1. **Purpose of the Meeting**

The project has moved into the Design Development phase and the purpose of this meeting was to review the project design in more detail with University Housing staff. The following is a list of spaces that were reviewed with comments relating to each of these spaces. The Design Team will incorporate these comments into the DD documents and meet again later in the DD phase with University Housing staff for review and approval.

1.1. **Area Desk:**

1.1.1. Area desk will be a 24-hour desk

1.1.2. The area desk should have ADA accessible counter and a taller transaction height. It is preferable for the transaction counter to be flush with the front on the customer side and overhang on the worker side. ADA height work surface is preferred at the north side of the desk to prevent congestion in the main corridor.

1.1.3. (3) PCs will be located at the desk (including CCTV and building access). Screens need to face away from customers. Staff does not need keyboard trays. Student card scanners will be attached to PCs. (1) printer to be located at area desk.

1.1.4. ADS equipment should be located at the end of the counter.
1.1.5. Security: desk will need to be secured during off hours. ZGF to explore options for a sliding grille. Grille opening should be small enough so hands cannot reach through.

1.1.6. Move door to back of mail area closer to area desk. A dutch door is preferred. Desk does not need a flipper door.

1.1.7. Mailboxes should be 10 boxes tall instead of 12.

1.1.8. The west wall behind the area desk is a good location for a flat display panel. A display case should also be located near this area. Wall outside of Xlarge classroom is a good option. This is also a good location for tackboards and sustainable information about the building.

1.1.9. (2) laundry card machines will need to be located in main hall by area desk/building entry.

1.1.10. There is no specific signage requirement for the area desk. The soffit above could be a good opportunity for graphics.

1.1.11. There are no financial transactions at the area desk.

1.1.12. An AED cabinet should be located under the area desk or adjacent to the time clock for quick access.

1.1.13. Provide a panic button at the front desk that connects to campus security.

1.1.14. Provide (2) 2 drawer lockable files cabinets under desk.

1.1.15. Lighting and finishes at the LLC works well in this area and the Mail room.

1.1.16. Finishes: carpet at area desk, concrete or VCT at back of house and mail room.

Back of House Adjacent to Area Desk:

1.1.17. 1 PC, 1 printer and a phone line will be located in this area.

1.1.18. It is preferable for the drop box for DVD return and mail to be located in back of house space adjacent to the area desk.

1.1.19. A time clock needs to be located in the back of house near the area desk. Approximate size: 14” x 14” x 5”.

1.1.20. Need shallow shelving (6” or 12”) for DVD storage (min of 500, room for growth), bins for athletic equipment. Mark Brinkmann will provide list of Area Desk equipment, items that students can check out and any special functions.

1.1.21. A visual opening is needed between the area desk and back area to have a connection for the staff. Glass would help with noise issues.

1.1.22. A locking box to hold keys is needed in the back area adjacent to the area desk.

Mail Room:
1.1.23. Mark prefers the restroom to be located by the exterior entry door.
1.1.24. A staging area is needed adjacent to the exterior entry door. This should be approximately 12’ long.
1.1.25. Several power, data and phone outlets need to be located in the Mail room.
1.1.26. 18-24” deep industrial shelving needs to be located along the south wall with large layout tables in the open area.
1.1.27. Extra sheets and blankets during summer programs are stored here.
1.1.28. Portable rack of brown butcher paper
1.1.29. Lighting and finishes at the LLC work well in this area.

1.2. Director’s Office:
1.2.1. Two (2) people will be sharing this office. Plan for two (2) desks, PCs, phones and one (1) printer in Herman Miller-type workstations.
1.2.2. Provide blinds at relite and blinds at glass window within door.
1.2.3. Provide maximum storage above desks.
1.2.4. Provide maximum amount of full height storage cabinets with doors and shelves.
1.2.5. The Senior Resident director meets with 1-2 students at a time. Provide (2) guest chairs.
1.2.6. Provide a panic button that connects to campus security.
1.2.7. Finishes: carpet

