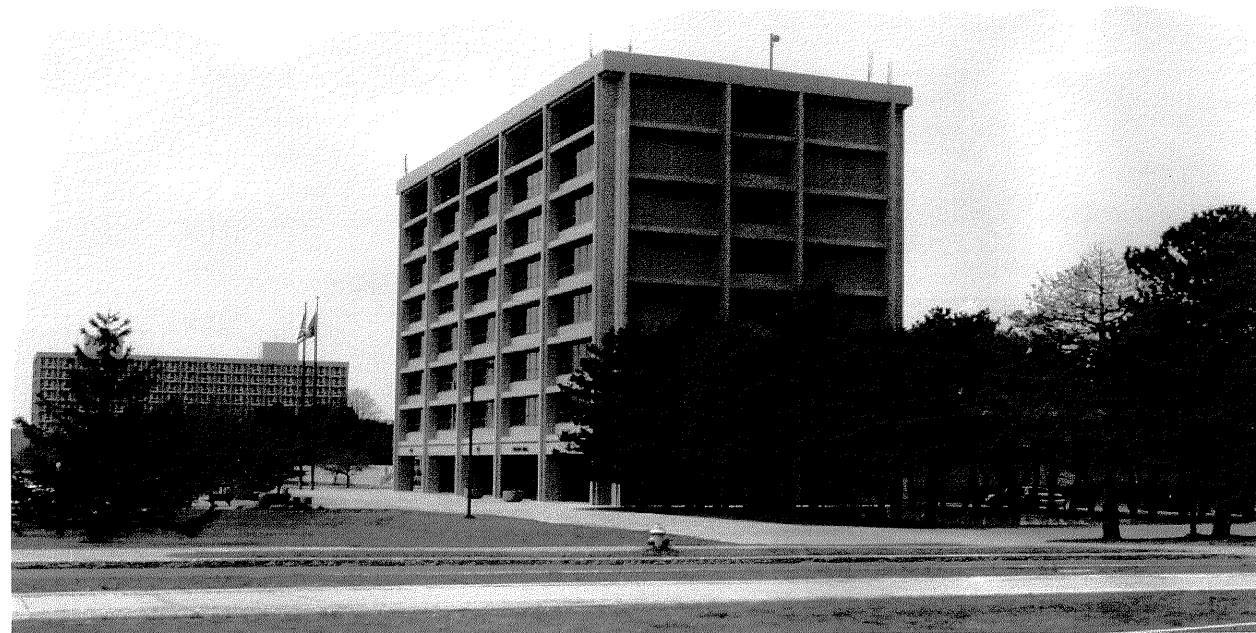


Scanned



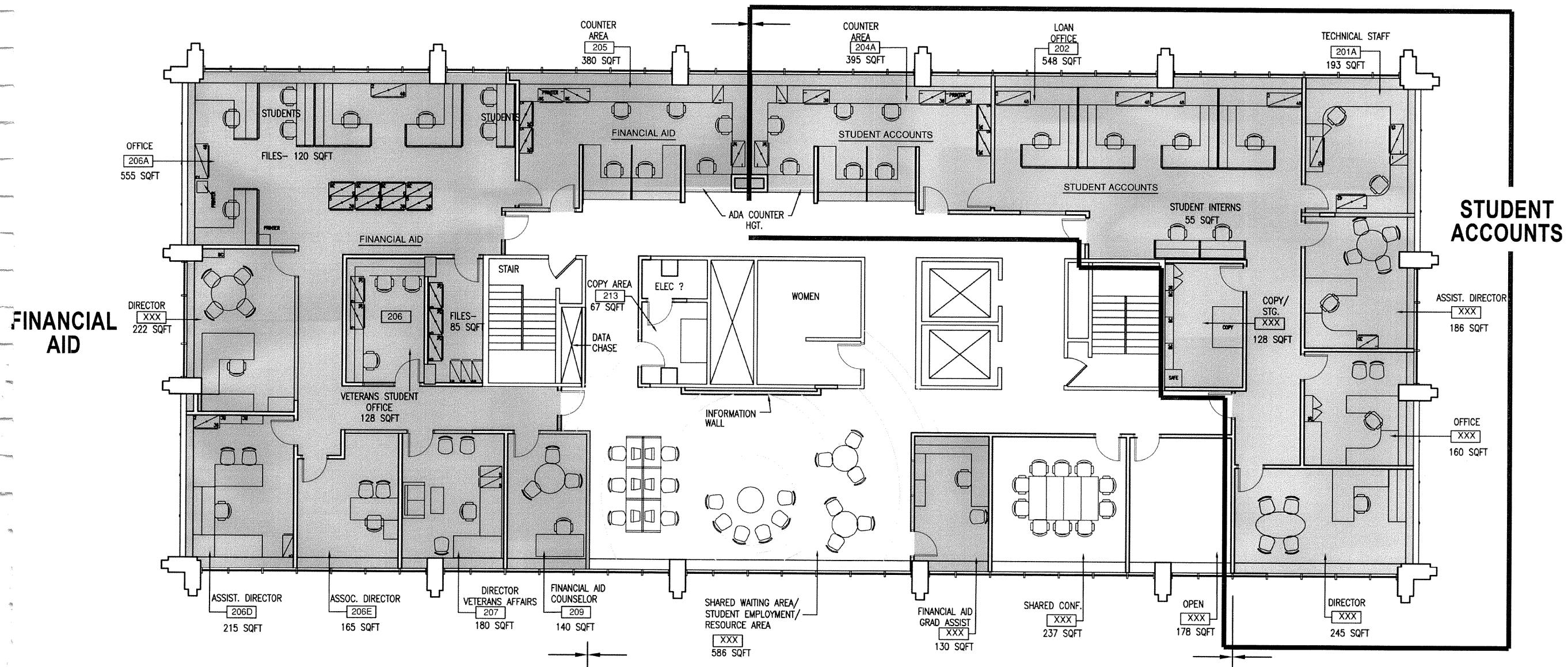
**CULKIN HALL**  
**Departmental Space Utilization Study**  
SUNY Oswego  
March 17, 2010

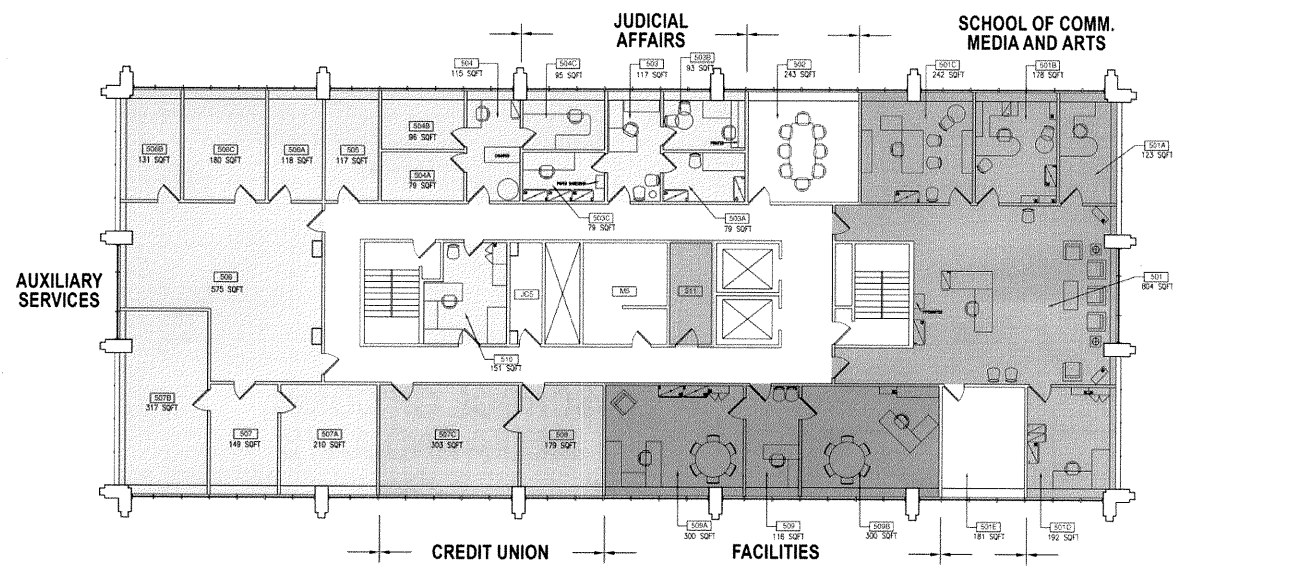


28 East Main St. Suite 200  
Rochester, NY 14614

# 16.6

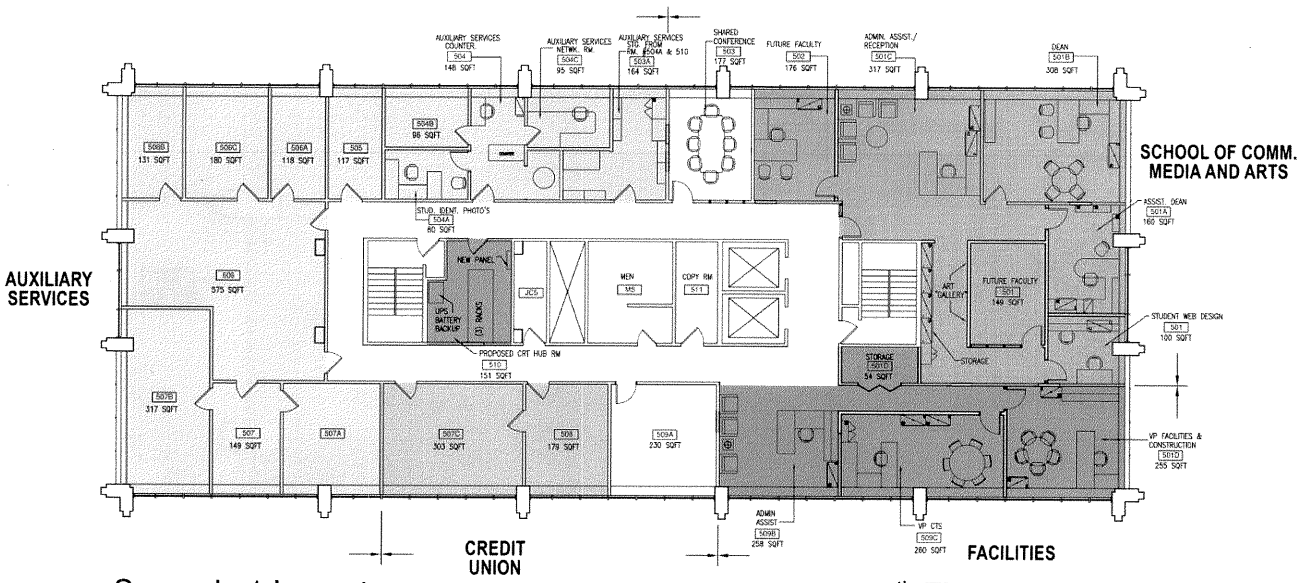
## Student Accounts Scenario 2A,B & C 2<sup>ND</sup> Floor





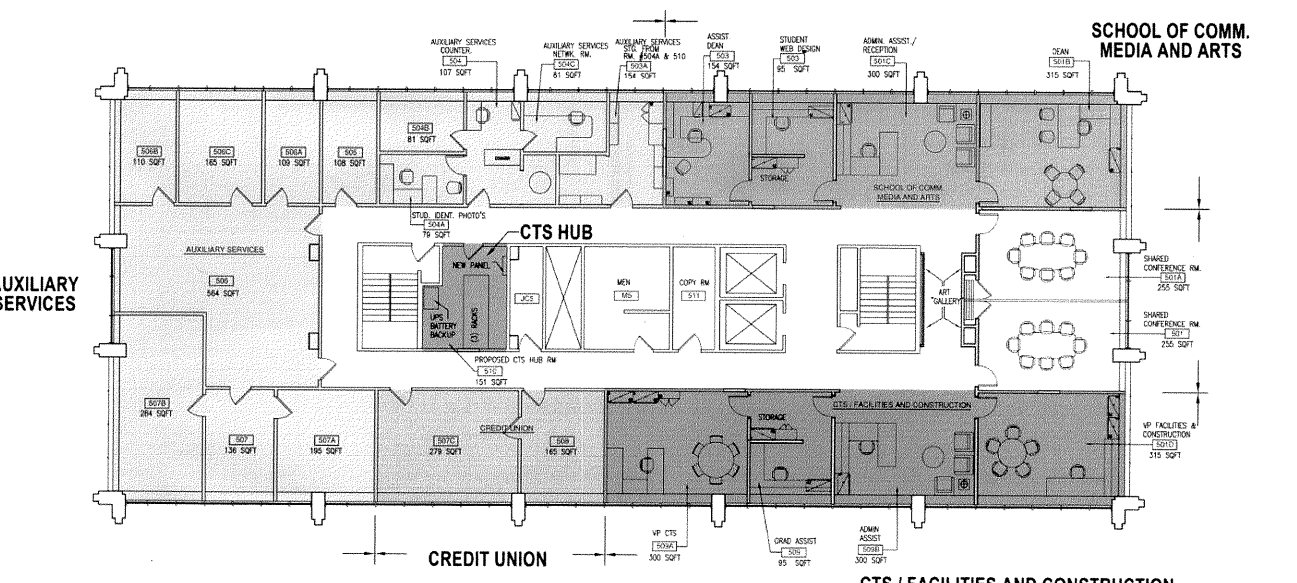
Existing Layout

5th Floor



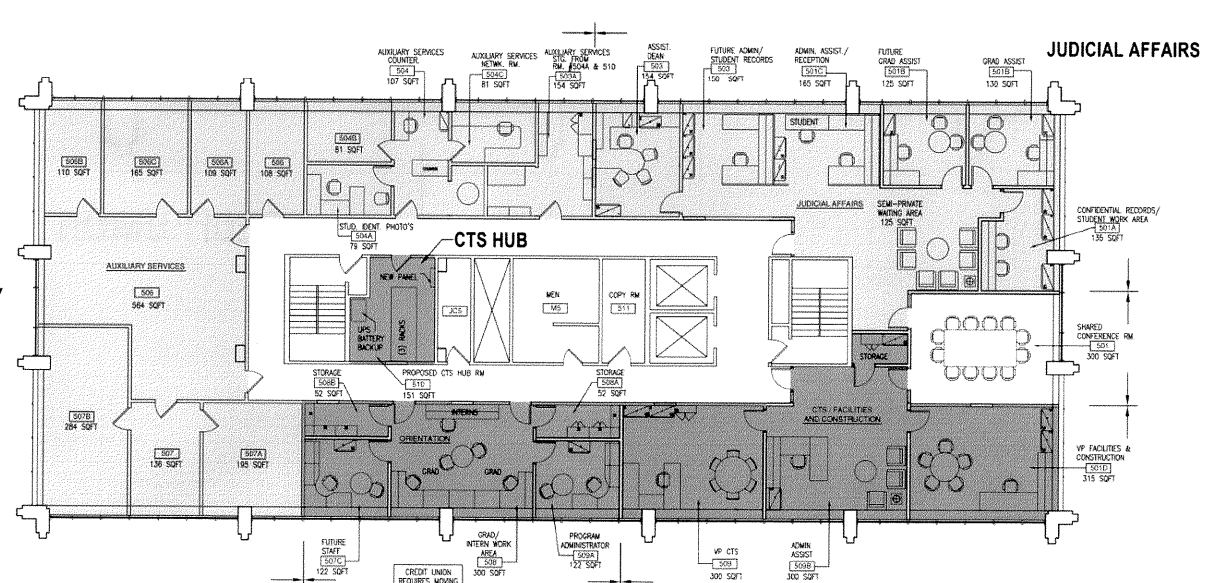
Scenario 1 Layout

5th Floor



Scenario 2A Layout

5th Floor



Scenario 2B Layout

5th Floor

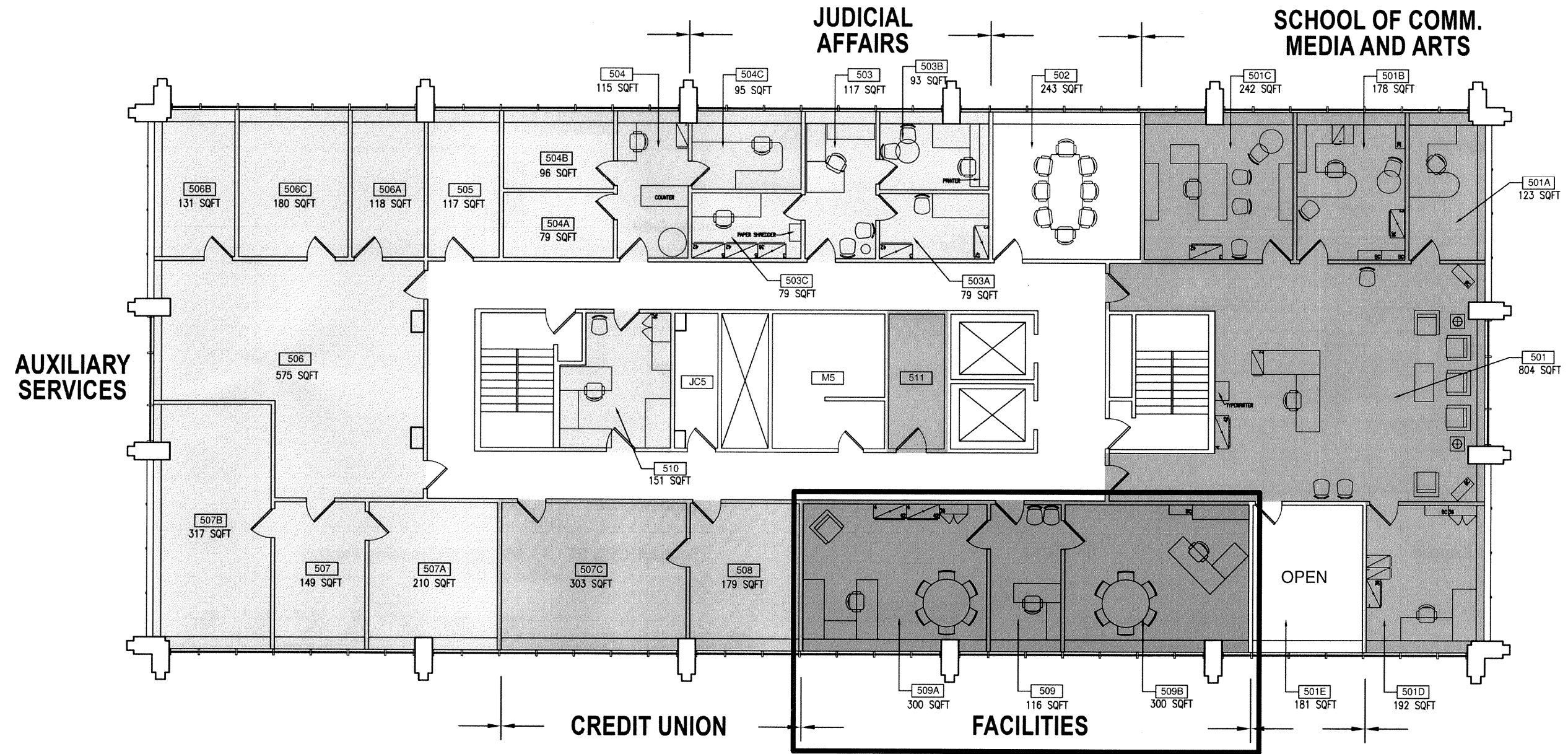
1.000	Facilities Services Program (standard NSF)	
Offices	200 VP-CTS	200 VP - Facilities and Construction
Workstations	85 Admin Assist.	
Meeting Areas	Shared	
Waiting Area	100	
Student Interns	30	
Storage	50	
Misc.		
<b>Total NET SF</b>	<b>665</b>	
<b>Total GROSS SF</b>	<b>865 (1.30 Grossing Factor)</b>	

9.2

Facilities Services Adjacency Block Plan

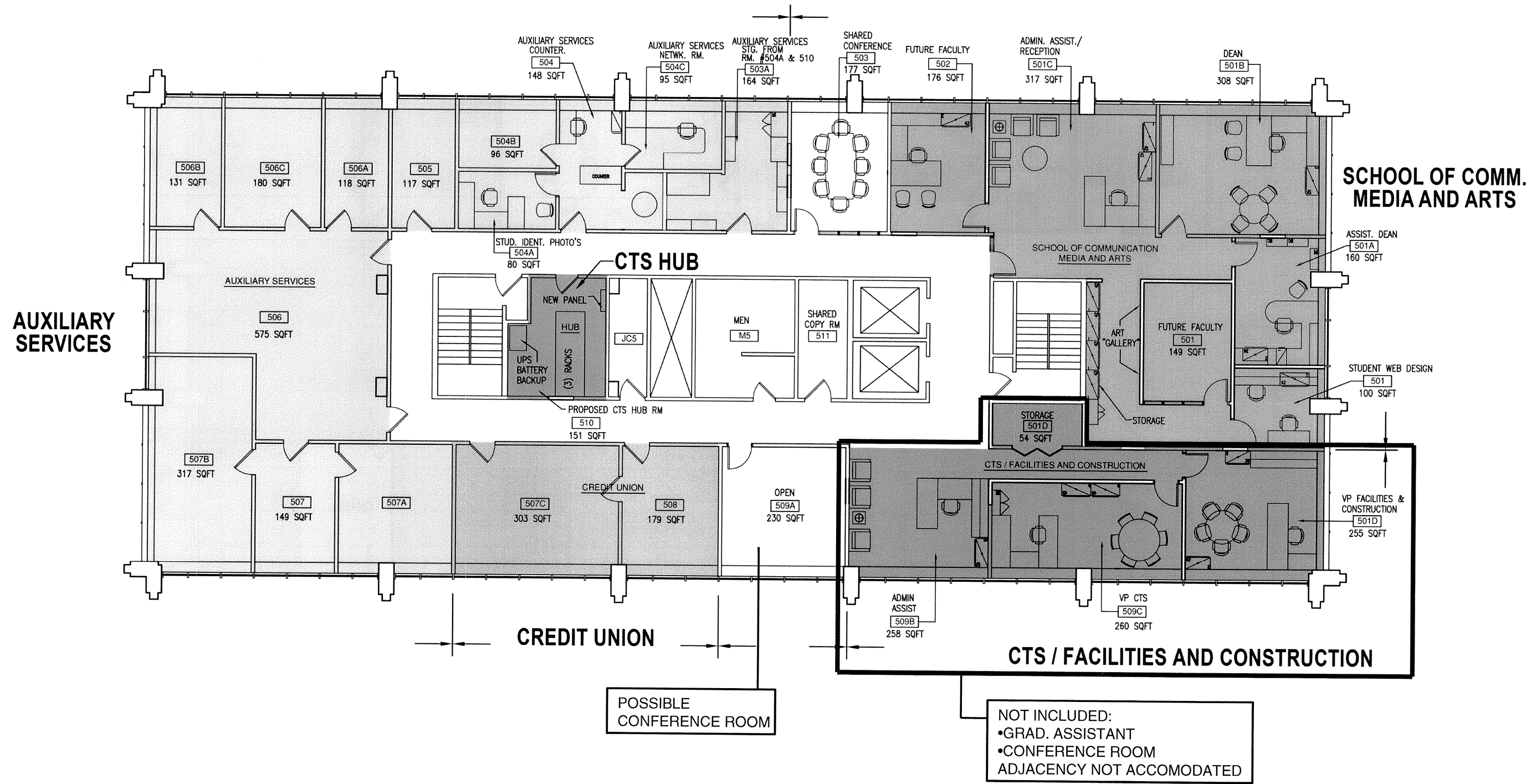
9.3

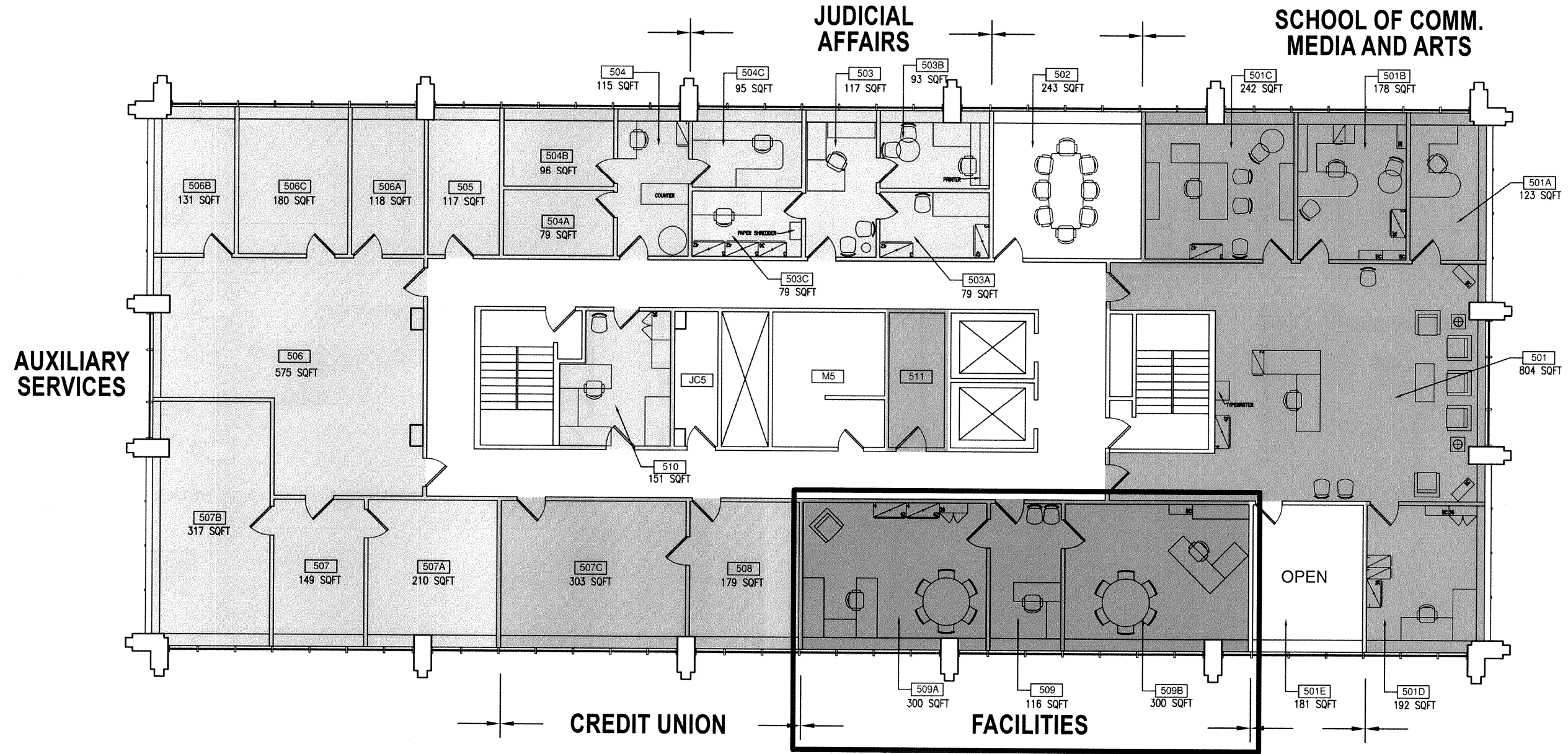
Facilities Services  
Existing  
5<sup>TH</sup> Floor

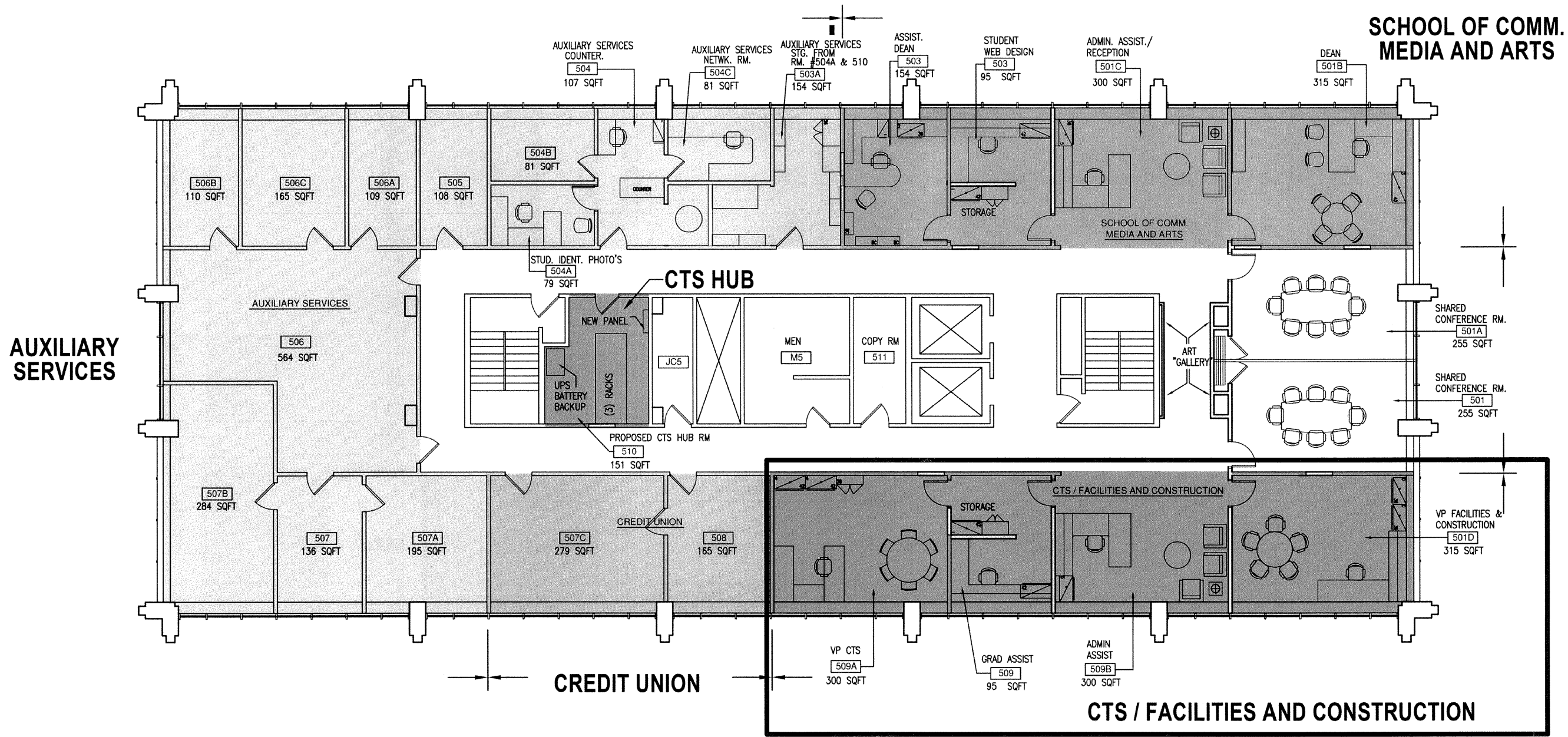


9.4

Facilities Services  
Scenario 1  
5<sup>TH</sup> Floor

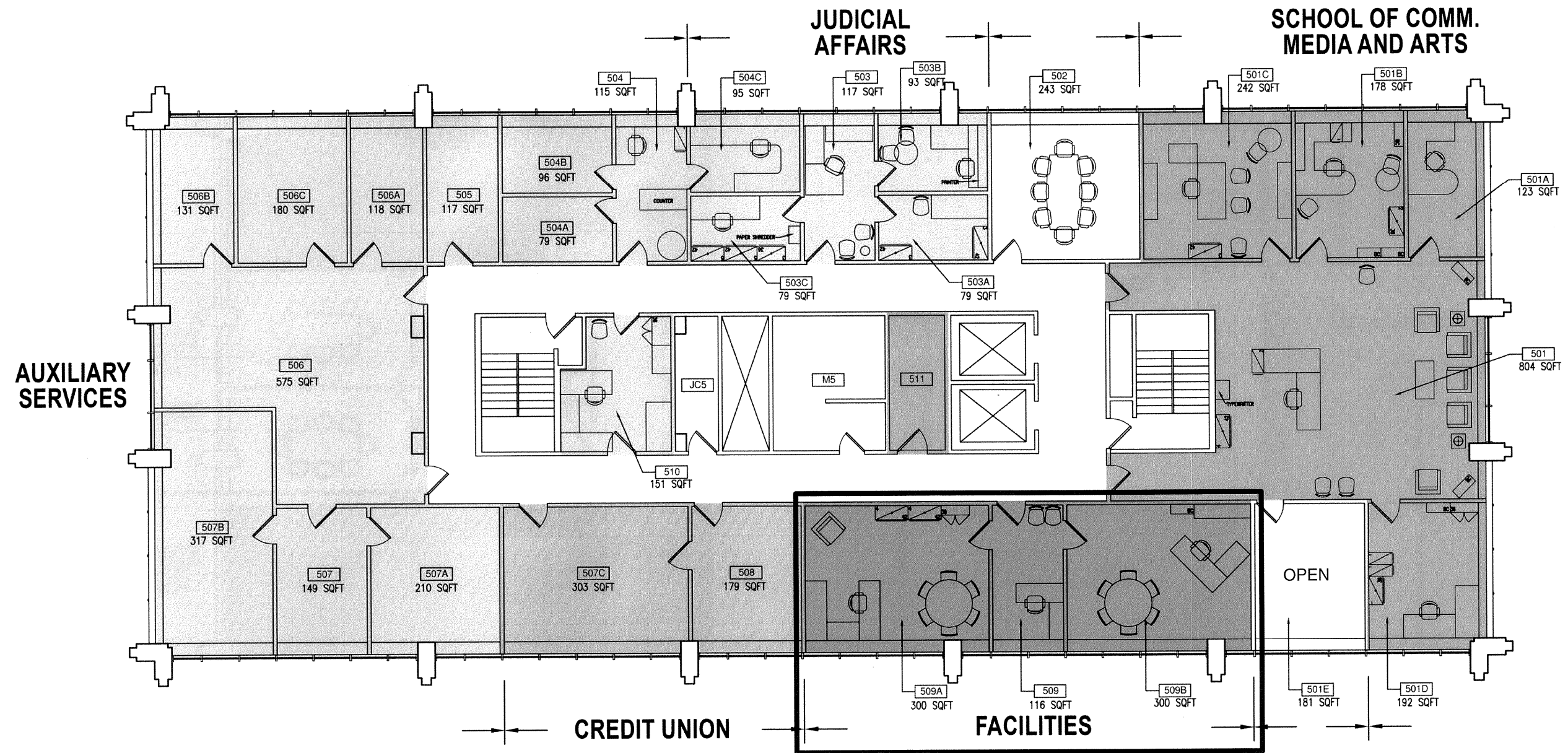




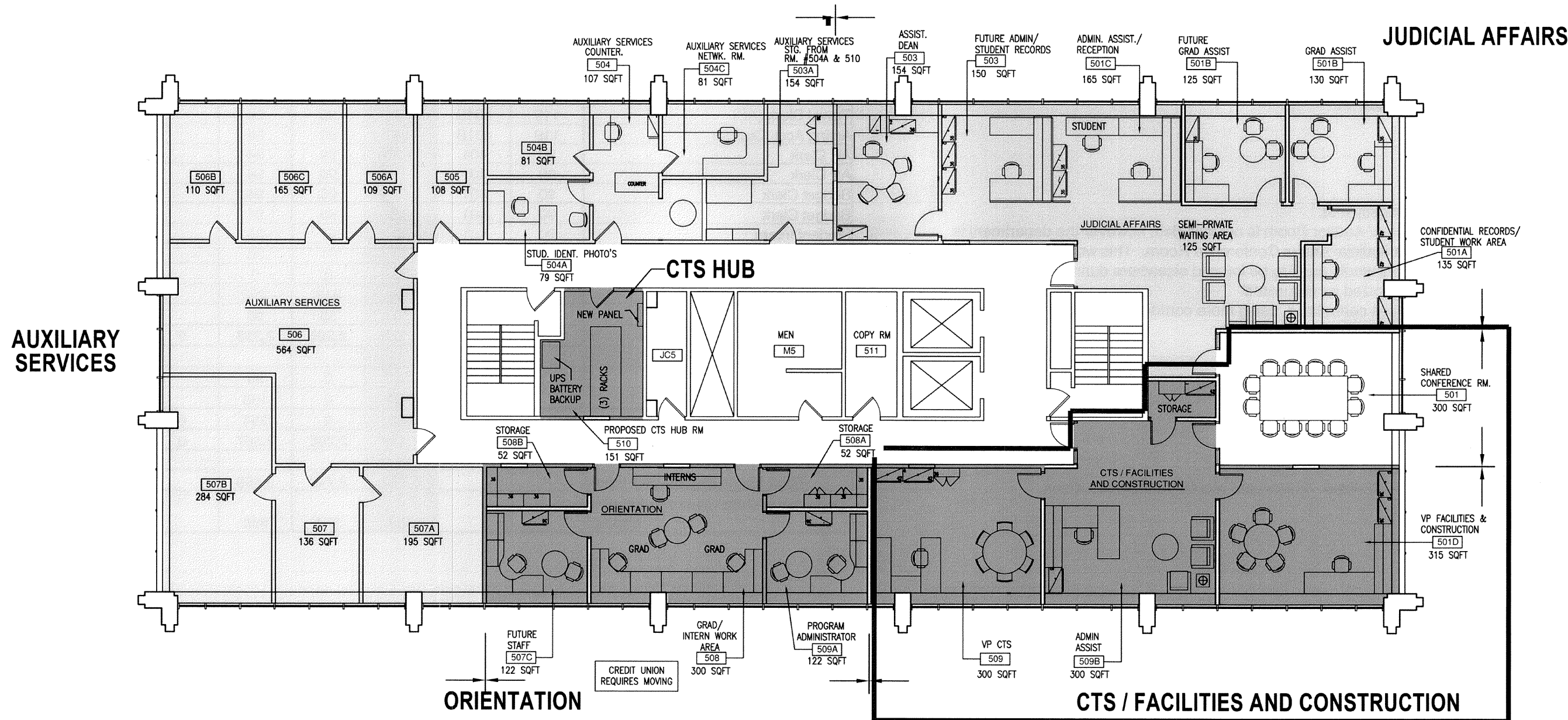


9.7

Facilities Services  
Existing  
5<sup>TH</sup> Floor







# 10.1

## Finance Program

### Notes:

1. Interview was conducted with Byron Smith.
2. Existing office environment has been used very efficiently.
3. They would like to have the employees co-located within the department by group- Accounts Payable; Budget; Purchasing; and Accounting.
4. Can reduce the number of interns from 4 to 2.
5. Will move one clerk from Student Accounts in the future.
6. Existing file storage is sufficient for now, but would like to see paperless scanning utilized.
7. They have a need for a multi-purpose Conference/ Auditor/ Bid Opening Room.
8. Currently assist HR with data entry.
9. Byron would like to see the Mailroom/ College Publications group in Building 20 relocated to Culkin in the future. (Not part of this study.)

### Scenario 1

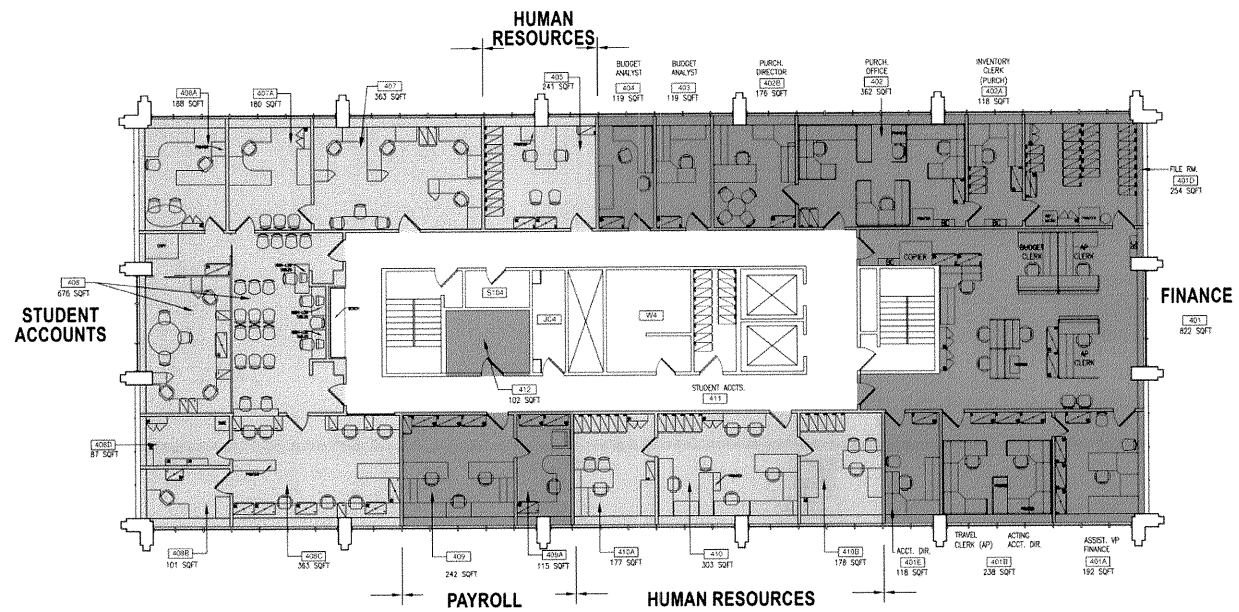
- Requirements are mostly met.
- Dedicated Conference/ Auditor Room is not included, however the department is adjacent to the large Judicial Affairs Conference Room. This would work for staff meetings, but Auditors would need to be located elsewhere during their visit.
- Department is reorganized as requested.
- The department is less centralized, using more corridor access office space versus inter-department access.
- Does not include the future clerk.

