

Applies to: All Students, Faculty, Staff, Trainees and Visitors at Washington University School of Medicine and Outside Contractors/Vendors

GUIDELINES:

Issued: April 13, 2017

Revised:

PURPOSE:

To provide consistency in furnishings and audio visual components in the School of Medicine shared classroom and meeting spaces.

PROCESS:

SUMMARY

After reviewing the shared classroom and meeting rooms on the Medical School campus, it was determined that these shared spaces were not being used to their full potential due to inconsistencies in quality, furnishings and equipment. The following best practices will provide guidelines for meeting spaces for shared use across campus.

BACKGROUND

This initiative was under taken to provide a business support model for effective utilization, quality program support, sound financial management and physical stewardship of the shared meeting spaces on campus. Our program and core services will support the campus core mission of education, clinical care and innovative research.

ROOM REQUIREMENTS

X-Small (2-4) Huddle Room

Each room should have a battery operated clock, a door with a classroom lockset dependent on location of room within a building, power/data at wall, small table, 2-4 chairs, trash can, recycle bin and Wi-Fi available.

Small (4-8) Meeting Room

Each room should have a battery operated clock, a door with a classroom lockset dependent on location of room within a building power/data at wall, 4-8 chairs, trash can, recycle bin, Wi-Fi available, dry erase board with tray, dry erasers, markers, and network drop for Polycom, but no Polycom.

Medium (8-16) Meeting Room

Each room should have a battery operated clock, dry erase board with tray, dry erasers and markers, power at wall, trash can, recycle bin, AV wall plate for direct connection with user's own laptop, AV button panel, flat screen MONITOR, Wi-Fi wireless access points, floor boxes for power/data, card swipe at door, light weight tables with locking casters, chairs with casters, clear AV instructions with a phone number for trouble shooting, and a network drop for Polycom, but NO Polycom.

Large (16-36) Meeting Room / Classroom

Each room should have a battery operated clock, dry erase boards with trays, dry erasers and markers, Wi-Fi wireless access points, floor boxes for power/data, card swipe at door, light weight tables with locking casters, 16-36 chairs with casters, clear AV instructions with a phone number for trouble shooting, AV button panel, AV wall plate for direct connection with resident PC and appropriate housing, dry erase boards, podium, flat screen monitor or monitor's (if room size requires it projector and screen), trash cans, recycle bins, network drop for Polycom, but NO Polycom.

X-Large (37-100) Meeting Room / Classroom

Each room should have battery operated clocks, sliding dry erase boards, dry erasers and markers, Wi-Fi wireless access points, 37-100 chairs with casters, clear AV instructions with a phone number for trouble shooting, trash cans, recycle bins, ceiling mounted speakers, fixed tables with power/data (depends on specific location) , dual projectors, electric projection screens, installed computers, classroom lockset on doors (depends on specific location and building operation) and user friendly room control system.

Auditorium

Room guidelines are under development.

Location

There are shared common spaces in 13 buildings on campus.

Lighting Sensors, AV Sensors and HVAC

Provide lights on motion sensors in new meeting room spaces. Lights in existing and renovated spaces may remain switched depending on location and room monitoring. All new AV equipment shall be on motion sensors. Provide HVAC upgrades to existing and renovated meeting room spaces as needed. Review scope with Facilities Operations.

RESOURCES

WashU IT Media Services Audio/Visual Media Room Guidelines,
<https://it.wustl.edu/files/2016/09/DanforthStandard-05062016-1b371cc.pdf>

For OFMD planning assistance please go to <https://facilities.med.wustl.edu/> and submit to initiate a planning or construction project and you will be contacted.