

George Mason University

#### Macro Programming Report

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

GEORGE

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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

Appendix C - Test Fit Scenario Options

1. Scenario A Block Diagram

Scenario B Block Diagram
 Scenario C Block Diagram

Appendix D - Gross Order of Magnitude Budget



	Cluste	r									
	Su	Sub	partments -Department	#	#	SF /		Room NSF			Remarks / Questions
Fax	- II oo a o		Room	Employee	Student	Room	Rooms	Total	24,453		
	One S	top :							24,453 24,453 1,850	30,566 2,313	
	Ge		Reception / Waiting Small Conference Room			800 200	1	800	1,030	2,313	
			Large Conference Room Pantry / Break Room			400		400 200			
			Copy Room Mail Room			150 100					Is this space required?
	Sti		nt Fiscal Services			100	'	100	2,926	3,658	is this space required:
	311		Director Associate Director	1		180 144	1 2	180	2,320	3,000	
			Assistant Director Full-time Professional(s) (includes 2 future)	1		120 120	1	120			
			Technical Staff (includes 1 future)  Admin. Support Part-time (includes 2 future)	2		120	2				Needs to be accessible to public, and private for confidential conversations / 8x10 wk station
$\vdash$	-		Student Workers (includes 1 future)	2		48					with circ.  Collocated with Admin. Support (above) / 6x6 workstation with circulation
			File Storage (includes 1 future room) Phone Bank Room (includes 1 future room)	1 4		400 400	1	400			
H			Shared Work Area Reception			200 250	1	200 250			How is this space used? Area TBD.
H	Off	fice	of Admissions and Enrollment Development						6,136	7,670	Assumes 12, 614 ASF visitor - alumni center in alternate location
H		Adr	nissions Admin. Office Area Reception / Waiting			200	1	200	1,614		To be located in future Visitor's Center
H		_	Dean's Office / Assoc. V.P. Asst. Dean's Office			285 144	1				
			Director - Budget / Personnel Administrative Staff			120 80		120 400			8 x 8 workstation w/circulation
H			Staff Meeting Room Workroom & Mail Processing	10		285 180	1	285 180			
H		Gra	ad / Int'l Staff Office Area Asst. Dean's Office			180		.00	1,963		
			Reception / Waiting Director of International Admissions Office			200 144		144			
			Associate Director Assistant Director			144 120	1	1.77			
			Processing Manager Processors / Evaluation Specialists			80 80	3	240			8 x 8 workstation w/circulation 8 x 8 workstation w/circulation
		_	Phone Bank chnical Staff Office Area	10		855	1	855	948		
			Director Associate Director			180 180	2				
			Technical Staff Interns			80 48	1	48			8 x 8 workstation w/circulation 6 x 6 workstation w/circulation
		Adr	Server Room missions Processing Office Area			120			3,225		
			Director Associate Director			180 180	1	180			
			Assistant Director Processing Staff			120 80	12	960			8 x 8 workstation w/circulation
			Mail Room Workroom / Fax Area			285 1,500	1				
			missions Recruitment Office Area Associate Directors			120	2		1,520		To be located in future Visitor's Center
			Assistant Directors Couselor/Recruiters			120 100	5	500			
			Interns Road Runners			80 100	1	100			
	D-		Storage			200	1	200	7,752	9,690	
	Re	Cer	rar's Office  ntral Administration  Reception			200	1	200	1,132	9,690	
			Director Associate Director	1		180 144	1	180			
			Administrative Assistant Admin. Files	1		100	1				8 x 10 workstation w/circulation
		Cer	Associate Director	1		144					Heavy student access
			Assistant Director Certification Service Specialist (includes 1 person future)	1 4		120 80	1	120			8 x 8 workstation w/circulation
			Domicile Specialist Small Waiting Area	1		150 100		150			
H			Work Area			230		230			
H			Evening Services Staff Student Self Service Area w/multiple workstations	2		80 48					8 x 8 workstation w/circulation 6 x 6 workstation w/circulation
			Work Area e Room / Mail / Storage			240	1	240			No student access needed nor desired. Keep room secure
			Support Room+F115			1,200	1	1,200			Heavy file cabinets and microfilm equipment  Moderate student access
			Associate Director Graduation Services Specialist	1		144 80	3	240			8 x 8 workstation w/circulation
Н			Degree Audit (includes 1 person future) Work Area	4		80 460					8 x 8 workstation w/circulation
H			aging Academic Record Specialists	2		80					No student access needed nor desired. Keep room secure  No student access needed nor desired. Keep room secure / 8 x 8 workstation w/circulation
			Scan / Work Area prmation Technology			100					Adjacent to Academic Record Specialist No student access
$\exists$			Director Registrar's Technology Senior Programmer Analyst	1 5		120 120	5	600			A throat to the Company of the Compa
Н		Reg	Equipment Room gistrar Services			150					Adjacent to one Senior Analyst Office Heavy student access
H	+		Associate Director Assistant Director	1		144 120	1	120			
			Records / Registration (includes 2 future) Work Area	7		80 640					Are 4 more work areas required? / 8 x 8 wk station with circ
			Academic Scheduling  Catalog Work Arra	2		80					8 x 8 workstation w/circulation
			Catalog Work Area Work Area			150 180		150 180			
H	Off	ice	of Student Financial Aid (OSFA)		 	400		100	4,480	5,600	
H			Director Associate Director Associate Director Associate Director			180 144	3	432			
			Associate Director - Future Assistant Director Assistant Director - Future			144 120	6	720			
			Assistant Director - Future FT Professional Staff Office FT Professional Staff Office - Future			120 100 100	5	500			
			FT Professional Staff Office - Future Technical Staff Office Manager			100 120 80	1	120			8 x 8 workstation w/circulation
			Office Manager FT Admin Support FT Admin Support - Future			48 48	5	240			8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation
			Student Workers Student Workers - Future			48 48 48	7	336			6 x 6 workstation wcirculation  Splits time & needs work space / 6 x 6 workstation w/circulation  6 x 6 workstation w/circulation
H			Student Workers - Future Reception / Waiting File / Processing Room			100 500	1	100			6 x 6 workstation w.circulation  Can this be shared with other Enrollment Services?
			File Storage			500		500			Can this be shared with other Enrollment Services / Same sq. footage as S. Ches.
Ш							1	1			



C	ash	/ ALM Office						1,309	1,636	
H	4	Associate Director Assistant Director(s)	1		144 120	1	144 120			
	$\pm$	FT Professional(s) (includes 1 future)	2		120	1	120			
	-	Admin Support Full-time (includes 2 future) Student Workers (includes 1 future)	5		80 48		80 48			8 x 8 workstation w/circulation 6 x 6 workstation w/circulation
$\vdash$	+	Cash Operations (Secures Area)			350	1	350			0 X 0 WORKStation Wichediation
_	_	Teller Stations			48 105	4	192 105			6 x 6 workstation w/circulation
$\vdash$	+	Teller Common Working Area File / Storage Room			150	1	105			
versi	_	ife and Wellness Cluster	337 Employee					79,566 13,830	99,458 17,288	
		eral Cluster Spaces	58					1,800		
	-	Large Conference Room (18 - 20) Small Conference Room (8 - 1+F460)			400 200	1	400			
$\vdash$	+	Event Staging Area/Work Area			250	1	800 250			
		Break Room			200	1	200			Base this on number of people in the cluster - # of Refit's and seating in space
$\vdash$	+	Сору			150	1	150			Mail will be by suite
A	lco	hol Drug and Health Education	5					1,234	1,543	
-	+	Director Associate Director	1		180 144	1	180 144			
	士	Office Manager	1		80	1	80			8 x 8 workstation w/circulation
-	+	FT Professional Storage	2		100 120	2	200			Adjacent to Wellness Resource Room
+	+	Mail Area			30	1	30			Can be shared with Sexual Assault Services/Wellness Education
	Ŧ	Volunteers / Peers		50	30 120		360 120			
+	+	Storage			120		120			
S	exu	ual Assault Services	11					1,068	1,335	
+	+	Director Associate Director	1 1		180 144	1	180 144			
		FT Professional Staff	1		120	1	120			
+	+	GRA Intern	4		48 48		192 192			6 x 6 workstation w/circulation 6 x 6 workstation w/circulation
		Storage	4		120	1	120			
Ŧ	Ŧ	Library			120	1	120			Shared by Student Workers - Resource Room
٧	Vell	ness Education Resource Room	2	18				1,458	1,823	
ļ	Ţ	Resource Room Manager	1		120	1	120	,		
+	+	Receptionist Student Worker	1 1	8	48 48		48			located within Library/Resource Room / 6 x 6 wk station w/circ located within Library/Resource Room / 6 x 6 wk station w/circ
#	#	Volunteers / Peers		10	48		144			located within Library/Resource Room / 6 x 6 wk station w/circ
+	+	Resource Room Computer Lab			550 150	1	550 150			Contains resources, computer stations (lab), library, library user stations and student wo 3 computer workstations - located within Resource Room
		Library			200	1	200			located in Resource Room
_	-	Event Staging Area			250 120	0	120			Shared with Cluster
+	+	Storage Library User			30		30			located in Resource Room
	1		L .							
S	tud	ent Health Services (SHS) Director	<b>40</b>		180	2	360	8,270	10,338	Med Director and Admin Director
	İ	Associate Director	2		120		240			mod shootol directal min shootol
-	+	Assistant Director FT Professional Staff Office	10		120 120	10				
+	+	PT Professional Staff Office	6		100	3	300			
		GRA / Intems	1		100	1	100			
+	+	Office Manager FT Admin Support	1 1		80 100	3	80			8 x 8 workstation w/circulation
		Immunization Office	2		180	1	180			
+	+	FT Lab Worker PT Lab Worker	2		180 180	1	180 180			
	$\pm$	Insurance Admin.	2		180	1	180			
_	-	Nurses Station Laboratory	4		200 250	1	200 250			Space to process 4 at time - 4 chairs, weight, blood pressure etc.  What equipment is required? Size TBD
+	+	Student Workers		5	100	1	100			What equipment is required? Size TBD
	T	Exam Room			120	8				
+	+	Exam Room - Future Waiting / Reception			120 250	12	1,440			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 Staff Lockers			300 120	1	300 120			
		Treatment Room			120	1	120			Negative Pressure request
_	+	Health Library (reference for professional staff) Short Term Stay (Holding Room)			200 180	0				This can be shared admin space/work area in cluster.  2-3 beds
+	+	Bathroom			120	2	240			Provide shower
$\perp$	$\perp$	Copier/Equipment Area/Mail Area			120	1	120			Secure for clinics
+	+	Pantry/Kitchen	1		120	1	120			Private for clinics
		Success Cluster	Employee				•	18,992		
C	ene	Eral Cluster Spaces Large Conference Room (25-30)	93	37	600	2	1,200	2,750	3,438	
		Medium Conference Room (12 -15)	1		300	2	600			
+	+	Small Conference Room (8-10) Break Room	<u> </u>		200 400	2	400			Size this based on total # of Staff in Cluster
		Copy			150	1	150			Smaller space is okay for this
-	`arc	er Services	30	12			Ц	5,286	6,608	
	are	Director	1		180	1	180	3,280	0,008	
T	T	Associate Director	1		120	1	120			Future
+	$\perp$	Assistant Director FT Professional Staff Office	8		120 120	3 8				
1	1	PT Professional Staff	2		120	1	120			
+	+	GRA Intern	2		144 120	1	144 120			
1	#	Technical Staff - web	1		120	1	120			Includes server within office
+	+	Technical Staff - IT Office Manager	1 1		100 120	1	100 120			
	#	FT Admin. Support	2		100	2	200			
+	+	FT Admin. Support - walk in reception area PT Admin. Support	2		80 100	2	160			includes 1 future, 1 existing located in reception area / 8 x8 workstation w/circ 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
T	T	Student Workers - Library		5	48 400		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 gree
1	#	Employers in Residence	2		100	2				15-20 hours per week volunteers
+	+	Interview Room Hospitality Office	1	<del>                                     </del>	100 120	5 1				locate with employer reception area located with employer in residence area
$\dagger$	$\dagger$	Main Career Services Reception/Resource Area	1		400	1	400			include 2 FT admin support, 2 student workers, 4-6 user computer workstations,
+	+	Career Library	+	<b>—</b>	200	4	200			print/AV/TV/DVD workstation and copy alcove part of main reception/resource area
#	$\pm$	Storage Room			200	1	200			part of main recognism recognise area
Ŧ	T	Mail Box Area			50 120					This is to be lessted off library area
+	+	Interview Practice / Video Viewing Room	+		120	1	120			This is to be located off library area

Proceedings	Academic Advising Center		12					1,982	2.478	Are there any growth office spaces required?
Description   1	Director		1			1		.,002	2,0	The arrival arrival arrival approved a specific arrival arriva
	Academic Advisor		6		120	6	720			
Proceedings	Receptionist		1		80	1	80			8 x 8 workstation w/circulation
Common   C	Coordinator China 1-2-1 Prog	gram	1		144	1	144			
Company   Comp	Storage	Noom/ivian			120	1	120			
		(0.120)			150	1	150	0.050	<b>-</b> 0/0	
Company 1	Counseling Center	ervices (CAPS)	38	15				6,358	7,948	
	Coordinator		1		120	1	120			
Property		3			3				3-5 person meetings in office	
		S S	3 1			3				
December   Common	Clinical Fellow		1			1				
Description	Graduate Students - Clinical		4		120	1	120			
Fig. 12	Office Manager	g opaces	1		100	1	100			9 x 9 workstation w/sireulation
1   1   1   1   1   1   1   1   1   1	PT Admin Support		2		80	2	160			
Process   Proc	PT Interns		5		100	3	300			
Section Appellation Appellat	Storage				120	1	120			Shared with Learning Services
		ople	_			1				
Proceedings	Reception				200	1	200			Entrance separate from Learning Services
Proceedings			3		120	3	360			includes 1 future position
Fig.	Learning Skills Specialists		-		120	1	120			
Decembration	FT Admin Support		1		100	1	100			Student workers
	Reception/Waiting	Madaga	$\dashv$		200	1	200			Entrance separate from Counseling Center, students staff this
Color	Professional Library	Vorkers		15	70	1	70			
Control Cont	Stress Management Lab		+		120	1	120			Office size if ok
Separate Visional   1.00   1	Director		<b>13</b>	10	180	1	180	2,616	3,270	
Professorial   1			3 1			3				Future
Grids	Associate Director		1		120	1	120			Future
Even			1		80	1	80			Locate at Reception Area / 8 x 8 workstation w/circulation
Committy Laboratory    Intern		2	10	120	1	120			6 v 6 workstation w/signilation	
South Content Royal Ro	Testing Lab			10	200	1	200			10 carrels in room adjacent to offices, for monitoring
Stocker	Reception / Waiting Area				300	1	300			
Comment of Comment (Action 19.16)						1				Specialized equipment for testing and interpreting and office supplies.
Community Richards	rnational and Multicultural Clust	ter Emplo	oyee	Student					20,175	
Medium Conference Record (12-15)   350   2   500   5	General Cluster Spaces		90	67						
Sector   Shared					600	1	600	2,350	2,938	
Standard Room	Community Kitchen Small Conference Room (8-1				200	1 2 2	400	2,350	2,938	Student Access and Programmed Use - Check Potomac Heights Model
Description   Company	Community Kitchen Small Conference Room (8-1 Medium Conference Room (*) Staff Work Area				200 300 200	1 2 2 1	400 600 200	2,350	2,938	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage
Peer Empowerment Program (PEP) Office	Community Kitchen Small Conference Room (8-1 Medium Conference Room (* Staff Work Area Events Storage - Shared Break Room				200 300 200 200 200	1 2 2 1 1 1	400 600 200 200 200	2,350	2,938	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage
PEP Resource Rooms   5, 400   1, 400	Community Kitchen Small Conference Room (8-1 Medium Conference Room (* Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room	(12-15)			200 300 200 200 200 150	1 2 2 1 1 1 1	400 600 200 200 200			Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage Shared for cluster
Student Org. Offices   10   2   200	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program	ervices (CAPS)	1		200 300 200 200 200 150	1 2 2 1 1 1 1	400 600 200 200 200 150			Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster
Checking	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud	ervices (CAPS) n (PEP) Office	1		200 300 200 200 200 150 120 400	1 2 2 1 1 1 1 1	400 600 200 200 200 150 120 400			Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share
Assistate Director	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage	ervices (CAPS) n (PEP) Office	1		200 300 200 200 200 150 120 400 80	11 22 22 11 11 11 11 11 11 11 11 12	400 600 200 200 200 150 120 400 80			Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share
Assistant Director	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices	ervices (CAPS) n (PEP) Office Jent Workers	1	5	200 300 200 200 200 150 120 400 80	11 22 22 11 11 11 11 11 11 11 12	400 600 200 200 200 150 120 400 80	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share
Direct Manager	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director	ervices (CAPS) n (PEP) Office Jent Workers	1	5	2000 3000 2000 2000 2000 150 120 4000 800 100	11 22 22 11 11 11 11 11 12 2	400 600 200 200 200 150 120 400 80 200	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share
Student Workers	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director	ervices (CAPS) n (PEP) Office Jent Workers	1	5	200 300 200 200 150 120 400 80 100	1 1 2 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 180 200 400 400 400 400 400	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area
Stroage - supplies - Mail Area   100   1   120   Supplies	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager	ervices (CAPS) n (PEP) Office Jent Workers	1	5	200 300 200 200 200 150 120 400 80 100 120 120 120 100	1 1 2 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 180 120 480 240 480	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future
Catto Affairs	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers	ervices (CAPS) n (PEP) Office Jent Workers	1	5	200 300 200 200 150 120 400 80 100 120 120 120 100 80 80 80 80	1 4 2 1	400 600 200 200 150 120 400 800 200 180 200 190 480 240 480 240 480 481 481 481 481 481 481 481 481 481 481	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation
Reception Area	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are	ervices (CAPS) n (PEP) Office dent Workers	1	5	200 300 200 200 150 120 400 80 120 120 120 120 100 80 448 444 444 444 120	1 4 2 1	400 600 200 200 150 120 400 80 200 120 480 120 480 1100 80 444 444 444 120	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies
Associate Director	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept	ervices (CAPS) n (PEP) Office dent Workers	1	5	200 300 200 200 150 120 400 80 120 120 120 120 100 80 448 444 444 444 120	1 4 2 1	400 600 200 200 150 120 400 80 200 120 480 120 480 1100 80 444 444 444 120	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to
Storage	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs	ervices (CAPS) n (PEP) Office dent Workers	1	5	200 300 200 200 150 120 400 80 100 120 120 120 120 120 120 200	1 4 2 1 1 1 1 1 1	400 600 200 200 150 120 400 200 180 200 180 240 100 80 240 110 240 240 240 240 240 240 240 240 240 24	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to
Director Office	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director	ervices (CAPS) n (PEP) Office dent Workers	1	5	200 300 200 200 200 150 120 400 80 100 120 120 120 120 200 200 120 12	1 4 2 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 180 200 140 480 240 1100 80 240 240 240 240 240 240 240 240 240 24	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to
Assistant Director	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept LGBTQ Affairs Reception Area Associate Director Student Workers	ervices (CAPS) n (PEP) Office dent Workers	1	5	200 300 200 200 200 150 120 400 800 100 120 120 120 120 200 120 12	1 4 2 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 200 120 480 240 100 80 80 240 240 120 200 200 200 200 200 200 200 200 20	800	1,000	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance
FT Professional   2   120   2 240   Future   GRA   1   80   1	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage - Supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage	ervices (CAPS) n (PEP) Office dent Workers	13 13 1 1 1 1 1 1	5 5 11 4 5	200 300 200 200 200 150 120 400 80 100 120 120 120 120 200 120 12	1 4 2 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 180 200 120 488 240 1100 80 240 240 240 240 240 240 240 240 240 24	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance
Office Manager	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage - Supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director	ervices (CAPS) n (PEP) Office dent Workers	13 13 1 1 1 1 1 1 1 1 1 1	5 5 11 4 5	200 300 200 200 200 150 120 400 80 100 120 120 120 120 120 120 12	1 4 2 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 120 480 120 240 100 100 120 200 120 200 120 200 120 200 150 150 150 150 150 150 150 150 150 1	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance
Student Workers   3 80 1 80   1 80   located in reception area / 8 x 8 workstation w/circulation   Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource ro and group study lounge   How many file cabinets? Waiting for 4 at a time. Also should include workstations for of manager and student workers   Storage/Mail Area   150 1 150   manager and student workers   Student Workers - Tutors   35 48 2 96 6 x 6 workstation w/circulation   Student Workers - Tutors   35 48 2 96 6 x 6 workstation w/circulation   Office of International Programs and Services   Office of Internatio	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage Storage Storage Early Identification Program (EIP) Director Office Associate Director Assistant Director	ervices (CAPS) n (PEP) Office dent Workers	13 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 5 11 4 5	200 300 200 200 200 150 120 400 80 100 120 120 120 120 120 120 12	1 4 2 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 120 488 240 120 200 120 200 120 200 120 200 240 240 240 240 240 240 240 240	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to  Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ.  supplies and printed materials
EIP Study Center	Community Kitchen Small Conference Room (8-1 Medium Conference Room (1) Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers STORA Director Student Workers STEP Peer Educators Storage - Supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director FT Professional GRA Office Manager	ervices (CAPS) n (PEP) Office dent Workers	13 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 5 11 4 5	200 300 200 200 200 150 120 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 120 480 120 240 100 120 200 120 200 120 200 200 200 20	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation  STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to  Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ.  supplies and printed materials  Future 8 x 8 workstation w/circulation
Reception / Waiting Area	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept LGBTQ Affairs Reception Area Associate Director Student Workers Storage LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Assistant Director FT Professional GRA Office Manager Budget Manager Budget Manager	ervices (CAPS) n (PEP) Office dent Workers	13 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 5 11 4 5	200 300 200 200 200 150 120 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 120 480 120 240 120 240 48 50 120 240 240 240 240 240 240 240 240 240 2	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ. supplies and printed materials  Future  8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation  located in reception area / 8 x 8 workstation w/circulation
Storage/Mail Area   120   1   120   supplies	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Director Associate Director Associate Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage  LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director Assistant Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director FT Professional GRA Office Manager Budget Manager Student Workers	ervices (CAPS) n (PEP) Office dent Workers	13 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 5 11 4 5	200 300 200 200 200 150 120 400 80 100 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 120 480 240 120 120 120 120 120 120 120 120 120 12	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ.  Supplies and printed materials  Future  8 x 8 workstation w/circulation Iocated in reception area / 8 x 8 workstation w/circulation
Office of International Programs and Services (OIPS)	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Assistant Director FT Professional GRA Office Manager Early Identification Program (EIP Director Office Associate Director Assistant Director FT Professional GRA Office Manager Budget Manager Student Workers	ervices (CAPS) n (PEP) Office dent Workers	13 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 5 11 4 5	200 300 200 200 200 150 120 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 480 200 120 480 120 481 120 200 120 120 481 120 200 120 200 120 200 120 200 200 120 200 20	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ.  6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ.  supplies and printed materials  Future  8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation  Illocated in reception area / 8 x 8 workstation w/circulation Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource ro and group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for of
Director	Community Kitchen Small Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Associate Director Associate Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director FT Professional GRA Office Manager Budget Manager Student Workers  EIP Study Center  Reception / Waiting Area	ervices (CAPS) n (PEP) Office dent Workers	13 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 5 111 4 4 5	200 300 200 200 200 200 150 120 400 80 120 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 200 150 120 480 200 120 480 100 80 80 120 240 120 240 120 240 120 120 120 120 120 120 120 12	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ. supplies and printed materials  Future  8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource ro and group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for of manager and student workers supplies
Associate Director	Community Kitchen Small Conference Room (8-1 Medium Conference Room (1) Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room Copy/Equipment Room Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept LGBTQ Affairs Reception Area Associate Director Student Workers Storage Early Identification Program (EIP Director Office Assistant Director FT Professional GRA Office Manager Early Identification Program (EIP Director Office Assistant Director FT Professional GRA Office Manager Budget Manager Student Workers EIP Study Center  Reception / Waiting Area Storage/Mail Area Student Workers - Tutors	ervices (CAPS) n (PEP) Office dent Workers  sea etion	13 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 5 11 4 5 2 2 38	200 300 200 200 200 200 150 120 400 80 120 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 200 150 120 480 200 120 480 100 80 80 120 240 120 240 120 240 120 120 120 120 120 120 120 12	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ. supplies and printed materials  Future 8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation  Located in reception area / 8 x 8 workstation w/circulation  Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource ro and group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for of manager and student workers supplies 6 x 6 workstation w/circulation
FT Professional	Community Kitchen Small Conference Room (8-1 Medium Conference Room (8-1 Medium Conference Room (1) Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Associate Director Associate Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director FT Professional GRA Office Manager Budget Manager Budget Manager Student Workers  EIP Study Center  Reception / Waiting Area Storage/Mail Area Storage/Mail Area Student Workers - Tutors  Office of International Programs Office of International Programs	ervices (CAPS) n (PEP) Office dent Workers  ea ea tion  P)  and Services (OIPS)	13 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 5 11 4 5 2 2 38	200 300 200 200 200 150 120 400 80 120 120 120 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 120 480 120 240 100 120 120 120 120 120 120 120 120 12	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ. supplies and printed materials  Future 8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation  Located in reception area / 8 x 8 workstation w/circulation  Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource ro and group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for of manager and student workers supplies 6 x 6 workstation w/circulation
PT Professional	Community Kitchen Small Conference Room (8-1 Medium Conference Room (1) Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room Copy/Equipment Room PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Assistant Director Student Workers Storage Early Identification Program (EIP Director Office Assistant Director FT Professional GRA Office Manager Early Identification Program (EIP Director Office Assistant Director FT Professional GRA Office Manager Budget Manager Student Workers  EIP Study Center  Reception / Waiting Area Storage/Mail Area Storage/Mail Area Storage/Mail Area Storage/Mail Area Storage/Mail Area Storage/International Programs Office of International Program Director Associate Director	ervices (CAPS) n (PEP) Office dent Workers  ea ea tion  P)  and Services (OIPS)	13 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	5 5 11 4 5 2 2 38	200 300 200 200 200 150 120 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 120 480 240 1100 240 120 200 120 240 120 240 120 200 120 200 120 200 120 200 120 200 120 200 120 200 20	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ. supplies and printed materials  Future  8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource ro and group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for of manager and student workers supplies 6 x 6 workstation w/circulation  6 x 6 workstation w/circulation  6 x 6 workstation w/circulation
FT Admin. Support   1   80   1   80   located in reception area / 8 x 8 workstation w/circulation	Community Kitchen Small Conference Room (8-1 Medium Conference Room (8-1 Medium Conference Room ( Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Associate Director Associate Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept LGBTQ Affairs Reception Area Associate Director Student Workers Storage Early Identification Program (EIP Director Office Associate Director Assistant Director FT Professional GRA Office Manager Budget Manager Student Workers EIP Study Center Reception / Waiting Area Storage/Mail Area Student Workers - Tutors  Office of International Programs Office of International Program Director Associate Director Associate Director Associate Director Associate Director	ervices (CAPS) n (PEP) Office dent Workers  ea ea tion  P)  and Services (OIPS)	13 13 11 14 4 4 11 11 11 12 22 11 11 11 11 11 11 11 11	5 5 11 4 5 2 2 38	200 300 200 200 200 150 120 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 480 200 120 480 240 100 80 80 120 240 100 120 120 240 120 240 120 240 120 240 120 120 120 120 120 120 120 120 120 12	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  included within reception area / 8 x 8 wk station w/circ.  6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ.  supplies and printed materials  Future  8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource ro and group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for of manager and student workers supplies 6 x 6 workstation w/circulation  lincludes 2 future
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	Community Kitchen Small Conference Room (8-1 Medium Conference Room (1) Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Assistant Director Assistant Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director FT Professional GRA Office Manager Budget Manager Budget Manager Student Workers  EIP Study Center  Reception / Waiting Area Storage/Mail Area Storage/Mail Area Storage/Mail Area Storage/Mail Area Student Workers - Tutors  Office of International Programs Office of International Program Director Associate Director Associate Director Associate Director Associate Director FT Professional PT Professional	ervices (CAPS) n (PEP) Office dent Workers  ea ea tion  P)  and Services (OIPS)	13 13 11 14 4 4 11 11 11 12 22 11 11 11 11 11 11 11 11	5 5 11 4 5 2 2 38	200 300 200 200 200 150 120 120 120 120 120 120 120 12	1 4 4 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	400 600 200 200 150 120 480 200 120 480 120 480 120 120 120 120 120 120 120 120 120 12	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ. supplies and printed materials  Future 8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource to and group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for off manager and student workers supplies 6 x 6 workstation w/circulation  includes 2 future includes 2 future includes 2 future includes 1 future
Secure File Room         140         1         140           Storage         50         1         50	Community Kitchen Small Conference Room (8-1 Medium Conference Room (1) Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Associate Director Associate Director Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage - Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director Assistant Director Etudent Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director FT Professional GRA Office Manager Student Workers  EIP Study Center  Reception / Waiting Area Storage/Mail Area Student Workers - Tutors  Office of International Programs Office of International Program Director Associate Director Associate Director Associate Director Associate Director Associate Director FT Professional Director Associate Director	ervices (CAPS) n (PEP) Office dent Workers  ea ea tion  P)  and Services (OIPS)	13 13 11 14 4 4 11 11 11 12 22 11 11 11 11 11 11 11 11	5 5 11 4 5 2 2 38	200 300 200 200 200 150 120 120 120 120 120 120 120 12	1 4 4 4 4 4 1 1 1 1 1 1	400 600 200 200 150 120 400 80 200 180 200 120 120 240 120 200 120 120 120 120 120 12	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  included within reception area / 8 x 8 wk station w/circ.  6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ.  supplies and printed materials  Future  8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource roand group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for off manager and student workers supplies 6 x 6 workstation w/circulation  includes 2 future includes 2 future includes 1 future future  future  future  located in reception area / 8 x 8 workstation w/circulation
	Community Kitchen Small Conference Room (8-1 Medium Conference Room (1) Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room  Counseling and Psychological Se Peer Empowerment Program PEP Office PEP Resource Room - Stud Storage Student Org. Offices  Diversity Programs and Services Director Associate Director Assistant Director GRA Office Manager FT Admin. Support Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept  LGBTQ Affairs Reception Area Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Assistant Director FT Professional GRA Office Manager  Early Identification Program (EIP Director Office Associate Director Student Workers Storage  Early Identification Program (EIP Director Office Associate Director Assistant Director FT Professional GRA Office Manager Budget Manager Budget Manager Student Workers  EIP Study Center  Reception / Waiting Area Storage/Mail Area Storage/Mail Area Student Workers  FT Professional Office of International Programs Office of International Program Director Associate Director Associate Director FT Professional Office Manager FT Admin. Support Student Workers Student Workers Student Workers Student Workers	ervices (CAPS) n (PEP) Office dent Workers  ea ea tion  P)  and Services (OIPS)	13 13 11 14 4 4 11 11 11 12 22 11 11 11 11 11 11 11 11	5 5 11 4 5 2 2 38	200 300 200 200 200 200 150 120 120 120 120 120 120 120 120 120 12	1	400 600 200 200 150 120 80 200 120 480 120 480 120 120 120 120 120 120 120 120 120 12	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  included within reception area / 8 x 8 wk station w/circ.  6 x 6 workstation w/circulation STEP student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to / Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ.  supplies and printed materials  Future  8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource roand group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for off manager and student workers supplies 6 x 6 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation  located in reception area / 8 x 8 workstation w/circulation  located in reception area / 8 x 8 workstation w/circulation  located in reception area / 8 x 8 workstation w/circulation  located in reception area / 8 x 8 workstation w/circulation  located in reception area / 8 x 8 workstation w/circulation  located in reception area / 8 x 8 workstation w/circulation  located in reception area / 8 x 8 workstation w/circulation
	Community Kitchen Small Conference Room (8-1 Medium Conference Room (8-1 Medium Conference Room (1) Staff Work Area Events Storage - Shared Break Room Copy/Equipment Room Copy/Equipment Room PEP Poffice PEP Office PEP Resource Room - Stud Storage Student Org. Offices Director Associate Director Associate Director Associate Director Student Workers STEP Peer Educators Storage - supplies - Mail Are Multi-Purpose Lobby/Recept LGBTQ Affairs Reception Area Associate Director Student Workers Storage - Student Workers Storage - Supplies - Mail Are Multi-Purpose Lobby/Recept LGBTQ Affairs Reception Area Associate Director Student Workers Storage Early Identification Program (EIP Director Office Associate Director Assistant Director Assistant Director Assistant Director Assistant Director FT Professional GRA Office Manager Budget Manager Student Workers  EIP Study Center Reception / Waiting Area Storage/Mail Area Student Workers - Tutors Office of International Programs Office of International Program Director Assistant Director Associate Director	ervices (CAPS) n (PEP) Office dent Workers  ea ea tion  P)  and Services (OIPS)	13 13 11 14 4 4 11 11 11 12 22 11 11 11 11 11 11 11 11	5 5 11 4 5 2 2 38	200 300 200 200 200 200 150 120 400 80 120 120 120 120 120 120 120 120 120 12	1	400 600 200 200 200 150 120 480 200 120 480 100 80 80 120 120 120 120 120 120 120 12	2,050	2,563	Student Access and Programmed Use - Check Potomac Heights Model 30hrs week usage  Shared for cluster  Are the office spaces for this department listed under CAPS?  Include within space: 2 @ 30SF workstation at entry for Student Workers to Share Accessed from Resource Area  includes 2 future  included within reception area / 8 x 8 wk station w/circ. 6 x 6 workstation w/circulation STEP Student peers Supplies This entrance/reception is shared with Multicultural Resource Center - seating for up to 1 Separate Suite / Separate Entrance  Shared included at entrance as reception / 6 x 6 wk station w/circ. supplies and printed materials  Future 8 x 8 workstation w/circulation located in reception area / 8 x 8 workstation w/circulation Up to 30 students at a time. 1 room to be quiet computer lab, 1 room to be resource ror and group study lounge How many file cabinets? Waiting for 4 at a time. Also should include workstations for off manager and student workers supplies 6 x 6 workstation w/circulation includes 2 future includes 1 future future liccated in reception area / 8 x 8 workstation w/circulation  located in reception area / 8 x 8 workstation w/circulation  includes 2 future includes 1 future future liccated in reception area / 8 x 8 workstation w/circulation  8 x 8 workstation w/circulation

