

Project Number 11045  
Purpose Subject Area Committee Meetings  
Location Gumwood Room  
Start Time 1:30 PM

CONFERENCE REPORT *ASUO Legal Services and Office of Student Advocacy*

**01 THOSE PRESENT**

*ASUO Legal Services*

Ilona Koleszar, Tina Simon

*Office of Student Advocacy*

Hillary Buckman

*Oregon, Campus Planning and Real Estate*

Martina Bill

*EMU User Group*

Gregg Lobisser, Dan Geiger, Mandy Chong, Wendy Polhemus

*AC Martin*

Bob Murrin, Tammy Jow, Christopher King

*SERA Architects*

Eric Philps

**02 DISCUSSION**

1. The needs of ASUO Legal Services and Office of Student Advocacy Program were reviewed and added to the program and resulted in the following program needs which are shown below per version 8.2 of the program.

ASUO Legal Services and Office of Student Advocacy Program:

Legal Services & Student Advocacy	Quantity	Unit	NASF	GSF	Remain in same location
Legal Services Office 334a	1	104	104	161	<b>Level 3</b>
Legal Services Office 334b	1	117	117	181	
Legal Services Office 334c	1	101	101	157	existing
Reception/copy 334	1	225	225	349	
Office 334d	1	57	57	88	
Off of Student Advocacy 336	1	170	170	264	
Storage 335	1	56	56	87	
Additional Office	1	100	100	155	
<b>TOTAL</b>			<b>930</b>	<b>1,442</b>	

Notes:

1. On campus legal services for a range of issues and concerns.
2. Space program surveys were completed by both ASUO Legal Services and Office of Student Advocacy Program, and are attached to this report.
3. Both have complimentary companion legal services and would like to be grouped together.
4. Currently Legal Services is spread over two floors in (E) EMU. Ideally should be located all together, and are comfortable staying in same location on 3<sup>rd</sup> floor of the EMU. Good to be off the beaten path - considering types of cases handled
5. Typical hours of use are 9-5. Middle of day is peak time.
6. Space needs: ASUO Legal
  - a. 1 Director
  - b. 2 Staff Attorneys
  - c. 1 Receptionist seat
  - d. 1-2 Law Clerks (currently no space, works from cyber space)
  - e. Currently in Suite 334, 336 and the storage closet/office and a staff attorney in room 210.
7. Uncomfortable with remote storage due to nature of confidential equipment. Storage for both currently in 57 sf storage room.
8. Files are shred every ten years.
9. Would be nice to expand on the third floor.
10. Prefer to be away from other administrative spaces.
11. Call Center and Card Office has similar parameters. Self sufficient.
12. Same kind of sensitivity as LGBTQA.
13. Client receptions bit too small.
14. With Greg moving out of the building and the commentator moving to the media suite, staying put with minor modifications/ expansion is ideal.

**I. IDENTIFICATION / GENERAL INFORMATION**

ILONA KOLESZAR		DIRECTOR, ASUO LEGAL SERVICES	
NAME		TITLE	
541-346-4273	koleszar@uoregon.edu	ASUO LEGAL SERVICES	
PHONE/EXT	EMAIL	PRIMARY DEPARTMENT/AFFILIATION	
EMU, ROOM 334			
CURRENT LOCATION: BUILDING NAME(S)/ROOM #			

PLEASE INCLUDE A BRIEF DESCRIPTION OF THE FUNCTION(S) OF YOUR DEPARTMENT/AFFILIATION, INCLUDING THE OVERALL MISSION OF YOUR DEPARTMENT: (100 words or less)

Mission Statement: ASUO Legal Services offers confidential free legal advice and representation to currently registered students who pay incidental fees at the University of Oregon, in accordance with an established schedule of services.

Legal services are free to current fee paying registered students. Our services include landlord/tenant, family law, employment issues, misdemeanor criminal representation, expungements, consumer complaints, small claims advice, and personal injury advice.

