



University of California
San Francisco

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UCSF Real Estate

UCSF Box 0286
654 Minnesota St., 2nd Floor
San Francisco, CA 94143

tel: 415.476.2911

Lori Yamauchi
Associate Vice Chancellor

Lori.Yamauchi@ucsf.edu
www.ucsf.edu

TO: Department Chairs, Administrative Officers and Division Leaders
(with space in Mission Hall)

FROM: Lori Yamauchi
Associate Vice Chancellor, Campus Planning
UCSF Real Estate

Bruce Wintroub
Vice Dean, Dean's Office
School of Medicine

CC: Executive Vice Chancellor Provost Dan Lowenstein
Senior Vice Chancellor Paul Jenny

RE: Revised "Final State" Mission Hall Seat Allocations and Plans

This memo follows on and revises an October 30, 2018 memo from Lori Yamauchi regarding Mission Hall Seat Allocations by Department and Floor, which included allocations for Cancer programs moving for the opening of the Precision Cancer Medicine Building. Since October, the conversion of many focus rooms to private offices has been completed and the timing and composition of Cancer and related programs moving from Mount Zion to Mission Bay have been refined.

This letter attaches tables and floor plans that display the allocations of private offices and workstations to departments and programs who will be occupying Mission Hall, which will only be available in early 2020. By that time, several moves will be made that will create vacant space at Mission Hall:

1. Groups moving from Mission Hall to Center for Vision
2. Groups moving from Mission Hall to the Weill Neuroscience Building

The vacated space will also be reoccupied by current programs in Mission Hall and those moving from Mt. Zion. The new configuration of assignments is being referred to as the "Final State".

The "Final State" allocations accommodate ten percent growth in the number of workspaces assigned to programs currently in the building, as well as growth in the number of workspaces for employees moving from Mount Zion.

Until 2020, most of the current programs in Mission Hall will remain in place, although some limited moves from workstations to private offices will occur, in order to free up workstations that will be temporarily assigned to and occupied by Cancer Center, Surgery and other clinicians and staff moving from Mount Zion in the late spring and early summer. A separate communication to the programs located on the 4th through

6th floors will be issued, showing the proposed assignments of private offices and workstations during the interim period between summer 2019 and early 2020.

We apologize for the delay in getting this information to you.

Seat Allocation Tables

A series of tables are attached to this memo. The first table shows the supply of seats by floor, comprising private offices and workstations, which remains largely unchanged from October.

The second table shows the revised allocation of seats for your department in Mission Hall, by floor – it includes the department, the floor, the total number of seats allocated, broken into private offices and workstations. The third table shows the same allocations by department in alphabetical order, regardless of floor. The allocations are listed by department; division detail has been removed. Departments are responsible for allocating workspaces to their respective divisions.

As noted, some groups in Mission Hall will be moving to other new buildings, which are under construction and will be ready for move-in in early 2020, late 2020 and early 2021. The Final State allocations have reassigned the spaces to be validated by the groups moving to new buildings in 2020 and 2021.

Floor Layouts

A series of floor plans are also attached to this memo. The floor plans are color coded to reflect the departments with allocated seats on each floor. The assigned room/station numbers of the private offices and workstations are reflected in the floor plans. Changes to your location on the floor may be made via trades with neighboring departments until May 17, 2019, **however, the changes must obviously be agreed to by both departments.** Focus rooms, huddle rooms, and conference rooms may not be assigned, therefore, they are noted in white. Focus rooms must be available for privacy needs for individuals who are assigned workstations. Huddle rooms and conference rooms must be available for meetings for any occupants of the floor. Using a focus or huddle rooms as private offices (squatting) is unacceptable behavior in an open plan work environment because this practice reduces the privacy available for those assigned a workstation. The hotel workstations are outlined in pink. Hotel workstations are available for those who are not assigned space at Mission Hall but would like to work at Mission Hall for short periods of time.

If you have any questions or have completed a space trade, please contact Adrian Miu, Space Projects Manager in the Dean's Office, School of Medicine. Lori will be retiring from UCSF in June, so, effective immediately, she is transferring responsibilities for the Mission Hall space planning to her colleagues in UCSF Real Estate and the School of Medicine Dean's Office.