### Scenario 2A, 2B & 2C

- Meets all requirements.
- File storage is not centralized. This would require further discussion.

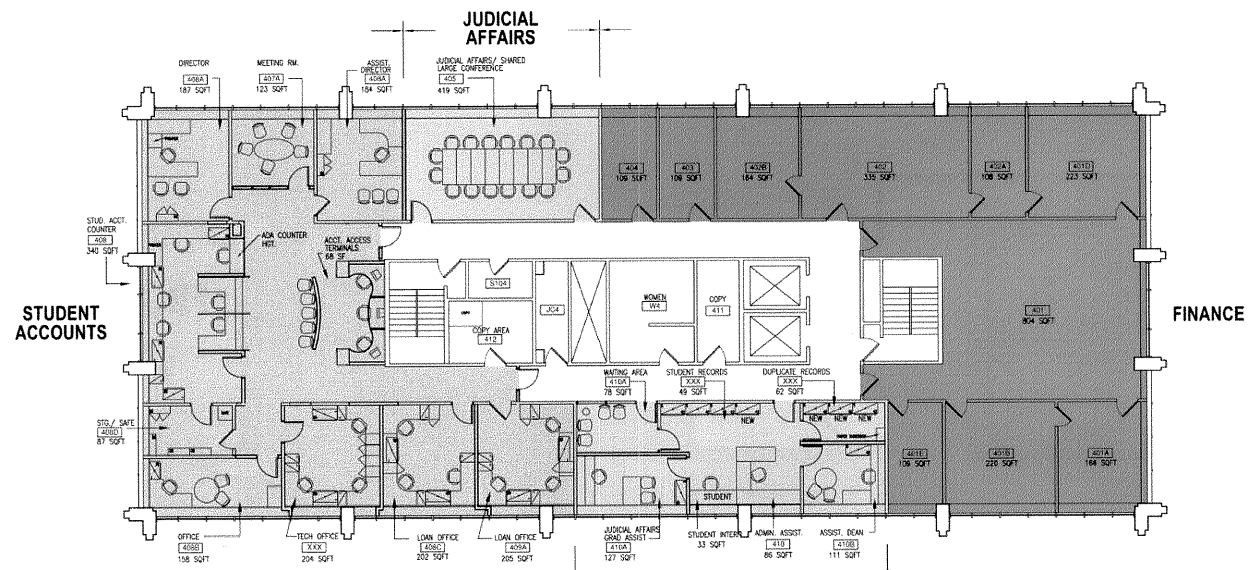
### Finance

Description	Existing Net SF	Existing Location	Program SF	Scenario 1- NSF	Scenario 2A-NSF	Scenario 2B- NSF	Scenario 2C-NSF
<b>Finance Program</b>							
Assist. VP Finance	192	401A	200	192	193	No Chg.	No Chg.
Purchasing Director	176	402B	180	173	179		
Accounting Director	118	401E	180	120	145		
Budget Analyst	119	403	120	134	120		
Budget Analyst	119	404	120	137	120		
Inventory Clerk	118	402A	120	118	96		
Purchasing Clerk	120	402	85	120	96		
Purchasing Clerk	120	402	85	120	96		
Purchasing Clerk	120	402	85	120	96		
Travel Clerk (AP)	119	401B	85	90	94		
Acting Acct. Director	119	401B	85	90	94		
AP Clerk	90	401	85	90	94		
AP Clerk	90	401	85	90	94		
Budget Clerk	90	401	85	90	94		
Budget Clerk	90	401	85	90	94		
Student Intern	20	401	30	31	35		
Student Intern	20	401	30	31	35		
Student Intern	20	401	30	0	0		
Files	275	401D	350	319	352		
Copy	50	401	50	50	96		
<b>Net SF Subtotal</b>	<b>2,185</b>		<b>2,175</b>	<b>2,205</b>	<b>2,223</b>	<b>0</b>	<b>0</b>
<b>Future:</b>							
Future Clerk			85	0	96		
Meeting Area/ Audit Area			150	0	188		
<b>Subtotal Net:</b>			<b>235</b>	<b>0</b>	<b>284</b>	<b>0</b>	<b>0</b>
<b>Net SF Subtotal Exist/Future:</b>			<b>2,410</b>	<b>2,205</b>	<b>2,507</b>	<b>0</b>	<b>0</b>
<b>Total Gross SF- Existing:</b>	<b>2,575</b>						
<b>Total Gross (Based on Plans):</b>			<b>3,133</b>	<b>2,749</b>	<b>3,160</b>		
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>558</b>	<b>174</b>	<b>585</b>		



Existing Layout

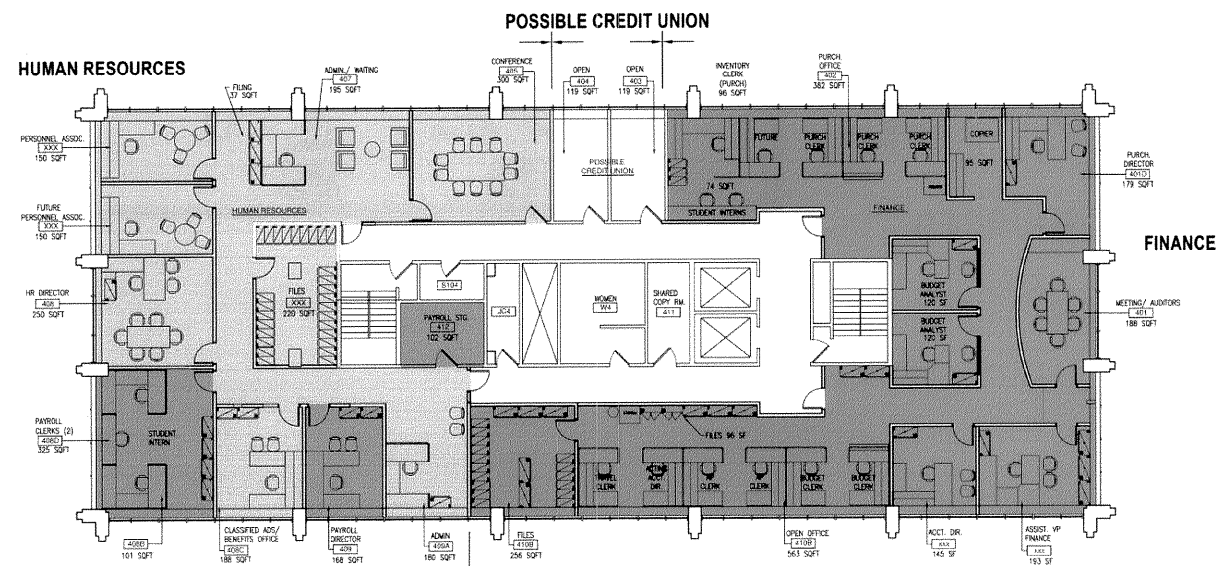
4<sup>th</sup> Floor



Scenario 1 Layout

(Finance does not change in Scenario 1)

4<sup>th</sup> Floor



Scenario 2A, B & C Layout

4<sup>th</sup> Floor

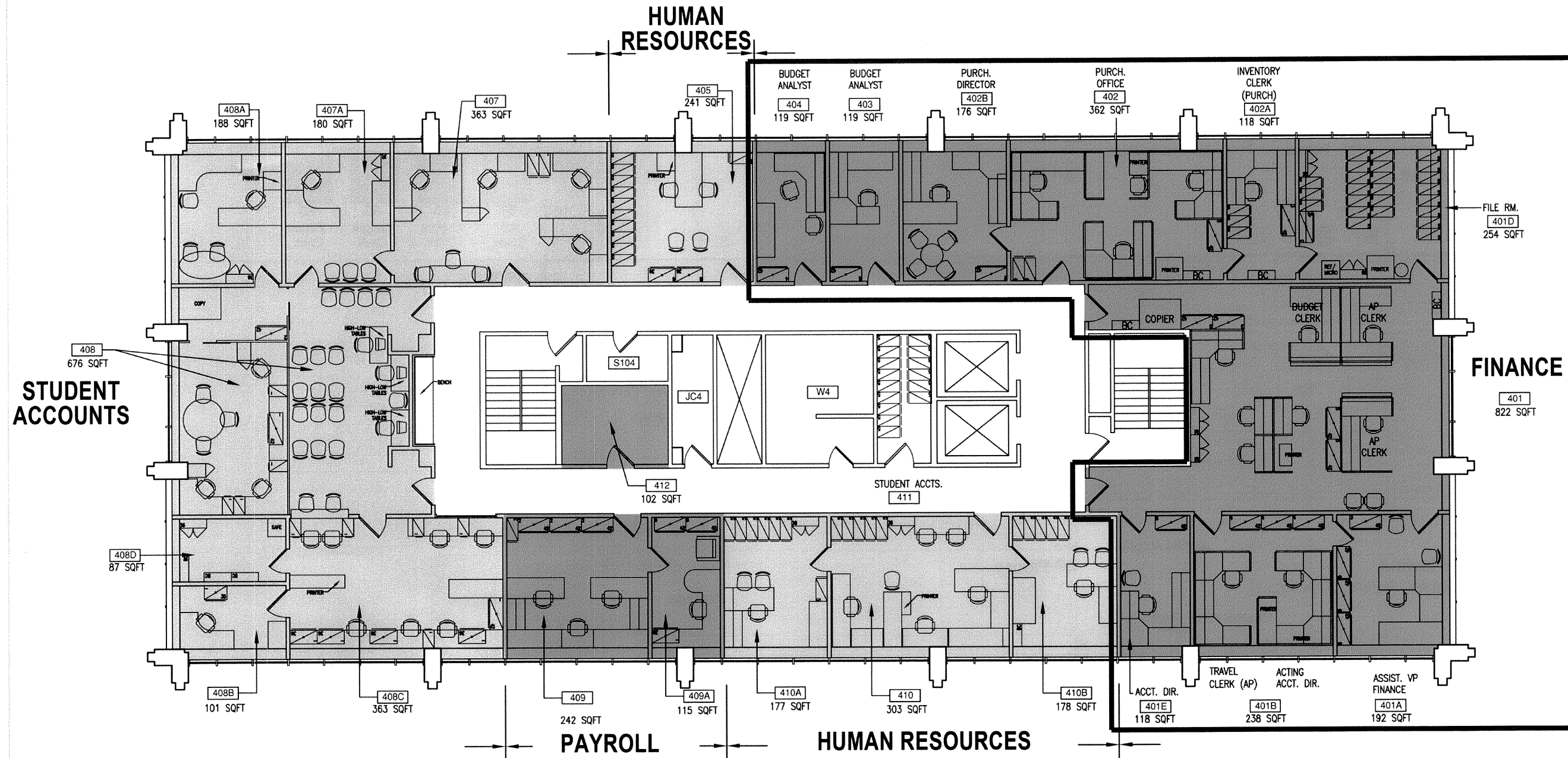
	1.000	Finance Program (standard NSF)				
Offices						
	200 Asst. VP Finance	180 Director Purchasing	180 Director Accounting	120 Budget Analyst	120 Budget Analyst	
Workstations						
	120 Inventory Clerk	85 Purchasing Clerk	85 Purchasing Clerk	85 Purchasing Clerk	85 Travel Clerk	85 Acting Acct. Director AP Clerk
	85 AP Clerk	85 Budget Clerk	85 Budget Clerk	85 Future Clerk		
Meeting Areas						
	150 (Meetings/Auditors)					
Waiting Area						
	150					
Student Interns						
	30	30				
Storage						
	350 Files					
Misc.						
	50 Copy Area					
<b>Total NET SF</b>	<b>2,410</b>					
<b>Total GROSS SF</b>	<b>3,133 (1.30 Grossing Factor)</b>					

10.2

Finance  
Adjacency  
Block Plan

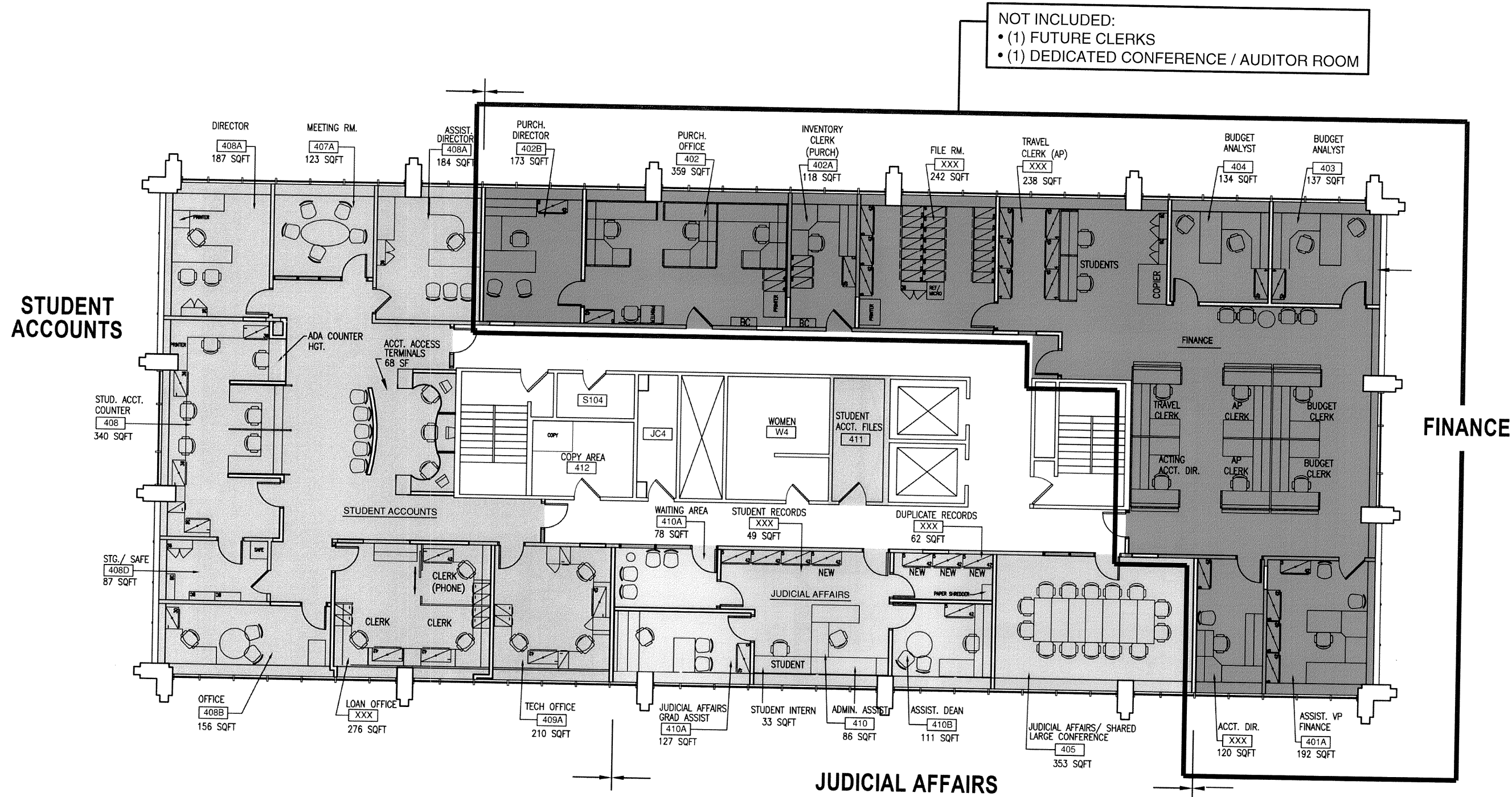
# 10.3

Finance  
Existing  
4<sup>TH</sup> Floor



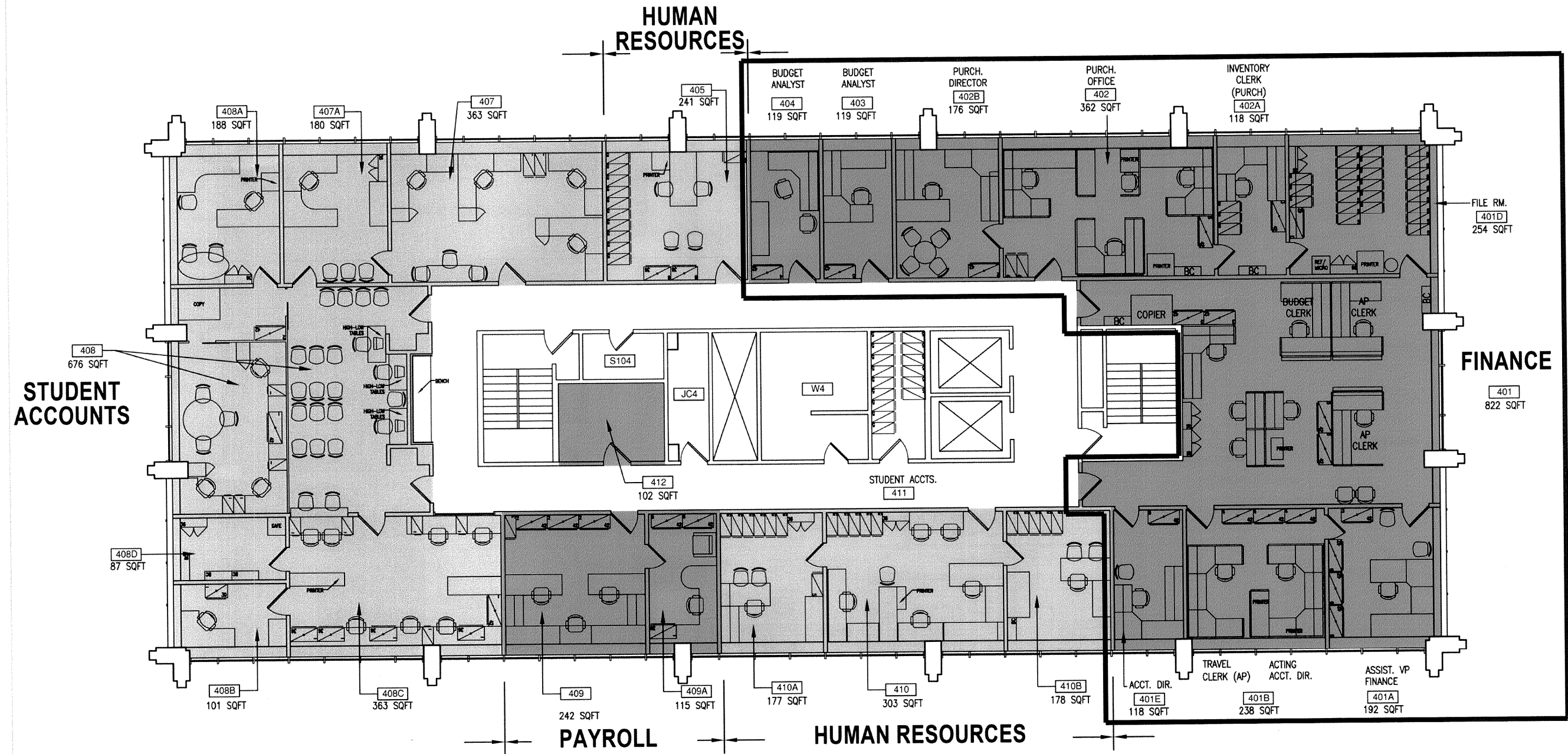
10.4

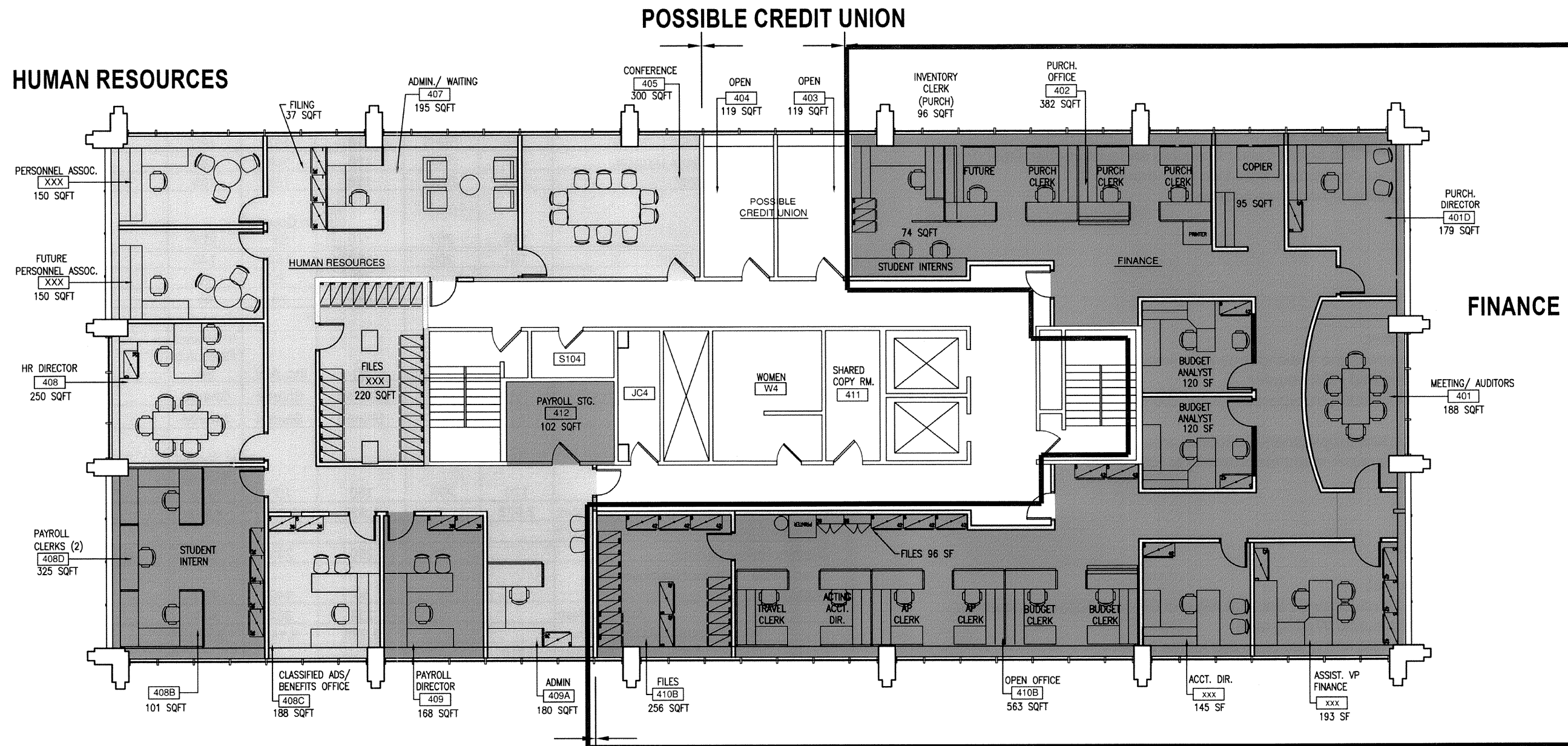
Finance  
Scenario 1  
4<sup>TH</sup> Floor



10.5

Finance  
Existing  
4<sup>TH</sup> Floor





# 11.1

## Financial Aid Program

### Notes:

1. Interview was conducted with Mark Humbert.
2. Financial Aid is comprised of three groups:
  - Financial Aid
  - Student Employment
  - Veteran's Affairs
3. Student Employment is an area of potential growth and presently does not occupy space within the department. Future requirements to support this potential include:
  - Resource Area
  - Grad Assistant/ Work space
  - 3 Computers for Job Search
  - Form Area
4. Aside from Student Employment growth is not expected for this department.
5. Present configuration works well.
6. Financial Aid works with both Student Accounts and with Human Resources. Adjacency to either department would work for them.
7. Existing storage requirements are adequate.

### Scenario 1

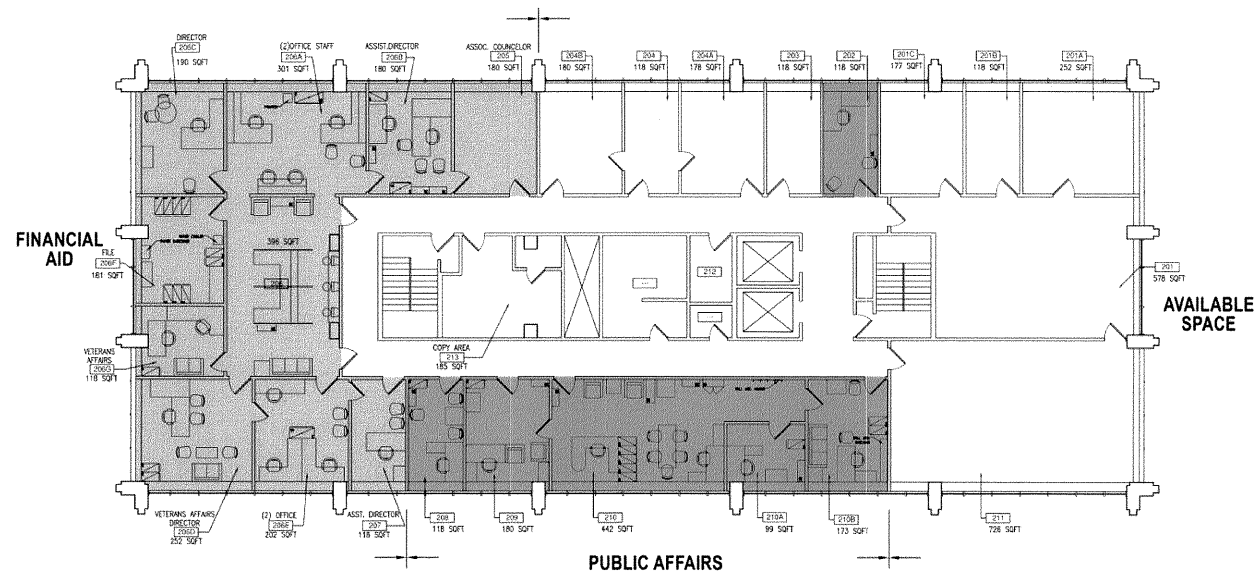
- Requirements are met.
- New counter area opens the Waiting Area up, allowing natural light to flow into the space. Adds a dedicated ADA counter.
- Reduced common corridor, incorporating it into the department. Opportunity for efficiency.
- Integrated new Student Employment Resource area.
- Meets the adjacency requirement for proximity to HR.

### Scenario 2A, 2B & 2C

- Requirements are met.
- Logical synergy with co-located Financial Aid and Student Accounts counters.
- Shared Student Resource/ Waiting area.
- Best use of natural light and open planning for the floor.
- Shared conference room on the floor.
- One open area for future use.

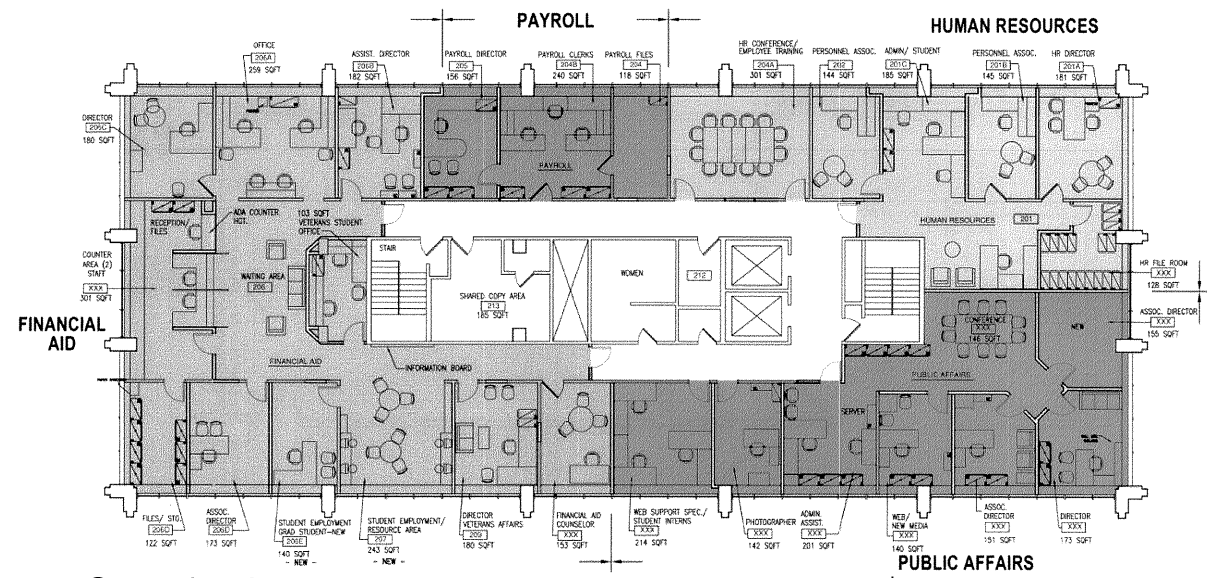
Financial Aid Program							
Description	Existing	Existing	Program SF	Scenario	Scenario	Scenario	Scenario
	Net SF	Location		1	2A	2B	2C
<b>Financial Aid, Student Employment, Veteran's Affairs</b>							
Office (Director)	190	206C	180	180	222	No Chg.	No Chg.
Shared Office (Inc. 2 Student Support)	301	206A	170	209	278		
Office - Asst. Director	180	206B	150	182	215		
Files/ Storage	181	206F	180	122	204		
Student Counter	150	206	150	301	380		
Office - Veterans Affairs (Staff-2)	118	206G	170	103	128		
Office - Veterans Affairs Director	252	206D	180	180	180		
Office - Assoc. Director	202	206E	150	180	165		
Office - (Staff-2)	118	207	170	In Counter SF	278		
Office - Counselor's Office	150	205	150	153	140		
Student Intern	30		30	25	46		
Student Intern	30		30	25	46		
Student Monitors	60		60	Inc. Abv.	In Shared Resource SF		
Meeting Areas			Shared	Shared	Shared		
Copy Area			Shared	Shared	Shared		
Waiting Area	110	206	150	100	In Shared Waiting Area		
<b>Net SF Subtotal:</b>	<b>2,072</b>		<b>1,920</b>	<b>1,760</b>	<b>2,282</b>		
<b>Future:</b>							
Student Resource Area			250	243	293		
Grad Office - (Student Employment Support)			85	140	130		
<b>Subtotal Net:</b>			<b>335</b>	<b>383</b>	<b>423</b>		
<b>Net Subtotal Existing/ Future:</b>			<b>2,255</b>	<b>2,143</b>	<b>2,705</b>		
<b>Total Gross Existing:</b>	<b>2210</b>						
<b>Total Gross Proposed (Based on Plans):</b>			<b>2930</b>	<b>2770</b>	<b>3110</b>		
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>720</b>	<b>560</b>	<b>900</b>		





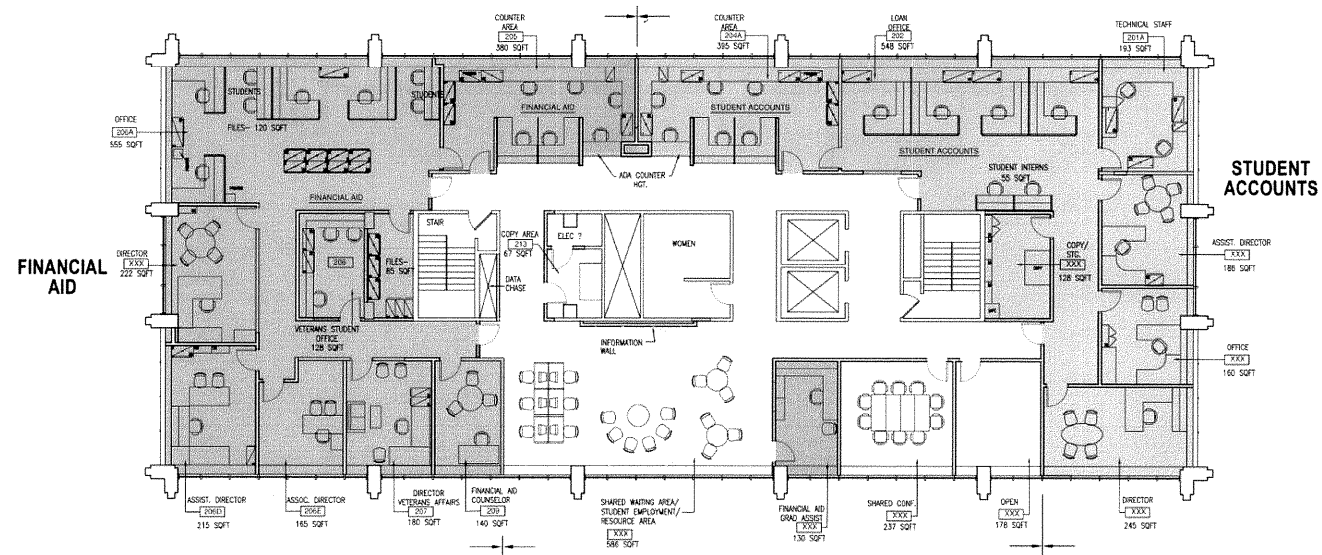
Existing Layout

2nd Floor



Scenario 1 Layout

2nd Floor



Scenario 2A, B & C Layout

2nd Floor

1.000	Financial Aid Program (standard NSF)				
Offices					
	180 Financial Aid Director	180 Veterans Affairs Director	150 Assist. Director	150 Assoc. Director	150 Assoc. Director
Workstations					
	85 Financial Aid	85 Financial Aid	85 Financial Aid	85 Financial Aid	85 Veterans Affairs
	85 Veterans Affairs	85 Student Employment (New)			
Meeting Areas					
	Shared				
Waiting Area					
	150				
Student Interns					
	30	30			
Storage					
	180				
Misc.					
	250 Student Resource Center	150 Counter	60 Student Monitors	Shared Copy Area	
<b>Total NET SF</b>	<b>2,255</b>				
<b>Total GROSS SF</b>	<b>2,930 (1.30 Grossing Factor)</b>				

11.2

Financial Aid Adjacency Block Plan

11.3

Financial Aid  
Existing  
2<sup>ND</sup> Floor

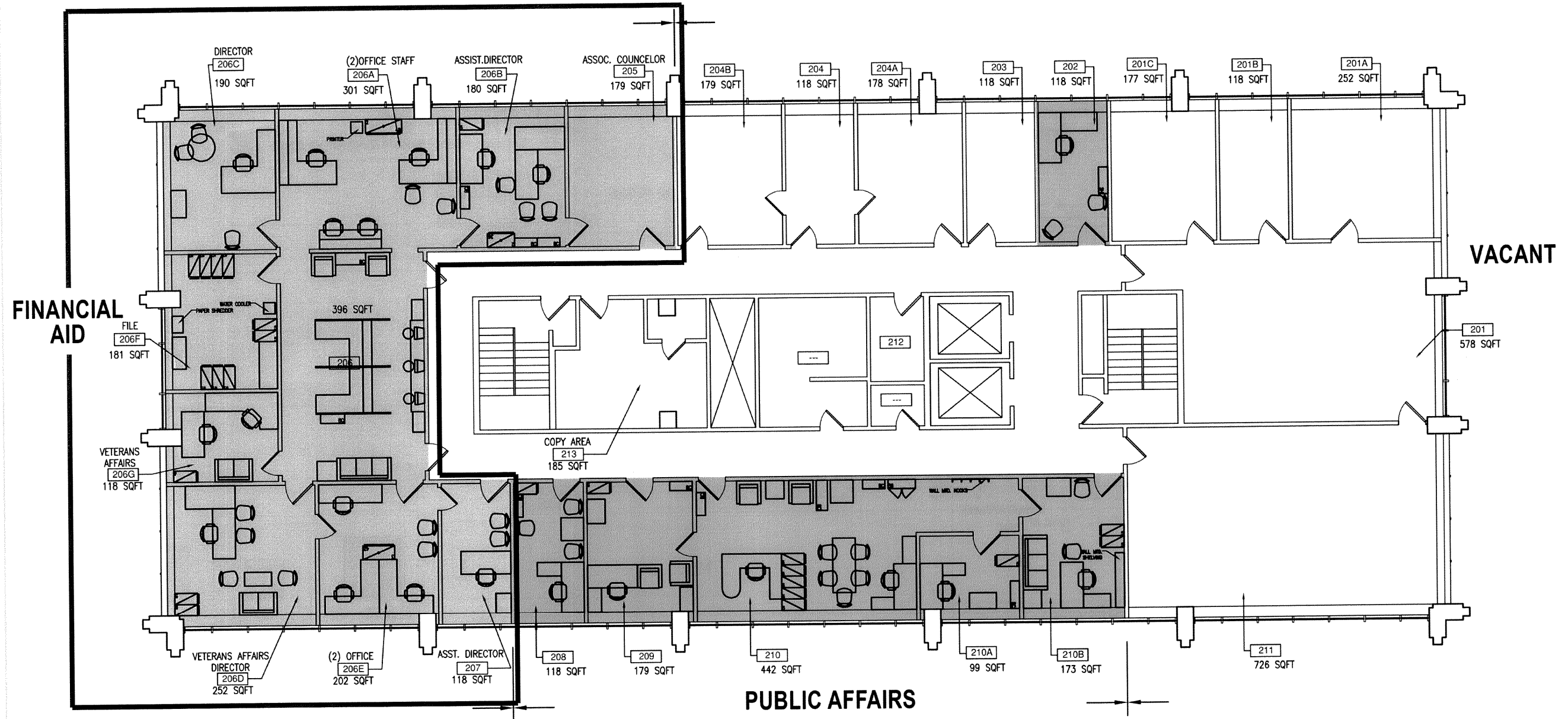


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**Scope**

Bergmann Associates has assembled this study on behalf of the University to document the buildings existing spaces and to analyze the space utilization of three administrative floors in Culkin Hall. Culkin Hall is an eight story Administrative building located in the heart of the campus.

**Culkin Hall**

The building configuration is rectilinear with a large central core and looped egress corridors. The configuration of the core and circulation forces departmental occupancy on the north and south sides of the building to the window wall with greater opportunities to add depth and departmental integration on the east and west sides of the building. The ambiance of the existing space is confining and sterile in nature with its vinyl composition flooring, white painted plaster walls and non-existent views to the outdoors. The spaces look the same from floor to floor and lack visual way-finding cues.

**Departments Studied**

Bergmann Associates conducted Programming Interviews, and included in this study:

School of Communications, Media and the Arts;  
 Campus Technology Services (CTS);  
 Facilities Services  
 Finance  
 Financial Aid  
 Human Resources/ Payroll  
 Judicial Affairs  
 Orientation  
 Public Affairs  
 Student Accounts  
 Auxiliary Services

With the exception of Orientation, each of these departments occupies the building and resides on the Second, Fourth or Fifth floors of the building. These departments have various needs-adjacency requirements, lack of space for current program, or lack of growth space.

**Standards**

After review of the impacts of the building on departmental space (depth of available space in relation to egress corridors, and window mullion sizing influencing width of spaces) Bergmann Associates developed office standards which had not been employed in the present configuration. Though Bergmann acknowledges these spaces may be larger than campus and SUNY standards, current departmental requirements and the buildings response to those requirements as previously were taken into consideration.

Dean	300 sf
Vice President	200 sf
Director	180 sf
Assistant Director	150 sf
Staff Office	120 sf
Staff Workstation	85 sf
Student Intern	30 sf

**Analysis****Available Square Footage for Use:**

Building	Gross SF	Useable SF
Second Floor	7,575	5,930
Fourth Floor	7,575	5,930
Fifth Floor	7,575	5,930
<b>Totals</b>	<b>22,725</b>	<b>17,790</b>

(Useable SF is calculated as all space available outside of the core and corridor.)

**Departmental Square Footage Required:**

Using the data developed in the Program for each department, the matrix below illustrates the additional square footage required to fully accommodate the requests of each department.

