. The auditorium must have 250 stackable, interlocking chairs and 25 portable tables (Both round and rectangle tables should be provided to meet a variety of needs.). An assisted listening system is required; see paragraph [2.14.1](#). Also, storage space for the chairs and tables when not in use must be provided. The auditorium should have a small stage or at least a dais with a podium. A sound system and a projection booth with the capability to show industry standard formats must be provided. (Also see paragraph [2.14](#).)
- 4.12 **Orientation theater:** The orientation theater must be equipped with multi-media projection equipment capable of displaying motion pictures, videotape, and computer graphics and an audio system suitable for live presentations. An assisted listening system



is required; see paragraph [2.14.1](#). The theater should have a small stage or at least a dais with a moveable podium. (Also see paragraph [2.13](#).)

- 4.13 **Museum gallery furnishings, including installed exhibit:** For new Library construction that will include a permanent exhibit gallery, the Foundation must provide the permanent exhibit for the Library, including exhibit design and fabrication of all associated casework, graphics, lighting systems, and other components typically found in a professionally designed and installed museum exhibit. The exhibit must meet NARA environmental and security requirements. Planning for this exhibit must be done in close cooperation with NARA. NARA can assist the Foundation and exhibit design team in ensuring that the exhibit meets established museum standards and standards established elsewhere in this document. The initial exhibit design plan furnished to NARA must include the exhibit layout, with a clear indication of anticipated traffic flow and adjacencies. The plan must indicate locations where original NARA holdings will be displayed. Information on components such as audiovisual and interactive units that may require intensive and/or costly maintenance or oversight must be provided. The designer must provide detailed drawings of the case design including construction techniques, degree of case seal, location of any internal lighting systems, and access points into the case(s). NARA must approve casework design and materials and reserves the right to test materials including casework components and finishes before the exhibit installation. NARA requires the construction of prototypes of each specific case type in order to determine acceptability of design. NARA must approve the design fabrication of mounts for original holdings. Installation of original holdings must not take place until all construction and finish work is completed, and the gallery and cases have been aerated for at least four weeks. Other information on facility design to support the exhibit must be provided as part of the overall building design review process with NARA. Case bonnets, access doors, and other movable components must be sized so that no more than two (2) people are required to access any object. The proposed security system in the museum must be submitted to NARA during the facility design review stages noted in Part 1. (Also see paragraph [2.15](#).)

- 4.13.1.1 **Temporary Exhibit Cases** When the Foundation provides the temporary exhibit space, preservation-quality cases of sufficient size, flexibility, and quantity must be provided in order to allow for reuse in future exhibits. The size, configuration and number of temporary preservation-quality exhibit cases must be coordinated with NARA and are subject to the same review process as permanent exhibition cases.

## **Section C: Office furnishings - program equipment**

### **4.14 General office furniture:**

- 4.14.1 Director's office. The Director's office should include an executive desk with executive chair, bookcases (300 linear inches), worktable with 4 chairs, credenza, sofa with 2 side chairs, and 2 end tables, a coffee table, and desk and end table lamps. All of this furniture should be of a style appropriate for the reception of distinguished visitors. (Also see paragraphs [2.19](#) and [2.20](#).)
- 4.14.2 Director's Secretary. Adjacent to the Director's office should be space for the Director's secretary/Library receptionist. This office should include a desk with chair, credenza, four (4) visitor chairs, and one (1) coffee table, along with filing cabinets suitable for an executive suite. (Also see paragraph [2.20](#).)
- 4.14.3 NARA senior staff offices. The Deputy Director, Supervisory Archivist, Curator and Education Specialist offices should each include a desk with chair, bookcases (300 linear inches), credenza, filing cabinet (5 cubic foot capacity), and 2 chairs for visitors. (Also see paragraphs [2.21](#), [2.22](#), [2.23](#), and [2.24](#).)
- 4.14.4 Administrative Officer's office. The Administrative Officer's office should have a clerical desk with credenza and chair, bookcases (300 linear inches), 2-3 filing cabinets (15 cubic feet total capacity), 1 file cabinet safe, 1 2-stage safe for storage of money, 1 worktable, and 2 visitor chairs. (Also see paragraphs [2.19](#) and [2.25](#).)
- 4.14.5 Facility Manager's office. The Facility Manager's office should include a desk with chair and credenza, bookcases (300 linear inches), 2-3 filing cabinets (15 cubic feet total capacity), 2 visitor chairs, a drafting table (60"x 36") with drafting chair, a table for the HVAC computer/controls, and a map cabinet for drawings (capacity for at least 300 42"x 30" drawings). (See also paragraph [2.46](#).)
- 4.14.6 Registrar's and Museum Collections staff office. The Registrar's office should include a desk with chair, credenza, bookcases (300 linear inches), 2-3 filing cabinets (15 cubic feet total capacity), worktable, and 1 visitor chair. (Also see paragraph [2.27](#).)
- 4.14.7 Exhibit support staff office. The exhibit support staff's office should include a desk with chair, bookcases (300 linear inches), 2-3 cabinets (5 cubic feet each), 2 lockable steel storage cabinets (60 cubic feet), a work table (at least 36"x 60"), a drafting table (36"x 72"), and 1 visitor chair. (Also see paragraph [2.29](#).)
- 4.14.8 Museum gift shop manager's office. The museum shop manager's office must include a desk and credenza, a 4-drawer file cabinet, three chairs, a safe, and a bookshelf. The Manager's office and cash register area will need conduit and cabling for computer and telephone communications at each workstation. Doors

should be a minimum of 36 inches wide. (Also see paragraph [2.16.1.](#))

- 4.14.9 Museum Gift Shop Cash Office. The museum gift shop cash office must include a safe, lockable filing cabinets, and a workstation housing a computer, printer, and telephone. (Also see paragraph [2.16.2.](#))
  - 4.14.10 General staff offices. Each staff member should have a desk with credenza and chair, one filing cabinet (3 cubic feet), and one visitor chair. Systems furniture or modular furniture is appropriate for staff workstations. Desk and credenza should be suited for use with computer equipment. Offices shall be supplied with recycling bins. (Also see paragraph [2.38.](#))
  - 4.14.11 Contractor offices. The engineering, guard, and custodial contractors should have an office area of 500 square feet with desks (30"x 48"), credenzas, task chairs, visitor chairs, and filing cabinets with a total of 20 cubic feet of storage space. Systems or modular furniture is acceptable. A&E firms should consult with NARA throughout the design phase to determine the appropriate number of desks or other office equipment for onsite contractors. (Also see paragraph [2.52.](#))
  - 4.14.12 Break Room for Contractors. Space must be provided for refrigerator and microwave. It must also contain a double sink with garbage disposal and two counter cabinets with at least 36 inches of counter space with under-counter cabinets. Four (4) tables and ten (10) chairs should be provided. (Also see [2.52.1.](#))
  - 4.14.13 IT Support work station. The FOSA should have a desk with credenza and chair, one filing cabinet (3 cubic feet), and one visitor chair. Systems furniture or modular furniture is appropriate for staff workstations. Desk and credenza should be suited for use with computer equipment. Offices shall be supplied with recycling bins. (Also see paragraph [2.55.1.](#))
- 4.15 **Processing areas**
- 4.15.1 Textual processing room. The textual processing room should include at least 4 heavy-duty large tables (72"x 36"), 8 task chairs, adjustable perimeter shelving (at least 240 linear feet), filing cabinets (15 cubic feet), bookcases (300 linear inches), 2 flat file cabinets, a small desk (for telephone/computer terminal), and chair. Twenty book carts must be provided for use by staff in retrieving, making available, and processing textual holdings. Space must be set aside for a copier and scanner. (Also see paragraph [2.35.](#))
  - 4.15.2 Artifact processing room. The artifact processing room should include at least 3 heavy-duty large tables (72"x 36"), with locking casters and variable height to accommodate flexible work configurations, 6 task chairs, adjustable perimeter shelving and supplies storage, including accommodations for oversized materials storage, 2 lockable artifact storage cabinets, 1 lockable

supply/equipment cabinet, 2 flat file cabinets, and 1 small desk with chair with telephone and computer access. The room should include a small sink with counter, and a small extraction hood for object marking and for simple treatments by a conservator on-site. (Also see paragraph [2.28.](#))

4.15.3 Non-textual processing room. This room must include any audiovisual equipment for holdings as listed in paragraph 4.8 or provided to the Foundation by NARA before construction of the Library. Also, it should include 2 staff workstations (desk, credenza, and chair), bookshelves (90 linear inches), one filing cabinet (3 cubic feet), 2 worktables (36"x 60"), and 4 task chairs. (Also see [2.37.3.](#))

