

Proposed Building Program

for the

Archive for the Milwaukee County Historical Society

prepared by:

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February 4th, 2009



Program Summary

Room Name	ID/Page #	Quantity	Unit SF	Total SF	
Public Space					
Gallery Space	10	1	2,000	2,000	
Coat Room	11	1	144	144	
Restrooms	13	2	147	294	
Public Library Space					
Reading Room	1	1	846	846	
Reference Stacks	2	1	1,920	1,920	
Staff Library Space					
Circulation Desk	4	1	144	144	
Rare Book Stacks	3	1	1,920	1,920	
Print Storage Room	5	1	616	616	
Copy Area	6	1	100	100	
Staff Support Space					
Staff Work Room	7	1	440	440	
Curator's Office	8	1	322	322	
Assistant's Office	9	1	156	156	
Conference Room	17	1	216	216	
Break Room	15	1	242	242	
Mecanical Space					
Electrical Closets	12	2	60	120	
Elevator	14	2	38	76	
Mechanical Room (approx)	16	1	750	750	
Net Square Feet				10,306	
Net to Gross Multiplier	1.25	1.3	1.4	1.5	1.6
Gross Square Feet	12,883	13,398	14,428	15,459	16,490
Budget	\$6,000,000	\$6,000,000	\$6,000,000	\$6,000,000	\$6,000,000
Price Per Square Foot	\$465.75	\$447.83	\$415.85	\$388.12	\$363.87

Room Name:

Reading Room/Area

Net Square Feet:

846

Description:

Area for users to read materials, make copies, etc. Materials do not circulate, so the number of seats determines the number of people who can use the materials at any given time. Two computer search terminals, also power plugs and Wi-Fi for users' laptops.

Furnishings:

8 sturdy, large tables. 4 chairs per table for a maximum of 32 users. Computer station for 2 users.

Adjacencies:

Next to Circulation Desk, next to Reference Stacks, near main entrance, bathrooms.

Daylighting:

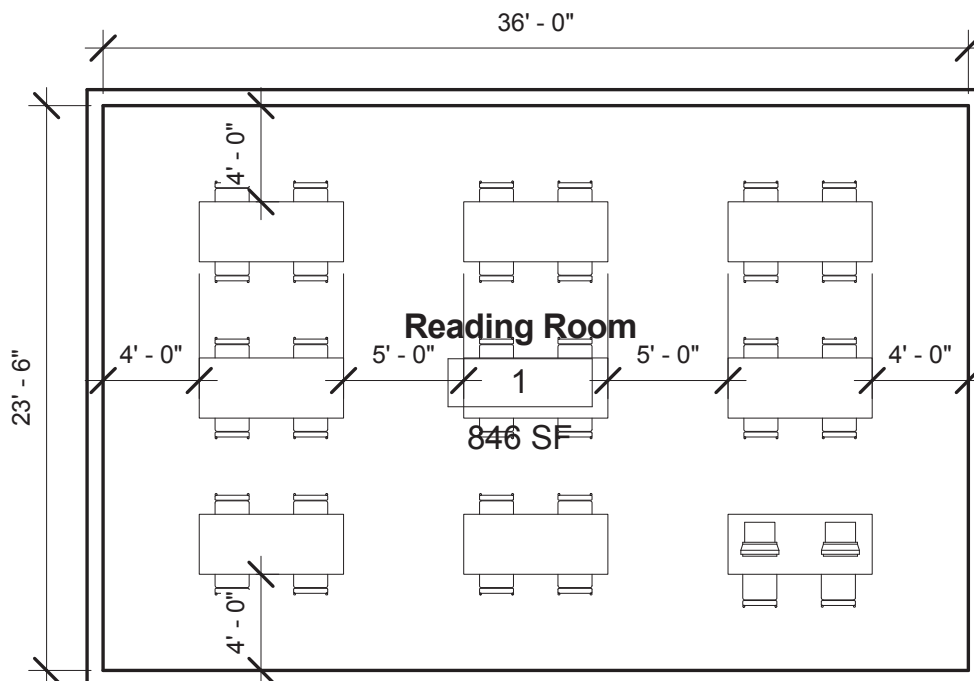
Indirect only, no beams on tables.

Equipment:

2 computer terminals, Wi-Fi, outlets at each table for laptops, UV-filtered lighting.

