

**Program for the  
CAMPUS SERVICES BUILDING  
Redwood Campus  
(Facilities and Parking Services Building)**

General Project Overview:

The proposed facility will be located at the Redwood Road Campus of Salt Lake Community College on 2200 West, immediately east of the existing Facilities Services Shop area. It is essential that this new facility blend with the existing buildings as well as reflect a sense of tying to the architecture of the Redwood Road Campus. It is also essential that this new facility respect the residential areas adjacent to it.

SLCC Mission Statement and Goals

All interested design/construction parties must be familiar with SLCC's Mission, Vision and Goals. They are available at <http://www.slcc.edu/about/> .

Facilities Division Mission Statement / Expectation:

All interested design/construction parties must be familiar with SLCC Facilities Division **Mission Statement** and **Quality of Expectation** which are available at <http://www.slcc.edu/facilities/>.

All work associated with this project shall conform to:

- SLCC's Design Guidelines** available at <http://www.slcc.edu/facilities/> .
- All pertinent and current DFCM Guidelines
- All pertinent and current codes, regulations and laws

Implementation, Cost and Schedule:

The maximum project budget is \$2,500,000. It is anticipated that the project will consist of approximately 17,000 finished square feet.

## Summary of Facility and Program:

Physical Resources / Parking / Security Bldg.  
 Office Building  
 Redwood Road Campus  
 Program  
 5/14/2007

	No. Spaces	No. Occupants		Sq. FT. / Occ.		Total Sq. Ft.
<b>Facilities Services</b>						
Director of Facilities	1	1	Office	150	Sq. Ft.	150 Sq. Ft.
Admin. Asst	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Conference Room	1	16	Conf	25	Sq. Ft.	400 Sq. Ft.
Customer Service Coord.	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Customer Service Tech	1	1	Office	100	Sq. Ft.	100 Sq. Ft.
Secretary III/Motor Pool	1	1	Open Office	120	Sq. Ft.	120 Sq. Ft.
Building Receptionist	1	1	General	65	Sq. Ft.	65 Sq. Ft.
Heat Plant foreman	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Accountant	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Fleet Supervisor	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Industrial Hygienist	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Storage	1	0	Stor	600	Sq. Ft.	600 Sq. Ft.
Custodial Closet	1	0	Stor	250	Sq. Ft.	250 Sq. Ft.
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Subtotals:	13	26	Occupants			<b>2,405 Sq. Ft.</b> 19.16%

	No. Spaces	No. Occupants		Sq. FT. / Occ		Total Sq. Ft.
<b>Asst. Director of Facilities</b>						
Asst Director	1	1	Office	140	Sq. Ft.	140 Sq. Ft.
Small Conf. Room	1	8	Conf	25	Sq. Ft.	200 Sq. Ft.
Secretary	1	1	Office	100	Sq. Ft.	100 Sq. Ft.
Project Managers	3	3	Office	120	Sq. Ft.	360 Sq. Ft.
Master Plan'g. Coord.	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Crafts Supervisor	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Fire Marshall	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Storage - Samples	2	0	Storage	600	Sq. Ft.	1,200 Sq. Ft.
Arch. Spec/Computer Rm	1	2	Office	100	Sq. Ft.	200 Sq. Ft.
Architect	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Archives	1	0	Storage	200	Sq. Ft.	200 Sq. Ft.
Interior Designer	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Office Supplies	1	0	Storage	50	Sq. Ft.	50 Sq. Ft.
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Subtotal:	16	20	Occupants			<b>3,050 Sq. Ft.</b> 24.29%

	No. Spaces	No. Occupants		Sq. FT. / Occ.		Total Sq. Ft.
<b>Maintenance Foreman</b>						
Maintenance Supervisor	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Secretary	1	1	Office	100	Sq. Ft.	100 Sq. Ft.