4.15.4 SCIF processing room. The SCIF processing room should include at least 2 heavy-duty large tables (72"x 36"), 4 task chairs, filing cabinets (15 cubic feet), two desks suitable for computer workstations and general workspace, and a small desk for the secure telephone and fax. Space must be set aside for a copier and a shredder. (Also see paragraph [2.42.1.2.](#))

#### 4.16 **Research rooms**

4.16.1 Textual research room. The textual research room must include at least 12 research tables with no front or side panels (72"x 36") with 2 task chairs per table, bookcases or shelves (200 linear inches) for finding aids and reference publications, filing cabinets (15 cubic feet), 20 Library carts, and a workstation for the research room monitor (desk, book shelves-60 linear inches, chair). The workstation must be placed on a six inch (6") raised platform. Two (2) additional worktables must be provided for public access computers and a common printer. Electrical and space requirements for a copier and scanner must be provided, but the copier will be provided by NARA. Depending on the style and arrangement of research room furniture, suitable handicap accessible furnishings must also be provided in the research room. The research room should include a microfilm/fiche reader (and all associated electrical requirements). (Also see paragraph [2.34.](#))

4.16.2 Orientation room. The orientation room adjacent to the research room should have a staff desk with task chair and 2 visitor chairs, bookshelves (90 linear inches), filing cabinet (5 cubic feet), 1 sofa and 2 side chairs, 2 end tables with lamps, and 1 coffee table. The orientation room should also include lockers (see paragraph [2.32.3](#) for dimensions) and a coat rack for researcher use. The orientation room must also include a photo station for the issuance of researcher identification cards. (Also see paragraph [2.33.](#))

4.16.3 Non-textual research room (assuming it is a stand-alone room). The non-textual research room should include at least two tables with no front or side panels (72"x 36") with two task chairs per table, four AV research booths with chairs, shelves (90 linear feet), filing cabinets (10 cubic feet), workstation for research

room monitor including a desk placed on a six inch (6") raised platform with chair, and a bookshelf (60 linear inches). (Also see paragraph [2.36.](#)) Up to two (2) additional worktables must be provided for public access computers and a common printer.

- 4.16.4 **SCIF Research Room.** The SCIF research room must include at least 2 research tables with no front or side panels (72"x 36") with 1 task chairs per table. Depending on the style and arrangement of this furniture, a staff workstation (desk and chair) must be provided. (Also see paragraph [2.42.1.3.](#))
- 4.17 **Conference rooms** require a large table with portable/stackable chairs (at least 30) and a retractable screen for motion pictures and slides. Concealed marker and/or chalkboards, a platform, and a podium would be useful for seminars and lectures. A permanently mounted video projector, capable of projecting computer graphics (XGVA or higher) and videotape, with wall-mounted access cables, must be provided. Doors should be a minimum of 36 inches wide. Adhere to industry best practices for conference room equipment and audiovisual systems. (Also see paragraph [2.11.](#))
- 4.18 **Education classroom/multi-purpose space.** The space must include at least four workstations, with data connections for public access computers and stand-alone printers; each workstation should accommodate two public access computers, a connected printer, and two chairs. Furniture to be provided includes a minimum of 75 portable/stackable chairs, 20 portable conference tables, and ten large round tables (at least 60" in diameter). The selected chairs and tables must allow for easy re-configuration of the space for differing audiences. At least one wall must have a large mounted white board at least 5' x 8'. The room must include a podium with a microphone as well as videoconferencing equipment. A permanently mounted video projector, capable of projecting computer graphics (XGVA or higher), videotape, and DVDs, with wall-mounted access cables, must be provided. A central audiovisual system/station and ceiling mounted speakers must be provided. Doors must be a minimum of 36 inches wide. Recycling bins and trash bins should be readily accessible for use by staff and patrons. The room must have ample storage areas and shelving for classroom and training supplies, a separate storage area for furniture, chairs, and tables, and a separate room for the storage of coats, backpacks, etc. (Also see paragraph [2.12.](#))
- 4.19 **Public area furniture** in the Library should be furnished with comfortable visitor chairs, coat racks, coffee tables, lamps, wall hangings, and other furnishings appropriate for a public area. Benches should be provided throughout the museum permanent exhibit and on the Library grounds for use by patrons. Recycling bins shall be provided throughout the museum permanent exhibit and on the Library grounds for use by patrons.
- 4.20 **Exhibit production shop equipment.** The Foundation must consult with NARA regarding the types of shop equipment to be provided. Examples of shop equipment required by NARA include: 10-inch tilting arbor saw, 6-inch belt and 12-inch disk finishing machine, 15-inch drill press (floor model) with accessories, a lathe, a belt sander, one-horsepower motor sander-grinder, panel saw, one horsepower portable

compressor, miscellaneous hand tools, including hammers, screwdrivers, pliers, wrenches, pliers, cutters, rules and tapes, squares and levels, plumbs, dividers and calipers, punches and scribes, power and manual hand drills, bits, taps, and dies, compass, hack and coping saws, chisels and gouges, planes, metal snips and shears, protective equipment, and appropriate storage cabinets with locks and wall-mounted equipment racks. Dust collectors must be provided on any dust-generating power equipment. The shop area must be soundproofed to prevent interference with activities in the rest of the facility. Two work tables of at least 6' x 8' should be provided, with perimeter shelving and work surfaces. There should be several workbenches with vises and provision for stacking of lumber and plastics and a number of metal cabinets with adjustable shelves. All necessary safety equipment should be provided. (Also see paragraph [2.30.](#))

- 4.21 **Clean room.** The Foundation must provide equipment necessary to operate the clean room. Examples of appropriate equipment include: 72"x 96" heavy duty work table, 2 task chairs, a desk, a 36"x60" drafting table with drafting chair, a light box (24"x 36"), color-corrected 5000K lamp, a studio-grade mat cutter (minimum opening of 36"), dry mount press, silk screen area vented directly to the exterior, large format printer (46"), workbench, large tack board, steel storage cabinets (180 cubic feet), and 10 drawers of map cases (42"x 30") should be provided. (Also see paragraph [2.32.](#))
- 4.22 **Transition/ Barrier room.** At least two fixed archival shelving units are required to store holdings while acclimating to temperature differentials. Space is also required for a cart with enough room to pass by the shelving and cart. (Also see paragraph [2.41.1.](#))
- 4.23 **Paint shop.** In addition to the operating equipment noted in paragraph 2.31, this area should include 3 benches (each at least 8 feet long), closed cabinets appropriate for the storage of paints, solvents, and adhesives, compressor for spray gun, high pressure waste hose, one small work table, one chair. Storage cabinets must be Fire Underwriters graded for paint storage and should be vented to the outside. (Also see paragraph [2.31.](#))
- 4.24 **Receiving room.** Two (2) heavy duty 36"x 96" work tables, five (5) large metal trash containers, four (4) large plastic recycle containers, two (2) pallet jacks, two (2) 30"x 45" flat trucks, two (2) 12"x 60" streamliners, and 120 cubic feet of heavy-duty steel shelving should be provided. (Also see paragraph [2.48.](#))
- 4.25 **Wall hangings.** Suitable wall hangings should be provided throughout the public areas of the facility. These hangings must not be original holdings but may be reproductions of appropriate holdings.
- 4.26 **Staff lounge.** In addition to the operating equipment noted in Part2, the staff lounge should have a microwave vented to the outside, a 22 cubic foot refrigerator, and a stove (with proper ventilation directly to the outside). Four (4) tables and ten (10) chairs should be provided. (Also see paragraph [2.47.](#))
- 4.27 **Cafe food service.** The Cafe food service kitchen, if provided in the facility given to NARA, should be designed by a foodservice designer and have adequate heating

elements (such as an electric four-burner stove, broiler, toaster, toaster oven, microwave), sink, garbage disposal, industrial-strength dishwasher, coffee maker, a variety of pots and pans, and a 22 cubic foot refrigerator with built-in icemaker. The kitchen should also have 2 fold-up tables, two chairs, and a telephone. The vents servicing this area must not be near gallery or exhibit space. (Also see paragraph [2.17.](#))

- 4.28 **Café food support.** The food support area, if provided in the facility given to NARA, should include 15 large tables, 50 stackable chairs, and a coat closet capable of handling up to 50 guests. (Also see paragraph [2.17.](#))
- 4.29 **Catering kitchen.** If provided, the catering kitchen must be equipped for the heating and warming foods prepared offsite. (Also see paragraph [2.53.](#))
- 4.30 **Administrative storage areas.** These areas should include metal shelving for storage of paper, forms, binders, and archival folders and boxes in bulk quantities, etc. (Also see paragraph [2.26.](#)) The room should have a footprint of at least 500 square ft.
- 4.31 **IT storage areas.** These areas should include heavy metal shelving capable of supporting 150lbs per linear foot with anti-tilt stability. The room should be at least 10' x 8' for IT equipment and supplies.