HVAC:

Controlled temperature/humidity catered to preservation of book materials.



Room Name: **Reference Stacks** Net Square Feet: **1,920**

Description: General collection contained in 48 units 10' long and 5 shelves high (2,400 feet). 4 feet of circulation is allowed around all shelves.

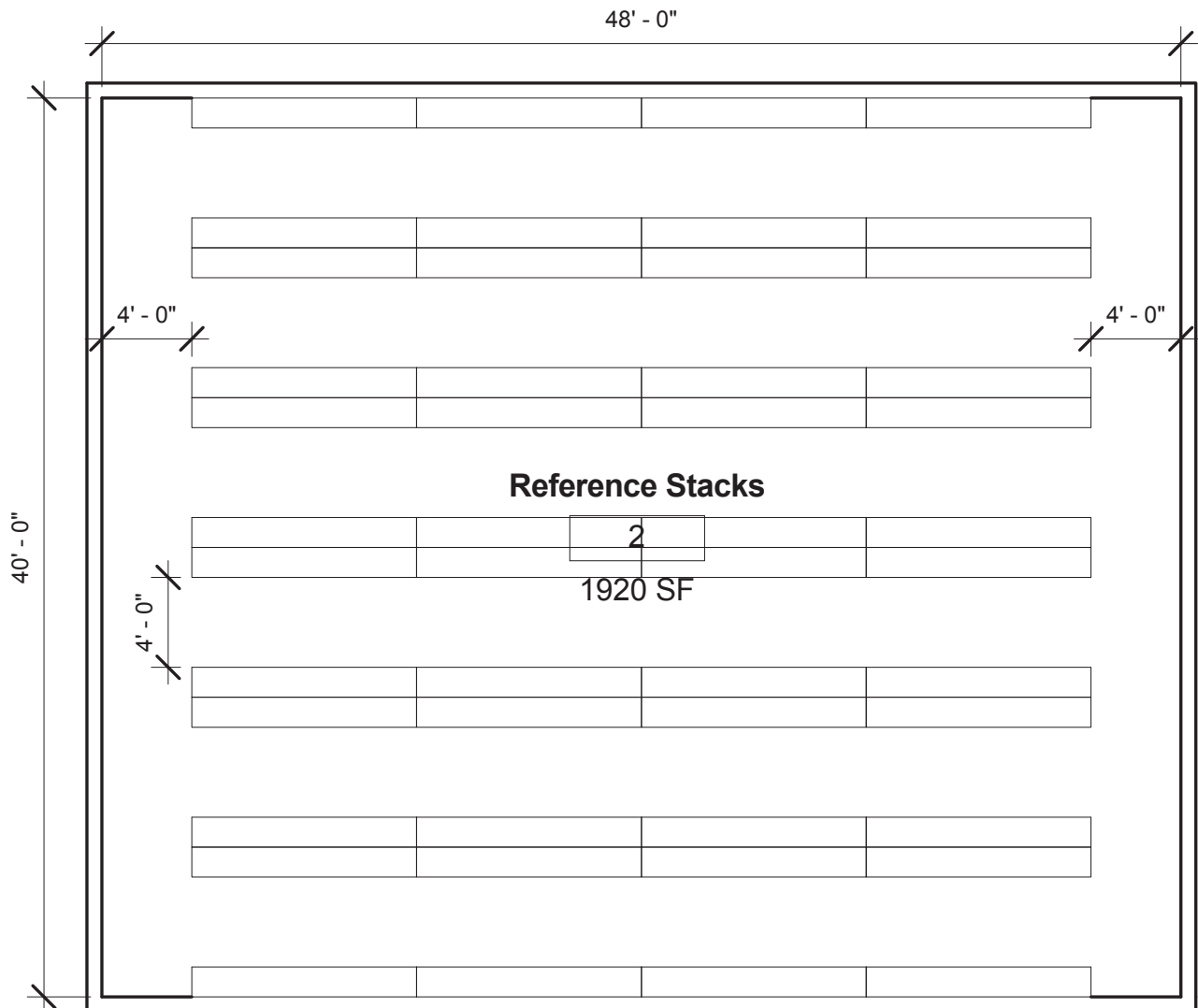
Furnishings: 48 16" deep standard shelf units.

