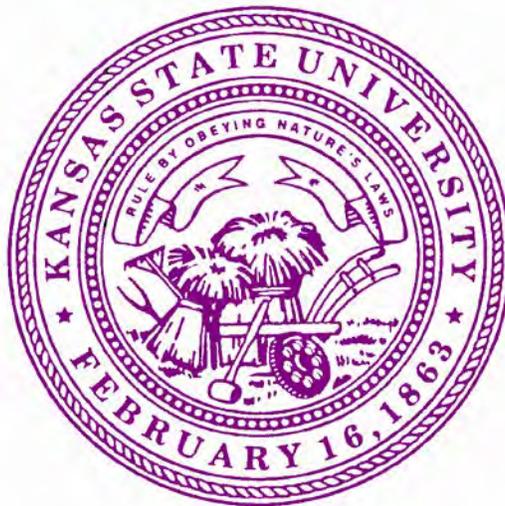


**Revised Program
for Kansas State University
Southeast Kansas Regional Offices
K -State Extension and Research**



**Prepared by
Kansas State University
Campus Planning and Facilities Management
April 2013**

**Program for Kansas State University
Southeast Kansas Regional Offices
K-State Extension and Research**

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Introduction

Kansas State University's mission is teaching, research and Extension/outreach.

Kansas State University's Southeast Area Extension Office, located in Chanute, Kansas, provides educational outreach to 21 southeast Kansas counties including towns of Parsons, Chetopa, Columbus, Altamont, and Mound Valley.

Kansas State University also has their Southeast Agricultural Research Center located in Parsons, Kansas. The research conducted in this part of the state impacts the areas of Beef Cattle and Crop Production; Soil and Water Management; Crop Variety Development; and Forages. The research program has research fields, research support buildings and animal production facilities located near the towns of Chanute, Chetopa, Columbus, Altamont, Mound Valley and Parsons.

The two facilities are separated by 37 miles. Combining the two offices in one location will facilitate effective interactions between the university's research and extension activities to improve delivery of educational information to Southeast Kansas. This building plan will follow a very successful model currently employed in the southwest and northwest Kansas research and extension areas.

Current Conditions and Space Summaries

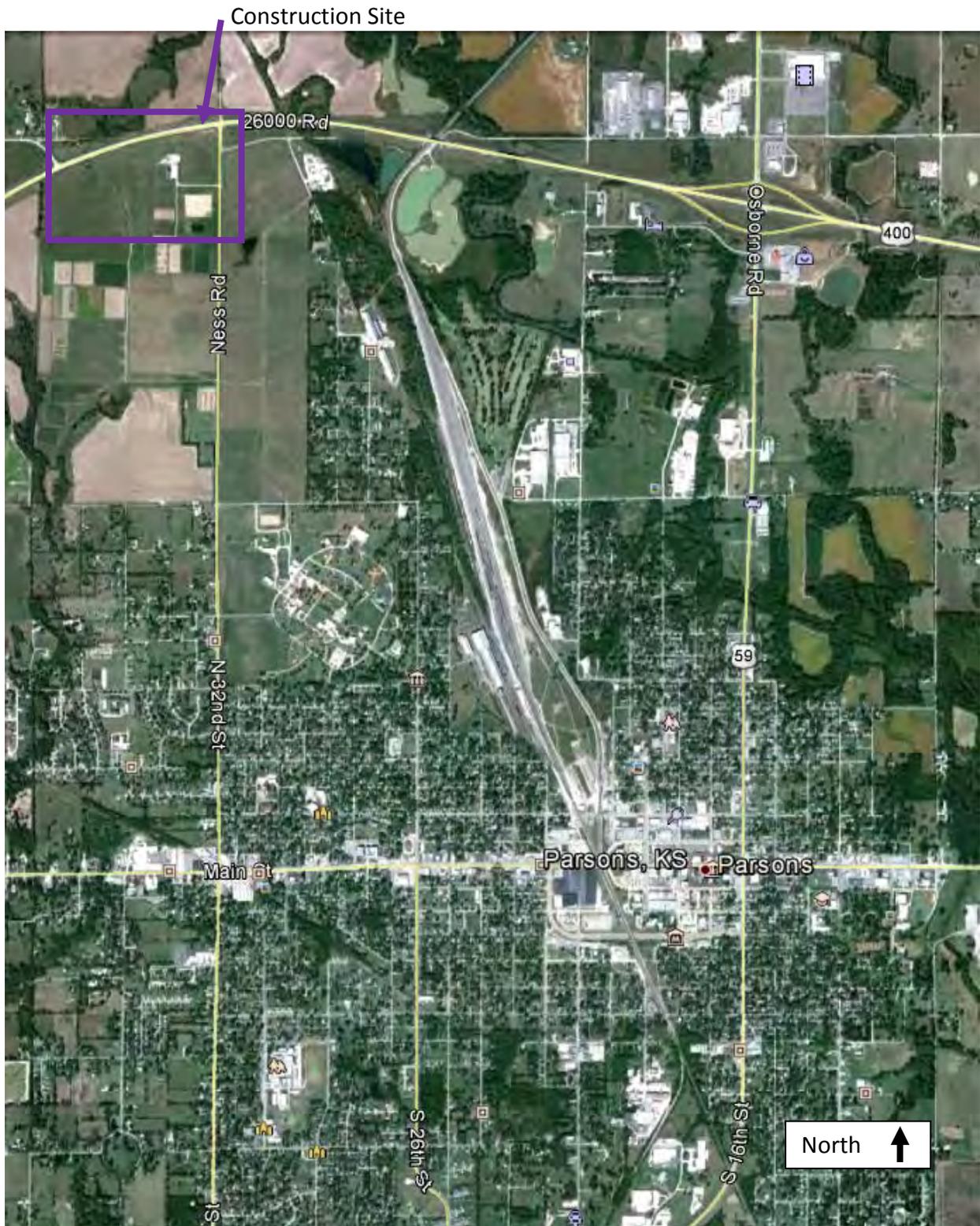
The Southeast Kansas Area Extension Office is renting 5,550 gross square feet of building space in Chanute that houses the Director, six extension specialists and an administrative assistant. The estimated cost of the rented building is \$42,000 per year.

