

EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES  
DEPARTMENT OF TRANSITIONAL ASSISTANCE (DTA) AND MASSABILITY

Ashland, Bellingham, Blackstone, Boxborough, Dover, East Walpole, Framingham, Franklin, Holliston, Hopedale, Hopkinton, Hudson, Marlborough, Maynard, Medfield, Medway, Mendon, Milford, Millis, Natick, Needham, Norfolk, Sherborn, Southborough, Stow, Sudbury, Walpole, Wellesley or Weston

Project Number: 202608200

SECTION B-3  
SPACE ALLOCATION AND FINISH SCHEDULE

A TOTAL OF APPROXIMATELY 14,200 USABLE SQUARE FEET

JULY 2026

**Project Number: 202608200**

**B-3. SPACE ALLOCATION AND FINISH SCHEDULE: DEPARTMENT OF TRANSITIONAL ASSISTANCE (DTA) AND  
Ashland, Bellingham, Blackstone, Boxborough, Dover, East Walpole, Framingham, Franklin, Holliston, Hopedale, Hopkinton,  
Hudson, Marlborough, Maynard, Medfield, Medway, Mendon, Milford, Millis, Natick, Needham, Norfolk, Sherborn,  
Southborough, Stow, Sudbury, Walpole, Wellesley or Weston**

**JULY 2026**

**SUMMARY OF SPACE ALLOCATION**

	<b>Staff</b>	<b>Seats</b>	<b>Usable Area</b>
Staff Areas - DTA	79	45	4,088
Staff Areas - MassAbility	31	11	1,532
Meeting Areas & Shared Support		0	2,904
Entry & Client Service Areas		4	5,637
	_____	_____	_____
<b>TOTAL:</b>	110	<b>60</b>	<b>14,162</b>

**B-3. SPACE ALLOCATION AND FINISH SCHEDULE: DEPARTMENT OF TRANSITIONAL ASSISTANCE (DTA) AND MASSABILITY**

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TYPE OF ROOM OR AREA	PERSONNEL SPACE			SUPPORT SPACE			TOTAL SF	PARTI-TIONS	FLOOR COVER	NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2)
	SEATS	SF	SUBTOTAL	UNITS	SF	SUBTOTAL				
<b>STAFF AREAS</b>										
Director	1	120	120				120	Full, LL-Wkstn	CPT	Lock, sidelight, furniture (See Exhibit 17.1- furniture to be provided by LL)
Assistant Director	1	100	100				100	Full, LL-Wkstn	CPT	Lock, sidelight, furniture (See Exhibit 17.1- furniture to be provided by LL)
Supervisors	5	100	500				500	Full, LL-Wkstn	CPT	Lock, sidelight, furniture (See Exhibit 17.1- furniture to be provided by LL)
Central Office Staff DV	1	100	100				100	Full, LL-Wkstn	CPT	Lock, sidelight, furniture (See Exhibit 17.1- furniture to be provided by LL)
Case Managers	23	36	828				828	LL-Wkstn	CPT	See Technical Exhibit 7
Clerks	10	36	360				360	LL-Wkstn	CPT	See Technical Exhibit 7
Central Office Staff	4	36	144				144	LL-Wkstn	CPT	See Technical Exhibit 7
<b>Subtotal Staff Areas</b>	<b>45</b>		<b>2,152</b>				<b>2,152</b>			
<b>DTA Support</b>										
DTA Storage/Supply				1	100	100	100	Full	VCT	Lock, vision panel, perimeter shelving by LL on the three longest walls (see Technical Exhibit)
DTA Storage/Equipment				1	100	100	100	Full	VCT	Lock, vision panel, perimeter shelving by LL on the three longest walls (see Technical Exhibit)
Safe Room				1	100	100	100		VCT	Card Access, Vision Panel, Should be located in secure space near reception area
<b>Subtotal Equipment in DTA Support</b>						<b>300</b>	<b>300</b>			
<b>EQUIPMENT IN OPEN AREAS</b>										
Bookcase				2	3	6	6	Open	CPT	
File Cabinets (VF)				4	9	36	36	Open	CPT	
File Cabinets (LF)				4	9	36	36	Open	CPT	
Storage Cabinet				1	9	9	9	Open	CPT	
Recycling/Shredding Bins				3	5	15	15	Open	CPT	
DTA Staff Lockers				25	2	50	50	Open	CPT	12" W x 18" D x 36" H Lockers with mechanical combination locks to be provided by Landlord (See Technical Exhibit 18.1)
Copy Station				3	25	75	75	Open	CPT	Dedicated 20AMP outlet for each copy station. One near reception.
<b>Subtotal Equipment in Open Areas</b>						<b>227</b>	<b>227</b>			
<b>DTA Specific Meeting Areas</b>										
Management Conference Room				1	200	200	200	Full	CPT	Lock, sidelight, chair rail; wood blocking and V/D/P outlet to UA provided TV, one floor core for V/D/P outlets, one poke-thru for A/V equipment and tie-ins
<b>Subtotal DTA Specific Meeting Areas</b>						<b>200</b>	<b>200</b>			
<b>Subtotal</b>						<b>227</b>	<b>2,879</b>	<b>List of Abbreviations</b>		
Circulation						42%	1,209	SF		Usable Square Feet
<b>TOTAL USABLE AREA</b>							<b>4,088</b>	Full		Office or room with full height partitions and door
								LL-Wkstn		Open area with landlord-installed systems furniture
								Open		Open area with no partitions
								CPT		Carpet
								VCT		Vinyl Composition Tile
								LVT		Luxury Vinyl Tile
								SDT		Static Dissipative Tile
								CER		Non-Skid Ceramic Tile Flooring
								V/D/P		Combination Voice, Data, Power Outlet
								AV		Audio-Visual