1.3. Residence Hall Bedrooms:
All Rooms:
1.3.1. Provide peep hole at all doors. Keep height low to accommodate all view heights.
1.3.2. Provide a mirror, shelf and light fixture above the sink cabinet. A GFCI outlet should be provided adjacent to sink for hair dryer or shaver.
1.3.3. Add towel hooks to side of sink cabinet, (1) per student.
1.3.4. Shelf to be located above entry door. Plastic laminate surface with solid wood edge. A furred out sprinkler box and support rod will need to be located similar to LLC. Mount shelves just above door trim for maximum shelf space.
1.3.5. Outlets: At window wall (1) cable, (2) data, (2) power and (1) phone outlet. (2) additional outlets evenly spaced on each adjacent wall for flexibility of furniture layout and option for mini-fridge. (1) additional outlet adjacent to sink (noted above).
1.3.6. The question came up about what the wireless capability will be for this building.
1.3.7. ZGF to provide an area on the door for students to hang a bulletin board or marker board.
1.3.8. ZGF to look into gap at the bottom of the door. UO would like minimum for noise control.
1.3.9. Locate floor bulletin boards outside restrooms on floors with shared restrooms. On Jack & Jill floors located near elevator and stair circulation.
1.3.10. UO would like drinking fountains or hydration stations on each dorm floor for water bottles. No basin is preferable.

Jack and Jill, Double with Bath, Single with Bath:
1.3.11. In restrooms (Jack & Jill, Double and single with Bath) locate towel hooks on wall across from shower, (1) for each student.
1.3.12. Bathroom doors to swing into bathroom except at locations required to swing out for ADA.
1.3.13. Locks on bathroom doors between dorm rooms were discussed. Conclusion was to leave doors unlocked. ZGF to check what was done at LLC.

Semi-Suite:
1.3.14. Add a coat rack/hooks or shelves in entry hallway.
1.3.15. Standard shower room seems tight, ZGF to look at options.
1.3.16. Main door to be main key, bedroom doors to have sub-key.

Attic Rooms:
1.3.17. Niche in dormer to fit desks is acceptable.

1.4. Shared Bathrooms
1.4.1. No urinals in Men’s Room. UO would like to keep flexibility of gender neutral restrooms.
1.4.2. Prefer a continuous solid surface type countertop with sinks and 1 large mirror above sinks.
1.4.3. Custodial group will provide soap dispensers.
1.4.4. GFCI outlets and shelf need to be provided above counter for hair dryers and shavers etc.
1.4.5. Currently have both paper towel dispensers and electric hand dryers. Need to confirm with custodial for preference.
1.4.6. Provide locking hose bib for cleaning bathroom.
1.4.7. Provide shelving in Janitor’s closet.
1.4.8. Purell stations need to be located in public spaces.
1.4.9. Finishes: ceramic tile at walls and floor.
1.5. Hearths:
   1.5.1. The two story hearth from the second floor to the third floor was discussed. The housing staff was concerned the students on the 3rd floor wouldn’t have their own space identity and that there wasn’t enough room for 2 floors to fit into one hearth. Possible reasons to keep this feature: vertical connection between 2 floors for more interaction, architectural variety within the different hearths. At the end of the meeting it was proposed to delete the two story hearth in the south tower to form (2) individual hearths, keep the two story hearth in the mid tower but reconfigure the mezzanine area and keep the two story hearth in the north bar as is. Sandy will discuss this solution with staff next Wednesday.

   1.5.2. Hearths can hold 3-15 people approximately. Two story hearths can have a larger capacity with stairs and mezzanine.

   1.5.3. A flat screen will be mounted to the wall.

   1.5.4. The hearths will need: cable, data (if building doesn’t have wireless), additional outlets for laptop use and a phone outlet.

1.6. Laundry Rooms:
   1.6.1. Provide wall mounted fold down ironing board
   1.6.2. Sandy to confirm the size of washer and dryers that they lease.
   1.6.3. Laundry carts will be stored on first floor
   1.6.4. Keep folding space/counter and sink.
   1.6.5. First floor laundry room that is adjacent to the hearth should have a window between the rooms.

1.7. Study Rooms:
   1.7.1. Prefer square tables over round for more flexibility.
   1.7.2. Add more lounge chairs (some to have tablet arms, some do not).
   1.7.3. Provide a marker board in all study rooms.
   1.7.4. Provide many data and power outlets. There was a request for floor receptacles, need to check with facilities.

1.8. Director’s Apartment
   1.8.1. The maintenance of wood floor was questioned in the kitchen.
   1.8.2. Housing staff would like to make layout changes to the apartment: open the apartment up more by deleting the closet at the kitchen island, add a walk-in closet in the master bedroom, coat rack and bench by entry, add small window to bathroom. ZGF to redesign with options.
   1.8.3. Add shelving in the Laundry Room
   1.8.4. Kitchen to have standard dishwasher and garbage disposal.
   1.8.5. The location of the window in the master bedroom was discussed.
   1.8.6. Sandy suggested top down blinds for privacy on first floor.
1.8.7. Finishes: wood floor in main areas, broadloom carpet in bedrooms, ceramic tile in bathrooms, linoleum in laundry.

