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CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

DATE: April 28, 2020

TO: President Covino

FROM: Barbara Queen, Associate Vice President — DocuSigned by: Barbara Queen 5/1/2020 | 14:46 PM PDT 6E6745D9D82849D...

CC: Lisa Chavez, Vice President — DS LC

SUBJECT: Campus Physical Planning Committee Recommendations

The items listed below were presented to the combined Space Management Subcommittee and Campus Physical Planning Committee and voted electronically on March 18, 2020. The following recommendations are hereby submitted for your review.

REQUEST #1. A motion was passed to recommend the approval of changing ET A207 from research space to two faculty offices.

[X] Approved [ ] Not Approved

REQUEST #2. A motion was passed to recommend the approval of changing FA 248 from a lab to augment RXHHS academic advising space.

[X] Approved [ ] Not Approved

REQUEST #3. A motion was passed to recommend the approval of changing the perimeter of LIB N, Floor 2 from graduate study cubicles to open study space.

[X] Approved [ ] Not Approved

REQUEST #4. A motion was passed to recommend the approval of changing LIB PW, Floor 2 to the Center for Academic Success.

[X] Approved [ ] Not Approved

DocuSigned by:
[signature]
13CBD33D86D24A...

William A. Covino
President

5/1/2020 | 16:13 PM PDT
Date

Facilities, Planning, Design and Construction | (323) 343-5784 | barbara.queen@calstatela.edu

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Appendix 8.3.

SPACE CHANGE REQUEST		
Instructions: Please provide information requested in each section below. Guidelines used by the Space Management Subcommittee to evaluate your request are indicated under "Guideline for Completing the Space Change Request form". Submit completed form to Facilities Planning and Construction, Bungalow L.		
ORGANIZATIONAL UNIT		PHONE EXTENSION
College of ECST		3-4510
DEPARTMENT HEAD (Please Print)	SIGNATURE	DATE
Emily Allen	Emily L Allen Digitally signed by Emily L Allen Date: 2020.01.31 11:06:37 -08'00'	Jan 30, 2020
SPACE REQUEST:		
We request to modify ET A207 to two faculty offices. ET A207 was originally office space, and is currently used as a research lab.		
RATIONALE FOR REQUEST (Please attach additional pages):		
Please see the attachment		
HOW IS THIS NEED CURRENTLY BEING MET?		
NA		
ITEMIZE BUDGETED POSITIONS (Including source of funding) that will use proposed space:		
Please see the attachment		
ITEMIZE RENOVATION EXPENSE (attach cost estimate from Facilities Services if appropriate and indicate funding source):		

TIMELINE:	Begin Renovation	March 2020	Begin Occupancy	August 1, 2020
APPROVAL BY ITS (as appropriate)			DATE	
APPROVAL BY DEAN OR SENIOR MANAGER			DATE	1/31/20
ACTION TAKEN BY SPACE MANAGEMENT SUBCOMMITTEE: Motion unanimously approved for recommendation to president.				
Joni Shimotsu			3/18/2020	
CHAIR, SPACE MANAGEMENT SUBCOMMITTEE			DATE	

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COLLEGE OF
ENGINEERING, COMPUTER SCIENCE, & TECHNOLOGY

MEMORANDUM

Date: January 31, 2020

To: VP Amy Bippus

From: Associate Dean Jane Dong

Cc: Chris Lam, Resource Manager, ECST; Emily Allen, Dean

Subject: Room Renovation for ET A207

Rationale for the space request:
Adjacent to ME department office, A207 was originally purposed as an office but currently is used as a (dry) research lab. However, the room size and setting are not adequate to support the research and student projects and we have moved that research effort to another space in the building more appropriate for the activities (B107), leaving A207 unoccupied.

During the campus Space Audit, A207 was identified as "opportunity space" for reconsidering its purpose. With the increasing number of new faculty, the college of ECST is in urgent needs of additional faculty office. In this academic year, our college is conducting searches for seven new faculty members, and we request to modify A207 to two offices, for four faculty members, by adding a wall. Each office will be shared by two faculty.

We need only campus approval to proceed. We also request that campus or Provost pay for the renovation. As campus has ramped up hiring in the past five years, ECST has hired approximately 25 new faculty, with no additional space. We have used every available office to house new faculty in shared spaces; last year the Provost office paid for the renovation of a space on the 4th floor to house 5 new faculty. This new requested renovation will provide office space for four new faculty; it seems appropriate that campus provide the funding to house these new employees.

Itemized Budget
Facilities has provided a preliminary estimate of the cost, as attached. A more detailed and accurate budget will be produced once approval has been received to renovate. Obviously the HVAC issue needs to be resolved; however FADC will not provide a more detailed and accurate estimate without approval to proceed on the project.

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ET A207 Estimate

Item	Cost	Comments
HVAC	$ 50,000	Likely requires HVAC upgrade, cost may be lower depending on how the room is divided
Paint	$ 4,000	
Flooring	$ 6,000	
Furniture	$ 15,000	Cost dependent on selection
Lighting	$ 10,000	Dependent on if lighting needs upgrade
Wall	$ 4,000	
Contingency	$ 4,000	May need to use for door
Subtotal	**$ 93,000**	
FPDC PM fee 10%	**$ 9,300**	
Total	**$ 102,300**	

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Appendix 8.5.

Facilities Services Space Change Request Checklist

Directions: This form is to be completed by Facilities Services as part of the review process for space change request(s) submitted to the Space Management Subcommittee.

Space Change Request Name: College of ECST

Building: ET Floor: 2 Room(s): A207

1. **Electrical Impact:** YES ☐ NO ☑
   Explanation:

2. **Plumbing Impact:** YES ☐ NO ☑
   Explanation:

3. **Refrigeration/ HVAC Impact:** YES ☐ NO ☑
   Explanation: Possible impact on HVAC system due to the division of the room to two separate rooms. After Facilities review there is no impact.

4. **Space Utilization Impact:** YES ☑ NO ☐
   Explanation: Converting A207 to two rooms.

