

Madison Metro Transit Building Master Plan Report

GENERAL APPENDIX

MARCH 9, 2018



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Madison Metro Transit Building Master Plan Report

MEETING MINUTES

MARCH 9, 2018



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**Madison Water Utility
Paterson Street Ops Center
Meeting Minutes**

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: 6/21/17

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Project Activity Descriptions.
 - A. Project Investigations of Metro Transit Facility – June/July
 - B. Transit Facility Needs Assessment – Program Verification – July
 - C. Conceptual Design – August/September
 - D. Capital Improvement, Phasing, and Budget Plan – September/October
2. Owner's Representatives
 - A. Matt Gall, Jon Evans, Jeff Daniels, Jim Fink, & Crystal Martin
3. Communication Protocol:
 - A. All Owner's Representatives + Mead & Hunt Team Contacts
 - B. Preference is for Email communications
 - 1) Email subject line shall be "MFS 1101"
 - C. Texting shall be used for emergency and/or immediate needs only.
 - D. Preferred meeting days/times are Wednesday's with a 9 AM standing meeting, planned for every 2 weeks, at the Madison Water Utility.
 - 1) However, the Last Wednesday of the month are too busy and shall be avoided.
 - E. City of Madison and MMT should bring PR staff together for web communications and development of the "message" to the public in order to describe the hazards of the building and bus driving.
4. Scope of Work Summary / Project Investigation / Program Verification / Goals of the Study
Discussion:
 - A. Project Investigation
 - 1) Facility Study – Assessment scheduled for June 30th – 8:30 is the preferred time as it is after Bus Driver Pull-out
 - B. Goal of the study is to stay within the current building envelope.
 - C. Administrative Offices in the 1245 Mullins Building shall remain, since they just signed a

long-term 20 year lease to alleviate overcrowding. Remodeling is happening through this summer.

- D. The Study is looking for a 20-year plan.
 - E. Meeting with the City Planning Department early is advised by the design team to understand how the project will fit in with the City's Master-Plan studies and references for development – Planning/Zoning, UDC, and historic pre-design meeting anticipated.
 - 1) Meeting with the City of Madison Development Assistance team is advised to hold off until late summer when some concept plans are developed.
 - 2) This is advised as a good course of action also for meeting with the Alders.
 - 3) Chuck Camp from MMT will want to be included in meetings with the Alders.
 - F. Desire is to pursue energy savings methods – solar on the roof in particular.
 - G. They would like to transition to electrical buses in the future. Louisville, KY is a good point of reference for their transition.
 - H. The final part of the project shall create definable, stand-alone projects with phasing directives, yet allow for flexibility as funding becomes available.
5. Outreach meetings and communications with employees plan
- A. All-Staff Communications are difficult with a 24-hour operation and shift options:
 - 1) Their staff is comprised of 70-80 mechanics on 4 shifts, and 357 drivers on 3 shifts.
 - 2) Wall postings notifying the staff is also their best communication mechanism with the drivers.
 - 3) Operations Supervisors only meet quarterly; Maintenance Supervisors meet monthly; summer training is happening throughout the summer, so they are collectively together, yet busy with training.
 - 4) Monday's are challenging in general as they are full of meetings.
 - 5) The Last Wednesday of the month are also full of meetings, and shall be avoided.
 - 6) Design workshops may need to shift to the beginning of August.
 - B. MMT shall prep staff with an High-Level All-Staff Meeting
 - 1) Anticipated for the week of July 10th.
 - 2) Mead & Hunt shall provide a one-page bulleted plan describing the process and follow up meetings.
 - C. Questionnaires shall be distributed to staff.
 - 1) Paper is the best distribution mechanism for them.
 - 2) Supervisors should provide guidance on the purpose and ideas to be generated on the questionnaires.
 - 3) Most of the staff is transient, so questionnaires should be more specific and less about administrative work areas.
 - 4) As advised by the design team, the questionnaire shall be a mix of subjective questions and objective-identifiable questions to provide the best report of metrics for the re-programmed building.
 - D. Staff/Department Program Listening Workshops shall than take place to discuss the questionnaires and provide some follow-up on what was understood from the

questionnaires and prioritize the various requests.

- E. Supervisors shall participate in bi-weekly Wednesday meetings to work through program development and prioritize organization of the building.
- F. A summary all-staff meeting shall be provided to lay out the final outcome of the study for the staff.

Respectfully submitted,
MEAD & HUNT, Inc.

Stacey Z. Keller, AIA, NCARB



**Madison Water Utility
Paterson Street Ops Center
Meeting Minutes**

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: 7/19/17

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Sign-In and Distributions
 - A. Distributed Meeting Minutes from June 21, 2017 Meeting
 - B. Distributed "Draft" questionnaires for Administration, Maintenance and Bus Drivers
 - C. Stacey will upload all documents, agendas, minutes, etc. to the Sharepoint site.
2. Current Project Activity Status
 - A. A/E team and Kueny building investigation of the Metro Transit Facility and walk-thrus are complete.
 - B. The questionnaires were distributed with minor adjustments discussed.
 - 1) Comments should be returned to Mead & Hunt by the stakeholders by Friday July 21st.
 - 2) Mead & Hunt will make the modifications and return for mass distribution on Monday, July 24th.
 - 3) Staff shall return the questionnaires by Thursday, August 3rd at 2pm, and shall be sent to Mead & Hunt.
 - C. All staff meeting did not take place the week of July 10th as initially planned, but Metro will work on having that announcement yet this week, by the 21st. One page document for reference was sent, but got lost in the shuffle.
 - D. Staff Interview meetings will begin the week of August 7th.
 - 1) A matrix was developed (see attached) to catch as many of the employees as possible, covering the Facilities group, the Operations/Administrative/Supervisors groups, Drivers, and Maintenance.
 - 2) Dates selected were August 7th, 9th, 10th, 11th, 14th, and 17th at 9am, 12Noon, and 1pm, with one evening session at 11pm.
 - 3) The facilities group will meet at 2114 Pennsylvania Avenue. Operations will meet in the Office Conference Room. Drivers will meet in the Driver's Lounge.

Maintenance will meet in the Maintenance Lounge.

- 4) Assistance was requested for making up the Notice Posting Sheets and Sign-ups. Mead & Hunt agreed to create these.
 - 5) The Facilities group will be interviewed based on how they maintain the building and common repair areas based on functional use. They currently are not intended to be housed in the 1101 facility.
- E. Kueny's Operation Observation will take place sometime between the 9th and 11th. It was reminded that the service lane starts around 4pm.
 - F. Revit model is in development. The Laser scan and field survey are showing some inconsistencies compared to the Structural Revit model provided. We should have enough information to develop from scratch off of the data provided now though.
 - G. Roofing Replacement Project: Stacey will be reviewing/walking the roof with Andy Weisensel of Firestone Roofing to determine extent of replacement and replacement methods. From there we will set up a time for Roof Membrane cores to determine the viability of the insulation and sub-materials. Many options are available, it will be a determination on cost and value. White roofs have some benefits over black and ballasted system. PV on the roof may also have other requirements to consider as well. Andy will work with Stacey on getting a series of recommendations pulled together for consideration.
 - H. The meeting with the City – DAT Meeting is scheduled for August 3rd for a ½ hour time slot. Drawings for discussion will be sent by July 28th. We will want to focus on the hot-button topics and Planning Department requirements that will affect the budget and phasing development.
3. Current Schedule was reviewed and the group is tracking.

Respectfully submitted,

MEAD & HUNT, Inc.

Stacey Z. Keller, AIA, NCARB

7th

9th

10th

11th

12th

13th

MT

MT

MT

MT

9AM

Noon

1PM

Fac

Ops

Ops

Under 20 per Mtg

18 Mtgs

30 Minutes each

1PM - 3rd Shift Mtg



Madison Metro Transit - Facility Study General Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 2, 2017

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. August 14th – 1pm to 3pm for drivers, all time changes verified for August 9th, 11th, 14th, & 17th.
2. Training room may be an alternative location for the OPS & Maintenance interviews.
3. Firestone will coordinate coring of existing roof on or before August 14th.
 - A. Does have some rusted deck
4. DAT meeting 126 S. Hamilton – Tim Parks
 - A. City of Madison projects are held to a higher standard
 - B. Crystal Martin, & Jim Fink, Jon Evans & Matt Gall, KSD, Rich & Stacey and Melissa attended meeting.
 - C. PV units will be a separate project
 - 1) Saw tooth area adding daylighting – Visible from E. Washington Avenue.
 - 2) Discussed thresholds for City process – UDC district administrative reviews vs. full review process.
 - 3) 4,000 s.f. site area disturbance threshold for storm water and landscape and lighting design upgrades to current City standards.
 - 4) A private storm water line that serves adjacent properties is located under the Bus Garage (to be verified).
5. Where does buildings and grounds fit in new project layouts? - Satellite facility still viable
 - A. 14,000 sq. ft. current rental space
 - B. Facility maintenance – 10 staff
 - C. Yes, optimal to move back to 1101
 - D. Matt Gall will tour Pennsylvania Avenue location following the 9:00 a.m. meeting

6. Thursday at 4 p.m. for pickup of questionnaires (Stacey)
7. Pipe scoping - \$9,900 of underground storm and sanitary
 - A. Hooper construction has full plans of locations and sizing and condition.
8. City individual property for energy consumption behind Olbrich Gardens - #1 in gas usage, a 1 megawatt PV system is the goal and used entirely on the property.
 - A. Solar hot water system desirable for showers and vehicle cleaning.
9. Next steps:
 - A. August 16th – smaller group – 10-11:30, stakeholder/supervisors informational download.
 - B. August 23rd – initial design discussions (PowerPoint)
 - C. Sept. 6th - project narratives (first options)
 - D. Sept.13th - (final drafts)

Respectfully submitted,
MEAD & HUNT, Inc.
Richard Lundeen, AIA

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Madison Metro Transit - Facility Study DAT Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 3, 2017

Attendees: Crystal Martin, Jim Fink, Jon Evans, Matt Gall, KSD, Melissa Destree, Richard Lundeen and Stacey Keller.

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Explanation of the project to DAT committee.
2. Zoning
 - A. Trigger points for current zoning code requirements are: Limiting to 10% change to the building or 10% of re-work site/parking requires no change to landscape brought up to current code.
 - B. UDC will trigger its own requests – District 8
 - C. Only the sides for screening of rooftop mechanical equipment is currently required. Any additional requirements are by UDC.
3. There are private storm drains that exit under the Metro Transit building.
 - A. Private storm water line for adjacent properties owned by Mullins and MG&E.
 - B. Need to establish an agreement of shared storm water and to verify existence of line.
4. Disturbing 4,000 sf of surface area on the Transit Site will trigger particulate removal for storm water requirements for this site.
 - A. Likely no particulate separation tank will be needed if storm water piping is replaced.
5. Need to establish the neighborhood priorities with neighborhood organizations and local Alders.
6. Current Site lighting will meet zoning requirements.
 - A. Photometrics will be required for UDC application is required.
7. Crystal stated that the Metro Department's intent:

- A. They are hoping to be good neighbors to existing neighbors and future development.
- B. Federal funding has been reduced, therefore causing Metro Transit to review the existing bus garage use for 20 plus years.

Respectfully submitted,

MEAD & HUNT, Inc.

Stacey Z. Keller, AIA, NCARB



Madison Metro Transit - Facility Study Management Debrief Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 16, 2017, 9:00 a.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Review of Meeting Minutes from last management meeting
 - a. No walk-through of the building required, as management already moves through that space.
2. Aside from the Alders, City Finance Manager also needs to see the conditions of the space to gain support.
3. No funding shows in the budget for the project in the upcoming year
 - a. Aside from the roof next year
 - b. This study needs to get put on the road and get funding
4. Further review meeting minutes required.
5. Review of graphic summary of conclusions: most important aspects for change
 - a. Safety/security
 - b. Ventilation/ air quality
 - c. Bathrooms
6. Some operational things could happen right away
 - a. This would boost morale
 - b. People would see the interviews actually resulting in changes
7. Administration Area
 - a. Dispatch – flow of work was the discussion
 - b. Kiosk check-ins were brought up
 - i. Management response: not great because the dispatchers need to keep eyes on people coming in (uniform issues/ reasonable suspicions)
 - ii. More man power would be needed if kiosks were added and dispatch area was expanded
 - c. Training Facility
 - i. Found it could be offsite
 - ii. Site needed for initial behind the wheel training.

- iii. There are 3 potential options, remodeled area in existing building, fire station maintenance or new administration office area.
 - iv. Maybe training room in the fire station across the street (2020 move)
 - 1. Could also be a maintenance location
- 8. Maintenance
 - a. Air quality/safety are the biggest issues
 - b. Union issues need to be addressed for some of the complaints heard
 - c. Parts are an issue: "just in time" work flow is not working for the maintenance group
 - d. Organizational changes could be relatively inexpensive
 - e. Due to air quality > ventilation needs help
 - f. Wash rack needs to move
 - i. Financial case can be easy
 - 1. No more mirrors lost
 - ii. Move could help make the space up to code and change to left hand turns
 - iii. Vaults could be directly next to the cash house
 - g. Ventilation is difficult because none of the walls go to the deck
- 9. Parking will still be an issue unless more space can be added to the building
 - a. Auction parking could be off-site
 - i. Not seen as a large issue as it primarily occurs off-site unless it is a slower summer month
- 10. Chassis flushing system is needed and can help reduce some particulate issues and tracking of road grime.
- 11. Food/ fitness/ library are all desires of Bus drivers.
- 12. Locker rooms/toilets = need more capacity
- 13. Uniform cleaning drop off/ pick up may need to move from the hallway
- 14. Locker rooms on the first floor may be proposed for greater efficiency
- 15. Chilled/filtered water desired for water bottle filling – could be an easy quick fix right away
- 16. Bottle fill stations/towels to clean buses in the back could help workflow efficiency
- 17. Has there been thought of adding a radiant floor, if the existing concrete floor is replaced?
- 18. August 23rd big bubble conceptual ideas
 - a. No matter the types of changes, there won't be any inexpensive solutions due to deferred maintenance.
 - b. A structural engineer is looking at the capabilities of a mezzanine placed in the old foundry area
- 19. An overall discussion of the future of the maintenance department regarding staffing and parts departments.
- 20. Talk through phasing
 - a. What really has to happen?
 - b. Big things need to happen in the summer
 - c. A lot would be based on what kind of staging could be done (space available)
 - d. Where are their facilities for temporary use by Metro Transit during renovation of existing building.
 - e. Across the street in the existing Fire Department Maintenance building:

- i. Could be buildings/ Grounds/ Training
 - ii. Not maintenance – too hard to manage on both sides of the street (jay-walking concerns)
 - iii. Building would be available in 2020.
 - f. Nekoosa Trail facility is being planned for articulated and electric buses, but no construction time lines have been set.
21. Preliminary Proposed schedule (to be broken down into smaller projects):
- a. 2018 | Roof
 - b. 2019 | Infrastructure/ Wash bay/ HVAC
 - c. 2020 | Building (maintenance update)
 - d. 2021 | Drivers/ Administration/ Ops

Respectfully submitted,

MEAD & HUNT, Inc.

Kindall Shannon, Associate AIA



Madison Metro Transit - Facility Study General Meeting Minutes

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Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 23, 2017

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Meeting minutes from the Aug 16th, 2017 meeting distributed.
2. General Project activity status discussed and reviewed.
3. Budget/Advocacy Efforts in favor of the project:
 - A. The whole team and stakeholders need to work with the City council on reminding them that the Metro Facility is staying in place at the 1101 East Washington location and is a high priority for fixing/repairing.
 - B. The long-term plan is to maintain this facility for 20 years.
 - C. The 2018 budget items have already gone through the City Facilities Department for review, and Jeanne reinforced the importance of the Metro Facility's needs.
 - D. Metro has also been working on their budget cycles, with adjustments made to the reality of Federal funding percentages versus idealized funding.
 - E. April 2018 will be the forthcoming deadline to submit requests for the 2019 budget cycle.
 - F. It will be important to articulate and itemize the priorities of the project to alleviate poor working conditions:
 - 1) Air quality and other issues with the Service Lane within the mechanics working area.
 - 2) Left hand turns versus right hand turns safety benefits.
 - 3) Heat exhaustion is a real problem with the current mechanical systems, especially apparent with the OSHA required offset of workers going through 10 gallons of Gatorade per working shift in the summer months.
4. Temporary facility options were preliminarily discussed. Facilities available/abandoned in 2020:
 - A. Fire Maintenance Building across the street has a great adjacency advantage. However, it is too small for bus maintenance clearance requirements, and it is in very poor

condition.

- B. Fleet Maintenance on First Street is another good option. It is in good condition. It may still not have the clearance requirements or adequate lifts for bus maintenance, but may be adequate for overflow bus storage regardless.
 - C. These requests will need to be submitted quickly and early, to prevent other city agencies from obtaining their use.
 - D. Ultimately the cost of phasing is significant, and reuse of already City owned property will help in the maintaining budgets.
5. Review of Concept Designs:
- A. Three overall options presented:
 - 1) Fix/repair/replace systems of the current layout.
 - 2) Build a small addition to move the Service Lane and then Fix/repair/replace systems of the current layout.
 - 3) Build a small addition to move the Service Lane and then move the Maintenance Department to a central area for through-service drive lanes.
 - B. Program Discussion:
 - 1) 285 bus fleet is the goal. The plan for Nakoosa is to hold (70) 40 foot buses OR (50) Articulating Buses.
 - 2) Melissa requires more specific information to finalize her administrative area program document. She will send an email for Crystal (or others) to fill in. Items of note are more specific staff counts, gender-equity break-down, and shift breakdowns.
 - 3) Melissa discussed her concept for administrative/dispatch layouts, being more “flower” or centrally organized with drivers at the center versus in/out at one end and flooding down, as currently organized.
 - 4) Current space needs may actually fit in the existing two-story area, if the tool room is relocated.
 - 5) If space needs cannot be met, the training functions and space needs have no immediate adjacency needs and could be located at 1245 and not affect functionality or work efficiencies.
 - 6) Mechanics likely need their own break area, since their work-in-progress dirt/oil covered uniforms tend to mess up furniture and can then unknowingly transfer to non-mechanic staff.
 - C. All stakeholders agreed the three options represent expectations and are good to move forward. The final bus counts will be pertinent information when presenting to the TPC for final decisions.
6. Next steps/meetings:
- A. The design team should plan for the October 11th TPC board meeting for an overview presentation. They meet at 5PM at the Library.
 - B. The major stakeholders should preliminarily review the content to present to the TPC meeting the week before: October 5th at 1PM.
 - C. A review of the next level of development for maintenance will need to take place. This

will primarily involve Jeff Butler as the major stakeholder with Jon Wallenkamp and the Mead & Hunt team.

- D. A review of the next level of development for administrative and support areas will need to subsequently take place with Crystal as the major stakeholder with Melissa Destree and the Mead & Hunt team.

Attachments: Concept Design PowerPoint from the meeting, "Option" Concept Plans, Draft Administrative Program Spreadsheet.

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA



Madison Metro Transit - Facility Study General Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: September 6, 2017

Attendees: Jeff Butler, Jim Fink, Crystal Martin, Jon Wallenkamp, Rich Lundeen, Stacey Keller, Matt Gall

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. All general concepts plan to use the existing footprint as-is, with limited additions.
 - A. Segregating the service lane is a high priority.
 - B. They need more maintenance bays to service buses.
 - 1) Although many hoists sit empty on 2nd and 3rd shift due to available mechanic types on those shifts.
 - C. Tire shop and paint shops have some flexibility in adjacencies.
 - 1) They only paint panels in the paint shop and could be smaller. A drive-through configuration is not required. A 12' wide x 20'-24' long space would be viable.
 - 2) The Body Shop DOES need a full bus space with pull in/out capability. A full 60' long body bay would be helpful.
 - D. All options show 223 bus stalls. All buses should be shown to be 40' long.
 - E. All schemes can show 6 maintenance bays in the current Maintenance B area.
 - F. A mezzanine can be added above the bus storage area in the Gisholt Building. It will have a U-shaped configuration, and is limited based on exiting distances.
 - G. All options need a clear passage for the drivers to access the storage, and not disturb the mechanics.
 - H. Loading Dock
 - 1) The raised dock which is not really utilized any longer. They offload all deliveries with a forklift.
 - 2) Could get a Yard Dock for the occasional deliveries that require assistance offloading large items.
 - I. The parking area shed currently houses lawn-mowing equipment, with change-over to snow-removal equipment in the winter. It was built in 1982.
 - J. The team needs to have a better understanding of the Facilities Group workshop needs and program.

- 1) They currently have 12 total vehicles.
 - 2) They store all of the shelter and transfer point maintenance supplies and replacement components (Glass, etc.)
 - 3) They work on and maintain their sweepers, forklifts, bobcats, box trucks, and pick-up trucks.
 - 4) They ultimately are very nomadic – going to where the work on-site, at the various locations.
 - 5) They will also have a space at the Nakoosa project when constructed.
- K. There is a fuel tank for the generator outside of the facilities offices currently.
- L. There are likely the old foundations and beams below ground remaining from old construction to the south of the building to be aware of for any addition projects.
2. Existing Option –
- A. Everything stays where it is, with only MEP replacements and finish upgrades.
 - B. Still need to add a permanent wall to segregate the maintenance from the service line.
 - C. A maintenance space could also be added at the paint shop area with a 60 ft bus back-up potential.
 - D. Paint bay could still be shifted adjacent to the Body Shop area.
3. Option 1
- A. Shows double stacking of buses at the Maintenance Bays. Some may need to be eliminated due to usage. Ultimately, will contain 26 total maintenance bays with the advantage to work on 60 ft buses.
 - B. Provides the Service Line as an addition to the South of the building.
 - 1) Eases the phasing strategy, with the service lane to remain in operation while the new one is constructed.
 - 2) The Fuel – Vault – Wash order is perfect configuration.
 - 3) Requires 2 lanes, plus equipment area.
 - 4) They could also use a Bulk Fluids Room. They have multiple fluids suppliers with on-going bid awards: with Perkins Oil, Moore Oil, Kelly Williams, and Heartland. Current container sizes are adequate.
 - 5) Fuel refilling will need to be properly schedule to avoid bus queueing conflicts, although condition exists currently also.
 - 6) May require office supervision in this area as well.
 - 7) Dispensers are required for each lane, with tanks always on the right side.
 - 8) Vault dispensary coordination will also be required.
 - C. Provides all Left-Hand turn circulation.
 - D. Paint and Body shop shall be added to the Southeast corner.
 - E. Delivery area will be adjacent to the roll-up doors, eliminating the raised dock entirely.
 - F. Tire storage would be ideal to be adjacent to the maintenance bays and delivery dock.
 - G. A back aisle area for access to tools, battery, and radiator areas is desired to keep people from circulating through the maintenance bays. It should be able to accommodate fork lift travel.

4. Option 2

- A. Bus Maintenance located at the center of the building.
 - 1) The 45 degree parking is not as desirable.
 - 2) Moving buses and parts will be more time consuming always traversing back and forth to the middle of the building.
- B. Service Line shown again as an addition to the south of the building.
- C. Needs a loading dock shown, likely same location as Option 1.
- D. This is likely the most expensive option.
- E. Bus storage is split across multiple areas, and the parking layout seems less efficient with lots of gaps in space.
- F. This does prevent the drivers from walking through maintenance area distracting mechanics.
- G. May work as a temporary plan during construction.
- H. Not a preferred option.

Attachments: Three Concept Designs

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA

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Madison Metro Transit - Facility Study General Meeting Minutes

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Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: September 13, 2017

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Meeting Minutes from August 23rd meeting distributed.
2. An update on project activity status was given.
3. MEP Program verification of new work, for budget considerations:
 - A. C&G Natural Gas vehicles have been ruled out for this facility.
 - B. PV has been approved for the roof project.
 - 1) They are working on phasing it over the next three years: 2019, 2020, and 2021, and likely bidding at the end of 2017.
 - 2) They are planning for 500 KW.
 - 3) Assuming ballasted sleds.
 - 4) Roofing insulation shall be built up to R-25, unless some major break is found with the sizing of equipment. Mead & Hunt will investigate. Roof structure is pitched for insulation depth understanding.
 - C. Electrical Entrance would be ideal near the exterior walls in the southeast corner. New electrical service is likely required.
 - 1) Some lighting was replaced in 2008.
 - D. Second Floor Boiler Room is still a good location to maintain. Boilers may want to be replaced in later phases, as they are still serviceable, they are just inefficient.
 - E. Failure is the priority for replacement.
 - F. Plumbing is going to be the greatest replacement cost and effect on operations.
 - 1) Storm overhead piping is a good idea, as the underground current configuration is overloading the system and backing up.
 - 2) Scuppers will be replaced and modified with the new roofing project as they are currently holding too much water on the roof.
 - G. HVAC units and ventilation exhaust off the roof would be ideal.

- 1) They would prefer interior mechanical platforms within the overhead rafters.
- 2) Through-wall ventilation fans could be desirable over roof penetrations.
- 3) Mead & Hunt will also need to consider whether smaller units overhead would be desirable.
 - a. It does provide some spatial redundancy.
 - b. It would likely increase some cost due to unit costs, increased gas piping, and could result in more maintenance locations.
 - c. However, it does decrease the roof penetrations and provides increased unit life.

H. Heat recovery: Gas Fired versus Hot Water.

- 1) Short periods for bus disembarking may not necessitate heat recovery.
- 2) Mead & Hunt will evaluate cost and long-term payoff.
- 3) Busiest periods during the weekdays are 5AM-9AM, 1 hour in the afternoon, and 3 hours in the evening.
- 4) There are only 33-34 buses in service on the weekends.

I. Mechanics area could consider In-Floor heat with all of the necessary floor cutting and concrete replacement required for equipment and plumbing elements.

J. With the greater separation of mechanics and the service line, dehumidification and air conditioning/increased ventilation are now possible for consideration.

K. Perimeter heating is desired in the administrative/support areas.

L. Existing windows have a VERY low R-value and are recommended for replacement. Operability is a desire, but may not be required with adequately functioning air flow.

M. IT/Security budget considerations should use the Nakoosa Fleet Maintenance as a model.

- 1) Access Control
- 2) Security Cameras
- 3) Wireless Access Points throughout Bus Storage
- 4) Paging Systems
- 5) Technology Heavy in Admin and Maintenance areas.

N. MG&E Storm Piping is likely being investigated as part of the scoping project. More information is required and negotiations for maintenance and modifications.

O. Considerations for Fire Alarm Panels will also need to be reviewed.

4. Administrative and Support Programming

A. Initial spreadsheet is revealing that the recommended space fits within the designated areas with some excess which can shift to maintenance and parts.

B. Additional information is required for the Gender Split of the staff is required, as well as a better understanding of usage trends by shift.

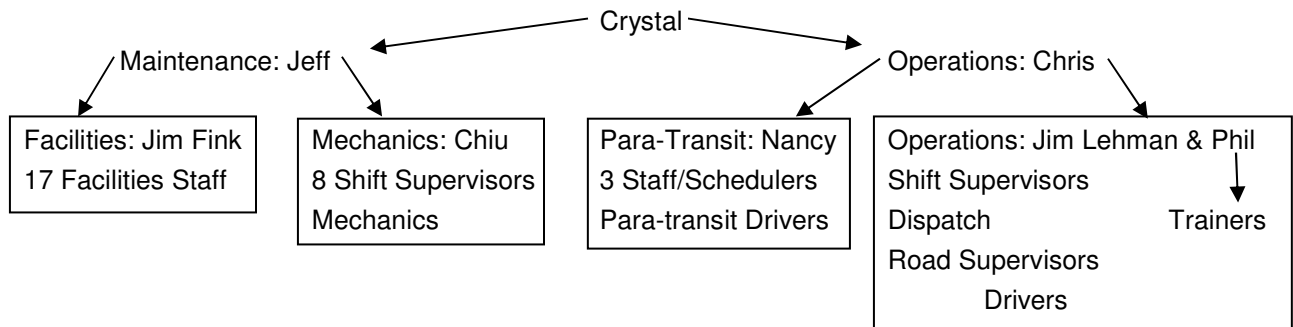
C. Two schemes presented, with some similar amenities:

- 1) Both schemes seek to create a more visual opening-up of the stairs for first floor/second floor continuity.
- 2) Different strategies for bathroom/locker room layouts are available.
 - a. Mechanics seem more sensitive to separation by gender, due to more

active use of showers.

- b. Drivers seem more open to shared locker areas. They use their lockers more similar to a school drop-off point of personal items, and do not utilize the showers as often.
- 3) Training rooms are currently shown integrated into the spaces. It is the Metro's desire to keep this at 1101 and not move to 1245.
- 4) There is a need for one more block of offices for Facilities that was just understood at the meeting at the 6th, with 3 Private offices, Staff work room, and plan storage. A shop area should also be considered.
- 5) Large Lobby check-in on the first floor works well.
- 6) Road Supervisors can be combined with dispatch.
- 7) Areas noted as Road Supervisors should be held for Operations Supervisors.

D. A better understanding of the organization chart was discussed:



- E. Melissa will refine the schemes based on usage discussions, for the next meeting.
- F. Additional refinements to the boundaries will come with refinements of the Maintenance areas.
- G. Additional walk-thru was requested by Jim following the meeting, which revealed a revised office layouts with people having moved over to the 1245 building.

- 5. An overall project idea to provide a small addition to the East Washington side to move Driver access to the Bus Storage through a covered, conditioned corridor.
 - A. Benefits Include: safety to pedestrians around bus storage, limits bus lane crossing to specific doorway points, provides potential to enhance the image of the building.
 - B. Small concerns over budget and opening up UDC/Site/Zoning requirements with increased development.
 - C. Metro stakeholders think it's a good idea to investigate, as a separate budget item for consideration.

Attachments: Two Admin/Support Concept/Bubble Plans

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA



Madison Metro Transit - Facility Study General Meeting Minutes Administrative Functions

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: September 28, 2017

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Meeting Minutes from Sept 13, Sept 6, and Dialogue Session meetings distributed, and uploaded to Sharepoint.
2. An update on project activity status was given.
3. Revised bubble diagrams, layouts, and programs distributed based on comments from the last meeting and additional facility visits.
 - A. General adjacencies meet the needs of the program.
 - B. IT is stacked.
 - C. Dispatch is 12" higher.
 - D. Second floor functions well. The size of the wellness room provides nice flexibility.
 - E. Plumbing counts should still be reviewed.
 - F. The location of Maintenance and Operations Offices could be considered for flipping locations, for closer adjacencies to their staff. However, separation from the staff for less interruptions is actually more desirable.
 - G. Toilet for drug testing does not need to be connected to the conference room. The drug testing staff just need a small table, and could take over the adjacent supply/storage closet. Dispatch could then utilize the toilet for quick access.
 - H. Add kitchens to break rooms
 - I. Elevator upgrades needed.
 - J. Dispatch would probably desire some natural light and/or skylights.
 - K. Need to consider Operational Values for all amenities.
 - 1) Instead of semi-quiet library, consider it a resource room for study areas.
 - 2) Need a Safety Study to show well-rested and active drivers provides more effective drivers and meeting OSHA standards.
 - 3) The new fire department buildings get to have these kinds of amenities.

