

# RED ROOM LOUNGE PROPOSAL



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## Introduction

This proposal outlines plans to create a lounge in the ASUS Red Room, located in Kingston Hall, in order to create a distinct space on campus for students in the Faculty of Arts and Science. An opt-out-able fee of \$8.59 has been collected from over 13,000 students over the past three years, resulting in over \$180,000 to put towards the use of this room and other ASUS-run services on campus. The time to use these fees is now; this lounge will serve every student in Arts and Science, providing them with a unique space that they can truly call their own and in which they can relax between classes, study, chat with friends, and book-out for social gatherings and events. The versatility of the planned lounge space is a key aspect and allows for a wide-range of opportunities within the room. Furthermore, the lounge is a fantastic way to claim the space as our own without destroying the opportunity for growth by significantly modifying the space. Instead it is the opposite, acting as a catalyst for future development of the room yet serving as a valuable space in the event that the lounge is the best option for the room. Since the Red Room is unique in the sense that it is used for many different activities such as storage for Orientation Week supplies, a selling hub for convocation photos, a summer camp for ASUS Summer Camps and so on, the development of the room is limited. However, a lounge strikes the perfect balance between offering a valuable space to students and enabling the variety of activities currently supported by the room to continue. In addition, the Dean of Studies, John Pierce, the Dean of Arts and Science, Alistair MacLean, and the Provost and Vice-Principal Academic as well as current Honourary ASUS President and past Dean of Arts and Science, Bob Silverman, have approved and support the plans to create a student lounge in the room and are thoroughly pleased about the benefits this will provide to students.

## Present State and Need for Student Lounge

The ASUS Red Room is presently undergoing renovation in order to prepare the space for use by the general student body. The walls are being painted and stuccoed, the ceiling is being redone, the fireplace is being stoned and an electric, usable one is being installed, the panelling is being stripped and stained and all in all the room is receiving a beautiful face-lift thanks to the approval of \$13,528 in expenditures as outlined in the Red Room Renovation Proposal. This face-lift deserves to be seen and given the room's location in a prominent academic building and at the near-centre of campus, a lounge is the perfect opportunity to do just that and to provide students with a much-needed space. This area is also presently under-serviced in terms of study space and would provide undergraduate students with an area to read, rest and relax between classes in nearby Kingston, Theological, Ontario, Jeffery or Ellis Hall.

## Concerns

Throughout the planning of this lounge the following concerns have been raised:

