Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Quiet Study Areas</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silent Study Room</td>
<td>120</td>
<td>30</td>
<td>3,600</td>
</tr>
</tbody>
</table>

Occupants 120

Proximity Requirements

Adjacencies Collections

Silent study doesn’t need oversight, so it can just be with the collections with good wayfinding.

Casework, Equipment and Furniture

Casework None

Technology Wireless network access, outlets at every work station

Equipment None

Furniture Various to match different study styles – soft seating, individual desks, shared table space w/ privacy dividers, cozy individual pods

Service Requirements

Lighting Overhead, natural, task

Electrical Power for student use

HVAC No specific requirements

Plumbing No specific requirements

Finishes

Floor Carpet

Walls No specific requirements

Ceiling Acoustic ceilings

Openings

Windows Exterior views and natural light preferred

Relies Open

Doors Open

Ancillary Support Spaces

None

Other Requirements

Acoustics are important.
**Activity Description**

The graduate student study room has yearlong, reservable spaces for grad students to work and store some belongings on campus and walk-in space for day to day work. The grad student room is a silent study space.

**Basic Room Parameters**

<table>
<thead>
<tr>
<th>Quiet Study Areas</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Student Study Room</td>
<td>5</td>
<td>70</td>
<td>350</td>
</tr>
<tr>
<td>Occupants</td>
<td>Up to 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Proximity Requirements**

Adjacencies  Can be located anywhere – near Staff offices, collections

**Casework, Equipment and Furniture**

- Casework: None
- Technology: Wireless network access, dual screen computers with docking stations
- Equipment: Whiteboards, tackable surface
- Furniture: Desks, chairs, soft seating area

**Service Requirements**

- Lighting: Overhead, natural, task
- Electrical: Power for student use
- HVAC: No specific requirements
- Plumbing: No specific requirements

**Finishes**

- Floor: Carpet
- Walls: Full height walls w/ acoustical separation
- Ceiling: Acoustic ceilings.

**Openings**

- Windows: Exterior views and natural light preferred
- Relites: Yes
- Doors: Yes w/ key card access

**Ancillary Support Spaces**

None

**Other Requirements**

Acoustics are important.
LIBRARY - TECHNOLOGY & EQUIPMENT

Technology & Equipment

Quick Data

- 90 Student computers which received 51,875 logins last school year.
- 40 student laptops available for checkout which were checked out 2,069 times last school year.
- A variety of loanable equipment: charging cords, USB drives, cameras, adapters, calculators, recording equipment and so on.
- 10 bookable group study rooms with big screen, computer, and HDMI cables: 8 rooms in Snoqualmie which received 5,141 bookings for a total of 10,410 hours of bookings, with an average occupancy of 46% (of total available time) and peak occupancy of 90%.
- 3 Book scanners
- 2 Accessibility Stations
- 2 cost recovery printers which printed 50,141 pages for 8,985 unique print jobs in 2017/18
- 1 drop-in group study room with 4 computers
- 1 3D Printer for rapid prototyping
- 1 IT Service Counter
- 35 hours of student hourly IT service per week
- 1 FTE IT service staff

Distinguishing Characteristics

- Library IT spaces designed for flexible use, proximity to a variety of high quality services, student privacy, incorporation in faculty teaching, some sort of public access to our resources, access to power, and ample physical space for students.
- SNO 136 a good example of the design requirements for Library IT space.
  - Includes four tables, each with a computer and a large (42") monitor. Each monitor has an additional HDMI cord attached and the tables are situated near power outlets.
  - Room is also not reservable by students and instead encourages patrons to drop-in to work on projects.
  - Often hubs of activity for students who want to work collaboratively on things like software development. They can have their main code on the screen and each of them can also be working on their own laptop or on the computer (provided).
  - Also used as student study space, because of the projector and podium computer this space also serves as a Library lab for classes, presentation space for outside speakers, and even as a Library staff teaching and meeting space.

“The ability to utilize study rooms and computers has been key to my progress in school. I frequently have interruptions when working from home. In addition, I have had computer issues many times from home. I can come to the Library and work to complete work in a quiet environment and to also work in groups to prepare for group presentations.”

- Graduate Student, 2016 Triennial Survey
Proximity to high quality staff assistance is essential to any technology space. Students often work closely with tutors, librarians, library staff, and IT staff to effectively use technology required for assignments. It is not at all uncommon for a student to visit several desks in one day just to get their work done.

Privacy and silent study are also key factors in designing individual computer work areas. Students have at least 8 feet of desk space with dual monitors and power within easy reach. This allows a student to spread out their library materials, their laptops, and their other peripheral devices for maximum efficiency and privacy.

Library IT space prioritize multi-functional use. Silent, individual spaces can be rapidly converted to denser computer spaces by simply adding a second computer. Group work can be encouraged by adding large screen monitors and casting devices such as Microsoft Miracast devices. Examples of multi-functional IT spaces integrated in Library space can be found through this document, but the Instruction Lab (SNO 136, described in section above) is one of our most flexible, well used, and beloved services.

Services

- Student tech support
- Maintain desktop computers
- 3D printing
- Printing
- Check out and maintain laptops and other equipment
- Provide tech support for Library staff

Technology Overall Adjacency Diagram*

*See Technology Program Analysis for more bubble diagram options.
Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Technology</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Stations (Indiv Carrels, Silent)</td>
<td>12</td>
<td>25</td>
<td>300</td>
</tr>
<tr>
<td>Student Computer Stations (Quiet)</td>
<td>24</td>
<td>40</td>
<td>960</td>
</tr>
<tr>
<td>Research Help Student Computer Stations</td>
<td>6</td>
<td>30</td>
<td>180</td>
</tr>
<tr>
<td>Quick Use Student Computer Stations</td>
<td>12</td>
<td>40</td>
<td>480</td>
</tr>
<tr>
<td>Microfilm Station</td>
<td>2</td>
<td>40</td>
<td>80</td>
</tr>
</tbody>
</table>

Occupants: 1 person per station

Proximity Requirements

Adjacencies
- Student Computer Stations (Study Carrels and Quiet) – in or near Quiet/Silent Study areas
- Research Help Computer Stations – adjacent to Research help for further student/research help coaching
- Quick Use Computer Stations – near main entry & circulation desk
- Microfilm Station – near microfilm collection & service point desk for help. These stations are loud and will need separation from quiet/silent areas.

Ancillary Support Spaces

None

Other Requirements

None

Casework, Equipment and Furniture

Casework: None

Technology

- Wireless network access, computer with dual screen monitors (except quick use with one monitor)

Equipment

Various height desks with dividers, chairs, study carrels

Service Requirements

- Lighting: Overhead, natural, task
- Electrical: Power for student use
- HVAC: No specific requirements
- Plumbing: No specific requirements

Finishes

Floor: Carpet
Walls: Lab walls - transparency
Ceiling: Acoustic ceilings

Openings

Windows: No specific requirements
Relites: Yes where walls/doors
Doors: Yes w/ key card access for Lab Space
Work Spaces

Quick Data

- 16 staff, with planned growth
- ~15 Access Services student staff
- ~3 Research Help graduate student staff
- ~4 IT student staff
- ~1 digital projects student staff

Distinguishing Characteristics

- All library work is highly collaborative and requires spaces to perform individual duties, serve our patrons, and meet in small groups.
- Frequent teleconferencing
- Access Services
  - Daily deliveries of materials for the collections and patron holds.
  - ‘Parking’ for many carts and crates
  - Processing terminals separate from help desk and office computer terminals
  - Dedicated training terminal
- Librarians
  - Space to meet individually with faculty or students for consultations
  - Space to process gifts and collection materials
- IT
  - Processing space for new equipment, surplus, and equipment repair
  - Storage for tools and equipment
- Supervisors and library leaders
  - Office space to hold private meetings with direct reports
- Often meeting with campus partners in groups of various sizes.
Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Admin/Staff Spaces</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director's Office</td>
<td>1</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Associate Director's Office</td>
<td>1</td>
<td>120</td>
<td>120</td>
</tr>
</tbody>
</table>