The Southeast Kansas Agricultural Research Center (SEARC) is housed in a decommissioned Parsons State Hospital building. The leased office facility is aging and no longer meets the research office needs for ADA accessibility or fire and life safety standards. The SEARC headquarters houses the Director, five research scientists, a research assistant, and an office assistant.

The Parsons State Hospital building is in need of extensive renovation. Substantial savings would be realized with the new building through reductions in lease payments in Chanute and utility costs in Parsons.

The two offices share an accountant, an office assistant, emeritus professor, and student interns. The shared personnel support both extension and research programs in the two separate cities and they have offices and work areas in both facilities to accomplish their assigned responsibilities.

Site Plan



Site Plan Including Parsons, KS



Site Plan Detail – Includes Parking Lot and Building Footprint

Building Description

Kansas State University has plans to construct a 15,500 gross square foot Southeast Kansas Research and Extension Center. This facility will be located on university owned land in Parsons, Kansas and have a 142 stall parking lot. When completed, the office will serve as headquarters for the Southeast Area Extension Office and the Southeast Kansas Agricultural Research Center. The facility will also provide multipurpose meeting space used for educational classes and research/extension programs that impact agriculture, 4-H, Family and Consumer Sciences, and Community Development in the region.

The building site is located northwest of Parsons, Kansas at the southwest corner of Ness Road and KS Highway 400. The research site is owned by K-State and is currently used as a research field for crops. Ness Road is a paved street with open ditch storm drainage. There is a highway right-of-way that is outlined by a curved fence line at the northeast corner of the site.

Parsons' sanitary sewer and water service terminate about 4,000 feet south of the site. There is a 2" water line currently on site that could also be tapped for domestic water, however it will be inadequate in size for a fire hydrant or automatic fire sprinkler system. An 8" water main owned by Neosho Rural Water District runs east and west on the north side of Highway 400. It will be tapped by boring under Highway 400 to service the site at the expense of the user. There is sufficient area at this site to construct a lagoon for sanitary sewer purposes.

Electricity and phone lines are located on the east side of Ness Road and can be extended to the site. Natural gas is located about 4,000 feet south of the site and could be extended to the site. An acceptable alternative to using natural gas as a heating source for space and water would be geothermal heat pumps, using a closed water loop system through a series of drilled wells on the site. This is a highly efficient method of space heating with substantially more initial costs that is recovered over time with less consumption of energy.

The site slopes gently from west to east. There are no trees or man-made improvements on the site; however there is a series of equipment sheds west of the site. These sheds are used for research equipment storage and demonstration purposes. The relatively flat terrain and access to public streets make this location adaptable as a building site.

The location at the intersection of a busy highway provides high visibility for the building and will strengthen the University's presence in southeast Kansas.

