PROGRAM OF REQUIREMENTS
FOR CAPITAL IMPROVEMENTS PROJECTS
October 10, 2013

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A. NAME OF PROJECT

Woods Commons Building
WSU Project Number: WSU-130008

B. SCOPE OF PROJECT

The scope of this project is to design and construct the Woods Commons Building for Wright State University. The Woods Commons is to serve the University Community by providing programmable space for student programs and activities, a kitchen and servery for a new food service venue and office space for the Residence Life and Housing Office (RL&H). There will be approximately 12,000 gross square feet (GSF) in this new facility.

The new construction will include:

- Site clearance and earthwork
- Site utility re-routing
- Landscaping, paving and site finishes
- Building foundations and structural framework
- Exterior building envelope: walls, roof, windows, & doors
- Partition walls and doors
- Floor, wall & ceiling finishes
- Direct digital controls
- Building management system
- Fire suppression and fire alarm systems
• Plumbing systems and restroom facilities
• Air handler(s), return air fan(s)
• Electrical power and lighting
• Data/telecommunications system
• Kitchen and servery equipment

C. EXECUTIVE SUMMARY

Wright State University leadership recognizes the importance of campus life that supports the academic and developmental needs of students while creating a lively and cohesive community to engage and retain students. This Program of Requirements (POR) is intended to serve as a design guideline for a facility that will embrace the need for additional community space for students, an additional food service venue to complement the existing offerings and new office locations for Residence Life and Housing.

WSU has committed funds for this project to create a campus environment with facilities that provide a sense of community and comfort. A major goal of the campus master plan is to provide a setting that contributes to the accomplishments of the University’s mission and enhances the quality of life for students, faculty, staff, and visitors.

D. PROJECT BUDGET

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Funding</td>
<td>$3,900,000</td>
</tr>
<tr>
<td>1. Construction Cost (FLCC) (12,000 SF @ $250.00/SF)</td>
<td>$3,000,000</td>
</tr>
<tr>
<td>2. CaTS Infrastructure</td>
<td>$41,150.00</td>
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<td>3. AV Equipment</td>
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</tr>
<tr>
<td>4. Furniture</td>
<td>$200,000.00</td>
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<tr>
<td>5. A/E Fees (8.0% line 1&amp;2, 6% line 4)</td>
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<tr>
<td>6. Additional Services (10% A/E Fees)</td>
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<tr>
<td>7. Reimbursable Fees (10% A/E Fees)</td>
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<tr>
<td>8. WSU Consultants (1.5% of FLCC)</td>
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<td>9. Kitchen Consultant (By Vendor)</td>
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</tr>
<tr>
<td>10. Construction Contingency (10% FLCC)</td>
<td>$300,000.00</td>
</tr>
</tbody>
</table>

Total Project Budget $3,900,000.00

E. OPERATIONAL COSTS

This section has been omitted. Responsibility for costs in still in negotiation at the University.
F. **PROPOSED SITE LOCATION**

The site is located to the west of new Campus Ministry Building to the north of University Boulevard. This location allows this building to serve the student community by being located adjacent to the Woods Housing Community and on the current path of travel from the existing University housing to the academic core. The exterior envelope of the New Woods Commons facility should be sensitive and in context to the adjacent Campus Ministry building with proportions and materiality. Pedestrian access including walkways and crosswalks will need to be studied along with vehicular access for food service deliveries. Maintaining an accessible route from the Woods Community to University Boulevard will enhance the flow of student traffic through the site. New site hardscape and landscape will need to compliment the site location and the building’s multipurpose use.

G. **GENERAL CHARACTERISTICS OF THE PROJECT**

The POR provides the basis for the new construction of the Woods Commons Building to support the mission of the University and programs. WSU has a national reputation and commitment to barrier free design practices for this and every campus facility.

