



Pratt Institute School of Information

Space+Technology Committee: Needs and Proposed Plans AY 17/18

Recommended by the Space+Technology Committee and approved by the SI Dean on Oct. 24, 2017.

Updated: July 18, 2018

Key: Items highlighted in light yellow are expected to be completed fiscal year 17/18 (July 1, 2017 to June 30, 2018). Items in green have been completed.

Space	Need	Plan to address	Estimated Cost	Priority	Due Date	Actual
PMC 601	2 iMacs in open office area need replacement	iMac nearest the door will be replaced by new machine that IT has in inventory; second unit will be replaced by MacDonald's old machine.	Covered in IT budget	High	Spring 2018	Complete June 2018.
PMC 601	10x chairs in SI administrative suite are badly discolored by sun, and thus appear dirty.	Replace chairs	\$1,700	Low	--	Complete July 2018, including guest chairs in faculty offices.
PMC 601	Space under GA desks is cluttered with items that need to be put into storage	Remove from storage those items that will not be used in the next 2 years. Use storage spaces for items that will be used in the next 2 years.	0	Medium	Summer 2018	Complete.

PMC 601a	Space is cluttered with record boxes and equipment that is no longer used.	Remove items that will not be used in the next 2 years.	0	Low	Summer 2018	
PMC 601b	Request from Cocciolo for a standing desk for top of existing desk	Purchased this model .	\$170	Low	Spring 2018	Completed April 2018.
PMC 601c	Thomas' computer warranty is expired and needs replacement	Replace with new model	Covered in IT budget	Medium	Spring 2018	Completed March 2018.
PMC 601d	Request from Lai for a standing desk	Purchased this model	\$160	Low	Spring 2018	Completed April 2018.
PMC 602	Instructor iMac is old and needs replacement	IT will replace with iMac that they have in inventory.	Covered in IT budget	High	Summer 2018	Completed June 2018.
PMC 604	Computer warranties have expired for MacDonald, Sula and Pattuelli computers and need replacement.	Replace all 3 computers	Covered in IT budget	High	Fall 2017	Completed Fall 2017.

PMC 604a	Lopatovska laptop warranty expires in Nov. 2017; laptop has multiple problems.	Replace laptop	Covered in IT budget	High	Spring 2018	Complete June 2018.
PMC 604c	Maceli laptop over 3 years old and need replacement	Replace laptop. On a 5-year warranty and IT will not replace it.	\$2,200	High	Spring 2018	Complete May 2018.
PMC 604c	Maceli and MacDonald office chair arm rests are shedding.	Replace 2x chairs with this model .	\$376	Low	Summer 2018	Complete April 2018.
PMC 604a	Space is very tight and not amenable to advising students (students hit their head when meeting Lopatovska).	Lopatovska: Remove L shaped desk and move to Quinn Lai's office (601C), and dispose of Lai's desk. Buy table that fills the window nook so that Lopatovska faces out the window when seated. Buy her 2 drawer ~3-foot file drawer, which is wide and not that deep so it doesn't stick out too far. See proposed floor plan . Products to buy: Desk (48" wide 30" deep), light finish 2-drawer file unit (white) Move tall metal cabinet to 611.	~\$650	High	Spring 2018	Complete Spring 2018.
PMC 604a	Student seating for advising are very faded and appear dirty; still tight space for advisement	Replace with new furniture: <ul style="list-style-type: none"> • Bench • Stool • Book case • Coat hook 	\$300	Low	TBD	Completed April 17, 2018.

PMC 604d	Chair for Villaespesa's office is very old and has poor back support	Replace chair	Provost's start-up funds	High	Fall 2017	Completed (using Provost's office start-up funds)
PMC 604	In general, space poorly supports faculty meeting with advisees or others because of shared office spaces.	Hire architect to study faculty space needs, redesign and rebuild space(s) for faculty.	Unknown	Low	--	Forwarded need to architects (Kliment Halsband Architects) and Pratt facilities dept in Jan 2018. Proposed plan in March 2018, which will not address core issue (insufficient space).
PMC 605	Photocopy room is cluttered with things that are no longer needed	Work with facilities to cleanout photocopy room	0	Medium	Summer 2018	Complete June 2018.
PMC 605	Poland Springs water is not environmentally sustainable (trucking in water from Maine), costly (~1K per year), and space intensive.	Explore needs around water and consider discontinuing.	0	Low	--	Complete (unit removed) June 2018.
PMC 605	Microwave and refrigerator are often dirty	Investigate way to keep both units clean. No one whose job it is to keep clean.	TBD	Low	--	Budget request in AY18/19 for cleaning person denied. Purchased new microwave. Dean will explore options

