November 21, 2013 VIA EMAIL

College of Lake County
19351 West Washington Street
Grayslake, Illinois 60030

Re: Master Plan Projects
Architect's Project Number: 214009.00
Bookstore Programming Meeting #4 Minutes

Summary of the **Bookstore Programming #4 Meeting** held at 8:30 am on November 21, 2013 at College of Lake County-Grayslake Campus, Room A261. These notes record our understanding of items discussed and decisions made at this meeting. Please notify us within seven (5) calendar days of any necessary additions or corrections.

PERSONS IN ATTENDENCE

Ted Johnson, Construction Manager, College of Lake County
Drew Miller, Project Manager, College of Lake County
Pat Argoudelis, Bookstore Manager, College of Lake County
Christine Klippert, Operations, College of Lake County
Tracey Campbell, Events/Facilities, Facilities College of Lake County
Cynthia Bland-Bell, General Merchandise Buyer, College of Lake County
Steven Brubaker, Brubaker
Michael Lundeen, Project Manager, Legat Architects
Ryan Horsman, Legat Architects
Jaclyn Rutter, Intern Architect, Legat Architects

ITEMS DISCUSSED

1. Pat handed out a list of comments she created based on last week's meeting minutes. Line items refer to meeting minutes from November 14th, 2013.
    a. Item 3e Pat confirmed the textbook buyer should have a closed office with views and access to the general merchandise and cashier's station.
    b. Item 3g Pat informed the group that during peak sales, they will store about 80 backpacks on temporary storage shelves. Waubonsee's method, which used mobile lockers, is not practical for CLC and they will need to find an alternative approach. Currently the bookstore hires a security guard during peak sales. The security guard and extra bag storage is in place for about two and a half weeks. After peak sales time, facilities stores the shelves in a separate facility. In the future it would be ideal to be able to store those shelves in the bookstore's own storage room. During non-peak times the bookstore currently has storage for about 12 bags in the store. The group agreed they could potentially use mobile shelves to block off the text book area during non-peak times.
    c. Item 3l Pat suggested 1 computer should be located at the customer service desk for students to access or print out schedule on their own. Many students use their phones but not all students have access to internet on their phone.

d. Item 3n. Pat informed the group she would rather not give up space in other spaces for a break area, but a space for sink and microwave would be ideal. The CLC staff also requested 20 small lockers with keys for staff, which could be in a hallway. The lockers only need to be large enough for a purse or bag, possibly 12" x 12". There should also be a space for hooks to hang staff aprons.
    i. Pat also noted she would rather not give up square footage in other spaces to accommodate a staff bathroom. The group also noted that the new bookstore will be close to other public restrooms.
e. Item 3i Pat noted Waubonsee is a smaller college than CLC and correlatively CLC has significantly greater sales compare to Waubonsee.
f. Item 4a Pat confirmed that a book buy back similar to Illinois Central's would work really well and could be utilized at different times of the year. At the end of the semester this space could be used for textbook buyback reconciliation and possibly rental return. At the beginning of the semester, this space would be used for buy back, web order pick up, and refunds. At end of the semester there would be 2-3 textbook buyers in this space. The pickup/drop off window could open to hallway only, but the staff should have access to rest of bookstore from this space. Ideally it would be adjacent to textbook department since they are related.
g. Item 7a. Pat agreed that all of the offices should be on the first level and if possible they should all be separate spaces. The textbook buyer and associate buyer should be in one space. The general merchandise buyer's office may need two workstations for a potentially new assistant position. The CLC staff will review if two workstations will be needed in this space and report back at the next meeting. The accounts payable office should be adjacent to the secure cashier's work room and the cashier's work room could even be walkthrough to get to the office if necessary. The manager's office does not need a separate table to meet, but at least a place to pull up chairs. Pat would prefer a designated conference room and the general merchandise buyer's office should be adjacent to this space.
    i. The CLC staff envisions all offices with glass walls or windows into the sales area. Michael noted the windows could have roller shades on them if privacy was occasionally needed.
h. Currently manager's office stores a lot of secure items. Michael suggested in future that there be a separate secure storage area for items like laptops. Cynthia suggested space to store electronics under the electronics counter and then a separate secure area to store the rest of the computers. This space could be like a walk-in closet and should be able to accommodate at least 50 computers at a time.
i. Pat noted that extra supplies needed for the sales counter, such as receipt tapes, paper, and office supplies, should be located on the first floor and not in lower level storage. Pat also informed the group that the book buyback would need some similar storage but many items bought in bulk could be stored in the lower level.
j. Currently there are 2 workstations in the receiving area and this would be necessary in the future.
k. The CLC staff was very concerned the designated basement space is too small. Michael noted the new basement space appears large enough to fit the existing receiving, storage in the hallway, and

storage space near existing bookstore. The group pointed out the existing flexible spaces that they use for approximately 6 months out of the year. This space is currently about 1,780 square feet, but Pat thinks they would need only about half that amount of space.

l. Item 8b Drew reminded the group of the discussion of using the alternate dock as a receiving area for the bookstore and encouraged the group to think about potential new operation methods that could benefit the new bookstore and the limited space they are working with. The group noted that this dock does not have storage and is not staffed.