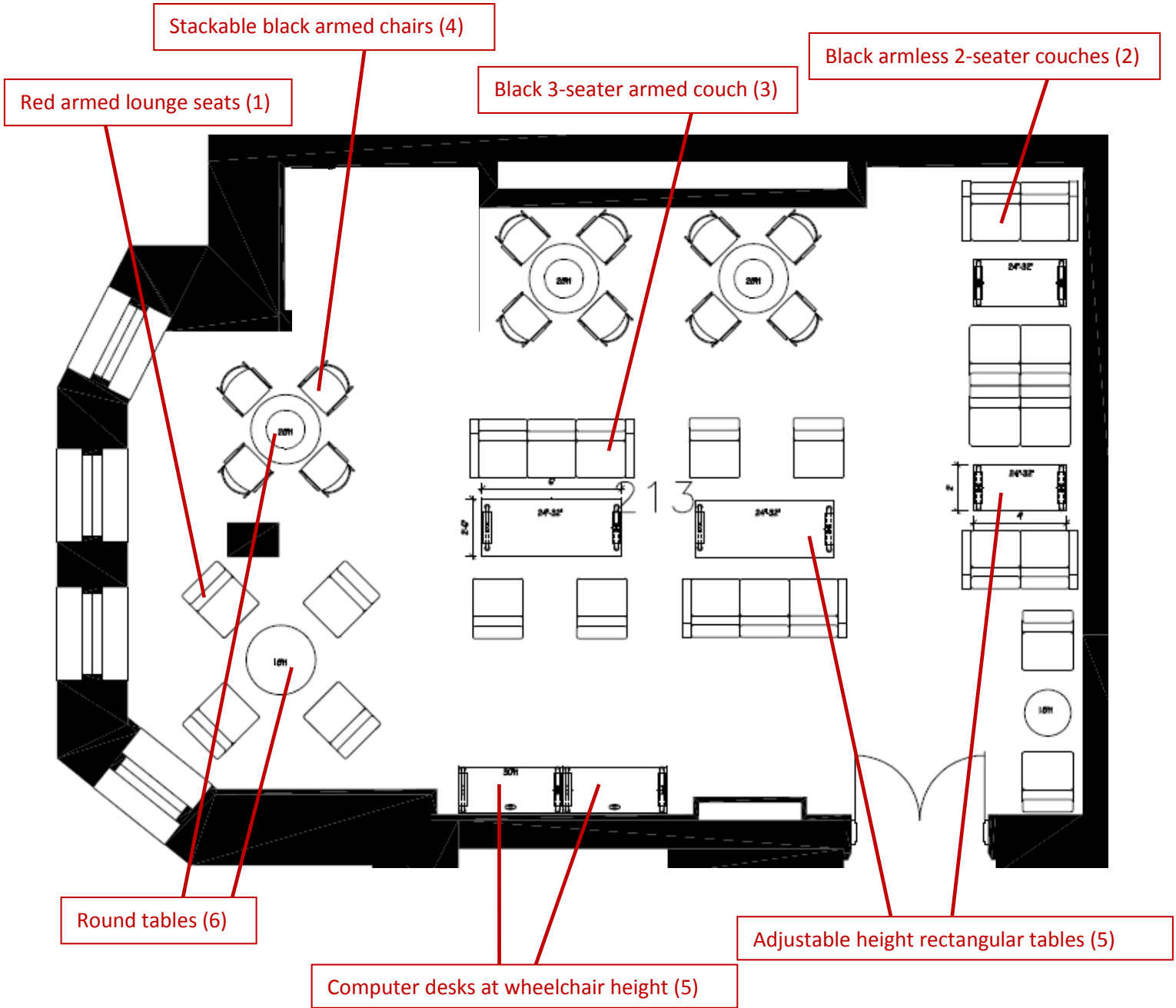
- Will Orientation be able to continue using the room for storage during Frosh Week in September?
- Will ASUS Summer Camps will be able to continue using the room to run a summer camp in the months of July and August?
- Will security measures be in place to prevent theft and protect students?
- Will other groups still be able to book out the room?

## Proposed Plan

The proposed plan attempts to address and answer "yes" to all the concerns brought forward to-date and will include the following:

1. **FLOOR PLAN:** Presents the floor plan
2. **FURNITURE:** Presents options for various furniture for the room
3. **SECURITY:** Outlines plans to ensure the furniture is secure and students are safe
4. **STORAGE:** Outlines plans to allow for the removal of all furniture if necessary
5. **COMPUTERS:** Outlines options for computers within the room

# 1. FLOOR PLAN



## 2. FURNITURE

Below are several options for furniture within the room. These options present a wide-range of variability in terms of price, quality, durability and style. The options were chosen in consultation with Kenneth Roth from Queen's Campus Planning who has been working with the university for several years and is extremely knowledgeable with furniture options and what has resulted of these various options on campus over time.

### **Option 1:**

The following options are for the single lounge chairs with arms.

There are 6 options in total and the plan calls for 10 of these chairs.

**Option 1A: Single Eglington Armchair by Keilhauer (Fabric) – Grand & Toy: \$1,206.10**

**Option 1B: Single Eglington Armchair by Keilhauer (Vinyl) – Grand & Toy: \$1,259.95**

**Option 1C: Single Eglington Armchair by Keilhauer (Leather) –Grand & Toy: \$2,022.53**



This option was chosen after an extensive campus tour and is of the highest quality and durability. The designer is a graduate from Queen's and thus he offers a 5% discount to Queen's University. It is available in grade 1 fabric (\$1,206.10 each), vinyl (\$1,259.95) or leather (\$2,022.53). The plan calls for 10 of these chairs (Number 1 on the floorplan) in red fabric, vinyl or leather with chrome legs.

