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Dale Johansen

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PROGRAM STATEMENT
SHERIDAN COLISEUM RENOVATION
FORT HAYS STATE UNIVERSITY

Fort Hays State University



Hays, Kansas 67601

September 27, 1985

TO: President Tomanek and Ron Pflughoft

FROM: Dale Johansen

INFORMATION ON SHERIDAN COLISEUM

A. Architects: Mann and Company, Hutchinson, Kansas
PROJECT ARCHITECT: Harry R. Rutledge

B. Funding Proposal Approved by the Board of Regents

	<u>Prior Years</u>	<u>FY 86</u>	<u>FY 87</u>	<u>FY 88</u>	<u>FY 89</u>
<u>State Funds</u>	\$100,000	--	\$760,000	\$1,891,200	\$1,260,800
<u>Private Funds</u>	--	\$250,000	\$540,000	\$ 626,000	\$ 584,000

Our original proposal was for a two-year construction contract. The Board of Regents, after reviewing the estimated EBF funds available and considering other building projects in the Regents system presently under construction, recommended and approved the three-year construction program.

C. The Sheridan Coliseum budget, approved by the Board of Regents, is as follows:

Construction	\$4,935,000
Fees & Administration	468,000
Movable Equipment	100,000
Contingency	425,000
Miscellaneous	84,000
	<u>\$6,012,000</u>

D. Three-year Building Plan

FY 87 SUMMARY

- A. Interior Demolition
- B. Rough in Plumbing, Electrical,
and Mechanical Systems
- C. New Utility Entrance
- D. Reroofing
- E. Replace Windows

September 27, 1985

FY 88 SUMMARY

- A. General Construction
- B. Stage Construction
- C. Theatre Construction
- D. Elevators and Misc.

FY 89 SUMMARY

- A. Theatre Equipment
- B. Seating
- C. Final Finishing

E. Contingency Plans

1. Planning Contingency:

The initial budget request submitted in 1982 estimated total construction costs to be \$4,211,000. Following completion of the concept design stage in December, 1984, the construction estimate was revised to \$4,935,000, or approximately 17% more. This revision was based on the recommendation of our associate architects, Mann & Co., submitted to and approved by the Board of Regents in May, 1985.

2. Inflation Factor:

The associate architects are using an inflation factor of 6%. The factor is arrived at by using national statistics published by the Department of Commerce, and construction industry cost indices such as those prepared by Engineering News Record and other similar publications. The inflation factor is applied to the construction amount only. Other budget items such as fees and equipment are based on either known costs (i.e., the Architects fees are fixed at the time they are hired) or market conditions for equipment.

3. Construction Contingency:

The construction contingency for this project is set at 8%, or \$425,000. Usually 5% is adequate for new construction projects, but it is our feeling that a remodeling project has so many more possible "unknown" conditions that 8% is a reasonable estimate.

September 27, 1985

F. Square Footage (net)

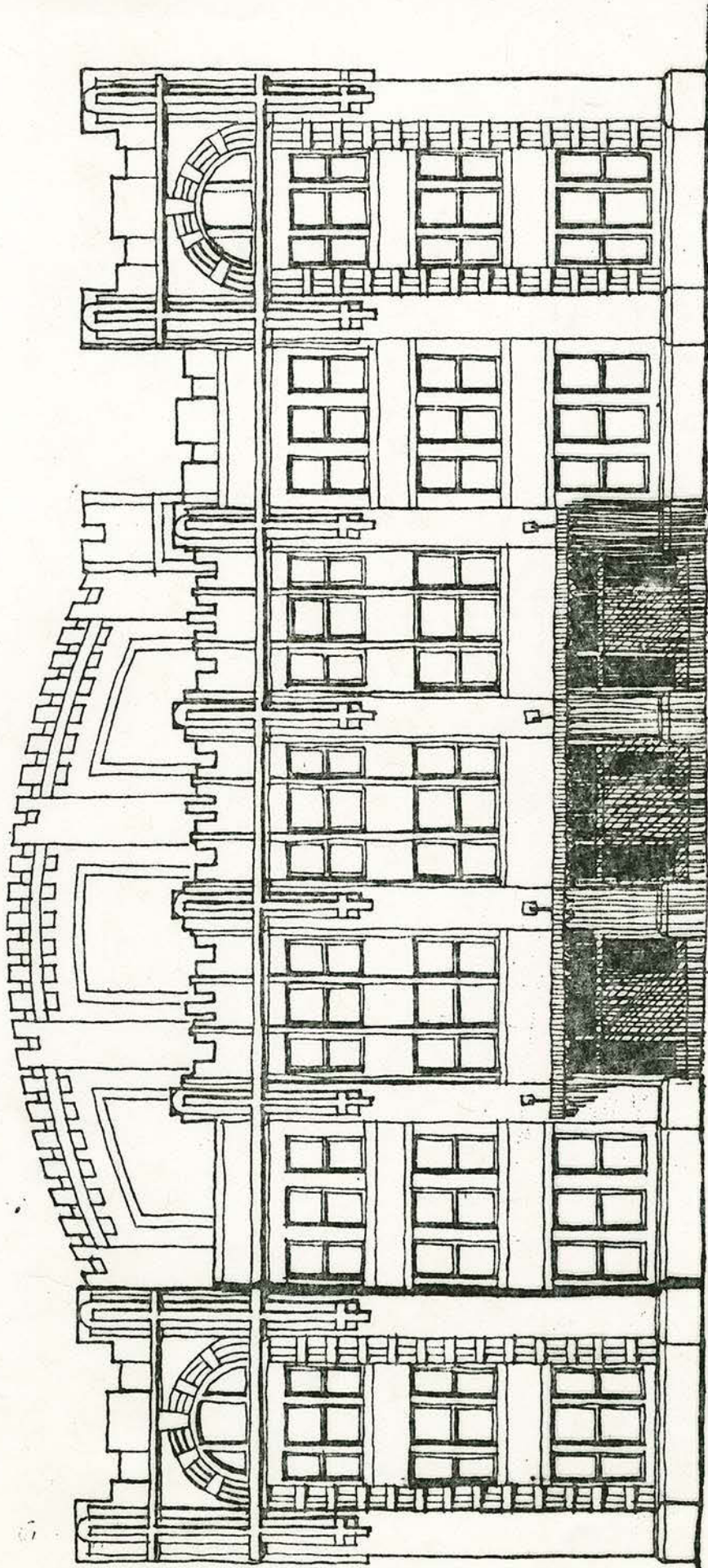
Performing Arts Center	28,000
Student Services Area	22,960
General	<u>15,000</u>
	<u>65,960</u>

G. Seating Capacity of the Performing Arts Center

Approximately 1200, including the balcony

H. Proposed Timetable for Completion of Construction Documents

September 4, 1985	Review 80% Design Development Plans with FHSU President's Cabinet
September 30, 1985	Review Final Design Development Documents
December 2, 1985	Review 30% Stage of Construction Documents Phase
February 17, 1986	Review 60% Stage of Construction Documents Phase
May 12, 1986	Review 100% Stage of Construction Document Phase



PROGRAM STATEMENT
SHERIDAN COLISEUM RENOVATION
Fort Hays State University

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APPENDIX III. Utilities and Site Information

Project Program
Sheridan Coliseum Renovation
Fort Hays State University

Prepared by the Office of Facilities Planning

Fort Hays State University

Francis O'Brien Murray, Director

May 27, 1983

Foreword

The Fort Hays State University Facilities Planning Committee, the Kansas Board of Regents, and the Joint Committee on State Building Construction have approved the concept of renovating Sheridan Coliseum as a vital part of the University's Long Range Development Plan. This represents a major change in emphasis; since the original Long Range Development Plan prepared in 1973 called for the demolition of Sheridan Coliseum. In its current condition it is functionally obsolete, particularly with respect to Life Safety Codes, Handicap Accessibility, and Energy Conservation standards.

But it is a structure much loved by present and past students, faculty, and staff, and has historic significance both to the university and the western Kansas community. It is the intent of this project to restore the vital structural and architectural elements in order to preserve and extend its useful life, and to adapt the building to serve functions different from its original academic and multi-purpose use.

Sheridan Coliseum has always been the central headquarters of the University and this function will be retained and expanded by consolidating in it all Student support and Administrative offices.

The arena area is no longer used for athletic activities, and owing to its oval-shaped configuration, poor lighting, heating and primitive seating, is unsuitable for cultural activities.

As part of its mission, Fort Hays State University is identified as the cultural center of western Kansas. Many fine performances and productions in the performing arts are conducted on the campus every

year, in less than adequate facilities. Some important kinds of productions, such as traveling Broadway shows, and major symphony orchestra concerts, simply cannot be scheduled because of the lack of an auditorium of sufficient size and technical quality. The arena contains adequate volume for development into a fine auditorium.

Recognizing the potential of Sheridan Coliseum for meeting these needs, the University has established as an overall program goal the development of this building into a first class Performing Arts Center.

Two subcommittees under the overall chairmanship of Brien Murray, R.A. have been established to assist the Office of Facilities Planning in preparing the Architectural Program for this conversion work.

Subcommittee for Administration and Student Affairs

Ronald C. Pflughoft, Vice President for University Relations and Development

James Murphy, Vice President for Academic Affairs

Walter Manteuffel, Comptroller

James V. Kellerman, Registrar

Karl E. Metzger, Director of Student Financial Aids

Subcommittee for the Performing Arts Center

Leland Bartholomew, Dean, School of Arts and Sciences

John Huber, Chairman, Department of Music

David Brown, Director of Student Activities

Stephen Larson, Technical Director, Felten Start Theater

Lyle Dilley, Professor of Music

Donald Stout, Professor of Music

The process of project programming, especially for a renovation project of this magnitude, is a continual process. It requires a dialogue between the users (represented by the committee) and the professional consultants. Of necessity, the details of the project will undergo many changes and improvements as the preliminary planning work proceeds.

I. Introduction

Sheridan Coliseum was constructed in 1916 to serve as an arena for major campus events and as an academic building for classes. Since its construction it has fulfilled that function and has also developed genuine historic importance and sentimental value to the entire western Kansas region.

With the completion of Gross Memorial Coliseum, Sheridan Coliseum's arena is no longer used for athletic events. It is, however, the only large space suitable for musical performances; many concerts are scheduled there every year. The three story section on the north and east continues to serve as the central administrative headquarters of the University.

The program for renovation of this facility has two primary objectives:

1. To renovate the three story section to include the Student Affairs Offices now located in Picken Hall and improve the quality of space for Administrative Office functions.

2. Transform the arena portion into a Performing Arts Center.

In addition to the internal reconfiguration of space, remedial and restorative work to the building envelope and replacement of central utilities is essential.

II. Building Description

The structure of Sheridan Coliseum consists of a three story reinforced concrete frame with masonry exterior bearing walls. The arena roof is supported by clear span steel trusses and heavy timber. A preliminary investigation of the structure (see Appendix I) indicates that the structure is sound but in need of repairs to the walls and roof.

Heat is supplied by cast iron radiators on a one-pipe low pressure steam system. There is no central air conditioning or ventilation system. This project will provide a complete central heating, ventilating and air conditioning system for the entire building.

The electrical and plumbing systems are obsolete and must be replaced. More detail on the university's utility distribution system is provided in the appendix.

III. Functional Program

A. Administration and Student Affairs

The daily operations of a medium sized university such as Fort Hays State University depend on a number of interrelated functions that are not academic in nature but are vital to the support of the academic mission. New and prospective students must be contacted, enrolled, and records of their academic progress must be maintained; Student loans, scholarships, and grants must be administered in an orderly fashion; student, faculty, and staff payrolls must be maintained and dispersed. Contracts for student housing must be sold and recorded. Supplies for classroom use must be ordered and paid for. Decisions on appointment of faculty must be made. These tasks and many others related to the life of the university are carried out on a daily basis throughout the year by a large number of administrative and clerical staff.

The administration of the university is organized as follows: The President is the agency head and chief

executive officer. The various departments and units are administered by four Vice-Presidents: Academic Affairs, Student Affairs, Administration and Finance, and University Relations. The four Vice-Presidents and the President's staff serve as the President's Cabinet. Functions related to these four areas are carried out by the professional and clerical staff assigned to specific departments. Academic operations are supervised by Deans. Administrative functions are supervised by Directors.

