

N-2

MEDGAR EVERS COLLEGE

— NEW BUILDING — — —

SPACE PROGRAM

The City University of New York  
Office of Facilities Planning and Management  
Department of Planning and Real Estate

December 23, 1982

FUNCTIONS TO BE HOUSED IN NEW BUILDING

	<u>NET ASSIGNABLE SQUARE FEET</u>	
	<u>EXISTING SPACE</u>	<u>PROPOSED SPACE</u>
<u>From Santini Building</u>	<u>40,724</u>	<u>36,085</u>
Humanities		
Art Studio	545	1,000
Ceramic Art Room	385	750
Humanities	4,840	4,850
Music	<u>1,120</u>	<u>1,120</u>
	6,890	7,720
Business Administration Office & Typing Labs	4,677	5,815
Student Activities Office	215	250
Library	15,780	
Technical Service	<u>2,830</u>	
	18,610	22,300
<u>From Main (Prep) Building</u>	<u>10,015</u>	<u>11,935</u>
President's Office	1,860	2,400
Dean of Students	1,350	1,425
Newspaper (Adafi) Office	160	260
Student Government Office	715	800
Special Programs	2,235	2,600
Tutorial Classroom	400	400
Dean of Academic Affairs	790	1,000
Reading & Writing Labs	1,300	1,600
Financial Aid	1,205	1,450
<u>New Facilities</u>		<u>28,280</u>
Lecture Theater, 500 seats (divisible)		5,500
Class/Lecture Rooms		
24 - 36		13,800
4 - 50		3,000
1 - 75		<u>1,000</u>
		17,800
Security Office		250
Student Lounges		
Recreation		1,200
Quiet		<u>750</u>
		1,950
Day Care Center		1,500
Campus Facilities Office		280
Miscellaneous		1,000
		<u>76,300</u>

THE CITY UNIVERSITY OF NEW YORK  
MEDGAR EVERS COLLEGE  
NEW BUILDING

On April 29, 1981, Governor Carey approved an amendment to the City University Master Plan authorizing construction of a new building for Medgar Evers College. Funds were subsequently allocated in the 1982-83 budget for a new facility to contain a total of 76,300 net assignable square feet (NASF) which would permit the abandonment of College's rented 43,000 NASF facility at 402 Eastern Parkway and some expansion of the functions housed in the College's primary 89,000 owned facility (the "Prep" building).

Since its founding in 1970, Medgar Evers College has existed in several re-cycled older buildings. This new facility, however, will be its first totally new one, designed for the College's specific needs. It is hoped that other new facilities will follow and this possibility should be considered in the planning and development of the new site.

During 1981, the College prepared a listing of the functions and their estimated areas to be contained in the new building. This listing was revised and reviewed in September 1982, and submitted to CUNY's Department of Planning and Real Estate. During a two month period of interviews with the College's faculty and administration, the listing was further revised. The results of these revisions, subject to a final approval by the College are as follows.

	<u>Net Assignable Square Feet</u>	
	<u>Original</u>	<u>Final</u>
	<u>Plan 81</u>	<u>Plan 82</u>
✓ Office of the President	2,400	2,740
✓ Office of Academic Affairs	1,000	1,380
Humanities Division	9,835	10,200
Business Administration	5,815	6,200
Social Science Division	0	3,520
Teacher Education Division	0	0
Day Care Center	0	0
Special Programs Division	3,000	3,370
✓ Office of Student Services	1,425	2,120
Student Facilities		
Student Government Office	800	980
Lounge/Recreation	2,200	2,750
Faculty Facilities	0	1,330
Library	22,300	22,220
Classroom/Lecture Halls	6,300	10,680
	(9 classrooms)	(19 classrooms)
Lecture Concert Hall (500 seats)	5,500	7,050
Building Services	250	1,760
Business Office	3,400	0
Support Services	6,100	0
Newspaper Adafi	260	0
Veteran's Affairs	460	0
Manpower Program	625	0
Cooperative Education	1,050	0



	Net Assignable Square Feet	
	<u>Original</u> <u>Plan-81</u>	<u>Final</u> <u>Plan-82</u>
Health Services	900	0
Institutional Research	500	0
T.V. Office and Reading Room	730	0
Financian Aid	1,450	0
	<hr/>	<hr/>
Totals	76,300	76,300

The attached sheets show the specific "assignable"\* spaces to be contained in the new building, listed by department. Important adjacency needs between spaces are noted where pertinent. (The adjacency needs between departments may be inferred from the "bubble" diagram attached as a last page to this program).

