Architectural Program

CENTER FOR STUDENT SUCCESS
ADDITION TO THE MEMORIAL UNION

August, 2018
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August, 2018
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Introduction

The proposed Center for Student Success will relocate several student support services into one facility. Presently, these services reside in the Memorial Union lower level, Picken Hall first and third floors, Sheridan Hall second floor and Custer Hall second floor. As described later in the justification, the purpose of creating this center is to ultimately improve student retention. The departure of these units from other buildings will also allow thousands of square feet to be repurposed for other campus units, which are in need of expansion. Siting of this addition will effectively complete the boundary of our historic quadrangle. This project will represent a fourth major improvement to the Memorial Union, since original construction of Cody Commons in 1923.
History of Development

University

When the federal government abandoned the 7,600 acre Fort Hays Military Reservation in western Kansas in 1899, area residents petitioned the government to turn over the property for an experimental station, a park, and a state college. The legislation was signed in 1900 and the college opened on June 23, 1902, as the Western Branch of the Kansas Normal School of Emporia with 4,160 acres of land. Later, in 1914, the University became independent from the Emporia State Normal School and the name of the institution was changed to Fort Hays Kansas Normal School.

The Western branch started with a two year appropriation of $12,000 and thirty-four students. The original campus was sited south of its present location at the fort, and consisted of the hospital building, the guard house, three officers’ quarters and the block house. The hospital, which was later moved to the new campus, was the main building.

Planning for a new campus began at the very start. The fort location was unsuitable due to a lack of water and the distance to Hays City. The handicaps of the hill top location were alleviated in 1903 when the state legislature appropriated money for a permanent building for the School. The site chosen for Academic Hall, later Administration Building, and now Picken Hall, was a flat area bordered on the south by Big Creek and on the north by the railroad. Construction was completed in 1904. A gymnasium, later named Martin Allen Hall, was built in 1905. Subsequent wing additions to Picken Hall were completed in 1908.

Two major buildings were constructed in the next decade. The Agricultural High School Building was constructed in 1912. Later this building was called the Industrial Building, and then Rarick Hall. Old Rarick Hall was razed in 1978. Sheridan Coliseum was completed in 1917. Originally built as a multi-purpose and classroom building, the structure was later used to house University offices. The original power plant constructed in 1911 was destroyed by fire in 1930. Its replacement, built in 1932, is now referred to as the Old Power Plant that sits at the northwest corner of campus. A modern power plant, the Akers Energy Center, was constructed in 1968 south of Forsyth Library and is in use today.

Several buildings were constructed in the 1920s, including Elizabeth Custer Hall completed in 1923 and Cody Commons cafeteria in 1923. Two academic buildings were added: Forsyth Library, now McCartney Hall, was finished in 1926 and would house the Library for about forty years. Albertson Hall was built a year later. The name of the school was changed in 1923 to Kansas State Teachers College of Hays, and in 1931 to Fort Hays Kansas State College.

The Great Depression years of the 1930s saw little state funding for buildings. The building and renovation that took place during this period was through the federal New Deal programs. Improvements such as foot bridges, tennis courts, the lily pond and fish pool were typical projects during this era. One major WPA project during this time, was construction of Lewis Field Stadium, completed in 1939. In addition to the stadium seating, the structure was designed with dormitory, recreational, and study space beneath the seats and press box.

The Second World War had a significant effect on future buildings at the college. The influx of veterans returning to school after the war exerted enormous pressures for physical growth. This, compounded with the lack of development during the depression years, created a need to make up for a nearly twenty-year lapse in construction. However, the only new building constructed during the 1940s was Men’s Residence Hall (later renamed McGrath Hall), which was completed in 1942.
The 1950s and 1960s were vigorous decades for new construction and remodeling. The Applied Arts Building, now Davis Hall, was completed in 1952, as well as an addition to Custer Hall that same year. A south wing was added to McGrath Hall in 1952 and a new center wing in 1955. The President’s residence was completed in 1954. Agnew Hall, a dormitory for women, was completed in 1957. A major addition to Cody Commons was renamed the Memorial Union and dedicated to alumni and former students who died in the nation’s wars. A subsequent addition to the Union in 1970 included the razing of Cody Commons.

Construction of the first married students’ apartments, named Wooster Place, and a new men’s dormitory, Wiest Hall, was completed in 1961. McMindes Hall for women was constructed in 1963, and additional student apartments were built in 1964. An addition to McMindes in 1965 completed this building.

A fine arts building, Malloy Hall, was constructed in 1965, and Forsyth Library was built in 1967. Originally designed as a three-story structure, the library’s top floor was omitted due to budget complications. Other projects completed in the 1960s included a new wing to Albertson Hall in 1962 and service buildings constructed in 1960 to house garage, maintenance shop, and warehouse functions.

The “B” wing of Wiest men’s residence hall was completed in 1970. The physical education and field house complex, named Cunningham Hall and Gross Memorial Coliseum, was completed in 1973. These were the only new buildings constructed in that decade. However, there were extensive renovation projects in several buildings including Picken and Albertson Halls, the remodeling of McCartney Hall, and finishing Forsyth Library basement. In 1977, the college became a university and was given its current name, Fort Hays State University.

Construction projects in the 1980s included three new buildings: Stroup Hall, which houses the Department of Nursing; Rarick Hall, a large general classroom building; and Heather Hall, the home of the radio and television department. All three structures were completed in 1981. A major renovation of Sheridan Coliseum was completed in 1991. This building includes a performing arts center and administrative offices. The building has been renamed Sheridan Hall.

In 1992, Fort Hays State University accepted the gift of a unique building in Ellis County, immediately east of the city limits of Hays. Additionally, a local businessman donated more than 22 acres of land adjacent to the building. The building and adjacent land were envisioned to serve as the new home of the Sternberg Museum. The new Sternberg Museum opened on March 13, 1999, with the completion of Phase 1 renovations.

Construction of a new Physical Sciences building, named Tomanek Hall, was completed in 1995. This facility houses the University Computing Center as well as Chemistry, Geosciences and Physics Departments. In conjunction with this project, a new tennis court facility was completed in 1993.

Lewis Field Stadium-Phase 1 was also completed in 1993. This project included installation of a new artificial turf football field, synthetic running track and field events. Phase II, completed in April of 1997, provided new bleacher seating and a two-story press box with elevator. Renovations completed in 2001 included new track locker rooms at west stadium and a sports medicine center at east stadium. Renovations of the football locker room and equipment rooms were completed in Spring 2006. Team meeting rooms located in the upper level were renovated in Spring 2007.

Complete renovation of Martin Allen Hall was undertaken in 1998. This third renovation of the 1905 structure provided the final home for the Psychology Department. Renovation of Albertson Hall also completed in 2000. This (2) year renovation project provided new classrooms, laboratories and office space for the Departments of Biological Sciences, Agriculture, Allied Health and Communication
Disorders. Remodeling of first floor McCartney Hall was completed in May, 2002. The first floor space, formerly used by the Sternberg Museum, now provides additional office space, classroom space and computer labs for the College of Business. Remodeling of 3rd floor was completed in 2004. The final phase of remodeling at 2nd floor was completed in Spring 2006.

A number of significant Residential Life Improvements were also completed in recent years. In 2000, McGrath Hall was razed to prepare a building site for a new, future campus housing project. In Fall 2003, complete renovation of the McMinides Cafeteria and dining room was completed. Wooster Place I and II, which provides (84) 1- and 2-bedroom apartments, was completely remodeled for the first time since their original construction. Work was completed in Spring 2005. Construction of the new Stadium Place Apartment complex was completed in Fall 2005. The complex provides (40) apartments in 2- and 4-bedroom configurations. This project was built and financed by a private developer. Expansion of the McMinides Hall dining area was completed in early 2006. This expansion provided (100) additional seats in the dining room, which is now the central dining facility for McMinides, Wiest, and Custer Hall residents.

The first significant renovation of the Memorial Union since 1970 commenced in 2005. The renovation and addition to this 96,000 s.f. facility was completed in the summer of 2007. The Fort Hays State University Foundation and the Alumni Association constructed a new facility to house their operations. They occupied the new Robbins Center in the fall of 2007. Historic Picken Hall recently underwent its first complete building renovation in almost (50) years. The renovation and building addition was completed in May 2010.

**Projects in Planning Design & Construction since 2010**

During the summer of 2010, Agnew Hall was razed to prepare the site for future housing needs. Building 1, the new Agnew Hall, opened in August 2012. Building 2, the new Heather Hall, opened in August 2013. In 2016, the new Dane G. Hansen Scholarship Hall was opened. This is a 33 bed facility for students interested in entrepreneurial studies. The Wiest Hall Replacement Facility, named Victor E. Village, was completed in July 2017. This facility located near the former Wiest Hall site, provides 406 beds of student housing and dining facilities. A new residence hall named Tiger Village, located near Lewis Field Stadium, provides 96 beds of housing for Greek Life residents, as well as other student groups. This project was also completed in July 2017. New parking lots near Tiger Village and Victor E. Village were completed in 2016 and 2018, providing parking for residential life residents. New facilities for Residential Life Maintenance were also completed in 2017.

Design for a new road connecting Gustad Drive to Dwight Drive was completed in early 2012.

A new soccer facility was completed in spring 2011, in addition to a new indoor training facility at Lewis Field Stadium which was completed in July 2013. A new Track & Field Facility was completed in late 2016.

Replacement of the University’s medium voltage power distribution system was completed in summer 2015. Installation of a new 4 megawatt wind energy conversion system was completed in November 2013. This project was constructed on private land west of the University, adjacent to FHSU land.

The new Hammond Hall was completed in July 2014.

In 2017, the new Center for Applied Technology was completed.

A new facility of Art and Design is presently under construction, with a planned completion in June 2019.
Noteworthy physical features on campus include Big Creek, which meanders through campus and which on occasion has reached flood stage, thus the levee network that bounds campus. Stone is the favored exterior building material. The quadrangle in the center of the central campus core provides a park-like setting that is used for a number of events. The classical colonnade on the west side of Picken Hall provides a sense of academe.
General Considerations

GC-1 Program Statement Purpose

The purpose of this statement is to provide information needed for preliminary planning by the associate architect. Although this is the primary purpose, this document will also be used to communicate information to others, including the Kansas Board of Regents, Division of the Budget, Office of Facilities and Procurement Management – Design, Construction & Compliance, Joint Committee on Building Construction, and legislative staff. Therefore, this is a multi-purpose document, and the contents may not be applicable to all involved.

Additional details as required will be developed in concert with the architect by personnel representing the units assigned to the facility as coordinated by the FHSU Office of Facilities Planning.

GC-2 Refinement of Program Statement

It is probable that revisions and certainly expansion of the information contained in this document will be forthcoming. This program statement is but the first step in the planning process and not an end product. Unknowns at the time of this writing will require that the document be reviewed in upcoming months, prior to the design phase.

GC-3 Performance Guidelines

The associate architect will be selected in accordance with current state statutes and regulations, and will comply with the guidelines established by the Office of Facilities and Procurement Management – Design, Construction & Compliance in its latest Building Design and Construction Manual (BDCM). The facilities must satisfy existing and expected OSHA and EPA standards.

GC-4 CADD Drawings

In order to readily maintain University inventory drawings and to expedite future remodeling projects, the associate architect will be required to furnish electronic drawings on CD’s that are compatible with the hardware and software owned by the FHSU Office of Facilities Planning.


GC-5 Planning for the Physically Disabled

Fort Hays State University is committed to providing a barrier-free environment for this special population. Design of the building should not only comply with the ADAAG Standards, but the architect is encouraged to exceed these requirements whenever practical.
GC-6 Identification of Areas

The final design development plans for each floor will include a table showing room number and description, room code from this program, and the net assignable square feet (NASF) of each room. The plans will also show the total net assignable square feet (NASF) and gross square feet (GSF) for each floor and for the building.

Room numbering shall be consistent with the University system. The architect will submit plans for room numbering prior to completion of construction documents. The room numbers identified on the construction documents are to be the same as the signage placed on the doors and/or walls at completion of the project.

Construction documents shall address both interior and exterior signage for the building. In addition to room numbers, a system of room names, directional and informational signage, building directory(ies) and exterior building signs will be needed. Signage design should be in keeping with the Campus Signage and Graphics Manual.

GC-7 Telecommunications

It is anticipated that this building will make use of the latest telecommunications technology available with such features as full video, data and voice transmission. A full discussion of design requirements will take place further into the project, however, minimum requirements will include: fiber optics cable and hardware from the main telecommunication switch to the building terminal rooms.

It is desired to project wireless technology in all common space, meeting rooms, classrooms, and offices, where practical. Other specific locations for wireless connectivity are noted in the following pages.

The Computing and Telecommunications Center has adopted the EIA/TIA Standard, EIA/TIA-569, Commercial Building Standard for the Telecommunications Pathways and Spaces, as its standard. Highlights of the standard include: a centrally located wiring closet to be not more than 300 feet from the closet to the furthermost outlet placement. This closet is dedicated to telecommunications uses only and electrical power to the room is on a separate circuit. A more detailed description of equipment room requirements, based on TIA/EIA standards will be distributed with the Campus Design Standards Manual, prior to schematic design.

GC-8 Lighting

Lighting design shall follow the recommended and accepted illumination levels consistent with energy conservation and visual performance. The number of foot candles of illumination for particular functions should be in accordance with the International Energy Conservation Code (IECC) 2006 edition. Special consideration shall be given to eliminating glare at all locations where the potential for computer utilization exists. All interior and exterior fixtures are anticipated to utilize L.E.D. lamps.

GC-9 Movable Equipment

All movable equipment will be furnished by the University and will not be a part of the construction contract unless stated otherwise in this program statement. Design team will be responsible to coordinate fixed casework design with user groups’ movable equipment selections.
GC-10 Doors, Windows, and Hardware

Where aluminum and glass doors for outside entrances are used, they shall be sturdy, heavy gauge metal with wide stiles, and rails. The frames need to be of equal quality, strength, and stability.

Where windows are provided, the windows shall be operable to allow ease of cleaning from within the building and to allow ventilation in the event that the HVAC system becomes inoperable. Windows must be lockable and provisions for sun control shall be considered.

The Academic master key system utilizes ASSA lock cylinders. Although other door sets can be considered, the cylinders shall be compatible with existing door hardware in the event that existing lock sets are re-utilized. Generally, it is assumed that each department will be keyed to sub-master keys, the building will have a master key and all doors will accept a grand master key. Some interior and exterior doors will require electronic access.

GC-11 Non-Assignable Rooms

Restrooms, mechanical rooms, etc. are vital to all university buildings. Typically, only assignable rooms are listed, such as those outlined in the Space Summary and Space Descriptions sections of this document. The aforementioned non-assignable rooms are a part of the net/gross ratio for a building.

Non-assignable rooms shall be provided as required by building codes, equipment sizes and convenience to users.

GC-12 Building Expansion

Possible future expansion shall be an integral part of the planning process. This impacts on the design, raising such issues as site restrictions, orientation, etc.

GC-13 Disaster Management

All pipes, ducts, etc. shall be clearly marked for content and direction of flow. A concise manual (with schematics) should be prepared to assist untrained personnel in locating valves so they can handle emergency situations. Given the function of this building, an uninterruptible power source will be required, as well as “clean” power to key technology elements.

GC-14 Floor Finishes

Floor finishes in offices, lounges, meeting rooms and classrooms shall be carpeting. All other floor finishes shall be durable surfaces deemed appropriate for high traffic areas.

GC-15 Restrooms

All restrooms shall be designed to be fully accessible by current ADA guidelines. Use of automatic devices on all plumbing fixtures is preferred.

GC-16 Fire Alarm System

The fire alarm system shall be a fully addressable Simplex system, in keeping with all other buildings on campus. This building will be connected to a central monitoring point.
**GC-17 Fire Suppression System**

Fire suppression systems shall be provided as required by building design, but are not a general design requirement.

**GC-18 LEED**

Fort Hays State University has been committed to energy efficient design well in advance of LEED initiatives. Associate designers should apply Leadership in Energy and Environmental Design principles as are most practical for this building. Those principles might include, but are not limited to, use of natural daylighting, high efficiency HVAC equipment and lighting fixtures, water conserving plumbing fixtures and green product lines for interior finishes. LEED principles should also include the use of salvage and/or recycled materials. Construction premiums for green products should be prioritized to those elements which provide for the highest rate of return on investment.

**GC-19 Building Site**

A potential building site has been identified and a plan is included in this document. The architect shall explore alternative sites early in the preliminary design stage if the proposed site or building location is found to be restrictive or unsuitable for any reason. It should be noted that the University lies in a flood plain and has experienced flooding in the past, prior to construction of the current flood levee and new floodway channel. Federal and State design criteria exist which require that the main, or first floor flood level elevation shall be established at least (1) foot above the FEMA Regional Flood (100-year) Level.

**GC-20 Construction Administration**

Associate designers should anticipate weekly reviews of the construction progress. Designers are encouraged to develop a cost effective strategy to provide that level of oversight, utilizing their own personnel or developing arrangements with qualified local consultants.

**GC-21 Landscaping**

It is assumed that landscaping will be required around and in the vicinity of the new building. Circulation walks, planters, bicycle parking, outdoor seating, outdoor lighting and other items may be desirable in order to provide an aesthetic setting. Landscaping and site/parking drainage shall comply with all City of Hays Zoning Ordinances.

Prior to schematic design, the owner will furnish the design team with copies of the university’s Campus Design Standards and Campus Signage Manual. These documents further detail specific design requirements related to the above issues, as well as others. Members of the design team will be responsible to review this document and incorporate building systems and materials as outlined, where it may apply to this specific project.

**GC-22 Security**

All exterior entry doors are to be equipped with latch monitoring devices and be prepared to accept electronic access locks. Active electronic entry points to be determined in design. Entry doors into most spaces are to be conventional locksets. Limited spaces will require electronic access, due to high numbers of students requiring access to lab and work rooms. Planning should also include locations for video security monitoring at all entries, elevators, public hallways, lounges and similar public areas.
Justification

New Center for Student Success

A holistic vision for the Center for Student Success in the 21st century recognizes the complexities of the millennial student’s environment and the ever-increasing number of first-generation college students attending our university. The primary mission of this center is to help all students meet their individual, academic and personal goals and by nurturing a holistic culture of self-efficacy and a sense of empowerment by instilling confidence in each student individually so they ultimately fulfill their dream and walk across the stage at Gross Memorial Coliseum with their degree in hand. The center will focus on all students, both on campus as well as students getting degrees online.

The Kansas Board of Regents has made the retention of students a top priority in their Foresight 2020 strategic plan. Increasing retention and graduation rates is critical for colleges across the country, and Fort Hays State University is no exception. The addition of a Center for Student Success is a difference maker and a game changer. Increasing retention and graduation rates continues to be a top priority for Fort Hays State University.

THE FIRST FLOOR:

A Center for Student Success will touch every student at Fort Hays State University, from the day they step foot in one of our classrooms or enroll online to the day they graduate. Academic advising, Career Services, academic success services/free tutoring, a student success classroom and a welcome area will be merged into the first floor operation providing a plethora of key services in one strategically designed area focusing on student success.

Strengthening internship possibilities for our students will be one of many goals. Internships continue to be recognized as providing a positive role in career outcomes of college graduates and continue as a high-impact practice for institutions of higher education. According to NACE research, employers indicate their primary goal is converting graduates who have participated in internship programs into full-time employees. The national research indicates 60% of college graduates who completed a paid internship received at least one job offer six months after graduation compared to 36% of college graduates with no internship. Adding additional FHSU resources through this center will raise the bar on this effort.

THE SECOND FLOOR:

A focus of the second floor will concentrate on the student experience. The Student Government Offices will relocate from the basement of the Memorial Union providing increased visibility and access. The Center for Student Involvement, located in the basement of the Memorial Union, and the Center for Civic Leadership, located in Custer Hall, will join forces to add a more strategic approach to student engagement which is key to retention. The Office of Inclusion and Diversity Excellence, along with Fraternity and Sorority Life, will also be conveniently accessed on this floor.
THE THIRD FLOOR:

The Center for Student Success is an opportunity for FHSU to improve on all areas of student health - mind, body, and soul.

What makes this center different from other success centers is that FHSU will add a component and commitment to holistic student wellness. The Center for Student Success will make it possible for the new Health Center to potentially offer future wellness services such as tele-health, basic imaging, specialty clinics, and possibly basic dental care services on campus. Additionally, university counseling centers have seen a significant increase in students seeking services over the past several years, and the new location within the building will allow for much-needed convenience while maintaining student confidentiality. The latest research and literature points to the importance of having health services together with mental health/counseling services. These services located adjacent to one another will provide the utmost quality of care for our students. Accessibility services will also be on this floor along with an office for an Assistant Vice President for Student Affairs who be supervising the entire building operations. The third floor of the Center for Student Success will be dedicated to these entities providing first-class services that will concentrate on the well-being of our students. There is no question that a healthy student is a successful student.

Another major benefit of attaching the Center for Student Success to the Memorial Union is providing access beyond normal operating hours. The Memorial Union serves as a student hub seven days a week, and extended office hours in the new Center for Student Success will provide assistance to students when they need it, both day and night.

The Donors:

Alumni from FHSU have acknowledged the importance of this center and the value it brings to our current and future students. These alumni have committed five million dollars to this project.

Also, FHSU students came forward and asked to help with this project as they understand the major impact this center will have on the success of the student body. Ultimately, the student body voted on adding a four dollar per credit hour student fee to their bill effective Fall, 2019. The referendum passed by a landslide which reinforced the importance of this innovative addition to our campus. The fee will last for twenty years and provide an additional 5.6 million dollars for this project.
Campus Map
Site Maps
Site and Design Considerations

Site Considerations
As depicted on the enclosed site plans, the available site area for this proposed addition is bounded on the east by the existing east face of the Memorial Union. The northern boundary would be in alignment with the south face of the south bar of the new Art and Design building. The west boundary would be in alignment with the westernmost elevation of the Memorial Union. These boundaries reflect a desire to respect the original quad area to the east and existing building setbacks on the west. The northern boundary is established to preserve a full view of the Art & Design building from College Drive.

This building addition will be highly visible from the most-traveled entrance to campus, which occurs at the intersection of College Drive and North Campus Drive. As the site plan will indicate, a major pedestrian connection exists between the historic quad and the student parking located on the west side of College Drive. It is essential to maintain this pedestrian connection and existing sidewalk alignment. All landscaping should also be designed in conformance with current City of Hays landscaping and storm water regulations, found in their Zoning regulations, which are available online.

Design Considerations
The Memorial Union existed in its original form as Cody Commons, completed in 1929. In 1958, the first two-story addition was added to the south side of Cody Commons. A second two-story addition in 1970 removed Cody Commons and extended the building to the north. In 2008, work completed on a major building renovation and enclosed an existing exterior patio, which created a new main, west entrance to the facility. Given the additions were built decades apart, each bears its own design style. The common feature would be limestone veneer, although the coursing style varies between additions. The 2008 addition would be reflective of a style which the campus has been utilizing in 21st century construction. Any new addition should be reflective of that general design. The addition should also be “comfortable” with the new Art & Design building. The goal for all buildings on the existing historic quadrangle is for them to be reflective of existing stone veneers, roof pitches, window fenestration, etc. This addition is not viewed as an opportunity to depart from this style to a more contemporary style, which does not relate to its neighbors.

The general building organization would hold for a three-story addition, with occupants located as organized in the space summaries. This organization exists for reasons of common functions, which serve specific student needs. The second level would be the location for a physical connective link between the buildings. The existing ground level pedestrian path would remain as located.

As may be stated elsewhere, the organization of the groups on each level is intended to break down traditional, existing office “silos”. All groups will share common reception spaces, as well as other support spaces. The goal is to provide a better service to our traditional students, as well as “virtual” students within this new organization. Programming this new collaborative and shared space is a challenge. The Program Review process may yield a new understanding of how this interaction may physically work. This may result in programmatic shift. This desired organization also represents a very real design challenge, with regard to balancing the three floor areas vertically, as relates to the overall building design. Some push and pull of space is anticipated.
It should be assumed this structure would be served from its own electrical service and mechanical systems, versus interconnection with existing building systems. The use of fire suppression systems is anticipated at all levels. The existing building is equipped with fire suppression at the below-grade level only. It is anticipated this addition would be viewed as a separate building, from a code perspective.

