ASSIGNMENT GROUPING WITH ITEM COUNT (COUNT is number of comments/issues/suggestions received in a category)	STEPS TAKEN
Grand Count = 1074	
Addressed - Advanced EMS Scheduling Count = 3	Advance EMS scheduling may be coordinated through Juliet Carrillo
Addressed - plans drawn and funding approved/IT move to third floor Count = 2	IT move to third floor is taking place
Addressed - Research Lab security revised Count = 5	Research lab security has been revised; north door is card access and south door is emergency access
Addressed - Workstation row signage installed Count = 14	Fourth floor workstation row signage has been installed
Addressed - Plaza Count = 1	The school will approve use of Minna Street plaza as approprite (i.e. Give Kids A Smile)
Addressed - Skywall Partition Count = 1	Faculty may coordinate skywall partition placement through Academic Affairs
In Process - Student study space Count = 103	Executive Associate Dean Fredekind is working with Building Operations to add additional study space to fifth and first floors
In Process - Security Count = 1	University is conducting a security study on all campuses, including active shooter scenario
<pre>In Process - Wall color/art Count = 10</pre>	Design and Photo will work with Building Operations to paint walls with color and to place art in building

ASSIGMENT GROUPING WITH ITEM COUNT (COUNT is number of comments/issues/suggestions received in a category) Environmental Health and safety has sent out email reminiding employees on steps that should be taken to address ergonomic issues Environmental Health and Safety has sent out email reminiding employees on steps that should be taken to address ergonomic issues Environmental Health and Safety has sent out email reminiding employees on steps that should be taken to address ergonomic issues In Process - Patient Entrance Public Safety officer desk being moved to front of patient lobby Additional research lab benches are being installed A bid has been received to place a card reader on room 434 (copy room), project will be completed in near future Dr. Fredekind looking into policy regarding office "squatting" and using optimally sized conference room Employees to be reminded to request equipment/furnishings through their supervisors Employees to be reminded about common courtesy steps to working in an open office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair Public Safety - make decisions on		
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(COUNT is number of comments/issues/suggestions received in a category) In Process - EHS Count = 44 Workstation - standing desk Count = 4 Workstation - standing desk Count = 1 In Process - Patient Entrance Count = 1 In Process - Research Lab Benches Count = 1 In Process - 434 card reader Count = 1 Process - 434 card reader Count = 1 Procedure - Admin Count = 2 Procedure - Workstation Furnishings Count = 4 Frocedure - Common Courtesy Count = 6 Frocedure - Department Chairs Count = 3 Environmental Health and Safety has sent out email reminiding employees on steps that should be taken to address ergonomic issues Environmental Health and Safety has sent out email reminiding employees on steps that should be taken to address ergonomic issues In Process - Patient Entrance Public Safety officer desk being moved to front of patient lobby Additional research lab benches are being installed A bid has been received to place a card reader on room 434 (copy room), project will be completed in near future Dr. Fredekind looking into policy regarding office "squatting" and using optimally sized conference room Employees to be reminded to request equipment/furnishings through their supervisors Employees to be reminded about common courtesy steps to working in an open office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair Public Safety - make decisions on		
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Workstation - standing desk Count = 4 Frocess - Patient Entrance Count = 1 Frocess - Research Lab Benches Count = 1 In Process - Research Lab Benches Count = 1 In Process - 434 card reader Count = 1 Frocedure - Admin Count = 2 Procedure - Workstation Furnishings Count = 4 Frocedure - Common Courtesy Count = 6 Environmental Health and Safety has sent out email reminiding employees on steps that should be taken to address ergonomic issues Public Safety - make decisions on	IN FIOCESS - ENS COUNT - 44	steps that should be taken to address
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Benches Count = 1 being installed A bid has been received to place a card reader on room 434 (copy room), project will be completed in near future Dr. Fredekind looking into policy regarding office "squatting" and using optimally sized conference room furnishings Count = 4 Procedure - Workstation Furnishings Count = 4 Procedure - Common Courtesy Count = 6 Employees to be reminded to request equipment/furnishings through their supervisors Employees to be reminded about common courtesy steps to working in an open office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair	Count = 1	moved to front of patient lobby
