CENTRAL WASHINGTON UNIVERSITY
OLD HEAT PLANT
ELLENSBURG, WASHINGTON

CWU Project No. 8455-01
INTEGRUS Project No. 20824.01

PREPARED FOR:
Central Washington University
400 E. University Way
Ellensburg, WA 98926-7503

PREPARED BY:
INTEGRUS Architecture, P.S.
10 S. Cedar Street
Spokane, WA 99201

June 1, 2009
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SECTION 1.0
EXECUTIVE SUMMARY
1.0 EXECUTIVE SUMMARY

1.1 Authority

This Pre-Design study was authorized by and contracted through Central Washington University.

1.2 Format

This document has been prepared utilizing the format recommended in the 2008 Pre-Design Manual developed by the Office of Financial Management, State of Washington.

1.3 Project Concept

The Old Heat Plant Remodel and Addition is a major capital project for Central Washington University. It encompasses a complete renovation of and addition to the Heat Plant built in 1947, which is no longer used to supply steam to the University.

The idea of transforming the Old Heat Plant into a vibrant, active Welcome Center came about as a result of the South Neighborhood Planning Study, published by the University in 2007. According to this study, the value of the idea became apparent as visitor-oriented functions were discussed, including Alumni Relations and Human Resources. It was noted at this time that the Old Heat Plant would function well as a home for these programs because of its strong presence, convenient vehicular access, and because its location provides good opportunity for community interaction.

1.4 Facility Needs

The Old Heat Plant Remodel and Addition is expected to address several needs of Central Washington University and the Ellensburg community:

- It will provide appropriately sized and arranged staff offices for the Human Resources Department and Office of Alumni Relations, allowing them to function in a more efficient way to better serve the University.

- It will provide formal training rooms for Human Resources that will have distance education capabilities and be available to other University programs as needed.

- It will include a highly visible Welcome Center for the campus, a facility which the University has never before had, but long needed.

- It will provide two hotel suites for guests of the University.

- It will contain a large reception space for Alumni Relations and University functions which will provide a place not only for alumni to gather, but also for University, student and community interaction.
Central Washington University
Old Heat Plant

- It will make use of a building that is currently far underutilized, bringing renewed life to the south campus.

1.5 Summary of Programmatic Needs

The facility will provide office space and training rooms for Human Resources and office space and work areas for Alumni Relations, as well as a large reception area for alumni and a Welcome Center for campus visitors. The proposed facility will total approximately 16,500 net square feet, or roughly 27,500 gross square feet at 60% efficiency. This will greatly increase the space available for each program, thereby increasing their ability to better serve the faculty, staff, students, and alumni of the University.

1.6 Site Selection

Because an important part of this project was to utilize the Old Heat Plant, no other sites were studied. The building is perfectly situated for its new purpose, being located near the southwest entrance to campus and adjacent to the newly renovated park. The proximity of the park is a unique asset that will not only welcome visitors and reflect the beauty of campus, but will provide a convenient alternate venue for Alumni or University functions.

1.7 Budget Analysis

It is anticipated that funding for the project will be provided partially through the State and partially through private donations.

Based upon the space requirements projected for the building, including furnishings and equipment, both the construction cost for the building and sitework and the project cost have been calculated. This analysis indicates that the Maximum Allowable Construction Cost (MACC) escalated through 2012 is $12,711,000. The Project Cost escalated through midpoint of construction is calculated to be $20,402,069. See Section 5.0 of this report.

1.8 Proposed Project Schedule

The proposed project schedule for the facility is based upon the assumption that funds will be available for design by July of 2010 and construction by July of 2011.

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<thead>
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<th>Project Schedule</th>
<th>Start Date</th>
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</tr>
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<tbody>
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<td>June, 2011</td>
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<td>July, 2012</td>
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<tr>
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<td></td>
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</tr>
<tr>
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<td>June, 2013</td>
<td></td>
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<tr>
<td>Occupancy</td>
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<td>July, 2013</td>
</tr>
<tr>
<td>Final Contract Closeout</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pre-Design Study

1.2
1.9 **LEED Certification**

Per the requirements of ESSB 5509 of the state of Washington, the Old Heat Plant remodel will be designed to achieve LEED Silver Certification.

1.10 **Major Benefits for the State**

Some of the benefits of the Old Heat Plant Remodel and Addition to the State of Washington include:

- Improved access to the University for the people of Ellensburg through the creation of a more inviting pedestrian path to campus.

- Lower building operational and maintenance costs. The renovation and addition will exemplify the goals of long life, low maintenance and maximum flexibility in facility design.

- Exemplary use of University assets. Rehabilitating the currently underutilized building will extend its life and reinforce the University’s commitment to the value of historic properties.

- Improved visitor services. Newcomers and returning visitors alike will be impressed by the up-to-date facilities and unique use of the historic structure.

1.11 **Pre-Design Committee Members**

The Pre-Design Committee formed to develop recommendations for the Old Heat Plant’s programming and design is as follows:

Bill Yarwood       CWU Director, Facilities Planning & Construction Services  
Barry Caruthers   CWU Project Manager, Facilities Planning & Construction Services  
Jim Armstrong     CWU Director, Office of Alumni Relations  
Sherer Holter     CWU Assistant Vice President for Human Resources  
Darwin Nelson     CWU Alum  
Mark Dailey       INTEGRUS Architecture  
Martin Sweet      INTEGRUS Architecture  
Jodi Kittel       INTEGRUS Architecture
2.0 PROJECT ANALYSIS

2.1 Project Description

2.1.1 Agency Name

Central Washington University

2.1.2 Agency Code

375

2.1.3 Project Number

845501

2.1.4 Project Title

Old Heat Plant
Pre-Design Study
Central Washington University

2.1.5 Agency Contact

Bill Yarwood, Director, Facilities Planning and Construction Services
Barry Caruthers, Project Manager, Facilities Planning and Construction Services
Facilities Management Department
Central Washington University
400 East University Way
Ellensburg, WA 98926-7526
(509) 963-1829 FAX (509) 963-3301

2.1.6 Mission

The Old Heat Plant Remodel and Addition supports and reinforces the mission statement of Central Washington University which is as follows:

"Central Washington University's mission is to prepare students for responsible citizenship, responsible stewardship of the earth, and enlightened and productive lives. Faculty, staff, students, and alumni serve as an intellectual resource to assist central Washington, the state, and the region in solving human and environmental problems.

Qualified faculty and staff create a community that encourages and supports the emotional, personal, and professional growth of students from a variety of backgrounds..."

The project upholds the mission statement by supporting the faculty and staff through an improved Human Resources Department and encouraging student/alumni interaction through the creation of an Alumni Center.
2.1.7 Goals

There are two main goals for this project:

1. To help connect the University with the community.
2. To optimize University resources.

The project achieves these goals in several ways:

- It will include a highly visible Welcome Center for the campus.
- It will provide two hotel suites for guests of the University.
- It will contain a large reception room for Alumni Relations and University functions which will be a place not only for alumni to gather, but also a place for University, student, and community interaction.
- It will make use of a building that is currently very much underutilized, bringing renewed life to the south campus.
- It will include appropriately sized and arranged staff offices for the Human Resources Department and Office of Alumni Relations, allowing them to function in a more efficient way to better serve the University.
- It will provide formal training rooms for Human Resources that will have distance education capabilities and be available to other University programs as needed.

2.1.8 Facility

The requested remodeled facility would include 37 Staff offices/workstations, five conference rooms, three training rooms, a large reception area, and Welcome Center. The former main boiler room will be remodeled while the southern portion of the building will be demolished and replaced with a two-story structure that compliments the style and feel of the existing building. Located near the southwest entrance to the campus, the Old Heat Plant is in an ideal location to greet alumni and visitors to Central Washington University.

2.1.9 Existing Facilities

The remodeled facility will have a major impact on existing Central Washington University campus facilities. By relocating the Human Resources offices, it will enable Student Services to overtake their current space and allow fulfillment of the University’s goal for a one stop Student Services Center as set forth in the South Neighborhood Planning Study.
2.1.10 Previous Action Taken

This project is included in the University's current ten-year plan. Although programming was done to some extent for the South Neighborhood Planning Study, no in-depth study of the project has been done before.

2.1.11 Legislative or Executive Intent

In accordance with ESSB 5509, adopted by Washington State and effective as of July 24, 2005, the Old Heat Plant Remodel and Addition will be designed to incorporate Green Building Practices. Specifically, design and construction will achieve LEED Silver Certification. See Paragraph 3.6.3 for additional information.

2.2 Analysis

2.2.1 Alternatives Considered

This Pre-Design study considered three possible alternatives. These were as follows:

1. Do nothing. This alternative would have several negative impacts:
   a. With no formal Welcome Center, many visitors' first impression will continue to be a kiosk in a parking lot.
   b. Lacking their own space, alumni activities will be limited.
   c. Growth potential for Human Resources is already limited - without relocating their space will only become more cramped and inefficient, hindering their ability to serve the faculty and staff.
   d. The Heat Plant will continue to be a burden on maintenance.
   e. The iconic smoke stack and Heat Plant will eventually deteriorate past the point of saving and the University will lose a significant landmark.
   f. Programs that expected to take over the vacated space left by Human Resources and Alumni Relations will be unable to do so, which means that Student Services will remain scattered across many buildings and the University's goal of a one-stop Student Services Center will remain unfulfilled.

2. Renovate the main boiler room, renovate and add a second floor to the one-story south wing of the building. Though technically feasible, many issues make this option undesirable:
   a. Accessibility. The existing southern portion of the building consists of three levels which are at different heights than the northern portion's two levels. Most of these levels have only non-compliant stair access. Even with the addition of an elevator that would stop at each floor, access would be complicated and inconvenient.
b. Program. The program space requirements for Human Resources are just over twice the size of available square footage in the entire existing southern portion of the building. Even with the addition of a second floor, the program would need to be cut in order to fit into the space available.

c. Structure. The existing south wing structure is wholly inadequate to support a second floor. The existing foundation is sized for only one level. The first floor masonry walls could not be upgraded to meet the seismic loading requirements of a new level above. The new construction required to upgrade the foundation and create a separate lateral force resisting system would be highly intrusive and likely require a completely new superstructure for both the existing and new portions of the construction.

d. Aesthetics. Adding a second floor that not only blends architecturally with the existing shops and garage façade, but that also conveys the desired image for the Human Resources Department and University would be a significant challenge.

e. Estimated cost. For as much as it would cost to achieve this option, a new building addition could be built that would better fit the program, image, and needs of Human Resources and the University.

2.2.2 Alternative Chosen

After careful study of the program requirements and the Old Heat Plant itself, it was determined that the most beneficial and practical option was to renovate the main boiler room, but to demolish the southern, one-story, portion of the building in order to build a new two-story addition in its place.

2.2.3 Scope and Project Description of Preferred Alternative

This project will create an obviously visible "front door" for the campus, bringing together complimentary departments in a more convenient location for those that need to make use of their services.

The two-story structure which will replace the one-story garage and shops wing will house Human Resources, two hotel suites, and the Welcome Center in approximately 20,000 square feet.

The portion of the existing building which will remain—the former main boiler room—will be renovated so as to be able to house the Alumni Center, which will include the Alumni Relations offices. Though changes will be made to accommodate the new programs as well as to bring the building up to code, the amazing volume and character of the space will be maintained. The existing structures and finishes will be maintained wherever possible. Relics will also be left in place where appropriate to help tell the story of the building's rich history.
2.2.4 Prior Planning and History

Though the University has long desired to have an Alumni Center, prior to the South Neighborhood Planning Study published in 2007, there were no plans to house Alumni Relations and Human Resources in the Old Heat Plant.

2.2.5 Stakeholders

Human Resources and Alumni Relations will benefit by having modern, efficient, adequately sized space in which to work.

Alumni will benefit by having a place to gather, a "home" on campus.

Visitors will benefit by being able to clearly find their way to the Welcome Center where they will receive the help and information they need.

Students will benefit through increased interaction with alumni and from the consolidation of Student Services that will be able to occur.

The University will benefit through increased training opportunities for faculty and staff as well as the potential to attract visitors and increase alumni involvement.

The community will benefit through closer contact with the University.

2.3 Project Management

2.3.1 Management Organization

Project management for the Old Heat Plant Remodel and Addition will be provided by the agency, Central Washington University. Management personnel will be provided by the Office of Facilities Planning and Construction through the Department of Facilities Management. The Department of Facilities Management has within its staff licensed professional architects and engineers and professional construction management personnel experienced in projects of this size and complexity. At this time, the need for additional staff is not expected.

2.3.2 Methods of Delivery

The recommended delivery method for this project is conventional design-bid-build, and the proposed project schedule and budget both reflect this approach. Although GC/CM is an option and will be considered, the University has had great success using the traditional design-bid-build method and will plan to use it again for this project.

