**PROJECT**  
University of Oregon - Erb Memorial Union

**DATE & TIME**  
December 9, 2014  12:00 pm - 2 pm

**LOCATION**  
LCL Job Trailer; site walk of Craft Center and Level 1 Fishbowl entry.

**ATTENDEES**  
University of Oregon (UO)  
Rafael Arroyo, Mike Kraimen, Martina Oxoby, Brooke Eisen Proctor, Dan Geiger, Jake Vasey  
Lease Crutcher Lewis (LCL)  
Mark Butler  
SERA Architects (SERA)  
Eric Philips  
Anderson Krygier (AK):  
Elizabeth Anderson, Abby-Sophia Alway

**DISTRIBUTION**  
Attendees

**FROM**  
Abby-Sophia Alway

**PURPOSE**  
Review comments on Design Development Submittal; obtain consensus to allow AK to proceed with 85% documentation.

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| 1    | Typeface:  
a) The group likes the look of Helvetica as shown in the DD document and would like to proceed with this font.  
|      | a) AK will continue using this font.  
UO to alert AK asap if it needs to change once UO Marketing chooses a new university branding typeface. |
| 2    | Flag-mounted Wayfinding:  
a) The team discussed the following UO Review Comment:  
"no pictograms on wayfinding, just on room ID signs". AK expressed concern about eliminating the restroom symbol from signs as it is an important part of providing universal access to non-english speakers.  
b) AK confirmed that the flag signs will display messages in vinyl (applied to No.1 surface), allowing for updates to signs, as needed.  
| a) UO to continue this conversation internally and report back to AK. |
| 3    | Area ID:  
a) After continued discussion, UO elected to delete types C-1, C-2 and C-3 from the sign program. Dimensional letters will be programmed at every department entry and conference room entry. AK shared a physical sample of a dimensional letter to illustrate how they are adhesive-mounted to the wall.  
b) The Card Office and Ticket Office will also be identified with dimensional letters.  
<p>| a) AK to delete type C from the program and program dimensional letters at every department entry and conference room entry. |</p>
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| 4    | Building Directories:  
a) AK explained that the preferred way for listing directory information is alphabetically. Visitors are looking for a destination, and an alphabetical listing makes it easier to find their destination and head to the appropriate floor. UO agreed to this approach.  
b) An 11" x 17" insert holder will be programmed inside each elevator cab to display a building directory.  
c) Building directories will list conference rooms under one header, followed with all the conference room names. | a) **AK** to program and format directory listings as described; directory inserts will be designed and finalized during the construction oversight phase. |
| 5    | Level 1 Building Directory near Fishbowl Entry:  
a) UO feels that this is a major entry and needs more signage than is shown in the DD Submittal. This location will have a custom configuration, as follows: Locate a building directory (no map) to the left of the digital display and locate all floor levels (except mezzanine) to the right of the digital display. Additional wayfinding for the elevator is not needed at this location; sightline to the elevator is sufficient.  
b) During our site walk we examined the sightline from the main fishbowl entry to the location for wayfinding. While the wayfinding elements are not visible from this entry, the architectural scale and lighting of the lobby seem sufficient to draw visitors to the appropriate area. | a) **AK** to design a custom directory for this location. |
| 6    | Conference Rooms:  
a) UO is continuing work on assigning names to all conference rooms.  
b) UO has decided not to install room reservation screens at this time, but to install iPads as "dumb screens". Mounting heights shall be low enough so that screens can be interactive in the future. iPads will be mounted in portrait format and will need an enclosure. | a) **UO** to provide AK with conference room names as soon as they are available.  
b) **AK** to revise the design of F-2 to accommodate an iPad (portrait format) with an enclosure. The room number on the F-2 will remain at the top of the sign so that the iPad can remain in the interactive zone. |