Adjacencies: Next to Reading Room, within sight of Circulation Desk.

Daylighting: No sunlight.

Equipment: UV filtered light fixtures.

HVAC: Controlled temperature/humidity catered to preservation of book materials.



Room Name: **Rare Book Stacks** Net Square Feet: **1,920**

Description: Houses rare and/or irreplaceable materials. Staff only; users must request materials which are retrieved by staff and read by the user in the Reading Room. 48 units 10' long and 5 shelves high (2,400 feet). 4 feet of circulation is allowed around all shelves.

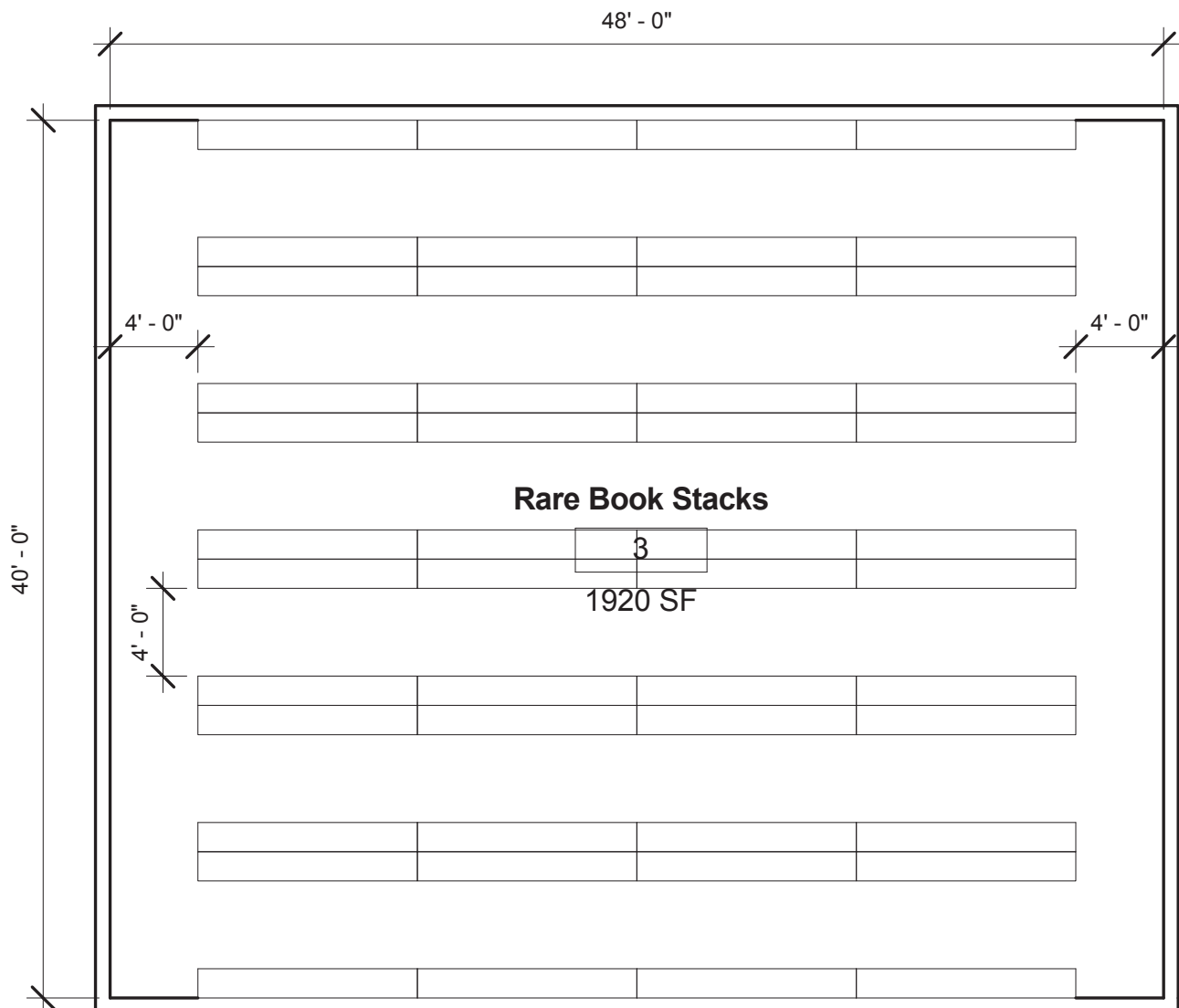
Furnishings: 48 16" deep standard shelf units.