Each office has its own specific internal functional requirements, which are described in the individual Room/Space Detail pages in Section II. The general functions of these offices are as follows:

1. President's Office

As chief executive office, the President is called upon to make decisions relating to all areas of the University operations and must represent the university to the Board of Regents, Legislature, and the public community.

The President functions primarily through many meetings with individuals, groups, and committee chairmen. His office must be spacious, with a small conference space inside, and access to a large conference room or Board Room for larger groups. The office should reflect the importance of the position of President.

Visitors to the president's office should be received in a spacious, well-appointed room, convenient to the president's office.

2. Vice Presidential offices should be sufficiently large to allow for meetings of as many as six people in the office. There should be adequate reception and waiting space. The amount of general office space will vary depending on the number of clerical staff.

3. Deans and Directors offices should be large enough to accomodate groups of two to three people.

4. Professional Staff offices shall be approximately 120 square feet.

5. Clerical Staff offices shall be open office plan with movable office partitions where needed.

6. The Office of Admissions Records, Business Office, Budget Office and Personnel Office require computer terminals. The communications distribution system in the building shall use a separate cable tray above the ceiling for flexibility in arrangements and to provide for additional equipment.

7. The Business Office has two major functional requirements: First is the general service area, where cash deposits are made and checks dispersed. It should be arranged with a teller counter similar to a bank lobby, and a small vault to enclose the safe and cash counting area. The accounting, payroll and comptroller's

office should be separated from the teller area, with the comptroller's office between the other two. A dumbwaiter should connect the comptroller's secretary area with the outer office of the Vice President for Administration and Finance.

Since all fees are collected by the Business Office, there is considerable interaction between the Business Office and the Admission Records Office.

8. The Admission Records Office consists of three major functions: admission of all undergraduate students and data entry to student information file for all graduate and undergraduate students, recording of grades and transcript counseling. The transcript counselors require audio and visual privacy. There should be a waiting area for 15 to 20 people.

9. The Office of Student Affairs provides counseling, chiefly with individual students and student groups. There should be an area for taking pictures to be used on Student I.D. cards.

10. The Office of Financial Aids interviews applicants for financial aid and administers student employment.

It should provide waiting space for 15 to 20 people and facilities for semi-private interviews.

11. The Office of Career Planning and Placement interviews students, counsels them on career opportunities, and arranges interviews with prospective employers. It

should include four private interview rooms and waiting space for 10-15 people.

12. The Housing Office administers the university's dormitories, apartment housing, and food service operations. Waiting space for 15-20 people is required.

13. The Graduate Office maintains records on all graduate students and administers graduate programs for all departments.

14. The Office of Continuing Education coordinates all off-campus academic programs and non-credit offerings including weekend and evening courses and non-traditional student programs.

15. The Personnel Office interviews prospective employees, administers employee benefit programs, counsels employee grievances and serves as liaison on personnel management problems with individual departments. A small testing room for four to six people is needed.

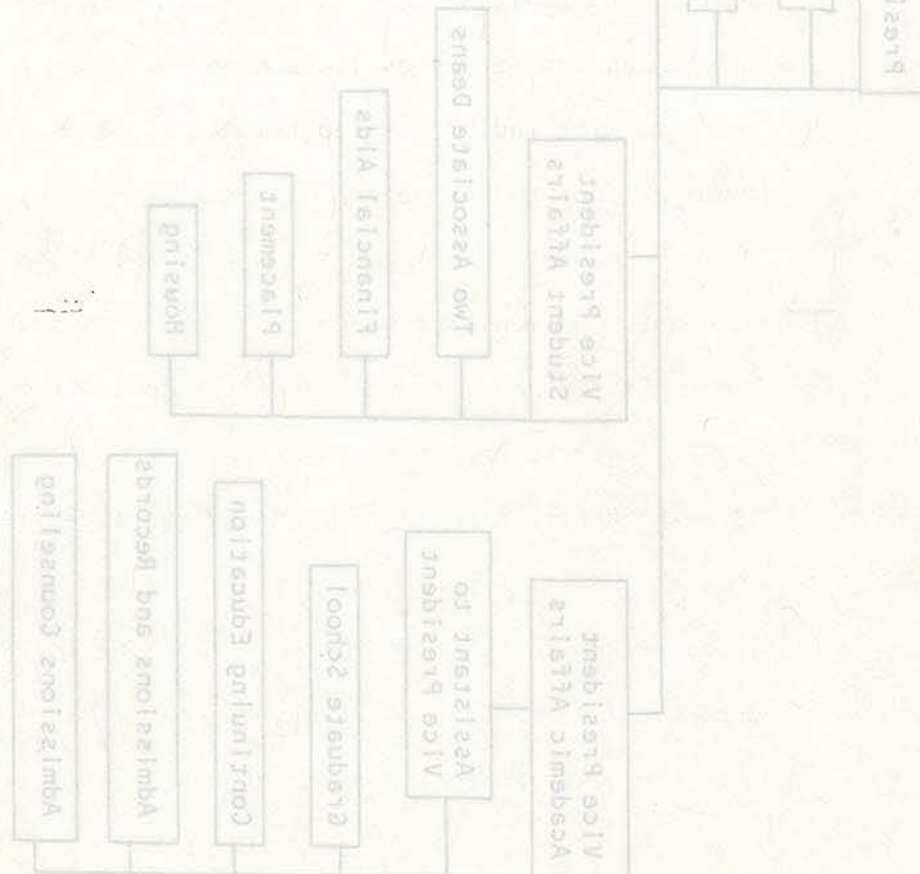
16. The Budget Office assists with preparation of budget documents and monitors expenditures by departments. The Budget Office needs to be convenient to the Vice President for Administration and Finance.

17. The Office of University Relations supervises the areas of Alumni Affairs, Athletics, and the University Farm. It coordinates University Relations activities with the Endowment Association, and serves as liaison with the Legislature and other groups. The University

Relations and Publications Office produces various publications and brochures and supervises the University Print Shop operations.

18. Admissions Counseling is responsible for contacting prospective students. It also provides campus tours and other information.

The table of organization for the offices included in this project is shown on Figure 1. While it is generally desirable to group offices within their respective administrative areas, convenience to student traffic is sometimes a more important consideration. The importance of keeping a single office intact within contiguous areas will necessarily follow the existing configuration of the available space.



PARTIAL TABLE OF ORGANIZATION
FORT HAYS STATE UNIVERSITY

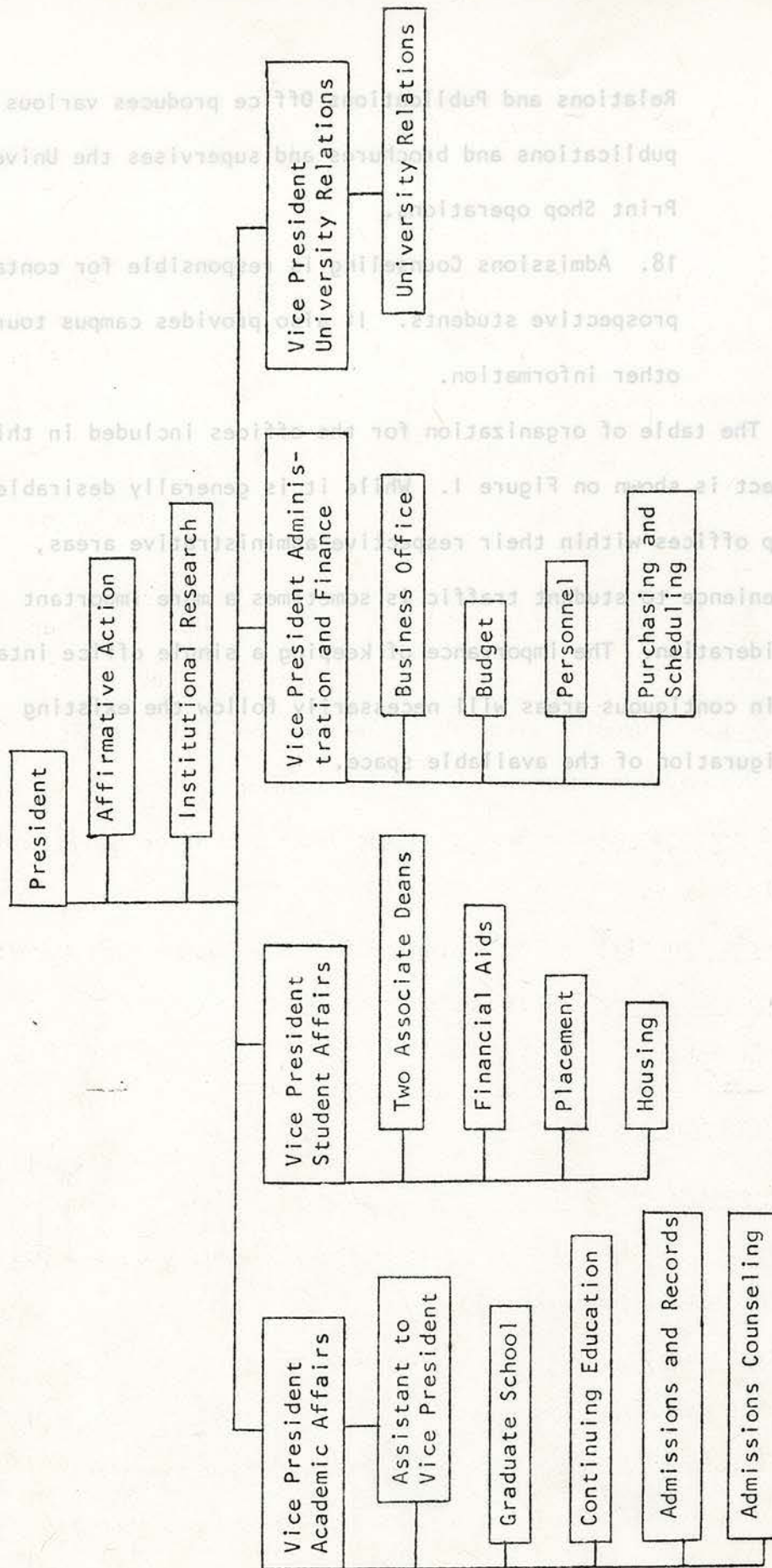


Figure 1

B. Performing Arts Center

The Performing Arts Center will provide appropriate facilities required by the performing arts of music, dance and drama. The major space components of the Center are as follows:

1. Foyer. - Adequate buffer space between the main building lobby and the auditorium seating area is required to allow for concurrent use of both portions of the building.
2. Auditorium. - Seating for approximately 1200 (including balcony).
3. Stage. - Including scenery fly loft, elevator pit, traps, large proscenium opening, and substantial wing space.
4. Shop. - Opening directly to rear of stage with large overhead door and direct outside loading access.
5. Dressing areas. - Star dressing rooms and large group dressing facilities.
6. Green Room(s). - Containing comfortable lounge type furniture.
7. Costume Shop. - With designer's office.
8. Wardrobe.
9. Prop Storage.
10. Lighting control room. - With catwalks, light bridges and master controls for lighting and audio equipment; and positions for television recording.
11. Movie projection booth. - For 16mm movies.

Tabulation of space requirements follows on page 14.

The Performing Arts Center auditorium must have excellent acoustical qualities primarily for musical performances such as

orchestra, band, choral, opera, musical shows, and ballet. It is recognized that acoustical criteria for large groups are different than those for small groups or solo performances. Some variation in the acoustical quality is required, though an elaborate system is undesirable. In general, the range of acoustical performance criteria should be excellent for orchestra, band and choral music, and good for musicals, opera, and solo recitals.

In addition to the natural acoustical design, there should also be a first class electronic sound reinforcement system for voice transmission for plays, individual speakers and movie sound tracks.

The seating area must be elegant in feeling, with large, comfortable seats and maximum leg room. Some variation is expected, but in general, sight lines must be unobstructed and focused on a point three feet behind the proscenium opening.

Technical requirements for lighting, sound, and stage rigging equipment are attached.

Theater support spaces such as dressing rooms, costume shop, etc. are to be of durable, serviceable quality with attention to ease of maintenance in the selection of materials and finishes. Individual space requirements are found on the room/space detail sheets.