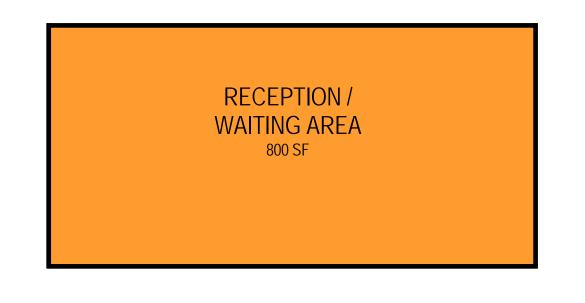


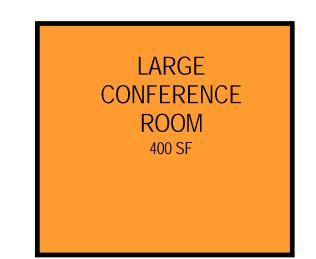
	ultural Research and Resource Center (MRRC)	21	4	ı	1		2,272	2,840	
$\vdash$	Director Associate Director	1 1		180 120		180 120			future full time
	FT Professional	3		120	3	360			included all as future
+	GRA Technical Staff	1 1		120 100		240 100			Work Study, shared desk, 15-20 hours/week
	Office Manager	1		100	1	100			Office needed
+	PT Admin. Support PT Admin. Support	8		120 48		120 192			adjacent to the reception area 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 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 - Multipurpose type space is most desirable.
	Reception/Entrance			200		200			Shared with ODPS
Fnalis	sh Language Institute (ELI)	33	6				4,350	5,438	
Liigiic	Director	1	Ľ	180		180	4,000	0,400	
-	Assistant Director Associate Director	1 1		120 144		120 144			
	FT Professional	12		144	12	1,728			Shared with PT Professional Offices
+	PT Professional - Adjunct Student Waiting Area	12		144 150		0 150			Shared with FT Professional Offices  Area outside of Faculty office area for student waiting
	Office Manager	1		120	1	120			,
_	FT Admin Support PT Admin Support	1		80 80		160 80			includes 1 future within reception area / 8 x 8 wk station w/circ.  8 x 8 workstation w/circulation
	Student Workers		6			100			2 student stations in room
+	Contract Employee -Outreach Coordinator Reception / Waiting Area	2		48 150		48 150			6 x 6 workstation w/circulation include reception station noted and waiting for 2
	Storage			120	1	120			
La	nguage Development Center Computer Language Lab	$\pm$		400		400			18 Student Station and Instructors area
7	Computer Language Lab - Future Resource Materials with student stations			600 250		600 250		_	24 Student Stations and instructors area - included as future
	Nessource materials with student stations	<u> </u>		∠50	<u> </u>	<u>250</u>			Space accessible to both labs with some user stations for use of reference materials
	ngagement Cluster ral Cluster Spaces	Employee 62					23,640 2,850	29,550 3,563	
Jener	Break Room - staff	62	144	200		200	2,000	3,303	
-	Copy Extra Large Conference (40)	+ =		150 800		150 800			
	Large Conference Room (23-25)			500	1	500			
-	Medium Conference Room (12 - 15) Common Area			300 200					What is this?
	Supply Storage			250	1	250			
-	Student Lockers Family Lounge Space			150 200		150 200			Can be in lounge or other common areas  Can be a shared space for multi uses
				200		200			·
Camp	us Ministries Group Meeting Space / Storage	<del>                                     </del>	<u> </u>	200	) 1	200	488	610	
	Private Office			120	2	240			
	Shared Workstations			48	1	48			6 x 6 workstation w/circulation
Orient	tation & Family Programs and Services	11	25				2,614	3,268	Access to conference room
-	Director Associate Director	1 1		180 120		180 120			
	Assistant Director	3		120	3	360			includes 1 future
-	PT Professional Staff Technical Staff	4		144 120		288 120			
	Office Manager	1		120	1	120			
-	Reception/Waiting Area Storage Room	+		200 250		200 250			4-6 people - include 2 student worker stations of 36 ASF  Can be sectioned off area within cluster storage - oversize materials, posters, publications
	-								etc.
	Work Room Orientation Leaders	+	25	400 48		400 576			Student workers 2 to 3 stations shared by 45 to 50 students 6 x 6 workstation w/circulation
Childe		19	37				0.000	12 110	Access to large conference room, 25 people
	nt Activities Director	19	3/	180	) 1	180	9,928	12,410	Access to large conference room - 25 people
<u>sude</u>				100					
<u>stude</u>	Associate Director	2		120		240			includes 1 future
<u>stude</u>	Associate Director Assistant Director GRA/Intem(s)	2 7 6			7	240 840 360			includes 1 future includes 3 future includes 4 future
Stude	Assistant Director GRA/Intem(s) Office Manager	2 7 6 1		120 120 120 120	7 3 1	840 360 120			includes 3 future includes 4 future
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup	2 7 6 1 1		120 120 120 120 120 80 48	7 3 1 1 1 1	840 360 120 80 48			includes 3 future
Sude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers	2 7 6 1 1 1	25	120 120 120 120 120 80 48	7 3 1 1 1 1 25	840 360 120 80 48 1,200			includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation
	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup	2 7 6 1 1 1	25 12	120 120 120 120 80 48 48 120	7 3 1 1 1 1 25 3	840 360 120 80 48 1,200 360 500			includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation
	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting	2 7 6 1 1 1		120 120 120 120 80 48 48 120 500	7 3 1 1 1 1 25 3 1	840 360 120 80 48 1,200 360 500			includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk to accommodate 10-15 waiting
	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space	2 7 6 1 1 1 1 1		120 120 120 120 80 48 48 120	7 3 1 1 1 1 25 3 1	840 360 120 80 48 1,200 360 500			includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Student workers share space with student organizations and front desk to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space
<u>Jaude</u>	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization	2 7 6 1 1 1		120 120 120 120 80 48 48 250 250 300	7 3 1 1 1 25 3 1 1 1 1	840 360 120 80 48 1,200 360 500 250 300 0 3,000			includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Student workers share space with student organizations and front desk to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36
	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space	2 77 66 11 1 1 1 1		120 120 120 120 80 48 48 120 500 250 300	7 3 1 1 1 1 25 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	840 360 120 80 48 1,200 360 500 250 300			includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry
Sarde	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life	2 7 6 1 1 1 1 1		120 120 120 120 80 48 48 120 250 300 3,000 1,200	7 3 1 1 1 1 25 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	840 360 120 80 48 1,200 360 500 250 300 0 3,000 1,200	8 850		includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  nt Media	24	12	120 120 120 120 120 800 48 48 48 120 500 250 300 1,200 500 750	7 3 1 1 1 1 25 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	840 360 120 80 48 1,200 360 500 250 300 0 3,000 1,200 500	6,650 <b>6,586</b>	8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  nt Media udent Media Groups	24	12	120 120 120 80 48 48 48 250 300 250 3,000 1,200 500	77 33 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 250 300 0 3,000 1,200 750		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Soroifty Life Non-Residential and Non-Traditional Students Graduate Student Assembly  nt Media udent Media Groups Director Assistant Director	24 76 61 11 11 11 24	12	120 120 120 80 488 488 120 500 250 300 1,200 500 750	77 33 11 11 12 25 33 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 0 3,000 1,200 500 750 750		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorofity Life Non-Residential and Non-Traditional Students Graduate Student Assembly  nt Media udent Media Groups Director Assistant Director Associate Director	24 1 2 1 2 1 1	12	120 120 120 80 48 48 48 120 500 250 300 1,200 500 750	77 33 11 11 12 25 33 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 250 300 0 3,000 1,200 500 750 180 240 120		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  In Media Udent Media Groups Director Assistant Director Associate Director FT Professional PT Professional - Editors	24 76 11 11 11 24 11 12 16 4	12	120 120 120 80 48 48 120 500 250 3,000 1,200 500 750 120 120 120 120 144	77 33 11 11 125 33 11 11 11 11 11 11 12 22 13 33 14 11 11 11 11 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 0 3,000 0 750 750 180 240 120 432 144		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space shared shared
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media udent Media Groups Director Assistant Director Associate Director FT Professional - Editors PT Professional - Editors	24 24 1 1 24 1 24 1 2 1 6 4 4	12	120 120 120 80 488 488 120 500 300 1,200 500 750 120 120 120 120 120 120 120 120 120 12	77 33 11 11 12 25 33 11 11 11 11 11 11 12 22 13 14 14 15 16 17 17 18 18 18 18 18 18 18 18 18 18 18 18 18	840 360 120 80 48 1,200 360 250 300 0 3,000 750 750 180 240 120 432 144 240		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared shared
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Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  nt Media udent Media Groups Director Assistant Director Associate Director FT Professional PT Professional - Editors PT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers	24 24 11 12 13 14 14 14 11 11	12	120 120 120 80 80 48 48 48 120 500 250 300 1,200 500 750 120 120 144 144 144 120	77 33 11 11 12 5 33 11 11 11 11 11 12 11 13 13 14 14 15 17 18 18 18 18 18 18 18 18 18 18 18 18 18	840 360 120 80 48 1,200 360 500 250 300 0 3,000 750 750 180 240 120 432 442 240 100 0		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared future
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorofity Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media udent Media Groups Director Assistant Director Associate Director FT Professional PT Professional - Editors PT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable	24 24 11 12 13 14 16 17 18 18 18 18 18 18 18 18 18 18	82	120 120 120 80 48 48 120 500 250 300 1,200 500 750 120 120 120 120 144 144 144 144 120 100	77 33 11 11 11 11 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 250 300 1,200 500 750 180 240 120 432 432 144 240 100 0 0 0 0 0 0 0 0 0 0 0 0		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared shared future  6 x 6 workstation w/circulation 6 x 6 workstation w/circulation
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  nt Media udent Media Groups Director Assistant Director Associate Director FT Professional PT Professional PT Professional - Editors PT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU Radio	24 24 1 1 24 1 2 1 6 4 4 1 1	82	120 120 120 80 48 48 48 120 500 250 3,000 1,200 750 120 120 144 144 144 144 140 100 100 100	77 33 11 11 12 55 33 11 11 11 11 11 12 21 11 13 33 11 11 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 250 3,000 1,200 500 750 180 240 120 432 144 240 100 100 0 0		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared future  6 x 6 workstation w/circulation
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  nt Media udent Media Groups Director Assistant Director Associate Director FT Professional - Editors PT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU Radio GMU Radio GMU View Reception / Waiting Area	24 24 1 1 24 1 2 1 6 4 4 1 1	82	120 120 120 80 488 488 120 500 300 1,200 500 750 120 120 120 120 144 120 100 100	77 33 11 11 12 55 33 11 11 11 11 12 11 12 11 12 11 11 11 11	840 360 120 80 48 1,200 360 500 0 3,000 1,200 500 750 180 240 120 432 144 240 100 0 0 288 288 288 288 299 200		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared shared future  6 x 6 workstation w/circulation 6 x 6 workstation w/circulation
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media udent Media Groups Director Assistant Director Associate Director FT Professional PT Professional - Editors PT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU Radio GMU View Reception / Waiting Area Work Room/Mail Area	24 1 2 1 6 4 4 1 1	82	120 120 120 80 488 488 120 500 300 1,200 500 750 120 120 120 120 144 144 120 100 100 488 488 488 488 488 488 488 488 488 4	77 33 11 11 11 11 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 250 300 0 3,000 1,200 500 750 180 240 120 432 432 432 434 100 100 0 0 0 0 0 0 0 0 0 0 0 0		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared shared future  6 x 6 workstation w/circulation
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  nt Media udent Media Groups Director Assistant Director Assistant Director FT Professional PT Professional - Editors PT Professional - Editors PT Professional - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU Radio GMU View Reception / Waiting Area Work Room/Mail Area Storage Room Tech. / Server / Computer Room	24 1 1 2 1 6 4 4 1 1 1 1	82	120 120 120 80 488 488 120 500 300 1,200 500 750 120 120 120 120 144 120 100 100	77 33 11 11 12 55 33 11 11 11 11 11 12 22 11 13 33 11 11 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 0 3,000 1,200 500 750 180 240 120 432 144 240 100 0 0 288 288 288 288 299 200		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared shared future  6 x 6 workstation w/circulation
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media Udent Media Groups Director Assistant Director Associate Director FT Professional FT Professional - Editors FT Professional - Editors FT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU Radio GMU View Reception / Waiting Area Work Room/Mail Area Storage Room Tech. / Sener / Computer Room Iterary Journals	24 24 1 1 1 24 1 6 4 4 1 1	82	120 120 120 80 48 48 48 120 500 3,000 1,200 500 750 120 120 120 144 120 100 100 48 48 48 48 48 200 250 250 250 250 250 250 250 250 250	77 33 11 11 12 55 33 11 11 11 11 12 11 12 11 12 11 11 11 11	840 360 120 80 48 1,200 360 500 250 300 1,200 500 750 180 240 120 432 144 240 100 0 288 288 288 288 288 290 250 200 200 200 200 200 200 20		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared future  6 x 6 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Waiting for 6 to 8 and workstation for 2 student assistants - 36 SF each
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media udent Media Groups Director Assistant Director Assistant Director Associate Director FT Professional FT Professional - Editors FT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU View Reception / Waiting Area Work Room/Mail Area Storage Room Tech. / Sener / Computer Room terary Journals Director Student Worker	24 24 1 1 1 24 1 1 6 4 4 1 1 1	82	120 120 120 80 48 48 48 120 500 3,000 1,200 500 750 120 120 144 144 144 144 144 144 144 144 144 14	77 33 11 11 11 11 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 250 3,000 1,200 750 180 240 120 432 144 240 100 0 0 0 288 288 288 288 192 200 100 100 100 100 100 100 10		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared future  6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Maiting for 6 to 8 and workstation for 2 student assistants - 36 SF each  yes secure server room
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  nt Media udent Media Groups Director Assistant Director Assistant Director FT Professional PT Professional - Editors PT Professional - Editors PT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU View Reception / Waiting Area Work Room/Mail Area Storage Room Tech. / Server / Computer Room terary Journals Director Student Worker Reception	24 11 11 12 13 14 14 14 11 11	82 24	120 120 120 80 48 48 120 500 500 750 3,000 1,200 120 120 120 120 144 144 144 48 48 48 48 48 48 48 48 48 48 48 48 4	77 33 11 11 12 5 33 11 11 11 11 11 12 2 11 13 33 11 14 15 16 6 6 6 6 6 6 6 6 16 17 18 18 18 18 18 18 18 18 18 18 18 18 18	840 360 120 80 48 1,200 360 500 250 3,000 1,200 750 180 240 240 120 432 144 240 100 0 0 0 0 1,200 2,500 1,200 1,200 2,500 1,200		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared shared future  6 x 6 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Maiting for 6 to 8 and workstation for 2 student assistants - 36 SF each
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media udent Media Groups Director Assistant Director Assistant Director Associate Director FT Professional FT Professional - Editors FT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU View Reception / Waiting Area Work Room/Mail Area Storage Room Tech. / Sener / Computer Room terary Journals Director Student Worker	24 24 11 12 13 14 14 14 11 11	82 24	120 120 120 80 48 48 48 120 500 3,000 1,200 500 750 120 120 144 144 144 144 144 144 144 144 144 14	77 33 11 11 12 55 33 11 11 11 11 12 11 12 11 12 11 11 11 11	840 360 120 80 48 1,200 360 500 250 3,000 1,200 750 180 240 120 432 144 240 100 0 0 0 288 288 288 288 192 200 100 100 100 100 100 100 10		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared future  6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Maiting for 6 to 8 and workstation for 2 student assistants - 36 SF each  yes secure server room
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media udent Media Groups Director Assistant Director Associate Director FT Professional PT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU Radio GMU View Reception / Waiting Area Work Room/Mail Area Storage Room Tech. / Server / Computer Room terary Journals Director Student Worker Reception Storage Work Room Storage Work Room Work Room Storage Work Room Work Room Work Room Work Room Storage Work Room	24 24 11 12 13 14 16 17 18 18 19 19 19 19 19 19 19 19 19 19	82 24	120 120 120 80 48 48 48 120 500 3,000 1,200 500 750 120 120 144 120 100 100 100 100 100 100 100 100 100	77 33 11 11 12 55 33 11 11 11 11 12 11 12 11 12 11 11 11 11	840 360 120 80 48 1,200 360 500 250 300 0 3,000 1,200 500 750 180 240 120 432 144 240 100 0 0 288 288 288 288 298 200 250 200 100 100 100 100 100 100 10		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared shared shared future  6 x 6 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Maiting for 6 to 8 and workstation for 2 student assistants - 36 SF each  yes secure sener room  6 x 6 workstation w/circulation small desk area with 1 to 2 waiting chairs
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media Udent Media Groups Director Assistant Director Associate Director FT Professional FT Professional - Editors FT Professional - Editors FT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU Radio GMU View Reception / Waiting Area Work Room/Mail Area Storage Room Tech. / Server / Computer Room Berary Journals Director Student Worker Reception Storage	24 24 1 1 1 2 1 6 4 4 1 1 1	82 24	120 120 120 120 80 48 48 48 120 500 300 1,200 500 750 180 120 144 120 100 100 48 48 48 200 250 200 100 180 48 88	77 33 11 11 11 11 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 250 300 0 3,000 1,200 500 750 180 240 120 432 144 240 100 100 0 288 288 288 288 298 200 250 200 100 100 100 100 100 100 10		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation Student workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies Sq. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared shared shared shared future  6 x 6 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Maiting for 6 to 8 and workstation for 2 student assistants - 36 SF each  yes secure sener room  6 x 6 workstation w/circulation small desk area with 1 to 2 waiting chairs
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media Udent Media Groups Director Assistant Director Associate Director FT Professional PT Professional - Editors PT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU Radio GMU View Reception / Waiting Area Work Room/Mail Area Storage Room Tech. / Server / Computer Room tevary Journals Director Student Worker Reception Storage Work Room News Room - Student Workers Mews Room - Student Workers Mess Room - Student Workers Menaging Editor	1 2 1 1 6 4 4 4 4 1 1 1 1 1 1 1 1 1 1 1 1 1	82 82 24 18	120 120 120 120 800 488 488 120 500 3,000 1,200 500 750 120 120 144 144 120 100 488 488 200 250 200 100 120 120 120 120 120 120 120 12	77 33 11 11 11 11 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 250 300 3,000 1,200 500 750 180 240 120 432 432 432 434 240 100 100 100 288 288 288 288 290 200 200 100 100 100 100 100 10		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation w/circulation 5 x 6 workstation w/circulation 5 xtudent workers share space with student organizations and front desk  to accommodate 10-15 waiting Can be a section of larger area - oversize, publications and supplies 5q. footage TBD - adjacent access to outside space 50 cubicle spaces for 200 organizations - check size of cubicles - 30-36 Space for 38 Cubicles - check size - 30 - 36 Concept of Commuter Student Lounge - lockers, lounge seating, study tables, pantry 15 to 20 graduate student stations, storage and worktables Total for Student Org Space  shared future  6 x 6 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation Maiting for 6 to 8 and workstation for 2 student assistants - 36 SF each  yes secure server room  6 x 6 workstation w/circulation small desk area with 1 to 2 waiting chairs  include space for small table
Stude	Assistant Director GRA/Intem(s) Office Manager FT Admin. Support - Receptionist FT Admin. Support - backup Volunteers / Peers Student Workers (includes 1 future) Resource / Work Room/Copy Equipment Area Reception / Waiting Storage Outdoor Space General Student Organization Fraternity and Sorority Life Non-Residential and Non-Traditional Students Graduate Student Assembly  Int Media Udent Media Groups Director Assistant Director Associate Director FT Professional FT Professional - Editors FT Professional - Editors FT Professional - Editors Technical Staff - Future Budget Manager - FT Student Workers Vox Pop Mason Cable GMU Radio GMU View Reception / Waiting Area Work Room/Mail Area Storage Room Tech. / Server / Computer Room Lerary Journals Director Student Worker Reception Storage Work Room News Room - Student Workers	24 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	82 82 24 18	120 120 120 120 80 48 48 48 120 500 300 1,200 500 750 180 120 144 120 100 100 48 48 48 200 250 200 100 180 48 88	77 33 11 11 11 11 11 11 11 11 11 11 11 11	840 360 120 80 48 1,200 360 500 250 300 0 3,000 1,200 500 750 180 240 120 432 144 240 100 100 0 288 288 288 288 298 200 250 200 100 100 100 100 100 100 10		8,233	includes 3 future includes 4 future  8 x 8 workstation w/circulation 6 x 6 workstation w/circulation 6 x 6 workstation w/circulation 5 x 6 workstation of larger area - oversize, publications and supplies 5 x 6 x 6 x 6 workstation w/circulation 7 x 6 x 6 workstation w/circulation 8 x 6 workstation w/circulation 9 x 6 x 6 workstation w/circulation 9 x 8 x 6 workstation w/circulation 9 x 7 x 7 x 7 x 7 x 7 x 7 x 7 x 7 x 7 x