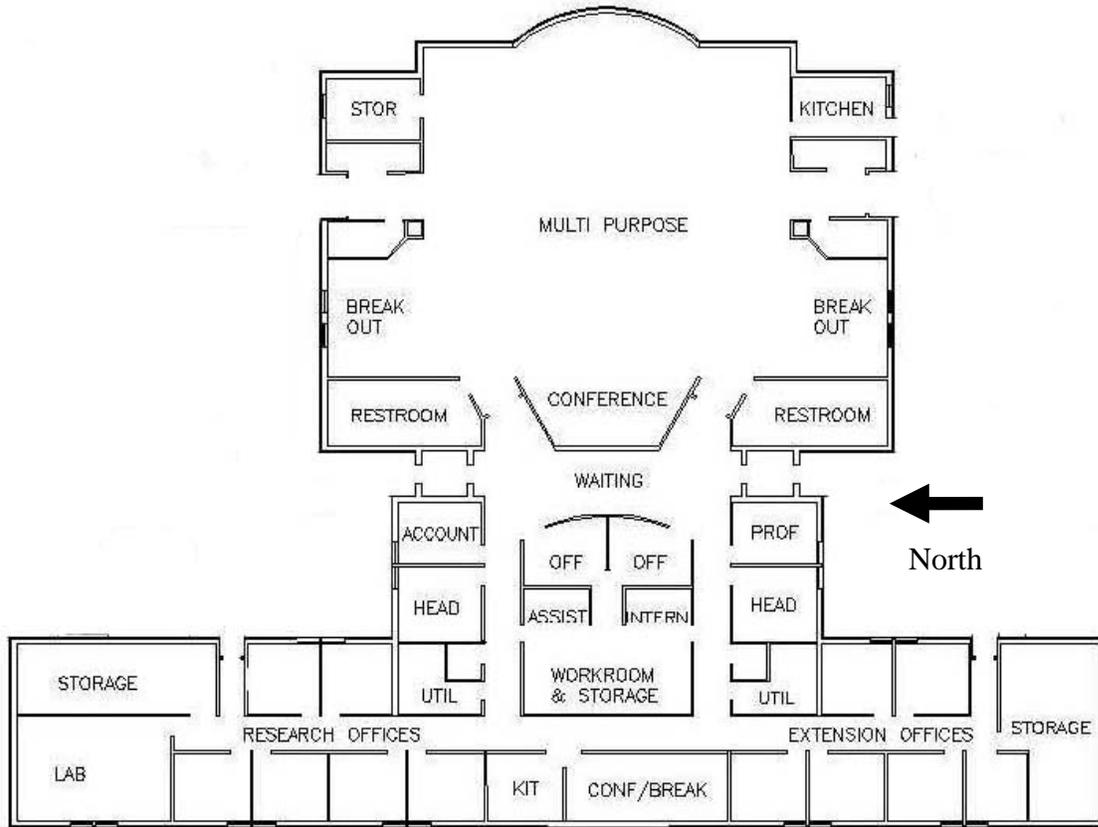
The building floor plan has been developed with separate entrances to the multi-purpose room and offices. This design allows meetings and demonstrations to be held after business hours while keeping the office areas secure. Public restrooms are accessed from the multi-purpose room; however a separate unisex staff restroom is included in the space accessible from the office and laboratory areas.

The conference room is accessed primarily from the office side of the building but can also be used as an extension of the multipurpose room by utilizing a folding door. There are two additional "break-out" spaces that can also be opened to increase the capacity of the multi-purpose room.

The individual offices are located on exterior walls with the break room located in a central area. The office professionals and intern are located near the main entrance, with the offices and storage for Research and Extension arranged in a separate wing.

The building will be slab on grade construction with trenched foundations; stud exterior walls with masonry and lap siding; wood truss construction and composition shingles or metal roof, as well as operable office windows and aluminum exterior doors with no-paint finish.

Building Floor Plan and Elevations



Building Floor Plan



Building Rendering looking West



Building Rendering Looking North

Space Summary

<u>Use</u>	<u>Area</u>
KSU Research	
Department Head (Animal Scientist Specialist)	200
Soils & Water Specialist	160
Forage Agronomist Specialist	160
Crop Agronomist Specialist	160
Economist Research Specialist	160
Entomologist Specialist	160
Research Assistant	160
Office Professional	120
Wet Laboratory	500
Storage for Equipment and Materials	400
Subtotal KSU Research	2,180
KSU Extension	
Director SE Area Extension Office	200
Family & Consumer Science Specialist	160
Agronomist Specialist	160
4H and Youth Specialist	160
Agricultural Economist Specialist	160
Animal Science Specialist	160
Micro-Computer Support Technician	180
Office Professional	120
Storage for Demo and Ed Equipment and Materials	400
Subtotal KSU Extension	1,700
Shared Staff	
Accountant	160
Assistant Office Specialist	100
Emeritus Professor	160
Student Intern, Graduate Student, Visiting Professor	160
Subtotal Shared Staff	580

Shared Spaces

Waiting Area for Guests	100	
Work Space for Office Equipment	250	
Storage for Office Supplies	200	
Conference Room	300	
Staff Break Room	300	
Staff Unisex Restroom (1wc + 1 urn + 1 lav)	50	
Public Men's Restroom (2 wcs + 4 urns + 3 lavs)	300	
Public Women's Restroom (5 wcs + 3 lavs)	300	
Multi-purpose Meeting room (150 occ @ 25sf/ea)	3,750	
Multi-purpose Meeting Room Breakout #1	375	
Multi-purpose Meeting Room Breakout #2	375	
Multi-purpose Meeting Room Catering Kitchen	180	
Multi-purpose Meeting Room Storage Area	180	
Building Utility, Mechanical Electrical	180	
2 custodial closets	100	
Telecom and AV Equipment Closet	50	
Subtotal Shared Spaces	6,990 ASF	
Total Assignable Area		11,450 ASF
Corridors and Walls		4,050 SF
Total Gross Building Area		15,500 GSF

ROOM NAME: Research Department Head **ROOM NO.** 01-02

ROOM FUNCTION: Administering the research functions for southeast Kansas

SQUARE FT. (NASF): 200

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 12 LF **LOCKS** Yes
UPPER CABINET UNITS: OPEN _____ CLOSED 12 LF **LOCKS** Yes

BOOKSHELVES: _____

ADJACENCY REQ'S: Directly adjacent to public entrance and waiting area
Centrally located to staff offices
Easily accessible to Workspace for Office Equipment

