On July 12th, the Campus Beet had our second meeting with our Steering Committee. At the end of the meeting, we were asked to rank the potential café locations that had been discussed. This was a task that we thought we would be very brief in accomplishing. After trying to come up with a list, we realized that we had not truly done the necessary research to make an honest and accurate evaluation. Detailed research had to be done, and a comprehensive report would have to result.

The first thing we had to do was clearly define our criteria; how would we rank these spaces? At the July 12th meeting, we presented a criteria sheet in our binders. It was apparent that these criteria did not have the clarity or reach the level of detail that would be required. In order to elaborate upon these criteria, resources from the Michigan Department of Agriculture were analyzed. How the spaces would be ranked was set. The criteria ultimately reflect a combination between state regulations and guidelines, and the elements that we feel are necessary for our success. (Appendix)

The methodology that would be used to rank our potential spaces was defined. It was determined that the clearest means of analysis would be a chart that would apply our criteria to these spaces in an easy to read, side-by-side format allowing for cross-analysis between locations. (Appendix)

The spaces themselves still had to be visited. One by one, I contacted the administrators in charge of the locations. The spaces were each visited, the infrastructure analyzed according to our criteria, and then photographed for visual representation. (Appendix)
Now that the spaces have been properly researched and examined, we feel we are in a position to accurately rank the potential café locations we have been presented with.

Following is my comments and findings on each space visited.

**Valley 3:** I was shown the Valley 3 kitchen by Paul Choker, Assistant Director of Dining Services on August 4th, 2011. He estimated that the dining hall had not been operated in approximately 10 years. The kitchen actually met much of the kitchen criteria. However, it has significant drawbacks. Because of the lapse in use, much of the infrastructure has fallen into disrepair and would be significantly expensive to fix.

As a Dining Services kitchen, contract requires it to be cleaned by Custodial Services. In addition, it is required for a union worker to be present during operation. The eating area is sometimes used as a meeting space.

Valley 3 has physical drawbacks as well. The kitchen and dining area are far too large for the kitchen we have envisioned. There is a large amount of walk-in refrigerators/freezers. They are all on the same electrical circuit, so they cannot be powered on or off individually. There is a substantial amount of kitchen equipment present. Over the years, however, it has been gutted. Pieces are taken out and used to fix machines that break in other dining halls. Because of the location on the outskirts of campus and the problems outlined above, it was determined that the Valley 3 kitchen is a less than ideal location for our café.

**Mugshots Café (Valley 1):** Laura Darrah, Assistant Director of Residence Life, showed me the Mugshots Café in Valley 1. The serving area of the location was ideal. However, the capacities of the kitchen are minimal. Laura agreed that the space was not conducive to our vision.
There are no existing gas lines. The area behind the counter has scarcely enough room for two people to move. There is a small storage closet with a hand-washing sink and a refrigerator. To install a grease hood, oven, stove, dishwashing sink, mop sink, and more would be prohibitively expensive. Like Valley 3, the location on the outskirts of campus is also a drawback. The Mugshots Café is poor as a potential location for the Campus Beet café.

**Kohrman Dietetic Kitchen:** The Dietetics Lab in Kohrman was visited on August 8\textsuperscript{th}, 2011. The lab is designed for teaching cooking techniques. It consists of stations with a stove, an oven, and a sink. There is also a range with a hood and a small fryer present.

While it is a wonderful teaching facility, it is unsuitable as a commercial kitchen. It does not have the proper dishwashing or mop sinks. According to Dr. Linda Dannison, Chair of Family and Consumer Sciences, “it will not be possible to use the Kohrman teaching lab for this purpose”. In addition to being ill-equipped to become a commercial kitchen, there is no space that could be used as a serving area. Dr. Dannison pointed out other problems, such as the fact that “it is highly booked by two colleges as a teaching lab, students would need supervision and there are health and sanitation concerns.” The Kohrman Dietetics Lab is a wholly unrealistic location for the Campus Beet café.

