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CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

DATE: June 1, 2021

TO: William A. Covino, President

FROM: Barbara Queen, AVP of Facilities, Planning, Design and Construction

DS BQ

CC: Joyce Williams, Vice President, Administration & Finance

SUBJECT: Space Management Subcommittee Recommendations

The item listed below was voted on by the Space Management Subcommittee on May 28, 2021. The following recommendation is hereby submitted for your review.

REQUEST #1. A motion to approve was unanimously passed to recommend the approval of the Rongxiang Xu College of Health and Human Services Virtual Reality Lab in Salazar Hall 0100.

x Approved Not Approved

DocuSigned by:
William Covino
C8CB6232066D434...
William A. Covino, President

6/8/2021 | 11:22 AM PDT
Date

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Campus Physical Planning Committee and Space Management Subcommittee Meeting

May 28, 2021 | 11:00 a.m. | Zoom

1. Call to Order — Joni Shimotsu
2. Approval of Minutes from 03/26/2021 — Joni Shimotsu
3. New Space Change Request
    a. SH100 VR Room — Ron Vogel
4. Capital Project Updates — Yancey Modesto

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

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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 prior to review by campus Space Management Subcommittee (SMS). Upon SMS review and vote, recommendations are routed to the president for final review.

ORGANIZATION UNIT: Xu College of Health and Human Services

EXTENSION:

DEPARTMENT HEAD (Please Print): Ron Vogel

SIGNATURE: Ron Vogel

DATE: May 4, 2021

SPACE REQUEST:
This is a change to increase the wall to the ceiling in SZ 100 and replace the entry door.

RATIONALE FOR REQUEST (Please attach additional pages):
There is a door inside room 100 that leads to an office used by the Chin Family Institute for Nursing. Because room 100 will be the VR room. Noise will travel over the wall and be disruptive to staff in the office. Also, having a separate entry way into the office rather than through the VR Lab is much better and less disruptive.

HOW IS THIS NEED CURRENTLY BEING MET?
Access to the office is through the VR lab. The building of the VR lab, which has been approved is on hold until this change is approved

ITEMIZE BUDGETED POSITIONS (Including source of funding) that will use proposed space:
The funding source is the Xu College.

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

Date of Planned Occupancy: July 15. 2021

ITS Approval (as appropriate) — Date

Approval by Dean or Senior Manager: Ron Vogel — Date: May 4, 2021

Chair, Academic Affairs Space Advisory Group — Date

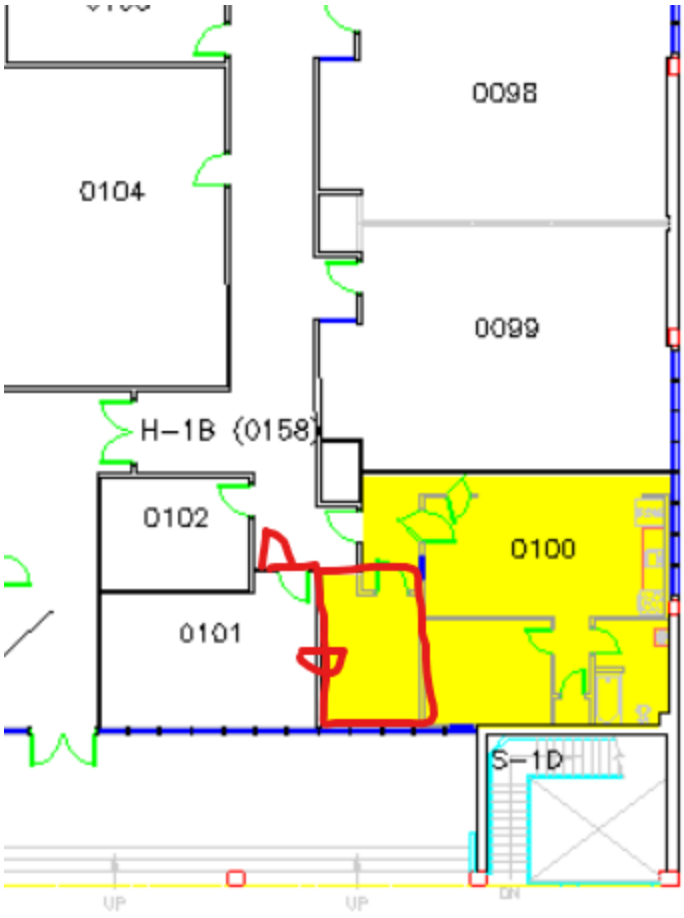
[X] Approved [ ] Not Approved — Emily Acevedo — May 14, 2021

Action taken by Space Management Subcommittee:
Unanimously approved.

