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The below minutes were compiled after a round of meetings with the buildings’ users on December 6, 2013. The administration thus reviewed and revised the minutes to incorporate additional requests on January 17 and 29, 2014.

I. Administration:

A. Study should help determine how to use the existing library space better
B. Future expansion is possible, but there is no date for how long it may take
C. All new offices created should utilize the University standard office sizes, unless functional needs suggest otherwise
D. Should the offices in the basement area be separated?
E. Is there a better use of the staff lounge on the ground floor and adjacent storage spaces? A wall removal to combine these spaces may be an option
F. The Learning Center
   a. Currently have space at the new information desk for receptionist, but they currently use their old reception desk
   b. The arrival/waiting functions are currently disjointed and cause some confusion
G. Help Desk at the entrance has its support in training on the ground floor
H. For the most part, offices in the building are over or undersized
I. Space in the lower level left of the building is having materials cleared out in a portion of it due to piping repair (the shelves will be permanently removed), and that area will be prime space for redevelopment
J. Classroom 205 has video conferencing capabilities
K. Video Conference Room 204 is the only room that can be scheduled by classes
L. Faculty can check out Study Rooms 201, 202, 203
M. Office 211 is currently used as a Retired Faculty Drop In Office
N. Special Collection needs to be:
   a. Expanded
   b. More visible
   c. Better humidification
   d. Adequately sized spaces
O. Special Collections is in the Capital Campaign
P. Overall stack volume is more than adequate. Could move most to 2nd floor.
Q. 2nd and ground floor have existing mechanical plenum with perforated ceilings. 1st floor was ducted during the last renovation. New HVAC has been sized to duct the entire building.
R. Reference area needs better furniture. There is not enough and it was not laid out well.
S. The “lollipop” tables do not work in the reference area. Would like those removed.
T. Entire library is low on group study space, whether private rooms or group tables.
U. Ground floor offices in the center create noise issues for the students studying in the quiet study areas.
V. Need gender neutral restrooms.
W. Because of structural limitations, you can only use compact shelving on the ground floor.
X. Binding area can be reutilized
Evaluation of Existing Spaces

Y. Starbucks Issues:
   a. Starbucks cannot close their doors before closing, like the library does. Stanchions are used to manage the Starbucks line to block off one set of the doors for the entrance to remain open.
   b. The line for service at Starbucks often wraps through the roped off area in the lobby of the library. Starbucks has no direct exterior entrance and no way of providing the space to queue patrons within the space.

II. Faculty:
   A. Instructional space is limited, currently, the computer lab and LL106 are the mostly widely used.
      a. An additional room of 720 sf would be ideal
      b. Ideally without blocking access to the windows and with a possible separate card swipe access external door for after hours.
   B. Need more group work rooms – including spaces for 4, 6, and 8. Six (6) more requested, or more, while leaving substantial open space for adaptive space use by users.
   C. Laptops (50 total) are signed out at the circulation desk
   D. Space expansion for additional services to move to the library, i.e. disabilities, media services
   E. Number and size of offices is sufficient for faculty use
   F. Cannot use the computer lab for group work because the tables cannot be moved and grouped together. This could be addressed by purchasing new furniture with librarian openness to learning how to leverage a new layout for instruction.
   G. Students do not like using the compact shelving. Some librarians are unsure, however, how accurate this statement is.
   H. Reference area could be spread out and not be dedicated to one area of the library, possibly moved to the 2nd floor. The reference collection could be further reduced in size with removed items shifted into the general stacks. A dedicated, but smaller, reference space is still a common practice.
   I. Carpet in the lower level must be replaced, dated and worn
   J. Second floor finishes are dated and the furniture is old and not adequate.
   K. Reclaiming the lower level would allow for more student space
   L. Restructure the spaces within the library
   M. Additional furniture is needed on the 1st floor. Not enough lounge furniture was purchased with the previous project.
   N. Tech Services is underutilized by the students, less print
   O. Lollipop computer stations are too small for computer, notebook, study guides, and books.
   P. Locations and design intent does work. Octagonal workstation layout furniture (such as York U) would work better, inclusion of peninsula group study stations would also be beneficial.