#### PROGRAM SPREADSHEET

Leade	ership Education and Development (LEAD)	8		400		400	1,174	1,468	
	Director Associate Director	1 1		180 120	1	180 120			
	Assistant Director	+ + +		120	1				future
	Coordinator	1		120	1	120			future
	GRA	1		100	1				
	PT Admin. Support	3		48	3				2 future, 1 located within reception area / 6 x 6 wk station w/circ.
	Reception / Waiting Area			120	1	120			
	Resource Room	+		150 120	1	150 120			include as an expanded part of reception
	Storage	+		120	- 1	120			
III Centra	al Cluster	Employee	Student				4,040	5,050	
	ral UL Central Spaces	23					800	1,000	
	Class / Workshop / Training / Meeting Room	T		800	1	800	-	1,000	This may get eliminated when we look at total number of these spaces - 30 students
	Small Conference Room (8 - 10)	1		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
UL Ce		23	0				3,240	4,050	
	Associate VP	1		180	1	180			
	Dean of Students	1		180	1				
	Associate Dean Director	6		180 180	6				
	FT Professional Staff	3		120	<u>1</u> 3				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				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	-			
	Storage	<del></del>		120	1	120			
	Eminant Ross								Fax, copier, poster machine - this could be shared with Judicial/Academic Integrity/Honor
+++	Equipment Room	+		200	1	200			Committee depending on adjacency
<del>                                      </del>	Reception	+		200	1	200			Include FT Admin Support workstation in this area, waiting for 3-4
Jo	hnson Center - University Life Admin. Offices Associate Dean	+		180	0	0			Remains in Johnson Center
	Associate Deali	<del>                                     </del>	$\vdash$	180	U	0			INCHIANIO III JUHIIDUN CENERI
Honor Co	Dommittee & Judicial Affairs Cluster	Employee	Student				2,924	3 655	Not too public but easy to find area
	ral Cluster Spaces	11					1,360	1,700	parameter stay is and anou
1 2		<del></del>	1				.,000	.,. 50	Can this space be shared with other UL departments? Priority for Judicial beyond that can
	Meeting / Training Space			800	1	800			shared should have primary adjacency with Judicial. 25 to 30
	Reception	+		200	1	200			oracio di cara i aro primary adjacono i man cadiciani 20 to co
	Hearing / Meeting Room (6-8)			180	2				
		1							
Acade	emic Integrity / Honor Committee	6	0				600	750	Spaces will be shared with Judicial Affairs
	Associate Dean	1		180	1				
	Director	1		180	1	180			Is this office space accounted for under UL Central?
	GRA	2		120	1	.20			
	Intern	2		120	1	120			
ludio	I ial Affairs	5	0	,			964	1,205	
Judic	Director	T 1	1	180	1	180	304	1,203	
	Assistant Director	1 1		120	1				
	Office Manager	1		120	1	120			Shared position with Academic Integrity/Honor Committee - within reception
	GRA	2		144	1				g.,,
	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
	Spaces - Combined with Student Center Common S	paces					0	0	
	ral Spaces								
Gene	ral Spaces						0	0	
	Event Production Storage - oversized materials	₽		0	1	0			easy in and out of building access
	Informal Study Areas/Pockets Information Desk/Kiosks/Locations for Posting	+		0	3	0			Located conveniently with main lobby/lounge areas
	Lobby / Lounge	+		0	1	0			Based upon existing Patriot Lounge SF
	Loody / Lounge	+		U	- 1	U			Daoos apon oxioning i amot Lounge of
xiliary Se	rvices						14,020	17,525	
	iary Services						14,020	17,525	
AUAIII	Copy Shop			120	1	120	17,020	11,323	
	Retail Operations	<b>T</b>		1,500	1				
	Gaming / Entertainment	1		6,600	1	6,600			SF based upon 11 GSF/person per IBC (with 600 people)
	Kitchen / Catering			4,300	1	4,300			SF TBD - SF shown based upon existing area in SUB 2
	Events Management Office								SF TBD - Area shown is based upon existing space in SUB 2 - shown above
	Photo ID			500	1	500			SF TBD - SF shown based upon existing area in SUB 2
	Transportation			0	1				SF TBD
	Mason Money	<del></del>		500	1	500			SF TBD - SF shown based upon existing area in SUB 2
	Meal Plan	+	$\vdash$	500	1	500			SF TBD - SF shown based upon existing area in SUB 2
	1								
udent Cen	ters Common Spaces			4.000		4.00-	14,800		
	Flexible Space - Student Centers	<del> </del>		1,000	4	,			Managed by Events Management
	Flexible Meeting Rooms - Events Management Existing SUB 1 Meeting Rooms	45	-	1,600	6 1				See SUB II Misc Spaces Below
	Meeting Room Storage	+		1,600	4				
+++	Operations Staff Workroom / Storage	+		800	1	800			Provide lockers, tables, breakarea, kitchenette - No workstations are required
	Building Storage	+-		600	1				
	Departmental Storage/Events Production Oversize Stor	age		1,300	1	1,300			
	Patriot Lounge/Lobby			4,000	1				
	Information Desk/Kiosks/Locations for Posting			300	1	300			
	Small Open Pocket Lounges/Study			400	4	1,600			Sim to lounges in the Johnson Center
	llaneous Spaces						7,700	9,625	
JB II Misce	AVP Operations			200	4				
JB II Misce	Parking and Transportation	$\bot$		200	4				
JB II Misce		1		200	10				
JB II Misce	Events Management Offices		. 7	1,500	1	1,500			
JB II Misce	Events Management Offices COS Testing Space								
JB II Misce	Events Management Offices COS Testing Space Economic Research Lab Space			2,600	1	2,600			Ethorodologia and a company of the control of the c
	Events Management Offices COS Testing Space Economic Research Lab Space Meeting Rooms				1	2,600 0			Either added rooms or rooms removed from 2nd floor.
etal Assigna	Events Management Offices COS Testing Space Economic Research Lab Space Meeting Rooms able SF				1	2,600	140,539		
otal Assignatal with B.	Events Management Offices COS Testing Space Economic Research Lab Space Meeting Rooms able SF E.R. 80%				1	2,600		166,049	
JB II Misce  otal Assignational with B.  otal with B.	Events Management Offices COS Testing Space Economic Research Lab Space Meeting Rooms able SF E.R. 80%				1	2,600	140,539 212,938	166,049	
otal Assignatal with B.	Events Management Offices COS Testing Space Economic Research Lab Space Meeting Rooms able SF E.R. 80%				1	2,600		166,049	
otal Assignatal with B.	Events Management Offices COS Testing Space Economic Research Lab Space Meeting Rooms able SF E.R. 80%				1	2,600		166,049	

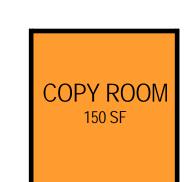
## GENERAL ENROLLMENT SERVICES













## STUDENT FISCAL SERVICES







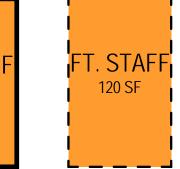


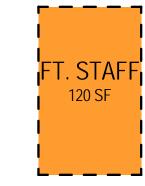




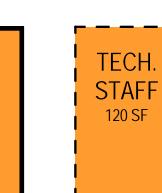






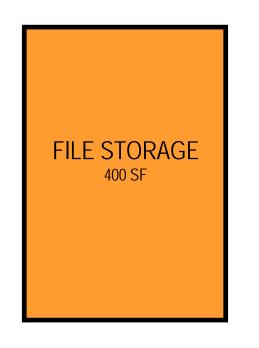




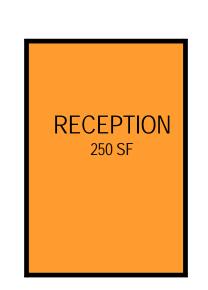


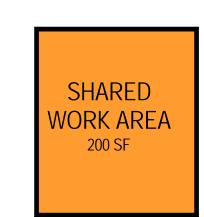






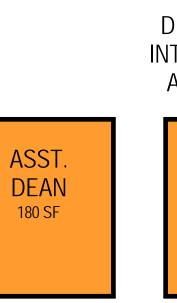


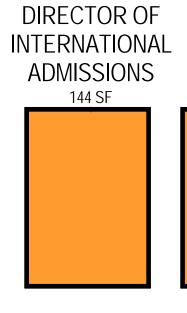




### OFFICE OF ADMISSIONS AND ENROLLMENT DEVELOPMENT

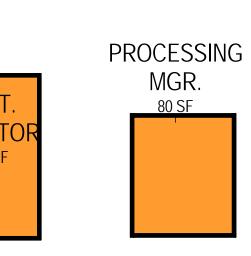
GRAD / INT'L STAFF OFFICE

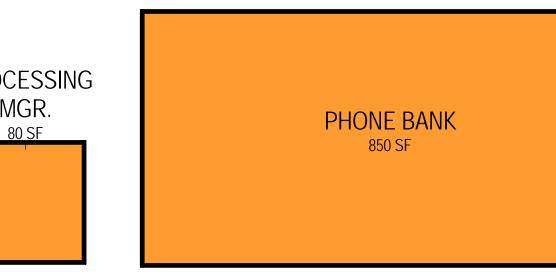


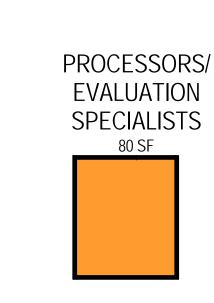


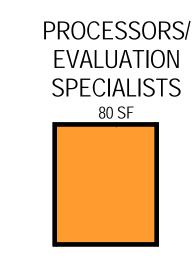












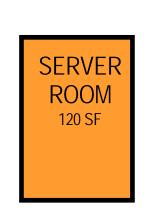


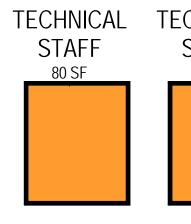
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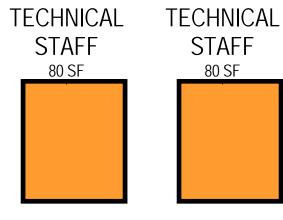


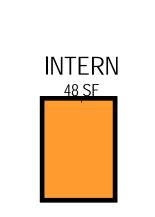














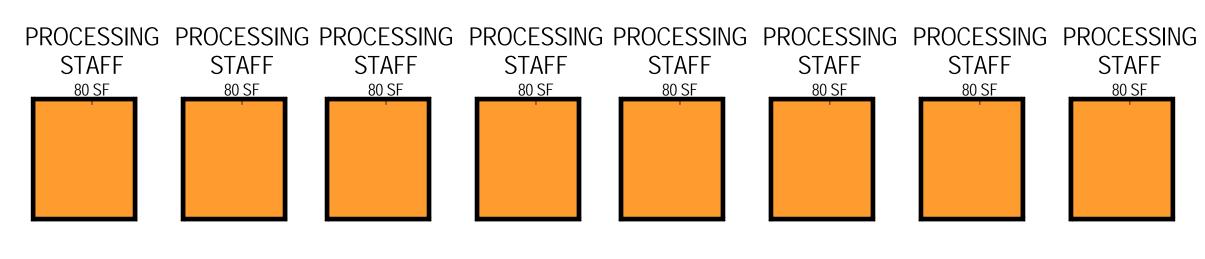
ADMISSIONS PROCESSING OFFICE

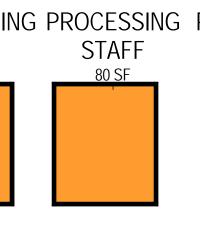


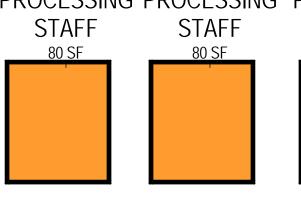


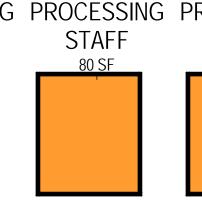


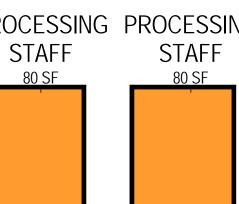


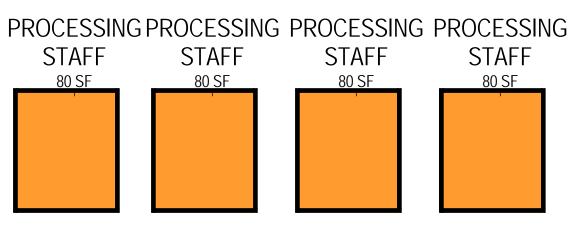


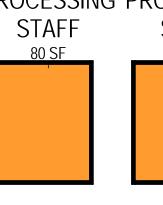


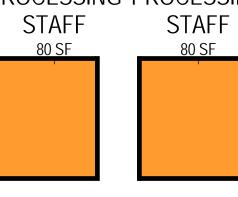












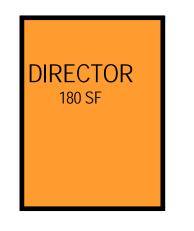




## ONE STOP SHOP (CONT.)

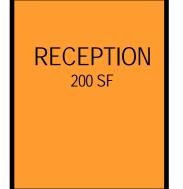
## REGISTRAR'S OFFICE

CENTRAL ADMINISTRATION



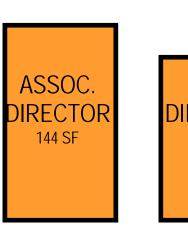




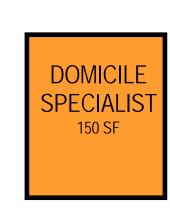




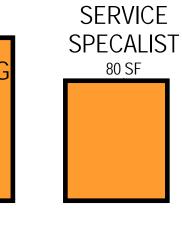
### CERTIFICATION / DOMICILE

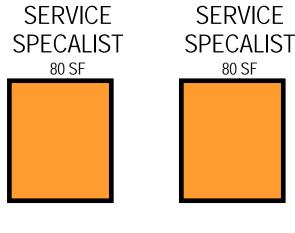


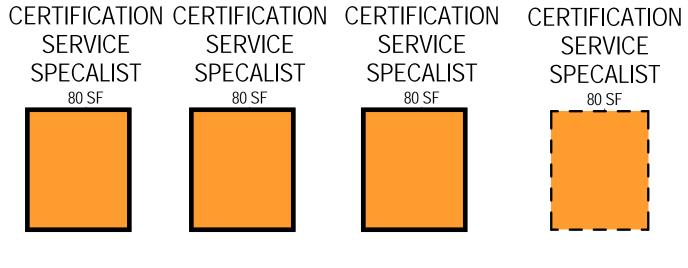








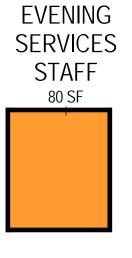


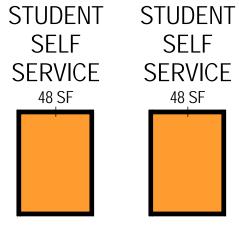


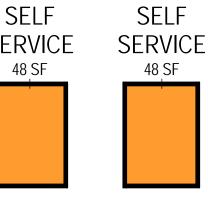


#### **EVENING SERVICES**









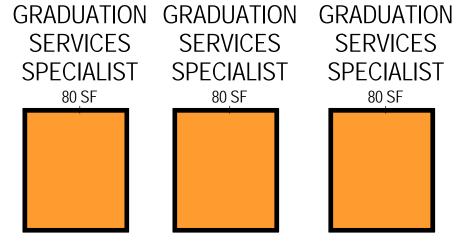


FILE ROOM / MAIL / STORAGE

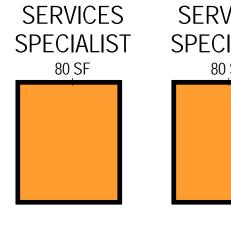


#### GRADUATION

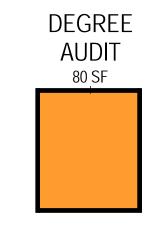


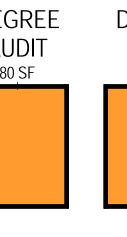


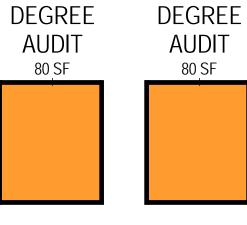


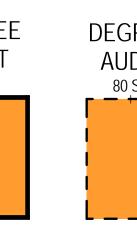








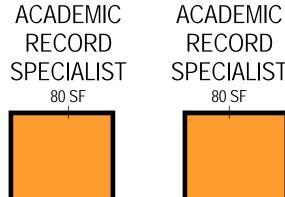




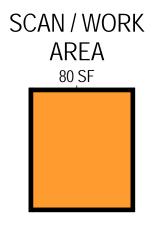




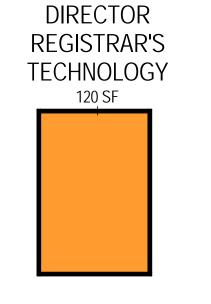
### **IMAGING**

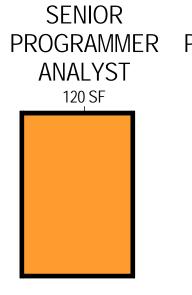


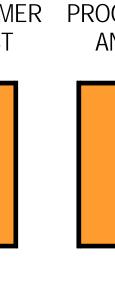


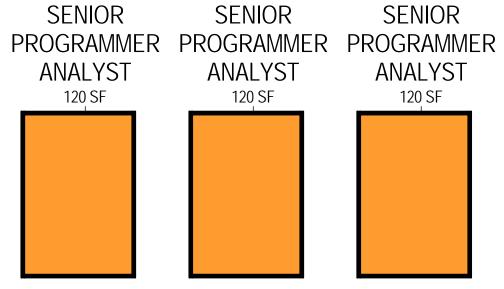


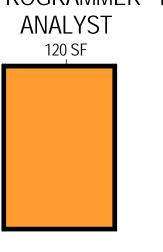
### INFORMATION TECHNOLOGY

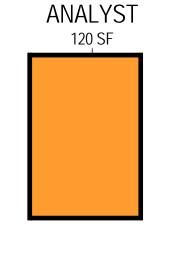




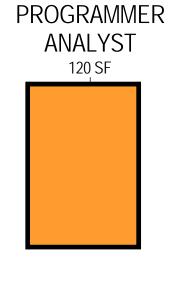








**SENIOR** 

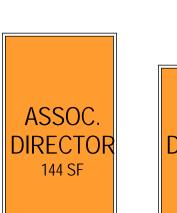


RECORDS /

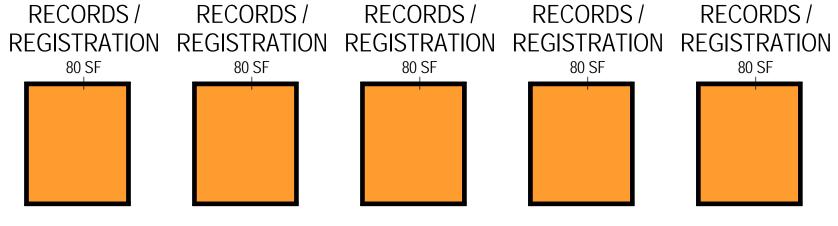
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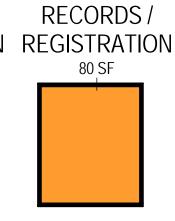


### REGISTRAR SERVICES



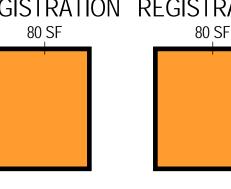


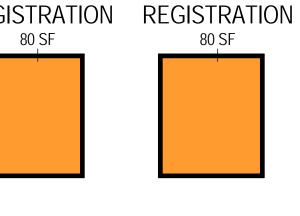






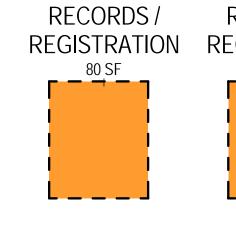
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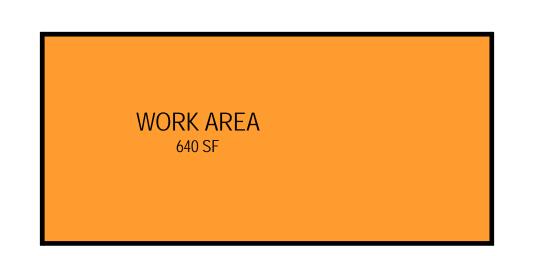


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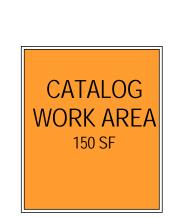
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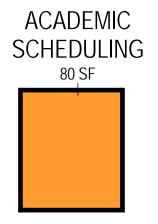


