

DOCUMENT RESUME

ED 037 051

EF 001 737

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TITLE Administration and General Services Center for the University of Pennsylvania.
INSTITUTION Pennsylvania Univ., Philadelphia. Univ. Planning Office.
PUB DATE Jul 62
NOTE 47p.

EDRS PRICE EDRS Price MF-\$0.25 HC-\$2.45
DESCRIPTORS Ancillary Services, Estimated Costs, Facility Expansion, *Facility Guidelines, *Facility Improvement, *Higher Education, Offices (Facilities), Space Utilization, *Specifications, *Universities

ABSTRACT

The first unit of the projected center will provide efficient central facilities for centralizing related offices and agencies. The physical needs discussed are: offices, materials and construction, mechanical equipment, and utilities. Maintenance and the costs of renovation and new construction are discussed. The particular areas of the new building are described in terms of space allocation and contents. Some areas described are: store room, shops, mail service room, administrative offices, purchasing department, data processing facility, lobby, information office, and business offices. (HH)

ED037051

Project Program:

ADMINISTRATION AND GENERAL SERVICES CENTER
for the UNIVERSITY OF PENNSYLVANIA *

The General State Authority of
The Commonwealth of Pennsylvania

University Planning Office

July, 1962

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PREFACE

This program has been prepared for the use of the General State Authority; the architects who will develop the design, plans, and contract documents; and the University offices concerned with the various aspects of the physical plant.

Special thanks are due to the members of the Project Program Committee for their help in the preparation of this Program:

Mr. Henry R. Pemberton, Business and Financial
Vice President

Dr. E. Sculley Bradley, Vice Provost

Mr. Edward F. Lane, Assistant to the Vice President
for Development and Public Relations

In addition we wish to thank Mr. Harold E. Manley, Business Manager, Mr. Ernest Whitworth, Registrar, and Mr. Daniel S. Klevansky, Assistant Comptroller, for contributions in their areas of special knowledge and responsibility.

This program was prepared by Mrs. Ruth Harris, Planning Analyst in the University Planning Office.

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INTRODUCTION

This program describes the first unit of the University's projected Administration and General Services Center.

Its purpose is to establish standards, illustrate the nature of the facilities required, determine the occupancy, and illustrate the relation of the occupants to each other. Needless to say, many of the considerations raised in this program are made subject to study and recommendation by the architect.

The University's administration and service personnel play a vital part in the realization of this institution's education, research and community service goals. The aim of the various agencies which they staff is to carry out in an efficient and economical manner the many non-academic administrative activities required by the University.

The following are among the purposes of this first unit of the Administration and General Services Center:

1. To provide suitable quarters in a location that is accessible to, without intruding upon, the center of the academic campus.
2. To bring together agencies and offices that have a functional relationship.
3. To provide efficient central facilities (such as a center for data processing) that can serve the needs of individual agencies.

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4. To relocate in a permanent facility agencies that are scattered in various parts of the campus; most being housed on sites that will ultimately be required for new construction in the University's development program.

The Commonwealth of Pennsylvania has, through the General State Authority, provided funds for the design of this unit, and is expected to provide the necessary property acquisition and construction funds at a later date. Title to the facility will be vested in the Authority. Contracts with the architect and the construction firms for this project will be executed by the Authority in accordance with its standards and procedures. This program statement describes the specific requirements of the University's administration and general service agencies which will occupy the building, and the relationship of this project to the University of Pennsylvania's Development Plan.

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PHYSICAL PLANT NEEDS

The site required for the first unit of the Administration and General Services Center is shown unshaded on the illustrations titled Existing Site Conditions and Schematic Site Plan.

The first unit will be composed of two parts, the existing Pilling Building attached to a new office building to be constructed on the Walnut Street frontage. Site development will include controlled parking for visitors to the Center (up to 20 spaces), and development of a new service area. The entrance to the Center will be through the court formed by the new building, the Pilling Building, and the Integrity Trust Building. The parking area will be entered from Walnut Street; the service area, by way of 36th Street.

The Pilling Building contains approximately 40,000 gross and 30,000 net square feet. Two-thirds of the program area to be accommodated here is comprised of such uses as storage, utility and repair shops, and campus mail. One-third of the program area is composed of offices. Remodeling of the Pilling Building is to be kept to a minimum. Air conditioning in the Pilling Building will, at least, be provided for the areas to be used as offices.

The primary purpose of this project is to create new space. This means that only a minimum amount of funds will be used for renovation of the Pilling Building. This is the reason for the low unit renovation cost used in the estimated budget. It is the University's desire that the amount identified for renovation be cut even further, if possible, to permit the application of such savings to new construction.

The new building will be entirely for office purposes and will be air-conditioned. The intense amount of traffic movement on Walnut Street makes adequate provision for insulation from exterior noise mandatory. The new building should permit changes of use and spaces, as the passage of time and changes in the University's administrative organization may require. The use of a module for locating such items as heating and ventilating ducts, telephones, electric outlets and windows, combined with a movable partition system, is suggested to achieve such flexibility.

Pilling Building

Functional and structural considerations indicate that the Buildings and Grounds Department's utility and repair shops, storage, and attendant offices and locker rooms should be located in the Pilling Building; and that their location should be adjacent to the loading platform to be constructed at the west end of the Building. The University Mail Service has the same location needs. Most of these functions can be accommodated on the first floor, but part of the second floor will also be required for storage and some Buildings and Grounds Offices.

The remaining second floor area may be occupied by other offices, among them the Purchasing Department. The latter should be located to take advantage of the existing stairway and entrance.

New Building

The basement of the new building will be occupied by the Data Processing Center. The first floor will house offices which generate heavy traffic: such as the Cashier, Student Accounts, Personnel, and Parking Service. The first floor will also contain a large lobby where Campus Information and the Visitors'

Bureau will be located. This facility will provide information for visitors to the Campus, as a whole, and to the Administration Center.

The Office of the Registrar has a large volume of student traffic. It also requires a large continuous area. This Office will, therefore, probably fit most easily on the second floor of the new building. The large number of students having business at the Registrar's Office requires easy access, without the need for an elevator.

The expected occupants of the third floor and higher will be offices with physical requirements of a more general nature.

Connection between Pilling and New Buildings

It will be advantageous to provide a connection between the Pilling Building and the new building sufficiently broad to permit space occupied by an agency to flow, if necessary, from one building to the other without significant interruption. The same consideration indicates that a first floor (floor to floor) height of 13'-6" may be desirable in the new building to match that of the Pilling Building.