						with facilities.
PMC 606	23 Dell computers warranties expired in 2014, although seem to be holding up fairly well.	Replace with 21 new computers (20 student and 1 instructor)	42K	Medium	--	High priority for 18/19
PMC 606	Room is difficult to teach in because of its large size. Instructors rarely want to teach in there.	Shrink the teaching area by providing a break-out space in the far left corner of the room (dissolve computer cluster in far left corner of room). Create a new row of 4 workstations in middle of room. Retire equipment that is not used, including large printer and print kiosk. Move 1 Epson scanner to room 611. Move copy stand to the corner nearest the photocopy room. Reduce number of student computers from 23 to 20. Allow breakout-area screen to be connected to via a laptop in addition to AV switch.	1K	High	Summer 2018	Complete June 2018; implemented plan .
PMC 606	AV switch is temperamental and sometimes fails unexplainably, and is quite old. Provide functionality for connecting mobile devices to screens.	Replace A/V switch (see AMX Audio Video Control Systems)	TBD	Medium	--	A/V switch failed in Jan. 18; new model needs to be installed.
PMC 608	4 iMacs in room are old and slow.	Replace all four	8K	Low	--	Instructor workstation replaced in June 2018; other machines need replacement.
PMC 608	Students would benefit from using museum-quality professional photo scanner in course LIS 665 Projects in Digital Archives	Purchase Hasselblad Flextight X1 Scanner (available at B&H)	\$16,395	Low	--	Made a Strategic Initiatives request for this scanner (March 2018). 15K granted in June

						2018. Expected completion fall 2018.
PMC 608	LIS 665 Projects in Digital Archives for Spring 2018 needs 35mm negative scanning for 2 stations (only 1 station currently available).	Buy used Nikon Coolscan SA-21 negative adapter for Nikon Super Coolscan 5000 ED.	\$107	High	--	Complete and installed Oct. 2017.
PMC 609	Room is cluttered with stuff whose owner is unclear	Work with facilities to cleanout room	0	Medium	Fall 2018	Completed
PMC 609	Projector screen is small for a room of that size	Explore options for creating a larger projected image. This can include installing a new projector or moving back the projector mount.	TBD	Low	--	Completed (laser projector installed and mount moved back to create larger image).
PMC 610	Conference room chairs wheels are disintegrating and damaging the floors and leaving plastic everywhere. Chairs have poor back support. Room is used for Trustee meetings and prospective students, among other uses.	Replace with 20 new chairs; request money from Provost's Office.	~10K	High	Spring 2018	Completed Dec. 2017; paid for by Provost's Office.
PMC 610	AV equipment does not turn on correctly using the switch; no instructions on using room AV equipment. Laptop connections in table do not work. Should introduce video conferencing capability.	Work with IT to make AV equipment work more seamlessly; post instructions on using equipment; restore video conferencing capability; fix laptop connections.	0	High	Fall 2018	Dec '17: HDMI laptop connection is working. Feb '18 Video conferencing is working. Still need to make screens come

						on with one switch.
PMC 610	Improve look of podium for events like new student orientation that are also broadcasted online.	Print logo on foam core and mount on podium	\$68	High	Fall 2018	Complete Oct. 2017
PMC 610	Need to livestream information session so that remote prospective students can participate.	Buy microphone and table-top tripod for iPhone.	\$75	High	Fall 2018	Complete.
PMC 610	Keep room polished for important events and not storage for unused furniture.	Remove folding temporary tables	0	Medium	Jan. 2018	Complete Oct. 2017.
PMC 610	Include a way to wirelessly connect to the LCD displays.	As many people use Mac laptops, explore the possibility of using Apple TV as the wireless connectivity option.	\$150	Low	TBD	
PMC 611	VTR needed for playing back Betacam and Digibeta video tapes for LIS 668 Projects in Moving Image and Sound Archives	Purchase Sony J-30 VTR from E-Bay	\$800	Medium	Jan. 2018	Complete Nov. 2017.
PMC 612	16 iMac computers warranty expired in 2014 and age is showing (slow to login). Need replacement.	Replace with 16 dual-boot iMacs.	30K	High	Summer 2018	Completed April 17, 2018.

