

KellerTM
Planners | Architects | Builders



South Central Library System
Helping Libraries Serve the Public



November 4, 2021

DISCOVERY

THENEATH



01	Identification and Evaluation
02	Overall
03	Interviews and Projected Square Footage
04	I. Common
07	II. ILS
11	III. Administration
14	IV. Delivery
20	V. Technology
25	VI. Consulting
30	Summary of Square Footage Requirements
31	Abbreviated Design/Build Checklist



IDENTIFICATION AND EVALUATION

The following interpretations of Space Needs were derived from my interview with the following attendees, and it covered an assessment of space needs for the entire facility. The process was based on creating a list of needs and requirements.

We are aware that Keller, Inc. will be establishing a budget. We will use comparable past project costs to determine the budget. The budget will impact the final design, but does not represent a final project cost. We will revise this projection as necessary to stay within that budget when we are closer to establishing it.

"COPYRIGHT NOTICE"

This Needs Assessment is the copyrighted property of KELLER, INC.
No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

OVERALL

- Goals (3).
 - Save money.
 - Rent on (2) buildings.
 - Functions better.
 - Synergy between departments.
 - In separate buildings today.
 - Eliminate duplication of job duties.
- Looking for consensus from all departments.
 - Work from office or virtual.
 - Flexibility – allow in person/virtual.
 - Thinks there should be a hybrid.
 - Allow in person.
 - Evaluation should occur.
 - Communication.
 - Synergy.
 - Design for job, not individual.
 - Team is (55) people.
- Customers:
 - Libraries – defending brick & mortar.
 - Maintain relationships.
 - Training for members.
- Fiscal asset for organization.
- Possible public access for Training Room.
 - After-hours access.
- Collaboration.
 - Huddle spaces.
 - Modular flexible Training Room.
- Have not discussed how generation (age) will play a role in new design.
- Flexible schedule attracts employees.
- Department Managers should have offices.
- Deliverables
 - In delivery area.
 - Training labs.
 - RFID carts.
- Would prefer mail to be delivered to building.
- Waunakee Public Library (after-hours access).
- Could have underground parking.
- Exterior:
 - Maybe a covered portico for loading/unloading.
 - Maybe a Charging Station for electric vehicles.



INTERVIEWS AND PROJECTED SQUARE FOOTAGE



I. COMMON

LOBBY

- Access to Public Restroom.
- Visual access to both sides of operation.
- More groups using for meetings.
- A lot of deliveries.
 - Maybe redirected to docks.
- There should be a Vestibule.
- Could house Professional Collection.
 - Shelves of books – nicer appearance.
 - (5) Units of (6) shelves each (30 yards of shelves).
 - Would like some expandability.
 - Soft seating.
 - Maybe a table and fireplace.
 - May need a separate room.
 - Space in Lobby may be a distraction.
 - Noise is a concern,
- Have offices adjacent to act as Reception.
 - Windows.
 - Brinnan, Heidi.
- Should have a couple of chairs.
- Should have a clear path to Training.
- Adjacent offices should have a way to communicate with guests.
 - Windows don't have to be operable.
 - Maybe an intercom.
 - Maybe a door.
- Skylight – natural lighting.

Lobby

SF

VESTIBULE

- Covered in front.
- Identifiable.
- Clean entry.
- Does not need to have a Restroom.
 - Easy access.

Vestibule

SF

PUBLIC RESTROOM

- Should have easy access for guests.
- Should be accessible by employees as well.
- Higher number of females.
- Thinking there will be Restrooms in Office and Warehouse.
- Walls between fixtures.
- Most likely by Training.
- Vanities.



I. COMMON

PUBLIC RESTROOM (Continued)

- Hands-free operation (no air dryers).
- Door that swings out.
- Floor drains with trap primer.
- Fans that are quiet and powerful.
- Motion-detection on lighting.
- Maybe tile to 5'.

Public Restroom

Closed

SF

MEETING ROOM

- Flexible tables.
- Sound dividers to divide room into (3).
- Ability to access each individually.
- Access to Kitchen in (1) room only.
- Smart Board on mobile carts.
- Floor outlets/data.
- Maybe a screen with projector.
- Square table layout in each area.
- Ability to adjust light level.
- Probably (25) in square.
- Maybe (100) in classroom layout overall.
- Windows – shades may be needed.
 - Maybe not in all (3) rooms.
 - Quality tinted glass.
- Not sure if cabinets are needed.
 - Maybe coffee and sink in each.