5. **ADA Compliance:** YES ☑ NO ☐
   Explanation: Doors meet ADA compliance.

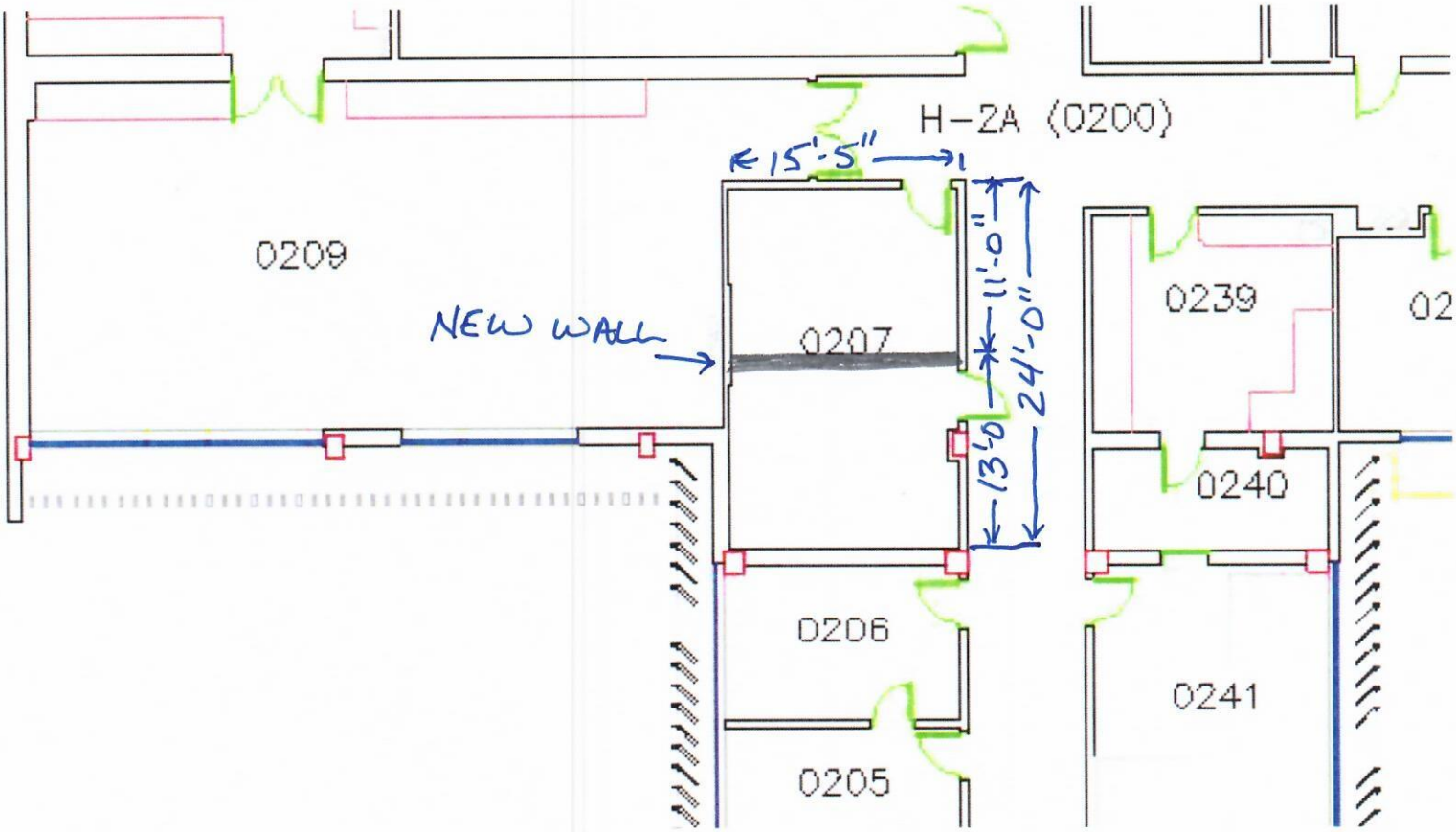
RECOMMENDATIONS:

Reviewed & Completed by:

EH&S Officer — Date: 2/26/20

Director, Facilities Services — Date: 2/26/20

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DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Appendix 8.3.

SPACE CHANGE REQUEST

Instructions: Please provide information requested in each section below. Guidelines used by the Space Management Subcommittee to evaluate your request are indicated under "Guideline for Completing the Space Change Request form". Submit completed form to Facilities Planning and Construction, Bungalow L.

ORGANIZATIONAL UNIT: Xu College of Health and Human Services		PHONE EXTENSION: 34739
DEPARTMENT HEAD (Please Print): Ron Vogel	SIGNATURE: Ron Vogel	DATE

SPACE REQUEST:

Conversion of an old and unused 1960's antiquated lab-Fine Arts room 248 &249

RATIONALE FOR REQUEST (Please attach additional pages):

The unused lab space can be re-purposed for advising students who are currently under-served by the College.

This lab is under the auspices of the School of Kinesiology and Nutritional Sciences but unused as a lab due to its age.

HOW IS THIS NEED CURRENTLY BEING MET?

The need has been partially met by the conversion of our college conference room. The College no longer has a conference room and 12 advisors have been crammed into the space.

There is no more space in the converted conference room for advisors we have hired and students line the hallways.

ITEMIZE BUDGETED POSITIONS (Including source of funding) that will use proposed space:

The College will use available SF001 to pay for the conversion.

