



George Mason University

# Macro Programming Report

February 7, 2008  
VA PC #CS-03-07  
Burt Hill Project No: 07604.00





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The **Programming Report** is a written and graphic study of the One Stop Shop (Enrollment Services), University Life, and Auxillary Services that will be housed at George Mason University's Fairfax Campus. The Programming Report includes a Program Summary, Visioning Goals, Program / Area Analysis Boards, Adjacency Diagrams, Test Fit Scenarios, Block Diagrams, and Office Standards.

1. PROGRAM SUMMARY

The Program Summary and Program / Area Analysis Boards have been organized by the department. The Program Summary spreadsheet provides a comprehensive break down of all required program spaces, identifying: room size, number of occupants, number of rooms, and room square footages. Although some room sizes have been identified, all room sizes and/or proportions are subject to change upon further development of the floor plans and building footprints. Lastly, the Program Summary includes a remarks column that highlights areas to be verified.

2. VISIONING GOALS

The Visioning Sessions were conducted with key stakeholders to develop the goals and objectives of the project, as well as, discuss key issues and set the context for the project. The following Goals and Objectives were developed:

- Overall Goals and Objectives
- Create the right mix and identity for each Student Union Building (SUB I, SUB II and JC)
  - Determine which program elements from SUB's can be located in other new projects while meeting on-going needs.
  - Reconsider names of SUB's
  - Match initial program recommendation with project and operational budgets, but identify overall student union direction for overall campus over long term.
  - Three Major Objectives:
    - 1. Create One Stop Shop - Eliminate "Mason Shuffle"
    - 2. Address University Life Space Issues to support mission of Student Success and Development
    - 3. Address Student Activities (in the broadest sense) and associated offices/services
  - Respond and Acknowledge Diversity of the Student Body (New Student Spaces do not need to mimic JC)
  - Evaluate Delivery/Accomodations/Facility of University Services
- Enrollment Services Goals and Objectives
- Geographically consolidate enrollment services on a single floor
  - Develop Efficiencies
  - Increase Security/decrease liability
  - Improve Student Satisfaction
  - Eliminate "Mason Shuffle"
  - Create a Positive and Welcoming Experience
  - More closely integrate UL and Enrollment Services and Fiscal Services
  - Bring Enrollment Services up to the level of the University's Mission
  - Make commitment to the students apparent
  - Introduce and reinforce Mason brand
  - Develop a Professional and Dignified Environment where students and academic policies are respected.
  - Clear and Easy Access
  - Provide some designated and accessible parking
  - Provide secure service access
  - Help improve Student Retention

3. PROGRAM / AREA ANALYSIS BOARDS

The Program / Area Analysis Boards provide a graphic representation of all the program spaces. The Analysis Boards are based upon information provided by George Mason University during the departmental interviews and subsequent review meetings.

4. ADJACENCY DIAGRAMS

The Adjacency Diagrams were developed to identify relationships between the various departments. The relationships that are documented in the Adjacency Diagrams have been instrumental in developing the adjacencies shown in the block diagrams. Two Adjacency Diagrams have been developed to show both existing & proposed square footage requirements. All of the University Life Departments have been organized by cluster.

5. SCENARIO 'D' SUB 1 SPACE ALLOCATION

The Space Allocation Spreadsheet provides the square footage breakdown of the Program by floor for SUB 1.

6. TEST FIT - SCENARIO 'D'

The Test Fit Scenarios illustrate how the program spaces can be distributed among SUB 1 & SUB 2. These diagrams also show adjacency relationships between the departments, as well as, by floor. These diagrams are not floor plans and are subject to change upon further refinement of the program and building designs.

7. APPENDICES

- Appendix A - Office Standards
- Appendix B - Site Analysis
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- 1. Scenario A Block Diagram
  - 2. Scenario B Block Diagram
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B U R T , H I L L



PROGRAM SPREADSHEET

Department									
Cluster									
Sub-Departments									
Sub-Department		#	#	SF /	#	Room NSF	Dept. NSF	BER	Remarks / Questions
Room		Employee	Student	Room	Rooms	Total	Subtotal	80%	
Enrollment Services							24,453	30,566	
One Stop Shop							24,453	30,566	
General Enrollment Services							1,850	2,313	
Reception / Waiting				800	1	800			
Small Conference Room				200	1	200			
Large Conference Room				400	1	400			
Pantry / Break Room				200	1	200			
Copy Room				150	1	150			
Mail Room				100	1	100			Is this space required?
Student Fiscal Services							2,926	3,658	
Director		1		180	1	180			
Associate Director		2		144	2	288			
Assistant Director		1		120	1	120			
Full-time Professional(s) (includes 2 future)		6		120	6	720			
Technical Staff (includes 1 future)		2		120	2	240			
Admin. Support Part-time (includes 2 future)		5		80	1	80			Needs to be accessible to public, and private for confidential conversations / 8x10 wk station with circ.
Student Workers (includes 1 future)		2		48	1	48			Collocated with Admin. Support (above) / 6x6 workstation with circulation
File Storage (includes 1 future room)		1		400	1	400			
Phone Bank Room (includes 1 future room)		4		400	1	400			
Shared Work Area				200	1	200			
Reception				250	1	250			How is this space used? Area TBD.
Office of Admissions and Enrollment Development							6,136	7,670	Assumes 12, 614 ASF visitor - alumni center in alternate location
Admissions Admin. Office Area							1,614		To be located in future Visitor's Center
Reception / Waiting				200	1	200			
Dean's Office / Assoc. V.P.				285	1	285			
Asst. Dean's Office				144	1	144			
Director - Budget / Personnel				120	1	120			
Administrative Staff				80	5	400			8 x 8 workstation w/circulation
Staff Meeting Room		10		285	1	285			
Workroom & Mail Processing				180	1	180			
Grad / Int'l Staff Office Area							1,963		
Asst. Dean's Office				180	1	180			
Reception / Waiting				200	1	200			
Director of International Admissions Office				144	1	144			
Associate Director				144	1	144			
Assistant Director				120	1	120			
Processing Manager				80	1	80			8 x 8 workstation w/circulation
Processors / Evaluation Specialists				80	3	240			8 x 8 workstation w/circulation
Phone Bank		10		855	1	855			
Technical Staff Office Area							948		
Director				180	1	180			
Associate Director				180	2	360			
Technical Staff				80	3	240			8 x 8 workstation w/circulation
Interns				48	1	48			6 x 6 workstation w/circulation
Server Room				120	1	120			
Admissions Processing Office Area							3,225		
Director				180	1	180			
Associate Director				180	1	180			
Assistant Director				120	1	120			
Processing Staff				80	12	960			8 x 8 workstation w/circulation
Mail Room				285	1	285			
Workroom / Fax Area				1,500	1	1,500			
Admissions Recruitment Office Area							1,520		To be located in future Visitor's Center
Associate Directors				120	2	240			
Assistant Directors				120	2	240			
Counselor/Recruiters				100	5	500			
Interns				80	3	240			
Road Runners				100	1	100			
Storage				200	1	200			
Registrar's Office							7,752	9,690	
Central Administration									
Reception				200	1	200			
Director		1		180	1	180			
Associate Director		1		144	1	144			
Administrative Assistant		1		100	1	100			8 x 10 workstation w/circulation
Admin. Files		1		120	1	120			
Certification / Domicile									
Associate Director		1		144	1	144			Heavy student access
Assistant Director		1		120	1	120			
Certification Service Specialist (includes 1 person future)		4		80	4	320			8 x 8 workstation w/circulation
Domicile Specialist		1		150	1	150			
Small Waiting Area				100	1	100			
Work Area				230	1	230			
Evening Services									
Evening Services Staff		2		80	2	160			8 x 8 workstation w/circulation
Student Self Service Area w/multiple workstations				48	2	96			6 x 6 workstation w/circulation
Work Area				240	1	240			
File Room / Mail / Storage									
Support Room+F115				1,200	1	1,200			No student access needed nor desired. Keep room secure
Graduation									
Associate Director		1		144	1	144			Heavy file cabinets and microfilm equipment
Graduation Services Specialist		3		80	3	240			Moderate student access
Degree Audit (includes 1 person future)		4		80	4	320			8 x 8 workstation w/circulation
Work Area				460	1	460			8 x 8 workstation w/circulation
Imaging									
Academic Record Specialists		2		80	2	160			No student access needed nor desired. Keep room secure
Scan / Work Area				100	1	100			No student access needed nor desired. Keep room secure / 8 x 8 workstation w/circulation
Information Technology									
Director Registrar's Technology		1		120	1	120			Adjacent to Academic Record Specialist
Senior Programmer Analyst		5		120	5	600			No student access
Equipment Room				150	1	150			
Registrar Services									
Associate Director		1		144	1	144			Adjacent to one Senior Analyst Office
Assistant Director		1		120	1	120			Heavy student access
Records / Registration (includes 2 future)		7		80	7	560			
Work Area				640	1	640			Are 4 more work areas required? / 8 x 8 wk station with circ
Scheduling									
Academic Scheduling		2		80	2	160			8 x 8 workstation w/circulation
Catalog Work Area				150	1	150			
Work Area				180	1	180			
Office of Student Financial Aid (OSFA)							4,480	5,600	
Director				180	1	180			
Associate Director				144	3	432			
Associate Director - Future				144	1	144			
Assistant Director				120	6	720			
Assistant Director - Future				120	2	240			
FT Professional Staff Office				100	5	500			
FT Professional Staff Office - Future				100	1	100			
Technical Staff				120	1	120			
Office Manager				80	1	80			8 x 8 workstation w/circulation
FT Admin Support				48	5	240			6 x 6 workstation w/circulation
FT Admin Support - Future				48	3	144			6 x 6 workstation w/circulation
Student Workers				48	7	336			Splits time & needs work space / 6 x 6 workstation w/circulation
Student Workers - Future				48	3	144			6 x 6 workstation w/circulation
Reception / Waiting				100	1	100			
File / Processing Room				500	1	500			Can this be shared with other Enrollment Services?
File Storage				500	1	500			Same sq. footage as S. Ches.



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Cash / ALM Office						1,309	1,636	
	Associate Director	1		144	1	144		
	Assistant Director(s)	1		120	1	120		
	FT Professional(s) (includes 1 future)	2		120	1	120		
	Admin Support Full-time (includes 2 future)	5		80	1	80		8 x 8 workstation w/circulation
	Student Workers (includes 1 future)	2		48	1	48		6 x 6 workstation w/circulation
	Cash Operations (Secures Area)			350	1	350		
	Teller Stations			48	4	192		6 x 6 workstation w/circulation
	Teller Common Working Area			105	1	105		
	File / Storage Room			150	1	150		
University Life						337	321	
Health and Wellness Cluster						Employee	Student	
General Cluster Spaces						58	73	
	Large Conference Room (18 - 20)			400	1	400		
	Small Conference Room (8 - 1+F460)			200	4	800		
	Event Staging Area/Work Area			250	1	250		
	Break Room			200	1	200		Base this on number of people in the cluster - # of Refit's and seating in space
	Copy			150	1	150		Mail will be by suite
Alcohol Drug and Health Education						5	50	
	Director	1		180	1	180		
	Associate Director			144	1	144		
	Office Manager	1		80	1	80		8 x 8 workstation w/circulation
	FT Professional	2		100	2	200		
	Storage			120	1	120		Adjacent to Wellness Resource Room
	Mail Area			30	1	30		Can be shared with Sexual Assault Services/Wellness Education
	Volunteers / Peers		50	30	12	360		
	Storage			120	1	120		
Sexual Assault Services						11	0	
	Director	1		180	1	180		
	Associate Director	1		144	1	144		
	FT Professional Staff	1		120	1	120		
	GRA	4		48	4	192		6 x 6 workstation w/circulation
	Intern	4		48	4	192		6 x 6 workstation w/circulation
	Storage			120	1	120		
	Library			120	1	120		Shared by Student Workers - Resource Room
Wellness Education Resource Room						2	18	
	Resource Room Manager	1		120	1	120		
	Receptionist	1		48	1	48		located within Library/Resource Room / 6 x 6 wk station w/circ
	Student Worker		8	48	2	96		located within Library/Resource Room / 6 x 6 wk station w/circ
	Volunteers / Peers		10	48	3	144		located within Library/Resource Room / 6 x 6 wk station w/circ
	Resource Room			550	1	550		Contains resources, computer stations (lab), library, library user stations and student workers
	Computer Lab			150	1	150		3 computer workstations - located within Resource Room
	Library			200	1	200		located in Resource Room
	Event Staging Area			250	0	0		Shared with Cluster
	Storage			120	1	120		
	Library User			30	1	30		located in Resource Room
Student Health Services (SHS)						40	5	
	Director	2		180	2	360		Med Director and Admin Director
	Associate Director	2		120	2	240		
	Assistant Director	1		120	1	120		
	FT Professional Staff Office	10		120	10	1,200		
	PT Professional Staff Office	6		100	3	300		
	GRA / Intems	1		100	1	100		
	Office Manager	1		80	1	80		8 x 8 workstation w/circulation
	FT Admin Support	1		100	3	300		
	Immunization Office	2		180	1	180		
	FT Lab Worker	2		180	1	180		
	PT Lab Worker	2		180	1	180		
	Insurance Admin.	2		180	1	180		
	Nurses Station	4		200	1	200		Space to process 4 at time - 4 chairs, weight, blood pressure etc.
	Laboratory	2		250	1	250		What equipment is required? Size TBD
	Student Workers		5	100	1	100		
	Exam Room			120	8	960		
	Exam Room - Future			120	12	1,440		
	Waiting / Reception			250	2	500		One for each clinic, accommodates 4 PT Admin - 2 max at a time.
	Pharmacy	2		200	1	200		Secured Space - 2 counter type workstations within space
	Storage			300	1	300		
	Staff Lockers			120	1	120		
	Treatment Room			120	1	120		Negative Pressure request
	Health Library (reference for professional staff)			200	0	0		This can be shared admin space/work area in cluster.
	Short Term Stay (Holding Room)			180	1	180		2-3 beds
	Bathroom			120	2	240		Provide shower
	Copier/Equipment Area/Mail Area			120	1	120		Secure for clinics
	Pantry/Kitchen			120	1	120		Private for clinics
Student Success Cluster						Employee	Student	
General Cluster Spaces						93	37	
	Large Conference Room (25-30)			600	2	1,200		
	Medium Conference Room (12 -15)			300	2	600		
	Small Conference Room (8-10)			200	2	400		
	Break Room			400	1	400		Size this based on total # of Staff in Cluster
	Copy			150	1	150		Smaller space is okay for this
Career Services						30	12	
	Director	1		180	1	180		
	Associate Director	1		120	1	120		Future
	Assistant Director	3		120	3	360		
	FT Professional Staff Office	8		120	8	960		
	PT Professional Staff	2		120	1	120		
	GRA	2		144	1	144		
	Intern	2		120	1	120		
	Technical Staff - web	1		120	1	120		Includes server within office
	Technical Staff - IT	1		100	1	100		
	Office Manager	1		120	1	120		
	FT Admin. Support	2		100	2	200		
	FT Admin. Support - walk in reception area	2		80	2	160		includes 1 future, 1 existing located in reception area / 8 x8 workstation w/circ
	PT Admin. Support	2		100	2	200		specialist/coordinator - needs quite space
	Student Workers - Reception		7	48	2	96		share 2 spaces at reception area / 6 x 6 wk station w/circ
	Student Workers - Library		5	48	2	96		located in library space / 6 x 6 workstation w/circ
	Employers Reception/Waiting Area			400	1	400		Reception area with employer in residence program - 8 students waiting with 2 to 3 greeters
	Employers in Residence	2		100	2	200		15-20 hours per week volunteers
	Interview Room			100	5	500		locate with employer reception area
	Hospitality Office			120	1	120		located with employer in residence area
	Main Career Services Reception/Resource Area			400	1	400		include 2 FT admin support, 2 student workers, 4-6 user computer workstations, print/AV/TV/DVD workstation and copy alcove
	Career Library			200	1	200		part of main reception/resource area
	Storage Room			200	1	200		
	Mail Box Area			50	1	50		
	Interview Practice / Video Viewing Room			120	1	120		This is to be located off library area



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PROGRAM SPREADSHEET

Academic Advising Center		12				1,982	2,478	Are there any growth office spaces required?
	Director	1		180	1	180		
	Assistant Director	1		144	1	144		
	Academic Advisor	6		120	6	720		
	Office Manager	1		100	1	100		
	Receptionist	1		80	1	80		8 x 8 workstation w/circulation
	Co-Director Transfer Center	1		144	1	144		
	Coordinator China 1-2-1 Program	1		144	1	144		
	Staff Meeting Room / Work Room/Mail			200	1	200		
	Storage			120	1	120		
	Reception / Waiting Area			150	1	150		
Counseling and Psychological Services (CAPS)		38	15			6,358	7,948	
Counseling Center								
	Director	1		180	1	180		
	Coordinator	1		120	1	120		Case Manager - future position
	Associate Director Office	1		144	1	144		3-5 person meetings in office
	Assistant Director	3		120	3	360		
	Psychologist, LCSWs, LPCs	3		120	3	360		size ok
	Psychiatrist	1		144	1	144		3-5 person meetings in office
	Clinical Fellow	1		100	1	100		
	PT Therapist	3		100	3	300		
	Graduate Students - Clinical	4		120	1	120		
	Graduate Students - Meeting Spaces			100	3	300		
	Office Manager	1		100	1	100		
	FT Admin. Support	1		80	1	80		8 x 8 workstation w/circulation
	PT Admin Support	2		80	2	160		Include one of these positions in reception area. / 8 x 8 workstation w/circulation
	Interns	3		120	3	360		
	PT Interns	5		100	3	300		
	File Room			120	1	120		How many files? Need to be in a secure room.
	Storage			120	1	120		Shared with Learning Services
	Waiting Room - 12 to 15 people			830	1	830		12 to 15 at a time.
	Equipment Area/Mail Area			100	1	100		copier and secure fax area, include mail area
	Reception			200	1	200		Entrance separate from Learning Services
Learning Services								
	LPCs	3		120	3	360		includes 1 future position
	Learning Skills Specialists	3		120	1	120		includes 2 future positions
	Office Manager	1		100	1	100		
	FT Admin Support	1		100	1	100		
	Volunteers / Peers			30	3	90		Student workers
	Reception/Waiting			200	1	200		Entrance separate from Counseling Center, students staff this
	Self Help Library - Student Workers		15	700	1	700		Resource area upon entering the space
	Professional Library			70	1	70		Include this space within self help library
	Stress Management Lab			120	1	120		Office size if ok
Office of Disability Services		13	10			2,616	3,270	
	Director	1		180	1	180		
	FT Professional	3		120	3	360		
	Assistant Director	1		120	1	120		Future
	Associate Director	1		120	1	120		Future
	FT Professional	2		120	1	120		Future
	Office Manager	1		80	1	80		Locate at Reception Area / 8 x 8 workstation w/circulation
	GRA	2		120	1	120		
	Intern	2		120	1	120		
	Student Workers		10	48	2	96		6 x 6 workstation w/circulation
	Testing Lab			200	1	200		10 carrels in room adjacent to offices, for monitoring
	Individual Testing Rooms			80	10	800		Ideally adjacent for monitoring
	Reception / Waiting Area			300	1	300		Waiting for 5 to 6 at a time.
	Mail Area			30	1	30		
	Storage			120	1	120		Specialized equipment for testing and interpreting and office supplies.
International and Multicultural Cluster			Employee	Student		16,140	20,175	
General Cluster Spaces		90	67			2,350	2,938	
	Community Kitchen			600	1	600		Student Access and Programmed Use - Check Potomac Heights Model
	Small Conference Room (8-10)			200	2	400		30hrs week usage
	Medium Conference Room (12-15)			300	2	600		
	Staff Work Area			200	1	200		
	Events Storage - Shared			200	1	200		Shared for cluster
	Break Room			200	1	200		
	Copy/Equipment Room			150	1	150		
Counseling and Psychological Services (CAPS)		1	5			800	1,000	
Peer Empowerment Program (PEP) Office								Are the office spaces for this department listed under CAPS?
	PEP Office	1		120	1	120		
	PEP Resource Room - Student Workers		5	400	1	400		Include within space: 2 @ 30SF workstation at entry for Student Workers to Share
	Storage			80	1	80		Accessed from Resource Area
	Student Org. Offices			100	2	200		
Diversity Programs and Services		13	11			2,050	2,563	
	Director	1		180	1	180		
	Associate Director	1		120	1	120		
	Assistant Director	4		120	4	480		includes 2 future
	GRA	4		120	2	240		
	Office Manager	1		100	1	100		
	FT Admin. Support	1		80	1	80		included within reception area / 8 x 8 wk station w/circ.
	Student Workers		4	48	1	48		6 x 6 workstation w/circulation
	STEP Peer Educators		5	144	1	144		STEP student peers
	Storage - supplies - Mail Area			120	1	120		Supplies
	Multi-Purpose Lobby/Reception			200	1	200		This entrance/reception is shared with Multicultural Resource Center - seating for up to 10
LGBTQ Affairs								Separate Suite / Separate Entrance
	Reception Area			120	1	120		
	Associate Director	1		120	1	120		
	Student Workers		2	48	1	48		Shared included at entrance as reception / 6 x 6 wk station w/circ.
	Storage			50	1	50		supplies and printed materials
Early Identification Program (EIP)		9	38			2,086	2,608	
	Director Office	1		180	1	180		
	Associate Director	2		120	2	240		
	Assistant Director	1		120	1	120		
	FT Professional	2		120	2	240		Future
	GRA	1		80	1	80		8 x 8 workstation w/circulation
	Office Manager	1		80	1	80		located in reception area / 8 x 8 workstation w/circulation
	Budget Manager	1		100	1	100		
	Student Workers		3	80	1	80		located in reception area / 8 x 8 workstation w/circulation
	EIP Study Center			300	2	600		Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource room and group study lounge
	Reception / Waiting Area			150	1	150		How many file cabinets? Waiting for 4 at a time. Also should include workstations for office manager and student workers
	Storage/Mail Area			120	1	120		supplies
	Student Workers - Tutors		35	48	2	96		6 x 6 workstation w/circulation
Office of International Programs and Services (OIPS)		13	3			2,232	2,790	
Office of International Programs and Services								
	Director	1		180	1	180		
	Associate Director	1		144	1	144		
	Assistant Director	4		120	4	480		includes 2 future
	FT Professional	4		120	4	480		includes 1 future
	PT Professional	1		100	1	100		future
	Office Manager	1		100	1	100		
	FT Admin. Support	1		80	1	80		located in reception area / 8 x 8 workstation w/circulation
	Student Workers		2	80	1	80		8 x 8 workstation w/circulation
	Student Workers		1	48	1	48		6 x 6 workstation w/circulation
	Reception / Waiting Area			300	1	300		Waiting for up to 10, also include space for 2 computer workstations for filling out forms
	Secure File Room			140	1	140		
	Storage			50	1	50		
	Equipment Area/Mail Area			50	1	50		Copier/Fax Area



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PROGRAM SPREADSHEET

Multicultural Research and Resource Center (MRRC)		21	4			2,272	2,840	
	Director	1		180	1	180		future full time
	Associate Director	1		120	1	120		
	FT Professional	3		120	3	360		included all as future
	GRA	4		120	2	240		
	Technical Staff	1		100	1	100		Work Study, shared desk, 15-20 hours/week
	Office Manager	1		100	1	100		Office needed
	PT Admin. Support	2		120	1	120		adjacent to the reception area
	PT Admin. Support	8		48	4	192		6 x 6 workstation w/circulation
	Student Workers		4	80	1	80		Work Study, Admin Sup.,3 shared desks + Grad Asst. Interns &Tech.Staff,requ.+2 totaling 5 / 8 x 8 wk station w/circ.
	Storage - supplies			80	1	80		Include Mail area where appropriate
	Resource/Instructional Room			500	1	500		Up to 25 people in space at a time - shared with Diversity Programs and Services -
	Reception/Entrance			200	1	200		Multipurpose type space is most desirable.
								Shared with ODPS
English Language Institute (ELI)		33	6			4,350	5,438	
	Director	1		180	1	180		
	Assistant Director	1		120	1	120		
	Associate Director	1		144	1	144		
	FT Professional	12		144	12	1,728		Shared with PT Professional Offices
	PT Professional - Adjunct	12		144	0	0		Shared with FT Professional Offices
	Student Waiting Area			150	1	150		Area outside of Faculty office area for student waiting
	Office Manager	1		120	1	120		
	FT Admin Support	2		80	2	160		includes 1 future within reception area / 8 x 8 wk station w/circ.
	PT Admin Support	1		80	1	80		8 x 8 workstation w/circulation
	Student Workers		6	100	1	100		2 student stations in room
	Contract Employee -Outreach Coordinator	2		48	1	48		6 x 6 workstation w/circulation
	Reception / Waiting Area			150	1	150		include reception station noted and waiting for 2
	Storage			120	1	120		
Language Development Center								
	Computer Language Lab			400	1	400		18 Student Station and Instructors area
	Computer Language Lab - Future			600	1	600		24 Student Stations and instructors area - included as future
	Resource Materials with student stations			250	1	250		Space accessible to both labs with some user stations for use of reference materials
Student Engagement Cluster		Employee Student				23,640	29,550	
General Cluster Spaces		62	144			2,850	3,563	
	Break Room - staff			200	1	200		
	Copy			150	1	150		
	Extra Large Conference (40)			800	1	800		
	Large Conference Room (23-25)			500	1	500		
	Medium Conference Room (12 - 15)			300	2	600		
	Common Area			200	0	0		What is this?
	Supply Storage			250	1	250		
	Student Lockers			150	1	150		Can be in lounge or other common areas
	Family Lounge Space			200	1	200		Can be a shared space for multi uses
Campus Ministries						488	610	
	Group Meeting Space / Storage			200	1	200		
	Private Office			120	2	240		
	Shared Workstations			48	1	48		6 x 6 workstation w/circulation
Orientation & Family Programs and Services		11	25			2,614	3,268	Access to conference room
	Director	1		180	1	180		
	Associate Director	1		120	1	120		
	Assistant Director	3		120	3	360		includes 1 future
	PT Professional Staff	4		144	2	288		
	Technical Staff	1		120	1	120		
	Office Manager	1		120	1	120		
	Reception/Waiting Area			200	1	200		4-6 people - include 2 student worker stations of 36 ASF
	Storage Room			250	1	250		Can be sectioned off area within cluster storage - oversize materials, posters, publications etc.
	Work Room			400	1	400		Student workers 2 to 3 stations shared by 45 to 50 students
	Orientation Leaders		25	48	12	576		6 x 6 workstation w/circulation
Student Activities		19	37			9,928	12,410	Access to large conference room - 25 people
	Director	1		180	1	180		
	Associate Director	2		120	2	240		includes 1 future
	Assistant Director	7		120	7	840		includes 3 future
	GRA/Intem(s)	6		120	3	360		includes 4 future
	Office Manager	1		120	1	120		
	FT Admin. Support - Receptionist	1		80	1	80		8 x 8 workstation w/circulation
	FT Admin. Support - backup	1		48	1	48		6 x 6 workstation w/circulation
	Volunteers / Peers		25	48	25	1,200		6 x 6 workstation w/circulation
	Student Workers (includes 1 future)		12	120	3	360		Student workers share space with student organizations and front desk
	Resource / Work Room/Copy Equipment Area			500	1	500		
	Reception / Waiting			250	1	250		to accommodate 10-15 waiting
	Storage			300	1	300		Can be a section of larger area - oversize, publications and supplies
	Outdoor Space					0		Sq. footage TBD - adjacent access to outside space
	General Student Organization			3,000	1	3,000		50 cubicle spaces for 200 organizations - check size of cubicles - 30-36
	Fraternity and Sorority Life			1,200	1	1,200		Space for 38 Cubicles - check size - 30 - 36
	Non-Residential and Non-Traditional Students			500	1	500		Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry
	Graduate Student Assembly			750	1	750		15 to 20 graduate student stations, storage and worktables
						6,650		Total for Student Org Space
Student Media		24	82			6,586	8,233	
Student Media Groups								
	Director	1		180	1	180		
	Assistant Director	2		120	2	240		
	Associate Director	1		120	1	120		
	FT Professional	6		144	3	432		shared
	PT Professional - Editors	4		144	1	144		shared
	PT Professional - Editors	4		120	2	240		shared
	Technical Staff - Future	1		100	1	100		future
	Budget Manager - FT	1		100	1	100		
	Student Workers		24			0		
	Vox Pop			48	6	288		6 x 6 workstation w/circulation
	Mason Cable			48	6	288		6 x 6 workstation w/circulation
	GMU Radio			48	6	288		6 x 6 workstation w/circulation
	GMU View			48	4	192		6 x 6 workstation w/circulation
	Reception / Waiting Area			200	1	200		Waiting for 6 to 8 and workstation for 2 student assistants - 36 SF each
	Work Room/Mail Area			250	1	250		
	Storage Room			200	1	200		
	Tech. / Server / Computer Room			100	1	100		yes secure server room
Literary Journals								
	Director	1		180	1	180		
	Student Worker		18	48	18	864		6 x 6 workstation w/circulation
	Reception			120	1	120		small desk area with 1 to 2 waiting chairs
	Storage			120	1	120		
	Work Room			120	1	120		include space for small table
Broadside News Room								
	News Room - Student Workers		40	80	12	960		8 x 8 workstation w/circulation
	Managing Editor	1		120	1	120		
	Editor	2		120	1	120		
	Advertising Staff			120	1	120		
	News Room Work Area			500	1	500		