The design of the HVAC system is critically important to the success of any theater. Air, motor and fan noise is to be virtually inaudible in the auditorium. Air flow shall be from ceiling to floor and from stage to auditorium, so that maximum draft free comfort is achieved. Ducts, attenuators, etc., are to be oversized and insulated to ensure noiseless operation.

The interior finishes of the auditorium are to be simple and serviceable, yet elegant in feeling.

Space Requirements

A. 1. President's Office

- a. Private Office
- b. Board Room
- c. Affirmative Action
- d. Institutional Research
- e. President's Conference Room
- f. Secretary/Reception/Waiting
- g. Supplies/Storage

2,810 NSF

2. Academic Affairs

- a. Vice President for Academic Affairs
- b. Secretary/Reception
- c. Assistant to Vice President
- d. Dean, Continuing Education
- e. Continuing Education Staff
- f. Dean, Graduate School
- g. Graduate Office
- h. Admissions and Records
 - 1) Registrar's Office
 - 2) Secretary
 - 3) Reception/Waiting
 - 4) Records
 - 5) Transcript Counselors
 - 6) Storage (Basement)
- i. Admissions Counseling
 - 1) Director's Office
 - 2) Admissions Counselors (2)
 - 3) Secretary/Reception/Waiting

7,600 NSF

3. Administration and Finance

- a. Vice President for Administration & Finance
- b. Secretary/Waiting
- c. Work/Conference
- d. Budget Office
- e. Personnel Office
 - 1) Testing Room
- f. Scheduling and Purchasing
- g. Business Office
 - 1) Comptroller
 - 2) Tellers
 - 3) Vault
 - 4) Payroll
 - 5) Accounting
 - 6) Storage (Basement)

6,800 NSF

4. Student Affairs

- a. Office of Student Affairs
 - 1) Vice President for Student Affairs
 - 2) Associate Dean's Offices
 - 3) International Students Office
 - 4) Secretary/Reception/Waiting
- b. Financial Aids Office
 - 1) Director's Office
 - 2) Counselor's Office (2)
 - 3) Peer Counselors (3)
 - 4) Secretary/Reception/Waiting
- c. Career Planning and Placement Office
 - 1) Director's Office
 - 2) Counselor's Offices
 - 3) Interview Rooms (4)
 - 4) Secretary/Reception/Waiting
- d. Housing Office
 - 1) Director's Office
 - 2) Secretary/Reception
 - 3) Contracts

4,150 NSF

5. University Relations

- a. Vice President for University Relations and Development
- b. Secretary/Reception/Waiting
- c. Director of University Relations
- d. Publications
- e. Graphics
- f. Storage

1,600 NSF

Total Part A: 22,960 NSF

B. Performing Arts Center

- 1. Foyer and Toilet Lobby
- 2. Seating Area and Balcony
- 3. Stage and Orchestra
- 4. Shop and Cage
- 5. Star Dressing Rooms
- 6. Group Dressing Rooms
- 7. Costume Shop and Wardrobe (Basement)
- 8. Technical Director's Office
- 9. Props
- 10. Green Rooms
- 11. Control Room

28,000 NSF

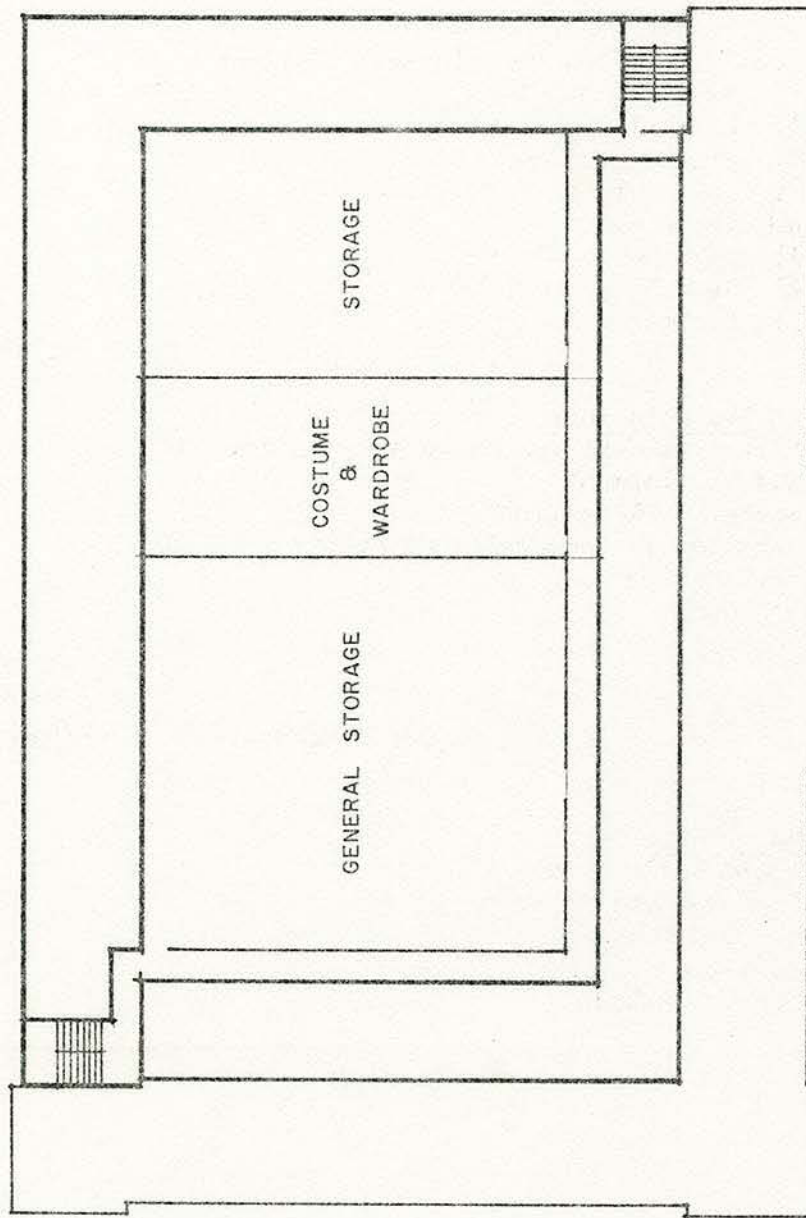
C. General

- 1. Building Lobby
- 2. Elevator and Lobbies
- 3. Mechanical Equipment
- 4. Custodial
- 5. General Storage
- 6. Stairs, Toilets, Corridors and Passages

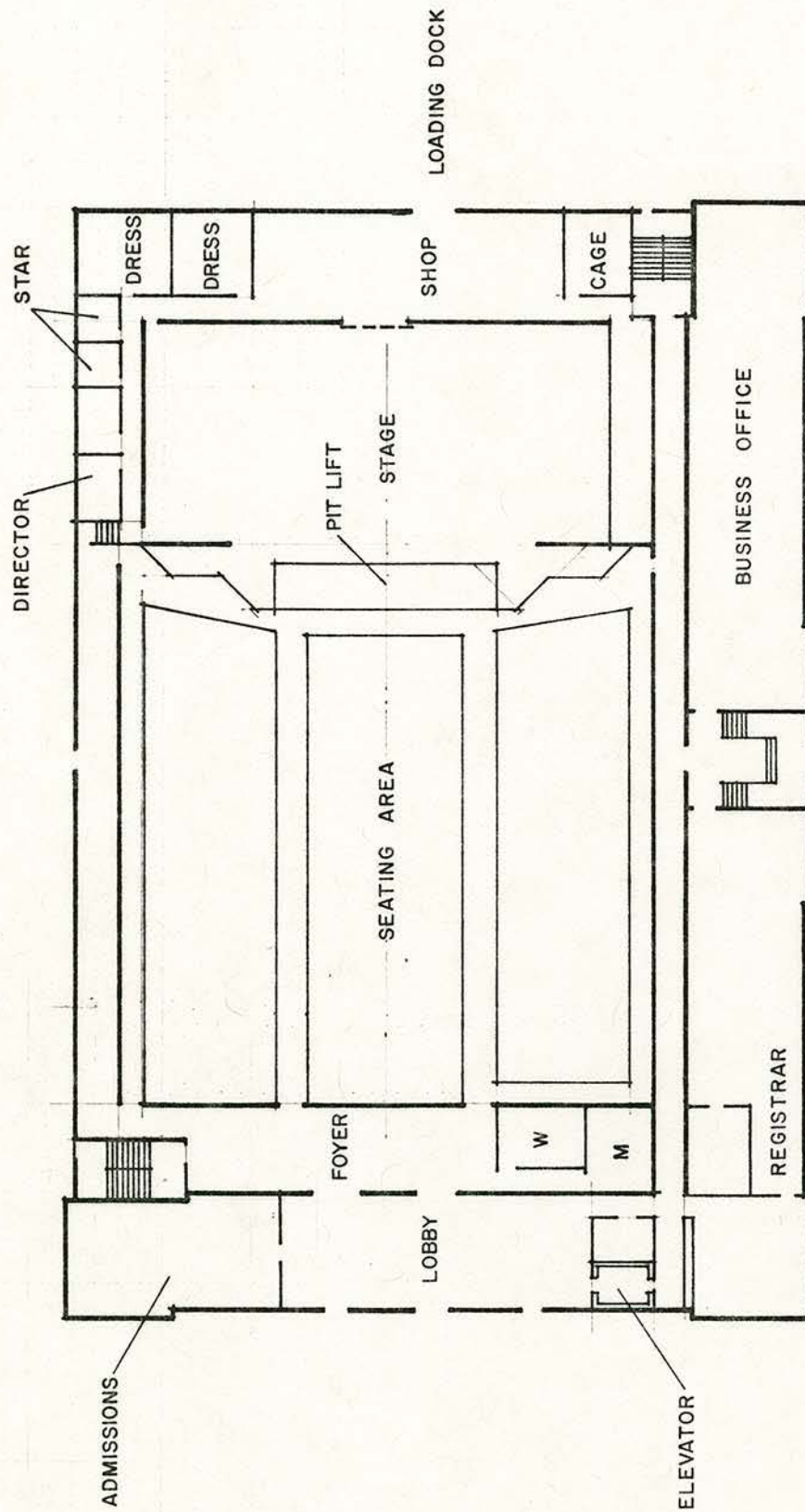
15,000 NSF

Project Total:
(Including 13,500 NSF Basement)