ITEMIZE RENOVATION EXPENSE (attach cost estimate from Facilities Services if appropriate and indicate funding source):

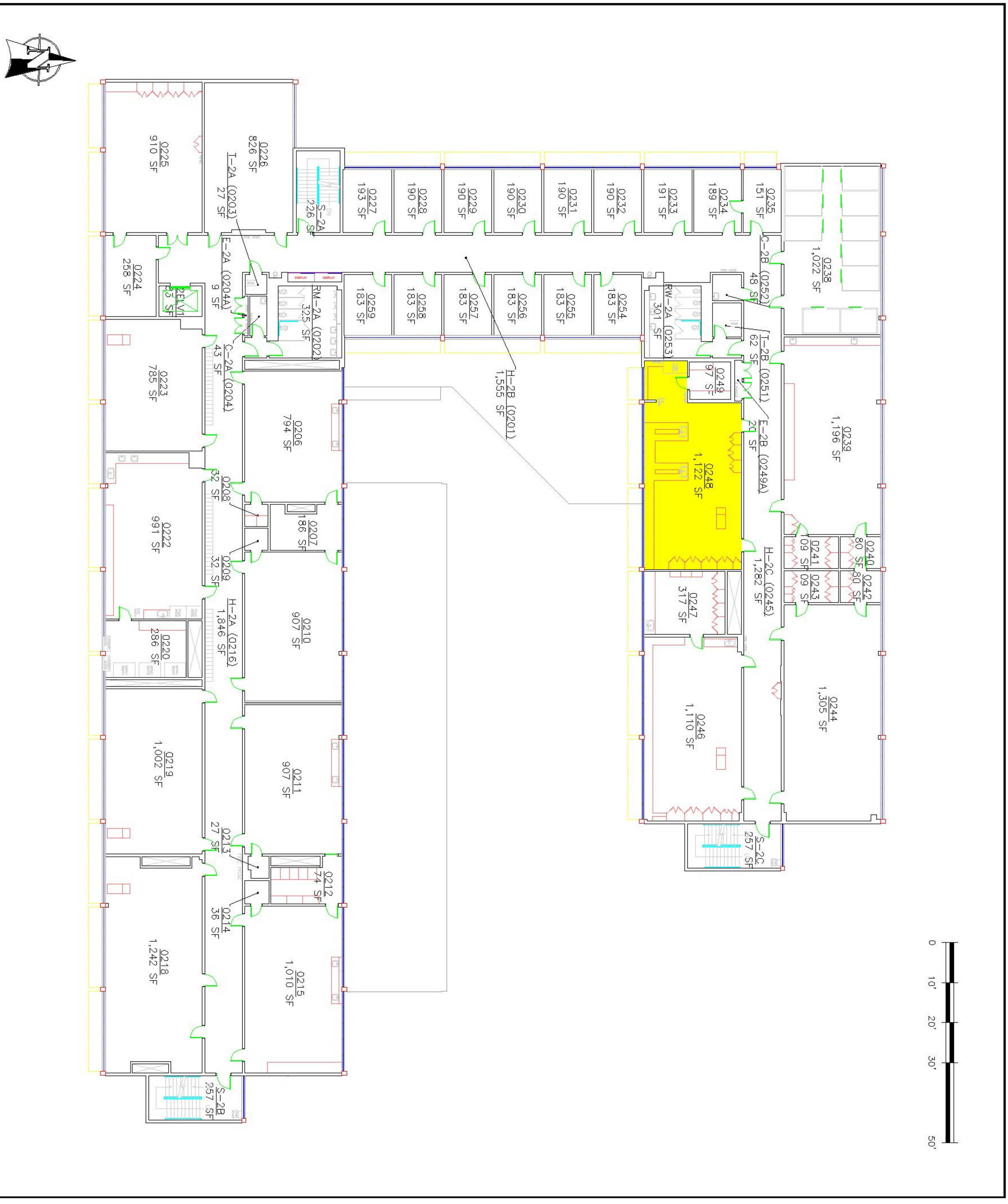
TIMELINE:	Begin Renovation: ASAP		Begin Occupancy: ASAP	
APPROVAL BY ITS (as appropriate)			DATE	
APPROVAL BY DEAN OR SENIOR MANAGER: Ron Vogel		Appro	DATE February 11, 2020	

ACTION TAKEN BY SPACE MANAGEMENT SUBCOMMITTEE:

Motion unanimously approved for recommendation to president.

Joni Shimotsu		3/18/2020	
CHAIR, SPACE MANAGEMENT SUBCOMMITTEE		DATE	

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0



6 BLDG FINE ARTS

SECOND FLOOR

LAST UPDATED: 03-15-17

CAL STATE LA

PLANNING, DESIGN & CONSTRUCTION

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There are 16 pending room changes.

Update Room

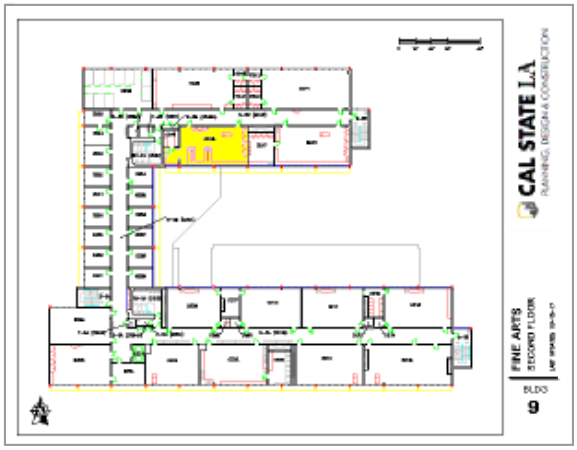
FA - Room 0248

Retire Room

(Click to add photo...)

