

## Academic Affairs Space Request Form

Department: Dean, CHHS Contact person for Request: Dr. Rich Patterson

Date Submitted: 10/16/2014 Phone: 5-4031 Email: rich.patterson@wku.edu

Check one: New Space – Creating Additional Space – Expanding

1. Describe your current space situation. What space does your program occupy? Include room numbers and approximate square footage of each area occupied.

Office Space: The existing Allied Health office space was designed for and used by the student health clinic on campus (prior to the construction of the Medical Services Building) so the rooms are configured as medical treatment rooms and “hospital rooms”. As a result, offices in this space are significantly larger than the typical office on campus; some with private restrooms in the office space. The College of Health and Human Services has been growing exponentially over the last several years and needs additional office space for faculty and staff to accommodate this growth. Since there is no additional space available in the Academic Complex, CHHS is proposing to renovate the existing space (approximately 500 square feet) to double the number of offices from seven to fourteen. Room numbers in the office space area range from AC-228 – 231 and 233 – 235.

Clinic and Classroom Space: Clinic and classroom space totally dedicated to the Dental Hygiene program is approximately 550 square feet. The room numbers range from AC-218 – 227 and 236 – 239. This includes space for medical records, administration, X-ray rooms, dental treatment rooms, laboratory/classroom, and conference space.

2. What are your physical needs? Describe all requirements, and avoid “adequate” as a need:
  - a. Square footage needs: How many rooms? Answer remaining needs for EACH room.

Square footage will remain the same – the proposal is to reconfigure existing space to accommodate growth and changing needs. This will entail doubling the number of offices in the existing space and increasing the lab/classroom space by approximately 120 square feet by annexing an adjacent classroom.

- b. Facilities needs (electrical, HVAC, lighting, storage, plumbing, etc.). Attach a proposed drawing to indicate desired space utilizations.

Office space will require seven additional computer (Ethernet) and phone drops and existing drops will need to be relocated. HVAC will need to be modified to appropriately service additional offices. The renovation of the lab/classroom/clinic space will require

extensive plumbing and electric changes but these changes will be predominately relocations rather than additional requirements. Modifications to HVAC will also be made to update the antiquated system and to meet code. Additionally, the relocation of X-ray machines will require shielding in the new location.

IT needs: be specific (how many outlets/Ethernet ports in each room).

Existing Ethernet ports in both office and the clinic will be utilized but relocation will be required. An additional seven new Ethernet ports will be needed for the newly reconfigured offices and four new ports in the lab/clinic to accommodate technology needs in the lab. Existing phone lines will be utilized but relocated and an additional seven phone lines will be needed for newly configured offices.

- c. Equipment needs: What inventoried equipment will be in the room, and what will be transferred from existing space.

Most of the existing equipment will be removed and then reinstalled in the renovated space. Existing lab tables will be removed and replaced with new tables that reflect current practice.

- d. Furniture needs: What furniture will be in the room, and how much of that will be transferred from existing space?

All existing furniture will be utilized but relocated to newly renovated spaces. Office furniture for the seven offices acquired through renovation will be purchased or repurposed by the department(s) occupying that space. The classrooms will receive new tables/chairs and the lab tables will be replaced.

- e. Privacy/Security needs: justify limited-occupancy offices, special keying, etc.

X-ray rooms will have limited access to only authorized students and faculty. Medical records will be secured in a limited-access room that meets HIPA requirements.

- f. ADA needs: Are there special requirements needed beyond normal building codes?

None

- 3. What cost will be involved in this request? (examples: furniture, moving expenses, renovations, etc.). Consider consulting with IT and PDC if you are unsure. Who will be responsible for the cost of the move and any renovations?

The total project cost for the renovation, as estimated by the architectural firm Murphy, Graves, Trimble, is \$1,003,606. Additional lab tables/equipment and furnishings and moving/storing existing equipment/furnishings will add up to an additional \$100,000. CHHS will be responsible for all costs. The attachments include the cost opinion as well as before and after renovation drawings for the entire project. This project can be accomplished in two phases depending on available funds. Phase I would be the renovation of the office space for an estimated at \$443,550 (see attached). Phase II is the classroom/lab renovation which would be the remaining \$560,056. It is the intention of CHHS to complete both phases during the Summer 2015 if projected funding is available. An alternative would be to do Phase I during Summer 2015 and Phase II during Summer 2016. Initial discussions with potential contractors have indicated that the work can be completed for both Phase I and II during Summer 2015 so that is the current plan.