III. Access Services:
   A. Circulation desk layout is great. The casework is not well made and is already deteriorating.
The hinges, drawer glides break a lot.

B. Office view of the desk is bad. Cannot see to aid student workers.
   a. 3 staff in the office

C. Reference shelving should be moved to provide more student space.

D. Gallery lighting is bad and doesn’t invite students
   a. All lights are on sensors so they are generally not on.
   b. There is no power/data outlets for interactive displays.
   c. Better light fixtures could provide more opportunities for display.

E. Study rooms do not have intercom systems so students do not hear special announcements

F. Some end study rooms have no air circulating and are extremely stuffy, hot, or cold depending on weather.

G. 48 laptops are available for students to check-out

IV. Technical Services/Collection Management:

A. 9 total staff & 2 student workers: a total of 1 manager’s office and 6 cubicles/offices are needed, 3 on each side of the space.

B. Staff works off of services carts – collection of books are logged into computer, data retrieval and entry, each cubicle office has 1 or 2 library carts at all times

C. Current offices are reused cubicles, therefore wall heights are not full partitions, noise and privacy is a huge concern with staff
   a. Staff is working with ear buds to eliminate sounds and fellow co-workers voices
   b. Wire management on the desks are an issue
   c. Systems partitions are not currently powered
   d. Wire management needed, cores from phone, computer, printer, label printers are tangled

D. 4 offices too small- larger cubicles/offices are needed to accommodate working with material carts.

E. A large table is located within the space, however is utilized by many departments, functions as a conference room when no others are available. Contributes to the noise factor within the space

F. 1 student work area, 3 total students could be working per semester, sometimes 2 at a time

G. There are HVAC issues in the space- either too hot or too cold

H. The staff lounge is only used for lunch and by the downstairs staff only.

I. Currently deliveries come into loading dock, call up to Circulation Desk, they call down and someone from Tech Services goes to answer it.

J. Staff does not want to be moved into current staff lounge/storage area. They used to be there and it is dark, windowless, and not an appropriate working environment.

K. More storage needed, i.e. paper products
V. Learning Center:

A. The current location is great. Moved during last renovation.

B. 3 different types of tutoring
   a. Content tutoring- small groups
   b. Writing tutoring- 1 on 1
   c. Learning specialists- 1 on 1

C. Reception desk has a receptionist & 1 more student worker (2 people max)
   a. Receptionist checks in student
   b. Sends them to the “waiting” area (not well defined)
   c. Tutor searches for student when ready
   d. Tutors sometimes have problems locating students

D. Learning center open Mon-Thur & Sunday evenings

E. Graduate Student Area is used as overflow tutoring area.

F. The large storage room has been turned into grad assistant lounge, storage, & staff lounge
   a. Houses 27 laptops on carts

G. AIM- Academic Probation- utilize conference room because they need a private, confidential meeting space. The only person that consistently uses the conference room is the 30 hour per week Learning Specialist, because there is no office for her.
   a. She has priority scheduling for that room, brings her own laptop, and does not have access to an office telephone.
   b. The conference room is also used for other purposes, during which times the learning specialist must work elsewhere in the learning center.
   c. The conference room is also used for staff meetings (LC, AIM, Writing, and Content, department meetings, other small meetings, and small workshops.

H. Secretary needs visual of reception desk, if possible. Secretary is currently disjointed from the rest of the Learning Center. There are two other LC offices on the same side of the “wall,” so some dispute whether the secretary is disjointed. It is believed that the soft seating row that divides the learning center area is what confuses people.

VI. Students:

A. Overall students enjoy the library, they come to the library for various reasons – study groups, computer usage, tutoring, reading books, tech support,

B. Tutoring has become more widely used due to the new location.

C. The soft seating area outside the tutoring area is thought to be waiting area for the learning center. Underutilized.

D. There are not enough computers at the “lollipop” areas. Students have to wait for an open computer, sometimes for a long time.

E. The tables and chairs in the Learning Center appear to students as not available for use even when the Learning Center is closed.