POWER REQ.'S: 110V receptacles as required for computer, monitor, and
misc. desktop devices at workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____
VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with chair, credenza or side table, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Research Soils & Water Specialist **ROOM NO.** 01-03

ROOM FUNCTION: Manage and track research into soils and water in southeast Kansas

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ CLOSED _____ **LOCKS** _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to the wet laboratory

Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at

workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Research Crop Agronomist Specialist **ROOM NO.** 01-05

ROOM FUNCTION: administrating research into crops for southeast Kansas

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ CLOSED _____ **LOCKS** _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to the wet lab and equipment storage

Centrally located to staff offices

Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, and misc. desktop devices at workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Research Economist Specialist **ROOM NO.** 01-06

ROOM FUNCTION: Office for Economic research

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ CLOSED _____ **LOCKS** _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to public entrance and waiting area

Centrally located to staff offices

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, adding machine, and misc. desktop devices at workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Research Entomologist Specialist **ROOM NO.** 01-07

ROOM FUNCTION: Administering to entomology research

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 12 LF **LOCKS** Yes

UPPER CABINET UNITS: OPEN _____ CLOSED 12 LF **LOCKS** Yes

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to wet lab and equipment storage

Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, and misc. desktop devices at workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, typewriter, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Research Office for Research Assistant **ROOM NO.** 01-08

ROOM FUNCTION: Assisting research

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 12 LF **LOCKS** Yes

UPPER CABINET UNITS: OPEN _____ CLOSED 12 LF **LOCKS** Yes

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to researchers and work space

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, and misc. desktop devices at workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: desks and seating for 3 research assistants.

ROOM NAME: Research Wet Laboratory **ROOM NO.** 02

ROOM FUNCTION: Testing and analysis of soil, crop, & other organic material samples

SQUARE FT. (NASF): 500

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN CLOSED 58 LF **LOCKS** Yes
Base cabinets arranged in U shape fashion, four stations of 12 LF each
10 LF of cabinets and countertop to support desktop equipment

UPPER CABINET UNITS: OPEN CLOSED 20 LF **LOCKS** Yes

BOOKSHELVES: 12 LF

ADJACENCY REQ'S: Easily accessible to staff offices
Easily accessible to exterior door

POWER REQ.'S: 2- duplex 110 V receptacles at each scientist station and duplex 110V receptacles as
required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: 1 ethernet port at each workstation

CABLE TV REQ.'S: None

WATER REQ.'S: Wet sinks at each scientist station, hand washing sink, eyewash/emergency shower unit

SPEC HVAC REQ.'S: Isolated HVAC to prevent mixing of return air into non-lab spaces

SPEC: None

COAT HOOKS: 6-8 hooks for lab aprons

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER 4-DRAWER 5-DRAWER
VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: 3 Centrifuges (tabletop), 2 Dryers (tabletop), Scales (table top), Conventional
refrigerator for non-food items, 2 Chest Freezers 30" x 73" (floor), Dryer 32" x
43" (floor), Freeze Dryer 30" x 40" (floor), Single exhaust hood shared by all scientists

TACK SURFACE REQ'S: None

FLOOR FINISH: Hard surface

OTHER SPECIAL REQ'S: Open floor area to allow introduction of new or different equipment

ROOM NAME: Research Storage for Equipment & Materials **ROOM NO.** 03

ROOM FUNCTION: Storage and retrieval of equipment and materials

SQUARE FT. (NASF): 400

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN CLOSED LOCKS
UPPER CABINET UNITS: OPEN CLOSED LOCKS

BOOKSHELVES: 400 LF of 18" deep & sturdy open shelving for misc. equipment and supplies

ADJACENCY REQ'S: Direct access to exterior door

POWER REQ.'S: 110V receptacles as required for re-charging batteries, misc. equipment, and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER 4-DRAWER 5-DRAWER
VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: None

TACK SURFACE REQ'S: None

FLOOR FINISH: Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Director SE Area Extension Office **ROOM NO.** 04-01

ROOM FUNCTION: Administering extension and outreach functions for Southeast Kansas

SQUARE FT. (NASF): 200

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 12 LF **LOCKS** Yes
UPPER CABINET UNITS: OPEN _____ CLOSED 12 LF **LOCKS** Yes

BOOKSHELVES: _____

ADJACENCY REQ'S: Easily accessible to Workspace for Office Equipment
Centrally located to staff offices

POWER REQ.'S: 2- duplex 110 V receptacles above base cabinets and duplex 110V receptacles as required for computer, monitor, and misc. desktop devices at workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____
VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, typewriter, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Extension Family & Consumer Science Specialist **ROOM NO.** 04-02

ROOM FUNCTION: Office

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 12 LF **LOCKS** Yes

UPPER CABINET UNITS: OPEN _____ CLOSED 12 LF **LOCKS** Yes

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to the reception area

Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at

workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL: 2-DRAWER** _____ **4-DRAWER** four **5-DRAWER** _____

VERTICAL: 2-DRAWER _____ **4-DRAWER** _____ **5-DRAWER** _____

LARGE FLOOR EQUIP: Desk with side return and chair, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Extension Agronomist Specialist **ROOM NO.** 04-03

