

UNIVERSITY OF MINNESOTA

Office of the Vice President for  
Finance, Planning and Operations  
301 Morrill Hall  
Minneapolis, Minnesota 55455  
(612) 373-5940

RECEIVED

JUN 25 1973

UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE

June 19, 1973

TO: */* Paul Maupin, Health Sciences Planning Office  
 Mary Leach, Space Programming and Management  
 Frances Dunning, School of Nursing  
 Robert Mulhausen, Medical School  
 Arnold Lazarow, Medical School  
 Frank DiGangi, College of Pharmacy  
 Tom Jones, University Hospitals  
 Rexford Singer, School of Public Health  
 James Jensen, School of Dentistry

FROM: James F. Brinkerhoff, Vice President  
 Finance, Planning and Operations

RE: Jackson/Owre/Millard Complex Building Advisory Committee

*J. Brinkerhoff*

This is to request that you serve on a Building Advisory Committee to aid in the development of plans for the re-use and remodeling of the Jackson/Owre/Millard Complex. Paul Maupin will serve as Chairman with Mary Leach as Executive Secretary.

Part of your work will be to establish a priority work program against the background of the long-range plan for the use of these facilities. In addition, the slowing down of the Unit E/C development makes advisable your consideration of the need for modifications to the original plans for this area, but recommendations and decisions should be made in light of our long-range plan.

JFB/kt

cc: David Preston

JACKSON-OWRE-MILLARD BUILDING ADVISORY COMMITTEE

(#1)

DATE: September 21, 1973

PLACE: 4107 Powell Hall

MEMBERS PRESENT: Mr. Maupin - Chairman; Ms. Leach; Ms. Dunning; Dr. Mulhausen;  
Dr. Lazarow; Dr. DiGangi; Mr. T. Jones; Mr. Singer;  
Dr. Jensen.

MEMBERS ABSENT: None

VISITORS PRESENT: Mr. Dickler; Mr. Westerman; Dr. Howe; Dr. Baker; Dean Weaver;  
Ms. Lewis.

Hospital Clinical Facilities Space Needs

Dr. Howe read the enclosed brief to the committee. The hospital representatives questioned if all the vacated space has been committed and if not, they will submit a formal request and justification to this committee at a later date. Mr. Maupin referred to Mr. Brinkerhoff's charge to the committee which states "the slowing down of the Unit B/C development makes advisable your consideration of the need for modifications to the original plans for this area, but recommendations and decisions should be made in light of our original long-range plan". Mr. Maupin then told the hospital representatives that all space was not definitely committed and suggested they be invited back at a later date to state and justify their needs. They concurred. Dr. Lazarow protested on the basis that PAP funds were given to the Basic Sciences on committed future space in Jackson-Owre-Millard. He said for 2 years the Basic Sciences have been teaching an increased student load on the assumption that increased space would be made available to them. If the Basic Sciences have to go through a re-justification of space and needs, Dr. Lazarow feels the entire Health Sciences should be re-evaluated also.

The committee then began examining the charge and there was disagreement as to the exact interpretation. It was decided that Mr. Maupin would get an exact interpretation from Mr. Brinkerhoff.

The committee feels there is also a need for background information on Long-Range Planning including how much and where has space been committed in the Jackson-Owre-Millard complex. Mr. Maupin will pull together a summary of this information by the next meeting.

Dr. Mulhausen said that Phase A is completely documented in the Unit A grant. He feels two factors are important in determining the way this committee should function.

1. How much is B/C deferred, and
2. Do we stay on program, off program or tentatively off program.

A few of the items discussed as being of importance to this committee were:

1. Reviewing past history and long-range planning,
2. Comparing this to today's needs to see if changes have occurred,
3. Review Legislative requests and allotments with regard to University commitments, and
4. Standardizing space request procedures.

Dr. Mulhausen gave a brief summary of Phase I history. The Unit A grant was written in terms of Phase I (Units A, B/C, D, E and Basic Science Remodeling). Approval was given, based on increased class size, to Units A and B/C. Units A and E were funded and planning monies were obtained for Unit B/C and Basic Science Remodeling. Unit F was a later addition to Phase I and was approved, however, funding was turned down. Unit B/C also did not receive funding. The Cancer Center was then incorporated into 4 floors of Unit B/C planning for another possible source of funds.

It was agreed that Dentistry is the only School that is getting space in toto. The other Health Science units all need space. All the remodeling being done in Jackson-Owre-Millard is being geared to the long-range planning. Phase I has gone according to program until the last year and even now is still not out of phase as B/C is only a few months behind.

#### Policy Statement for Jackson-Owre-Millard Building Advisory Comm.

This is being deferred until the committee receives clarification of the charge to the committee and also until sufficient history background is pulled together.

#### Anatomy Move Into Pre-Clinical Areas

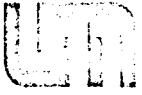
Microscopic Anatomy Teaching Labs will move into space in Jackson-Owre addition basement exchanging room for room. This space was originally planned for Scientific Apparatus but they have agreed to the move. Mr. Singer questioned the validity of such a move until a standard procedure from this committee has been established.

#### Space for the Department of Microbiology in the Mayo Building after Pediatrics moves to Unit A.

Microbiology was to go into Pediatrics space on the 14th & 15th floor of Mayo. Do they have to wait to move until Pediatrics acquire all their space in Unit B/C.

Following is the chain of command of this committee: The committee makes recommendations to the Vice President for Planning & Operations who in turn recommends to the President of the University who has the final say on all University space.

NEXT MEETING: Friday, Oct. 19, 1973 10:00  
4107 Powell Hall



UNIVERSITY OF MINNESOTA  
TWIN CITIES

University Hospitals  
Minneapolis, Minnesota 55455

MEMO

*TO: Jackson, Oure - Millard Complex Building Advisory Committee*

*FROM: Robert Howe, Associate Professor of Medicine; Chairman, Outpatient  
Committee  
Robert Dickler, Assistant Director*

*SUBJECT: Out Patient Clinics Space Requirements*

*It has become increasingly obvious during the past several years that the space currently available for Outpatient Clinics at University Hospitals is inadequate. This inadequacy is the result of a variety of factors including expanded and new programs, expanded teaching requirements, a greater emphasis on outpatient experience during medical education, and a net yearly increase in the number of patient visits. Some of the clinics which are presently facing a 'critical' space need include Medicine, Neurology, Pediatrics, Pediatric Neurology, Pediatric Surgery, ENT, and Ophthalmology.*

*It was expected that the construction of Unit B-C would alleviate these problems. Due to the delays in that program, however, it is felt that some type of temporary solution must be found for meeting the needs of these service and educational programs. To this end we would like this committee to give serious consideration to the allocation of some of the space vacated by the health science units moving into Unit A. This would be a time limited allocation to be terminated upon the completion of Unit B-C or an alternative solution.*

*The Outpatient Department is currently completing an assessment of all space needs. We would be happy to provide the committee with any specific information they may require.*

TO : Members of the Jackson/Owre/Millard Building Advisory Committee  
FROM: Arnold Lazarow  
DATE: October 18, 1973  
RE : Assignment of the Jackson/Owre/Millard Building Perspective

The Learn Report 1966:

In accordance with the Hill Manpower Study and their recommendations, the Health Sciences responded by agreeing to expand the number of medical students on the Minneapolis Campus from 160 to 225 and the number of dental students from 120 to 150. Planning committees were appointed under the leadership of Elmer W. Learn to determine the space needs for all units of the Health Sciences as they related to increased programmatic needs. The comprehensive Learn Committee Report was ultimately accepted by the Central Administration and the Board of Regents in February 1967. This report served as the basis for planning the expansion of the facilities for the Health Sciences as they related to additional teaching laboratories and the office and laboratory facilities needed for the increased number of students and the faculty who were to teach them.

Space Increase Recommended in 1966-67:

In December 1966, the Basic Health Science Committee recommended expansion of the Basic Science facilities from 159,600 to 263,150; an increase of 103,550 square feet. This was based on the faculty and space projections (See Appendices 1, 2 and 3) provided by individual departments, and adjusted by the committee-department interactions. During 1967-1968, there were a number of subsequent interactions between the Basic Science Departments, the Dean of the Medical School, the Basic Health Science Planning Committee and the Learn Committee. In September 1968 the final space allocation for the Basic Science Departments was set at 258,000 (less 4,900 for circulation); net 253,000 (See Appendix 4). It should be noted that the number of square feet of space assigned in 1966 and ultimately approved in 1968 conforms quite closely to the NIH published guidelines for "square feet per faculty member" which includes office, laboratories for research and training graduate students, service facilities, seminar rooms and teaching laboratories.

It should be noted that in the March 1967 recommendation by the Learn Committee, the increased space allotments to the Basic Science Departments were much less (39%) than that allotted to clinical teaching and research (59%), hospital (56%), outpatient clinic (306%), School of Dentistry (252%), School of Nursing (164%), and School of Public Health (112%) (See Appendix 5). The final allotment of 258,000 square feet to the Basic Science Departments on September 18, 1968

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partially corrected for this inequity and provided a 59% increase in assigned square feet of space. This made the percentage increase for the Basic Sciences equal to that provided for the Clinical Departments and the Hospital.

Increased Teaching Responsibilities of Basic Sciences:

It should be noted that as of September 1973 there were 239 medical students (14 more than projected) and 145 dental students (to be increased to 150 in 1974). Thus the space allotment made in 1968 does not provide for the additional faculty needed to teach the extra medical students who had to be admitted because because of the NIH requirement of a 5% increase in class size (in order to qualify for the capitation grants). Through the Physicians Augmentation Program (PAP) and the Dental Augmentation Program (DAP) the medical and dental class sizes were increased several years before the new facilities were to be completed (1973). Additional staff were also provided through these grants but these faculty members had to be shoehorned into existing facilities for an assumed "two year interim period." The Basic Science faculty was willing to be severely inconvenienced for a limited time in order to provide the additional manpower which was so urgently needed. Unfortunately the office and laboratory facilities for these additional faculty members (as well as for the new faculty members to be appointed in 1973-75) are not yet available. Dean Gault has funded a number of new positions in the Basic Science Departments out of the 1973 Legislative appropriation and additional new positions are to be expected in 1974-75. The remodeling in Jackson/Owre/Millard which was to have been completed in September 1973 should have provided these facilities. The additional faculty members who have been shoehorned into existing space for the past 2 years are very unhappy about this delay. The new faculty members to be appointed in 1973-75 must be provided with office and laboratory facilities. The space made available through the move of Dentistry from Jackson/Owre/Millard had been assigned to the Basic Science Departments for this purpose.

The projected number of faculty positions in the Basic Science Departments expected by July 1974 are tabulated and compared with the number of faculty in 1966 when the original projections were made by the Learn Committee (See Appendix 6).

The overall plan including Buildings A, B and C and the remodeling of Jackson/Owre/Millard were developed in relation to enrollment increases. This plan served as a basis for all subsequent Legislative requests and all presentations to the NIH in the request for matching funds for Units A, B and C.

New Teaching Laboratories in Building A and in Jackson Hall:

New teaching laboratories were planned in Building A for the Basic Science Departments. Although Anatomy was given the opportunity to develop new teaching laboratories in the Building A complex, the Department elected to expand its teaching facilities in its present location for the following reasons:

1. Most of the Gross Anatomy laboratories had been remodeled within the past 10 years and they are adequate for the next 25 years. Additional facilities were to be provided to accommodate the increased numbers of medical and dental students by remodeling two laboratories adjacent to the Gross Laboratories; these were being used as research laboratories. One laboratory was refurbished for medical students (with the remodeling funds provided through the PAP) in

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1971. The second which is urgently needed to accommodate the increased number of dental students now enrolled in the Fall of 1973 had not been remodeled as of September 1973.

2. The supporting facilities for Gross Anatomy, i.e., the Mortuary Unit for anatomical preparation, the embalming facilities and the cadaver storage facilities are very expensive to duplicate. Because Anatomy has a close cooperative arrangement with the school of Mortuary Science, it is desirable that the Anatomy Mortuary Unit be located in close proximity to the School of Mortuary Science teaching laboratories which are also housed in Jackson Hall. The staff of the Mortuary Science Department supervises our Mortuary Unit and embalms our cadavers. In return Mortuary Science uses some of our anatomical material in their teaching program.

In view of Anatomy's decision to expand their teaching laboratories within Jackson Hall, Hugh Peacock and the other members of the Planning Office gave detailed consideration to the phasing of the remodeling in Jackson/Owre/Millard especially as they related to the Anatomy teaching laboratories. Mr. Peacock assured the Anatomy Department that with appropriate scheduling, their additional and remodeled teaching facilities could be completed during the Summer of 1973. We were assured that detailed remodeling plans would be prepared in advance and that this remodeling would be started on July 1, 1973 when the new Legislative appropriation would be available; this work was to have been completed by September 1973. The failure of the 1971 Legislature to appropriate planning funds for Jackson/Owre/Millard made it most difficult for the Department of Anatomy to fulfill its increased teaching commitment to the medical and dental students; these problems are detailed below.

Since only limited planning money was appropriated for Jackson/Owre/Millard in 1973, the urgently needed remodeling of the Anatomy teaching laboratories cannot be initiated until July 1975 at the earliest. This delay has posed a serious hardship. Lacking additional Gross Anatomy laboratories, it would be necessary to assign an extra dental student to each cadaver. This student would have little opportunity to dissect and all of the students would be overcrowded. We have provided a temporary solution by moving the research facilities from Room 374 in Jackson Hall into the former Dental School Library (Room 356). We are doing a minimum of alterations in Room 374 which will permit us to use this room as a dissecting laboratory for the interim period but these facilities are less than adequate.

Justification to NIH and the State Legislative Building Commission:

The office and laboratory facilities for the additional staff relating to the increased number of medical and dental students was the basis for the additional space assignments in Jackson/Owre/Millard to the Basic Science Departments. Since the Basic Science Departments were the first departments to experience the increased numbers of students, the then Dean of the Medical School, Dr. Robert B. Howard, gave the Basic Science facilities (remodeling of Jackson/Owre/Millard for office and laboratories and new teaching laboratories in Building A) top priority in the long range building plans. This was so stated in the presentation to the National Institutes of Health in their request for construction money. Because of the varied sources of matching funds, the Medical School portion went to one committee of the NIH, the Dental School to

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a second committee; the remodeling funds for Jackson/Owre/Millard were to be provided by the State Legislature. In all subsequent presentations to the Legislature, it was assumed that the State would provide the remodeling money for the Basic Science Departments in Jackson/Owre/Millard. I have no doubt that the matching funds for Building A (and Building B & C if we get them) would not have been cleared by the NIH Project Site Visitors without the assurance that the office and laboratory facilities for the Basic Science Departments would be provided. Likewise the National Advisory Council approved this request on the basis that adequate facilities for Basic Science Departments would be provided in the overall plan.

If the original plan is not to be followed, I would ask whether we are keeping faith with our statements made to the NIH. If we do not provide the facilities for the Basic Sciences in Jackson/Owre/Millard, we will, in my judgment, have obtained the funding for Building A through misrepresentation. In the latest presentation to the State Legislature, the justification for the remodeling funds for Jackson/Owre/Millard was made on the basis of need for office and laboratory facilities for additional Basic Science faculty members employed as a consequence of the programmatic increase in the numbers of medical and dental students (See Appendix 7).

The Reevaluation of Space Assignment in Relation to the Delay in Building B/C:

The Council of Basic Sciences met recently to discuss assignment of space in Jackson/Owre/Millard in relation to the delayed funding of Building B/C. We are unanimous in our opinion that if there must be a reevaluation of space assignment because of delayed funding, the Basic Science Departments would, of course, be willing to share in any space retrenchment that may be necessary provided that all other units of the Health Sciences likewise reevaluate their needs and reduce their space assignments in light of the changed circumstances. This would require the reevaluation of all units in Building A, all existing units in Mayo, Diehl Hall, Powell Hall, the Group Building and any other off campus facilities occupied by the Medical School Departments. If all units of the Health Sciences give up some of their space or reassign some of their existing space on a temporary basis until Building B/C is completed, the Basic Science Departments will also give up some of the space assigned in Jackson/Owre/Millard. Furthermore, if we are required to rejustify our immediate needs for space in light of the changing pattern of Building B/C, then it is essential that all units of the Health Sciences be similarly required to rejustify their needs and their current use of space. This must be applied uniformly throughout the Health Sciences and not just to the Basic Science Departments.

I am enclosing a detailed summary of the space assignments made by the architects in Jackson/Owre/Millard at the time that these plans were submitted to the NIH (See Appendix 8). Although the absolute number of square feet of space assigned to each Department was fixed by the Learn Committee recommendation, the location of the specific departmental space within Jackson/Owre/Millard was not made with any consultation with the Basic Science Department Heads. The architects simply assigned space on their "intuitive judgment." The Basic Science Departments can come up with an alternative space distribution in which the total square footage assigned to each department is arranged in locations adjacent to their existing



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space and in a way that will provide a better overall unification of departments. There are some discrepancies between the space assigned to the various Basic Science Departments by the architects and that recommended by the Learn Committee but these are relatively minor and can be corrected.

These facts serve as an important basis for discussion and action by this Committee.

AL:jlm

JACKSON-OWRE-MILLARD BUILDING ADVISORY COMMITTEE

DATE: October 19, 1973

PLACE: 4112 Powell Hall

MEMBERS PRESENT: Mr. Maupin - Chairman; Ms. Leach; Ms. Dunning;  
Dr. Mulhausen; Dr. Lazarow; Dr. DiGangi; Mr. Jones;  
Mr. Singer.

MEMBERS ABSENT: Dr. Jensen

There is one correction to the minutes of last month. An objection was made in writing to Mr. Maupin from Dr. Jensen, School of Dentistry. "In reviewing the notes of the past meeting, I noted the beginning of paragraph 3, page 2, 'it was agreed that dentistry is the only school that is getting space in toto'. I didn't realize that Bob Mulhausen's making the statement inferred agreement by everyone present. I apparently missed an opportunity to object to it. We have been continually trimming our requests since I began on a building committee when it was formulated nine years ago. I would, therefore, appreciate that statement being stricken from the notes." Mr. Maupin agreed it should be stricken.

Mr. Maupin opened the meeting by stating that in conversations with Dr. French and Mr. Brinkerhoff it was determined that the slowing down of the Unit B/C development makes advisable our consideration of the need for modifications to the original plans for the Jackson/Owre/Millard complex. As background material for this Mr. Maupin distributed a color coded Jackson-Owre-Millard complex map of present and proposed space developed in 1966 by the Learn Committee. Also distributed to the members was a general guideline for listing departmental physical requirements.

It was agreed that this form would not serve our entire purposes and, therefore, another meeting will be held the 2nd of November at which time the members shall make suggestions for documenting a standard form for listing departmental physical space requirements. The form must be comprehensive and also flexible, in order to measure the varied space needs of all units within the Health Sciences. Departments should provide a statement of academic program objectives, in addition to departmental space needs for staff, research, etc.

It was suggested that NIH standards serve as our standards, however, Mr. Singer feels a mix of standards will be needed to satisfy all Health Science units, since what pertains to the Basic Sciences, Medical School, or School of Dentistry may not pertain to the School of Nursing or Public Health. The standards adopted would serve as a guideline for determining space allocations.

In order to effectively evaluate the departmental criteria, Ms. Leach stated a standard form listing % of time and names of employees should be utilized. If we expect to get funding of \$7 million we will have to go in with firm figures.

After this form is compiled and standards are agreed upon, the members of this committee will be asked to pull together their departmental programs, personnel and space needs, for an interim space plan.

Dr. Lazarow distributed a report containing the original assignment of the Jackson-Owre-Millard Building perspective.

NEXT MEETING:

Friday, November 2, 1973  
10 00 a.m. 4112 Powell Hall

## DEPARTMENT PROGRAM GUIDELINES

The purpose of the Department Program is to establish in writing a statement of:

1. Services and objectives
2. Workload (Volume)
3. Methods of accomplishment
4. Resources
  - a. Personnel
    - (1) Organization
    - (2) Job description
    - (3) Schedule
  - b. Equipment and furnishings
  - c. Supplies
5. Operating costs/revenue
  - a. Costs
  - b. Cost reductions
  - c. Revenue
6. Building Requirements
  - a. Space
  - b. Structural
  - c. Utility services
  - d. Finishes
  - e. Locks and signs
  - f. Other
7. Conclusions (preliminary layout, etc.)
8. Summary

Emphasizing:

1. Current Status
  - a. Deficiencies
2. Proposed Changes
  - a. To overcome deficiencies
  - b. To meet projected increases
  - c. To implement new program objectives

In order to:

1. Organize yourself the basis for planning your department.
2. Communicate this basis for planning to:
  - a. Architects and Engineers assigned to develop floor plans, structural and utility drawings and cost estimates for renovation and/or expansion of your department.
  - b. Administrators reviewing plans, drawings, cost estimates and budgets who must determine priorities and timing based on availability of funds and on other (competing) programs.

Attached is a suggested outline to follow in writing your program. Note that it is necessary to write a separate program for each department section (and perhaps subsection) in order to avoid confusion. A master program with "subprograms" may suit your circumstances.

(SUGGESTED DEPARTMENT/SECTION PROGRAM OUTLINE)

PROGRAM

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Section: \_\_\_\_\_

Location: \_\_\_\_\_

Prepared by: \_\_\_\_\_

1. Statement of Services and Objectives

- a. See Attachment A, listing services currently provided.
- b. Because of deficiencies cited in the following sections, the following services are not currently provided:
  - (1.)
  - (2.)
  - (3.)
- c. Other services recommended but not currently provided are:
  - (1.)
  - (2.)
  - (3.)
- d. The key objective of this department (section) is . . . . .
- e. Specific objectives relating to department (section) changes are:
  - (1.)
  - (2.)
  - (3.)

2. Workload (Volume)

- a. See Attachment B, statistical data and projections relating to workunits of service provided by this department section. Highlights of this data follows:
  - (1.) In the past 5 years, department (section) workunits have increased an average of \_\_\_\_\_% per year. (Qualify further)
  - (2.) Trends: yearly and daily . . . . .
  - (3.) Other pertinent statistical data . . . . .
- b. Changes anticipated in workload by correcting current deficiencies are . . . . .
- c. Changes anticipated in workload by adding other services recommended but not currently provided are . . . . .
- d. Background information regarding workload relating to current and projected workload which is important to understand in evaluating proposed changes follow: \_\_\_\_\_ . . . . .