## **Section D: Holdings storage program equipment**

- 4.32 **General.** This section provides guidelines for the types and amounts of program equipment required in holdings storage rooms. The exact needs may vary depending on the final design of the Presidential Library. NARA must approve the selection and location of equipment.
- 4.33 **Textual materials storage:** NARA will provide the A&E firm with the projected storage capacity required for the Library's textual holdings; see paragraph [2.39](#).) For shelving types and configurations to be used within the archival storage bays, see Part 3, Section N, [Shelving](#). Please see paragraph [1.20](#) for estimating storage capacities within the facility.
- 4.34 **Textual materials storage program equipment:** Each stack area must have at least two worktables (36"x 60") and two chairs. NARA will provide further information on space needs within the SCIF when design begins. Each stack area must have at least one mobile aluminum pulpit ladder to access all records stored on the upper shelves. Each pulpit ladder has at its base rigid guide rollers on the sides of the four corners approximately 2-inches above the floor surface for smooth movement within the service aisles in order not to bump or damage holdings. NARA will provide specifications for the pulpit ladders upon finalization of the shelving design for this area. (Also see paragraph [2.39.5](#).)
- 4.35 **Non-textual materials storage (electronic and digital):** (Also see paragraph [2.40](#).) Storage drawers capable of accommodating multiple different types of small media using movable dividers should be the primary storage mode, although several rows of standard open shelving will be desirable as well.
- 4.36 **Non-textual materials storage program equipment:** Each storage room must have at least two worktables (36"x 60") and two chairs. Each storage room must have at least one mobile aluminum pulpit ladder to access all records stored on the upper shelves. Each pulpit ladder has at its base rigid guide rollers on the sides of the four corners approximately 2-inches above the floor surface for smooth movement within the service aisles in order not to bump or damage holdings. NARA will provide specifications for the pulpit ladders upon finalization of the shelving design for this area.
- 4.37 **Non-textual cold storage:** The non-textual cold storage room must be equipped with archival shelving and may require specialized storage furniture. At least one mobile aluminum pulpit ladder must be provided to access all records stored on the upper shelves. (also see paragraph [2.41](#).)
- 4.38 **SCIF storage:** The SCIF stack area must have at least two worktables (36"x 60"), two chairs, and a map case. NARA will provide further information on space needs within the SCIF when design begins. The SCIF stack area must have at least one mobile aluminum pulpit ladder to access all records stored on the upper shelves. Each pulpit ladder has at



its base rigid guide rollers on the sides of the four corners approximately 2-inches above the floor surface for smooth movement within the service aisles in order not to bump or damage holdings. NARA will provide specifications for the pulpit ladders upon finalization of the shelving design for this area. (Also see paragraph [2.42.1.1](#).)

- 4.39 **Artifact storage program equipment:** Each storage room must have at least two worktables (36"x 60") and two chairs. At least one mobile aluminum pulpit ladder and one hydraulic scissors-type lift unit must be provided to access artifacts stored on the upper shelves. Each pulpit ladder has at its base rigid guide rollers on the sides of the four corners approximately 2-inches above the floor surface for smooth movement within the service aisles in order not to bump or damage holdings. NARA will provide specifications for the pulpit ladders and scissors lift upon finalization of the shelving design for this area. (Also see paragraph [2.43](#).)

4.39.1 NARA will provide the A&E firm with the projected storage capacity and types of storage furniture required to house the Library's artifact holdings. (Also see paragraph [1.20.4](#).)

4.39.2 Specialized storage units such as cabinets, painting racks and framed storage bins will be required in addition to open shelving. (Also see paragraphs [2.43](#) and [2.44](#).)

- 4.40 **Specially-protected artifact storage area/room program equipment:** If it is a separate storage room (see paragraph [2.44](#)), the specially protected artifacts room/area must have at least one worktable (36"x 60") and two chairs. If the specially protected area is a subsection of a larger storage room and at least one worktable in the artifact storage area is readily accessible, a separate table for the specially-protected artifacts is not needed.

- 4.41 **Storage for supplies:** A dedicated room or area of at least 250 square feet must be provided for storing the Library's inventory of archival boxes, Mylar, folders, bulk bond paper, etc. The storage room or area must be located within or near the processing area and include one wall of shelving units. (Also see paragraph [2.45](#).)

## **PART 5 REQUIRED DOCUMENTATION**

- 5.1 **Purpose:** The required documentation identified in this Standard is necessary to assist NARA in providing its certification to Congress that the building meets these standards. In order to properly maintain the building, the Foundation and its contractors and engineers must provide NARA with information concerning critical systems. The Foundation must also provide NARA with the documentation listed in paragraph [1.24](#) of this document, **Information required for submission to Congress.**
- 5.2 **Required items:** Prior to building acceptance, NARA must receive from the Foundation the following documents, items, and information to allow NARA to properly and effectively manage, maintain, and operate the building. Likewise, this information must be received from the relevant A&E firms or contractors for renovations and addition projects before final payment is made. Additional security requirements for protection of project documentation are indicated at paragraph [3.84](#).
- 5.2.1 As-built drawings
  - 5.2.2 Operation and maintenance manuals
  - 5.2.3 Shop drawings
  - 5.2.4 Keys and key cabinet, along with a keying chart
    - 5.2.4.1 Provide exhibit case keys and access hardware.
  - 5.2.5 Spare parts (attic stock) supplied by the contractor
  - 5.2.6 Submittals
  - 5.2.7 Warranty information
  - 5.2.8 All mechanical, electrical, and IT infrastructure systems tests. Test results and certifications are to be provided by the CQM.
  - 5.2.9 Final inspection report indicating that all punch list items have been corrected
  - 5.2.10 User training manuals
  - 5.2.11 Framed instructions, mounted on the wall in the appropriate maintenance area
  - 5.2.12 User training on all systems and components and a training video
  - 5.2.13 Personnel training requirements
  - 5.2.14 Final completion photographs

- 5.2.15 Operating instructions for equipment
- 5.2.16 Preventive maintenance requirements on all [major equipment](#) (paragraph 1.19.2).
- 5.2.17 Parts identification
- 5.2.18 Special testing equipment and any special tools required for maintenance
- 5.2.19 Occupancy permits from the local jurisdiction
- 5.2.20 Exhibition documentation such as floor plans, drawings of case construction, lighting plan, graphics information, and spare parts
- 5.2.21 Elevator certification
- 5.2.22 Certification of the fire alarm and fire sprinkler systems
- 5.2.23 LEED certification
- 5.2.24 Authority to Operate for each Building IT System Documentation

**5.3 As-built drawing requirements:**

- 5.3.1 As-built drawings provide an accurate representation of the completed project and show where actual systems have been installed. These drawing are critical in later maintenance and repairs to the building. The Foundation must require that the A&E firms create all construction documentation on an electronic drafting system, such as AutoCAD (latest revision).
- 5.3.2 The Foundation, through its general contractor, must provide three (3) hard copies (one (1) reproducible original and two (2) prints) of the as-built drawings and one (1) electronic copy to NARA before NARA accepts the facility. A Professional Engineer or Registered Architect must sign and stamp all hard copies of specifications and drawings. All copies become the property of NARA.
- 5.3.3 The Foundation must also provide NARA all specifications (two (2) sets of a hard copy and one (1) electronic copy in word processing format) for the project along with all design calculations.
- 5.3.4 The exhibit designer must provide drawings of the exhibit layout and case construction as built, showing access points and locations of all original collections.
- 5.3.5 See paragraphs [3.122.4](#) and [3.122.5](#) for documentation required for affected building systems.

