

Office Furniture Upgrade (#6)

By the Club Activities Office

Contact

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| Project Title: Club Activities Office Furniture Upgrade | |
| Department: AS Club Activities Office (aka Club Hub) | Advisor: Casey Hayden |
| Contact Name: Casey Hayden | Contact phone:x2489 |
| Alt Contact Name: Jarred Tyson (Club Coord.) | Alt Contact Phone: x6121 |

Brief overview of what you would like to accomplish with a proposal?

The Club Activities Office sees this proposal as a necessary leap forward in the ability to provide adequate workspace for student employees and volunteers, to maximize the effectiveness of those student staff resources, and to enhance the service delivered by the Club Hub to any of the approximately 3000 students involved in AS Clubs.

Proposal to purchase furniture (desks, partition walls, tables) in order to:

- **Align the layout of the office with its newly shifted purpose**

In recent years, the space has changed from mostly an unstaffed, open workspace and impromptu meeting space for clubs (a quiet "Center") to a production area for student employees retaining some of its openness as a free-flow workspace (a thriving "Office" or "Hub").

- **Provide for the growth in student staff that has occurred**

10 years ago - the occasional work study student in the space

7 years ago - no staff in the space, grad student in Casey's office space

3-6 years ago - 1 or 2 graduate interns in the space (Casey was now in his office)

2 years ago - creation of AS Club Coordinator position, stationed in the space

1 year ago - Experimented with Club Coordinator and Asst. Business Director in space plus 6 undergrad volunteer interns

Current year - Club Coordinator, 2 new Club Support Specialists, continuing volunteer intern involvement, not currently housing Asst. Business Director primarily due to workspace limitations

- **Provide workstations that meet the varied needs of the office**

1 - a "Welcome / In-take" station

2 - focused, high-concentration workspace (behind partition walls)

3 - Visible, multi-functional stations for when multiple staff are present

4 - Open lab-style computers (keep the 2 we have) for club member use

5 - conference table space for Club Hub business, demos, orientations, tutorials, etc

6 - repositionable conference tables maximizes dry craft construction space / event prep space

- **Create a more welcoming/inviting entry experience for users of the office/service**

We need to make it visually apparent that the staff person sitting in the space is available, ready, and willing to serve the person walking in. We will do this through better placement, orientation, and design of the welcome desk area adding a place for patrons to sit adjacent to the staffer and easily see/share their computer screen to follow along with online instructions/helpful sites.

- **Provide a more functional meeting space**

Very frequently, the need arises for Club Hub staff to jointly view a single computer screen (e.g. internally

using the collaborative tools of OrgSync, demonstrating countless online procedures for club members, conducting weekly New Club Orientations, going over Activities Council documents since they are no longer being printed, etc.). These functions are often being conducted in VU 543 as it most closely meets the needs of the office. Aspects of this proposal that support a more effective meeting space include: better conference tables and relocating the lab computers while linking one with a flat/presentation screen. The separate tech upgrade proposal will also be key to this enhancement.

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

Much of my response to this question is also reflected in the answer to the previous question. To highlight the major impacts on the department, we would anticipate:

Increased Productivity

- Able to get focused work done behind partitions when needed
- More hourly and volunteer staff able to engage in work at one time
- Flexibility of moving Asst. Bus. Director back into the space if deemed a good direction
- Simply more effective business and workflow in collaborative/group meetings

More Professional Work Environment

- Adequate and functional workspace for employees is a basic provision employers need to ensure
- Matching furniture presents a cohesive and attractive look that reflects quality and professionalism
- Moving communal printer out of the space eliminates frequent non-club-related interruptions
- Furniture that appears office-like sends a message that the staff can competently handle student needs

Higher Quality Service to Students

- Clearly staged welcome area streamlines service delivery
- Students benefit from better, more on-demand demos and tutorials on easily viewable screens
- Purpose of the space will be more clear for patrons, eliminating confusion about boundaries

What are other alternatives if your proposal is not accepted?

The increase in staffing has already come to fruition, so some adjustment is imperative. We would probably seek out any secondhand on-campus reserves of furniture or surplus to try to supplement the existing furniture layout, trying to get as close as possible to the diagram Greg has helped to design (see attachment, configuration C). Past experience indicates that when you scrape for secondhand furniture, you don't get things in the best condition and it won't match any existing style, leaving the office looking disorganized and unprofessional. Hopefully, the tech proposal for increased workstations and flat/presentation screen would still be accepted.

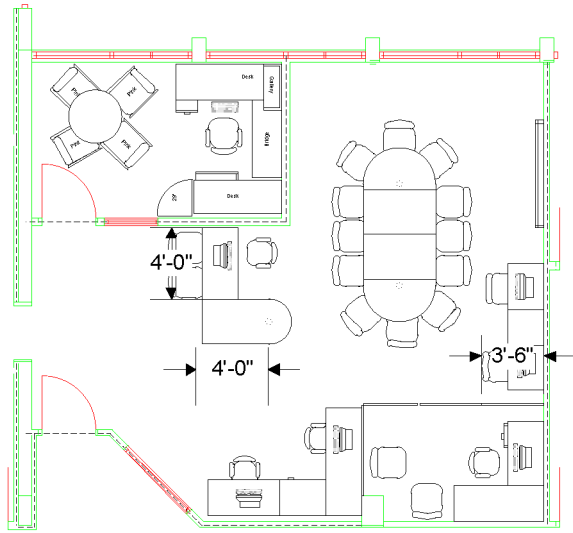
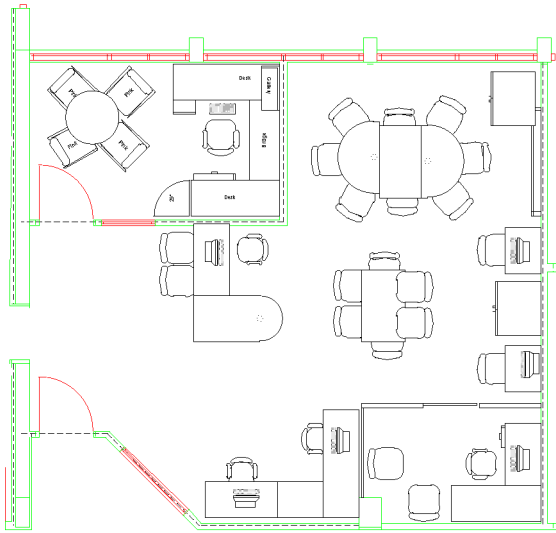
Estimated Cost and timeline (Determined by VU Facilities)