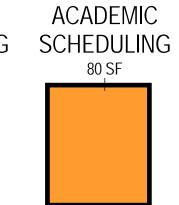




### SCHEDULING



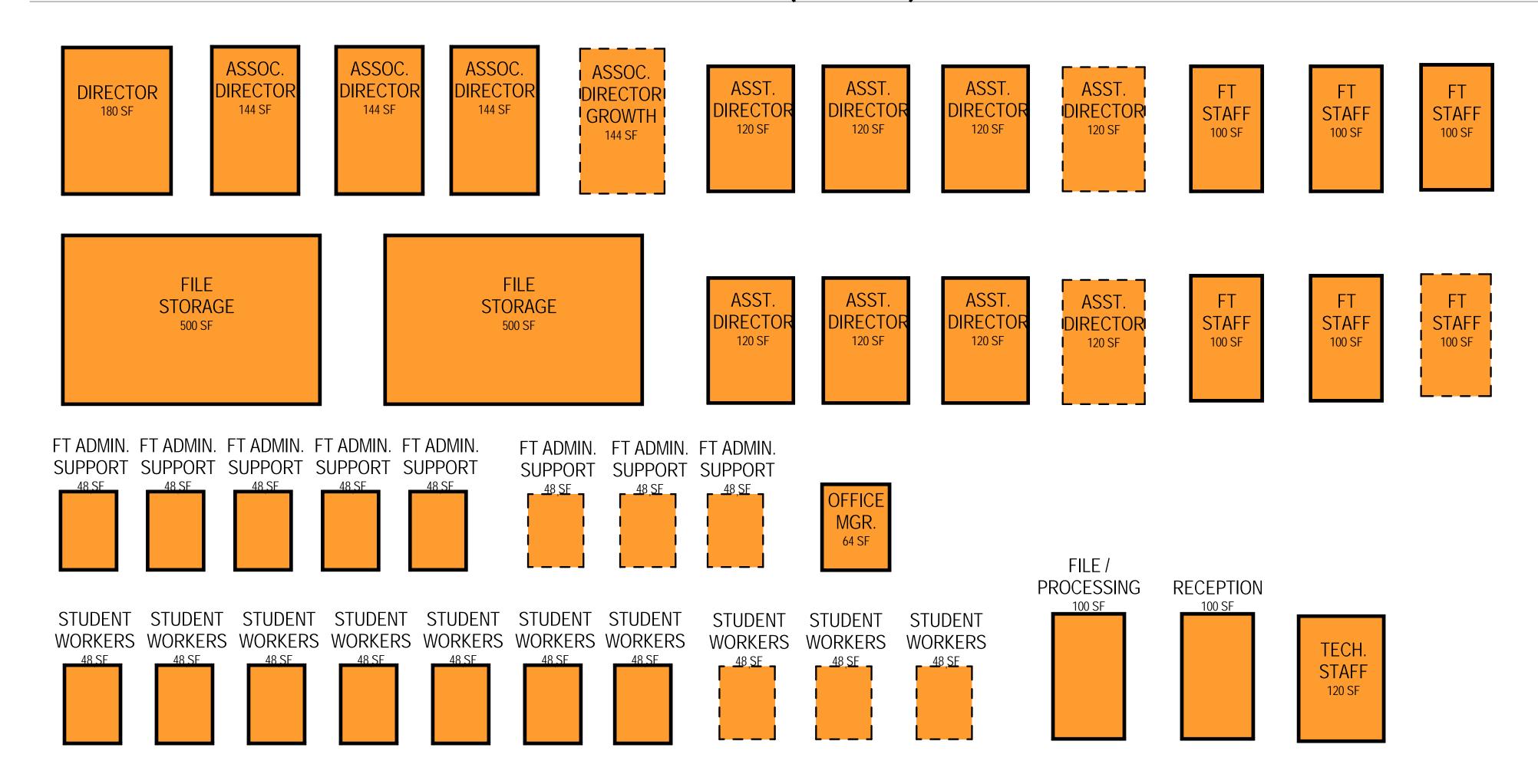






# ONE STOP SHOP (CONT.)

# OFFICE OF STUDENT FINANCIAL AID (OSFA)

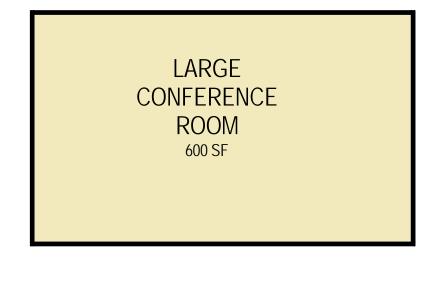


## CASH / ALM OFFICE



## STUDENT SUCCESS CLUSTER

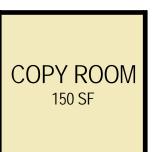
## GENERAL CLUSTER SPACES

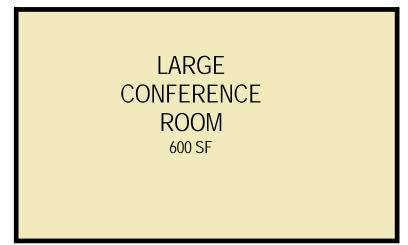








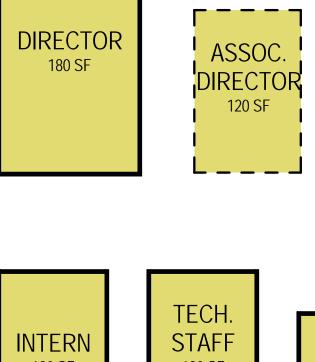


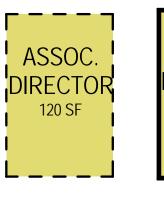






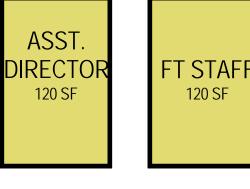
## CAREER SERVICES







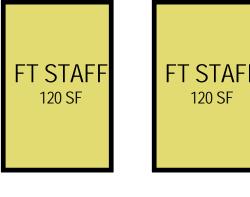




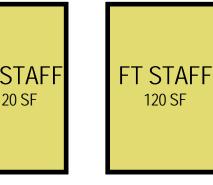


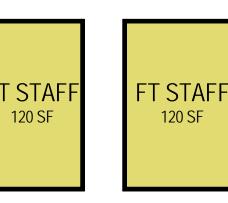


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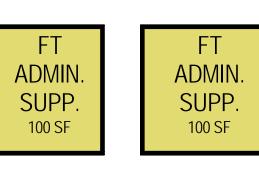


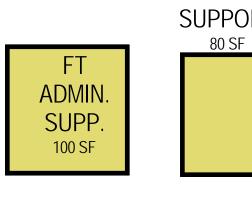


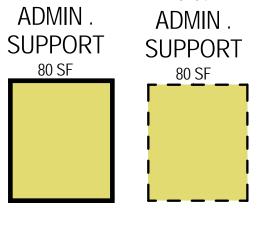




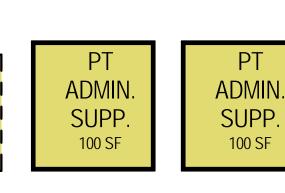


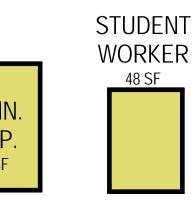


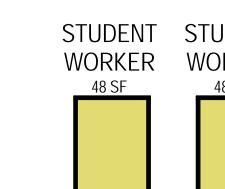


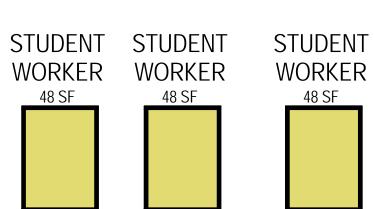


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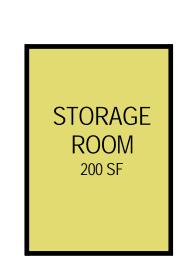




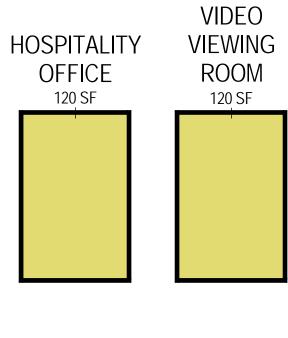


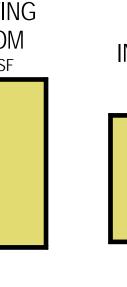






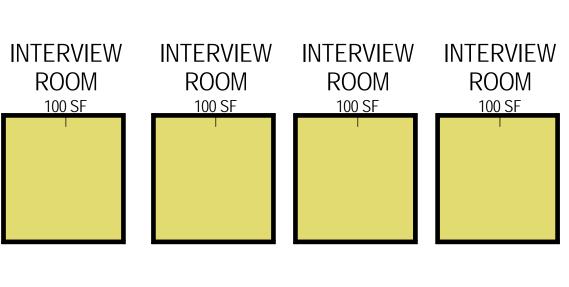


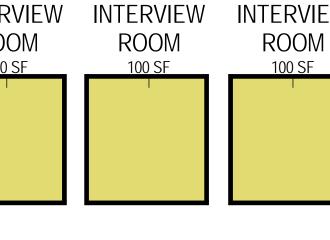


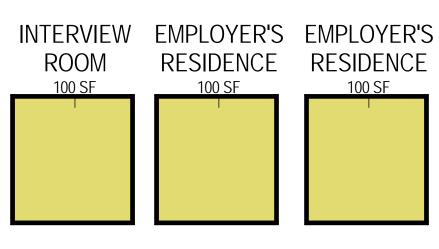


INTERVIEW

PRACTICE /



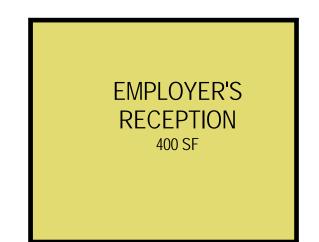














# ACADEMIC ADVISING CENTER









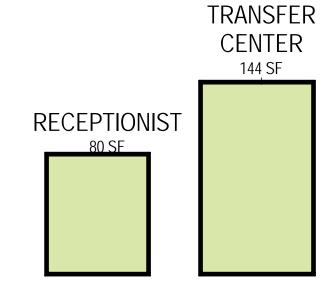




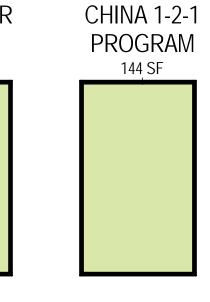








**CO-DIRECTOR** 



COORDINATOR

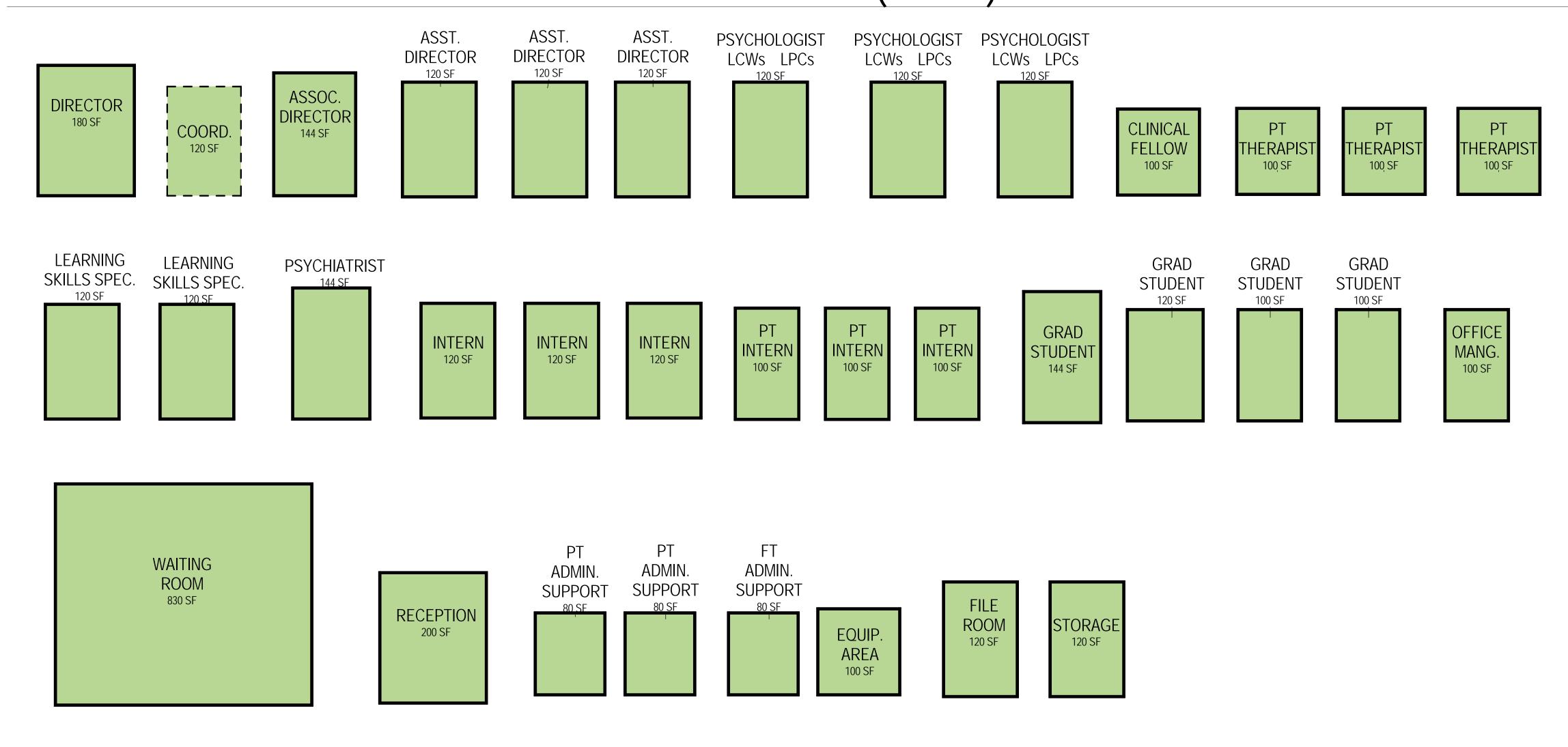




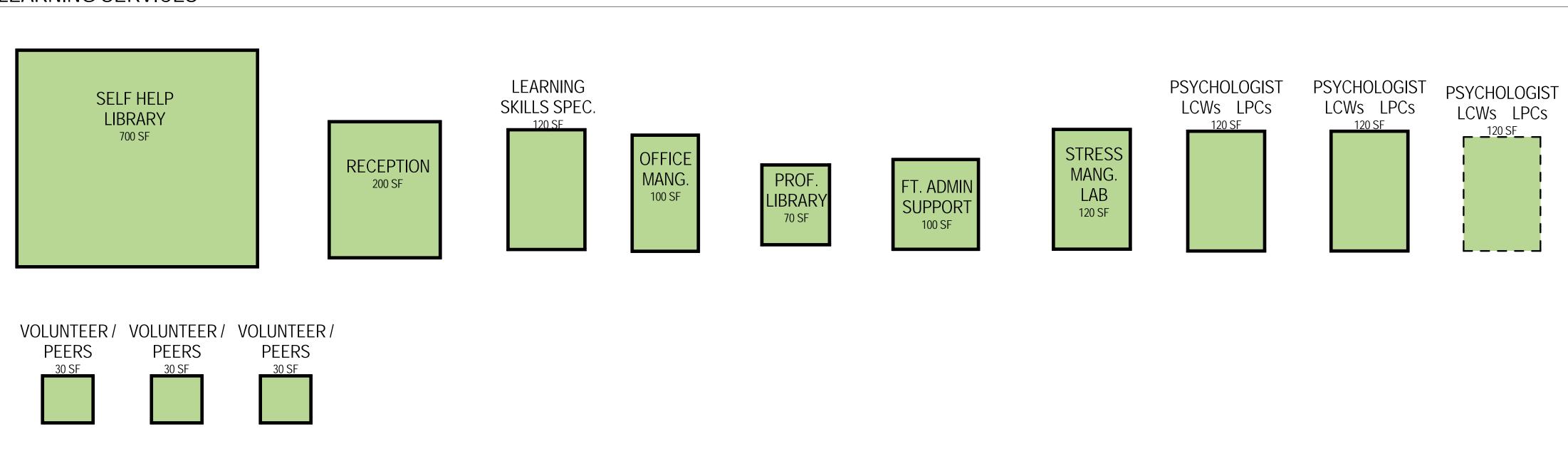


# STUDENT SUCCESS CLUSTER (cont.)

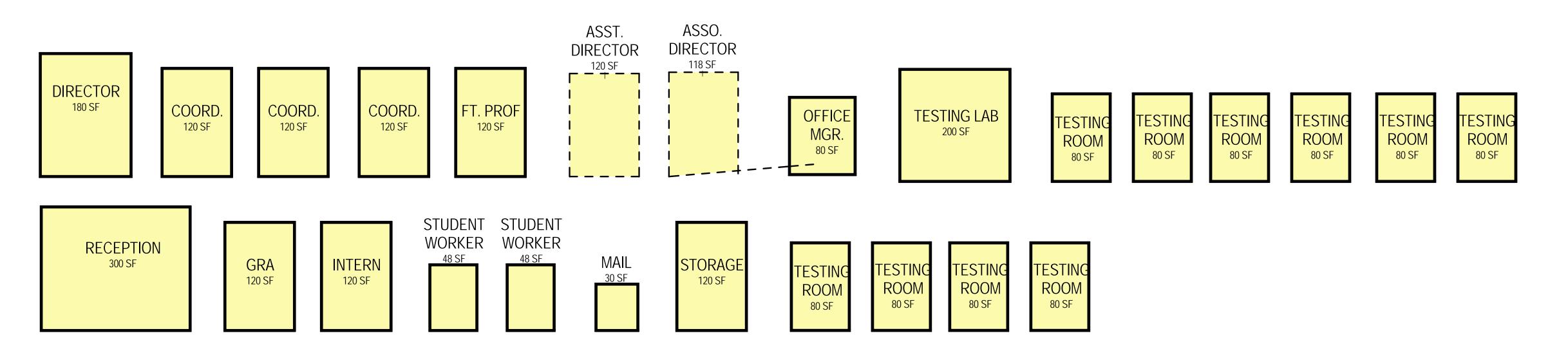
# COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)



#### LEARNING SERVICES



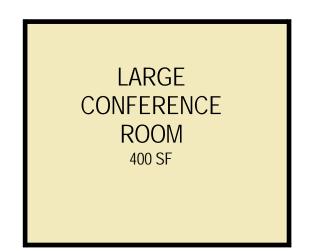
### OFFICE OF DISABILITY SERVICES

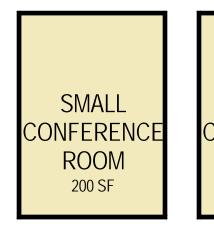


## HEALTH AND WELLNESS CLUSTER

## GENERAL CLUSTER SPACES



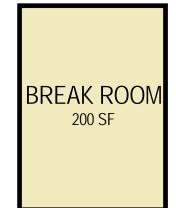


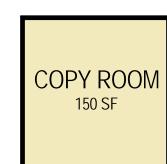




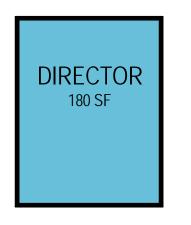








## SEXUAL ASSAULT SERVICES



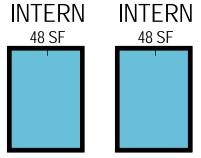


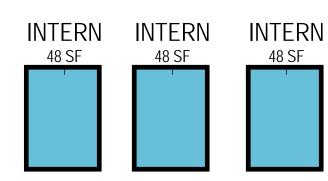














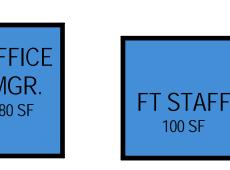


# ALCOHOL DRUG AND HEALTH EDUCATION

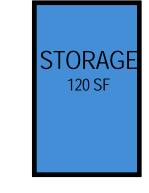




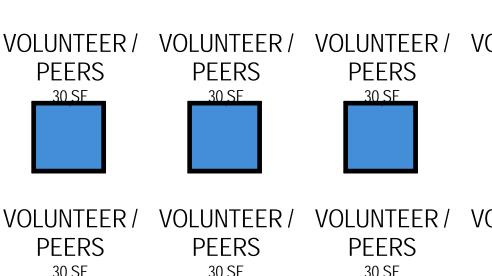






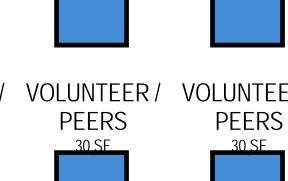








**PEERS** 



**PEERS** 

**PEERS** 



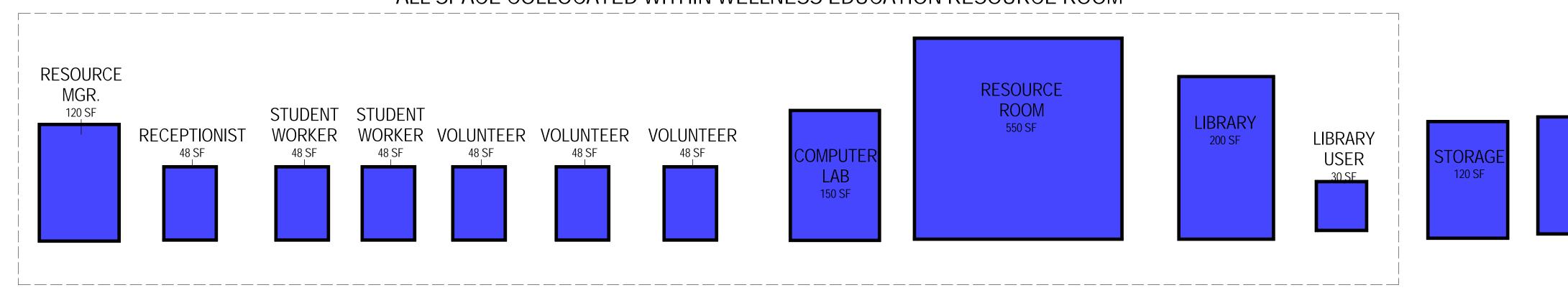
**EVENT** 

**STAGING** 

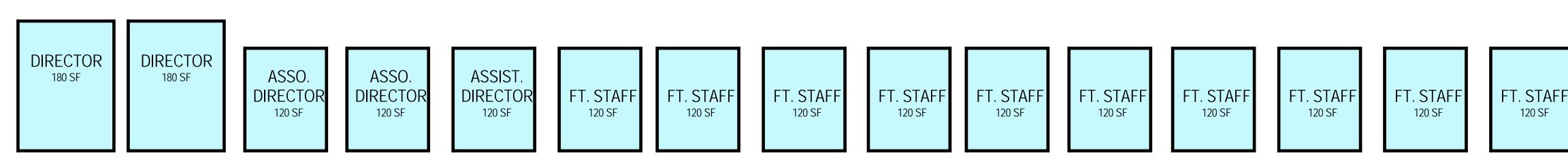
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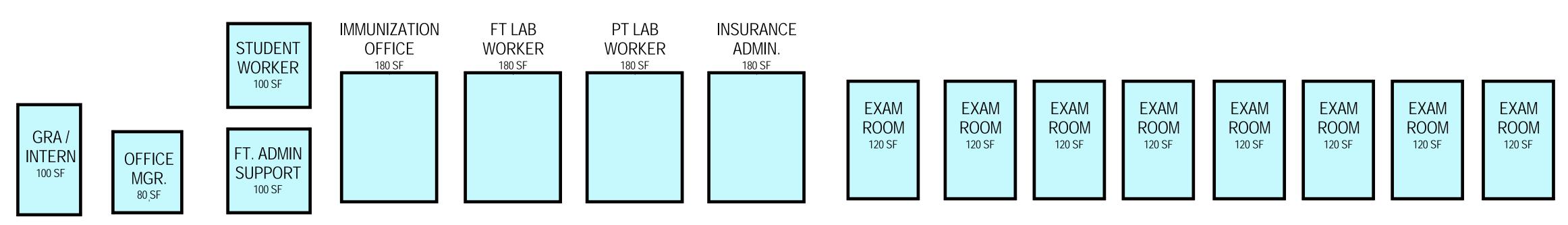
# WELLNESS EDUCATION RESOURCE ROOM

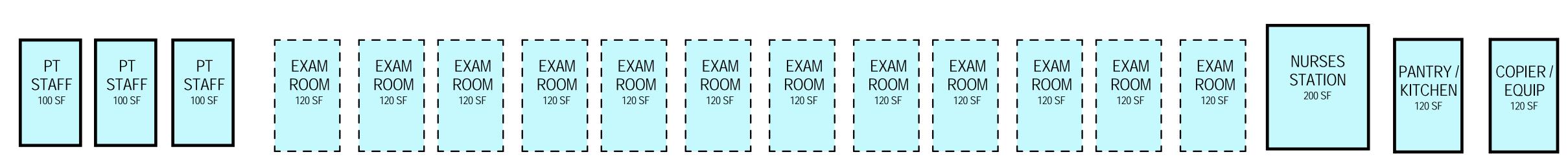
ALL SPACE COLLOCATED WITHIN WELLNESS EDUCATION RESOURCE ROOM

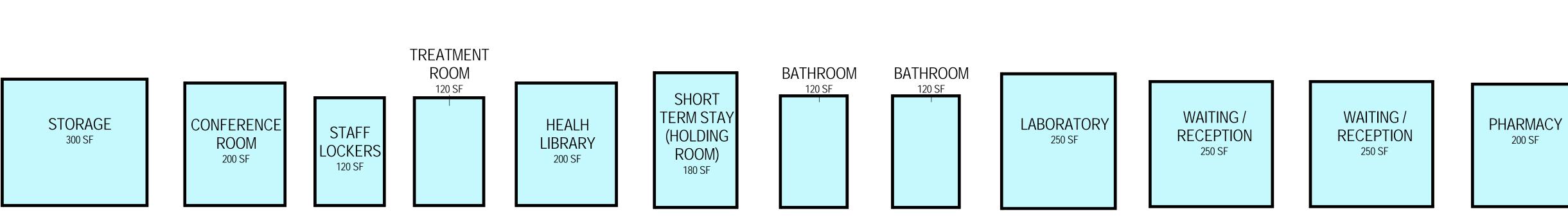


## STUDENT HEALTH SERVICES (SHS)









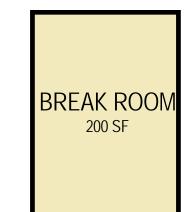
### INTERNATIONAL AND MULTICULTURAL CLUSTER

## GENERAL CLUSTER SPACES







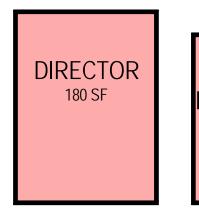






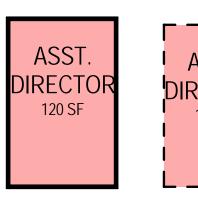


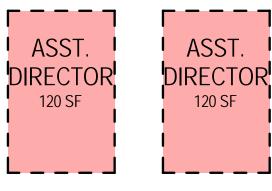
### DIVERSITY PROGRAMS & SERVICES

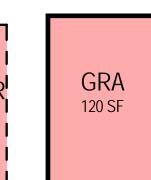


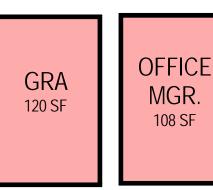


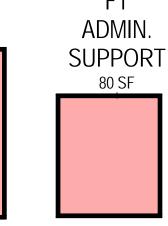




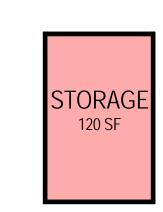


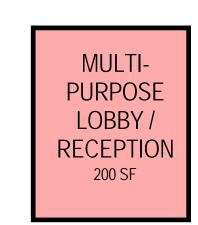


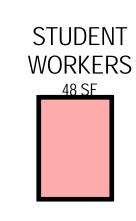






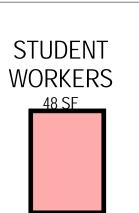




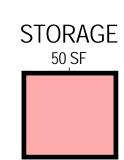


LGBTQ AFFAIRS

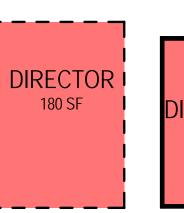




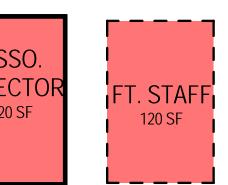


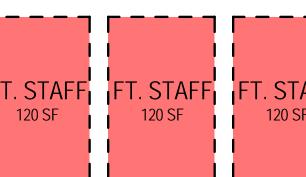


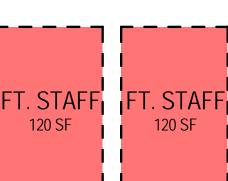
# MULTICULTURAL RESEARCH AND RESOURCE CENTER (MRRC)

