

April 8, 2008

To: Lee Boyd, Professor of Biology

From: Keith Palmbach, Facilities Services

## General

**Each project has plans and specifications. For the Stoffer project, there were two sets of plans and specifications. One set was for the design and construction of the building, and the other for the design and installation of data/AV systems. The goal of each Stoffer project was to complete the project according to the plans and specifications. This was necessary to stay within the approved budget. Although there may have been requests or perceived requests, these items were not included as part of the plans and specifications for budget reasons. A few items remain as “punch list” items and need to be completed. A number of other items are in the warranty time table.**

**I have summarized the item followed by a response.**

1. [Rooms should have pencil sharpeners.](#) Not part of project of plans and specifications. It can be done, who pays?
2. [Rooms should have clocks.](#) Plans and specifications called for clocks only in hallways. Additional, clocks would be a future capital project. We have added several additional clocks from stock. Existing clocks were removed per plans and specifications during demolition. Design team did not include a covering over previous clock locations.
3. [Towel dispensers, soap containers and trash receptacles at each sink.](#) Towel dispensers are installed at each perimeter sink location. If some locations are missing please provide a list of specific sinks. Waste containers have been provided. Additional waste containers are available upon request. Sinks in center lab tables have no location for towels and none are provided. Folded towels are available upon request. Wall mounted soap containers are available for restrooms but not provided for lab sinks.
4. [Recycling bins in lecture rooms, teaching labs, and research labs.](#) These are available also. Please request specific rooms.
5. [Rooms should have an adequate number of chairs.](#) Chairs are placed in each room per the design capacity of the room. If more chairs are needed because of more students, this may be a code violation. If so, then no additional chairs can be added. If more chairs are needed because of the convenience of having chairs at tables and chairs at counters, etc., these chairs will need to be purchased through a capital request. If research labs, work rooms, etc., need additional chairs, several

e-mails have been sent indicating existing chairs and stools from Western storage are available and need to be requested. There are no building “spare” chairs.

6. [Phones in prep rooms and research labs.](#) If a telephone is desired a request can be made to ISS but the department would be responsible for costs. Plans and specifications did not call for telephones in these areas.

7. [Teaching and research labs should have first aid kits and fire extinguishers.](#) Fire extinguishers are placed according to plans, specifications, and code. Although old labs may have had fire extinguishers, fire blankets, etc., the building is now protected by a sprinkler system. Most importantly, in the event of a fire, the first thing is to evacuate the building, the second thing is to sound the alarm, thus the placement of fire pull stations near exits.

First aid kits would be a department responsibility. If first aid kits and fire extinguishers are needed due to specific activities, the department is responsible. Make sure your Lab Safety, Chemical Hygiene, and PPE plans have these activities and safety equipment identified.

## Teaching Lab Mediation

1. [Tether for equipment is short and can't be moved away.](#) Tether is made to be removable per design and faculty request. Plug and internet connection can be removed and cart rolled away. Design may seem awkward but per design and request.

## ST007

[Outlet in middle of white board.](#) Electrical plans and building plans did not match in this area. Architect instructed contractor to place solid cover over empty junction box in white board. This is a side board and one of five boards in the room. Front and back boards are clean. We agree it is unusual.

[Seating in this and other lecture halls makes it difficult to prevent cheating.](#) Seating style was selected by a university committee when classroom renovations began throughout the university several years ago. Stoffer seating is duplicating campus standard.

## ST017 Prep Lab

1. [DI water tank needs outlet.](#) DI needs of prep and research rooms were not incorporated into plumbing or electrical plans and specifications. Planning notes indicated staff uses a portable system and no utilities were included. An outlet will be placed in this location to eliminate cord.

2. [Cabinet on west wall should be moved to south wall as on plans.](#) Final plans showed cabinet on west wall where it is located. This will be moved in summer.

## ST106

1. [Need data cable near data cart.](#) Location is per design request of mediation. Request was to have mediation in center of room.

2. [Light fixture shadows on screen.](#) Data designer and Electrical designer did not coordinate AV adequately. Designers are aware of the problem, but have not offered an acceptable solution.

## ST016,018,022

[Area under sills not covered as in ST007.](#) ST007 was an existing masonry wall with an opening made for windows. The sill was placed on top of the window masonry wall as designed. The other rooms had a reveal designed below the sill. This area is a small indentation painted black and is an architectural design element desired by the architect and constructed according to plans and specifications. This sill area is finished.

## ST026

1. [Access to sink.](#) Design team is to come up with a solution as this has been noted as unacceptable.

2. [Sewer gas smell.](#) When this happens in this space, inform custodian. Drain has become dry and needed water poured into drain to eliminate smell. Room has been little used, and thus only sporadically cleaned.

3. [Cabinets, shelving needed.](#) No shelving was included in project plans and specifications. Department would be responsible for shelving purchase.