4. Justification? What has changed that makes your current space inadequate? Please be concise (200 words or less).

With the continuing growth of CHHS, there is a need for additional faculty, however, there is no additional office space in the Academic Complex. Within the next year, the Department of Public Health will need five to six additional offices to accommodate faculty. The renovation will generate the new offices needed without having to go to other buildings which already have an office space issues of their own.

The American Dental Association Commission on Dental Accreditation (ADA-CODA) standards mandate that there must be 1 faculty member per 10 students in classes designated as labs. So, during every lab there are always 3 instructors and 28 students. There is not sufficient space to walk down the center aisle in the lab due to the narrow pathway (see picture attached).

When the clinic was originally designed, certain technologies didn't exist that are now part of everyday practice. As designed, operators needed little space to be able to satisfactorily treat a patient. Recent advancements, however, have necessitated the addition of computers and ultrasonic scaling devices in every unit. These are necessary to maintain accreditation standards and ensure our students remain competitive in the region. We wish to decrease the number of cubicles in the main clinic by 2 – thereby enlarging the remaining 8. By relocating radiography units to the lab, we will be able to maintain the current number of operator chairs as mandated by CODA standards.

5. Do you have a space in mind? If so, why is this space adequate? Who and what is currently there?

The expansion of the Dental Hygiene lab/classroom would entail annexing AC-217 (currently a classroom) to accommodate the number of students in the lab. As indicated above, the program has grown to the extent that faculty can't easily move among the students in the lab.

6. What space will you vacate upon moving?
- Be specific: include room numbers and approximate square footage of each area occupied.

No rooms will be vacated just reconfigured.

- If shared with another program, what fraction of time is dedicated to your program? Room open more hours of the day?

New office space will be shared with other departments within CHHS, predominately Public Health.

7. Time needs for the space during a typical week: Full-time or part-time faculty/staff? Day/Evening/24-Hour/Weekend?

Office space is for full-time faculty and staff. Classroom/lab space is solely dedicated to the Dental Hygiene program and is used predominately during the standard WKU work week during normal business hours and occasionally on weekends.

8. What is the time frame (dates and duration) for your move? ASAP is not acceptable. Provide realistic dates.

The proposed renovation would begin in May 2015 and be completed before classes begin in August 2015.

Approvals:

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Dr. Richard F. Patterson  
Associate Dean, College of Health and Human Services

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Dr. John A. Bonaguro  
Dean, College of Health and Human Services





DENTAL HYGIENE DEPARTMENT  
 MAY 12TH, 2014  
 SCALE: NTS



**TRIMBLE**  
 MURPHY GRAVES TRIMBLE, PLLC  
 1000 UNIVERSITY BLVD. SUITE 1000  
 BOONE, KY 40309

Academic Center  
Dental Hygiene Renovation

Prepared by: Rob Crouch and Michael Shaffor

7.1.2014



<u>Ceiling Demolition</u>	\$	2,565.73
<u>Flooring Demolition</u>	\$	3,111.63
<u>Interior Wall Demolition</u>	\$	9,652.60
<u>Door and Frame Demolition</u>	\$	1,334.00
<u>Casework Demolition</u>	\$	1,455.00
<u>Dumpster</u>	\$	6,127.00
<u>Improve Existing Corridor to 1 Hour Rating</u>	\$	49,280.00
<u>Install New Walls (Sand Filled CMU)</u>	\$	6,002.00
<u>Install New Walls (Metal Stud and GWB)</u>	\$	23,637.40
<u>Install New Ceiling Grid and Tile</u>	\$	30,768.66
<u>Install New Floor Coverings</u>	\$	47,834.57
<u>Install New Vinyl Base</u>	\$	13,032.07
<u>Painting</u>	\$	21,465.00
<u>Install New Doors</u>	\$	20,357.00
<u>Install New Hardware</u>	\$	20,860.00
<u>Install New Casework (Breakroom)</u>	\$	8,000.00
<u>Install New Dental Hygiene Casework</u>	\$	160,000.00
<u>Install New Accessories</u>	\$	5,400.00
<u>Mechanical</u>	\$	133,113.00
<u>Plumbing</u>	\$	38,525.00
<u>Electrical</u>	\$	156,400.00
<u>MPE Occupied Facility Factor</u>	\$	34,444.00
Subtotal	\$	793,364.66
O&P	15%	\$ 119,004.70
Design Contingency	10%	\$ 91,236.94
<b>Total Project Opinion</b>	\$	<b>1,003,606.29</b>

