

COLLEGE OF MARIN  
KENTFIELD CAMPUS  
**NEW ACADEMIC CENTER**

BUILDING PROGRAM

16 July 2010

100010.00

Document Review Period  
for the  
New Academic Center  
at  
Kentfield Campus of College of Marin  
see Page 3





**REVIEW PERIOD**

DOCUMENT REVIEW  
FOR THE  
NEW ACADEMIC CENTER  
AT  
KENTFIELD CAMPUS OF COLLEGE OF MARIN

A PDF of the Building Program for the New Academic Center is available at the College of Marin Website for Programming Documents:  
<http://www.marin.edu/MeasureC/LegalInformation/index.htm>

The program document describes the potential elements and space allocations in the new building. In particular the college would like to know if the document captures the needs for the programs and functions described and what other requirements might be added or changed to make this new building optimally functional.

Written comments on the New Academic Center Programming Document should be submitted by 5:00 PM, August 20, 2010.

to

Elizabeth Bornstein

Sr. Project Field Administrator

Swinerton Management & Consulting

[Elizabeth.Bornstein@marin.edu](mailto:Elizabeth.Bornstein@marin.edu)

or

Fax (415) 721-7039



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# NEW ACADEMIC CENTER AT COLLEGE OF MARIN KENTFIELD CENTER

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# INTRODUCTION

## **SUMMARY**

The scope of this project is a new 48,000 gross square foot classroom and administrative office building replacing four existing buildings at the College of Marin Kentfield Campus. The four existing buildings are:

- Harlan Center Classroom Building
- Olney Hall Classroom Building
- Business Management Center Classroom Building
- Administration Building

The building site is located on the corner of Sir Francis Drake Boulevard and College Avenue on the northeast corner of the Kentfield Campus. The four existing college buildings on the site are to be demolished as well as the existing commercial building, the Taqueria Mexican Grill de Marin. Some the current functions within the college buildings such as health sciences classrooms and childcare center are to be relocated in other sites on the campus. The program overall area is designed to fall within the space limitations of "Alternative 4: Expanded Gateway 1 & 2 Buildings" in the Bond Spending Implementation Plan, Kentfield Campus Draft EIR dated 7/10/2007.

This project program describes the needs of the various administrative and office needs based on a series of stakeholder meetings conducted in May and June of 2010. The classrooms allocation is based on studies conducted by College of Marin Professor Erik Dunmire that are contained in the appendix of this document. The quantity of classrooms is projected to be sufficient to handle current peak classroom loads assuming current temporary classroom buildings are kept in operation. This program is designed to house displaced administrative functions as well as a variety of classroom configurations. It must be noted that most of the current existing classrooms are very small and did not meet either enrollment capacity needs or mandated accessibility standards and contemporary functional criteria.

Major components of this new building program include:

- Lecture Classrooms and Computer Labs for General Use
- College Skills / English as a Second Language Lab & Offices
- A large 200 Seat Multipurpose Lecture Hall
- Faculty Offices and Resource Areas
- Administrative Offices for the Office of Instructional Management
- Administrative Offices for the President, Vice President and Directors
- Administrative Offices for the Human Resources Department



## **INTRODUCTION**

### **PROGRAMMING DOCUMENT OBJECTIVES**

The objective of this document is to identify the specific spatial and programmatic requirements of the project, and in turn function as the basis of design for the new facility. The programming process involved the design team meeting over a period of two months with representatives of the various College, Community and District stakeholder groups.

The document includes overall adjacency diagrams of specific program spaces, a detailed area breakdown, and individual room descriptions. Each room description includes information such as: square footage, ceiling height, finishes, and requirements for electrical and data, acoustical, casework and equipment.



## PROJECT GOALS

# NEW ACADEMIC CENTER AT COLLEGE OF MARIN KENTFIELD CENTER

### PROJECT GOALS

- Create a recognizable identity for the College at the Sir Francis Drake Boulevard & College Avenue intersection.
- Improve community presence through access and visibility
- Maintain a feeling of comfort and welcome on entering the campus
- Respect the existing landscape and the original campus master planning concepts.
- Be sensitive to the scale and activities along College Ave
- Provide useful and attractive indoor and outdoor spaces for campus and community events
- Create modern, technologically enabled classrooms
- Provide new faculty offices and support facilities
- Replace the Administration Building with gracious and functional new offices
- Showcase the College Skills and ESL programs within the building as an attractive gateway to enable college attendance
- Replace the Olney Hall Auditorium with an attractive multifunctional lecture and meeting space

### DESIGN GOALS

- Create a campus community with places for student and faculty/staff collaboration
- Integrate both exterior and interior architecture into an overall indoor / outdoor design emphasis.
- Preserve and enhance the existing landscape framework and major features such as the oaks and redwoods.
- Restore and make open space by aligning the New Academic Center with existing buildings
- Create a welcoming building presence during nighttime use of the campus.

### SUSTAINABILITY GOALS

- Attain LEED Certification for the project
- Incorporate natural daylight and daylight controls into the project
- Utilize existing geothermal well infrastructure coupled with natural ventilation strategies for a highly efficient heating, ventilation and air conditioning system.
- Use simple, highly durable finishes
- Incorporate individual Building Monitoring & Metering systems



## LIST OF PARTICIPANTS

# MEETING ATTENDEES

### PROGRAM STAKEHOLDER MEETINGS

#### CORE GROUP (AT ALL MEETINGS)

Alan Butler, TLCD Architecture  
John Fung, Mark Cavagnero Associates  
Leigh Sata, Program Manager, Swinerton  
V-Anne Chernock, Modernization Director COM  
Erik Dunmire, Faculty COM  
Don Flowers, Maintenance Supervisor COM

#### MAY 12 – OIM GROUP

Carri Torres  
Tom Hugends  
James Kuramiya  
Alaganesh Hagos  
Dong Nguyen

#### MAY 12 – COMMUNITY / CAMPUS OPEN FORUM

##### ARCHITECTS

Mark Cavagnero  
Brian Wright

##### CAMPUS

Barbara Bonander  
Karen Van Kreidt  
Blaze Woodlief  
Nick Chang  
Carol Scialli  
Heather Holliday  
Melinda Melloy  
Wendy Walsh  
John Pretrovsky

##### COMMUNITY

Alyce Chasse  
Mary Sue Piatti  
Len Pullan  
Richard Berling  
Patricia Russo

## LIST OF PARTICIPANTS

### MAY 19 – COMMUNITY / CAMPUS OPEN FORUM

#### CAMPUS

Jeff Cady  
John Pretrovsky

#### COMMUNITY

Arlene Killpack  
Pete Killpack  
Mary Sue Piatti  
Len Pullan  
Betty Goerke  
Patricia Russo

### MAY 20 – COMMUNITY / CAMPUS OPEN FORUM

#### CAMPUS

Betty Schlaepfer  
Alex Suarez  
Cheryl Carlson  
Community  
Carmen O'Connor  
Brian O'Connor  
Scott Peoples  
Ann Petersen  
Donna Reeve

### MAY 20 – CLASSROOM PLANNING

#### COMMUNITY

Patricia Russo

#### CAMPUS

Dianne Fan  
Jim Arnold  
Dong Nguyen  
Win Cottle  
Ted Bright  
Laura Hernandez  
Christine Li  
Karen Van Kreidt

## LIST OF PARTICIPANTS

### MAY 25 – ADMINISTRATION & HR

#### COMMUNITY

Patricia Russo

#### CAMPUS

Heather Holliday  
Carol Scialli  
Melinda Molloy  
Nick Chang  
Nicole Cruz  
Betty Schaefer  
Kirsten Gisle  
Devon Kinka  
Julie Breakstone  
Pearl Monemzadeh  
Cathy Summa Wolfe  
Claudette Muldowney  
Connie Lehua  
Linda Beam

### JUNE 3 – CLASSROOMS & COLLEGE SKILLS / ESL

Jeff Cady  
Sara McKinnon  
Blaze Woodlief  
Barbara Bonander  
Alex Suarez  
Dong Nguyen

### JUNE 10 – COMPUTER LABS

Jim Arnold  
Sara McKinnon  
Marshal Northcutt  
Bill  
Brian Wilson  
Susan Andrien

### JUNE 24, 2010- SITE NEEDS AND PUBLIC BUILDING AREAS

Greta Siegel, Student Development & Special Services  
Cari Torres, OIM  
Arnulfo Cedillo, Director of Student Affairs  
Sara McKinnon  
Bill Krill, SMC  
Juliann Tumanatl, Outreach  
Dong Nguyen, OIM  
Krystal Becena, ASCOM

### JULY 1- CLASSROOM PLANNING

Cari Torres  
Sara McKinnon  
Blaze Woodlief



# OVERALL PROJECT PROGRAM **1**

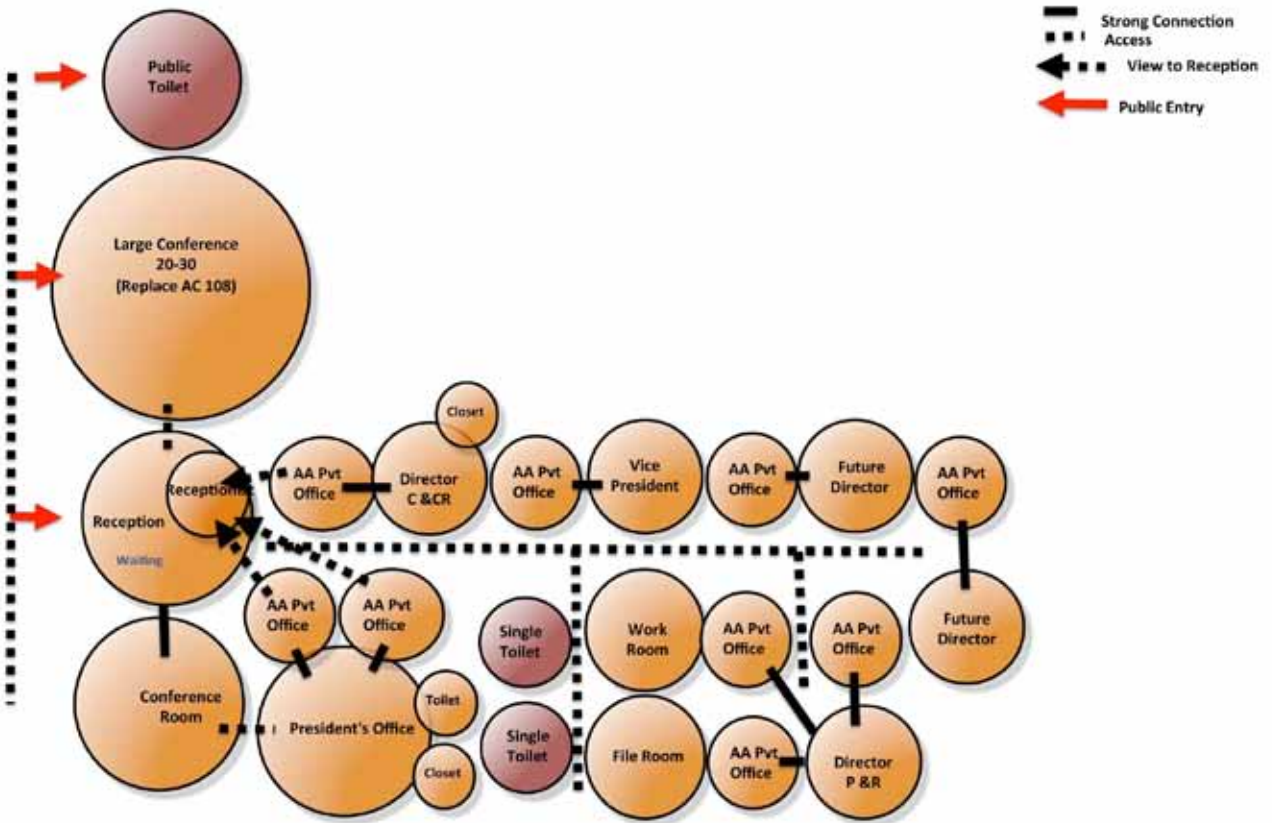


**PROGRAM SUMMARY**

OVERALL PROGRAM SUMMARY

<b>Administrative Offices</b>			<b>Subtotal</b>	<b>Subtotal</b>
President/VP/ Directors			3,543	
Human Resources			2,520	
Office of Instructional Management			1,020	7,083
<b>Faculty Offices</b>				
ESL			875	
Faculty Office Complex			4,185	5,060
	<b>Quantity</b>	<b>ASF</b>		
<b>Lecture &amp; Lab</b>				
Large Lecture 200 Seats	1	3,600	3,600	
College Skills / ESL Lab	1	900	900	
Small Instructor Conf	2	75	150	
Computer Labs for 32	1	990	990	
Computer Tech Office	1	122	122	
Computer Lab for 40	1	1,208	1,208	
Small Classrooms for 28-30	7	810	5,670	
Medium Classrooms for 38-40	6	990	5,940	18,580
				<b>30,723</b>
			<b>Total ASF</b>	<b>30,723</b>
			<b>Bldg Efficiency</b>	<b>64%</b>
			<b>Projected GSF</b>	<b>48,005</b>

