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CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

DATE: April 7, 2021

TO: William A. Covino, President

DocuSigned by:
Barbara Queen
6E6745D9D82849D...

FROM: Barbara Queen, AVP, Facilities, Planning, Design & Construction

CC: Lisa Chavez, Vice President, Administration & Finance

SUBJECT: Space Management Subcommittee Recommendations

The items listed below were voted on by the Space Management Subcommittee on March 26, 2021. The following recommendations are hereby submitted for your review.

REQUEST #1. A motion to approve was unanimously passed to recommend the approval of the removal of eight (8) stacks from the Library North 3rd floor.

☒ Approved ☐ Not Approved

REQUEST #2. A motion to approve was unanimously passed to recommend the approval of the removal of a wall in the Library Basement room B122.

☒ Approved ☐ Not Approved

DocuSigned by:
William Covino
C8CB6332086D434...

William A. Covino, President

4/8/2021 | 13:29 PM PDT

Date

Facilities, Planning, Design and Construction | (323) 343-5785 | bqueen@calstatela.edu

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Appendix 8.3

SPACE CHANGE REQUEST

Instructions: Refer to ADM 007, pages 13-15. Use **DocuSign** to route form and checklist for signatures. Academic Affairs Space Advisory Group (AASAG) reviews and approves all AA space requests. This is then reviewed by Environmental Health and Safety (EHS) and Facilities Services (FS) prior to review by the Space Management Subcommittee (SMS). Upon SMS review and vote, recommendations are routed to the president for final review.

ORGANIZATION UNIT	EXTENSION
University Library	x3-3929

DEPARTMENT HEAD (Please Print)	SIGNATURE	DATE
Marla E. Peppers 2/8/2021	Marla E. Peppers	

SPACE REQUEST:

Remove eight (8) stack ranges (#124-131) on Library North 3rd Floor.

RATIONALE FOR REQUEST (Please attach additional pages):

Shifting of collections has reduced the number of stack ranges required to accommodate the library's book collection. The removal of the eight (8) stack ranges will create much needed additional

HOW IS THIS NEED CURRENTLY BEING MET?

Currently the need is not being met.

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

N/A

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

Date of Planned Occupancy:	Fall 2021
ITS Approval (as appropriate)	Date
Approval by Dean or Senior Manager	Date 2/8/21
Chair, Academic Affairs Space Advisory Group ☑ Approved ☐ Not Approved Emily Acevedo	Date 2/9/2021
Action taken by Space Management Subcommittee: Motion was unanimously passed.	
Chair, Space Management Subcommittee Docusigned by: Joni Shimotsu DBE4FF53FD8A48E...	Date 4/7/2021 | 16:34 PM PDT

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GUIDELINES FOR SPACE MANAGEMENT SUBCOMMITTEE EVALUATION

OF SPACE CHANGE REPORT

In completing the Space Change Request form on the reverse side, please provide all pertinent information so that committee members can evaluate how this request will:

1. Facilitate instruction at the program level and affect the overall instructional program of the University.
2. Improve instructional support.
3. Improve institutional support.
4. Impact on classroom scheduling.
5. Positively affect student, faculty, and staff morale.
6. Improve the image of the University.
7. Facilitate community service.
8. Improve physical accessibility.

In addition, the Committee will review the request to ensure that it:

1. Includes adequate financial planning for implementation as well as on-going costs.
2. Meets Health and Safety Codes.
3. Is compatible with the Academic Master Plan.
4. Is compatible with the Physical Master Plan.
5. Meets Chancellor's Office guidelines (capacity, utilization, and space use standards).
6. Has endorsement of the Dean or Senior Manager.

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Appendix 8.4.

Guidelines for Completing the Space Change Request form

1. Academic Affairs Space Advisory Group (AASAG) reviews and approves all AA space requests prior to review by campus Space Management Subcommittee (SMS).

2. Space Request: Provide a brief description of what the job entails.

3. Rationale for Request: Provide an explanation for the basis of the request. For example, indicate whether the project will improve instructional support, improve institutional support and so forth. Guidelines to be used by the Subcommittee are attached to the Space Change Request form and may be used as a guide in completing this section.

4. How Is This Need Currently Being Met: Indicate the function of space as presently assigned.

5. Itemized Budgeted Positions: Indicate all funded positions that will be assigned to the proposed area space. Also include the source of funding for each position, i.e., grants, general fund, etc.

6. Itemize Renovation Expense: Attach cost estimates from Facilities Services, if appropriate, and indicate account number of funding source for project.