- 4) Would also save a lot of time for drivers.
- L. Greeter for admin also need a closet to process boxes of uniforms near their area.
- M. Move kitchenette from Operations Supervisor's offices closer to shared work room.

4. Next Steps

- A. Plans will be sent to Kueny to be integrated into the overall plans.
- B. There is a 9AM meeting on Sept 29th, with the UDC representative to review general expectations and any historic requirements.
- C. The Cost Estimating process will start, leading into phasing.
- D. Oct 5th will be presentation preparation for the Oct 11th TPC meeting.
 - 1) Only concept plans, proximity map, and executive summary on existing facilities required.
 - 2) It would be good to produce a 1 page summary for the committee.
 - 3) Total time will be about 15 minutes – focus on life safety and operational efficiencies.

Attachments: Admin Bubble Plans / Layout Plans / Program

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA

Sign-In

Stacy Keller

CRYSTAL MARTIN

Jim Lehman

Jim Fink

MATT GALL

Jon Evans

Melissa Destree

Pedro Lubeen

KINDALL SHANNON

- Mead + Hunt

- METRO

METRO

MMT

COM ENGINEERING.

City Eng.

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MEAD & HUNT.

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Madison Metro Transit - Facility Study UDC Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: September 29, 2017

Attendees: Stacey Keller, Rich Lundeen, Melissa Destree, Ken Saiki, Matt Gall, Jon Evans, Crystal Martin, Janine Glaeser, and Kevin Firchow

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. General overview of the goals and process of the Master Plan Study given.
2. The building is located in the UDC District 8, and will require UDC committee review.
3. The addition to the rear/alley side will not require UDC review, but may require zoning review depending on how close to the property line it is.
4. Street-side modifications will require UDC review:
 - A. Any additions, even under the overhangs.
 - B. New Louver additions
 - C. New window patterning
5. As a benchmark, but not required for existing properties, new development expectations for Office/Non-retail buildings would require:
 - A. 3 floors minimum
 - B. 40% of the first floor street-side elevation devoted to windows.
6. Replacement in-kind, potentially defined as Maintenance.
7. Current setbacks off the sidewalks are 15 ft.
8. The building is not considered significant, so no historic review of modifications would be required for the building itself. Landmarks review will require a review due to adjacent property requirements and its effect on the landmark.
 - A. Restoration or replacement of the sawtooth does not have to be in-kind.
 - B. It may be possible just to keep the U-shape, and eliminate the separate center area.

9. Janine will review the project further with staff, overall planning strategy review, and historic on some of the additional ideas and addition potential, and let us know of any other further requirements.

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA

Stacey Keller

From: Kirchgatter, Jenny <JKirchgatter@cityofmadison.com>
Sent: Tuesday, October 17, 2017 10:24 AM
To: Glaeser, Janine; Stacey Keller
Cc: Firchow, Kevin
Subject: RE: 1101 E Washington
Attachments: 1101 E Washington Ave_0001.pdf; TE district.pdf

1101 E Washington Ave is zoned TE (Traditional Employment). I attached the zoning code requirements for the TE district. I also attached the survey with highlighting for the yards/setbacks. For zoning setback purposes, S Ingersoll St can be selected as the front yard. There are no front or side yard setbacks for this site. There will still be an Urban Design District setback along E Washington Ave, but there will not be a zoning front or side yard setback. There is a 20 foot rear yard setback shown by the green highlighted areas. If the setbacks are set in this manner, they can best accommodate the service lane addition.

There is a maximum lot coverage of 85%. If the site currently exceeds 85% lot coverage, then the new additions cannot further increase lot coverage above the maximum. This means that other currently impervious areas may have to be taken out and turned to pervious areas (grass, landscaping, pervious pavement).

Jenny Kirchgatter
Assistant Zoning Administrator

(608) 266-4429
jkirchgatter@cityofmadison.com

-----Original Message-----

From: Glaeser, Janine
Sent: Friday, October 13, 2017 11:19 AM
To: Stacey Keller <stacey.keller@meadhunt.com>
Cc: Glaeser, Janine <JGlaeser@cityofmadison.com>; Firchow, Kevin <KFirchow@cityofmadison.com>; Kirchgatter, Jenny <JKirchgatter@cityofmadison.com>
Subject: 1101 E Washington

Hi Stacey, a quick follow up to earlier discussions. Our planning and zoning team met yesterday to review the proposed renovation options. There may be zoning and UDC requirements that impact the additions locations. We're looking into this a little more and will follow up with you soon.

Do you know the current distance between the E Washington Ave property line and the building?

Thank you for your patience.
Sincerely, Janine

Sent from my iPhone

28.084 TRADITIONAL EMPLOYMENT DISTRICT.

(1) Statement of Purpose.

The TE District is established to encourage a broad range of employment activities, taking advantage of the varied transportation options and proximity to urban activities and cultural amenities found in many Traditional Employment locations. Residential uses are of secondary importance. The district is also intended to:

- (a) Encourage businesses with the potential to provide significant numbers of living-wage jobs that contribute to a sustainable economy and a strong tax base.
- (b) Support the continued use or adaptive re-use of traditional industrial buildings for a variety of purposes.
- (c) Facilitate preservation, development or redevelopment consistent with the adopted goals, objectives, policies, and recommendations of the Comprehensive Plan and adopted neighborhood, corridor or special area plans.

(2) Permitted and Conditional Uses.

See Table 28F-1 for a complete list of allowed uses within the employment districts.

(3) Dimensional Requirements, Permitted and Conditional Uses.

Requirements represent minimums unless otherwise noted. Dimensions are in feet unless otherwise noted.

Traditional Employment District	
Lot area (sq. ft.)	6,000
Lot area (for exclusive residential use)	2000 sq. ft./unit
Lot width	50
Front yard setback	None (see frontage requirements)
Side yard setback: Where buildings abut residentially-zoned lots at side lot line.	Minimum side yard required in the adjacent residential district
Side yard setback: for exclusive residential use	5 ft.: 1 story 6 ft.: 2 or more stories
Side yard setback: other cases (i.e. infill between party wall storefront buildings)	None unless needed for access
Rear yard setback	Lesser of 20% lot depth or 20
Maximum lot coverage	85%
Minimum height	22, measured to building cornice
Maximum height	5 stories/68 See (c) below
Usable open space - residential only	20 sq. ft./bedroom

(Am. by ORD-14-00003, 1-14-14; ORD-14-00133, 8-13-14; ORD-14-00169, 12-3-14; ORD-17-00054, 6-19-17)

(a) (Rep. by ORD-17-00054, 6-19-17)

(b) Rear or Side Yard Height Transitions to Adjacent Residential Districts. Where the TE District abuts a residential district, building height at the rear or side yard setback line shall not exceed two (2) stories/ twenty-five (25) feet. From this point, building height may increase at a ratio of one foot of rise to one foot of horizontal distance away from the

property line, (a 45° angle) up to the maximum allowed height. (Am. by ORD-14-00131, 8-13-14)

- (c) Additional Height. Building heights exceeding the maximum height may be allowed with conditional use approval. (Cr. by ORD-13-00007, 1-15-13)

(4) Site Standards.

The following standards apply to new buildings and additions exceeding fifty percent (50%) of the original building's floor area.

- (a) Parking Placement. Parking shall not be placed between the plane of the front facade of a building and the abutting street. In addition, for buildings at corner locations, surface parking shall not be placed between the plane of a side facade of the building and an abutting street, in the area from said street back to a point marking fifty percent (50%) of the total building depth. These provisions do not apply when the building being enlarged is an existing landmark building or a contributing building in a historic district.

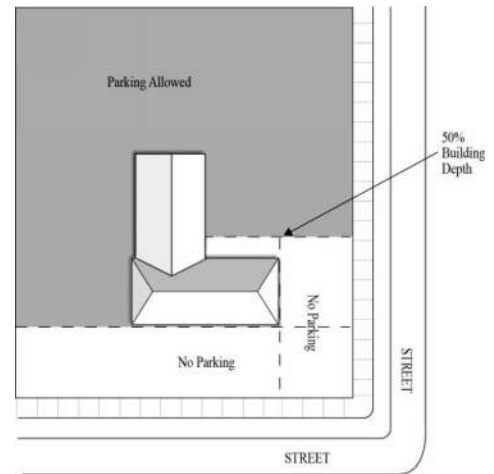


Figure F1: Parking Placement on Corner Properties

- (b) For the Single-Family Attached, Small Multi-Family, Large Multi-Family and Courtyard Multi-Family Building Forms, parking shall be located behind or beside each building, below the building, or in a common parking court in the interior of a block. If located on the side of the building, surface or structured parking shall occupy no more than twenty-five percent (25%) of the frontage along the primary abutting street. For Large Multi-Family Buildings, structured parking at ground level shall not be visible from the front facade of the building.
- (c) For all Building Forms other than (b) above, parking shall be located to the rear or side of the principal building.
- (d) Loading. All loading shall be from the rear or side of the building, but not facing an arterial street. Loading docks may be located in the rear yard, or a side yard facing a street that is internal to a TE district.
- (e) Entrance Orientation. Primary building entrances on all new buildings shall be oriented to the primary abutting public street. The entrance shall have a functional door. Additional, secondary entrances may be oriented to a secondary street or parking area. Entries shall be clearly visible and identifiable from the street, and delineated with elements such as roof overhangs, recessed entries, landscaping, or similar design features. Barrier-free entrances are encouraged.
- (f) Notwithstanding (a), for lots abutting a street on three (3) or more sides, a maximum of twelve (12) parking stalls but no more than fifty percent (50%) of the total surface parking spaces may be located between the front facade and the street. These spaces shall be oriented to customers and visitors. (Cr. by ORD-14-00069, 4-16-14)

(Sec. 28.084(4) Am. by ORD-13-00193, 11-26-13)

(5) Site Standards: New and Existing Development.

- (a) All business activities shall be conducted within completely enclosed buildings, except:
 1. Off-street parking and off-street loading.
 2. Outdoor display and outdoor storage.
 3. Temporary outdoor events.
 4. Outdoor eating, cooking, and service areas associated with food and beverage establishments. (Am. by ORD-13-00178, 10-23-13)
 5. Agricultural activities.
 6. Vehicle access sales and service windows.
 7. Solar energy systems and wind energy systems.
 8. Bicycle-sharing facilities.

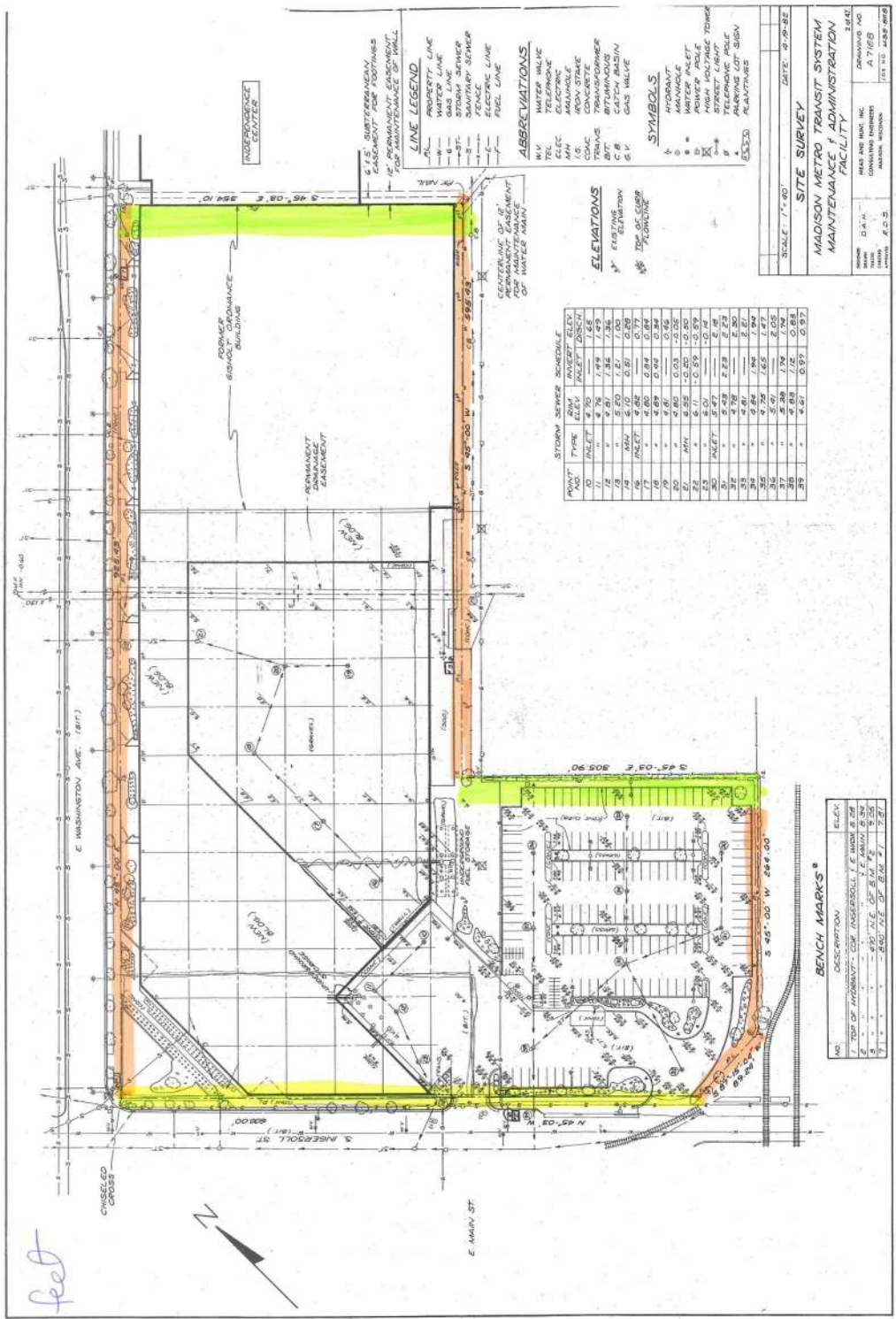
TE Zoning District - Setbacks

front - None

sides - None, unless needed for access

rear - 20 feet

85% max lot coverage



POINT NO.	TYPE	BM	INVERT ELEV.	INVERT ELEV.	DISCH.
10	FAILET	7.76	1.79	1.89	
11	FAILET	7.76	1.79	1.89	
12	FAILET	7.81	1.34	1.84	
13	FAILET	7.81	1.34	1.84	
14	FAILET	7.70	0.51	0.50	
15	FAILET	7.82	0.77	0.77	
16	FAILET	7.82	0.89	0.89	
17	FAILET	7.82	0.89	0.89	
18	FAILET	7.82	0.89	0.89	
19	FAILET	7.82	0.89	0.89	
20	FAILET	7.82	0.89	0.89	
21	FAILET	7.82	0.89	0.89	
22	FAILET	7.82	0.89	0.89	
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35	FAILET	7.82	0.89	0.89	
36	FAILET	7.82	0.89	0.89	
37	FAILET	7.82	0.89	0.89	
38	FAILET	7.82	0.89	0.89	
39	FAILET	7.82	0.89	0.89	

NO.	DESCRIPTION	ELEV.
1	TOP OF PROPERTY CORNER	7.82
2	TOP OF PROPERTY CORNER	7.82
3	TOP OF PROPERTY CORNER	7.82
4	TOP OF PROPERTY CORNER	7.82
5	TOP OF PROPERTY CORNER	7.82
6	TOP OF PROPERTY CORNER	7.82
7	TOP OF PROPERTY CORNER	7.82
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39	TOP OF PROPERTY CORNER	7.82
40	TOP OF PROPERTY CORNER	7.82



**Madison Metro Transit - Facility Study
TPC Presentation Prep
Meeting Minutes**

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: Oct. 5, 2017

Attendees: See attached

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. General overview of the TPC Presentation given, estimated at about 10-15 minutes.
 - A. Short introduction on the state of the current facility.
 - B. Summary of Staff engagement, interviews and questionnaire process, and outcomes.
 - C. Discussion of evolving needs and goals for the facility.
 - D. Presentation of three options, each with noted pro's & con's.
2. Provide a one-page document should be provided to the TPC for a general project update.
3. All bulleted items should be short and succinct.
4. Pro's should emphasize "safety" features and have more pro-active verbs.

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA

**Mead
& Hunt**

Mead & Hunt, Inc.

MHS
1101

TPS

Presentation
Review

Sign - In

Stacey Z Keller

CRYSTAL MARTIN

MATT GALL

Melissa Destree

JON WALLEN KAMP

REHAB LUNDEN

Job No. _____ Sheet _____ of _____

Job Name _____

Task _____

Calculated by _____ Date _____

Checked by _____ Date 10/5/17

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Madison Metro Transit - Facility Study Meeting w/ Mayor Soglin Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: Oct. 9, 2017

Attendees: Mayor Soglin, Jeanne Hoffman, Matt Gall, Chuck Kamp, Crystal Martin, Stacey Keller, Rich Lundeen, additional Mayor Support Staff

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. General overview of the project presented.
 - A. Short introduction on the state of the current facility. It currently has the most issues out of all city facilities, and operates 24-7.
 - B. The masterplan goal is to present a 20 year life expectancy.
2. Metro's current target for its bus fleet is 280 buses, with 223 housed at 1101 and 70 for the future Nakoosa project. This is not a plan for expanded service.
3. The masterplan has only developed initial concepts to date, and is ready to present these ideas at the TPC meeting. Next steps are to determine strategies for phasing, project timelines, and capital budgets. The study will be complete by November.
 - A. It is advised by the mayor to present this as an option, and he would like further investigation on Life-Cycle Costs and alternative sites.
 - B. Initial guesses at timelines is to replace the imminent roof replacement in 2018, and the Service Lane addition in 2019. The rest is then up to budgeting constraints, likely carried out through 2020 and 2021.
4. Jeanne Hoffman and Chuck Kamp emphasized the critical timeline for repairs to the 1101 facility, due to the continued deferred maintenance causing poor working conditions, inadequate air quality, and life safety issues.

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA

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Madison Metro Transit - Facility Study City of Madison Transit and Parking Commission Meeting

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: October 11, 2017

**Attendees: Matt Gall, Stacey Keller, Kindall Shannon, Crystal Martin
Transit & Parking Commission and General Public**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Item F.4 (Mead & Hunt presentation).
 - A. Looking for a site has proven complicated
 - B. A lot of the repairs to the building are not optional due to health/ safety concerns.
 - C. Both end of life issues with building systems and security/safety are concerns for the employees.
 - D. There is an overcrowding problem in the building (bus flow and facilities: i.e. restrooms).
 - E. Mead & Hunt sent out surveys to employees about conditions. 58 received
 - F. Mead & Hunt held interviews for employees to share their thoughts about the work. 56 employees attended to give feedback.
 - G. The needs of the group led the team to explore three options. The schematic plans are attached along with the facility study update.
 - H. The options below were discussed with pros and cons for each scenario:
 - 1) Existing Option – keep everything in the same location, but replace the systems which are past useful life.
 - 2) Option 1 (preferred) – move the service lane for the buses to an exterior addition
 - 3) Option 2 – move the service lane for the buses to an exterior addition and consolidate the maintenance
 - I. Next steps in the design process are to be:
 - 1) Phasing
 - 2) Cost estimating
 - 3) Project breakdown (assuming 5 to 10 year overall)
 - J. Questions
 - 1) Will the designed facilities fit 6 articulating buses?
 - a. No. Those buses are planned to be at the Nakoosa site

- b. The design is for the current bus inventory.
 - c. Only overflow for maintenance purposes planned for now in Option 1.
- 2) Is there parking on the roof?
 - a. Not at this time. The roof structure was not designed for any major loads. Any parking options would require a new structure entirely.
- 3) Bus square footage differs between plans, does the building increase between options 1 and 2?
 - a. No. The change is due to efficiencies in each plan.
- 4) Why are restrooms such a concern?
 - a. The lack of fixtures has created back up and inefficiencies for employees.

Attachments: Meeting Agenda and Project Handout (given to all committee members)

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Keller, AIA



Madison Metro Transit - Facility Study General Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: November 1, 2017

**Attendees: Matt Gall, Crystal Martin, Jim Lehman, Jim Fink, Melissa Destree, Stacey Keller,
Rich Lundeen**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Initial Report Format Table of Contents presented, and generally accepted.
2. Primary Phasing Considerations table presented, highlighting key strategies for phasing and cross-checking with the staff values and priorities: Indoor Air Quality, Safety, and Toilet Renovations. This will assist in how to break-down packages, before seeing construction costs, to better inform how to spend construction money in the most prudent fashion.
 - A. Critical Paths for System Failure and Life Safety: HVAC is down to less than 5-7 years; Fire Alarm/Fire Protection; Egress Lighting; Replacing Sanitary/Storm Piping; General Deferred Maintenance Items.
 - B. Operational Efficiencies gained through renovations: Service Lane, Maintenance Department, Driver Dispatch & Support, and Bus Storage areas.
 - C. Critical functions to be supported through Construction: Service Lane – no effect; Maintenance – needs ongoing operations w/ allowable 50/50 split; Driver Dispatch – potential to be housed in trailers; Toilets – potential to be housed in trailers; Storage – ideally through summer when alternate locations and outdoor storage can be tolerated.
 - D. Considerations generally accepted as key stakeholders goals for phasing.
 - 1) Advised to change of Admin to Dispatch and Support.
 - 2) Color code ratings to the values.
 - 3) Consideration headings should be on the left.
 - E. New considerations for evolving needs of Metro are:
 - 1) Ev Cars are coming and require additional Infrastructure. However this could be provided in the parking lot shed.
 - 2) In 2019, Metro will bring in their first Total Electric Buses requiring (3) overhead charging stations.

3. General goals for timelines discussed:
 - A. An initial strategy for Renovation Areas Presented, without dates or budget considerations.
 - B. 2018 Flat Roof Replacement
 - C. 2019 Service lane Addition
 - D. 2020 HVAC in lieu of interior renovations.
 - E. Ideally all projects would be released in the next 5 years with an aggressive schedule.
 - F. Overlapping in succession is tenable for Metro operations, and will reduce construction fatigue.

4. General goals for capital project budgets discussed:
 - A. It is generally easier for them to shoot for one big dollar amount over multiple small projects.
 - B. Small Projects are generally considered to be in the \$3-\$6 million range.
 - C. Really Small projects are considered in the \$1-\$3 million range.

5. Initial Mead & Hunt Construction Estimates presented. It is organized to show the range of the three options, as if they are constructed all as one project. No inflation is applied; no general project costs are applied, such as: construction contingency, A/E fees, permitting, etc.; no temporary facilities included.
 - A. Ongoing Maintenance and replacement should be a separate expense.
 - B. Furnishings and equipment should be broken out as their own budgets.
 - C. Temporary conditions:
 - 1) Use of trailers is a tenable idea. Water Utility expenses were reviewed as an example. Depending on construction timeline, the city may need to weigh the benefits of purchasing trailers over leasing them.
 - 2) Use of Fleet Maintenance for Bus Storage is still on the radar at City Engineering.

6. Final Thoughts:
 - A. Facilities Maintenance Group workshops and storage has still not been fully explored, and the Fire Maintenance building may be a good option.
 - B. Next Steps:
 - 1) Comments on Concept Design Report and Basis of Design Reports are needed back from the stakeholders.
 - 2) Mead & Hunt will finalize report on Phasing for the next meeting.
 - 3) Next Meeting will be Nov. 14th at 1PM.
 - 4) Melissa to send Furniture pricing for Driver Dispatch and Support areas to Mead & Hunt to include in Cost Estimates.

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA



Madison Metro Transit - Facility Study General Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: November 21, 2017

Attendees: **See attached**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. General revisions to Phasing Considerations and Phasing Plan with general timelines, along with Phasing Report presented.
2. Two exterior perspectives and site development ideas were generated, in order to garner support for the capital budget expenditures. It often helps to have images so people can better imagine improvement potential.
3. A Mead & Hunt cost estimate was generated to show the construction costs divided by phasing for Option 1.
 - A. The final report will generate Total Project Costs to include a Construction Contingency (8% Min required by the City), A/E fees (Typ 10%), Permitting & Fees, and Temporary Facilities (2 double-wides).
 - B. Add overall Square foot cost to the review page as well.
4. Next Steps/Report Finalization:
 - A. The overall report binder really needs an Executive Summary.
 - B. The projects still needs some efficiency statistics to validate the project, whether it's for MEP units, or worker efficiency.
 - 1) General burden rate for mechanics is \$70/hour for statistic calculations.
 - C. Key stakeholders will provide final review comments to the Concept Development Report, Basis of Design Report, and Phasing Report by December 11th, 2017.
 - D. Mead & Hunt's goal is to complete the Combined Report Draft before Christmas.
 - E. Mead & Hunt will be available through the Spring for any further meetings to finalize the report, if needed, and any other meetings with city officials. It would be ideal for us to close-out the project by March/April.

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA

Madison Metro
Transit Building
Master Plan Report

TPC PRESENTATION
POWERPOINT PDF

MARCH 9, 2018



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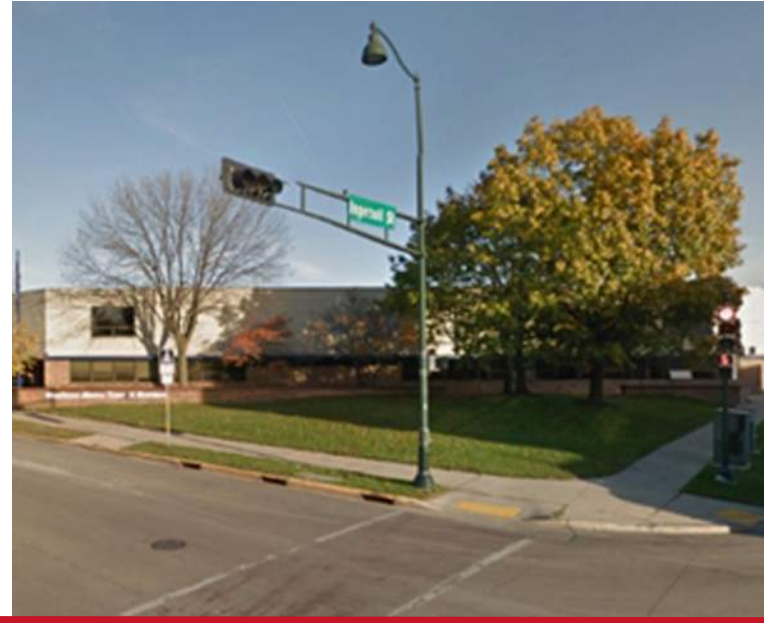
MADISON METRO TRANSIT
MFS 1101 Facility Study
Madison, WI



Mead&Hunt

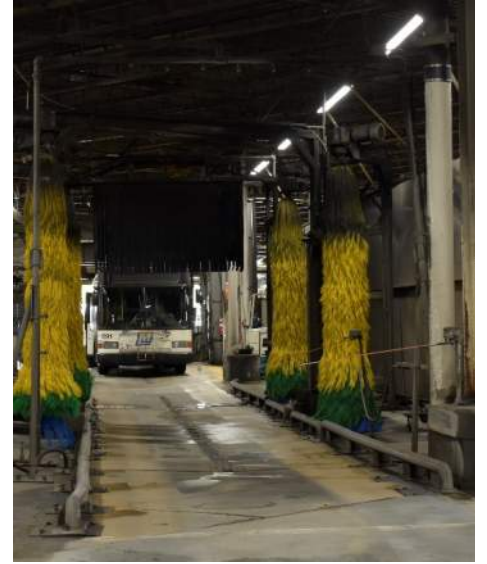
INTRODUCTIONS

- Madison Metro Transit
- City of Madison
- Mead & Hunt Team



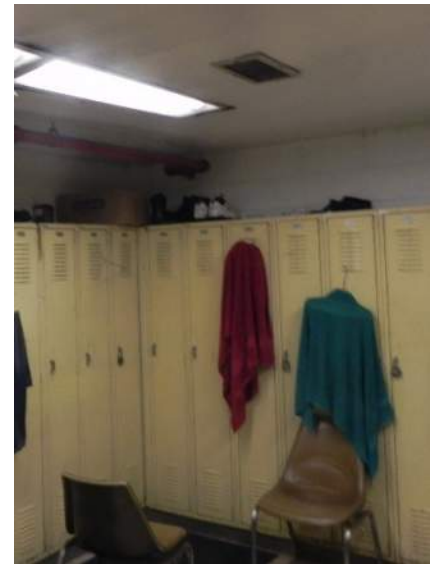
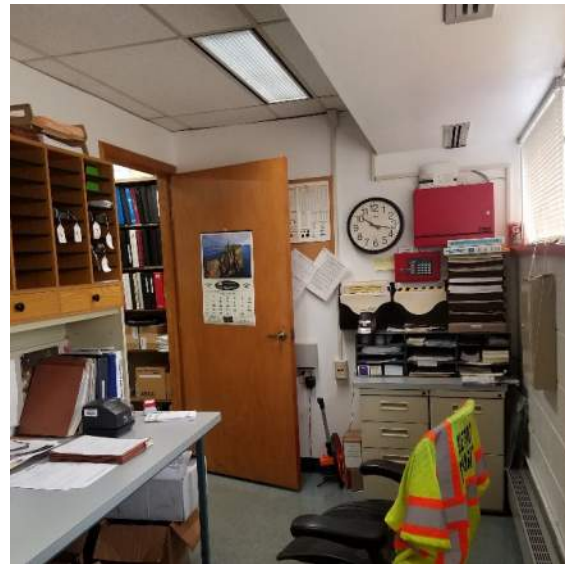
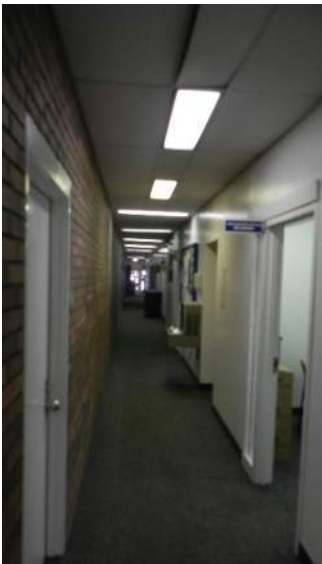
Mead & Hunt