Fine Arts (009)
Second Floor (2)
Room 0248

Room Name:	Not provided
Total Area:	1,122 SF
Perimeter:	159'-0"
Ceiling:	Unknown
Volume:	Unknown
Comments:	Not provided



Space Accounting

<< Room 0247 Room 0249 >> CAD / Maps / Earth

Space 0248		**Prorated Area:**	1,122 SF (100%)
Room Use:	0010 - Teaching Laboratory (U/D) (Y)	**Department:**	Psychology (20011) (S)
Stations:	20 Stations (Table and chair)	**Division:**	College of Natural and Social Sciences - NSS (064)
Function:	112 - Regular Instruction	**HEGIS Code:**	20011 - Psychology (IR)
CPEC Code:	2 - Class Laboratories	**OM Funding:**	State Supported (S)
NSF Survey:	0800 - Psychology	**Loaned From:**	Not Applicable
SFDB ID:	4500009-0248--	*SFDB Transaction Pending*	(Fix / Ignore)
Space Type:	0010 - Tch Lab	**Department:**	590 - Psychology <= 278 -
Stations:	01 - Tbl/Ch (00020)	**School:**	64 - Social and Natural Sciences
Function:	112 - Regular Instruction	**HEGIS Code:**	20011 - Psychology

Instruction

2020 Spring Term

	Instructor	Format	Units	Enroll	Meets	Time	
2203-NTRS-4176-01 N...	---	Laboratory	0	10 / 24	F	08:00 - 10:30	FA - Room 0248
2203-NTRS-4176-02 N...	---	Laboratory	0	7 / 24	M	10:55 - 13:25	FA - Room 0248
2203-NTRS-4176-03 N...	---	Laboratory	0	10 / 24	W	08:00 - 10:30	FA - Room 0248
2203-NTRS-5190-01 S...	---	Laboratory	0	12 / 24	W	18:00 - 20:45	FA - Room 0248
2203-NTRS-5210-01 A...	---	Laboratory	0	5 / 24	Tu	18:00 - 20:45	FA - Room 0248

Totals: 5 Classes

Utilization Report

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Research (Add)

PI / Manager (Add)

Occupants (Add)

Specifications (Edit)

F&A Category	*3*

Room Schedule (Add)

Report | Day | Week | Month | Ye

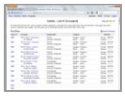
12H / 24H	Sun 1/26	Mon 1/27	Tue 1/28	Wed 1/29	Thu 1/30	Fri 1/31	Sat 2/1
06:00 am							
07:00 am							
08:00 am				08:00 am - 10:30 am - 2203-NTRS-4176-03 - Nutritional Assessment Lab		08:00 am - 10:30 am - 2203-NTRS-4176-01 - Nutritional Assessment Lab	
09:00 am							
10:00 am		10:55 am - 01:25 pm - 2203-NTRS-4176-02 - Nutritional Assessment Lab					
11:00 am							
12:00 pm							
01:00 pm							
02:00 pm							
03:00 pm							
04:00 pm							
05:00 pm							
Floating							
Day Totals	0.00 Hrs	2.50 Hrs	2.75 Hrs	5.25 Hrs	0.00 Hrs	2.50 Hrs	0.00 Hrs

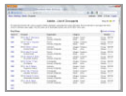
Totals: Items / 0.00 Hours Schedule Database **Download:** .csv .tab .ics

Report Gallery

This section includes reports and additional information about Fine Arts - Room 0248, including changes to space accounting and occupancy details.


Room Revisions
Change History


PI / Manager
Change History


Occupancy
Change History

Equipment (Add / New)

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Appendix 8.5.

Facilities Services Space Change Request Checklist

Directions: This form is to be completed by Facilities Services as part of the review process for space change request(s) submitted to the Space Management Subcommittee.

Space Change Request Name: _____

Building: Fine Arts Floor: 2 Room(s): 248 & 249

1. Electrical Impact: YES _____ NO X
Explanation: _____

2. Plumbing Impact: YES _____ NO X
Explanation: Water and gas lines will need to be re-directed or capped off if the room will no longer be used as a lab (M. Morales)

3. Refrigeration/ HVAC Impact: YES _____ NO _____
Explanation: Possibly if computers or other heat sources are added to the space or if more students occupy the space than originally designed for.

4. Space Utilization Impact: YES _____ NO _____
Explanation: Confirmation of the proposed layout of the rooms because HVAC may impact room 249's proposed conversion. Room 249 only has an HVAC return but no air supply. (M. Morales)

5. ADA Compliance: YES _____ NO _____
Explanation: Unknown if space is up to current ADA standards

RECOMMENDATIONS:

Ensure all fire safety code requirements (e.g. exit signage, sprinkler system, fire extinguishers, etc..) are in compliance at completion of these room conversions. (M. Morales)

Reviewed & Completed by:

4/23/2020 | 16:59 PM PDT

DocuSigned by: Nida Nicanor 4BA5FA6EB144EF...
EH&S Officer Date

DocuSigned by: Michael Murray 0E8B62E0D94C9...
Director, Facilities Services 4/20/2020 | 11:44 AM PDT
Date

DocuSigned by: Michael Morales EFB3E3F223B441C...
4/28/2020 | 09:57 AM PDT

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Appendix 8.3.

SPACE CHANGE REQUEST		
Instructions: Please provide information requested in each section below. Guidelines used by the Space Management Subcommittee to evaluate your request are indicated under "Guideline for Completing the Space Change Request form". Submit completed form to Facilities Planning and Construction, Bungalow L.		
ORGANIZATIONAL UNIT		PHONE EXTENSION
UNIVERSITY LIBRARY		3-3929
DEPARTMENT HEAD (Please Print)	SIGNATURE	DATE
Marla E. Peppers		March 11, 2020
SPACE REQUEST:		
Renovation project: removal of seventeen (17) graduate study cubicles and ten (10) adjacent shelf ranges; upgrade electrical outlets; ceiling, wall, and columns repainted; new furniture and flooring for study areas; nine (9) shelf ranges relocated to another area on the same floor; two (2) partial shelf ranges removed.		
RATIONALE FOR REQUEST (Please attach additional pages):		
As part of the University Library Master Plan, there is great need for additional study spaces for students, as well as long needed infrastructure improvements. New study areas will include group and individual study spaces, with varying seating textures and heights.		
HOW IS THIS NEED CURRENTLY BEING MET?		
N/A		
ITEMIZE BUDGETED POSITIONS (Including source of funding) that will use proposed space:		
University Library Master Plan monies.		
ITEMIZE RENOVATION EXPENSE (attach cost estimate from Facilities Services if appropriate and indicate funding source):		