**Staff Areas - DTA**

**B-3. SPACE ALLOCATION AND FINISH SCHEDULE: DEPARTMENT OF TRANSITIONAL ASSISTANCE (DTA) AND MASSABILITY**

Ashland, Bellingham, Blackstone, Boxborough, Dover, East Walpole, Framingham, Franklin, Holliston, Hopedale, Hopkinton, Hudson, Marlborough, Maynard, Medfield, Medway, Mendon, Milford, Millis, Natick, Needham, Norfolk, Sherborn, Southborough, Stow, Sudbury, Walpole, Wellesley or Weston

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TYPE OF ROOM OR AREA	PERSONNEL SPACE			SUPPORT SPACE			TOTAL SF	PARTITIONS	FLOOR COVER	NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2)
	SEATS	SF	SUBTOTAL	UNITS	SF	SUBTOTAL				
<b>STAFF AREAS</b>										
Director	1	120	120				120	Full, LL-Wkstn	CPT	Lock, sidelight, furniture (See Exhibit 17.1- furniture to be provided by LL)
Area Director	1	100	100				100	Full, LL-Wkstn	CPT	Lock, sidelight, furniture (See Exhibit 17.1- furniture to be provided by LL)
Supervisors	1	100	100				100	Full, LL-Wkstn	CPT	Lock, sidelight, furniture (See Exhibit 17.1- furniture to be provided by LL)
Visting Staff	0	100	0				0	Full, LL-Wkstn	CPT	Lock, sidelight, furniture (See Exhibit 17.1- furniture to be provided by LL)
Counselors	6	36	216				216	LL-Wkstn	CPT	See Technical Exhibit 7
ESS	0	36	0				0	LL-Wkstn	CPT	See Technical Exhibit 7
Clerks	1	36	36				36	LL-Wkstn	CPT	See Technical Exhibit 7
Interpreter	1	36	36				36	LL-Wkstn	CPT	See Technical Exhibit 7
Visiting Resources	0	36	0				0	LL-Wkstn	CPT	See Technical Exhibit 7
<b>Subtotal Staff Areas</b>	<b>11</b>		<b>608</b>				<b>608</b>			
<b>MassAbility Support</b>										
MassAbility Storage /Supply/Equipment Room				1	100	100	100	Full	VCT	Lock, vision panel, perimeter shelving by LL on the three longest walls (see Technical Exhibit)
MassAbility Records Room				1	100	100	100	Full	VCT	Lock, vision panel
<b>Subtotal Equipment in MassAbility Support</b>						<b>200</b>	<b>200</b>			
<b>EQUIPMENT IN OPEN AREAS</b>										
Copy Station				2	25	50	50	Open	CPT	Dedicated 20AMP outlet for each copy station
Recycling/Shredding Bins				1	5	5	5	Open	CPT	
MassAbility Staff Lockers				8	2	16	16	Open	CPT	12" W x 18" D x 36" H Lockers with mechanical combination locks to be provided by Landlord (See Technical Exhibit 18.1)
<b>Subtotal Equipment in Open Areas</b>						<b>71</b>	<b>71</b>			
<b>MassAbility Specific Meeting Areas</b>										
Computer Resource Training				0	500	0	0	Full	CPT	Adjacent to lobby with a door into both lobby and a card access door into secure space. Lock, sidelight, chair rail; wood blocking and V/D/P outlet to multiple UA provided TV, three floor cores for V/D/P outlets, one poke-thru for A/V equipment and tie-ins.