Departmental NSF	Exist. GSF	Req'd. GSF	Delta
SCMA	1,841	1,450	-391
CTS Hub/ Aux. Serv.	666	904	238
Facilities Services	748	865	117
Finance	2,575	3,133	558
Financial Aid	2,210	2,930	720
HR/ Payroll	1,328	2,496	1,168
Judicial Affairs	382	1,755	1,373
Orientation	0	1,365	1,365
Public Affairs	1,162	1,820	658
Student Accounts	2,041	2,162	121
Shared Conference	225	600	375
	<b>13,178</b>	<b>19,480</b>	<b>6,302</b>

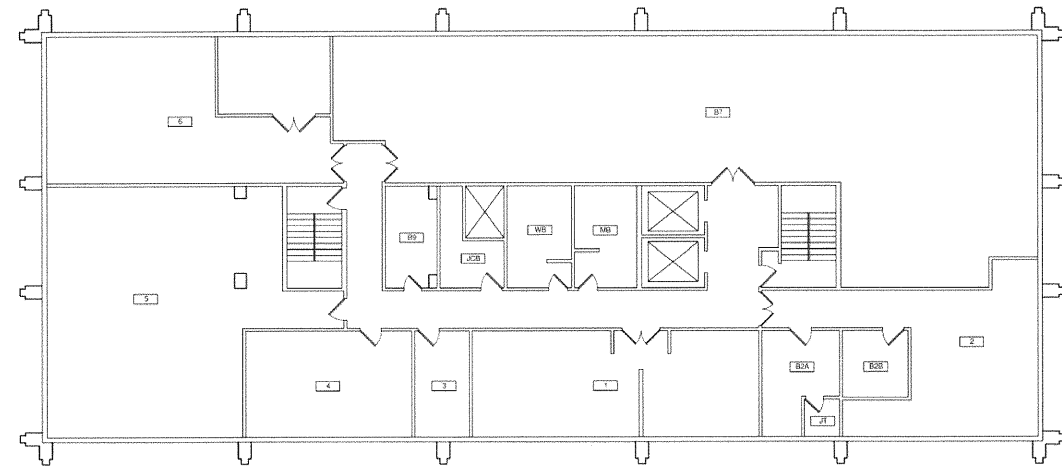
The conclusion, based on the numbers and illustrated in this study, is that we are deficient in available square footage of approximately 1,690 sf.

**Scenarios:**

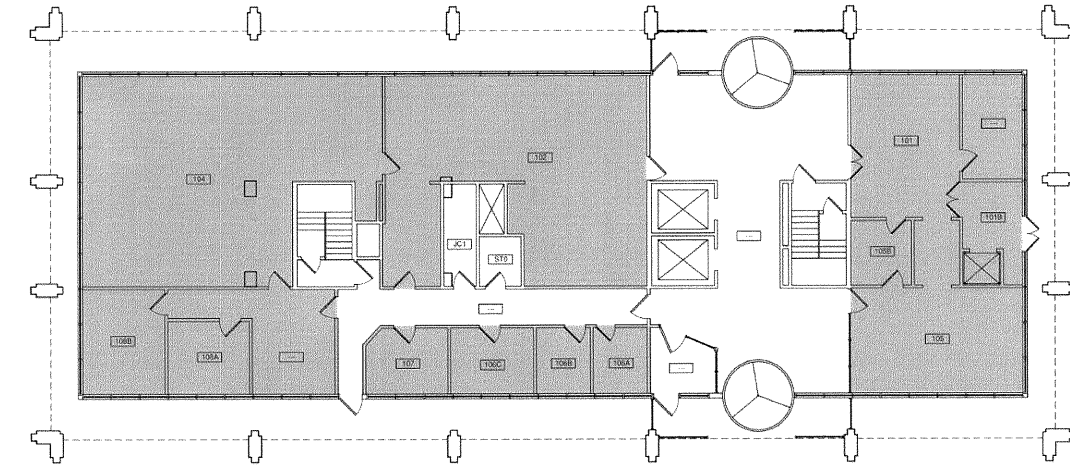
Bergmann developed detailed block plans of each department in this study. Two primary scenarios emerged, Scenario 1 and Scenario 2A with iterations of the 5<sup>th</sup> floor in Scenario which we are calling Scenario 2B and 2C. In each of the scenarios due to the deficit of space, a department has been removed from the building and certain compromises to the departmental requests were made.

# 2.1

## Existing Building Utilization Block Plans

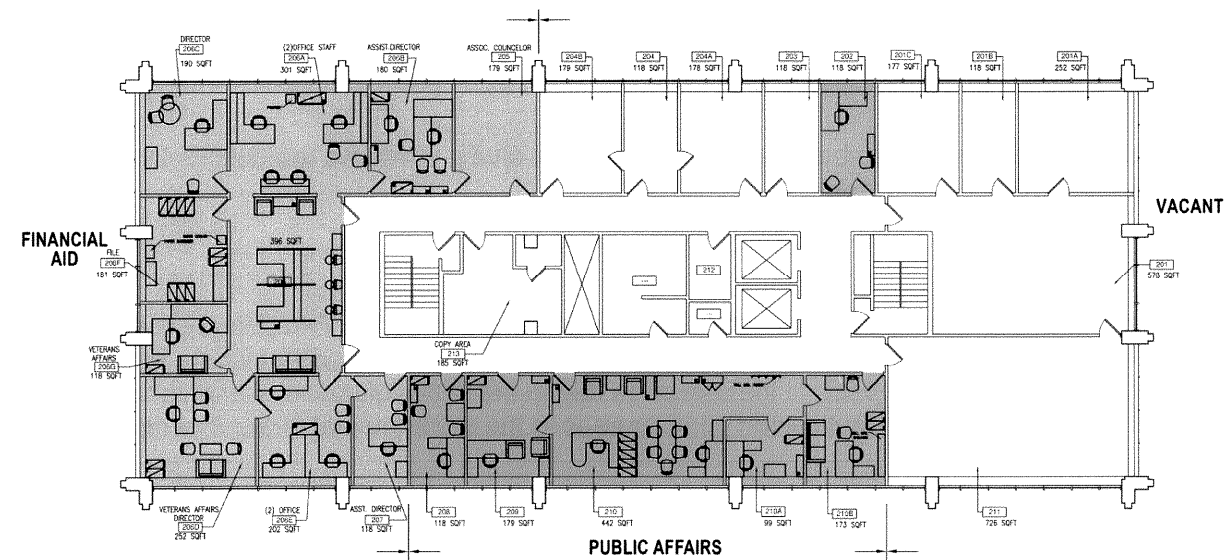


Basement

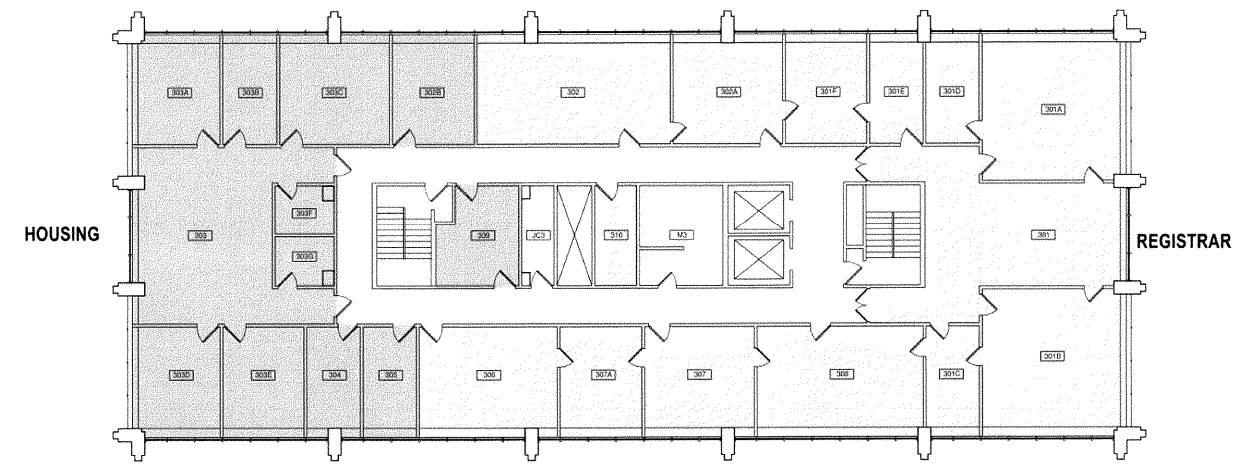


INFO/TELECOM

1st Floor



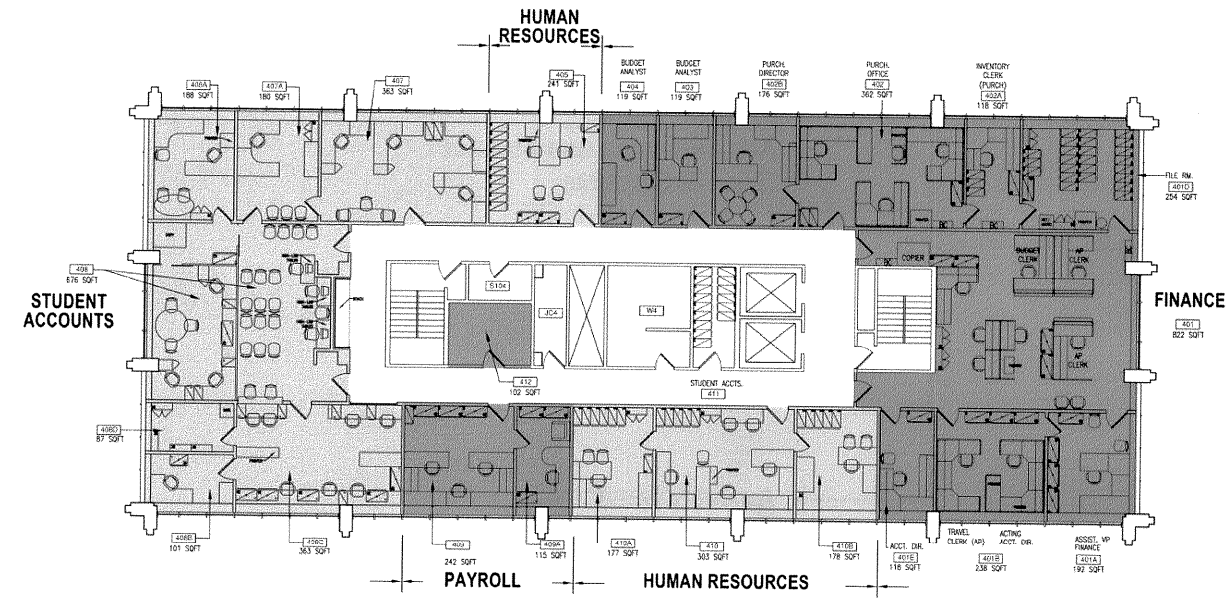
2nd Floor



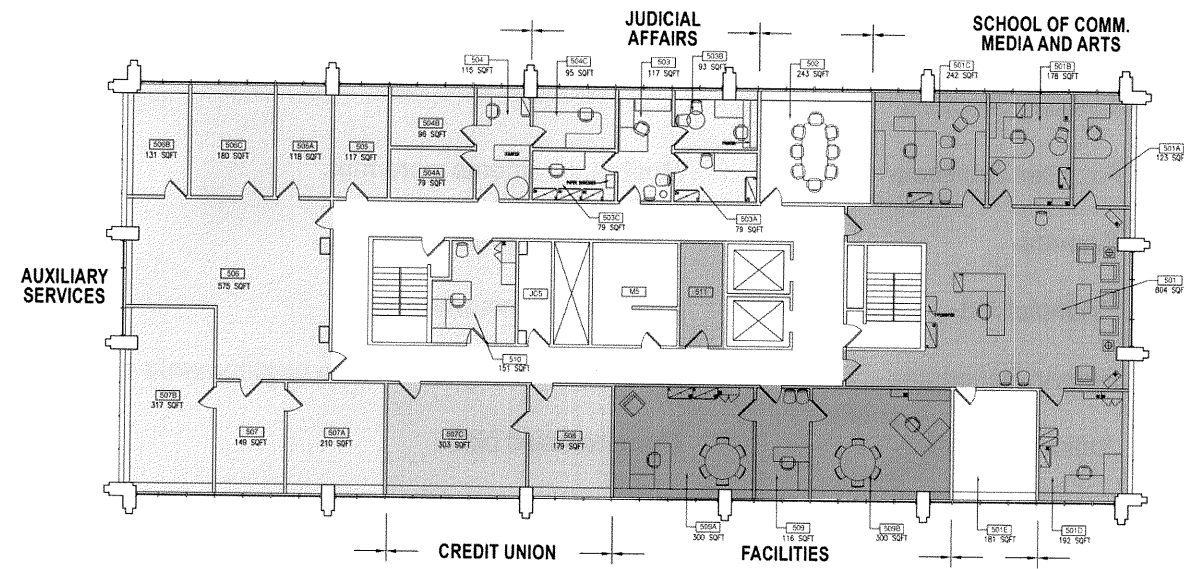
3rd Floor

2.2

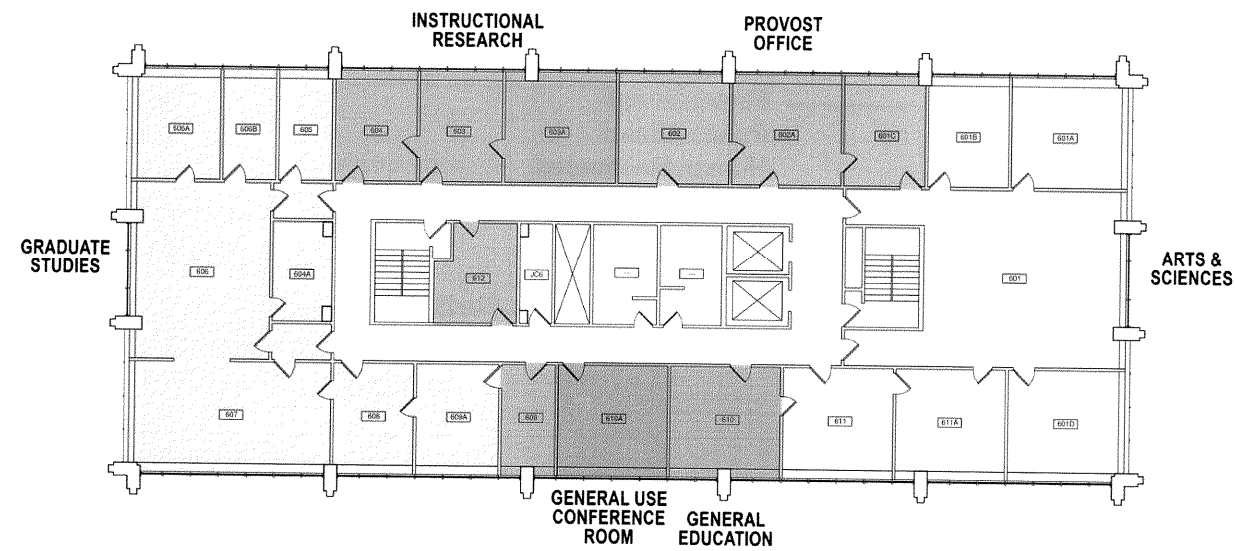
Existing Building Utilization Block Plans



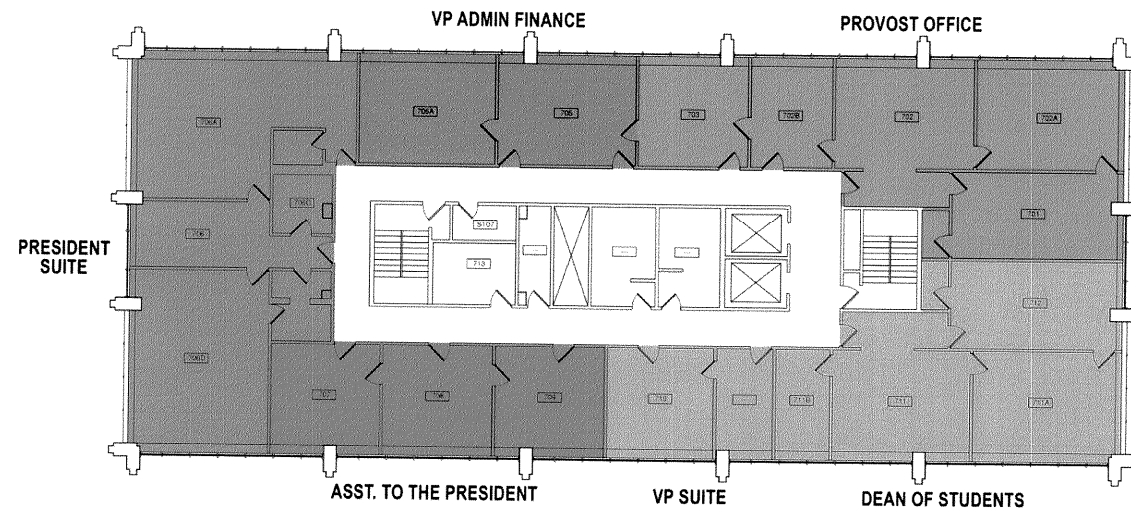
4th Floor



5th Floor



6th Floor



7th Floor



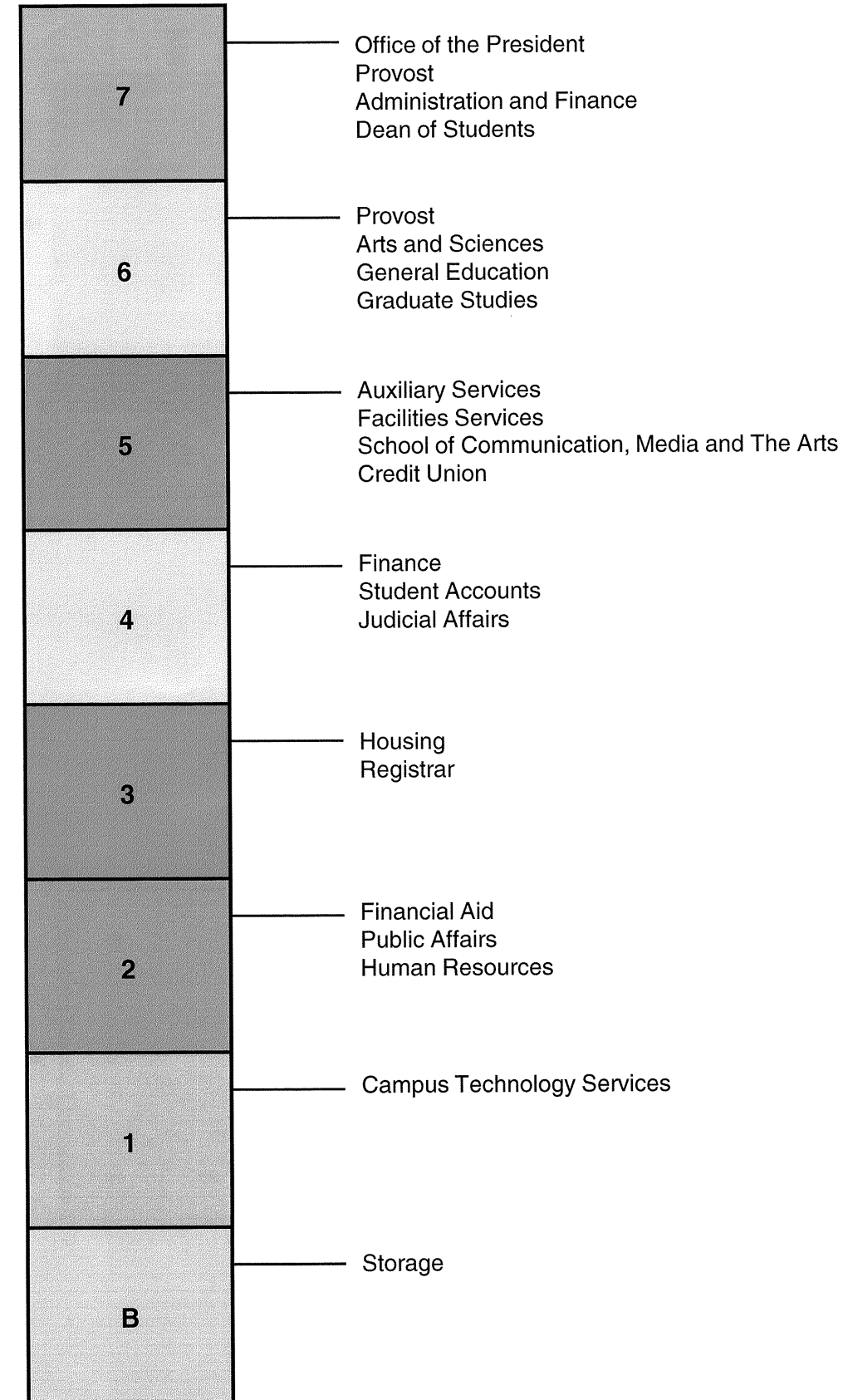
### 3.1

### Scenario 1

#### Scenario 1 – Departmental Summary

SCMA-	All requirements were met.
CTS HUB/ - Auxiliary Services	All requirements were met.
Facilities Services-	Most requirements were met.
Finance-	Most requirements were met.
Financial Aid-	All requirements were met.
Human Resources-	Some compromises on future requirements and storage.
Judicial Affairs-	Compromised plan.
Orientation-	<i>Not in Culkin Hall.</i>
Public Affairs-	Most requirements were met. Short one future office.

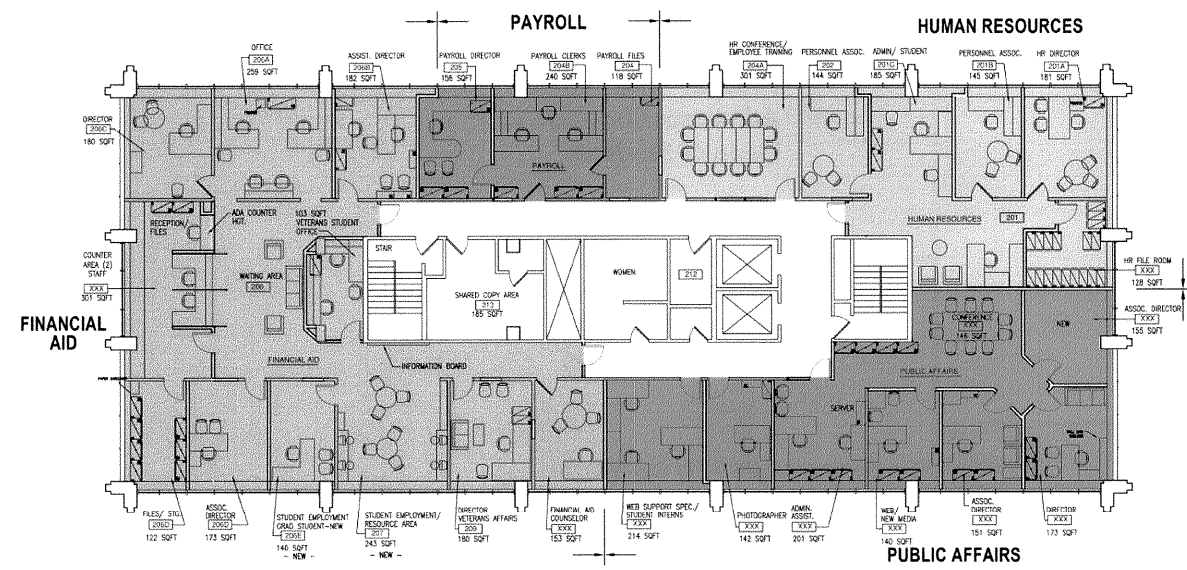
#### Scenario 1 – Building Stack Plan



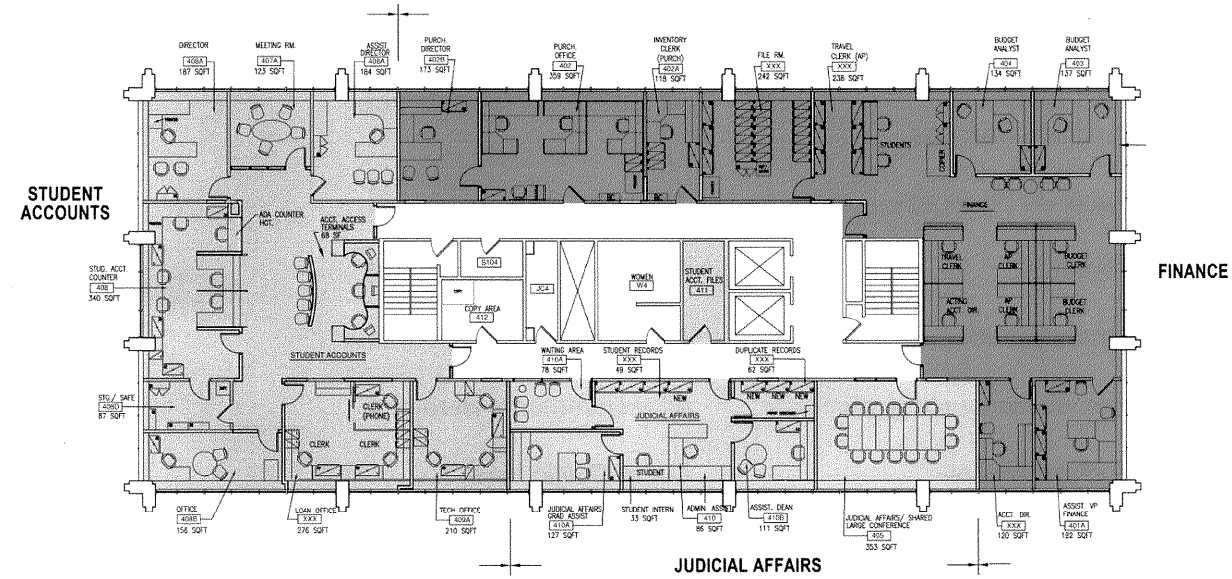
### 3.2

### Scenario 1

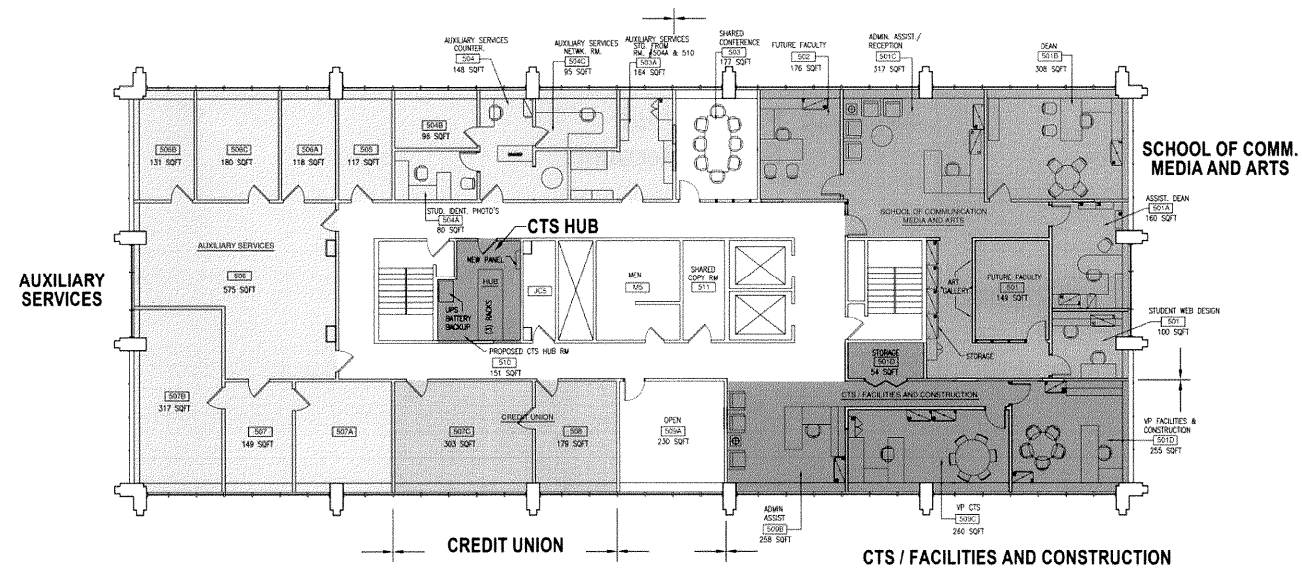
### Utilization Block Plans



2nd Floor



4th Floor



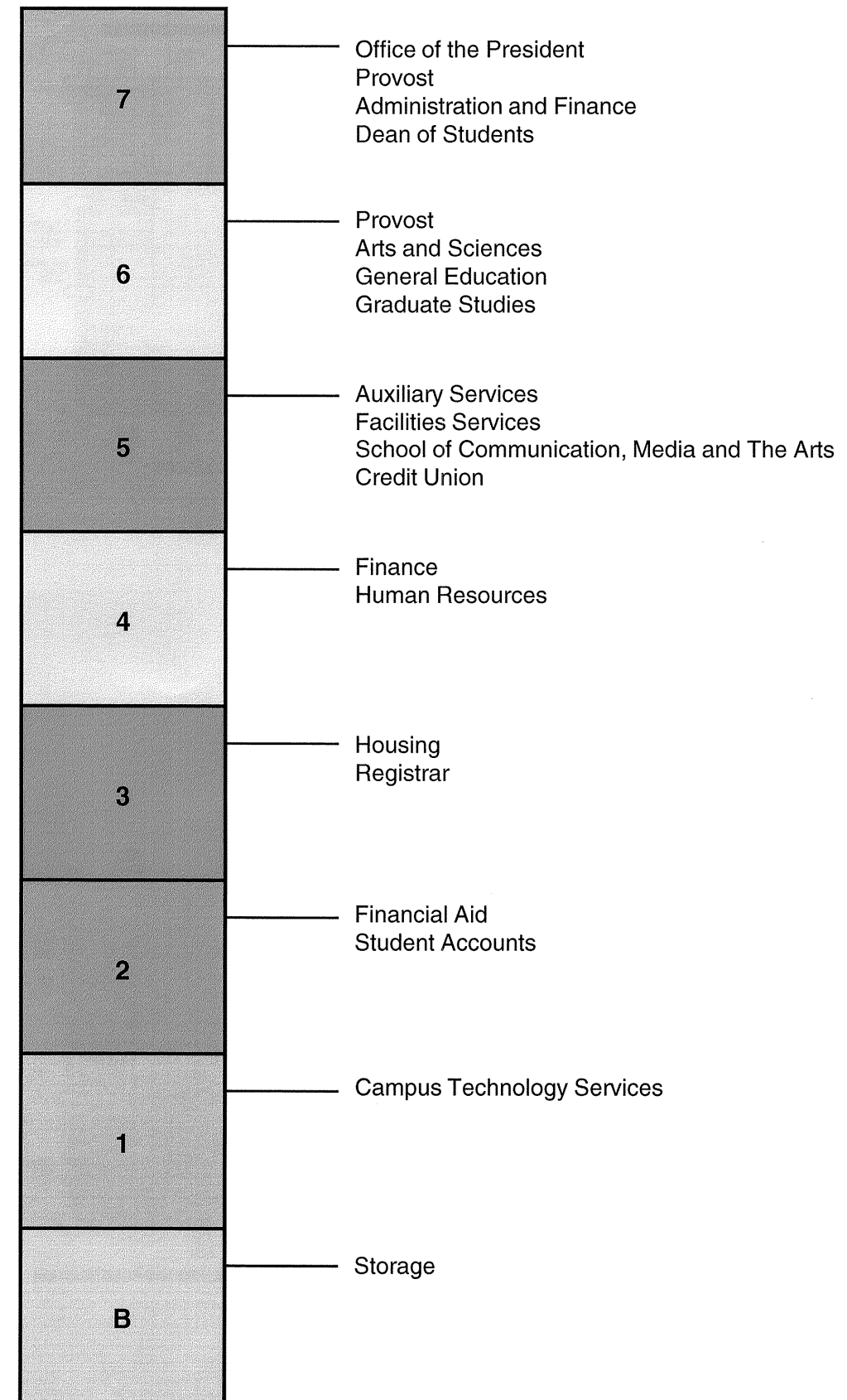
5th Floor

4.1  
Scenario 2A

**Scenario 2A – Departmental Summary**

SCMA-	Existing requirements are accommodated in reduced square footage. No future requirements provided.
CTS HUB/ - Auxiliary Services	All requirements were met.
Facilities Services-	All requirements were met.
Finance-	All requirements were met.
Financial Aid-	All requirements were met.
Human Resources-	All requirements were met.
Judicial Affairs-	<i>Not in Culkin Hall.</i>
Orientation-	<i>Not in Culkin Hall.</i>
Public Affairs-	<i>Not in Culkin Hall.</i>
Student Accounts-	All requirements were met.

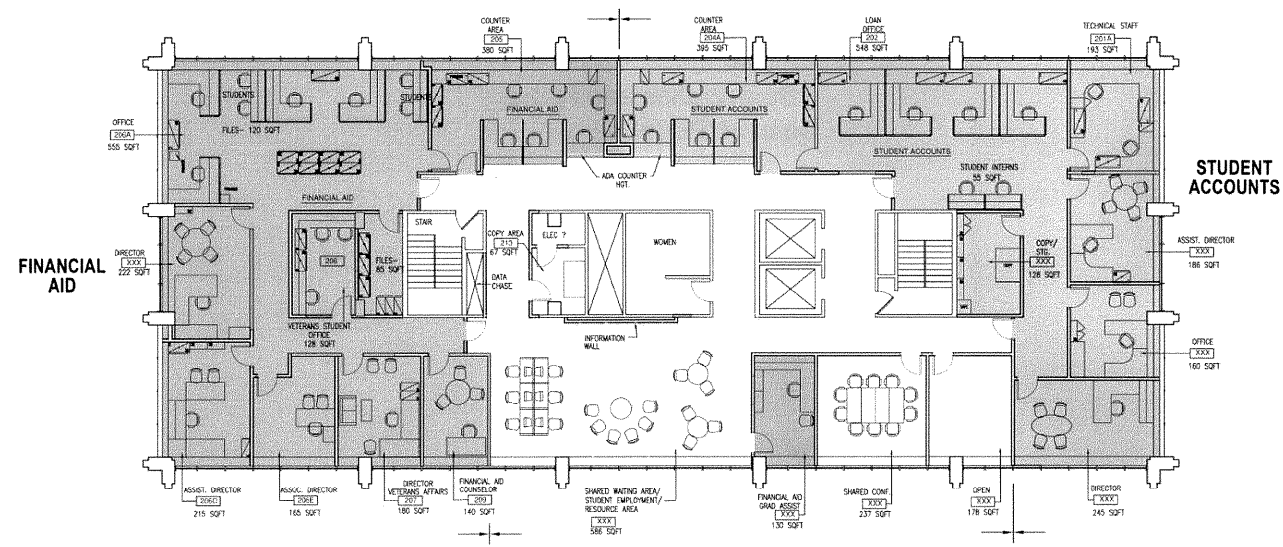
**Scenario 2A – Building Stack Plan**



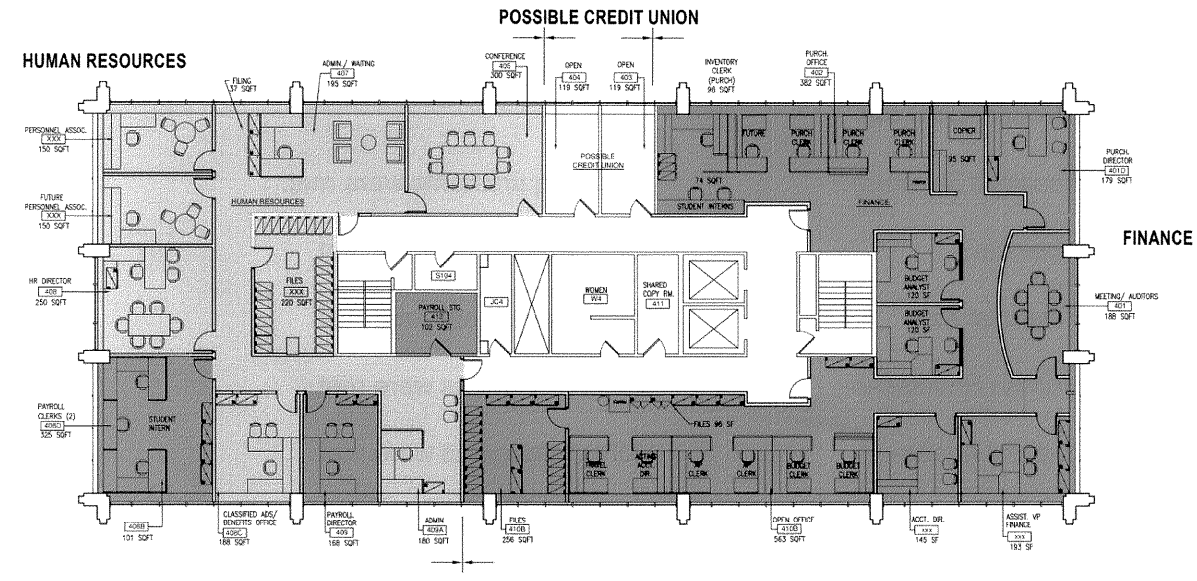
## 4.2

### Scenario 2A

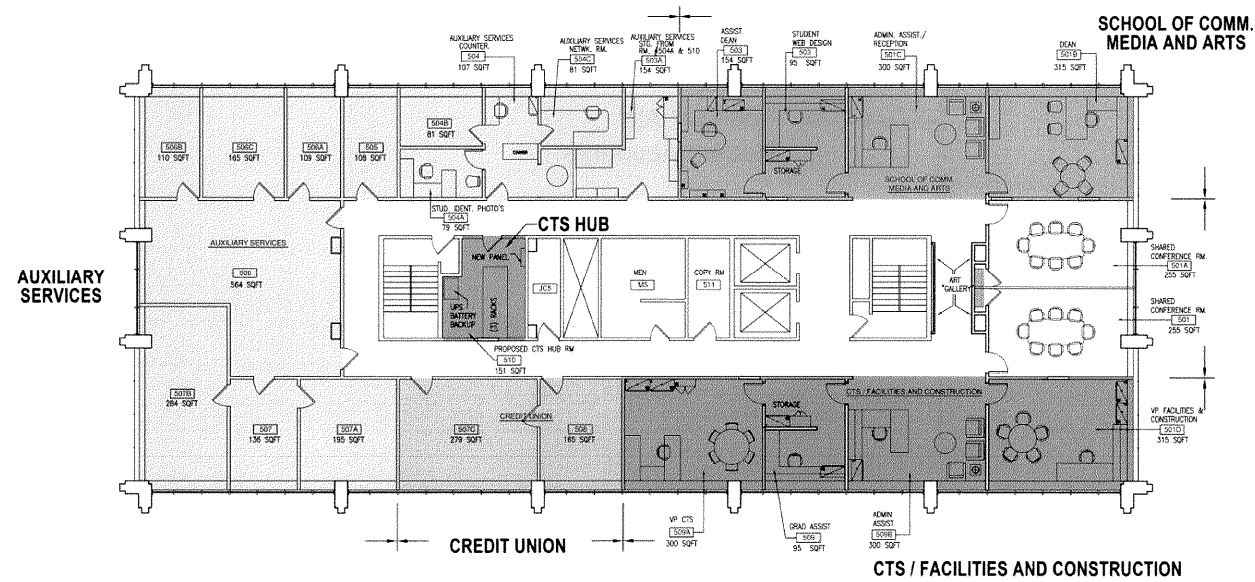
### Utilization Block Plans



2<sup>nd</sup> Floor



4<sup>th</sup> Floor



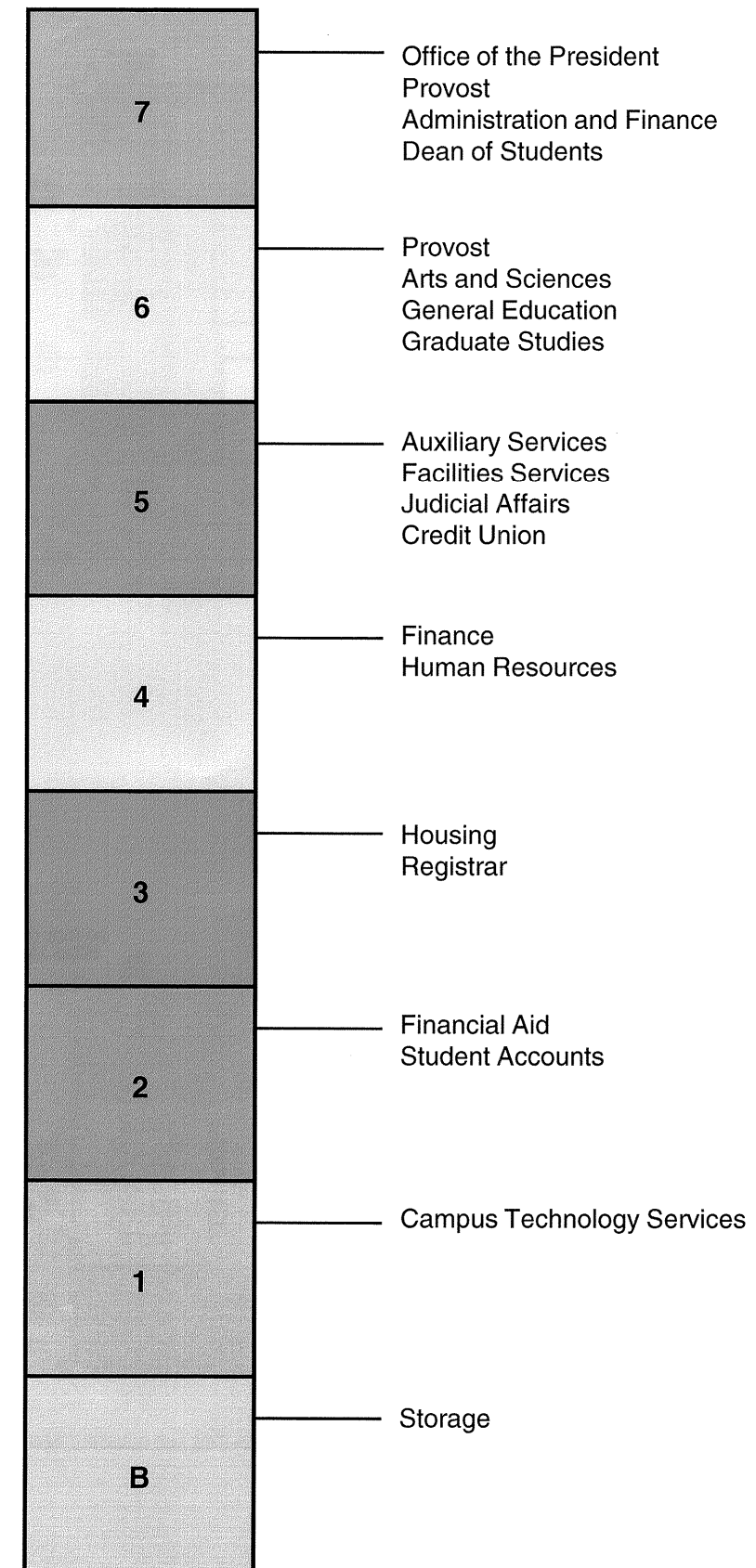
5<sup>th</sup> Floor

5.1  
Scenario 2B

**Scenario 2B – Departmental Summary**

SCMA-	<i>Not in Culkin Hall.</i>
CTS HUB/ - Auxiliary Services	All requirements were met.
Facilities Services-	Most requirements were met.
Finance-	All requirements were met.
Financial Aid-	All requirements were met.
Human Resources-	All requirements were met.
Judicial Affairs-	All requirements were met.
Orientation-	Most requirements were met.
Public Affairs-	<i>Not in Culkin Hall.</i>
Credit Union-	Requires a new location.
Student Accounts-	All requirements were met.