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<td><strong>Craft Center</strong>&lt;br&gt;a) A site walk of the Craft Center determined that existing&lt;br&gt;light fixtures at room entries will need to be replaced to allow&lt;br&gt;for sign installation.&lt;br&gt;b) A Craft Center representative requested a page holder&lt;br&gt;programmed at all studio entries for display of a schedule.</td>
<td><strong>a) AK</strong> to add a page holder to the sign program and will program them at all&lt;br&gt;Craft Center studio entries.</td>
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<td>8</td>
<td><strong>Suite ID</strong>&lt;br&gt;a) The team discussed the following UO Review Comment:&lt;br&gt;&quot;all major programs, conference rooms, rooms unlikely to&lt;br&gt;change occupant or infrequently must have room number and&lt;br&gt;program/room name in raised letters and braille&quot;.&lt;br&gt;AK explained that the minimum letter height for tactile letters is&lt;br&gt;5/8&quot;, and with some of the long department names, the tactile&lt;br&gt;portion of the sign will be very large. In addition, some of the&lt;br&gt;names will not fit on an 8.5&quot; wide sign (e.g., SUSTAINABILITY)&lt;br&gt;and this will result in a redesign of some room ID signs. There&lt;br&gt;is an added cost of fabricating larger signs and replacing the&lt;br&gt;signs if the department names/locations change.&lt;br&gt;AK recommends that room numbers only be displayed in&lt;br&gt;tactile letters and that department names be displayed on a&lt;br&gt;paper insert.</td>
<td><strong>a) UO</strong> to continue this conversation&lt;br&gt;internally and report back to AK.</td>
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<td>9</td>
<td><strong>Retail / Food Services</strong>&lt;br&gt;a) UO is ready for AK to work with SERA to design&lt;br&gt;a framework and installation parameters for retail and food&lt;br&gt;vendor logos.</td>
<td><strong>a) SERA</strong> to provide AK with elevations&lt;br&gt;of the food service facades. <strong>AK</strong> will&lt;br&gt;collaborate with SERA to determine&lt;br&gt;how signs will be mounted.</td>
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<td>10</td>
<td><strong>Additional Scope: Donor Recognition</strong>&lt;br&gt;a) UO is in the process of fundraising for this building. The&lt;br&gt;Foundation has created floor plans for the areas that are&lt;br&gt;available as naming opportunities and has assigned donation&lt;br&gt;values to each space. Donor recognition will be limited to&lt;br&gt;recognizing individual spaces and will not include a donor wall.&lt;br&gt;Rooms will not be renamed for donors.</td>
<td><strong>a) UO</strong> to provide naming opportunity&lt;br&gt;plans to AK. Upon receipt of plans, <strong>AK</strong>&lt;br&gt;to craft a proposal to provide design,&lt;br&gt;documentation and construction&lt;br&gt;oversight of a donor recognition&lt;br&gt;program.</td>
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| 11   | Additional Scope: Placemaking Graphics:  
a) UO would like to explore adding specialty placemaking graphics in the "O" Lounge. Graphics to be UO branded in content (ducks, green, gold, students, spirit). UO is also interested in the possibility of more subtle placemaking graphics at the Card/Ticket Offices and the glass Auditorium wall (consider subtle nature graphics for these areas). UO is open to suggestions for other placemaking graphic locations.  
b) SERA noted that early architectural designs included concepts for placemaking graphics. | b) SERA to share early architectural drawings regarding placemaking graphics and coordinate with AK regarding scope. Following this conversation, AK to craft a proposal to provide design, documentation and construction oversight of a placemaking graphics program. |
| 12   | Open Items from previous meeting  
a) Floor level naming conventions; During our site walkthrough Martina noted that the floor level naming conventions had been determined and that they are the designations as shown on architectural drawings. | a) closed. |
| 13   | Next steps:  
a) The next signage submittal is an 85% Bid Document, to include detail sign drawings and specifications. | a) UO, SERA, AK to follow up on respective action items.  
UO to provide AK with official approval to commence with documentation.  
LCL to coordinate with AK if pricing estimates are needed. |