**II. ORGANIZATIONAL STRUCTURE**

PLEASE PROVIDE OR ILLUSTRATE (AND ATTACH TO THIS FORM) YOUR DEPARTMENT'S CURRENT ORGANIZATION CHART DESCRIBING THE RELATIONSHIP AMONG ALL CURRENT STAFF. PLEASE INCLUDE THE FOLLOWING ITEMS:

- A. Each staff position by job title
- B. Indicate whether positions are part time, full time (hours per week), staff, student, or volunteer
- C. Location of each employee's workstation (if your department has offices at more than one location)
- D. Currently vacant positions that are "open" or are expected to be filled

**III. HOURS OF OPERATION**

PLEASE INDICATE THE HOURS AND DAYS OF OPERATION FOR YOUR DEPARTMENT: Monday-Friday 9 am-5 pm

**IV. FREQUENCY OF USE**

30% more foot traffic expected beginning

PLEASE INDICATE THE NUMBER OF NON-STAFF VISITORS YOUR DEPARTMENT RECEIVES DAILY: 7/12 with addition of another Staff Attorney.

	8-10am	10am-12pm	12-2pm	2-5pm	5-7pm	7-9pm	9-11pm	11pm-1am
MON	1-4	2-5	2-5	3-6				
TUES	2-4	3-7	3-7	2-4				
WED	2-5	4-8	3-7	2-4				
THU	2-4	3-7	3-7	2-4				
FRI	1-4	2-5	2-5	3-6				
SAT								
SUN								



**V. STAFFING & WORKSTATION REQUIREMENTS**

PLEASE LIST ALL STAFF POSITIONS BY JOB TITLE WITHIN YOUR DEPARTMENT

DEPARTMENT NAME: ASUO LEGAL SERVICES

	POSITION/JOBTITLE	# OF POS.	STATUS	SHIFT	TYPE OF WORKSTATION/OFFICE			LIST EQUIP.
1	DIRECTOR/STAFF ATTORNEY	1	<input checked="" type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input checked="" type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
2	STAFF ATTORNEY	2	<input checked="" type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input checked="" type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
3	ASST DIRECTOR/LEGAL ASST	1	<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input checked="" type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
4	RECEPTIONIST	4-5	<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input checked="" type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input checked="" type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
5	LAW CLERK	1-2	<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
6			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
7			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
8			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
9			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
10			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	

**VI. TYPES OF SPACES REQUIRED**

**RECEPTION/WAITING AREAS**

1) IS A WAITING AREA REQUIRED:

- YES
- NO

2) NUMBER OF SEATS REQUIRED:

4 min.

3) OTHER NEEDS:

Area shared with Office of Student Advocacy: Receptuib desk, chairs, computer, copier, printer, fax.

**WORK AREAS**

1) TYPE OF WORK AREA REQUIRED:

- DEDICATED WORK AREA
- SHARED WORK AREA

2) NUMBER OF SEATS REQUIRED:

2-3

3) DESCRIBE WORK AREA EQUIPMENT NEEDS:

Need dedicated, confidential office space for each of 3 attorneys and for one Assistant Director/Legal Assistant. Each office will need space for desk, computer, chairs, bookshelves, file cabinet, phone, shredder and office supplies.

**CONFERENCE ROOMS**

1) DOES YOUR DEPARTMENT REQUIRE A CONFERENCE ROOM:

- YES
- NO

2) NUMBER OF SEATS REQUIRED:

4) DESCRIBE CONFERENCE ROOM EQUIPMENT NEEDS:

**STORAGE**

1) TYPE OF STORAGE REQUIRED:

- DEDICATED STORAGE
- SHARED STORAGE

2) STORAGE AREA REQUIRED:

SF

3) DESCRIBE ITEMS TO BE STORED:

Confidential document and file storage must be secure. Can continue to share storage space with Office of Student Advocacy.

**OTHER SPACE NEEDS NOT PREVIOUSLY DESCRIBED:**

We prefer to maintain and expand our current location, balancing our need for a central, accessible location for students with confidentiality and privacy. We prefer to continue to share common areas with the Office of Student Advocacy (reception and storage). Our offices needs and services are complementary and this allows us to realize certain financial and other efficiencies. If the additional office space on the third floor of the EMU were made available to us, this would fit the space requirements of these two incidental fee-funded professional legal programs, which work well grouped together. See note (\*\*) bottom of page 6.

**OTHER EQUIPMENT NEEDS NOT PREVIOUSLY DESCRIBED:**

Need proximity (same building) to mail services such as UPS Store to access private mail services we rely on to get/send mail in a timely manner.



**VII. ADJACENCY REQUIREMENTS**

Please indicate the importance or level of adjacency required between your department/affiliation and each of the other functions listed below. Please provide a response for each department or function listed. If your department requires adjacency with other functions not listed here, please write them in and indicate the level of adjacency needed and attach to this form.

