

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:

Washington University School of Medicine

X-Small (2-4) Huddle Room

AV Minimum Requirement

- No AV Required

AV Options

- Commercial 46" Monitor (*Size of monitor depends on room size*)
- AV Occupancy Sensor (*Automatically turns off monitor when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor.*)
- Wall Plate (*HDMI, VGA & Audio Connections*)
- Key Pad Controller (*Push button controller for consistency and ease of use.*)
- Via Connect Pro Wireless Device (*Wirelessly Connects Laptop to Monitor*)
- Avaya VOIP Polycom Phone

IT Minimum Requirement

- C1 – Single Data Port – For Connectivity
- WAP – Wireless Access Coverage

IT Options

- C1 – Single Data Port - To Key Pad Controller (*RMS device monitoring system for WU AV to remotely troubleshoot*)
- C1 – Single Data Port - To Via Connect Pro Wireless Device
- C1 – Single Data Port – To Avaya VOIP Polycom Phone

Furniture

- Table
 - Typical training table is 24" x 60"
 - Table can flip up, nest together and is on casters
 - Plastic laminate finish with vinyl edge band typical

- Wood veneer finish in executive areas
- Chairs
 - Typical conference room chairs are lightweight, have upholstered seat/back with cantilevered arms and are on casters
 - High back, faux leather, 5-star base task chairs in executive areas

Markerboard Surface

- Markerboard paint with accessory rail and accent paint above and below at one wall

Small (4-8) Meeting Room

AV Minimum Requirement

- No AV Required

AV Options

- Commercial 55" Monitor (*Size of monitor depends on room size*)
- AV Occupancy Sensor (*Automatically turns off monitor when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor.*)
- Wall Plate (*HDMI, VGA & Audio Connections*)
- Key Pad Controller (*Push button controller for consistency and ease of use.*)
- Via Connect Pro Wireless Device (*Wirelessly Connects Laptop to Monitor*)
- Avaya VOIP Polycom Phone

IT Minimum Requirement

- C1 – Single Data Port – For Connectivity
- WAP – Wireless Access Coverage

IT Options

- C1 – Single Data Port - To Key Pad Controller (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port - To Via Connect Pro Wireless Device
- C1 – Single Data Port – To Avaya VOIP Polycom Phone

Furniture

- Tables
 - Typical training tables are 24" x 60" – reconfigurable for various meeting styles
 - Tables can flip up, nest together and are on casters
 - Plastic laminate finish with vinyl edge band typical
 - Wood veneer finish in executive areas
- Chairs
 - Typical conference room chairs are lightweight, have upholstered seat/back with cantilevered arms and are on casters

- High back, faux leather, 5-star base task chairs in executive areas

Markerboard Surface

- Markerboard paint with accessory rail and accent paint above and below at one wall

Medium (8-16) Meeting Room

AV Minimum Requirement

- Commercial 65" Monitor (*Size of monitor depends on room size*)
- AV Occupancy Sensor (*Automatically turns off monitor when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor.*)
- Wall Plate (*HDMI, VGA & Audio Connections*)
- Key Pad Controller (*Push button controller for consistency and ease of use.*)
- Avaya VOIP Polycom Phone

AV Options

- Via Connect Pro Wireless Device (*Wirelessly Connects Laptop to Monitor*)
- Ceiling Speakers
- Amplifier (*Needed when speakers are included in room*)
- Web Conferencing – Camera Kit (*To be used as a “light” solution for web conferencing in conjunction with a conference phone.*)

IT Minimum Requirement

- C1 – Single Data Port – For Connectivity
- C1 – Single Data Port - To Key Pad Controller (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port – To Avaya VOIP Polycom Phone
- WAP – Wireless Access Coverage

IT Options

- C1 – Single Data Port - To Via Connect Pro Wireless Device

Furniture

- Tables
 - Typical training tables are 24" x 60" – reconfigurable for various meeting styles
 - Tables can flip up, nest together and are on casters
 - Plastic laminate finish with vinyl edge band typical
 - Wood veneer finish in executive areas
- Chairs
 - Typical conference room chairs are lightweight, have upholstered seat/back with cantilevered arms and are on casters
 - High back, faux leather, 5-star base task chairs in executive areas

Markerboard Surface

- Markerboard paint with accessory rail and accent paint above and below at one wall

Large (16-36) Meeting Room/Classroom

AV Minimum Requirement

- Commercial Monitor or Projector Screen (*Currently, the largest commercial monitor we use is 80" (cost is in the \$8K range) because anything larger than 80" incurs a price jump that exceeds the cost of installing a projector and screen. Thus, if a screen larger than 80" is needed, a projector and screen is planned for the room.*)
- Commercial Projector (*Panasonic PT-RZ470 LED (bulb-less) is the current standard for all rooms (\$6K price range); Panasonic PT-RZ670 LED (bulb-less) is the upgraded projector for use with diagnostic images (\$13K price range.)*)
- AV Occupancy Sensor (*Automatically turns off monitor/projector when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor and saves on the projector life.*)
- Wall Plate (*HDMI, VGA & Audio Connections*)
- Key Pad Controller (*Push button controller for consistency and ease of use.*)
- AV Computer (*Typically a Dedicated AV computer is installed in room to run web conferencing software – in this room as described above, it is not needed to run the room's AV.*)
- AV Podium or Proximity Wall Mount (*Used to house the AV computer in the room*)
- Avaya VOIP Polycom Phone

