



MEETING NOTES

13277 Webster ISB

10/4/2016

Webster
Interdisciplinary Science Building

Date of Meeting: 10/04/16
Meeting Time: 8:30-10:30
Meeting Location: Loretto Hall

FF&E Furniture Fair Review

Agenda

Review of Private Office Layouts for Furniture Fair

- o Review typicals that will be ordered for the furniture fair
- o Review updated private office typical requested by the biology and ASP departments
- o Review updated adjunct office layout options
- o Discuss one-on-one meeting agenda and time frame

Review of Furniture Fair Items

- o Review ancillary items to be ordered for the furniture fair

Attendants:

- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Private office furniture layouts and storage components were reviewed. Updated typicals are attached. These typicals will be ordered for evaluation at the furniture fair. They include one all laminate solution and two laminate/metal solutions.
- It was requested that the cushion shown in the low storage option remain unattached for the furniture fair.
- It was discussed that we will look into borrowing bookcases from Rock Hill to simulate the footprint of an office with maximized bookcase storage. Room footprint will be taped out on the floor at the furniture fair.
- Spellman Brady will coordinate with Webster technology to have monitors and keyboards present at the furniture fair to assist in evaluation of the office typicals.
- It was noted that Cannon should be made aware that it is the preference of Webster that the sidelites between the offices have film applied. They should not be clear. SBC has reached out to Lynn.
- It was requested to add a modesty panel the height adjustable table.
- It was noted that classroom tables would need to have robust casters. The ease of adjustability in the height adjustable (ADA) table will also be an important factor in evaluating the classroom tables. The tables currently used in the EAB are undesirable.
- Cut sheets are to be provided which show the ability of the teacher station to accommodate technology. The cut sheets have been requested from the manufacturer, SBC to forward upon receipt.
- It was requested to add a classroom chair with a high back/headrest option.
- The teaching kitchen stools will need to be ADA height, and may need to look more residential.

MEETING NOTES

13277 Webster ISB

10/4/2016

- It was suggested that badges will be provided for faculty to wear during the furniture fair. Webster to provide a roster of attendees.
- It was discussed to add lounge more lounge furniture in the common areas and in the connections to the EAB. Review AV drawings to ensure there aren't conflicts with digital signage locations. Spellman Brady will provide layouts and will evaluate the impact on the budget.
- It was stressed that lounge furniture should be comfortable.
- It was noted that the large "W" on the wall at the stairwell has been eliminated.
- It was noted to look at changing the carpet in the second floor lobby entry to walk-of carpet. This area should be high impact.
- Place lounge furniture at the end of corridors where possible. Lounge furniture should be impactful and provide a focal point at the end of the corridor. Each space should have its own character.
- It was questioned if the instructor stations in the general purpose labs were part of the millwork or furniture package. **It has been confirmed that these stations are in the millwork package.**
- The height of the counter in the teaching kitchen was questioned. **It has been confirmed that the counter is at ADA height, 34" a.f.f. Stool options will be adjusted accordingly.**
- It was discussed that additional furniture that will not be shown at the furniture fair will be reviewed at a later date. This will include the outdoor furniture package. If possible, Spellman Brady will show outdoor chair options at the furniture fair as chairs will be moveable (not attached to the tables).
- SIM lab casework has been removed from the millwork package and will be moved into the FF&E package and budget.
- Spellman Brady will update the furniture fair documentation and prepare an agenda for the PEC meeting on October 27th. The information to be presented at the PEC meeting includes: updated furniture plans including additional lounge furniture, and review of the furniture being provided for evaluation at the furniture fair.

NEXT MEETING DATE: TBD

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting. Image page includes ancillary furniture items being ordered for the furniture fair.

See attached furniture plan – presented at meeting.

Prepared by:

Amanda Renshaw arenschaw@spellmanbrady.com

Bruce Hentges bhentges@spellmanbrady.com

Trisha Militello tmilitello@spellmanbrady.com

Spellman Brady & Company



Voting Results

13/56

25/56

18/56

Parameters

- Highback
- Back
- Ergo Adjustments
- Adjustable Arms
- Seat Slider
- Warranty

Focus

PRODUCT FEATURES

Joya

PRODUCT FEATURES

Amplify

PRODUCT FEATURES

Preliminary Budget

BUDGET RANGE	\$285-\$375
AVG. UNIT COST	\$330.00
QUANTITY	108
TOTAL BUDGET	\$35,640.00
VARIANCE	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$320.00	\$34,560.00
	- \$1,080.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$327.00	\$35,316.00
	- \$324.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$370.00	\$39,960.00
	\$4,320.00

Notes:



WEBSTER UNIVERSITY
ISB

GUEST CHAIRS - PRIVATE OFFICE
C20



Voting Results

15/59

10/59

20/59

14/59

Parameters

- Arms
- Back
- Casters
- Nesting
- Warranty

Lavoro

PRODUCT FEATURES

- X
- Upholstered
- X
-
- Lifetime

Jiminy

PRODUCT FEATURES

- X
- Mesh
- X
- X
- Lifetime

Focus - Mesh

PRODUCT FEATURES

- X
- Mesh
- X
-
- Lifetime

Focus - Wood

PRODUCT FEATURES

- X
- Wood
- X
-
- Lifetime

Preliminary Budget

BUDGET RANGE	\$250-\$350
AVG. UNIT COST	\$300.00
QUANTITY	84
TOTAL BUDGET	\$25,200.00
VARIANCE	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$335.00	\$28,140.00
	\$2,940.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$302.00	\$25,368.00
	\$168.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$275.00	\$23,100.00
	-\$2,100.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$335.00	\$28,140.00
	\$2,940.00

Notes: Casters & arms are preferred. Consider providing armless to accommodate various body types. It would be nice to provide a few extra chairs per department.



WEBSTER UNIVERSITY
ISB

CLASSROOM - TASK
C03



Voting Results

27/100 35/100 38/100

Parameters

- Fixed Arms
- Mesh Back
- Ergo Adjustment
- Headrest Available
- Warranty

Wit

PRODUCT FEATURES

- X
- X
- X

Lifetime

Novo

PRODUCT FEATURES

- X
- X
- X

Lifetime

Focus

PRODUCT FEATURES

- X
- X
- X
- X

Lifetime

Preliminary Budget

BUDGET RANGE	\$275-\$350
AVG. UNIT COST	\$312.50
QUANTITY-ARMS	99
TOTAL BUDGET	\$30,937.50
VARIANCE	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$285.00	\$28,215.00
-\$2,722.50	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$325.00	\$32,175.00
\$1,237.50	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$320.00	\$31,680.00
\$742.50	

Notes: 20% Of classroom chairs will be specified without arms, budget range \$250-\$350 per chair. We heard comments that the headrest was not needed. Some concerns were that students may fight over the chair with the headrest if only one per room.



WEBSTER UNIVERSITY
ISB

INSTRUCTOR STATION
O20



Voting Results

100%

Parameters

Metal/Laminate Chassis

Standing Height Lectern

Casters

Grommets

Ped Configuration

Warranty

All Terrain

PRODUCT FEATURES

Metal Chassis

X

X - Same as classroom table

X

Hinged Door

Lifetime
Casters - 15 Years

Maneuver

PRODUCT FEATURES

Laminate Chassis

X *removable

X

X

Hinged Door

Lifetime
Casters - 5 Years

Guide

PRODUCT FEATURES

Laminate Chassis

X

X

X

Hinged Door

Lifetime
Casters - 5 Years

Preliminary Budget

BUDGET RANGE	\$1,200-\$1,400
AVG. UNIT COST	\$1,300.00
QUANTITY	5
TOTAL BUDGET	\$6,500.00
VARIANCE	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$1,230.00	\$6,150.00
-\$350.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$1,120.00	\$5,600.00
-\$900.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$1,390.00	\$6,950.00
\$450.00	

Notes: Lectern is available with or without a door.



WEBSTER UNIVERSITY
ISB

LAB STOOLS
C43, C90

MANUFACTURER COMPARISON
12107
015



Voting Results

2/81

4/81

11/81

13/81

31/81

14/81

6/81



Parameters

Seat
Back
Seat Height Adjustable
Casters/Glides
Footring
Warranty
Comments

Ajax

PRODUCT FEATURES

Metal
-
Fixed
Glides
Footring Standard
13 Years
Chemistry

600

PRODUCT FEATURES

Urethane

Pin-Set Height Adjustable
Glides
Footring Standard
15 Years

Regent

PRODUCT FEATURES

Upholstered
Available (Optional)
Pneumatic
Casters/Glides
Footring Optional
13 Years
1-Biology, 1-Mock Exam, 2-Glides

Sky

PRODUCT FEATURES

Upholstered
Available (Optional)
Fixed
Casters/Glides
Footring Optional
10 Years
Biology Lab, Cell Bio (Schroeder)

UU

PRODUCT FEATURES

Plastic
Adjustable Height
Pneumatic
Casters/Glides
Footring Optional
13 Years
5-Nurse Anesthesia, 1-Nursing

Geo

PRODUCT FEATURES

Plastic
Adjustable Height Back
Pneumatic
Casters/Glides
Footring Optional
Lifetime
Research & Tissue Culture (Schroeder)
Biology - with back, casters

Jusky

PRODUCT FEATURES

Upholstered
Available (Optional)
Pneumatic
Casters
No Footring
10 Years
Tablet is standard

*May want to consider these options as combined votes

Preliminary Budget

BUDGET RANGE \$250-\$425
AVG. UNIT COST \$337.50
QUANTITY 256
TOTAL BUDGET \$86,400.00
VARIANCE

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$95.00	\$24,320.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$65.00	\$16,640.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$210.00	\$53,760.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$490.00	\$125,440.00

MID GRADE FABRIC PRICING

Quantity 15	
UNIT COST	EXTENDED COST
\$350.00	\$5,250.00
-\$5,850.00	

*budget range \$600-\$800 (\$700)

MID GRADE FABRIC PRICING

Quantity 15	
UNIT COST	EXTENDED COST
\$240.00	\$3,600.00
-\$6,900.00	

*budget range \$600-\$800 (\$700)

MID GRADE FABRIC PRICING

Quantity 25	
UNIT COST	EXTENDED COST
\$785.00	\$19,625.00
-\$375.00	

*budget range \$750-\$850 (\$800)

Notes: Based on programming, the Dry Skills Lab (135) was budgeted to include stools with a tablet arm - qty 25. The MicroBio/Plant Research Lab was budgeted to include height adjustable stools with backs - qty 15. The remainder of the stools were budgeted as 4-leg stools, without backs based on feedback from the workshops. Comments included that casters were not desirable.



WEBSTER UNIVERSITY
ISB

TEACHING KITCHEN/COMMONS
C44

MANUFACTURER COMPARISON
12107
4/1/2015



6/92



20/92



29/92



8/92



10/92



19/92

Voting Results

Parameters

Shell

Frame

Warranty

Juxta

PRODUCT FEATURES

Fully Upholstered

Metal

10 Years

Merano

PRODUCT FEATURES

Uph Seat & Back Pad

Wood

10 Years

Felix

PRODUCT FEATURES

Wood

Metal

10 Years

Brady

PRODUCT FEATURES

Wood

Metal

10 Years

Rio

PRODUCT FEATURES

Poly, Optional Seat Pad

Metal

Lifetime

Lumin

PRODUCT FEATURES

Poly, Optional Seat Pad

Metal

Lifetime

Preliminary Budget

BUDGET RANGE \$315-\$400
AVG. UNIT COST \$357.50

QUANTITY 24

TOTAL BUDGET \$8,580.00

VARIANCE

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$735.00	\$17,640.00
\$9,060.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$450.00	\$10,800.00
\$2,220.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$205.00	\$4,920.00
-\$3,660.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$270.00	\$6,480.00
-\$2,100.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$150.00	\$3,600.00
-\$4,980.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$165.00	\$3,960.00
-\$4,620.00	

Notes:



WEBSTER UNIVERSITY
ISB
COMMONS - LIGHT SCALE LOUNGE
C25



Voting Results

39/120 6/120 8/120 42/120 0/120 11/120 14/120

Parameters

Upholstered

Base Style

Warranty

Nash

PRODUCT FEATURES

X

WOOD

Lifetime
Veneer - 10 Years

*consider for deans suite

Ridge

PRODUCT FEATURES

X

WOOD

10 Years

Nestle

PRODUCT FEATURES

X

WOOD

10 Years

Happy

PRODUCT FEATURES

X

METAL SLED

3 Years

Ace

PRODUCT FEATURES

X

METAL SLED

3 Years

Grin

PRODUCT FEATURES

X

METAL SLED

Lifetime

Farrah

PRODUCT FEATURES

X

METAL LEGS

Lifetime

Preliminary Budget

BUDGET RANGE \$1, 000-\$1,500
AVG. UNIT COST \$1,250.00

QUANTITY 9
TOTAL BUDGET \$11,250.00

VARIANCE

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$850.00	\$7,650.00
-\$3,600.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$1,015.00	\$9,135.00
-\$2,115.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$1,130.00	\$10,170.00
-\$1,080.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$1,505.00	\$13,545.00
\$2,295.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$880.00	\$7,920.00
-\$3,330.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$870.00	\$7,830.00
-\$3,420.00	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$1,300.00	\$11,700.00
\$450.00	

Notes:



WEBSTER UNIVERSITY
ISB

COMMONS - LIGHT SCALE LOUNGE

MANUFACTURER COMPARISON
12107
4/1/2015



6/184



26/184



42/184



50/184



14/184



70/184



6/184

Parameters Upholstered Tablet Arm Available Swivel Base Warranty	Y60 PRODUCT FEATURES X X Lifetime	Juxta PRODUCT FEATURES X X *Not Handed X 10 Years	Fringe PRODUCT FEATURES X X X Lifetime	Composium PRODUCT FEATURES X X 10 Years	Skara PRODUCT FEATURES X X 12 Years	Sway PRODUCT FEATURES X X Lifetime *Optional Ottoman - \$300-\$700	Bloom PRODUCT FEATURES X X Lifetime
Preliminary Budget BUDGET RANGE \$1,000-\$1,500 AVG. UNIT COST \$1,250.00 QUANTITY 22 TOTAL BUDGET \$27,500.00 VARIANCE	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$1,275.00 \$28,050.00 \$550.00	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$1,430.00 \$31,460.00 \$3,960.00	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$1,305.00 \$28,710.00 \$1,210.00	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$1,185.00 \$26,070.00 -\$1,430.00	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$1,065.00 \$23,430.00 -\$4,070.00	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$1,185.00 \$26,070.00 -\$1,430.00	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$1,140.00 \$25,080.00 -\$2,420.00

Notes: Select multiple styles.



WEBSTER UNIVERSITY
ISB

COMMONS
MODULAR LOUNGE
C92



12/119



62/119



22/119



23/119

Voting Results

Parameters

Upholstered
Midback Available
Highback Available
Privacy Panel Available
Warranty

Share

PRODUCT FEATURES

X
X
X
Fabric
10 Years

Fringe

PRODUCT FEATURES

X
X
X
Fabric
Lifetime
*Voters liked the high back & privacy panels

Tangent

PRODUCT FEATURES

X
X
X

12 Years
*Optional back cushions are available attached

Infinium

PRODUCT FEATURES

X
X
X
Laminate, Markerboard, Wood
10 Years

Preliminary Budget

BUDGET RANGE \$4,000-\$6,000
AVG. UNIT COST \$5,000.00
QUANTITY 7
TOTAL BUDGET \$35,000.00
VARIANCE

MID GRADE FABRIC PRICING

UNIT COST EXTENDED COST
\$5,600.00 \$39,200.00

\$4,200.00

MID GRADE FABRIC PRICING

UNIT COST EXTENDED COST
\$4,800.00 \$33,600.00

-\$1,400.00

MID GRADE FABRIC PRICING

UNIT COST EXTENDED COST
\$4,875.00 \$34,125.00

-\$875.00

MID GRADE FABRIC PRICING

UNIT COST EXTENDED COST
\$4,465.00 \$31,255.00

-\$3,745.00

Notes: Budget price includes 2-seat unit, 3-seat unit, and linking table. Options include midback, armless, mid-grade upholstery, laminate table.



WEBSTER UNIVERSITY
ISB
CONFERENCE CHAIR



25/75



25/75



6/75



19/75

Parameters	
Upholstered	
Fixed Arm	
Warranty	

Insight	
PRODUCT FEATURES	
X	
X	
10 Years	

Sleek	
PRODUCT FEATURES	
X	
X	
12 Years	
Casters - 2 Years	
Pneumatic - 2 Years	

Alumma	
PRODUCT FEATURES	
X	
X	
Lifetime	
Mechanisms - 10 Years	
Cylinder - 5 Years	
Casters - 5 Years	
*Black or white only	

Lavano	
PRODUCT FEATURES	
X	
X	
Lifetime	
Mechanisms - 10 Years	
Cylinder - 5 Years	
Casters - 5 Years	

Preliminary Budget	
BUDGET RANGE	\$400-\$600
AVG. UNIT COST	\$500.00
QUANTITY	32
TOTAL BUDGET	\$16,000.00
VARIANCE	

MID GRADE FABRIC PRICING	
UNIT COST	EXTENDED COST
\$608.00	\$19,456.00
\$3,456.00	

MID GRADE FABRIC PRICING	
UNIT COST	EXTENDED COST
\$315.00	\$10,080.00
-\$5,920.00	

MID GRADE FABRIC PRICING	
UNIT COST	EXTENDED COST
\$330.00	\$10,560.00
-\$5,440.00	

MID GRADE FABRIC PRICING	
UNIT COST	EXTENDED COST
\$585.00	\$18,720.00
\$2,720.00	



WEBSTER UNIVERSITY
ISB

OUTDOOR SEATING



Voting Results

17/77

16/77

44/77

Parameters

- Poly
- Armless
- Warranty

Lucido

PRODUCT FEATURES

- X
- X
- 2 Years

Stilla

PRODUCT FEATURES

- X
- X
- 2 Years

Entourage

PRODUCT FEATURES

- X
- X
- Lifetime

Preliminary Budget

BUDGET RANGE	\$150-\$275
AVG. UNIT COST	\$212.50
QUANTITY	16
TOTAL BUDGET	\$3,400.00
VARIANCE	

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$145.00	\$2,320.00
	-\$1,080.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$125.00	\$2,000.00
	-\$1,400.00

MID GRADE FABRIC PRICING

UNIT COST	EXTENDED COST
\$80.00	\$1,280.00
	-\$2,120.00



MEETING NOTES

13277 Webster ISB

2/7/2017

Webster
Interdisciplinary Science Building

Date of Meeting: 02/07/2017

Meeting Time: 9:00 – 11:30

Pre-PEC Meeting

Purpose: Review furniture fair results prior to meeting with the PEC.

Agenda:

10:00 – 11:00

Review furniture fair results

Review furniture options for areas not represented at the fair

Attendants:

☒ Craig A. Miller Sr., craigmiller29@webster.edu

☒ Leona Graham, lgraham14@webster.edu

Notes:

General Updates

- Lab casework will be eliminated in SCIN 276 and replaced with mobile nesting tables. The tables will need to have a chemical resistant top. SBC to confirm that the millwork instructor's station will also be eliminated and replaced with a mobile instructor station (furniture). SBC to verify power locations in the floor and provide power in the tables. **Action: SBC to follow up with Cannon.**
- It is not clear if the tackable surfaces outside the faculty offices have been incorporated into the signage package. **Action: SBC contacted Cannon on 2/7/17 for an update; awaiting reply.**

Furniture Fair Results

- SBC has provided voting results from the fair as well as a price comparison and analysis against the budget. Recommendations have been made for the product to be selected in each category based on the voting results and cost analysis.
- It was discussed that the voting results for the faculty office mock-ups may not be an accurate representation of the winning manufacturer, as many faculty voted based on layout of the typical. SBC has made a recommendation based on cost comparison and breadth of line. It was noted that faculty preferred white paint over silver.
- It was noted that only one faculty member has requested to bring existing furniture to include the desk & seating. **Action Item: SBC to provide photos of the existing furniture – see attached.**
- It was discussed that faculty may be given the opportunity to select their task chair individually. Chair demos may be brought back to Webster for additional evaluation. Craig would like to obtain CFO approval before providing this option to the faculty.
- SBC recommended using a wood back guest chair in the private offices. Some chairs may be provided without arms. It was mentioned that a cost savings could be obtained by providing only one guest chair per office as originally programmed. A small number of additional chairs would be provided for each department, to be shared among the faculty. **Action: Cost savings associated with providing 6 extra chairs per floor instead of 2 guest chairs per office would be around \$3,000. Extra**

chairs could be kept in the small meeting rooms, storage rooms, or adjunct office – see attached furniture plans with suggested storage areas indicated.

- It was discussed that 1-2 chairs per classroom may need to be provided with a headrest option.
- It was decided that classroom tables would be fixed top (not nesting) in all rooms except the SCIN Lab.
- Classroom tables will be powered in the General Purpose Computer Lab only (231). No casters.
- Classroom tables in the Translation Lab (419) will not have casters or power. Computers will be desktops powered from the wall.
- Classroom tables in the Quantitative (353) and Qualitative (325) labs will be fixed top, with casters.
- Instructor stations are to be reviewed by Stephanie Schroeder with faculty input. The selection should also be reviewed by Marty Martin for compliance with technology needs. The units should not need to have a door.
- Lab stool options are to be reviewed by Stephanie Schroeder as the various labs may not all be able to use the same type of stool. Concern was expressed over using an upholstered seat in a lab environment. **Action Item: SBC to create a document for Stephanie's review that will show the options available on the top two stools selected at the fair. SBC to research seat upholstery options.**
- Lounge furniture selections were reviewed in context to the floor plans. It was decided to incorporate high-backed modular lounge seating where possible.
- Exam tables are to be reviewed with Stephanie Schroeder and Jenny Broeder.
- Wood-look table & bench were selected for the sunken garden area. An umbrella option will be proposed. Outdoor waste receptacles will not be included in the furniture package.
- It was decided that a wood bench would be used in the elevator lobbies.
- Height adjustable tables will be used in the common areas where study tables are planned.
- A standing height study table with stools will be used in Commons 354. **Action Item: SBC has confirmed the walls do not have markerboard paint, but are accent paint Nacho Cheese.**
- In the boardroom, a table with panel bases will be used in order to have appropriate access to power in the floor. Confirm with Marty Martin the technology needs for the credenza.
- The dean's suite is planned to utilize an all laminate solution in the private offices. Options will be reviewed with Jenny Broeder for both the offices and dean's conference room.

PEC Meeting

- SBC will create an agenda for the PEC meeting.
- SBC will create a summary page showing all of the winning items from the fair and a high-level overview of the furniture selected for the building, focusing on student spaces.
- All documents will be sent to Craig Miller prior to the PEC meeting for review.

Move/Installation Planning

- SBC stated that 3 weeks will be needed for installation. Private office install will require 2 weeks. An additional 1 week would be needed for classroom, lab, and common area furniture.
- Office installation will need to be complete by July 31. It was tentatively discussed that offices would install July 17th-July 28th. **Action Item: SBC to create a furniture installation timeline.**
- SBC will attend move coordination meetings.
- Classes are scheduled to start 8/21/17.

NEXT MEETING DATE: PEC MEETING 2/17/17

A meeting with Stephanie Schroeder and Jenny Broeder will be scheduled to follow the PEC Meeting.

MEETING NOTES

13277 Webster ISB

2/7/2017

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting

See attached manufacturer bid analysis – presented at meeting

See attached photos of existing faculty office furniture

See attached furniture plans

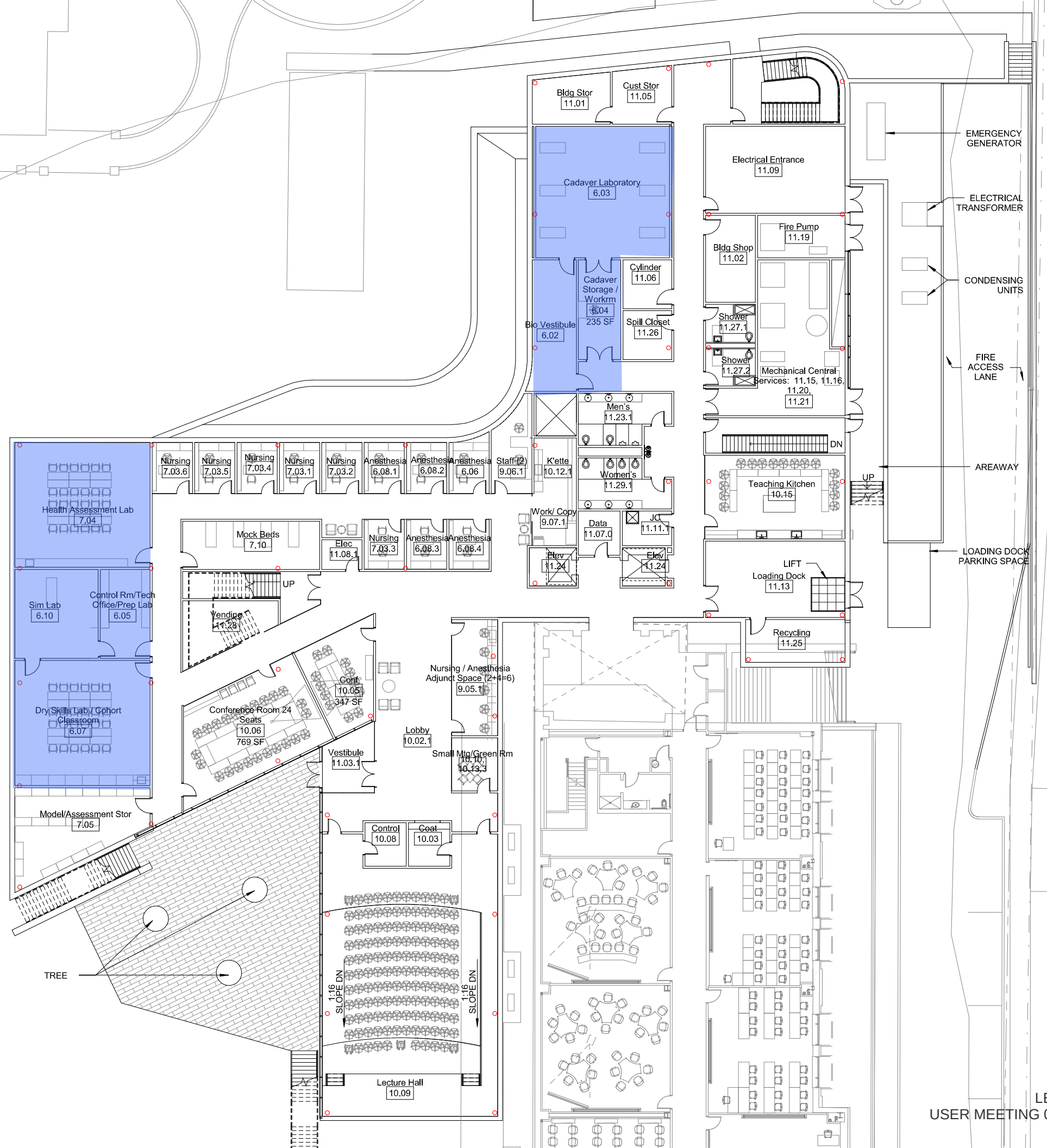
Prepared by:

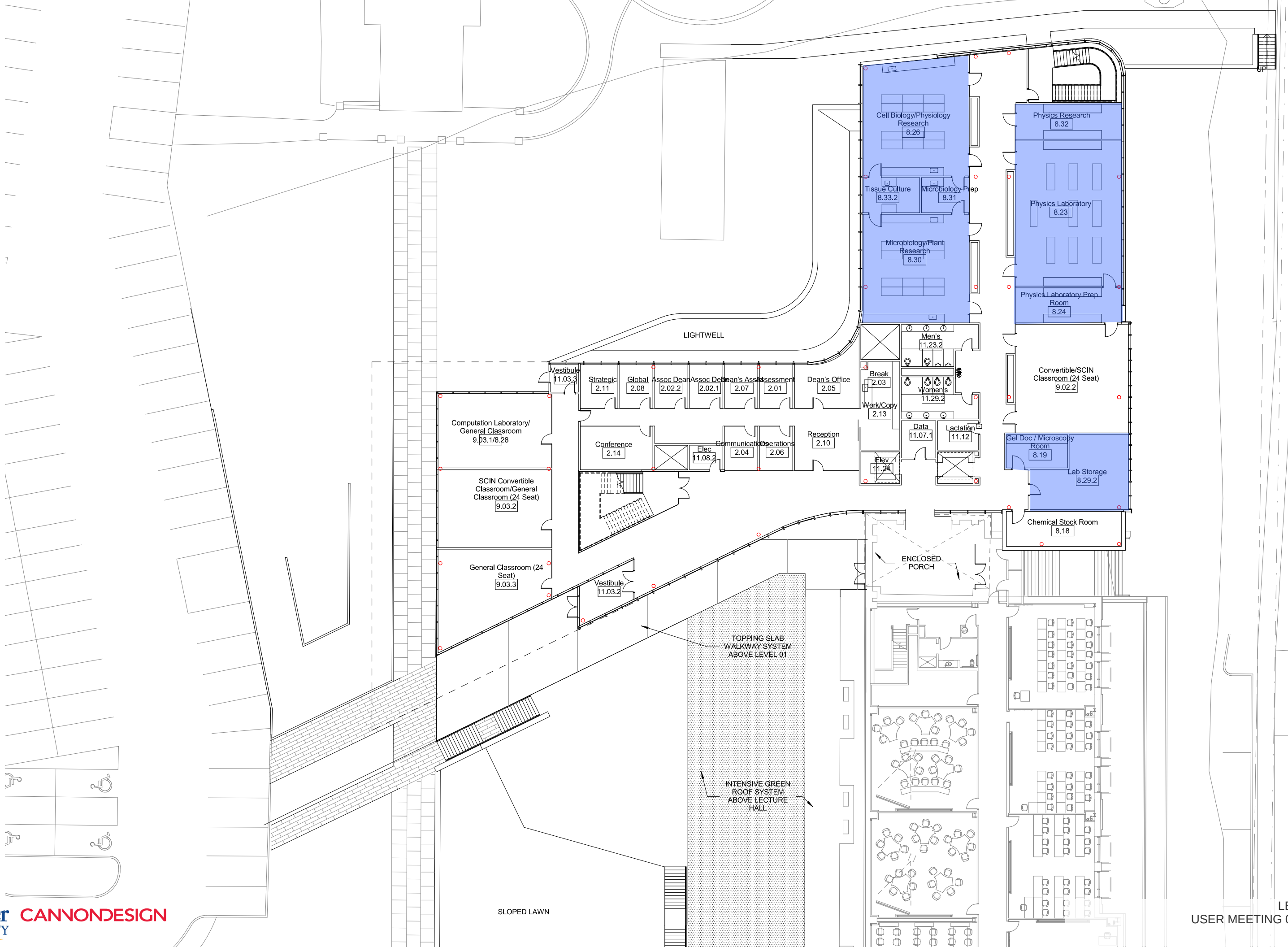
Amanda Renshaw

arenschaw@spellmanbrady.com

314-669-3471

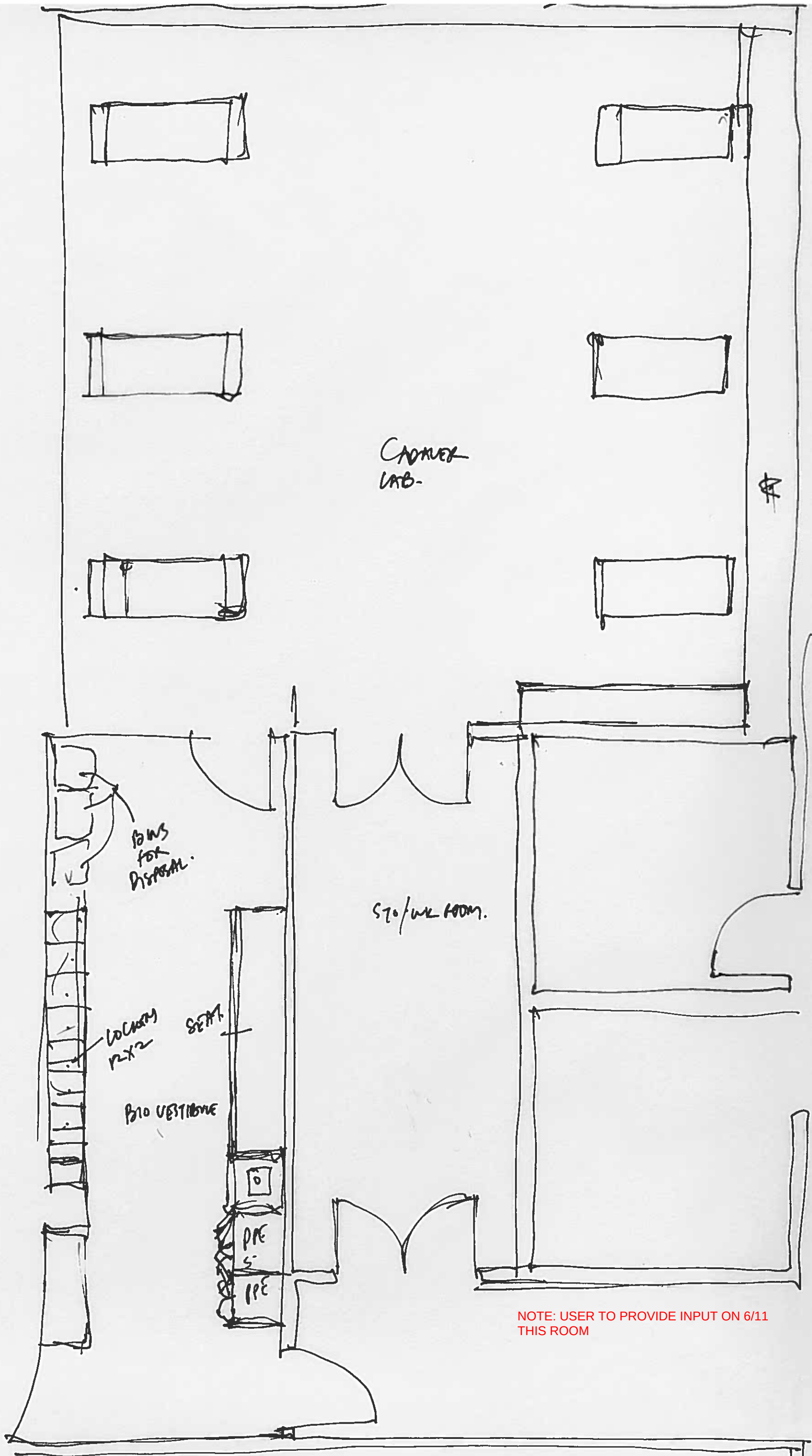
1st FLOOR PLAN

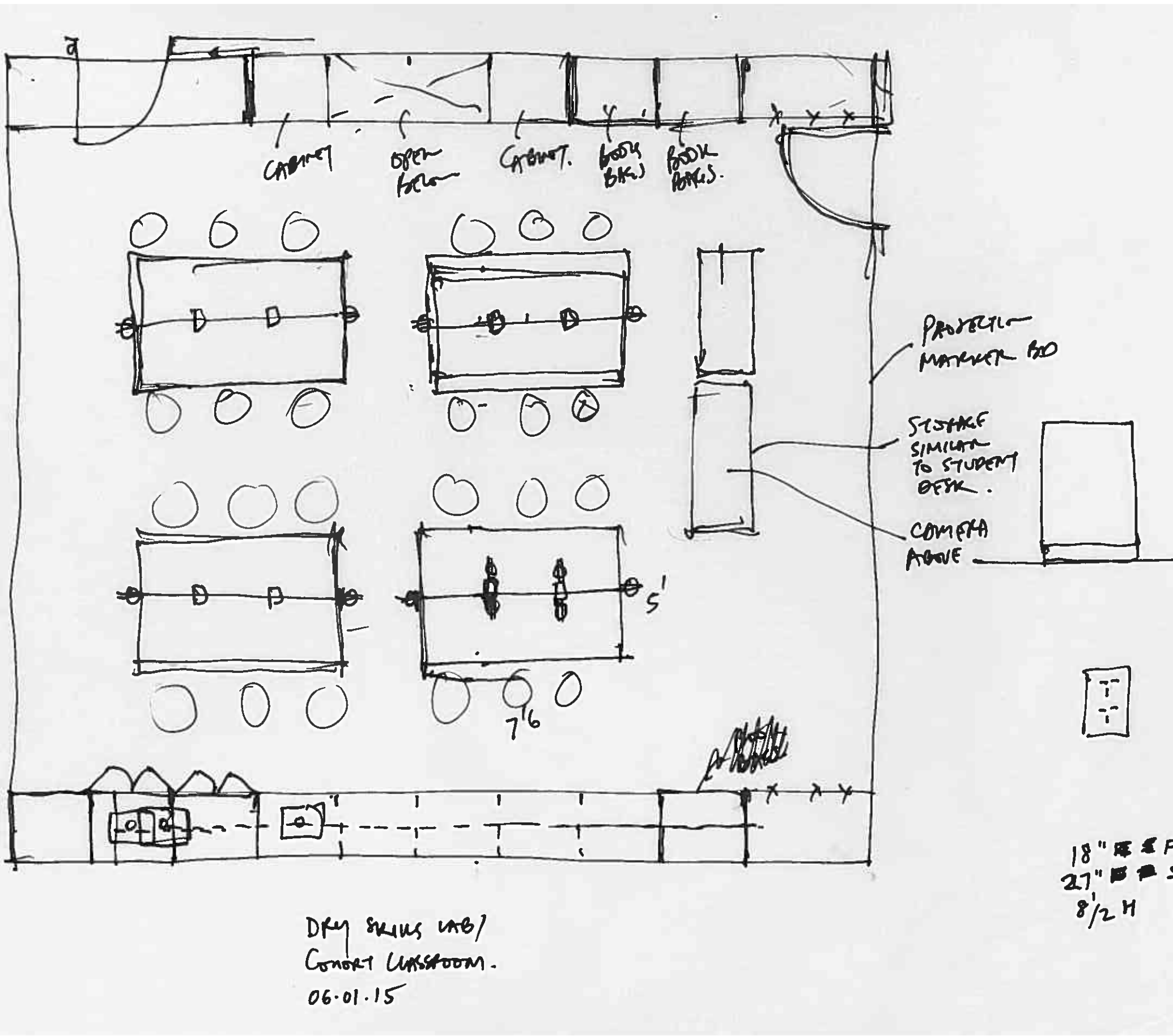


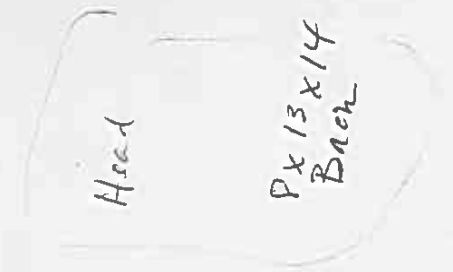
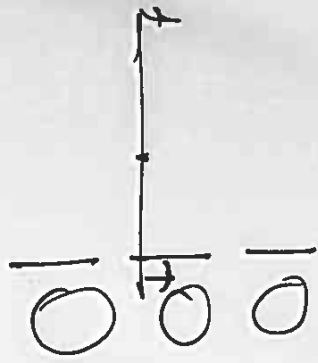




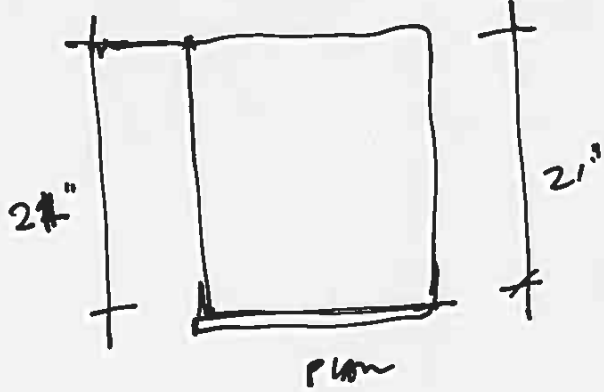
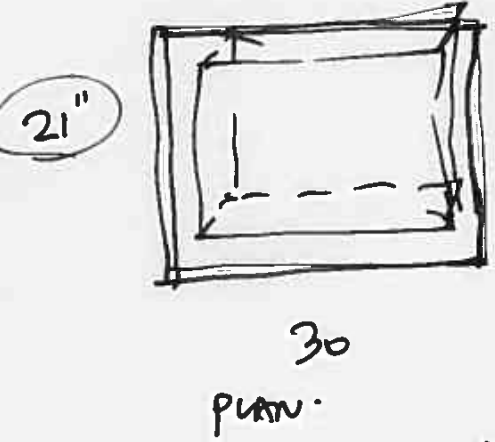
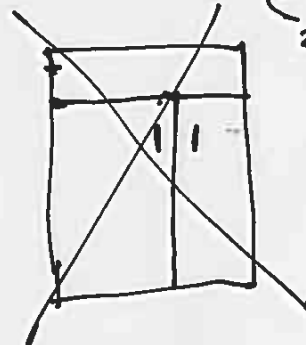
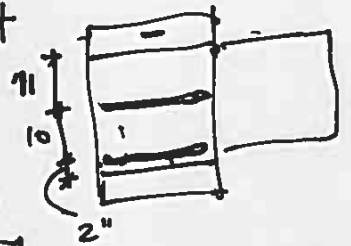
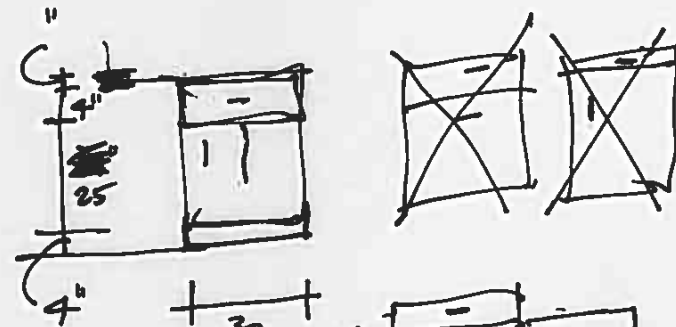
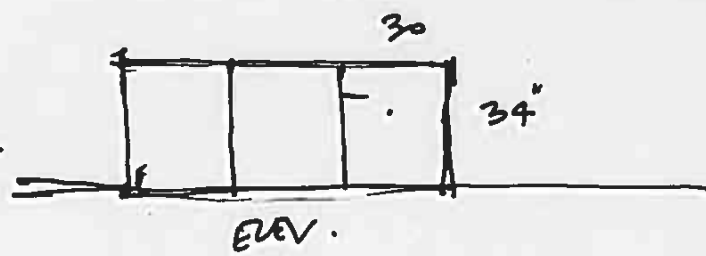
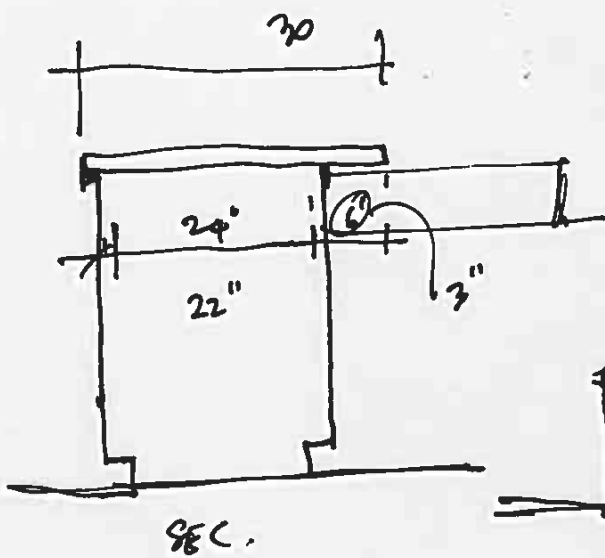