Chair, Space Management Subcommittee: Jani Shimotsu — Date: 5/28/2021 | 14:15 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: Ron Vogel

Building: SH Floor: 1 Room(s): 100

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

Facilities please comment.

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

Facilities please comment.

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

Facilities please comment.

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

Need to review at conclusion of work.

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

Need to review at conclusion of work.

RECOMMENDATIONS:

NN: Signature is intended to allow projected work to move forward.

Reviewed & Completed by:

Nidavone Niravanh 5.17.21
EH&S Officer Date

DocuSigned by:
Michael Murray 5/27/2021 | 10:56 AM PDT
0BE98162EBC9409...
Director, Facilities Services Date

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Campus Physical Planning Committee and Space Management Subcommittee Meeting

May 28, 2021 | 11:00 a.m. | Zoom

ATTENDANCE: Acevedo, Emily; Chatterjee, Choi; Frenda, Steven; Fryling, Mitchell; Lee, Daniel; Modesto, Yancey; Murray, Michael; O'Neil, Theresa; Queen, Barbara; Shimotsu, Joni; Vogel, Ron

Call to Order

J. Shimotsu called the meeting to order at 11:00a.m.

Approval of Minutes from 03/26/2021

C. Choi motioned to approve the minutes form March 26 and E. Acevedo seconded. All in favor with none opposed and the motion passed.

Results from Last Meeting

J. Shimotsu shared the results from the March 26 meeting. The removal of the Library 3rd floor stacks and room B122 change have been approved by the President.

New Space Change Request

SH100 Virtual Reality Room

Ron Vogel gave the space change request presentation. R. Vogel said the college has received grants to fund a VR Lab. R. Vogel described the current space and why it is not meeting the needs of the college. He said the walls need to reach the ceiling which will help with muting the sound to and from the office nearby. The space change also includes the office in room 0101, making the door swing out instead of inward. R. Vogel said conversations have been had with Facilities Services and Planning, Design and Construction and this looks like something we can do and stay within code. R. Vogel asked the committee for questions. No questions were asked. R. Vogel said this will be a great win for the college and university and that they have linked up with engineering department who are involved with the VR processes and models. R. Vogel left the meeting E. Acevedo motioned to approve recommendation for the SH100 VR Lab space change and D. Lee seconded. All in favor and the motion passed.

Capital Project Updates

Y. Modesto gave the capital project update. The Rongxiang Xu Bioscience Innovation Center is just about done and the final walk through with the fire marshal is scheduled. We have a certificate of temporary occupancy and there are already occupants. The electrical substation is now finished. The central chiller is just about complete. Under the central chiller project umbrella, we have started a campus-wide VoiP project. The design work for that is in process. The water infrastructure replacement is in its pre-construction phase. The construction documents are 100% done and construction will start this summer. We now have the approval to start moving furniture inside Physical Sciences. The seismic scope is at 98% complete. Lot 5 resuface and relamp project is on hold because of the vaccination site. The Well-BeingU Garden is moving a long and a lot of work has been done. The Student Housing East site will have an open space for students to gather in front of the building. The kitchen and dining services are being completed. The fire access roads that are required are underway with concrete pouring next week. The roads hug the recreation field which will be completed in the fall. The Tennis Center has a target complete date of December 2022. The concrete was poured for the walkway to the student edible garden. We have received a photograph from the Billie Jean King sculpturer and they are

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finishing the bronzing process. The athletic scoreboards are in the process of being procured. We are working with the fire marshal to replace the hazmat storage facility. The Anna Bing Child Care Center is also having its fire alarm upgraded to meet current standards and sewer replaced as well. We received a request to expand the outdoor space of the USU student gym. We will push the concrete out and install better lighting and a sunshade. Our planned projects include a PE Center Training renovation to improve the air quality. Currently getting a cost estimate. Other planned projects include campus-wide metering, irrigation upgrades, electrification studies, HEERF projects to clean air ducts, improve air quality and upgrade air filters. Y. Modesto asked for questions and there were none.

E. Acevedo motioned to adjourn the meeting and D. Lee seconded. The meeting adjourned at 11:27am.

Committee Members:

1. Misa, Kyle (CPPC)	6. Lee, Daniel (SMS)	11. O'Neil, Theresa (CPPC)
2. Bippus, Amy*	7. Kennedy, Betty*	12. Queen, Barbara*
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