Meeting Room

SF

MEETING STORAGE

- House half of furniture.
- House Smart Boards (80").
- Coolers, shelving.
- Podium.

Meeting Storage

SF

FOOD PREP AREA

- Accessible to Meeting Room.
- Accessible from hallway.
- Maybe a door to exterior for catering.
- No cooking.
 - Ability to reheat.
- Stove, large commercial refrigerator with freezer on the bottom.



I. COMMON

FOOD PREP AREA (Continued)

- Sink, dishwasher.
- Microwave.
- 15' serving window.
 - Rollup separator – acoustic.
- Storing food.
- Cabinets for storing plates, dishes, etc.
- Maybe a pantry area.
 - Open shelving.
- Ability to remove waste.
- Adequate outlets/breakers.

Food Prep Area

SF

FILE ROOM

- Near Administration.
- Security on door.
- Personnel files for Office and Warehouse.
- (3) 3-Drawer lateral files.

File Room

SF

OFFICES

- (4) Offices.
- Huddled together.

Offices

SF

Subtotal

SF

20% Circulation

SF

TOTAL COMMON AREA

SF

II. ILS

OFFICE

- Pre-pandemic, everyone was in office.
- Don't think they need one-to-one offices.
 - Not individual dedicated spaces.
- Maybe shared office.
- Maybe lab space for shared equipment.
- Not sure if staff numbers will change.
- Think the reason to be in office is for meetings.
- Workstation/office can be anywhere.
 - Does not need to be in ILS Area.
- How do we deal with growth?

Office

SF

WORKSPACE

- Room with a door.
 - (2) Workstations.
- Could have window to hallway or exterior or both.
- No guest chairs.
- Privacy for phone calls.
- More soundproofing.
- 6' to 8' workspace.
- Monitors at workstations – docking stations.
- (4) Rooms.
- Blinds on windows to hallway and exterior.

Workspace

SF

LAB/WORKSPACE

- Workstation similar to above.
- Self-checkout – 2' x 3'.
- Cart with RFID.
 - 2nd Workstation for RFID.
- Receipt printing equipment (6" x 4").
 - Hook to RFID.
- Allow space for future piece of equipment.
- Don't need to be adjacent to one another.
 - Don't need an ISL Zone.

Lab/Workspace

SF



II. ILS

HUDDLE ROOM

- Small meeting room.
- (10) People.
- Conference table (maybe several tables).
- Smart Board.
- Whiteboard.
- Flexible layout.
- Today, 12' x 16' is too narrow.
- No storage needed.
- Near ILS Lab Room.
- Tack board.

Huddle Room

SF

STORAGE ROOM

- Training materials.
- Shelving.
- Training labs (should be delivery).
- Archival files (2 cabinets).

Storage Room

SF

PROFESSIONAL COLLECTION

- Workstation.
- Monitor, PC, keyboard.
- Receipt printer, spine label printer.
- Barcode scanner.
- RFID antennae.
- Sporadic use, will be used every day.
- Variety of staff.
- 6' of work surface.
- Sitting workstation.
- Larger than today.

Professional Collection

SF

BREAKROOM

- Exhaust fan.
- Dishwasher.
- Shelves for supplies.
- Items from cart.
- Larger.
- More seating.
- Outdoor seating area.
- Multiple microwaves.
- Not sure they need a stove.
- Wants an oven.

Breakroom

SF



II. ILS

RESTROOMS

- Touchless equipment – soap, towels.
- Motion sensor lighting.
- Ventilation.
- Not sure if a shower is needed.
 - May depend on location.
 - Maybe part of Delivery Area.

Restrooms

SF

MECHANICAL

- Individual office control of HVAC.
- Use individual heaters today.

Mechanical

SF

MEETING ROOM

- More virtual training.
- Some in person (not sure how often).
 - Probably not (100) people.
 - More like (30) people.
 - Could use library locations.
- Maybe one room that divides into two.

Meeting Room

SF

WORK ROOM

- Storage of ILS forms/brochures.
 - (2) Cabinets.
- Supply cabinets.
- Center work table.

Work Room

SF



II. ILS

COLLABORATIVE SPACE

- Soft seating areas.
 - Desk space.
- Interior offices.
- Maybe multi-level.
 - Aerobic exercise.
 - Separation of public and private areas.

Collaborative Space

SF

Note:

- They think they will need (2) additional offices/rooms in ILS.