3. Methods of Accomplishment

- a. See Attachment C, flow process charts describing current methods used for major services provided.
- b. Given additional space and facilities, I would recommend the following changes in these methods:
  - (1.)
  - (2.)
  - (3.)

JACKSON-OWRE-MILLARD BUILDING COMMITTEE

DATE: November 2, 1973

PLACE: 4112 Powell Hall

MEMBERS PRESENT - Mr. Maupin - Chairman; Ms. Leach; Ms. Dunning; Dr. Mulhausen; Dr. Lazarow; Dr. Jensen; Mr. Jones; Mr. Singer

MEMBERS ABSENT: Dr. DiGangi

VISITORS PRESENT: Ms. Lewis

Ms. Leach distributed a 1971 Space Request form that is used on the rest of the campus. This form can be used as a general guideline for requesting additional space. All department heads were asked to submit space requests, justifying their needs, at the next meeting.

This committee will be faced with 2 problems in allocating vacated space: 1) soliciting information from departments, and 2) evaluating the information. The requests should, therefore, be as uniform and concise as possible. The committee will take this task one step at a time--first, space requests and justifications, and second, as questions arise, we will try and answer them, but at this point it would be impossible to anticipate all questions. Departments should take into consideration the Learn Committee projections and compare them with their present space and staff student populations. Dr. Lazarow distributed a comparison list of the Learn Committee projections for the Basic Sciences.

The Basic Sciences departmental requests will be considered first, and the other Health Sciences Departments will be considered for remaining space. The committee will recommend shared facilities, such as teaching labs, whenever possible.

There are other possible sources of space which this committee should keep in mind, e.g., the 3 apartment buildings on Harvard Street. If Unit F (approved and funded by the State, approved but not funded Federally) were to be delayed 10 years, these apartments could be converted into offices instead of remodeling wet and dry lab areas in Jackson-Owre-Millard into office space.

It was the general consensus of the committee that good program information and preliminary schematics should and can be developed by University personnel and departments before hiring architects.

A question was raised concerning the dust problem in Jackson-Owre-Millard created by Washington Avenue traffic. Central air conditioning which will cost approximately \$1½ million is being designed for the whole complex. When this project is completed there should be no dust problem. Dr. Lazarow asked about the Washington Avenue underpass with regard to his department's electromicroscopes which face Washington Avenue. Mr. Maupin

feels there is no need to concern ourselves with this issue at the present time. If and when the underpass is constructed there are many possibilities to consider (e.g., floating platforms such as Dwight Anderson has in his labs.).

As the Jackson-Owre-Millard complex is vacated, the locks on the doors should be changed; however, the space should be made available to qualified personnel on an interim basis. The disposal of dental equipment that is left will not be a problem according to Dr. Jensen, but the closed circuit T.V. system must remain in the space vacated by Dentistry.

Current requests for remodeling of space planned for the Basic Sciences in Jackson-Owre-Millard by the Learn Committee will not be approved by Space Program and Management until Dr. Lazarow has been consulted to confirm that the remodeling requested is in keeping with the overall long range plans.

The next meeting will be called after the Basic Sciences departments have prepared updated documents requesting and justifying their needs for additional space. Committee members will be notified of the time, date and place.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

Owe Jackson Mill. -  
5

January 22, 1974

Mr. E.B. Merz  
26 Folwell Hall  
Mpls. Campus

Dear Pete:

In response to your letter dated January 9, 1974 regarding 4th floor Jackson Hall completion; the Health Sciences Planning Office concurs with your proposal, but we must emphasize the necessity for conserving our Basic Science Design funds at this time. Therefore, please provide us with your minimum preliminary engineering cost and we shall establish the necessary authorization.

Yours truly,

Paul S. Maupin  
Health Sciences Planning Coordinator

PJM: jlb

cc: H. Jaeger  
P. Kopeitz  
D. Kerkow





UNIVERSITY OF MINNESOTA  
TWIN CITIES

Engineering and Construction Division  
Physical Planning Office  
26 Folwell Hall  
Minneapolis, Minnesota 55455

9 January 1974

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JAN 14 1974

UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE

TO: Paul Maupin  
FROM: E. B. Merz  
RE: Fourth Floor Jackson Hall Completion

As you may recall, in a meeting with Hugh Peacock and Dr. Mulhausen on January 31, 1973, it was agreed that necessary structural work required for the proposed 650 ton chiller plant (Report on Air Conditioning Systems for Health Sciences Buildings, Page 6) would be provided in the contract for completing the 4th floor of Jackson Hall.

I recently became aware of the fact that Roger Johnson has been commissioned to prepare preliminary studies and cost estimates for Dr. Goldberg's proposed facility in the unfinished area on the 4th floor of Jackson Hall.

During a meeting with the Architect and Harvey Jaeger on December 27, 1973, I reviewed the basic requirements of the chiller plant as it would affect Dr. Goldberg's area. As a result of this meeting, the Architect will conduct a preliminary feasibility study on the basis of weights and sizes of the chiller and cooling tower required for this plant.

If it is structurally feasible to install the proposed plant on the north wing of Jackson Hall, we (Engineering and Construction) should proceed with additional preliminary design on this plant in order to provide the Architect with complete information required so that he may provide all necessary structural additions within the unfinished area at the time the 4th floor is completed.

It would seem appropriate that funds for the preliminary engineering required could be obtained from the \$200,000 funds allocated by the 1973 Legislature for Basic Sciences remodeling.

It must be recognized that it is imperative that the feasibility of this location for the chiller plant be explored now and if feasible, necessary accommodations be made at the time the 4th floor is completed.

Paul Maupin

-2-

9 January 1974

Coincidentally with the preliminary engineering required for the chiller plant, Engineering and Construction will provide recommendations for improving the electrical capabilities in Jackson Hall.

Therefore, I am soliciting your support for securing funds for the preliminary engineering required as outlined above.

EBM:rvo

cc: Paul Kopietz  
Dave Kerkow  
Harvey Jaeger  
Bob Hudalla

*J.O. Wood*  
*Bldg. Administration*  
7

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Mortuary Science  
114 Vincent Hall  
Minneapolis, Minnesota 55455

January 29, 1974

RECEIVED

Mr. Paul J. Maupin, Coordinator  
Health Science Planning  
4104 Powell Hall  
Minneapolis Campus

RECEIVED  
OFFICE

Dear Mr. Maupin:

My associate, Mr. Dale Stroud, tells me that it has been a privilege for him to work with you in space allocation planning as far as our Mortuary Science space allocation is concerned. I do not know whether you have access to the files since 1968; but if you do, through the various space allocation directors as well as Dean Mulhausen, you will find our repeated request for space in the Jackson Hall area even after our most recent renovation and excellent development of our teaching area, particularly for storage space.

Our immediate request is for additional space for the storage of classroom teaching aids and equipment and, secondly, for some office space for the teaching staff.

We presently have no storage space and consequently have had to devote one teaching lab to the storage space of teaching aids and media equipment, which reduces by 50% the laboratory space for our embalming classes. Secondly, we have no office area in Jackson Hall for our full-time staff. If they wish to talk with a student, it must be in the foyer, in the classroom or in the laboratory, and I am sure you realize that at times there is need to see a student in a private, confidential teacher-student relationship.

These are our immediate needs, and I cannot overstress the fact that they are immediate by virtue of the fact that they have existed since 1968. Lest you think that that interim has proven that we can be without them, the necessity becomes more critical each day.

We have some suggestions as to what space might be considered for allocation for this purpose. Our first choice would be the area immediately adjacent to the Room 84-Room 88 complex because of the size of some of the pieces of equipment which must be moved hourly for classroom and laboratory teaching. This area also could be made secure because we have had some very expensive experience in teaching aids being used and misused by persons having access to them when they could not be kept in a secure location.

Room 80 Jackson Hall has 376 square feet. This area is reportedly used by Lab Medicine; but from our observation, there is seldom anyone in the laboratory. This would be our first choice.

Page 2

Dr. Paul J. Maupin  
January 29, 1974

Our second choice would be Room 86A-B-C in Jackson Hall, a square footage area of 318 square feet. This space would be adaptable; but because of the door setup, the maneuvering in and through this series of doors would be quite difficult. Likewise, it would disturb other persons in the adjacent area.

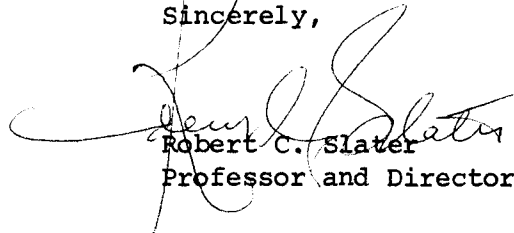
A third possibility could be Room 97 Jackson Hall, which I believe is currently assigned to Anatomy.

We trust, Dr. Maupin, that you can carefully consider this immediate request for much needed space in a very critical area of our teaching responsibility.

As to the long range projection, as Mr. Stroud indicated to you, this will be forwarded to you within a week to ten days.

We urge your careful consideration of this request, and I know Mr. Stroud will be more than willing to meet with you whenever necessary and give you any assistance that he can in further amplifying and clarifying these needs.

Sincerely,



Robert C. Slater  
Professor and Director

RCS:kn

*J. O. Miles  
Bldg Address  
Room 7*

MEDICAL SCHOOL

1360 MAYO MEMORIAL BUILDING • MINNEAPOLIS, MINNESOTA 55455

Office of the Dean

February 7, 1974

TO: Mr. Paul Maupin, Coordinator  
Health Sciences Planning

FROM: N. L. Gault, Jr., Dean Medical  
School *NLG*

During the past year it has become evident to me that the space occupied by the Office of the Dean on the 13th floor of the Mayo Bldg. has major shortcomings that severely handicap the effective operation of this office.

First, accessibility to this office by departmental faculty and staff is poor. The management responsibilities of the Dean's Office require a high volume of contact between Medical Administration staff and representatives of Medical School departments. This contact should be facilitated by the physical location of the Deans Office. Instead, the existing 13th floor location is a deterrent to essential contact and communication with the faculty and staff of the Medical School.

Secondly, excessive overcrowding of persons working in the Dean's Office has required a fragmentation of the Medical Administration staff. The section responsible for curriculum Administration has now moved to Centennial Hall. Remaining space is still overcrowded, especially for Student Affairs and Admissions, thereby limiting the ability of existing staff to perform effectively. Further, the limitation of existing space is prohibitive of increases in staff required to meet a sharply increasing work-load.



An ancillary problem related to the current location of this office is overcrowding on the Mayo Bldg. elevators, which could be alleviated if the Dean's Office was relocated. As noted above, a high volume of contact is required with departmental faculty and staff. The number of persons dealt with on a day-to-day basis is increased substantially when student contact by the section on Student Affairs and Admissions is taken into account, thus causing elevator congestion.

These several problems could be solved by changing the location of the Dean's Office from its present site to that of a first floor location in the Jackson-Owre-Millard complex when adequate space is vacated by the move of Dentistry to Bldg. A. Space required for the Office of the Dean is approximately 8066 square feet as described in more detail in the attachment (table 1) to this memorandum. Space now occupied by the Office of the Dean (Table 2) on the 13th floor of the Mayo Bldg. and in Centennial Hall would be released for other Medical School uses.

Should you need additional information concerning this request, we will be happy to provide it.

NLG/MH

cc: Dr. Lyle A. French  
Dr. Arnold Lazarow

Table 1

Medical Administration: Requested Space

	<u>Square Feet Required</u>
Office of the Dean	300
Secretary	170
Office of the Associate Dean	200
Secretary	90
Administration	
Ass't. Dean and Director	154
Ass't. Director (Facilities)	100
Sr. Admin. Officer (Personnel)	100
Sr. Admin. Officer (Finance)	100
Systems Analyst/Programmer	100
General Office	1500
Student Affairs and Admissions	
Associate Dean	200
Secretary	90
Ass't. Dean	154
Professional Staff (TBA)	154
Ass't. Dean	154
General Office	950
Curriculum Administration	
Ass't. Dean	154
Secretary	90
Office Manager/Prin. Sec.	90

Computer Programmer and A.V. Supervisor	105
Library/Study/Conference room	148
General Office	295
Office (s) for three phase coordinators	400
Evaluation Unit	
Curriculum Evaluators Office	100
Educ. Staff	200
Systems Analyst/Programmer	100
General Office	264
Continuing Education	
Director	154
General Office	250
General Office Space	
Conference Room (Sufficient to be devided)	600
Space for Xerox, Auto. Typewriters, collating, mailling, etc.	300
Storage/General Utility Space/Closets	<u>300</u>
Total	8066



Table 2

Medical Administration: Current Space

<u>I • Mayo Bldg. - 13th Floor</u>	<u>Square Feet</u>
<u>A. Offices - 13th Floor</u>	
1. 1342, 1342.1, 1342.2 (Finance, Contracts, Grants; Facilities	538
2. 1350, 1350.2, 1350.3 (Office of the Associate Dean; Continuing Medical Education)	516
3. 1360, 1360.4, 1360.5, 1360.8, 1360.9 (Office of the Dean; Ass't Dean for Administration and Associated staff)	1435
4. 1305, 1305.1, 1305.2 (Office of Associate Dean for Student Affairs and Admissions and associated staff)	<u>613</u>
Sub-Total	3102
<u>B. Other</u>	
1. 1306, 1340, 1342.3, 1344, 1350.5, 1360.11, 1373 (Storage, Closets	227
2. 1350.1 (Kitchen)	<u>46</u>
Sub-Total	273
<u>II. Centennial Hall -</u>	
1. 40, 42A, 42B, 42C, 42D, 42, 50 (Office of Assistant Dean for Curriculum Administration and Associated Staff)	969
2. 60, 61A, 59, 61, 64 (Curriculum evaluation),	<u>663</u>
Sub-Total	1632
Grand-Total	5007

J. W. M. 7

UNIVERSITY OF MINNESOTA  
School of Nursing

B. Redman  
March 29, 1974

Building Plans

Long Range Projections (1975-85)

Long range goals of the School, which were influenced by the Regent's Mission Statement, produce needs for space that are quite different in scope and character from those of the past. Those changes and their implications for space are outlined below:

Changes

1. Appointment of clinical faculty, most of whom will have a primary affiliation with a health care agency. These people are crucial to the link between the School and the Community, including the community of practitioners.
2. The School is now doing a considerable amount of demonstration project work as part of its instructional mission and of its service mission to other schools.
3. There will be increasing numbers of learners, participating in both continuing education and degree credit offerings, who will study independently in other geographic areas and come to the Mpls. campus for concentrated instruction. This kind of model is essential to serving the learners and to goals of upgrading preparation of health care workers in all parts of the state and region. For example, the following instructional programs might well be offered on a rotating bases if only using the independent study - on campus intensive experience.

Space Implications

1. There are likely to be at one time, 25 clinical faculty active in the School's instructional program. Since their appointment requires commitment to participate in School programs of teaching, service and research, they will need to have limited office space on campus (13 double offices)
2. It is likely that at any one time there will be three - four such projects going on, requiring office space for an additional 15 persons;<sup>3</sup> work rooms to be used for instructional material development, simulated clinical testing, and conference room.
3. In addition to extra demands made on classroom and learning lab space, carrel<sup>(50)</sup>, small group<sup>(8)</sup>, and lounge space is essential to optimizing these students' time on campus. The space will be used continuously, through careful scheduling of offerings.

\*"Health Sciences Mission Statement and Proposed Structural and governance", July, 1970

model:

- Intensive preparation to be a faculty member in a school of nursing
- Preparation and update for role of nursing school administration
- Think Tank for Nursing Leaders
- Preparation and update for clinical nursing roles such as the following:
  - nurse midwifery
  - respiratory nurse clinician
  - CCU clinician
  - nurse perinatologist
- Portions of baccalaureate or masters preparation in which intensive on-campus experience is desirable.

4. Because of the expansion of the nursing role and the number of tools which nurses now need to learn, the old "nursing arts lab" concept has to be completely rethought. It is essential to provide space for learner practice and for testing in simulated clinical situations. This space has to serve not only degree-bound students but also many more continuing education students who need to learn these skills for the first time or for update.

4. Labs should be organized by the type of nursing function and all equipped with TV
- A. 1 Critical care lab
  - B. 2 Intermediate Care Labs
  - C. 2 helping relationship labs for observing, assessing and intervening with groups of patients.
  - D. Lab space with 25 individual spaces for observation, assessment and intervention with individual patients.
  - E. 1 lab for all kinds of assessment and intervention with children
- A central learning center is crucial for viewing of instructional materials and immediate practice. This does not replace use of the Learning Center in B-C.

5.

5. Service to Community Center.  
Often, health care agencies wish to receive consultation from the School and if the request meets the goals of the School as well, projects will be accepted.

Space

Office space for 4 individuals,  
2 conference rooms for  
10 people each.

Adult Health Assessment Lab	Intermediate Care Labs	Critical Care Lab
H-R Group Labs	Learning Center	Children Lab
	Individual Labs	H-R

Enrollment Projections

	1977	1978	1980	1982	1985
Enrolled on Minneapolis Campus					
Undergraduate program	450	450	450	450	450
Graduate program	100	120	150	200	220
Total	550	570	600	650	670
<hr/>					
Continuing Education students on campus some of the time	100	200	200	200	200
Degree-bound students in off-campus centers returning to campus for concentrated experiences	50	100	150	75	75
Total	150	300	350	275	275

BASIC SCIENCES REMODELING INFORMATION

From John Scott 3-18-74

Project Cost	\$3,500,000
Construction Cost	\$2,300,000
Cost per Sq. Ft.	\$85.00
Total Sq. Ft.	27,000

Schedule:

Schematics	May 1974 (2 months)
Design Development	July 1974 (3 months)
Construction Doc.	October 1974 (6 months)
Review	April 1975 (1 month)
Bids	May 1975 (1 month)
Review & Award Bids	June 1975 (1 month)
Start Construction	July 1975 (12 months)
Complete Construction	July 1975

Above schedule is based on receipt of funds in July 1975. Schedule will be moved either backwards or forwards if funds are not received in July 1975.

Owe Jackson Millard 5



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Engineering and Construction Division  
Physical Planning Office  
26 Folwell Hall  
Minneapolis, Minnesota 55455

January 28, 1974

RECEIVED

TO: Paul Maupin  
FROM: E. B. Merz  
RE: Jackson Hall Chiller Plant

JAN 31 1974  
UNIV. OF MINN.  
PHYSICAL SCIENCE  
PLANNING OFFICE

Based on information received from Roger Johnson during a meeting on January 23, 1974, concerning Dr. Goldberg's proposed facility on the fourth floor of Jackson Hall, and subsequent conversations with Roger Johnson and Roland Johnson (Meyer, Borgman and Johnson, Inc., Structural Engineers) today, there appears to be no immediate structural problem related to the proposed future chiller plant and Dr. Goldberg's area.

Referring to the attached sketch prepared by Roland Johnson:

1. Existing Columns A-15, A-17, A-18, A-20, A-22, C-18, C-22, E-18 and E-22 will have to be extended to above the existing roof deck.
2. Columns C-18, C-22, E-18 and E-22 will have to be reinforced between the second and third floors.
3. All horizontal structural members shown will be installed above the existing roof.
4. The existing roof deck between column lines 20 and 22 south of Line E can handle a 140 lb. live load (provided by the 2-12" beams installed for "future" cooling tower).

Roland Johnson feels that the extension of the required columns can be accomplished without disturbing the area below.

In your reply of January 22nd to my "panic" memo of January 9th, you request a minimum engineering cost figure for the preliminary engineering work I outlined. The above information seems to reduce the urgency of this work. However, in the interest of orderly planning, it should be done, but in conjunction with necessary electrical service improvements.

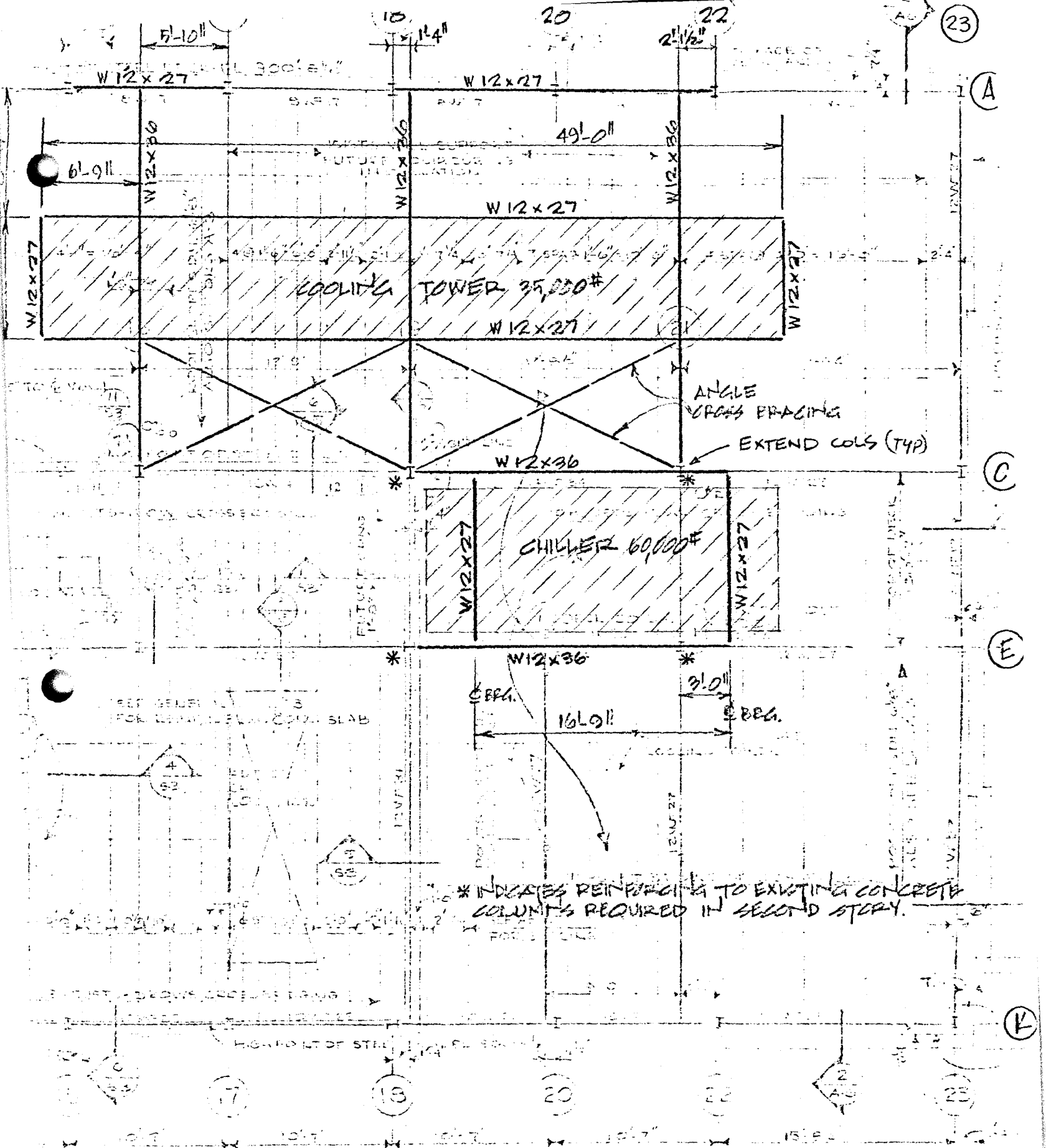
With this in mind, could Dave, Paul and I meet with you, at your convenience, in order to establish what has to be accomplished at the present time?