Lead Custodian	1	1	Office	100	Sq. Ft.	100 Sq. Ft.
Subtotal:	19	23	Occupants			<b>320 Sq. Ft.</b> 2.55%

<b>Parking Services</b>	No. Spaces	No. Occupants		Sq. FT. / Occ.		Total Sq. Ft.
Director of Parking Services	1	1	Office	140	Sq. Ft.	140 Sq. Ft.
Secretary	1	1	Office	100	Sq. Ft.	100 Sq. Ft.
Open Work Areas	3	1	Office	100	Sq. Ft.	300 Sq. Ft.
Parking/CSO	1	5	Open Work	150	Sq. Ft.	150 Sq. Ft.
Counter/Drive-up Area	2	1	Office	80	Sq. Ft.	160 Sq. Ft.
Storage	1	0	Storage	150	Sq. Ft.	150 Sq. Ft.

Subtotal:	9	9	Occupants			<b>1,000 Sq. Ft.</b> 7.96%
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<b>Police Services</b>	No. Spaces	No. Occupants		Sq. FT. / Occ.		Total Sq. Ft.
Chief's Office	1	1	Office	150	Sq. Ft.	150 Sq. Ft.
Lieutenant	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Sergeant	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Detective	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Clerical	1	1	Office	100	Sq. Ft.	100 Sq. Ft.
Squad Room	1	3	Office	120	Sq. Ft.	360 Sq. Ft.
Evidence Room	1	1	Storage	150	Sq. Ft.	150 Sq. Ft.
Dispatch	1	1	Office	150	Sq. Ft.	150 Sq. Ft.
Locker Rm/Men&Women	2	Multi	Support	750	Sq. Ft.	750 Sq. Ft.
Storage	1	0	Storage	250	Sq. Ft.	250 Sq. Ft.

Subtotal:	10	11	Occupants			<b>2,270 Sq. Ft.</b> 18.08%
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<b>Key / Sign Office</b>	No. Spaces	No. Occupants		Sq. FT. / Occ		Total Sq. Ft.
Key Office Manager	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Technician	1	1	Office	100	Sq. Ft.	100 Sq. Ft.
Sign Maker Shop/Office	1	1	Shop/Office	300	Sq. Ft.	300 Sq. Ft.
Locksmith Shop/Office	1	1	Shop/Office	300	Sq. Ft.	300 Sq. Ft.
Key Dist. Counter/DU Wdw	1	3	Open Work	100	Sq. Ft.	300 Sq. Ft.
Key Vault/Storage/Cutting	1	1	Open Work	250	Sq. Ft.	250 Sq. Ft.
Office Supplies Storage	1	0	Storage	200	Sq. Ft.	200 Sq. Ft.

Subtotal:	7	8	Occupants			<b>1,570 Sq. Ft.</b> 12.50%
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<b>MDC Area</b>	No. Spaces	No. Occupants		Sq. FT. / Occ		Total Sq. Ft.
MDC Manager	1	1	Office	120	Sq. Ft.	120 Sq. Ft.
Courier Service	3	3	Open Work	80	Sq. Ft.	240 Sq. Ft.
Receiving clerk	1	2	Open Work	80	Sq. Ft.	80 Sq. Ft.
Receiving and Dist Center	1	4	Open Work	1,500	Sq. Ft.	1,500 Sq. Ft.

Subtotal:	6	10	Occupants			<b>1,940 Sq. Ft.</b> 15.45%
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Total Sq. Ft. Net:		12,555 Sq. Ft. 100.00%
Total Sq. Ft. Gross :	70-30%	<b>16,322 Sq. Ft.</b>

- \* Common space assumptions: Restrooms, Break/Vending Room, Circulation -- Vert and horiz., Mech Rooms, phone data, etc.
- \* Emergency Ops Center Requirements: Conf. Room doubles as Policy Group meeting location; Break Room doubles as Emergency Operations Center
- Group meeting area; Decide which 80 SF room could double as communications room and house some permanent equipment for emergency operations.
- Provision for hook up to Emergency Generator, if affordable, or portable generator if not. Run circuits now to separate emergency panels for future tie to transfer switch and generator

### Site and Site Considerations:

The site is currently minimally landscaped, adjacent to an existing paved maintenance area and must be integrated into the existing flow of vehicles and pedestrian traffic. The area from the front of the building eastward shall be capable of being closed off during times of shut down to ensure security of the existing shop and storage areas. The site is also adjacent to the North Jordan Canal. The edge of this canal presents a “park-like” feel and it is desired that the south area of this building physically and visually interact with the canal to allow for access and views of the shaded areas, with mature trees, as well as the existing patio area, used for small gatherings and informal meetings. The interplay of these areas and the new building is essential.