Adjacencies: Next to Circulation Desk, near to Print Storage Room, Staff Work Room.

Daylighting: No natural light whatsoever. Lights are motion-sensitive and room is kept dark unless occupied.

Equipment: UV filtered light fixtures. Non- H2O fire suppression system. Motion and security sensors.

HVAC: Highly controlled temperature/humidity.



Room Name:

Circulation Desk

Net Square Feet:

144

Description:

Staff librarian sits here unless retrieving materials. Assists users with making copies, finding materials, etc. Monitors Reading Room and Reference Stacks.

Furnishings:

Desk with computer, storage for office supplies.

Adjacencies:

Next to Reading Room in the front, Rare Book Stacks, Print Storage Room, Staff Work Room behind. Can see Reference Stacks and entrance/exit.

Daylighting:

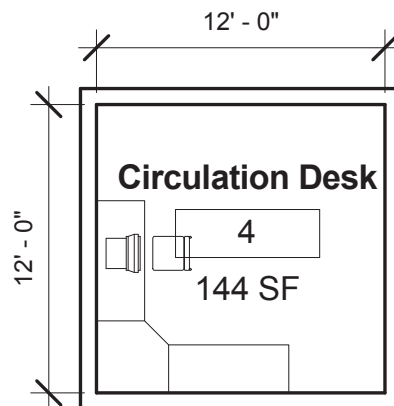
No light restrictions. Daylight might be enjoyable so long and it doesn't reflect off computer.

Equipment:

Computer terminal, other general office equipment may be placed here.

HVAC:

Controlled temperature/humidity catered to preservation of book materials.



Room Name:

Print Storage Room

Net Square Feet:

616

Description:

Houses photographic materials. Staff only; users must request materials which are retrieved by staff and read by the user in the Reading Room. 4 feet of circulation is allowed around all shelves.

Furnishings:

20 units of 30"x48"x84" shelves.

Adjacencies:

Next to Circulation Desk, Staff Work Room, other back-of-house areas. Not public.

Daylighting:

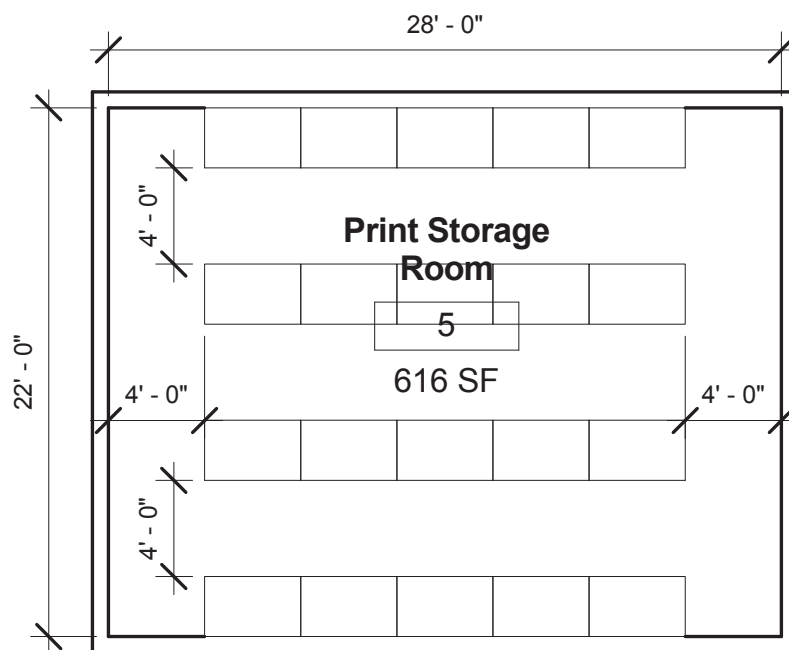
No natural light whatsoever. Lights are motion-sensitive and room is kept dark unless occupied.

Equipment:

UV filtered light fixtures. Non- H2O fire suppression system. Motion and security sensors.

HVAC:

Highly controlled temperature/humidity.



Room Name:

Copy Area

Net Square Feet:

100

Description: Area for users and staff to make photographic reproductions of materials.