A bid has been received to place a card reader on room 434 (copy room), project will be completed in near future Dr. Fredekind looking into policy regarding office "squatting" and using optimally sized conference room Furnishings Count = 4 Procedure - Workstation Furnishings Count = 4 Procedure - Common Courtesy Count = 6 Employees to be reminded to request equipment/furnishings through their supervisors Employees to be reminded about common courtesy steps to working in an open office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair	In Process - Research Lab	Additional research lab benches are
Count = 1 Count = 2 Count = 4 Count = 4 Count = 6 Count = 7 Count = 8 Count = 8 Count = 8 Count = 8 Count = 9	Benches Count = 1	being installed
Count = 1 project will be completed in near future Dr. Fredekind looking into policy regarding office "squatting" and using optimally sized conference room Employees to be reminded to request equipment/furnishings through their supervisors Procedure - Common Courtesy Count = 6 Procedure - Department Chairs Count = 3 project will be completed in near future Dr. Fredekind looking into policy regarding office "squatting" and using optimally sized conference room Employees to be reminded to request equipment/furnishings through their supervisors Employees to be reminded about common courtesy steps to working in an open office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair		A bid has been received to place a
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Procedure - Admin Count = 2 Procedure - Workstation Furnishings Count = 4 Procedure - Common Courtesy Count = 6 Procedure - Department Chairs Count = 3 Procedure - Department Chairs Public Safety - make decisions on	Count = 1	project will be completed in near
Procedure - Admin Count = 2 Procedure - Workstation Furnishings Count = 4 Procedure - Common Courtesy Count = 6 Procedure - Department Chairs Count = 3 Procedure - Department Chairs Public Safety - make decisions on		future
using optimally sized conference room Procedure - Workstation Furnishings Count = 4 Procedure - Common Courtesy Count = 6 Employees to be reminded to request equipment/furnishings through their supervisors Employees to be reminded about common courtesy steps to working in an open office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair Public Safety - make decisions on		Dr. Fredekind looking into policy
Procedure - Workstation Furnishings Count = 4 Procedure - Common Courtesy Count = 6 Employees to be reminded to request equipment/furnishings through their supervisors Employees to be reminded about common courtesy steps to working in an open office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair	Procedure - Admin Count = 2	regarding office "squatting" and
Furnishings Count = 4 Procedure - Common Courtesy Count = 6 Procedure - Department Chairs Count = 3 Procedure - Department Chairs Public Safety - make decisions on		using optimally sized conference room
Furnishings Count = 4 Procedure - Common Courtesy Count = 6 Procedure - Department Chairs Count = 3 Procedure - Department Chairs Public Safety - make decisions on		Employees to be reminded to request
Procedure - Common Courtesy Count = 6 Employees to be reminded about common courtesy steps to working in an open office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair Public Safety - make decisions on		equipment/furnishings through their
Procedure - Common Courtesy Count = 6 Employees to be reminded about common courtesy steps to working in an open office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair Public Safety - make decisions on	Furnishings Count = 4	supervisors
Count = 6 Count = 7 Count = 8 Count = 8 Count = 8 Count = 8 Count = 9	_	_
office environment Faculty to be reminded that issues regarding work station assignments are to be discussed with their department chair Public Safety - make decisions on	_	
Procedure - Department Chairs regarding work station assignments are to be discussed with their department chair	Count = 6	
Procedure - Department Chairs regarding work station assignments are to be discussed with their department chair		Faculty to be reminded that issues
Count = 3 are to be discussed with their department chair Public Safety - make decisions on	_	_
department chair Public Safety - make decisions on		
Public Safety - make decisions on		
	Quick Decision - Public Safety Count = 2	Public Safety - make decisions on
Quick Decision - Public Safety these items and then proceed: consult		_
Count = 2 administration as needed		<u>-</u>

