

Project Name UO Erb Memorial Union Renovation and Expansion
Project Number 110451
Purpose Subject Area Committee – Facilities and Maintenance
Location EMU Walnut Room

Attendees	Name	Organization
	User Group:	
	Dana Winitzky	UO, EMU Facilities
	Jake Vasey	UO, EMU Facilities
	David Floch	UO, EMU Facilities
	Dan Geiger	UO, Outdoor & Bike Program
	Dana Winitzky	UO, EMU Staff
	Project Staff:	
	Martina Oxoby	UO, CPRE
	Consultant Team:	
	Natasha Koiv	SERA
	Carissa Mylin	SERA
	Laura Grover	SERA
	Eric Philps	SERA

Discussion Items

REVIEW OF FACILITIES SPACES ON OVERALL FLOOR PLANS

- Need to get requirements for each janitor’s closet from Dana (what equipment goes in each: buffers, autoscrubbers, floor sinks etc.). The rooms are probably currently shown too small. The design team will look at UO standards.
- On the ground level, one janitor closet is being lost by the Craft Center relocation. The closet by the restrooms will probably suffice.
- Facilities currently uses some space in what will become the Pub/ Mechanical room. They would like to keep this storage. Update the label on the plan to denote this.
- The fire control room can be located anywhere on the ground floor.
- Currently in the Craft Center cleaning out sediment is a major issue. Need a lift-out sediment trap.
- Look at adding another janitor closet by the fishbowl, or by the Very Large dividable conference room (along with reconfiguration to add restrooms).
- Need to investigate compressed air access (currently used for craft center but to be used for the bike center in the new building)
- (7) custodians currently perform (7) runs throughout the building. The runs are divided by half of each floor.
- S&ES is responsible for cleaning the conference spaces. They need space for their cleaning supplies.
- On the mezzanine level, locker rooms could possibly used for some storage.
- On the mezzanine level, look at adding a door from the hallway to the Men’s locker room.
- On level two, the existing closet in the Prefunction room has a sink, phone and an electrical panel. These are not ideal together, but the location and services are convenient for facilities staff.

- Dana noted locations of existing janitor's closets in other areas of the building – these will be labeled on floor plans.
- Dana noted the location of an existing floor drain for a former balcony in the vestibule outside Prefunction. It can be abandoned.
- The Servery has M.E.P. feeds above and below.
- The function of the server will be discussed further, but it is currently serving as storage and a catering staging area for events. Possibly change the label to Servery/ Storage – to be determined.
- There is an existing janitor closet on level three by the Emerald Media Group. Possibly this could be converted to a restroom to avoid the ramp in this area.

Wrap-Up / Next Steps

- SERA will review notes made on plans during meeting, make corrections and return to Facilities and Maintenance via Martina for review and comment.

End Time: 12:00 pm

Recorded by: Carissa Mylin

Date of Report: 07/23/2013