

Project Number 11045
Purpose Subject Area Committee Meetings
Location Bean East Conference Room
Start Time 10:30 AM

CONFERENCE REPORT *Oregon Daily Emerald*

01 THOSE PRESENT

Sign in sheet not filled out... so below list is estimated

Oregon Daily Emerald
Ryan Frank, Publisher

EMU Administration
Wendy Polhemus,

University of Oregon, Campus Planning and Real Estate
Martina Bill, Fred Tepfer

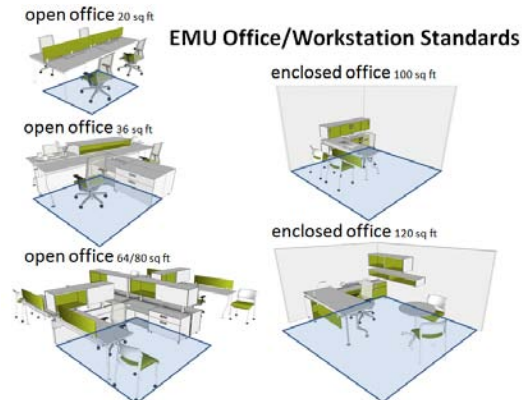
University of Oregon, Student Affairs
Gregg M. Lobisser

AC Martin
Bob Murrin, Tammy Jow, Christopher King

SERA Architects
Natasha Koiv

02 DISCUSSION

1. Space standards for workstations and offices were presented and reviewed.



2. NSF areas and quantities for staff positions were right-sized based upon standard office and workstation standards.
 - a. Reception - 1 seat 100sf: Could be a staff member that doubles up and covers as necessary.

- b. Enclosed Publisher office - 100 sf
- c. Enclosed Editor office - 100 sf
- d. Three Staff workstations - 64 sf each
- e. Student Workstations
 - i. Newsroom workstations (25?) can be 12 sf/person
 - ii. Advertising workstations (12) can be 12 sf/person
 - iii. Creative Services (3) can be 20 sf/person
 - iv. Business (3) can be 20 sf/person

3. Ryan would like to review numbers more closely.

Oregon Daily Emerald [Retail Lease]	Quantity	Unit	NASF	GSF	
Reception/minimum seating	1	100	100	155	
Staff Office Enclosed					
Publisher	1	100	100	155	
Editor	1	100	100	155	
Staff Workstation	3	64	192	298	
Student Work Stations					
Newsroom workstation	25	12	300	465	
Advertising	12	12	144	223	
Creative Services	3	20	60	93	
Business	3	20	60	93	
Work area/Tables	1	70	70	109	
Collaboration Room	1	100	100	155	
Video/News Recording room	1	150	150	233	Shared w/ KWVA
Copy/scanner/fax	1	50	50	78	
Storage	1	36	36	56	
TOTAL			1,462	2,266	
Internal Circulation factor 25%			366		
Suite Total			1,828		
Delivery Bike Storage					
Oregon Daily Emerald Remote Storage/Archives	0	200	0	0	
Conference Room (10 people)	0	220	0	0	Shared

- 4. Shared conference room may present problem let with proprietary/confidentiality/news stories. As an alternative, a Collaboration Room was suggested @100 sf.
- 5. Need space for News posters, pinups, etc....
- 6. Needs a shared table within the newsroom. Approximately 700 sq ft.
- 7. The video production room is the best to be shared with KWVA and may be scheduled by Scheduling, 150sf
- 8. Needs supply closet/storage....36sf
- 9. Shared basement storage for archives, etc...200sf
- 10. Loading dock for paper drop off and distribution , space for delivery bikes should be considered