Subtotal

SF

20% Circulation

SF

TOTAL ILS AREA

SF



III. ADMINISTRATION

PROFESSIONAL COLLECTION

- Shelving for books.
- 270 Sq. ft.
- Workstation.
 - Checkout desk.
- More library like.
- Sitting area.
- (5) 36" shelving units (6 shelves/unit).
 - Add (1) shelving unit.
- Visible from Lobby, glass wall.
- Door on room.
- Countertop for storage.
 - Books to check-in.
- Maybe a fireplace – two-sided with Lobby.
- Door – may need a 42" door for ILS equipment.
 - Not sure they need (2) doors.

Professional Collection

SF

HEIDI

- Current desk is small.
- Would like a larger/wider desk.
- Binder bin with light.
- Bulletin board.
- 4-Drawer lateral.
 - Could be 2-drawer lateral.
- Guest chair.
- Would like to sit across desk.
- People not able to see screen.

Heidi

SF

KERRIE

- L-Shaped desk with credenza and laterals.
- 4-Drawer lateral could be in Filing Room.
- Guests across desk.
 - (2) Guest chairs.
- Binder bin, bulletin board.
- Dorm refrigerator.
- Exterior windows – maybe higher.
 - Glare on screen.
- Facing door.
- Close to Heidi.
 - Maybe Film Room between.
- More outlets.
- Printer.
- (2) 2-Drawer under-counter files.
- Don't need a conference table.
 - Maybe P-table.

Kerrie

SF

III. ADMINISTRATION

MARTY

- Table and chairs for (4).
- (2) Lateral files.
- (1) 2-drawer vertical file.
- U-Shaped desk.
- (1) 3-drawer under-counter file.
- Shelves above desk – lights.
- Bulletin board.
- (2) Monitors (typical).
 - Docking station.
- Windows 4' – 5' high.

Marty

SF

SPARE OFFICE

- Future Associate Director.
- Administration area.
- Similar to Kerrie's Office.

Spare Office

SF

HUDDLE ROOM

- Table with chairs for (12).
- Flexible table – ability to rearrange.
- Smart Board.
- Whiteboard.
- Sound isolation.
- Windows are not needed.
 - Some type of interior sidelite.

Huddle Room

SF

WORKROOM

- Add laminator.
- Spray glue hood.
- Maybe a scanner. (Maybe Scanner Room.)
- Add paper cutter.
- Add more counter space.
- Maker Kit Storage should be close.
 - Should be close to Warehouse/Delivery.
- Not sure if Delivery will bring bins to Workroom.
 - Or should bins be brought to Delivery?
- Consulting uses this room often.
- Not sure if central to facility or office portion.

Workroom

SF



III. ADMINISTRATION

BREAKROOM

- Adjacent to exterior.
- Exterior patio for (50).
 - Tables/umbrellas (3).
 - Outdoor furniture.
 - Fire pit with built-in benches.
 - Grill.
- Shared with Delivery.
- Countertop with stools along glass wall (5).
- (3) 4-Person round tables.
- Not sure of size of refrigerator and freezer (maybe 2).
- Soft seating puzzle table (could be between).
- More breakers.
- Maybe central to building.
 - Probable near Restrooms.
- Probably don't need a stove.
- Icemaker – not sure if in refrigerator.
- Drinking fountain with bottle filler.
- Filtration system.
- Exhaust room (negative pressure).
- Vending machine.

Breakroom	SF
Subtotal	SF
<hr/>	
20% Circulation	SF
<hr style="border: 1px solid red;"/>	
TOTAL ADMINISTRATION AREA	SF



IV. DELIVERY

OFFICE

- Get kits out of offices.
- Should not be in storage.

Office

SF

BRINNAN'S OFFICE

- Near entry – where public enters.
- Shelving units – cubbies.
 - From Sorting Floor.
 - 2' x 6'.
- Shelving unit.
 - Intake forms.
- Currently interviews in office.
 - Would like to do interviews in Huddle Room.
 - Interviews one to twice a month.
- Guest chairs across desk.
- Desk area.
 - No need for side or rear work surface.
- (2) 2-Drawer file cabinets – personnel files.
 - Will just use locked files.
- Near Sorting Floor for bin access.

Brinnan's Office

SF

JEFF, WILL, TIM, BRAD

- Don't need 12' x 12' offices.
- Can be smaller.
- L-Shaped work surface.
- (1) File cabinet.
- Shelves above desk.

Jeff, Will, Tim, Brad

SF

JESSE

- Proximity to garage.
- More shelving.
- Could just be a chair.
 - Don't need to sit across desk.
- Closer to garage than offices.
- Maybe a window to office.
- Dirtier – more durable finishes.