Estimated cost for the furniture portion is \$11,427.92 of this request. Furniture will take approximately one month to order and 6 to 8 weeks for delivery and install once the order had been placed.

The media equipment is estimated at \$3,000 for FM install and the purchase of cables mounts etc. Media equipment is departmental and will need to be purchased through the AS Tech Committee as new equipment.

Selection Criteria

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



| Club Hub Proposal | | | | | |
|--|--------------|-------------|----------|--------------|-----------------------|
| FURNITURE | | | | | |
| Item | Style Number | List Price | Quantity | Sum | WWU Price (Est) |
| 60x30 Stee lease Akira Table Flip Top with casters | AK6030RTC | \$ 1,586.00 | 2 | \$ 3,172.00 | \$ 1,427.40 |
| 60x34 D Shaped Stee lease Akira Table with Fliptop and casters | AKF603DTC | \$ 1,617.00 | 2 | \$ 3,234.00 | \$ 1,455.30 |
| 78" high x 42" KICK Sliding Pannel Door | TSAPDSK7842 | \$ 1,846.00 | 1 | \$ 1,846.00 | \$ 830.70 |
| 66" High x 36" Monolithic Panel Tackable | TSAPF6636 | \$ 431.00 | 1 | \$ 431.00 | \$ 193.95 |
| 66" High x 42" Monolithic Panel tackable | TSAPF6642 | \$ 489.00 | 1 | \$ 489.00 | \$ 220.05 |
| 66" High x 60" Monolithic Panel Tackable | TSAPF6660 | \$ 611.00 | 1 | \$ 611.00 | \$ 274.95 |
| 12" High 42" Tackable Stacker | TSAPS1242T | \$ 321.00 | 1 | \$ 321.00 | \$ 144.45 |
| 12" High 36" Tackable Stacker | TSAPS1236T | \$ 287.00 | 1 | \$ 287.00 | \$ 129.15 |
| 12" High 60" Tackable Stacker | TSAPS1260T | \$ 392.00 | 1 | \$ 392.00 | \$ 176.40 |
| 66" High Vertical Cornertrim | TSAPTC66 | \$ 68.00 | 1 | \$ 68.00 | \$ 30.60 |
| Wall Start Connectors | TSAPBWS66 | \$ 28.00 | 2 | \$ 56.00 | \$ 25.20 |
| 24" x 60" Desk Shell with Partial Height Modesty Panel | TSAFLD2460M | \$ 806.00 | 1 | \$ 806.00 | \$ 362.70 |
| 24" x 42" Single pedestal return with Partial Height Modesty Panel BBF | TSAFLR2442M | \$ 768.00 | 1 | \$ 768.00 | \$ 345.60 |
| 24"x30" Full Depth Work Surface | WS2430 | \$ 183.00 | 2 | \$ 366.00 | \$ 164.70 |
| Package of 4 adjustable Legs with glides | UADJ4 | \$ 716.00 | 2 | \$ 1,432.00 | \$ 644.40 |
| 24x72 Desk shell with partial height modesty panel | TSAFLD2472M | \$ 842.00 | 1 | \$ 842.00 | \$ 378.90 |
| 24x30 Return with partial height modesty panel | TSAFLE2430M | \$ 504.00 | 1 | \$ 504.00 | \$ 226.80 |
| 24x48 Desk shell with partial height modesty panel | TSAFLD2448M | \$ 754.00 | 1 | \$ 754.00 | \$ 339.30 |
| TS Series Mobile Pedestal Box Box File | TS2PBBF22M | \$ 580.00 | 1 | \$ 580.00 | \$ 261.00 |
| | | | | \$ - | |
| 30x60 Peninsula with Partial-Height Modesty Panel | TSAFLP3060M | \$ 1,029.00 | 1 | \$ 1,029.00 | \$ 463.05 |
| 24x48 Kick Return | TSAFLE2448 | \$ 520.00 | 1 | \$ 520.00 | \$ 234.00 |
| Sub Total | | | | \$ 18,508.00 | \$ 8,328.60 1 |
| Delivery/Install | | | | \$ 2,583.72 | \$ 1,245.96 |
| Tax | | | | \$ 1,834.98 | \$ 832.99 |
| Furniture Contingency | | | | | \$ 520.38 |
| Space prep for Installation /cleanup costs (patch and paint) | | | | | \$ 500.00 |
| Furniture Total (est) | | | | | \$ 11,427.92 |
| MEDIA INSTALL (OPTIONAL) | | | | | |
| Media Install (performed by WWU Facilities Management) | | | | | \$ 2,500.00 |
| Equipment (mount, cables, etc.) | | | | | \$ 500.00 |
| Media Install Total | | | | | \$ / 3,000.00 |
| TOTAL with Options | | | | | \$ / 14,427.92 |

Contingent upon allocation of AS funds for Media Equipment.