## ST110

1. [Stained ceiling tile.](#) Contractor and roofer are aware of roof leaks and have made trips to repair. Not all leaks have been discovered. Tiles have been replaced but we are currently out of stock and more are ordered. Stained tile will be replaced upon tile arrival.

2. [Counter top not secured.](#) This item will be repaired

3. [Back splash not secured](#). This item will be repaired.
4. [Base not affixed](#). Contractor is return to make repairs
5. [Projector not situated squarely](#). This was previously not reported. Adjustments will be made. [Tether to short](#). See previous responses to equipment in center of room.
6. [No book cubbies](#). None was included on final plans and specifications.
7. [East end sinks need back splash](#). On island counter sinks a back splash is not available. Sinks are installed per plans and specifications
8. [Missing keys](#). This was unknown. Will check as to process of getting keys. Contractor has indicated all keys were originally with cabinets.
9. [LAN port not installed for DNA sequencer](#): Although a box was installed for some future use, data plans do not call for a LAN connection in this location. This will have to be added by a request to ISS. Department may incur cost.

## **ST105**

[Stained ceiling tile](#). This is not structural as implied but part of the same north wall water/roofing issue being tracked down by the general and roofing contractors.

## **ST128 & 130**

1. [Lab tables turned and secured](#). Tables will not be secured to floor.
2. [Counter top not surfaced properly](#). Science casework manufacturer will replace this top.
3. [Light fixture blocks screen](#). See previous response to this similar situation.

## **ST138**

[Projector missing](#). This is to be installed once an acceptable and workable design is completed. Yes it is very late, but design and contract issues have hindered progress in this room.

## **ST207**

1. [No projector](#). This is to be completed shortly.

2. [No computer in room.](#) No computer was included on the plans and specifications for this room. A laptop will be necessary, or request of a computer from ISS in the normal requisition process.
3. [No chairs.](#) Existing chairs from other locations will be used in this location. No new chairs are ordered.
4. [Needs new door.](#) Plans and specifications did not call for a new door. I agree the Dutch door is ugly and needs to be replaced. Replacement will happen when future budgets allow, but current door is as planned.

## **ST209**

[Data ports next to sink.](#) Data was installed according to plans and specifications. If move is necessary contact ISS. Department may be responsible for cost of moving data ports.

## **ST218 Cell Culture**

1. [Finish construction, cabinets, drains etc.](#) This room, like other research spaces had, minimal work included in plans and specifications. (Primarily HVAC changes) Even though faculty worked extensively with campus architect and saw drawings for research spaces, the rooms were not part of original plans and specifications and no funds were budgeted for these rooms. Remaining project funds are almost all expended and some work has progressed in most research spaces. Once the white cabinets and counter tops are installed in this room all future work will need to follow the capital projects request process for coming years or be a department expense.
2. [Move incubator once ST218 complete.](#) This can be done. Please submit a work order.

[Hand rail lower level.](#) Rail is across mechanical room door. This is a dispute between various local code officials. Fire and safety want hand rail. Mechanical need room access. Although awkward we may have to live with it.

[Lower level hand rail incomplete.](#) The general contractor has been working with the railing supplier to complete installation. The supplier made incorrect field measurements and is re-manufacturing the railing.

## **Faculty Offices**

All three items are order from local rep. of Herman Miller furniture. Their response has been slow but items to make the requested changes are ordered and changes will be made. Please see various e-mails.

**Cold offices.** HVAC design team is working on solution. Warranty is extending through next winter to make sure this is corrected.

## **Restrooms.**

1. **Sewer smell.** We will investigate and make sure drains have water in them.
2. **Toilets spray.** First information regarding this issue. We will check it out
3. **Automatic faucets, flush, hand towel.** All industry and especially health care have concluded touchless is the best for germ free environments. Some faucets have had issues, but when reported, the contractor reported has repaired the faucets under warranty.

## **HVAC**

1. **Noisy air flow.** Volumes, although louder than some areas, are within limits. The goal was a high air flow with numerous air exchanges per hour to make the building healthy.

## **Parking**

1. **Faculty parking spaces.** I was not involved in parking decision, but can tell you my goal would be to eliminate reserved parking. The students are the customers.

## **Wish List**

1. **Keyless entry to labs, research, stockroom.** Keyless entry will be added to exterior doors and possibly stock rooms, if funds allow. This will be determined by security budget which also includes security cameras. Previous estimate for adding desired electronic security is 100% greater than the budget. We will incorporate as much as possible into the existing budget.
2. **Distilled water in research labs second floor.** Like other research lab issues, no funds were allocated or plumbing included in plans and specifications. Several faucets have been installed by Washburn maintenance with the possibility of RO or Distilled to be added in the future. WE are currently working

on a pathway for piping. We may be able to solve some rooms quickly, like 216, but others may have to wait for future budgets.

3. [Smoking Ban](#). This issue is not within my area of responsibility. Perhaps this an issue to be considered by Faculty Senate

4. [Windows that open](#). To provide proper ventilation for labs, hoods etc., operable windows were not part of the project and cannot be included now.