ROOM FUNCTION: Office for administering the research of animal forage in southeast Kansas

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 12 LF **LOCKS** Yes

UPPER CABINET UNITS: OPEN _____ CLOSED 12 LF **LOCKS** Yes

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to the reception area and office storage

located near staff offices

Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at

workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Extension 4H and Youth Specialist **ROOM NO.** 04-04

ROOM FUNCTION: Office and outreach

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ CLOSED _____ **LOCKS** _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to the reception area

Centrally located to staff offices

Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at

workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Extension Agriculture Economist Specialist **ROOM NO.** 04-05

ROOM FUNCTION: Office for Economic research and outreach

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS: OPEN** _____ **CLOSED** _____ **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ **CLOSED** _____ **LOCKS** _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to public entrance and waiting area

Centrally located to staff offices

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at

workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL: 2-DRAWER** _____ **4-DRAWER** four **5-DRAWER** _____

VERTICAL: 2-DRAWER _____ **4-DRAWER** _____ **5-DRAWER** _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, typewriter, computer and

monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: KSU Extension Animal Science Specialist **ROOM NO.** 04-06

ROOM FUNCTION: Office

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS: OPEN** _____ **CLOSED** _____ **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ **CLOSED** _____ **LOCKS** _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to wet lab and equipment storage

Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at

workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL: 2-DRAWER** _____ **4-DRAWER** four **5-DRAWER** _____

VERTICAL: 2-DRAWER _____ **4-DRAWER** _____ **5-DRAWER** _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, typewriter, computer and

monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Extension Micro-Computer Support Technician **ROOM NO.** 04-07

ROOM FUNCTION: Programming & maintenance of computer server and networking devices
Repair & programming of computers and related devices

SQUARE FT. (NASF): 180

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ LOCKS _____

UPPER CABINET UNITS: OPEN _____ CLOSED _____ LOCKS _____

BOOKSHELVES: 30 LF

ADJACENCY REQ'S: Easy access to exterior door

POWER REQ.'S: 110V receptacles as required for desktop computer and monitor and as necessary for cleaning. Dedicated circuitry with battery back-up for server and modum

POWER/DATA REQ'S: See above

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: Independently zoned HVAC

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER two 5-DRAWER _____
VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk and chair, credenza or side table, workbench, desktop computer & monitor
Computer server and modem

TACK SURFACE REQ'S: None

FLOOR FINISH: Low-static carpet or hard surface

OTHER SPECIAL REQ'S: _____

ROOM NAME: Extension Office Professional **ROOM NO.** 04-08

ROOM FUNCTION: Greeting of guests, answering telephone, secretarial and clerical work including preparation and filing of reports and logs, sorting mail

SQUARE FT. (NASF): 120

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ LOCKS _____
UPPER CABINET UNITS: OPEN _____ CLOSED _____ LOCKS _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Directly adjacent to public entrance and waiting area
Centrally located to staff offices
Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____
VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, typewriter, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: Visually open to guest entrance

ROOM NAME: Extension Storage for Demo & Ed Equipment & Materials **ROOM NO.** 04-09

ROOM FUNCTION: Storage and retrieval of demonstration and educational equipment and materials

SQUARE FT. (NASF): 400

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ LOCKS _____
UPPER CABINET UNITS: OPEN _____ CLOSED _____ LOCKS _____

BOOKSHELVES: 400 LF of 18" deep sturdy open shelving for misc. equipment and supplies

ADJACENCY REQ'S: Direct access to exterior door

POWER REQ.'S: 110V receptacles as required for re-charging batteries, misc. equipment, and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____
VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: None

TACK SURFACE REQ'S: None

FLOOR FINISH: Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Shared Staff Accountant **ROOM NO.** 00-01

ROOM FUNCTION: Office for accounting support for research and extension

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ LOCKS _____
UPPER CABINET UNITS: OPEN _____ CLOSED _____ LOCKS _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to the Director of SE Area Extension and Animal Science Department Head
Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at
workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____
VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Shared Space Emeritus Professor **ROOM NO.** 00-03

ROOM FUNCTION: Office

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ CLOSED _____ **LOCKS** _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to the reception area

Centrally located to staff offices

Easily accessible to Workspace for Office Equipment

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at

workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, computer and monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Shared Space Guest Office **ROOM NO.** 00-04

ROOM FUNCTION: Office for student interns or graduate students or visiting professor

SQUARE FT. (NASF): 160

FTE STAFF: 1

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ CLOSED _____ **LOCKS** _____

BOOKSHELVES: _____

ADJACENCY REQ'S: Adjacent to public entrance and waiting area

Centrally located to researches offices

POWER REQ.'S: duplex 110V receptacles as required for computer, monitor, desktop devices at

workstations

POWER/DATA REQ'S: 1 ethernet port at workstation and 2 ethernet ports above base cabinets

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER four 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Desk with side return and chair, credenza or side table, typewriter, computer and

monitor

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or hard surface

OTHER SPECIAL REQ'S: none

ROOM NAME: Shared Workspace for Office Equipment **ROOM NO.** 05

ROOM FUNCTION: Cutting, copying, collating, & binding of literature and publications
Retrieval of printed materials from shared network copiers and printers