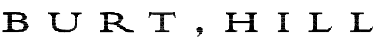
MACRO PROGRAMMING - SPREADSHEET

GEORGE MASON UNIVERSITY  
MACRO PROGRAMMING -  
VA PC# CS-03-07  
02/07/08

BURT, HILL



<b>Leadership Education and Development (LEAD)</b>				<b>8</b>	<b>0</b>	<b>1,174</b>	<b>1,468</b>	
	Director		1	180	1	180		
	Associate Director		1	120	1	120		
	Assistant Director		1	120	1	120		future
	Coordinator		1	120	1	120		future
	GRA		1	100	1	100		
	PT Admin. Support		3	48	3	144		2 future, 1 located within reception area / 6 x 6 wk station w/circ.
	Reception / Waiting Area			120	1	120		
	Resource Room			150	1	150		include as an expanded part of reception
	Storage			120	1	120		
<b>UL Central Cluster</b>				<b>Employee</b>	<b>Student</b>	<b>4,040</b>	<b>5,050</b>	
<b>General UL Central Spaces</b>				<b>23</b>	<b>0</b>	<b>800</b>	<b>1,000</b>	
	Class / Workshop / Training / Meeting Room			800	1	800		This may get eliminated when we look at total number of these spaces - 30 students
	Small Conference Room (8 - 10)			200	1	200		30hrs week usage
	Large Conference Room (18 - 20)			400	1	400		
	Break Room/Pantry			200	1	200		This can be shared with Judicial and Academic Integrity
<b>UL Central</b>				<b>23</b>	<b>0</b>	<b>3,240</b>	<b>4,050</b>	
	Associate VP		1	180	1	180		
	Dean of Students		1	180	1	180		
	Associate Dean		6	180	6	1,080		
	Director		1	180	1	180		
	FT Professional Staff		3	120	3	360		includes 2 future
	PT Professional Staff		2	120	1	120		future position
	GRA - Future		2	120	1	120		future position
	Technical Staff		2	100	2	200		Web Designer plus one future
	Office Manager		1	100	1	100		
	FT Admin Support - Receptionist		1	80	1	80		8 x 8 workstation w/circulation
	Contract/Temp - Future		2	120	1	120		
	Storage			120	1	120		
	Equipment Room			200	1	200		Fax, copier, poster machine - this could be shared with Judicial/Academic Integrity/Honor Committee depending on adjacency
	Reception			200	1	200		Include FT Admin Support workstation in this area, waiting for 3-4
<b>Johnson Center - University Life Admin. Offices</b>								
	Associate Dean		1	180	0	0		Remains in Johnson Center
<b>Honor Committee &amp; Judicial Affairs Cluster</b>				<b>Employee</b>	<b>Student</b>	<b>2,924</b>	<b>3,655</b>	<b>Not too public but easy to find area</b>
<b>General Cluster Spaces</b>				<b>11</b>	<b>0</b>	<b>1,360</b>	<b>1,700</b>	
	Meeting / Training Space			800	1	800		Can this space be shared with other UL departments? Priority for Judicial beyond that can be shared should have primary adjacency with Judicial. 25 to 30
	Reception			200	1	200		
	Hearing / Meeting Room (6-8)			180	2	360		
<b>Academic Integrity / Honor Committee</b>				<b>6</b>	<b>0</b>	<b>600</b>	<b>750</b>	<b>Spaces will be shared with Judicial Affairs</b>
	Associate Dean		1	180	1	180		
	Director		1	180	1	180		Is this office space accounted for under UL Central?
	GRA		2	120	1	120		
	Intern		2	120	1	120		
<b>Judicial Affairs</b>				<b>5</b>	<b>0</b>	<b>964</b>	<b>1,205</b>	
	Director		1	180	1	180		
	Assistant Director		1	120	1	120		
	Office Manager		1	120	1	120		Shared position with Academic Integrity/Honor Committee - within reception
	GRA		2	144	1	144		
	Secured File Room			200	1	200		shared with Academic Integrity / Honor Committee
	Storage Room / Work Room			200	1	200		This space should contain secure copier and shredder
<b>UL General Spaces - Combined with Student Center Common Spaces</b>						<b>0</b>	<b>0</b>	
<b>UL General Spaces</b>								
<b>General Spaces</b>						<b>0</b>	<b>0</b>	
	Event Production Storage - oversized materials			0	1	0		easy in and out of building access
	Informal Study Areas/Pockets			0	3	0		
	Information Desk/Kiosks/Locations for Posting			0	1	0		Located conveniently with main lobby/lounge areas





## GENERAL ENROLLMENT SERVICES

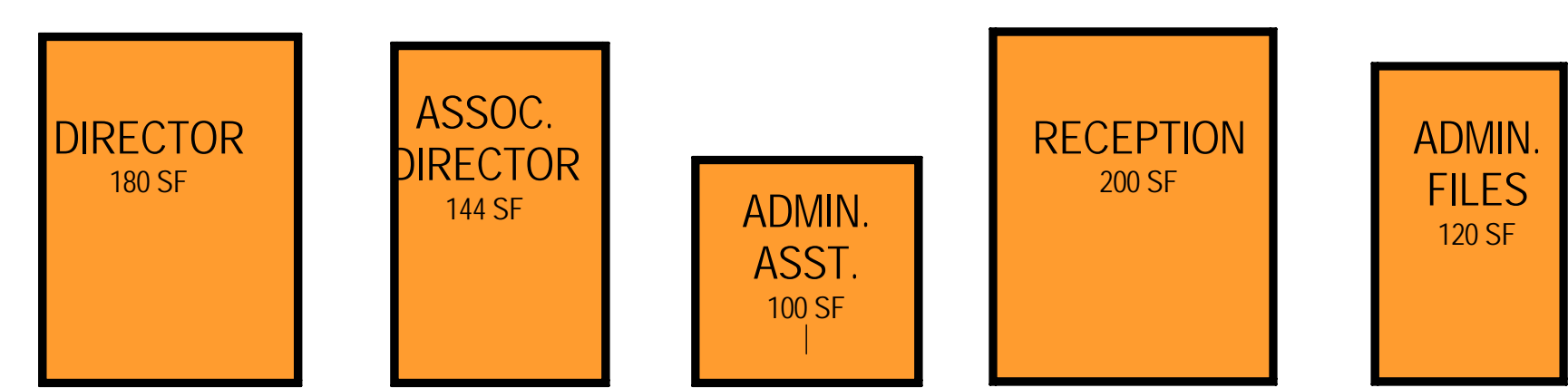




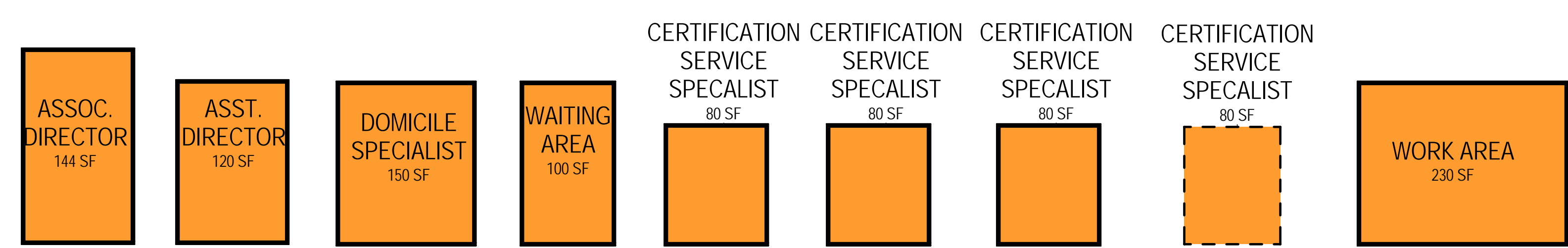
ONE STOP SHOP (CONT.)

REGISTRAR'S OFFICE

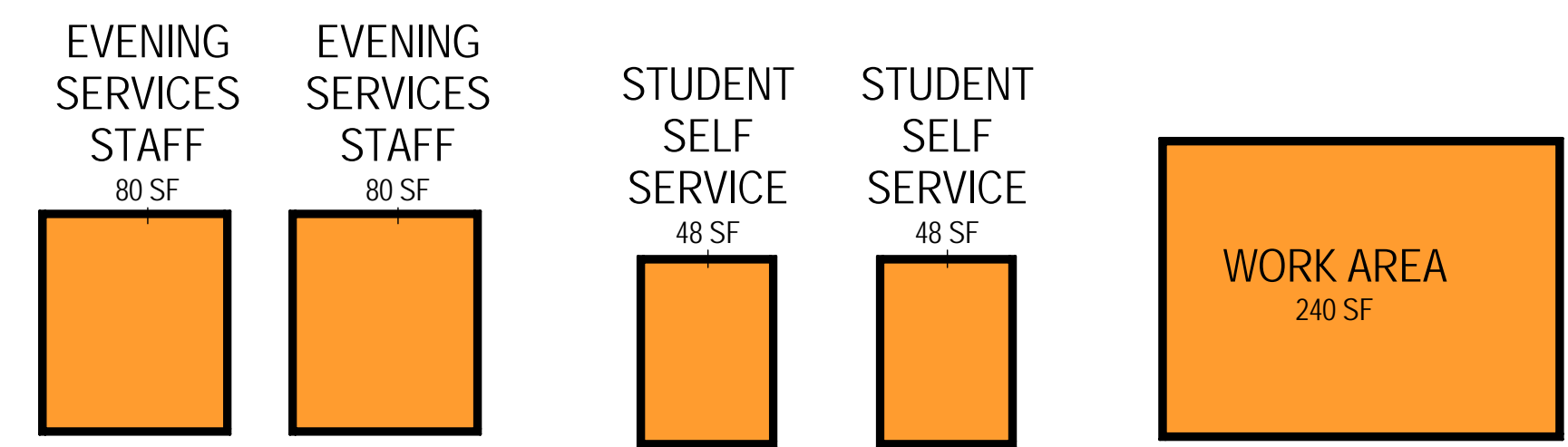
CENTRAL ADMINISTRATION



CERTIFICATION / DOMICILE



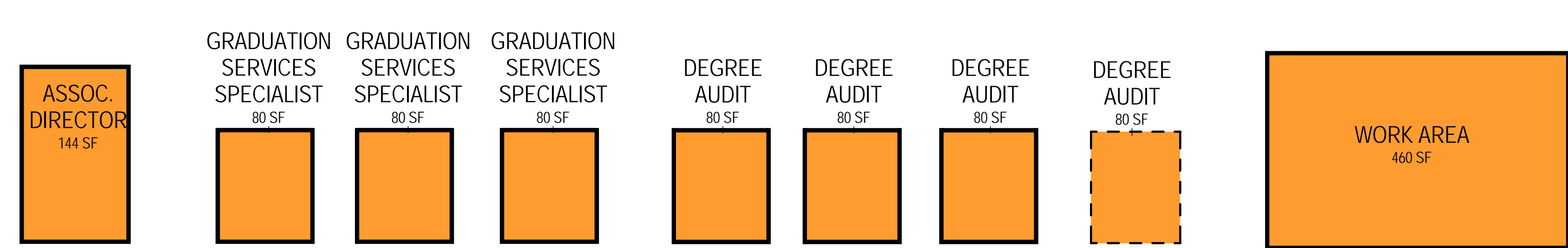
EVENING SERVICES



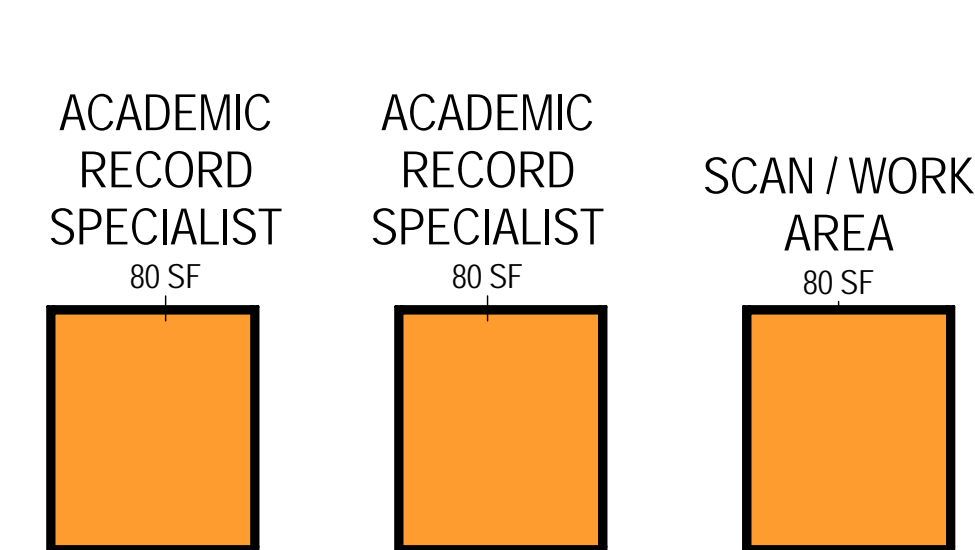
FILE ROOM / MAIL / STORAGE



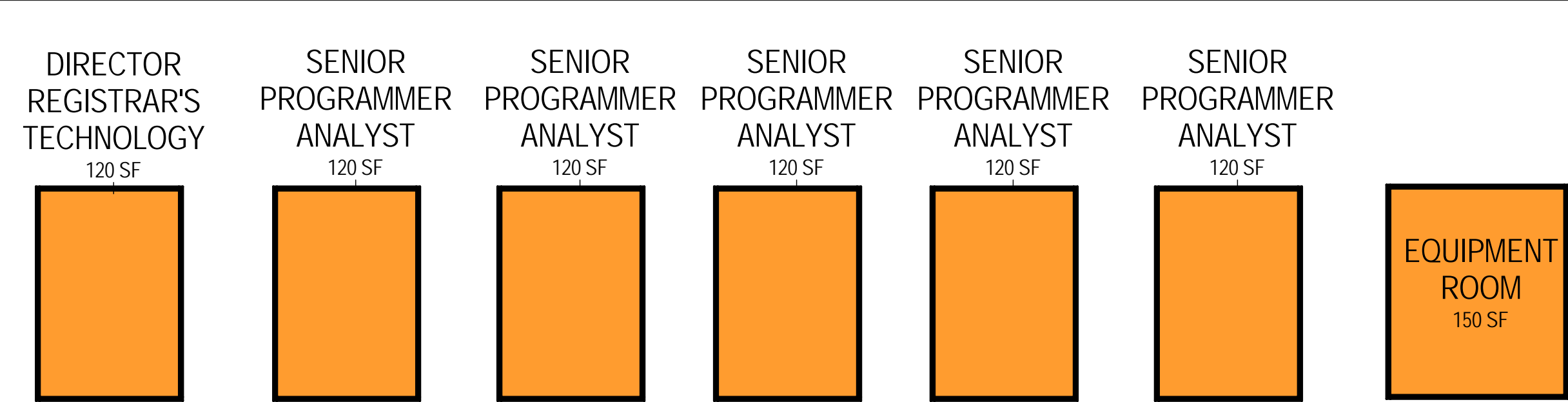
GRADUATION



IMAGING



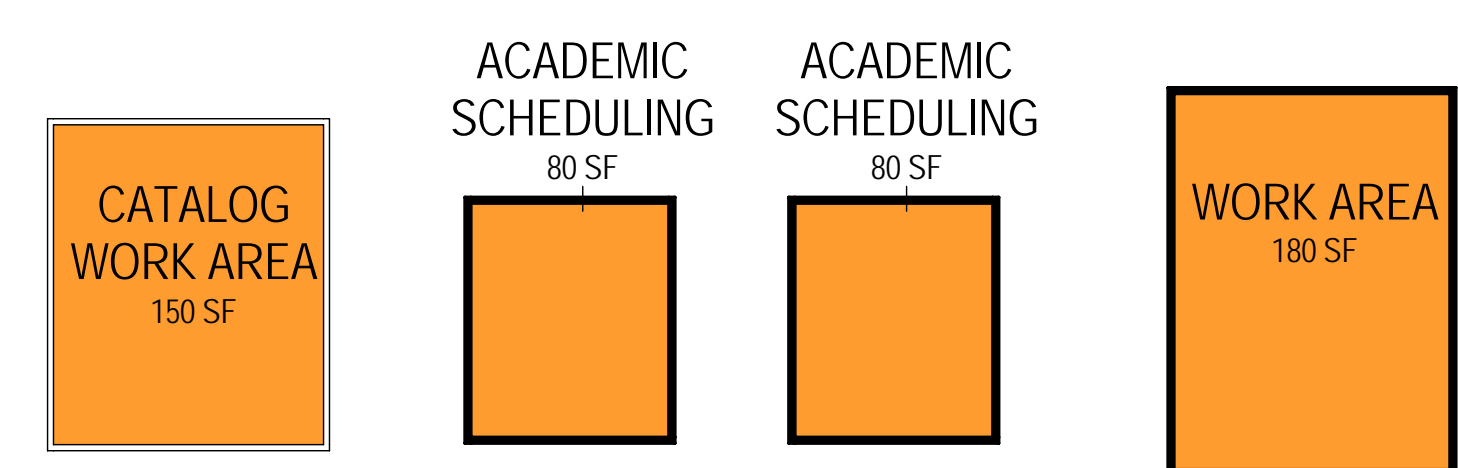
INFORMATION TECHNOLOGY



REGISTRAR SERVICES



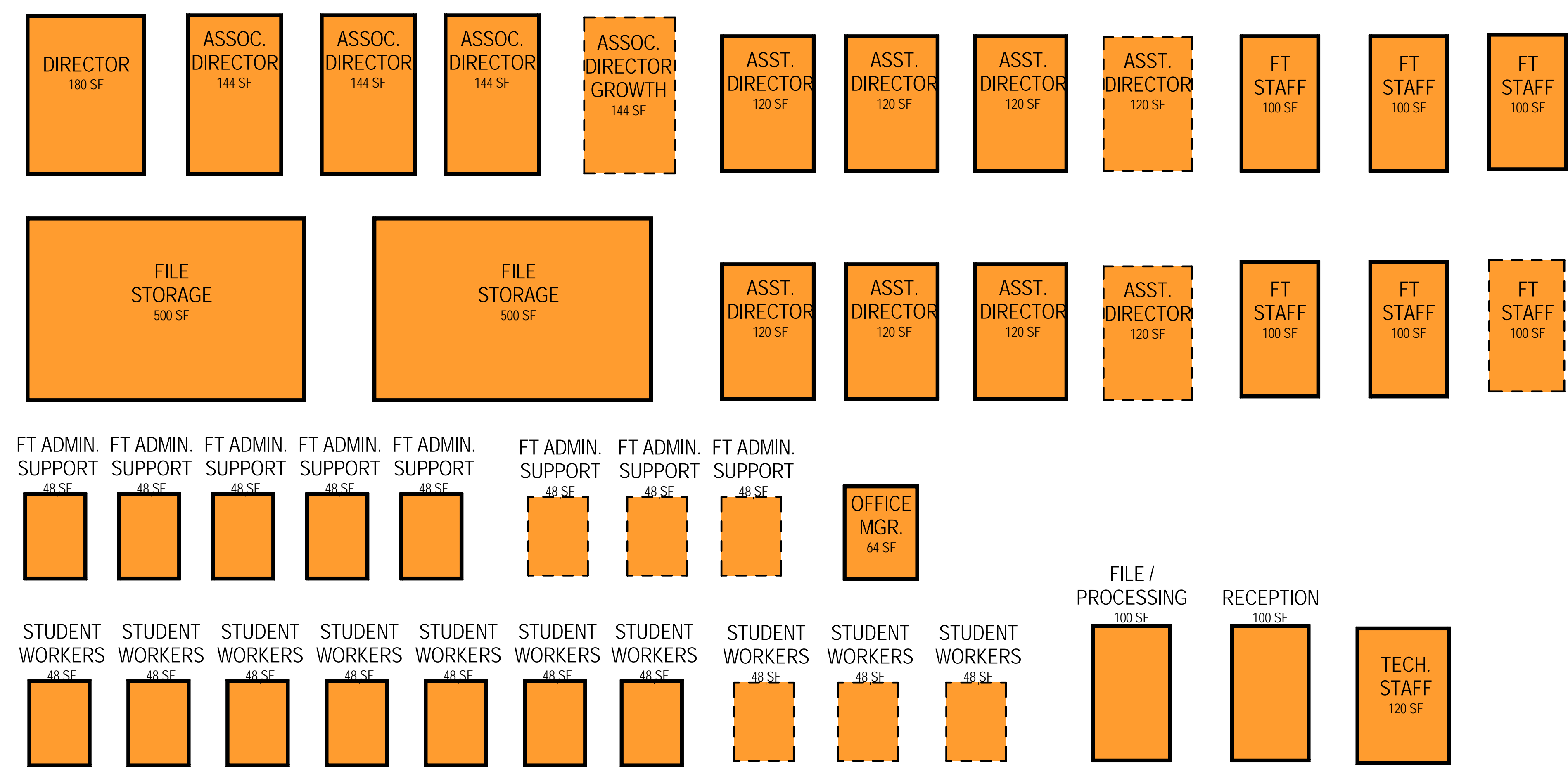
SCHEDULING



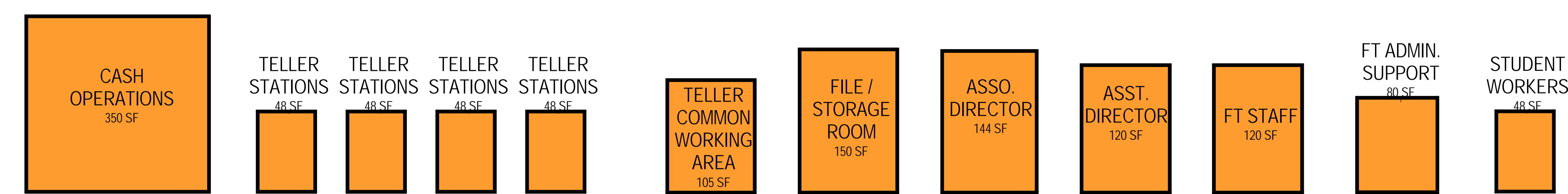


ONE STOP SHOP (CONT.)

OFFICE OF STUDENT FINANCIAL AID (OSFA)



