

CRITERIA MATRIX 3/18/08		ADJACENCIES	# OF DEPT MEMBERS	SEATING REQ'S	PUBLIC ACCESS	DAYLIGHT	PRIVACY	PLUMBING	SPECIAL EQUIPMENT	DATA/PHONE	SPECIAL REQ'S	COMMENTS
1	LOBBY / RECEPTION	1a, 3, 3a, 17, 17a	2	2	H	Y	N	ROUGH-IN?	Y	Y = 6 + CASH REGISTER?	Y	CUSTOM RECEPTION DESK FOR RECEPTIONIST / LIBRARIAN, SHARE 'ALL-IN-ONE', CREDIT CARD MACHINE, SMALL CASH REGISTER, ART PIECES,VISIBILITY FROM OUTSIDE
1a	WAITING AREA	1, 4, 17, 17a	-	4 + 2 WHEEL- CHAIRS, 20 STANDING	H	Y	N	N	Y	VISITOR PHONE ?	Y	COAT AND UMBRELLA STORAGE, ARTWORK PROMOTING HEALING
3	LIBRARY	1, 1a, 3a, 3b, 3c, 21	-	-	H	Y	N	-	-	Y	Y	VISUAL / ACOUSTIC BARRIERS, DIRECT ACCESS FROM LOBBY, 3 LIGHT SOURCES, ACCESS TO GARDEN
3a	INTERNET ACCESS	1, 1a, 3, 3b, 3c	-	2	H	L	H	N	Y	Y = 2	N	SMALL CABINET FOR PAPER, QUIET SPACE
3b	COFFEE BAR	1, 1a, 3, 3a, 3c, 21	-	6-12	H	Y	N	Y	Y	N	Y	COUNTER FOR SELF-SERVICE, GLASS FRONT REFRIG., VENDOR SERVICE, ACCESS TO GARDEN
3c	BOOK AREA	1, 1a, 3, 3a, 3b	-	4-6	H	M	H	N	Y	N	Y	100 LF OF SHELVING, DISPLAY FOR SALES, LIGHTING FOR READING, DURABLE MATERIALS, ACOUSTIC PRIVACY, COMFORTABLE / RELAXING
4	SEMINAR ROOM	1, 1a, 4a, 4b, 4c, 5, 17, 17a, 18	-	40<50 FULL	H	M	N	N	Y	Y = 2-4 1 AV, 1 PROJECTOR, 2 LAPTOPS	Y	RETRACTABLE WALLS, 6' AV SCREEN, 6' WHITE BOARD, MOBILE DROP TABLES, STACKABLE CHAIRS, ADJUST. HEIGHT MOBILE TABLES, FLEXIBILITY, OVERHEAD PROJECTOR, ACOUSTICS AND CIRCULATION
4a	LECTURE STYLE SET UP	1, 1a, 4, 4b, 4c, 5, 17, 17a, 18	-	20 EA. SIDE	H	N	N	N	Y	-	Y	SEE ABOVE
4b	WORKSHOP STYLE SET UP	1, 1a, 4, 4a, 4c, 5, 17, 17a, 18	-	18-24 36 FULL	H	N	M	N	Y	-	Y	SEE ABOVE
4c	CLASSROOM STYLE SET UP	1, 1a, 4, 4a, 4b, 5, 17, 17a, 18	-		H	N	M	N	Y	-	Y	SEE ABOVE
5	STORAGE AREA / SEMINAR	1, 1a, 4, 4a, 4b, 4c	-	-	N	N	N	N	N	N	N	2 CLOSETS FOR DIVISION OF ROOMS, DOUBLE DOORS FOR ACCESS
6	COUNSELING ROOM	1, 1a, 10, 17, 17a, 18, 21	-	6 + 2 WHEEL- CHAIR	H	Y	H	N	N	N	Y	ADAAG, GARDEN VIEW, VISUAL / ACOUSTIC PRIVACY

