MEMORANDUM

TO: University Facilities Planning Board: Nancy Cornwell - Chair, Walt Banziger - Vice Chair, Kurt Blunck, Allyson Brekke, Jeff Butler, ASMSU President, Anne Camper, Glenn Duff, Michael Everts, Chris Fastnow, Greg Gilpin, Mandy Hansen, Carsten Kirby – ASMSU, Terry Leist, Robert Marley, Martha Potvin, Fatih Rifki, Tom Stump, Julie Tatarka, Jim Thull, Brenda York

FROM: Victoria Drummon, Assoc. University Planner, Planning, Design & Construction

RE: January 28, 2014, meeting of the University Facilities Planning Board to be held in the Facilities Meeting Quonset at 3:30 pm

ITEM No. 1 – APPROVAL OF NOTES
Approval of the draft notes from January 14, 2014.

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT
Report on any current Executive Committee actions.

ITEM No. 3 – CONSENT AGENDA -

ITEM No. 4 – RECOMMENDATION - Linfield 231 Renovation
Presenter – Bill Walker

ITEM No. 5 – RECOMMENDATION - VISCOM Photo Classroom Renovation Design & Construction Concept
Presenter – Bill Walker & Christina Anderson

ITEM No. 6 – RECOMMENDATION - Request to use Academic Building R&R Fund for VISCOM Photo Classroom Renovation
Presenter – Walt Banziger & Bill Walker

ITEM No. 7 – INFORMATIONAL - MSU Campus Design Guidelines
Presenter – Walt Banziger

ITEM No. 8 – INFORMATIONAL – SUB Bobcat Grill Pizza Parlor
Presenter – Tom Stump

ITEM No. 9 – INFORMATIONAL – Brick Breeden Fieldhouse Arena Upgrade Update
Presenter – Tom Stump

ITEM No. 10 – INFORMATIONAL – S.O.B. Barn Fire Exit Upgrades Update
Presenter – Tom Stump

ITEM No. 11 – INFORMATIONAL – Strand Union Building Ballrooms Remodel Update
Presenter – Tom Stump

HORIZON ITEMS
• External Building Signage Policy
• Seminar Materials
• Master Planning Issues
• Revisit and Update Policies
• HBO5 Amendment for lab Facility

VCD/lk
PC:
President Cruzado
Melissa Hill, President’s Office
Maggie Hammett, President’s Office
Lisa Duffey, Provost Office
ASMSU President
Diane Heck, VP Admin & Finance
Heidi Gagnon, VP Admin & Finance
Jennifer Joyce, VP Student Success
Linda LaCrone, VP Research Office
Bonnie Ashley, Registrar
Robert Putzke, MSU Police
Becky McMillan, Auxiliaries Services
Heidi Gagnon, VP Admin & Finance
Jody Barney, College of Agriculture
Susan Fraser, College of Agriculture
Robin Happel, College of Agriculture
JoDee Palin, College of Arts & Arch
Victoria Drummond, Facilities PDC
ITEM # 4  Linfield Hall Room 231 Renovation

PRESENTERS:

Bill Walker, Project Architect, FPD&C

PROJECT PHASE: PLANNING X SCHEMATIC X DESIGN DOCUMENTS X CONSTRUCTION DOCUMENTS X

VICINITY MAP:

The classroom and adjacent support spaces at Linfield 231-231A-231B-231C and 231D are in relatively shabby condition and do not adequately accommodate use by the Ag Economics lecture classes and the Ag Education demonstration classes. This project involves combining all five spaces into a single larger classroom with a modest storeroom housing reference materials and the AV equipment in a secure manner. Because of the room’s southern orientation a new air conditioning system is included to allow comfortable summer use.

Upgrades to the AV system will provide current equipment allowing greater flexibility in teaching approaches. A portable podium will be provided with connections at two points at the front of the room. A new demonstration area will provide a sink for various processes as well as a focus for hands-on demonstration by faculty and invited guests. Movable furniture—tables and chairs—will allow quick rearrangement of the classroom for both lecture and group learning arrangements.

See attached
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<thead>
<tr>
<th>COMPLIANCE:</th>
<th>YES</th>
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<tbody>
<tr>
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<td>MASTER PLAN</td>
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**BOARD ACTION REQUIRED:**

The College of Agriculture is seeking UFPB approval of the plan to renovate Linfield 231 and adjacent space 231A-D for use as a classroom supporting traditional lecture and demonstration teaching formats.