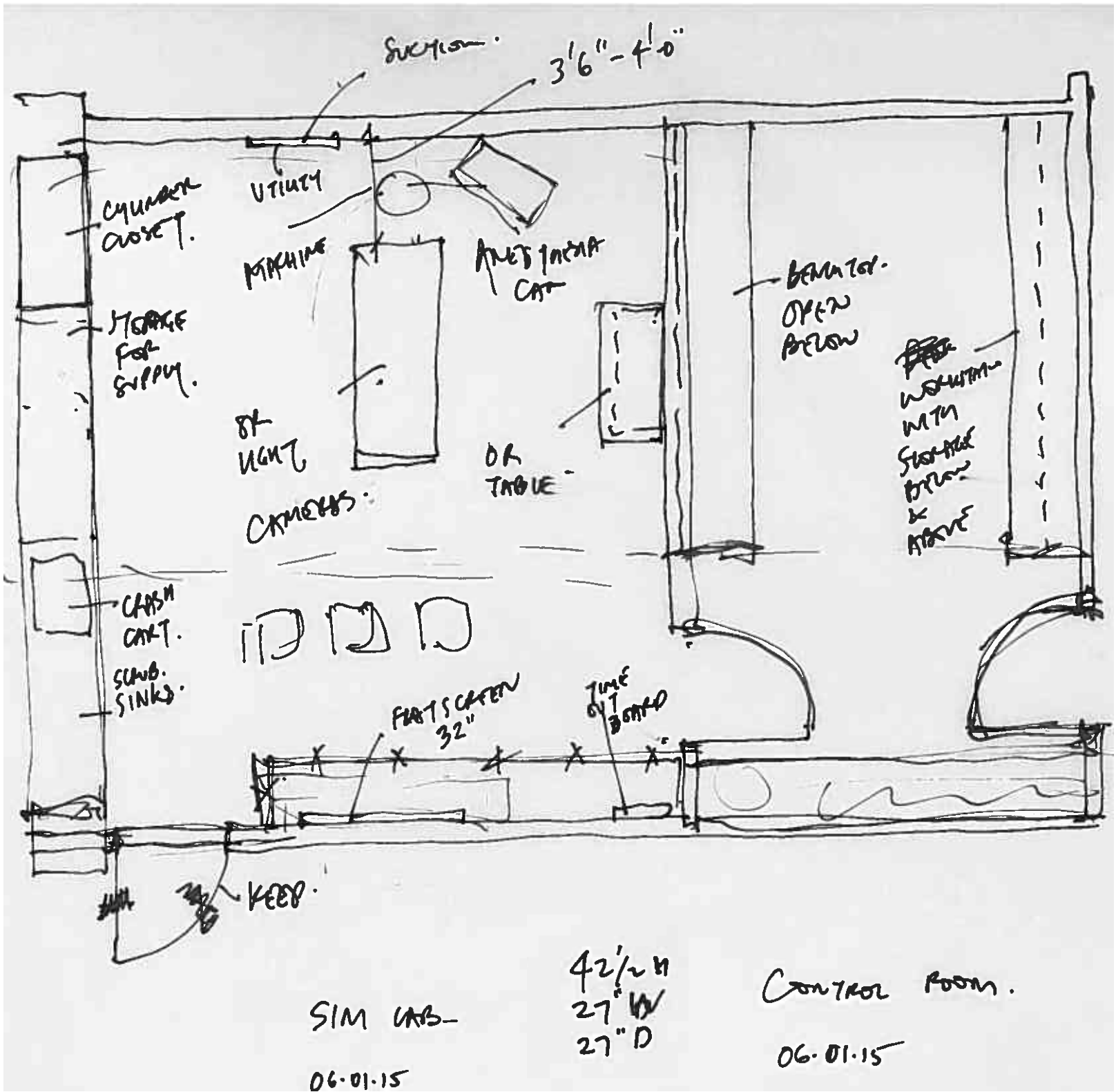


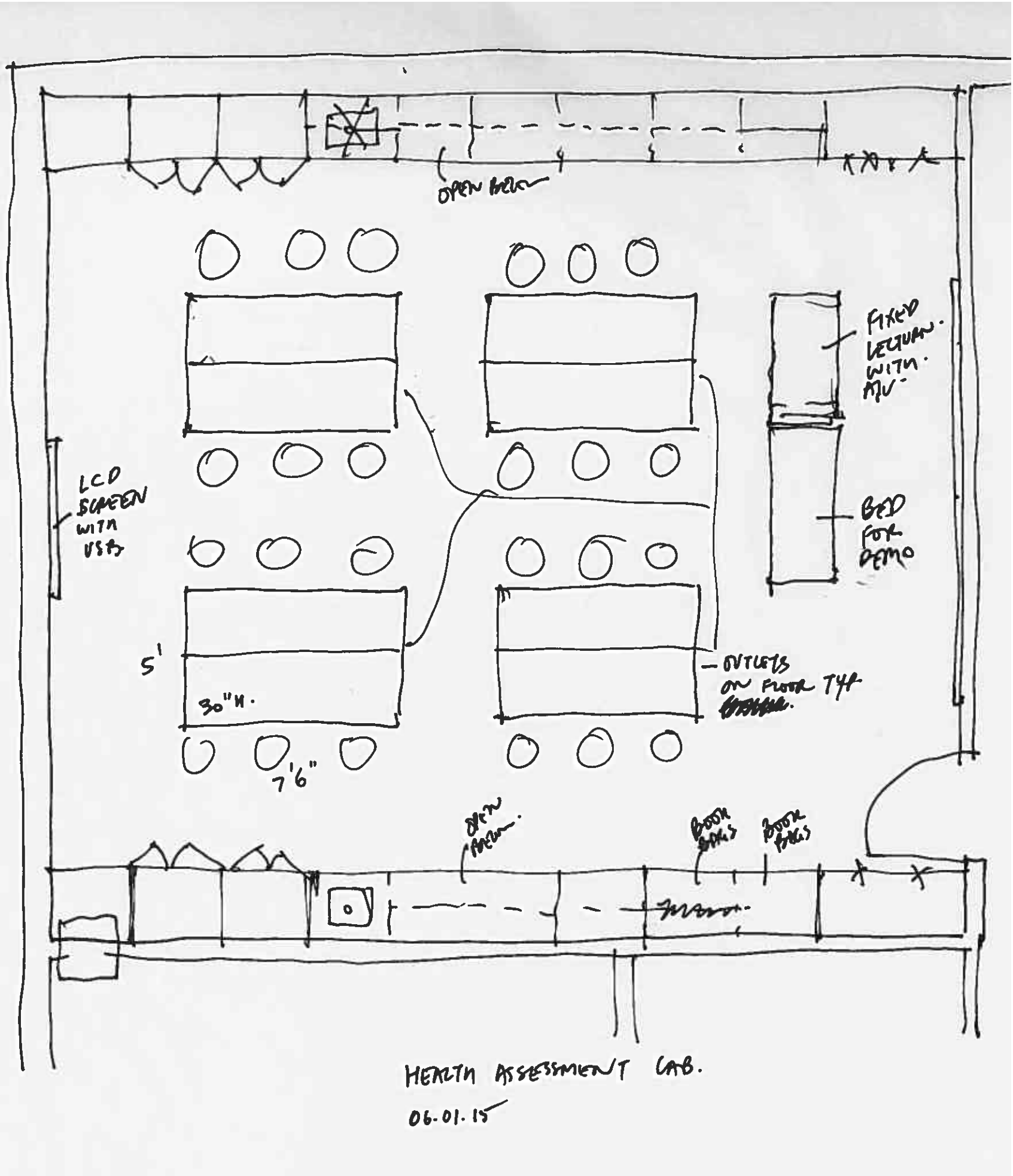


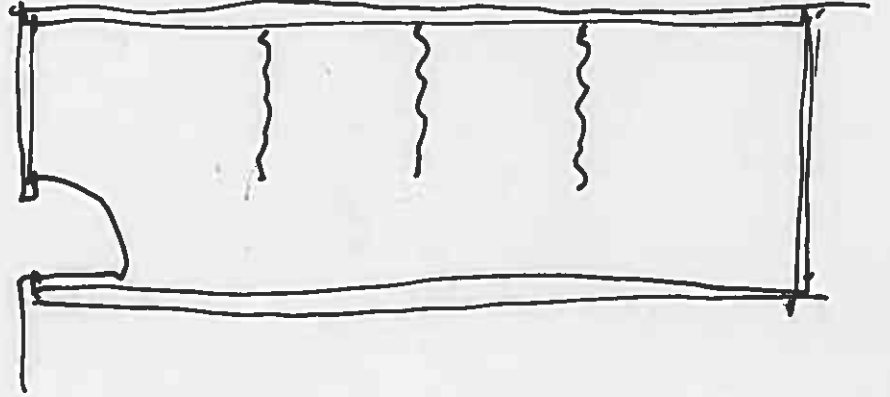
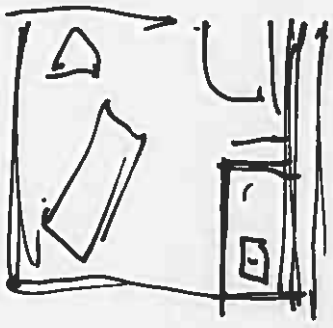
neck



DRY SKILLS LAB /
COHORT CLASSROOM. -
06.01.15

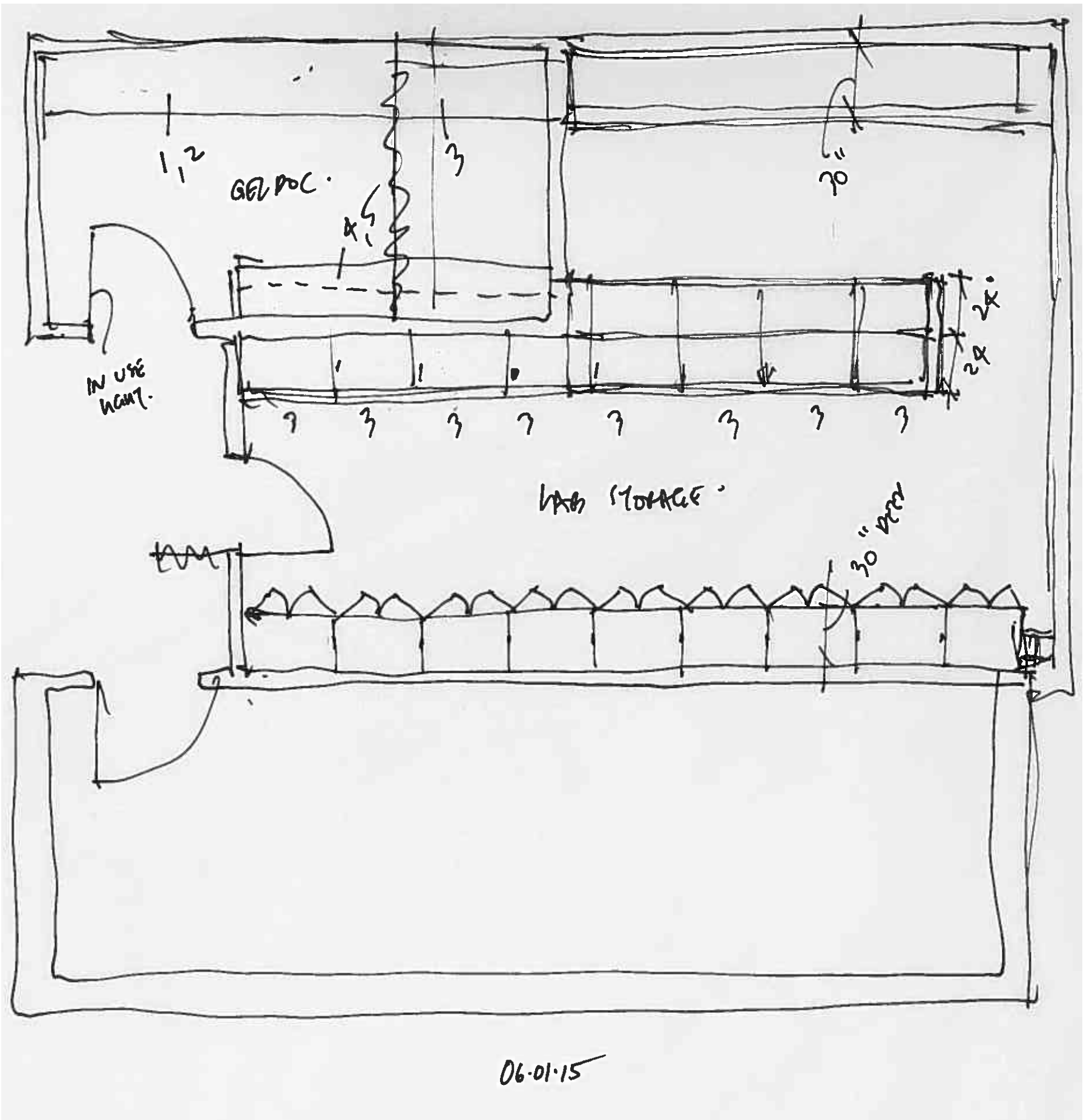


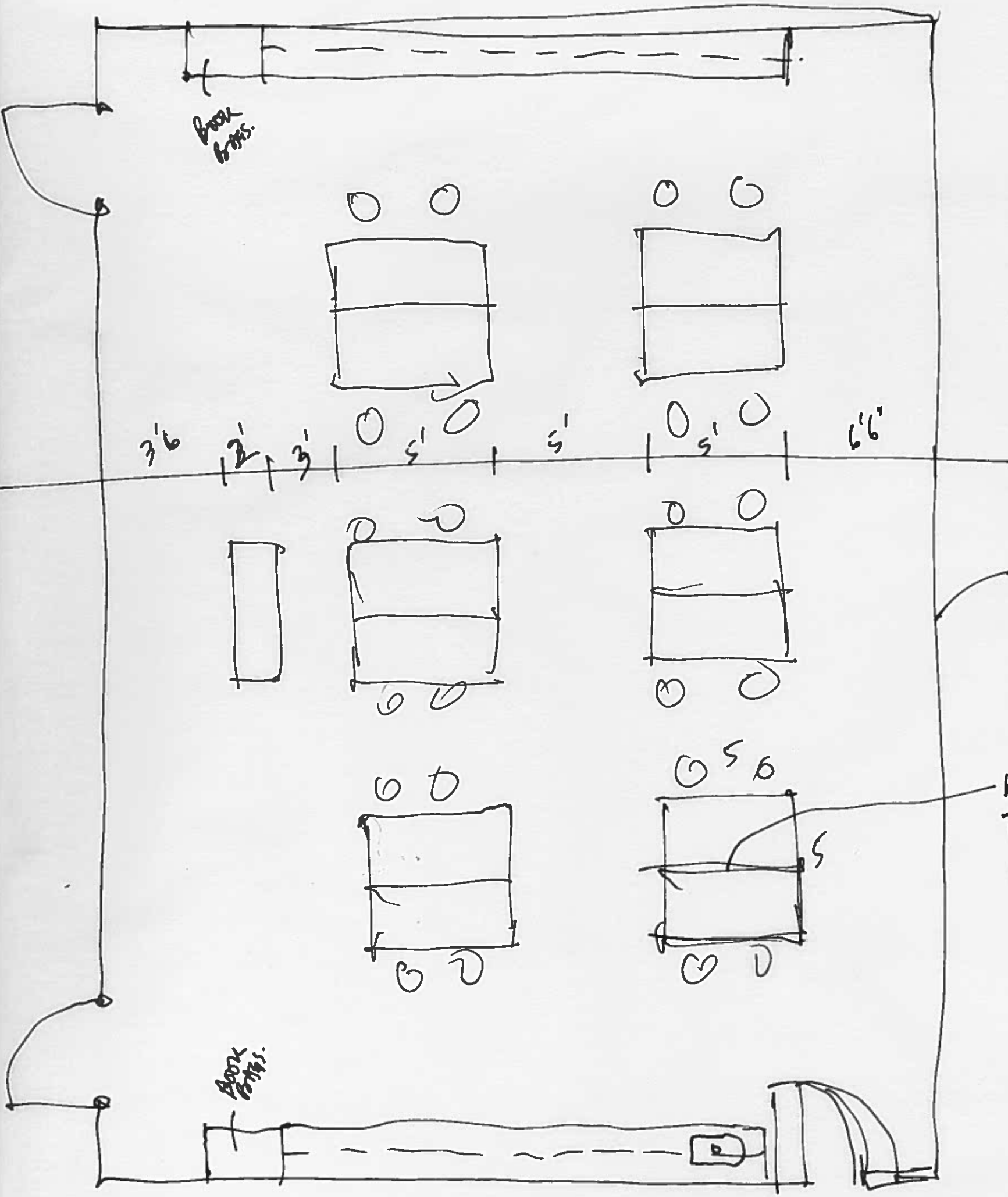




Mock BEDS.
06.01.15

NOTE: OPTIONS DISCUSSED, USERS TO
PROVIDE ADDITIONAL INPUT

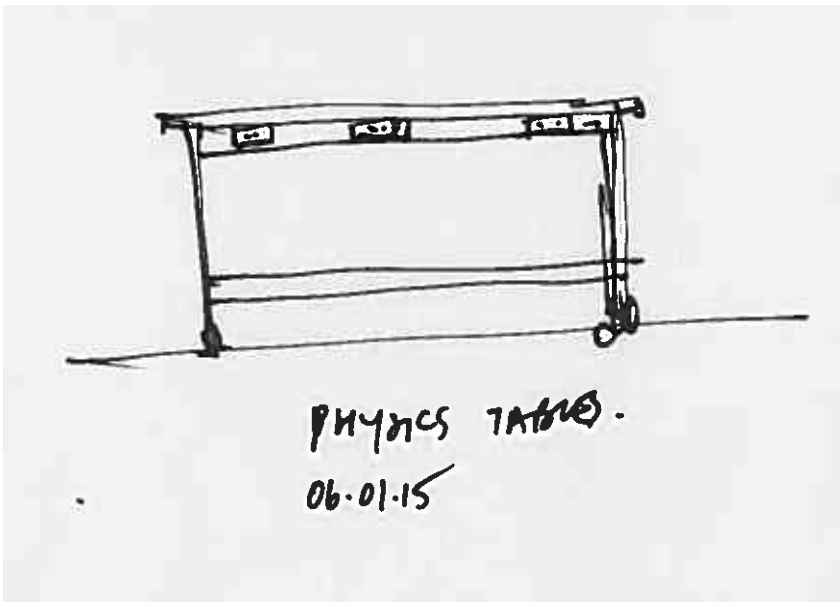
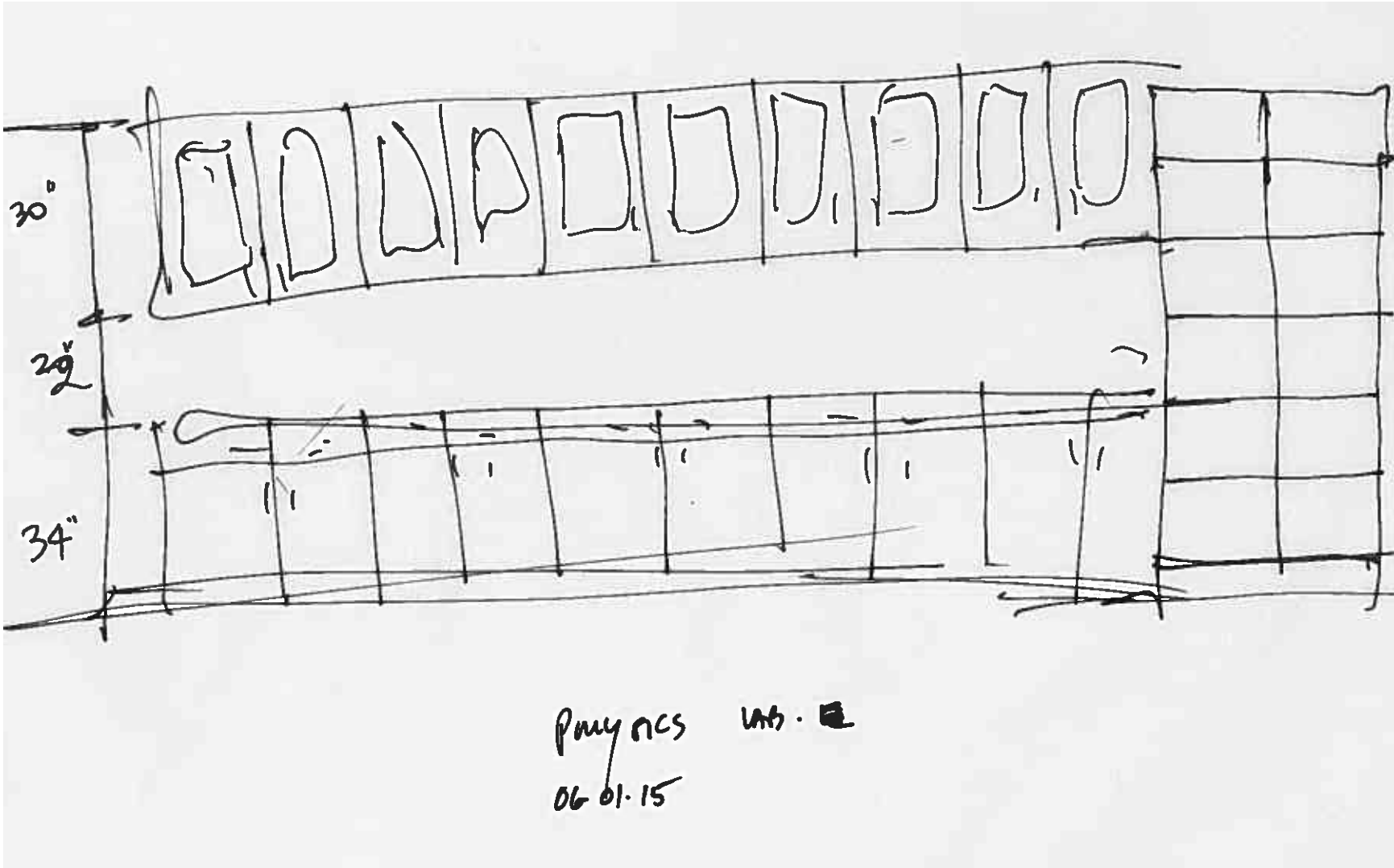


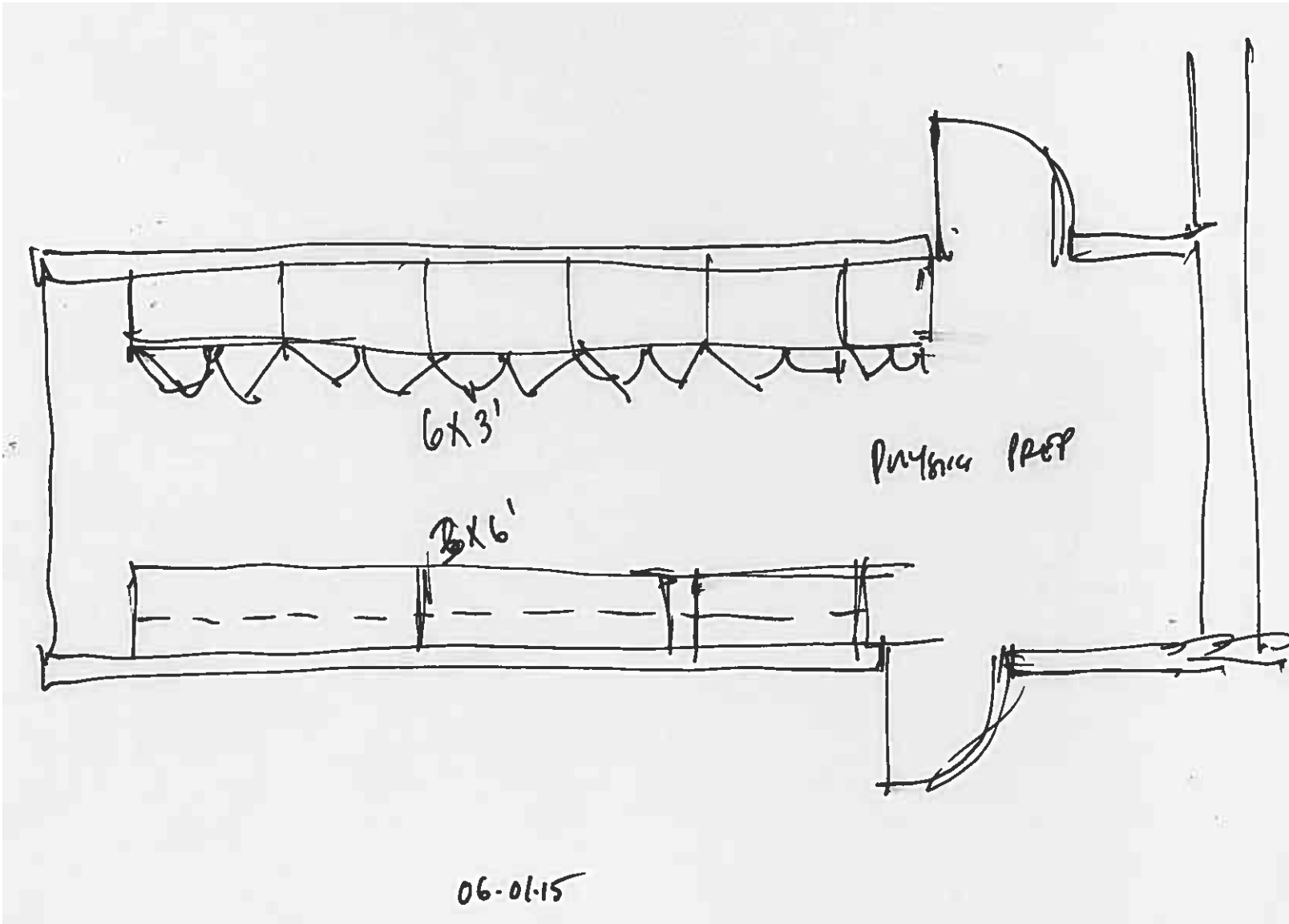


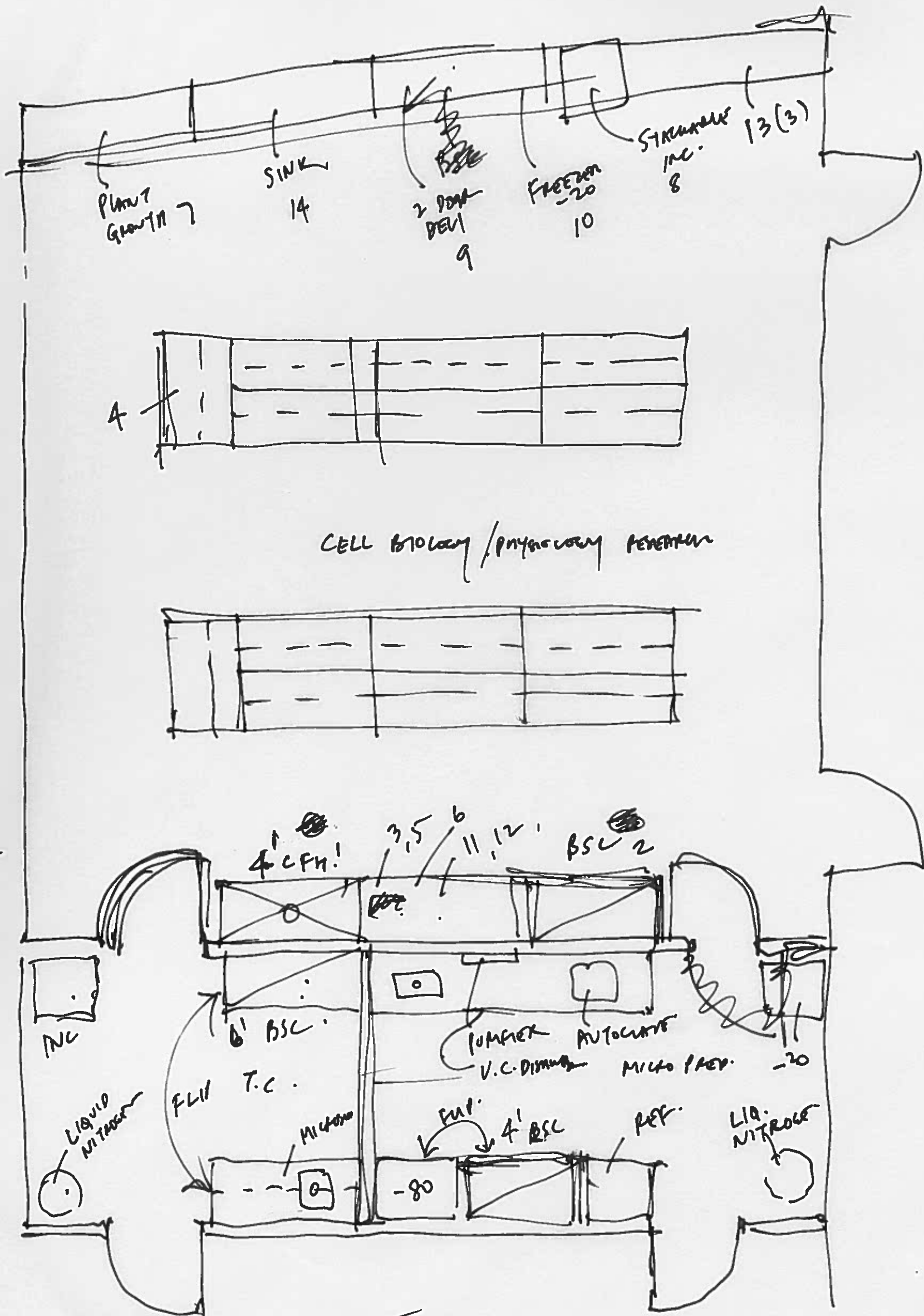
BRACK
ON
SHAPES.

HOOKS.
To ~~hang~~ HANG
50 LBS. MAX.
171 @ EACH HOOK.