1. **Types and Qualities of Space to Be Provided**
   a. The general quality of spaces should integrate functionality and flexibility which will be consistent with best in class design for this building typology.
   
   b. **Quality of Space**
   The new spaces need to include an abundance of natural day lighting with informal lounge space, areas to encourage impromptu gathering, small group discussions, large and small group meetings, serve summer conference groups, catered events and create a student meeting destination for campus.
   
   c. **Outdoor Programming Space**
   The outdoor programming area should be adjacent to multipurpose activity area and would preferably have an exterior access area to the food service. This space should provide a sense of continuity between the interior and exterior and provide adequate lighting for a safe environment to allow gathering and programming in the evening. Site furnishings should include but not be limited to chairs, tables with umbrellas and a firepit. The site should seat 30-50 for casual gatherings and small student functions. The design of this area will provide an opportunity to safely direct pedestrian traffic in conjunction with the adjacent bridge, sidewalk, and crosswalk. The outdoor programming space should have wireless technology, ample electrical outlets and power to support sound amplification and hose bibs.
d. **Hospitality**

The Woods Commons Building includes a new food service venue on campus for students, visitors, faculty and staff. WSU in conjunction with our Hospitality Services partner, Chartwells, will team with the Chartwell’s kitchen consultant and the design team to create a venue to support the needs as defined by the University.

The operation will be designed to support receiving, storage, preparation and service of fresh, made to order food and self serve beverages, sold “ala carte” through walk-up counter service to a majority campus residence population. It is also expected the facility will provide catering food and beverage support for programming scheduled in the building. Base operation design id primarily carryout format with a small number of dedicated seats for dine-in. Food and beverage will be served using disposable/recyclable products.

The venue will provide services from 7:30am through 1:00am, Monday through Friday, and 11:00am to 1:00am on Saturday and Sunday. The majority of customer participation has been projected during traditional dinner period and late night, Monday through Thursday. There is a potential for larger participation by general campus population during traditional lunch period, Monday through Friday.

Facility will be designed to incorporate the installation of kitchen equipment with specific ventilation needs including flat grill, fryers, and ovens, which will provide maximum flexibility in menu format selection. Retail menu formats to be considered include traditional sports grill foods, pizza/pasta, fresh mex grill or premium sandwiches/paninis. Menu concept could be nationally branded or a Wright State custom brand. A custom brand is recommended for maximum flexibility and variety.

Facility will require product delivery access and trash/grease disposal services. There are no dedicated employee or public restrooms included in the kitchen or server area.

e. **Technology**

Technology will be incorporated in gathering areas and all informal lounges throughout the building with a focus on wireless networking and an excessive use of handheld devices by the students. The offices will have access to hardwired services at each work area and additional electrical outlets will be available for charging personal electronic devices in all student focused spaces. The use of technology and A/V with multiple lighting scenarios for larger events planned in the flexible gathering areas will be required.

f. **Sustainability and Energy Conservation**

Energy conservation will have a significant impact on building system design. Principles of good design, life-cycle cost analysis, and the U.S. Green Building Council’s Leadership in Energy & Environmental Design (LEED) rating system will influence this effort, where possible.
At Wright State University’s core is a set of values that drives our priorities and decision-making. Among these core values is the concept of Sustainability that the 2008 Wright State University Strategic Plan defines in part as “the necessity of preserving our planet [which] compels us to weigh the impact of our decisions, both short term and long term”. Sustainable design practices and energy efficient design has long been a part of the development of WSU’s buildings for many years. The design intention for this project will be to incorporate sustainable features into the design to ensure the efficient ongoing operation of the facility, although Formal LEED® certification is not anticipated at this time.

Architectural materials offer important opportunities for creating a healthy working environment, through the use of low VOC paints and carpet with little off-gasing, and environmental stewardship, through use of products made with renewable materials and high recycled material content, for example steel and wood casework, and many of these considerations will contribute to the design of a sustainable facility.