## ADMINISTRATIVE OFFICES



## PRESIDENT / VP / DIRECTORS

ADMINISTRATIVE OFFICES

PRESIDENT / VP / DIRECTORS

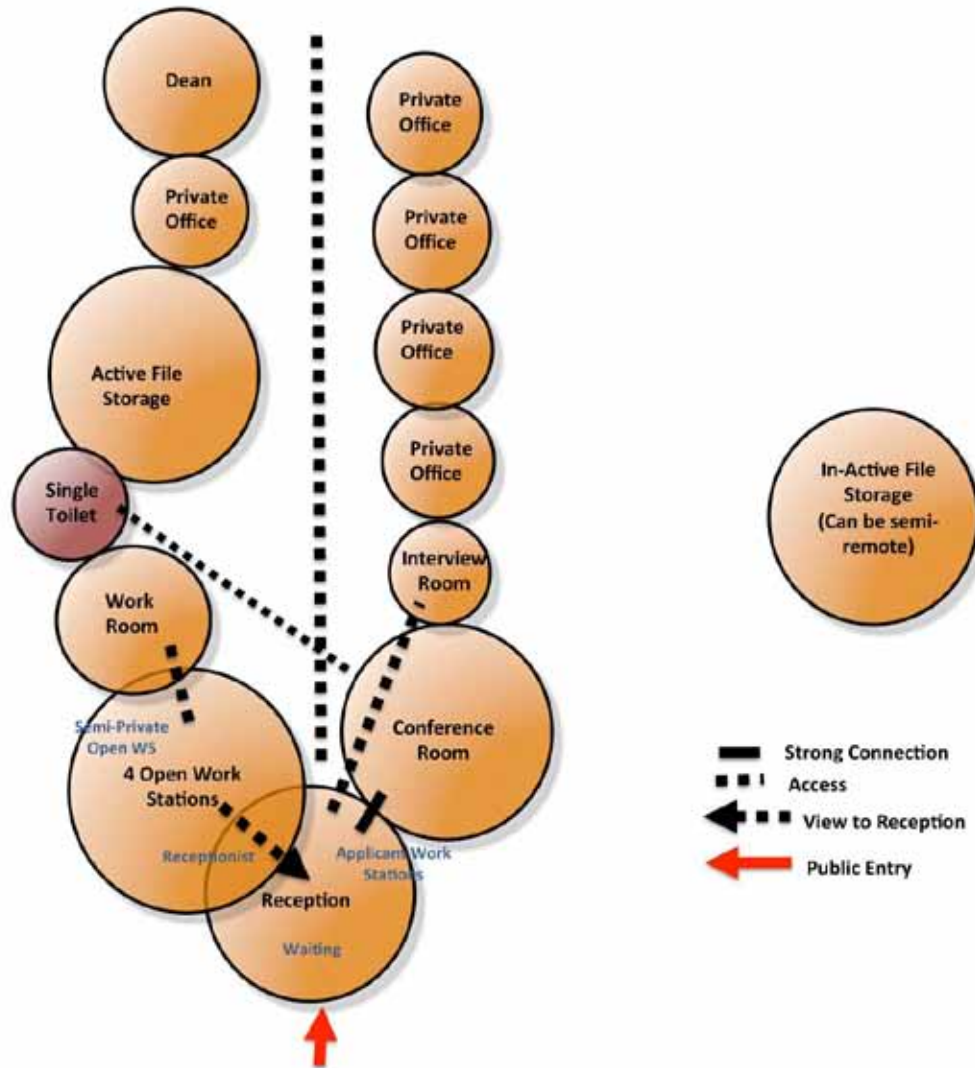
	Who	Room Data		Size Per Std*	Total ASF
		Sheet	Quantity		
<b>President/VP/Directors</b>					
<b>Reception</b>	3-6 Visitors	021	1	400	400
Open Work Stations	Fut Receptionist	022	1		
<b>President's Office</b>					
Open		023	1	350	350
President's Toilet		na	1	50	50
Closet		na	1	10	10
<b>President's Asst.- Pvt Office</b>					
Melinda		017	2	95	190
Betty		017			
<b>VP Office- Student Learning</b>					
Nick Chang		024	1	225	225
VP Asst-Pvt	Carol	017	1	95	95
<b>Director - Comm. &amp;CR</b>					
C & CR Asst.-Pvt.	Cathy Summa-Wolf	015	1	145	145
C & CR Storage.	Nicole	017	1	95	95
			1	15	15
<b>Director-Planning &amp; Research</b>					
Chialin Hsieh		015	1	145	145
P&R Asst-Pvt.	Barbara David	017	3	95	285
	Kathleen	017			
	Melody	017			
<b>Director-Open</b>					
Future		015	2	145	290
Asst-Pvt.	Future	017	2	95	190
<b>File Room</b>					
		026	1	150	150
<b>Copy Break</b>					
		027	1	198	198
<b>Conference Room</b>					
		028	1	260	260
<b>Large Conference</b>					
		029	1	450	450
					<b>3,543</b>

7/6/10

\*Administrative Office Allocations

Office	ASF	Room Data	
		Sheet	Note
Open Work Station	100	022	Includes 64sf work station & circulation
Staff Office	95	017	Does not include circulation
Dean / Director Office	145	015	Does not include circulation
Vice President Office	225	024	Does not include circulation
President Office	350	023	Does not include circulation
Faculty Office	85	014	Does not include circulation

## ADMINISTRATIVE OFFICES



HUMAN RESOURCES

**ADMINISTRATIVE OFFICES**

HUMAN RESOURCES

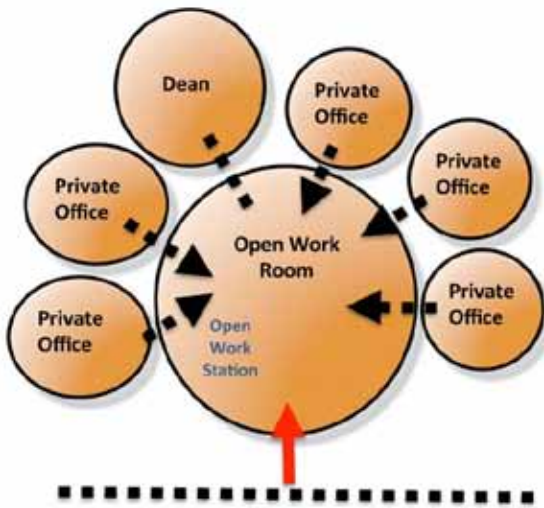
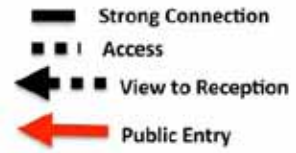
	<b>Who</b>	<b>Room Data Sheet</b>	<b>Quantity</b>	<b>Size Per Std*</b>	<b>Total ASF</b>
<b>HR</b>					
<b>Reception</b>	5 Visitors Waiting, 2 Applicant Work Stations	031	1	700	700
4 open Work Stations	Julie	022	4		
	Open Position	022			
	Hourly PT	022			
	Kirsten	022			
<b>Dean HR</b>	Linda Beam	015	1	145	145
<b>HR Office-Private</b>	Pearl	017	5	95	475
	Devon	017			
	Claudette	017			
	Open for Future	017			
	Connie	017			
<b>HR Work Room</b>		032	1	200	200
<b>HR Conference</b>		035	1	320	320
<b>HR Interview Room</b>		012	1	80	80
<b>HR Files- Active</b>		033	1	300	300
<b>HR Files- Inactive</b>		034	1	300	300
					<b>2,520</b>

6/24/10

**\*Administrative Office Allocations**

<b>Office</b>	<b>ASF</b>	<b>Room Data Sheet</b>	<b>Note</b>
Open Work Station	100	022	Includes 64sf work station & circulation
Staff Office	95	017	Does not include circulation
Dean / Director Office	145	015	Does not include circulation
Vice President Office	225	024	Does not include circulation
President Office	350	023	Does not include circulation
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## ADMINISTRATIVE OFFICES



## OFFICE OF INSTRUCTIONAL MANAGEMENT

**ADMINISTRATIVE OFFICES**

OFFICE OF INSTRUCTIONAL MANAGEMENT

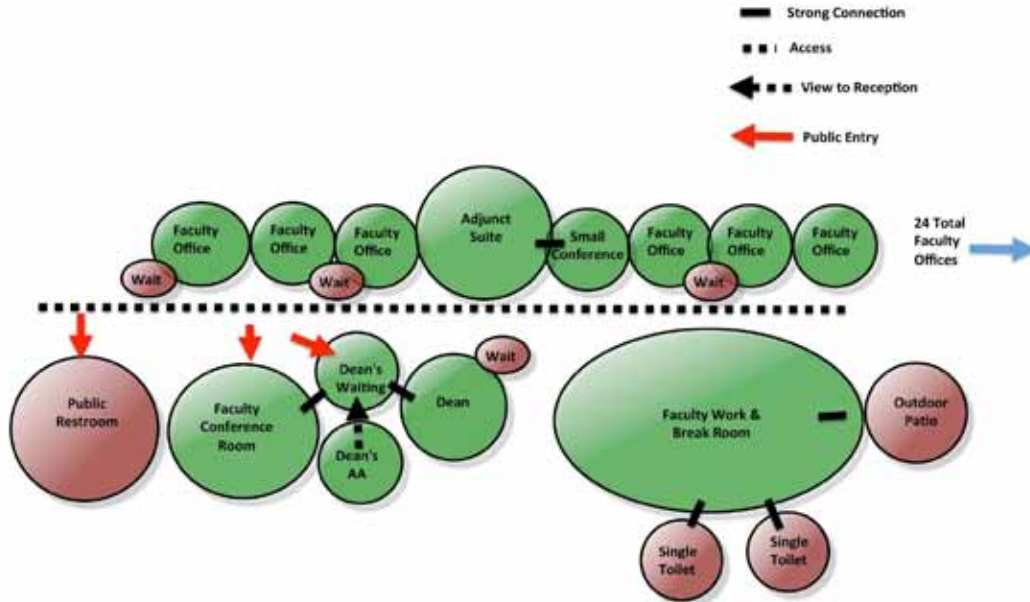
	<u>Who</u>	<u>Room Data</u> <u>Sheet</u>	<u>Quantity</u>	<u>Size Per Std*</u>	<u>Total ASF</u>	
<b>Office of Instructional Management</b>						
<b>Director</b>	Cari Torres	015	1	145	145	
<b>Private Offices</b>	Dong	095	5	95	475	
	James					
	Tom					
	Alaga					
	Kim					
<b>Work Room</b>	Hourly Employee	030	1	400	400	<b>1,020</b>

6/24/10

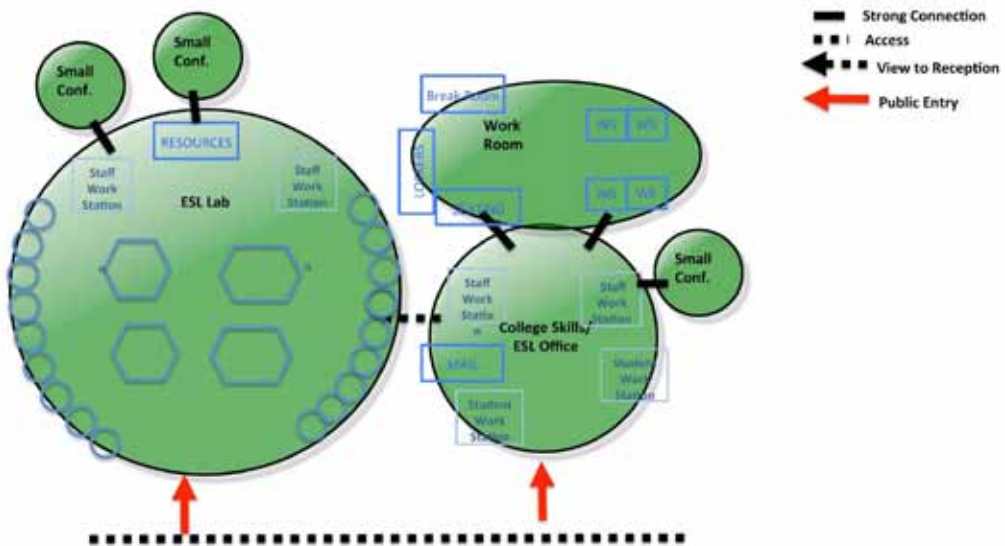
**\*Administrative Office Allocations**

<u>Office</u>	<u>ASF</u>	<u>Room Data</u> <u>Sheet</u>	<u>Note</u>
Open Work Station	100	022	Includes 64sf work station & circulation
Staff Office	95	017	Does not include circulation
Dean / Director Office	145	015	Does not include circulation
Vice President Office	225	024	Does not include circulation
President Office	350	023	Does not include circulation
Faculty Office	85	014	Does not include circulation

## FACULTY OFFICES



## GENERAL FACULTY OFFICES



## ESL OFFICES

**FACULTY OFFICES**

FACULTY OFFICES

	<b>Description</b>	<b>Room Data</b>		<b>ASF</b>	<b>Subtotal</b>	<b>Subtotal</b>
		<b>Sheet</b>	<b>Quantity</b>			
<b>College Skills / ESL</b>	College Skills / ESL Office	010	1	375	375	
	Work Room & Adjuncts	013	1	425	425	
	Small Instructor Conf	012	1	75	75	<b>875</b>
<b>Faculty</b>	Faculty Office	014	24	85	2,040	
	Dean Reception and Open WS	016	1	200	200	
	Dean's office	015	1	140	140	
	Dean AA	017	1	95	95	
	Small Conf for 2-3	012	2	80	160	
	Conference for 12-15	018	1	350	350	
	Faculty Work Room / Copy / Break Room	019	1	600	600	
	Adjunct Suites for 12-16	020	3	200	600	<b>4,185</b>

6/24/10

**\*Administrative Office Allocations**

<b>Office</b>	<b>ASF</b>	<b>Room Data</b>	
		<b>Sheet</b>	<b>Note</b>
Open Work Station	100	022	Includes 64sf work station & circulation
Staff Office	95	017	Does not include circulation
Dean / Director Office	145	015	Does not include circulation
Vice President Office	225	024	Does not include circulation
President Office	350	023	Does not include circulation
Faculty Office	85	014	Does not include circulation

## LECTURE & LABS

SEE INDIVIDUAL ROOM PLANS  
001-008 ON PAGES 36-47

**LECTURE & LABS**

LECTURE & LABS

<b>Lecture &amp; Lab</b>	<b>Description</b>	<b>Room Data</b>		<b>ASF</b>	<b>Subtotal</b>	<b>Subtotal</b>
		<b>Sheet</b>	<b>Quantity</b>			
	Large Lecture 200 Seats	003	1	3600	3,600	
	College Skills / ESL Lab	011	1	900	900	
	Small Instructor Conf	012	2	75	150	
	Computer Labs for 32	008	1	990	990	
	Computer Tech Office	009	1	122	122	
	Computer Lab for 40	007	1	1208	1,208	
	Small Classrooms for 28-30	001	7	810	5,670	
	Medium Classrooms for 38-40	002	6	990	5,940	<b>18,580</b>

6/24/10

## College of Marin New Academic Center

# PROGRAM STAKEHOLDER MEETINGS INPUT ON SITE AND PUBLIC AREA USES

Through meetings with the stakeholder groups, the following site functions were discussed as consideration for exterior uses adjacent to the New Academic Center:

### OUTDOOR AREAS

- The outdoor spaces should promote interaction amongst students, faculty, staff and visitors at a variety of scales and allow for different types of campus-wide activities.
- In general, there is a strong desire for informal gathering spaces that promote learning and social opportunities. These spaces should be protected from the elements and integrated into the larger campus context.
- The exterior spaces should also allow for occasional outdoor classes and together with built-in seating and tables give students opportunities for study that take full advantage of the park-like setting of the campus.
- Larger groups should also be accommodated, such as tours for junior high and high school students in providing a place for gathering and orientation.
- Access to electrical power is desirable which in turn can also serve other on-campus outreach events for clubs and music.
- Outdoor posting areas are important as message boards and can be used for the display of art in celebrating campus diversity.
- Shaded and rain protected outdoor areas are needed.
- Community events at the campus have included Earth Day that used much of the outdoor area on the central campus. Olney Hall has been important for community events and lectures.
- Drop off south of Olney Hall steps is heavily used and should remain. The Olney steps are a major hang out spot currently used a lot by smokers.
- There are currently few outdoor drinking fountains on campus.
- The area outside the large lecture hall should be plumbed inside and outside for a coffee cart or other informal food service opportunity.
- There is minor student traffic coming into the campus at the corner of Sir Francis Drake and College Avenue.
- Entry into the campus and the New Academic Center should take advantage of the existing stand of redwoods at the corner of Sir Francis Drake Blvd. and College Ave. and provide the College of Marin a clear sense of identity and visibility.
- A planned LED monument board for the Sir Francis Drake side of the campus will need to be coordinated with the NAC project.
- There is a strong desire for more activity along College Ave. to encourage pedestrian traffic and provide opportunities for gathering and interaction for students.
- The New Academic Center and the lecture hall in particular should be readily accessible from the street to accommodate community visitors at all times of the day.