Jesse

SF



IV. DELIVERY

COREY

- Access to Conference Room or Huddle Room.
- (2) Guest chairs.
- More likely 12' x 12' or 11' x 13'.
- Probably close to Brinnan.
- Access to Administration.
- Visible to Sorting Floor.
- Possibly a hallway separating Sorting Floor.

Corey

SF

HUDDLE ROOM/FURNITURE OFFICE

- Not sure if it's needed.
- Would be a future office.

Huddle Room/Furniture Office

SF

SORTING FLOOR

- Don't need to add square footage for quarantine.
- Quarantine of a day probably can occur within the 5,000 sq. ft.
- Height is okay based on size.
 - No storage currently above 8'.
- Enclosed room.
 - Could utilize height in future for seldom used materials.
- HVAC – want to exchange all air in space.
- Lighting – equal light across floor.
- Natural lighting.
- Access.
 - Prefer auto opening.
 - No contact with load.
 - To truck dock.
- Hand loading in garage.
- Access directly to garage for loading vans.
 - Will need automation.
- Resilient flooring where people are working.
 - Not standing on concrete.

Sorting Floor

SF



IV. DELIVERY

RESTROOMS

- Think that (3) single use partitions would be adequate.
- Maybe include a urinal.
- Don't open directly to Sorting Floor.
- Maybe a Restroom near Receiving Area.
 - Maybe (1) in Garage.
- Maybe one with a shower.

Restrooms

SF

LOCKER ROOM

- (23) Drivers.
- Store personal items.
- Not changing clothes.
- Jackets, boots.
- Half lockers.
 - (25) – (30) lockers.
- Near Employee Entry or Breakroom.
- Bench.

Locker Room

SF

EQUIPMENT SHOP

- Small repairs.
- Smaller equipment.
- Not garage staff.
- Workbench.
- Shelving.
- Air compressor.
- Could be located in Mechanic Space.
 - Or enclosed space.
- Next to overhead door.
- As long as it's separated from garage.
- Okay with 15' x 25'.

Equipment Shop

SF



IV. DELIVERY

MECHANICS SHOP

- Vehicle lift.
- 18' clear to lift box trucks.
- (2) Workbenches.
- Parts storage.
- Drill press.
- Plastic containment.
 - (4) Full waste drums.
 - Stored inside.
- 2nd Stall will have no lift.
- In-floor heat.
- Engine hoist.
 - (3) Drums in use.
- Air access.
- No floor slope.
- Scrap material.
- May need an office depending on location.
- Toolbox.
- Vehicles are drivable.
- Okay to drive through garage to get to mechanic.

Mechanics Shop

SF

DOCK

- Staging area for carts.
- (3) Dock doors.
- Permanent overhang – no snow falling – wider.
- Life gate trucks.
- Current height works.
- Current equipment works.
- Maybe a small overhead door for UPS/Fed Ex.
- Not sure how UPS/Fed Ex/vendor gets checked-in.
- Probably some type of driver door.
- Manual lift door.

Dock

SF

WORK AREA

- Copier.
- Small counter for supplies.
- Mostly used by office staff.

Work Area

SF



IV. DELIVERY

JANITOR

- Some supplies for trucks – maybe in garage.
- Not sure if a separate Janitor Area is needed.
 - Depends on responsibility.
- Dirty towel bin.
 - Service supplies towels.
- Possibly a washer/dryer.

Janitor

SF

LONG-TERM STORAGE

- Materials will change.
- Currently used for mechanics.
- Enclosed (not sure).
 - Would require discipline to maintain space.
- Could be accessed from Garage.
- Doesn't need to be heated.

Long-Term Storage

SF

GARAGE

- Space for (20) vehicles.
 - (7) Large trucks.
 - (13) Van spaces.
 - Not sure if all spaces are the same size.
 - Not sure if ratio will change in the future.
- Will need to load side door of vans.
- One-way access with doors at both ends.
- 12' x 12' Overhead door.
- Doors hit often.
 - What protections are available?
- Thinking a trench drain will be needed.
- Floor pitched to drain.
 - Not sure if $\frac{1}{8}$ or $\frac{1}{4}$.
 - Concern with heavy carts **and rolling**.
- Heated.
 - Doesn't need to be in-floor.
- Need to vent to avoid humidity issues.
- Clerestory windows.
- Angled parking.
- Wash bay.
 - Not concerned with overspray.
 - Part of Garage Area.
 - Should have more pitch and drainage.