Management Conference Room				1	200	200	200	Full	CPT	Lock, sidelight, chair rail; wood blocking and V/D/P outlet to multiple UA provided TV, one floor core for V/D/P outlets, one poke-thru for A/V equipment and tie-ins
<b>Subtotal MassAbility Specific Meeting Areas</b>						<b>200</b>	<b>200</b>			
<b>Subtotal</b>						<b>200</b>	<b>1,079</b>			
Circulation						42%	453			
<b>TOTAL USABLE AREA</b>							<b>1,532</b>			

**List of Abbreviations**

- SF Usable Square Feet
- Office or room with full height partitions and door
- LL-Wkstn Open area with landlord-installed systems furniture
- Open Open area with no partitions
- CPT Carpet
- VCT Vinyl Composition Tile
- LVT Luxury Vinyl Tile
- SDT Static Dissipative Tile
- CER Non-Skid Ceramic Tile Flooring
- V/D/P Combination Voice, Data, Power Outlet
- AV Audio-Visual

**Staff Areas - MassAbility**

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TYPE OF ROOM OR AREA	PERSONNEL SPACE		SUPPORT SPACE		TOTAL SF	PARTI-TIONS	FLOOR COVER	NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2)	
	SF	SUBTOTAL	UNITS	SF					SUBTOTAL
Shared Meeting Areas Conference Room - Large			1	800	800	800	Full	CPT	One operable partition to divide this large room into two rooms, each room must have at least one door with lock and sidelight, chair rail, a CO2 sensor and exhaust fan, one floor core for V/D/P outlets, one poke-thru for A/V equipment and tie-ins, wood blocking and V/D/P outlet with HDMI and Cat 6 for 2 UA provided wall mounted TV height to be determined during design, and independent light switches.
Subtotal Meeting Areas					800	800			
<b>SUPPORT AREAS</b>									
Copy/Mail Room			1	200	200	200	Full	CPT	Alcove configuration, no door, built-in shelving and base cabinets, mail slots with count to be identified in design phase
Main Distribution Frame (MDF)			1	150	150	150	Full	SDT	Card access, vision panel, 24/7 cooling, please refer to LL Improvements specifications
Intermediate Distribution Frame (IDF)			1	100	100	100	Full	SDT	Card access, vision panel, 24/7 cooling
IT Workroom			1	100	100	100	Full	CPT	Lock, vision panel, counter, and adjustable shelving
Staff Support			1	400	400	400	Full	LVT	Lock, sidelight, counter, sink, lower and upper cabinets
Galley Kitchen			1	100	100	100	Full	LVT	Lock, sidelight, counter, sink, cabinets (Galley Configuration)
Single User Restroom			1	80	80	80	Full	CER	Commercial restroom "in-use" indicator deadbolt lock, automatic door opener, ADA Accessible, all gender restroom signage
Wellness Room			1	100	100	100	Full	CPT/LVT	"In-use" indicator deadbolt lock, sidelight with full privacy film, counter, sink, cabinets (See Technical Exhibit 13.1)
H2O Point of Use			5	3	15	15	Open	LVT	3' W x 3' D LVT underneath unit
Subtotal Support Areas					1,245	1,245			
Subtotal						2,045			
Circulation						859			
<b>TOTAL USABLE AREA</b>						<b>2,904</b>			