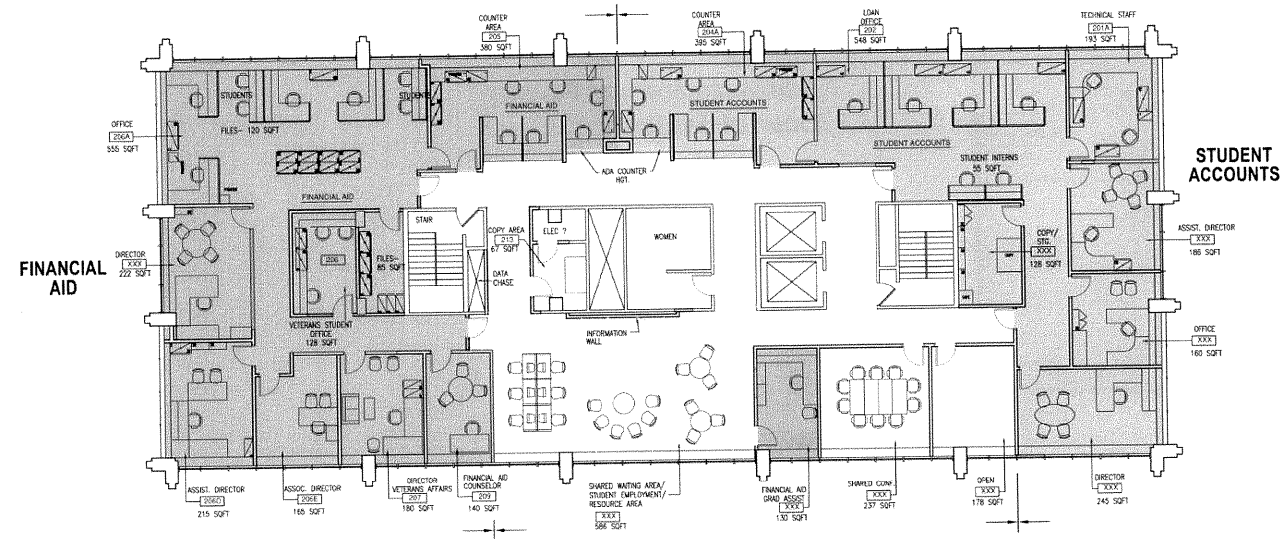
**Scenario 2B – Building Stack Plan**



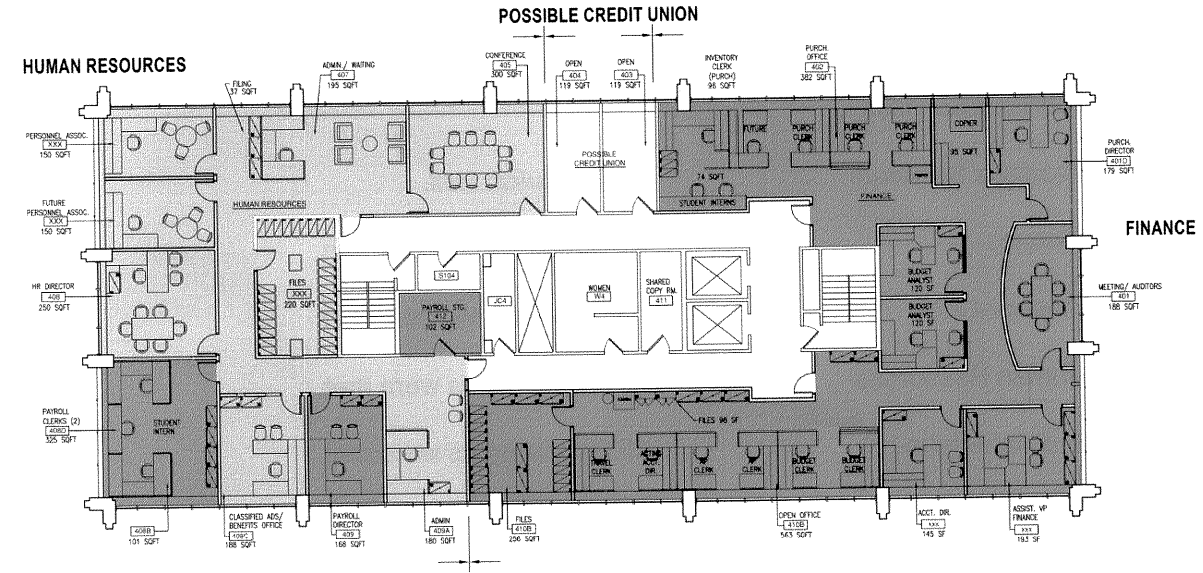
5.2

Scenario 2B

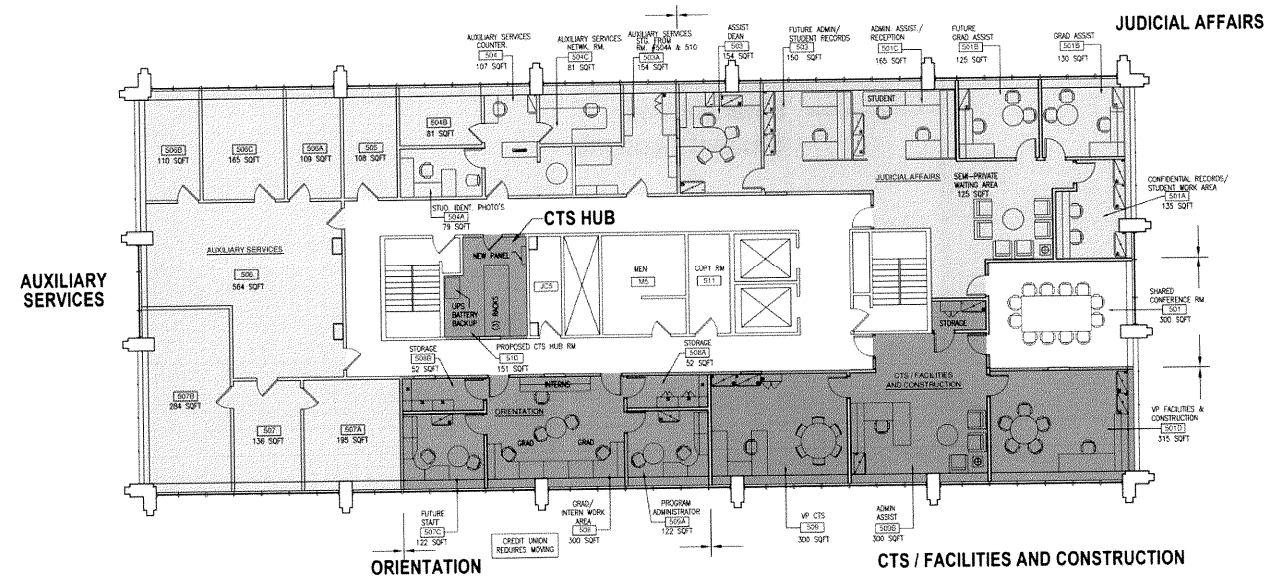
Utilization  
Block Plans



2<sup>nd</sup> Floor



4<sup>th</sup> Floor



5<sup>th</sup> Floor

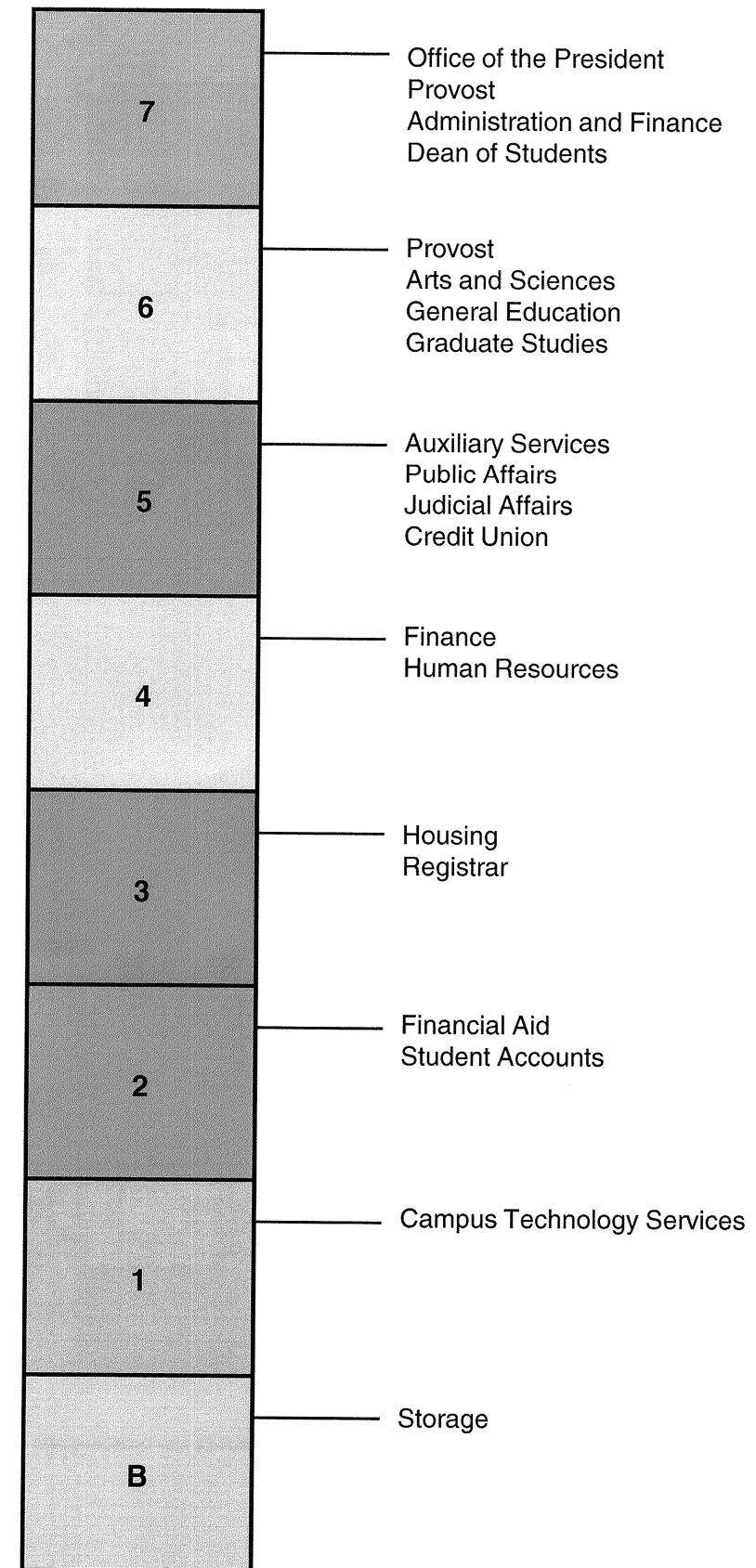
6.1

**Scenario 2C – Departmental Summary**

Scenario 2B

SCMA-	<i>Not in Culkin Hall.</i>
CTS HUB/ - Auxiliary Services	Most requirements were met.
Facilities Services-	<i>Not in Culkin Hall.</i>
Finance-	All requirements were met.
Financial Aid-	All requirements were met.
Human Resources-	All requirements were met.
Judicial Affairs-	All requirements were met.
Orientation-	<i>Not in Culkin Hall.</i>
Public Affairs-	Most requirements were met.
Credit Union-	Requires a relocation in Culkin.
Student Accounts-	All requirements were met.

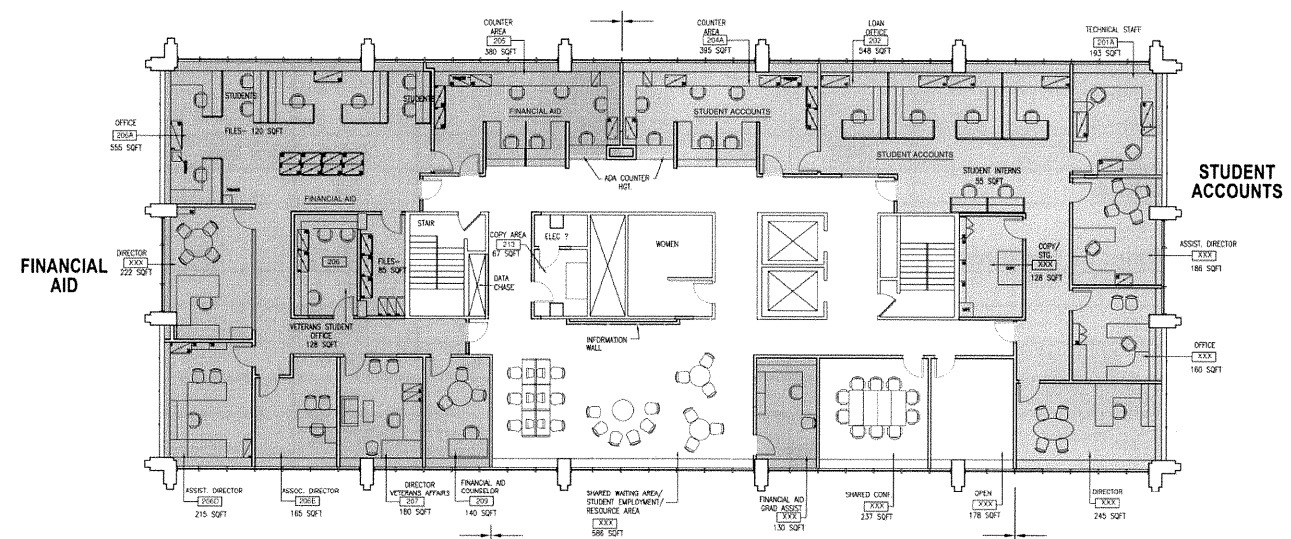
**Scenario 2C – Building Stack Plan**



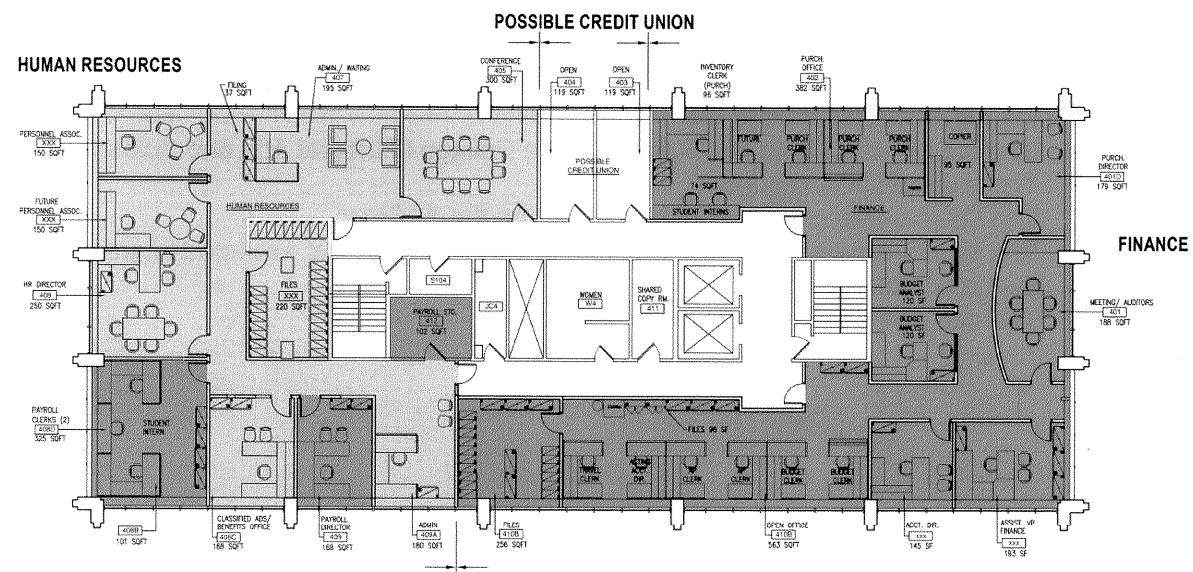
## 6.2

### Scenario 2C

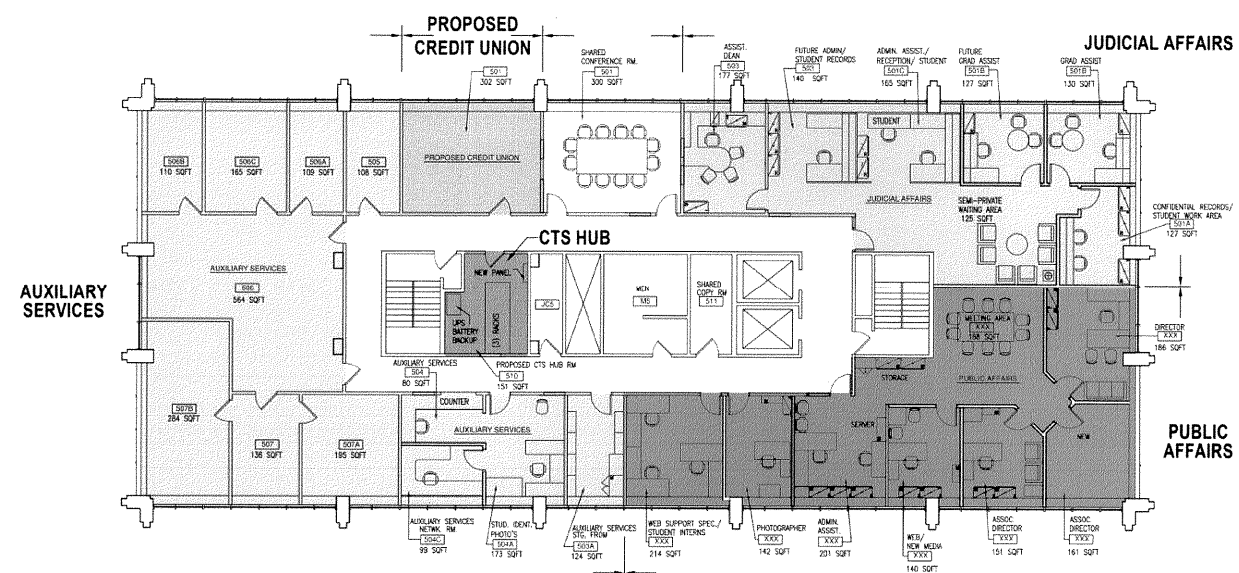
#### Utilization Block Plans



2<sup>nd</sup> Floor



4<sup>th</sup> Floor



5<sup>th</sup> Floor



# 7.1

## SCMA Program

### Notes:

1. Interview conducted with Fritz Messere.
2. SCMA Dean Suite will be a temporary location for the Dean if located in Culkin.
3. The existing space is under utilized and is the Dean is working with the space and the furnishings that were left.
4. Students enroll in both the SCMA and the College of Liberal Arts and Sciences. That adjacency is important.
5. The Dean works closely with the Provost on the 6<sup>th</sup> Floor.
6. The school is new so storage requirements are minimal but expected to grow with the growth of the school.
7. The adjacent conference room is shared.

### Scenario 1

- Accommodates all SCMA requirements.
- Some office spaces are slightly smaller than programmed.
- Adjacency to the 6<sup>th</sup> floor is maintained.
- Adjacency to a shared 8 person conference room is provided.

### Scenario 2A

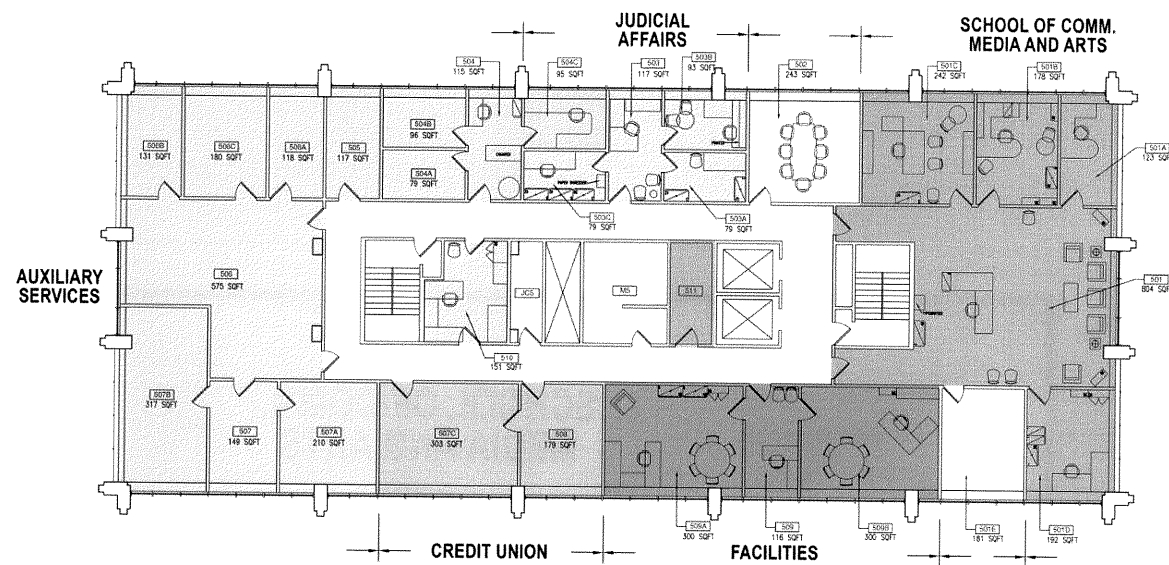
- This scenario accommodates the existing requirements. Future faculty and storage requirements are not included.
- Adjacent to two flexible conference rooms.

### Scenario 2B & 2C

- Not in Culkin Hall.

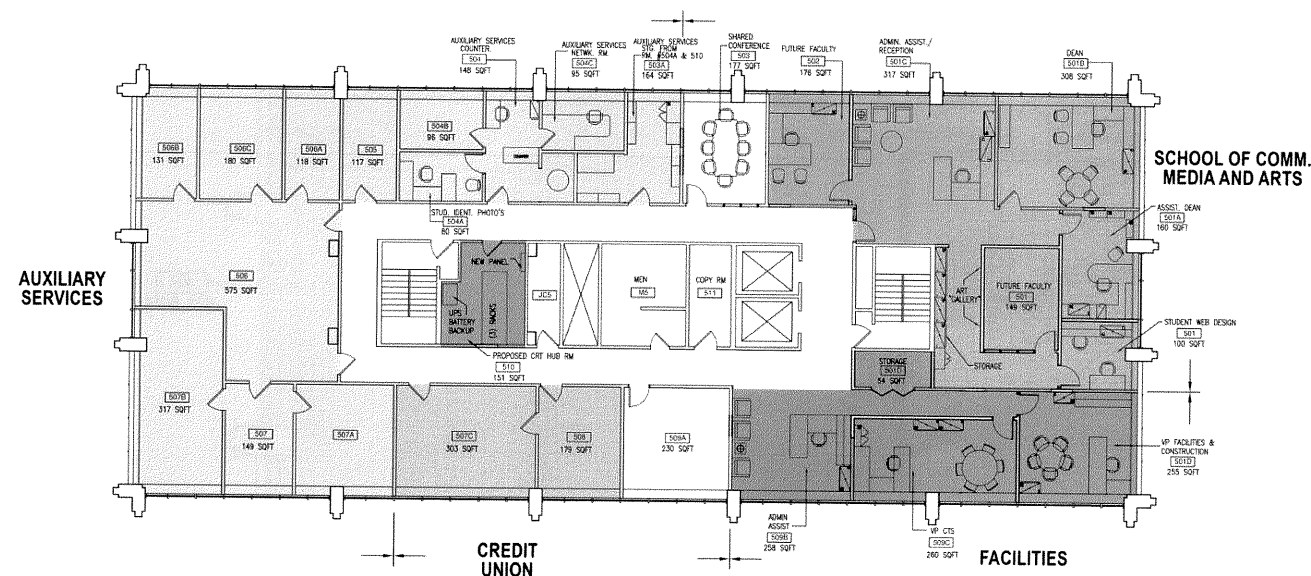
### School of Communication, Media and The Arts Program

Description	Existing Net SF	Existing Location	Program SF	Scenario 1- NSF	Scenario 2A-NSF	Scenario 2B- NSF	Scenario 2C-NSF
<b>School of Communication, Media and The Arts Program</b>							
Dean's Office	242	501C	300	308	315	Not Inc.	Not Inc.
Assistant Dean's Office	178	501B	180	154	154		
Student Web Designer (3 Students)	123	501A	120	95	95		
Waiting	255	501	120	130	95		
Admin. Assistant	170	501D	85	145	98		
<b>Net SF Subtotal:</b>	<b>968</b>		<b>805</b>	<b>832</b>	<b>757</b>		
<b>Future:</b>							
Conference Room			Shared	Shared	Shared		
Storage			70	50	0		
Faculty Office			120	149	0		
Faculty Office			120	176	0		
<b>Subtotal Net:</b>			<b>310</b>	<b>375</b>	<b>0</b>		
<b>Net SF Subtotal Exist/Future:</b>			<b>1,115</b>	<b>1,207</b>	<b>757</b>		
<b>Total Gross Existing:</b>	<b>1,841</b>						
<b>Total Gross (Based on Plans):</b>			<b>1,450</b>	<b>1,565</b>	<b>1,010</b>		
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>-391</b>	<b>-276</b>	<b>-831</b>		



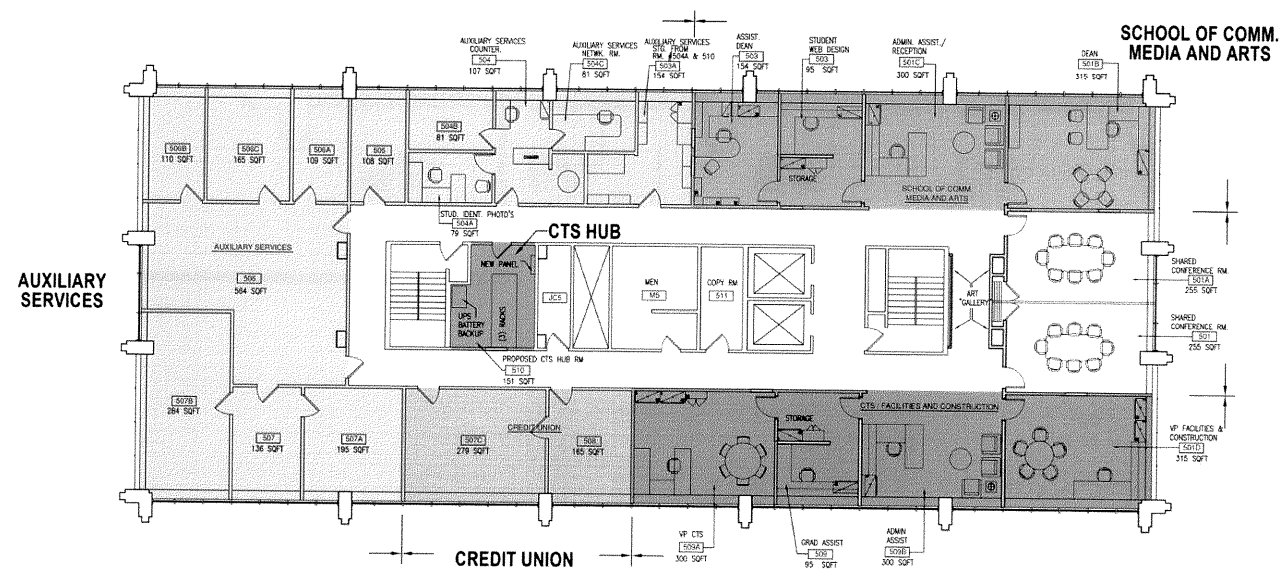
Existing Layout

5<sup>th</sup> Floor



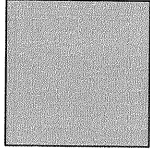
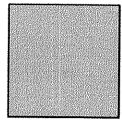
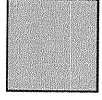


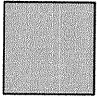
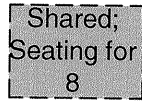


Scenario 1 Layout

5<sup>th</sup> Floor



Scenario 2A Layout

5<sup>th</sup> Floor

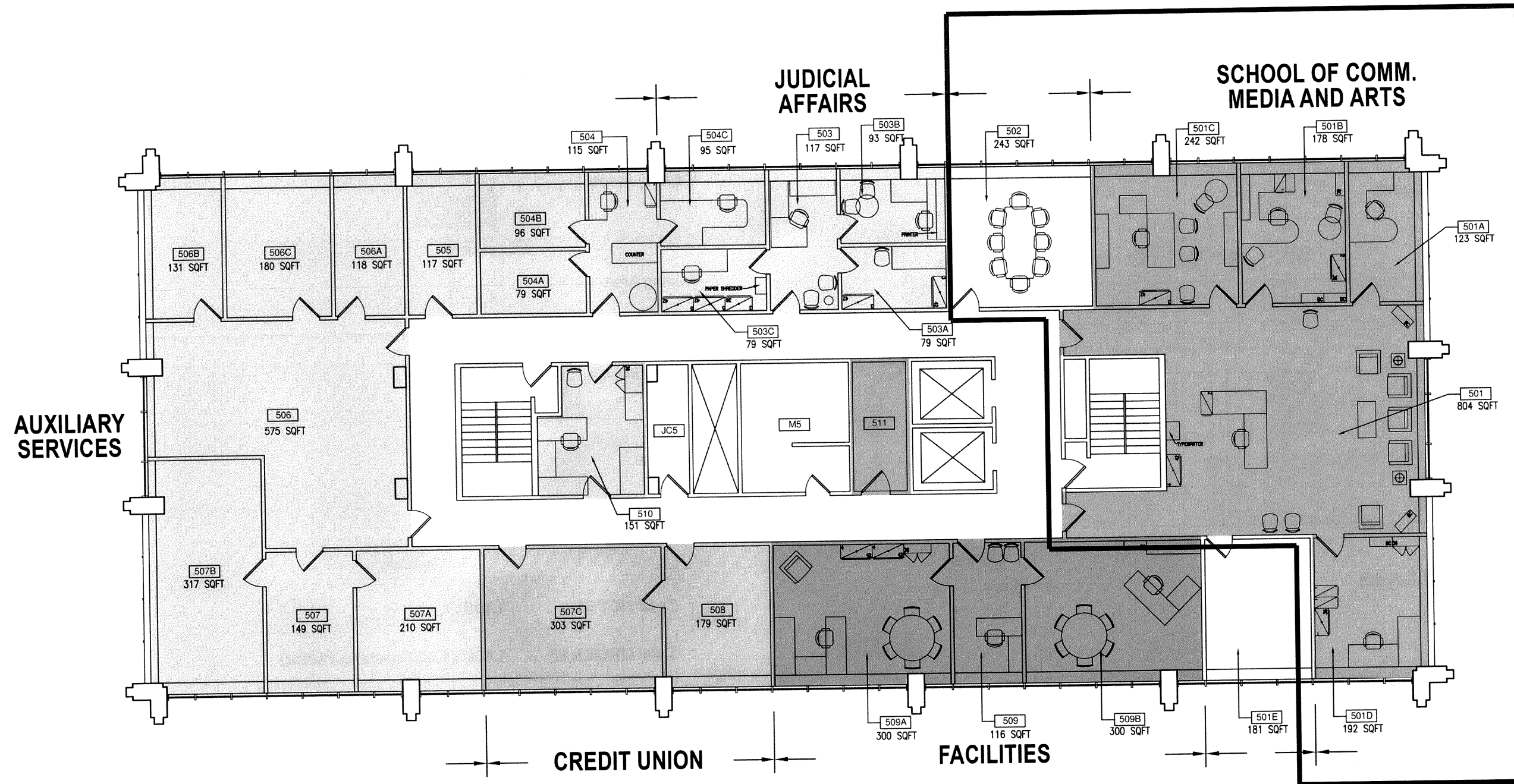
1,000	<b>School of Communications, Media and The Arts Program</b> (standard NSF)			
Offices	 300 Dean	 180 Assist. Dean	 120 Future Faculty	 120 Future Faculty
Workstations	 85 Admin Assist.	 120 Student Web Design (3 – Students)		
Meeting Areas	 Shared; Seating for 8			
Waiting Area	 120			
Student Interns				
Storage	 70			
Misc.				
<b>Total NET SF</b>	<b>1,115</b>			
<b>Total GROSS SF</b>	<b>1,450 (1.30 Grossing Factor)</b>			

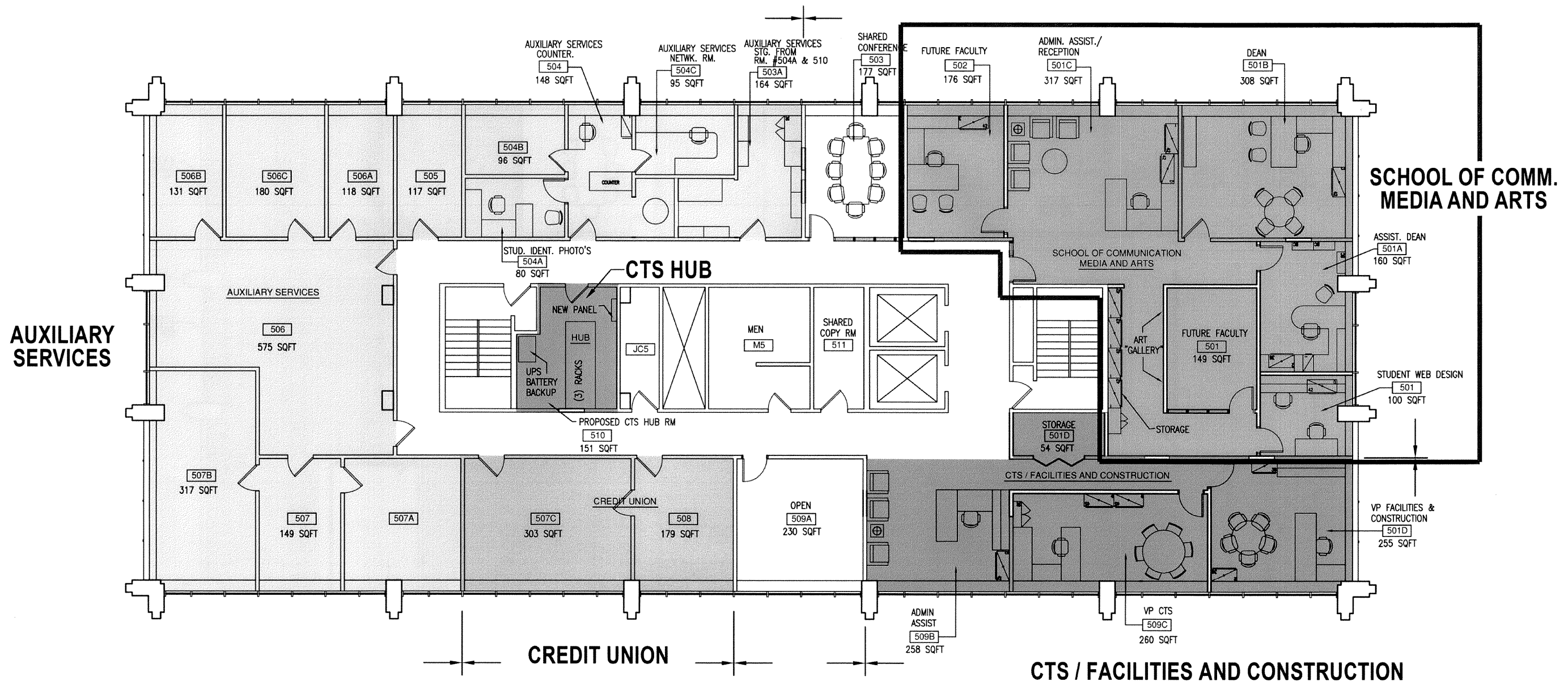
7.2

SCMA  
Adjacency  
Block Plan

7.3

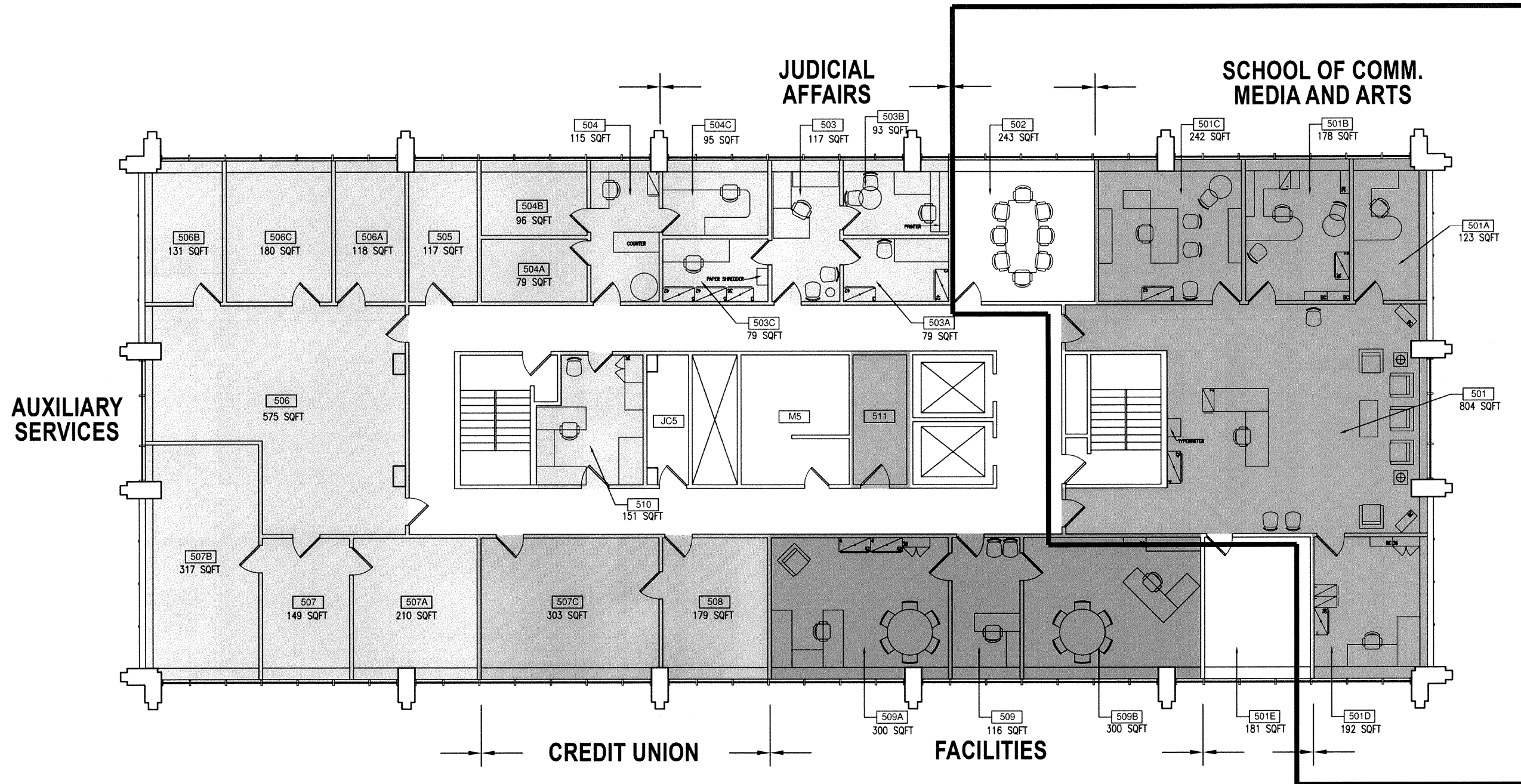
SCMA  
Existing  
5<sup>TH</sup> Floor Plan

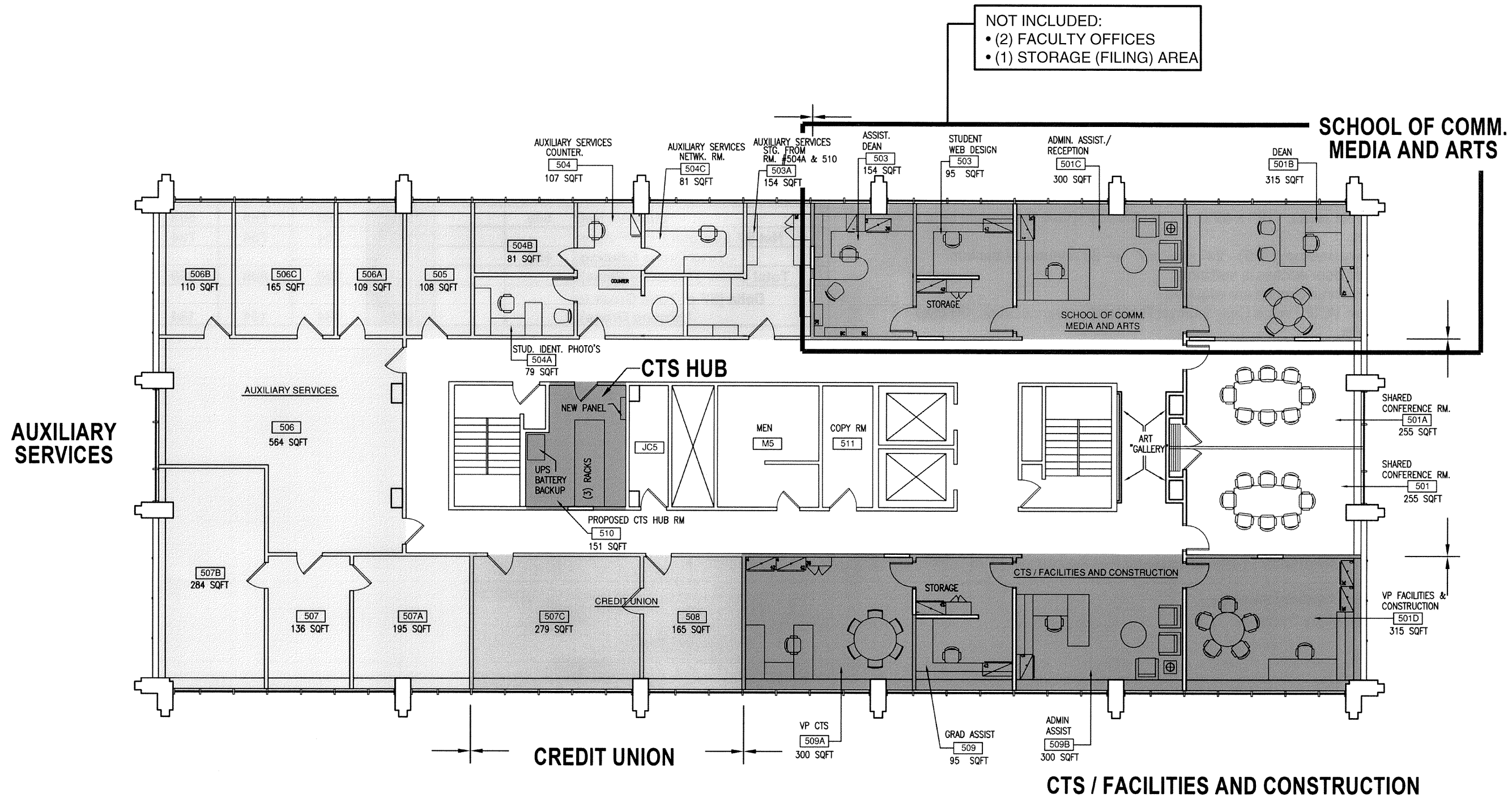




7.5

SCMA  
Existing  
5<sup>TH</sup> Floor Plan





# 8.1

## CTS HUB/ Auxiliary Services Program

### Notes:

1. Interviews were conducted with Michael Flaherty for Aux. Services and with Michael Pisa, Tyron Johnsonneuland for Campus Technology Services.
2. The need for a new network hub to be located on the 5<sup>th</sup> floor for service to the building necessitates the need to relocate the existing Student ID Photograph room. An in depth assessment of the entire department was not conducted.
3. Michael Flaherty noted that they have a network room of their own that should not be relocated.
4. Discussions for CTS centered solely on the needs for the HUB area.
5. The existing data panels that are located in the janitor's closets on the floors are at capacity. Room #510 has been selected as the most likely space to add a Hub room due to its adjacency to the closets. Cables would be run vertically through the janitors closets through the building and in to #510.
6. Requirements for the Hub include:
  - a. (3) Data racks, 112"l x 42"d. x 7' h. Include space to circulate behind the racks.
  - b. Battery backup (UPS) - 24" x 36" x 7' +/- 30 minutes of backup.
  - c. Single door access is sufficient.
  - d. 5 additional circuits are required.
  - e. Future VOIP (Voice Over Internet Protocol) power network. 20 amp circuits.
  - f. Mechanical modifications for cooling.
  - g. Power modifications. (It was mentioned that the building is at capacity. Engineering to investigate options.)
  - h. Circuit 2 generator, located in the basement.
  - i. Lighting modifications.