2. The group reviewed the master plan areas identified for the bookstore.
    a. Michael pointed out the existing electrical room. Ted and Drew confirmed that this space cannot move because it is the sole distribution of electricity for the B-wing. The group concluded that this space would most likely need frequent access by facilities staff or even contractors and this could be problematic from a merchandise security standpoint. Ted confirmed the current access is off of the public hallway and the door may need to stay in this location due to the arrangement of equipment inside the space. The group concluded that there should be access to this room without having to walk through the bookstore.
    b. Michael also pointed out the existing stairwell and the group discussed if the stairwell can be removed or not.
    c. Tracey asked if the courtyard on the west side of the building had ever been considered for future bookstore space and Drew noted that this space had never been considered for further expansion.
3. The group reviewed draft space plan layouts and informed the group that these diagrams are just an exercise to determine how much square footage will be needed for the various programs.
4. The group reviewed and discussed adjacencies.
    a. Pat requested all shelves and displays be mobile in order to easily reconfigure the sales floor.
    b. The textbook buyer and associate buyer should be close to textbook area and could be separate from other offices and spaces if necessary.
    c. The operation's clerk area should be close to the web pickup area and cashier's station.
    d. The manager's office should be near the sales floor.
5. The group studied the various options for store frontage and entrance.
    a. Pat agreed that location the book buy back window near the B-court was a good location. She also saw the far east section of the designated bookstore space as the text book area. Therefore the textbook area and book buy back could be adjacent.
    b. Pat confirmed that the store should only have one entrance for staffing and security purposes.
    c. The group concluded that the west side of the space would most likely have the most traffic pass by it, which could be good for either display windows or an entrance. The north side of the space could create a grand entrance that opens up into the plaza and lines could also potentially spill out into the plaza.
    d. Pat noted that the bookstore is a destination that students seek out and make a purpose of visiting to buy their textbooks. This also means it is important to have customers walk through the general merchandise area to get to the textbook area.
6. Next steps

a. The CLC staff will review and confirm the square footage needed for the peak season additional storage space.

7. Michael confirmed the next meeting will be December 5th, 2013.
8. Meeting adjourned.

Thank you.

Sincerely,
Legat Architects, Inc.

Michael Lundeen, AIA
Jackie Rutter

JR/ML

ATTACHMENTS
214009.00 MIN1 20131121-PDBookstore -MTG4
Attendance Record (1 Page)
Agenda (1 Page)
Pat's Comments on November 14th Meeting Minutes (3 pages)
214009.00 MIN2 20131121-PDBookstore -MTG4
Updated current/projected space needs (3 Pages)
Updated space sizes spreadsheet (2 Pages)
Draft space plans (1 Page)
Draft Adjacencies (1 page)
Updated master plan designated space-1st floor (1 page)
214009.00 MIN3 20131121-PDBookstore -MTG4
Updated master plan designated space-lower level (1 page)

CC
File: 214009.00 CLC Cafe Bookstore St Act AB core: B3
Dave Agazzi, College of Lake County
Diane Polich, College of Lake County
Phyllis Soybel, College of Lake County
Jeffrey Sronkoski, Legat Architects
Lakeisha Lindsey, Cotter Consulting

FILENAME
214009.00 MIN 20131121-PDBookstore –MTG4.docx

Meeting Agenda

ORGANIZATION	College of Lake County	RE	Bookstore Programming Meeting #4
PROJECT TITLE	Master Plan Projects	PROJECT NO.	214009.00
LOCATION	CLC-Grayslake Campus	DATE, TIME	November 21th, 2013, 8:30 am

1. Distribution of Minutes from Nov 14 meeting.
2. Discussion from Last Meeting
   - Text and Merchandise space requirements
   - Review of Waubonsee floor plan and areas
   - Other College bookstore to visit/study
   - Types of Display Space required
3. Confirmation of spaces required
4. Review of Master plan areas identified
5. Adjacencies Confirmation
6. Next Step

CC File: 214009.00 CLC Cafe Bookstore St Act AB core: B3

FILENAME 214009.00 AGN 20131114-PDBookstore-MTG4.docx

Attendance Record

ORGANIZATION	College of Lake County	RE	Bookstore Programming Meeting #4
PROJECT TITLE	Master Plan Projects	PROJECT NO.	214009.00
LOCATION	CLC-Grayslake Campus, A261	DATE, TIME	November 21, 2013, 8:30 am

NAME	TITLE	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS
Michael Lundeen		Legat.		
Tracey Campbell				
Ryan Horsman		LEGAT	312 756 1281	rhorsman@legat.com
DREW MILLER	PROG. MNGR	CCI	X2019	dmiller1@clcillinois.edu
Pat Argoudelis				
Christine Klippert				
CYNTHIA BLAND	BELLGH BUYER		x2803	
Ted Johnson		CLC		tjohnson@clcill.no.edu
JACKIE RUTTER		LEGAT ARCHITECTS		