Lead donors for this project, Richard and Dolores Fischli-Willis, acquired an extensive collection of glass objects throughout their lives. It is the donor’s desire to gift this collection to FHSU, for display in the new addition. Rather than display the collection in on central location, it is the University’s desire to distribute this collection throughout the facility. Design of each level should include a location to display logical groupings of the collection.
**Space Summary**

**A. First Level – Career Services & Internships, Academic Advising & Career Exploration, Tutoring & Testing Services**

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<th>A-1</th>
<th>Tiger Welcome Room</th>
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<td>A-2</td>
<td>30-Seat Classroom</td>
<td>750</td>
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<td>A-3</td>
<td>AACE Director Office</td>
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<tr>
<td>A-4</td>
<td>AACE Assistant Director</td>
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<td>A-5</td>
<td>AACE Administrative Assistant</td>
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<td>A-6</td>
<td>Graduate Assistant/Practicum Office Space</td>
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<td>A-7</td>
<td>Academic and Career Advisor(s) (8) @ 150</td>
<td>1200</td>
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<td>A-8</td>
<td>Graduate Assistant / Growth Space (2) @ 135</td>
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<td>Career Services Director’s Office</td>
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<td>Career Services Coordinators Offices (3) @ 135</td>
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<td>Tailored for Tigers Clothing Closet</td>
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<td>A-15</td>
<td>Career Lounge</td>
<td>300</td>
</tr>
<tr>
<td>A-16</td>
<td>Kelly Center Tutoring Supervisor Office</td>
<td>200</td>
</tr>
<tr>
<td>A-17</td>
<td>Tutoring Rooms (4) @ 150</td>
<td>600</td>
</tr>
<tr>
<td>A-18</td>
<td>Kelly Center Tutoring Front Office</td>
<td>500</td>
</tr>
<tr>
<td>A-19</td>
<td>Waiting Area</td>
<td>300</td>
</tr>
<tr>
<td>A-20</td>
<td>Shared Lab (AACE &amp; Career Services)</td>
<td>200</td>
</tr>
<tr>
<td>A-21</td>
<td>Shared Kitchenette</td>
<td>300</td>
</tr>
<tr>
<td>A-22</td>
<td>1st Floor Conference Room</td>
<td>300</td>
</tr>
<tr>
<td>A-23</td>
<td>Shared Student Worker Space</td>
<td>300</td>
</tr>
<tr>
<td>A-24</td>
<td>1st Floor Work/Copy Room</td>
<td>130</td>
</tr>
<tr>
<td>A-25</td>
<td>Storage Room</td>
<td>200</td>
</tr>
</tbody>
</table>

Subtotal for First Level: 9,565
### B. Second Level – SGA, Center for Civic Leadership, Student Organizations, Student Involvement, Union Activity Board

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Sq Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1</td>
<td>SGA Main Office</td>
<td>500</td>
</tr>
<tr>
<td>B-2</td>
<td>SGA Pres/VP Suite</td>
<td>285</td>
</tr>
<tr>
<td>B-3</td>
<td>SGA Conference Room</td>
<td>285</td>
</tr>
<tr>
<td>B-4</td>
<td>Student Organization Work Room</td>
<td>350</td>
</tr>
<tr>
<td>B-5</td>
<td>Student Organization Work Space</td>
<td>350</td>
</tr>
<tr>
<td>B-6</td>
<td>Student Organization Storage</td>
<td>350</td>
</tr>
<tr>
<td>B-7</td>
<td>Center for Student Involvement Storage</td>
<td>150</td>
</tr>
<tr>
<td>B-8</td>
<td>Conference Room</td>
<td>300</td>
</tr>
<tr>
<td>B-9</td>
<td>Union Activities Board Office</td>
<td>300</td>
</tr>
<tr>
<td>B-10</td>
<td>Lounge/Flex Meeting Space</td>
<td>700</td>
</tr>
<tr>
<td>B-11</td>
<td>Union Activities Board Storage</td>
<td>150</td>
</tr>
<tr>
<td>B-12</td>
<td>Kitchenette</td>
<td>100</td>
</tr>
<tr>
<td>B-13</td>
<td>Graphic Designers Office</td>
<td>150</td>
</tr>
<tr>
<td>B-14</td>
<td>Front/Main Office – Center for Student Involvement</td>
<td>500</td>
</tr>
<tr>
<td>B-15</td>
<td>Assistant Director Office – CSI</td>
<td>150</td>
</tr>
<tr>
<td>B-16</td>
<td>Coordinator Office – CSI</td>
<td>135</td>
</tr>
<tr>
<td>B-17</td>
<td>Coordinator Office – CSI</td>
<td>135</td>
</tr>
<tr>
<td>B-18</td>
<td>Graduate Assistant Office – CSI</td>
<td>150</td>
</tr>
<tr>
<td>B-19</td>
<td>Inclusion &amp; Diversity Excellence Work Room</td>
<td>600</td>
</tr>
<tr>
<td>B-20</td>
<td>Inclusion &amp; Diversity Excellence Director’s Office</td>
<td>200</td>
</tr>
<tr>
<td>B-21</td>
<td>Inclusion &amp; Diversity Excellence Confidential Room</td>
<td>135</td>
</tr>
<tr>
<td>B-22</td>
<td>Inclusion &amp; Diversity Excellence Department Storage</td>
<td>200</td>
</tr>
<tr>
<td>B-23</td>
<td>Center for Civic Leadership Work Area</td>
<td>700</td>
</tr>
<tr>
<td>B-24</td>
<td>Center for Civic Leadership Director Office</td>
<td>200</td>
</tr>
<tr>
<td>B-25</td>
<td>Center for Civic Leadership Storage</td>
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Subtotal for Second Level: 7,275
C. Third Level – Student Health, Kelly Center, Student Accessibility Services

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Square Feet</th>
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</thead>
<tbody>
<tr>
<td>C-1</td>
<td>Reception</td>
<td>180</td>
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<tr>
<td>C-2</td>
<td>Waiting</td>
<td>345</td>
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<tr>
<td>C-3</td>
<td>Billing</td>
<td>100</td>
</tr>
<tr>
<td>C-4</td>
<td>Director’s Office – Student Health</td>
<td>170</td>
</tr>
<tr>
<td>C-5</td>
<td>Medical Provider Office 1</td>
<td>120</td>
</tr>
<tr>
<td>C-6</td>
<td>Medical Provider Office 2</td>
<td>120</td>
</tr>
<tr>
<td>C-7</td>
<td>Medical Provider Office 3</td>
<td>120</td>
</tr>
<tr>
<td>C-8</td>
<td>Medical Provider Office 4</td>
<td>120</td>
</tr>
<tr>
<td>C-9</td>
<td>Medical Provider Office 5</td>
<td>120</td>
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<tr>
<td>C-10</td>
<td>Nurses Office</td>
<td>300</td>
</tr>
<tr>
<td>C-11</td>
<td>Exam Room 1</td>
<td>125</td>
</tr>
<tr>
<td>C-12</td>
<td>Exam Room 2</td>
<td>125</td>
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<tr>
<td>C-13</td>
<td>Exam Room 3</td>
<td>125</td>
</tr>
<tr>
<td>C-14</td>
<td>Exam Room 4</td>
<td>125</td>
</tr>
<tr>
<td>C-15</td>
<td>Procedure Room 1</td>
<td>170</td>
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<tr>
<td>C-16</td>
<td>Procedure Room 2</td>
<td>170</td>
</tr>
<tr>
<td>C-17</td>
<td>Recovery/Observation Room</td>
<td>100</td>
</tr>
<tr>
<td>C-18</td>
<td>Nurse Consultation Room 1</td>
<td>120</td>
</tr>
<tr>
<td>C-19</td>
<td>Nurse Consultation Room 2</td>
<td>120</td>
</tr>
<tr>
<td>C-20</td>
<td>Patient Bathroom 1</td>
<td>90</td>
</tr>
<tr>
<td>C-21</td>
<td>Patient Bathroom 2</td>
<td>90</td>
</tr>
<tr>
<td>C-22</td>
<td>Pharmacy Room</td>
<td>100</td>
</tr>
<tr>
<td>C-23</td>
<td>Laboratory</td>
<td>120</td>
</tr>
<tr>
<td>C-24</td>
<td>Storage Room – Nursing</td>
<td>300</td>
</tr>
<tr>
<td>C-25</td>
<td>Staff Lounge/Training Room</td>
<td>600</td>
</tr>
<tr>
<td>C-26</td>
<td>Juice Bar/Training Kitchen</td>
<td>170</td>
</tr>
<tr>
<td>C-27</td>
<td>Director Office – Kelly Center</td>
<td>170</td>
</tr>
<tr>
<td>C-28</td>
<td>Counselor Offices (5) @ 170</td>
<td>850</td>
</tr>
<tr>
<td>C-29</td>
<td>Group Office for Students</td>
<td>250</td>
</tr>
<tr>
<td>C-30</td>
<td>Counseling Rooms (2) @ 145</td>
<td>290</td>
</tr>
<tr>
<td>C-31</td>
<td>Observation Room</td>
<td>100</td>
</tr>
<tr>
<td>C-32</td>
<td>Testing Accommodations Room</td>
<td>250</td>
</tr>
<tr>
<td>C-33</td>
<td>Student Access Services Director’s Office</td>
<td>150</td>
</tr>
<tr>
<td>C-34</td>
<td>Student Access Services Grad Assistant Office</td>
<td>100</td>
</tr>
<tr>
<td>C-35</td>
<td>Assistant Vice Pres for Student Affairs Office</td>
<td>200</td>
</tr>
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</table>

Subtotal for Third Level: 6,705
### Other Spaces

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Area (sq ft)</th>
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</thead>
<tbody>
<tr>
<td>D-1</td>
<td>Custodial Room(s) (3 @ 75 s.f.)</td>
<td>225</td>
</tr>
<tr>
<td>D-2</td>
<td>Custodial Equipment Storage</td>
<td>140</td>
</tr>
<tr>
<td>D-3</td>
<td>Telecommunications Room</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal for Other Space (not part of n.a.s.f.)</strong></td>
<td><strong>485</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>24,030</strong></td>
</tr>
</tbody>
</table>

* Spaces identified as required for building support, but not calculated as net assignable square footage. Spaces are accounted for in net/gross ratio.
Space Descriptions
**ROOM NAME:** Tiger Welcome Room

**ROOM FUNCTION:** This space will serve as a welcome room to FHSU. It should be very "branded" or "tigerized". It should be a place to tell the FHSU story through graphics and media. A small kitchenette area is also desired to support functions in this space. Group meeting in this space would be typically limited to 30 individuals.

**ADJACENCY REQ.'S:** Located on first level at prominent entry location near classroom

**SQUARE FT. (NASF):** 1500

**FTE STAFF:** ______________________ **STUDENT STAFF:** ______________________

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS: OPEN:</th>
<th>CLOSED: 10 LF.</th>
<th>LOCKS: YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>At kitchenette area</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UPPER CABINET UNITS: OPEN:</th>
<th>CLOSED: 10 LF.</th>
<th>LOCKS: YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>At kitchenette area</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FULL HEIGHT STORAGE:** ______________________ LF. **BOOKSHELVES:** ______________________ LF.

**COUNTERTOPS:** DEPTH: 24" **BOOKSHELVES:** ______________________ LF.

**POWER REQ.'S:** 110V: Yes 220V: at walls and media locations

**TELE/DATA REQ.'S:**

**WATER REQ.'S:** hot and cold **CABLE TV REQ'S:** Yes

**A/V REQ.'S:**

<table>
<thead>
<tr>
<th>PROJECTOR:</th>
<th>MONITOR:</th>
<th>SPEAKERS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

This area is anticipated to be rich in audio visual.

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:** Variable lighting - support different functions

**COAT HOOKS:** ______________________ **TACK SURFACE:** Yes

**MARKER BOARD REQ.'S:** ______________________ **TACK BOARD REQ.'S:** ______________________

**FLOOR FINISH:** Mix of Tile and Carpet

**FILE CABINETS:**

<table>
<thead>
<tr>
<th>LATERAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VERTICAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LARGE FLOOR EQUIP:**

Soft furniture, chairs and tables

**FILE CABINETS:**

Full size refrigerator at kitchenette area. Also provide sink at kitchenette.
### Room Name: 30-Seat Classroom

**Room Function:**
This classroom would function as a typical FHSU general use classroom. Although this may primarily be used for freshman seminar, it may also be used in conjunction with student visitation groups. Seating is anticipated to be movable strip tables with comfortable seating. A tiered or sloping room is desirable.

**Adjacency Req's:** Near Tiger Welcome Room

**Square Ft. (NASF):** 750

**FTE Staff:** ____________________  **Student Staff:** ____________________

**Fixed Casework:**

<table>
<thead>
<tr>
<th>Base Cabinet Units:</th>
<th>Open: _____ LF.</th>
<th>Closed: _____ LF.</th>
<th>Locks: YES □ NO □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Cabinet Units:</td>
<td>Open: _____ LF.</td>
<td>Closed: _____ LF.</td>
<td>Locks: YES □ NO □</td>
</tr>
<tr>
<td>Full Height Storage:</td>
<td>_____ LF.</td>
<td>Bookshelves: _____ LF.</td>
<td></td>
</tr>
<tr>
<td>Countertops:</td>
<td>Depth:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Power Req's:**
- 110V: Yes
- 220V: No

**Tele/Data Req's:**

**Water Req's:**

**Cable TV Req's:** Yes

**A/V Req's:**
- Projector: 1 or 2
- Monitor: 1 or 2
- Speakers: Yes

**Room should be equipped with quality visual displays and sound systems.**

**Spec HVAC Req's:**

**Spec Lighting Req's:** Variable lighting

**Coat Hooks:** 4x16

**Marker Board Req's:** 4x16

**Tack Surface:** 4x8

**Floor Finish:** Carpet

**File Cabinets:**
- Lateral: 2-DRAWER 4-DRAWER 5-DRAWER
- Vertical: 2-DRAWER 4-DRAWER 5-DRAWER

**Large Floor Equip:**

**Other Room Notes:**
- Provide power to movable tables for charging of electronic devices.
ROOM NAME: AACE Director Office  ROOM ID. A-3

ROOM FUNCTION:
Provides space for director to conduct day to day activities, meet with individual faculty, staff, students and small groups.

ADJACENCY REQ.'S:
located in area with AACE Asst Director, professional advisors, graduate assistants and administrative assistant.

SQUARE FT. (NASH):
245

FTE STAFF: 1
STUDENT STAFF: 

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: _______ LF.  CLOSED: _______ LF.  LOCKS: YES □ NO □
None

UPPER CABINET UNITS: OPEN: _______ LF.  CLOSED: _______ LF.  LOCKS: YES □ NO □
None

FULL HEIGHT STORAGE: _______ LF.  BOOKSHELVES: _______ LF.
12 LF, 7' tall with adjustable shelves

COUNTERTOPS: DEPTH: ___________ ___________ LF.

POWER REQ.'S: 110V: _______ on each wall  220V: _______

TELE/DATA REQ.'S:
Yes, on two walls

WATER REQ.'S:
None
CABLE TV REQ.'S:
None

A/V REQ.'S:
PROJECTOR: None  MONITOR: 3 on desk  SPEAKERS:

SPEC HVAC REQ.'S:

SPEC LIGHTING REQ.'S: Bi-level lighting

COAT HOOKS:
3 - two high, one low, located behind door

TACK SURFACE:
1

MARKER BOARD REQ.'S: 3 x 4
TACK BOARD REQ.'S: 2 x 4

FLOOR FINISH:

FILE CABINETS:
LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP:
(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES:
Space to include minimum of desk (allowing for phone, 3 monitors) with under desk movable keyboard, chair, credenza (2-lateral drawers extra length), 2 side chairs with wheels, no arms and allows for larger people, small table and 2 additional chairs (on wheels). Exterior window strongly preferred. Please place side view windows beside office door.
Assistant Director

Provides space for asst. director to conduct day-to-day activities, staff meetings and meetings with students and families - prospective, current students for academic and career advising, faculty, and staff.

In close proximity to Graduate Assistant offices

175

none

none

none

none

base cabinet units: open: closed: locks: yes: no:

UPPER CABINET UNITS: open: closed: locks: yes: no:

FULL HEIGHT STORAGE: open: closed: locks:

COUNTERTOPS: depth:

POWER REQ.'S: 110V: 220V:

TELE/DATA REQ.'S: yes, at work station

WATER REQ.'S: none

CABLE TV REQ.'S: none

A/V REQ.'S: projector: monitor: speakers:

SPEC HVAC REQ.'S:

SPEC LIGHTING REQ.'S: bi-level lighting

COAT HOOKS: 2 high, 1 low, behind door

TACK SURFACE: length of desk

MARKER BOARD REQ.'S: none

TACK BOARD REQ.'S: 1

FLOOR FINISH:

carpet

FILE CABINETS:

LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER

VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP:

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES:

Space to include a minimum of desk (rounded end to allow for collaboration with student) that holds three monitors and phone, chair (wheeled), credenza with 2 lateral filing drawers, 2 chairs with wheels, no arms and accessible for larger students, hutch over desk, additional rounded table that seats 3 with wheeled chairs, exterior window preferred. Please place side view windows beside office door.
Administrative Assistant

Provide day-to-day activities for all first floor operations. This includes supervision of student workers including work distribution, work schedules, and time entry. Responsible for the overall/multiple office activities including the reception area, business operations, student services and facilities.

Located in direct view of tier 1 and tier 2 student workers.

120

1

Yes yes, on each wall

Yes, on two walls

None

None

2 on desk

Yes, with webcam

Networked printer

Bi-level lighting

if space not secured, locker

Yes, length of desk

1

carpet

Space to include a minimum of desk (rounded to allow for collaboration with student) that allows space for 2 monitors and phone, chair (wheeled), credenza with 4 lateral filing drawers (2 side by side), 1 chair with wheels, no arms and to accommodate larger individual, hutch over desk. Due to privacy issues as they relate to students, walls are requested with only one half open side.
**ROOM NAME:** Graduate Assistant/Practicum Office Space  
**ROOM ID:** A-6

**ROOM FUNCTION:** GA space for Career Services, practicum workspace shared with AACE and MGPF student

**ADJACENCY REQ.’S:** located between Career Services & AACE

**SQUARE FT. (NASF):** 200

**FTE STAFF:**  
**STUDENT STAFF:** 6

**FIXED CASEWORK:**

- **BASE CABINET UNITS:**  
  OPEN:_________LF.  
  CLOSED:_________LF.  
  LOCKS: YES ☐  NO ☐

- **UPPER CABINET UNITS:**  
  OPEN:_________LF.  
  CLOSED:_________LF.  
  LOCKS: YES ☐  NO ☐

- **FULL HEIGHT STORAGE:**  
  _________LF.  
  **BOOKSHELVES:**  
  _________LF.

- **COUNTERTOPS:**  
  DEPTH: 30 inches around all walls for workstation use, allow for under desk keyboards LF.

**POWER REQ.’S:**  
110V:_________each wall  
220V: ___________ 

**TELE/DATA REQ.’S:**  
**WATER REQ.’S:**  
**A/V REQ.’S:**  
**SPEC HVAC REQ.’S:**  
**SPEC LIGHTING REQ.’S:**  

**COAT HOOKS:** 6 behind door  
**TACK SURFACE:** yes - 1 per work space

**MARKER BOARD REQ.’S:**  
**TACK BOARD REQ.’S:** 4X4

**FLOOR FINISH:** carpet

**FILL CABINETS:**  
LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______ 
VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

**LARGE FLOOR EQUIP.:** workspace for each person with monitors, computers  
allow a locker in room for each worker, under workspace file cabinet w/locks

**OTHER ROOM NOTES:**

-- Graduate Assistant/Practicum Office Space

-- GA space for Career Services, practicum workspace shared with AACE and MGPF student

-- located between Career Services & AACE

-- 200

-- 6

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐

-- YES ☐  NO ☐
**ROOM NAME:** Academic and Career Advisor(s)  
**ROOM ID:** A-7

**ROOM FUNCTION:**  
Provides day-to-day activities and meetings with students and families - prospective, and current students for academic and career advising.

**ADJACENCY REQ.’S:**  

**SQUARE FT. (NASF):** 150 each x 8=1200 total

**FTE STAFF:** 8  
**STUDENT STAFF:** none

**FIXED CASEWORK:**

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<thead>
<tr>
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<th>LOCKS</th>
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<td>no □</td>
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<table>
<thead>
<tr>
<th>UPPER CABINET UNITS</th>
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<th>CLOSED</th>
<th>LOCKS</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>yes □</td>
<td>no □</td>
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<table>
<thead>
<tr>
<th>FULL HEIGHT STORAGE</th>
<th>LF.</th>
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<table>
<thead>
<tr>
<th>COUNTERTOPS</th>
<th>DEPTH</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>POWER REQ.'S:</th>
<th>110V:</th>
<th>220V:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>at each wall</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TELE/DATA REQ.'S:</th>
<th>on at least 2 walls</th>
</tr>
</thead>
</table>

| WATER REQ.'S: | CABLE TV REQ.'S: |
|               | none |

<table>
<thead>
<tr>
<th>A/V REQ.'S:</th>
<th>PROJECTOR:</th>
<th>MONITOR:</th>
<th>SPEAKERS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>no</td>
<td>2-3</td>
<td>yes, in laptop</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPEC HVAC REQ.'S:</th>
<th>bi-level lighting</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SPEC LIGHTING REQ.'S:</th>
<th>length of desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>COAT HOOKS:</td>
<td>2 high, 1 low, behind door</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARKER BOARD REQ.'S:</th>
<th>TACK BOARD REQ.'S:</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td>1</td>
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<table>
<thead>
<tr>
<th>FLOOR FINISH:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>carpet</td>
<td></td>
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<tr>
<th>FILE CABINETS:</th>
<th>LATERAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
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<tr>
<th></th>
<th>VERTICAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
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**LARGE FLOOR EQUIP:**

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<tr>
<th></th>
<th>(REFRIGERATOR, COPIER, ETC.)</th>
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<table>
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<tr>
<th>OTHER ROOM NOTES:</th>
</tr>
</thead>
</table>

Space to include a minimum of desk (rounded end to allow for collaboration with student) that holds two monitors and phone, chair (wheeled), 2 chairs with wheels, no arms and accessible for larger individuals, hutch over desk, exterior window preferred. Please place side view windows beside office door.
ROOM NAME: Graduate Assistant (2)/Growth Space

ROOM FUNCTION: Provides day-to-day activities and meetings with students and families - prospective, and current students for academic and career advising. Graduate students work off individual appointments every day.

ADJACENCY REQ.'S: In close proximity to Assistant Director office. Prefer right next door.

SQUARE FT. (NASF): 135 each x 2 = 270

FTE STAFF: ___________________ STUDENT STAFF: 2-graduate students current

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □ NO □

none

UPPER CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □ NO □

none

FULL HEIGHT STORAGE: _______ LF. BOOKSHELVES: _______ LF.

COUNTERTOPS: DEPTH: _______ LF.