Optional construction methods for the project include phasing or an early demolition package. At this point, without a set required occupancy date, an early demolition package is probably unnecessary. Phasing is not recommended because of the interdependency of programs.
2.3.3 Implementation Approach

Assuming that the University chooses to implement the design-bid-build process, the full responsibility for project management will fall to the Agency (Central Washington University) and the A/E team. These responsibilities will begin with the design phases of the project and continue through the construction phase. In general, the duties of each of these two parties are the following:

**Agency (Central Washington University)**

- Establish and monitor the budget for the design and construction.
- Contract the A/E team and the general contractor.
- Provide guidance related to programmatic issues and priorities for use of available funds.
- Review design documents throughout the design phase and construction progress during the construction phase.
- Receive/review/approve payment requests from the A/E team and the general contractor as the fiscal agent.
- Obtain necessary bid/purchase documents and acquire FFE materials and monitor installation and operation along with appropriate consultants.
- Work with the A/E team and other appropriate consultants to commission the facility and move occupants into it upon project completion.

**A/E Team**

- Be responsible for interpreting the program for the building and establishing the appropriate scope of work.
- Produce the design documents and submit them in progressive packages at schematic design, design development and construction document phases.
- Provide cost estimates at the end of each design phase to compare to the established budget and make necessary design changes to remain within it.
- Issue bidding documents to potential general contractors and interpret contract requirements to assist them in preparing their bids.
- During construction, organize periodic progress meetings, answer contractor questions to clarify contract requirements, prepare and issue contract modifications (FA, COP, CO) and review payment applications.
- Make periodic visits to the construction site and issue verbal instructions to the contractor as appropriate.
- Prepare a punchlist at the end of the project and ensure that corrections are made.
- Assist with the commissioning activities and prepare final record documents to be retained as a permanent record of the project.
2.3.4 Schedule

The following milestones have been identified for the completion of the Old Heat Plant Remodel and Addition, assuming that funding is available for design by July of 2010 and for construction by July of 2011:

<table>
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<td></td>
</tr>
<tr>
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<td></td>
<td>July 2013</td>
</tr>
</tbody>
</table>

However, there are a few unknowns that may impact this proposed schedule:

1. The presence of asbestos or other hazardous material. From documents provided by the University, it appears that most known asbestos has been abated. However, it cannot be said for sure that all hazardous material is gone until after demolition has begun.

2. Historical significance. It is believed that the portion of the building that this Pre-Design proposes demolishing has no significant historic benefit, but no formal investigation has yet been undertaken.

It is not expected that permitting issues will cause any impact to the schedule.
SECTION 3.0
PROGRAM ANALYSIS
3.0 PROGRAM ANALYSIS

3.1 Assumptions

In exploring and defining the needs of the facility, it was necessary to make certain assumptions:

- Whenever possible, the standards developed in the State Facilities Evaluation and Planning Guide were used.
- Space needs are projected to the year 2016.
- Shared use of space will be planned whenever possible. A number of spaces will be joint use, meaning priority of the space is given to one department but it is available to all when not otherwise scheduled.
- The services contained within the adjacent Mailing and Duplicating Services Building will be relocated.

3.2 Existing Facilities

The Old Heat Plant was constructed in 1947 to house two coal fired boilers. The building was designed to utilize an old masonry chimney and originally included the boiler room and associated spaces, offices, storage, and a one-story garage and shops wing.

Although the boilers were abandoned and removed in 1976 after the new Heat Plant was constructed, much of the infrastructure—including coal bin, chutes, tunnel, and ash pits—remains. The building now houses a few offices as well as the geology and ergonomics labs. However, most of the building, including the former main boiler room, is used as storage space.

3.2.1 Inventory

The Old Heat Plant is listed in the University Facility Condition Index with an overall condition score of 3.4. This means that the facility overall needs improvement, with portions having limited functionality (30-50% requiring replacement).

3.2.2 Photos

Following are photos of the existing building.
Old Boiler Room

View of coal chutes from second floor of Old Boiler Room
Central Washington University
Old Heat Plant

Looking up at the ash storage tank

Inside the coal storage bin
3.3 Space Needs Assessment

Currently, Human Resources occupies approximately 4,671 square feet on the first floor of Bouillon Hall. This includes 4,356 square feet of offices/workstations, reception, storage, and small work areas. It also includes 315 square feet of testing space that is not attached to the rest of the suite. They have no dedicated training rooms and no room for expansion.

Alumni Relations has offices on the second floor of Barge Hall. The space is approximately 1,284 square feet in total and includes the reception area, storage, work area, and offices/workstations for four employees. They have no dedicated conference rooms or reception space.

3.3.1 Preliminary Space Summary

The following Preliminary Program Space Summary lists the areas determined by the Pre-Design Committee to be necessary for Human Resources, Alumni Relations, and the Welcome Center to function to the greatest benefit of the University. The total assignable square footage for the program is 16,399 square feet. The total gross square footage, at 60% efficiency, is approximately 27,500 square feet.
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<th>Space Title</th>
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<td>File Archive Storage</td>
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Pre-Design Study
3.7
3.4 Space Requirements

The following section contains detailed descriptions and diagrams of each space identified in the proposed program for the Old Heat Plant. The descriptions were provided by the Pre-Design Committee, together with the primary users. Each space description includes the following types of information:

1. Name, size and number of spaces in this configuration
2. Purpose of the space as well as its expected function
3. Essential adjacencies based upon functional relationships
4. Number of occupants and hours of operation
5. Required furniture and equipment within the space
6. Special requirements for casework, media, power and communications, lighting, acoustics, HVAC, security or finishes.
Central Washington University
Old Heat Plant

Room/Space Name: Assistant Vice President Office

Size: 200 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private office

There is a need to be located adjacent to the following spaces:
Directors' offices, Training Administrator office, Office Manager office

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 2-10

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, four drawer file cabinet, small conference table with chairs, two guest chairs

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

- Tack Boards [Quantity & Sizes]: None
- Liquid Marker Boards or Chalkboards [Quantity & Sizes]: None
- Projection Screens [Quantity & Sizes]: None
- Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Three data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:
Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:
Exterior window, plenty of natural light
Central Washington University
Old Heat Plant

Room/Space Name:  Director Office (future)

Size:  175 sq. ft.  Number of Similar Spaces:  2

Purpose/Function of the Room/Space:
  • Private office

There is a need to be located adjacent to the following spaces:

AVP office, other Directors' offices

Number of Permanent Staff in the Room/Space:  1

Number of Transient Users:  1-4

Normal Hours of Occupancy/Operation:  8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, lateral file cabinet, small conference table, two guest chairs

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes):  1 - 2'x3'

Liquid Marker Boards or Chalkboards (Quantity & Sizes):  1 - 2'x3'

Projection Screens (Quantity & Sizes):  None

Other Media Equipment:  None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:  
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:  
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:  
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:  
(Beyond normal building HVAC.)

Special Security Needs:  
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:  
Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:
Room/Space Name: Benefits and HRIS Director Office

Size: 175 sq. ft.  Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private office

There is a need to be located adjacent to the following spaces:
AVP office, other Directors' offices, small conference room, Benefits and HRIS staff

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-5

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, lateral file cabinet, small conference table, two guest chairs

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): 1 - 2'x3'

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1 - 2'x3'

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Spaces:

Exterior window, natural light
Central Washington University
Old Heat Plant

Room/Space Name: HRIS Administrator Office

Size: 140 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private office

There is a need to be located adjacent to the following spaces:
HRIS Director, HRIS Assistant work area, small conference room, work room

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-2

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:
Desk and chair, computer, lateral file cabinet, two to three guest chairs with small table

Describe any Built-in Casework which will be required:
Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): 1-4’x4’

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1-2’x3’

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

Natural light
Room/Space Name: HRIS Assistant Office

Size: 120 sq. ft. Number of Similar Spaces: 2

Purpose/Function of the Room/Space:
- Cubicle/semi-private office

There is a need to be located adjacent to the following spaces:
HRIS Administrator office, workroom

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-2

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Workstation and chair, computer, lateral file cabinet, two to three guest chairs

Describe any Built-in Casework which will be required:
Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): 1- 4'x4'

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1- 2'x3'

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

Natural light
Central Washington University
Old Heat Plant

Room/Space Name: Benefits Administrator Office

Size: 140 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private office

There is a need to be located adjacent to the following spaces:
Benefits Representative Office, Benefits Assistant Office, Director of Benefits Office, work room, file room, conference rooms

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:
Desk and chair, computer, lateral file cabinet, two to three guest chairs with small table

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): 1- 4’x4’

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1- 2’x3’

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

Natural light
Central Washington University
Old Heat Plant

Room/Space Name: Benefits Representative Office

Size: 120 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
• Private office

There is a need to be located adjacent to the following spaces:
Benefits Administrator office, Benefits Assistant office, work room, file room, small conference room

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:
Desk and chair, computer, lateral file cabinet, two guest chairs

Describe any Built-in Casework which will be required:
Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): 1-4'x4'

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

Natural light
Room/Space Name: Benefits Assistant Office

Size: 120 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private office

There is a need to be located adjacent to the following spaces:
Benefits Administrator Office, Benefits Representative Office

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 0

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:
Desk and chair, computer, lateral file

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided. Describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Central Washington University
Old Heat Plant

Room/Space Name: Employment Relations Administrator Office

Size: 140 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private office

There is a need to be located adjacent to the following spaces:

HR Representative Offices, Director of Labor & Employment Relations Office, Conference Rooms, File room, Storage room, Work room

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, lateral file cabinet, two to three guest chairs with small table

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): 1-4’x4’

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1-2’x3’

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:
Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:
Natural light
Old Heat Plant
Central Washington University

Employment Relations Administrator Office  140 Square Feet
Central Washington University
Old Heat Plant

Room/Space Name: Labor and Employment Relations Director Office

Size: 175 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private office

There is a need to be located adjacent to the following spaces:

AVP office, other Directors' offices, Employment Relations Administrator, Recruitment/Compensation/Labor Relations Coordinator, small conference room

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1.5

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, lateral file cabinet, small conference table with chairs, two guest chairs

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

- Tack Boards (Quantity & Sizes): 1-2'x3'
- Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1-2'x3'
- Projection Screens (Quantity & Sizes): None
- Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Central Washington University  
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

Exterior window, natural light
Central Washington University
Old Heat Plant

Room/Space Name:  HR Representative Office

Size:  140 sq. ft.  Number of Similar Spaces:  4

Purpose/Function of the Room/Space:
  • Private office

There is a need to be located adjacent to the following spaces:

Employment Relations Administrator Office, Work Room, File Room, Small Conference Room

Number of Permanent Staff in the Room/Space:  1

Number of Transient Users:  1-3

Normal Hours of Occupancy/Operation:  8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, lateral file cabinet, two guest chairs

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

  Tack Boards (Quantity & Sizes):  1- 4'x4'

  Liquid Marker Boards or Chalkboards (Quantity & Sizes):  None

  Projection Screens (Quantity & Sizes):  None

  Other Media Equipment:  None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

Natural light
Room/Space Name:  **HR Representative Office (future)**

Size:  **120** sq. ft.  Number of Similar Spaces:  **3**

**Purpose/Function of the Room/Space:**
- Private office

There is a need to be located adjacent to the following spaces:

Employment Relations Administrator Office, Work Room, File Room, Small Conference Room

Number of Permanent Staff in the Room/Space:  **1**

Number of Transient Users:  **1-3**

Normal Hours of Occupancy/Operation:  **8 a.m. - 5 p.m., 5 days a week**

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, lateral file cabinet, two guest chairs

Describe any Built-in Casework which will be required:

Bookshelves

**Media Requirements:**

* Tack Boards (Quantity & Sizes):  None
* Liquid Marker Boards or Chalkboards (Quantity & Sizes):  None
* Projection Screens (Quantity & Sizes):  None
* Other Media Equipment:  None
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:
Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

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Central Washington University
Old Heat Plant

Room/Space Name: Recruitment/Compensation/Labor Relations Coordinator Office
Size: 140 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
• Private office

There is a need to be located adjacent to the following spaces:
HR Representative Office, Director of Labor & Employment Relations Office, File Room, Work Room, Small Conference Room, Recruitment Specialist Office

Number of Permanent Staff in the Room/Space: 1
Number of Transient Users: 1-3
Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:
Desk and chair, computer, lateral file cabinet, three guest chairs

Describe any Built-in Casework which will be required:
Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): 1 - 4’x4’
Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1 - 2’x3’
Projection Screens (Quantity & Sizes): None
Other Media Equipment: None
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

