AGENDA

11:00  Introductions & Project Overview (MO, EP)

11:05  Card Office (LG, CM)

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

  Outcome: Understand the traffic flow in and out of the office, confirm the number and the function of the workstations, determine a space plan that works for photography and card making.

1. Review overall floor plans for renovation and new construction.
2. Discuss traffic patterns through the building
3. Discuss the general function of the card office 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 the flow of traffic in and out of the Card Office
7. Is there a need for service windows? If so, what are the requirements?
8. How many people are in line during peak time? On an average day?
9. How many people wait inside the suite versus outside in line?
10. Will the existing equipment be re-used?
11. What are the required distances for the cameras?
12. Storage types and locations

11:40  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

11:45  END