“Recommend approval of the request as proposed.”
GENERAL PROJECT NOTES

1. All construction and construction methods to be in accordance with applicable codes, governmental agencies, and local building codes and rules, unless noted otherwise.

2. All work is to be performed in a manner that will not cause damage to existing buildings.

3. Changes of deviations from these contract documents made without the written consent of the architect or owner are unauthorized. Coordinate necessary modifications with the architect prior to substantial completion.

4. Any ambiguities or discrepancies discovered by the use of these contract documents shall be reported to the architect.

5. The contractor is responsible for the coordination and scheduling of all required inspections during the course of the construction project. Parties required to attend shall be directed by the architect.

GENERAL SITE / STAGING NOTES

1. The contractor shall provide tools and equipment, including scaffolding, ladders, hoists, and other equipment necessary for construction.

2. The contractor shall protect existing buildings from damage, contamination, and soiling caused by construction operations. The contractor shall keep building entrances, corridors, elevators, and stairwells clear of construction materials, tools, and equipment at all times.

3. The contractor shall minimize interference with adjoining streets, sidewalks, parking areas, and other adjacent occupied or used facilities during construction operations. The contractor shall not block streets, sidewalks, or access to dumpster locations at any time.

4. All construction work shall be performed in a manner that will not cause damage to existing buildings.

5. Construction staging area: On-site construction staging for this project will be limited. Should the contractor require on-site construction staging, an area for this purpose may be directed otherwise, the contractor will be required to fence the staging area to prevent access from unauthorized personnel.

SCHEDULE OF DRAWINGS:

COVER SHEET

ARCHITECTURAL

A1.0 GENERAL PROJECT NOTES
A1.1 DEMOLITION PLANS AND DETAILS

A2.0 NEW CONSTRUCTION PLANS AND DETAILS

MECHANICAL

M1 SECOND FLOOR PLAN - NEW WORK
M2 MECHANICAL DETAILS AND SCHEDULES

ELECTRICAL

E1.2 SECOND FLOOR PLAN - ELECTRICAL POWER
E2.2 SECOND FLOOR PLAN - ELECTRICAL LIGHTING
E3.0 ELECTRICAL LEGEND, SCHEDULES AND DETAILS

NOTES AND SYMBOLS

- NOTES
- SECTION
- MATERIAL LEGEND

CONSULTANTS:

MECHANICAL AND ELECTRICAL:

CONSTRUCTION DESIGN SOLUTIONS:

MONTANA STATE UNIVERSITY   BOZEMAN, MT 59715

Linfield Hall - Room 231

SHEET

DATE

1.23.14
NOTE: REMOVE PORTION OF EXISTING WALL ASSEMBLY AS REQUIRED FOR NEW DOOR - REFER TO 1/A2.1

NOTE: MODIFY EXISTING DOOR AND SECURE TO EXISTING FRAME - REFER TO 3C/A4.1

KEYNOTES (BASE BID SCOPE OF WORK):
1) REMOVE AND SALVAGE EXISTING WHITE BOARDS (2), TACK BOARD (1), SMART BOARD (1), SCREEN (1), AND PROJECTOR (1).
2) REMOVE AND REINSTALL EXISTING FIRE EXTINGUISHER CABINET.
3) REMOVE EXISTING COUNTER ASSEMBLIES COMPLETE, INCLUDING TOPS, BACKsplashes, TRIM, AND SUPPORTS.
4) REMOVE EXISTING DOORS, HARDWARE, AND FRAME ASSEMBLIES COMPLETELY, TYPICAL WHERE SHOWN THUS.
5) REMOVE EXISTING CLOSET ASSEMBLIES COMPLETELY, INCLUDING DOORS, HARDWARE, WALL PANELS, AND SUPPORTS.
6) REMOVE EXISTING CARPET AND RESILIENT BASE THROUGHOUT.
7) REMOVE EXISTING UNIT VENTILATOR - REFER TO MECHANICAL.
8) REMOVE EXISTING FIN-TUBE UNITS - REFER TO MECHANICAL.
9) REMOVE EXISTING PLUMBING PIPING WHERE OCCURRING - REFER TO MECHANICAL.
10) REMOVE EXISTING ACOUSTIC PANEL CEILING SYSTEM COMPLETELY.
11) REMOVE EXISTING LIGHT FIXTURES THROUGHOUT - REFER TO ELECTRICAL.
12) REMOVE EXISTING GYPSUM BOARD CEILING ASSEMBLIES COMPLETELY (CONTAIN ASBESTOS).
13) REMOVE EXISTING FRAMED PARTITION ASSEMBLIES COMPLETELY (GYPSUM BOARD ASSEMBLIES CONTAIN ASBESTOS).
14) REMOVE EXISTING VINYL ASBESTOS TILE THROUGHOUT (CONTAIN ASBESTOS).
15) REMOVE EXISTING WINDOW BLINDS IN THIS ROOM.