POWER REQ.'S: 110V: _______ 220V: _______

at each wall

POWER: on two walls

WATER REQ.'S: none

CABLE TV REQ'S: none

A/V REQ.'S: PROJECTOR: none MONITOR: 2 on desk SPEAKERS: from laptop

webcam from laptop

SPEC HVAC REQ.'S:

SPEC LIGHTING REQ.'S: bi-level lighting

COAT HOOKS: 2 high, 1 low, behind door TACK SURFACE: length of desk

MARKER BOARD REQ.'S: none TACK BOARD REQ.'S: 1

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP:

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES:

Space to include a minimum of desk (rounded end to allow for collaboration with student) with room for two monitors and phone, chair (wheeled), 2 chairs with wheels, no arms and accessible for larger students, hutch over desk. Do not need exterior window. Please place side view windows beside office door.
**ROOM NAME:** Career Services Director's Office

**ROOM FUNCTION:**
Provides space for director to conduct day to day activities, meet with individual faculty, staff, students, employers or with small groups

**ADJACENCY REQ.'S:**
near coordinators offices

**SQUARE FT. (NASF):**
245 SF

**FTE STAFF:**
1

**STUDENT STAFF:**

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>Base Cabinet Units</th>
<th>OPEN: _____ LF.</th>
<th>CLOSED: _____ LF.</th>
<th>LOCKS: YES [□] NO [□]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Cabinet Units</td>
<td>OPEN: _____ LF.</td>
<td>CLOSED: _____ LF.</td>
<td>LOCKS: YES [□] NO [□]</td>
</tr>
</tbody>
</table>

**Full Height Storage:**

**Countertops:**

**Power Req.'s:**
110V: _____ 220V: _____ on each wall

**Tele/Data Req.'s:**

**Water Req.'s:**

**Cable TV Req.'s:**

**A/V Req.'s:**
PROJECTOR: __________ MONITOR: __________ SPEAKERS: __________

**Spec HVAC Req.'s:**

**Spec Lighting Req.'s:**

**Coat Hooks:**
4 behind door

**Tack Surface:**
1

**Marker Board Req.'s:**

**Tack Board Req.'s:**

**Floor Finish:**
carpet

**Fill Cabinets:**

<table>
<thead>
<tr>
<th>Lateral</th>
<th>2-Drawer</th>
<th>4-Drawer</th>
<th>5-Drawer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vertical</td>
<td>2-Drawer</td>
<td>4-Drawer</td>
<td>5-Drawer</td>
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</table>

**Large Floor Equip:**

<table>
<thead>
<tr>
<th>Refrigerator, Copier, Etc.</th>
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</table>

**Other Room Notes:**

guest chairs and small conference table w/guest chairs to host larger meetings and/or discussion groups, 2-3 shelf bookcase
desk accommodating phone and computer w/multiple monitors, desk chair, 2-drawer lateral file w/cabinet top w/adjustable shelves
ROOM NAME: 3 Career Services Coordinators offices
ROOM ID. A-10
ROOM FUNCTION:
Provide office space for Career Advisors. Space to conduct day to day business and meet with individuals or small groups

ADJACENCY REQ.'S:
near Directors office

SQUARE FT. (NASF):
135

FTE STAFF:
1
STUDENT STAFF:

FIXED CASEWORK:

BASE CABINET UNITS: OPEN:_____LF. CLOSED:_____LF. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN:_____LF. CLOSED:_____LF. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: ________________ LF. BOOKSHELVES: ________________ LF.

COUNTERTOPS: DEPTH: ________________ LF.

POWER REQ.'S: 110V: each wall 220V: __________

TELE/DATA REQ.'S: around perimeter of room

WATER REQ.'S: ________________

CABLE TV REQ'S: ________________

A/V REQ.'S: PROJECTOR: __________ MONITOR: __________ SPEAKERS: __________

computer and phone

SPEC HVAC REQ.'S: ________________

SPEC LIGHTING REQ.'S: ________________

COAT HOOKS: 2 behind door TACK SURFACE: 1

MARKER BOARD REQ.'S: ________________ TACK BOARD REQ.'S: 2 x 2

FLOOR FINISH: carpet

FILL CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: 
desk accommodating phone & computer with multiple monitors, desk chair, 2 guest chairs

2-drawer lateral file w/cabinet top w/adjustable shelves

OTHER ROOM NOTES:
ROOM NAME: 2 Online Interviewing Rooms  ROOM ID: A-11

ROOM FUNCTION: Interviewing rooms for Career Services to give students an opportunity to connect with employers online in a quiet professional location,

ADJACENCY REQ.'S: Adjacent to other interviewing rooms

SQUARE FT. (NASF): 100

FTE STAFF: ___________________________ STUDENT STAFF: ___________________________

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: _______ LF.  CLOSED: _______ LF.  LOCKS: YES☐ NO ☐

UPPER CABINET UNITS: OPEN: _______ LF.  CLOSED: _______ LF.  LOCKS: YES☐ NO ☐

FULL HEIGHT STORAGE: _______________________ LF.  BOOKSHELVES: _______________________ LF.

COUNTERTOPS: DEPTH: ___________________________ LF.

POWER REQ.'S: 110V: _______ 220V: ___________

TELE/DATA REQ.'S: Yes, data ports around perimeter of room

WATER REQ.'S: ___________________________ CABLE TV REQ.'S: Yes

A/V REQ.'S: PROJECTOR: _______ TV: _______ MONITOR: yes  SPEAKERS: yes TV mounted on the wall & laptop with docking station to allow students to connect to employers online with their own technology or ours

SPEC HVAC REQ.'S: ___________________________

SPEC LIGHTING REQ.'S: General

COAT HOOKS: 2 behind door  TACK SURFACE: ___________________________

MARKER BOARD REQ.'S: ___________________________ TACK BOARD REQ.'S: ___________________________

FLOOR FINISH: carpet

FILL CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: desk that accommodates technology and guest chairs

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES: possible moveable walls to create flexible space sizes
ROOM NAME: 2 In-Person Interviewing Rooms

ROOM FUNCTION: Interviewing Rooms for Career Services to give employers the opportunity for a private space to interview students

ADJACENCY REQ.'S: Adjacent to other interview rooms

SQUARE FT. (NASF): 100

FTE STAFF: ________________  STUDENT STAFF: ________________

FIXED CASEWORK:

BASE CABINET UNITS: OPEN:_________LF.  CLOSED:_________LF.  LOCKS: YES □  NO □

UPPER CABINET UNITS: OPEN:_________LF.  CLOSED:_________LF.  LOCKS: YES □  NO □

FULL HEIGHT STORAGE: _______________LF.  BOOKSHELVES: _______________LF.

COUNTERTOPS: DEPTH:______________________________LF.

POWER REQ.'S: 110V: _______  220V: _______

TELE/DATA REQ.'S: around perimeter of room

WATER REQ.'S: __________________________  CABLE TV REQ'S: __________________________

A/V REQ.'S: PROJECTOR: ____________  MONITOR: ____________  SPEAKERS: ____________

SPEC HVAC REQ.'S: __________________________

SPEC LIGHTING REQ.'S: __________________________

COAT HOOKS: 2 behind door  TACK SURFACE: __________________________

MARKER BOARD REQ.'S: __________________________  TACK BOARD REQ.'S: __________________________

FLOOR FINISH: carpet

FILL CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: round interview table and guest chairs

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES: possible adjustable walls to accommodate flexible work spaces
ROOM NAME: Career Services Hospitality Center
ROOM ID: A-13
ROOM FUNCTION: small area dedicated to hosting hospitality to employers or alumni visiting campus

ADJACENCY REQ.'S: CS interview rooms
SQUARE FT. (NASF): 50-75

FTE STAFF: _______________ STUDENT STAFF: _______________

FIXED CASEWORK:
BASE CABINET UNITS: OPEN: _____ LF. CLOSED: 10 LF. LOCKS: YES ☐ NO ☐

UPPER CABINET UNITS: OPEN: _____ LF. CLOSED: 10 LF. LOCKS: YES ☐ NO ☐

FULL HEIGHT STORAGE: _______ LF. BOOKSHELVES: _______ LF.
COUNTERTOPS: DEPTH: 30 10 ____________ LF.

POWER REQ.'S: 110V: yes 220V: _____ around perimeter

TELE/DATA REQ.'S: __________________
WATER REQ.'S: yes CABLE TV REQ.'S: _______________
A/V REQ.'S: PROJECTOR: __________ MONITOR: __________ SPEAKERS: _______

SPEC HVAC REQ.'S: ________________
SPEC LIGHTING REQ.'S: _______________

COAT HOOKS: _______________ TACK SURFACE: __________________
MARKER BOARD REQ.'S: _______________ TACK BOARD REQ.'S: _______________

FLOOR FINISH: carpet

FILL CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______
VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: mini-fridge, coffee pot and keurig, table

OTHER ROOM NOTES:
ROOM NAME: Tailored for Tigers Clothing Closet
ROOM FUNCTION: Provide space for the clothing closet which provides FHSU students with professional clothing and accessories for check out for use in job searching

ADJACENCY REQ.’S: Tiger Welcome Center
SQUARE FT. (NASF): 450 (clothing display area) & 200 (attached work room)

FTE STAFF: STUDENT STAFF: 1-2

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: 10 L.F. CLOSED: 10 L.F. LOCKS: YESir No i in work room

UPPER CABINET UNITS: OPEN: 10 L.F. CLOSED: 10 L.F. LOCKS: YESir No i in work room

FULL HEIGHT STORAGE: 6 L.F. BOOKSHELVES: 6 (in work room) L.F.

COUNTERTOPS: DEPTH: 30

POWER REQ.’S: 110V: yes 220V: around perimeter of rooms

WATER REQ.’S: CABLE TV REQ’S: around perimeter of rooms

A/V REQ.’S: PROJECTOR: MONITOR: SPEAKERS:

SPEC HVAC REQ.’S: 

SPEC LIGHTING REQ.’S: 

COAT HOOKS: TACK SURFACE:

MARKER BOARD REQ.’S: TACK BOARD REQ.’S: 

FLOOR FINISH: carpet

FILL CABINETS: LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER
VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: space for dressing room, mirrors (full length and three way)
movable racks for displaying clothes and accessories

OTHER ROOM NOTES: (REFRIGERATOR, COPIER, ETC.)

Tailored for Tigers Clothing Closet
Provide space for the clothing closet which provides FHSU students with professional clothing and accessories for check out for use in job searching

Tiger Welcome Center
450 (clothing display area) & 200 (attached work room)

FTE STAFF: STUDENT STAFF: 1-2

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: 10 L.F. CLOSED: 10 L.F. LOCKS: YESir No i in work room

UPPER CABINET UNITS: OPEN: 10 L.F. CLOSED: 10 L.F. LOCKS: YESir No i in work room

FULL HEIGHT STORAGE: 6 L.F. BOOKSHELVES: 6 (in work room) L.F.

COUNTERTOPS: DEPTH: 30

POWER REQ.’S: 110V: yes 220V: around perimeter of rooms

WATER REQ.’S: CABLE TV REQ’S: around perimeter of rooms

A/V REQ.’S: PROJECTOR: MONITOR: SPEAKERS:

SPEC HVAC REQ.’S: 

SPEC LIGHTING REQ.’S: 

COAT HOOKS: TACK SURFACE:

MARKER BOARD REQ.’S: TACK BOARD REQ.’S: 

FLOOR FINISH: carpet

FILL CABINETS: LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER
VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: space for dressing room, mirrors (full length and three way)
movable racks for displaying clothes and accessories

OTHER ROOM NOTES: (REFRIGERATOR, COPIER, ETC.)
**ROOM NAME:** Career Lounge

**ROOM ID.:** A-15

**ROOM FUNCTION:**
This room will have flexible furniture including a mix of couches, coffee tables, and soft chairs. It will be used to provide individual or small group Career Services Coordinators and Directors offices

**ADJACENCY REQ.'S:**

**SQUARE FT. (NASF):**
300

**FTE STAFF:**

**STUDENT STAFF:**

**FIXED CASEWORK:**

BASE CABINET UNITS: OPEN: ______ LF. CLOSED: ______ LF. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN: ______ LF. CLOSED: ______ LF. LOCKS: YES □ NO □

**FULL HEIGHT STORAGE:**

**COUNTERTOPS:**

**POWER REQ.'S:**
110V: ______ 220V: ______ multiple around perimeter of room

**TELE/DATA REQ.'S:**

**WATER REQ.'S:**

**A/V REQ.'S:**
PROJECTOR: ______ MONITOR: ______ SPEAKERS: ______

interactive kiosk, displaying online information, handouts, etc

ideally, students would be able to find career info from kiosk

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:**

**COAT HOOKS:**

**TACK SURFACE:** yes

**MARKER BOARD REQ.'S:**

**TACK BOARD REQ.'S:** 4 X 4

**FLOOR FINISH:**

**FILL CABINETS:**
LATERAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

VERTICAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

**LARGE FLOOR EQUIP:**
mix of couches, coffee tables, and soft chairs that can re-arranged based on changing needs 2-3 rotating magazine racks

**OTHER ROOM NOTES:**

Career Lounge
This room will have flexible furniture including a mix of couches, coffee tables, and soft chairs. It will be used to provide individual or small group Career Services Coordinators and Directors offices

Career Services Coordinators and Directors offices

upper cabinets designed to showcase handouts and flyers

FULL HEIGHT STORAGE: ______ LF. BOOKSHELVES: ______ LF.

COUNTERTOPS: DEPTH: ______ LF.

POWER REQ.'S:
110V: ______ 220V: ______ multiple around perimeter of room

TELE/DATA REQ.'S:

WATER REQ.'S:

A/V REQ.'S:
PROJECTOR: ______ MONITOR: ______ SPEAKERS: ______

interactive kiosk, displaying online information, handouts, etc

ideally, students would be able to find career info from kiosk

SPEC HVAC REQ.'S:

SPEC LIGHTING REQ.'S:

COAT HOOKS:

TACK SURFACE: yes

MARKER BOARD REQ.'S:

TACK BOARD REQ.'S: 4 X 4

FLOOR FINISH:
carpet

FILL CABINETS:
LATERAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

VERTICAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

LARGE FLOOR EQUIP:
mix of couches, coffee tables, and soft chairs that can re-arranged based on changing needs 2-3 rotating magazine racks

OTHER ROOM NOTES:
ROOM NAME: Kelly Center Tutoring Supervisor Office
ROOM ID. A-16
ROOM FUNCTION: Director office for day to day duties. Space to accommodate meeting with students and families and or advisors.

ADJACENCY REQ.'S: View to outer office and near tutoring rooms.

SQUARE FT. (NASF): 200

FTE STAFF: 1 STUDENT STAFF: 

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: ______ L.F. CLOSED: ______ L.F. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN: ______ L.F. CLOSED: ______ L.F. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: ______ L.F. BOOKSHELVES: 6-9 L.F.

COUNTERTOPS: DEPTH: __________________________ LF.

POWER REQ.'S: 110V: yes 220V: ______ on walls as needed

TELE/DATA REQ.'S: phone and computer

WATER REQ.'S: _______________ CABLE TV REQ.'S: _______________

A/V REQ.'S: PROJECTOR: _______ MONITOR: _______ SPEAKERS: _______

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: dimmable lighting

COAT HOOKS: Yes 2 TACK SURFACE: 

MARKER BOARD REQ.'S: yes 4x4 TACK BOARD REQ.'S: 

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER_______ 4-DRAWER_______ 5-DRAWER______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: Table for meeting with students (4' round), sofa and desk.

REFRIGERATOR, COPIER, ETC.

OTHER ROOM NOTES: Side light window with blinds to see into outer office. Natural lighting.
ROOM NAME: Tutoring Rooms (4)  
ROOM ID. A-17

ROOM FUNCTION: Room for tutoring students one on one or small groups.

ADJACENCY REQ.’S: Near director office off the main office area.

SQUARE FT. (NASF): 130-150

FTE STAFF: 0  
STUDENT STAFF: 1-2

FIXED CASEWORK:

BASE CABINET UNITS: OPEN:_______LF.  CLOSED:_______LF.  LOCKS: YES □  NO □

UPPER CABINET UNITS: OPEN:_______LF.  CLOSED:_______LF.  LOCKS: YES □  NO □

FULL HEIGHT STORAGE: __________________ LF.  BOOKSHELVES: __________________ LF.

COUNTERTOPS: DEPTH: __________________ LF.  __________________ LF.

POWER REQ.’S: 110V: yes  
220V: ________

TELE/DATA REQ.’S: Data only, no phone

WATER REQ.’S: __________________

CABLE TV REQ’S: yes

A/V REQ.’S: PROJECTOR: __________ MONITOR: yes  SPEAKERS: yes

Table to accommodate computer.

Smart board

SPEC HVAC REQ.’S: standard

SPEC LIGHTING REQ.’S: yes

COAT HOOKS: yes 2  
TACK SURFACE: no

MARKER BOARD REQ.’S: yes  
TACK BOARD REQ.’S: ______________

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER_______ 4-DRAWER_______ 5-DRAWER_______

   VERTICAL: 2-DRAWER _________ 4-DRAWER _________ 5-DRAWER _______

LARGE FLOOR EQUIP: Table for computer and tower

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES: Side light windows with blinds for each room.
ROOM NAME: Kelly Center Tutoring Front Office

ROOM FUNCTION: Main entry office off the tutoring room. Work room for tutors to work in when not working one on one with students. Scheduling computer will be located here.

ADJACENCY REQ.'S: Next to tutoring rooms and director office.

SQUARE FT. (NASF): 500

FTE STAFF: 0 STUDENT STAFF: 5-10 at any time

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: 15+ LF. CLOSED: ______ LF. LOCKS: YES □ NO □

Counter tops for computer stations with keyboard trays and pedestal storage. File storage in counters for student stations.

UPPER CABINET UNITS: OPEN: ______ LF. CLOSED: ______ LF. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: See notes below LF. BOOKSHELVES: ______ LF.

COUNTERTOPS: DEPTH: 24-30" LF.

POWER REQ.'S: 110V: yes 220V: ______

TELE/DATA REQ.'S: Phone and data for computers

WATER REQ.'S: CABLE TV REQ'S: ______

A/V REQ.'S: PROJECTOR: ______ MONITOR: ______ SPEAKERS: ______

Computer stations

SPEC HVAC REQ.'S: ______

SPEC LIGHTING REQ.'S: Standard

COAT HOOKS: Yes and backpacks, see below TACK SURFACE: yes 4x8

MARKER BOARD REQ.'S: yes 4x8 TACK BOARD REQ.'S: ______

FLOOR FINISH: carpet

FILE CABINETS:

LATERAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

VERTICAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

LARGE FLOOR EQUIP: A 4-5' round table for group meetings. Storage for 8-10 student workers to store backpacks. Soft seating, sofas for student workers.

(REFRIGERATOR, COPIER, ETC)

OTHER ROOM NOTES: Has a long counter that has five computers and towers. Area would have a mailbox station. Would have a small area for storing office supplies.
ROOM NAME: Waiting Area
ROOM ID: A-19

ROOM FUNCTION: Provide day-to-day area for students, faculty, staff and prospective students and families a place to wait prior to their appointment. Due to the services being provided and the targeted population, this needs to comfortably accommodate 20+ individuals.

ADJACENCY REQ.'S: Student worker, admin asst and lab space
SQUARE FT. (NASF): 300
FTE STAFF: STUDENT STAFF: 

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: _______ LF. BOOKSHELVES: _______ LF.
COUNTER TOPS: DEPTH: _______ LF.

POWER REQ.'S: 110V: _____ 220V: _____

TELE/DATA REQ.'S: data needed for kiosks and TV
WATER REQ.'S: Water fountain with water bottle feature
CABLE TV REQ'S: No
A/V REQ.'S: PROJECTOR: _______ MONITOR: TV SPEAKERS: _______

TV to scroll student success messages and other FHSU messages.

SPEC HVAC REQ.'S: 
SPEC LIGHTING REQ.'S: 

COAT HOOKS: None TACK SURFACE: Enclosed with glass and locked
MARKER BOARD REQ.'S: None TACK BOARD REQ.'S: 4

FLOOR FINISH: 

FILE CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______
VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: Two kiosks for check-in, magazine spinners (2)

(REFRIGERATOR, COPIER, ETC)

OTHER ROOM NOTES: Tigerized focus on student success. Movable furniture to accommodate 20+ individuals waiting for appointments. Coffee tables and end tables. Charging stations (4). Would like to build for sound reduction due to the numbers that will be waiting at a time.
**Room Name:** Shared Lab (AACE & Career Services)  

**Room Function:** Provides students (academic and career advising and career services) access to CPU to complete online student worksheets (academic schedule), career assessments, resume and applications.

**Adjacency Req.'s:** Waiting room, advisor offices and career services staff offices. Students will come to labs from these areas.

**Square Ft. (NASF):** 200

**FTE Staff:**  

**Student Staff:**

**Fixed Casework:**

**Base Cabinet Units:**
- Open: _____ LF.  
- Closed: _____ LF.  
- Locks: Yes [ ] No [ ]

**Upper Cabinet Units:**
- Open: _____ LF.  
- Closed: _____ LF.  
- Locks: Yes [ ] No [ ]

**Full Height Storage:**
- LF.

**Countertops:**
- Depth: 30 inches
- LF.
- Books: 10 computer stations
- LF.

**Power Req.'s:**
- 110V: 10
- 220V: ______

**Tele/Data Req.'s:**
- 10

**Water Req.'s:** None

**Cable TV Req.'s:** None

**A/V Req.'s:**
- Projector: None
- Monitor: 1 per station
- Speakers: None

**Spec HVAC Req.'s:**

**Spec Lighting Req.'s:** Bi-level lighting

**Coat Hooks:** None

**Tack Surface:** Run above all stations

**Marker Board Req.'s:**

**Tack Board Req.'s:**

**Floor Finish:** Carpet

**File Cabinets:**
- Lateral: 2-Drawer ________ 4-Drawer ________ 5-Drawer ________
- Vertical: 2-Drawer ________ 4-Drawer ________ 5-Drawer ________

**Large Floor Equip:**

**Other Room Notes:**

Shared network printer for lab, room for student to place personal belongings beside the station they are utilizing. 10 rolling chairs (2 that are oversized), 10 under counter keyboards, and counter space between each station.
**Room Name:** Shared Kitchenette  
**Room ID:** A-21

**Room Function:** Provide space for professional staff and student employees to be able to eat out of site of constituents. Storage for undergraduate student employees.

**Adjacency Req.'s:** Not near entry way

**Square Ft. (NASF):** 300

**FTE Staff:** 9-17  
**Student Staff:** 26

**Fixed Casework:**
- **Base Cabinet Units:** Open: _______ LF.  Closed: _______ LF.  Locks: YES □  NO □  
  - Closed shelving and drawers above shelving.
- **Upper Cabinet Units:** Open: _______ LF.  Closed: _______ LF.  Locks: YES □  NO □  
  - Closed shelving.
- **Full Height Storage:** _______ LF.  
- **Countertops:** Depth: 30 inches  
  - 20 LF.
- **Power Req.'s:**  
  - 110V: YES □ 220V: YES □  
  - Accommodate appliances (extra large refrigerator and microwave)
- **Tele/Data Req.'s:**  
  - 2 per wall
- **Water Req.'s:**  
- **Cable TV Req's:** No
- **A/V Req.'s:**  
  - Projector: NO □  
  - Monitor: YES □  
  - Speakers: YES □

**Spec HVAC Req.'s:**

**Spec Lighting Req.'s:**

**Coat Hooks:**  
- 4 x 6

**Marker Board Req.'s:**  
- 4 x 6

**Tack Surface:**  
- 4 x 6

**Tack Board Req.'s:** 1

**Floor Finish:**  
- Tile to clean up spills more easily

**File Cabinets:**  
- Lateral: 2-drawer _______ 4-drawer _______ 5-drawer _______
- Vertical: 2-drawer _______ 4-drawer _______ 5-drawer _______

**Large Floor Equip:**  
- Extra large refrigerator with freezer and large table to hold 18 people

**Other Room Notes:**  
- Extra large refrigerator with freezer and large table to hold 18 people.
- Large table to hold 18 people with chairs. Extra power on each wall (4 total/wall)
- Student secure lockers (24) for big backpack (holds laptop), lunch bag, coat and purse.
ROOM NAME: 1st floor conference room
ROOM ID: A-22

ROOM FUNCTION:
Conference room available to staff members of 1st floor for meeting needs.
Not a reservable space for outside entities.

ADJACENCY REQ.'S:

SQUARE FT. (NASF):

FTE STAFF: __________________________ STUDENT STAFF: __________________________

FIXED CASEWORK:

BASE CABINET UNITS: 110V: multiple 220V: at least 1 per wall and built into table

UPPER CABINET UNITS: on at least 2 walls

POWER REQ.'S:

CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □  NO □

CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □  NO □

COUNTERTOPS: DEPTH: __________________________________________ LF.

FULL HEIGHT STORAGE: ______________________ LF. BOOKSHELVES: ______________________ LF.

COUNTERTOPS: DEPTH: __________________________________________ LF.

CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □  NO □

CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □  NO □

POWER REQ.'S: 110V: multiple 220V: at least 1 per wall and built into table

FLOOR FINISH: carpet

TELE/DATA REQ.'S:

WATER REQ.'S:

CABLE TV REQ.'S:

A/V REQ.'S: PROJECTOR: _______ TV _______ MONITOR: yes _______ SPEAKERS: yes connections for laptop built into conference table

SPEC HVAC REQ.'S:

SPEC LIGHTING REQ.'S:

COAT HOOKS: smart board TACK SURFACE:

MARKER BOARD REQ.'S: smart board TACK BOARD REQ.'S:

FILL CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: conference table with 18 oversized chairs, no arms w/rollers, data accessible poly com

OTHER ROOM NOTES:

(FREEFORM, COPIER, ETC)

CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □  NO □

CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □  NO □
**ROOM NAME:** Shared Student Worker Space  
**ROOM ID:** A-23

**ROOM FUNCTION:** Provide work space for student staff to perform day-to-day tasks to support staff, students and visitors and provide reception to those checking in to see staff, asking questions and scheduling appointments. Assumption is that waiting room space for 20 individuals is included in Tiger Welcome Room square footage.

