



Facilities Advisory Committee Recommendations for 2014 Spring Requests

Presentation to the Administrative Council
August 5, 2014

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Committee Members



Harun Biswas (Chair)

Jennifer Duke

Joshua Davis

Myisha Garnes

Nick Kilburg

Bridgette McDonald

Mike Mead

Dennis Miller

Michael Ozment

Scott Stegall

Shannon Thomas

Darren Thomas

Priti Bhatia

Svetlana Soroka

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Mission



- § Create a consistent process for the submissions and review of requests for new or modified workspace allocations.
- § Ensure that all requests are reviewed fairly and objectively.
- § Attempt to balance the needs of each department consistent with institutional requirements, priorities, and the Space Utilization report.

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Review and Approval Process



1. Facilities Modification and Space Allocation Form – requiring approvals through Vice-President level.
2. PowerPoint presentations to the committee may be required (available on the Z: drive).
3. Committee deliberations and recommendations to Vice President of Business and Operations.
4. Submittal to President's Cabinet for final approval or changes.

Spring 2014

8 Total Requests Submitted



Department	Request	Requestor
Dental Hygiene	Move Dental Hygiene faculty office to 2 nd floor	Gail Barnes
School of Nursing	Create three individual offices in CE323	Betty Lane
Testing Center	Install glass windows in 120A and classrooms doors in 120B	Sharon Long
Music Education	Improve HVAC for Media Lab 144	Susan Tusing
Center for Community and Justice Studies	Change of scope for previously submitted request	Lisa Holland-Davis

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Spring 2014

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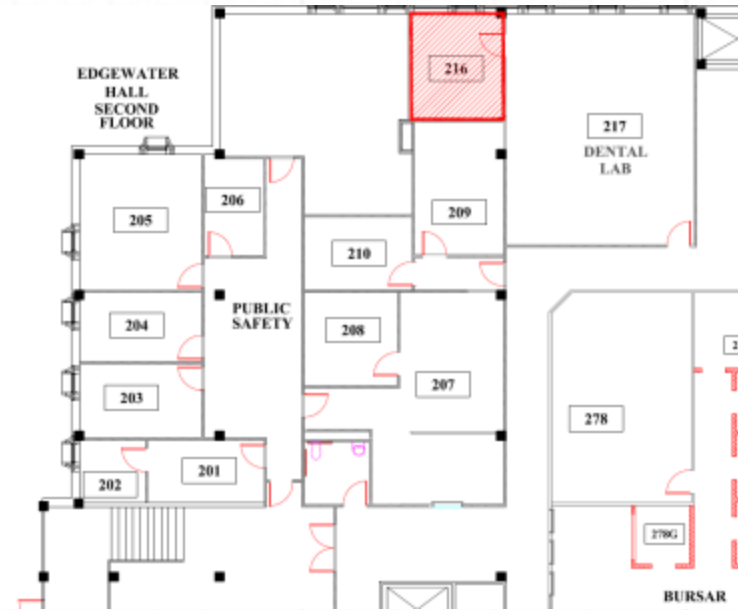
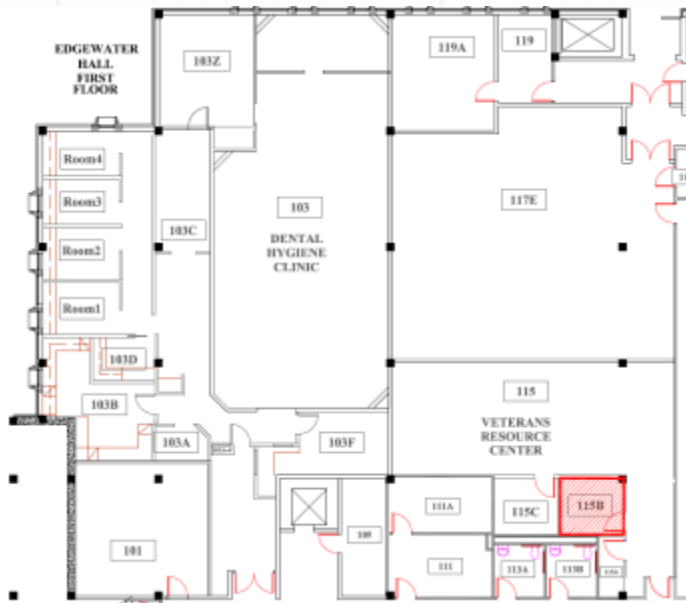
Department	Request	Requestor
Student Affairs/Veterans Affairs	Request for new space - 115B to become part of Veterans Resource Center	Tina Lake
Concerns from Public Safety and Enrollment Management	On joint use of Security Station for Welcome Center	Bobby Hamil/Mark Daddona
School of Nursing	Install a door to separate a room with sink from classroom	Betty Lane
External Relations	Convert file room into an office	Dolores Cox