NOTE: EXISTING ORIGINAL WOOD FIBER ACOUSTIC TILE CEILING TO REMAIN THROUGHOUT, TYPICAL.

NOTE: EXISTING FIRE SPRINKLER SYSTEM TO BE MODIFIED AS REQUIRED TO ACCOMMODATE NEW CONSTRUCTION - REFER TO MECHANICAL.

EXISTING FIRE SPRINKLER MAIN TO REMAIN
EXISTING FIRE SPRINKLER LATERAL TO REMAIN
EXISTING FIRE SPRINKLER LATERAL TO REMAIN
NOTE: MODIFY / RELOCATE EXISTING FIRE SPRINKLER PIPING AS REQUIRED TO ACCOMMODATE PROPOSED CONSTRUCTION.

EXCEPT WHERE SHOWN TYPICALLY - REFER TO ELECTRICAL.
**UNIVERSITY FACILITIES PLANNING BOARD**  
*January 28, 2014*

**ITEM # 5**  
Visual Communications Building Photography Lab Renovation

**PRESENTERS:**

Bill Walker, Project Architect, FPD&C  
Christina Z. Anderson, Assistant Professor, School of Film and Photography.

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**VICINITY MAP:**

[Image of campus map showing proposed area]

**STAFF COMMENTS:**

A basic plan to convert some of the eighteen individual darkrooms in the Film and Photography School has been under consideration since 2006. When the chemical color processing machine was dismantled in 2007 half of these darkrooms fell into disuse. This proposal presents the option to convert nine of them into multi-purpose instructional space which maintains facilities for “dim-room lab. The open area of the room would also support use as a classroom and critique space.

Such a conversion would additionally ease demand on the only similar space available (room 148), which is in near continual use.

A proposal report prepared by the School of Film and Photography is attached to further illustrate the current situation and the proposal.

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**BOARD ACTION REQUIRED:**

The School of Film and Photography is seeking UFPB approval of the allocation of $190,000 of Academic R&R funding to convert nine underused single photo processing darkrooms into a small classroom-critique space with dim-room photo developing capabilities.

“Recommend approval of the request as proposed.”
ITEM # 6
Visual Communications Building Photography Lab Renovation

PRESENTERS:

Bill Walker, Project Architect, FPD&C
Christina Z. Anderson, Assistant Professor, School of Film and Photography.

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VICINITY MAP:

![Map of Visual Communications Building Photography Lab Renovation](image)

STAFF COMMENTS:

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The School of Film and Photography is seeking UFPB approval of the plan to convert nine underused single photo processing darkrooms into a small classroom-critique space with dim-room photo developing capabilities.

“Recommend approval of the request as proposed.”
**ITEM # 7**

**MSU Campus Design Guidelines**

**PRESENTERS:**

Walt Banziger, Facilities Planning, Design & Construction Director

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**STAFF COMMENTS:**

The Montana State University Campus Design Guidelines is a living document established to guide Design Consultants through many phases of project development. It serves to consolidate and organize the range of institutional knowledge retained by the University Facilities Planning Design & Construction department.

The Guideline is a 95% Draft for you to review and have comments back to Walt Banziger or Randy Stephens by February 11th, 2014. The Guideline can be found at the following link: [http://www.montana.edu/us/committees/ufpb/documents_guidelines.php](http://www.montana.edu/us/committees/ufpb/documents_guidelines.php).

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**BOARD ACTION REQUIRED:**

No vote needed. UFPB members can give their comments to Randy Stephens, University Architect or Walt Banziger, FPDC Director.