

Project Number 110451  
Purpose Subject Area Meetings: Series 1  
Location EMU – : (Location: EMU Fir Room)

Start Time 8:00

**Subject Area: KWVA Radio Station**

**Time allowed: 60 Minutes**

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> <li>• Pre assemble existing floor plans</li> <li>• What works or could be improved</li> </ul>	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> <li>• Prepare layout options to solicit initial reaction</li> </ul>	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	

Project Number 110451  
 Purpose Subject Area Meetings: Series 1  
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Start Time 9:00

**Subject Area: Campus Digital Print Center**

**Time allowed: 60 Minutes**

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> <li>• Pre assemble existing floor plans</li> <li>• What works or could be improved</li> </ul>	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> <li>• Prepare layout options to solicit initial reaction</li> </ul>	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	

Project Number 110451  
 Purpose Subject Area Meetings: Series 1  
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Start Time 10:15

**Subject Area: Outdoor Program**

**Time allowed: 60 Minutes**

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. • Pre assemble existing floor plans • What works or could be improved	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. • Prepare layout options to solicit initial reaction	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	

Project Number 110451  
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Start Time 11:15

**Subject Area: Other Services-Card, Ticket Office**

**Time allowed: 60 Minutes**

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> <li>• Pre assemble existing floor plans</li> <li>• What works or could be improved</li> </ul>	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> <li>• Prepare layout options to solicit initial reaction</li> </ul>	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	

Project Number 110451  
 Purpose Subject Area Meetings: Series 1  
 Location EMU – (Location: EMU Fir Room)

Start Time 1:00

**Subject Area: Mills International Center**

**Time allowed: 60 Minutes**

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> <li>• Pre assemble existing floor plans</li> <li>• What works or could be improved</li> </ul>	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> <li>• Prepare layout options to solicit initial reaction</li> </ul>	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	

Project Number 110451  
 Purpose Subject Area Meetings: Series 1  
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Start Time 2:00

**Subject Area: Administration Offices/Marketing**

**Time allowed: 45 Minutes**

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: filing, workrooms, public waiting areas, conference rooms	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> <li>• Pre assemble existing floor plans</li> <li>• What works or could be improved</li> </ul>	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> <li>• Prepare layout options to solicit initial reaction</li> </ul>	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	

Project Number 110451  
 Purpose Subject Area Meetings: Series 1  
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Start Time 2:45

**Subject Area: Facilities Maintenance Custodial**

**Time allowed: 45 Minutes**

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: Workrooms, Janitorial, Storage	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. • Pre assemble existing floor plans • What works or could be improved	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. • Prepare layout options to solicit initial reaction	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	

Project Number 110451  
 Purpose Subject Area Meetings: Series 1  
 Location EMU – (Location: EMU Fir Room)

Start Time 3:45

**Subject Area: Craft Center**

**Time allowed: 90 Minutes**

1.0	Introductions, Review Agenda, Expected outcome, Collect Surveys	
2.0	Review Purpose and Mission of Subject Area	
3.0	Review Organizational Structure	
4.0	Review Square footage allocation per EMU program	
5.0	Review Requirement for new or renovated space	
6.0	Hours of Operation	
7.0	Frequency of Use	
8.0	Staffing requirements	
9.0	Workspace requirements: Craft spaces, outdoor spaces	
10.0	Adjacency Requirements	
11.0	Visibility, Access and Security	
12.0	Review existing space layout: Furniture, equipment, etc. Understanding 'Existing Conditions or 'What is'. <ul style="list-style-type: none"> <li>• Pre assemble existing floor plans</li> <li>• What works or could be improved</li> </ul>	
13.0	Review relevant examples of other like facilities where appropriate	
14.0	Create the vision of optimal spatial arrangement. Review possible alternate room layouts. <ul style="list-style-type: none"> <li>• Prepare layout options to solicit initial reaction</li> </ul>	
15.0	Room Data Sheets	
16.0	Recap/Decisions/Next Steps	