

Starr King UU Fellowship  
Space Survey Results Summary  
February 20, 2017

### Overarching Themes

1. With 88 responses (66 members, 15 friends, 7 staff, visitor, and rentals) it's clear that we are highly invested in Starr King and our building space. We love our building! The many comments were thoughtful and, at times, passionate.
2. We love the light and openness of the Sanctuary and appreciate the versatility and flexibility our spaces provide.
3. There is no overarching building management plan. No one seems to know who does what or who stewards the various areas.
4. The kitchen needs an update.
5. The back entrance is not welcoming.
6. We need more intimate adult spaces.
7. We are concerned about cleanliness, clutter, and long-term maintenance.

### Building Manager

- Thoughts
  - Determine who will take responsibility for total building oversight. Weekly cleaning, ongoing small maintenance needs, seasonal deep cleaning, big ticket maintenance/replacement items.

### Kitchen

- Comments reflecting most articulated sentiments.
  - Inadequate. Needs upgrade. Underutilized, not appealing. Need a "real" kitchen where one can cook and serve a meal. Could do more service functions with better kitchen.
- Thoughts
  - Upgrade the Kitchen
  - Devise a plan for an upgraded kitchen, get costs, create proposal for Fellowship review.

### Adult Meeting Spaces

- Comments reflecting most articulated sentiments.
  - All our small spaces are for RE and Youth. Need private, intimate meeting spaces for everyone. Need quiet, sacred/spiritual space for small groups. Would like conference room, library, mediation room or small sanctuary, need space for Pastoral Counseling and Family meetings with minister. Need a place for grown-ups to sit and chat. It feels like we're invading the children's rooms. We have no place to call our own.
- Thoughts
  - Reconfigure downstairs for small group spaces. Merge Children's Chapel and piano area with accordion partition. Add hallway wall with windows. Consider swapping minister office with Youth Room for larger Minister space for Pastoral Meetings and use of attractive front instead of back entry for visitors.
  - Investigate options and cost of downstairs small space configuration. Create proposal for Fellowship.

### Back Entrance

- Comments reflecting most articulated sentiments.
  - Not welcoming. Cluttered. RE stuff. Confusing to new folks who do not know layout. Poor signage. (e.g. elevator, restrooms, Sanctuary). Looks rundown. Furniture looks like rummage sale. Area at bottom of stairs is underutilized. Back outside Stairs need railing. Needs redecorating in entry, open areas.

- Thoughts
  - Reconfigure back entrance and business/kitchen area. Move Business equipment and paper supplies to stairwell area. Put comfortable, small group seating in current copier area. Remove cubicles at back entrance. Update kitchen cabinets and furniture.
  - Objective of Back Entrance Task Force – investigate options and cost of back entry/copier area configuration. Create proposal for Fellowship.

#### Foyer

- Comments reflecting most articulated sentiments.
  - Foyer is too small for congregation before service (doesn't feel welcoming). Crowded. Carpet and bathroom smell bad. Coat closet difficult to maneuver. Name tag cabinet creates a bottleneck – should be moved. The coat area could be more compact. It would also be nice to have some comfortable seating in this area. I think this would benefit some of our aging members. Gets messy, needs matching furniture, looks cluttered. I'd like to remove the coat room altogether. This could clear up the space and the congestion. I wonder too if we might have some regular schedule to address the bulletin boards to keep them fresh and looking good. Seems to stifle pre-service socializing. The Bathroom in the foyer is not adequate at all and probably should be eliminated. More signage perhaps.
- Thoughts
  - Remove wall that was previously outside kitchen wall. Create small seating area. Hang coats in Sanctuary closets. Get signage for restrooms and elevator.
  - Investigate reconfiguration of foyer, new carpeting, placement of name tag cabinet. Research signage. Create proposal for Fellowship.

#### Coffee Hour Setup

- Comments reflecting most articulated sentiments.
  - Having the food table in the middle of the room creates a bottleneck around the kitchen door. Think about placing it elsewhere in order to create a better flow. Not sure how to improve this but there doesn't seem to be a good flow around through the room with the table in the middle. As someone who tends to enter the room later it is hard to get through the crowd to get a cup of coffee. Not enough room for all the adults and children plus tables for seating and committee/sales activities. Crush of people makes it hard to get from one place to another to talk to more people. Good to have the table in the middle, but it does get clogged. Encourage finger foods as children sometimes take overly large helpings dropping cake and frosting on new chairs & floors. easier way to make coffee tea better kitchen. Not sure if room is big enough. Perhaps there is way to position tables so there is more space? (maybe putting food tables against a wall, thereby expanding the space for moving around and talking).
- Investigate ways to better configure the Fellowship Hall for Coffee hour. Create proposal.

#### Storage

- Comments reflecting most articulated sentiments.
  - Closets are unorganized and cluttered. Office storage areas appear to be a catch all for everyone's discarded "still useful" items. Need space for music, instruments, Stewardship, Membership, yarn, Christmas Decorations, Sanctuary Quilts, supplies, worship materials, altar cloths, bridge, card tables, Yoga, Got Lunch, yard sale items, youth group supplies, more space for RE.
- Thoughts
  - Evaluate all storage needs and designate specific space for each. Require that all items be stored in labeled containers in their designated areas. Store seasonal items (yard sale, Christmas) in large storage area across from elevator.
  - Assign steward to monitor storage clutter.

## Cleaning

- Comments reflecting most articulated sentiments.
  - Cluttered and dirty. The bathrooms and kitchen are sometimes stinky. Trash accumulates for weeks. Cleanliness, especially in the winter and mud months. Cleaning once a week on a Tuesday just isn't enough. New folks come on Sunday and visitors come to meetings during the week. Should be cleaner and more welcoming. Do we need a custodian?
- Thoughts
  - Form volunteer groups to deep clean quarterly – wash windows, strip and wash floors and sills, wash walls, clean bathrooms.
  - Investigate weekly maintenance needs.
  - Put in place a trash removal process.
  - Organize first cleaning group before April 8 (Linda's installation), create plan for periodic cleaning events.

## Preventive Maintenance

- Comments reflecting most articulated sentiments.
  - Need preventive maintenance plan and funding, Cracking floors in downstairs offices should be addressed. Ventilation in kitchen. Outside drips at building corners cause ice buildup. Downstairs bathrooms need attention. Painting needed. Refurbish outside (tree trimming, painting, staining). Repair walkways. Pave parking lot. Fix cupola windows. Boiler maintenance. Alarm servicing. The lack of finished landscaping all around the building and especially out back, coupled with the lack of well-thought-out parking and appropriate lighting is especially uncomfortable, plus raises safety issues. Toilet mechanism has been leaking. The downstairs bathrooms are in need of an update, fresh paint and a little makeover.
- Thoughts
  - Create preventive maintenance plan and schedule.
  - Give annual report on building status, maintenance completed, next years plan.