

ASHRAE HEADQUARTERS RENOVATION



CONF. CONF. Builde sequent de ļ TURE TOP 175 SF 23 175 SF ľ TECHNOLOGY DEPARTMENT 1,910 SQUARE FEET P ADAM ASSI - Carl CONFERENCE 420 SQUARE FEET LIBRARY 1,341 SQUARE FEET BREAK ROOM 470 SQUARE FEET MAN & TE ASSIST MAN-AMERICA ł + Ь LEVEL TWO PLAN a Wel - --- um 1 L , Ale 1 ł String Aven and MAN THE Sevenes. ALL SYCS ABBIDTOR Merun MAILROOM 1,680 SQUARE FEET 1 MEMBER SERVICES DEPARTMENT 2,260 SQUARE FEET ASHIT MAN 5 1 Dean tin (An to Den taka \vee 000 lì 1 LEARNING CENTER 1,000 SQUARE FEET EXECUTIVE DEPARTMENT 450 SQUARE FEET 123 25 CEPTION LIBRARY C LEARNING CENTER 1,000 SQUARE FEET 1,341 SQUARE FEET ADMINISTATIVE SERVICES 2,153 SQUARE FEET 3 PREFERENCE LEVEL ONE PLAN **ASHRAE HEADQUARTERS** RENOVATION

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PUBLISHING AND EDUCATION DEPARTMENT 4,490 SQUARE FEET

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PROD

4

MARKETING DEPARTMENT

1,170 SQUARE FEET

CUTAR DELINE

Side

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CONFERENCE 325 SQUARE FEET

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CONFERENCE 325 SQUARE

FEET

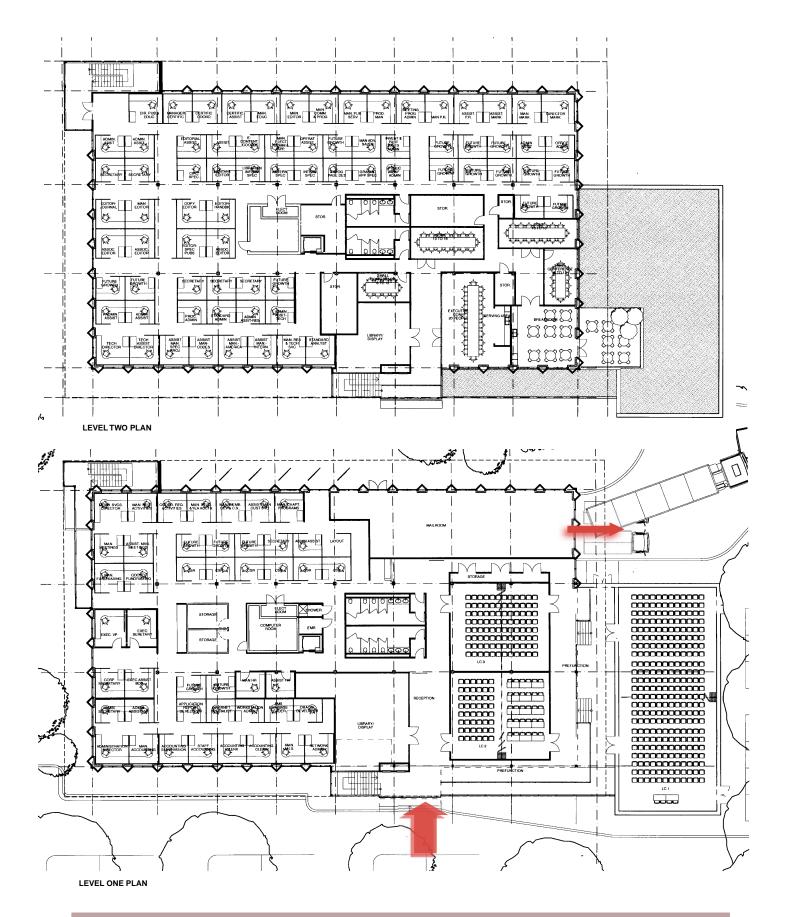


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LEARNING CENTER 2,500 SQUARE FEET -