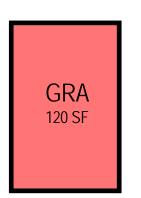




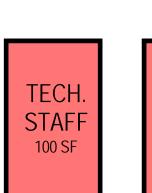






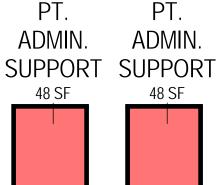


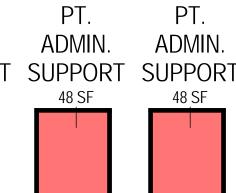


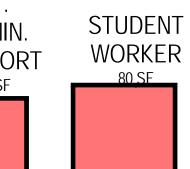




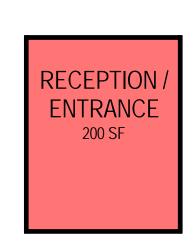






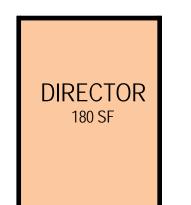








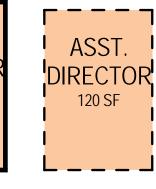
### OFFICE OF INTERNATIONAL PROGRAMS & SERVICES



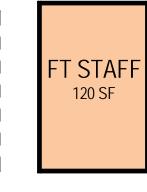


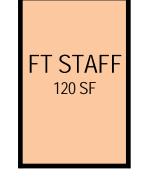




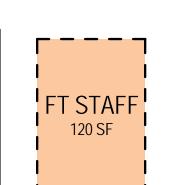






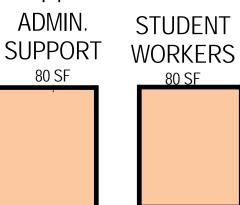


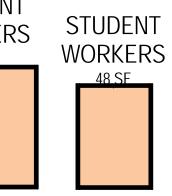


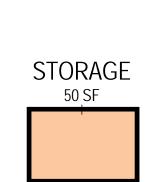


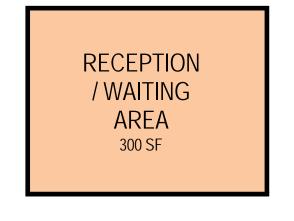




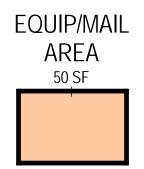




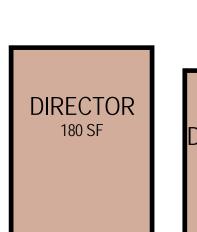








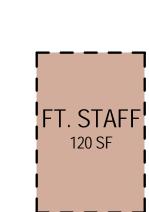
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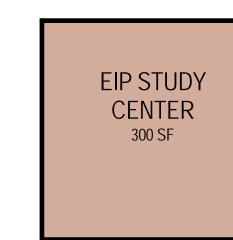


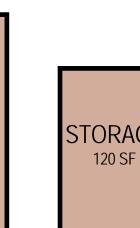


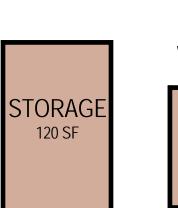


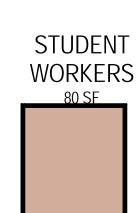




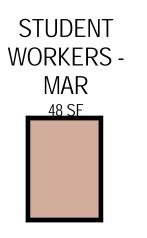


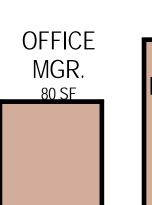








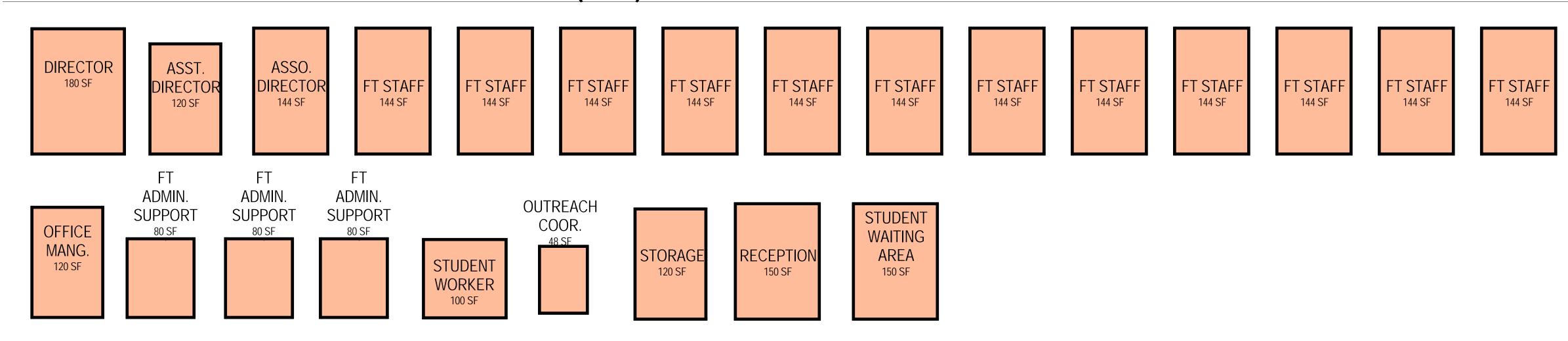




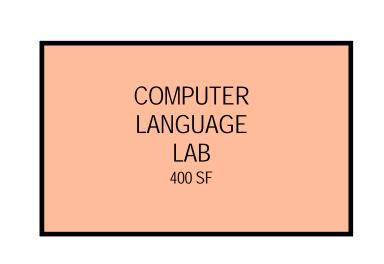


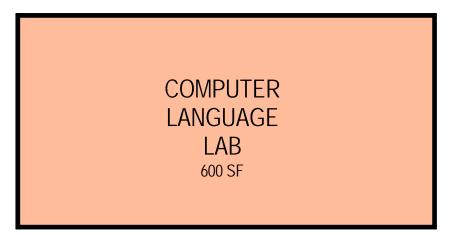
## INTERNATIONAL AND MULTICULTURAL CLUSTER (cont.)

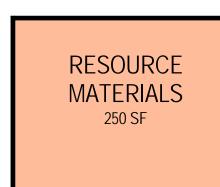
# ENGLISH LANGUAGE INSTITUTE (ELI)



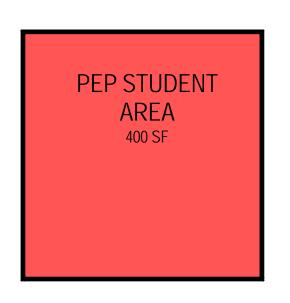
LANGUAGE DEVELOPMENT CENTER



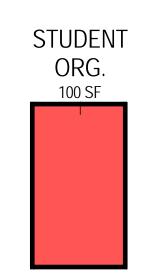


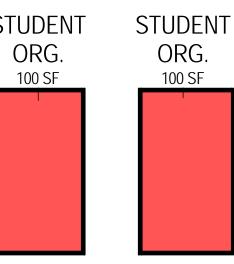


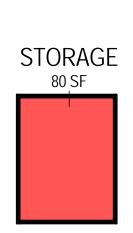
# PEER EMPOWERMENT PROGRAM (PEP) OFFICE





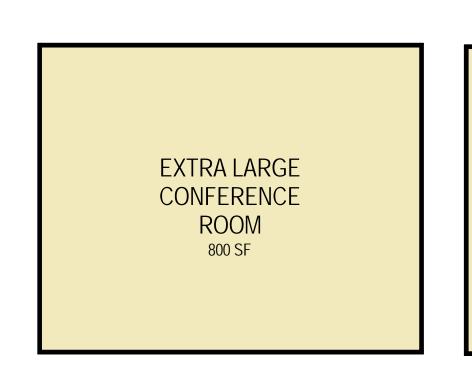






## STUDENT ENGAGEMENT CLUSTER

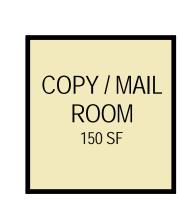
## GENERAL CLUSTER SPACES

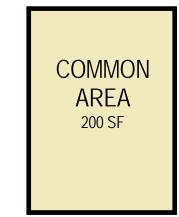


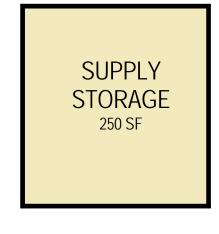














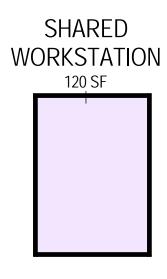


### CAMPUS MINISTRIES



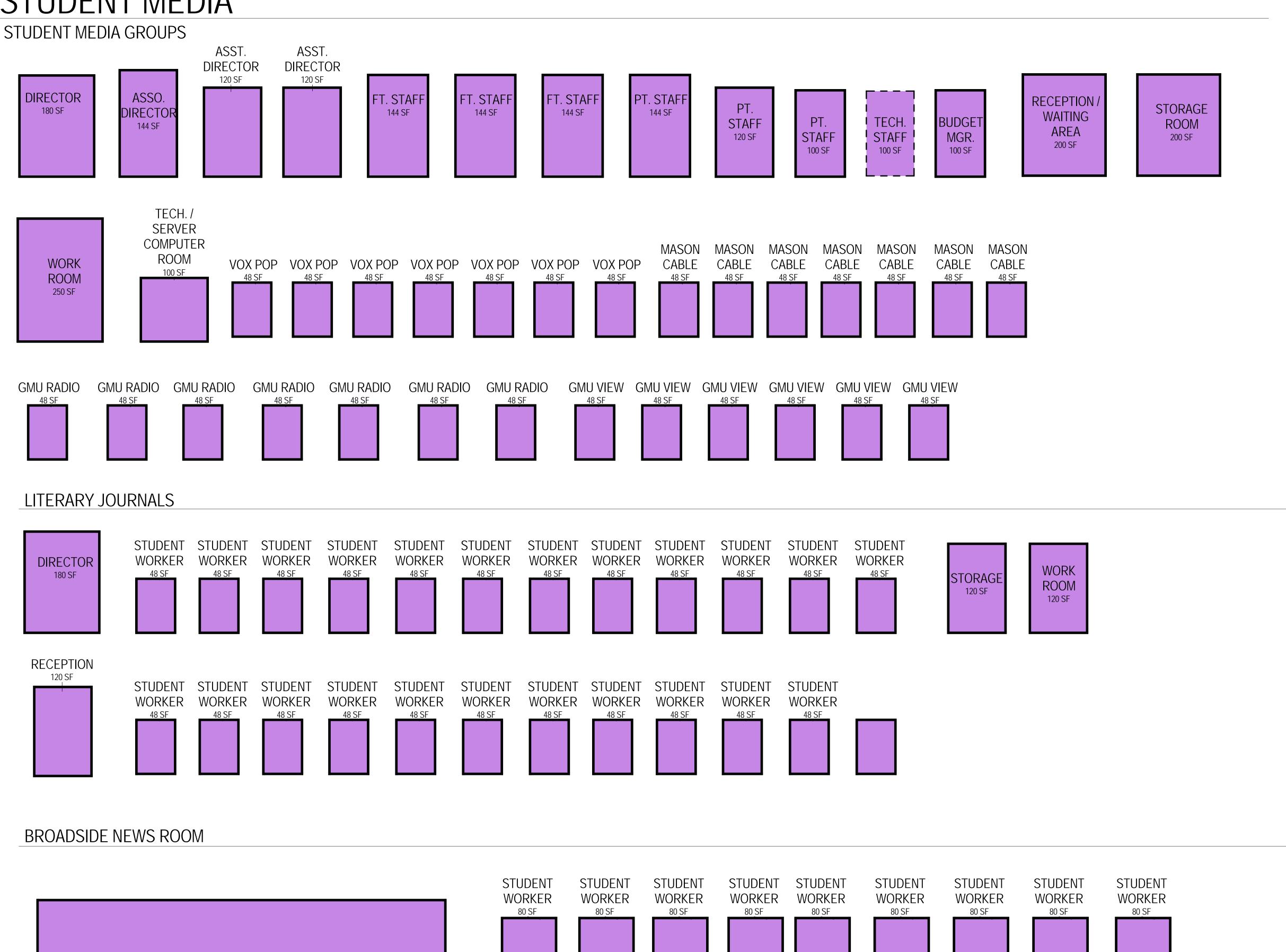






## STUDENT ENGAGEMENT CLUSTER (cont.)

## STUDENT MEDIA



**ADVERTISING** 

STAFF

STUDENT

WORKER 80 SF STUDENT

WORKER

80 SF

STUDENT

WORKER

80 SF

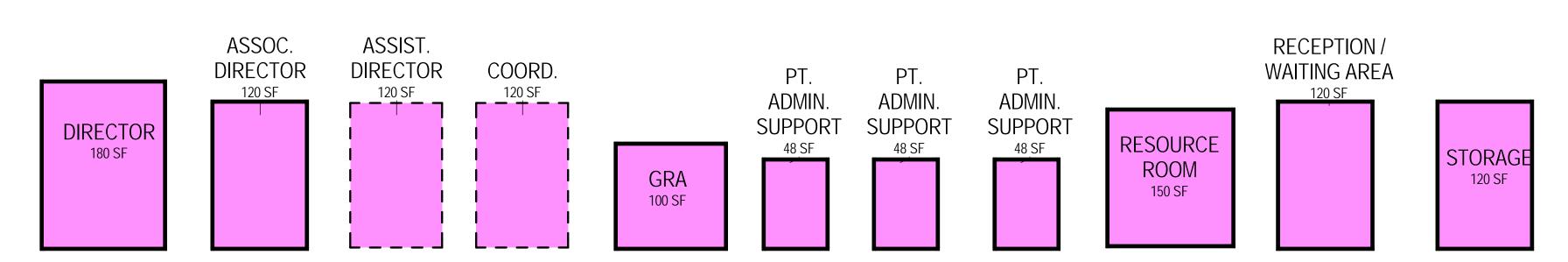
**EDITOR** 

120 SF

# LEADERSHIP EDUCATION AND DEVELOPMENT (LEAD)

**NEWS ROOM** 

2220 SF

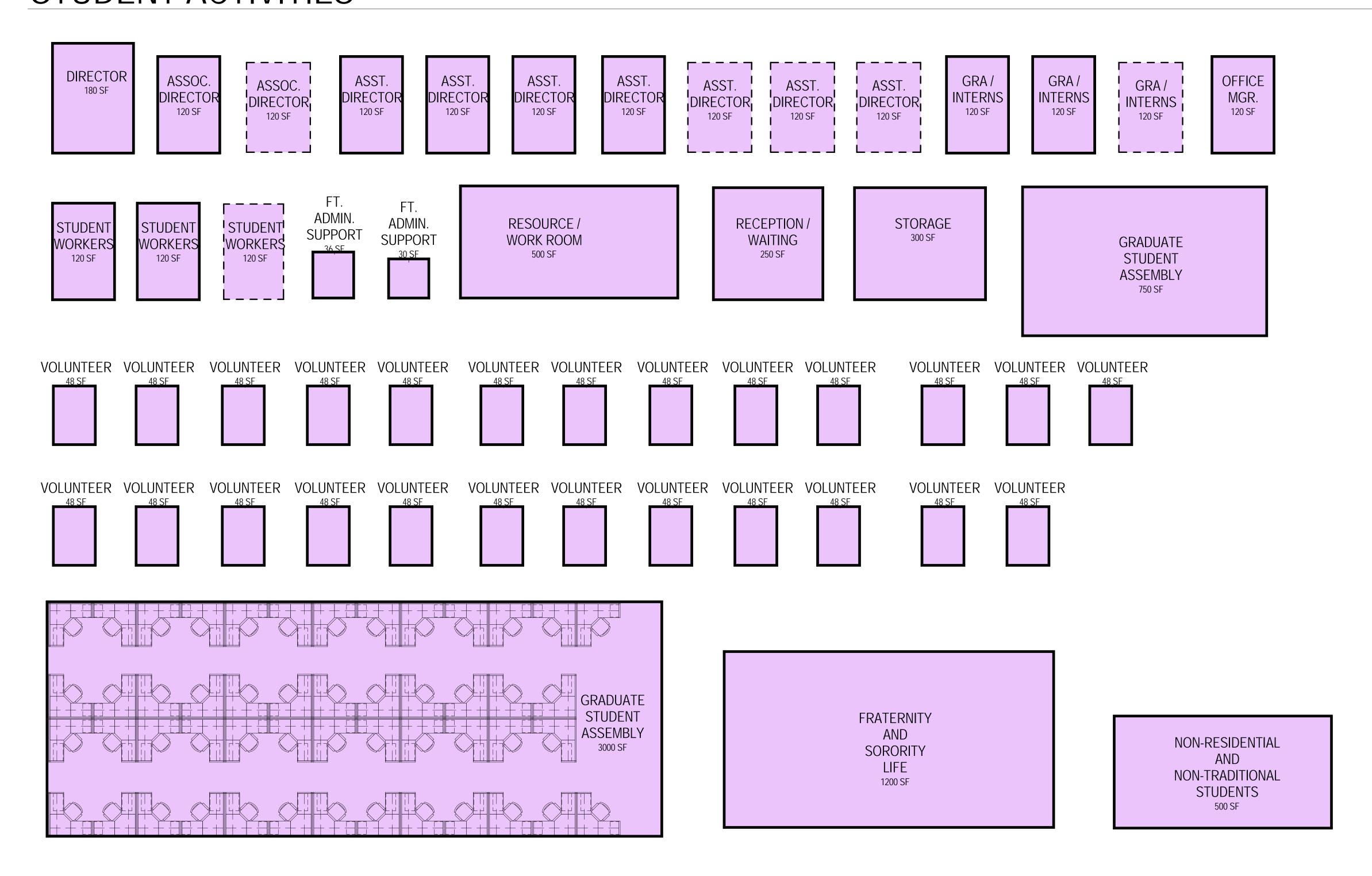


MANAGING

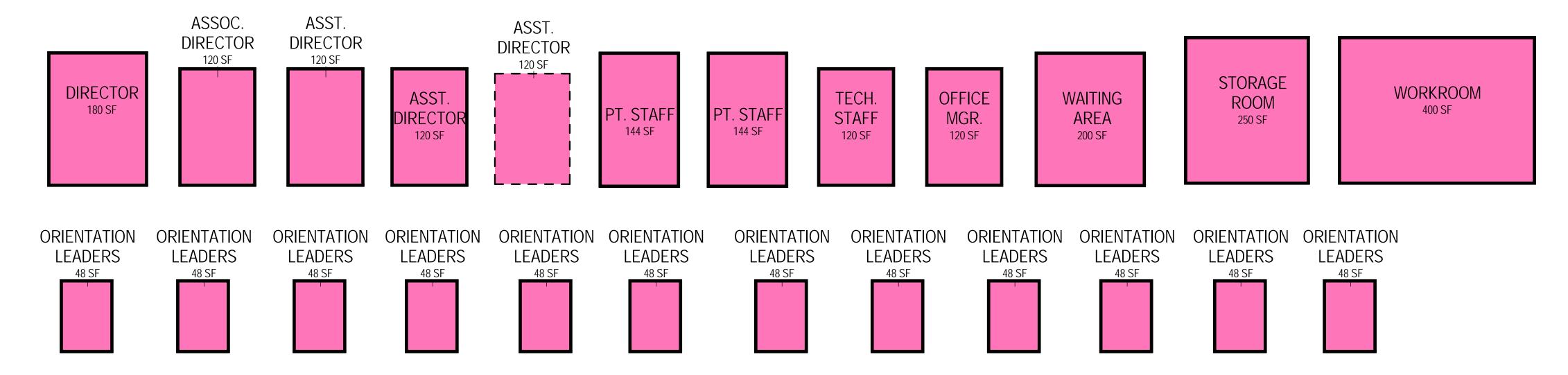
**EDITOR** 

# STUDENT ENGAGEMENT CLUSTER (cont.)

## STUDENT ACTIVITIES

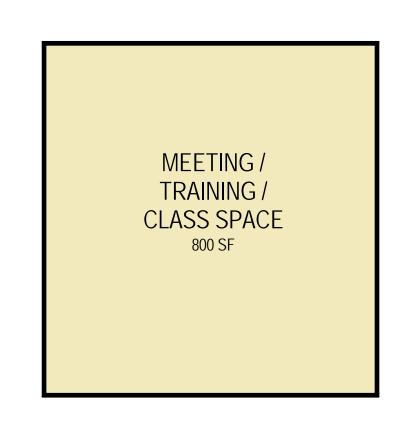


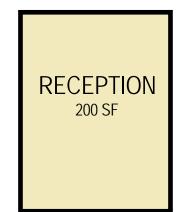
## ORIENTATION AND FAMILY PROGRAMS AND SERVICES



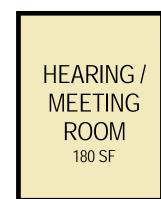
## HONOR COMMITTEE AND JUDICIAL AFFAIRS CLUSTER