SQUARE FT. (NASF): 250

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 24 LF **LOCKS** Yes
UPPER CABINET UNITS: OPEN 24 LF CLOSED _____ **LOCKS** _____

BOOKSHELVES: 24" x 16" flat files for paper storage

ADJACENCY REQ'S: Direct access to Office Professional Workspace
Easily accessible to staff offices

POWER REQ.'S: 110V receptacles as required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: Ethernet connections to misc. printers and copiers and scanner/fax machines

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____
VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: 2 paper cutters, Networked color printer, Networked printer and copier, Scanner,
FAX, Binder, Paper folder, Bulk rolled paper dispenser, Laminator, Shredder, Stapler,
Hole Punch, Postage meter

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Shared Storage for Office Supplies **ROOM NO.** 06

ROOM FUNCTION: Stocking and Retrieval of office materials from bulk storage

SQUARE FT. (NASF): 200

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS: OPEN** **CLOSED** **LOCKS**
UPPER CABINET UNITS: OPEN **CLOSED** **LOCKS**

BOOKSHELVES: 400 LF of 12" deep sturdy open shelving for paper, envelopes, & misc. supplies

ADJACENCY REQ'S: Easy access to Office Equipment Workspace
Easily accessible to exterior door

POWER REQ.'S: 110V receptacles as required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL: 2-DRAWER** **4-DRAWER** **5-DRAWER**
VERTICAL: 2-DRAWER **4-DRAWER** **5-DRAWER**

LARGE FLOOR EQUIP: None

TACK SURFACE REQ'S: None

FLOOR FINISH: Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Shared Multi-Purpose Meeting Room **ROOM NO.** 07

ROOM FUNCTION: Annual Partnership Meeting, Annual County Agent Meeting, Field days, Food Safety Training Programs, Seminars and Programs for Aging Population, Agent Training, Judges Training, Leadership Forums, Youth and 4H Programs, Webinars, Misc. Meals

SQUARE FT. (NASF): 3,750

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: BASE CABINET UNITS: OPEN _____ **CLOSED** 8 LF **LOCKS** Yes

UPPER CABINET UNITS: OPEN _____ **CLOSED** 8 LF **LOCKS** Yes

BOOKSHELVES: None

ADJACENCY REQ'S: Directly accessible to Break-out Areas

Directly accessible to exterior entrance/exit

Easily accessible to Public Restrooms, Catering Kitchen, and Storage Area

POWER REQ.'S: 110V receptacles as required for misc. AV equipment, patron laptop computers, and convenience for cleaning

POWER/DATA REQ'S: Hard wired ethernet connections across room for laptop connection for patrons

CABLE TV REQ.'S: Yes

WATER REQ.'S: Wet sink at base cabinet countertop

SPEC HVAC REQ.'S: Separately zoned HVAC

SPEC: None

COAT HOOKS: Hooks for 150 occupants

MARKER BOARD REQ'S: Two 4' x 4'

TACK BOARD REQ'S: Two 4' x 4'

FILE CABINETS: LATERAL: 2-DRAWER _____ **4-DRAWER** _____ **5-DRAWER** _____

VERTICAL: 2-DRAWER _____ **4-DRAWER** _____ **5-DRAWER** _____

LARGE FLOOR EQUIP: 18" deep lecture tables to seat 150, 60" diameter dining tables to seat 150, serving line tables, portable podium, public address system, retractable video screen, overhead projector with wireless connection to laptop, tripod display stands, portable stage 8' x 16'

TACK SURFACE REQ'S: Continuous tack strip around perimeter of room

FLOOR FINISH: Hard surface

OTHER SPECIAL REQ'S: Isolated physically from professional staff offices, ceiling height appropriate to floor area, secured wired and wireless connection to building computer server

ROOM NAME: Shared Multi-Purpose Break-Out Area #1 **ROOM NO.** 08

ROOM FUNCTION: Small Group Meetings associated with use of the Shared Multi-Purpose Room, overflow seating for the Shared Mutli-Purpose Room, and meetings scheduled independently of activities in the Multi-Purpose Room, staff training and meetings

SQUARE FT. (NASF): 375

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED _____ LOCKS _____
UPPER CABINET UNITS: OPEN _____ CLOSED _____ LOCKS _____

BOOKSHELVES: None

ADJACENCY REQ'S: Directly accessible to Shared Multi-Purpose Room
Easily accessible to professional staff offices

POWER REQ.'S: 110V receptacles as required for misc. AV equipment and patron laptop computers, and convenience for cleaning

POWER/DATA REQ'S: Hard wired ethernet connections across room for laptop connection for patrons

CABLE TV REQ.'S: Yes

WATER REQ.'S: None

SPEC HVAC REQ.'S: Separately zoned HVAC

SPEC: None

COAT HOOKS: Hooks for 20 occupants

MARKER BOARD REQ'S: Two 4' x 4'

TACK BOARD REQ'S: One 4' x 4'

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____
VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: 18" deep lecture tables to seat 20 persons
60" diameter dining tables to seat 20 persons

TACK SURFACE REQ'S: Continuous tack strip around perimeter of room

FLOOR FINISH: Hard surface

OTHER SPECIAL REQ'S: Accessible to Shared Multi-Purpose Room via an acoustical operable partition