EBM:mj  
Dictated 1/25/74

cc: Paul Kopietz  
Dave Kerkow

*Handwritten notes and signatures at the bottom of the page, including names like 'Kopietz' and 'Kerkow'.*





\* INDICATES REINFORCING TO EXISTING CONCRETE COLUMNS REQUIRED IN SECOND STORY.

**NOTE:**  
 ESTABLISH SUPPORT BEAMS ABOVE EXISTING ROOF STRUCTURE.

... OF BEAMS SUPPORTING ROOF JOINTS TO BE...  
 ... OF BEAMS TO SUPPORT ROOF JOINTS TO BE...  
 ... OF BEAMS TO SUPPORT ROOF JOINTS TO BE...

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Microbiology  
Medical School  
1060 Mayo Memorial, Box 196  
Minneapolis, Minnesota 55455

*Hold*

RECEIVED

March 1, 1974

To: Paul J. Maupin, Chairman  
Owre-Jackson-Millard Building Advisory Committee

From: Dennis W. Watson

This will confirm our conversation today in which we discussed the mission of the above committee. When the renovation of basic science departments' space is considered, the needs of the Department of Microbiology should be included in any budgetary considerations. This would include renovation and rehabilitation of the 14th and 15th floors of Mayo.

*D.W.W.*  
D.W.W.

DWW:p

CC: Dr. Lazarow  
Dean Gault



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Physiology  
Medical School  
424 Millard Hall  
Minneapolis, Minnesota 55455

April 4, 1974

RECEIVED  
APR 4 1974  
UNIVERSITY OF MINNESOTA  
TWIN CITIES  
HEALTH SCIENCES DEPARTMENT

Mr. Paul J. Maupin, Coordinator  
Health Sciences Planning  
4104 Powell Hall

Dear Mr. Maupin:

Dr. Lazarow informs me that you need a statement from each basic science department as to the intended use and justification thereof for the expansion space they were allotted by the Health Sciences Planning Committee in 1968. I am sure you are aware that the need for this expansion was voluminously documented by extensive studies in 1966 to 1968, all of which are a matter of record. If anything, our needs have increased since that time as a consequence of a greater rise in student population than was then anticipated.

The Planning Committee allotted the Department of Physiology a 1973 space of 46,406 sq. ft., an increase of 14,128 over our 1966 allotment of 32,278. This will be utilized as follows:

8,137 sq. ft. in Bldg. A for student (primarily undergraduate) teaching laboratories and support facilities.

5,991 sq. ft. in Owre-Millard-Jackson divided as follows:

Faculty offices and research laboratories (4 x 1,000)	4,000
Computer and data processing	400
Instrument and electronic shop	400
Constant environment rooms	300
Photographic dark room	150
Departmental equipment storage	500
Departmental office expansion	240

The justification for the 8,137 sq. ft. in Bldg. A seems self-evident. This includes 6 laboratories equipped to handle 12 to 24 students each (depending upon nature of the experiment), a stockroom and preparation area, a general instrument room, and one-half of a demonstration room shared with the Department of Pharmacology. These facilities have been in use since January 1, 1974. Last quarter they were used by 846 students enrolled in 5 different courses, including students from dentistry, pharmacy, nursing, physical and occupational therapy, home economics and liberal arts. This quarter, among others, there will be 240 freshman medical students.

The justification for each parcel of the space in Owre-Millard-Jackson is:

Faculty offices and labs - In 1966, 18 full-time and part-time professors were housed in the department. Today there are 23 faculty members and we anticipate the addition of another person in the coming year.

Mr. Paul J. Maupin

Page 2

April 4, 1974

Computer and data processing - At the present time this kind of equipment is scattered in cramped and inappropriate quarters (intermingled with wet lab experiments). They should be brought together into a central, carefully supervised area.

Instrument and electronic shop - The present space is quite inadequate, hopelessly overcrowded with equipment and supplies, leaving minimal working bench and floor space, and requiring intermingling of "clean" and "dirty" procedures.

Constant environment room - Many experiments of a physiological nature require maintenance of a constant temperature, and occasionally, relative humidity. At present, we have only one room which permits temperature control in the 20-25°C range and at least one research project is being held up because of this deficiency.

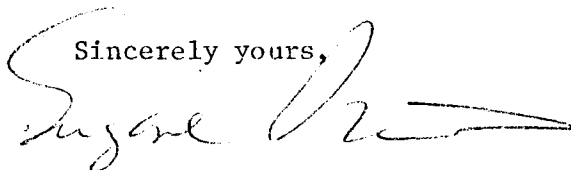
Photographic dark room - Several ongoing projects require rapid, specialized processing of photographic film and emulsions. We have never had adequate facilities for this purpose.

Departmental equipment storage - A centralized, readily available equipment storage would permit much more efficient use of research laboratory space now occupied by various large pieces of portable equipment. Off campus storage space is unsatisfactory for this particular kind of equipment since it must be immediately available at all times and is, for the most part, vulnerable to damage if transported by anyone other than the responsible investigator.

Departmental office expansion - Present facilities are overcrowded.

I trust that the above will be sufficient for your purposes. If not, please let me know. In concluding, I might point out that in the 1966-8 considerations, a general figure, obtained from the USPHS for basic medical science departmental space, was used. (See "Future Planning for the Health Sciences", Part III, February, 1967.) This was 2,380 sq. ft. per faculty position and included all space - research and teaching. For our present 23 positions this totals 54,740, 20% more than our allotment.

Sincerely yours,



Eugene Grim  
Professor and Head

EG/nb

9

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Biochemistry  
Medical School  
227 Millard Hall  
Minneapolis, Minnesota 55455

April 10, 1974

RECEIVED

APR 15 1974

UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE

Mr. Paul J. Maupin  
Coordinator  
Health Sciences Planning  
4104 Powell Hall  
Minneapolis Campus

Dear Mr. Maupin:

You requested me, through Dr. Robertson, to prepare by April 12 a re-justification of the needs of space for the Department of Biochemistry. This justification and details of space utilization were prepared in 1967-68. You informed me by telephone that it was desirable to re-review all of these materials.

In preparation of the new review of the needs of the department, I have had the help of Drs. Wold, Singer, and Wetlaufer, and the figures for categories of space utilization are those that were developed by these three senior members of the department.

I attach to this letter the original manuscript of our up-to-date statement of space needs and justification thereof.

Yours sincerely,



W. D. Armstrong  
Professor and Head

WDA/1k

Enclosure

cc: Dr. N. L. Gault  
Dr. Finn Wold  
Dr. Leon Singer  
Dr. Donald Wetlaufer

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Laboratory Medicine and Pathology  
Medical School  
Box 198 Mayo Memorial Building  
Minneapolis, Minnesota 55455  
(612) 373-8623

RECEIVED  
APR 10 1974  
UNIV. OF MINN.  
HEALTH SCIENCES  
PLANNING OFFICE

April 10, 1974

TO: Mr. Paul Maupin, Chairman, Jackson-Millard-Owre-Lyon  
Space Committee

FROM: Drs. David M. Brown and Ellis S. Benson, Department of  
Laboratory Medicine and Pathology

RE: Space Utilization in Jackson-Owre regarding the Department  
of Laboratory Medicine and Pathology

Faculty currently housed within Jackson Hall include Drs. R. Estensen, L. Wattenberg, R. Hebbel, E. Yunis, H. Balfour, J. Kersey, F. Halberg, A. Templeton, R. Scott, B. Burke and W. Runge.

Further, space assignments in addition to continuation of existing utilization of the fourth floor Jackson Hall will be:

1. Basement rooms 64A, B and C for animal research. First floor rooms 175, 178, 181, 188A, 188, 192, 193, 196, 196A, 197, 198, 199 for Surgical Pathology service laboratories and departmental offices to include histology, cytology, tissue culture, specimen storage, clerical support, etc., and surgical pathology and teaching facilities. All existing utilization of Department but in large part with improved and modified function.
2. Owre Laboratories rooms 361, 361A, 362A-F, 370, 373, 375A-H, 380, 380A for chronobiology laboratories - all existing utilization.
3. Owre Hall rooms 401, 401A, 402, 405, 435, 436, 438, 439, 442, 444, 445, 446, 450, 452, 453, 454, 456, 466, 462, 464, 465, 466 to house research activities of Drs. Juan Rosai, Gerald Levine and Louis Dehner, who are new faculty who will join us as of July 1, 1974, the Stone Professor of Experimental Pathology (the recruitment process has been activated), and for Dr. Patrick Manning, who will be in charge of Veterinary Medicine for the Health Sciences and who is an active and productive experimental pathologist. Furthermore, space must be provided for Dr. Ronald Barnett, who will be joining the faculty in the Department as an Associate Professor with a joint appointment in the Department of Chemistry. He

will be a very active participant in the membrane research group headed by Dr. Nelson Goldberg. His areas of service responsibility will be Clinical Chemistry and Immunology. On the basis of an assignment of approximately 900 sq. ft. of laboratory space per fulltime faculty member, these faculty will require and profitably utilize the space included within the areas listed.

We would be eager to give you further designation of tentative assignments of these areas.

Thank you for your consideration.

DMB:cj

## STATEMENT OF NEEDS AND PLANS FOR EXPANSION OF SPACE FOR THE DEPARTMENT OF BIOCHEMISTRY

The needs of the department for expanded space were carefully studied and documented in 1967-68 by the departmental faculty and these detailed projections of space utilization were reviewed by a Design Coordinating Committee of high level University administrators.

This presentation, prepared in April 1974, is the result of the re-evaluation of the needs of the department by the Department Head and a faculty committee in order to give application to the added experience that has accrued over the last 5-6 years and to our better ability now to make projections of the needs of the department for its future roles in the Medical School and the University.

### Function of the Department:

To train students in biochemistry and to conduct research in varied facets of this field. Students with professional objectives (medical, dental, nursing, medical technology, dental hygiene, etc.) are given courses which provide, at different levels, comprehension of the chemical and physical aspects of life-processes and which are adjusted in content and coverage to the special career objectives of each group.

Graduate students are trained to the Master's degree and Doctorate levels by advanced didactic courses, advanced laboratory work and by individual research experiences which are required to be contributions to biochemical knowledge.

The research field of each faculty member is self-chosen and generally differs in direction from that of all other department staff members.

### Activities of the Department:

Separate professional courses are provided to students of medicine, dentistry, nursing, and medical technology. Other students (e.g., CLA, IT, etc.) elect some of these courses. Additionally, separate introductory courses are provided to beginning graduate students (Ph.D. candidates). These students also take advanced departmental courses, one of which provides high level training in laboratory work with modern and intricate procedures as a preparation for individual research work. Two weekly seminars are given. The staff members, in addition to their assigned teaching duties, conduct extensive research programs, advise graduate students and participate in consultation and collaborative work with members of other basic science departments, and the clinical staffs of the Medical and Dental Schools.

### Summary of Categories of Space Projections

Total space of all planned functions: 45,340 sq. ft.

Owing to the fact that a considerable portion of the incremental space over that now used by the department (31,972 sq. ft.) is to be provided by re-modeling in existing buildings, it is to be realized that the final result may produce less than 45,340 sq. ft. net of total usable space for the department.



- A. Teaching Laboratory Space (already provided in Unit A): 8,325 sq. ft.
- B. Fixed General Functions (administration, communication, auxilliary functions):
- |  |       |
|--|-------|
| 1. Administration and associated functions                   | 1,500 |
| 2. Conference rooms, reading rooms, graduate assistant rooms | 1,500 |
| 3. Storage room for departmental equipment & supplies        | 800   |
|  | 3,800 |

C. Faculty and Staff Offices:

Allocated at 250 sq. ft. per faculty member for himself, assistants, and graduate students.

For 16 faculty members - 4,000 sq. ft. total

For 20 faculty members - 5,000 sq. ft. total

D. Faculty Research and Graduate Research Training:

(Total category: 29,215 sq. ft. 16 faculty members or 28,215 sq. ft. for 20 faculty members.)

1. Auxillary, common and shared space related to research

a. Animal housing and care facilities - 2,100 sq. ft.  
(Present animal facilities 1,200 sq. ft.)

b. Microbial preparation room 400 sq. ft.

c. Tissue preparation and handling room 500 sq. ft.

d. Constant temperature and/or deep-freeze rooms for general faculty and staff use. Allocated at 100 sq. ft. per faculty member

For 16 faculty members - 1600 sq. ft. total

For 20 faculty members - 2000 sq. ft. total

e. Room (or rooms) for specialized biochemical instruments for general use of faculty and staff. Allocated at 100 sq. ft. per faculty member.

For 16 faculty members - 1600 sq ft. total

For 20 faculty members - 2000 sq. ft. total

2. Individual Faculty Research and Research Training Laboratories:

The available assigned departmental space after subtraction of space allocations in categories A, B, C, and D1 is: 23,015 sq. ft. with 16 faculty members of 21,215 sq. ft. if the faculty number is 20. These areas would allow the average individual faculty research laboratory to be:

1438 sq. ft. for 16 faculty members, or 1060 sq. ft. for 20 faculty members.

Notes and Comments

1. Department Faculty Size. With the stated goal of the Medical School to encourage strong emphasis in research and research training in biochemistry, as well as in other basic sciences, and with the growing enrollments of undergraduate and graduate students in the Medical and Dental Schools an addition of 3-4 faculty members in biochemistry is planned for the immediate future. Therefore, provision for 16 faculty members as a minimum is planned.

This faculty number could well increase to 20 in the next decade as was projected in 1967-68 in the long-range planning for the Health Sciences. Separate figures have been included to show the effects of providing faculty space utilization within that available for a faculty body of 16 and 20 members.

2. Teaching Area in Unit A. These facilities are delightfully adequate for the immediate future and probably also for the long-range future. No change either of expansion or contraction is contemplated.

This teaching area for Biochemistry consists of 4 laboratory units, ranging in area from 1,421 sq. ft. to 1,980 sq. ft., and associated service function rooms.

These teaching laboratories are utilized for the instruction of medical, dental and graduate students. The Medical class now has 239 members and the course for these students also incorporates 20-25 graduate students mainly from other departments. There is a strong likelihood that the entering medical class will be increased by 15 in 1978. The entering Dental class will be 150 in the fall of 1974 and no further increments are planned.

Each entering graduate student in Biochemistry takes a specialized laboratory course in biochemical methods to prepare him for more advanced work. We also admit selected graduate students from other departments to this course and, with our improved and enlarged new facilities, we will be able to admit a larger number of such students. At the present time 15 students are receiving the specialized instruction in advanced laboratory methods and we expect this number to increase to about 25 in the next two years.

One of the four teaching laboratory units is shared space since it is utilized for the instruction of students in Laboratory Medicine in the spring and winter quarters and this arrangement will continue.

3. Fixed General Functions. (Item B, above)

- a. Administration: Current space is 1,157 sq. ft. Expansion is needed to provide for additional room for secretaries; University related files pertaining to department affairs and grant fiscal matters; and, facilities for duplication of instructional and other written materials.

- b. Conference and Communication: The current space (510 sq. ft.) in this category is insufficient, and more space is needed as follows:

Small conference rooms for tutorial teaching, research conferences journal clubs, examinations, and, very importantly, for use by visiting or consulting scientists and professors. (600 sq. ft.)

Reading room, large conference room (current 360 sq. ft.) for journals, staff meetings, etc. (500 sq. ft.)

Teaching assistants office(s) (paper grading) study room(s), graduate student meeting room(s) (400 sq. ft.)

- c. Storage Facilities: To preserve and make readily accessible research equipment, teaching tools, instructional material and equipment which is used intermittently. Also to be used as a store room for seldom used chemicals and supplies. We feel that this facility will significantly improve the efficiency of utilization of departmental resources.

4. Faculty and Staff Offices: (Item C, above).

These offices serve a broad range of educational functions such as study and preparation for classes, counseling of undergraduate and graduate students, preparation of educational materials, planning of research, evaluation of research results, etc.

The allocation of 250 sq. ft. per faculty member gives allowance also for desk and office space for the immediate staff and associates of the faculty member. On an average the faculty member's office would be 100 sq. ft. and 150 sq. ft. would be used for desk and office space for the staff member's assistants, associates, and graduate students.

5. Research and Research Training Space: The space allotment to each staff member is very difficult to document in terms that carry conviction beyond the sphere of professional research biochemists. We are assuming that the average research group headed by a faculty member will operate with the senior staff member, 3 full-time research associates and two to four graduate students. Considering the many possible future directions in which research training may develop (for example, expansion of the formal involvement with combined degree programs, research training of professional students and interns, formal training of technical personnel at the MS level) this number of students and associates is probably too conservative, especially in the graduate student category.

In some universities space is allotted according to elaborate formulas. That used at the University of Illinois would estimate a need of total facilities for each staff member at 2,735 sq. ft. for the size group mentioned above. Other universities have apparently developed a more arbitrary method of assignment of faculty areas based on experience and optimal function which leads to a rather uniform allotment of about 2,500 sq. ft. per staff member (data for 10 major universities across the country: range from about 2,000

sq. ft. to 4,000 sq. ft.). We do not wish to claim that these numbers are absolute; they are however, quite a bit higher than our allotments of staff space for all functions (office, shared research space and individual laboratory of 1,700-2,100 sq. ft. and it is quite possible that our projections for staff space are too conservative.

A major argument for quoting research space in other institutions is derived from the fact that we do compete with the others for the best students and postdoctoral fellows, and that the relative quality of research facilities enter into the applicant's considerations. The same obviously applies to the recruitment of staff, a point of imminent concern at the University of Minnesota.

Some comments and explanations in respect to the bases for space allocations for the various divisions of space in this category of Research and Research Training Laboratories are:

a. Animal Facilities: The present space of 1,200 sq. ft. needs enlargement to 2,100 sq. ft. to provide, in part, for cage washing equipment. Furthermore, biochemical research is moving in the direction of whole animal work and provision should be made for this expansion.

The animal quarters are also used to house experimental animals for use in the student laboratory work.

b. Microbial Preparation Room: A considerable amount of modern biochemical research is carried out with whole microorganisms as well as with proteins, nucleic acids, enzymes, organelles, and membranes derived from them. This work requires the facilities to prepare media to grow and harvest large amounts of pure strain microorganisms. Among the items of equipment needed are a large autoclave (which requires isolation because of the heat), and equipment to grow cultures of the organisms in bulk.

c. Tissue Preparation and Handling Room: This is an existing facility and is used for the manipulations of large volumes of tissues for separation of tissue components and fractions and houses special equipment for this work. This room, and the adjacent cold-room, need to be closely situated to the microbial preparation room.

d. Cold room Facilities: The 100 sq. ft. allotment per staff member is somewhat larger than that currently available, but present facilities are insufficient, particularly because of arrangements and location of the present cold-rooms. However, including freezer rooms and other constant temperature rooms which may be needed, this estimate appears to be a reasonable figure.

e. Space for shared use of bulky and expensive instruments (100 sq. ft. per faculty member):

We envisage this as a minimum beginning toward exploring better integration of research facilities and research interactions. Without final plans for remodeling and specific assignment of space, it is impossible to predict whether this facility should be a single, large area serving the entire department,

or whether it should be smaller units, each serving 3-4 research groups with similar requirements. As a start this area could house common facilities such as dishwashing, media and reagent preparation (balances), chromatography; radioisotope handling and measurements, lyophilization, centrifugation, computers and calculators, dry ice and ice machines, etc.

e. Individual Faculty Laboratories: Because of the growing need to employ special equipment and apparatus involved in biochemical separations and analyses it is probable that each laboratory, an average, devotes about 400 sq. ft. to these purposes. The remainder of the faculty research space can be employed for general laboratory purposes, which will vary in specifics from laboratory to laboratory.

Thus, by subtraction of 400 sq. ft. for housing instruments and equipment, the remaining clear area for other research activities in the individual faculty laboratories becomes 700 to 1,000 sq. ft. according to whether the faculty number is 16 or 20.

f. General Remarks.

It is recommended that the total projected space for biochemistry should not at present be considered adequate for more than 16 faculty members. It is possible that the remodeling may greatly improve the efficiency of space utilization, but until this is established, the above estimates based on 16 faculty members are considered minimal for work in modern biochemistry.

It is consequently recommended that at least some of the non-allocated space in the Millard-Owre area be kept in reserve for further basic science expansion, until remodeling and future department size have been established.

April 8, 1974



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Pharmacology  
Medical School  
105 Millard Hall  
Minneapolis, Minnesota 55455  
(612) 373-3085

April 11, 1974

RECEIVED  
APR 11 1974  
UNIV. OF MINN.  
HEALTH SCIENCES  
PLANNING OFFICE

Paul J. Maupin  
Coordinator, Health  
Sciences Planning  
4104 Powell Hall  
University of Minnesota  
Minneapolis, Minnesota 55455

Dear Mr. Maupin:

In late 1968 and 1969 we were asked to project our space requirements for 1973 and 1977 basing our needs primarily on enrollment increases in medical, dental, pharmacy and nursing schools. Also taken into consideration was the need for additional teaching laboratories in line with the envisioned changes in the medical curriculum.

Since 1969, there has been a 59% increase in the number of medical, dental, pharmacy and nursing students taught by the Department of Pharmacology. In preparing the Health Sciences Development Program Grant application to the National Institutes of Health in 1969, a 35% increase was anticipated for the above students. This 35% figure was also the basis for our 1969 space request of 57,097 sq. ft., which was later reduced to 38,841 sq. ft. upon the recommendation of the committee dealing with space allocation for the basic sciences and the TAC architects.