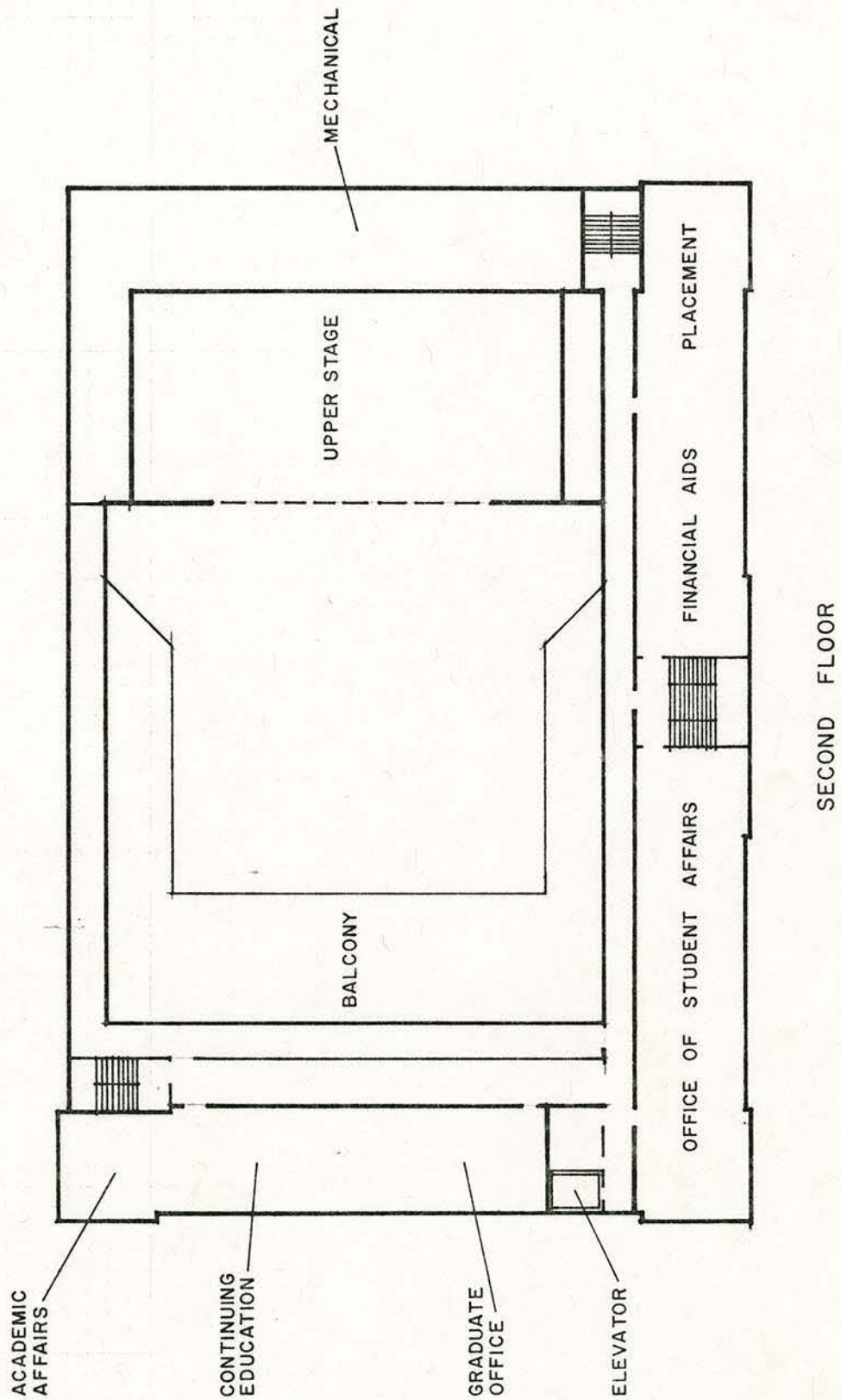
65,960 NSF



PROPOSED BASEMENT



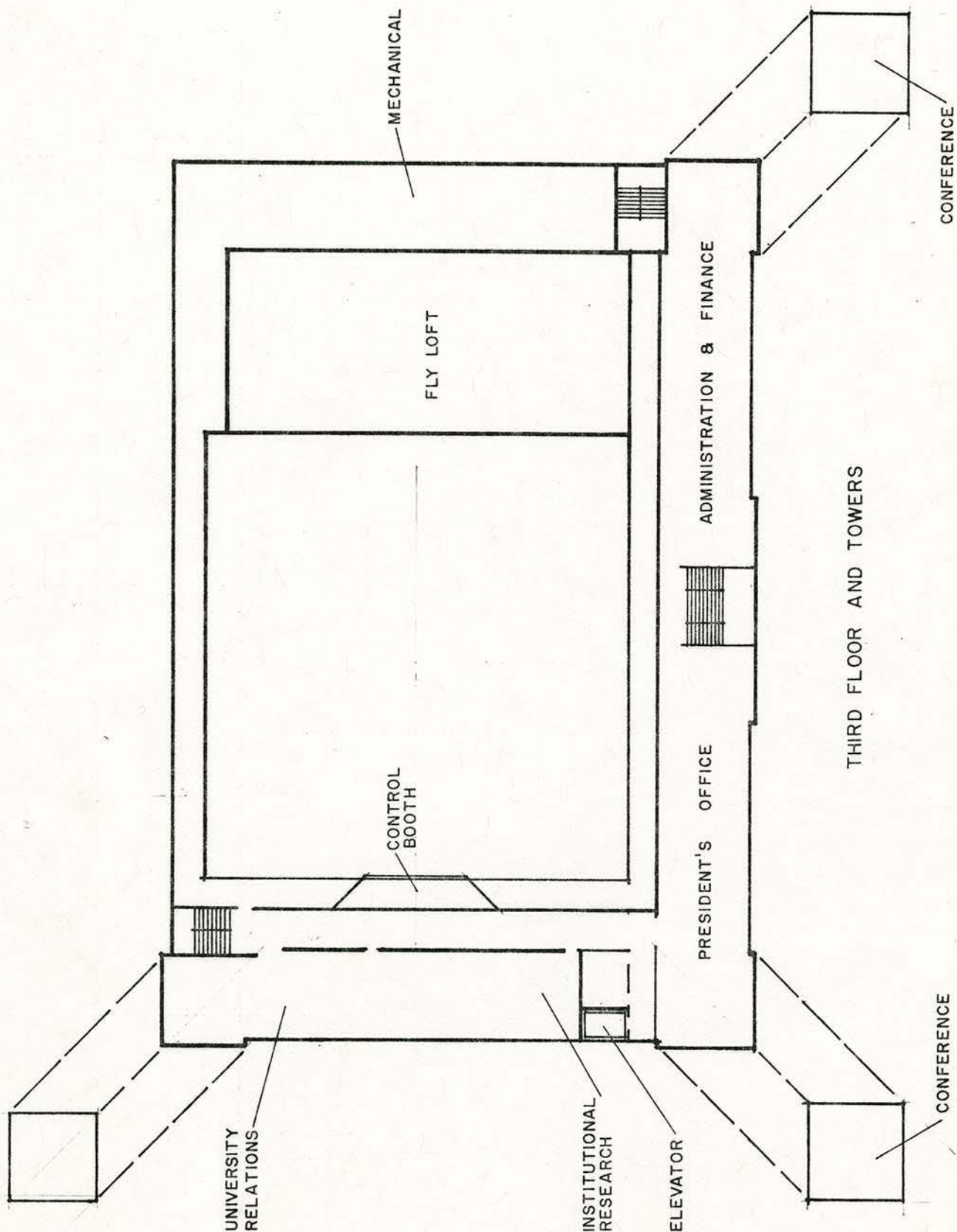
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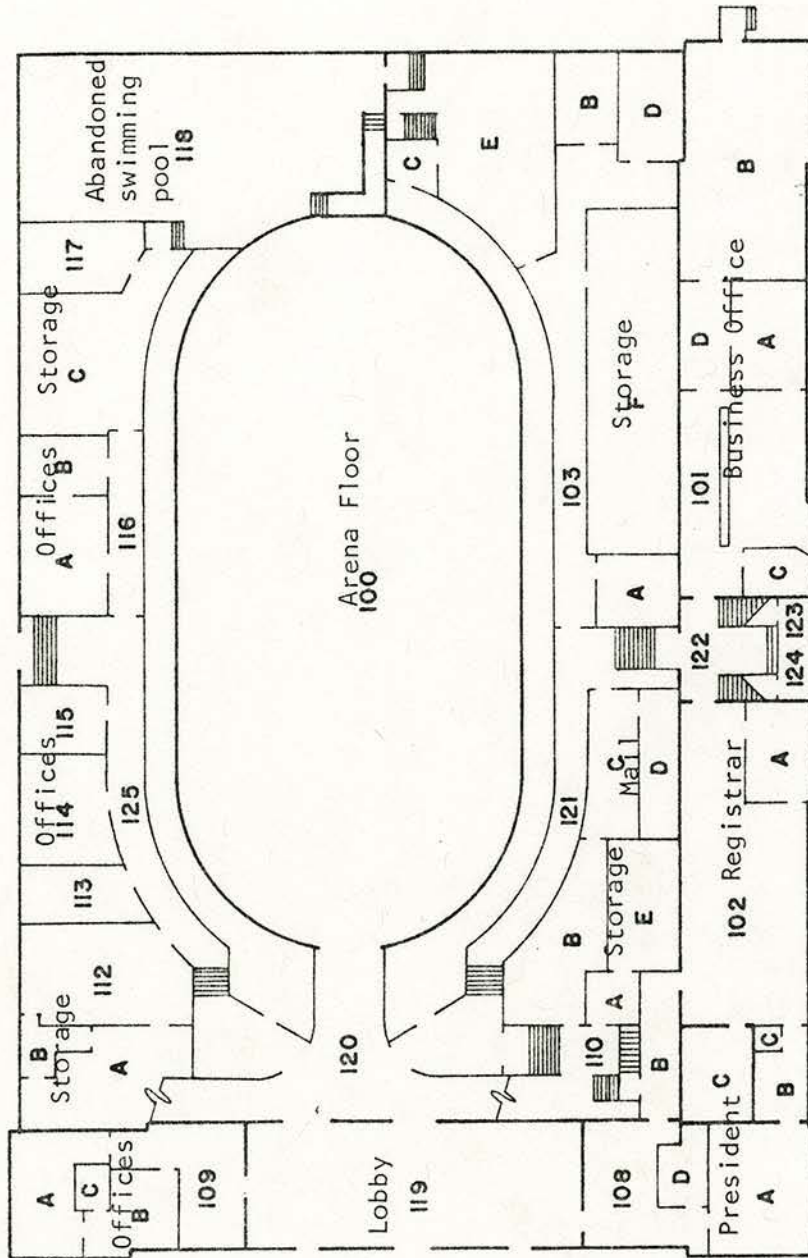


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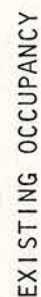
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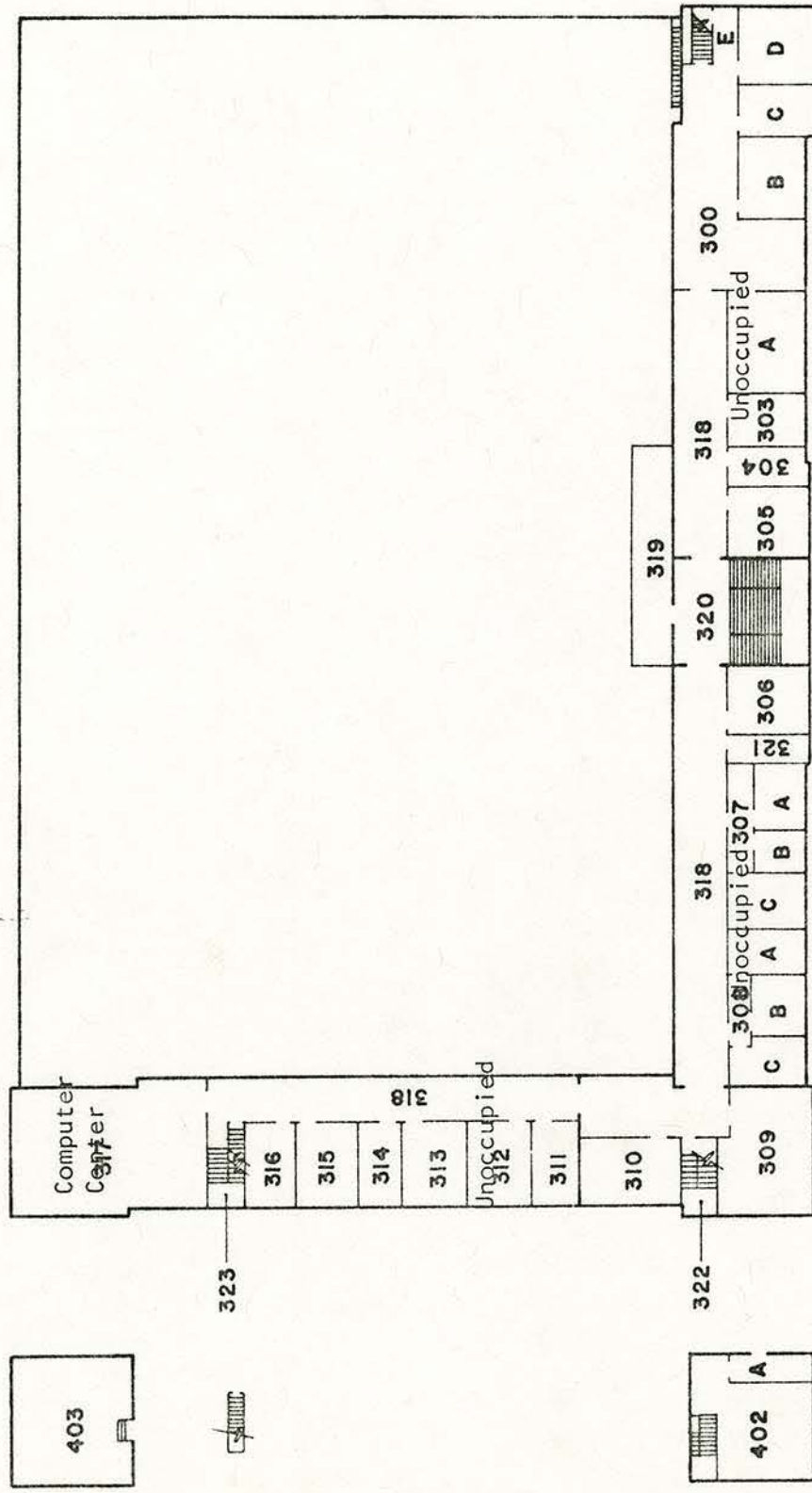




EXISTING OCCUPANCY

102 SHERIDAN COLISEUM
GROUND FLOOR
JULY 1982





FOURTH FLOOR

THIRD FLOOR
EXISTING OCCUPANCY

FOURTH FLOOR

IO2 SHERIDAN COLISEUM
THIRD & FOURTH FLOORS
JULY 1982

S E C T I O N I I

R O O M S P A C E D E T A I L S

FORT HAYS STATE UNIVERSITY
ROOM DETAIL SHEET

page 1

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-1-a Name President's Office

Net Area 400 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☒ AV ☒ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

President's private office

Fixed Equipment:

wall clock, carpet, drapes, book cases

Movable Equipment:

executive desk and chair, credenza, sofa, coffee table, end tables, small conference table, 6 swivel side chairs

Remarks:

Provide secondary entrance; locate near Board room. This room should have first class interior design.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-1-b Name _____

Net Area 600 No. of Stations 12-14 Station Type Conference

Clg. Ht. 9-10 Hours of Use variable

Utilities: water ☒ gas ☐ AV ☒ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Large meetings involving university staff or Board of Regents;
Alumni Association, visiting legislative subcommittees, etc.