EXISTING SPACE



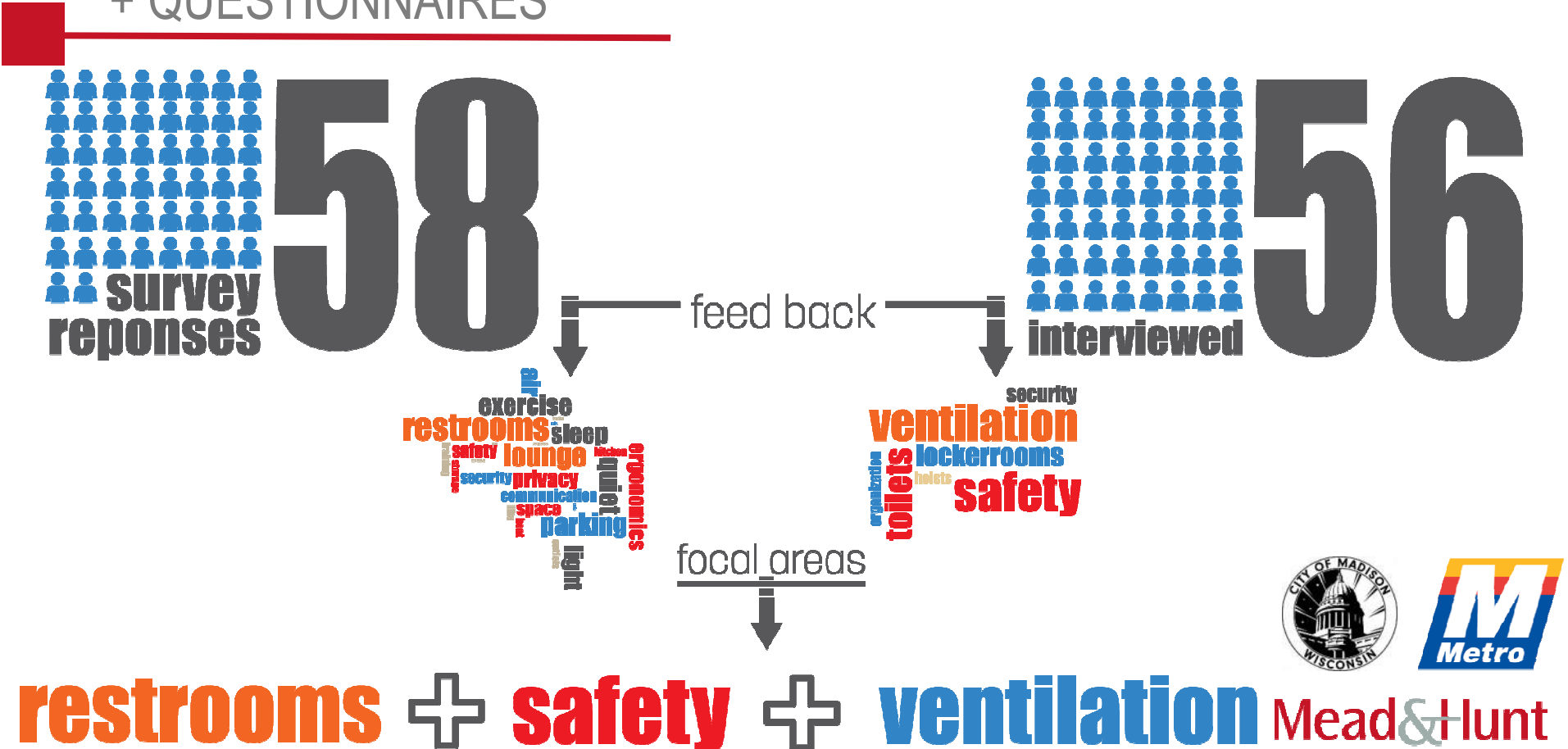
Mead & Hunt

EXISTING SPACE



Mead & Hunt

SUMMARY OF INTERVIEWS + QUESTIONNAIRES








Evolving Needs

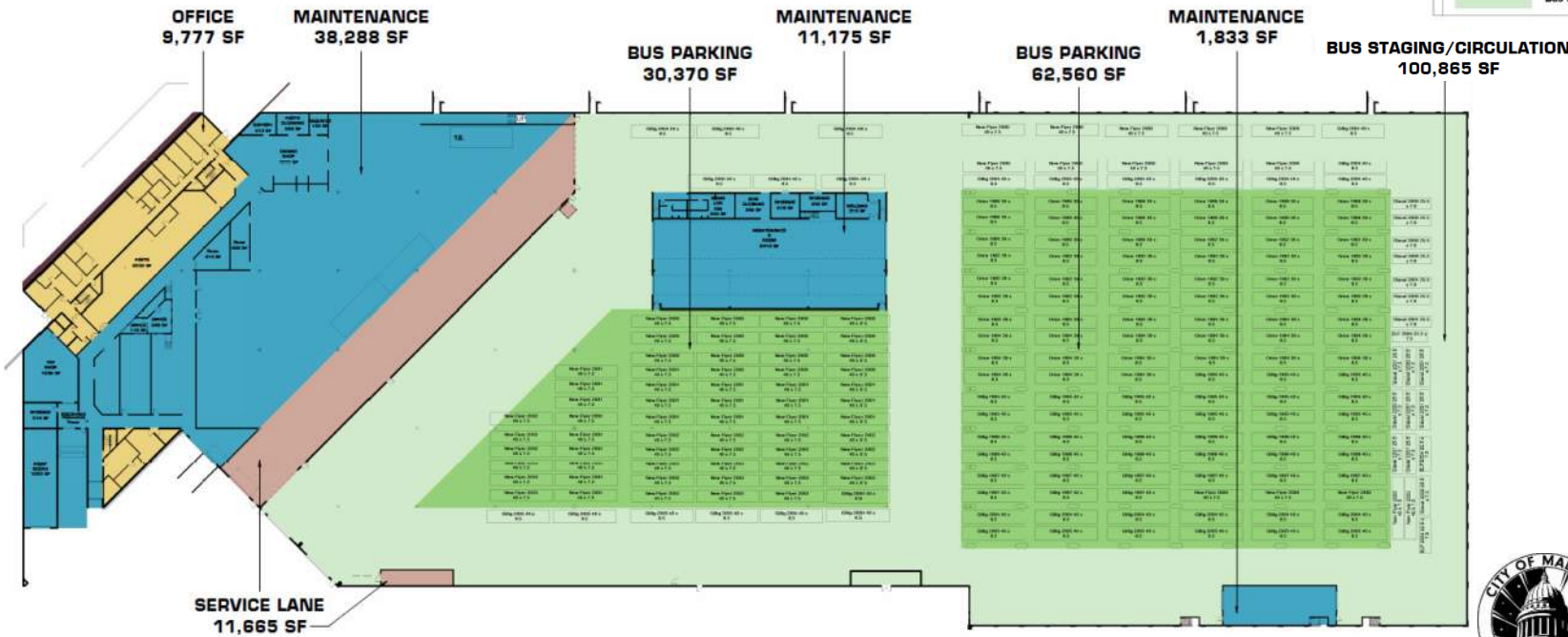
- 20-year plan to stay on the site
- Upgrade all requirements for utilities and life safety.
- Hybrid/Electric Buses
- Pedestrian/Staff Circulation Safety
- Increased quantity of Buses
 - Original capacity 140
 - Current capacity 223
- Roof replacement
- Sustainability/Decreased Maintenance Costs
 - Photovoltaics
 - Daylighting
 - Indoor Air Quality
 - Energy Efficient Controls



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INITIAL PROGRAMMING

MADISON TRANSIT COLOR LEGEND		AREA
	Office/Support	9,777 SF
	Bus parking	92,930 SF
	Maintenance	51,296 SF
	Service lane	11,665 SF
	Bus staging/circulation	100,865 SF



existing option



Mead & Hunt

Existing Option

PRO'S

- 223 Bus Stalls in Storage Areas
- 18 Maintenance Bays
- Consolidated Work Areas






CON'S

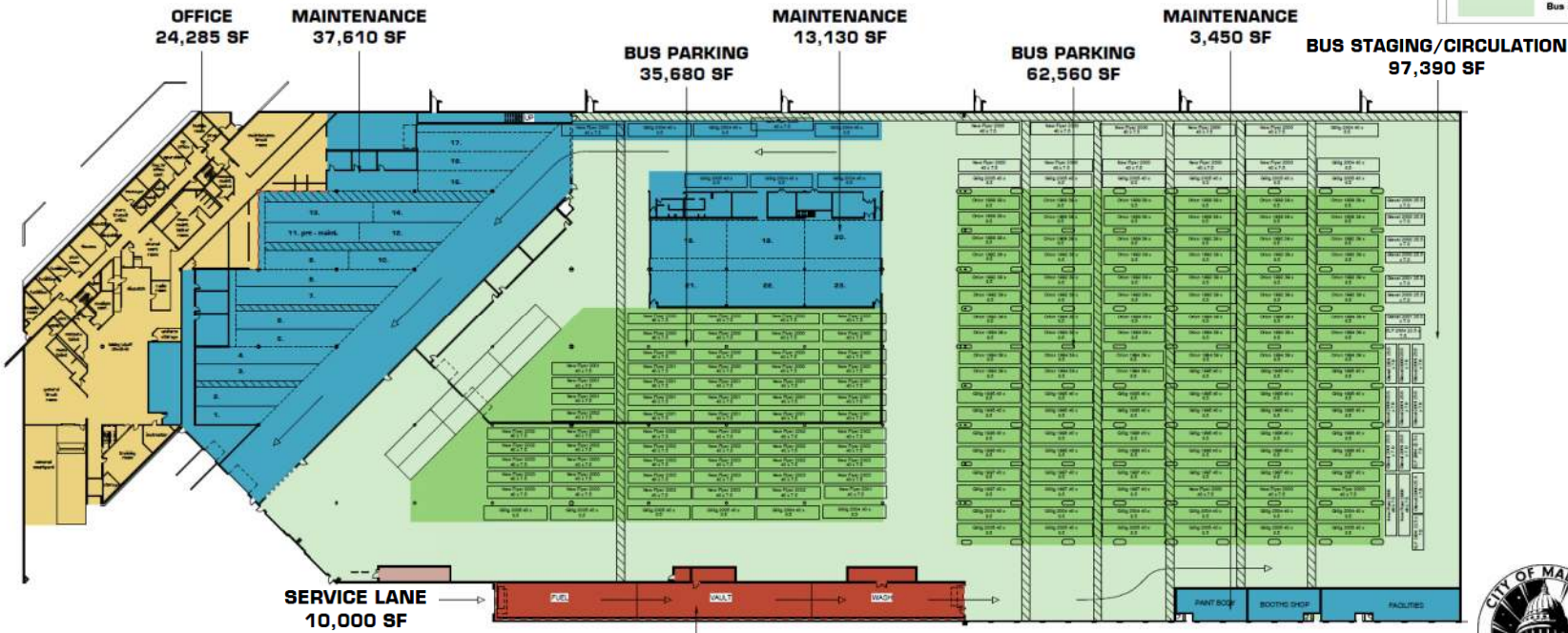
- Maintains right-hand-turn bus circulation
- In-place Service Lane creates debris and ventilation challenges.
- Maintains status quo for work flow, described as inefficient currently
- No increase in Maintenance Bays



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INITIAL PROGRAMMING

MADISON TRANSIT COLOR LEGEND	AREA
	Office/Support 24,295 SF
	Bus parking + parking 98,240 SF
	Maintenance 54,190 SF
	Service lane 10,000 SF
	Bus staging/circulation 97,390 SF



option one

282,925 SF



Mead & Hunt

Option 1

PRO'S

- 223 Bus Stalls in Storage Areas
- 26 Maintenance Bays
- Resolves left-hand-turn bus circulation
- Isolated Service Lane reduces debris and ventilation hazards
- Maximizes proximities
- Provides Safety Zones
- Allows for Maintenance of Articulated Buses

CON'S

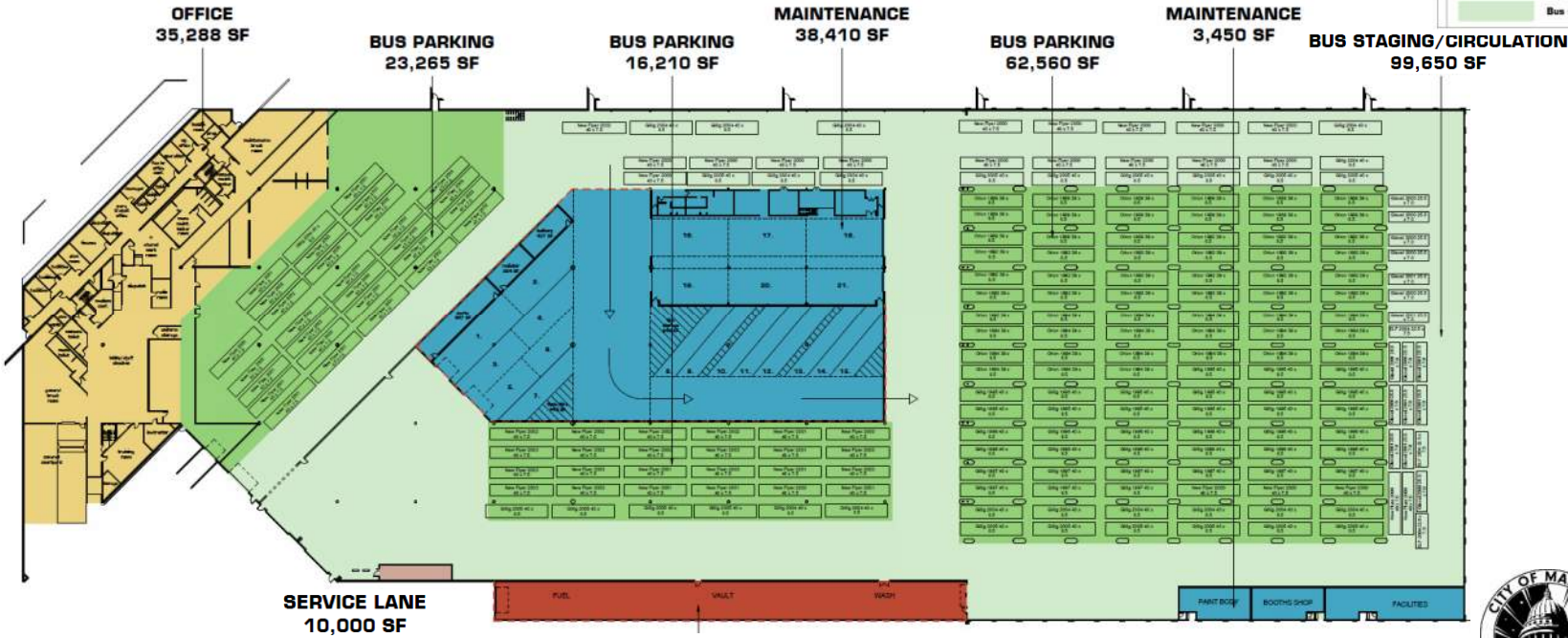
- Pull-In/Back-out Maintenance Bays
- Still some overlap of driver circulation and maintenance



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INITIAL PROGRAMMING

MADISON TRANSIT COLOR LEGEND	AREA
	Office/Support 35,288 SF
	Bus parking 85,825 SF
	Maintenance 41,860 SF
	Service lane 10,000 SF
	Bus staging/circulation 99,650 SF



option two

282,925 SF



Mead & Hunt

Option 2

PRO'S

- 223 Bus Stalls in Storage Areas
- 21 Maintenance Bays
- Resolves left-hand-turn bus circulation
- Isolated Service Lane reduces debris and ventilation hazards
- Enhanced proximities
- Provides Safety Zones

CON'S

- 45 degree parking in Maintenance not preferable
- Bus Storage is separated and inefficient



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DISCUSSION + QUESTIONS

- Questions
- Comments



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Metro Facility Study

Project update 10/11/2017

1) The 1101 E Washington Ave Metro Facility Study was commissioned after assessments by Metro and City Engineering staff indicated several deficiencies in the building and its systems. Mead & Hunt is under contract to complete the study, which is anticipated to complete in December of 2017. The phases of the study are:

- Existing building condition assessment
- Identify projects and produce conceptual plans
- Phase projects
- Cost estimating

2) The draft report of the building assessment has been completed:

Building Assessment major findings and known conditions:

- Roof is leaking in several areas, as well as deficient in thermal capacity.
- Wash line is original to the building and needs complete replacement.
- The mechanical systems are beyond their useful life and No controls. Heat is either off or on.
- Ventilation and thermal comfort is inadequate
- Underfloor sanitary and storm plumbing condition will be assessed may need to be replaced.
- Electrical systems may need additional assessment.
- Exterior envelope (walls, windows, etc) is deficient in thermal capacity

Life and health safety concerns

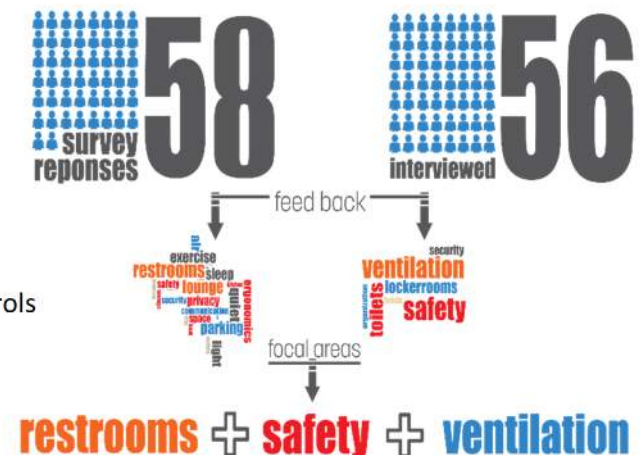
- Fire sprinkler system is in fair condition
- Fire alarm panel is beyond technical life expectancy, and does not meet NFPA 72, IBC and ADAAG code requirements for audible and visual notification. A new system is likely required.
- CO2 and NO3 detection sensors in the bus garage
- Left hand turn vs right hand turn

3) Staff surveys and interviews have been completed and initial concept plans are in development.

4) Phasing:

- 2018 – partially replace existing roof (flat roof areas only) \$1.5 million
- 2019 – install new service lane (wash and fuel)
- As funding becomes available - Mechanical and controls systems.

5) Next steps: Present to Transit and parking commission on 10/11/2017



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Madison Metro
Transit Building
Master Plan Report

**DIALOGUE SESSION
MINUTES**

MARCH 9, 2018



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Madison Metro Transit
MFS 1101 Facility Study - Ops & Supervisors Dialogue Sessions
Madison, WI



Mead&Hunt

Introductions

- Mead & Hunt Team
- Metro Staff



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Agenda

- Purpose & Expectations
- What we understand from the surveys
- Existing Spaces and Use mapping
- Discussion and Questions
- Summary



Mead&Hunt

Purpose

- Why are we here?
- Challenges of the Planning/Programming Phase



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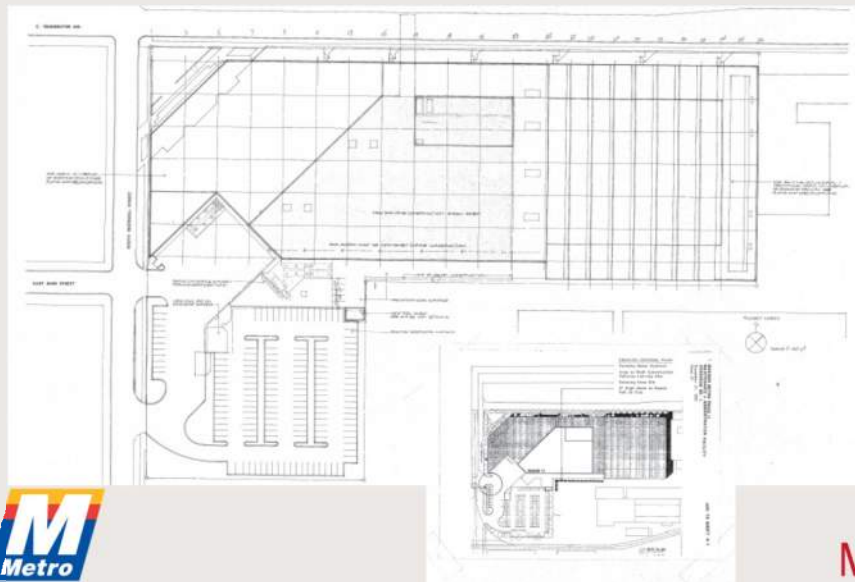
Survey Summaries

- The building and its systems (HVAC, lighting, power, etc) are all known to be out of date and deficient.
- Noise inhibits work.
- Desire for a larger conference room.
- Desire for separate break area and enhanced personnel amenities. The outdoor picnic tables are heavily used.
- Maintaining windows and natural light are important.
- Office areas feel cluttered and under-sized.



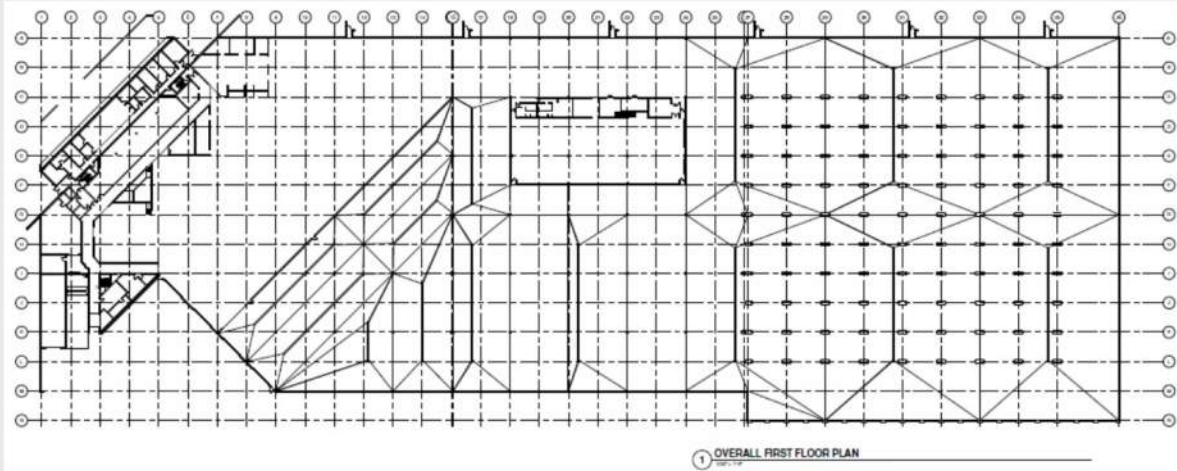
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Existing Site Plan



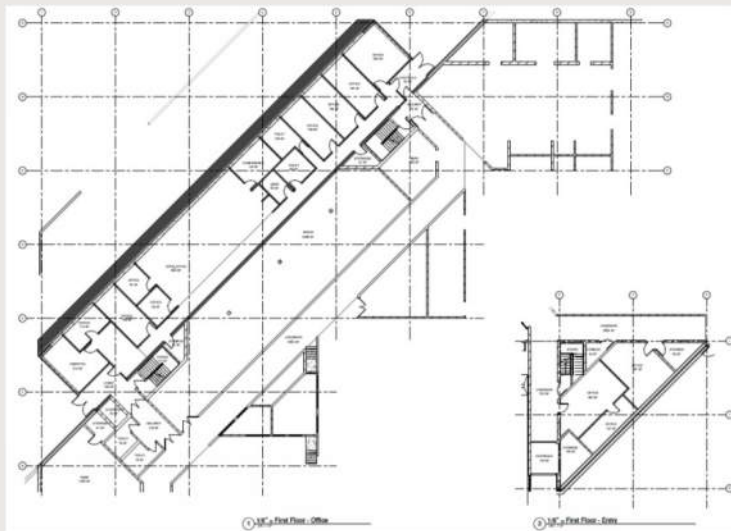
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Current Building



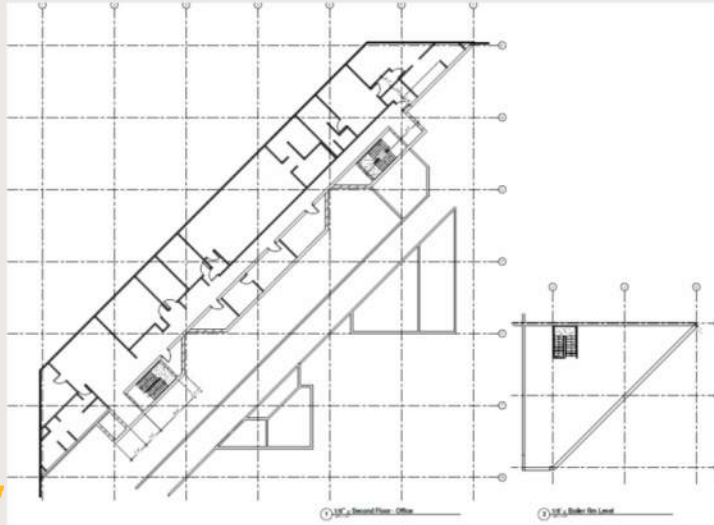
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Current Building



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Current Building



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Discussion & Questions

- Top Priorities
- Work Flows / Walk throughs
- Public Face / Entry
- What are you most proud of?



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Summary

- What's the one thing you can't live without?



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Madison Metro Transit
MFS 1101 Facility Study – Drivers Dialogue Sessions
Madison, WI



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Introductions

- Mead & Hunt Team
- Metro Staff



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Agenda

- Purpose & Expectations
- What we understand from the surveys
- Existing Spaces and Use mapping
- Discussion and Questions
- Summary



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Purpose

- Why are we here?
- Challenges of the Planning/Programming Phase



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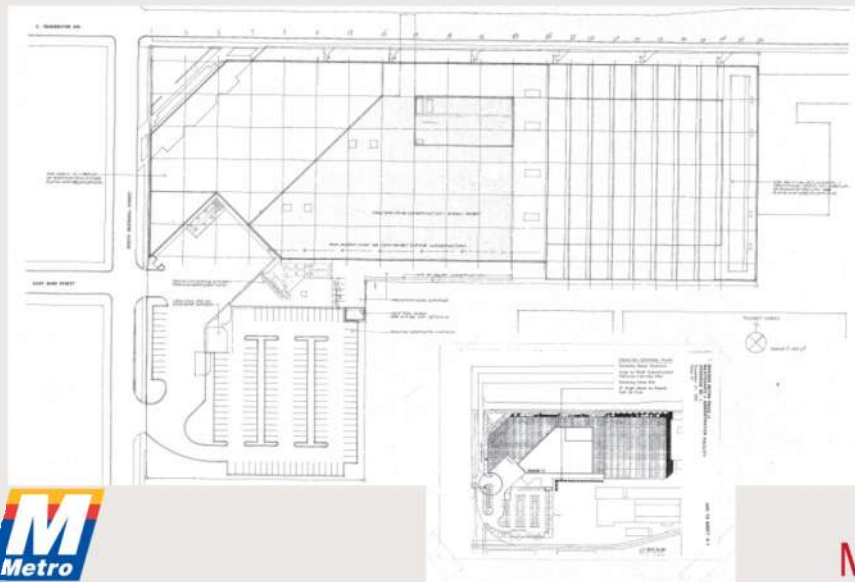
Survey Summaries

- The building and its systems (HVAC, lighting, power, etc) are all known to be out of date and deficient.
- Desire for enhanced personnel amenities: fitness center, more and better toilet/shower areas, more quiet areas, sleeping area is important.
- Better training room.
- Parking is an issue.
- Current break room is uncomfortable. Outdoor break areas are used quite often, weather permitting.
- Check-in Kiosks for bus check-in/storage (more automated).



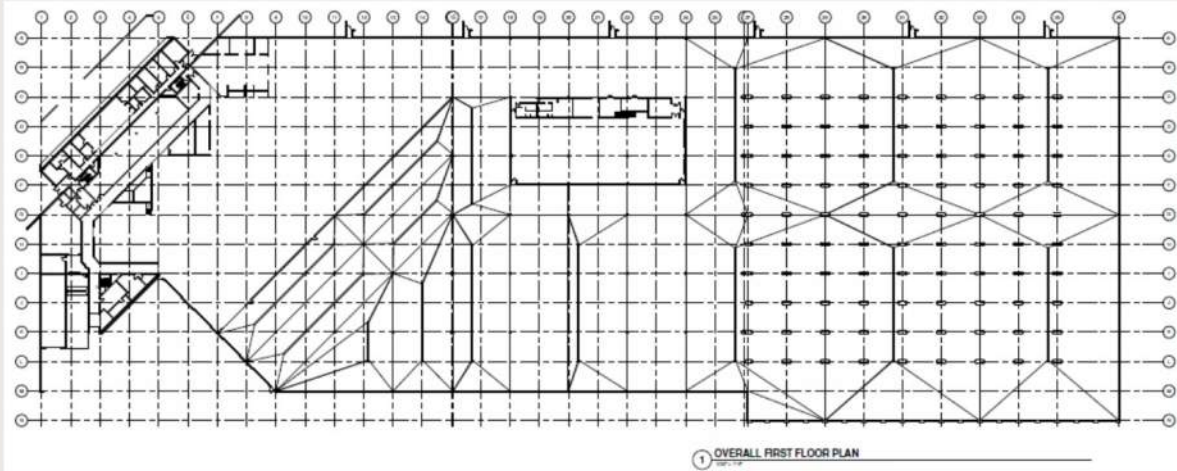
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Existing Site Plan



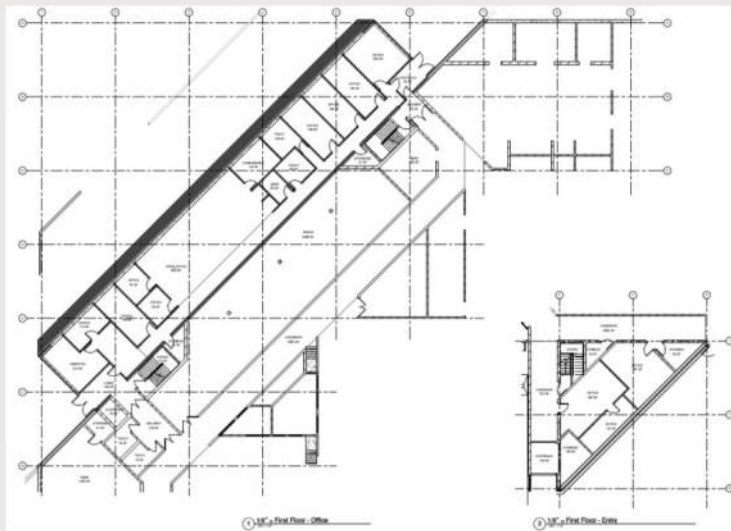
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Current Building



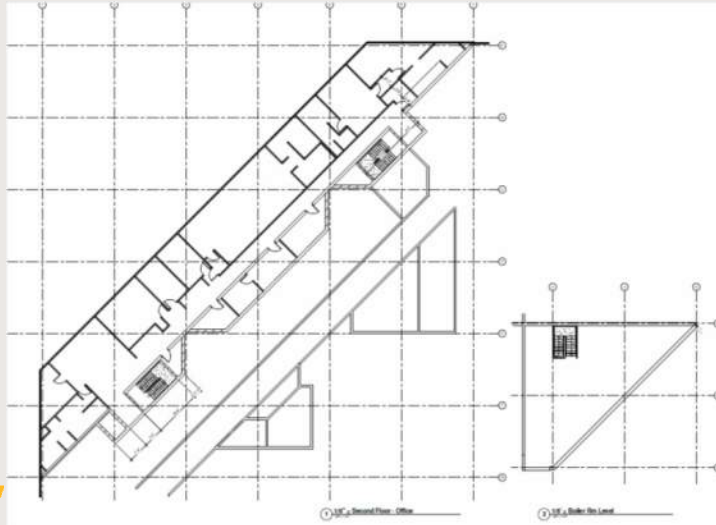
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Current Building



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Current Building



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Discussion & Questions

- Top Priorities
- Work Flows / Walk throughs
- Public Face / Entry
- What are you most proud of?