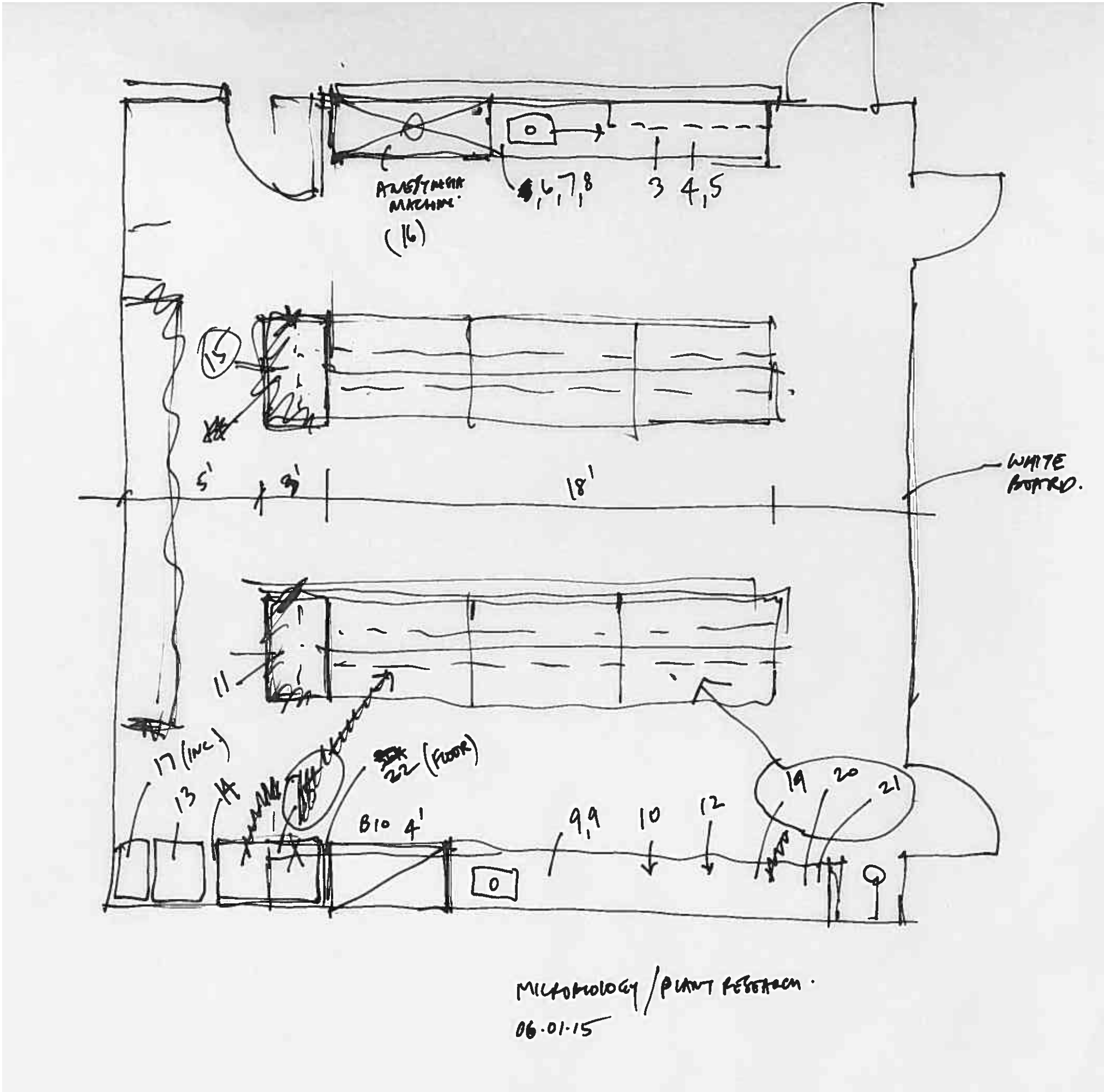
PHYSICS LAB
06.01.15

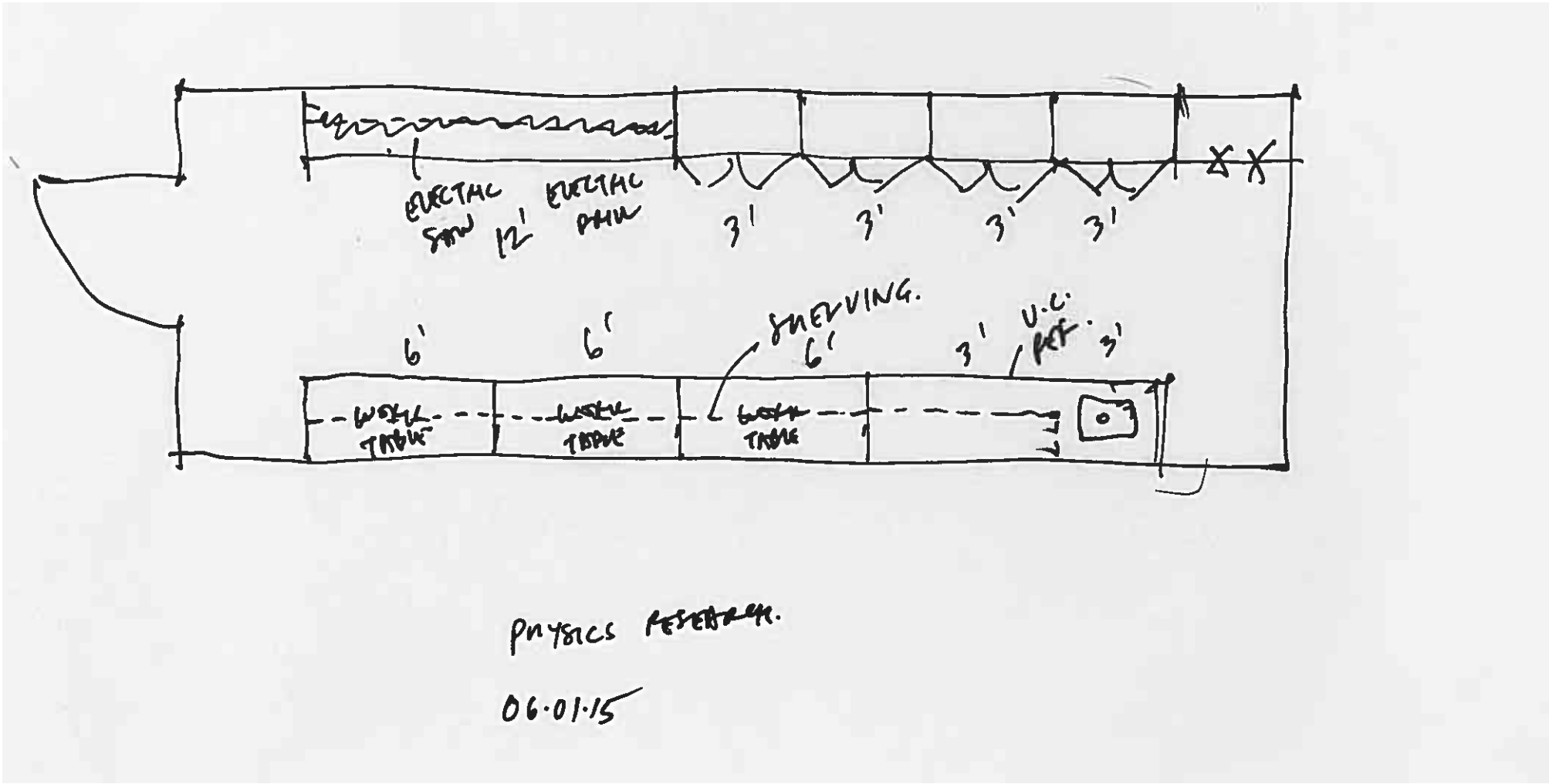


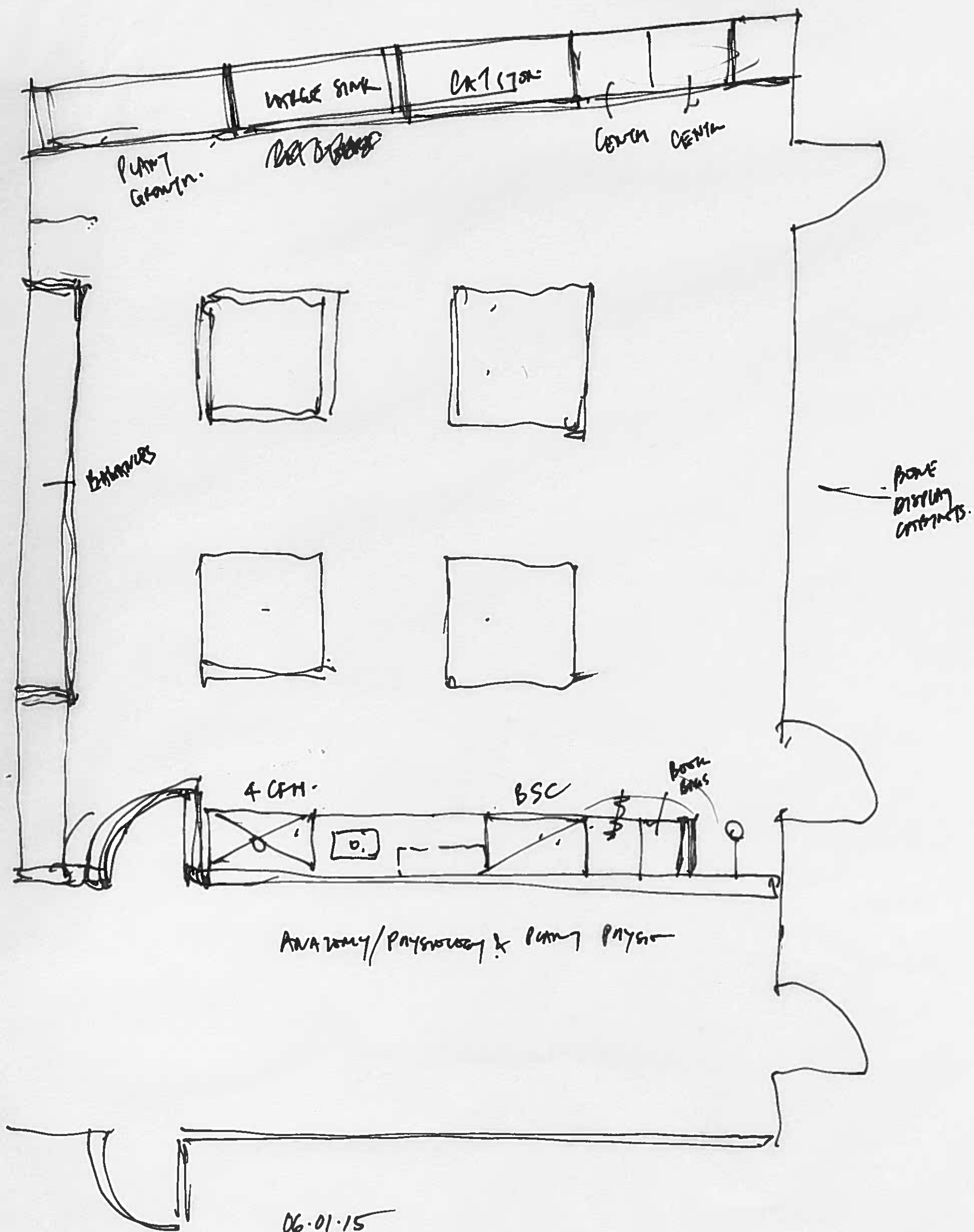


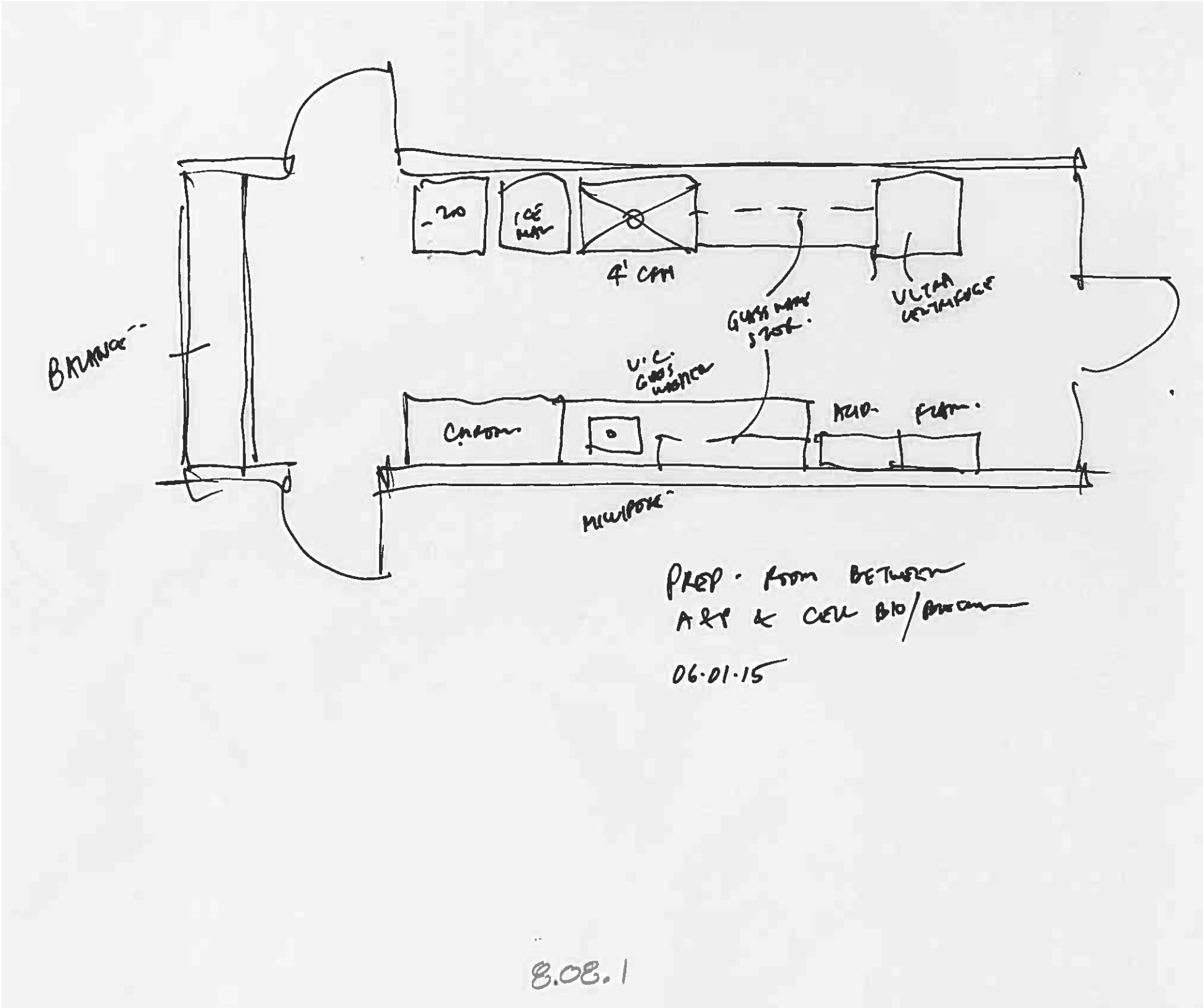


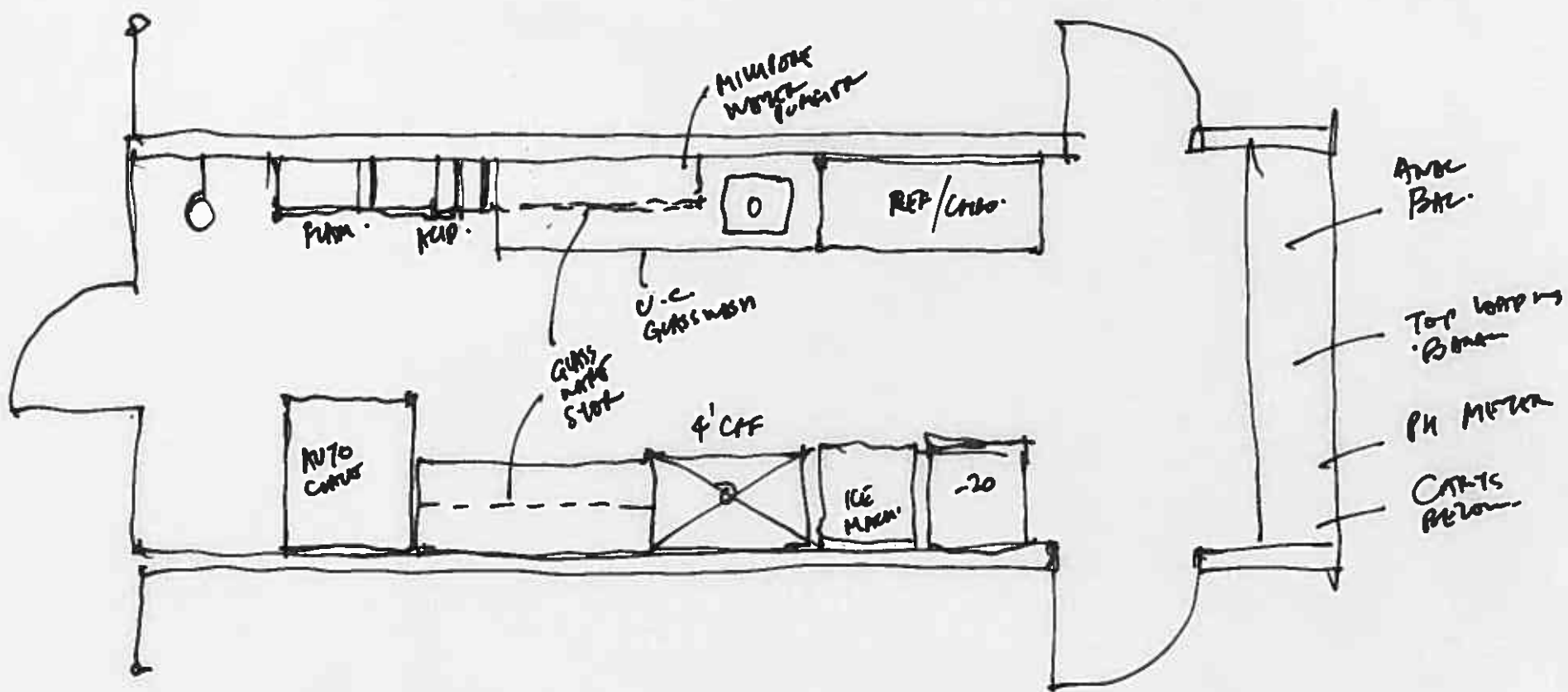
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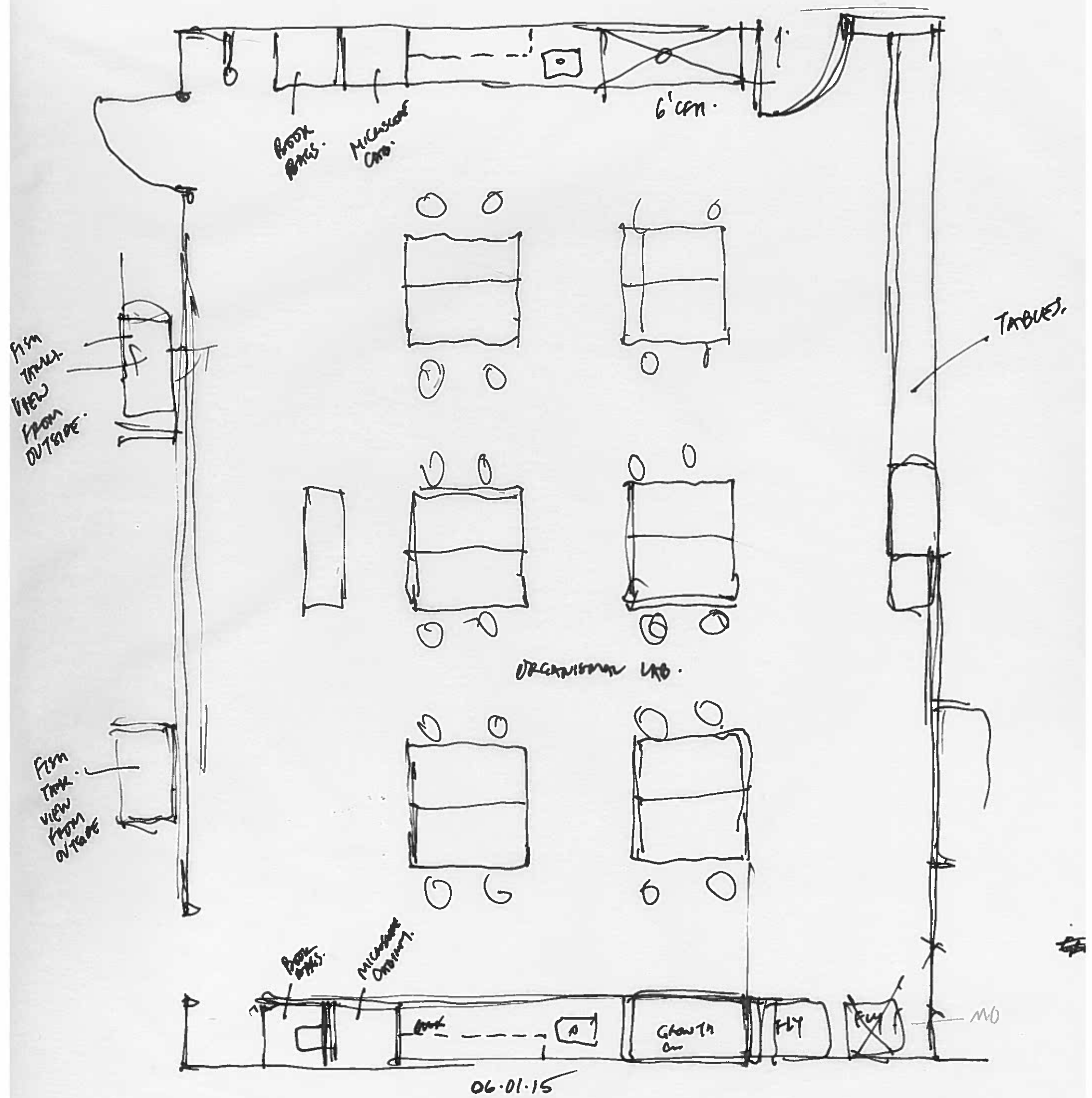


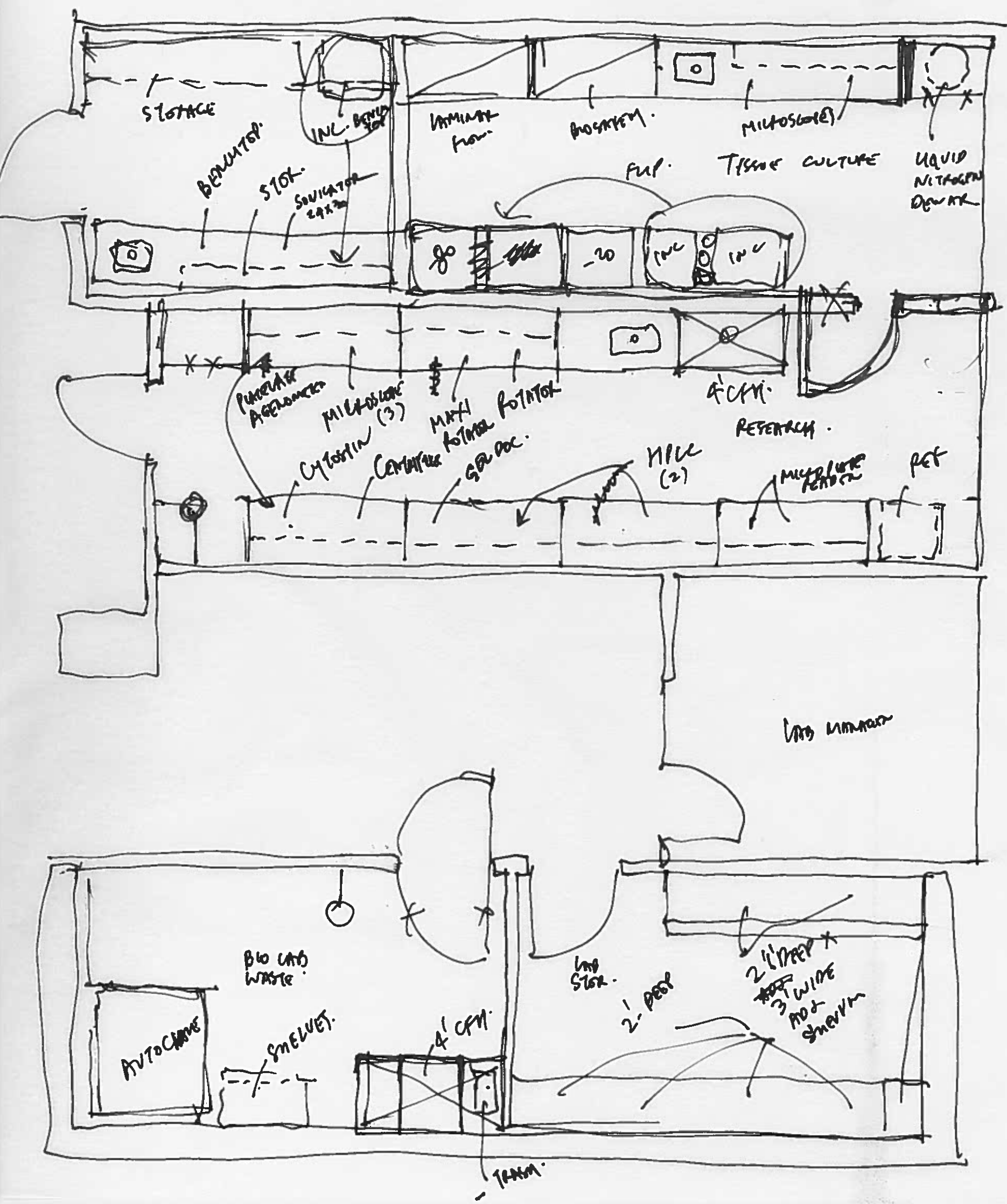


BIO. PREP ROOM.

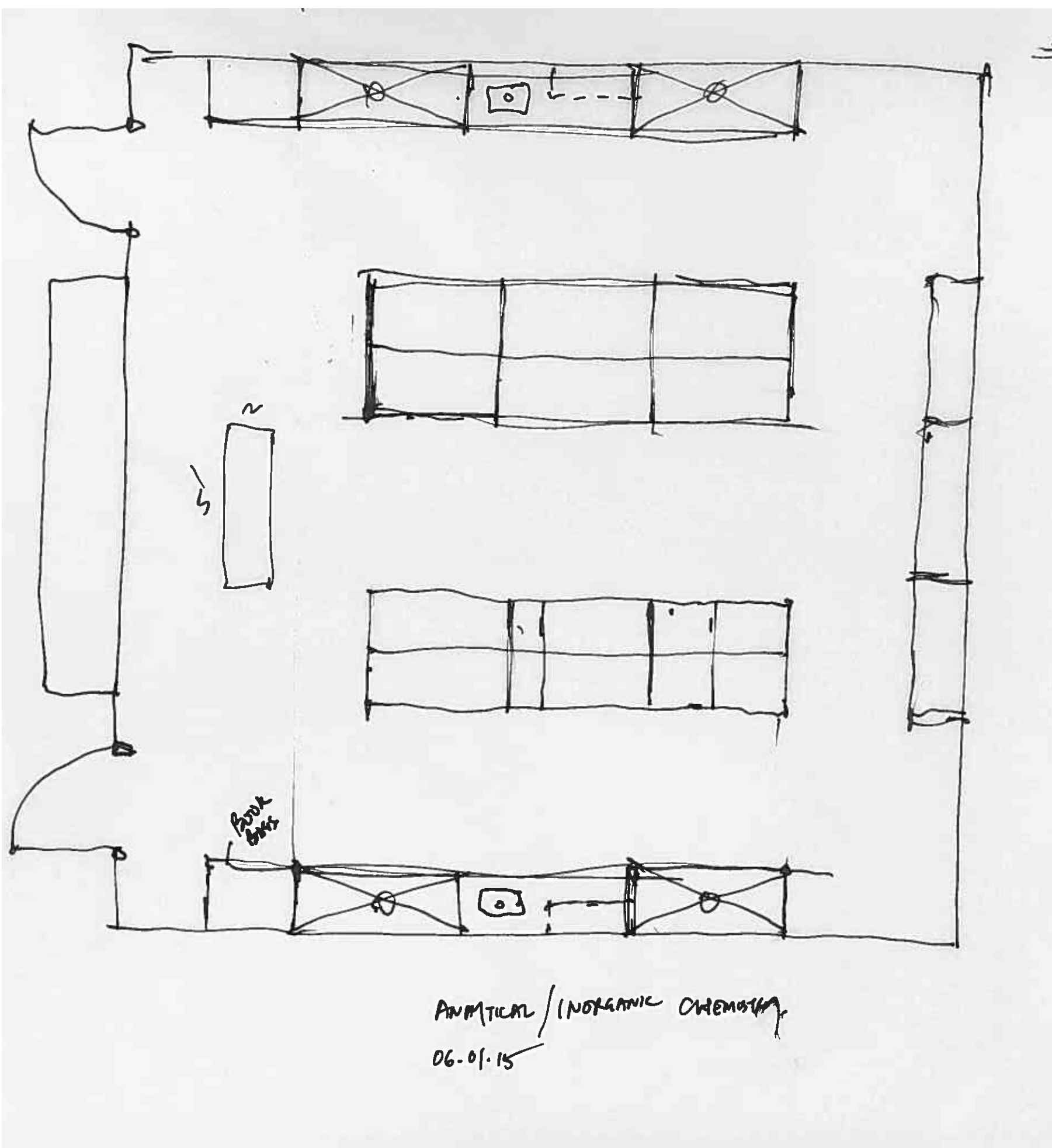
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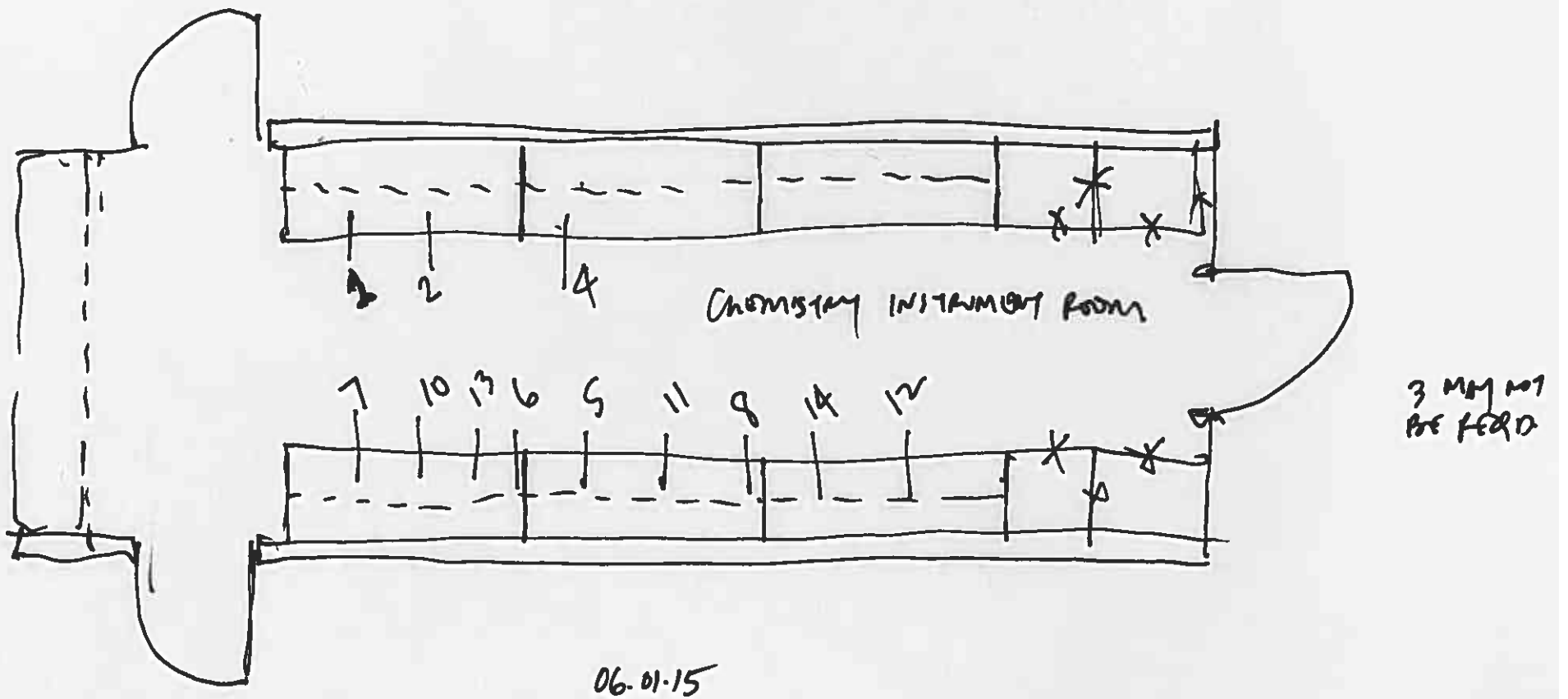
8.08.2

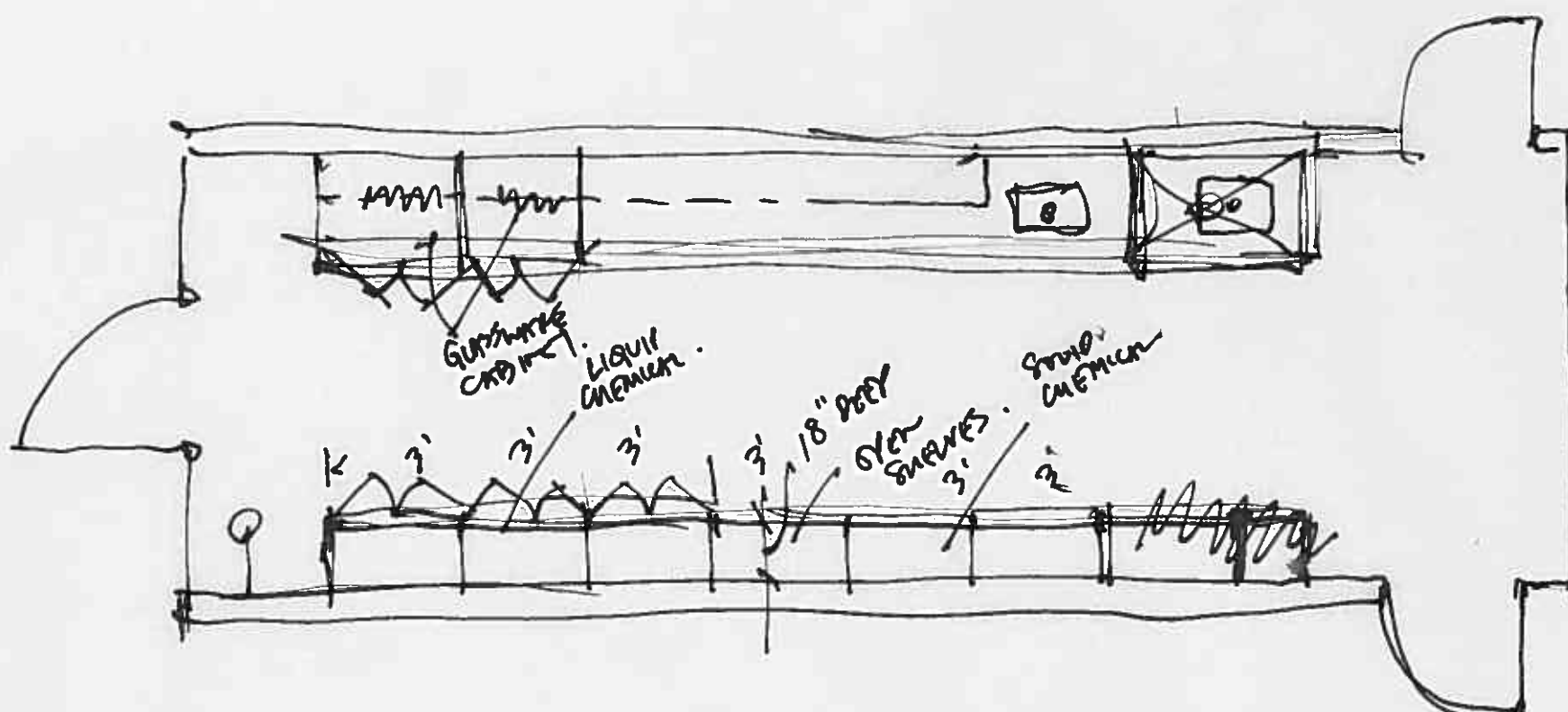




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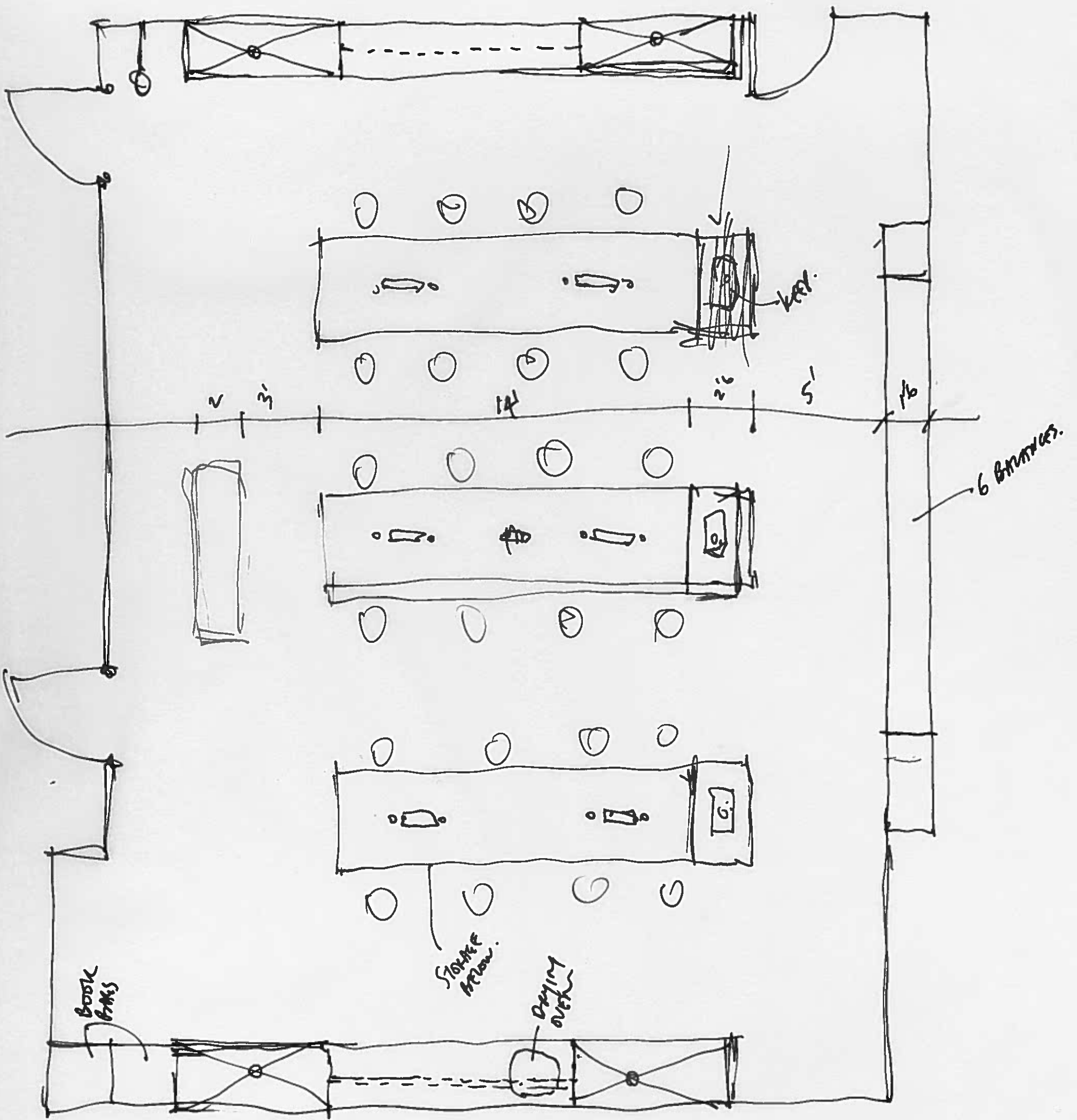




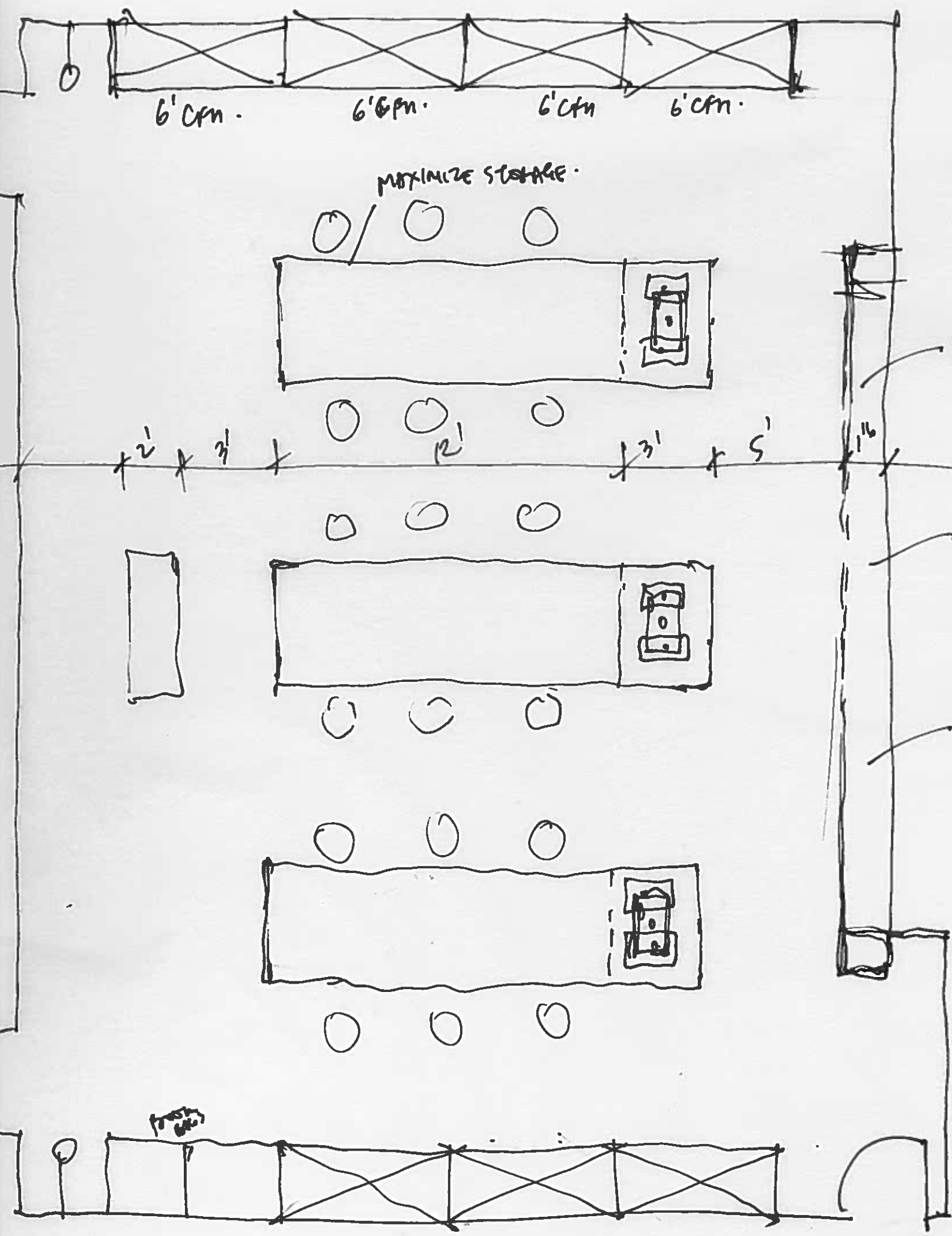


CHEMISTRY LAB PREP

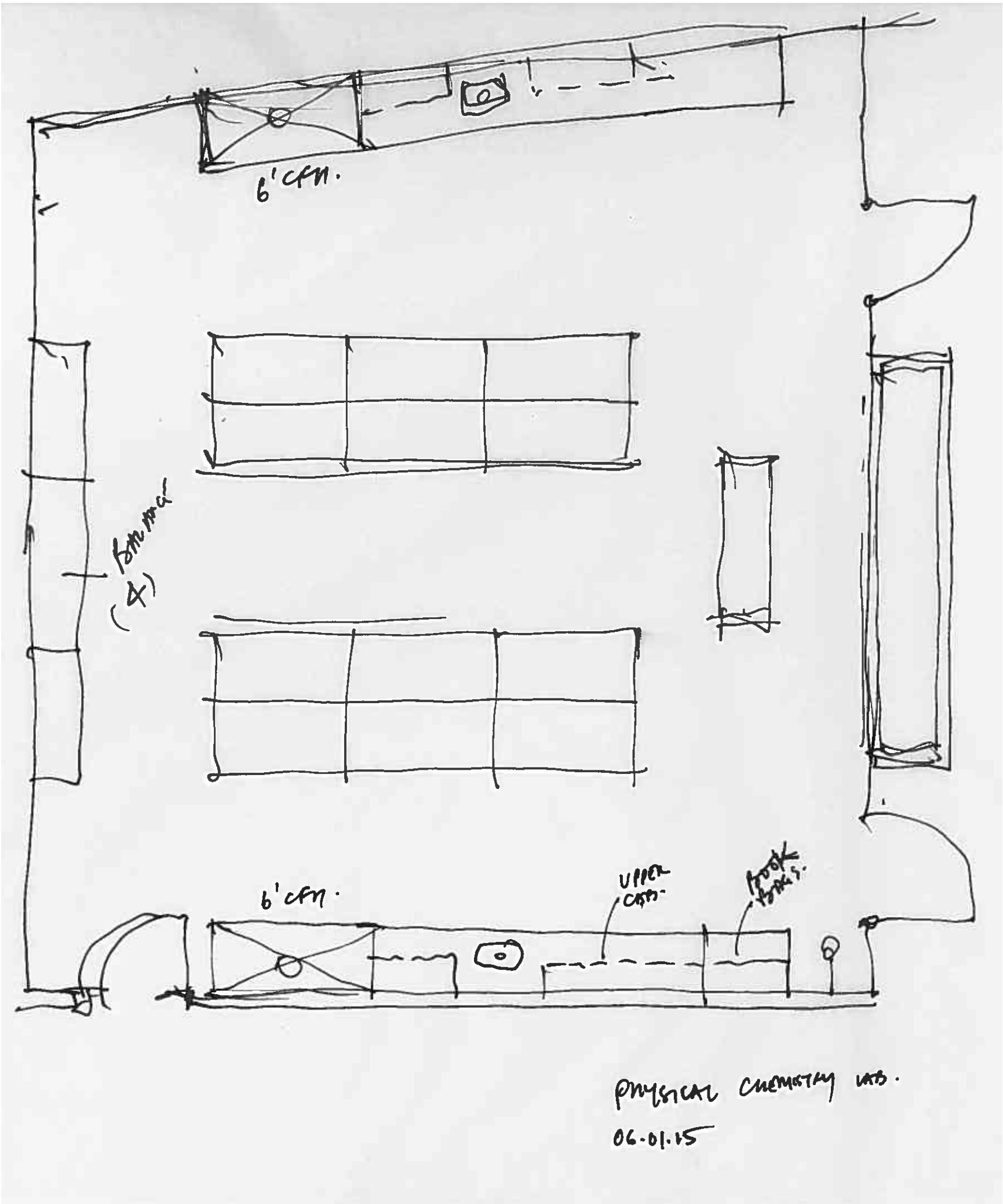
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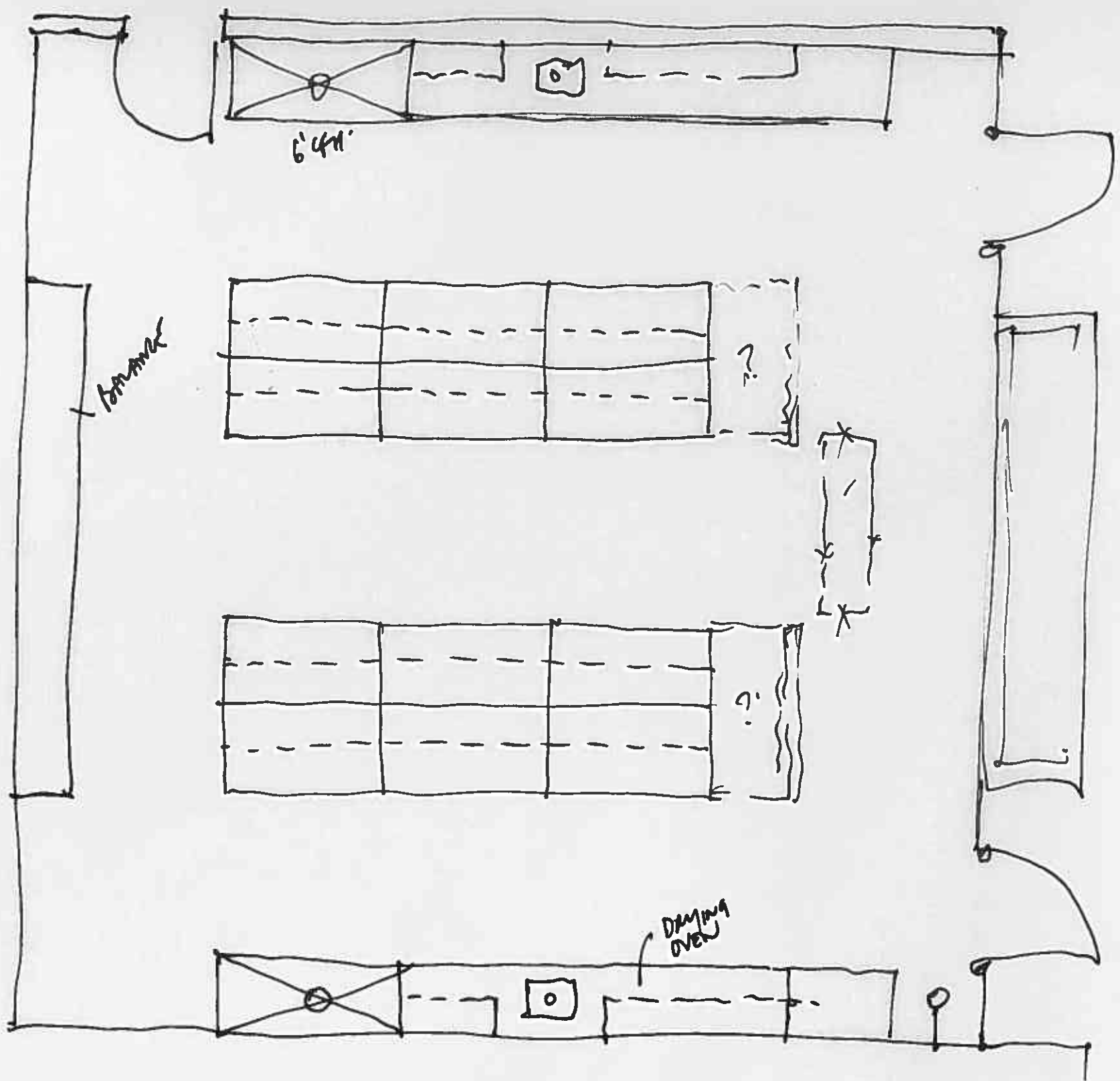


GENERAL CHEMISTRY.
06-01-15



ORGANIC CHEMISTRY
06.01.15





CANNONDESIGN

MEETING NOTES

June 8, 2015

Client: Webster University

Project: Interdisciplinary Science Building (ISB)
User Advisory Committee Meeting

CannonDesign #: 004561.00

Meeting Date: Monday, June 01, 2015

Meeting Time: 8:30am-5:30pm

Meeting Location: Webster University

Attendees: Craig A. Miller, Sr., Facilities Planning
Stephanie Schroeder, Biological Science
Ravin Kodikara, Biological Science
Mary Preuss, Biological Science
Julie Mehringer, Biological Science
Herman Krup, Biological Science
Ryan Groeneman, Biological Science
Ron Gaddis, Biological Science
Jill Stulce, Nurse/Anesthesia
Jenny Broeder, Nursing
Gabbe Halley, Nursing
Lynn Grossman, CannonDesign
Punit Jain, CannonDesign
Richard Bacino, CannonDesign

Meeting Subject/Agenda: Review laboratory plans, equipment lists, and room data sheets. Review each lab space with plan drawings and discuss how the Users intend to use the space. Review the User's pedagogy and understand how the space can support their approach along with a specific understanding of casework needs, style and placement, storage needs, and A/V requirements.

Item	Topic of Discussion
1.	Laboratory Plans Hand drawn sketches produced at the meeting are included as an attachment and represent the detailed discussion that occurred at the meeting. Rooms discussed include: Biology, Chemistry and Physics Teaching Labs; Research Labs for Biology, Chemistry and Physics; Support and Shared spaces for Biology, Chemistry and Physics; Nurse Anesthesiology and Nursing Spaces. The next step will be incorporating the information received into the computer model for an iterative review on June 11. Cannon Design requested updated equipment lists from Webster University. The lists should include additional information on equipment already listed and additional equipment not listed..
2.	AV Discussion Webster University faculty requested that projection screens, when deployed, do not block the center of marker boards on the teaching wall. Projection is required in the classrooms and teaching labs. The design team proposed that a marker surface, acceptable for projection, could be applied directly on the wall surface and be used for both projection and as the marker surface. This would allow marks to be added to an image projected directly on the specially coated wall. In this scenario, a separate projection screen would not be needed. The faculty in the meetings preferred the direct projection idea outlined above understanding that the projected image quality is not as optimal as on a separate dedicated screen.

CANNONDESIGN

MEETING NOTES

Page 2 of 2

To the best of my recollection, the above items were discussed. Should there be any additions or corrections, please advise CannonDesign within seven days. We will consider these meeting notes an accurate record for proceeding, unless informed otherwise as noted.

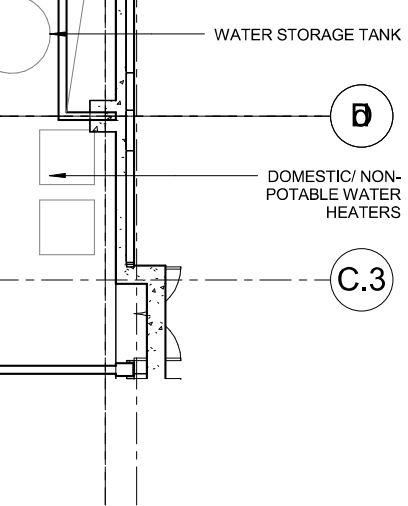
Prepared by,

A handwritten signature in black ink, appearing to read "Lynn S. Grossman", written over a light gray rectangular background.