F. 24-hour operation would be an asset to students. The MCT is the only 24 hour space on campus and it is not big enough. Not as much for computer use, but for table & chairs.
Evaluation of Existing Spaces

G. Lower level is not utilized often, usually only the semi-private carrels. Not the individual spaces.
H. More study rooms are needed – major reason students come to library
I. Whiteboard in study space are widely used
J. Study rooms are preferred because they have a door for privacy
K. More plug in areas are needed, specifically on the upper level
L. Computer lab is well used, and provides enough computers and a quiet space to work
M. Add more soft seating, especially on the first floor.

VII. IDWT/CFEST (Academic Services):
A. Offices currently have but may not require a consult table & desk.
   a. The current offices are very long and narrow.
   b. 014 and 015 could be reconfigured to create 4 separate offices, the partitions need sound proofing/insulation
   c. Faculty will come work with staff in the offices as well
   d. Windows could have frosted glass for more privacy
B. Instructional Design (2 staff) & Web Technology (2 staff), plus Director
C. Need access to the conference room (016)
D. Instructional Classroom/Conference
   a. Used as a classroom every other week for 2 hrs for new faculty training
   b. Instructional Design & Web Technology uses it as a lab for instructional design & training sessions once a week
   c. Cannot be used as a general conference room because of the scheduling conflicts that would cause
   d. The current location is good
   e. Could benefit from a storage cabinet/coffee cabinet
   f. Currently a noisy space that disrupts students who are working in the quiet study area outside.
      i. The walls are both glazed and temporary partitions without sound insulation

VIII. Archives/Special Collections:
A. Collection is based on 60s, 70s, 80s, and 90s
B. The archives being collected are documents from the Shippensburg University history
C. Requested spaces include:
   a. Work room - for processing new materials with a stand-up height work counter
IX. Academic Technology Support Services:

A. 18 computers on the lower level & printing services
B. 2 student workers at the main desk
C. The center room on ground floor is used to work on computers
   a. 2-3 student workers and Isaak’s office cubicle
   b. No place for private discussions
   c. Currently have 6 stations for servicing university machines- 10-12 would be ideal
   d. 1 MAC computer station for servicing, which is sufficient
   e. Currently have storage in the MCT253 Hallway and it would be better if this storage could be built into this space or a space nearby. The type of space in the supply closet area of room 002 would be adequate.
D. Having the remote support specialists nearby would be more helpful for communication and training purposes. This would also get closer to a single point of contact for end-user issues and machine drop-offs.
E. Possibly add acoustic insulation to wall at the back of 015. The wall is a temporary wall and with the printer on the other side of the wall, the room gets noisy.
Recommendations Space by Space

Reference the Existing Ezra Lehman Library Basement Plan, First Floor Plan, and Second Floor Plan for room locations and numbers. Rooms not listed are to be left as is in size, location, and layout. Overall finish, mechanical, electrical, and plumbing upgrades to the basement and second floor are not reflected in this space by space account.

Ground Floor (Basement):

Tech Services (002) Room is under-utilized for its size. Tech Services is disjointed from their storage and noted that they would not need as much shelving storage space. Many different departments noted that they either currently, or would want to store items in this space. Government Docs are currently located in this room and are hard to access.

MKSD recommendation: Resize room for use as general building storage and Tech Support Services/IT.

Re-Bind (005) Room is currently not being used.

MKSD recommendation: Reallocate the room for use as a Staff Lounge/Meeting Room.

Office (006) Currently office space for the Tech Service area. See Tech Service (010) recommendations below.

MKSD recommendation: Reallocate the room, along with a portion of Tech Service (010), Office (007), Hall (008), Office (009) for new Media Collections location.

Office (007) Currently office space for the Tech Service area. See Tech Service (010) recommendations below.

MKSD recommendation: Reallocate the room, along with a portion of Tech Service (010), Office (006), Hall (008), Office (009) for new Media Collections location.

Hall (008) Currently office space/hallway for the Tech Service area. See Tech Service (010) recommendations below.

MKSD recommendation: Reallocate the room, along with a portion of Tech Service (010), Office (006), Office (007), Office (009) for new Media Collections location.

Staff Lounge (008A) Current room is over sized for the amount of daily use it gets and its location is problematic for a majority of the building occupants to access it.

MKSD recommendation: Relocate the staff lounge to the current location of Re-Bind (005) so it is more reasonably sized and in a more central location for the users. Reallocate the existing space, along with a portion of the existing Tech Services (010) space, for use as a new location for Media Collections.

