

Project Number 11045

Purpose Subject Area Committee Meetings – Facilities Maintenance Custodial
Location EMU – Fir Room
Start Time 2:45 PM

CONFERENCE REPORT

01 THOSE PRESENT

EMU Facilities

Dana Winitzky, Erin Siegrist, David Flock, Judy Ashcraft

University of Oregon, Campus Planning and Real Estate

Fred Tepfer

University of Oregon, Student Affairs

Gregg M. Lobisser

EMU User Group

Wendy Polhemus, Molly Kennedy

SERA Architects

Natasha Koiv, Audrey Craig

AC Martin

Bob Murrin, Tammy Jow, Christopher King

02 MISSION

EMU Facilities provides maintenance, custodial, and project supervision support necessary to maintain the EMU as a clean, safe facility capable of meeting the needs of its occupants and users. Maintaining the structural integrity of the EMU is a primary goal. As a unit we work closely together to provide the best possible experience for building users. Our Maintenance staff consists of a general maintenance mechanic, and a laborer. Our Custodial team includes a Custodial Supervisor, a Custodial Coordinator and six full-time custodians. Student staff assists with building maintenance during the academic year and summer months.

03 ORGANIZATIONAL STRUCTURE

EMU Facilities Organization Chart provided. See attached.

04 HOURS OF OPERATION

Monday through Friday, 6 am – 10:30 pm
Sunday, 2 pm – 10:30 pm

05 FREQUENCY OF USE

8 am – 7 pm, Mondays through Fridays, there are 4-5 non-staff visitors.

06 STAFFING AND WORKSTATION REQUIREMENTS

- 1 Full-time Facilities Director with a dedicated private office.
- 1 Full-time Custodial Services Supervisor with a dedicated partitioned workstation.
- 1 Full-time Office Manager/Project Supervisor with a dedicated partitioned workstation.
- 1 Full-time Custodial Coordinator with a shared open workstation.
- 1 Full-time General Maintenance Mechanic with a dedicated partitioned workstation.
- 1 Full-time Laborer with a dedicated partitioned workstation.
- 6 Full-time Custodians with shared open workstations.
- 5 Part-time Student Office Assistants with shared open workstations.
- 3 Part-time Student Maintenance/Custodial positions with shared open workstations.
- 3-5 Full-time Temporary Staff with shared open workstations.

07 TYPES OF SPACES REQUIRED

A reception/waiting area is required for 1 person.

A conference room is required that seats 12 people. It should be equipped with:

- Conference table
- Phone & IT support
- Monitor/DVD for staff training

A dedicated work area is required for 7 people. Work area equipment needs include:

- Office equipment: Workstations, PC's, large format printer, scan/fax, file storage, etc.
- Maintenance: Misc tools, full carpentry shop, welding equipment.
- Custodial: Carts, barrels, misc tools, floor care equipment.

Dedicated storage space is required at 9,920 SF. Items to be stored include:

- Cleaning chemicals
- Filters
- Belts
- Misc plumbing and electrical parts
- Tools
- Carts
- Hand trucks
- Wood

- Metal
- Paint
- Adhesives
- Propane
- Flammable gas cylinders
- Burnishers
- Auto-scrubbers
- Scissor lifts
- Vacuums
- Misc custodial equipment
- Tool boxes

Other needs not previously described:

- Building plan layout space.

Other equipment needs not previously described:

- Dedicated exhaust system(s) that meet fire marshal and/or OSHA requirements for use of maintenance shop; ie: painting, solvent use, welding and wood working.
- Dedicated adjoining office to shop for computer/desk space.

08 ADJACENCY REQUIREMENTS

Facilities, Maintenance, Custodial should be in the same building as all other uses in the building.

09 VISIBILITY, ACCESS, AND SECURITY

Facilities, Maintenance, Custodial should be less visible, away from the "front door".

Regarding security, FMC requires both:

- Locking doors at all entrances to their space plus an alarm system to detect against unauthorized intrusion.
- Card lock doors to record access into the FMC space.

Regarding computer networks:

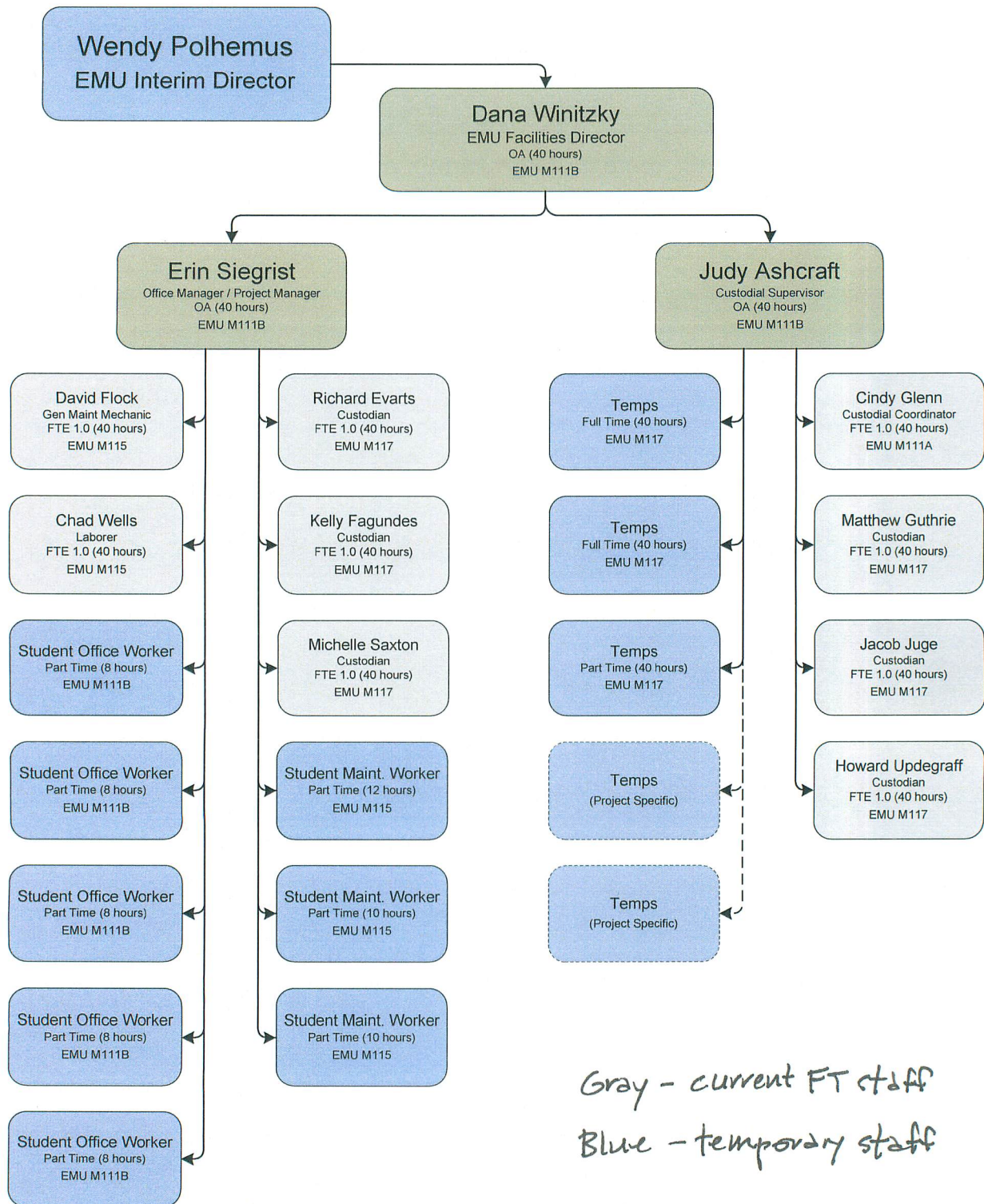
- FMC operates on an autonomous or "stand alone" computer network
- FMC is a "user" of a larger computer network where the system is operated by another department.