### Scenario 1, 2A & 2B

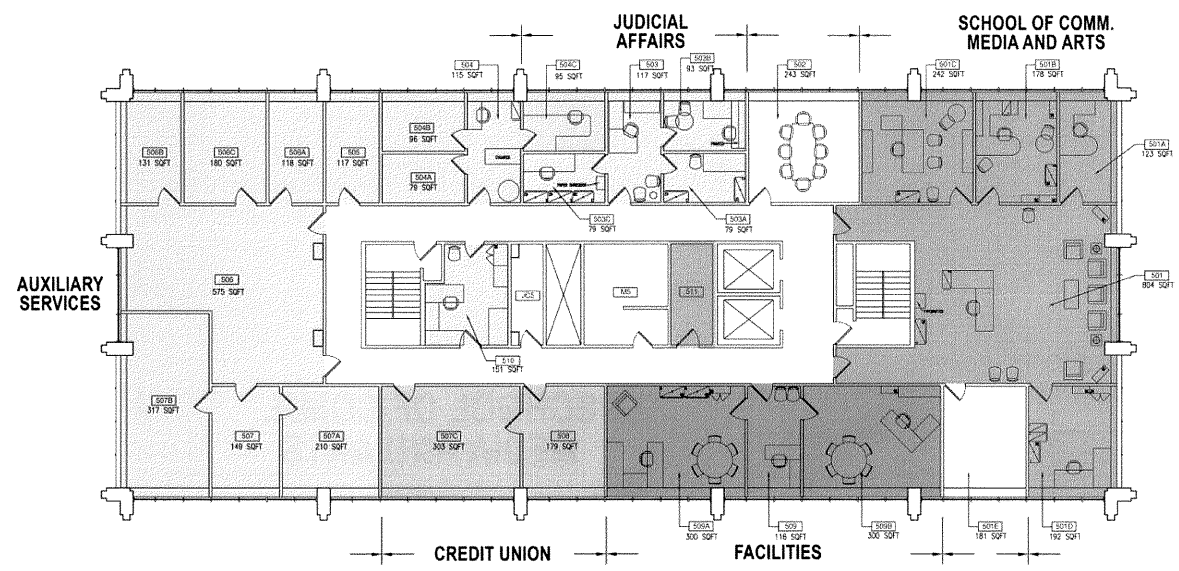
- Accommodates all requirements. It should be noted that the Hub, #510, is tight in all scenarios.
- Additional storage for Auxiliary Services.
- Minimal impact to Auxiliary Services.

### Scenario 2C

- Accommodates requirements.
- Auxiliary Services impact is more significant. The network for this department would be relocated resulting in cabling impacts for the department.
- The counter and the student ID photography areas would be collocated.

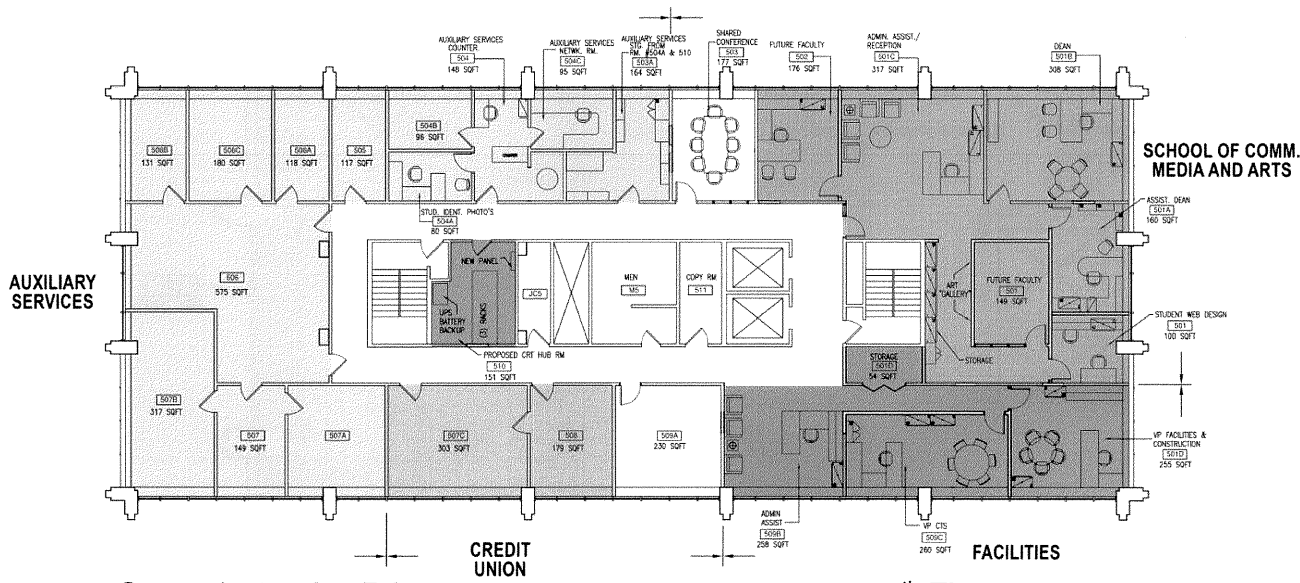
### CTS HUB Program

Description	Existing Net SF	Existing Location	Program NSF	Scenario 1	Scenario 2A	Scenario 2	Scenario 2C
<b>CTS HUB Program</b>							
HUB Room	0	na	150	151	151	151	151
<b>Net SF Subtotal:</b>	<b>0</b>		<b>150</b>	<b>151</b>	<b>151</b>	<b>151</b>	<b>151</b>
<b>Req. Modifications to Auxiliary Services:</b>							
Photo Room	151	510	150	80	80	80	173
Aux. Service Center	115	504	100	148	148	148	Inc. Abv
Staff Office	96	504B	120	96	96	96	80
Network Room	95	504C	95	95	95	95	99
Storage Room	79	504A	80	164	164	164	124
<b>Subtotal Net:</b>	<b>536</b>		<b>545</b>	<b>583</b>	<b>583</b>	<b>583</b>	<b>476</b>
<b>Net SF Subtotal Exist/Future:</b>			<b>695</b>	<b>734</b>	<b>734</b>	<b>734</b>	<b>627</b>
<b>Total Gross Existing:</b>	<b>666</b>						
<b>Total Gross (Based on Plans):</b>			<b>904</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>700</b>
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>238</b>	<b>134</b>	<b>134</b>	<b>134</b>	<b>34</b>



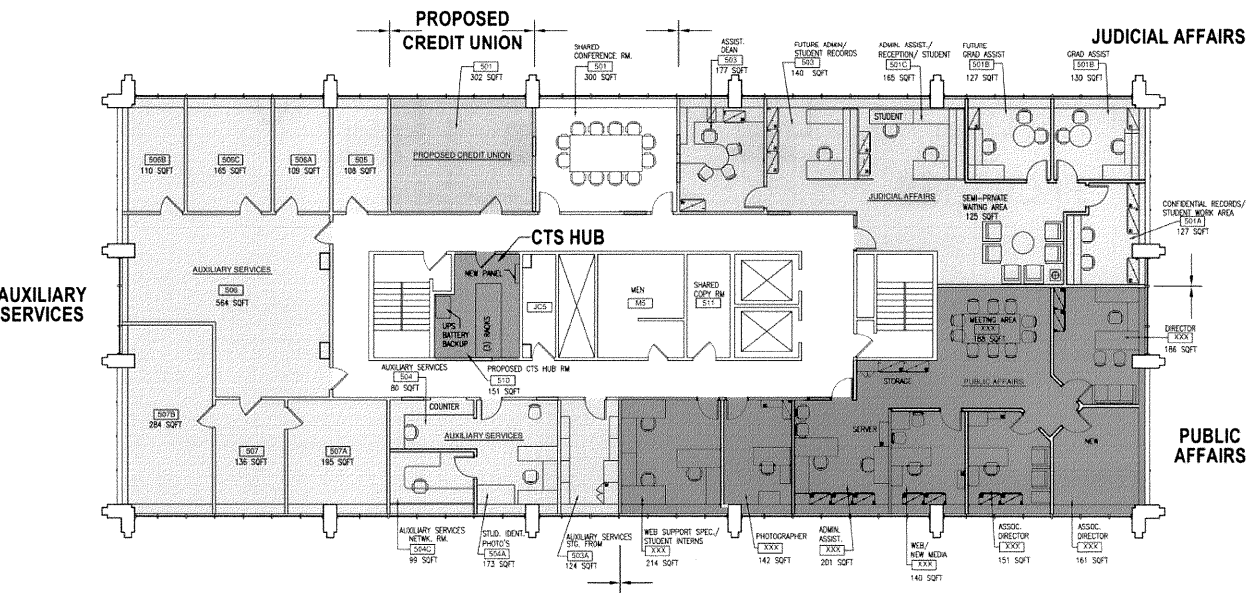
Existing Layout

5th Floor



Scenario 1, 2A, 2B Layout  
(For CTS HUB/Auxiliary Services Modification)

5th Floor



Scenario 2C Layout

5th Floor

	CTs HUB/Auxiliary Services Program (standard NSF)			
1.000				
Offices		120 Staff		
Workstations				
Meeting Areas				
Waiting Area				
Student Interns				
Storage				
Misc.				
	150			
<b>Total NET SF</b>	<b>695</b>			
<b>Total GROSS SF</b>	<b>904 (1.30 Grossing Factor)</b>			

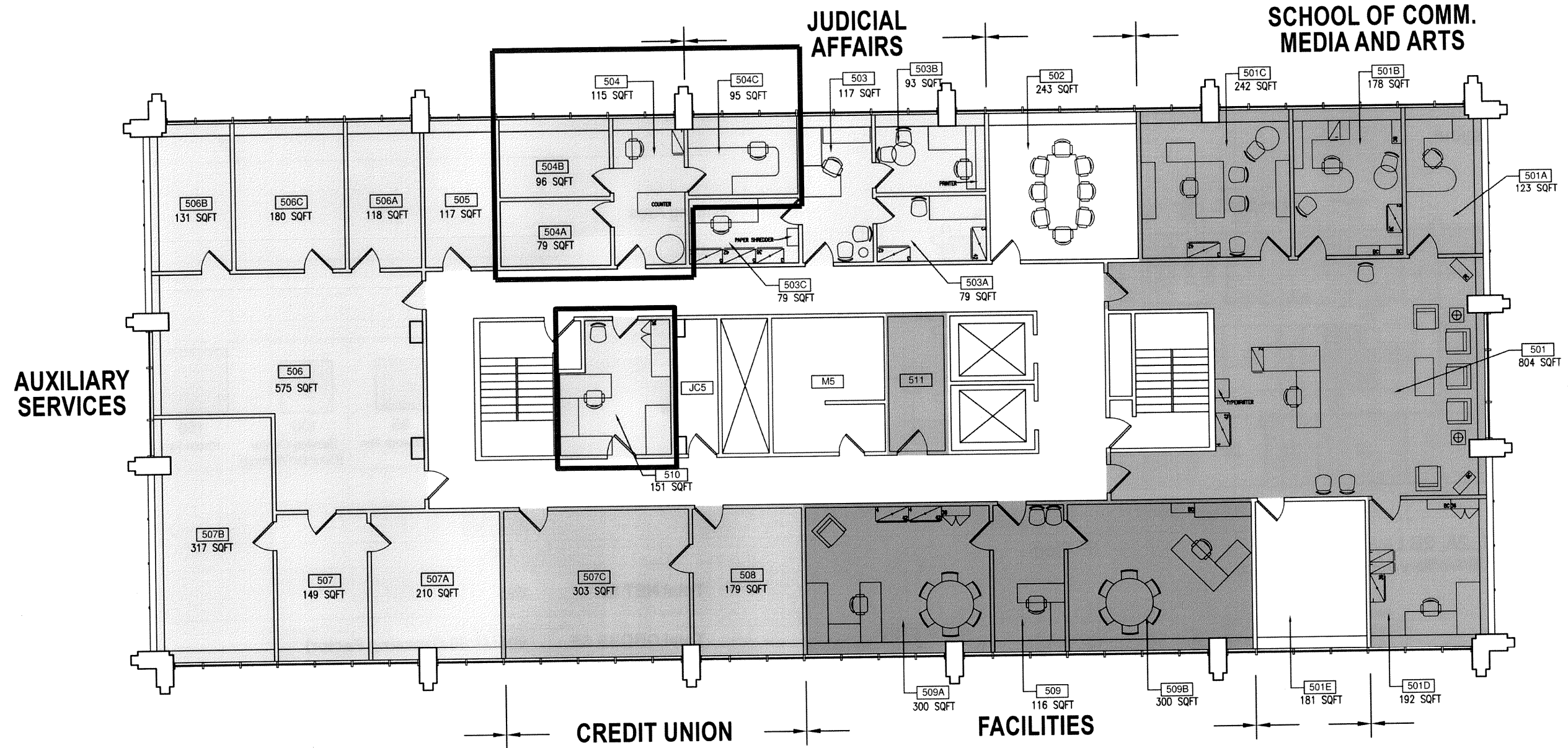
8.2

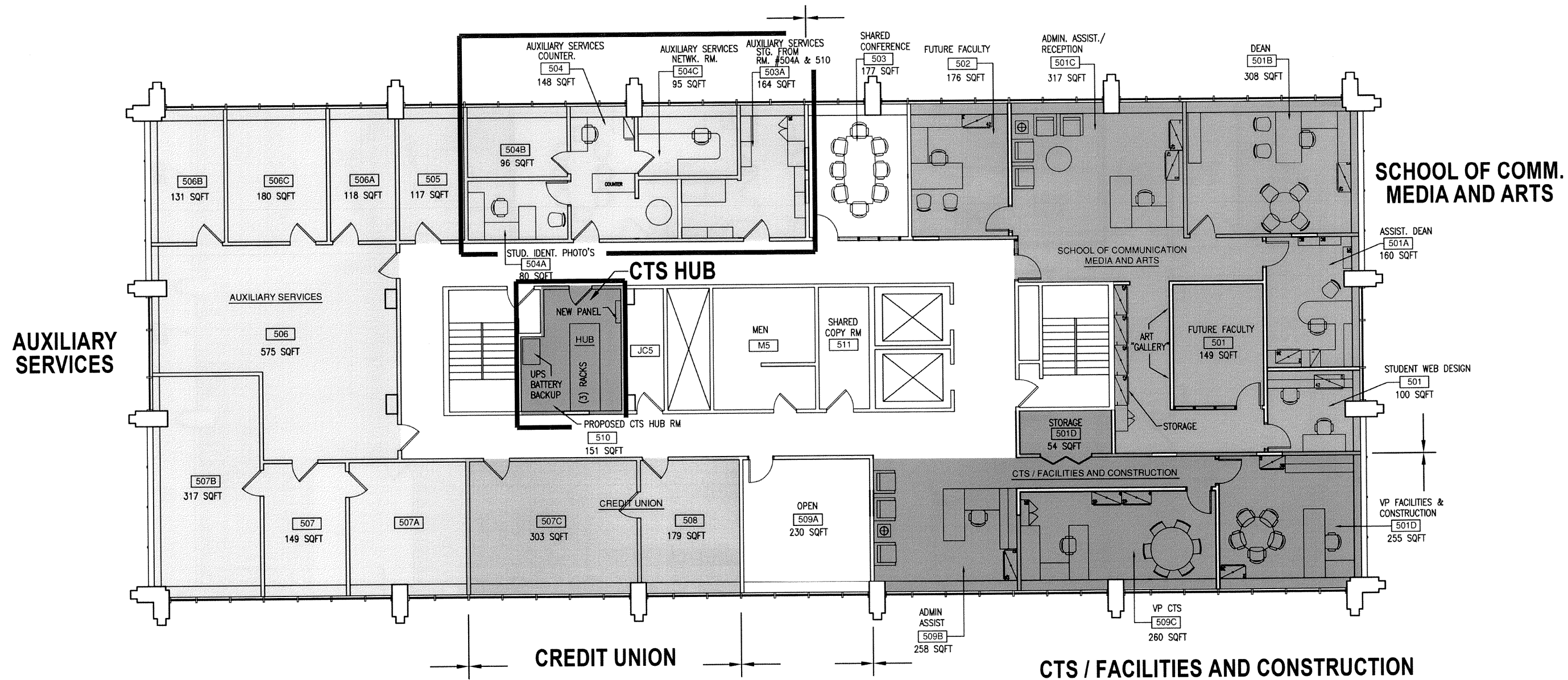
CTS HUB/  
Auxiliary Services  
Adjacency  
Block Plan



8.3

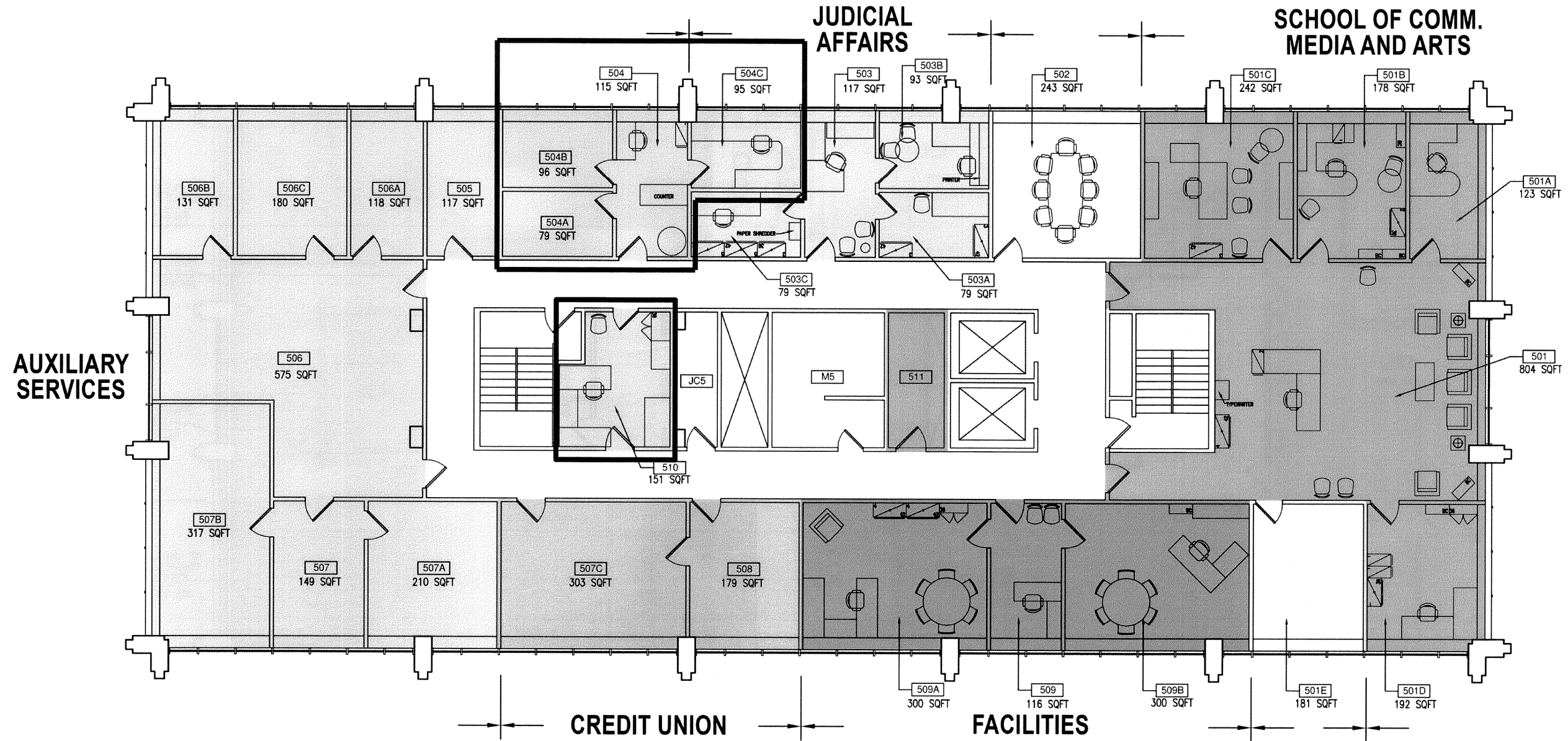
CTS HUB/  
Auxiliary Services  
Existing  
5<sup>TH</sup> Floor

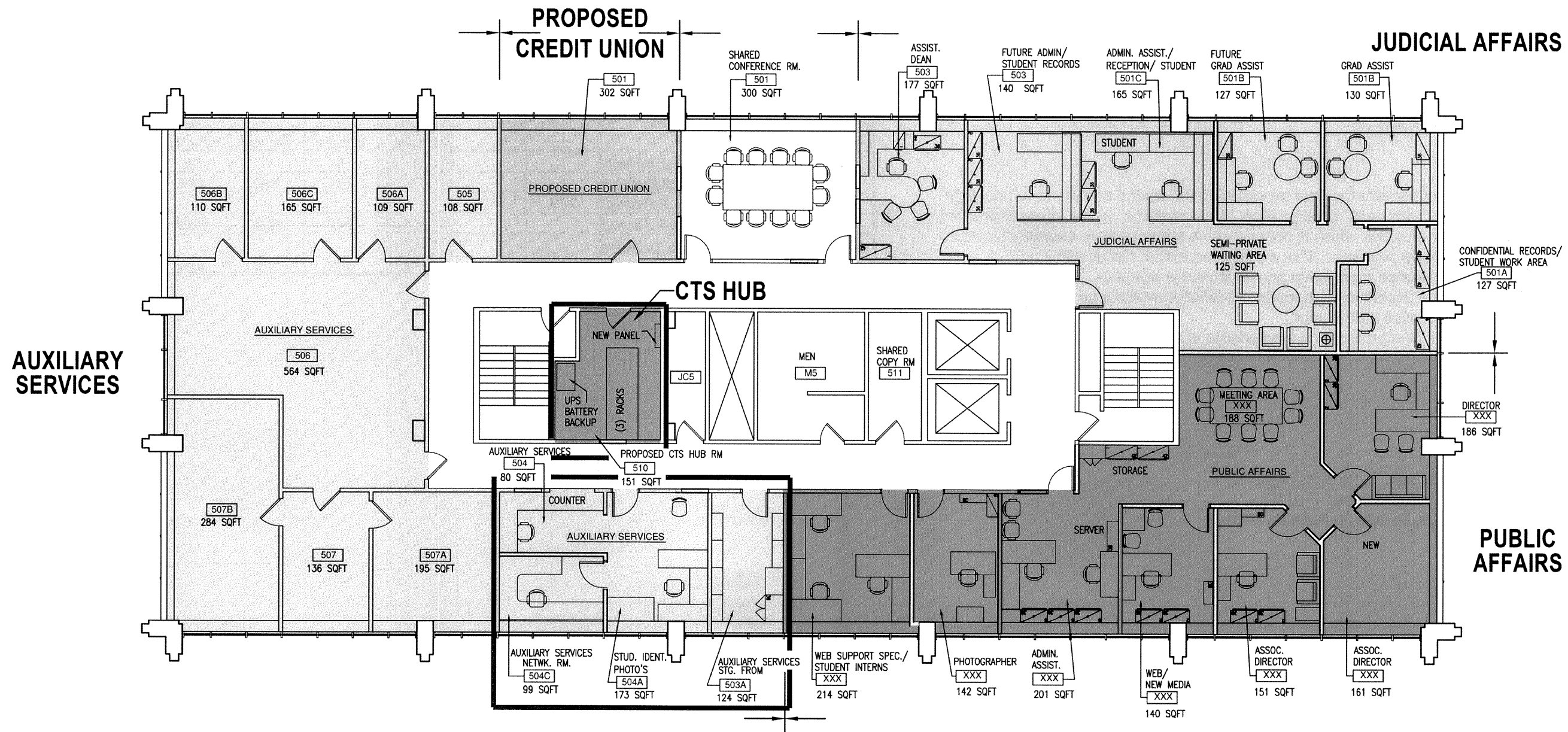




8.5

CTS HUB/  
Auxiliary Services  
Existing  
5<sup>TH</sup> Floor





# 9.1 Facilities Services Program

**Notes:**

1. Interview was conducted with Tom Simmonds (Facilities and Construction) and Joseph Moreau (CTS).
2. Office sizes were sufficient for the VP's, but the Administrative Assistant's office had been compromised.
3. Adjacency to a conference room is required for a minimum of 8 people.
4. A multi-purpose area for a Grad Assistant would be beneficial.
5. Storage requirements are adequate.
6. Desire a reception area that has a more professional appearance.
7. This department is does not have adjacency requirements and is not locked into being located on the 5<sup>th</sup> floor.

Scenario 1

- Open reception area benefits the floor by exposing the central corridor to natural light and breaking up the "race track" configuration. This creates a central information point for those leaving the elevator, which is not part of the administrative assistant's current function and may not be desirable. This would need further discussion.
- Adjacency to a conference room is not accomplished in this plan. There is however a non-dedicated room adjacent to the department (#509A) which could function as a second shared conference for the floor.
- There is not an area designated for a grad assistant/ multi-purpose space as requested.

Scenario 2A

- All requirements are met.
- Open floor plan in reception area.
- Adjacent to two large, flexible conference rooms.

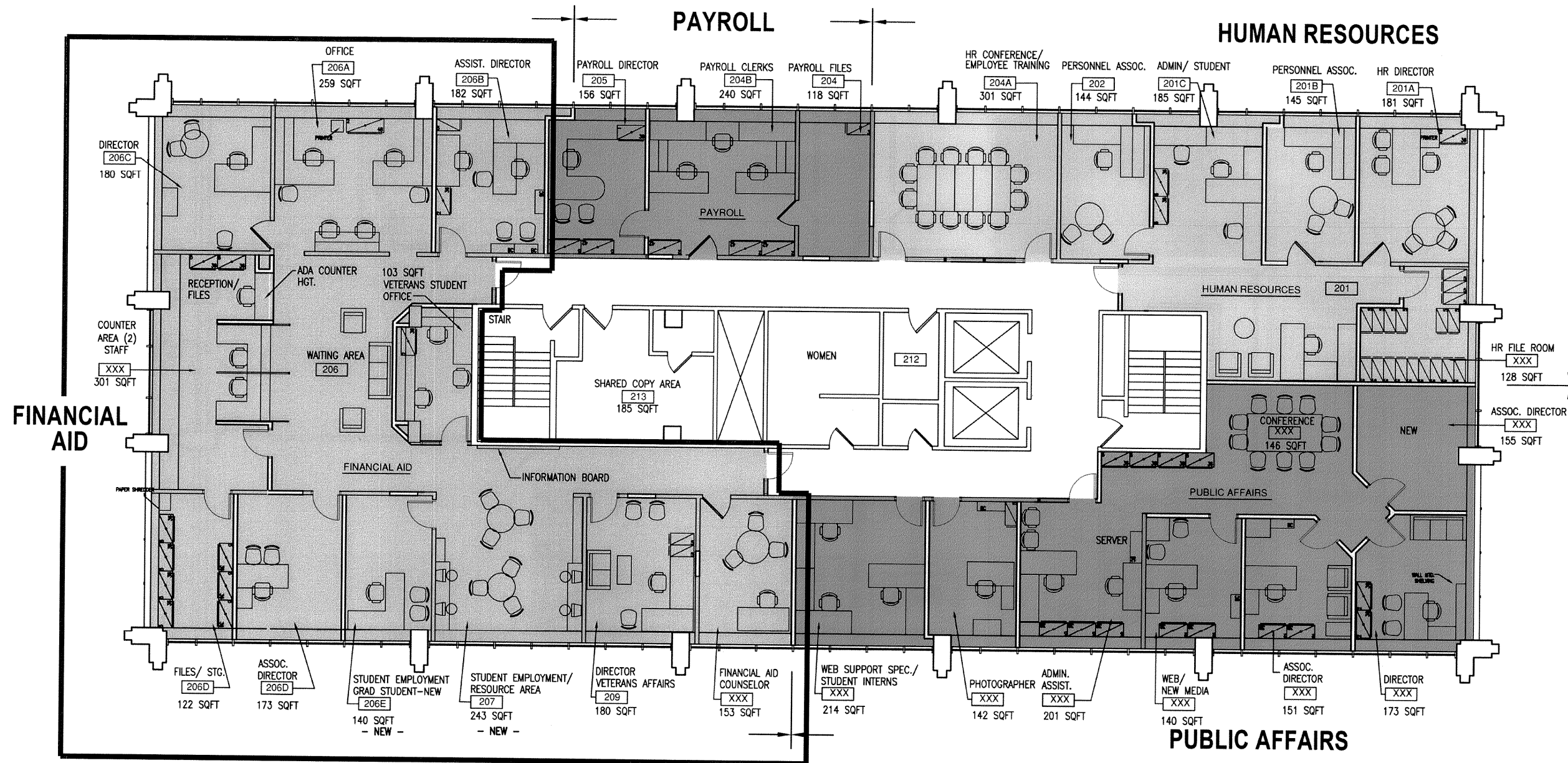
Scenario 2B

- Office spaces are sized to existing square footage.
- Enclosed reception area/ department.
- There is not an area designated for a grad assistant/ multi-purpose space as requested.
- Shared/ dedicated conference room with Judicial Affairs.

Scenario 2C

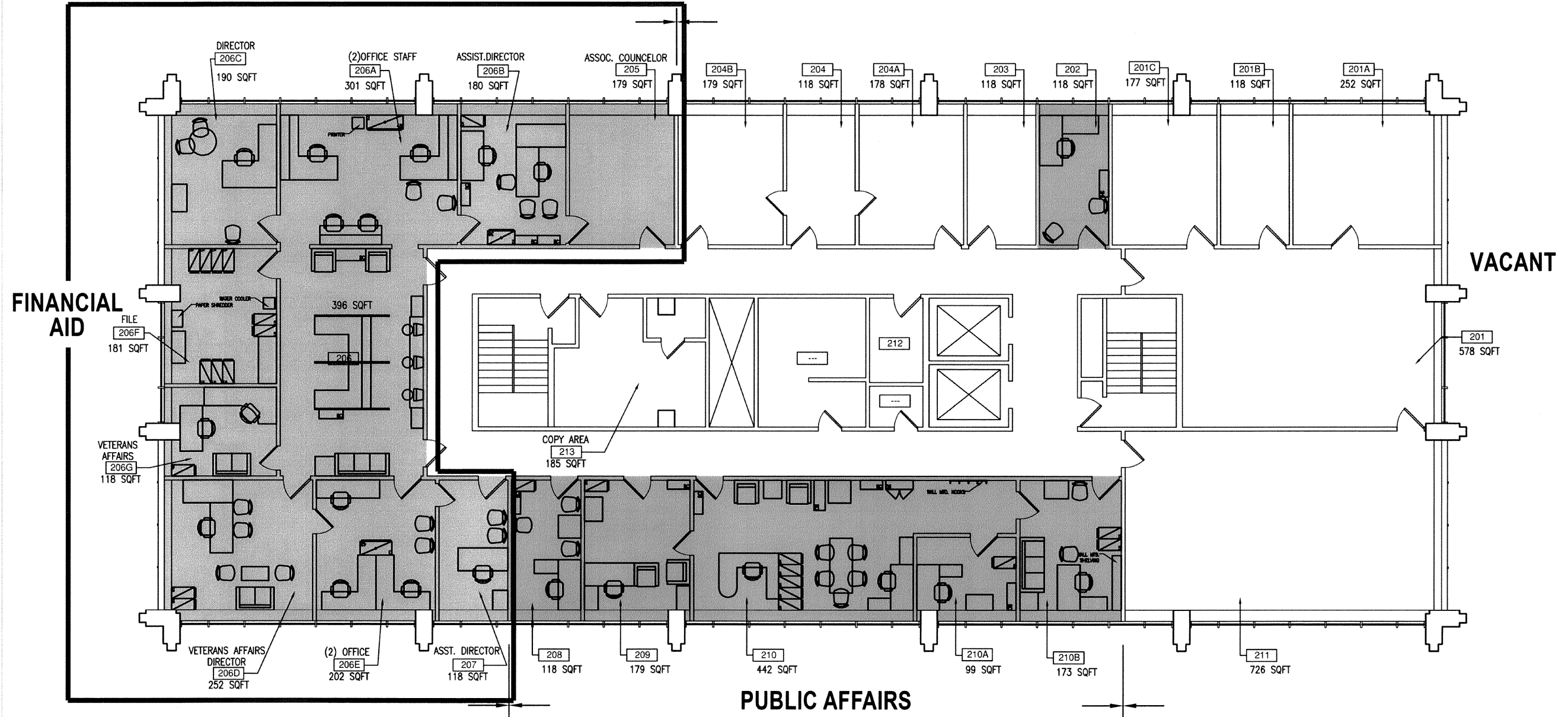
- Facilities Services is not located in Culkin Hall.

Facilities Services							
Description	Existing Net SF	Existing Location	Program SF	Scenario 1	Scenario 2A	Scenario 2B	Scenario 2C
<b>Facilities Services Program</b>							
Office - VP CTS	300	509A	200	260	300	300	Not Inc.
Office- VP Facilities & Construction	300	509B	200	255	315	315	
Admin. Assistant	70	509	85	130	123	123	
Waiting Area	10	509	100	85	98	98	
Storage	Inc.	509	50	54	32	14	
<b>Net SF Subtotal</b>	<b>680</b>		<b>635</b>	<b>784</b>	<b>868</b>	<b>850</b>	
<b>Future:</b>							
Student Intern			30	0	0	95	
Conference Room			Shared	Shared	Shared	Shared	
<b>Subtotal Net:</b>			<b>30</b>	<b>0</b>	<b>0</b>	<b>95</b>	
<b>Net SF Subtotal Exist/Future:</b>			<b>665</b>	<b>784</b>	<b>868</b>	<b>945</b>	
<b>Total Gross SF- Existing:</b>	<b>748</b>						
<b>Total Gross (Based on Plans):</b>			<b>865</b>	<b>940</b>	<b>868</b>	<b>1168</b>	
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>117</b>	<b>192</b>	<b>120</b>	<b>420</b>	



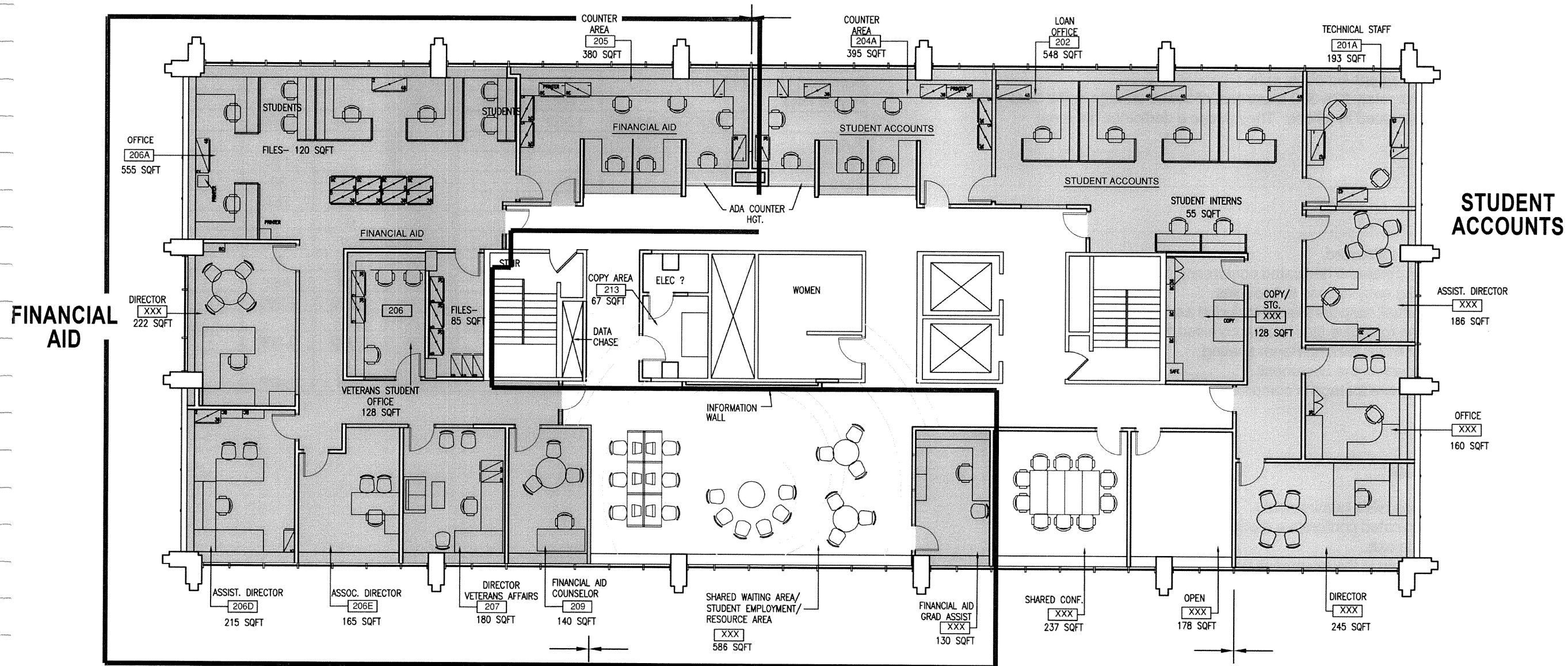
11.5

Financial Aid  
Existing  
2ND Floor



11.6

Financial Aid  
Scenario  
2A,B & C  
2<sup>ND</sup> Floor





# 12.1

## Human Resources/ Payroll Program

### Notes:

1. Interview was conducted with Marta Santiago.
2. Existing offices are spread around the floor. It is the desire for both HR and Payroll departments to be co-located.
3. HR is sensitive to employees entering the department and would like the reception area to be discrete.
4. HR provides Training and requires a conference room dedicated to the department for 8-10 people. The dedicated conference requirement comes from the need to use the room impromptu given the nature of their work.
5. Online mailing has significantly reduced the need for a mass mailing area.
6. Security is a concern for the department. Payroll and HR requires security. HR doors are currently activated to signal Campus Security if the door closes. Consideration for the proximity of this department to an exit is required.
7. Payroll shares Student Accounts safe.
8. There is approximately 275-300 linear feet of boxed storage in the basement.
9. Active files are located in offices. They desire a dedicated file room.