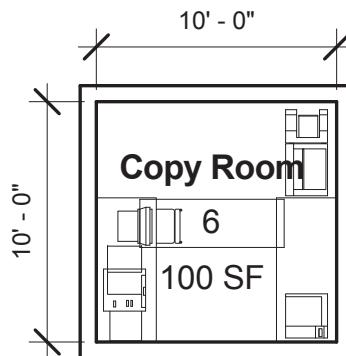
Furnishings: Tables for equipment, chair for computer.

Adjacencies: Next to Circulation Desk for staff monitoring and support. Next to Reading Room for user access.

Daylighting: Uncontrolled, limited sunlight acceptable.

Equipment: Computer station with scanner, laser printer, free-standing copier, photographic copy stand.

HVAC: Controlled temperature/humidity catered to preservation of book materials.



Room Name:

Staff Work Room

Net Square Feet:

440

Description:

Space for sorting and processing new materials, limited restoration. Up to 4 users using center counter space and perimeter counters. Plenty of storage above and below work areas.

Furnishings:

4 flat-file units in the center with work surface above. Perimeter counter tops with cabinets above and below for storage. Regular shelving may be required also.

Adjacencies:

Next to Offices, other back-of-house areas.

Daylighting:

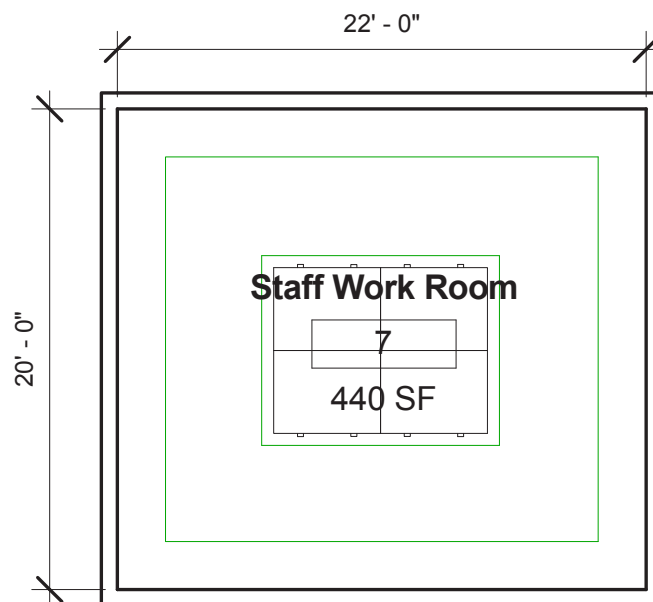
Limited indirect sunlight for preservation of materials.

Equipment:

Computer terminal may be required, general office equipment, restoration tools.

HVAC:

Controlled temperature/humidity catered to preservation of book materials.



Room Name:

Curator's Office

Net Square Feet:

322

Description: Boss' office with large desk and seating area for informal conferences.

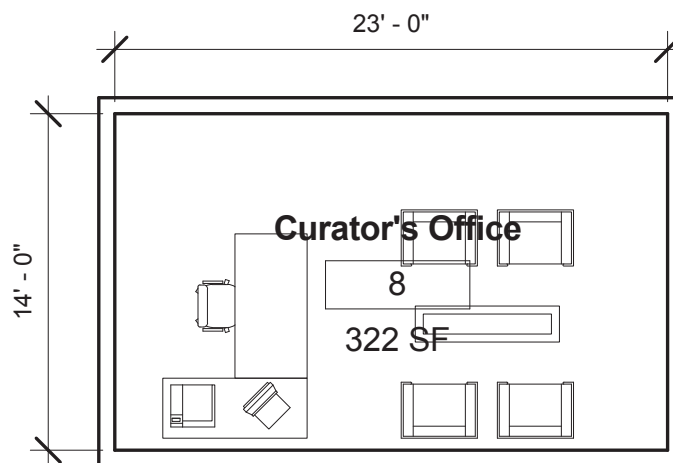
Furnishings: Large desk, perhaps shelves, 4 seats and table.

Adjacencies: Next to Staff areas, Assistant's Office.

Daylighting: No restrictions other than personal comfort.

Equipment: Computer, other office equipment.

HVAC: No restrictions other than personal comfort.