Notes on each page, keyed to the space numbers, describe the space's use or special needs. The nature of mechanical, electrical or other services required at individual work stations will be determined when the specific model numbers of furniture and equipment are determined. In the interim, the Architect should be aware that student stations in several of the laboratories will require such special services.

Other mechanical and electrical requirements (e.g. lighting levels) and architectural finishes will be in accordance with "standards"; to be provided by the CUNY's Department of Operational and Technical Services.

Unless otherwise noted, all instructional spaces (classrooms and laboratories) will have the following built-in equipment:

- Chalkboards: 120 square feet
- Tackboards: 16 square feet
- Coathooks: 10 percent more than the room's rated student capacity

All private offices should be provided with coat-hanging capability. In general office areas, coathooks should be provided for the rooms' occupants and visitors, either in the general office or its adjacent work/storage room.

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\*"Assignable" space includes those areas for the functional use of the occupants and excludes mechanical, custodial, circulation (stairs, corridors, etc.) and public toilets.



	TOTAL SPACE	STANDARD ROOM-USE CATEGORIES AND CODES					
		CLSRMS 100	LABS 200	OFFICES 300	STUDY FACIL. 400	GEN. USE 600	SUPPORT 700
A. <u>Office of the President</u>	<u>2,740</u>						
1. President's Suite	1,620			1,620			
2. Ext. Affairs/Devel.	740			740			
3. Grants Office	380			380			
B. <u>Office of Academic Affairs</u>	<u>1,380</u>						
1. Deans Offices	1,380			1,380			
C. <u>Humanities</u>	<u>10,200</u>						
1. Divisional Offices	2,740			2,740			
2. Language Lab	1,400		1,300	100			
3. Reading Lab	940		560	380			
4. Writing Lab	1,100		800	300			
5. Art Facilities	2,115		2,115				
6. Music Facilities	1,905	480	1,425				
D. <u>Business Administration</u>	<u>6,200</u>						
1. Divisional Offices	2,240			2,240			
2. Laboratories	3,960		3,960				
E. <u>Social Sciences</u>	<u>3,520</u>						
1. Divisional Offices	2,640			2,640			
2. Psychology Lab	880		880				
F. <u>Special Programs</u>	<u>3,370</u>						
1. Divisional Offices	2,260			2,260			
2. Tutorial Classroom	1,110		1,010	100			
G. <u>Office of Student Services</u>	<u>2,120</u>						
1. Dean's Office	1,520			1,520			
2. Academic Advisors	600			600			
H. <u>Student Facilities</u>	<u>3,730</u>						
1. Student Government Offices	980			980			
2. Lounge	2,000					2,000	
3. Women's Center	750					750	
I. <u>Faculty Facilities</u>	<u>1,330</u>						
1. Lounge	750					750	
2. Conference Room	400					400	
3. Adjunct Space	180					180	
J. <u>Library</u>	<u>22,220</u>						
1. Administration	570			570			
2. Public Services	12,220	800			11,420		
3. Periodicals/Microform	4,940				4,940		
4. Technical Services	3,000				3,000		
5. Media Services	1,490			450	1,040		
K. <u>Classrooms/Lecture Halls</u>	<u>10,680</u>						
1. 30 station Classrooms (15)	7,200	7,200					
2. 50 station Classrooms (3)	2,400	2,400					
3. 75 station Lecture Hall (1)	1,080	1,080					
L. <u>Lecture/Concert Hall</u>	<u>7,050</u>						
1. Lobby Area	1,050					1,050	
2. Audience/Stage Area	6,000					6,000	
M. <u>Building Services</u>	<u>1,760</u>						
1. Storage/Maintenance Security	1,760			180			1,580
TOTALS	<u>76,300</u>	11,960	12,050	19,180	20,400	11,130	1,580
	(100%)	(16%)	(16%)	(26%)	(25%)	(15%)	(2%)

A. OFFICE OF THE PRESIDENT  
 1. President's Suite

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. President's Office	1	480	480	
1b. Assistants' Office	2	140	280	
1c. Reception Area	1	200	200	
1d. General Office	1	160	160	
1e. Conference Room	1	320	320	1a, 1c
1f. Record/Work Room	1	80	80	
1g. Kitchenette	1	60	60	
1h. Toilet/Shower Room	1	40	40	
			1,620	

NOTES: 1c. General Office: 2 secretaries; 1 receptionist; waiting area for 6 persons  
 1e. Conference Room: Seating for 16

A. OFFICE OF THE PRESIDENT  
2. External Affairs and Development

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SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
2a. Dean's Office	1	240	240	
2b. Staff Offices	2	100	200	
2c. General Office	1	300	<u>300</u>	
				740

