

Project Number 11045  
Purpose Subject Area Committee Meetings  
Location Bean East Conference Room  
Start Time 8:00 AM

## **CONFERENCE REPORT    *Facilities Maintenance Custodial***

### **01    THOSE PRESENT**

*EMU Facilities*

Dana Winitzky, Erin Siegrist, David Flock, Judy Ashcraft

*University of Oregon, Campus Planning and Real Estate*  
Martina Bill

*University of Oregon, Student Affairs*  
Gregg M. Lobisser

*EMU User Group*  
Molly Kennedy

*AC Martin*  
Bob Murrin, Tammy Jow, Christopher King

*SERA Architects*  
Natasha Koiv

### **02    DISCUSSION**

- a. Space standards for workstations and offices were presented and reviewed.
- b. NSF areas and quantities for staff positions were right-sized.
- c. Information was provided by Dana to identify spaces included within the 9,920 sf of Building Storage for Facilities.
  - i. The 9,920 sf includes the Maintenance Shop (1,307 nsf) and Wood Shop (679 nsf) in the Mezzanine Level.
  - ii. The Building Storage number includes 1,138 nsf for housekeeping and custodial.
  - iii. The Bat Cave is 80 nsf.
  - iv. 465 sf of the Skylight is equipment storage.
  - v. At the Second Level, Maintenance Storage (610 nsf) is shared with Cultural Forum.
- d. Gregg Lobisser shared the idea of a centralized storage concept from Robin Holmes, a new paradigm. There might be three bays of storage:
  - i. Facilities
  - ii. Student Groups
  - iii. Programs
- e. Room numbers should relate to floors. They are currently not tied to floors and wayfinding is difficult.
- f. There should be custodial closets on each floor and at each wing. Custodial closets are typically 55 sf, holding a few supplies and a floor machine.

- g. Facilities could deal with less area if the area provided is more efficient.
- h. Facilities/Maintenance/Custodial utilizes open metal rack industrial shelving for storage of filters, pads, boxes, chemicals, cleaners, boxes, pressure washing equipment, etc. Boxes range from 3x3x5 to 3x3x6". Sizes to be verified later.
- i. Facilities/Maintenance does not need a "front door" location. They do, however, need elevator access.
- j. The existing Mezzanine Level has the following needs for modernization:
  - i. Fire sprinklers. In the 50's building, the sprinklers are currently installed only at the Lower Level and the Mills International Center. All other floors are not sprinklered.
  - ii. HVAC analysis. There are currently two small ducts. The Mezzanine Level does not have AC. Fresh air is provided by windows. Exhaust is needed more than anything.
  - iii. Review fire exits.

### **03 NEXT STEPS**

Dana Winitzky, Facilities/Maintenance/Custodial, will review the floor plans of the existing building to assign and delineate whose storage is where.