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UNIVERSITY DEVELOPMENT PLAN

Each building project being carried out on the University of Pennsylvania Campus shall be designed and executed within the context of the University Development Plan. The design of this project should help to implement the Plan and become a part of the evolving Campus pattern. It should relate directly to the circulation systems for pedestrians and vehicles; and, as has been previously stated, needs to recognize and provide a suitable solution for the problems caused by the project's location on a heavily traveled artery.

The Administration and General Services Center will be located on the 3400 block of Walnut Street, north side. (Figure 1) The Center's first unit will be opposite the Van Pelt and Dietrich Libraries. The spatial and volume relationships of the new structure to the libraries, the Pilling Building, and the Integrity Trust Building need to be carefully studied. (Figure 2) The University will eventually occupy the entire block bounded by 34th, Walnut, 36th and Chestnut Streets. Sansom, Moravian and 36th Streets will ultimately be closed to all but pedestrians, University service vehicles, and emergency vehicles. In the future development of this area the Integrity Trust Building will become part of the Center's complex of buildings. To the east of the first unit's new building, Campus oriented commercial activity is to be retained (for the time being) in the existing buildings. Eventually, such uses will be accommodated within new structures which will house administration offices and academic functions on the upper floors. The Schematic Site Plan illustrates the general relationships that need to be considered in organizing and developing the site for the first unit of the Administration and General Services Center.

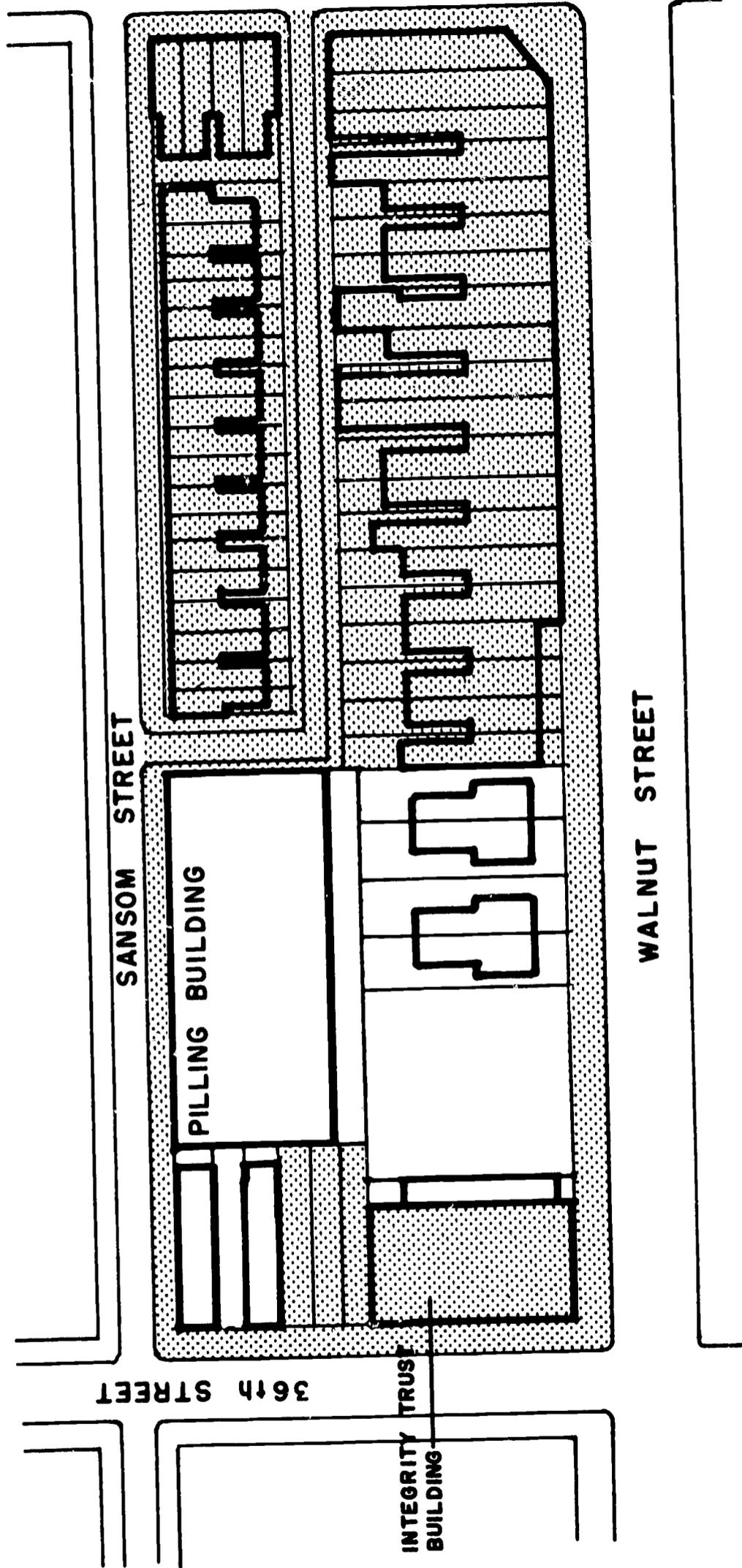
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The shape and dimensions of the new building as shown on the Schematic Site Plan (Figure 2) are given only for purposes of indicating the area which the building will probably occupy. They are not intended as restrictions on the architectural solution. It is, however, a mandatory requirement of the program that the new building extend to the house line on Walnut Street, that the main entrance to the building be from the court, and that the service entrance be from 36th Street.

The Pilling Building presently has a loading dock at the corner of 35th and Moravian Streets. This will be replaced by the new service area with access to 36th Street. The intrusion of service elements into the block needs to be held to a minimum. The extension of the Pilling Building wall to enclose its service area is suggested as one means for mitigating the presence of service vehicles. The architect is encouraged to explore and suggest other means for accomplishing this purpose.

The development of the main court entrance from Walnut Street shall counteract as much as possible the traffic, noise and commercial character of Walnut Street. The transient parking that will be provided here shall be treated as an integral part of the design and made as unobtrusive as possible. Entrance to the new building and the Pilling Building shall be from this court. It may be necessary to provide a separate direct entrance to the Personnel Offices.

It will not be possible to provide all-day employee parking within the project area. The estimated project budget identifies the fact that a minimum of \$250,000 of University funds will be required to provide 125 parking spaces for Administration and General Services personnel in an off-site University parking terminal.