**5.4 Operation and maintenance manuals:** NARA must be provided with four (4) copies of the manufacturer's operation and maintenance (O&M) manuals for each major system or

item of equipment. The O&M manuals must present information in sufficient detail to clearly explain O&M requirements at the system, equipment, component, and subassembly level. Types of information required in the O&M submittal must include the following:

5.4.1 Operating instructions:

- 5.4.1.1 Safety precautions
- 5.4.1.2 Operator pre-start
- 5.4.1.3 Startup, shutdown, and post shutdown procedures
- 5.4.1.4 Normal operations
- 5.4.1.5 Emergency operations
- 5.4.1.6 Operator service requirements
- 5.4.1.7 Environmental conditions

5.4.2 Preventive maintenance:

- 5.4.2.1 Lubrication data
- 5.4.2.2 Preventive maintenance plan and schedule

5.4.3 Corrective maintenance (Repair):

- 5.4.3.1 Troubleshooting guides and diagnostic techniques
- 5.4.3.2 Wiring diagrams and control diagrams
- 5.4.3.3 Maintenance and repair procedures
- 5.4.3.4 Removal and replacement instructions
- 5.4.3.5 Spare parts and supply lists
- 5.4.3.6 Corrective maintenance work hours

5.4.4 Appendices:

- 5.4.4.1 Parts identification
- 5.4.4.2 Warranty information

- 5.4.4.3 Personnel training requirements
- 5.4.4.4 Testing equipment and special tools information
- 5.4.4.5 Contractor information

5.4.5 **Materials Safety Data Sheets (MSDS):** The Foundation must provide MSDS sheets on all installed equipment, materials, finishes, and on any fluid or product installed with or as part of an installation in the building. The MSDS sheets should be bound in a three ring binder and provided to NARA staff.

5.5 **Maintenance management system:** A computer-based maintenance management system is recommended for the Library to provide for asset management of all equipment installed and to provide a database of all of the operation and maintenance information listed above. If a computer-based maintenance system is installed, as recommended, then the following must be provided to NARA:

- 5.5.1 A valid licensed copy of the software
- 5.5.2 Computer, color monitor, and laser printer to operate the system and create work orders and reports
- 5.5.3 Technical manuals on the operation of the system
- 5.5.4 Fully installed software, including the loading of all equipment, part inventory, and preventive maintenance requirements for all equipment
- 5.5.5 Bar coding of all major pieces of equipment with bar code data entered into the software database
- 5.5.6 Training on the use and operation of the software and hardware

5.6 **Certificates of testing:**

5.6.1 Testing of materials is critical to assure that products installed in a Presidential Library meet the requirements of these standards. Testing of materials and certified test results are the primary means that the Foundation can assure itself, and later assure NARA, that the project and all systems, materials, finishes, and equipment meet these Standards. Copies of certificates of testing must be provided to NARA before facility acceptance.

5.6.2 The Construction Quality Manager (CQM) maintains a copy of all test results. The test results on all materials, finishes, systems, and equipment must be made by an independent testing laboratory qualified to perform sampling and tests of building materials. The testing laboratory must be accredited. Acceptable accreditation programs are the National Institute of Standards and Technology

(NIST), National Voluntary Laboratory Accreditation Program, the American Association of State Highway and Transportation officials program and the American Association for Laboratory Accreditation program.

- 5.7 **Training videos:** The Foundation must provide NARA with a training video showing contractor instructions for operation of all major mechanical equipment, including boilers, chillers, cooling towers, air-handling equipment, exhibit lighting, and any other specialized systems. NARA must also receive training and training videos on the operation of all access control systems, including such topics as programming card readers, operating the computer-based security database, and using the closed-circuit television and intrusion detection systems. The Foundation must provide NARA training and training videos on the building management systems and computer based energy management systems, security systems, fire control systems and alarms, LAN and WAN telecommunications systems, and lighting control systems, including training on maintaining and replacing lighting control sensors.
- 5.8 **Warranties:**
- 5.8.1 The Foundation's construction documents must require that the general contractor provide assignable warranties for the entire building and its construction. The general warranty must be not less than 1 year, and for all equipment and special installations, extended warranties are required as outlined in paragraph 3-29.
- 5.8.2 At the time the project is turned over to NARA, the general building warranties must be assigned to NARA acting for the USG, and the following information on all the warranty must be provided:
- 5.8.2.1 Equipment or systems covered by the warranty
  - 5.8.2.2 Warranty period (dates)
  - 5.8.2.3 Warranty contacts with names, addresses, and telephone number
  - 5.8.2.4 Bonding company name and address
- 5.9 **Extended equipment and product warranty list:** While certain extended warranties are required by NARA, others may be provided by the general contractor or manufacturer. The Foundation must furnish to NARA a bound and indexed notebook containing written warranties for equipment/products that have extended warranties (warranty period exceeding the standard 1-year warranty), and with a complete listing of such equipment/products. The equipment/product list must state the specification section applicable to the equipment/product, duration of the warranty, start date of the warranty, ending date of the warranty, and the point of contact for fulfillment of the warranty. This listing must be fully executed and delivered to NARA before final acceptance of the facility, and acceptable listing must be a condition of final acceptance of the facility.

- 5.10 Equipment warranty guarantor's local representative:** The general contractor must furnish the Foundation, and the Foundation in turn must furnish NARA, with each warranty the name, address, and telephone number of the guarantor's representative nearest to the location where the equipment and appliances are installed.

**APPENDIX A: ACRONYMS**

<b>AAMA</b>	American Architectural Manufacturers Association
<b>ADA</b>	Americans with Disabilities Act
<b>ANSI</b>	American National Standards Institute
<b>ARI</b>	Air-Conditioning and Refrigeration Institute
<b>ASHRAE</b>	American Society of Heating, Refrigerating and Air-Conditioning Engineers
<b>ASME</b>	American Society of Mechanical Engineers
<b>ASTM</b>	American Society of Testing and Materials
<b>ATO</b>	Authority to Operate
<b>BTU</b>	British thermal unit
<b>CCTV</b>	Closed-circuit television
<b>CFR</b>	Code of Federal Regulations
<b>CQM</b>	construction quality management
<b>CSP</b>	Construction Security Plan
<b>CUI</b>	Controlled Unclassified Information
<b>DDC</b>	direct digital control
<b>DBT</b>	Design Basis Threat
<b>DOE</b>	Department of Energy
<b>EIA</b>	Electronic Industries Alliance
<b>HVAC</b>	heating, ventilation, and air conditioning
<b>IBC</b>	International Building Code
<b>IDF</b>	intermediate distribution frames (Network/Phone switch closet)
<b>IDS</b>	Intrusion Detection System
<b>IESNA</b>	Illuminating Engineering Society of North America
<b>ISC</b>	Interagency Security Committee
<b>ISO</b>	International Organization for Standardization
<b>IT</b>	information technology
<b>LAN</b>	local area network
<b>MDF</b>	Main Distribution Frame (Main Computer Room)
<b>MERV</b>	minimum efficiency reporting value
<b>MPOE</b>	Main Point of Entry for phone and network circuits, usually in the MDF
<b>MSDS</b>	Materials Safety Data Sheet
<b>NARA</b>	National Archives and Records Administration
<b>NEMA</b>	National Electrical Manufacturers Association
<b>NEPA</b>	National Environmental Policy Act
<b>NFPA</b>	National Fire Protection Association
<b>NISO</b>	National Information Standards Organization
<b>NIST</b>	National Institute of Standards and Technology
<b>NRCA</b>	National Roofing Contractors Association
<b>O&amp;M</b>	Operations and Maintenance
<b>PACS</b>	Physical Access Control System
<b>PIV</b>	Personal Identity Verification
<b>PLA</b>	Presidential Libraries Act
<b>ppb</b>	parts per billion
<b>PTZ</b>	Pan/tilt/zoom (camera)



<b>PVC</b>	Polyvinyl chlorine polymer
<b>SCIF</b>	Sensitive Compartmented Information Facilities
<b>REX</b>	Request to Exit
<b>SBU</b>	Sensitive but Unclassified
<b>SMACNA</b>	Sheet Metal and Air Conditioning Contractors' National Association
<b>SMPTE</b>	Society of Motion Picture and Television Engineers
<b>TCP/IP</b>	Transmission Control Protocol/Internet Protocol
<b>TIA</b>	Telecommunications Industry Association
<b>UBC</b>	Uniform Building Code
<b>UL</b>	Underwriters Laboratories, Inc.
<b>UPS</b>	uninterruptible power source
<b>USG</b>	United States Government
<b>UV</b>	ultraviolet light
<b>VFD</b>	variable frequency drives
<b>VOC</b>	Volatile Organic Compounds
<b>WAN</b>	wide area network

## ATTACHMENT 1

### **MILESTONES for MUSEUM REDESIGN PROJECTS**

(*ADSPL* July 2017, Section 1.23 Required NARA reviews during a Museum Redesign Project)

Multiple NARA program offices participate in this process, including but not limited to, the Office of the Archivist, the affected Presidential Library, Office of Presidential Libraries (LP), Office of Legislative Archives, Presidential Libraries, and Museum Services (L), Security Management (BX), Preservation Programs (RX), Information Services (I), Facilities and Property Management (BF), Office of General Counsel (NGC), among others. Depending on the phase, submittals may include drawings, copy, mock-ups, written evaluations, specifications, and /or samples.

