Project Name: UO Erb Memorial Union Renovation and Expansion
Project Number: 110451
Purpose: Subject Area Committee – Craft Center
Location: EMU Walnut Conference Room

Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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<tr>
<td>User Group:</td>
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<tr>
<td>Dianne Hoffman</td>
<td>UO, Craft Center</td>
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<tr>
<td>Timothy Cohalan</td>
<td>UO, Craft Center</td>
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<tr>
<td>Terrence Heldreth</td>
<td>UO, Craft Center</td>
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<td>Gregg Lobisser</td>
<td>UO, User Group Chair</td>
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<tr>
<td>Dan Geiger</td>
<td>UO, Outdoor &amp; Bike Program</td>
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<td>Dana Winitzky</td>
<td>UO, EMU Staff</td>
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<td>Laurie Woodward</td>
<td>UO, EMU Director</td>
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<td>Jo Niehaus</td>
<td>UO, CPRE</td>
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<td>Project Staff:</td>
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<td>Martina Oxoby</td>
<td>UO, CPRE</td>
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<td>Consultant Team:</td>
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<tr>
<td>Natasha Koiv</td>
<td>SERA</td>
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<tr>
<td>Carissa Mylin</td>
<td>SERA</td>
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<td>Laura Grover</td>
<td>SERA</td>
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<td>Jon DeLeonardo</td>
<td>SERA</td>
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Discussion Items

REVIEW OF PROGRAM AND FLOOR PLANS

- The bunker is a storage room – it needs immediate access from the reception desk.
- (1) 64 SF workstation is to back up the front desk – this is a full time person.
- The 168 SF office is shared between the two asst. coordinators (Tim and Terence) – enclosed, near wood shop and with access for safety purposes.
- 120 SF office (Diane) wants access to daylight.
- Glaze room location is flexible.
- (1) 48 SF student space, part time.
- Private offices would like to have direct adjacency, nice, but not required.
- A soft meeting space is desired.

Ceramics

- Activities include hand building, wheel throwing and glazing. Have (12) wheels for throwing, (4) big tables, (2) electric kilns (indoors), clay recycling, a clay mixing unit and a glazing station. Need a long counter with sliders underneath for 5 gallon buckets.
- Need storage for work in progress, including greenware drying and stages of glazing.
- (2) sinks – one small for handwashing, one large, deep sink with filter.
- Outside – gas kilns, raku kilns and possibly clay recycling (needs to be covered).
- Large sink in the center of the space – works best if people can access it from all sides.
- Ideally the space will be organized to reflect the work flow.
- 42" doors in the entire craft center space are desired for moving large carts around.
- Need full shower/emergency eye wash station – closest to glaze room.

**Fibers**
- This is a clean, quiet space.
- If the addition of a smaller meeting space was required, Fibers is where it should happen.
- Sewing machines, mobile, along one wall.
- They currently store looms in a big storage space.
- It is helpful if everything they have can be stored on wheels.
- Pull back main doors and have an external and internal door into fibers.
- Big tables in center of the room.

**Jewelry**
- Most of the activity in this space is happening on a very small scale.
- Mobile benches are successful for working in this space.
- Soldering deck for polishing / grinding needs ventilation.
- Sink for handwashing and rinsing / cleaning items.
- Casting/ fabrications require metal torches.
- Vacuum caster.
- Central tables with lots of power in the middle.
- Grinders/buffers – need overhead ventilation and can be stored around the perimeter of the room.
- This space will need compressed air and natural gas.
- Oxygen tanks will be stored outside.

**Photography**
- This space needs lots of ventilation, including a central ventilated table.
- One open group dark room, only black and white prints, no color prints.
- Entry room with print washing and print drying, film/paper wash, dry mount press.
- Entry room needs a sink.
- Sinks and floor drains should be in both rooms.
- If space is required to fit this program we could shift south into the Benchroom.

**Woodshop**
- Should be some glass between the Benchroom and shop for visibility.
- No sink required in this space.

**Benchroom**
- This space will need project and wood storage (possibly along South wall).
- Will need a sink for hand washing.

**Silkscreen**
- This is the space used for coating screens.
- The large sink needs a sprayer to clean screens – this is a very loud function. Sink should be lined for sound isolation.
- Printing stations could be wall mounted.
- Accommodate a 3’x5’ drying rack.
- North wall may move? It could be a garage door that opens between the spaces?
- Need to gain space for Silkscreening – combine with Painting.
- Increase the East-West dimension of Glass, Painting and Silkscreen studios.
Painting
- Easels for painting models or still life.
- The easels fold flat to hang on the wall for storage.
- This is a very messy space.
- It will need ventilation and a sink.

Glass
- This space needs a large table with torches or individual stations that lock together.
- Coldworking station.
- Needs sink and floor drain.
- Natural gas is required.
- Storage of sheet glass and glass rods.
- Fusing / slumping.
- Sanders.
- Need strong ventilation.
- Will need a filter on the sink for glass separation.

Overall Notes
- Space should feel as open as possible, with bright lighting.
- Desired views from front desk into all spaces.
- Need to have some cubbie / hooks inside spaces, as well as lockers within craft center, but not necessarily inside suites.
- Will need to meet again in August.
- Send CC drawings with grid so they can lay out spaces.

Wrap-Up / Next Steps
- SERA to revise plan layout based on discussion, add 12" grid and return to craft center via Martina for review and comment.

End Time: 12:00pm
Recorded by: Carissa Mylin
Date of Report: 07/23/2013