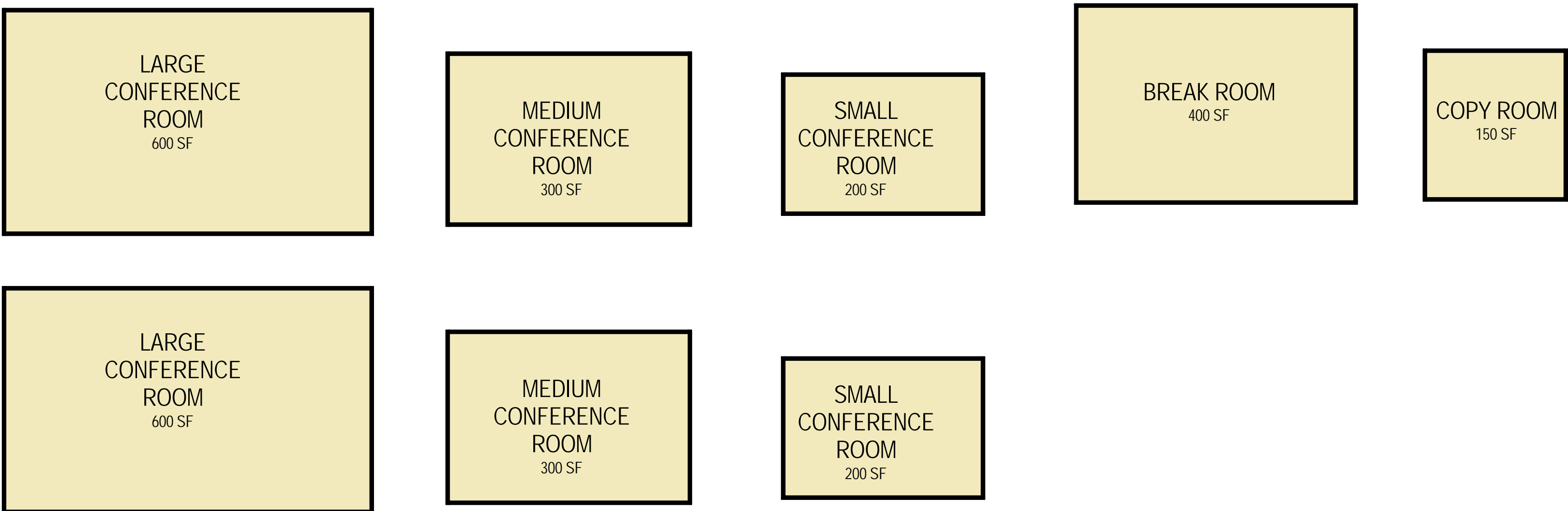
CASH / ALM OFFICE



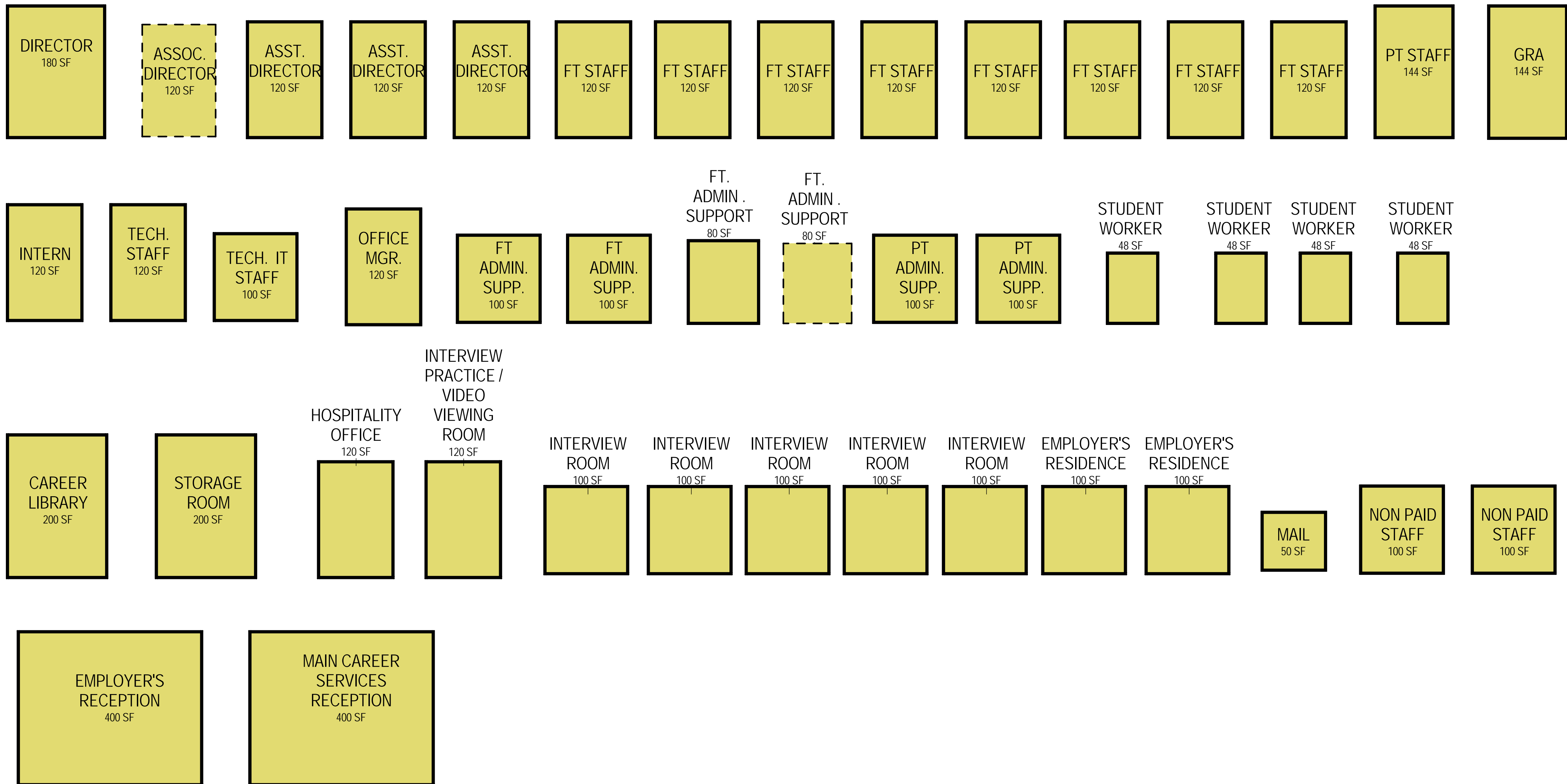


STUDENT SUCCESS CLUSTER

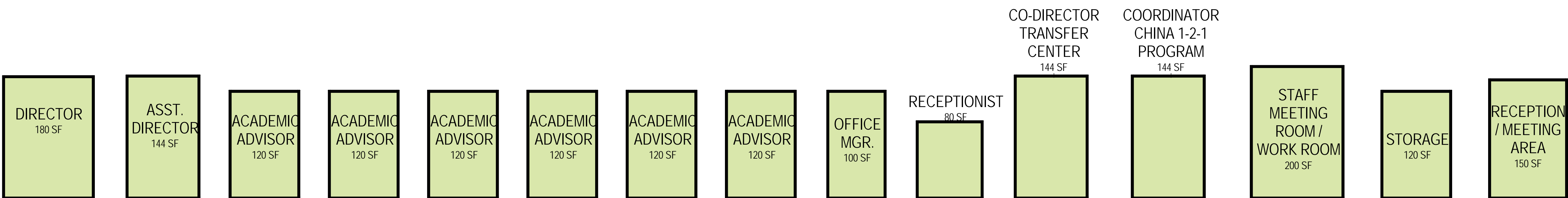
GENERAL CLUSTER SPACES



CAREER SERVICES



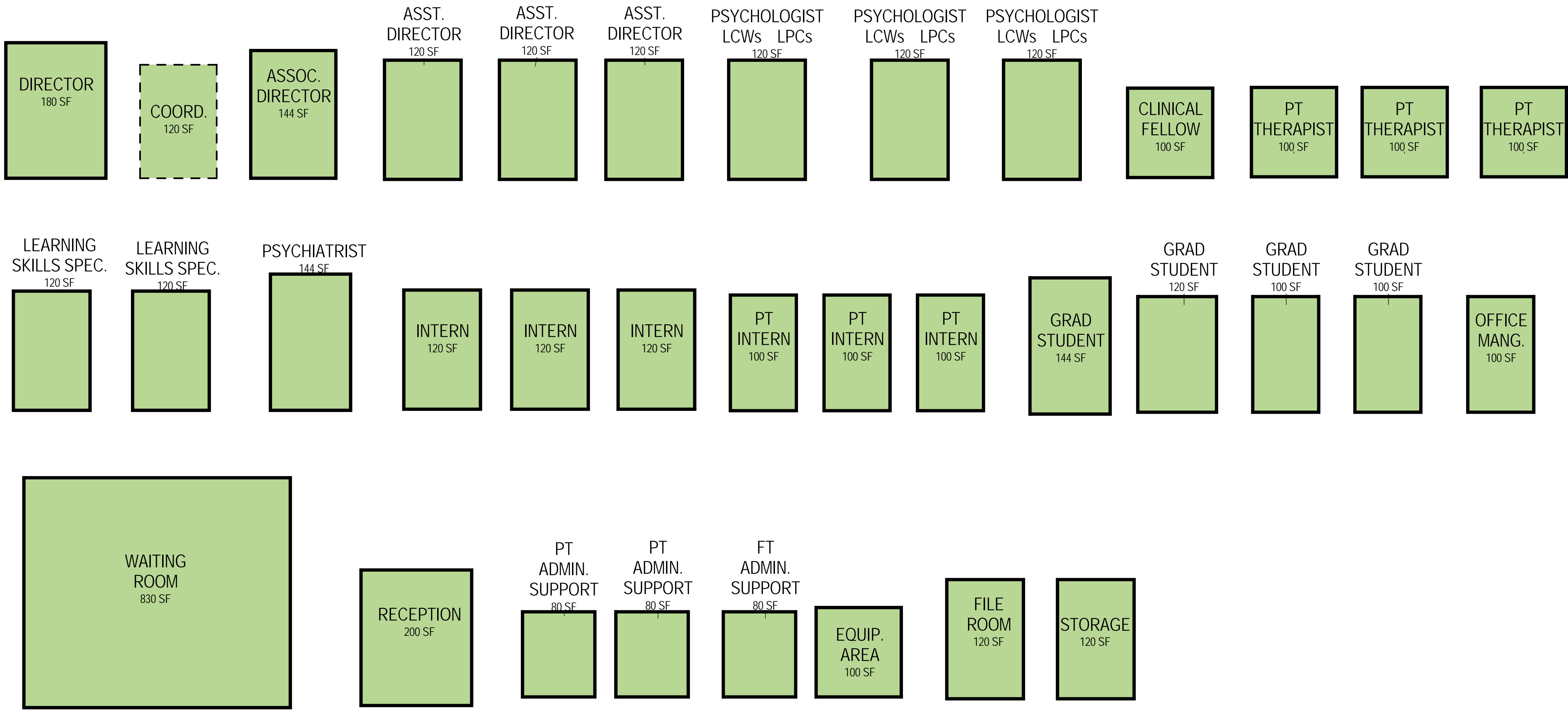
ACADEMIC ADVISING CENTER



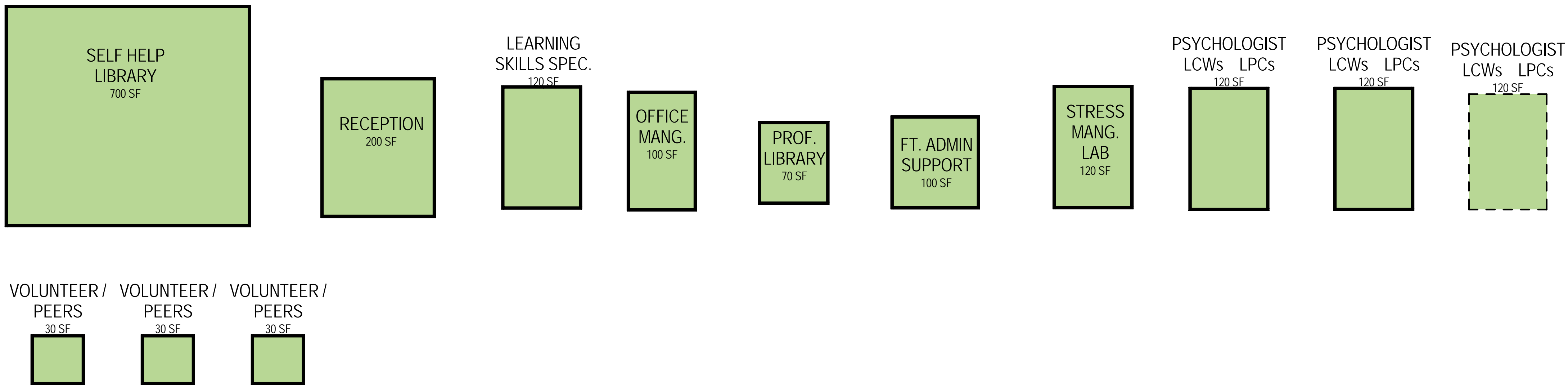


STUDENT SUCCESS CLUSTER (cont.)

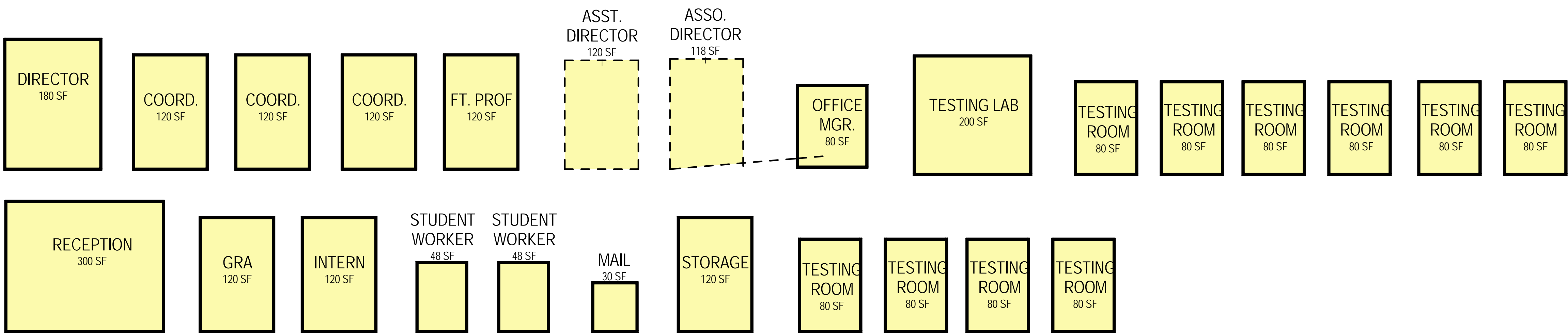
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)



LEARNING SERVICES



OFFICE OF DISABILITY SERVICES





## GENERAL CLUSTER SPACES



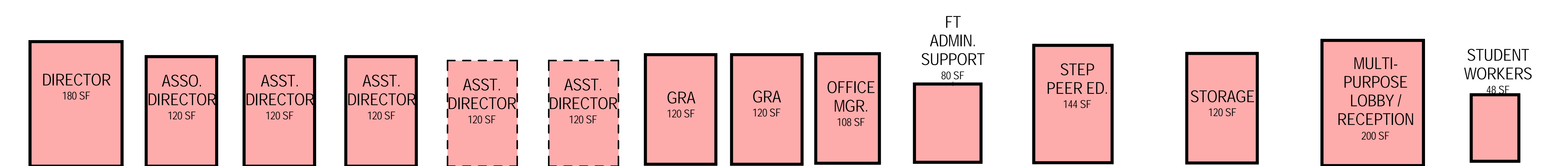


# INTERNATIONAL AND MULTICULTURAL CLUSTER

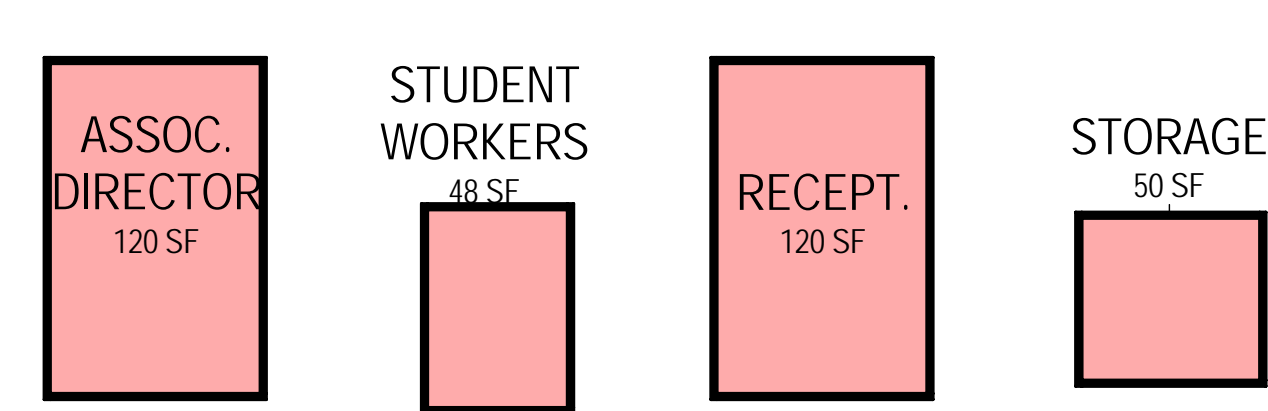
## GENERAL CLUSTER SPACES



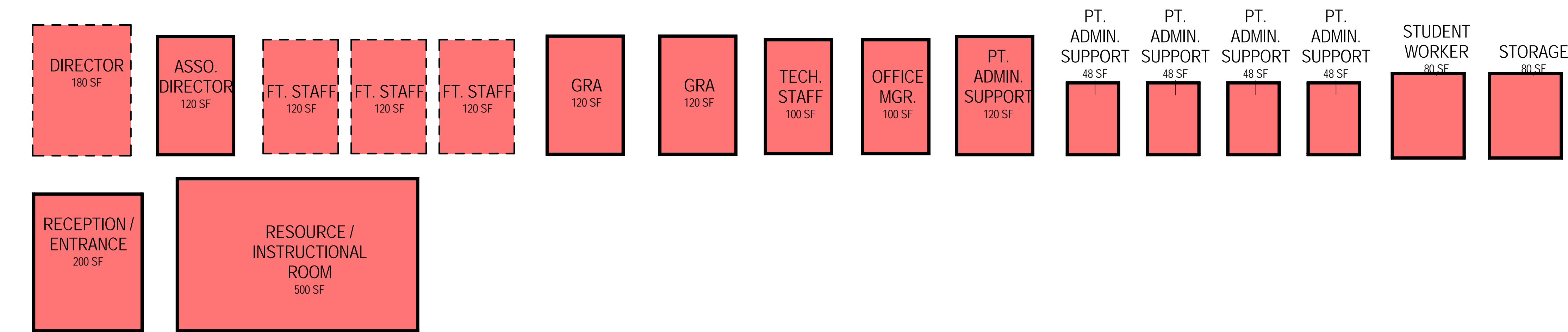
## DIVERSITY PROGRAMS & SERVICES



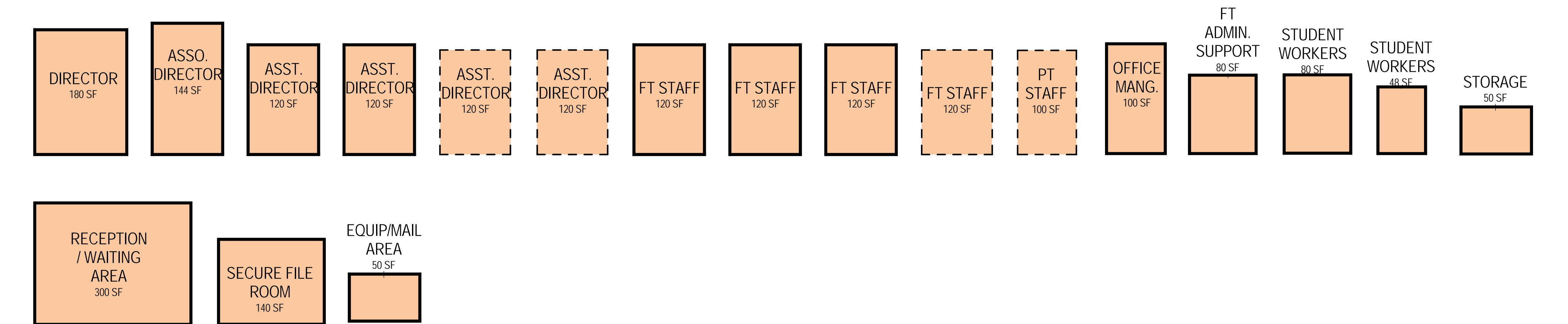
### LGBTQ AFFAIRS



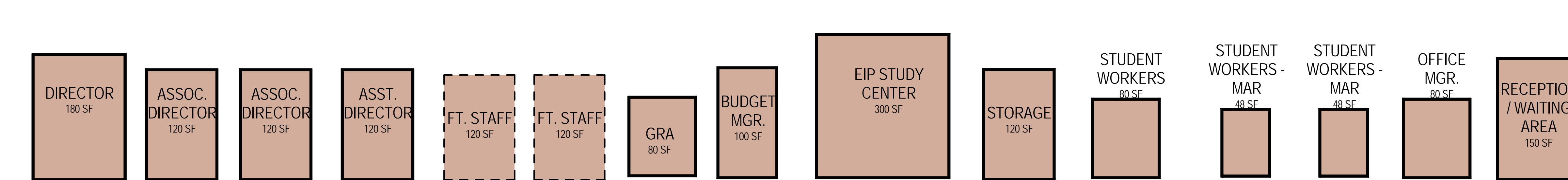
## MULTICULTURAL RESEARCH AND RESOURCE CENTER (MRRC)



## OFFICE OF INTERNATIONAL PROGRAMS & SERVICES



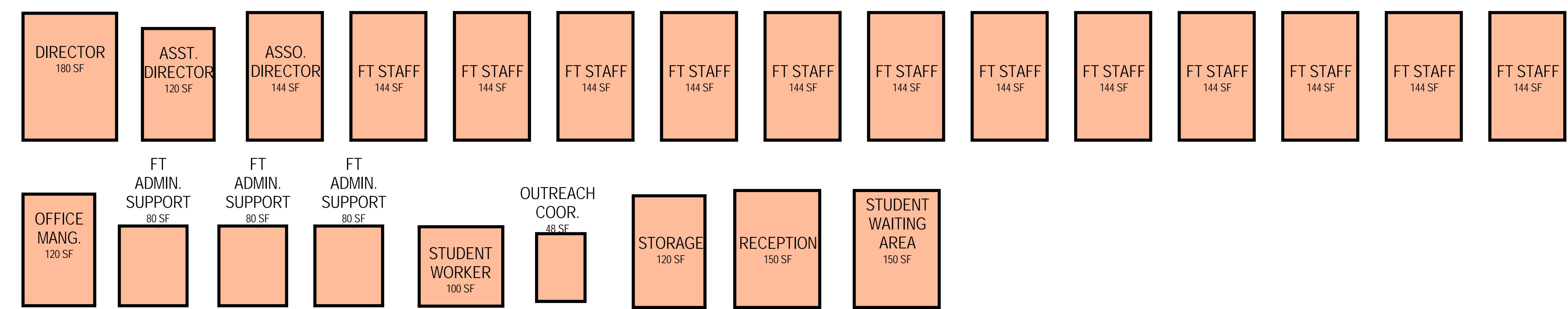
## EARLY IDENTIFICATION PROGRAM (EIP)





INTERNATIONAL AND MULTICULTURAL CLUSTER (cont.)

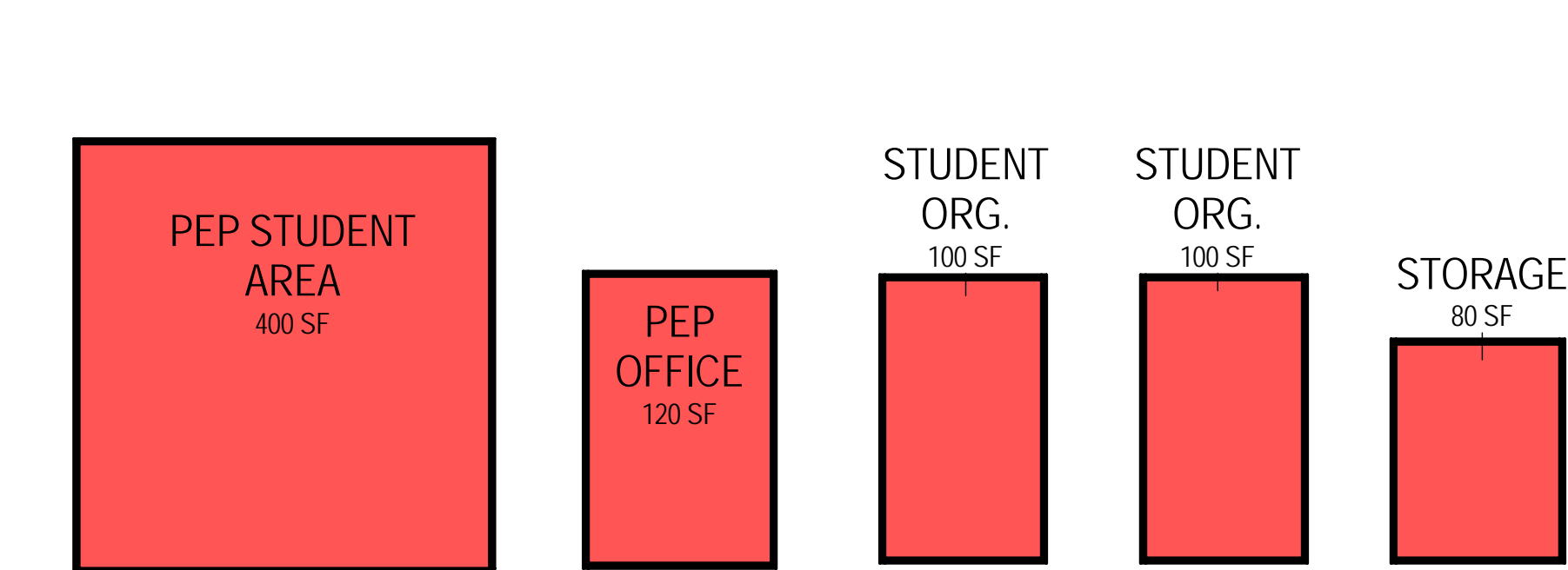
ENGLISH LANGUAGE INSTITUTE (ELI)



LANGUAGE DEVELOPMENT CENTER

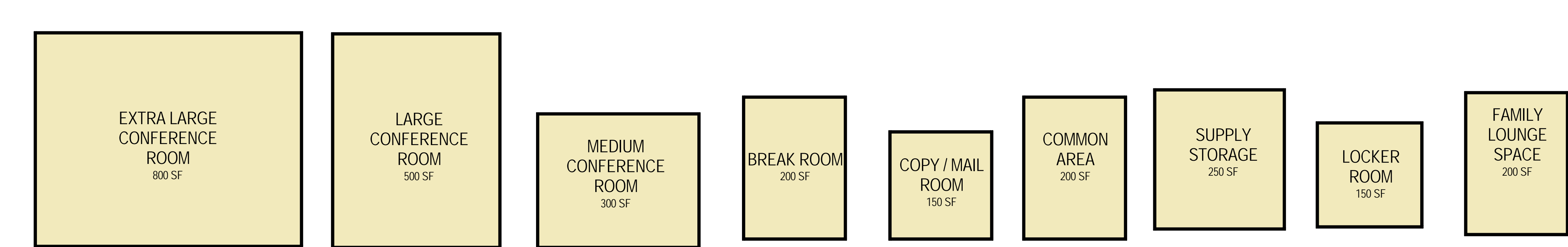


PEER EMPOWERMENT PROGRAM (PEP) OFFICE

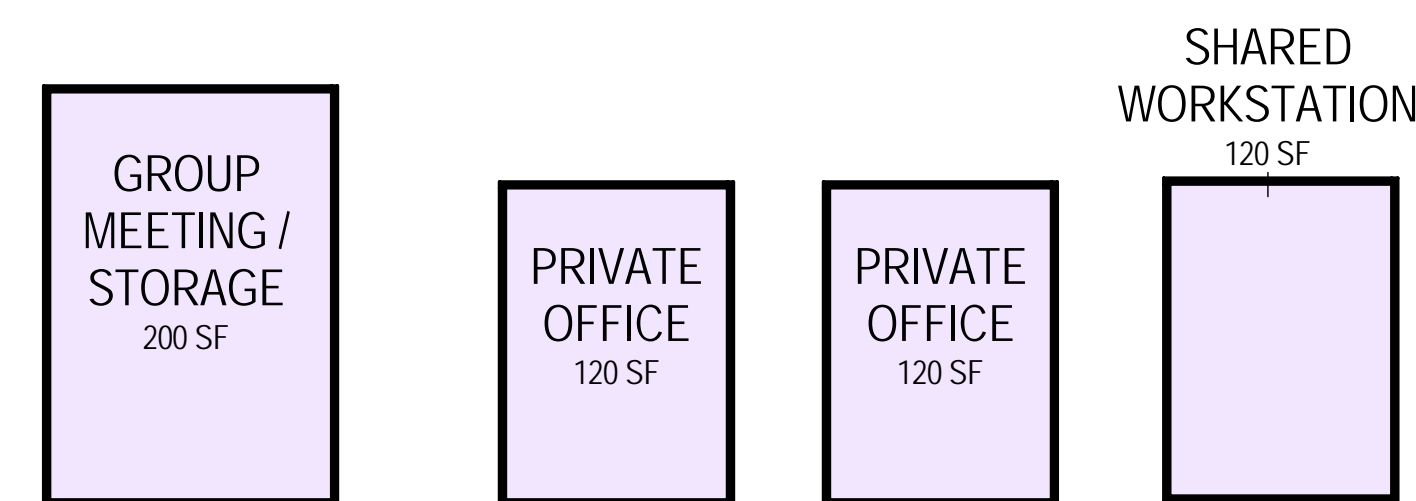


STUDENT ENGAGEMENT CLUSTER

GENERAL CLUSTER SPACES



CAMPUS MINISTRIES

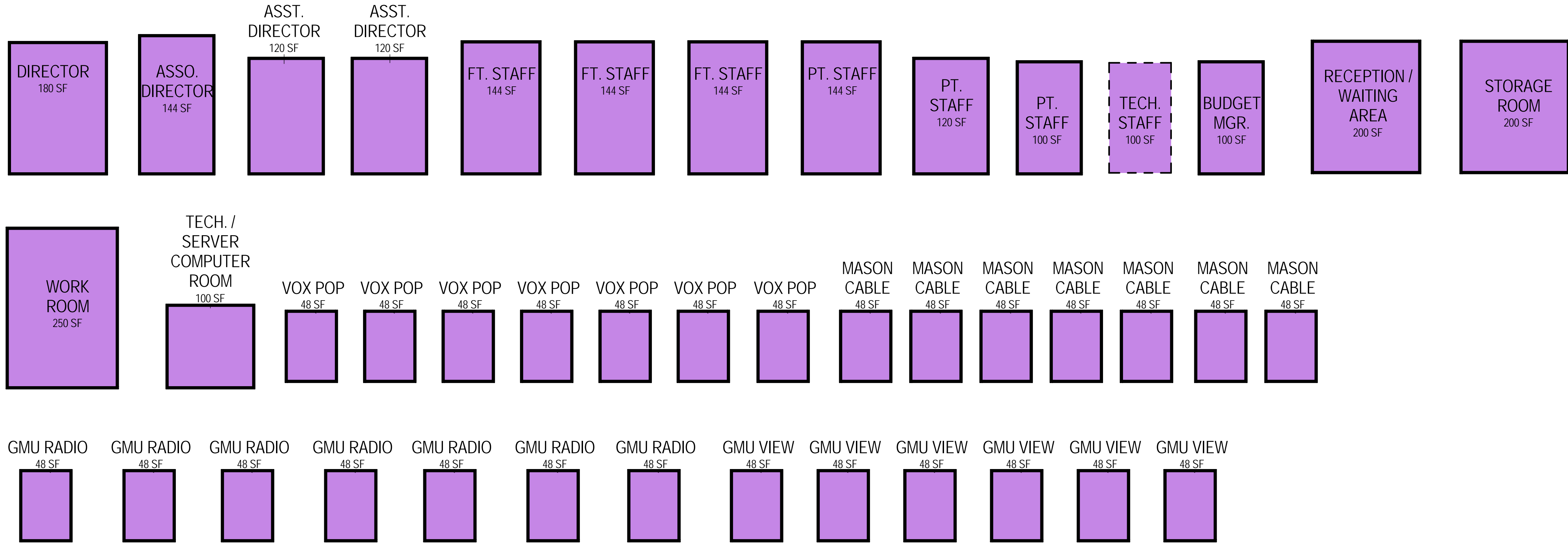




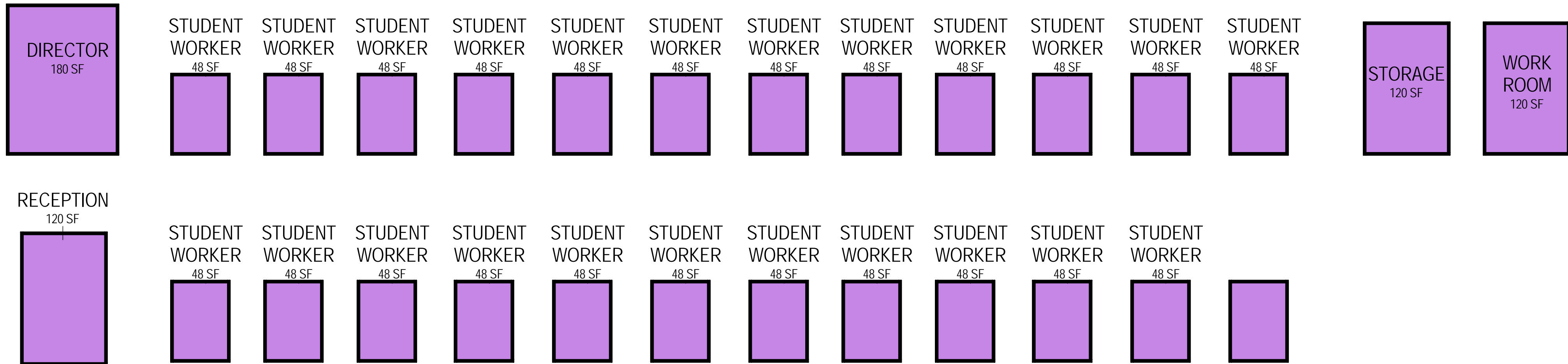
STUDENT ENGAGEMENT CLUSTER (cont.)