Fixed Equipment:

Pantry area that can be closed off with cabinet storage for
coffee supplies, etc. Wall clock. Fall down projection
screen, chalk board.

Movable Equipment:

1. large conference table, 12-14 comfortable chairs, 12
stacking side chairs, service cart

Remarks:

This room will be scheduled by the President's secretary
and should be immediately adjacent to the outer office.

This room should have first class interior design.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-1-c Name Affirmative Action Office

Net Area 140 No. of Stations 3 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☒ AV ☒ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Private office for Affirmative Action Officer.

Fixed Equipment:

wall clock

Movable Equipment:

1 30" x 60" double pedestal desk, 1 executive chair,
2 comfortable side chairs, book case

Remarks:

Locate adjacent to President's outer office. Room finish:
carpet, drapes, medium level interior design.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-1-d Name Institutional Research Suite

Net Area 600 No. of Stations 6 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water X gas X AV X TV X Comp X Tel X Power X

Room Function:

Office and work space for Institutional Research staff. Provide 150 SF private office area for Director. This office generates a number of computer based reports and analyses.

Fixed Equipment:

wall clock, work counter, tack boards, storage cabinets and deep shelves

Movable Equipment:

1 secretarial desk and chair, 1 typing desk and chair, 2 typewriters, 2 computer desks, 2 computer terminals, 1 executive desk and chair, 2 comfortable side chairs.

Remarks:

Locate on the same floor with President's office.
Room finishes: anti-static carpet, medium level interior design.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-1-e Name President's conference/work room

Net Area 350 No. of Stations 6-8 Station Type table and chair

Clg. Ht. 9 Hours of Use variable

Utilities: water X gas X AV X TV X Comp X Tel X Power X

Room Function:

Private work space for President where reports, projects, etc. can be laid out and worked on without disruption.
Available only through President's private office.

Fixed Equipment:

projection screen, tack board, chalk board, base counter with cabinets.

Movable Equipment:

4 4-drawer file cabinets, 1 double pedestal desk,
3-4 chairs, 2 36" x 72" folding tables

Remarks:

Locate in northeast tower above President's Office.
Should control traffic to the President's private office.
First class interior design required.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-1-f Name Secretary/Reception/Waiting

Net Area 600 No. of Stations 3 Station Type Secretarial

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☒ AV ☒ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Outer office to President's Suite and secretarial work area.

Fixed Equipment:

wall clock

Movable Equipment:

3 secretarial desks and chairs, 6 file cabinets, 4-6 waiting chairs, end table, magazine rack, 3 typewriters

Remarks:

Visitors to President's Office are received here. This room should control traffic to the President's private office. First class interior design required.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-1-g Name Supplies/Storage

Net Area 120 No. of Stations - Station Type -

Clg. Ht. Hours of Use 8-5 M-F

Utilities: water gas AV TV Comp Tel Power

Room Function:

Storage and work area for office suite.

Fixed Equipment:

Full length base cabinet and upper cabinets on one side.
Adjustable shelving on opposite side. Provide sink in
base cabinet.

Movable Equipment:

2 stools

Remarks:

Locate adjacent to outer office.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-2-a Name Vice President for Academic Affairs

Net Area 300 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water X gas AV TV X Comp X Tel X Power X

Room Function:

Private office for Vice President for Academic Affairs

Fixed Equipment:

Wall clock

Movable Equipment:

executive desk and chair, credenza, 2 file cabinets,
4 comfortable chairs, coffee table, book cases

Remarks:

Interior design should be high quality.
Locate between Vice President and Assistant to Vice President.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-2-b Name Secretary/Reception

Net Area 400 No. of Stations 3 Station Type Secretarial

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: ☒ water ☒ gas ☒ AVT ☒ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Secretary and reception for Vice President for Academic Affairs.

Fixed Equipment:

wall clock, 100 SF supply room adjacent

Movable Equipment:

3 secretarial desks and chairs, 3 typewriters, 4-6 file cabinets,
3-4 comfortable waiting chairs, magazine rack and coffee table

Remarks:

Locate between Vice President for Academic Affairs, Dean of
Continuing Education and Assistant to Vice President.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-2-c Name Assistant to Vice Pres. for Academic Affairs

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water X gas X AV X TV X Comp X Tel X Power X

Room Function:

Private office for Assistant to Vice President.

Fixed Equipment:

Wall clock

Movable Equipment:

executive desk and chair, 2 side chairs, credenza

Remarks:

Locate adjacent to secretarial area.

FORT HAYS STATE UNIVERSITY
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Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-2-d Name Dean, Continuing Education

Net Area 200 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV X TV X Comp X Tel X Power X

Room Function:

Private office for Dean of Continuing Education

Fixed Equipment:

wall clock

Movable Equipment:

executive desk and chair, credenza, 4 comfortable chairs,
coffee table, 2 file cabinets, computer table and terminal

Remarks:

Locate near Vice President for Academic Affairs. Medium
level interior design.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-2-e Name Continuing Education Staff

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV X TV X Comp X Tel X Power X

Room Function:

Private office for Continuing Education staff.

Fixed Equipment:

wall clock

Movable Equipment:

double pedestal desk and chair, 2 side chairs, 2 book cases,
30" x 60" table, computer table and terminal (or microcomputer)

Remarks:

Locate adjacent to Dean of Continuing Education office.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-2-f Name Dean, Graduate School

Net Area 200 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☒ AV ☒ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Private office for Dean of the Graduate School.

Fixed Equipment:

wall clock, book cases

Movable Equipment:

1 executive desk and chair, 1 credenza, 4 comfortable chairs,
1 coffee table

Remarks:

Locate next to Graduate Office.

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Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-2-g Name Graduate Office

Net Area 800 No. of Stations 6 Station Type Secretarial

Clg. Ht. 9 Hours of Use 8-5 M-FU

Utilities: water ☒ gas ☒ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

Graduate Office

Fixed Equipment:

wall clock

Movable Equipment:

6 secretarial desks and chairs, 6 typewriters, 6 side chairs,
12 4-drawer file cabinets

Remarks:

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-2-h(1) Name Registrars Office

Net Area 200 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

X Utilities: water gas AV TV X Comp X Tel X Power X

Room Function:

Private office for Registrar

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk and chair, 1 credenza, 4 comfortable chairs,
1 coffee table, 2 book cases

Remarks:

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-2-h(2) Name Secretary

Net Area 120 No. of Stations 1 Station Type Secretarial/Waiting

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☐ gas ☐ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

Personal secretary to Registrar.

Fixed Equipment:

Movable Equipment:

1 secretarial desk and chair, 1 typewriter, 2 file cabinets,
2 side chairs

Remarks:

Locate immediately adjacent to Registrars Office.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-2-h(3) Name Reception/Waiting

Net Area 300 No. of Stations 20 ^{1 sec.} stu. Station Type Reception/Waiting

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☒ Power ☒

Room Function:

Reception and waiting area for students.

Fixed Equipment:

wall clock, magazine rack

Movable Equipment:

1 single pedestal desk and chair, 20 comfortable waiting chairs

Remarks:

locate immediately adjacent to Registrar's Office.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-2-h(4) Name Records

Net Area 500 No. of Stations 3 Station Type Secretarial

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☐ gas ☐ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

Recording and posting of student data, including on-line data entry into Student Information File.

Fixed Equipment:

wall clock

Movable Equipment:

3 secretarial desks and chairs, 3 typewriters, 3 computer terminals, 12 file cabinets, 3 side chairs, 1 copying machine, 1 word processor.

Remarks:

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-2-h(5) Name Transcripts

Net Area 400 No. of Stations 3 Station Type Semi-private

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: ☒ water ☒ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☒ Power ☒

Room Function:

Individual counseling to students.

Fixed Equipment:

-

Movable Equipment:

3 secretarial desks and chairs, 6 file cabinets,
3 side chairs

Remarks:

Enclose each station in open office type partitions.
Locate behind records area.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-2-h(6) Name Storage

Net Area 3080 No. of Stations - Station Type -

Clg. Ht. 10 Hours of Use 8-5 M-F

Utilities: ☒ water ☐ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☒ Power ☒

Room Function:

Secure storage of permanent records.

Fixed Equipment:

Movable Equipment:

Remarks:

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-2-i(1) Name Director of Admissions Counseling

Net Area 200 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV X Comp X Tel X Power X

Room Function:

Private office for Director.

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk and chair, 1 credenza, 4 comfortable chairs, 1 coffee table, 1 book case

Remarks:

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-2-i (2) Name Admissions Counselors (2)

Net Area 200 No. of Stations 2 Station Type Open Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: ☒ water ☒ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☒ Power ☒

Room Function:

Work space for Admissions Counselors.

Fixed Equipment:

tack board

Movable Equipment:

2 double pedestal desks and chairs, 2 file cabinets,
2 side chairs

Remarks:

Provide open office type partitions.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-2-i(3) Name Secretary/Reception/Waiting

Net Area 400 No. of Stations 2 Station Type Secretarial

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: X water gas AV TV Comp X Tel X Power X

Room Function:

Secretarial and reception for Admissions Counseling.

Fixed Equipment:

tack surface

Movable Equipment:

2 secretarial desks and chairs, 6 file cabinets, 8-10 comfortable waiting chairs

Remarks:

Provide open office type partitions.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-3-a Name Vice President for Admin. & Finance

Net Area 300 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☐ AV ☐ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Private office for Vice President for Administration & Finance.

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk & chair, 1 credenza, 2 book cases,
4-6 comfortable side chairs, coffee table

Remarks:

High quality interior design

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-3-b Name Secretary/Waiting

Net Area 500 No. of Stations 4 Station Type Secretarial

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☒ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

Outer office and clerical support for Vice President for Admin., Budget Office, Scheduling Office and Personnel Office.

Fixed Equipment:

wall clock, dumbwaiter connecting this area and Business Office

Movable Equipment:

4 secretarial desks and chairs, computer table, computer terminal, 8 file cabinets, 4-6 waiting chairs

Remarks:

Control traffic to offices in this suite.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-3-c Name Work/Conference

Net Area 200 No. of Stations 4 Station Type table & chair

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☐ AV ☐ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Work area for budget layout, small conferences, etc.

Fixed Equipment:

wall clock, tack board, chalkboard

Movable Equipment:

4 - 36 x 72 folding tables, 6 stacking chairs

Remarks:

Locate adjacent to Vice President for Admin. & Finance
Office with direct access.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-3-d Name Budget Office

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☒ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

Office/work space for Budget Office.