IV. DELIVERY

GARAGE (Continued)

- Ideally, would be a separate space.
 - Enclosed, automatic, undercarriage.
- Portable pressure washer.
- Not sure how expansion would occur.
 - Possibly some additional stalls.
- Drive-thru should eliminate congestion.
- Large trucks go from dock to garage.
- Bicycle rack – ideally indoors.
 - Municipality may require.

Garage

SF

BREAKROOM

- Drivers want area to relax/kick back.
- Think location will be important.
 - Don't want it to be too far.
 - Want to keep control.
 - Not wandering through office.
- (3) or (4) using at one time.
- Half of the employees use this space.
- Not sure if there should be a separate Break/Lounge Area in Delivery.

Breakroom

SF

MAKER STORAGE

- Access from Administration and Delivery.
- Transition area.
- Holding area for kits.
- Pervious pavement may be an option in parking area.

Maker Storage

SF

Subtotal

SF

20% Circulation

SF

TOTAL DELIVERY AREA

SF



V. TECHNOLOGY

COORDINATOR – VICKI

- Private space – evaluations.
- Sound/sight privacy.
- Could be done in Huddle Room.
- Similar to other Coordinators.
- P-table.

Coordinator – Vicki

SF

WILL

- Desk.
- Filing cabinet/bookshelf.
- 6' to 8' work surface along wall.
- Guest chair.
- A window is not required.
 - No window to corridor.
- Could access Prep Room from hallway.

Will

SF

ANDREW

- (2) Network jacks on left wall.
- Bookcase.
- Site across desk from guests (2).
- Window.
- Existing L-shaped desk (7' x 6').

Andrew

SF

CRAIG

- Table for desk (movable).
- Visit with vendors.
- Window.
- Could be Huddle Room as well.

Craig

SF



V. TECHNOLOGY

EMILY

- An office like Will's.
 - Doesn't want back to door.
 - Near Prep Room for computers.
 - Direct access to Prep Room.
-

Emily

SF

NICK

- No window to exterior.
 - Door in window is okay.
 - Doesn't want back to door.
 - Guest chairs.
 - L-Shaped work surface.
 - Sound isolation.
-

Nick

SF

DAN

- L-Shaped work surface.
 - A window if possible.
 - Guest chairs.
 - Individual temperature control.
 - Sound isolation.
 - Multiple network jacks.
 - Maybe a sidelite.
 - Current office is used for collaboration.
-

Dan

SF

KERRI

- Guest chairs.
 - Look at monitor with co-workers.
 - Could be in Huddle Room.
 - Window.
 - L-Shaped work surface.
 - Doesn't want back to door.
-

Kerri

SF

V. TECHNOLOGY

BRIAN

- Window in his door.
- Okay to have desk against wall.
- Exterior window is okay.
- (2) 4-Drawer file cabinets.
- L-Shaped work surface.
- Shared monitor viewing.

Brian

SF

HUDDLE ROOM

- Monitor/Smart Board.
 - (2) Screens in the same room, side-by-side.
- (4) to (6) people.
- Adaptable furniture.
- Whiteboard.
- Visibility into room.
- No windows to exterior.
- Near Tech Group.
- Network jacks, maybe in the floor.

Huddle Room

SF

PREP ROOM

- Storage of boxed computers.
 - Shelving.
 - (20) Units (PLS).
 - (10) Units (Network).
 - 2' x 2' x 2'.
- Network ports and power (10 – 12).
- 10' to 12' workbench (stool height).
- 6' Network bench.
 - (6) Ports and power.
- (2) Workstations, desk height.
 - Close to Prep Area workbench.
 - Desktop PC.
- Access from hallway and Emily.
- Small item storage, 8' to 10'.
- Possibly a sidelite to hallway.
- 36" Door is adequate.
- Whiteboard.
- Need to have storage in Warehouse for incoming – picked up by Tech.
- Closer to Warehouse.

Prep Room

SF



V. TECHNOLOGY

STORAGE ROOM

- Long-term tech storage.
- Secured – accessed by all Tech Staff.
- 40' Lin. ft. of 2' shelving.
- Close to Prep Room.
- Location is not important.

Storage Room

SF

DATA CENTER

- Not sure if facility will house servers.
- Conditioned power.
 - Surge protection.
- Generator backup for room.
- Possibly computer floor.
- Not water/not halon fire protection.
- No windows.
- Adequate heat & cool.
- (5) Existing racks.
- More consolidated than today.
- Possibly (8) racks.
- (3) Workstations, each 4'.
- Storage shelving.
- **Ta** tech.
 - PC monitor.
 - Not on rack – desktop.
- Whiteboard.
- More central office area.
- 36" Door should be adequate.
 - Large deliveries to Warehouse.
 - Broken down at that location.