Office (009) Currently office space for the Tech Service area. See Tech Service (010) recommendations below.
**Recommendations Space by Space**

MKSD recommendation: Reallocate the room, along with a portion of Tech Service (010), Office (006), Hall (008), Office (007) for new Media Collections location.

**Tech Service (010)** Overall area, including the current cubicles, are inefficiently laid out and much of the room is being used as circulation space or a large conference area. The conference area is generally used by Tech Services but is also used by other departments in the building.

MKSD recommendation: Reduce the overall sf size of the space and remove the existing cubicles. A portion of the room would be reallocated for use as a part of the new Media Collections. The new Tech Services/Collection Management space would include 6 new cubicle offices, a scanning area, book processing area, and staff lounge/meeting area.

**Office (011)** Current Room is used as an office and access to Tech Services area.
MKSD recommendation: Reallocate this room as the Tech Service Manager’s Office.

**Tech Support Services-IT (012) & Office (012A)** Current space is small and inadequately mechanically vented for the departments use. Department does not have adequate storage for incoming and completed computers.

MKSD recommendation: Relocate department to the current Tech Services (002) storage space. The remaining 012 & 012A would then be available to be reallocated for four new rooms that can be used for offices, student study or group study rooms.

**Media Center (013)** Currently this space is being used as a study area, partial reference area for maps, microfiche, etc. and book shelving. The majority of the book shelving is currently empty and could be better utilized.

MKSD recommendation: The existing compact shelving is to remain. Additional compact shelving could be added to relocate the remaining reference materials from the first floor as well as the Government Documents Collection. Additional furniture including tables, chairs, and soft seating should be purchased to create more attractive and inviting quiet study space.

**Office (014)** Currently oversized office for 1 staff and extremely noisy because of badly insulated walls.

MKSD recommendation: Split office into 2 offices with a new door & frosted glazing on the 017 side of the room. Existing glazing on 013 side should be removed and replaced with sound insulated partition and frosted glazing in door.

**Office (015)** Currently oversized office for 1 staff and extremely noisy because of badly insulated walls.
MSKD recommendation: Split office into 2 offices with a new door & frosted glazing on the 017 side of the room. Existing glazing on 013 side should be removed and replaced with sound insulated partition and frosted glazing in door.

**Classroom (016)** Current room has poorly insulated or glazed partitions which account for noise issues in the adjacent spaces. Room is used for faculty training and thus a credenza or cabinet would be beneficial for functions.  
MKSD recommendation: Rebuild partitions adjacent to 013 & 017 to eliminate glazing and door into 013 and eliminate glazing on 017 side of the room. Provide additional furniture as required for program.

**Loading Dock (023A)** Currently the loading dock door is kept locked at all times. Most of the deliveries are handled by the Tech Services/Collection Management department. When a delivery arrives, the delivery person uses a phone to call directly to the Circulation Desk. The Circulation Desk employee then calls down to the Tech Services/Collection Management department to unlock the door and receive the delivery. 
MKSD recommendation: A direct line to the Tech Services/Collection Management department from the loading dock would be more beneficial.

**First Floor:**

**Vestibule (1V1)** The use of the vestibule space as a line queueing location is a violation of the emergency egress for the library and poses an immediate risk to the safety of the building’s occupants. Since there is inadequate line queueing space within the Starbucks shop, there are currently issues with the patron line spilling out into the vestibule of the library. The library has provided ropes to direct patrons to queue along the side of the vestibule adjacent to the shop. Additionally there are issues with the ability for the Starbucks to remain or be open after the library has locked their doors for the evening. The library currently locks their doors prior to the end of the library’s hours of operation and Starbucks must remain unlocked until they close. Both double doors and the single door are required to remain clear and free of obstructions for the safety of building occupants. The queuing blocks at least 1 full set of double doors from this use at all times.  
MKSD recommendation: Relocate the line queuing for Starbucks to the interior of the coffee shop’s space. Relocate any merchandise or seating to another location within the shop or adjacent seating area. Additionally to alleviate the locking issues, a new exterior entry door in the existing Starbucks storefront system should be installed. The existing baseboard heat would also need to be terminated at the new door opening.