TIMELINE:	Begin Renovation December 2019	Begin Occupancy March 2020	
APPROVAL BY ITS (as appropriate)		DATE	
APPROVAL BY DEAN OR SENIOR MANAGER		DATE March 11, 2020	
ACTION TAKEN BY SPACE MANAGEMENT SUBCOMMITTEE:			
	DocuSigned by: Joni Shimotsu	Motion unanimously approved for recommendation to president.	
CHAIR, SPACE MANAGEMENT SUBCOMMITTEE	DBE4FF53FD8A48E...	DATE 4/7/2020 | 09:24 AM PDT	

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Cal State LA - Budget Submittal Form

Project Name: Library North 2nd Floor Paint (Revised) **Date:** 11/25/2019

Project Scope:

See Attached "Scope of Work"

Trade Services

PROJECT SUPERVISOR	TOTAL	$0.00
PERMIT/INSPECTION	TOTAL	$0.00
RECYCLING	TOTAL	$0.00
BSE	TOTAL	$0.00
CARPENTRY	TOTAL	$12,082.50
ELECTRICAL	TOTAL	$3,905.60
PAINT	TOTAL	$40,234.88
PLUMBING	TOTAL	$0.00
CUSTODIAL	TOTAL	$0.00
SPECIAL SERVICES	TOTAL	$0.00
CHANGE ORDER(S)	TOTAL	$0.00

Project Fees & Totals:

If you wish to proceed, please sign this document, provide a PeopleSoft Chartfield, and return it to Facilities Services Work Control in Corporate Yard room 246.
The quotation will remain valid for a period of no more than 30 days.

Proposal Created By: Jerry Miers

Budget Proposal NTE (not to exceed). Will bill actuals

PROJECT ESTIMATE	$56,222.98

Signature _____ **Date** 11/26/19

Print Name Maria Reppers

Account Number 660873-CI110-200700

OFFICE USE ONLY

☐ AF ☐ UT ☒ CF ☐ FS

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Cal State LA - Budget Submittal Form

Project Name:	Library North 2nd Floor Paint (Revised)	**Date:**	11/25/2019
Project Scope:			

Furnish and install drywall and corner bead on 11 columns for "smooth look";
Patch and paint concrete walls between windows, color to be determined;
Repair/ Replace ceiling tiles as needed;
Mask and paint ceiling, white;
Patch and paint columns;
Rework electrical outlets on columns for new drywall.

NOTE: Brick walls and concrete wall around emergency exit are NOT to be painted .

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Cal State LA - Budget Submittal Form

Project Name: Library North 2nd Floor Renovation Phase

Date: 1/21/2020

Project Scope:

Trade Services

PROJECT SUPERVISOR	TOTAL	$0.00
PERMIT/INSPECTION	TOTAL	$0.00
RECYCLING	TOTAL	$0.00
BSE	TOTAL	$0.00
CARPENTRY	TOTAL	$0.00
ELECTRICAL	TOTAL	$2,878.50
PAINT	TOTAL	$0.00
PLUMBING	TOTAL	$0.00
CUSTODIAL	TOTAL	$0.00
SPECIAL SERVICES	TOTAL	$32,750.00
CHANGE ORDER(S)	TOTAL	$0.00

Project Fees & Totals:

If you wish to proceed, please sign this document, provide a PeopleSoft Chartfield, and return it to Facilities Services Work Control in Corporate Yard room 246.
The quotation will remain valid for a period of no more than 30 days.

Proposal Created By: Jerry Miers

Budget Proposal NTE (not to exceed). Will bill actuals

PROJECT ESTIMATE	$35,628.50

Signature _____ **Date** 1/21/2020

Print Name MARIA E. PETERS

Account Number 660873-CI110-200700 / LAO # 1920-CB04

OFFICE USE ONLY

☐ AF ☐ UT ☐ CF ☐ FS

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Cal State LA - Budget Submittal Form

Project Name:	Library North- 2nd Floor Renovation - Floor	**Date:**	1/21/2020

Project Scope:

Provide electrical and connect thread system at columns, per drawings;
Furnish and install Bentley-Mills LVT "Quarry Touchstone" #801570;
Furnish and install 4" black rubber cove-base.

NOTE: Steelcase Thread system to be install by Steelcase.

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Cal State LA - Budget Submittal Form

Project Name: Library North SW 2nd Floor Renovation **Date:** 1/8/2019

Project Scope:

See attached "scope of work".

Trade Services

FPS	TOTAL	$1,353.00
PERMIT/INSPECTION	TOTAL	$0.00
RECYCLING	TOTAL	$1,886.40
BSE	TOTAL	$0.00
CARPENTRY	TOTAL	$0.00
ELECTRICAL	TOTAL	$6,243.70
PAINT	TOTAL	$0.00
PLUMBING	TOTAL	$0.00
CUSTODIAL	TOTAL	$0.00
SPECIAL SERVICES	TOTAL	$110,000.00
CHANGE ORDER(S)	TOTAL	$0.00

Project Fees & Totals:

If you wish to proceed, please sign this document, provide a PeopleSoft Chartfield, and return it to Facilities Services Work Control in Corporate Yard room 246.
The quotation will remain valid for a period of no more than 30 days.

Proposal Created By: Jerry Miers

Budget Proposal NTE (not to exceed). Will bill actuals

PROJECT ESTIMATE	$119,483.10

Signature _____ **Date** 4/30/2019

Print Name Marla Peppers

Account Number 660873-SF001-200700-PJ7215

OFFICE USE ONLY

☐ AF ☐ UT ☒ CF ☐ FS

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Cal State LA - Budget Submittal Form

Project Name:	Library North SW 2nd Floor Renovation	**Date:**	1/8/2019

Project Scope:

Remove and dispose of 17 Study Rooms (2053-2069);
Remove and dispose of 18 metal stack bookshelves;
Abatement of existing 9x9 VCT floor tile and cove base;
Paint existing ceiling (white);
Furnish and install 2X2 carpet tiles, colors to be determined;
Furnish and install cove base (black).