Nov. 14, 2013

1. Michael confirmed that the group received last week's meeting minutes.
2. Christine and Cynthia gave Michael a hand out from Pat that listed the current bookstore space sizes and estimated future space needs. (Provide updated listing)
a. Michael confirmed that the 1,904 linear feet listed on the handout meant linear feet including each shelf on a stacked bookcase. The group confirmed that the number equated to each individual shelf (4 shelves per 1 bookcase) added up to get a total number of 1,904 linear feet.
b. Michael shared with the group that when he visited Waubonsee's Bookstore he remembered Pat wanting bookcases that were about 72" tall and mobile.(Height is great, however, will security be an issue?)
c. Currently the back stock is on the main floor, but in future, CLC would like to not have it on main floor, so the required linear footage could potentially be less than 1,904 linear feet.
3. The group discussed the Waubonsee's Bookstore.
a. Michael handed out a floor plan of Waubonsee's bookstore and spread sheet organizing the areas of the various spaces within the bookstore.
b. Christine and Cynthia shared photos from their visit to Waubonsee's Bookstore.
c. Cynthia noted how much of the general merchandise is on mobile shelves.
d. There are security alarms at these doors.
e. The textbook buyer is located at the online ordering desk and students go to this desk to ask questions about buy back and to sell back their books.(When I spoke with the textbook buyer at Waubonsee, she mentioned that she has to go to a back office to complete tasks when concentration is essential.)
f. Michael noted the textbook stacks were right across from the online ordering desk and the aisle lined right up with the workstations so that the staff at the desk could look down the aisle and monitor the aisles.(What about the possibility of combining a customer service desk before the textbook department or in the textbook department.)
g. Cynthia pointed out the shorter mobile lockers that were currently located near book stacks, but during rush periods are located near the front door.(Not practical for CLC bookstore's use-need to come up with another alternative-during lunch period on the first couple days of classes-space for 80 backpacks is needed).
h. The group noted in the book stacks the back and side walls have fixed shelves that a taller than the mobile shelves and this is a nice feature. The group however did not think the new space will have the same high ceilings that Waubonsee's bookstore has.(Taller shelving units on exterior walls would still need to be accessible by students)
i. The group liked how the lighting in the store worked well, but pointed out that there is not any natural light in Waubonsee's space.
j. The group agreed that the finishes on the walls and book shelves made the space feel warm and inviting.
k. Christine and Cynthia liked the customer service desk, but did not like that the general merchandise buyer sat in this space. They thought it would be too distracting for the buyer to sit at a space so open to the public. This space would work better if the buyer had an office right behind the customer service area, but had a window that viewed into the customer service area or near the other offices, which were located off of the work room.
l. The group agreed the secure glass electronics cabinet worked well.
m. Christine and Cynthia liked the kiosk with a computer for students to print out their schedules. This could be very useful.(Great idea for students to be able to look up their schedules and even print off a copy-this might be able to be combined with the customer service desk.)
n. Cynthia thought Waubonsee had a good staff break room with a small kitchenette and locker area. (This is a must, during peak sales periods there are many staff member that would like to be able to bring their lunches.)
o. Michael informed the group that staff at Waubonsee said their bookstore was 8,700 SF.

i. Ted noted that Waubonsee is a smaller college compared to CLC. (I believe Waubonsee 's annual sales volume for last year was 5 million. CLC was 6.5 million combined with all three stores-85-90% of sales at Grayslake campus.)
p. The group confirmed that overall they really liked the Waubonsee bookstore.
4. The group discussed Illinois Central's bookstore. Christine and Cynthia shared pictures from Pat's visit to
the bookstore.
a. Illinois Central's book buy back has a window counter with secure rolling windows outside the bookstore. The group agreed that this design for buy back and returns works very well because then there is not confusion over wither the merchandise is owned by the student or if it is the store's property. (This would work really well and could be utilized at different times of the year. At the end of the semester this space could be used for textbook buyback reconciliation and possibly rental return. At the beginning of the semester, this space would be perfect for buyback, web order pick up and refunds.)
i. Diane asked if the store would lose sales on general merchandise because students selling back books would not be exposed to the general merchandise inside the store. (Currently buyback is held outside the bookstore, to drive sales, we hand out coupons or sell merchandise outside the store to tempt students with cash in hand.)
1. The group concluded that this would not be a problem because students selling back books rarely buy general merchandise with the money they get back.
b. This bookstore had a closed stacks with a pick up counter. Christine and Cynthia confirmed that Pat and the rest of the staff prefers open stacks with ability to close off during non-rush periods. (Due to the culture at CLC, closed stacks might send the wrong message.)
i. The group noted mobile shelves could be used to block off stacks. Another method would be to have room with large opening that could be closed off. (during the design process, this element should be planned. 4-5 weeks after the beginning of the semester, the textbook sales floor is closed off due to the fact that all temporary staff is gone and there is no one on the textbook sales floor to secure the books or help customers. Student workers provide "counter service" for students going back to get the correct textbooks for them.)
5. The group discussed the types of displays needed.
a. They group agreed that mobile display units are important to have in new store. Slated display units that can accommodate shelves or pegs are nice.(Every display should be on wheels to allow for easy movement.)
i. Diane noted how the bookstore currently moves their displays around and it is nice to continually move things around in the store and keep the displays interesting and new. (In retail it is imperative to keep the store fresh which can be as simple as moving displays to create new interest.)
b. The group agreed that natural light into the store would be nice and glass to view into the store from a corridor would be ideal.
c. Michael asked the group which type of display unit would they be interested in, a glass front with solid back (so that the bookstore can still have walls to hang things on) or glass front for displays (students passing by can view all the way into the store).
i. The group agreed a balance between the two options would be ideal because they both have their advantages.
ii. Michael asked what the depth of a display case should be.
1. Currently the display cases are 2.5 ft deep, but in future a display case large enough to fit manikins would be ideal. (3-3.5 feet would be sufficient to create interesting and eye catching displays.)
6. Michael handed out a draft spread sheet with preliminary space sizes, preliminary space diagrams, and existing floor plans of the space designated for the bookstore in the master plan.