Natural light
Old Heat Plant
Central Washington University

Recruitment/Compensation/Labor Relations Coordinator Office 140 Square Feet
Room/Space Name: ____________________________

Central Washington University
Old Heat Plant

Recruitment Specialist Office

Size: 140 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
  • Private office

There is a need to be located adjacent to the following spaces:

Recruitment/Compensation/Labor Relations Coordinator Office, Work Room, Small
Conference Room

Number of Permanent Staff in the Room/Space: __________ 1 __________

Number of Transient Users: __________ 1-3 __________

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well
as any existing furniture/equipment that will be moved from existing facilities for use in
this space:

Desk and chair, computer, lateral file cabinet, three guest chairs

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

  Tack Boards (Quantity & Sizes): 1- 4’x4’

  Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

  Projection Screens (Quantity & Sizes): None

  Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Blinds at windows/relites

Other Special Requirements of Space:

Natural light
Central Washington University  
Old Heat Plant

Room/Space Name: Office Manager Office

Size: 140 sq. ft.  
Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
  - Private office

There is a need to be located adjacent to the following spaces:
  - AVP Office, Student Assistant work area, Help Desk, Work Room, Conference Rooms, Supply and Storage Rooms, Reception area

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, lateral file cabinet, three guest chairs

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

  Tack Boards (Quantity & Sizes): 1-4’x4’

  Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1-4’x4’

  Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study  
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

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Pre-Design Study
Space Requirements: Human Resources
Central Washington University
Old Heat Plant

Room/Space Name: **Help Desk Coordinator Office**

Size: **120 sq. ft.**

Number of Similar Spaces: **1**

Purpose/Function of the Room/Space:
- Private office

There is a need to be located adjacent to the following spaces:
- HR Assistant work area, Reception, Office Manager Office, Testing Area

Number of Permanent Staff in the Room/Space: **1**

Number of Transient Users: **1-2**

Normal Hours of Occupancy/Operation: **8 a.m. - 5 p.m., 5 days a week**

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, lateral file cabinet, two guest chairs

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): **1 - 4'x4'**

Liquid Marker Boards or Chalkboards (Quantity & Sizes): **None**

Projection Screens (Quantity & Sizes): **None**

Other Media Equipment: **None**
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Blinds at windows/relites

Other Special Requirements of Space:

Natural light, viewing window of receptionists and reception area
Room/Space Name: HR Assistant Work Area

Size: 120 sq. ft. Number of Similar Spaces: 3

Purpose/Function of the Room/Space:

There is a need to be located adjacent to the following spaces:

Help Desk Coordinator Office

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 0

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Workstation and chair, computer, lateral file cabinet

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Room/Space Name: Department Receptionist

Size: 120 sq. ft. Number of Similar Spaces: 2

Purpose/Function of the Room/Space:
- Open office
- Public first contact with HR

There is a need to be located adjacent to the following spaces:
Reception Area, Supply Storage, Work Room, Applicant Computer Stations, Testing area

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: General Public

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Workstation and chair, computer, lateral file cabinet

Describe any Built-in Casework which will be required:

Transaction counter, bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:
Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:
Natural light, observation window into testing area
Central Washington University
Old Heat Plant

Room/Space Name: Reception Area

Size: 80 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
• HR main entry and public reception area

There is a need to be located adjacent to the following spaces:
Office Manager Office, Help Desk, Applicant Computer Stations

Number of Permanent Staff in the Room/Space: __________

Number of Transient Users: __________ 1-6

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Waiting chairs, document rack/information display rack, end tables, table for filling out applications and related HR paperwork

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): 2-4’x4’

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:
Carpet

Special Decor or Surfaces:
Area should reflect the image of the University and HR

Other Special Requirements of Space:
Natural light
Central Washington University
Old Heat Plant

Room/Space Name: Training and Organizational Development Administrator Office

Size: 140 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private office

There is a need to be located adjacent to the following spaces:

HR Representatives, Director of Labor & Employment Relations, Conference Rooms, File room, Work room, Storage room

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, lateral file cabinet, two to three guest chairs with small table

Describe any Built-in Casework which will be required:

Bookshelves

Media Requirements:

Tack Boards (Quantity & Sizes): 1- 4’x4’

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Two data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic privacy

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Other Special Requirements of Space:

Natural light
Central Washington University
Old Heat Plant

Room/Space Name: Student Assistant Workstation

Size: 90 sq. ft.  Number of Similar Spaces: 3

Purpose/Function of the Room/Space:
- Support for Office Manager and HR staff

There is a need to be located adjacent to the following spaces:
Office Manager Office and Help Desk

Number of Permanent Staff in the Room/Space: ______

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Workstation and chair, computer

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Three data/comm ports

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Room/Space Name: Applicant Computer Station

Size: 50 sq. ft.  Number of Similar Spaces: 2

Purpose/Function of the Room/Space:
  • Location for public to view and fill out job applications and related documents

There is a need to be located adjacent to the following spaces:

Reception area

Number of Permanent Staff in the Room/Space: 

Number of Transient Users: General public

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Workstation and chair, computer

Describe any Built-in Casework which will be required:

Media Requirements:

  Tack Boards (Quantity & Sizes): None
  Liquid Marker Boards or Chalkboards (Quantity & Sizes): None
  Projection Screens (Quantity & Sizes): None
  Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:

These workstations will be located within the reception area.
Room/Space Name: Testing Room

Size: 200 sq. ft.  Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
• Perform individual and group tests

There is a need to be located adjacent to the following spaces:
HR Assistants Office, Reception

Number of Permanent Staff in the Room/Space: ______________
Number of Transient Users: ______________ 1-10
Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

At least four computer workstations/testing carrels, large conference table with chairs

Describe any Built-in Casework which will be required:
Supply storage

Media Requirements:

Tack Boards (Quantity & Sizes): 1- 2’x3’

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1- 4’x8’

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None
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Old Heat Plant

**Special Power/Communications:**  
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

**Special Lighting:**  
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

**Special Acoustical Control:**  
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Soundproof, to accommodate the testing environment

**Special HVAC/Heating, Ventilation, Air Conditioning:**  
(Beyond normal building HVAC.)

**Special Security Needs:**  
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

**Floor Covering - Special Requirements:**

Carpet

**Special Decor or Surfaces:**

**Other Special Requirements of Space:**

Should be located adjacent to the Reception area with direct observation by the Receptionist
Central Washington University
Old Heat Plant

Room/Space Name: Supply Storage

Size: 125 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Storage of office supplies

There is a need to be located adjacent to the following spaces:

Help Desk, Reception

Number of Permanent Staff in the Room/Space: ________

Number of Transient Users: ________ HR Staff

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Shelving

Describe any Built-in Casework which will be required:

Upper and lower cabinets for storage

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Locate as close to reception as possible.
Central Washington University
Old Heat Plant

Room/Space Name: Work Room

Size: 150 sq. ft. Number of Similar Spaces: 2

Purpose/Function of the Room/Space:
- Faxing, copying, collating

There is a need to be located adjacent to the following spaces:
Help Desk, Reception

Number of Permanent Staff in the Room/Space: ______
Number of Transient Users: HR staff
Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:
Shelving, work table/counter

Describe any Built-in Casework which will be required:
Upper cabinets for storage, base cabinet/counter

Media Requirements:

Tack Boards (Quantity & Sizes): 1-4′x4′

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Locate as close to reception as possible

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Pre-Design Study
Space Requirements. Human Resources
Central Washington University
Old Heat Plant

Room/Space Name: File Storage

Size: 450 sq. ft.

Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- File room for active files

There is a need to be located adjacent to the following spaces:

Employment Relations, Office Manager Office, Benefits Department

Number of Permanent Staff in the Room/Space: 

Number of Transient Users: 4-5

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Lateral file cabinets, work table

Describe any Built-in Casework which will be required:

Media Requirements:

- Tack Boards (Quantity & Sizes): 1-2'x3'
- Liquid Marker Boards or Chalkboards (Quantity & Sizes): None
- Projection Screens (Quantity & Sizes): None
- Other Media Equipment: None
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:
Vinyl tile

Special Decor or Surfaces:

Other Special Requirements of Space:

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Pre-Design Study
Space Requirements: Human Resources
Central Washington University
Old Heat Plant

Room/Space Name: _Small Conference Room_

Size: _140 sq. ft._

Number of Similar Spaces: 2

Purpose/Function of the Room/Space:
- Departmental conferencing

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: _____________

Number of Transient Users: ___________ 2-6

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Conference table and chairs, small storage cabinet

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1- 4'x8'

Projection Screens (Quantity & Sizes): Recessed motorized projection screen

Other Media Equipment: Overhead projector

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Cable outlet

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic wall treatment

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Tackable walls

Other Special Requirements of Space:

Natural light
Central Washington University
Old Heat Plant

Room/Space Name: Large Conference Room

Size: 224 sq. ft.
Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
• Departmental conferencing

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: 

Number of Transient Users: 10-12

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

 Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Conference table and chairs, small storage cabinet

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1- 4'x8'

Projection Screens (Quantity & Sizes): Recessed motorized projection screen

Other Media Equipment: Overhead projector

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided. Describe any additional power requirements.)

Cable outlet

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic wall treatment

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:
Carpet

Special Decor or Surfaces:
Tackable walls

Other Special Requirements of Space:
Natural light

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Pre-Design Study
Space Requirements: Human Resources
Room/Space Name: Training Storage

Size: 125 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Storage of training materials, books, DVDs, etc.

There is a need to be located adjacent to the following spaces:
Training Administrator Office

Number of Permanent Staff in the Room/Space: 

Number of Transient Users: HR Staff

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Shelving

Describe any Built-in Casework which will be required:
Upper and lower cabinets for storage

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Old Heat Plant
Central Washington University
Training Storage 125 Square Feet
Central Washington University
Old Heat Plant

Room/Space Name: Small Training Room

Size: 800 sq. ft.
Number of Similar Spaces: 2

Purpose/Function of the Room/Space:
- HR training functions (classroom style with 25-30 seats)
- Flexible space for shared use, with distance education multi-media
- Partitioning capabilities to create smaller training rooms

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: ______________

Number of Transient Users: 25 - 30

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Classroom tables and chairs, teacher’s console and podium

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): none

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 2-4’x12’

Projection Screens (Quantity & Sizes): Recessed motorized projection screen

Other Media Equipment: Overhead projector

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Cable outlet, multi-media for distance education functions

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Dimmable controls, lighting as necessary for distance education functions

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic wall treatment

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Card access

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Tackable walls

Other Special Requirements of Space:

Windows
Central Washington University
Old Heat Plant

Room/Space Name: Large Training Room

Size: 1200 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- HR training functions (classroom style with 45-50 seats)
- Flexible space for shared use, with distance education multi-media
- Partitioning capabilities to create smaller training rooms

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: ————

Number of Transient Users: 45 - 50

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Classroom tables and chairs, teacher’s console and podium

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 2-4’x12’

Projection Screens (Quantity & Sizes): Recessed motorized projection screen

Other Media Equipment: Overhead projector

Pre-Design Study
Space Requirements: Human Resources
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Cable outlet, multi-media for distance education functions

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Dimmable controls, lighting as necessary for distance education functions

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic wall treatment

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Card access

Floor Covering - Special Requirements:

Carpet

Special Decor or Surfaces:

Tackable walls

Other Special Requirements of Space:

Windows
Central Washington University
Old Heat Plant

Room/Space Name: File Archive Storage
Size: 1500 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Storage of closed HR files long term (60 years)

There is a need to be located adjacent to the following spaces:
Preferably within the HR department

Number of Permanent Staff in the Room/Space: 

Number of Transient Users: 

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Space saver storage system on tracks

Describe any Built-in Casework which will be required:

Base cabinets/work counter

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Human Resources
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:
Vinyl floor tile

Special Decor or Surfaces:

Other Special Requirements of Space:
No windows

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Pre-Design Study
Space Requirements: Human Resources
Room/Space Name: Conference Room

Size: 240 sq. ft. Number of Similar Spaces: 2

Purpose/Function of the Room/Space:
  • Conference Room for 10-12 people

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space:

Number of Transient Users: 2-12

Normal Hours of Occupancy/Operation: Weekends and evenings, occasional lunch

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Conference table with chairs, small storage cabinet

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1-3’x5’

Projection Screens (Quantity & Sizes): 1-5’x7’

Other Media Equipment: Video projector

Pre-Design Study
Space Requirements: Alumni Relations
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Dimmable switches

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Central Washington University
Old Heat Plant

Room/Space Name: Conference Room

Size: 350 sq. ft.

Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Conference Room for 12-14 people

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: 

Number of Transient Users: 2-14

Normal Hours of Occupancy/Operation: Weekends and evenings, occasional lunch

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Conference table with chairs, small storage cabinet

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1-3’x5’

Projection Screens (Quantity & Sizes): 1-5’x7’

Other Media Equipment: Video projector

Pre-Design Study
Space Requirements: Alumni Relations
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Dimmable switches

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:

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Pre-Design Study
Space Requirements: Alumni Relations
Central Washington University
Old Heat Plant

Room/Space Name: Storage

Size: 450 sq. ft.  Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Locked Storage to hold materials for events, boxes, props, displays, office materials, etc.

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: 

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Shelves, closet for hanging items

Describe any Built-in Casework which will be required:

Cabinet for supplies

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Alumni Relations
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(Generic illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Old Heat Plant
Central Washington University

Storage  450 Square Feet

FULL HEIGHT STORAGE CABINETS
3.5 Future Requirements

As mentioned above, the program list includes projected growth needs through 2016. No additional phases are anticipated at this time.

This project does not depend on any others in order to begin. Rather, the project must be accomplished in order to fulfill University goals for other programs.

3.6 Codes/Regulations

3.6.1 Building Code

The building codes currently governing this project are the 2006 International Building Code and the 2006 WAC 51-40 including amendments. In addition, all related ICC model codes are utilized. Other applicable codes include the City of Ellensburg Zoning Ordinance, Washington State Ventilation and Indoor Air Quality Code and Washington State Non-Residential Energy Code (NREC).

1. The Old Heat Plant remodel will result in a mixed occupancy building, with A-3, R-1 and B occupancy groups. The training room for 45-50 and reception area/lounge will be type A-3, the two hotel suites will be type R-1 and the balance of the facility will be classified as B.

2. Because the building design will meet the requirements of section 508.3.2 Non-separated Occupancies and in so doing be based on the most restrictive requirements for height and area (Occupancy type A-3 in this case), no separation between occupancies will be required.

3. The new portion of the building is expected to be a two-story structure.

The allowable height, increased height modifications and maximum height based on automatic sprinkler systems are as follows:

When an approved automatic sprinkler system is provided, the “maximum height is increased by 20 feet and the maximum number of stories is increased by one.” (Section 504.2)

Construction Type II-B:

| Allowable:  | Group A-3 | 2 stories + 1 story = 3 stories |
|            | Group B   | 4 stories + 1 story = 5 stories |
|            | Group R-1 | 4 stories + 1 story = 5 stories |

| Actual:    | Group A-3 | 3 stories |
|           | Group B   | 2 stories |
|           | Group R-1 | 1 story   |
4. The Old Heat Plant remodel will comprise a total of approximately 27,500 gross square feet.

The allowable areas for construction type II-B is as shown below:

<table>
<thead>
<tr>
<th>Occupancy</th>
<th>Basic Allowable Area/floor</th>
<th>Increased Allowable Area/floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-3</td>
<td>9,500 sf</td>
<td>35,553 sf</td>
</tr>
<tr>
<td>B</td>
<td>23,000 sf</td>
<td>86,078 sf</td>
</tr>
<tr>
<td>R-1</td>
<td>16,000 sf</td>
<td>59,880 sf</td>
</tr>
</tbody>
</table>

*Includes 200% increase for an approved automatic sprinkler system (Section 506.3) and 74.25% increase for frontage (Section 506.2, see calculations below).

\[ I_f = \left[ \frac{F}{P} - 0.25 \right] \frac{W}{30} \]

\[ I_f = \left[ \frac{567 \text{ ft}}{567 \text{ ft}} - 0.25 \right] \frac{29.7}{30} = 0.7425 \]

\[ A_a = A_t + (A_t)(I_f) + (A_t)(I_s) \]

\[ A_a = 9,500 + (9,500)(0.7425) + (9,500)(2) \]

\[ A_a = 35,553 \text{ sf per floor} \]

Where

- \( A_a = \) Allowable area per floor (square feet)
- \( A_t = \) Tabular area per floor according to Table 503 (square feet)
- \( I_f = \) Area increase due to frontage (percent) as calculated according to Section 506.2
- \( I_s = \) Area increase due to sprinkler protection (percent) as calculated according to Section 506.3.
- \( F = \) Building perimeter which fronts on a public way or open space having at least 20 feet minimum width.
- \( P = \) Perimeter of entire building.
- \( W = \) Width of public way or open space in accordance with Section 506.2.
Central Washington University
Old Heat Plant

The maximum building area shall be determined per Section 506.4. For buildings with three-stories above the grade plane, multiply \((A_e)(3\, \text{stories})\).

\[(35,553\, \text{sf/floor})(3\, \text{stories}) = 106,659 \text{ total building square feet}\]

5. Fire Resistance Requirements for Type II-B (Tables 601 and 602):

<table>
<thead>
<tr>
<th>Building Element</th>
<th>Fire Resistance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural Frame</td>
<td>0 hr</td>
</tr>
<tr>
<td>Bearing walls</td>
<td></td>
</tr>
<tr>
<td>Exterior</td>
<td>0 hr</td>
</tr>
<tr>
<td>Interior</td>
<td>0 hr</td>
</tr>
<tr>
<td>Nonbearing walls/partitions</td>
<td></td>
</tr>
<tr>
<td>Exterior</td>
<td>0 hr</td>
</tr>
<tr>
<td>Interior</td>
<td>0 hr</td>
</tr>
<tr>
<td>Floor construction</td>
<td>0 hr</td>
</tr>
<tr>
<td>Roof construction</td>
<td>0 hr</td>
</tr>
</tbody>
</table>

6. Occupant Load

The maximum floor area allowances per occupant are detailed in table 1004.1.1 as follows:

<table>
<thead>
<tr>
<th>Function of space</th>
<th>Floor area in sf per occupant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly w/o fixed seats-unconcentrated</td>
<td>15 net</td>
</tr>
<tr>
<td>Business</td>
<td>100 gross</td>
</tr>
<tr>
<td>Residential</td>
<td>200 gross</td>
</tr>
<tr>
<td>Accessory Storage/Mechanical</td>
<td>300 gross</td>
</tr>
</tbody>
</table>

Using the above numbers, the estimated occupant load for the Old Heat Plant is:

- Basement
  - Storage/Mechanical: 2,667 sf / 300 sf = 9 occupants

- First Floor
  - Assembly: 2,250 sf / 15 sf = 150 occupants
  - Business: 9,475 sf / 100 sf = 95 occupants
  - Storage: 900 sf / 300 sf = 3 occupants
  - Total: 14,275 sf = 248 occupants

Pro-Design Study
3.11
Central Washington University  
Old Heat Plant

<table>
<thead>
<tr>
<th>Second Floor</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly</td>
<td>2,800 sf/15 sf</td>
<td>=187 occupants</td>
</tr>
<tr>
<td>Business</td>
<td>3,123 sf/100 sf</td>
<td>=32 occupants</td>
</tr>
<tr>
<td>Residential</td>
<td>1,667 sf/200 sf</td>
<td>=9 occupants</td>
</tr>
<tr>
<td>Total</td>
<td>10,200 sf</td>
<td>=228 occupants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Floor</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly</td>
<td>350 sf/15 sf</td>
<td>=24 occupants</td>
</tr>
<tr>
<td>Total Building</td>
<td></td>
<td>=509 occupants</td>
</tr>
</tbody>
</table>

7. Number of exits required

Spaces within each story shall have access to the minimum number of exits as specified in Tables 1015.1 and 1019.1:

- 1-49 occupants = 1 exit
- 50-500 occupants = 2 exits
- 501-1,000 occupants = 3 exits

Therefore,

<table>
<thead>
<tr>
<th>Basement</th>
<th>= 9 occupants</th>
<th>= 1 exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td>= 248 occupants</td>
<td>= 2 exits</td>
</tr>
<tr>
<td>Second Floor</td>
<td>= 228 occupants</td>
<td>= 2 exits</td>
</tr>
<tr>
<td>Third Floor</td>
<td>= 24 occupants</td>
<td>= 1 exit</td>
</tr>
</tbody>
</table>

8. Means of Egress

Width is determined by multiplying the occupant load by 0.2 for stairways and 0.15 for corridors in a building provided with an automatic sprinkler system. (Table 1005.1)

Where exits serve more than one floor, only the occupant load of each floor considered individually should be used in calculating the required capacity of the exits from that floor as long as the exit capacity does not decrease in the direction of egress travel.

Therefore,

<table>
<thead>
<tr>
<th>Basement</th>
<th>.2 x 9 occupants</th>
<th>= 1.8&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Floor</td>
<td>.2 x 248 occupants</td>
<td>= 49.6&quot;</td>
</tr>
<tr>
<td>Second Floor</td>
<td>.2 x 228 occupants</td>
<td>= 45.6&quot;</td>
</tr>
<tr>
<td>Third Floor</td>
<td>.2 x 24 occupants</td>
<td>= 4.8&quot;</td>
</tr>
</tbody>
</table>

However, stairway widths shall not be less than 44" except when serving a load less than 50, when they shall not be less than 36".
Central Washington University
Old Heat Plant

Room/Space Name: Reception/Lounge/Library/Display Area

Size: 2250 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Public functions, receptions, banquets
- Space could have an alternative use when not hosting a reception.
- Display of historical photos and artifacts such as footballs, uniforms, books, etc.

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: 

Number of Transient Users: 1-150

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week
Occasional evenings and weekends

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Bar, tables, chairs, lounge furniture, fireplace

Describe any Built-in Casework which will be required:

Displays

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Dimming controls, lighting to create an appropriate atmosphere for a given function, display lighting

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Central Washington University
Old Heat Plant

Room/Space Name: Welcome Center

Size: 150 sq. ft.  Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- First point of contact for alumni and visitors
- Dispenses maps, parking permits, information
- Potential area for displays of historical photos and artifacts
- Work Area for Office Assistant or Receptionist

There is a need to be located adjacent to the following spaces:

Entry

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-150

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk with transaction counter, displays for brochures, maps

Describe any Built-in Casework which will be required:

Brochure racks, possible display for University map, historical photographs, etc.

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Alumni Relations
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided. Describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Display lighting

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:

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Pre-Design Study
Space Requirements: Alumni Relations
Central Washington University
Old Heat Plant

Room/Space Name: Break Room

Size: 180 sq. ft.  Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
  • Employee Break Room

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: ____________

Number of Transient Users: HR and Alumni Staff

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Sink, dishwasher, refrigerator, microwave, two small tables with chairs

Describe any Built-in Casework which will be required:

Upper and lower cabinets

Media Requirements:

  Tack Boards (Quantity & Sizes): 2 - 4'x4'
  Liquid Marker Boards or Chalkboards (Quantity & Sizes): None
  Projection Screens (Quantity & Sizes): None
  Other Media Equipment: None

---

Pre-Design Study
Space Requirements: Human Resources
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Vinyl floor tile

Special Decor or Surfaces:

Other Special Requirements of Space:

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Pre-Design Study
Space Requirements: Human Resources
Central Washington University
Old Heat Plant

Room/Space Name: Director's Office

Size: 175 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
• Private office with small meeting area for 3-6 people

There is a need to be located adjacent to the following spaces:

Administrative Assistant

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-8

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week
Occasional evenings and weekends

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, printer

Describe any Built-in Casework which will be required:

Bookshelves, possible display for historical photographs, sports gear, books, etc.

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1 2’x3’

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Central Washington University
Old Heat Plant

Room/Space Name: Administrative Assistant Office

Size: 140 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private Office
- Supervision of Office Assistant and Data Entry Personnel
- Work with Director

There is a need to be located adjacent to the following spaces:

Director Office

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., Monday-Friday,
Occasional evenings and weekends

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, existing filing cabinets, printer and bookshelves

Describe any Built-in Casework which will be required:

Possible display for historical photographs, sports gear, books.

