

FASHION INSTITUTE OF TECHNOLOGY

**MASTER PLAN
TASK 2**

MASTER PLANNING RECOMMENDATIONS

01 April 2005

SHOP
SHARPLES
HOLDEN
PASQUARELLI

		index
I	methodology	1
II	strategies	2
III	comments and responses	
	student affairs	5
	academic affairs	10
	other departments	42
IV	program requirements	46
	student affairs	47
	academic affairs	48
	finance and operations	54
	human resources	55
	information technology	56
	museum at FIT	57
	other departments	58
V	academic teaching space	59
	existing	60
	task 2	61
	minimum office/ max classroom	62
	existing dedicated	63
	task 2 dedicated	64
	task 2 dedicated inventory	65
VI	engineering	67
VII	primary decisions	75

methodology

The development of a Master Plan for the Fashion Institute of Technology began in March 2004 with four months of intensive research and meetings with the Vice Presidents, Division Chairs, faculty and staff, and Buildings and Grounds. The data collection was then followed with a series of meetings with chairs and directors and their associated staff to document, in detail, all programmatic requirements, including square footages and adjacencies, as well as lab technology, information technology and other special requirements. The preliminary program statement was continually refined in a chart format and in accompanying bubble diagrams that graphically represented required adjacencies.

Throughout the programming process the compiled data was constantly catalogued and analyzed in the context of the School's pedagogical ideology. Particular attention was placed on determining analogous programming needs and potential crossovers between the different Divisions and programs. Task 1 also included area criteria outlined in the Facility Programming Standards produced by the State University Construction Fund for the State University of New York (SUNY) and was used as a comparison for FIT's existing and proposed space needs.

After the Task 1 document was reviewed by the college, it became SHoP's starting point for determining the specific programmatic needs and space layouts for the college in Task 2 and Task 3 of the Master Plan. The Task 2 scope reflected analysis and planning of a recommended program layout within the existing campus building envelope, inclusive of the new C² Building. The Task 2 adaptive reuse recommendations were initially submitted to the college for review in December 2004. Upon receiving the comments from each department in January 2005, SHoP spent February and March revising the Master Plan to accommodate additional needs requested by the college. In addition, each comment was given an explanation (refer to section III of this document). In some cases, the additional needs could simply not be met due to the constraint of the existing building envelope.

As the comments were implemented into the Master Plan, each department's square footage requirement was analyzed and reviewed. This review process began by comparing the preferred, minimum and existing square footage requirements as outlined in Task 1. These comparisons, called Program of Space Requirements, indicated the percentage of space allotted in Task 2 compared to the preferred and existing conditions (refer to section IV of this document). Overall, every department was given more space than the existing condition, while some were able to meet 100% of their preferred square footage needs.

Task 2 analyzed the teaching spaces on campus by establishing six types: seminar, classroom, studio, computer classroom, computer lab and wet/dry lab, each with a specific function. These types were defined so that comparisons could be made between the existing and Task 2 proposals (refer to section V of this document). In addition, each space was categorized per its usage as a dedicated, possible dedicated or shared space with the following definitions:

- Dedicated teaching spaces are any studio, lab, classroom or seminar room that is used exclusively by one or two departments (as outlined in Task 1) This teaching space will be designed with highly specialized equipment and adjacent support spaces that can only be used by specific groups. (**Re** is a notation for dedicated space for Restoration.)
- Possible Dedicated teaching spaces are any studio, lab, classroom or seminar room that can be used by more than two departments. This teaching space contains equipment and utilities for multi-disciplines, but there is the opportunity for the teaching space to become fully dedicated as space permits. (**FA/ID** is a notation for a possible dedicated space.)
- Shared teaching spaces are any studio, lab, classroom or seminar room that can be used by any department. This teaching space will be designed to accommodate needs from various departments. (Shared spaces have no department notation.)

By notating each teaching space as dedicated, possible dedicated or shared, SHoP was able to establish a method of organizing the spaces adjacent to the possible users. These notations can be referenced on the Master Plan Task 2 Drawings.

strategies

During the Task 1 program analysis the following deficiencies emerged as being universally problematic within the current school facilities:

- Lack of space
- Departmental fragmentation
- Inability to meet rapidly evolving technology needs
- Infrastructural deficiencies
- Outdated labs and studios
- Egress and vertical circulation limitations
- Inadequate way-finding

The Task 1 program analysis also indicated a need for 208,000 square feet of additional space that the college required in order to meet 100% of their programmatic needs. This figure included additional space needs for the following FIT Organizations:

• Academic Affairs	55,205 sf
• Student Affairs	34,398 sf
• Museum of FIT	67,747 sf
• Library	39,825 sf
• Finance & Operations	2,260 sf
• President & Cabinet	4,755 sf
• Human Resources & Labor Relations	1,135 sf
• Information Technology	3,013 sf

The total area required for shared classrooms was not included. The college must determine what its current and future needs are based on student enrollment and programs offered in order to determine the number of shared classrooms required.

Along with addressing the program deficiencies listed above, Task 2 of the Master Plan focused on three primary objectives:

- Maximize the number of academic teaching spaces on campus
- Meet the preferred program / space requirements of the departments
- Centralize FIT Organizations and improve programmatic adjacencies

Task 2 of the Master Plan encompasses modernizing 1,032,890 square feet of existing campus and the construction of a 72,000 square foot academic Building C². With the newly completed East and West Courtyard buildings, the construction of the C² Building, the now empty spaces that once housed the kitchen, cafeteria, and book store on floors 4, 5, and 6 in A Building respectively, and the construction of a mezzanine in the knitting lab (CC21), a master planning strategy has emerged that takes advantage of 120,000 square feet of existing and new space. With these areas on campus the college will have the necessary surge space to maintain its academic operations while it makes improvements to student, academic, and administrative programs.

The initial programming process in Task 2 of the Master Plan began with the defragmentation of the campus. It was determined in the interviews with Student Affairs that it was critical for their departments to be horizontally organized on the lower levels of the A-D Buildings. The accessibility of these support services and social activities on the lower levels engages the students more effectively, thus creating a closer-knit college community.

strategies

The Student Services become the interface between the city and the academic affairs programs on the upper levels. As students move up into the campus, they can fully immerse themselves into the academic world.

The sense of community is also established through the location of the Schools within Academic Affairs. The Graduate School and School of Continuing and Professional Studies were located in areas that give them their own sense of community and identity. The Graduate School was relocated to the 7th and 8th floors of the A Building and the school of Continuing and Professional Studies was located near the street level to give it accessibility to outside professionals. The School of Business and Technology and Liberal Arts faculty offices were centered in the B Building, with dedicated labs and studios in the A and C Buildings. The School of Art and Design was mainly concentrated in the D Building.

Furthermore, the goal was to create better adjancies between departmental offices and their dedicated teaching spaces. A main strategy in Task 2 was to create more space and plan more efficient layouts. Overall, every department's square footage increased from their existing condition. Faculty offices were laid out to meet minimum union guidelines. The number of academic teaching spaces increased and the average square footage for teaching spaces increased to accommodate specialized programs at FIT.

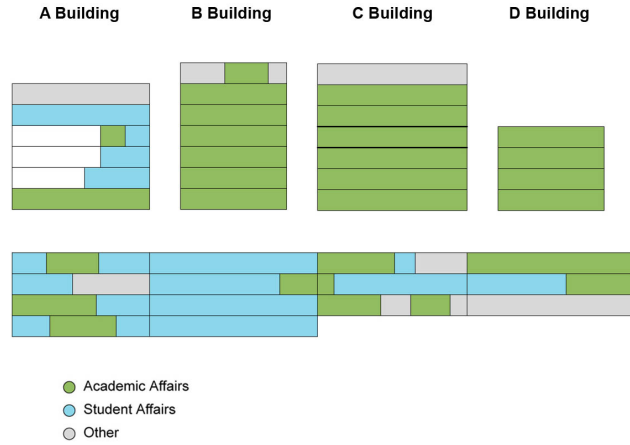
But there were limitations in achieving the preferred conditions due to the constraints of the existing building envelope. The mechanical upgrades required for some of the outdated labs and studios resulted in specific labs being placed in opportunistic locations. The A and C Buildings provided opportunities for mechanical infrastructural upgrades. If dedicated labs were placed in those buildings, the departmental offices were located in the B Building to create better adjancies.

There were also limitations in terms of space. Most departments could not meet 100% of their preferred space needs simply due to the lack of space. The reconfiguration of the E Building was minimal due to the fact that there was no additional space for the museum and library to grow. To meet the preferred conditions for all these programs and to accommodate additional classrooms for academic growth, more space would have to be provided through the construction of a new building on campus (refer to Master Plan Task 3).

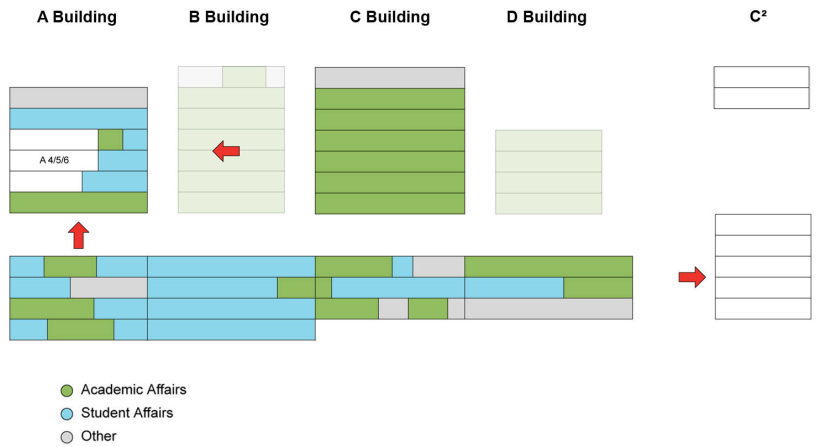
In summary critical priorities of classroom and lab modernization, office space for faculty and administration and expanded facilities are met through the construction of C² and the implementation of the Master Plan. However, space is limited for new general purpose classrooms to accommodate future academic growth. Important decisions about the final space allocations still need to be made. While adjustments of the final space allocations may further increase the number of new classrooms to be included in the Master Plan program, the addition will not create sufficient capacity to expand the college's academic programs and enrolment without the construction of a new building on campus.

strategies

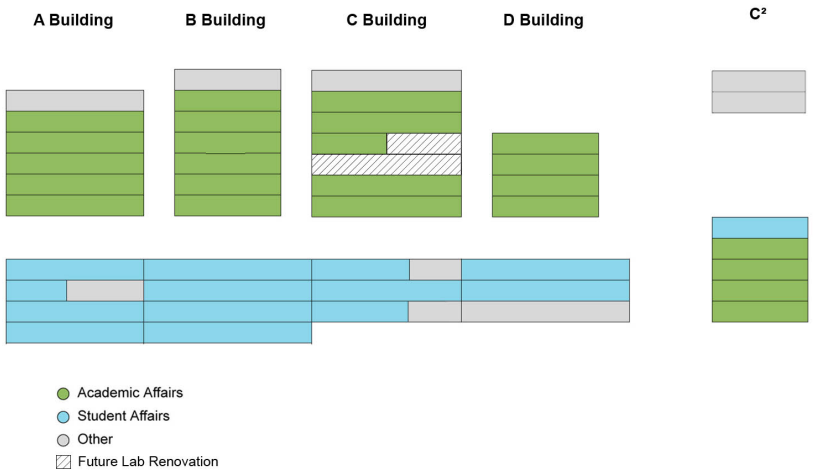
Existing Academic and Student Affairs program organization for A,B,C and D Buildings



A Building 4,5 and 6 and four floors of C² developed into academic teaching space



Proposed Academic Affairs and Student Affairs program organization



Task 2 comments - student affairs

Student Affairs

General Comments

FIT Comment:	Currently located on second floor of B building. Have not seen square footage. Space requirements are same with different configuration. Reception administrative support should be open rather than closed offices. Office suite needs to be located near other Student Affairs Offices, but not on the 9th floor.
Response:	Student Affairs vice president and dean's offices are now located on the 3 rd floor of the C Building. Refer to Drawing A-205 for revision.

Student Services

OISA

FIT Comment:	Three offices at 150sqft needed instead of two.
Response:	Three offices at 150 square feet represent the preferred need which cannot be accommodated within the confines of the existing campus. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	Storage area at 150sqft needed.
Response:	A storage space represents the preferred need which cannot be accommodated within the confines of the existing campus. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	Proximity to Admissions is good.
Response:	-

Admissions

FIT Comment:	First and second floor location required not basement and first floor. Back and front operations need to be on the same level (as long as hard copy files are being used).
Response:	Admissions is now located on the 1 st and 2 nd floor of the C Building. Refer to Drawing A-202 and Drawing A-203 for revisions.

FIT Comment:	If the basement is an option director, assistant and counselors must be on first floor and all records should be on one level on the first floor.
Response:	Admissions is now located on the 1 st and 2 nd floor of the C Building. Refer to Drawing A-202 and Drawing A-203 for revisions.

Task 2 comments - student affairs

FIT Comment:	OISA should move with counselors.
Response:	OISA is now located on the 2 nd floor of the C Building. Refer to Drawing A-203 for revisions.

Financial Aid

FIT Comment:	Error in existing sq ft on Task 2 Revision 2 Program Requirements. Should read 2,910 sq ft not 1,490 sq ft.
Response:	Financial Aid's existing square footage is 1,490 square feet. The preferred square footage is 4,100 (Refer to Task 1 Program of Space Requirements.) In Task 2 of the Master Plan, Financial Aid encompasses 5,100 square feet on the ground floor of the C Building.

FIT Comment:	Proximity to Admissions and Bursar good.
Response:	-

EOP

FIT Comment:	<p>Should be a minimum 2,600 sq ft.(1,447 sq ft in Task 2)</p> <ol style="list-style-type: none"> 1. EOP and CAP reception/waiting area: 540 sq ft 2. Director's office: 240 sq ft 3. Five counselor offices at 160 sq ft each (3 EOP, 1 Data, 1 CAP) 4. Admission storage: 200 sq ft 5. Tutoring space: 540 sq ft. 6. Student Activities conference room, 250 sq ft. 7. Childcare Library 400 sq ft.
Response:	EOP's existing square footage is 1,120. The minimum and preferred square footage outlined in the Task 1 Program of Space Requirements are 3,450 square feet and 1,410 square feet respectively. In Task 2 of the Master Plan EOP encompasses 1,495 square feet on the second floor of the C Building. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme) Refer to Drawing A-204.

FIT Comment:	Should be close to Admissions and Financial Aid.
Response:	The EOP offices are located on the second floor of the A Building, while Admissions and Financial Aid are located on the first and second floors of the B and C Buildings. All student affairs programs are located on the lower levels of the campus. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme) Refer to Drawing A-203 and A -204.

Task 2 comments - student affairs

FIT Comment:	Should not be connected to FIT-able.
Response:	The EOP offices are a separate office suite from FIT-able. Refer to Drawing A-204.

Registrar and Registration Center

FIT Comment:	The office should be called Registrar's office. Sub-title should be Registration (for the left corner) and Records (for the right corner).
Response:	Refer to Drawing A-204 for revision.

FIT Comment:	Both offices should have a connection in the back.
Response:	Existing mechanical shaft space prohibits a connection through the B and C Buildings.

FIT Comment:	Assistant Directors' offices should be toward the center.
Response:	Refer to Drawing A-204 for revisions.

FIT Comment:	Director's office should be attached with the administrative secretary in one area.
Response:	Adjacent office could be used for secretary. Refer to Drawing A-204 for revisions.

FIT Comment:	Faculty offices should be located on the window side since they receive students and faculty.
Response:	Refer to Drawing A-204 for revisions.

FIT Comment:	The General Education Advisement Center should be eliminated from the Registrar office space and replaced with supervisors' offices.
Response:	The General Education Advisement Center is located in the C Lobby to give it proximity to the Admissions office.

FIT Comment:	The Distribution Center can be put on the second floor and removed from the student area.
Response:	Refer to Drawing A-204 for revisions.

FIT Comment:	Two supervisor offices for the registration area and one supervisor office for the records area should be on the first floor.
Response:	Refer to Drawing A-203 for revisions.

Task 2 comments - student affairs

FIT Comment:	At minimum, 1,000 square feet are needed for the staff stations in both the Registration and Records area on the second floor.
Response:	Staff stations meet the minimum requirement.

Student Development

General Comment

FIT Comment:	Disparities/ to be explained: Square footage for 1/25/05 Task 2 does not match Task 2, Revision 2, Program requirements.
Response:	When programs are relocated, they must be adapted to the confines of the existing campus envelope, resulting in changes to the square footage.

Career services

FIT Comment:	Adjacency to Internship is fine.
Response:	-

Career services

FIT Comment:	Strong preference for counselors' offices to have exterior, natural light. Can it be switched with B registration Center?
Response:	The registration center needs to be adjacent to other registration offices in the C Building. The counselors will have exterior, natural light from the B Building Second floor.

Health services

FIT Comment:	External Exposures should be primarily offices and conference room; interior offices should be exam room, etc.
Response:	Health Services has been relocated and reconfigured on the 3 rd floor of the C Building. Refer to Drawing A-205 for revisions.

FIT-able

FIT Comment:	Move to Mezzanine, 2nd floor, A building. OK.
Response:	-

Task 2 comments - student affairs

Athletics

FIT Comment:	Move Health and phys Ed offices to Fitness Center. Convert HPE offices to new Fitness Center. Athletic Director's office area should be enlarged to contain reception and additional staff member.
Response:	The Wellness Center has been located in the A Building to give it improved way-finding and a high level of visibility from the A Building stairway. It will be designed with a glass storefront to maximize its presence within the FIT community. Refer to Drawing A-201 for revisions.

Student Life

FIT Comment:	TBD.
Response:	-

Residential Life

FIT Comment:	Not applicable
Response:	-

Task 2 comments - academic affairs

School of Art and Design Comments

General Comments

FIT Comment:	The School of Art and Design has specific needs in regard to the adjacency of studio and office space. Courses taught in Art and Design studios require faculty to access and transport a significant amount of illustrative materials to individual classes.
Response:	Art and Design offices are concentrated in the D Building. In order to enlarge office space in the departments of Accessory Design, Jewelry Design, Menswear and Packaging Design, which are currently in the D Building bridge, these department's offices were relocated to the B Building. Art and design labs requiring the most ventilation were placed in either the A or C Building. Art and Design labs requiring the most ventilation were placed in either the A or C Building to take advantage of the mechanical system upgrades and the larger floor areas. All labs that are located in A and C Buildings, have their associated offices in B Building. This gives the offices the necessary adjacencies to their academic teaching spaces. Likewise, departmental offices in the D Building are adjacent to their labs and studios in D Building.

FIT Comment:	Several departments within the School of Art and Design have lost studio space in studio's that presently are not large enough.
Response:	In Task 2 the net number of studios has increased from 28 to 34.