## SITE DESIGN & PUBLIC USE INFORMATION

- Exterior lighting from parking areas through the campus should engender a sense of safety in the evenings. Current pathways have “black spots” where there is little or no lighting. New pathway lighting should have continuous illumination. Emergency call stations are desirable. Stairways need to be well lighted.
- Secure bicycle parking near the New Academic Center should be provided to promote alternatives to driving.
- Truck/vehicle access should be considered for the New Academic Center to allow for ease of loading and unloading by maintenance staff as well as vendors
- Pathways to the New Academic that are free of steps should be considered where possible for ease of access to the new building.
- Former faculty member, Betty Goerke, stressed the importance of recognizing Indian presence in the past at the College of Marin site and the need for general respect to Indian heritage in Marin.
- The central lawn area has been used for commencement and other campus events and the new landscaping plans should support these uses.
- Billy Rhyne of RHAA Landscape Architects is most familiar with campus landscape standards. Lots of interest in Japanese Maples and Azaleas on site. Do not want ivy or juniper.
- There was interest expressed in orchard plantings, arcades and arbors. Some recollection of the colonnade at the Administration Building was discussed.
- Exterior construction needs to be skateboard proof.
- Exterior Design Guidelines are available online at the college web site. Landscape and exterior lighting standards and materials are described in Volume 1-B and Volume 4.

### PUBLIC BUILDING AREAS

- Vending areas (to include study supplies such as scantrons and pencils) are desirable. They should have tables and chairs nearby.
- Restrooms and water fountains should be placed with easy access from outdoor gathering areas.
- Wi-Fi should be available throughout the new building area inside and outside. Charging stations for computers and electronic devices are also desirable both inside and outside. Samsung makes charging stations.
- Interior lobbies and hallways should include posting and sitting areas as well as opportunities for two and three-dimensional artworks.
- The building will need to have recycling containers and storage for recycling.
- Building security systems should include electronic locksets on main exterior doors. Interior doors to be keyed.
- Computer labs will need terminals for check in possibly using Smart cards in the future.
- Bicycle Commuting: Showers for both faculty and students are desirable and necessary for LEED certification. Smart cards were discussed as a possible way of controlling access to student showers. A shower in the faculty workroom may be a good solution.
- The campus wants metering for each building. All utilities should have metering as they enter the building.



# ROOM DATA SHEETS

**2**

## **ROOM DATA SHEET SUMMARY**

6.8.10

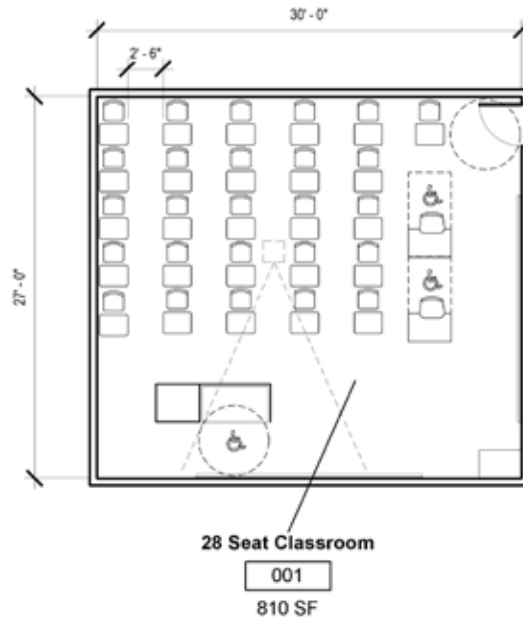
## ROOM DATA SHEET INDEX

### ROOM DATA SHEETS

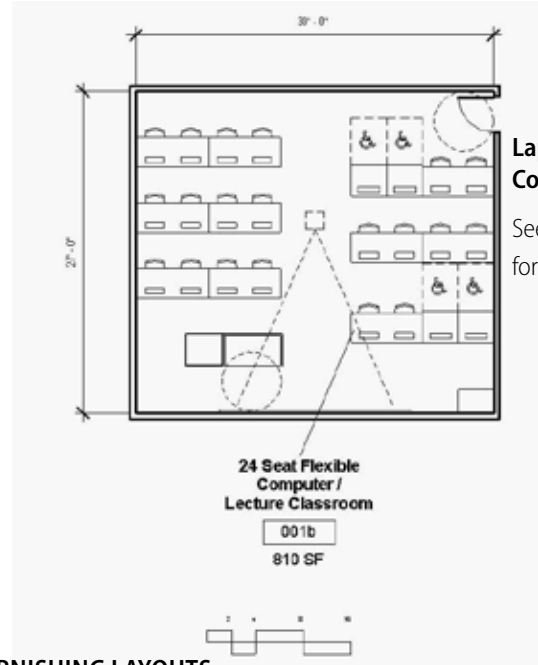
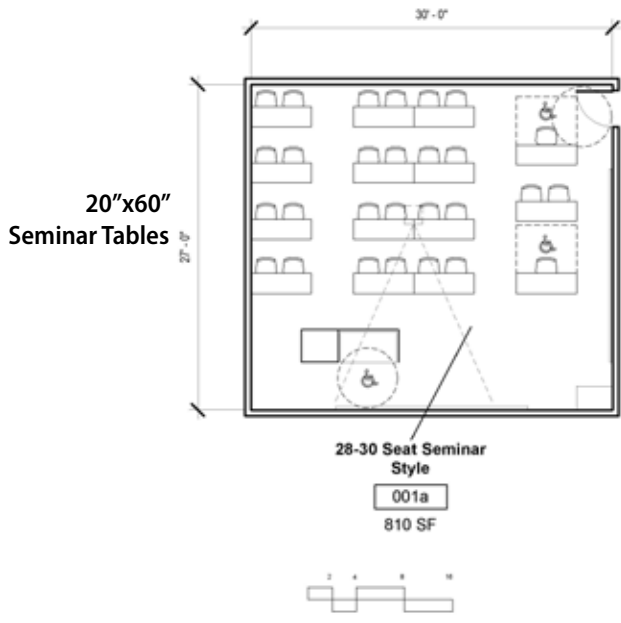
001	<b>Classroom for 24-30</b>
002	<b>Classroom for 32-40</b>
003	<b>Large Lecture for 200</b>
004	<b>Large Lecture Lobby*</b>
005	<b>Large Lecture Control/Projection Room*</b>
006	<b>Large Lecture Storage*</b>
007	<b>Computer Lab for 35</b>
008	<b>Computer Lab for 24</b>
009	<b>Computer Tech Office</b>
010	<b>College Skills/ESL Office</b>
011	<b>College Skills/ESL Lab</b>
012	<b>Small Conference/Interview Room for 2-3</b>
013	<b>College Skills/ESL Work Room</b>
014	<b>Faculty Office</b>
015	<b>Director/Dean's Office</b>
016	<b>Dean's Reception</b>
017	<b>Administrative Assistant</b>
018	<b>Conference Room for 12-15</b>
019	<b>Faculty Work Room/Break Room</b>
020	<b>Adjunct Faculty Office Suite</b>
021	<b>President's / VP / Dean's Reception</b>
022	<b>Open Office Work Station</b>
023	<b>President's Office</b>
024	<b>Vice President's Office</b>
025	<b>Storage – C &amp; CR</b>
026	<b>President's / VP / Director's File Storage</b>
027	<b>President's / VP / Director's Work Room</b>
028	<b>President's / VP / Director's Conference Room</b>
029	<b>President's / VP / Director's Large Conference Room</b>
030	<b>OIM Work Room</b>
031	<b>HR Reception</b>
032	<b>HR Work Room</b>
033	<b>HR Active File Storage</b>
034	<b>HR Inactive File Storage</b>
035	<b>HR Conference Room</b>
036	<b>Custodial Closets</b>
037	<b>Restroom - Staff</b>
038	<b>Restroom - Student</b>
039	<b>IDF/ MDF Network / Telecom Room</b>

\* = No Room Data Sheet- Diagram Included with 003

**001-LECTURE CLASSROOM  
 FOR 24-30**



**Standard Student Desk  
 KI 360**



See Room Data Sheet 007  
 for Image of Desk

**ALTERNATIVE FURNISHING LAYOUTS**

**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**001-LECTURECLASSROOM  
FOR 24-30**

# LECTURE CLASSROOM FOR 24-30

## GENERAL:

ROOM STYLE:	<b>Classroom</b>
DEPARTMENT:	<b>General Use</b>
ROOM USE:	<b>General Lecture Classroom</b>
ROOM USE CODE:	<b>110</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>810 ASF</b>
QUANTITY:	<b>7</b>
ADJACENCIES:	<b>Other Classrooms</b>

## ARCHITECTURAL:

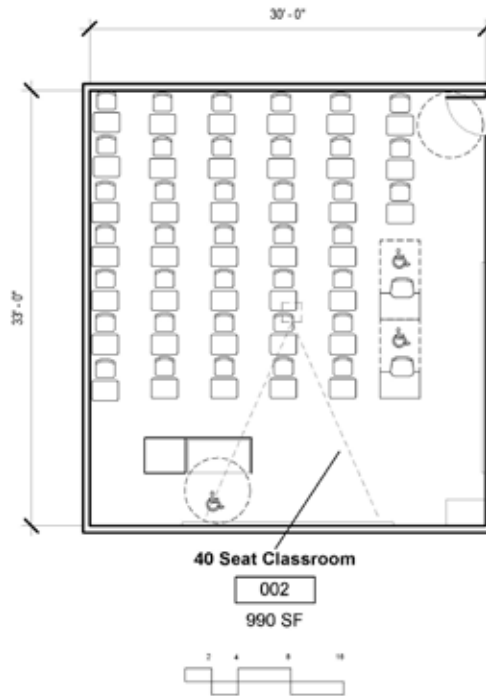
FLOOR / WALL / BASE FINISH:	<b>Resilient Flooring/ Painted Drywall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Dual Roller Shades: sun control &amp; blackout</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>16' Whiteboard on two walls, 4' tack board, chair rails on three walls, instructors AV station</b>
CASEWORK:	<b>Instructors Station, Wardrobe /Storage Cabinet</b>
FURNITURE:	<b>Adjustable height table for instructor's station, 28 KI 360 student desks, 2 accessible desks with chairs or alternate layout with 16 ea 20x60 tables with chairs.</b>
EQUIPMENT:	<b>Standard AV equipment: ceiling mounted projector, speakers, DVD playback and/or computer, controls, optional document camera</b>

## SYSTEMS:

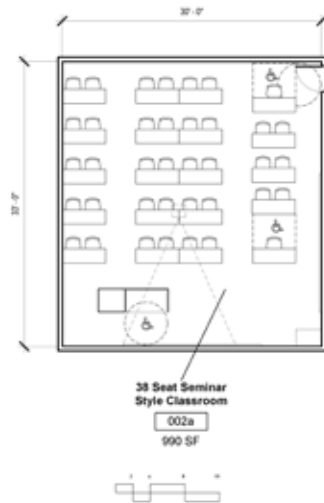
HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Perimeter Power on raceway, 2 sides front to back</b>
DATA / TELE:	<b>Provide for wall telephone, instructors station, 4 network connections for each side in raceway. Wi-Fi Access</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted with daylight controls and multi-mode AV, Whiteboard Note Taking and General Lighting switching</b>
ACOUSTICS:	<b>Room to room transmission is issue with loud ESL classes</b>
AUDIO VISUAL:	<b>Standard Instructors Station with computer projection</b>

Notes:

## 002-LECTURE CLASSROOM FOR 32-40



20"x60"  
Seminar Tables



Laptop Garage  
Computer Desks

See Room Data Sheet 007  
for Image of Desk



### ALTERNATIVE FURNISHING LAYOUTS

**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**002-LECTURE CLASSROOM  
FOR 32-40**

# LECTURE CLASSROOM FOR 32-40

## GENERAL:

ROOM STYLE:	<b>Classroom</b>
DEPARTMENT:	<b>General Use</b>
ROOM USE:	<b>General Lecture Classroom</b>
ROOM USE CODE:	<b>110</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>990 ASF</b>
QUANTITY:	<b>6</b>
ADJACENCIES:	<b>Other Classrooms</b>

## ARCHITECTURAL:

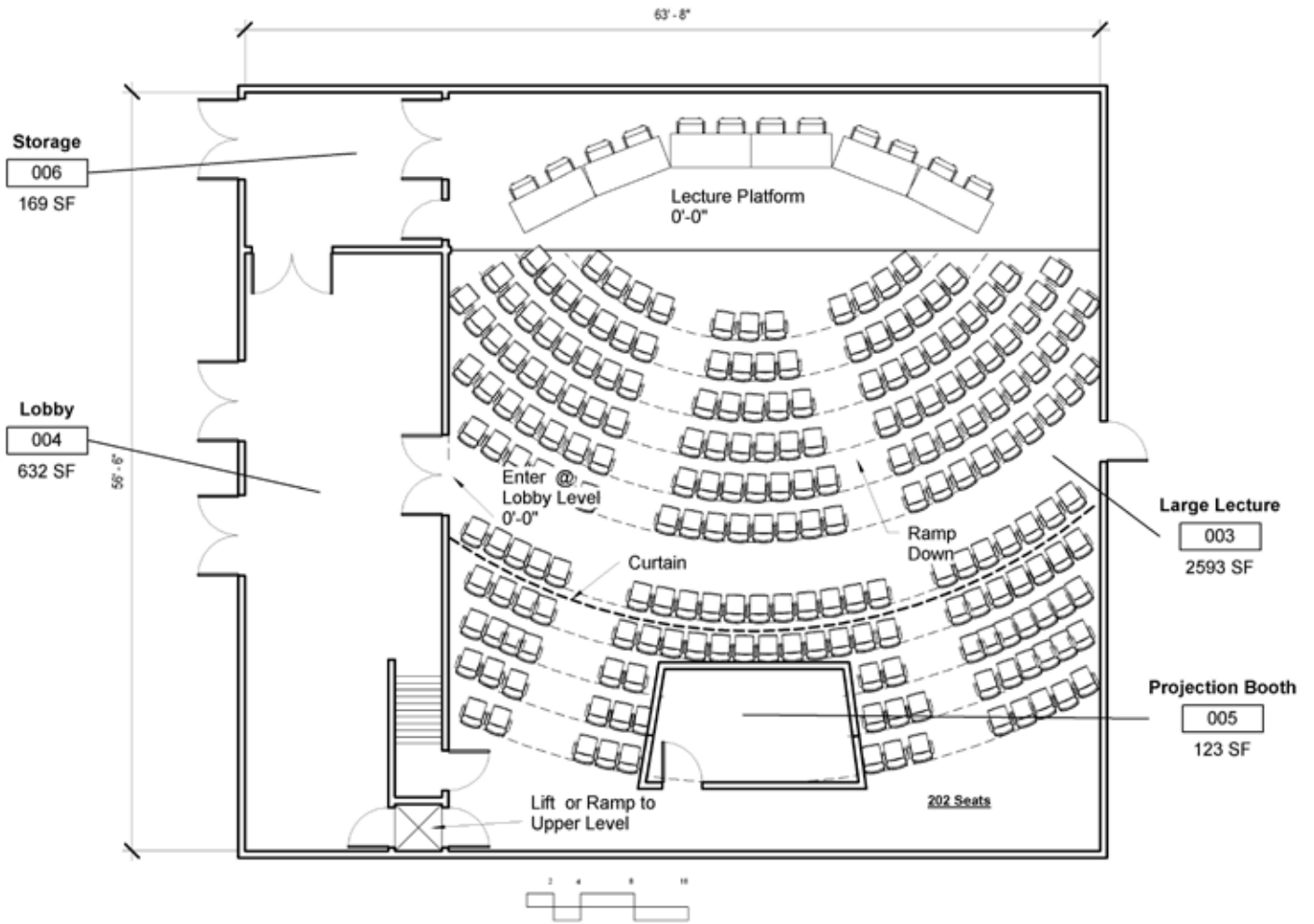
FLOOR / WALL / BASE FINISH:	<b>Resilient Flooring / Painted Drywall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Dual Roller Shades: sun control &amp; blackout</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>16' Whiteboard on two walls, 4' tack board, chair rails on three walls, instructors AV station</b>
CASEWORK:	<b>Instructors Station, Wardrobe /Storage Cabinet</b>
FURNITURE:	<b>Adjustable height table for instructor's station, 40 KI 360 student desks, 2 accessible desks with chairs or alternate layout with 20 ea 20x60 tables with chairs.</b>
EQUIPMENT:	<b>Standard AV equipment: ceiling mounted projector, speakers, DVD playback and/or computer, controls, optional document camera</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Perimeter Power on raceway, 2 sides front to back</b>
DATA / TELE:	<b>Provide for wall telephone, instructors station, 4 network connections for each side in raceway. Wi-Fi Access</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted with daylight controls and multi-mode AV, Whiteboard Note taking and General lighting switching</b>
ACOUSTICS:	<b>Room to room transmission is issue with loud ESL classes</b>
AUDIO VISUAL:	<b>Standard Instructors Station with computer projection</b>