Occupants: 1

Proximity Requirements

Adjacencies: Other staff offices

Casework, Equipment and Furniture

Casework: Tall storage, bookshelf, file cabinet
Technology: Wireless network access, computer w/ dual monitors and docking station, phone
Equipment: None
Furniture: Desk, chair, round table for (3) person meeting

Service Requirements

Lighting: Overhead, natural, task
Electrical: Various power for tech & lighting
HVAC: No specific requirements
Plumbing: No specific requirements

Finishes

Floor: Carpet
Walls: Tackable surface, whiteboard
Ceiling: Acoustic ceilings

Openings

Windows: Exterior views and natural light desired
Hinges: Yes
Doors: Lockable

Ancillary Support Spaces

Conference Room, Break Room

Other Requirements

None
**Basic Room Parameters**

**Square Footage**

<table>
<thead>
<tr>
<th>Admin/Staff Spaces</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarian &amp; Staff Supervisor Offices</td>
<td>11</td>
<td>100</td>
<td>1,100</td>
</tr>
<tr>
<td>Staff Offices</td>
<td>8</td>
<td>90</td>
<td>720</td>
</tr>
<tr>
<td>Hoteling Space</td>
<td>1</td>
<td>80</td>
<td>80</td>
</tr>
</tbody>
</table>

**Occupants**

1 per office, +1 visitor

**Proximity Requirements**

**Adjacencies**

- Other staff offices
- (3) near Circulation/Access Services Desk
- (2) near Processing
- (2) near Research Help Desk

**Casework, Equipment and Furniture**

- **Casework**: Varied - tall storage, bookshelf, file cabinet
- **Technology**: Wireless network access, computer w/ dual monitors and docking station, phone
- **Equipment**: None
- **Furniture**: Desk, chair, extra seat for consultations

**Service Requirements**

- **Lighting**: Overhead, natural, task
- **Electrical**: Various power for tech & lighting
- **HVAC**: No specific requirements
- **Plumbing**: No specific requirements

**Finishes**

- **Floor**: Carpet
- **Walls**: Tackable surface, whiteboard
- **Ceiling**: Acoustic ceilings

**Openings**

- **Windows**: Exterior views and natural light desired
- **Relites**: Yes
- **Doors**: Lockable

**Ancillary Support Spaces**

- Conference Room, Break Room

**Other Requirements**

- None
Basic Room Parameters

<table>
<thead>
<tr>
<th>Admin/Staff Spaces</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Work Areas</td>
<td>4</td>
<td>80</td>
<td>320</td>
</tr>
</tbody>
</table>

Occupants 1

Proximity Requirements

Adjacencies
1. near Scholar Lab
3. near Research Help Desk

Casework, Equipment and Furniture

Casework
Lockable casework/file cabinet for each grad student to store ongoing work

Technology
Wireless network access, computer w/dual monitors and docking station

Equipment
None

Furniture
Desk, chair, extra seat for consultations

Service Requirements

Lighting
Overhead, natural, task

Electrical
Various power for tech & lighting

HVAC
No specific requirements

Plumbing
No specific requirements

Finishes

Floor
Carpet

Walls
Tackable surface, whiteboard

Ceiling
Acoustic ceilings

Openings

Windows
Exterior views and natural light desired

Relites
Can be open

Doors
Can be open

Ancillary Support Spaces

Break room

Other Requirements

None
Activity Description
The library has some specific storage needs, especially around supplies for the main offices.

Basic Room Parameters
Square Footage

<table>
<thead>
<tr>
<th>Support Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies Storage</td>
<td>1</td>
<td>200</td>
<td>200</td>
</tr>
</tbody>
</table>

Occupants 1 intermittently

Proximity Requirements
Adjacencies Main staff offices, accessible to all librarians, staff, student staff

Casework, Equipment and Furniture
Casework None
Technology Outlets
Equipment None
Furniture Shelving units at perimeter

Service Requirements
Lighting Overhead
Electrical Various power for charging tech and equipment
HVAC No specific requirements
Plumbing No specific requirements

Finishes
Floor Hard surface
Walls Drywall
Ceiling Drywall
Activity Description

This area is needed to receive and process new and shared UW collections. New shipments come in and go out every day. There needs to be proximity to the loading dock as well as accessibility to the library in its entirety. More study needs to be done to understand how the processing procedure works and how to best layout this room.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Support Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circ Processing</td>
<td>1</td>
<td>720</td>
<td>720</td>
</tr>
</tbody>
</table>

Occupants: Up to 6 staff/student staff

Proximity Requirements

Adjacencies
- Access/Circulation Service Point Desk
- (3) Staff offices, book holds area
- Exterior access for deliveries.

Casework, Equipment and Furniture

- Casework: Bookshelves for holds area
- Technology: Wireless network access, computer w/dual monitors, phones, PA system
- Equipment: Various equipment for book & media processing
- Furniture: (6) desks, (12) shelving carts, student staff lockers

Service Requirements

- Lighting: Overhead, natural, task
- Electrical: Various power for charging tech and equipment
- HVAC: No specific requirements
- Plumbing: No specific requirements

Finishes

- Floor: Carpet
- Walls: Whiteboards, tackable surface
- Ceiling: Acoustical

Openings

Windows: Yes to view delivery area
Relites: Yes to view circulation desk/offices
Doors: Yes – exterior and interior

Ancillary Support Spaces

Circulation desk, access services, all library collections.

Other Requirements

None
Activity Description
An area for basic copy/print and office processing needs.

Basic Room Parameters

<table>
<thead>
<tr>
<th>Support Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Room</td>
<td>1</td>
<td>200</td>
<td>200</td>
</tr>
</tbody>
</table>

Occupants: 1-3 Staff intermittently throughout the day

Proximity Requirements
Adjacencies: Main staff offices, accessible to all librarians, staff, student staff

Casework, Equipment and Furniture
Casework: Uppers, lowers, countertop & tall cabinets for office supply storage, mail boxes.
Technology: Wireless network access, copier, printer
Equipment: None

Service Requirements
Lighting: Overhead, natural
Electrical: Various power for tech and equipment
HVAC: No specific requirements
Plumbing: No specific requirements

Finishes
Floor: Hard surface
Walls: Whiteboards, tackable surface
Ceiling: Acoustical

Openings
Windows: Yes, if available
Relites: Yes
Doors: Yes

Ancillary Support Spaces
Serves the entire library staff.

Other Requirements
None
OFFICE OF RESEARCH INTRODUCTION

General Information
The Office of Research works with campus partners to:

- Raise the profile of research, scholarship, and creative activities across the campus and in the community;
- Assist UW Tacoma Faculty to pursue externally sponsored research funding;
- Promote the professional development of faculty through workshops that help faculty in all aspects of their research, scholarship, and creative activities;
- Support student research experiences
- Help the faculty to partner with public agencies and community groups in the mutual pursuit of publicly-engaged scholarship.

Need for the Project
The Office of Research is currently located on the 3rd floor of Tioga Library Building. Previously, the program hosted faculty researches from all departments, but has since streamlined into a smaller program that supports faculty research. They are currently difficult to find and frequently get comments that they are “tucked away” or unfindable.