ASSIGNMENT GROUPING WITH ITEM COUNT (COUNT is number of comments/issues/suggestions received in a category)	STEPS TAKEN
Quick Decision - Building Count = 27	Building Operations - make decisions on these items and then proceed; consult administration as needed
Quick Decision - Desk lamp Count = 14	Building Operations to supply desk lamps as needed
Quick Decision - Elevators Count = 3	Building Operations to review bid to move card readers in second and third floor elevator lobbies
Quick Decision - Temperature control Count = 16	Building Operations to remind employees of procedures to alert building operations when space is too hot or cold
Quick Decision - Ventilation Count = 2	Building Operations to review ventilation in quiet rooms
Quick Decision - Axium Count = 2	IT to review axium concerns
Quick Decision - IT Count = 41	IT - make decisions on these ITems and then proceed; consult administration as needed
Quick Decision - Wifi/Cell	IT to review cell/wifi coverage
Coverage Count = 2 Signage Count = 41	School to contract with rsm signage consultants to review signage concerns
Cashiers workstation Count = 1	Dr. Abelson to review issue and proceed; consult administration as needed
Ortho Front Office Count = 1	Dr. Abelson to review issue and proceed; consult administration as needed

ASSIGNMENT GROUPING WITH ITEM COUNT (COUNT is number of comments/issues/suggestions	STEPS TAKEN
received in a category)	Dr. Abelson to review issue and
Chair - clinical Count = 1	proceed; consult administration as needed
Clinic Personnel Count = 2	Dr. Abelson to review requests and proceed; consult administration as needed
Clinic setup Count = 7	Dr. Abelson to review issues and proceed; consult administration as needed
Dental equipment Count = 7	Dr. Abelson to review issues and proceed; consult administration as needed
Procedure - Clinic Count = 3	Dr. Abelson to review issues and proceed; consult administration as needed
Research Lab Count = 6	Dr. Highsmith to review issues and proceed; consult administration as needed
Procedure - Research Count = 2	Dr. Highsmith to review issues and proceed; consult administration as needed
Research Lab Personnel Count = 1	Dr. Highsmith to review issues and proceed; consult administration as needed
Building Count = 2	Building Operations to review issues and formulate proposals for adminstration decisions
Dorfman Count = 1	Building Operations to review issues and formulate proposals for adminstration decisions

ASSIGNMENT GROUPING	
WITH	
ITEM COUNT	STEPS TAKEN
(COUNT is number of	SIEFS TAKEN
comments/issues/suggestions	
received in a category)	
	Building Operations to review issues
ECR Count = 10	and formulate proposals for
	adminstration decisions
	Building Operations to review issues
Molinari Count = 3	and formulate proposals for
	adminstration decisions
	Building Operations to review issues
Private phone calls Count = 19	and formulate proposals for
	adminstration decisions
	Building Operations to review issues
Refrigerator Count = 18	and formulate proposals for
	adminstration decisions
	Building Operations to review issues
Sim Lab Count = 3	and formulate proposals for
	adminstration decisions
	Building Operations to review issues
Storage Count = 34	and formulate proposals for
	adminstration decisions
	Building Operations to review issues
Student Lounge Count = 2	and formulate proposals for
	adminstration decisions
Workstation - Lighting Count =	Building Operations to review issues
8	and formulate proposals for
0	adminstration decisions
3/37 Tab Count - C	IT to review issues and formulate
A/V Lab Count = 6	proposals for adminstration decisions
Copiers/printers availability	IT to review issues and formulate
Count = 7	proposals for adminstration decisions
Copiers/printers reliability	IT to review issues and formulate
Count = 23	proposals for adminstration decisions
Crestrons Count = 11	IT to review issues and formulate
	proposals for adminstration decisions

