

Notes from 9/3/2018 meeting about what needs to be done if we stay in our current building.

Area	Category	Item	Approx Cost	Notes
Whole Building				
	Parking	Security		Exterior lighting needs to be improved outside the building, particularly by the alley. This would help reduce anxiety that folks have late at night going to their cars and help to deter crime.
		Quantity		Need to confirm and perhaps get an MOU in place for use of the 'Get Air' parking lot. Nobody seems to be aware if we are or are not permitted to use that lot.
	HVAC	Service What we Have		Need to budget for regular service of what we have to keep it working, including consumables and a schedule for their changing.
		Evaluate Existing		We should have a couple HVAC contractors out to evaluate what we have and make recommendations for keeping or replacing.
		Add to Classroom		At a minimum, this seems to be a must.
		Capacity		Do we have enough electrical service currently to add or upgrade what we currently have, or do we need to address that first.
	Electrical	Room for Growth		We should have a couple licensed commercial contractors examin our current setup to determine how much remaining capacity we have for growth before we have to add additional service to the building from the supplier. We need quotes for the addition of additional service so we understand that cost to remaning here.
		Safety of Existing		We should have a couple licensed commercial contractors examin our current setup to make sure it meets code and is not hazardous or configured in a way that it may be costing us more than it should.
		Known Issues / Needs	\$6,000	We have at least one quote for addressing known issues where there is not enough access to electricity and/or where too many extension cords are in use.
	Ceiling	Sagging in Front		We need to correct the sagging ceiling issue in the front over the FabLab area.
		Leaks		There are a couple of areas that leak. We need to work with the building owner to address these, and make repairs to damaged ceiling tiles / walls that we're responsible for.
	Flooring	Green Carpet		Need to explore our options for replacing the delightful green carpet with either a different carpet or applying some sort of finish to the concrete floor underneath. Need to be careful that there are not other much more expensive problems, such as asbestoes, hiding underneath the carpet that would cost entirely too much to fix.
	Paint	Institutional Gray		The space might be more presentable to folks, particularly prospective members, if we had more appealing colored paint up front.
	ADA Compliance			There are some areas of the building that are not particularly easy for handicapped folks to work in. Areas that are crowded, etc.
	Storage			Everywhere we need more, but it has to be purposeful so it doesn't turn into dumping grounds for crap.
Gallery				
	Lighting	Overhead Lighting		Restore the ability to turn on the overhead lights, on their own switch seperate from the co-working area to allow for light in the space seperate from the track lighting.

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Fab Lab				
	Noise			Need to explore ideas for reducing the amount of noise that travels through adjacent spaces so it does not impact their useability.
Metal Shop				
	Convenience / Safety	Sink		Adding a sink would be super handy dandy and would keep things out of the bathroom that don't necessarily belong there (chemicals, etc.). Could also be helpful for safety in the case of burns.
	Safety	Eyewash Station		Need to add an emergency eyewash station.
	Comfort	Ceiling Fans		Would be good to add a fan, like a Big Ass fan, to make the space more comfortable for makers since air conditioning in the current building is impractical.
	Electricity	220 Drops		Need a couple more 220 drops to allow more than one piece of equipment to be used and to reduce the reliance on extension cord.
Woodshop				
	Ok as is.			
ERP Lab				
	Comfort	HVAC		Add A/C and Heat
Classroom				
	Safety	Exit Door		Add back door to west wall as an emergency exit.
	Storage	Built-ins / Cabinets		Add a LOT of storage with built-in shelves and cabinets.
	Comfort	HVAC		Add A/C and Heat
Textiles				
	Electricity	Additional Outlets		Are there needs for additional outlets? Are these addressed in the list of things already quoted?
Jewelry				
	Safety	Ventilation		Need to finish work to install a vent hood (already made) to vent fumes from the room.
	Comfort	HVAC		Add A/C and Heat
	Safety	Chemical Storage		Add a locking cabinet to store chemicals and other possible toxics that are used in the space.
	Convenience / Safety	Sink		Adding a sink would be super handy dandy and would keep things out of the bathroom that don't necessarily belong there (chemicals, etc.). Could also be helpful for safety in the case of burns.
	Safety	Eyewash Station		Need to add an emergency eyewash station.
Ceramics				
	Safety	Flooring		Need to resurface the floor and add molding around perimeter to make it easier to mop the floor and remove silica dust from the studio.
	Safety	Ventilation / Filtration		Need to add filtration and/or ventilation to remove silica dust from the studio.

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	Storage	Rework or Replace		Need to continue to work on optimizing the storage space in the studio to keep work flowing through the process.
Co-Working				
				Ok as is.
Lounge				
	Lighting	Additional Lighting		Currently is a bit dark, which is fine sometimes, but not others.
	Safety	Additional Outlets		Need to add an outlet to replace an extension cord in use hooking up the TV. May already be included in the list of things already quoted.
Kitchen				
				Have one..... Maybe combine with the lounge?
Mop Closet				
				Have one, with a real mop sink, and storage for cleaning chemicals and supplies.