**Option 1D: Single Jenny Armchair by Turnstone–Upper Canada Office Systems: \$729.54**



This option was recommended by Ken Roth from Campus Planning and is made of a durable, synthetic vinyl called Brisa. It is labelled as a group 6 fabric. It is made from 2% recycled content. The plan calls for 10 of these chairs at \$729.54 each with dark walnut legs.

**Option 1E: Single Lancelot Armchair by Artopex–Upper Canada Office Systems: \$802.51**



This chair is described as a bit of whimsy, a touch of daring, a dash of originality and a generous scoop of comfort in the brochure. The legs would come in dark walnut as opposed to the chrome pictured here. The plan calls for 10 of these at \$802.51 each upholstered in red vinyl.

**Option 1F: Single Cyrano Armchair by Artopex – Upper Canada Office Systems: \$783.18**



This chair was selected in consultation with Ken Martin from Upper Canada Office systems for its versatility. It can be ordered without arms, without a back and with a different colour seat and back. The plan would call for 10 of these at \$783.18 each with black metal legs and red vinyl upholstery.

**Option 2:**

The following options are the exact same options as above, but as a two-seater black couch without arms as opposed to a single, red armchair. The reason such a style was chosen was to increase the versatility of the room because these armless two-seater couches can be pushed together to create a long couch of 2, 4, 6, 8 etc. seat lengths in total. All these chairs would come in black and the plan calls for 4 of them in total. There are no pictures provided because all the styles are the same as above, simply in double, no arm form (with the exception of the Lancelot, which would come with arms because it is unavailable without arms).

Option 2A: Double Armless Eglington by Keilhauer (Fabric) – Grand & Toy: \$2,051.27

Option 2B: Double Armless Eglington by Keilhauer (Vinyl) – Grand & Toy: \$2,143.04

Option 2C: Double Armless Eglington by Keilhauer (Leather)–Grand & Toy: \$3,682.33

Option 2D: Double Armless Jenny by Turnstone–Upper Canada OS: \$1,348.93

Option 2E: Double *Armed* Lancelot by Artopex–Upper Canada Office Systems: \$1,150.93

Option 2F: Double Armless Cyrano by Artopex – Upper Canada Office Systems: \$949.85

### **Option 3:**

The following options are the exact same options as above, but as a three-seater couch with arms. All these couches would come in black, with the plan calling for 2 of them in total.

Option 3A: Triple Eglington Sofa by Keilhauer (Fabric) – Grand & Toy: \$2,219.59

Option 3B: Triple Eglington Sofa by Keilhauer (Vinyl) – Grand & Toy: \$2,327.76

Option 3C: Triple Eglington Sofa by Keilhauer (Leather)–Grand & Toy: \$4,040.61

Option 3D: Triple Jenny Sofa by Turnstone – Upper Canada Office Systems: \$2,076.30

Option 3E: Triple Lancelot Sofa by Artopex – Upper Canada Office Systems: \$1,512.63

Option 3F: Triple Cyrano Sofa by Artopex – Upper Canada Office Systems: \$1,519.87

### **Option 4:**

The following options are all stackable in order to conserve space when storing the furniture when it is not needed and to serve as more work-oriented chairs within the space.

Option 4A, B, C: Bali Work Chair by Krug – Grand & Toy: \$482.31, \$546.59, \$628.04



This chair is defined as combining the warmth and beauty of wood with the strength and durability of steel to provide a stylish and functional seating solution. The plan calls for 12 of these chairs with black grade 1 fabric (\$482.31), vinyl (\$536.59) or leather (\$628.04) seats, dark walnut backs and arms and black steel legs.

**Option 4D: Rapture Work Chair by KI – Upper Canada Office Systems: \$215.38**



The Rapture chair is defined as having an elegantly curved profile that pleases both the eye and the aching back. The plan calls for 12 of these chairs at \$215.38 each with black polypropylene backs, black vinyl or fabric (same price) seats and black frame.

