

Arcata Playhouse Office Remake

Problems

1. Cluttered work area
2. Lack of storage space
3. Inefficient use of office space
4. Lack of sufficient and ergonomic workspaces for all workers
5. Office is cold and uncomfortable

Solutions - Loft

1. Build loft in the office for storage and extra office space
2. Build stairs to light booth and loft on south wall
3. Build a half wall on loft around stair opening and at office overlook
4. Demolish old heating duct facade and south wall in loft (above restroom hallway) to increase loft area and use storage space efficiently
5. Install electrical outlets and install overhead light with switch in loft area and light booth
6. Install light fixture under the loft for office
7. Reroute existing electrical conduit to avoid center of the loft
8. Install shelving and storage areas in loft
9. Finish ceiling in light booth to decrease fire hazard
10. Install wall and door to enclose light booth
11. Make lighting booth workspace more ergonomic

Solutions - Office

1. Install a level floor in office and install new carpet throughout the office
2. Install four workspaces (David, Jackie, Tammy and one other worker) including work surfaces, storage and ergonomic keyboard trays where necessary
3. Install a two-drawer file cabinet at each of the four workspaces
4. Get comfortable and ergonomic office chairs for all four workers
5. Install sufficient task lighting at each work station
6. Build under-stair storage shelving
7. Build shelving and storage space throughout office
8. Install sufficient electrical outlets throughout office
9. Get an efficient space heater
10. Install ceiling fan to push warm air down in office
11. Make big windows energy efficient
12. Purchase a safe for valuables: cash, checks, permits, etc.
13. Install wireless router in shelving (off of work area)