

DEPARTMENTAL OFFICE MEETING NOTES

PROJECT: University of Wisconsin – La Crosse
PRAIRIE SPRINGS SCIENCE CENTER – PHASE II
La Crosse, WI

DFD PROJECT NO: 19G1J
RA PROJECT NO: 1290E

MEETING DATE: October 11, 2021

MEETING TIME: 11:00am-12:30Pm

ATTENDANCE:

Scott Schumacher	UW-La Crosse	sschumacher@uwlax.edu
Mike Abler	UW-La Crosse	mabler@uwlax.edu
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Jim Viviano	NV5	James.Viviano@nv5.com

OVERALL PLAN REVIEW:

1. The overall plans of each floor level were presented. The following items were noted:
 - a. Input received from departments thus far indicated the Academic Department Associate (ADA) is to be located near the rear of the office area.
 - b. Small waiting area to be included within the office area. Seating opportunities are also provided in the hallway. Department offices located on the east side to be reviewed to determine if more space can be provided.

- c. Secure access to department office area at the main hallway entrance and work room.
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DESIGN REVIEW:

1. Printers:
 - a. Located in main work room as well as shared printing room. Location of shared printing room to be determined.
 - b. Separate space to be provided in the lower level of Phase 1 for large format printing.
2. Work Room Overview:
 - a. Scott noted that tall locker-style cabinet could store as much as built-in upper and lower cabinets and really depends on the amount of counter space each department might need.
 - b. Scott noted that common items that are located on counters include laminator, coffeemaker, 3-hole punch, etc.
 - c. Scott asked for the departments to identify any items that might require large storage that can't be stored within a metal locker cabinet, upper or lower cabinet. Graduation items could be placed in a wardrobe cabinet.
 - d. Mike Abler noted that departments may not have equipment carts, but dollies are common.
 - e. Tony commented that larger boxes should be kept in the receiving area as it would be a better use of space than bringing these to the work rooms. A number of small packages is more common and will require storage in the work room.
 - f. Lunch storage common in the work room. Cowley Hall has a refrigerator on every floor. Design team to work with Scott on refrigerator size requirement based on size of department it is serving. Larger departments may require a second refrigerator and microwave.
 - g. No need or desire for the work rooms to be used as a flex space with mobile furniture and storage solutions for flexible arrangements.
 - h. Work rooms to have access control at hallway door.
 - i. Locked bins used for disposal of confidential documents. These tend to fill up quickly and may warrant a need for each department to have one. Size of container to be provided by UWL.
 - j. Recycling container to be located near shredder in work room, however, locked bin replaces the need for a shredder. Further discussion needed.
 - k. Each department would be issued an IT-managed printer/copier/scanner to be located in the work room.
 - l. Quantity of mail slots to be determined as the design develops. Mail to be located in the work room and sorted accordingly.
 - m. Co-locate the refrigerator, microwave, and sink.
 - n. Locks to be provided on all cabinet doors. Drawers typically not locked.
 - o. Colin noted that magnetic whiteboard located near the printer would be helpful.
 - p. Colin noted that identification holders on the cabinets would be ideal.
 - q. Wardrobe cabinet for ADA coat storage to be provided. Student workers typically store personal items under their workstation.
 - r. Teledata connection required for fax.
3. ADA/Student Worker/Reception Area:
 - a. Higher transaction counter would be used mostly for privacy rather than transactions. A privacy screen may be more beneficial.

- b. Some level of frosted or frit glass to be considered, especially at the east department office area. Sight lines directly into the ADA workstation from the hallway are to be avoided.
 - c. Rotate the ADA workstation in the east department office so that there is circulation space between desk and hallway glass wall to ensure privacy of computer screens.
- 4. Biology:
 - a. (1) One student worker workstation in lieu of two.
 - b. Student workstation to be located close to hallway/door.
 - c. If second student is needed, they can be located within the work room.
 - d. Mike Abler commented that Biology doesn't have a lot of storage needs. North wall could be used for bookshelves and mail.
- 5. Physics:
 - a. (1) One student work workstation.
- 6. Mathematics:
 - a. (1) One student work workstation.
- 7. Chemistry:
 - a. (1) One student work workstation.
- 8. Geography:
 - a. (1) One student work workstation.
 - b. Colin expressed concerns with the private office arrangement depicted in the overall floor plans. Geography will not accept the layout as indicated. Testing and shared printing room locations to be evaluated along with locations of GA's, TA's, and extra offices. Colin also suggested the idea of co-locating all department GA's together in a single location. Mike Abler didn't feel this would work for Biology.
- 9. Microbiology:
 - a. (1) One student work workstation.
- 10. A copy of the presentations and additional notes can be found here:
 - a. <https://river-architects.sharefile.com/d-s8246f7b0b051486eac7bb69bfcf08532>

SCHEDULE & NEXT STEPS:

- 1. Design team to revise plans based on discussions held.
- 2. Next meeting to be scheduled in 3 to 4 weeks to review specifics.

ACTION ITEMS SUMMARY		
1	Provide size of printer/copier/scanner.	UWL
2	Provide size of recycling containers.	UWL
3	Provide size of Iron Mountain bins.	UWL

Note: This constitutes our understanding of the issues presented. Contact River Architects, Inc. via phone at (608) 785-2217, or e-mail m.adler@river-architects.com if there are any discrepancies.