

Building Needs Assessment Workgroup

2/7/2019

Common Must Haves

- 1) Better, more efficient HVAC system with individual controls; delivery CO1 abatement
- 2) More/better/lockable storage space
- 3) Free off-street parking
- 4) Nicer/bigger staff lounge/kitchen space include water filtration
- 5) Several small and large meeting/training spaces that are sound proof and modular with better tables, chairs and storage of meeting room technology
- 6) Appropriately sized, sound-proofed, individual personalized offices with windows, with doors with windows/sidelights, and meeting space within offices where needed
- 7) Additional/adequate work spaces for delivery (shop area), the server room, project work rooms, mail/supply room, professional collection room, maker kits storage, tech receiving and prep rooms, scanner space, personal/medical use, temporary staff, WLA and for future growth
- 8) Security System, to include employee entrance and extra security for tech storage and server room
- 9) Good location, easy interstate highway access, safe walkable neighborhood
- 10) Bigger, better, more individual bathrooms in multiple locations
- 11) Lobby/greeting station with foyer
- 12) Shelter in place/safety space – lockable and tornado protection
- 13) Must have fiber; either to host a data center type of environment or to us if data center is hosted elsewhere
- 14) Must be near MUFN
- 15) Access to BadgerNet
- 16) Wall structure that allows us to mount things and move things; wood studs
- 17) Good cell coverage for ALL carriers
- 18) All vehicles under the roof with more space
- 19) 3 dock doors
- 20) "In" door and an "out" door for fleet
- 21) Vehicle wash station in garage with waste water drain
- 22) Delivery work bay with 4 post lift
- 23) Delivery additional service bay by lift, so one bay with lift and one without.
- 24) More overhead lighting (garage)
- 25) Electrical plugs by all parked delivery vehicles
- 26) Cushioned delivery sorting area floor
- 27) Automation to make mechanic's job easier
- 28) Have the large conference/meeting room, lobby, bathrooms and kitchen located so that they can be locked off from the rest of the SCLS operation, yet accessible to use in off hours or by other organizations (if space shared with other tenants or outside organizations)
- 29) Ergonomic flooring around lift bay work area.
- 30) Financial assessment of various new building configurations and solve if we rent, stay or build new
- 31) Achieve savings
- 32) Create opportunities to provide more/new services
- 33) Improve SCLS meeting rooms
- 34) Seek partners, sub-tenants

- 35) Look for opportunities to work collaboratively with community
- 36) Find economies of scale, efficiency of operations
- 37) Combine both buildings under one roof, buildings that operationally meet our needs better than now, Facilitate more team work and unite culture between admin and delivery
- 38) Shared services between Delivery/Admin would be easier for questions & support
- 39) More equity among office sizes; Work space that meets the needs of each position
- 40) Training space
- 41) Larger kitchen to use with meeting space
- 42) Flexibility of space
- 43) Better HVAC system within all spaces
- 44) All delivery trucks inside and under one roof

Common Nice to Haves

- 1) Kitchen area adjacent to meeting room space, with space for storage and catering, that also has a refrigerator, dishwasher and a stove/oven – possibility of 2 kitchens (meeting room and staff)
- 2) Outside gathering area
- 3) Covered entrances, including dock awnings
- 4) Easy access to restaurants and coffee shops.
- 5) Washable/more resilient paint
- 6) Front door that goes directly into the lobby/greeter area
- 7) Locate the work/mail room near the lobby for package delivery
- 8) Meeting rooms located off the lobby
- 9) Drinking fountain, filtered, that can fill water bottles
- 10) Have the work room easily accessible to all staff
- 11) Intercom system
- 12) Locker room for drivers
- 13) Some glass wall boards in meeting rooms to facilitate discussion. (instead of white board)
- 14) Mounted or mobile PC projection/TV
- 15) New phone system with more lines; one line for each person
- 16) New desks to fit in new spaces
- 17) More accessible electric jacks in meeting rooms
- 18) Technology for small meeting rooms; such as mounted monitors , glass walls
- 19) Mounted wireless access points
- 20) Wider, navigable hallways
- 21) Space for games and puzzles in the break room
- 22) Doors that can be locked open when moving in equipment
- 23) Access to delivery loading dock
- 24) On a bus route
- 25) Private and larger staff mail boxes
- 26) Ability to hang things more easily in offices
- 27) More input from staff/teams on location and design of offices
- 28) Design setup of offices so you don't have backs to the door; where phone jacks are, etc.
- 29) Corner protectors
- 30) Keeping things like electrical panels in secure areas
- 31) New Read posters

- 32) 4 dock doors
- 33) Indoor dock space
- 34) A means of getting materials from vans to the work floor (powered or gravity rollers?)
- 35) Auto under carriage sprayer for vehicles as they drive in.
- 36) Separate Two bays and both with lifts
- 37) Taller ceiling over lift area to accommodate larger trucks
- 38) Sky lights for natural light.
- 39) Full auto car wash
- 40) Some sort of screen system for fleet deployment and current fleet condition

Common Pie-in-the-Sky

- 1) Exercise room enough space for classes/gym/walking track
- 2) Restaurants/food options/coffee house on site or nearby
- 3) Central lobby with natural light
- 4) Shower
- 5) Heated/covered/attached parking garage
- 6) More privacy for Office Manager space (ie: sliding glass window)
- 7) Green building or something that is environmentally responsible
- 8) Sunroofs
- 9) Staff art gallery where we can hang photos of member libraries, or photos that staff take
- 10) Electric car charge
- 11) Cots
- 12) Ping pong, air hockey, etc. Paint colors other than egg
- 13) Dry erase paint for offices
- 14) Greenspace and wildlife for all
- 15) Grills on site
- 16) Delivery fuel pump system (regulation and construction are probably not cost-effective)

Parking Lot

- 1) No Pets in delivery area (safety) Policy issue
- 2) Pet friendly facility