Triple-bottom line measures for sustainability integrate design strategies for the programs and for the building. These are the foundation of long term environmental, financial and social performance. Systems and equipment will be selected to enhance student safety, productivity, efficiency and to reduce energy and water consumption where possible. Systems, components and material choices will reflect WSU’s sense of environmental stewardship and real community, from planning through construction and occupancy.

g. Building Equipment Information
The room description forms indicate the need for all furnishings requested for each room. The project budget does not cover all furnishings and equipment such as faculty and staff office furniture. All furnishings and equipment will be supplied by the following priority
i. Student areas
ii. Common Building Areas
iii. Open office areas (Clerical)
iv. Offices (NOT in original budget)

2. General Description of the Project
i. Voice Communications Systems
The university currently uses a NEC 2400 digital private branch exchange for voice communication needs. The system serves in excess of 4,600 telephones and is a direct inbound and outbound dial system. The system also provides analog and digital interfaces to local and long-distance networks. It is a dynamic programmable switch that can respond to changing needs on campus.
ii. Data Communications
A university-wide network exists and this building is connected to the network. The network will continue to grow both in size and capabilities as future needs are addressed. The project will include the extension of the network, both wired and wireless throughout the building. These locations will include specialized meeting areas. Wherever technology is employed, it will be:

- easily expandable while minimizing the impact on existing uses
- compatible with existing computer resources, as well as with potential future computer technologies
- affordable (non-proprietary)
- capable of integrating current and emerging networking technologies such as baseband Ethernet (Institute of Electronics and Electrical Engineers, IEEE, 802.3), twisted-pair Ethernet (IEEE 10 Base T), fiber-optic applications (fiber-distributed data interface, FDDI), digital information networks (integrated services digital network, ISDN), and various communications protocols (transaction control processor/internet processor, TCP/IP)
- fault-tolerant
- commercially available (hardware and software)
- capable of offering electrical, topographical, and bandwidth isolation
- connectable to various hardware and software that allow students and staff with disabilities to have access

To ensure that proper connections can be made, a room of one hundred square feet should be available for communication equipment. This will be a dedicated telecommunication room to house only telecommunications/networking facilities. All electrical panels, busbars, and so on must be housed elsewhere. This room must be adequately ventilated by a stand-alone HVAC unit to reduce heat build-up.

iii. Video (TV) Communications
Primary public spaces are to be equipped with appropriate infrastructure for the installation of audio visual display monitors and television distribution.

b. Access for People with Disabilities
Today, more than forty-three million Americans have some type of impairment, either physical or mental. For many of these individuals, every day activities such as working, using public transportation, and having access to educational opportunities is hampered or even denied by physical and programmatic barriers. WSU has a national reputation for serving the
disabled and the expectation is that this facility will be designed for disabled WSU students, faculty and staff in the design of this facility. The final design for this project must recognize the requirements of the ADA and the special needs of students, faculty, staff, and visitors of the university who have a disability. This may impose additional requirements above and beyond the Americans with Disabilities Act Architectural Guidelines (ADAAG).

c. Building Systems
The University intends for this construction project to incorporate updated building systems to support the first class instructional efforts that will be taking place in it. The goal will not be a LEED®, “point grab”, but rather design with thoughtful decision making and the view to the long term in terms of operating efficiency, maintenance of systems, life cycle costs and functional support of the academic programs within. Where new systems are provided, the design intent will be to exceed ASHRAE 90.1 guidelines by 20% per Ohio House Bill 251. We will design systems with regard to water conservation principles, innovative lighting control and right sizing of equipment.

I. Building Management System (BMS)
New construction will be set up to receive monitoring from a future Building Management System.

II. Structural System
The proposed work must be compatible, structurally and aesthetically. Spread footings are expected to be adequate for the foundations, and will be confirmed by site-specific geotechnical analysis. Ground water if found in the vicinity has been readily managed will require a permanent under-slab drainage system. Foundations will bear on silty clay soil with an allowable bearing capacity of 5,000 PSF. The slabs on grade are expected to be non-structural, bearing directly on the subgrade.

III. HVAC
New equipment will be designed to be compliant with House Bill 251 requirements, as well as to exceed ASHRAE 90.1 standards by 20%. Careful coordination will be required with any hoods or exhaust equipment required for the kitchen and servery equipment.