The OR needs a smaller footprint that is semi-private. Some place not in the immediate line of sight of the entry, but is still easily accessible. Partnering with the Library’s Scholar Lab and new faculty focused collection would be a way to create visibility for all faculty research projects. This partnership could be the start of a new “Faculty Commons” inside the Learning Commons.

Office of Research Programming Analysis

<table>
<thead>
<tr>
<th>Staff Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Office with 5 Work Stations</td>
<td>5</td>
<td>90</td>
<td>450</td>
</tr>
<tr>
<td>Subtotal Admin/Staff</td>
<td></td>
<td></td>
<td>450</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td>450</td>
</tr>
</tbody>
</table>

| Circulation as a % of Net Program Area  | 20%    | 90   |
| Wall/Structure as a % of Net Program Area | 10%    | 45    |
| Total Gross Program Area               |       | 585  |
Activity Description
The Office of Research supports faculty research on campus.

Basic Room Parameters

<table>
<thead>
<tr>
<th>STAFF SPACES</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Office with 5 Work Stations</td>
<td>5</td>
<td>90</td>
<td>450</td>
</tr>
</tbody>
</table>

Occupants 5

Proximity Requirements
Adjacencies: Library's Scholar Lab

Casework, Equipment and Furniture
Casework: None
Technology: Wireless network access, power/data, workstations w/ computer or laptop station
Equipment: None
Furniture: Rollable table and chairs, office desks, chairs.

Service Requirements
Lighting: Overhead, natural, task
Electrical: Power/data for technology and equipment
HVAC: No specific requirements
Plumbing: No specific requirements

Finishes
Floor: Carpet
Walls: None
Ceiling: Acoustic

Openings
- Windows: Exterior views and natural light
- Restrooms: Yes
- Doors: Yes, lockable

Ancillary Support Spaces
- Easily accessible/findable by the campus

Other Requirements
- None
TLC INTRODUCTION

General Information
The UWT Teaching and Learning Center assists students in their journey to academic success and encourages students to become self-directed, lifelong learners. The TLC is also committed to diversity as a core value and is dedicated to advocating for a safe and welcoming center. This is seen through their mission, vision, and values statements where all staff and peer consultants are encouraged to actively engage in compassionate and inclusive practices so that all students can access learning.

The TLC has two service centers – the Quantitative Center focusing on math, science, statistics, economics, and accounting curricula at UWT, and the Writing Center that helps students & recent graduates with their academic work and the writing process. The Writing Center works in partnership with the Library Research Help Desk to support students to read, understand, research, write, and present their work.

Scholarship is a key component of the TLC and of the Learning Commons concept. The Teaching and Learning Center can activate entire Learning Commons as champion of scholarship. To facilitate this and to provide space for growth, the Writing Center will partner with the Research Help program in Tioga Library Building while the Quantitative Center will remain in Snoqualmie Building.

Unique Aspects
Faculty frequent the TLC to set up for office hours using the main tutoring floor. The TLC check-in desk holds a wall of professor photos to indicate who is currently holding office hours. This celebrated partnership between the TLC and the faculty has had a lasting impact on all parties involved. The TLC and the faculty both benefit from the higher visitor count from students seeking tutoring and finding their faculty member or students seeking office hours and finding they can get a variety of tutoring help.

Faculty have commented that holding office hours at the TLC aligns with the way they teach. Formal office hours where a student seeks out a professor at their office, makes it seem as if the professor has all the correct answers and the student is there for rote memorization. Whereas the TLC space is more about the act of learning and allows the student to find their way to the answers. As one faculty member put it, “it is like the student-centric TLC space has the answers, and the students are there to find a way to learn.”

Additionally, students find the setting much less intimidating than visiting formal office hours. Some students noted that they are more likely to visit their professors and lecturers at the TLC than at their professor’s office. It is convenient (they
Learning Commons Paradigm

Shiō

As the predesign process progressed, the TLC Writing Center and the Library Research Help program found themselves aligned. While the current TLC has really grounded themselves in the idea that quantitative learning and writing help are integrated services, it was also compelling to disperse this sort of scholarship experience throughout the new Learning Commons concept. In this way, the entire complex becomes a celebration of learning.

Adjacency Exercise

In establishing the TLC program, we collaborated on an adjacency exercise using the proposed square footages of the TLC spaces. The goal was to explore program and establish a hierarchy of relationships to inform the most ideal space planning for the TLC whenever they would end up. The following images are from that group exercise.

This shows the offices flanking the main tutoring floor that has embedded technology stations. E-tutoring and sync tutoring are tucked in the back with the break room, lockers and storage area for student tutors to get away from the main tutoring floor. Study rooms are shown adjacent to the main tutoring floor, but they can be farther away if that space is needed for offices to oversee the main tutoring floor.

Flexible, movable, and varied furniture is needed so students can reconfigure the space as needed for their work.

The Quantitative Center will remain in Snoqualmie expanding to the first floor. This will afford them more space as well as have one entry and proximity to the front doors. The Writing Center will partner with the Research Help program in Tioga Library Building. As faculty are a big part of the TLC, a special area will be carved out for professors to hold office hours in the Learning Commons as a way to facilitate relationships between students and faculty.

The bubble diagrams below show the Writing Center and the Quantitative Center as separate entities.
## TLC Quantitative Program Analysis

### Tutoring Spaces

<table>
<thead>
<tr>
<th></th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantitative Tutoring Floor</td>
<td>90</td>
<td>30</td>
<td>2,700</td>
</tr>
<tr>
<td>Quiet Tutoring Floor</td>
<td>16</td>
<td>30</td>
<td>480</td>
</tr>
<tr>
<td>Synchronous/Remote Tutoring</td>
<td>2</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td><strong>Subtotal Tutoring Spaces</strong></td>
<td><strong>106</strong></td>
<td><strong>3,260</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Technology Stations

<table>
<thead>
<tr>
<th></th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Stations (8' Stations)</td>
<td>10</td>
<td>35</td>
<td>350</td>
</tr>
<tr>
<td>Student Computer Stations (4' Stations)</td>
<td>10</td>
<td>20</td>
<td>200</td>
</tr>
<tr>
<td><strong>Subtotal Technology</strong></td>
<td><strong>20</strong></td>
<td><strong>550</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Admin/Staff Spaces

<table>
<thead>
<tr>
<th></th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc Dir Offices</td>
<td>1</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Staff Offices</td>
<td>2</td>
<td>90</td>
<td>180</td>
</tr>
<tr>
<td>Reception Desk, &amp; Check-in Station</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Subtotal Admin/Staff</strong></td>
<td><strong>4</strong></td>
<td><strong>400</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Support Spaces

<table>
<thead>
<tr>
<th></th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage Room</td>
<td>1</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td><strong>Subtotal Support Spaces</strong></td>
<td><strong>6</strong></td>
<td><strong>60</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th></th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Net Program Area</strong></td>
<td>4,270</td>
</tr>
<tr>
<td><strong>Circulation as a % of Net Program Area</strong></td>
<td>20%</td>
</tr>
<tr>
<td><strong>Walls/Structure as a % of Net Program Area</strong></td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Gross Program Area</strong></td>
<td>5,551</td>
</tr>
</tbody>
</table>

## TLC Writing Program Analysis

### Tutoring Spaces

<table>
<thead>
<tr>
<th></th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Tutoring Floor</td>
<td>30</td>
<td>30</td>
<td>900</td>
</tr>
<tr>
<td>Synchronous/Remote Tutoring</td>
<td>2</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>E-Tutoring Spaces</td>
<td>5</td>
<td>25</td>
<td>125</td>
</tr>
<tr>
<td><strong>Subtotal Tutoring Spaces</strong></td>
<td><strong>30</strong></td>
<td><strong>1,105</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Technology Stations

