

This narrative is intended to accompany the draft floor plans that are available for the United Methodist Building as posted on the NCC Builds website. The plans provided are draft furniture plans but much more detailed plans were made available for the Town of Garner permitting process. Please follow along the draft floor plans as we go through this narrative for a tour.

First Floor

As you enter the property and see the building, you will be looking at the south side of the building. The building is placed on the lot with the length of the building in an east-west orientation in order to make best use of sunlight for the heating of the building. This placement is important for our LEED certification application process. You will notice upon facing the building that there is a covered entrance on the front of the building that will serve as the main entrance to the building and allows entrance to the main lobby of the building.

Also under the covered entrance will be bike racks to use for bicycle storage for those who may be able to ride bikes to work or meetings or for exercise.

As you enter the building through the main entrance into the lobby, you will enter a two story open lobby. To the right will be the doors to the tenant suite for the United Methodist Foundation. To the left will be the doors for the tenant suite for the Camp & Retreat Ministries, Inc. As you move forward in the lobby, the main receptionist desk will be to the right past the UMF suite doors.

As you move straight ahead in the lobby, you will see the doors to the large meeting room. This room is planned to seat approximately 175 in chairs and just less than 100 at training tables. This room will be outfitted for use as a chapel and can be split into two rooms for more flexibility. The room opens at the back onto a patio for meeting breaks and/or lunch area.

To the left in the large meeting room is storage as well as an opening to the catering preparation area. Due to code restrictions and the cost to implement the code, a full snack bar like is in the current UMB was not included in the design plans.

Going back out in the hallway and then going to the left down the main hall, you will see the tenant suite door for ZOE ministries. On the right, you will see the door for the print shop and mail room. There will be a loading dock entrance at the end of the hallway past the print shop for receiving deliveries as needed.

Going back down the hall and moving towards the east side of the building, you will pass the elevator on the right and will see the entrance to break room seating area on left. The break room is planned to be a place for meeting participant and staff lunch seating and also will have access to the back patio area.

Continuing down the hallway, you will pass restrooms on the left. The restrooms have restroom facilities but also small shower rooms with one shower in each restroom. These shower rooms provide LEED point opportunities since we will provide bike rack but also provide flexibility in case disaster hits and we need to use our facility during disaster response.

As you continue down the hall on the right, you will see the entrance to cabinet room on the right and a small conference room on the left.

Toward the end of the hall, you will see on the right offices for the Assistant to the Bishop/Director of Ministerial Relations. On the left at the end of the hall, you will see the entrance to the Bishop's suite. You will notice on the exterior plans a separate, locked entrance to the bishop's area for privacy if a visitor is coming to see the Bishop for confidential reasons and does not care to come through the main lobby. You will notice that there is a shared, locked storage area between the ministerial relations office and the Bishop's office that will provide a place for securely storing ministerial records.

There is a stairway at this east end of the building but we will move back into the lobby and use the main stairway to continue our tour on the second floor.

Second Floor

The first thing you will notice at the top of the stairway is a small visitors waiting area that will provide a seating or work area for those waiting for meetings or appointments.

As we turn left on the main second floor hallway, we will see the entrance to the Treasurer's Office and Information Technology suite. Once in the suite, you will see work areas for TO staff. As we turn right, we will see offices for the benefits manager, controller and treasurer. Notice how the staff work areas are lined across the windows. This is intentional to provide opportunities for LEED certification points in that placement as well as providing natural daylight for staff.

If we turn left in the TO area, we will go to the IT area and find secure interior storage and work space for network and email servers and other equipment.

Moving back out of the TO area and down the second floor hallway, you will pass the visitors seating and will come to the entrance to the media center. The media center is placed at the top of the stairway and across from the elevator for visibility. In the media center, space is available for archives that should be open for anyone at any time. More fragile archives were planned to be kept in interior storage and would be retrieved by the director as needed to try to prevent damage to the archived materials.

Continuing straight down the hall, you will notice a small meeting room on left and then the entrance to the Connectional Ministries suite. Notice again the placement of staff work areas on the exteriors. As best as possible with the goal of maximizing daylight, staff are aligned functionally according to work flow. Offices for directors are found all the way around the east end of the second floor. An interior storage area is centrally located for access by all connectional ministries staff. A medium sized meeting room is located on the southeast corner of the second floor. As you pass the meeting room and then come back towards the center of the building, you will pass the camera and video editing rooms for the communications office on the right. On the left, office and staff work areas for congregational development office are located.

At the end of the small hallway, you will find the conference secretary's office area with office and work area as well as storage for annual conference items. We will come back down hallway toward the center of the building and we have completed our tour.