Notes:

### 003 TO 006-LARGE LECTURE CLASSROOM FOR 200



003 TO 006-LARGE LECTURE  
CLASSROOM FOR 200

# LARGE LECTURE CLASSROOM FOR 200

## GENERAL:

ROOM STYLE:	<b>Large Lecture</b>
ROOM USE:	<b>Multipurpose Large Lecture Classroom</b>
ROOM USE CODE:	<b>110</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>3600 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Wall Covering / Rubber</b>
CEILING FINISH / HEIGHT:	<b>tbd / tbd</b>
WINDOW TREATMENT:	<b>Dual Roller Shades: sun control &amp; blackout</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>Whiteboards TBD, Multifunctional - Relocatable Instructors AV station, Mid-Room Curtain to subdivide space for smaller attendance</b>
CASEWORK:	<b>tbd</b>
FURNITURE:	<b>Fixed Seating with concealable tablet</b>
EQUIPMENT:	<b>Large venue AV &amp; lighting tbd</b>

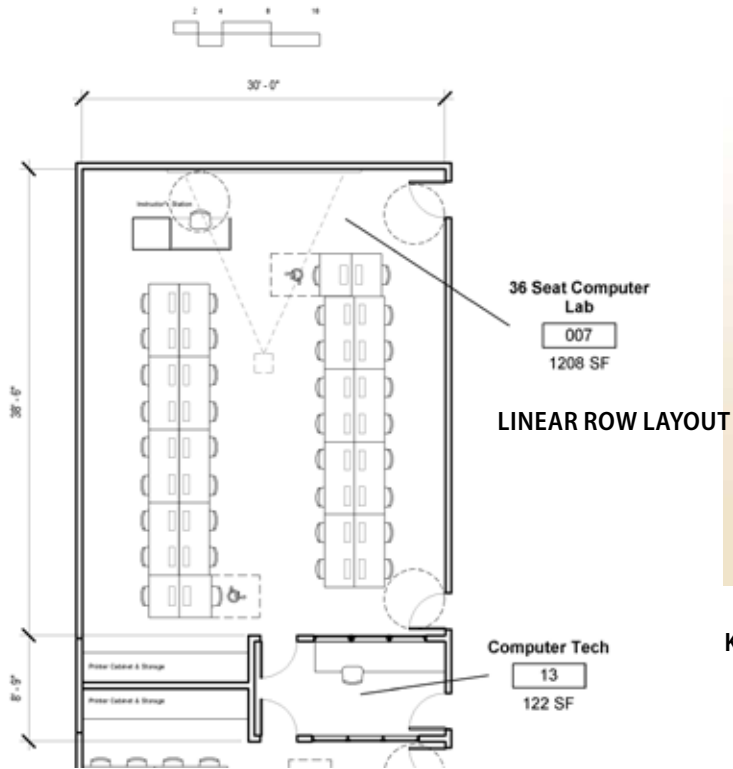
## SYSTEMS:

HVAC:	<b>High Capacity HVAC</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>tbd</b>
DATA / TELE:	<b>tbd, Wi-Fi Access</b>
LIGHTING:	<b>Multifunctional lighting for lecture, audiovisual presentation, small performance and board meetings</b>
ACOUSTICS:	<b>Balanced for performance and speech</b>
AUDIO VISUAL:	<b>Projection system must have multiple screens so board members on platform and audience can see same presentation</b>

## Notes:

1. Storage, Projection Booths and Support Facilities to be determined within allowed ASF
2. Facility will be used for board meetings with 12 people on stage. Sound reinforcement is a necessity as well as provision for audience walk-up or wireless microphones.
3. Room should provide for small musical and performance activities, consider piano storage room adjacent to platform.
4. Accessible seating must be provided at multiple levels at a 1:20 ratio. Sound reinforcement for the hearing impaired is needed.

### 007- COMPUTER LAB FOR 36-40



KI FLAT SCREEN GARAGE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**007- COMPUTER LAB FOR  
36-40**

# COMPUTER LAB FOR 36-40

## GENERAL:

ROOM STYLE: **Computer Lab**  
ROOM USE: **Computer Lab**  
ROOM USE CODE: **210**  
PROGRAM ASSIGNABLE SQ. FT.: **1208 ASF**  
QUANTITY: **1**  
ADJACENCIES: **Computer Tech Office**

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH: **Carpet / Painted Gypsum Board / Rubber**  
CEILING FINISH / HEIGHT: **Lay-In Acoustic Tile / 10'-0"**  
WINDOW TREATMENT: **Dual Roller Shades: sun control & blackout**  
DOOR / HARDWARE: **tbd**  
SPECIAL EQUIPMENT: **16' Whiteboard at Front of Room, 4' Tackboard near doors, chair rails on three walls, instructors AV Station**  
CASEWORK: **Instructors Station, Wardrobe and Storage Cabinet, Printer Counter with paper storage below**  
FURNITURE: **Planned for linear central rows with KI "Flat Screen Garage" double desks 30x72, ergonomic rolling chairs, Accessible version with 19" knee clearance at 1:20 ratio. Alternative face forward layout is also shown.**  
EQUIPMENT: **Standard AV equipment: ceiling mounted projector, speakers, DVD playback and/or computer, controls, optional document camera**

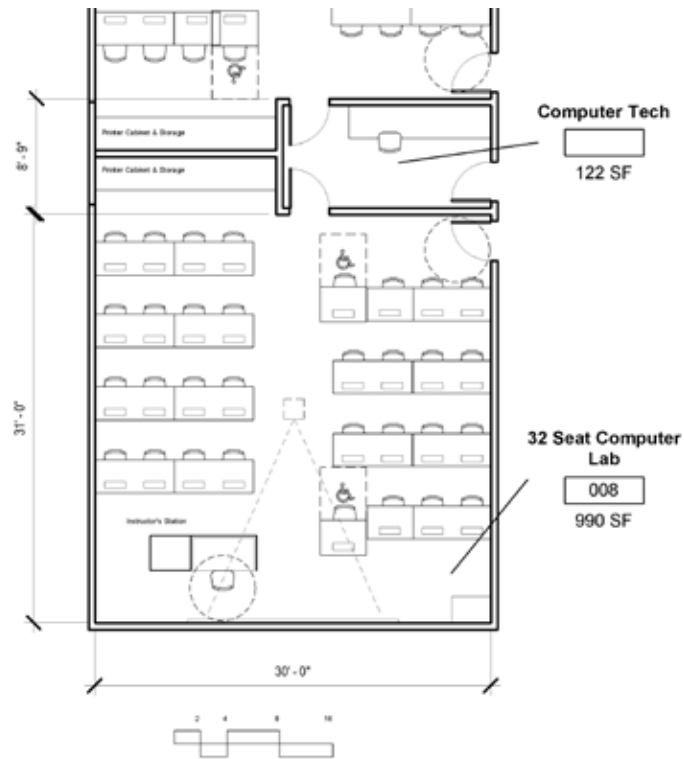
## SYSTEMS:

HVAC: **Building Standard**  
PLUMBING: **N/A**  
POWER: **Perimeter Power on raceway, 2 sides front to back as well as well as floor boxes for linear layout.**  
DATA / TELE: **Provide for wall telephone, instructors station, Network connections for each side in raceway as well as in floor boxes. Wi-Fi Access**  
LIGHTING: **Direct / Indirect Ceiling Mounted with daylight controls and multi-mode AV, Whiteboard Note taking and General lighting switching**  
ACOUSTICS: **Room to room transmission is issue with loud ESL classes**  
AUDIO VISUAL: **Standard Instructors Station with computer projection**

## Notes:

1. Flat Screen Garage units allow storage of flat screen LCD and Keyboard/Mouse under desktop flip-up compartment. CPU is stored under desk. This allows use of room for lecture purposes.

## 008- COMPUTER LAB FOR 32



KI FLAT SCREEN GARAGE

**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 008- COMPUTER LAB FOR 32

# COMPUTER LAB FOR 32

### GENERAL:

ROOM STYLE:	<b>Computer Lab</b>
ROOM USE:	<b>Computer Lab</b>
ROOM USE CODE:	<b>210</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>990 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Computer Tech Office</b>

### ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Dual Roller Shades: sun control &amp; blackout</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>16' Whiteboard at Front of Room, 4' Tackboard near doors, chair rails on three walls, instructors AV Station</b>
CASEWORK:	<b>Instructors Station, Wardrobe and Storage Cabinet, Printer Counter with paper storage below</b>
FURNITURE:	<b>KI "Flat Screen Garage" double desks 30x72, ergonomic rolling chairs, Accessible version with 19" knee clearance at 1:20 ratio.</b>
EQUIPMENT:	<b>Standard AV equipment: ceiling mounted projector, speakers, DVD playback and/or computer, controls, optional document camera</b>

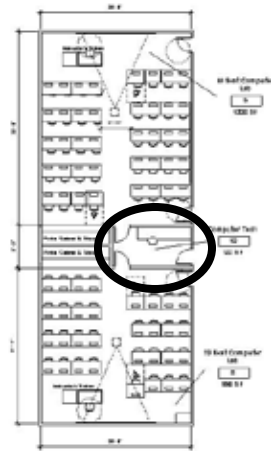
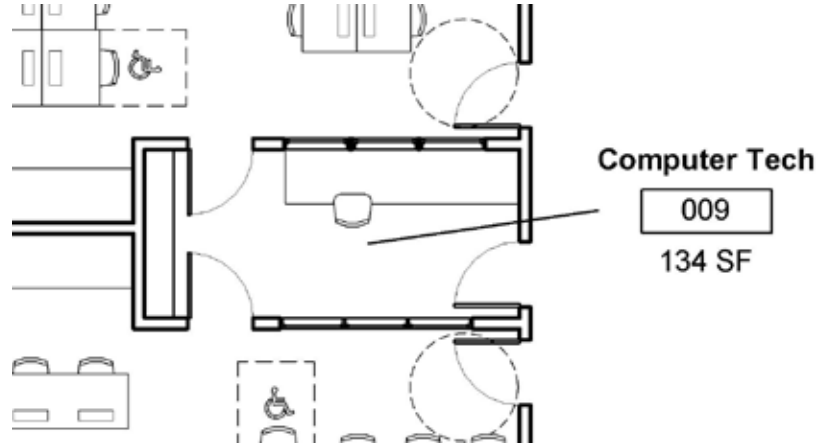
### SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Perimeter Power on raceway, 2 sides front to back .</b>
DATA / TELE:	<b>Provide for wall telephone, instructors station, Network connections for each side in raceway. Wi-Fi Access</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted with daylight controls and multi-mode AV, Whiteboard Note taking and General lighting switching</b>
ACOUSTICS:	<b>Room to room transmission is issue with loud ESL classes</b>
AUDIO VISUAL:	<b>Standard Instructors Station with computer projection</b>

### Notes:

1. Flat Screen Garage units allow storage of flat screen LCD and Keyboard/Mouse under desktop flip-up compartment. CPU is stored under desk. This allows use of room for lecture purposes.
2. 5 Stations need to have 10 key training equipment or alternatively sit-down counter space at back of room could be provided for this function

## 009- COMPUTER TECH OFFICE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**009- COMPUTER TECH  
OFFICE**

# COMPUTER TECH OFFICE

## GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Computer Lab Tech Support</b>
ROOM USE CODE:	<b>210</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>122 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Computer Labs</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Privacy Roller Shades on windows between rooms</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>16' Whiteboard at Front of Room, 4' Tackboard near doors, chair rails on three walls, instructors AV Station</b>
CASEWORK:	<b>32" Wall hung counter top / work bench. Locked tall storage cabinet</b>
FURNITURE:	<b>Chairs</b>
EQUIPMENT:	<b>tbd</b>

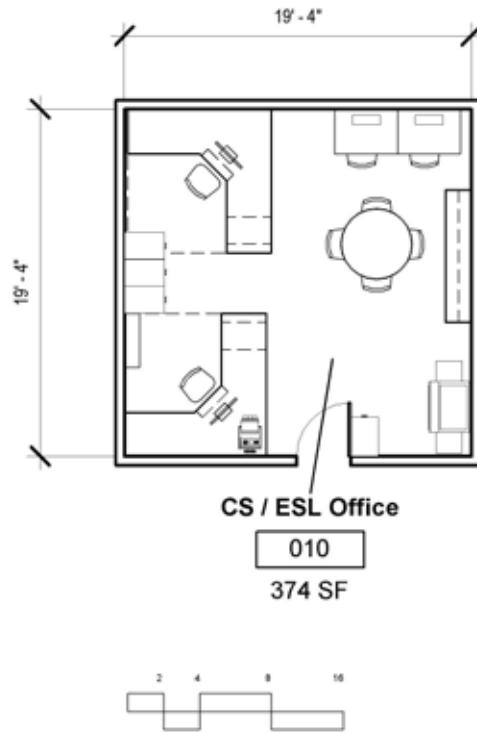
## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Raceway with power and data above counter .</b>
DATA / TELE:	<b>Telephone, Raceway with power and data above counter .</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted</b>
ACOUSTICS:	
AUDIO VISUAL:	<b>na</b>