10 FACILITIES, MAINTENANCE, CUSTODIAL SKETCHES AND NOTES

The following exhibits (attached) have been provided by Facilities, Maintenance, Custodial:

- EMU Facilities Organization Chart
- EMU Facilities Current Occupied/Support Square Footage
- EMU Floor Plans that identify Custodial and Mechanical Spaces

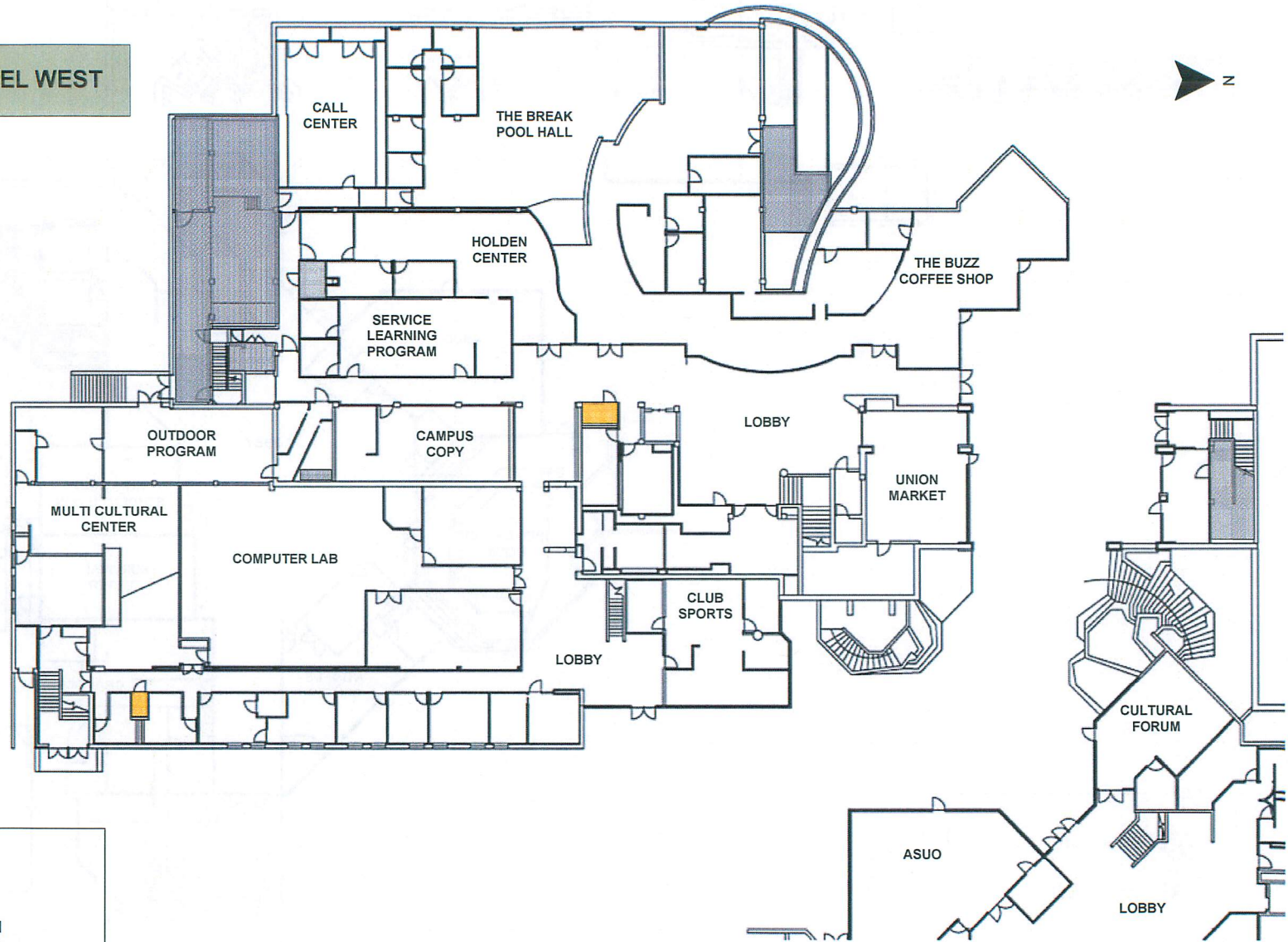
EMU Facilities Organization Chart



EMU Facilities Current Occupied / Support Square Footage

		Mechanical Rooms	Electrical Rooms	Maintenance Rooms	Custodial Rooms	Storage Rooms	Support/Office Rooms
Total Number of Areas	67 Rooms	12	8	5	16	23	3
Total Square Feet for Facilities	19566 SqFt						
Square Feet Each Area		8059	889	2718	1664	5538	698