<table>
<thead>
<tr>
<th></th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Stations (8' Stations)</td>
<td>10</td>
<td>35</td>
<td>350</td>
</tr>
<tr>
<td><strong>Subtotal Technology</strong></td>
<td><strong>10</strong></td>
<td><strong>350</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Admin/Staff Spaces

<table>
<thead>
<tr>
<th></th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc Dir Offices</td>
<td>1</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Coordinator Office</td>
<td>1</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Staff Offices</td>
<td>3</td>
<td>90</td>
<td>270</td>
</tr>
<tr>
<td>Reception Desk, &amp; Check-in Station</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td><strong>Subtotal Admin/Staff</strong></td>
<td><strong>6</strong></td>
<td><strong>580</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Totals

<table>
<thead>
<tr>
<th></th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Net Usable Program Area</strong></td>
<td>2,035</td>
</tr>
<tr>
<td><strong>Circulation as a % of Net Program Area</strong></td>
<td>20%</td>
</tr>
<tr>
<td><strong>Walls/Structure as a % of Net Program Area</strong></td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Gross Program Area</strong></td>
<td>2,646</td>
</tr>
</tbody>
</table>
General Information

A large, open area for various styles of studying and tutoring. The main tutoring floor can get quite loud, so a smaller, acoustically separated area is also offered to students who are more noise sensitive.

Activity Description

Students come to the TLC to study, request tutoring help, visit professor office hours, and attend group study sessions. The main & quiet tutoring floors is where the majority of this work happens and needs to be accommodated with various roll-able hard & soft seating areas, technologies, power sources, and moveable whiteboards. The TLC also has a clicker system where students can check in through technology at their table for tutoring help.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Tutoring Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantitative Tutoring Floor</td>
<td>90</td>
<td>30</td>
<td>2,700</td>
</tr>
<tr>
<td>Quiet Tutoring Floor</td>
<td>16</td>
<td>30</td>
<td>480</td>
</tr>
</tbody>
</table>

Occupants: See above

Proximity Requirements

Adjacencies: Check-in/Reception Desk, IT Station, Sightlines to Tutoring areas from Offices & Support Space, Technology dispersed throughout or adjacent

Casework, Equipment and Furniture

Casework: None

Technology: Wireless network access, copious power points for student use, computers with dual monitors, projector, screen, A/V, Clicker Response System

Equipment: None

Furniture: Soft seating, flexible furniture, roll-able tables and chairs, moveable whiteboards

Service Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting</td>
<td>Dimmable lighting for presentations, natural, task</td>
</tr>
<tr>
<td>Electrical</td>
<td>Power for student use &amp; technologies</td>
</tr>
<tr>
<td>HVAC</td>
<td>No specific requirements</td>
</tr>
<tr>
<td>Plumbing</td>
<td>No specific requirements</td>
</tr>
<tr>
<td>Finishes</td>
<td>Acoustic ceilings</td>
</tr>
<tr>
<td>Floor</td>
<td>Carpet or hard surface</td>
</tr>
<tr>
<td>Walls</td>
<td>Whiteboards, tackable surface, acoustical treatment</td>
</tr>
<tr>
<td>Ceiling</td>
<td>Acoustic ceilings</td>
</tr>
<tr>
<td>Windows</td>
<td>Exterior views and natural light preferred.</td>
</tr>
<tr>
<td>Retiles</td>
<td>Open</td>
</tr>
<tr>
<td>Doors</td>
<td>Open</td>
</tr>
<tr>
<td>Ancillary Support Spaces</td>
<td>Technology Lab</td>
</tr>
</tbody>
</table>

Other Requirements

Acoustics are important.
General Information

The TLC offers synchronous (remote) tutoring as well as e-tutoring services to students who can’t make it to campus for an in-person session.

Activity Description

Synchronous or Remote Tutoring refers to one-on-one tutoring done over Zoom, an online video conferencing service. These sessions can be loud and disturbing to the main tutoring floors if not enclosed. E-tutoring refers to a writing service where students can upload their papers and receive back written comments from the TLC tutors.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Tutoring Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronous/Remote Tutoring</td>
<td>2</td>
<td>40</td>
<td>80</td>
</tr>
</tbody>
</table>

Occupants: 1 person

Proximity Requirements

Adjacencies: Away from the main tutoring floor for privacy and less distraction.

Casework, Equipment and Furniture

Casework: Built in desks or furniture

Technology: Data/power, wireless network access

(1) CPU with dual monitor, headset, webcam

Equipment: Task lighting

Furniture: Small desk & roll-able chair

Service Requirements

Lighting: Overhead, Task, ensure no glare on computer screens

Electrical: Power/data

HVAC: No specific requirements

Plumbing: No specific requirements

Finishes

Floor: Carpet

Walls: Acoustic separation

Ceiling: Acoustic ceilings

Openings

Windows: Not required

Relites: Yes

Doors: Yes

Ancillary Support Spaces

None

Other Requirements

Acoustics are important.
General Information
The TLC uses specific softwares to help with tutoring as well as provides digital help for classes that are tech-dependent. The technology is overseen by Library IT.

Activity Description
Larger computer stations with two seats, dual screen monitors, CPUs and docking stations are used for computer based tutoring sessions. Smaller study carrell stations hosted by the TLC are used for quieter work stations that can still access intermittent tutoring help as needed.

Basic Room Parameters

<table>
<thead>
<tr>
<th>Technology Stations</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Stations (8' Stations)</td>
<td>10</td>
<td>35</td>
<td>350</td>
</tr>
<tr>
<td>Student Computer Stations (4' Stations)</td>
<td>10</td>
<td>20</td>
<td>200</td>
</tr>
</tbody>
</table>

Occupants: See Above

Proximity Requirements
Adjacencies: On or bordering the Main & Quiet Tutoring Floors, Reception Desk

Casework, Equipment and Furniture
Casework: Built in desks for the 8’ stations or furniture
Technology: Wireless network access, power, data, CPUs w/ dual monitors, docking stations
Equipment: None
Furniture: Tables for 8’ stations, semi-private study carrels for the 4’ stations, moveable chairs

Service Requirements
Lighting: Overhead, Task, Ensure no glare on computer screens
Electrical: Power/data for student use & technologies
HVAC: No specific requirements
Plumbing: No specific requirements

Finishes
Floor: Carpet or hard surface
Walls: No specific requirements
Ceiling: Acoustic ceilings

Openings
Windows: Exterior views and natural light preferred, if no glare
Relites: Yes, if enclosed
Doors: Yes with lites, if enclosed

Ancillary Support Spaces
None

Other Requirements
Acoustics are important.
General Information

The Quantitative staff include Associate Director of Quantitative Tutoring, and (2) Quantitative Staff.

Activity Description

The TLC staff meet one-on-one for individual or online tutoring sessions continuously throughout the day and oversee the Main Tutoring Floor.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Admin/Staff Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Director Offices</td>
<td>1</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Staff Offices</td>
<td>2</td>
<td>90</td>
<td>180</td>
</tr>
</tbody>
</table>

Occupants
- Associate Director Offices – 1 staff / up to 3 visiting students
- Staff Offices – 1 staff / 1 visiting student

Proximity Requirements

Adjacencies
Bordering the Main & Quiet Tutoring Floors for sightlines & wayfinding.