## Notes:

1. Need to determine storage needs and furnishings

## 010- COLLEGE SKILLS / ESL OFFICE



**SEE ROOM DIAGRAM  
013 FOR THIS ROOM  
IN CONTEXT**

**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**010- COLLEGE SKILLS / ESL  
OFFICE**

# COLLEGE SKILLS / ESL OFFICE

## GENERAL:

ROOM STYLE: **Office**  
ROOM USE: **Office Support & Reception**  
ROOM USE CODE: **310**  
PROGRAM ASSIGNABLE SQ. FT.: **375 ASF**  
QUANTITY: **1**  
ADJACENCIES: **Small Conference, CS/ESL Lab**

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH: **Carpet / Painted Gypsum Board / Rubber**  
CEILING FINISH / HEIGHT: **Lay-In Acoustic Tile / 10'-0"**  
WINDOW TREATMENT: **Dual Roller Shades: sun control & blackout**  
DOOR / HARDWARE: **tbd**  
SPECIAL EQUIPMENT: **Exterior Locked Glass Bulliten Board outside, 2-4' tackboards near entry**  
CASEWORK: **80 slot faculy mail box with sorting table below.**  
FURNITURE: **2 staff desks and chairs, 2 student application work stations, printer stands, files and storage tbd, small table & chairs, literature rack**  
EQUIPMENT: **tbd**

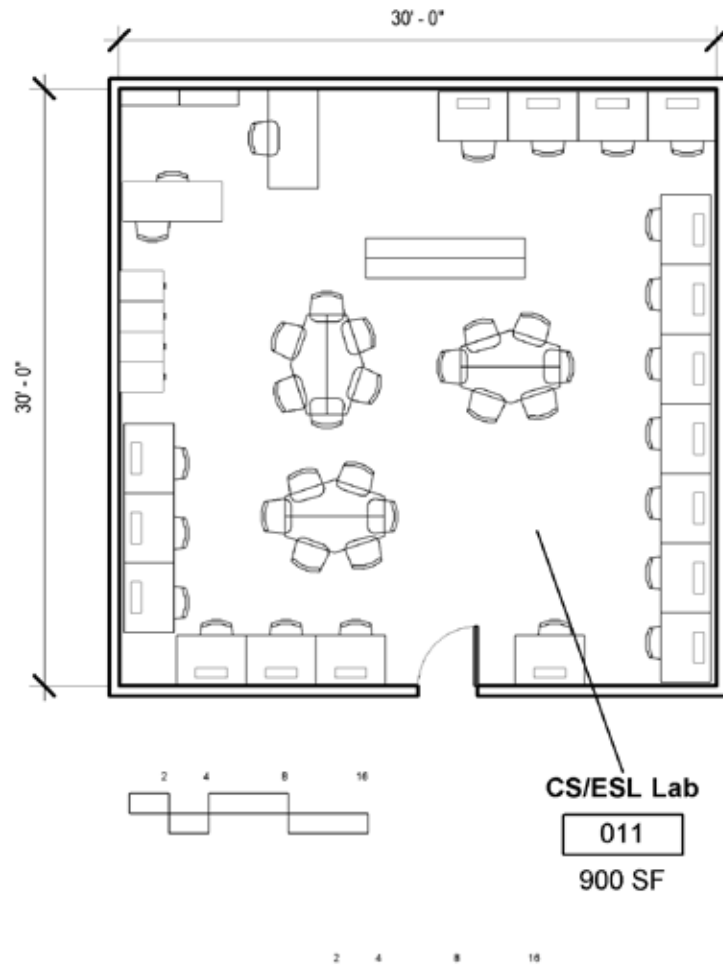
## SYSTEMS:

HVAC: **Building Standard**  
PLUMBING: **N/A**  
POWER: **Allow for 8 workstations in room .**  
DATA / TELE: **Allow for 8 workstations in room .**  
LIGHTING: **Direct / Indirect Ceiling Mounted**  
ACOUSTICS:  
AUDIO VISUAL: **na**

## Notes:

1. Need to determine storage/filing needs and office equipment

## 011- COLLEGE SKILLS / ESL LAB



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**011- COLLEGE SKILLS / ESL  
LAB**

# COLLEGE SKILLS / ESL LAB

## GENERAL:

ROOM STYLE:	<b>Computer Lab</b>
ROOM USE:	<b>Computer Lab, Tutoring, Student Study</b>
ROOM USE CODE:	<b>210</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>800 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>CS / ESL Office, Small Conference directly accessible or nearby</b>

## ARCHITECTURAL:

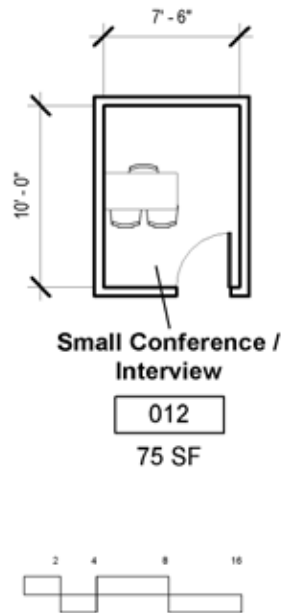
FLOOR / WALL / BASE FINISH:	<b>Carpet / Tack Wall on all walls / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Dual Roller Shades: sun control &amp; blackout</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>18 computer/audio stations, 18 table seats at flexible hexagonal tables, two open teacher's work stations, 3-5 file cabinets, tall bookcases for resource materials</b>
EQUIPMENT:	<b>Ceiling mounted projector, speakers, DVD playback and/or computer, controls,.</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Perimeter Power on raceway, all sides front to back , below table height</b>
DATA / TELE:	<b>Provide for 24 work stations in room, Wi-Fi Access</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted with daylight controls and multi-mode AV, Whiteboard Note taking and General lighting switching</b>
ACOUSTICS:	<b>More sound absorbent surfaces and baffles at audio stations</b>
AUDIO VISUAL:	<b>AV access controls for computer projection</b>

Notes:

## 012- SMALL CONFERENCE / INTERVIEW ROOM



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**012- SMALL CONFERENCE /  
INTERVIEW ROOM**

# SMALL CONFERENCE / INTERVIEW ROOM

## GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Small Conference for 2-3, interviews, Testing</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>75 ASF</b>
QUANTITY:	<b>4</b>
ADJACENCIES:	<b>HR, ESL Offices and Lab directly accessible or nearby</b>

## ARCHITECTURAL:

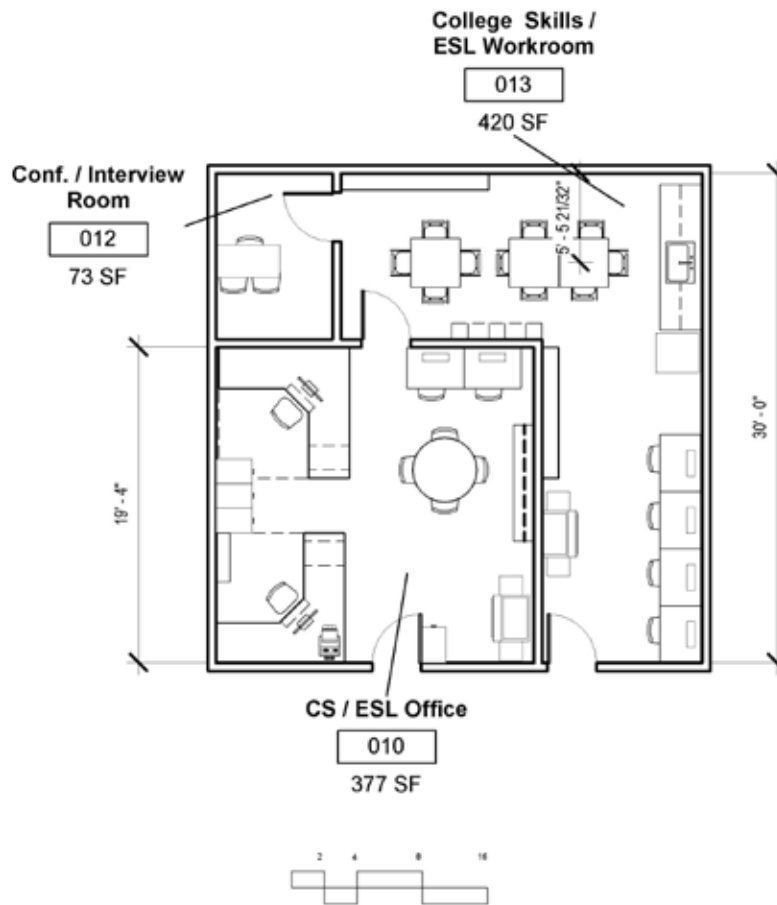
FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>Small cafe type table, 3 chairs</b>
EQUIPMENT:	<b>tbd</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 1 workstations in room .</b>
DATA / TELE:	<b>Allow for 1 workstations in room .</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted</b>
ACOUSTICS:	<b>Sound isolation for confidential interviews and testing</b>
AUDIO VISUAL:	<b>na</b>

Notes:

## 013-COLLEGE SKILLS / ESL WORKROOM



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**013-COLLEGE SKILLS / ESL  
WORKROOM**

# 013-COLLEGE SKILLS / ESL WORKROOM

## GENERAL:

ROOM STYLE:	<b>Office Support</b>
ROOM USE:	<b>Faculty / Staff Workroom</b>
ROOM USE CODE:	<b>315</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>425 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>ESL Office, Conference / Interview Room</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet- Rubber near sink / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>4' Bulliten Board near entry</b>
CASEWORK:	<b>Kitchenette with counter and overhead for sink, microwave and conventional refrigerator.</b>
FURNITURE:	<b>Lockers or Cubbies for 16, Seating and cafe tables for 8, 4 Computer workstations and printer/sorting counter, tall bookcases or library shelving (24 LF) and locked storage cabinets (6 LF)</b>
EQUIPMENT:	<b>Microwave, Refrigerator</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>Sink, Ice Maker</b>
POWER:	<b>Allow for 6 workstations in room .</b>
DATA / TELE:	<b>Allow for 6 workstations in room .</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted</b>
ACOUSTICS:	
AUDIO VISUAL:	<b>na</b>

## Notes:

1. Need accurate inventory of book shelving and storage cabinet space to bring forward to project.

## 014-FACULTY OFFICE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 014-FACULTY OFFICE

# FACULTY OFFICE

## GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Faculty Office</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>85 ASF</b>
QUANTITY:	<b>24</b>
ADJACENCIES:	<b>Faculty Office Support Areas</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>KI Genesis System Desk, Desk Chair, Visitor Chair, Book Case, Lateral File, Overhead Storage</b>
EQUIPMENT:	<b>tbd</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 1 workstations in room .</b>
DATA / TELE:	<b>Allow for 1 workstations in room .</b>
LIGHTING:	<b>Ambient Indirect plus task lighting</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>na</b>

Notes:

## 015-DIRECTOR'S / DEAN'S OFFICE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**015-DIRECTOR'S / DEAN'S  
OFFICE**

# DIRECTOR'S / DEAN'S OFFICE

## GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Office for Dean or Director</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>145 ASF</b>
QUANTITY:	<b>7</b>
ADJACENCIES:	<b>Various</b>

## ARCHITECTURAL:

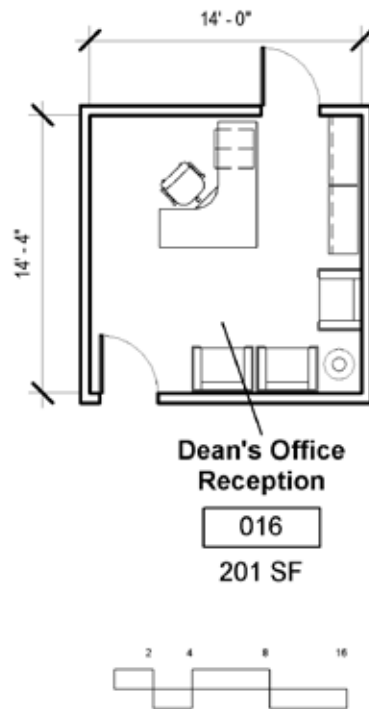
FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board -Accent wall covering one wall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>KI Genesis System Desk, Desk Chair, Visitor Chairs- and small conference table for 4, Book Case, Lateral File, Overhead Storage</b>
EQUIPMENT:	<b>tbd</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 1 workstation in room .</b>
DATA / TELE:	<b>Allow for 1 workstation in room .</b>
LIGHTING:	<b>Ambient Indirect plus task lighting</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>na</b>

Notes:

## 016- DEAN'S RECEPTION



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 016- DEAN'S RECEPTION

# DEAN'S RECEPTION

### GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Reception for Dean</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>300 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Dean in Faculty Office Area</b>

### ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board -Accent wall covering one wall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>One Open Secreterial Work Station, 3 Visitor Chairs, 2 Lateral Files</b>
EQUIPMENT:	<b>tbd</b>

### SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 1 workstation in room .</b>
DATA / TELE:	<b>Allow for 1 workstation in room .</b>
LIGHTING:	<b>Ambient Indirect plus task lighting</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>na</b>

### Notes:

1. Need to determine filing and office equipment needs

## 017-ADMINISTRATIVE ASSISTANT



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**017-ADMINISTRATIVE  
ASSISTANT**

# ADMINISTRATIVE ASSISTANT

## GENERAL:

ROOM STYLE: **Office**  
ROOM USE: **Staff Office**  
ROOM USE CODE: **310**  
PROGRAM ASSIGNABLE SQ. FT.: **95 ASF**  
QUANTITY: **20**  
ADJACENCIES: **Various**

## ARCHITECTURAL:

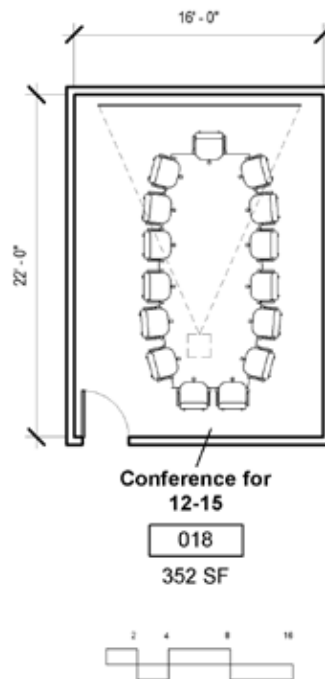
FLOOR / WALL / BASE FINISH: **Carpet / Painted Gypsum Board / Rubber**  
CEILING FINISH / HEIGHT: **Lay-In Acoustic Tile / 10'-0"**  
WINDOW TREATMENT: **Roller Shades: sun control**  
DOOR / HARDWARE: **tbd**  
SPECIAL EQUIPMENT:  
CASEWORK:  
FURNITURE: **KI Genesis System Desk, Desk Chair, Visitor Chair, Book Case, Lateral File, Overhead Storage**  
EQUIPMENT: **tbd**

## SYSTEMS:

HVAC: **Building Standard**  
PLUMBING: **N/A**  
POWER: **Allow for 1 workstations in room .**  
DATA / TELE: **Allow for 1 workstations in room .**  
LIGHTING: **Ambient Indirect plus task lighting**  
ACOUSTICS: **Room to room privacy**  
AUDIO VISUAL: **na**

Notes:

## 018-CONFERENCE ROOM FOR 12-15



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**018-CONFERENCE ROOM  
FOR 12-15**