FIT Comment:	Existing storage space within the school is inadequate. Several departments show a decrease in storage space or no allocation of necessary space.
Response:	Departmental storage space has increased. There is 2,050 square feet of additional storage space to be distributed between departments by the Academic Affairs Administration.

FIT Comment:	The future acceptance of necessary industry donations of materials and supplies is at risk due to the severe lack of storage space.
Response:	Departmental storage space has increased. For example, The Fabric Room and the Fabric Findings Lab (part of Fashion Design) have increased from 2,500 square feet to 3,100 square feet in Task 2. In addition, there is 2,050 square feet of additional storage space to be distributed between departments by the Academic Affairs Administration.

FIT Comment:	The Bill Blass Center is shared between the School of Art and Design and Business and Technology, appears to be ideally located for maximum usage and exposure. Concerns relating to the space are addressed in the attached details under Fashion Design.
Response:	By relocating the entire Bill Blass Center on the lower level of C ² and the C Building, there are opportunities to expand into adjacent spaces in the C Building.

Task 2 comments - academic affairs

Accessories Design

FIT Comment:	Need for additional Studio space due to program growth which has not been addressed.
Response:	In Task 2 the net number of studios has increased from 28 to 34.

FIT Comment:	Handbag lab has been reduced in size
Response:	The Handbag lab currently in C Building is 1228 square feet. The Handbag lab in the Task 2 is 1570 sf. Its location in the C Building 6 th floor has increased the size by about 345 square feet. In addition, the Handbag lab is on the same floor as the Millinery and Footwear dedicated labs. Refer to Drawing A-208.

FIT Comment:	Lack of necessary storage space. No storage space allocated.
Response:	Refer to Drawing A-210. Existing storage space is 250 square feet. In Task 2, the storage space is directly across the hallway at 150 square feet. In addition, each lab is increasing by about 300 square feet, which can be used for storage. To improve on this, the college needs to build more space (Refer to Task 3 scheme)

FIT Comment:	Lack of adequate adjunct office space. Two offices cannot accommodate two full time faculty and 17 part time faculty
Response:	Currently, the department has one office at 255 square feet, in Task 2 905 square feet given to the department. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	Inappropriate location of department secretary
Response:	Secretary is to be located in open office directly adjacent to ACD chair's office. Refer to Drawing A-209.

Packaging Design

FIT Comment:	No full time faculty office (other than that of the chair)
Response:	PD Department located in 7 th floor of B Building. Refer to Drawing A-209. In the existing condition, the department has one office of 255 square feet. In Task 2, the department has two offices totaling 440 square feet. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

Task 2 comments - academic affairs

FIT Comment:	No adjunct faculty office (10 adjunct faculty)
Response:	In the existing condition, the department has one office of 255 square feet. In Task 2, the department has two offices totaling 440 square feet. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	D530 which is currently a Packaging Design room becomes a shared space with CG.
Response:	Shared teaching space to be determined by Academic Affairs Administration.

FIT Comment:	No studio space allocated
Response:	The number of studio spaces in Task 2 has increased by 6. In the existing condition, there are 28 studios and in Task 2 there are 34. The use of shared teaching space TBD by Academic Affairs Administration.

FIT Comment:	No model space for three-dimensional works of art
Response:	There is 2,050 square feet of additional storage space to be distributed between departments by the Academic Affairs Administration. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

Computer Graphics

FIT Comment:	Need two dedicated labs for Computer Animation and Interactive Media
Response:	The request for two dedicated labs represents the preferred condition and the one dedicated classroom is the minimum condition. In the Task 2 proposal, the minimum condition could be met, but the college needs to build more space to meet the preferred needs.

FIT Comment:	Lab cannot be shared with Fashion Design or Textile/ Surface Design
Response:	Shared teaching space to be determined by Academic Affairs Administration.

Task 2 comments - academic affairs

FIT Comment:	Lack of designated space for Technical Associate and storage
Response:	There is 2,050 square feet of additional storage space to be distributed between departments by the Academic Affairs Administration. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme) Adjacencies will be reevaluated in Task 3 scheme.

FIT Comment:	Need for sound proof recording area
Response:	Refer to Drawing A -207. Sound-proof recording area is adjacent to computer classroom.

FIT Comment:	Adjacency issue – offices cannot be located on the 2nd floor of “D” and labs on the 5th floor of “C”
Response:	IT Department requested all computer labs be adjacent to each other for servicing and maintenance. Offices have been relocated to 3 rd floor of the D Building. Refer to Drawing A-205. Computer labs are located on the 4 th floor of the C Building. Refer to Drawing A-206.

FIT Comment:	The new plan eliminated an existing Conference/Meeting Room for Thesis activities
Response:	Refer to Drawing A-205. Conference room is located in office suite.

FIT Comment:	Computer Animation and Interactive Media need two contiguous rooms
Response:	In the Task 2 proposal, there is an increase of computer classrooms by 6. The dedicated teaching space is to be determined by Academic Affairs Administration.

Fabric Styling

FIT Comment:	Issues in regard to noise. Jewelry Design classes cannot be contiguous without a commitment to sound proofing.
Response:	Sound-proofing will be addressed in schematic design phase.

FIT Comment:	Lack of adequate space for projected growth
Response:	The departmental office space has grown by 953 square feet. Currently, there are 6047 square feet of space and in Task 2 there is 7000 square feet. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

Task 2 comments - academic affairs

Textile/Surface Design

FIT Comment:	Classrooms and department offices cannot be situated on four different levels due to the logistics of faculty transporting necessary illustrative material
Response:	Labs on the 8 th floor of C Building were moved to the 6 th floor of the C Building adjacent to the weaving lab and departmental offices. The Screen-printing lab is located in the A Building 3 rd floor to take advantage of the existing mechanical systems and the larger floor area.

FIT Comment:	Textile/Surface design requires a sink, specific ventilation as well as dedicated storage space
Response:	Sinks, ventilation and storage will be addressed in the schematic design phase.

FIT Comment:	Concern in regard to sharing space with Fabric Styling and Jewelry Design
Response:	Shared teaching space to be determined by Academic Affairs Administration.

Interior Design

FIT Comment:	Reduction of necessary priority classrooms
Response:	The net number of new classrooms in Task 2 is 8. In addition, these classrooms are larger in square footages than the existing. In order to increase the number of classrooms in Task 2 the College needs to answer these two questions: <ol style="list-style-type: none"> 1) Should the Master Plan decrease the number of faculty offices to increase the number of classrooms? 2) Should the Master Plan reduce the number of proposed computer classrooms to increase the number of classrooms? To improve further on the Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

FIT Comment:	Design and location of department Lighting Lab space is not adequate. Technician's office should be adjacent
Response:	Refer to Drawing A-208. Technician's office is adjacent.

FIT Comment:	Lack of required storage space, present space has been reduced
Response:	There is 2,050 square feet of additional storage space to be distributed between departments by the Academic Affairs Administration To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

Task 2 comments - academic affairs

FIT Comment:	Implementation of proposed “seamless four-year program” requires additional space
Response:	The departmental offices have increased from 3,520 square feet to 3,700 square feet in Task 2. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

Fashion Design

FIT Comment:	Inappropriate locations of studios and offices. The department is spread over three buildings and three floors
Response:	Most labs and the departmental offices are placed on the 3 rd floor of the A, B and C Buildings with some labs on the 7 th floor of the C Building. The Bill Blass Center is now entirely located in the lower level of C ² due to equipment loads. In addition, there are opportunities for the Bill Blass Center to expand into adjacent spaces in the C Building.

FIT Comment:	The fabric lab and fabric swatch room need to be contiguous rooms
Response:	Refer to Drawing A-205. The fabric lab and swatch rooms are contiguous.

FIT Comment:	There are concerns in regards to the Bill Blass Lab. This lab needs to include the new Stoll knitting technology, Santoni circular machines and flatbed knitting machines. Additionally the Brother hand knit machine lab need additional square footage than it does presently. This lab must also be sound proof.
Response:	The space designated for the Bill Blass Center is the same square footage as the current proposal. By relocating the entire Bill Blass Center on the lower level of C ² , there are opportunities to expand into adjacent spaces in the C Building. Sound proofing issues will be addressed in schematic design phase.

FIT Comment:	Lack of adequate storage space for donations
Response:	The department’s storage space for donations has increased from 2,500 square feet to 3,100 square feet in Task 2. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

FIT Comment:	Lack of dedicated Fashion Design-Art Hybrid classes
Response:	The number of academic teaching spaces has increased by 16. The Academic Affairs Administration will determine the use of the additional spaces. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

Task 2 comments - academic affairs

FIT Comment:	Concern in sharing labs with Communication Design, Textile Science and Patternmaking, in regard to the ability to service students in Communication Design and Apparel Design.
Response:	Shared teaching space to be determined by Academic Affairs Administration.

Jewelry Design

FIT Comment:	Proposed plan reduces necessary studio space
Response:	The 2 dedicated metal labs decreased from 1650 square feet each to 1525 square feet each. The loss is due to the space required for upgrading the mechanical system in the C Building. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme).

FIT Comment:	Color and Light lab requires specific security features as well as prep room
Response:	Refer to Drawing A-210. Security to be addressed in schematic design phase.

FIT Comment:	Need for a designated Gemology room
Response:	The number of academic teaching space has increased by 16. The Academic Affairs Administration will determine the use of the additional spaces. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme).

FIT Comment:	Office space is required for Department Coordinator
Response:	The offices for the Departmental Coordinator increased from 1,130 square feet to 1,180 square feet. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

FIT Comment:	Labs cannot be shared between Jewelry Design and Textile/Surface Design
Response:	Shared teaching space to be determined by Academic Affairs Administration

Toy Design

FIT Comment:	One full-time faculty office has been omitted
Response:	In Task 2 the department is gaining 2 offices more than existing. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

Task 2 comments - academic affairs

FIT Comment:	Contiguous studio space has been omitted
Response:	The existing studio/library/resource/storage space in Task 2 increased from 3,865 square feet to 4,775 square feet. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme).

FIT Comment:	Necessary storage space for product, equipment, materials and prototypes has been omitted
Response:	The existing studio/library/resource/storage space in Task 2 increased from 3,865 square feet to 4,775 square feet. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme).

FIT Comment:	Dedicated toy department conference room and reception area has been omitted
Response:	The toy department is relocated to the A Building 6 th floor directly across the hallway from toy department dedicated teaching spaces. The department maintains a dedicated conference room and picks up an additional office in the revised Task 2 scheme. Refer to Drawing A-208 for revision.

Fine Arts

FIT Comment:	Printmaking area needs to be double its projected size
Response:	The printmaking area cannot be expanded due to the limitations of the existing D Building. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

FIT Comment:	For safety purposes, the sculpture area must be three distinct studio spaces, clay wood and metal
Response:	Layout of studio spaces will be addressed in schematic design phase.

FIT Comment:	Storage space is required in the sculpture rooms as well as the printing rooms
Response:	Storage space within the studios and labs be addressed in schematic design phase.

FIT Comment:	Fine Arts required a dedicated still life drawing room with storage space
Response:	There is 2,050 square feet of additional storage space to be distributed between departments by the Academic Affairs Administration To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

Task 2 comments - academic affairs

FIT Comment:	Task 2 does not indicate adequate faculty and office space
Response:	To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

Communication Design

FIT Comment:	Not enough full-time faculty space
Response:	The departmental offices in Task 2 increased from 3,460 square feet to 3,510 square feet. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

FIT Comment:	Not enough adjunct office space
Response:	The departmental offices in Task 2 increased from 3,460 square feet to 3,510 square feet. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

FIT Comment:	No conference room
Response:	The conference room represents the preferred condition. To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal).

FIT Comment:	Not enough studio classrooms
Response:	<p>The net number of new studios in Task 2 is 6. In order to increase the number of studios in Task 2 the college needs to answer these two questions:</p> <ol style="list-style-type: none"> 1) Should the Master Plan decrease the number of faculty offices to increase the number of studios or classrooms? 2) Should the Master Plan reduce the number of proposed computer classrooms to increase the number of studios or classrooms? <p>To improve further on the Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal).</p>

FIT Comment:	Not enough computer classrooms
Response:	The net new computer labs and computer classrooms is 8 and 7 respectively. To improve further on the Task 2 proposal the college needs to build more space (refer to the Master Plan Task 3 proposal).

Task 2 comments - academic affairs

FIT Comment:	Not enough storage space
Response:	Communication Design storage in Task 2 increased from 135 square feet to 220 square feet. To improve on this, the college needs to build more space (Refer to Task 3 scheme).

Photography

FIT Comment:	The SHoP Task 2 shows the loss of C414, the department's new digital photography studio/computer lab
Response:	As proposed by the photo department, C414 was turned into Digital Photography Lab. Refer to Drawing A-206.

FIT Comment:	The Photography Department requires the storage space it presently maintains.
Response:	The Photo Department storage space in Task 2 increases from 120 square feet to 200 square feet. Refer to Drawing A-207. To improve on this, the college needs to build more space (Refer to Task 3 scheme)

FIT Comment:	Additional space is required for the equipment room in order to accommodate the needs of the new BFA program
Response:	To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal)

Illustration

FIT Comment:	Chairs office and department office need to be contiguous
Response:	Chair office and departmental offices are contiguous in the 3 rd floor of the D Building Bridge. Refer to Drawing A-205

FIT Comment:	The plans do not clearly indicate that the Illustration department has an adequate number of computer classrooms.
Response:	Shared computer classrooms are to be determined by the Academic Affairs Administration. The net new computer labs and computer classrooms is 8 and 7 respectively.

Display and Exhibit Design

FIT Comment:	Storage space options need to be discussed with SHoP Architects
Response:	The Display and Exhibit Design Department storage space in Task 2 increases from 300 square feet to 700 square feet. To improve on this, the college needs to build more space (Refer to Task 3 scheme)

Task 2 comments - academic affairs

FIT Comment:	Office space must be reworked to accommodate present and projected faculty
Response:	The departmental offices in Task 2 increases from 1,000 square feet to 1,600 square feet. Refer to Drawing A-207. To improve on this, the college needs to build more space (Refer to Task 3 scheme)
FIT Comment:	Technician office space must remain a separate room
Response:	The tech office is a preferred space that cannot be accommodated in Task 2. To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal)
FIT Comment:	No indication of showcases located between the escalator banks on the 2nd, 3rd and 4th floors of the C Building which are used as “labs/installation” areas for 1st semester student work
Response:	Lab/installation areas to remain in these locations, but will be modernized.

Restoration

FIT Comment:	Lack of a dedicated “clean room” for gilding and lectures
Response:	The Restoration Department is gaining an additional Restoration lab that can be used for gilding and lectures.
FIT Comment:	Safety issues require storage areas for wood and tools
Response:	Refer to Drawing A -206 for revision. Storage space has been added.
FIT Comment:	Dual access to lab in order to create a safe entrance and exit for students. Presently, the only way this can be accomplished is through the department reception area
Response:	Refer to Drawing A-206 for revision.
FIT Comment:	The size of the present spray booth is inadequate and there are serious safety issues due to necessary items, including a sink and large spray booth
Response:	Spray booth specifications will be addressed in schematic design phase. Refer to Drawing A-206.
FIT Comment:	Lack of required staff and faculty office space
Response:	The departmental offices in Task 2 increases from 582 square feet to 773 square feet. To improve upon the Master Plan Task 2 proposal, the college needs to build more space. (refer to the Master Plan Task 3 proposal)

Task 2 comments - academic affairs

Menswear

FIT Comment:	Task 2 addresses all necessary space requirements for the major other than the department does not have enough storage space
Response:	Please note: The Menswear Dedicated Labs have moved from the 6 th Floor of C Building to the 8 th floor of C Building. Offices are still located on the 7 th floor of B Building.

School of Business and Technology Comments

General Comments

FIT Comment:	Specialized teaching spaces: Improved adjacencies still needed: This was a common thread to conversation and written comments that were returned. Most felt that better consolidation of departmental labs and specialized classrooms still needs to be attained, particularly as it relates to Production Management, TDM, and Patternmaking. Closer adjacencies make it more functional for faculty and staff to move teaching-materials to and from classrooms for lectures and labs. Currently many dedicated spaces are on different floors and in different buildings.
Response:	Refer to specific department responses below.

FIT Comment:	Some require teaching/ storage spaces missing or lacking. Careful review of the attached comment sheets from Chairs will show that some critical storage areas or dedicated classroom spaces were left out or not large enough. (AMC, Production Management and PT) These needs must be reconsidered.
Response:	Refer to specific department responses below.

Task 2 comments - academic affairs

FIT Comment:	Bill Blass Center: Consensus of opinion was that the overall location will be fine and provide better visibility compared to the “old gym” space. However, attention to the final square footage that is ultimately allocated must be reviewed as we move forward. Most felt there could be a potential shortage of space for new equipment that is projected to be part of these spaces. Current plans indicate 11,330 square feet allocated on two floors, with possible flex space consisting of adjacent classrooms, increasing the potential overall Center size to 14,930 sq ft. Most felt comfortable with the 19,930 sf as long as adjacent flexible space would allow for future expansion of the center, if needed. Attention must also be given to floors loads for equipment, sound proofing, and egress for equipment moving in and out of the final space. Considerations to “privacy” of lower-level teaching spaces, as it relates to the final design of the first floor perimeter glass walls over-looking the lower classrooms must be further discussed. Perhaps the use of frosted glass or a more limited inward-view of the lower level teaching spaces could be considered.
Response:	Refer to Drawing A-202. The space designated for the Bill Blass Center is the same square footage the current proposal in the old gym location. By relocating the entire Bill Blass Center on the lower level of C ² and the C Building, there are opportunities to expand into adjacent spaces in the C Building. Schematic design phase will address visibility.

FIT Comment:	Adjunct Offices: Most were pleased with the new, separate spaces being provided for adjuncts, though overall space may still prove to be tight. Location of these spaces seemed to be fine, though one Chair (HP) indicated that they did not see their departments represented within the allotted spaces as shown on the fourth and fifth floor of the A-B building bridge-space allocated to adjunct offices.
Response:	Refer to specific department responses below.

FIT Comment:	Full time faculty, chairs, secretarial offices: The TDM, PT, ITM, HP areas (4 th floor B-Building) were pleased to see the adjunct space moving out of their core office area (B-436), thus allowing for the expansion of more full-time faculty offices within the B-436 complex. The ITM chair has mentioned in his report that he would like to see a separate and similar office/ classroom specialized areas, similar to the new HP area, as indicated on the Fifth Floor A Building floor plan, thus, in effect ITEM out of the B-436 complex.
Response:	To maximize the efficiency, the offices are laid out in multi-departmental suites. To improve upon the Master Plan Task 2 proposal, the college needs to build more space. (refer to the Master Plan Task 3 proposal)

FIT Comment:	The AMC, DM, PM office complex B-403; overall space for new faculty may be limited and some reconfiguration of final details of the overall space would need to be reviewed...see comments in AMC
Response:	Refer to specific department responses below.