**Option 4E: Crew Guest Work Chair by Steelcase–Upper Canada OS: \$213.30 or \$275.59**



The Crew Guest chair is defined as featuring a contemporary design made with 18% recycled content. The plan calls for 12 of these chairs with either upholstered backs and seats for \$213.30 each (vinyl or fabric) or with dark walnut wood backs and black vinyl or fabric seats for \$275.59 each.

**Option 4F: Corfu Work Chair by Krug – Grand & Toy: \$393.90**



The Corfu chair is defined as a groundbreaking fusion of curvaceous forms that will elevate the appeal of any space – stackable, durable and eminently lovable. It is made with high-strength aluminum castings with black vinyl upholstery and dark walnut wood back, costing \$393.90.

**Option 5 and 6:**

The following options outline the selections made for the tables within the room. The tables were chosen for their versatility and durability. The rectangular tables are all height-adjustable as this allows us to raise them to a comfortable study height for when the room is available as a study lounge and lower them to a more casual height for events.

**Option 5A: Teknion Crank Table – Grand & Toy: \$131.56, \$170.20, \$236.56**



This table would come in a dark walnut fine grain to accent the panelling and would be 30 inches by 72 inches for the two central tables (\$246.56 each) and 24 inches by 54 inches for the two tables (\$131.56) on the east end of the room. These 4 tables would be adjustable in height from 24-32 inches. There would also be two fixed height tables for the computers at a wheelchair height of 30 inches and these would be 25 inches by 54 inches (\$170.20).

**Option 5B: Steelcase Table – Upper Canada Office Systems: \$363.43, \$399.06, \$454.14**



This table would come in a laminate chocolate walnut colour. The legs would not be adjustable in height and would be fixed at 17 inches high. The largest tables in the centre of the room would be 20 inches by 72 inches (\$454.14), the two table on the east end would be 24 inches by 60 inches (\$399.06) and the two computer tables would be 24 inches by 48 inches (\$363.43).

**Option 6A: Teknion Round Coffee Table – Grand & Toy: \$321.30, \$345.92, \$411.70**



This table would also come in a dark walnut fine grain. There would be three of these tables at 28 inches high and 36 inches in diameter (\$321.30) for the areas with the stackable chairs, one at 18 inches high and 36 inches in diameter (\$345.92) and one at 18 inches high and 24 inches in diameter (\$411.70).

**Option 6B: Steelcase Round Table – Grand & Toy: \$443.90, \$396.36**



This table would come in a laminate chocolate walnut. There would be three of these tables at 17 inches high and 42 inches in diameter (\$443.90) for the areas with the stackable chairs and two more at 17 inches high and 36 inches in diameter (\$396.36).

### 3. SECURITY

In order to ensure both the safety of students using the Red Room and the security of the equipment and furniture within the room, Joel Keenlyside, the Head of Campus Security, was asked to do a walk-through of the room and outline any security and safety concerns. These concerns and the recommended solutions are presented below:

#### *Security of Furniture*

Theft is always an issue for any kind of equipment or furniture on campus. In order to combat this threat, there are a number of different measures that can be undertaken:

#### *Electronic Tagging*

This option involves the use of electronic chips that are attached in an inconspicuous location on each piece of furniture and the installation of a detector at the exit of the room. This detector would sound an alarm any time one of the chips passed it, thus acting as both an auditory and visual deterrent to theft. However, the system would simply be that, a deterrent, as it does not alert any campus authority, security or the Kingston Police – it relies more on the actions of those in the vicinity who hear the alarm and the likely reaction of the thief. This system has been used in several locations on campus, such as the 24/7 study room in the JDUC. However, those who are familiar with the system, such as Meghan McDonald of the JDUC, have stated that even with the system in place, items have been stolen as individuals can simply remove the sensor tags. As a result, Meghan would not reinvest in the system and Joel suggests that the system is better-suited to a retail environment where there are staff on duty when the store is open. He says that it is really not designed for the type of application required in the Red Room. For the purposes of the Red Room, where the plan calls for 33 pieces (including tables) to be tagged, the system would cost approximately \$4,000.