Academic Center  
Dental Hygiene Renovation

Prepared by: Sam Claxton - CMTA  
 7.1.2014



**HVAC**

Ductwork		\$	34,000.00
Sheet Metal Accessories		\$	17,000.00
Insulation		\$	4,250.00
Dual Duct VAV Boxes		\$	27,500.00
Controls		\$	11,000.00
Test and Balance		\$	5,500.00
Med Gas Piping		\$	11,000.00
Demo		\$	5,500.00
	Subtotal	\$	115,750.00
	O&P	15%	\$ 17,362.50
	<b>Total HVAC</b>	\$	<b>133,112.50</b>

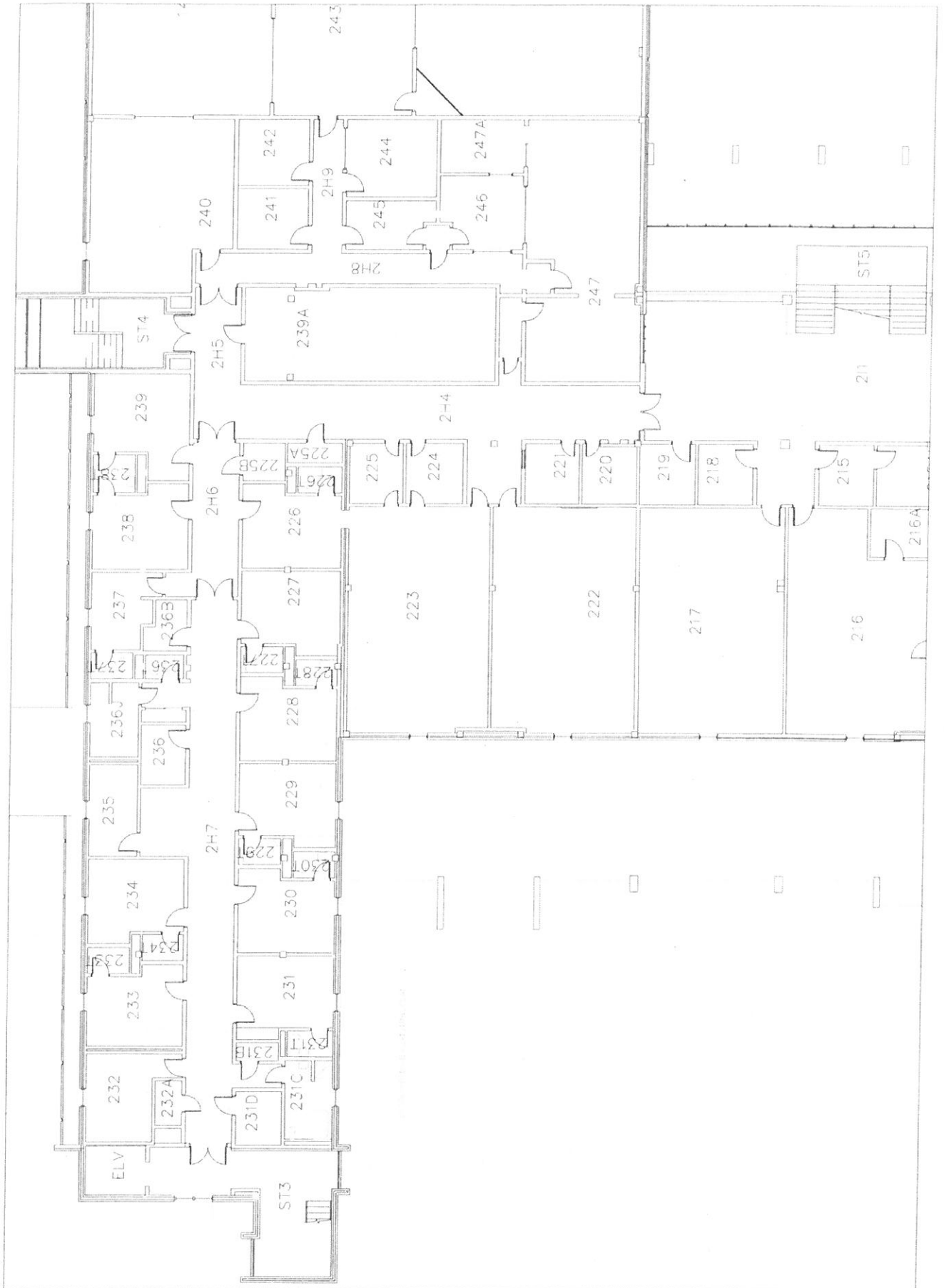
**Plumbing**

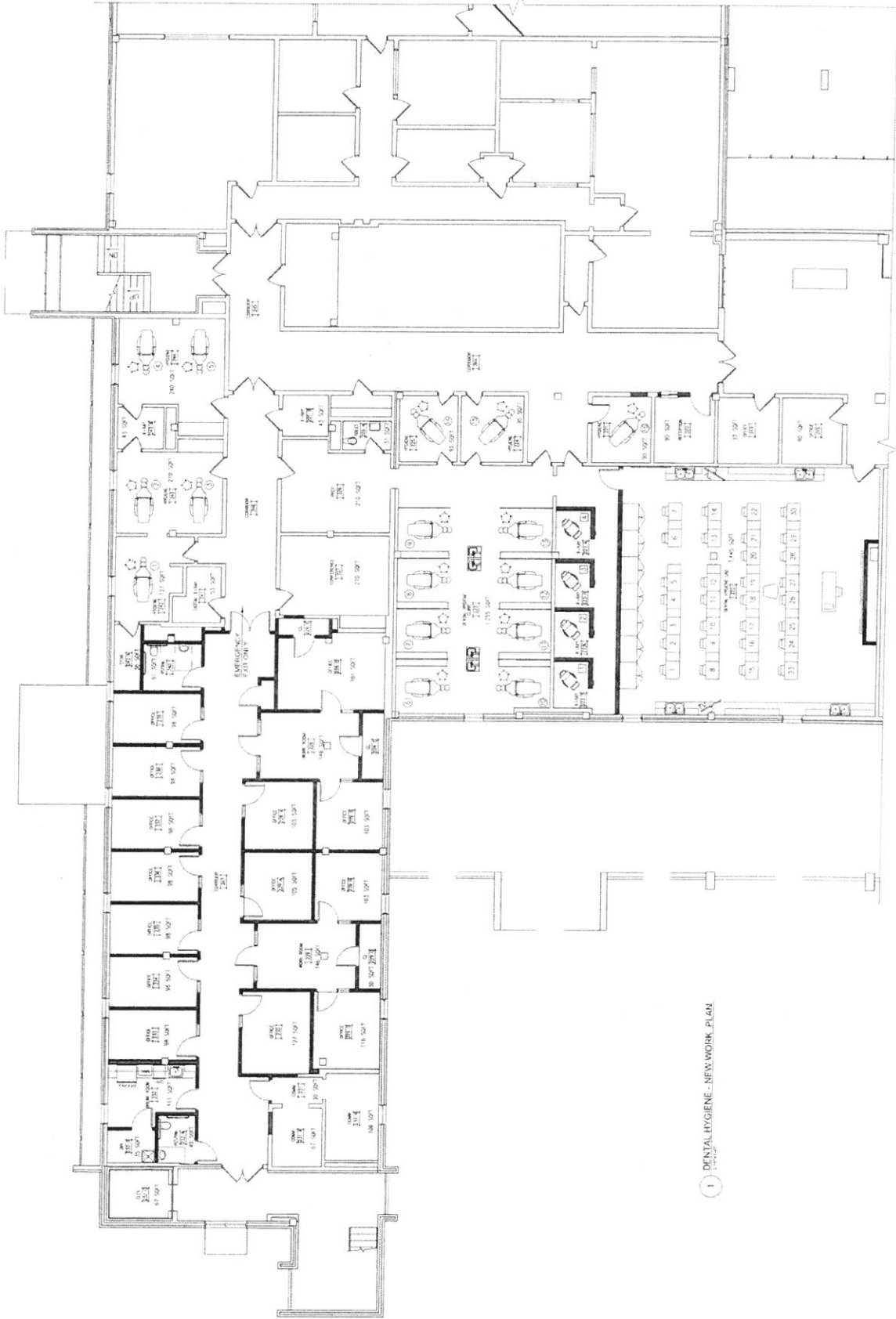
Fixtures		\$	10,500.00
Piping		\$	12,000.00
Demo		\$	11,000.00
	Subtotal	\$	33,500.00
	O&P	15%	\$ 5,025.00
	<b>Total Plumbing</b>	\$	<b>38,525.00</b>