## GENERAL CLUSTER SPACES









## ACADEMIC INTEGRITY / HONOR COMMITTEE











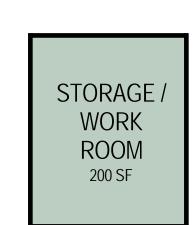
## JUDICIAL AFFAIRS







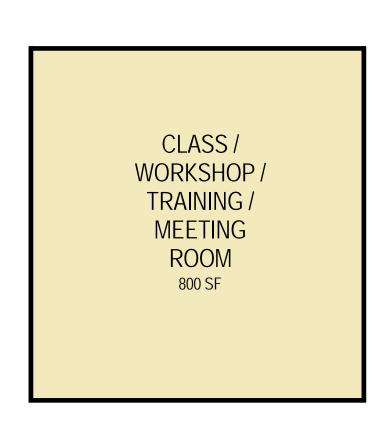


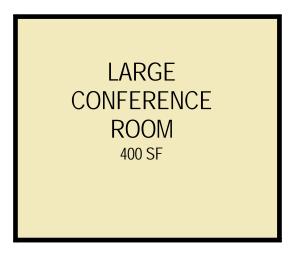




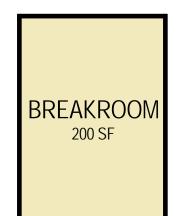
## UL CENTRAL CLUSTER

## GENERAL UL SPACES



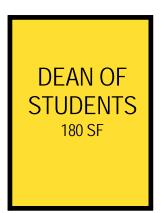






## UL CENTRAL







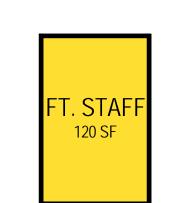


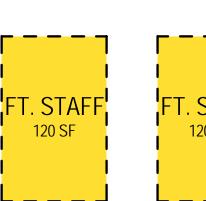


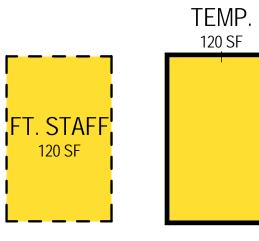




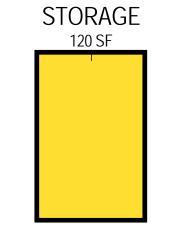




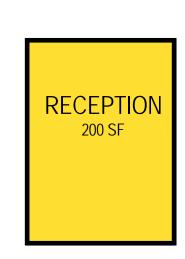


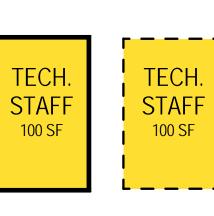


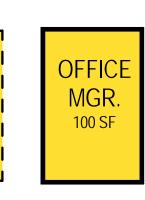
CONTRACT /









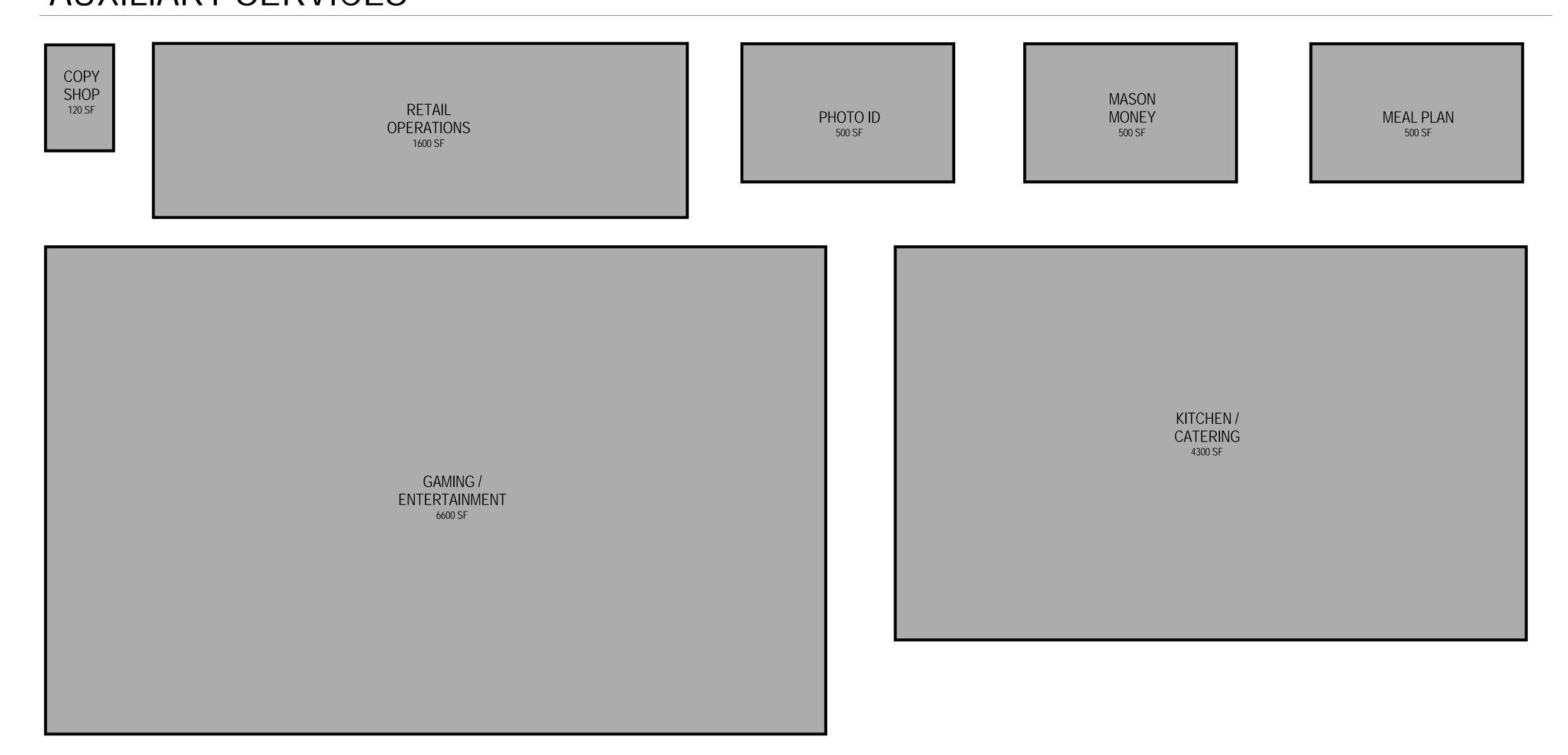




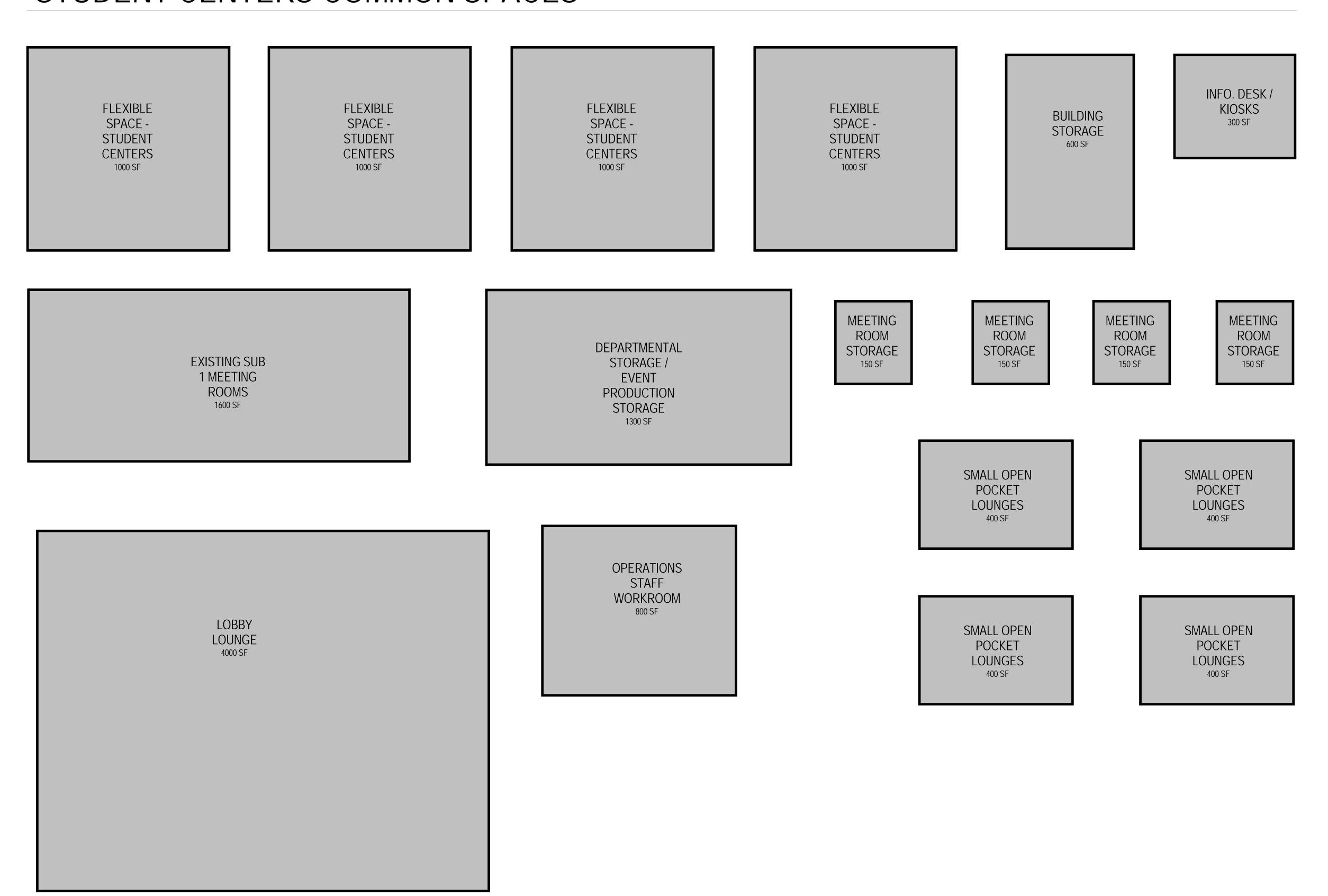


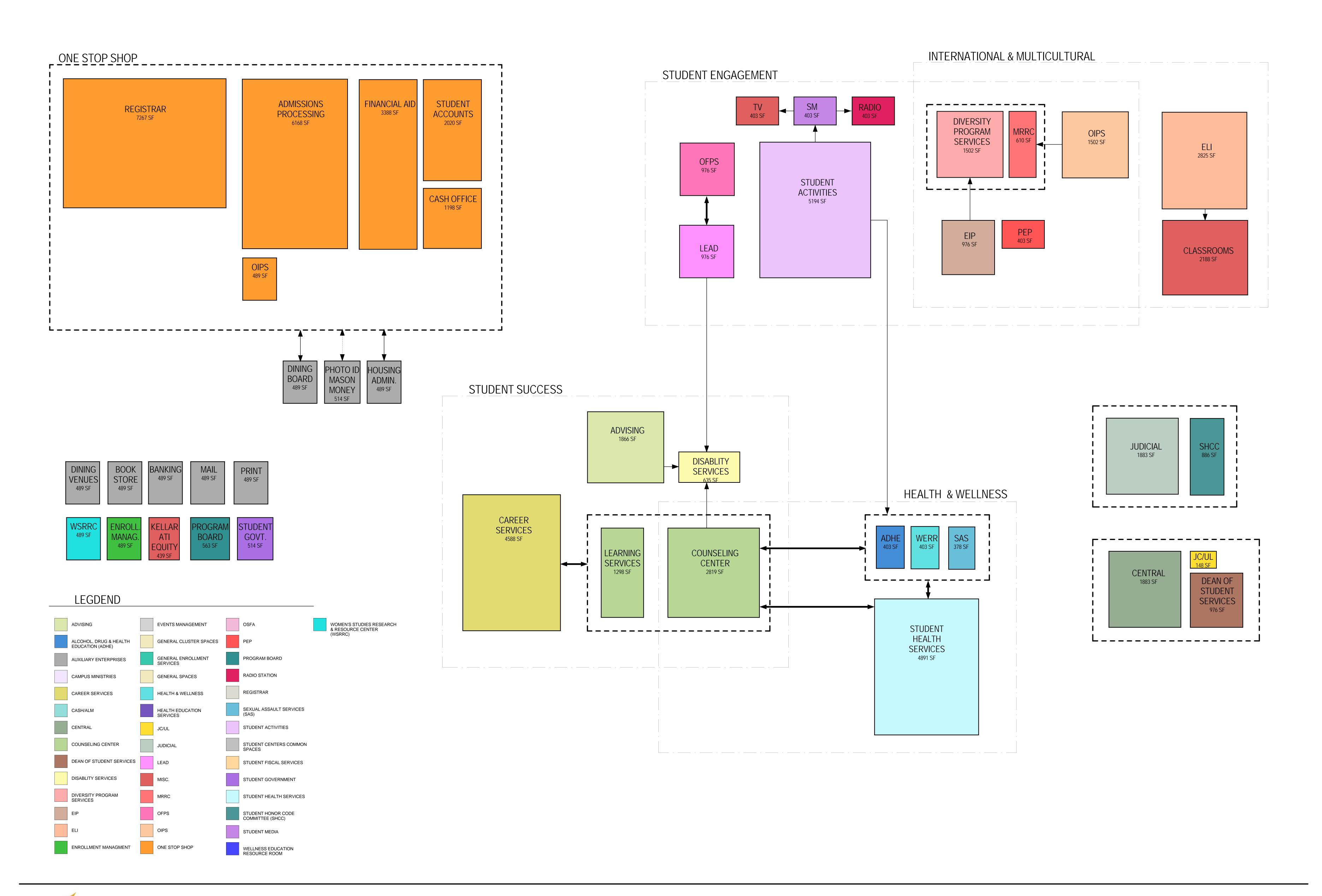


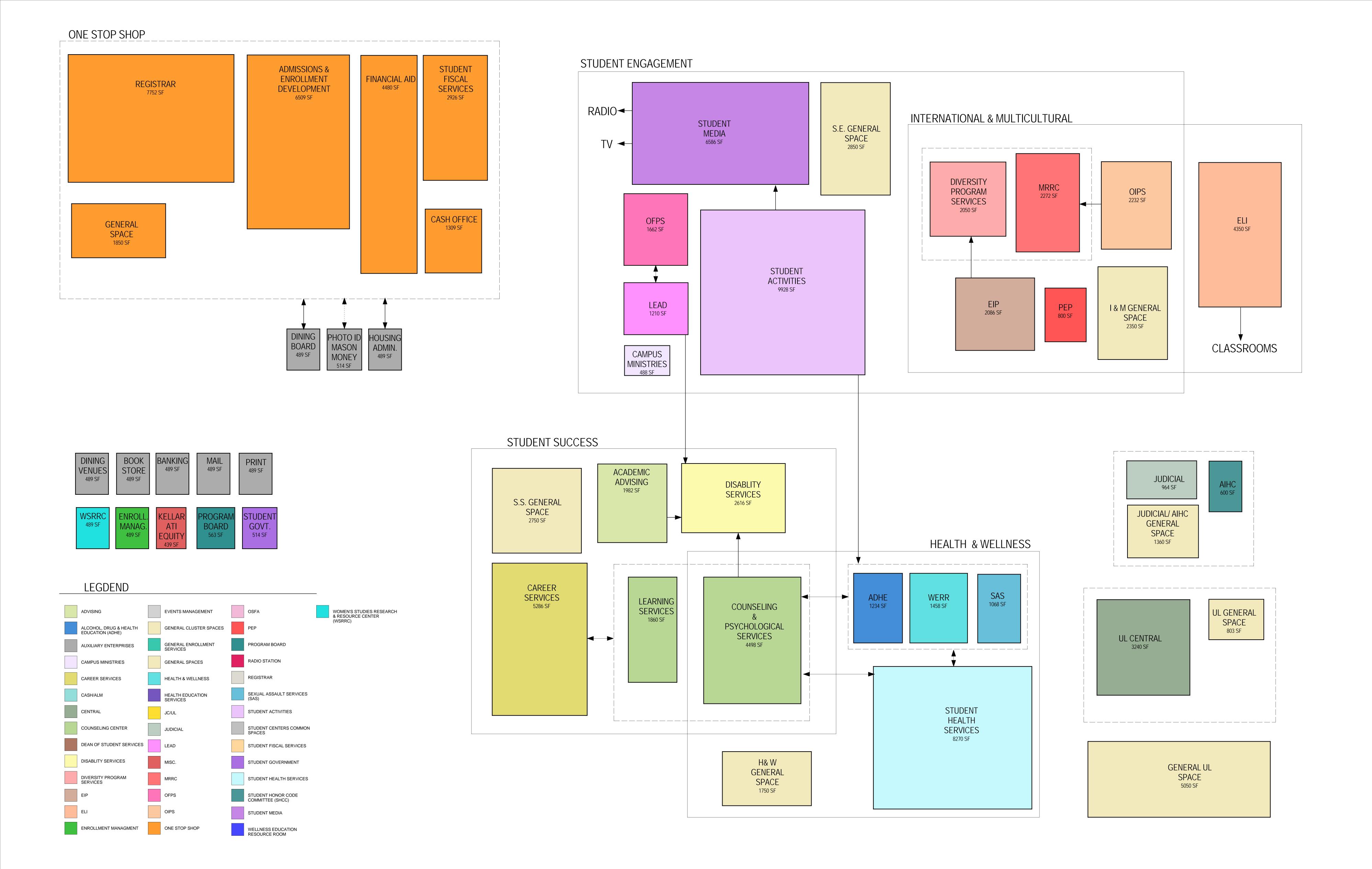
## AUXILIARY SERVICES



## STUDENT CENTERS COMMON SPACES



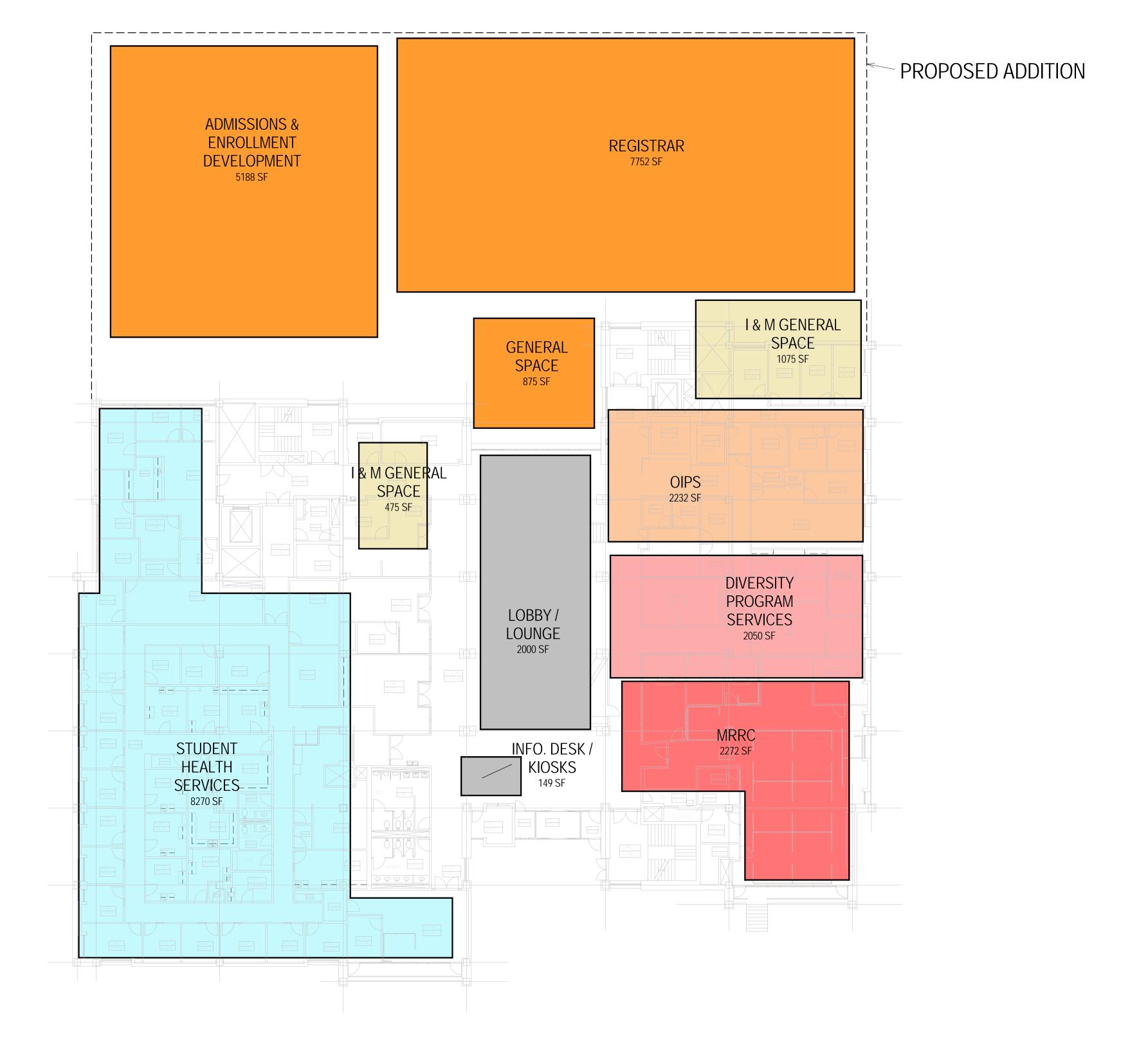




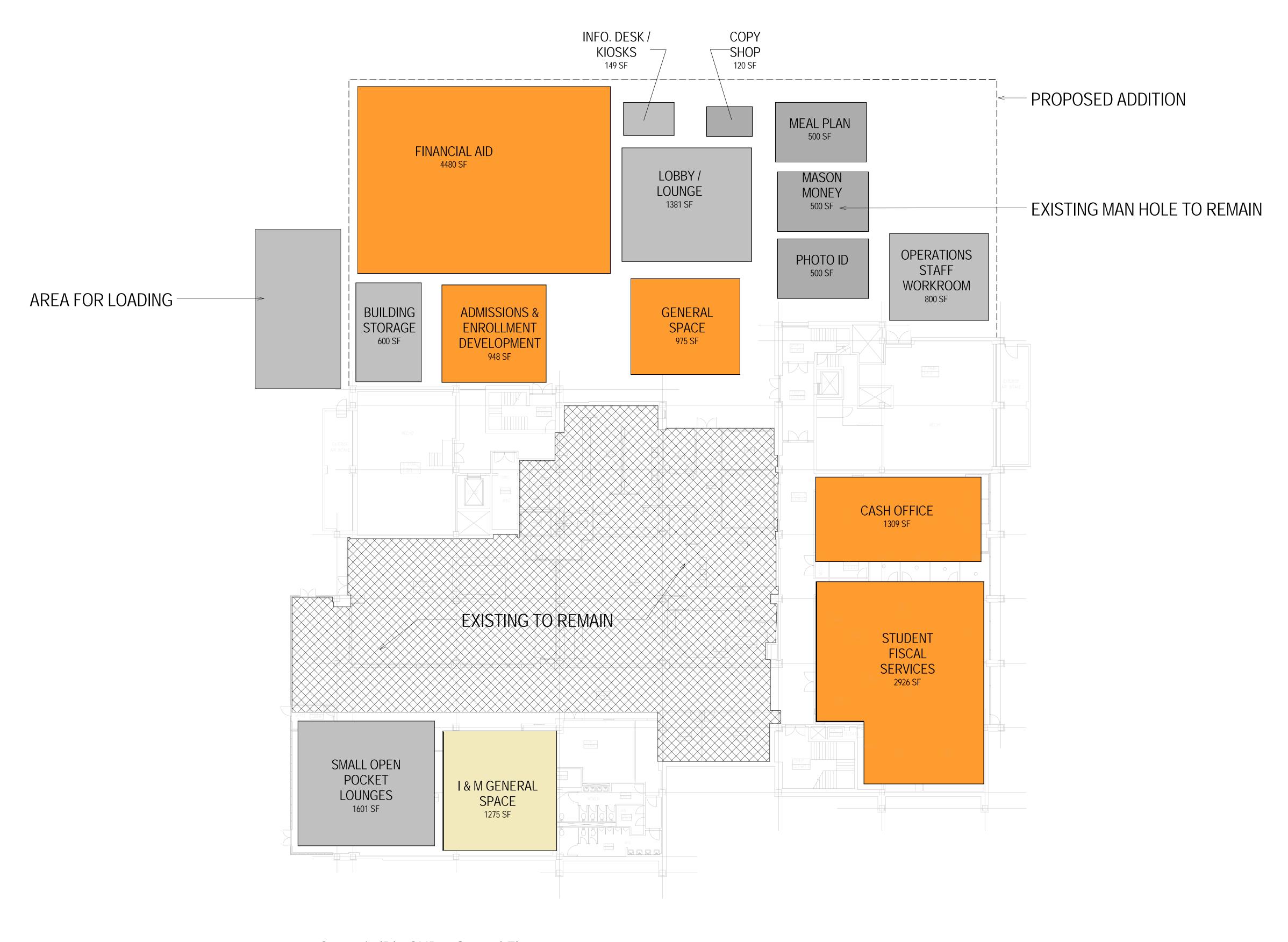
□ // dacro Program - Scenario 'D'								2/7/20
eorge Mason University - Fairfax Campus								
irginia Project Code: CS-03-07 urt Hill Project No.: 07604.00								
ut 1 m 1 10jcct 14c 07004.00								
ASF shown for SUB 1 includes 65,000 sf (10,725 ASF/FLR) addition								
	SUE	3 1		SUB 2				
UILDING		Game Room	Ciao Hall	Remainder	Lower Level	North Chesapeake	Johnson Center	Future Other
Total Building ASF	83,956	3,200	19,735	9,942	8,000	10,480	3,000	TBD
Ine Stop Shop  General Enrollment Services	<b>24,453</b> 1,850	0	0	0	0	0	0	
Student Fiscal Services	2,926							
Office of Admissions and Enrollment Development	6,136							
Registrar's Office Office of Student and Financial Aid (OSFA)	7,752 4,480							
Cash / ALM Office	1,309							
IL Central	4,040 800	0	0	0	0	0	0	
General UL Central Spaces UL Central	3,240							
tudent Success Cluster	18,992	0	0	0	0	0	0	
General Cluster Spaces Career Services	2,750 5,286							
Academic Advising Center	1,982							
Office of Disability Services	2,616							
Counseling and Psychological Services (CAPS)	6,358 <b>13,830</b>	0	0	0	0	0	0	
General Cluster Spaces	13,830	- 0		U			U	
Alcohol Drug and Health Education	1,234							
Sexual Assault Services Wellness Education Resource Room	1,068 1,458							
Student Health Services (SHS)	8,270							
nternational and Multicultural Cluster	11,790	0	0	0	0	0	0	4,3
General Cluster Spaces  Diversity Programs and Services	2,350 2,050							
Multicultural Research and Resource Center (MRRC)	2,272							
Office of International Programs and Services (OIPS)	2,232							
Peer Empowerment Program (PEP) Office English Language Institute (E.L.I.)	800							4,3
Early Identification Program (EIP)	2,086							-1,0
tudent Engagement Cluster	0	0	-,	3,788	6,586	0	2,482	
General Cluster Spaces Campus Ministries			2,850 488					
Student Activities			7,446				2,482	
Orientation and Family Programs and Services (OFPS)				2,614				
Leadership Education and Development  Student Media				1,174	6,586			
lonor Committee & Judicial Affairs Cluster	2,924	0	0	0		0	0	
General Cluster Spaces	1,360							
Judicial Affairs  Academic Integrity / Honor Committee	964							
L General Spaces - Combined into Student Center Common Spaces	0	0	0	0	0	0	0	
Event Production Storage - oversized materials Informal Study Areas/Pockets	0							
Information Desk/Kiosks/Locations for Posting	0							
Lobby / Lounge	0							
uxillary Services Copy Shop	<b>1,620</b>	0	6,600	5,800	0	0	0	
Retail Operations	120			1,500				
Gaming / Entertainment			6,600	1 000				
Kitchen / Catering Photo ID	500			4,300				
Mason Money	500							
Meal Plan tudent Centers Common Spaces	500 <b>6,000</b>	3,200	2,000	300	1 000	2,300	0	
Flexible Space - Student Centers	6,000	3,200	2,000	300	1,000 1,000	1,000	U	
Flexible Meeting Rooms - Events Management	0		, , , , ,		,	,		
		1,600		300				
Existing SUB 1 Meeting Rooms	200			300				
Existing SUB 1 Meeting Rooms  Meeting Room Storage	300 800							
Existing SUB 1 Meeting Rooms  Meeting Room Storage  Operations Staff Workroom / Storage  Building Storage	300 800 600							
Existing SUB 1 Meeting Rooms  Meeting Room Storage  Operations Staff Workroom / Storage  Building Storage  Departmental Storage/Events Production Oversize Storage	800 600					1,300		
Existing SUB 1 Meeting Rooms  Meeting Room Storage  Operations Staff Workroom / Storage  Building Storage	800					1,300		
Existing SUB 1 Meeting Rooms  Meeting Room Storage  Operations Staff Workroom / Storage  Building Storage  Departmental Storage/Events Production Oversize Storage  Patriot Lounge/Lobby  Information Desk/Kiosks/Locations for Posting  Small Open Pocket Lounges/Study	4,000 300	1,600						
Existing SUB 1 Meeting Rooms  Meeting Room Storage  Operations Staff Workroom / Storage  Building Storage  Departmental Storage/Events Production Oversize Storage  Patriot Lounge/Lobby  Information Desk/Kiosks/Locations for Posting  Small Open Pocket Lounges/Study  liscellaneous SUB II Spaces for Relocation	800 600 4,000	1,600	0	0	0	7,700	0	
Existing SUB 1 Meeting Rooms  Meeting Room Storage Operations Staff Workroom / Storage Building Storage Departmental Storage/Events Production Oversize Storage Patriot Lounge/Lobby Information Desk/Kiosks/Locations for Posting Small Open Pocket Lounges/Study	4,000 300	1,600	0	0	0		0	
Existing SUB 1 Meeting Rooms  Meeting Room Storage Operations Staff Workroom / Storage Building Storage Departmental Storage/Events Production Oversize Storage Patriot Lounge/Lobby Information Desk/Kiosks/Locations for Posting Small Open Pocket Lounges/Study Iscellaneous SUB II Spaces for Relocation AVP Operations Parking and Transportation Events Management Offices	4,000 300	1,600	0	0	0	7,700 800 800 2,000	0	
Existing SUB 1 Meeting Rooms  Meeting Room Storage Operations Staff Workroom / Storage Building Storage Departmental Storage/Events Production Oversize Storage Patriot Lounge/Lobby Information Desk/Kiosks/Locations for Posting Small Open Pocket Lounges/Study Isscellaneous SUB II Spaces for Relocation AVP Operations Parking and Transportation Events Management Offices COS Testing Space	4,000 300	1,600	0	0	0	7,700 800 800 2,000	0	
Existing SUB 1 Meeting Rooms  Meeting Room Storage Operations Staff Workroom / Storage Building Storage Departmental Storage/Events Production Oversize Storage Patriot Lounge/Lobby Information Desk/Kiosks/Locations for Posting Small Open Pocket Lounges/Study Iiscellaneous SUB II Spaces for Relocation AVP Operations Parking and Transportation Events Management Offices	4,000 300	1,600	0	0	0	7,700 800 800 2,000	0	
Existing SUB 1 Meeting Rooms  Meeting Room Storage Operations Staff Workroom / Storage Building Storage Departmental Storage/Events Production Oversize Storage Patriot Lounge/Lobby Information Desk/Kiosks/Locations for Posting Small Open Pocket Lounges/Study Iiscellaneous SUB II Spaces for Relocation  AVP Operations Parking and Transportation Events Management Offices COS Testing Space Economic Research Lab Space	4,000 300	1,600 3,200 3,200	19,384 19,735	9,888 9,942	7,586 8,000	7,700 800 800 2,000 1,500 2,600 0	2,482	4,TBD