Casework, Equipment and Furniture

- Casework: Tall wardrobe cabinet, 2-drawer file cabinet, low book shelf, or combination thereof
- Technology: Wireless network access, power, data, CPUs w/ dual monitors
- Equipment: Stand-sit desk, task lighting, phone
- Furniture: Associate Director Offices – Desk, desk chair, table and chairs for (4)

Staff Offices – Desk, desk chair, extra visitor chair

Service Requirements

- Lighting: Overhead, Task, Natural if available. Ensure no glare on computer screens
- Electrical: Power/data
- HVAC: No specific requirements
- Plumbing: No specific requirements

Finishes

- Floor: Carpet
- Walls: Acoustic separation, white boards, tackable surface
- Ceiling: Acoustic ceilings

Openings

- Windows: Exterior views and natural light preferred
- Relites: Yes
- Doors: Yes with lites

Ancillary Support Spaces

None

Other Requirements

Acoustics are important.
General Information
Every student and faculty who want to use the TLC, must check-in by swiping their student ID every time they use the center.

Activity Description
Reception Desk is the main entry and first contact to the TLC. Staff here help with getting checked in, booking appointments, finding appointments or study groups, and assisting with technology. There is also a wall showcasing which faculty are at the TLC holding office hours at any given time.

Basic Room Parameters
Square Footage

<table>
<thead>
<tr>
<th>Admin/Staff Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception Desk, &amp; Check in Station</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

Occupants 1-2 Student Staff

Proximity Requirements
Adjunctions Main Entry, Tutoring Floor & Technology Areas, IT Station

Casework, Equipment and Furniture
Casework Reception desk with (2) stations and transaction counter, lower cabinets for storage
Technology (2) computer stations, check in station
Equipment Shared phone
Furniture (2) roll-able chairs

Service Requirements
Lighting Overhead, Natural if available.
Electrical Power/data
HVAC No specific requirements
Plumbing No specific requirements

Finishes
Floor Carpet or hard surface
Walls Wall for faculty office hour availability display
Ceiling Acoustic ceilings

Openings
Windows Exterior views and natural light as available
Relites None/Open
Doors None/Open

Ancillary Support Spaces
None

Other Requirements
None
General Information
Most support spaces are shared with the complex. The TLC will still need dedicated storage.

Activity Description
For storage.

Basic Room Parameters
Square Footage

<table>
<thead>
<tr>
<th>Support Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage Room</td>
<td>1</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

Occupants None

Proximity Requirements
Adjacencies Away from the Tutoring Floor

Casework, Equipment and Furniture
Casework Lockable, rolling cabinet with power for iPads (iPad storage does not necessarily need a closed room; lockable casework will do.)
Technology None
Equipment Microwave, refrigerator, coffee maker, water keg.
Furniture Break Room – Conference table for (10)

Service Requirements
Lighting Overhead, Natural if available.
Electrical Power/data
HVAC No specific requirements
Plumbing No specific requirements

Finishes
Floor Carpet,
Walls Painted
Ceiling Drywall

Openings
Windows None
Relites None
Doors Yes, lockable

Ancillary Support Spaces
None

Other Requirements
None
General Information
A large, open area for scheduled and walk-in writing tutoring and research help.

Activity Description
Students who seek writing help will find the Writing Center integrated with Research Help. Both of these services will use the main tutoring floor to assist students with any writing or research help that is needed. The tutoring floor should be adjacent to technology and computers to aid in this endeavor.

Basic Room Parameters
Square Footage

<table>
<thead>
<tr>
<th>Tutoring Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Tutoring Floor</td>
<td>30</td>
<td>30</td>
<td>900</td>
</tr>
</tbody>
</table>

Occupants
See above

Proximity Requirements
Adjacencies
Check-in/Reception Desk, Sightlines to Tutoring areas from Offices & Support Space, Technology dispersed throughout or adjacent

Casework, Equipment and Furniture

Casework
None

Technology
Wireless network access, copious power points for student use, computers with dual monitors, projector, screen, A/V; Clicker Response System

Equipment
None

Furniture
Soft seating, flexible furniture, roll-able tables and chairs, moveable whiteboards

Service Requirements

| Lighting | Overhead, natural, task |
| Electrical | Power for student use & technologies |
| HVAC | No specific requirements |
| Plumbing | No specific requirements |

Finishes

| Floor | Carpet or hard surface |
| Walls | Whiteboards, tackable surface, acoustical treatment |
| Ceiling | Acoustic ceilings |

Openings

| Windows | Exterior views and natural light preferred |
| Retracts | Open |
| Doors | Open |

Ancillary Support Spaces

Technology Lab

Other Requirements

Acoustics are important.
General Information

The TLC offers e-sync (remote) tutoring as well as e-tutoring services to students who can’t make it to campus for an in-person session.

Activity Description

Synchronous or Remote Tutoring refers to one-on-one tutoring done over Zoom, an online video conferencing service. These sessions can be loud and disturbing to the main tutoring floors if not enclosed. E-tutoring refers to a writing service where students can upload their papers and receive back written comments from the TLC tutors.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Tutoring Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronous/Remote Tutoring</td>
<td>2</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>E-tutoring Spaces</td>
<td>5</td>
<td>25</td>
<td>125</td>
</tr>
</tbody>
</table>

Occupants

Sync Tutoring - 1 person per room
E-tutoring - up to 5

Proximity Requirements

Adjacencies

Away from the main tutoring floor for privacy and less distraction.

Casework, Equipment and Furniture

Casework

Built in desks or furniture

Technology

Data/power, wireless network access

Sync Tutoring - (1) CPU with dual monitor, headset, webcam

E-tutoring - (5) CPU w/ dual monitors

Equipment

Task lighting

Furniture

Small desk & roll-able chair

Service Requirements

Lighting

Overhead, Task, ensure no glare on computer screens

Electrical

Power/data

HVAC

No specific requirements

Plumbing

No specific requirements

Finishes

Floor

Carpet

Walls

Acoustic separation

Ceiling

Acoustic ceilings

Openings

Windows

Not required

Relites

Yes

Doors

Yes

Ancillary Support Spaces

None

Other Requirements

Acoustics are important.
General Information

The TLC uses specific software to help with tutoring as well as provides digital help for classes that are tech-dependent. The technology is overseen by Library IT.

Activity Description

Larger computer stations with two seats, dual screen monitors, CPUs and docking stations are used for computer based tutoring sessions and writing in proximity to writing help.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Technology Stations</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Stations (8’ Stations)</td>
<td>10</td>
<td>35</td>
<td>350</td>
</tr>
</tbody>
</table>

Occupants: See Above

Proximity Requirements

Adjacencies: On or bordering the Main & Quiet Tutoring Floors, Reception Desk

Casework, Equipment and Furniture

Casework: Built in desks for the 8’ stations or furniture
Technology: Wireless network access, power, data, CPUs w/ dual monitors, docking stations
Equipment: None
Furniture: Tables for 8’ stations

Service Requirements

Lighting: Overhead, Task, Ensure no glare on computer screens
Electrical: Power/data for student use & technologies
HVAC: No specific requirements
Plumbing: No specific requirements

Finishes

Floor: Carpet or hard surface
Walls: No specific requirements
Ceiling: Acoustic ceilings

Openings

Windows: Exterior views and natural light preferred, if no glare
Relites: Yes, if enclosed
Doors: Yes with lites, if enclosed

Ancillary Support Spaces

None

Other Requirements

Acoustics are important.
**General Information**

The TLC Writing Center employs Associate Director of Writing, a Program Coordinator, and (3) Writing Staff.

**Activity Description**

The TLC staff meet one-on-one for individual or online tutoring sessions continuously throughout the day and oversee the Main Tutoring Floor.

**Basic Room Parameters**

<table>
<thead>
<tr>
<th>Admin/Staff Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc Dir Offices</td>
<td>1</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Coordinator Office</td>
<td>1</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Staff Offices</td>
<td>3</td>
<td>90</td>
<td>270</td>
</tr>
</tbody>
</table>

Occupants

- Assoc. Director Offices – 1 staff / up to 3 visiting students
- Coordinator & Staff Offices – 1 staff / 1 visiting student

**Proximity Requirements**

Adjacencies Bordering the Main & Quiet Tutoring Floors for sightlines & wayfinding.

