

PROGRAM TABLE



DEPARTMENT SPACE FUNCTION SIZE ADJACENCIES EQUIPMENT/ FURNISHING STORAGE NEEDS SOUND PRIVACY VISUAL PRIVACY LIGHTING MATERIALS QUALITIES

		meetings or calls										
	Library	an open area to store periodicals, trade magazines, and resource books a relaxing place to read	150 SF	easily accessible to all staff	comfortable seating for 2-4	30 LF or more for book and periodicals	quiet area	Visual privacy is not a factor	Ambient and general lighting with task lighting at reading areas	Durable and comfortable upholstery for seating, sustainability consideration	Quiet, comfortable, accessible.	
Executive Area	President's Office	Private office with lounge area to meet with 4 people, Display area for art collection	220 SF	Adjacent to AA for easy verbal and visual contact	Housing for 42" TV, Executive desk with 2 guest chairs, Lounge area for 4	Display case for collectables	Easy verbal contact to AA's office	Easy visual contact to AA's office	General lighting throughout and task lighting at desk.	Durable and sustainability consideration		
	President's Private Restroom	Private restroom in office space	50 SF	Inside President's office	Private toilet and sink with accessibility options	none	acoustical separation required	Visual privacy is required	General lighting above sink.	Durable, water resistant, and sustainability consideration	Private	
	Administrative Assistant	Office suitable for filing, telephone and word processing	144 SF	Close to president's office	desk and task chair	36 LF of filing	Easy verbal contact to president's office	Easy visual contact to president's office	General lighting throughout and task lighting at desk	Durable and sustainability consideration	Open area without a door, out of main traffic flow, welcoming for staff	
Management	Office Manager	Office for office manager. Space for meeting with staff members is necessary.	121 SF	Accessible to all staff and President	desk and task chair 2 guest chairs	30 LF of book shelving, 72" of file storage	Sound privacy is important	Visual privacy is important	General lighting throughout and task lighting at the desk	Durable and sustainability consideration		
	Research and	Office for R&D manager with	121 SF	Near project manager,	desk and task chair	30 LF of book shelving, 72"	Sound privacy is not	Visual privacy is	General lighting	Durable and sustainability		

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CORTES

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