In consideration of the increased teaching responsibilities for the above mentioned students as well as our own graduate and post graduate students, our department, since 1968, has had to accomodate five additional faculty. This increase in faculty was accompanied by a corresponding increase in space adequate for only one staff member. By increasing our present facilities, as a minimum, to the previously recommended 38,841 sq. ft., we will alleviate the overcrowding experienced over the past several years. In addition, our expansion should also provide the necessary increase in research space to enable the recruitment of one or two additional faculty.

Sincerely,

F. E. Shideman, Ph.D., M.D.  
Head, Department of Pharmacology

jr

Space Utilization

Department of Anatomy

12 April, 1974

Space Utilization  
Department of Anatomy

	<u>Present</u>	<u>Future</u>
<b>Teaching related:</b>		
<u>Direct</u>		
Gross	9,875 (27.1%)	9,875 (19.2%)
Microscopic	2,125 (5.8%)	5,750 (11.2%)
<u>Support Facilities</u>	2,400 (6.6%)	3,825 (7.4%)
<u>Graduate Education</u>	2,250 (6.1%)	3,300 (6.4%)
<u>Phase A Curriculum Coordinator</u>	675 (1.8%)	750 (1.5%)
	<u>17,325 (47.4%)</u>	<u>23,500 (45.7%)</u>
<b>Faculty-Staff:</b>		
<u>Office-Lab Facilities</u>	9,900 (27.1%)	14,750 (28.6%)
<u>Centralized Facilities</u>	6,350 (17.4%)	7,800 (15.1%)
	<u>16,250 (44.5%)</u>	<u>22,550 (43.7%)</u>
<b>Administration:</b>	775 (2.1%)	1,350 (2.6%)
<b>General Departmental:</b>	2,150 (5.9%)	3,000 (5.8%)
<b>Literature Retrieval:</b>	Relocated	1,100 (2.1%)
	<u>36,500 (99.9%)</u>	<u>51,500 (99.9%)</u>



Students Use of Teaching Labs(Student Hours)

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
<u>Gross Anatomy Labs</u>			
Medical Gross	22,050 (245)	14,700 (245)	
Dental Gross		12,600 (140)	12,600 (140)
Occupational-Physical Therapy	3,000 ( 50)		
Paramedical	12,000 (400)		9,000 (300)
Phy. Ed. Anatomy			5,400 ( 90)
	<hr/>	<hr/>	<hr/>
	37,050	27,300	27,000
<u>Microscopic Anatomy Labs</u>			
Medical Histology	8,250 (275)	7,800 (260)	
Dental Histology	12,600 (140)		
Medical Neuroanatomy			4,900 (145)
Dental Neuroanatomy			5,200 (140)
Hematology	8,000 (200)	1,200 ( 40)	
	<hr/>	<hr/>	<hr/>
	28,850	9,000	10,100

Table 3

Department of AnatomyStaff

	<u>1967</u>	(Initiation of HSEP)	<u>Current</u>	<u>Projected (July 1, 1974)</u>
Professors	5		6	6
Associate Professors	4		4 (1 pt.)*	6
Assistant Professors	3		10 (5 pt.)*	10 (5 pt.)*
Instructors	3 (1 pt.)*		3	5
Research Associates			2	2
Research Fellows			<u>2</u>	<u>1</u>
<b>TOTAL FACULTY:</b>		<b>15 (1 pt.)</b>	<b>27 (6 pt.)</b>	<b>30 (5 pt.)</b>
<hr/>				
Graduate Students in Anatomy	17		22	26
<hr/>				
Students in Courses taught by Anatomy:				
Medical Students	165		239	239
Dental Students	130		145	150
Paramedical Students	<u>500</u>		<u>790</u>	<u>820</u>
<b>TOTAL STUDENTS:</b>	<b>795</b>		<b>1,174</b>	<b>1,209</b>

\* Includes full-time and part-time faculty members; the number of part-time faculty given in parentheses.

## I. Teaching Facilities

- A. The number of medical, dental, and paramedical students taught by Anatomy have markedly increased since 1967. (See Table #3)  
Teaching laboratories, combined demonstration and small-group classrooms directly associated with the laboratories.

### 1. Gross Anatomy

Following the expansion of these facilities in Fall '71 and '73, the Gross Anatomy labs are now adequate but the laboratories displaced must be accommodated in the Jackson-Owre addition.

### 2. Microscopic anatomy (Medical and Dental Histology and Neuroanatomy; Hematology).

The current microscopic anatomy labs are totally inadequate in light of the increase in the class sizes in both Medical and Dental Schools, and lack the requisite ancillary facilities.

Microscopic anatomy labs are being relocated in the basement level of Jackson-Owre and Owre Halls. These expanded facilities will provide the department with enough space to accommodate the larger classes, and will also provide sorely needed demonstration and small-group classrooms. The latter facilities are totally lacking at present.

3,625 sq. ft. of new space has been allocated for this purpose.

## B. Teaching laboratory support facilities

### 1. Gross Anatomy

600 sq. ft. of new space for cadaver storage is needed. Present facilities are incapable of holding the number of bequests currently received during the year. If we are to maintain the quality of Medical and Dental education in the field of gross anatomy; and are to continue expanding the services offered to Phase D and resident training, the bodies, and the space required for this storage, is an essential item.

### 2. Microscopic anatomy

825 sq. ft. of new space has been designated for additional support facilities, to include enlarged (and consolidated) histological prep rooms, slide and microscope storage facilities for both Histology and Neuroanatomy, storage for Histology, Neuroanatomy, and Embryology demonstration materials, and microscope maintenance facilities.

### C. Graduate student facilities

The housing of graduate students, and provision of adequate work area is a continual problem. Currently, graduate students, after their first year, have no designated office or lab area around which to center their activities. Subsequently, they are usually quartered in their advisor's research lab, thereby contributing further to already crowded conditions. For this reason, an area to house graduate students is essential. These quarters will provide the students with an office-lab area in which many of their routine activities can be carried out.

1,050 sq. ft. of additional space has been allocated for this purpose.

### D. Phase A curriculum coordinator

At present, the coordinator is located in an office-research lab unit which is poorly designed for his particular needs, and is an inefficient use of space. This office is to be relocated in quarters which are more amenable to the functions required of them. They are to be expanded slightly (75 sq. ft.).

## II. Staff quarters

### A. Office-laboratory facilities

Staff members, if they are to function in their educational and research endeavors, must have adequate office and laboratory facilities. This is particularly important once on-going research programs have been established, and when graduate students are accepted as advisees. At present, the facilities available to all levels of staff are woefully inadequate and overcrowded, to the point where some staff members have had to be quartered outside of the department. From the nature of the research carried out, the Anatomy Department would like to provide each senior member of the staff with 1000 sq. ft. of space for his office, technicians, graduate students, and related activities. Each junior staff member should receive 600 sq. ft. of area for similar purposes. Many of the new medical schools constructed under NIH matching funding programs have provided these areas for their staff. The areas available for this purpose to the present senior and junior staff, are, respectively, 570 and 342 sq. ft. It must be pointed out that most of these units house one or more graduate students, thereby reducing the area actually available to the staff member. Additional staff will be coming into the department at the beginning of the next fiscal year, compounding the existing problems of space.

The space available to all staff members at present is approximately the same area available in 1967. Since that time additional staff and graduate students have entered the department (See table #3).

To alleviate the current overcrowding, 4,850 sq. ft. of new space has been designated for staff office-lab facilities. This additional area, plus the increase in graduate student facilities, will ease the situation considerably, making available to senior and junior staff members (present and projected), office-research areas of 740 and 440 sq. ft., respectively.

#### B. Centralized research facilities

This includes animal quarters, electron microscope labs and their associated facilities, tissue and organ culture labs, instrumentation rooms, and isotope labs. These facilities are heavily used by staff and graduate students alike, forming basic functional components of many of the on-going research programs within the department.

An additional 1,450 sq. ft. of space has been allocated for expansion of some of the more urgently needed centralized facilities. Specifically, these are enlarged animal quarters, and expansion of present tissue and organ culture facilities.

### III. Administration

An additional 575 sq. ft. has been allotted to the departmental administrative offices to:

1. Provide adequate filing and storage
2. Separate the departmental office from high-noise level equipment.
3. Expand the clerical workroom area
4. Reduce general overcrowding

### IV. General departmental functions and services

This category includes the departmental library-seminar room, the electronic shop, the photography unit, and general storage.

850 sq. ft. of additional space has been designated for this item, centering around:

1. Re-establishment of the electronics workshop. This facility was displaced from its previous quarters by the necessity to expand the Gross Anatomy laboratories, and has not been relocated. This unit is essential to the maintenance of research and audio-visual equipment.
2. Expansion of the photography unit. This facility, which provides service for the entire department, is presently limited in the scope and quantity of output by the physical limitations placed upon it.

## V. Literature Retrieval Project

This unit, which has been an on-going research project within the department for several years, was displaced from its quarters by the Gross Anatomy lab expansion. It has been relocated on third floor Jackson-Owre (1100 sq. ft.).

JACKSON-OWRE-MILLARD BUILDING ADVISORY COMMITTEE

DATE: April 24, 1974

PLACE: 4112 Powell Hall

MEMBERS PRESENT: Mr. Maupin- Chairman; Ms. Dunning; Mr. Jones; Dr. DiGangi;  
Dr. Lazarow; Mr. Singer; Dr. Trapold.

MEMBERS ABSENT: Dr. Jensen; Dr. Mulhausen.

VISITORS PRESENT: Ms. Lewis.

\* The first item on the agenda was the Basic Science Space Request and Proposal. After discussion of the proposal it was agreed by the committee in attendance that it should be accepted with the following understanding. Dr. Lazarow assured Mr. Singer that the two classrooms in the basement of Owre (111 & 113) would not be lost for general use. The committee commended Dr. Lazarow on the proposal stating that a lot of thought and changes had been incorporated into it since the original 1967 proposal. Dr. Lazarow said the unassigned space on floor 5 will be used as interim space but could be justified for Basic Sciences after completion of B/C.

The second (Medical School Dean's Office Request) and fourth (Hospital Ophthalmology Clinic Request) items were discussed together. Mr. Jones feels that the Medical School request is based on location whereas the Ophthalmology request comes from increased space needs due to patient load increase. Mr. Singer suggested that the Medical School request could possibly be delayed until the completion of B/C (suggested timetable: B/C early contract excavation August 1, 1974, with phase constructing to completion in December 1976) using that intended space for the Ophthalmology Clinic until then. Mr. Jones said Station 12 could be used as a clinic satellite for hospital inpatients due to difficulty in transporting them through the 3rd floor connector between Owre and Mayo. The committee agreed more detailed information is needed and that a meeting should be set up with Mr. Jones, Dean Gault, Dr. Trapold and Mr. Maupin to hear the issues and make the decision. The committee will be notified of this decision after the meeting.

The fourth item (Mortuary Science Request) was accepted as part of the Basic Science Request.

A fifth item (Nursing School Needs and Justification) was added to the agenda. Ms. Dunning stated that it was not a request meant for the Jackson-Owre-Millard complex, but was to be considered for future facilities.

JACKSON-OWRE-MILLARD BUILDING ADVISORY COMMITTEE (continued)

After the decision has been made on the Medical School Deans Request and the Hospital Ophthalmology Clinic a report will be drafted to V.P. Brinkerhoff with carbon copies to the Deans & Directors. He will then send out official space assignments to the individual departments involved. The architects (TAC) will then be instructed to work on, and complete, detailed plans within a specific time frame. Dr. Trapold would like to have this done by September in order to have it ready for the Legislative session. He also said that Unit B/C plans will have to be completed first and if the architects feel they don't have the manpower to meet both timetables, the University should feel free to search out another firm.

When these issues are all resolved, the committee will be disbanded.

Ms. Virginia Lewis should be kept informed by a departmental representative when the department is scheduled to move into their new quarters.



TO : Paul Maupin, Chairman, J/O/M Building Advisory Committee  
FROM : Arnold Lazarow  
DATE : May 2, 1974  
SUBJECT: Amendment to Minutes of the April 24 Meeting

The third sentence of the first paragraph of these minutes should be changed to read as follows:

Dr. Lazarow assured Mr. Singer that equivalent rooms are to be provided in the basement of Owre/Millard as a substitute for Owre 111 and Owre 113. Owre 111 and Owre 113 are to be remodeled for Pharmacology use.

Please amend the minutes to read as above. Thank you for your cooperation.

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

May 7, 1974

TO: Members of the Jackson-Owre-Millard Building Advisory Committee  
FROM: Paul J. Laupin, Health Sciences Planning Coordinator  
SUBJECT: Amendment to Minutes of the April 24 Meeting

Dr. Arnold Lazarow requests that the following amendment be made to the minutes of the Jackson-Owre-Millard Building Advisory Committee Meeting held on April 24, 1974.

The third sentence of the first paragraph of these minutes should be changed to read as follows:

Dr. Lazarow assured Mr. Singer that equivalent rooms are to be provided in the basement of Owre/Millard as a substitute for Owre 111 and Owre 113. Owre 111 and Owre 113 are to be remodeled for Pharmacology use.

PJM:jlb



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

May 15, 1974

MEMO: Vice President Brinkerhoff

FROM: Paul J. Maupin, Chairman

SUBJECT: Jackson-Owre-Millard Building Advisory Committee

The purpose of this memorandum is to summarize the status of the JOM Committee progress. We have reviewed the space request as prepared by the requesting Health Sciences Departments. The committee recommendations are compatible with the Department request, space available, and within the framework of the space allocations projection report of 1967.

1. Basic Science Request Approved
2. Mortuary Science Request Approved
3. Hospital Ophthalmology Clinic and Departmental Office Area Approved as a temporary solution until B/C is completed.
4. Medical School Dean's Office Request originally a space conflict with Hospital Ophthalmology Clinic shall be deferred request until Ophthalmology moves into Building B/C.
5. Existing public service rooms, such as rest rooms, stairwells, locker rooms, janitor closets, mechanical spaces shall not be considered part of the Departmental allocations.
6. Existing animal rooms shall remain as animal rooms.
- \* 7. Existing shared classrooms, the fifth floor swing space shall remain as current used space pending the judgement of the architects and the University facilities utilization study.

The Committee requests permission to start preliminary planning with The Architects Collaborative.

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Pharmacology  
Medical School  
105 Millard Hall  
Minneapolis, Minnesota 55455  
(612) 373-3085

*R. Boylston*  
*Paul*

4 June 1974

Paul J. Maupin  
Chairman, Jackson, Owre, Millard  
Building Advisory Committee  
4104 Powell Hall

Dear Mr. Maupin:

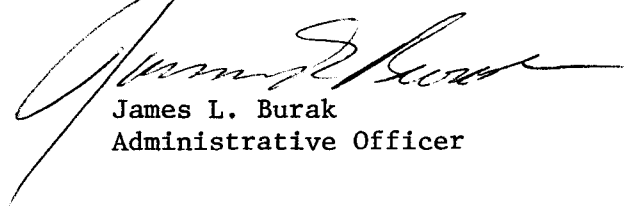
Upon the suggestion of Ms. Virginia Lewis, I am writing to request of the Jackson, Owre, Millard Building Advisory Committee that Dr. Norman Holte be allowed to retain his present space in 121 Owre Hall when Dentistry moves out on June 6, 1974. Dr. Holte holds a joint appointment in the School of Dentistry and the Department of Pharmacology. He will be moving his dentistry material to the seventh floor of Unit A, but would like to keep 121 Owre as an office for his pharmacology related material, thus providing the physical proximity necessary for a continued satisfactory working relationship with our department.

It has been proposed that the Department of Pharmacology expand throughout the first floor of Owre, Millard and Jackson. Dr. Holte would therefore be occupying space that should shortly be assigned to our department.

Instead of moving his entire office to Unit A and then in approximately one month moving part of it back to Owre, I am hoping you will allow him continued access to his present facility until the area has been officially assigned to us.

We have no space in our present facilities that could temporarily be used by Dr. Holte, and therefore his continued use of 121 Owre Hall appears to be the best solution to physically locating him where he can properly conduct his teaching activities in the Department of Pharmacology.

Sincerely,



James L. Burak  
Administrative Officer

JLB/mm

cc Virginia Lewis

**RECEIVED**  
**JAN 4 1974**  
**UNIV. OF MINN.**  
**HEALTH SCIENCES**  
**PLANNING OFFICE**



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

July 11, 1974

TO: Clinton Hewitt  
Assistant Vice President, Physical Planning

FROM: *Paul* Paul Maupin  
Health Sciences Planning Coordinator

SUBJECT: Jackson-Owre-Millard Building Advisory Committee

The purpose of this memorandum is to summarize the status of the JOM Committee progress. We have reviewed the space request as prepared by the requesting Health Sciences department. The Committee recommendations are compatible with the department request, space available, and within the framework of the Space Allocation Projection Report of 1967.

1. Basic Science request - approved.
2. Mortuary Science request - approved.
3. Hospital Ophthalmology Clinic & Departmental Office Area - approved as a temporary solution until Building B/C is completed.
4. Medical School Deans' Office request - originally a space conflict with Hospital Ophthalmology Clinic, shall be a deferred request until Ophthalmology moves into Building B/C.
5. Existing public service rooms such as rest rooms, stairwells, locker rooms, janitorial closets, mechanical space, etc. shall not be considered part of the departmental allocations.
6. Existing animal rooms shall remain as animal rooms.
7. All space within the JOM Building vacated by Building A occupants shall be assigned to the indicated departments for their immediate needs with the full understanding that we may disrupt their activities during remodeling.

Clinton Hewitt  
July 11, 1974  
Page Two

- \* 8. Existing shared classrooms, 5th floor swing space shall remain as current used space pending the judgement of the architects and the University Facilities Utilization Study.

The Committee requests permission to start preliminary planning with the designated architects.

PJM:rm

cc: Vice President Brinkerhoff  
Asst. Vice President Dave Preston  
Health Sciences Deans  
Basic Sciences Department Heads  
Professor Robert C. Slater  
Jackson-Owre-Millard Building Advisory Committee Members

COPIES MAILED TO:

Asst. Vice President Clinton Hewitt  
340 Morrill Hall

Vice President James Brinkerhoff  
301 Morrill Hall

Asst. Vice President Dave Preston  
Box 501 - Mayo

Professor Robert C. Slater  
114 Vincent Hall

Dr. Wallace D. Armstrong  
227 Millard Hall

Dr. Eugene Grim  
424 Millard Hall

Dr. Arnold Lazarow  
262 Jackson Hall

Dr. Frederick Shideman  
105 Millard Hall

Dr. Dennis Watson  
Box 196 - Mayo

Dr. Ellis Benson  
Box 198 - Mayo

Dean Lee Stauffer  
Box 197 - Mayo

Dean Erwin Schaffer  
136 Owre Hall

Dean Lawrence Weaver  
115 Appleby Hall

Dean Isabel Harris  
3313 Powell Hall

Dean Neal Gault  
Box 293 - Mayo

Mr. John H. Westerman  
Box 604 - Mayo

Vice President Lyle French  
432 Morrill Hall

Dr. Mellor Holland  
136 Owre Hall

Dr. Milton Trapold  
N363 Elliott Hall

Virginia Lewis  
4116 Powell Hall

Ms. Frances Dunning  
3313 Powell Hall

Dr. Robert Mulhausen  
Department of Medicine  
St. Paul Ramsey Hospital  
640 Jackson  
St. Paul, Minnesota

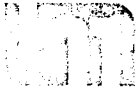
Dr. Frank DiGangi  
109 Appleby Hall

Mr. Tom Jones  
Box 606 - Mayo

Mr. Rexford Singer  
Box 197 - Mayo

Dr. James Jensen  
136 Owre Hall





UNIVERSITY OF MINNESOTA  
TWIN CITIES

University Hospitals  
Minneapolis, Minnesota 55455

RECEIVED

AUG 08 1974

UNIV. OF MINN.  
HEALTH SERVICES  
PLANNING OFFICE

August 8, 1974

Mr. Paul Maupin  
Health Sciences Planning Coordinator  
4104 Powell Hall

Dear Paul:

Thus is written in response to your recent telephone inquiry regarding hospital outpatient clinic space in the Owre-Jackson complex.

We do plan to occupy the recently assigned space until Unit B-C is completed.

I will write a more detailed outline of our plans shortly.

Sincerely,

Thomas F. Jones  
Associate Director  
University of Minnesota Hospitals

TFJ:db

cc: Mr. Bob Dickler  
Mr. Wayne Drehmel  
Dr. Neal Gault

Office of the Dean

August 19, 1974

**RECEIVED**

**AUG 23 1974**

**UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE**

TO: Dr. Paul Maupin  
FROM: Dr. N. L. Gault, Jr., Dean *NLS*  
SUBJECT: Hospital Outpatient Clinic Space in Owre-Jackson

Recently Tom Jones shared an informational copy of his letter of August 8th to you regarding the use of Jackson-Owre space for hospital outpatient clinic activities. I presume he is referring to that space which the Planning Committee designated would eventually be used by the Medical School Administration for office areas. It is my understanding that the hospital outpatient activity which was suggested to move to this area was Ophthalmology. I am not at all sure that that suggestion is feasible and the recent rumors I have lead me to believe that it is not a tenable move.

In any case, it is my intent to proceed with planning on how the space in Jackson-Owre can be used by my office and its numerous activities.

Let me assure you that I will be very pleased to cooperate with the planning on utilizing space as it will best meet our institution's needs. However, I want you to know that we are limited in our administrative activities because of the lack of space and our distant location from the people who need our services. For this reason, I am anxious that we do move to the ground level and, unless the hospital's needs are established as being critical, I would certainly want to move ahead with the planning for the establishment of the Dean's Office in the Jackson-Owre section.

NLG:sam

cc: Dr. H. Mead Cavert  
Dr. Wayne Drehmel

Dictated Saturday, August 17, 1974

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Division of Space Programming and Management  
Office of Physical Planning  
4116 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-9673

September 12, 1974

TO: Occupants of Jackson-Owre-Millard Complex

FROM: Mr. Paul Maupin, Coordinator Health Science Planning  
Mrs. Virginia Lewis, Space Programming and Management

SUBJECT: Jackson-Owre-Millard Complex

As you know, the Dental School and some Basic Science Departments have vacated space in the Jackson-Owre-Millard Complex as a result of their moves into Unit A. This space has been placed in the charge of a Jackson-Owre-Millard Committee by Vice President Brinkerhoff for reallocation in accordance with a 1967 proposal drafted by the Health Sciences Planning Office. This committee has submitted its proposal to Assistant Vice President, Clinton Hewitt, for his approval and still awaits his official acceptance.