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Summary

- What's the one thing you can't live without?



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Madison Metro Transit
MFS 1101 Facility Study – Facilities & Mechanics Dialogue Sessions
Madison, WI



Mead&Hunt

Introductions

- Mead & Hunt Team
- Metro Staff



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Agenda

- Purpose & Expectations
- What we understand from the surveys
- Existing Spaces and Use mapping
- Discussion and Questions
- Summary



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Purpose

- Why are we here?
- Challenges of the Planning/Programming Phase



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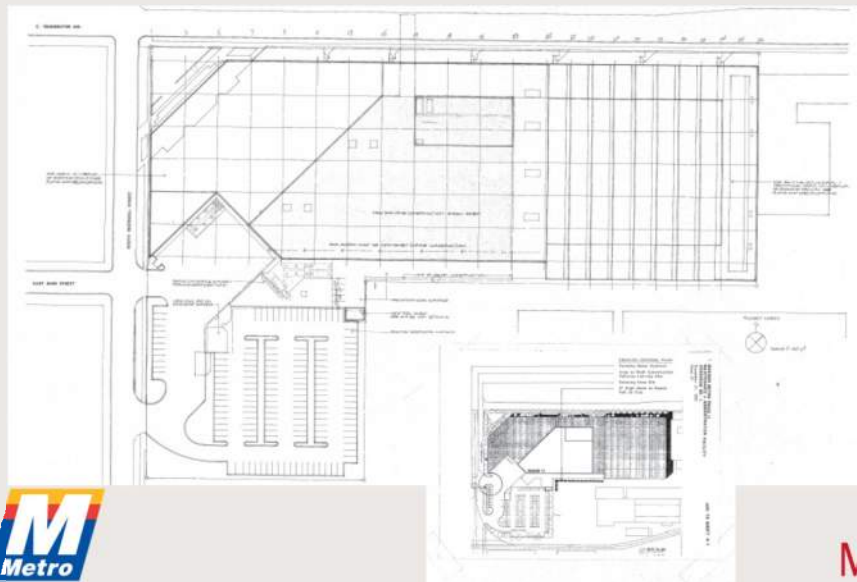
Survey Summaries

- The building and its systems (HVAC, lighting, power, etc) are all known to be out of date and deficient.
- Parking is an issue.
- More and better toilet/shower areas.
- Bus Detailers, Repair areas, and Bus Intake/Storage need more separation. Currently all are on top of one another, feeling like work areas are too tight.



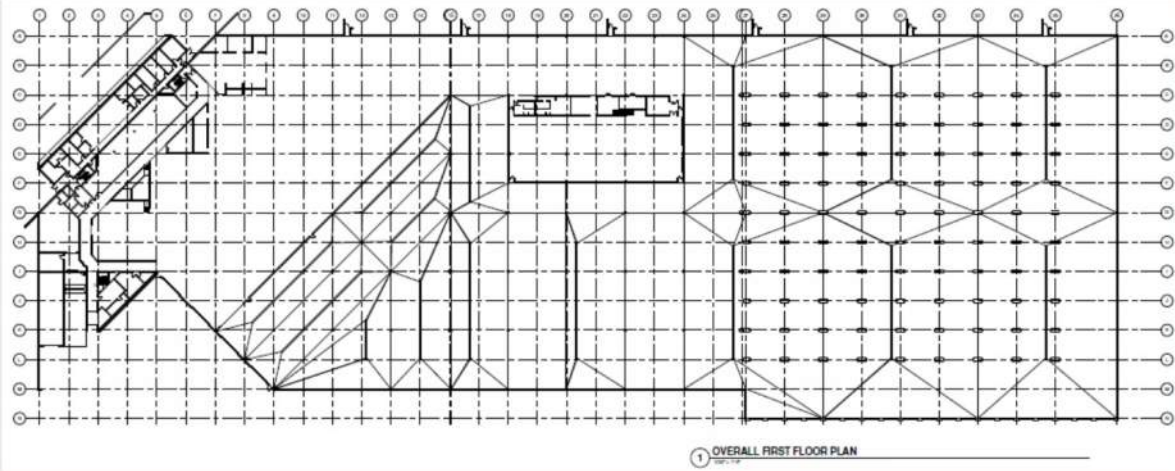
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Existing Site Plan



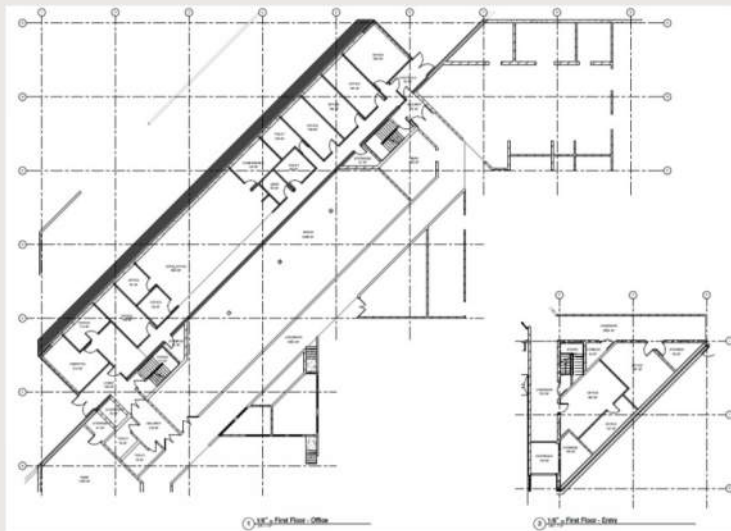
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Current Building



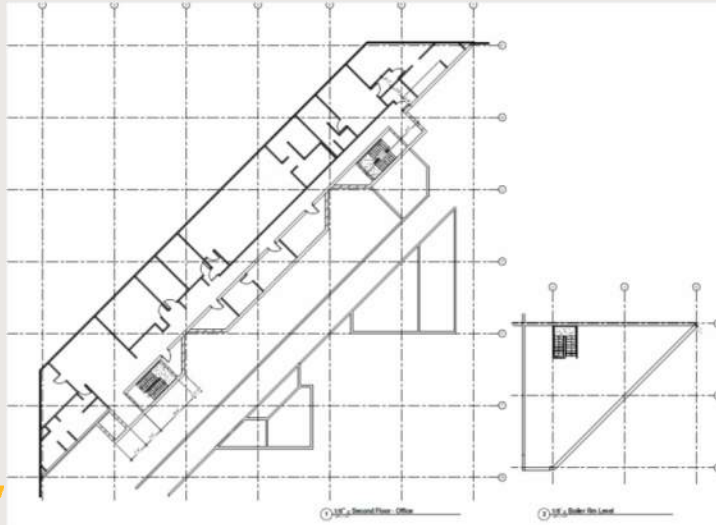
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Current Building



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Current Building



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Discussion & Questions

- Top Priorities
- Work Flows / Walk throughs
- Public Face / Entry
- What are you most proud of?



Mead&Hunt

Summary

- What's the one thing you can't live without?



Mead&Hunt



Madison Metro Transit - Facility Study Facilities Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 7, 2017, 9:00 a.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. General Facilities/Building Operations Discussion:
 - A. Wheel wash area for when buses enter the building would reduce dirt collection in the building tremendously.
 - 1) They currently vacuum the floor and wash clogs.
 - 2) The steamer pit is just a catch basin and they have to pump it every 30 days in the winter. It would be ideal if we could make a pit that was forklift moveable.
 - 3) There is so much dirt, the air quality issues in the building make it foggy.
 - B. The end of the wash/service line is also problematic, because the wheels are wet and the buses slide into the wall along East Washington as they go to make the turn toward the Gisholt building.
 - C. Bus service line allows for 1 minute for each bus to go through the line. When you multiply this by 200 buses, it adds up.
 - D. Storm Water is causing a huge problem.
 - 1) There is so much water overloading beneath slab areas causing overload, back-pressure, and interior flooding, that they often have to pump the water out.
 - 2) The worst areas are around the 1982 addition.
 - 3) Underground storm issues are also causing problems and corrosion for the underground sanitary piping causing collapsed piping, clogs, and co-mingled surcharges.
 - E. Vibration of the bus traffic is also causing issues at the 1979 and 1982 additions.
 - F. The conduit and wiring are becoming corroded underground due to the stormwater issues, as well as having problems overhead due to all of the vibrations.
 - G. The most used toilets in the whole facility are in Maintenance B, as they are the last stop on the walk to the bus storage area. They are also the worst condition in the entire facility and are very prone to back-ups. Even the urinals back-up.

- H. Plumbing in the exterior canopies are also experiencing regular maintenance issues, being extremely susceptible to freeze-thaw cycles.
- I. The columns in the Gisholt Building/Bus Storage area are a hazard. Especially the 'V'-bracing. They will be more of a challenge for the hybrids that are taller than regular buses.
- J. Overhead doors are workable, but have bad controls.
 - 1) When power goes out, they only way of operation is by manually operating which is extremely difficult. They should be on back-up power.
 - 2) They controls go through a lot of cycling.
 - 3) The interior plumbing tend to break in the winter due to the extreme drafts when the doors are open. A bus entry vestibule on the overhead doors would be ideal to reduce the cold-drop when doors open.
 - 4) Bus Entrance needs place Door 2 as the critical path. Door 3 is the back-up, yet has an awkward access into the building.
- K. Natural Lighting and generally better lighting is desired

2. Facilities Specific Needs:

- A. Staffing:
 - 1) There are a total of 7 Facilities Staff working two shifts, 6am-3pm and 7am-4pm.
 - 2) Mechanics serve as back-up staff on 2nd, 3rd, and weekend shifts which is Union mandated. However, the Facilities staff does come in to work for emergency calls.
- B. They were formerly housed in the Body Shop.
- C. There only storage now is along the "plan" south wall around the body shop.
 - 1) The whole area is very dirty. They have no "clean" storage areas.
 - 2) They have to transport everything on carts and it is very inefficient walking through the buses all of the time.
- D. They require storage for: Paper towels, toilet room supplies.

3. The Facility Can't Live Without:

- A. Toilet room counts and refinishing are critical.
- B. Mechanical Systems need updating/replacement.
- C. They need adequate A/C and Heat in the shops.
- D. The building is too open, with no access control/security. There are a lot of squatters using the facilities. They've even had a shop truck stolen as well as items from lockers.

Respectfully submitted,

MEAD & HUNT, Inc.

Stacey Z. Keller, AIA, NCARB

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Madison Metro Transit - Facility Study Ops Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 7, 2017, 12:00 p.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Road supervisors, operations supervisors, and finance
2. Dispatch is too small – 300 drivers checking-in
 - A. Bus assignments – supervisors all stand at the window getting eyes on the employees – visual inspection for appropriate clothing.
 - B. Peak times 2 at a time – need for a 3-person station
 - 1) End of the shift – swipe out could work
 - 2) Supervisors direct task not people manager
 - 3) Very crowded
 - 4) 17 supervisors total.
 - C. Supervisors – are “looked down” on – no privacy
 - 1) No place for personal items
 - 2) 4 staff manning at a time.
 - D. Need more segregation – first interface to management
 - E. Dispatch – radio – scheduling – not necessarily next to the rest of the administration due to noise.
 - F. Also diminishes to 1 person in slow periods/night shifts.
 - G. Lotus station
3. Need a Driver’s work room – kiosks to fill out reports and forms
 - A. Pick up window cleaning supplies.
 - B. Drug testing area is needed.
 - 1) Testing is random with a 3rd party tester.
 - 2) Multiple city agencies/groups come to 1101 to use the vendor.
 - 3) Currently housed in the conference room and 1st floor women’s toilet.

- C. Any communication to drivers that is happening, happens through mail boxes or radio texting in their bus.
- 4. Security – uncontrolled entrances
 - A. Need enhanced technology – upgrades to security systems
- 5. Radio room – confidential conversations/default room – conflicts with radio functions (2 min staff)
 - A. Road supervisors – share a vehicle – sometimes use 2nd radio workstation area.
- 6. Need a mother's room
- 7. Scheduling conference rooms – Outlook – All city-wide agency system are shared.
- 8. Finance – (3) staff – running payroll in the 1101 bldg. for good customer service to drivers – need employee interface
 - A. Would like to work with them at their desks
- 9. Lost and found is confusing - and buying tickets – any entrance goes to 1245.
- 10. Green Bay Transit – Stevens Point Transit – good points of reference.
- 11. Milwaukee County transit and Fond du Lac station – flows very well.
- 12. Can't Live Without Items:
 - A. Adequate toilet rooms
 - B. Adequate break areas – supervisors, need separation from employee issues
 - C. More outside break areas
 - D. Adjustable work stations
 - E. Private bubble – with interface – need a gate keeper
 - F. Elevated dispatch
 - G. Need dispatch flow/efficiency

Respectfully submitted,

MEAD & HUNT, Inc.

Stacey Z. Keller, AIA, NCARB

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Madison Metro Transit - Facility Study Ops-Supervisors, Admin Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 7, 2017, 1:00 p.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Operations Supervisor and Para-transit
2. Dispatch Area Issues:
 - A. Being looked "down" on – feeling like a receptionist – not their role
 - B. Office flow – driver flow needs to be better
 - C. Paint on the walls is stained and peeling.
 - D. All shared workspace – working with road supervisors (6-8 staff)
 - E. Video downloads – accident reports
 - F. Resource area – storage
3. Sound-proofing for radios – but still need to integrate on key days – president in town, snow days, detours information – needs to be near-by dispatch
 - A. No names – so people cannot meet each other out on routes
4. Para-transit – they have their own dispatch – separate schedule
 - A. Ride reservations made to 1245
 - B. Check-out for drives is conflicting with schedulers – next day operations
 - C. Determinations of eligibility – 2 x week paperwork
 - D. Base – public face @ 1245
 - E. (5) total staff – (15) drivers (12-15 years seniority)
 - F. Filing – client (rider) files – needs confidential for paratransit
5. Switch to year-round driver training – more cyclical hiring process with dedicated time for training – could go to another location
6. Operations supervisors are "down the hallway" – incident reviews

7. Security issues –
 - A. Disgruntled drivers
 - B. Lost and found – road crews – collections – concerns of back packs “what is in them?” and terrorism concerns or valuable items.

8. Can't Live without:
 - A. Para transit together
 - B. Noise control
 - C. Safety and access control (front desk) – disgruntled employees
 - D. Ergonomic desks – adjustable height desks
 - E. Better dispatch flow
 - F. Work-share space for 1245/1101 overlap

Respectfully submitted,

MEAD & HUNT, Inc.

Stacey Z. Keller, AIA, NCARB

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Madison Metro Transit - Facility Study Drivers Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 9, 2017, 12:00 p.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Personnel parking is short on quantities – parking on the streets
 - A. Break-ins are a problem.
 - B. General Public also park in their lot.

2. Bus Embarking
 - A. Morning – lots of buses lined up, when 3rd shift, 11 pm returns same @ 6:30 p.m.
 - B. Short on space to queue the buses
 - C. People do not park their buses – they do not want to go all the way into the garage
 - D. Inspections – “Pre-trip” time happens in the lined up buses to ensure they are safe, clean, and free of maintenance issues. Being late can be a safety issue.
 - E. Buses are assigned before they arrive – they are not necessarily aligned properly
 - F. They are filling the tunnels and fire lanes with buses to meet storage requirements.

3. Dispatch
 - A. Kiosks – would be very helpful – do not have to interact with other people then or with those that are talking too much.
 - B. Badge scans would help – dispatch misses people document
 - C. Need a speedier process to separate dispatch from general issues and needs.
 - D. There is congestion at the dispatch there is so much congestion with the bulletin board

4. Safety Issues:
 - A. The lighting is poor and there are a lot of people that wiggle between the buses
 - B. Moving from the bus storage to the dispatch is a long walk
 - C. “106” is only used for issues with the bus
 - D. “anybody can come through the building”
 - E. People have been found sleeping on the buses

- F. The parking lot is so dark it feels unsafe as well as the buses
5. Break Rooms
- A. The senior drivers/standard first-shift do not use the break rooms.
 - B. The breakroom would be used if there were more food options
 - C. A fitness area would be great for split or extra bound drivers
 - D. They are on break for like 2-4 hours
 - E. Sleep and rest options would be great
 - 1) Some people need to sleep here
 - 2) Some people currently book hotels
 - 3) Some people will call off so they can go home and go to sleep
 - 4) The sleep room needs to be far away from the break room
 - F. A green space would be nice but there need to be enough room to have options to avoid people, conversations, noise, smoke
 - G. A lot of people take breaks in their cars
 - H. Sometimes there are 40 people in the break room on average
 - I. Getting called for the standby is an issue if there is miscommunication but there is good communication at the time.
6. Toilets/Shower/Locker Facilities need a lot of help.
- A. There are not enough stalls and the front entry bathrooms are in high demand
 - B. Increased showers would be desired.
 - C. Locker Storage typically includes: food, drinks, change of clothes, and provided uniforms.
7. Can't live without items:
- A. Cafeteria, fitness and sleep areas
 - B. Parking improvements: Safety and In the winter, walking to and from cars can be dangerous with the snow and ice
 - C. Safety/security – women need to be walked out at night
 - D. Brighter lighting and long hikes to parking
 - E. Communication is very difficult – no central locations – people stand around and crowd out areas – too loud

Respectfully submitted,
 MEAD & HUNT, Inc.
Stacey Z. Keller, AIA, NCARB

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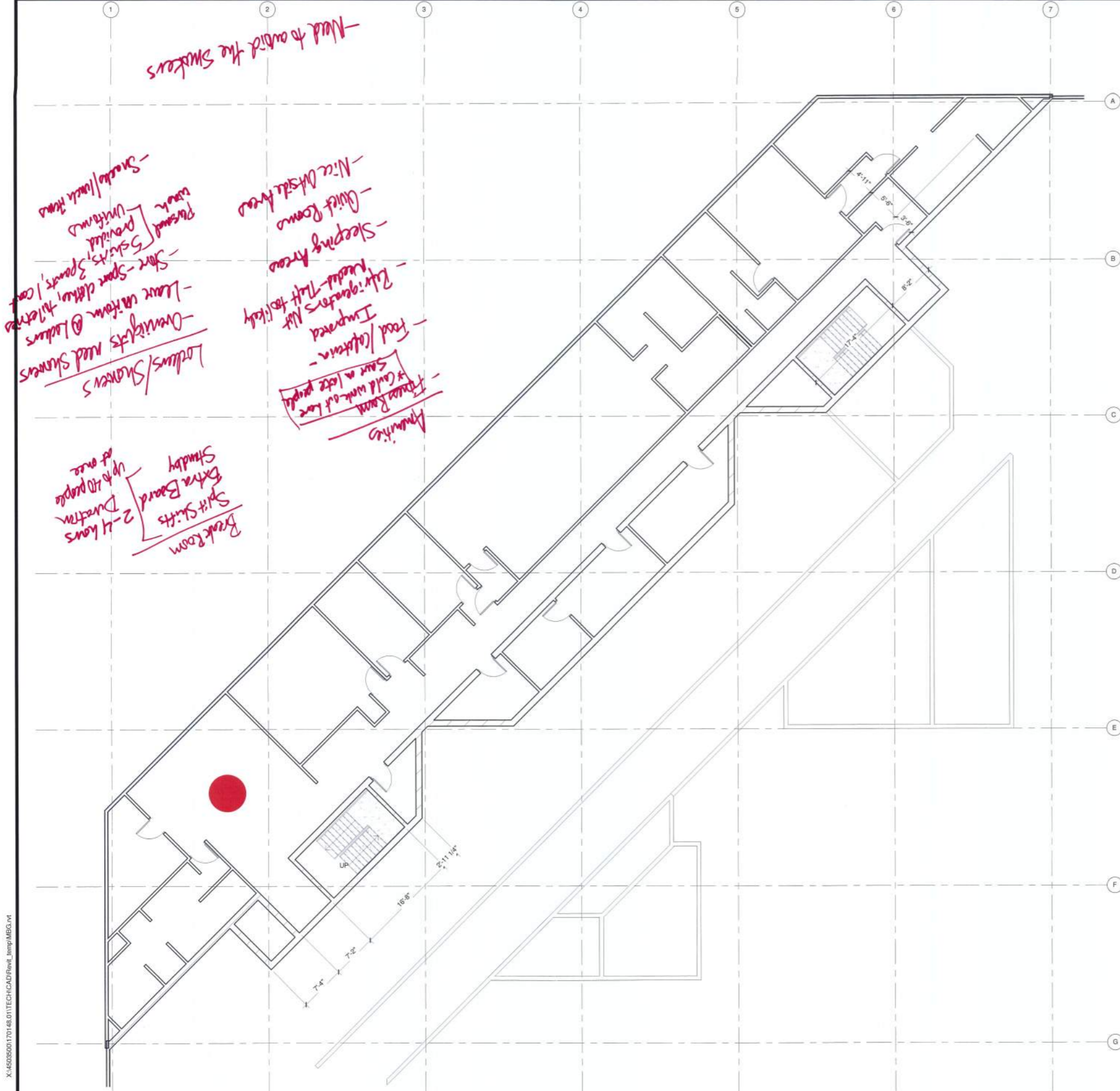
ISSUED
Bus Drivers
Room
8/19/17

NOT FOR CONSTRUCTION

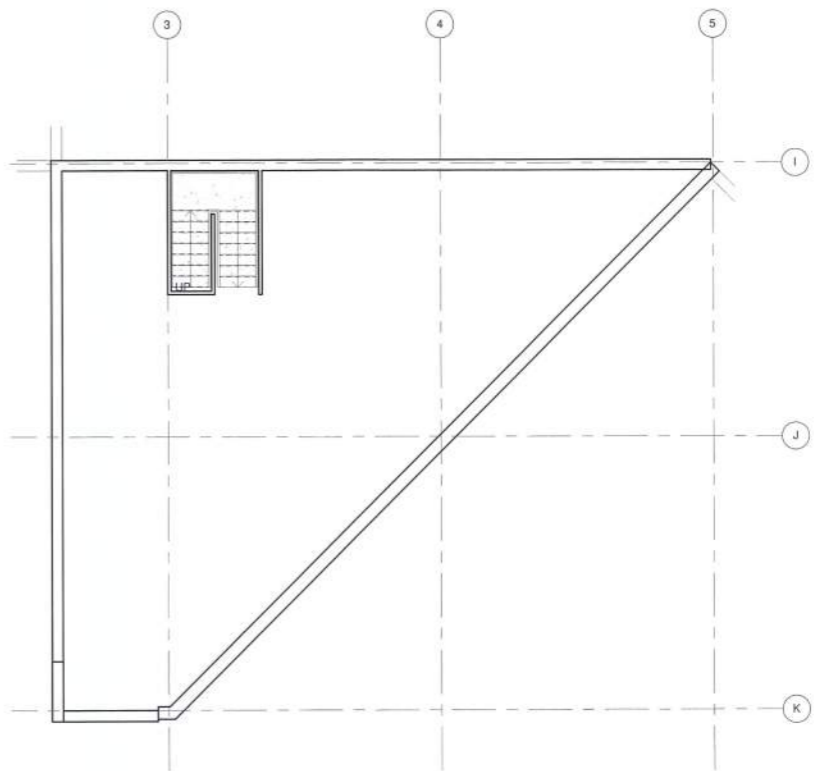
MAN NO: 4503500-170148.01
DATE: PROJECT ISSUE
DESIGNED BY: Author
DRAWN BY: Author
CHECKED BY: Checker
DO NOT SCALE DRAWINGS

SHEET CONTENTS
1/8" SECOND FLOOR PLAN

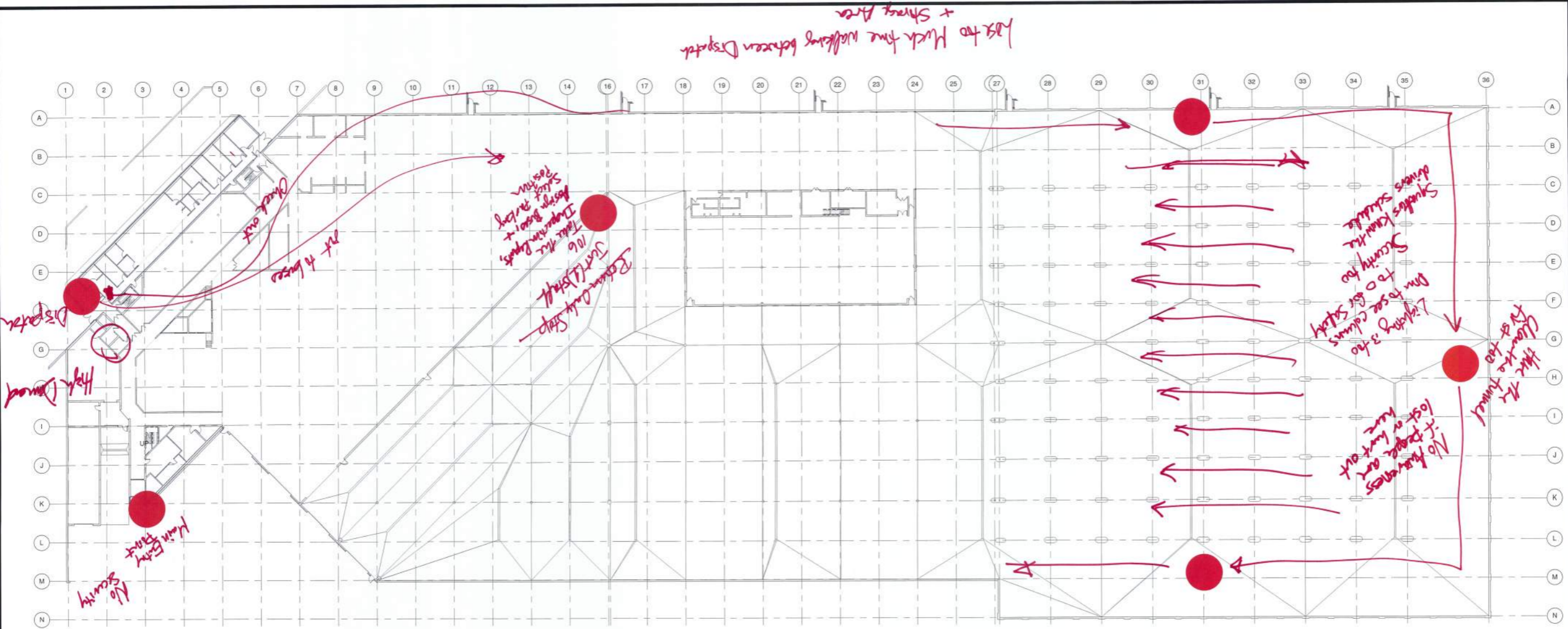
SHEET NO:



1 1/8" = Second Floor - Office
1/8" = 1'-0"
321



2 1/8" = Boiler Rm Level
1/8" = 1'-0"



1 OVERALL FIRST FLOOR PLAN
1/32" = 1'-0"

City of Madison
Metro Transit Facility Study

PROJECT ADDRESS

ISSUED
Bus Drivers
Norm
8/16/17

NOT FOR CONSTRUCTION

MAH NO: 4503500-170148.01
DATE: PROJECT ISSUE
DESIGNED BY: BAH
DRAWN BY: Author
CHECKED BY: Checker
DO NOT SCALE DRAWINGS

SHEET CONTENTS
FIRST FLOOR PLAN

SHEET NO:

A-100

Parking -
is having vandalism
issues - they have to
also put cameras on the streets



Madison Metro Transit - Facility Study Drivers Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 9, 2017, 2:00 p.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Security of the building – stealing – sleeping the buses
 - A. Card access – for security not intended for restricting staff though.

2. Dispatch
 - A. Desire for kiosk – card check-in – expedite process
 - B. Assign bus and punch in is all that happens at dispatch
 - C. At dispatch the employee number, bus number, and location up on a TV
 - D. Dispatch closer to the entrance/employee parking lot. It used to be where buildings/grounds office was located, and it was a great location. Changed over 5 years ago. It helped alleviate being late, where you can only be up to 3 minutes late before losing work.
 - E. Made aware of your hours for the next day between 4:00 and 6:00pm

3. Toilet/Shower/Locker Facilities
 - A. They do not actively use their lockers – provide a variety of sizes.

4. Break Areas
 - A. Morning shift work full day workers don't use the break room
 - B. It is too loud.
 - C. Sleep Room:
 - 1) Social committee: brought in cots, brought in sheets
 - 2) Sleep room would need an intercom system to be able to wake up the drivers
 - 3) A rest area would be nice
 - D. AC is a big issue for the maintenance group
 - E. "106" people all take breaks together and when they are on break the buses get all backed up – sometimes all the way to the street.