	DIRECTLY ADJACENT	SAME FLOOR	ADJACENT FLOORS	SAME BUILDING	SAME COMPLEX	OTHER LOCATION
<b>RETAIL ENTERTAINMENT ZONE</b>						
FOOD SERVICE					✓	
RETAIL SPACE						
<b>UNION SERVICES ZONE</b>						
ADMINISTRATIVE SUITE						✓
CRAFT CENTER						
WOMEN'S CENTER						
INTERNATIONAL CENTER						
MULTI-CULTURAL CENTER						
LEADERSHIP CENTER						
LGBTQA						
COMPUTER CENTER						
CLUB SPORTS						
OUTDOOR PROGRAM						
CULTURAL FORUM						
OTHER PROGRAM OSA	✓					
<b>CONFERENCE SERVICES ZONE</b>						
CONFERENCE SPACES						
CONFERENCE SUPPORT SPACES						
<b>PERFORMANCE CENTER ZONE</b>						
THEATER SPACES						
PERFORMANCE SUPPORT SPACES						
<b>STUDENT ACTIVITIES ZONE</b>						
ASUO/STUDENT GOVERNMENT					✓	
STUDENT ORGANIZATIONS						
STUDENT UNIONS						
OREGON DAILY EMERALD					✓	
ART GALLERY						
ACTIVITY SPACES						
LOUNGE SPACES/INFO DESK						
<b>SUPPORT ZONE</b>						
LOBBY/ATRIUM						
LOADING DOCK						
GENERAL BUILDING STORAGE						

**VIII. VISIBILITY, ACCESS, AND SECURITY**

1) HOW IMPORTANT IS IT FOR YOUR DEPARTMENT TO BE LOCATED "NEAR THE FRONT DOOR" OF THE BUILDING VERSUS ON AN UPPER LEVEL OR INTERIOR SPACE

INTERIOR/LESS VISIBLE

FRONT DOOR/MORE VISIBLE

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	1	2	3	4	5	6	7	8	9	10

2) WHICH OF THE FOLLOWING STATEMENTS BEST DESCRIBES THE LEVEL OF SECURITY GENERALLY NEEDED FOR YOUR DEPARTMENT'S SPACE:

- LOCKING DOORS AT ALL ENTRANCES TO THE BUILDING ARE SUFFICIENT
- LOCKING DOORS AT ALL ENTRANCES TO DEPARTMENT SPACE SO THAT THE DEPARTMENT CAN BE CLOSED EVEN IF OTHER PARTS OF THE BUILDING ARE OPEN
- LOCKING DOORS AT ALL ENTRANCES TO DEPARTMENT SPACE PLUS AN ALARM SYSTEM TO DETECT AGAINST UNAUTHORIZED INTRUSION
- CARD LOCK DOORS TO RECORD ACCESS INTO THE DEPARTMENT SPACE

3) REGARDING COMPUTER NETWORKS, PLEASE CHECK ONE:

- A COMPUTER NETWORK IS NOT REQUIRED FOR THIS DEPARTMENT
- THIS DEPARTMENT OPERATES ON AN AUTONOMOUS OR "STAND ALONE" COMPUTER NETWORK
- THIS DEPARTMENT IS A "USER" OF A LARGER COMPUTER NETWORK WHERE THE SYSTEM IS OPERATED BY ANOTHER DEPARTMENT

\*\* WE PREFER TO MAINTAIN AND EXPAND IN OUR CURRENT LOCATION. WE SHOULD NOT BE ADJACENT TO OR IN THE PATH OF ADMINISTRATIVE STAFF, IN ORDER TO REMAIN ACCESSIBLE TO STUDENTS SEEKING CONFIDENTIAL LEGAL ASSISTANCE IN PRIVACY.



**I. IDENTIFICATION / GENERAL INFORMATION**

Hilary Berkman		Director, ASUO Office of Student Advocacy	
NAME		TITLE	
(541) 346-3722	hberkman@uoregon.edu	ASUO Office of Student Advocacy	
PHONE/EXT	EMAIL	PRIMARY DEPARTMENT/AFFILIATION	
Erb Memorial Union (EMU), Rooms 334 and 336			
CURRENT LOCATION: BUILDING NAME(S)/ROOM #			

PLEASE INCLUDE A BRIEF DESCRIPTION OF THE FUNCTION(S) OF YOUR DEPARTMENT/AFFILIATION, INCLUDING THE OVERALL MISSION OF YOUR DEPARTMENT: (100 words or less)

The Office of Student Advocacy (OSA) provides free professional advice and assistance to eligible students who are having difficulties with the university. Services include, among other things, assistance with student conduct code issues and grievances. OSA also provides advocacy within the university's administrative framework on behalf of students' rights and interests.