**Coffee Shop (100)** See Vestibule (1V1) above.
Recommendations Space by Space

Computer Lab/Classroom (112) Existing computer tables cannot be used for group computer work and thus limit class teaching practices.
MKSD recommendation: Replace computer tables with new furniture.

Reference Area (119) Currently this space is under-utilized and not equipped with the appropriate amount of furniture. There are inadequate computer work stations that take up a lot of space and are not functioning properly for the users. There are not enough seating locations for either group or personal study. The reference collection is not used as it once was and no longer needs to be housed in this location.
MKSD recommendation: Remove the existing “lollipop” tables and replace them with computer station tables that wrap the columns and center tables with computers. Replace existing furniture and provide additional group study and personal study tables/chairs and soft seating. Relocate the reference collection to the Media Center (013).

Study Rooms (120-122, 128, 130, 132) Some rooms are insufficiently vented, and or, do not have functioning mechanical systems. None of the study rooms have campus announcement system speakers in them.
MKSD recommendation: Check and fix existing HVAC system in the rooms. Install announcement speakers in all rooms.

Seating Area (1L3) Current area is under-utilized and not equipped with the appropriate amount of furniture.
MKSD recommendation: Space could be expanded to incorporate more group work tables and chairs as an expansion of the Reference Area (119) revitalization. Additionally a portion of the space could be used to construction 2 more study rooms as the library has a need for additional rooms.

Gallery (1GL1) Space is inadequately lit and what light is provided is on an occupancy sensor and is generally off. Library patrons do not know the space is “open” and do not use it. There is inadequate power/data for interactive displays.
MKSD recommendation: provide additional gallery lighting which is not on occupancy sensors that can be repositioned to light displays as required. Provide additional power/data on both walls in several locations to allow for the most flexibility of the space.

Tutoring (123) Existing counter along exterior wall is not used and takes up space which could be used by tables & chairs.
MKSD recommendation: remove the counter and replace with new furniture.

Conference Room (124) Existing room is large and used sparingly as a conference room. More often used as an office/private meeting space for a few people.
MKSD recommendation: reallocate the space for use as an office for learning center staff person currently in Office 129 and a smaller meeting room which could fulfill the function it is currently being used as. If a larger conference room is required, the new conference room on ground floor/basement could be utilized.

Office (129) Office is somewhat disjointed from the rest of the Learning Center.
MKSD recommendation: The existing office to be relocated to a portion of Conference Room (124). The space to be reallocated as a new study room.

Office (131) Office is somewhat disjointed from the rest of the Learning Center.
MKSD recommendation: The existing office to be relocated to the location of Office (133) across from the new Learning Center Secretary Office. The space to be reallocated as a new study room.

Circulation (1L2) Currently there is desk space for the Learning Center receptionist, however the old Learning Center Reception desk is still being used. The two desks often causes confusion with patrons of the Learning Center.
MKSD recommendation: Move the receptionist to the Circulation desk space allotted for them to maximize space.

Office (133) Current Learning Center Secretary Office. She requires visual connection with the Learning Center Receptionist for additional coverage, etc.
MSKD recommendation: Current location would make visual connection impossible if Receptionist would relocate to Circulation. Relocate Office (131) staff member to this location and build a new office for Learning Center Secretary. See Seating Area (1L4) below.

Seating Area (1L4) Currently used by patrons of the library and learning center. Learning Center patrons are often confused as to where to wait. Tutors often cannot locate their next tutoring session student. The current reception area was to be removed upon completion of the new information desk at Circulation (1L2).
MKSD recommendation: Relocate receptionist to Circulation (1L2). Build a new office within the Graduate Student Area (134) for Learning Center Secretary Office (133) and create a more clearly identified and labeled Learning Center/Tutoring waiting area.

Second Floor- Scheme A:
General Stack & Reading Space (202A) Current space has outdated furniture and shelving groupings. There are inadequate electrical outlets for laptop power cord use.
MKSD recommendation: Purchase & reconfigure new furniture for group & personal study use. Supply additional electrical outlets adjacent to the furniture groupings
Recommendations Space by Space

for laptop charging use. The center space between the duct shafts could be reallocated for use as the new Rare Book Room with two private viewing rooms.