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AUGUST 18, 2006

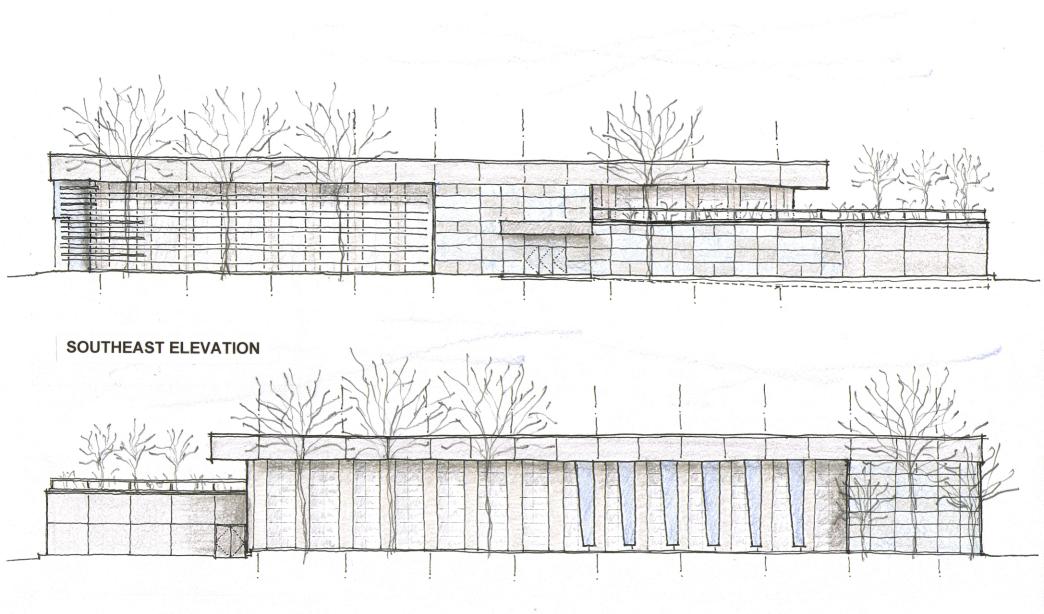


ASHRAE HEADQUARTERS RENOVATION





AUGUST 18, 2006



NORTHWEST ELEVATION



ASHRAE PROGRAM VERIFICATION			08.18.06			
EXECUTIVE DEPARTMENT				VIEWS POSSIBLE	VIEWS REQUIRE	D
	# of persons sf/per	son or room de	partment sf			
Exec. Vice President	1	150	150		150	150
Corporate Secretary	1	100	100		100	100
Exec. Assist. BOD	1	100	100		100	100
Executive Secretary	1	100	100		100	100
Total for Executive Facilities	4 peopl	le	450 sf			
TECHNOLOGY DEPARTMENT						
	# of persons sf/per	son or room de	partment sf			
Director	1	120	120		120	120
Admin. Assistant	1	80	80		80	80
Assist. Man -Spec. Proj.	1	100	100		100	100
Assist. DirTechnology	1	100	100		100	100
Admin. Assistant	1	80	80		80	80
Proceedures Admin.	1	80	80		80	80
Standards Admin.	1	80	80		80	80