#### PROGRAM SPREADSHEET- SCENARIO 'D' SUB 1 SPACE ALLOCATION BY FLOOR

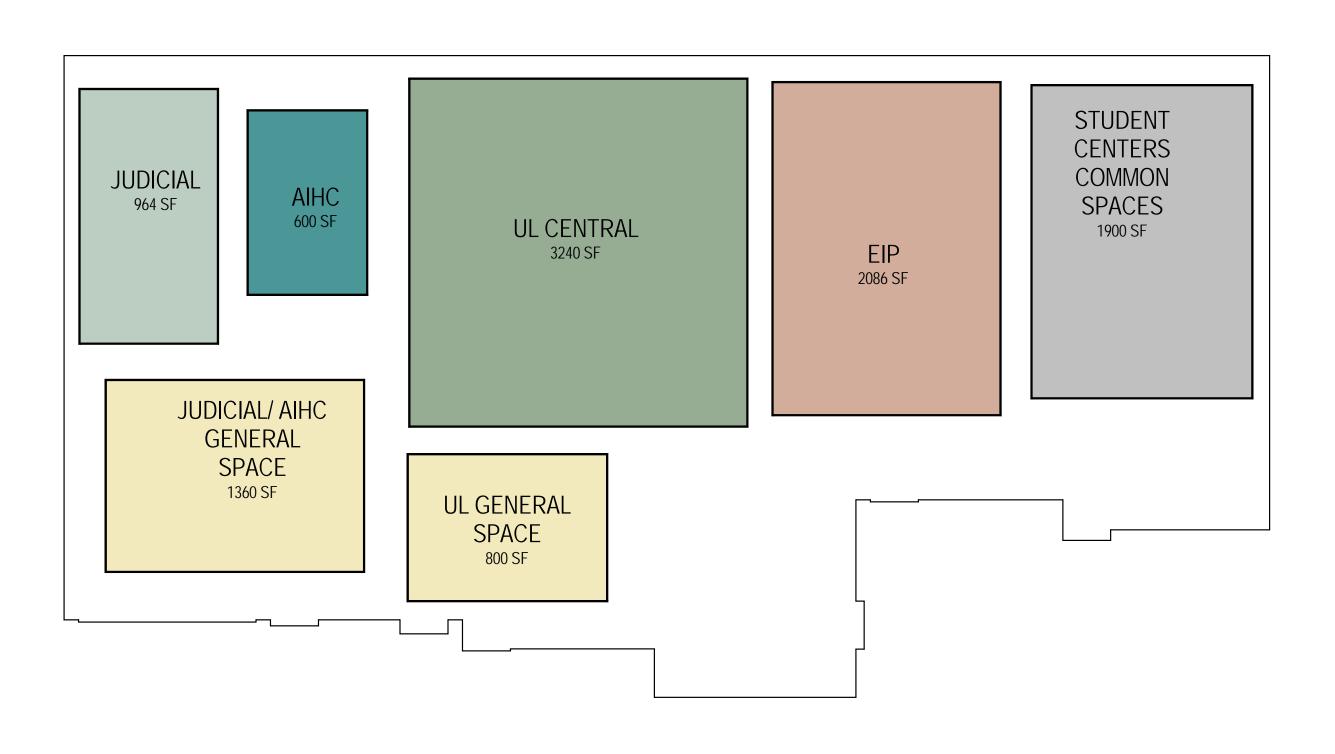
rge Mason University - Fairfax Campus nia Project Code: CS-03-07					
Hill Project No.: 07604.00					
E al acces (an OUD 4 in alcala a SE 000 of (40 705 AOE/ELD) and life an					
F shown for SUB 1 includes 65,000 sf (10,725 ASF/FLR) addition					
······································	Ground Floor	First Floor	Second Floor	Thrid Floor	Total
Total ASF	18,746	30,655	27,030	10,725	87,156
Stop Shop	10,588	13,865			
General Enrollment Services	925	925			
Student Fiscal Services  Office of Admissions and Enrollment Development	2,926 948	5,188			
Registrar's Office		7,752			
Office of Student and Financial Aid (OSFA)  Cash / ALM Office	4,480 1,309				
Central	.,			4,040	
General UL Central Spaces  JL Central				3,240	
lent Success Cluster			18,992	3,240	
General Cluster Spaces			2,750		
Career Services Academic Advising Center			5,286 1,982		
Office of Disability Services			2,616		
Counseling and Psychological Services (CAPS)  Ith and Wellness Cluster		0.070	6,358 <b>5 560</b>	0	
General Cluster Spaces		8,270	<b>5,560</b> 1,800	U	
Alcohol Drug and Health Education			1,234		
Sexual Assault Services Vellness Education Resource Room			1,068 1,458		
Student Health Services (SHS)		8,270	1,400		
rnational and Multicultural Cluster	800	8,104	800	2,086	
General Cluster Spaces Diversity Programs and Services	800	1,550 2,050			
Multicultural Research and Resource Center (MRRC)		2,272			
Office of International Programs and Services (OIPS) Peer Empowerment Program (PEP) Office		2,232	800		
English Language Institute (E.L.I.)			800		
Early Identification Program (EIP)				2,086	
lent Engagement Cluster General Cluster Spaces					
Campus Ministries					
Student Activities Drientation and Family Programs and Services (OFPS)					
eadership Education and Development					
Student Media					
or Committee & Judicial Affairs Cluster General Cluster Spaces				<b>2,924</b> 1,360	
ludicial Affairs				964	
Academic Integrity / Honor Committee				600	
General Spaces - Combined into Student Center Common Spaces Event Production Storage - oversized materials					
nformal Study Areas/Pockets					
nformation Desk/Kiosks/Locations for Posting Lobby / Lounge					
illary Services	1,620				
Copy Shop	120				
Retail Operations  Saming / Entertainment					
Citchen / Catering					
Photo ID	500				
Mason Money Meal Plan	500 500				
lent Centers Common Spaces	5,150	2,150	0	1,900	
Flexible Space - Student Centers Flexible Meeting Rooms - Events Management	0				
Existing SUB 1 Meeting Rooms	0			1,600	
Meeting Room Storage	000			300	
Operations Staff Workroom / Storage Building Storage	800 600				
Departmental Storage/Events Production Oversize Storage					
Patriot Lounge/Lobby Information Desk/Kiosks/Locations for Posting	2,000 150	2,000 150			
Small Open Pocket Lounges/Study	1,600	130			
cellaneous SUB II Spaces for Relocation	·				
AVP Operations Parking and Transportation					
Events Management Offices					
COS Testing Space					
Conomic Research Lab Space Meeting Rooms - Either added rooms or from 2nd floor					
Total Allocated Assignable SF	18,158	32,389		10,950	86
otal Available Assignable SF Difference	18,746 588	30,655 -1,734		10,725 -225	87
инотопос	588	-1,734	1,078	-225	



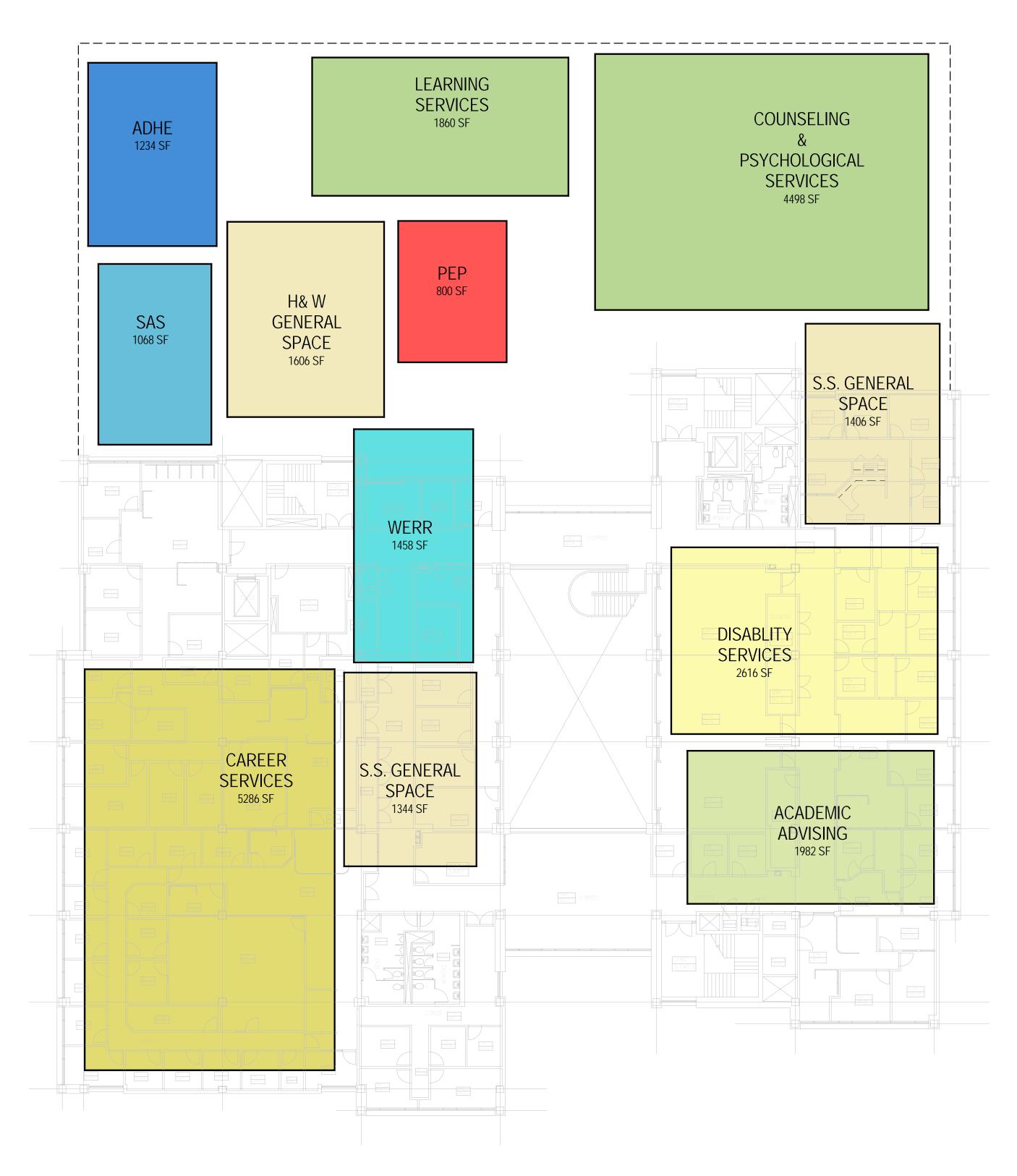
Scenario 'D' - Sub 1 - First Floor



Scenario 'D' - SUB 1 Ground Floor

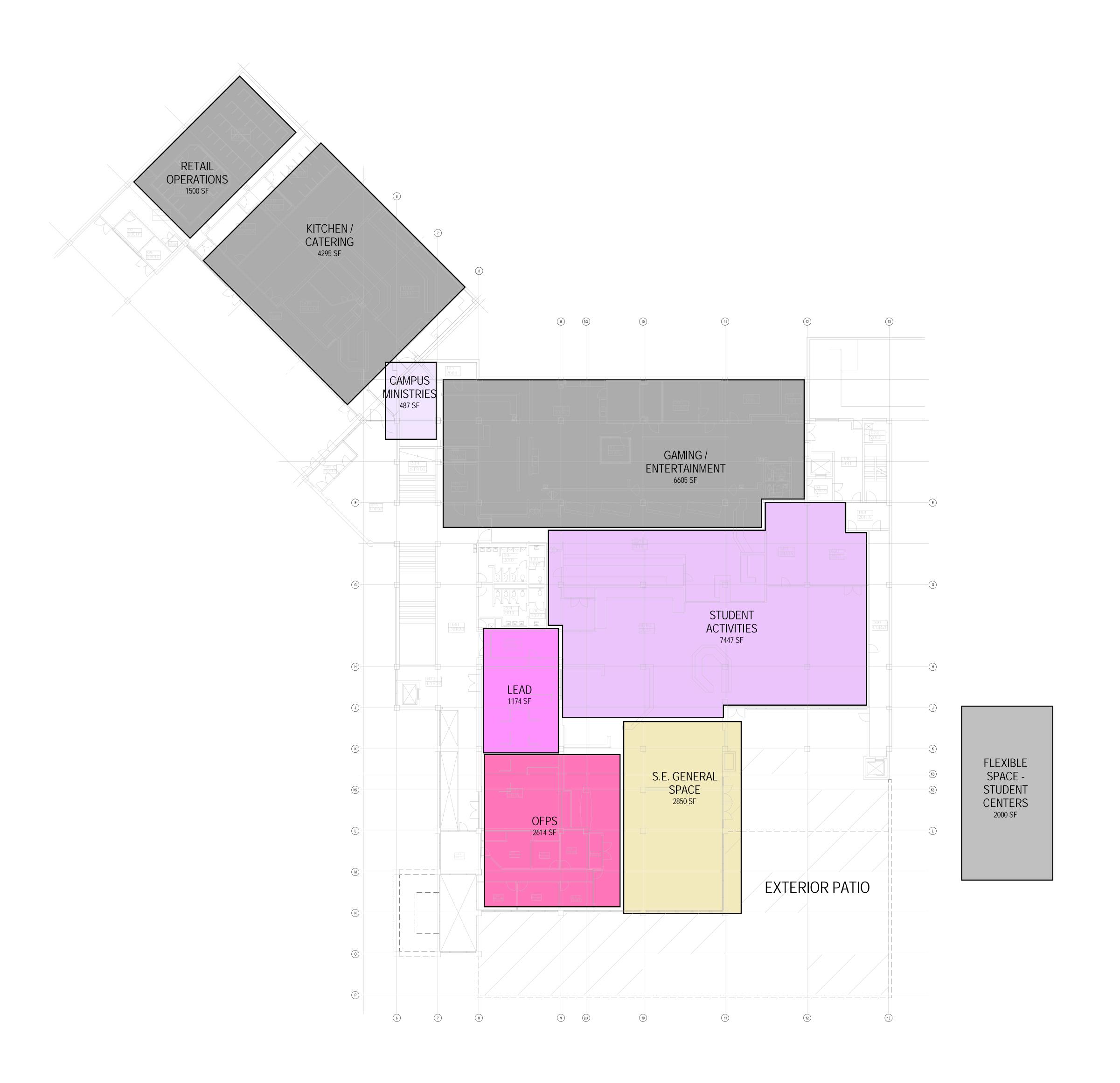


Scenario 'D' - SUB 1 Third Floor

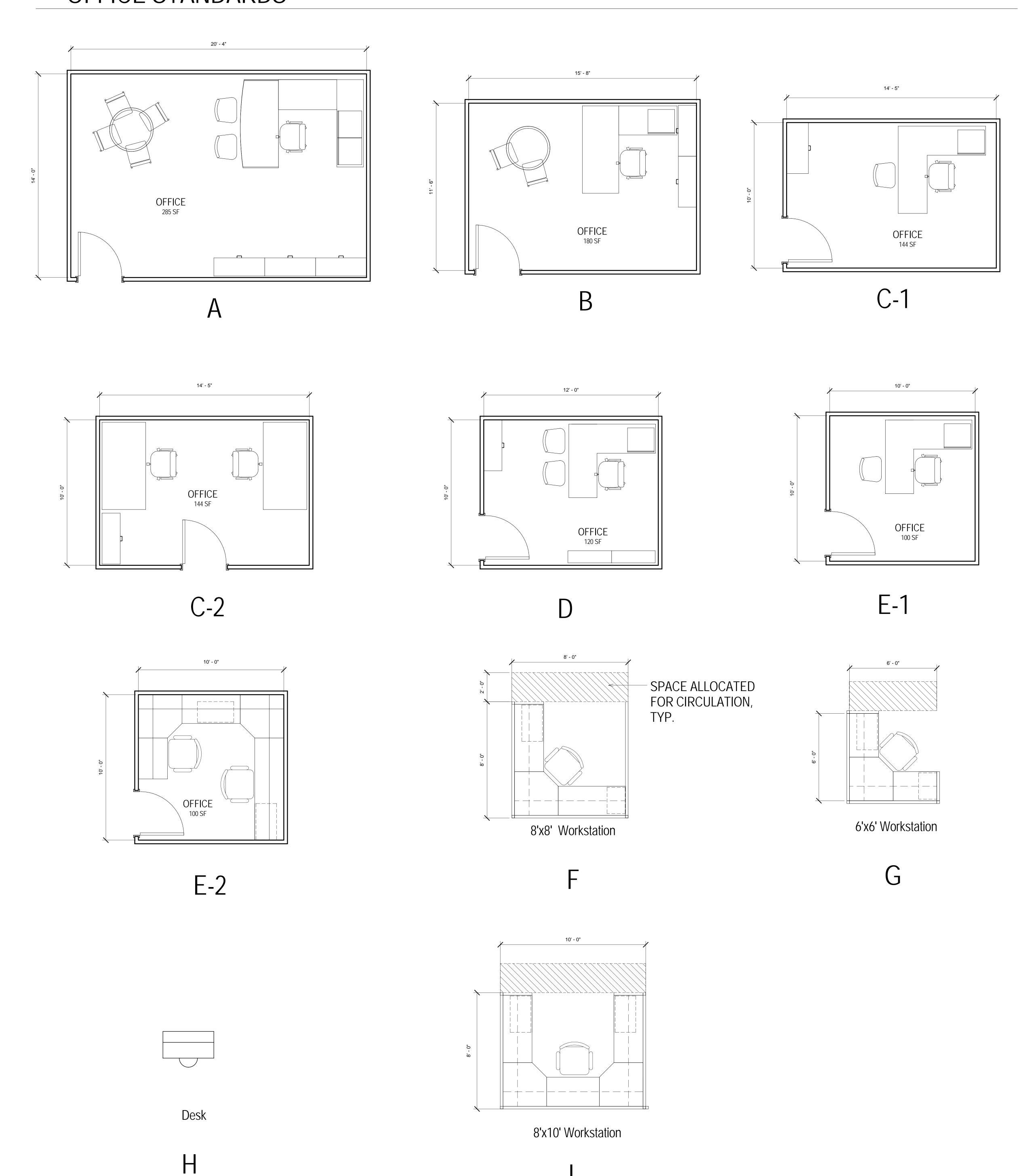


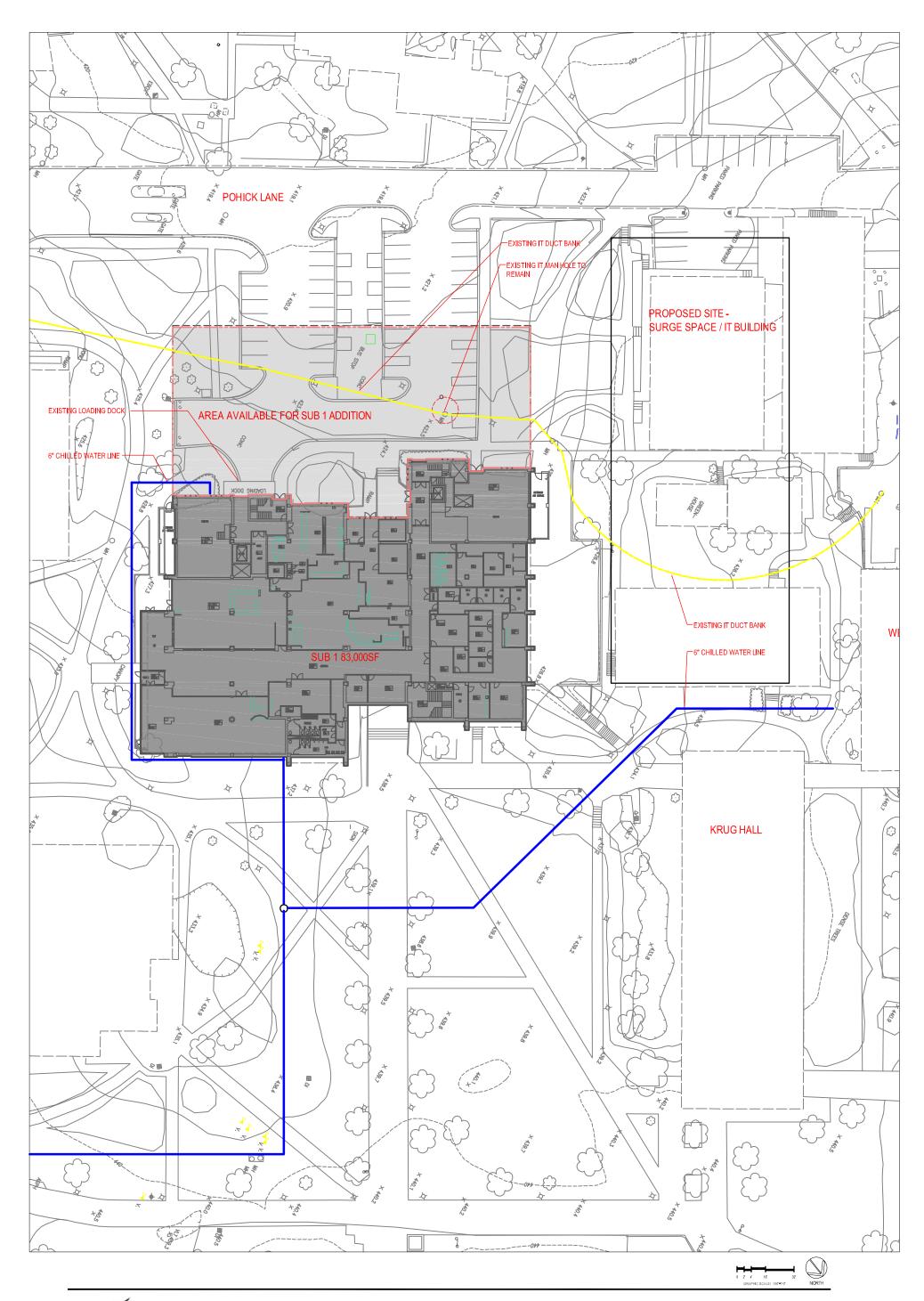
Scenario 'D' - SUB 1 Second Floor

1/16" = 1'-0"