Task 2 comments - academic affairs

FIT Comment:	Faculty Dining and Lounge: Comments were numerous about the fact that there appears to be no separate dining and faculty lounge of any kind.
Response:	Refer to Drawing A-210 for revision. Faculty Dining Club is to be located in 8 th floor of the A Building.

Advertising and Marketing Communications

FIT Comment:	The preferred space requirements were not met or satisfied.
Response:	The offices of Advertising and Marketing Communications in Task 2 of the Master Plan have increased from 2,720 square feet to 3,100 square feet. To improve upon the Master Plan Task 2 proposal, the college needs to build more space. (refer to the Master Plan Task 3 proposal)

FIT Comment:	The AMC office space has been moved and the adjuncts' office space is adjacent to the main office. However, none of the specified office space is identified within B-403. There is an extra unidentified space to be built in our reception area, which would make our reception area too small to handle three departments. The DM Chair's office is placed in a current AMC multi-faculty office. The AMC Chairs Office was moved to a PM multi-faculty office. AMC Chair's office does not have to move.
Response:	Refer to Drawing A -206 for revisions. To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal)

FIT Comment:	The labs are not exactly adjacent to the offices, but are fine in terms of location. However, the Broadcast Studio is only 840 sf, when 1000 sf is the minimum preferred. It may be possible to find some additional sq. footage by reducing the sq. footage in the AMC computer lab. In addition, the ceiling in the Broadcast Studio is only 11' high. The studio needs to have double height ceiling, and it is possible to provide this by going up to the sixth floor, which is now showing as a classroom. The Control room, Green room, Editing Room, Office Space and Storage space are appropriately sized.
Response:	The Broadcast Studio has been enlarged to 1000 square feet (refer to drawing A-207). To create a double height ceiling, the Academic Affairs Administration needs to make a decision to eliminate the lab on the 6 th floor of the A Building. Refer to Master Plan Task 3 for the double height Broadcast Studio Space.

Task 2 comments - academic affairs

FIT Comment:	Good placement (of adjunct space) as it is next to AMC's main office. However, the original plan indicated that AMC adjuncts were designated roughly 1500 sq. ft. The new plan sets aside approx 1200 sq. ft. that is to be shared with the DM and PM departments, thus greatly reducing the space for AMC adjuncts. This space will not be adequate for our number of adjuncts.
Response:	In Task 2 (revised) the adjunct faculty offices in AMC have been increased to 1,500 square feet. In Task 2 AMC is allocated 86% of its preferred space requirements.

FIT Comment:	Square footage is reversed on the summary sheet dated January 31, 2005. The space allotted for academic affairs and the space allotted for offices has been reversed.
Response:	Noted.

FIT Comment:	Our dedicated classroom and observation room for focus group based courses is missing! Currently located in B731 and B731B respectively, with the omission of these rooms. AMC, a department serving 800 major's students and FMM as a service course, has no dedicated classroom. This represents a serious loss to our space requirements. In our meetings with SHoP we indicated that we needed additional dedicated classrooms. Currently, there is an open classroom on the 5th floor, adjacent to the AMC dedicated space, which might be appropriate for our dedicated classroom and observation room.
Response:	Refer to Drawing A-208 for revision.

FIT Comment:	The SHoP plans we were shown indicated a storage area of 100 sq. feet and 150 sq. feet for a staff lounge. We assumed these to be located near the office. These spaces are not indicated on the new master plan.
Response:	The increased storage area and lounge requested by AMC represents a preferred space allocation. In Task 2 of the Master Plan these two areas cannot be accommodated within the existing campus envelope. To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal).

Direct Marketing

FIT Comment:	All the preferred space requirements were met or satisfied from those provided by SHoP
Response:	In Task 2 Direct Marketing adjunct faculty office space was increased to 250 square feet with a net increase of 300 square feet to the department's office space. The Direct Marketing Office received 100% of its preferred space requirements.

Task 2 comments - academic affairs

Fashion Merchandising Management

FIT Comment:	All the preferred space requirements were not met or satisfied because FMM should have one more classroom and one more computer lab.
Response:	In Task 2 the number of classrooms has increased by 12 and the number of computer classrooms has increased by 8. Additional dedicated teaching space is to be determined by Academic Affairs Administration. To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal)

FIT Comment:	The FMM department will now be on the 5th floor of the "B" Building? I like the location of the offices. I would like to recommend that there be more space in the area of the reception and secretaries. There are so many student and parents who visit the FMM Department and there needs to be proper space for sitting and standing. The space should be separate from the secretaries.
Response:	Refer to Drawing A-207. The design will be further developed in the schematic design process.

FIT Comment:	There should be two computer labs for FMM that are located near the other classroom and offices. The FMM Department is large enough that the 5th floor should only be used for the Department. I recommend that the A&B 5th floor be used only for the Department. There should be smart classrooms, computer labs. Fulltime faculty offices and adjuncts offices all in a suite together.
Response:	In Task 2 the number of classrooms has increased by 8 and the number of computer classrooms has increased by 6. Additional shared teaching space is to be determined by Academic Affairs Administration. To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal)

FIT Comment:	Adjunct Space: The initial space looks good, will this be offices or just open cubicles?
Response:	The Adjunct Space could be hotel style cubicles that are shared between 3 adjuncts. There are three hotel style cubicles per 250 square feet of space.

FIT Comment:	The FMM presentation room needs to be in the same vicinity as the rest of the FMM department.
Response:	The FMM presentation room is located in the 5 th floor of the A Building, and the offices are located on the 5 th floor of the B Building. Refer to Drawing A-207.

Task 2 comments - academic affairs

FIT Comment:	The FMM Department should have enough space allocated to the department so it can have all of its classrooms, offices, labs and presentation room together. The department is large enough to maintain this space.
Response:	The FMM Department is centered on the 5 th floor of the campus. The departmental offices are on the B Building 5 th floor, the presentation room is on the A Building 5 th floor and possible dedicated computer labs are on the C Building 5 th floor. The computer classrooms must be centralized in the C Building for IT servicing and maintenance.

Home Products Development

FIT Comment:	All the preferred space requirements were not met or satisfied: one space is missing.
Response:	The departmental offices in Task 2 revised increases from 702 square feet to 1,169 square feet. In Task 2 revised, 250 square feet for adjunct faculty was added to Home Products Department. Refer to Drawing A-207 for revision.

FIT Comment:	The office locations, reception, classroom and seminar room space are located well – good adjacency
Response:	-

FIT Comment:	There is no office planned for HP adjuncts. We currently have 7 adjuncts and will probably have 4 to 5 more adjuncts in the next 5 years as we add sections of HP 231 to meet FMM student needs. The adjunct office should be adjacent to the rest of the HP space
Response:	In Task 2 revised, 250 square feet for adjunct faculty was added to Home Products Department. Refer to Drawing A-207 for revision. HP received 100% of its preferred office space requirements in Task 2 of the Master Plan.

FIT Comment:	The proposed location on the 5th floor of A Building does not look like it can accommodate a proposed adjacent adjunct office.
Response:	HP adjunct offices are located across the hall from the main department offices and are adjacent to FMM's adjunct offices.

FIT Comment:	In the next five years, the HP program could easily grow to two sections of students if the college is able to increase enrollment. Thus there could be a need for two full time faculties plus the chairperson. The location on the 5th floor of A Building also does not allow for the two full time faculties plus the chairperson. The location on the 5th floor of A Building also does not allow for the possibility of a second full time faculty office.
In Task 2	To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal).

Task 2 comments - academic affairs

FIT Comment:	There is no indication of an adjacent storage closet on the plans. HP needs storage facilities for visual aides (some are quite bulky), a cart, departmental laptops, etc.
Response:	Schematic design phase will address storage spaces.

International Trade and Marketing

FIT Comment:	The preferred space requirements were met or satisfied
Response:	The offices of International Trade and Marketing in Task 2 of the Master Plan have increased from 790 square feet t 1,346 square feet. In Task 2 International Trade and Marketing is allocated 93% of its preferred space requirements. To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal).

Production Management

FIT Comment:	Instead of production management, you have Production Management and textiles
Response:	Refer to Drawing A-207 for revision. Labs are concentrated on the A Building 5 th floor.

FIT Comment:	You have my dedicated labs on different floors, they must be side-by-side
Response:	Refer to Drawing A-207 for revisions.

FIT Comment:	Based on my original rooms, you eliminated one room (C-406) and you have it on SHoP Master review sign-off form, and I do not see it on the blueprints.
Response:	C-406 was determined in Task 1 to be a shared classroom as it is used by various departments. The use of shared classrooms is to be determined by Academic Affairs Administration. To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal)

FIT Comment:	Based on the layout of spaces you gave, I am short dedicated teaching space
Response:	C-406 was determined in Task 1 to be a shared classroom as it is used by various departments. The use of shared classrooms is to be determined by Academic Affairs Administration. To improve upon the Master Plan Task 2 proposal, the college needs to build more space (refer to the Master Plan Task 3 proposal)

Task 2 comments - academic affairs

FIT Comment:	From the C Building you put me in the A building, check for floor loading capacity
Response:	Buro Happold, the structural engineers have reviewed the floor loading capacities on the 4 th , 5 th and 6 th floors of the A Building. Equipment arrangement and resulting floor loading will be reviewed during schematic design.

Textile Development

FIT Comment:	The dedicated TDM classrooms on the 6th floor of the A Building need to be closer to our Testing Laboratories, moved to the 8th of the C Building, since we constantly teach our students concurrently with demonstrations and labs that are in these labs; Labs too far away from teaching classrooms
Response:	Refer to Drawing A-208 for revision. TDM Labs are located on the 6 th floor of C Building, next to shared teaching classrooms.

FIT Comment:	TDM constantly utilizes the materials stored in now C-308A, which is adjacent to our current classrooms. We need to have similar storage area available adjacent to new classrooms. The supporting textile materials are an integral part of teaching textiles.
Response:	Refer to Drawing A-208 for revision. Storage space directly across the hall from the classrooms.

FIT Comment:	Bill Blass Center: details as to utilization with FD, TDM equipment need to be determined
Response:	Refer to department comments.

FIT Comment:	Bill Blass Center: New Seamless Stolls, wide flatbeds and “Dubied” knitting machines will be on lower level
Response:	The entire Bill Blass Center has been relocated on the lower level of C ² and the C Building, therefore all the machines will be on the lower level.

FIT Comment:	Bill Blass Center: FD Brother knitting machines must be in an enclosed area because of Noise. Spoke with chair of FD, Leonard Bass, discussed Brother machines should be on upper level and in a separate room. Lower level will house new seamless knitting machines, Santoni and Small Jacquard Loom for weaving.
Response:	The space designated for the Bill Blass Center is the same square footage as the current proposal. By relocating the entire Bill Blass Center on the lower level of C ² and the C Building, there are opportunities to expand into adjacent spaces in the C Building.

Task 2 comments - academic affairs

FIT Comment:	Overall space for Bill Blass Center should be adequate.
Response:	-

FIT Comment:	Adjunct space is ok.
Response:	-

Cosmetics and Fragrance Marketing

FIT Comment:	The preferred space requirements were met or satisfied from those provided to SHoP.
Response:	-

Patternmaking

FIT Comment:	Originally we were allocated, by SHoP, 14,600 square feet of Teaching Space, later reduced to 4,811 square feet. This is a profound difference of 9,789 square feet.
Response:	The 14,600 square feet of Teaching Space represents the preferred square footage. The teaching space has increased from 3,692 square feet existing to 4,841 square feet in Task 2. To meet the preferred square footage the college needs to build more space. (refer to Task 3 scheme).

School of Liberal Arts Comments

General Comments

FIT Comment:	1. Faculty offices remain the same as it is today. It does not allow for future growth.
Response:	The offices in the School of Liberal Arts in Task 2 of the Master Plan have increased from 14,914 square feet to 22,574 square feet. In Task 2 the School of Liberal Arts is allocated 74% of its preferred space requirements. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	2. Separate departmental suite that was requested by some departments does not appear on the plan.
Response:	Combining suites is more space efficient. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	3. Loss of American History adjuncts. (currently in A331) This discipline may become a department.
Response:	Refer to Drawing A-210.

Task 2 comments - academic affairs

FIT Comment:	4. No space designated for the Presidential Scholars Program.
Response:	Refer to Drawing A-206. Department moved to 4th floor of the A Building.

FIT Comment:	5. Perhaps the Reception/secretarial area in each suite could be reconfigured to allow for more faculty offices.
Response:	Refer to Drawing A-210 for revisions.

FIT Comment:	6. If renovation of departmental suites takes place, perhaps the internal hallway could be reconfigured to allow for more even office spaces across from each other: two offices of equal size instead of one large office and on small one.
Response:	This will be evaluated in the schematic design phase.

FIT Comment:	7. No AV storage space.
Response:	There is 2,050 square feet of additional storage space to be distributed between departments by the Academic Affairs Administration To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme)

FIT Comment:	8. The Advisement Center (C building second level of plan, color-coded Blue) does not show a separate office for the Coordinator of General Education/Liberal Arts requirements.
Response:	Refer to Drawing A-202 for revisions.

FIT Comment:	9. The large rooms designated as Adjunct offices could be partitioned in two to make more use of the space for the army of adjuncts in each department.
Response:	Partition of offices will be addressed in schematic design phase.

Academic Skills Center

FIT Comment:	Academic Skills and FITable should be close. (FITable in C building and Academic Skills in A in the Task 2 Plan.)
Response:	Refer to Drawing A-205. Academic Skills is located in the 3 rd floor of the A Building, and FIT-ABLE is located on the 2 nd floor of the A Building.

FIT Comment:	The office for the Academic skills Center should be large enough to house 2 individuals: the coordinator and her assistant.
Response:	The 300 square foot office can accommodate 2 individuals.

Task 2 comments - academic affairs

English and Speech/Educational Skills Suite

FIT Comment:	Two large adjunct rooms are clearly not enough for 60 adjuncts from EN, ES, FL.
Response:	The adjunct faculty office space for English and Speech/ Educational Skills has been revised to 1,650 square feet.

Health and Physical Education Suite

FIT Comment:	There should be two faculty lockers preferably near to faculty offices and the Gyms/Dance Studio, one for men and another for women, as currently exists.
Response:	Refer to Drawing A-201 for revision. Faculty lockers are adjacent to offices.

FIT Comment:	Gym Storage Space which color coded in blue in the plan belongs to HPE, not Athletics. It should include office space for the Technologist.
Response:	HPE and Athletics have shared spaces. Refer to Drawing A-201 for Technologist's office.

FIT Comment:	Dance Studio should include a storage closet for equipment.
Response:	Refer to Drawing A-201.

FIT Comment:	A conference room is needed.
Response:	Refer to Drawing A-201 for revision. Conference room is included.

FIT Comment:	There seems to be some wasted space on the south side of the reception/ Secretarial area. Could that space be incorporated into the last of the four offices on the west side of the suite to make it larger?
Response:	Refer to Drawing A-201.

Science and Math/Foreign Languages Suite

FIT Comment:	Currently there are 17 full-timers in the suite.
Response:	The offices of Science and Math/Foreign Languages in Task 2 have increased from 4,900 square feet to 6,080 square feet. To improve on the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	The suite is one office short of the existing need and does not allow for growth.
Response:	T The offices of Science and Math/ Foreign Languages in Task 2 have increased from 4,900 square feet to 6,080 square feet. To improve on the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

Task 2 comments - academic affairs

FIT Comment:	One large room to house 25 adjuncts for Sc/M is inadequate.
Response:	Adjunct offices for Science and Math/ Foreign Languages in Task 2 have increased from 570 square feet to 990 square feet; 10 square feet short of the preferred area requested.

FIT Comment:	The Physical Science/Biology Prep Room (currently in C806) is missing. It is required to store hazardous materials and prepare carts for the various science classes. It must include 2 offices for full-time technologist and a full-time classroom assistant.
Response:	Refer to Drawing A-210. The room is located adjacent to the departmental offices.

FIT Comment:	The Color Science Prep Room (currently in adjacent to C816) does not appear. It should be adjacent to the Color Science Lab, 12'x12' for limited student access.
Response:	Refer to Drawing A-210 for revision. There are two speech rooms indicated on the plan.

Classrooms

FIT Comment:	One speech room in the master plan (8th level) while there are two now.
Response:	Refer to Drawing A-210.

FIT Comment:	Color Science and Gemology share the Color Science Lab (C816). They should have two separate dedicated labs.
Response:	To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	Two Gyms and the Dance Studio are primarily used for HPE classes. Yet they appear as athletics/Student Affairs space. Should they not be considered dedicated instructional space, to be used by Athletics when available?
Response:	These rooms are shared between both departments, so they have been labeled HPE/ AP.

FIT Comment:	Science and Math currently has 7 labs/instructional spaces. The plan appears to show 5 spaces.
Response:	Refer to Drawing A-209 for labs. Refer to Drawing A-207 for computer labs. IT Department requested all computer labs be adjacent to each other for servicing and maintenance.

Task 2 comments - academic affairs

FIT Comment:	Science Lecture Rooms are not ordinary classrooms. They must be set up to permit science demonstrations (student workstations, gas & water).
Response:	These design considerations will be addressed in the schematic design phase.

FIT Comment:	Science Labs must allow for laboratory work (student workstations, gas & water).
Response:	These design considerations will be addressed in the schematic design phase.

FIT Comment:	Additional multi-use/flexible space classrooms are needed for the liberal arts.
Response:	In Task 2 the net number of new multi-use space classrooms is 12. A grouping of multi-use classrooms on the 8 th floor of c are located adjacent to the Liberal Arts department offices. In order to increase the number of classrooms in Task 2 the college needs to answer these two questions: <ol style="list-style-type: none"> 1) Should the Master Plan decrease the number of faculty offices to increase the number of classrooms? 2) Should the Master Plan reduce the number of proposed computer classrooms to increase the number of classrooms? To improve further on the Task 2 proposal the college needs to build more space (refer to Task 3 scheme).

School of Curriculum and Instruction

The CET

FIT Comment:	Ample space allocation, providing office space for director and coordinator. Within the larger space, the allocations for the administrative assistant, the “open Lab” and meeting spaces need to be defined.
Response:	The allocation of space in the open lab will be addressed in the schematic design phase.

FIT Comment:	Proximity to stairs, elevators, and restrooms. Exposure to atrium allows CET visibility.
Response:	C ² has access to stairs, elevators and restrooms.