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Appendix 8.5.

Facilities Services Space Change Request Checklist

Directions: This form is to be completed by Facilities Services as part of the review process for space change request(s) submitted to the Space Management Subcommittee.

Space Change Request Name: Library

Building: Library Palmer Wing Floor: 2nd floor Room(s): (see attached)

1. **Electrical Impact:** YES ☑ NO ☐
   Explanation:

2. **Plumbing Impact:** YES ☑ NO ☐
   Explanation:

3. **Refrigeration/ HVAC Impact:** YES ☐ NO ☑
   Explanation:

4. **Space Utilization Impact:** YES ☑ NO ☐
   Explanation:

5. **ADA Compliance:** YES ☑ NO ☐
   Explanation:

RECOMMENDATIONS:

Possible asbestos testing and abatement.

Reviewed & Completed by:

3/24/2020 | 12:45 PM PDT

DocuSigned by:
Nida Nuwayr
4BA5FA3E...

EH&S Officer — Date

Director, Facilities Services — 3/17/2020 Date

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

Appendix 8.3.

SPACE CHANGE REQUEST

Instructions: Please provide information requested in each section below. Guidelines used by the Space Management Subcommittee to evaluate your request are indicated under "Guideline for Completing the Space Change Request form". Submit completed form to Facilities Planning and Construction, Bungalow L.

ORGANIZATIONAL UNIT		PHONE EXTENSION
Office of Undergraduate Studies	Michelle Hawley AVP/Dean	3-3830
DEPARTMENT HEAD (Please Print)	SIGNATURE Michelle Hawley	DATE 3-12-20

SPACE REQUEST:

The Center for Academic Success (CAS) would like to relocate the Tutoring and Writing Centers located in the 1st floor Palmer Wing to the 2nd floor. Additionally, CAS would like to convert an existing Faculty Hoteling space (2097 and 2097a) that will be relocated, and occupy an open space (2080), that will require some renovation to lighting and ceiling. The existing restrooms on the 2nd floor also will be renovated to meet current code Accessibility requirements.

RATIONALE FOR REQUEST (Please attach additional pages):

CAS plans to expand its space to provide a comprehensive and fully integrated peer-to-peer academic success services for students. CAS will also offer Peer Led Undergraduate Study (PLUS) and supplemental instruction (SI) modalities that requires a dedicated space. This space will be reconfigurable for multiple settings and will be available for students when academic services are not provided.

HOW IS THIS NEED CURRENTLY BEING MET?

CAS is located in two floors of the Library, Palmer Wing but there is no more space to accommodate the other academic services and programs CAS intends to offer, such as PLUS and SI. This project would allow for CAS to occupy the 2nd floor of the library creating a one stop center for students rather than visit multiple areas.

ITEMIZE BUDGETED POSITIONS (Including source of funding) that will use proposed space:

Funding for this conversion will come from the Academic Affairs, Provost/VP Office.

ITEMIZE RENOVATION EXPENSE (attach cost estimate from Facilities Services if appropriate and indicate funding source):

TIMELINE:	Begin Renovation	ASAP	Begin Occupancy	Fall 2020

APPROVAL BY ITS (as appropriate)	DATE
APPROVAL BY DEAN OR SENIOR MANAGER DocuSigned by: Michelle Hawley 2A6034...	DATE 3/17/2020 | 12:34 PM PDT
ACTION TAKEN BY SPACE MANAGEMENT SUBCOMMITTEE: DocuSigned by: Joni Shimotsu DBE4FF53FD8A48E...	Motion unanimously approved for recommendation to president.
CHAIR, SPACE MANAGEMENT SUBCOMMITTEE	DATE 4/7/2020 | 09:28 AM PDT

DocuSign Envelope ID: 6CA28900-7D4A-41AC-9EDD-5E76685CCDC0

CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

CENTER FOR ACADEMIC SUCCESS

The Center for Academic Success (CAS) will be the first of its kind in the CSU system and will serve as a national model for providing comprehensive and fully integrated peer-to-peer academic success services for students. These will include support for, writing, STEM, research, quantitative reasoning, information technology and digital fluency. The space will be reconfigurable for multiple settings (tables and chairs) and will be available for student study when academic services are not provided. In addition, CAS will offer Peer Led Undergraduate Study (PLUS) as well as supplemental instruction (SI) modalities that will require the dedicated locations.

- **Scope of Work Budget: $900,000**
- **Total CAS Area: 11,050 GSF**
- **Restrooms: 586 GSF**

The scope of work for this project is to establish the CAS program, develop the documentation for construction/installation, and construction/installation administration including but not limited to:

- Meet with user group Michelle Hawley, Assoc. VP/Dean Office of Undergraduate Studies and Andrew Long, Director, Center for Academic Success as required to obtain information for a complete program.
- Identify detailed program for both new and existing functions/spaces required for CAS.
- Document a program that details each of the functions/spaces, associated area in terms of ASF, use schedule for each identified function sharing space, adjacencies, identify issues of acoustic isolation/separation, furniture solutions related to the functions discussed, and other pertinent information for approval a final space layout.
- Develop space layout including furniture solution and finishes.
- Identify building code impacts related to the project scope including any seismic, accessibility, and fire and life-safety requirements related to the scope of work.
- Incorporate the building code upgrades required by the project into the scope of work.
- Document design and develop construction drawings/details necessary for bidding/pricing.
- Assist Cal State LA and General Contractor with construction/installation.
- Perform work under the requirements and referenced documents found in the CSU Small Project Agreement.

Center for Academic Success is located in the John F. Kennedy Library - Palmer Wing, Second Level. The programmable space as part of this scope of work includes the following:

- Rm 2096 – 587 sqft. Currently houses Smart Start program that is associated with the CAS program.
- Rm 2097, and 2097A – 1,564 sqft. This space has an existing "Faculty Hoteling" use that will be relocated and the existing rooms turned into CAS program space.
- Rms 2098, 2098A, 2098B, 2098C – 1,092 sqft. This space has existing "Testing" use that is associated with the CAS program.
- Rm 2080 – 7,807 sqft. This space is an open, rectilinear area that was recently cleared of its existing functions and new carpet installed. The room is open and would require some renovation to the lighting and ceiling.