STUDENT MEDIA

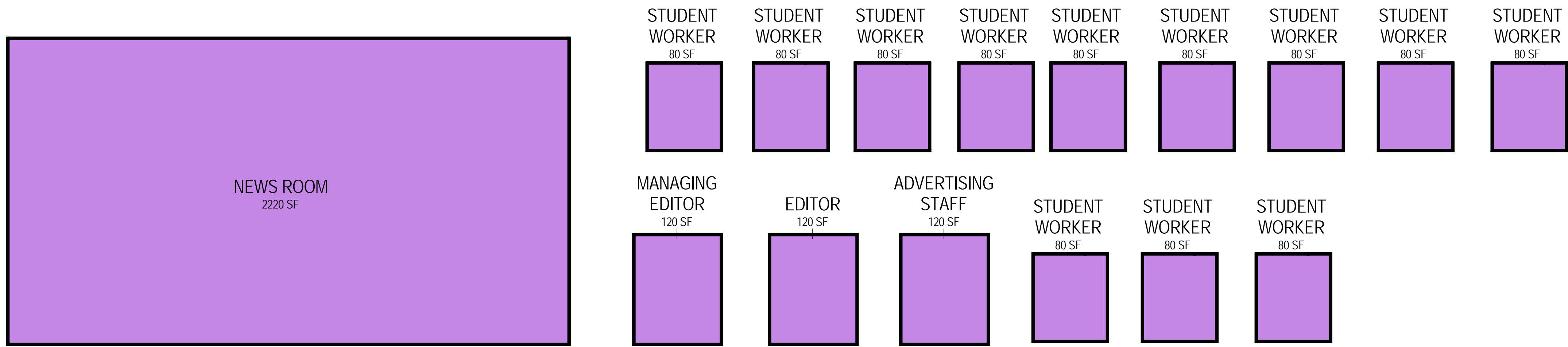
STUDENT MEDIA GROUPS



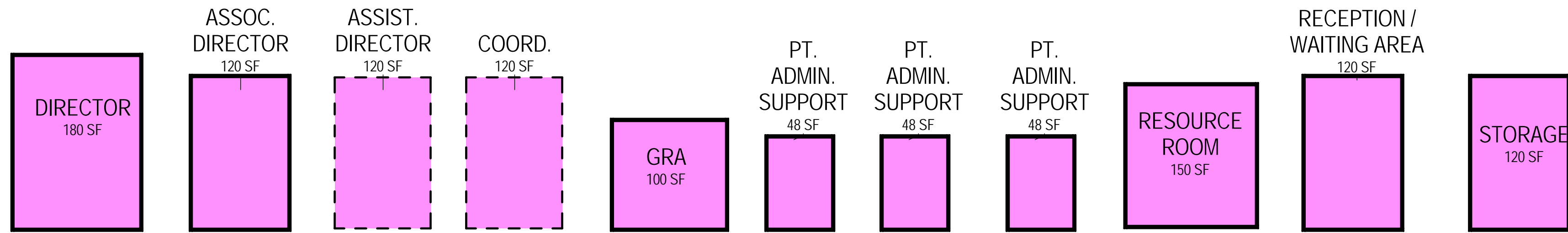
LITERARY JOURNALS



BROADSIDE NEWS ROOM

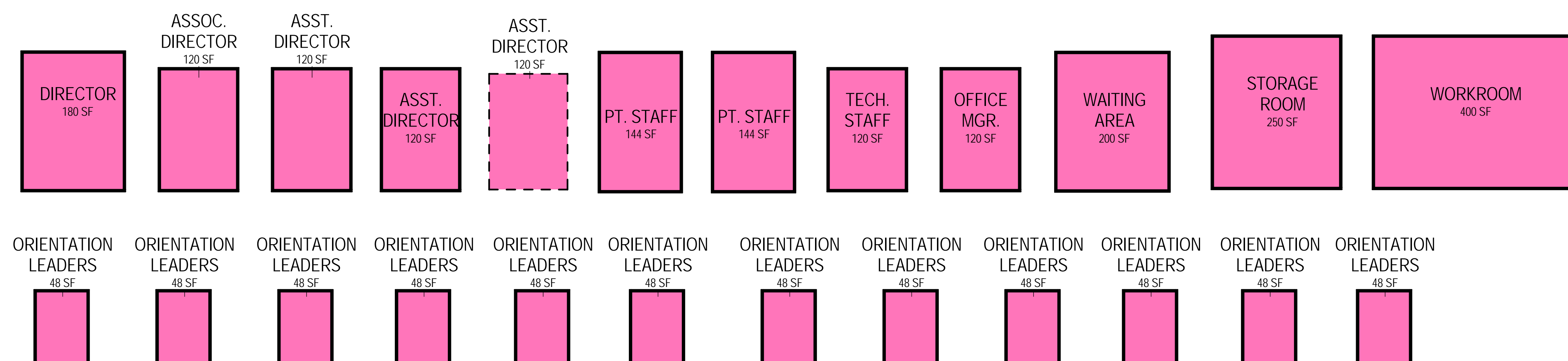


LEADERSHIP EDUCATION AND DEVELOPMENT (LEAD)