The active area of this building should be oriented northward to allow for visitors, patrons picking up keys and patrons obtaining parking permits. A desired feature would be that of a “drive-up window” that would allow for these transactions to take place without directing traffic through the existing facilities compound. A somewhat regulated opening into the facilities compound would be desirable. This would ideally discourage patrons from progressing further east but would allow occasional access of crafts pedestrians and vehicles into the shop area.

Parking for building occupants will be near the Tennis Court area on the Campus proper. Building occupants, with the exception of the disabled, will be expected to traverse the existing perimeter road, with a new crosswalk location, to a new walk (included in this project) that would direct them westward to the existing sidewalk along 2200 West Street. Adjacent to the building shall be parking for approximately 10 motor pool/service vehicles, 10 police vehicles, disabled, and short term visitors. Access for after hours motor pool vehicles shall be by a remotely operated, motorized gate. Internal gate operation shall be by use of a sensor which shall open the gate upon approach of an exiting vehicle. The gate shall be programmable to allow for predetermined daily and weekly scheduling.

There shall be adequate site lighting to provide an aesthetically pleasing, comfortable, and safe exterior along with new walkways, parking and surrounding areas of the building. These shall be controlled as described in the SLCC Design Guidelines.

A current topographical survey is available and will be made available to teams at the proper time.

### Landscaping:

Ongoing ease of maintenance and minimal water consumption are of the utmost importance in the design of the landscaping. Planting materials and irrigation systems shall be low water use and shall conform to SLCC's **Design Guidelines**. Traffic patterns, pedestrian flow and ease of maintenance shall all be considered in the final approved landscape design. Existing mature trees on the site shall be preserved and maintained wherever possible.

### Energy, Environmental, and Resource Conservation:

This building shall be as energy, environmentally and resource responsible as possible, within the allowable budget. Opportunities for such would be as follows:

- Compliance with State of Utah SBEEP program
- Use of energy efficient HVAC components
- Use of occupancy sensors
- Use of natural day lighting, wherever possible.
- Use of insulated, low-e, thermally broken, energy conserving, glazing and components
- Ties into existing campus automated controls system for HVAC and lighting control (interior and exterior).
- Use of waterless urinals
- Use of recycled content building materials where economically feasible
- Proper placement of glass to maximize desired exposures
- Use of outside air (economizers) where possible to aid in building cooling
- Smaller isolated HVAC units for telecom/computer components requiring year round cooling.
- Energy efficient lighting – fixtures and lamps
- Variable frequency drives on all motors 5 HP and above.
- Etc.

## Building:

It is intended that this building house the following major functions or operations:

- Facilities Services
- Parking Services
- Police Services
- Key / Sign Office
- Materials Distribution Center / Receiving

These functions shall be designed to complement each other under the same roof and shall use common outside areas and compounds.

## **SPACE DESCRIPTION**

### **General Building**

The building shall be well penetrated with natural light from all possible sources. The main entry shall be well defined and obvious to patrons approaching the building. Secondary entrances/exits shall be less obvious to minimize confusion to patrons. The general lobby/reception area shall be immediately accessible from the main entry and shall have seating, provision for plant locations and allow for a subtle visual penetration into the building and its circulation spaces, both main and upper level. The entire building shall have provision for wireless data capability, as well as the outside areas adjacent to the existing patio area. Multiple lighting levels shall be achieved in all occupied spaces via dual switching of each fixture. ½ of the fixture(s) run to each switch leg. This allows for 3 levels of work light; none, 50% of each fixture on or 100% of each fixture on. This switching shall be overridden by an occupancy sensor in each room. All work spaces shall have adequate phone/data and power per referenced SLCC Design Guidelines. If the budget allows, a lower basement level would be desirable. This area could house MDC (Materials Distribution Center) as well as contain unfinished space for future use.