**Casework, Equipment and Furniture**

- Casework: Tall wardrobe cabinet, 2-drawer file cabinet, low book shelf, or combination thereof
- Technology: Wireless network access, power, data, CPUs w/ dual monitors
- Equipment: Stand-sit desk, task lighting, phone
- Furniture: Associate Director Offices – Desk, desk chair, table and chairs for (4) Coordinator & Staff Offices - Desk, desk chair, extra visitor chair

**Service Requirements**

- **Lighting**: Overhead, Task, Natural if available. Ensure no glare on computer screens
- **Electrical**: Power/data
- **HVAC**: No specific requirements
- **Plumbing**: No specific requirements
- **Finishes**
  - Floor: Carpet
  - Walls: Acoustic separation, white boards, tackable surface
  - Ceiling: Acoustic ceilings
- **Openings**
  - Windows: Exterior views and natural light preferred
  - Reiltes: Yes
  - Doors: Yes with lites

**Ancillary Support Spaces**

None

**Other Requirements**

Acoustics are important.
General Information

Every student and faculty who want to use the TLC, must check-in by swiping their student ID every time they use the center.

Activity Description

Reception Desk is the main entry and first contact to the TLC. This desk will be in conjunction with the Research Help Desk. Together they will welcome students to the Writing and Research Help Center.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Admin/Staff Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reception Desk, &amp; Check-in Station</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

Occupants | 1-2 Student Staff

Proximity Requirements

Adjacencies | Main Entry, Tutoring Floor & Technology Areas, Program Coordinator

Casework, Equipment and Furniture

Casework | Reception desk with (2) stations and transaction counter, lower cabinets for storage
Technology | (2) computer stations, check in station
Equipment | Shared phone
Furniture | (2) roll-able chairs

Service Requirements

Lighting | Overhead, Natural if available.
Electrical | Power/data
HVAC | No specific requirements
Plumbing | No specific requirements

Finishes

Floor | Carpet or hard surface
Walls | Open
Ceiling | Acoustic ceilings

Openings

Windows | Exterior views and natural light as available
Relites | None/Open
Doors | None/Open

Ancillary Support Spaces

None

Other Requirements

None
TECHNOLOGY INTRODUCTION

General Information

Access to technology is of the highest importance for today’s learners. The university has potential to offer technology services that individuals cannot afford. The Library and the TLC are paramount in helping students understand today’s technologies, and a Learning Commons places even more emphasis on this field.

Technology throughout Snoqualmie and Tioga Library Buildings is overseen by the Library Tech Department. All hardware and software used by the Teaching and Learning Center and the library is currently separate from UWT Technology. Library Technology Services currently procures the unique software that these programs need and is available for troubleshooting. For the Learning Commons concept, Library Technology Services would oversee all the technology throughout the complex including a new, centralized media lab.

Unique Aspects

During the course of this project, there was a push for a consolidated media lab that students could access 24/7 via key card. Many students don’t have access to computers at home and often are found writing research papers on their phone. A 24/7 computer lab that is open on key card access would provide access to basic technologies that many students need and support the UWT mission to support diverse learners. A dedicated media lab could also be where the 3D printer and other tech is stored, as well as a teaching space for classes.

Learning Commons technology also needs a tech staging and repair area. This area should have counter space for repair and charging, as well as copious power and data ports. This room is also needed to receive the yearly shipment of new tech and computers throughout the complex.

Need for the Project

Inside of each program there are technology needs. The Research and Writing Center needs computers for students to use in proximity to the help these services provide. The CEI and VMRC need access to the internet for research and applying for aid. The Library’s new Scholar Lab will require new technologies to support faculty and graduate work. For program-specific needs, see each program for more information.

While all programs throughout the complex will have technology, there is also a need for a 24/7 media lab, oversight of the Library loanable technologies, and IT Help Desk. While these may still be overseen as part of the Library program, we have pulled it out here to highlight technology as an important stand-alone program.
Technology Overall Adjacency Diagram

Technology Program Analysis

<table>
<thead>
<tr>
<th>Service Points</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main IT Help Desk</td>
<td>1</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Secondary IT Help Desk</td>
<td>1</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td><strong>Subtotal Service Points</strong></td>
<td><strong>2</strong></td>
<td><strong>360</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Office</td>
<td>1</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td><strong>Subtotal Service Points</strong></td>
<td><strong>1</strong></td>
<td><strong>90</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Lab (20 Computers, 3D Printer)</td>
<td>20</td>
<td>40</td>
<td>800</td>
</tr>
<tr>
<td>Print Station and Scanner</td>
<td>3</td>
<td>50</td>
<td>150</td>
</tr>
<tr>
<td><strong>Subtotal Technology</strong></td>
<td><strong>23</strong></td>
<td><strong>950</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loanable Technology Storage</td>
<td>1</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>IT Storage Room</td>
<td>1</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td><strong>Subtotal Technology</strong></td>
<td><strong>2</strong></td>
<td><strong>620</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Program Area</td>
<td>2,020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation as % of Net Program Area</td>
<td>20%</td>
<td>404</td>
<td></td>
</tr>
<tr>
<td>Walls/Structure as % of Net Program Area</td>
<td>10%</td>
<td>202</td>
<td></td>
</tr>
<tr>
<td><strong>Total Gross Area</strong></td>
<td><strong>2,626</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Activity Description

IT Help Desks will provide a central area in each building where students can easily locate help troubleshooting technology or get answers about how to use softwares. Generally 1-2 students will man these desks during library hours.

Basic Room Parameters

<table>
<thead>
<tr>
<th>Service Points</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main IT Help Desk</td>
<td>1</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Secondary IT Help Desk</td>
<td>1</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

Occupants
- Main Desk - 2
- Secondary Desk - 1

Proximity Requirements

Adjoinceries
- Accessible by programs from both buildings. Ideally near library circulation desk and TLC Quantitative check-in desk or Media Lab. Could be adjacent to Loanable Tech area to assist in laptop and other media check-out.

Casework, Equipment and Furniture

| Casework   | Service desk with high and low counter space, under counter casework. |
| Technology | Wireless network access, power/data, computer or laptop station |
| Equipment  | None |
| Furniture  | Chairs |

Service Requirements

| Lighting | Overhead, natural, task |
| Electrical | Power/data for technology and equipment |
| HVAC     | No specific requirements |
| Plumbing | No specific requirements |

Finishes

| Floor   | Carpet |
| Walls   | None   |
| Ceiling | Acoustic |

Openings

| Windows | Exterior views and natural light nearby |
| Reeltes | None |
| Doors   | None |

Ancillary Support Spaces

Tech staging area in complex.

Other Requirements

None
Activity Description
The IT Department for the complex needs a small, touch-down office.

Basic Room Parameters
Square Footage

<table>
<thead>
<tr>
<th>STAFF SPACES</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Office</td>
<td>1</td>
<td>90</td>
<td>90</td>
</tr>
</tbody>
</table>

Occupants 1

Proximity Requirements
Adjacencies Near media lab. Central to complex.

Casework, Equipment and Furniture
Casework Office standard
Technology Wireless network access, wifi, computer or laptop station.
Equipment None
Furniture Desk, chairs.

Service Requirements
Lighting Overhead, natural, task
Electrical Power/data for technology and equipment
HVAC No specific requirements
Plumbing No specific requirements

Finishes
Floor Carpet
Walls Whiteboard, tackable surface
Ceiling Acoustic

Openings
Windows Exterior views and natural light preferred.
Relites Yes
Doors Yes, lockable

Ancillary Support Spaces
Near media lab, tech staging.