Room Name:

Assistant's Office

Net Square Feet:

156

Description: Assistant's office with desk.

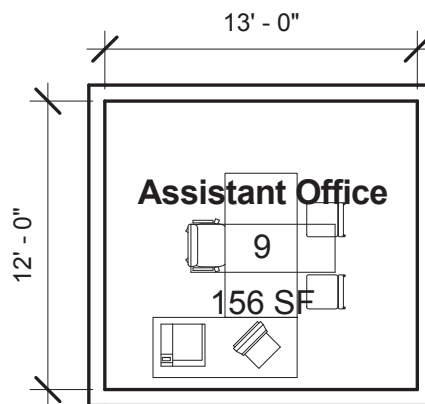
Furnishings: Large desk, perhaps shelves, 2 seats.

Adjacencies: Next to Staff areas, Curator's Office.

Daylighting: No restrictions other than personal comfort.

Equipment: Computer, other office equipment.

HVAC: No restrictions other than personal comfort.



The Archive for the Milwaukee County Historical Society

Alex Fortney

Room-Method Program

Version 02.05.09

Room Name:

Gallery Space

Net Square Feet:

2,000

Description: Open, flexible space to house exhibits.

Furnishings: Cubes, cases, highly mobile.

Adjacencies: Next to Entrance, Reading Room, public space.

Daylighting: No direct sunlight on any exhibits.

Equipment: Audio/Visual equipment may be desired.

HVAC: Controlled temperature/humidity catered to preservation of book materials.



Room Name:

Coat Room

Net Square Feet:

144

Description: Small storage room for coats, etc.

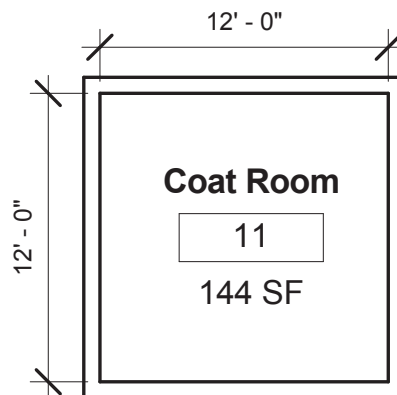
Furnishings: Coat racks.

Adjacencies: Near to Gallery, Entrance, public space.

Daylighting: None.

Equipment: None.

HVAC: None.



Room Name: **Electrical Closet**

Net Square Feet: **60**

Description: Closed space with electrical/phone/data.

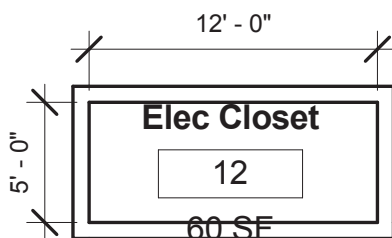
Furnishings: None.

Adjacencies: Most likely next to elevator.

Daylighting: None.

Equipment: Phone, Electrical, Data boxes.

HVAC: Heat exhaust, air conditioning.



Room Name:

Rest room

Net Square Feet:

147

Description: ADA Accessible Rest room (separate Men's and Women's, 2 fixtures each).

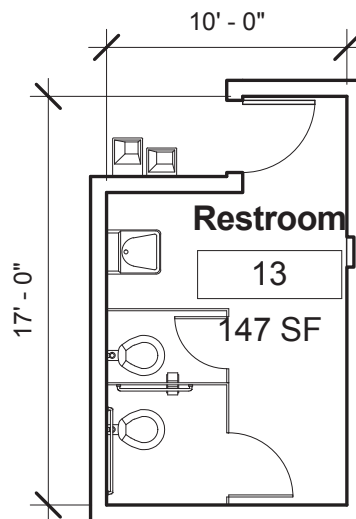
Furnishings: 2 toilets/toilet and urinal, sink, wastebasket, drinking fountain.

Adjacencies: Public areas, Reading Room, Gallery, Entrance.

Daylighting: None.

Equipment: None.

HVAC: No restrictions other than personal comfort.



Room Name:

Elevator

Net Square Feet:

38

Description: Hydraulic Elevator, 3000 lb capacity.

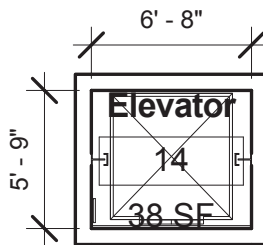
Furnishings: None.