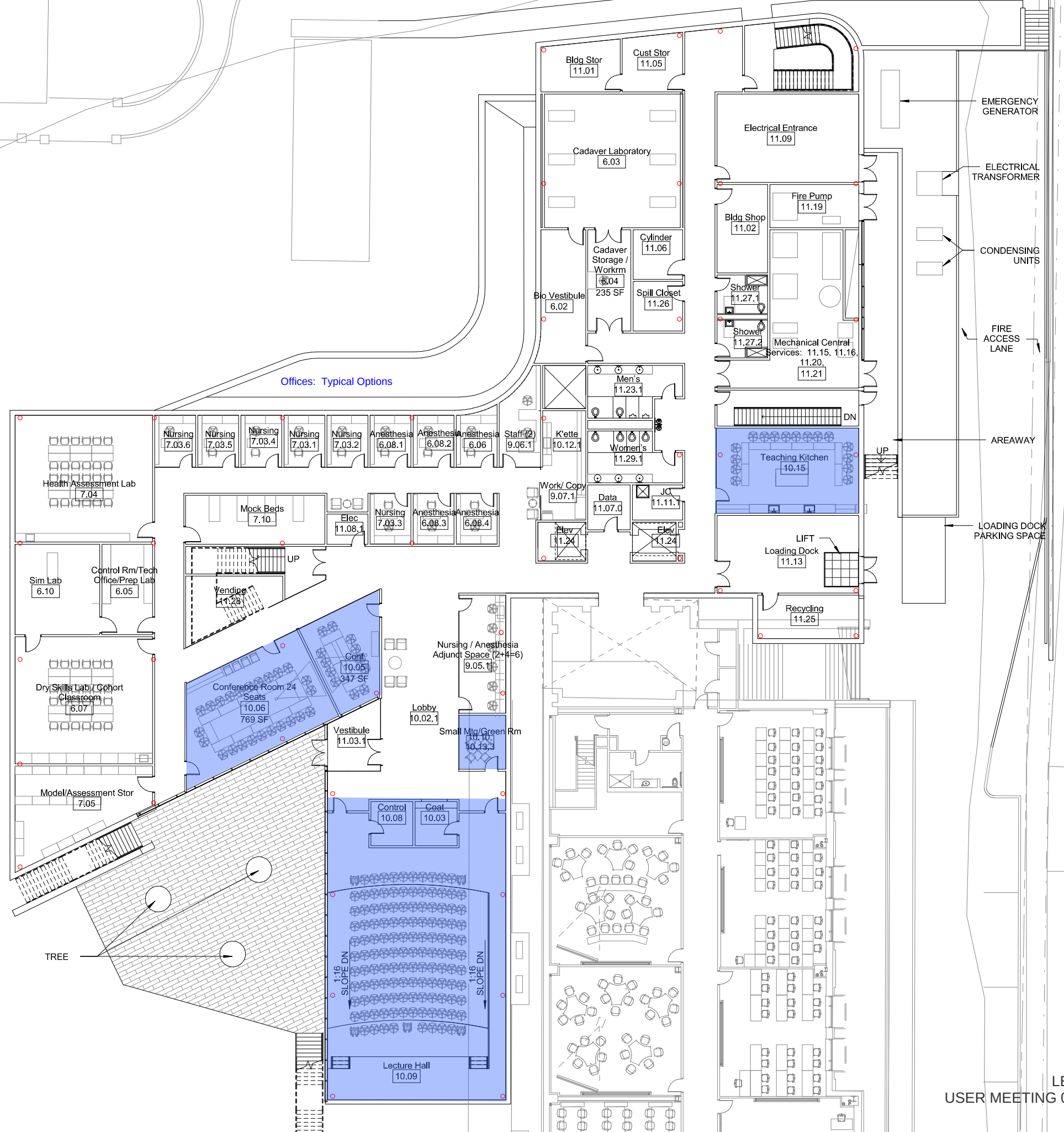
Lynn Grossman, AIA

exhibits:

- 06/01/15 plan sketches created at the meeting are provided separately



1ST FLOOR PLAN



SEE REVISED LAYOUT ON FOLLOWING
PAGE

LIGHTWELL

Vestibule
11.03.3

Strategic
2.11

Global
2.08

Assoc Dean
2.02.2

Assoc Dean
2.02.1

Dean's Ass
2.07

Assessment
2.01

Dean's Office
2.05

Break
2.03

Men's
11.23.2

Women's
11.29.2

Work/Copy
2.13

Data
11.07.1

Lactation
11.12

Computation Laboratory/
General Classroom
9.03.1/8.28

SCIN Convertible
Classroom/General
Classroom (24 Seat)
9.03.2

General Classroom (24
Seat)
9.03.3

Vestibule
11.03.2

Conference
2.14

Elev
11.08.2

Communications
2.04

Operations
2.06

Reception
2.10

Elev
11.24

Men's
11.23.2

Women's
11.29.2

Work/Copy
2.13

Data
11.07.1

Lactation
11.12

Gel Doc / Microscopy
Room
8.19

Lab Storage
8.29.2

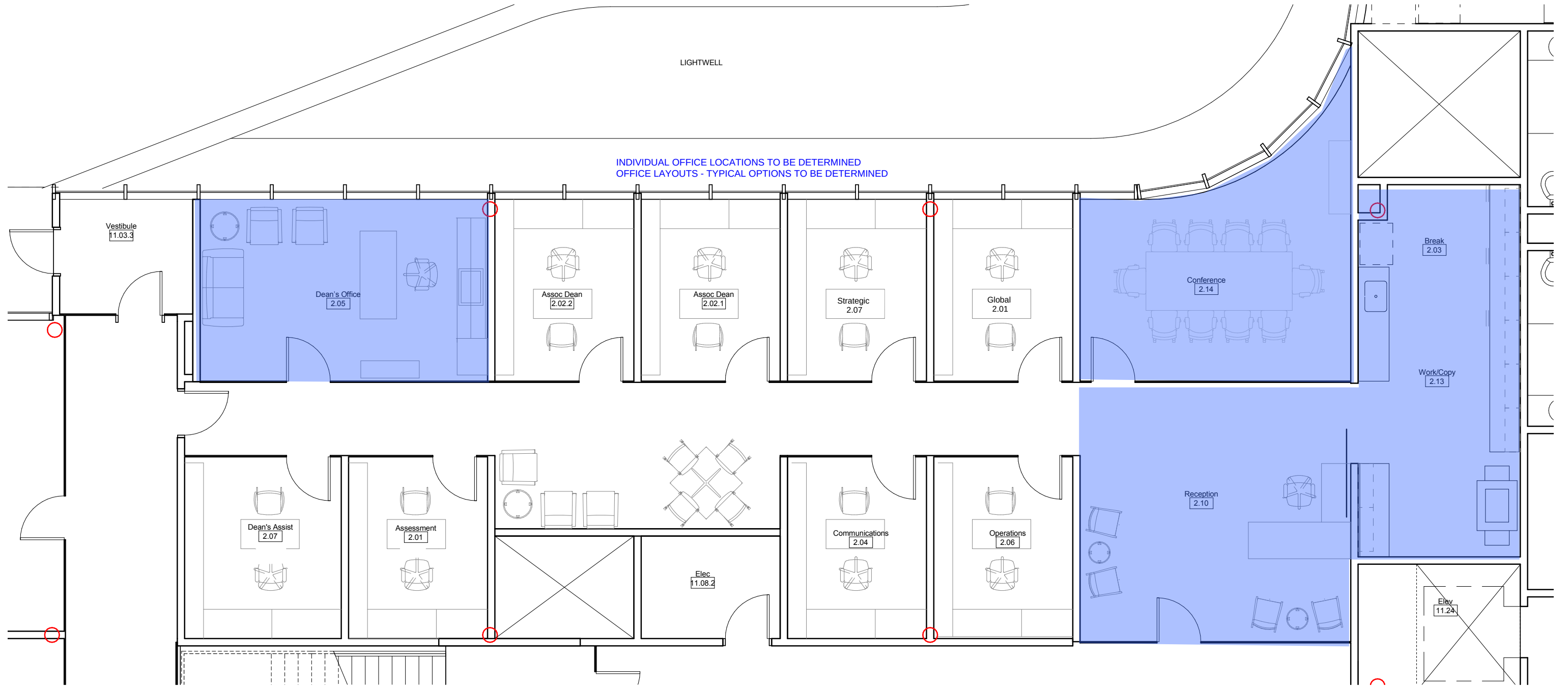
Chemical Stock Room
8.18

ENCLOSED
PORCH

TOPPING SLAB
WALKWAY SYSTEM
ABOVE LEVEL 01

INTENSIVE GREEN
ROOF SYSTEM
ABOVE LECTURE
HALL

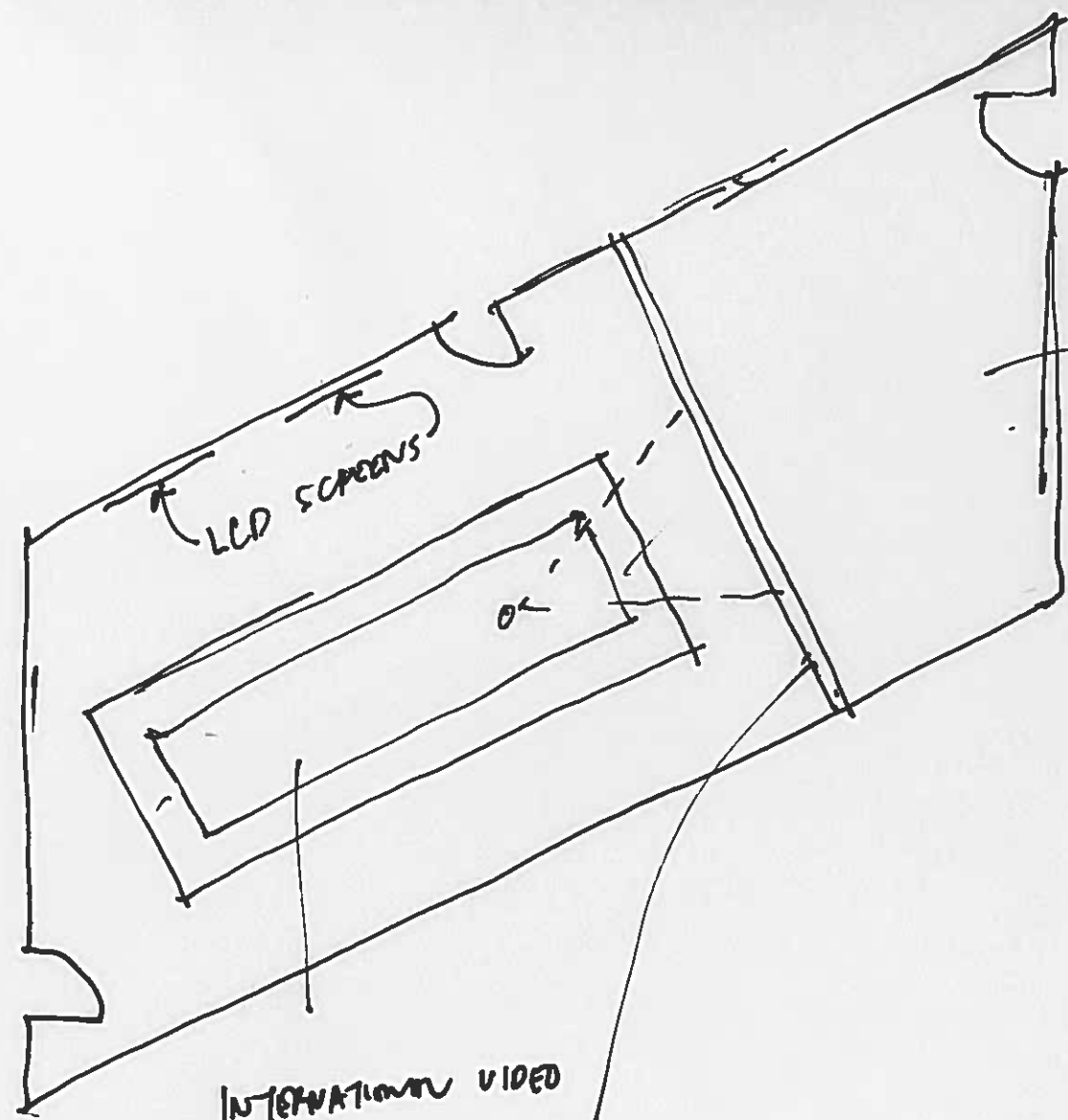
SLOPED LAWN







Offices: Typical Options



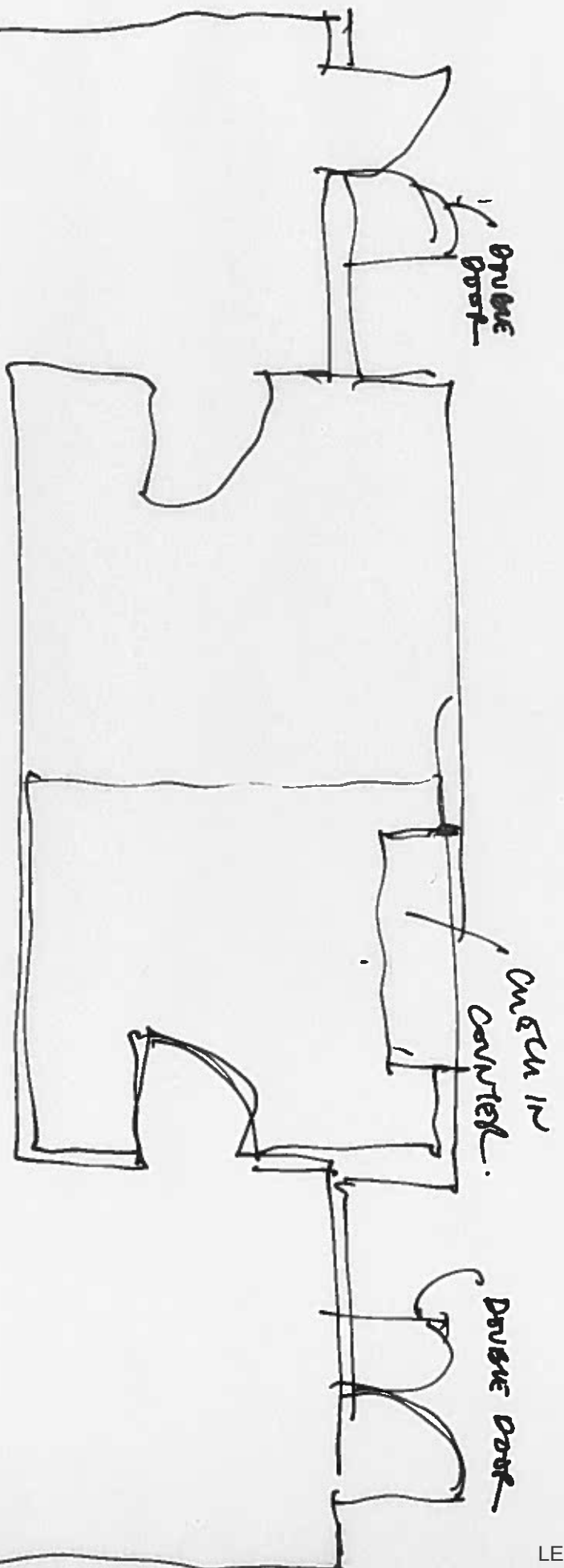
SIMILAR TO
OTHER ROOM
BUT NO VIDEOCONFERENCING.

INTERNATIONAL VIDEO
CONFERENCING.

SIMILAR TO
WEBSTER 402

PROJECTION
SCREEN,
WHITBOARD
WALL.

CONF. ROOM, LEVEL 01
10.06.
06.03.15



EXIT DOOR
DRIVE DOOR

UNLOCKED
PARK-OUT
SMOKES

Two overhead projectors.

NO TALKING FROM
AT CAMERAS

EXIT DOOR TO
GRAND STAIRS
OUTSIDE.

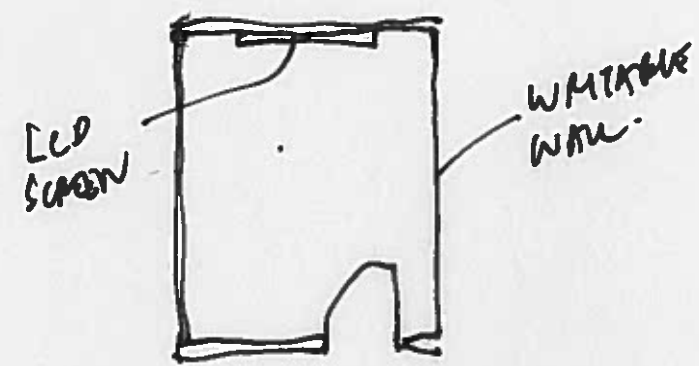
REMOVED:
PARKING
SMOKES.

TWO OVERHEAD PROJECTORS.

NO TABLET ARMS
AT IMAGES.

TWO PROJECTION SCREENS OR ONE LARGE SCREEN
WITH SPAT IMAGES.

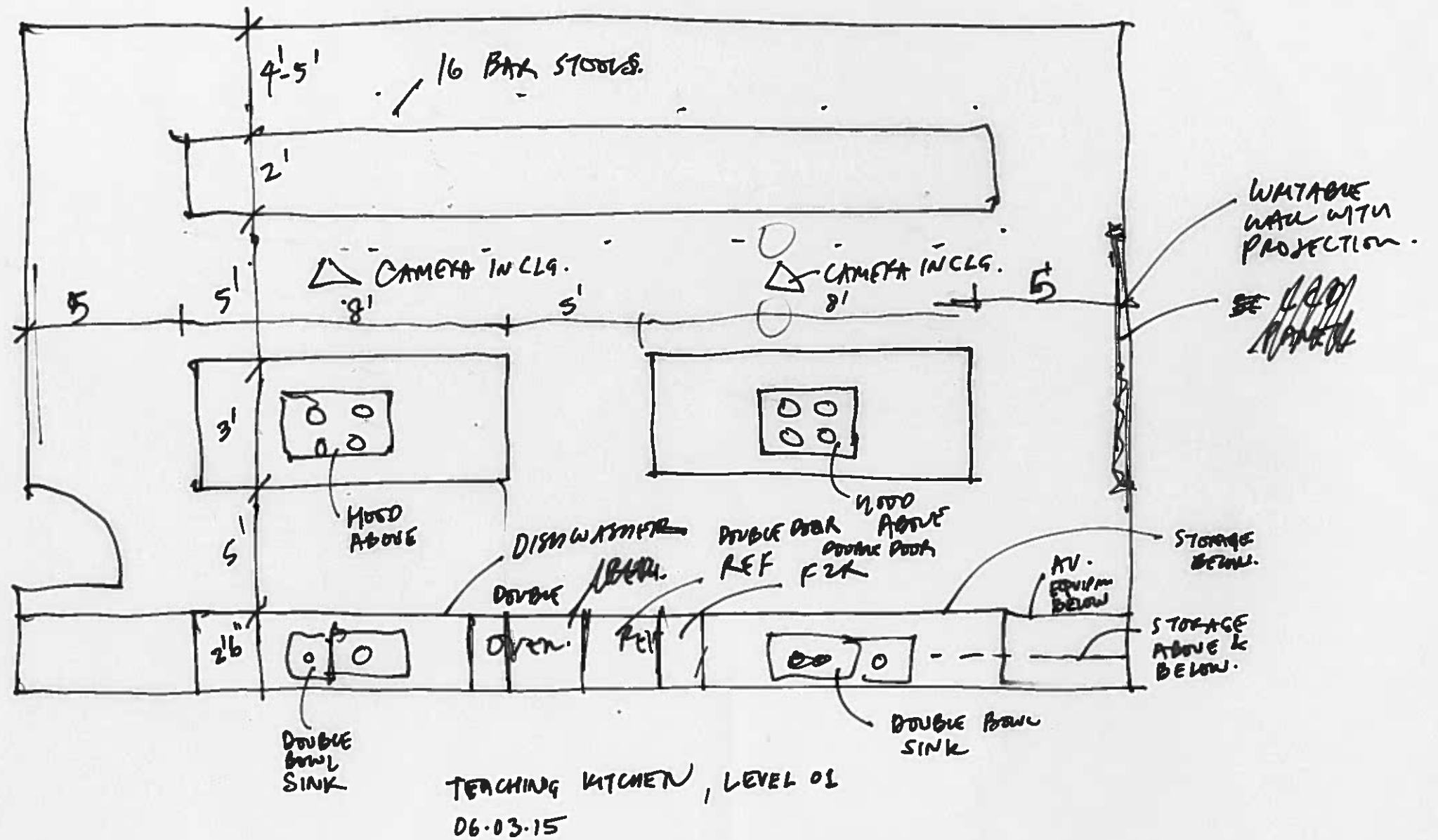
LECTURE HALL, LEVEL 01
06.03.15

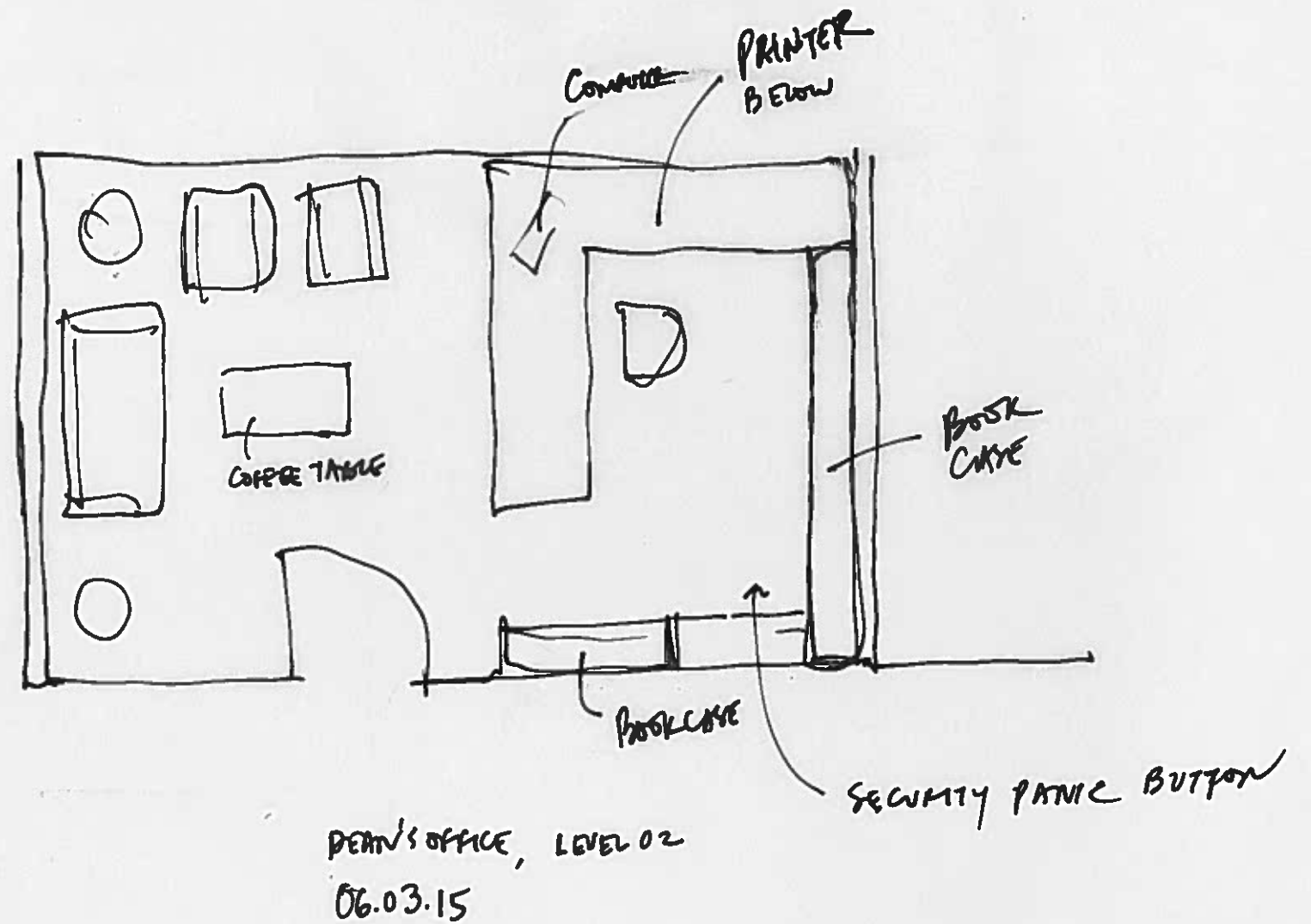


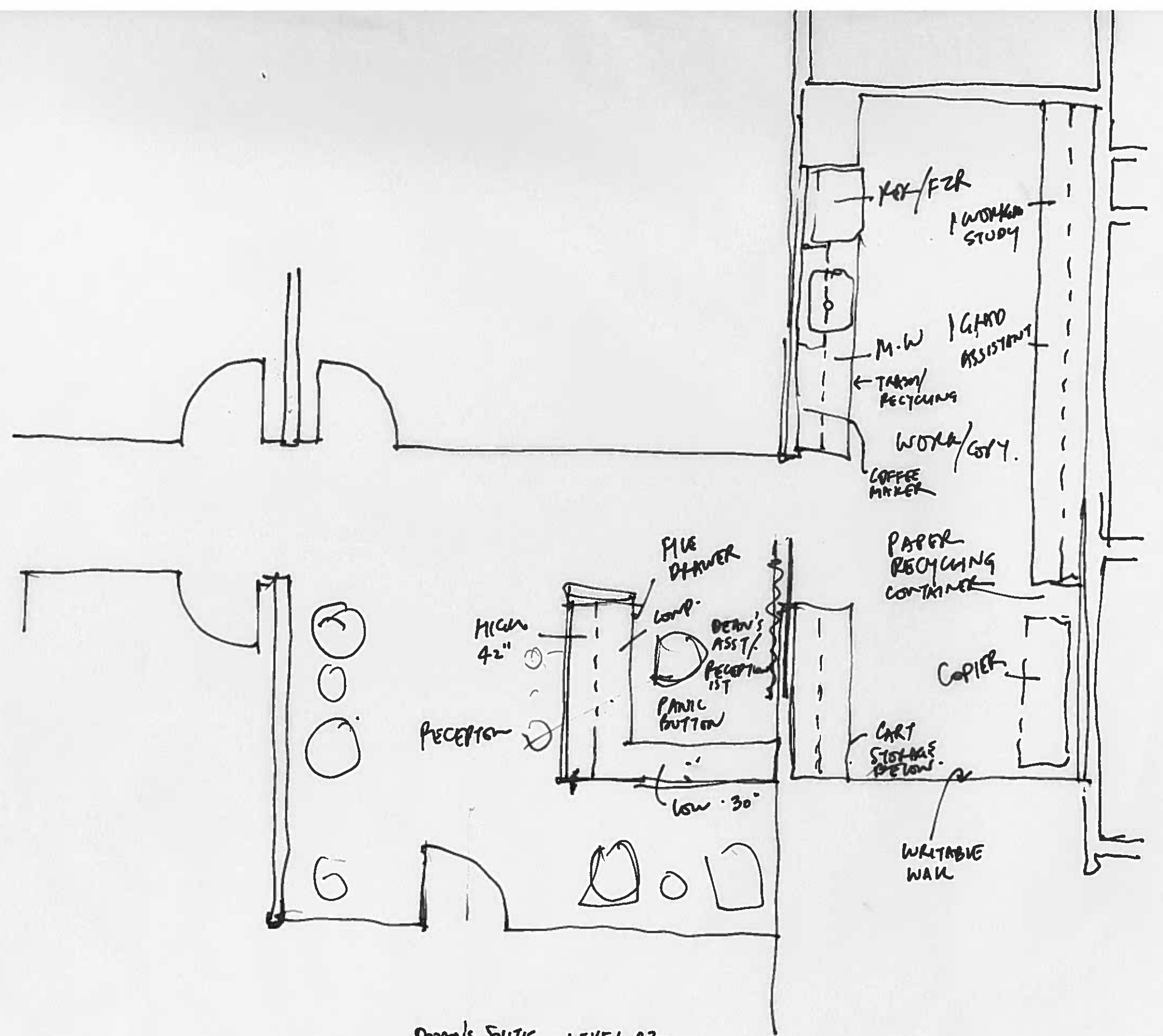
SMALL MEETING / GREEN ROOM, LEVEL 01

10.13.3

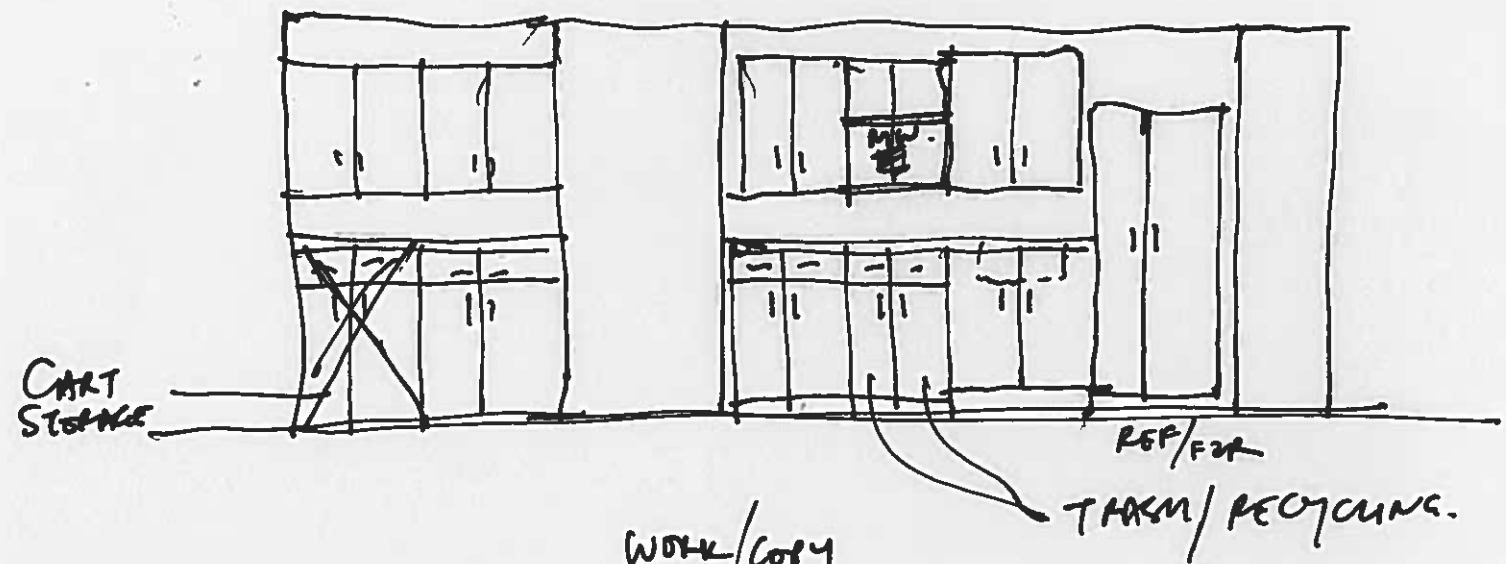
06.03.15



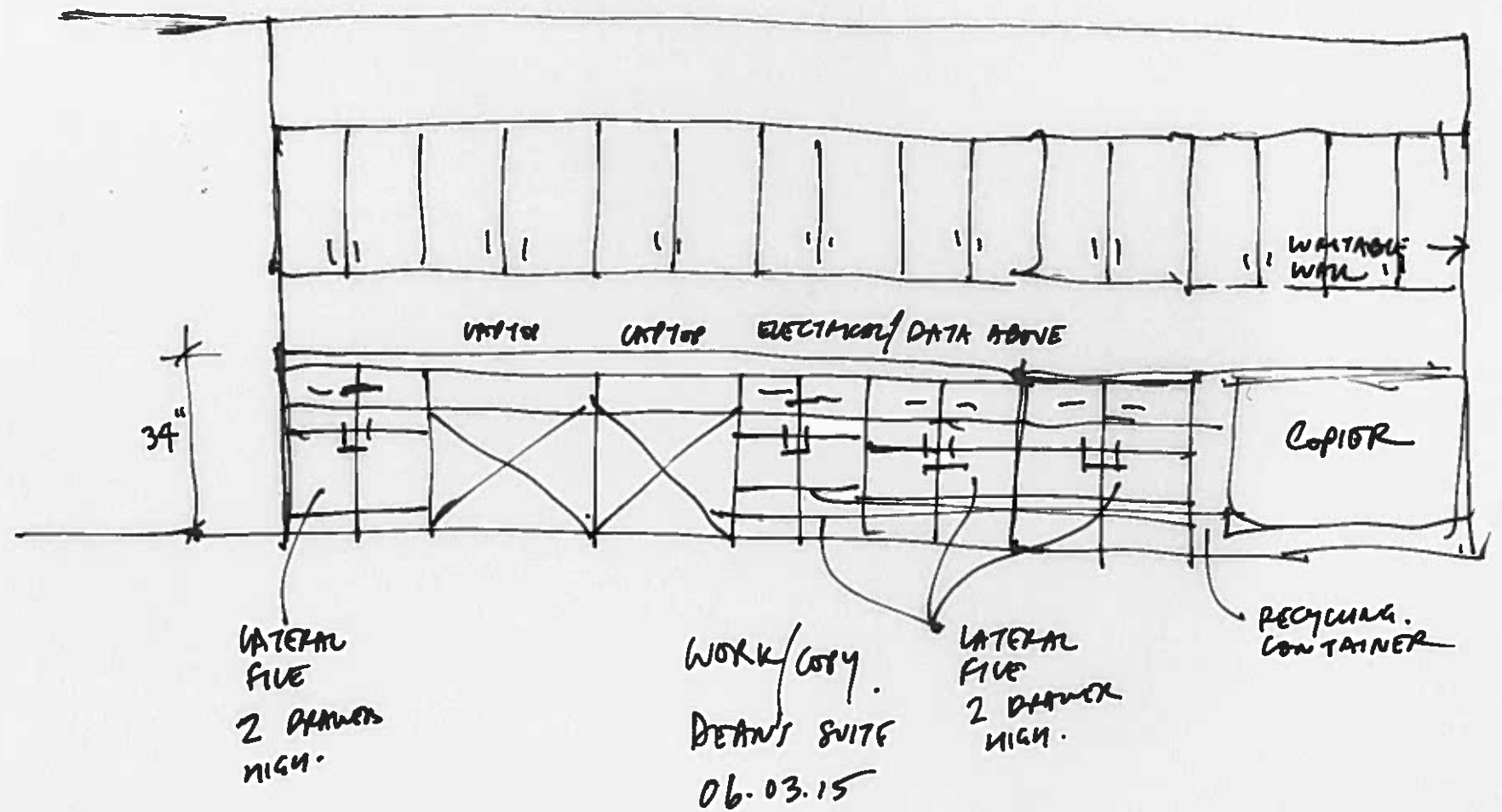


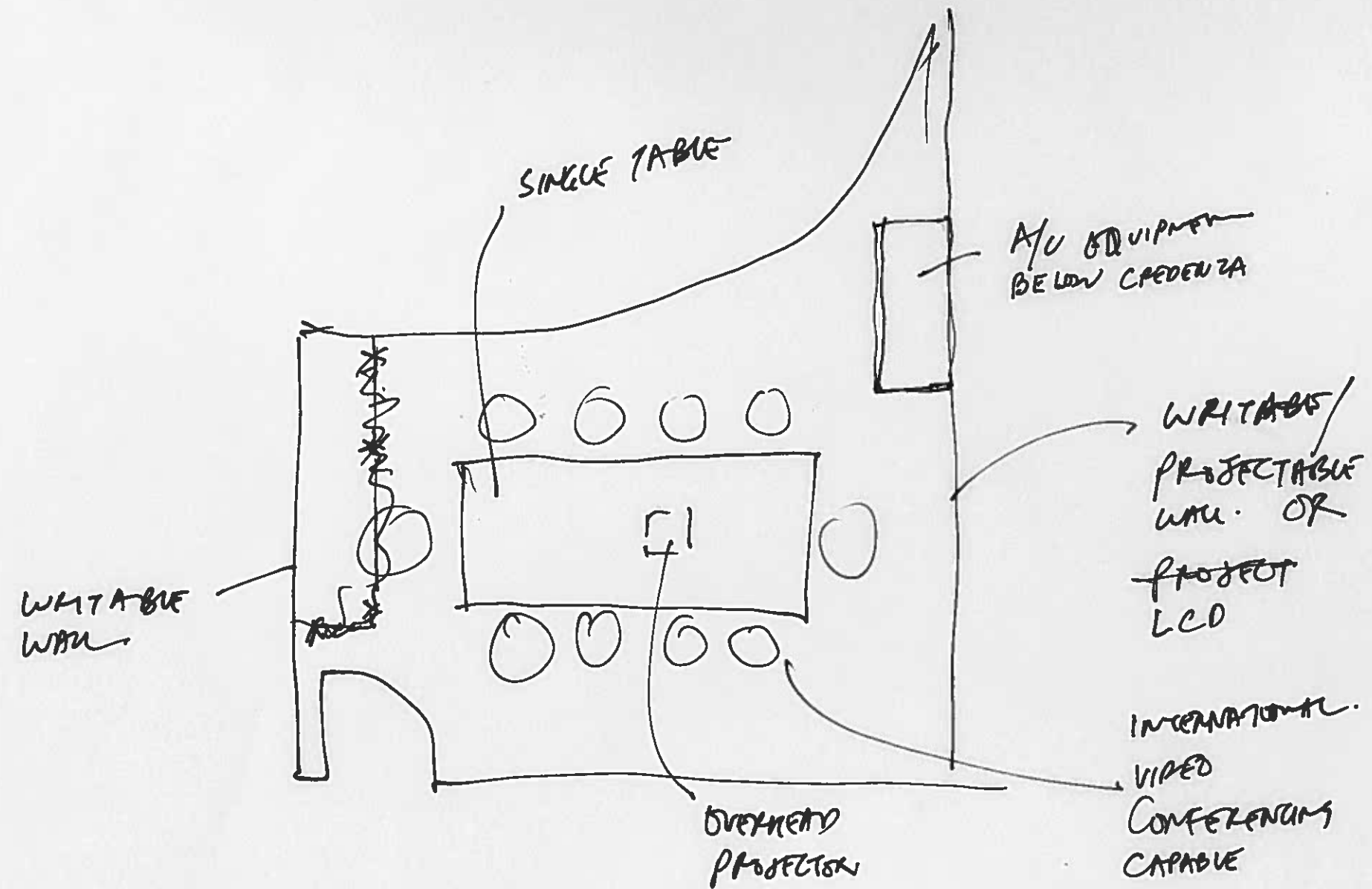


DEAN'S SUITE, LEVEL 02
06.03.15

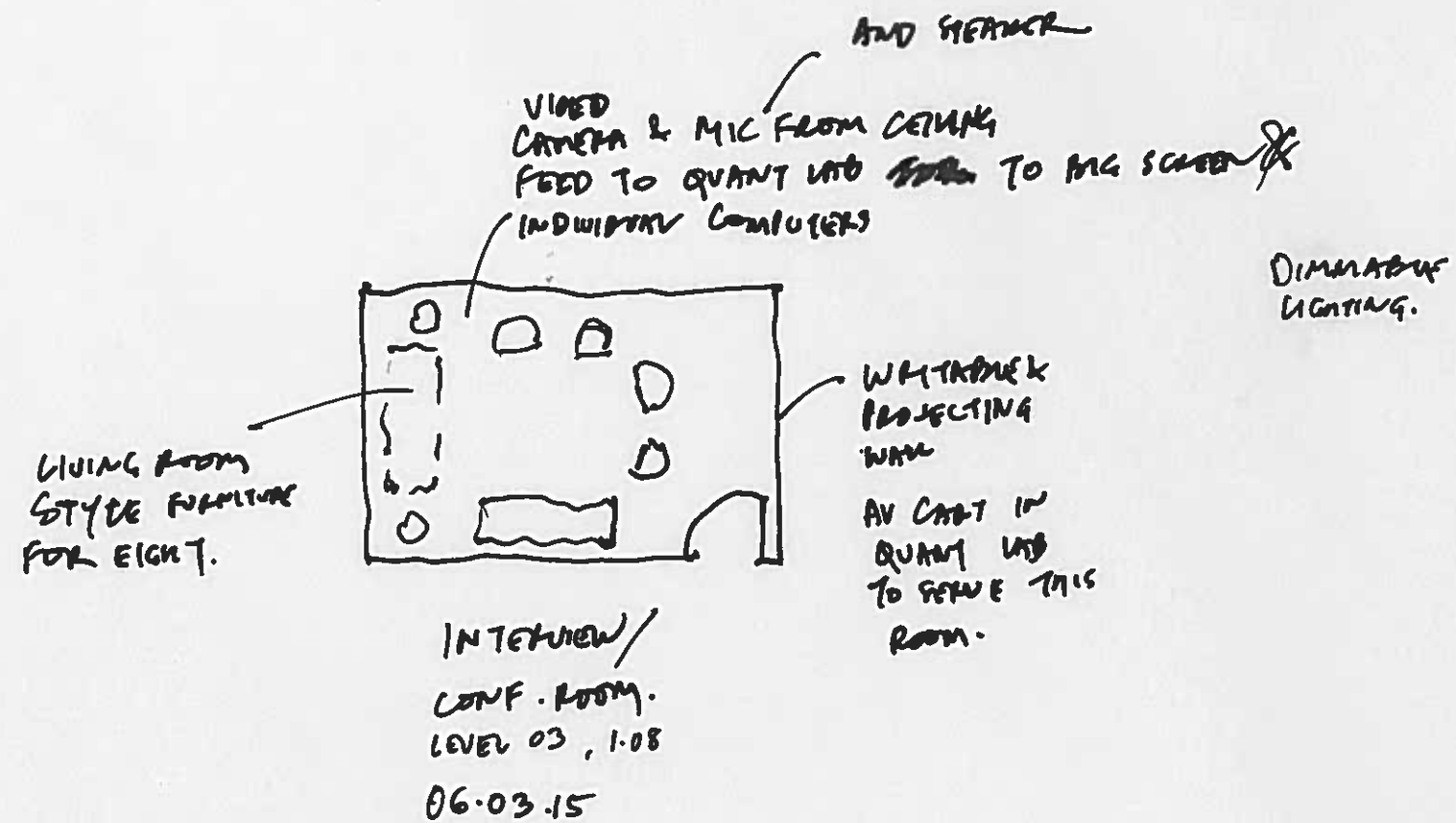


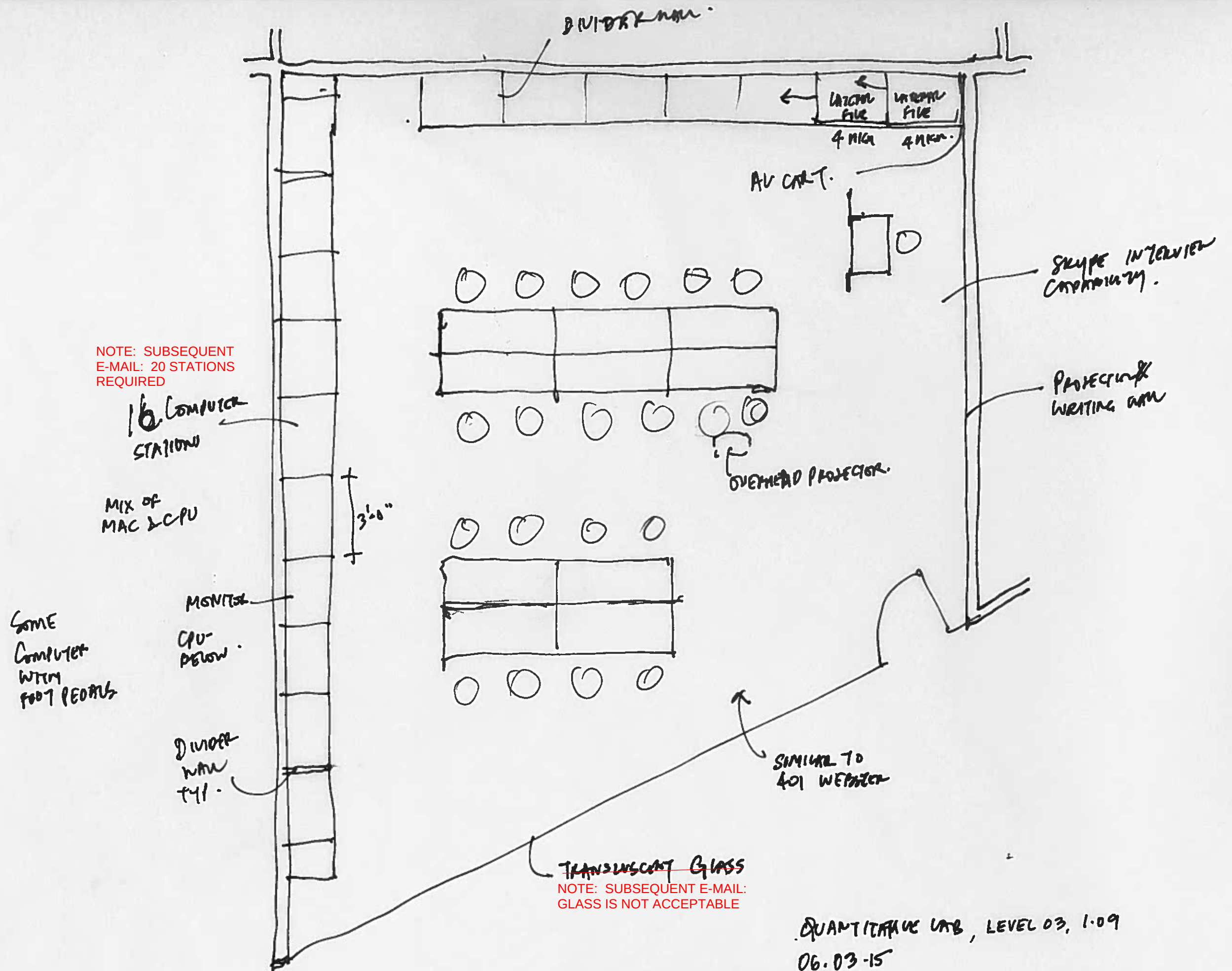
WORK/COPY
DEAN'S SUITE, LEVEL 02
06.03.15

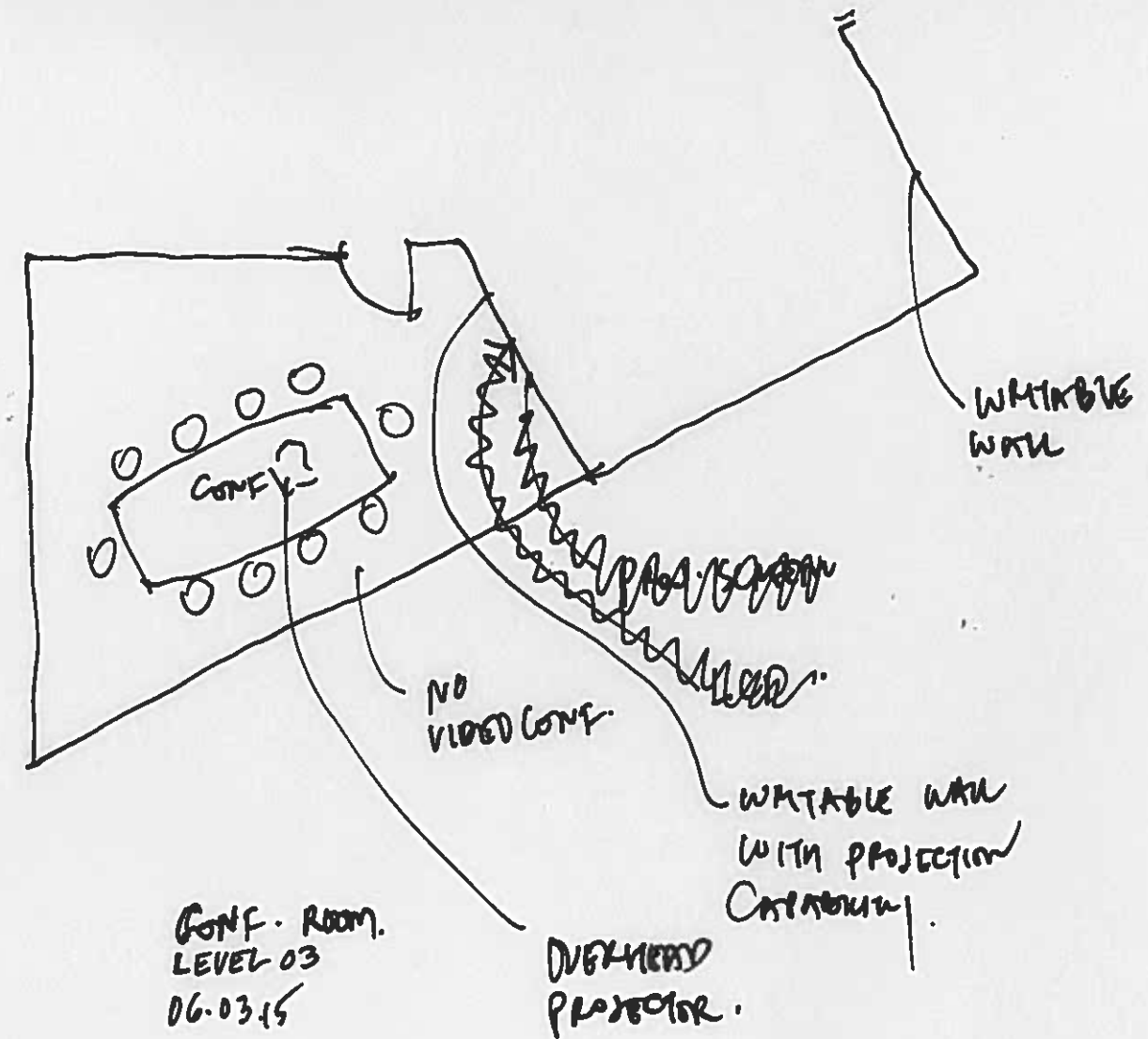


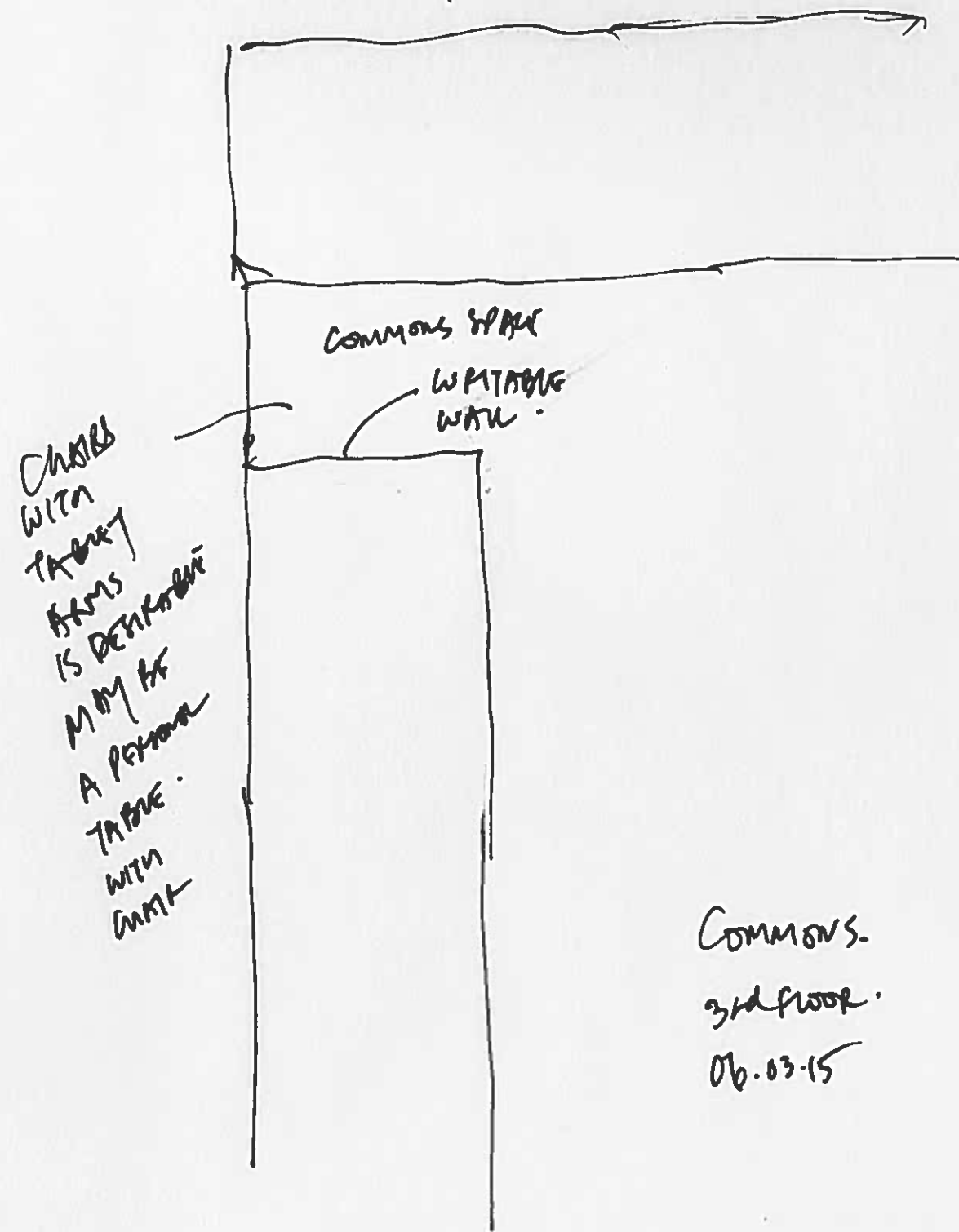


CONF. ROOM.
 DEAN'S SUITE
 LEVEL 02, 2.14
 06.03.15

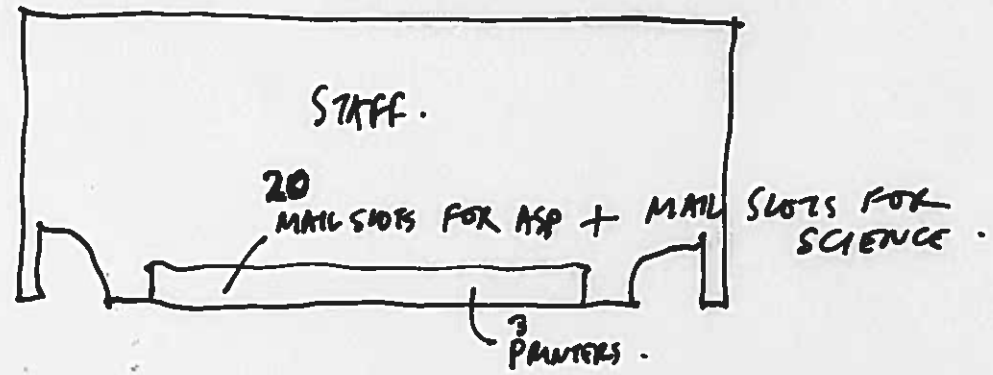








COMMONS.
3rd floor.
06.03.15



9.06.2.