**Electrical**

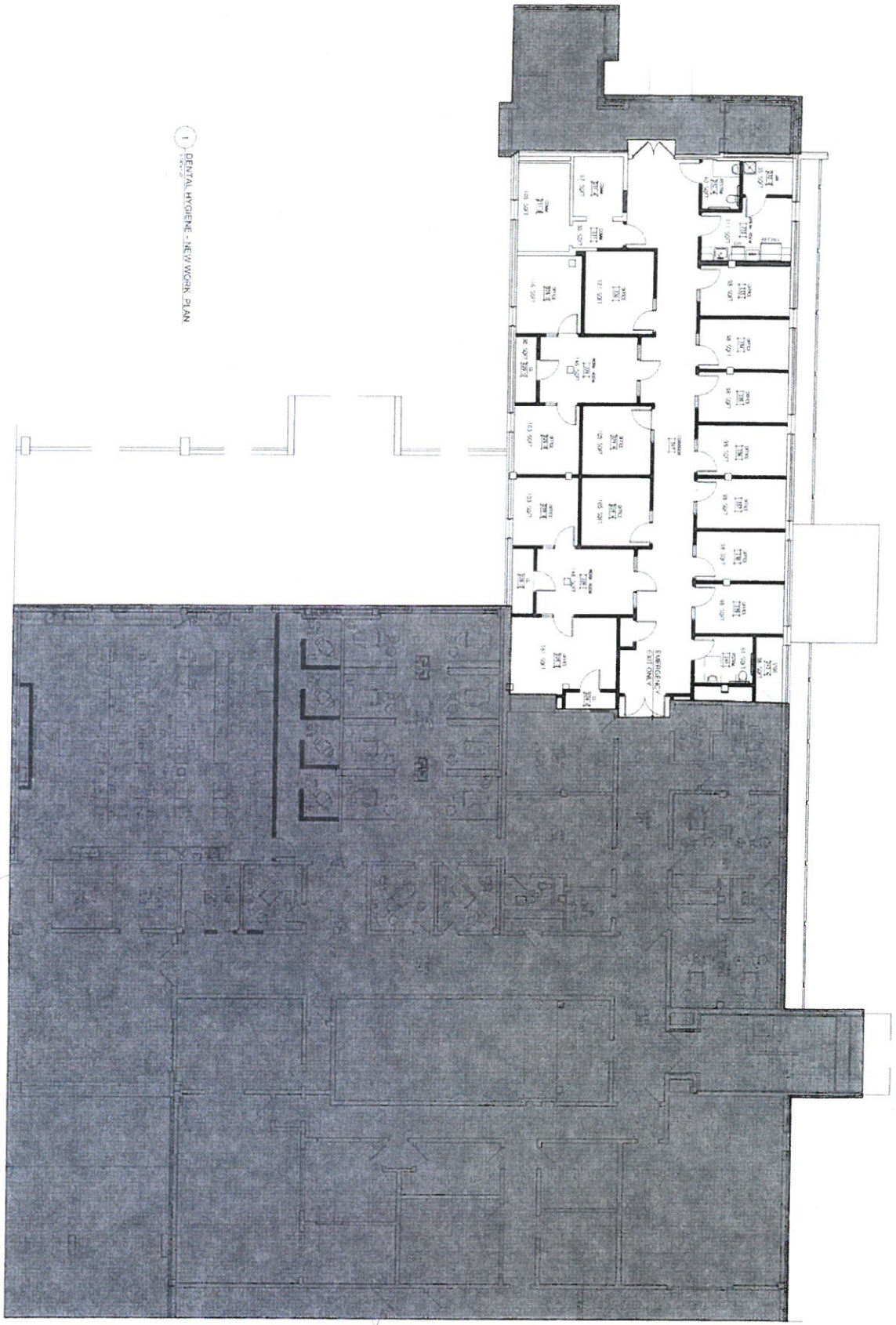
Demo		\$	12,750.00
Lighting and Controls		\$	42,500.00
Power		\$	25,500.00
A/V Rough In		\$	4,250.00
Telecomm		\$	25,500.00
Fire Alarm		\$	8,500.00
Misc. Equipment		\$	17,000.00
	Subtotal	\$	136,000.00
	O&P	15%	\$ 20,400.00
	<b>Total Electrical</b>	\$	<b>156,400.00</b>