A joint authorization to proceed is required at each phase/milestone to ensure that changes and comments are addressed/resolved prior to the start of the next phase. The standard for comment resolution and associated teleconferences after a submittal is 15 working days; however, the duration can be adjusted with the mutual consent of the parties involved. Project milestones subject to **comprehensive review** follow.

#### **1. PROJECT INITIATION**

The Library must be an active partner in initiating the project. Steps in the initial project process follow: defining goals and objectives as well as the intended audience; defining the overarching exhibit concept; determining project team, scope, budget, schedule and resource requirements; determining project feasibility within desired parameters; identifying stakeholders and partners; defining team roles and responsibilities; identifying external review requirements (such as historian review); identifying process strategies for contracting, communications, etc.; determining funding sources; identifying desired program activities; identifying desired collateral material; and identifying affected holdings and loans, such as special handling needs and costs. Any proposed changes in existing square footage of exhibit and impacted spaces or potential changes to existing floor plan that would involve structural or mechanical alterations should be identified.

Primary Deliverable: An *exhibit proposal/briefing paper* for NARA addressing the elements listed above. The briefing paper includes a list of proposed external partners (as needed) to participate in phase 3, Conceptual Planning and Design.

Approval: The Director of Presidential Libraries reviews the proposal, and with the support of the Executive for Legislative Archives, Presidential Libraries, and Museum Services, the Archivist, the Chief Operating Officer, and the Chief of Management and Administration, approves initiating the project.

#### **2. MEMORANDUM OF AGREEMENT**

The Foundation and the Library Director execute a Memorandum of Agreement (MOA) that defines the scope of the project; the authority by which each party enters into the agreement; the respective roles and responsibilities of each party, including project management; project

costs and assumption of such; ownership of project-related intellectual property; finalization of external review requirements; the establishment of a committee of historians to provide feedback on the exhibit's tone and content; and finalization of NARA script approval prior to the de-installation and/or installation of exhibits. In addition, the MOA may address project funding level requirements for or at individual phases.

A fully executed MOA must be in place before the Conceptual Planning and Design phase commences. Prior to execution, the MOA must be reviewed by LP and NARA's Office of General Counsel and/or Trust Fund (if the use of Trust Fund monies is planned).

### **3. CONCEPTUAL PLANNING AND DESIGN**

**3.1 PROJECT TEAM** The Project Team consists of the Foundation and its contractors, Library staff, and NARA program offices (to be coordinated by a designee from LP).

**3.2 CONCEPTUAL PLANNING AND DEVELOPMENT** The Library and the Foundation conduct preliminary research and a front end evaluation; identify desired audience and visitor experience identify educational standards; define exhibit themes; and develop an exhibit concept plan that includes conceptual illustrations, selection options, a preliminary exhibit narrative, AV/Interactive concepts, a Bubble Plan, possible facility impacts, and identification of accessibility requirements. Team reviews occur throughout the process, and notably during the development of functional relationships and block diagramming for the overall exhibit concept. During this phase, charrettes/workshops including Project Team members as well as the committee of historians as available are conducted.

**3.3 CONCEPTUAL DESIGN SUBMITTAL REVIEW** The Project Team reviews the completed Conceptual Design submittal for overall visitor experience; exhibit goals and intent; exhibit themes and content narrative; a Bubble Plan showing adjacencies of spaces and themes; major exhibit components (proposed level of AV/interactivity, use of original collections and documents, desired design platforms, etc.) and their potential impact to the Museum building, operations, systems, and collections; and project schedule and preliminary project costs. The Project Team reaches consensus on preliminary project design and concept. Revisions are incorporated in the final deliverable.

Primary Deliverable At a mutually agreed upon time, the Foundation presents the revised Conceptual Design Package (hard copy and electronic) and a fund-raising plan to the Archivist of the United States; the audience for the briefing includes the Executive for Legislative Archives, Presidential Libraries, and Museum Services, the Director of Presidential Libraries, the Library Director, and other appropriate team members and/or stakeholders.

**3.4 APPROVAL** If the Archivist of the United States approves, the project continues to the Design Development phase; the Foundation can initiate and/or exercise options for the contract process for exhibit design, fund-raising efforts, and other services as needed.

## **4. DESIGN DEVELOPMENT**

### **4.1 DESIGN AND DEVELOPMENT PLANNING**

- a. This phase entails further discussion, development, and NARA review and approval of exhibit components, including audiovisual and interactive elements, adjacencies, allocation of spaces, script, traffic flow, way-finding and signage, infrastructure requirements, costs, and impact on NARA holdings and loans.
- b. The Project Team reviews the impact on existing infrastructure (such as HVAC, IT, telecommunications, plumbing, security system(s), lighting systems, etc.); reviews potential iconic holdings and loans or general types of holdings and loans proposed for display; conducts further technical review of exhibit elements; and assesses and refines staffing levels required by the designer as well as project support required from the Library and/or NARA.
- c. The Project Team identifies the impact of the following factors: existing walls and ceilings; Code (IFC) required exiting, fire separation, and occupancy loads; exterior adjacencies; traffic flow, environmental equipment; ductwork and air flow patterns; fire detection and suppression systems; lighting; security systems; IT infrastructure; required future maintenance of the exhibits; impacts on energy consumption; and the overall scope of these factors on Library operations and staffing.
- d. The Project Team must consider any impact the project may have upon building components, systems, and infrastructure, holdings and loans storage, processing, or research areas; if these areas are impacted, any alterations must meet NARA preservation, conservation, facility, and security standards. Coordination of such projects or any concurrent NARA infrastructure projects must be inherent in all future development and construction phases. Specifications for any alterations to building systems (see [paragraph f](#) below) must adhere to NARA preservation and conservation standards to determine whether the alterations negatively affects holdings and loans through changes in temperature and relative humidity conditions, off-gassing, particulate circulation, lighting, or other effects.
- e. During this phase, plans and costs for the removal and/or storage of existing exhibit artifacts and holdings and loans, including those that won't be included in the new museum/exhibit space, must be developed. The storage space must meet applicable NARA standards. In addition, plans and costs for protecting system facility infrastructures and adjacent spaces during demolition and construction phases must be developed.
- f. Actions to be initiated and/or completed

Develop floor and ceiling plans, graphic design intent, elevations, AV/interactive treatments, case design, and preliminary selection lists of documents, artifacts, and graphics; finalize materials and sample board; conduct conservation assessment of selected holdings and loans; initiate loan requests; write draft text and sample captions; conduct Formative Evaluation/prototyping as needed; refine design and production schedules and budget; and conduct presentation(s) of Design Development Submittals.

- g. Design work includes any changes to the interior building structure, mechanical systems, and other infrastructure requirements that are necessary solely as a result of the exhibit project, including:
- i. fire suppression systems - if altered and/or to ensure that existing is sufficient;
  - ii. existing and planned security systems and security control locations (including CCTV, motion sensors, cameras, proximity card readers, etc.);
  - iii. environmental modifications if new exhibit designs require them;
  - iv. building and mechanical systems controls modifications;
  - v. plumbing system;
  - vi. air handling and HVAC controls/systems;
  - vii. security systems controls modifications;
  - viii. secured emergency exit locations and entrances;
  - ix. occupancy and lighting sensors and lighting systems;
  - x. preliminary equipment and furniture specifications;
  - xi. IT infrastructure for exhibit components and any alterations to existing IT infrastructure and equipment must occur at this stage and in all subsequent stages of design development;
  - xii. projected life cycle costs for the exhibit (including interactives); and
  - xiii. projected life cycle costs for other NARA-managed space impacted by a museum redesign, such as classrooms, Lobby space, public kiosks and monitors, public corridors, etc.

Primary Deliverable Presentations of submittals must occur throughout the DESIGN DEVELOPMENT phase (and its sub-phases) and are subject to review by all Project Team members. At least one presentation should be planned for the Director of Presidential Libraries, the Executive for Legislative Archives, Presidential Libraries, and Museum Services, and/or the Archivist of the United States. Presentations to NARA officials must be available in hard copy and electronic format.

*Prior to the start of the DESIGN DEVELOPMENT SUBMITTALS REVIEW phase, the Project Team determines the preferred distribution method—hard copy, CD-ROM, FTP site, etc.—for each member of the Project Team. Unless otherwise requested by a Project Team member, the distribution list/method established at this time is maintained*

*throughout the entire project. The Project Team must receive the deliverables for each phase in advance of scheduled comment resolution calls or videoconferences.*

*The Foundation and its contractor(s) are responsible for distributing project material to all Project Team members (per the members and formats requested above).*

#### **4.2 DESIGN DEVELOPMENT SUBMITTALS REVIEW**

##### **a. 50% Design Development Submittal**

This submittal further develops the exhibit project, incorporating all approved comments and changes from the previous phase and including the preliminary development of exhibit design elements. In addition, it must include a preliminary assessment of impact on facilities, existing infrastructure, and required system upgrades.