Assist. ManCodes Secretary	1 1	100 80	100 80	100 80	100 80
Assist. Man America	1	100	100	100	100
Secretary	1	80	80	80	80
Standards Analyst Assist. ManInternational	1	80 80	80 80	80 80	80
	1	80 80	80 80	80	80 80
Secretary Man Res. & Tech Svc.	1	100	100	100	100
Assist. ManRes & Tech. Svc.	1	80	80	80	80
Admin. Assist Research	1	80 80	80	80	80
Admin. Assist Tech Svc.	1	80	80	80	80
Future Growth Positions	3	80	240	240	240
	5	00	240	240	240
Office Equipment	1	90	90		
Conf Space (10 to 15)	2	175	350	350	350
Total of far Toolynalam, Fasilitian	04	_			
Total sf for Technology Facilities	21 people	3	2,260 sf		
MEMBER SERVICES DEPARTMENT	# of persons sf/pers				
MEMBER SERVICES DEPARTMENT		son or room dep 120	partment sf 120	120	120
MEMBER SERVICES DEPARTMENT Director ManReg. Activities		son or room dep	Dartment sf 120 100	100	120 100
MEMBER SERVICES DEPARTMENT Director ManReg. Activities Reg. Activities Coord.		on or room dep 120 100 100	Dartment sf 120 100 100	100 100	100 100
MEMBER SERVICES DEPARTMENT Director ManReg. Activities Reg. Activities Coord. ManStud. & YEA Act. *		on or room dep 120 100 100 100	Dartment sf 120 100 100 100	100 100 100	100 100 100
MEMBER SERVICES DEPARTMENT Director ManReg. Activities Reg. Activities Coord. ManStud. & YEA Act. * ManMemb. Dev. & C.S.		on or room dep 120 100 100 100 100	Dartment sf 120 100 100 100 100 100	100 100 100 100	100 100 100 100
MEMBER SERVICES DEPARTMENT Director ManReg. Activities Reg. Activities Coord. ManStud. & YEA Act. * ManMemb. Dev. & C.S. Memebership Spec.		son or room dep 120 100 100 100 100 80	Dartment sf 120 100 100 100 100 80	100 100 100 100 80	100 100 100 100 80
MEMBER SERVICES DEPARTMENT Director ManReg. Activities Reg. Activities Coord. ManStud. & YEA Act. * ManMemb. Dev. & C.S. Memebership Spec. Assist. Man. Cust. Svc.	# of persons sf/pers 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	son or room dep 120 100 100 100 100 80 100	Dartment sf 120 100 100 100 100 80 100	100 100 100 100 80 100	100 100 100 100 80 100
MEMBER SERVICES DEPARTMENT Director ManReg. Activities Reg. Activities Coord. ManStud. & YEA Act. * ManMemb. Dev. & C.S. Memebership Spec. Assist. Man. Cust. Svc. CSR		son or room dep 120 100 100 100 100 80 100 80	Dartment sf 120 100 100 100 100 80 100 480	100 100 100 100 80 100 480	100 100 100 100 80 100 480
Director ManReg. Activities Reg. Activities Coord. ManStud. & YEA Act. * ManMemb. Dev. & C.S. Memebership Spec. Assist. Man. Cust. Svc. CSR Manager- Chapter Prog. *	# of persons sf/pers 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	son or room dep 120 100 100 100 100 80 100 80 100	Dartment sf 120 100 100 100 100 80 100 480 100	100 100 100 100 80 100 480 100	100 100 100 80 100 480 100
Director ManReg. Activities Reg. Activities Coord. ManStud. & YEA Act. * ManMemb. Dev. & C.S. Memebership Spec. Assist. Man. Cust. Svc. CSR Manager- Chapter Prog. * Secretary	# of persons sf/pers 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	son or room dep 120 100 100 100 80 100 80 100 80 100 80	Dartment sf 120 100 100 100 100 80 100 480 100 80	100 100 100 100 80 100 480 100 80	100 100 100 100 80 100 480 100 80
Director ManReg. Activities Reg. Activities Coord. ManStud. & YEA Act. * ManMemb. Dev. & C.S. Memebership Spec. Assist. Man. Cust. Svc. CSR Manager- Chapter Prog. *	# of persons sf/pers 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	son or room dep 120 100 100 100 100 80 100 80 100	Dartment sf 120 100 100 100 100 80 100 480 100	100 100 100 100 80 100 480 100	100 100 100 80 100 480 100

Manager- Fundraising * Fundraising Coordinator Admin Assist. Future Growth * Office Equipment Brochure Layout/ Assembly Total sf for Member Services Facilities	1 1 3 1 1 23 people	100 100 80 80 90 90	100 100 80 240 90 90 2,260 sf	100 100 80 240 90	100 80 240
ADMINISTRATIVE SERVICES DEPARTMENT					
# 0	f persons sf/perso	n or room depa	artment sf		
Director Secretary Man. Human Resources	1 1 1	120 80 100	120 80 100	120 80	
Asistant- Human Res. Receptionist Man. Accounting	1 1 1	100 100 100	100 100 100	100 100	100
Staff Accountant	1	100	100	100	100
Accounting Supervision	1	100	100	100	
Acounting clerck	2	100	200	200	
Mailroom Supervisor	1	1	1	1	
Mailroom Clerks	2	1	2	2	
Man- MIS	1	100	100	100	
Network Administrator	1	100	100	100	100
Internet/ network spe.	1	100	100	100	
Workstation Admin.	1	80	80	80	
AMS Database Leader	1	80	80	80	80
Oracle Developer	1	80	80	80	
applic/report dev.	1	80	80	80	
admin. assist.	1	80	80	80	80
future growth	2	80	160	160	