# CONFERENCE ROOM FOR 12-15

## GENERAL:

ROOM STYLE: **Conference Room**  
ROOM USE: **Conference Room**  
ROOM USE CODE: **310**  
PROGRAM ASSIGNABLE SQ. FT.: **350 ASF**  
QUANTITY: **1**  
ADJACENCIES: **Faculty Offices**

## ARCHITECTURAL:

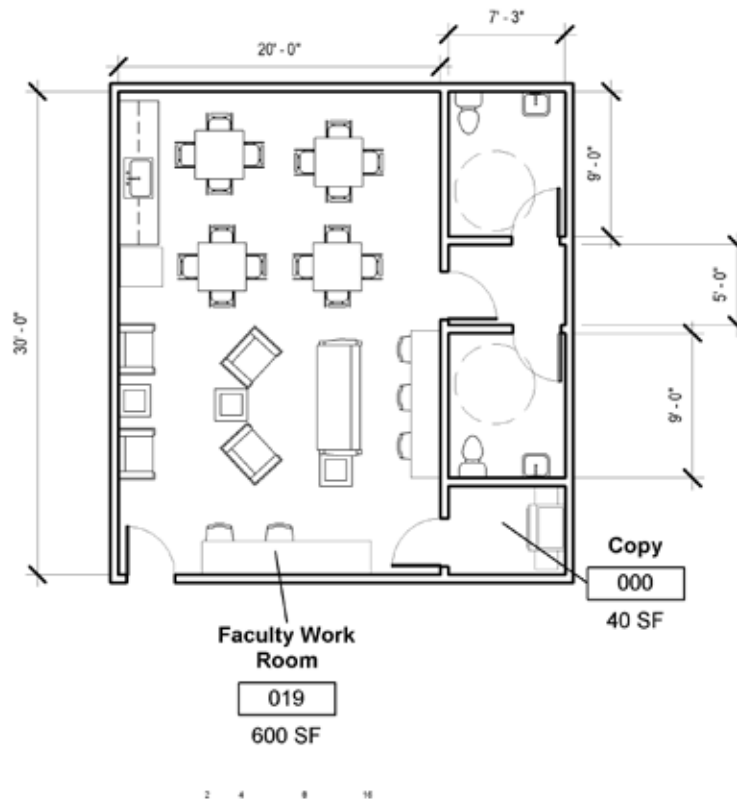
FLOOR / WALL / BASE FINISH: **Carpet / Painted Gypsum Board - Tack Wall one wall/ Rubber**  
CEILING FINISH / HEIGHT: **Lay-In Acoustic Tile / 10'-0"**  
WINDOW TREATMENT: **Roller Shades: sun control**  
DOOR / HARDWARE: **tbd**  
SPECIAL EQUIPMENT:  
CASEWORK:  
FURNITURE: **Conference Table to seat 16 with power access and network connectivity, AV connectivity, 15 chairs**  
EQUIPMENT: **ceiling projector**

## SYSTEMS:

HVAC: **Building Standard**  
PLUMBING: **N/A**  
POWER: **Allow for 1 workstations in room .**  
DATA / TELE: **Allow for 1 workstations in room , Wi Fi**  
LIGHTING: **Direct /Indirect with Daylight Controls**  
ACOUSTICS: **Room to room privacy**  
AUDIO VISUAL: **Ceiling Mounted Projector- Infrastructure for video teleconferencing for room**

Notes:

## 019-FACULTY WORK ROOM / BREAK ROOM



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**019-FACULTY WORK ROOM /  
BREAK ROOM**

# FACULTY WORK ROOM /BREAK ROOM

## GENERAL:

ROOM STYLE:	<b>Office Support</b>
ROOM USE:	<b>Faculty / Staff Workroom</b>
ROOM USE CODE:	<b>315</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>600 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Faculty Offices</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet- Rubber near sink / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>4' Bulliten Board near entry</b>
CASEWORK:	<b>Kitchenette with counter and overhead for sink, microwave and conventional refrigerator.</b>
FURNITURE:	<b>Seating and cafe tables for 16, 6 Computer workstations and printer/ sorting counter, work counters, lounge furniture for 12, outdoor furniture if patio is available</b>
EQUIPMENT:	<b>Microwave, Refrigerator</b>

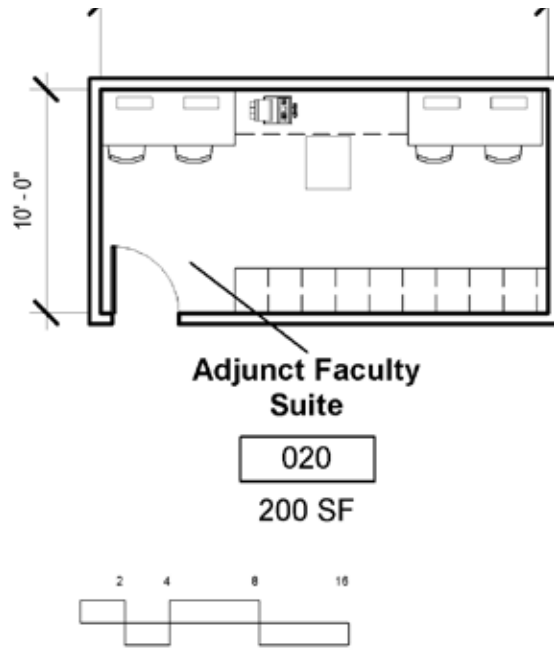
## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>Sink, Ice Maker</b>
POWER:	<b>Allow for 6 workstations in room .</b>
DATA / TELE:	<b>Allow for 6 workstations in room .</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>na</b>

## Notes:

1. Two single occupancy toilets are proposed, provide reasonable privacy screening to entry.
2. Access to outdoor patio desirable
3. Consider shower in this facility for cyclists per LEED requirements

## 020-ADJUNCT FACULTY OFFICE SUITE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**020-ADJUNCT FACULTY  
OFFICE SUITE**

# ADJUNCT FACULTY OFFICE SUITE

## GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Faculty Offices for multiple adjuncts</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>200 ASF</b>
QUANTITY:	<b>3</b>
ADJACENCIES:	<b>Faculty Office Support Areas, Small Conference / Interview Rooms</b>

## ARCHITECTURAL:

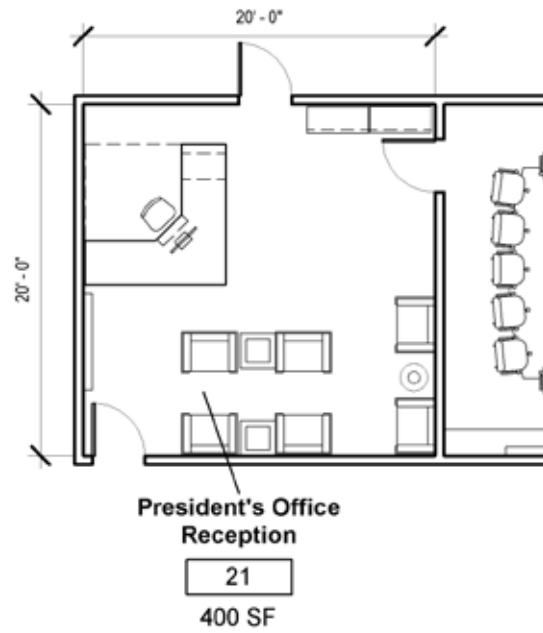
FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	<b>Lockers for 16</b>
FURNITURE:	<b>4 Computer Work Stations, Printer / Sorting Table</b>
EQUIPMENT:	<b>tbd</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 4 workstations in room .</b>
DATA / TELE:	<b>Allow for 4 workstations in room .</b>
LIGHTING:	<b>Ambient Indirect plus task lighting</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>na</b>

Notes:

## 021-PRESIDENT / VP / DIRECTORS RECEPTION



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**021-PRESIDENT / VP /  
DIRECTORS RECEPTION**

# PRESIDENT / VP / DIRECTORS RECEPTION

## GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Reception for Administrative Offices</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>400 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Includes Open Work Station for Receptionist. See Note.</b>

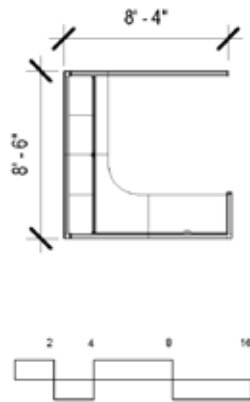
## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board -Accent wall covering one display wall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>One Open Secretarial Work Station, 6 Visitor Chairs, 2 Lateral Files, Literature Rack</b>
EQUIPMENT:	<b>tbd</b>
SYSTEMS:	
HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 1 workstation in room .</b>
DATA / TELE:	<b>Allow for 1 workstation in room .</b>
LIGHTING:	<b>Ambient Indirect plus task lighting, Accent Lighting for display walls</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>na</b>

## Notes:

1. Need to determine filing and office equipment needs
2. No current receptionist, nearby administrative assistants in private offices must cover room.

## 022-OPEN OFFICE WORK STATION



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 022-OPEN OFFICE WORK STATION

# OPEN OFFICE WORK STATION

### GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Modular Office Work Station</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>100 ASF</b>
QUANTITY:	<b>5</b>
ADJACENCIES:	<b>Receptionist in HR &amp; Presidents Offices</b>

### ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>8'x8' Modular Office Work Station with panel dividers, includes desk and work surfaces, rolling file cabinets,configuartion may vary with space</b>
EQUIPMENT:	<b>tbd</b>

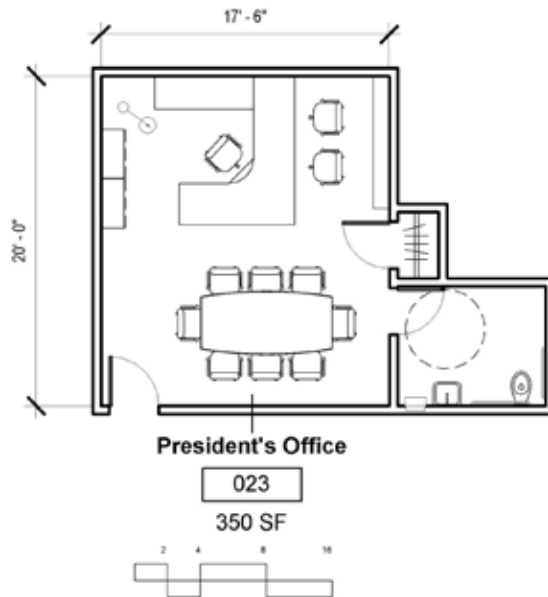
### SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 1 workstation .</b>
DATA / TELE:	<b>Allow for 1 workstation</b>
LIGHTING:	<b>Ambient Indirect plus task lighting, Accent Lighting for display walls</b>
ACOUSTICS:	<b>Open Office</b>
AUDIO VISUAL:	<b>na</b>

### Notes:

1. ASF includes 8'x8' Modular Work Station plus 36 ASF in circulation. This workstation will be included in another room and add to that room's ASF.

## O23-PRESIDENT'S OFFICE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## O23-PRESIDENT'S OFFICE

# PRESIDENT'S OFFICE

### GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Office for college President</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>350 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Reception and 2 Administrative Assistants, Conference Room, Toilet and Closet</b>

### ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board -Accent wall covering one wall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>Desk, Credenza, Office Chair, Conference Table for 8, 8 guest chairs, book case, lateral file cabinet</b>
EQUIPMENT:	<b>tbd</b>

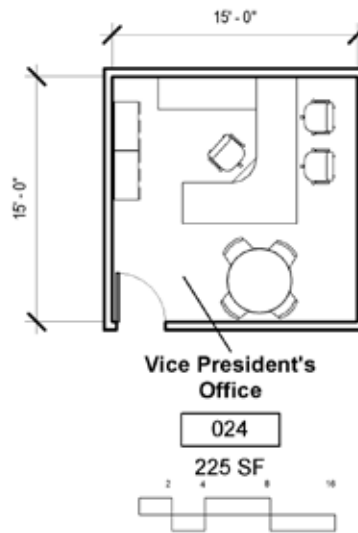
### SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 1 workstation in room .</b>
DATA / TELE:	<b>Allow for 1 workstation in room .</b>
LIGHTING:	<b>Ambient Indirect plus task lighting</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>na</b>

### Notes:

1. No data sheets provided for adjacent single occupancy toilet and sink @ 50 ASF and clothes closet @ 10 ASF

## O24-VICE PRESIDENT'S OFFICE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**O24-VICE PRESIDENT'S  
OFFICE**

# VICE PRESIDENT'S OFFICE

## GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Office for college Vice President</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>225 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Reception and 1 Administrative Assistant, Conference Room</b>

## ARCHITECTURAL:

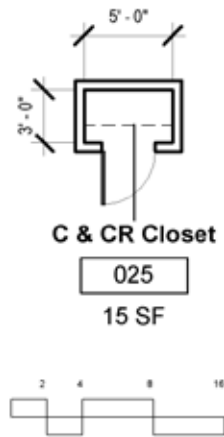
FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board -Accent wall covering one wall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>Desk, Credenza, Office Chair, Conference Table for 4, 4 guest chairs, book case, lateral file cabinet</b>
EQUIPMENT:	<b>tbd</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 1 workstation in room .</b>
DATA / TELE:	<b>Allow for 1 workstation in room .</b>
LIGHTING:	<b>Ambient Indirect plus task lighting</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>na</b>

Notes:

## O25-C & CR STORAGE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## O25-C & CR STORAGE

# C & CR STORAGE

## GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Storage for College &amp; Community Relations Office</b>
ROOM USE CODE:	<b>315</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>15 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>C &amp; CR Director and Administrative Assistant's Offices</b>

## ARCHITECTURAL:

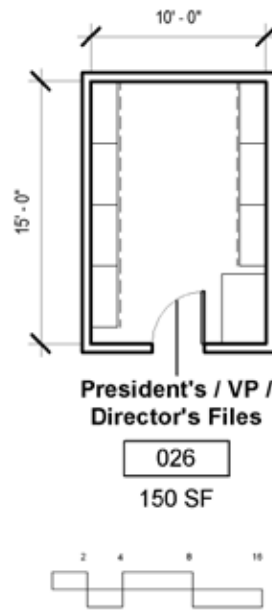
FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Painted Gypsum Board / 10'-0"</b>
WINDOW TREATMENT:	<b>nal</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	<b>Built-In Adjustable Shelves and short closet pole.</b>
FURNITURE:	<b>na</b>
EQUIPMENT:	<b>tbd</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>N/A</b>
DATA / TELE:	<b>N/A</b>
LIGHTING:	<b>N/A</b>
ACOUSTICS:	<b>N/A</b>
AUDIO VISUAL:	<b>N/A</b>

Notes:

## 026-PRESIDENT'S / VP / DIRECTOR'S FILE STORAGE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**026-PRESIDENT'S / VP /  
DIRECTOR'S FILE STORAGE**

# PRESIDENT'S / VP / DIRECTOR'S FILE STORAGE

## GENERAL:

ROOM STYLE:	<b>Office Support</b>
ROOM USE:	<b>Active File Storage</b>
ROOM USE CODE:	<b>315</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>150 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Central to Office</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>Scanner</b>
CASEWORK:	
FURNITURE:	<b>File Cabinets ( Allow for 6 -42" lateral file cabinets) plus table for scanner &amp; sorting</b>