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Central Washington University
Old Heat Plant

Room/Space Name: Office Assistant Work Area

Size: 90 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Greeting, answering phones, computer work space

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week
Occasional evenings and weekends

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Workstation and chair, computer, existing printer and bookshelves

Describe any Built-in Casework which will be required:

Counter/greeting area, possible display for historical photographs, sports gear and/or books

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1- 2'x3'

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Alumni Relations
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Room/Space Name: Events Coordinator Office

Size: 140 sq. ft.  Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Private office
- Storage of boxes, files

There is a need to be located adjacent to the following spaces:

Storage Room

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week
Occasional evenings and weekends

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Desk and chair, computer, small work table, existing printer and bookshelves

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): 1 - 3'x5'

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1 - 3'x5', 1 - 2'x3'

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:

J:\07-08\20824.01\DOC\Pre-Design Book\Program Data Sheets\Alumni Relations\Room Data-Events Coordinator.doc

Pre-Design Study
Space Requirements: Alumni Relations
Central Washington University
Old Heat Plant

Room/Space Name: Data Entry Work Area

Size: 90 sq. ft. Number of Similar Spaces: 4

Purpose/Function of the Room/Space:
- Work Area for Data Entry Personnel

There is a need to be located adjacent to the following spaces:
Administrative Assistant

Number of Permanent Staff in the Room/Space: 1

Number of Transient Users: 1-3

Normal Hours of Occupancy/Operation: 8 a.m. – 5 p.m., 5 days a week. Occasional evenings and weekends

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Workstation and chair, computer, existing printer and bookshelves

Describe any Built-in Casework which will be required:

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Alumni Relations
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:

J:\07-08\20824.01\DOC\Pre-Design Book\Program Data Sheets\Alumni Relations\Room Data-Data Entry.doc

Pre-Design Study
Space Requirements: Alumni Relations
Room/Space Name: "VIP" Hotel Suite

Size: 500 sq. ft.  Number of Similar Spaces: 2

Purpose/Function of the Room/Space:
- Hotel suites for visiting speakers, professors, etc.

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space: 0

Number of Transient Users: 1.4

Normal Hours of Occupancy/Operation: Available as needed

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Bedroom suite, living room furniture, small refrigerator, bathroom

Describe any Built-in Casework which will be required:

Bathroom counters

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): None

Projection Screens (Quantity & Sizes): None

Other Media Equipment: Television

Pre-Design Study
Space Requirements: Alumni Relations
Central Washington University
Old Heat Plant

Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Acoustic separation from other spaces

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Individual controls for each room.

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Needs separate access from Alumni and Human Resource offices - should not be able to access the rest of the building from this area.

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Central Washington University
Old Heat Plant

Room/Space Name: Work Room

Size: 140 sq. ft. Number of Similar Spaces: 2

Purpose/Function of the Room/Space:
• Space for assembling brochure packets, mailings, etc.

There is a need to be located adjacent to the following spaces:

Storage Room

Number of Permanent Staff in the Room/Space:

Number of Transient Users: 1-5

Normal Hours of Occupancy/Operation: 8 a.m. - 5 p.m., 5 days a week

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Bookshelves, existing table

Describe any Built-in Casework which will be required:

Storage cabinets, base cabinets/work counter

Media Requirements:

Tack Boards (Quantity & Sizes): 1-2'x3'

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1-2'x3'

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None

Pre-Design Study
Space Requirements: Alumni Relations
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Not special, but well-lit.

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:

Special Decor or Surfaces:

Other Special Requirements of Space:
Room/Space Name: Catering Kitchen

Size: 140 sq. ft. Number of Similar Spaces: 1

Purpose/Function of the Room/Space:
- Support for receptions
- Not a full prep kitchen, food will be brought from the main kitchen and assembled for serving.

There is a need to be located adjacent to the following spaces:

Number of Permanent Staff in the Room/Space:

Number of Transient Users: 1-5

Normal Hours of Occupancy/Operation: Weekends and evenings, occasional lunch

Identify any new equipment items/furniture that will be required in this space as well as any existing furniture/equipment that will be moved from existing facilities for use in this space:

Kitchen equipment: dishwasher, refrigerator, sink, etc.

Describe any Built-in Casework which will be required:

Counters and storage for food preparation

Media Requirements:

Tack Boards (Quantity & Sizes): None

Liquid Marker Boards or Chalkboards (Quantity & Sizes): 1-2’x3’

Projection Screens (Quantity & Sizes): None

Other Media Equipment: None
Special Power/Communications:
(Normal electrical, telephone and network outlets will be provided, describe any additional power requirements.)

Special Lighting:
(General illumination will be provided. Describe any dimming capabilities required or other specialized lighting levels or controls.)

Well-lit

Special Acoustical Control:
(Beyond normal acoustical control. Describe any soundproof interview rooms or especially quiet conditions, or additional sound reinforcement systems, speakers, assisted listening devices.)

Special HVAC/Heating, Ventilation, Air Conditioning:
(Beyond normal building HVAC.)

As necessary for Kitchen requirements.

Special Security Needs:
(Restricted keying, access control by touchpad, card reader, proximity device, etc.)

Floor Covering - Special Requirements:
Tile

Special Decor or Surfaces:

Other Special Requirements of Space:
SECTION 4.0
SITE ANALYSIS
4.0 SITE ANALYSIS

4.1 Process

Because an important part of the project is to make use of the Old Heat Plant, other project sites were not considered.

4.2 Evaluation of Site

The project will include a redesign of the site, which will reflect the new use for the building. The park to the east is ideal for the building's proposed program, and site work immediately next to the building will be designed in such a way as to flow into and compliment it. Other important considerations include the alley to the west (the desire to make it mostly pedestrian) and the necessary parking requirements.

4.2.1 Cultural Factors

The Old Heat Plant is a landmark building for Ellensburg as well as the University. It will be especially important to respect the exhaust stack, which is one of the tallest structures in the city.

4.2.2 Physical Issues and Constraints

While the desire is to make the alley to the west pedestrian, the new design must allow for limited vehicular traffic.

The site for the addition is closely bordered on all sides by the alley, the street and the park. The addition will make the most of the space available while respecting required setbacks.

4.2.3 Regulatory Factors

Design of the building will be subject to the requirements of the local jurisdiction- the City of Ellensburg Community Development Department. The building code enforced at the time of this Pre-Design is the 2006 International Building Code and companion International Codes including the Existing Building Code and Mechanical and Electrical Codes.

The design will also be subject to City of Ellensburg Zoning Ordinances and Central Washington University Design Standards.

The property is currently zoned P-R (Public Reserve). It borders an R-0 (Residential Office) zone to the south and a C-C (Central Commercial) zone at the northwest. The new portion of the building will follow city and building code required setbacks and height limitations.

The University has already conducted an Environmental Impact Study for the project associated with the park. A SEPA study will also be conducted for this project.
4.2.4 Access Issues

The north parking lot, which will include a mixture of visitor/temporary and staff parking, will be accessed from University Way. The south parking lot, which will be mainly for staff parking, will be accessed from 7th Avenue. The two will not be connected.

In support of the expansion of the public transportation system in Ellensburg, there will be a bus pull-off of University Way for passenger loading and unloading.

Pedestrian access to the site will come mainly from the campus to the north and the neighborhood to the south. The alley, once converted to a pedestrian friendly walk, will strengthen the connection between the University and the City of Ellensburg.

The main entrance to the building will be from the east, approximately where the entrance is currently located, with an employee or secondary entrance to the west.

4.2.5 Site Availability

The building and site are existing University property and, therefore, are available for remodel as soon as the few programs occupying the building can be relocated.

4.2.6 Transportation and Parking

This project will have little effect on overall campus parking requirements as it consists mostly of relocated offices and services. There will, however, be a need for additional parking near the Old Heat Plant for both staff and visitors since the number of people occupying the building will increase significantly.

As mentioned previously, the parking lot to the north will contain the necessary temporary/visitor parking to accommodate off-campus visitors as well as a limited amount of faculty and staff parking. The lot to the south will also be mainly for the use of faculty and staff.

4.2.7 Utilities

Campus central chilled water supply and return pipes enter the site from the north and enter the building from the east. A portion of these were damaged in the demolition of Courson Conference Center and will need to be replaced, the cost for which is included in the project costs described in section 5. It is believed that the pipe is a cement asbestos product, so care will need to be taken in its removal.

The building is also connected to the campus steam system through two steam utility vaults at the north end of the site. The steam trenches, vaults
and piping have been installed within the last twelve to fifteen years and meet current campus standards. It is believed that the trenches and piping are in good condition.

Both gas and domestic water are readily available from city mains near the site.

The building currently has three sanitary sewer connections to the west, but does not appear to have a dedicated storm drainage system. This will need to be provided in the remodel/addition.

It is expected that much of the infrastructure within the building will need to be upgraded/replaced, but no complications with that are foreseen.

4.2.8 Energy Conservation

It is the intention of this project to meet or exceed the State Non-Residential Energy Code requirements for construction. In addition, LEED evaluation points will be utilized as goals to achieve another level of energy conservation. LEED Certification will be pursued; the model for project construction and administration will be LEED Silver.
Section 5.0
Project Budget Analysis
5.0 PROJECT BUDGET ANALYSIS

5.1 Narrative

5.1.1 Assumptions

In the selection of materials and systems for the Old Heat Plant Remodel and Addition, the design architect should keep in mind the following assumptions:

1. Good design practice suggests a palette of materials which will harmonize with those of the existing building, but not be limited by them.

2. Materials selected for the addition must exhibit the proper balance between utility, economy, aesthetics, and curb appeal.

3. Materials, products, and equipment should follow the established campus standards where appropriate in order to maximize efficiency in maintenance.

4. As a major public building, the Old Heat Plant Remodel and Addition must utilize the principles of sustainable design. There is a need to relate well to the environment, i.e. to be “environmentally friendly,” maximize energy conservation, and utilize renewable resources and recycled products as evidence of the facility’s social conscience and technical prowess. In accordance with Washington State standards, the facility must attain LEED Silver Certification as a minimum.

5. The exhaust stack of the Old Heat Plant has long been a landmark for the community, but as the new “front door” for the University, the remodel and addition must also convey an image of quality which represents stability and permanence and that clearly reflects the University’s stature in the community.

5.1.2 Funding Sources

It is expected that the project will be funded partially through the State and partially through private donation.

5.2 Outline Specifications

Division 3

- Cast-in-Place Concrete
  Color to match existing, form finish or light sandblasted. Reinforced with Grade 60 deformed billet steel; 4000 psi minimum compressive strength.

- Precast concrete
  Color and finish to match cast-in-place concrete.
Central Washington University
Old Heat Plant

Division 5
- Structural Steel
  ASTM A992 or A572 hot-rolled carbon steel shapes for columns, beams, girders and primary structural frame; ASTM 500 cold-formed carbon steel tubing; ASTM A53 welded and seamless steel pipe.

- Steel Joists
  Open-web steel joists with bridging, seats and anchors; custom-designed, SJII and ICC certifications required.

- Steel Floor and Roof Decks
  Fluted sheet steel sections; galvanized for roof deck and floor deck.

- Steel Stairs and Railings
  Tubular steel stringers, concrete pan treads; tubular railings and guardrails; prime painted interior; galvanized exterior.

Division 6
- Rough and Finish Carpentry
  Construction lumber grades; Douglas Fir/Larch species; anchors and grouting of hollow metal frames in non-masonry walls.

- Custom Millwork
  AWI Premium quality, custom designed and fabricated millwork, including cabinetry, panels, base and trim pieces, shelving and window sills with hardwood or hardwood-veneer products; stained with clear finish.

Division 7
- Sealers
  Silane-type, clear water-repellent coating on exterior brick and concrete masonry surfaces.

- Roofing
  Single-ply, mechanically-attached EPDM, PVC or TPO sheet; roof insulation of polyisocyanurate and high density extruded polystyrene; complete with all flashings and accessories; 15-year warranty required.

Division 8
- Glass
  Exterior 1" insulated panels, tinted exterior pane, low E (emissivity) film coated, tempered in traveled areas or float glass elsewhere.

- Finish Hardware
  Schlage locksets, Primus security key system; keyed to Central Washington University system.

Pre-Design Study
5.2
Division 9

- Gypsum Board Assemblies
  Exclusive 5/8" Type "X" gypsum wallboard finished to a level 4 per Gypsum Association GA-214.

- Floor Tile
  Ceramic tile (matte or abrasive finish) in toilet rooms; brick, slate or porcelain pavers in public lobby and circulation areas.

- Wall Tile
  Glazed ceramic tile in toilet rooms.

- Suspended Acoustical Ceilings
  9/16" wide grid system in public areas, standard 15/16" wide grid in utility areas. Mid-range ceiling tile, rated and non-rated, white in color.

- Resilient Flooring
  Commercial grade VCT in utility areas, 12"x12" in most areas

- Carpet-Glue Down
  Mid-cost range, nylon, loop pile, patterned, without pad in executive and staff offices, conference rooms, training rooms, lounges and public areas requiring acoustical control.

- Painting
  Primer and finish coats, low VOC, latex base, semi-gloss and flat enamel, stipple texture finish. Latex-based epoxy paints in toilets where frequent cleaning and an impervious surface are required.

- Tackable Wall Panels
  Fabric covered rigid fiberglass, adhesively applied to large wall areas or mechanically mounted in panels. On one or more walls in offices, conference rooms, training rooms, and lounge and display areas.

Division 10

- Liquid Marker Boards and Tackboards
  Porcelain enamel on steel surfaces in aluminum frames, fixed assemblies, wall mounted. In conference rooms, training rooms, some offices.