5. General Operations
 - A. Drivers cannot purchase liquor or go to a bar while in uniform.
 - B. Relatively high turnover lately
 - 1) Usually due to attendance
 - 2) Most are people there to 5-9 years.
6. Instructors have too small of facilities here.
7. Concern over transfer station toilet rooms
 - A. 5-minute only stop
 - B. The public would be insistent to also use
 - C. Security issues
 - D. No arrangements made for toilets with businesses
 - E. Metro safety equipment – issuing pepper spray
8. Hoyt is the supervisor that knows the new technology.
9. Can't Live without:
 - A. Parking
 - B. Security cameras – concerned both ways – discipline oriented vs. secure.
 - C. Things go missing (loss prevention)
 - D. Bathrooms remodeled

Respectfully submitted,
MEAD & HUNT, Inc.
Stacey Z. Keller, AIA, NCARB

2

NAME

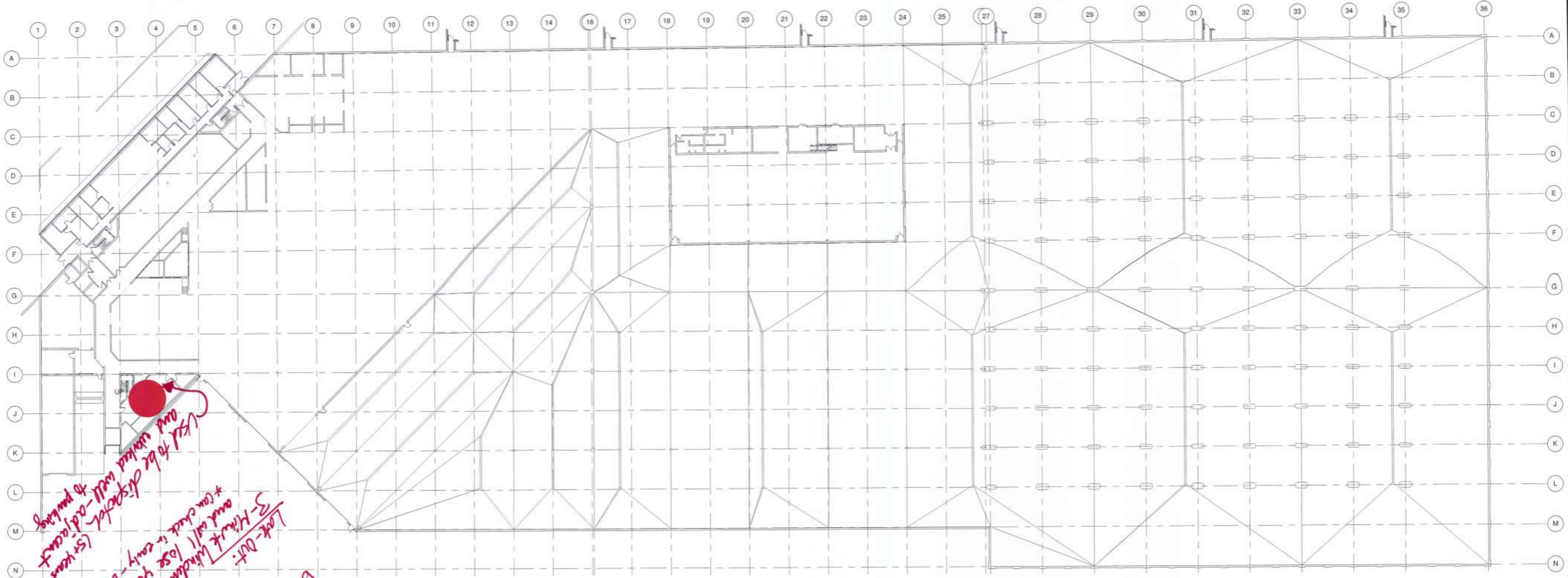
Apr 19/2017

Deb Brennum

Joleen Ward

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Dines
5:00 PM
2 PM
8/9/17



1 OVERALL FIRST FLOOR PLAN
1/32" = 1'-0"

Use to be displaced and worked well to parking (5 years ago)
3-Minute window to check-in and will lose your work if you check in early - but not late
Ride out per work hours
Mechanics - Instruct Response
Some things fixed on the spot
out storage location - 4' gate out the car

Morning
Fire Hazard - with buses all parked in
Design Buses are shield off site - BUT service @ 1101
Ride out per work hours
Mechanics - Instruct Response
Some things fixed on the spot
out storage location - 4' gate out the car

Shop Supervisor Office has a lot of gear
Standard Straight shirts -
Use the building/Break Room
4 PM - Next day shift is established
Call 2 be displaced there out
to know shifts for the next day

People Store their own
pillows/seats for Sleep Area
- Access/Entrance

6 PM Break time for
Service Crew - Holes
Back up of Buses on
the storage area

DRINKING
Break Room
Too loud

Drinks - Not Clean
Maintenance - is dirty
grease filled
gaps in furniture

Direct Turn Over - Has increased over the
last few years -
Termination requests
mostly due to attendance issues

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Madison Metro Transit - Facility Study Drivers Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 9, 2017, 9:00 a.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. In the audience were two Instructors and one driver
2. Training Functions:
 - A. Training has increased in the last 5 years
 - 1) Used to be management as instructors, but has now shifted to drivers as dedicated driver instructors.
 - B. Office too small (9) people at one time.
 - C. Madison's Training Protocols – is a model for other municipalities “Train-the-Trainers” testing
 - D. They have to come with CDL temps – they train the full CDL.
 - E. Dedicated buses would be desirable, as well as a place to park them nearby.
 - F. Scheduling and over lapping is a challenge – 2 classrooms would be ideal. Also, scheduling with other functions – needs of large conference room
 - G. One time a year – refresher class – space is the challenge to schedule
 - 1) Summer is when due to slower bus schedules
 - 2) Staff and bus shortage - need dedicated training buses
 - 3) No space to house extra buses
3. General Operations Understanding:
 - A. Drivers start as new Part Time operator for 5 weeks of training, composed of 3-10 trainees at a time. Then when they shift to Full time driving they receive an additional 8 weeks of training (8-10 people trainees)
 - B. Large turn-over with problematic schedules
 - 1) 95% CD pass rate – 75% stay beyond a year – FT stay – 90%
 - 2) The hours are difficult – takes 5-6 years to get to the straight run 8-10 hour shift.
 - C. There has been an increase in driver hiring

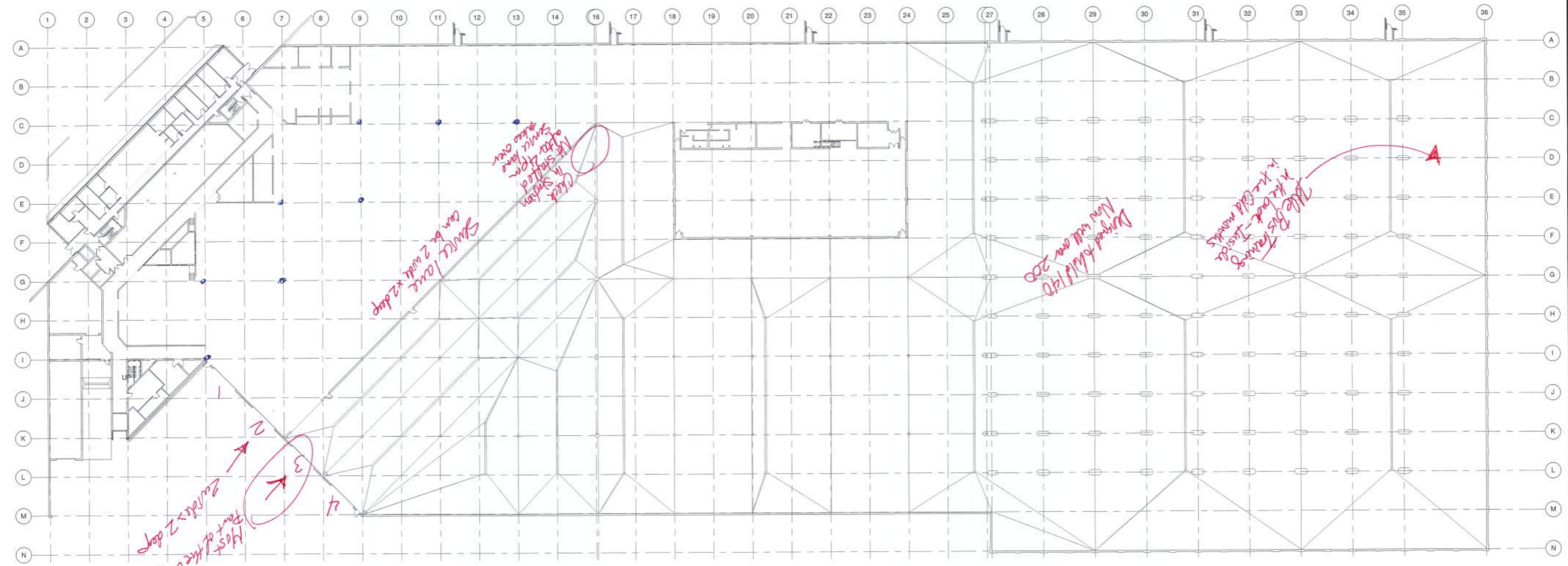
- D. Jim Hetke oversees safety & security supervisor.
 - E. How to better recruit and retention - How to de-stress – “You are already at work” – Could be up to 4 hours a day
 - 1) Only work PT – school year start
 - 2) Fitness center and amenities – would make split shifts more enjoyable
 - 3) Sleeping areas
 - 4) Need a library – “Quiet break”
 - 5) Need outdoor space.
 - 6) Need to separate a loud “hold” room for drivers.
 - F. Need to talk to Bill Hendricks – At the 106 station, who organizes all of the buses.
 - G. Need to train how to use the building and operations too: Where to park, where to pull in, safety considerations.
 - H. The building entry sequence:
 - 1) Enter in doors 2 and 3.
 - 2) It would be nice if the service lane were in operation all day long.
 - 3) Some buses get left outside for School-year only service, 15-20 max.
 - I. Bus advertising wrapping can cause congestion, with no dedicated work area. This is performed on-site by a contracted service.
 - J. Security is a problem for the building. Need some access control.
 - K. 320 drivers currently with 220 runs – only 65-70 are straight runs + 80 extra board spots
4. Can't Live Without:
- A. Updated Toilet Room Renovations
 - B. Natural Light/Windows in the offices
 - C. More Training Space, separated from break areas.

Respectfully submitted,

MEAD & HUNT, Inc.

Stacey Z. Keller, AIA, NCARB

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1 OVERALL FIRST FLOOR PLAN
1/32" = 1'-0"

Handwritten notes:
 - Security is a huge problem!
 - many one can enter the buildings at any time
 - need access control
 - Outside buses are left running all day until they are pulled in
 - 15-20 Buses
 - After 7am
 - 2nd shift return on Ingersoll
 - Outside - Buses (overlapping)

Handwritten notes:
 - Can't service the wings
 - can be done in the bus or service lane

Handwritten notes:
 - Check in Section after station wings over
 - Service lane can be 2 wide x 2 deep
 - Most of the day 2 wide x 2 deep
 - 1
 - 2
 - 3
 - 4

Handwritten notes:
 - Designated hallway 170
 - Now will over 200
 - Make B's training in the old work area
 - in the old work area

City of Madison
 Metro Transit Facility Study
 PROJECT ADDRESS

ISSUED
 8/10/17
 9AM
 Drivers

NOT FOR CONSTRUCTION

MH NO.: 4503500-170148.01
 DATE: PROJECT ISSUE
 DESIGNED BY: *Beiner*
 DRAWN BY: Author
 CHECKED BY: Checker

DO NOT SCALE DRAWINGS
 SHEET CONTENTS
 FIRST FLOOR PLAN

SHEET NO.:

A-100

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Madison Metro Transit - Facility Study Mechanics Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 9, 2017

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Maintenance Work Area:
 - A. Bad exhaust problems.
 - 1) Suction on bus exhaust is inadequate.
 - 2) No one is using the exhaust hoses.
 - 3) No CO2 particulate Sensors.
 - B. Desire for in-out buses vs. pulling in and backing out.
 - 1) There are dead zones where bus circulation is impassable.
 - C. Spending a lot of time just organizing buses – having to drive around the whole building
 - 1) Rapid roll doors do help speed up operations.
 - D. Natural lighting – Sono tubes would be helpful
 - E. Concrete is starting to pop at work areas
 - F. Not enough electrical power for their work bays (blowing breakers) not enough in the building either.
 - G. Air lines do not reach far enough.
 - H. Grease and fluids are not serving separate bays – running out all in a series
 - 1) Shuts down subsequent bays.
 - 2) Not good to be located by the rear walls.
 - I. Biggest tool issue – not enough laptops for diagnostics
 - J. Need oil dry more to be more accessible.
 - K. Drain areas for fluids – in the bays vs. running buses to different areas
 - L. Some hoists are deficient
 - 1) Portable hoists on sloped floors are not safe.
 - 2) Also, constricts movement.
 - 3) Wheel hoists – can't do brakes and wheel repair.
 - 4) Hybrid buses and portables – cannot get high enough to work underneath.

- 5) Currently only one lift bay for an articulating bus and access is extremely difficult.
 - M. Supervisors – direct access not necessary.
 - N. No dedicated work station at bays for mechanics.
 - 1) 9, 10, or 11 are dedicated for certain types of transmission/engine maintenance
 - 2) All tools provided by Metro.
 - O. Wash rack systems need help – ripping mirrors off all the time – water treatment stinks
 - 1) Previously talk of moving the wash rack to the back of the building
 - 2) Location is bad because of the moisture and the noise
 - 3) It would freeze quickly
2. Overall Operations:
- A. Wash rack is not very functional.
 - B. Like to see the steamer pit moved because there is a lot of congestion- issue with moisture and dirt for the
 - C. Define the interior layout- lining etc.
 - D. Looking to replace the roof to increase the reflectivity in the summer area and adding solar panels.
 - E. Meter room and the steamer room next to each other equal poor
 - F. Not stocking the right parts.
 - G. A dynamometer would be very helpful. They had one once in the now current Body Shop location. It would expedite diagnosis, especially in the winter, when winter driving is challenging and messy with snow, ice, and salt.
 - H. Facilities is taking over more storage areas in the building now that they are housed on Pennsylvania. Things seem problematic with them not on site.
 - I. Trim cards: Start to warp, they are supposed to be stored in an environmentally controlled environment and they are stored near the wash bay with lots of humidity.
 - J. Training – new updates – happening in administrative conference room or paint booth.
3. Break Areas/Toilets/Lockers/etc.
- A. Maintenance Area B toilet rooms are in extremely poor condition, having problems with leaks, back-ups, and mold.
 - B. Cameras and oversight have mixed messages: safety vs. discipline – from the viewpoints of the employees
 - C. Lockers store their uniforms – with a full 5 days cycle, all provided by Metro, along with personal coats and winter gear.
 - D. Break Room:
 - 1) They want a quieter environment
 - 2) Actual break room needs vs. in-between shifts need a/c or heat
 - E. No places for pot luck – full mechanics gathering
 - F. There is a desire for better outdoor areas.
4. Can't live without:
- A. Clean air! Ventilation and debris prevention through shops
 - B. Lighting and task lighting underneath – as mechanics age – buses above

- C. White floor and reflectivity for light
- D. Work bench area – needs – efficiency
- E. Tools, bays, are too disorganized – they have to search all over to find things, parts, tools, etc. More organized would allow more time to get jobs done.

Respectfully submitted,

MEAD & HUNT, Inc.

Stacey Z. Keller, AIA, NCARB

Mechanics

8/9/2017

9AM

~~NAME~~

Jake Puls

Tyler Brown

Mark Feiler

Steve Hensen

BRAO WARD

Thomas Weber

Paul Gray

Ryan Henn

Travis J. Hunter

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Madison Metro Transit - Facility Study Maintenance Manager Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 10, 2017, 12:30 p.m.

Attendees: Jeff Butler and Design Team

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. General Maintenance Operations:
 - A. 84 employees + 7 supervisors – 1 assistant manager and 1 manager.
 - B. Service Line Operations:
 - 1) Only fuel 1x a day and clean 1x a day – 4 p.m. – 3 a.m. only M-F
 - 2) 4 minutes per bus – washing, gassing, etc
 - 3) Fuelers – 4 p.m. – 1 a.m., 10:30 p.m. – 3 a.m.
 - 4) Bus cleaning equipment is limited.
 - 5) Ideal Flow: Fueling – Lubricants – Vaulting – Wash
 - 6) Do not mix fuel and water
 - 7) Need 2 at a time minimum, with redundancy.
 - 8) Best thing is to move the service lane out of the building.
 - 9) Vaulting stations –
 - a. Need (3) 5 x 8 – currently 2 stations with 1 as back-up
 - b. Conflicts now
 - 1) 8-11 a.m. – counting time only – counting room only 3 people
 - 2) Cash room needs to be adjacent to the service lane
 - C. Interior Facilities Janitors cleans – 1 person 7 a.m. – 4 p.m. – 2 at night.
 - D. 215 main buses + 17 paratransit buses – outside buses are staged for training
 - 1) 5 years ago – 168 buses –
 - 2) In 5 years peak service could be 300+
 - 3) The building was originally designed for 140+
 - 4) Mechanics staffing level is for 140 currently
 - 5) Average fleet age is 7 years – 15 buses replaced every year
 - 6) Articulating buses are coming, 60'+

- E. 13 main shop bays – preventive maintenance is not really currently happening.
 - 1) 20 x 58 typical work bays – would work well for them
 - 2) Need flat ground – diagnosis areas
 - a. Drive-in / drive-out maintenance
 - b. Hoist for every bay
 - 3) Currently mechanics work on buses with fall restraint vs. fall protection due to the building configuration.
 - 4) Inspection hoists are on Bays 3, 4, & 5.
 - 5) Hoist 12 is the quick service bay – with heaviest work load/turn-over
 - 6) The repair bays need to be separated from everything else – by code – due to ventilation
 - 7) Mechanics currently have all of their tools provided by Metro, but it is very inefficient. The plan is to return to mechanics owning their tools personally as is typical with all other shops.
 - 8) Desire to shift work to consumables being in the specific work bays. Less running across the bays wasting time.
 - 9) Maintenance B accommodates additional work area for heating and cooling work, body work, para-transit buses, support vehicles, and additional service bays.
 - 10) Stacking maintenance buses would work, especially with predictive maintenance planning, and would help increase maintenance areas.
- F. Parts department – right now all reactive ordering
 - 1) Union contract for parts
 - 2) Going to scan system – through door scanners
 - a. Most common item that is consumed – wiper blades
 - b. Budget is limited by Federal Government - \$1.5 million based on fleet size
 - 3) Need a racking system
 - 4) Switching to predictive maintenance kits
 - 5) Need a forklift to stock shelves
 - 6) Parts issues now are primarily personnel/operations based.
- G. Hybrid/Electric Bus Requirement Considerations: Boom charging vs. can charging
 - 1) Need arc flash protection
 - 2) Urbana Champaign is servicing electric buses
 - 3) By 2035, 50% of the buses will be electric and 300 buses same size length but a little taller.
- H. Supervisors Dispatches work: Paperless shop coming
 - 1) Supervisors and managers all sit together – adjacent to bays
 - 2) They are not walking the floor enough – especially up high is bad
- I. No chassis bath currently – and they need one
 - 1) Would like to have a steam pit for all of the wash-outs – needs to be the length of one entire bus with some additional length.
 - 2) Wheel/chassis bath ideally would be combined with proximity readers to wash off

dust/dirt and debris before buses are stored.

- J. Dynamometer – would use it if they were worked, but is it worth the time
- K. Engine and transmission space needs layout space – too small (150% the current size)
- L. Paint booth and Body shop – needed side by side or next to each other
 - 1) The body shop as is size wise is good – could have exterior access
- M. Mechanics tend to make their own small parts and tools to rebuild in the tool & die shop
- N. They also increasing workload with the increased installation of radios and cameras directly install on the bus – requires extra parts and in-house repairs
- O. Tires need to be stored centrally, so people moving tires do not have tires falling over on them while moving them.
- P. Need a Vactor: trucks to be able to suck out collection pits. The City of Madison can do it- but trucks are too big so they have to contract it at a premium cost
- Q. Five years ago, the average bus maintenance took 1 hr. 20 min, now it takes 6-7 hours to just diagnose it.
- R. Modifying the drive flow to left hand returns is desirable.
- S. There is no slow period for work, the summer time is when they are performing major overhauls.
- T. Mechanics designations follow: A, B, C – and promotion is only gained through seniority.
 - 1) 'A' mechanics are only on 1st shift, and certain work types are limited to 'A' mechanics per union rules: Diagnosing.
 - 2) Pairing mechanics does not get work done faster, actually more inefficient.

Respectfully submitted,

MEAD & HUNT, Inc.

Stacey Z. Keller, AIA, NCARB

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Madison Metro Transit - Facility Study Drivers Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 11, 2017, 12:00 Noon

Attendees: See Attached Sign-in Sheet

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Operations:
 - a. Check in process is poor
 - b. Poor Staff parking: There is mainly use of the street parking because the lot is too full
 - c. Security is a BIG issue
 - d. Moving people/ vehicles in a tight space isn't safe!
 - e. Buses outside by MG&E are out to auction
 - i. Should we have those types of buses on-site or held at an auction location?
 - f. Emergency exits are insufficient
 - g. Para-transit – full time or extra-board (no part-time)
 - h. Service lane – sandwiched between in and out
 - i. Leaks need fixing – Stairs on the second floor

2. Training:
 - a. Training is done off-site
 - b. A training pad is needed to be able to practice due to the inconsistency of the current set up.
 - 1) It would need a "CDL" course
 - 2) They are currently at the same site as everyone from the City Streets group
 - 3) Need an open, heavy duty space, no poles
 - c. Classrooms up to 12 people at a time + instructors (2)
 - d. Book work > CDL driving > book work
 - e. Need storage areas for supplies: Belts, Wheels, Etc.
 - f. White board and TV screens are needed in the classroom
 - g. Training equipment storage needs to be accessible
 - i. It currently gets blocked in by buses and is on the opposite side of the garage from the training spaces

- h. Training could be held off-site at a different location
 - i. Would be great to have set buses for training
 - j. Could we use an existing piece of land, pave it, and keep it for all city functions to practice/ teach on?
 - k. Pop-up tent for staging would help for training/waiting on practicing drivers
3. Break Rooms/Toilets/Support Areas
- a. A space to relax to wind-down
 - b. Social committee needs space
 - i. They hold: retirement parties, annual picnic, safety awards ceremony
 - ii. The group would like refrigerators to set aside for just the committee's use
 - iii. Outdoor gathering space is desired
 - iv. Up to 525 people show up at a party
 - c. Changing rooms/locker rooms need help
 - d. The sleeping room is currently horrible.
 - e. Skinny/ deep locker- hang clothing
4. What's the one thing you want most?
- a. Instructor space
 - b. Parking
 - c. Security – building/ site
 - i. Maybe gated parking?
5. Other Notes
- a. Currently turning people away due to lack of buses
 - b. At Madison Technical College, there are areas to practice driving
 - i. Plenty of leasable spaces in the area for classroom space
 - c. Road supervisors
 - i. Dispatch's eyes
 - ii. Construction detours
 - d. More space could increase jobs

Respectfully submitted,
 MEAD & HUNT, Inc.
Kindall Shannon, Associate AIA



Madison Metro Transit - Facility Study Maintenance Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 11, 2017, 1:00 p.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Maintenance Areas
 - a. Stacking build up (3-5 times a day) – could use 5 more hoists
 - b. 20 mechanics during the day
 - c. Air/electricity are needed at every bay – Air = 1/2"
 - d. Fluids can wait for a bit
 - e. Lift types?
 - i. Drive-on are nice
 - ii. Mobiles would be okay, in-ground is preferred
 - iii. Three engine/transmission bays
 - iv. Moist hoists deal with tires
 - f. Tires are needed to be located nearby
 - g. Large parts are moved by the mechanics with carts
 - h. Going electronic could help with work order issues
 - i. Multiple stations for books with computer work stations
 - j. Laptops are needed for diagnostics
 - k. Wash lane should be touch free – doesn't give the quality needed
 - l. Not preferred to work together on a bus (one person per bus desired)
 - i. Only some tasks need 2 people
 - m. After repairs, mechanics stop by 106 (mobile at night)
 - n. It may help to have bus tracking for parking
 - o. 10% ish of the buses are always pulled for maintenance
 - i. May be good to have a designated area for those buses
 - p. Flow
 - i. Driver to 106 to park – mechanic check: if quick fix > orange cart comes to fix it > back to the road; if long fix > 10% parking area > to the mechanics later

2. Support/Break Areas.
 - a. Compete for showers – gang style is not used like gang showers – they are individually used - Need 3 to 5
 - b. Keep uniforms and clean clothes in lockers
 - c. Janitorial staff need to have more space
 - i. All the supplies need to be centrally located

3. What's the one thing you can't live without?
 - a. Space increase/organization
 - b. Keep all maintenance downstairs
 - c. New shower stalls
 - d. Ventilation
 - e. Security – HUGE ISSUE!

Respectfully submitted,

MEAD & HUNT, Inc.

Kindall Shannon, Associate AIA

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Madison Metro Transit - Facility Study Drivers Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 14, 2017, 3:00 p.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

1. Operations
 - a. Air quality is poor
 - b. City email access
 - c. 1st floor access – one computer – now
 - d. Metro Advisory Spec group
 - e. Radio calibration home for GPS enunciating – every bus/ every route
 - f. Relief vehicles
 - i. Check-in > drive to the relief point > switch drivers > drive back to the garage
 - g. Security is an issue
 - i. People have been found on buses
 - ii. People have been found in bathrooms
 - iii. Panic buttons in the bus parking area may be helpful if it calls the front of the building
 - iv. Site safety is also needed
 - h. Could there be solar power used?
 - i. Man-hole near dispatch gets back up
 - j. There are portable carts with cleaning supplies for buses.
 - i. Most people have their own supplies if they clean their buses – in lockers
 - ii. Need to have extra spray bottle/towels for cleaning windshields
 - iii. Washing – needs drying component (water spots become a safety hazard)
 - k. Bus Wraps are a BIG safety issue due to limited visibility

2. Support/Break Areas
 - a. Sleep room has air quality issues
 - b. Utilize bathroom/ have locker

- c. Women's group
- d. Quiet room needed – lighting
- e. Women's restrooms are needed- especially downstairs
- f. Locker size is great –
- g. Showers would be nice if they were more private
- h. Fitness – cardio – yoga (“wellness center”)
- i. Filtered water bottle station
- j. Ice machine may be nice
- k. Lunch on the road = snacks
 - i. On the clock the whole time
 - ii. You only have the time during a turn around to eat, answer questions, have something to drink
- l. For the road restrooms, businesses are used
 - i. Some drivers have difficulty finding a place
- m. May be nice to have a movie option available in a rest area

Respectfully submitted,

MEAD & HUNT, Inc.

Kindall Shannon, Associate AIA

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Madison Metro Transit - Facility Study Maintenance Meeting Minutes

Project name: Madison Metro Transit Facility Study Client: Madison Metro Transit
Project location: Madison, Wisconsin Mead & Hunt, Inc. Manager: Rich Lundeen
Mead & Hunt Project Number: 4503500-170148.01 Mead & Hunt, Inc. phone: 608-273-6380
Madison Project PO#: 17001729-00 Date: August 14, 2017, 9:00 a.m. & 11:00 p.m.

Attendees: **See attached sign-in sheet.**

The attached report represents this writer's interpretation of items discussed during the meeting. Any corrections or additional information should be brought to our attention for clarification.

Items discussed were as follows:

9:00 a.m.

1. Building Operations Overview
 - a. Wash rack is original
 - i. Humidity in the summer
 - ii. In the winter the garage can be still warm because of the bus heat
 - b. "A" mechanics – engine/transmission
 - i. Only first shift if work isn't finished it waters for the next day
 - c. Breaks are mainly on one hoist
 - d. AC and heating work doesn't need to be in a certain area but exhaust pipe is needed
 - e. Steamer pit is part of the AC process
 - f. Hoists: 2/3, 5/6, 8/9 used to have steamers
 - g. There is a backup for the steamer to be used
 - i. Maybe multiples?
 - h. File cabinet to keep record of all the fluid use/ preventative maintenance
 - i. Buses make money by getting miles
 - j. 106 comes to AC to tell them about buses
 - i. Doesn't happen for all mechanics
 - k. For parts, very far away from maintenance B
 - l. Need to keep certain parts on hand all the time
 - i. Sometimes you can wait up to 2 weeks for parts
 - m. City tools are good by the tool room could be better
 - i. Specialty tools are shared
 - ii. Organization is needed
 - n. Fall protection is needed for hybrid buses and little buses
 - o. Keeping some bays without the hoists may be nice

- p. Leave to find a hoist maybe once/month
 - q. Also have a laptop – diagnosis
 - i. Talk of paperless shop is happening
 - r. Shelf full of manuals
 - s. Bench, desk, file cabinet, manual/parts shelf, cabinets for tools and computers, shelf with parts/specific tools, refrigerant storage
 - i. R22 (120lb) x3
 - 1. Reclaimed in the shop
 - ii. R134A (120 lb) x4
 - t. Compressor noise needs to stay mitigated
 - u. Floor drains clog badly
 - i. Mechanics clean their own area if there is time
 - ii. Body shop needs to be separated
 - 1. There are 2 right now
 - 2. Body shop in the low area is not good for functionality.
2. Support/Toilet Facilities
- a. There are female service workers/some female mechanics in the past
 - b. Maybe not enough showers/ changing space at the shift change

11:00 p.m.

