TABLE 4-2. CHECK-IN

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| **Description/ Usage** | The Check-in area is the primary area to monitor and control access into and out of  the building. Youth will be checked in  here, and all visitors must register at this  point. It must have visible control over all  primary entrances/exits and the Commons  and access points to other spaces.  Game supplies may be stored at the  check-in desk. The audio and CCTV  controls will also be located here. |
| **Min. Ceiling Ht.** | 2.74 m (9 ft.) minimum. |
| **Finishes** | **Walls.** Painted gypsum wallboard. Consider vinyl wall coverings. |
|  | **Floor.** VCT with vinyl or rubber base. Consider carpet or cushioning properties behind the counter. |
|  | **Ceiling.** ACP. Consider using the ceiling to define and separate this area from the Lobby. |
| **Plumbing** | None required. |
| **HVAC** | 20 C (68 F) minimum, 26 C (78 F) maximum |
| **Fire Protection** | Provide system per paragraph 3-5.3. |
| **Power** | Provide power for all equipment. Perform a power requirement survey, as this area’s power requirements are extremely site and locale specific. |
| **Lighting** | 540 lux (40 fc). General ambient lighting. Provide task lighting; consider decorative fixtures. |
| **Communication** | **CCTV.** All lobby monitors must be viewable from this area.  **CATV/Internal Video.** None required.  **PA/Audio.**  PA controls. Provide a speaker.  **Telephone.** Provide one line per two points of sale (POS). Provide at least two additional general-purpose phone lines.  **Data.**  Provide one outlet per POS. Provide additional outlets, as needed, for associated hardware.  **Security.** None required. |
| **Casework** | Provide a 610 mm (24 in.) deep counter with built-in cabinets. Provide file drawers and storage drawers with a minimum of two lockable drawers for each POS. The counter should be dual height for standing transactions, seated office functions, and ADA customer service. Note that ADA-height counter should have knee-hole space on both sides of the counter. Consider a durable material for the counter such as solid surface—laminate edges are not permitted. Consider supports such as steel angle braces for counters with knee-hole space. Modesty panels and apron must be of durable materials. Consider providing wall and base cabinets and equipment counter. |
| **Furnishings Fixtures & Equip. (FF&E)** | Point-of-Sale units, desktop computer for administrative functions. CCTV monitors. Printers. Chairs and stools. Scanner or swipe-card check-in device. |
| **Special Requirements** | Consider providing a gate between desk and surrounding area. Consider providing a coiling door or grille at the counter to serve as a security screen. |
| For use during project execution by the appropriate Service agency | |
| **Occupancy** | Staff. |
|  | Patrons/Youth. |
| **Min. net m2 (ft2)** |  |