Data Center

SF

ELECTRICAL

- Servers.
 - Units with (2) power supplies.
 - On separate circuits.
- Need to assure adequate power.

Electrical

SF



V. TECHNOLOGY

RESTROOMS

- Slightly larger restrooms.
- Avoid views into fixtures.

Restrooms	SF
-----------	----

BREAKROOM

- TV on wall.

Breakroom	SF
-----------	----

WORKROOM

- Secure mail boxes.
 - Covered, maybe not locked.
- Possibly don't deliver computer equipment to this room.

Workroom	SF
----------	----

COLLABORATIVE AREA

- Can be more open.
- Less defined.
- Like a hotel lobby.

Collaborative Area	SF
--------------------	----

Subtotal	SF
----------	----

20% Circulation	SF
-----------------	----

TOTAL TECHNOLOGY AREA	SF
-----------------------	----



VI. CONSULTING

MARK – COORDINATOR

- Doesn't think he would use small table.
- Doesn't need files.
- Cabinet of electronic items.
 - Move to a separate room.
- U-Shaped desk.
- Maybe P-table.
- Guest chairs.
- An exterior window if possible.
- Sidelite.
- Outlets at desk height.
- Close to other Consultants if possible.
- Most work done within team (department).
- Maybe closer to entry – meet with public.

Mark – Coordinator

SF

MARK

- L-Shaped desk.
- File cabinet.
- (2) Guest chairs.
- A window if possible.
- Most work done on computer.
- Corkboard.

Mark

SF

DEB

- L-Shaped desk.
- Drafting table.
- Laminators (only one using).
- Flat files.
- Shelving.
- Close to Workroom.
- Ventilated hood for spray glue.
 - Not sure if in office or elsewhere.
- Need natural light for color selection.
- Meet with vendors – guest chairs.
- Would need more space if equipment is not moved.
- Counter area.

Deb

SF

VI. CONSULTING

SHAWN

- Lots of bookshelves – quantify.
- Exterior window.
- In-person meetings.
- Near team.
- Maybe move to Professional Collection Area.
- Hands-on prep.
- (2) Guest chairs.
- More horizontal surface.
- Storage of bins.
 - Could be in Storage Room.
- Maybe U-shaped with P-table.
- Receive deliveries often.

Shawn

SF

DIGITIZATION ROOM

- Book scanner (INDIS) – 43" x 32" x 65" tall.
 - Utilized by outside library staff.
- Scanning equipment – some on wheels.
- Separate from Maker Kits.
- Separate from office.
- No window.
- Desk/table with computer.
- 12' x 12' would work.
- Can be disruptive.
- Close to Entry.

Digitization Room

SF

TAMARA

- File cabinet.
- Dual monitors.
- L-Shaped desk.
- Guest chairs.
- A window if possible.
- Doesn't want to be near Bathroom.
- Close to Consultant Group.

Tamara

SF



VI. CONSULTING

ROSE

- Would like a window.
- Meets with people.
- L-Shaped desk.
- (2) Guest chairs.
- Need to swivel monitor – share view with guests.
- Shelving.
- Will use Huddle Room.
- Whiteboard.
- Blinds on door window.

Rose

SF

JEAN

- Storage needs – bins.
 - Could be in Storage Room.
 - Should be convenient to Consulting.
- Charging station for iPads/Kindles.
- (2) Monitors.
- (2) Guest chairs.
- L-Shaped desk.
- Works on Webinars.
- Window.
- Shelves.
- Calendar on wall.
- Whiteboard.

Jean

SF

STUDIO

- Maybe a lab space.
- Work on virtual training.
- Studio like.
- Sound isolation.
- No window.

Studio

SF



VI. CONSULTING

JODY

- Similar to others.
- Whiteboard (4' x 4').
- (2) Guest chairs.
- Not a lot of files.
- Bookshelf.
- Window.

Jody

SF

STORAGE

- Close to Department.
- 10' x 14' is probably large enough.
- May make sense to be closer to garage.
 - Allow easy loading/unloading.
- Would need the ability to restock.

Storage

SF

HUDDLE ROOM

- Need adequate power available.
- Table with chairs.
- Wall monitor.
- Collaborative.
- (6)+ People.
- HDMI outlets in floor/table.
- Whiteboard.
- Could be interior.
- Glass wall could make it feel on display.