**Rare Books (206)** Current room is not accessible from Special Collections Storage. Size is adequate, but could be increased to include some of the items currently in the storage room. Portable humidification system is adequate but not ideal for the collection.

MKSD recommendation: Relocate the space to the area between the duct shafts on the 2nd floor stack area. Provide 2 private viewing rooms within the new space. Reallocate the existing Rare Book room to enlarge the existing Special Collections Storage & Work Room.

**Special Collections (207)** Current room is not large enough for the current collection. The collection will only increase as time goes on so sufficient growth space should be provided. The office for the department is not accessible through the space and there is not enough work area for cleaning/processing/viewing the collection.

MKSD recommendation: Enlarge the existing room into the existing Rare Book Room and a portion of the unused corridor space. Appropriate mechanical and humidification systems to be provided.

**Office (210)** Existing Special Collections Office which is currently disjointed from the rest of the Special Collections space.

MKSD recommendation: Provide a new door from the Office into the Special Collections Storage/Work Room.

**Study (211)** Room is currently underutilized as an office/study space for visiting retired faculty.

MKSD recommendation: Reallocate the space for use as an office for the Special Collections department assistant. Provide a door from the space into the Special Collections Storage/Work Room.

**Second Floor- Scheme B:**

**General Stack & Reading Space (202A)** Current space has outdated furniture and shelving groupings. There are inadequate electrical outlets for laptop power cord use.

MKSD recommendation: Purchase & reconfigure new furniture for group & personal study use. Supply additional electrical outlets adjacent to the furniture groupings for laptop charging use. The center space between the duct shafts could be reallocated for use as the new Video Conferencing Lab.

**Study Room (201)** Current room is underutilized as a faculty study room.

MKSD recommendation: Reallocate the space as a Viewing Room for the Special Collections.
Study Room (202) Current room is underutilized as a faculty study room.
MKSD recommendation: Reallocate the space as a Viewing Room for the Special Collections.

Video Conf. Lab (203) Current room is underutilized as a Video Conf. Lab.
MKSD recommendation: Reallocate the space as a Viewing Room for the Special Collections.

Video Conf. Lab (204) Current room is oversized for its use and hidden in the back of a long narrow hallway.
MKSD recommendation: Relocate the Lab to Office (210) and Study (211) location. Reallocate the existing space to be the new Rare Book Room.

Video Conf. Lab (205) Current room is adequate. However, the location of the space is ideal for the growth of the Special Collections.
MKSD recommendation: Relocate the Lab to the area between the two duct shafts on the second floor. Reallocate the existing space to be part of the new Special Collections Work Room and provide 2 new offices for the Special Collections staff.

Rare Books (206) Current room is not accessible from Special Collections Storage. Size is adequate, but could be increased to include some of the items currently in the storage room. Portable humidification system is adequate but not ideal for the collection.
MKSD recommendation: Relocate the space to the existing Video Conference Lab (204). This space could be enlarged if the collection growth warrants more square footage. Reallocate the existing Rare Book room to enlarge the existing Special Collections Storage (207).

Special Collections (207) Current room is not large enough for the current collection. The collection will only increase as time goes on so sufficient growth space should be provided. The office for the department is not accessible through the space and there is not enough work area for cleaning/processing/viewing the collection.
MKSD recommendation: Enlarge the existing room into the existing Rare Book Room and a portion of the unused corridor space. Appropriate mechanical and humidification systems to be provided.

Office (210) Existing Special Collections Office which is currently disjointed from the rest of the Special Collections space.
MKSD recommendation: Remove wall between this office and Study (211) to provide a new location for the Video Conf. Lab (204).
**Study (211)** The room is currently underutilized as an office/study space for visiting retired faculty.

MKSD recommendation: Remove wall between this room and Office (210) to provide a new location for the Video Conf. Lab (204).
The below budget estimates are for planning purposes only and may not reflect fully the construction costs associated with the final scope of work in each space. The estimates incorporate all Minor Renovations (in orange on the floor plans) and all Major Renovations (in green on the floor plan) and do not take into account any FFE budgets for any space. The below estimates do not account for the necessary HVAC upgrades that are still required for the ground and second floors.

**Ground Floor (Basement):**

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