1. Building Operations Overview
- a. Bays:
 - i. 3 inspection
 - ii. 1 quick service
 - b. Third shift's largest issue is fitting all the buses in the building for the night
 - c. Wash rack is horrible
 - i. Sometimes they park in the wash rack overnight if the garage is too full
 - d. It takes up to 2 hours on weekends to move buses just to aid in the function of the maintenance work (shifting around buses)
 - e. Good to have long-term projects
 - f. HVAC needs HELP!!
 - g. Noise pollution is horrible
 - h. Move the wash rack
 - i. Keep chemicals away from drains
 - j. Need a respirator just to work on getting buses out in the morning
 - i. Can only see three buses deep
 - k. Back (foundry) buses are turned off on the weekends
 - l. About 30 buses/day don't go out
 - i. For maintenance, etc.
 - m. Little orange cart drives around to do quick fixes before pull-out in the morning
 - n. "supervisors are not on the same page"

- o. Tools – replaced when they are lost/broken
 - i. Torque wrenches are a big issue – quantity and turn around
 - p. Headlights/wiper blades are the biggest missing parts
 - q. Most of the time is spent re-diagnosing because buses go back on the road after being diagnosed without being fixed and the record is lost
 - r. Preventative maintenance is steady work right now
 - s. Parts modification is an issue also
 - i. Quality/correct parts are not always ordered so changes are made
 - t. Quick problems = 30 mins/ bus
 - u. Diagnostic equipment is okay
 - i. Would be nice to have more training
 - v. Madison is not built for articulating buses
 - i. Breaking in half
 - ii. Center pins (only one manufacturer)
 - iii. There are problems in other large cities that have these buses
 - w. Long-term repair moving away would be great
 - x. Hybrids can only go in the front – will keep sucking up space as they get older/break and can't be moved
 - y. Buses coming from the wash rack:
 - i. Slide all over the place
 - ii. Lose a lot of mirrors because the wash rack isn't meant for the type of buses they have
 - z. Braces on the structure of the building have been cut off to make space for bus height
 - aa. Hoists- go out – seals pop – concrete rotten
 - bb. Security is a big issue
 - i. ID card access control
 - ii. Ventilation is still needed though
 - cc. Service lane – don't just leave it without heat in the corner when things are shifted
 - dd. Not enough parking for employees
 - ee. The mission is to help the people of Madison.
 - i. Can't do it if their job is hindered by the building.
 - ff. Pits are useless
 - gg. More storage is needed
 - hh. Steam pit = "death pit" because in the wrong spot with all the traffic
2. Support/Toilet Areas
- a. Need bathrooms/locker rooms
 - b. 1 lady per shift
 - c. 12 minute clean up shift (personal) is provided at the end of the shift
3. **What's the one thing you can't live without?**
- a. Heating – used to have air curtains which were great
 - b. Ventilation

- c. Safety – building and hoists
- d. Sewer issues resolved

Respectfully submitted,
MEAD & HUNT, Inc.

Kindall Shannon, Associate AIA

Madison Metro Transit Building Master Plan Report

QUESTIONNAIRE RESPONSES

MARCH 9, 2018



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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) _____ Position SUPERVISOR
Department OPS Supervisor Jim

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other
2. Do you work in a team or with any other individual or departments daily?
 Yes No
3. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"
4. What 3 things are the most important to have with your work space?
 1. ABILITY TO COMMUNICATE WITH OTHERS
 2. ACCESS TO INFO OTHERS HAVE
 3. HAVING ENOUGH ROOM
5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively
 Mainly one; occasionally, others
 Two
 Three or more
6. What things do you currently dislike about your work space?
 1. WALLS
 2. ~~CONFIDENTIAL~~
NO CONFIDENTIALITY

3.

7. Is there anything about your current work space that negatively affects how you perform your work?

8. Are you adequately able to accomplish your work requirements in your current space?
 Yes No If No, Why Not?

9. Do you share storage or file areas with another person and need space in a more communal area?

Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

- Desk
- Work table
- Bookcase(s)
- File cabinet(s)
- Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

B. Shared Meeting Areas:

1. Attendees to meetings are?

- Staff from within your facility
- Guests
- Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

- Average times per day
- Average times per week
- Average times per month

3. How often do you attend or host video conferences?

- Once a day
- Once a week
- Once a month
- Never

4. What is the best arrangement for group meetings you conduct?

- Conference room
- Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

- 5. If you use your work space for meetings or discussions typically how many people are present, not including you? **15**
- 6. To what extent is confidentiality necessary in your meetings?
 - None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

- 1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:
- 2. Do you have or require a personal locker? YES NO
 - a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
 - 1) If no, what work required items necessitate additional space?
 - b. Would smaller lockers be detrimental to your function at work?
- 3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
NO
- 4. What break areas do you use most often, and how often?
 - a. Which current break rooms? **NO BREAKROOM FOR SUPS.**
 - b. Outside areas
 - c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) Joe Sellner Position Supervisor
Department _____ Supervisor _____

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other
2. Do you work in a team or with any other individual or departments daily?
 Yes No
3. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"
4. What 3 things are the most important to have with your work space?
1. Good lightings.
2. comfortable working temperature.
3. quiet working environment.
5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively
 Mainly one; occasionally, others
 Two
 Three or more
6. What things do you currently dislike about your work space?
1. The windows leak when it rains.
2. it is either too hot or too cold in my office.

3.

7. Is there anything about your current work space that negatively affects how you perform your work? No

8. Are you adequately able to accomplish your work requirements in your current space?
 Yes / No If No, Why Not?

9. Do you share storage or file areas with another person and need space in a more communal area?

Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

- Desk
 Work table
 Bookcase(s)
 File cabinet(s)
 Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

B. Shared Meeting Areas:

1. Attendees to meetings are?

- Staff from within your facility
 Guests
 Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

- Average times per day
 Average times per week
 Average times per month

3. How often do you attend or host video conferences?

- Once a day
 Once a week
 Once a month
 Never

4. What is the best arrangement for group meetings you conduct?

- Conference room
 Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you?
6. To what extent is confidentiality necessary in your meetings?
 - None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:
2. Do you have or require a personal locker? YES NO
 - a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
 - 1) If no, what work required items necessitate additional space?
 - b. Would smaller lockers be detrimental to your function at work?
3. Do you use the shower facilities? NO Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
4. What break areas do you use most often, and how often?
 - a. Which current break rooms?
my office
 - b. Outside areas
 - c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

A New Ventilation system to improve indoor air quality and Thermal comfort.

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* Why isn't this available as some type of E-doe to fill out?

MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) _____ Position _____
Department Operations Supervisor _____

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office *Combination. Somewhat open, some enclosed areas. Shared.*
 Closed private office
 Other
2. Do you work in a team or with any other individual or departments daily?
 Yes No
3. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"
4. What 3 things are the most important to have with your work space?
 1. *Openness*
 2. *Light*
 3. *Ability to Stand*
5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively
 Mainly one; occasionally, others
 Two
 Three or more
6. What things do you currently dislike about your work space?
 1. *Lack of effective storage*
 2. *Air quality (poor)*

3. Outdated equipment & furniture

7. Is there anything about your current work space that negatively affects how you perform your work? **Not necessarily - but it could definitely be improved. Air quality! Lighting. Better Storage. Please maintain windows that open.**
8. Are you adequately able to accomplish your work requirements in your current space?
 Yes No If No, Why Not?
Can't we do better?

9. Do you share storage or file areas with another person and need space in a more communal area?

Yes No

It would be extremely nice to have individual storage spaces, lockers. A kitchen! Some place to eat, break.

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

Desk

Work table

Bookcase(s)

File cabinet(s)

Other (please describe) **printers, copiers, storage, tables**



11. What do you feel are major deficiencies in your overall operations?

I don't think you have that much time.

B. Shared Meeting Areas:

1. Attendees to meetings are?

Staff from within your facility

Guests

Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

___ Average times per day

1 Average times per week

___ Average times per month

3. How often do you attend or host video conferences?

___ Once a day

___ Once a week

2 ~~Once~~ a month

___ Never

4. What is the best arrangement for group meetings you conduct?

Conference room

Within office - comfortable seating area

Both options are useful depending on # attending & content.

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? *N/A*
6. To what extent is confidentiality necessary in your meetings?
- None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:
*Secure doors w/ swipe cards. Air quality!
 Water quality.
 This building should be razed & a new LEED cert.*
2. Do you have or require a personal locker? YES NO *building to replace it.*
- a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
 1) If no, what work required items necessitate additional space?
- b. Would smaller lockers be detrimental to your function at work?
3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
I don't & probably would not shower @ Metro.
4. What break areas do you use most often, and how often?
- a. Which current break rooms?
- b. Outside areas *We don't get breaks.*
- c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) Lewin Wall Position Opps Supervisor
Department Madison Metro Supervisor _____

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other

2. Do you work in a team or with any other individual or departments daily?
 Yes No

3. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"

4. What 3 things are the most important to have with your work space?
 1. Computer
 2. Phone
 3. Adjustable Desk

5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively
 Mainly one; occasionally, others
 Two
 Three or more

6. What things do you currently dislike about your work space?
 1. Dirty - Dusty - Indoor Air sucks
 2. Dirty walls + ceiling tiles - Blinds are frashed
Carpet is junk

3.

7. Is there anything about your current work space that negatively affects how you perform your work? *All Areas Need Deep cleaning, new paint, new ceiling tiles, new window blinds. Those changes would improve the time spent indoors at metro.*
8. Are you adequately able to accomplish your work requirements in your current space?
 Yes / No If No, Why Not?

9. Do you share storage or file areas with another person and need space in a more communal area?

Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

Desk
 Work table
 Bookcase(s)
 File cabinet(s)
 Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

All of the above in #6 #7

B. Shared Meeting Areas:

1. Attendees to meetings are?
 Staff from within your facility
 Guests
 Other
2. How often do you have to schedule meetings in rooms other than your office/work space?
 Average times per day
 Average times per week
 Average times per month
3. How often do you attend or host video conferences?
 Once a day
 Once a week
 Once a month
 Never
4. What is the best arrangement for group meetings you conduct?
 Conference room
 Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you?
6. To what extent is confidentiality necessary in your meetings?
- None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

See #6+7

2. Do you have or require a personal locker? YES/NO
- a. If yes, is your current locker size sufficient for what you tend to store? YES/NO
- 1) If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

3. Do you use the shower facilities? *NO WAY!* Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

4. What break areas do you use most often, and how often? *NONE*

- a. Which current break rooms?

- b. Outside areas

- c. I usually leave the facility on my breaks

D. Where ever I am stationed.

D. What other issues would you like to let us know about?

- 1. Adjustable desks to stand up*
- 2. Decent chairs that work when you try to adjust*
- 3. Larger Computer Screens*
- 4. Central Filing System Area For all related Papers*

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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) Nancy Seun Position Paratransit Mgr
Department Operations Supervisor Chris Mikkelsen

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other
2. Do you work in a team or with any other individual or departments daily?
 Yes No
3. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"
4. What 3 things are the most important to have with your work space?
 1. Door - ability to create quiet work space
 2. Room for guests
 3. Window Proximity to staff
5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively
 Mainly one; occasionally, others
 Two
 Three or more
6. What things do you currently dislike about your work space?
 1. Loud conversations outside my office
 - 2.

3.

7. Is there anything about your current work space that negatively affects how you perform your work?

8. Are you adequately able to accomplish your work requirements in your current space?
 Yes / No If No, Why Not?

9. Do you share storage or file areas with another person and need space in a more communal area?
 Yes ___ No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

- Desk
- Work table
- Bookcase(s)
- File cabinet(s)
- Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

Interruptions of staff during critical times of the day 3-6 pm. Drivers want to come in to talk about their day/schedule

B. Shared Meeting Areas:

1. Attendees to meetings are?

- Staff from within your facility
- Guests *occasionally*
- Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

- Average times per day
- Average times per week
- Average times per month

3. How often do you attend or host video conferences?

- Once a day
- Once a week
- Once a month
- Never

4. What is the best arrangement for group meetings you conduct?

- Conference room
- Within office - comfortable seating area

*w/staff
occasional guest*

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? 5
6. To what extent is confidentiality necessary in your meetings?
- None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

Access to kitchen sink

2. Do you have or require a personal locker? YES / NO
- a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
- 1) If no, what work required items necessitate additional space?
- b. Would smaller lockers be detrimental to your function at work?
3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Not used

4. What break areas do you use most often, and how often?
- a. Which current break rooms?
Don't know about break areas beyond driver's lounge
- b. Outside areas
- c. I usually leave the facility on my breaks
If I take lunch break at desk, then walk off site

D. What other issues would you like to let us know about?

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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) Jim Letman Position B.O.S
Department _____ Supervisor _____

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other
2. Do you work in a team or with any other individual or departments daily?
 Yes No
3. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"
4. What 3 things are the most important to have with your work space?
 1. LIGHTING
 2. PRIVACY
 3. ACCESS TO COWORKERS
5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively Computer
 Mainly one; occasionally, others
 Two Monitors
 Three or more
6. What things do you currently dislike about your work space?
 1. Loud from ceiling
 2. Access to coworkers

3.

7. Is there anything about your current work space that negatively affects how you perform your work? *Access to Counters or Printers*

8. Are you adequately able to accomplish your work requirements in your current space?
Yes / No If No, Why Not? *YES.*

9. Do you share storage or file areas with another person and need space in a more communal area?
____ Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:
____ Desk
____ Work table
____ Bookcase(s) *N/A*
____ File cabinet(s)
____ Other (please describe)

11. What do you feel are major deficiencies in your overall operations?
HAVING ADJACENCY FOR SUPERVISORS TO WORK COUNTERS

B. Shared Meeting Areas:

1. Attendees to meetings are?
 Staff from within your facility
 Guests
 Other

2. How often do you have to schedule meetings in rooms other than your office/work space?
____ Average times per day
2-3 Average times per week
____ Average times per month

3. How often do you attend or host video conferences?
____ Once a day
 Once a week
____ Once a month
____ Never

4. What is the best arrangement for group meetings you conduct?
 Conference room
____ Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? 3
6. To what extent is confidentiality necessary in your meetings?
- None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

2. Do you have or require a personal locker? YES/NO
- a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
- 1) If no, what work required items necessitate additional space?
- b. Would smaller lockers be detrimental to your function at work?

3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

N/A

4. What break areas do you use most often, and how often?
- a. Which current break rooms? DONOT HAVE A BREAKROOM AVAILABLE
- b. Outside areas – GOOD WEATHER PICNIC TABLE OUTSIDE
- c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) _____ Position _____
Department _____ Supervisor _____

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?

- Open work environment with multiple work stations
- Shared enclosed office
- Closed private office
- Other

2. Do you work in a team or with any other individual or departments daily?

- Yes No

3. Do you have a work function that requires your work surface to be deeper than 24"?

- Yes No
- If yes, what depth? 30" 36"

4. What 3 things are the most important to have with your work space?

- 1. a window
- 2. elbow room
- 3. can't work in areas with excessive noise or comotion. Loud voices, laughing and walkie talkies,

5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)

- One exclusively
- Mainly one; occasionally, others
- Two
- Three or more

radios,
Speaker phone
idling vehicle
excessive horn
blowing

6. What things do you currently dislike about your work space?

- 1. NOT Enough space
- 2. to many lights

3. People cleaning the office while we are trying to work
7. Is there anything about your current work space that negatively affects how you perform your work? Yes - NOT enough space
8. Are you adequately able to accomplish your work requirements in your current space? Yes No If No, Why Not? Sometimes, but lots of time I need more space
9. Do you share storage or file areas with another person and need space in a more communal area?
 Yes No
10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:
- Desk
 - Work table
 - Bookcase(s)
 - File cabinet(s)
 - Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

Lack of communication with/from Supervisors.

B. Shared Meeting Areas:

1. Attendees to meetings are?
- Staff from within your facility
 - Guests
 - Other
2. How often do you have to schedule meetings in rooms other than your office/work space?
- Average times per day
 - Average times per week
 - Average times per month
 - Never
3. How often do you attend or host video conferences?
- Once a day
 - Once a week
 - Once a month
 - Never
4. What is the best arrangement for group meetings you conduct?
- Conference room
 - Within office - comfortable seating area

Do NOT conduct meetings

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? 0
6. To what extent is confidentiality necessary in your meetings?
- None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier: All of the above

2. Do you have or require a personal locker? YES/NO
- a. If yes, is your current locker size sufficient for what you tend to store? YES/NO
- 1) If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work? yes

3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Separate - what a dumb question!

4. What break areas do you use most often, and how often?

- a. Which current break rooms? We have no good rooms for

- b. Outside areas picnic tables & benches

- c. I usually leave the facility on my breaks sometimes

D. What other issues would you like to let us know about?

Why is my space so small?

out dept. and the ones like us. For admin.

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MFS 1101 Facility Study

Administrative Personnel Questionnaire

Name (optional) RJ CALLAWAY

Position OPERATIONS SUPERVISOR

Department OPERATIONS

Supervisor PHIL GADKE / JIM LEHMAN

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?

Open work environment with multiple work stations

Shared enclosed office

Closed private office

Other 85% OF THE TIME, I WORK IN A CAR.

2. Do you work in a team or with any other individual or departments daily?

Yes No

3. Do you have a work function that requires your work surface to be deeper than 24"?

Yes No If yes, what depth? 30" 36"

4. What 3 things are the most important to have with your work space?

1. PRIVACY
2. CLEANLINESS
3. EFFICIENT LAYOUT

5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)

One exclusively

Mainly one; occasionally, others

Two

Three or more

6. What things do you currently dislike about your work space?

1. CROWDED, LOUD, DIRTY (OFFICE)
2. THOSE ISSUES DO NOT EXIST IN MY VEHICLE.

3.

7. Is there anything about your current work space that negatively affects how you perform your work? NO

8. Are you adequately able to accomplish your work requirements in your current space?
Yes / No If No, Why Not?

9. Do you share storage or file areas with another person and need space in a more communal area?

X Yes ___ No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

- X Desk
- ___ Work table
- ___ Bookcase(s)
- ___ File cabinet(s)
- ___ Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

CROWDED SPACE

B. Shared Meeting Areas:

1. Attendees to meetings are?

- X Staff from within your facility
- ___ Guests
- ___ Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

- ___ Average times per day
- / Average times per week
- ___ Average times per month

3. How often do you attend or host video conferences?

- ___ Once a day
- ___ Once a week
- ___ Once a month
- X Never

4. What is the best arrangement for group meetings you conduct?

- X Conference room
- ___ Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? **8-10**
6. To what extent is confidentiality necessary in your meetings?
- None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:
2. Do you have or require a personal locker? YES **NO**
- a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
- 1) If no, what work required items necessitate additional space?
- b. Would smaller lockers be detrimental to your function at work?
3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities? **NO**
4. What break areas do you use most often, and how often?
- a. Which current break rooms?
- b. Outside areas
- c.** I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

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MFS 1101 Facility Study Administrative Personnel Questionnaire

Name (optional) Lisa Gehrke Position Transit Clerk III
Department Finance Supervisor Wayne Block ☺
Best Boss Ever!!

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?

- Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other

2. Do you work in a team or with any other individual or departments daily?

- Yes No

3. Do you have a work function that requires your work surface to be deeper than 24"?

- Yes No If yes, what depth? 30" 36"

4. What 3 things are the most important to have with your work space?

- Comfort, flexibility - stand/sit
- correct desks - office supplies ... etc.
- Coworkers that you can work with

5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)

- One exclusively
 Mainly one; occasionally, others
 Two ☺
 Three or more

6. What things do you currently dislike about your work space?

- Monitors do not move up and down ☺
- Small - need more desk space - payroll papers + time cards ...

3. Sometimes noise

7. Is there anything about your current work space that negatively affects how you perform your work?

Ergonomics - doesn't feel like it fits just yet.

8. Are you adequately able to accomplish your work requirements in your current space?

Yes / No If No, Why Not?

Yes No - would be more efficient if I had more room. less clutter.

9. Do you share storage or file areas with another person and need space in a more communal area?

Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

- Desk
- Work table
- Bookcase(s)
- File cabinet(s)
- Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

communication sometimes - Email is good - Monthly Meeting.

B. Shared Meeting Areas:

1. Attendees to meetings are?

- Staff from within your facility
- Guests
- Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

- Average times per day
- Average times per week
- Average times per month

N/A →

3. How often do you attend or host video conferences?

- Once a day
- Once a week
- Once a month
- Never

4. What is the best arrangement for group meetings you conduct?

- Conference room
- Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? **7-10**
6. To what extent is confidentiality necessary in your meetings?
- None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

NAP Mats would be delightful :- Kidding - Maybe not having to drive downtown would be ~~ASSET~~ EASIER.

2. Do you have or require a personal locker? YES/NO **(NO)**

a. If yes, is your current locker size sufficient for what you tend to store? YES / NO

1) If no, what work required items necessitate additional space?

Time cards - lay out my Paperwork to keep it organized. N/A

- b. Would smaller lockers be detrimental to your function at work?
3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

NA - NO

4. What break areas do you use most often, and how often?

a. Which current break rooms?

b. Outside areas

picnic table, benches

c. I usually leave the facility on my breaks

- lunch sometimes at my desk 80% of the time.

- D. What other issues would you like to let us know about?

None at this time

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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) _____ Position Operations Supervisor
Department _____ Supervisor Chris Mikkelsen

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other

2. Do you work in a team or with any other individual or departments daily?
 Yes No

3. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"

4. What 3 things are the most important to have with your work space?
 1. A desk that I can adjust
 2. Climate control
 3. Phone that I can reach

5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively
 Mainly one; occasionally, others
 Two
 Three or more

6. What things do you currently dislike about your work space?
 1. Desk is stationary.
 2. Chair is poor.

3. Walls need paint. You can see the studs.

7. Is there anything about your current work space that negatively affects how you perform your work? *Ergonomically poor.*

8. Are you adequately able to accomplish your work requirements in your current space?
 Yes No If No, Why Not?

9. Do you share storage or file areas with another person and need space in a more communal area?

Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

- Desk
- Work table
- Bookcase(s)
- File cabinet(s)
- Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

B. Shared Meeting Areas:

1. Attendees to meetings are?

- Staff from within your facility
- Guests
- Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

- Average times per day
- Average times per week
- Average times per month

never

3. How often do you attend or host video conferences?

- Once a day
- Once a week
- Once a month
- Never

4. What is the best arrangement for group meetings you conduct?

- Conference room
- Within office - comfortable seating area

- _____ At personal workspace
- _____ Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you?
6. To what extent is confidentiality necessary in your meetings?
 - _____ None of my meetings require confidentiality.
 - _____ Some of my meetings require confidentiality.
 - _____ Most of my meetings require confidentiality.
 - _____ All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:
2. Do you have or require a personal locker? YES /NO
 - a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
 - 1) If no, what work required items necessitate additional space?
 - b. Would smaller lockers be detrimental to your function at work?
3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
4. What break areas do you use most often, and how often?
 - a. Which current break rooms?
 - b. Outside areas
 - c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) Jennifer Wiegert Position Operations Supervisor
Department Dispatch Supervisor Lehman, Gadke, Mikkelsen

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

- What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other
- Do you work in a team or with any other individual or departments daily?
 Yes No
- Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"
- What 3 things are the most important to have with your work space?
 1. Room to do my work (space)
 2. An ergonomic work station (spend a lot of time @ desk & sometimes sit
 3. A quiet space because I'm transitting on the radio but I still need quick access to the dispatcher. Sometimes stand
- How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively
 Mainly one; occasionally, others
 Two - but three monitors
 Three or more
- What things do you currently dislike about your work space?
 3. The set-up ergonomically
 1. Noise level / easy accessibility to non-critical dispatch users.
 (people tend to Congregate in or near the radio room & the conversations the dispatchers have can be bothersome)

2. Clean air (see vents in radio room)

7. The excessive noise sometimes makes it impossible to hear radio calls
Is there anything about your current work space that negatively affects how you perform your work? Yes, the amount of noise can make it very difficult to focus. It's too accessible to "outsiders" & it's located in a very common area. Noise makes it harder to do my job.

8. Are you adequately able to accomplish your work requirements in your current space?

Yes / No If No, Why Not?

→ But, I think I could do it better if the noise level ~~was~~ (distractions) was lowered.

9. Do you share storage or file areas with another person and need space in a more communal area?

___ Yes X No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

- ___ Desk
- ___ Work table
- X Bookcase(s)
- X File cabinet(s)
- ___ Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

The tight quarters can be a struggle for everyone. Having multiple conversations going on around you while having to talk & listen to radio calls. Also, because of the tight quarters you can't have personal conversations w/employees without being eavesdropped on.

B. Shared Meeting Areas:

1. Attendees to meetings are?

- X Staff from within your facility
- X Guests
- ___ Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

- 0 Average times per day
- 0 Average times per week
- 1 ~~per~~ Average times per month year

3. How often do you attend or host video conferences?

- ___ Once a day
- ___ Once a week
- ___ Once a month
- X Never

4. What is the best arrangement for group meetings you conduct?

- X Conference room
- ___ Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you?
6. To what extent is confidentiality necessary in your meetings?
- None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

- 1.) What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

There are 3 areas for dispatch. The scheduler, the radio & the dispatcher. The combined scheduler & dispatcher area has its own heater/A/c unit while the radio room has nothing to modulate the temperature. It gets very hot or

- 2.) Do you have or require a personal locker? YES/NO

a. If yes, is your current locker size sufficient for what you tend to store? YES/NO

1) If no, what work required items necessitate additional space?

Blanket. (I use it when it gets cold in radio room) cause of the large window.

b. Would smaller lockers be detrimental to your function at work?

Yes.

- 3.) Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

I don't use the shower facility but I would not be against gender neutral locker space & single use shower space.

- 4.) What break areas do you use most often, and how often?

a. Which current break rooms? \emptyset

to get air & usually go to the back parking lot.

c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

Quiet workspace (as much as the radio position will allow). Clean air & temperature control are my main concerns. Using a paint color other than (dirty) white could also add a lot to making the workspace look more professional & just a nicer environment to work in.

Thanks for asking! :)

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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) Ann Schroeder Position Asst. to GM
Department Admin Supervisor Chuck Kamp

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other
2. Do you work in a team or with any other individual or departments daily?
 Yes No
3. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"
4. What 3 things are the most important to have with your work space?
 - 1.
 - 2.
 - 3.
5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively
 Mainly one; occasionally, others
 Two
 Three or more
6. What things do you currently dislike about your work space?
 - 1.
 - 2.

See back page

3.

7. Is there anything about your current work space that negatively affects how you perform your work?
8. Are you adequately able to accomplish your work requirements in your current space?
Yes / No If No, Why Not?
9. Do you share storage or file areas with another person and need space in a more communal area?
_____ Yes _____ No
10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:
_____ Desk
_____ Work table
_____ Bookcase(s)
_____ File cabinet(s)
_____ Other (please describe)
11. What do you feel are major deficiencies in your overall operations?

B. Shared Meeting Areas:

1. Attendees to meetings are?
_____ Staff from within your facility
_____ Guests
_____ Other
2. How often do you have to schedule meetings in rooms other than your office/work space?
_____ Average times per day
_____ Average times per week
_____ Average times per month
3. How often do you attend or host video conferences?
_____ Once a day
_____ Once a week
_____ Once a month
_____ Never
4. What is the best arrangement for group meetings you conduct?
_____ Conference room
_____ Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you?
6. To what extent is confidentiality necessary in your meetings?
 - None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:
2. Do you have or require a personal locker? YES /NO
 - a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
 - 1) If no, what work required items necessitate additional space?
 - b. Would smaller lockers be detrimental to your function at work?
3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
4. What break areas do you use most often, and how often?
 - a. Which current break rooms?
 - b. Outside areas
 - c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

Things I'd like at 1101

- ① Large conference room. We have a couple smaller conference rooms and we could also use one larger one for bigger meetings, trainings, health screenings, brown bags, etc.
- ② Training room not next to driver's lounge. The driver's lounge is noisy & can be disruptive to training or meetings held in the training room.
- ③ Small ^{confidential} office space for Employee Relations Assistant. Her office is at 1245 but she has office hours sometimes at 1101. When she is not using it, it could be used for 1 on 1 meetings, HR stuff - like a small conference room.
- ④ It would be nice to have a ^{gender neutral} bathroom set up specifically for drug testing per FTA standards. This wouldn't take a restroom out of service every time we have testing. When not in use, it could be used as a regular restroom, nursing mother's room, etc. I'd also like a ^{confidential} spot for the collector to talk to people being tested & for additional ^{candidates to wait out} the ^{idea}.



MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name Chuck Kamp Position General Manager
Department ADMN-GM Supervisor Mayor

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Shop Area
 Other

2. How many business-related telephone conversations do you participate in during an average day, while in your own office/work space?
 None
 1 - 5
 6 - 10
 11 - 20

3. Do you work in a team or with any other individual or departments daily?
 Yes No

4. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36"

Work Surface Material Requirements (If shop area):

5. What 3 things are the most important to have with your work space?
 1. Meeting space for 2-6 people
 2. Confidential Records
 3. Privacy and quiet work

6. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)

- One exclusively
 Mainly one; occasionally, others
 Two
 Three or more

7. What things do you currently dislike about your work space?

1. *Nothing*
2.
3.

8. Is there anything about your current work space that negatively affects how you perform your work?

No

9. Are you adequately able to accomplish your work requirements in your current space? Yes / No
If No, Why Not?

10. Do you share storage or file areas with another person and need space in a more communal area?

- Yes No *(some communal, some private)*

11. How often do you use a Multi-function machine (Printer, Copier, Scanner, Fax)?

- None
 1 - 5 (times/day)
 6 - 10 (times/day)
 11 - 20 (times/day)
 21 - 30 (times/day)
 More than 30 (times/day)

12. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

- Desk
 Work table
 Bookcase(s)
 File cabinet(s)
 Other (please describe) *(Credenza)*

13. What do you feel are major deficiencies in your overall operations?

Overall at Metno, lack of bus parking, meeting space, work bays, etc, etc. For me, NO major def.

14. If you could only have one modification or aspect of how you work, what would it be?

Shared Meeting Areas:

1. Attendees to meetings are?

- Staff from within your facility
- Guests
- Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

- Average times per day
- Average times per week
- Average times per month

3. How often do you attend or host video conferences?

- Once a day
- Once a week
- Once a month
- Never

4. What is the best arrangement for group meetings you conduct?

- Conference room
- Within office - comfortable seating area
- At personal workspace
- Collaborative team area -- stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? 1 - 3

6. To what extent is confidentiality necessary in your meetings?

- None of my meetings require confidentiality.
- Some of my meetings require confidentiality.
- Most of my meetings require confidentiality.
- All of my meetings require confidentiality.

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MFS 1101 Facility Study Administrative Personnel Questionnaire

Name (optional) KAREN DARCY Position PARAMTRANSIT SCHEDULING COORDINATOR
Department PARAMTRANSIT Supervisor NANCY SENN

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?
 Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other
2. Do you work in a team or with any other individual or departments daily?
 Yes No
3. Do you have a work function that requires your work surface to be deeper than 24"?
 Yes No If yes, what depth? 30" 36" (MY DESK IS ALREADY THIS SIZE) 😊
4. What 3 things are the most important to have with your work space?
 1. NATURAL LIGHT
 2. NOISE REDUCTION
 3. ELECTRICAL OUTLETS /UPDATED
5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 One exclusively
 Mainly one; occasionally, others
 Two
 Three or more
6. What things do you currently dislike about your work space?
 1. THE NOISE LEVEL - I CAN HEAR EVERY CONVERSATION, EVEN WITH THE DOOR CLOSED
 2. THE TEMPERATURE IS EITHER VERY HOT OR VERY COLD
 - RELATED TO THIS: Page 1 of 3
 - EVERYONE IN THIS AREA (INCLUDING ME) SNEEZES OFTEN
 - VENTILATION NEEDS TO BE CLEANED + MAINTAINED!