**ADJACENCY REQ.'S:** near administrative assistant who will oversee students and entry way to what we believe was submitted by someone as the Tiger Welcome Room and Classroom (Seminar Room).

**SQUARE FT. (NASF):** 300

**FTE STAFF:** 0  
**STUDENT STAFF:** 3-5

**FIXED CASEWORK:**

<table>
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<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN: _____ LF.</th>
<th>CLOSED: _____ LF.</th>
<th>LOCKS: YES [□] NO [□]</th>
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<table>
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<tr>
<th>UPPER CABINET UNITS</th>
<th>OPEN: _____ LF.</th>
<th>CLOSED: _____ LF.</th>
<th>LOCKS: YES [□] NO [□]</th>
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<table>
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<tr>
<th>FULL HEIGHT STORAGE</th>
<th>_____ LF.</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>COUNTERTOPS</th>
<th>DEPTH:</th>
<th>BOOKSHELVES:</th>
<th>_____ LF.</th>
</tr>
</thead>
</table>

**POWER REQ.'S:**

<table>
<thead>
<tr>
<th>110V:</th>
<th>220V:</th>
</tr>
</thead>
</table>

**Yes, at each work station**

**TELE/DATA REQ.'S:**

**None**

**WATER REQ.'S:**

**None**

**CABLE TV REQ'S:**

**None**

**A/V REQ.'S:**

<table>
<thead>
<tr>
<th>PROJECTOR:</th>
<th>MONITOR:</th>
<th>SPEAKERS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>2 each station</td>
<td></td>
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</tbody>
</table>

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:** Bi-level

**COAT HOOKS:**

**TACK SURFACE:** Yes

**MARKER BOARD REQ.'S:**

**TACK BOARD REQ.'S:** Fit between base and heightened counter

**FLOOR FINISH:** carpet

**FILE CABINETS:**

<table>
<thead>
<tr>
<th>LATERAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
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<table>
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<th>VERTICAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
</table>

**LARGE FLOOR EQUIP:** under counter file with two small drawers and one fullsize for each work stations with locks.

**OTHER ROOM NOTES:**

Each station should have work space for CPU and two monitors, phone, wheeled chair, under counter keyboard, movable file cabinet with three drawers and counter work space. Envision two tiers of student worker space: tier 1 check-in and tier 2 more private to handle individual needs (Academic Success Program and Undergraduate Probation and Suspension). Tier 1 can be connected work stations (2) and Tier 2 would allow for separation to ensure privacy.
ROOM NAME: 1st floor work/copy room
ROOM FUNCTION: space for copier, storage for paper, table for collating items

ADJACENCY REQ.'S:

SQUARE FT. (NASF): 130

FTE STAFF: ____________________ STUDENT STAFF: ____________________

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: ______ LF. CLOSED: 6 LF. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN: ______ LF. CLOSED: 6 LF. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: ____________________ LF. BOOKSHELVES: ____________________ LF.

COUNTERTOPS: DEPTH: 30 inches 15 ____________________ LF.

POWER REQ.'S: 110V: yes 220V: ______ around perimeter of room

TELE/DATA REQ.'S: data and telecom on each wall

WATER REQ.'S: CABLE TV REQ'S: 

A/V REQ.'S: PROJECTOR: ______ MONITOR: ______ SPEAKERS: ______

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: 

COAT HOOKS: 6 X 4 TACK SURFACE: yes

MARKER BOARD REQ.'S: 6 X 4 TACK BOARD REQ.'S: 4 X 4

FLOOR FINISH: tile or carpet

FILL CABINETS: LATERAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

VERTICAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

LARGE FLOOR EQUIP: copy machine, table, shelving and storage for copier supplies

(REFRIGERATOR, COPIER, ETC.) 2 guest chairs & table

OTHER ROOM NOTES:

1st floor work/copy room
space for copier, storage for paper, table for collating items

yes around perimeter of room
data and telecom on each wall
tile or carpet
copy machine, table, shelving and storage for copier supplies
2 guest chairs & table
**ROOM NAME:** Storage Room  
**ROOM ID.:** A-25

**ROOM FUNCTION:** Shared storage room for Career Services & AACE for moveable cabinets and shelving that is adjustable, so which are lockable.

**ADJACENCY REQ.’S:** 

**SQUARE FT. (NASF):** 200

**FTE STAFF:** 

**STUDENT STAFF:**

**FIXED CASEWORK:**

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<th>BASE CABINET UNITS: OPEN:</th>
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<th>LOCKS:</th>
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<table>
<thead>
<tr>
<th>UPPER CABINET UNITS: OPEN:</th>
<th>CLOSED:</th>
<th>LOCKS:</th>
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<tr>
<th>FULL HEIGHT STORAGE:</th>
<th>BOOKSHELVES:</th>
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<tr>
<th>COUNTERTOPS: DEPTH:</th>
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**POWER REQ.’S:** 110V: **multiple** 220V: around perimeter of walls

**TELE/DATA REQ.’S:**

**WATER REQ.’S:** CABLE TV REQ’S:

**A/V REQ.’S:** PROJECTOR: MONITOR: SPEAKERS:

**SPEC HVAC REQ.’S:**

**SPEC LIGHTING REQ.’S:**

**COAT HOOKS:** 6 TACK SURFACE: yes

**MARKER BOARD REQ.’S:** TACK BOARD REQ.’S: 4 X 4

**FLOOR FINISH:** tile

**FILL CABINETS:** LATERAL: 2-DRAWER 4-DRAWER 2 5-DRAWER

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<thead>
<tr>
<th>VERTICAL: 2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
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</table>

**LARGE FLOOR EQUIP:** moveable cabinets and shelving that is adjustable and lockable

**OTHER ROOM NOTES:**

(REFRIGERATOR, COPIER, ETC.)
SGA Main Office

Provides a space for the Student Government Association (SGA) Executive Staff to perform day-to-day operations

Internally attached to the SGA Pres/VP Suite

500

0 STUDENT STAFF: 4

BASE CABINET UNITS: OPEN:_______LF. CLOSED:_______LF. LOCKS: YES□ NO □

UPPER CABINET UNITS: OPEN:_______LF. CLOSED:_______LF. LOCKS: YES□ NO □

FULL HEIGHT STORAGE: _________LF. BOOKSHELVES: _________LF.

COUNTERTOPS: DEPTH: _________ LF.

POWER REQ.’S: 110V: X 220V: _______ At each desk and each wall

(2) Tele for whole office, Data at each desk

WATER REQ.’S: None

CABLE TV REQ’S: _________

A/V REQ’S: PROJECTOR: None MONITOR: None SPEAKERS: None

SPEC HVAC REQ’S: None

SPEC LIGHTING REQ’S: None

COAT HOOKS: None TACK SURFACE: _________

MARKER BOARD REQ’S: 6 ft X 4 ft TACK BOARD REQ’S: _________

FLOOR FINISH: Carpet

FILE CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER 2 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: Refrigerator, microwave stand, table w/ chair, (4) attached desks, (4) computers, coffee table, couch sectional, coat rack

Quad-side, privacy/fogged glass, will need cubbies either on the floor or fixed to the wall

* Senator cubby setup is something that needs considered, but need help
ROOM NAME: SGA Pres/VP Suite  
ROOM ID: B-2  
ROOM FUNCTION: Provides a space for the elected SGA President and Vice President to perform day-to-day operations, apart from the Executive Staff  
ADJACENCY REQ.'S: Internally attached to the SGA Main Office  
SQUARE FT. (NASF): 285  
FTE STAFF: 0  
STUDENT STAFF: 2  
FIXED CASEWORK:  
BASE CABINET UNITS: OPEN: _____ L.F. CLOSED: _____ L.F. LOCKS: YES [ ] NO [ ]  
UPPER CABINET UNITS: OPEN: _____ L.F. CLOSED: _____ L.F. LOCKS: YES [ ] NO [ ]  
FULL HEIGHT STORAGE: _____ L.F. BOOKSHELVES: _____ L.F.  
COUNTERTOPS: DEPTH: _____ L.F.  
POWER REQ.'S: 110V: [X] 220V: [ ] At each wall  
TELE/DATA REQ.'S: Tele at President's desk, Data at each desk  
WATER REQ.'S: None  
CABLE TV REQ.'S: None  
A/V REQ.'S: PROJECTOR: None MONITOR: None SPEAKERS: None  
SPEC HVAC REQ.'S: None  
SPEC LIGHTING REQ.'S: General use  
COAT HOOKS: 2 - side-by-side on back of  
TACK SURFACE: None  
MARKER BOARD REQ.'S: 4 ft X 3ft  
TACK BOARD REQ.'S: None  
FLOOR FINISH: Carpet  
FILE CABINETS: LATERAL: 2-DRAWER 1 4-DRAWER ______ 5-DRAWER _____  
VERTICAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER _____  
LARGE FLOOR EQUIP: (2) desks, (2) computers, table w/ chairs  
(REFRIGERATOR, COPIER, ETC.)  
OTHER ROOM NOTES: Quad-side, clear glass into main office w/ privacy shades  
* Large bookshelf, but need help with figuring dimensions (similar to current President's bookshelf)
**ROOM NAME:** SGA Conference Room  
**ROOM ID.:** B-3

**ROOM FUNCTION:** Provides conference room space to be utilized by the offices on the 2nd floor, scheduling done by the Student Government Association (SGA)

**ADJACENCY REQ.’S:**

**SQUARE FT. (NASF):** 285

**FTE STAFF:** 0  
**STUDENT STAFF:** 0

**FIXED CASEWORK:**

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<th>LOCKS:</th>
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<th>UPPER CABINET UNITS</th>
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**FULL HEIGHT STORAGE:**

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<th>COUNTERTOPS</th>
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<th>BOOKSHELVES:</th>
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**POWER REQ.’S:**

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<tr>
<th>110V:</th>
<th>220V:</th>
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<tr>
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**TELE/DATA REQ.’S:**

**WATER REQ.’S:** None

**CABLE TV REQ.’S:** None

**A/V REQ.’S:**

<table>
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<tr>
<th>PROJECTOR:</th>
<th>MONITOR:</th>
<th>SPEAKERS:</th>
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<tbody>
<tr>
<td>Yes</td>
<td>Below</td>
<td>Yes</td>
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</table>

Smart Board, Web Cam w/ microphone in table, Intercom Phone on Table

**SPEC HVAC REQ.’S:** None

**SPEC LIGHTING REQ.’S:** Bi-level lighting

**COAT HOOKS:** None

**TACK SURFACE:** None

**MARKER BOARD REQ.’S:** Smart Board

**TACK BOARD REQ.’S:** None

**FLOOR FINISH:** Carpet

**FILE CABINETS:**

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<tr>
<th>LATERAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
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**LARGE FLOOR EQUIP.:** Conference Table w/ Chairs (new/updated)

**OTHER ROOM NOTES:**
ROOM NAME: Student Organization Work Room
ROOM FUNCTION: Space for groups to work on projects involving paint, glitter, markers, etc. Storage along the wall(s) and space for at least 2 groups to work at large work tables at the same time.
ADJACENCY REQ.'S: Near front office, but accessible from corridor
SQUARE FT. (NASF): 350
FTE STAFF: 0 STUDENT STAFF: 0
FIXED CASEWORK:
BASE CABINET UNITS: OPEN: 15 LF. CLOSED: ________ LF. LOCKS: YES □ NO □ with countertop
UPPER CABINET UNITS: OPEN: 15 LF. CLOSED: ________ LF. LOCKS: YES □ NO □
FULL HEIGHT STORAGE: ________ LF. BOOKSHELVES: ________ LF.
COUNTERTOPS: DEPTH: 24 ________ LF.UTILITY SINK: ________ LF.
POWER REQ.'S: 110V: ________ 220V: ________
TELE/DATA REQ.'S: on 2 walls
WATER REQ.'S:________ utility sink CABLE TV REQ'S: no
A/V REQ.'S: PROJECTOR: no MONITOR: no SPEAKERS: no
SPEC HVAC REQ.'S: needs ventilation to remove paint fumes
SPEC LIGHTING REQ.'S: ________
COAT HOOKS: no TACK SURFACE: ________
MARKER BOARD REQ.'S: ________ TACK BOARD REQ.'S: ________
FLOOR FINISH: tile
FILE CABINETS: LATERAL: 2-DRAWER ________ 4-DRAWER ________ 5-DRAWER ________
VERTICAL: 2-DRAWER ________ 4-DRAWER ________ 5-DRAWER ________
LARGE FLOOR EQUIP: 2 large (approximately 5'x5') work tables
(REFRIGERATOR, COPIER, ETC.)
OTHER ROOM NOTES: Accessible by key card after normal business hours. Rolls of butcher paper will be mounted to the wall.
Student Organization Workspace

This area will be used for student organizations leaders to access services such as computer workstations, mail, black/white printing.

Near front office space and lounge/flexible space. Access to printer/copier.

350

0 0

BASE CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN: _______ LF. CLOSED: _______ LF. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: _______ LF. BOOKSHELVES: _______ LF.

COUNTERTOPS: DEPTH: _______ LF.

POWER REQ.'S: 110V: multiple 220V: spread throughout room

TELE/DATA REQ.'S: multiple throughout room

WATER REQ.'S: no CABLE TV REQ.'S: no

A/V REQ.'S: PROJECTOR: yes MONITOR: no SPEAKERS: yes

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: 

COAT HOOKS: no TACK SURFACE: yes

MARKER BOARD REQ.'S: Yes, 12'X5' TACK BOARD REQ.'S: 4'x8'

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: tables/desks for 3-4 computers, tables and chairs

Accessibility by key card after normal office hours
**ROOM NAME:** Student Organization Storage  
**ROOM ID:** B-6  

Provide space for student organizations to have both long-term (year+) and short term (2-3 days) storage. Movable shelving throughout the space.

**ADJACENCY REQ.'S:** accessible from corridor

**SQUARE FT. (NASF):** 350

**FTE STAFF:** 0  
**STUDENT STAFF:** 0

**FIXED CASEWORK:**

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<thead>
<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN: _____ LF.</th>
<th>CLOSED: _____ LF.</th>
<th>LOCKS: YES □</th>
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<table>
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<tr>
<th>UPPER CABINET UNITS</th>
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<th>CLOSED: _____ LF.</th>
<th>LOCKS: YES □</th>
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<tr>
<th>FULL HEIGHT STORAGE</th>
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<th>BOOKSHELVES</th>
<th>_____ LF.</th>
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<thead>
<tr>
<th>COUNTERTOPS</th>
<th>DEPTH:</th>
<th>COUNTERTOPS</th>
<th>DEPTH:</th>
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</table>

**POWER REQ.'S:**

<table>
<thead>
<tr>
<th>110V:</th>
<th>each wall</th>
<th>220V:</th>
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</thead>
</table>

**TELE/DATA REQ.'S:** none

**WATER REQ.'S:** none  
**CABLE TV REQ'S:** none

**A/V REQ.'S:**

<table>
<thead>
<tr>
<th>PROJECTOR:</th>
<th>MONITOR:</th>
<th>SPEAKERS:</th>
</tr>
</thead>
</table>

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:**

**COAT HOOKS:** none  
**TACK SURFACE:** none

**MARKER BOARD REQ.'S:** none  
**TACK BOARD REQ.'S:** none

**FLOOR FINISH:** tile

**FILE CABINETS:**

<table>
<thead>
<tr>
<th>LATERAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>VERTICAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
</table>

**LARGE FLOOR EQUIP:** adjustable shelving throughout entire space

**OTHER ROOM NOTES:** Accessible by student organization leader key card after normal office hours.
ROOM NAME: Center for Student Involvement Storage
ROOM FUNCTION: Provide space for the Center for Student Involvement Staff to have storage for their event supplies.

ADJACENCY REQ.S: no specific requirements
SQUARE FT. (NASF): 150
FTE STAFF: 0 STUDENT STAFF: 0

FIXED CASEWORK:
BASE CABINET UNITS: OPEN: ______ LF. CLOSED: ______ LF. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN: ______ LF. CLOSED: ______ LF. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: ______ LF. BOOKSHELVES: ______ LF.
COUNTERTOPS: DEPTH: ______ LF.
POWER REQ.’S: 110V: ______ 220V: ______

TELE/DATA REQ.’S: none
WATER REQ.’S: none CABLE TV REQ’S: none
A/V REQ.’S: PROJECTOR: none MONITOR: none SPEAKERS: none

SPEC HVAC REQ.’S: 
SPEC LIGHTING REQ.’S: 

COAT HOOKS: none TACK SURFACE: none
MARKER BOARD REQ.’S: none TACK BOARD REQ.’S: none
FLOOR FINISH: tile

FILE CABINETS: LATERAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______
VERTICAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

LARGE FLOOR EQUIP: adjustable shelving throughout entire space

(REFRIGERATOR, COPIER, ETC.)
OTHER ROOM NOTES:
ROOM NAME: Conference Room
ROOM ID: B-8

ROOM FUNCTION: This room will be available to staff members on the 2nd floor for meeting needs. It will not be a reservable space for outside entities.

ADJACENCY REQ'S:
no specific requirements

SQUARE FT. (NASF):
300

FTE STAFF: 0    STUDENT STAFF: 0

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: _____ LF.  CLOSED: _____ LF.  LOCKS: YES☐  NO ☐

UPPER CABINET UNITS: OPEN: _____ LF.  CLOSED: _____ LF.  LOCKS: YES☐  NO ☐

FULL HEIGHT STORAGE:  _____ LF.  BOOKSHELVES:  _____ LF.

COUNTERTOPS: DEPTH:  _____ LF.

POWER REQ'S: 110V: multiple 220V: at least 1 per wall and built into table

TELE/DATA REQ'S:
on at least 2 walls

WATER REQ'S:  CABLE TV REQ'S:  

A/V REQ'S:  PROJECTOR:  MONITOR: yes  SPEAKERS: yes  connections for laptop built into conference table

SPEC HVAC REQ'S:

SPEC LIGHTING REQ'S:

COAT HOOKS:  no  TACK SURFACE:  no

MARKER BOARD REQ'S:  no  TACK BOARD REQ'S:  no

FLOOR FINISH:  carpet

FILE CABINETS:  LATERAL: 2-DRAWER _____  4-DRAWER _____  5-DRAWER _____
                VERTICAL: 2-DRAWER _____  4-DRAWER _____  5-DRAWER _____

LARGE FLOOR EQUIP:  conference table with 14 chairs

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES:
**ROOM NAME:** University Activities Board Office

**ROOM FUNCTION:**
Provide office space for the 20 hour per week undergraduate University Activities Board Officers. Space for at least computer stations, 2-6ft tables for 10 person meetings and event prep.

**ADJACENCY REQ.'S:**
near flexible meeting/lounge space

**SQUARE FT. (NASF):**
300

**FTE STAFF:**
0

**STUDENT STAFF:**
7

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN: _____ LF.</th>
<th>CLOSED: _____ LF.</th>
<th>LOCKS: YES ☐ NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPPER CABINET UNITS</td>
<td>OPEN: _____ LF.</td>
<td>CLOSED: 12 LF.</td>
<td>LOCKS: YES ☐ NO ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FULL HEIGHT STORAGE:</th>
<th>_____ LF.</th>
<th>BOOKSHELVES:</th>
<th>_____ LF.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTERTOPS: DEPTH:</td>
<td></td>
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</tbody>
</table>

**POWER REQ.'S:**
110V: 2-3 per wall
220V: none spaced around room perimeter

**TELE/DATA REQ.'S:**
on at least 3 walls

**WATER REQ.'S:** none

**CABLE TV REQ.'S:** none

**A/V REQ.'S:**
PROJECTOR: none
MONITOR: none
SPEAKERS: none

4 computer work stations

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:**

**COAT HOOKS:** 2-3 behind door

**TACK SURFACE:** yes

**MARKER BOARD REQ.'S:** yes, 3x2, at least 2

**TACK BOARD REQ.'S:** 4x4, at least 2

**FLOOR FINISH:** carpet

**FILE CABINETS:**
LATERAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

<table>
<thead>
<tr>
<th>VERTICAL:</th>
<th>2-DRAWER</th>
<th>4</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
</table>

**LARGE FLOOR EQUIP:**
U shaped desk arrangement with 4 computers, 2-6ft tables with 8 chairs

**OTHER ROOM NOTES:**
Provide office space for the 20 hour per week undergraduate University Activities Board Officers. Space for at least computer stations, 2-6ft tables for 10 person meetings and event prep.
**ROOM NAME:** Lounge/Flex Meeting Space

**ROOM FUNCTION:** This room will have flexible furniture including a mix of tables/chairs and soft chairs. It will be used to host University Activities Board meetings and other informational meetings. When not used for meetings, it will be set up as a lounge for students to hang out or work independently/small groups.

**ADJACENCY REQ.'S:** Front office and UAB office

**SQUARE FT. (NASF):** 700

**FTE STAFF:** 0

**STUDENT STAFF:** 0

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN: L.F.</th>
<th>CLOSED: L.F.</th>
<th>LOCKS: YES</th>
<th>NO</th>
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<thead>
<tr>
<th>UPPER CABINET UNITS</th>
<th>OPEN: L.F.</th>
<th>CLOSED: L.F.</th>
<th>LOCKS: YES</th>
<th>NO</th>
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</table>

**FULL HEIGHT STORAGE:**

<table>
<thead>
<tr>
<th>BOOKSHELVES:</th>
<th>L.F.</th>
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<tbody>
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<tr>
<th>COUNTERTOPS: DEPTH:</th>
<th>LF.</th>
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**POWER REQ.'S:**

<table>
<thead>
<tr>
<th>110V:</th>
<th>220V:</th>
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<tbody>
<tr>
<td>multiple</td>
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**TELE/DATA REQ.'S:**

<table>
<thead>
<tr>
<th>CABLE TV REQ.'S:</th>
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</table>

**WATER REQ.'S:**

**A/V REQ.'S:**

<table>
<thead>
<tr>
<th>PROJECTOR:</th>
<th>MONITOR:</th>
<th>SPEAKERS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td>Yes</td>
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</table>

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:**

<table>
<thead>
<tr>
<th>COAT HOOKS:</th>
<th>TACK SURFACE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>no</td>
<td>yes</td>
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</table>

<table>
<thead>
<tr>
<th>MARKER BOARD REQ.'S:</th>
<th>TACK BOARD REQ.'S:</th>
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</thead>
<tbody>
<tr>
<td>10'x5'</td>
<td>4'x8'</td>
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</table>

**FLOOR FINISH:**

<table>
<thead>
<tr>
<th>carpet</th>
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</table>

**FILE CABINETS:**

<table>
<thead>
<tr>
<th>LATERAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
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<th>VERTICAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
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**LARGE FLOOR EQUIP:**

<table>
<thead>
<tr>
<th>mixture of tables/chairs and soft furniture that can easily be re-arranged to meet day-to-day changing needs</th>
</tr>
</thead>
</table>

**OTHER ROOM NOTES:**

<table>
<thead>
<tr>
<th>Front office and UAB office</th>
</tr>
</thead>
<tbody>
<tr>
<td>This room will have flexible furniture including a mix of tables/chairs and soft chairs. It will be used to host University Activities Board meetings and other informational meetings. When not used for meetings, it will be set up as a lounge for students to hang out or work independently/small groups.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>lounge/flex meeting space</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other room notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>This room will have flexible furniture including a mix of tables/chairs and soft chairs. It will be used to host University Activities Board meetings and other informational meetings. When not used for meetings, it will be set up as a lounge for students to hang out or work independently/small groups.</td>
</tr>
<tr>
<td>ROOM NAME:</td>
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<tr>
<td>ROOM FUNCTION:</td>
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<tr>
<td>ADJACENCY REQ.'S:</td>
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<tr>
<td>SQUARE FT. (NASF):</td>
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<tr>
<td>FTE STAFF:</td>
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<tr>
<td>FIXED CASEWORK:</td>
</tr>
<tr>
<td>BASE CABINET UNITS: OPEN:</td>
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<tr>
<td>UPPER CABINET UNITS: OPEN:</td>
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<tr>
<td>FULL HEIGHT STORAGE:</td>
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<tr>
<td>COUNTERTOPS:</td>
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<tr>
<td>POWER REQ.'S:</td>
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<tr>
<td>TELE/DATA REQ.'S:</td>
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<tr>
<td>WATER REQ.'S:</td>
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<td>A/V REQ.'S:</td>
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<tr>
<td>SPEC HVAC REQ.'S:</td>
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<td>SPEC LIGHTING REQ.'S:</td>
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<tr>
<td>COAT HOOKS:</td>
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<tr>
<td>MARKER BOARD REQ.'S:</td>
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<tr>
<td>FLOOR FINISH:</td>
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<tr>
<td>FILE CABINETS:</td>
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<tr>
<td>VERTICAL:</td>
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<tr>
<td>LARGE FLOOR EQUIP:</td>
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<td>OTHER ROOM NOTES:</td>
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</tbody>
</table>
**ROOM NAME:** Kitchenette  
**ROOM ID:** B-12

**ROOM FUNCTION:**
This kitchenette would be available to staff members for the storage of their lunches and general food supplies/storage for events.