a. Michael noted that there is an existing electrical room that must remain in place. (Although this is not ideal by any means, slatwall can be hung on the exterior walls of this room to be able to showcase merchandise.)He also mentioned the space allotted in master plan is similar to Waubonsee's Bookstore.
b. Christine asked how pallets of books will be delivered to the new bookstore.
i. Michael pointed out an existing elevator that may be upgraded to accommodate pallets, but the same path through main hallway would be used. He also stated that the cafeteria programming committee is facing the same issue.
7. The group discussed adjacencies.
a. Michael asked the group if all the offices need to be on first floor. (Yes, cashiers and customers need access to buyers. Accounts payable needs to be on the first floor also as they act as manager on duty during the evening hours of operation.)
i. The group agreed general merchandise buyer and manager should be on main floor.
ii. The group also noted that all the buyers should not be in one office space. (Too many people in one space is disruptive when talking on the phone-bookstore currently has employees in hallways where employees walk back and forth-this is a poor work environment.) There will be 2 buyers plus 1 assistant / 1 account payable/ Cashier supervisor. They will need to be split up and Pat can give more input on those divisions.
b. The group confirmed that the storage/work room could be on lower level, but all other bookstore support spaces and front end items should be on the first floor. (not sure what is termed as a storage/workroom.)
c. Drew noted the space allotted for the bookstore on lower level designated too much space. Legat Architects will revise the drawing and find out the new square footage. (The additional space is necessary so that the bookstore does not need to take over additional areas to house textbook back stock during peak sales periods.)
d. Michael asked the group where the buy back window should open up to.
i. The group agreed that the hallway on the south side of the space facing B court would work. (Great idea, this would allow for ample room for students to form lines.)
ii. Diane asked the group if the lines would add to the congestion of the very busy hallway.
1. The group concluded that the buy back window line never gets more than 20 people, so the line would not be too bad.
8. Michael advised group that the next steps will be to decide how to layout the store.
a. The group discussed the bookstore's relationship to the ceremonial entrance to CLC. The group concluded that not many students actually enter from the ceremonial entrance and that the Southwest corner of the new space near the existing atrium would most likely be the corner for high visibility for the new bookstore.
b. The group discussed the use of JLC dock near the back end of performing arts as a receiving dock. (this is not a good idea as pallets of books will need to be moved by pallet jack through busy hallways to the elevator and then downstairs.)
i. Books could be received there (access is needed to computer to receive inventory into the bookstore's inventory control system), but there is no space for books to be stored at that dock.
ii. The times when books are delivered would overlap with the Performing Art's busy times.
iii. No one currently staffs the dock, so vendors would have to call and plan when they were delivering to that dock.

10/21/13

Current/projected space needs

Textbook Dept

- Currently the linear shelf space for textbook department is 1904 feet. This is used for the display/shopping of textbooks by students.
- The square footage is 2000 sq ft.
- This area allows workers and students to move around comfortably, choose textbooks and provides some area for storage of overstock.
- This is sufficient space for our projected needs.

General Merchandise

Art/Photo

- Currently we utilize 24 linear feet of counter space.
- We need 8 ft of wall space plus built in fixture.
- Taller counters would be okay in this area.

Clothing

- Currently 184 square feet 8 x 23 ft.
- 8 feet of counter units
- Need 24-30 feet of wall space
- We would like this to be larger in the future with flex space utilized. Ideally 16 x 50 ft with 24 ft of counter space.

Backpacks

- We utilize 24 ft of wall space and 8 feet of counter which meets future need.

Electronics

- Currently we utilize 24 linear feet and 48 square feet of peg space. We have flex space on endcaps for Rush.
- We would like 72 linear feet of peggable space/shelf space. In addition we would like a computer demo counter that is 8 feet long and has both electrical and data ports. This demo counter should have locking storage underneath possibly locked glass front display case for customers to view higher priced items. Some sort of locking system should be available.

School supplies

- Currently 112 linear feet- 48 sq feet of vertical peg space-this is included in 14-8ft sections above.
- Plus flex racks that are placed on floor for Rush

- In the future we will need 14-8ft sections in the new bookstore, utilizing taller counters would add additional peg space. For 12 feet of space, it would be nice to find units that have one locking drawer at the bottom of each 4 foot section to store pens, pencils, etc.

Gifts & Featured Items

- This area is currently 100 sq feet.
- 150 sq feet of space should be adequate. The space should be filled with free standing moveable fixtures.

Greeting Cards

- Currently have 16 feet (8 feet-double sided)
- Could possibly use 4-6 rolling towers (see Waubonsee photos) instead of utilizing outdated Hallmark fixtures

Nursing Uniforms and Supplies

- Currently have 14 feet (6 ft free standing uniform unit and 8 feet of peg space).
- Would like 20 linear feet of space for shelves, peg hooks and hanging space for nursing tops and jackets.