Due to pressures of need for this space, this committee will be allowing unofficial occupancies on an interim basis pending a final decision and the initiation of planning. However, several stipulations must be honored before unofficial occupancies may be permitted. No major renovations will be approved and at a later date when renovations are authorized, your departments will be subject to inconvenience and possible relocation until work is completed. Moreover, you will only be able to move into that space which has been tentatively allocated to your departments.

Funds have been established for schematic planning but not for renovations. In planning these renovations, the utilities in the Jackson-Owre-Millard Complex will have to be upgraded in compliance with OSHA codes and regulations. During this phase, some of the space that has been allocated may be recalled so refurbishment of the building can be completed. It is possible that additional funds may be available to complete the planning and start renovations by July, 1975.

If there are any questions concerning this space, please feel free to contact us.

cc: Mr. Clinton Hewitt  
Dr. Milton Trapold  
All Members of the Jackson-Owre-Millard Committee  
Dr. N. Gault



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Division of Space Programming and Management  
Office of Physical Planning  
4116 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-9673

cc: continued

Mr. David Preston  
Dr. Mellor Holland (Chairman, Health Science Space Committee)  
Mr. Richard Hendricks  
Mr. Joseph Leverone  
Mr. Gus Scheffler  
Mr. Eugene Wilson

VWL, PM:es



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Division of Space Programming and Management  
Office of Physical Planning  
4116 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-9673

**RECEIVED**

**SEP 13 1974**

September 12, 1974

**UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE**

TO: Mr. Dale Stroud, Department of Mortuary Science

FROM: Virginia W. Lewis *V.L.*

SUBJECT: Additional Space--Department of Mortuary Science

In reference to our meeting concerning your current space need and the mistake that was made in your allocation of space by the Jackson-Owre-Millard Committee, I have discussed with Paul Maupin, Chairman of the Jackson-Owre-Millard Committee; and we cannot do anything about your additional space that should have been allocated now; but as soon as the architects start schematic planning, there will be adjustments made to honor your request.

In the mean time, I have discussed your problem with Mr. Donald Howard, Laboratory Medicine and Pathology, and he has agreed to move out of room 80 as soon as possible (one week) and possibly, 76 ABCD as soon as they can find a room in their allocated space for a more permanent storage. We are also allocating room 58 Jackson-Owre Addition to you. Although we are not allowing allocation of locker room space for renovation, we recognize your specific problems of proximity to your present location due to the nature of the teaching aids used.

We hope this will ease your space problems for the interim.

cc: Mr. Clinton Hewitt  
Dr. Milton Trapold  
Dr. E. Wayne Drehmel  
Mr. Paul Maupin ✓  
Mr. Donald Howard  
Mr. Richard Hendricks  
Mr. Gus Scheffler  
Mr. Joseph Leverone

VWL:es



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Division of Space Programming and Management  
Office of Physical Planning  
4116 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-9673

September 27, 1974

TO: Wayne L. Adams  
FROM: Virginia W. Lewis *V.L.*  
SUBJECT: 5th floor--Owre Hall

In reference to your letter of September 27, 1974 asking for permission to occupy some rooms on the 3rd., 4th, and 5th floors of Owre Hall that have been unofficially allocated to you by the Jackson-Owre-Millard Building Committee, your request is denied and the reasons are elaborated below.

The committee has set aside the 5th floor of Owre Hall as an interim space for programs that will have to be reallocated due to either building or renovation of their original space. At this time we are asking you to bear with us during this inconvenience not only to you but other departments. Unfortunately, we have no time schedule for permanent occupancy.

cc: Clinton Hewitt, Assistant Vice President  
Dr. Milton Trapold  
David Preston  
Frank E. DiGangi  
Paul Maupin  
Frances E. Dunning  
Thomas Jones  
Dr. Arnold Lazarow  
Rexford Singer  
Dr. James R. Jensen  
Dr. Robert Mulhausen  
Richard Hendricks  
Gus Scheffler  
Eugene Wilson

VWL:es



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

September 30, 1974

TO: Clinton Hewitt  
FROM: *Paul* Maupin  
SUBJECT: Jackson-Owre-Millard Building Advisory Committee

It has been requested by Dean Neal Gault that Dr. E. Wayne Drehmel be appointed to the Jackson-Owre-Millard Building Advisory Committee to replace the vacancy left by Dr. Robert Mulhausen.

PJM:rm

UNIVERSITY OF MINNESOTA  
TWIN CITIES

University Hospitals  
Minneapolis, Minnesota 55455

October 1, 1974

TO: Owre Jackson Millard Space Allocation Committee

FROM: University Hospitals

SUBJECT: Addendum to Report of November 17, 1973

The intent of this memo is to modify the space request made to the Committee in November, 1973. At that time it was noted that the space available for present and future ambulatory care activities was inadequate and that one alternative remedy would be the relocation of the Ophthalmology Clinic to a section of the complex until the completion of Unit B-C.

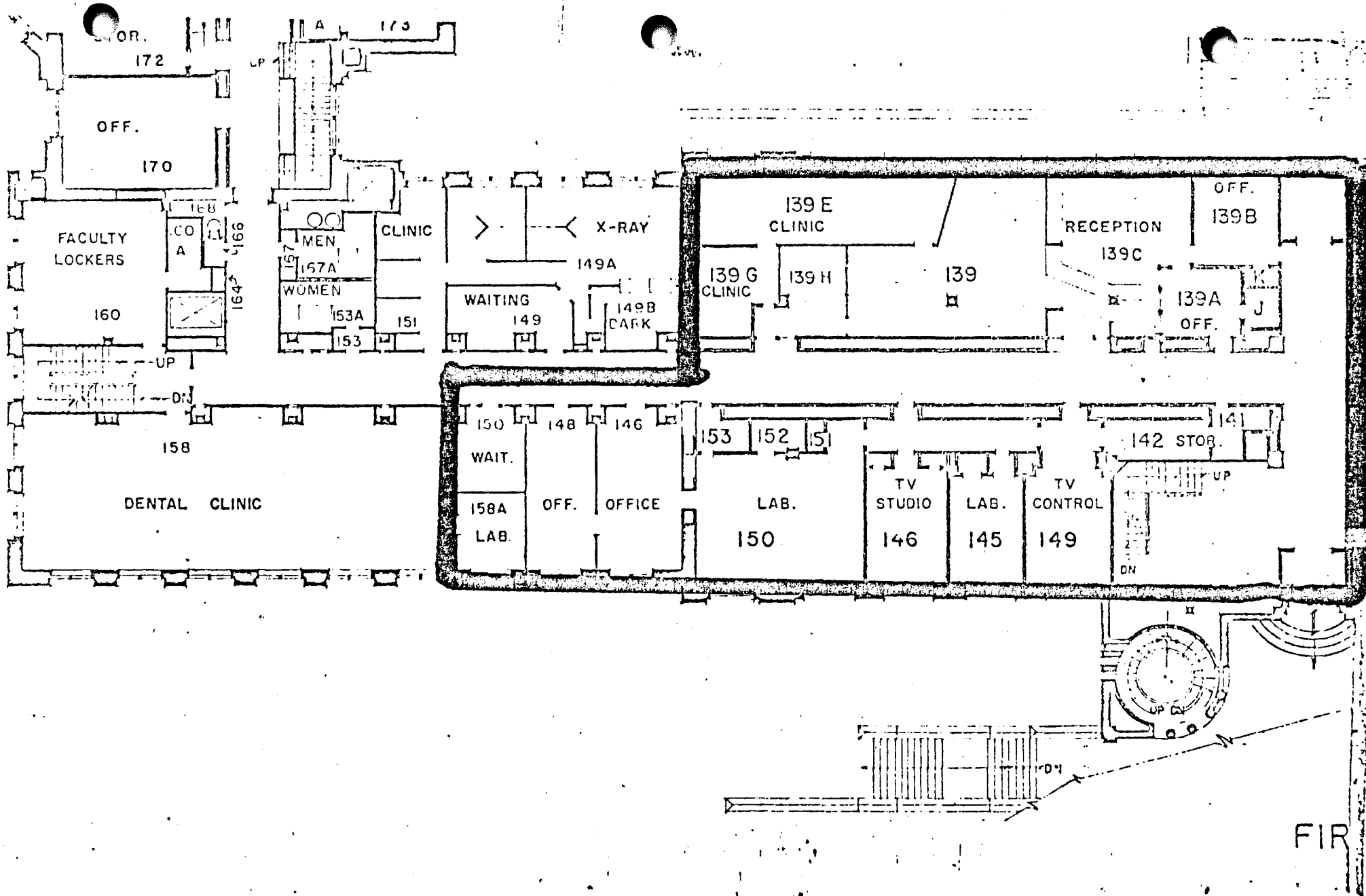
Upon preliminary notification that the space requested would be made available on a temporary basis, cost estimates were undertaken. These estimates indicated that adequate remodeling would far exceed original financial parameters (approximately \$200,000 for remodeling). In addition, it was determined that the remodeling could not be completed prior to late 1975 limiting the utilization of the clinic to less than two years with the scheduled opening of Unit B-C in early 1977.

These financial and time constraints, however, have not in any way lessened the critical space needs for ambulatory care. In reviewing other alternatives it has been determined that some expansion of clinic exam room space can be accomplished with minimum remodeling costs by using present administrative, office, and conference rooms located in the outpatient clinics if adequate alternative space is located elsewhere for these functions.

It is therefore proposed that a portion of the space originally requested for Ophthalmology clinic be redesignated for use for non-patient care activities presently located in the clinics area. This will permit expansion of exam rooms available for clinic activities in present outpatient areas. More specifically it is requested that rooms 139-139b, 141-142, 145, 146, 148, 150-153 be designated for use by these functions. (see attached). The remainder of space originally requested for Ophthalmology clinic is no longer required. As before, the request is for allocation on a temporary basis until the completion of Unit B-C.

It is felt that this modified proposal will, at least minimally, provide for ambulatory care needs in the immediate future.







UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Laboratory Medicine and Pathology  
Medical School  
Box 198 Mayo Memorial Building  
Minneapolis, Minnesota 55455  
(612) 373-8623

October 7, 1974

To: Paul Maupin

From: Patrick J. Manning

Subject: Use of fifth floor Owre as "swing space" to house laboratory animals.

The fifth floor of Owre Hall (Owre-5) could with some renovation be used to house small laboratory animals to include rats, mice, guinea pigs, rabbits, hamsters, cats and perhaps others. Presently the small animal facilities which must be vacated include the following:

<u>Building</u>	<u>Room Identification</u>	<u>No. of Rooms/Sq.Ft.</u>	<u>Species Housed</u>
Mayo	B-127 area	2/360	g. pigs, cats rats, mice, rabbits, hamsters
	B-241 area	16/2,230	
Diehl	F corridor	2/570	cats, rabbits

The above tabulation includes 20 rooms with 3,160 square feet of floor space. Owre-5 as per building plans has 4,427 square feet of room space but the net useable area is considerable less owing to the presence of casework and slanted ceilings on the outside wall of nearly all the rooms. About five rooms would have very limited usefulness because of small size and/or inaccessibility. I would estimate the net available space as 70% of 4,427 to be about 3,100. There is a small cage washer on Owre-5, but it would be inadequate if the total floor is used to house animals. The Mayo B-241 area has a small cage washer that could be dismantled and put on Owre-5. The corridors on Owre-5 are narrow and could not be used to store any cages or cage racks and at least 250 - 300 square feet are needed for storage. My assumption that the floor space on Owre-5 would be adequate includes the removal of some center island casework. I believe that the most favorable stance one can take about using Owre-5 for animal space is that it is convenient to the Medical School laboratory facilities. However since we will have to use this area for a minimum of 2.5 to 3 years, some alterations in lighting, cleaning facilities and floors must be made in order that we can comply with our own animal care policies and those of the USDA and NIH.

As you know Mr. Swanson, Ms. Lewis and I toured Owre-1 and 5 on September 26th. We were unable to gain entry to many rooms on Owre-1, so I cannot comment on the suitability of this space except to say it is located strategically because of a loading platform and elevator. Food and bedding could be stored in this area and the animal care administrative staff and animal care takers could be located there, but some alterations will likely be necessary to provide for showers, lockers, offices and an eating area.

Alternatively we have discussed the lease facilities on University Avenue and the vigor with which we pursue the Owre-5 location should take the University Avenue site into consideration. My point here is that our animal facilities are going to be scattered to an even greater extent and will be very difficult to administer in a meaningful manner. The University Avenue site would give us an opportunity to eliminate some of the innumerable problems by allowing considerable centralization of animal care facilities within one mile of the Medical School.

Sincerely yours,



Patrick J. Manning, DVM  
Director of Research Animal Resources  
Unit of Comparative Medicine

PJM:slk

JACKSON-OWRE-MILLARD  
BUILDING ADVISORY COMMITTEE MEETING

Monday, October 7, 1974  
1:30 p.m.  
4112 Powell Hall

PRESENT: Paul Maupin, Ms. Frances Dunning, Ms. Virginia Lewis,  
Dr. Arnold Lazarow, Dr. Frank DiGangi, Dr. E. Wayne  
Drehmel, Dr. James Jensen, Tom Jones, Rex Singer

ABSENT: Dr. Milton Trapold

GUESTS: Dr. David Eifrig, Mr. Bob Baker

The Jackson-Owre-Millard Building Advisory Committee met to review the Basic Sciences final report and space requests from the Ophthalmology Clinic, the Medical School Dean's Office, and the Research Animal Hospital. Mr. Maupin stated that although the Committee had not met for several months, it is the charge of the Committee to remain in tact and perform its functions through remodeling construction and occupancy of the Jackson-Owre-Millard Complex.

I. Ophthalmology Clinic Request

Dr. David Eifrig and Mr. Bob Baker presented an addendum to the original request made by the Ophthalmology Clinic. The basis for the amended request was due to financial and time constraints; cost estimates far exceeded original financial parameters and remodeling completion estimated to be late in 1975 would limit utilization of the clinic space to less than two years with the scheduled opening of Unit B/C in early 1977. Dr. Eifrig and Mr. Baker stressed the critical needs for clinical space. (See attachment.) Ophthalmology indicated remodeling costs would be minimal to relocate on an interim basis in this first floor area, and the area would satisfy the needs of clinical people and patients. Ophthalmology requests that the Committee review this request with prime consideration as an income producing element.

II. Medical School Dean's Office Request

Dr. E. Wayne Drehmel stated the Medical School Dean's Office request remains the same as the initial request. The Dean's request proposes to relocate from the 13th floor of Mayo to the same first floor area requested by the Ophthalmology Clinic.

The present location in Mayo is inconvenient to Medical School students; the proposed location would provide more convenient accessibility to Med School students and other functions of the Dean's Office. Renovation expenses would be funded by the Dean's Office. It was pointed out that the Medical School request is to be considered a solution to the space needs of the Dean's Office on a longer term basis; the Ophthalmology request is to be considered an interim solution of space needs until Building B/C is completed.

After extensive discussion, it was decided that the Medical School and the Hospital should meet to present their requests and attempt to reach an agreement that could be presented to the Committee in approximately two weeks. It was suggested that the report made to the Committee in two weeks should include a more specifically defined usage of the subject space.

### III. Review of Committee's Final Report

The Committee noted some minor changes will be necessary in the Final Report. It was noted that all assignments are to be considered as temporary space assignments; assignments at this date are classified "unofficial".

Remodeling of Jackson-Owre-Millard is included in the original contract with The Architects Collaborative, Inc. All projects are presently being "held" until the structural and liability problems related to the Health Sciences Parking Ramp are resolved with TAC and its insurance carrier, CNA.

### IV. Planning Schedule

Mr. Maupin reported that due to the "hold" status of all projects involving architectural services with TAC, it is impossible to estimate a definite time frame at this point. Efforts are being made in negotiations with TAC and their insurance carrier to reach a settlement.

The Minnesota State Legislature is expected to adopt a policy related to the process of architectural selection; however, it is not expected that such action would be taken within a time frame to benefit this remodeling project.

There are presently \$200,000 in planning funds allocated for the JOM project; these funds should be sufficient to cover expenses through schematics. It is hoped that settlement with TAC and CNA can be reached soon to enable completion of schematics by July, 1975.

The 1975 Legislative Request will include funds in the amount of \$3.5 million to cover a portion of the renovation costs.

#### V. Interim Health Sciences Animal Space Requirements

Dr. Patrick Manning, Director of Research Animal Resources, discusses in the attached letter to Mr. Maupin his concerns for interim space needs for research animals, and requests assignment of fifth floor of Owre to relieve the loss of animal quarters scheduled to be demolished for B/C construction. Dr. Manning indicates in his letter certain alterations in lighting, cleaning facilities and floors would have to be made in order to comply with animal care policies of the USDA and NIH. It is estimated this space would be required for a period of 2-1/2 to 3 years.

The Committee discussed Dr. Manning's proposal and felt that it appears to be feasible; however, it was requested that Dr. Manning acquire a source of funding and indicate a schedule in accordance with his proposal to submit to the Committee.

#### Miscellaneous

Dean Neal Gault has requested that Dr. E. Wayne Drehmel replace the vacancy left by Dr. Robert Mulhausen on the Jackson-Owre-Millard Building Advisory Committee.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

University Hospitals  
Minneapolis, Minnesota 55455

October 1, 1974

TO: Owre Jackson Millard Space Allocation Committee

FROM: University Hospitals

SUBJECT: Addendum to Report of November 17, 1973

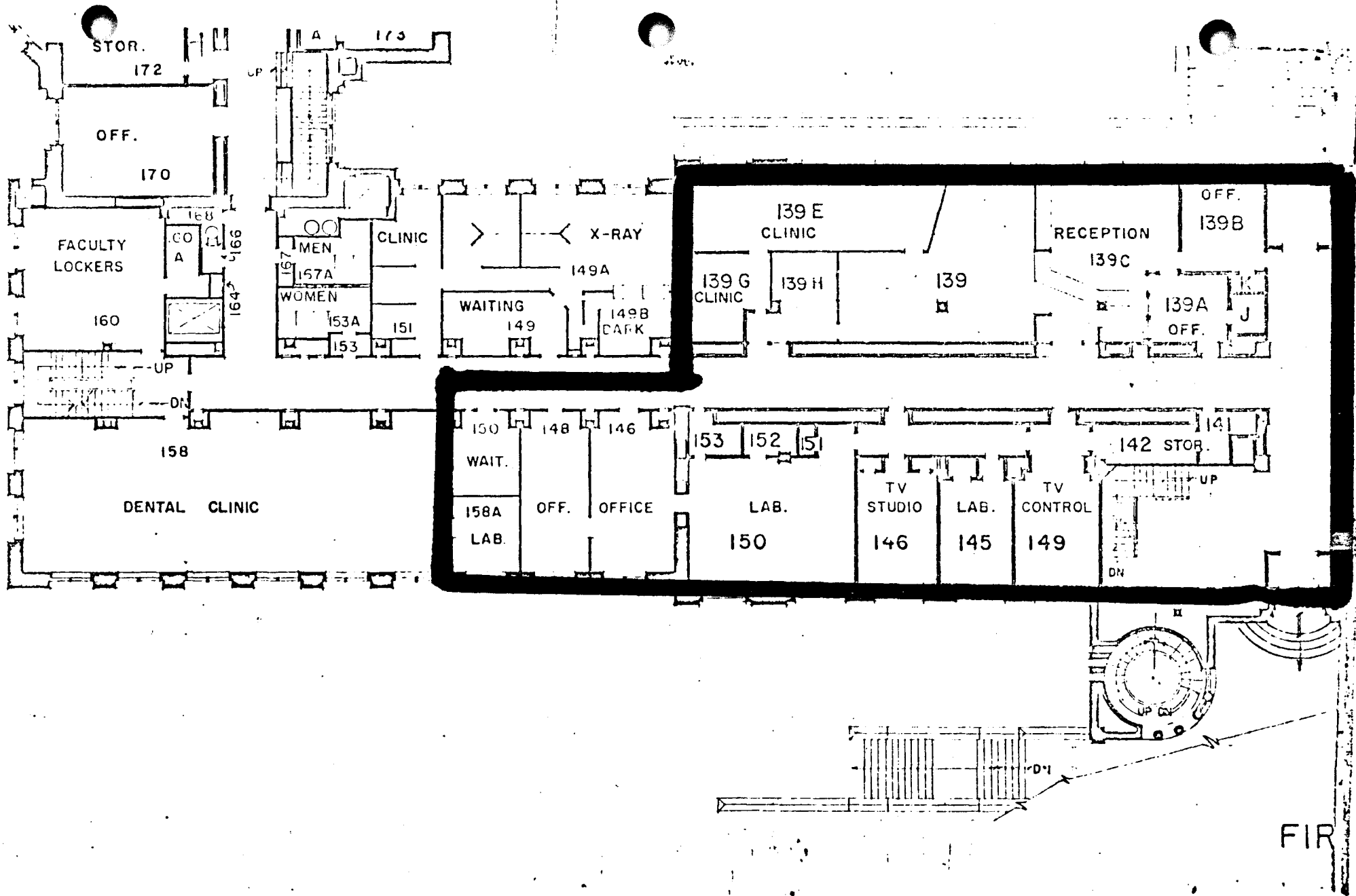
The intent of this memo is to modify the space request made to the Committee in November, 1973. At that time it was noted that the space available for present and future ambulatory care activities was inadequate and that one alternative remedy would be the relocation of the Ophthalmology Clinic to a section of the complex until the completion of Unit B-C.

Upon preliminary notification that the space requested would be made available on a temporary basis, cost estimates were undertaken. These estimates indicated that adequate remodeling would far exceed original financial parameters (approximately \$200,000 for remodeling). In addition, it was determined that the remodeling could not be completed prior to late 1975 limiting the utilization of the clinic to less than two years with the scheduled opening of Unit B-C in early 1977.

These financial and time constraints, however, have not in any way lessened the critical space needs for ambulatory care. In reviewing other alternatives it has been determined that some expansion of clinic exam room space can be accomplished with minimum remodeling costs by using present administrative, office, and conference rooms located in the outpatient clinics if adequate alternative space is located elsewhere for these functions.

It is therefore proposed that a portion of the space originally requested for Ophthalmology clinic be redesignated for use for non-patient care activities presently located in the clinics area. This will permit expansion of exam rooms available for clinic activities in present outpatient areas. More specifically it is requested that rooms 139-139b, 141-142, 145, 146, 148, 150-153 be designated for use by these functions. (see attached). The remainder of space originally requested for Ophthalmology clinic is no longer required. As before, the request is for allocation on a temporary basis until the completion of Unit B-C.