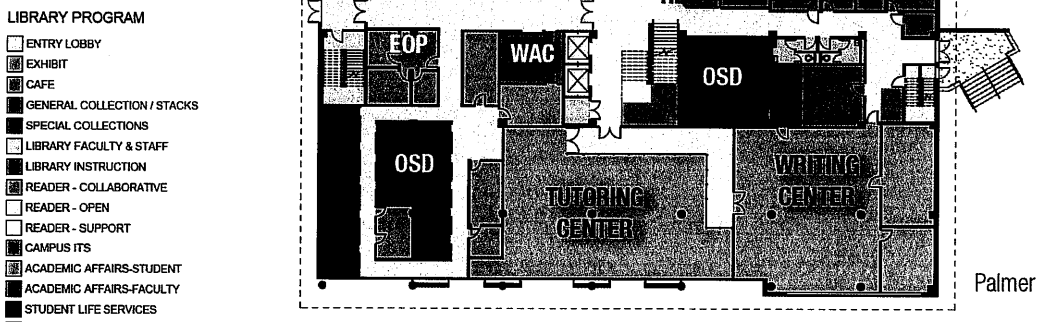
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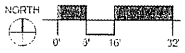
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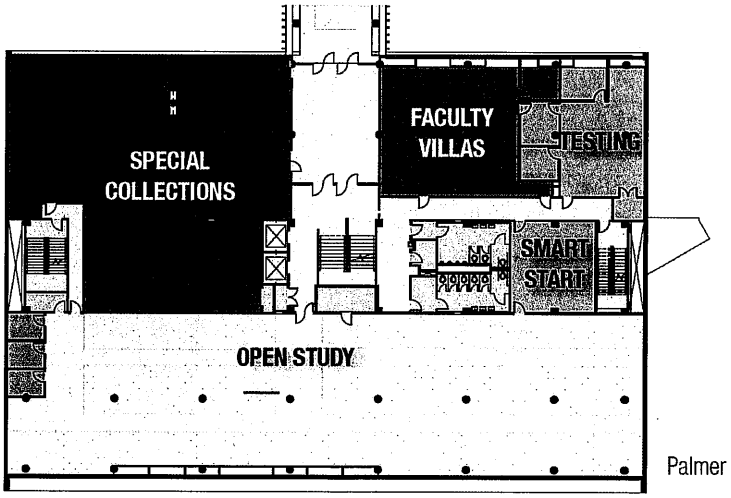
CENTER FOR ACADEMIC SUCCESS

- The project will renovate the existing restrooms on Second Level to meet current code Accessibility requirements.
- Existing functions to be relocated are located on the First Level of Palmer Wing in the form of the Tutoring Center and the Writing Center.

