ADMINISTRATION - SUPPORT SPACES
- These spaces are dedicated to the Administration Department and should be proximal to other Administration spaces.
- Conference rooms can be remote from the other Administration rooms, but easily accessible. These rooms can be shared with other groups but Administration has first rights.

ADMINISTRATION - FINANCE & OPERATIONS OFFICES
- These spaces are dedicated to the Administration Department and should be within the Administration suite.
- Office 125 SF Jill Hartz acts as gatekeeper to Office 160.
- All existing furniture will be reused in these rooms.
- Office 125 SF Facilities - Open could be enclosed but needs to be easily viewable.
The two enclosed offices could be located near Faculty offices. The Workroom and Storage need to remain adjacent. These spaces should not be specifically visible to the Dean's Suite.

Executive Associate, Dean & Assistant to be adjacent to Dean's suite.

Communications and Marketing:
- Offices + Collaboration Area - 549 SF
- The layout shown is a proposed layout of the Dean's Suite spaces showing an understanding of requested adjacencies.
- The layout shown is a proposed layout of the Marketing & Communication spaces showing an understanding of requested adjacencies.
- Should be within the Administration area.
- All existing furniture will be reused in these rooms.

Administration:
- Dean's Suite - 686 SF
- The layout shown is a proposed layout of the Dean's Suite spaces showing an understanding of requested adjacencies.
- The Dean's Suite should be within a secure area.
- The associated 125 SF office should be adjacent to the Dean's Suite.
- All existing furniture will be reused in these rooms.

Human Resources:
- These spaces should be proximal to one another. The waiting space should be outside the offices, but could be a wide spot in the hallway.
- These spaces should not be specifically visible to the Dean's Suite.
- All furniture will be reused in these rooms.

IT:
- The layout shown is a proposed layout of the IT spaces showing an understanding of requested adjacencies.
- These spaces do not have to be within the Admin area.
- The Workroom and Storage need to remain adjacent.
- The two enclosed offices could be located near Faculty offices.