NARA Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and/or contractors provide written responses to all comments. Accepted changes are documented in the 75% Design Development Submittal and captured in a phase-specific change list or spreadsheet.

##### **b. 75% Design Development Submittal**

This submittal further develops the exhibit project, incorporating all approved comments and changes from the previous submittal. It should include floor and ceiling plans (showing lighting, AV positioning and sound impacts, etc.), sample elevations, graphic design intent, draft audio-visual/interactive treatments, preliminary artifact and graphic selection lists, preliminary case design, draft exhibit text, projected life cycle costs, and Formative Evaluation/prototyping plan as needed. In addition, the submittal must include updated designs for upgrades/renovations to facilities, infrastructure, and system upgrades.

Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and/or contractors provide written responses to all comments. Accepted changes are documented in the 100% Design Development Design phase and captured in a phase-specific change list or spreadsheet.

##### **c. 100% Design Development**

This submittal finalizes this phase of the exhibit project, incorporating all approved comments and changes from the previous submittal. It should include fully articulated floor and ceiling plans (showing case positioning, lighting, AV positioning and sound impacts, etc.), all elevations with graphic design treatments, preliminary visual/interactive treatments, working artifact and graphic selection lists, draft case design and artifact layouts, draft samples of exhibit text, and evaluation and prototyping

as needed as well as an updated fabrication/production schedule and cost estimate and a refined estimate of life cycle costs. In addition, this submittal must include final design for upgrades/renovations to facilities, infrastructure, and system upgrades. During review, special attention is paid to coordination with any infrastructure changes or upgrades.

Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and/or contractors provide written responses to all comments. Accepted changes are documented in the Fabrication/Construction Bid Package phase and captured in a phase-specific change list or spreadsheet.

## **5. FINAL DESIGN DEVELOPMENT**

### **5.1 FINAL DESIGN PLANNING AND DEVELOPMENT**

- a. This phase allows further development of the exhibit design and incorporates all approved comments and changes from the previous phase. Impact on existing infrastructure and staffing levels must be further refined and finalized by the designer for review and approval by NARA.
- b. During this phase, upgrades/changes related to the following factors must be fully incorporated into the designs and construction schedule(s):

existing walls and ceilings; Code (IFC) required exiting, fire separation, and occupancy loads; exterior adjacencies; traffic flow, environmental equipment; ductwork and air flow patterns; fire detection and suppression systems; lighting; security systems; IT infrastructure; required future maintenance of the exhibits; impacts on energy consumption; and the overall scope of these factors on Library operations and staffing.

- c. Other considerations Coordination of any joint projects or NARA infrastructure continues to be inherent, i.e., as per impact upon holdings and loans storage, processing, research areas, building systems and infrastructure, etc. Specifications for any alterations to building systems must also be reviewed according to NARA preservation, conservation, facility, and security standards to determine whether the alterations negatively affect holdings and loans through changes in temperature and relative humidity conditions, off-gassing, particulate circulation, lighting, or other effects.
- d. Actions to be initiated and/or completed during this phase follow: develop final plans (floor, ceiling, electrical, AV, etc.), final graphic design, all elevations, AV/interactives outlines and wireframes, final case design, and final selection lists of

documents, artifacts, and graphics; begin conservation of selections; finalize loans; begin graphic acquisition; write final script and captions, including editorial review; refinement of design and production schedules and budget; and conduct presentation(s) of Final Design Submittals. Impacts of exhibit and technology life cycle costs must be addressed.

Primary Deliverable: Presentations of submittals must occur throughout the FINAL DESIGN DEVELOPMENT phase (and its sub-phases) and are subject to review by all Project Team members. At least one presentation should be planned for the Director of Presidential Libraries, the Executive for Legislative Archives, Presidential Libraries, and Museum Services, and/or the Archivist of the United States. Hard copies of the 100% Final Design Deliverable, including the final script, should be sent to LP Project Manager for documentation purposes.

## **5.2 FINAL DESIGN SUBMITTALS REVIEW**

### **a. 50% Final Design Submittal**

This submittal further develops the exhibit project, incorporating all approved comments and changes from the previous phase. It should include further development of exhibit design elements and further design of upgrades/changes related to facilities, infrastructure, and system upgrades.

NARA Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and or contractors provide written responses to all comments. Accepted changes are documented in the 75% Final Design Submittal and captured in a phase-specific change list or spreadsheet.

### **b. 75% Final Design Submittal**

This submittal further develops the exhibit project, incorporating all approved comments and changes from the previous phase. It must include further development of exhibit design elements noted in and further design refinement of upgrades/changes related to facilities, infrastructure, and system upgrades.

Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and/or contractors provide written responses to all comments. Accepted changes are documented in the 100% Final Design Submittal and captured in a phase-specific change list or spreadsheet.

### **c. 100% Final Design Submittal**

This submittal finalizes design for the exhibit project, incorporating all approved comments and changes from the previous phase. This submittal serves as a Fabrication



Bid Package with a final cost estimate, revised schedule, and design requirement of upgrades/changes related to facilities, infrastructure, and system upgrades.

Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and/or contractors provide written responses to all comments. Accepted changes are documented in Shop Drawings, Production Ready Files, and/or Media Productions as appropriate and captured in a phase-specific change list or spreadsheet.

## **6. FABRICATION/PRODUCTION/CONSTRUCTION AND INITIAL INSTALLATION**

Actions to be initiated and/or completed during this phase follow: provide high resolution digital files; initiate, award & manage contract(s) for fabrication, audio-visual/interactive productions, etc., and provide a copy of the scope(s) of work to NARA for review as well as the final contract(s); conduct Fabrication/Production Kick-Off Meeting(s); review shop drawings; initiate prototyping; receive incoming loans; prepare selected documents /facsimiles for exhibition; review fabrication and installation materials, conduct inspection(s)/review(s); initiate installation (including exhibit lighting); review/update punch list; and receive all files and manuals.

### **6.1 FABRICATION/PRODUCTION REVIEWS**

- a. **Production Ready Package** The completed production ready package, including final script and caption and all graphics (finalize graphic acquisition) reviews include test strip samples and proofs that need to be reviewed by the designer, script writer, editor, and appropriate NARA and Foundation team members.
- b. **AV/Interactive Production** Rough cuts, fine cuts, and captioning, must be reviewed by NARA and Foundation team members. In addition, copyright/licensing needs must be completed and documented.
- c. **Shop Drawings** Shop drawings, including detailed case drawings, must be reviewed by NARA and Foundation team members.
- d. **Fabrication Reviews for building modification and exhibit fabrication/production**
  - i. **25% Review** All materials and finishes used in the exhibition spaces and in construction of the exhibit cases and mounts must be pre-approved by NARA. A prototype of exhibit cases housing original NARA holdings and loans will typically be required for review and evaluation by NARA at this stage or later. Mock ups or prototypes of other design elements may be

required. Early construction concerns, if any, must be reviewed and corrected before the 50% stage of the project.

Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and/or contractor provide written responses to all comments. Accepted changes are documented in the 50% Fabrication Review and captured in a phase-specific change list or spreadsheet.

- ii. 50% Review NARA provides final approval for artifact mounts, and final installation schedule is agreed upon. Construction deficiencies, if any, are reviewed and corrected before the 75% stage of the project.

Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and/or contractors provide written responses to all comments. Accepted changes are documented in the 75% Fabrication Review and captured in a phase-specific change list or spreadsheet.

- iii. 75% Review While installation of certain exhibit elements such as graphics, interactives, immersive elements, and props may occur during this stage, NARA holdings and loans may not be installed until all construction is complete and only minor fabrication remains. Fabrication deficiencies, if any, are reviewed and corrected before final completion of the project. NARA reviews and approves all fabrication and installation materials.

Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and/or contractors provide written responses to all comments. Accepted changes are documented in the 90% Fabrication Review and captured in a phase-specific change list or spreadsheet.

- iv. 90% Review A review of fabrication/installation readiness occurs at the 90% completion mark. Exhibit cases for display of original NARA holdings and loans must be fully complete at least four weeks prior to installation of holdings and loans. NARA may evaluate or test any exhibit case. NARA holdings and loans may not be installed until all fabrication is complete and approved and only minor work such as graphic and interactive installation is occurring. Lighting should be installed and operable at this stage although final adjustments may continue.

Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of comment submission. The Foundation and/or contractors provide written responses to all comments. Accepted changes are documented before Final Inspection and captured in a phase-specific change list or spreadsheet.