SCALE: 1" = 100'-0"

Figure 1. Administration and General Services Center
Existing Site Conditions

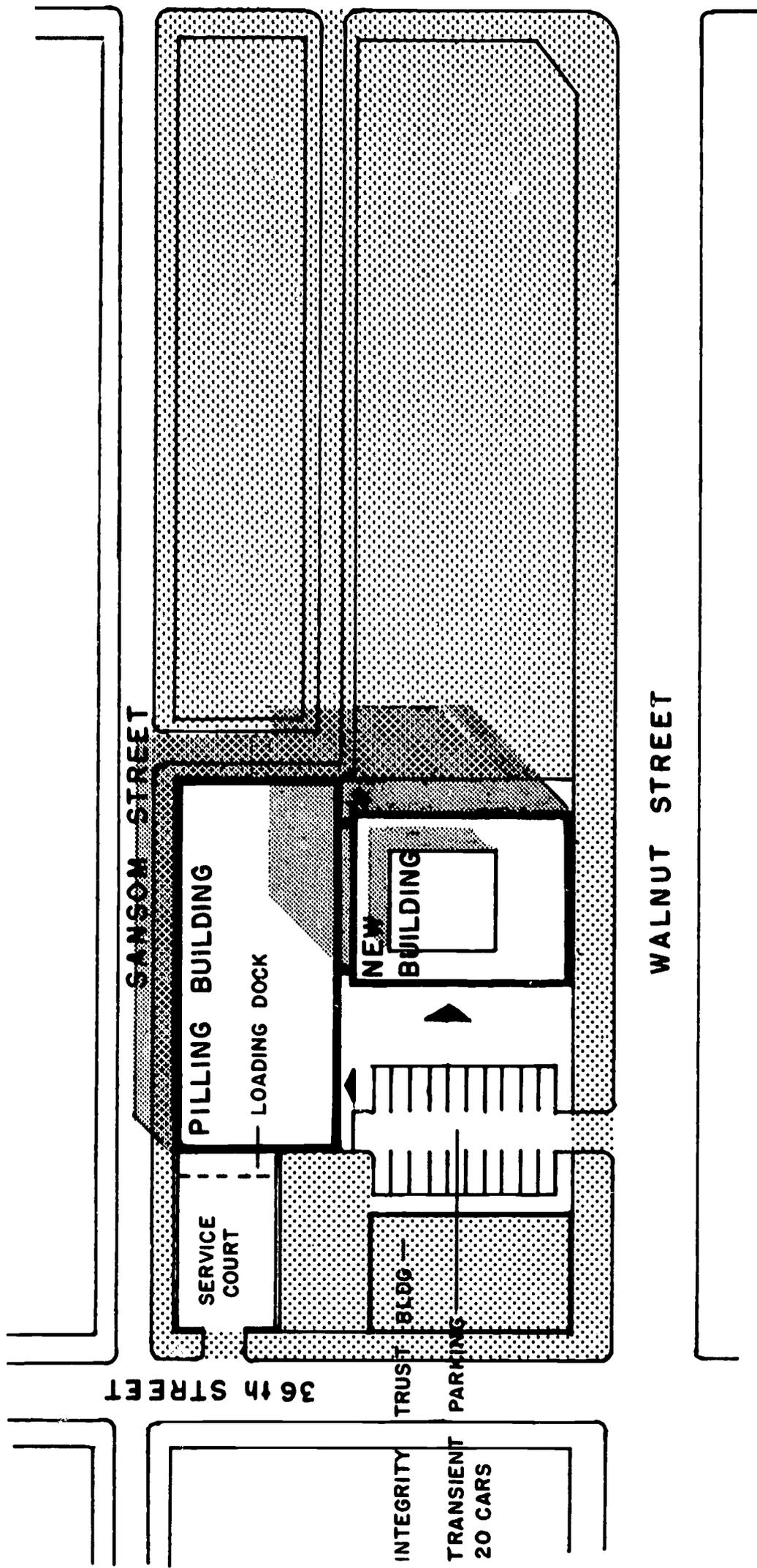


Figure 2. Administration and General Services Center Schematic Site Plan

SCALE: 1" = 100'-0"

BUDGET

For this project the General State Authority has been requested, in the University's submittal dated April 11, 1962, to authorize the sum of \$3,600,000 for property acquisition, demolition, new construction, renovation and site improvement. It is assumed that the Authority will continue its current practice of paying for fees (other than those identified in the estimated budget) and contingencies from a separate account for such purposes.

The following assumptions have been used in the distribution of project costs.

Unit Costs

New construction -- \$27.50 per square foot.

Renovation -- \$10.00 per square foot (see Table 1, footnote a.).

The Business and Financial Vice-President of the University expects the Architect to assume responsibility for the development of designs and contract documents for each project in a manner consistent with the established budget. This obligation to reconcile program with budget is mandatory. The University expects to be advised by the Architect at all stages of the development of the project. The Architect should present to the University an analysis of relative costs in relation to program areas and alternates for adjustment were required.

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TABLE 1. ADMINISTRATION AND GENERAL SERVICES CENTER
ESTIMATED BUDGET ANALYSIS

Name of Budget	Amount	
Estimated General State Authority Budget:		
Property Acquisition		\$1,100,000
Demolition		20,000
Construction costs:		
New -- 72,000 sq ft @ \$27.50/sq ft	\$1,980,000	
Renovation -- 40,000 sq ft @ \$10.00/sq ft ^a	<u>400,000</u>	
Subtotal		\$2,380,000
Site Improvement. (including surface parking for up to 20 cars) ^b		100,000
Engineering and Planning Costs (6½%)		<u>175,000</u>
Total Estimated GSA Budget		\$3,775,000
Estimated University of Pennsylvania Budget:		
Legal Fees		\$ 5,000
Movable Equipment:		
New Furniture	\$ 50,000	
Furniture moving	3,500	
Data processing equipment rigging	2,500	
Machinery rigging (B&G Shops)	<u>2,000</u>	
Subtotal		\$ 58,000
Utilities (extension to site):		
Steam	\$ 8,500	
Electricity	5,500	
Telephone	<u>3,000</u>	
Subtotal		\$ 17,000
Project contingency		<u>10,000</u>
Total Estimated UofP Budget		\$ 90,000

- a. The University desires the Architect to keep the cost of renovating the Pilling Building to a minimum, so that the maximum funds will be available for new construction and space.
- b. Employee off-street parking will be provided in University parking terminals. The on-site surface parking is for transient use only. This project will require 125 spaces to be provided in a University terminal at an estimated total cost of \$250,000, @ \$2,000 per space.