Huddle Room

SF

WORKROOM

- Don't think existing space is large enough.
 - Need more work surface.
- Existing table is too low.
 - Needs to be countertop height with stools.
- (2) Shelving units for paper storage.
 - Next to copier.
 - (30) Cases of paper.
- Paper cutters, 3-hole punch, staplers.
- Stepstool to reach high shelves.

Workroom

SF



VI. CONSULTING

BREAKROOM

- Multiple microwaves.
- More refrigerator space.
- Dishwasher.
- Like the idea of refrigerators scattered around the office.
- Stove/oven.
 - Not sure it is needed.

Breakroom

SF

MEETING ROOM

- Ability to host Workshops.
 - Classroom setup for (50) to (60) – average (30) to (40).
- Wider room.
- Movable tables.
- Projection screens.
 - Technology will need to be in all (3) rooms.
- Don't think sinks are required in each room.
- Countertop in each room would be good.
- Coat rack nearby.
- Better acoustic dividers.
 - Need to be easy to operate.
- Would like new tables and chairs that are easy to setup and move to Storage.
- Flexibility of space.
- Restrooms nearby.
- Audio equipment.

Meeting Room

SF

RESTROOMS

- (3) Stalls in each restroom today.
 - Would need more.
 - Gender Neutral Restroom.
- Maybe a shower in Gender Neutral Restroom.

Restrooms

SF

Subtotal

SF

20% Circulation

SF

TOTAL CONSULTING AREA

SF



SUMMARY OF SQUARE FOOTAGE REQUIREMENTS



ABBREVIATED DESIGN/BUILD CHECKLIST

ABBREVIATED DESIGN/BUILD CHECKLIST

DIVISION 1 - GENERAL REQUIREMENTS

- Summary of Work
- Allowances
- Measurement & Payment
- Alternates/Alternatives
- Coordination
- Field Engineering
- Regulatory Requirements
- Abbreviations & Symbols
- Identification Systems
- Reference Standards
- Special Project Procedures
- Project Meetings
- Submittals
- Quality Control
- Construction Facilities/Temporary Controls
- Material & Equipment
- Starting of Systems/Commissioning
- Contract Closeout
- Maintenance

DIVISION 2 - SITEWORK

- Subsurface Investigation
- Demolition
- Site Preparation
- Dewatering
- Shoring & Underpinning
- Excavation Support Systems
- Cofferdams
- Earthwork
- Tunneling
- Piles & Caissons
- Railroad Work
- Marine Work
- Paving & Surfacing
- Piped Utility Materials
- Water Distribution
- Fuel Distribution
- Sewerage & Drainage

DIVISION 2 – SITEWORK (Cont'd)

- Restoration of Underground Pipelines
- Ponds & Reservoirs
- Power & Communications
- Site Improvements
- Landscaping

DIVISION 3 - CONCRETE

- Concrete Form work
- Concrete Reinforcement
- Concrete Accessories
- Cast-In-Place Concrete
- Concrete Curing
- Precast Concrete
- Cementitious Decks
- Grout
- Concrete Restoration & Cleaning
- Mass Concrete

DIVISION 4 - MASONRY

- Mortar
- Masonry Accessories
- Unit Masonry
- Stone
- Masonry Restoration & Cleaning
- Refractories
- Corrosion Resistant Masonry



ABBREVIATED DESIGN/BUILD CHECKLIST

DIVISION 5 - METALS

- Metal Materials
- Metal Finishes
- Metal Fastening
- Structural Metal Framing
- Metal Joists
- Metal Decking
- Cold-Formed Metal Framing
- Metal Fabrications
- Sheet Metal Fabrications
- Ornamental Metal
- Expansion Control
- Hydraulic Structures

DIVISION 6 - WOOD AND PLASTICS

- Fasteners & Adhesives
- Rough Carpentry
- Heavy Timber Construction
- Wood-Metal Systems
- Prefabricated Structural Wood
- Finish Carpentry
- Wood Treatment
- Architectural Woodwork
- Prefabricated Structural Plastics
- Plastic Fabrications

DIVISION 7 - THERMAL & MOISTURE PROTECTION

- Waterproofing
- Damp-proofing
- Vapor & Air Retarders
- Insulation
- Fireproofing
- Shingles & Roofing Tiles
- Preformed Roofing & Cladding/Siding
- Membrane Roofing
- Traffic Topping
- Flashing & Sheet Metal
- Roof Specialties & Accessories
- Skylights
- Joint Sealers

DIVISION 8 - DOORS/WINDOWS

- Metal Doors & Frames
- Wood & Plastic Doors
- Door Opening Assemblies
- Special Doors
- Entrances & Storefronts
- Metal Windows
- Wood & Plastic Windows
- Special Windows
- Hardware
- Glazing
- Glazed Curtain Walls