**Meeting Areas & Shared Support**

- List of Abbreviations**
- SF Usable Square Feet
  - Full Office or room with full height partitions and door
  - LL-Wkstn Open area with landlord-installed systems furniture
  - Open Open area with no partitions
  - CPT Carpet
  - VCT Vinyl Composition Tile
  - LVT Luxury Vinyl Tile
  - SDT Static Dissipative Tile
  - CER Non-Skid Ceramic Tile Flooring
  - V/D/P Combination Voice, Data, Power Outlet
  - AV Audio-Visual

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TYPE OF ROOM OR AREA	SF	SUBTOTAL	SUPPORT SPACE		TOTAL SF	PARTI-TIONS	FLOOR COVER	NOTATIONS ON SPECIFICATIONS (cf. RFP section B-2)	
			UNITS	SF					SUBTOTAL
<b>ENTRY &amp; CLIENT SERVICE AREAS</b>									
Waiting/Seating			1	600	600	600	Full	LVT	Chair rail, high traffic eggshell acrylic enamel paint such as Ultra Spec Scuff-X or equal, card access on every door separating client service and secure space
Self-Service Lobby Kiosks			1	150	150	150	Open	LVT	Counter-height plastic laminate counter with partitions along the 2 longest perimeter walls (see specifications).
Security Screening Entry Area			1	300	300	300	Open	LVT	Automatic door opener, one floor-mounted power outlet
Receptionist/Transaction Counter			4	80	320	320	Full	CPT	Built-in reception counter, transaction window, with fixed tempered glass and reception desk assembly for one receptionist, card access, remote door release.
Waiting Room Coordinator			2	100	200	200	Full, LL-Wk	CPT	Lock, sidelight, chair rail, emergency light, duress alarm, systems furniture see Technical Exhibit 20- furniture to be provided by LL
Interview Rooms			14	100	1,400	1,400	Full, LL-Wk	LVT	Lock, sidelight, chair rail, emergency light, duress alarm, systems furniture see Technical Exhibit 20- furniture to be provided by LL
EBT Room/MBY Resouce room			2	120	240	240	Full, LL-Wk	CPT	Lock, sidelight, chair rail, emergency light, duress alarm, systems furniture see Technical Exhibit 20- furniture to be provided by LL
Hearing Rooms			1	150	150	150	Full, LL-Wk	LVT	Lock, sidelight, chair rail, emergency light, duress alarm, systems furniture see Technical Exhibit 20- furniture to be provided by LL
DTA Multipurpose Room			1	300	300	300	Full	LVT	Lock, sidelight, chair rail, emergency light, duress alarm
DTA Lobby Storage/Charging Room			1	150	150	150	Full	VCT	Lock, vision panel, counter, and adjustable shelving, 3 quad outlets
Client Restrooms			2	80	160	160	Full	CER	Commercial restroom "in-use" indicator deadbolt lock, remote door release, changing table, emergency light, automatic door opener.
Subtotal Entry Areas					3,970	3,970			
Subtotal						3,970			<b>List of Abbreviations</b>
Circulation				42%		1,667	SF		Usable Square Feet
<b>TOTAL USABLE AREA</b>						<b>5,637</b>	Full		Office or room with full height partitions and door
							LL-Wkstn		Open area with landlord-installed systems furniture
							Open		Open area with no partitions
							CPT		Carpet
							VCT		Vinyl Composition Tile
							LVT		Luxury Vinyl Tile
							SDT		Static Dissipative Tile
							CER		Non-Skid Ceramic Tile Flooring
							V/D/P		Combination Voice, Data, Power Outlet
							AV		Audio-Visual

