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August 17, 2018

TO: Mission Hall Building Governance Committee
FROM: Executive Vice Chancellor Provost Dan Lowenstein, Senior Vice Chancellor Paul Jenny and Vice Dean Bruce Wintroub
RE: Mission Hall Space Allocations and Changes to Occupant Programs

This memo presents a new space allocation plan and changes to occupant programs in Mission Hall, which were approved by the Space Management Subcommittee. We realize that this plan has taken a year to generate since the original allocations were issued in September 2017 and requests for additional space were received from occupant programs. We apologize for the long delay in issuing the new plan. Last fall, the demand for space in the building exceeded the supply, which would have required growing programs to manage with fewer seats than they needed. As we describe below, a series of events in the last few months have led to this new plan that now meets the needs of the Mission Hall building occupants.

2017 Building Configuration Plan

In August 2017, the Space Management Subcommittee approved the following plan for the building:

- Floor 2 Epidemiology and Biostatistics
- Floor 3 Global Health Sciences
- Floor 4 Pediatrics/Children's Services
- Floor 5 Pediatrics/Children's Services and Cancer/Adult (non-OB-GYN) Services
- Floor 6 Cancer/Adult (non-OB-GYN) Services, Women's Health Clinical Research Center (WHCRC) and Clinical Translational Sciences Institute (CTSI)
- Floor 7 Obstetrics, Gynecology and Reproductive Sciences (OB-GYN)

The plan was intended to accommodate academic workspace for existing programs in the building, as well as faculty clinicians and their staff who will be relocating from Mount Zion and Parnassus to Mission Bay to provide patient care in the Precision Cancer Medicine Building (PCMB), or cancer outpatient building. Due to growth in existing Mission Hall programs and the number of Cancer clinicians and staff, unassigned and underutilized space in the building was reallocated. Requests for additional space beyond the new allocations were received, and the total demand for space, including the allocations and requests, exceeded the supply of desktop space in the building.



New 2018 Building Configuration Plan

In May 2018, property at 2 North Point Street, a private office building, was donated to UCSF. Given this (very fortunate) new space option, the University Development and Alumni Relations (UDAR) department will move from their current leased space to 2 North Point, instead of the Center for Vision Neurosciences (CVN) building, which is under construction on Block 33 at Mission Bay and expected to be completed in December 2019. In addition, the School of Dentistry (SoD) Oral Health (CAN DO) program will move to the Koret Vision Research Building at Parnassus, instead of the CVN building on Block 33. These moves will create “empty chairs” at Block 33, to accommodate a series of moves that will relocate OB-GYN, Women’s Health Clinical Research Center (WHCRC) and Clinical Translational Sciences Institute (CTSI) from Mission Hall to the CVN building on Block 33.

With the OB-GYN, WHCRC and CTSI moves to the CVN building, much of the 7th floor and parts of the 6th floor of Mission Hall will be vacated. This will allow Cancer Services to receive the 419 seats they requested on the 6th and 7th floors, leaving some seats on the 7th floor for hotel use by non-Cancer users or for future growth. Please note that the hotel seats will not be assigned to Cancer Services for their exclusive use.

This will also allow Children’s Services to receive the 588 seats they requested on the 4th and 5th floors, leaving some seats on those floors for hotel use by non-Children users or for future growth. Please note that the hotel seats will not be assigned to Children’s Services for their exclusive use.

The new building configuration plan that results from these moves includes:

- Floor 2 Epidemiology and Biostatistics
- Floor 3 Global Health Sciences
- Floor 4 Pediatrics/Children’s Services with Hotel seats for general use/Growth
- Floor 5 Pediatrics/Children’s Services
- Floor 6 Cancer/Adult Services
- Floor 7 Cancer Adult Services with Hotel seats for general use/Growth

Please also note that there will be an interim period between March 2019 and January 2020, after the PCMB opens and before the CVN building on Block 33 is completed and ready for move-in, during which OB-GYN, WHCRC and CTSI will remain in Mission Hall. During that ten-month period, Cancer/Adult Services will not receive their full request for desktop space in Mission Hall, and plans will need to be developed with Cancer and Children’s Services. This may require some space in the building to be temporarily reassigned to Cancer Services until the space on the 6th and 7th floors are available.

In addition, the other temporary loans in Mission Hall will be rescinded when the permanent locations for the temporary occupants are completed. These include:

- Institute of Computational Health Sciences (ICHS) loan on the 4th floor of Mission Hall – ICHS to move to CVN on Block 33 (anticipated in January 2020)
- Memory and Aging Center (MAC) loan on the 6th floor of Mission Hall– MAC to move to Weill Neurosciences Building on Block 23A (anticipated in September 2020)

- Business Development loan on the 6th floor of Mission Hall – Business Development to move to CVN on Block 33 (anticipated in January 2020)

Specific seat allocations for departments, divisions and units in Mission Hall following the conversions of focus rooms to private offices will be communicated in writing to department chairs, administrative officers, and division leaders with space at Mission Hall. In September, staff in UCSF Real Estate will contact department, division and unit managers in the building to locate the units’ allocated seats on the floors, so that the units can assign individual employees who qualify for dedicated space to seats (in private offices or workstations).

Renovation Work


The renovation work, which involves conversion of over 200 focus rooms into private offices, acoustic treatments throughout the floors, reorienting cubicles to provide better privacy and improved functionality, and visual improvements and wayfinding signage, has commenced. Moves of current occupants in the building resulting from assignments of private offices or vacated workstations will be implemented as part of the renovation project.

In closing, we realize this has been a long and arduous process, and we greatly appreciate the patience you’ve shown over these past few years. Needless to say, we hope you find that this new space plan meets your needs!

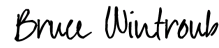
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