Other Requirements
Acoustics are important.
Activity Description
The Learning Commons complex needs a small, 24/7 media lab with computers, 3D printer, and tech help, as well as (3) print stations scattered throughout the complex for student printing needs.

Basic Room Parameters
Square Footage

<table>
<thead>
<tr>
<th>TECHNOLOGY</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Lab (20 Computers, 3D Printer)</td>
<td>20</td>
<td>40</td>
<td>800</td>
</tr>
<tr>
<td>Print Station and Scanner</td>
<td>3</td>
<td>50</td>
<td>150</td>
</tr>
</tbody>
</table>

Occupants 20

Proximity Requirements
Adjacencies Accessible by all programs and students.

Casework, Equipment and Furniture
Casework None
Technology Wireless network access, wifi, computers, 3D printer, other tech.
Equipment None
Furniture Computer desks and chairs with 8' of space for each student.

Service Requirements
Lighting Overhead, natural, task. Ensure no glare on the screens.
Electrical Power/data for technology and equipment, power for student use
HVAC No specific requirements
Plumbing No specific requirements

Finishes
Floor Carpet
Walls Whiteboards
Ceiling Acoustic

Openings
Windows Exterior views and natural light without computer screen glare.
Doors Open

Ancillary Support Spaces
Tech staging area.

Other Requirements
Accessibility is important. Acoustics are important. Technology is important. Mitigating glare is important.
Activity Description

Storage, staging and repair areas are needed for the technologies in the complex. The IT Department needs a staging and repair area large enough to receive the yearly shipment of new tech, and the Library has a collection of loanable laptops, cameras, and other tech that needs stored in chargeable stations near where it is being checked out.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>SUPPORT SPACES</th>
<th>Space</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loanable Technology Storage</td>
<td>1</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>IT Staging Room</td>
<td>1</td>
<td>500</td>
<td>500</td>
</tr>
</tbody>
</table>

Occupants          Intermittent

Proximity Requirements

Adjacencies  IT Staging Area can be anywhere in the complex as long as it is accessible by pallet jack.

Loanable technology needs to be stored near and IT Help Desk or the Circulation desk for check out.

Casework, Equipment and Furniture

Casework  IT Staging- countspace with power, upper & lower cabinets
Loanable Tech- lockable, charging storage cabinets

Technology  Wireless network access, wifi

Equipment  As needed for tech repair.

Furniture  None

Service Requirements

Lighting  Overhead, natural, task

Electrical  Power/data for technology and equipment

HVAC  No specific requirements

Plumbing  No specific requirements

Finishes

Floor  Carpet, hard surface.

Walls  Yes

Ceiling  Acoustic

Openings

Windows  If possible

Relites  No

Doors  Yes, lockable.

Ancillary Support Spaces

None

Other Requirements

None
VMRC PROGRAM INTRODUCTION

General Information

UWT has a large population of veterans and military-affiliated students. 10% of UWT students receive veterans benefits and 18% are military-affiliated. UW Tacoma has been designated as a “veteran supportive campus” by the Washington State Department of Veterans Affairs (VA).

The Veteran and Military Resource Center is comprised of two programs – the Veteran and Military Services and the Veterans Incubator for Better Entrepreneurship. VMS helps students step into college and navigate the VA educational benefits available to veterans and military connected students. VIBE provides an applied training environment that supports military veterans’ entrepreneurial aspirations and promotes their understanding of the modern startup life cycle.

Need for the Project

The VMRC is currently located on the third floor of the Library in a large open space divided by furniture. It is not only open inside the center, it is open to the rest of the 3rd and 4th floors of Tioga Library building. Due to the confidential nature of the work that the VMS does helping students understand their VA benefits and reintegration into civilian life after service, more privacy and acoustical separation is needed. Alternatively, VIBE is often a loud and inspiring space. They would like to be located nearer to a main thoroughfare to be a more visible program while not disturbing other programs that might appreciate quiet.

Though these programs have differing space needs, they enjoy being colocated as veterans or military students who visit for one type of service might serendipitously discover the other programs available to them on campus. Additionally, the Veterans Administration mandates eight keys of support for veterans on college campuses to receive the GI Bill. One key component is to have a centralized area with veteran & military support, and a lounge area.

Unique Aspects

A US Small Business Administration study recently showed that veterans are 45% more likely to be self-employed than non-veterans, and there is roughly one veteran-owned firm for every ten veterans. VIBE helps veterans understand entrepreneurship through mentoring, networking opportunities, and events that connect with the wider Tacoma business community.

Alaska Airlines began sponsoring the VMRC in 2016 and will continue an annual donation for 10 years. The funds provide for student programming and VIBE events. There are some logo and branding requirements needed to fulfill the terms of this sponsorship.

Veteran & Military Resource Services Team

Mike Wark, Assistant Vice Chancellor for External Relations, Office of Advancement
Karl Smith, Associate Vice Chancellor & Chief Admissions Offices, Enrollment Services
Andrea Coker Anderson, Registrar/Vet Services, Office of the Registrar
Roz Johnson, Associate Director of Veterans & Military Services
Thomas Kuljam, Director of Veterans Incubator for Better Entrepreneurship
Veteran Programs Overall Adjacency Diagram

Vet Programs Program Analysis

<table>
<thead>
<tr>
<th>Shared Vet Program Areas</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lounge w/ Soft Seating</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Kitchenette</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Private Break-Out Space</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Subtotal Shared Spaces</td>
<td>550</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Technology</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Spaces</td>
<td>2</td>
<td>40</td>
<td>80</td>
</tr>
<tr>
<td>Subtotal Admin / Staff</td>
<td>2</td>
<td></td>
<td>80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMS Offices</td>
<td>3</td>
<td>90</td>
<td>270</td>
</tr>
<tr>
<td>VMS Student Desks</td>
<td>3</td>
<td>60</td>
<td>180</td>
</tr>
<tr>
<td>VIBE Director Desk</td>
<td>1</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Subtotal Admin / Staff</td>
<td>7</td>
<td></td>
<td>540</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage Room (VMS/VIBE)</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Storage Room (Student Veteran Clubs)</td>
<td>1</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Subtotal Support Spaces</td>
<td>2</td>
<td></td>
<td>160</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Totals</th>
<th>Area</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Net Program Area</td>
<td>1,330</td>
<td></td>
</tr>
<tr>
<td>Circulation as a % of Net Program Area</td>
<td>20%</td>
<td>266</td>
</tr>
<tr>
<td>Walls/Structure as a % of Net Program Area</td>
<td>10%</td>
<td>133</td>
</tr>
<tr>
<td>Total Gross Area</td>
<td>1,725</td>
<td></td>
</tr>
</tbody>
</table>
General Information

For college campuses to receive GI Bill funding, they must fulfill eight key support mandates. One key component is to have a centralized area with veteran support and a lounge space. Alaska Air has sponsored for the UWT VMS space for the next 7 years. There is some logo and branding commitments to be aware of.

The Veterans Incubator for Better Entrepreneurship (VIBE) is the brain child of Thomas Kuljam, Director of VIBE. Veterans are 45% more likely to be business owners than civilians. VIBE supports and nurtures Veterans who want to become entrepreneurs.

Activity Description

The Veteran's Lounge should have soft-seating, tech comforts (TV, places to plug in computers, Wi-Fi), and a civilian aesthetic, while being primarily open to veterans. It can double as the VIBE Incubator which needs a large, open space where VIBE events and daily lunch programming can occur. VIBE events are varied from doughnut Tuesdays to large networking conferences with local entrepreneurs. For larger events, the these programs could use the Powerhouse.

