



METRO

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

Memorandum

FILE

DATE: January 29, 1993

TO: Berit Stevenson, Project Manager, Regional Facilities

FROM: Jennifer Sims, *JS* Director of Finance and Management Information

RE: Metro Regional Center Tour Follow-Up

I am forwarding several comments from the Finance and Management Information Department staff resulting from the tour you provided to us earlier this month. We really appreciated the opportunity to see our space under construction. A lot of progress has been made since our initial tour last year when it looked like a war zone.

Generally, there is a sense of excitement about the move, but naturally a little anxiety about some of the specifics. I concur with Craig's suggestion that it would be nice to develop a way of doing window treatments that would provide for privacy, yet retain as much natural light as possible. Specifically, I would like to request that the space currently designated as the auditor work room also be furnished with a connection to the Council audio system. This would be in addition to the connection already provided in my office. The purpose of this request is to provide a space for all staff to convene and work while on deck for meetings or continue to work while "listening in" to Council discussions, without having to be present. I recognize that this is an additional cost and possibly at a late date. I would appreciate whatever consideration you can give to this. Let me know if it will be possible.

JS:kc
Attachment

c:\wp51\karen\js-memos\regctr.js

cc: Ann Clem, Information Services Manager
Don Cox, Accounting Manager
Pam Juett, Office Services Manager
Scott Moss, Risk Manager
Craig Prosser, Financial Planning Manager



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2000 S.W. First Avenue
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Memorandum

DATE: January 15, 1993

TO: Finance & Risk Mgmt. Staff

FROM: Pam Juett, Manager Office Services

RE: New Building Tour

Now that you have seen the new Metro Regional Center, here's your chance to voice your comments, complaints, kudos, etc. Please write your comments below. They will be passed on to Berit Stevenson, Project Manager. They may or may not be able to make any changes, or additions to the existing construction, but you are welcome to voice your thoughts.

COMMENTS

1. Enjoyed the tour and enjoyed the building. It is going to be a neat place to work.
2. Need electrical outlets on more than one wall in personal offices - for flexibility, number of different electrical appliances/equipment (fans, calculators, etc), and access (assuming we are stuck with our present desks). Would prefer one duplex outlet on each solid wall. I may settle for outlets on opposite walls.
3. Will need some window coverings in private offices. If possible, I would prefer blinds that pull up from the bottom of the window - to allow top to remain open to let natural light in while maintaining privacy.
4. Any chance of swapping out present desk for better model. If not, we will need to arrange to set my desk on blocks to raise work surface to acceptable height. - I need drawers.

Thanks for the opportunity for input.

Craig

THE BIGGEST DRAWBACK IS THE LACK OF FLEXIBILITY WITH ELECTRICAL OUTLETS ON ONE WALL ONLY IN OFFICES. THAT KIND OF CONSTRUCTION WENT OUT IN THE 1950'S. NOW WE NEED NOT ONLY ELECTRICITY BUT ALSO COMPUTER SYSTEM CABLES PLUMBED INTO EACH OF THREE WALLS.

CIRCUIT BREAKER BOXES MOUNTED IN THE COMPUTER ROOM WHICH HAS RESTRICTED ACCESS KEEPS THE MAIN FRAME FROM BEING SHUT DOWN BY UNAUTHORIZED PERSONNEL. THIS IS USUALLY A PLUS, BUT IN CASE OF A FIRE IN THE EQUIPMENT IN THE ROOM IS RESTRICTED ACCESS TO THE PRINTERS APPROPRIATE?

THANKS FOR THE TOUR

Bob

1/21 Thanks for opportunity to see the progress

1. I don't know what access there is to electrical outlets in the cubicles, but the comments so far indicate that might be a concern.
2. When we're closer to occupancy, and specific locations are known, it would be nice to have a floor by floor map showing who is where.

Krooz

1/22

I enjoyed the tour! and am excited about moving. Thanks so much!

I am also concerned about electrical outlets in offices and window coverings in private offices (reiterating Craig's comments).

Also curious as to whether ~~the~~^a study/~~ee~~ work area was incorporated into the Council Chambers surroundings. Purpose - to allow employees

access to work space, preferably with a computer, and to listen to

Council proceedings while waiting for agenda item to come up.

Also, request a covered area outside for smokers.

Thanks
Kathy R