FIT Comment:	Proximity to Academic Affairs offices on 9th floor, and just below the Boardroom (where we might schedule special meetings.)
Response:	-

Task 2 comments - academic affairs

FIT Comment:	Walkway to C building with classrooms, HR and IT training labs.
Response:	-
FIT Comment:	Easy access to: B building's 8th floor, housing all LA faculty offices: B building's 7th floor housing further LA offices, A& D offices.
Response:	-
FIT Comment:	The main issue is faculty access to the Center and whether it is perceived as accessible or remote. While the planned location is further away from the CET's existing location, it appears to be accessible.
Response:	CET is located centrally on campus.
FIT Comment:	A number of individuals have indicated a desire to have the CET located next to a Faculty Lounge and/or the Library
Response:	C ² provides visibility and access being in a central building on campus.
FIT Comment:	Distance to ground floor.
Response:	CET, can be accessed from elevators in either the C ² or the C Building lobbies. Skybridges into c Building allow direct access to CET from all buildings on campus.
FIT Comment:	Less easy CET access for faculty from D building (mostly A&D depts..)
Response:	The CET is at a central location on campus between the A ,D and E Buildings.
FIT Comment:	Less easy CET access for faculty from A building (mostly B&T, Grad. School depts.)
Response:	The CET is at a central location on campus between the A ,D and E Buildings.
FIT Comment:	Distance from Library – CET equivalents in other institutions are frequently in close proximity to their libraries.
Response:	In Task 3, CET could be located in a more central location to the library.
FIT Comment:	Location of Online/Distance Learning office is unclear in current plan.
Response:	Refer to Drawing A-211. Academic Affairs office has expanded.

Task 2 comments - academic affairs

FIT Comment:	Location of faculty lounge is unclear.
Response:	To be determined by College Administration.

Curriculum and Instruction

FIT Comment:	The plans for the 9th floor of the C do not identify specific areas required for the office of Curriculum and instruction. For offices are needed. Two for existing curriculum staff. Two offices for Distance Learning.
Response:	Refer to Drawing A-211. Academic Affairs office has expanded.

School of Graduate Studies

General Comments

FIT Comment:	Not use to having something so beautiful.
Response:	-

Direct reports

Faculty Service

FIT Comment:	Locating the office across from the main campus where it would make it more difficult for the students and faculty to reach us is not acceptable.
Response:	Refer to Drawing A-209. Offices have been located in 2 nd floor of D Building.

FIT Comment:	A conference room for Faculty Association committee meetings would be useless in 236 on the 5th Floor.
Response:	Refer to Drawing A-209. Offices have been located in 2 nd floor of D Building.

FIT Comment:	A better placement for the Faculty services office would be on the first or second floor of one of the building on the main campus.
Response:	Refer to Drawing A-209. Offices have been located in 2 nd floor of D Building.

Task 2 comments - academic affairs

Grants Coordinator

FIT Comment:	It allows for no growth in the next 5 to 10 years.
Response:	In Task 2 the Grants office has gained an additional office from the existing condition. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)
FIT Comment:	Location with more visibility would advance our work, preferably near other offices that serve Faculty and staff group.
Response:	Refer to Drawing A-206. Department located on 4th floor of the A Building.

Institutional Research

FIT Comment:	The planned space does not allow for any personnel growth in the office. I would anticipate the office to increase personnel by two people.
Response:	Additional office space for future positions represents a preferred condition, which cannot be met in the Task 2 proposal due to the limits of the existing building envelope. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)
FIT Comment:	The location for the office within Academic Affairs is important and I am pleased it was placed there.
Response:	Refer to Drawing A-206. Department located on 4th floor of the A Building.
FIT Comment:	I cannot determine from the materials if there is adequate space for files.
Response:	Additional storage space represents a preferred condition, which cannot be met in the Task 2 proposal due to the limits of the existing building envelope. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

International Program

FIT Comment:	The office deserves a location consistent with the image and prestige that FIT proposes to project to its visitors.
Response:	Refer to Drawing A-206. Department located on 4th floor of the A Building.
FIT Comment:	Meeting held to coordinate projects require a setting commensurate with the importance the college gives to the projects.
Response:	Refer to Drawing A-206. Department located on 4th floor of the A Building.

Task 2 comments - academic affairs

FIT Comment:	It would be a serious mistake to put this office across the street. It needs to be in a high student traffic area, while maintaining the dignity of an office which can receive distinguished guests.
Response:	Refer to Drawing A-206. Department located on 4th floor of the A Building.

Internship Center

FIT Comment:	SHoP is considering the IC an administrative function. This is in direct opposition to the true nature -that is, academic- of our operation. The plan nullifies what we have gone to some lengths: that the IC is an academic department, offering as it does college-credit-bearing courses. IC should not be placed across the street. Should we allow architects to move us out of the academic side of the house?
Response:	The Internship Center in Task 2 was allocated 1,600 square feet which is 52% of preferred space requested. To improve upon the current Task 2 proposal, the college needs to build more space (refer to Task 3 scheme).

FIT Comment:	Does not allow growth.
Response:	Additional office space for future positions represents a preferred condition, which cannot be met in the Task 2 proposal due to the limits of the existing building envelope. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	Though we asked for space to house the 5-20 adjunct instructors we employ now, the master plan does not provide any space for these part-timers' office needs or for the office hours they are required to keep.
Response:	The Internship Center in Task 2 has increased from 1,000 square feet to 1,600 square feet. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	Does not provide minimal conference space we need for meetings with sponsor companies as well as for IC faculty and department meetings.
Response:	To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	Does not provide reception space we need for three secretaries and a student aide as well as for all the students who come in to perform a variety of tasks in this reception area.
Response:	Reception and secretarial space was provided. Refer to Drawing A-204. The department was moved to the 2 nd floor of the B Building adjacent to career services.

Task 2 comments - academic affairs

Library

FIT Comment:	We would like to see all library floors 4,5 & 6 gutted to perimeter walls to permit a complete redesign and space gain.
Response:	Refer to Drawings A-202, A-206, A-207, and A-208 for revisions.
FIT Comment:	The stairways on every level should open out onto service/collection areas rather than blind hallways to improve field of vision and ambience for the library facility.
Response:	Refer to Drawing A-206, A-207, A-208 for revisions.
FIT Comment:	Reroute the new E-Building 27th street library entrance and express elevator; provide a lobby space big enough for library display cases and security desk.
Response:	Refer to Drawing A-203 for revisions.
FIT Comment:	Maintain 5th floor as the main entry floor; combine D-bridge and E-elevator entrances into one on Library 5th floor.
Response:	Refer to Drawing A-207 for revision.
FIT Comment:	Install 2 hydraulic elevators for 5-6 & 5-4 internal operation (handicapped & book truck usage)
Response:	Refer to Drawing A-203. Two elevators are dedicated to the library. One is express to the 5 th floor and the other is a local elevator to the 4 th and 6 th floor.
FIT Comment:	Create a “reference Collection and service Center” with Departmental offices on the 5th floor.
Response:	Refer to Drawing A-206, A-207, A-208 for revisions.
FIT Comment:	Position Reference & Circulation service desks in close proximity for triage of patrons to appropriate service on the same floor.
Response:	Refer to Drawing A-207 for revisions.
FIT Comment:	Create 2 additional “Smart” library classroom for library/information literacy instruction for a total of two(possibly located near the reference area/Desk)
Response:	Refer to Drawing A-207 for revisions.
FIT Comment:	Create a silent study area.
Response:	Refer to Drawing A-206, A-207, A-208 for revisions.
FIT Comment:	Create small and medium size group study rooms for collaborative student learning.
Response:	Refer to Drawing A-206, A-207, A-208 for revisions.

Task 2 comments - academic affairs

FIT Comment:	Move Graphics Lab from D529A to area directly outside of library D building entrance 5th floor for operational purposes and student access and increase present 1,850 sqft to 2,500 total sq feet to incorporate more self service printing.
Response:	Refer to Drawing A-207 for revisions.
FIT Comment:	Create Art studio space on 6th floor with wet sinks and proper ventilation/lighting for art project fabrication.
Response:	To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)
FIT Comment:	Relocate Interior Design Resource Center (IDRC) to be in proximity of periodicals Dept. operations for staffing efficiency. Create a large storage area within the IDRC.
Response:	Refer to Drawing A-208 for revisions.
FIT Comment:	Develop more Periodicals stacks space.
Response:	Refer to Drawing A-208 for revisions.
FIT Comment:	Develop a fashion Forecast Teaching Resource Classroom with Laptop capability and projection/teaching workstation on same floor as Periodicals Dept.
Response:	Refer to Drawing A-208 for revisions.
FIT Comment:	Expand Library IT staff with IT storage Closets on all Library floors.
Response:	Refer to Drawing A-207 for revisions.
FIT Comment:	All library IT staff offices and workrooms should be in close proximity to main computer labs all on the same floor.
Response:	Refer to Drawing A-207 for revisions.
FIT Comment:	Integrate Video Collections and Distribution into existing service areas.
Response:	To be addressed in schematic design phase.
FIT Comment:	Can a staircase be incorporated into the library "new" entrance with elevators?
Response:	Refer to Drawing A-203 for revisions.

Task 2 comments - academic affairs

FIT Comment:	Develop hydraulic “internal elevators” for ADA compliance.
Response:	Refer to Drawing A-203. Two elevators are dedicated to the library. One is express to the 5 th floor and the other is a local elevator to the 4 th and 6 th floor.

FIT Comment:	Special Collections space needs to be substantially increased and must be climate controlled.
Response:	Refer to Drawing A-208 for revisions.

Presidential Scholars Program

FIT Comment:	Surprised to see that SHoP omitted us in its first draft.
Response:	Refer to Drawing A-206. Department moved to 4th floor of the A Building.

FIT Comment:	A multi-usage conference type space with internet access for small group meetings, interviewing perspective students, space for students to work on projects is needed.
Response:	Refer to Drawing A-206.

FIT Comment:	Storage space for program records is needed.
Response:	To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	More room for department secretary.
Response:	Refer to Drawing A-206.

FIT Comment:	Office space for the Coordinator adjacent to the Educational Skills and English Departments.
Response:	Refer to Drawing A-206.

Task 2 comments - academic affairs

School of Continuing & Professional Studies

General Comments

FIT Comment:	Centralizing all of the offices is preferable. (Two sites in Task 2 plan, four sites currently)
Response:	There are 12 dedicated teaching spaces for the School of Continuing and Professional Studies. There are 7 seminar rooms, 2 classrooms and 3 computer classrooms located in the cellar, ground and second floor of the East Courtyard and the D Building. These locations create easy access for professionals and students coming from the street. The offices are all in one location in 236 West 27 th building to give it street presence.

Task 2 comments - other departments

Office of the President

FIT Comment:	We think that the three offices Exec Asst, Special Asst. and Asst. to the President should be the same size. We can always change this ...it is just a matter of where we put a wall since the basic floor plan will not change.
Response:	Refer to Drawing A-211 for revisions. The three offices are each 220 square feet each.

FIT Comment:	I know we talked about where we might put our "big" copier...did we originally say we would put it in the storage/file/supply room? If we did, then we need to be sure that the room is large enough. We are hoping that by the time this is done, we will have moved to an imaging solution for our files but in case we have not, we want to ensure that the space is adequate.
Response:	Refer to Drawing A-211 for revisions. The office of the President has one storage space for archival records across the hallway. In addition, there is a copier/ workroom that can accommodate the big copier. This room is located inside the office suite.

FIT Comment:	We would like to advocate once again for a kitchen between the living room and the President's Office with a door from the President's Office and another to the corridor. We think this will be important to any President who entertains in the Office or in the Living Room.
Response:	Refer to Drawing A-211 for revisions. A kitchen/ pantry has been added between the living room and the President's office.

FIT Comment:	Just a note about ventilation. I am sure this will be resolved with new construction but the ventilation in some of the offices is not good. I understand this has been an on-going complaint. Just wanted to make sure you were aware of it.
Response:	Buro Happold, the mechanical engineers are aware of the ventilation issues and this will be addressed with the proposed infrastructure upgrades to the C Building.

Institutional Advancement

FIT Comment:	Request for internal stairs between 8th and 9th floor.
Response:	Refer to Drawing A-210 and Drawing A-211 for revisions.

Task 2 comments - other departments

Museum at FIT

FIT Comment:	none
Response:	-

General Counsel

FIT Comment:	Need more space for departmental office on the 9th floor
Response:	An office has been added to the General Counsel suite. Refer to Drawing A-211 for revisions.

FIT Comment:	The Board room is too narrow in the C² Building. Acoustics is an issue. When there are board meetings, the room needs to be in a more square shape because the board needs to face the public.
Response:	This will be addressed in the schematic design phase of the project.

FIT Comment:	The department for Health and Safety needs be close to the ground and accessible. It needs to be close to the street, but distant from Buildings and Grounds.
Response:	Refer to Drawing A-204 for revisions. Offices located on the 2 nd floor of C Building.

College Relations

FIT Comment:	The VP office should not be adjacent to the waiting/reception area.
Response:	Refer to Drawing A-211 for revisions.

Human Resources and Labor Relations

EAP

FIT Comment:	Being on a floor with classrooms is the best option. Do not want to be near HR or in 236.
Response:	The EAP is located on the 3 rd floor of the A Building. Refer to Drawing A-205 for revisions.

Task 2 comments - other departments

UCE

FIT Comment:	Union should be off the administrative/exec floor.
Response:	The Union office is located on the 4 ^d floor of the A Building. Refer to Drawing A-206 for revisions.

Information Technology Comments

FIT Comment:	The mezzanine of 236 shows only 4 cubes. The Request was for 4 cubes and a manager's office.
Response:	Refer to Drawing A-203 for revisions.

FIT Comment:	It is unclear that the storage is for Desktop services or Telecom.
Response:	Storage is for the Telecom Services.

FIT Comment:	On the 2nd floor of 236, it shows 12 office and 7 cubicles. For programming and desktop services, we requested 17 offices and 7 cubes.
Response:	The office is laid out with 16 offices and 7 cubs. To improve upon the current Task 2 proposal, the college needs to build more space. (refer to Task 3 scheme)

FIT Comment:	Business Continuity that was for the backup server in E building does not appear.
Response:	Library Server room is located on the 6 th floor of the E Building. Refer to Drawing A-208.

FIT Comment:	The floor plans show an internal stairs between 3 and 5 for IT. Access to the Server room on 3 must be limited to a few individuals. Access to the server room must be controlled via doors on 3 and the stairs from 4 to 3 to a limited few individuals.
Response:	The access between floors will be addressed in the schematic design phase.

FIT Comment:	Location of Customer Service Desk is unclear.
Response:	The Customer Service Desk and Desktop Services are located in the basement level adjacent to the mac labs and clearly visible from the main stair and elevator. Refer to Drawing A-202 for revisions.

Task 2 comments - other departments

FIT Comment:	Desktop services would be better in the basement of C with Customer support rather than telecom. Telecom can be in 236 mezzanine. The Desktop support needs to move a lot of equipment and needs access to elevators while telecom doesn't have large equipment. The operators can be in the Basement of C if there is room. If not, I'd put them in the mezzanine of 236 where they are now.
Response:	Desktop services and Customer Services are located in the basement of the C Building and are meeting their preferred square footage requirements. Telecom is located in the mezzanine of 236. Refer to Drawing A-202 and Drawing A-203 for revisions.

program requirement charts

Task 2 program requirements - student affairs

student development

	preferred	minimum	existing	task 2
athletics and recreation	96% 35850 sf	31000 sf	30630 sf	34692 sf
career services	100% 3240 sf	2960 sf	2650 sf	3254 sf
counseling center	78% 2590 sf	1510 sf	1680 sf	2018 sf
FIT-ABLE	100% 1795 sf	1795 sf	1060 sf	1851 sf
health services	100% 4170 sf	3990 sf	2150 sf	5236 sf
residential life - n/a				
student life	91% 25620 sf	20340 sf	11450 sf	23392 sf

student services

admissions	100% 7240 sf	5500 sf	5010 sf	9257 sf
OISA	64% 1000 sf	680 sf	480 sf	648 sf
EOP	43% 3450 sf	1410 sf	1120 sf	1495 sf
financial aid	100% 4100 sf	3240 sf	1490 sf	5170 sf
registration center	89% 13360 sf	7770 sf	5555 sf	11909 sf

vice president's office

vice president's office	100% 1690 sf	1690 sf	1935 sf	1717 sf
-------------------------	-----------------	---------	---------	---------