**Student Recreation Center:** The Student Rec Center was visited on August 5\textsuperscript{th}, 2011. The Rec Center has a small foodservice location. I was shown the area by Amy Seth, Director of Recreation Programs and Facilities.
The space is a small counter-space with a sink. It’s purpose is to sell prepared or packaged foods during sporting events at the Rec Center. The major drawback is that the service window is inside of a heavily utilized classroom. There is no gas lines, or capacity for grease hoods. There is no room for storage, no space to put equipment, and a lack of a serving area. This Student Recreation Center location is unsuitable as a potential café space.

Brown & Gold Room: The Brown & Gold Room was visited on July 29th. I was shown the space by Paul Terzino, Director of the Bernhard Center. The kitchen is between the Brown & Gold Room and the Faculty Dining room on the third floor of the Bernhard Center.

The space was originally used to prepare food to serve in the adjacent rooms. The kitchen is very limited in size. Currently, it is being used as a storage room. The kitchen infrastructure that exists is just a grease hood, which would require renovation to be operable. There is no suitable hand-wash, dish-wash, or mop sink. Being in the Bernhard Center, the location of the Brown & Gold room is good, despite being on the third floor. The room would also be suitable to be modified in order to create the Campus Beet’s desired ambience. Once again, however, the cost of renovating and properly equipping the space would be astronomically expensive. The Brown & Gold Room does have advantages because of its lack of use and well-suited location. It is a mediocre, but very expensive option.

Wesley Foundation:
Western Scoops: Paul Terzino, Director of the Bernhard Center, showed me Western Scoops on July 29th. Western Scoops is in the basement of the Bernhard Center. The space has a service counter that faces the Bronco Mall.

Behind the counter and front service area, there is a large prep area. Behind this is another small prep area. The space also includes a walk-in refrigerator and freezer. There is a small office. A dishwashing station, hand-washing sink, and mop sink are all present. There are two separate cooking stations with grease hoods. The large prep area behind the service counter is currently not utilized. Neither are the two ranges.

The Western Scoops location has two main drawbacks. The first is that the space does not have an enclosed service area (i.e. Biggby’s and Subway in the Bernhard Center). There is however, sufficient space to display student artwork on the front walls of the space. In addition, there is a seldom used stage across a walkway from the kitchen. The other main drawback is that the space is currently occupied by Western Scoops. However, during a meeting with Judith Gipper, Director of Dining Services, on July 27th, 2011, I was informed that Western Scoops currently only has a commitment to the space through the Fall 2011 semester.

The required kitchen infrastructure is all there. If the Campus Beet can enter the Western Scoops space in 2012, it represents not only the most realistic, but also the most favorable kitchen space. After researching all the suggested kitchen spaces on campus, the Scoops space not only has the most appropriate size and setup, it would also require the least amount of investment to be operable.

In conclusion, I have identified only three ‘realistic’ potential café spaces on campus.
Appendix I: Criteria Glossary

**Space:**
- Potential café locations

**Location:**
- *The space’s relative district location on campus*
  A. West Michigan Entrance District
  B. Schneider Hall District
  C. Bernhard Center District
  D. Waldo Library District
  E. Miller Plaza District

**Traffic:**
- *Numerical ranking reflecting volume of traffic during business hours*

**Loading Dock Access:**
- *Building has a delivery truck accessible loading dock that is in close proximity to the kitchen*

**Square-Footage:**
- *The total combined square footage of the kitchen, serving, and dining areas*

**Heating, Ventilating, Air Conditioning:**
- *Must be designed and installed so that make-up air intake and exhaust vents do not cause contamination of food, food-contact surfaces, equipment, or utensils*
- If necessary to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke, and fumes, mechanical ventilation of sufficient capacity shall be provided
- Required for equipment that generates smoke or grease laden vapors, heat or fumes (ovens/fryers/ranges/broasters/dishwashing)
- Must be in compliance with state law and approval from mechanical inspector is required to show food inspector

Gas Line:
- Facility must have a properly installed gas-line for gas-powered cooking equipment

Water Supply:
- Must have approved water supply and waste-water facilities
- Waste-water must be disposed into the municipal system through a properly designed and constructed on-site system

Electric:
- How can this best be quantified?

