Building Needs Assessment Workgroup

2/7/2019

Common Must Haves

Location Related:

1. Free off-street parking
2. Good location, easy interstate highway access, safe walkable neighborhood
3. Must have fiber; either to host a data center type of environment or to us if data center is hosted elsewhere
4. Must be near MUFN
5. Access to BadgerNet
6. Good cell coverage for ALL carriers

Structural:

1. Better, more efficient HVAC system with individual controls; delivery CO1 abatement
2. Shelter in place/safety space – lockable and tornado protection
3. All vehicles under the roof with more space
4. 3 dock doors
5. "In" door and an "out" door for fleet
6. Vehicle wash station in garage with waste water drain
7. Delivery work bay with 4 post lift
8. Delivery additional service bay by lift, so one bay with lift and one without.
9. More overhead lighting (garage)
10. Electrical plugs by all parked delivery vehicles
11. Cushioned delivery sorting area floor
12. Automation to make mechanic’s job easier

Interior/Exterior Design:

1. Nicer/bigger staff lounge/kitchen space include water filtration
2. Several small and large meeting/training spaces that are sound proof and modular with better tables, chairs and storage of meeting room technology
3. Appropriately sized, sound-proofed, individual personalized offices with windows, with doors with windows/sidelights, and meeting space within offices where needed
4. 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
5. More/better/lockable storage space
6. Security System, to include employee entrance and extra security for tech storage and server room
7. Bigger, better, more individual bathrooms in multiple locations
8. Lobby/greeting station with foyer
9. Wall structure that allows us to mount things and move things; wood studs
10. 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)
11. Ergonomic flooring around lift bay work area.
12. Improve SCLS meeting rooms
13. More equity among office sizes; Work space that meets the needs of each position
14. Training space
15. Larger kitchen to use with meeting space
16. Flexibility of space

Financial/Operational:

1. Financial assessment of various new building configurations and solve if we rent, stay or build new
2. Achieve savings
3. Create new sources of revenue
4. Seek partners, sub-tenants
5. Look for opportunities to work collaboratively with community
6. Find economies of scale, efficiency of operations
7. Shared services between Delivery/Admin would be easier for questions & support

Common Nice to Haves

Location Related:

1. Easy access to restaurants and coffee shops.
2. On a bus route

Structural:

1. Access to delivery loading dock
2. Keeping things like electrical panels in secure areas
3. 4 dock doors
4. Indoor dock space
5. A means of getting materials from vans to the work floor (powered or gravity rollers?)
6. Auto under carriage sprayer for vehicles as they drive in.
7. Separate Two bays and both with lifts
8. Taller ceiling over lift area to accommodate larger trucks
9. Sky lights for natural light.
10. Full auto car wash

Interior/Exterior Design:

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. Washable/more resilient paint
5. Front door that goes directly into the lobby/greeter area
6. Locate the work/mail room near the lobby for package delivery
7. Meeting rooms located off the lobby
8. Drinking fountain, filtered, that can fill water bottles
9. Have the work room easily accessible to all staff
10. Intercom system
11. Locker room for drivers
12. Some glass wall boards in meeting rooms to facilitate discussion. (instead of white board)
13. Mounted or mobile PC projection/TV
14. New phone system with more lines; one line for each person
15. New desks to fit in new spaces
16. More accessible electric jacks in meeting rooms
17. Technology for small meeting rooms; such as mounted monitors , glass walls
18. Mounted wireless access points
19. Wider, navigable hallways
20. Space for games and puzzles in the break room
21. Doors that can be locked open when moving in equipment
22. Private and larger staff mail boxes
23. Ability to hang things more easily in offices
24. More input from staff/teams on location and design of offices
25. Design setup of offices so you don’t have backs to the door; where phone jacks are, etc.
26. Corner protectors
27. New Read posters
28. Some sort of screen system for fleet deployment and current fleet condition

Financial/Operational:

Common Pie-in-the-Sky

Location Related:

Structural:

1. Restaurants/food options/coffee house on site
2. Heated/covered/attached parking garage
3. Green building or something that is environmentally responsible
4. Sunroofs
5. Delivery fuel pump system (regulation and construction are probably not cost-effective)

Interior/Exterior Design:

1. Exercise room enough space for classes/gym/walking track
2. Central lobby with natural light
3. Shower
4. More privacy for Office Manager space (ie: sliding glass window)
5. Staff art gallery where we can hang photos of member libraries, or photos that staff take
6. Electric car charge
7. Cots
8. Ping pong, air hockey, etc. Paint colors other than egg
9. Dry erase paint for offices
10. Greenspace and wildlife for all
11. Grills on site

Financial/Operational:

Parking Lot

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