General Notes:

A. BU120 – Computer Lab  
B. BU118 – Computer Lab  
   a. Seats 50. Need 56.  
   b. Needs a security system.  
   c. Look at installing cameras to observe users. Then won’t need instructor/technician on staff.
C. BU119 - Lab  
   a. ESL uses. Possibly move out.  
   b. If ESL moves out then would like to remove small lecture space.  
   c. Built-in desks – computer work stations.  
   d. Has a security system.
D. BU122 – Office  
   a. AJ (Administration of Justice)  
   b. Has display window.
E. BU123-129 – Offices  
   a. Current layout is adequate for full-time faculty.  
F. BU130 – Conference/Meeting Room  
   a. Need kitchenette
G. BU116/BU116A – Offices  
   a. BU116 – Secretary  
   b. BU116A - Dean
H. BU117 – Small Lecture  
   a. Seats 17.  
   b. Used for lecture.  
   c. Poor use of space.
I. BU113/Storage  
   a. Adjunct faculty stations.  
   b. Storage.  
   c. 10 stations for 10-key in lab. Don’t need space for 10-key.  
   d. Poor use of space.
J. BU113/BU116/BU116A/BU117  
   a. Suggestion is to remove interior walls and create lecture/lab space similar in size to BU118.
K. BU110 - Lab  
   a. 38 seats. Not enough.  
   b. Has a security system.
L. BU109 – Office Records  
   a. Poor use of space.
M. BU109/BU111
   a. Suggestion is to remove wall between BU109 & BU111. Create two offices (Dean & Secretary)
      with exterior door next to BU106.
   b. Remaining space could be conference/meeting room with wireless access.

N. BU106 - Storage
   a. Copier.

O. BU111 – Computer Lab
   a. 31 stations.
   b. Counters around perimeter and table in middle.

P. Electrical Room next to Mens Restroom

Q. Currently business classes are offered in other rooms on campus.

R. Restrooms need to be adequate size – don’t make smaller.

S. Need projectors in lecture/lab rooms.
   a. Ceiling-mounted projector or on back wall if possible.
   b. Corner projection screen.

T. Need chalkboards. Fixed on wall.

U. Storage space is a problem.

V. Need to be able to dim lights in lecture/labs.

W. Air-conditioning doesn’t work well.
   a. Computer labs get warm.

X. Request some interim repair work on restrooms, etc.

End of Notes