

Project Number 110451

Purpose Subject Area Committee – ASUO
Location Umpqua River Room

AGENDA

10:00 Introductions & Project Overview (MO, EP)

10:05 ASUO (LG, CM)

Purpose: Review the space plan and provide input to the design team

Outcome: Confirm the program, confirm the adjacency of program components, determine workstation sizes and layout, determine needs for storage and the work area. Discuss the relationship of the suite to the public corridor.

- 1 Review overall floor plans for renovation and new construction
- 2 Review diagram of daylighting/ enclosed room locations
- 3 Discuss the general function of ASUO and how the space is used
- 4 What do they like about their current space? What is not working well?
- 5 Current floor plan layout – are these still the correct program components?
- 6 Discuss location of enclosed offices and adjacency of work groups
- 7 Workstation sizes – is more standardization possible?
- 8 Input on the function of the controller workstations
- 9 Input on the function of the work area
- 10 Storage types and locations
- 11 Reception desk parameters
- 12 How open/ accessible does this group want to be from both entry points?

10:55 Next Steps / Follow-up Tasks

The architectural design team will work with consultants to design mechanical, electrical, data/ telecom and acoustic systems.

SAC meetings #02

11:00 END