ROOM NAME: Shared Multi-Purpose Break-Out Area #2 **ROOM NO.** 09

ROOM FUNCTION: Small Group Meetings associated with use of the Shared Multi-Purpose Room, overflow seating for the Shared Multi-Purpose Room, and meetings scheduled independently of activities in the Multi-Purpose Room, staff training and meetings

SQUARE FT. (NASF): 375

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN CLOSED LOCKS
UPPER CABINET UNITS: OPEN CLOSED LOCKS

BOOKSHELVES: None

ADJACENCY REQ'S: Directly accessible to Shared Multi-Purpose Room
Easily accessible to professional staff offices

POWER REQ.'S: 110V receptacles as required for misc. AV equipment and patron laptop computers, and convenience for cleaning

POWER/DATA REQ'S: Hard wired ethernet connections across room for laptop connection for patrons

CABLE TV REQ.'S: Yes

WATER REQ.'S: None

SPEC HVAC REQ.'S: Separately zoned HVAC

SPEC: None

COAT HOOKS: Hooks for 20 occupants

MARKER BOARD REQ'S: Two 4' x 4'

TACK BOARD REQ'S: One 4' x 4'

FILE CABINETS: **LATERAL:** 2-DRAWER 4-DRAWER 5-DRAWER
VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: 18" deep lecture tables to seat 20 persons
60" diameter dining tables to seat 20 persons

TACK SURFACE REQ'S: Continuous tack strip around perimeter of room

FLOOR FINISH: Hard surface

OTHER SPECIAL REQ'S: Accessible to Shared Multi-Purpose Room via an acoustical operable partition

ROOM NAME: Shared Multi-Purpose Catering Kitchen **ROOM NO.** 10

ROOM FUNCTION: Delivery, staging, and set-up of food and drink for meeting attendees
Clean-up, trash containment, and removal of food and drink from building

SQUARE FT. (NASF): 180

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN CLOSED 8 LF **LOCKS** No
UPPER CABINET UNITS: OPEN CLOSED 8 LF **LOCKS** No

BOOKSHELVES: None

ADJACENCY REQ'S: Directly accessible to exterior door
Easily accessible to Shared Multi-Purpose Room and Break-out Areas

POWER REQ.'S: 110V & 220 receptacles as required for misc. food warming equipment and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: Food preparation sinks and hand washing sinks, dishwasher

SPEC HVAC REQ.'S: HVAC zoned with Multi-Purpose Meeting Room

SPEC: None

COAT HOOKS: Hooks for 4 occupants

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER 4-DRAWER 5-DRAWER
VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: 2 portable shelving racks for temporary placement of food and drink containers, Microwave Oven, Refrigerator, 2 Warming Ovens, Compact Dishwasher, 2-32 gal trash containers, 4 stainless steel serving carts

TACK SURFACE REQ'S: None

FLOOR FINISH: Hard surface

OTHER SPECIAL REQ'S: Exhausting system for to ventilate food odors
Visually and acoustically isolated from Shared Multi-Purpose Room and Break-Out areas

ROOM NAME: Conference Room **ROOM NO.** 12

ROOM FUNCTION: Staff meetings, public relations

SQUARE FT. (NASF): 300

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 24 LF **LOCKS** Yes

UPPER CABINET UNITS: OPEN 24 LF **CLOSED** _____ **LOCKS** _____

BOOKSHELVES: 24" x 16" flat files for paper storage

ADJACENCY REQ'S: Direct access to Office Professional Workspace

Easily accessible to staff offices

POWER REQ.'S: 110V receptacles as required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: Ethernet connections to misc. printers and copiers and scanner/fax machines

Connections to projectors and other technology

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: two 24x36

TACK BOARD REQ'S: one tack strip for presentations

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: conference room table

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Staff Break Room **ROOM NO.** 13

ROOM FUNCTION: short term food storage, vending machines, table and chairs for staff use

SQUARE FT. (NASF): 300

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 24 LF **LOCKS** no

UPPER CABINET UNITS: OPEN 24 LF **CLOSED** _____ **LOCKS** _____

BOOKSHELVES: 24" x 16" flat files for paper storage

ADJACENCY REQ'S: Direct access to Office Professional Workspace

Easily accessible to staff offices

POWER REQ.'S: 110V and 310 V receptacles as required for misc. equipment and convenience for

cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: Vending machines, tables, chairs, refrigerator,

TACK SURFACE REQ'S: one 24x36 tack board

FLOOR FINISH: Carpet or Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Staff Unisex Restroom **ROOM NO.** 14

ROOM FUNCTION: building service

SQUARE FT. (NASF): 50

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 5 LF **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ CLOSED _____ **LOCKS** _____

BOOKSHELVES: None

ADJACENCY REQ'S: Direct access to staff area

POWER REQ.'S: 110V receptacles as required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: None

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Public Men's Restroom **ROOM NO.** 15

ROOM FUNCTION: building service

SQUARE FT. (NASF): 300

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN _____ CLOSED 15 LF **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ CLOSED _____ **LOCKS** _____