Adjacencies: Near entrance, Public Space, stairway.

Daylighting: None.

Equipment: None.

HVAC: No restrictions other than personal comfort.



Room Name:

Break Room

Net Square Feet:

242

Description: Staff Break Room

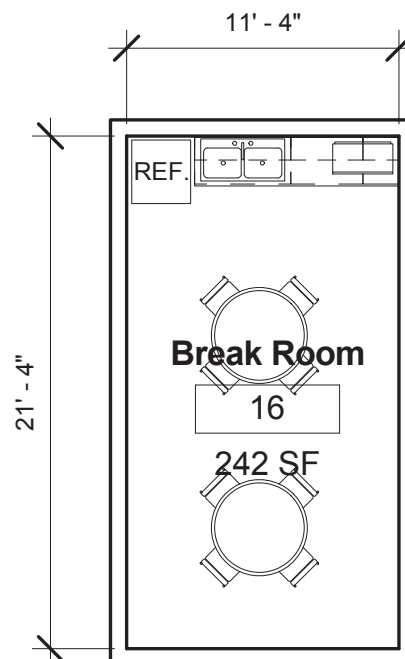
Furnishings: Table and chairs, counter and cabinets. 8 staff members.

Adjacencies: Staff Areas, Offices.

Daylighting: Uncontrolled.

Equipment: Sink, refrigerator, microwave, toaster, coffee pot.

HVAC: No restrictions other than personal comfort.



Room Name: **Mechanical Room** Net Square Feet: **750**

Description: Mechanical equipment, elevator machine room.

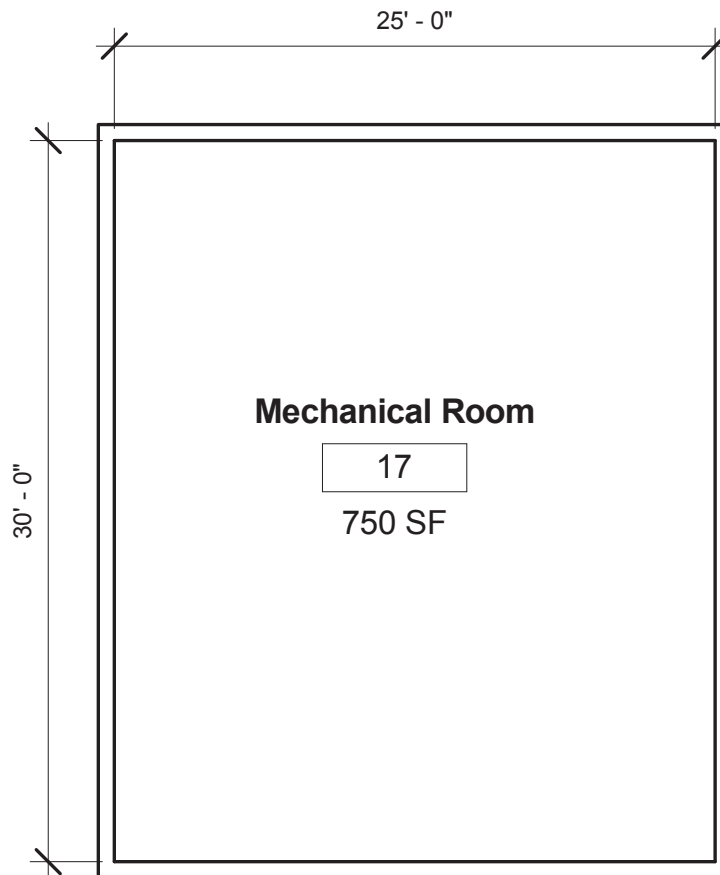
Furnishings: None.

Adjacencies: Core area, near bathrooms would be nice.

Daylighting: None.

Equipment: Boilers, HVAC, distribution, sewer, heat exchange, etc.

HVAC: None.



Room Name:

Conference Room

Net Square Feet:

216

Description: Conference room for 8 people.

Furnishings: Large table, 8 chairs.

Adjacencies: Near to back-of-house area, offices, workroom.

Daylighting: Daylighting OK, but must be shaded during presentations.

Equipment: A/V equipment, projector, conference phone, outlets.

HVAC: No restrictions other than personal comfort.