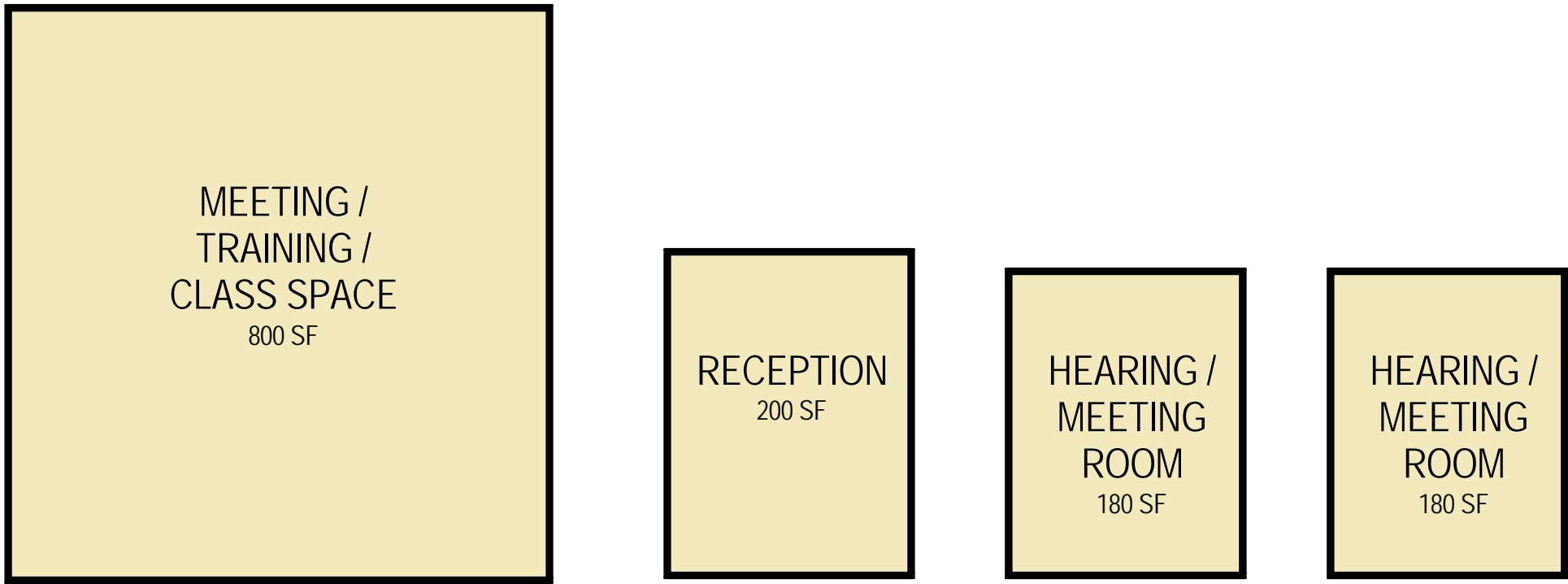
## STUDENT ACTIVITIES





# HONOR COMMITTEE AND JUDICIAL AFFAIRS CLUSTER

## GENERAL CLUSTER SPACES



## ACADEMIC INTEGRITY / HONOR COMMITTEE

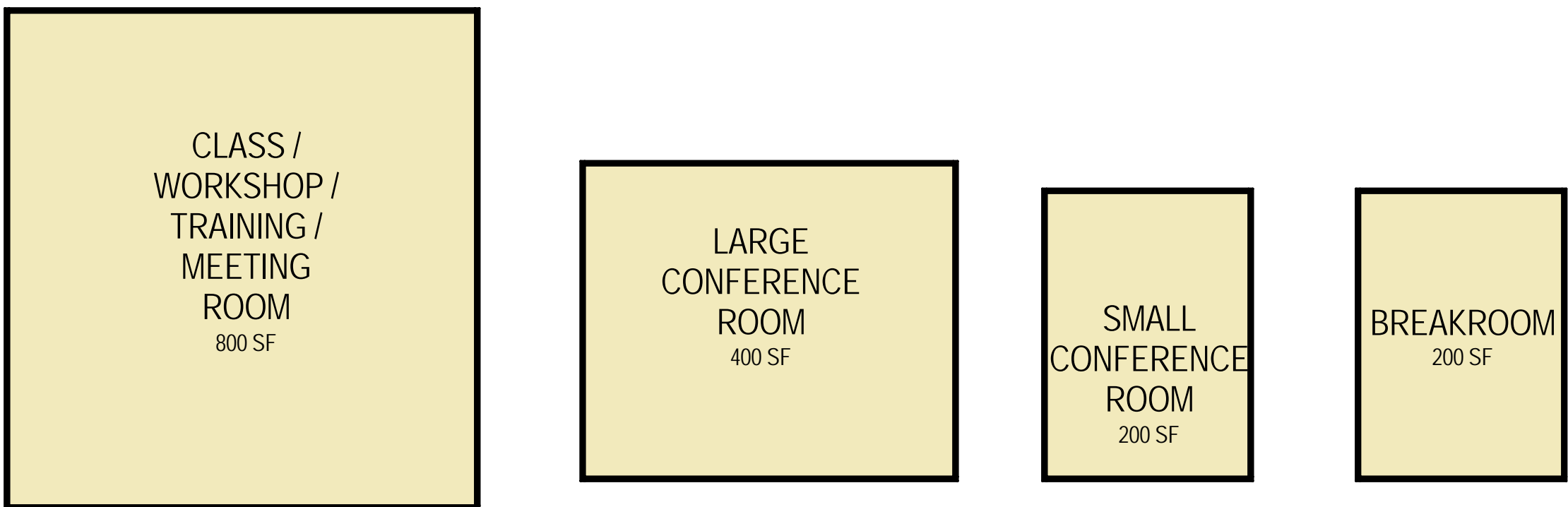


## JUDICIAL AFFAIRS

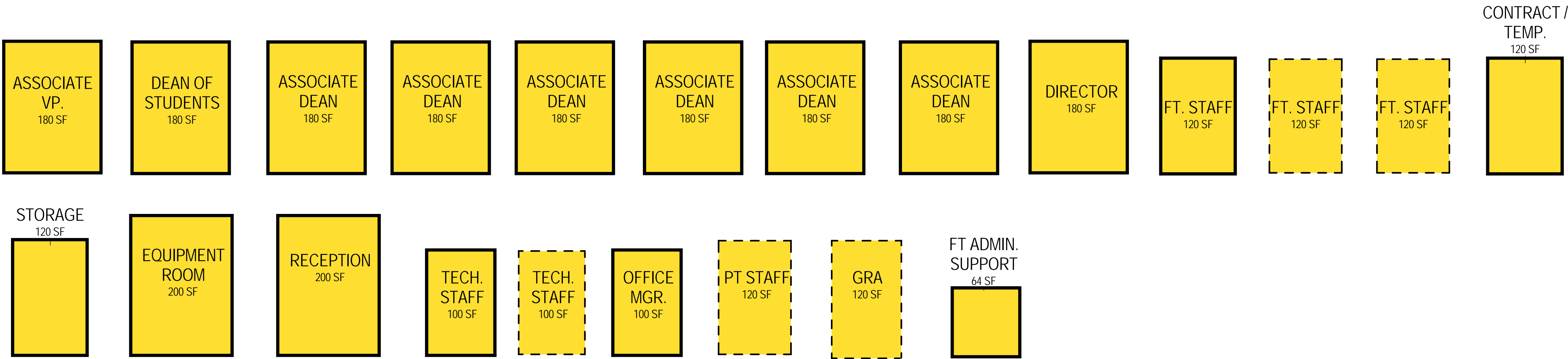


## UL CENTRAL CLUSTER

## GENERAL UL SPACES

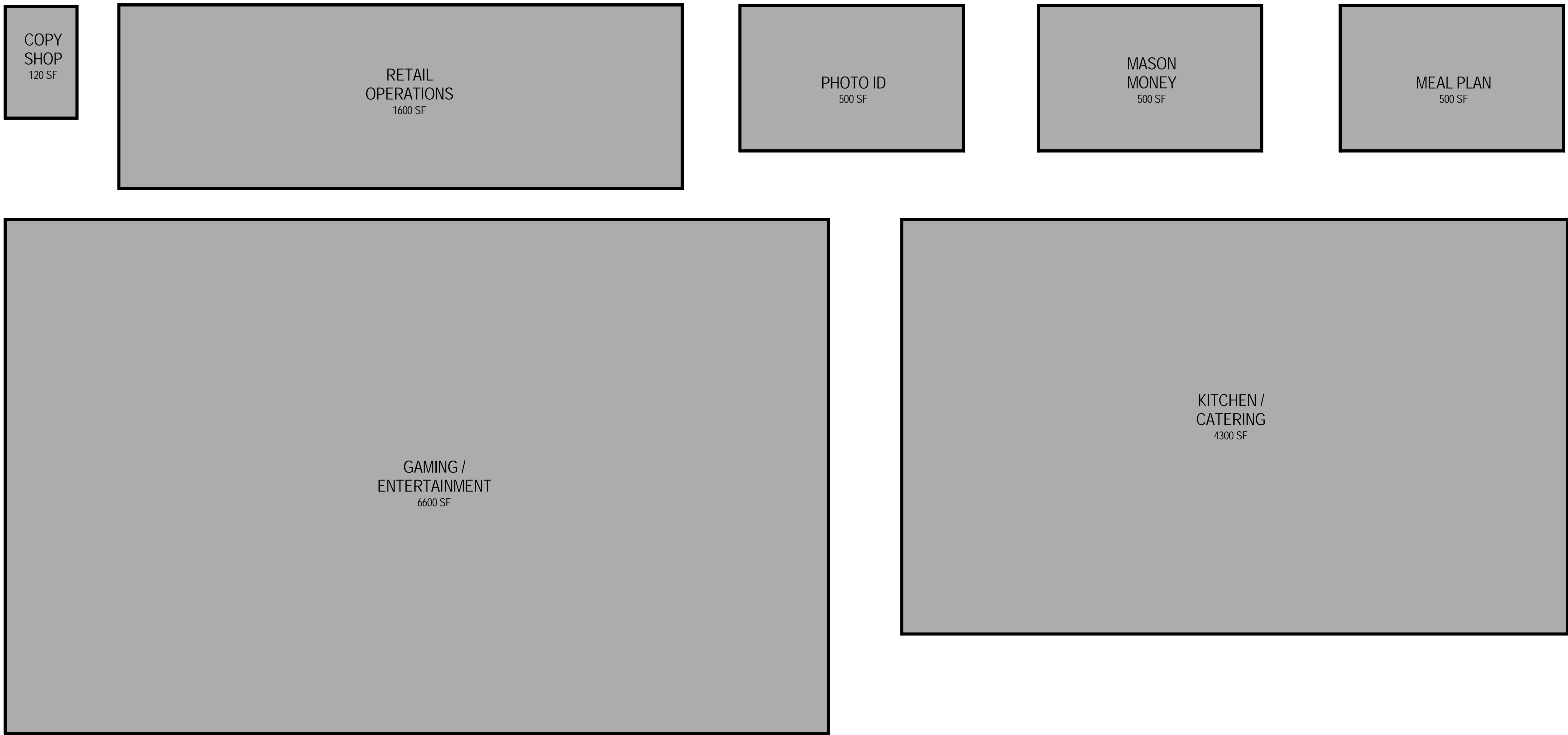


## UL CENTRAL

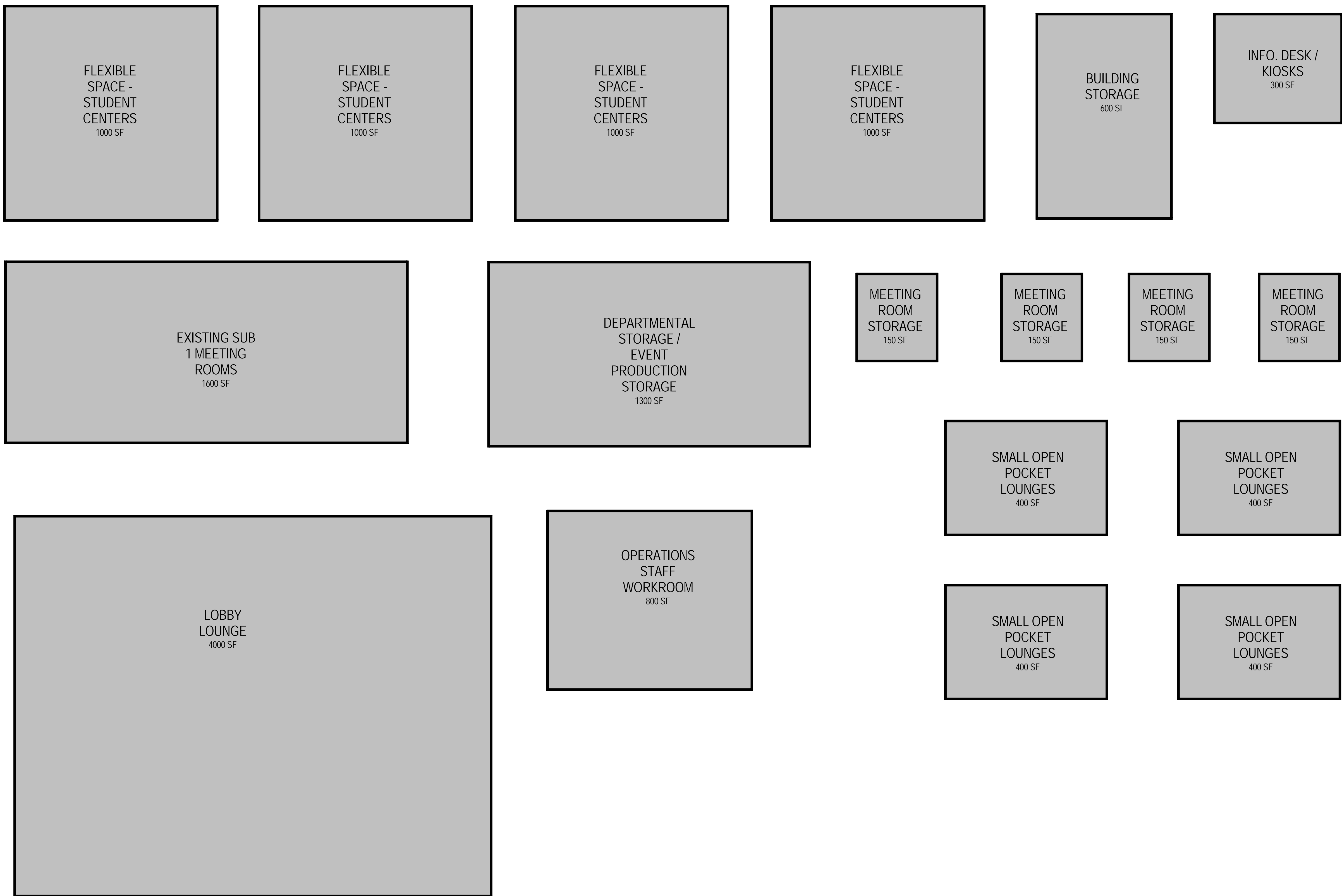




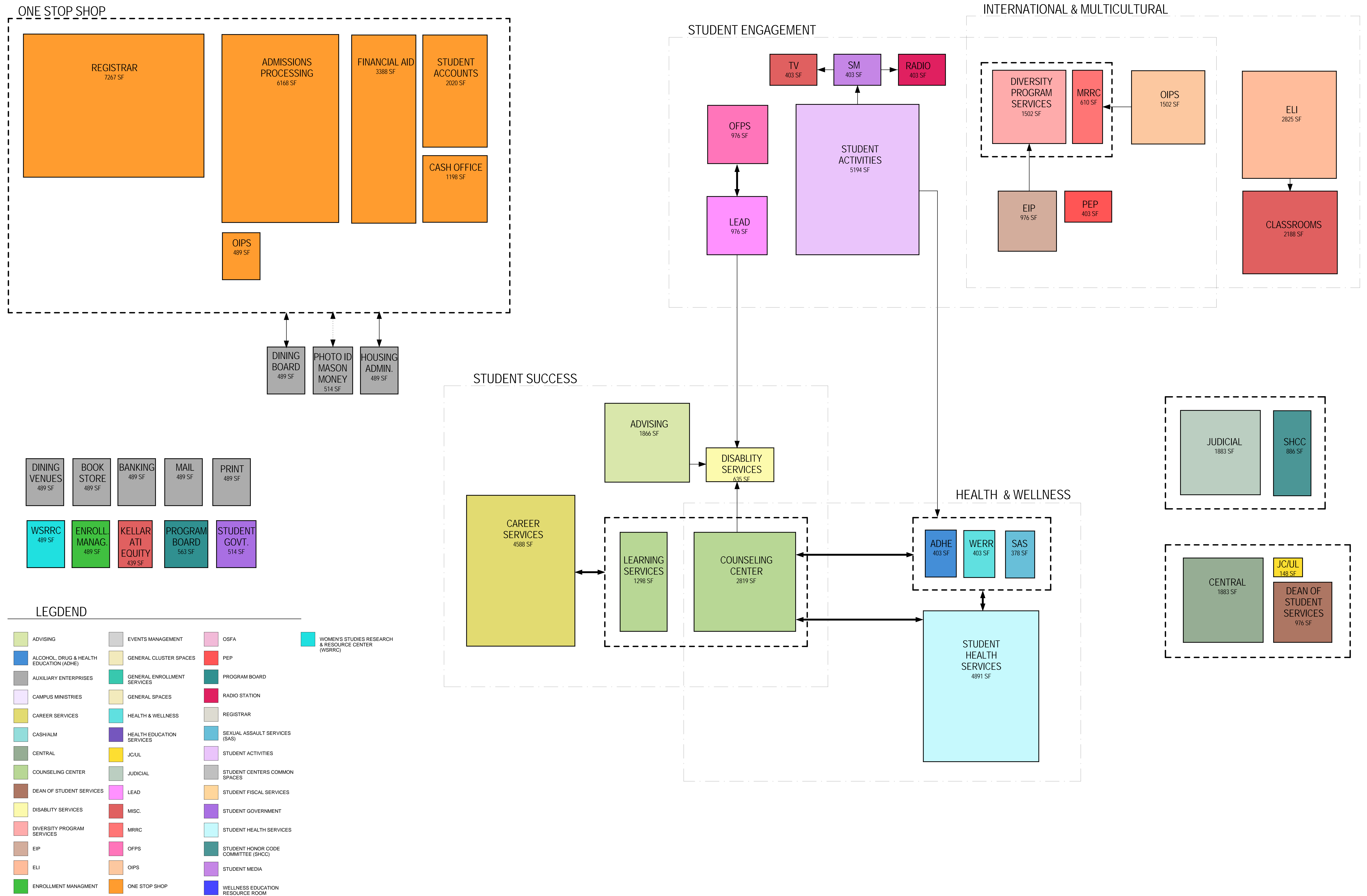
AUXILIARY SERVICES



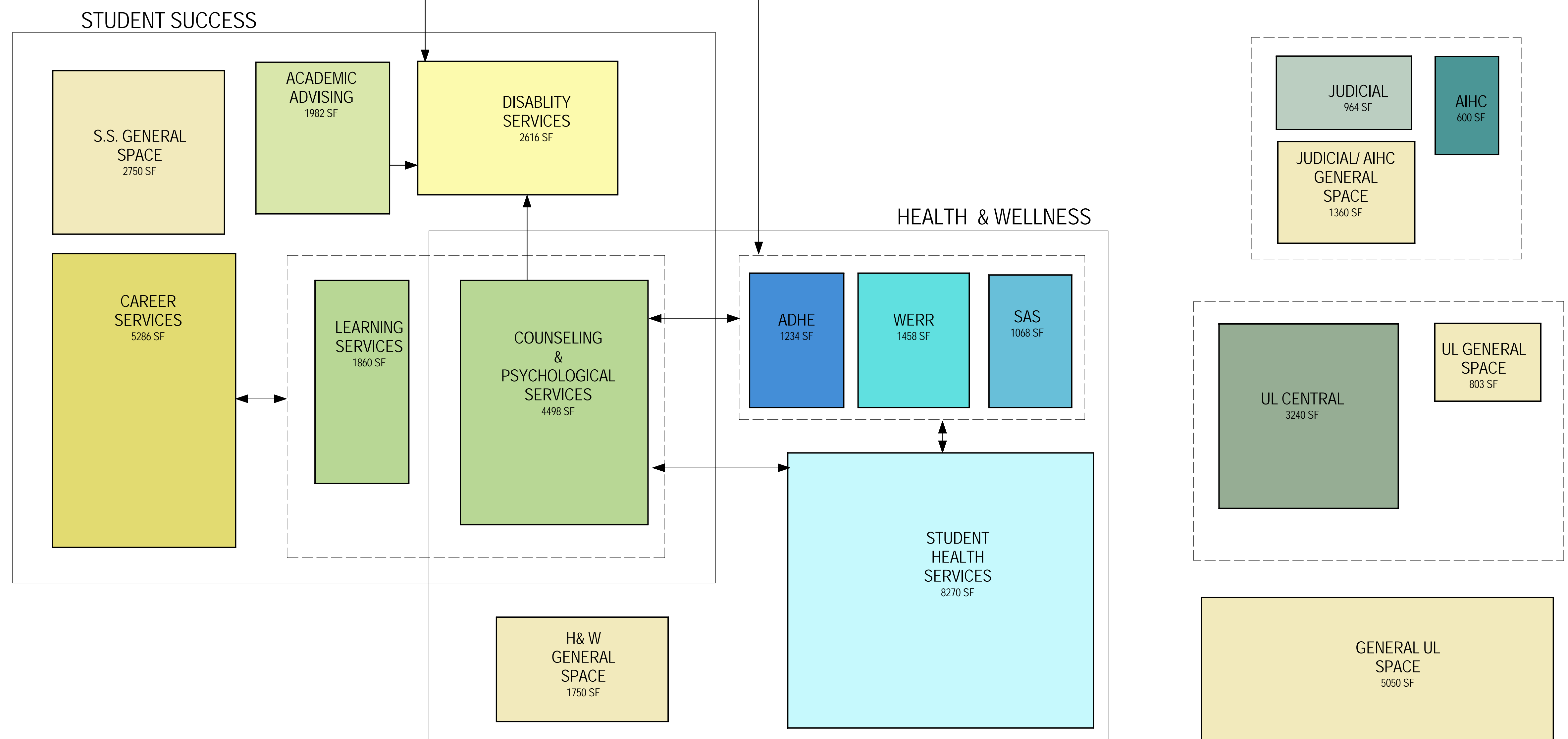
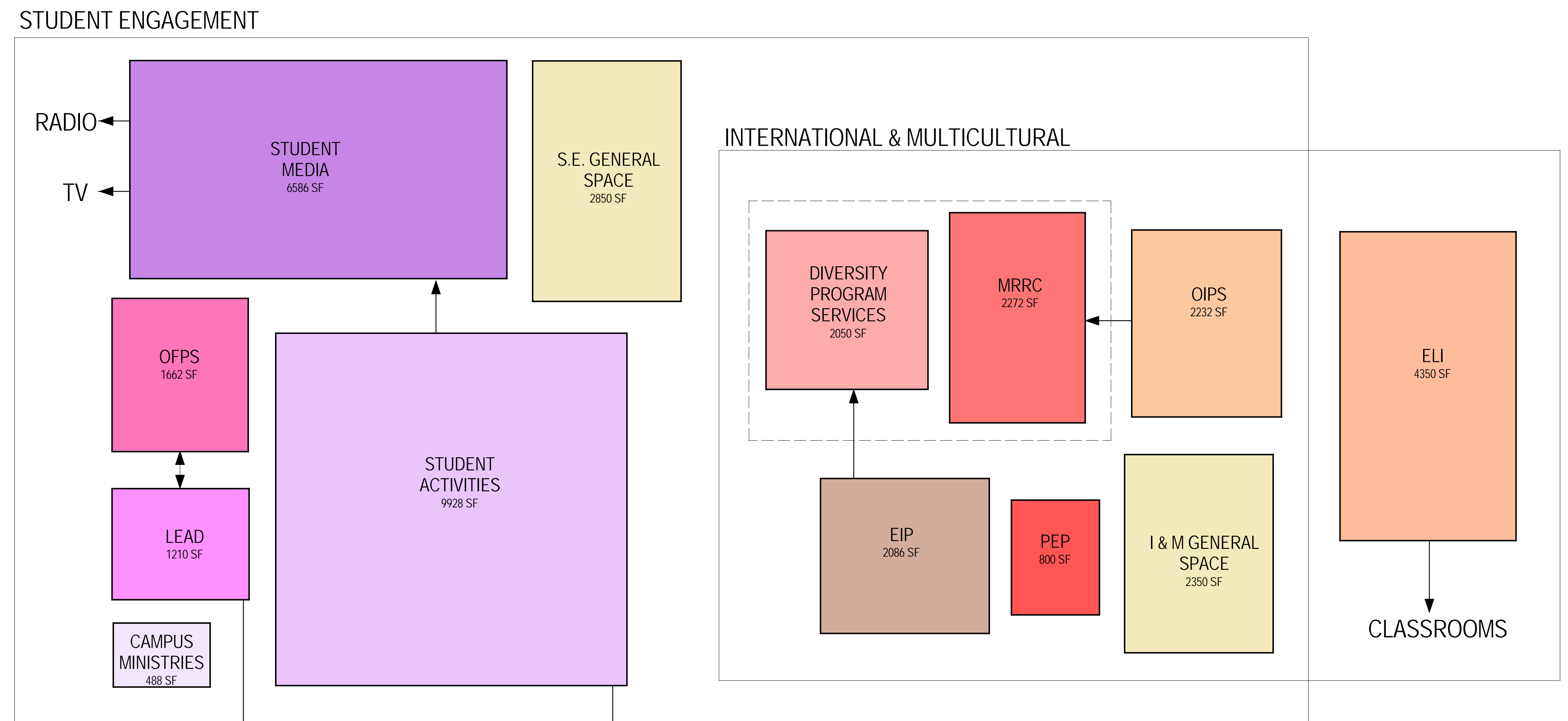
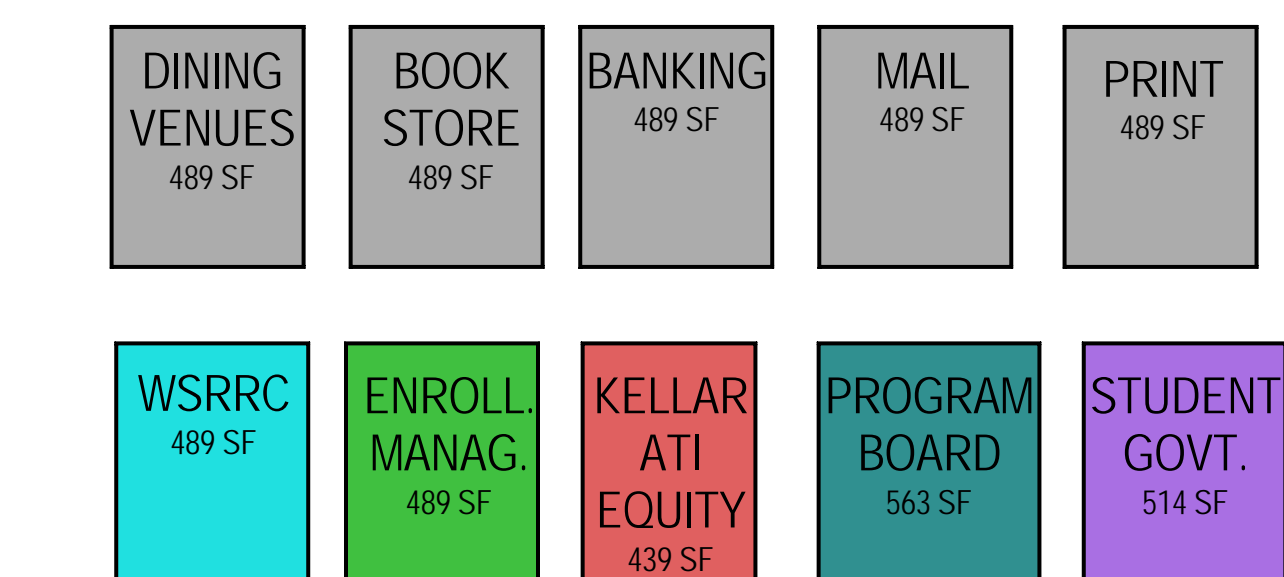
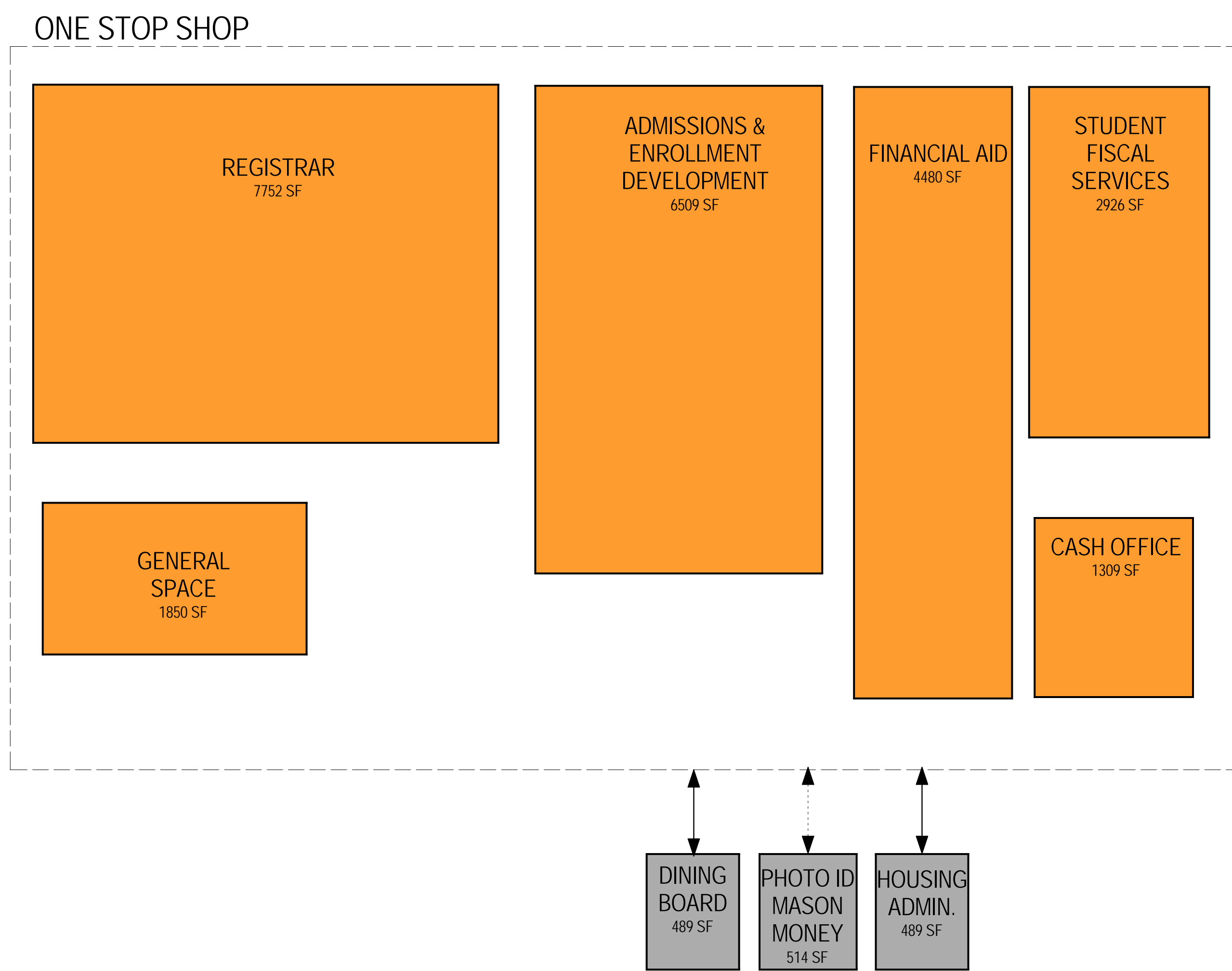
STUDENT CENTERS COMMON SPACES













PROGRAM SPREADSHEET - SCENARIO 'D'

Macro Program - Scenario 'D'								
George Mason University - Fairfax Campus								
Virginia Project Code: CS-03-07								
Burt Hill Project No.: 07604.00								
* ASF shown for SUB 1 includes 65,000 sf (10,725 ASF/FLR) addition								
BUILDING	SUB 1		SUB 2			North	Johnson	Future
		Game Room	Ciao Hall	Remainder	Lower Level	Chesapeake	Center	Other
Total Building ASF	83,956	3,200	19,735	9,942	8,000	10,480	3,000	TBD
One Stop Shop	24,453	0	0	0	0	0	0	0
General Enrollment Services	1,850							
Student Fiscal Services	2,926							
Office of Admissions and Enrollment Development	6,136							
Registrar's Office	7,752							
Office of Student and Financial Aid (OSFA)	4,480							
Cash / ALM Office	1,309							
UL Central	4,040	0	0	0	0	0	0	0
General UL Central Spaces	800							
UL Central	3,240							
Student Success Cluster	18,992	0	0	0	0	0	0	0
General Cluster Spaces	2,750							
Career Services	5,286							
Academic Advising Center	1,982							
Office of Disability Services	2,616							
Counseling and Psychological Services (CAPS)	6,358							
Health and Wellness Cluster	13,830	0	0	0	0	0	0	0
General Cluster Spaces	1,800							
Alcohol Drug and Health Education	1,234							
Sexual Assault Services	1,068							
Wellness Education Resource Room	1,458							
Student Health Services (SHS)	8,270							
International and Multicultural Cluster	11,790	0	0	0	0	0	0	4,350
General Cluster Spaces	2,350							
Diversity Programs and Services	2,050							
Multicultural Research and Resource Center (MRRC)	2,272							
Office of International Programs and Services (OIPS)	2,232							
Peer Empowerment Program (PEP) Office	800							
English Language Institute (E.L.I.)								4,350
Early Identification Program (EIP)	2,086							
Student Engagement Cluster	0	0	10,784	3,788	6,586	0	2,482	0
General Cluster Spaces			2,850					
Campus Ministries			488					
Student Activities			7,446				2,482	
Orientation and Family Programs and Services (OFPS)				2,614				
Leadership Education and Development				1,174				
Student Media					6,586			
Honor Committee & Judicial Affairs Cluster	2,924	0	0	0	0	0	0	0
General Cluster Spaces	1,360							
Judicial Affairs	964							
Academic Integrity / Honor Committee	600							
UL General Spaces - Combined into Student Center Common Spaces	0	0	0	0	0	0	0	0
Event Production Storage - oversized materials	0							
Informal Study Areas/Pockets	0							
Information Desk/Kiosks/Locations for Posting	0							
Lobby / Lounge	0							
Auxiliary Services	1,620	0	6,600	5,800	0	0	0	0
Copy Shop	120							
Retail Operations				1,500				
Gaming / Entertainment			6,600					
Kitchen / Catering				4,300				
Photo ID	500							
Mason Money	500							
Meal Plan	500							
Student Centers Common Spaces	6,000	3,200	2,000	300	1,000	2,300	0	0
Flexible Space - Student Centers			2,000		1,000	1,000		
Flexible Meeting Rooms - Events Management	0							
Existing SUB 1 Meeting Rooms		1,600						
Meeting Room Storage	300			300				
Operations Staff Workroom / Storage	800							
Building Storage	600							
Departmental Storage/Events Production Oversize Storage						1,300		
Patriot Lounge/Lobby	4,000							
Information Desk/Kiosks/Locations for Posting	300							
Small Open Pocket Lounges/Study		1,600						
Miscellaneous SUB II Spaces for Relocation	0		0	0	0	7,700	0	0
AVP Operations						800		
Parking and Transportation						800		
Events Management Offices						2,000		
COS Testing Space						1,500		
Economic Research Lab Space						2,600		
Meeting Rooms - Either added rooms or from 2nd floor						0		
Total Allocated Assignable SF	83,649	3,200	19,384	9,888	7,586	10,000	2,482	4,350
Total Available Assignable SF	83,956	3,200	19,735	9,942	8,000	10,480	3,000	TBD
Difference	307	0	351	54	414	480	518	

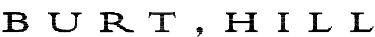


MACRO PROGRAMMING - SPREADSHEET

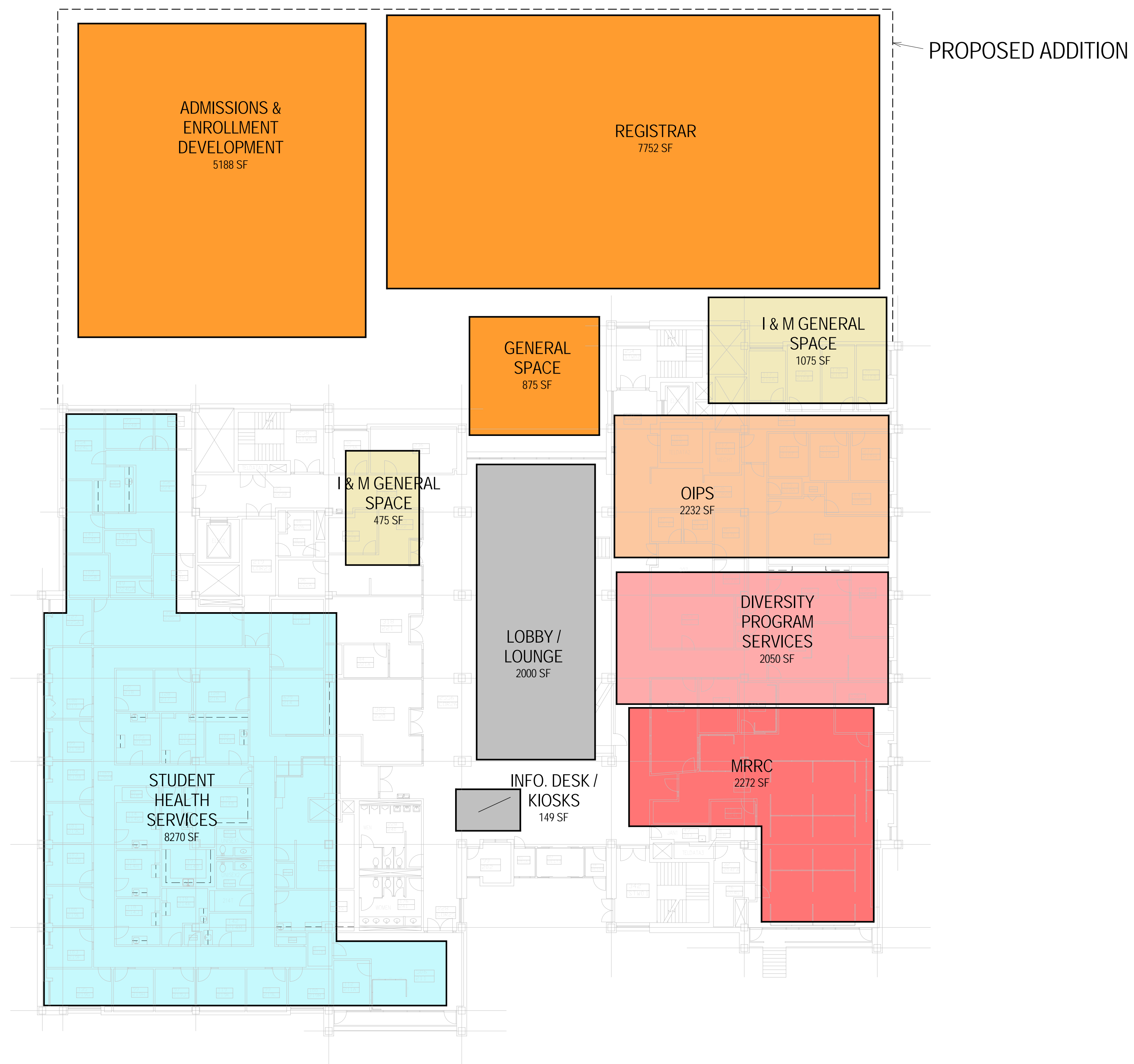
GEORGE MASON UNIVERSITY  
MACRO PROGRAMMING -  
VA PC# CS-03-07  
02/07/08