EQUIPMENT:

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>N/A</b>
DATA / TELE:	<b>N/A</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted</b>
ACOUSTICS:	
AUDIO VISUAL:	<b>na</b>

Notes:

1. Need accurate inventory file cabinets needed.

## 027-PRESIDENT'S / VP / DIRECTOR'S WORK ROOM



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**027-PRESIDENT'S / VP /  
DIRECTOR'S WORK ROOM**

# PRESIDENT'S / VP / DIRECTOR'S WORK ROOM

## GENERAL:

ROOM STYLE:	<b>Office Support</b>
ROOM USE:	<b>Staff Workroom</b>
ROOM USE CODE:	<b>315</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>198 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Central to Office. Will be service kitchenette to President's Conference Room</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet- Rubber near sink / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>4' Bulliten Board near entry</b>
CASEWORK:	<b>Kitchenette with counter and overhead for sink, microwave and conventional refrigerator. Sorting Counter with storage overhead and below.</b>
FURNITURE:	<b>Seating and work table(s) for 8.</b>
EQUIPMENT:	<b>Microwave, Refrigerator, Copy Machine</b>

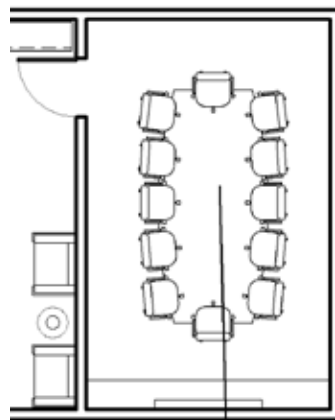
## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>Sink, Ice Maker</b>
POWER:	<b>Allow for 1 workstation in room .</b>
DATA / TELE:	<b>Allow for 1 workstation in room .</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted</b>
ACOUSTICS:	
AUDIO VISUAL:	<b>na</b>

## Notes:

1. Need accurate inventory of office equipment to go in this room.

## 028-PRESIDENT'S / VP / DIRECTOR'S CONFERENCE ROOM



**President's  
Conference Room**

028

250 SF

**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**028-PRESIDENT'S / VP /  
DIRECTOR'S CONFERENCE  
ROOM**

# PRESIDENT'S / VP / DIRECTOR'S CONFERENCE ROOM ROOM

## GENERAL:

ROOM STYLE:	<b>Conference Room</b>
ROOM USE:	<b>Conference Room</b>
ROOM USE CODE:	<b>315</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>260 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Near and accessible from Reception</b>

## ARCHITECTURAL:

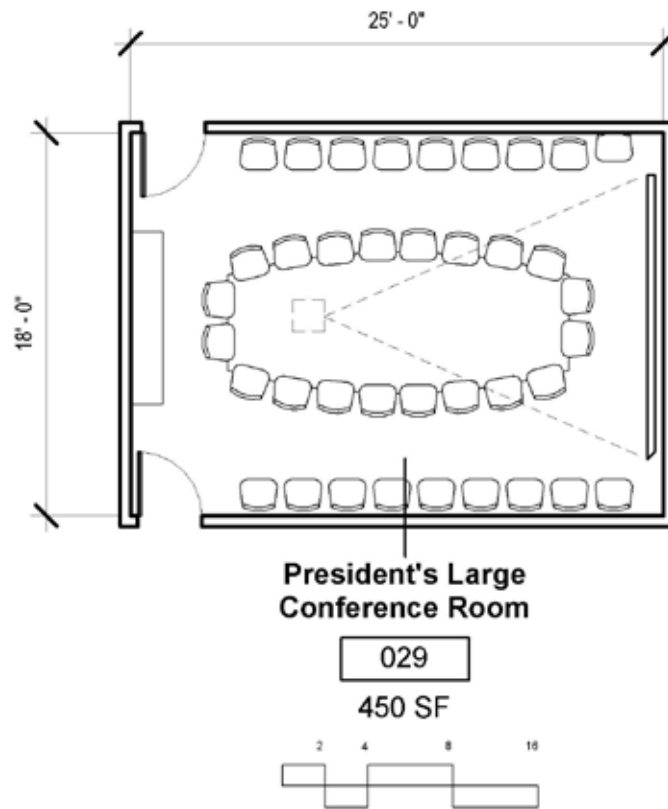
FLOOR / WALL / BASE FINISH:	<b>Carpet/ Painted Gypsum Board-Accent-Tackwall with wall covering on one wall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control (Dual with black out if room has exterior windows)</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>Flat Screen Monitor on wall</b>
CASEWORK:	<b>Shallow built in counter with storage beneath</b>
FURNITURE:	<b>Conference Table with AV, Power and Network Connectivity, 12 Chairs</b>
EQUIPMENT:	

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>See Furniture .</b>
DATA / TELE:	<b>See Furniture .</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted- dual level for conference and AV modes</b>
ACOUSTICS:	<b>Room to Room Privacy</b>
AUDIO VISUAL:	<b>See Furniture. Provide Infrastructure for video conferencing</b>

Notes:

**029-PRESIDENT'S / VP  
/ DIRECTOR'S LARGE  
CONFERENCE ROOM**



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**029-PRESIDENT'S / VP  
/ DIRECTOR'S LARGE  
CONFERENCE ROOM**

# PRESIDENT'S / VP / DIRECTOR'S LARGE CONFERENCE ROOM ROOM

## GENERAL:

ROOM STYLE:	<b>Conference Room</b>
ROOM USE:	<b>Conference Room</b>
ROOM USE CODE:	<b>315</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>450 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Publicly Accessible for After-Hours Use, Not within President's Office Suite but adjacent, Needs access to public restrooms nearby</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet/ Painted Gypsum Board-Accent-Tackwall with wall covering on one wall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control (Dual with black out if room has exterior windows)</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>Ceiling Mounted Projector</b>
CASEWORK:	<b>Shallow built in counter with storage beneath</b>
FURNITURE:	<b>Conference Table with AV, Power and Network Connectivity, 18 Chairs at table plus 18 additional chairs at perimeter of room</b>

## EQUIPMENT:

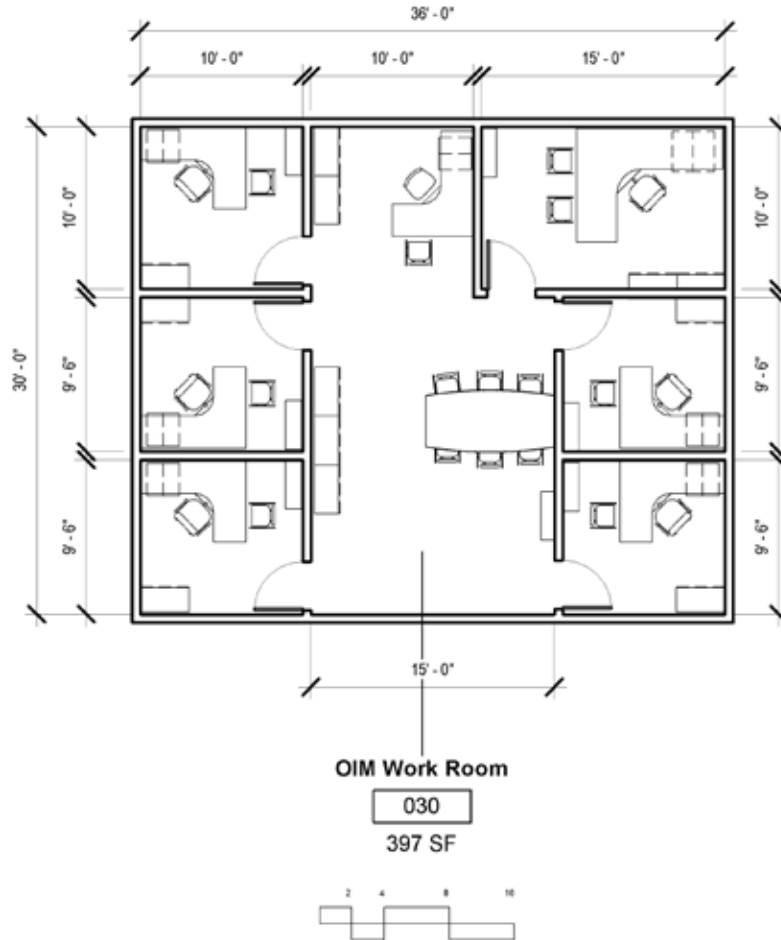
## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>See Furniture .</b>
DATA / TELE:	<b>See Furniture .</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted- dual level for conference and AV modes</b>
ACOUSTICS:	<b>Room to Room Privacy</b>
AUDIO VISUAL:	<b>See Furniture. Provide Infrastructure for video conferencing</b>

## Notes:

1. Replaces AC 108 in size and function

## 030-OIM OFFICE / WORK ROOM



**NOTE: SURROUNDING OFFICES ARE  
ADMIN. ASST. 017 & DIRECTOR 015**

**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**030-OIM OFFICE / WORK  
ROOM**

# OIM OFFICE / WORK ROOM

## GENERAL:

ROOM STYLE: **Office**  
ROOM USE: **Staff Workroom**  
ROOM USE CODE: **310**  
PROGRAM ASSIGNABLE SQ. FT.: **400 ASF**  
QUANTITY: **1**  
ADJACENCIES: **OIM Offices open directly into this room**

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH: **Carpet / Painted Gypsum Board - Tack wall on one wall / Rubber**  
CEILING FINISH / HEIGHT: **Lay-In Acoustic Tile / 10'-0"**  
WINDOW TREATMENT: **Roller Shades: sun control**  
DOOR / HARDWARE: **tbd**  
SPECIAL EQUIPMENT: **4' Bulliten Board near entry**  
CASEWORK: **Sorting Counter with storage overhead and below.**  
FURNITURE: **Open Office Work Station, file cabinets, large work table with 8 chairs,  
Tall Book Case for binders and materials,**  
EQUIPMENT: **Copy Machine, Printer,**

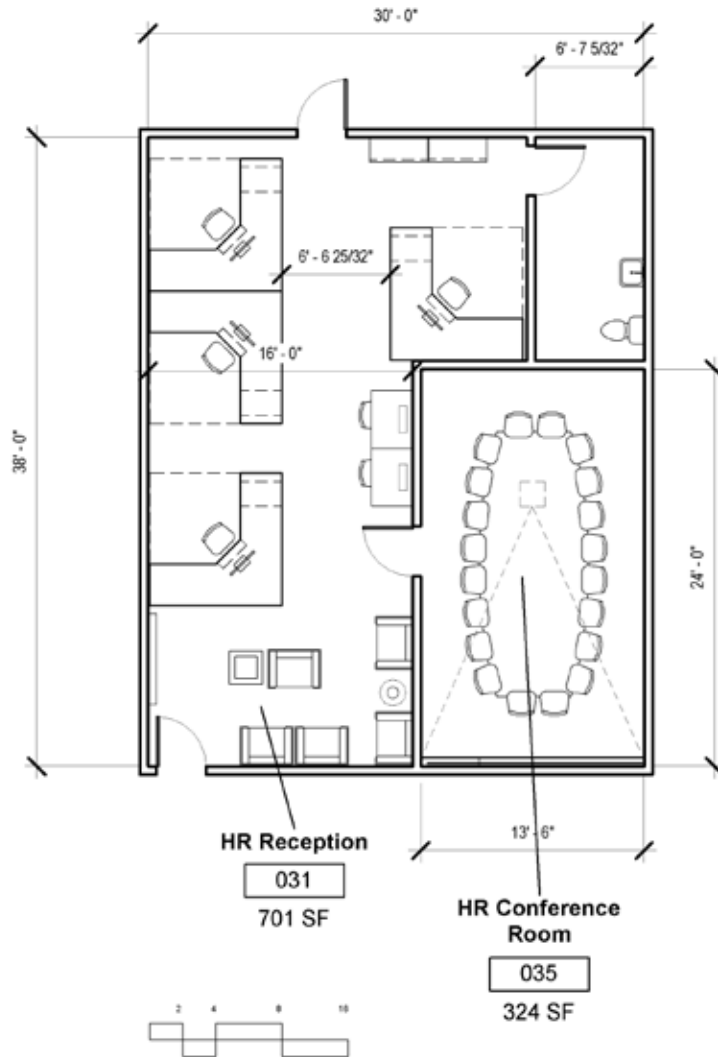
## SYSTEMS:

HVAC: **Building Standard**  
PLUMBING: **na**  
POWER: **Allow for 2 workstations in room .**  
DATA / TELE: **Allow for 2 workstations in room .**  
LIGHTING: **Direct / Indirect Ceiling Mounted**  
ACOUSTICS: **Room to Room Privacy**  
AUDIO VISUAL: **na**

## Notes:

1. Need accurate inventory of office equipment to go in this room.

## 031-HR RECEPTION



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 031-HR RECEPTION

# HR RECEPTION

## GENERAL:

ROOM STYLE:	<b>Office</b>
ROOM USE:	<b>Reception for HR Offices</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>300 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Open Work Stations for Receptionist and Administrative Assistants</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board -Accent wall covering one display wall / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>4 Open Secreterial Work Stations, 5 Visitor Chairs, 2 Applicant Work Stations, Literatutre Rack</b>
EQUIPMENT:	<b>tbd</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 6 workstations in room .</b>
DATA / TELE:	<b>Allow for 6 workstations in room .</b>
LIGHTING:	<b>Ambient Indirect plus task lighting, Accent Lighting for display walls</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>na</b>

## Notes:

1. Need to determine filing and office equipment needs
2. . Add four office workstations within this room as additional ASF

## 032-HR WORK ROOM



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 032-HR WORK ROOM

# HR WORK ROOM

### GENERAL:

ROOM STYLE:	<b>Office Support</b>
ROOM USE:	<b>Staff Workroom</b>
ROOM USE CODE:	<b>315</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>200 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Central to Office. Will be service kitchenette to Conference Room</b>

### ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet- Rubber near sink / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>4' Bulliten Board near entry</b>
CASEWORK:	<b>Kitchenette with counter and overhead for sink, microwave and conventional refrigerator. Sorting Counter with storage overhead and below.</b>
FURNITURE:	<b>Seating and work table(s) for 8.</b>
EQUIPMENT:	<b>Microwave, Refrigerator, Copy Machine</b>

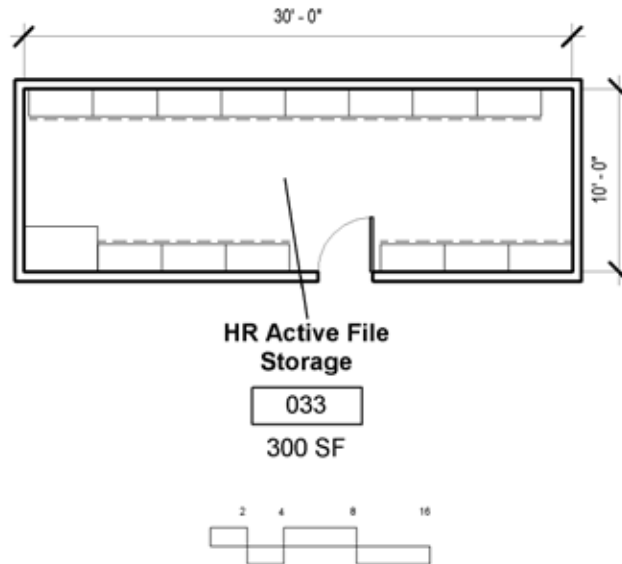
### SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>Sink, Ice Maker</b>
POWER:	<b>Allow for 1 workstation in room .</b>
DATA / TELE:	<b>Allow for 1 workstation in room .</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted</b>
ACOUSTICS:	
AUDIO VISUAL:	<b>na</b>