It is felt that this modified proposal will, at least minimally, provide for ambulatory care needs in the immediate future.







UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Laboratory Medicine and Pathology  
Medical School  
Box 198 Mayo Memorial Building  
Minneapolis, Minnesota 55455  
(612) 373-8623

October 7, 1974

To: Paul Maupin

From: Patrick J. Manning

Subject: Use of fifth floor Owre as "swing space" to house laboratory animals.

The fifth floor of Owre Hall (Owre-5) could with some renovation be used to house small laboratory animals to include rats, mice, guinea pigs, rabbits, hamsters, cats and perhaps others. Presently the small animal facilities which must be vacated include the following:


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As you know Mr. Swanson, Ms. Lewis and I toured Owre-1 and 5 on September 26th. We were unable to gain entry to many rooms on Owre-1, so I cannot comment on the suitability of this space except to say it is located strategically because of a loading platform and elevator. Food and bedding could be stored in this area and the animal care administrative staff and animal care takers could be located there, but some alterations will likely be necessary to provide for showers, lockers, offices and an eating area.

Alternatively we have discussed the lease facilities on University Avenue and the vigor with which we pursue the Owre-5 location should take the University Avenue site into consideration. My point here is that our animal facilities are going to be scattered to an even greater extent and will be very difficult to administer in a meaningful manner. The University Avenue site would give us an opportunity to eliminate some of the innumerable problems by allowing considerable centralization of animal care facilities within one mile of the Medical School.

Sincerely yours,



Patrick J. Manning, DVM  
Director of Research Animal Resources  
Unit of Comparative Medicine

PJM:slk

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Physical Planning  
340 Morrill Hall  
Minneapolis, Minnesota 55455

**RECEIVED**

October 7, 1974

OCT 9 1974

UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE

TO: Paul Maupin  
FROM: Clint Hewitt *CHewitt*  
SUBJECT: Jackson-Owre-Millard Planning

This is to inform you that the Advisory Committee's recommendation for the reallocation of space in the Jackson-Owre-Millard Complex has been reviewed and under normal circumstances it would be appropriate to initiate the services of architectural consultants following the approval of the programmatic requirement report. However, in light of the current negotiations with the designated architects (The Architects Collaborative) over the Health Sciences Parking Ramp, it would be unwise to involve them on this project until the problems with the parking ramp have been resolved.

I will schedule a meeting to discuss this further and the possibility of employing the services of other consultants.

CNH/kh

cc: Vice President James Brinkerhoff  
Vice President Lyle French  
Mr. Dave Preston  
Dr. Mellor Holland  
Dr. Neil Gault  
Ms. Virginia Lewis  
Jackson-Owre-Millard Advisory Committee



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Laboratory Medicine and Pathology  
Medical School  
Box 198 Mayo Memorial Building  
Minneapolis, Minnesota 55455  
(612) 373-8623

October 7, 1974

To: Paul Maupin

From: Patrick J. Manning

Subject: Use of fifth floor Owre as "swing space" to house laboratory animals.

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As you know Mr. Swanson, Ms. Lewis and I toured Owre-1 and 5 on September 26th. We were unable to gain entry to many rooms on Owre-1, so I cannot comment on the suitability of this space except to say it is located strategically because of a loading platform and elevator. Food and bedding could be stored in this area and the animal care administrative staff and animal care takers could be located there, but some alterations will likely be necessary to provide for showers, lockers, offices and an eating area.

Alternatively we have discussed the lease facilities on University Avenue and the vigor with which we pursue the Owre-5 location should take the University Avenue site into consideration. My point here is that our animal facilities are going to be scattered to an even greater extent and will be very difficult to administer in a meaningful manner. The University Avenue site would give us an opportunity to eliminate some of the innumerable problems by allowing considerable centralization of animal care facilities within one mile of the Medical School.

Sincerely yours,



Patrick J. Manning, DVM  
Director of Research Animal Resources  
Unit of Comparative Medicine

UNIVERSITY OF MINNESOTA University Hospitals  
TWIN CITIES Minneapolis, Minnesota 55455

**RECEIVED**

October 25, 1974

**OCT 28 1974**

TO: Owre-Jackson-Millard Space Allocation Committee  
Mr. Paul Maupin, Chairman

**UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE**

FROM: University Hospitals

SUBJECT: Clarification of Space Request

At its meeting of October 8, 1974 the Owre-Jackson-Millard Committee requested clarification and additional information relating to the Hospital's space request. The intent of this memo is to provide such clarification.

The University Hospitals proposed that a portion of the space in Owre Hall be designated for use by non-patient care activities located in present clinic areas. More specifically it is proposed, with the concurrence of the Department of Pediatrics, that Outpatient Administration and Department of Pediatric offices located in Pediatric Clinic be relocated utilizing the requested space. These moves would involve a total of 9 offices and 4-5 secretaries. For this purpose approximately 2,000 square feet are requested (rooms 139-139H; see attached).

The relocation of these personnel will permit directly and indirectly the addition of approximately 12 exam rooms for clinical purposes. This addition would permit greater student involvement in clinical activities as well as expansion capability for approximately 15,000 clinic visits/year.

In making this request the University Hospitals and Medical Staff are aware that the Medical School Dean's office also has acute space needs for which this area would be acceptable. In addition, it is our understanding that the possible relocation of the Dean's office would permit space needs of other academic units to be met by numerous space shifts in several buildings utilized by the Health Sciences.

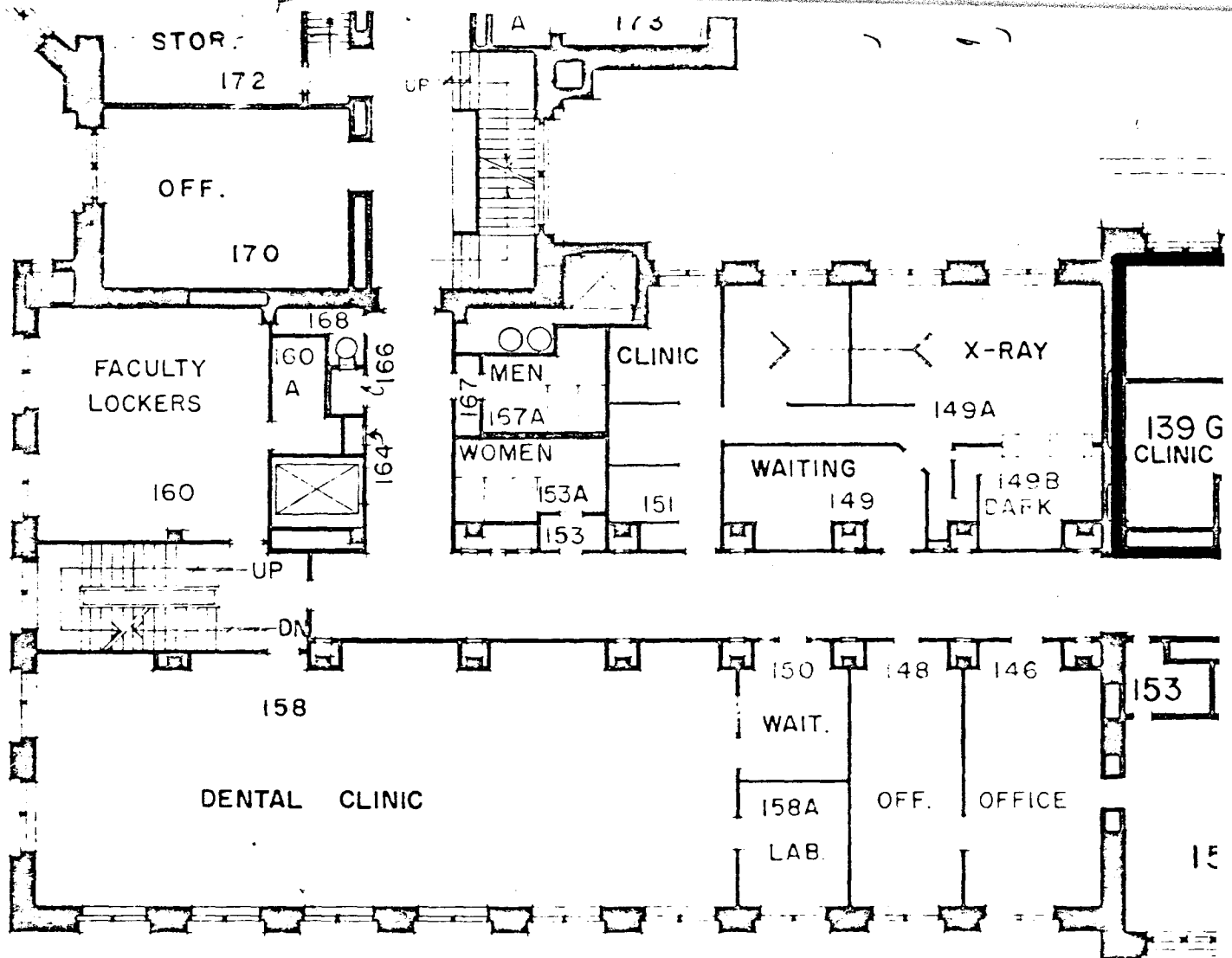
In recognition of these needs the University Hospitals and Department of Pediatrics would like to state that the space requested in Owre Hall would not be the only acceptable alternative. If space which is suitable in size and location can be designated elsewhere for these offices they would be acceptable.

Since space outside of the Owre-Jackson-Millard complex is beyond the purview of the Committee's charge the Council of Clinical Sciences recommends that possible locations for Outpatient Administration and the Department of Pediatrics office mentioned above be referred to Health Sciences Planning if space cannot be allocated in Owre Hall.

We would be happy to provide additional information if it is required. Thank you for your consideration.

cc: Dr. John Anderson            Charles Gooder  
    Tom Jones                    Dr. Eifrig  
    John Westerman

HEALTH SCIENCES



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Surgery  
Medical School  
Mayo Memorial Building  
Minneapolis, Minnesota 55455

RECEIVED

OCT 31 1974

UNIV. OF MINN.  
HEALTH SCIENCES  
PLANNING OFFICE

October 30, 1974

Mr. Paul J. Maupin  
Health Science Planning Coordinator  
Health Science Planning Office  
Box 75  
4104 Powell Hall

Dear Paul:

I would like to request consideration be given for small animal housing for the Department of Surgery in the allocation now being done on the fifth floor of Owre Hall. The Department of Surgery has for many years suffered due to inadequate small animal facilities in the B 241 area of Mayo. These facilities are small, crowded, very poorly ventilated and have caused many problems with the health of the animals housed in the area. Over the years there have been many experiments which have failed due to the fact that the environmental conditions have been far from adequate.

At the current time the research program and opportunities for new research funding is hampered by the fact there is no other space available to house small animals.

It is my understanding that the B 241 area of Mayo will have to be vacated in early spring due to construction of the B-C unit. To my knowledge the fifth floor of Jackson is the only space in the Health Science complex that is available to transfer our small animals to.

I recently had an opportunity to examine the facilities in Owre Hall and it appears the rooms 513, 513 A, 512, 512 A, and 516 would provide suitable space for Dr. Simmons' animal needs with rooms 523, 525 B, and 525 C providing space for support for the animal work.

I have not had an opportunity to examine rooms 519 and 522 but it would appear that these rooms are large enough to house the small animal needs of Dr. Najarian which will also be displaced due to construction. I currently have a diagram of plans of the fifth floor of Owre and it appears that these rooms would provide relief for the loss of space in the B 241 area and give the Department of Surgery expansion space which we could again begin soliciting grants with small animal involvement.



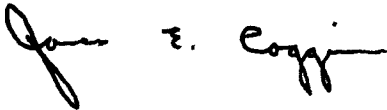
Mr. Paul J. Maupin  
October 30, 1974

page 2

From all appearances it appears very probable that there would be no construction needed for the Department of Surgery to occupy the space for the rooms I have requested. I would like to request that our needs be given consideration in view of the fact that the B 241 area of Mayo will need to be vacated by us for construction.

Should you have any questions regarding department funds please do not hesitate to contact me.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "James E. Coggins".

James E. Coggins  
Senior Administrative Officer

JEC/jls

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

November 6, 1974

TO: JACKSON-OWRE-MILLARD BUILDING ADVISORY COMMITTEE MEMBERS  
FROM: *Paul* MAUPIN  
HEALTH SCIENCES PLANNING COORDINATOR  
SUBJECT: AMENDMENT TO MINUTES  
OCTOBER 7, 1974 MEETING

Dr. E. Wayne Drehmel requests that the following amendment be made to the minutes of the Jackson-Owre-Millard Building Advisory Committee Meeting held on October 7, 1974.

The fourth sentence of Item II - Medical School Dean's Office Request should be changed to read as follows:

The Dean's Office would provide initial renovation funds to provide minimal, interim space until funds are made available for allocation from the 1975 Legislative appropriations.

PJM:rm

JACKSON-OWRE-MILLARD  
BUILDING ADVISORY COMMITTEE MEETING

Wednesday, November 6, 1974  
1:30 p.m.  
4112 Powell Hall

PRESENT: Paul Maupin, Dr. E. Wayne Drehmel, Tom Jones,  
Rex Singer, Dr. Arnold Lazarow, Ms. Virginia Lewis,  
Dr. Mellor Holland representing Dr. James Jensen

ABSENT: Ms. Frances Dunning, Dr. Milton Trapold, Dr. Frank  
DiGangi

The Jackson-Owre-Millard Building Advisory Committee was called together to review the Medical School Dean's Office request and clarification of the Hospital's space request. The Committee had requested the Dean's Office and the Hospital to confer in negotiations and attempt to reach an agreement that would be acceptable to the Medical School and the University Hospitals.

Dr. E. Wayne Drehmel stated the Medical School Dean's Office request remains the same as the initial request. The Dean's request proposes to relocate in the same first floor area requested by the Hospital. Presently allocated spaces on the 13th floor of Mayo and Centennial Hall would be vacated by the Dean's Office and referred to the Health Sciences Space Planning Committee for reallocation. Dr. Drehmel stressed the critical space problems existing in presently allocated areas; conditions are extremely overcrowded; and he indicated they are handicapped by a shortage of 1,700 square feet of space. He stated the relocation would enable more convenient accessibility to Med School students, and enhance other functions of the Dean's Office in permanent, centralized space. Initial renovation funds to provide minimal, interim space needs would be provided by the Dean's Office until funds are made available for allocation from the 1975 Legislative appropriations.

The Hospital's letter clarifying their requested space dated October 25, 1974, had been distributed to all Committee members prior to this meeting. Mr. Tom Jones explained the Hospital's request was intended to expand (directly and indirectly) clinical spaces by approximately twelve exam rooms; six exam rooms each for the Ophthalmology and Pediatric Clinics. The Hospital's request pointed out that the space requested in Owre Hall would not be the only acceptable alternative providing suitable space (in size and location) could be designated elsewhere.

Dr. Drehmel and Mr. Jones reported their negotiations had developed to their limits, and it was necessary for the Committee to evaluate their requests and make a final decision. The Committee evaluated each request and examined various alternatives.

Dr. Arnold Lazarow made the formal motion to accept the Medical School Dean's Office request for the first floor Owre Hall space; spaces in Centennial Hall and 13th floor of Mayo vacated by the Dean's Office would be referred to the Health Sciences Space Planning Committee for reallocation with the Committee's recommendation that the Hospital request be given high priority consideration for that space.

The motion was seconded by Ms. Virginia Lewis.

Mr. Tom Jones motioned to amend the original motion to be contingent on other space being made available to the Hospital; the Dean's Office would be precluded from occupying Owre Hall space until other space is allocated to the Hospital.

Dr. Arnold Lazarow seconded the amendment to the original motion.

One member voted in favor; four were opposed to the amendment to the original motion.

Four members favored the original motion, and one member opposed. The motion carried in favor of the Medical School Dean's Office request to occupy the first floor Owre Hall space; spaces in Centennial Hall and 13th floor of Mayo are to be referred to the Health Sciences Space Planning Committee for reallocation with the Committee's recommendation that the Hospital request be given high priority consideration for vacated Mayo and Centennial Hall space.

Dr. Drehmel requested the Committee's approval to initiate planning for occupancy of the Owre Hall space as soon as possible to accommodate new staff members, and to ease the present overcrowded conditions in Mayo. The Committee approved the request to occupy the space on a limited basis realizing occupants would be temporarily disrupted during renovation.

Mr. Maupin reported that the University has not yet reached a settlement with The Architects Collaborative, Inc. and their insurance carrier, CNA. Therefore, all Health Sciences projects under contract with TAC shall not proceed until a settlement is reached. Mr. Maupin indicated it would be extremely important in requesting legislative funds to reach an agreement by January, 1975.

Department of Surgery Request - The Committee reviewed the request for space on fifth floor of Owre Hall submitted by the Department of Surgery.

Dr. Drehmel made a formal motion to forward the Department of Surgery request to Dr. Patrick Manning and Ms. Virginia Lewis for their consideration.

Mr. Rex Singer seconded the motion.

The Committee unanimously favored the motion to forward the Department of Surgery request to Dr. Patrick Manning and Ms. Virginia Lewis for their consideration.

Health Sciences Planning Office  
11/12/74

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

November 12, 1974

TO: Dr. Mellor Holland, Chairman  
Health Sciences Space Planning Committee

FROM: Paul J. Maupin, Chairman  
Jackson-Owre-Millard Building Advisory Committee

SUBJECT: Health Sciences Space

This letter is to advise you that the Jackson-Owre-Millard Building Advisory Committee met on November 6, 1974, and made the following decision which will be of interest to the Health Sciences Space Planning Committee.

The Medical School Dean's Office request to occupy first floor space in Owre Hall was approved. Presently allocated spaces on the 13th floor of Mayo and Centennial Hall will be vacated by the Dean's Office; therefore, these areas are referred to the Health Sciences Space Planning Committee for reallocation.

As you are probably aware, the University Hospitals had requested the same location on first floor of Owre Hall to expand clinical spaces. It is the recommendation of the Jackson-Owre-Millard Building Advisory Committee that the University Hospitals request be given high priority consideration in the reassignment of spaces vacated by the Medical School Dean's Office on 13th floor of Mayo and Centennial Hall.

PJM:rm

cc: Mr. Clinton Hewitt  
Mr. Tom Jones  
Dr. Lyle French  
Mr. Dave Preston

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

November 12, 1974

Mr. James E. Coggins  
Senior Administrative Officer  
Department of Surgery  
Medical School  
B515 Mayo

Dear Jim:

This letter is to inform you the Jackson-Owre-Millard Building Advisory Committee reviewed the Department of Surgery request for space on the fifth floor of Owre Hall at their meeting on November 6, 1974.

It was the decision of the Jackson-Owre-Millard Building Advisory Committee to forward the Department of Surgery request to Dr. Patrick Manning and Ms. Virginia Lewis for their consideration.

Sincerely,



Paul J. Haupin  
Health Sciences Planning Coordinator  
Health Sciences Planning Office

PJM:rm

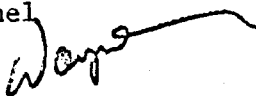
cc: Ms. Virginia Lewis  
Dr. Patrick Manning  
Jackson-Owre-Millard Committee Members

Office of the Dean

November 15, 1974

TO: David Preston

FROM: Wayne Drehmel



I'm following-up on our conversation today concerning the request we submitted to Mrs. Virginia Lewis regarding research space for Drs. \* Goldberg and Quebbemann in the Department of Pharmacology. For your information, I have attached my letter to Mrs. Lewis and her response. As I mentioned to you, I am now confused regarding certain facts about space in the Owre-Jackson-Millard area. Based upon discussions that took place at the last meeting of the Owre-Jackson-Millard Space Committee, it is my understanding that the Central Administration had approved the recommendations of the Committee, relative to departmental space assignments in these buildings. (One exception to this approval dealt with the approximately 8000 square feet of space being requested by both University Hospitals and the Medical School Dean's Office, which has now been resolved and is the subject of a separate Committee recommendation). Further, it is also my understanding that limited alteration and renovation work can be undertaken in these buildings provided it is such that the services of an architect are not required. These "understandings" that I have seem, however, to be in total disagreement with the observations made by Mrs. Lewis in her memo to me of November 12, 1974.

I would appreciate clarification of these matters as soon as possible, since, as you know, Dr. Goldberg's space needs are critical.

Thanks for your help.

EWD/MH

cc: Dr. N. L. Gault

*\$3 million man to the Med School. If he leaves the grant goes with him.*





UNIVERSITY OF MINNESOTA  
TWIN CITIES

Division of Space Programming and Management  
Office of Physical Planning  
4116 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-9673

November 12, 1974

TO: Dr. E. Wayne Drehmel

FROM: Virginia Lewis *VL*

SUBJECT: Exchange of Space; Jackson-Owre-Millard-Lyons Complex  
Renovations

In reference to your letter of request for an exchange of space between Dr. Nelson Goldberg and Dr. Quebbemann, and also renovations of space in the Jackson-Owre-Millard-Lyons Complex;

1. First, an exchange of space within a department with the consent of all parties involved is satisfactory with this office as long as we are notified of the arrangements.
2. Unfortunately, this office is unable to grant approval of renovations anywhere in the complex until the Jackson-Owre-Millard Committee proposal for allocation of space has been approved by Central Administration and we are able to collaborate with the architects in planning the renovations.

As soon as I receive approval to go ahead in the Jackson-Owre-Millard-Lyons Complex, I will be very happy to notify you and reconsider this request.

VWL:es

cc: Dr. Milton Trapold  
Mr. Paul Maupin, Chairman of the Jackson-Owre-Millard Committee  
Dr. Nelson Goldberg  
Dr. Frederick Shideman  
James Nelson

Office of the Dean

November 7, 1974

TO: Mrs. Virginia Lewis,  
Building Space Management  
Representative

FROM: Wayne Drehmel,  
Assistant Dean *WWD*

For quite some time the Dean's Office, the Department of Pharmacology, and Dr. Nelson Goldberg, of that department, have been trying to find a solution to a critical need for additional research space to house expanded activities of Dr. Goldberg's laboratory. A proposal that will accomodate his needs is as follows:

1. Provide space in Lyons Laboratories (rooms 266, 266A, 272 and part of the bench space in 270) to Dr. Goldberg, who now occupies adjacent laboratory space. This would serve to enlarge, in a concentrated area, the amount of space available to Dr. Goldberg, but at the same time would displace Dr. A. J. Quebbemann.
2. Move Dr. Quebbemann's laboratories to Millard Hall (rooms 116, 116A, 116C, 116D, 118A and 118B). A certain amount of renovation would be required in these rooms of Millard Hall, but we expect it could be accomplished with minimal expense and, hopefully, without the necessity to retain an architect.