## Entry & Client Service Areas

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**FINISH SCHEDULE**

Key	Material	Manufacturer	Type/ Style	Color	Comments
<b>FLOOR FINISH</b>					
SDT	Vinyl Composition Tile, 12"x12"	Armstrong	Static Dissipative Tile	Armor Gray 51951	For MDF/IDF spaces
VCT	Vinyl Composition Tile, 12"x12"	Mannington	Spacia Stone	Ceramic Flint S5552594	For Storage Areas
CPT	Carpet Tile, 18"x36"	Mannington	Cryptogram	Oscillator 31373	Vertical Ashlar Install
CER-1	Ceramic Tile, Nominal 6"x6"	Crossville	Color Blox	Blue Suede Shoes A 1113	Laticrete #91 Slate Gray Grout
CER-2	Ceramic Tile, Nominal 12"x12"	Crossville	Color Blox	Blue Suede Shoes A 1113	Laticrete #91 Slate Gray Grout
LVT	Luxury Vinyl Tile, 7.25" X 48"	Mannington	Spacia Wood	Mulled Oak S55W3313	Ashlar Install in all circulation space
M-1	Entry Mat	Mats, Inc.	Berber	Sterling	
<b>BASE</b>					
B-1	4" Vinyl	Johnsonite	Coved	Pebble 32	
CT-1	Ceramic Tile, Nominal 6"x12"	Crossville	Color Blox	Blue Suede Shoes A 1113	Match adjacent CT-1 floor tile
CT-2	Ceramic Tile, Nominal 6"x12"	Crossville	Color Blox	Blue Suede Shoes A 1113	Match adjacent CT-2 floor tile
<b>WALL FINISH</b>					
CR-1	Chair Rail	Sherwin Williams	SW 7018	Dovetail	See Detail 4/A-21
CT-1	Ceramic Tile, Nominal 6"x6"	Crossville	Color Blox	Blue Suede Shoes A 1113	Laticrete #91 Slate Gray Grout
CT-2	Ceramic Tile, Nominal 12"x12"	Crossville	Color Blox	Blue Suede Shoes A 1113	Laticrete #91 Slate Gray Grout
P-1	Standard Paint	Sherwin Williams	SW 7005	Pure White	Typical Wall, Above Chair Rail U.N.O.
P-2	Standard Paint	Sherwin Williams	SW 7018	Dovetail	Interior Door & Window Frames, Chair Rail
P-3	Scuff-Resistant Paint	Sherwin Williams	SW 7016	Mindful Gray	Below Chair Rail U.N.O.
P-4	Standard Paint	Sherwin Williams	SW 6221	Moody Blue	Title Walls & As Indicated
P-5	Standard Paint	Sherwin Williams	SW 6220	Interesting Aqua	Accent Walls As Indicated
P-6	Scuff-Resistant Paint	Sherwin Williams	SW 6212	Quietude	Below Chair Rail Where Indicated
<b>CEILING FINISH</b>					
AC-1	2x2 Acoustic Tile	Armstrong	Dune 1775 HRC	White	
P-7	Standard Paint	Ben Moore	See Specifications	Ready Mix White	Gypsum Board Soffits, See Reflected Ceiling Plans
<b>MILLWORK</b>					
PL-1	Plastic Laminate	Formica	464-58	Graystone - Matte	Vertical Surfaces
PL-2	Plastic Laminate	Wilsonart	7981k-12	Landmark Wood - Softgrain	Counters in areas with Carpet (Reception, Copy, etc)
PL-3	Plastic Laminate	Formica	8792-58	Winter Sky - Matte	Counters in areas with LVT (Staff Support, Wellness, etc )
<b>Modular Furniture</b>					
	Fabric	AIS	Amaze	Morel	Typical cubicle fabric, side panels of touchdown spaces
	Fabric	AIS	Cape Cod	Meadow	Spine of cubicles, back of touchdown spaces
	Laminate	AIS	Summer Drops	White	
	Hardware	AIS	As provided by vendor		Nickel preferred

**Finish Schedule**