BURT, HILL

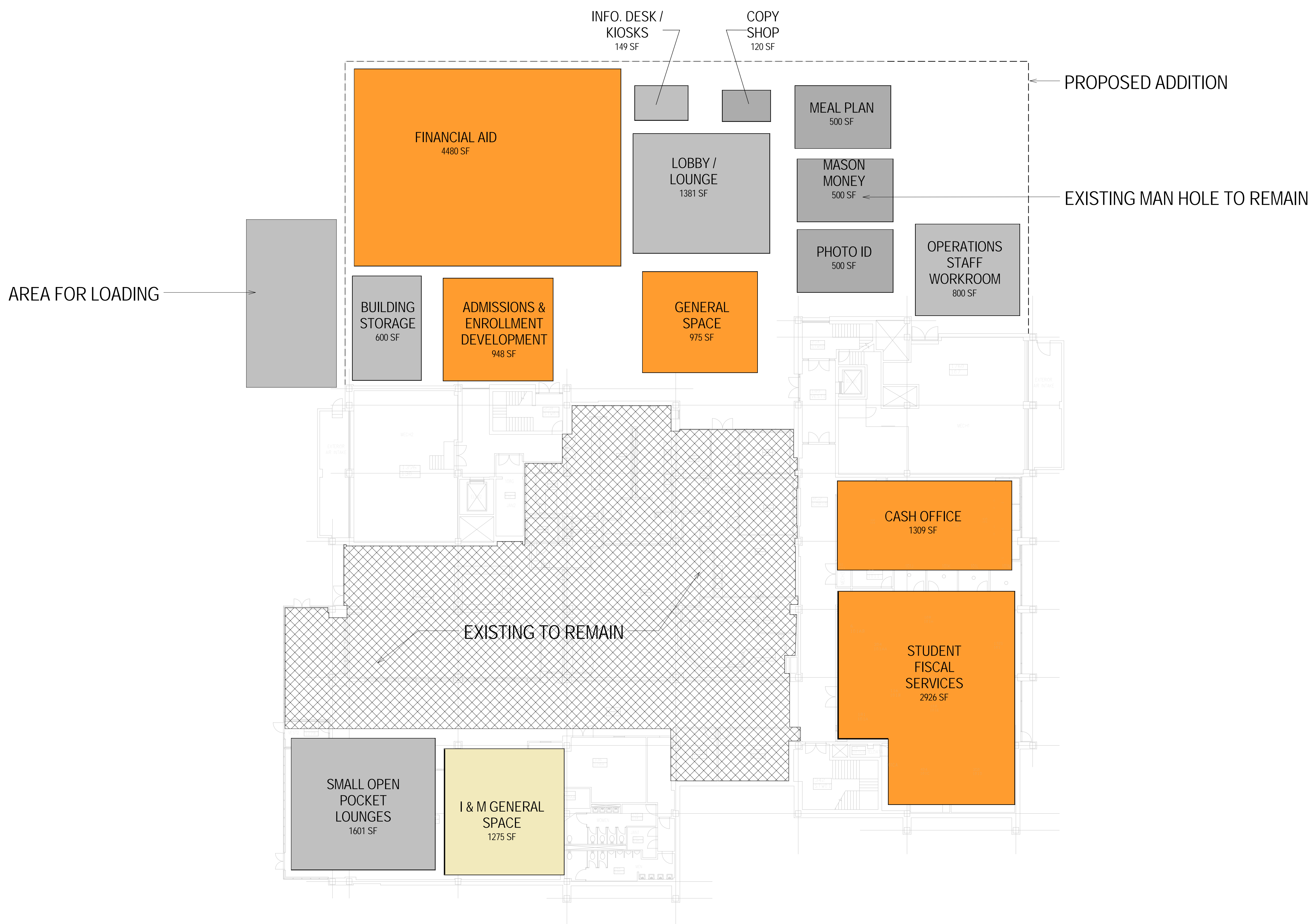






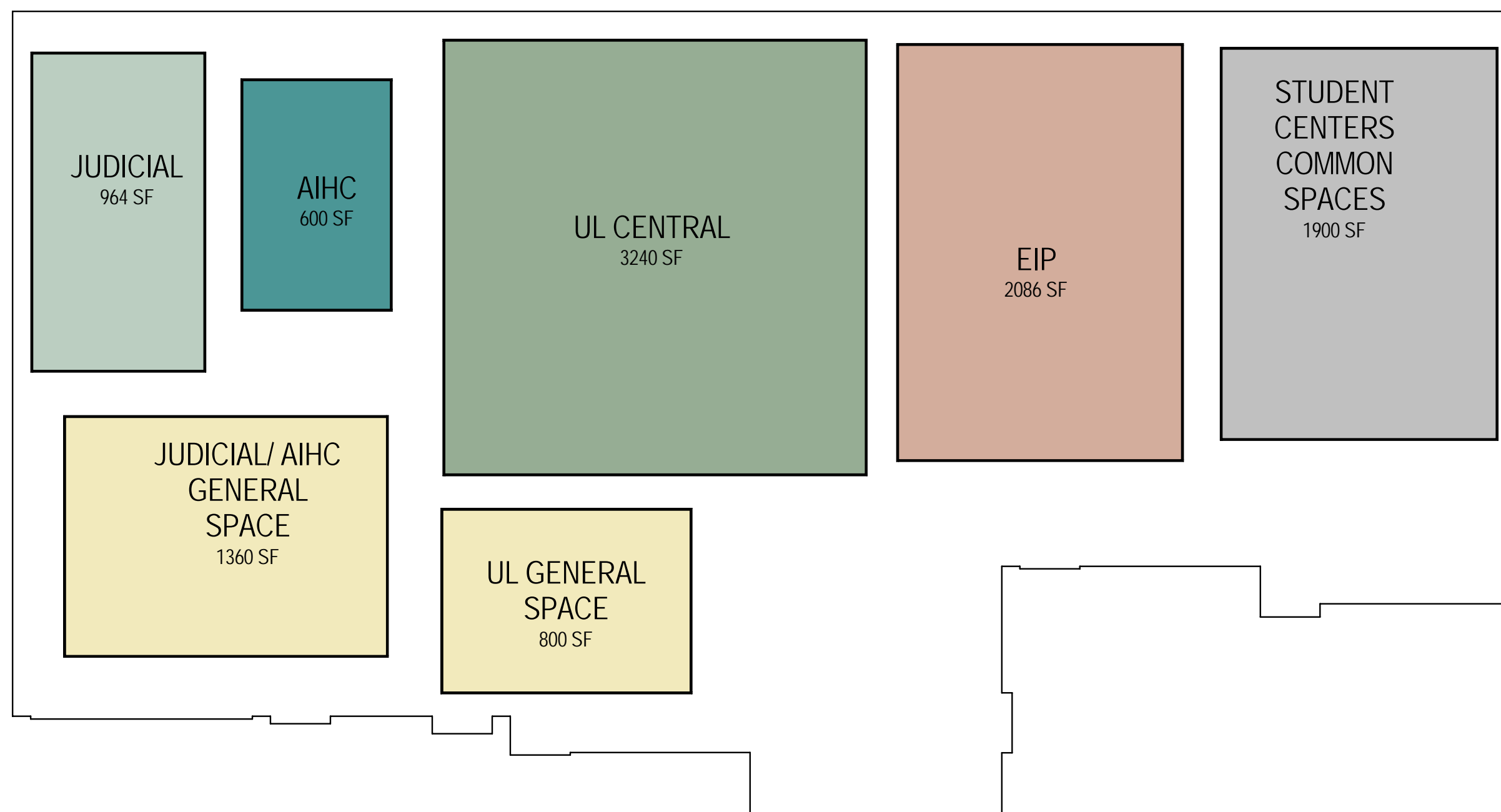


2 Scenario 'D' - Sub 1 - First Floor  
1/16" = 1'-0"

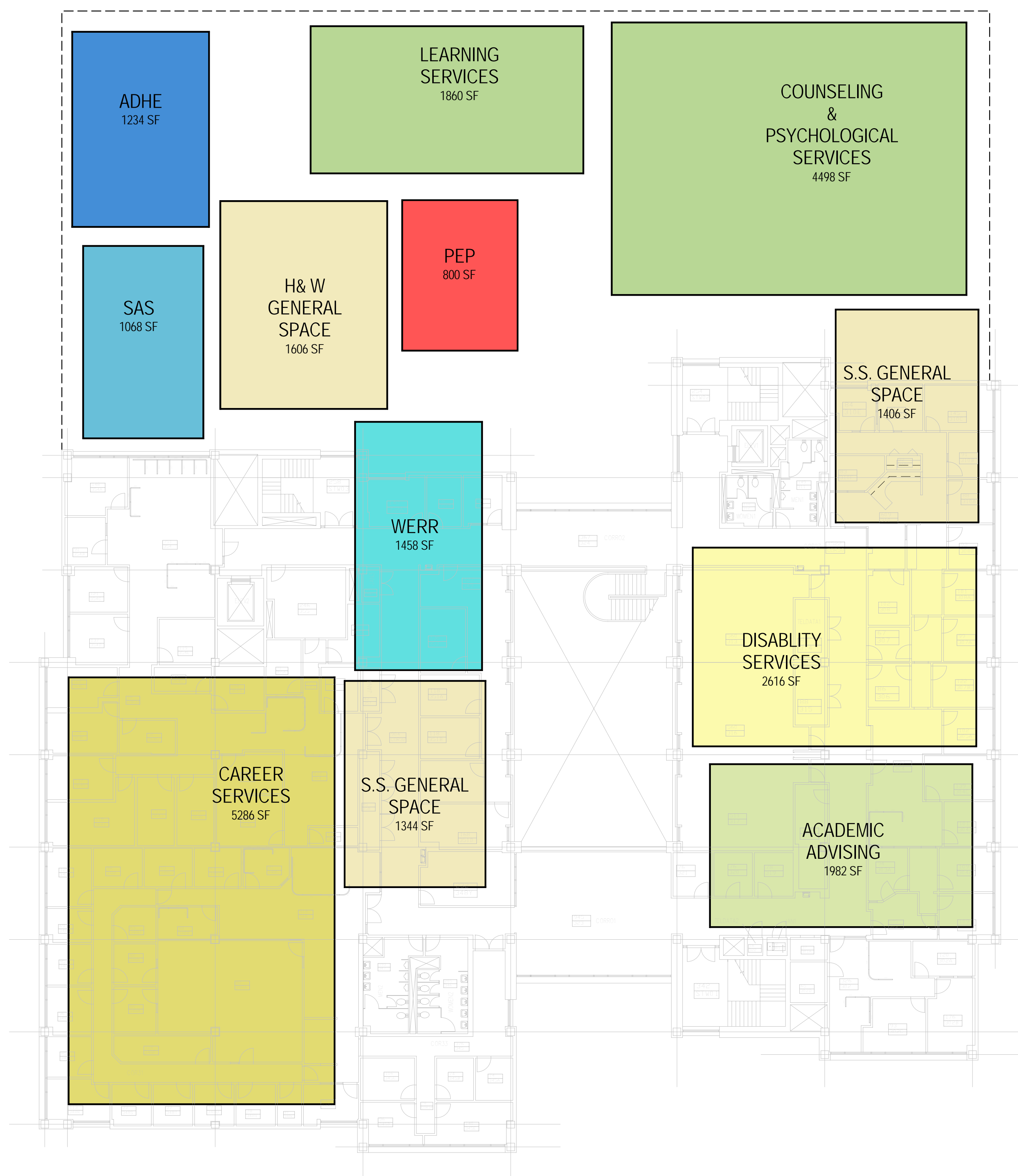


1 Scenario 'D' - SUB 1 Ground Floor  
1/16" = 1'-0"



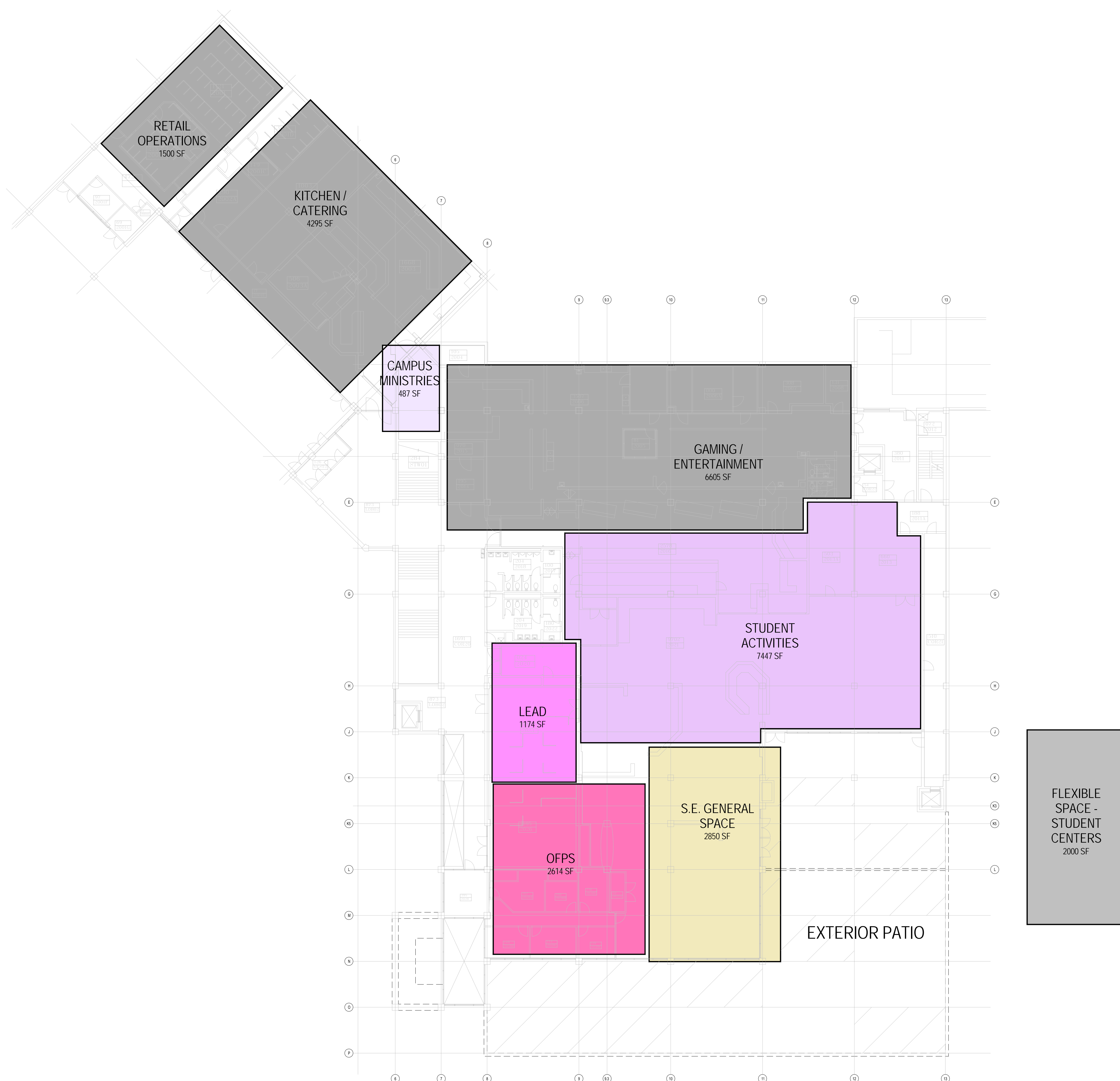


2 Scenario 'D' - SUB 1 Third Floor  
1/16" = 1'-0"



1 Scenario 'D' - SUB 1 Second Floor  
1/16" = 1'-0"

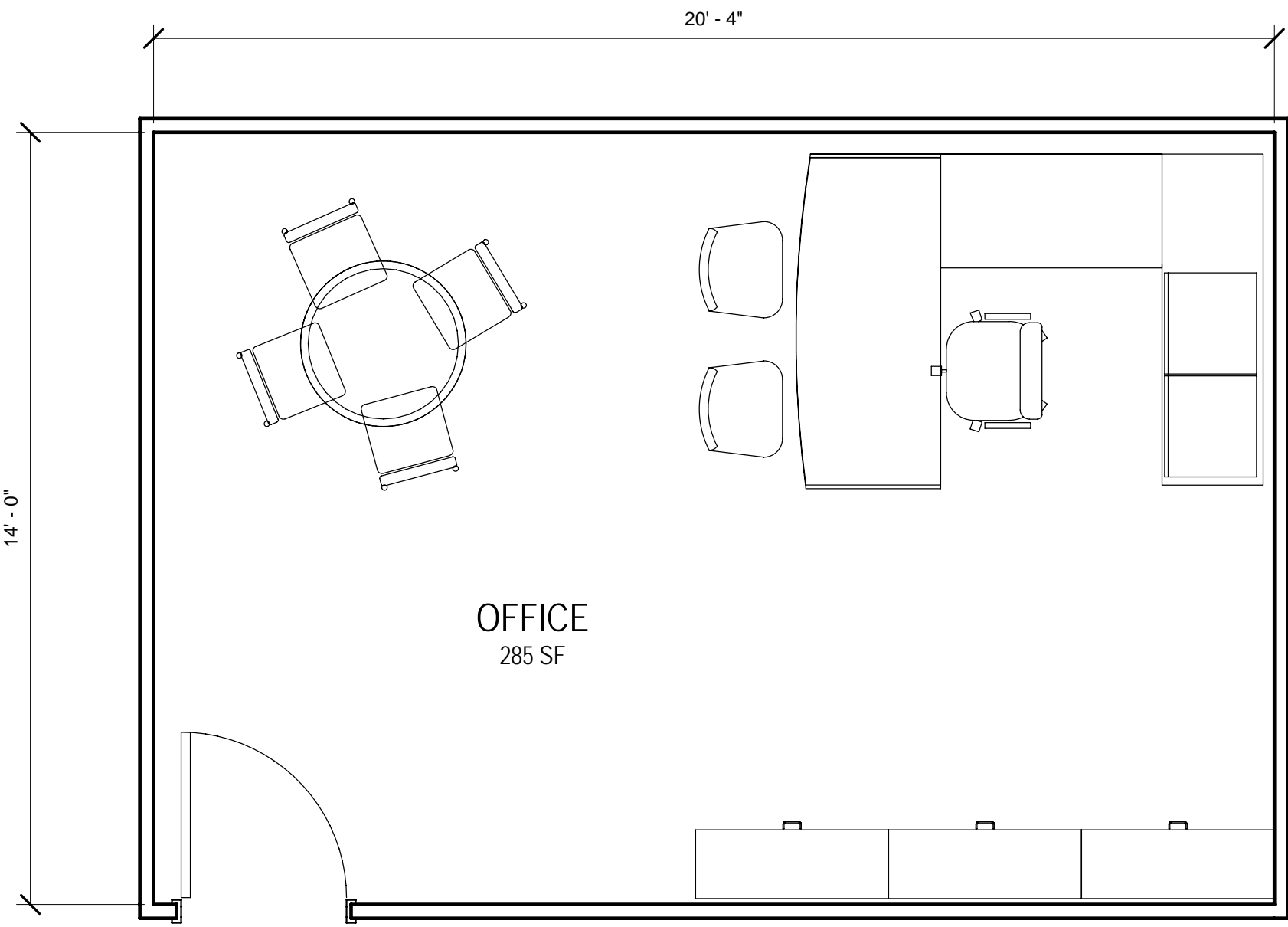




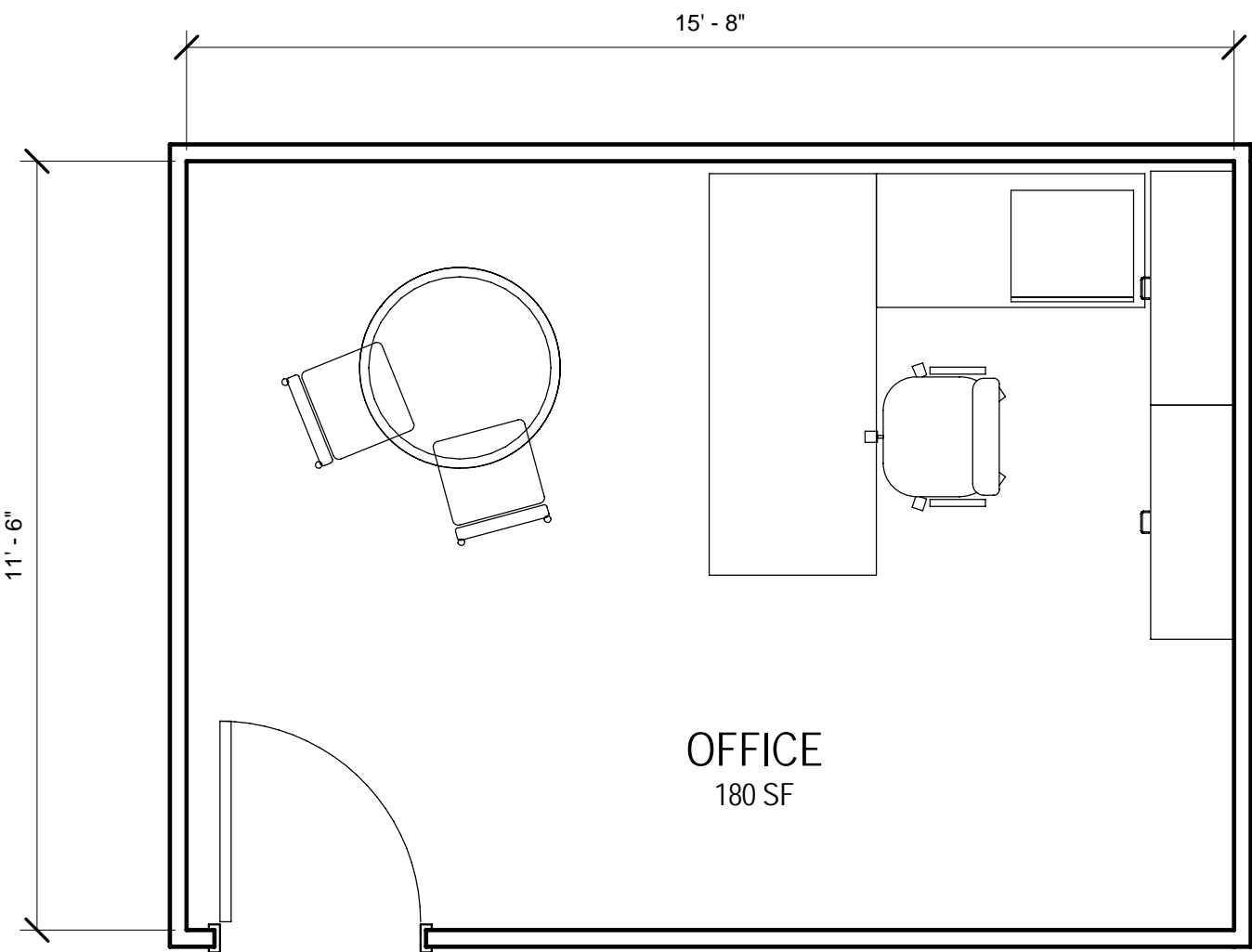
1 Scenario 'D' - SUB 2 First Floor  
1/16" = 1'-0"



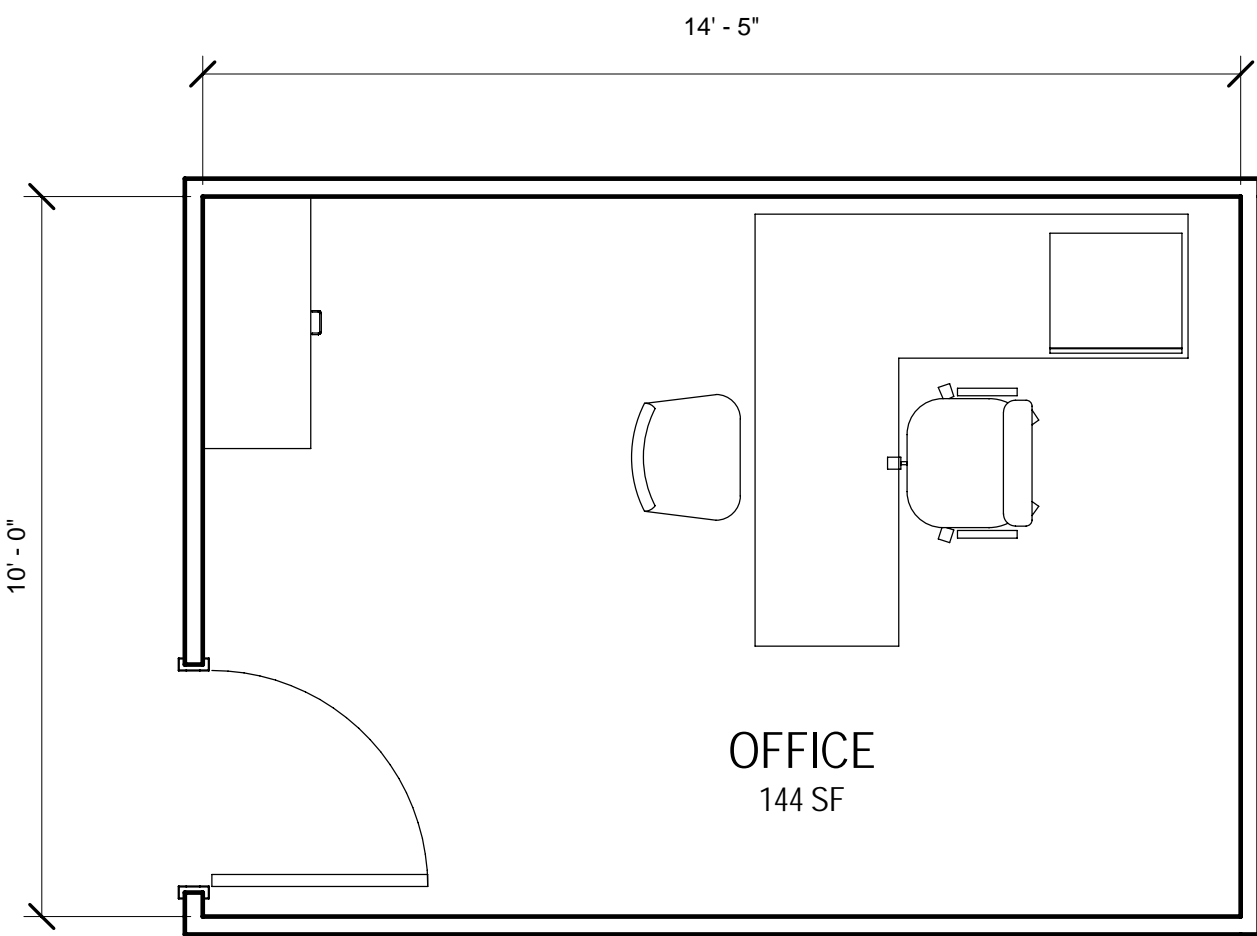
OFFICE STANDARDS



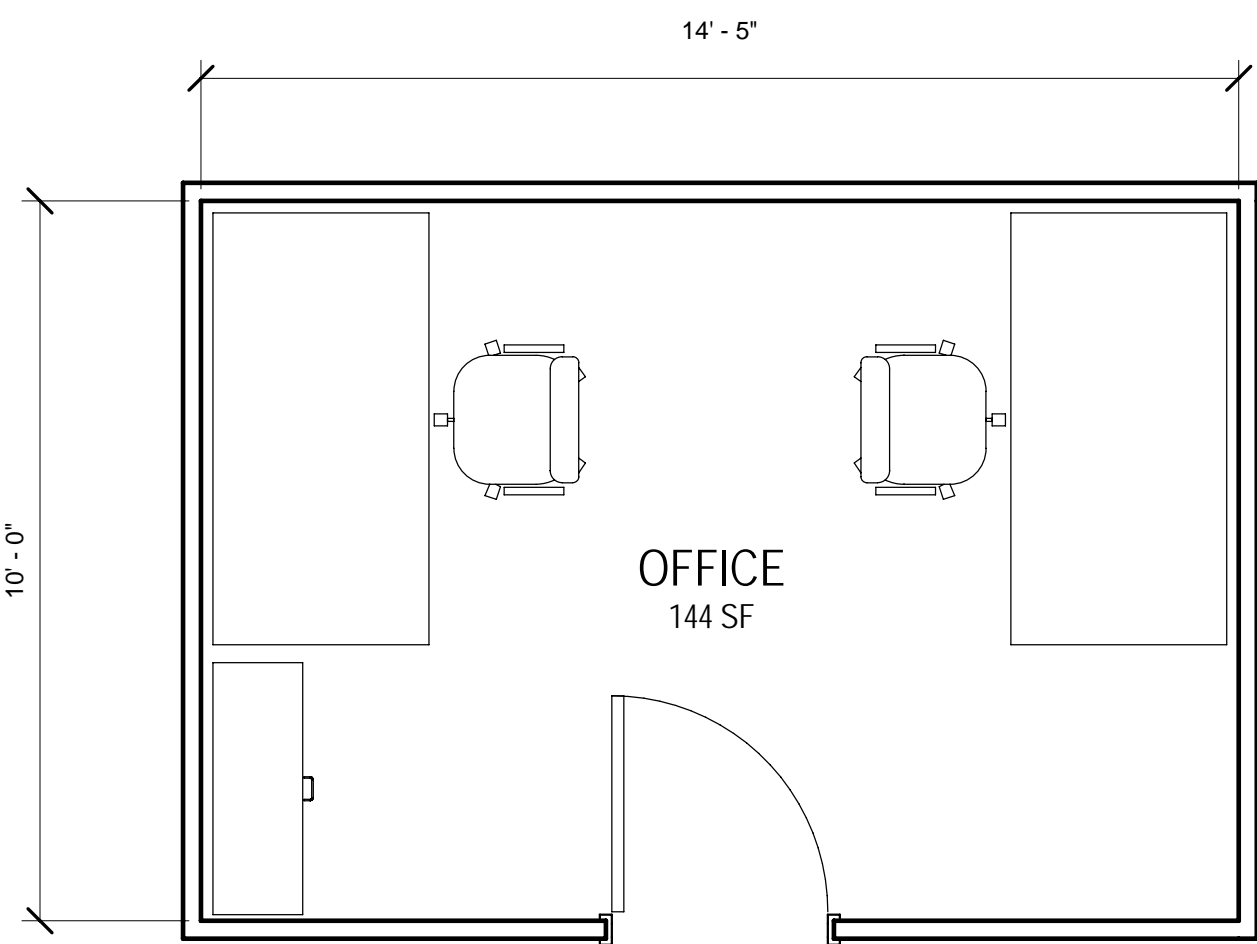
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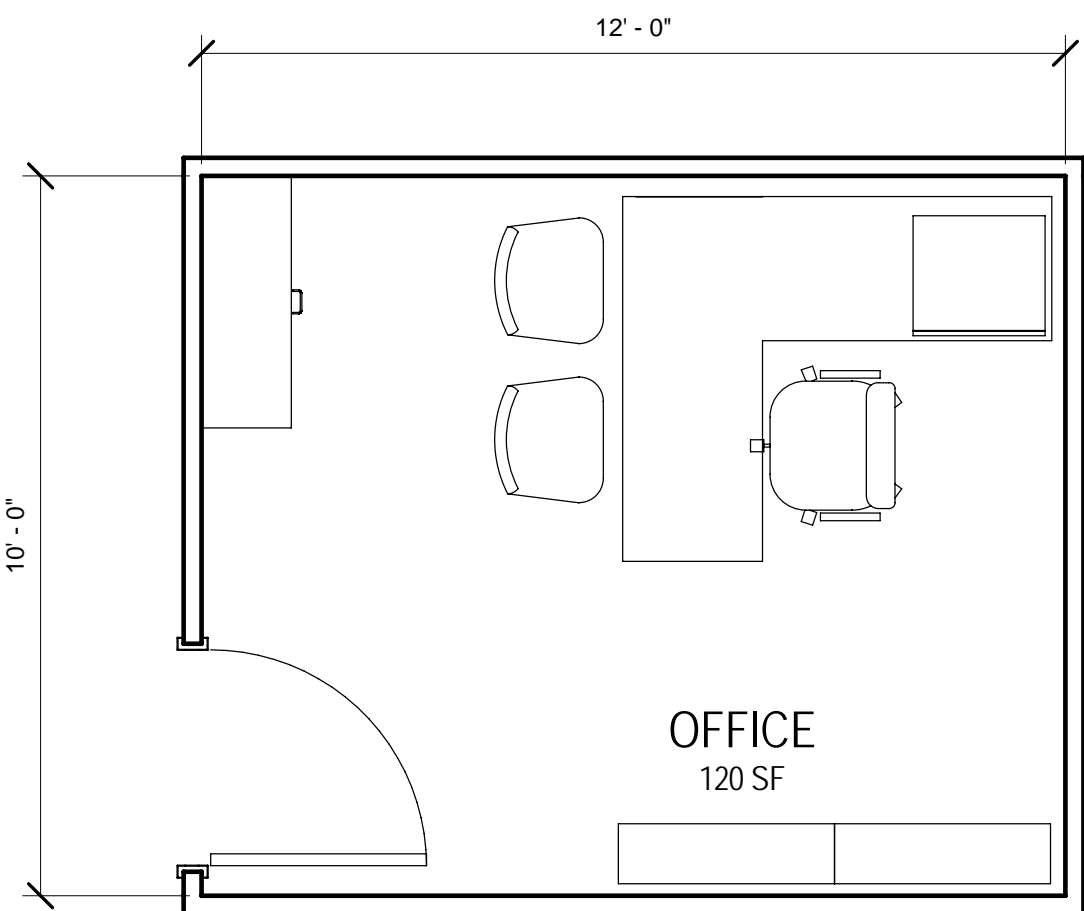
B



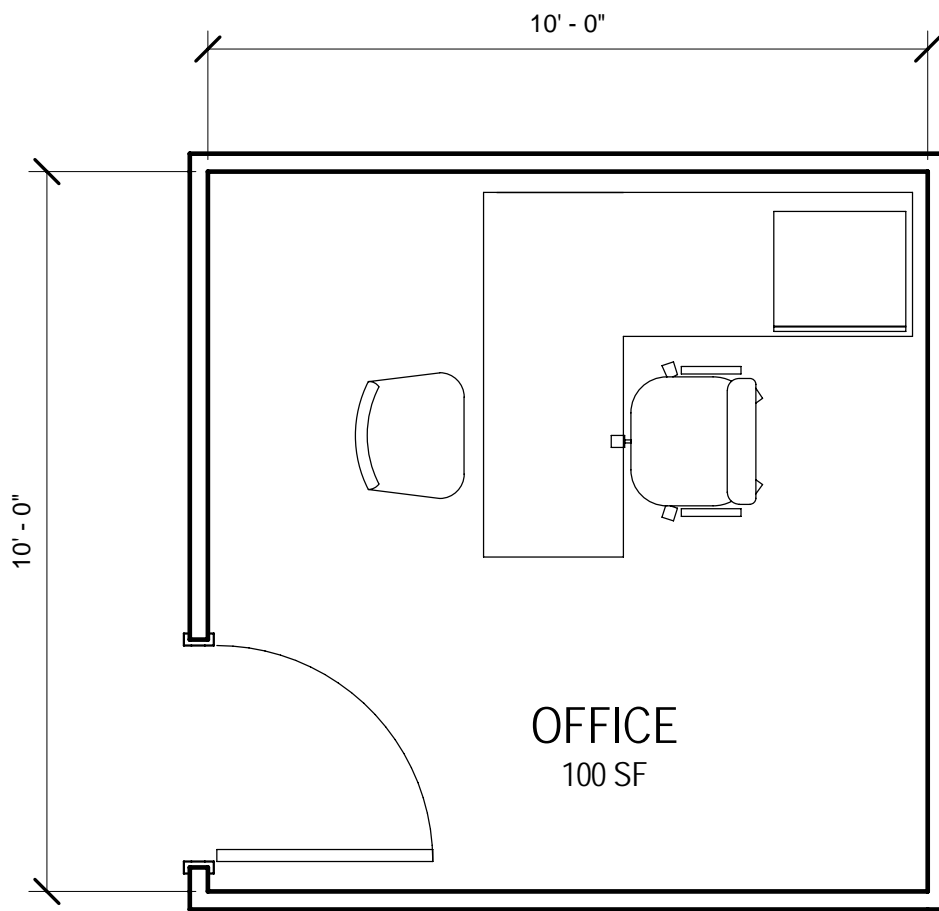
C-1



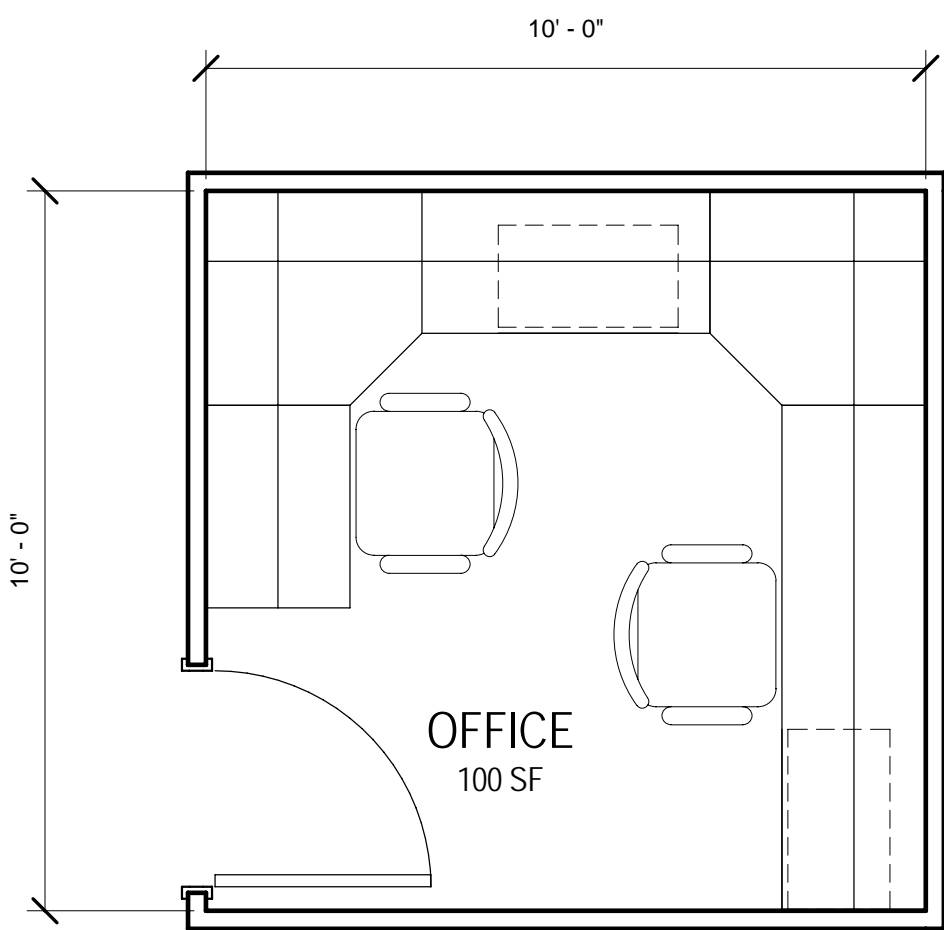
C-2



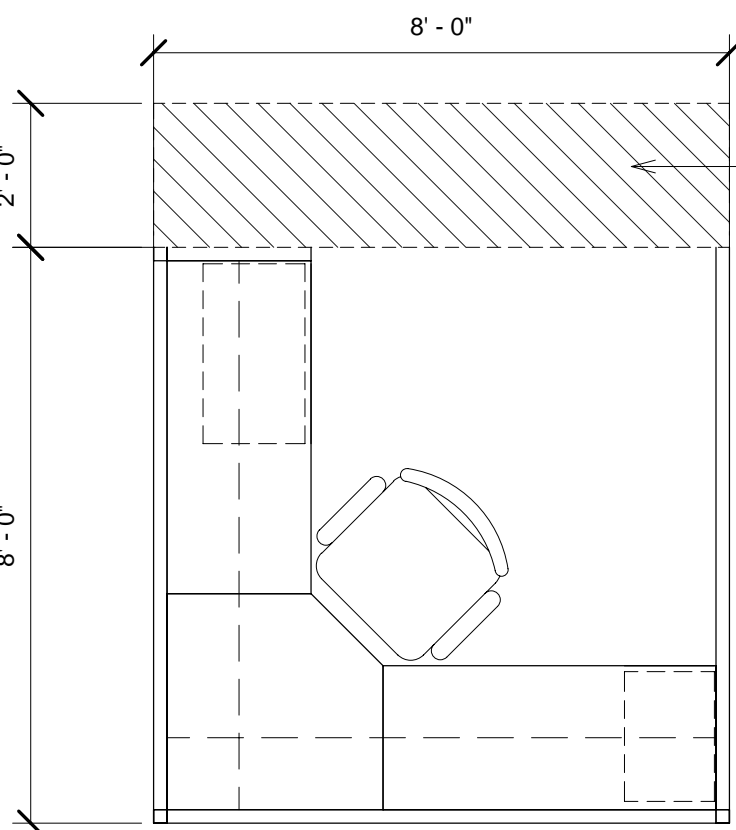
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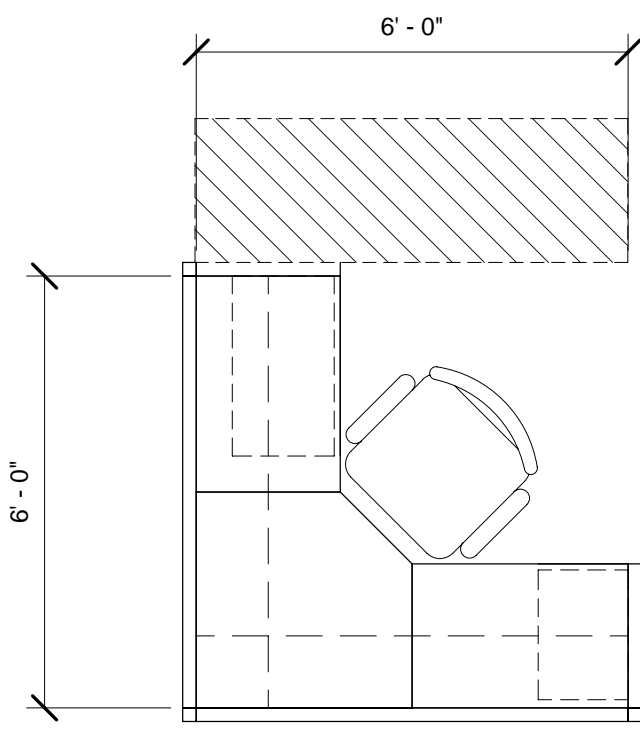
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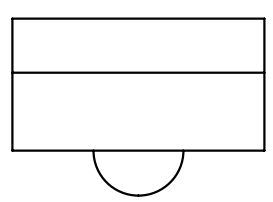
E-2