**ADJACENCY REQ.'S:** no specific requirements

**SQUARE FT. (NASF):** 100

**FTE STAFF:** 0  
**STUDENT STAFF:** 0

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS:</th>
<th>OPEN: _______ LF.</th>
<th>CLOSED: _______ LF.</th>
<th>LOCKS: YES [ ] NO [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>with countertop</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>UPPER CABINET UNITS:</th>
<th>OPEN: _______ LF.</th>
<th>CLOSED: _______ LF.</th>
<th>LOCKS: YES [ ] NO [ ]</th>
</tr>
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<tbody>
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</table>

**FULL HEIGHT STORAGE:** _______ LF.  
**BOOKSHELVES:** _______ LF.

**COUNTERTOPS:** DEPTH: 24 inches  
**DESKS:** _______ LF.

**POWER REQ.'S:**
110V: multiple  
220V: _______ throughout room

**TELE/DATA REQ.'S:** none

**WATER REQ.'S:**
sink and refrigerator  
CABLE TV REQ.'S: no

**A/V REQ.'S:**
PROJECTOR: no  
MONITOR: no  
SPEAKERS: no

**SPEC HVAC REQ.'S:** ventilation

**SPEC LIGHTING REQ.'S:**

**COAT HOOKS:** no  
TACK SURFACE: no

**MARKER BOARD REQ.'S:** no  
TACK BOARD REQ.'S: no

**FLOOR FINISH:** tile

**FILE CABINETS:**
LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

<table>
<thead>
<tr>
<th>VERTICAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
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</thead>
</table>

**LARGE FLOOR EQUIP:** Refrigerator microwave

**OTHER ROOM NOTES:**

Kitchenette  
This kitchenette would be available to staff members for the storage of their lunches and general food supplies/storage for events.
ROOM NAME: Graphic Designers Office
ROOM FUNCTION: Provide office space for the 20 hour per week undergraduate graphic design students. Space for computer stations, large size printer, and space for cutting.

ADJACENCY REQ.'S: near front office
SQUARE FT. (NASF): 150
FTE STAFF: 0 STUDENT STAFF: 3-5

FIXED CASEWORK:
BASE CABINET UNITS: OPEN: 4 LF. CLOSED: 4 LF. LOCKS: YES □ NO □
with an 8 foot countertop

UPPER CABINET UNITS: OPEN: 4 LF. CLOSED: 4 LF. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: □□□□ LF. BOOKSHELVES: □□□□ LF.
COUNTERTOPS: DEPTH: 24 inches

POWER REQ.'S: 110V: 2 per wall 220V: none
TELE/DATA REQ.'S: on at least 3 walls
WATER REQ.'S: none
CABLE TV REQ'S: none
A/V REQ.'S: PROJECTOR: none MONITOR: none SPEAKERS: none
3 iMac computers with drawing pad

SPEC HVAC REQ.'S: □□□□
SPEC LIGHTING REQ.'S: □□□□

COAT HOOKS: 2-3 behind door TACK SURFACE: yes
MARKER BOARD REQ.'S: yes, 3x2, at least 2 TACK BOARD REQ.'S: 4x4, at least 2
FLOOR FINISH: carpet or tile

FILE CABINETS: LATERAL: 2-DRAWER □□□□ 4-DRAWER □□□□ 5-DRAWER □□□□
VERTICAL: 2-DRAWER □□□□ 4-DRAWER □□□□ 5-DRAWER □□□□

LARGE FLOOR EQUIP: 3 desks with chairs. large format printer

OTHER ROOM NOTES: (REFRIGERATOR, COPIER, ETC.)
ROOM NAME: Front/Main Office - CSI
ROOM FUNCTION: This space will serve as the welcome area into the office, with a front reception desk, desk space for student workers (2-3 at a time) and Administrative Assistant(s)

ADJACENCY REQ.'S: Access to the corridor, this will be the first area patrons enter and will be the central hub of the other offices

SQUARE FT. (NASF): 500
FTE STAFF: 1? STUDENT STAFF: 6

FIXED CASEWORK:
BASE CABINET UNITS: OPEN: 20 LF. CLOSED: ___ LF. LOCKS: YES ☐ NO ☐
with a countertop above

UPPER CABINET UNITS: OPEN: ___ LF. CLOSED: 20 LF. LOCKS: YES ☐ NO ☐

FULL HEIGHT STORAGE: ___ LF. BOOKSHELVES: ___ LF.
COUNTERTOPS: DEPTH: 24 inches spread around perimeter of room

POWER REQ.'S: 110V: multiple 220V: ___

TELE/DATA REQ.'S: multiple throughout room

WATER REQ.'S: none
CABLE TV REQ'S: none

A/V REQ.'S: PROJECTOR: none MONITOR: none SPEAKERS: none

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: 

COAT HOOKS: no TACK SURFACE: no
MARKER BOARD REQ.'S: no TACK BOARD REQ.'S: 

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER ___ 4-DRAWER ___ 5-DRAWER ___
VERTICAL: 2-DRAWER ___ 4-DRAWER ___ 5-DRAWER ___

LARGE FLOOR EQUIP: front reception desk, 2-3 additional student/admin desks, photocopier 3-5 seat "waiting area"

OTHER ROOM NOTES:
**ROOM NAME:** Assistant Director Office - CSI  
**ROOM FUNCTION:** Provide office space for the Assistant Director, who oversees the Center for Student Involvement. Space to conduct day-to-day business and meet with individuals or small groups.

**ADJACENCY REQ.'S:** In view of the front office.

**SQUARE FT. (NASF):** 150

**FTE STAFF:** 1  
**STUDENT STAFF:** 0

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN: _____ LF.</th>
<th>CLOSED: _____ LF.</th>
<th>LOCKS: YES ☐ NO ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPPER CABINET UNITS</td>
<td>OPEN: _____ LF.</td>
<td>CLOSED: _____ LF.</td>
<td>LOCKS: YES ☐ NO ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FULL HEIGHT STORAGE</th>
<th>_____ LF.</th>
<th>BOOKSHELVES</th>
<th>_____ LF.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTERTOPS</td>
<td>DEPTH:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**POWER REQ.'S:** 110V: each wall  
220V: none  

**TELE/DATA REQ.'S:** on at least 2 walls

**WATER REQ.'S:** none

**CABLE TV REQ.'S:** none

**A/V REQ.'S:** PROJECTOR: none  
MONITOR: none  
SPEAKERS: none  
computer and phone on desk.

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:**

**COAT HOOKS:** 1-2 behind door  
**TACK SURFACE:** yes

**MARKER BOARD REQ.'S:** yes, 3x2  
**TACK BOARD REQ.'S:** 4x4

**FLOOR FINISH:** carpet

**FILE CABINETS:**  
LATERAL:  2-DRAWER 4  
4-DRAWER  | 5-DRAWER |
| 1  | 2-DRAWER | 4-DRAWER | 5-DRAWER |

**LARGE FLOOR EQUIP:** single person desk with chair, bookshelf/cabinet, small guest table with chair, 2 guest chairs at desk.

**OTHER ROOM NOTES:**
ROOM NAME: Coordinator Office -CSI

ROOM FUNCTION: Provide office space for the Coordinator of Student Involvement, who oversees Student Organizations. Space to conduct day-to-day business and meet with individuals or small groups.

ADJACENCY REQ.'S: near Assistant Director Office

SQUARE FT. (NASF): 135

FTE STAFF: 1 STUDENT STAFF: 0

FIXED CASEWORK:

BASE CABINET UNITS: OPEN:_______LF. CLOSED:_______LF. LOCKS: YES☐ NO ☐

UPPER CABINET UNITS: OPEN:_______LF. CLOSED:_______LF. LOCKS: YES☐ NO ☐

FULL HEIGHT STORAGE: _________LF. BOOKSHELVES: _________LF.

COUNTERTOPS: DEPTH: ________________ LF.

POWER REQ.'S: 110V: each wall 220V: none

TELE/DATA REQ.'S: on at least 2 walls

WATER REQ.'S: none

A/V REQ.'S: PROJECTOR: none MONITOR: none SPEAKERS: none

computer and phone on desk.

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: 

COAT HOOKS: 1-2 behind door TACK SURFACE: yes

MARKER BOARD REQ.'S: yes, 3x2 TACK BOARD REQ.'S: 4x4

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER 2 4-DRAWER ______ 5-DRAWER ______

VERTICAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

LARGE FLOOR EQUIP: single person desk with chair, bookshelf/cabinet 2 guest chairs

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES:

Coordinator Office

Provide office space for the Coordinator of Student Involvement, who oversees Student Organizations. Space to conduct day-to-day business and meet with individuals or small groups.

near Assistant Director Office

135

1 0

_______ LF. _______ LF. YES☐ NO ☐

_______ LF. _______ LF. YES☐ NO ☐

_________LF. __________________________ LF.

_____________________________ LF.

_________ LF.

each wall none

on at least 2 walls

none none

none

none none

computer and phone on desk.

____________________________

____________________________

____________________________

____________________________

1-2 behind door yes

yes, 3x2 4x4

carpet

2

5

single person desk with chair, bookshelf/cabinet 2 guest chairs

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES:
**ROOM NAME:** Coordinator Office - CSI  
**ROOM ID.:** B-17

**ROOM FUNCTION:** Provide office space for the Coordinator of Student Involvement, who oversees Fraternity and Sorority Life. Space to conduct day-to-day business and meet with individuals or small groups.

**ADJACENCY REQ.'S:** near Assistant Director Office

**SQUARE FT. (NASF):** 135

**FTE STAFF:** 1  
**STUDENT STAFF:** 0

**FIXED CASEWORK:**

| BASE CABINET UNITS | OPEN:  || CLOSED:  || LOCKS: YES | NO |
|--------------------|--------|--------|----------|-----------|
| UPPER CABINET UNITS | OPEN:  || CLOSED:  || LOCKS: YES | NO |

**FULL HEIGHT STORAGE:**

**COUNTERTOPS:** DEPTH: ________________ LF.  
**BOOKSHELVES:** ________________ LF.

**POWER REQ.'S:** 110V: ________________ each wall  
220V: ________________ none

**TELE/DATA REQ.'S:** on at least 2 walls

**WATER REQ.'S:** none  
**CABLE TV REQ.'S:** none

**A/V REQ.'S:** PROJECTOR: none  
MONITOR: none  
SPEAKERS: none

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:**

**COAT HOOKS:** 1-2 behind door  
**TACK SURFACE:** yes

**MARKER BOARD REQ.'S:** yes, 3x2  
**TACK BOARD REQ.'S:** 4x4

**FLOOR FINISH:** carpet

**FILE CABINETS:** LATERAL: ________________ 2-DRAWER  
4-DRAWER ________________ 5-DRAWER ________________

<table>
<thead>
<tr>
<th>VERTICAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
</table>

**LARGE FLOOR EQUIP:** single person desk with chair, bookshelf/cabinet, 2 guest chairs

**OTHER ROOM NOTES:**

Coordinator Office - CSI

- Provide office space for the Coordinator of Student Involvement, who oversees Fraternity and Sorority Life.
- Space to conduct day-to-day business and meet with individuals or small groups.
- Located near Assistant Director Office.
- 135 square feet (NASF).
- 1 FTE staff, 0 student staff.
- Fixed casework includes base and upper cabinet units with open and closed configurations, and locking options.
- Full height storage and bookshelves.
- Power requirements for 110V and 220V.
- Tele/data requirements with provision for at least 2 walls.
- Water and cable TV requirements.
- A/V equipment including projector, monitor, and speakers.
- Specific HVAC and lighting requirements.
- Coat hooks, marker board requirements, and tack surface.
- Floor finish specified as carpet.
- File cabinets with lateral and vertical configurations.
- Large floor equipment includes a single person desk with chair, bookshelf/cabinet, and 2 guest chairs.
- Additional notes include space for the Coordinator of Student Involvement and specification of room location relative to other offices.
### Graduate Assistant Office - CSI

**ROOM NAME:** Graduate Assistant Office - CSI  
**ROOM ID.:** B-18

**ROOM FUNCTION:** Provide office space for the 20 hour per week graduate assistants. Space to conduct day-to-day business and meet with individuals or small groups.

**ADJACENCY REQ.'S:** near Assistant Director Office

**SQUARE FT. (NASF):** 150

**FTE STAFF:** 0  
**STUDENT STAFF:** 3-5

### FIXED CASEWORK

<table>
<thead>
<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN: _______ LF.</th>
<th>CLOSED: _______ LF.</th>
<th>LOCKS: YES [ ] NO [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPPER CABINET UNITS</td>
<td>OPEN: _______ LF.</td>
<td>CLOSED: _______ LF.</td>
<td>LOCKS: YES [ ] NO [ ]</td>
</tr>
</tbody>
</table>

### FULL HEIGHT STORAGE

| BOOKSHELVES: _______ LF. |
| ________________________ |

### COUNTERTOPS

| DEPTH: _______ LF. |
| ____________________ |

### POWER REQ.'S

<table>
<thead>
<tr>
<th>110V: _______ each wall</th>
<th>220V: _______ none</th>
</tr>
</thead>
</table>

### TELE/DATA REQ.'S

| CABLE TV REQ.'S: _______ none |
| ____________________________ |

### WATER REQ.'S

| none |
| _______ |

### A/V REQ.'S

| PROJECTOR: _______ none | MONITOR: _______ none | SPEAKERS: _______ none |
| ________________________ | ______________________ | ____________________ |

### SPEC HVAC REQ.'S

| computer and phone on desks. |
| ____________________________ |

### SPEC LIGHTING REQ.'S

| 2-3 behind door |
| _________ |

### COAT HOOKS

| yes, 3x2, at least 2 |
| _____________________ |

### MARKER BOARD REQ.'S

| 4x4, at least 2 |
| ____________ |

### TACK SURFACE

| yes |
| ____ |

### FLOOR FINISH

| carpet |
| _______ |

### FILE CABINETS

| LATERAL: 2-DRAWER _______ | 4-DRAWER _______ | 5-DRAWER _______ |
| __________________________ | ___________________ | __________________ |
| VERTICAL: 2-DRAWER _______ | 4-DRAWER _______ | 5-DRAWER _______ |
| __________________________ | ___________________ | __________________ |

### LARGE FLOOR EQUIP

| 3 desks with chairs |
| _____________________ |

### OTHER ROOM NOTES

- Graduate Assistant Office - CSI
- Provide office space for the 20 hour per week graduate assistants. Space to conduct day-to-day business and meet with individuals or small groups.
- near Assistant Director Office
- 150
- 0
- 3-5
- BASE CABINET UNITS
- OPEN: _______ LF.
- CLOSED: _______ LF.
- LOCKS: YES [ ] NO [ ]
- UPPER CABINET UNITS
- OPEN: _______ LF.
- CLOSED: _______ LF.
- LOCKS: YES [ ] NO [ ]
- FULL HEIGHT STORAGE
- BOOKSHELVES: _______ LF.
- COUNTERTOPS
- DEPTH: _______ LF.
- POWER REQ.'S
- 110V: _______ each wall
- 220V: _______ none
- TELE/DATA REQ.'S
- CABLE TV REQ.'S: _______ none
- WATER REQ.'S
- none
- A/V REQ.'S
- PROJECTOR: _______ none
- MONITOR: _______ none
- SPEAKERS: _______ none
- HVAC SPECIFICATIONS
- computer and phone on desks.
- COAT HOOKS
- 2-3 behind door
- yes, 3x2, at least 2
- MARKER BOARD REQ.'S
- 4x4, at least 2
- TACK SURFACE: yes
- FLOOR FINISH: carpet
- FILE CABINETS
- LATERAL: 2-DRAWER _______ | 4-DRAWER _______ | 5-DRAWER _______ |
- VERTICAL: 2-DRAWER _______ | 4-DRAWER _______ | 5-DRAWER _______ |
- LARGE FLOOR EQUIP
- 3 desks with chairs
- OTHER ROOM NOTES
**ROOM NAME:** Inclusion & Diversity Excellence Workroom  
**ROOM ID.** B-19

**ROOM FUNCTION:** Provides work space for administrative, graduate and student staff to perform day to day tasks and meeting with faculty, students and visitors in regards to the department.

**ADJACENCY REQ.'S:** Near UAB and CCL for programming purposes.

**SQUARE FT. (NASF):** 600 SF

**FTE STAFF:** 0.5  
**STUDENT STAFF:** 1-4

**FIXED CASEWORK:**
- **BASE CABINET UNITS:** 
  - OPEN: _____ LF.  
  - CLOSED: _____ LF.  
  - LOCKS: YES □  NO □

- **UPPER CABINET UNITS:** 
  - OPEN: _____ LF.  
  - CLOSED: _____ LF.  
  - LOCKS: YES □  NO □

- **FULL HEIGHT STORAGE:** _____ LF.  
- **BOOKSHELVES:** _____ LF.  
- **COUNTERTOPS:** DEPTH: ______

**POWER REQ.'S:**  
- **110V:** _____  
- **220V:** ______

**TELE/DATA REQ.'S:** Yes, data ports around perimeter of space

**WATER REQ.'S:** None  
**CABLE TV REQ'S:** Yes

**A/V REQ.'S:**  
- **PROJECTOR:** Yes  
- **MONITOR:** Yes  
- **SPEAKERS:** Yes

Movable or stationary projector or TV with cable TV to stream news and host diversity discussions and planning on current issues.

**SPEC HVAC REQ.'S:** None

**SPEC LIGHTING REQ.'S:** General Duty

**COAT HOOKS:** None  
**TACK SURFACE:** None

**MARKER BOARD REQ.'S:** 9.5' x 6'  
**TACK BOARD REQ.'S:** None

**FLOOR FINISH:** Carpet

**FILE CABINETS:**  
- **LATERAL:** 2-DRAWER _____  
  4-DRAWER _____  
  5-DRAWER _____

- **VERTICAL:** 2-DRAWER _____  
  4-DRAWER _____  
  5-DRAWER _____

**LARGE FLOOR EQUIP:** shared with other areas

**FILE CABINETS:** (REFRIGERATOR, COPIER, ETC.)

**OTHER ROOM NOTES:** Need a flexible space with movable furniture. Movable or stationary marker board (9.5' x 6') for creative planning.
**Room Name:** Inclusion & Diversity Excellence Director's Office

**Room Function:**
Provides space for director to conduct day to day activities, meet with individual faculty, staff, students or with small groups.

**Adjacency Req.'s:** IDE Confidential Room

**Square Ft. (NASF):** 200 SF

**FTE Staff:** 1  
**Student Staff:** 0

**Fixed Casework:**

<table>
<thead>
<tr>
<th>Casework Type</th>
<th>Open (LF)</th>
<th>Closed (LF)</th>
<th>Locks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Cabinet Units</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper Cabinet Units</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Full Height Storage:**

- LF

**Countertops:**

- Depth:  

**Power Req.'s:**

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>110V</td>
<td>1</td>
</tr>
<tr>
<td>220V</td>
<td></td>
</tr>
</tbody>
</table>

**Tele/Data Req.'s:**

Yes, data ports around perimeter of space

**Water Req.'s:**

None

**Cable TV Req.'s:**

Yes

**A/V Req.'s:**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projector</td>
<td></td>
</tr>
<tr>
<td>Monitor</td>
<td>Yes</td>
</tr>
<tr>
<td>Speakers</td>
<td>Yes</td>
</tr>
</tbody>
</table>

TV mounted on the wall to pull in information and data to share during larger meetings and/or discussions with groups.

**Spec HVAC Req.'s:**

None

**Spec Lighting Req.'s:**

General Duty

**Coat Hooks:**

None

**Tack Surface:**

None

**Marker Board Req.'s:**

4' x 8'

**Tack Board Req.'s:**

None

**Floor Finish:**

Carpet

**File Cabinets:**

<table>
<thead>
<tr>
<th>Type</th>
<th>2-Drawer</th>
<th>4-Drawer</th>
<th>5-Drawer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lateral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vertical</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Large Floor Equip:**

shared with others

(refrigerator, copier, etc.)

**Other Room Notes:**

Couch, chairs, and end tables or small conference table to host larger meetings and/or discussions with groups.
ROOM NAME: Inclusion & Diversity Excellence Confidential Room
ROOM ID: B-21

ROOM FUNCTION:
Private room near entrance/exit to meet with faculty, staff, and students preserve confidentiality (examples: status, discrimination, bias, etc.).

ADJACENCY REQ.'S:
Near IDE Director's Office and entrance/exit of floor

SQUARE FT. (NASF):
135 SF

FTE STAFF: 0
STUDENT STAFF: 0

FIXED CASEWORK:

BASE CABINET UNITS: OPEN:_______LF.  CLOSED:_______LF.  LOCKS: YES☑ NO ☐

UPPER CABINET UNITS: OPEN:_______LF.  CLOSED:_______LF.  LOCKS: YES☑ NO ☐

FULL HEIGHT STORAGE:_________LF.  BOOKSHELVES:_________LF.

COUNTERTOPS: DEPTH:________________________________________LF.

POWER REQ.'S: 110V:_______  220V:________

TELE/DATA REQ.'S:
Yes, data ports around perimeter of space

WATER REQ.'S:
None

CABLE TV REQ'S:
None

A/V REQ.'S:
PROJECTOR: None  MONITOR: Yes  SPEAKERS: None
One computer with movable desk space for individuals to look up private information when consulting with director or another person.

SPEC HVAC REQ.'S:

SPEC LIGHTING REQ.'S:

COAT HOOKS:____________________  TACK SURFACE:____________________

MARKER BOARD REQ.'S:__________________  TACK BOARD REQ.'S:__________________

FLOOR FINISH:

FILE CABINETS:  LATERAL:  2-DRAWER _______  4-DRAWER _______  5-DRAWER _______
VERTICAL:  2-DRAWER _______  4-DRAWER _______  5-DRAWER _______

LARGE FLOOR EQUIP: ____________________________
(REFRIGERATOR, COPIER, ETC)

OTHER ROOM NOTES:
Computer with movable desk space. Small couch and chairs for conversations.
### Room Information

**Room Name:** Inclusion & Diversity Excellence Department Storage  
**Room Function:** Storage room with movable cabinets and shelving.

<table>
<thead>
<tr>
<th>Adjacency Req.'s:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Square Ft. (NASF):</th>
<th>200 SF</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE Staff:</td>
<td>0</td>
</tr>
<tr>
<td>Student Staff:</td>
<td></td>
</tr>
</tbody>
</table>

#### Fixed Casework

<table>
<thead>
<tr>
<th>Base Cabinet Units:</th>
<th>Open:</th>
<th>Closed:</th>
<th>Locks: Yes □ No □</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Upper Cabinet Units:</th>
<th>Open:</th>
<th>Closed:</th>
<th>Locks: Yes □ No □</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full Height Storage:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Countertops:</td>
<td>Depth:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Power Req.'s:</th>
<th>110V:</th>
<th>220V:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tele/Data Req.'s:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Water Req.'s:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cable TV Req's:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A/V Req.'s:</th>
<th>Projector:</th>
<th>Monitor:</th>
<th>Speakers:</th>
</tr>
</thead>
</table>

Movable or stationary projector or TV with cable TV to stream news and host diversity discussions and planning on current issues.

<table>
<thead>
<tr>
<th>Spec HVAC Req.'s:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Spec Lighting Req.'s:</th>
<th>General Duty</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Coat Hooks:</th>
<th>9.5' x 6'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tack Surface:</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marker Board Req.'s:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tack Board Req.'s:</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floor Finish:</th>
<th>Carpet</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>File Cabinets:</th>
<th>Lateral:</th>
<th>2-Drawer</th>
<th>4-Drawer</th>
<th>5-Drawer</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vertical:</th>
<th>2-Drawer</th>
<th>4-Drawer</th>
<th>5-Drawer</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Large Floor Equip:</th>
<th>Shared with Other Areas</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Room Notes:</th>
<th>200 SF storage room with movable cabinets and shelving.</th>
</tr>
</thead>
</table>
ROOM NAME: Center for Civic Leadership Student Project Work Area
ROOM ID. B-23

ROOM FUNCTION: Provides space for student project coordinators to conduct day to day activities, meet with individual students and faculty or with small groups.