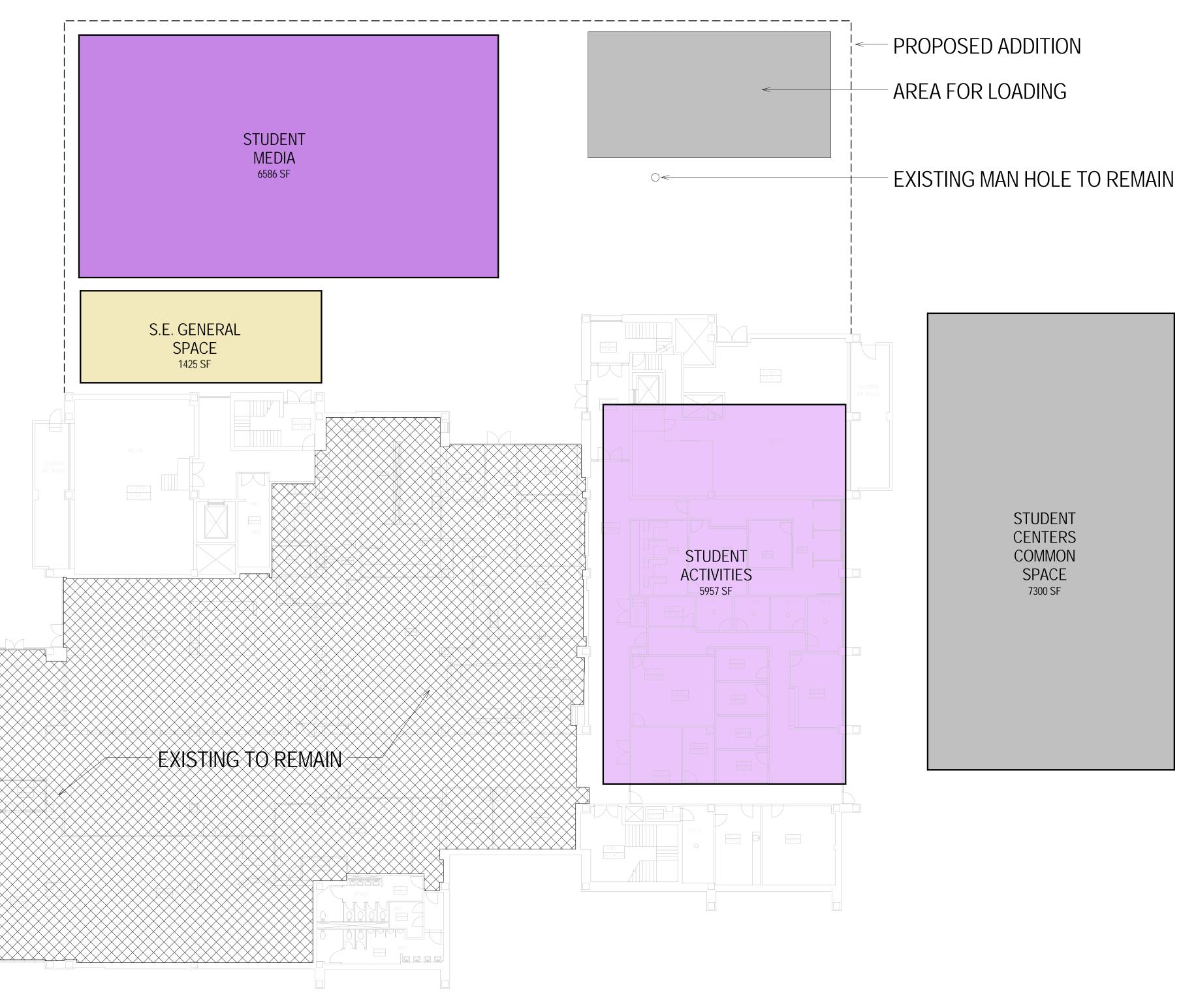


Scenario 'D' - SUB 2 First Floor

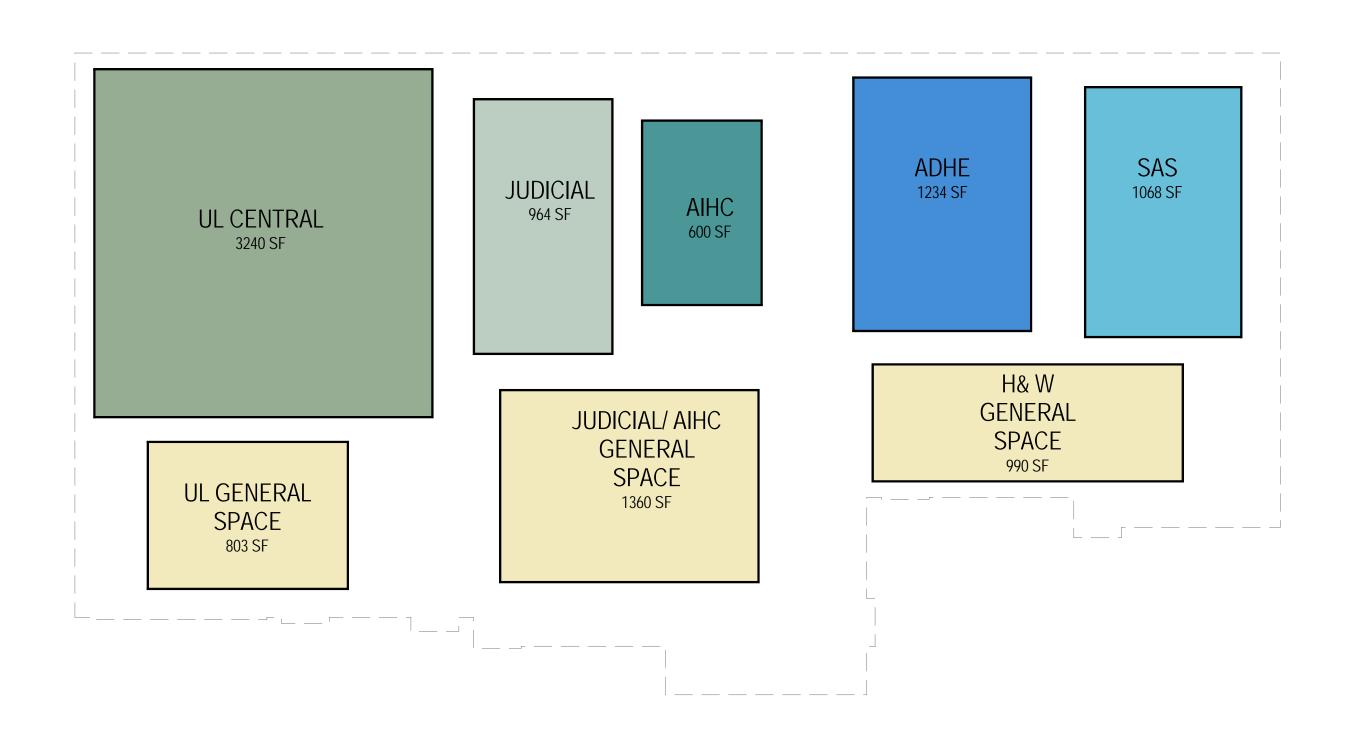








Scenario 'A' - SUB 1 Ground Floor



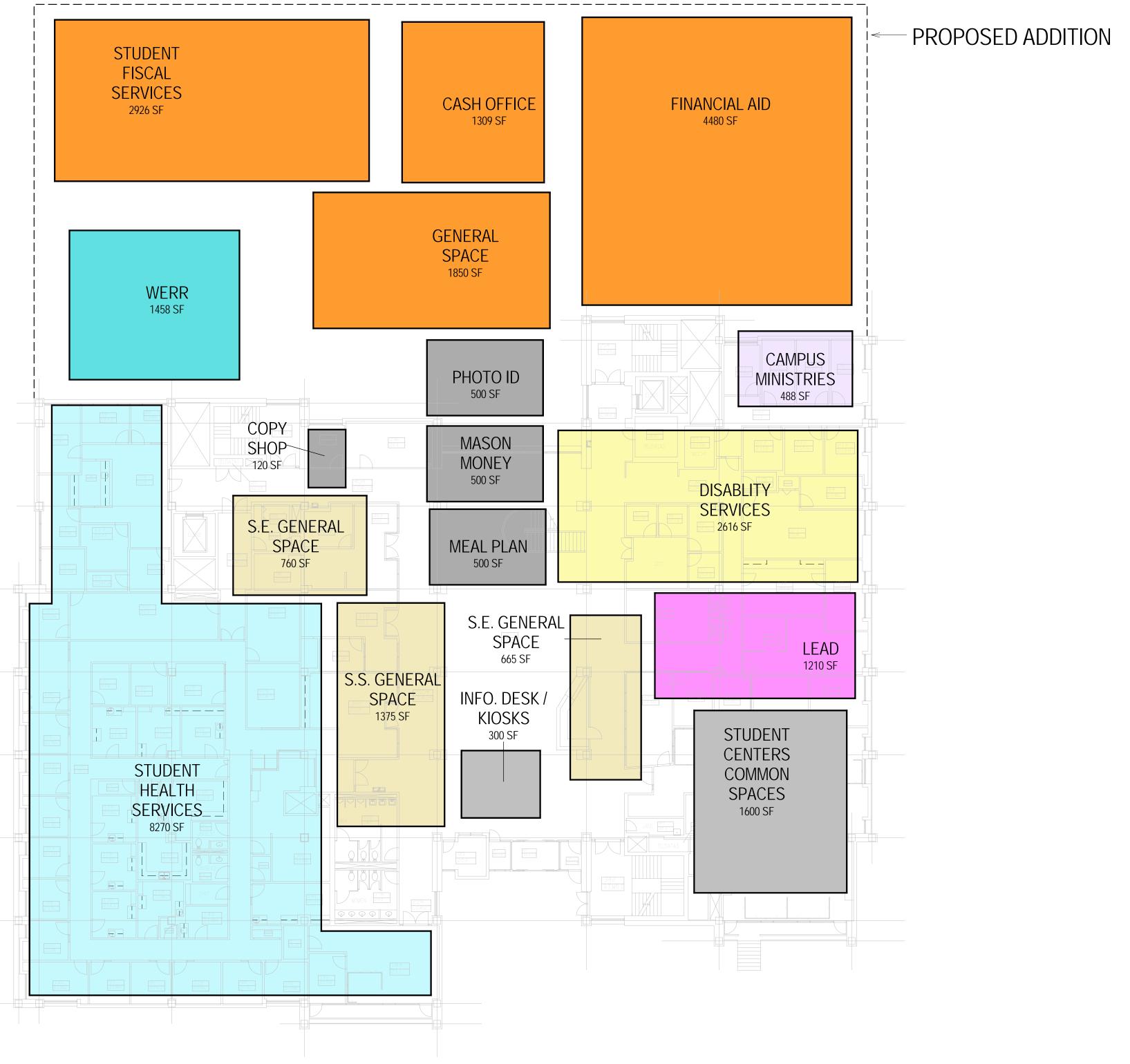
# Scenario 'A' - SUB 1 - Third Floor



Scenario 'A' - SUB 1 - Second Floor

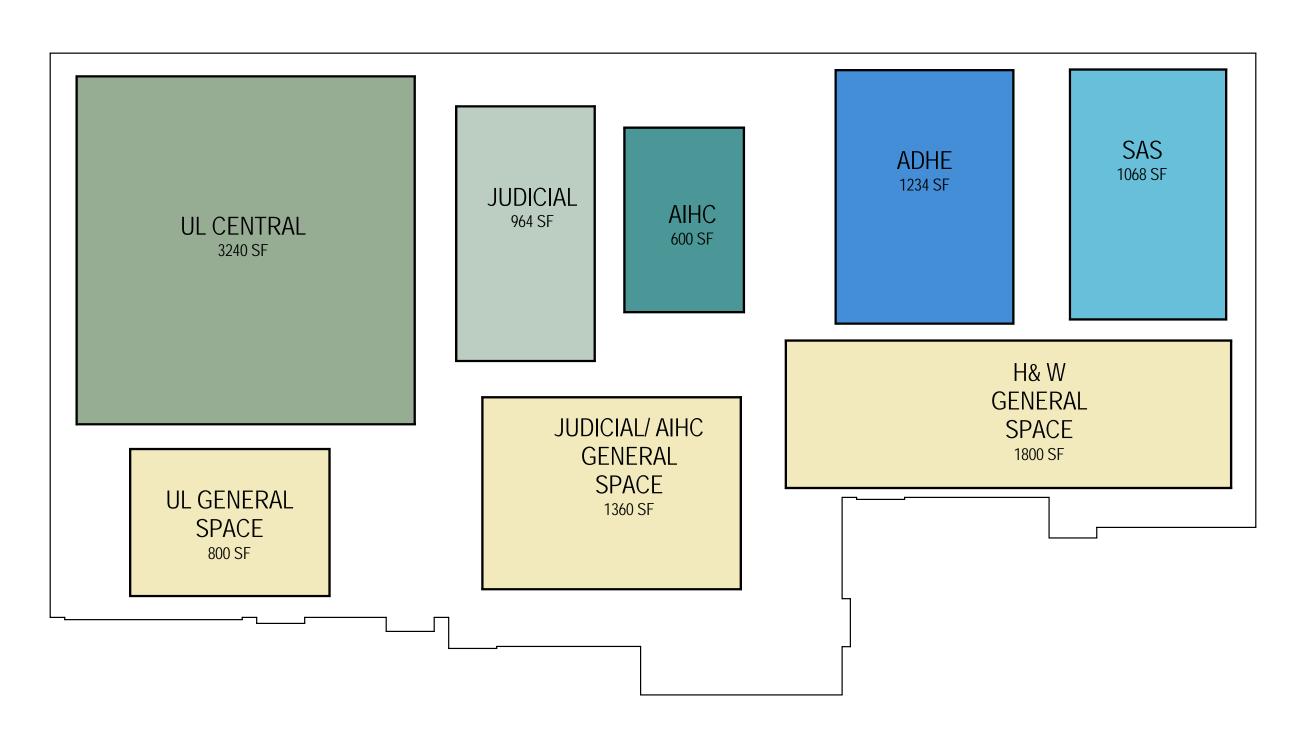


Scenario 'A' - SUB 2 - First Floor



Scenario 'B' - SUB 1 - First Floor

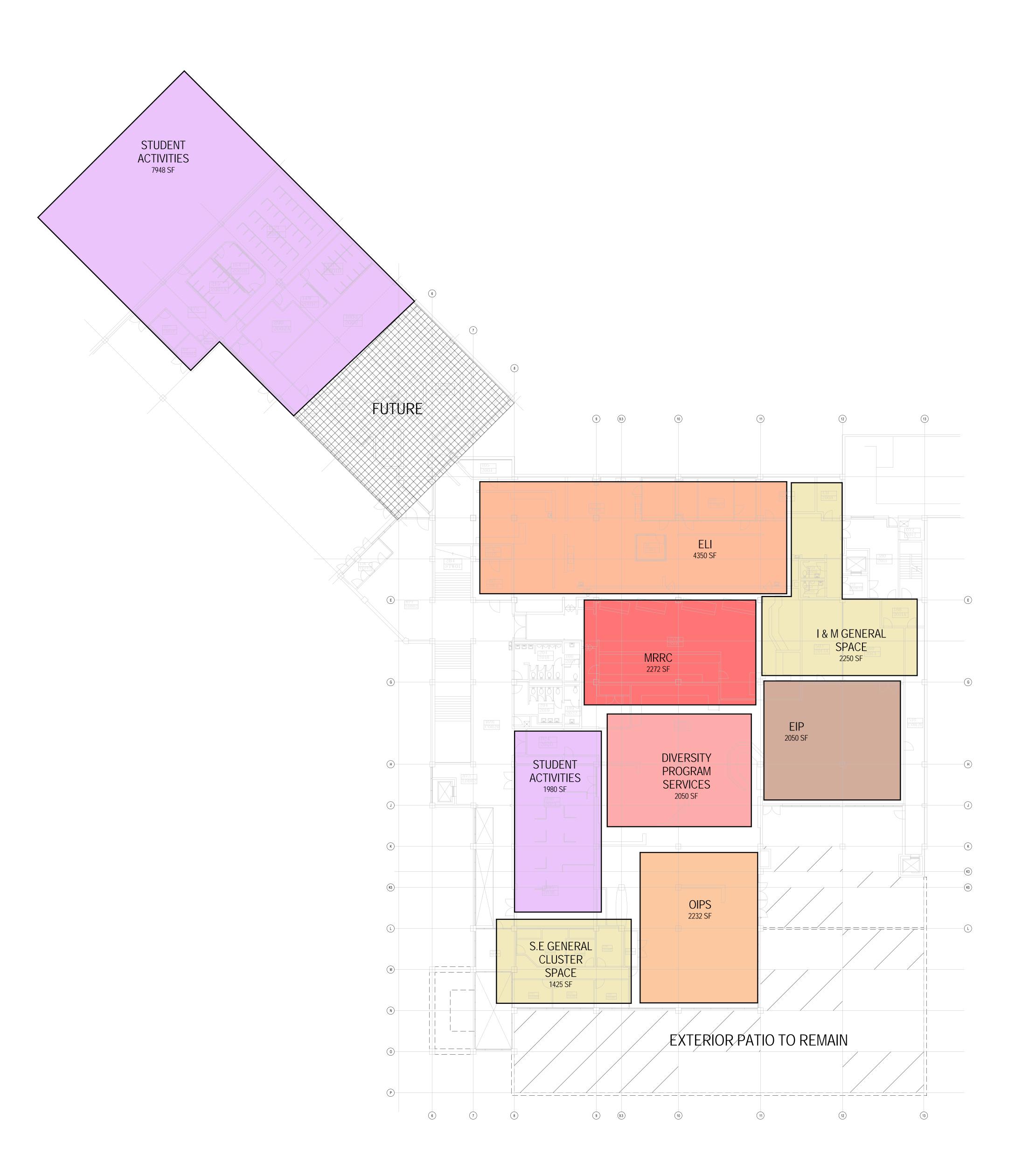




Scenario 'B' - SUB 1 - Third Floor



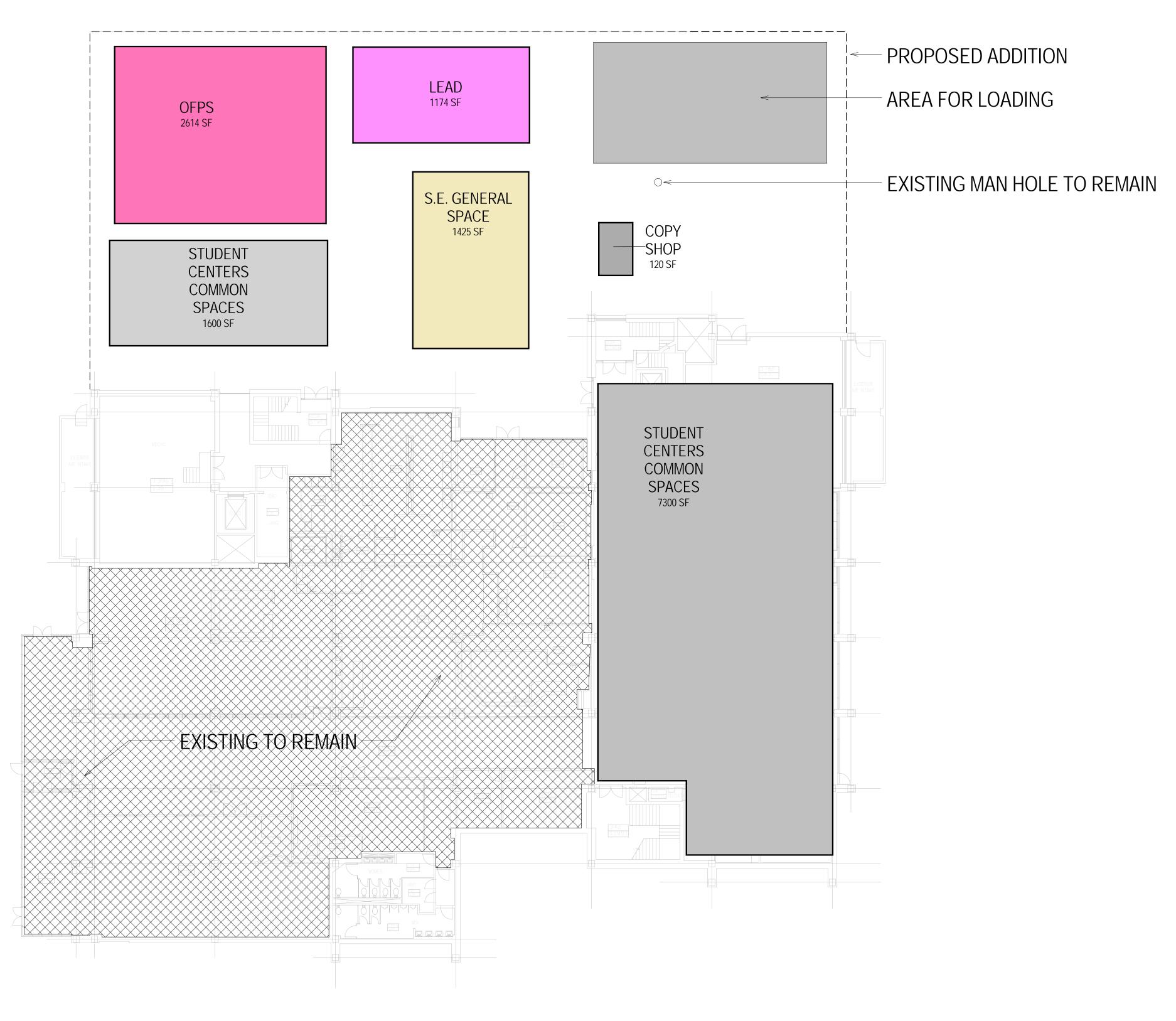
Scenario 'B' -SUB 1 - Second Floor



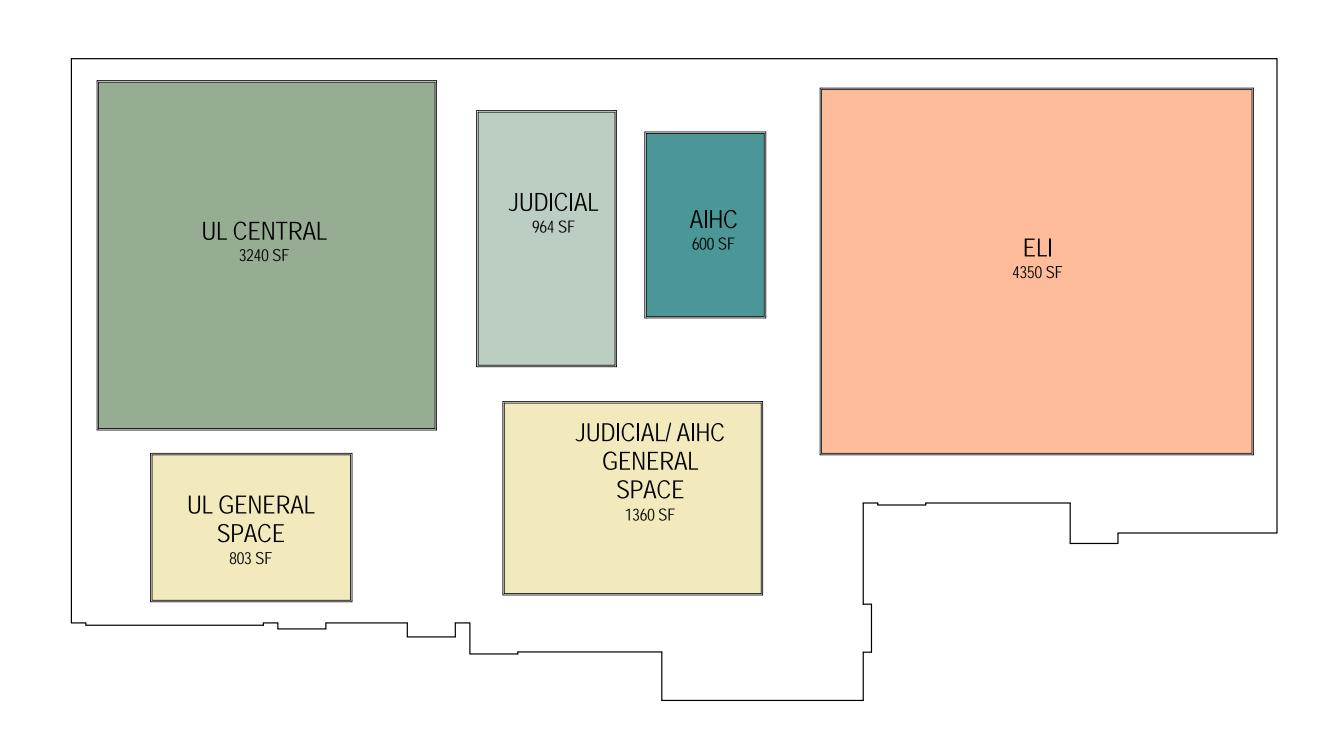
Scenario 'B' - SUB 2 - First Floor



Scenario 'C' - SUB 1 - First Floor

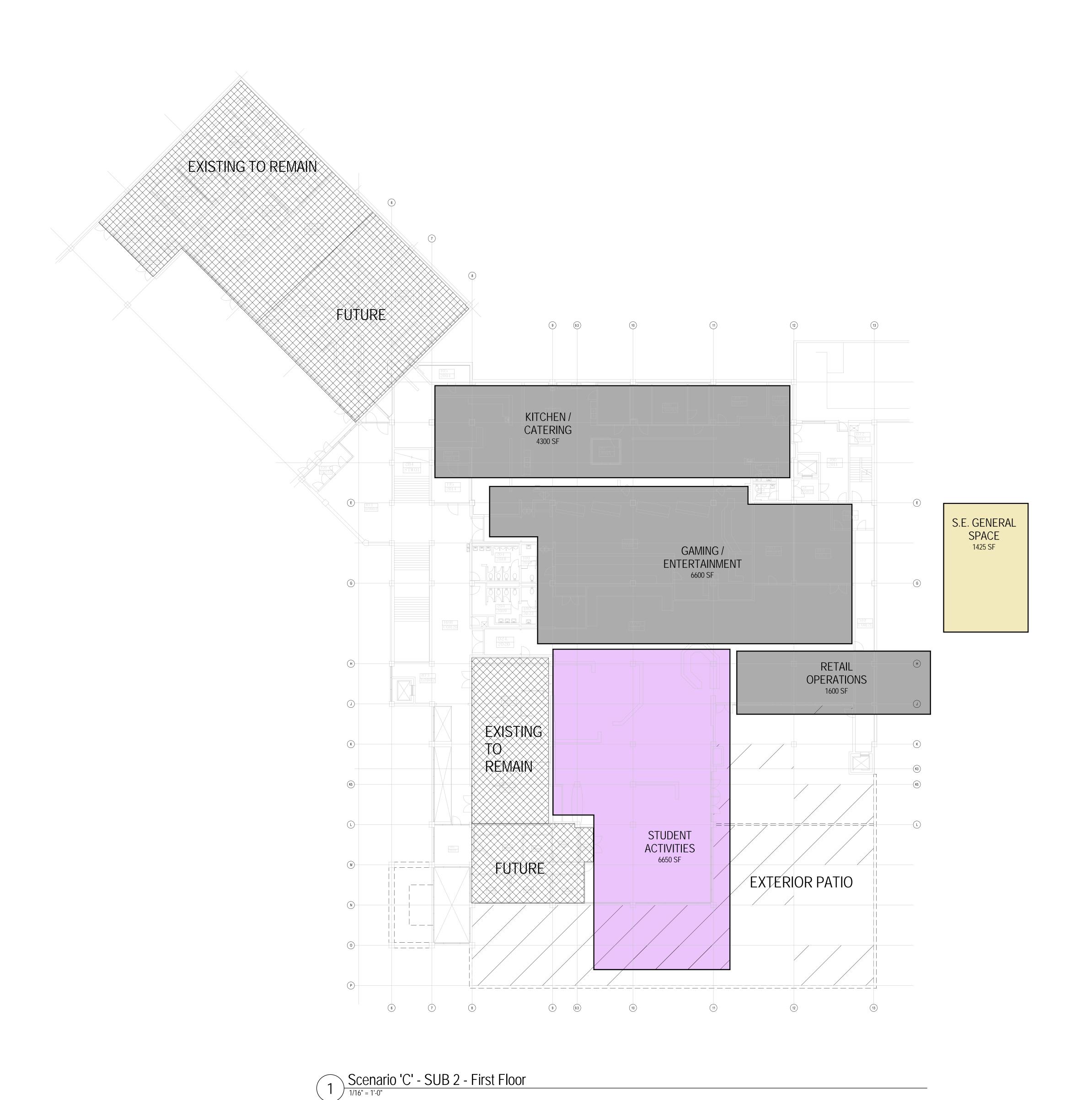


Scenario 'C' - SUB 1 - Ground Floor



Scenario 'C' - SUB 1 - Third Floor





George Mason University - SUB1 Addition & Renovation Project

RFP: CS-03-07

Burt Hill Project No. 07604.00

#### **Assumptions:**

- 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
(Nemainder of Existing 30BT)		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
Subtotal				\$27,673,242
Escalation (per year)	6.0% x	2.0	YR	\$3,320,789
Conceptual Cost Total				\$30,994,032
Rounded up to the nearest \$10,000				\$30,990,000