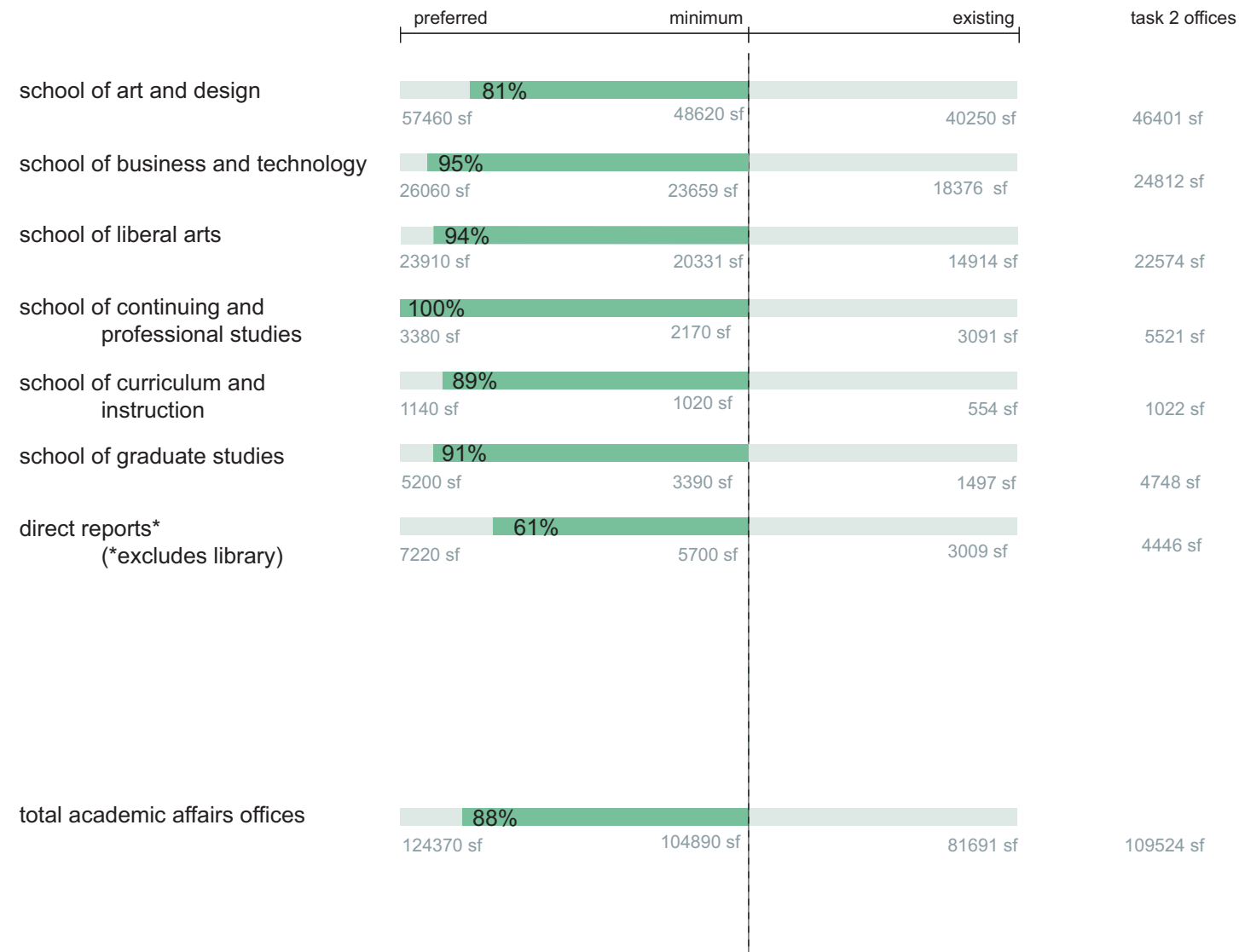
student affairs total*

* does not include residential life

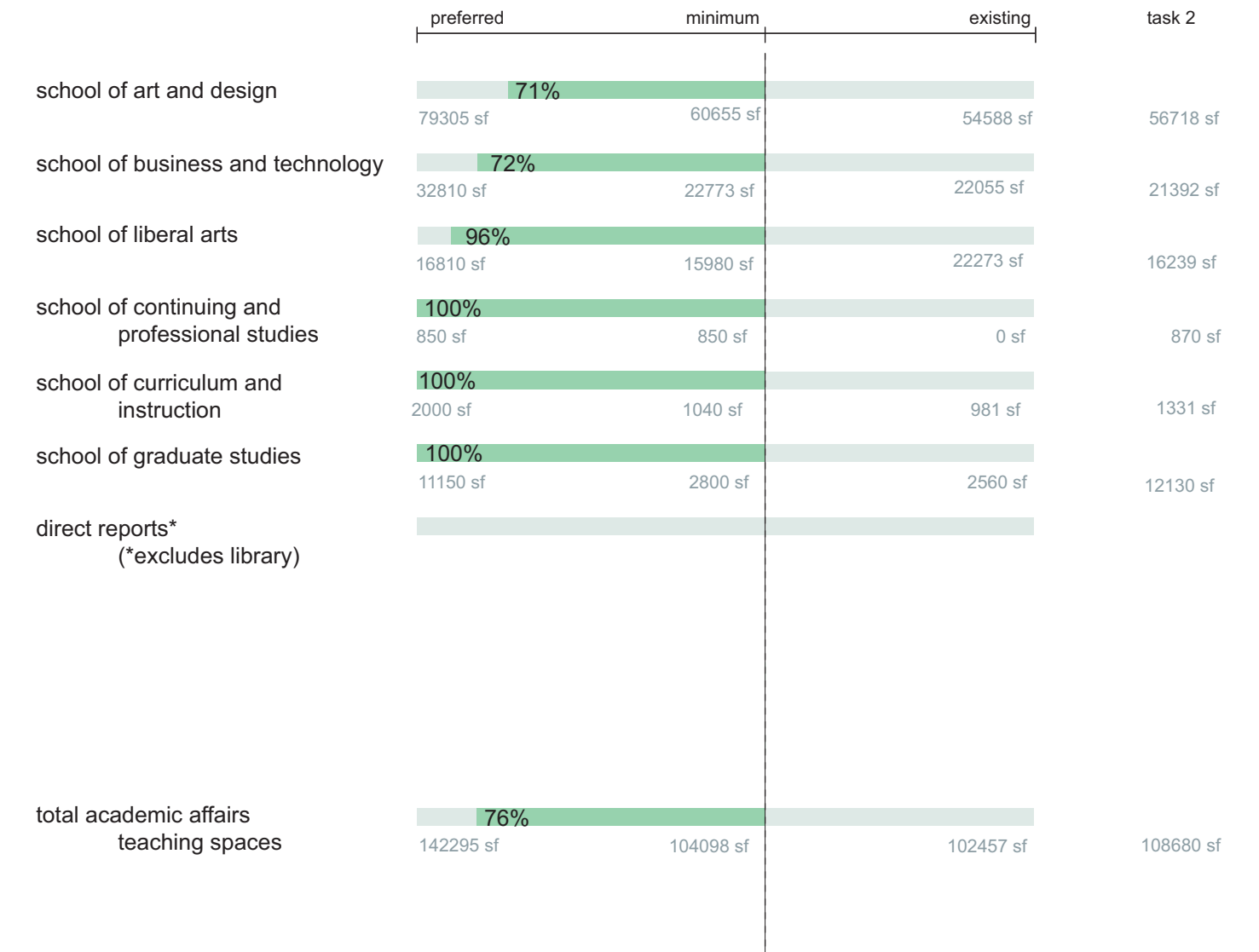
student affairs total*	96% 104105 sf			100639 sf
------------------------	------------------	--	--	-----------

Task 2 program requirements - academic affairs

academic affairs offices



academic affairs teaching spaces



Task 2 program requirements - academic affairs

school of art and design offices

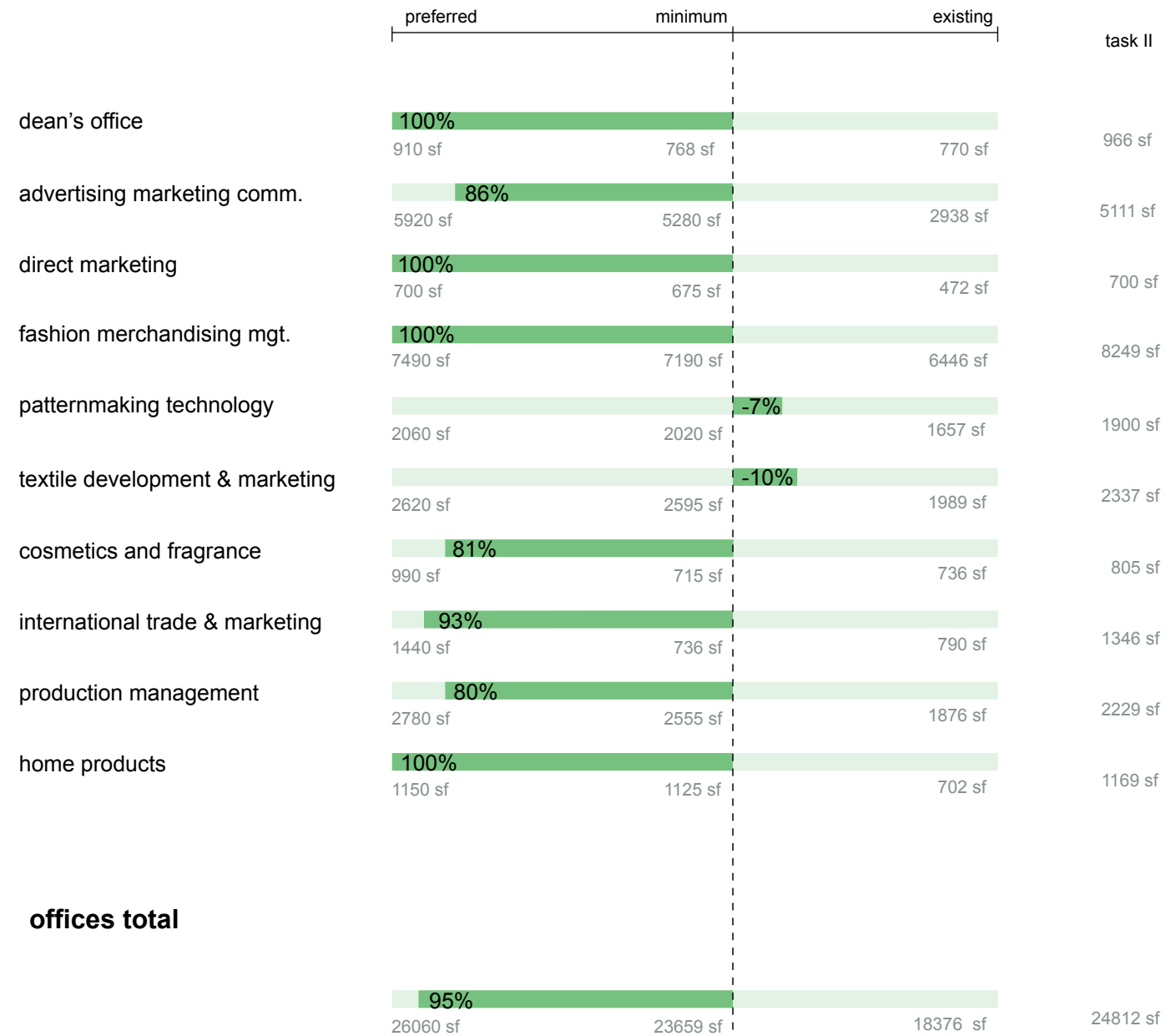
	preferred	minimum	existing	task 2 offices
dean's office	100%	1680 sf	1540 sf	1587 sf
accessories design	-12%	2030 sf	1415 sf	399 sf
communication design	-24%	5180 sf	4580 sf	3468 sf
computer graphics	-24%	1810 sf	1665 sf	433 sf
display and exhibit design	-2%	2000 sf	1615 sf	1018 sf
fashion design	90%	15890 sf	13880 sf	14461 sf
fine arts	-13%	3220 sf	2505 sf	1609 sf
illustration	-10%	4180 sf	3280 sf	2389 sf
interior design	-27%	5150 sf	5030 sf	3521 sf
jewelry design	65%	2270 sf	1725 sf	1130 sf
menswear	93%	1390 sf	915 sf	741 sf
packaging design	80%	1070 sf	675 sf	255 sf
photography	-7%	3110 sf	1925 sf	1511 sf
restoration	-5%	1060 sf	795 sf	582 sf
special programs	-13%	370 sf	345 sf	324 sf
textile/surface design*	100%	5520 sf	5300 sf	6047 sf
*existing has oversized reception area				
toy design	-13%	1530 sf	1430 sf	775 sf
offices total	81%	57210 sf	48620 sf	40250 sf

school of art and design dedicated teaching spaces

	preferred	minimum	existing	task 2 dedicated teaching spaces
dean's office	0 sf	0 sf	0 sf	0 sf
accessories design	77%	6090 sf	4550 sf	3992 sf
communication design	0 sf	0 sf	0 sf	0 sf
computer graphics	88%	2560 sf	1550 sf	1100 sf
display and exhibit design	-40%	8100 sf	6540 sf	3750 sf
fashion design	100%	1960 sf	1210 sf	1210 sf
fine arts	-6%	12900 sf	10920 sf	10226 sf
illustration	-3%	3360 sf	3360 sf	3245 sf
interior design	-27%	9350 sf	2650 sf	2679 sf
jewelry design	-16%	4950 sf	3300 sf	3300 sf
menswear	100%	2900 sf	2900 sf	2945 sf
packaging design	0 sf	0 sf	0 sf	0 sf
photography	-7%	9885 sf	7525 sf	7507 sf
restoration	91%	4450 sf	3400 sf	3260 sf
special programs	0 sf	0 sf	0 sf	0 sf
textile/surface design	-6%	7900 sf	7850 sf	7500 sf
toy design	-20%	4900 sf	4900 sf	3865 sf
teaching spaces total	71%	79305 sf	60655 sf	54588 sf

Task 2 program requirements - academic affairs

school of business and technology offices

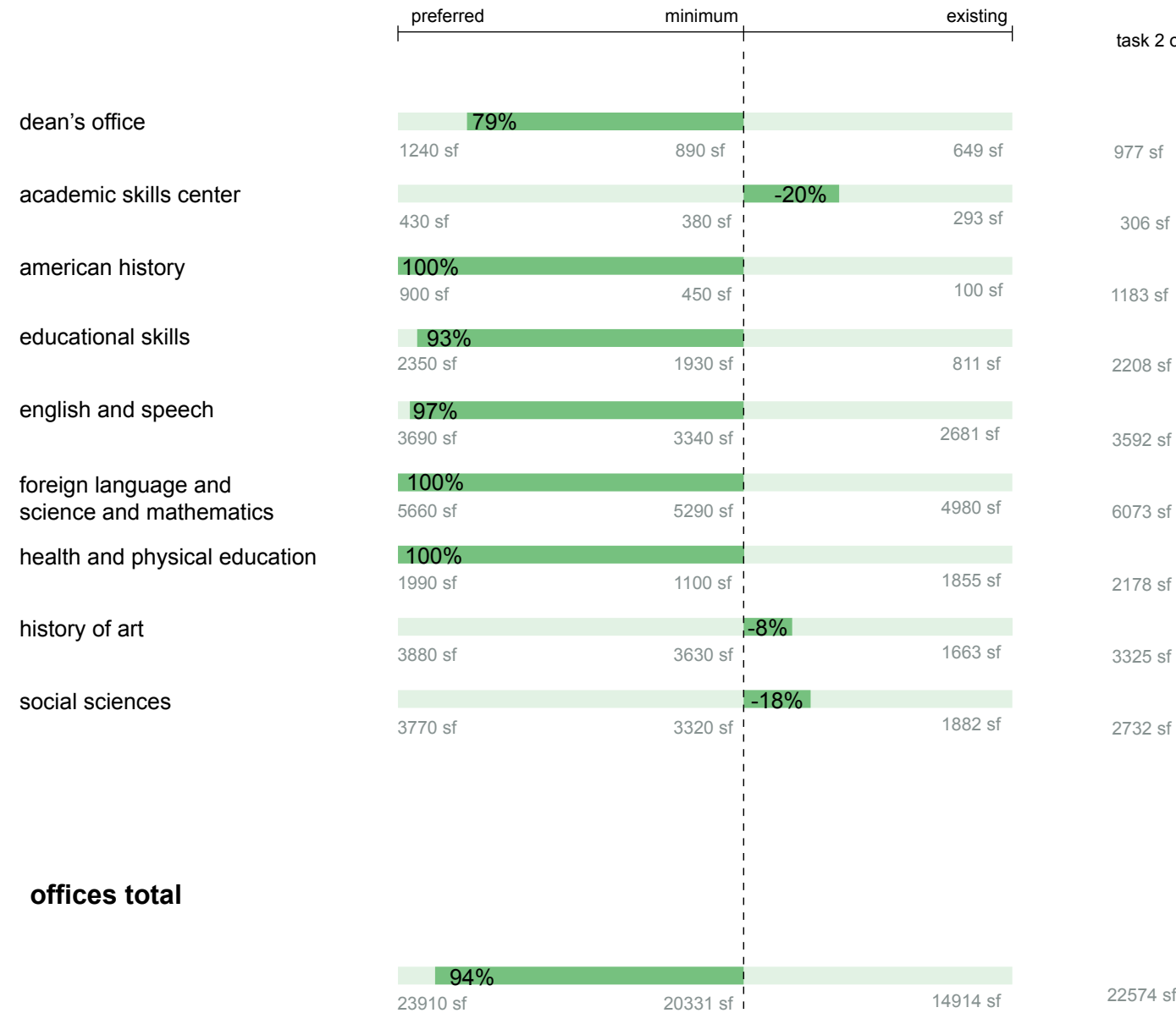


school of business and technology dedicated teaching space

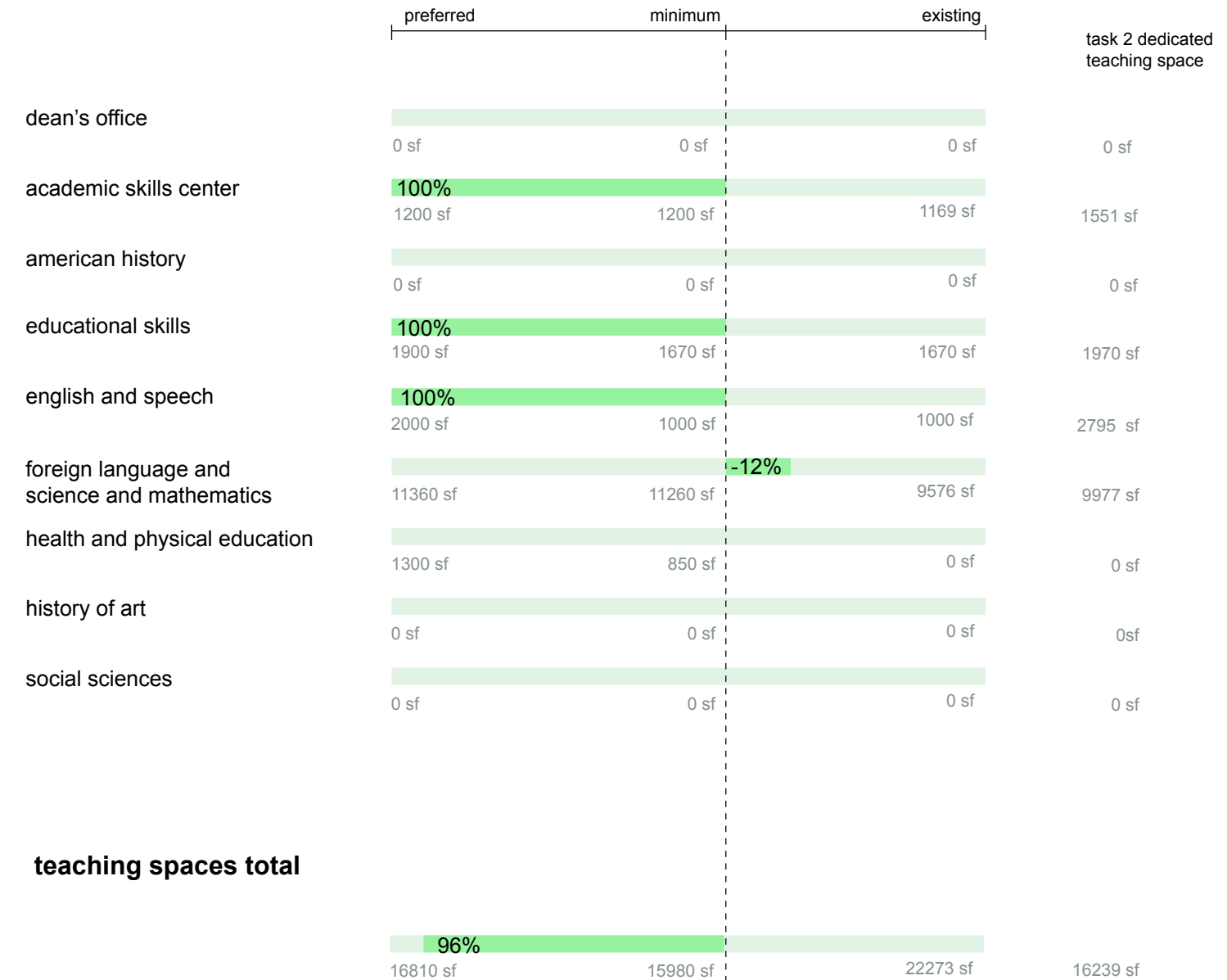


Task 2 program requirements - academic affairs

school of liberal arts offices

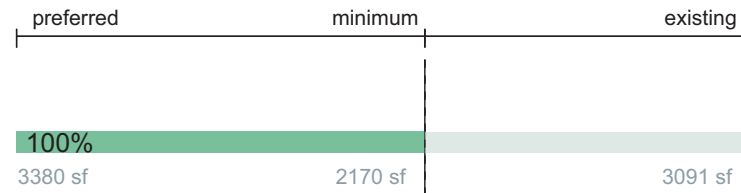


school of liberal arts dedicated teaching spaces



Task 2 program requirements - academic affairs

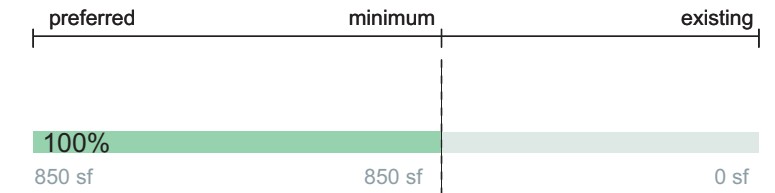
school of continuing and professional studies offices



task 2 offices

5521 sf

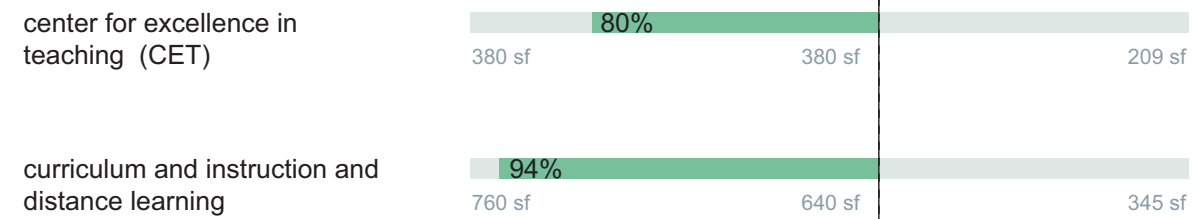
school of continuing and professional studies dedicated teaching space



task 2 dedicated
teachings space

870 sf

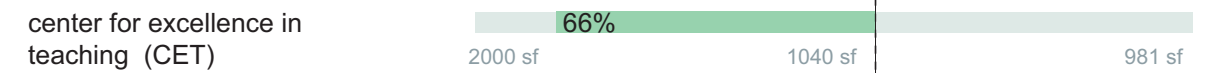
school of curriculum and instruction offices