Ambience:
- Space has suitable wall-space to display art and create desired ambience
- The Campus Beet is able to make significant visual changes to the location in order to create aesthetic appeal for customers without interfering substantially with pre-existing infrastructure

Floors:
- Must be smooth and easily cleanable
- Acceptable materials for floor construction are sealed cement or commercial grade vinyl tile or equivalent
- No carpeting in food processing, processing, preparation or storage areas

Walls and Ceilings:
- Must be smooth, easily cleanable and non-absorbent
- Suitable materials include fiberglass, ceramic tile, commercial grade formica, or vinyl covered ceiling tiles or equivalent. In some areas, high-gloss cleanable paint is acceptable

Lighting (Where food is exposed or in food display cases):
- Safety bulbs or shields must be installed to prevent breakage
- Includes food preparation areas, coolers and freezers where food is stored, food display cases, and equipment washing areas

Prep Tables:
- Smooth/easily cleanable
- Corrosion resistant
- Durable
- Free of broken seams/cracks/similar defects
- Acceptable materials are steel or plastic laminate, or equivalent materials; wood tables are not acceptable except for bakery products
Hand-washing Sinks:
- Must be in or adjacent to bathrooms, and convenient to food handling and equipment/utensil washing
- A sink is not considered convenient if one must open a door or more than 25 feet to get to it
- Must be supplied with hot and cold water
- Must be equipped with hand cleanser and disposable paper towel
- Must be properly connected to the waste water disposal
- For hand-washing only, no other use is allowed

Ware-washing Station:
- Food equipment and utensil washing facilities, such as a 3-compartment sink must be provided
- Equipment and utensils must be washed, then rinsed in clean water, then sanitized with an approved sanitizer
- Must have bays deep enough to immerse largest item
- Must be equipped with drain-boards for stacking soiled equipment as well as air-drying clean equipment
- Must be supplied with hot and cold running water
- Must be properly connected wastewater connection

Mop Sink:
- Required for filling and emptying mop bucket
- Required for rinsing out soiled mop

Restrooms:
- Facilities required for employees to use
- Public facilities may be required by local zoning and building codes
- Must be fully enclosed
- Must be power vented to outside air
- Must have self-closing door
- Must have a proper hand-washing station in the room or immediately outside the door
- Food, food packaging, utensils, and employee work clothing may not be stored inside the restroom

Floor Drain:
- Facility is equipped with a floor drain properly connected to waste-water disposal system

Walk-in Cooler:
- Facility has a walk-in cooler for storage of temperature sensitive foods

Dry Storage:
- Facility has adequate dry storage shelving, or adequate space to install a dry-storage area

Handicap Accessible:
- The space is handicap accessible according to Americans with Disabilities Act guidelines
**Wireless Internet:**
- Wireless internet access is available for customers wishing to connect to the WMU network while dining
Appendix III: Photographs

Brown & Gold:

Top left: The view from the west wall to the east wall

Top right: The grease hood, which is in need of serious repairs

Bottom left: The view from the door to the south wall
Valley 3:

Above: 3 of the 6 walk-in units

Top right: The cooking station

Right: View of the kitchen from the back

Bottom: Ware-washing station
Mugshots:

Left: The dry storage area of Mugshots

Bottom: The Mugshots serving area
Student Recreation Center:

Above: Food service area behind the window

Below: The service window from inside the classroom
Above: The stove, fryer, and grease hood

Right: The dry storage cabinets

Below: One of the cooking stations