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Relocate Dental Hygiene faculty office

Dental Hygiene



Requested:

Relocate Dental Faculty office to second floor near relocated lab in Edgewater Hall

Recommended:

Built an office adjacent to the Dental Lab in former UHS space Edgewater Hall 2nd floor

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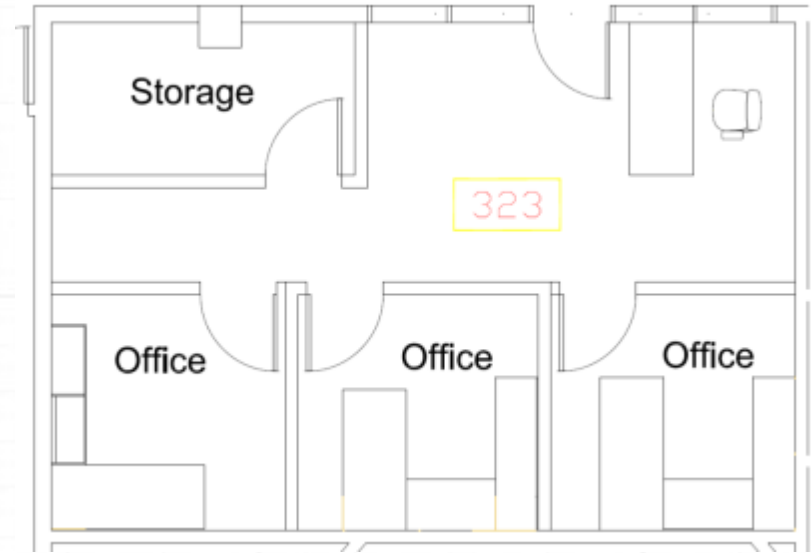
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Create three individual offices in CE323

School of Nursing



Current layout



New layout

Requested:

Due to FERPA concerns with three existing cubicles, build three individual offices in CE323

Recommended:

Built walls for three offices and storage room in existing CE 323 and leave open reception area.

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Install glass windows on testing rooms doors

Testing Center



Requested:

Install glass windows in classroom doors for safety.

Recommended:

Committee recommended installing the glass to prevent accidents for students entering and leaving the room.

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Improve HVAC for Media Lab 144

Music Education



Requested:

Room 144 does not have adequate cooling/ventilation since it was converted from an individual practice room to a 16 seat computer equipped classroom.

Recommended:

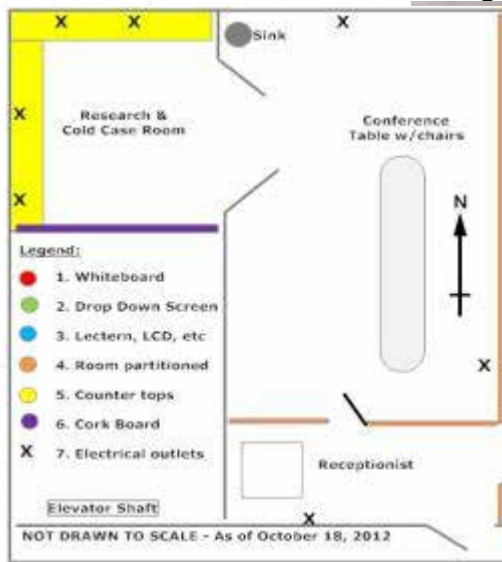
Power Induction Unit will be replaced to increase cooling air flow to 1,000 CFM and ductwork will be upgraded. Cost estimates were received.

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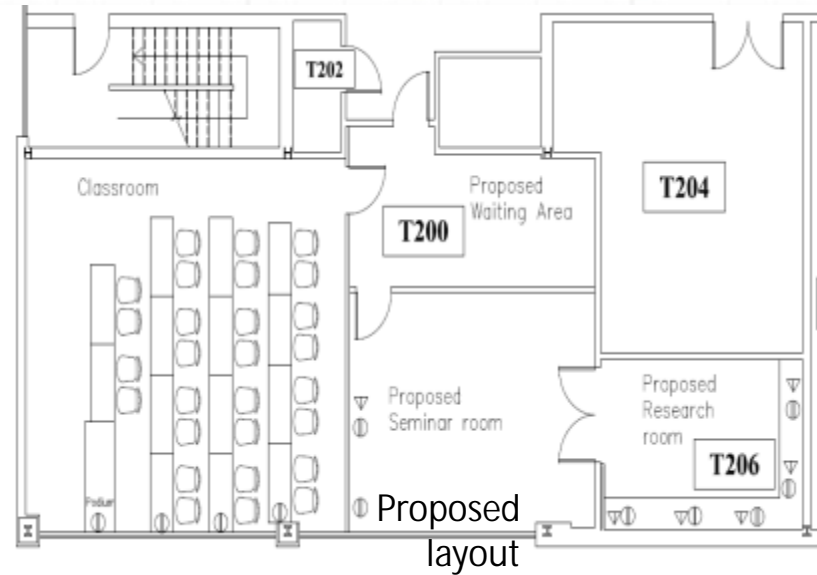
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Change of scope for previously submitted request

Center for Community and Justice Studies



Original request and Completed classroom layout



Recommended:

Requested:

Original request submitted in 2012 for classroom, reception, cold case room, and conference room. Change the cold case room into a research room.