#### *Labelling Furniture*

This option would involve permanently labelling all furniture with the words “ASUS – Queen’s” as suggested by Joel Keenlyside, allowing any stolen items to be identified and returned to us. Joel suggests labelling the furniture on its underside both in permanent marker and with an

etching machine, which he has nicely offered to lend for this purpose. The labelling would be done both in a conspicuous and inconspicuous location.

### *Cataloguing Furniture*

In addition to labelling the furniture Joel also suggests taking photos of each individual piece, particularly any defining/unique features, and keep records of their details in a “catalogue” in order to have a record of all items in the room. This catalogue would also include all pricing information and manufacturer warranties, purchase orders, etc.

### *Safety of Students*

In addition to ensuring the prevention of theft, Joel also outlined measures to ensure the safety of all students within the room through the following means:

#### *Visibility Concerns – Installation of Mirror, Blinds and Light Switch Protector*

Joel mentioned that one thing he would be concerned about, if the room was opened to studying at night, was the visibility of students studying alone at night. To minimize the risk of intruders noticing that a student is alone at night from the exterior, Joel suggests installing window blinds, at least on the lower parts of the windows, which would cost approximately \$300. He also suggests installing a 180 degree mirror on the west side of the pillar in the west end of the room to prevent intruders from potentially hiding there, costing approximately \$100. Lastly, in terms of visibility, Joel also suggests installing a protective lock box over the light switch in order to prevent intruders from turning off the lights, which would cost approximately \$20.

### *Assistance*

Directly across from the Red Room is a pay phone with direct access to campus security, free of charge. Joel suggests posting a sign by the exit that mentions this, with instructions indicating that you simply need to press the “Campus Security” button or dial 613-533-6111. He also suggests posting a notice with the location of the “Assistance phone” just outside of Kingston Hall as well as some 36111 signs. Lastly, Joel also suggests ensuring the hours the room is open for studying are synchronized with the hours Kingston Hall is open in order to increase general safety through increased foot traffic. Kingston Hall is open until 10pm.

#### 4. STORAGE

Jim MacAdams from Physical Plant Services has provided a key for a cage in the basement of Grant Hall. This will allow the storage of any unused furniture in a secure and close location in the event that some furniture is unnecessary for a particular activity within the room, such as when Orientation requires the room for storage during Orientation Week. This cage is sufficient to house the entirety of the 33 pieces suggested according to Jim.

#### 5. COMPUTERS

In addition to the installation of furniture within the room the plan also calls for the installation of two computers at wheelchair height to increase the utility of the room and allow students to check their email between class, lookup class schedules, etc. Below is a variety of computer options selected for their variability in terms of price and quality.

##### **Option 1: Used Computers**

###### ***Option 1 A: Used Laptops from ITS: \$180***

Llynwen Osbourne, the Information and Waste Coordinator, suggested speaking with Keith McWhirter from Information Technology Services at Queen's. He has two old rental laptops available for approximately \$180.

###### ***Option 1B: Used Desktops from Computer Depot: \$200***

Keith McWhirter also suggested purchasing used desktop systems from Computer Depot, who refurbishes the systems from large clients like Empire Life for around \$200 each.

##### **Option 2: New Computers**

###### ***Option 2A: ASUS Eee PC 10.1" Mini-Notebook Computer: \$250***

This computer is available from multiple sources online and in-store for approximately \$250 plus tax. It has 1GB of RAM, a 1.66 GHz Intel Atom processor and 160GB of Hard Drive space. Also, it's an ASUS!

*Option 2B: ASUS Eee Box 1501 Desktop Computer: \$480*

This computer is also available from multiple sources both in Kingston and online and costs approximately \$480 plus tax. It has 2 GB of RAM, a 1.6 GHz NVIDIA Ion processor and 250GB of Hard Drive space.