3.

7. Is there anything about your current work space that negatively affects how you perform your work? **NOISE**

8. Are you adequately able to accomplish your work requirements in your current space?
Yes No If No, Why Not? **NOT ALWAYS - TOO MANY INTERRUPTIONS
AND NOISE FROM DRIVERS/SUPERVISORS**

9. Do you share storage or file areas with another person and need space in a more communal area?
 Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

Desk

Work table

Bookcase(s)

File cabinet(s) — I have access to these if I need them (rarely need)

Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

B. Shared Meeting Areas:

1. Attendees to meetings are?

Staff from within your facility

Guests

Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

Average times per day

Average times per week

Average times per month

3. How often do you attend or host video conferences?

Once a day

Once a week

Once a month

Never

A couple times per year

4. What is the best arrangement for group meetings you conduct?

Conference room

Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? 1
6. To what extent is confidentiality necessary in your meetings?
 - None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

BETTER PRIVACY IN RESTROOMS! A KITCHEN (MINIMAL) WOULD BE HELPFUL FOR CLEANING DISHES.
2. Do you have or require a personal locker? YES (NO)
 - a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
 - 1) If no, what work required items necessitate additional space?
 - b. Would smaller lockers be detrimental to your function at work?

N/A
3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

PREFER SEPARATE SHOWER + RESTROOM FACILITIES
4. What break areas do you use most often, and how often?
 - a. Which current break rooms? NONE
 - b. Outside areas PICNIC TABLE BY REAR PARKING LOT
 - c. I usually leave the facility on my breaks

- I DO THIS SOMETIMES, BECAUSE THE DRIVER'S LOUNGE IS TOO NOISY WHEN I WANT A BREAK.

D. What other issues would you like to let us know about?

- BETTER CONTROL OVER PARKING VIOLATORS.
- BETTER VENTILATION SYSTEM
 - TOO MANY PEOPLE COMPLAIN ABOUT SNEEZING + COUGHING MORE HERE AT METRO THAN ANYWHERE ELSE. NOT GOOD.
- NOISE REDUCTION SHOULD BE A PRIORITY

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MFS 1101 Facility Study
Administrative Personnel Questionnaire

Name (optional) _____ Position _____
Department _____ Supervisor _____

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?

- Open work environment with multiple work stations
 Shared enclosed office
 Closed private office
 Other

2. Do you work in a team or with any other individual or departments daily?

- Yes No

3. Do you have a work function that requires your work surface to be deeper than 24"?

- Yes No If yes, what depth? 30" 36"

4. What 3 things are the most important to have with your work space?

1. More storage
2. Stand up desk
3.

5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)

- One exclusively
 Mainly one; occasionally, others
 Two
 Three or more

6. What things do you currently dislike about your work space?

1. too small - shared space - need another workstation
2. lots of distraction

3.

7. Is there anything about your current work space that negatively affects how you perform your work? *Small space - lots going on - sometimes Distracting*

8. Are you adequately able to accomplish your work requirements in your current space?
 Yes No If No, Why Not?

9. Do you share storage or file areas with another person and need space in a more communal area?
 Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

- Desk
- Work table
- Bookcase(s)
- File cabinet(s)
- Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

17 people packed into an area built for about 4, No storage

B. Shared Meeting Areas:

1. Attendees to meetings are?
 Staff from within your facility
 Guests
 Other

2. How often do you have to schedule meetings in rooms other than your office/work space?
 Average times per day
 Average times per week
 Average times per month

3. How often do you attend or host video conferences?
 Once a day
 Once a week
 Once a month
 Never

4. What is the best arrangement for group meetings you conduct?
 Conference room
 Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? **2-3**
6. To what extent is confidentiality necessary in your meetings?
 - None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

Cafeteria - Computer / work areas or offices

2. Do you have or require a personal locker? YES / NO

- a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
 - 1) If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

Currently don't have lockers. Would be nice for uniforms & other nec. work items

3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

DONT USE

4. What break areas do you use most often, and how often?

- a. Which current break rooms? **-no area for office personnel.**

- b. Outside areas

- c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

break

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1101

MFS 1101 Facility Study Administrative Personnel Questionnaire

Name (optional) Jeff Daniels Position Accountant 3

Department Finance Supervisor Finance

my office is at 1245 but I supervise 3 employees at 1101.

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Answered from viewpoint of 3 office employees at 1101.

A. Work Areas

1. What is the configuration of your existing work space?
 - Open work environment with multiple work stations
 - Shared enclosed office
 - Closed private office
 - Other

2. Do you work in a team or with any other individual or departments daily?
 - Yes No

3. Do you have a work function that requires your work surface to be deeper than 24"?
 - Yes No
 - If yes, what depth? 30" 36"

4. What 3 things are the most important to have with your work space?
 1. *quiet work area for concentration*
 2. *proximity to team*
 3. *privacy*

5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)
 - One exclusively
 - Mainly one; occasionally, others
 - Two
 - Three or more

6. What things do you currently dislike about your work space?
 1. *noise disruptions*
 2. *lack of natural lighting*

3.

7. Is there anything about your current work space that negatively affects how you perform your work?

people walking through that don't need to walk through with official business, could use another set of privacy doors or a wall.

8. Are you adequately able to accomplish your work requirements in your current space?

Yes No If No, Why Not?

9. Do you share storage or file areas with another person and need space in a more communal area?

Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

Desk
 Work table
 Bookcase(s)
 File cabinet(s)
 Other (please describe)

11. What do you feel are major deficiencies in your overall operations?

could use stand up desks

B. Shared Meeting Areas:

1. Attendees to meetings are?

Staff from within your facility
 Guests
 Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

Average times per day
 Average times per week
 2 Average times per month

3. How often do you attend or host video conferences?

Once a day
 Once a week
 Once a month
 Never

4. What is the best arrangement for group meetings you conduct?

Conference room
 Within office - comfortable seating area

- At personal workspace
- Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? *3-4*
6. To what extent is confidentiality necessary in your meetings?
 - None of my meetings require confidentiality.
 - Some of my meetings require confidentiality.
 - Most of my meetings require confidentiality.
 - All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:
2. Do you have or require a personal locker? YES/NO
 - a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
 - 1) If no, what work required items necessitate additional space?
 - b. Would smaller lockers be detrimental to your function at work?
3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
NO
4. What break areas do you use most often, and how often?
 - a. Which current break rooms?
conference room
 - b. Outside areas
picnic table
 - c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

3 finance employees need to work closely as a team but also need a quiet environment to focus on difficult task,

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MFS 1101 Facility Study

Administrative Personnel Questionnaire

Name (optional) CRYSTAL Position Deputy
Department Admin Supervisor G. Manager

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What is the configuration of your existing work space?

- Open work environment with multiple work stations
Shared enclosed office
Closed private office
Other WORK DOWN The Block @ 1245

2. Do you work in a team or with any other individual or departments daily?

- Yes No Ops & MAINT.

3. Do you have a work function that requires your work surface to be deeper than 24"?

- Yes No If yes, what depth? 30" 36"
Need MTL ROOM SPACE That Accommodates 15 STAFF @ A TIME.

4. What 3 things are the most important to have with your work space?

- 1. GROUP SEATING & Table
2. BIG SCREEN / AV
3. A QUIET ROOM, NOT DISTRACTED BY NOISE & ACTIVITY OUTSIDE THE ROOM.

5. How many computers/monitors do you use at your workstation? (Include your laptop if you carry it back and forth to work/home)

- One exclusively
Mainly one; occasionally, others N/A for work at 1101
Two
Three or more

6. What things do you currently dislike about your work space?

- 1. IF I ARRIVE EARLY OR HAVE TIME TO KILL @ 1101 Between MTLs, I have no productive
2. IT WOULD BE NICE, BUT NOT NECESSARY, NOT TO GO OUTSIDE IN INCLEMENT WEATHER TO PASS BETWEEN SPACE TO WORK @ 1101 & 1245.

3.

7. Is there anything about your current work space that negatively affects how you perform your work? *IT'S DIFFICULT TO HAVE A PRIVATE CONVERSATION UNLESS THE PERSON @ 1101 HAS THEIR OWN OFFICE.*

8. Are you adequately able to accomplish your work requirements in your current space?
 Yes / No If No, Why Not?

9. Do you share storage or file areas with another person and need space in a more communal area?

Yes No

10. Please check off, on the list below, any furniture items located outside your immediate office/work space that you share with others:

Desk

Work table

Bookcase(s)

File cabinet(s)

Other (please describe) *CONF. ROOMS*

11. What do you feel are major deficiencies in your overall operations?
NEED A LEFT TURN FACILITY IN BUS PARKING, BUILDING & GROUNDS NEEDS TO COME BACK TO 1101 BUILDING, NEED LARGER CONF. ROOM SPACE, SHARPLY TURNING ON OUTSIDE JUSTIFY SOME FITNESS ROOM FACILITY @ 1101.

B. Shared Meeting Areas:

1. Attendees to meetings are?

Staff from within your facility

Guests

Other

2. How often do you have to schedule meetings in rooms other than your office/work space?

Average times per day

3 Average times per week

Average times per month

3. How often do you attend or host video conferences?

Once a day

Once a week

Once a month

Never

4. What is the best arrangement for group meetings you conduct?

1 Conference room

2 Within office - comfortable seating area

- At personal workspace
 Collaborative team area – stand up

5. If you use your work space for meetings or discussions typically how many people are present, not including you? *2-10-15 ppl at a TIME.*
6. To what extent is confidentiality necessary in your meetings?
 None of my meetings require confidentiality.
 Some of my meetings require confidentiality.
 Most of my meetings require confidentiality.
 All of my meetings require confidentiality.

C. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:
FITNESS CENTER needed, we have a SLEEPING AREA, improved TRAINING AREAS.
2. Do you have or require a personal locker? YES NO
a. If yes, is your current locker size sufficient for what you tend to store? YES / NO
1) If no, what work required items necessitate additional space?
b. Would smaller lockers be detrimental to your function at work?
3. Do you use the shower facilities? Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
4. What break areas do you use most often, and how often?
a. Which current break rooms? *USE The Conference Room.*
b. Outside areas
c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

We Need clearly MARKED entrances for guests, employees, vendors, & a Path of TRAVEL THRU The SAFE & obvious BUILDING. IT'S very Confusing TO People NOT familiar w/ The Building.

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Name (optional) J. EVERTSON Position Transit Operator
Shift/Working Hours 4:30 AM 1230 PM.

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a. BATHROOMS
 - b. VENDING MACHINES
 - c. WORKOUT AREA
2. What would improve traffic flow?
3. How would you improve bus check-in/parking-storage areas?
MORE SPACE & MORE THAN ONE SUPERVISOR GIVING OUT BUSES. LARGER BUS GARAGE
4. How much time do you spend waiting to punch-in at dispatch? 10 SEC.
5. How would you improve the dispatching process?
DURING PEAK TIMES 2 PPI (SUPERVISORS) SHOULD BE GIVING OUT BUSES.
6. Are the training areas adequate?
NO. BISSER ROOM WITH MORE AIR FLOW. TOO MUCH BODY HEAT IN ROOM.
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
 1. BATHROOMS AT TRANSFER POINTS
 2. MIDDLE & HIGH SCHOOL STUDENTS SHOULDN'T BE RIDING THE BUS DURING SCHOOL HOURS OR LATE AT NIGHT

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

1. more comfortable cots 2. Workout area
We have too many fat bus drivers who are out of shape + heart attacks waiting to happen

2. Is your current personal locker size sufficient for what you tend to store? YES NO
a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

Lockers are good now

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

I prefer separate

4. What break areas do you use most often, and how often?

a. Current break room

I arrive at work at 4:15 AM

b. Outside areas

Sometimes use the computer

c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

How about having our Supervisors back US. Example a few co-workers have been assaulted then they still have to cut these Punks around on the bus.



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) Kerry Herman Position Bus Driver
Shift/Working Hours Morning early After noon
5:54 AM to 2:12 pm

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?

- a. Safety no smoking in ~~front~~ drivers entrance
- b. fire Extingisher gated for smoking as entering or leaving
- c. Tornado shelter

2. What would improve traffic flow?

Coming out of Garage with Bus. Longer green light on Ingersoll St. to turn left on E. Washington Ave.

3. How would you improve bus check-in/parking-storage areas?

4. How much time do you spend waiting to punch-in at dispatch?

Each morning can be different, usually no more than 9 minute

5. How would you improve the dispatching process?


2017 JUL 25 AM 5:51:53

6. Are the training areas adequate?

7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

Type of Buses. Cone Bus, more difficult to see out of & more windows to wash clean to see out of & far to reach to punch Key No. 3
Seat adjustment sometimes not able go low enough or tilt down front of seat low enough or go back far enough. Mirrors sometimes have to get mechanic to adjust so I can adjust correctly

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

b. Would smaller lockers be detrimental to your function at work?

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

needs to be 3 locker areas men's, women & gender neutral

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Bus Driver
Shift/Working Hours 6am - 2pm

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a. more bathrooms on first floor
 - b. more parking
 - c. bigger Driver's Lounge
2. What would improve traffic flow?
bigger drive ways
3. How would you improve bus check-in/parking-storage areas?
wider parking area
4. How much time do you spend waiting to punch-in at dispatch?
at peak hours ~~10-15~~ min
8-8
5. How would you improve the dispatching process?
more dispatchers
6. Are the training areas adequate?
NO!! too small, bigger office & training area needed
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
broke down Buses not being fixed in a timely manner

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

Bigger training office's &
training area's

2. Is your current personal locker size sufficient for what you tend to store? YES/NO
a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

yes need to store street clothes

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

fix the roof



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position DRIVER
Shift/Working Hours 1ST

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a. ~~ASBESTOS~~ PARKING
 - b. RESTROOMS
 - c.
2. What would improve traffic flow?
LESS BEANS
3. How would you improve bus check-in/parking-storage areas?
4. How much time do you spend waiting to punch-in at dispatch?
2 minutes
5. How would you improve the dispatching process?
6. Are the training areas adequate?
YES
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
FARE BUYERS THAT ARE NOT RELIABLE

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

RESTROOMS AT TRANSFER POINTS.

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

YES

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

SEPARATE

4. What break areas do you use most often, and how often?

a. Current break room

b. ~~Outside areas~~

c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

I WISH THE POLICIES WOULD BE REFORCED
THAT HAVE PLACARDS ON THE BUS FOR CUSTOMERS.
IE: FOLD SEATBELTS
DON'T CHASE AFTER BUSES

Name (optional) _____

Position driver

Shift/Working Hours 6:00 - 2:00

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Bath rooms
 - b. quiet place to sit
 - c. more room for training
2. What would improve traffic flow?
3. How would you improve bus check-in/parking-storage areas?
eliminate eye to eye check in
4. How much time do you spend waiting to punch-in at dispatch?
10 min
5. How would you improve the dispatching process?
same as before
6. Are the training areas adequate?
no
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
more 1 negatives
a lose of policy forever
ohh

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

everything listed

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

b. Would smaller lockers be detrimental to your function at work?

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

yes

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

949 of cleanse ie urine cake
is not a air freshner 949 of
single importiam info will
9 better way to organize petour
sheets



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Transit Opt
Shift/Working Hours 10⁵²A - 6⁴⁹P M-F

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?

- a. A Comfortable Lounge/ Sleep area/ Kitchen
- b. " " Bathroom/ Shower
- c. Workout room

2. What would improve traffic flow?

Not sure. Seems to be okay

3. How would you improve bus check-in/parking-storage areas?

2 lanes to pull into park to parking
" people checking buses in.

4. How much time do you spend waiting to punch-in at dispatch?

None. I check in/out. a. Rush time, perhaps
2 Supr. both checking opt. in.

5. How would you improve the dispatching process?

2 Supr. giving out bus #s, one Supr. for slips
(DICK Cekt.) Phone calls, etc. when busy

6. Are the training areas adequate?

No, too small.

7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

Buses are not up to par as far as
running and the upkeep on the
inside of buses are bad. (Nasty)

Job safety = Getting enough rest
" ease = Physically on shape

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

Sleeping Area and fitness etc would do both; make job safer and easier.

2. Is your current personal locker size sufficient for what you tend to store? YES / NO

a. If no, what work required items necessitate additional space?

Shoes, Coat

- b. Would smaller lockers be detrimental to your function at work?

Not necessarily. I could still function

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Would not offend me providing they pee in the toilet and not around it.

4. What break areas do you use most often, and how often?

a. Current break room Too Crowded

b. Outside areas In my car for peace

- c. I usually leave the facility on my breaks

If I have a split.

- C. What other issues would you like to let us know about?

Having a lunch room (Kitchen) would be nice, separate from the lounge. A place where we could make coffee.

Also 2 microwaves.



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Driver
Shift/Working Hours 2nd

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Food trucks
 - b. ATM
 - c.
2. What would improve traffic flow? more exits/entrances
3. How would you improve bus check-in/parking-storage areas?
Would not
4. How much time do you spend waiting to punch-in at dispatch?
negligable not much at all
5. How would you improve the dispatching process?
Wouldnt
6. Are the training areas adequate?
Yes
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
Passengers do not follow posted rules.
fair disputes

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

Wouldn't

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

Yes

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Would not offend.

4. What break areas do you use most often, and how often?
a. Current break room

- b. Outside areas

- c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

NA

Name (optional) Tina Lovick Position driver
Shift/Working Hours 7-1143 + 3:53-711

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a. more parking
 - b.
 - c.
2. What would improve traffic flow?
less bus stops.
3. How would you improve bus check-in/parking-storage areas?
check in in the garage.
4. How much time do you spend waiting to punch-in at dispatch?
not long unless waiting for x board drivers to get going
5. How would you improve the dispatching process?
have one window for x board drivers and one for regular drivers
6. Are the training areas adequate?
yes
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
not getting time off when requested

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

don't use one

b. Would smaller lockers be detrimental to your function at work?

no

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

don't care

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?

more positive attitude from supervisors. when we have an accident, being more helpful instead of scolding us like a 16 year old



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Operator
Shift/Working Hours Daytime (split shift)

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a.
 - b.
 - c.
2. What would improve traffic flow?
3. How would you improve bus check-in/parking-storage areas?
4. How much time do you spend waiting to punch-in at dispatch?
5. How would you improve the dispatching process?
6. Are the training areas adequate?
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

2. Is your current personal locker size sufficient for what you tend to store? YES NO

a. If no, what work required items necessitate additional space?

b. Would smaller lockers be detrimental to your function at work? *yes*

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

I prefer separate shower and lockers. ~~alternative gender-neutral locker areas and single-use shower layouts~~

4. What break areas do you use most often, and how often?

a. Current break room *almost all the time*

b. Outside areas

c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) Gary Van Alstine Position Driver
Shift/Working Hours 5:50 - 10:15am 3:30 - 7:10pm

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A. Driver Questions

1. What three things are the most important to have at the building?

- Larger bathrooms with more facilities
- Breakroom with better chairs
- Larger parking area.

2. What would improve traffic flow?

Simply follow our steps to check in, get bus, leave garage to improve flow.

3. How would you improve bus check-in/parking-storage areas?

Larger dispatch area with more windows with specific responsibilities
i.e. dodger, regular routes, sick & vacation slips, etc...

4. How much time do you spend waiting to punch-in at dispatch?

Depends what driver ahead of me is doing. If sickness, work comp related can take up to 10 mins.

5. How would you improve the dispatching process?

More windows with specific responsibilities (Q3 area) & electronic check in

6. Are the training areas adequate?

Too small for # of people in training.

7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

Condition of buses i.e. too many problems with fare box, mirror adjustment, warning lights, etc.
Doesn't seem that there exists a regular maintenance schedule
Things get fixed sometimes multiple times.

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

Use email for forms & approvals

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

Have conveniently placed stations throughout garage to wash hands & have supplies to clean windows.
Don't use a locker.

- b. Would smaller lockers be detrimental to your function at work?

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Would not be offended.

4. What break areas do you use most often, and how often?

a. Current break room Rarely - just not comfortable

b. Outside areas Always when weather permits.

c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

So many of our bus stops have either the sign or the concrete slab in the wrong place.



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) MARCOS HERNANDEZ Position TRANSIT OPERATOR
Shift/Working Hours SPLIT 6:00 AM → 10:00 AM & 3:00 PM → 7:00 PM

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. MORE AND BETTER BATHROOMS
 - b. MORE AND BETTER RESTING PLACE
 - c. SPACIOUS BARN WITH EASY ACCESS
2. What would improve traffic flow?
3. How would you improve bus check-in/parking-storage areas?
GIVING US UPFRONT SPOT TO PARK AT THE END OF THE SHIFT
4. How much time do you spend waiting to punch-in at dispatch?
SEVERAL MINUTES DURING BUSY TIMES
5. How would you improve the dispatching process?
6. Are the training areas adequate?
NOT SO MUCH, CONSIDERING THE AMOUNT OF PEOPLE THAT GOES THROUGH TRAINING THE ROOM IS TOO SMALL
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
I FIND) DIFFICULT TO ACCESS QUICKLY 106

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

MORE AND BETTER BATHROOM
MORE QUIET SLEEPING AREA

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

I DONT HAVE ONE

- b. Would smaller lockers be detrimental to your function at work?

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

EITHER WAY IS FINE FOR ME

4. What break areas do you use most often, and how often?

- a. Current break room

VERY SELDOM

- b. Outside areas

SOMETIMES

- c. I usually leave the facility on my breaks

I RATHER REST IN MY CAR

- C. What other issues would you like to let us know about?

BASE Δ COULD SEND MORE REGULAR TEXTS
ABOUT ISSUES THAT AFFECT US SUCH:

- LEAVING TRANSFER POINTS TOO EARLY
- PARKING TOO FAR FROM EACH OTHER ON TRANSFER POINTS
- ETC. ETC. ETC.
- PLEASE! TRY TO GET PAPER SEAT FOR TOILET SEATS ... I SUGGESTED AND WAS TURNED DOWN!



MFS 1101 Facility Study Bus Driver Questionnaire

Name (optional) _____ Position Transit Operator
Shift/Working Hours split 6:00am - 10:00am 2:15PM - 7:00PM

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Bathrooms
 - b. Comfortable break room
 - c. Turn books
2. What would improve traffic flow?
having some light patterns change.
3. How would you improve bus check-in/parking-storage areas?
Making Check in electronic
4. How much time do you spend waiting to punch-in at dispatch?
1-5 minutes depending on the day and time
5. How would you improve the dispatching process?
Having a open radio. Sometimes they take to long to get back to us. Also some dispatchers don't know what they are doing
6. Are the training areas adequate?
Yes for the most part
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
How long our days are spread out and how some passengers treat us. Also some rights don't have enough time at all! And that can make our day horriable.

Much needed

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

Daycare that works with our crazy hours!!

2. Is your current personal locker size sufficient for what you tend to store? YES / NO Dail
- a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

Some people keep their pillows and blankets and food in there so smaller lockers would not be ideal

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

it doesn't really matter

4. What break areas do you use most often, and how often?

a. Current break room - Needs much improvement

b. Outside areas

depends on the day

c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?

This job is not family friendly at all. 13 hours + of our day is spent working. Trying to find a daycare if you have kids is a nightmare. And we also don't get to see our family much during the week because of the crazy hours. There really should be way more straight through runs. There are so many different ways you could make this job family friendly. Everybody you are hiring now days ~~are~~ are younger and a lot of single mothers. I have been here almost 6 years and I'm still working until 7 p.m. I know how hard it is trying to raise a child and working here.

Also look at how many people have long schedules and kids compared to their lateouts. We don't get home until about 8 & 8:30 some nights make dinner put our kids to bed and have to still get up at 5 in the morning.

Name (optional) Tristina Farmer
Shift/Working Hours extra board

Position driver

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A. Driver Questions

1. What three things are the most important to have at the building?

a. workout facility

b. a second break room option so we aren't forced to be around people who are disrespectful

c.

2. What would improve traffic flow?

multiple kiosks for check in remote or digital

3. How would you improve bus check-in/parking-storage areas?

we need more space for buses during peak shifts nowhere to park bus street

4. How much time do you spend waiting to punch-in at dispatch?

we need expansion on parking for personal vehicles during peak hours for check in between 5 and 10 minutes

5. How would you improve the dispatching process?

using digital kiosks to check in

more supervisors available at any given time

6. Are the training areas adequate?

not enough space at all or seating to accommodate speakers and videos to answer questions

7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

Gossip and negative energy from coworkers when confrontation/disrespect occurs and it's brought to management's attention nothing becomes of it

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

A fitness center would be very beneficial

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space? YES

- b. Would smaller lockers be detrimental to your function at work?

I tend to carry large bags for all my things

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

They would not offend me **IF** they were being changed to gender-neutral to allow

4. What break areas do you use most often, and how often? for fitness center
- a. Current break room I try to use the
- b. Outside areas shop break room when possible
- c. I go outside to avoid certain individuals
- c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) FL. WRIGHT Position DRIVER
Shift/Working Hours _____

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A. Driver Questions

1. What three things are the most important to have at the building?

- a. CLEAN AIR EXCHANGE THROUGHOUT BLDG
- b. NO BACKUPS IN SEWAGE
- c.

2. What would improve traffic flow?

3. How would you improve bus check-in/parking-storage areas?

4. How much time do you spend waiting to punch-in at dispatch?

DISPATCHERS NEED TO HAVE A HIGHER
IF NOT EQUAL EYE SIGHT LINE WITH

5. How would you improve the dispatching process?

DRIVERS THE LOW LEVEL SEATING
IS POOR!

6. Are the training areas adequate?

GET OVER THE BS W TRAINING

7. What do you feel are major deficiencies in your overall operations or things that negatively affect how you perform your work?

PERSON GETTING PREFERENTIAL
TREATMENT.

Name (optional) -1515- Position _____
Shift/Working Hours _____

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Δ DESIGNATED AREA FOR THOSE WHO SMOKE !!! NOT AT THE MAIN ENTRANCES !!!!
 - b.
 - c.
2. What would improve traffic flow?

— NA —
3. How would you improve bus check-in/parking-storage areas?

IT'S OK!
4. How much time do you spend waiting to punch-in at dispatch? VERY LITTLE FOR NOW!
5. How would you improve the dispatching process? IT'S FINE
6. Are the training areas adequate? YES, IN THE PARK!
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

THE LACK OF SPEED IN RESPONSE OF MECHANICS TO OUR (BUS DRIVERS) ISSUES BEFORE WE LEAVE GARAGE.

FAREBOX ETC. 463

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

A FITNESS CENTER WOULD BE SUPER!

2. Is your current personal locker size sufficient for what you tend to store? YES/NO

a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

— NO —

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

IT'S FINE THE WAY IT IS NOW!

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

TAKE BUS DRIVER
INPUT SERIOUSLY.

STOP THESE DAM
CIGARETTE SMOKERS FROM
SMOKING ALL OVER THE
PLACE !!! ESPECIALLY

THE MAIN DOORWAY

I DON'T SMOKE, I WOULD LIKE TO
LIVE A LONG TIME,

THANK YOU ☺

Name (optional) metro's Finest Position Driver
Shift/Working Hours 24-7

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Sleeping room
 - b. more parking buses, and vehicles
 - c.
2. What would improve traffic flow?
Time clock for Drivers
3. How would you improve bus check-in/parking-storage areas?
build on unused property
4. How much time do you spend waiting to punch-in at dispatch?
5-10
5. How would you improve the dispatching process?
better training
6. Are the training areas adequate?
yes
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
you can't fix the ~~road~~ Public Driving habits

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

N/A

b. Would smaller lockers be detrimental to your function at work?

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

nope

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?

~~stop~~ stop the Gossiping about Fellow Coworkers

Name (optional) _____

Position

Driver

Shift/Working Hours _____

ALL Day

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A. Driver Questions

1. What three things are the most important to have at the building?

a. Bathrooms

b. REST AREA

c. SAFE BUILDING

2. What would improve traffic flow?

3. How would you improve bus check-in/parking-storage areas?

NEED A NEW BUILDING

4. How much time do you spend waiting to punch-in at dispatch?

DEPENDS ON THE TIME OF DAY

5. How would you improve the dispatching process?

ALWAYS HAVE TWO PEOPLE AT THE WINDOW

6. Are the training areas adequate?

OK BY ME

7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

BETTER SLEEPING AREA FOR SURE ; A FITNESS CENTER WOULD BE GREAT

2. Is your current personal locker size sufficient for what you tend to store? (YES) NO
a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

FOR SURE

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

I COULD FORESEE ISSUES FROM THIS UNFORTUNATELY

4. What break areas do you use most often, and how often?

- a. Current break room

- b. Outside areas

- c. I usually leave the facility on my breaks

I DRIVE A BUS. NOT IN THE BUILDING AT ALL

- C. What other issues would you like to let us know about?

WE ALWAYS RUN OUT OF TOWELS FOR BUS USE
CLEANING STATIONS HAVE NO SPRAY BOTTLES

Name (optional) Tim Gilbertson Position TRANSIT OPERATOR
Shift/Working Hours _____

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Better Drivers Lounge
 - b. Secure mail Box AREA - Locked outside doors
 - c. Work out Facilities
 - d. Child CARE
 - e. Move Bathrooms or STAFF
2. What would improve traffic flow?

More dispatch windows / away Peak times
Have separate part time windows for ck-in / ck-out, Kiosk for ck-in
ck-out - Better scheduling, more available parking stalls maybe a RAMP
3. How would you improve bus check-in/parking-storage areas?

available in different / areas of building in Building that would
Keep traffic flow down at Dispatch area windows
ck-in/out Kiosks
4. How much time do you spend waiting to punch-in at dispatch?

at times / people with other questions that have nothing to
do with ck-in or ck-out - Tie up the line with... for example STICK SLIPS.
I have waited up to 7 min
5. How would you improve the dispatching process?

more dispatch help! But Need
a larger Dispatch area to do it, too crowded as is - Especially
During peak ck-in times.
6. Are the training areas adequate?