Fixed Equipment:

wall clock

Movable Equipment:

1 double pedestal desk and chair, 1 computer desk and terminal, 4 file cabinets, 2 side chairs

Remarks:

Locate adjacent to secretarial area

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-3-e Name Personnel Office

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☐ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

Private office for Personnel Officer

Fixed Equipment:

wall clock, tack board

Movable Equipment:

1 double pedestal desk and chair, 2 book cases, 1 computer table and terminal, 2 side chairs

Remarks:

Locate convenient to secretarial area.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-3-e(1) Name Testing

Net Area 100 No. of Stations 4 Station Type 3 tablet arm
1 typing

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: ☒ water ☒ gas ☐ AV ☐ TV ☐ Comp ☒ Tel ☐ Power ☒

Room Function:

Testing and filling out of applications.

Fixed Equipment:

wall clock

Movable Equipment:

3 tablet arm chairs, 1 typing table, 1 posture chair,
1 typewriter

Remarks:

Locate adjacent to Personnel Office.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-3-f Name Scheduling Office

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV Comp X Tel X Power X

Room Function:

Private office for Director of Scheduling.

Fixed Equipment:

wall clock, 3 wall mounted scheduling boards

Movable Equipment:

1 double pedestal desk and chair, 1 book case, 2 side chairs

Remarks:

Locate convenient to secretarial area.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-3-g(1) Name Comptroller's Office

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV Comp X Tel X Power X

Room Function:

Private office for Comptroller.

Fixed Equipment:

wall clock

Movable Equipment:

1 double pedestal desk and chair, 1 credenza, 1 work table,
1 computer table, 1 terminal, 4 file cabinets, 2 side chairs

Remarks:

Locate between tellers and clerks to allow supervision of
both areas.

Project Sheridan Coliseum Renovation Date 6-7-83
Program Room No. A-3-g(2) Name Tellers
Net Area 500 No. of Stations 3 Station Type Clerical
Clg. Ht. 9 Hours of Use 8-5 M-F
Utilities: water ☐ gas ☐ VAV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

Service counter for collection of fees and issuance of checks with 3 work stations behind for clerks.

Fixed Equipment:

4-window service counter with roll down shutters, built-in lockable cash drawers in service counter, wall clock

Movable Equipment:

3 secretarial desks and chairs, 6 file cabinets, 1 30" x 60" work table

Remarks:

Provide 8-10 feet of lobby space in front of counter with stand-up counter for check writing, similar to a bank lobby.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-3-g(3) Name Vault

Net Area 50 No. of Stations 1 Station Type Counter

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☒ Power ☒

Room Function:

Counting money and secure storage of cash and records.

Fixed Equipment:

desk height counter on one wall, fireproof door

Movable Equipment:

large Mosler safe

Remarks:

Locate behind tellers area and across from comptroller.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-3-g(4&5) Name Payroll and Accounting

Net Area 1400 No. of Stations 8 Station Type Desk and Chair

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☐ gas ☐ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

Secretary to Comptroller and work stations for accountants and clerks performing payroll, purchasing and accounting functions.

Fixed Equipment:

wall clock, dumbwaiter connecting outer office of Vice President for Administration and Finance

Movable Equipment:

1 secretarial desk and chair, 7 double pedestal desks and chairs, 8 side chairs, 12 file cabinets, 8 typewriters, 4 records racks

Remarks:

Locate behind Comptroller's office.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-3-g(6) Name Storage (basement)

Net Area 2600 No. of Stations 8 Station Type -

Clg. Ht. 10 Hours of Use 8-5 M-F

Utilities: water ☐ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☒ Power ☒

Room Function:

Records and supply storage.

Fixed Equipment:

Movable Equipment:

20-24 steel shelving units

Remarks:

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-a(1) Name Vice President for Student Affairs

Net Area 300 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water X gas AV TV X Comp X Tel X Power X

Room Function:

Private office for Vice President for Student Affairs.

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk and chair, 1 credenza, 1 small conference table, 4 swivel chairs

Remarks:

Project 8-5-8 Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-a(2) Name Associate Dean of Students

Net Area 180 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water X gas AV TV X Comp X Tel X Power X

Room Function:

Private office for Associate Dean of Students.

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk and chair, 1 credenza, 3-4 side chairs,
1 coffee table

Remarks:

Provide 2 offices like this. Locate adjacent to
secretarial area.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-a(3) Name International Students Office

Net Area 140 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☒ Power ☒

Room Function:

Office for International Students Counselor.

Fixed Equipment:

wall clock, tack board

Movable Equipment:

1 double pedestal desk and chair, 2 book cases, 2 side chairs

Remarks:

Locate adjacent to secretarial area.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-a(4) Name Secretary/Reception

Net Area 600 No. of Stations 4 Station Type Clerical

Clg. Ht. 9 Hours of Use 8-5 M-F

X Utilities: water gas AV TV Comp X Tel X Power X

Room Function:

Secretarial, reception and waiting area for Office
of Student Affairs.

Fixed Equipment:

wall clock

Movable Equipment:

4 secretarial desks and chairs, 8-10 waiting chairs,
8 file cabinets, portable photographic equipment for
I.D. pictures

Remarks:

Use open office partitions to define I.D. area.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-b(1) Name Director of Financial Aids

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV Comp X Tel X Power X

Room Function:

Private office for Director of Financial Aids.

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk and chair, 1 credenza, 2 side chairs,
1 superior sculpture

Remarks:

Provide 2 rooms like this. Locate adjacent to
secretarial area.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-b(2) Name Financial Aids Counselor

Net Area 120 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV Comp X Tel X Power X

Room Function:

Private office for Financial Aids Counselor.

Fixed Equipment:

wall clock

Movable Equipment:

1 double pedestal desk and chair, 1 book case,
2 side chairs

Remarks:

Provide 2 rooms like this. Locate adjacent to
secretarial area.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-b(3) Name Peer Counselors Office

Net Area 300 No. of Stations 3 Station Type Desk and Chair

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☐ Power ☒

Room Function:

Individual counseling on financial aids applications.

Fixed Equipment:

none

Movable Equipment:

3 double pedestal desks, 3 desk chairs, 3 side chairs

Remarks:

Partially enclose with open office partitions.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-b(4) Name Secretary/Reception/Waiting

Net Area 400 No. of Stations 3 Station Type Desk

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☐ gas ☐ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

General office

Fixed Equipment:

wall clock

Movable Equipment:

3 secretarial desks and chairs, 3 typewriters, 1 computer desk, 1 terminal, 8-10 comfortable waiting chairs

Remarks:

Note: May be combined with general office area of Placement Office.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-c(1) Name Director's Office

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: ☒ water ☒ gas ☐ AV ☐ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Private office for Director of Career Planning and Placement.

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk and chair, 1 credenza, 2 book cases,
2 side chairs

Remarks:

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-c(2) Name Counselor's Office

Net Area 120 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: ☒ water ☒ gas ☒ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

Private office for placement counselor.

Fixed Equipment:

wall clock

Movable Equipment:

1 double pedestal desk and chair, 2 side chairs,
1 book case

Remarks:

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-c(3) Name Interview rooms

Net Area 400 No. of Stations 4 Station Type Open Office

Clg. Ht. 9 Hours of Use 8-5 M-F

☒ Utilities: ☒ water ☒ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☐ Power ☒

Room Function:

Interview students by prospective employers.

Fixed Equipment:

none

Movable Equipment:

1 desk, 2 chairs

Remarks:

Access to be controlled by general office area.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-c(4) Name Secretary/Reception/Waiting

Net Area 400 No. of Stations 2 Station Type Desk

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV X Comp X Tel X Power X

Room Function:

General office and waiting

Fixed Equipment:

bookshelves, magazine racks, newspaper racks, tack boards

Movable Equipment:

2 secretarial desks and chairs, 8-10 comfortable waiting chairs

Remarks:

This room serves as a resource area for job placement as well as clerical support.

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-d(1) Name Director's Office

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV X Comp X Tel X Power X

Room Function:

Private office for Director of Housing.

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk and chair, 1 credenza, 1 book case,
2 side chairs

Remarks:

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Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-d(2) Name Secretary/Reception

Net Area 200 No. of Stations 2 Station Type Desk

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☒ AV ☐ TV ☐ Comp ☒ Tel ☒ Power ☒

Room Function:

General office

Fixed Equipment:

wall clock, tack board

Movable Equipment:

2 secretarial desks and chairs, 2 typewriters, 4 file cabinets, waiting area for 6-8 people, 6-8 comfortable chairs

Remarks:

Project Sheridan Coliseum Renovation Date 6-7-83

Program Room No. A-4-d(3) Name Contracts

Net Area 240 No. of Stations 4 Station Type -

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV Comp X Tel X Power X

Room Function:

Issuing of housing and food service contracts.

Fixed Equipment:

Movable Equipment:

4 desks and chairs, 2 computer desks with terminals,
8-10 comfortable waiting chairs

Remarks:

Locate adjacent to General Housing Office.

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Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-5-a Name Vice President for Univ. Relations & Dev.

Net Area 300 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☐ gas ☐ AV ☐ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Private office for Vice President for University Relations
and Development.

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk and chair, 1 credenza, 2 book cases,
1 sofa, 1 coffee table, 2 comfortable side chairs

Remarks:

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-5-b Name Secretary/Reception/Waiting

Net Area 400 No. of Stations 2 Station Type Desk

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas X AV TV Comp X Tel X Power X

Room Function:

General office and waiting.

Fixed Equipment:

wall clock

Movable Equipment:

3 secretarial desks and chairs, 6 file cabinets, 6 waiting chairs

Remarks:

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Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-5-c Name Directors Office

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV Comp X Tel X Power X

Room Function:

Private office for Director of University Relations and Publications.

Fixed Equipment:

wall clock

Movable Equipment:

1 executive desk and chair, 1 book case, 2 side chairs,
1 credenza

Remarks:

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-5-d Name Publications

Net Area 150 No. of Stations 1 Station Type Office

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☐ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☒ Power ☒

Room Function:

Office for publications/news staff writer.

Fixed Equipment:

wall clock

Movable Equipment:

1 double pedestal desk and chair, 2 side chairs, 2 book cases,
1 - 36" x 72" work table, 4 file cabinets

Remarks:

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-5-e Name Graphics

Net Area 300 No. of Stations 3 Station Type table & chair

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water gas AV TV Comp Tel X Power X

Room Function:

Graphics layout for publications.
Storage for paper and materials, etc.

Fixed Equipment:

wall clock

Movable Equipment:

1 light table, 1 drafting table, 3 - 36" x 72" tables,
4 file cabinets, 4 stools, paper cutter

Remarks:

Project 0-28 Sheridan Coliseum Renovation Date 06-07-83

Program Room No. A-5-f Name Storage

Net Area 300 No. of Stations - Station Type -

Clg. Ht. 9 Hours of Use 8-5 M-F

Utilities: water ☒ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☐ Power ☐

Room Function:

Storage for paper and office supplies, publications materials, etc.

Fixed Equipment:

Movable Equipment:

Line one wall with utility shelving.

Remarks:

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-1 Name Foyer - toilets

Net Area 1500 No. of Stations - Station Type -

Clg. Ht. 9-10 Hours of Use variable

X Utilities: water gas X AV X TV Comp Tel Power X

Room Function:

Foyer for auditorium.

Fixed Equipment:

Toilet rooms, dimmer switches - lighting to be controlled from main booth. Sound proof door seals.

Movable Equipment:

Remarks:

The interior decor of the Foyer should serve as an introduction to the auditorium and reflect the elegance and special feeling desired.

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Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-2 Name Auditorium

Net Area 14,000 No. of Stations 1200 Station Type Fixed seats

Clg. Ht. variable Hours of Use variable

Utilities: water gas AV X TV X Comp Tel Power X

Room Function:

Seating area and balcony for theater.

Fixed Equipment:

1200 comfortable, plush seats, sloped floor; acoustical treatment. Plug ins for director's microphone and TV recording/broadcasting.

Movable Equipment:

Remarks:

The auditorium must be elegant in design and decoration in keeping with the special nature of the production.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-3 Name Stage & orchestra lift

Net Area 3600-4000 No. of Stations - Station Type -

Clg. Ht. variable Hours of Use variable

Utilities: water gas AV X TV X Comp Tel X Power X

Room Function:

Stage for various musical and dramatic productions such as orchestra, band, Broadway musicals, opera and ballet.

Fixed Equipment:

Rigging - 38 manual, 2 motorized, 50' fly gallery; Fly rail located stage left. Fully operable elevator forestage with stops for basement, orchestra pit, half stage height and flush stage. 16 - 4' x 8" traps stage managers control panel stage right.

