

Project Name UO Erb Memorial Union Renovation and Expansion
Project Number 110451
Purpose Subject Area Committee – Designated Driver Shuttle
Location EMU Umpqua River Room

Attendees	Name	Organization
	User Group:	
	Rachel Herman	UO, DDS
	Martina Oxoby	UO, CPRE
	Dan Geiger	UO, EMU Staff, User Group
	Laurie Woodward	UO, EMU Director
	Consultant Team:	
	Carissa Mylin	SERA
	Laura Grover	SERA

Discussion Items

REVIEW OF FLOOR PLANS

- The Designated Driver Shuttle office will be shared with the Zero Waste program (formerly Recycling).
- The location off the loading dock with an exterior door works well for access. Their vans are by the cemetery – would be preferable to have closer.
- Staff comes on shift at 9:30 pm. From 9:30 – 10:15 staff comes in and wait for calls.
- Sun – Wed. staff is 3 people, Th – Fri is 8 – 10 people. From 10 pm to 2:30 am there are usually 2 people.
- For nighttime work, DDS needs 1 desk and some chairs. Staff does homework while waiting.
- The Zero Waste program needs 3 – 4 desks and lockers.
- The existing room is currently a storage room. The design team will look to see what infrastructure is existing and what needs to be changed or added to make it functional as office space.
- Have a radio that needs a charging station (desktop).
- Have 1 computer, 1 file cabinet, 2 phones.
- Two staff from DDS have office hours during the day (add a second desk). These desks need to be in addition to Zero Waste staff, who have daytime hours.

Wrap-Up / Next Steps

- SERA will provide a revised space layout based on the discussion items and submit back to DDS via Martina for review and comment.

End Time: 12:00 pm
Recorded by: Laura Grover
Date of Report: 10/14/2013