- Metal Toilet Compartments
  Floor-mounted, top rail braced, baked enamel finish, accessible hardware with integrated accessories.

- Operable Walls
  Modernfold, Hufcor, Kwik-Wall or equal, fabric covered, power operated with integral door or access panel and marker board surfaces where required.
Division 11
- Projection Screens
  Standard and video formats as necessary, electric operation, recessed
  mounting, washable matte finish screen surface and automatic-operated
  closure panels.

Division 12
- Entry Mats
- Window Coverings

Division 14
- Hydraulic Elevators- Passenger
  Otis, Montgomery Kone, or ThyssenKrupp; minimum 4000 lb. capacity;
  convertible for use as freight elevator with optional wall padding.

Division 20
- Basic Mechanical Requirements
  Furnish labor, materials, and equipment necessary for completion of work
  unless indicated or noted otherwise. Put all systems into full operation and
  adjust to specified conditions. Pay all permits and fees levied by utility
  companies and/or governing agencies.
- Sustainable Building Construction Practices
  LEED Objective: Provide requirements necessary to achieve identified LEED
  IEQ credit and documentation in accordance with LEED requirements.
- Additions or Remodeled Facilities
  Contractor shall examine premises prior to bid and shall provide demolition
  of mechanical systems in remodeled areas.

Division 21
- Fire Protection
  Provide complete fire protection system in accordance with: Local Codes
  and Fire Authority, Owner's Insurance Underwriter, and National Fire
  Protection Association including Pamphlet No. 13.

Division 22
- Plumbing Piping
  Furnish and install all domestic hot and cold water, soil, waste and vent,
  indirect waste, rainwater, and natural gas piping.
- Motors
  Electrically driven or electrically connected plumbing equipment shall be of
  a type which shall conform to any applicable standards of the underwriters
  laboratories or another nationally recognized testing laboratory. Equipment
  items shall bear the UL label or equivalent.
Central Washington University
Old Heat Plant

- Plumbing Fixtures
  Fixtures shall be complete with fittings, trim, supplies, traps supports, and carriers to make a complete installation.
  - Water closets and urinals will be vitreous china, siphon jet pattern with low flow water conserving flush valves.
  - Lavatories will be vitreous china.
  - Sinks will be 18 gauge stainless steel with single lever faucets.
  - Water closets will be wall mounted.
  - Appropriate "Barrier Free" fixtures will be provided in accordance with ADA requirements, for handicapped use.
  - Public lavatories will be provided with mixing sensor-operated faucets with 0.5 GPM flow restrictors.
  - Drinking fountains shall be stainless steel, refrigerated and shall be constructed in accordance with ADA requirements.

Division 23

- Hydronic Piping
  Furnish and install complete heating and chilled water piping systems.

- Motors
  Electrically driven or electrically connected HVAC equipment shall be of a type which shall conform to any applicable standards of the underwriters laboratories or another nationally recognized testing laboratory. Equipment items shall bear the UL label or equivalent.

- Energy Management and Control System
  The Energy Management Systems shall communicate with the existing Alerton BacTalk system using native BacNet Platform and shall be fully compatible with the existing BacNet architecture and campus network. The heating and ventilation system will be controlled from an automated direct digital control (DDC) system. The system will start/stop and stage equipment based on occupancy of the building and individual room heating, cooling and ventilating requirements. All equipment controllers will be electronic and shall have complete standalone capabilities.

- Ductwork
  Supply, return and general exhaust sheet metal ductwork and shall be galvanized steel constructed in strict accordance with the latest edition of SMACNA standards for HVAC duct construction and with the International Mechanical Code.

- Air Handling Units
  Air handling units shall be modular type, prepackaged by the manufacturer, and shall include fans, heating hot water and chilled water coils, filter, and mixing box sections.
Division 26

- **Building Wire and Cable**
  
  All wiring shall be copper, minimum size #12AWG. All feeder conductors shall be installed in conduit.

- **Wiring Devices**
  
  Switches and receptacles outlets shall be specification grade.

- **Distribution Switchboards**
  
  Switchboards shall be free-standing dead-front style. Main devices shall be equipped with ground fault protection.

- **Lighting**
  
  The dominant lighting sources throughout the facility shall be fluorescent. Minimal use may be made of incandescent for directional accent lighting. High intensity discharge lighting shall be used on exterior of building. Site lighting shall be pole mounted, to match Central Washington University campus standards. Bollards and pedestrian scale luminaries shall also match Central Washington University campus standards.

Division 26

- **Fire Alarm**
  
  An addressable fire alarm system shall be provided. The fire alarm control panel shall be modular, multi-zone, solid-state type with battery back-up. Fire detection devices shall include manual stations, heat detectors, photoelectric smoke detectors, tamper switches and sprinkler flow switches.

- **Access Control**
  
  A complete access control system will be provided in accordance with Central Washington University standards and security requirements.

### 5.3 Detailed Cost Estimate

Based upon the space requirements projected for the building, including furnishings and equipment, both the construction cost for the building and sitework and the project cost have been calculated. This analysis indicates that the Maximum Allowable Construction Cost (MACC) escalated through 2012 is $12,711,000. The Project Cost escalated through midpoint of construction is calculated to be $20,402,069.

See attached conceptual estimate following.
### STATE OF WASHINGTON
#### AGENCY/INSTITUTION PROJECT COST ESTIMATE

**AGENCY:** Central Washington University  
**PROJECT NAME:** Old Heat Plant - Central Washington University  
**PROJECT NUMBER:** 8455-01  
**LOCATION:** Ellensburg, WA

**Analysis Date:** 6/1/2009  
**Analysis By:** Central Washington University Facilities Department  
**Contact Phone #:** 509-963-1829

---

#### STATISTICS:

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<tr>
<th>Primary</th>
<th>Secondary</th>
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<tr>
<td>Gross Square Feet</td>
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<tr>
<td>Net Square Feet</td>
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<td>A/E Fee Class</td>
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<td>A/E Fee Percentage</td>
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#### Contingency Rate:
- Management Reserve: 10.00%
- Tax Rate: 5.00%
- Art Requirement Applies: 8.50%
- Project Admin by GA: Yes
- Higher Ed. Institution: No
- Alternative Public Works Project: No

---

#### Project Schedule

1. **Pre-design (mm-yyyy):** Oct-2009 – Jun-2009
2. **Design (mm-yyyy):** Oct-2010 – Aug-2011
3. **Construction (mm-yyyy):** Sep-2011 – Mar-2013
4. **Construction Duration (in Months):** 16
5. **State Construction Inflation Rate:** 3.50%

**Base Month:** Mar-2006

---

#### Project Cost Summary

- **Primary MACC (escalated):** $6,664,000
- **Secondary MACC (escalated):** $4,047,000
- **Current Project Total:** $17,821,221
- **Escalated Project Total:** $20,462,069

Includes FormulaOverrides: No

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### BASE MONTH FORMULA STANDARD ESCALATION ESCALATED AMOUNT OVERRIDE FORMULA FACTOR COST

#### A. ACQUISITION COSTS

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<th>ITEM</th>
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<tbody>
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<td>1</td>
<td>Purchase/Lease Cost</td>
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<td>2</td>
<td>Appraisal and Closing Costs</td>
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<td>3</td>
<td>Right-of-Way Costs</td>
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<td>4</td>
<td>Office Mitigation</td>
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<td>5</td>
<td>A/E Basic Design Services - Up to Bidding (69%) $423,360</td>
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#### B. CONSULTANT SERVICES

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<td>b. Environmental Analysis</td>
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<td>c. Pre-design Study</td>
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<td>d. Site Survey</td>
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<td>e. Testing</td>
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<td>f. Energy Conservation Report</td>
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<td>g. Voice/Data Consultant</td>
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<td>h. VE Participaton/Implementation</td>
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<td>i. Constructability Review Participation</td>
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<td>j. Environmental Mitigation Services (EmS)</td>
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<td>k. Landscape Consultant</td>
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**SubTotal: Extra Services** $355,950 $1,088 $395,000

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#### Alternative Public Works Project: No

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20824.01 CWU Old Heat Plant C100 0911.xls (C100 (2))
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<th>ESCALATION FACTOR</th>
<th>ESCALATED COST</th>
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C. CONSTRUCTION CONTRACTS

1 Site Work
   a. G10 - Site Preparation | $75,378 |
   b. G20 - Site Improvements | $50,016 |
   c. G30 - Site Mechanical Utilities | $35,205 |
   d. G40 - Site Electrical Utilities | $400,858 |
   e. G60 - Other Site Construction |
   f. Demolish Existing Shops Building | $22,273 |

2 Related Project Costs
   a. Off site improvements |
   b. City Utilities Relocation |
   c. Parking Mitigation |
   d. Stormwater Retention/Detention |
   e. Western sidewalk |
   f. Mail improvements | $131,640 |
   g. West Parking Lot | $63,000 |

3A Facility Construction - Primary
   a. A10 - Foundations | $485,572 |
   b. A20 - Basement Construction |
   c. B10 - Superstructure | $1,077,422 |
   d. B20 - Exterior Closure | $60,743 |
   e. B30 - Roofing | $71,822 |
   f. C10 - Interior Construction | $631,171 |
   g. C20 - Stairs | $71,875 |
   h. C30 - Interior Finishes | $405,891 |
   i. D10 - Conveying | $79,410 |
   j. D20 - Plumbing Systems | $269,937 |
   k. D30 - HVAC Systems | $1,001,767 |
   l. D40 - Fire Protection Systems | $1,222,971 |
   m. D50 - Electrical Systems | $339,805 |
   n. F10 - Special Construction | $168,819 |
   o. F20 - Selective Demolition |
   p. General Conditions |
   q. Low Voltage Systems | $209,951 |
   r. Equipment | $13,088 |

3B Facility Construction -Secondary (By Building System)
   a. A10 - Foundations | $94,325 |
   b. A20 - Basement Construction |
   c. B10 - Superstructure | $348,751 |
   d. B20 - Exterior Closure | $425,401 |
   e. B30 - Roofing | $89,551 |
   f. C10 - Interior Construction | $181,207 |
   g. C20 - Stairs | $74,409 |
   h. C30 - Interior Finishes | $256,563 |
   i. D10 - Conveying | $136,365 |
   j. D20 - Plumbing Systems | $173,943 |
   k. D30 - HVAC Systems | $645,521 |
   l. D40 - Fire Protection Systems | $79,241 |
   m. D50 - Electrical Systems | $541,155 |
   n. F10 - Special Construction | $90,001 |
   o. F20 - Selective Demolition | $204,547 |
   p. General Conditions |
   q. Low Voltage Systems | $135,289 |
   r. Equipment | $13,636 |

Maximum Allowable Construction Cost (MACC) - Primary | $7,517,895 | 1.1576 | $7,171,000 |

Maximum Allowable Construction Cost (MACC) - Secondary | $3,496,615 | 1.1576 | $4,047,000 |

4 GCCM Risk Contingency - NOT APPLICABLE

5 GCCM or Design Build Costs - NOT APPLICABLE

6 Construction Contingencies
   a. Management Reserve | 5.00% | $550,696 | $550,696 |
   b. Allowance for Change Orders | 10.00% | $1,101,291 | $1,101,291 |
   c. Building Permit | $138,416 |

7 Sales Tax | 8.60% | $1,101,180 | $1,101,180 |
<table>
<thead>
<tr>
<th>ITEM</th>
<th>BASE MONTH AMOUNT</th>
<th>FORMULA OVERRIDE</th>
<th>STANDARD FORMULA</th>
<th>ESCALATION FACTOR</th>
<th>ESCALATED COST</th>
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<tbody>
<tr>
<td>SubTotal: Sales Tax</td>
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<td>$1,275,000</td>
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<tr>
<td>Total: Construction Contracts</td>
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<td></td>
<td>$16,059,000</td>
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</table>

**D. EQUIPMENT**

| 1 | E10 - Equipment | $360,000 |
| 2 | E20 - Furnishings | $665,625 |
| 3 | F10 - Special Construction | |

**SubTotal: Equipment**

| 90 | Sales Tax | 0.90% | $68,204 | $68,204 |
| 100 | | | | |

**SubTotal: Equipment**

**E. ARTWORK**

| 1 | Project Artwork | $37,589 |
| 2 | Higher Education Artwork | $17,480 |

**SubTotal: Artwork**

| 1 | Project Artwork | $65,069 | 1.000 | $65,069 |

**F. OTHER COSTS**

| 1 | Mitigation Costs | |
| 2 | Hazardous Material Remediation/Removal | $200,000 |
| 3 | Value Engineering | $30,000 |
| 4 | Constructability Review | $25,000 |
| 5 | Design/Code Plan Check | $89,970 |
| 6 | Energy LCCA Review (WSECG8&AS) | $2,960 |
| 7 | Advertising | $2,000 |
| 8 | Consultant Selection | $2,000 |

**SubTotal: Other Costs**

| 1 | Mitigation Costs | $351,770 | 1.1281 | $397,000 |

**G. PROJECT MANAGEMENT**

| 1 | Agency Project Management | $10,645 |
| 2 | | |

**SubTotal: Project Management**

| 1 | Agency Project Management | $116,645 | 1.000 | $117,000 |

**GRAND TOTAL**

| | | | |
| 1 | Agency Project Management | $178,286,221 | 1.000 | $178,286,221 |

**GRAND TOTAL**

| | | | |
| | | | |
| | | | |

**NOTES**
Project Name: CWU Old Heat Plant Summary Construction Costs
Project Location: Ellensburg, Washington
Bid Date: n/a

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Feet</th>
<th>Cost</th>
</tr>
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<tbody>
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<td>$6,194,725</td>
</tr>
<tr>
<td>Remodel Construction</td>
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<td>$3,496,014</td>
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<tr>
<td>Sitework</td>
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<td>$1,128,530</td>
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<td><strong>Grand Total</strong></td>
<td><strong>37,124 gsf</strong></td>
<td><strong>$10,819,270</strong></td>
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<tr>
<td>Mall Improvements</td>
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<tr>
<td>West Parking Lot</td>
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<td>$63,000</td>
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</table>

Note:
The estimate does not include soft costs such as design fees, permits, abatement, construction change order contingency, or loose fixtures or furnishings. The estimate includes escalation to the midpoint of construction as though the project bid today.