### Scenario 1

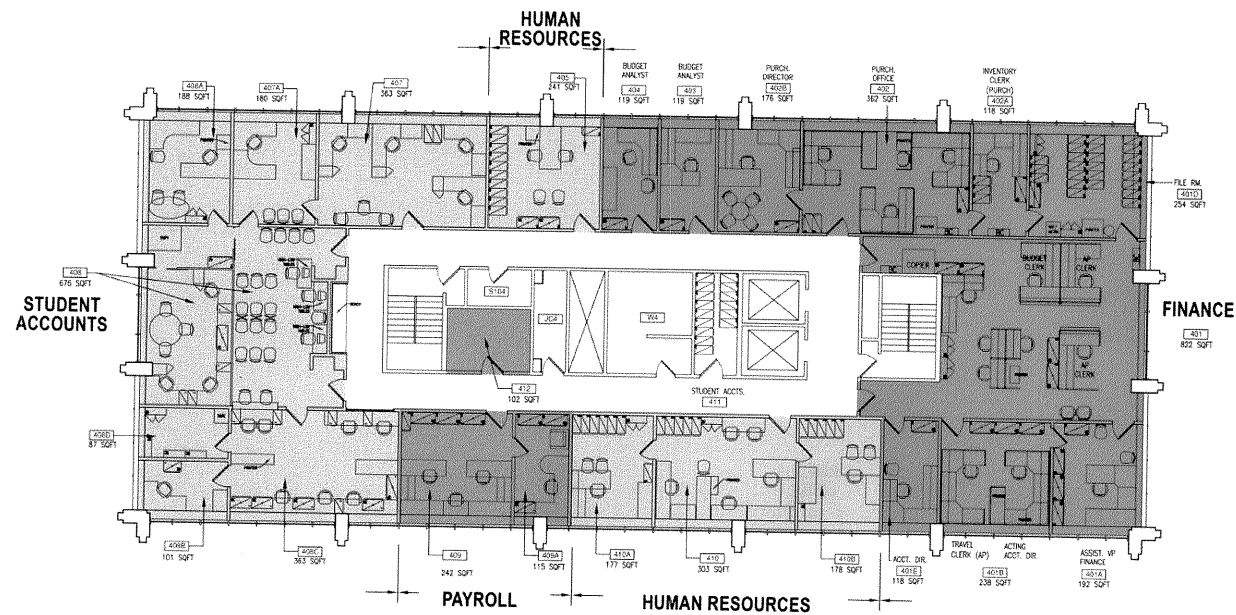
- HR and Payroll are collocated.
- This scenario incorporates a dedicated conference room.
- The department has easy access to two exits.
- One Future Personnel Associate is not included as requested.
- The square footage for active files is compromised in this plan.
- There is limited room for Waiting Room seating.
- Basement files remain in the basement.
- Staff workspace square footage is compromised.

### Scenario 2A, 2B & 2C

- This scenario meets HR's requirements.
- Incorporates a dedicated conference room.
- Easy access to one exit.
- Basement files remain in the basement.

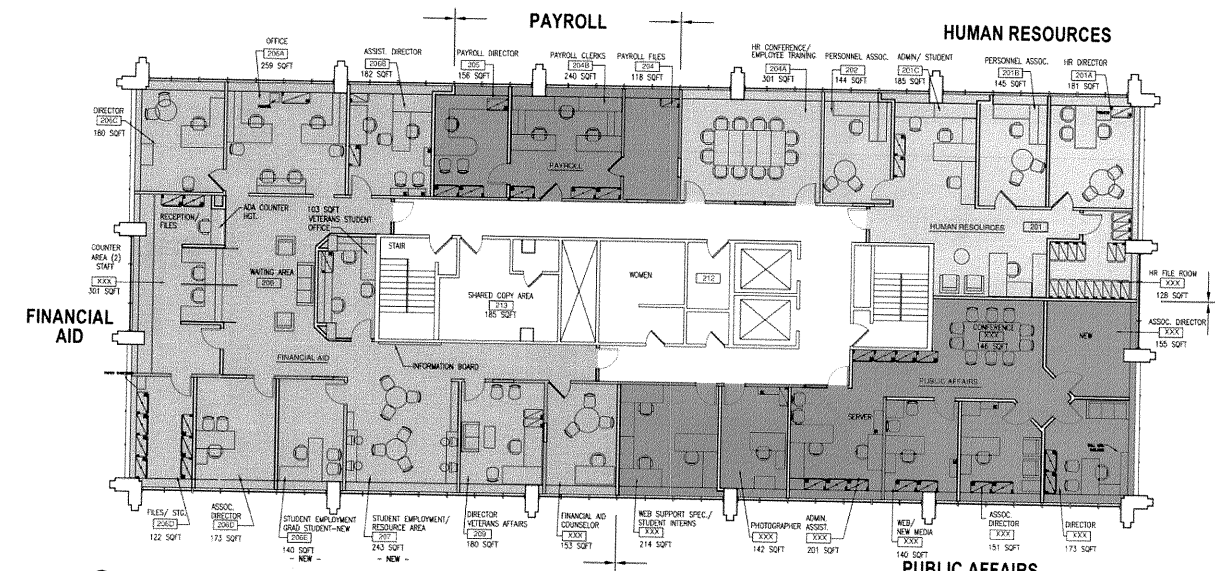
### Human Resources/Payroll Program

Description	Existing Net SF	Existing Location	Program SF	Scenario 1- NSF	Scenario 2A-NSF	Scenario 2B- NSF	Scenario 2C-NSF
<b>Human Resources Program</b>							
HR Director/Files	241	405	180	181	250	No Chg.	No Chg.
Payroll Director	115	409A	180	156	188		
Personnel Associate	178	410B	120	144	150		
Classified Ads	177	410A	120	145	168		
HR Staff	150	410	85	70	140		
HR Staff	150	410	85	70	97		
Payroll Clerk	120	409	85	120	147		
Payroll Clerk	120	409	85	120	147		
Basement Files to Remain	0	B	0	0	0		
Payroll Files	102	412	100	118	102		
<b>Net SF Subtotal:</b>	<b>1,353</b>		<b>1,040</b>	<b>1,124</b>	<b>1,389</b>		
<b>Future:</b>							
Personnel Associate			120	0	150		
Student Intern			30	40	30		
Dedicated File Room			250	128	257		
Storage Area			120	0	0		
Conference Room (Seat 12)			300	301	300		
Waiting Area			60	57	96		
<b>Subtotal Net:</b>			<b>880</b>	<b>526</b>	<b>833</b>		
<b>Net SF Subtotal Exist/Future:</b>			<b>1,920</b>	<b>1,650</b>	<b>2,222</b>		
<b>Total Gross Existing:</b>	<b>1,328</b>						
<b>Total Gross (Based on Plans):</b>			<b>2,496</b>	<b>1,990</b>	<b>2,805</b>		
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>1,168</b>	<b>662</b>	<b>1,477</b>		



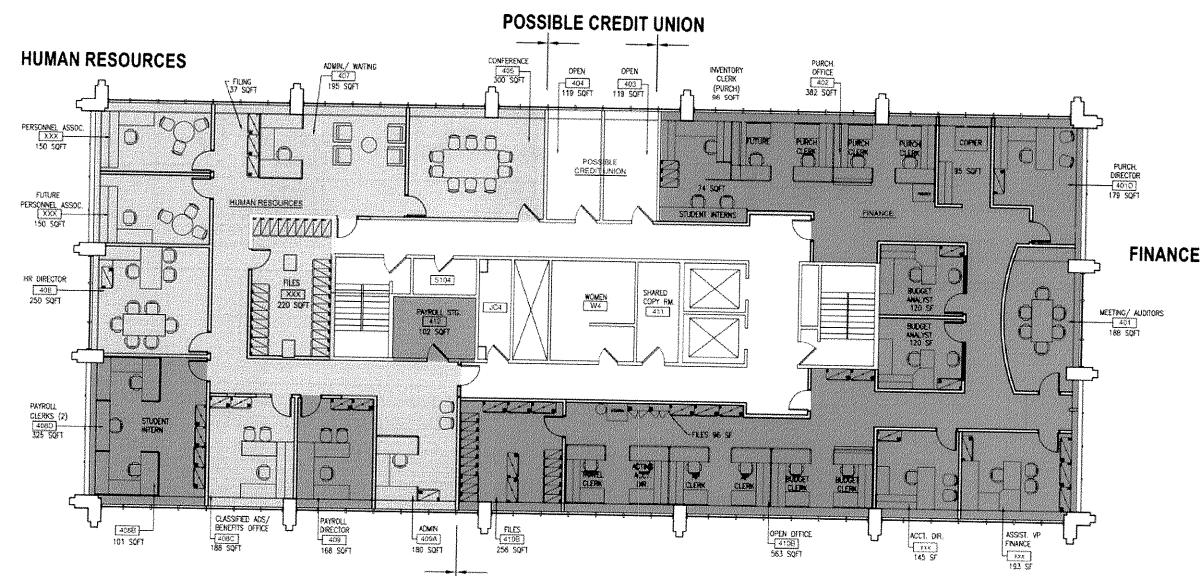
Existing Layout

4th Floor



Scenario 1 Layout

2nd Floor



Scenario 2A, B & C Layout

4th Floor

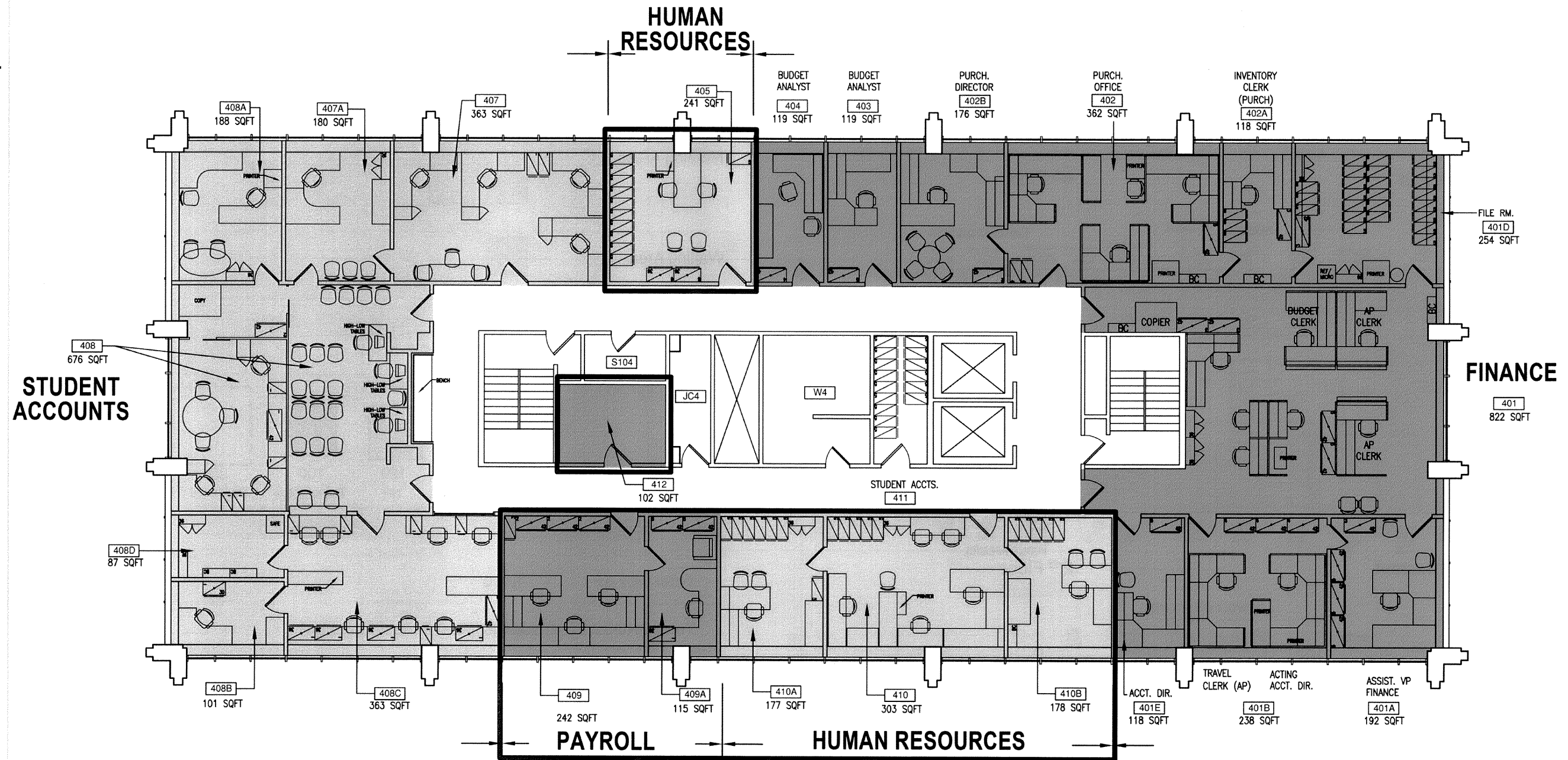
1,000	Human Resources/Payroll Program (standard NSF)				
Offices	180 Payroll Director	180 HR Director	120 Personnel Assoc.	120 Future Personnel Assoc.	120 Classified Ads
Workstations	85 HR	85 HR	85 Payroll	85 Payroll	
Meeting Areas	300				
Waiting Area	60				
Student Interns	30				
Storage	130 HR	120 HR	100 Payroll Files	250 Basement (To Remain)	
Misc.					
<b>Total NET SF</b>	<b>1,920</b>				
<b>Total GROSS SF</b>	<b>2,496 (1.30 Grossing Factor)</b>				

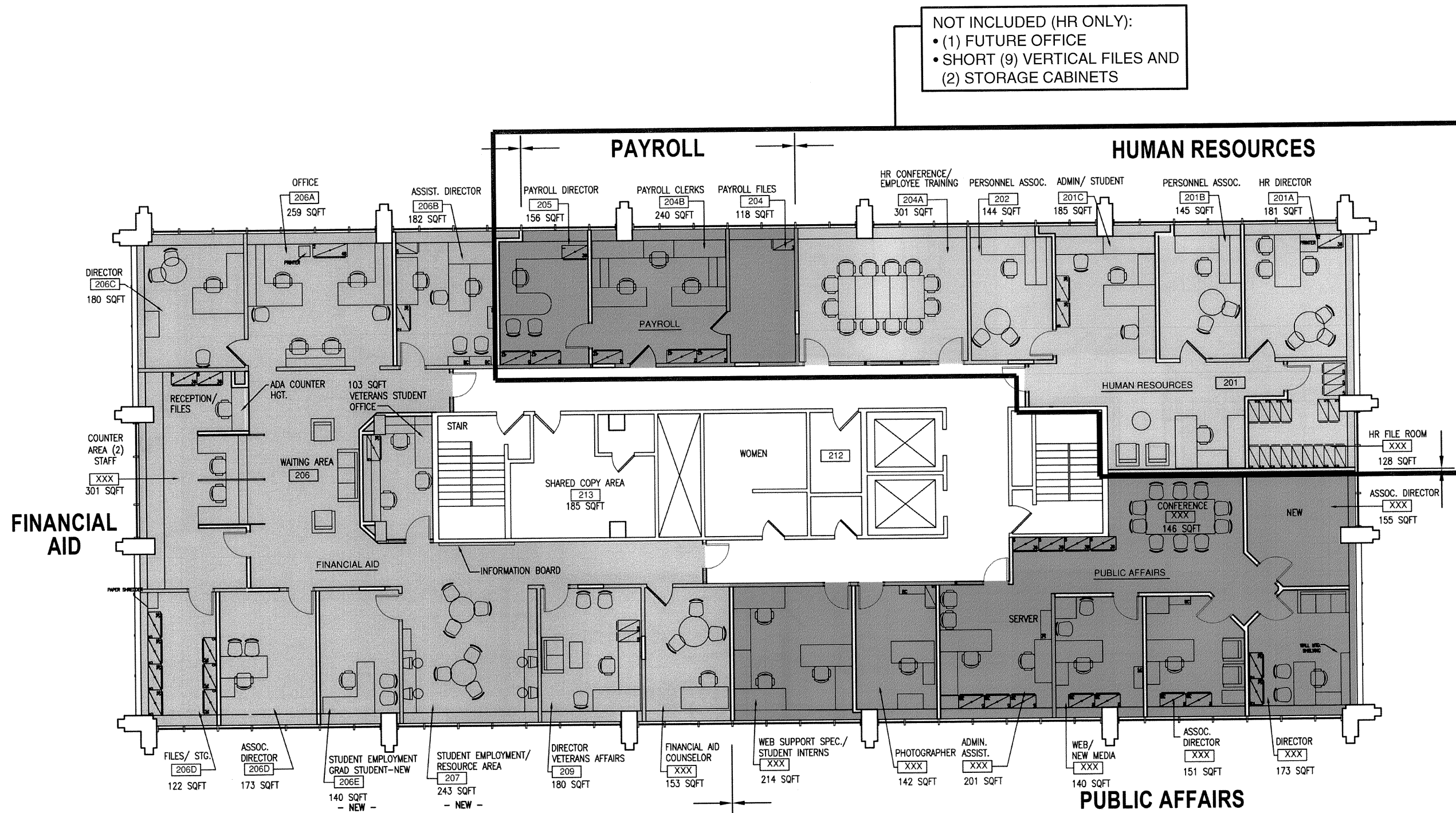
12.2

Human Resources/  
Payroll  
Adjacency  
Block Plan

# 12.3

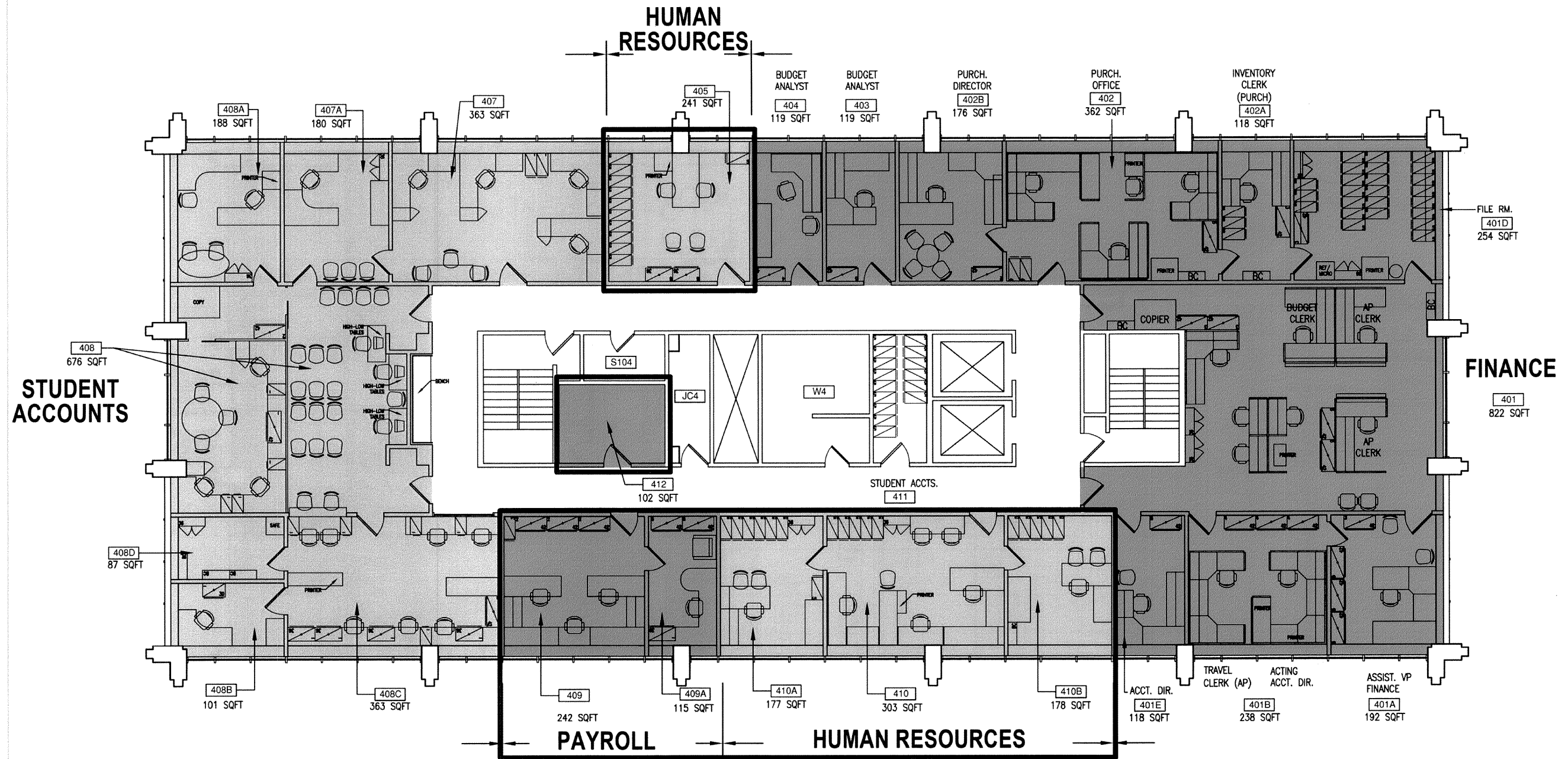
Human Resources/  
Payroll  
Existing  
4<sup>TH</sup> Floor





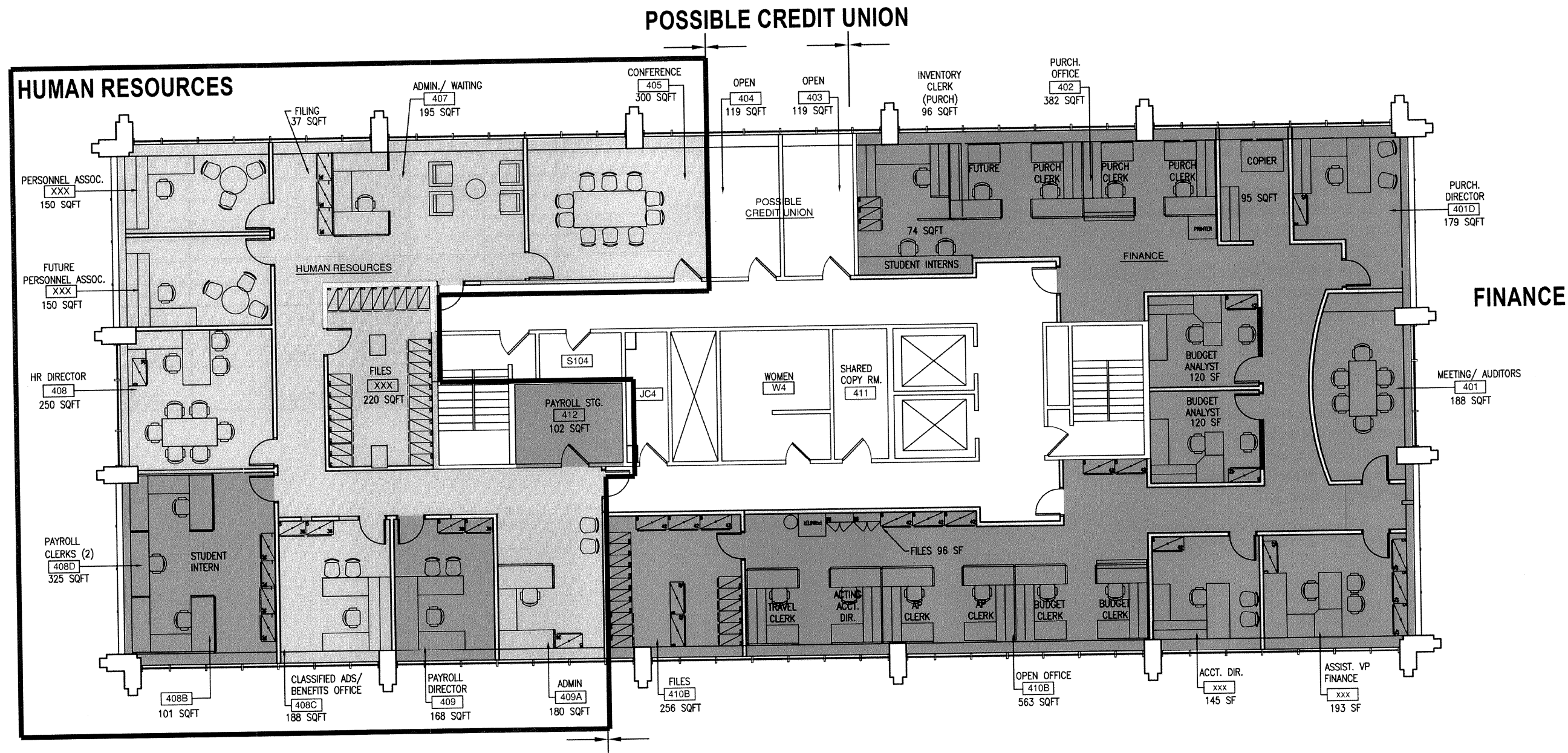
12.5

Human Resources/  
Payroll  
Existing  
4<sup>TH</sup> Floor



12.6

Human Resources/  
Payroll  
Scenario  
2A,B & C  
4<sup>TH</sup> Floor



# 13.1

## Judicial Affairs Program

### Notes:

1. Interview was conducted with Lisa Evaneski.
2. This department is meeting intensive with meetings scheduled every 1/2- 1 hours in private offices. Offices need to be sized for meetings of 3 or more.
3. Number of cases has doubled in 10 years. Staff additions are desired to accommodate the load.
4. Meetings are highly confidential. Acoustical privacy is a concern.
5. Security is a concern. Proximity to an exit is ideal. Discussed the utilization of panic buttons.
6. The waiting area needs to be for 2-4 in an area that is remote from the administrative assistant so they can conduct business.
7. A Hearing Room is required for 10-12 people, used twice per week. This room needs to be completely private with projection, video and tele-conferencing capabilities.
8. There is a filing protocol that is currently not being met. Files are to be kept for 3-7 years and kept in duplicate. Each file in a separate location. Each office requires a 3-5 drawer file in addition to common files.
9. The basement holds three vertical files that need to be relocated to the office area.
10. The administrator sorts case files and requires a space to sort in proximity for the case workers pickup.
11. Student interns do data entry and files. One student works at a time.
12. A centralized copier is important.

### Scenario 1

- Provides more square footage than the existing location but it is not an optimum plan for this department and does not include any of the requested future requirements.
- Office sizes are not greatly improved.
- Provides adjacency to a large Hearing Room.
- Provides a separate Waiting Area.

### Scenario 2A

- Not in Culkin Hall

### Scenario 2B

- Requirements are met.
- Waiting Area is not as remote as illustrated in Scenario 1.
- Hearing Room is shared with Facilities Services.

### Scenario 2C

- Requirements are met.
- Hearing Room is shared with the floor.

### Judicial Affairs Program

Description	Existing Net SF	Existing Location	Program SF	Scenario 1- NSF	Scenario 2A-NSF	Scenario 2B- NSF	Scenario 2C-NSF
<b>Judicial Affairs Program</b>							
Office - Asst. Dean of Students	93	503B	180	111	Not Inc.	177	177
Admin. Assistant	65	503	85	86		78	78
Office - Grad Student (Counselor)	79	503A	120	127		130	130
File Area	45	503C	45	86		83	83
Waiting Area	16	503	100	78		125	125
Student Work Area	40	503C	30	33		110	110
<b>Net SF Subtotal</b>	<b>338</b>		<b>560</b>	<b>521</b>		<b>703</b>	<b>703</b>
<b>Future:</b>							
Grad Assistant			120	0		127	127
Admin. Assistant			85	0		78	78
Hearing Room (10-12)			400	353		300	300
Filing Area			45	61		76	76
Relocated Basement Files			80	0		0	0
Copy area			60	0		0	0
<b>Subtotal Net:</b>			<b>790</b>	<b>414</b>		<b>581</b>	<b>581</b>
<b>Net SF Subtotal Exist/Future:</b>			<b>1,350</b>	<b>935</b>		<b>1,284</b>	<b>1,284</b>
<b>Total Gross SF- Existing:</b>	<b>382</b>						
<b>Total Gross (Based on Plans):</b>			<b>1755</b>	<b>1096</b>		<b>1657</b>	<b>1684</b>
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>1373</b>	<b>714</b>		<b>1275</b>	<b>1302</b>

# 13.1

## Judicial Affairs Program

### Notes:

1. Interview was conducted with Lisa Evaneski.
2. This department is meeting intensive with meetings scheduled every ½- 1 hours in private offices. Offices need to be sized for meetings of 3 or more.
3. Number of cases has doubled in 10 years. Staff additions are desired to accommodate the load.
4. Meetings are highly confidential. Acoustical privacy is a concern.
5. Security is a concern. Proximity to an exit is ideal. Discussed the utilization of panic buttons.
6. The waiting area needs to be for 2-4 in an area that is remote from the administrative assistant so they can conduct business.
7. A Hearing Room is required for 10-12 people, used twice per week. This room needs to be completely private with projection, video and tele-conferencing capabilities.
8. There is a filing protocol that is currently not being met. Files are to be kept for 3-7 years and kept in duplicate. Each file in a separate location. Each office requires a 3-5 drawer file in addition to common files.
9. The basement holds three vertical files that need to be relocated to the office area.
10. The administrator sorts case files and requires a space to sort in proximity for the case workers pickup.
11. Student interns do data entry and files. One student works at a time.
12. A centralized copier is important.

### Scenario 1

- Provides more square footage than the existing location but it is not an optimum plan for this department and does not include any of the requested future requirements.
- Office sizes are not greatly improved.
- Provides adjacency to a large Hearing Room.
- Provides a separate Waiting Area.

### Scenario 2A

- Not in Culkin Hall

### Scenario 2B

- Requirements are met.
- Waiting Area is not as remote as illustrated in Scenario 1.
- Hearing Room is shared with Facilities Services.

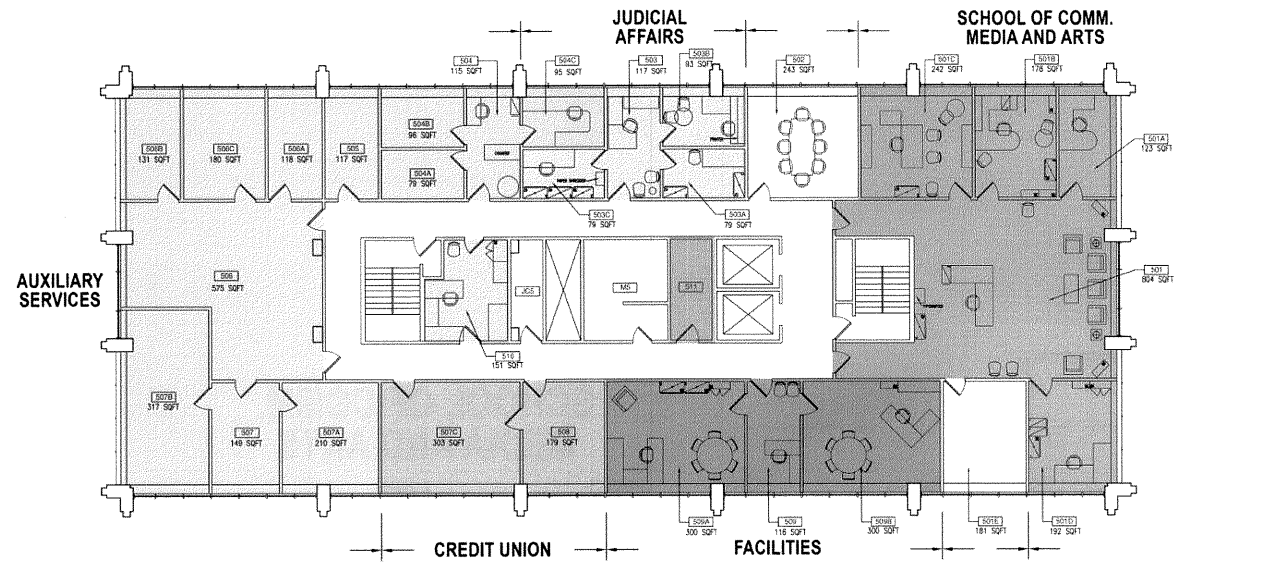
### Scenario 2C

- Requirements are met.
- Hearing Room is shared with the floor.

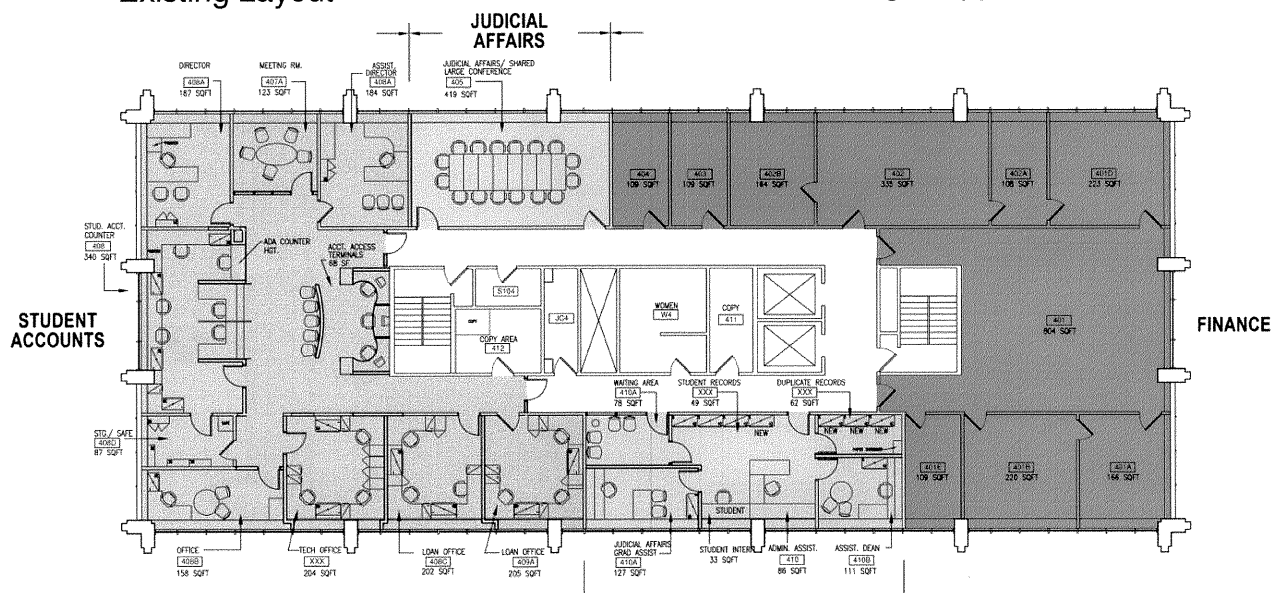
### Judicial Affairs Program

Description	Existing Net SF	Existing Location	Program SF	Scenario 1- NSF	Scenario 2A-NSF	Scenario 2B- NSF	Scenario 2C-NSF
<b>Judicial Affairs Program</b>							
Office - Asst. Dean of Students	93	503B	180	111	Not Inc.	177	177
Admin. Assistant	65	503	85	86		78	78
Office - Grad Student (Counselor)	79	503A	120	127		130	130
File Area	45	503C	45	86		83	83
Waiting Area	16	503	100	78		125	125
Student Work Area	40	503C	30	33		110	110
<b>Net SF Subtotal</b>	<b>338</b>		<b>560</b>	<b>521</b>		<b>703</b>	<b>703</b>
<b>Future:</b>							
Grad Assistant			120	0		127	127
Admin. Assistant			85	0		78	78
Hearing Room (10-12)			400	353		300	300
Filing Area			45	61		76	76
Relocated Basement Files			80	0		0	0
Copy area			60	0		0	0
<b>Subtotal Net:</b>			<b>790</b>	<b>414</b>		<b>581</b>	<b>581</b>
<b>Net SF Subtotal Exist/Future:</b>			<b>1,350</b>	<b>935</b>		<b>1,284</b>	<b>1,284</b>
<b>Total Gross SF- Existing:</b>	<b>382</b>						
<b>Total Gross (Based on Plans):</b>			<b>1755</b>	<b>1096</b>		<b>1657</b>	<b>1684</b>
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>1373</b>	<b>714</b>		<b>1275</b>	<b>1302</b>

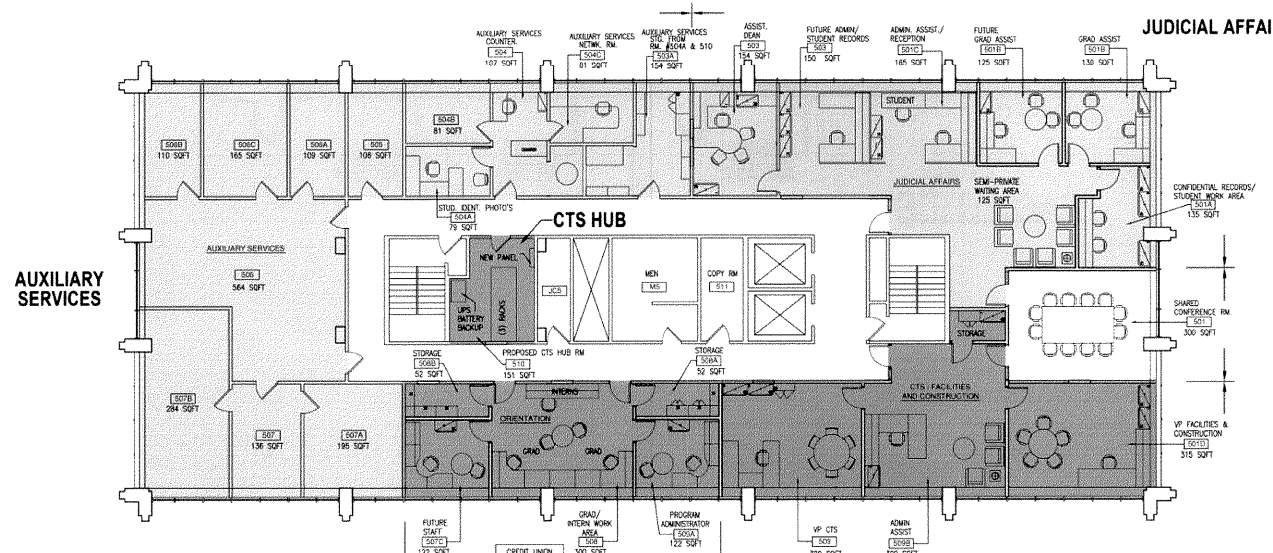




Existing Layout 5th Floor

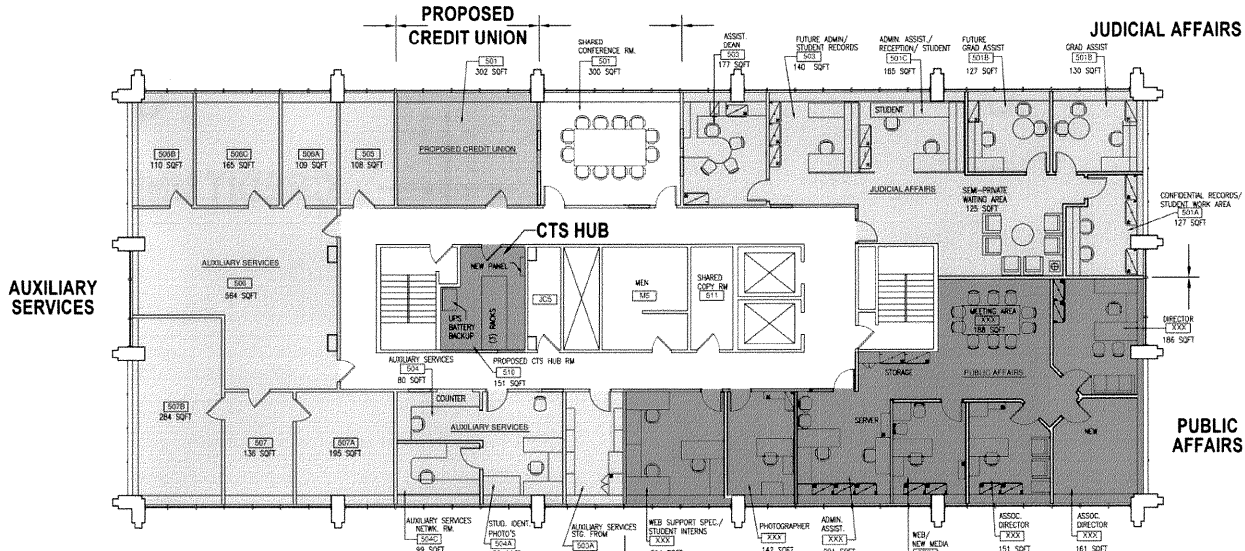


Scenario 1 Layout 4th Floor



Scenario 2B Layout 5th Floor

	1.000	Judicial Affairs Program (standard NSF)		
Offices		180	120 Grad Assist. (Counselor)	120 Future Grad Assist.
Workstations		85 Admin Assist.	85 Future Admin Assist.	
Meeting Areas		Seating For 12 400		
Waiting Area		100		
Student Interns		30	30	
Storage		45 Files	45 Files	80 Basement Files
Misc.		60 Copy Area		
<b>Total NET SF</b>		<b>1,350</b>		
<b>Total GROSS SF</b>		<b>1,755 (1.30 Grossing Factor)</b>		