306 sf

716 sf

school of curriculum and instruction offices



1331 sf

school of graduate studies offices



4748 sf

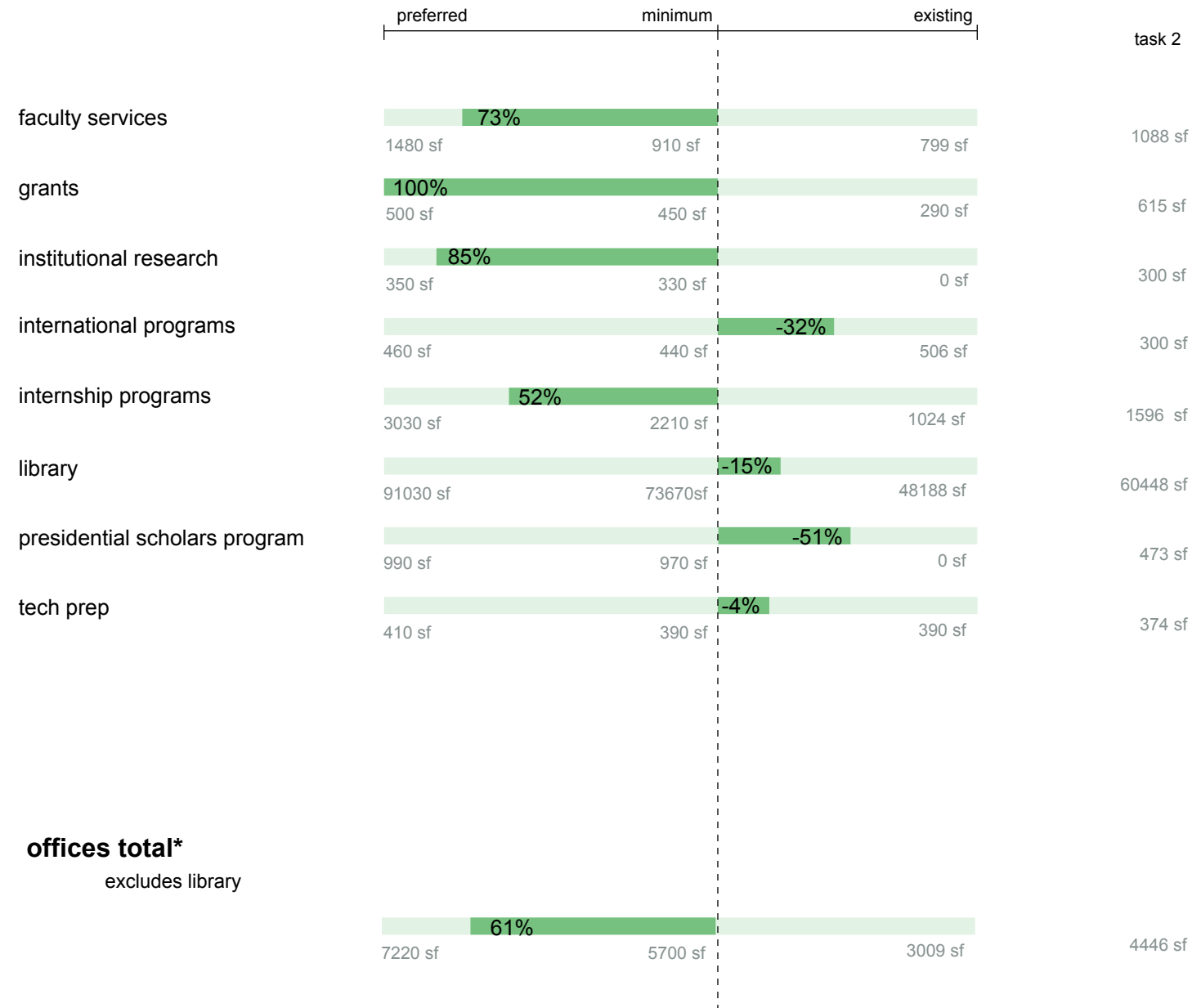
school of graduate studies dedicated teaching space



12130 sf

Task 2 program requirements - academic affairs

direct reports



Task 2 program requirements - finance and operations

finance and operations

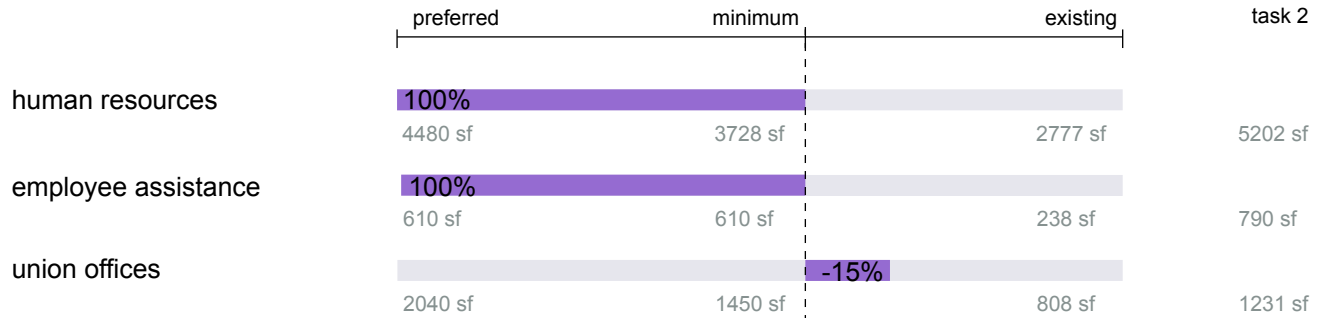
	preferred	minimum	existing	task 2
treasurer's office	100% 790 sf	790 sf	825 sf	1085 sf
accounting, payroll and purchasing/budget	82% 6200 sf	4710 sf	5135 sf	5135 sf
bursar/cashier	100% 3830 sf	3380 sf	3400 sf	3920 sf
security		2750 sf	-4% 2210 sf	2664 sf
buildings and grounds	95% 19350 sf	14880 sf	10633 sf	18450 sf
operational services	100% 8750 sf	8250 sf	7119 sf	9677 sf

finance and operations total

	97% 41770 sf	34760 sf	29322 sf	40931 sf
--	-----------------	----------	----------	----------

Task 2 program requirements - human resources

human resources

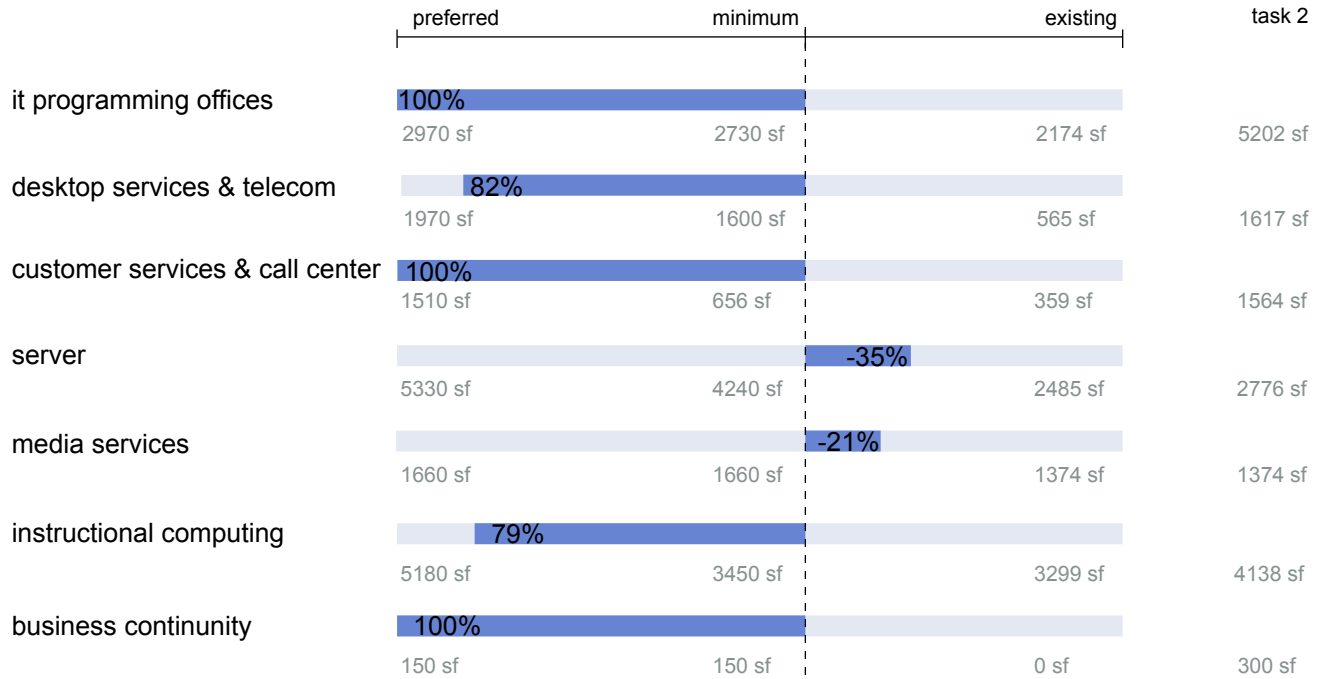


human resources total



Task 2 program requirements - information technology

information technology

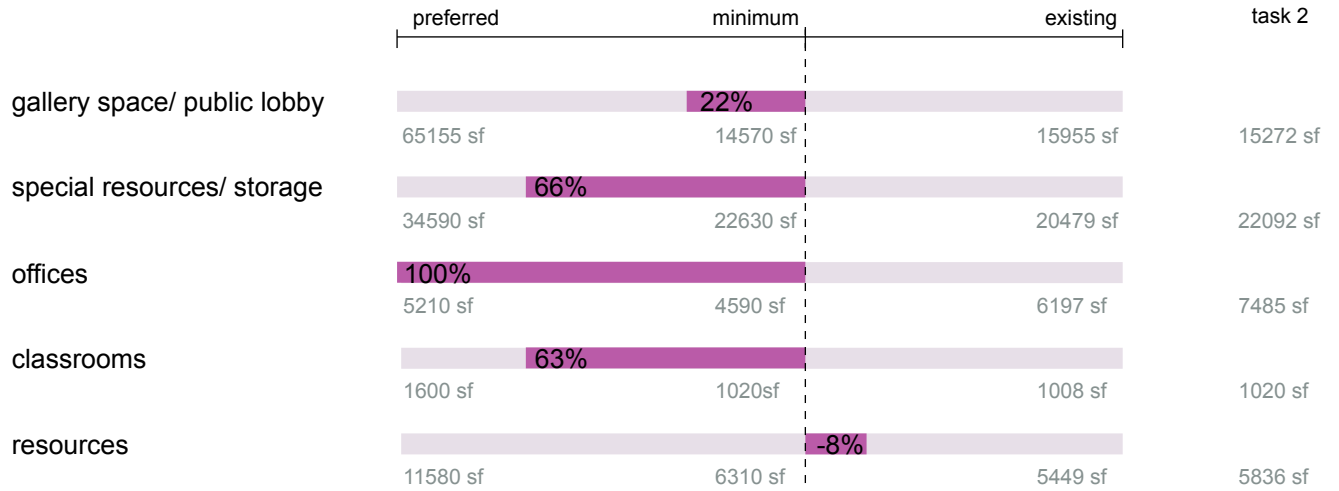


information technology total

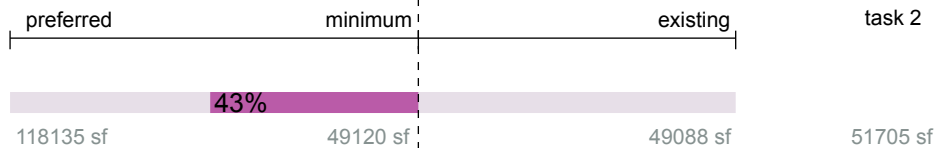


Task 2 program requirements: museum at FIT

museum at FIT

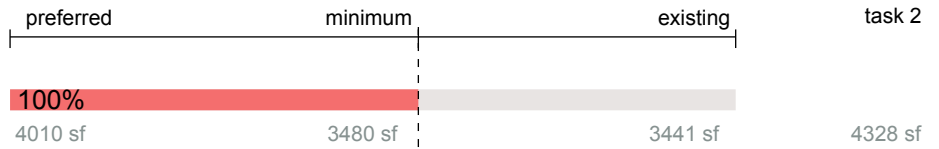


museum at FIT total

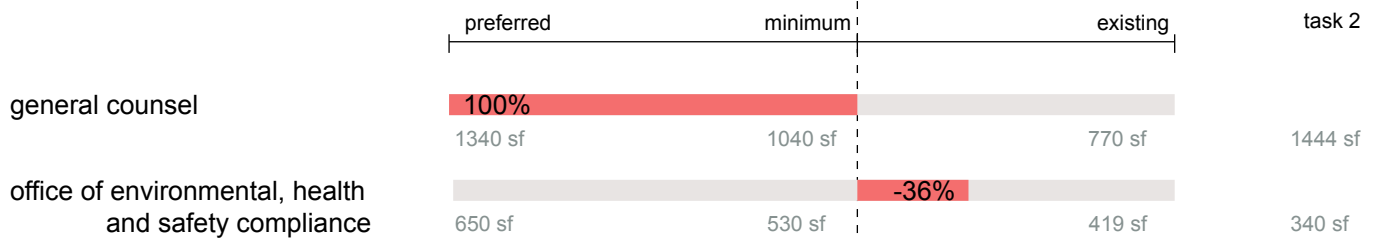


Task 2 program requirements - other departments

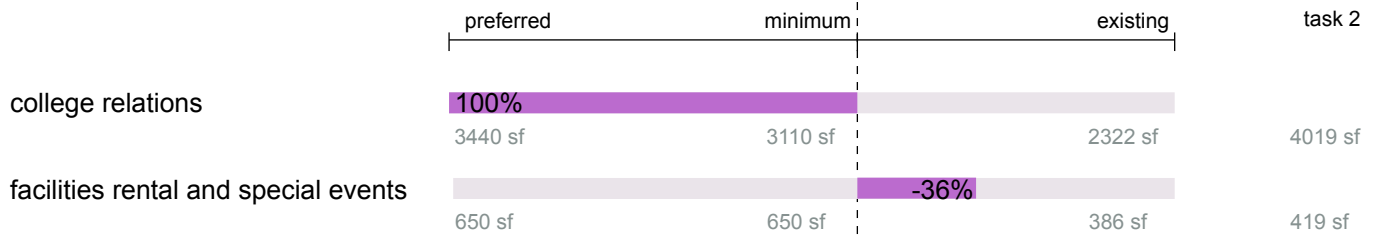
office of the president



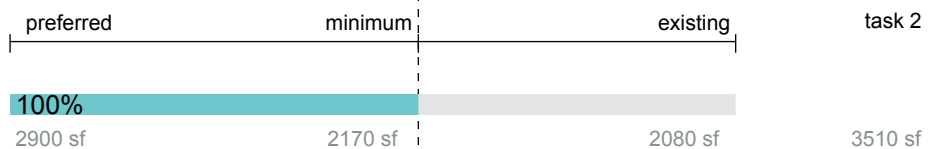
general counsel



college relations



institutional advancement



academic teaching spaces charts

Task 2 academic teaching spaces

level	existing						
	seminar 12-30 users (average size = 430 sf)	classroom 30 users (average size = 750 sf)*	studio 30 users (average size = 1400 sf)	computer classroom 30 users (average size = 750 sf)	computer lab 30 users (average size = 750 sf)	wet/dry lab 30 users (average size = 1300 sf)	
sub-cellar	-	-	1	-	-	-	-
cellar	12	-	-	2	-	-	3
ground	-	1	-	1	-	-	-
2nd	3	3	-	6	-	-	1
3rd	7	10	-	6	1	-	17
4th	-	1	9	4	1	-	11
5th	2	8	11	-	1	-	14
6th	7	3	7	4	-	-	17
7th	-	3	-	-	-	-	15
8th	1	6	-	1	-	-	12
9th	-	3	-	-	-	-	1
total	32	38	28	24	4	-	91
net total							217

* amphitheater not included in average square footage

teaching space definitions:	
computer classroom:	teaching space with computer workstations to be used for scheduled classes
computer lab:	support space adjacent to dedicated labs and studios with computer workstations