GROUND LEVEL WEST



KEY

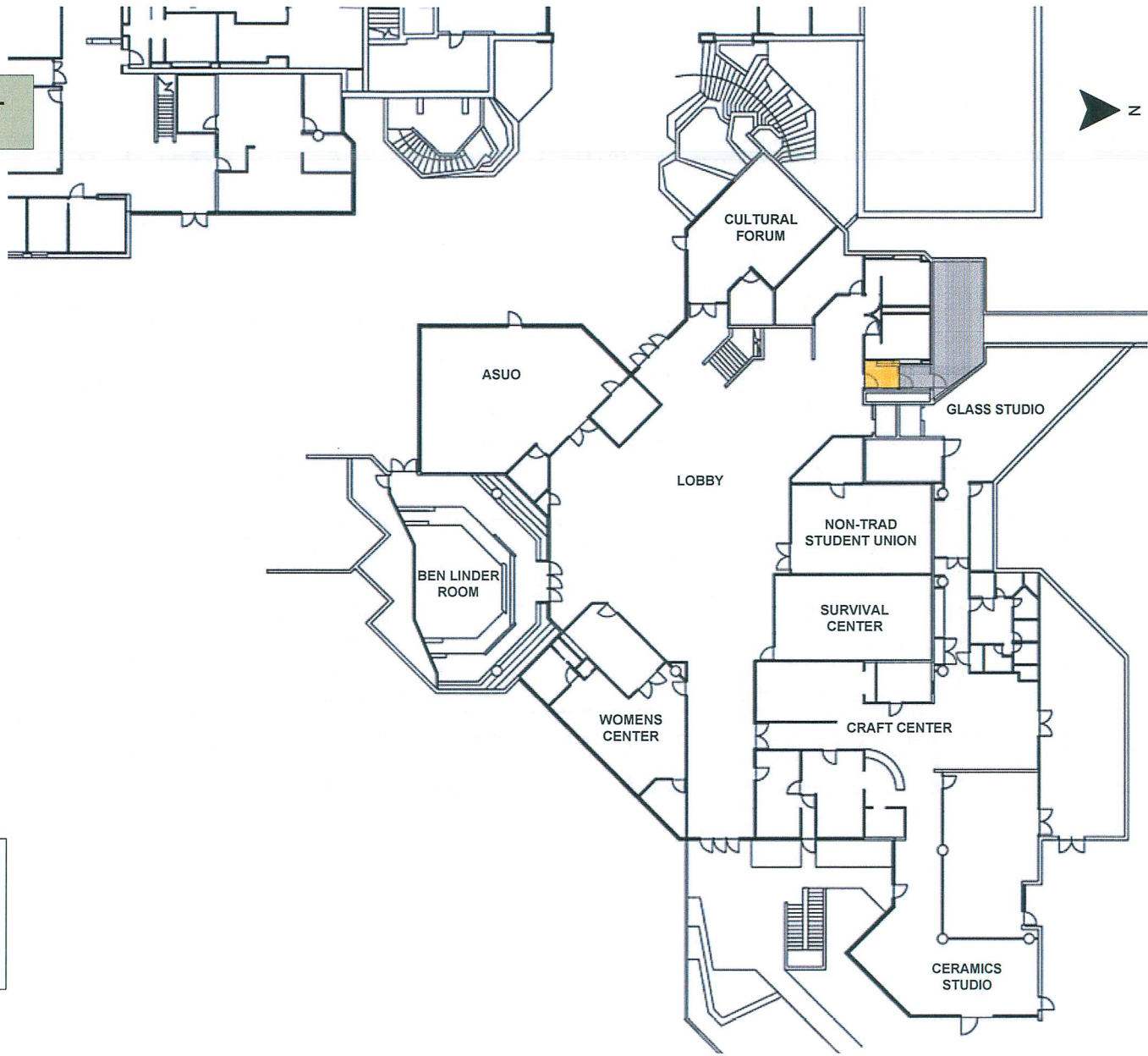
H

Custodial

M

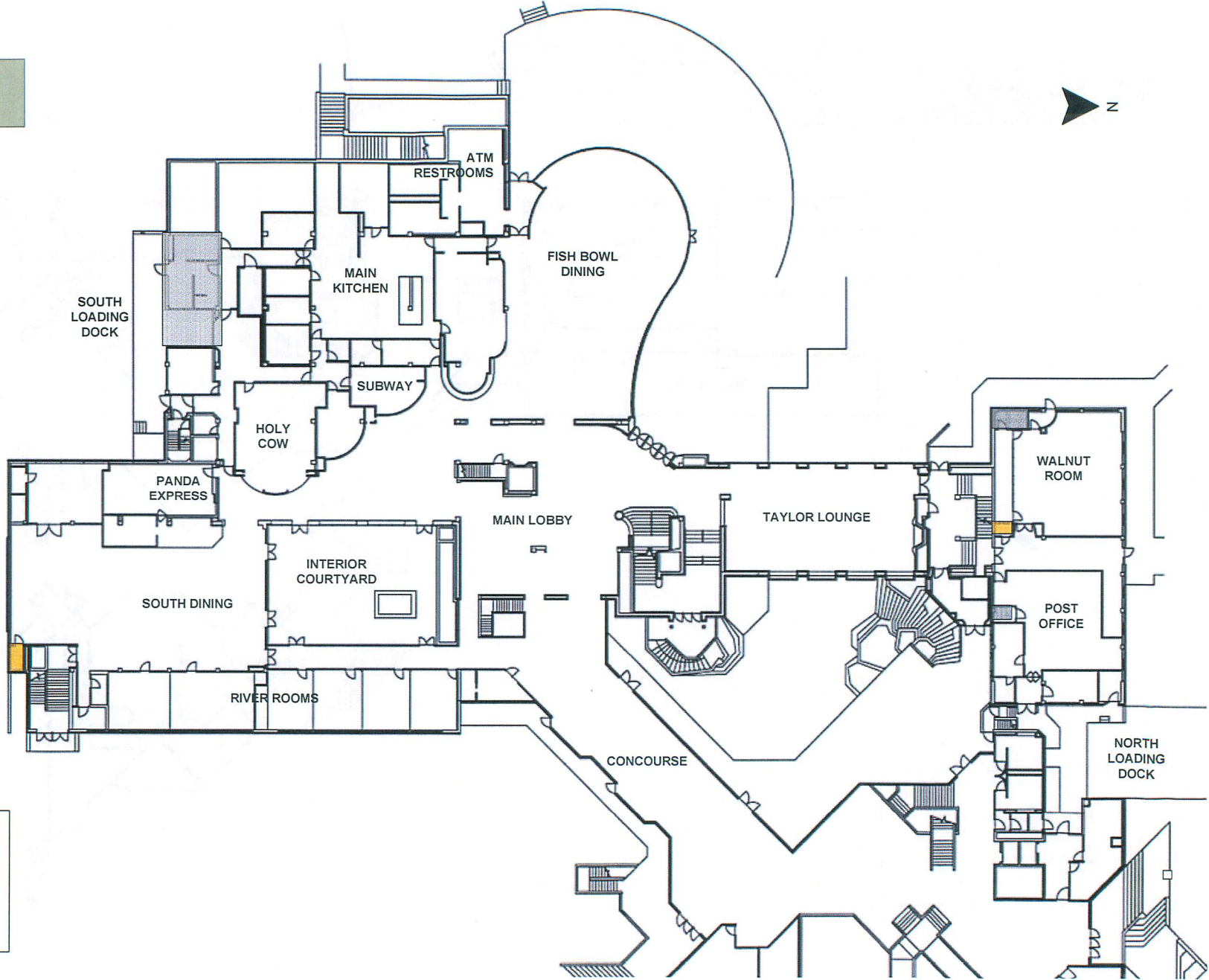
Mechanical

GROUND LEVEL EAST



KEY	
H	Custodial
M	Mechanical

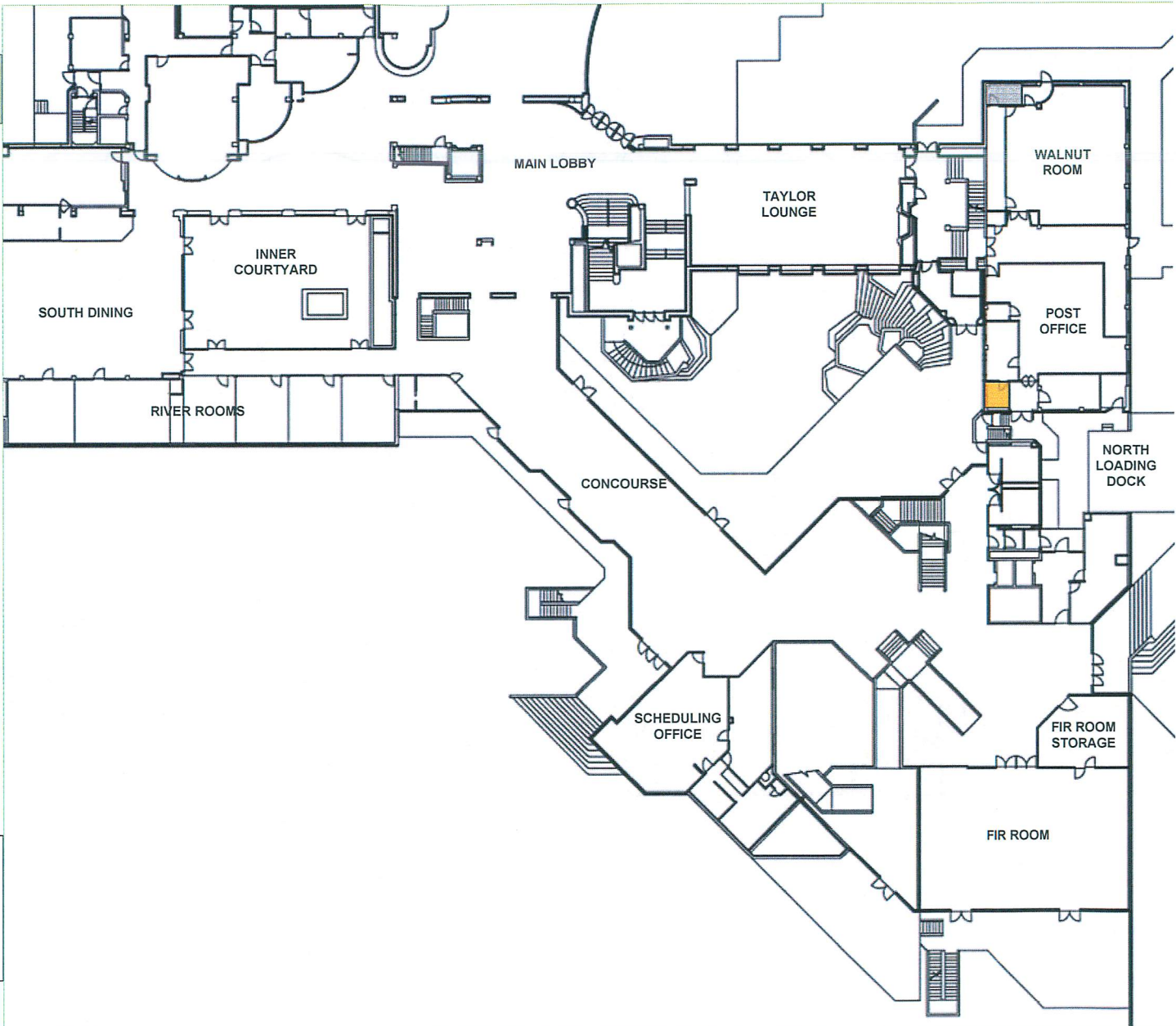
MAIN WEST



KEY

H	Custodial
M	Mechanical

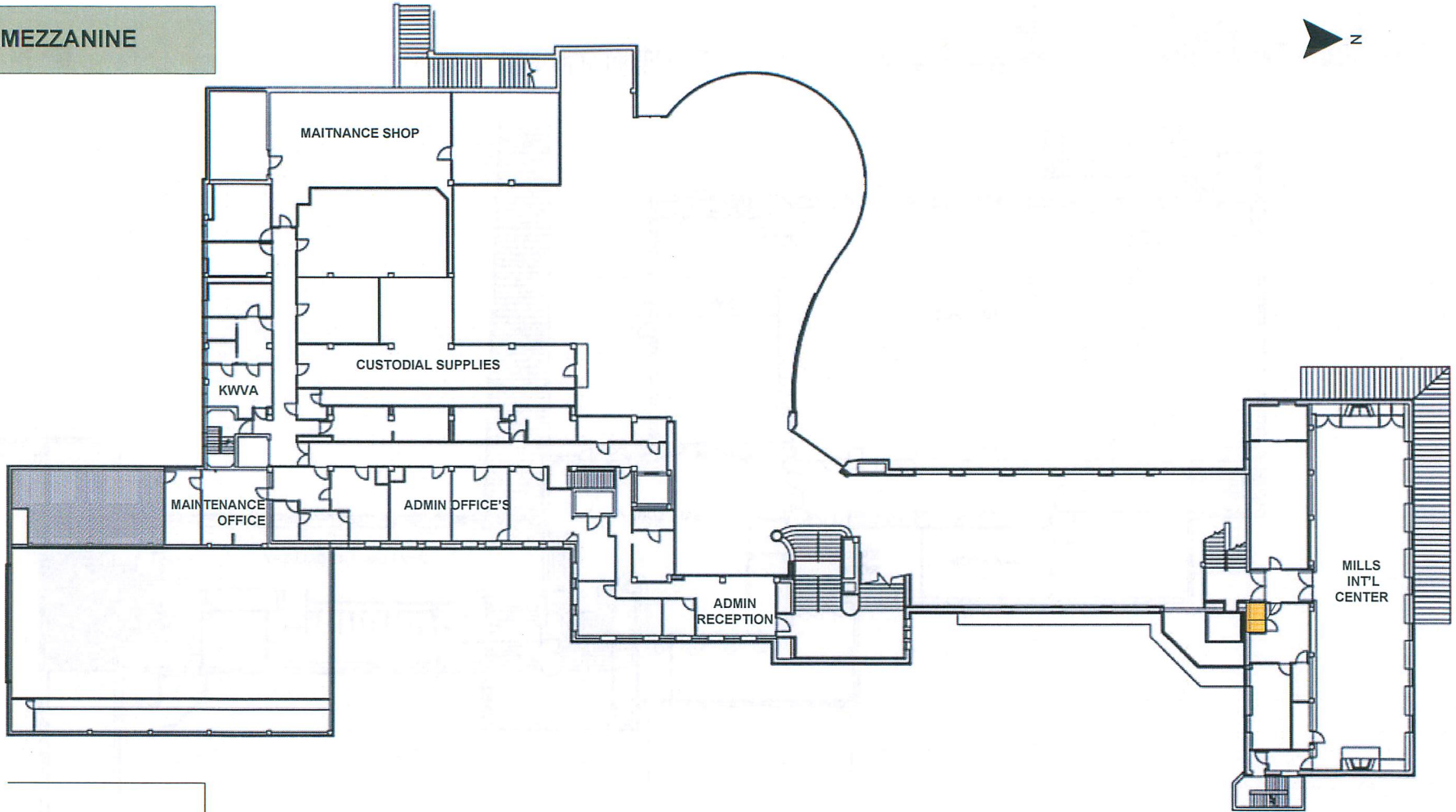
MAIN EAST



KEY

H	Custodial
M	Mechanical

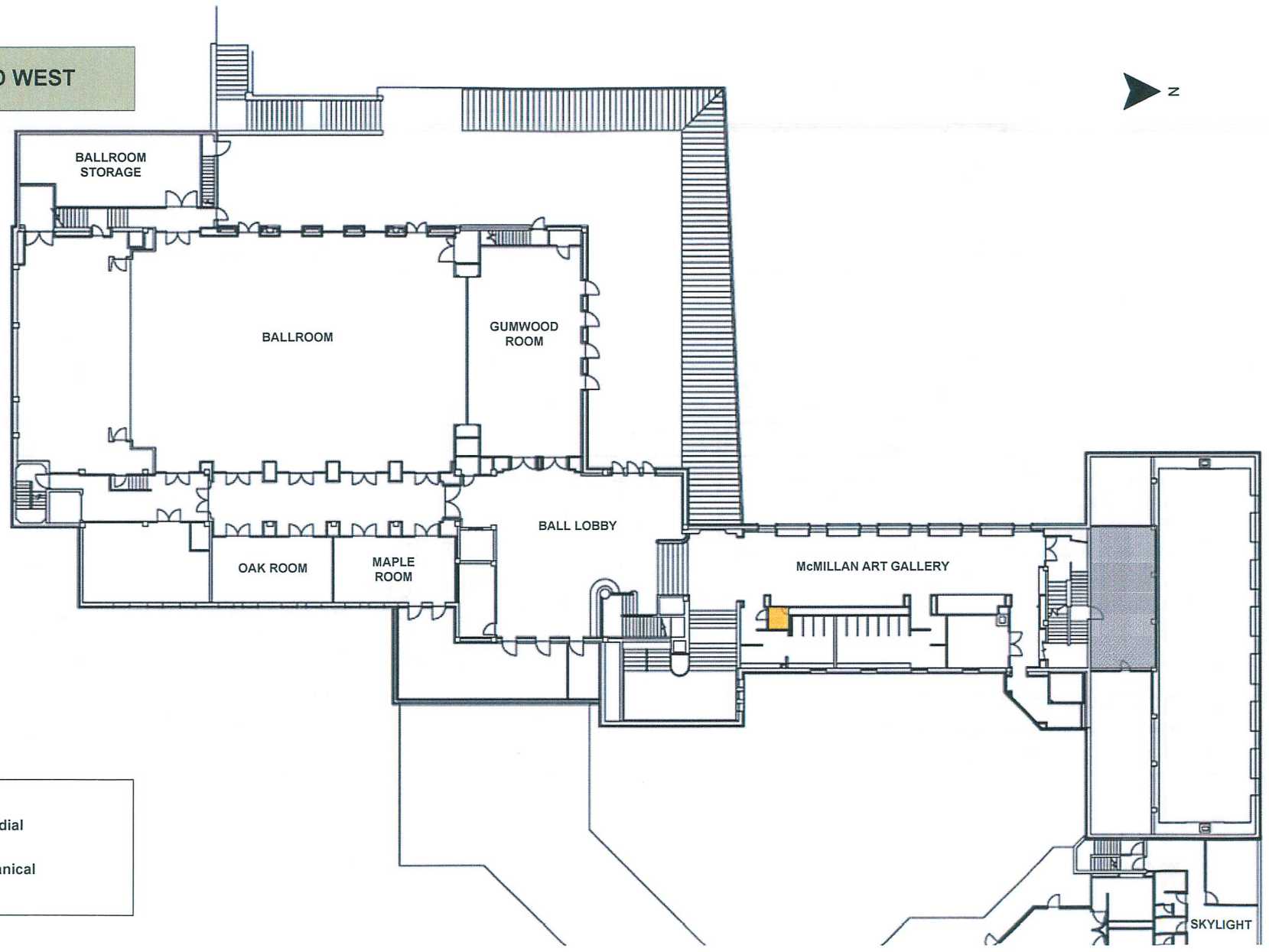
MEZZANINE



KEY

H	Custodial
M	Mechanical

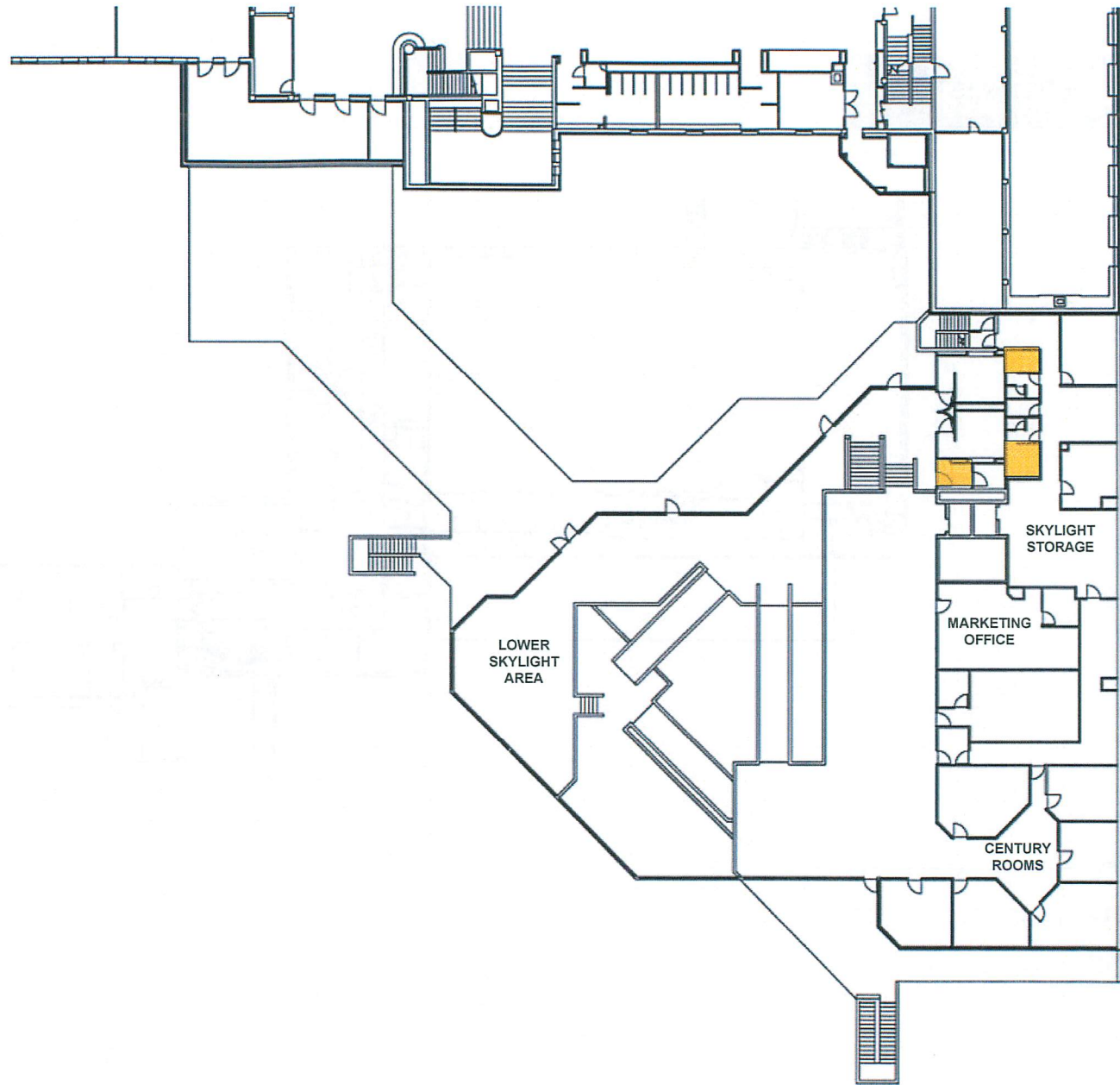
SECOND WEST



KEY

- H** Custodial
- M** Mechanical

SECOND EAST



KEY

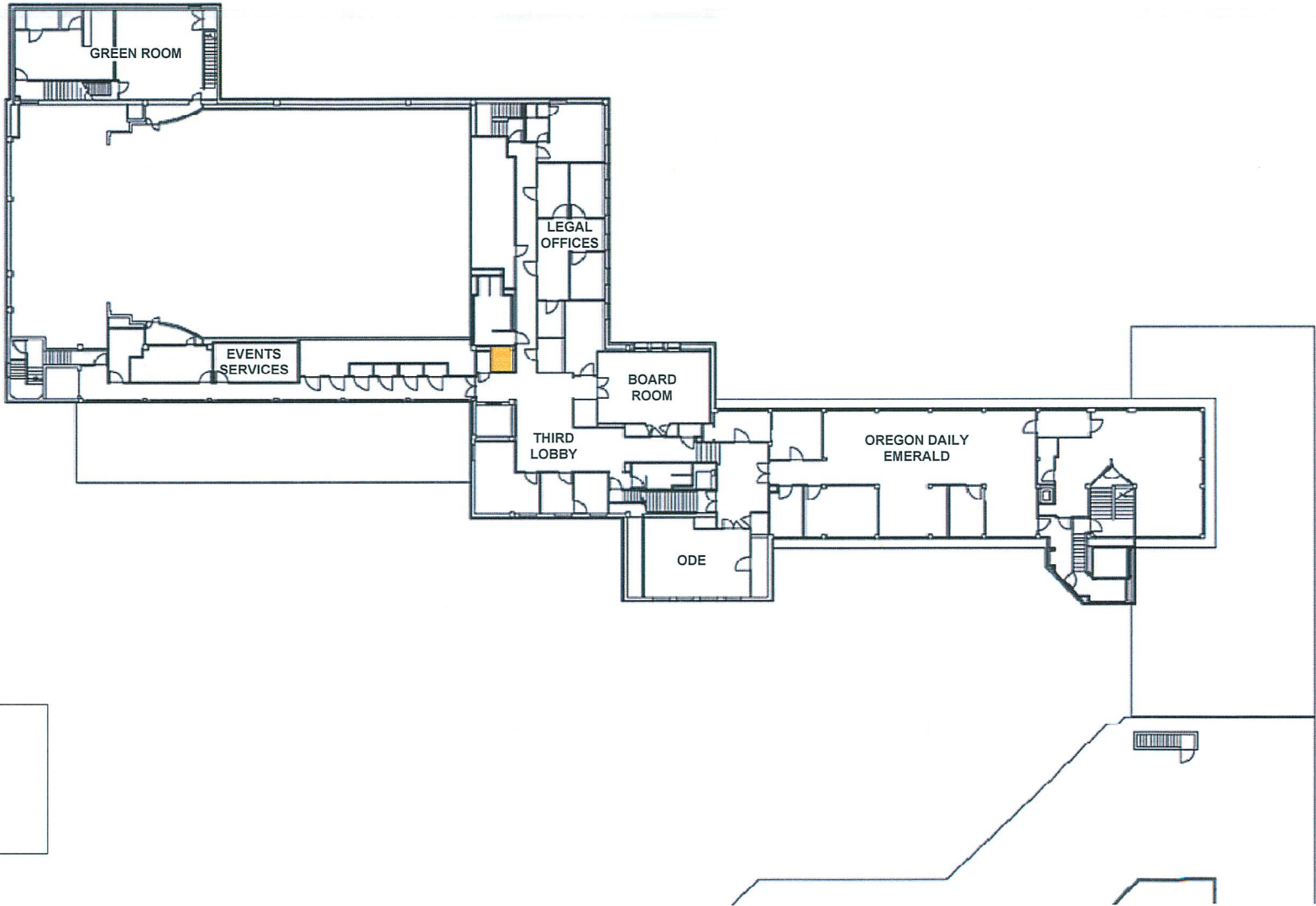
H