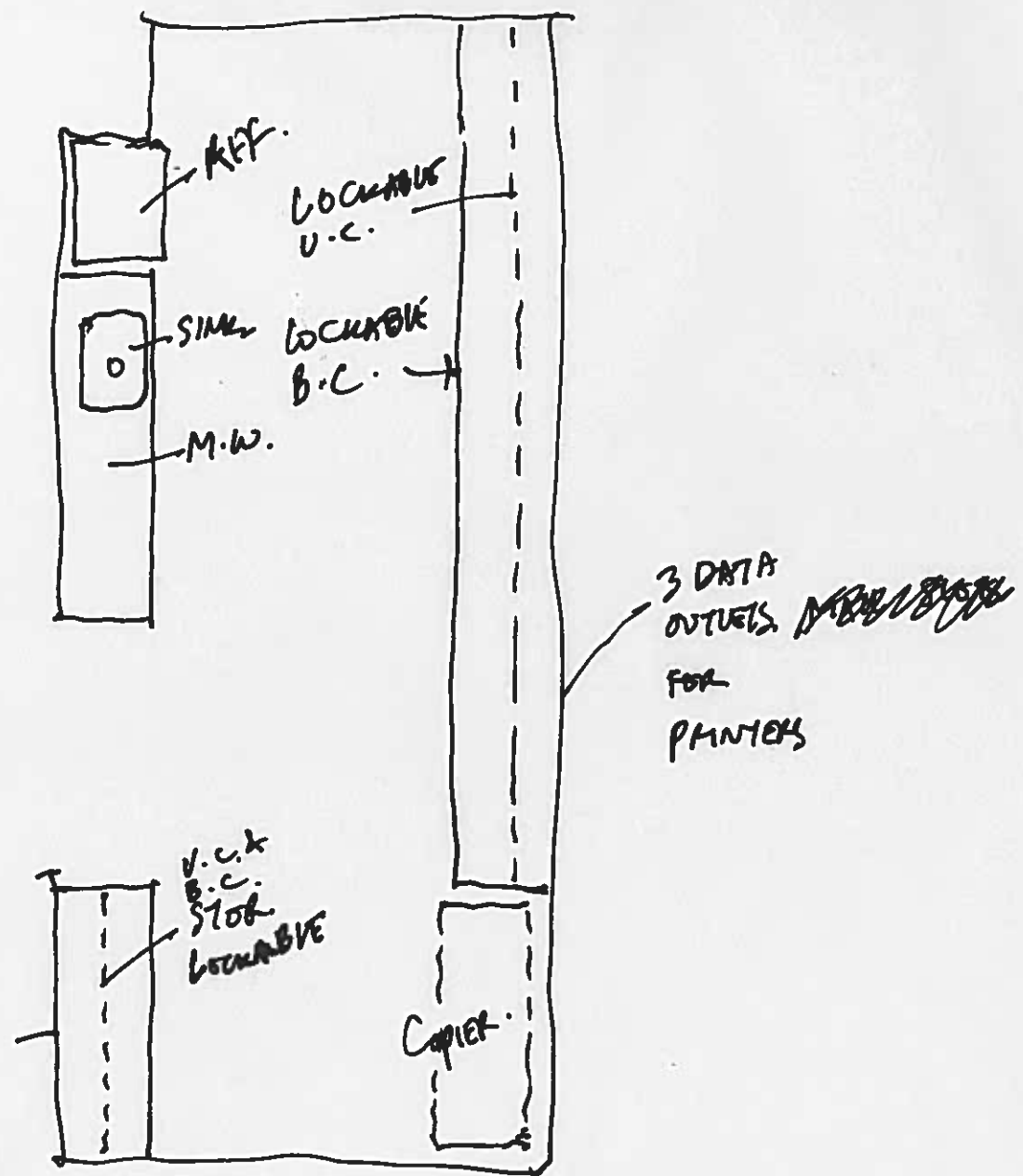
ASP & SC STAFF ROOM, LEVEL 03



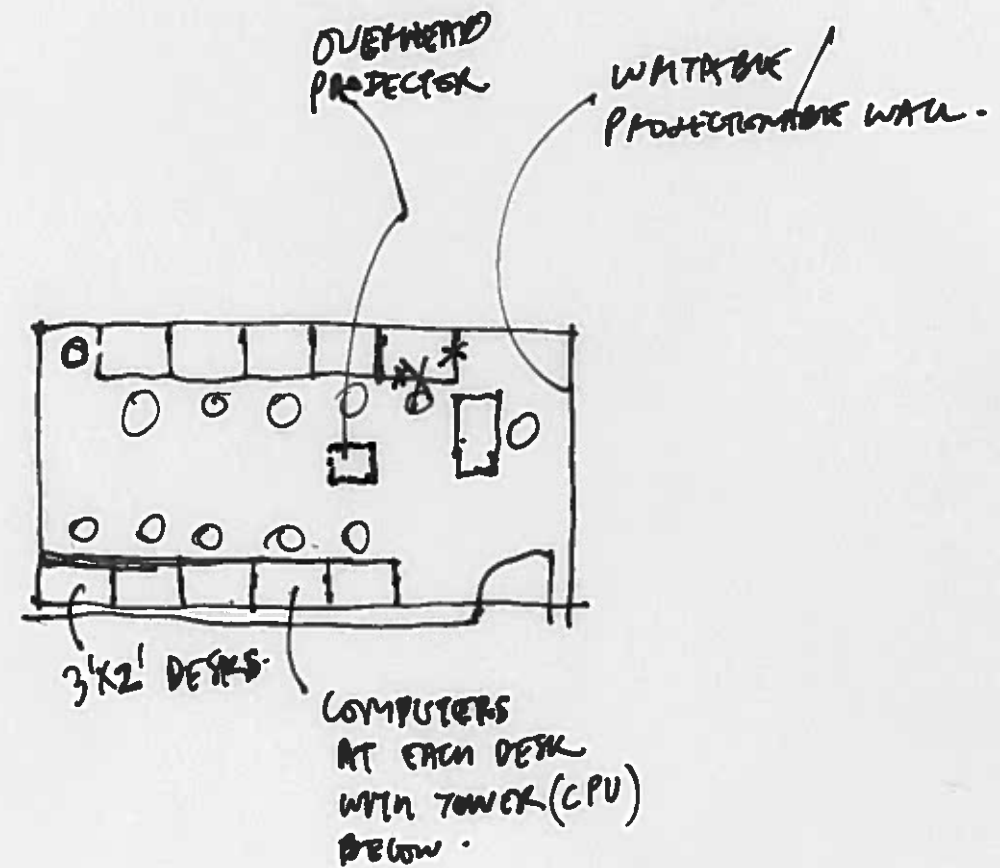
15 FACULTY OFFICES

MAIL SLOTS - 3" X 12"

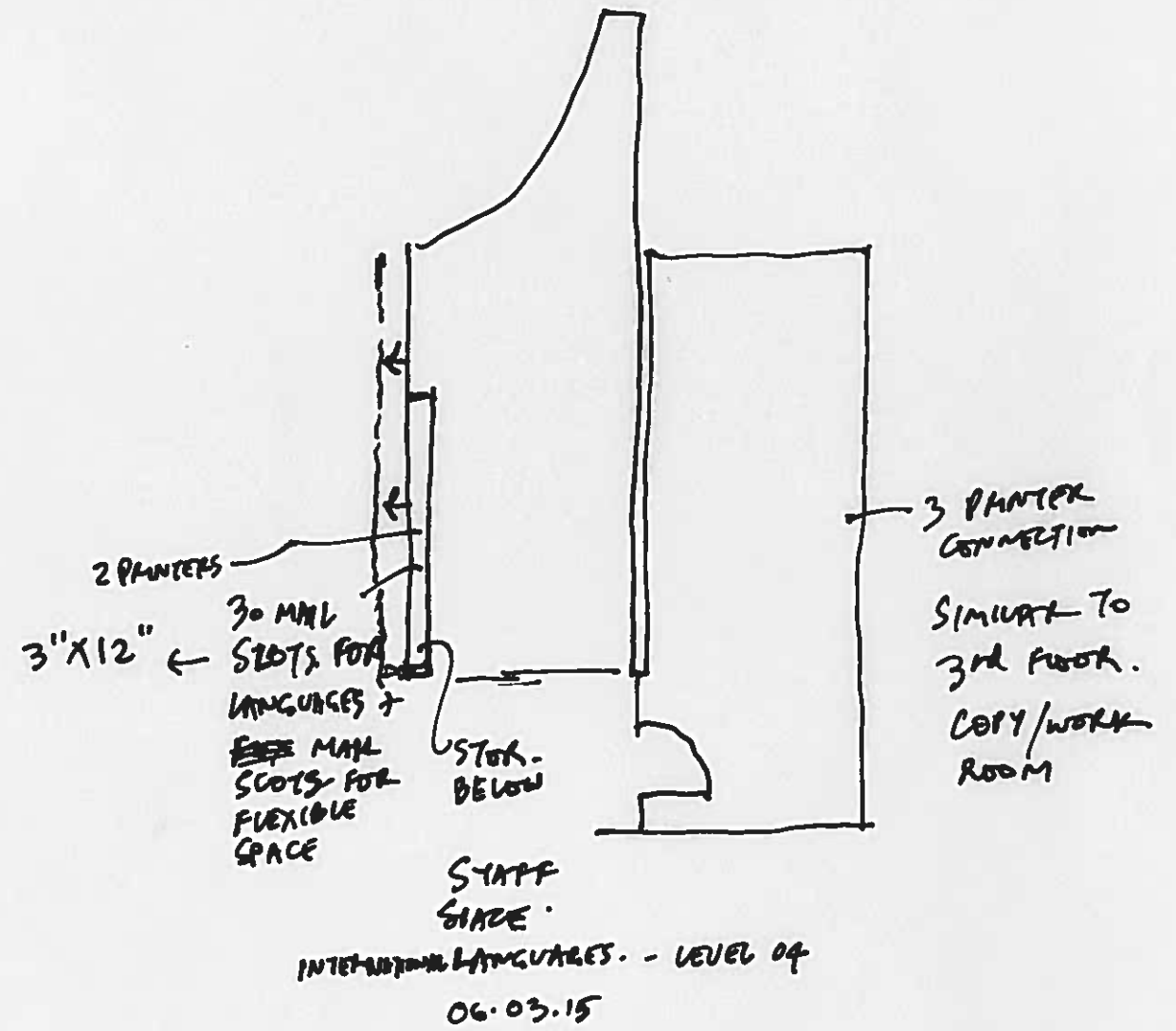
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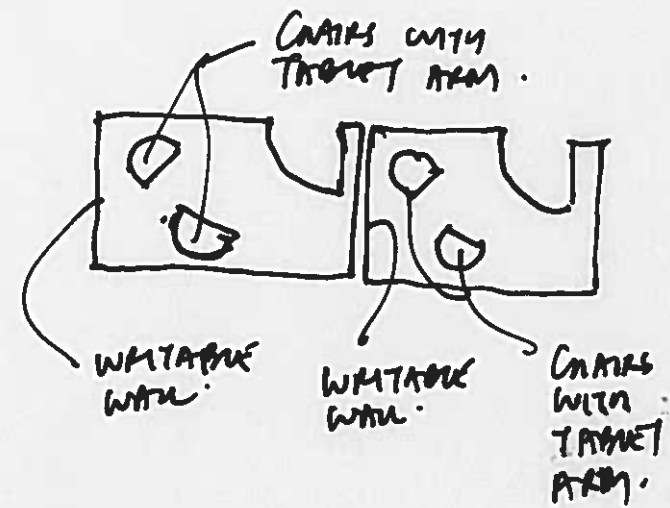


COPY / KITCHENETTE, LEVEL 03
06.03.15

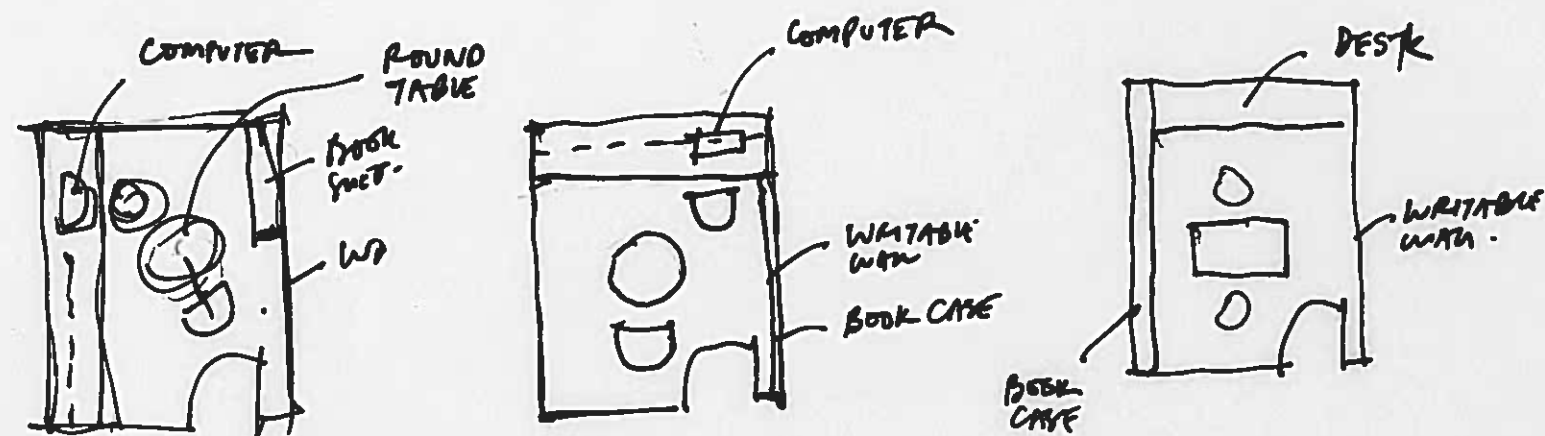


TRANSLATION LAB, LEVEL 04
06.03.15

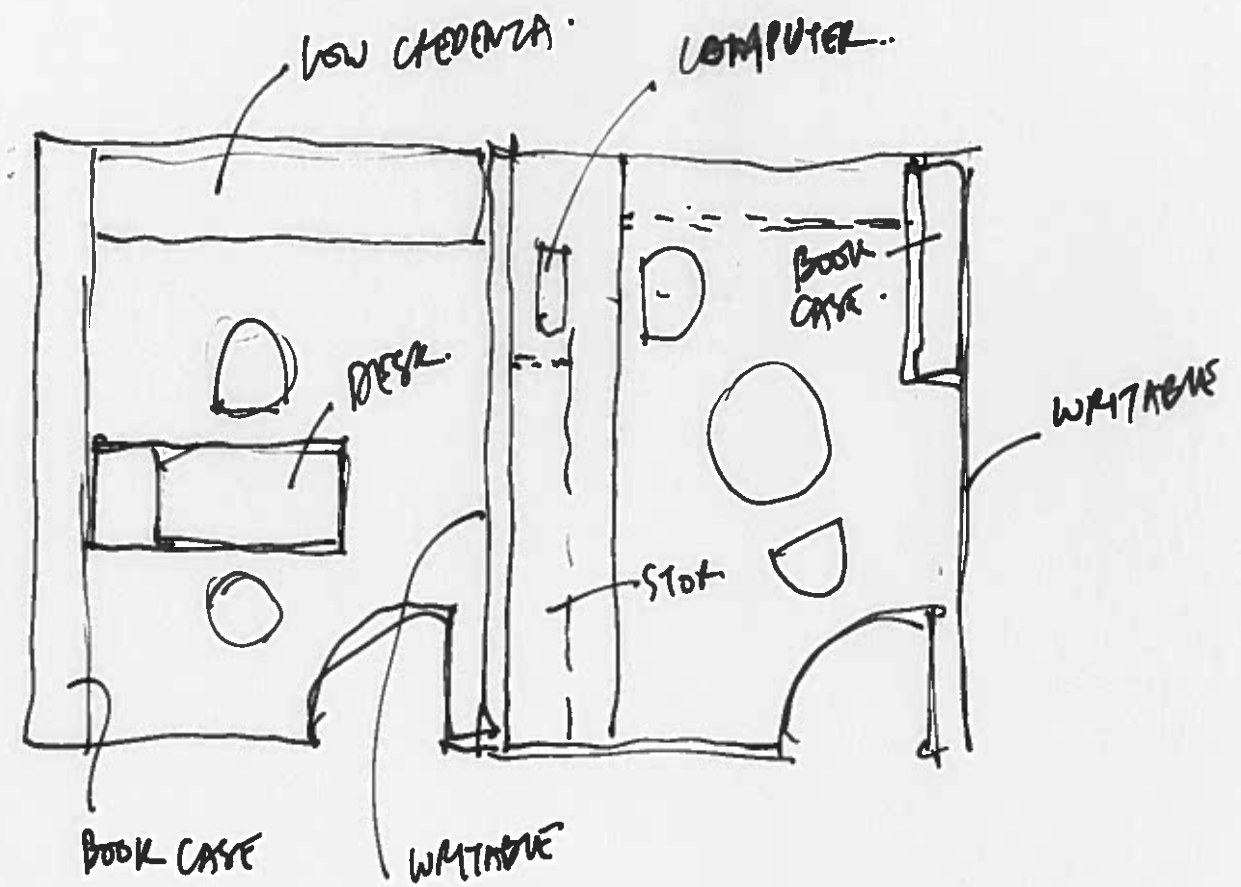




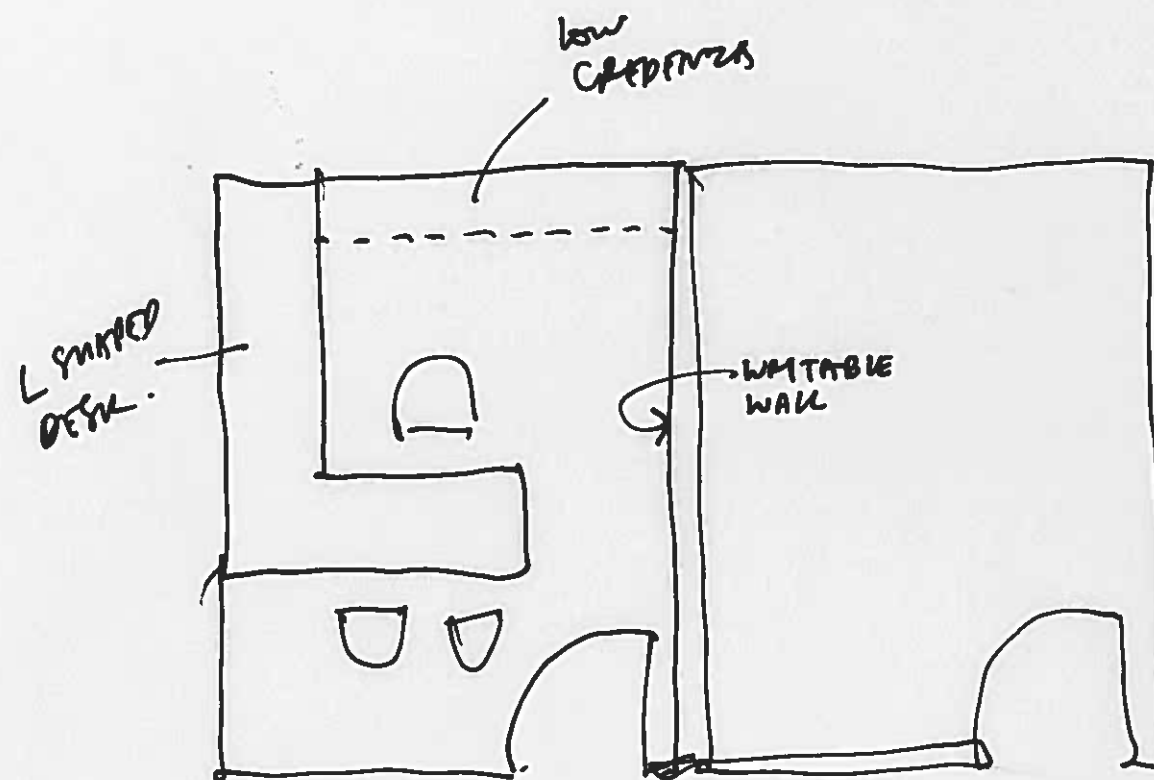
TESTING ROOM, LEVEL 04
06.03.15



OFFICE LAYOUT OPTIONS
 INTERNATIONAL LANGUAGES - LEVEL 04
 06.03.15



OFFICE LAYOUT
 OPTION.
 DENN'S WIFE, LEVEL 12
 06.03.15



OFFICE LAYOUT
 OPTION-
 DEAN'S SUITE, LEVEL 02
 06.03.15

CANNONDESIGN

MEETING NOTES

June 8, 2015

Client: Webster University

Project: Interdisciplinary Science Building (ISB)
User Group Meetings

CannonDesign #: 004561.00

Meeting Date: Wednesday, June 03, 2015

Meeting Time: 9:30am-4:00 pm

Meeting Location: Webster University

Attendees: Craig A. Miller, Sr., Facilities Planning
Jong Bum Kwon, Anthropology and Sociology
Emily Thompson, International Languages and Cultures
Eric Goedereis, Psychology
David Wilson, Dean, College of Arts and Sciences
Jenny Broeder – College of Arts and Sciences, Dean's Team
Erin Cornell – College of Arts and Sciences
Gabbe Halley, Nursing
Vicki Coopmans, Nurse Anesthesia
Lynn Grossman, CannonDesign
Punit Jain, CannonDesign
Lisa Sombart, William Tao & Associates
Tom Becker, Faith Group

Meeting Subject/Agenda: Review schematic design plans. Review spaces with plan drawings and discuss how the Users intend to use the space. Review the User's pedagogy and how the space can support their approach along with initial understanding of casework needs and placement, storage needs, electrical, data and A/V requirements.

Item	Topic of Discussion
1.	Interdisciplinary Group Plans Hand drawn sketches produced at the meeting are included as an attachment and represent the detailed discussion that occurred at the meeting. Rooms discussed include: Level 03 Quantitative Lab and Interview Room, Level 04 Translation Lab, Testing Rooms and Staff Room, Level 01 Teaching Kitchen, furniture options for typical offices.
2.	Dean's Suite Discussion Changes to Dean's suite previously discussed were presented and were generally acceptable Hand drawn sketches produced at the meeting are included as an attachment. They represent the detailed discussion that occurred at the meeting. Rooms discussed include: Dean's Office, Conference Room, Reception, Workroom / Break Area and potential furniture options for typical offices. Dean Wilson noted that an entrance on the north end of the building is important to the College of Arts and Sciences program and should be included. This entrance appears to be at Level 2 from a quick review of the grades on the Civil drawings.
3.	Shared Spaces Discussion Hand drawn sketches produced at the meeting are included as an attachment and represent the detailed discussion that occurred at the meeting.

CANNONDESIGN

MEETING NOTES

Page 2 of 2

Rooms discussed include: Level 01 Lecture Hall and Conference Rooms, Level 03 Conference Room, Staff Room, Workroom and Common Areas.

For the 24 person conference room on Level 01: Users indicated that they needed to re- review requirements for that room to advise the design team on the rooms. The room may need to accommodate more people.

To the best of my recollection, the above items were discussed. Should there be any additions or corrections, please advise CannonDesign within seven days. We will consider these meeting notes an accurate record for proceeding, unless informed otherwise as noted.

Prepared by,



Lynn Grossman, AIA

exhibits:

- 06/03/15 plan sketches created at the meeting are provided separately along with overall plans identifying the rooms discussed.



interior planning | furniture | artwork

October 26, 2016

**Webster University
Interdisciplinary Science Building
One-On-One Faculty Office Reviews**

Location: Webster Hall, Room 219

Time: 8:00-5:00

***Each faculty member will be assigned a 20 minute window during this time frame.**

Agenda

Review and select office desk layout
Review and select book and filing storage options
Review existing furniture to be reused, if applicable



interior planning | furniture | artwork

Webster University
ISB Furniture Package
02.23.17





WEBSTER UNIVERSITY
ISB
COMMONS - LIGHT SCALE LOUNGE
C25

MANUFACTURER COMPARISON
12107
4/1/2015



Voting Results	39/120	6/120	8/120	42/120	0/120	11/120	14/120
----------------	--------	-------	-------	--------	-------	--------	--------

Parameters	Nash	Ridge	Nestle	Happy	Ace	Grin	Farrah
Upholstered	X	X	X	X	X	X	X
Base Style	WOOD	WOOD	WOOD	METAL SLED	METAL SLED	METAL SLED	METAL LEGS
Warranty	Lifetime Veneer - 10 Years	10 Years	10 Years	3 Years	3 Years	Lifetime	Lifetime
	*consider for deans suite						

furniture fair evaluation - winning items



private office desk



private office chair



private guest chair



boardroom chair



study areas



lounge chair



classroom chair



classroom table



teaching kitchen stool



lab stools



instructor station



lounge chairs



lounge chairs



patio chairs



modular lounge

classrooms and labs



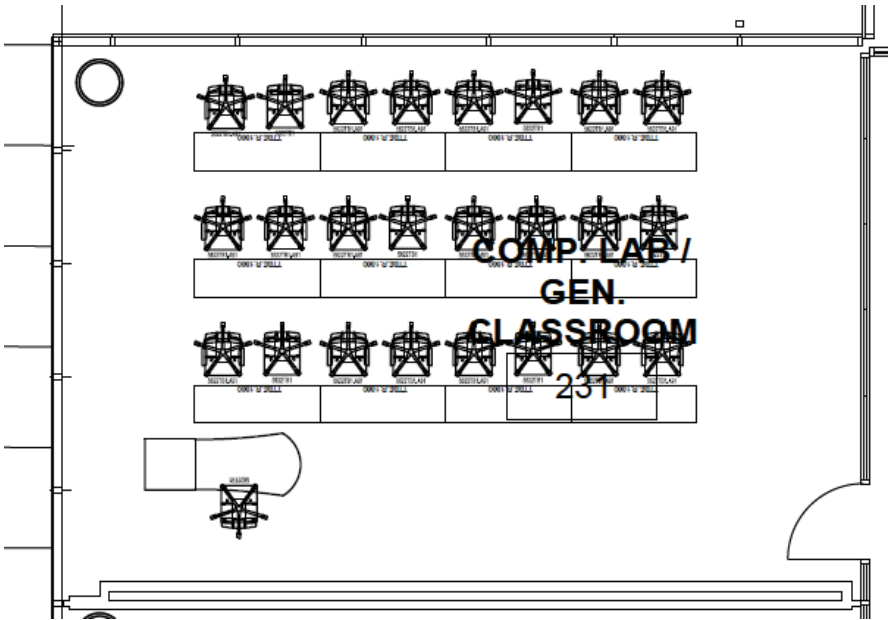
classroom chair



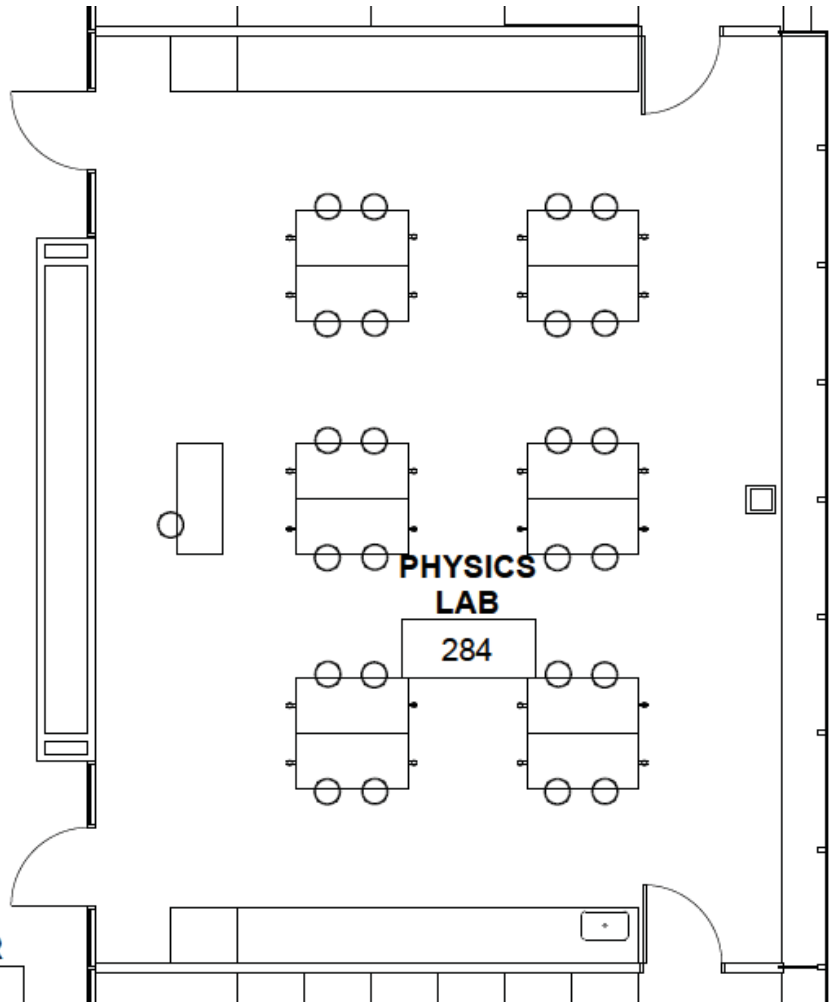
classroom table



instructor station



furniture layout - typical classroom
not to scale



furniture layout - typical lab
not to scale

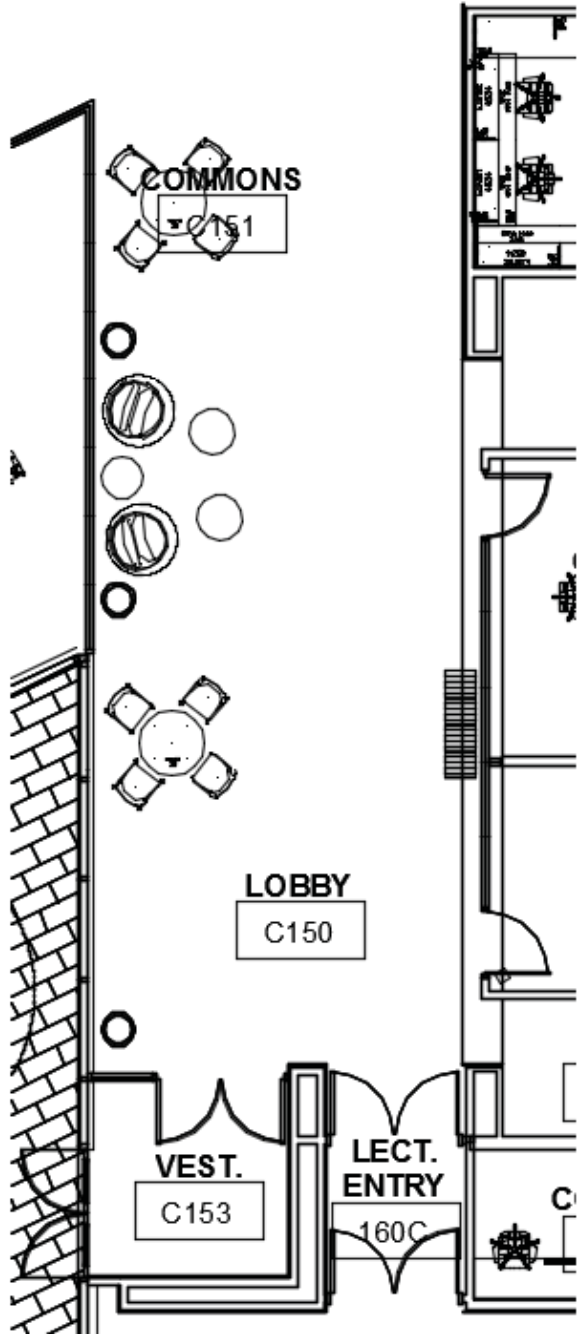


lab stools



criteria

options shown are the recommended solutions for this area



furniture layout
not to scale



study chair



height adjustable



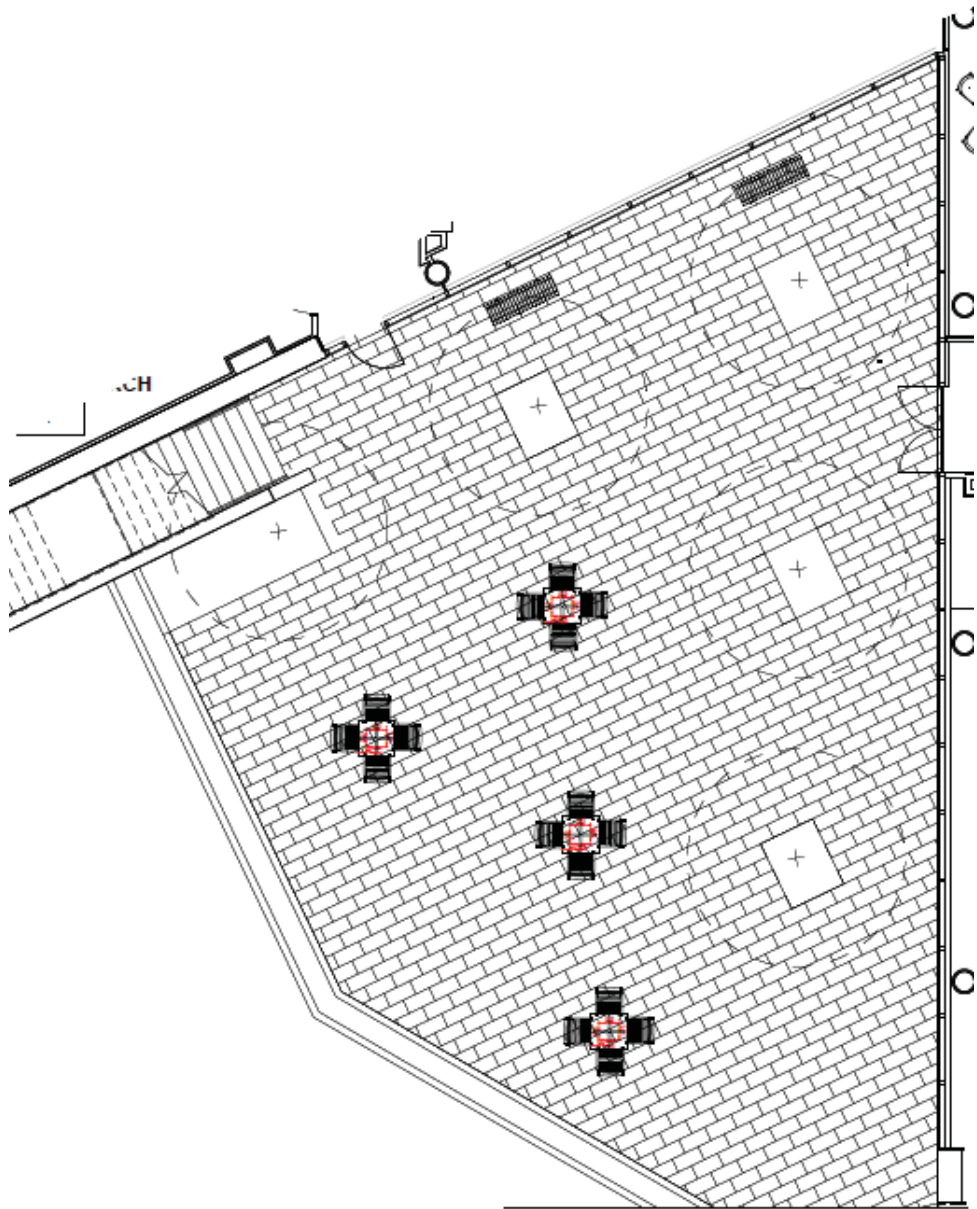
bench



lounge chair



occasional tables



furniture layout
not to scale



patio chairs



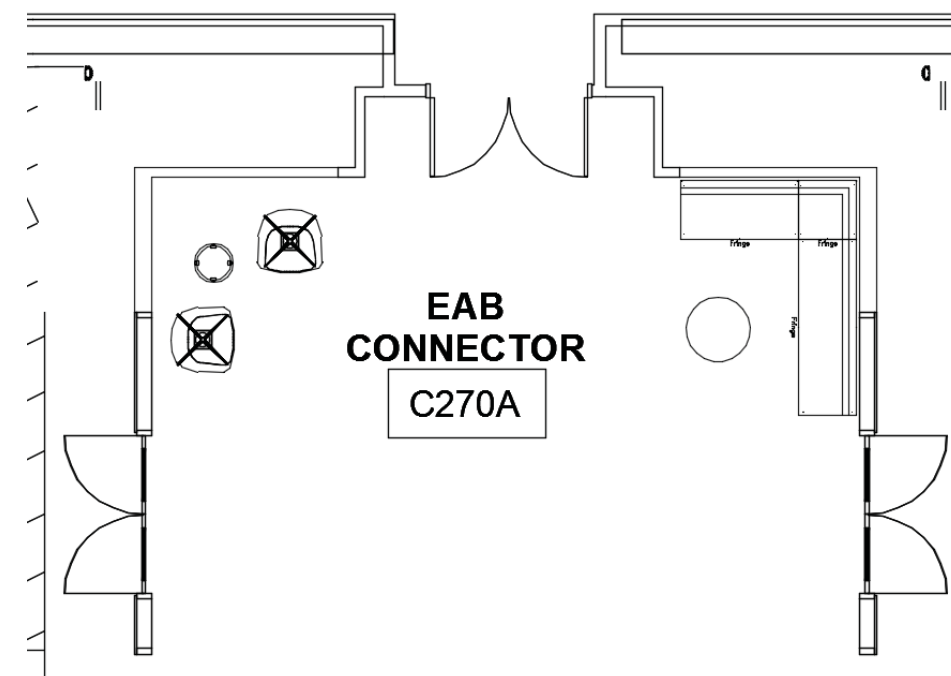
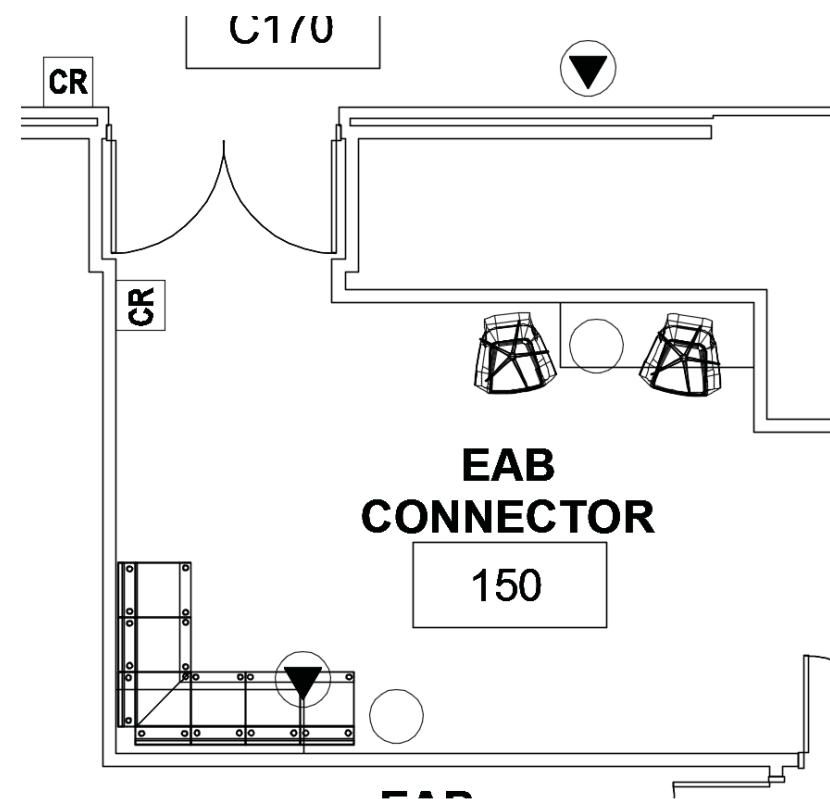
table