STANDARDS

General

The University of Pennsylvania's development program is creating new space for a variety of purposes and functions. Such space should be designed for economy and efficiency of use. Since the University needs to maintain the elements of its physical plant over a very long period of time the planning and design of a building should recognize that there will inevitably be changes in personnel, in programs, and in use during the anticipated useful life of each facility. It is essential, therefore, that the service elements for each project (such as elevators, stairways, toilets and mechanical areas) be designed and located as a node or core which will permit flexibility in the arrangement and adaptation of the surrounding program areas over the years. Program spaces should be grouped by similar characteristics or related uses. For example: conference rooms and workrooms which are for general use should be close to the elevators. The general characteristic of this building complex needs to be one of flexibility.

It is expected that the needs and characteristics of an individual building's function can result in an expressive architecture which reflects the variety of program activities on the Campus.

Offices

Office areas, of which the major portion of the new building is composed, should be planned to accommodate

changing needs. To permit the flexibility required for this building, a commercial office building module which provides essentially one large area subdivided by a system of movable partitions may be the appropriate solution. The object of the building's design and construction will be to permit future rearrangement of areas at minimum expense. The advantages of movable partitions and of providing all services on a modular basis need to be carefully explored. It should be possible, for example, to change room sizes and arrangements without having to change the location of utilities. The partition system, in combination with the rest of the building design, must provide a high level of sound insulation. Tabulating equipment may present a special problem, but partitions should have a sound insulating value sufficient to control electric typewriter noise and to provide privacy between adjacent offices. Whether or not movable partitions are finally decided upon, the design and grouping of individual offices will need to permit flexibility of use without requiring physical changes. In line with University policy, conference rooms will be available to all occupants of the building. The conference room is the place for large meetings. Individual offices should not be designed and furnished for large meetings.

Materials and Construction

University policy places high value upon construction for durability and fitness for purpose. The Architect is expected to exercise his best judgement and skill in the selection of materials and finishes which, in addition to meeting design objectives, will also minimize the annual maintenance and operating costs throughout the useful life of the facility.

Materials should be used consistently throughout the project in accordance with their inherent properties and characteristics. For economy of maintenance as well as for clarity, the number of different materials should be limited. Materials

used on the exterior are to be brick, limestone, and concrete, with brick predominating. It is University policy that economy of maintenance be a prime factor in the selection of materials for interiors. Especially in public areas, which will have heavy use, very durable materials are required.

Applicable municipal and state building codes regulate all University construction. Although General State Authority construction is normally controlled only by State regulations, agreement has been reached whereby local codes will be respected and, in case of conflict, the more stringent will govern.

Mechanical Equipment and Utilities

The University maintains a distribution network for steam and electric service which it purchases from the Philadelphia Electric Company. These lines are available close to the project site. Equipment is normally required in each project to receive high energy loads and for conversion to appropriate pressures or currents for use within the building systems.

Provision for the relocation of existing utility lines on the project site shall be made within the GSA project budget.

The capacity of the mechanical systems and equipment must be sufficient to provide for anticipated future loads.

Since all of the Administrative and General Service agencies operate throughout the year, all program areas in the new building must be entirely air-conditioned. All areas containing data processing equipment will need humidity control as well. To insure continuity of operation a dual service will be required in these areas. In the remainder of the building provision for natural ventilation, in case of air-conditioning system breakdown, must be provided.

Office areas (including Mail Service), but not shop areas, in the Pilling Building are to be air-conditioned. Some shop areas will require special exhaust provisions and other safety measures. Exhausts shall not blow on pedestrians or building windows.

Provision of all utilities (i.e., electricity, heating air conditioning, telephone) shall be designed to provide for maximum flexibility. Lighting, heating, air conditioning and some plumbing provisions shall be such that movement of partitions and changes of room size will be possible without affecting these utilities. Provision for electric and telephone outlets shall permit similar flexibility and shall also provide for expansion in the number of telephones and of electrical equipment used.

Provision for window washing shall be incorporated in the design of the building.

The Department of Buildings and Grounds is instituting centralized control systems in University buildings. A central control panel shall be provided in the building at a location selected by the Department. The panel shall include indicators of operating conditions such as temperature, humidity, pressure for specified equipment and areas. A schematic illustration of the mechanical and electrical systems shall be provided and shall indicate vital points. Provisions for starting and stopping specific equipment shall be incorporated in the central control panel.

Project design involving utilities must be coordinated with the engineering staff in the University Department of Buildings and Grounds. Information on location and proposed extension of University utility distribution lines will be furnished to the Architect by, and should be checked with, the Buildings and Grounds engineering staff.

Maintenance

The Department of Buildings and Grounds is also responsible for the maintenance of all buildings, facilities, and utility systems. The areas of concern include the incoming utilities, the maintenance and operation of mechanical and electrical systems, repair and housekeeping functions, the safety of all University personnel and the security of all University facilities.

Based on experience, the Department of Buildings and Grounds has developed standards for its maintenance activities. To insure conformity with these standards, each project will be reviewed by the Department of Buildings and Grounds both in preliminary and advanced stages of design.

Site Development

The site development plan will be reviewed by the University Design Review Committee, in conjunction with the University Landscape Architect, to ensure conformity with University standards.

PROGRAM

The general program for space allocation by agencies in both the Pilling and new buildings is summarized in Table 2.

TABLE 2. ADMINISTRATION AND GENERAL SERVICES CENTER
SPACE ALLOCATION SUMMARY BY AGENCY

Name of Area	Area in Square Feet	
Business and Financial Affairs Office:		
Vice President's Office		1,330
Treasurer's Office		2,175
Comptroller's Office:		
Third Floor	7,700	
Student Accounts	1,400	
Fund Accounting	750	
Internal Audit	300	
Subtotal		10,150
Business Manager's Office:		
Business Manager	700	
Personnel	3,500	
Purchasing	2,500	
Telephone & Mail Service	3,935	
Buildings and Grounds	22,930	
Surplus Property Office	135	
Parking Service	425	
Subtotal		34,125
Office of the Construction Engineer		1,740
TOTAL Business and Financial Affairs		49,520
Development and Public Relations Office:		
Vice President's Office		515
Public Relations -- News Bureau		2,700
Addressing and Records		3,200
Program Services		420
University Development		2,450
Capital Campaigns		1,200
Alumni Annual Giving		2,040
Storage, etc.		325
TOTAL Development and Public Relations		12,850

Continued on next page.