BOOKSHELVES: None

ADJACENCY REQ'S: Direct access to Multipurpose meeting room

POWER REQ.'S: 110V receptacles as required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

VERTICAL: 2-DRAWER _____ 4-DRAWER _____ 5-DRAWER _____

LARGE FLOOR EQUIP: None

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Public Women's Restroom **ROOM NO.** 16

ROOM FUNCTION: building service

SQUARE FT. (NASF): 300

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS: OPEN** _____ **CLOSED** 15 LF **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ **CLOSED** _____ **LOCKS** _____

BOOKSHELVES: None

ADJACENCY REQ'S: Direct access to Multipurpose meeting room

POWER REQ.'S: 110V receptacles as required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL: 2-DRAWER** _____ **4-DRAWER** _____ **5-DRAWER** _____

VERTICAL: 2-DRAWER _____ **4-DRAWER** _____ **5-DRAWER** _____

LARGE FLOOR EQUIP: None

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Building Utility, Mechanical & Electrical **ROOM NO.** 17

ROOM FUNCTION: Building service
Building equipment

SQUARE FT. (NASF): 180

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN CLOSED **LOCKS**
UPPER CABINET UNITS: OPEN CLOSED **LOCKS**

BOOKSHELVES: None

ADJACENCY REQ'S: _____

POWER REQ.'S: 110V & 220V, & HVAC
other receptacles as required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER 4-DRAWER 5-DRAWER
VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: None

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Building Utility, 2 Custodial Closets **ROOM NO.** 18

ROOM FUNCTION: Building service
Building equipment

SQUARE FT. (NASF): two at 100 (200 total)

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS:** OPEN CLOSED LOCKS
UPPER CABINET UNITS: OPEN CLOSED LOCKS

BOOKSHELVES: None

ADJACENCY REQ'S: One adjacency to the multipurpose meeting room
One adjacency to the office staff area

POWER REQ.'S: 110V & 220V,
other receptacles as required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL:** 2-DRAWER 4-DRAWER 5-DRAWER
VERTICAL: 2-DRAWER 4-DRAWER 5-DRAWER

LARGE FLOOR EQUIP: None

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or Hard surface

OTHER SPECIAL REQ'S: None

ROOM NAME: Shared Space Waiting Area **ROOM NO.** 20

ROOM FUNCTION: Reception Area

SQUARE FT. (NASF): 100

FTE STAFF: 0

STUDENT STAFF: 0

FIXED CASEWORK: **BASE CABINET UNITS: OPEN** _____ **CLOSED** _____ **LOCKS** _____

UPPER CABINET UNITS: OPEN _____ **CLOSED** _____ **LOCKS** _____

BOOKSHELVES: None

ADJACENCY REQ'S: _____

POWER REQ.'S: 110V outlets as needed

other receptacles as required for misc. equipment and convenience for cleaning

POWER/DATA REQ'S: None

CABLE TV REQ.'S: None

WATER REQ.'S: None

SPEC HVAC REQ.'S: None

SPEC: None

COAT HOOKS: None

MARKER BOARD REQ'S: None

TACK BOARD REQ'S: None

FILE CABINETS: **LATERAL: 2-DRAWER** _____ **4-DRAWER** _____ **5-DRAWER** _____

VERTICAL: 2-DRAWER _____ **4-DRAWER** _____ **5-DRAWER** _____

LARGE FLOOR EQUIP: None

TACK SURFACE REQ'S: None

FLOOR FINISH: Carpet or Hard surface

OTHER SPECIAL REQ'S: None

Budget

New Building (15,500 SF at \$130/SF)		\$ 2,015,000
Site Improvements		\$ 301,000
Escalation for Inflation		<u>\$ 84,000</u>
Total Construction Cost		\$ 2,400,000
Soft Costs		
Fees & Contingency (15% of construction)	360,000	
Miscellaneous Costs (10% of construction) <i>includes furniture, fixtures, equipment, testing, survey, etc.</i>	240,000	
Soft Costs Subtotal		<u>\$ 600,000</u>
	Project Total	\$3,000,000

Disposition of Existing Facilities

The Southeast Kansas Extension Program is currently located in a leased building in Chanute. The lease will be terminated once the program is able to move to the new facilities. The Southeast Kansas Research Program is occupying space at the Parsons State Hospital. The use of these facilities will be returned to the State Hospital.

Funding

Funding would come primarily from restricted fees although private funds would also be sought.

Maintenance and Operations

The maintenance and repairs for this building will be funded from restricted fees.

Using the KBOR-FY2007 formula with the FY2013 revisions, this building will require 1.11 FTE for salaries of \$39,405. The utility rate is figured at \$54,250 (15,500 gross square foot @ \$3.50/sf) and other operating expenditures at \$8,835 (15,500 gross square foot @ \$.57/sf). The total expenses for this building are \$102,490.

Timeline

Board of Regents Approval	May 2012
Legislative Authorization	August 2012
Revised Program BOR Approval	June 2013
Architect / Engineer Selection	June 2013 – July 2013
Design & Construction Documents	August 2013 – February 2014
OFPM Review & Approval of CDs	March 2014
Bidding & Contract Award	April 2014
Construction	May 2014 – January 2015
FF&E Installation & Occupancy	February 2015