## **7. FINAL INSPECTION**

A final inspection must be conducted when the construction contractor/fabrication contractor(s) certifies and the NARA Construction Quality Manager (CQM) verifies that the project is substantially (99%) completed except for minor corrections typically listed on a final punch list of the project. The following activities occur during the inspection: review all completed construction/fabrication/installation in accordance with the fabrication/construction documents; evaluate the CQM and architect/engineer certifications of the work; review the inspections and testing reports of the work in progress as provided by the construction contractor and CQM; verify that all building and exhibit systems are operating and provide for safe keeping of all holdings and loans; refinement in lighting illuminating original holdings and loans in order to meet NARA requirements; and review and approval of finished mounts and artifact installation.

Comment review period: 15 business days (three calendar weeks)

Comment resolution call(s) or videoconference(s) The Foundation arranges the call for Project Team members within 15 business days (three calendar weeks) of Final Inspection. The Foundation and/or contractors provide written responses to all comments. Accepted changes are documented in a Final Punchlist Inspection Report and captured in a phase-specific change list or spreadsheet.

## **8. DEINSTALLATION & STORAGE**

In preparation of construction and on-site fabrication, any existing exhibit or space furnishings must be de-installed and stored. All original holdings and loans, must be de-installed by NARA staff or under the supervision of NARA staff prior to any construction/fabrication on-site. Any and all storage for original holdings and loans, whether temporary or long-term, must be determined prior to de-installation, meet applicable NARA guidelines, and included in the project scope and budget.

## **9. INSTALLATION OF ORIGINAL HOLDINGS AND LOANS**

Installation of original holdings and loans, must not take place until all construction and finish work is completed and the gallery and cases have been aerated for at least four weeks. Final lighting adjustments are performed to ensure compliance with NARA standards. (NARA 1612, Exhibition Loans and Traveling Exhibits, provides current policy on this subject.)

## **10. FINAL DELIVERY**

Despite design reviews by NARA staff, it is the responsibility of the Foundation and their contractors to ensure that all aspects of NARA standards are met and all punch-list items resolved. The contractor provides a maintenance manual for the exhibit and exhibit systems. All close-out documents, warranties, technical manuals, copyright and use right documentation, etc., are provided to NARA as well as required training to NARA staff/contractors on lighting control system, audiovisual controls, case access, IT components, interactive elements, security controls, etc.

After the Foundation completes all punch-list items identified in the 100% Site Visit Inspection Report prepared by the NARA Supervisory Architect, the NARA Supervisory Architect will prepare a "Certification Statement," confirming: 1) the project complies with NARA's Architectural and Design Standards in effect during design and construction, 2) the 100% Site Visit Inspection Report has been conducted, and 3) all punch-list items have been completed.

## **11. CLOSE-OUT PACKAGE**

This assembled package includes all material used to produce the exhibit, including: sources and material produced in its facility for use in the exhibit, reference material, digital media or graphics, drawings, etc. as well as a compiled copyright/licensing notebook for all graphics and media uses. All Government supplied reference and resource material shall also be included. In addition, a maintenance manual must be provided along with any specialized tools, keys, or security hardware needed to maintain the exhibit.

## **12. NARA PROJECT ACCEPTANCE**

Following issuance of the "Certification Statement" and the delivery of all elements detailed in Sections 10 and Section 11 above—e.g., staff training, technical and maintenance manuals, copyright and use right documentation, digital media or graphics, drawings, etc.—the Library Director, in conjunction with NARA's Office of General Counsel, will issue a formal letter of overall project acceptance to the Foundation.

## **13. REMEDIAL WORK**

The Foundation's exhibit services contract must include a contingency for any remedial work to be performed. The Foundation's exhibition budget should include a contingency for performing remedial work after the completion of the contract, but within a proscribed period after the exhibit opens. Remedial work is any change to the exhibit that is not under warranty in the exhibition contract (i.e., manufacturing defects or failures, etc.). Typically, remedial work is changes in labels, graphics, and or exhibit components that are found to have errors or that fail to communicate to visitors the intent of the exhibit element.

## **14. LIFE CYCLE COSTS**

The Foundation will assume all expected life cycle costs for the exhibit, including but not limited to the ongoing maintenance and operations; the replacement, refreshing, and/or upgrading of hardware and software for AV, interactives, control systems, and other technology-based components; resulting infrastructure or system upgrades impacting Electrical, HVAC, IT, Security, and Telecommunications; artifact rotations and labels; updates to way-finding and visitor signage directly associated with the new exhibit, etc.

## **ATTACHMENT 2**

### **Facility-related Codes and Standards**

#### **American Society of Heating, Refrigerating, and Air-Conditioning Engineer (ASHRAE)**

- ASHRAE 62.1, *Ventilation for Acceptable Indoor Air Quality* (2007);
- ASHRAE *Best Practices for Datacom Facility Energy Efficiency* (2009);
- ASHRAE *Datacom Equipment Power Trends and Cooling Applications* (2005);
- ASHRAE *Design Considerations for Data and Communications Equipment Centers* (2009);
- ASHRAE *Gaseous and Particulate Contamination Guidelines for Data Centers* (2009);
- ASHRAE *Structural and Vibration Guidelines for Datacom Equipment Centers* (2008);
- ASHRAE *Thermal Guidelines for Data Processing Environments* (2009);

#### **Consumer Electronics Association (CEA)**

- CEA-310-E, *Cabinets, Racks, Panels, and Associated Equipment* (2005);

#### **Institute of Electrical and Electronics Engineers (IEEE)**

- IEEE 142-2007 (The IEEE Green Book), *Recommended Practice for Grounding for Industrial and Commercial Buildings*;
- IEEE 493-2007 (The IEEE Gold Book), *Recommended Practice for Design of Reliable and Commercial Power Systems*;
- IEEE 1100-2005 (The IEEE Emerald Book), *Recommended Practice for Powering and Grounding Electronic Equipment*

#### **International Electrotechnical Commission (IEC)**

- IEC 61280-4-1:2009(E), *Fibre-optic communication subsystem test procedures - Part 4-1: Installed cable plant - Multimode attenuation measurement*;
- IEC 61280-4-2:1999, *Fibre Optic Communication Subsystem Basic Test Procedures - Part 4-2: Fibre Optic Cable Plant - Single-Mode Fibre Optic Cable Plant Attenuation*;
- IEC 61935-1:2005, *Generic cabling systems-Communication cabling in accordance with ISO/IEC 11801-Part 1: Installed cabling*;
- IEC 62305-3: 2006, *Protection against lightning - Part 3: Physical damage to structures and life hazard*;

#### **International Organization for Standardization (ISO)**

- ISO/IEC 11801:2002, *Information technology - Generic cabling for customer premises*;
- ISO/IEC TR 14763-2:2000, *Information technology – Implementation and operation of customer premises cabling – Part 2: Planning and installation of copper cabling*;
- ISO/IEC 14763-3:2006, *Information technology—Implementation and operation of customer premises cabling-Part 3: Testing of optical fibre cabling*;
- ISO/IEC 24764:2010, *Information technology - Generic cabling systems for data centres*;

#### **National Electrical Contractors Association (NECA)**

## *Architectural and Design Standards for Presidential Libraries [July 2018]*

- ANSI/NECA/BICSI 607, *Telecommunications Bonding and Grounding Planning and Installation Methods for Commercial Buildings* (2010);

### **National Fire Protection Association (NFPA)**

- NFPA 12, *Carbon Dioxide Fire Extinguishing Systems* (2008);
- NFPA 12A, *Halon 1301 Fire Extinguishing Systems* (2009);
- NFPA 13, *Standard for the Installation of Sprinkler Systems* (2010);
- NFPA 20, *Installation of Stationary Pumps for Fire Protection* (2010);
- NFPA 70, *The National Electrical Code® (NEC®)* (2008);
- NFPA 70E, *Standard for Electrical Safety in the Workplace* (2004);
- NFPA 72, *National Fire Alarm Code* (1999);
- NFPA 75, *Standard for the Protection of Information Technology Equipment* (2009);
- NFPA 76, *Recommended Practice for the Fire Protection of Telecommunications Facilities* (2009)
- NFPA 1600, *Standard on Disaster/Emergency Management Business Continuity Programs* (2007);
- NFPA 2001, *Standard on Clean Agent Fire Extinguishing Systems* (2008);
- NFPA Fire Protection Handbook* (2003);