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NOTES: 2c. General Office: 2 secretaries; 1 desk for 2 part time college assts; files



A. OFFICE OF THE PRESIDENT  
3. Grants Office

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SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
3a. Grants Officer	1	140	140	
3b. Assistants' Office	1	100	100	
3c. General Office	1	140	<u>140</u>	
				380

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NOTES: 3c. General Office: 1 secretary; files

B. OFFICE OF ACADEMIC AFFAIRS

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. Dean's Office	1	240	240	
1b. Associate Dean's Office	1	180	180	
1c. Assistant Dean's Office	1	140	140	
1d. Assistants' Offices	3	100	300	
1e. General Office	1	460	460	
1f. Work/Storage Room	1	80	80	
				1,380

NOTES: 1a. Dean's Office: If possible, access to President's Conference Room (A.l.e.)  
 1e. General Office: 2 secretaries; 2 desks for part time college assts; files, waiting area for 10 persons visiting 1d.

C. HUMANITIES  
 1. Divisional Offices

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. Chairperson's Office	1	180	180	
1b. Faculty - General	15	100	1,500	
1c. - Art	1	100	100	C5
1d. - Music	2	140	280	C6
1e. General Office	1	600	600	
1f. Work/Storage Room	1	80	80	
			2,740	

NOTES: 1d. Faculty-Music: Each to contain studio piano. Sound insulated  
 1e. General Office: 2 secretaries; 2 college assistants; waiting area for 8 persons; files



C. HUMANITIES  
 2. Language Laboratory

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
2a. Language Lab	1	1,200	1,200	J
2b. Work/Storage Room	1	100	100	2a
2c. Faculty Office	1	100	<u>100</u>	2a
			1,400	

NOTES: 2a. Language Lab: 36 A/V carrels (36" w x 30" d x 48" h) and instructor's console; 4-wall or ceiling-hung 25" T.V. monitors  
 2c. Vision into 2a



C. HUMANITIES  
 4. Writing Laboratory

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
4a. Main Laboratory	1	400	400	
4b. Tutoring Rooms	2	150	300	4a
4c. Storage Room	1	100	100	
4d. Coordinator's Office	1	100	100	4a
4e. Faculty Offices	2	100	<u>200</u>	4a
			1,100	

NOTES: 4a. Main Laboratory: 3 tables, each to accommodate 6; vision panels to Tutoring Rooms (4b); 2-wall or ceiling-hung 25" T.V. monitors  
 4b. Tutoring Rooms: 1 table to accommodate 6 (in each room)  
 4d. Coordinator's Office: Vision panel to main laboratory  
 4e. Faculty Offices: Vision panel to main laboratory





C. HUMANITIES  
 6. Music Facilities

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
6a. Music (Piano) Studio	1	900	900 ←	6e
6b. Instrument Practice Rooms	3	75	225	
6c. Instrument Storage Room	1	200	200	
6d. General Storage Room	1	100	100	
6e. Ensemble/Classroom	1	480	<u>480</u>	6a, L
			1,905	

NOTES: Music Faculty Offices shown with C-1.  
 All spaces except 6c and 6d sound insulated.  
 6a. Music (Piano) Studio: 24 electronic pianos; 1 instructor's mechanical piano  
 6b. Instrument Practice Rooms: Studio piano in each  
 6e. Ensemble/Classroom: Accessible to other areas for non-music use. Separated by movable acoustic partition from 6a. Also available as Concert Hall "Green Room".

D. BUSINESS ADMINISTRATION  
 1. Divisional Offices

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. Chairperson's Office	1	180	180	
1b. Grants Associates	2	100	200	
1c. Faculty Offices	11	100	1,100	
1d. Program Coordinator's Office	2	100	200	
1e. General Office	1	480	480	
1f. Work/Storage Room	1	80	80	
				2,240

NOTES: 1e. General Office: 2 secretaries; 1 desk for part time college assistants; waiting area for 8 persons; files





- E. SOCIAL SCIENCES  
 1. Divisional Offices  
 2. Psychology Laboratory

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. Chairperson's Office	1	180	180	
1b. Faculty Offices	19	100	1,900	
1c. General Office	1	480	480	
1d. Work/Storage Room	1	80	<u>80</u>	
				2,640
2a. Psychology Laboratory	1	800	800	
2b. Storage Room	1	80	<u>80</u>	
				880
				<u>3,520</u>