Custodial

M

Mechanical

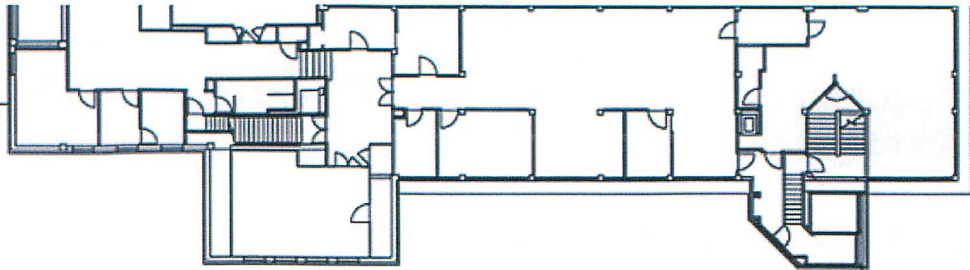
THIRD WEST



KEY

H	Custodial
M	Mechanical

THIRD EAST

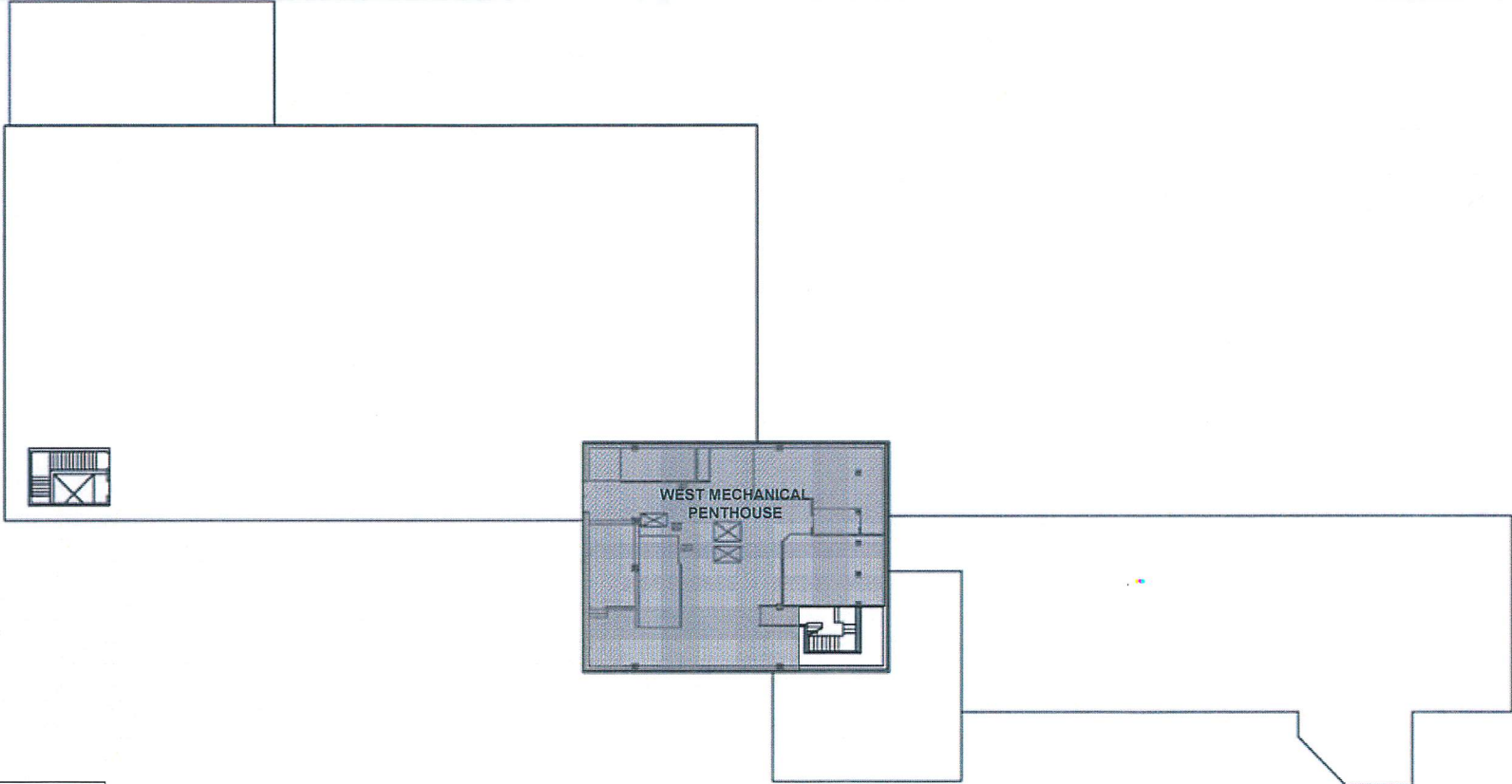


EAST
MECHANICAL
PENTHOUSE

KEY

- H Custodial
- M Mechanical

FOURTH



KEY

H	Custodial
M	Mechanical

<i>Room</i>	<i>Square Feet</i>	<i>General Use</i>	<i>Mechanical Rooms</i>	<i>Electrical Rooms</i>	<i>Maintenance Rooms</i>	<i>Custodial Rooms</i>	<i>Storage Rooms</i>	<i>Support/Office Rooms</i>
Total Number of Areas	66 Rooms		12	8	5	16	22	3
Total Square Feet for Facilities	19566 SqFt							
Square Feet Each Area			8059	889	2718	1664	5538	698