1.9. Scholar Apartment:
1.9.1. Housing staff feels this apartment is too small for the potential person that will occupy it. Might need a 3rd bedroom. Potential ADA issues with laundry and master bedroom located on second floor. ZGF to redesign with options.
1.9.2. Finishes: wood floor in main areas, broadloom carpet in bedrooms, ceramic tile in bathrooms, linoleum in laundry.

1.10. Communal Kitchens:
Mezzanine Kitchen
1.10.1. This kitchen will be the “Showcase Kitchen” used for demonstrations and UO’s Iron Chef program.
1.10.2. Kitchen should open to lounge. Security during off hours is a concern. ZGF to explore screen and grille options.
1.10.3. ZGF to look at curved island tops and other configurations to fit more people during demonstrations. ZGF will also look at how the kitchen can open to the hallway with a large crowd. UO typically has 2-3 people cooking but sometimes 10 for larger events.
1.10.4. Kitchen to have standard dishwasher, garbage disposal and insta hot.
1.10.5. A 4 or 6-burner stove was discussed, UO to confirm. Standard size refrigerator ok.
1.10.6. Configuration will either need a downdraft or nice hood for the cook top.
1.10.7. Appliances to be purchased and installed through contractor. High end residential is preferred. UO will respond to equipment listed on ZGF plans.
1.10.8. Provide speakers in ceiling.

Rec Room Kitchen – First Floor
1.10.9. This kitchen is for student use. They must check out a key to use.
1.10.10. Security is important. The kitchen will need to be locked off when not in use. ZGF to explore walled off area, stacking panels or grille options. Important to keep visibility even when locked.
1.10.11. Kitchen to have garbage disposal but no dishwasher. Simple basic appliances.
1.10.12. Rec area and area adjacent to kitchen to have mixed furniture: lounge furniture and flexible tables.
1.10.13. UO would like to look at the option of adding a foosball table. Keep the billiards and ping pong since those are the most popular.

1.11. Multipurpose Room
1.11.1. Sandy would prefer to have one main teaching wall. It takes too much time to reconfigure the room on a daily basis.
1.11.2. Need to meet with the academic group to get their feedback on how they will use the room.
1.11.3. Lighting should be similar to LLC but should have more flexible options.
1.11.4. Both the lighting and sound system need to be simple and easy for people to use.
1.11.5. Room will need: Amplified sound, computer input, RCA input, XLR input.
1.11.6. Events that may take place: dances, movies, panels/presentations, music.
1.11.7. Standard hooks that can support up to 100 lbs are needed for holding items like mirror balls and piñatas.
1.11.8. UO discussed the option to have simple lighting year round with the option to hire specialized lighting for the large events that happen one or two times a year.
1.11.9. There was a request for floor receptacles, need to check with facilities.
1.11.10. Tackboard to be located in the hallway outside of the Multipurpose room.

1.12. Classrooms
1.12.1. Registrar prefers to book rooms for classes that have a minimum of 30-35 student capacity.
1.12.2. The medium classrooms can be used as seminar rooms or practice spaces.
1.12.3. Sound transfer between classrooms is a big issue especially at the rooms adjacent to the dining area. Flip door at classroom closest to dining to help with this.
1.12.4. Relocate the casual furniture classroom to the smaller large classroom.
1.12.5. IP video broadcasting system will potentially be located in the Multipurpose Room and in one of the classrooms.
1.12.6. Classrooms to have either marker board or chalkboard on two walls. Discussion of which type to use to include Academic Group.

1.13. Living Room at First Floor Entry
1.13.1 Fireplace should have remote control activator on a timer for safety similar to fireplace in the EMU. Fireplace will have fully enclosed glass front.

1.14. Learning Commons and Mezzanine
1.14.1. Discussion regarding elevator location to Mezzanine and north tower bedrooms. Currently in that location to allow connection from Mezzanine lounge to first floor living room. This location could be distracting to students trying to study in the learning commons. It is also off of the main circulation path. ZGF to explore options of moving the elevator to the west.

1.15. UH Meeting Room
1.15.1 Need full height storage cabinet.
1.15.2. Markerboard on two walls
1.15.3. Locate data, phone and power outlets
1.15.4. Will need additional seating to what is shown at table.

1.16. Acoustics
1.16.1. Dorm rooms: room to room, hall to room
1.16.2. Dining area: Dux dining is too loud, look at options to reduce this in new dining area.

END OF MEETING NOTES

LK/ctc