ADJACENCY REQ.'S: to the shared common space

SQUARE FT. (NASF): 700 SF

FTE STAFF: ___________________________ STUDENT STAFF: 4-6

FIXED CASEWORK:

BASE CABINET UNITS: OPEN:_______LF. CLOSED:_______LF. LOCKS: YES □  NO □
None

UPPER CABINET UNITS: OPEN:_______LF. CLOSED:_______LF. LOCKS: YES □  NO □
None

FULL HEIGHT STORAGE: ______________________LF. BOOKSHELVES: ______________________LF.

COUNTERTOPS: DEPTH: ______________________ ________________L.F. 

POWER REQ.'S: 110V:_________ 220V:_________
1 on each wall

TELE/DATA REQ.'S: Yes, data ports around perimeter of space

WATER REQ.'S: None

CABLE TV REQ.'S: None

A/V REQ.'S: PROJECTOR: ________ MONITOR: ________ SPEAKERS: ________
Yes Yes

SPEC HVAC REQ.'S: None

SPEC LIGHTING REQ.'S: Standard

COAT HOOKS: 2 behind the door
TACK SURFACE: Yes (Cork or something for tacks/push pins)

MARKER BOARD REQ.'S: 4x4
TACK BOARD REQ.'S: 4x4

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______
VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: shared with others in general space

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES: Space to include a minimum of 4 separate work stations with minimal dividers (like a cubicle space), 4 chairs, 4 additional chairs and a work/meeting table, plus the bookshelves and file cabinet
**ROOM NAME:** Center for Civic Leadership Director Office

**ROOM FUNCTION:** Provides space for director to conduct day to day activities, meet with individual faculty, staff, students or with small groups.

**ADJACENCY REQ.'S:** to the CCL Student Work area

**SQUARE FT. (NASF):** 200 SF

**FTE STAFF:** 1  STUDENT STAFF: 0

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN: L.F.</th>
<th>CLOSED: L.F.</th>
<th>LOCKS: YES □ NO □</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UPPER CABINET UNITS</th>
<th>OPEN: L.F.</th>
<th>CLOSED: L.F.</th>
<th>LOCKS: YES □ NO □</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FULL HEIGHT STORAGE</th>
<th>L.F.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 linear feet, 7' tall with adjustable shelves</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNTERTOPS</th>
<th>DEPTH:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POWER REQ.'S</th>
<th>110V: 1 on each wall</th>
<th>220V:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TELE/DATA REQ.'S:** Yes, data ports around perimeter of space

**WATER REQ.'S:** None

**CABLE TV REQ.'S:** None

**A/V REQ.'S:**

<table>
<thead>
<tr>
<th>PROJECTOR</th>
<th>MONITOR</th>
<th>SPEAKERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPEC HVAC REQ.'S:** None

**SPEC LIGHTING REQ.'S:** Standard

**COAT HOOKS:** 2 behind the door

**TACK SURFACE:** Yes

**MARKER BOARD REQ.'S:**

**TACK BOARD REQ.'S:** 4x4

**FLOOR FINISH:** carpet

**FILE CABINETS:**

<table>
<thead>
<tr>
<th>LATERAL</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VERTICAL</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LARGE FLOOR EQUIP:** shared with others in general space

(REFRIGERATOR, COPIER, ETC.)

**OTHER ROOM NOTES:** Space to include a minimum of desk, chair, 2 side chairs and small table, plus the bookshelves and file cabinet
**ROOM NAME:** CCL Storage  
**ROOM ID:** B-25

**ROOM FUNCTION:** Storage room with movable cabinets and shelving.

**ADJACENCY REQ.'S:** Close to CCL office

**SQUARE FT. (NASF):** 200 SF

**FTE STAFF:** 0  
**STUDENT STAFF:**

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN</th>
<th>CLOSED</th>
<th>LOCKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UPPER CABINET UNITS</th>
<th>OPEN</th>
<th>CLOSED</th>
<th>LOCKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12</td>
<td></td>
<td>YES</td>
</tr>
</tbody>
</table>

**FULL HEIGHT STORAGE:**

<table>
<thead>
<tr>
<th>COUNTERTOPS</th>
<th>DEPTH</th>
<th>BOOKSHELVES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard</td>
<td>12 (on top of base cabinet)</td>
</tr>
</tbody>
</table>

**POWER REQ.'S:**

<table>
<thead>
<tr>
<th>110V</th>
<th>220V</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**WATER REQ.'S:**

<table>
<thead>
<tr>
<th>CABLE TV REQ'S</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

**A/V REQ.'S:**

<table>
<thead>
<tr>
<th>PROJECTOR</th>
<th>MONITOR</th>
<th>SPEAKERS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPEC HVAC REQ.'S:**

<table>
<thead>
<tr>
<th>SPEC LIGHTING REQ.'S:</th>
<th>General</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COAT HOOKS</th>
<th>TACK SURFACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARKER BOARD REQ.'S</th>
<th>TACK BOARD REQ.'S</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**FLOOR FINISH:** Carpet

**FILE CABINETS:**

<table>
<thead>
<tr>
<th>LATERAL</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VERTICAL</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LARGE FLOOR EQUIP:**

- shared with other areas (copier will be shared with other areas)

**OTHER ROOM NOTES:**

- 200 SF storage room with movable cabinets and shelving.
**Room Name:** Reception Office  
**Room ID:** C-1

**Room Function:**
Greeting patients entering the health center; process paper associated with medical services to include copying, scanning and sorting.

**Adjacency Req.'s:**
Billing office, waiting room.

**Square Ft. (NASF):** 180

**FTE Staff:** 1  
**Student Staff:** 2

**Fixed Casework:**

<table>
<thead>
<tr>
<th>Base Cabinet Units</th>
<th>Open:</th>
<th>L.F.</th>
<th>Closed:</th>
<th>L.F.</th>
<th>Locks: Yes [ ] No [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Base cabinet functions as a desk area in front of the reception window.

(4) locking cabinets for cash box, medication.

<table>
<thead>
<tr>
<th>Upper Cabinet Units</th>
<th>Open:</th>
<th>L.F.</th>
<th>Closed:</th>
<th>L.F.</th>
<th>Locks: Yes [ ] No [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(4) locking cabinets for cash box, medication.

**Full Height Storage:** 6 L.F.  
**Bookshelves:**  

**Countertops:** Depth: 30-24 inches

**Power Req.'s:**
110V: Yes [ ] 220V:  

2 outlets above desk

**Tele/Data Req.'s:**

4 phone and 6 data

**Water Req.'s:**

Cable TV Req.'s:

**A/V Req.'s:**

Projector:  
Monitor:  
Speakers:

**Spec HVAC Req.'s:**

**Spec Lighting Req.'s:**

**Coat Hooks:**

Strip of 6

**Tack Surface:**

**Marker Board Req.'s:** 1  
**Tack Board Req.'s:** 2

**Floor Finish:**

Carpet

**File Cabinets:**

Lateral:  
2-Drawer 4-Drawer 5-Drawer

Vertical:  
2-Drawer 4-Drawer 5-Drawer

**Large Floor Equip:**

Copier and shredder

**Other Room Notes:**
Window access to waiting room that provides privacy.

Place to store backpacks for student workers.

Cable in lobby area. Brochure racks. Standing desks in office area.
### Waiting Room

**Room Name:** Waiting Room  
**Room ID:** C-2  

**Room Function:** Area for patients to sit prior to being guided back to treatment areas. A section partially set apart from the main area would be used to isolate sick patients (alcove). Anticipated to be connected to C1

**Adjacency Req.’s:** Reception office  
**Square Ft. (NASF):** 345

**FTE Staff:**  
**Student Staff:**

**Fixed Casework:**

<table>
<thead>
<tr>
<th>Base Cabinet Units</th>
<th>Open:</th>
<th>Closed:</th>
<th>Locks: YES □ NO □</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 L.F.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Kitchenette for coffee bar**

<table>
<thead>
<tr>
<th>Upper Cabinet Units</th>
<th>Open:</th>
<th>Closed:</th>
<th>Locks: YES □ NO □</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full Height Storage</th>
<th>L.F.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Countertops</th>
<th>Depth:</th>
<th>L.F.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Power Req.’s:**  
110V: 6  
220V: __________

**Tele/Data Req.’s:**  
4 check in kiosks

**Water Req.’s:** sink, coffee pot  
**Cable TV Req’s:** 2

**A/V Req.’s:**  
PROJECTOR: __________  
MONITOR: __________  
SPEAKERS: __________

**Spec HVAC Req.’s:**

**Spec Lighting Req.’s:**

**Coat Hooks:** 15-20  
**Tack Surface:**

**Marker Board Req.’s:**  
**Tack Board Req.’s:** 2 large ones

**Floor Finish:** carpet

**File Cabinets:**  
LATERAL: 2-DRAWER  
4-DRAWER  
5-DRAWER  
VERTICAL: 2-DRAWER  
4-DRAWER  
5-DRAWER

**Large Floor Equip:** waiting room chairs and tables, seating for 20-25 people

**Other Room Notes:** Alcove for a 10x10 sick room.
**ROOM NAME:** Billing Office  
**ROOM ID:** C-3

**ROOM FUNCTION:** Office for the billing clerk to process billing transactions and meet with patients to discuss insurance and payment issues.

**ADJACENCY REQ.'S:** Reception Office, check-in/out area

**SQUARE FT. (NASH):** 100

**FTE STAFF:** 1  
**STUDENT STAFF:**  

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS:</th>
<th>OPEN: _______ LF.</th>
<th>CLOSED: 10 LF.</th>
<th>LOCKS: YES □ NO X</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will utilize base cabinet for desk; need knee-hole area</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UPPER CABINET UNITS:</th>
<th>OPEN: _______ LF.</th>
<th>CLOSED: 10 LF.</th>
<th>LOCKS: YES □ NO X</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FULL HEIGHT STORAGE:</th>
<th>6' _______ LF.</th>
<th>BOOKSHELVES: _______ LF.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COUNTERTOPS:</th>
<th>DEPTH: 30&quot; __________________</th>
</tr>
</thead>
</table>

**POWER REQ.'S:** 110V: 7  
220V: ____ every 6 ft

**TELE/DATA REQ.'S:** 1 telephone above counter.

**WATER REQ.'S:**  
**CABLE TV REQ.'S:**  

**A/V REQ.'S:**  
<table>
<thead>
<tr>
<th>PROJECTOR:</th>
<th>MONITOR:</th>
<th>SPEAKERS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual computer monitors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPEC HVAC REQ.'S:**  
**SPEC LIGHTING REQ.'S:** under counter lighting, desktop lighting, natural light

**COAT HOOKS:** 1  
**TACK SURFACE:**  

**MARKER BOARD REQ.'S:**  
**TACK BOARD REQ.'S:** 1

**FLOOR FINISH:** carpet and chair mats

**FILL CABINETS:**  
<table>
<thead>
<tr>
<th>LATERAL:</th>
<th>2-DRAWER</th>
<th>4-DRAWER</th>
<th>5-DRAWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERTICAL:</td>
<td>2-DRAWER</td>
<td>4-DRAWER</td>
<td>5-DRAWER</td>
</tr>
</tbody>
</table>

**LARGE FLOOR EQUIP:** (REFRIGERATOR, COPIER, ETC.)

**OTHER ROOM NOTES:**
ROOM NAME: Director Office (Std Health)  ROOM ID: C-4
ROOM FUNCTION: Office for director to work and hold small meetings with up to 4 staff.

ADJACENCY REQ.'S: ____________________________________________________________________
SQUARE FT. (NASF): 168
FTE STAFF: 1 STUDENT STAFF: __________________________
FIXED CASEWORK:
BASE CABINET UNITS: OPEN: ______ L.F. CLOSED: 8 L.F. LOCKS: YES □ NO □
______________________________________________________________________________
UPPER CABINET UNITS: OPEN: ______ L.F. CLOSED: 8 L.F. LOCKS: YES □ NO □
______________________________________________________________________________
FULL HEIGHT STORAGE: ______ L.F. BOOKSHELVES: ______ L.F.
COUNTERTOPS: DEPTH: __________________________________________________________________ L.F.
POWER REQ.'S: 110V: ______ 220V: __________
TELE/DATA REQ.'S: 2 phone and 2 data
WATER REQ.'S: ___________________________________________________________________
A/V REQ.'S: PROJECTOR: __________ MONITOR: __________ SPEAKERS: __________
______________________________________________________________________________
SPEC HVAC REQ.'S: __________________________________________________________________
SPEC LIGHTING REQ.'S: __________________________________________________________________
COAT HOOKS: __________________________ TACK SURFACE: 2' x 3'
MARKER BOARD REQ.'S: 2'x4' TACK BOARD REQ.'S: __________________________________________________________________
FLOOR FINISH: carpet
FILE CABINETS: LATERAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______
VERTICAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______
LARGE FLOOR EQUIP: 44" extra meeting table with 4 chairs. Desk.
(REFRIGERATOR, COPIER, ETC.)
OTHER ROOM NOTES: __________________________________________________________________
ROOM NAME: Medical Provider Office 1  ROOM ID. C-5

ROOM FUNCTION: Office for medical provider to chart and make telephone calls.

ADJACENCY REQ.'S: Near exam room, other provider office, near nurse office

SQUARE FT. (NASF): 120

FTE STAFF: 1  STUDENT STAFF:

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: 8-12 LF. CLOSED: 8-12 LF.

built in desk area

UPPER CABINET UNITS: OPEN: 8-12 LF. CLOSED: 8-12 LF.

FULL HEIGHT STORAGE: 4 LF. BOOKSHELVES: 4 LF.

COUNTERTOPS: DEPTH: 24"x24" 24"x36"

POWER REQ.'S: 110V: 7 220V: 

some above cabinets

TELE/DATA REQ.'S: 2 phone and 2 data

WATER REQ.'S: 

CABLE TV REQ.'S: 

A/V REQ.'S: PROJECTOR:  MONITOR: SPEAKERS: 

SPEC HVAC REQ.'S:

SPEC LIGHTING REQ.'S:

COAT HOOKS: bank of 4

TACK SURFACE: 

MARKER BOARD REQ.'S: 24"x24"

TACK BOARD REQ.'S: 24"x36"

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER

VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: 

(REFRIGERATOR, COPIER, ETC)

OTHER ROOM NOTES:
ROOM NAME: Medical Provider Office 2          ROOM ID. C-6

ROOM FUNCTION: Office for medical providers to chart and make telephone calls.

ADJACENCY REQ.'S: Near exam room, other provider office, near nurse office

SQUARE FT. (NASF): 120

FTE STAFF: 1          STUDENT STAFF: 

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: 8-12 LF. CLOSED: 8-12 LF. LOCKS: YES [ ] NO [ ]
built in desk area

UPPER CABINET UNITS: OPEN: 8-12 LF. CLOSED: 8-12 LF. LOCKS: YES [ ] NO [ ]

FULL HEIGHT STORAGE: 4 LF. BOOKSHELVES: 4 LF.

COUNTERTOPS: DEPTH: [ ] LF.

POWER REQ.'S: 110V: [7] 220V: [ ] some above cabinets

TELE/DATA REQ.'S: 2 phone and 2 data

WATER REQ.'S: 

CABLE TV REQ.'S: 

A/V REQ.'S: PROJECTOR: MONITOR: SPEAKERS:

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: 

COAT HOOKS: bank of 4

TACK SURFACE: 

MARKER BOARD REQ.'S: 24"x24"

TACK BOARD REQ.'S: 24"x36"

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER

VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: (REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES: Office for medical providers to chart and make telephone calls.
**ROOM NAME:** Medical Provider Office 3  
**ROOM FUNCTION:** Office for medical provider to chart and make telephone calls.

**ADJACENCY REQ.'S:** Near exam room, other provider office, near nurse office

**SQUARE FT. (NASF):** 120

**FTE STAFF:** 1  
**STUDENT STAFF:**

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>Base Cabinet Units</th>
<th>Open: __________ LF.</th>
<th>Closed: 8-12 LF.</th>
<th>Locks: Yes □ No □</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>built in desk area</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upper Cabinet Units</th>
<th>Open: __________ LF.</th>
<th>Closed: 8-12 LF.</th>
<th>Locks: Yes □ No □</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full Height Storage</th>
<th>__________ LF.</th>
<th>Bookshelves: __________ LF.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Countertops</th>
<th>Depth: __________ LF.</th>
</tr>
</thead>
</table>

**POWER REQ.'S:**

<table>
<thead>
<tr>
<th>110V: 7</th>
<th>220V: □</th>
</tr>
</thead>
</table>

**TELE/DATA REQ.'S:**

<table>
<thead>
<tr>
<th>2 phone and 2 data</th>
</tr>
</thead>
</table>

**WATER REQ.'S:**

**CABLE TV REQ'S:**

**A/V REQ.'S:**

<table>
<thead>
<tr>
<th>Projector: __________</th>
<th>Monitor: __________</th>
<th>Speakers: __________</th>
</tr>
</thead>
</table>

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:**

**COAT HOOKS:**

<table>
<thead>
<tr>
<th>24&quot;x24&quot; bank of 4</th>
</tr>
</thead>
</table>

**MARKER BOARD REQ.'S:**

<table>
<thead>
<tr>
<th>24&quot;x36&quot; Tack Board Req.'s:</th>
</tr>
</thead>
</table>

**FLOOR FINISH:**

<table>
<thead>
<tr>
<th>Carpet</th>
</tr>
</thead>
</table>

**FILE CABINETS:**

<table>
<thead>
<tr>
<th>Lateral: 2-Drawer □ 4-Drawer □ 5-Drawer □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vertical: 2-Drawer □ 4-Drawer □ 5-Drawer □</td>
</tr>
</tbody>
</table>

**LARGE FLOOR EQUIP:**

**OTHER ROOM NOTES:**

Office for medical provider to chart and make telephone calls.

Built-in desk area

Some above cabinets

Bank of 4 coat hooks

24"x24" marker board

24"x36" tack board

Carpet floor
ROOM NAME: Medical Provider Office 4
ROOM ID: C-8

ROOM FUNCTION: Office for medical provider to chart and make telephone calls.

ADJACENCY REQ.'S: Near exam room, other provider office, near nurse office

SQUARE FT. (NASF): 120

FTE STAFF: 1
STUDENT STAFF: ________________

FIXED CASEWORK:
- BASE CABINET UNITS: OPEN: 8-12 LF. CLOSED: 8-12 LF. LOCKS: YES □ NO □
  - built in desk area

- UPPER CABINET UNITS: OPEN: 8-12 LF. CLOSED: 8-12 LF. LOCKS: YES □ NO □

- FULL HEIGHT STORAGE: 4 LF. BOOKSHELVES: 4 LF.

- COUNTERTOPS: DEPTH: ________________ LF.

POWER REQ.'S: 110V: 7 220V: _______

TELE/DATA REQ.'S: 2 phone and 2 data

WATER REQ.'S: ________________ CABLE TV REQ.'S: ________________

A/V REQ.'S: PROJECTOR: ___________ MONITOR: ___________ SPEAKERS: ___________

SPEC HVAC REQ.'S: ________________

SPEC LIGHTING REQ.'S: ________________

COAT HOOKS: bank of 4

MARKER BOARD REQ.'S: 24"x24"

TACK SURFACE: ________________

TACK BOARD REQ.'S: 24"x36"

FLOOR FINISH: carpet

FILE CABINETS:
- LATERAL: 2-DRAWER ________ 4-DRAWER ________ 5-DRAWER ________
- VERTICAL: 2-DRAWER ________ 4-DRAWER ________ 5-DRAWER ________

LARGE FLOOR EQUIP: (REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES:
Office for medical provider to chart and make telephone calls.
ROOM NAME: Medical Provider Office 5  
ROOM FUNCTION: Office for medical provider to chart and make telephone calls.

ADJACENCY REQ.'S: Near exam room, other provider office, near nurse office

SQUARE FT. (NASF): 120

FTE STAFF: 1  
STUDENT STAFF: 

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: 8-12 LF.  CLOSED: 8-12 LF.  LOCKS: YES □  NO □  
Built in desk area

UPPER CABINET UNITS: OPEN: 8-12 LF.  CLOSED: 8-12 LF.  LOCKS: YES □  NO □

FULL HEIGHT STORAGE: 4 LF.  BOOKSHELVES: 4 LF.

COUNTERTOPS: DEPTH:  

POWER REQ.'S: 110V: 7  220V:  
some above cabinets

TELE/DATA REQ.'S: 2 phone and 2 data

WATER REQ.'S:  
CABLE TV REQ.'S:  

A/V REQ.'S: PROJECTOR:  
MONITOR:  
SPEAKERS:  

SPEC HVAC REQ.'S:  
SPEC LIGHTING REQ.'S:  

COAT HOOKS: bank of 4  
TACK SURFACE:  

MARKER BOARD REQ.'S: 24"x24"  
TACK BOARD REQ.'S: 24"x36"

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER

VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP:  
(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES:  
Office for medical provider to chart and make telephone calls.
ROOM NAME: Nurses Office  
ROOM FUNCTION:

ADJACENCY REQ.'S: Exam rooms, lab, providers office, storage rooms

SQUARE FT. (NASF): 300

FTE STAFF: 2  
STUDENT STAFF: 2

FIXED CASEWORK:

BASE CABINET UNITS: OPEN:______LF.  CLOSED:30LF.  LOCKS: YES☐  NO ☐

Would like file drawers that can be fitted for hanging files at each station.

Nurses will use base cabinets as a desk area

UPPER CABINET UNITS: OPEN:______LF.  CLOSED:36LF.  LOCKS: YES☐  NO ☐

FULL HEIGHT STORAGE: 6LF.  BOOKSHELVES: ______LF.

COUNTERTOPS: DEPTH:24" LF.

POWER REQ.'S: 110V:12 220V:______

TELE/DATA REQ.'S: 4 phones and 4 computers

WATER REQ.'S: CABLE TV REQ'S: 

A/V REQ.'S: PROJECTOR:  MONITOR:  SPEAKERS:

SPEC HVAC REQ.'S:

SPEC LIGHTING REQ.'S: Under cabinet lighting

COAT HOOKS: 6

TACK SURFACE: 

MARKER BOARD REQ.'S: 1

TACK BOARD REQ.'S: 4 - one @ each station

FLOOR FINISH:

FILL CABINETS: LATERAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

VERTICAL: 2-DRAWER ______ 4-DRAWER ______ 5-DRAWER ______

LARGE FLOOR EQUIP: copier, shredder

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES: 4 workspaces (2 larger) each with computer and phone.
ROOM NAME: Exam Room 1
ROOM FUNCTION: Patient treatment and consultations.

ADJACENCY REQ.'S: Other exam rooms, lab, pharmacy

SQUARE FT. (NASF): 125

FTE STAFF: ___________ STUDENT STAFF: ___________

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: _______ LF. CLOSED: 10 LF. LOCKS: YES ☐ NO ☐
Will need room to use counter top for desk/computer and knee space

UPPER CABINET UNITS: OPEN: _______ LF. CLOSED: 10 LF. LOCKS: YES ☐ NO ☐

FULL HEIGHT STORAGE: ___________ LF. BOOKSHELVES: ___________ LF.

COUNTERTOPS: DEPTH: 24" room to use as a desk ___________ LF.

POWER REQ.'S: 110V: 6 220V: 4 at floor and 2 at counter height

TELE/DATA REQ.'S: computer and phone

WATER REQ.'S: deep sink

A/V REQ.'S: PROJECTOR: MONITOR: SPEAKERS: computer, monitor and keyboard

SPEC HVAC REQ.'S: ___________

SPEC LIGHTING REQ.'S: ___________

COAT HOOKS: 3-4, coat/bookbag TACK SURFACE: ___________

MARKER BOARD REQ.'S: 1 TACK BOARD REQ.'S: 1

FLOOR FINISH: tile or laminate

FILL CABINETS: LATERAL: 2-DRAWER ___________ 4-DRAWER ___________ 5-DRAWER ___________
VERTICAL: 2-DRAWER 1 ___________ 4-DRAWER ___________ 5-DRAWER ___________

LARGE FLOOR EQUIP: privacy curtains around each exam room entry way, exam table
(REFRIGERATOR, COPIER, ETC.) 30"x60" with 3-4' access on three sides

OTHER ROOM NOTES:
**Room Name:** Exam Room 2  
**Room ID:** C-12  
**Room Function:** Patient treatment and consultations.