Hot Well demolition is not included in this estimate.

The lobby, or main street, is approximately 2,594 gsf, and its estimated construction cost is $843,000.
# CWU Old Heating Plant New Construction

## Project Information
- **Project Name:** CWU Old Heating Plant New Construction
- **Project Location:** Ellensburg, Washington
- **Bid Date:** n/a
- **Square Footage:** 22,951
- **Site area incl. footprint:** N/A
- **Duration:** 18 mos
- **Architect:** Integrus

## Estimate Summary

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Cost</th>
<th>Total Estimated Cost w/ GC Markdowns</th>
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<tbody>
<tr>
<td>1</td>
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### Subtotal Building Only
- **Total Estimated Cost:** $4,740,273
- **Estimated Cost:** $6,194,725
- **Cost per GSF:** $269.91

### Note the estimate does not include "soft costs" such as design fees, permits, abatement, construction change orders, contingencies, and loose fixtures or furnishings.

###Grand Total Estimated Cost
- **Total Estimated Cost:** $4,740,273
- **Estimated Cost:** $6,194,725
- **Cost per GSF:** $269.91

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5/29/2009

CWU Old Heating Plant New Construction
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Cost</th>
<th>Total Estimated Cost</th>
<th>Estimated Cost w/20% Markup</th>
<th>Cost per GSF</th>
<th>% of Total</th>
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<tbody>
<tr>
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<td>Mass Excavation</td>
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<td>Floor Construction</td>
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<td>Slab on Grade, Complete</td>
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<td>sf</td>
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<td>lbs</td>
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<td>Exit Stairs</td>
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</table>

5/29/2009

CWU Old Heating Plant New Construction
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Measure</th>
<th>Total Estimated Cost</th>
<th>Estimated Cost w/ GC Markup</th>
<th>Cost per GSF</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Exterior Closure</td>
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<td>6&quot; Metal Studs at Interior Face of Exterior Wall</td>
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<td>Entry Doors, Glass and Aluminum</td>
<td>4 pair</td>
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<td>Roofing &amp; Insulation, Complete</td>
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<td>90,000</td>
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<td>Skylights</td>
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<td>Rough Carpentry, Roof Curbs, Cant Strips, etc.</td>
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5/29/2009
CWU Old Heating Plant New Construction
## Detailed Estimate

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5/29/2009

CWU Old Heating Plant New Construction
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<th>Total Estimated Cost</th>
<th>Estimated Cost w/GC Markup</th>
<th>Cost per GSF</th>
<th>% of Total</th>
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<td>Estimated Cost w/ GC Markup</td>
<td>Cost per GSF</td>
<td>% of Total</td>
</tr>
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### Estimate Summary

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<th>Total Estimated Cost</th>
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**Subtotal Building Only**

- **Cost**: $2,563,722
- **Unit Cost**: $3,496,014
- **Unit Total**: $246,67
- **%**: 100.0%

**Note the estimate does not include "soft costs" such as design fees, permits, abatement, construction change order, contingencies, and loose fixtures or furnishings.**

**Grand Total Estimated Cost**

- **Cost**: $2,563,722
- **Unit Cost**: $3,496,014
- **Unit Total**: $246,67
- **%**: 100.0%

5/29/2009

CWU Old Heating Plant Remodel Construction
## Detailed Estimate

<table>
<thead>
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<th>No.</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Unit Cost</th>
<th>Total Estimated Cost</th>
<th>Estimated Cost w/ GC Markup</th>
<th>Cost per GSF</th>
<th>% of Total</th>
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5/29/2009  
CWU Old Heating Plant Remodel Construction
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5/29/2009

CWU Old Heating Plant Remodel Construction 10
## DETAILED ESTIMATE

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**Subtotal Building Only**

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**Site Preparation**

|                  | 60,000 | SITESF | $350,884 | $510,819 | $13.76 | 45.3% |

**Site Improvements**

|                  | 60,000 | SITESF | $30,000 | $39,205 | $1.06 | 3.5% |

**Site Civil/Mechanical Utilities**

|                  | 60,000 | SITESF | $345,000 | $450,856 | $12.14 | 40.0% |

**Site Electrical**

**Note:** The estimate does not include “soft costs” such as design fees, permits, abatement, construction change orders, contingencies, and loose fixtures or furnishings.

**Subtotal Sitework**

|                  |        |        | $863,564 | $1,128,530 | $30.40 | 100.0% |

**Grand Total Estimated Cost**

<p>|                  |        |        | $863,564 | $1,128,530 | $30.40 | 100.0% |</p>
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<th>Estimated Cost w/GC Markup</th>
<th>Cost per GSF</th>
<th>% of Total</th>
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**Project Name:** CWU Old Heating Plant Mall Construction  
**Duration:** 18 mos

**Project Location:** Ellensburg, Washington  
**Square Footage:** 37,124

**Bid Date:** n/a  
**Site area incl. footprint:** 7,000

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Note: The estimate does not include "soft costs" such as design fees, permits, abatement, construction change orders, contingencies, and loose fixtures or furnishings.
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</table>
5.4 Existing Programs and Facilities

5.4.1 Human Resources

Human Resources currently resides on the first floor of Bouillon Hall. The department occupies approximately 4,671 square feet, which includes the reception area, testing room (which is separate from the rest of the department), work area, and offices/workstations for 22 employees. The area includes only limited amounts of storage space and no training rooms or conference rooms.

5.4.2 Alumni Relations

Alumni Relations has offices on the second floor of Barge Hall. The space is approximately 1,284 square feet in total and includes the reception area, storage, work area, and offices/workstations for 4 employees.

5.4.3 Welcome Center

A Welcome Center like the one envisioned for this project does not currently exist. However, some of the functions that the center will provide (issuing parking permits, supplying maps and directions) are currently available at the parking kiosk located in the parking lot between Munson Retreat Center and the Old Heat Plant.

5.4.4 Old Heat Plant

As mentioned previously, the Old Heat Plant was constructed in 1947 to house two coal fired boilers. The boilers were abandoned and demolished in 1976 after construction of the new Heat Plant, and the building now houses a few offices and labs, but is mostly used for storage.

In addition to the architectural changes and new mechanical/electrical systems that will be necessary as part of the change in use for the building, some structural upgrades will be required; the stack in particular will need to be reinforced.
SECTION 6.0
MASTER PLAN & POLICY COORDINATION
6.0 MASTER PLAN AND POLICY COORDINATION

6.1 Central Washington University Campus Master Plan

The applicable Master Plan governing all future construction on the Central Washington Campus is the Central Washington University Campus Facilities Master Plan 2005 completed in September 2005 by the Campus Site and Development Committee and subsequently adopted by the University.

The University also published the South Neighborhood Planning Study in July 2007, which studied in depth the buildings and programs at the south end of campus. The proposed project will uphold the objectives set forth in these documents.

6.2 Excerpts Relevant to the Old Heat Plant Project

The South Neighborhood Planning Study looks at the historic core of Central's Ellensburg campus- the south neighborhood, of which the Old Heat Plant is a part. One of the major goals in studying that particular area of campus was to establish a way to create a one-stop Student Services Center. A necessary part of the analysis was to determine how each building in the neighborhood was being used at the time and then how it could be used to help achieve the goals of the study.

In developing recommendations, the study also looked closely at the 2006 Strategic Plan and 2005 Master Plan. It lists the following goals from the Master Plan:

1. Create a safe, attractive physical environment with welcoming, clearly organized spaces that respect the unique character of the campus.
2. Work with the three concepts of a Garden University, Importance of Proximities (10-min. rule) and land Bank Protection and Expansion.
3. Reduce fragmentation of departments and instead create functional zones.
4. Improve services and efficiencies as well as access for students, staff and the public.
5. Consolidate Student Services (create a One-Stop-Shop)
6. Develop a tie of the South Campus to both the rest of campus and to Downtown Ellensburg."

The study resulted in a recommendation, among other things, that Human Resources and Alumni Relations be moved to the Old Heat Plant.

6.3 Strategic Plan

The project will also contribute to goals set forth in the 2006-2011 Strategic Plan, specifically Goals III and IV:

Goal III: “Strengthen and further diversify our funding base and strengthen infrastructure to support academic and student programs... Continue efforts toward maintenance and preservation of Campus buildings, upgrading Campus infrastructure, and stewardship of natural resources.”
Goal IV: "Build mutually beneficial partnerships with the public sector, industry, professional groups, institutions, and the communities surrounding our Campuses... Involve business and industry in university activities... Increase opportunities for the public to participate in the life of the university."

6.4 State Policies

The proposed project will comply with ESSB 5509 of the state of Washington by achieving a minimum of LEED Silver Certification, see proposed LEED Scorecard in Appendix B.

By utilizing an existing building and previously developed site, the project complies with the Growth Management Act of 1990.

New mechanical systems will comply with the state’s policy on indoor air quality and the Clean Air Act of 1991.
Section 7.0
Facilities Operations & Policy Coordination
7.0  FACILITY OPERATIONS AND MAINTENANCE REQUIREMENTS

Not Applicable
SECTION 8.0
PROJECT DRAWINGS/DIAGRAMS
8.0 PROJECT DRAWINGS/DIAGRAMS

8.1 Site

The location of the Old Heat Plant is ideally situated for its new purpose. Located near the southwest entrance to the University, the building has long been a landmark for both the University and the community of Ellensburg and will be easy for visitors to find. A new, more efficient, parking layout will provide ample temporary parking. There will also be a bus pull-off of University Way for those that make use of the public transportation system.

The newly renovated park adjacent to the Heat Plant is not only inviting, reinforcing the beauty of campus for the Welcome Center, but will also provide a convenient alternate venue for alumni and University functions.

The site diagram is influenced by the extension of the campus pedestrian mall to the north, the park to the east and the need for additional parking. Although it is desired that the site be mostly pedestrian, the need for parking to accommodate program must not be overlooked. It is therefore important to provide clearly defined vehicular and pedestrian paths.

8.2 Building

The new main entry to the building will be from the east, which fronts the newly renovated park, with a secondary entrance to the west. Visitors will enter into a large day lit circulation space-a “Main Street” which serves as a transitional element between the existing Heat Plant and new addition. Located off of “Main Street” are the entrances to Alumni Relations, Human Resources, and the hotel suites. Also off of “Main Street,” near the east entrance, will be the Welcome Center where visitors to campus can have questions answered, get maps and parking permits, and learn more about the University.

The entrance to the Human Resources Department is located on the south wall of “Main Street.” This entrance opens directly into the reception area, which in turn is near the applicant computer stations, testing area, and employee work room. Enclosed offices in Human Resources mostly line the exterior walls with open offices at the center of the floor plate. An opening in the floor above allows natural light from a skylight to reach the interior spaces.

An enclosed stair and service elevator at the southwest corner lead down to the partial basement which houses the mechanical room for the addition as well as storage of archives for Human Resources.