PMC 707	If and when room is permanently assigned as a SI classroom, steel chairs for 3 hour classes are uncomfortable.	Replace with office chairs with soft-seating.	10K	Low	--	Room will be demolished under architect's plan.
InfoLounge	Re-brand and modernize the "Cyber Lounge/ Cyber Cafe/ Cyber Space." Make more attractive for current students, prospective students, and others.	Conduct Twitter poll to determine new name. To promote the new name, and create a sense of place, commission Pratt's Creative Services department to create and install a large wall graphic (7'x12-13') on wall between rooms 609 and 605.	~2K	Medium	--	Complete. Dec '17 - Twitter poll conducted and "InfoLounge" is the new name. Jan '18 - Request sent to Creative Services to create wall graphic; installation expected in April 2018; installed May 2018
InfoLounge	One of the tables is very damaged; students often bring their laptops and want to plug into outlets	Swap damaged circular table with circular table in OK condition. Buy new table that has outlets in it and connect to wall outlet. Dispose of damaged table. Product to buy: Round table (42 inch diameter, black finishes) Kensington round outlet	1K	High	Fall 2018	Completed Jan. 2018.
InfoLounge	Coffee setup is not elegant and not environmentally sustainable.	Replace styrofoam cups with biodegradable cups. Explore way to make coffee setup look better and not occupy so much student space. Improve coffee quality.	TBD	Low	--	Complete Nov. 2017 - moved coffee maker to near 601 to use less student space; replace styrofoam with paper cups; replaced

						Folgers coffee brand with Bustelo coffee (winner of Twitter poll)
InfoLounge	Chairs in InfoLounge are mismatched and don't create a polished look for arriving visitors.	Replace 7-13 chairs	8K	Low	--	Complete July 2018.
InfoLounge	Students want additional power outlets for laptops.	Add power outlet along wall shared with elevator shaft.	TBD	Medium	--	Need brought to Facilities; expected to be complete Summer 2018.
InfoLounge	Students want to charge mobile devices, such as cell phones.	Install cell phone charging station with frequently occurring connectors	TBD	Low	--	Two Powerball outlets installed August 2018.
General	While light switches allow you to control fluorescent lamps pointed up and down, faculty want to be able to turn off lights near the projected image while maintaining some lighting away from the projected image.	Add additional light switches to allow more control of lighting.	TBD	Low	--	Jan '18: Described need to architects (Kliment Halsband Architects) and Pratt facilities dept.
General	Need to improve Wi-Fi connectivity and reliability	Install fourth Wi-Fi access point on 6th floor using decommissioned unit from W18th St.	Covered in IT budget	High	Summer 2018	

General	Lockers do not always get cleaned out, and facilities has to go around and break the locks after SI office has identified a locker as not being registered.	Investigate the lockers - how useful do students find them? How can the locker lending program be improved?	TBD	Low	--	
General	Noise from the 7th floor because lack of insulation is distracting during classes. Sometimes, debris falls from the ceiling.	Cocciolo will describe this issue to the architect.	TBD	Low	--	Jan '18: Described need to architects (Kliment Halsband Architects) and Pratt facilities dept.
General	Need for a Usability lab that can accomodate 1 test subject, workstation, and eye tracking equipment. Ideally, would have 1-6 researchers be able to observe via 1-way mirror. Video capture and live-streaming is ideal, which could possibly act as replacement for mirror.	Studying options; plan in development.	TBD	Medium	--	Plan created and 15K funding allocated from Strategic Initiatives fund; expected completion Fall 2018.
General	Create/reallocate a bulletin board for student groups to promote events	Study options, share with student groups, create system for keeping up-to-date, create signage	0	High	Spring 2018	Complete Jan. '18.
General	Distributing bottled water during events is not environmentally sustainable.	Discontinue bottled water service. Replace bottled waters with a pitchers for distributing cold tap water at events. Create ice cubes in refrigerator.	\$100	Medium	Summer 2018	Complete April 2018 (4x pitchers and ice cube trays purchased).

General	Many windows do not open or do not stay open. Some upper windows held up by wood beams and that if beam is removed the window will come crashing down.	Provide maintenance to all windows	Unknown	High	TBD	Window maintenance took place July 2018, resolving many of the most pressing window issues.
General	Building can be overheated in the winter and under-cooled in the summer, resulting in frequent complaints from students, faculty and staff.	Study and address heating and cooling issues on the floor.	Unknown	High	TBD	Issue brought to Chief Facilities Officer, March 2018
6 Floor Gender Neutral Bathroom	Door lock fails regularly, creating an embarrassing situation.	Replace lock or provide instructions on checking door is locked. Facilities department will not permit sign.	TBD	High	Spring 2018	Dean brought issue to Chief Facilities Officer in March 2018; lock maintenance took place but need to ensure that this fixed the issue.