

574 Boston Ave Space Use Guidelines 10/4/13

The goal for 574 Boston Ave space use is to support excellence in research and teaching and to enhance the campus experience by fostering a building culture that is lively, collaborative, cross-disciplinary, nimble, and supportive of cost-efficient operations. The Project Sponsor Group will advise the program working groups, supported by the design team, to adhere to the following space use guidelines during the programming and design phases of the renovation project.

GENERAL

- Maximize the amount of common and shared teaching, work, and social spaces in order to incentivize the trip from "the hill"
- Maximize natural light for all occupants and visitors
- Maximize the efficiency of use for all types of spaces
- Maximize the efficiency of building operations through the careful selection and specification of mechanical, electrical, and plumbing infrastructure
- Ensure ease of wayfinding for visitors and occupants
- Maximize the adaptability of uses by limiting the amount of build-to-suit spaces and encouraging furniture rather than built-in solutions
- Integrate information technology and wellness initiatives into programming and design
- Provide drinking water sources throughout the building as a convenient alternative to bottled water

CLASSROOMS / MEETING ROOMS

- Provide a variety of classroom sizes, technology levels, and presentation formats
- Integrate new learning theories into design of spaces
- Maximize the classroom, teaching lab, and meeting room utilization through centralized scheduling

OFFICES / ADMINISTRATION

- Provide private offices (up to 150 sqft) to full-time teaching faculty only
- Provide additional private offices for hotelling or touch-down use (e.g., for faculty whose primary office is elsewhere), shared quiet work spaces (e.g., for research staff), project-based activities, and growth
- Create an open office environment for all administrative staff proximate to the building entry points
- Optimize the number of small rooms available to building occupants for private meetings, phone calls, etc.
- Centralize service areas on each floor (e.g., lounges, storage, equipment)
- Develop a building standard for all types of furniture
- Minimize the quantity of land lines (e.g., one per office, one per lab).

TEACHING LABS / RESEARCH LABS

- Partner with EH&S and the IRB to create and sustain safe, responsible, and sharing research communities in all labs
- Create open and generic lab formats with flexible utility services in order to sustain interdisciplinary teaching and research into the future
- Co-locate users with similar needs for infrastructure (e.g., fume hoods), equipment (e.g., air tables), technology (e.g., cameras), and support areas (e.g., interview rooms, testing rooms)
- Create a common waiting room for visitors to human labs proximate to building entry points
- Provide write-up spaces within or outside of labs, but not both, to all research lab group affiliates ;balance the request for assigned seats for these investigators against optimizing fluidity within among research groups
- Provide secure areas and lockable furniture for personal belongings and sensitive data
- Assign bench space to meet the current needs of lab groups while allowing flexibility for the future needs of all groups.