Culinary Uniforms

- Currently have 8 linear feet of space for culinary uniforms.
- Would like to have 16 feet of linear space (12 feet on a counter for culinary uniforms and 4 feet of an end cap for culinary accessories.

Candy/Snacks/Sundries

- Currently have 8 linear feet of peggable space for candy and snacks and a free standing unit for sundries.
- Would like to have 12 feet total, 8 feet for candy and snacks and 4 feet for sundries.

Trade Books (Dictionaries, ESL and GED Books, Laminated Study Guides)

- Currently have 16 linear feet including 2 free standing display units for laminated study guides.
- Would like to have 20 feet of linear space to increase our offerings of dictionaries.

Cashier Area

- Currently have 15 linear feet of closed cabinet space for DVD's, CD's and access codes.
- This same amount of space will be fine in the new bookstore.
- Counter space at each register needs to be large enough to house a security tag deactivator.

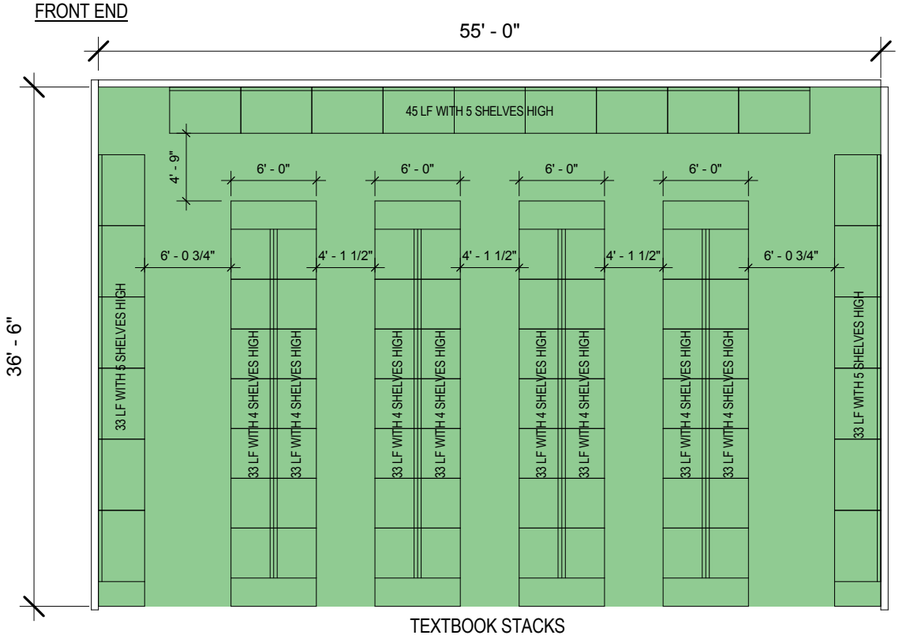
Other Considerations

- Small kitchen area
  - Sink, room for a microwave and apartment size fridge.
- Space needs to be found for the following
  - Storage of office supplies
  - Storage of peg hooks, shelves, display units, etc.
  - Storage of customer bags, receipt tape, financial aid forms, etc.
- Flat screen monitors should be mounted in the following areas:
  - Behind the cashier's desk
  - In the textbook area-?
  - Over customer service desk
  - Outside the bookstore

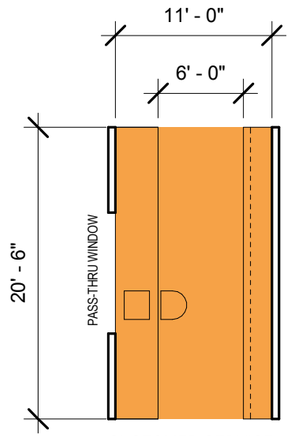
Bookstore										
Front End				Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Bk	1	General Merchandise	SF					2,750	1.6	4,400	
		Window Display	30								3ft deep x 10ft long
		Art Photo	48								24 lf counter space x 2ft deep + 8 lf wall space
		Clothing	800								24-30 lf wall space/ 24 lf counter space x 2ft deep 16' x 50'= 800 requested
		Backpacks	16								24 lf wall space/ 8 lf counter x 2 ft deep
		Electronics	144								48-72 lf counter/ 96-144 sf peg space/ flex space on end caps for rush
		School Supplies	336								112 lf / 48 sf vertical peg space/ flex racks during rush
		Gifts	100								100 sf requested
		Secure Backpack storage	45								1.5ft deep x 90 lf = 135 sf / Stacked 5 high = 27 sf
		Additional aisles and circulation-Typ. Aisle 4 ft	1231								
Bk	2	Cashier's station	SF					839	1.6	1,342	
		5 Standard registers	270								
		2 additional for rush periods	150								
		Queue Line	419								
Bk	3	Customer Service						225	1.6	360	
Bk	4	Online Order Pickup/Buyback/Returns						341	1.6	546	
		1 Register/ 2 workstations									
Bk	5	Textbook Stacks						2,000	1.6	3,200	2,000 sf requested/ 1,904 lf shelf space
		Aisles and circulation	962								
			Front End Subtotal	0	0	0	0	6,155		9,848	