outdoor umbrella



bench



furniture layout
not to scale

public space | EAB connectors (150, C270A)



modular lounge



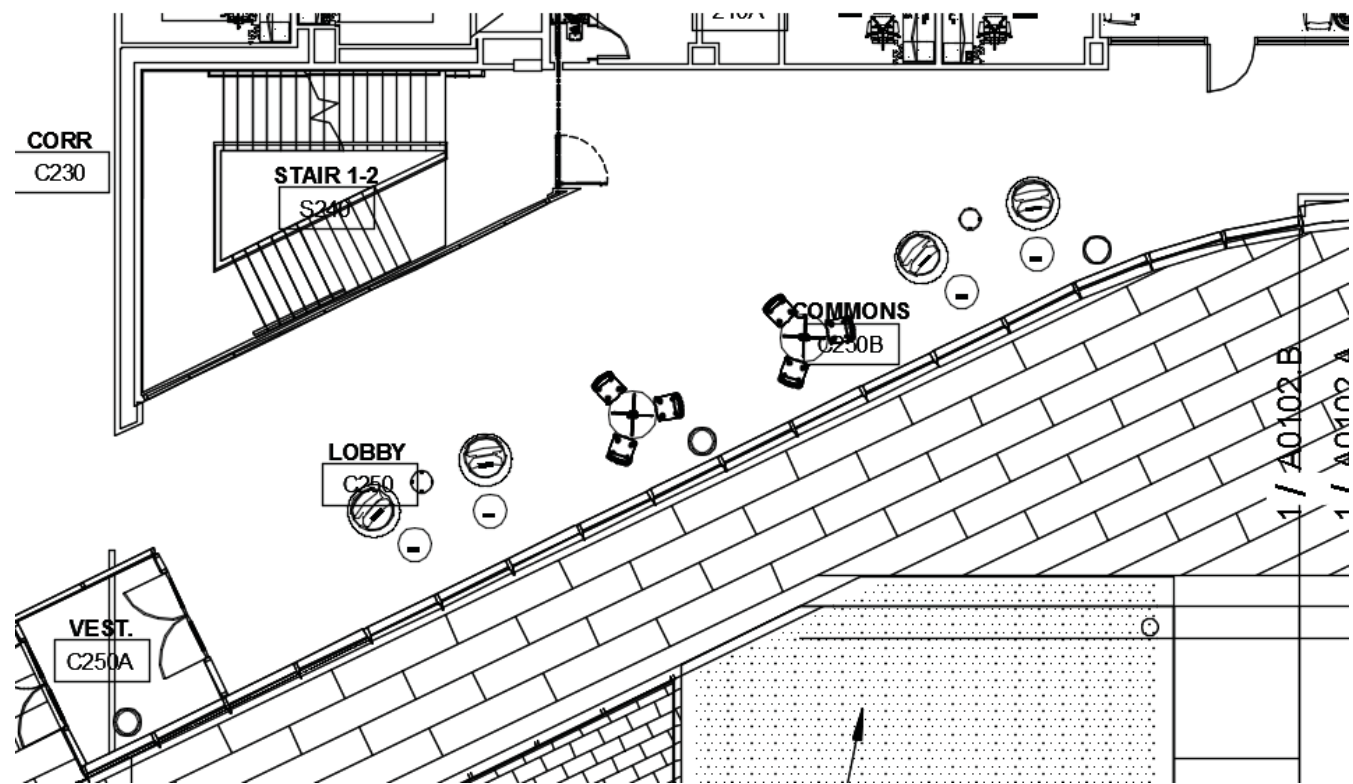
light scale lounge



end table

criteria

options shown are the recommended solutions for this area



furniture layout
not to scale

public space | lobby/commons C250B



study chair



height adjustable table



lounge chair

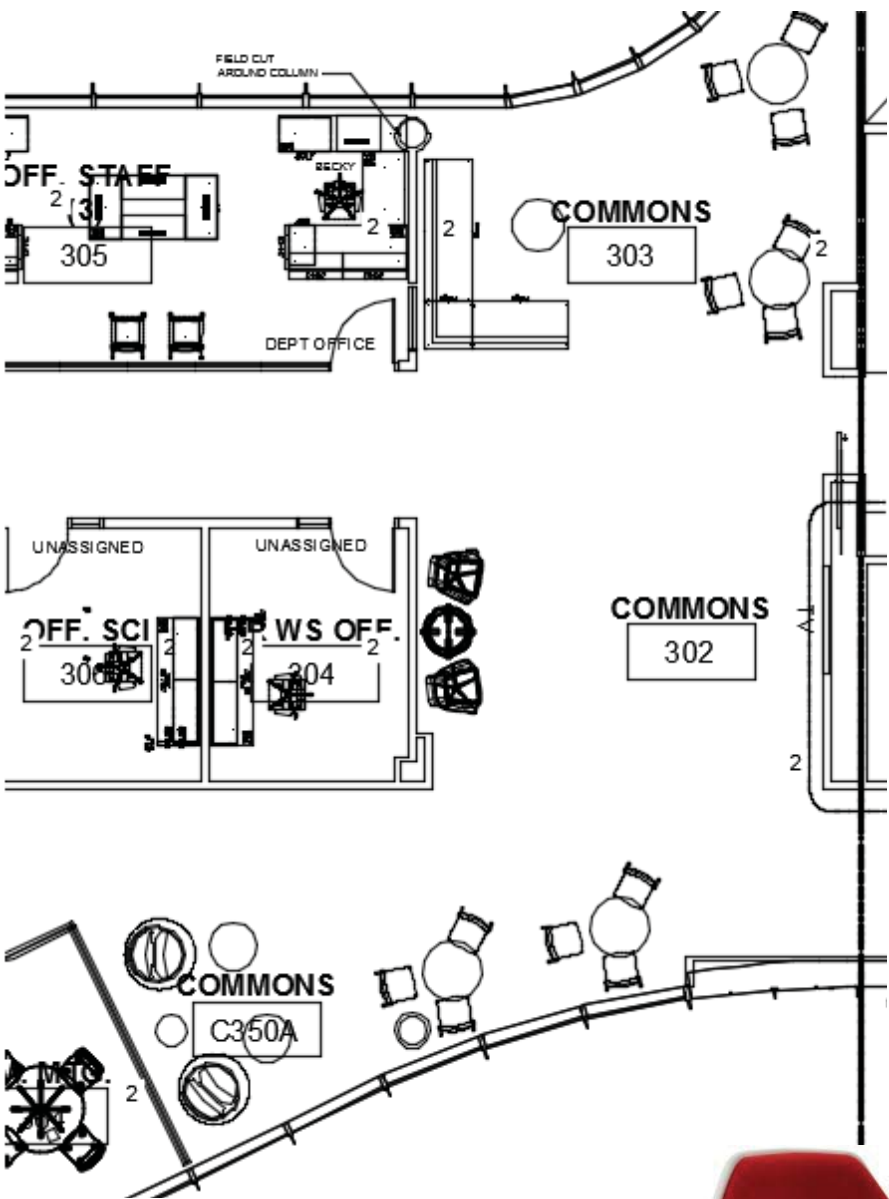


occasional tables

criteria

options shown are the recommended solutions for this area

public space | commons (302/303)



furniture layout
not to scale



modular lounge



end table



light scale lounge



lounge chair



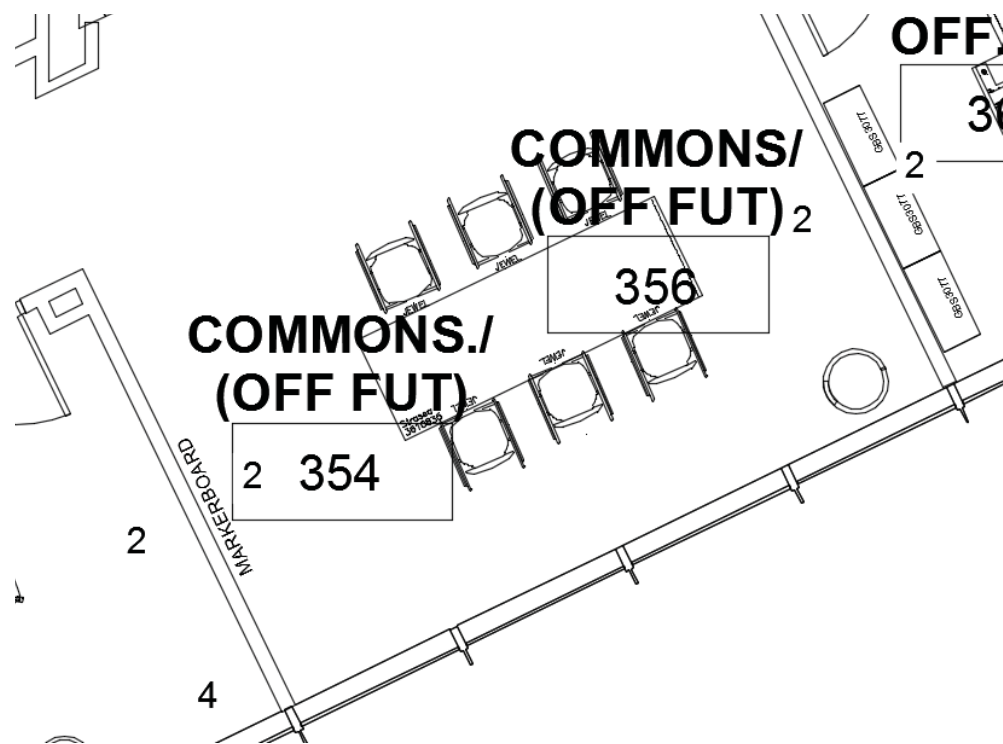
occasional tables



study chair



height adjustable table



furniture layout
not to scale



glassboard



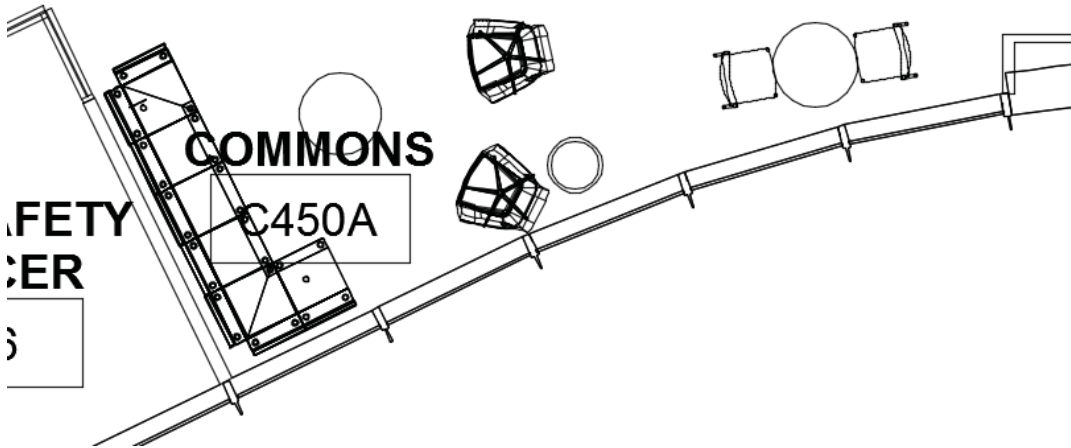
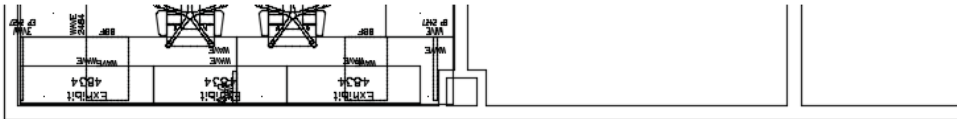
stool



large study table

criteria

options shown are the recommended solutions for this area



furniture layout
not to scale



modular lounge



study chair



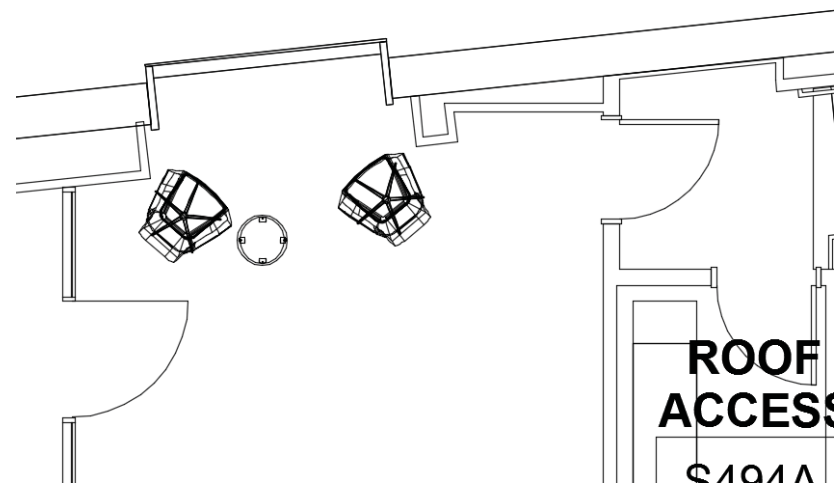
height adjustable table



occasional table



lounge



furniture layout - typical on each floor
not to scale



lounge chair



optional tablet

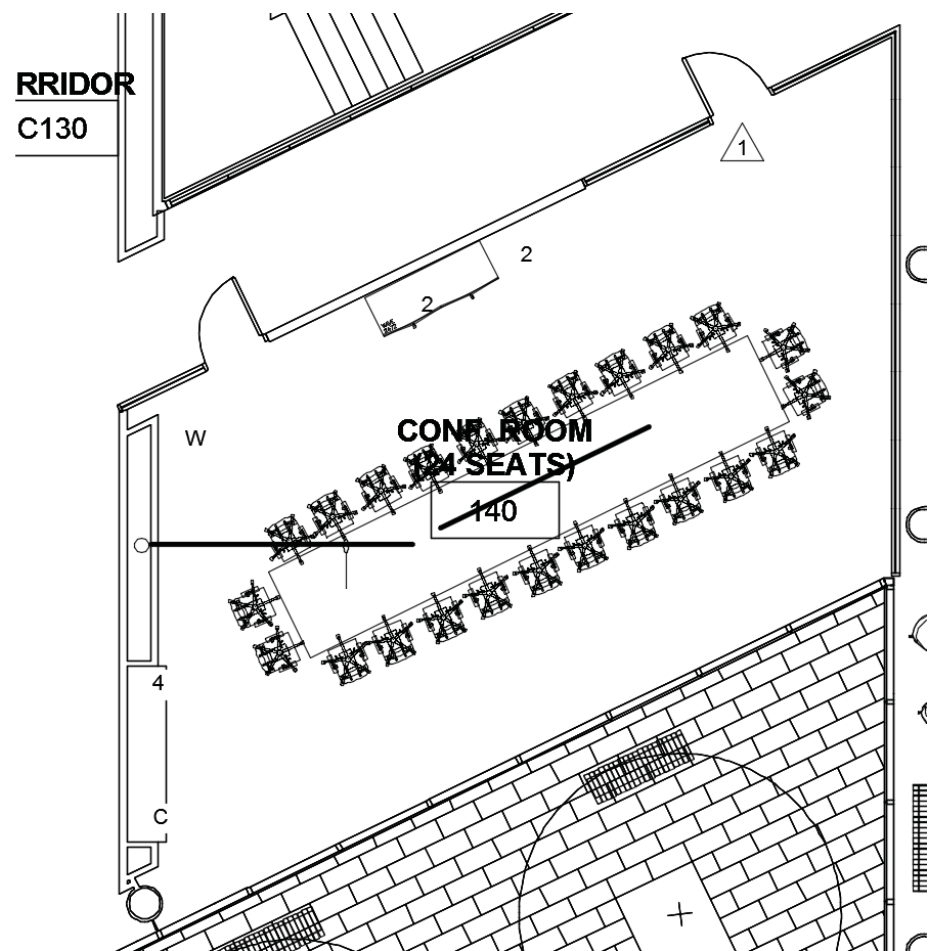


occasional table

criteria

- large conference table - 20'-25'
- seating for 20
- credenza - confirm AV needs

conference room | table & credenza



furniture layout
not to scale



conference chair



conference table



private office chair



private guest chair



private office desk



task chair



desk concept



guest chair

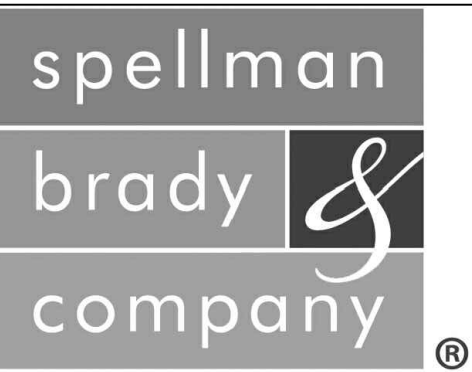
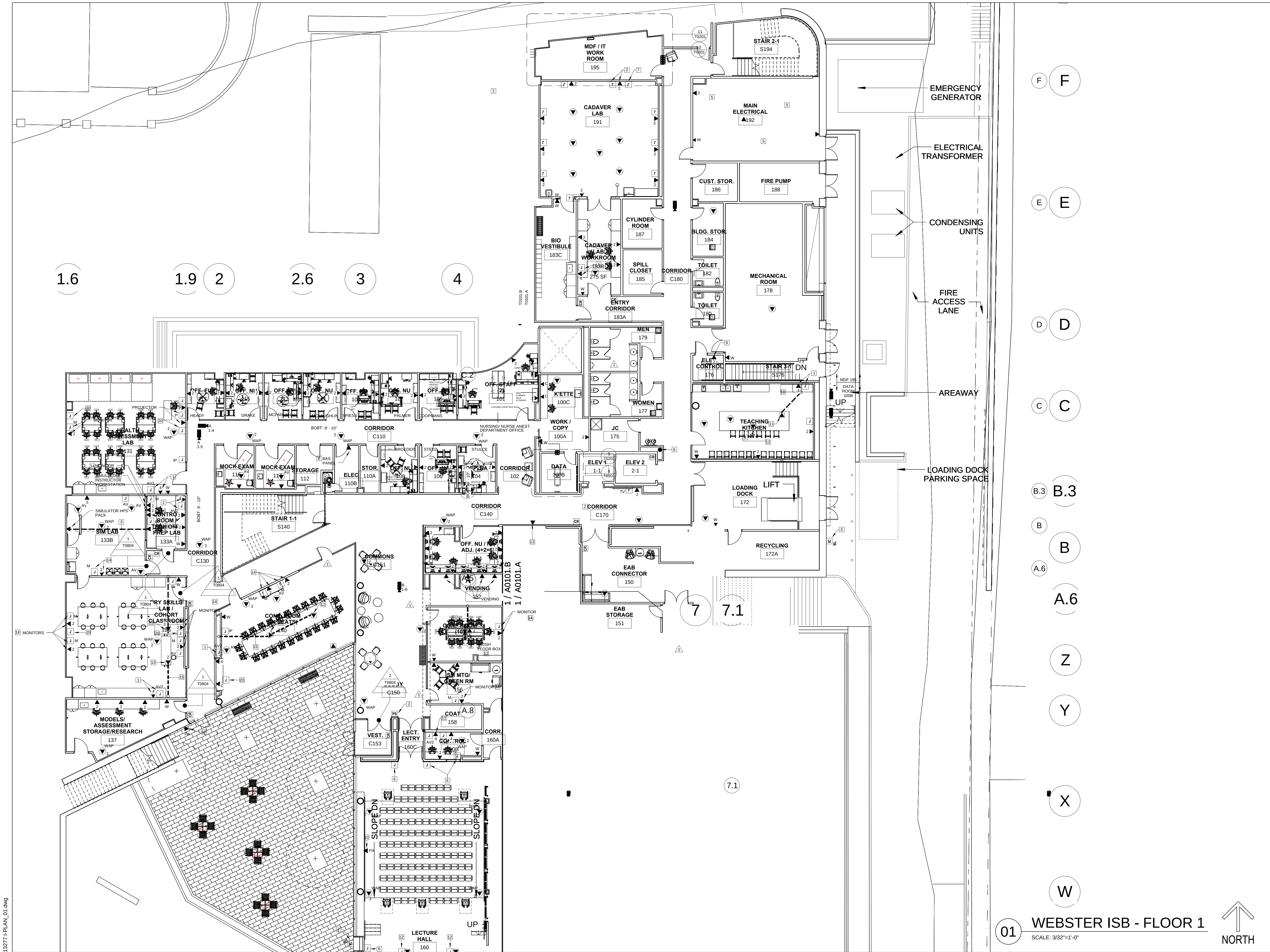


conference chair



conference table

13277-1-PLAN_01.dwg



INTERIOR PLANNING
FURNITURE
ARTWORK

8251 MARYLAND AVE. SUITE 300
SAINT LOUIS, MO. 63105
PHONE: 314.862.0070
FAX: 314.862.0133
www.spellmanbrady.com

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Webster University

PROJECT
Interdisciplinary Science Building

PROJECT NUMBER
13277

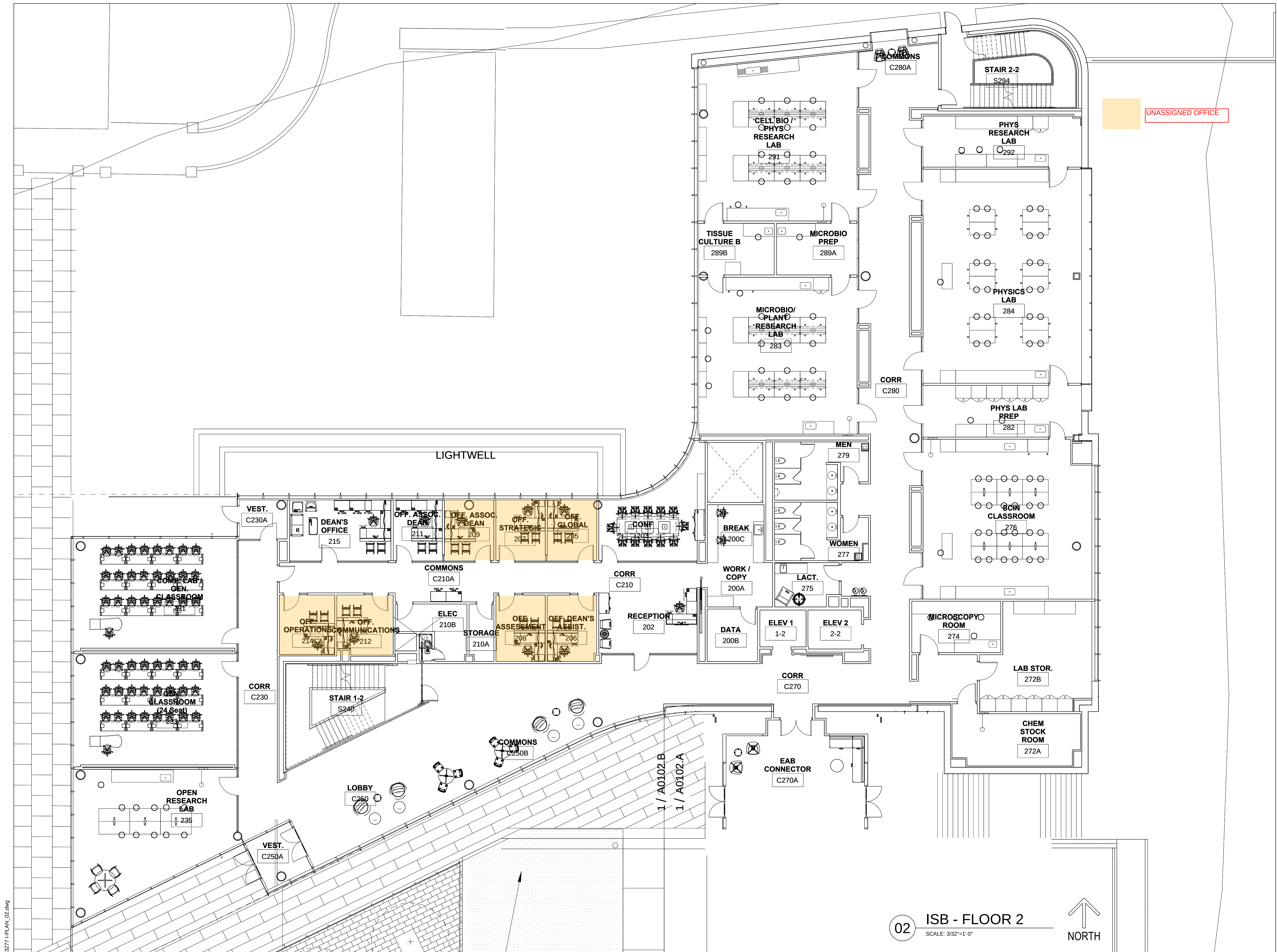
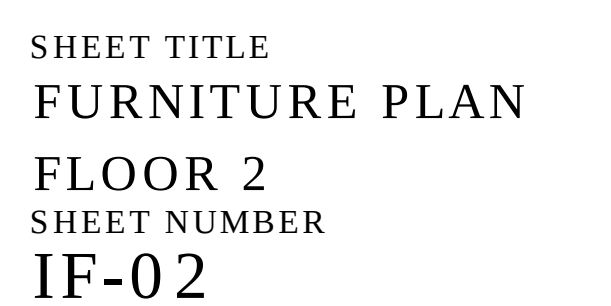
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09/21/16
ISSUED FOR
PRELIMINARY
NOT FOR CONSTRUCTION
REVISIONS

NO.	DESCRIPTION	DATE
1		
2		
3		
4		
5		
6		
7		

SHEET TITLE
FURNITURE PLAN
FLOOR 1
SHEET NUMBER
IF-01



01 WEBSTER ISB - FLOOR 1
SCALE: 3/32"=1'-0"



13277 I-PLAN_03.dwg



UNASSIGNED OFFICE

03

ISB - FLOOR 3

SCALE: NTS



INTERIOR PLANNING
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8251 MARYLAND AVE., SUITE 300
SAINT LOUIS, MO 63105
PHONE: 314 . 862 . 0070
FAX: 314 . 862 . 0133
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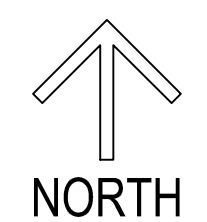
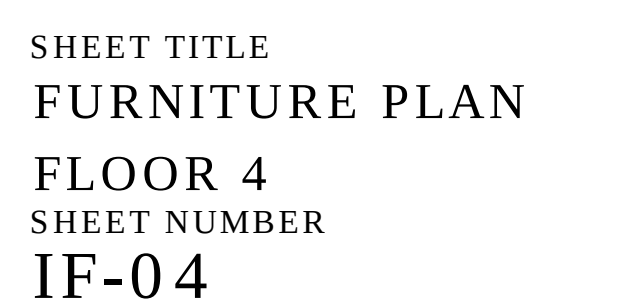
PROJECT
Interdisciplinary Science Building

PROJECT NUMBER
13277

DATE ISSUED
09/21/16
ISSUED FOR
PRELIMINARY
NOT FOR CONSTRUCTION

REVISIONS		
NO.	DESCRIPTION	DATE
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9		
10		

SHEET TITLE
FURNITURE PLAN
FLOOR 3
SHEET NUMBER
IF-03





MEETING NOTES

13277 Webster ISB

2/7/2017

Webster University
Interdisciplinary Science Building

Date of Meeting: 02/27/2017

Meeting Time: 11:00-12:00

PEC Meeting

Purpose: Provide a recap of the furniture fair and share results.

Agenda: **Recap furniture fair & provide fair results**
 Discuss how the results of the fair should be communicated to the Webster community
 Discuss next steps

Notes:

- Spellman Brady provided an overview of the furniture fair, the analysis process, and the results of the fair. See attached image pages.
- It was noted that using lounge chairs that require ottomans is not desirable. It was decided to eliminate the Sway chair from the furniture package and replace it with another lounge chair with swivel.
- Next steps include meeting with Stephanie Schroeder and the department chairs to review furniture selections. It was recommended by the PEC that the faculty review be limited to furnishings that would be used by the faculty (classroom/lab furniture and private office furniture only).
- It was noted that representatives from facilities would be invited to review final product and finish selections for cleanability and durability.
- Results of furniture fair will be shared via a write-up on the website.
- The PEC requested to review the fabric selection for seating in the lecture hall in conjunction with the overall finish palette for the project.
- It was recommended that if the boardroom chairs are specified in faux leather, the deans conference chairs be specified in fabric.
- It was noted that a new dean has been hired and will be starting in May/June.
- It was discussed that furniture would be provided in unassigned offices 205, 207, and 209 in the deans suite. It was suggested that we may provide a small meeting table in unassigned faculty offices. See attached furniture plans with unassigned offices highlighted.
- A final meeting with the PEC will be scheduled to review final product and finish selections prior to order placement. **Webster to advise of the soonest date this meeting can be arranged.**
- Target date for order placement is April 1, 2017

NEXT MEETING DATE: CoA&S Review Meeting, March 8th, 1:00-2:30, LH 402.
PEC Meeting Date TBD

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

MEETING NOTES

13277 Webster ISB

2/7/2017

See attached image page – presented at meeting

See attached manufacturer bid analysis – presented at meeting

See attached furniture plans

Prepared by:

Amanda Renshaw

arensaw@spellmanbrady.com

314-669-3471



WEBSTER UNIVERSITY
ISB

PRIVATE OFFICE FURNITURE



12/25



8/25



5/25

Voting Results

Parameters

- 72x24 Laminate Worksrface
- Metal Pedestal
- Metal Hutch (with Tackboard, Tasklight)
- Locking

- Warranty

Footprint

PRODUCT FEATURES

- X
- X
- X
- X

Lifetime

Waveworks

PRODUCT FEATURES

- X
- X
- X
- X

Lifetime

Trace

PRODUCT FEATURES

- X
- X
- X
- X

Lifetime

Notes: Typical pricing based on desk unit only - comprised of 72x24 single pedestal desk with hutch. Regarding finishes - white was preferred over silver (17-white, 12-silver). It was preferred that all overhead doors be receding (not flip over the top). Height adjustable tables, qty 14.



WEBSTER UNIVERSITY
ISB

TASK CHAIRS - OFFICES
C01



Parameters
Highback
Back
Ergo Adjustments
Adjustable Arms
Seat Slider
Warranty

Focus
PRODUCT FEATURES
X
Mesh
X
X
X
Lifetime

Joya
PRODUCT FEATURES
X
Mesh
X
X
X
Lifetime 10 Years Mechanisms/Pneum.

Amplify
PRODUCT FEATURES
X
Upholstered
X
X
Lifetime

Notes:



WEBSTER UNIVERSITY
ISB

GUEST CHAIRS - PRIVATE OFFICE
C20



15/59



10/59



20/59



14/59

Voting Results

Parameters

- Arms
- Back
- Casters
- Nesting
- Warranty

Lavoro

PRODUCT FEATURES

- X
- Upholstered
- X
-
- Lifetime

Jiminy

PRODUCT FEATURES

- X
- Mesh
- X
- X
- Lifetime

Focus - Mesh

PRODUCT FEATURES

- X
- Mesh
- X
-
- Lifetime

Focus - Wood

PRODUCT FEATURES

- X
- Wood
- X
-
- Lifetime

Notes: Casters & arms are preferred. Consider providing armless to accommodate various body types. It would be nice to provide a few extra chairs per department.



WEBSTER UNIVERSITY
ISB

CLASSROOM - TASK
C03



Voting Results

27/100

35/100

38/100



Parameters

- Fixed Arms
- Mesh Back
- Ergo Adjustment
- Headrest Available
- Warranty

Wit

PRODUCT FEATURES

- X
- X
- X

Lifetime

Novo

PRODUCT FEATURES

- X
- X
- X

Lifetime

Focus

PRODUCT FEATURES

- X
- X
- X
- X

Lifetime

Notes: 20% Of classroom chairs will be specified without arms, We heard comments that the headrest was not needed. Some concerns were that students may fight over the chair with the headrest if only one per room.



WEBSTER UNIVERSITY
ISB

CLASSROOM TABLE
T51



17/67



12/67



5/67



15/67



18/67

Voting Results

	Anyway	Dash	Medley	Waveworks	Pirouette
Parameters	PRODUCT FEATURES	PRODUCT FEATURES	PRODUCT FEATURES	PRODUCT FEATURES	PRODUCT FEATURES
24x60 - Stationary Top	X				X
Flip-Top Available	Optional	Flip-Top Only	Flip-Top Only	Flip-Top Only	Optional
Preferred Caster					X
Fixed ADA Height Available	X				X
Warranty	Lifetime Casters - Lifetime	12 Years Casters - 5 Years	12 Years Casters - 5 Years	Lifetime Casters - 5 Years	Lifetime Casters - 15 Years

Notes: Original budget includes fixed top (not flip). Power is available in all tables. Discuss flip-top vs. fixed, discuss non-locking casters, discuss power. Comments were that tables should be 24"D - 18"D seemed too narrow. Accessibility commented that pneumatic height adjustment is not preferred for ADA--crank adjustment would be preferable.



WEBSTER UNIVERSITY
ISB

INSTRUCTOR STATION
O20



Voting Results

100%

Parameters

- Metal/Laminate Chassis
- Standing Height Lectern
- Casters
- Grommets
- Ped Configuration
- Warranty

All Terrain

PRODUCT FEATURES

- Metal Chassis
- X
- X - Same as classroom table
- X
- Hinged Door
- Lifetime
- Casters - 15 Years

Maneuver

PRODUCT FEATURES

- Laminate Chassis
- X *removable
- X
- X
- Hinged Door
- Lifetime
- Casters - 5 Years

Guide

PRODUCT FEATURES

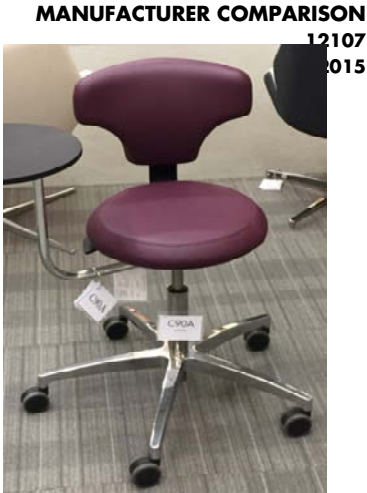
- Laminate Chassis
- X
- X
- X
- Hinged Door
- Lifetime
- Casters - 5 Years

Notes: Lectern is available with or without a door.



WEBSTER UNIVERSITY
ISB

LAB STOOLS
C43, C90



MANUFACTURER COMPARISON
12107
0015

Voting Results

2/81

4/81

11/81

13/81

31/81

14/81

6/81



Parameters

Seat
Back
Seat Height Adjustable
Casters/Glides
Footring
Warranty
Comments

Ajax

PRODUCT FEATURES

Metal
-
Fixed
Glides
Footring Standard
13 Years
Chemistry

600

PRODUCT FEATURES

Urethane

Pin-Set Height Adjustable
Glides
Footring Standard
15 Years

Regent

PRODUCT FEATURES

Upholstered
Available (Optional)
Pneumatic
Casters/Glides
Footring Optional
13 Years
1-Biology, 1-Mock Exam, 2-Glides

Sky

PRODUCT FEATURES

Upholstered
Available (Optional)
Fixed
Casters/Glides
Footring Optional
10 Years
Biology Lab, Cell Bio (Schroeder)

UU

PRODUCT FEATURES

Plastic
Adjustable Height
Pneumatic
Casters/Glides
Footring Optional
13 Years
5-Nurse Anesthesia, 1-Nursing

Geo

PRODUCT FEATURES

Plastic
Adjustable Height Back
Pneumatic
Casters/Glides
Footring Optional
Lifetime
Research & Tissue Culture (Schroeder)
Biology - with back, casters

Jusky

PRODUCT FEATURES

Upholstered
Available (Optional)
Pneumatic
Casters
No Footring
10 Years
Tablet is standard

Notes: Based on programming, the Dry Skills Lab (135) was budgeted to include stools with a tablet arm - qty 25. The MicroBio/Plant Research Lab was budgeted to include height adjustable stools with backs - qty 15. The remainder of the stools were budgeted as 4-leg stools, without backs based on feedback from the workshops. Comments included that casters were not desirable.



WEBSTER UNIVERSITY
ISB
TEACHING KITCHEN/COMMONS
C44

MANUFACTURER COMPARISON
12107
4/1/2015



6/92



20/92



29/92



8/92



10/92



19/92

Voting Results

Parameters

Shell
Frame
Warranty

Juxta

PRODUCT FEATURES

Fully Upholstered
Metal
10 Years

Merano

PRODUCT FEATURES

Uph Seat & Back Pad
Wood
10 Years

Felix

PRODUCT FEATURES

Wood
Metal
10 Years

Brady

PRODUCT FEATURES

Wood
Metal
10 Years

Rio

PRODUCT FEATURES

Poly, Optional Seat Pad
Metal
Lifetime

Lumin

PRODUCT FEATURES

Poly, Optional Seat Pad
Metal
Lifetime

Notes:



WEBSTER UNIVERSITY
ISB

COMMONS - STUDY CHAIRS
C12



18/84



19/84



-



15/84



32/84

Voting Results

Parameters

- Arms
- Casters
- Flex Back
- Available with Uph Seat Pad
- Warranty

Rio

PRODUCT FEATURES

- Optional
- X
- X
- X

Lifetime

Verve

PRODUCT FEATURES

- Optional
- X
- X
- X

10 Years

Verve

PRODUCT FEATURES

- Optional
- X
- X

10 Years

Essay

PRODUCT FEATURES

- X
- X
- X

Lifetime
Casters - 5 Years

Doni

PRODUCT FEATURES

- X
- X
- X

15 Years

Notes: Consider using armless chair in common areas to accommodate all body types.



WEBSTER UNIVERSITY
ISB

COMMONS - LIGHT SCALE LOUNGE
C25



39/120



6/120



8/120



42/120



0/120



11/120



14/120

Voting Results

Parameters

- Upholstered
- Base Style
- Warranty

Nash

PRODUCT FEATURES

- X
- WOOD
- Lifetime Veneer - 10 Years

*consider for deans suite

Ridge

PRODUCT FEATURES

- X
- WOOD
- 10 Years

Nestle

PRODUCT FEATURES

- X
- WOOD
- 10 Years

Happy

PRODUCT FEATURES

- X
- METAL SLED
- 3 Years

Ace

PRODUCT FEATURES

- X
- METAL SLED
- 3 Years

Grin

PRODUCT FEATURES

- X
- METAL SLED
- Lifetime

Farrah

PRODUCT FEATURES

- X
- METAL LEGS
- Lifetime

Notes:



WEBSTER UNIVERSITY
ISB

COMMONS - LIGHT SCALE LOUNGE

MANUFACTURER COMPARISON
12107
4/1/2015

						
6/184	26/184	42/184	50/184	14/184	70/184	6/184

	Y60	Juxta	Fringe	Composium	Skara	Sway	Bloom
Parameters	PRODUCT FEATURES	PRODUCT FEATURES	PRODUCT FEATURES	PRODUCT FEATURES	PRODUCT FEATURES	PRODUCT FEATURES	PRODUCT FEATURES
Upholstered	X	X	X	X	X	X	X
Tablet Arm Available	X	X *Not Handed	X	X			
Swivel Base		X	X		X	X	X
Warranty	Lifetime	10 Years	Lifetime	10 Years	12 Years	Lifetime	Lifetime

Notes: Select multiple styles.



WEBSTER UNIVERSITY
ISB

COMMONS
MODULAR LOUNGE
C92



12/119



62/119



22/119



23/119

Voting Results

Parameters

- Upholstered
- Midback Available
- Highback Available
- Privacy Panel Available
- Warranty

Share

PRODUCT FEATURES

- X
- X
- X
- Fabric
- 10 Years

Fringe

PRODUCT FEATURES

- X
- X
- X
- Fabric
- Lifetime
- *Voters liked the high back & privacy panels

Tangent

PRODUCT FEATURES

- X
- X
- X
- 12 Years
- *Optional back cushions are available attached

Infinium

PRODUCT FEATURES

- X
- X
- X
- Laminate, Markerboard, Wood
- 10 Years

Notes: Budget price includes 2-seat unit, 3-seat unit, and linking table. Options include midback, armless, mid-grade upholstery, laminate table.