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TABLE 2. (CONTINUED)

Name of Area	Area in Square Feet
Registrar	7,450
University Planning Office	1,500
Data Processing Center	6,900
Lobby & Information & Visitors' Bureau	2,000
3 conference rooms @ 500	1,500
2 work rooms @ 250	500
Employees Lounge	500
A&GS Housekeeping	250
Basement Mechanical Area	550
Unassigned	380
TOTAL program area in square feet	83,900

Site coverage, relation to other buildings, and the nature of the activities to be housed all indicate that the new building portion of this Center be high rise. In developing the program, a six-story plus basement building with a gross area of 10,000 square feet (7,700 sq. ft. net) per floor was, for reasons of construction economy, assumed as a theoretical model. The agencies which will occupy this Center have been assigned to the several floors in the Pilling and new buildings on the basis of functional and operational considerations and relationships. The allocation of an agency to a particular building or floor, both in the following Table 3 and in the following section DESCRIPTION OF AREAS, should be understood as indicating a desirable relationship to offices on the floors above and below, and in particular, in most instances, to those assigned to the same floor. The relationships are further discussed in the DESCRIPTION OF AREAS. The assumptions as to number of stories and area per floor in the new building were used as a working model for program purposes. They are not intended to dictate the architectural solution.

TABLE 3. ADMINISTRATION AND GENERAL SERVICES CENTER
DISTRIBUTION OF PROGRAM AREAS BY FLOOR

Floor	Program Area	Net Square Feet
PILLING BUILDING		
First	Buildings & Grounds:	
	Store room	5,050
	Shops	4,215
	Locker Room	1,000
	Foremen's Offices	<u>1,050</u>
	Subtotal	11,315
	University Mail Service	<u>3,685</u>
	Total First Floor	<u>15,000</u>
Second	Buildings & Grounds:	
	Store room	6,050
	Administrative Offices	2,615
	Engineering Section	<u>2,950</u>
	Subtotal	11,615
	Surplus Property Office	135
	Mail & Telephone Administration Office	250
	Purchasing Department	2,500
	Employees' Lounge	<u>500</u>
	Total Second Floor	<u>15,000</u>
TOTAL Pilling Building		<u><u>30,000</u></u>
NEW BUILDING		
Basement	Data Processing Center	6,900
	A&GS Center Housekeeping	250
	Mechanical Area	<u>550</u>
	Total Basement	<u>7,700</u>
First	Lobby, Information and Visitor's Bureau	2,000
	Cashier (Treasurer's Office)	375
	Student Accounts (Comptroller)	1,400
	Parking Service	425
	Personnel	<u>3,500</u>
	Total First Floor	<u>7,700</u>
Second	Registrar	7,450
	Duplicating & Work Room	<u>250</u>
	Total Second Floor	<u>7,700</u>

Continued on next page.

TABLE 3. (Continued)

Floor	Program Area	Net Square Feet
Third	Comptroller's Offices	7,700
Fourth	Treasurer's Offices (except cashier)	1,800
	Development Offices:	
	Public Relations-News Bureau	2,700
	Addressing and Records	<u>3,200</u>
	Subtotal	5,900
	Total Fourth Floor	<u>7,700</u>
Fifth	Conference Room	500
	Duplicating and Work Room	250
	Development Offices:	
	Vice President's Office	515
	Program Services	420
	University Development	2,450
	Capital Campaigns	1,200
	Alumni Annual Giving	2,040
	Supply Storage	200
	Shower and Dressing	<u>125</u>
	Subtotal	6,950
	Total Fifth Floor	<u>7,700</u>
Sixth	2 Conference Rooms	1,000
	Business & Financial Affairs:	
	Vice President's Office	1,330
	Construction Engineer	1,740
	Business Manager	700
	Comptroller:	
	Internal Audit	300
	Fund Accounting	<u>750</u>
	Subtotal	1,050
	Subtotal	5,820
	University Planning Office	1,500
	Unassigned	<u>380</u>
	Total Sixth Floor	<u>7,700</u>
	TOTAL New Building	<u><u>53,900</u></u>

DESCRIPTION OF AREAS^a

The previous section, PROGRAM, summarizes the area requirements of the agencies which will be located in the Administration and General Services Center. This section describes the types of activity which will be carried on in the various areas, the number of rooms of different sizes and types required to house them, operational relationships between areas, and special facilities required.

General requirements for all areas in the new building include arrangement of groups of offices to permit flexibility of use without moving partitions. Lighting, heating, air conditioning, electric, telephone and partition systems must be arranged to permit maximum flexibility with a high degree of sound insulation for both present and possible future room arrangements.

Among the information gathered in developing this program was the furniture and equipment required by each occupant. Although this information, has not been included in the program, it is reflected in the space allocations and can be made available to the architect. Room sizes are mainly predicated on the re-use of present equipment. A decrease in room size will, in some instances, necessitate the purchase of new furniture to permit more efficient use of space. The estimated budget only provides for new equipment and furniture purchase in such special areas as the lobby of the new building.

a. See paragraph preceding Table 3, page 35.

The following description begins with the two floors in the Pilling Building; and then follows with the areas programmed for the basement in the new building. The first and second floors of the Pilling and new buildings are joined. The basement and all floors above the second are only in the new building.

Pilling Building

First Floor

Buildings and Grounds

Store room (5,050 square feet)

Office	100
Utility janitors storage	600
Utility and repairs storage	<u>4,350</u>
TOTAL	5,050 sq. ft.

This area will contain racks, bins, and shelves for storing B&G supplies for the utility and repair shops and building housekeeping (janitorial) functions.

Approximately half the store room area is on the first floor and half on the second floor. An internal stair connecting the two levels will be required and the existing dumbwaiter may, possibly, be usefully retained.

The storage of housekeeping (janitorial) supplies and equipment (including scrubbing and polishing machines) will require a separate area within the first floor store room.

A counter with pass window will be required for dispensing supplies. The office should be located to control the pass window and the loading area.

Shops (4,215 square feet)

Lock shop	115
Electricians and operators	350
Roofing	750
Plumbing	350
Mason	150
Paint	500
Carpenter	<u>2,000</u>
TOTAL	4,215 sq. ft.