We would appreciate receiving your early approval of this proposal since Dr. Goldberg's needs are very pressing. Our proposal is outlined here in very brief form; we are, of course, willing to provide you with any necessary supporting detail to give effect to this request.

EWD/MH

cc: Dr. Nelson Goldberg  
Dr. Frederick Shideman  
Mr. James Nelson



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

November 18, 1974

TO: Clinton Hewitt  
FROM: *Paul Maurin*  
SUBJECT: Jackson-Owre-Millard

Enclosed please find several sections of pertinent information and background material that may be helpful to you.

The first area of concern is related to the space request for Drs. Goldberg and Quebbemann in the Department of Pharmacology. The enclosed background information indicates the necessity for us to respond to this request as soon as possible.

The second area concerns the critical space problems of the Medical School Dean's Office. Their present space on 13th floor of Mayo is extremely overcrowded, and they do not have space to accommodate new staff. It is imperative to the Dean's Office to begin moving some of their present personnel to relieve these conditions.

It is extremely important at this time, Clint, that permission be given to myself as chairman of the Jackson-Owre-Millard Committee to respond to these emergency space needs in providing necessary services until an architect is brought on board with this project.

PJM:rm

Enclosure

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

November 21, 1974

Vice President James Brinkerhoff  
Finance, Planning & Operations  
301 Morrill Hall

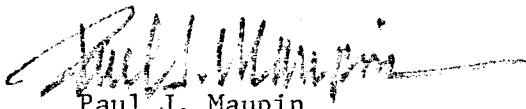
SUBJECT: Jackson-Owre-Millard Building Advisory Committee

Dear Mr. Brinkerhoff:

Ms. Frances Dunning has requested that she be replaced on the Jackson-Owre-Millard Building Advisory Committee due to her membership on the Search Committee for a new Dean of the School of Nursing. The Coordinating Committee of the School of Nursing has recommended that Ms. Barbara Redman replace Ms. Dunning.

We assume this meets with your approval unless you inform us otherwise.

Sincerely,



Paul J. Maupin  
Health Sciences Planning Coordinator  
Health Sciences Planning Office

PJM:rm

UNIVERSITY OF MINNESOTA  
TWIN CITIES

School of Nursing  
3313 Powell Hall  
Minneapolis, Minnesota 55455

**RECEIVED**

NOV 19 1974

November 18, 1974

**UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE**

TO: Paul Maupin, Health Science Planning Office, Box 75 Powell Hall

FROM: Barbara Redman, Acting Chairman, Coordinating Committee of  
the School of Nursing *BR*

RE: Membership of Frances Dunning on the Jackson-Owre-Millard  
Building Advisory Committee

Due to her membership on the Search Committee for a new Dean of the School of Nursing, Frances Dunning has requested that she be replaced on the Jackson-Owre-Millard Building Advisory Committee. The Coordinating Committee of the School of Nursing complies with her request and has named Barbara Redman as her replacement.

BR:v1

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

December 2, 1974

TO: JACKSON-OWRE-MILLARD BUILDING ADVISORY COMMITTEE  
FROM: *Paul* MAUPIN  
SUBJECT: Attachments

The Health Sciences Planning Office has compiled the attached material for your review and comments prior to circulation to the various Basic Sciences departments that will be occupying the Jackson-Owre-Millard-Lyons complex.

The questionnaire was designed to acquire the necessary information for architectural purposes to insure that planning can proceed expeditiously when an architect is named to this project. Although the questionnaire appears to be lengthy, its content has maintained simplicity and can be completed without further explanation. The information acquired from the questionnaire will provide us with complete data to proceed with planning efforts.

The equipment and furnishings list is accompanied with a thorough explanation for completing the listing. Each department will be required to complete the lists to determine equipment and furnishings needs. These same procedures will be incorporated in the Building B/C project.

It is our intention to circulate the questionnaires and equipment and furnishings lists not later than December 11, 1974, to the various Basic Sciences departments. We would appreciate your comments and suggestions prior to that date.

PJM:rm

Attachments

JACKSON-OWRE-MILLARD-LYONS

REMODELING PROJECT

BUILDING NAME \_\_\_\_\_

EXISTING ROOM NUMBER \_\_\_\_\_

TOTAL SQUARE FEET \_\_\_\_\_

PRESENT OCCUPANT:

Department Name \_\_\_\_\_

User Name \_\_\_\_\_

NUMBER OF OCCUPANTS:

Present: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Students \_\_\_\_\_

Proposed: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Students \_\_\_\_\_

UTILIZATION:

Present: \_\_\_\_\_

Proposed:  Same  Renovating  Vacating

If you have indicated proposed renovation above, please complete items (a) through (i) listed under RENOVATION on pages 2 and 3. If you have indicated proposed vacation in answer to the above, please complete items (a) through (o) listed under VACATION on pages 4 and 5.

RENOVATION:

- (a) Date of last renovation, if known. \_\_\_\_\_
- (b) Were federal funds utilized in the above renovation?  Yes  No  
If yes, please specify.
- (c) Will total square feet of space change?  Yes  No  
If yes, please specify.
- (d) Do you anticipate any casework changes within this space?  Yes  No  
If yes, please explain.
- (e) Do you anticipate any countertop changes?  Yes  No  
If yes, please explain.
- (f) Will there be any increases or type changes of general laboratory services, (i.e. air, vacuum, gas, etc.)?  Yes  No  
If yes, please explain.



RENOVATION: (Continued)

(g) Will any electrical requirements change within this space? (This includes any special electrical requirements such as 208 volt circuits, special equipment groundings, etc.)  Yes  No  
If yes, please explain.

(h) Will there be any lighting, air exchange, humidity control, etc. changes to this space?  Yes  No  
If yes, please explain.

(i) Will radiation materials or large volumes of volatile chemicals or biological materials be utilized in this space?  Yes  No  
If yes, please explain.

VACATION:

- (a) Where do you propose to move?

Building Name \_\_\_\_\_

Room Number \_\_\_\_\_

Total Square Feet \_\_\_\_\_

- (b) Department Name \_\_\_\_\_

- (c) User Name \_\_\_\_\_

- (d) Proposed Utilization \_\_\_\_\_

- (e) Number of Occupants:

Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Students \_\_\_\_\_

- (f) Will renovation be necessary to accommodate your needs?  Yes  No

If yes, please answer items (g) through (o) below.

- (g) Date of last renovation, if known. \_\_\_\_\_

- (h) Were federal funds utilized in the above renovation?  Yes  No  
If yes, please specify.

- (i) Will total square feet of space change?  Yes  No  
If yes, please specify.

- (j) Do you anticipate any casework changes within this space?  Yes  No  
If yes, please explain.

VACATION: (Continued)

- (k) Do you anticipate any countertop changes?  
If yes, please explain.  Yes  No
- (l) Will there be any increases or type changes of  
general laboratory services, (i.e. air, vacuum,  
gas, etc.)?  
If yes, please explain.  Yes  No
- (m) Will any electrical requirements change within  
this space? (This includes any special electrical  
requirements such as 208 volt circuits, special  
equipment groundings, etc.)  
If yes, please explain.  Yes  No
- (n) Will there be any lighting, air exchange, humidity  
control, etc. changes to this space?  
If yes, please explain.  Yes  No
- (o) Will radiation materials or large volumes of volatile  
chemicals or biological materials be utilized in this  
space?  
If yes, please explain.  Yes  No

JACKSON-OWRE-MILLARD-LYONS COMPLEX

EQUIPMENT & FURNISHINGS SCHEDULES

A. Equipment & Furnishings Categories

Each departmental occupant scheduled to be housed within the renovated Jackson-Owre-Millard-Lyons Complex is requested to fill in three separate equipment lists (or schedules): (I) Fixed Equipment, (II) Movable Equipment, (III) Furnishings. These equipment categories do not include minor equipment and supplies which normally are included in the Departmental operating budget.

I. Fixed Equipment: (Group I)

The fixed equipment schedule should indicate all the justifiable new or presently existing equipment items that will be located within the Jackson-Owre-Millard-Lyons Complex.

This category should include any and all equipment items that would be considered permanently fixed to the building. This category includes the following: fixed casework, standard fume hoods (do not include biohazard or laminar flow hoods), large built-in or fixed sterilizers, glass washers and dryers, large cage washers, environmental rooms, audio metric rooms, etc.

II. Movable Equipment: (Group II)

The movable equipment schedule should indicate all the justifiable new or presently existing equipment items that will be located within the Jackson-Owre-Millard-Lyons Complex.

This category should include any and all equipment items that would not be considered permanently fixed to the building. This category includes the following: typewriters, tape recorders, centrifuges, freezers, refrigerators, balances, microscopes, portable sterilizers, biohazard or laminar flow hoods, incubators, minor operating tables - animal, etc.

III. Furnishings: (Group II)

The furnishings schedules should indicate all the justifiable new or presently existing furnishings items that will be located within the Jackson-Owre-Millard-Lyons Complex.

This category should include the following: desks, chairs, display cases, any additional chalk or tackboards, waste baskets, conference tables, lights (desks or free standing), clocks, shelving, etc.

Note: Use only the Health Sciences Furnishings Standards Catalog for furnishings selections. These standards, approved by the

Health Sciences Planning Committee, are being used for both new construction and large remodeling projects in the Health Sciences Complex. In addition to greatly reduced furnishings costs obtained through volume buying the use of these Standards simplifies and expedites the furnishings program involving purchasing, shipping, and installation. If it is necessary to deviate from these standards see B-4, B-5, B-7, and B-8 below for special instructions. With equipment name and size information the Interior Design Office and the Health Sciences Planning Office will be able to prepare detailed room layouts for the final architectural plans and also allow time for consideration of deviation requests. The Interior Design Office will be consulted on the manufacturer and model number in the case of deviation from the Standards list.

B. General Procedures For Filling Out Equipment And Furnishings Schedules.

This form has been designed to facilitate transcribing information onto architectural plans and onto computer purchase lists. Proper use of the form will be of great assistance in this task. Use as many sheets as necessary and please skip a line between each item.

1. Form Heading:

Check appropriate box opposite the equipment category - Fixed Equipment, Movable Equipment, or Furnishings. Give department name and identification number and fill in other necessary information in Form Heading.

2. Room Number & Room Name:

Please take care to list all items that will be located in a specific room before proceeding to the next room number on your listing. List the room number for only the first item in a room. Also take care to see that all room numbers are listed in numerical order.

3. Equipment Name: (General or Generic)

Be specific and list all the justifiable new or presently existing equipment or furnishings items that will be located in each room scheduled to you. See the following list of examples: (1) glass washer or fume hood under Fixed Equipment, (2) centrifuge - high speed, typewriter, incubator, utility cart, or minor operating table - animal, under Movable Equipment, and (3) desk - secretarial, chair - secretarial, or shelving under Furnishings.

4. Equipment Description: (Company & Model Number)

For Equipment give the complete company name and model number for each item. In the case of new equipment to be purchased give the current model number. This information is vital both for bidding and for utility requirements.

For Furnishings give dimensions, where pertinent, like desk size, but do not give company name or model.

Use as many lines as necessary to fully describe each item, and

please skip a line between each item.

5. Equipment Number:

a. Architectural Equipment No.

Do not fill in. This column will be filled in later by the Planning Office.

b. University Equipment No.

For Equipment do not fill in. This will be filled in later by the Planning Office.

For Furnishings give the Health Sciences Furnishings Standards Catalog number. Do not fill in if the item deviates from the Standards Catalog.

6. Quantities: (Required, Available, New)

a. Required: Indicate the total number of presently existing and desired new items required in each room.

b. Available: Indicate the total number of existing units which will be relocated into the Jackson-Owre-Millard-Lyons Complex, plus any additional units that the Department may acquire from separate fund sources either before or up to 2 years after the completion of the JOML Remodeling.

c. New: Subtract the Available quantity from the Required quantity and enter the New quantity to be purchased.

7. Unit Cost:

This column applies only to the new items which will be purchased for each room. Please enter the current 1974 price of each item.

For Furnishings do not fill in if the item deviates from the Standards Catalog.

8. Total Cost:

Multiply the unit cost by the total number of new items being purchased and enter in this column.

For Furnishings do not fill in if the item deviates from the Standards Catalog.

9. Utilities & Special Requirements:

a. Indicate utilities required by using the following symbols:

(A) =air

(G) =gas

(V) =vacuum

(O<sub>2</sub>) =oxygen

(D) =drain

(CW) =cold water

(HW) =hot water

(CHW)=cold water and hot water

(120 V or 208 V) = electric

- b. For special requirements enter footnote number (1,2,3, etc.) in this column and same footnote number with requirement description in the Special Requirement section at the bottom of the form. Some special requirements include lighting, exhaust, temperature control, equipment finish, floor stress (for heavy items), radiation protection, security, and special drug and chemical storage needs (give volumes, and indicate if special storage methods, special locks or special ventilation is required).

10. Available Equipment Location:

If the item is currently available (see 6-B above), note the building and room number where the equipment is presently located.

11. Rank:

Upon completion of the Movable Equipment list rank all new equipment on a priority of need basis. For example, if there are 23 items on the list, then the items should be ranked from 1 through 23.

With the Furnishings list proceed in the same manner.

The Movable Equipment List and the Furnishings List are to be ranked separately -- NOT AS A COMBINED LIST!!!

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

December 2, 1974

TO: JACKSON-OWRE-MILLARD BUILDING ADVISORY COMMITTEE  
FROM: *Paul* MAUPIN  
SUBJECT: Attached Correspondence

The attached letter from Assistant Vice President Clinton Hewitt dated November 27, 1974, authorizes the Jackson-Owre-Millard Building Advisory Committee to proceed with certain space assignments on an interim basis where needed in the Jackson-Owre-Millard complex.

PJM:rm

Attachment





UNIVERSITY OF MINNESOTA  
TWIN CITIES

Physical Planning  
340 Morrill Hall  
Minneapolis, Minnesota 55455

**RECEIVED**

DEC 2 1974

UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE

November 27, 1974

Mr. Paul Maupin, Chairman  
Jackson/Owre/Millard Building Advisory Committee  
4112 Powell Hall

Dear Paul:

As per your request, the Jackson/Owre/Millard Building Advisory Committee, under your chairmanship, is hereby authorized to proceed with certain space assignments on an interim basis where needed in the Jackson/Owre/Millard complex.

I want to emphasize that approval of such space assignments should be consistent with the overall allocation formula expressed in the July 11, 1974, memorandum from the Committee and a careful evaluation of the needs and costs to accommodate such requests are made.

Sincerely,

Clinton N. Hewitt  
Assistant Vice President  
Physical Planning

CNH/sf

cc: Vice President James Brinkerhoff  
Vice President Lyle French  
Mr. David Preston  
Dr. Milton Trapold  
Ms. Virginia Lewis  
Members of the Committee



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

December 2, 1974

Mr. Rex Singer, Associate Professor  
School of Public Health  
1325 Mayo Memorial Building  
Minneapolis Campus

Dear Rex:

This letter is in response to your correspondence dated November 18, 1974, relating your concerns with the Jackson-Owre-Millard Building Advisory Committee minutes of the November 6, 1974 meeting.

I have discussed your version of Dr. Lazarow's motion with Ruth Mercer, my secretary, and it is our understanding Dr. Lazarow's motion was correctly stated in the minutes.

If you still contend clarification of this issue is in order, we can discuss it at the next meeting of the Jackson-Owre-Millard Building Advisory Committee.

Yours truly,

Paul J. Maupin  
Health Sciences Planning Coordinator  
Health Sciences Planning Office

PJM:rm

# memo

to Paul  
from Ruth

- For your information
- For your approval
- Approved
- For your attention
- Note and file
- Note and return
- Note and forward
- Please advise
- Please comment
- Please reply
- Please handle
- Send copy
- Please see me

*Did I goof?  
I'll talk to you  
about this.*

Date 11/19/74

UNIVERSITY OF MINNESOTA  
TWIN CITIES

School of Public Health  
1325 Mayo Memorial Building  
Minneapolis, Minnesota 55455

**RECEIVED**

November 18, 1974

NOV 19 1974

**UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE**

Mr. Paul Maupin, Coordinator  
Health Sciences Planning Office  
Box 75 Powell Hall  
Minneapolis Campus

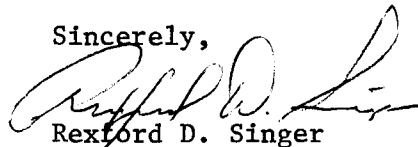
Dear Paul:

I have just reviewed the minutes of the November 6, 1974 meeting of the Jackson-Owre-Millard Building Advisory Committee. As I recall, Dr. Lazarow's motion contained three basic statements as follows: (1) that the committee approve the Medical School Dean's Office request for the first floor Owre Hall space, (2) that the space to be vacated by the Medical School Dean's Office in Mayo and Centennial Hall be referred to the Health Sciences Space Planning Committee for reallocation, and (3) that University Hospitals request for space in Owre Hall be referred to the Health Sciences Space Planning Committee with the recommendation that it be given high priority consideration.

I do not recall any statement in the motion that would direct the Health Sciences Space Planning Committee to give University Hospitals high priority for space in the areas being vacated by the Medical School. In fact, I do not recall such a recommendation even being suggested during our discussion of the motion. I assume that the minutes are in error and that your office will send a correction to the other members of the committee as well as to Dr. Holland.

If the notes of the meeting are not clear on this point, I suggest that the committee be reconvened as soon as possible so as to clarify its intent before any further action is taken by the Health Sciences Space Planning Committee.

Sincerely,



Rexford D. Singer  
Associate Professor  
School of Public Health

cc: Dean Stauffer  
Dr. Holland

JACKSON-OWRE-MILLARD  
BUILDING ADVISORY COMMITTEE MEETING

Wednesday, November 6, 1974  
1:30 p.m.  
4112 Powell Hall

PRESENT: Paul Maupin, Dr. E. Wayne Drehmel, Tom Jones,  
Rex Singer, Dr. Arnold Lazarow, Ms. Virginia Lewis,  
Dr. Meller Holland representing Dr. James Jensen

ABSENT: Ms. Frances Dunning, Dr. Milton Trapold, Dr. Frank  
DiGangi

The Jackson-Owre-Millard Building Advisory Committee was called together to review the Medical School Dean's Office request and clarification of the Hospital's space request. The Committee had requested the Dean's Office and the Hospital to confer in negotiations and attempt to reach an agreement that would be acceptable to the Medical School and the University Hospitals.

Dr. E. Wayne Drehmel stated the Medical School Dean's Office request remains the same as the initial request. The Dean's request proposes to relocate in the same first floor area requested by the Hospital. Presently allocated spaces on the 13th floor of Mayo and Centennial Hall would be vacated by the Dean's Office and referred to the Health Sciences Space Planning Committee for reallocation. Dr. Drehmel stressed the critical space problems existing in presently allocated areas; conditions are extremely overcrowded; and he indicated they are handicapped by a shortage of 1,700 square feet of space. He stated the relocation would enable more convenient accessibility to Med School students, and enhance other functions of the Dean's Office in permanent, centralized space. Initial renovation funds to provide minimal, interim space needs would be provided by the Dean's Office until funds are made available for allocation from the 1975 Legislative appropriations.

The Hospital's letter clarifying their requested space dated October 25, 1974, had been distributed to all Committee members prior to this meeting. Mr. Tom Jones explained the Hospital's request was intended to expand (directly and indirectly) clinical spaces by approximately twelve exam rooms; six exam rooms each for the Ophthalmology and Pediatric Clinics. The Hospital's request pointed out that the space requested in Owre Hall would not be the only acceptable alternative providing suitable space (in size and location) could be designated elsewhere.

Dr. Drehmel and Mr. Jones reported their negotiations had developed to their limits, and it was necessary for the Committee to evaluate their requests and make a final decision. The Committee evaluated each request and examined various alternatives.

Dr. Arnold Lazarow made the formal motion to accept the Medical School Dean's Office request for the first floor Owre Hall space; spaces in Centennial Hall and 13th floor of Mayo vacated by the Dean's Office would be referred to the Health Sciences Space Planning Committee for reallocation with the Committee's recommendation that the Hospital request be given high priority consideration for that space.

The motion was seconded by Ms. Virginia Lewis.

Mr. Tom Jones motioned to amend the original motion to be contingent on other space being made available to the Hospital; the Dean's Office would be precluded from occupying Owre Hall space until other space is allocated to the Hospital.

Dr. Arnold Lazarow seconded the amendment to the original motion.

One member voted in favor; four were opposed to the amendment to the original motion.

Four members favored the original motion, and one member opposed. The motion carried in favor of the Medical School Dean's Office request to occupy the first floor Owre Hall space; spaces in Centennial Hall and 13th floor of Mayo are to be referred to the Health Sciences Space Planning Committee for reallocation with the Committee's recommendation that the Hospital request be given high priority consideration for vacated Mayo and Centennial Hall space.

Dr. Drehmel requested the Committee's approval to initiate planning for occupancy of the Owre Hall space as soon as possible to accommodate new staff members, and to ease the present overcrowded conditions in Mayo. The Committee approved the request to occupy the space on a limited basis realizing occupants would be temporarily disrupted during renovation.

Mr. Maupin reported that the University has not yet reached a settlement with The Architects Collaborative, Inc. and their insurance carrier, CNA. Therefore, all Health Sciences projects under contract with TAC shall not proceed until a settlement is reached. Mr. Maupin indicated it would be extremely important in requesting legislative funds to reach an agreement by January, 1975.

Department of Surgery Request - The Committee reviewed the request for space on fifth floor of Owre Hall submitted by the Department of Surgery.

Dr. Drehmel made a formal motion to forward the Department of Surgery request to Dr. Patrick Manning and Ms. Virginia Lewis for their consideration.

Mr. Rex Singer seconded the motion.

The Committee unanimously favored the motion to forward the Department of Surgery request to Dr. Patrick Manning and Ms. Virginia Lewis for their consideration.

Health Sciences Planning Office  
11/12/74

University  
of  
Minnesota  
memo

date December 2 1974

to Virginia Lewis, Space Programming and Management

from J R. Shannon, Coordinator, Custodial and Grounds Dept.

Virginia, enclosed is a copy of the information we discussed for a custodial lunch room for the Health Sciences group. It includes the areas the men are assigned to as well as the needs.

Please let me know if I can help you find a new location.