NO, they are small and
Lack Natural Sunlight / windows, and have bad air
circulation / quality
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

*child care. Cafeteria/Lounge area
Larger and Hot Food Available - Fitness Center would be
great - might not have as many sick people if they stay fit.*

2. Is your current personal locker size sufficient for what you tend to store? YES NO

a. If no, what work required items necessitate additional space?

b. Would smaller lockers be detrimental to your function at work? *NO*

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities? *Separate Facilities*

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. *I usually leave the facility on my breaks
Crowded - cramped & noisy* *Because lounge area is usually too*

- C. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Driver
Shift/Working Hours _____

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?

- a. Urinals
- b. Toilets
- c. Sinks

Paper towels to clean bus windows.

2. What would improve traffic flow?

3. How would you improve bus check-in/parking-storage areas?

4. How much time do you spend waiting to punch-in at dispatch?

5. How would you improve the dispatching process? Radio operator not to send out hold requests to entire

6. Are the training areas adequate?

fleet on the road. Only the buses going to the transfer point.

7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

Constant auto-texts re. detours

Turn them off forever

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

Quiet reading only room far away from

2. Is your current personal locker size sufficient for what you tend to store? YES / NO

a. If no, what work required items necessitate additional space?

general
break
room.

b. Would smaller lockers be detrimental to your function at work?

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Keep separate

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I ~~usually~~ ^{always} leave the facility on my breaks

— stay in my car
— eat in my car

- C. What other issues would you like to let us know about?

slow motion buses need to be fixed
to go faster quicker from a stop,
when everyone's seated.

Name (optional) _____ Position _____
Shift/Working Hours All

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Rest area
 - b. locker room
 - c. Vending machines
2. What would improve traffic flow?
3. How would you improve bus check-in/parking-storage areas?
4. How much time do you spend waiting to punch-in at dispatch?
1-5 min
5. How would you improve the dispatching process?
having seperate spot for School dodgers check in.
6. Are the training areas adequate?
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
time schedules on some runs are too tight and drivers get overwhelmed when always running late on the same routes

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

*Keep sleeping area
get fitness area*

2. Is your current personal locker size sufficient for what you tend to store? YES / NO

a. If no, what work required items necessitate additional space?

b. Would smaller lockers be detrimental to your function at work? *yes*

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

I use them all

- C. What other issues would you like to let us know about?

Name (optional) Kelly Edgeman Position Transit operator
Shift/Working Hours VARIES

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A. Driver Questions

1. What three things are the most important to have at the building?

- a. clean bathrooms
- b. good food in machines
- c. rest area & work area

2. What would improve traffic flow?

WE RUN NOT SO MANY CARS
someone fast at the window people willing to ride the bus from a park and ride

3. How would you improve bus check-in/parking-storage areas?

most of the time none

4. How much time do you spend waiting to punch-in at dispatch?

Happy SUPERVISIONS

5. Are the training areas adequate?

NO WE NEED walls not a ~~lot~~ of supervision

6. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

a supervisor who dont take long even to answer the radio. talk to us in a professional manner. she not be rude and treat newers like a fool

Supervisors who call out peoples names over the Radio

↓ all OK
THRESES

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

the food in the vending Happy Supervision

2. Is your current personal locker size sufficient for what you tend to store? YES/NO

a. If no, what work required items necessitate additional space?

I like to keep my blankets pillow extra clothes
shower stuff in my lockers

b. Would smaller lockers be detrimental to your function at work?

No small lockers so bigger
better

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

it dont matter to me But for my

4. What break areas do you use most often, and how often?

a. Current break room

I use all
but on standby

b. Outside areas

c. I usually leave the facility on my breaks

transgender
people
I would
like them
Break room
or outside

C. What other issues would you like to let us know about?

Happy Supervision

ones that can do

their job and not

~~stop~~ don't keep private stuff other drivers
not show private stuff other drivers

Be nice
they are there to help us
...not be rude !!



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) Jeff Johnson Position Transit operator
Shift/Working Hours Extra board

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A. Driver Questions

1. What three things are the most important to have at the building?

- a. People
- b. Restrooms
- c. Break room

2. What would improve traffic flow?

3. How would you improve bus check-in/parking-storage areas?

4. How much time do you spend waiting to punch-in at dispatch?

Not much

5. How would you improve the dispatching process?

6. Are the training areas adequate?

Yes - training is exceptional

7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

None
Not enough rest room options while on the road - possibly at transfer points?

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

N/A

b. Would smaller lockers be detrimental to your function at work?

No

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Prefer separate

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Bus Driver
Shift/Working Hours EXTRA BD

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Bath Rooms
 - b. Sleep Room
 - c. Locker - Room
2. What would improve traffic flow? Booking Buses earlier.
3. How would you improve bus check-in/parking-storage areas?
4. How much time do you spend waiting to punch-in at dispatch? 1-3 min.
5. How would you improve the dispatching process? MAKE sure they know what they're doing
6. Are the training areas adequate? YES
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work? Bus schedule

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

No Lights, in sleep area

2. Is your current personal locker size sufficient for what you tend to store? YES/NO

a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

yes

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Transit Operator
Shift/Working Hours Xtra Board

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a. A comfortable Break Room - Being on Xtra BOARD
 - b. Plenty Bathrooms
 - c. Sleeping area or Recliners while on stand by - Long DAYS.
2. What would improve traffic flow? Lines or cones on driveways etc.
3. How would you improve bus check-in/parking-storage areas?
4. How much time do you spend waiting to punch-in at dispatch?
During school Dodging up to 5 mins
5. How would you improve the dispatching process? / 2 phones answering calls for hours etc
6. Are the training areas adequate? yes
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
/ phone Times - dispatchers are busy and
Sometimes have to call in 15-20 or
more times to get thru to get my
hours of work.

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

twice that size
- more stalls etc in Bathrooms - its like
the #1 thing we do is empty out before
Driving

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

N/A

- b. Would smaller lockers be detrimental to your function at work? no

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Yes I prefer separate
or Bathrooms simply leave them
men & women - the person
may identify as they
please

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

Name (optional) _____ Position Driver
Shift/Working Hours Extra Board

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. ~~THE~~ LARGER Restroom on main floor
 - b. Bigger Dispatch area
 - c. Training Space
2. What would improve traffic flow?
Better Planning for pullout.
3. How would you improve bus check-in/parking-storage areas?
Need more ROOM?
4. How much time do you spend waiting to punch-in at dispatch?
0-2 min
5. How would you improve the dispatching process?
More efficient check in / maybe part-time check in + Full-time check in.
6. Are the training areas adequate? -
NO
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
Better communication all around.

Bigger Maintenance so we have busses.

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier: *Training Area for Multiple things*

going on at same time

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

no

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Separate men's + women's / we need as much space as we can get

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

Name (optional) _____ Position Driver
Shift/Working Hours Extra Board

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A. Driver Questions

1. What three things are the most important to have at the building?

a. Good bathrooms

b. Decent driver room or rooms; one that is always a quiet room.

c. Employees/coworkers with perfect personalities

2. What would improve traffic flow?

Larger dispatch area

3. How would you improve bus check-in/parking-storage areas?

That would be for those who do that work to say.

4. How much time do you spend waiting to punch-in at dispatch?

A few seconds to several minutes.

5. How would you improve the dispatching process?

That would be for dispatchers to say.

6. Are the training areas adequate?

Small

7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

Nothing, except when there are no buses.

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

Fitness center would be great.

2. Is your current personal locker size sufficient for what you tend to store? YES/NO

a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

No

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Keep it separate

4. What break areas do you use most often, and how often?

a. Current break room

for standby.

b. Outside areas

c. I usually leave the facility on my breaks / splits. unless there is no time to do so.

- C. What other issues would you like to let us know about?

Metro needs a new air conditioner and furnace.



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Transit Operator
Shift/Working Hours Night Run

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a. more parking
 - b.
 - c.
2. What would improve traffic flow?
larger Parking lot
3. How would you improve bus check-in/parking-storage areas?
more space
4. How much time do you spend waiting to punch-in at dispatch?
0 min
5. How would you improve the dispatching process?
Supervisors communicating better between themselves
6. Are the training areas adequate?
yes
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

* Healthier

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work? no

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Prefer Separate

4. What break areas do you use most often, and how often?
a. Current break room

- b. Outside areas

All of them

- c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Bus Driver
Shift/Working Hours Mid day

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Bus
 - b. Mechanic
 - c. DRIVERS
2. What would improve traffic flow?
 1. No loading trucks on State st 6am - 6pm
 2. Less construction
 3. Commuter Rts from outlying area's, DeForest, Sun Prairie, ect.
3. How would you improve bus check-in/parking-storage areas?
 1. Swipeable employee ID card, that checks you in and gives you assigned bus.
 2. Parking & storage are Full Full Full. Need more.
4. How much time do you spend waiting to punch-in at dispatch?

Depends if anyone is there or not. But I work an off shift so usually not an issue.
5. How would you improve the dispatching process?

see question 3 # 1
6. Are the training areas adequate? The training dept has not had anyone who is really in charge in years. IT is a much bigger problem than management recognizes. IT'S Like a football team w/out anyone who can kick the ball.
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
 1. Ask five supervisor's a question and you will get five different answers, No one is on the same page.
 2. Fairboxas are terrible. Many of the basic functions have to be done twice. The latest technology 'passover' swipe, doesn't work or is not utilized.
 3. When management tries something and it doesn't work they think just give it more time. For years till someone treats to sue. Example Beeping blinker/turn signals

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B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier: *Sleeping area has NO Door, so noise from drives lounge makes it a hangout area. Move lockers. Move toilets.*
2. Is your current personal locker size sufficient for what you tend to store? YES NO
 - a. If no, what work required items necessitate additional space?
 - b. Would smaller lockers be detrimental to your function at work? *NO, most people do not have a locker.*
3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
IT would not offend me. Get with the times
4. What break areas do you use most often, and how often?
 - a. Current break room
 - b. Outside areas
 - c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?

1. Management holds ~~the~~ Brown Bag meetings once in a while but I stopped going because when you talk about issues, then nothing changes, what is the point. An example from one of the first Brown Bagg, we talked about, RT 13 holding for long periods at park and University. Other bus have to pull around it. IT'S ~~the~~ safety issue pulling into bike lane and car lane. (management worked very hard to get the "Grayhound Type" off travel bus off university) but OUR BUS still there doing it ^{for} 8 years. This is something we have 100% control over and could ~~be~~ be fixed in a single day.
2. We should do more "campaigns" to educate the public. We did one "Stand Behind Yellow Line". Why not do one for having your ^{Page 2 of 2} fair ready. Or put up your hand if you ⁴⁹¹ want the BUS. Those two issues are big problems. But we manage by putting

3. "Safety First" is a slogan not a reality. The proof is in our schedules. A quote from the last person who was the scheduler. "I tried for 20 years to get the 18nt to work. It just can't be done." Guess who suffered for the last 20 years, Public, and the drivers.

RT 3 always late, RT 18 always late, RT 6 always late.
I could go on.

4. Bathroom Breaks come right out of schedule. Little to no turn around time.

Name (optional) Andrew Arkin Position Transit Operator
Shift/Working Hours Full Time

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. plentiful parking
 - b. segregated sleeping area to reduce noise/light.
 - c. larger driver lounge/separated areas more/less noise
2. What would improve traffic flow?
Bus-only entrance/exit lanes with no pedestrian or car traffic/entrance/exit.
3. How would you improve bus check-in/parking-storage areas?
4. How much time do you spend waiting to punch-in at dispatch?
1-5 minutes
5. How would you improve the dispatching process?
Bigger area with separated areas for Bus or walk-out relief. Separate area for other supervisor contact
6. Are the training areas adequate?
Too small, too much noise from extra board lounge
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

Indoor Bus Parking area should be adjacent to dispatch, not across the shop and service lane from dispatch

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier: *See page 1.*

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

N/A

b. Would smaller lockers be detrimental to your function at work?

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Separate men's + women's. Neutral separate.

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?

Name (optional) _____ Position Transit Operator
Shift/Working Hours 3p-11p

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Driver Questions

1. What three things are the most important to have at the building?
 - a.
 - b.
 - c.
2. What would improve traffic flow?
3. How would you improve bus check-in/parking-storage areas?
4. How much time do you spend waiting to punch-in at dispatch?
2 min
5. How would you improve the dispatching process?
6. Are the training areas adequate?
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
The bill feed on the fare box has trouble taking dollars that are not crisp.

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

A fitness center would make driving the bus safer because drivers could do exercises that would help prevent back injuries.

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
- a. If no, what work required items necessitate additional space?

- b. Would smaller lockers be detrimental to your function at work?

probably not.

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

- c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

Name (optional) _____ Position _____
Shift/Working Hours _____

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. place to rest/Nap (comfortable) please.
 - b. GYM / Microwaves / More computers
 - c. Better chairs / showers / Restrooms
2. What would improve traffic flow?
3. How would you improve bus check-in/parking-storage areas? } think it work fine the way it is. (don't change it)
4. How much time do you spend waiting to punch-in at dispatch? Depends on time of day when Busy it could take long
5. How would you improve the dispatching process? I think it will be nice to have access to Run #s / route #s from home / internet to see what they look like.
6. Are the training areas adequate? No, they are small. or too many pp
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work? Bad coach driver's seats and Seatbelts., please upGRADE to Recaros P Safety issue

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier? ① a Bigger sleeping area with better cots/pads and more of them ② fitness Center ③ More Microwave ovens, plates, plasticware etc. ④ More computers ⑤ a another T.V. or reading material
2. Is your current personal locker size sufficient for what you tend to store? YES NO
 - a. If no, what work required items necessitate additional space? Lockers are too small.
 - b. Would smaller lockers be detrimental to your function at work? YES!
3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities? I would prefer single use shower
I would also prefer separate facilities for men and women.
NOT Neutral.
4. What break areas do you use most often, and how often?
 - a. Current break room /sleeping areas.
 - b. Outside areas I would like to be able to be outside while on stand by!
 - c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?

- Please update / upgrade to "Recaro" seats for the older Buses! the old ones are pretty shoot!
- Better chairs at Break Rooms and better showers / rest rooms
- Seat Belts on some of the Buses. are Bad. they ~~are~~ create much pressure.



MFS 1101 Facility Study Bus Driver Questionnaire

Name (optional) _____ Position _____
Shift/Working Hours _____

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. a quiet area to read, relax
 - b. a fitness area
 - c. better sleeping area for drivers
2. What would improve traffic flow?
to list extra board hours online vs. having to call or come look at sheet
3. How would you improve bus check-in/parking-storage areas?
More room
4. How much time do you spend waiting to punch-in at dispatch?
Varies, but not long
5. How would you improve the dispatching process?
Not sure
6. Are the training areas adequate?
Sound barrier between extra board bays would be nice.
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?
Super visor being disrespectful to newer employees

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier: *fitness area, quiet area, more sleeping area*
2. Is your current personal locker size sufficient for what you tend to store? YES NO
 - a. If no, what work required items necessitate additional space?
 - b. Would smaller lockers be detrimental to your function at work?
3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
4. What break areas do you use most often, and how often?
 - a. Current break room *During Standby*
 - b. Outside areas
 - c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Driver Questionnaire

Name (optional) _____ Position Driver
Shift/Working Hours Day shift 6A-6P splits / weekend
Straight thru runs.

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. Restrooms
 - b. Kitchen space
 - c. Work out area/Facility
2. What would improve traffic flow?
not sure
3. How would you improve bus check-in/parking-storage areas?
more space
4. How much time do you spend waiting to punch-in at dispatch?
very little
5. How would you improve the dispatching process?

6. Are the training areas adequate?
for small groups yes 10 or more not so sure
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

nothing

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
a. If no, what work required items necessitate additional space?

Don't use a locker

b. Would smaller lockers be detrimental to your function at work?

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

seperate

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

C. What other issues would you like to let us know about?

*I believe in general we have out grown our area
out growing current facility.*

Name (optional) _____ Position Metro Driver
Shift/Working Hours 2:30 pm - 11:00 pm

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A. Driver Questions

1. What three things are the most important to have at the building?
 - a. A nice lounge area
 - b. A place to rest for extra board cleaners & split shifts
 - c. A place to work out
2. What would improve traffic flow?
more space
3. How would you improve bus check-in/parking-storage areas?
more spaces. Parking can get congested
4. How much time do you spend waiting to punch-in at dispatch?
0-4 min. Not too bad.
5. How would you improve the dispatching process?
Unless there were two dispatchers. to answer calls faster, not much
6. Are the training areas adequate?
No - need better areas for training. Sometimes it's too crowded & hot
7. What do you feel are major deficiencies in your overall operations or things that negatively affects how you perform your work?

B. Miscellaneous

1. What facilities changes, amenities, or services (sleeping areas, fitness center, training areas) would make your job safer or easier:

larger sleeping quarters and a workout area
would be wonderful. I'd like to keep us all who wish to utilize.

2. Is your current personal locker size sufficient for what you tend to store? YES / NO *it's for keep.*

- a. If no, what work required items necessitate additional space?

N/A

in better shape

- b. Would smaller lockers be detrimental to your function at work?

Don't know, haven't used yet

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

If the area stays clean, no problem

4. What break areas do you use most often, and how often?

- a. Current break room - when I'm there for picks or am early for work

- b. Outside areas only on nice days

- c. I usually leave the facility on my breaks

- C. What other issues would you like to let us know about?

MFS 1101 Facility Study Bus Maintenance Questionnaire

Name (optional) _____ Position A-mech
Shift/Working Hours 1st

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What three things are the most important to have with your work space?
 - a. roofs that don't leak water
 - b. lifts that work
 - c. electrical outlets that work + air hoses more than one a hoist
2. Are you adequately able to accomplish your work requirements in your current space?
YES / NO If No, why not?
barely
3. What would be your number one thing you would change in the maintenance bays?
Level the floors and get the drains to work
also it would be nice for the exhaust fan system to work
4. What work flow/activities would make your work easier or safer if they were moved closer or farther from your typical work area?
move the lane and wash rack to another building
5. What piece(s) of equipment or services (specialty power, building height, etc) would make your work easier or safer?
alignment rack better ventilation for the building
laptops
6. If vehicle pits were installed do you feel they would be used? YES / NO

B. Vehicle Review

1. What would improve traffic flow?
2. What are your parking area requirements?
when school is on can't get parking spots unless you get here hours early
3. How do you provide preventative maintenance check?
4. What miscellaneous equipment do you require?
better tools

C. Miscellaneous

1. How do you receive your daily orders/dispatch?
what is written on time card
2. Is your current personal locker size sufficient for what you tend to store? YES/NO
a. If no, what work required items necessitate additional space?
uniforms boots winter cloths
b. Would smaller lockers be detrimental to your function at work?
Yes
3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
Yes I don't want to see women in a mens bathroom-locker room
4. What break areas do you use most often, and how often?
a. Current break room never since you put cameras and microphones in
b. Outside areas when weather is nice
c. I usually leave the facility on my breaks
never

D. What other issues would you like to let us know about?

roof leaks
electrical outlets blow breakers
drains over-flow
air quality in building is bad
who really built this building
ceiling in main B bathroom newer was fixed and has black mold



MFS 1101 Facility Study
Bus Maintenance Questionnaire

Name (optional) _____ Position Mechanic
Shift/Working Hours 1st Shift

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A. Work Areas

1. What three things are the most important to have with your work space?
 - a. Clean Air
 - b. Heat.
 - c.
2. Are you adequately able to accomplish your work requirements in your current space?
YES / NO If No, why not?
no - Need working exhaust fans that can hook up and raise a BUS
3. What would be your number one thing you would change in the maintenance bays?
Better Prop Lights - More Computers - More time to clean shop - and shop Bays - floors - Hoist Benches
4. What work flow/activities would make your work easier or safer if they were moved closer or farther from your typical work area?
We need parts to Repair Busses!!
5. What piece(s) of equipment or services (specialty power, building height, etc) would make your work easier or safer?
Exhaust hoses that work and can lift a Bus upon the Hoist - we also run ~~off~~ out of Shop Rags
6. If vehicle pits were installed do you feel they would be used? YES NO
I've never used a pit. Need to look at tires King Pins Brakes. would still need Hoist for ALL that. And to Grease Steering and U-Joints I might try still need Hoist.

B. Vehicle Review

1. What would improve traffic flow?

fill all the Mechanic Positions

2. What are your parking area requirements?

Hoist or floor - some times steamer Pit to clean
Before Dis Assembly

3. How do you provide preventative maintenance check?

We ~~DO NOT~~ DO NOT!! Do Proper Preventive Maintenance

~~the Break downs we have, we are a Repair Shop~~

4. What miscellaneous equipment do you require?

Rags - Brake Clean - Batterys - Etc

C. Miscellaneous

1. How do you receive your daily orders/dispatch?

time - Card

2. Is your current personal locker size sufficient for what you tend to store? YES/NO

a. If no, what work required items necessitate additional space?

b. Would smaller lockers be detrimental to your function at work?

I Need the Size I have.

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Separate - More Mens Rooms By Dispatch

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

Better Management Would not need Cameras.
Get Rid of Jeff Butler Before Law
Suits.



MFS 1101 Facility Study
Bus Maintenance Questionnaire

Name (optional) _____ Position C. Mechanic
Shift/Working Hours 2nd 4pm-1am

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What three things are the most important to have with your work space?

a. Tool Box / Tools

b. Lifts

c. AC/fans - Heat

2. Are you adequately able to accomplish your work requirements in your current space?
YES / NO If No, why not?

Yes

3. What would be your number one thing you would change in the maintenance bays?

Having more space for our toolboxes, as they're all jammed in between the hoists and sometimes don't leave enough space to do tire changes without moving toolboxes out of the way. Also air flow to combat the heat.

4. What work flow/activities would make your work easier or safer if they were moved closer or farther from your typical work area?

5. What piece(s) of equipment or services (specialty power, building height, etc) would make your work easier or safer?

If we had all fluids in drop down reel cans it would save time with changing oil drums every time they were empty. Also a diesel fuel line would be nice so we don't have to continually fill a 3 gallon container.

6. If vehicle pits were installed do you feel they would be used? YES / NO.

I think they would be used but, with inspections if you need to remove wheels or perform a service that require a hoist you'd have to relocate and that could be any service as we don't have services that only require you to drop oil.

B. Vehicle Review

1. What would improve traffic flow?
If we had more hoist or room for bus detailers, tripped and held busses. Detailers are parked in front of other hoist because we don't have enough space. Tripped and held busses are parked along walls ~~in~~ in front of doors and rows ~~of~~ to space.
2. What are your parking area requirements?
walls ~~in~~ in front of doors and rows ~~of~~ to space.
3. How do you provide preventative maintenance check?
By following a work order check list provided by the supervisor.
4. What miscellaneous equipment do you require?

C. Miscellaneous

1. How do you receive your daily orders/dispatch?
Your assigned a hoist which is put on your time card. If a bus is present on that hoist you continue on with what's left on the check list
2. Is your current personal locker size sufficient for what you tend to store? YES / NO
 - a. If no, what work required items necessitate additional space?
Yes
 - b. Would smaller lockers be detrimental to your function at work?
our lockers have just enough space for a back pack and pair of clothes.
3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
Separate facilities w/ single use showers
4. What break areas do you use most often, and how often?
 - a. Current break room
 - b. Outside areas
 - c. I usually leave the facility on my breaks

A. mechanics break room though it is to small

D. What other issues would you like to let us know about?

our ventilation system can not handle the amount of busses that are on during departures. Along with all the dirt/dust that the busses kick up while leaving the ~~garage~~ garage. It looks like a heavy dirty fog.



MFS 1101 Facility Study
Bus Maintenance Questionnaire

Name (optional) Bob Fenwick 2352 Position PART TIME SERVICE LANE WORKER
Shift/Working Hours 9-2AM ~~MONDAY~~ Monday THRU WED

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A. Work Areas

1. What three things are the most important to have with your work space?

- lighting
- Designated SAFETY AREAS MARKED OFF BY PAINT
- set performance procedures for different jobs

2. Are you adequately able to accomplish your work requirements in your current space?
YES / NO If No, why not?

Yes

3. What would be your number one thing you would change in the maintenance bays?

Repainting all lines & SAFETY AREAS.

4. What work flow/activities would make your work easier or safer if they were moved closer or farther from your typical work area?

NONE

5. What piece(s) of equipment or services (specialty power, building height, etc) would make your work easier or safer?

Repainting All lines & SAFETY AREAS.

6. If vehicle pits were installed do you feel they would be used? YES / NO

No

B. Vehicle Review

1. What would improve traffic flow?
2. What are your parking area requirements?
3. How do you provide preventative maintenance check?

~~QAR~~ Daily checks of equipment

4. What miscellaneous equipment do you require?

Already provided

C. Miscellaneous

1. How do you receive your daily orders/dispatch?

MY SUPERVISOR & what written on my time card.

2. Is your current personal locker size sufficient for what you tend to store? YES / NO
 - a. If no, what work required items necessitate additional space?

Yes

- b. Would smaller lockers be detrimental to your function at work?

No

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

Separate is necessary

4. What break areas do you use most often, and how often?

- a. Current break room

Current DANCERS BREAK AREA

- b. Outside areas

- c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Maintenance Questionnaire

Name (optional) Erich Nagel Position C mechanic
Shift/Working Hours 4 PM - 12-54 AM Sunday - Friday

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What three things are the most important to have with your work space?
 - a. Clean Air + Less Noise Pollution
 - b. Equipment Safety Checks + Fixes
 - c. Security
2. Are you adequately able to accomplish your work requirements in your current space?
YES / NO If No, why not? Yes But Its killing All of us Slowly
3. What would be your number one thing you would change in the maintenance bays?
Hoist
4. What work flow/activities would make your work easier or safer if they were moved closer or farther from your typical work area? Safety Stands Moved Closer
Just Dont Have Rooms Right Now
Electric Chords Not Tied around Sink
5. What piece(s) of equipment or services (specialty power, building height, etc) would make your work easier or safer? Better Air Quality +
Heat in winter
6. If vehicle pits were installed do you feel they would be used? YES / NO
NO Floors Dont get Cleaned enough
Know Pits would Be a mess + Death trap

B. Vehicle Review

1. What would improve traffic flow?

Separation of Service Lane from Shop

2. What are your parking area requirements?

3. How do you provide preventative maintenance check?

Try suggested Repairs go untouched weekly

4. What miscellaneous equipment do you require?

More Torque Wrenches, Crowfoots Airtools

C. Miscellaneous

1. How do you receive your daily orders/dispatch?

Time card

2. Is your current personal locker size sufficient for what you tend to store? YES/NO

a. If no, what work required items necessitate additional space?

b. Would smaller lockers be detrimental to your function at work?

Maybe

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

On my Bus I Am working on Cameras & Mics
In all are Break Rooms Stressing us out

D. What other issues would you like to let us know about?

Communication, Parts, management
& Shifts
Work for Mechanics



MFS 1101 Facility Study
Bus Maintenance Questionnaire

Name (optional) Jason Puls Position Mechanic
Shift/Working Hours 6-5 TU-F

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A. Work Areas

1. What three things are the most important to have with your work space?

- a. Quiet
- b. Clean
- c. Well lit

2. Are you adequately able to accomplish your work requirements in your current space?
YES / NO If No, why not?

Yes

3. What would be your number one thing you would change in the maintenance bays?

Air Quality / A.C.

4. What work flow/activities would make your work easier or safer if they were moved closer or farther from your typical work area?

None

5. What piece(s) of equipment or services (specialty power, building height, etc) would make your work easier or safer?

Exhaust fans

6. If vehicle pits were installed do you feel they would be used? YES / NO

probably

B. Vehicle Review

1. What would improve traffic flow?

Moving the Wash ~~Area~~ ^{Rack} to phase II

2. What are your parking area requirements?

None

3. How do you provide preventative maintenance check?

annual Maint on Fareboxes

4. What miscellaneous equipment do you require?

C. Miscellaneous

1. How do you receive your daily orders/dispatch?

Attached to time card

2. Is your current personal locker size sufficient for what you tend to store? YES/NO

a. If no, what work required items necessitate additional space?

b. Would smaller lockers be detrimental to your function at work?

yes

3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?

wouldnt bother me

4. What break areas do you use most often, and how often?

a. Current break room

b. Outside areas

c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?



MFS 1101 Facility Study
Bus Maintenance Questionnaire

Name (optional) _____ Position shop mechanic
Shift/Working Hours various

Instructions: The questions identified below are designed to encourage feedback from the personnel of Madison Metro Transit. Your knowledge and opinion of your current facility and work areas are critical in order to gain an understanding of how to meet your functional and operational requirements in future spaces. This planning project pertains to all buildings being utilized by or considered for, the East Washington Building. Please let us know what you like and don't like about your current work areas, and if they are adequate for meeting your assigned functional requirements.

A. Work Areas

1. What three things are the most important to have with your work space?
 - a. Tools - including air operated bumper jack
 - b. Good quality air
 - c. parts & supplies (shop)
2. Are you adequately able to accomplish your work requirements in your current space?
YES / NO If No, why not? without the above, the efficiency has been minimized.
3. What would be your number one thing you would change in the maintenance bays?
Good air quality
4. What work flow/activities would make your work easier or safer if they were moved closer or farther from your typical work area? old bulky equipment moved away
better numerous tire rated high hit impacts, torch,
good work lights, head lights (not supplied), bathrooms.
5. What piece(s) of equipment or services (specialty power, building height, etc) would make your work easier or safer? see above
6. If vehicle pits were installed do you feel they would be used? YES NO

6A. A Dyno would pinpoint numerous problems without leaving ^{Page 1 of 2} the building, saving valuable time off the unsafe road, especially during winter ~~the~~ months

B. Vehicle Review

1. What would improve traffic flow?
an exit to the building @ North or East ends. Also increase in air flow for better breathing.
2. What are your parking area requirements?
You see the outside available parking for personal vehicle when schools on, overflow to the road, streets.
3. How do you provide preventative maintenance check?
through the use of scheduled sheets & common sense on repairs & test drives.
4. What miscellaneous equipment do you require?
head lamp for an extra hand, shoe allowance (safety shoes)

C. Miscellaneous

1. How do you receive your daily orders/dispatch?
supervisor appointed
2. Is your current personal locker size sufficient for what you tend to store? YES NO
a. If no, what work required items necessitate additional space?
shop uniform space, if there was ever a complete set week to week.
- b. Would smaller lockers be detrimental to your function at work?
Yes
3. Would alternative gender-neutral locker areas and single-use shower layouts offend you or do you prefer separate men's and women's facilities?
showers separate men & women - bathrooms Trans gender men or women
4. What break areas do you use most often, and how often?
a. Current break room colder months
b. Outside areas when weather permits
c. I usually leave the facility on my breaks

D. What other issues would you like to let us know about?

there are many but can't be listed here

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**Mead
& Hunt**