**II. ORGANIZATIONAL STRUCTURE**

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- A. Each staff position by job title
- B. Indicate whether positions are part time, full time (hours per week), staff, student, or volunteer
- C. Location of each employee's workstation (if your department has offices at more than one location)
- D. Currently vacant positions that are "open" or are expected to be filled

**III. HOURS OF OPERATION**

PLEASE INDICATE THE HOURS AND DAYS OF OPERATION FOR YOUR DEPARTMENT: Monday-Friday, 9 am - 5 pm

**IV. FREQUENCY OF USE**

PLEASE INDICATE THE NUMBER OF NON-STAFF VISITORS YOUR DEPARTMENT RECEIVES DAILY:

	8-10am	10am-12pm	12-2pm	2-5pm	5-7pm	7-9pm	9-11pm	11pm-1am
MON	1-4	2-5	2-5	2-7				
TUES	1-4	2-5	2-5	2-7				
WED	1-4	2-5	2-5	2-7				
THU	1-4	2-5	2-5	2-7				
FRI	1-4	2-5	2-5	2-7				
SAT								
SUN								



**V. STAFFING & WORKSTATION REQUIREMENTS**

PLEASE LIST ALL STAFF POSITIONS BY JOB TITLE WITHIN YOUR DEPARTMENT

DEPARTMENT NAME: ASUO Office of Student Advocacy

	POSITION/JOBTITLE	# OF POS.	STATUS	SHIFT	TYPE OF WORKSTATION/OFFICE			LIST EQUIP.
1	Director	1	<input checked="" type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input checked="" type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
2	Staff Attorney	2	<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input checked="" type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
3	Student Defender	2-3	<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input checked="" type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
4	Office Manager	1	<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input checked="" type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input checked="" type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
5	Receptionist	2-4	<input type="radio"/> FULL-TIME <input checked="" type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input checked="" type="radio"/> DAY <input type="radio"/> NIGHT	<input checked="" type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input checked="" type="radio"/> OPEN WORKSTATION	<input checked="" type="radio"/> COMPUTER <input checked="" type="radio"/> PRINTER <input checked="" type="radio"/> OTHER	
6			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
7			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
8			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
9			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	
10			<input type="radio"/> FULL-TIME <input type="radio"/> PART-TIME <input type="radio"/> SEASONAL	<input type="radio"/> DAY <input type="radio"/> NIGHT	<input type="radio"/> SHARED USE-OK <input type="radio"/> DEDICATED SPACE (not shared)	<input type="radio"/> PRIVATE OFFICE (REQ'D) <input type="radio"/> PARTITIONED WORKSTATION <input type="radio"/> OPEN WORKSTATION	<input type="radio"/> COMPUTER <input type="radio"/> PRINTER <input type="radio"/> OTHER	

**VI. TYPES OF SPACES REQUIRED**

**RECEPTION/WAITING AREAS**

1) IS A WAITING AREA REQUIRED:

- YES
- NO

2) NUMBER OF SEATS REQUIRED:

4 min

3) OTHER NEEDS:

Area shared with ASUO Student Legal Services.  
Desk, chairs, computer, copier, printer, fax.

**WORK AREAS**

1) TYPE OF WORK AREA REQUIRED:

- DEDICATED WORK AREA
- SHARED WORK AREA

2) NUMBER OF SEATS REQUIRED:

3 min

3) DESCRIBE WORK AREA EQUIPMENT NEEDS:

Individual offices for attorneys must provide confidential space.  
Desk, chair, bookshelves, computer, file cabinet, phone, shredder, and other office equipment and supplies.

**CONFERENCE ROOMS**

1) DOES YOUR DEPARTMENT REQUIRE A CONFERENCE ROOM:

- YES
- NO

2) NUMBER OF SEATS REQUIRED:

4) DESCRIBE CONFERENCE ROOM EQUIPMENT NEEDS:

**STORAGE**

1) TYPE OF STORAGE REQUIRED:

- DEDICATED STORAGE
- SHARED STORAGE

2) STORAGE AREA REQUIRED:

SF

3) DESCRIBE ITEMS TO BE STORED:

Storage shared with ASUO Student Legal Services.  
Confidential documents and files.