Room	Square Feet	General Use	Mechanical Rooms	Electrical Rooms	Maintenance Rooms	Custodial Rooms	Storage Rooms	Support/Office Rooms	
Total Number of Areas			66 Rooms	12	8	5	16	22	3
Total Square Feet for Facilities			19566 SqFt						
Square Feet Each Area				8059	889	2718	1664	5538	698

13	53	Custodial Closet				1		
36	105	Mechanical Room			1			
38	63	Compressor Room	1					
39	1038	Mechanical Room	1					
53	273	Sprinkler/Storage Room					1	
58	51	Custodial Closet				1		
66	21	Custodial Closet				1		
119	369	Event Storage					1	
125	260	Wash Rack			1			
140	21	Storage					1	
158	33	Custodial Closet				1		
213	26	Custodial Closet				1		
240	28	Custodial Closet				1		
260	32	Lavatory					1	
262	33	Custodial Closet				1		
263	190	Archive Storage					1	
264	32	Lavatory					1	
265	610	Maint. StorageStorage					1	
266	465	Facilities Storage					1	
309	24	Custodial Closet				1		
327	93	Electrical Closet		1				
350	2800	Mechanical Room	1					
401	2134	Mechanical Room	1					
112A	41	Custodial Closet				1		
119A	46	Maint Storage					1	
12A	94	Telephone Room		1				
125A	120	Recycling					1	
12B	76	Maintenance Access	1					
158A	33	Elect Closet		1				
16A	330	Mechanical Room	1					