F

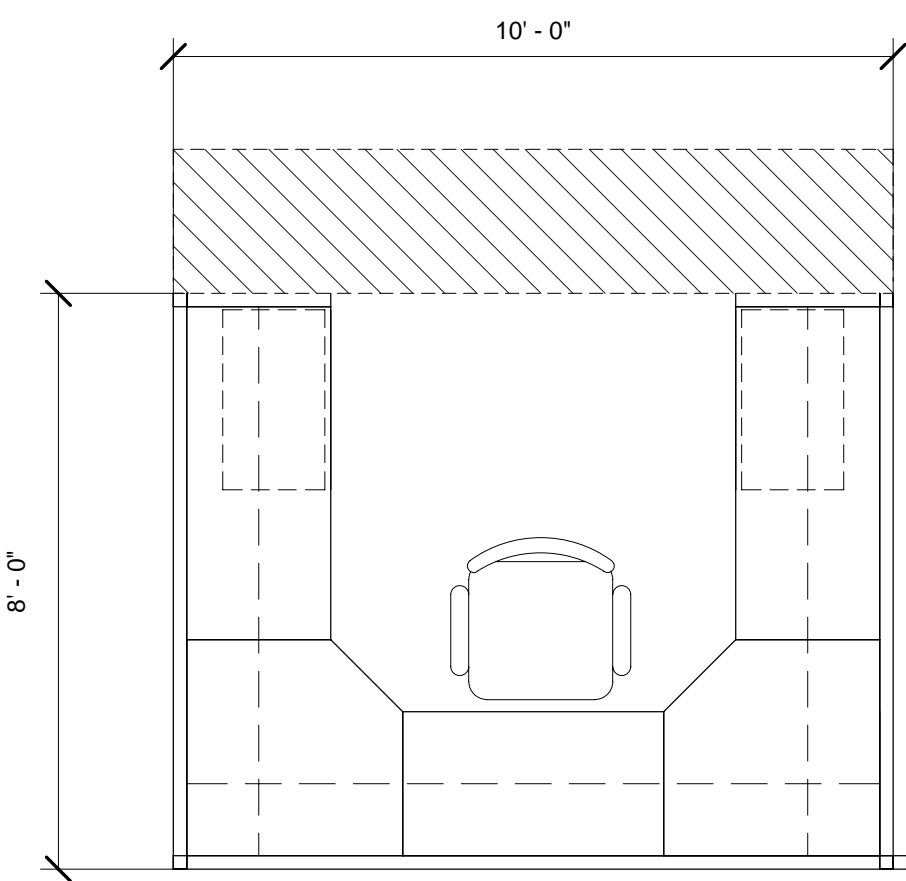


G



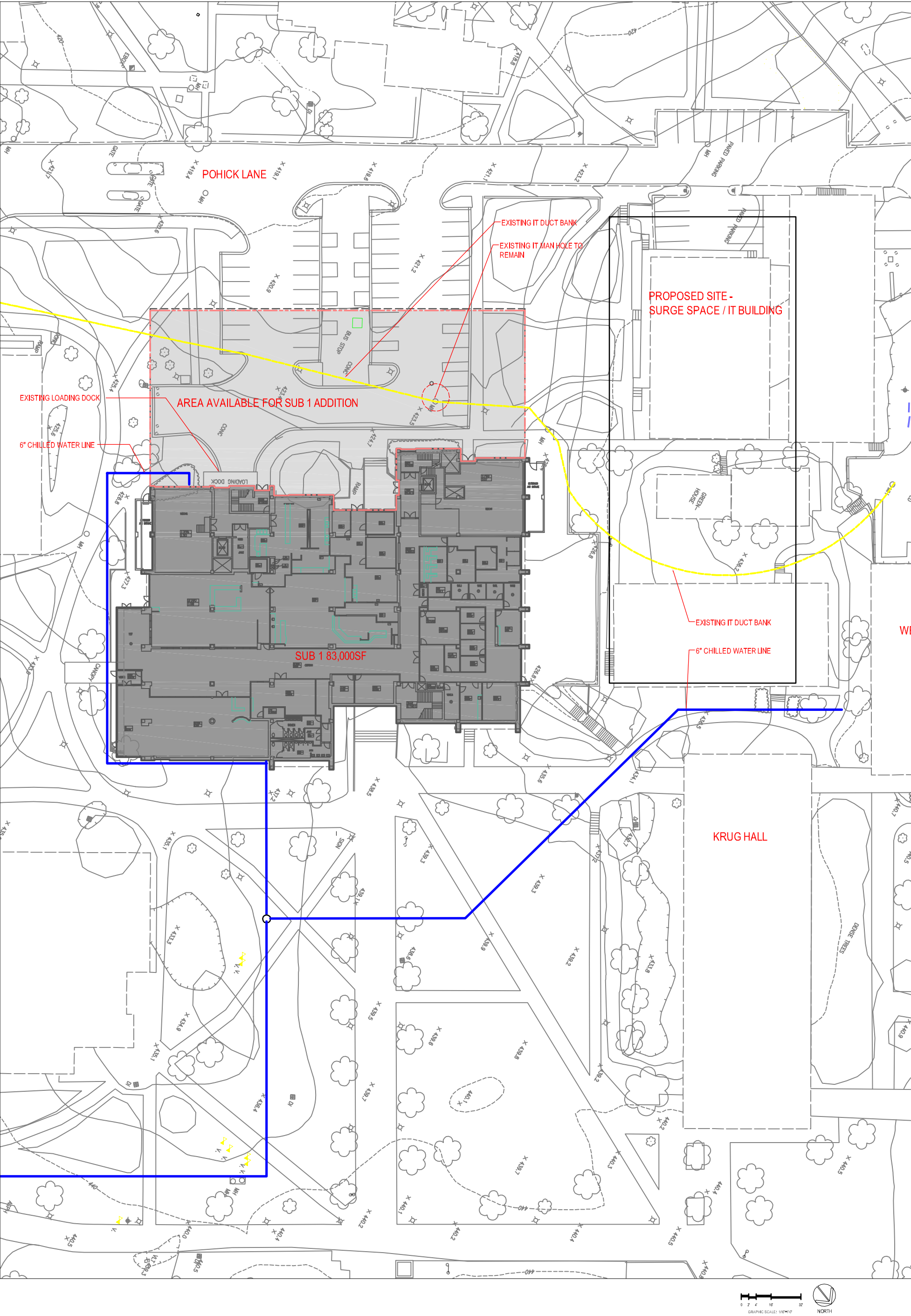
Desk

H



I



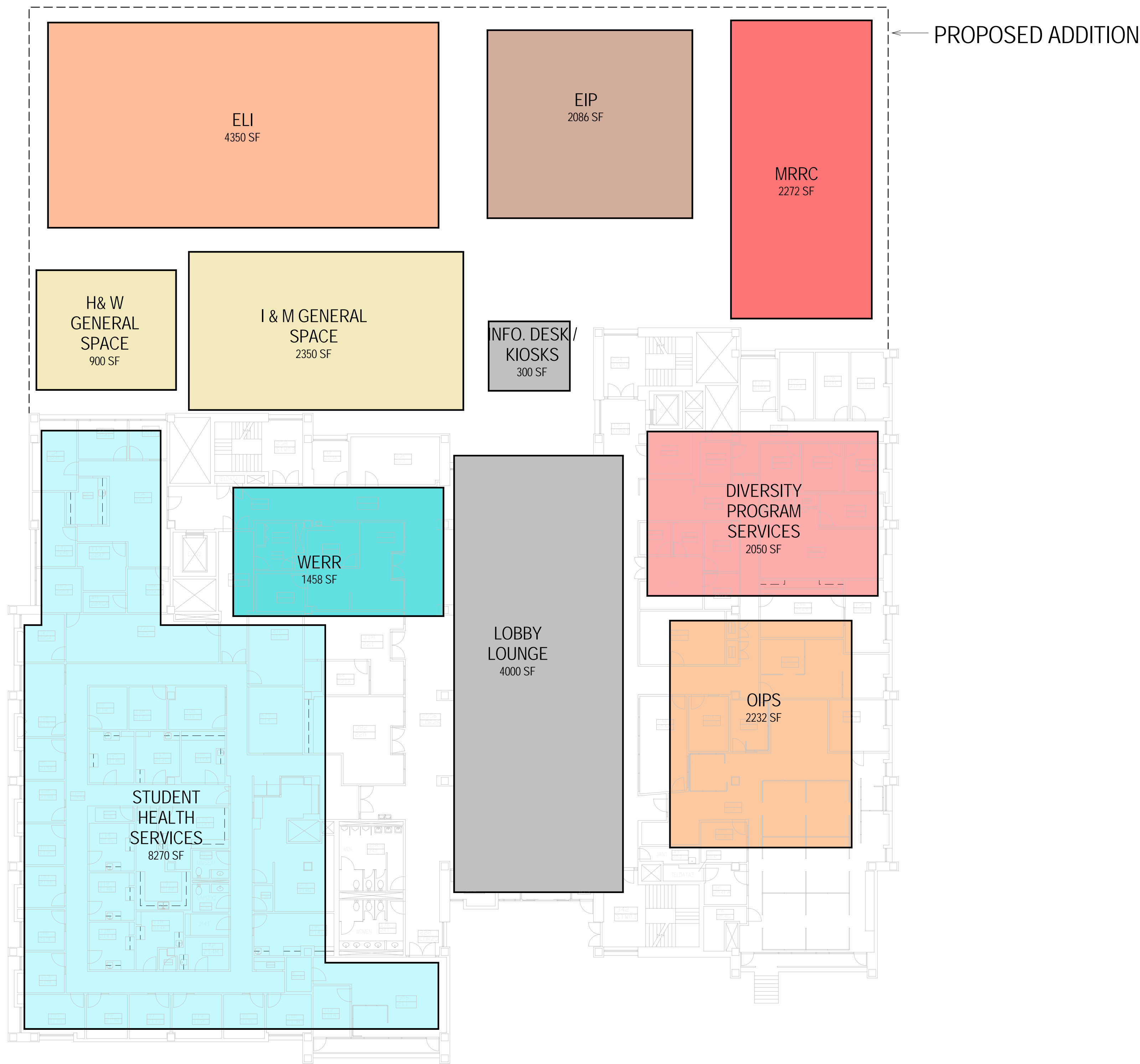


MACRO PROGRAMMING - SUB 1 SITE ANALYSIS

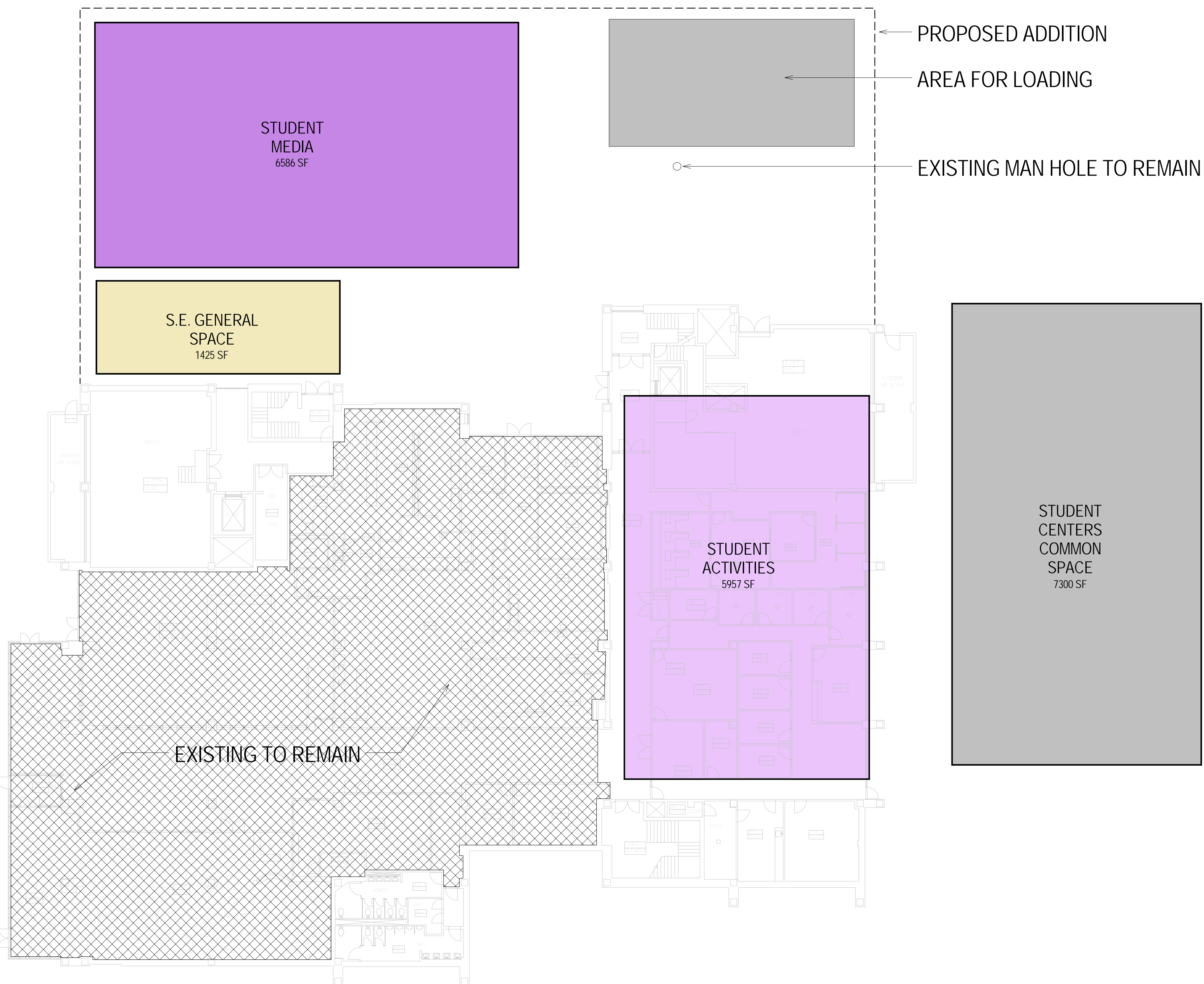
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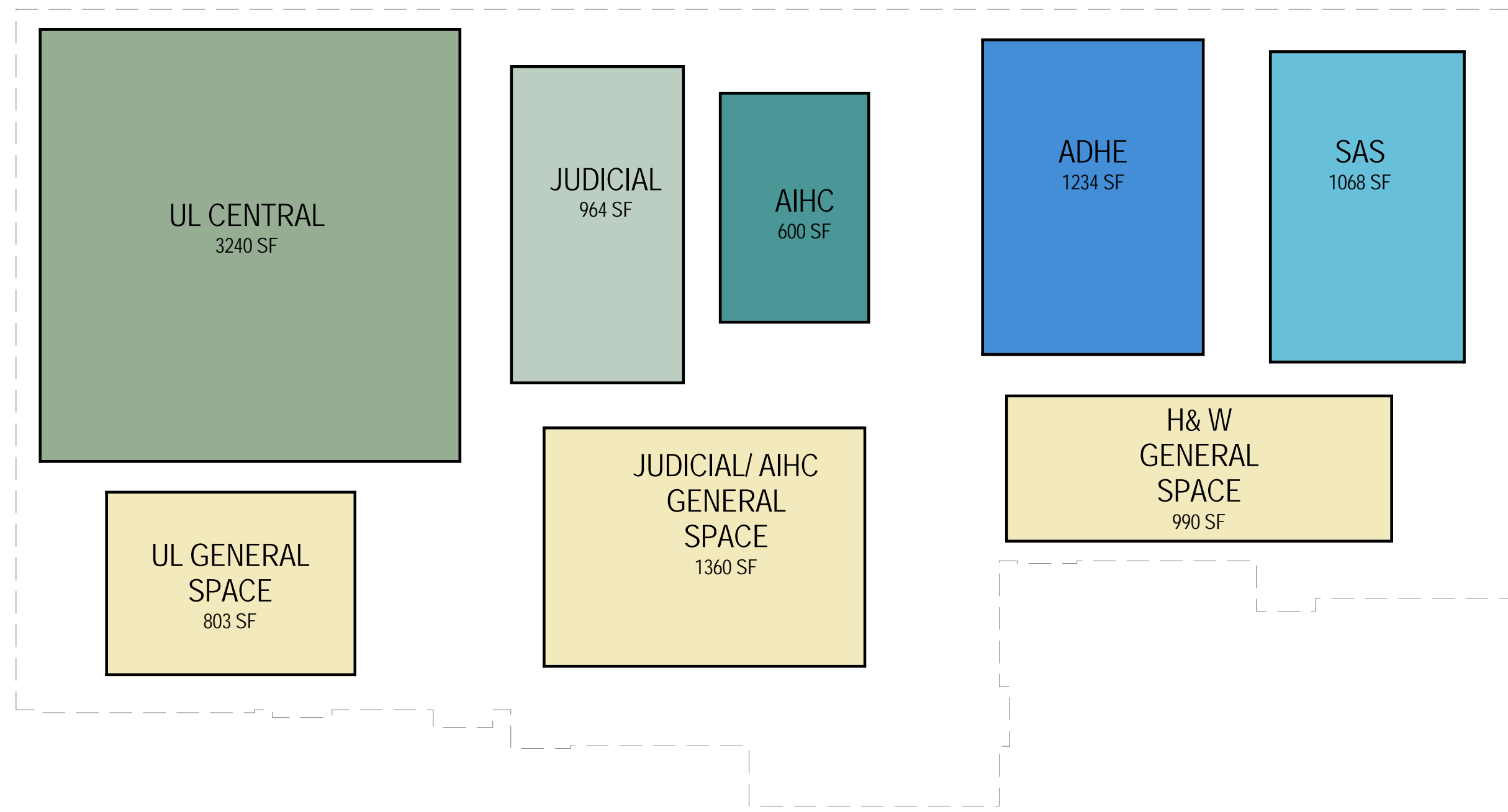


1 Scenario 'A' - SUB 1 - First Floor  
1/16" = 1'-0"

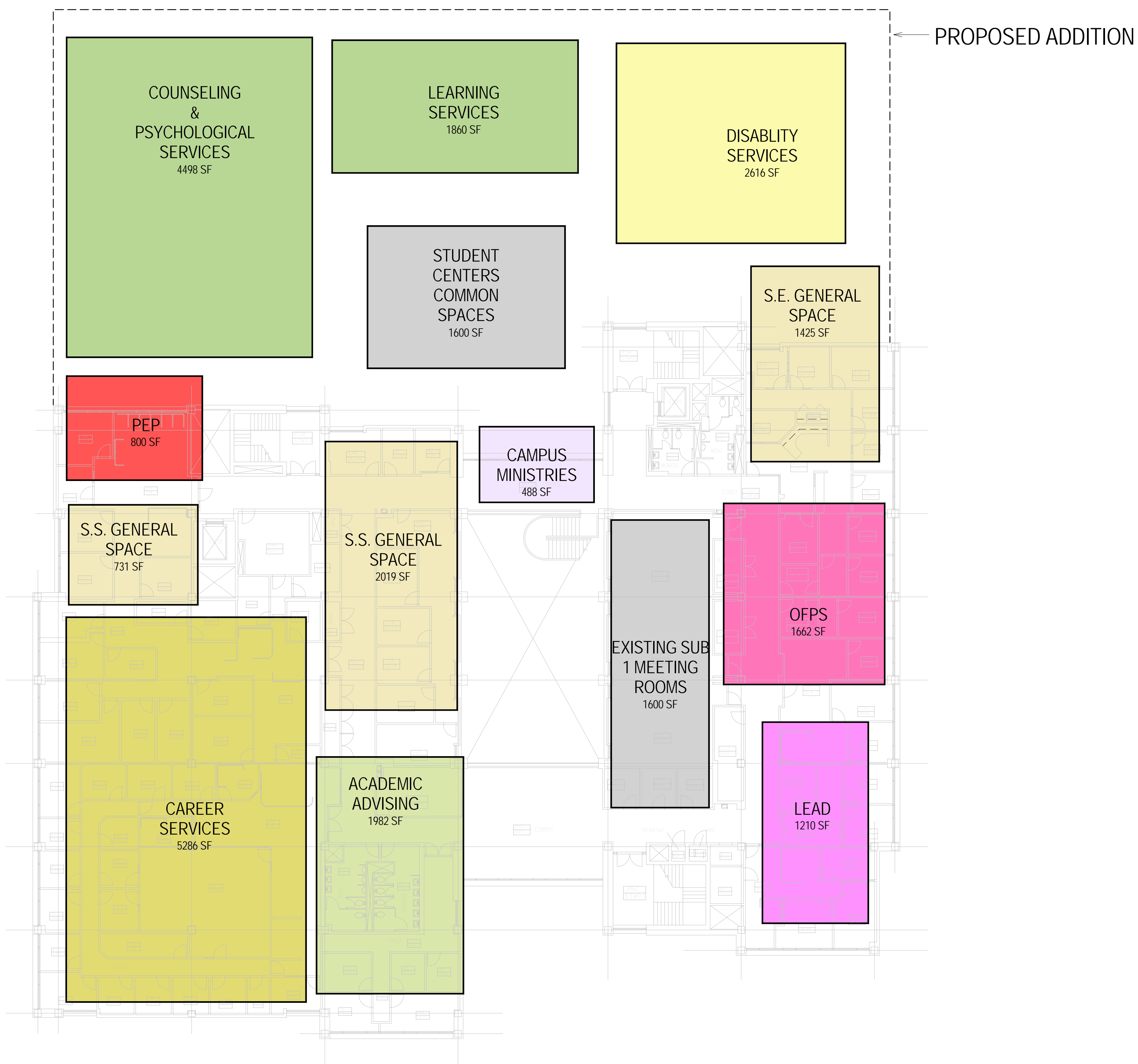


G Scenario 'A' - SUB 1 Ground Floor  
1/16" = 1'-0"





3 Scenario 'A' - SUB 1 - Third Floor  
1/16" = 1'-0"



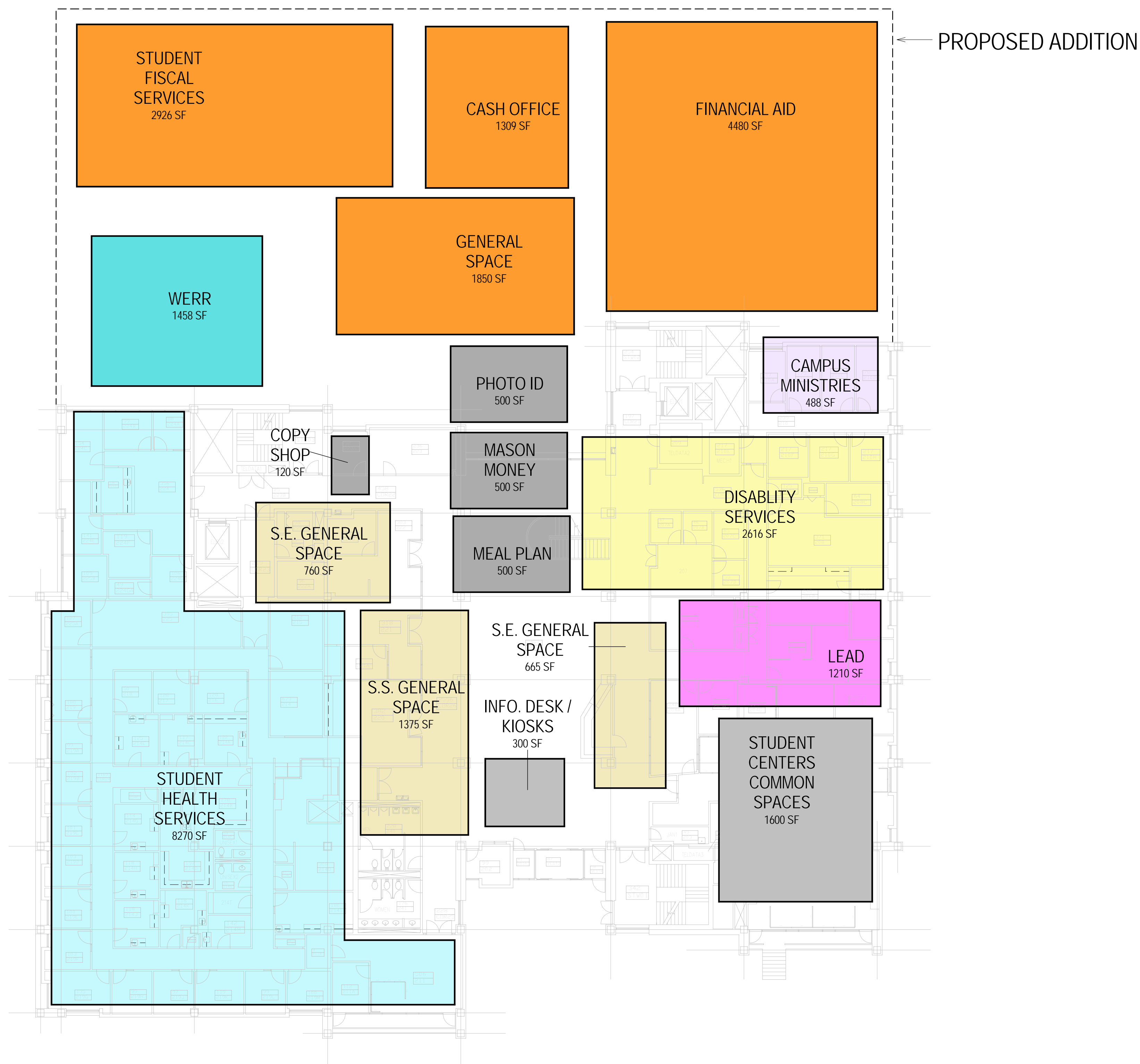
2 Scenario 'A' - SUB 1 - Second Floor  
1/16" = 1'-0"