### **Facilities Services**

Director of Facilities:	Adequate to house an operation for control and direction of college Facilities Services functions. Natural lighting with exterior windows is required. Ample space is required for a desk, credenza, bookshelves and a small meeting table for 5 people.
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- Administrative Assistant: Of support to the Director of Facilities. Entrance to the Director's office is through the Administrative Assistant's office and corridor. A small waiting area is suggested for the Administrative Assistant and Director.
- Conference Room: The Conference Room is a support to total building activities. It is to be a focal point for the entire Facilities Division, to be used as a meeting place and organization room. The room should seat 25 people comfortably around a common table and provide enough room to seat an additional 10-12 people around the perimeter. It shall be wired for a large video screen for presentations, have an electrically operated projection screen, data/phone connections under the table with adequate power for projectors and connections to the video monitor. There shall be 2 quad power outlets in the floor, one at each 3<sup>rd</sup> point of the table. These outlets shall be circuited to connect to the emergency panel. There shall be quad outlets and additional data outlets on each wall. There shall be a white board placed on one end wall. This room shall double as the College Emergency Policy Operations Group meeting location. This room could also incorporate a divider wall to create two separate conference rooms, one large and one small.
- Customer Service Coord: The Customer Service Coordinator's office shall be capable of housing a workstation with space for 2 side chairs to be used for consultation and waiting.
- Customer Service Tech: Adequate office workstation.
- Secretary III / Motor Pool: Open workstation in common area, adjacent to Fleet Supervisor. Workstation shall allow for a walk-up counter where Motor Pool vehicles may be reserved or picked up. Counter to be stand-up height with writing surface capabilities.

Building Receptionist:	Open workstation adjacent to building entry and integrated into the lobby area. There shall be adequate space for waiting and provisions for side tables, chairs, and plant locations.
Heat Plant Supervisor:	Adequate office workstation.
Accountant:	Adequate office workstation with additional filing capability for financial records and documents.
Fleet Supervisor:	Adequate office workstation.
Industrial Hygienist:	Adequate office workstation with adjacent lockable 4' x 6' storage closet with shelving for instruments and supplies.
Storage:	An area adequate for storage of supplies, presentation materials, audio visual equipment, paper supplies, office supplies, file cabinets, samples, active drawings, etc.
Custodial Closet:	General Closet for the entire building. Adequate to house supplies, floor machines, vacuums, chemicals, mop buckets, floor sink with ceramic tile wainscot near wet area, etc. This space could be split into two smaller spaces with one adjacent to each restroom/locker room area.

### **Asst. Director of Facilities**

Asst. Director:	Adequate office workstation with 4 side chairs and table for small meetings of 4 additional people. Exterior windows required. Adjacent to functions listed above under Asst. Director, especially project managers, Architect, Architectural Specialist, Interior Designer and Secretary.
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Small Conf. Room:	Capability to seat 10 people comfortably around a small conference table with perimeter seating for 8 more people. It shall be wired for a mid sized video monitor for presentations, have a manually operated projection screen, data/phone connections under the table with adequate power for projectors and connections to the video monitor. There shall be 1 quad power outlet in the floor. This outlet shall be circuited to connect to the emergency panel. There shall be quad outlets and additional data outlets on each wall. There shall be a white board placed on one end wall of appropriate size.
Secretary	Adequate open work station.
Project Managers:	Consists of adequate offices for privacy to meet with architects, engineers and contractors. Each space with extra filing space, throw table areas, and 2 side chairs per work station.
Master Planning Coord:	Adequate office for privacy to meet with various customers and consultants. Include extra filing space for throw table area and 2 side chairs.
Crafts Supervisor:	Adequate office work station with 2 side chairs.
Fire Marshall:	Adequate office work station with throw table and 2 side chairs.
Storage – Samples:	Two spaces for storage and access to various architectural and interior finish samples.
Architectural Specialist:	Adequate open work station. Must be adjacent to Computer Room.
Computer Room:	Individual year round cooling capability, isolated from general building heating/cooling units. Space for large format scanner, plotter and supplies.