## Outlined Expenses

Renovation Description	Expense	
	Each	TOTAL
<b>FURNITURE</b>		
<i>Single Lounge Chairs</i>		
Option 1A – Eglington Fabric	\$1,206.10	<b>\$12,061.00</b>
Option 1B – Eglington Vinyl	\$1,259.95	<b>\$12,599.50</b>
Option 1C – Eglington Leather	\$2,022.53	<b>\$20,225.30</b>
Option 1D – Jenny Brisa Fabric	\$729.54	<b>\$7,295.40</b>
Option 1E – Lancelot	\$802.51	<b>\$8,025.10</b>
Option 1F – Cyrano	\$783.18	<b>\$7,831.80</b>
<i>Double Armless Sofa</i>		
Option 2A – Eglington Double Fabric	\$2,051.27	<b>\$8,205.08</b>
Option 2B – Eglington Double Vinyl	\$2,143.04	<b>\$8,572.16</b>
Option 2C – Eglington Double Leather	\$3,682.33	<b>\$14,729.32</b>
Option 2D – Jenny Double Brisa Fabric	\$1,348.93	<b>\$5,395.72</b>
Option 2E – Lancelot Double	\$1,150.93	<b>\$4,603.72</b>
Option 2F – Cyrano Double	\$949.85	<b>\$3,799.40</b>
<i>Triple Sofa</i>		
Option 3A – Eglington Triple Fabric	\$2,219.59	<b>\$4,439.18</b>
Option 3B – Eglington Triple Vinyl	\$2,327.76	<b>\$4,655.52</b>
Option 3C – Eglington Triple Leather	\$4,040.61	<b>\$8,081.22</b>
Option 3D – Jenny Triple Brisa Fabric	\$2,076.30	<b>\$4,152.60</b>
Option 3E – Lancelot Triple Fabric	\$1,512.63	<b>\$3,025.26</b>
Option 3F – Cyrano Triple Fabric	\$1,519.87	<b>\$3,039.74</b>
<i>Stackable Work Chairs</i>		
Option 4A – Bali Fabric Grade 1	\$482.31	<b>\$5,787.72</b>
Option 4B – Bali Vinyl	\$536.69	<b>\$6,440.28</b>
Option 4C – Bali Leather	\$628.04	<b>\$7,536.48</b>
Option 4D – Rapture	\$215.38	<b>\$2,584.56</b>

Option 4E – Crew Guest (All Upholstered)	\$213.30	<b>\$2,559.60</b>
Option 4E – Crew Guest (Wood back)	\$275.59	<b>\$3,307.08</b>
Option 4F – Corfu	\$393.90	<b>\$4,726.80</b>
<b><i>Work Tables</i></b>		
Option 5A – Rect. Adjustable small (Teknion)	\$ 131.56	<b>\$263.12</b>
Option 5A – Rect. Adjustable large (Teknion)	\$ 246.56	<b>\$493.12</b>
Option 5A – Rect. Fixed computer(Teknion)	\$ 170.20	<b>\$340.40</b>
Option 5B – Rect. Fixed small (Steelcase)	\$399.06	<b>\$798.12</b>
Option 5B – Rect. Fixed large (Steelcase)	\$454.14	<b>\$908.28</b>
Option 5B – Rect. Fixed computer (Steelcase)	\$363.43	<b>\$726.86</b>
Option 6A – Round small (Teknion)	\$ 345.92	<b>\$345.92</b>
Option 6A – Round medium (Teknion)	\$ 411.70	<b>\$411.70</b>
Option 6A – Round large (Teknion)	\$321.30	<b>\$963.90</b>
Option 6B – Round small (Steelcase)	\$396.36	<b>\$792.72</b>
Option 6B – Round large (Steelcase)	\$443.90	<b>\$1,331.70</b>
<b>SECURITY</b>		
Electronic Tagging	\$4,000	<b>\$4,000</b>
Etching	FREE	<b>FREE</b>
Marker Labelling	FREE	<b>FREE</b>
Catalogue	\$15.00	<b>\$15.00</b>
Blinds	\$300	<b>\$300</b>
Mirror	\$100	<b>\$100</b>
Lock box	\$20	<b>\$20</b>
Signs for Phones	FREE	<b>FREE</b>
<b>STORAGE</b>		
Cage in Grant Hall	FREE	<b>FREE</b>
<b>COMPUTERS</b>		
Option 1A	\$180	<b>\$360</b>
Option 1B	\$200	<b>\$400</b>
Option 2A	\$250	<b>\$250</b>
Option 2B	\$480	<b>\$960</b>