**OTHER SPACE NEEDS NOT PREVIOUSLY DESCRIBED:**

We prefer to maintain and expand our current location. It balances the need for a central, accessible location for students with confidentiality and privacy. We would like to continue to share common areas with ASUO Legal Services -- reception and storage. Our office needs are complementary, and this allows us to realize some financial and other efficiencies that would otherwise be lost. The additional office space available on the third floor of the EMU would fit the space requirements of these two incidental fee funded professional legal services programs.

**OTHER EQUIPMENT NEEDS NOT PREVIOUSLY DESCRIBED:**

We are currently using an unnumbered storage closet as overflow office space. Ideally we would add two dedicated offices to our current space allocation.



**VII. ADJACENCY REQUIREMENTS**

Please indicate the importance or level of adjacency required between your department/affiliation and each of the other functions listed below. Please provide a response for each department or function listed. If your department requires adjacency with other functions not listed here, please write them in and indicate the level of adjacency needed and attach to this form.

	DIRECTLY ADJACENT	SAME FLOOR	ADJACENT FLOORS	SAME BUILDING	SAME COMPLEX	OTHER LOCATION
<b>RETAIL/ENTERTAINMENT ZONE</b>						
FOOD SERVICE						
RETAIL SPACE						
<b>UNION SERVICES ZONE</b>						
ADMINISTRATIVE SUITE						
CRAFT CENTER						
WOMEN'S CENTER						
INTERNATIONAL CENTER						
MULTI-CULTURAL CENTER						
LEADERSHIP CENTER						
LGBTQA						
COMPUTER CENTER						
CLUB SPORTS						
OUTDOOR PROGRAM						
CULTURAL FORUM						
OTHER PROGRAM	✓					
<b>CONFERENCE SERVICES ZONE</b>						
CONFERENCE SPACES						
CONFERENCE SUPPORT SPACES						
<b>PERFORMANCE CENTER ZONE</b>						
THEATER SPACES						
PERFORMANCE SUPPORT SPACES						
<b>STUDENT ACTIVITIES ZONE</b>						
ASUO/STUDENT GOVERNMENT					✓	
STUDENT ORGANIZATIONS						
STUDENT UNIONS						
OREGON DAILY EMERALD						
ART GALLERY						
ACTIVITY SPACES						
LOUNGE SPACES/INFO DESK						
<b>SUPPORT ZONE</b>						
LOBBY/ATRIUM						
LOADING DOCK						
GENERAL BUILDING STORAGE						



VIII. VISIBILITY, ACCESS, AND SECURITY

1) HOW IMPORTANT IS IT FOR YOUR DEPARTMENT TO BE LOCATED "NEAR THE FRONT DOOR" OF THE BUILDING VERSUS ON AN UPPER LEVEL OR INTERIOR SPACE

INTERIOR/LESS VISIBLE

FRONT DOOR/MORE VISIBLE

0

1

2

3

4

5

6

7

8

9

10

2) WHICH OF THE FOLLOWING STATEMENTS BEST DESCRIBES THE LEVEL OF SECURITY GENERALLY NEEDED FOR YOUR DEPARTMENT'S SPACE:

- LOCKING DOORS AT ALL ENTRANCES TO THE BUILDING ARE SUFFICIENT
- LOCKING DOORS AT ALL ENTRANCES TO DEPARTMENT SPACE SO THAT THE DEPARTMENT CAN BE CLOSED EVEN IF OTHER PARTS OF THE BUILDING ARE OPEN
- LOCKING DOORS AT ALL ENTRANCES TO DEPARTMENT SPACE PLUS AN ALARM SYSTEM TO DETECT AGAINST UNAUTHORIZED INTRUSION
- CARD LOCK DOORS TO RECORD ACCESS INTO THE DEPARTMENT SPACE

3) REGARDING COMPUTER NETWORKS, PLEASE CHECK ONE:

- A COMPUTER NETWORK IS NOT REQUIRED FOR THIS DEPARTMENT
- THIS DEPARTMENT OPERATES ON AN AUTONOMOUS OR "STAND ALONE" COMPUTER NETWORK
- THIS DEPARTMENT IS A "USER" OF A LARGER COMPUTER NETWORK WHERE THE SYSTEM IS OPERATED BY ANOTHER DEPARTMENT