7. Indicate, if appropriate, whether a specific period of time is a necessity for either beginning renovation or for occupancy.

8. Approved by ITS (as appropriate): The appropriate ITS administrator must sign all space requests involving campus telecommunications infrastructure development.

9. Approved by Dean or Senior Manager: All space requests must be signed by the appropriate Dean/Senior Manager and dated.

10. Action Taken by Space Management Subcommittee: Do not complete.

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Appendix 8.5.

Facilities Services Space Change Request Checklist

Directions: This form is to be completed by Environmental Health and Safety (EHS) and Facilities Services (FS) and submitted as part of the Space Change Request package submitted to the Space Management Subcommittee.

Space Change Request Name: _____

Building: _____ Floor: _____ Room(s): _____

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:

Reviewed & Completed by:

Nidavone Niravanh 3/11/21
EH&S Officer Date

Director, Facilities Services 3/12/21
Date

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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 ITS		PHONE EXTENSION 32750
DEPARTMENT HEAD (Please Print) Tosha Pham	SIGNATURE DocuSigned by: Tosha Pham D9052C87946B470...	DATE 3/4/21
SPACE REQUEST: Removal of wall that creates Library Basement North B122B Change door swing to inward orientation for B122A Additional electrical, phone, and data conduits to coincide with new modular furniture, as required		
RATIONALE FOR REQUEST (Please attach additional pages): Housing accessibility staff and students in a single location, accessible to campus will improve institutional support. ATI/accessibility impacts Web Instructional Materials, and IT Procurement		
HOW IS THIS NEED CURRENTLY BEING MET? The current space only affords a large office and a foyer area. Accessibility staff and student assistants are scattered throughout the basement behind access restricted doors. This proposal will facilitate access for the campus.		
ITEMIZE BUDGETED POSITIONS (Including source of funding) that will use proposed space: •Admin II (Leon McNaught) • Analyst/Programmer (Jimmy Thai) • Operating Systems Analyst (Andy Pesich) Five accessibility student assistants (not all at the same time) All Positions are funded from Operating Fund SF001-300070		
ITEMIZE RENOVATION EXPENSE (attach cost estimate from Facilities Services if appropriate and indicate funding source):		

TIMELINE:	Begin Renovation	ASAP	Begin Occupancy	Contingent
APPROVAL BY ITS (as appropriate)			DATE	
APPROVAL BY DEAN OR SENIOR MANAGER	DocuSigned by: Tosha Pham D9052C87946B470...		DATE	3/8/2021 | 09:47 AM PST
ACTION TAKEN BY SPACE MANAGEMENT SUBCOMMITTEE: Motion was unanimously passed.				
CHAIR, SPACE MANAGEMENT SUBCOMMITTEE	DocuSigned by: Joni Shimotsu DBE4FF53FD8A48E...		DATE	4/7/2021 | 16:34 PM PDT

DocuSign Envelope ID: 4F1A03A7-1C95-446F-94D2-295E0CF268C7

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: Library North Floor: Basement Room(s): B122

1. Electrical Impact: YES X NO _____
Explanation: _____
Electrical whip may be required for modular installation

2. Plumbing Impact: YES _____ NO X
Explanation: _____

3. Refrigeration/ HVAC Impact: YES _____ NO X
Explanation: _____

4. Space Utilization Impact: YES _____ NO _____
Explanation: _____
The proposal improves utilization of the existing space by adding capacity.

5. ADA Compliance: YES X NO _____
Explanation: _____
Proposed alterations and Tangram modular install meets ADA space clearance requirements.

RECOMMENDATIONS:

Reviewed & Completed by:

3/13/2021 | 14:31 PM PST

DocuSigned by: Mdavone Mravanli 02D94A9552FE4EB...
EH&S Officer Date

DocuSigned by: Michael Murray 0BE98162EBC94C9...
Director, Facilities Services

3/18/2021 | 07:54 AM PDT
Date

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BLDG 7

JFK MEMORIAL LIBRARY

B LEVEL / BASEMENT

LAST UPDATED: 10-25-19

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PLANNING, DESIGN & CONSTRUCTION



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PLANNING, DESIGN & CONSTRUCTION

JFK MEMORIAL LIBRARY
B LEVEL / BASEMENT

LAST UPDATED: 10-25-19

BLDG
7

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CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Campus Physical Planning Committee and Space Management Subcommittee Meeting

March 26, 2021 | 11:00 a.m. | Zoom

ATTENDANCE: Frenda, Steven; Fryling, Mitch; Kennedy, Betty; Magolske, Maria; Modesto, Yancey; Murray, Michael; Queen, Barbara; O'Neil, Theresa; Shimotsu, Joni; Solis, Jason
ABSENT: Acevedo, Emily; Chatterjee, Choi; Misa, Kyle; Lee, Daniel

Call to Order
J. Shimotsu called the meeting to order at 11:03am.

