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