### **Telecommunication Industry Association (TIA)**

- ANSI/TIA TSB-155-A, *Guidelines for the Assessment and Mitigation of Installed Category 6 Cabling to Support 10GBASE-T* (2010);
- ANSI/TIA-526-14-A OFSTP-14 *Optical Power Loss Measurement of Installed Multimode Fiber Cable Plant* (1998);
- TIA-569-B, *Commercial Building Standard for Telecommunications Pathways and Spaces* (2004);
- ANSI/TIA/EIA-606-A, *Administration Standard for Commercial Telecommunications Infrastructure* (2002);
- ANSI-J-STD-607-A, *Commercial Building Grounding (Earthing) and Bonding Requirements for Telecommunications* (2002);
- ANSI/TIA-862, *Building Automation Cabling Standard for Commercial Buildings* (2002);
- ANSI/TIA-942, *Telecommunications Infrastructure Standard for Data Centers* (2005);

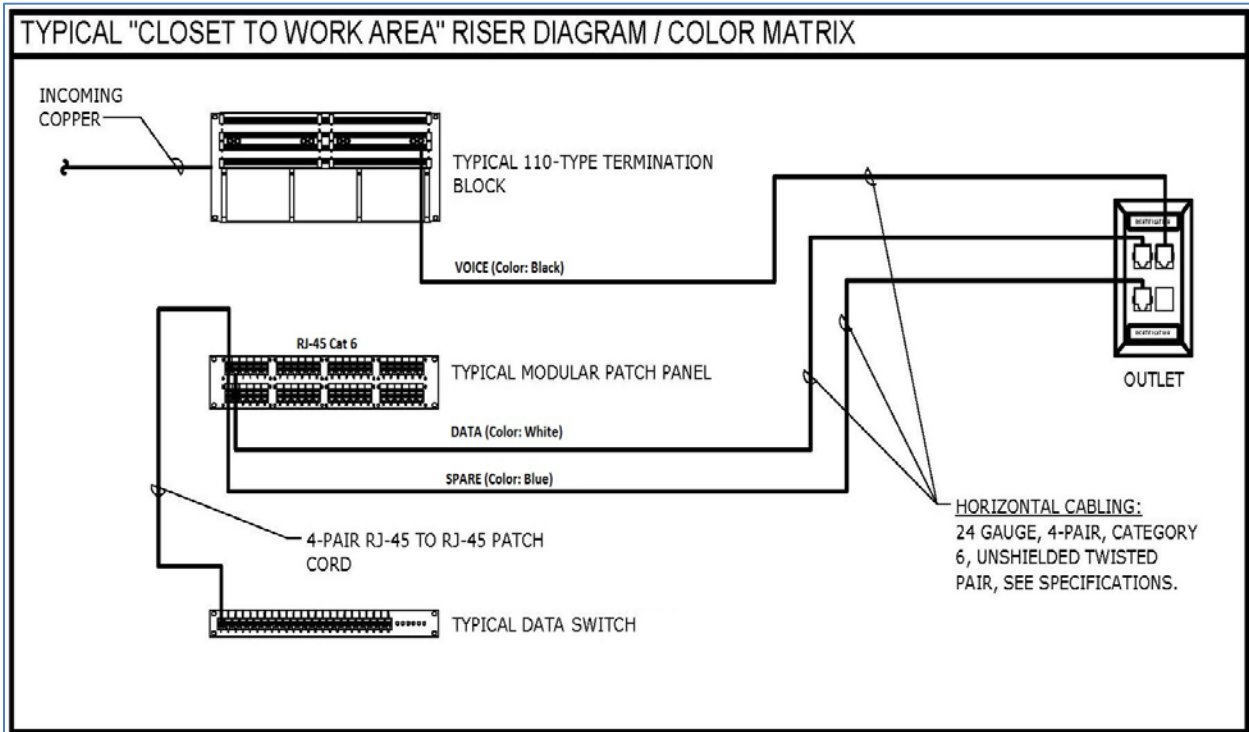
### **Underwriters Laboratories (UL)**

- ANSI/UL 497-2001, *Standard for Safety Protectors for Paired-Conductor Communications Circuits*;
- UL 60950-1 2003, *Information Technology Equipment - Safety - Part 1: General Requirements*;

### **Other Standards and Documents**

- Americans with Disabilities Act (ADA)* (1990)
- NIST Special Publication, 800-53, Revision 4
- NARA IT Security Requirements, Version 6.1

ATTACHMENT 3



TELECOMMUNICATIONS INSTALLATION NOTES:

1. THE COMPLETE INSTALLATION SHALL BE IN ACCORDANCE WITH THE A.D.A.A.G. (AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES)
2. CONCEAL ALL CONDUIT IN WALLS, PARTITIONS, ABOVE CEILING, AND IN FLOOR SLAB, ETC. UNLESS OTHERWISE INDICATED ON THE PLANS OR IN THE SPECIFICATIONS. CONDUIT IN MECHANICAL ROOMS, AND ROOMS WITHOUT CEILINGS MAY BE EXPOSED ON BUILDING STRUCTURE.
3. BOXES LOCATED ON OPPOSITE SIDES OF NON-RATED WALLS SHALL BE OFFSET A MINIMUM OF 6" HORIZONTALLY. BOXES ON OPPOSITE SIDES OF FIRE RATED WALLS SHALL BE OFFSET A MINIMUM OF 24" HORIZONTALLY. "THRU-THE-WALL" BOXES SHALL NOT BE ALLOWED WITHOUT PRIOR WRITTEN APPROVAL OF THE ARCHITECT/ENGINEER.
4. FLUSH MOUNT ALL TELECOMMUNICATION OUTLETS TO MATCH RECEPTACLE HEIGHTS. EXCEPT WHERE OTHERWISE NOTED. OUTLETS MAY BE SURFACE MOUNTED WHEN CONDUIT IS SPECIFIED EXPOSED.
5. CONTRACTOR SHALL VERIFY ALL FURNITURE, MODULAR FURNITURE AND EQUIPMENT LOCATIONS WITH ARCHITECTURAL PLANS, ELEVATIONS AND REVIEWED SHOP DRAWINGS. PRIOR TO MAKING THE ACTUAL TELECOMMUNICATIONS INSTALLATION THIS CONTRACTOR SHALL ADJUST OUTLETS OR CONNECTION LOCATIONS TO ACCOMMODATE FURNITURE AND/OR EQUIPMENT.
6. TELECOMMUNICATIONS EQUIPMENT SHALL BE MOUNTED TO ALLOW ACCESS TO ELECTRICAL AND MECHANICAL EQUIPMENT. ALL MOUNTING OF TELECOMMUNICATION DEVICES ON EQUIPMENT SUPPLIED BY ANOTHER CONTRACTOR SHALL BE APPROVED IN ADVANCE BY THE OTHER CONTRACTOR.
7. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL OPENINGS REQUIRED IN WALLS. ALL OPENINGS SHALL BE REPAIRED TO MATCH EXISTING BY A QUALIFIED CONTRACTOR AT THE EXPENSE OF THIS CONTRACTOR. ALL CONDUITS THROUGH WALLS SHALL BE GROUTED OR SEALED INTO OPENINGS.
8. ALL MATERIALS USED TO SEAL PENETRATIONS OF FIRE RATED WALLS AND FLOORS SHALL BE TESTED AND CERTIFIED AS A SYSTEM PER ASTM E814 STANDARDS FOR FIRE TESTS OF THROUGH-PENETRATION FIRESTOPS.



ATTACHMENT 3

# TYPICAL LABELING SCHEME (FOR HORIZONTAL COMPONENTS)

WWWW—XXXX—YY—ZZ

COMMUNICATIONS  
ROOM DESIGNATION  
FROM FLOOR PLANS

4-DIGIT ROOM #  
(A111, A112, A113, ETC.)

2-DIGIT OUTLET #  
(01, 02, 03, ETC.)

2-DIGIT PORT #  
(01, 02, 03, ETC.)

- WWWW - IDENTIFIES THE ROOM NUMBER FROM WHICH THE OUTLET IS SERVED FROM
- XXXX - IDENTIFIES THE ROOM IN WHICH THE OUTLET IS LOCATED
- YY - IDENTIFIES THE OUTLET LOCATION. BEGIN LABELING WITH 01 IN EACH ROOM AT THE NORTHWEST CORNER INCREMENTING BY 05 EVERY OUTLET IN A CLOCKWISE MANNER
- ZZ- - IDENTIFIES THE INDIVIDUAL OUTLET AND CABLE. BEGIN LABELING WITH 01 IN THE TOP LEFT CORNER OF FACE PLATE AT THE WORK AREA AND INCREMENT BY ONE FOR EVERY PORT OPENING FROM LEFT TO RIGHT AND TOP TO BOTTOM.

# ATTACHMENT 3

