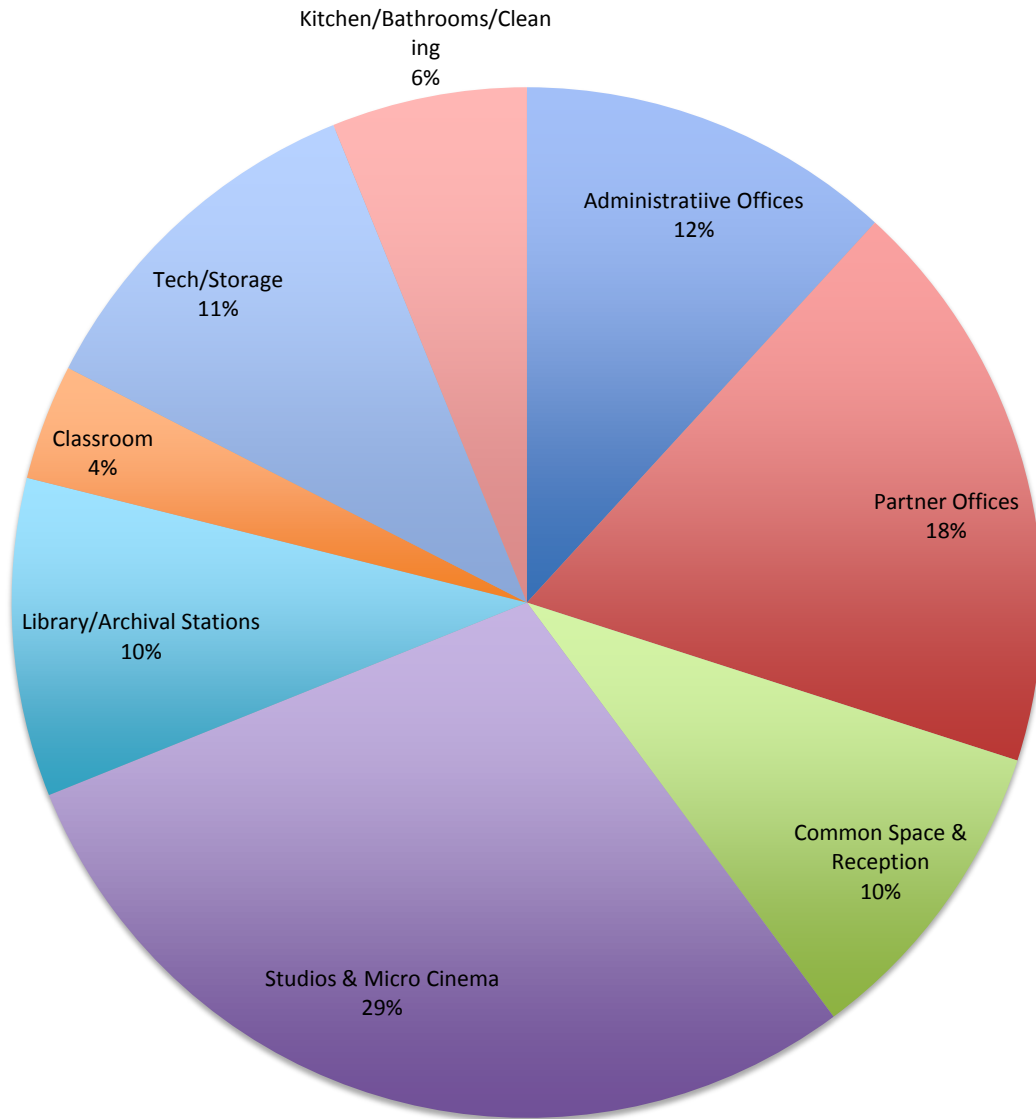


## Organization 1 space needs assessment

Priority		Area	sq/f	notes
1	<b>A</b>	Reception	500	Gallery, Reception, Lobby, Bar, Small Events
2	<b>B</b>	Library	1000	Climate Control, archival conditions, storing video archives and technical archives, smart shelving system needed, on concrete slab
2	<b>C</b>	Digitization station	100	digitizing materials, archival conditions, climate control
2	<b>D</b>	Machine Room	100	climate control, mostly for cooling equipment, sound proofing for mostly fan noise
5	<b>E</b>	Kitchen	500	near bar, need lunch room that could be part of common lounge
3	<b>F</b>	Bathroom (3)	150	2 for events, 1 for staff. Need shower in staff bathroom. All accessible.
2	<b>G</b>	Micro Cinema	400	isolated power, acoustic treatment, a/v hookups, 7.1 sound, projector mount, screen, etc.
3	<b>H</b>	Administration offices	800	admin area - consult with organization 1 staff about concept for this space. Separation of public/staff
3	<b>I</b>	Back offices	500	flex space, small meeting rooms
	<b>J</b>	Electronics		doesn't exist as now moved into classroom
1	<b>K</b>	Classroom	400	minimum 8 workstations. Storage.
1	<b>L</b>	Tech Area		office for technician near tech gear - incl. in admin office
1	<b>M</b>	Technical Equipment Area	250	storage of various cables and smaller technical equipment
1	<b>N</b>	Tool Crib	250	storage of installing tools
1	<b>O</b>	Studio	2000	Double height. 18' minimum. Free span. Easy loading access.
2	<b>P</b>	Board Room	200	for ~15 ppl
2	<b>Q</b>	Partner Offices	2000	Organization 3(200), Organization 4 (200), Organization 5 (1100), s/f needed may be less depending on usability of common space
3	<b>R</b>	Black Box	800	rehearsal, creation, development studio. Attached to audio suite
1	<b>S</b>	Audio Suite	150	sound proof, acoustic treatment, isolated power, audio station
	<b>T</b>	Video Out		office - included in office admin
1	<b>U</b>	Hot Desks (8)	240	8 rooms with doors and/or open concept?
3	<b>V</b>	Storage	500	Storage near Studio, large door(s)
2	<b>W</b>	Cleaning Cupboard	25	mess sink, storage for cleaning supplies
3	<b>V</b>	Artist apt/space	150	
<b>TOTAL SQ/F</b>			<b>11015</b>	

1=not flexible, 5=flexible.

## Organization 2 - Media Lab



Administratiive Offices	1300
Partner Offices	2000
Common Space & Reception	1090
Studios & Micro Cinema	3200
Library/Archival Stations	1100
Classroom	400
Tech/Storage	1250
Kitchen/Bathrooms/Cleaning	675
<b>TOTAL SQ/F</b>	<b>11015</b>