NOTES: 1c. General Office: 2 secretaries; 2 college assistants; waiting area for 8 persons; files  
 2a. Psychology Laboratory: Function and Equipment not yet confirmed; 3-wall or ceiling-hung 25" T.V. monitors

F. SPECIAL PROGRAMS  
 1. Divisional Offices

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. Chairperson's Office	1	180	180	
1b. Faculty Offices	8	100	800	1g
1c. Counselor Offices	5	100	500	
1d. Asst. to Coordinator	1	100	100	
1e. Financial Aid Office	1	180	180	
1f. General Office	1	420	420	
1g. Work/Storage Room	1	80	80	
				2,260

NOTES: 1e. Financial Aid Office: Office for 2 persons. Computer terminals at desks  
 1f. General Office: 3 secretaries; 1 desk for 2 part time college assts;  
 waiting area for 10 persons (most visitors to 1c and 1e); files





G. OFFICE OF STUDENT SERVICES

1. Dean's Office
2. Academic Advisors

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. Dean's Office	1	240	240	
1b. Assistant Dean's Office	1	140	140	
1c. Student Activities Director	1	100	100	
1d. Counselor Offices	6	100	600	
1e. General Office	1	440	<u>440</u>	
				1,520
2a. Academic Advisors	6	100	<u>600</u>	
				<u>600</u>
				2,120

NOTES: 1e. General Office: 3 secretaries; waiting area for 8 persons visiting 1d and 2a; files  
 2a. Academic Advisors: Staff drawn from the six academic divisions. Share waiting area in 1e

- H. STUDENT FACILITIES  
 2. Lounge/Recreation  
 3. Women's Center

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
2a. Student Lounge Areas	-	-	2,000	
3a. Women's Center			750	
				2,750

NOTES: 2a. Student Lounge Areas: Single room of 12 to 1500 net assignable square feet in primary area. Remainder in secondary, remote location. Configuration and use of space to be determined during design. Possible uses: Quiet lounge(s) for conversation; music lounge w/piano and license to play radios or phonographs; T.V. lounge; Game Room w/ping-pong and or billiard tables. Lounges should be located along main student circulation, but remote from building entry.

3a. Women's Center: Pending determination of Center's use, design as lounge.

H. STUDENT FACILITIES  
 1. Student Government Offices

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. President's Office	1	140	140	
1b. Vice President's Office	1	100	100	
1c. Treasurer's Office	1	100	100	
1d. Recording Secy's Office	1	100	100	
1e. Corresponding Secy's Office	1	100	100	
1f. General Conference Area	1	300	300	H2a
1g. Storage Room	1	140	140	
			980	

NOTES: 1f. General Conference Area: Conference table for 12. Area to serve as circulation area to private offices

I. FACULTY FACILITIES

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. Faculty Lounge	1	650	650	
1b. Kitchenette	1	60	60	1a, 2a
1c. Storage Room	1	40	<u>40</u>	
				750
2a. Conference Room	1	400	<u>400</u>	
				400
3a. Adjuncts' Locker Room	1	180	<u>180</u>	
				180
				<u>1,330</u>

- NOTES:
- 1a. Faculty Lounge: Lounge seating for 24; table seating for 12
  - 1b. Kitchenette: Warm-up facilities to serve in 1a or 2a
  - 2a. Conference Room: Table to accommodate 20 persons. Accessible for Lounge (1a) and corridor
  - 3a. Adjuncts' Locker Room: Approximate 40 1' x 1' clothes lockers



J. LIBRARY

1. Administration

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SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. Chief Librarian's Office	1	180	180	
1b. Secretary/Reception Area	1	130	130	
1c. Work/File/Duplicating Room	1	80	80	
1d. Conference/Seminar Room	1	180	<u>180</u>	
				570

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NOTES:

J. LIBRARY  
2. Public Services

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
2a. Lobby/Display Area	1	650	650	
2b. Library Instruction Room	1	800	800	2a
2c. Seminar Room	1	150	150	
2d. Main circulation desk area	1	400	400	2a
2e. Reserve stack area	8	9	80	2d
2f. Main catalogue area	1	500	500	2d
2g. Service desks	2	80	160	
2h. Copier area	2	50	100	
2i. General stack area	400	9	3,600	
2j. Reference stack area	90	9	810	
2k. User seating area		3,700	3,700	
2l. Special Collection Room	1	320	320	
2m. Staff Office	1	400	400	
2n. Stack Room	1	300	300	
2o. Storage Room (Remote)	1	250	250	
			12,220	