mailroom office equipment computer room Total sf for Administrative Facilities	1 1 1 23 people	1,680 90 200	1,680 90 200 3,833 sf	1,680	1,680
PUBLISHING AND EDUCATION DEPART	MENT				
	# of persons sf/pers	on or room dep	partment sf		
Director Admin. Assist. Manager- Certification Asistant- Certification Coord. Certification Assist. Manager- Education Managing Editor Secretary Man. Comm. & Prog. Secretary Meeting Program Admin. Man. Publishing Serv. Graphic Application Spec. Public. Traffic Admin. Invent. & Part. Sales Adm. Circulation Specialist Man. Advertising Sales Operations Assistant	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	120 80 100 80 100 100 100 100 80 100 100 1	120 80 100 80 100 100 100 100 100	120 80 100 80 100 100 100 80 100 80 100 10	120 80 100 80 100 100 100 80 100 80 100 10
Production Manager Man. Elect. Comm. & App. Librarian/ Inform Spec. E-content Coordinator	1 1 1 1	100 100 100 100	100 100 100 100	100 100 100 100	100 100 100 100

Internet On establish	0	400	000	200	200
Internet Specialist	2	100	200	200	200
Editor- Journal	1	100	100	100	100
Managing Editor	1	100	100	100	100
Associate Editor	2	100	200	200	200
Copy Editor	1	100	100	100	100
Editor- Handbook	1	100	100	100	100
Associate Editor	1	100	100	100	100
Typographer/ Page Des.	1	100	100	100	100
Editor- Special Pubs.	1	100	100	100	100
Assistant Editor	1	100	100	100	100
Editorial Assistant	1	80	80	80	80
Admin. Assist.	1	80	80	80	80
Future Growth	10	80	800	800	800
Library	1	1,341	1,341		1,341
	1	90	90		
Office Equipment	I				
Office Equipment	47 peopl		5,831 sf		
	·				
Total sf for Publishing and Ed. Facilities	47 peopl		5,831 sf		
Total sf for Publishing and Ed. Facilities	47 peopl	e	5,831 sf	120	120
Total sf for Publishing and Ed. Facilitie: MARKETING # of	47 peopl persons sf/pers	e son or room depa	5,831 sf artment sf	120 80	120 80
Total sf for Publishing and Ed. Facilitie: MARKETING # of Director	47 peopl persons sf/pers	l e son or room depa 120	5,831 sf artment sf 120		
Total sf for Publishing and Ed. Facilitie: MARKETING # of Director Admin. Assist.	47 peopl persons sf/pers	l e son or room depa 120 80	5,831 sf artment sf 120 80	80	80
Total sf for Publishing and Ed. Facilitie: <u>MARKETING</u> # of Director Admin. Assist. Man. Marketing	47 peopl persons sf/pers 1 1 1	e son or room depa 120 80 100	5,831 sf artment sf 120 80 100	80 100	80 100
Total sf for Publishing and Ed. Facilitie: MARKETING # of Director Admin. Assist. Man. Marketing Asistant- Marketing	47 peopl persons sf/pers 1 1 1	e son or room depa 120 80 100 80	5,831 sf artment sf 120 80 100 160	80 100 160	80 100 160
Total sf for Publishing and Ed. Facilitie: MARKETING # of Director Admin. Assist. Man. Marketing Asistant- Marketing Man. Public Relations	47 peopl persons sf/pers 1 1 1	e son or room depa 120 80 100 80 100	5,831 sf artment sf 120 80 100 160 100	80 100 160 100	80 100 160 100
Total sf for Publishing and Ed. Facilitie: MARKETING # of Director Admin. Assist. Man. Marketing Asistant- Marketing Man. Public Relations Assistant. P.R.	47 peopl persons sf/pers 1 1 1	e son or room depa 120 80 100 80 100 80	5,831 sf artment sf 120 80 100 160 100 80	80 100 160 100 80	80 100 160 100 80

Total sf for Marketing Facilities GENERAL SPACES	9 peop # of spaces	ole sf/ room	910 sf		
Executive Conference Serving Area Small Conference Learning Center-large Learning Center-small Storage Breakroom Total sf for General Facilities	1 1 2 1 2 1 1 9 peop	450 80 325 2,500 1,000 2,650 500	450 80 650 2,500 2,600 2,650 500 8,830 sf	450 325 2,500 500	650 2,500 2,000
Total employees served Sqaure footage - Program Net	127 peo 24,374 squa			17,108	20,974 81.57%

9,750 square feet

Total Square feet required

Total Square Feet Available

34,124 Square Feet

30,100 Square Feet