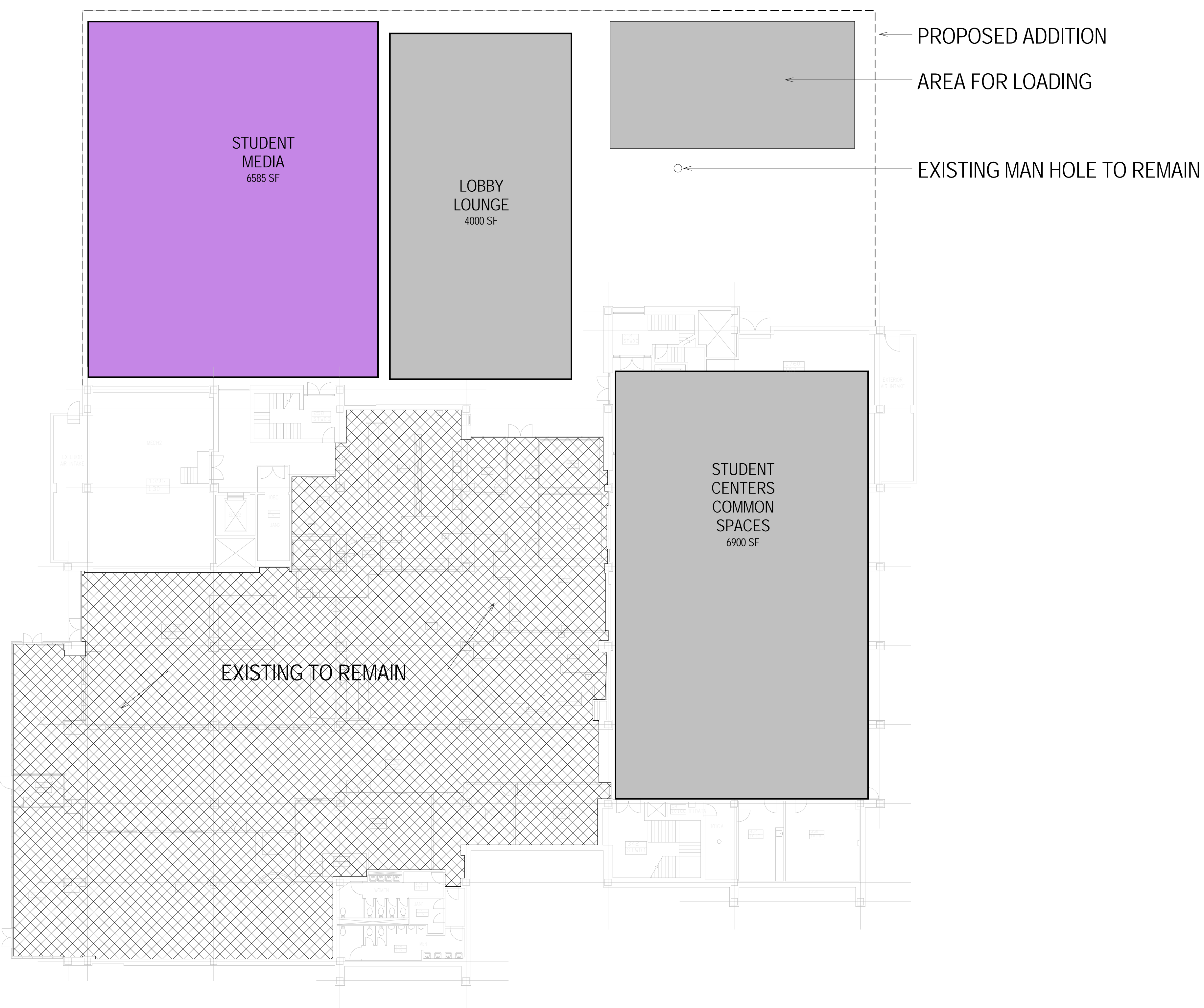


1 Scenario 'A' - SUB 2 - First Floor  
1/16" = 1'-0"



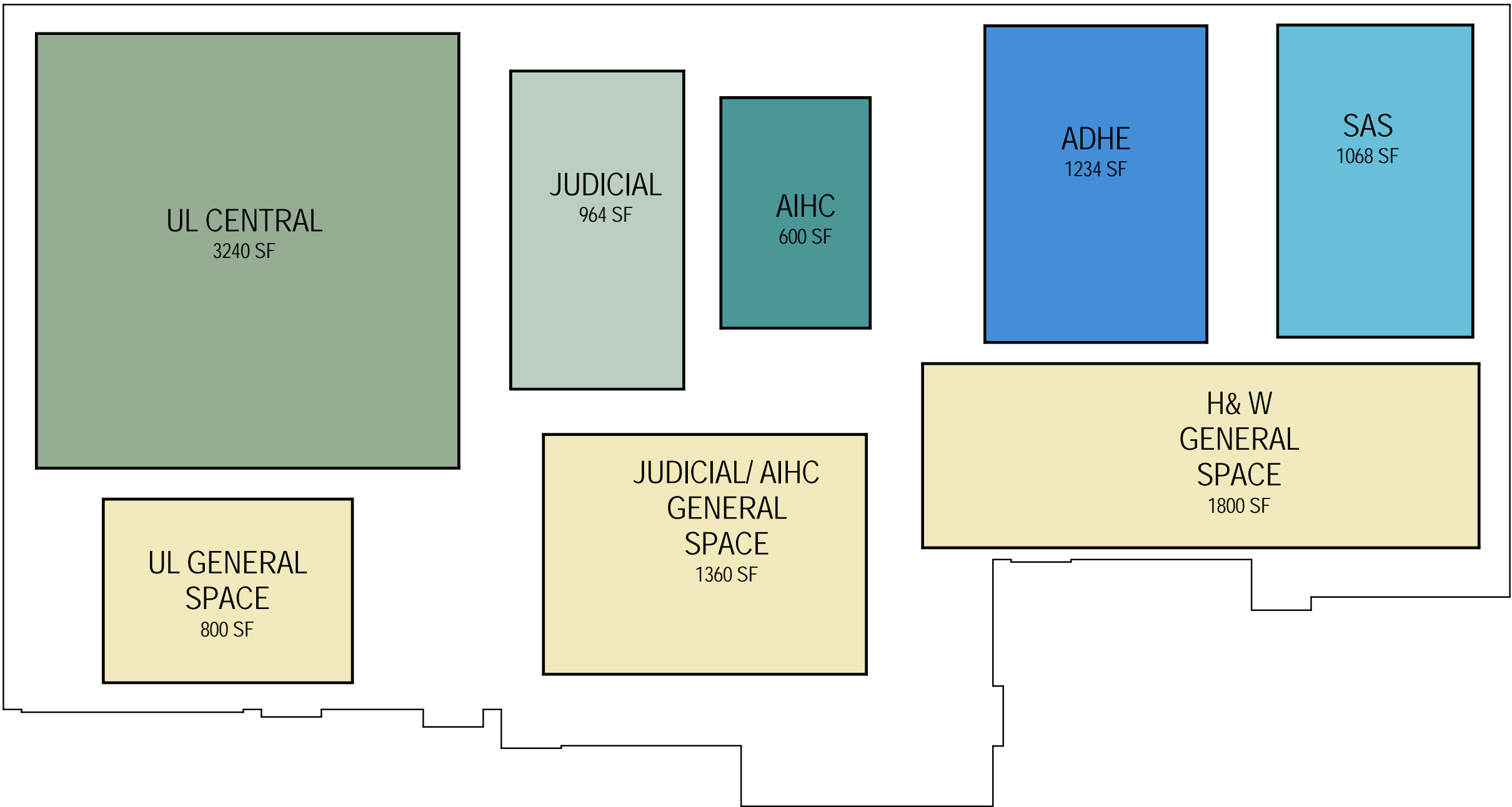


2 Scenario 'B' - SUB 1 - First Floor  
1/16" = 1'-0"



1 Scenario 'B' - SUB 1 - Ground Floor  
1/16" = 1'-0"





2 Scenario 'B' - SUB 1 - Third Floor  
1/16" = 1'-0"



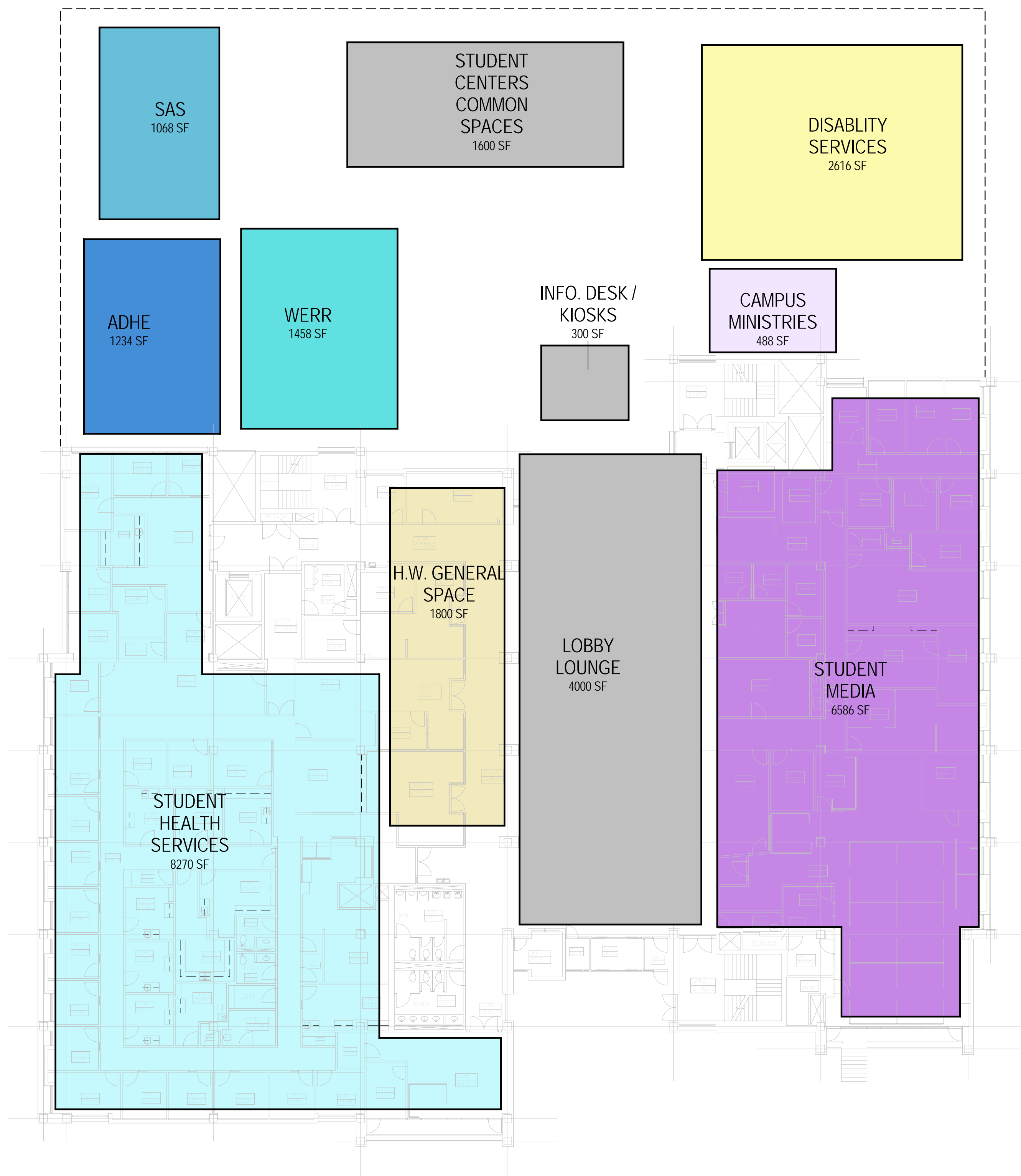
1 Scenario 'B' -SUB 1 - Second Floor  
1/16" = 1'-0"



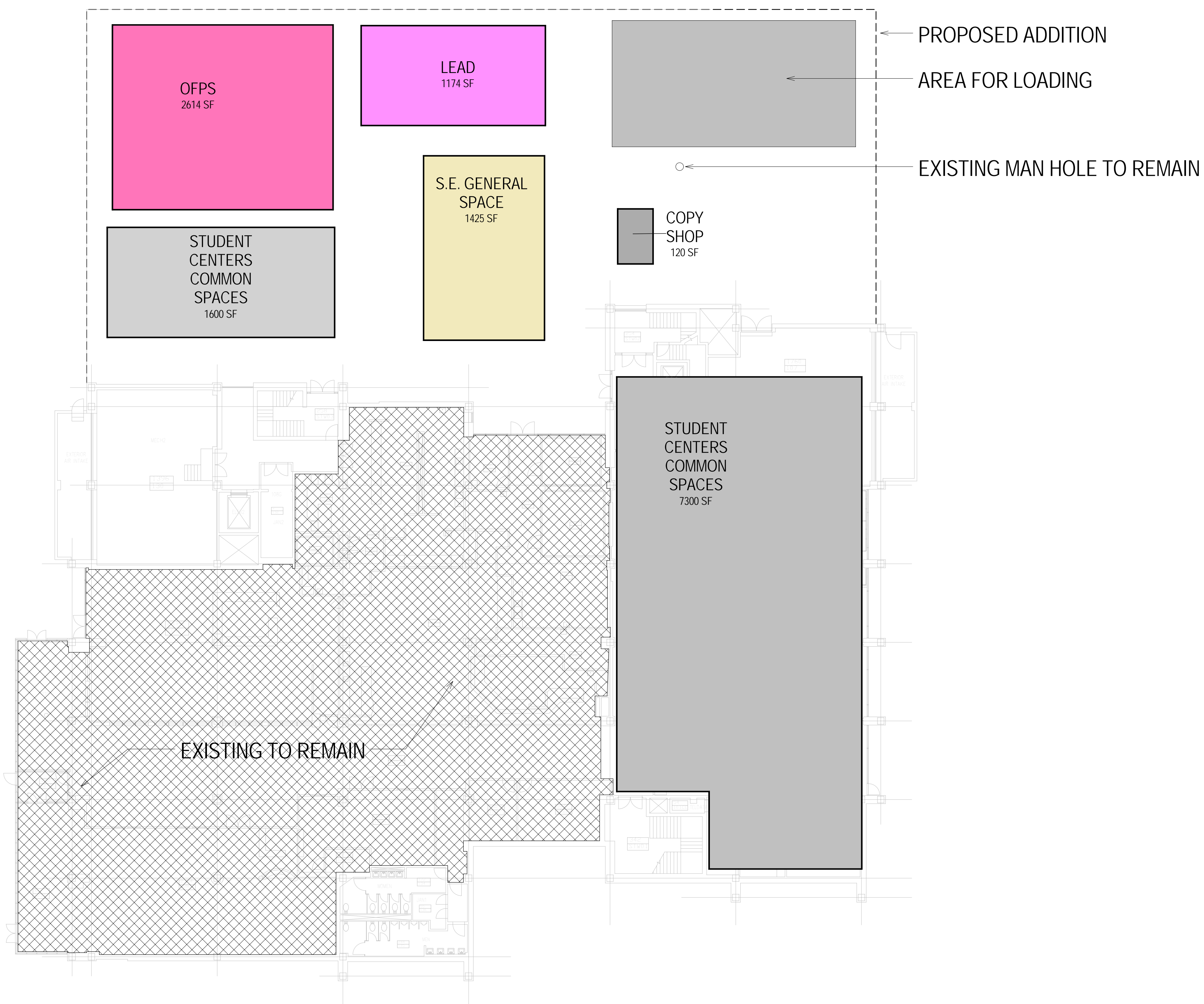


1 Scenario 'B' - SUB 2 - First Floor  
1/16" = 1'-0"



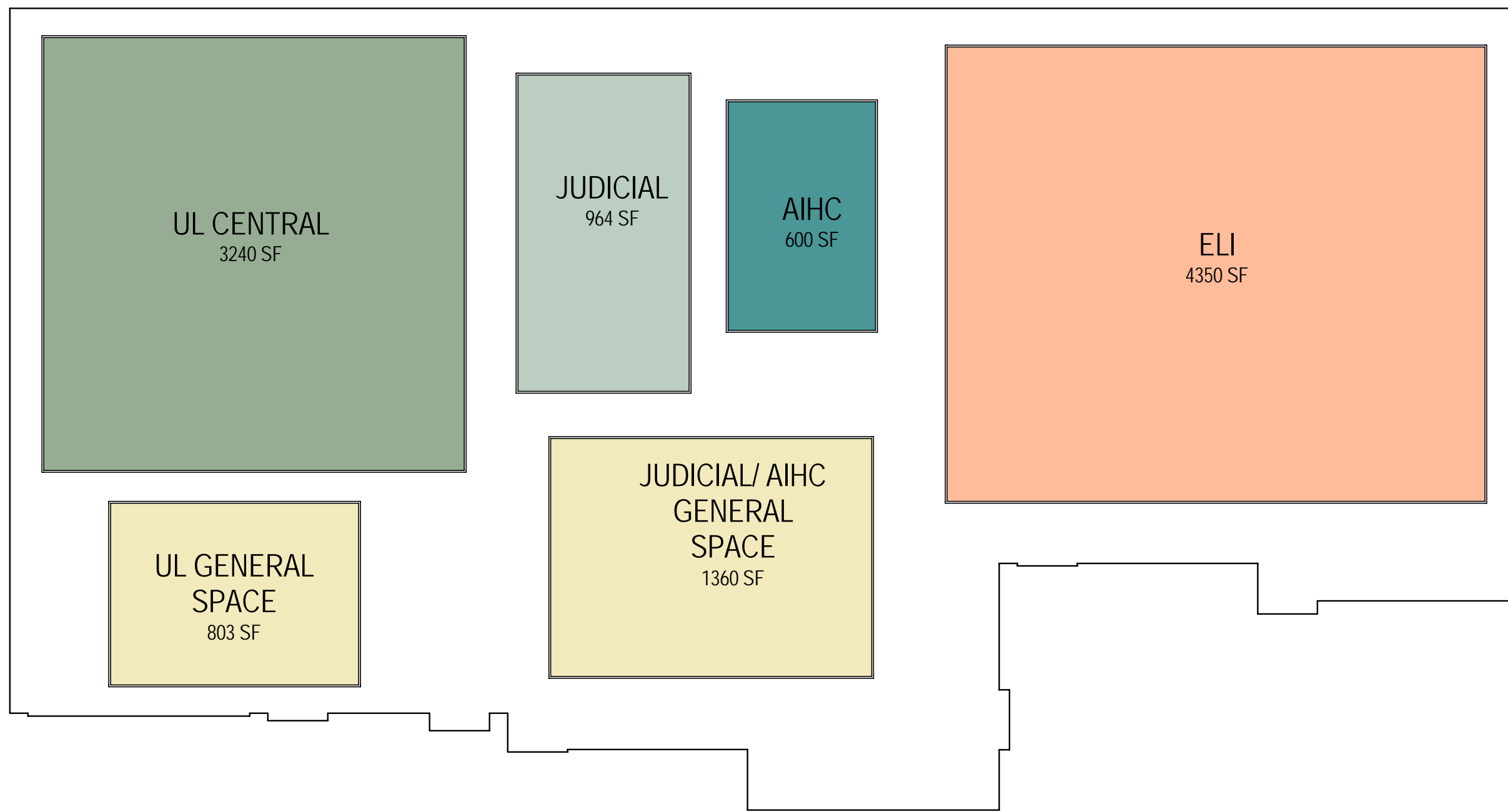


1 Scenario 'C' - SUB 1 - First Floor  
1/16" = 1'-0"

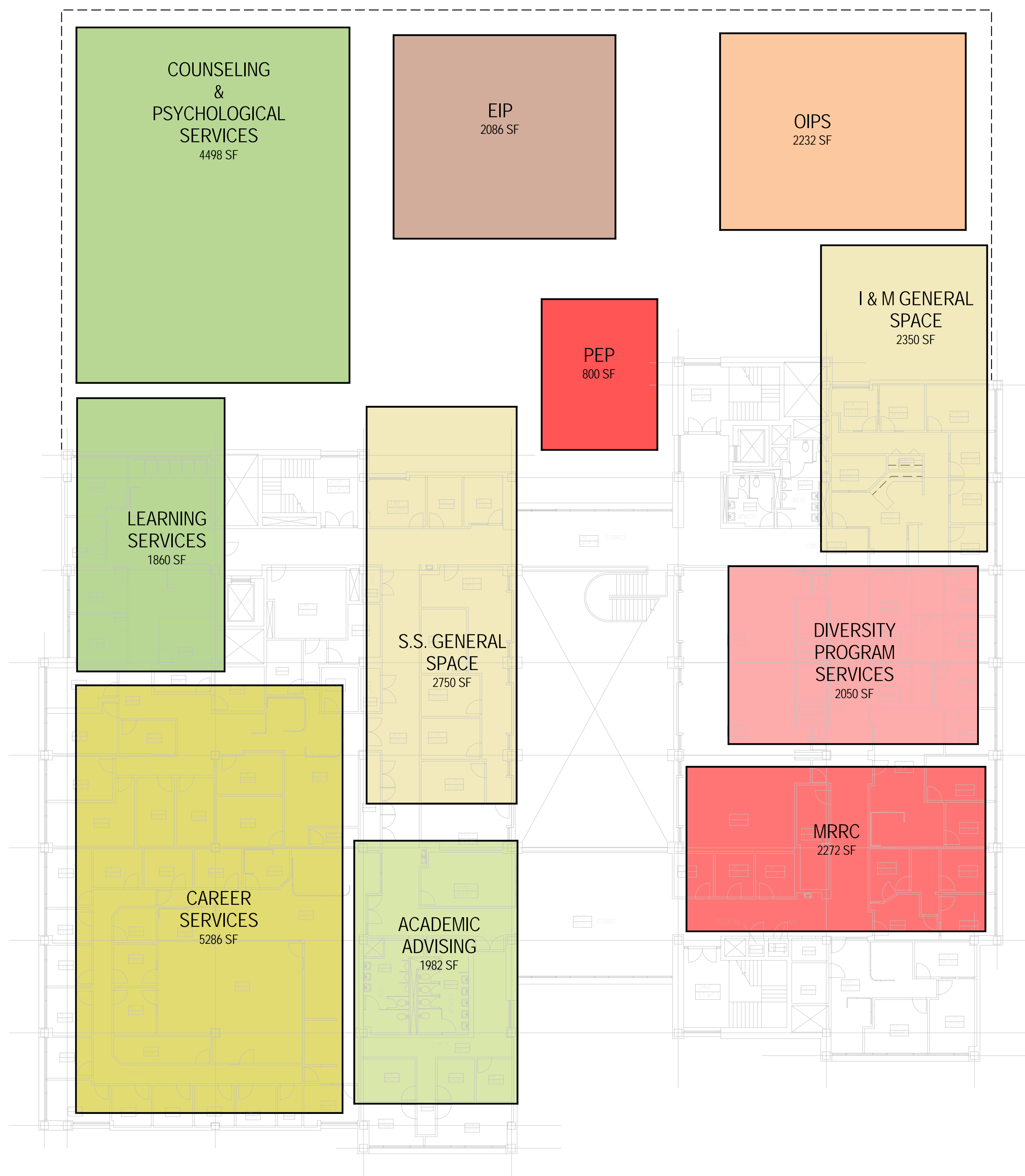


G Scenario 'C' - SUB 1 - Ground Floor  
1/16" = 1'-0"



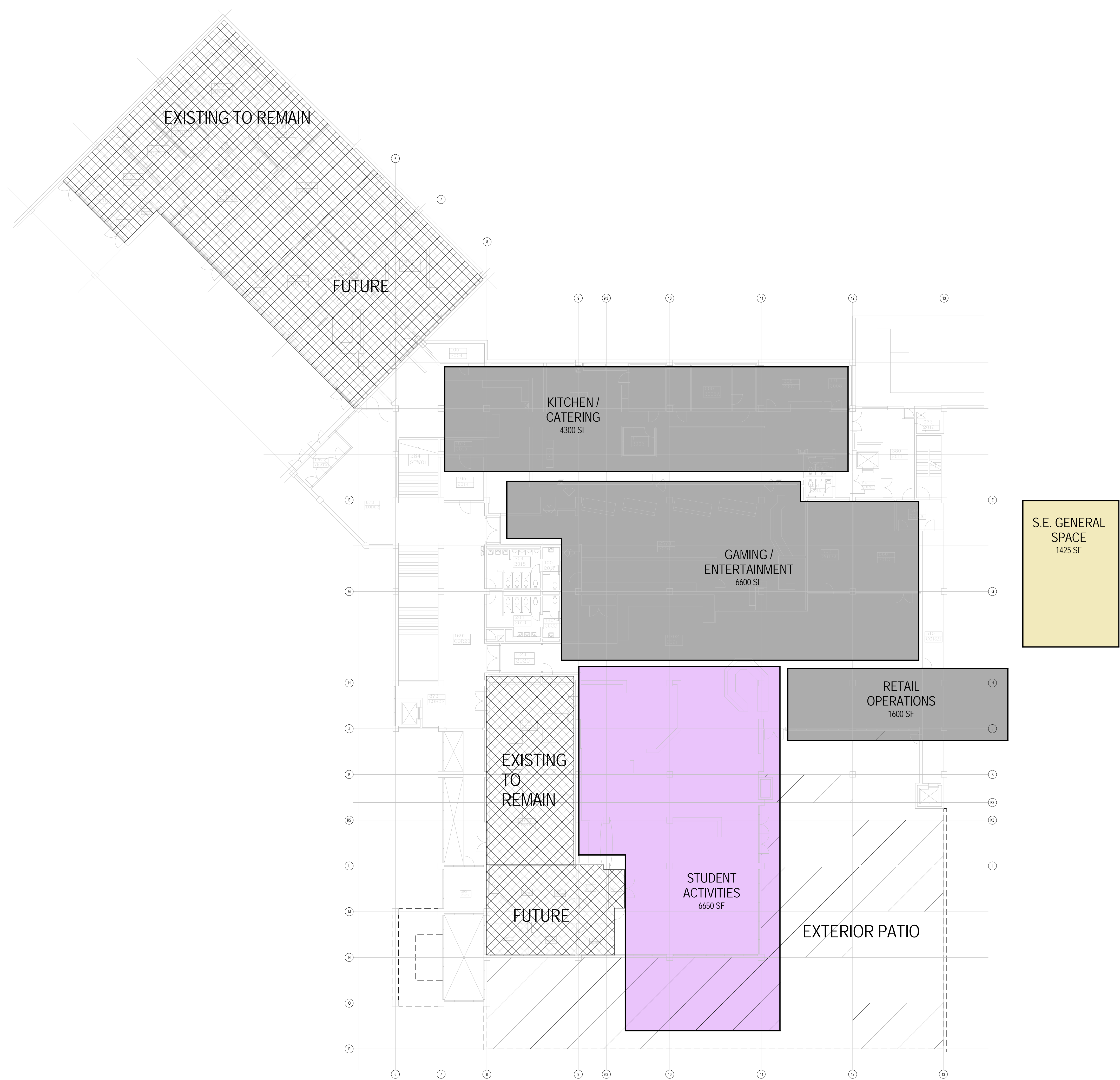


3 Scenario 'C' - SUB 1 - Third Floor  
1/16" = 1'-0"



1 Scenario 'C' - SUB 1 - Second Floor  
1/16" = 1'-0"





1 Scenario 'C' - SUB 2 - First Floor  
1/16" = 1'-0"



## Conceptual Cost Model

10/26/2007

George Mason University - SUB1 Addition & Renovation Project

RFP: CS-03-07

Burt Hill Project No. 07604.00

### Assumptions:

1. New Construction Costs based on "2007 Construction Report" from College Planning & Management publications. See attached document, Table 5, page C6 - Cost per SF based on "Median" cost for "Office" Building Type. web address: <http://www.peterli.com/global/pdfs/CPMConstruction2007.pdf>
2. Renovation costs based on composite costs solicited from Contractors, and similar current projects.
3. Renovation and Addition Areas per Macro-Programming Report dated 10/26/2007, and area take-offs from Facility Management Plans provided by Mason.
4. Site Allowance is a rough estimate assuming basic site / utility improvements and maintaining the existing telecom ductbank & manhole.
5. This project will require multiple phases and maintenance of building services and life safety systems during partial building occupancy. The Addition will be constructed while the existing building is fully occupied. This conditions will require a construction premium that is difficult to assess at this time.
6. Existing utility tunnel will need to be modified in front of existing building to accommodate Addition.
7. Escalation costs based on 6.0% per year to mid-point of construction estimated to be 8/2009, based on a two year construction schedule, starting on 8/2008, and ending 8/2010.

### Conceptual Cost Model Summary:

Items	Unit Cost	Unit		Conceptual Costs
New Construction	\$250	65,000	GSF	\$16,250,000
Area Excluded from Renovation (First Floor - Damon's and Game Room)	NA	14,000	GSF	\$0
Selective Renovation (Second Floor - Student Health area)	\$100	8,615	GSF	\$861,515
Complete Renovation (Remainder of Existing SUB1)	\$150	60,385	GSF	\$9,057,727
		83,000	GSF	
Phasing and Occupancy Premium Allowance	\$5	148,000	GSF	\$740,000
Utility Tunnel Modification Allowance	\$1,100	40	LF	\$44,000
Site Allowance	\$30	24,000	SF	\$720,000
<b>Subtotal</b>				<b>\$27,673,242</b>
Escalation (per year)	6.0% x	2.0	YR	\$3,320,789
<b>Conceptual Cost Total</b>				<b>\$30,994,032</b>
Rounded up to the nearest \$10,000				<b>\$30,990,000</b>