The shop areas require access to the store room and the loading area to permit the easy movement of such supplies as lumber, pipe, sheet metal; and furniture and equipment that needs to be repaired or refinished.

The roofing and plumbing shops should be adjacent and have some arrangement (such as a movable partition between them) to facilitate handling of long pieces of pipe and sheet metal.

The paint shop requires a spray booth. Both it and the carpenter shop will require special exhausts. Fire safety regulations for the shop areas must be carefully checked.

Locker Room and Toilet for B&G Shops (1,000 square feet)

It is anticipated that the existing first floor locker room and toilet area can be adapted to serve the new requirements, with relatively little change.

Foremen's Offices (1,050 square feet)

Repairs & Utility Foremen (5) and Coordinator-Expeditor	450
Housekeeping foremen (8)	600
TOTAL	<u>1,050</u> sq. ft.

These offices are used by the foremen as a base for directing work, receiving reports, etc. They should be easily accessible to incoming workmen. The repairs and utilities foremen should be adjacent to the shops. (Air-conditioning in this area might be supplied by unit air conditioners.)

University Mail Service (3,685 square feet)

Manager's Office	100
Bookkeeper's Office	85
General Mail Operations	1,500
Bulk mailing	400
General storage space	<u>1,600</u>
TOTAL	<u>3,685</u> sq. ft.

The Mail Service requires the most direct access to the loading area possible. The Office of the Manager, bookkeeper, general mail operations, and bulk mailing should, if possible, be air-conditioned, perhaps by unit air conditioners.

Second Floor

Buildings and Grounds

Store room (6,050 square feet)

This area should have a fire exit only, on the second floor. The description for the first floor store room is applicable here.

Administrative Offices (2,615 square feet)

Director	180
Superintendent -- Office & Cont.	150
Assistant to the Director	120
Assistant Director for Engineering	150
Engineer	120
Superintendent -- Buildings	150
Superintendent and Assistant	
Superintendent -- Grounds	175
Superintendent -- Repairs and	
Utilities	150
Assistant Superintendent	
Repairs and Utilities	120
General Office and Reception	<u>1,300</u>
TOTAL	2,615 sq. ft.

The private offices in this section should probably all open on the General Office and Reception Area. There are no other special requirements.

Engineering Section (2,950 square feet)

Superintendent	180
Assistant Superintendent	150
Secretary	120
Drafting Room	1,700
Estimators and Inspectors	<u>800</u>
TOTAL	2,950 sq. ft.

This section should be adjacent to the Buildings and Grounds Administrative Offices. Special requirements include a sink in the drafting room and provisions for an Ozalid machine.

Surplus Property Office (135 square feet)

The Surplus Property Officer keeps records on, and allocates the redistribution of, used University equipment and furniture. This office is occupied by one man only, the property will be stored elsewhere. It should be part of an office cluster which permits the sharing of secretarial services.

Mail and Telephone Administrative Office (250 square feet)

Manager	100
Secretary and bookkeeper	<u>150</u>
TOTAL	250 sq. ft.

The chief requirement for this office is ease of access to the mail operations area on the first floor of the Pilling Building. It may well be placed near, or with, the Buildings and Grounds Administrative Offices.

Purchasing Department (2,500 square feet)

Director	180
Assistant Director	150
3 buyers @ 110	330
General Office and Reception	1,450
Mail and Catalogue Room	200
Stock Room	<u>190</u>
TOTAL	2,500 sq. ft.

This agency should be placed close to the existing entrance and stair at the west end of the Pilling Building for the convenience of its visitors (including

salesmen). The location and arrangement should also facilitate the frequent contact required between this agency and the Buildings and Grounds Administrative Offices.

Employees' Lounge (500 square feet)

This lounge area should have a kitchenette and coffee-making facilities. It is for the use of all Administration and General Services Center personnel.

New Building

Basement

Data Processing (6,900 square feet)

Machine floor		5,000
Storage area (paper and card storage)		1,200
Office space:		
Director and secretary	280	
Floor operations supervisor	120	
3 programming rooms @100	<u>300</u>	
Subtotal		<u>700</u>
TOTAL		6,900

The Data Processing Center will occupy the majority of the basement program area in the New Building (there is no real basement in the Pilling Building). It will have a medium scale computer and auxiliary equipment.

This center will do work for the Offices of the Comptroller, Registrar, Development, Personnel and Planning. Supplies and transfer of records (cards, tapes, paper, etc.) will be delivered to the Center through the first floor loading area in the Pilling Building by elevator.

The entire area must be fully air-conditioned with humidity control. Because of the importance of maintaining air-conditioning and humidity control in this area a dual service will be required. A high level of lighting is required, and daylight is desirable for the keypunch area. Electric power and special air-conditioning requirements will be determined by the exact type and number of pieces of equipment.

Special flooring is also required by this area. This flooring must support the heavy equipment and conceal, but allow access to, the cables engaging the equipment. A hydraulic elevator and a trap door opening in the court are required for installation and removal of the equipment. Truck access to the trap door must be provided.

A&GS Center Housekeeping (250 square feet)

Janitorial services.

Mechanical Area (550 square feet)

The mechanical area may be increased, if necessary, by excavating additional basement area. There is also the possibility of moving the location of A&GS Center Housekeeping to either the first or second floor of the Pilling Building. This would free 250 additional square feet for the mechanical area.

First Floor (7,700 square feet)

The functions located on the first and second floors of the new building all have heavy public (student, visitor and other) traffic.

Lobby, Information, Visitors' Bureau and Access to Second Floor (2,000 square feet)

The lobby will be entered from the court. This area should be organized to facilitate identification of location and access to: the Cashier, Student Accounts and the Parking Service Office (on the first floor) and the offices of the Registrar (on the second floor). Large numbers of students visit the Cashier's and Registrar's Offices at certain times of the year and arrangement of the lobby must be such that lines of students will not interfere with other traffic. Student access to the second floor offices should be by a special stairway opening from the lobby. The design and location of these stairs should encourage their preferential use by students visiting the Registrar's Office. Elevator access to the second floor should be by means of a key control button only.

The Information and Visitors' Bureau, in addition to supplying information for the A&GS Center, will serve as a hospitality and information center for the entire University. In addition to providing directory and reception services, the Bureau will serve the public relations function of providing many visitors with their first impression of the University. A model of the Campus will need to be on display; maps of the Campus and development brochures will be distributed here; questions about the University and University City will be answered and directions for finding one's way about the Campus will be given here. Other specific space and equipment requirements of this area are to be determined.

