

Front Desk Remodel (#1)

By the Publicity Center

Contact Information

Project Title: AS Publicity Center front counter remodel	
Department: AS Publicity Center	Advisor: Jeff Bates
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Brief overview of what you would like to accomplish with a proposal?

Create better customer service by establishing staff positioned at purposeful desk space facing front window. Provide a more effective workspace for the Account Executive, while creating a more inviting front window to interface with clientele. Also, this would provide needed staging space for our distribution crew, and replace the existing poorly engineered fire gate.

What do you anticipate as the impact this project would have on your department?

Fewer people walking directly into office by gatekeeping in a comfortable space. Provide staff with an adequate work area where none exists now. Provide clients with an inviting and professional space for conversation about projects.

What are other alternatives if your proposal is not accepted?

Keep the one Account Executive at the front counter with less than adequate work space, creating a messy and uninviting front window space. Continue with problematic fire gate.

Estimated Cost and timeline (Determined by VU Facilities)

This project will cost roughly \$3500 and the timeline will be determined based on Facility Management Availability. The Gate issues will be handled by VU operations separate from this request since it is a repair and replacement expense for the facility.

Selection Criteria

- Makes a positive impact on WWU students or AS Service Delivery
- Flashes a reasonable & realistic impact on service delivery