ASSIGNMENT GROUPING WITH ITEM COUNT (COUNT is number of comments/issues/suggestions received in a category)	STEPS TAKEN
Dorfman Count = 1	IT to review issues and formulate proposals for adminstration decisions
Procedure - AV Count = 8	IT to review issues and formulate proposals for adminstration decisions
Classroom - setup Count = 5	Curriculum Committee to review issues and proceed; consult administration as needed
Furniture Count = 6	Curriculum Committee to review issues and proceed; consult administration as needed
Grading Room Count = 2	Curriculum Committee to review issues and proceed; consult administration as needed
Lecture capture Count = 2	Curriculum Committee to review issues and proceed; consult administration as needed
Room 514 Count = 1	Curriculum Committee to review issues and proceed; consult administration as needed
Testing rooms Count = 2	Curriculum Committee to review issues and proceed; consult administration as needed
Procedure - Academics Count = 7	Curriculum Committee to review issues and proceed; consult administration as needed
Difficulty reserving rooms Count = 17	Assistant registrar (when hired) to review issues and proceed; consult administration as needed
Quick Decision - Admin Count = 5	Administration to review and make decisions

ASSIGNMENT GROUPING	
WITH	
ITEM COUNT	G=====================================
(COUNT is number of	STEPS TAKEN
comments/issues/suggestions	
received in a category)	
Fourth Floor Reception Count =	Dean's Office and Academic Affairs
3	will review coverage at reception
3	desk, but desk will not be moved
General lack of privacy Count =	Substantial issue that will require
184	further study
Kitchen/Employee Lounge Count =	Substantial issue that will require
36	further study
Lockable doors Count = 7	Substantial issue that will require
LOCKADIE GOOIS COUNT - 7	further study
Conference room availability	Further study of issue will take
Count = 63	place after student study space is
Count = 03	addressed and dfc review is complete
4th floor design Count = 3	Substantial issue that will require
tin 11001 design count = 5	further study
Workstation - storage Count =	Overall workstation review will take
3	place in a few years
Workstation - Desk size/layout	Overall workstation review will take
Count = 9	place in a few years
Workstation - setup Count = 29	Overall workstation review will take
	place in a few years
	Overall workstation review will take
= 7	place in a few years
Workstation - setup Count = 1	Overall workstation review will take
	place in a few years
Building Roof Space Count = 1	Use of roof space will not be
	reviewed for at least a few years
Lockable doors GPL Offices Count = 1	Administration sympathetic to need
	for locks on GPL offices; review will
	take place in a few years
Plants in Sim Lab Count = 1	Artificial plants in Sim Lab will not
	be removed
Classroom Tables Count = 1	Classroom tables will not be replaced

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ASSIGNMENT GROUPING	
WITH	
ITEM COUNT	STEPS TAKEN
(COUNT is number of	\$ === \$ ====.
comments/issues/suggestions	
received in a category)	
Research Lab Count = 4	Off site or 6th/7th floor research
Research Lab Count - 4	space will not be created
Student nap area Count = 2	Student nap area will not be created
White Noise Count = 5	White noise/music will not be piped
white Noise Count - 5	into building
Restrict student access to 4th	Student access to fourth floor will
floor Count = 6	not be further restricted
	Sound insulated glass will not be
Building Count = 1	installed on windows in ECR and
	Alumni Association conference room
Gym Count = 1	Roof will not be used for a gym
Patient Entrance Services Count	Patient services concierge position
= 1	will not be created
Polishing Lab Equipment	Polishing Lab equipment will not be
Revision Count = 1	revised/relocated
Loading Dock Count = 1	Loading dock will not be reconfigured
Training Room Count = 1	Training room will not be created
Whiteboards Count = 1	Additional whiteboards will not be
	installed
Comment Count = 111	