Cashier (375 square feet)

The Cashier's Office will be very busy at times of registration and tuition payments. It will need a counter with three or four windows. Its location should permit easy identification, be convenient to the stairs leading to the second floor, and permit the formation of lines without interfering with other traffic.

Student Accounts (Comptroller) (1,400 square feet)

Reception area of about 200 square feet with counter. Remaining space is for office and files.

Parking Service (425 square feet)

Supervisor	120
Clerks	300
TOTAL	<u>425</u> sq. ft.

Since the parking permit traffic is never very heavy, an arrangement may be made to have parking permit applications and fees handled by the cashier's window. If this is done, the Parking Service Offices can be located in the Pilling Building.

Personnel Office (3,500 square feet)

Administration:	
Director	180
Assistant Director	120
Benefits:	
Benefits Officer	120
3 enclosures @ 80	240

Employee Position Review:	
Salary Classification Officer	120
Office	100
Enclosure	80
Recruiting:	
Reception area	300
Booths 5 @ 48	240
Interviewing enclosures 6 @ 80	480
Records:	
2 enclosures @ 80	160
General Office Area	<u>1,360</u>
TOTAL	3,500 sq. ft.

The Personnel Office should have a separate outside entrance, but the reception area for the Office should also connect with the building lobby.

Sound insulation adequate to provide privacy for offices and interviewing booths is required.

The keypunch room should be close to the file area and also be easily accessible from the elevator to facilitate movement of data processing material.

Second Floor (7,700 square feet)

Registrar (7,450 square feet)

Registrar	180
Associate Registrar	150
Assistant Registrar	120
Assistant Registrar	120
Assistant to Registrar for Research	120
Administrative Assistant and Statistical Clerk	220
2 Recorders	220

Administrative Assistant (room assignment)	120
Secretarial and Reception	480
Data Processing (3 offices and machine space)	1,000
Tuition and Fee Billing	220
Graduate Arts and Sciences Records and Registration	1,200
Undergraduate Records	1,800
Record Storage and Supply Room (includes fire resistant vault)	1,500
TOTAL	7,450 sq. ft.

This office is visited by a large number of students at certain times of the year. The offices receiving students are the Undergraduate Records Office, the Graduate Arts and Sciences Records Office, and the Tuition and Fee Billing Office. These offices all contain waiting space but they should be grouped near the head of the stairs leading from the lobby to minimize the effect of student traffic.

The Registrar's Data Processing Area should be located close to the elevators in order to facilitate delivery of supplies and access to the Data Processing Center in the Basement. It should also be convenient to the Graduate and Undergraduate records since these are the source materials principally used.

Duplicating and Work Room (250 square feet)

This work room and the similar one on the fifth floor are intended for use by all occupants of the A&GS Center. They should be located near the elevators so that traffic using them will not interfere with other activity on the floor.

In these workrooms there should be provision for storage of materials (possibly locked); package wrapping; several kinds of duplicating equipment such as ditto, mimeograph, verifax; and any other equipment of types used by one or more departments such as collating boxes, mail scale, etc.

Responsibility for the use and maintenance of each work room will be assigned.

Third Floor (7,700 square feet)

Comptroller's Offices (7,700 square feet)

Administration:			
Comptroller	180		
Assistant to Comptroller	120		
Secretary and Reception	<u>200</u>		
Subtotal			500 sq. ft.
Budget:			
Assistant Comptroller	150		
2 Budget Analysts	160		
Budget Assistant, Secretary, Clerk	<u>265</u>		
Subtotal			575
Payroll			750
Accounts Payable			1,050
Accounts Receivable			450
Contract Accounting			600
Trust Accounting			250
General Accounting:			
Assistant Comptroller (Chief Accountant)	120		
General Accounting Office	1,200		
Records Storage	1,225		
Vault	80		
Supplies Storage	<u>350</u>		
Subtotal			2,875

Lybrand Ross Bros. & Montgomery (Auditors)	250
Resident Navy Auditor	200
External Audit	<u>200</u>
TOTAL	7,700

In addition to these offices, which occupy the entire third floor, the Student Accounts Office on the first floor and Fund accounting and Internal Audit on the sixth floor are part of the Comptroller's Office. Both of the latter would properly be located on the third floor, if space for them can be found. Similarly: the Accounts Records storage (or half of it) can be moved to another floor, if this will produce better organization or utilization of space.

Lybrand, Ross Bros. and Montgomery are the independent auditors who examine the University of Pennsylvania books and certify the annual statement.

The Navy Auditor audits University records for all U. S. Government contracts.

The External Audit Room is for the use of various government and foundation auditors who make audits on a periodic basis. This room should be close to the General Accounting and Contract Accounting Offices.

Fourth Floor

Office of the Treasurer (1,800 square feet)

Treasurer	180
Associate Treasurer	150
2 Secretaries	220

Assistant Trust Officer	120	
3 Secretaries	240	
Property Insurance Officer	120	
Assistant Property Insurance Officer	120	
Collection Manager	120	
Collection Clerk and Secretary	160	
Vault (fire resistant)	250	
TOTAL	<u>1,800</u>	sq. ft.

This area consists almost entirely of individual offices and attendant secretarial areas. The Collection Office frequently refers to the Comptroller's records, including those in Student Accounts on the first floor, and should be near the elevator.

Development Offices (5,900 square feet)

Public Relations-News Bureau:

Public Relations:

Director	150	
Assistant Director	120	
Administrative Assistant, Secretary (Reception Area)	<u>230</u>	
Subtotal		500

News Bureau:

Director	120	
Secretary and 4 clerk- typists	330	
2 staff writers @ 80	160	
2 clerk messengers and workroom	220	
Photographer/writer	<u>250</u>	
Subtotal		1,080

Publications:

Director	120	
Secretary (shared space)	100	
Staff writer	80	
Editor	<u>80</u>	
Subtotal		380

Medical Information:		
Director	120	
Secretary (shared space)	100	
2 staff writers @ 80	<u>160</u>	
Subtotal		380
Radio-TV:		
Director	120	
Production Assistant, Secretary, Clerk-Typist	<u>240</u>	
Subtotal		360
Addressing & Records:		
Machine Room		230
Biographical File Room		1,000
Prospect List:		
Office	120	
General work room	<u>750</u>	
Subtotal		870
Alumni Records:		
Director	120	
Secretary and Chief Clerk	180	
Records	<u>800</u>	
Subtotal		<u>1,100</u>
TOTAL		<u>5,900</u>

The space allocations for the Development Offices are extremely tight. If possible, the secretarial-reception areas and the staff writers areas should be increased.