Task 2 academic teaching spaces

Task 2 (updated)												
level	seminar	classroom	studio	computer classroom	computer lab	wet/dry lab	seminar	classroom	studio	computer classroom	computer lab	wet/dry lab
	12 users (max size < 650 sf)	30 users (average size = 940 sf)*	30 users (average size = 1400 sf)	30 users (average size = 870 sf)	15-200 users (average size = 870 sf)	30 users (average size = 1400 sf)		30 users (average size = 940 sf)*	30 users (average size = 1400 sf)	30 users (average size = 870 sf)	15-200 users (average size = 870 sf)	30 users (average size = 1400 sf)
sub-cellar	-	-	1	-	-	-	-	1	-	-	-	-
cellar	4	5	1	7	1	3						
ground	3	1	-	-	-	-						
2nd	2	5	2	1	-	1						
3rd	2	4	2	-	-	11						
4th	-	6	7	12	3	14						
5th	2	9	11	10	2	11						
6th	3	7	7	-	4	30						
7th	-	7	3	1	1	12						
8th	1	6	-	-	1	8						
9th	-	-	-	-	-	-						
total	17	50	34	31	12	90						
net difference	-15	12	6	7	8	-1						
net total												234
net new												17

* amphitheater not included in average square footage

teaching space definitions:

computer classroom: teaching space with computer workstations to be used for scheduled classes

computer lab: support space adjacent to dedicated labs and studios with computer workstations

Task 2 academic teaching spaces

level	seminar		classroom		studio		computer classroom		computer lab		wet/dry lab	
	12 users (max size < 650 sf)	30 users (average size = 875 sf)*	30 users (average size = 1400 sf)	30 users (average size = 870 sf)	30 users (average size = 1400 sf)	30 users (average size = 870 sf)	15-200 users (average size = 870 sf)	30 users (average size = 1400 sf)	30 users (average size = 870 sf)	15-200 users (average size = 870 sf)	30 users (average size = 1400 sf)	30 users (average size = 1400 sf)
sub-cellar	-	-	1	-	1	-	-	-	-	-	-	-
cellar	4	5	1	7	1	7	1	3	1	3	3	3
ground	3	1	-	-	-	-	-	-	-	-	-	-
2nd	2	5	2	-	2	-	1	-	1	-	-	-
3rd	2	5	2	1	2	1	1	17	1	17	17	17
4th	-	6	7	11	7	11	2	13	2	13	13	13
5th	1	12	13	9	13	9	4	12	4	12	12	12
6th	4	11	9	-	9	-	1	22	1	22	22	22
7th	1	15	2	1	2	1	-	12	-	12	12	12
8th	-	7	-	-	-	-	1	8	1	8	8	8
9th	-	-	-	-	-	-	-	-	-	-	-	-
total	17	67	37	29	37	29	11	87	11	87	87	87
net difference	-15	29	9	5	9	5	7	-4	7	-4	-4	-4
net total								248		248	248	248
net new								31		31	31	31

* amphitheater not included in average square footage

teaching space definitions:	
computer classroom:	teaching space with computer workstations to be used for scheduled classes
computer lab:	support space adjacent to dedicated labs and studios with computer workstations

Task 2 academic teaching spaces

level	seminar		classroom		studio		computer classroom		computer lab		wet/dry lab		
	12 users (average size < 650 sf)	30 users (average size > 650 sf)	30 users (average size > 650 sf)	30 users (average size = 1400 sf)	30 users (average size = 870 sf)	30 users (average size = 870 sf)	15-200 users (average size = 870 sf)	30 users (average size = 1400 sf)	15-200 users (average size = 870 sf)	30 users (average size = 870 sf)	30 users (average size = 1400 sf)	30 users (average size = 1400 sf)	
type	dedicated	possible	shared	dedicated	possible	shared	dedicated	possible	shared	dedicated	possible	shared	
sub-cellar	-	-	-	1	-	-	-	-	-	-	-	-	
cellar	-	10	2	-	-	-	-	-	-	1	2	-	
ground	-	-	-	-	-	1	-	-	-	-	-	-	
2nd	2	-	1	-	-	3	-	1	1	4	-	-	
3rd	1	-	6	1	-	9	-	2	-	4	13	-	
4th	-	-	-	-	-	1	6	1	1	2	11	-	
5th	-	1	1	-	2	6	-	-	-	-	5	4	
6th	1	1	5	-	3	-	3	4	-	4	9	8	
7th	-	-	-	1	-	2	-	-	-	-	3	11	
8th	-	-	1	2	-	4	-	1	-	-	5	4	
9th	-	-	-	-	-	3	-	-	-	-	1	-	
total	4	12	16	5	5	29	10	9	2	12	3	40	
												43	8
net dedicated													71
net possible dedicated													71
net shared													75

Task 2 academic teaching spaces

level	seminar		classroom		studio		computer classroom		computer lab		wet/dry lab		
	12 users (average size < 650 sf)	30 users (average size > 650 sf)	30 users (average size < 1400 sf)	30 users (average size = 1400 sf)	30 users (average size = 870 sf)	15-200 users (average size = 870 sf)	30 users (average size = 870 sf)	15-200 users (average size = 870 sf)	30 users (average size = 1400 sf)	30 users (average size = 870 sf)	30 users (average size = 1400 sf)	30 users (average size = 1400 sf)	
type	dedicated	possible	shared	dedicated	possible	shared	dedicated	possible	shared	dedicated	possible	shared	
sub-cellar	-	-	-	1	-	-	-	-	-	-	-	-	
cellar	-	3	1	-	2	3	-	1	5	-	1	3	
ground	-	3	-	-	-	1	-	-	-	-	-	-	
2nd	-	2	-	-	-	5	-	1	-	-	-	1	
3rd	2	-	-	-	-	4	-	-	-	-	-	4	
4th	-	-	-	-	-	6	-	6	-	3	-	6	
5th	2	-	-	1	2	6	-	6	1	3	1	4	
6th	1	-	2	1	-	6	3	4	-	-	4	21	
7th	-	-	-	1	3	3	2	1	-	-	1	4	
8th	-	-	1	2	4	-	-	-	-	-	1	8	
9th	-	-	-	-	-	-	-	-	-	-	-	-	
total	5	8	4	5	11	34	11	10	13	14	9	48	
net dedicated													92
net possible dedicated													81
net shared													61

Task 2 dedicated teaching space inventory

Floor	Dedicated Teaching Spaces	Dept.	Existing Location
B-SC	Dance Studio	HPE	B-SC
EC-C	Computer Classroom	SCPS	D-1
E-2	Museum Conservation Lab	Mu	E-23
A-3	Sewing Lab	PM	C-4
A-3	Screenprinting Lab	TSD	C-5
A-3	Fabric Lab	FDAp	B-7
A-3	Fabric and Findings Lab	FDAp	B-7
E-3	Seminar Room	Mu	E-2
E-3	Seminar Room	Mu	E-2
A-4	Lab	PT	C-4
A-4	Marking and Spreading Lab	PT	B-5
A-4	Cutting Lab	PM	C-4
A-4	Computer Lab	PM	C-4
A-4	Engineering Lab	PM	C-4
A-4	Sewing Lab	PM	C-4
C-4	Computer Classroom	CG	C-3
C-4	Editing and Sound Recording Lab	CG	-
C-4	Computer Classroom	CG	-
C-4	Multimedia Classroom	FL	C-6
C-4	Multimedia Classroom	FL	C-6
D-4	Model Making Studio	DED	D-4
D-4	Photo Studio	Ph	D-4
D-4	Photo Studio	Ph	D-4
D-4	Photo Studio	Ph	D-4
D-4	Dark Room Lab	Ph	D-4
D-4	Construction Studio	DED	D-4
D-4	Computer Classroom	DED	-
D-4	Digital Media Computer Classroom	Ph	C-4
E-4	Computer Lab	Lib	E-4
A-5	Seminar Room (Observation Room)	AMC	B-7
A-5	Computer Classroom	AMC	C-3
A-5	Editing Room	AMC	C-3
A-5	Broadcast Studio	AMC	C-3
A-5	Presentation Room	FMM	A-3
A-5	Restoration Lab I (Woodworking)	Re	A-C
A-5	Restoration Lab II (Ceramics and Metal)	Re	-
A-5	Seminar Room	HPD	A-3
A-5	Classroom	HPD	A-3
C-5	Computer Classroom	EdS	-
C-5	Computer Classroom	EdS	C-6
C-5	Computer Classroom	ID	C-2
C-5	Computer Classroom	ScM	C-8
C-5	Computer Classroom	ScM	-
E-5	Classroom	Lib	-

Task 2 dedicated teaching space inventory

Floor	Dedicated Teaching Spaces	Dept.	Existing Location
A-6	Computer Classroom	CFM	-
A-6	Seminar	CFM	-
A-6	Fragrance Lab	CFM	B-9
A-6	Textile Testing Lab	TDM	B-4
A-6	Textile Testing Lab	TDM	B-4
A-6	Textile Dyeing Lab	TDM	B-4
A-6	Resource/ Reference Lab	TD	-
A-6	Lab	TD	B-4
B-6	Resource Lab	TSD	-
C-6	Leather Draping Lab	FDAp	C-5
C-6	Leather Draping Lab	FDAp	C-5
C-6	Accessories Lab (Handbag)	AcD	C-5
C-6	Footwear Lab	AcD	C-3
C-6	Milinery Lab	AcD	C-6
C-6	Lighting Lab	ID	A-2
C-6	Weaving Lab	TSD	C-5
C-6	Weaving Lab	TSD	C-5
D-6	Painting Studio	FA	D-6
D-6	Painting Studio	FA	D-6
D-6	Painting Studio	FA	D-6
D-6	Sculpture Lab	FA	D-6
D-6	Studio	FA	D-6
D-6	Studio	III	D-6
D-6	Studio	III	D-6
D-6	Print Lab	III	D-6
E-6	Computer Lab	Lib	-
E-6	Computer Lab	Lib	-
E-6	Forecast Room / Classroom	Lib	-
E-6	Computer Lab (Mac)	Lib	-
A-7	Open Studio	GS	-
A-7	Open Studio	GS	-
A-7	Textile Conservation Lab	GS	E-6
A-7	Textile Conservation Lab	GS	-
A-7	Classroom	GS	-
C-7	Metal Lab	JD	C-8
C-7	Light Metal Lab	JD	C-7
C-7	Academic Testing Center (Computer Classroom)	EdS	C-6
C ² -8	CET Lab	CET	B-5
C-8	Color and Light Lab	ScM	C-8
C-8	Chemistry Lab	ScM	C-8
C-8	Lab	ScM	C-8
C-8	Lab	ScM	C-8
C-8	Lab	ScM	C-8
C-8	Classroom	EgS	-
C-8	Classroom	ScM	C-8
C-8	Sewing / Marking Lab	Mw	C-6
C-8	Sewing / Marking Lab	Mw	C-6
C-8	Speech Lab	EgS	E-4

engineering

engineering

HVAC

Chilled Water Central Plant Modernization

Campus buildings are currently supplied with chilled water from the campus central plant located in D building. There have been ongoing negotiations between the New York Power Authority (NYPA), Con Edison and the FIT facilities management team to upgrade the existing chilled water central plant in the D building sub-basement. Recent proposals by the NYPA recommend the chilled water plant be upgraded by installing two (2) new 1000 tons electric chillers and refurbishing two (2) 1000 tons existing steam turbine chillers to provide a revised central plant capacity of 4000 tons. The associated cooling towers, located on the E building roof, are also proposed to be upgraded to meet the higher heat rejection loads of the enlarged chiller plant. Refer to Figure M-1 for a visual representation of the cooling tonnage breakdown with regards to the proposed building renovations.

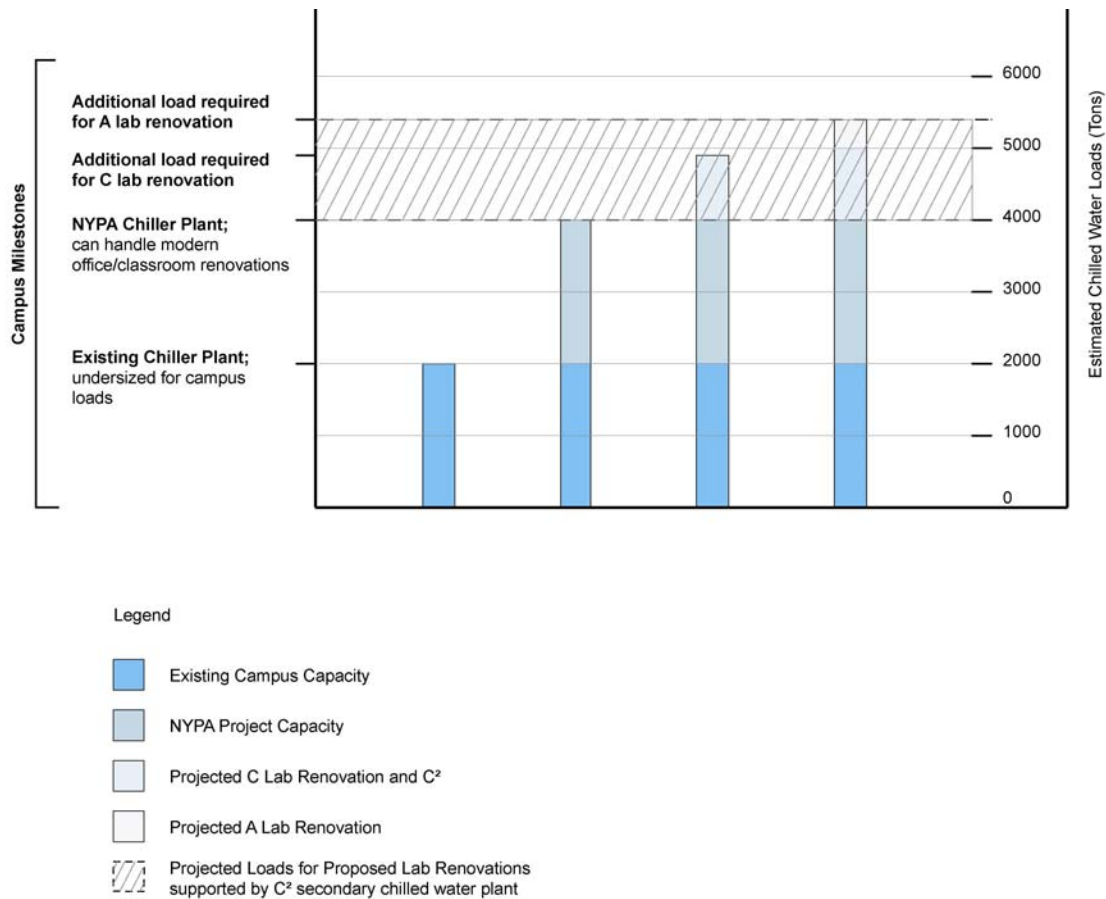


Figure M-1 Estimated Chiller Plant Capacities

engineering

Recent meetings between Buro Happold, SHoP, FIT facilities management and the NYPA, to discuss the C² building program and the possible A and C buildings lab renovations, have determined that the currently proposed 4000 ton campus chiller plant will not be adequate to handle the peak summer cooling loads of the campus, the C² building, and the renovated lab buildings. NYPA has indicated that the proposed campus chilled water plant design can likely not be increased to handle the additional peak cooling loads due to existing chiller plant room constraints which limit equipment sizes, tube pull clearances and maintenance access issues.

Since the existing or proposed renovated central campus chiller plant will not be capable of handling the projected peak chilled water loads, it is imperative that additional space be provided for the installation of a supplementary chilled water plant. The renovation of the laboratory buildings is not applicable unless a supplementary chilled water plant is installed to handle the additional cooling load of the dedicated outdoor air units. Current recommendations propose the installation of the secondary chilled water plant in a sub-cellar of the C² building. The C² chiller plant could be designed and installed to handle the additional campus peak chilled water load.

The renovated lab buildings and computer labs on campus require potential cooling outside of the existing central plant operating months from April to October. The central chiller plant and the supplementary C² chiller plant could be interconnected to meet peak summer cooling campus demand loads. The C² plant could also provide cooling to designated systems during midseasons and the winter time when the central chilled water plant is off line. Designated systems would include air handling units in the renovated lab buildings and any renovated air handling units for computer labs being supplied with chilled water. The supplementary C² plant would be developed during the design process to handle the off peak cooling load capacities as efficiently as possible. Refer to Figure M-2 for a projected breakdown of the load increases for each campus building; the dorms are not included in this breakdown.

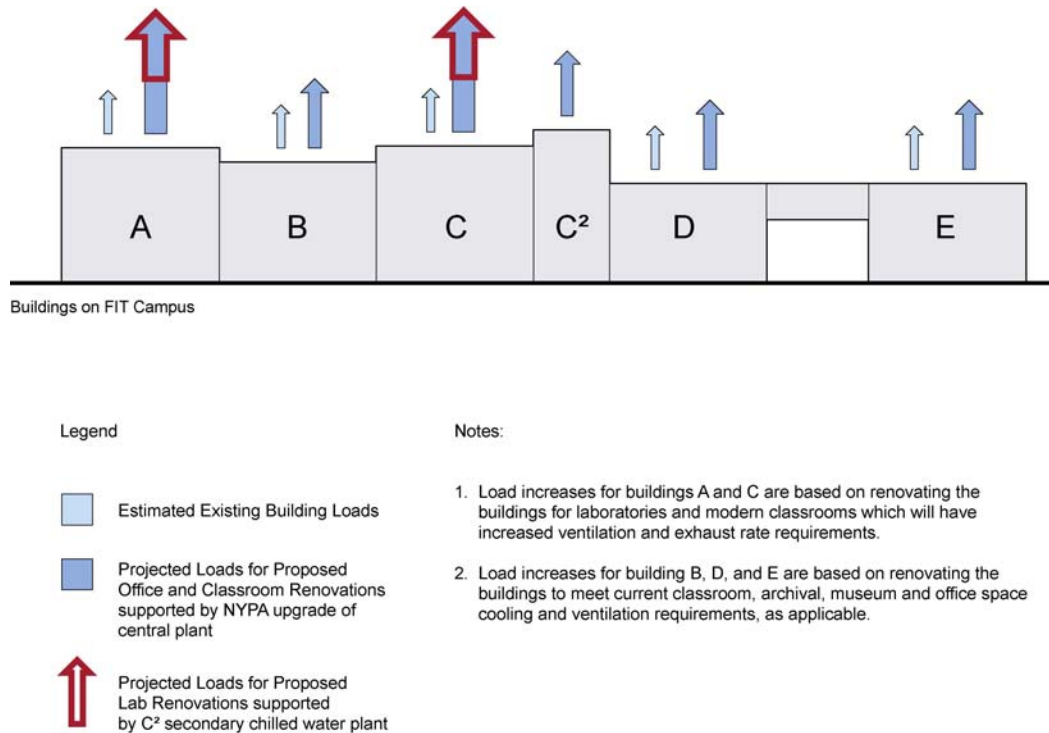


Figure M-2 Estimated Campus Chilled Water Loads

engineering

BH proposes the possible installation of gas turbine chillers be evaluated for installation in the central plant in lieu of electric driven chillers. Gas turbine chillers have a slightly higher first cost but it has been shown that in some cases gas driven turbine chillers can have a payback between 10 to 5 years. Gas driven turbine chillers will require the installation of exhaust flues to the outside, a new gas service and possibly additional room modifications. Natural gas is considered a clean power source and is typically less expensive than electricity in New York City. Due to the limited electrical capacity in 28th street, the restriction of 3-phase 208 Volt power and the large cooling loads of the campus it is recommended that gas driven turbine chillers be evaluated for installation in the central plant.