Architect:	Adequate office work station with throw table, 2 side chairs and extra filing space.
Archives:	Adjacent to Architect, Project Managers and Architectural Specialist. Adequate storage for large format flat files, vertical drawing racks, shelving for O&M Manuals, Project Manuals, etc.
Interior Designer:	Adequate open work station. Extra filing capability. Adjacent to one Sample Storage Room. 2 side chairs and throw table.
Office Supply Closet:	Storage for day-to-day office supplies. Lockable.

### **Maintenance Foreman**

Maintenance Foreman:	Adequate office work station with 2 side chairs.
Secretary:	Adequate open work station.
Lead Custodian:	Adequate office work station.

### **Parking Services**

Director of Parking Svcs:	Adequate to house an operation for control and direct Parking functions with 4 side chairs and a table for small meetings of up to 4 additional people. A flat screen television and DVD/VCR combo will be needed.
Secretary:	Adequate office space
Open Work Areas:	Open work areas with storage/ filing cabinets with tables for computer stations.
Parking/CSO	Counter area for two computer work stations.
Counter/Drive-up Area:	Counter area for two cash registers and a Drive up window for transactions.

Storage: Lockable area to store parking permits and other forms. Need shelving and filing cabinets.

## **Police Services**

Chief's Office: Adequate to house an operation for control and direct Police functions with 4 side chairs and a table for small meetings of up to 4 additional people.

Lieutenant: Adequate to house an operation for control and direct Sergeants with 2 side chairs with adequate filing cabinets.

Sergeant: Adequate office with throw table and 2 side chairs.

Detective/Interrogation: Adequate office with throw table and 2 side chairs. Handcuff rail on back wall with adequate backing, CCTV and recorder for interviews and interrogations.

Clerical: Adequate office work station with 2 side chairs. Large filing cabinets also need an area for printing, fax machine and copier.

Squad Room: Large open area to house 4 officers at a time with computer stations and filing cabinets. Flat screen monitor, DVD/VCR combo.

Evidence Room: Secure room to store and house evidence collected. Standard shelving will be needed on all interior walls.

Dispatch: Adequate office to house two employees with computers and monitors. Also house DVR and 4 monitors for CCTV

Locker Rm. Men/Women: Area needs to be large enough to have the ability to change clothing. Restroom needed in this area, minimum size of lockers is 12"x34"

Storage: Secure storage area with shelving to house case files and police equipment.

### **Key / Sign Office**

Key Office Manager: Adequate office work station with 2 side chairs.

Technician: Adequate office work area

Sign Maker Shop/Office: Office/Shop area to house sign making equipment and supplies.

Locksmith Shop/Office: Office/Shop area to house locksmith work area equipment and supplies.

Key Distribution Counter/DU Window: Area for computer access, files, walk-up writing surface, key catalogs, etc.

Key Vault/Storage/Cutting: Secure area for key storage, key cutting, identification stamping, and associated items.

Office Supplies Storage: Adequate storage area for general office supplies.