Much of the work of the Addressing and Records Center will involve data processing. The machine room (key punch only) uses Prospect List and Alumni Records materials and should be close to the elevator to facilitate movement of materials to and from the Data Processing Center.

Fifth Floor

Conference Room (500 square feet)

The conference rooms on the fifth and sixth floors are for general use and are not assigned to one agency. The conference rooms should be as close to the elevator lobbies as is possible and should also be adjacent to a secretarial and reception area which can be responsible for scheduling meetings.

The conference rooms should, if possible have a view over the campus. They are to be equipped with a conference table, chairs, provision for all types of visual aids (blackout curtains required) including projection equipment with sound, tackboard, chalkboard, provision for display of plates, etc.

Duplication and Workroom (250 square feet)

See description for similar space on second floor.

Development Offices (6,950 square feet)

Vice President's Office:		
Vice President:	240	
Washroom	20	
Coat Closet	5	
2 secretaries and reception	<u>250</u>	
Subtotal		515
Program Services:		
Director	180	
Assistant Director	120	
Extra services personnel	<u>120</u>	
Subtotal		420

University Development:		
Director	180	
2 secretaries and reception	210	
Publications	240	
Bequest Program Officer	180	
Secretary, Bequest Program	150	
2 Development Associates	180	
Foundation Relations	260	
Central Files	400	
Extra Services Personnel	240	
Class Gifts Program	260	
2 messengers	<u>150</u>	
Subtotal		2,450
Capital Campaigns:		
Director	180	
3 Assistant Directors @ 120	360	
2 secretaries	200	
2 secretaries	200	
Research and List Office	<u>260</u>	
Subtotal		1,200
Alumni Annual Giving:		
Director	180	
7 Assistant Directors @ 120	840	
4 offices (2 secre- taries each) @ 180	720	
Office -- 4 clerk-typists and reception	<u>300</u>	
Subtotal		2,040
Supply Storage		200
Shower and Dressing Room		<u>125</u>
TOTAL		6,950 sq. ft.

The fifth floor Development Offices include all administrative offices concerned with various aspects of fund raising. The arrangement of offices should facilitate frequent personal contact between the Vice President for Development and Public Relations and the Directors of the Departments.

Sixth Floor

Two Conference Rooms (500 square feet each)

For general description see fifth floor. One of these conference rooms will contain a large working model of the entire University of Pennsylvania Campus (6'x10'). Consideration should be given to possible methods of storing or covering this model when it is not in use. These conference rooms will be heavily used by the four main offices on this floor, perphas most by the University Planning Office. Location of the offices in relation to the conference rooms should take this into account.

Office of the Business and Financial Vice President (1,330 square feet)

Vice President's Office	240
Washroom	20
Coat Closet	5
Secretarial and reception area	175
Workroom (supplies and safe)	50
3 Assistants to Vice President @ 120	360
2 Secretaries and reception area	240
Investment Officer	120
Assistant Investment Officer	120
Secretary	120
TOTAL	<u>1,330</u> sq. ft.

The Offices of the three assistants to the Vice President should form a group with the Vice President's Office. The investment offices can, if desirable, form a separate group which need not be immediately adjacent.

Office of the Construction Engineer (1,740 square feet)

Construction Engineer's Office	200
2 secretaries & reception area	280
Construction Accounts	120
Assistant Construction Engineer	120
3 project engineers @ 120	360
Construction supervisor	120
Assistant construction supervisor	120
3 Inspectors	240
Plan file and work room	180
TOTAL	<u>1,740</u> sq. ft.

Because of the necessity for frequent consultation the Construction Engineer's Office should be close to that of the Business and Financial Vice President.

Office of the Business Manager (700 square feet)

Business Manager	180
2 secretaries and reception area	280
2 systems analysts @ 120	240
TOTAL	<u>700</u> sq. ft.

The Business Manager consults frequently with the Business and Financial Vice President and also with the various agencies under his jurisdiction which are on the lower floors of the new building and in the Pilling Building. If possible, he should be close to both the Vice President and the elevator.

Internal Audit (300 square feet)

This office is organizationally part of the Comptroller's Office but can be physically separated. It has no particular relationship to other offices on this floor.

Fund Accounting (750 square feet)

This is also part of the Comptroller's Office but operationally has more contact with the fifth floor Development Offices. There are no relationships to other sixth floor offices.

University Planning Office (1,500 square feet)

Director	150
Assistant Director	120
University Architect	120
2 Planning Analysts @ 120	240
Drafting Room	550
2 Secretaries, Reception and work area	<u>320</u>
TOTAL	1,500 sq. ft.

The University Planning Office should have as extensive as possible a view of the campus. Because of frequent conferences, and the location of the campus work model, it should be adjacent to one of the sixth floor conference rooms.

All drafting room walls should have a surface suitable for use as tack board. One tack board surface should have uninterrupted dimensions: 22'-0" long by 10'-0" high. There must be sufficient wall area for plan files, counters, reference boards to allow this wall to remain unobstructed. A sink is desirable.

All offices shall have at least one tackboard wall area and low shelving adjacent to the desk. The director's office requires chalk board area and a rack or shelf for display of presentations.

Unassigned (380 square feet)

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SCHEDULES AND ADMINISTRATION

Schedules

The schedule, which will be established by the General State Authority, is expected to encompass approximately 16 months.

GSA notification to Architects to start work.
3 months -- Sketch phase.

Presentation to GSA.
5 months -- Preparation of preliminary drawings.

Presentation to GSA.
6 months -- Preparation of contract drawings and specifications.

Presentation to GSA.
2 months -- Correction of contract drawings and specifications.

Final submissions to GSA.

Assuming the availability of GSA construction funds, it is hoped that these facilities can be ready for occupancy in the spring of 1966.

Administration

The development of the design and construction phases of

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this project will be administered by the Office of the Construction Engineer in the Business and Financial Vice-President's Office. This Office will coordinate all meetings with the Project Building Committee and will schedule periodic reviews of each phase of the Architects' work with the University Planning Office, the University's Design Review Committee, and the University's Landscape Architect Consultant. The Office of the Construction Engineer will also arrange for the review of appropriate phases of the Architects' work with the Department of Buildings and Grounds to make adequate provision for building maintenance, fire protection, waste collection, and protection against vandalism.