IV. Electrical
Power will be provided from the campus 12,500 volt primary distribution system, already supplied to the existing building. Electrical engineer to adhere to WSU Electrical Basis of Design Standards and Guidelines, which can be downloaded from WSU’s web site. Power locations and distribution for the kitchen and servery equipment will need to be carefully coordinated.
V. Fire Alarm
The fire alarm system will be provided throughout the facility. Occupancy sensors will be utilized in new/renovated offices and restrooms for lighting control per ASHRAE 90.1, and the applicable Ohio codes.

VI. Plumbing, Fire Protection and Specialized House Systems are existing. Combination fire protection and domestic cold water piping may be extended from the campus potable water system into any additions to the building. Domestic cold water will be supplied to new restrooms and service sinks. Water saver fixtures will be installed in new restrooms. Low flow faucets will be used on all new service and restroom sinks. Water conservation principals in accordance with LEED and campus sustainability goals will extend to outside the building: e.g. there will be no irrigation at any portion of any additions to the building.

VII. Building Materials

**Offices, Conference Rooms and Corridors:** Floors: Commercial-grade anti-microbial carpet, rubber base. Ceiling: Acoustical ceiling tile and metal suspension system, typically minimum 9’-0” AFF. Doors: As needed for spaces as described above. Egress corridors and stair enclosures: 3’-0” x 7’-0” hollow metal doors, fire-rated, with vision lite. Wider and/or higher and protected as needed for service and equipment, using WSU standard hardware.

**Exterior Envelope** The exterior envelope of the New Woods Commons facility should be sensitive and in context to the adjacent Campus Ministry building proportions and materiality. Exterior envelope will be required to meet Ohio Building Code requirements for energy efficiency. New building envelope will be designed to be compliant with House Bill 251 requirements, as well as to exceed ASHRAE 90.1 standards by 20%.

**Gathering and Hospitality Service Spaces:** as described in the following Room Data Sheets.

H. CONSTRUCTION DELIVERY METHOD

The project will be constructed using the single prime delivery method.
I. PROGRAM INFORMATION
The following Program includes spaces that are deemed to be a priority.

Woods Commons Building

<table>
<thead>
<tr>
<th>Room Name</th>
<th>NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen &amp; Servery</td>
<td>2,000 GSF / 1,300 NASF</td>
</tr>
<tr>
<td>Residence Life &amp; Housing Offices</td>
<td>2,530 GSF / 1,644 NASF*</td>
</tr>
<tr>
<td>Multi-purpose gathering space</td>
<td>7,470 GSF / 4856 NASF*</td>
</tr>
</tbody>
</table>

**TOTAL AREA (NASF)** 12,000 GSF/7,800 NASF

*Due to efficiencies in programming, RLH has reduced their footprint from 4000 GSF/2500 NSF to 2530 GSF/1644 NASF. The additional 956 NASF has been assigned to the Multi-purpose gathering space. If additional SF is needed by RLH it may be returned.

<table>
<thead>
<tr>
<th>Index No.</th>
<th>Room Name</th>
<th>NASF</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.01</td>
<td>Multi-purpose Activity Area</td>
<td>3900</td>
</tr>
<tr>
<td>1.02</td>
<td>Residence Life &amp; Housing Office – Director</td>
<td>180</td>
</tr>
<tr>
<td>1.03</td>
<td>Residence Life &amp; Housing Office – Assoc.Dir. BA</td>
<td>140</td>
</tr>
<tr>
<td>1.04</td>
<td>Residence Life &amp; Housing Office – Assoc.Dir. Facilities</td>
<td>140</td>
</tr>
<tr>
<td>1.05</td>
<td>Residence Life &amp; Housing Office – Assist.Dir. Info Tech</td>
<td>140</td>
</tr>
<tr>
<td>1.06</td>
<td>Residence Life &amp; Housing Office – Accountant</td>
<td>140</td>
</tr>
<tr>
<td>1.07</td>
<td>Residence Life &amp; Housing Office: Workroom</td>
<td>240</td>
</tr>
<tr>
<td>1.08</td>
<td>Residence Life &amp; Housing Office: Open Office Area</td>
<td>664</td>
</tr>
<tr>
<td>1.09</td>
<td>Hospitality Services: Kitchen and Servery</td>
<td>1300</td>
</tr>
</tbody>
</table>