**Adjacency Requests:** Other exam rooms, lab, pharmacy

**Square Ft. (NASF):** 125

**FTE Staff:**  
**Student Staff:**

**Fixed Casework:**
- **Base Cabinet Units:**
  - Open: 6 LF.
  - Closed: 10 LF.
  - Locks: Yes [ ] No [ ]
  - Will need room to use counter top for desk/computer and knee space
- **Upper Cabinet Units:**
  - Open: 10 LF.
  - Closed: 10 LF.
  - Locks: Yes [ ] No [ ]

**Full Height Storage:**
- LF.
  - Bookshelves: LF.

**Countertops:**
- Depth: 24"  
  - Room to use as a desk LF.

**Power Requests:**
- 110V: 6  
- 220V: 4 at floor and 2 at counter height

**Telephone/Data Requests:**
- Computer and phone

**Water Requests:**
- Deep sink

**A/V Requests:**
- Projector:  
- Monitor:  
- Speakers:  
  - Computer, monitor and keyboard

**Spec HVAC Requests:**

**Spec Lighting Requests:**

**Coat Hooks:** 3-4, coat/bookbag

**Marker Board Requests:**
- 1

**Tack Surface:**
- Tack Board Requests: 1

**Floor Finish:**
- Tile or laminate

**Fill Cabinets:**
- Lateral: 2-drawer 4-drawer 5-drawer
- Vertical: 2-drawer 1 4-drawer 5-drawer

**Large Floor Equipment:**
- Privacy curtains around each exam room entry way, exam table
  - 30" x 60" with 3-4' access on three sides

**Other Room Notes:**
ROOM NAME: Exam Room 3

ROOM FUNCTION: Patient treatment and consultations.

ADJACENCY REQ.'S: Other exam rooms, lab, pharmacy

SQUARE FT. (NASF): 125

FTE STAFF: __________________________  STUDENT STAFF: __________________________

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: _______ LF.  CLOSED: _______ LF.  LOCKS: YES ☐ NO ☐

Will need room to use counter top for desk/computer and knee space

UPPER CABINET UNITS: OPEN: _______ LF.  CLOSED: _______ LF.  LOCKS: YES ☐ NO ☐

FULL HEIGHT STORAGE: _______ LF.  BOOKSHELVES: _______ LF.

COUNTERTOPS: DEPTH: 24" room to use as a desk _______ LF.

POWER REQ.'S: 110V: _______  220V: _______  4 at floor and 2 at counter height

TELE/DATA REQ.'S: computer and phone

WATER REQ.'S: deep sink

A/V REQ.'S: PROJECTOR: _______  MONITOR: _______  SPEAKERS: _______

computer, monitor and keyboard

SPEC HVAC REQ.'S: __________________________

SPEC LIGHTING REQ.'S: __________________________

COAT HOOKS: 3-4, coat/bookbag  TACK SURFACE: __________________________

MARKER BOARD REQ.'S: 1  TACK BOARD REQ.'S: 1

FLOOR FINISH: tile or laminate

FILL CABINETS:  

LATERAL: 2-DRAWER _______  4-DRAWER _______  5-DRAWER _______

VERTICAL: 2-DRAWER 1 _______  4-DRAWER _______  5-DRAWER _______

LARGE FLOOR EQUIP: privacy curtains around each exam room entry way, exam table

(REFRIGERATOR, COPIER, ETC.) 30"x60" with 3-4' access on three sides

OTHER ROOM NOTES:
### Room Information

**Room Name:** Exam Room 4  
**Room ID:** C-14  
**Room Function:** Patient treatment and consultations.

**Adacency Req.'s:** Other exam rooms, lab, pharmacy

**Square Ft. (NASF):** 125

**FTE Staff:**  
**Student Staff:**

**Fixed Casework:**

- **Base Cabinet Units:**
  - Open: _______ LF.
  - Closed: _______ LF.
  - Locks: YES □ NO □
  - Will need room to use counter top for desk/computer and knee space

- **Upper Cabinet Units:**
  - Open: _______ LF.
  - Closed: _______ LF.
  - Locks: YES □ NO □

**Full Height Storage:** _______ LF.

**Countertops:**
- Depth: 24" room to use as a desk _______ LF.

**Power Req.'s:**
- 110V: _______ 220V: _______

**Tele/Data Req.'s:**

**Water Req.'s:**
- Deep sink

**A/V Req.'s:**
- Projector: _______  Monitor: _______  Speakers: _______
- Computer, monitor and keyboard

**Spec HVAC Req.'s:**

**Spec Lighting Req.'s:**

**Coat Hooks:** 3-4, coat/bookbag

**Tack Surface:**

**Marker Board Req.'s:** 1

**Tack Board Req.'s:** 1

**Floor Finish:**
- Tile or laminate

**Fill Cabinets:**
- Lateral: 2-Drawer _______ 4-Drawer _______ 5-Drawer _______
- Vertical: 2-Drawer _______ 4-Drawer _______ 5-Drawer _______

**Large Floor Equip.:**

- Privacy curtains around each exam room entry way, exam table

- 30"x60" with 3-4' access on three sides

**Other Room Notes:**
<table>
<thead>
<tr>
<th><strong>Room Name:</strong></th>
<th>Procedure Room 1</th>
<th><strong>Room ID:</strong></th>
<th>C-15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room Function:</strong></td>
<td></td>
<td><strong>Adjacency Req.'s:</strong></td>
<td>to exam rooms</td>
</tr>
<tr>
<td><strong>Square Ft. (NASF):</strong></td>
<td>170</td>
<td><strong>FTE Staff:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Student Staff:</strong></td>
<td></td>
<td><strong>Fixed Casework:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Base Cabinet Units:</strong></td>
<td>Open:_______ L.F.</td>
<td>Closed:_______ L.F.</td>
<td><strong>Locks:</strong> YES [ ] NO [ ]</td>
</tr>
<tr>
<td><strong>Upper Cabinet Units:</strong></td>
<td>Open:_______ L.F.</td>
<td>Closed:_______ L.F.</td>
<td><strong>Locks:</strong> YES [ ] NO [ ]</td>
</tr>
<tr>
<td><strong>Full Height Storage:</strong></td>
<td>8 (@ floor level for equip storage)</td>
<td><strong>Bookselves:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Countertops:</strong></td>
<td>Depth:_______ L.F.</td>
<td><strong>Cable TV Req.'s:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Power Req.'s:</strong></td>
<td>110V:_______</td>
<td>220V:_______</td>
<td></td>
</tr>
<tr>
<td><strong>Tele/Data Req.'s:</strong></td>
<td>1 phone and 3 data</td>
<td><strong>Water Req.'s:</strong></td>
<td>double sink, deep</td>
</tr>
<tr>
<td><strong>A/V Req.'s:</strong></td>
<td><strong>Projector:</strong></td>
<td><strong>Monitor:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Spec HVAC Req.'s:</strong></td>
<td></td>
<td><strong>Spec Lighting Req.'s:</strong></td>
<td>procedure light above exam table</td>
</tr>
<tr>
<td><strong>Coat Hooks:</strong></td>
<td>bank of 4 for patient</td>
<td><strong>Tack Surface:</strong></td>
<td>24&quot;x36&quot;</td>
</tr>
<tr>
<td><strong>Marker Board Req.'s:</strong></td>
<td></td>
<td><strong>Tack Board Req.'s:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Floor Finish:</strong></td>
<td>tile or linoleum</td>
<td><strong>File Cabinets:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Lateral:</strong></td>
<td>2-DRAWER_______</td>
<td>4-DRAWER_______</td>
<td>5-DRAWER_______</td>
</tr>
<tr>
<td><strong>Vertical:</strong></td>
<td>2-DRAWER_______</td>
<td>4-DRAWER_______</td>
<td>5-DRAWER_______</td>
</tr>
<tr>
<td><strong>Large Floor Equip:</strong></td>
<td>procedure / exam table</td>
<td><strong>Other Room Notes:</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Room Name:** Procedure Room 2  
**Room ID:** C-16

**Room Function:**

**Adjacency Req.'s:** to exam rooms

**Square Ft. (N ASF):** 170

**FTE Staff:**  
**Student Staff:**

**Fixed Casework:**

- **Base Cabinet Units:**
  - Open: _____ L.F.
  - Closed: 10 L.F.
  - Locks: YES □ NO □

- **Upper Cabinet Units:**
  - Open: _____ L.F.
  - Closed: 10 L.F.
  - Locks: YES □ NO □

**Full Height Storage:** 8 (at floor level for equip storage) L.F.

**Countertops:** Depth: 24"  

**Power Req.'s:**  
- 110V: 12
- 220V: 1 wall

**Telephone/Data Req.'s:**  
- 1 phone and 3 data

**Water Req.'s:**  
- double sink, deep

**A/V Req.'s:**  
- Projector:  
- Monitor:  
- Speakers:

**Spec HVAC Req.'s:**

**Spec Lighting Req.'s:** procedure light above exam table

**Coat Hooks:** bank of 4 for patient

**Marker Board Req.'s:**

**Tack Surface:** 24"x36"

**Floor Finish:** tile or linoleum

**File Cabinets:**

- **Lateral:**
  - 2-Drawer ______  
  - 4-Drawer ______  
  - 5-Drawer ______

- **Vertical:**
  - 2-Drawer ______
  - 4-Drawer ______  
  - 5-Drawer ______

**Large Floor Equip:** procedure / exam table

(Refrigerator, Copier, etc.)

**Other Room Notes:**
<table>
<thead>
<tr>
<th>ROOM NAME:</th>
<th>Recovery/Observation Room</th>
<th>ROOM ID:</th>
<th>C-17</th>
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</thead>
<tbody>
<tr>
<td>ROOM FUNCTION:</td>
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</tr>
<tr>
<td>ADJACENCY REQ.'S:</td>
<td>Nurse station and exam rooms</td>
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<tr>
<td>SQUARE FT. (NASF):</td>
<td>100</td>
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<tr>
<td>FTE STAFF:</td>
<td>1</td>
<td>STUDENT STAFF:</td>
<td>1</td>
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<tr>
<td>FIXED CASEWORK:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BASE CABINET UNITS:</td>
<td>OPEN: 4 L.F. CLOSED: 4 L.F. LOCKS: YES ☐ NO ☐</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UPPER CABINET UNITS:</td>
<td>OPEN: 4 L.F. CLOSED: 4 L.F. LOCKS: YES ☐ NO ☐</td>
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<td></td>
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<tr>
<td>FULL HEIGHT STORAGE:</td>
<td></td>
<td></td>
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<tr>
<td>BOOKSHELVES:</td>
<td></td>
<td></td>
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<tr>
<td>COUNTERTOPS:</td>
<td>DEPTH: 24&quot;</td>
<td></td>
<td></td>
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<tr>
<td>POWER REQ.'S:</td>
<td>110V: 4 220V:</td>
<td></td>
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<tr>
<td>TELE/DATA REQ.'S:</td>
<td>phone and computer</td>
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<tr>
<td>WATER REQ.'S:</td>
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<tr>
<td>CABLE TV REQ.'S:</td>
<td></td>
<td></td>
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<tr>
<td>A/V REQ.'S:</td>
<td>PROJECTOR: 1 MONITOR: 1 SPEAKERS:</td>
<td></td>
<td></td>
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<tr>
<td>SPEC HVAC REQ.'S:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SPEC LIGHTING REQ.'S:</td>
<td>under cabinet lighting; dimable lighting</td>
<td></td>
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<tr>
<td>COAT HOOKS:</td>
<td>4</td>
<td></td>
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<tr>
<td>MARKER BOARD REQ.'S:</td>
<td></td>
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<tr>
<td>TACK SURFACE:</td>
<td></td>
<td></td>
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<tr>
<td>FLOOR FINISH:</td>
<td>tile or laminate</td>
<td></td>
<td></td>
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<tr>
<td>FILL CABINETS:</td>
<td>LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER</td>
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<tr>
<td>VERTICAL:</td>
<td>2-DRAWER 4-DRAWER 5-DRAWER</td>
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<tr>
<td>LARGE FLOOR EQUIP:</td>
<td>Exam table or procedure chair.</td>
<td></td>
<td></td>
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<tr>
<td>(REFRIGERATOR, COPIER, ETC.)</td>
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<tr>
<td>OTHER ROOM NOTES:</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
ROOM NAME: Nurse Consultation Room 1
ROOM FUNCTION: 

ADJACENCY REQ.'S: Other exam rooms, waiting area, reception office, restroom

SQUARE FT. (NASF): 120

FTE STAFF: 
STUDENT STAFF: 

FIXED CASEWORK:

BASE CABINET UNITS:
OPEN: _______ L.F. CLOSED: 6 L.F. LOCKS: YES □ NO □

UPPER CABINET UNITS:
OPEN: _______ L.F. CLOSED: 6 L.F. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: _______ L.F. BOOKSHELVES: _______ L.F.

COUNTERTOPS: DEPTH: 24"

POWER REQ.'S: 110V: __________ 220V: _______ 2 above counter

TELE/DATA REQ.'S: 2 phone, 2 data on opposite walls

WATER REQ.'S: sink, hot and cold

A/V REQ.'S: PROJECTOR: _______ MONITOR: _______ SPEAKERS: _______

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: 

COAT HOOKS: bank of 4 
TACK SURFACE: 

MARKER BOARD REQ.'S: 
TACK BOARD REQ.'S: 24"x36"

FLOOR FINISH: tile or linoleum - hard floor that can be sanitized

FILE CABINETS:
LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER 1 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: vaccine refrigerator 2'x2' foot print & exam table 30"x60"

(REFRIGERATOR, COPIER, ETC.) 

OTHER ROOM NOTES: A pass through window from restroom for specimen collection.
ROOM NAME: Nurse Consultation Room 2  ROOM ID. C-19

ROOM FUNCTION:

ADJACENCY REQ.'S: Other exam rooms, waiting area, reception office, restroom

SQUARE FT. (NASF): 120

FTE STAFF: ____________________ STUDENT STAFF: ____________________

FIXED CASEWORK:

BASE CABINET UNITS: OPEN:_____L.F. CLOSED: 6 L.F. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN:_____L.F. CLOSED: 6 L.F. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: ____________________ L.F. BOOKSHELVES: ____________________ L.F.

COUNTERTOPS: DEPTH: 24" ____________________ L.F.

POWER REQ.'S: 110V: 8 220V: ______ 2 above counter

TELE/DATA REQ.'S: 2 phone, 2 data on opposite walls

WATER REQ.'S: sink, hot and cold

A/V REQ.'S: PROJECTOR: ________ MONITOR: ________ SPEAKERS: ________

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: 

COAT HOOKS: bank of 4

MARKER BOARD REQ.'S: 

TACK BOARD REQ.'S: 24"x36"

FLOOR FINISH: tile or linoleum - hard floor that can be sanitized

FILE CABINETS: LATERAL: 2-DRAWER ________ 4-DRAWER ________ 5-DRAWER ________

VERTICAL: 2-DRAWER ________ 4-DRAWER ________ 5-DRAWER ________

LARGE FLOOR EQUIP: vaccine refrigerator 2'x2' foot print & exam table 30"x60"

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES: A pass through window from restroom for specimen collection.
ROOM NAME: Patient Bathroom 1
ROOM ID. C-20

ADJACENCY REQ.'S: Nurse and exam room

SQUARE FT. (NASF): 90

FTE STAFF: 1, STUDENT STAFF: 

FIXED CASEWORK:
BASE CABINET UNITS: OPEN: L.F. CLOSED: 4 L.F. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN: L.F. CLOSED: L.F. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: L.F. BOOKSHELVES: L.F.

COUNTERTOPS: DEPTH: 24"

POWER REQ.'S: 110V: 2 220V: 

TELE/DATA REQ.'S: 

WATER REQ.'S: sink in base cabinet CABLE TV REQ.'S: 

A/V REQ.'S: PROJECTOR: MONITOR: SPEAKERS:

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: 

COAT HOOKS: TACK SURFACE: 

MARKER BOARD REQ.'S: TACK BOARD REQ.'S: 1

FLOOR FINISH: tile or laminate

FILE CABINETS: LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER

VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: (REFRIGERATOR, COPIER, ETC.) 

OTHER ROOM NOTES: Needs pass through door for specimens.
ROOM NAME: Patient Bathroom 2
ROOM FUNCTION:

ADJACENCY REQ.'S: Nurse and exam room

SQUARE FT. (NASF): 90

FTE STAFF: 1
STUDENT STAFF: 

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: ______ L.F.  CLOSED: 4 L.F. LOCKS: YES [ ]  NO [ ]

UPPER CABINET UNITS: OPEN: ______ L.F.  CLOSED: ______ L.F. LOCKS: YES [ ]  NO [ ]

FULL HEIGHT STORAGE: ______ L.F. BOOKSHELVES: ______ L.F.

COUNTERTOPS: DEPTH: 24”

POWER REQ.'S: 110V: _____ 220V: ______

TELE/DATA REQ.'S:

WATER REQ.'S: sink in base cabinet CABLE TV REQ.'S:

A/V REQ.'S: PROJECTOR: ______ MONITOR: ______ SPEAKERS: ______

SPEC HVAC REQ.'S:

SPEC LIGHTING REQ.'S:

COAT HOOKS: TACK SURFACE: 

MARKER BOARD REQ.'S: TACK BOARD REQ.'S: 1

FLOOR FINISH: tile or laminate

FILE CABINETS: LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER

VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: (REFRIGERATOR, COPIER, ETC.) 

OTHER ROOM NOTES: Needs pass through door for specimens.
ROOM NAME: Pharmacy Room
ROOM FUNCTION:

ADJACENCY REQ.'S: Near exam room
SQUARE FT. (NASF): 100
FTE STAFF: STUDENT STAFF:

FIXED CASEWORK:
BASE CABINET UNITS: OPEN:_____LF. CLOSED:25-30 LF. LOCKS: YES□ NO □
Need locking cabinets for medications.
Knee space in one section
UPPER CABINET UNITS: OPEN:_____LF. CLOSED:25-30 LF. LOCKS: YES□ NO □

FULL HEIGHT STORAGE:_______LF. BOOKSHELVES:_______LF.
COUNTERTOPS: DEPTH:24"_______LF.
POWER REQ.'S: 110V: yes 220V:_______above counter

TELE/DATA REQ.'S: Above counter. 3 telephone and data, 1 per wall
WATER REQ.'S: CABLE TV REQ'S:_______
A/V REQ.'S: PROJECTOR:_______MONITOR:_______SPEAKERS:_______
Will have computer, monitor, printer and keyboard in room.

SPEC HVAC REQ.'S:_______
SPEC LIGHTING REQ.'S:_______
COAT HOOKS:_______TACK SURFACE:_______
MARKER BOARD REQ.'S:_______TACK BOARD REQ.'S:_______
FLOOR FINISH: carpet
FILE CABINETS: LATERAL: 2-DRAWER_______4-DRAWER_______5-DRAWER_______
VERTICAL: 2-DRAWER 2_______4-DRAWER_______5-DRAWER_______
LARGE FLOOR EQUIP:_______
(REFRIGERATOR, COPIER, ETC.)_______
OTHER ROOM NOTES:
**ROOM NAME:** Laboratory  
**ROOM ID:** C-23

**ADJACENCY REQ.'S:** Toilet for specimen collection, near exam rooms

**SQUARE FT. (NASF):** 100-120

**FTE STAFF:** 1  
**STUDENT STAFF:** 1

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN:</th>
<th>CLOSED: 20</th>
<th>LOCKS: YES [ ] NO [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPPER CABINET UNITS</td>
<td>OPEN:</td>
<td>CLOSED: 20</td>
<td>LOCKS: YES [ ] NO [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FULL HEIGHT STORAGE</th>
<th>LF.</th>
<th>BOOKSHELVES</th>
<th>LF.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTERTOPS</td>
<td>DEPTH: 24&quot;</td>
<td>BOOKSHELVES</td>
<td>LF.</td>
</tr>
</tbody>
</table>

**POWER REQ.'S:**
- 110V: 9
- 220V: ______
- 5-6 above counter

**TELE/DATA REQ.'S:**
- 2 phone and data on opposite walls

**WATER REQ.'S:**
- double deep sink

**A/V REQ.'S:**
- PROJECTOR: ___________  
- MONITOR: ___________  
- SPEAKERS: ___________

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:**

**COAT HOOKS:**
- 1- 2'x2'

**MARKER BOARD REQ.'S:**
- TACK SURFACE: 24"x36"

**FLOOR FINISH:**
- tile or linoleum

**FILE CABINETS:**
- LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______
- VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

**LARGE FLOOR EQUIP:**
- refrigerator / freezer

**OTHER ROOM NOTES:**
- Pass through door to bathroom.
**ROOM NAME:** Storage Room - Nursing  
**ROOM ID:** C-24

**ADJACENCY REQ.'S:** Nurse office

**SQUARE FT. (NASF):** 300

**FTE STAFF:** 2  
**STUDENT STAFF:** 2

**FIXED CASEWORK:**
- **BASE CABINET UNITS:**
  - OPEN: _______ LF.  
  - CLOSED: 12 LF.  
  - LOCKS: YES □  NO □

- **UPPER CABINET UNITS:**
  - OPEN: _______ LF.  
  - CLOSED: 12 LF.  
  - LOCKS: YES □  NO □

- **FULL HEIGHT STORAGE:** 6 LF.  
- **BOOKSHELVES:** 24 LF.

- **COUNTERTOPS:** DEPTH: 24''

**POWER REQ.'S:**
- 110V: _______ 220V: _______

**TELE/DATA REQ.'S:**

**WATER REQ.'S:**

**A/V REQ.'S:**
- **PROJECTOR:**
- **MONITOR:**
- **SPEAKERS:**

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:** Under cabinet lighting

**COAT HOOKS:** 6  
**TACK SURFACE:**

**MARKER BOARD REQ.'S:**
**TACK BOARD REQ.'S:**

**FLOOR FINISH:** Tile or laminate

**FILE CABINETS:**
- **LATERAL:** 2-DRAWER______ 4-DRAWER______ 5-DRAWER______
- **VERTICAL:** 2-DRAWER______ 4-DRAWER______ 5-DRAWER______

**LARGE FLOOR EQUIP:**

**OTHER ROOM NOTES:**

- Storage Room - Nursing
- Nurse office
- 300
- 2 2
- Nurse office
- Under cabinet lighting
- 6
- Tile or laminate
- 2 floor and 2 counter
Staff Lounge / Training Room

Staff meetings and seminars for groups.

Next to training kitchen

600

FTE STAFF: 

STUDENT STAFF: 

BASE CABINET UNITS: OPEN:_____L.F. CLOSED:25 L.F. LOCKS: YES [ ] NO [ ]

UPPER CABINET UNITS: OPEN:_____L.F. CLOSED:25 L.F. LOCKS: YES [ ] NO [ ]

FULL HEIGHT STORAGE: _______________L.F. BOOKSHELVES: _______________L.F.

COUNTERTOPS: DEPTH:24"书

POWER REQ.'S: 110V: x 220V: Fridge, microwave and outlets at counters

TELE/DATA REQ.'S: 1 phone, internet ports

WATER REQ.'S: double deep sink CABLE TV REQ.'S: 1 outlet

A/V REQ.'S: PROJECTOR: 1 MONITOR: 1 SPEAKERS: Yes

We plan to use this room for seminars and presentations and need it equipped accordingly.

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: Dimmable lighting, indirect lighting as well

COAT HOOKS: TACK SURFACE: 

MARKER BOARD REQ.'S: 4' x 6' TACK BOARD REQ.'S: 4' x 6'

FLOOR FINISH: linoleum or tile

FILE CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: Refrigerator

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES: Would like access to the room from entry area and from the offices in clinic. We foresee doing seminars in this room and don't want to bring students through the clinic to get there. Need dishwasher under cabinet. 
Juice Bar / Training Kitchen

This area would be used for cooking demonstrations and for refreshments for staff. (Coffee and vending machines)

Next to staff lounge

170

Island with seating so individuals can watch food prep over prep area and range.