Remain to build:

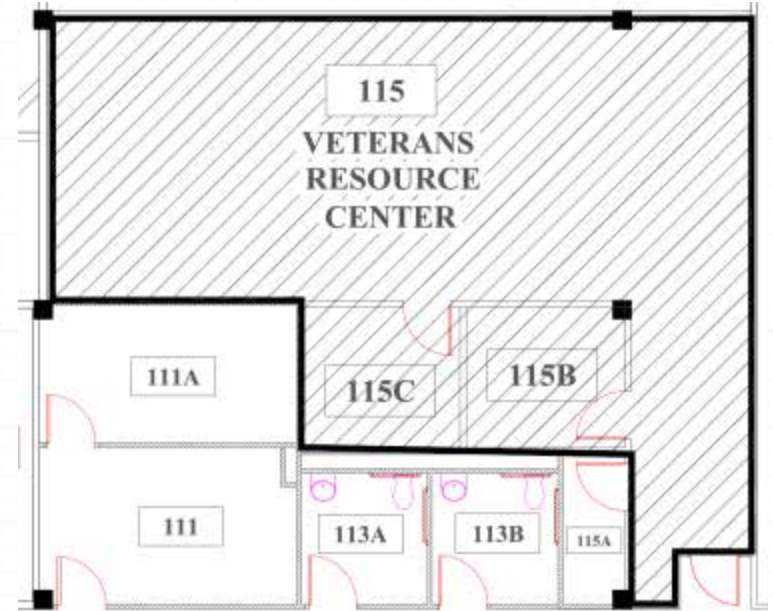
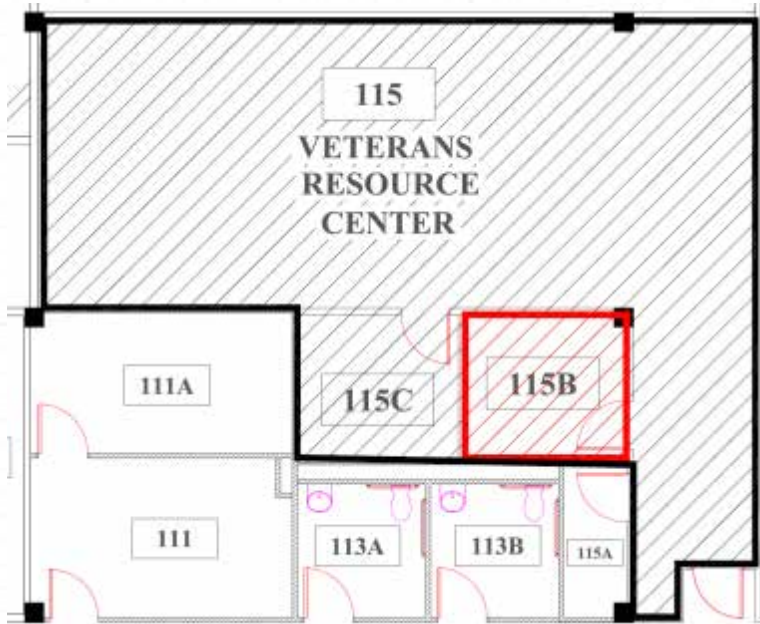
- § Classroom walls
- § Seminar room
- § Research room hard wired for 5 data ports
- § HVAC adjusted
- § Sink removed

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Request for new space

Veterans Affairs



Requested:

Vacated Dental Faculty office 115B in Edgewater Hall to become part of Veterans Resource Center.

Recommended:

Space to be used by Veterans Resource Center as a study room.

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Install door

School of Nursing



Requested:

Install door leading from classroom to emergency exit stairs to separate alcove with a sink from the classroom.

Recommended:

The requested door would not be compliant with Fire Code per Fire Marshall. Facilities Committee does not recommend installing it.

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Convert file room into an office

External Relations



Requested:

Convert file room 227 in Woodlands Hall into an office.

Recommended:

Installed carpet and replaced light fixtures in order to accommodate the request. Department paid for the changes.