J. SUMMARY OF DESIRED SPACES BY CLASSIFICATION

The space breakdown in this section provides allocations for multi-purpose gathering spaces, offices for Residence Life & Housing and Kitchen and Servery spaces. The space allocations reflect current and future needs for effective space utilization and adjacency requirements. Future growth has been accommodated by providing additional space and updated equipment in the programs which require additional resources.
The functional requirements for assignable space to be covered under the project scope with a 65% efficiency factor for the new space.

Office Facilities (300’s)  
Non-assignable (000’s)  
General Use Facilities (600’s)  
Food Service (630)  
**TOTAL AREA (GSF)**

<table>
<thead>
<tr>
<th>Type</th>
<th>Area</th>
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</thead>
<tbody>
<tr>
<td>Office Facilities (300’s)</td>
<td>1644</td>
</tr>
<tr>
<td>Non-assignable (000’s)</td>
<td>4200</td>
</tr>
<tr>
<td>General Use Facilities (600’s)</td>
<td>4856</td>
</tr>
<tr>
<td>Food Service (630)</td>
<td>1300</td>
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<tr>
<td><strong>TOTAL AREA (GSF)</strong></td>
<td><strong>12,000</strong></td>
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</tbody>
</table>

Non-assignable SF includes building circulation, restrooms, custodial and telecom closets.

**K. SUMMARY OF DESIRED SPACES BY ROOM TYPE (ROOM DESCRIPTIONS)**

The following compilation of individual spaces and their specific requirements has been summarized from interviews completed by Wright State University Facilities Planning Department, with the key staff associated with each department. The following describe the current intended function/use of each space, and in some cases, original program spaces were changed or eliminated, and new ones were added. More detailed room, mechanical, and equipment needs were also noted for some spaces. The information will need to be supplemented with a more detailed inventory of needs during design.

In the following space-by-space listing, the word “standard” is frequently noted, particularly for utilities. The A/E may assume that this term implies the generally accepted WSU building standards for office and non-office areas, such as for type of utility service, levels of finish, and appearance. Other assumptions are made as well. All staff office areas and most office support and assembly areas will be carpeted. Therefore, carpeting is only cited under “special requirements” in areas where this norm does not apply. Other norms include “drop,” acoustical tile ceilings, fluorescent lighting, gypsum wallboard partitions, telephone (and data communications), and other obvious campus standards. The A/E is expected to comply with these norms throughout the cost estimating and design of the project.

Final program information has been determined by Wright State University Facilities Planning based on a prioritized needs analysis compared with available funding. Discussions with key staff and outside consultants resulted in the following Program of Requirements.
SUMMARY OF SPACE INDEX:

<table>
<thead>
<tr>
<th>Index No.</th>
<th>Department: Room Name</th>
<th>Page No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.01</td>
<td>Multi-purpose Activity Area</td>
<td>12</td>
</tr>
<tr>
<td>1.02</td>
<td>Residence Life &amp; Housing Office: Office – Director</td>
<td>13</td>
</tr>
<tr>
<td>1.03</td>
<td>Residence Life &amp; Housing Office – Assoc.Dir. BA</td>
<td>14</td>
</tr>
<tr>
<td>1.04</td>
<td>Residence Life &amp; Housing Office – Assoc.Dir. Facilities</td>
<td>15</td>
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<tr>
<td>1.05</td>
<td>Residence Life &amp; Housing Office – Assist.Dir. Info Tech</td>
<td>16</td>
</tr>
<tr>
<td>1.06</td>
<td>Residence Life &amp; Housing Office: Office – Accountant</td>
<td>17</td>
</tr>
<tr>
<td>1.07</td>
<td>Residence Life &amp; Housing Office: Workroom</td>
<td>18</td>
</tr>
<tr>
<td>1.08</td>
<td>Residence Life &amp; Housing Office: Open Office Area</td>
<td>19</td>
</tr>
<tr>
<td>1.09</td>
<td>Hospitality Services: Kitchen and Servery</td>
<td>21</td>
</tr>
</tbody>
</table>
ROOM DESCRIPTION

