

10-29-1993

FYI- Oct. 29, 1993

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Recommended Citation

Staff, University Relations, "FYI- Oct. 29, 1993" (1993). *FYI*. 199.
<https://neiudc.neiu.edu/fyi/199>

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FYI is published for university faculty, staff and students by the Department of University Relations, Northeastern Illinois University, 5500 N. St. Louis Ave., Chicago, Illinois 60625. Please send information to University Relations, C-436.

A SPECIAL REPORT ON THE D-BUILDING PROJECT

Major remodeling of the entire D-Building is scheduled to begin after the holidays and continue through most of 1994. The affected offices include all Admissions and Records, Budget and Finance, and such student affairs offices as Financial Aid, Student Employment and Women's Services. Their services will continue uninterrupted in temporary on-campus locations (See the Temporary Office Relocations table on page one in this **fyi**).

It is the aim of this newsletter to explain this project and how its development over the coming months will affect the university community. The dates for vacating and relocating offices and personnel, construction activity, and re-occupying the facility in late 1994 and early 1995 are listed in The D-Building Calendar on page 2 in this **fyi**. Note, however, that project activity begins as early as November 3, with the vacating of the Unicorn and Game Room.

The construction area is the entire D-Building, a U-shaped, three-level structure flanked by the hallways that connect to the C-Building, or Beehive. The major occupants are Admissions and Records in the south arm of the U and Budget and Finance in the north arm of the U. The doors to the Cashiers (north) and Admissions and Records (south) are located at the base of the U.

The most prominent tenants upstairs are Financial Aid and Women's Services and on the lower level Student Employment,

Printing Services and the Controller Department.

The remodeling project is more than a facelift. The project has three stages: asbestos abatement, the remodeling itself, and a retrofit of the entire mechanical system in the building, primarily to improve comfort and reduce the amount of energy being used in the building.

The D-Building originally served as the university library. When the library moved into its new building, south of the Commuter Center in 1979, the first funds appropriated for converting the facility to offices were enough for the south half only (Admissions and Records) and Student Affairs on the Mezzanine. To remodel the north half of the building and the Lower Level which contains the

TEMPORARY D-BUILDING OFFICE RELOCATIONS

• Admissions and Records (Data Dept. Graduation Evaluations, Records, Registration, Student Evaluations, Transcripts)	Alumni Hall
• Director's Office, Admissions and Records	Library Lounge
• Budget Office; Associate Vice President, Budget and Finance	Third Floor, C-Building
• Bursars Dept. (Accounts Receivable, Cashiers, Payroll, Student Loans)	Alumni Hall
• Controller's Office (Disbursements, General Accounting, Grants, Property Control)	Unicorn
• Financial Aid	Game Room
• Purchasing	Unicorn
• School and College Relations	Library Lounge
• Student Employment	Game Room
• Veteran's Affairs	Library Lounge
• Women's Services	Game Room

Business Office and Student Employment, additional funds were appropriated. These funds did not, however, provide for asbestos abatement, which, by then (1986), had become an issue. Additional funds had to be requested and appropriated for asbestos abatement. Cost escalations, more stringent EPA requirements for asbestos abatement, new drawings to include architect and asbestos removal plans, and the consequent additional funding requests, followed by a freeze on spending imposed by Governor Edgar in 1991, caused delays in re-starting the project.

When funds for the project were released, the question of how to proceed with the project with minimal disruption to university operations was tackled by Facilities Management in consultation with the vice presidents. Though the project itself is managed by the state's Capital Development Board (CDB), it was up to the university to decide what to do with the D-Building personnel.

Retrofitting the heating, ventilation and air conditioning mechanical system meant the remodeling could not be done piecemeal; the whole building would have to be evacuated. Also, evacuation made sense from the standpoint of asbestos abatement. "Even though you have all the protection in the world with heavy plastic and everything, if they're ripping asbestos next door, people get nervous," said Joseph Kish of Facilities Management. (All asbestos abatement will be done within containment areas under negative air pressure, in which fibers are collected, like a big vacuum cleaner, and then disposed of in special poly bags.)

Next, where do evacuated personnel go? Alternatives were considered, such as renting buildings off campus, renting trailers near campus, evacuating other campus buildings for these vital services, but, after about a year of considering various possibilities, they narrowed it down to the following scheme.

It was decided to clear out the Unicorn, the Game Room, Alumni Hall, the student and faculty lounges in the lower level of the library, part of the third floor of the C-Building, and several faculty offices across from the Game Room. The temporary locations of all evacuated offices are given in the table on page 1.

When construction, including asbestos abatement begins (capital bids open in early November), it will work in phases. Beginning in late December (note calendar on this page), asbestos abatement will be done in Printing Services (lower level). The other interior areas of the U will be worked on in early 1994, causing little inconvenience to hallway traffic. After these phases (2-6) are completed, with work done in the three stages of asbestos abatement, mechanical retrofitting and remodeling, work will shift to the south arm or portion of D-Building. At this time (the middle of 1994, it is anticipated), the south corridor, which links the Village Square to the C-Building and B-Wing, will be closed off and traffic will be routed north, past the bookstore to the north corridor. The last phase will close off the north corridor for work on the north arm, and east-west traffic will use the south hallway.

STUDENTS, NOTE!

■ The **vending areas** in front of the Unicorn, microwave ovens included, will remain available for use.

■ **Lockers** around the D-Building will come down and be put in storage at the end of the semester. The Commuter Center will put up signs listing the lockers that will not be renewable. Other lockers in the Science Building and the Classroom Building will be made available.

■ The **student employment bulletin boards** will be relocated.

D-BUILDING CALENDAR

11/03/93

Vacate Unicorn, Game Room.

11/17/93

Vacate, Library, C offices, E offices; relocate personnel to Science Bldg.

12/06/93

Move to Unicorn, Game Room, C-Bldg. for Controller, Student Employment, Budget & Finance, Budget, A&R Storeroom, Women's Services, Property Control, Purchasing.

12/18/93

Vacate Alumni Hall.

12/24-27, 30-31/93

Asbestos Contractor to Abate Printing Services.

12/28-29/93

Move to Alumni Hall, Library Lounges for Admissions & Records, Payroll, Financial Aid, Cashier/Receivables.

1/07/94

D-Bldg. (except Printing Services) turned over to contractors.

9/01/94

Re-occupy D-Bldg. Lower Level.

10/01/94

Re-occupy D-Bldg. Mezzanine, 1st Floor (except North Side).

1/01/95

Re-occupy North Side.

6/30/95

Restore lockers around D-Bldg. and re-open Game Room. The appropriate renovation of the library lounges and the Unicorn will be decided at a future date based upon programmatic needs and available funds.

EFFECTIVE MARCH 28, 1994, THE USE OF TOBACCO PRODUCTS IS PROHIBITED IN ALL INDOOR UNIVERSITY FACILITIES, OWNED OR LEASED, AND IN UNIVERSITY OWNED VEHICLES.