

Secretarial Office Complex – Science Center – Campus East

Location

The main office needs to be located on the front side of the building facing Church Street. The current old Lock Haven High School office is located as you enter the front door on the left. This would be the best location for the new office. There should be windows in the secretarial office facing Church Street as it currently is. Outside viewing as to who is coming and going is needed. There needs to be a wall as you enter on the right that can accommodate 40 mailbox slots. (Furniture wise there needs to be a table that can fit below those boxes to allow for package deliveries). Square footage can be similar to what is currently in place a little larger for easier access around furniture would be great.

Copy Machine

There needs to be a separate area for the copy machine but it needs to be visibly seen from the Secretaries office. Maybe glass between the areas half way up as it is currently in Ulmer. This allows for monitoring and also cuts down on the smell and ozone emission.

Outlets

There needs to be adequate electrical outlets for computers, fax machine, paper shredders, telephone, network, and copy machine.

Storage

There should be a supply closet for storage. This needs to be a separate locked area. One is needed a littler larger than the existing one in Ulmer.

Keys

The key that fits the copy machine area and the supply closet can be the same. The secretarial office needs to be keyed separately. Access is not available to that room.

Furniture

Two chairs and a small table for visitors is needed.
Additional table for other office equipment
A desk configured similar to what is currently there.
4 file cabinets as are currently in the office area
Large Bulletin board to be located near copy machine
Bulletin board for area near mailboxes
Table for under mailbox area for large deliveries
Coat rack
Large table for copy area to assemble and work on jobs
Desk for student workers

Windows

Mini blinds similar to what we have to allow for the light to be adjusted for best viewing on computers screens and other equipment.

Phones

One telephone for the desk in the main office. (secretarial)
One phone for the copy machine and student work area
Separate lines
Current configuration is satisfactory

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