Room Classification and Priority:
1.01 Multipurpose Activity Area (MAA)

Department:
Residence Life & Housing Office

Room Quantity, Net Assignable Square Feet: 3900 nasf
1 MAA @ 3900 nasf = 3900 nasf

Number of Student Stations or Occupants:
Theatre style seating for 200 or Banquet style seating for 100-150 (~3,000 s/f)

Activities to Occur:
Morning and afternoon - dining, student gathering, studying, small meetings;
Evening – student programming (comedy show, movie, etc), and all the above

Fixed Equipment Required:
Audio visual to include a P/A system, an HD projector, and a large screen; the preference would be to have installed speakers and inputs with a portable PA system

Moveable Equipment Required:
Furniture for gathering and dining that is flexible so the space can be cleared for programming allowing for additional chairs and a portable small stage

Services (Utility) Required:
Standard service and data/network drop

Special Requirements:
The space should have ample electrical outlets and wireless technology. Lighting scenarios need to be flexible. Specific stage lighting is not required; however, the flexibility to light specific areas within the space and to dim the lights would help accommodate small staged events. The design should incorporate natural lighting and the ability to manage natural light for programs should be considered. The flooring must be durable to support a variety of events and easy to maintain. The space should include varied ceiling heights with allowing for flexibility. Provide locations for a spirit wear kiosk, a copy center, ATM, or other small service centers. The space should have storage (500 s/f minimum), and located adjacent to restrooms, the dining/server and outdoor programming space. The space should be designed for 24/7 access.
ROOM DESCRIPTION

Room Classification and Priority:
1.02 Office, Director

Department:
Residence Life & Housing Office

Room Quantity, Net Assignable Square Feet: 180 nasf
1.02 1 Office @ 180 nasf = 180 nasf

Number of Student Stations or Occupants:
1 FTE

Activities to Occur:
Administrative activities and small group meetings

Fixed Equipment Required:
N/A

Moveable Equipment Required:
Furnishings: Desk w/return and hutch, credenza, work chair, 3 drawer file, table w/ 4 guest chairs

Services (Utility) Required:
Standard service and data/network drop

Special Requirements:
None
ROOM DESCRIPTION

Room Classification and Priority:
1.03 Office, Associate Director Business and Assignments

Department:
Residence Life & Housing Office

Room Quantity, Net Assignable Square Feet: 140 nasf
1.03 1 Office @ 140 nasf = 140 nasf

Number of Student Stations or Occupants:
1 FTE

Activities to Occur:
Administrative activities

Fixed Equipment Required:
N/A

Moveable Equipment Required:
Furnishings: Desk w/ return, work chair, 3 drawer file, 3 shelf bookcase, 1 guest chair

Services (Utility) Required:
Standard service and data/network drop

Special Requirements:
None
ROOM DESCRIPTION

Room Classification and Priority:
1.04 Office, Associate Director, Facilities

Department:
Residence Life & Housing Office

Room Quantity, Net Assignable Square Feet: 140 nasf
1.04 1 Office @ 140 nasf = 140 nasf

Number of Student Stations or Occupants:
1 FTE

Activities to Occur:
Administrative activities

Fixed Equipment Required:
None

Moveable Equipment Required:
Furnishings: Desk w/ return, work chair, 3 drawer file, 3 shelf bookcase, 1 guest chair

Services (Utility) Required:
Standard service and data/network drop

Special Requirements:
None
ROOM DESCRIPTION

Room Classification and Priority:
1.05  Office, Assistant Director, Info Tech

Department:
Residence Life & Housing Office

Room Quantity, Net Assignable Square Feet:  140 nasf
1.05 1 Office @ 140 nasf = 140 nasf