DIVISION 9 - FINISHES

- Metal Support Systems
- Lath & Plaster
- Aggregate Coatings
- Gypsum Board
- Tile
- Terrazzo
- Acoustical Treatment
- Special Surfaces
- Wood Flooring
- Stone Flooring
- Unit Masonry Flooring
- Resilient Flooring
- Carpet
- Special Flooring
- Floor Treatment
- Special Coatings
- Painting
- Wall Coverings



ABBREVIATED DESIGN/BUILD CHECKLIST

DIVISION 10 - SPECIALTIES

- Chalkboards & Tackboards
- Compartments & Cubicles
- Louvers & Vents
- Grilles & Screens
- Service Wall Systems
- Wall & Corner Guards
- Access Flooring
- Specialty Modules
- Pest Control
- Fireplaces & Stoves
- Prefabricated Exterior Specialties
- Flagpoles
- Identifying Devices
- Pedestrian Control Devices
- Lockers
- Fire Protection Specialties
- Protective Covers
- Postal Specialties
- Partitions
- Operable Partitions
- Storage Shelving
- Exterior Sun Control Devices
- Telephone Specialties
- Toilet & Bath Accessories
- Scales
- Wardrobe & Closet Specialties

DIVISION 11 - EQUIPMENT

- Maintenance Equipment
- Security & Vault Equipment
- Teller & Service Equipment
- Ecclesiastical Equipment
- Library Equipment
- Theater & Stage Equipment
- Instrumental Equipment
- Registration Equipment
- Checkroom Equipment
- Mercantile Equipment

DIVISION 11 - EQUIPMENT (CONT'D)

- Mercantile Equipment
- Commercial Laundry & Dry Cleaning Equipment
- Vending Equipment
- Audio-Visual Equipment
- Service Station Equipment
- Parking Control Equipment
- Loading Dock Equipment
- Solid Waste Handling Equipment
- Detention Equipment
- Water Supply & Treatment Equipment
- Hydraulic Gates & Valves
- Fluid Waste Treatment & Disposal Equipment
- Food Service Equipment
- Residential Equipment
- Unit Kitchens
- Darkroom Equipment
- Athletic, Recreational & Therapeutic Equipment
- Industrial & Process Equipment
- Laboratory Equipment
- Planetarium Equipment
- Observatory Equipment
- Medical Equipment
- Mortuary Equipment
- Navigation Equipment

DIVISION 12 - FURNISHINGS

- Fabrics
- Artwork
- Manufactured Casework
- Window Treatment
- Furniture & Accessories
- Rugs & Mats
- Multiple Seating
- Interior Plants & Planters

ABBREVIATED DESIGN/BUILD CHECKLIST

DIVISION 13 – SPECIAL CONSTRUCTION

- Air Supported Structures
- Integrated Assemblies
- Special Purpose Rooms
- Sound, Vibration & Seismic Control
- Radiation Protection
- Nuclear Reactors
- Pre-Engineered Structures
- Pools
- Ice Rinks
- Kennels & Animal Shelters
- Site Constructed Incinerators
- Liquid & Gas Storage Tanks
- Filter Underdrains & Media
- Digestion Tank Covers & Appurtenances
- Oxgenation Systems
- Sludge Conditioning Systems
- Utility Control Systems
- Industrial & Process Control Systems
- Recording Instrumentation
- Transportation Control Instrumentation
- Solar Energy Systems
- Wind Energy Systems
- Building Automation Systems
- Fire Suppression & Supervisory Systems

DIVISION 14 - CONVEYING SYSTEMS

- Dumbwaiters
- Elevators
- Moving Stairs & Walks
- Lifts
- Material Handling Systems
- Hoists & Cranes
- Turntables
- Scaffolding
- Transportation Systems

DIVISION 15 - MECHANICAL

- Basic Mechanical Materials & Methods
- Mechanical Insulation
- Fire Protection
- Plumbing
- Heating, Ventilating & Air Conditioning (HVAC)
- Heat Generation
- Refrigeration
- Heat Transfer
- Air Handling
- Air Distribution
- Controls
- Testing, Adjusting & Balancing

DIVISION 16 - ELECTRICAL

- Basic Electrical Materials & Methods
- Power Generation
- High Voltage Distribution (Above 600 Volt)
- Service & Distribution (600 Volt & Below)
- Lighting
- Special Systems
- Communications
- Electric Resistance Heating
- Controls
- Testing