### **Materials Distribution Center**

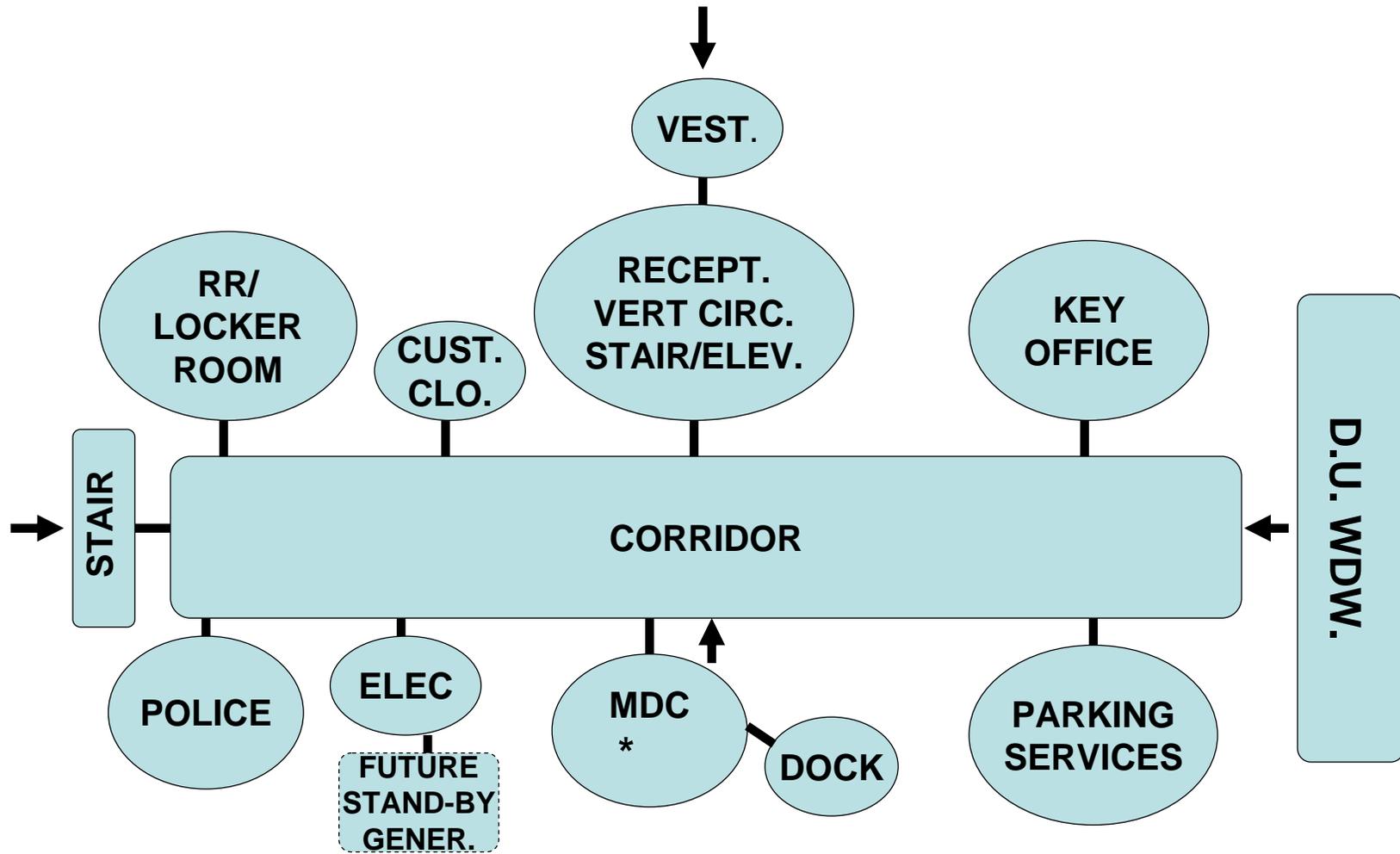
MDC Manager: Adequate office work station with 2 side chairs.

Courier Service: Adequate open work area

Receiving Clerk: Adequate open work area

Receiving and Dist: Adequate staging area with dock for receipt of goods from all types of heavy vehicles, temporary storage area with shelving and space for associated equipment such as pallet jacks, forklifts, etc.