Back End				Full-Time Staff	Part-Time Staff	Student Worker	Other	Net Area (ASF)	Grossing Factor	Gross Area (GSF)	Notes
Bk	7	Manager's Office		1				120	1.6	192	Offices and workstations TBD
Bk	8	Text Book Buyer Office		1				100	1.6	160	
Bk	9	General Merchandise Buyer Office		1				100	1.6	160	
Bk	10	Operations Office		1				100	1.6	160	
Bk	11	Associate buyer Office		1				100	1.6	160	
Bk	12	Accounts Payable Office			1			100	1.6	160	
Bk	13	Conference Room						100	1.6	160	
Bk	14	Cashier's Work Room						100	1.6	160	
		2 safes									
Bk	15	Storage/Workroom	SF					1,450	1.6	2,320	1,450 sf requested
		5 Reserve pallets									18 lf
		1 work station									11 lf
		5 double sided book shelves									18 lf x 6 ft deep
		Shrink wrap machine									9 lf
		1 UPS desk									7 lf
		Shelving for supplies & buyback/store paper work									13 lf
		Processing space for receiving/returns/rental returns	17								
		Hallway Storage-displays, packing boxes, plastic store bags, web order bags, copy paper, donated book pallet	115								
		Back Room Storage for GM-overstock clothing, school supplies, seasonal items, displays, candy, kits for classes	250								
		Additional Circulation and aisles									
		Back End Subtotal		5	1	0	0	2,270		3,632	
		Bookstore Total:		5	1	0	0	8,425		13,480	
		Adjacencies:									
		Peak Season storage						1,780			20 reserve pallets, displays from store to accommodate rush, 10 pallets with kits, backpacks, clothes, school supplies