Basic Room Parameters

<table>
<thead>
<tr>
<th>Shared Vet Program Areas</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lounge w/ Soft Seating</td>
<td>400</td>
<td>400</td>
</tr>
</tbody>
</table>

Occupants Up to 20

Proximity Requirements

Adjacencies Kitchenette, VIBE/VMS offices, Technology

Casework, Equipment and Furniture

Casework None

Technology Wireless network access, A/V equipment for telecast or presentations, power for student use

Equipment None

Furniture Soft seating & flexible furniture – couches, chairs, coffee table, side tables

Service Requirements

Lighting Overhead, natural

Electrical TV/Screen, power for student use

HVAC No specific requirements

Plumbing No specific requirements

Finishes Floor Carpet

Walls Acoustical separation, whiteboard, tackable surface

Ceiling Acoustic ceilings

Openings Windows Exterior views and natural light preferred

Rests Yes

Doors Yes

Ancillary Support Spaces

None

Other Requirements

Acoustics are important.
KITCHENETTE

General Information
Both Veteran Services and VIBE would like access to coffee and a small set up for food for both staff and veterans visiting the program space to use.

Activity Description
Serve coffee, heat up snacks or lunches brought to VIBE brown bag lunch programs, and a place too have shared food for anyone visiting the center.

Basic Room Parameters

<table>
<thead>
<tr>
<th>Shared Vet Program Areas</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchenette</td>
<td>1</td>
<td>60</td>
</tr>
</tbody>
</table>

Occupants 1-2

Proximity Requirements
Adjacencies
- Open to Veteran’s Lounge & VIBE Incubator
- Adjacent to Offices

Casework, Equipment and Furniture
- Casework: 8’-10’ of countertop with upper, lower and sink cabinets
- Technology: None
- Equipment: Small refrigerator, microwave, coffee machine, kettle.
- Furniture: None

Service Requirements
- Lighting: Overhead
- Electrical: For equipment
- HVAC: No specific requirements
- Plumbing: Sink

Finishes
- Floor: Hard surface
- Walls: Backsplash
- Ceiling: Acoustic ceilings

Openings
- Windows: Open
- Relites: None/Open
- Doors: None/Open

Ancillary Support Spaces
None

Other Requirements
None
General Information

Break-out spaces are small, enclosed rooms.

Activity Description

All veterans' programs would use small break-out rooms at various different times for small group study, huddle space, private conversations, one-on-one counseling & other services. Within the Veteran Program space, there needs to be at least one private, enclosed break out space, but others can be shared throughout the building with other programs.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Shared Vet Program Areas</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Break-Out Space</td>
<td>1</td>
<td>90</td>
</tr>
</tbody>
</table>

Occupants: Up to 3 people

Proximity Requirements

Adjacencies: Veteran’s Lounge/VIBE

Casework, Equipment and Furniture

Casework: None

Technology: Wireless network access, screen w/ HDMI cable for laptop docking

Equipment: Whiteboards

Furniture: Table & chairs

Service Requirements

Lighting: Overhead

Electrical: For technology & student use

HVAC: No specific requirements

Plumbing: No specific requirements

Finishes

Floor: Carpet

Walls: Acoustical separation, whiteboards

Ceiling: Acoustic ceilings

Openings

Windows: Exterior views & natural light preferred

Relites: Yes

Doors: Yes

Ancillary Support Spaces

None

Other Requirements

None
General Information
Veterans Services and VIBE visitors need access to a few computer stations to complete online forms to receive services and access entrepreneurial resources.

Activity Description
Two computer stations accessible to any veteran students. Sometimes veteran students will need to access online resources and services, which needs some privacy to input sensitive and personal data.

Basic Room Parameters

<table>
<thead>
<tr>
<th>Technology</th>
<th>Seats</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Computer Spaces</td>
<td>2</td>
<td>40</td>
<td>80</td>
</tr>
</tbody>
</table>

Occupants 1 at each station

Proximity Requirements
Adjacencies Veteran’s Lounge/VIBE

Casework, Equipment and Furniture

Casework None
Technology Wireless network access, computer with dual monitors
Equipment None
Furniture Study carrels, or table with privacy, desk chairs

Service Requirements

Lighting Overhead, ensure minimal glare
Electrical For technology & student use
HVAC No specific requirements
Plumbing No specific requirements

Finishes
Floor Carpet
Walls None
Ceiling Acoustic ceilings

Openings
Windows Exterior views & natural light preferred
Relites None/Open
Doors None/Open

Ancillary Support Spaces
None

Other Requirements
None
General Information
Veterans Military Services (VMS) helps student veterans access resources and services available to them in college. There are (3) full time office staff and (3) part- to full-time student staff who operate the VMS side. Student staff include (1) student front & check-in desk staffed full time, (1) PAVE/Work Study staffed full time, and (1) VetCorps Navigator staffed part-time. VIBE is run by one director.

Activity Description
VMS handles confidential information to help student veterans access resources. As such VMS office staff need private offices with acoustical separation. The student staff should sit near to the office staff, as they are the first point of contact for the VMS and the Lounge areas. These offices and desks want to occupy a more private and secured part of the space.

The VIBE Director prefers to sit on the main floor of the Incubator with no acoustical separation near the front entry to encourage and welcome people to the center. This allows future entrepreneurs to listen in on his conversations, phone calls, and work to get a better sense of what the everyday work of an entrepreneur sounds, looks and feels like.

Basic Room Parameters
Square Footage

<table>
<thead>
<tr>
<th>Staff Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMS Offices</td>
<td>3</td>
<td>90</td>
<td>270</td>
</tr>
<tr>
<td>VMS Student Desks</td>
<td>3</td>
<td>60</td>
<td>180</td>
</tr>
<tr>
<td>VIBE Director Desk</td>
<td>1</td>
<td>90</td>
<td>90</td>
</tr>
</tbody>
</table>

Occupants 1 at each space, with room for 1 additional visitor

Proximity Requirements
Adjacencies VMS Offices and Student Desks should be furthest away from the main entry or have a quieter secondary entry. One Student Desk should be facing the entry to welcome & check-in visitors.

VIBE Director Desk sits inside of the VIBE Incubator Space near the main entry to be a secondary set of eyes for check-in and welcome.

Casework, Equipment and Furniture
Casework VMS Offices – Varied: file cabinet, tall wardrobe cabinet, bookshelves as needed by each office staff

Technology Wireless network access, computer with dual monitors, phones

Equipment Sit-stand stations as requested

Ancillary Support Spaces
None

Other Requirements
None
General Information

Veterans Programs have various storage needs between the VMS, VIBE, and other Student Veteran Clubs.

Activity Description

Store Veteran Program items. One storage room to be shared between VMS and VIBE that is lockable and only accessible by those two programs, and an additional storage room for campus student veteran clubs.

Basic Room Parameters

Square Footage

<table>
<thead>
<tr>
<th>Support Spaces</th>
<th>Spaces</th>
<th>Area</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage Room (VMS/VIBE)</td>
<td>1</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Storage Room (Student Veteran Clubs)</td>
<td>1</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

Occupants: None

Proximity Requirements

Adjacencies: In same building as Veteran Programs. Ideally nearer to the offices.

Casework, Equipment and Furniture

Casework: None
Technology: None
Equipment: Shelving units
Furniture: None

Service Requirements

Lighting: Overhead
Electrical: No specific requirements
HVAC: No specific requirements
Plumbing: No specific requirements

Finishes

Floor: Hard surface
Walls: Drywall
Ceiling: Drywall

Openings

Windows: No
Relites: No
Doors: Yes, lockable

Ancillary Support Spaces

None

Other Requirements

None