AV Options

- Touch Pad Controller (*Upgrade to the Key Pad Controller. Needed when the number of options added to a room exceed the number of buttons available on the Key Pad Controller.*)
- Presentation Switcher (*Needed to run a room when several options are added to a room.*)
- Via Connect Pro Wireless Device (*Wirelessly Connects Laptop to Monitor*)
- Ceiling Speakers
- Amplifier (*Needed when speakers are included in room*)
- Web Conferencing Camera
- Ceiling Microphones (*Needed when built in web conferencing is added to the room*)
- Digital Audio Server (*Needed when microphones are built into the ceiling for web conferencing*)
- Ceiling Box(s) (*To hold ceiling mounted equipment – presentation switcher, amplifier, digital audio server, wireless microphone base, also can provide power or mounting of projectors, etc.*)

IT Minimum Requirement

- C1 – Single Data Port – For Connectivity

- C1 – Single Data Port - To Key Pad Controller (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port – To Projector (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port – AV Computer
- C1 – Single Data Port – To Avaya VOIP Polycom Phone
- WAP – Wireless Access Coverage

IT Options

- C1 – Single Data Port - To Via Connect Pro Wireless Device
- C1 – Single Data Port - To Presentation Switcher (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port - To Digital Audio Server (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port – To Ceiling Box for Built in Web Conferencing Phone Line

Furniture

- Tables
 - Typical training tables are 24” x 60” – reconfigurable for various meeting styles
 - Tables can flip up, nest together and are on casters
 - Plastic laminate finish with vinyl edge band typical
 - Wood veneer finish in executive areas
- Chairs
 - Typical conference room chairs are lightweight, have upholstered seat/back with cantilevered arms and are on casters
 - High back, faux leather, 5-star base task chairs in executive areas

Markerboard Surface

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X-Large (37-100) Seminar Room

AV Minimum Requirement

- Dual Projector Screens
- Commercial Projectors (*Panasonic PT-RZ470 LED (bulb-less) is the current standard for all rooms (\$6K price range); Panasonic PT-RZ670 LED (bulb-less) is the upgraded projector for use with diagnostic images (\$13K price range.)*)
- AV Occupancy Sensor (*Automatically turns off monitor/projector when room is empty. Allows you to buy a non-24/7 (cheaper) commercial monitor and saves on the projector life.*)

- Wall Plate (*HDMI, VGA & Audio Connections*)
- Touch Pad Controller (*To control use of AV in room with dual projectors and screens*)
- Presentation Switcher (*Needed to run a room when several options are added to a room.*)
- Ceiling Speakers
- Amplifier (*Needed when speakers are included in room*)
- Ceiling Box(s) (*To hold ceiling mounted equipment – presentation switcher, amplifier, digital audio server, wireless microphone base, etc.*)
- AV Computer (*Typically a Dedicated AV computer is installed in room to run web conferencing software – in this room as described above, it is not needed to run the room's AV.*)
- AV Podium or Proximity Wall Mount (*Used to house the AV computer in the room*)
- Avaya VOIP Polycom Phone

AV Options

- Key Pad Controller (*Push button controller for consistency and ease of use.*)
- Via Connect Pro Wireless Device (*Wirelessly Connects Laptop to Monitor*)
- Web Conferencing Camera
- Ceiling Microphones (*Needed when built in web conferencing is added to the room*)
- Digital Audio Server (*Needed when microphones are built into the ceiling for web conferencing*)

IT Minimum Requirement

- C1 – Single Data Port – For Connectivity
- C1 – Single Data Port - To Touch Pad Controller (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port – To Each Projector (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port - To Presentation Switcher (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port – AV Computer
- C1 – Single Data Port – To Avaya VOIP Polycom Phone
- WAP – Wireless Access Coverage

IT Options

- C1 – Single Data Port - To Via Connect Pro Wireless Device
- C1 – Single Data Port - To Digital Audio Server (*RMS device monitoring system for WU AV to troubleshoot*)
- C1 – Single Data Port – To Ceiling Box for Built in Web Conferencing Phone Line

Furniture

- Tables
 - Typical training tables are 24" x 60" – reconfigurable for various meeting styles
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Markerboard Surface

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*MCC Executive Board Room

- Tables (*new tables ordered)
 - Typical tables will be 30" x 60" – reconfigurable for various meeting styles
 - Tables will flip/nest, are on slim casters and have modesty panels for higher design feel
 - 60" plastic laminate round tables with folding legs will also be available for other meeting types/special events
- Chairs
 - Combination of two styles of chairs:
 - High back, faux leather, 5-star base executive look task chairs
 - Mid back, faux leather, cantilever base executive side chairs for various meeting styles

Photos