Number of Student Stations or Occupants:
1 FTE

Activities to Occur:
Administrative activities

Fixed Equipment Required:
None

Moveable Equipment Required:
Furnishings: Desk w/ return, work chair, 3 drawer file, 3 shelf bookcase, 1 guest chair

Services (Utility) Required:
Standard service and data/network drop

Special Requirements:
None
ROOM DESCRIPTION

Room Classification and Priority:
1.06 Office, Accountant

Department:
Residence Life & Housing Office

Room Quantity, Net Assignable Square Feet: 140 nasf
1.06 1 Office @ 140 nasf = 140 nasf

Number of Student Stations or Occupants:
1 FTE

Activities to Occur:
Administrative activities

Fixed Equipment Required:
None

Moveable Equipment Required:
Furnishings: Desk w/ return, work chair, 3 drawer file, 3 shelf bookcase, 1 guest chair

Services (Utility) Required:
Standard service and data/network drop

Special Requirements:
None
ROOM DESCRIPTION

Room Classification and Priority:
1.07 Workroom (Shared)

Department:
Residence Life & Housing Office

Room Quantity, Net Assignable Square Feet: 240 nasf
1.07 1 Work Room @ 240 nasf = 240 nasf

Number of Student Stations or Occupants:
N/A

Activities to Occur:
Shared work room with kitchenette, copier/fax/scanner, storage, files, work area, key closet/distribution, key cutting and package storage. Centralized location serves back of house functions for open office area and reception.

Fixed Equipment Required:
None

Moveable Equipment Required.
Key cutting equipment and storage, securable file cabinets or lockable closet.

Services (Utility) Required:
Standard service and data/network drop for copier/fax/scanner, confirm power requirements for keying equipment.

Special Requirements:
N/A
ROOM DESCRIPTION

Room Classification and Priority:
1.08 Open Office Area

Department:
Residence Life & Housing Office

Room Quantity, Net Assignable Square Feet: 644 nasf
1.08 4 FTE cubicles @ 80 nasf = 320 nasf
Reception Area and Waiting = 200 nasf
3 student cubicles @ 48 nasf = 144 nasf

Number of Student Stations or Occupants:
4 FTE and 5 Student Workers

Activities to Occur: Reception and Administrative activities

2 FTE: Reception – Public Facing Function
Receptionist (FTE) – Public facing reception area
Housing Clerk (FTE) – Public facing / 25% package/75% computer

2 FTE: Back of House – Public to be invited
Facilities Administration (FTE) – Needs to be adjacent to Associate Director of Facilities
Apartment Assignment & Billing Clerk (FTE) – Will have constant traffic; locate close to entry from reception area.

5 Students: Bullpen layout adjacent to the workroom area
Reception/Clerical (1)
Facilities/Records, Packages, Keys (2)
IT/Media (2)

Fixed Equipment Required:
None

Moveable Equipment Required:
Open office Cubical system
Services (Utility) Required:
Standard service and data/network drop to serve open office environment,
additional outlets at student bullpen area

Special Requirements:
None
ROOM DESCRIPTION

Room Classification and Priority:
1.09 Kitchen and Servery

Department:
Hospitality Services

Room Quantity, Net Assignable Square Feet: 1300 nasf
1.09
- Prep Kitchen @ 350 nasf
- Cold Storage @ 120 nasf
- Dry Storage @ 80 nasf
- Severy @ 450 nasf
- Seating @ 300 nasf

Number of Student Stations or Occupants:
Food Prep and servery staff, dedicated seating for 30

Activities to Occur:
Preparation and Serving of Food; Exterior access to serve plaza area desired.

Fixed Equipment Required:
None; Scope of project is to deliver “white box”

Moveable Equipment Required:
None; Scope of project is to deliver “white box”

Services (Utility) Required:
Standard service and data/network drop for cash registers
Mop sink

Special Requirements:
Coordinate food kitchen and servery equipment with WSU Hospitality Services Vendor; Coordinate exterior access for food product and general deliveries.