WEBSTER UNIVERSITY
ISB
CONFERENCE CHAIR

			
25/75	25/75	6/75	19/75

Parameters
Upholstered
Fixed Arm
Warranty

Insight
PRODUCT FEATURES
X
X
10 Years

Sleek
PRODUCT FEATURES
X
X
12 Years
Casters - 2 Years
Pneumatic - 2 Years

Alumma
PRODUCT FEATURES
X
X
Lifetime
Mechanisms - 10 Years
Cylinder - 5 Years
Casters - 5 Years
*Black or white only

Lavaro
PRODUCT FEATURES
X
X
Lifetime
Mechanisms - 10 Years
Cylinder - 5 Years
Casters - 5 Years



WEBSTER UNIVERSITY
ISB

OUTDOOR SEATING



17/77



16/77



44/77

Voting Results

Parameters

- Poly
- Armless
- Warranty

Lucido

PRODUCT FEATURES

- X
- X
- 2 Years

Stilla

PRODUCT FEATURES

- X
- X
- 2 Years

Entourage

PRODUCT FEATURES

- X
- X
- Lifetime



interior planning | furniture | artwork

February 27, 2017

**Webster University
Interdisciplinary Science Building
PEC Meeting**

Location: Loretto Hall 360

Time: 9:00-10:00

Agenda

- Recap of furniture fair
- Overview of furniture fair results
 - Review attendees' survey results
 - Review product selections
- Discuss how the results of the furniture fair should be communicated to:
 - Faculty
 - Staff
 - Students
 - The Journal
- Next Steps
 - Faculty review of furniture selections – completed by March 10th
 - Product specifications
 - Order entry April 1st



interior planning | furniture | artwork

August 22, 2016

**Webster University
Interdisciplinary Science Building
FF&A Kick Off Meeting with PEC**

Location: Loretto Hall, Room 402

Time: 10:30 – 11:30

Agenda

- Brief Overview of Building Design Package (includes finish and plan review)
- Kick Off of Furniture Package
 - Overview of the FF&A process
 - Workshop Intent
 - 30/60/90 Timeline
 - Furniture Fair – Details and Expectations (photos)

Follow Up Questions

- Advisory Committee meeting after workshops completed – overview of information collected / engage them in the project status?
- How is data from Furniture Fair shared with PEC, design team, Webster U?
 - How is the information documented
 - Shared on ISB website
- Donor Wall / Donor Recognition
- Other ways to include the Webster community throughout the process?



interior planning | furniture | artwork

August 26, 2016

**Webster University
Interdisciplinary Science Building
PEC Kick Off Meeting – FF&A Meeting Minutes**

Date of Meeting: August 22, 2016

Location: Loretto Hall, Room 402

Time: 10:30 – 11:30

Agenda

Overview of Building Design Package

- o Finish and plan review (see attached plans)
 - Colored plans were shared to review flooring materials
 - Building finishes were presented and approved
 - Teaching Kitchen flooring change (from cork to sheet vinyl) was discussed and approved

Kick Off of Furniture Package

- o Process Review
 - Back track – Fall 2015 Department Workshops
 - Generic product criteria
 - Furniture Layouts
 - Budget development
- o 30/60/90 Timeline
 - 3 Department Workshops – Sept/Oct/Nov
 - Participants – Dean + Departments
 - Room by room final verification
 - Validate & prioritize the budget
 - Build towards FF
 - Furniture Fair – November date TBD (currently projected for week of November 28, 2016)
 - 2 day event to be at Luhr
 - Collaborative effort
 - Include entire WU Community (ISB Faculty/All Faculty/Student Gov/Students/Admin/Staff)
 - Intent is to evaluate the different products - sit test/kick tires
 - Vote and select the products
 - Everything at Fair fits in the budget

Follow Up Questions

- o Advisory Committee meeting after workshops completed – brief meeting desired
- o How is Furniture Fair data shared with PEC, design team, Webster U?
 - Share on ISB website / brief overview with PEC
- o Donor Wall / Donor Recognition – needs more discussion with Dr. Stroble and Charlie Hahn



MEETING NOTES

13277 Webster ISB

10/4/2016

Webster
Interdisciplinary Science Building

Date of Meeting: 10/27/16
Meeting Time: 9:00-10:00
Meeting Location: Loretto Hall

PEC Furniture Update

Agenda

Review of Private Office Layouts for Furniture Fair

- o Update on furniture planning process
- o Overview of furniture plans
- o Discuss upcoming furniture fair

Notes:

- Spellman Brady and Company presented an overview update of the furniture selection process. Results from Workshops 1 & 2 were discussed. It was noted that Spellman Brady is currently conducting individual office reviews with faculty and staff. Staff are being given the opportunity to tailor their desk components and storage pieces to their individual needs. Positive feedback is being received from the staff regarding these meetings. **Spellman Brady will coordinate with Leona Graham to schedule the remaining individual office review sessions.**
- The upcoming furniture fair was discussed. Spellman Brady will coordinate the delivery of furniture samples for evaluation by Webster faculty, students, and the Webster Groves community. There are conflicts with the original dates (Nov 29th and Nov 30th) and the furniture fair will need to be rescheduled. **Craig Miller will coordinate with the office of the President to find a date that works for the PEC to attend the fair – tentative dates being considered are 12/5-12/9.**
- The furniture fair process was discussed including how the results of the fair would be shared. The PEC will review the results and determine how the results will be shared with the Webster community.
- President Stroble suggested that the ISB team work with Global Marketing to coordinate publicity for the furniture fair. Ideas include an announcement in the Webster Journal, having a hashtag created for use on social media, offering food and/or door prizes. It was also suggested that SGA be involved in promoting the event.
- It was noted that the grand opening for the new ISB building will be held in the fall of 2017, after the students are back in session.
- It was discussed that the move coordination will kick off in January of 2017 and that feedback on the transition of Webster Hall will be needed from the PEC to finalize move details. The actual move will commence in July of 2017.
- It was noted that classes are scheduled to start on August 28th, 2017.
- Following the PEC meeting, a wrap-up session was held with Spellman Brady:
 - o Spellman Brady will schedule a walk-through at Rock Hill to look at existing shelving units as potential demos for the furniture fair. **Bruce completed this walkthrough and documented the product that will be used. Spellman Brady will coordinate with Webster to have the appropriate shelving quantities installed at Luhr Library for the fair.**

MEETING NOTES

13277 Webster ISB

10/4/2016

- o There needs to be a meeting scheduled with the Advisory Committee. **Webster to confirm dates – potential dates are 11/9 or 11/11.**

NEXT MEETING DATE: TBD

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image pages – presented at meeting. Image pages include furniture plans, furniture items to be evaluated at the furniture fair, and an overview of the furniture fair process.

Prepared by:

Amanda Renshaw arensaw@spellmanbrady.com

Bruce Hentges bhentges@spellmanbrady.com

Trisha Militello tmilitello@spellmanbrady.com

Spellman Brady & Company



interior planning | furniture | artwork

furniture

Webster University
Interdisciplinary Science Building
10.27.16

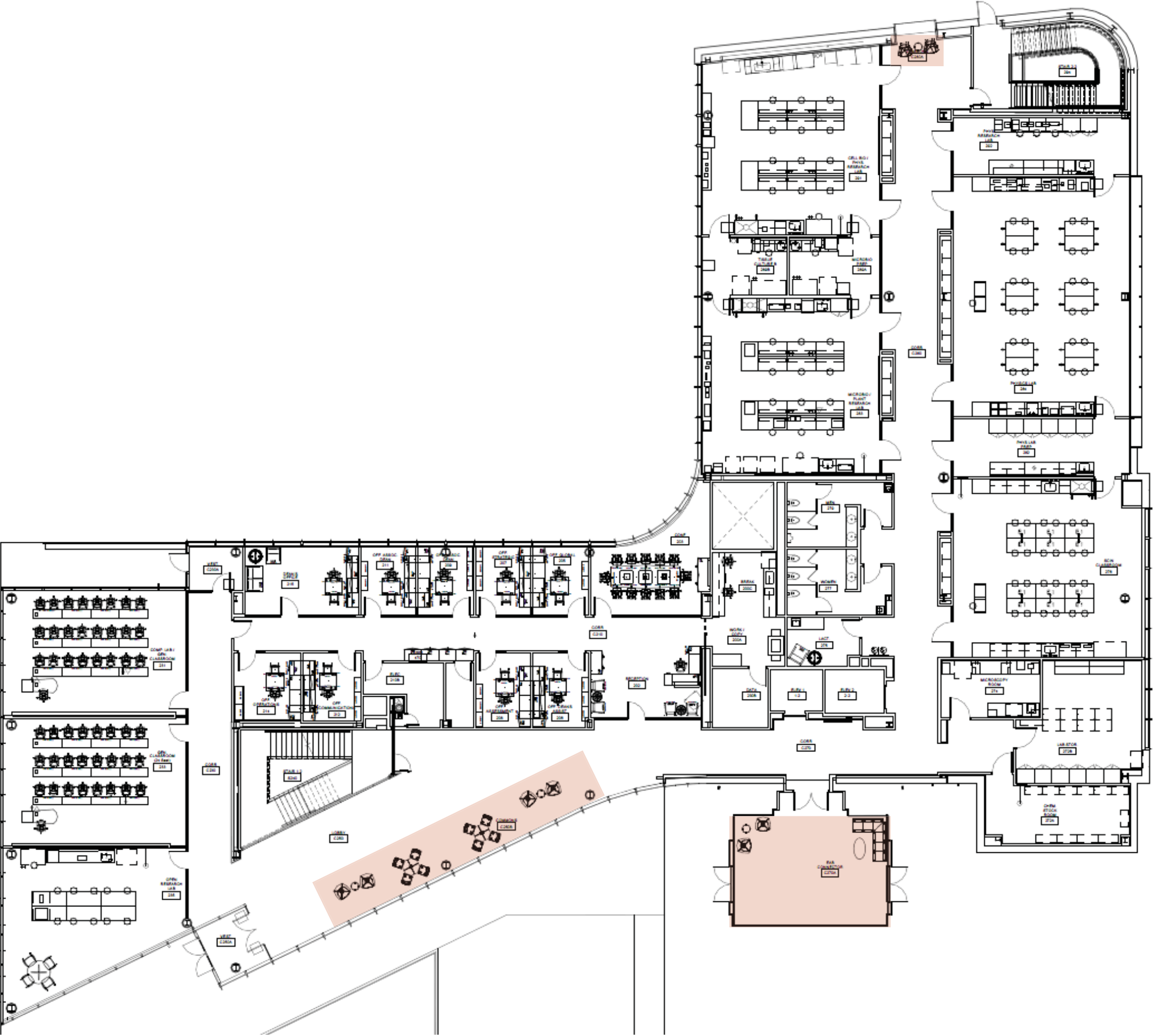


furniture plan

1st floor | furniture plan

not to scale

general note:
- updated plan to reflect
notes from user group
meeting 09.20.16



furniture plan

indicates public spaces

2nd floor | furniture plan
not to scale

general note:

- updated plan to reflect
notes from user group
meeting 09.20.16



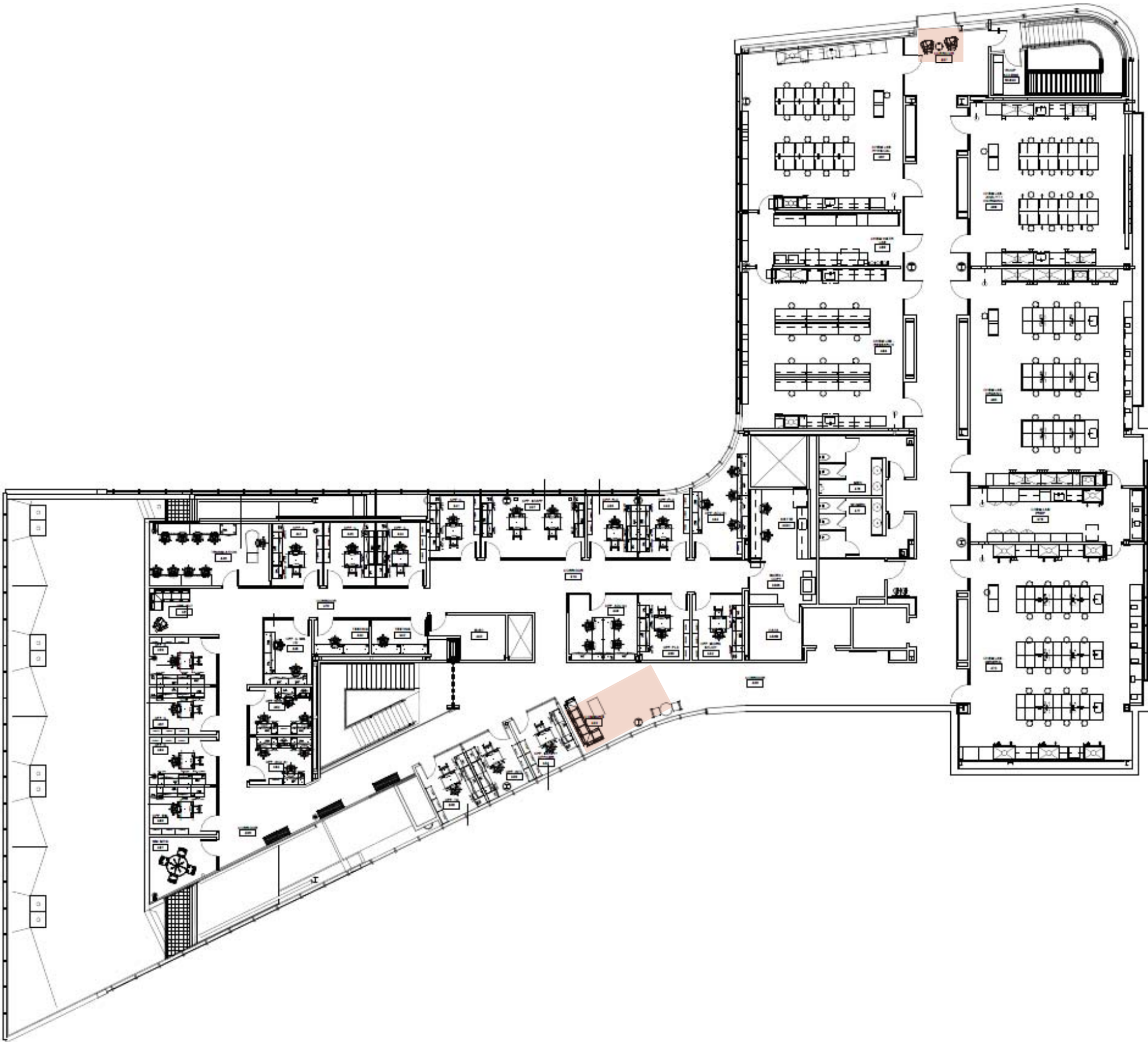
furniture plan

 indicates public spaces

3rd floor | furniture plan

not to scale

general note:
- updated plan to reflect
notes from user group
meeting 09.20.16



furniture plan
indicates public spaces

4th floor | furniture plan
not to scale

criteria

interior office layouts have been broken down into three major components:

- work wall
- table
- freestanding storage

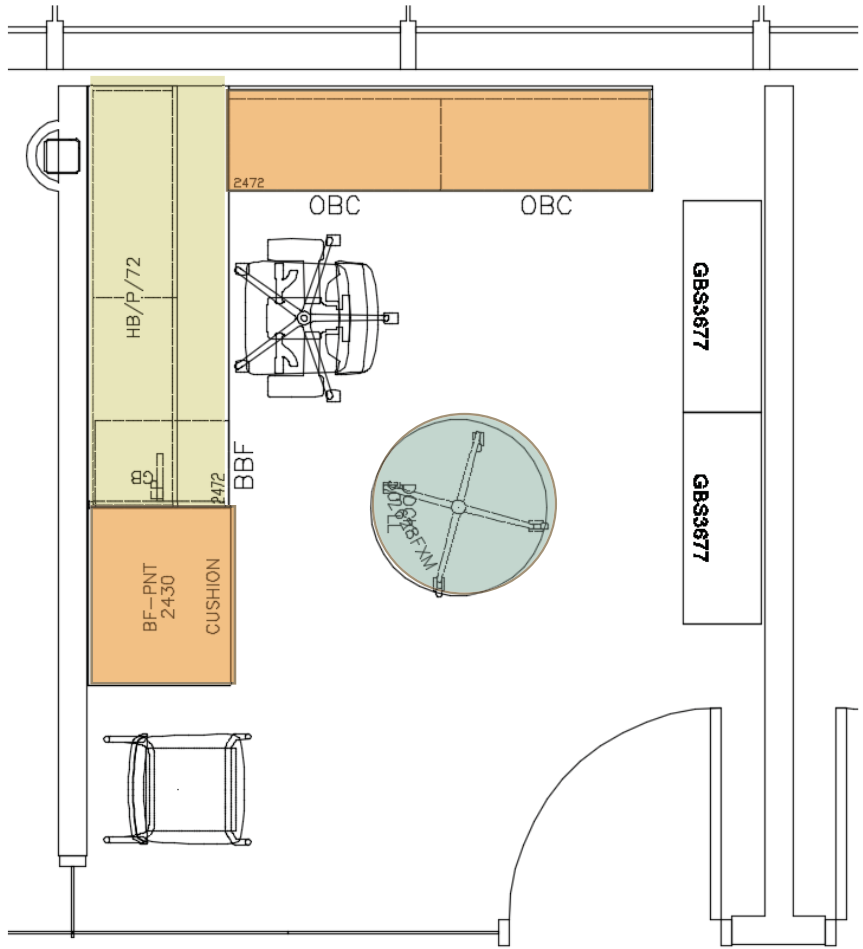
option 1 - all metal

workwall includes open shelving and double-high hutch

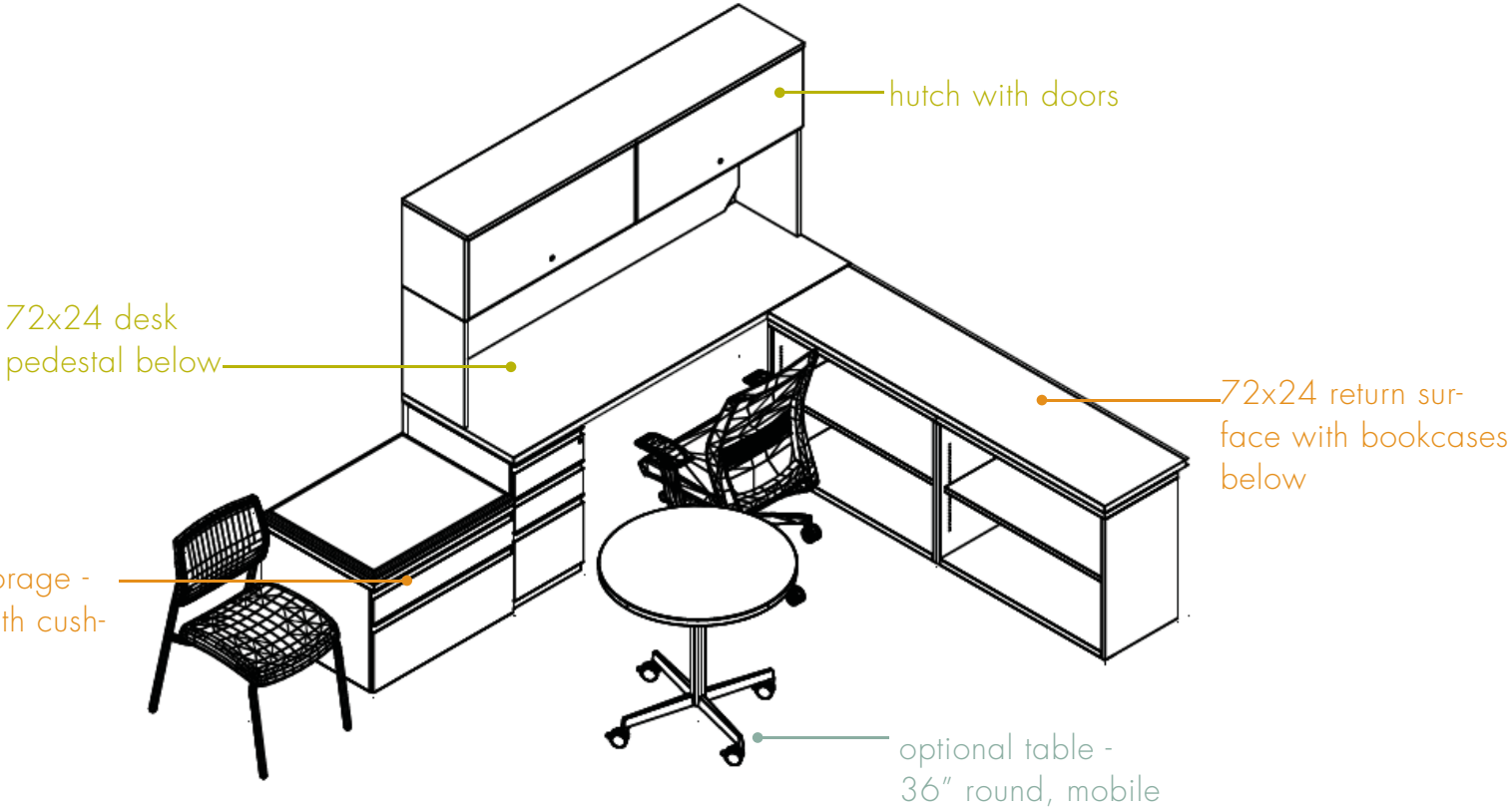
freestanding storage options:

- low storage with cushion
- storage tower

mobile table - round



office | option 1



criteria

interior office layouts have been broken down into three major components:

- work wall
- table
- freestanding storage

option 2 - laminate/metal

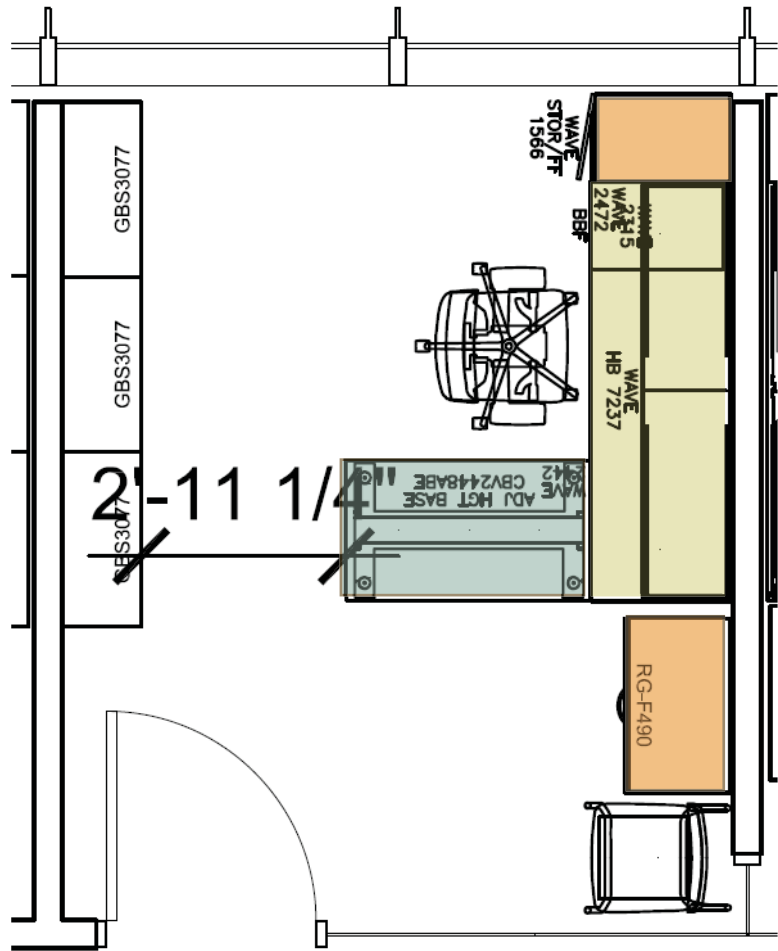
workwall includes box/box/file pedestal and single-high metal hutch

freestanding storage options:

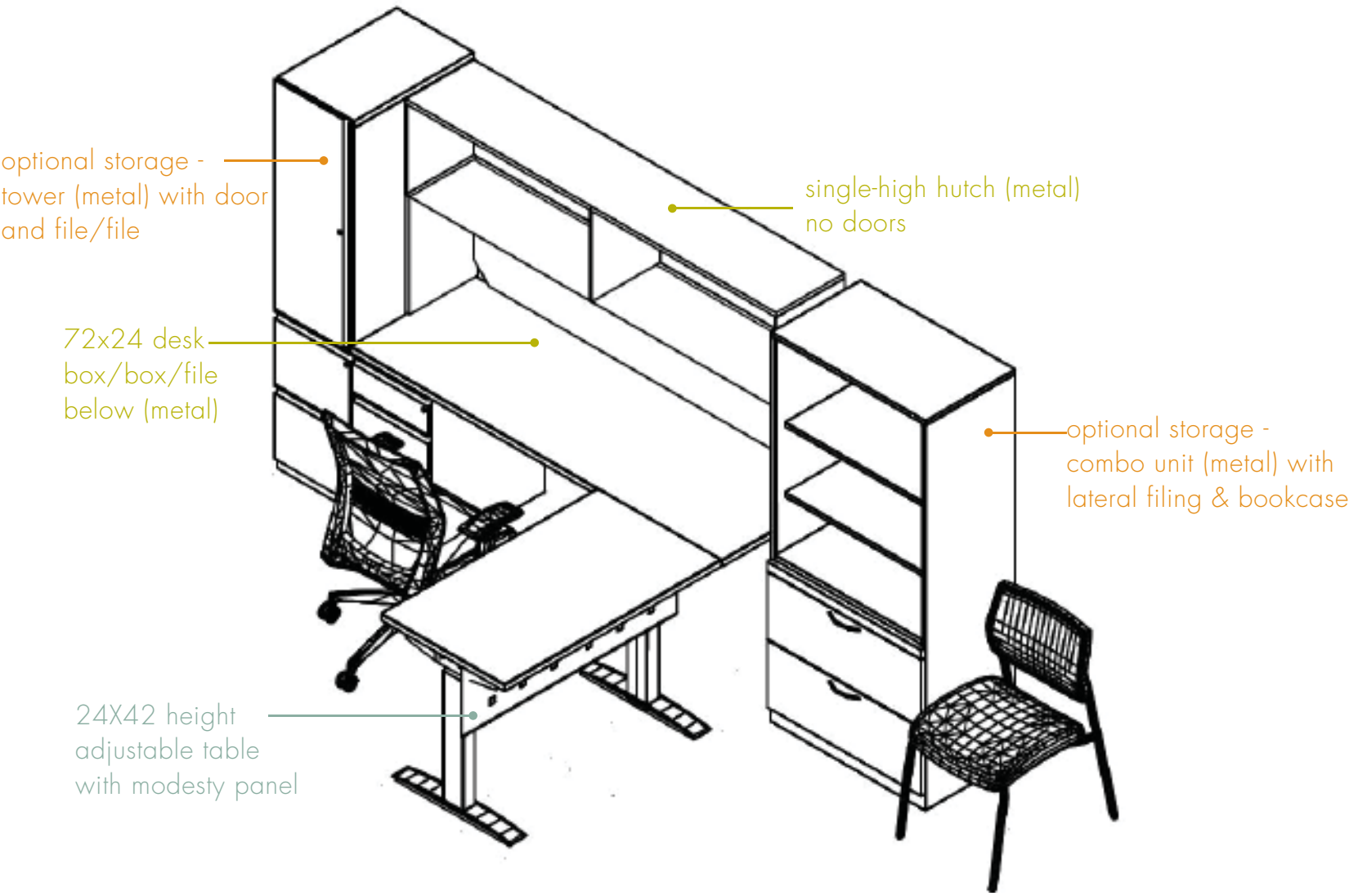
- storage tower with door and drawers
- combo unit (metal)

rectangular height-adjustable table, 24x42, mobile

*could show a monitor arm on the height adjustable table



interior office | option 2



criteria

interior office layouts have been broken down into three major components:

- work wall
- table
- freestanding storage

option 2 - laminate/metal

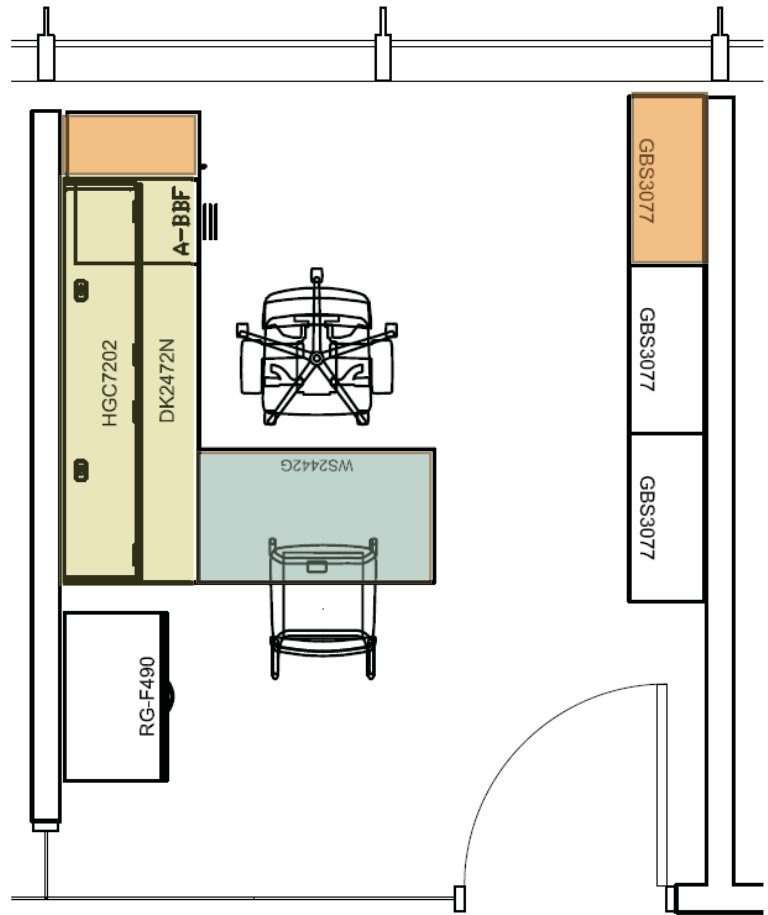
workwall includes box/box/file pedestal and single-high metal hutch with doors

freestanding storage options:

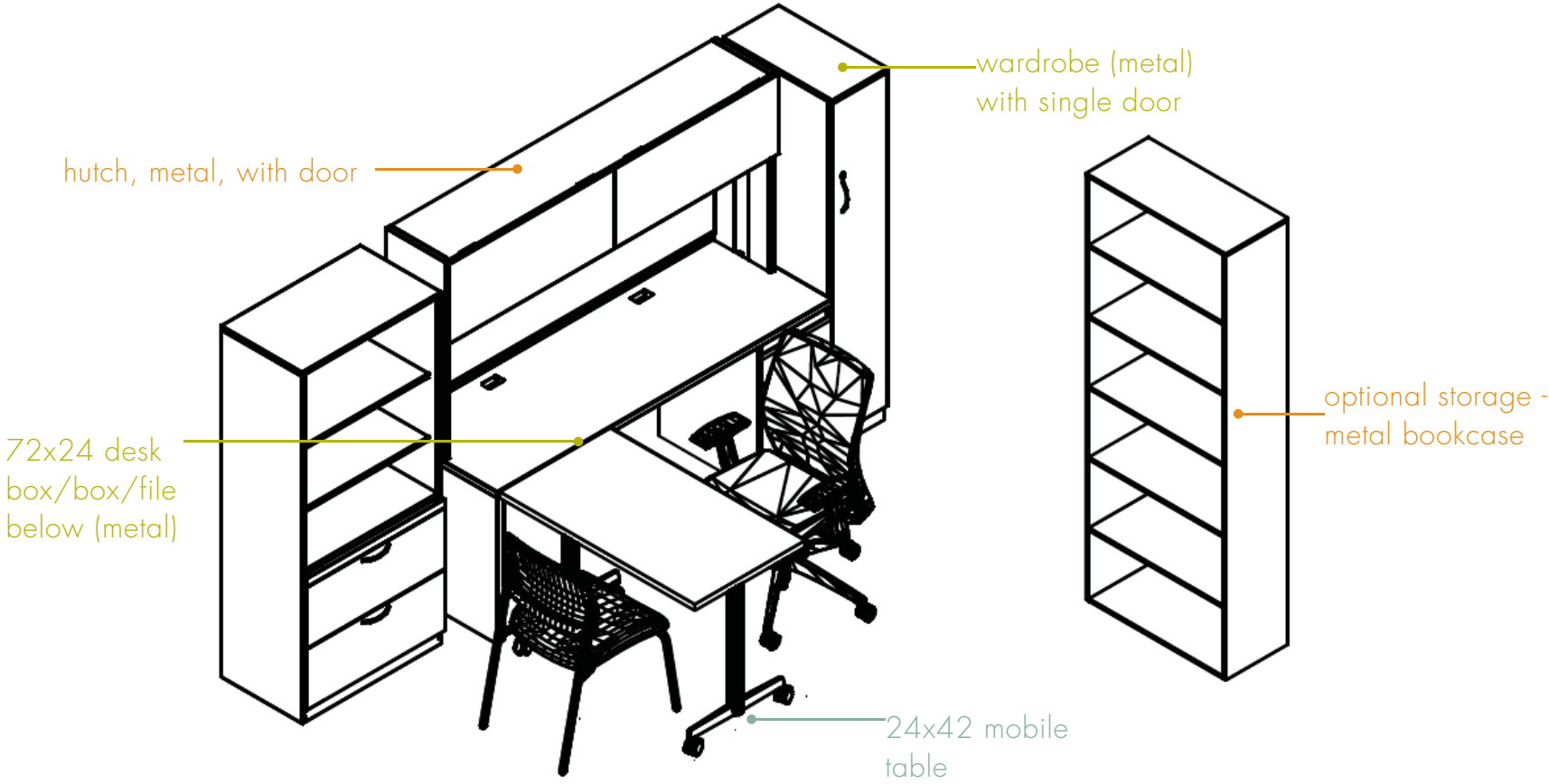
- open bookcase
- combo unit

rectangular mobile table, 24x42

*could show a sit/stand monitor arm on the fixed height table



interior office | option 3



private office options



task chair options



*also available with an upholstered back

private office guest chair options



height adjustable table



mobile rectangular table



mobile round table



2 High Lateral File



3 High Lateral File



5 High Lateral File



combination - storage



5 High Bookcase

ergonomic solutions:



monitor arm

notes from user group
meeting 09.07.16:

- no 3 panel whiteboard
- whiteboard needs to be writable and allow projection



classroom tables

whiteboard | projection



- da-lite idea screen
- wallcovering
- paint



instructor station options



*typical instructor station - not shown at fair



*available with
headrest

classroom chair options



stool options:

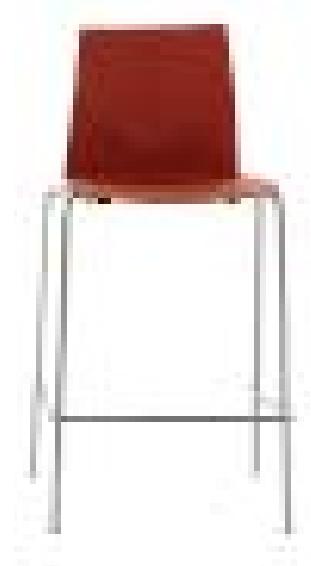
- with tablet arms
- height adjustable with no back and foot rest
- with low back
- fixed stools no back



lab stool options



exam stool



teaching kitchen stool options

notes from user group meeting 09.20.16:

- writable wall
- display areas
- tackable surface
- more collaborative tables and chairs
- lounge furniture
- modular systems for students to rest
- lounge seating with tablet arms
- benches near doors



side chairs - used with study tables



swivel chairs - located near windows



small scale lounge chair



tablet arm chairs - to create study spaces



lounge chairs



notes from user group
meeting 09.20.16:

- writable wall
- display areas
- tackable surface
- more collaborative tables and chairs
- lounge furniture
- modular systems for students to rest
- lounge seating with tablet arms
- benches near doors

lounge seating



benches



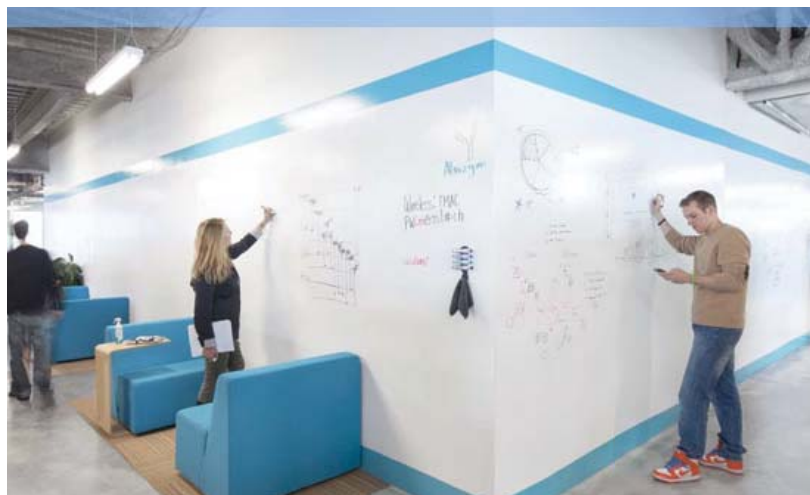
modular seating

notes from user group
meeting 09.20.16:

- writable wall
- display areas
- tackable surface
- more collaborative tables and chairs
- lounge furniture
- modular systems for students to rest
- lounge seating with tablet arms
- benches near doors



occasional table options



mobile stacking chair (no cart)



height adjustable table with casters



stacking chair (available with cart)

notes from user group
meeting 09.07.16:

- not all conference rooms will be built in
- 1st floor large conference to be modular nesting tables
- fixed conference tables

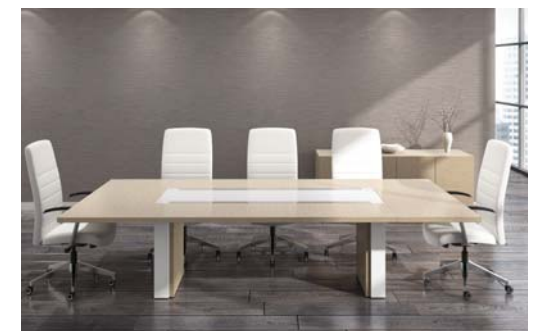


conference tables



conference chair options

NOTE: These items will not be present
at the furniture fair



notes from user group meeting 09.07.16:

coat rack:

- favored over wardrobe
- locate coat racks in all offices behind door
- coat racks in common spaces for students

mobile surface dividers:

- solid 2'H minimum
- want to see sample at furniture fair

mail sorter:

- slotted over slanted rack
- set on surface
- allow names to be adhered



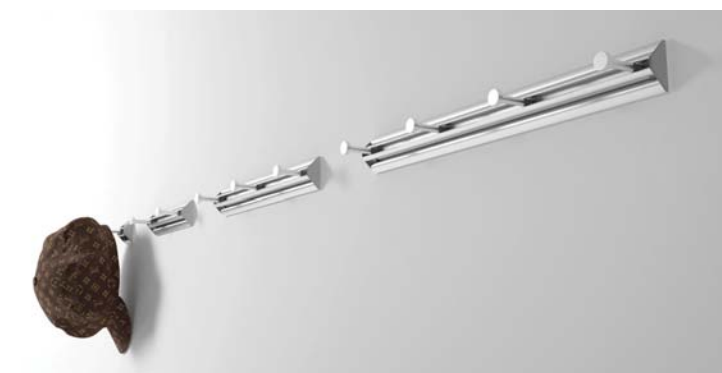
surface divider



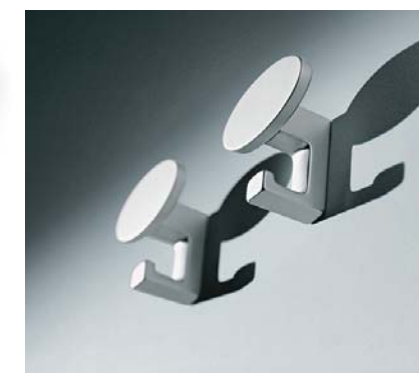
waste/recycle receptacles



mail sorter



coat rack



NOTE: These items will not be present at the furniture fair

notes from user group
meeting 09.20.16:

outdoor tables will have
loose seating (not at-
tached)

umbrellas may be pro-
vided

waste/recycle receptacles
may be provided



bench options



table options



outdoor waste/recycle



outdoor chair options



outdoor umbrella - optional

outdoor | options

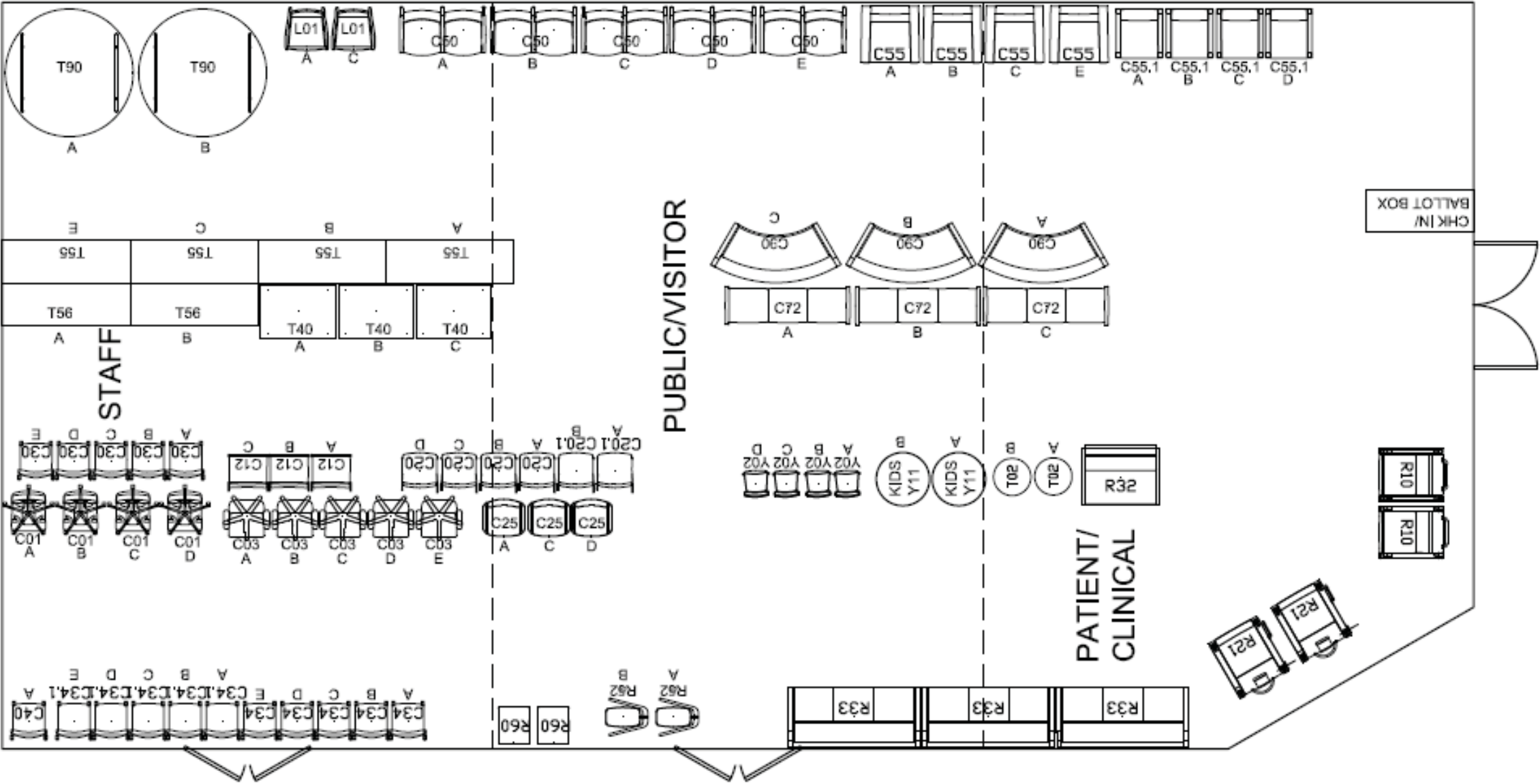
NOTE: Only outdoor
chairs will be present
at the furniture fair.



interior planning | furniture | artwork

Furniture Fair Process

Webster University
Interdisciplinary Science Building
10.25.16





furniture plans/renderings



furniture item tags & voting tags



furniture category identification





JOHN KNOX VILLAGE
"THE WOODLANDS"
ELDER ROOMS
CHAIRS

Voting Percentage

Parameters	
Highback	
Motion back	
Special finish	
Crumb Cleanout	
Warranty	
Votes	
Preliminary Budget	
LOW-HIGH RANGE	\$724-\$1086
AVG. UNIT COST	\$905.00
QUANTITY	144
TOTAL BUDGET	\$130,320.00

MANUFACTURER COMPARISON 12107 4/1/2015			
15%	22%	12%	51%
Fairfield - 8207-MR PRODUCT FEATURES X X X X 5 Years RESIDENTS: 4 STAFF: 7 TOTAL: 11	Kwalu - Carrara PRODUCT FEATURES X X X X 10 Years RESIDENTS: 5 STAFF: 11 TOTAL: 16	Carolina - Modern Amenity PRODUCT FEATURES X X Limited Lifetime RESIDENTS: 6 STAFF: 3 TOTAL: 9	Cooltree - Driftwood Glider PRODUCT FEATURES X X X 10 Years RESIDENTS: 21 STAFF: 17 TOTAL: 38
MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$465.00 \$66,960.00 POTENTIAL SAVINGS \$63,360.00	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$850.00 \$122,400.00 POTENTIAL SAVINGS \$7,920.00	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$885.00 \$127,440.00 POTENTIAL SAVINGS \$2,880.00	MID GRADE FABRIC PRICING UNIT COST EXTENDED COST \$870.00 \$125,280.00 POTENTIAL SAVINGS \$5,040.00



MEETING NOTES

13277 Webster ISB

9/9/2016

Webster
Interdisciplinary Science Building

Date of Meeting: 09/07/2016

Meeting Time: 9:00 – 5:00

Meeting Location: EAB Rm 358

FF&E User Group Workshop #1

Agenda

Objectives during each group session:

- Review feedback and notes from previous workshops (conducted November 2015)
- Confirm furniture layouts (office, lab, classroom, and public spaces) and needs for each space
- Review furniture options that will be shown during the furniture fair

9:00 – 10:00

Dean's Suite / Kickoff Meeting

Attendants:

- ☑ Jennifer Broeder, jbroeder@webster.edu
- ☑ Erin Cornell, erincornell06@webster.edu
- ☑ Debby Miller, debbym@webster.edu
- ☐ Joseph Stimpfl, jstimpfl@webster.edu
- ☑ Craig A. Miller Sr., craigmiller29@webster.edu
- ☑ Leona Graham, leonagraham14@webster.edu
- ☑ Marty Martin, deweymartin21@webster.edu

Notes:

- The Dean has not yet been hired, targeting to have someone in place by February. Because of this, the Dean's Office furniture needs are on hold. Furniture decisions will need to be made in March so that order placement can take place in time for installation the end of June.
- No receptionist has been hired yet, however they may need two desks in the reception area for student workers
- Some areas may remain unfurnished until additional staff is hired
- It was discussed that some departments would like to bring their existing furniture. Craig left it to the deans to determine with each department will be allowed to reuse. SBC to walk-through the existing offices to document the existing product. Looking to schedule the walk-through for 9/14/16.
- First floor conference room will be set up for video conferencing. It was determined that one large table would be preferable to mobile tables. The table will likely need power, however the deans are to decide if they would prefer a wireless system (Air Media) which would mean a computer system would be housed in a separate credenza and a presenter would use a wireless keyboard/mouse
- First floor commons – they would like the option to bring in mobile, bar height tables for events. It was discussed that we may need to have a workshop with the Special Events Team to coordinate their needs.
- Updated floor plans are to be sent to Jennifer Broeder to distribute accordingly – Webster to provide

10:00 – 11:00

Nurse Anesthesia & Nursing

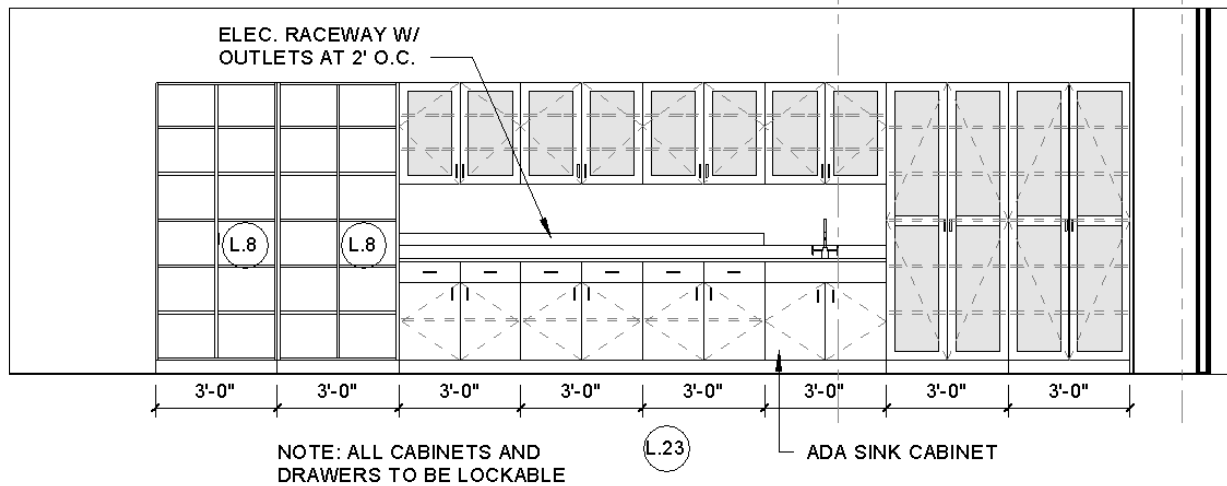
Attendants:

- ☒ Mary Ann Drake, drakema@webster.edu
- ☒ Jessica McKay, jessicamckay16@webster.edu
- ☒ Jill Stulce, jillstulce02@webster.edu
- ☒ Susan McFarlan, susanmcfarlan08@webster.edu
- ☒ Jan Palmer, janicepalmer47@webster.edu
- ☒ Dorcas McLaughlin, dmclaughlin53@webster.edu
- ☒ Martina Steed, martinasteed32@webster.edu
- ☒ Gabbie Halley, ghalley54@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☒ Marty Martin, deweymartin21@webster.edu

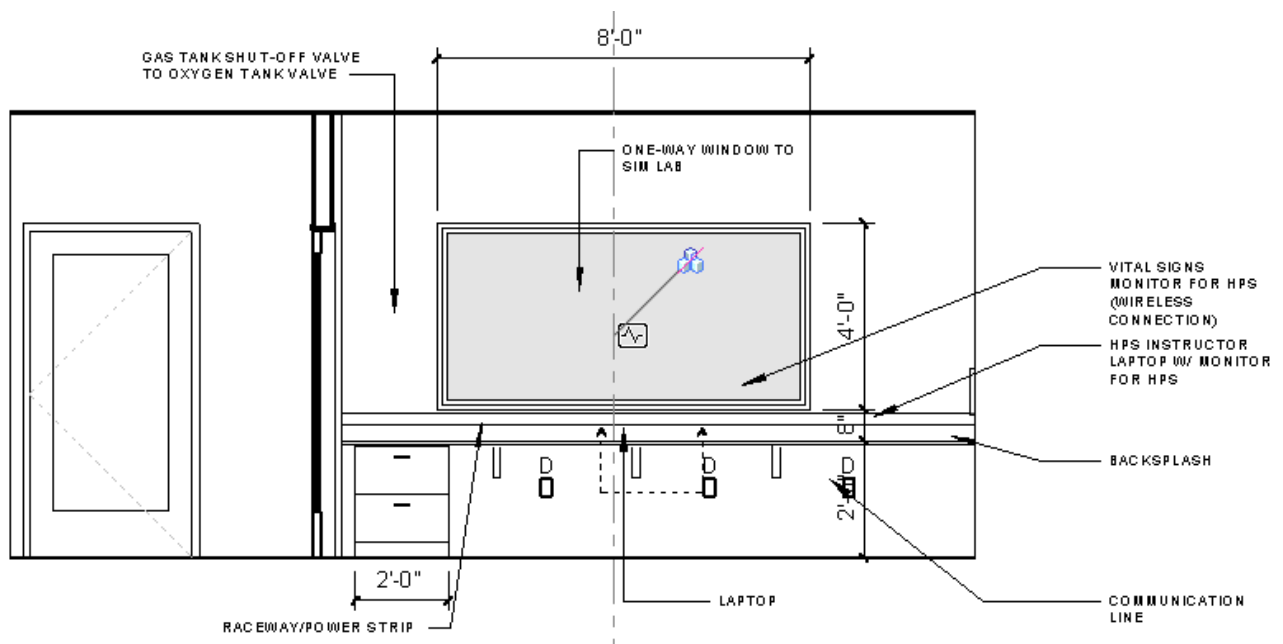
Notes:

- Department typically has (2) monitors and a laptop/docking station. They want to be able to turn the monitor to share information with a student in a meeting, however, they don't want the monitors to interfere with face-to-face contact during meetings. Monitor arms would be beneficial. It was discussed that we would set up the desk mock ups with monitors and monitor arms at the furniture fair so the team can see how these can be configured on the desk.
- They like the idea of sit/stand but they also want to have face-to-face meetings with students.
- Reps need to maximize filing storage – look into adding more within their office.
- Exam tables in labs will be new – they do not need to be motorized.
- They will need privacy curtains for the exam tables in the health assessment room. These were not originally planned; we will need to add tracks & curtains to the furniture budget.
- They like mobile, flip/nest tables in the health assessment room. See elevation on next page for clarification on outlet locations in built in casework.
- They like the idea of lab stools with tablet arms, however they want to evaluate at the furniture fair how the tablet will interact with the lab tables.
- The control room will also serve as the sim coordinator's office. Check the millwork plans to make sure a desk space is accommodated. See elevations on next page.
- Simulation Lab needs 3-4 stack chairs for student observers and also a lab stool at the head of the bed. Stack chairs could also be a tablet arm stool to incorporate writing surface.
- (3) task chairs will be needed in the cadaver lab for Dr. Bergman and (2) student workers
- The department expressed concern that there are only two general classrooms planned for the space. They are concerned about scheduling conflicts with EAB for night class space.

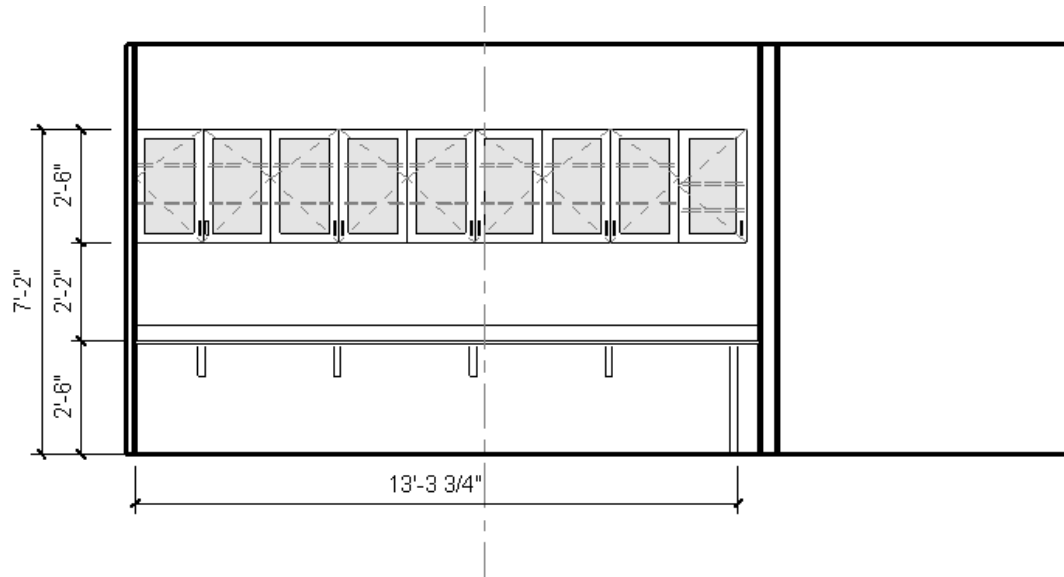
Health Assessment - South Elevation



Control Room - West Elevation



Control Room – East Elevation



11:05 – 12:00 International Language and Cultures

Attendants:

- ☑ Carolyn Trachtova, ctrachtova77@webster.edu
- ☑ Emily E. Thompson, thompsem@webster.edu
- ☑ Silvia Navia, navia@webser.edu
- ☑ Mercedes Stephenson, mstephenson04@webser.edu
- ☑ Craig A. Miller Sr., craigmiller29@webster.edu
- ☑ Leona Graham, leonagraham14@webster.edu
- ☑ Marty Martin, deweymartin21@webster.edu

Notes:

- The adjuncts for this department use the office full-day, more than just a touch-down space. Their adjuncts prefer individual desks instead of a shared counter. They will need filing/storage.
- Adjuncts currently have: 4 individual desks, 4 task chairs, 2 computers, table to meet with students, 2 file cabinets, 2 bookshelves and bulletin boards.
- They may prefer the tables in the offices to be mobile instead of height adjustable so they can sit closer to the windows. They are concerned about how the natural light will affect their workspace.
- They would like to add a table & (4) chairs to the open lounge area. They would also like to add a coffee table and magazine rack and/or bookcase. Consider adding lamps.
- It was discussed that Webster is planning to use Walltalker, not writable paint. Translation Lab will have two walls of writable surface. Testing Labs do not call out for writable surface per the drawings.
- It was asked if magnetic paint can be used in the offices
- The testing room will need a computer or laptop for some test situations. Worksurface to have grommets.
- In the kitchen, stools with backs are preferred.

1:00 – 2:00

Biological Sciences

Attendants:

- ☒ Dr. Stephanie C. Schroeder, schroeds@webster.edu
- ☒ Dr. Mary Preuss, marypreuss34@webster.edu
- ☒ Julie Mehringer, juliemehringer63@webster.edu
- ☒ Becky Wheeler, beckywheeler14@webster.edu
- ☒ Garrett Bergfeld, garrett@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☐ Marty Martin, deweymartin21@webster.edu

Notes:

- Stephanie mentioned that some staff (APS) are very interested in reusing their existing furniture for sentimental reasons. It was discussed that this would be at the discretion of the deans. SBC will walk-through the existing spaces to document product to be reused.
- Dr. Bergfeld will need (3) stools in the cadaver lab as well as a color laser printer. The stools will need to be poly (no upholstery) as for a clean room.
- There are generally no additional storage needs for the adjuncts, but 2-3 desktop computers were requested.
- It was discussed that mailboxes need to be secure with slots and keyed locks. They need to be accessible to students during off hours so can't be in a locked room. SBC will show options.
- Is their locking storage in the millwork in the staff mail room? They are concerned about keeping bio supplies secure from student access. Per the drawings, there is no lockable storage in the work rooms.
- In the labs, a basic 4-leg, backless stool without height adjustability is preferred. They find the stools with larger bases to be a trip hazard.
- Wanted to confirm which labs had mobile tables vs. fixed, and which were seated height vs. standing. SBC confirmed the following:
 - o Second Floor – mobile tables at 2'10" height / some built in casework is at 2'6"
 - o Third Floor – mobile tables at 2'10" height / some built in casework is at 2'6"
 - o Fourth Floor – fixed tables at 2'10" height / some built in casework is at 2'6"
- They would like to see photos of lab tables that were selected – Webster to provide
- In the research space only, they would prefer the stools have backs.
- The chemical safety officer will need as much binder storage as possible.
- The layout of the faculty/staff office (Becky from Bio and Nicole from ASP) will need to be revised:
 - o Layout for (2) staff instead of 3
 - o Turn desks to face the doors – I-shape or U-shape if possible
 - o Need additional filing – Becky will need (2) lateral files
 - o Need a place to receive deliveries/boxes. Consider adding a table, or using 3H files with a laminate top to create a staging area for deliveries. They typically receive up to (15) packages at a time.
 - o Becky has a small printer for the Bio department
 - o Bookshelves would be nice but are not necessary

2:00 – 3:00

Anthropology, Sociology & Psychology

Attendants:

- ☒ Nicole Egelhofer-Wells, negelhofer00@webster.edu
- ☒ Linda Woolf, woolfm@webster.edu
- ☒ Hellen H. Mitchell, hmitchell33@webster.edu
- ☒ Amanda Kracen, amandakracen27@webster.edu
- ☒ Gloria Grenwald, grenwald@webster.edu
- ☒ Gary Kannenberg, kannengd@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☐ Marty Martin, deweymartin21@webster.edu

Notes:

- It was noted that only the psychology department was represented at the meeting, there were no representatives from anthropology or sociology.
- Many staff members do not want new furniture, they want to reuse their existing if possible.
- Adjuncts – it was discussed that they may want to add dividers for some spaces to create more focused work areas. Craig recommended that they look at the EAB adjunct space.
- It was discussed that the existing bookcases are likely too tall for the new space.
- In the quantitative lab, the tables need to be mobile/nesting.
- Teacher stations will be mobile and equipped with Air Media - this may be true for all teacher stations.
- The tables in the interview room (Qualitative Lab) need to be mobile/nesting.
- SBC to provide alternate classroom layouts that show tables in collaborative layout and/or chairs only.
- It was noted that it would be nice to have some static 4-leg chairs available in common spaces (similar to the Acquaint) for users with various ergonomic and accessibility needs.
- In the faculty/staff office (shared with Becky from Bio) Nicole needs:
 - o (2) lateral files (currently has 4 lateral files, but trying to purge)
 - o 2-3 guest chairs
 - o Currently has a u-shaped desk
 - o Will be bringing a mini-fridge

3:05 – 4:05**SGA Students****Attendants:**

- ☒ Jennifer Student – Director of SGA, jstewart15@webster.edu
- ☒ Andrew Young, Student andrewyoung16@webster.edu
- ☒ Brenda Tinnemeyer, Student brenda.tinnemeyer@gmail.com
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☐ Marty Martin, deweymartin21@webster.edu

Notes:

- The students like the look of the more contemporary furniture. They don't want it to be too comfortable so students don't sleep on it.
- Would like to see coffee tables added to the lounges with sofas.
- Inquired about site furnishings for outdoor areas (sunken garden)
- It was requested by Leona & Craig to add lounge furniture in the connection space between the EAB and ISB
- Students inquired as to if a headrest option would be available on the classroom chairs
- Like that the classroom tables (referred to the Tiered classrooms in EAB) have power incorporated.
- The students would prefer multiple 2-top tables (round) in the lounge spaces instead of a single 4-top
- Would like the interior / exterior renderings of the building to be accessible so they can be shared with other students – Webster to provide
- Noted there is an SGA meeting on October 11 from 3:00-5:00 so they will be unavailable at that time to participate in Workshop #3.

4:05 – 5:05

Wrap Up session with Deans

Attendants:

- ☒ Jennifer Broeder, jbroeder@webster.edu
- ☒ Dr. Stephanie C. Schroeder, schroeds@webster.edu
- ☒ Joseph Stimpfl, jstimpfl@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☐ Marty Martin, deweymartin21@webster.edu

Notes:

- The dean's suite will furnish (5) offices at this time – dean's office and 4 private offices.
- The dean's office will relocate to the center of the suite - this will require the wall between office 209 and 211 be removed to create one large office for the dean. It is desired to keep the door on the right into this office, while removing the door on the left. The current dean's office will remain unchanged and will also be labeled as "Dean's Office". The existing Dean's Office 215 will remain unfurnished.
- Offices 212 and 214 will remain unfurnished OR may be allocated to another department, TBD.
- It was discussed that for Workshop #2, it would be beneficial to have departments that share space in the same meeting (i.e. biology and ASP)

It was discussed that the 9/23 meeting will be rescheduled to 9/20 due to homecoming. Faculty will not be available between 3:00 and 4:30 due to faculty meetings.

NEXT MEETING DATE: Tentatively Rescheduled for September 20

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting

Prepared by:

Amanda Renshaw arenschaw@spellmanbrady.com

Lara Slavkin lsavkin@spellmanbrady.com

Spellman Brady & Company



interior planning | furniture | artwork

September 7, 2016

**Webster University
Interdisciplinary Science Building
Workshop #1**

Location: EAB Room 358 Paric Conference

Time: 8:30am – 5:05pm

Agenda

Objectives during each group session:

- Review feedback and notes from previous workshops (conducted November 2015)
- Confirm furniture layouts (office, lab, classroom, and public spaces) and needs for each space
- Review furniture options that will be shown during the furniture fair

8:30 – 9:00 SB&C set up if needed

9:00 – 10:00 Dean's Team kickoff (staff)

10:00 – 11:00 Nurse Anesthesia & Nursing

11:05 – 12:00 International Languages & Cultures

12:00 – 1:00 Break for lunch

1:00 – 2:00 Biological Sciences

2:00 – 3:00 Anthropology, Sociology & Psychology

3:05 – 4:05 SGA Students

4:05 – 5:05 Wrap Up Session with Deans



MEETING NOTES

13277 Webster ISB

11/18/2010

Webster
Interdisciplinary Science Building

Date of Meeting: 11/10/2015

Meeting Time: 10:00am – 4:00pm

Meeting Location: EAB Paric Conf. RM 358

Revision Date: TBD

FF&E User Group Workshop 1

Purpose: review the preliminary furniture layouts for function and develop furniture budget

Agenda:

10:00 – 11:00

Deans' Suites and Institute of Human Rights

topics: offices, common spaces, conference rooms, work/copy rooms

Attendants:

- ☑ Jennifer Broeder, jbroeder@webster.edu
- ☑ Erin Cornell, erincornell06@webster.edu
- ☑ Debby Miller, debbym@webster.edu
- ☑ Emily Grise, emilygrise07@webster.edu
- ☑ Danielle MacCartney, dmaccartney12@webster.edu
- ☑ Joseph Stimpfl, jstimpfl@webster.edu
- ☑ Craig A. Miller Sr., craigmiller29@webster.edu
- ☑ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- bookshelves and filing
- like flexibility of mobile table
- 2 guest chairs preferred
- closed cabinets preferred over open bookshelves
- prefer 2 monitors
- modesty panel on mobile table (Bruce stated we will provide a mock up at furniture fair)

Deans office:

- need flexibility
- coffee table with sofa
- will revisit layout at a later date - lounge vs conference

Debby/Director of operations:

- needs extra files - qty: 2 30"x30"

Other:

- need storage for marketing materials/ office supply (niche – closed door lockable storage)
- noted there are 4 digital signage locations (1 per floor)

Reception:

- always 1 person at desk
- 4 waiting chairs
- coffee bar in waiting area

Conference:

- buffet to be a piece of furniture

Work Room:

- built in – 1 copier/ printer

Conference Room large – 1st floor:

- want mobility - flip top/ nesting
- will need storage for nested tables and chair carts
- need more consideration on how this space will function

Commons:

- mostly group studying
- 4 person tables
- add bench next to door to keep students from sitting on the ground
- high top tables for receptions/events

Exterior Furniture:

- what is needed? Sloped toward building

11:00 – 12:00

Psychology and Quantitative Lab

topics: offices, common spaces, conference rooms, work/copy rooms

Attendants:

- ☑ Michael Hulsizer, hulsizer@webster.edu
- ☑ Amanda Kracen, amandakracen27@webster.edu
- ☑ Gloria Grenwald, grenwald@webster.edu
- ☑ Eric Goedereis, ericgoedereis18@webster.edu
- ☑ Joseph Stimpfl, jstimpfl@webster.edu
- ☑ Craig A. Miller Sr., craigmiller29@webster.edu
- ☑ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- bookshelves (to ceiling)
- like flexibility of mobile desk (worried about moving with locked casters)
- 2 guest chairs (armless/caters) preferred
- hutch lighting – soft lighting (ambient/ led)
- would like a large fixed desking option
- prefer coat bar over coat closet
- ergonomic solutions – sit stand desk. Task chairs specific to employee – Can these be existing?
- tackable surface outside of offices/ workrooms

Lab:

- solid opaque dividers – 2'H min. (would like to see at furniture fair)
- 3- 5high lateral files
- printer cart
- armless chairs on casters
- combination whiteboard/projection
- low profile/wall mount monitors

Commons:

- tackable/writable surface
- display cases
- want flexibility in areas
- (1) collaborative area with tv meeting/workstation (in visible area) was a consideration

Interview Conference:

- shades on exterior windows
 - mobile tables
 - projection on side wall
 - 1 table
 - no built ins - furniture buffet
-

1:00 – 2:00

International Language and Cultures

topics: offices, common spaces, translation lab, teaching kitchen

Attendants:

- ☑ Paula Hanssen, hanssen@webster.edu
- ☑ Emily E. Thompson, thompsem@webster.edu
- ☑ Joseph Stimpfl, jstimpfl@webster.edu
- ☑ Craig A. Miller Sr., craigmiller29@webster.edu
- ☑ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- extra wall bookshelves or files (still need a lot of filing)
- imacs and laptop computers
- want mobility - able to fit 4 students around round table
- prefers open bookshelves over closed doors
- writable surface between overhead and desk / or on surface of desk
- blackout shades
- prefer coat hook over coat closet
- want to see a sit stand option

Translation Lab:

- no dividers
- mobile tables preferred (72"W)
- drawers in teachers desk for storage
- table for printer that provides storage below

Teaching Kitchen:

- class of 10 with 10 additional chairs along wall (20 chairs total)
- height adjustable stools with foot rest

Lab:

- stool height throughout (armless, footrest, with back, no casters)

Commons:

- flexible lounge seating, sofa or chairs that can be pushed together for students to rest
 - outside of auditorium - would be a good reception space needs flexible furniture
 - all meeting spaces to have writable surfaces and projection
-

2:00 – 4:00

Religious Studies, Biological Sciences

topics: offices, common spaces, computation lab, science lab

Attendants:

- ☒ Dr. Stephanie C. Schroeder, schroeds@webster.edu
- ☒ Dr. Mary Preuss, marypreuss34@webster.edu
- ☒ Dr. Ryan Groeneman, ryangroeneman19@webster.edu
- ☒ Dr. Victoria Brown-Kennerly, vbrownkennerly64@webster.edu
- ☒ Keith Welsh, welshke@webster.edu
- ☒ Joseph Stimpfl, jstimpfl@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Punit Jain, pjain@cannondesign.com

Notes:**Private offices:**

- 8" bookshelves preferred by flex
- interior offices - 3 walls of bookshelves
- frosted glass for privacy (having concerns)
- whiteboard/ writing surface
- need more filing

Adjunct office/Workroom:

- lockable
- can drop off items and meet with students

Mail Boxes:

- office staff vs workroom
- need space for students to turn in assignments after office hours
- would need keys for all departments

Commons:

- tackable / white board surfaces
- flexible
- prefer collaborative tables over lounge seating for group studying
- multiple charging stations
- coat rack for students
- mobile writable tables
- no end tables

Lab:

- 12 stools in each research lab
- hard plastic stools, adjustable height, no casters
- casework (lab grade)

Chem Safety Officer:

- needs binder storage

Biology Sciences:

- whiteboard paint - no 3 panel white boards

Geldoc:

- 3 microscopes
- adjustable height stools with backs

Tissue culture hood & Biology Safety hood:

- 1 chair each

Biology Lab:

- mobile lab casework with drawers
- plastic or vinyl stools; no casters, small or no back

MEETING NOTES

13277 Webster ISB

11/18/2010

Prep Labs:

- no stools

Cold Room:

- 1 stool
-

NEXT MEETING DATE: TBD

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting

Prepared by:

Trisha Militello

314.669.3478

tmilitello@spellmanbrady.com



MEETING NOTES

13277 Webster ISB

9/23/2016

Webster
Interdisciplinary Science Building

Date of Meeting: 09/20/2016

Meeting Time: 8:00 – 5:00

Meeting Location: EAB Rm 358

FF&E User Group Workshop #2

Agenda

Objectives during each group session:

- Review renderings of building exterior & interior provided by architect and discuss the overall aesthetic of the space. In particular, review glass film detail along private office corridors.
- Review findings of the walkthrough at Webster Hall regarding staff office existing conditions.
- Review additional private office typical furniture layout and storage options.

8:00 – 9:00

Events/Ceremonies, Accessibility, Facilities Operations

Attendants:

- ☒ Nancy Higgins, Events/Ceremonies, higgins@webster.edu
- ☒ Heather Arora, Events/Ceremonies, heatheraurora13@webster.edu
- ☒ Cindy Yamnitz, Accessibility Committee, cynthiayamnitz36@webster.edu
- ☒ Kelsey Wingo, Facilities Operations, kelseywingo07@webster.edu
- ☒ Gil Morales, Facilities Operations, moralesg@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- SBC to provide layouts for different event opportunities in the 1st and 2nd floor lobby and 3rd floor common area. The Events team would like dimensioned plans of each area.
- SBC to provide outdoor furniture options for sunken garden areas. Options will be shown at a future workshop and, if possible, shown at the furniture fair. The outdoor area would include benches, tables with an optional umbrella, and chairs.
- It was discussed that a push-button may be needed for the restroom doors depending on their weight – Webster to review with Cindy and the Accessibility Committee.
- It was discussed that large wheelchairs may require a larger turn radius than currently shown inside classrooms. It was decided that since the tables are mobile (on casters) angling the end table in the first row may provide a solution.
- The facilities team expressed concern that the carpet inset located in the 1st floor lobby may be susceptible to heavy foot traffic. They would prefer to see a walk-off type material in this location.
- It was confirmed there is no furniture needed in the following locations: Loading Dock, Electrical and Mechanical rooms.

- Height adjustable round tables are to be provided for the third floor commons to allow flexibility for events. Additional height adjustable tables for events held in the first and second floor common areas would be stored in the EAB.
- Faculty expressed they prefer round tables over square tables for setting up events.
- SBC was informed Webster has had issues with casters breaking on items that have been moved around for events. It was discussed that chairs being provided for special events in the ISB would not have casters, and would instead be stacking chairs with moveable carts.
- It was discussed that benches should be added in the connection between the EAB and ISB on the first floor.

9:00 – 10:00

Dean's Suite

Attendants:

- ☒ Jennifer Broeder, jbroeder@webster.edu
- ☐ Erin Cornell, erincornell06@webster.edu
- ☐ Debby Miller, debbym@webster.edu
- ☐ Joseph Stimpfl, jstimpfl@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- The building renderings were reviewed, with attention to the glass film being applied along the private office corridors.
- The findings of the walk-through of Webster Hall were reviewed. Based on the walk-through, it was determined that there may be additional storage needs in the faculty offices.
- New staff office typical furniture layouts were reviewed. New typicals include options for both interior and exterior office scenarios. Additional storage has been incorporated. Typicals are provided at the end of the document for reference.
- It was mentioned that department chairs and program offices may still have the need for a more traditional I-shaped desk. A typical layout may need to be provided to address this scenario.
- SBC suggested that desks be provided as part of the new furniture package. Some individuals may have a desire to reuse existing ancillary pieces (primarily seating). These pieces could be reused. Once offices are assigned, SBC will work with individuals who wish to reuse furniture items to ensure fit in the new office layout.
- It was discussed that, due to the amount of glass in the new building, space for hanging art and personal items within the faculty offices would be limited.
- It was discussed that the faculty may have additional needs for posting schedules, office hours, etc. than is currently being provided. It was suggested that the signage package be revised to incorporate an 8-1/2"x11" sleeve for each office for postings.
- A desire was expressed for the dean's suite to have an elegant aesthetic. The look will be contemporary and high-end.
- There are concerns regarding funding for the aquarium – these concerns will be addressed by Webster.

11:00 – 12:00 International Language & Cultures

Attendants:

- ☒ Carolyn Trachtova, ctrachtova77@webster.edu
- ☒ Paula Hanssen, hanssen@webster.edu
- ☐ Emily E. Thompson, thompsem@webster.edu
- ☐ Silvia Navia, navia@webser.edu
- ☒ Mercedes Stephenson, mstephenson04@webser.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Building renderings were reviewed, with attention to the window film being applied in faculty office corridors. It was discussed that the amount of glass in the new facility would limit the amount of space available for hanging postings and personal items.
- It was noted that some of the offices will have a side-lite between adjacent offices. Craig noted that a frosted film will be applied to this side lite.
- In the faculty offices, a round table was preferred. The faculty would like to maximize book storage within the offices.
- Faculty confirmed the overheads in adjunct areas will not need to lock, however the mobile pedestals do need the ability to lock. SBC confirmed that keys could be provided for multiple users if preferred.
- It was discussed that there are currently two computers located in each four-person adjunct offices. These computers are shared by the adjuncts so it is important that they be located on a shared worksurface, not at an individual's desk. The layout options will be revised to show common computer surfaces. Webster to confirm how many computers will be provided/reused for each adjunct space. SBC will provide revised layout options for the adjunct offices during the one-on-one meetings.
- Faculty believed tackable surfaces near private offices would be beneficial if it could be incorporated.

12:00 – 2:00 Biology, Anthropology, Sociology, Psychology

Attendants:

- ☒ Dr. Stephanie C. Schroeder, Biology, schroeds@webster.edu
- ☒ Dr. Mary Preuss, Biology, marypreuss34@webster.edu
- ☐ Julie Mehninger, Biology, juliemehninger63@webser.edu
- ☒ Becky Wheeler, Biology, beckywheeler14@webser.edu
- ☐ Garrett Bergfeld, Biology, garrett@webser.edu
- ☒ Nicole Miller-Struttman, Biology, nicolem42@webster.edu
- ☒ Nicole Egelhofer-Wells, ASP, negelhofer00@webster.edu

- ☐ Linda Woolf, Psychology, woolfm@webster.edu
- ☒ Heather H. Mitchell, Psychology, hmitchell33@webster.edu
- ☐ Amanda Kracen, Psychology, amandakracen27@webster.edu
- ☒ Gloria Grenwald, Psychology, grenwald@webster.edu

- ☒ Gary Kannenberg, Psychology, kannengd@webster.edu
- ☒ Michael Hulsizer, Psychology, hulsizer@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- The faculty inquired as to when and how the offices would be assigned. It was discussed that the office assignments will be at the discretion of the deans. It was requested that the offices be assigned prior to the next workshop.
- The building renderings and furniture typical layouts were reviewed. It was requested to see a layout option that would provide low storage against the exterior glass – SBC to provide this typical layout option for review during the one-on-one meetings.
- Some faculty may still prefer the original I-shaped typical with a more traditional desk orientation – this typical layout is still an option. SBC will provide a rendering of this option for review at the one-on-one meetings.
- SBC will provide the dimensions of the proposed shelving units shown in the typical office layouts as well as the lineal inches of shelf space available per unit. It was requested that the faculty be sent a plan that notes that columns located within the faculty offices and how the columns will impact the amount of storage that could be provided in each office. See enclosed floor plan of the Biology and ASP department offices – includes dimensions, column locations, and max shelving capacity per office.
- It was determined that the shared staff office layout for Nicole and Becky is adequate. Panels with a transaction counter should be added for each desk. Storage is to be provided below the counter, though space will need to be left available for a small mini-refrigerator. It was noted that Nicole will have one computer monitor and Becky will have two monitors.
- Faculty stated that the mail cubbies do not need to be individually locking since they will be located in a lockable office. The faculty is to provide the number of mail slots needed. SBC to verify that the height of the mail cubbies remains accessible.
- It was discussed that due to the amount of glass in the new building, space to hang postings and personal items would be limited. SBC discussed the possibility of having an 8-1/2"x11" sleeve added to the signage package for postings. Some faculty mentioned that students may need to write on the insert. It was asked if the type of display/message board provided for each office could be customized per faculty member.
- It was emphasized that tackable/ display areas are desired and important to be able to communicate with students and help with advertising for organizations. It was preferred to have display cases, tack boards and digital signage in common areas.
- Signage and digital signage locations are to be provided for review.
- There are two labs that have not yet been named due to them being used for multiple classes and having long titles. It was discussed that the signage on these labs be changeable.

- Webster to provide SBC with a list of faculty that have task chairs for back issues. Some of these faculty may reuse existing chairs based on the chair's age/condition. A photo of any items to be reused are to be submitted to SBC.
- It was discussed that multiple offices would be controlled by a single thermostat. Thermostats will be located within the faculty offices. It was requested by the faculty to know which offices will be controlled jointly prior to office assignments being made. This information will be requested from the architect and will be shared with Webster upon receipt.

2:05 – 3:05 Nursing & Nurse Anesthesia

Attendants:

- ☒ Mary Ann Drake, Nursing, drakema@webser.edu
- ☐ Jessica McKay, Nursing, jessicamckay16@webser.edu
- ☒ Jill Stulce, Nurse Anesthesia, jillstulce02@webster.edu
- ☐ Susan McFarlan, Nursing, susanmcfarlan08@webster.edu
- ☒ Jan Palmer, Nursing, janicepalmer47@webser.edu
- ☐ Dorcas McLaughlin, Nursing, dmclaughlin53@webser.edu
- ☐ Martina Steed, Nurse Anesthesia, martinasteed32@webster.edu
- ☒ Gabbie Halley, Nurse Anesthesia, ghalley54@webster.edu
- ☒ Vicki Coopmans, Nurse Anesthesia, vickicoopmans20@webster.edu
- ☐ Craig A. Miller Sr., craigmiller29@webster.edu (attended ISB OAC Meeting)
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Faculty preferred the original I-shaped desk orientation with height adjustable table for private offices. It was discussed to have monitors located on the height adjustable surface. SBC will provide a rendering of this typical layout for review during the one-on-one meetings.
- The group stated they do not need as many bookshelves as the typical/ renderings SBC presented. They would need more filing than bookshelves.
- Faculty would like to have cork on their individual doors and does not think it would be beneficial if it was not located near each door. They prefer the tackable surface over writable. The two departments need separate tackable space if possible.
- A lockable drop box is needed for the each department.
- Faculty liked the idea of the 8.5"x11" sleeve being added to the private office signage to allow for them to place schedules or other information.
- Nursing would like to bring over existing display case. It was discussed both departments would like to have a display case. SBC to look into options for ordering both new so that they would be matching. Display cases to be located in the common area.
- Nursing to confirm the posting requirements from their various accreditations. SBC proposed the posting areas to be located in the work room.

3:05 – 4:05

SGA Students

Attendants:

- ☒ Jennifer Student – Director of SGA, jstewart15@webster.edu
- ☒ Andrew Young, Student andrewyoung16@webster.edu
- ☒ Brenda Tinnemeyer, Student brenda.tinnemeyer@gmail.com
- ☒ Katherine Bush, Student, Katherine.s.bush@gmail.com
- ☒ Kalani Seaver, Student, kseaver27@gmail.com
- ☒ Heather Hamilton, Student, heatherlchamilton@gmail.com
- ☒ Scott Lunte, Student, slunte@sbcglobal.net
- ☒ Emily Mertz, Student, emilymertz47@webster.edu
- ☒ Kyle Anderson, Student, kyleanderson93@webster.edu
- ☒ Natalie Mayor, Student, nataliemayor96@gmail.com
- ☒ Dina Sallam, Student, tawfikm94@webster.edu
- ☒ David von Seckendorff, Student, dannyvfilms@gmail.com
- ☒ Megan Price, Student, mprice11@webster.edu
- ☒ Hannah Price, Student, Hannah.price96@gmail.com
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Renderings were reviewed. The students expressed concern that the transparency of the classrooms could cause issues for students with attention disorders. SBC to provide full black-out drapery options for the classrooms for review during Workshop #3.
- SBC to provide classroom seating options with a head rest.
- Students expressed a concern with the only food location being the vending machines located on 1st floor. There was a discussion about a food cart for students with night classes.
- Students asked if televisions would be provided in the commons spaces.
- Students discussed the accessibility of the space as well as the availability of accessible parking.

4:05 – 5:05

Wrap Up session with Deans

Attendants:

- ☒ Jennifer Broeder, jbroeder@webster.edu
- ☒ Dr. Stephanie C. Schroeder, schroeds@webster.edu
- ☒ Joseph Stimpfl, jstimpfl@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Deans will work on the private office room assignments.
- Workshop 3 is being postponed until further notice.
- SBC's next steps will be to meet with each faculty and staff one-on-one to discuss private office options and make layout selections. Meeting dates are to be determined.
- During the next PEC meeting there is to be a discussion regarding artwork.
- SBC to place furniture orders the beginning of March 2017.
- Deans' office furniture will be the last items ordered.
- Deans to confirm if the Institute of Human Rights will be moving into the ISB building.
- The topping out ceremony will be held on October 14th.

NEXT MEETING DATE: TBD (Note that the Workshop #3 scheduled for October 11 has been postponed.)

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting. Image page has been updated to include shelving unit sizes and capacity.

See attached furniture plan – dimensions are noted for each biology and ASP office as requested.

Prepared by:

Amanda Renshaw arensshaw@spellmanbrady.com

Lara Slavkin lslavkin@spellmanbrady.com

Trisha Militello tmilitello@spellmanbrady.com

Spellman Brady & Company



interior planning | furniture | artwork

September 20, 2016

**Webster University
Interdisciplinary Science Building
Workshop #2**

Location: EAB Room 358 Paric Conference

Time: 8:00am – 5:05pm

Agenda

Objectives during each group session:

- Review photos from site visit of each department
- Focus on Office Layouts and display needs per department
- Look at Office typicals (3D renderings, storage specifics)

7:45 – 8:00 SB&C set up

8:00 – 9:00 Events / Ceremonies, Accessibility Committee, and Facilities Operations
(current furniture plans and additional event layouts for discussion)

9:00 – 10:00 Dean's Team

10:00 – 11:00 Break

11:00 – 12:00 International Languages & Cultures

12:00 – 2:00 Biological Sciences, Anthropology, Sociology & Psychology
(will have new layout options for Becky and Nicole's shared office for discussion)

2:05 – 3:05 Nurse Anesthesia & Nursing

3:05 – 4:05 SGA Students
(will review items proposed for the furniture fair)

4:05 – 5:05 Dean's Wrap up Session



MEETING NOTES

13277 Webster ISB

11/18/2010

Webster
Interdisciplinary Science Building

Date of Meeting: 11/11/2015
Meeting Time: 10:00am – 3:00pm
Meeting Location: EAB 253/262
Revision Date: TBD

FF&E User Group Workshop 2

Purpose: review the preliminary furniture layouts for function and develop furniture budget

Agenda:

10:00 – 11:00

Anthropology and Sociology

topics: offices, common spaces, conference rooms, work/copy rooms

Attendants:

- ☒ Jong Bum Kwon, jongkwon00@webster.edu
- ☒ Danielle MacCartney, dmaccartney12@webster.edu
- ☒ Julie Setele, juliesetete43@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- bookshelves (18" below ceiling for sprinkler) 8'W X 7'H
- Anthro has individual reference books – in office (constant growth)
- existing – 5 bookshelves across – almost to ceiling
- flex space for more books? Shared library space?
- coat bar
- measure existing spaces
- 2 guest chairs is preferred, 1 will suffice
- 4 drawer lateral files
- 2 box/box files
- equipment – 2 monitors (laptop and monitor)
- want to be able to share screen with student when advising
- flexibility to customize space is key
- integrate marker board into furniture or 2-3 feet on wall
- prefers rectangle table over round
- tackable surface between overhead and desk
- sit stand option
- designate room assignments by the end of 2015/beginning 2016
- existing furniture (lazyboy) – can these be brought over to new building?
- possibly eliminate mobile table for more room
- walls to admin corridor – showcase awards/photos – could it be incorporated digitally?

Commons:

- lounge seating preferred over tables and chairs
- community space – interaction with students
- white board surface
- display case for student/teacher awards

MEETING NOTES

13277 Webster ISB

11/18/2010

Workroom:

- concerns with only 1 printer per floor

Adjunct Room:

- overhead lockable
- no other storage (will collect junk)
- mailboxes - room will be unlocked
- location for pens, staplers, etc.

Cadaver Lab:

- no furniture (all built in)

Room 117:

- all furniture – chairs, desks, teacher station

Control Room:

- dims lights, control video wall, advances slides
- workspace – table or built in 2' wide
- 2 task chairs
- 19" rack – stacked equipment
- 4'x4' window into lecture hall – 36" AFF - (one way glass)

Other:

- need to check with Cannon – what is casework vs furniture

Lecture Hall:

- podium
- confirm seating (FF&A vs construction budget)

1:00 – 3:00

Nurse Anesthesia and Nursing

topics: offices, common spaces, conference rooms, nurse anesthesia labs, nursing labs, mock exam rooms

Attendants:

- ☒ Jennifer Broeder, jbroeder@webster.edu
- ☒ Jill Stulce, jillstulce02@webster.edu
- ☒ Vicki Coopmans, vickicoopmans20@webster.edu
- ☒ Bethany Geisler, bethanygeisler47@webster.edu
- ☒ Martina Steed, martinasteed32@webster.edu
- ☒ Gabbie Halley, ghalley54@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- rotate desk - work wall against the back (windows are higher)
- jill – separate table with two or three guest chairs
- mainly bookcases
- no wardrobe
- equipment – computer, laptop (docking station) printer
- open to sit stand option
- jill prefers closed door overheads
- Vickie prefers open overhead – no hinge doors to hit your head (lift/slides open)

shared office:

- no transaction counter
- (4) 5 high lateral files (2 each)
- additional filing unassigned
- work study
- tackable surface – Gabby
- acoustics
- separate work stations – privacy is important – dividers
- Gabby – 4 vertical files
- one not in front of other (person closer to door will become secretary for other)
- acoustical dividers – have sensitive/private calls to make
- prefer mail slots to be cubbies over angled rack – names adhere well
- min. 1 guest chair each
- lots of storage
- lots of foot traffic
- nurse anesthesia noisier – constant whirlwind
- modesty panel on movable table
- fax machine must be behind locked door
- student info is stored for 5 years – student files have to be behind locked door
- look into taking over adjacent office for larger space

Mock Exam:

- stool, guest chair
- exam table – motorized or not? – let nursing spec table
- possibly only have 1 and convert other into a private office to help with the shared office issue

Work room:

- (2) box/box lateral file
- mailboxes

Green Room:

- no conference table
- lounge meeting furniture

Model Assessment:

- 3 stools/chairs

Health Assessment Lab:

- mobile tables, task chairs, teaching station
- 4 exam tables

1st floor Lab:

- stools with tablet arms for lecture/lab

Cadaver Lab:

- stool (workroom)
- no FF&A

Simulation Lab:

- 3 chairs

Commons:

- chairs with tablet arms
- 1st floor – work tables with 4 chairs along with lounge seating on outside

Closet coat room:

- coat bar vs. mobile coat cart

Conference Room:

- mobile tables and chairs

MEETING NOTES

13277 Webster ISB

11/18/2010

NEXT MEETING DATE: TBD

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting

Prepared by:

Trisha Militello

314.669.3478

tmilitello@spellmanbrady.com