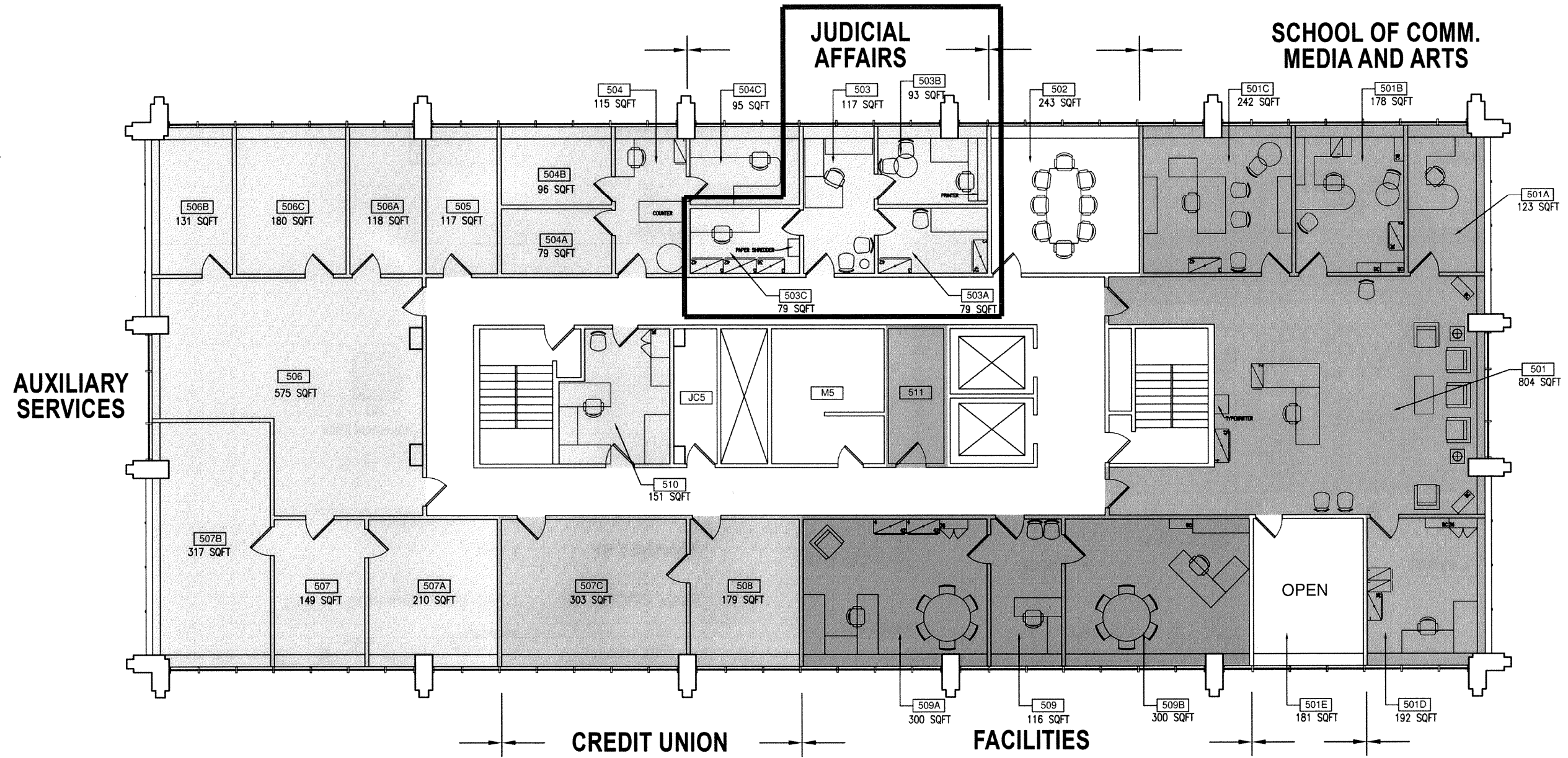
Scenario 2C Layout 5th Floor

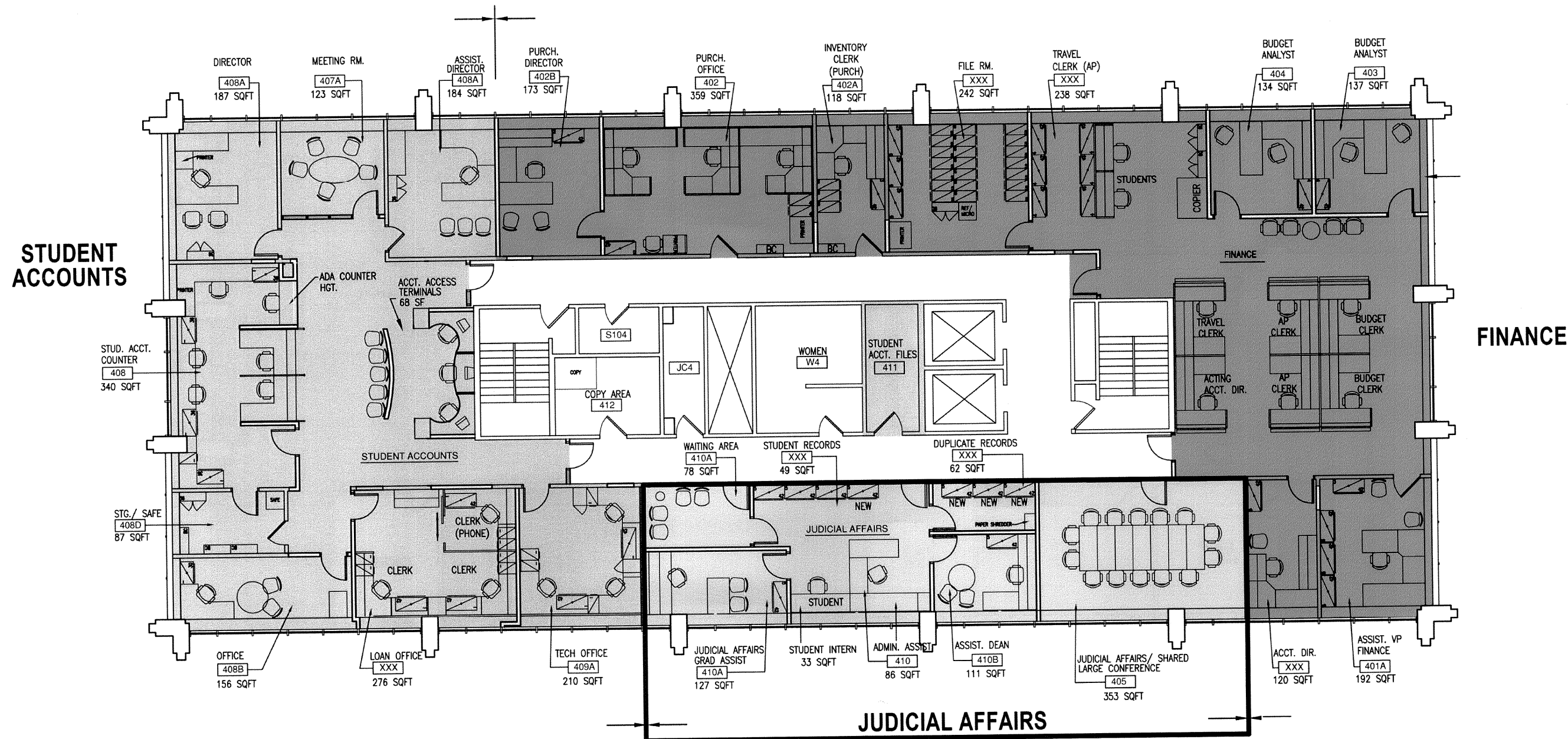
13.2

Judicial Affairs  
Adjacency  
Block Plan

13.3

Judicial Affairs  
Existing  
5<sup>TH</sup> Floor

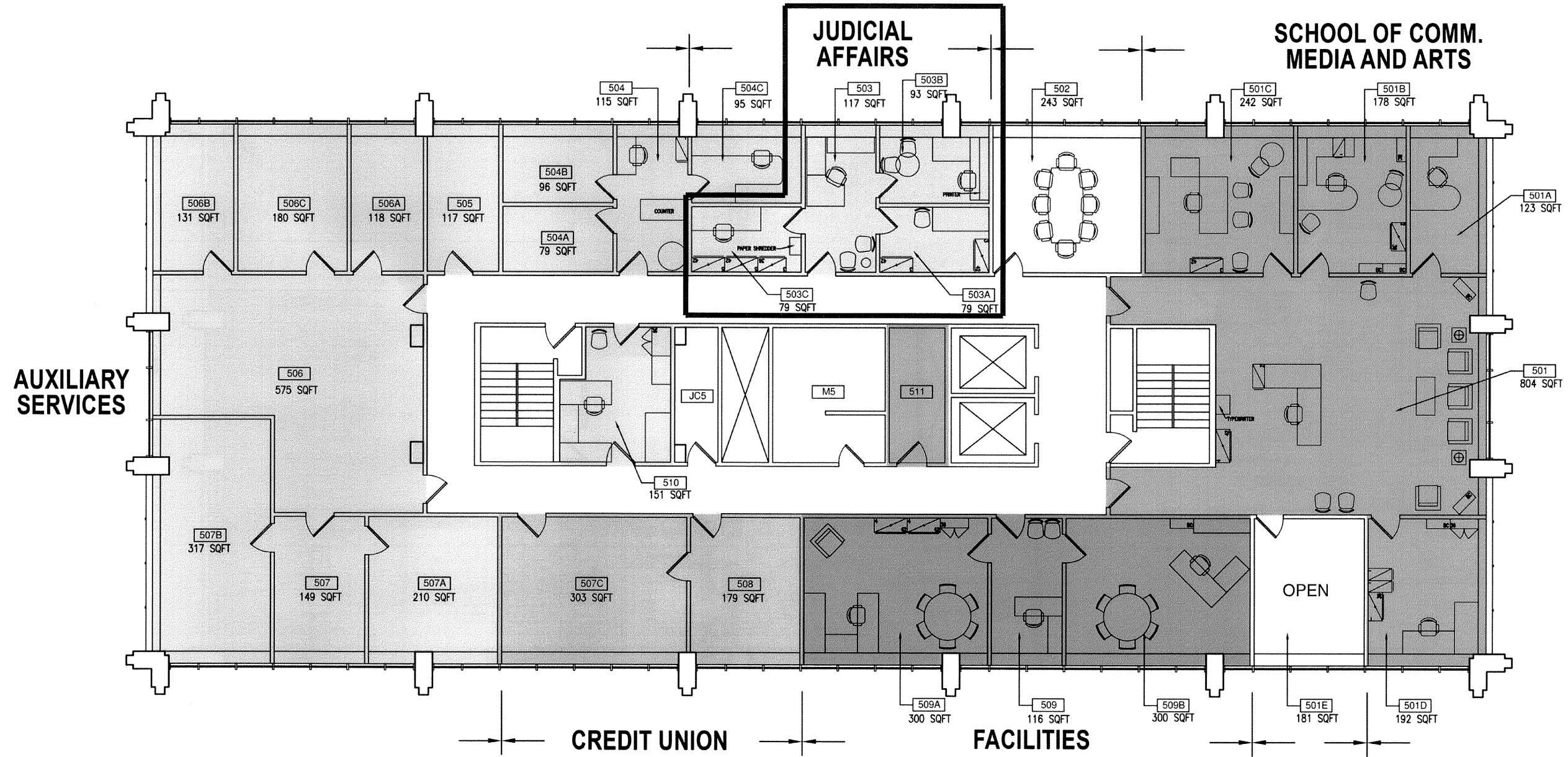


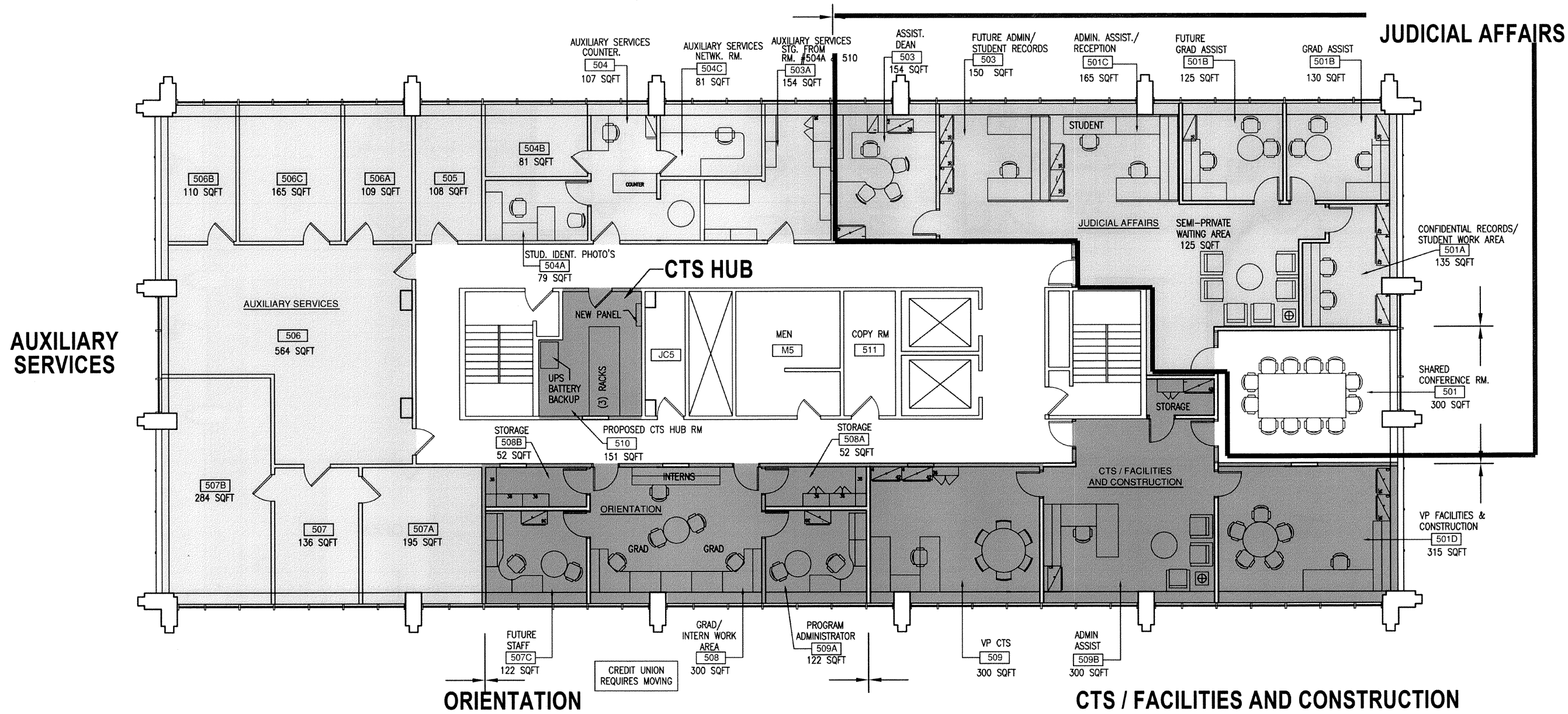


NOT INCLUDED:  
 • FUTURE GRAD ASSISTANT  
 • FUTURE ADMIN.  
 • COPY AREA  
 • REDUCED OFFICE SIZES

13.5

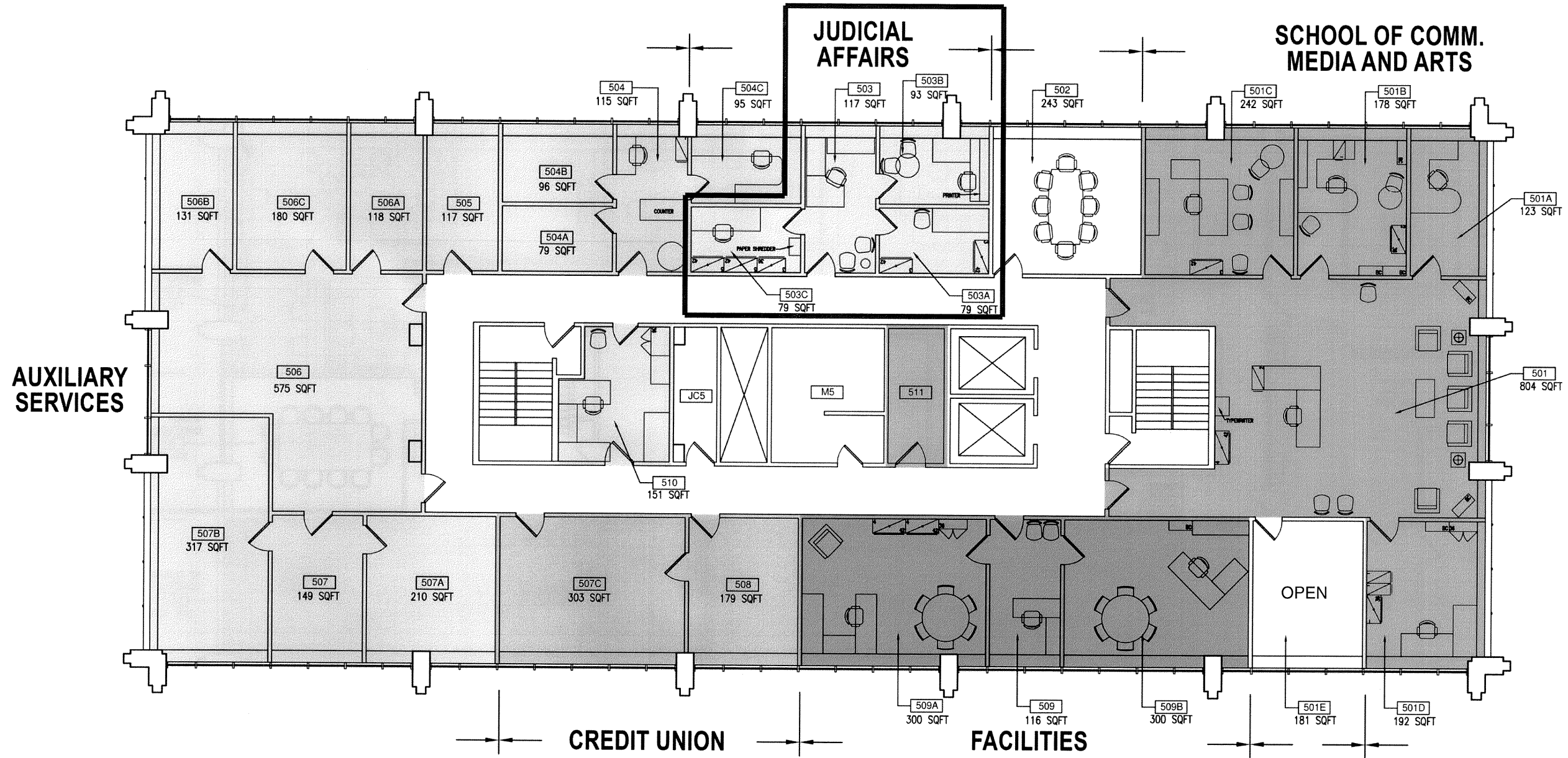
Judicial Affairs  
Existing  
5<sup>TH</sup> Floor

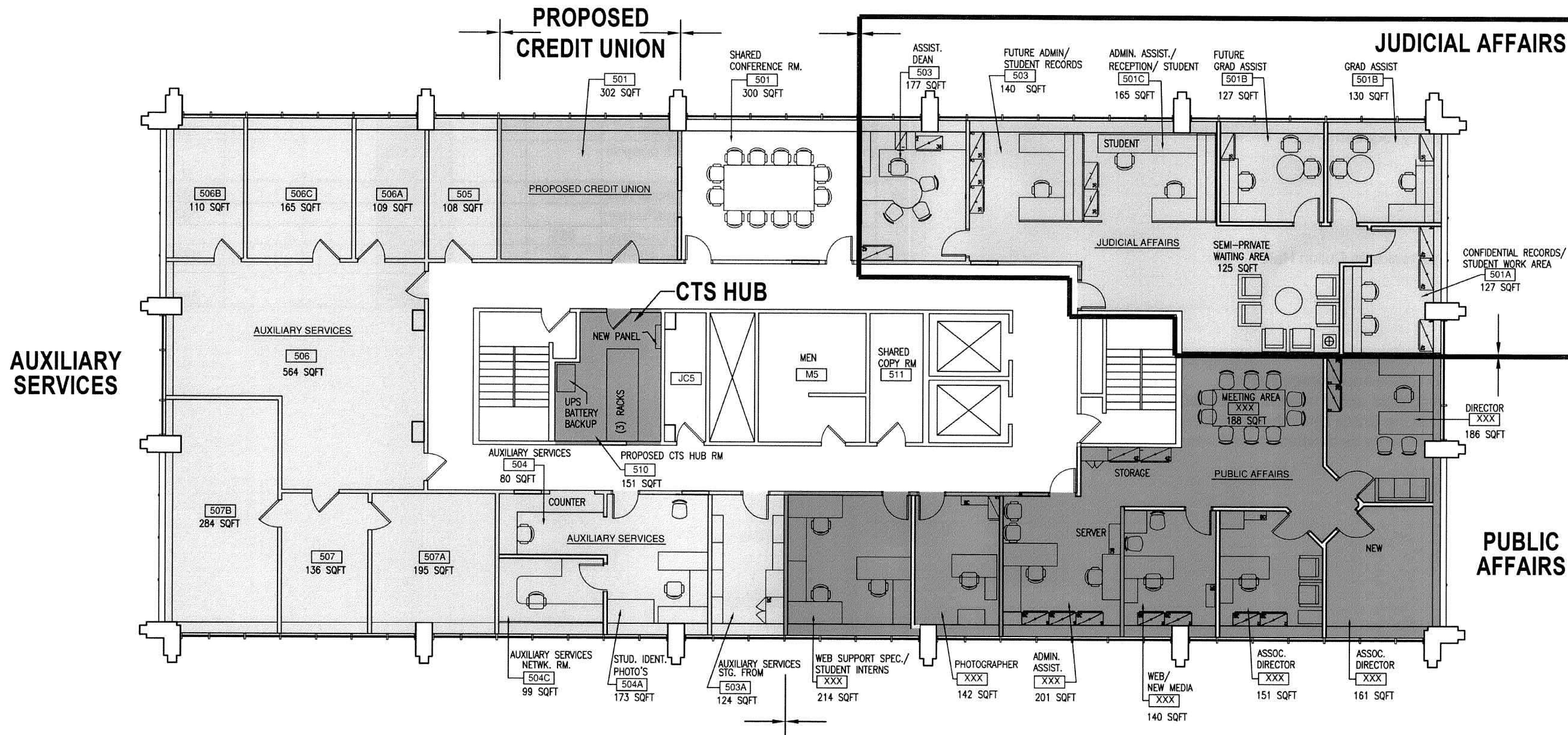




13.7

Judicial Affairs  
Existing  
5<sup>TH</sup> Floor





# 14.1

## Orientation Program

### Notes:

1. Two interviews were conducted. The first with James Scharfenberger, Student Affairs & Enrollment and Joseph Grant, Admissions. The second with Nathon Emmons, Student Advisement (Orientation).
2. Orientation includes Student Leaders, Grads, an Administrator and Interns.
3. An area is required to meet for training and needs to hold 25. This area does not need to be dedicated but it is desired that it is adjacent to the department.
4. There is a discussion for a future Parents Program and that would require one full time staff.
5. Existing department is located in the Compass Center.
6. They would like to create an event area for students to use from their admissions into the SUNY system through their 2<sup>nd</sup> semester.
7. Large assembly areas for this department would remain at Johnson.
8. There is a need for storage of "give-aways".
9. No critical adjacency requirements.

### Scenario 1, 2A & 2C

- Orientation would not reside in Culkin Hall.

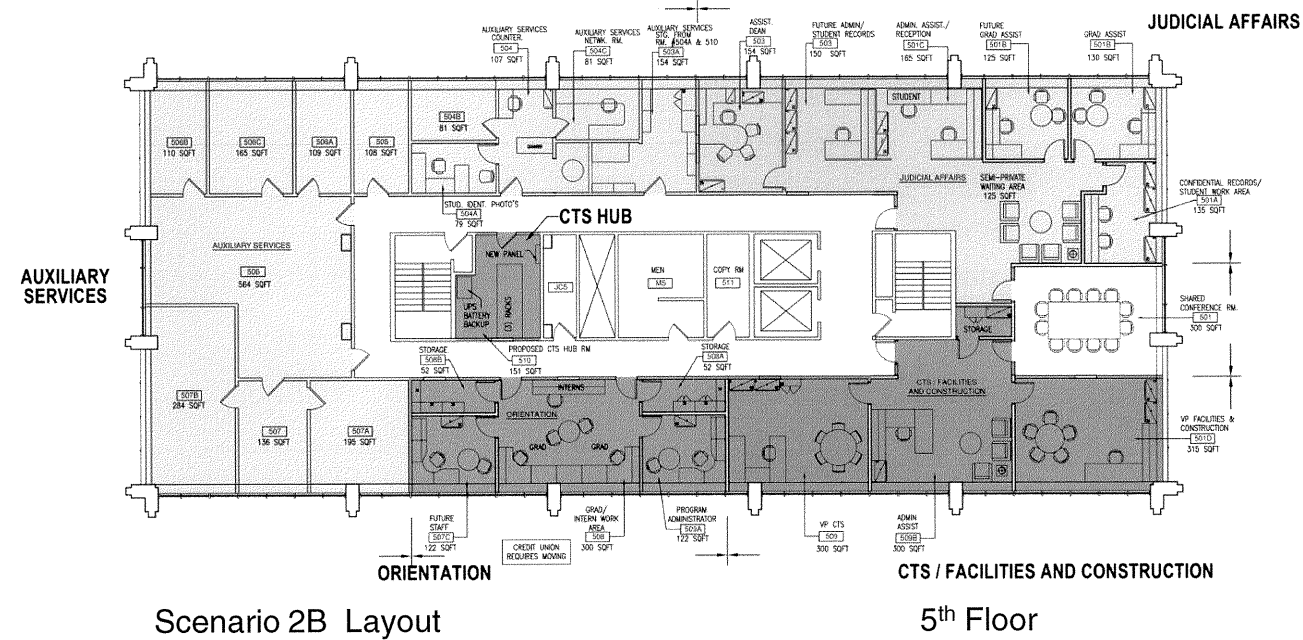
### Scenario 2B

- Includes the required office and storage space.
- The 25 person training area would need to be located in another location.
- This scenario requires the Credit Union to be relocated and would require further discussion with the University as to whether, and where, this could be done.

### Orientation Program

Description	Existing Net SF	Existing Location	Program SF	Scenario 1- NSF	Scenario 2A-NSF	Scenario 2B- NSF	Scenario 2C-NSF
<b>Orientation Program</b>							
(1) Program Administrator	120	Compass	120	Not Inc.	Not Inc.	122	Not Inc.
Graduate Student	30	Compass	85			73	
Graduate Student	30	Compass	85			73	
Student Intern	20	Compass	30			47	
Student Intern	20	Compass	30			47	
Storage	100	Compass	80			104	
<b>Net SF Subtotal</b>	<b>320</b>		<b>430</b>			<b>466</b>	
<b>Notes:</b>							
(1) Staff Office - Parents Program			120			122	
(1) Multi-Purpose Training (25 people)			500			0	
<b>Subtotal Net:</b>			<b>620</b>			<b>122</b>	
<b>Net SF Subtotal Exist/Future:</b>			<b>1,050</b>			<b>588</b>	
<b>Total Gross Existing:</b>	<b>435</b>						
<b>Total Gross (Based on Plans):</b>	<b>--</b>		<b>1,365</b>			<b>673</b>	
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>930</b>			<b>673</b>	





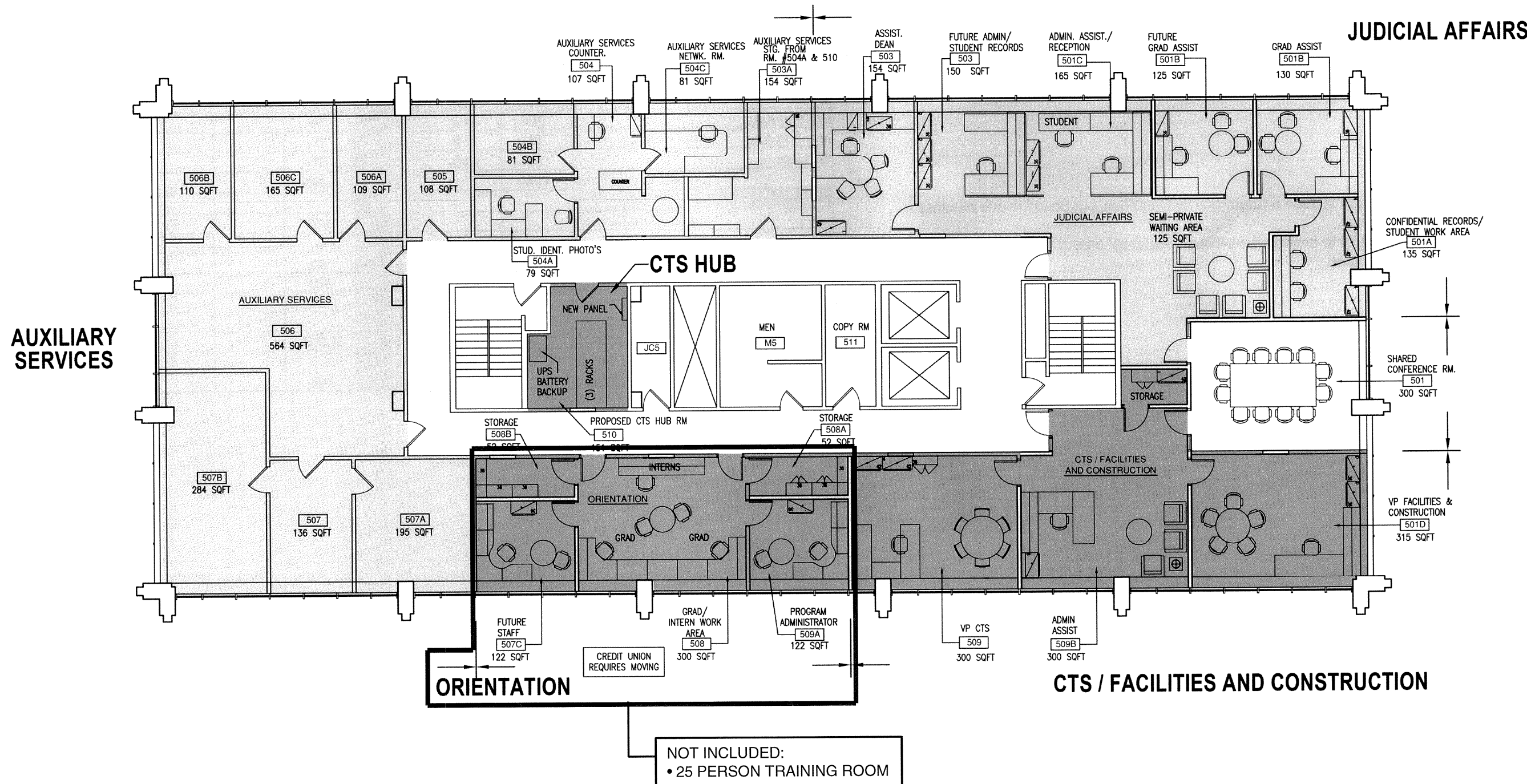
1.000	Orientation Program (standard NSF)
Offices	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             120            Program            Administrator         </div> <div style="text-align: center;">             120            Future Parent            Program         </div> </div>
Workstations	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             85            Grad Student         </div> <div style="text-align: center;">             85            Grad Student         </div> </div>
Meeting Areas	<div style="border: 1px dashed black; padding: 5px; display: inline-block;">           Shared            500            (25 People)         </div>
Waiting Area	
Student Interns	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">             30         </div> <div style="text-align: center;">             30         </div> </div>
Storage	<div style="text-align: center;">             80         </div>
Misc.	
<b>Total NET SF</b>	<b>1,050</b>
<b>Total GROSS SF</b>	<b>1,365 (1.30 Grossing Factor)</b>

## 14.2

### Orientation Adjacency Block Plan

**14.3**

Orientation  
Existing  
2<sup>ND</sup> Floor  
(Not Available)



# 15.1

## Public Affairs Program

### Notes:

1. Interview was conducted with Julie Blissart and Lorrie Clemo.
2. The offices are presently scattered around the floor. There is a desire to have them co-located into a "cluster" surrounding a common interactive area.
3. This office is the campus communications office: interviews, photography, articles for the web, etc. They are a stand alone office with occasional visitors. The department does not have any critical adjacency requirements.
4. Two future staff was identified.
5. They have requested a conference room to support meetings for 11 people for staff meetings. There is not a need for video conferencing.
6. There is presently insufficient space to support student interns.
7. Storage requirements are sufficient.

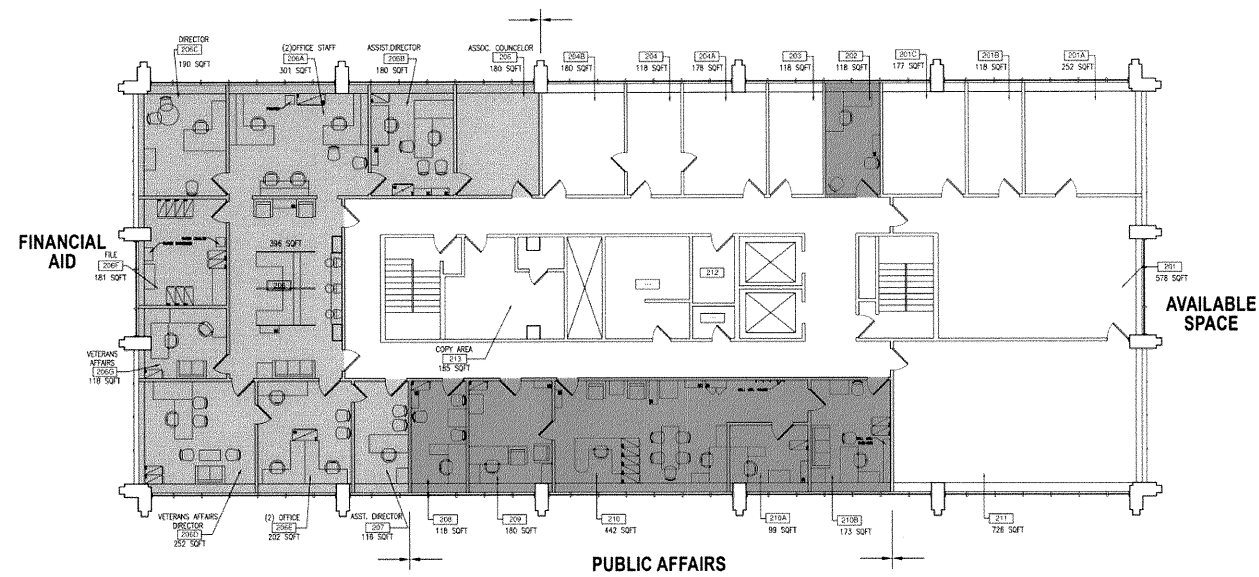
### Scenario 1 & 2C

- This scenario does not include a future Marketing Office, but does include all other requirements.
- This scenario attempts to provide the offices "clustered" around a common space.
- All offices are collocated.

### Scenario 2A & 2B

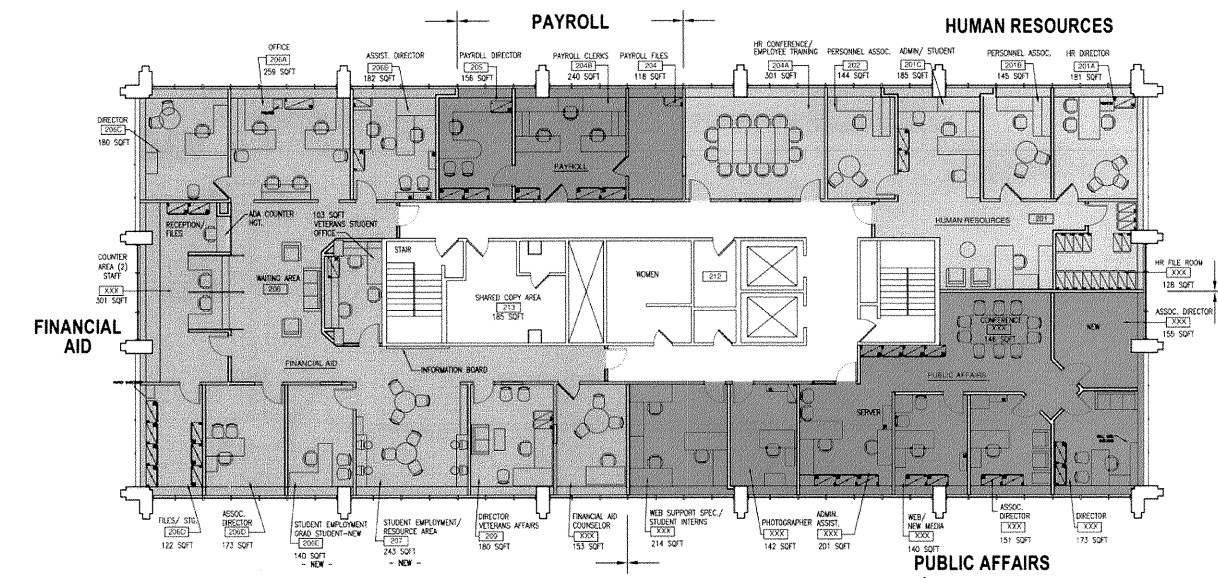
- Public Affairs would not be located in Culkin Hall.