The second floor of the addition contains three training and two conference rooms which, although mainly for the use of Human Resources, will be available to other University programs as well. Two University hotel suites will also be located at the second floor of the addition with a private entrance separate from that of Human Resources. The break room shared by all programs will be located adjacent to “Main Street” as well, allowing for convenient access for both Human Resources and Alumni Relations.
The grand stair to the north of the main entry leads first to the Alumni Center entrance, located in the former main boiler room. The space is mainly open, with just two enclosed offices, a small storage space, and a catering kitchen to the north. Most of the floor is dedicated to the reception space/lounge—an approximately 2,000 square foot space that will have comfortable furniture and a fireplace for alumni and visitors on a day-to-day basis, but will also be available for large alumni or University receptions. Displays strategically located throughout the space will feature pieces of University history. A mezzanine and bridge, accessed by a glass elevator or open stair, will cover a portion of the first floor but leaves the room mostly open so that visitors are able to experience the immense volume of the space. The mezzanine houses more Alumni Relations offices and work areas as well as a conference room.

The glass elevator and stair will continue past the mezzanine up to the coal storage bin. Here a floor will be placed in half the bin in order to create a "sky high" conference room. A new large window and door will be cut into the north wall allowing a unique view of the campus from a new elevated deck. Here and throughout the building, relics will remain in place where appropriate as a tribute to the building's history.

The new exterior image of the addition will be composed of a simple concrete frame infilled with glass and spandrel panels as appropriate. Window proportions will not only relate to the windows of the old boiler room, but will be reminiscent of that portion of the building that was removed to make way for the addition. The intent is to create a quiet, sophisticated addition that is complimentary to the strong massing of the Old Heat Plant while gaining inspiration from the hard working, industrial qualities that are so much a part of the building's history.

### 8.2.1 Mechanical

The nature of the original Heat Plant, with its high ceilings, open plan and industrial character, makes the choices for the new air distribution system both interesting and challenging. It is desirable to retain some of the old industrial "Heat Plant" feel, but at the same time provide a new, energy efficient HVAC system. The relatively small area of this portion of the facility, consisting of tall open spaces and minimal enclosed rooms, lends itself to using several small air handling units or fan coil units, rather than a single large air handler with associated distribution terminal units. The concept of using multiple small units is feasible because of the existing basement, the layout of which makes it an ideal location to house the smaller units.

Air distribution from each of the units in the basement will be ducted vertically, following the existing heavy structural columns. By zoning the spaces with individual units, located remotely, service is centralized and there is no need to mount terminal units with their associated piping and controls within the spaces served. This will present a much cleaner appearance in the old boiler room, where much of the ductwork will likely be exposed.
As mentioned in Section 3.6.1, according to code the old boiler room will have to be classified as an atrium due to its open nature. It will therefore be required to have an engineered smoke control system installed.

The configuration and function of the new addition portion of the building makes it a good candidate for a more conventional variable air volume air distribution system. Air distribution will be ducted from the central air handling unit to the multiple offices and training rooms which will be provided with variable air volume terminal units thermostatically controlled by room temperature sensors. Return air will be collected in the return air ceiling plenum and ducted back to the air-handling unit, which will be housed in the basement of the new addition.

Alternate systems to be considered for this space include raised floor or displacement air distribution systems. These systems provide additional energy efficiency by utilizing warmer supply air temperatures to the spaces and increasing the air-side economizer hours (‘free’ cooling) that are available to the building. Raised floor systems also provide flexibility for future relocation of interior partition walls in the building by reducing associated mechanical and electrical costs. These systems return warmer chilled water to the campus chilled water plant improving the efficiency of the central plant cooling system.

New plumbing systems will be provided as necessary to accommodate new fixtures and upgrade existing systems to current standards. This will include a renovation of the existing storm water drainage system.

### 8.2.2 Electrical

Electrical systems will be provided and replaced as necessary to bring the building up to current code. Because the electrical service for the Mailing and Duplicating/Laundry Services Building is fed through the Old Heat Plant, new services will have to be provided prior to demolition of the Old Heat Plant’s shops and garage wing.

As part of the smoke control system required for the atrium, a new NEC 700 Emergency electrical distribution system will be provided. The system will include a natural gas fueled engine driven generator which will be pad mounted outdoors, and will be provided with a weather proof sound attenuating enclosure. The system will also supply power to all life safety systems such as egress lighting, exit lighting and the fire alarm system.

### Interior Lighting

Lighting throughout the interior building spaces will respond to the primary use of each space while maintaining a level of flexibility for possible changes in future requirements. Uniform ambient lighting will establish a basic minimum lighting level throughout each individual space with task, display and accent lighting used to establish contrast and interest. Lighting system design foot candle levels will be in accordance with IES and Central
Washington University standards.

Occupancy sensors and a programmable low voltage lighting control system will be used to control lighting and conserve energy. Within normally occupied spaces, multi-level switching will be provided in conjunction with occupancy sensors. Manually dimmable lighting controls will be utilized where appropriate, such as in conference rooms.

Exterior lighting will be chosen to match the building exterior and meet applicable codes and campus standards.

Both fire alarm and clock systems will be provided per governing codes and University standards. Conduit pathways and cabling will also be provided for a new security and access control system in accordance with University standards.
Section 9.0
Appendices
APPENDIX A
PRE-DESIGN CHECKLIST
APPENDIX A

Predesign Checklist

The predesign checklist should be completed by the agency and submitted to the Office of Financial Management with the predesign.

Are the following in the predesign? If not, the item should be noted "not applicable."

Executive Summary

Project Analysis
- Discussion of operational needs
- Discussion of alternatives
- Discussion of selected alternative
- Identification of issues
- Prior planning and history
- Stakeholders
- Project description
- Implementation approach
- Project management
- Schedule

Program Analysis
- Assumptions
- Functions and FTEs
- Spatial relationships between the facility and site
- Interrelationships and adjacencies of functions
- Major equipment
- Special systems such as environmental, information technology, etc.
- Future needs and flexibility
- Sustainability and energy utilization
- Applicable codes and regulations

Site Analysis
- Potential sites
- Building footprint
- Site considerations such as physical, regulatory and access issues
- Acquisition process

Project Budget Analysis
- Assumptions
- Detailed estimates
- Funding sources
Pre-design Checklist

- Project cost estimate
- Form C-3, Benefit and Life-Cycle Cost Analysis Summary
- Sign-off by agency

- Master Plan and Policy Coordination
  - Impacts to existing plans
  - Adherence to significant state policies

- Facility Operations and Maintenance Requirements
  - Assumptions
  - Operating costs in table form
  - Staffing plan (capital and operating)

- Project Drawings/Diagrams
  - Site plans
  - Building plans
  - Building volumes
  - Elevations

- Appendix
  - Pre-design checklist
  - Project budget unit cost detail See Section 5.0
  - Sustainable design charrette summary
  - Additional information as needed
APPENDIX B
LEED SCORECARD
## LEED Scorecard

### Sustainable Sites

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#### Credits:
- **Construction Activity Pollution Prevention**
- **Site Selection**
- **Development Density and Community Connectivity**
- **Brownfield Redevelopment**
- **Alternative Transportation**, Public Transportation Access
- **Alternative Transportation**, Bicycle Storage & Changing Rooms
- **Alternative Transportation**, Low Emitting & Fuel-Efficient Vehicles
- **Alternative Transportation**, Parking Capacity
- **Site Development**, Protect or Restore Habitat
- **Site Development**, Maximize Open Space
- **Stormwater Design**, Quantity Control
- **Stormwater Design**, Quality Control
- **Heat Island Effect**, Non-Roof
- **Heat Island Effect**, Roof
- **Light Pollution Reduction**

### Water Efficiency

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#### Credits:
- **Water Use Reduction**, 20% Reduction
- **Water Efficient Landscaping**, Reduce by 50%
- **Water Efficient Landscaping**, No Potable Use or No Irrigation
- **Innovative Wastewater Technologies**
- **Water Use Reduction**, 30% Reduction
- **Water Use Reduction**, 35% Reduction
- **Water Use Reduction**, 40% Reduction

### Energy & Atmosphere

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#### Credits:
- **Fundamental Commissioning of the Building Systems**
- **Minimum Energy Performance**: 10% New Bldg, 5% Existing Bldg Renovation
- **Fundamental Refrigerant Management**
- **Optimize Energy Performance**: 12% New/ 8% Existing
- **Optimize Energy Performance**: 14% New/ 10% Existing
- **Optimize Energy Performance**: 16% New/ 12% Existing
- **Optimize Energy Performance**: 18% New/ 14% Existing
- **Optimize Energy Performance**: 20% New/ 16% Existing
- **Optimize Energy Performance**: 22% New/ 18% Existing
- **Optimize Energy Performance**: 24% New/ 20% Existing
- **Optimize Energy Performance**: 26% New/ 22% Existing
- **Optimize Energy Performance**: 28% New/ 24% Existing
- **Optimize Energy Performance**: 30% New/ 26% Existing
- **Optimize Energy Performance**: 32% New/ 28% Existing
- **Optimize Energy Performance**: 34% New/ 30% Existing
- **Optimize Energy Performance**: 36% New/ 32% Existing
- **Optimize Energy Performance**: 38% New/ 34% Existing
- **Optimize Energy Performance**: 40% New/ 36% Existing
- **Optimize Energy Performance**: 42% New/ 38% Existing
- **Optimize Energy Performance**: 44% New/ 40% Existing
- **Optimize Energy Performance**: 46% New/ 42% Existing
- **Optimize Energy Performance**: 48% New/ 44% Existing
- **On-Site Renewable Energy**, 1%
- **On-Site Renewable Energy**, 3%
### Material & Resources

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### Innovation & Design Process

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APPENDIX C

RELEVANT EXCERPTS FROM THE
SOUTH NEIGHBORHOOD PLANNING STUDY
INTRODUCTION

The South Neighborhood Planning Study focuses on the historic core of the Central Washington University (CWU) campus in Ellensburg, Washington. Two major issues brought the study to the forefront:

1. With the recent completion of the Student Union / Recreation Center (SURC), the old student union (Samuelson Union Building) has been vacated. The potential future use of this building and its site needed to be studied;

2. There has been a real need to consolidate Student Services functions. Currently, students must visit multiple locations to receive services including registration, financial aid, career counselors, academic assistance and others.

Current trends in Student Services around the country have included consolidation of functions into a “One-Stop Shop.” The university wished to explore the viability of this concept within the South Neighborhood area. With these two major drivers, a number of buildings could be impacted, necessitating the consideration of a number of other academic, administrative and service functions as well.

STUDY PURPOSE

The purpose of this study is to make recommendations related to:

- Consolidating Student Services;
- The future use of the Samuelson site;
- Preserving the historic core of CWU’s campus and strengthening its identity;
- The potential future uses for the following buildings within the South Neighborhood: Bouillon Hall, Barge Hall, Hertz Hall, Mitchell Hall, Lind Hall, Old Heat Plant;
- The potential for a consolidated technology facility in the South Neighborhood.

THE SOUTH NEIGHBORHOOD

The South Neighborhood of CWU is the historic core of the university’s campus and stretches from the site of the Old Heat Plant and Couson & Muzzall Residence Halls (both to be demolished in the summer of 2007) across University Way to Hertz Hall at the North. Barge Hall, constructed in the late 1800’s, is the oldest building on campus and one of the main signature buildings for the university. The South Neighborhood includes a mix of residence halls, administrative, academic and student services buildings of varying age and physical conditions. One of the most prominent buildings is the old Samuelson Union Building (SUB), currently vacant with the opening of the new Student Union / Recreation Center (SURC) in the Fall of 2006. As mentioned, Student Services functions are located in multiple buildings throughout the South Neighborhood.
ARCHITECTURAL EVALUATION - OLD STEAM PLANT

Pros
- Signature building
- Open floor plate
- Location

Cons
- Needs improvements to be usable as office space.

Potential Improvements
- Addition at front to bring closer to street.

Best uses
- Offices
- Visitor-oriented spaces such as Alumni and HR.

Total assignable sf
- 11,600 sf

First Floor 10,700 sf
Second Floor 900 sf

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**The Welcome Center**
The value of a Welcome Center was discussed in detail with the project committee. This came about as visitor-oriented functions such as Alumni and Human Resources were discussed along with the unique character of the Old Heat Plant. A Welcome Center would house Alumni, an Admissions satellite office, Human Resources, a “Hall of Fame” exhibit space and possibly a souvenir/coffee shop.

**The Old Heat Plant** would function very well as a signature building. Being located on University Way with its tall smoke stack, it would have a strong presence as a Welcome Center to the University. It also provides good vehicular access and opportunity as a community connection zone. While the building is located across a highly traveled arterial, crossings could be improved. The committee agreed that having university functions on both sides of University Way would strengthen the university’s presence and connections to the community. With the demolition of the two student residence towers, Couson Hall and Muzzall Hall, the southern portion of this block could become an entry zone to campus from the south on Walnut Street and Seventh Avenue.