240A	57	Maintenance access	1					
250A	62	Custodial Closet				1		
260B	41	Maint. Storage					1	
261A	178	Archive Storage					1	
264A	12	Restroom					1	
264B	64	Maint. Storage					1	
315A	18	Custodial Closet				1		
31A	26	Custodial Closet				1		
36A	79	Mechanical Room	1					
39A	61	Storage					1	
39B	350	Mechanical Room	1					
39C	221	Elec Distribution Room		1				
48A	78	Maint Storage					1	
48B	226	Mechanical Room					1	
50A	11	Elec Closet		1				
58A	47	Elec Room		1				
58B	346	Elec Distribution Room		1				
93A	410	Sprinkler/Storage Room					1	
H260	262	Hallway					1	
M111	156	Facilities/Maint.						1
M111B	350	Facilities/Maint.						1
M111C	192	Facilities Director						1
M111D	760	Mechanical Room	1					
M115A	1307	Maintainance Shop			1			
M115B	367	Event Services Storage			1			
M115C	679	Maintainance Shop			1			
M115D	881	Comp/Network/Foods Storage					1	
M116	371	Art Storage					1	
M117	1138	Custodial Storage				1		
M118	55	Custodial Closet				1		
M118A	305	Maintenance Access	1					
M147A	31	IRC Custodial Closet				1		
M158	51	Custodial Closet						
M158A	44	Electrical Closet		1				
M240	603	Storage					1	
M42A	67	Mechanical Room	1					
M43	24	Custodial Closet				1		
n/a	193	Dock Cage					1	