Movable Equipment:

Full drape inventory and movie screen.

Remarks:

The purchases of all stage rigging and appurtenances are part of this project.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-4 Name Shop

Net Area 1500 No. of Stations - Station Type -

Clg. Ht. 30 Hours of Use variable

Utilities: water gas AV TV Comp Tel X Power X

Room Function:

Construction, storage and loading of props and equipment.

Fixed Equipment:

Outside motorized overhead door 12' x 16' and 12' x 20'
sliding doors to rear stage wall. Cage area for shop
tools. Paint slot at rear.

Movable Equipment:

Shop equipment and hand tools.

Remarks:

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-5 Name Star Dressing Rooms

Net Area 150 No. of Stations 2 Station Type Counter

Clg. Ht. 8-9 Hours of Use variable

☒ Utilities: ☒ water ☒ gas ☒ AV ☒ TV ☒ Comp ☒ Tel ☒ Power ☒

Room Function:

Private dressing areas for star performers.

Fixed Equipment:

Make up counter with sink, mirrors, proper lighting, carpet,
shower & toilet room, storage cabinet and wardrobe.

Movable Equipment:

Plush dressing stools, comfortable arm chair, 2 side chairs.

Remarks:

Provide 2 rooms like this.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-6 Name Large Dressing Room

Net Area 400 No. of Stations 8-10 Station Type Counter

Clg. Ht. 8-9 Hours of Use Variable

Utilities: X water gas AV X TV X Comp Tel X Power X

Room Function:

Dressing area for cast members.

Fixed Equipment:

Clock, mirrors, dressing counter, 8-10 full height lockers,
shower room & toilet room.

Movable Equipment:

8-10 stools, 4-6 comfortable chairs

Remarks:

Provide 2 rooms like this.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-7 Name Costume Shop and Wardrobe

Net Area 2000 No. of Stations 6 Station Type Sewing & cutting

Clg. Ht. 9-10 Hours of Use variable

Utilities: water ☒ gas ☐ AV ☐ TV ☒ Comp ☐ Tel ☒ Power ☒

Room Function:

Design, fabrication, cleaning and storage of costumes.

Fixed Equipment:

6 sewing tables, 6 cutting tables, full length wall mirrors.

Movable Equipment:

6 sewing machines. Movable pipe rail costume racks.

Remarks:

Locate in new basement.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-8 Name Technical Director

Net Area 100 No. of Stations 1 Station Type Office

Clg. Ht. 8-9 Hours of Use variable

Utilities: water gas AV X TV X Comp Tel X Power X

Room Function:

Office, work space for technical director of theater.

Fixed Equipment:

chalk board, tack board

Movable Equipment:

1 double pedestal desk and chair, 2 side chairs

Remarks:

Locate near main stage.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-9 Name Prop Storage

Net Area 3000 No. of Stations - Station Type -

Clg. Ht. - Hours of Use -

Utilities: water ☒ gas ☐ AV ☐ TV ☐ Comp ☐ Tel ☐ Power ☒

Room Function:

Storage of props and additional dressing space for very large casts.

Fixed Equipment:

mirrors, counter, toilet rooms, showers

Movable Equipment:

Stools

Remarks:

Locate in basement under stage and shop.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-10 Name Green rooms

Net Area 700 No. of Stations variable Station Type Lounge

Clg. Ht. 8-9 Hours of Use variable

Utilities: water gas AV X TV X Comp Tel X Power X

Room Function:

Waiting areas for cast between cues and post production reception.

Fixed Equipment:

Full length mirrors, wall clock

Movable Equipment:

Lounge furniture

Remarks:

Provide 2 such rooms - 1 @ 200 SF on main level, 1 @ 500 SF on basement level.

Project Sheridan Coliseum Renovation Date 06-07-83

Program Room No. B-11 Name Control Room

Net Area 500 No. of Stations Station Type

Clg. Ht. 8-10 Hours of Use

Utilities: water gas AV TV Comp Tel Power

Room Function:

Master controls for audio, lighting, TV and movie systems.

Fixed Equipment:

Dimmer bank and computer type control board with 96 dimmers:
60 @ 3.6 kw, 30 @ 7.2 kw, 6 non dim @ 7.2 kw. Company switch
30, 400 amp. 120 volt.

State of the art sound amplification system. Plug ins for
portable TV master controls. Production quality 16 mm projector.

Movable Equipment:

Stools and posture chairs as needed.

Remarks:

Provide catwalks, light bridges and side towers consistent
with good theater design practice.

Additional detail and specifications to be furnished by the
theater consultant.



DEPARTMENT OF ADMINISTRATION

Division of Architectural Services

JOHN CARLIN,

Governor

JOHN B. HIPPIE,

Director

625 Polk

Topeka, Kansas 66603

(913) 233-9367

November 18, 1981

Mr. Francis O. Murray
Director, Physical Plant/Planning
Fort Hays State University
Hays, Kansas 67601

Re: Structural Condition
Sheridan Coliseum
Fort Hays State University
(Plan date 1916)

Dear Mr. Murray:

The referenced building was inspected by the undersigned on October 30-31, 1981, with assistance from Steve Venker, of your planning department and from custodial personnel.

It is my understanding that Sheridan Coliseum was used in the past as a sports center, with offices adjacent to the arena on three levels. Recent use has been for assembly and theatrical type activity with office use remaining as before.

I understand further, that it is the intent to investigate the possibility of converting the building to a performing arts center with extensive renovation, including the removal of the present arena seating and structure, and the stripping out of other interior items in connection with such remodeling, and that for this reason an evaluation of the structural condition of the building is desired.

The present building may be described as a large arena type structure approximately 145 feet x 215 feet in dimension, with heavy masonry bearing walls faced with the yellow-tan limestone of the area. The building is founded on multi-layered, stepped footings, the bottoms of which are set down approximately 5-1/2 ft. below finish grade typically at exterior walls, and deeper at the old swimming pool area and for certain other areas of the building. The larger part of the building is a central arena with bleachers around the arena perimeter, and framed with structural steel beams and concrete. Three story classroom and office space occurs on the north and east sides of the arena. These floors, along with the flat roofs above, appear to be of concrete framing, bearing on the interior and exterior bearing walls. The roof over the arena is pitched and framed with steel trusses at 18'-0" \pm on center and spanning approximately 116 feet. Steel beam purlins between trusses, with 4 x 10 wood beams and wood deck over, complete the arena roof structure.

Francis Murray
Coliseum, Fort Hays
November 18, 1981
-2-

The building appears to be very sound structurally, with the exception of a large crack or separation in the west wall. This separation has apparently been very evident for many years and will be discussed further, along with the possible reasons for its existence.

Items of disrepair which do not affect the structural integrity of the coliseum include the sloping roof over the arena, on which asphalt shingles were laid in 1956 and which are in need of replacement. The shingles are currently weathered, curled, cracked and brittle with surface granules weathered away to partially expose the felt base and some tabs are broken. Some past roof leaks are indicated by stains on the vertical acoustical tile faced wall on the inside face of the upper east arena wall. On the south wall of the arena above the upper bleacher walkway, there is some evidence of moisture leaks, efflorescence, and peeling of south wall paint.

In regard to masonry walls, the limestone parapets have areas where small to moderate pieces of stone have weathered and split off, and some weathering and cracking of cap stones has occurred. Some of the back up brick on the interior faces of the parapet has spalled and no doubt some repointing is needed. Some upper parapet stone facing needs repointing, particularly at the vertical joints between coping stones. Close examination of mortar joints in the walls overall was not made. Possibly some repointing is needed but the general appearance is good.

At the arena roof along the north slope, and over and parallel to the third truss from the east end, a visible hump occurs up the slope some 10 or 12 feet from the heel. The cause was not determined; it is perhaps a variation of the end bearing elevation of that particular truss. Truss ends were observed and appeared to be in good bearing, and inspection of the trusses from the attic space indicated a sound condition of the members and connections. Wood roof purlins appeared to be in good condition.

In the third floor east-west corridor along the north side of the building, an irregularity below the floor covering is visible, likely a crack in the concrete slab. Other concrete cracks exist in both the slabs on grade and in framed slabs, but this is considered a normal process of expansion and contraction in buildings of this age. No masonry wall cracks were observed other than the large separation in the west wall noted previously.

The large crack in the west wall just north of the east-west center line of the arena is the only real structural defect that is considered to be of any consequence. It starts at about five feet from the grade line at zero width and widens to the top of the wall to about $1\frac{3}{4}$ -2" at the top of the parapet, and indicates a settling of the northwest corner of the building in particular, with a possibility of slight settling of the southwest corner. The masonry wall sections on either side of the crack appear to be sound.

Conversation with Fort Hays State personnel and with our in-office people indicates that the crack and separation has been in existence for many years at near its present width. Plaster patches placed several years ago in the attic at the roof

truss level show slight additional cracking. No differential vertical displacement of the masonry walls at the crack itself is apparent. The north end of the west wall, checked with a transit, appears to be about 1-3/4" to 2" out of plumb, tilted to the north. The south end of the west wall appears to be near plumb, perhaps 1/4" off, tilted to the south.

Several theories exist as to the reason for the wall separation but the consensus of a long term existence for the condition is common to all comment on the matter. It would appear that it started not too many years after the completion of the building around 1917 or 1918, progressing in such a manner as to assume very near its present magnitude over a relatively short period of years, with little additional movement in the past 25 years at least.

Some comment has been made that the 1951 flood from Big Creek a short distance away had an adverse effect on the footings in the area involved. However, the wall condition is reported to have been near its present magnitude at least as early as 1949 and probably many years before that time. A sidewalk tunnel running alongside the north wall of the building is said to have filled with water in 1951 and it is suggested even that the construction of the tunnel many years earlier had affected the building, but the tunnel seems to be sufficient distance away in relation to its footing elevation as compared to the building footing elevation to not be a factor. The swimming pool, located in the southwest corner of the building, but abandoned in 1973, developed sizable water-consuming leaks many years ago and this has been advanced as part of the problem.

It was thought by one party that a large tie rod was in existence some years ago at the interior of the west wall to prevent further separation, but an inspection of the area failed to locate such a tie rod either in the open or semi-concealed or any evidence of the removal of such a tie.

Regardless of the reasons for the wall corners settling, and the cracking and separation of the wall, I feel it would be advisable to obtain current soil data by geological investigation and testing, prior to possible pressure grouting of the soil below and adjacent to the footings at the west wall and around the corners some distance eastward and I would recommend this course of action. It is felt that this would be required to improve the bearing capacity of the soil and to more surely stabilize the footings and west wall masonry and protect any major renovation investment.

In summary, it is felt that the building is essentially sound from a structural standpoint, but that footing stabilization is needed at the west wall to prevent further movement, and with that condition corrected, that a renovation conversion to a different type of usage would be a feasible course of action.

The assistance of Fort Hays State personnel is greatly appreciated. Please advise if you have questions or if we can provide further information or assistance at this time.

Yours very truly,

John B. Hipp, AIA,
Director

Marion E. Raper

Marion E. Raper, P.E.
Structural Engineering Section

barnett, stuart and dow inc. consulting geologists

5215 southwest drive, topeka, kansas 66614 ac 913 272-6947

GEOLOGICAL INVESTIGATION REPORT

**FOR THE
SHERIDAN COLISEUM**

FT. HAYS STATE UNIVERSITY

HAYS, KANSAS

MAY 1982

The geology of this site consists of silt, sandy silt, clayey silt, silty clay, sand, silty sand and the Blue Hill Shale.

The purpose of this investigation was to determine, if possible, the cause or causes for the distress in the west wall near the southwest corner of this building.

Four (4) borings were made for this investigation. One at the southwest corner, one near the crack in the wall, one at the northwest corner, and one along the north wall. This one was difficult to place near the wall due to a tunnel and a water line.

As may be noted, the soil is primarily alluvial consisting of various mixtures of clay, sand and silt with a static water level about 20.0 feet below existing contours.

To further complicate matters, base of footing along the west wall varies from about 5.0 to near 15 feet below existing ground surface.

The loads are not known, but for the most part, the soil appears to have adequate strength. With the exception of Boring No. 3, the bearing pressure ranges from 2000 pounds per square foot to about 5000 pounds per square foot at approximate footing level. In the area of Boring 3, the base of footing is set at about 5.0 feet below grade in a very soft, wet, sandy silt. This type of soil goes to nearly zero bearing when saturated, which it is at this time.