Fridge, microwave and electric stove

double deep sink, dishwasher

Camera maybe to broadcast demonstrations

We envision seating at the bar for 5-10 people overlooking the food prep and cooking area.
**ROOM NAME:** Director Office - Kelly Center

**ROOM ID.** C-27

**ROOM FUNCTION:** Office space.

**ADJACENCY REQ.'S:**

Adjacent to counselor offices

**SQUARE FT. (NASF):**

170

**FTE STAFF:** 1

**STUDENT STAFF:**

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>Base Cabinet Units</th>
<th>Open: _______ LF.</th>
<th>Closed: _______ LF.</th>
<th>Locks: YES □ NO □</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Upper Cabinet Units</th>
<th>Open: _______ LF.</th>
<th>Closed: _______ LF.</th>
<th>Locks: YES □ NO □</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full Height Storage</th>
<th>_______ LF.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Countertops</th>
<th>Depth: _______ LF.</th>
</tr>
</thead>
</table>

**POWER REQ.'S:**

110V: 8
220V: _______ Option for mini fridge

**TELE/DATA REQ.'S:**

Phone and computer

**WATER REQ.'S:**

CABLE TV REQ.'S: _______

**A/V REQ.'S:**

PROJECTOR: _______ MONITOR: _______ SPEAKERS: _______

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:** Dimmable lighting

**COAT HOOKS:** 3

**MARKER BOARD REQ.'S:** 1

**FLOOR FINISH:** carpet

<table>
<thead>
<tr>
<th>File Cabinets</th>
<th>Lateral: 2-Drawer _______ 4-Drawer _______ 5-Drawer _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vertical:</td>
<td>2-Drawer _______ 4-Drawer _______ 5-Drawer _______</td>
</tr>
</tbody>
</table>

**LARGE FLOOR EQUIP:**

(REFRIGERATOR, COPIER, ETC.)

**OTHER ROOM NOTES:** Some type of device for noise cancelation. Standing desk options.
**ROOM NAME:** 5 Counselor Offices  
**ROOM ID:** C-28

**ROOM FUNCTION:** Office space.

**ADJACENCY REQ.'S:** Adjacent to one another

**SQUARE FT. (NASF):** 170

**FTE STAFF:** 1  
**STUDENT STAFF:**

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>Base Cabinet Units</th>
<th>Open: _____ LF.</th>
<th>Closed: _____ LF.</th>
<th>Locks: YES □ NO □</th>
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<tbody>
<tr>
<td>Upper Cabinet Units</td>
<td>Open: _____ LF.</td>
<td>Closed: _____ LF.</td>
<td>Locks: YES □ NO □</td>
</tr>
</tbody>
</table>

**Full Height Storage:**  
**Countertops:** Depth:  
**Power Req.'s:** 110V: 8  
220V:  
**Option for mini fridge**

**Tele/Data Req.'s:**

**Water Req.'s:**

**A/V Req.'s:**  
**PROJECTOR:**  
**MONITOR:**  
**SPEAKERS:**

**SPEC HVAC Req.'s:**

**SPEC LIGHTING Req.'s:**  
**Dimmable lighting**

**Coat Hooks:** 3  
**Tack Surface:** 1

**Marker Board Req.'s:** 1  
**Tack Board Req.'s:**

**Floor Finish:** carpet

**File Cabinets:**  
**Lateral:** 2-DRAWER  
4-DRAWER  
5-DRAWER  
**Vertical:** 2-DRAWER  
1  
4-DRAWER  
5-DRAWER

**Large Floor Equip:** (Refrigerator, Copier, etc.)

**Other Room Notes:** Some type of device for noise cancelation. Standing desk options.
ROOM NAME: Group office for students

ROOM ID: C-29

ROOM FUNCTION:

ADJACENCY REQ.'S: Near director office for counseling

SQUARE FT. (NASF): 250

FTE STAFF: ________________ STUDENT STAFF: 4 ________________

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: _______LF. CLOSED: _______LF. LOCKS: YES □ NO □
built in desks with drawer storage

UPPER CABINET UNITS: OPEN: _______LF. CLOSED: _______LF. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: ____________________ LF. BOOKSHELVES: ____________________ LF.

COUNTERTOPS: DEPTH: 30" ____________________ LF.(

POWER REQ.'S: 110V: 12  220V: _______ some at countertop level

TELE/DATA REQ.'S: phone and computer

WATER REQ.'S: ____________________ CABLE TV REQ.'S: ____________________

A/V REQ.'S: PROJECTOR: ________________ MONITOR: ________________ SPEAKERS: ________________

SPEC HVAC REQ.'S: ____________________

SPEC LIGHTING REQ.'S: ____________________

COAT HOOKS: 4 ________________ TACK SURFACE: 1 ________________

MARKER BOARD REQ.'S: 1 ________________ TACK BOARD REQ.'S: ____________________

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER 4 _______ 5-DRAWER _______

LARGE FLOOR EQUIP: ____________________

(REFRIGERATOR, COPIER, ETC.) ____________________

OTHER ROOM NOTES:
Group office for students
Near director office for counseling
Built in desks with drawer storage

Some at countertop level

Phone and computer

Carpet

Group office for students
Near director office for counseling
Built in desks with drawer storage

Some at countertop level

Phone and computer

Carpet

Group office for students
Near director office for counseling
Built in desks with drawer storage

Some at countertop level

Phone and computer

Carpet
ROOM NAME: 2 Counseling Rooms  
ROOM ID: C-30

ROOM FUNCTION:

ADJACENCY REQ.’S:  
Adjacent to observation room and counselor offices

SQUARE FT. (NASF):  
144

FTE STAFF:  
STUDENT STAFF:  
utilized by grad students for counseling

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: __ L.F.  CLOSED: __ L.F.  LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN: __ L.F.  CLOSED: __ L.F.  LOCKS: YES □ NO □

FULL HEIGHT STORAGE: __ L.F.  BOOKSHELVES: __ L.F.

COUNTERTOPS: DEPTH: __ L.F.

POWER REQ.’S:  
110V: __ 220V: ___

TELE/DATA REQ.’S:  
Phone

WATER REQ.’S:  
CABLE TV REQ’S: __

A/V REQ.’S:  
PROJECTOR: __  MONITOR: __  SPEAKERS: __

SPEC HVAC REQ.’S:  
SPEC LIGHTING REQ.’S:  
Dimmable lighting

COAT HOOKS:  
2  
TACK SURFACE:  
1

MARKER BOARD REQ.’S:  
1  
TACK BOARD REQ.’S: __

FLOOR FINISH:  
carpet

FILE CABINETS:  
LATERAL:  2-DRAWER __ 4-DRAWER __ 5-DRAWER ___  
VERTICAL:  2-DRAWER __ 4-DRAWER __ 5-DRAWER ___

LARGE FLOOR EQUIP:  
(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES:  
Device for noise canceling and cameras that feed into observation room.
**ROOM NAME:** Observation Room  
**ROOM ID:** C-31  
**ROOM FUNCTION:**  

**ADJACENCY REQ.’S:** In between 2 counseling rooms  
**SQUARE FT. (NASF):** 100  
**FTE STAFF:**  
**STUDENT STAFF:** utilized by grad students and supervisor  
**FIXED CASEWORK:**  
- **BASE CABINET UNITS:** OPEN: __________ LF.  
  CLOSED: __________ LF.  
  LOCKS: YES [ ]  NO [ ]  
- **UPPER CABINET UNITS:** OPEN: __________ LF.  
  CLOSED: __________ LF.  
  LOCKS: YES [ ]  NO [ ]  
- **FULL HEIGHT STORAGE:** __________ LF.  
- **BOOKSHELVES:** __________ LF.  
- **COUNTERTOPS:** DEPTH: __________ LF.  
  for desk top __________ LF.  
**POWER REQ.’S:**  
- 110V: __________  
- 220V: __________  
**TELE/DATA REQ.’S:** video monitoring camera that feeds to counseling room  
**WATER REQ.’S:**  
**CABLE TV REQ’S:**  
**A/V REQ.’S:**  
- **PROJECTOR:** __________  
- **MONITOR:** __________  
- **SPEAKERS:** __________  
**SPEC HVAC REQ.’S:**  
**SPEC LIGHTING REQ.’S:** Dimmable lighting  
**COAT HOOKS:**  
**TACK SURFACE:**  
**MARKER BOARD REQ.’S:**  
**TACK BOARD REQ.’S:**  
**FLOOR FINISH:** carpet  
**FILE CABINETS:**  
- **LATERAL:** 2-DRAWER __________ 4-DRAWER __________ 5-DRAWER __________  
- **VERTICAL:** 2-DRAWER __________ 4-DRAWER __________ 5-DRAWER __________  
**LARGE FLOOR EQUIP:**  
(REFRIGERATOR, COPIER, ETC.)  
**OTHER ROOM NOTES:** Sound proofing.
**ROOM NAME:** Testing Accom Room  |  **ROOM ID:** C-32  

**ROOM FUNCTION:** Quiet space for students to take tests outside of classroom.

---

**ADJACENCY REQ.'S:**  

---

**SQUARE FT. (NASF):** 250  

---

**FTE STAFF:**  

---

**STUDENT STAFF:**  

---

**FIXED CASEWORK:**  

---

**BASE CABINET UNITS:**  

**OPEN:** 10 LF.  

**CLOSED:** 10 LF.  

**LOCKS:** YES[ ]  NO[ ]  

---

**UPPER CABINET UNITS:**  

**OPEN:** 10 LF.  

**CLOSED:** 10 LF.  

**LOCKS:** YES[ ]  NO[ ]  

---

**FULL HEIGHT STORAGE:**  

---

**COUNTERTOPS:**  

**DEPTH:**  

---

**POWER REQ.'S:**  

**110V:** 10  

**220V:**  

---

**TELE/DATA REQ.'S:**  

**3 computers**  

---

**WATER REQ.'S:**  

---

**CABLE TV REQ'S:**  

---

**A/V REQ.'S:**  

**PROJECTOR:**  

**MONITOR:**  

**SPEAKERS:**  

**Monitoring system attached to online system.**  

---

**SPEC HVAC REQ.'S:**  

---

**SPEC LIGHTING REQ.'S:**  Dimmable lighting  

---

**COAT HOOKS:**  

---

**TACK SURFACE:**  

---

**MARKER BOARD REQ.'S:**  

---

**TACK BOARD REQ.'S:**  

---

**FLOOR FINISH:**  

**carpet**  

---

**FILE CABINETS:**  

**LATERAL:**  

**2-DRAWER**  

**4-DRAWER**  

**5-DRAWER**  

---

**VERTICAL:**  

**2-DRAWER**  

**4-DRAWER**  

**5-DRAWER**  

---

**LARGE FLOOR EQUIP:**  

**Testing cubicles - 10 plus accessible desk.**  

---

**OTHER ROOM NOTES:**  

Include alcove outside of room for storage of backpacks. Five coat hooks with bench for backpacks.
**ROOM NAME:** Stu. Access Services Dir Office  
**ROOM ID:** C-33  

**ROOM FUNCTION:** Chairman’s office for day to day office duties, as well as meeting with individual clients as well as client families.

**ADJACENCY REQ.’S:** Located near other offices

**SQUARE FT. (NASF):** 150

**FTE STAFF:** 1  
**STUDENT STAFF:**

**FIXED CASEWORK:**

<table>
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<tr>
<th>BASE CABINET UNITS</th>
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<th>CLOSED:</th>
<th>LOCKS:</th>
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<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>UPPER CABINET UNITS</th>
<th>OPEN:</th>
<th>CLOSED:</th>
<th>LOCKS:</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

**FULL HEIGHT STORAGE:** 6' wide x 7' tall

**COUNTERTOPS:**

**POWER REQ.’S:**

- 110V: X
- 220V: ______

**At each wall**

**TELE/DATA REQ.’S:** yes

**WATER REQ.’S:**

**CABLE TV REQ.’S:**

**A/V REQ.’S:**

- PROJECTOR: ________
- MONITOR: ________
- SPEAKERS: ________

**SPEC HVAC REQ.’S:**

**SPEC LIGHTING REQ.’S:** adjustable lighting level

**COAT HOOKS:** 2

**TACK SURFACE:**

**MARKER BOARD REQ.’S:**

**TACK BOARD REQ.’S:** 4x4

**FLOOR FINISH:** Carpet

**FILE CABINETS:**

- LATERAL: 2-DRAWER ________ 4-DRAWER ________ 5-DRAWER ________
- VERTICAL: 2-DRAWER ________ 4-DRAWER ________ 5-DRAWER ________

**LARGE FLOOR EQUIP.:** desk, credenza, chair, 2 side chairs

**OTHER ROOM NOTES:**
ROOM NAME: SAS Grad Asst Office

ROOM ID: C-34

ROOM FUNCTION:

ADJACENCY REQ.'S: Next to counseling office

SQUARE FT. (NASF): 100

FTE STAFF: ____________________ STUDENT STAFF: graduate assistant

FIXED CASEWORK:

BASE CABINET UNITS: OPEN: _______ L.F. CLOSED: _______ L.F. LOCKS: YES □ NO □

UPPER CABINET UNITS: OPEN: _______ L.F. CLOSED: _______ L.F. LOCKS: YES □ NO □

FULL HEIGHT STORAGE: _______ L.F. BOOKSHELVES: _______ L.F.

COUNTERTOPS: DEPTH: _______ L.F.

POWER REQ.'S: 110V: _______ 220V: _______

TELE/DATA REQ.'S: phone and computer

WATER REQ.'S: CABLE TV REQ.'S: _______

A/V REQ.'S: PROJECTOR: _______ MONITOR: _______ SPEAKERS: _______

SPEC HVAC REQ.'S: _______

SPEC LIGHTING REQ.'S: _______

COAT HOOKS: 2 TACK SURFACE: 1

MARKER BOARD REQ.'S: 1 TACK BOARD REQ.'S: _______

FLOOR FINISH: carpet

FILE CABINETS: LATERAL: 2-DRAWER 1 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: _______

(REFRIGERATOR, COPIER, ETC.)

OTHER ROOM NOTES: 
Assistant V-Pres. Office

Assistant Vice-President for student affairs, who oversees the operations associated with the center for student success. For day to day office duties and meetings with staff and students.

Located off main corridor

200

1 STUDENT STAFF: 

BASE CABINET UNITS: OPEN: _____ L.F.  CLOSED: _____ L.F.  LOCKS: YES □  NO □

UPPER CABINET UNITS: OPEN: _____ L.F.  CLOSED: _____ L.F.  LOCKS: YES □  NO □

FULL HEIGHT STORAGE: _____ L.F.  BOOKSHELVES: 6' wide x 7' tall

COUNTERTOPS: DEPTH: _______ L.F.

POWER REQ.'S: 110V: X  220V: _______  At each wall

TELE/DATA REQ.'S: yes

WATER REQ.'S:  CABLE TV REQ.'S: _______

A/V REQ.'S: PROJECTOR: _______  MONITOR: _______  SPEAKERS: _______

SPEC HVAC REQ.'S: 

SPEC LIGHTING REQ.'S: adjustable lighting level

COAT HOOKS: 2  TACK SURFACE: _______

MARKER BOARD REQ.'S: _______

TACK BOARD REQ.'S: 4x4

FLOOR FINISH: Carpet

FILE CABINETS: LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

LARGE FLOOR EQUIP: desk, credenza, chair, small table, side chairs
**ROOM NAME:** Custodial Room  
**ROOM ID:** D-1

**ROOM FUNCTION:**
Provides space for day to day custodial operations, storage of small equipment and desk space for custodians.

**ADJACENCY REQ.'S:**
Provide one on each floor of facility. Locate on main corridors

**SQUARE FT. (NASF):**
3 at 75 s.f. = 225 s.f.

**FTE STAFF:**
1  
**STUDENT STAFF:**

**FIXED CASEWORK:**

<table>
<thead>
<tr>
<th>BASE CABINET UNITS</th>
<th>OPEN</th>
<th>CLOSED</th>
<th>LOCKS</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<thead>
<tr>
<th>UPPER CABINET UNITS</th>
<th>OPEN</th>
<th>CLOSED</th>
<th>LOCKS</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
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</table>

| FULL HEIGHT STORAGE |       |        |       |     |    |
|                     |       |        |       |     |    |

<table>
<thead>
<tr>
<th>COUNTERTOPS</th>
<th>DEPTH</th>
<th></th>
<th></th>
<th></th>
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<tbody>
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<td></td>
</tr>
</tbody>
</table>

**POWER REQ.'S:**
110V: yes 220V: at each wall

**TELE/DATA REQ.'S:**
1 voice and data port

**WATER REQ.'S:**
hot and cold water at floor mop basin

**A/V REQ.'S:**
PROJECTOR: MONITOR: SPEAKERS:

**SPEC HVAC REQ.'S:**

**SPEC LIGHTING REQ.'S:**

**COAT HOOKS:**
2'x3'

**MARKER BOARD REQ.'S:**
2'x3'

**TACK SURFACE:**
2'x3'

**FLOOR FINISH:**
Sealed concrete

**FILE CABINETS:**
LATERAL: 2-DRAWER 4-DRAWER 5-DRAWER

**LARGE FLOOR EQUIP:**
Vacuums, metal racks for storage of custodial supplies used on a daily basis, such as cleaners, paper towels, trash bags, etc. Fridge and microwave space also required.

**OTHER ROOM NOTES:**
Provide space for mops, brooms, small tools, chemical mix station, custodial carts, etc. Room to have (2) 3'x7' doors for equipment access.
### Custodial Equipment Storage

**ROOM NAME:** Custodial Equipment Storage  
**ROOM ID:** D-2

- **ROOM FUNCTION:** Provides for storage of larger custodial equipment, not to be used on a daily basis.

- **ADJACENCY REQ.'S:** Located on main corridor

- **SQUARE FT. (NASF):** 140

- **FTE STAFF:**  
  - STUDENT STAFF:

- **FIXED CASEWORK:**
  - **BASE CABINET UNITS:**
    - OPEN: _____ LF.  
    - CLOSED: _____ LF.  
    - LOCKS: YES ☑ NO ☐
  - **UPPER CABINET UNITS:**
    - OPEN: _____ LF.  
    - CLOSED: _____ LF.  
    - LOCKS: YES ☑ NO ☐

- **FULL HEIGHT STORAGE:** _____ LF.  
- **BOOKSHELVES:** _____ LF.

- **COUNTERTOPS:**
  - DEPTH: ______ LF.

- **POWER REQ.'S:**
  - 110V: Yes ☑  
  - 220V: located at each wall

- **TELE/DATA REQ.'S:**
  - (1) data/voice port

- **WATER REQ.'S:**

- **A/V REQ.'S:**
  - PROJECTOR: _______  
  - MONITOR: _______  
  - SPEAKERS: _______

- **SPEC HVAC REQ.'S:**

- **SPEC LIGHTING REQ.'S:**

- **COAT HOOKS:**
  - TACK SURFACE: _______

- **MARKER BOARD REQ.'S:**
  - TACK BOARD REQ.'S: _______

- **FLOOR FINISH:** Sealed concrete

- **FILE CABINETS:**
  - LATERAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______
  - VERTICAL: 2-DRAWER _______ 4-DRAWER _______ 5-DRAWER _______

- **LARGE FLOOR EQUIP:**
  - **Buffer, scrubber, extractors, etc.**
  - Metal shelving for various bulk custodial supplies.

- **OTHER ROOM NOTES:**
  - Equipment may also include ladders, step ladders, hand tools, etc. Room to have (2) 3'x7' doors for large equipment access.

- **Custodial Equipment Storage:**
  - Provides for storage of larger custodial equipment, not to be used on a daily basis.
  - Located on main corridor
  - 140 square feet
  - Fixed casework includes:
    - Base cabinet units
    - Upper cabinet units
    - Full height storage
    - Countertops
  - Power requirements: 110V and 220V
  - Tele/data requirements: (1) data/voice port
  - Water requirements
  - A/V requirements: projector, monitor, speakers
  - Spec HVAC requirements
  - Spec lighting requirements
  - Coats hooks and tack surface
  - Marker board requirements
  - Floor finish: sealed concrete
  - File cabinets
  - Large floor equipment: buffer, scrubber, extractors, etc.
  - Metal shelving for various bulk custodial supplies
  - Other room notes: equipment may also include ladders, step ladders, hand tools, etc. Room to have (2) 3'x7' doors for large equipment access.
**Telecommunications Room**

**Room ID:** D-3

**Room Function:** Provide space for location of rack-mounted telecommunication and network equipment. Rack space to be accessible from front and rear for service work.

**Adjacency Req.'s:** Centrally located in building to minimize cable runs. Doorway to be located on main corridor.

**Square Ft. (NASF):** 120

**FTE Staff:**

**Student Staff:**

**Fixed Casework:**

<table>
<thead>
<tr>
<th>Base Cabinet Units:</th>
<th>Open: ______ L.F.</th>
<th>Closed: ______ L.F.</th>
<th>Locks: YES [ ] NO [ ]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Upper Cabinet Units:</th>
<th>Open: ______ L.F.</th>
<th>Closed: ______ L.F.</th>
<th>Locks: YES [ ] NO [ ]</th>
</tr>
</thead>
</table>

**Full Height Storage:**

**Countertops: Depth:**

**Power Req.'s:** 110V: ______ 220V: ______ as defined by final building equipment needs.

**Tele/Data Req.'s:**

**Water Req.'s:**

**Cable TV Req.'s:**

**A/V Req.'s:**

**Projector:**

**Monitor:**

**Speakers:**

**Spec HVAC Req.'s:** Requires year round cooling system

**Spec Lighting Req.'s:**

**Coat Hooks:**

**Tack Surface:**

**Marker Board Req.'s:**

**Tack Board Req.'s:**

**Floor Finish:** sealed concrete

**File Cabinets:**

<table>
<thead>
<tr>
<th>Lateral:</th>
<th>2-Drawer: ______</th>
<th>4-Drawer: ______</th>
<th>5-Drawer: ______</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vertical:</th>
<th>2-Drawer: ______</th>
<th>4-Drawer: ______</th>
<th>5-Drawer: ______</th>
</tr>
</thead>
</table>

**Large Floor Equip:**

Equipment racks - provide 3' walk area around all rack(s)

**Other Room Notes:**

Mount 4' tall by 8' long 3/4" plywood to one wall for securing wall-mounted equipment.
Building Operation Support Budget

The university anticipates the annual operating cost for this facility to be $95,000. This number is based upon Association of Physical Plant recommended FTE custodial staffing rates, average maintenance staffing rates and historical average utility costs for academic facilities at Fort Hays State University. The university plans to fund these operational costs from existing Fort Hays State University revenues.
Project Budget

**Estimated Cost of Construction**

Building Construction\(^1\) \hspace{1cm} $11,880,000

Inflate to early 2020 = 6% x $11,880,000 \hspace{1cm} $12,590,000

**Estimated Non-Construction Cost**

Architect fee @ 8.7\(^2\) \hspace{1cm} $1,095,000
Contingency @ 5\(^3\) \hspace{1cm} 630,000
Miscellaneous cost @ 1\(^3\) \hspace{1cm} 126,000
Office of Facilities & Property Mgmt fee @ .468\(^4\) \hspace{1cm} 59,000
Movable Equipment @ 6\(^5\) \hspace{1cm} 755,000

$ 2,665,000

Total Building Cost \hspace{1cm} $15,255,000

Round to \hspace{1cm} $15,250,000

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\(^1\) 24,000 NASF x (G/N) 1.65 = 39,600 GSF

\(^2\) Architect fee based on OFPM fee matrix – new – moderately complex

\(^3\) Includes site survey, soils investigation, testing services, test and balance, printing, and travel

\(^4\) OFPM fee is calculated as new construction, moderately complex & OFPM bid

\(^5\) Includes Tiger welcome graphics/presentation, Furniture, A/V, and custodial equipment
Project Schedule
# Proposed Project Schedule

<table>
<thead>
<tr>
<th>FY2018</th>
<th>FY2019</th>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022</th>
</tr>
</thead>
</table>

- **PROGRAM** - (3) MONTHS
  - Submit to OFPM
  - SBAC Shortlist
- **ARCHITECT SELECTION** - (2) WEEKS
- **FEE NEGOTIATION** - (2) WEEKS
- **PROGRAM REVIEW** - (2) WEEKS
- **SCHEMATIC DESIGN** - (2) MONTHS
- **DESIGN DEVELOPMENT** - (3) MONTHS
- **CONSTRUCTION DOCUMENTS** - (6) MONTHS
- **OFPM REVIEW** - (1) MONTH
- **BIDDING** - (1.5) MONTHS
- **AWARD & MOBILIZE** - (1.5) MONTHS
- **CONSTRUCTION** - (16) MONTHS
- **OWNER MOVE-IN** - (1.5) MONTHS
- **OWNER OCCUPANCY**