NOTES: 2a. Lobby/Display Area: Permanent cases plus space for temporary exhibits  
 2c. Seminar Room: Glass wall to General Reading Room  
 2d. Main circulation desk area: 30 linear feet; Registration: 6' w/terminal;  
 Cashier: 6' w/terminal; Checkout: 6' w/scanner; Return: 3' w/scanner;  
 Return chute: 3'; Information: 6' w/terminal  
 2e. Reserve stack area: Accessible by circulation desk staff  
 2f. Main catalogue area: 10 catalogue cases; 4 terminals  
 2k. User seating area: 100 at tables; 20 at carrels; 10 lounge seats  
 2l. Special Collection Room: 18 shelf units; Reader table for 6; Glass wall  
 to General Reading Room  
 2o. Storage Room (Remote): Need not be in prime location

J. LIBRARY

3. Periodical/Microform Area

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
3a. Counter Area	1	250	250	
3b. Service Desk	1	80	80	
3c. Copier Area	2	50	100	
3d. Stack Area	270	9	2,430	
3e. Microform storage cabinets	40	12	480	
3f. User seating area		1,600	<u>1,600</u>	
				4,940

NOTES: 3f. User seating area: 16 at tables; 30 at carrels; 10 lounge seats

J. LIBRARY

4. Technical Services

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
4a. Technical Services Area	1	3,000	<u>3,000</u>	
				3,000

NOTES: 4a. Technical Services Area: Multifunction space to accommodate 5 full-time and 3 part-time persons. Space for special library furniture, terminals, book trucks, periodical binding, book repair, etc.



J. LIBRARY  
5. Media Services

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
5a. General Office	1	450	450	
5b. Software Storage Room	1	450	450	5a
5c. Carrel Room	1	120	120	5a
5d. Taping/Viewing Room	1	200	200	
5e. Equipment Repair Room	1	120	120	5f
5f. Hardware Storage Room	1	150	150	
			1,490	

- NOTES:
- 5a. General Office: 5 desks; tables for catalogues, etc.; misc. files
  - 5b. Software Storage Room: 40 shelf units; accessible from 5a
  - 5c. Carrel Room: 6 wet carrels; visibility and accessible from 5a
  - 5d. Taping/Viewing Room: Tables for reel to reel transcriptions; pull-down screen and projector; area for video taping demonstration (10'-0" focal distance required).
  - 5e. Equipment Repair Room: 15 linear feet work counter; shelves for equipment and manuals.
  - 5f. Hardware Storage Room: Double lock

K. CLASSROOMS

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. 30-station Classrooms	12	480	5,760	
1b. 30-station Classrooms (A/V)	3	480	<u>1,440</u>	
				7,200
2a. 50-station Classrooms	2	800	1,600	
2b. 50-station Classroom (A/V)	1	800	<u>800</u>	
				2,400
3a. 75-station Lecture Hall (A/V)	1	1,080	<u>1,080</u>	
				1,080
				<u>10,680</u>

- NOTES: All Classrooms: Disperse through academic areas.
- 1b. 30-station Classrooms (A/V): 2-wall or ceiling-hung 25" T.V. monitors
  - 2b. 50-station Classroom (A/V): 3-wall or ceiling-hung 25" T.V. monitors; 50" projection screen
  - 3a. 75-station Lecture Hall (A/V): 4-wall or ceiling-hung 25" T.V. monitors; 50" projection screen; chalkboard (sliding panels)

L. LECTURE/CONCERT HALL

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1a. Lobby Area	1	750	750	
1b. Checkroom	1	250	250	
1c. Box Office	1	50	<u>50</u>	
				1,050
2a. Audience Seating (500)	1	4,250	4,250	
2b. Stage	1	700	700	
2c. Central/Projection Room	1	300	300	
2d. Storage Room	1	400	400	
2e. Dressing Rooms	2	150	300	2b, C6e
2f. Lavatories	2	25	<u>50</u>	2e
				6,000
				<u>7,050</u>

NOTES: 1a. Lobby Area: Area is over and above normal building circulation area. Accessible to public toilet, street entrance  
 2a. Audience Seating: Desirable, if possible, for room to be divisible into 2 lecture facilities

M. BUILDING SERVICES

SPACE	UNITS		TOTAL AREA	ADJ.
	NO.	AREA		
1. Receiving Area	1	300	<u>300</u>	
				300
2a. Maintenance Shops	3	120	360	
2b. Furniture Storage	1	600	600	
2c. Miscellaneous Storage	1	120	<u>120</u>	
				1,080
3a. Security Office	1	180	180	
3b. Cleaning Supply Storage	1	200	<u>200</u>	
				380
				<u>1,760</u>

NOTES:



