**December 20, 2018**

RDG & Hellmuth, Obata & Kassabaum (HOK), have been selected to provide architectural services for the new UNL COE facility. One of the first steps before beginning design is to develop an ‘architectural program’ which documents the requirements for the new facility.

This is an ideal opportunity to provide critical input on your future research environments. In order to properly gather the information from each group, we have developed the attached questionnaire. The information gathered in this questionnaire will be used to inform the building program. The purpose of this questionnaire is to help us better understand your current research programs and administrative operations as well as basic and special requirements for how the renovation can better support the UNL COE program goals.

Most of the information we are asking is basic to your research and teaching programs, as well as administrative operations and is essential for the projection of future space requirements. It would be helpful if you could write down as much as possible for our record. If you have previously prepared material that addresses any of this information, you are welcome to attach a copy rather than duplicating it in another format (electronic copies may also be e-mailed to the contacts provided below).

The information gathered in this questionnaire is very important in our effort to generate initial assumptions and criteria for the building. These assumptions and criteria will be validated through further interaction with the future users of the building in order to add detail to the final building program.

Please bring as much relevant information as you can to the interview and be prepared to discuss your responses at that time.

***Please respond by January 9, 2019 to both of us at the email addresses below.***

**Thank you for your participation and helpful information.**

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1. General Program Information

This survey is for the following research program/group/department:

**Program/Laboratory/Classroom Name:**

**Principal Investigator/Instructor(s):**

**Person completing this form**

Name:

Role:

Email:

**Research/Teaching Activities**

Briefly describe the Research/Teaching program and basic activities of your laboratory:

**Project Goals and Success Factors**

Briefly, what are your research goals?

What are critical success factors for developing the new facility?

What types of lab space/classrooms are needed to support these research/instruction directions? Today? In the future? Which other departments or disciplines are most important to you in your own research/teaching? Which other departments or disciplines do you want to be close to?

What groups are now or do you see as future collaboration with?

2. Personnel/SpaceRequirements

Please provide information regarding your research program size in terms of number and category of persons involved in the chart below. Indicate growth forecast for your program in the “Projected” Personnel column. For Space Requirements, indicate Yes/No and any additional information in Comments. Create more rows if required for larger programs.

|  |  |  |
| --- | --- | --- |
| **Personnel** | **Space Requirement** |  |
| **Category** | **Current (#)** |  **Planned (#)** | **Office (Y/N)** | **Lab (Y/N)** | **Comments** |
| Principal Investigator |  |  |  |  |  |
| Admin Staff |  |  |  |  |  |
| Post Doc |  |  |  |  |  |
| Undergrad Student |  |  |  |  |  |
| Grad Student |  |  |  |  |  |
| Technician |  |  |  |  |  |
| Lab Manager |  |  |  |  |  |
| Visiting Scientists |  |  |  |  |  |
| Other (specify) |  |  |  |  |  |

Describe the relationship between lab and research personnel office space that your group works with currently.

Is there a research connection between wet lab and dry lab/computational space that your group works with currently?

What types of office housing for team members works well for your group? For example, should student offices be integrated within your lab or separate?

What types of spaces could enhance collaboration for your group? Should your grad students be integrated with other students working in related teams?

What is the ideal neighborhood, or community of researchers with shared infrastructure and collaboration space?

3. Research Space Requirements

This section is for identifying your program’s current and projected Lab and Lab Support spaces, which are distinct from individual offices/workstations and their support spaces. Please identify whether each support space is “Dedicated” (specifically assigned to your organizational unit), or “Shared” (part of building-wide support areas).

List each area or room that make up your lab, in the space provided below. If there are any special requirements we will need to plan for (such as special electrical, raised floor, special lighting, special air conditioning, venting, plumbing, special equipment, heavy files, high ceiling, emergency power, fume hood, biological safety cabinet, etc.) please use the Special Requirements column.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Space or Function** | **Room No** | **Dedicated** | **Shared** | **Special Space Requirements** |
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**Lab Equipment**

Please provide a list of major equipment items required within each room listed above for which accommodations of infrastructure are needed. Use the attached equipment spreadsheet. Exclude lab supply items like pipettes and small movable bench top items like balances.

**Workspace**

Do you have a standard for the amount of bench or table space a researcher is assigned in the laboratory? If so, what standard do you use? If not, do your students have assigned space or communal space?

**Workflow and Adjacencies**

Please describe the current internal work flow of the laboratory. What are the critical flow considerations that contribute to efficiency? How do you think this might change in the future?

In general, what productivity improvements might the facility design contribute to your group?

What functions could be shared between laboratories in the new facility redesign? Storage rooms? Instrumentation rooms, and/or shared equipment rooms? Do you have equipment that could be shared if properly located and housed?

**Core Facilities**

Do you see the need for new Research Core facilities to be incorporated into the space? If so, what should those contain and are they unique from current UNL Cores: <http://research.unl.edu/proposaldevelopment/core-facilities>?

4. Additional Room Requirements – Specialty Environments

Are specific vibration isolation areas required? For what purpose or equipment? What specification is needed by your equipment?

What hazards are present in your lab (mechanical, electrical, chemical, radiation, biological, or other)? Please describe the components of greatest concern requiring dedicated infrastructure.

Do any processes or equipment require special cooling (chilled water, condensers) or unique services (ventilation snorkels, 3-phase power, house vacuum, compressed air)?Do you need environmental chambers, labs or rooms (hot, cold, wet, dry etc.) for stability, bacteria or plant growth?

Do you need any special pressure differentials between rooms to contain or block (negative, positive) potential contamination (barrier or containment)?

Do your projects or your equipment have any special temperature/humidity requirements?

Are there any heavy floor loadings known, or heavy suspended loads that need to be accommodated?

Do you require high ceilings or unusual size space requirements (including doors or other access points)?

Do you have a need for space that could be isolated from the remainder of the room (for certain sponsored projects, ITAR requirements, and similar)? Please describe any infrastructure needs of this type.

Do you have any questions for the Design Team? Or other things that they should know about?

**End of Questionnaire**