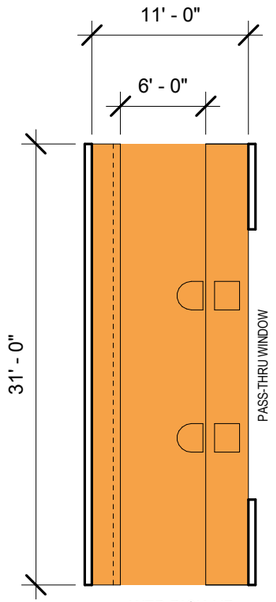
FRONT END



TEXTBOOK STACKS
2,000 SF
1,611 LF

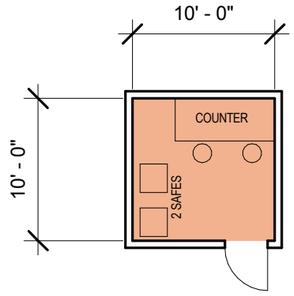


CUSTOMER SERVICE
225 SF

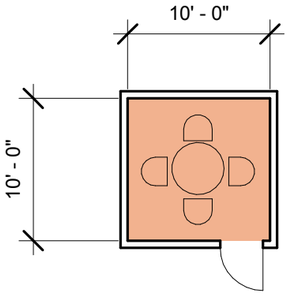


WEB PICK-UP
341 SF

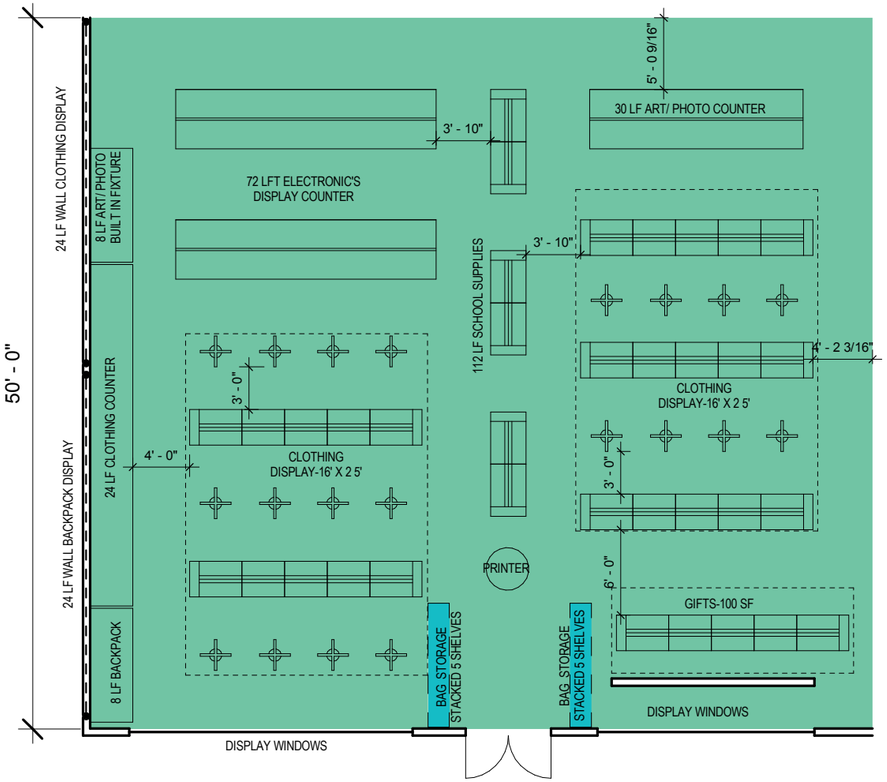
BACK END



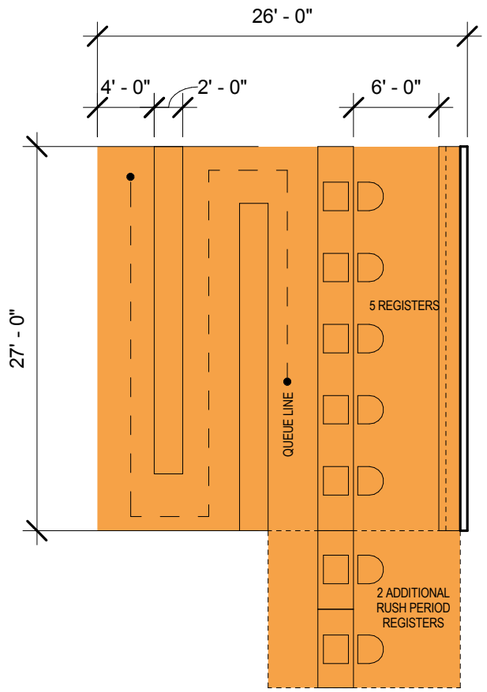
CASHIER'S
WORKSTATION
100 SF



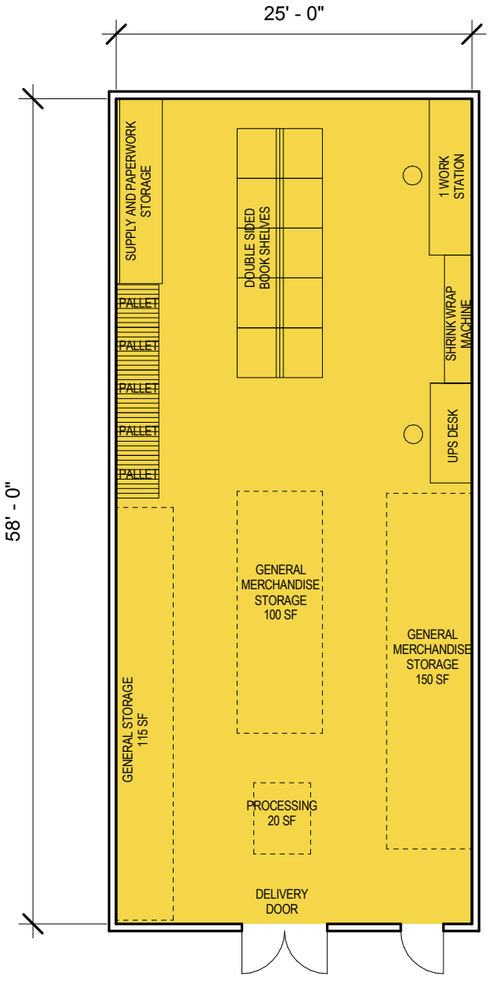
CONFERENCE
ROOM
100 SF



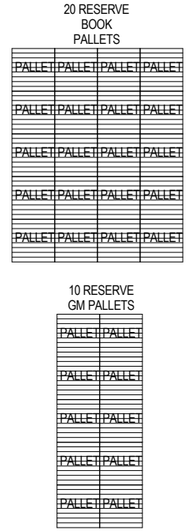
GENERAL MERCHANDISE
2,750 SF



CASHIER'S STATION
689 SF + 150 SF= 839 SF



WORKROOM/
STORAGE
1,450 SF



1ST FLOOR

TEXTBOOK
STACKS
2,000 SF

GENERAL
MERCHANDISE
2,750 SF

CUSTOMER
SERVICE
225 SF

WEB
PICK-UP
341 SF

PUBLIC
HALLWAY

CASHIER'S
STATION
839 SF

WINDOWS

WINDOWS

PUBLIC
HALLWAY

FRONT
ENTRANCE

LOWER LEVEL

WORKROOM/
STORAGE
1,450 SF

CASHIER'S
WORKSTATION
100 SF

CONFERENCE
ROOM
100 SF

PEAK
STAGING
AREA
1,780 SF

FIRST FLOOR 6,237 SF
LOWER LEVEL 1,688 SF
TOTAL 7,925 SF

6,237 SF

FOOD SERVICE & DINING (NEW CONSTR.) 8

KEY

1. Existing monumental stair to be removed.
2. Existing Student Lobby area:
   a. Existing "sunken" area to be raised approximately 1'-9" to match existing Level 1 finished floor; new floor finish to be terrazzo.
   b. Replace existing terrazzo at corridor just above existing sunken area.
   c. New furniture.
3. Existing vestibule curtain wall and glazing components to be removed.
4. Existing exterior "Checkerboard Court" area:
   a. Install new roof structure and exterior envelope to convert this area to an interior space.
   b. Remove existing exterior concrete paving and install new slab-on-grade.
   c. Provide new MEPFP systems.
   d. Provide new interior finishes appropriate for Bookstore, Student Activities and Student Commons spaces.
5. Install new monumental open stair to access Level 2 and Lower Level; demolish existing sunken area slab-on-grade and excavate to provide new stair opening to access Lower Level.
6. Modernize existing Toilet Rooms (floors?) and walls, new SAT ceilings and lighting, related above ceiling HVAC work, new toilet partitions, toilet fixtures and toilet accessories.
7. New elevator to lower level as part of the Food Service Addition.