Boiler Central Plant Installation

The current boiler plant scheme by NYPA, proposes the installation of three (3) 750 HP boilers at the roof level of Building D. The campus is currently provided with steam from Con Ed and does not have a campus central boiler plant. Based on discussions with NYPA regarding the existing campus steam loads and BH projected steam loads for the lab building renovations, we have estimated that the proposed NYPA boiler plant scheme should be increased to meet peak heating loads and provide system redundancy. It is recommended, per BH projections, that an additional 25000 MBH be incorporated into the plant scheme. Redundancy was implied in the original NYPA scheme but the increased winter outdoor air load for the dedicated outdoor air laboratory handling units is approximately equivalent to one 750 HP boiler and thus to maintain some system redundancy an additional boiler is required. The projected heating loads and the boiler sizes should be re-evaluated further during the design development stage. Refer to Figure M-3 for a visual breakdown of the projected campus heating plant loads for both comfort heating and domestic hot water.

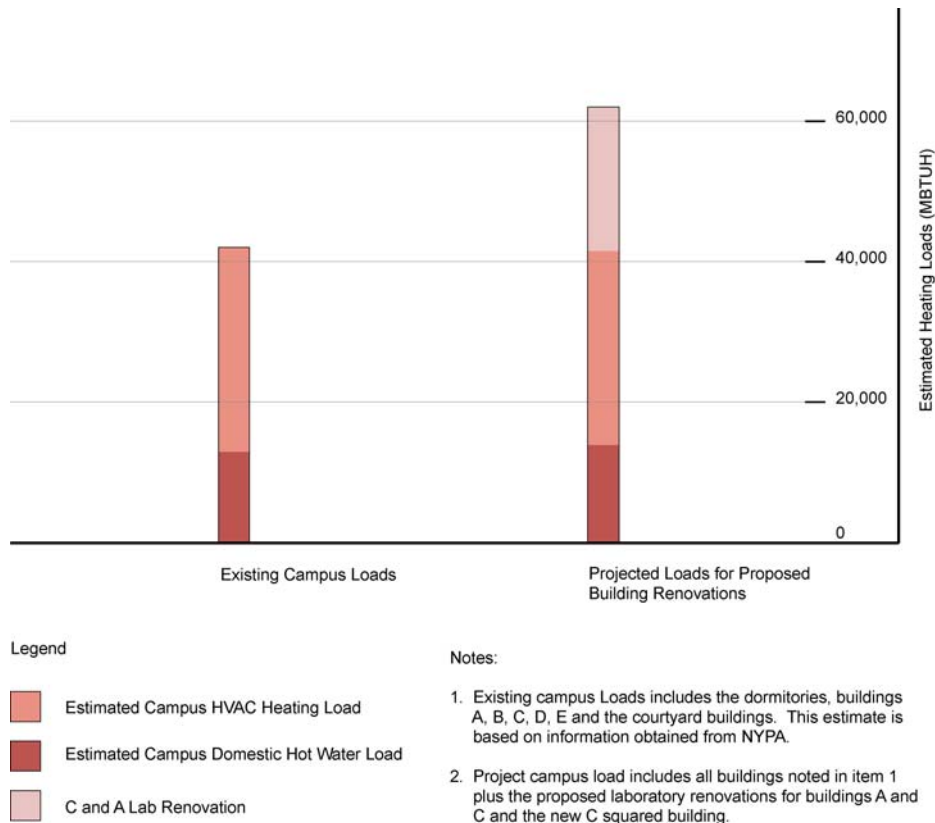


Figure M-3 Estimated Campus Heating Loads

engineering

The use of steam from the proposed boiler plant for the renovated buildings is dependent on the buildings being provided with adequate steam pressure from the steam boiler plant for use at heat exchangers, air handlers, etc. The existing steam piping upon initial visual inspections appears to be approaching or at the end of its life. It is proposed that existing piping be replaced and new larger diameter steam pipes be installed to keep steam pressure drops to a minimum, as applicable.

It is proposed that dual fuel burners for both natural gas and fuel oil be evaluated for installation on the boilers in the central heating plant. Natural gas and fuel oil vary in cost depending on the year and having both fuel options can potentially help the campus save money if fuel sources are re-evaluated on a yearly basis. Also, reduced natural gas rates can usually be negotiated with the local utility if the campus is willing to switch to fuel oil during peak heating days. The use of natural gas will require a new service.

General Plant Room Modernization

Removal of abandoned and deleted equipment should be completed throughout all of the building plant rooms to reduce fire hazards and to provide additional maintenance equipment storage. Additional storage shelves and bins should be provided to enable cataloguing of existing parts and ease of repairs.

Specification standards for all valves, equipment and accessories should be completed so equipment selections are identical as much as possible to reduce the need for different manufacturer parts, storage, etc.

All insulation on ductwork and piping lines, particularly the chilled water piping, should be repaired to reduce heat gain/loss. Damaged insulation reduces system efficiency by allowing additional heat gain/loss into building services systems; it also allows for sweating of pipes which causes condensation and can lead to mold growth in piping shafts. Mold in buildings is a contributor of sick building syndrome.

Plant rooms have not been provided with proper exhaust and ventilation systems for welding, painting and dust collection. Dedicated systems should be installed for use by the facilities management team.

Equipment missing protective guards and safety devices should have applicable items repaired/replaced.

Building Renovations and Modernization

The amount of renovation work to be accomplished within each construction phase will affect whether or not the renovated building will be required to meet current state energy code standards. The code section is as shown to the right in Figure M-1.

Laboratory Modernization

Laboratories and workshops discussed herein are programmed areas where equipment or activities in the space generate fumes, dust, etc. which could be potentially harmful to students and surrounding occupiable areas. Classrooms will be regarded as being clean classrooms where classes are held without the generation of fumes, dust, etc. which could be harmful to occupants. The subject of indoor air quality (IAQ) in regards to existing workrooms which were originally clean classrooms has

1.4.2.4 Substantial alterations to existing buildings. is code shall apply only to that portion of a building system that is replaced, provided that 50 percent or more, measured in units appropriate to that subsystem, of the building subsystem is replaced within any consecutive 12-month period.

Exceptions:

1. Installation of storm windows over existing glazing.
2. Replacement of glazing in existing sash and frame, provided the U-factor and solar heat gain coefficient (SHGC) will be equal to or lower than before the glass replacement.
3. Replacement of a roof membrane where either the roof sheathing or roof insulation is not exposed, or if there is existing roof insulation below the roof deck.
4. Replacement of existing doors that separate conditioned space from the exterior shall not require the installation of a vestibule or revolving door, provided that an existing vestibule that separates a conditioned space from the exterior shall not be removed.
5. Replacement of existing fenestration, provided that the area of the replacement fenestration does not exceed 50 percent of the total fenestration area of an existing building and that the U-factor and solar heat gain coefficient (SHGC) will be equal to or lower than before the fenestration replacement.
6. For a subsystem that is being modified or repaired but not replaced, provided that such modifications will not result in an increase in energy usage.
7. For the relocation of existing equipment or appliance.
8. Replacement of less than 50 percent of the luminaries in a building, provided that such alterations do not increase the installed interior lighting power.
9. Repairs and/or replacements that are not substantial alterations.

engineering

been mentioned numerous times during meetings with the college faculty, maintenance personnel and administration.

The renovation of Buildings A and C into mixed use buildings with offices, laboratories, workshops and clean classrooms will have an increased cooling and heating load with regards to the current building system loads for a primarily classroom and office program building. Increased building loads will be due to increased ventilation air for good indoor air quality in classrooms and also to provide adequate make-up air for laboratory exhaust systems.

Meetings with college personnel have indicated that there are numerous indoor air quality (IAQ) issues on campus from student activities which use aerosols, chemicals, adhesives, etc. Campus personnel have indicated that IAQ issues have resulted in missed work time and health problems for staff. To maintain good IAQ in laboratories and workshops, these spaces should be negatively pressurized in relation to surrounding areas. Keeping these rooms under negative pressure keeps contaminated air within the labs and workshops from transferring into egress corridors or adjoining classrooms. Pressure balance within the building should be closely designed to maintain positively pressurized corridors, offices and classrooms in relation to the labs and workshops. Dedicated exhaust hoods and collection systems should be provided where required for paint booths, fume producing or dust producing applications, etc. Refer to Figure M-2, on the following page, for a schematic of the potential air flow and pressurization between the labs and adjacent areas.

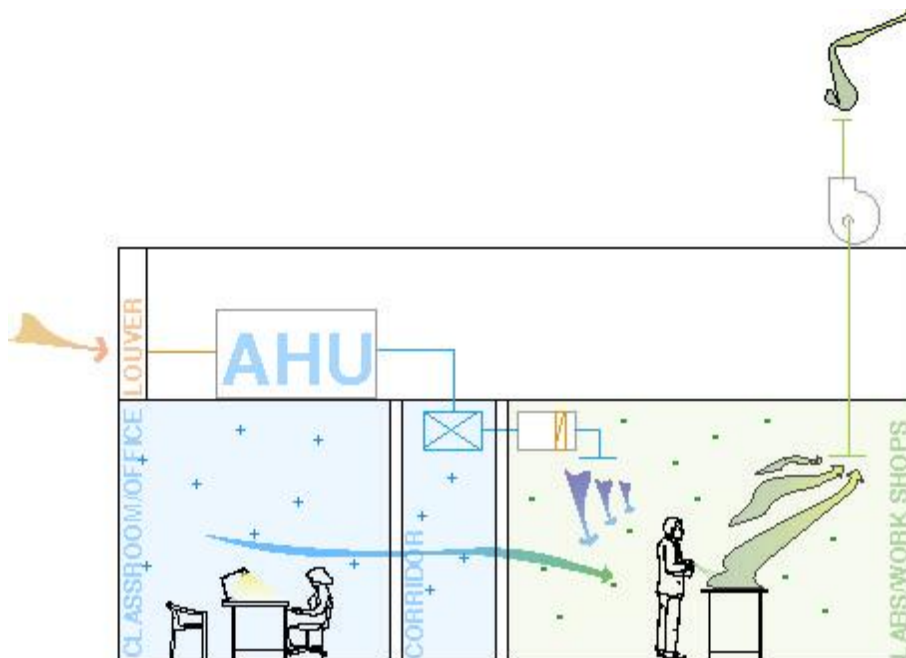


Figure M-5 Lab ventilation air flow and pressurization of adjacent areas. (Corridor and classroom ventilation systems are not shown for the sake of clarity.)

The dedicated exhaust systems inherent in the lab and workshop building design would require a large amount of exhaust air which correlates to an associated amount of make-up ventilation air. The make-up air is provided by bringing in outside air, filtering it, conditioning it and providing it to rooms in appropriate amounts. The large amount of make-up air provided to the labs needs to be conditioned to meet indoor occupancy comfort temperature set points. The increased amount of air to be conditioned significantly increases the heating and cooling load of the applicable building and subsequently the demand on the central plant.

engineering

Laboratories should be provided with conditioned make-up air via variable air volume (VAV) dedicated outdoor air units. Labs would be supplied with variable air flows to meet diversified room loads and activities. A three stage air flow model is recommended. The minimum airflow setting would be sufficient to meet code required minimum ventilation rates for unoccupied laboratories while also meeting interior conditioning loads. The second air flow setting would be greater to provide air for cooling of the room when occupied and increased ventilation levels. The third setting would provide sufficient air to the room to evacuate high activity loads which create fumes, toxins, dusts, etc. that might be harmful to building occupants. Potential supply air settings for the rooms are recommended to be a minimum 4 air changes per hour (ACH) for unoccupied conditions, 6 to 8 ACH for normal occupied conditions and 10-12 ACH for high capacity flow. A less energy efficient system could be designed with only two-stage supply air settings for occupied and unoccupied times to simplify controls and reduce capitol costs.

The lab rooms at all times would be negatively pressurized to contain fumes, toxins, dust, etc. The applicable exhaust system in the room would ramp up in correspondence with both the make-up air settings and room air conditioning needs to provide sufficient air movement to keep the room under negative pressure. The greatest ventilation air flow rate would be controllable by the BMS for automatic control as well as by room occupants for manual control as needed. Adjacent area mechanical ventilation systems should be revised to provide for positively pressurized classrooms and corridors in relation to adjacent labs and workshop rooms. Recirculation of lab air could be completed in labs where there are is no chemical storage or fume hoods during off hour times for building energy savings, as applicable to maintain good IAQ and maintain negative pressure.

The potential location for the C building lab renovation air handlers would be in the proposed C² building sub-basement and at the C building roof level mechanical room. Refer to the architectural plans for a more thorough description of the C² building sub-basement parameters. C building roof level area would also be required for dedicated exhaust fans and increased outdoor air intakes. Deleted air handlers would be removed within the existing C building air handling plants and the space re-used as applicable per the construction phasing and program of the renovation project.

Spray booths within one laboratory room serving similar fume and/or particulate producing sources could be assessed for manifolding opportunities. Manifolded lab exhaust systems must comply with NFPA 33. Spray booths indicated in the spray room lab in Building A could possibly be manifolded to reduce the overall amount of ductwork exhaust to the roof level. Manifolding of exhaust applications helps to minimize slab penetrations, reduce construction costs for heat recovery devices and reduce exhaust outlets and fans at the roof level. Heat recovery systems for dedicated outdoor applications typically have a predicted 10 to 15 year payback period. Some labs will need to have dedicated exhaust ductwork and fans per applicable code requirements and engineering standards.

The increased air requirements for the labs and workshops will also affect the vertical shaft area required in the buildings to distribute the conditioned make-up air and provide dedicated exhaust ductwork risers. Shafts in the renovated Buildings C and A will potentially double in size in relation to existing shaft areas. Existing shaft areas in buildings C and A will be re-used as much as possible. The existing A building has large shaft areas associated with the relocated cafeteria from the 4th floor to the West Courtyard building which can possibly be incorporated to serve the lab building systems.

Any operable windows in laboratories should be permanently fixed closed or replaced with non-operable (i.e. fixed) windows so the renovated laboratory systems can be positively pressurized. Partition walls between labs, adjacent corridors and non-laboratory spaces will need to be extended to the underside of the floor slab to provide sealed and separated rooms. This work is imperative in relation to the renovated air handling systems for the renovated labs to be able to maintain good indoor air quality in the labs and adjacent building areas.

engineering

C² Building Lab Scheme

Recent discussions with the College have indicated that the C² building could potentially be programmed for student laboratories or workshops in lieu of clean classroom spaces. The current building program does not include the installation of laboratories or workshops. The possible inclusion of laboratory or workshop spaces into the building program will require a revision of the preliminary cooling and heating air system design which allowed air from the classrooms to flow into the building atrium. Laboratories and workshops should be designed with a negative air pressure in relation to surrounding spaces to keep contaminated air within these areas from transferring to egress corridors or adjoining rooms. Pressure balance within the building would be closely designed to maintain positively pressurized corridors and classrooms in relation to the labs and workshops. Dedicated exhaust hoods and collection systems would be provided where required for paint booths, fume producing or dust producing applications, etc.

Air handling and controls systems for the proposed labs in the C² building should be as indicated in this report section titled "lab modernization".

Offices and Classrooms Modernization

Offices, classrooms and corridor areas should be provided with air conditioning to offset room loads while pressurizing the areas and providing good indoor air quality. The existing primarily constant volume air handling units were installed in the 1970's. Since that time revisions in engineering guidelines have changed ventilation rates to improve indoor air quality standards. Air handling units for these areas should be revised to meet current indoor air quality standards. Improved indoor air quality and occupant comfort levels have been shown to improve productivity levels of room occupants.

Renovated offices and classrooms air handling units should be VAV air handling units connected via distribution ductwork to individual room VAV terminal units. VAV systems are energy efficient and can be designed to provide individual temperature control for office spaces and classrooms. Return air would circulate back to the air handlers serving the office and classroom spaces. To promote good IAQ, local exhaust should be provided in all copier areas.

The renovated campus buildings and any new buildings should be designed with a level of innovation and simplicity that provides occupants with comfortable and flexible rooms. Improved indoor air quality in correlation with energy efficiency can be attained by installing carbon dioxide sensors in rooms. Carbon dioxide sensors identify changes in carbon dioxide levels in occupied areas which can then be directly correlated to the level of fresh air required by the occupants in each space. This is especially important at the campus since the occupancy of rooms and usage throughout the day are continuously in flux. Carbon dioxide sensors provide a way of directly correlating outside air needs to the needs of the occupants in the classroom this also relates to energy savings by reducing the conditioned outside air load to the space when the space is unoccupied. The ventilation rates provided to the classrooms per the carbon dioxide sensors should meet ASHRAE Standard 62-2001 and good engineering practice.

Computer Classroom Upgrades

Currently, chilled water is only provided to campus air handlers during half of the year. This adversely affects the cooling of computer rooms which have year round cooling loads. Connecting computer rooms to the proposed year round C² chiller plant could provide cooling for these spaces year round. Existing piping and terminal equipment would need to be revised in these areas, as applicable, to provide this service. Air side economizers where applicable and as required to meet the NYS energy code would be provided with 100% air side economizers to provide cooling when outside air temperatures are 50 deg F or below.

engineering

Museum and Archival Space Revisions

The garment archival space in E building is a re-circulating air system with no fresh air intake and no active humidification system. Visual surveys of the space and discussions with facility personnel have indicated that there have been some mold issues in the archival areas. It is recommended that the existing archival unit be retrofitted with an ultraviolet (UV) lamp in the ductwork to reduce mold levels in the archival space. A section of the supply ductwork will need to be revised to meet the slower ductwork air velocities across the UV lamp section.

Additional analysis is required of the air distribution in the space but it is also possible that there are stagnant areas in the archival space which could be corrected with revisions to the existing ductwork.

Archival and museum spaces not equipped with dedicated air conditioning units which can provide year round cooling should be upgraded to meet space requirements.

Conditioned fresh air should be provided to all archival and museum air to meet indoor air quality standards and local code requirements.

primary decisions

Primary Decisions

- Should the proposed academic classrooms on floors 5 & 6 of the A Building be revised into labs?
- Should the 4th floor of the A Building be developed in lab space?
- Should the Master Plan decrease the number of faculty offices to increase the number of classrooms?
- Should the Master Plan reduce the number of proposed computer classrooms to increase the number of classrooms?
- Should the Bill Blass Center, currently proposed in CC21, be relocated to C²?
- Should the college move forward with city funds to construct a new physical plant?
- Should the college make possible dedicated spaces fully dedicated academic teaching spaces for specific departments?