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7	ARTS, CRAFTS, GAMES ROOM	1, 1a, 17, 17a, 18	-	12	M	Y	N	Y	Y	Y = 1-2 INTERNET FOR GAMING?	Y	ADAAG, CLEAN-UP SINK, FLEXIBILITY, ACOUSTICS, NEAR LOBBY ACCESS
8	EXAM ROOM	1, 1a, 8a, 17, 17a	-	2-3	M	N	H	Y	Y	Y = 1 LAPTOP FOR DR./CLIENT DISCUSSION	Y	HAND WASH SINK, ACOUSTIC / VISUAL PRIVACY, ACCESS FROM LOBBY
8a	EXAM WAITING AREA	1, 1a, 8, 17, 17a, 18	-	2	M	Y	M	N	N	N	Y	ACCESSIBLE FROM LOBBY, SEMI-PRIVATE ENTRY
9	PROGRAM DIRECTOR	1, 1a, 10, 10a, 17, 17a	1	3	M	N	L	N	N	Y = 2 1 PC, 1 PHONE	Y	ACCESSIBLE TO LOBBY, CONFERENCING
10	COUNSELING DIRECTOR	1, 1a, 6, 10a, 17, 17a	1	4-5	H	N	H	N	N	Y = 2 1 PC, 1 PHONE	Y	ACOUSTIC / VISUAL PRIVACY, ACCESS TO COUNSELING ROOM W/O TRAVEL THRU PUBLIC AREA
10a	COUNSELING SUB-WAITING	1, 1a, 6, 10, 17, 17a	-	2	H	N	H	N	N	N	Y	SEMI-PRIVATE ENTRY W/ ACCESS FROM/NEAR LOBBY
11	ADMINISTRATIVE ASST.	1, 1a, 9, 10, 10a	1	1	H	N	N	N	N	Y = 2 1 PC, 1 PHONE	Y	6LF OVERHEAD STORAGE BINS, OFFICE SYSTEM, GREETES VISITORS, WORKS WITH BOTH DIRECTORS
12	VISITOR OFFICES	1, 1a, 4, 4a, 4b, 4c, 9, 14	-	2	L	Y	M	N	Y	Y = 4 2 PC, 2 PHONE	Y	LOCKABLE STORAGE, EASY ACCESS TO SEMINAR ROOM, 'HOTELING' SENSE, OFFICE SYSTEM, LOCATE NEAR WORKROOM, SEMINAR, AND PROGRAM DIR.
13	SMALL CONFERENCE ROOM	1, 1a, 9, 10, 10a, 11, 12, 21	-	4-6	M	Y	L	N	N	Y = 1 PHONE	N	GARDEN VIEW, ADAAG, CIRCULATION
14	COPIER / WORK / STORAGE	9, 10, 11, 12, 15	-	1 @ WORK COUNTER?	N	N	H	N	Y	Y = 1 DATA	N	LARGE COPIER, 25-30 LF SHELVING, (3) 36" FILING CABINETS, ACOUSTIC / VISUAL, NEAR OFFICES, BREAK ROOM, BUT ESPECIALLY ADMIN. ASST.
15	STAFF BREAK ROOM	14, 16, 21	-	4 + PATIO	N	Y	H	Y	Y	Y = 1 PHONE	N	MICROWAVE, DBL SINK, FULL-REFRIG., PRIVATE PATIO, ACOUSTIC / SMELL
16	UNISEX TOILET	15	-	1	N	N	H	Y	Y	N	N	ADAAG, NO URINAL, STAFF RESTROOM
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17	PUBLIC RESTROOMS (WOMEN)	1, 1a, 3, 3a, 3b, 3c, 4, 4a, 4b, 4c, 6, 7, 8, 8a, 9, 10, 10a, 17a	-	2 + 1 ADA	H	N	M	Y	Y	N	N	3 TOILET STALLS TOTAL: 1 ADAAG + 2 REGULAR STALLS
17a	PUBLIC RESTROOMS (MEN)	1, 1a, 3, 3a, 3b, 3c, 4, 4a, 4b, 4c, 6, 8a, 9, 10, 10a, 17	-	1 ADA	H	N	M	Y	Y	N	N	1 ADAAG + 2 URINALS
18	ELECTRIC WATER COOLERS	4, 4a, 4b, 4c, 17, 17a	-	-	H	N	N	Y	N	N	N	ADAAG, NEAR SEMINAR AND PUBLIC RESTROOMS
19	JANITOR CLOSET	15	-	-	N	N	N	Y	N	N	N	MOP SINK
20	ELECTRICAL / TELEPHONE	1	-	-	N	N	N	N	N	Y	N	CONSIDER ACCESS TO ROOM
21	GARDEN AREA(S)	3, 3b, 6, 13, 15	-	4-6 LIBRARY/COFFEE, 4 BREAK ROOM	Y = LIBRARY/COFFEE N = BREAK ROOM	Y	N = LIBRARY/COFFEE Y = BREAK ROOM	ROUGH-IN?	WATER FEATURE?	N	Y	PRIVATE PATIO OFF STAFF BREAK ROOM, OUTDOOR SEATING / DINING, WATER FEATURES

LEGEND	
IMMEDIATE ADJACENCY FACTOR	1
HIGH ADJACENCY FACTOR	1
MEDIUM ADJACENCY FACTOR	1
LOW/NORMAL ADJACENCY FACTOR	1

LEGEND	
HIGH	H
MEDIUM	M
LOW	L
YES	Y
NO	N