## Proposed Expenses

<b>Renovation Description</b>	<b>Each</b>	<b>TOTAL</b>
<b><i>Single Lounge Chairs</i></b>		
Option 1D – Jenny Brisa Fabric	\$729.54	<b>\$7,295.40</b>
<b><i>Double Armless Sofa</i></b>		
Option 2D – Jenny Double Brisa Fabric	\$1,348.93	<b>\$5,395.72</b>
<b><i>Triple Sofa</i></b>		
Option 3D – Jenny Triple Brisa Fabric	\$2,076.30	<b>\$4,152.60</b>
<b><i>Stackable Work Chairs</i></b>		
Option 4E – Crew Guest (Wood back)	\$275.59	<b>\$3,307.08</b>
<b><i>Work Tables</i></b>		
Option 5A – Rect. Adjustable small (Teknion)	\$ 131.56	<b>\$263.12</b>
Option 5A – Rect. Adjustable large (Teknion)	\$ 246.56	<b>\$493.12</b>
Option 5A – Rect. Fixed computer(Teknion)	\$ 170.20	<b>\$340.40</b>
Option 6A – Round small (Teknion)	\$ 345.92	<b>\$345.92</b>
Option 6A – Round medium (Teknion)	\$ 411.70	<b>\$411.70</b>
Option 6A – Round large (Teknion)	\$321.30	<b>\$963.90</b>
<b>SECURITY</b>		
Etching/Marker Labelling	FREE	<b>FREE</b>
Catalogue	\$15.00	<b>\$15.00</b>
Blinds	\$300	<b>\$300</b>
Mirror	\$100	<b>\$100</b>
Lock box	\$20	<b>\$20</b>
Signs for Phones	FREE	<b>FREE</b>
<b>STORAGE</b>		
Cage in Grant Hall	FREE	<b>FREE</b>
<b>COMPUTERS</b>		
Option 2A	\$250	<b>\$500</b>
<b>TOTAL</b>	<b>\$6,982.60</b>	<b>\$23,903.96</b>
<b>HST</b>	<b>\$907.74</b>	<b>\$3,107.51</b>
<b>FINAL TOTAL</b>	<b>\$7,890.34</b>	<b>\$27,011.47</b>

## Projected Revenue

Presently the Arts and Science Undergraduate Society collects revenue to put towards the Red Room or a new service through an opt-outable student fee of \$8.59. In 2008-2009 approximately 7,250 students chose not to opt-out of the fee, resulting in \$62,233.05 of revenue. In 2009-2010 approximately 6,770 students chose not to opt-out of the fee, resulting in \$58,149.65 in revenue for a total of **\$120,382.70** in revenue to-date. This year it is projected that approximately 7,220 students will chose not to opt-out of the fee, resulting in an additional projected revenue of \$62,028.61 and a total final revenue of **\$182,411.31**.

## Conclusion

Given the present state of the room, the lack of a distinct space on campus for Arts and Science students and the continued accumulation of student fees without any action to utilize such fees, we feel that this project is necessary and beneficial to all students in our Faculty at this time. This proposed project would \$27,011.47, leaving a substantial sum of money for further development of the room or the completion of another project elsewhere on campus or beyond. In total this amounts to merely 22% of present revenue and 15% of projected revenue and could be completed using only 47% of projected revenue from this year alone. Regardless of the outcome of future proposals for services within the room, this lounge is a service in itself and would be located in an underserved area on campus. Most importantly, this lounge would give Arts and Science students a place on campus to truly call their own, making them proud to be a part of ASUS.