

## CONFERENCE ROOMS

---

**Sound Transmission:** Conference rooms shall be designed and constructed so as to minimize sound transmission into and out of these spaces (see the *Walls & Partitions* section within these *General Guidelines*). Location within a building relative to exterior as well as interior noise sources such as service entrances, equipment rooms, restrooms and high traffic areas is especially important in this regard.

**HVAC:** Each conference room shall be served by a dedicated zone of the HVAC system(s) that serves it (i.e. it shall have its own thermostat), even if other spaces within the same building do not. The HVAC system(s) that serve a conference room shall be designed and constructed with special consideration given to noise control.

**Lighting:** See *Lighting, Interior & Emergency* section within these *General Guidelines*.

**Communications:** Voice and data outlets shall be provided for all conference rooms. Power outlets shall also be provided at each communication outlet. The location of the communication outlets shall be coordinated with the furniture plan. A permanent wire management system shall be incorporated within the furniture. Consideration should be given to installing wireless access connections.

**Assembly Occupancies:** By definition, large conference rooms are considered to be Assembly Occupancies, which include buildings or portions of buildings used for gathering together 50 or more persons.

**Coat Hooks:** Coat hooks shall be provided near the entrance(s) in appropriate numbers.

**Amenities:** Kitchenettes, blackboards, whiteboards, projection screens, darkening shades, and other such amenities shall be provided as directed by the *Program Statement* of a given project.