Approval of Minutes from 11/20/2020
M. Murray motioned to approve the minutes from 11/20/20 and J. Solis seconded. All in favor and the motion passed.

New Space Change Requests

University Library Floor 3 removal of stacks
Marla Peppers gave a presentation for the space change request she submitted. She said the Library wants to remove 8 stacks on the 3rd floor of Library North. The purpose is to make a flexible exhibit area and reading area for group study. She said they have been shifting collections, the books in those 8 stacks are not being removed, only shifted to another location. She asked for questions and there were none.

University Library B122 removal of wall
J. Shimotsu introduced Tosha Pham and asked her to start her presentation. T. Pham said that Library B122 used to be her office until she relocated. It makes for a large office space for only one person but the team in the basement needs more space to work together as well as more cubicle space. They are running out of room. She asked for questions and there were none.

J. Shimotsu asked if they were ready to vote. M. Murray motioned to approve recommendation to the President of the removal of the 3rd floor Library stacks and J. Solis seconded. All in favor with none opposed and the motion passed. M. Murray motioned to approve recommendation to the President for the change to Library B122 space and M. Magolske seconded. All in favor and the motion passed.

B. Queen asked who is working on the ITS project and M. Murray said Facilities Services will be doing the work. B. Queen commented that the Fire Marshal may need to sign off on the review. J. Solis said EHS has also been made aware of the project.

Capital Project Updates
J. Shimotsu turned the meeting over to Y. Modesto for capital project updates.

Y. Modesto gave the following capital projects update.
The Rongxiang Xu Bioscience Innovation Center construction is complete. We are waiting for the fire marshal to approve the occupancy permit. The project will be wrapped up in the next few weeks.

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CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Campus Physical Planning Committee
and Space Management Subcommittee Meeting
March 26, 2021 | 11:00 a.m. | Zoom

The notice of completion (NOC) has been filed for the electrical substation. Finances are being finalized and the project will be done.
The utility infrastructure chiller #3 project is scheduled to wrap up at the end of March and start running in April.
Physical Sciences is coming along on schedule. Y. Modesto shared recent pictures of the interior.
The Lot 5 resurface and relamp project is on hold due to the vaccination site. It will be picked up again later in the year.
The WellBeing Garden is preparing for landscaping coming in the next few weeks.
Student Housing East is coming along on schedule. Most of the store front work is done. A few dorm rooms have a furniture mock-up. The new fire access road is coming along, it will flank the new recreation field.
The tennis court facilities are underway. Looking at the prefabricated building pricing as well.
The student edible garden project has a contractor starting to look at the accessible route and work to start in April.
The sculpture for the Billie Jean King statue has provided details for the foundation. The sculpture will be delivered in the Fall. There will also be lighting, signage and seating installed as well. M. Magolske mentioned there will probably not be a ribbon cutting this Fall.
The water infrastructure project is underway at 90% construction documents. Work will start this summer and will not impede the vaccination site.
Two large scoreboards will be installed in Fall.
A 90-day hazardous storage facility is the in early stages of planning.
Y. Modesto listed 4 planned projects that will be coming up soon: Emergency Operations Center scope review; Hydrogen Station Upgrade, pending grant approval; USU Gym outdoor space; Athletics Training Center renovation.
Y. Modesto asked if there are any questions from the committees and there were none. M. Magolske motioned to adjourn the meeting and J. Solis seconded. All in favor and the meeting was adjourned at 11:24am.

Committee Members:

1. Misa, Kyle (CPPC)	6. Lee, Daniel (SMS)	11. O'Neil, Theresa (CPPC)
2. Bippus, Amy*	7. Kennedy, Betty*	12. Queen, Barbara*
3. Chatterjee, Choi (CPPC)	8. Magolske, Maria*	13. Shimotsu, Joni, Chair (SMS)
4. Frenda, Steven (SMS)	9. Modesto, Yancey, Chair (CPPC)	14. Solis, Jason*
5. Fryling, Mitch (CPPC)	10. Murray, Michael*	

*Indicates membership on both committees