8. Food Service addition:
   a. New Kitchen, Servery and Dining facilities.
   b. Exterior dining terrace.
   c. Related site work.
9. New concrete paving.
10. Renovations for new Student Activities space:
   a. Remove existing Lecture Room "tiered" concrete floor slab-on-grade, and excavate to accommodate new "flat" floor space.
   b. New student access space, private offices, circulation and other related spaces.
   c. Related above ceiling work.
11. Renovations for new Bookstore space:
   a. Remove existing Lecture Room "tiered" concrete floor slab-on-grade, and excavate to accommodate new "flat" floor space.
   b. New sales floor, offices and storage space.
   c. Related above ceiling work.

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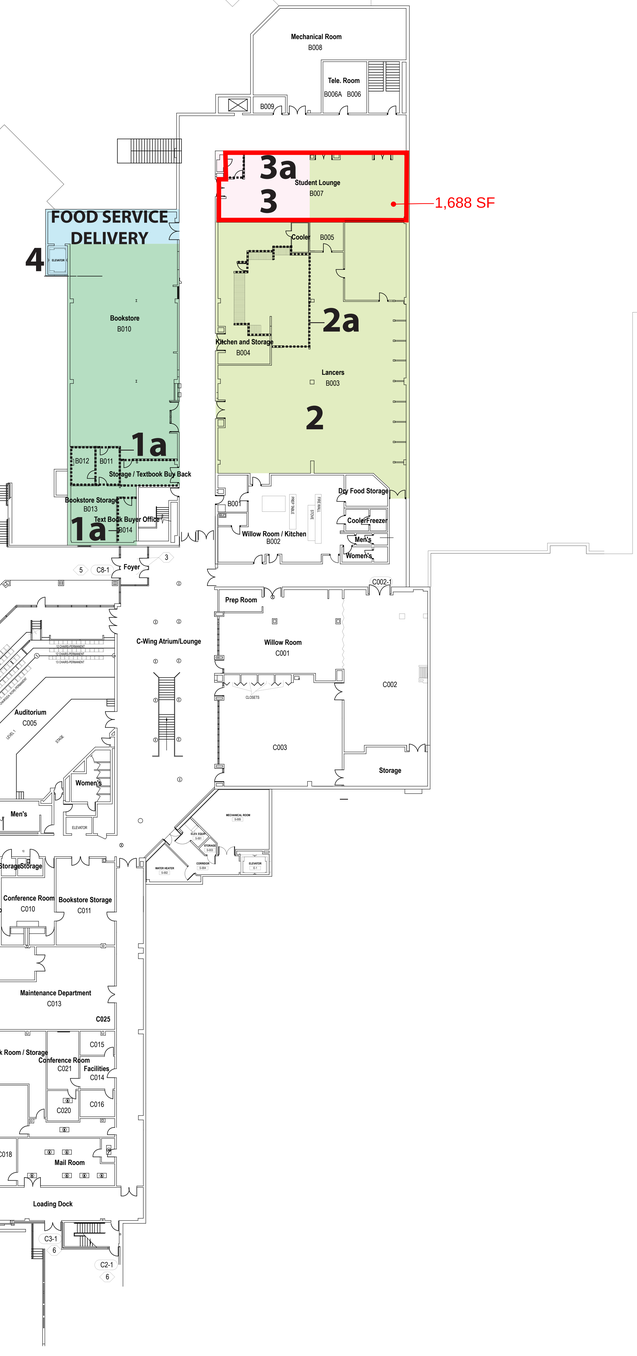
COLLEGE OF LAKE COUNTY | Bookstore | Level 1 Plan

0' 40' 80' 160' 240'

FIRST FLOOR	6,237 SF
LOWER LEVEL	1,688 SF
TOTAL	7,925 SF



KEY

1. Renovations at existing Bookstore space:
   - a. Remove existing office walls.
   - b. Renovate for temporary and final office and classroom swing space.
   - c. Related above ceiling HVAC work.
2. Renovations at existing Lancers food service and student lounge:
   - a. Remove existing walls.
   - b. Renovate for temporary office and classroom swing space.
   - c. Renovate for final Culinary instructional space.
   - d. Related above ceiling HVAC work.
3. Renovate for new Bookstore Storage/Receiving/Overstock Room:
   - a. Remove existing walls.
   - b. Exposed ceiling, painted walls, VCT flooring.
   - c. Related HVAC work.
4. New elevator to Level 1 as part of the Food Service Addition.
5. Install new monumental open stair to access Level 1; excavate to provide new stair opening.
6. HVAC above ceiling work:
   - a. Existing systems replacement.
   - b. Tie-in with new geothermal loop.
   - c. New ceilings and lighting.
   - d. New technology Cabling
   - e. Classroom Modernization (locations yet to be confirmed).
   - f. Protection of existing space (below ceiling) not being remodeled.

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COLLEGE OF LAKE COUNTY | Bookstore | Lower Level Plan

0' 40' 80' 160' 240'