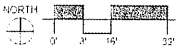


Existing Space Utilization
First Floor

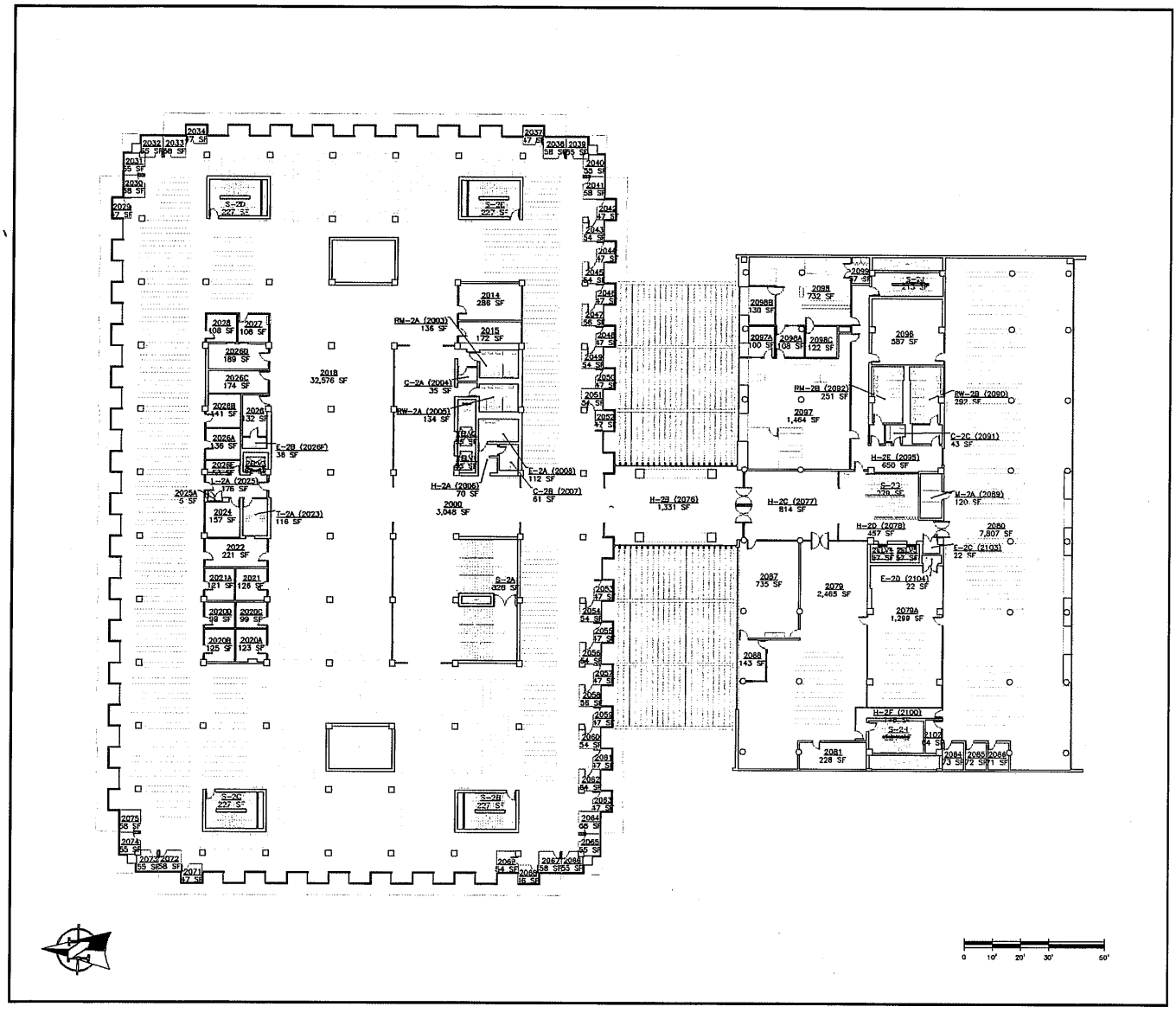




Existing Space Utilization
Second Floor



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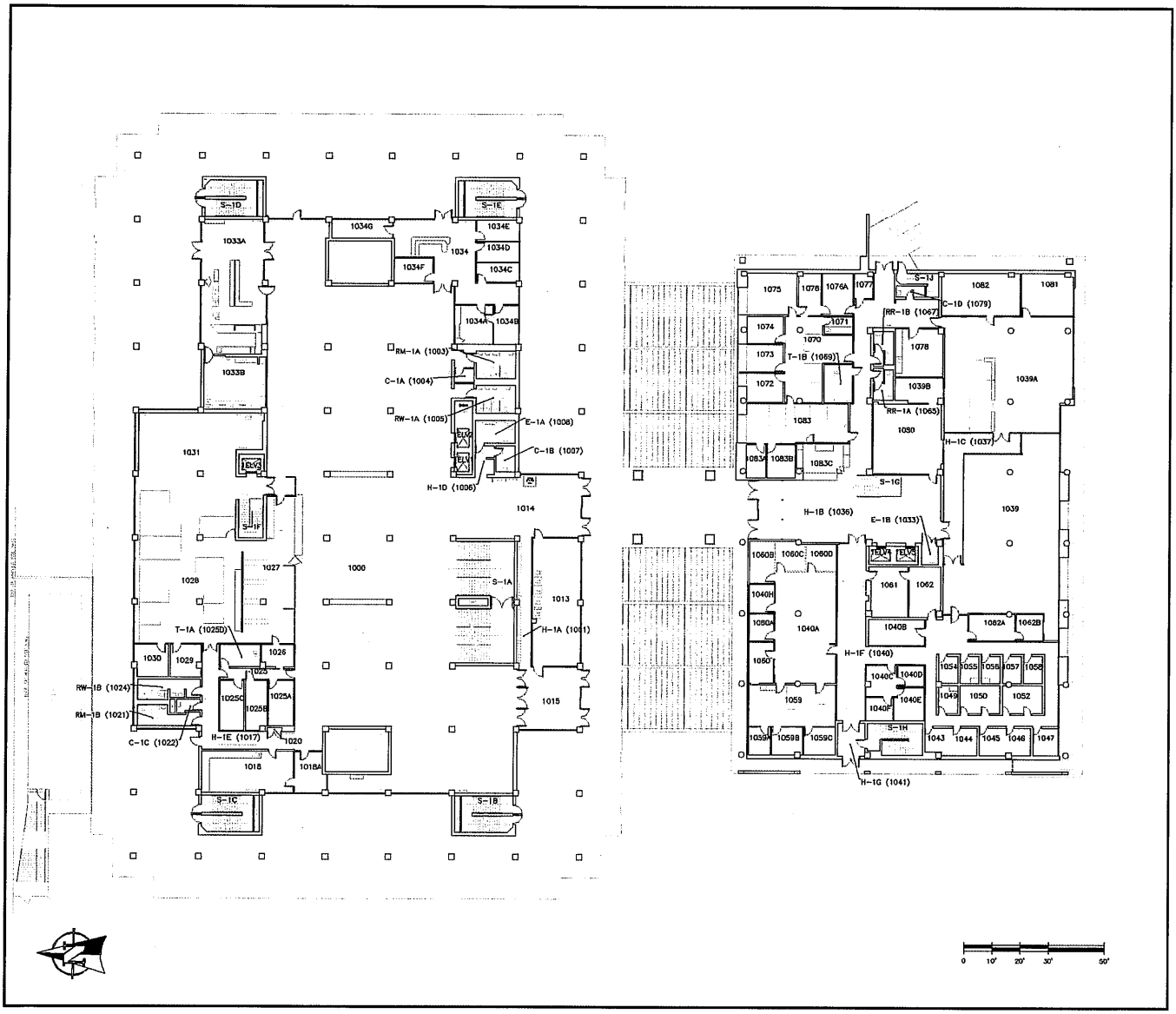
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Appendix 8.5.

Facilities Services Space Change Request Checklist

Directions: This form is to be completed by Facilities Services as part of the review process for space change request(s) submitted to the Space Management Subcommittee.

Space Change Request Name: Center for Academic Success

Building: Library Palmer Wing Floor: 2nd floor Room(s): (see attached)

1. **Electrical Impact:** YES ☑ NO ☐
   Explanation: _____

2. **Plumbing Impact:** YES ☑ NO ☐
   Explanation: _____

3. **Refrigeration/ HVAC Impact:** YES ☐ NO ☑
   Explanation: _____

4. **Space Utilization Impact:** YES ☑ NO ☐
   Explanation: _____

5. **ADA Compliance:** YES ☑ NO ☐
   Explanation: _____

RECOMMENDATIONS:

Possible asbestos testing and abatement.

Reviewed & Completed by:

3/24/2020 | 12:46 PM PDT

DocuSigned by:
Nida Nuravand
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EH&S Officer — Date

Director, Facilities Services — 3/17/2020 Date