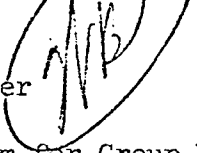
JRS/ajh

Enclosure



MEMORANDUM

November 27, 1974

TO: J Shannon  
FROM: Wayne Beyer   
RE: Lunch room for Group HS-1

Upon checking with Tom Harrity, Sr. Building and Grounds Supervisor of Group HS-1 in regard to a lunch room to replace room 238 Owre, about 18 to 20 Building and Grounds Workers and Sr. Building and Grounds Workers are involved, as follows:

<u>Building</u>	<u>Sr. B/G</u>	<u>B/G</u>	<u>Students</u>
Jackson Hall	1	3	1
Millard Hall	1	2	0
Owre Hall	1	5	2
Owre-Jackson Addition	0	2	0
Lyon Labs	0	2	0

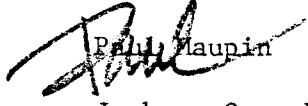
The new room should have running water and a sink. If possible, there should be lockers available for each person.

WMB/ajh

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

December 9, 1974

TO: Clinton Hewitt  
FROM:  Paul Maupin  
SUBJECT: Jackson-Owre-Millard Remodeling Program Document

This letter is in response to your correspondence dated November 26, 1974, concerning our interim space allocation report for remodeling of the Jackson-Owre-Millard complex. The intent of this report was to provide a brief view of the Jackson-Owre-Millard Building Advisory Committee's action regarding the assignment of space. This draft report should have been viewed concurrently with the color coded floor plans.

As the attached sample forms indicate, we are now acquiring additional information to assist us in compiling our complete program of requirements for this project. The final program of requirements will include, but not be limited to the following information.

General Information: Included in this section will be the Table of Contents, a brief general description of the Jackson-Owre-Millard-Lyons complex, a tabular breakdown of space requirements for each Basic Sciences department to be housed in the facility, and a summary of space assignments to accommodate departmental needs.

Description of Functions: This section shall consist of a detailed list of activities of each Basic Sciences department, describe the types of space required to accommodate these activities, and reflect the numbers of people involved in carrying out such activities.

Space Schedule: This schedule will designate actual space allocations to each Basic Sciences department with considerations given to types of space, i.e. laboratories, animal care rooms, clinical research space, etc., departmental functions and staffing quantities.

Equipment Lists: These lists will be compiled for each department to include departmental requirements for furnishings, fixed and movable equipment. Required new equipment will reflect an estimated cost. Special service requirements shall be listed for each item of equipment.

Clint, this should clarify the intent of draft interim space report for the Jackson-Owre-Millard complex, and indicate our intentions and present efforts in collecting data to compile our final program of requirements for this project.

PJM:rm

Attachments

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Health Sciences Planning Office  
Box 75 Powell Hall  
4103 Powell Hall  
Minneapolis, Minnesota 55455  
(612) 373-8981

December 2, 1974

TO: JACKSON-OWRE-MILLARD BUILDING ADVISORY COMMITTEE

FROM: *Paul J. Maupin* PAUL J. MAUPIN

SUBJECT: Attachments

The Health Sciences Planning Office has compiled the attached material for your review and comments prior to circulation to the various Basic Sciences departments that will be occupying the Jackson-Owre-Millard-Lyons complex.

The questionnaire was designed to acquire the necessary information for architectural purposes to insure that planning can proceed expeditiously when an architect is named to this project. Although the questionnaire appears to be lengthy, its content has maintained simplicity and can be completed without further explanation. The information acquired from the questionnaire will provide us with complete data to proceed with planning efforts.

The equipment and furnishings list is accompanied with a thorough explanation for completing the listing. Each department will be required to complete the lists to determine equipment and furnishings needs. These same procedures will be incorporated in the Building B/C project.

It is our intention to circulate the questionnaires and equipment and furnishings lists not later than December 11, 1974, to the various Basic Sciences departments. We would appreciate your comments and suggestions prior to that date.

PJM:rm

Attachments

JACKSON-OWRE-MILLARD-LYONS

REMODELING PROJECT

BUILDING NAME \_\_\_\_\_

EXISTING ROOM NUMBER \_\_\_\_\_

TOTAL SQUARE FEET \_\_\_\_\_

PRESENT OCCUPANT:

Department Name \_\_\_\_\_

User Name \_\_\_\_\_

NUMBER OF OCCUPANTS:

Present: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Students \_\_\_\_\_

Proposed: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Students \_\_\_\_\_

UTILIZATION:

Present: \_\_\_\_\_

Proposed:  Same  Renovating  Vacating

If you have indicated proposed renovation above, please complete items (a) through (i) listed under RENOVATION on pages 2 and 3. If you have indicated proposed vacation in answer to the above, please complete items (a) through (o) listed under VACATION on pages 4 and 5.

RENOVATION:

- (a) Date of last renovation, if known. \_\_\_\_\_
- (b) Were federal funds utilized in the above renovation?  Yes  No  
If yes, please specify.
- (c) Will total square feet of space change?  Yes  No  
If yes, please specify.
- (d) Do you anticipate any casework changes within this space?  Yes  No  
If yes, please explain.
- (e) Do you anticipate any countertop changes?  Yes  No  
If yes, please explain.
- (f) Will there be any increases or type changes of general laboratory services, (i.e. air, vacuum, gas, etc.)?  Yes  No  
If yes, please explain.

RENOVATION: (Continued)

- (g) Will any electrical requirements change within this space? (This includes any special electrical requirements such as 208 volt circuits, special equipment groundings, etc.)  
If yes, please explain.  Yes  No
- (h) Will there be any lighting, air exchange, humidity control, etc. changes to this space?  
If yes, please explain.  Yes  No
- (i) Will radiation materials or large volumes of volatile chemicals or biological materials be utilized in this space?  
If yes, please explain.  Yes  No

VACATION:

- (a) Where do you propose to move?

Building Name \_\_\_\_\_

Room Number \_\_\_\_\_

Total Square Feet \_\_\_\_\_

- (b) Department Name \_\_\_\_\_

- (c) User Name \_\_\_\_\_

- (d) Proposed Utilization \_\_\_\_\_

- (e) Number of Occupants:

Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Students \_\_\_\_\_

- (f) Will renovation be necessary to accommodate your needs?  Yes  No

If yes, please answer items (g) through (o) below.

- (g) Date of last renovation, if known. \_\_\_\_\_

- (h) Were federal funds utilized in the above renovation?  Yes  No  
If yes, please specify.

- (i) Will total square feet of space change?  Yes  No  
If yes, please specify.

- (j) Do you anticipate any casework changes within this space?  Yes  No  
If yes, please explain.



VACATION: (Continued)

(k) Do you anticipate any countertop changes?  
If yes, please explain.  Yes  No

(l) Will there be any increases or type changes of  
general laboratory services, (i.e. air, vacuum,  
gas, etc.)?  
If yes, please explain.  Yes  No

(m) Will any electrical requirements change within  
this space? (This includes any special electrical  
requirements such as 208 volt circuits, special  
equipment groundings, etc.)  
If yes, please explain.  Yes  No

(n) Will there be any lighting, air exchange, humidity  
control, etc. changes to this space?  
If yes, please explain.  Yes  No

(o) Will radiation materials or large volumes of volatile  
chemicals or biological materials be utilized in this  
space?  
If yes, please explain.  Yes  No

SAMPLE FORM

UNIVERSITY OF MINNESOTA HEALTH SCIENCE EXPANSION

JACKSON -- OWRE -- MILLARD -- LYONS EQUIPMENT SCHEDULES

DEPARTMENT NAME: \_\_\_\_\_

- FIXED EQUIP
- MOVABLE EC
- FURNISHING

ROOM NO.	ROOM NAME	EQUIPMENT NAME General or Generic	EQUIPMENT DESCRIPTION Company & Model Number	EQUIPMENT NO'S	
				ARCH	U of M
OWRE	OFFICE	TRANSCRIBER	DICTAPHONE, MODEL		
31			2425		
OWRE	LABORATORY	BALANCE, TOP	METTLER, MODEL		
23		LOADING	P1000N		
MILLARD	LABORATORY	CENTRIFUGE,	IEC, MODEL 428		
18		CLINICAL			

EQUIPMENTS

JACKSON-OWRE-MILLARD-LYONS COMPLEX

EQUIPMENT & FURNISHINGS SCHEDULES

A. Equipment & Furnishings Categories

Each departmental occupant scheduled to be housed within the renovated Jackson-Owre-Millard-Lyons Complex is requested to fill in three separate equipment lists (or schedules): (I) Fixed Equipment, (II) Movable Equipment, (III) Furnishings. These equipment categories do not include minor equipment and supplies which normally are included in the Departmental operating budget.

I. Fixed Equipment: (Group I)

The fixed equipment schedule should indicate all the justifiable new or presently existing equipment items that will be located within the Jackson-Owre-Millard-Lyons Complex.

This category should include any and all equipment items that would be considered permanently fixed to the building. This category includes the following: fixed casework, standard fume hoods (do not include biohazard or laminar flow hoods), large built-in or fixed sterilizers, glass washers and dryers, large cage washers, environmental rooms, audio metric rooms, etc.

II. Movable Equipment: (Group II)

The movable equipment schedule should indicate all the justifiable new or presently existing equipment items that will be located within the Jackson-Owre-Millard-Lyons Complex.

This category should include any and all equipment items that would not be considered permanently fixed to the building. This category includes the following: typewriters, tape recorders, centrifuges, freezers, refrigerators, balances, microscopes, portable sterilizers, biohazard or laminar flow hoods, incubators, minor operating tables - animal, etc.

III. Furnishings: (Group II)

The furnishings schedules should indicate all the justifiable new or presently existing furnishings items that will be located within the Jackson-Owre-Millard-Lyons Complex.

This category should include the following: desks, chairs, display cases, any additional chalk or tackboards, waste baskets, conference tables, lights (desks or free standing), clocks, shelving, etc.

Note: Use only the Health Sciences Furnishings Standards Catalog for furnishings selections. These standards, approved by the

Health Sciences Planning Committee, are being used for both new construction and large remodeling projects in the Health Sciences Complex. In addition to greatly reduced furnishings costs obtained through volume buying the use of these Standards simplifies and expedites the furnishings program involving purchasing, shipping, and installation. If it is necessary to deviate from these standards see B-4, B-5, B-7, and B-8 below for special instructions. With equipment name and size information the Interior Design Office and the Health Sciences Planning Office will be able to prepare detailed room layouts for the final architectural plans and also allow time for consideration of deviation requests. The Interior Design Office will be consulted on the manufacturer and model number in the case of deviation from the Standards list.

B. General Procedures For Filling Out Equipment And Furnishings Schedules.

This form has been designed to facilitate transcribing information onto architectural plans and onto computer purchase lists. Proper use of the form will be of great assistance in this task. Use as many sheets as necessary and please skip a line between each item.

1. Form Heading:

Check appropriate box opposite the equipment category - Fixed Equipment, Movable Equipment, or Furnishings. Give department name and identification number and fill in other necessary information in Form Heading.

2. Room Number & Room Name:

Please take care to list all items that will be located in a specific room before proceeding to the next room number on your listing. List the room number for only the first item in a room. Also take care to see that all room numbers are listed in numerical order.

3. Equipment Name: (General or Generic)

Be specific and list all the justifiable new or presently existing equipment or furnishings items that will be located in each room scheduled to you. See the following list of examples: (1) glass washer or fume hood under Fixed Equipment, (2) centrifuge - high speed, typewriter, incubator, utility cart, or minor operating table - animal, under Movable Equipment, and (3) desk - secretarial, chair - secretarial, or shelving under Furnishings.

4. Equipment Description: (Company & Model Number)

For Equipment give the complete company name and model number for each item. In the case of new equipment to be purchased give the current model number. This information is vital both for bidding and for utility requirements.

For Furnishings give dimensions, where pertinent, like desk size, but do not give company name or model.

Use as many lines as necessary to fully describe each item, and

please skip a line between each item.

5. Equipment Number:

a. Architectural Equipment No.

Do not fill in. This column will be filled in later by the Planning Office.

b. University Equipment No.

For Equipment do not fill in. This will be filled in later by the Planning Office.

For Furnishings give the Health Sciences Furnishings Standards Catalog number. Do not fill in if the item deviates from the Standards Catalog.

6. Quantities: (Required, Available, New)

a. Required: Indicate the total number of presently existing and desired new items required in each room.

b. Available: Indicate the total number of existing units which will be relocated into the Jackson-Owre-Millard-Lyons Complex, plus any additional units that the Department may acquire from separate fund sources either before or up to 2 years after the completion of the JOML Remodeling.

c. New: Subtract the Available quantity from the Required quantity and enter the New quantity to be purchased.

7. Unit Cost:

This column applies only to the new items which will be purchased for each room. Please enter the current 1974 price of each item.

For Furnishings do not fill in if the item deviates from the Standards Catalog.

8. Total Cost:

Multiply the unit cost by the total number of new items being purchased and enter in this column.

For Furnishings do not fill in if the item deviates from the Standards Catalog.

9. Utilities & Special Requirements:

a. Indicate utilities required by using the following symbols:

(A) =air

(CW) =cold water

(G) =gas

(HW) =hot water

(V) =vacuum

(CHW)=cold water and hot water

(O<sub>2</sub>) =oxygen

(120 V or 208 V) = electric

(D) =drain

b. For special requirements enter footnote number (1,2,3, etc.) in this column and same footnote number with requirement description in the Special Requirement section at the bottom of the form. Some special requirements include lighting, exhaust, temperature control, equipment finish, floor stress (for heavy items), radiation protection, security, and special drug and chemical storage needs (give volumes, and indicate if special storage methods, special locks or special ventilation is required).

10. Available Equipment Location:

If the item is currently available (see 6-B above), note the building and room number where the equipment is presently located.

11. Rank:

Upon completion of the Movable Equipment list rank all new equipment on a priority of need basis. For example, if there are 23 items on the list, then the items should be ranked from 1 through 23.

With the Furnishings list proceed in the same manner.

The Movable Equipment List and the Furnishings List are to be ranked separately -- NOT AS A COMBINED LIST!!!

UNIVERSITY OF MINNESOTA  
TWIN CITIES

Physical Planning  
340 Morrill Hall  
Minneapolis, Minnesota 55455

RECEIVED

NOV 26 1974

UNIV. OF MINN.  
HEALTH ECONOMICS  
PLANNING OFFICE

November 26, 1974

TO: Paul Maupin  
FROM: Clint Hewitt   
SUBJECT: Jackson/Owre/Millard Remodeling Program Document

Attached is a copy of a memo I referred to in our discussion with Milt Trapold today concerning the above subject. I asked Milt for this review and I am sure that it will be useful in the preparation of the final document.

CNH/kh  
Attachment



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Division of Space Programming and Management  
Office of Physical Planning  
N-363 Elliott Hall  
Minneapolis, Minnesota 55455  
(612) 373-2996

November 12, 1974

DATE	NOV 14 1974
CH	
FILE	

TO: Clint Hewitt

FROM: Milt Trapold, *not*

SUBJECT: Basic Sciences Remodeling Program Document

Since I do not know for what specific purpose this document was prepared, it is difficult to comment upon it from the point of view of how well it does its intended job. However, below are some general observations. In addition, I have made numerous comments on the document itself about points that need clarified, additional information needed, etc.

1. No information is given about how the functions to be housed in the remodeled space relate to other functions in the Health Sciences, either within the same department, or in other departments, that are located in other buildings within the Health Sciences complex.
2. No information is given about how the functions to be housed in the remodeled space for one department relate to any other department for which space is being remodeled.
3. Essentially no information is given about how the functions to be housed in remodeled space relate to functions already going on in the building, whether the latter will continue during and after remodeling, what logistic problems might be encountered in working around existing functions, etc.
4. Very little information is given about the programmatic requirements for the space to be remodeled. In most cases target square footages are given, but no details as to how these break out into rooms or configurations, how they relate to one another or to other functions to be housed in the building etc. Also missing is any detail about mechanical, electrical or special service requirements.



Basic Sciences Remodeling

November 12, 1974

Page Two

5. No guidance is offered as to how the programmed square footages for remodeling might relate to the rooms that have been designated as the new "domain" of the departments to be housed in the remodeled complex.

There are other comments that could be made, but for now these should suffice. In general, unless one were already intimately familiar with the entire matrix of Health Sciences programs, and with the specific spaces in question, I don't see how this document could be of much help. In other words, most of the programming remains to be done.

If you want anything further, just let me know.

MAT/MEO

Attachments (2)

Basic Sciences Remodeling document

Present & Proposed Space Allocation plans

Office of the Dean

December 9, 1974

TO: Paul Maupin  
FROM: James C. Nelson  
SUBJECT: Assignment of Space in Owre/Jackson Hall for Medical School  
Dean's Office

I am addressing this letter to you in your capacity as Chairman of the Jackson/Owre/Millard Building Advisory Committee, since this group reviewed the various space requests and prepared recommendations regarding the allocation of space in the Owre/Jackson Hall. (This consists of rooms 139 through 160).

In view of Mr. Clinton Hewitt's letter, dated November 27, 1974, sent in response to the committee's recommendations, we are anxious to receive formal and official approval for the Dean's Office to occupy the space on both sides of the corridor, on the first floor, southwest side, of Owre/Jackson Hall. (This consists of rooms 139 through 160).

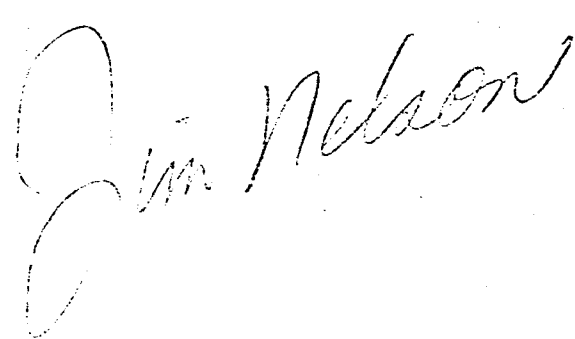
In addition to this official allocation approval, we also need information, guidelines and the necessary approval of how we will be permitted to renovate this space for use by the Dean's Office staff. Because some renovation will be required, I have prepared a "Request for Preliminary Cost Estimate" form outlining, in a general fashion, those features which must be improved. It is possible that our funding will not permit us to do all of the things we would like to, (i.e. wall relocation, etc); however, we would like to have cost estimates prepared.

If this approach is in order, would you please indicate your approval on the attached form and forward it to Mrs. Virginia Lewis for her approval and further handling.

JCN/MH

cc: Dr. Drehmel  
Ms. V. Lewis  
Ms. G. Thomsen  
Mr. M. Trapold

HEALTH SCIENCES CENTER



INSTRUCTIONS: Use this form in requesting cost estimates for all remodelling and rehabilitation. Answer all questions to avoid unnecessary delay. Forward three copies to Assistant Vice President for Physical Planning and Development, Attention: Executive Assistant.

Work Requested:

1. Describe work desired (add additional pages if necessary).
2. Attach sketch and/or specifications.
3. Note performance requirements if any.

The four units of the Dean's Office of the Medical School will occupy Rooms 139-160 on the first floor of Owre/Jackson Hall. Although some details are not completely firm at this time, we would like to outline our general plans and ask that your staff work with Mr. Nelson and his staff in developing plans to fit our needs so that Preliminary Cost estimates can be prepared.

Please prepare separate estimates (combining sensible projects where possible) for each of the three areas designated below:

Note: Room numbers are duplicated in these areas.

Area I - Rooms 139 - A,B,C,E,G,H,J,K.

Area II - Rooms 141, 142, 145, 146, 148, 149, 150, 151, 152, 153.

Area III - Rooms 149, 149A, 149B, 150, 151, 158, 158A, 160

Budget: 0901-4048-02

Department: Medical School Administration

Building: Owre/Jackson

Rooms involved: 139 - through - 160

Are all rooms involved currently allocated to department making request?  
yes  no

Is this work related to:  
An existing program   
A new program

When must work be completed? Although it will be phased, we would like the first phase completed by January 10, 1974.  
Why? Space is urgently needed.

Where will funds for the job come from? (identify budget)  
Medical School fund  
Maximum sum available for this job:  
Unknown

Person to call for detail of work requested:  
Name: James C. Nelson

Phone Number: 3-8119

Room & Building: 1342 Mayo

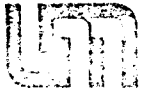
continued on attached

*Virginia Lewis  
Spec 7/25/74  
12/9/74*

ATTACH SUPPORTING DOCUMENTS

Conditions of Approval: A copy of preliminary cost estimates, budgets, and drawings must be submitted to Virginia Lewis and Paul Maupin's offices.

Recommended—Head of Department	<i>OK</i>	Date
Recommended—Dean or Administrative Officer	<i>Paul Maupin</i>	Date 12/9/74
Approved—Office of Vice President for Physical Planning and Development		Date



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Physical Plant Maintenance and Operations  
200 Shops Building  
Minneapolis, Minnesota 55455

RECEIVED

11 December 1974

DEC 11 1974

UNIV. OF MINN.  
HEALTH SCIENCE  
PLANNING OFFICE

TO: Prof. Arnold Lazarow, Head  
Department of Anatomy

FROM: R. H. Hendricks, Superintendent  
Health Sciences Physical Plant

SUBJECT: Remodeling work in Rm. 242 area of Owre Hall

People on your staff have been removing fixed laboratory furniture and cabinets in Rms. 242, 242A, 242B, 242C and 242D of Owre Hall.

Long established University remodeling policy strictly forbids this type of activity by departmental staff people. This work must be done by University tradesmen or outside contractors under University supervision.

Please refer to the enclosed procedures necessary for accomplishing remodeling work in University building.

RHH:dai

enclosure

cc: W. E. Soderberg  
Space Programming & Management  
Jackson, Owre, Millard Committee  
Dean N. L. Gault, Jr.  
file

*R.H.H.*



UNIVERSITY OF MINNESOTA

Office of the Vice President for  
Finance, Planning and Operations  
301 Morrill Hall  
Minneapolis, Minnesota 55455  
(612) 373-5940

December 12, 1974

TO: Barbara Redman

FROM: James F. Brinkerhoff, Vice President  
Finance, Planning & Operations *JFB*

SUBJECT: Jackson-Owre-Millard Building Advisory Committee

I would appreciate your serving as a replacement for Frances Dunning on the above subject committee under the chairmanship of Paul Maupin.

You will receive notification of the next meeting from the chairman.

JFB/sf

cc: Lyle French  
Clinton Hewitt  
David Preston  
Members of the Committee