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Concerns on the joint use of Security Station by Welcome Center Public Safety/Enrollment Management



Concern :

Enrollment Management and Public Safety expressed concerns about the joint use of Security Station during the day by departments other than Public Safety. Welcome Center has moved to Student Affairs.

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Statistics on Submitted Requests



§ Overall 91 requests submitted between 2010 – 2013

Fall

§ 8 requests submitted Spring 2014

§ 70 requests completed

§ 19 in progress or awaiting funds

§ 2 requests withdrawn by requestors

For more detailed overview of 2010 – 2013 requests please visit

<http://www.clayton.edu/facilities/planningdesign/facilitiescommittee>

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Projects Completed

Dental Hygiene Clinic



Completed in Summer 2014

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Projects in Progress

Arts & Sciences Mechanical System Upgrade and Carpet



Carpet replacement in Arts & Sciences' offices was an individual request. Replacement was recommended to be completed in conjunction with HVAC Upgrade.



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Projects in Progress

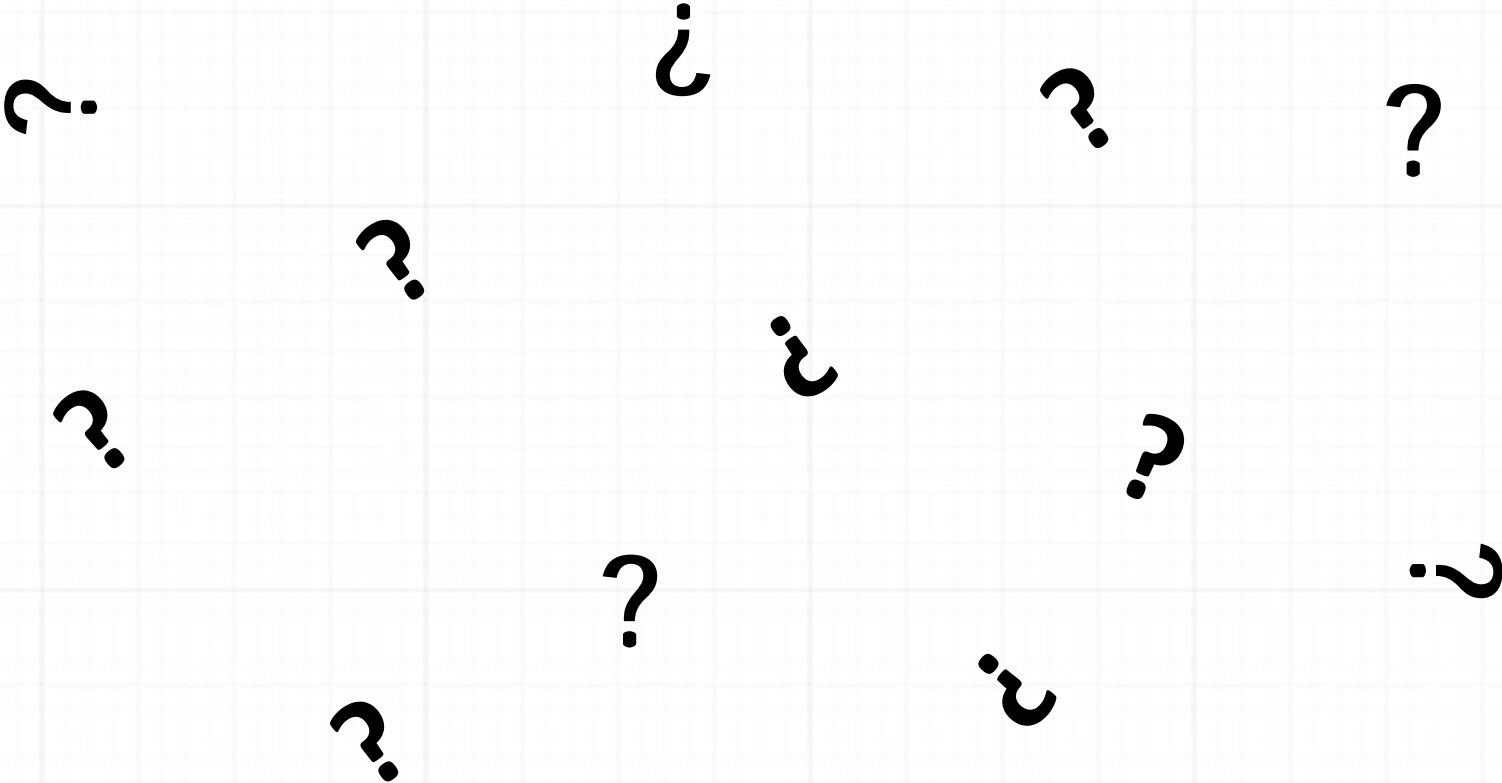
Library Renovation (Phase I and II- complete)



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QUESTIONS



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