Public Affairs Program							
Description	Existing Net SF	Existing Location	Program SF	Scenario 1- NSF	Scenario 2A-NSF	Scenario 2B- NSF	Scenario 2C-NSF
<b>Campus Communications Office</b>							
Director	173	210B	180	173	Not Inc.	Not Inc.	186
Associate Director	180	209	150	151			151
Administrative Assistant/ Server	70	210	85	134			134
Web/New Media	118	208	120	140			140
Web Support Specialist	118	202	85	72			72
Photographer	99	210A	120	142			142
Intern	24	210	30	72			72
Intern	24	210	30	72			72
Waiting Area	32	210	30	26			26
Meeting Area	58	210	0	0			0
Storage	30	210	50	51			51
<b>Net SF Subtotal</b>	<b>926</b>		<b>880</b>	<b>1,033</b>			<b>1,046</b>
<b>Future:</b>							
Associate Director			150	155			161
Marketing Assistant			120	0			0
Large Conference (10 Seats)			220	148			188
<b>Subtotal Net:</b>			<b>490</b>	<b>303</b>			<b>349</b>
<b>Net SF Subtotal Exist/Future:</b>			<b>1,370</b>	<b>1,336</b>			<b>1,395</b>
<b>Total Gross Existing:</b>	<b>1,162</b>						
<b>Total Gross (Based on Plans):</b>			<b>1,820</b>	<b>1,563</b>			<b>1,623</b>
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>658</b>	<b>401</b>			<b>1,623</b>



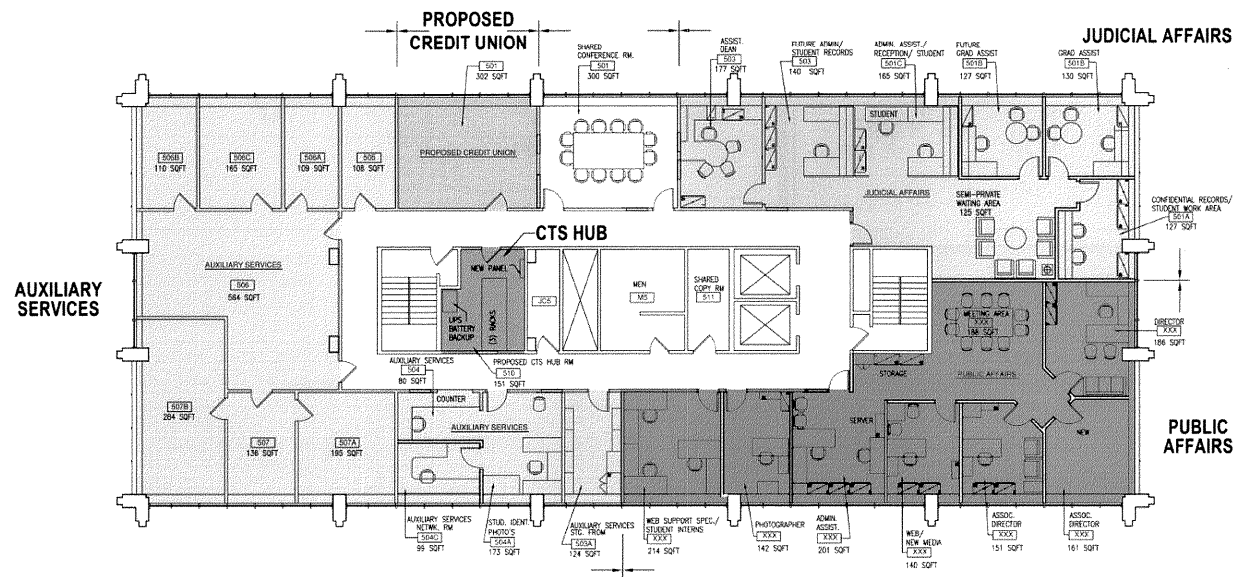
Existing Layout

2nd Floor



Scenario 1 Layout

2nd Floor



Scenario 2C Layout

5th Floor

(Public Affairs Not Accommodated in Scenarios 2, 2A and 2B)

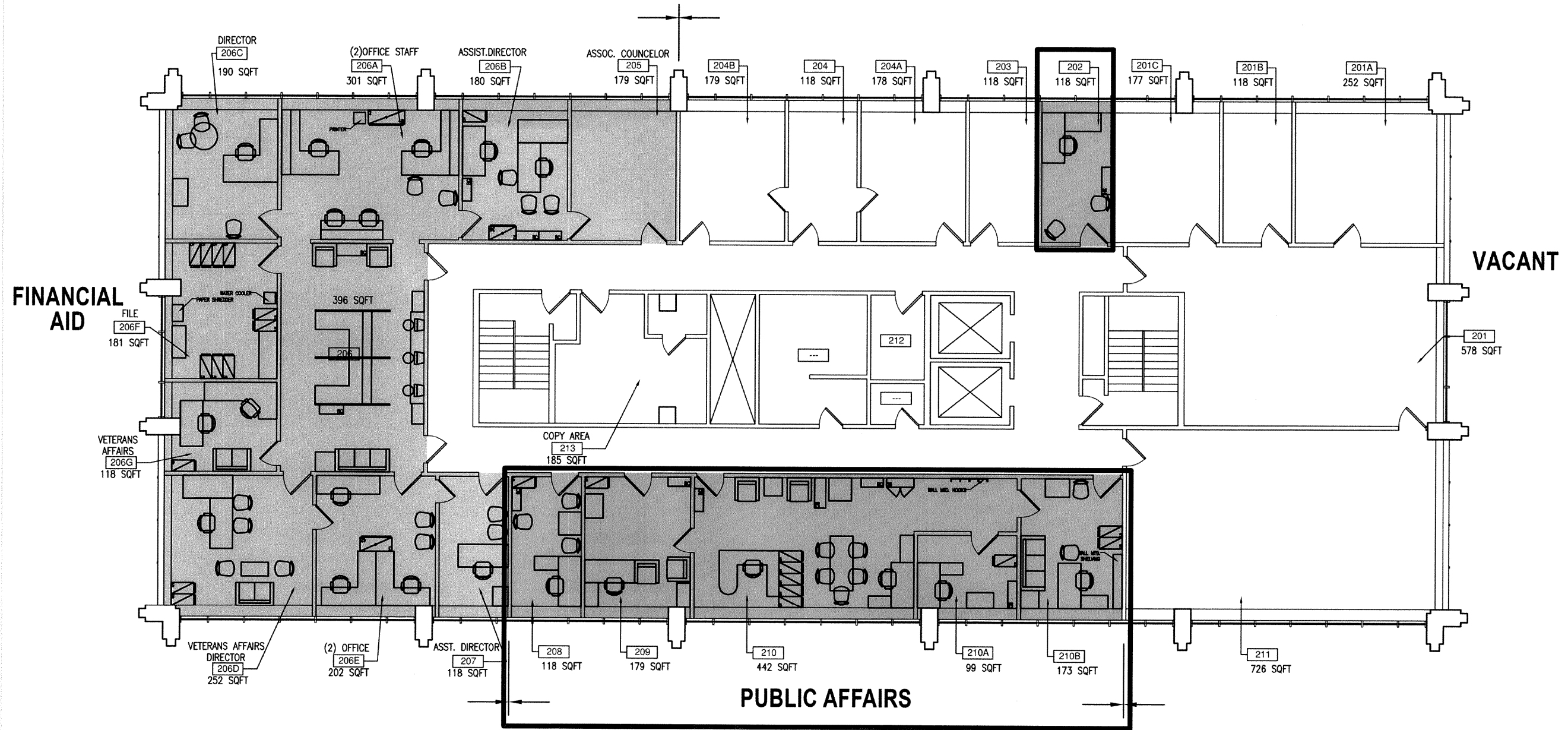
	1,000	Public Affairs Program (standard NSF)					
Offices							
		180 Director	150 Assoc. Director	150 Assoc. Director (New)	120 Web New Media	120 Marketing (New)	120 Photographer
Workstations							
		85 Admin Assist.	85 Web Support Specialist				
Meeting Areas							
		Seating For 10 220					
Waiting Area							
		30					
Student Interns							
		30	30				
Storage							
		50					
Misc.							
		30 Server Area					
<b>Total NET SF</b>		<b>1,400</b>					
<b>Total GROSS SF</b>		<b>1,820 (1.30 Grossing Factor)</b>					

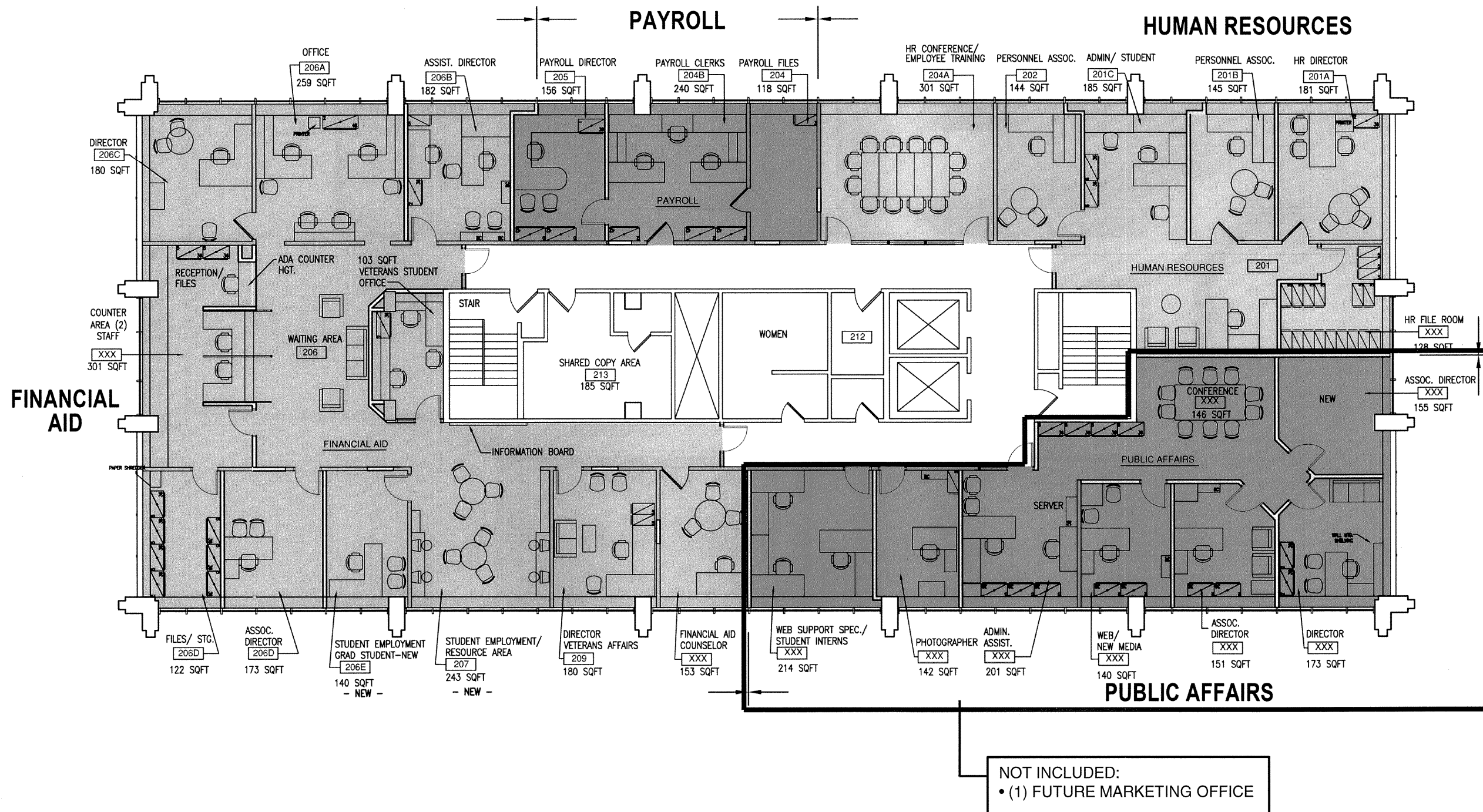
15.2

Public Affairs  
Adjacency  
Block Plan

15.3

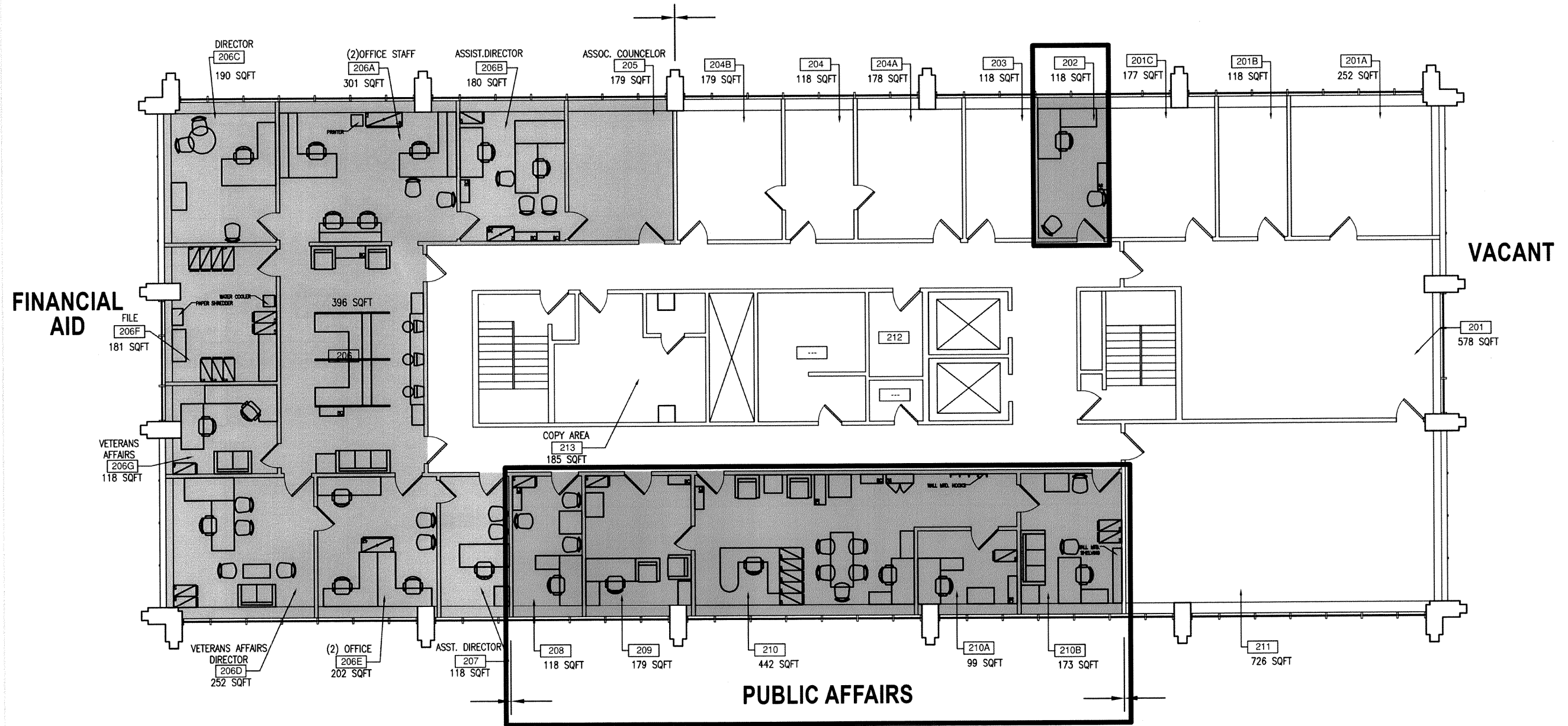
Public Affairs  
Existing  
2<sup>ND</sup> Floor



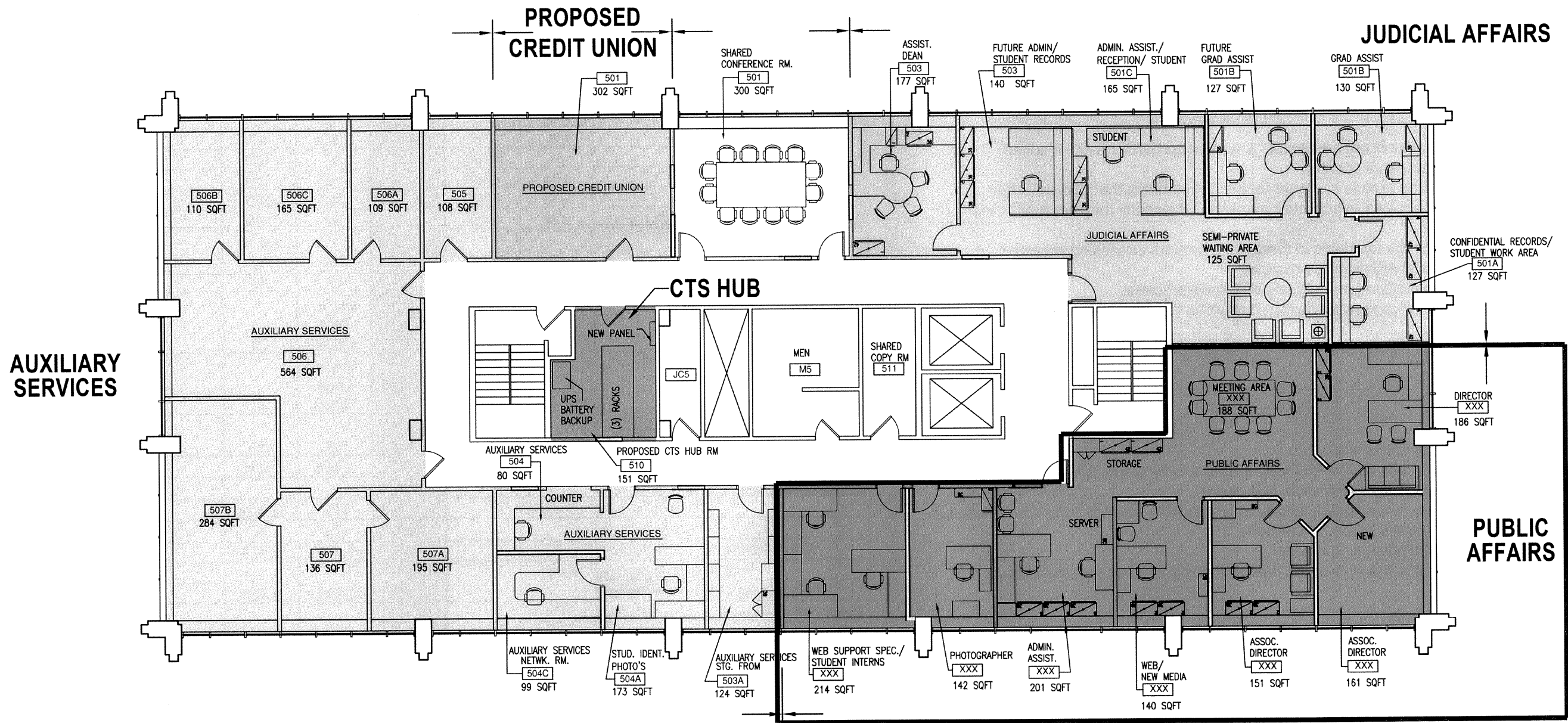


15.5

Public Affairs  
Existing  
2<sup>ND</sup> Floor







# 16.1

## Student Accounts Program

### Notes:

1. Interview was conducted with Peg Lloyd and Byron Smith (Finance).
2. There is no growth anticipated for this department.
3. Student Accounts works with Financial Aid and Housing. They would like to be adjacent to Financial Aid. Students go between departments and they feel this would improve efficiency. "One stop shopping" was noted as the future. Financial Aid and Student Accounts perform similar functions though they require being distinctly separate.
4. Employee and environmental issues have created a distracting work environment. They would like hard walled offices and to separate employees.
5. Offices should be in view of the counter for support.
6. Cash flow in this department is reduced due to online payments, credit cards, etc. Security concerns have diminished.
7. The existing safe is outdated and they would like to replace it with cash boxes at the counter.
8. The existing counter is not functional. A windowed barrier is not required. They need an ADA compliant counter.
9. The current waiting area is too large for the 3-4 students that come per day.
10. They would like an area to hold staff meetings. Presently they are held in the Director's office.
11. The students use the terminals in the waiting area for accessing accounts. A shared area with Financial Aid may be possible.
12. Basement storage has approximately 50 banker's boxes.
13. There is a small storage room on the floor which houses a microwave, refrigerator and coffee maker.

### Scenario 1

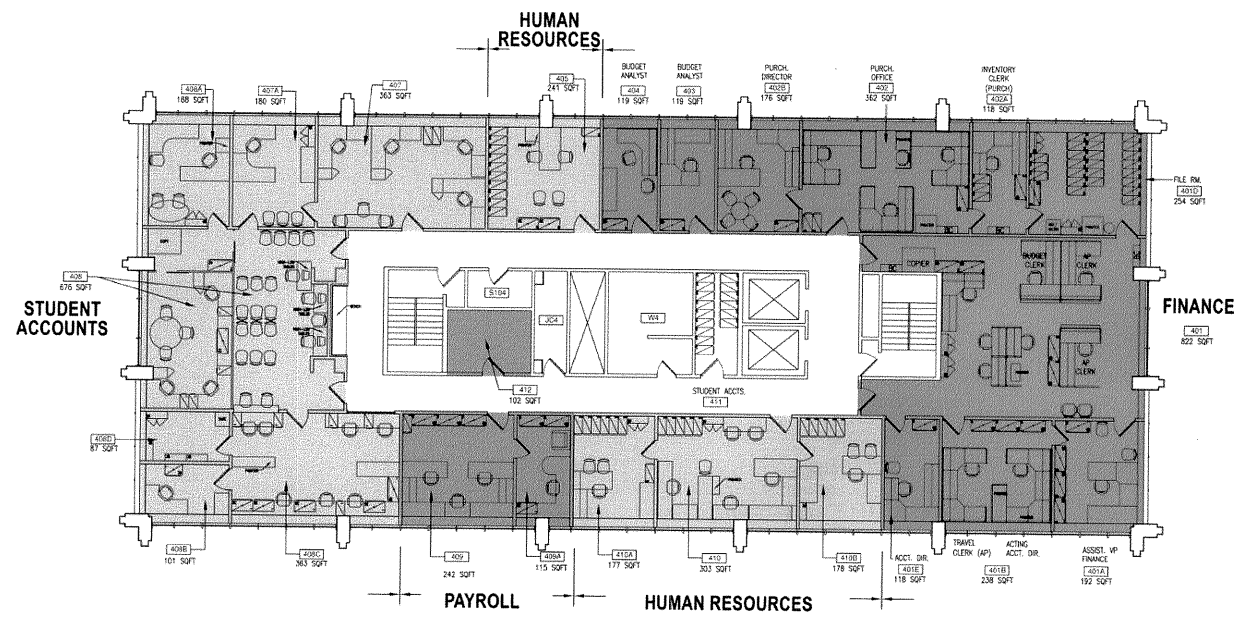
- All requirements have been met.
- Student Accounts remain on the 4<sup>th</sup> Floor, adjacent to Finance. They are not collocated with Financial Aid which was their main adjacency.
- The counter has been redesigned, incorporating an ADA counter and allowing natural light to flow into the center of the department.
- A small meeting area was incorporated.
- Copy area is located in the core of the floor and designated as a shared space.

### Scenario 2A, 2B & 2C

- All requirements have been met.
- Student Accounts moves to the 2<sup>nd</sup> Floor, collocated with Financial Aid.
- Financial Aid and Student Accounts individual counters are located side by side to better assist students. Windows from Student Accounts offices can see into the counter area for backup. A cuing system could be in place to call a student from the Waiting/ Resource area to the counter.
- A shared Waiting/ Resource area is located on the floor.
- A large shared conference room is located on the floor.
- There is one 178 sf open area on the floor for any future requirements.

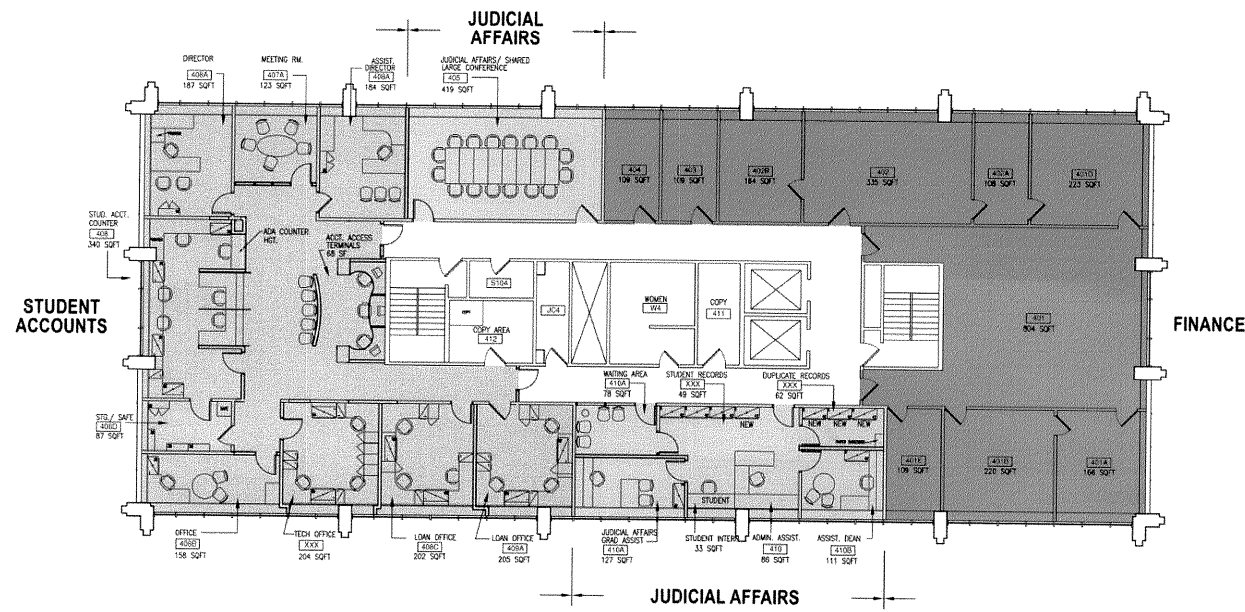
### Student Accounts Program

Description	Existing Net SF	Existing Location	Program SF	Scenario 1- NSF	Scenario 2A-NSF	Scenario 2B- NSF	Scenario 2C-NSF
<b>Student Accounts</b>							
Director	188	408A	180	187	245	No Chg.	No Chg.
Assistant Director	180	407A	150	184	186		
Loan Clerk	363	407	85	91	120		
Loan Clerk	Inc.	407	85	91	120		
Loan Clerk	Inc.	407	85	91	120		
Loan Clerk (Future Transfer to Finance)	Inc.	407	0	91	120		
Technical Staff	238	408	85	102	97		
Technical Staff	Inc.	408	85	102	97		
Storage/Safe	87	408D	90	87	128		
Office	101	408B	120	158	160		
Shared Office - (2) Counter	363	408C	170	340	395		
Waiting Area	122	408	150	68	293		
Copy Area	71	408	70	102	Inc. in Stg.		
Files	84	411	80	84	85		
Student Account Intern	Inc. Abv.	408C	30	Inc. in Tech Office	28		
Student Account Intern	Inc. Abv.	408C	30	Inc. in Loan Office	28		
Student Computer Area	Inc. Abv.	408	80	68	293		
<b>Net SF Subtotal:</b>	<b>1,797</b>		<b>1,575</b>	<b>1,846</b>	<b>2,430</b>		
<b>Future:</b>							
Meeting Area (6)	--		168	123	Shared		
<b>Subtotal Net:</b>			<b>168</b>	<b>123</b>	<b>0</b>		
<b>Net SF Subtotal Exist/Future:</b>			<b>1,743</b>	<b>1,969</b>	<b>2,430</b>		
<b>Total Gross Existing:</b>	<b>2,041</b>						
<b>Total Gross (Based on Plans):</b>			<b>2,162</b>	<b>2,311</b>	<b>2,572</b>		
<b>Delta (SF of Total Gross to Existing Gross):</b>			<b>121</b>	<b>270</b>	<b>531</b>		



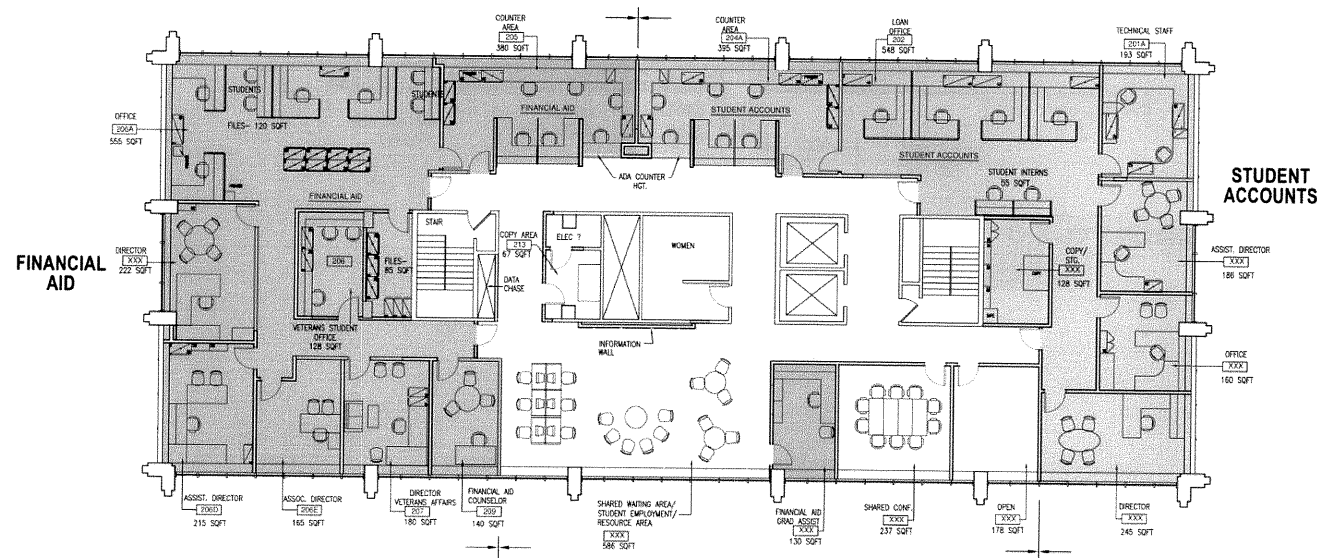
Existing Layout

4th Floor



Scenario 1 Layout

4th Floor



Scenario 2A, B & C Layout

2nd Floor

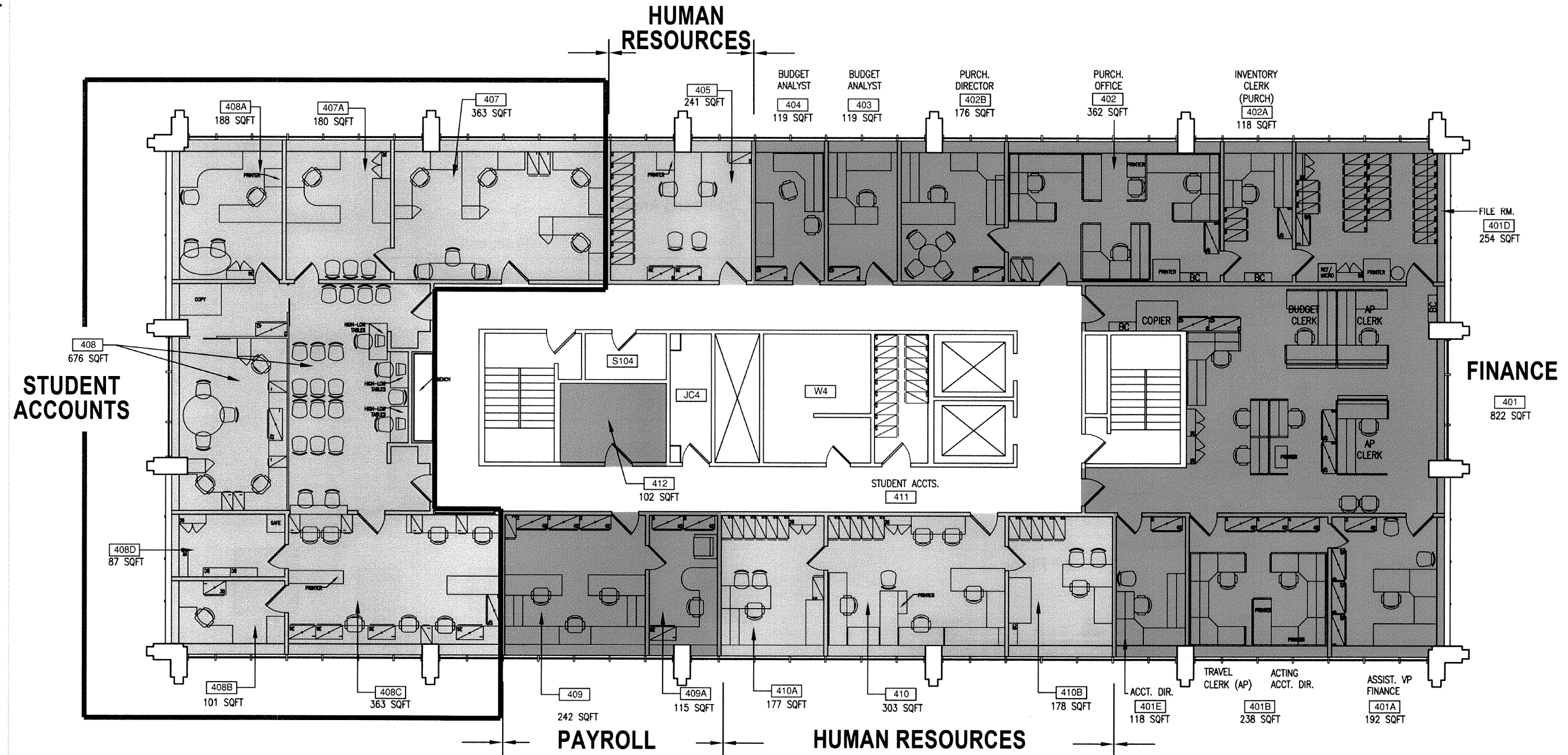
1,000	Student Accounts Program (standard NSF)		
Offices	180 Director	150 Assist. Director	120 Staff Office
Workstations	85 Clerk	85 Clerk	85 Clerk
		85 Clerk	85 Tech
		85 Tech	85 Counter
		85 Counter	85 Counter
			(Transfer to Finance)
Meeting Areas	Shared Conf. 168 Seating for 6		
Waiting Area	150		
Student Interns	30	30	
Storage	90	100 Basement (To Remain)	
Misc.	80 Student Computer Stations	70 Copy Area	170 Counter
<b>Total NET SF</b>	<b>1,663</b>		
<b>Total GROSS SF</b>	<b>2,162 (1.30 Grossing Factor)</b>		

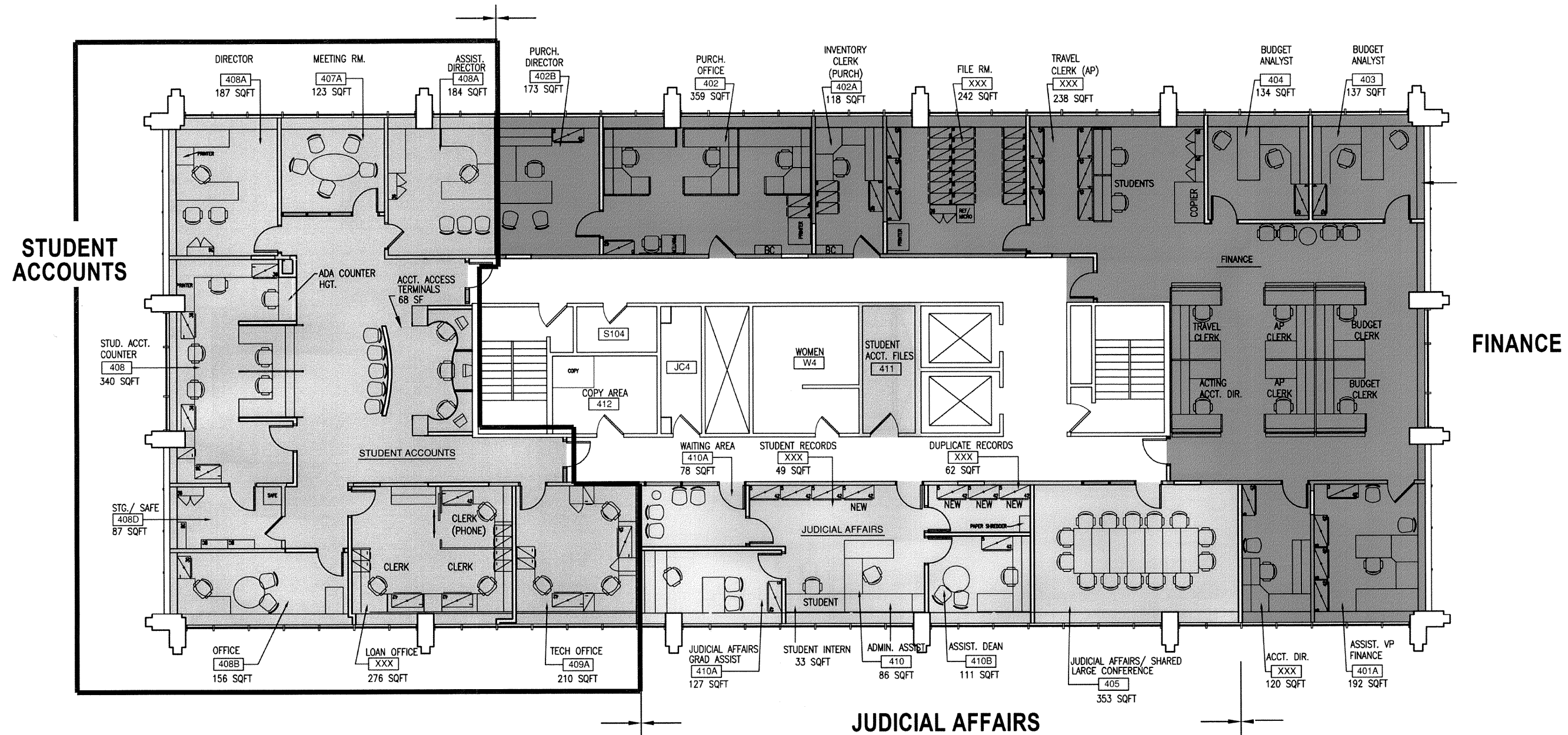
16.2

Student Accounts  
Adjacency  
Block Plan

16.3

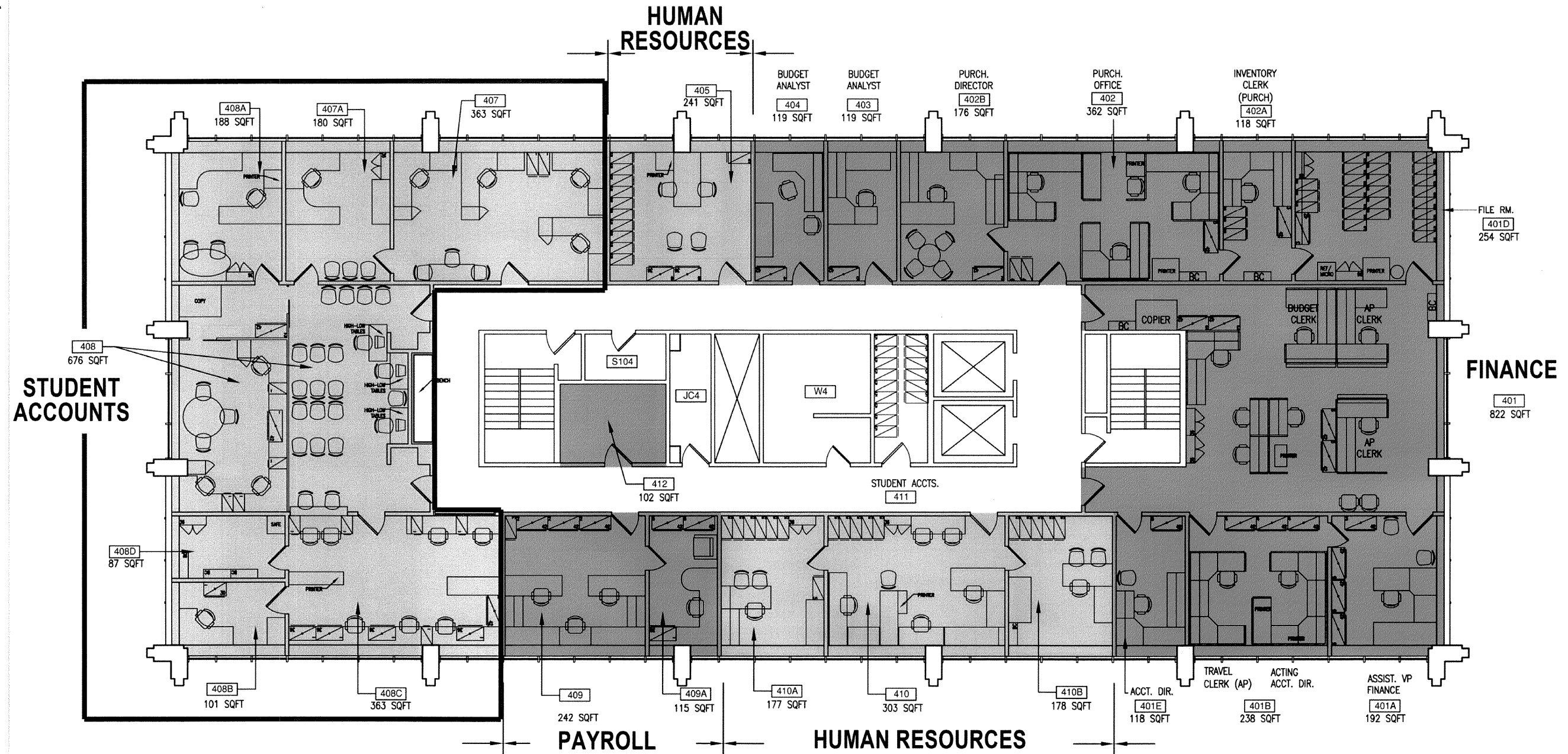
Student Accounts  
Existing  
4<sup>TH</sup> Floor





16.5

Student Accounts  
Existing  
4<sup>TH</sup> Floor



16.6

Student Accounts  
Scenario  
2A,B & C  
2<sup>ND</sup> Floor