1 DENTAL HYGIENE NETWORK PLAN



1 DENTAL HYGIENE - NETWORK PLAN

Academic Center  
2nd Flr Office Suite Renovation

Prepared by: Rob Crouch, Michael Shaffor, Sam Claxton

9.18.2014



<u>Demolition</u>	\$	<u>33,441.00</u>
<u>Improve Existing Corridor to 1 Hour Rating</u>	\$	<u>10,000.00</u>
<u>Install New Walls (Metal Stud and GWB)</u>	\$	<u>48,774.00</u>
<u>Install New Ceiling Grid and Tile</u>	\$	<u>12,806.50</u>
<u>Install New Floor Coverings and Base</u>	\$	<u>13,726.00</u>
<u>Painting</u>	\$	<u>11,003.00</u>
<u>Install New Doors</u>	\$	<u>31,182.00</u>
<u>Install New Hardware</u>	\$	<u>9,693.00</u>
<u>Install New Casework (Breakroom)</u>	\$	<u>5,950.00</u>
<u>Install New Accessories</u>	\$	<u>2,150.00</u>
<u>Mechanical</u>	\$	<u>63,457.00</u>
<u>Plumbing</u>	\$	<u>20,470.00</u>
<u>Electrical</u>	\$	<u>71,645.00</u>
<u>MPE Occupied Facility Factor</u>	\$	<u>16,335.00</u>
Subtotal	\$	<u>350,632.50</u>
O&P	15% \$	<u>52,594.88</u>
Design Contingency	10% \$	<u>40,322.74</u>
<b>Total Project Opinion</b>	<b>\$</b>	<b>443,550.11</b>

Academic Center  
2nd Flr Office Suite Renovation

Prepared by: Sam Claxton - CMTA  
 9.18.2014



**HVAC**

Ductwork		\$	14,240.00
Sheet Metal Accessories		\$	7,120.00
Insulation		\$	1,780.00
Dual Duct VAV Boxes		\$	17,800.00
Controls		\$	7,120.00
Test and Balance		\$	3,560.00
Demo		\$	3,560.00
	Subtotal	\$	55,180.00
	O&P	15%	\$ 8,277.00
	<b>Total HVAC</b>	\$	<b>63,457.00</b>

**Plumbing**

Fixtures		\$	7,120.00
Piping		\$	7,120.00
Demo		\$	3,560.00
	Subtotal	\$	17,800.00
	O&P	15%	\$ 2,670.00
	<b>Total Plumbing</b>	\$	<b>20,470.00</b>

**Electrical**

Demo		\$	3,560.00
Lighting and Controls		\$	19,580.00
Power		\$	23,140.00
A/V Rough In		\$	1,780.00
Telecomm		\$	5,340.00
Fire Alarm		\$	3,560.00
Misc. Equipment		\$	5,340.00
	Subtotal	\$	62,300.00
	O&P	15%	\$ 9,345.00
	<b>Total Electrical</b>	\$	<b>71,645.00</b>