There is a waterline in the area of this corner and could be leaking. There is also a tunnel near the boring that may, in some way, be contributing to the water problem.

Considering the type of soil, the isolated area of saturation, the tunnel and waterline location, it does not appear that underdraining would work effectively.

It would be advisable, however, to check the waterline for leaks and repair any that occur.

It is also suggested that a grout program be devised to stabilize the weak soils and force out the water in the affected areas.

A suggested program would be to grout under footings for about 25.0 feet of the south wall, all of the west wall and about one-half of the north wall. The grouting should be started about 2.0 to 3.0 feet below deep set footings (both inside and out), and pipes withdrawn to a foot or two above the top of footing. Grouting below the higher footings (5.0 feet below ground) should be started 10.0 to 12.0 feet below base of footing.

The wall cracks should not be forced closed with the grouting since this could cause difficulties in other areas.

Grouting is not always 100 percent effective, however, in this case, the chances for stabilization appear above average.

The only other recourse is to underpin, but this is probably totally cost prohibitive. It would take a system of piling or piers set to bedrock shale. The piers or piling would have to be installed inside and out and the wall carried with a strap beam. The location and frequency of the piers or piling would have to be determined by a Structural Engineer.

Respectfully submitted,

BARNETT, STUART AND DOW, INC.

Joseph A. Barnett
Joseph A. Barnett, CPG



Appendix III - Utilities

Fort Hays State University operates and maintains a central steam generating plant and the distribution systems for electric power, natural gas, water and sanitary sewer.

Steam is generated at 125 psi and a system pressure of 90 psi is maintained throughout the year. The steam supply and condensate return piping is contained in a concrete tunnel. It is anticipated that the existing pressure reducing station serving Sheridan Coliseum will be replaced as part of this project, and that the service drop to this building be relocated to the west end of the structure.

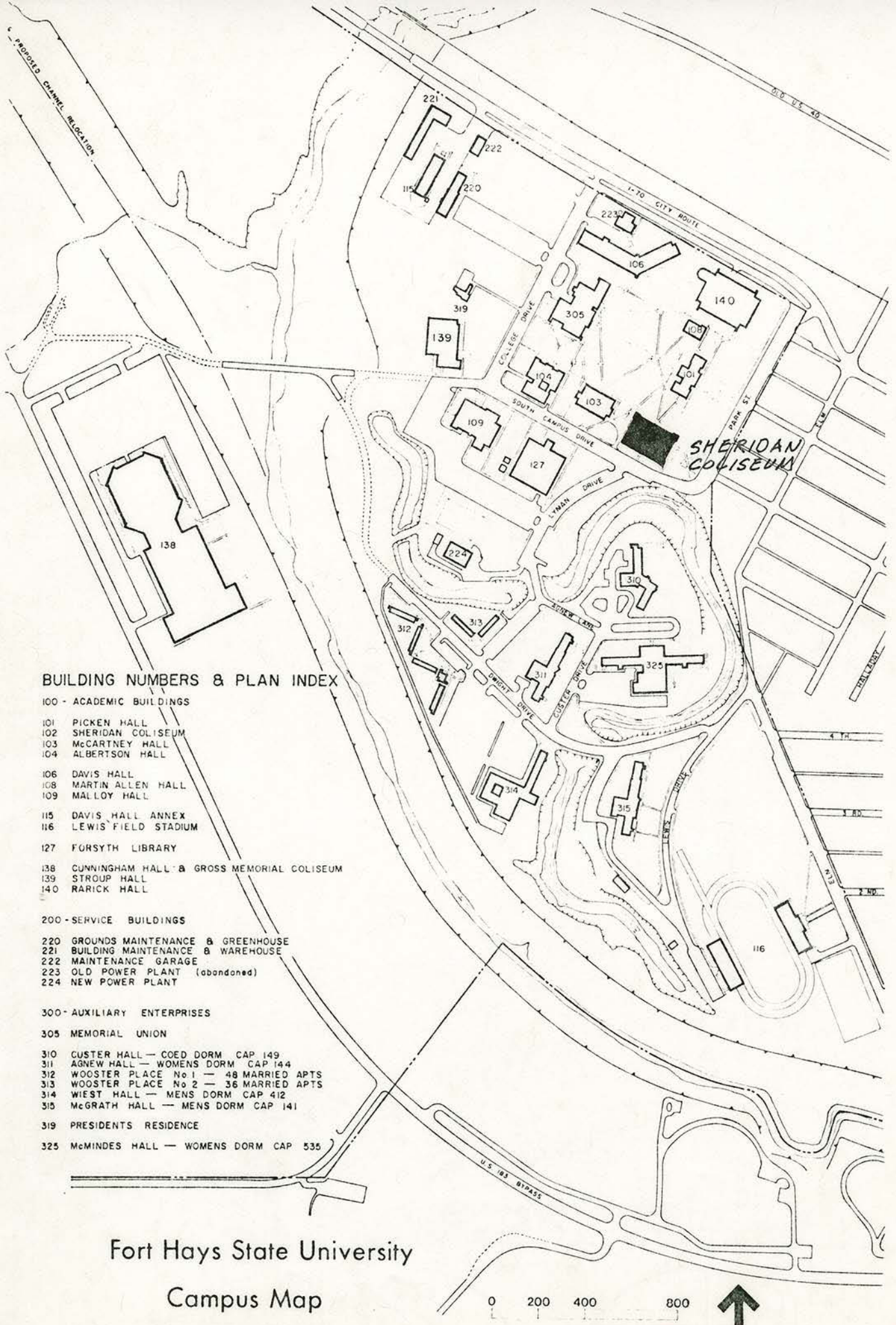
Electric power is purchased from Midwest Energy, Inc. at 34.5 kva and transformed to 4.16 kva at the power plant. Three main feeders each of 30,400 amp serve the academic area of the campus and are also contained in the utility tunnel. It is expected that the existing transformers in Sheridan Coliseum will be replaced as part of this project, and relocated to a new load center at the west end of the structure. (See attached site plan)

Water is purchased from the City of Hays and a system pressure of 60 psi is maintained. There is a 10" main immediately north of Sheridan Coliseum. The sanitary sewer network flows into the City of Hays system. There is an 18" main immediately north of this building.

Telephone services are provided by Southwestern Bell Centrex II. Cable is contained in the existing tunnel.

The university computer center will be relocated to another building under a separate project. Hardwire cables for each terminal are run through the utility tunnel.

The university Radio-TV department distributes closed circuit TV signals via cable to all academic buildings. This cable is contained in the utility tunnel.



BUILDING NUMBERS & PLAN INDEX

100 - ACADEMIC BUILDINGS

- 101 PICKEN HALL
- 102 SHERIDAN COLISEUM
- 103 MCCARTNEY HALL
- 104 ALBERTSON HALL
- 106 DAVIS HALL
- 108 MARTIN ALLEN HALL
- 109 MALLOY HALL
- 115 DAVIS HALL ANNEX
- 116 LEWIS FIELD STADIUM
- 127 FORSYTH LIBRARY
- 138 CUNNINGHAM HALL & GROSS MEMORIAL COLISEUM
- 139 STROUP HALL
- 140 RARICK HALL

200 - SERVICE BUILDINGS

- 220 GROUNDS MAINTENANCE & GREENHOUSE
- 221 BUILDING MAINTENANCE & WAREHOUSE
- 222 MAINTENANCE GARAGE
- 223 OLD POWER PLANT (abandoned)
- 224 NEW POWER PLANT

300 - AUXILIARY ENTERPRISES

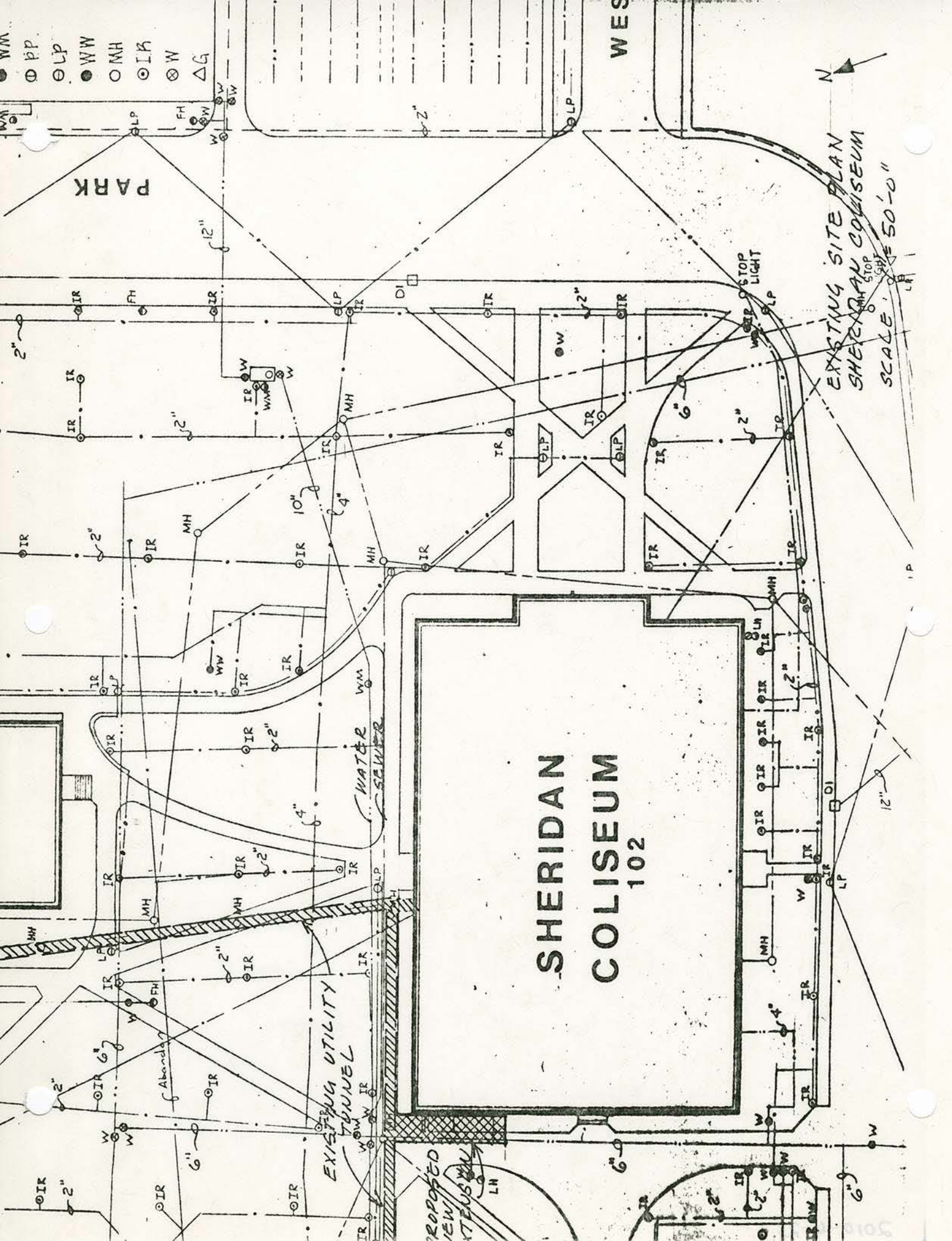
- 305 MEMORIAL UNION
- 310 CUSTER HALL - COED DORM CAP 149
- 311 AGNEW HALL - WOMENS DORM CAP 144
- 312 WOOSTER PLACE No 1 - 48 MARRIED APTS
- 313 WOOSTER PLACE No 2 - 36 MARRIED APTS
- 314 WIEST HALL - MENS DORM CAP 412
- 315 McGRATH HALL - MENS DORM CAP 141
- 319 PRESIDENTS RESIDENCE
- 325 McMINDES HALL - WOMENS DORM CAP 535

Fort Hays State University

Campus Map

0 200 400 800





PARK

WES



EXISTING SITE PLAN
SHERIDAN COLISEUM
SCALE 1" = 50'-0"

SHERIDAN
COLISEUM
102

EXISTING UTILITY
TUNNEL

PROPOSED
NEW
EXTENSION

STOP
LIGHT

2"

2"

2"

6"

6"

W

2"

2"

2"

2"

2"

2"

2"

2"

2"

2"

2"

2"