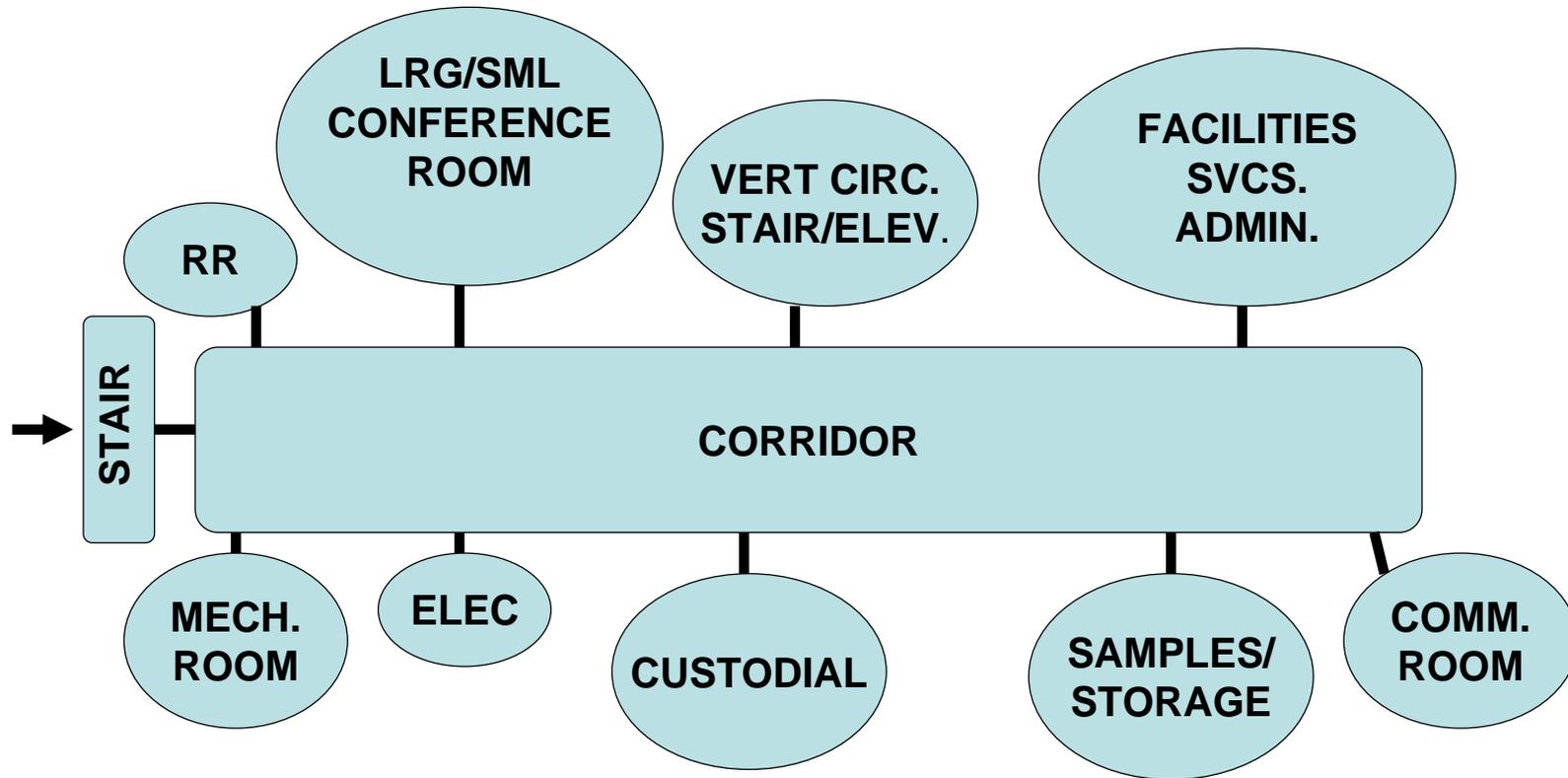




**FIRST LEVEL**

\* COULD BE UNDER ½ LEVEL BST.  
ON NORTH END OF BLDG.

NORTH →



**SECOND LEVEL**

NORTH →