### Notes:

1. Need accurate inventory of office equipment to go in this room.

## 033-HR ACTIVE FILE STORAGE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**033-HR ACTIVE FILE  
STORAGE**

# HR ACTIVE FILE STORAGE

## GENERAL:

ROOM STYLE: **Office Support**  
ROOM USE: **Active File Storage**  
ROOM USE CODE: **315**  
PROGRAM ASSIGNABLE SQ. FT.: **315 ASF**  
QUANTITY: **1**  
ADJACENCIES: **Central to Office**

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH: **Carpet / Painted Gypsum Board / Rubber**  
CEILING FINISH / HEIGHT: **Lay-In Acoustic Tile / 10'-0"**  
WINDOW TREATMENT: **Roller Shades: sun control**  
DOOR / HARDWARE: **tbd**  
SPECIAL EQUIPMENT:  
CASEWORK: **Sorting Counter**  
FURNITURE: **File Cabinets (Allow for 14 -42" 5 drawer lateral file cabinets) plus counter for sorting**

EQUIPMENT:

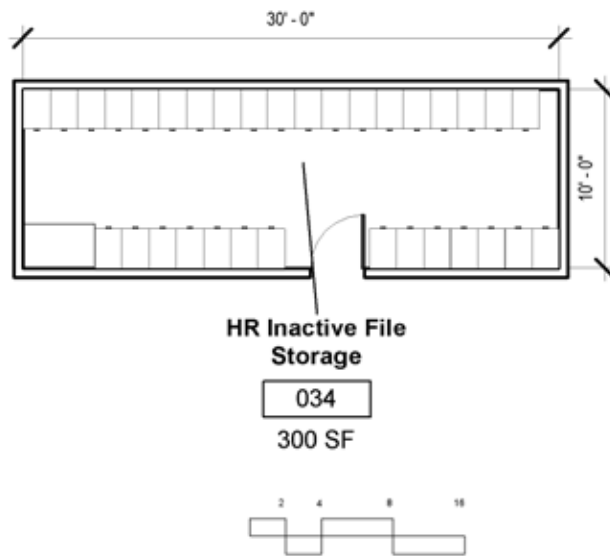
## SYSTEMS:

HVAC: **Building Standard**  
PLUMBING: **N/A**  
POWER: **Allow for one workstation at counter**  
DATA / TELE: **Allow for one workstation at counter**  
LIGHTING: **Direct / Indirect Ceiling Mounted**  
ACOUSTICS:  
AUDIO VISUAL: **na**

## Notes:

1. Need accurate inventory file cabinets and sizes needed.

## 034-HR INACTIVE FILE STORAGE



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 034-HR INACTIVE FILE STORAGE

# HR INACTIVE FILE STORAGE

### GENERAL:

ROOM STYLE:	<b>Office Support</b>
ROOM USE:	<b>Inactive File Storage</b>
ROOM USE CODE:	<b>315</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>300 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>Occasional Access. Can be remote to office if necessary</b>

### ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	<b>Sorting Counter</b>
FURNITURE:	<b>File Cabinets (Allow for 30+ -15" wide" 4 drawer existing vertical letter size file cabinets) plus counter for sorting</b>

### EQUIPMENT:

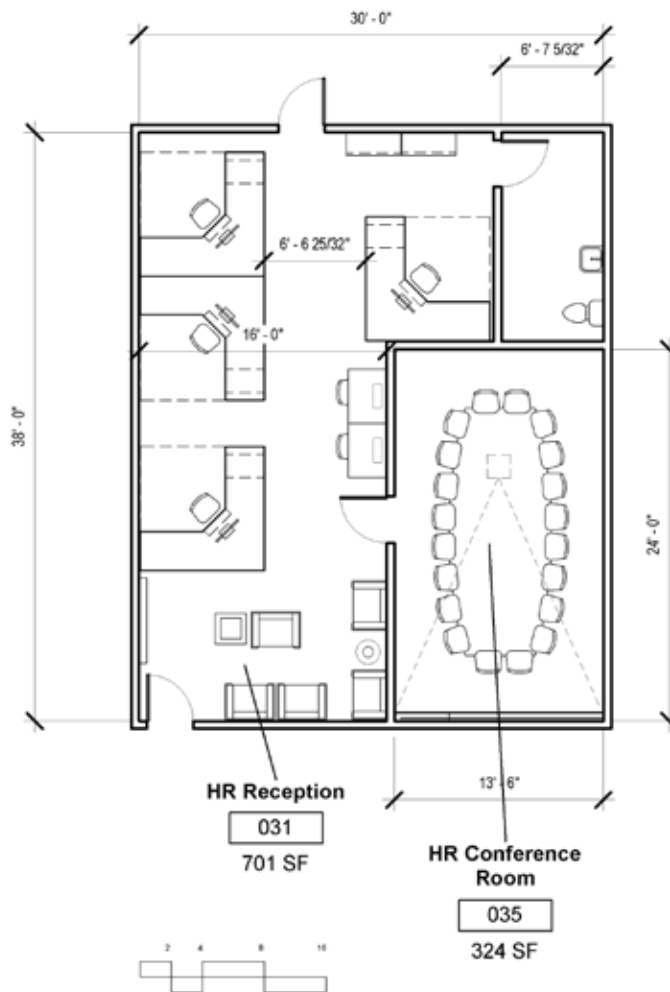
### SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for one workstation at counter</b>
DATA / TELE:	<b>Allow for one workstation at counter</b>
LIGHTING:	<b>Direct / Indirect Ceiling Mounted</b>
ACOUSTICS:	
AUDIO VISUAL:	<b>na</b>

### Notes:

1. Need accurate inventory file cabinets and sizes needed.

## 035- HR CONFERENCE ROOM



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 035- HR CONFERENCE ROOM

# HR CONFERENCE ROOM

## GENERAL:

ROOM STYLE:	<b>Conference Room</b>
ROOM USE:	<b>Conference Room</b>
ROOM USE CODE:	<b>310</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>320 ASF</b>
QUANTITY:	<b>1</b>
ADJACENCIES:	<b>HR Reception</b>

## ARCHITECTURAL:

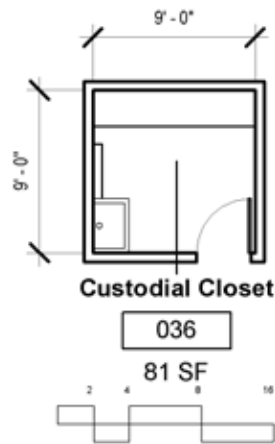
FLOOR / WALL / BASE FINISH:	<b>Carpet / Painted Gypsum Board - Tack Wall one wall/ Rubber</b>
CEILING FINISH / HEIGHT:	<b>Lay-In Acoustic Tile / 10'-0"</b>
WINDOW TREATMENT:	<b>Roller Shades: sun control</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	<b>Conference Table to seat 16 with power access and network connectivity, AV connectivity, 16 chairs</b>
EQUIPMENT:	<b>ceiling projector</b>

## SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>Allow for 1 workstations in room .</b>
DATA / TELE:	<b>Allow for 1 workstations in room , Wi Fi</b>
LIGHTING:	<b>Direct /Indirect with Daylight Controls</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>Ceiling Mounted Projector- Infrastructure for video teleconferencing for room</b>

Notes:

## 036- CUSTODIAL CLOSET



**NOTE:**

On at least one primary floor a closet should be at least 40 s.f. larger to accommodate larger periodic maintenance equipment, ladders, and other building wide maintenance supplies. At least one closet per floor shall be provided. Also see closet integrated with Student Restroom -038

**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 036- CUSTODIAL CLOSET

# CUSTODIAL CLOSET

### GENERAL:

ROOM STYLE:	<b>Custodial</b>
ROOM USE:	<b>Custodial Closet</b>
ROOM USE CODE:	<b>N/A</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>81 Non Assignable Net Square Feet Minimum</b>
QUANTITY:	<b>1 per floor</b>
ADJACENCIES:	<b>Restrooms</b>

### ARCHITECTURAL:

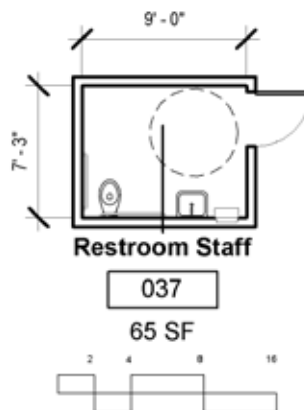
FLOOR / WALL / BASE FINISH:	<b>Coved Resilient Flooring/ Painted Gypsum Board- FRP paneling to 4' AFF min. /Integral Cove</b>
CEILING FINISH / HEIGHT:	<b>Painted Gypsum Board</b>
WINDOW TREATMENT:	<b>N/A</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>Floor Sink, Mop Rack</b>
CASEWORK:	<b>24" Deep Storage Shelving</b>
FURNITURE:	
EQUIPMENT:	

### SYSTEMS:

HVAC:	<b>Building Standard</b>
PLUMBING:	<b>Floor Sink - Hot Water</b>
POWER:	<b>For Equipment .</b>
DATA / TELE:	<b>N/A</b>
LIGHTING:	<b>Utility Fluorescent</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>N/A</b>

Notes:

## 037- RESTROOM STAFF



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 037- RESTROOM STAFF

# RESTROOM STAFF

### GENERAL:

ROOM STYLE:	<b>Restroom</b>
ROOM USE:	<b>Single Occupancy Staff Toilet</b>
ROOM USE CODE:	<b>N/A</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>65 Non Assignable Net Square Feet Minimum</b>
QUANTITY:	<b>as needed</b>
ADJACENCIES:	

### ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Ceramic Tile/ Ceramic Tile to 7' Min. / Integral Cove Tile</b>
CEILING FINISH / HEIGHT:	<b>Painted Gypsum Board</b>
WINDOW TREATMENT:	<b>N/A - obscure glass at ground or visible levels</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>Toilet, Wall Hung Sink, Toilet Accessories</b>

CASEWORK:

FURNITURE:

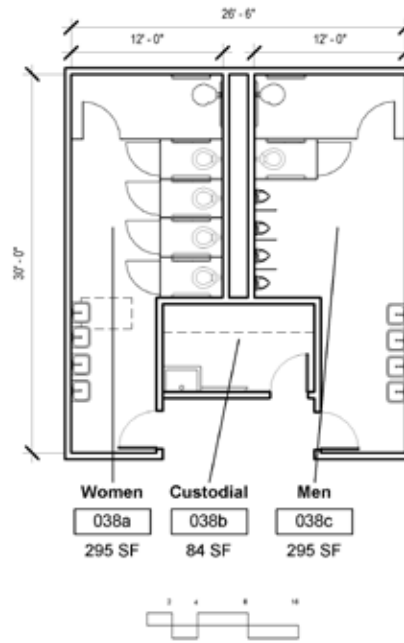
EQUIPMENT:

### SYSTEMS:

HVAC:	<b>Building Standard,</b>
PLUMBING:	<b>Hot Water</b>
POWER:	<b>For Custodial</b>
DATA / TELE:	<b>N/A</b>
LIGHTING:	<b>Indirect</b>
ACOUSTICS:	<b>Room to room privacy-avoid toilet sounds to adjacent rooms</b>
AUDIO VISUAL:	<b>N/A</b>

Notes:

## 038- RESTROOM STUDENT



**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

## 038 RESTROOM STUDENT

# RESTROOM STUDENT

## GENERAL:

ROOM STYLE:	<b>Restroom</b>
ROOM USE:	<b>Multiple Occupancy Toilet</b>
ROOM USE CODE:	<b>N/A</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>Non Assignable Net Square Feet Varies per Plumbing Code Requirement</b>
QUANTITY:	<b>as needed</b>
ADJACENCIES:	<b>Custodial Closets</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Ceramic Tile/ Ceramic Tile to 7' Min. / Integral Cove Tile</b>
CEILING FINISH / HEIGHT:	<b>Painted Gypsum Board</b>
WINDOW TREATMENT:	<b>N/A - obscure glass at ground or visible levels</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>Toilets, Partitions, Wall Hung Sinks, Urinals, Toilet Accessories</b>

CASEWORK:

FURNITURE:

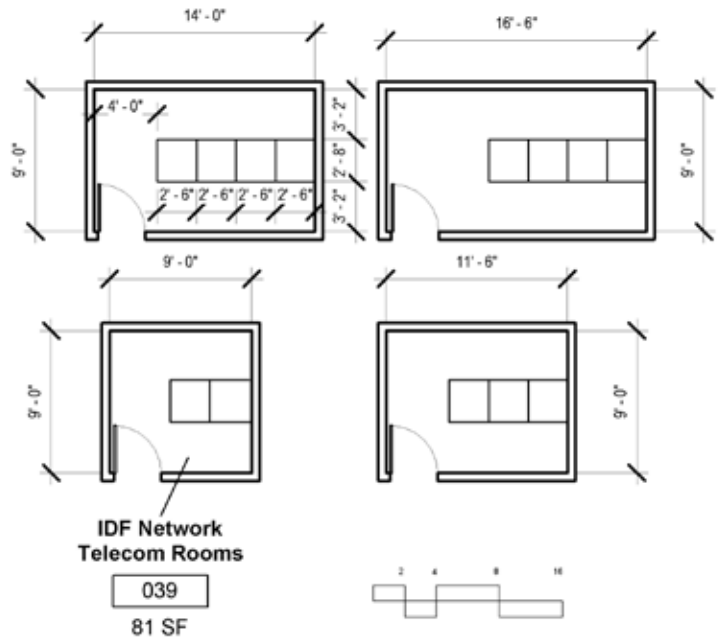
EQUIPMENT:

## SYSTEMS:

HVAC:	<b>Building Standard,</b>
PLUMBING:	<b>Hot Water, Waterless Urinals</b>
POWER:	<b>For Custodial</b>
DATA / TELE:	<b>N/A</b>
LIGHTING:	<b>Indirect</b>
ACOUSTICS:	<b>Room to room privacy-avoid toilet sounds to adjacent rooms</b>
AUDIO VISUAL:	<b>N/A</b>

Notes:

## 039- IDF /MDF NETWORK TELECOM ROOM



**NOTE:**

Telecommunication rooms to be sized by number of racks required for each closet.

**NOTE:**

The plans shown here are diagrammatic in nature and are intended to reflect the general size and capacity of the rooms shown. The actual room dimensions and furnishings may vary as plans are developed.

**039- IDF /MDF NETWORK  
TELECOM ROOM**

# IDF /MDF NETWORK TELECOM ROOM

## GENERAL:

ROOM STYLE:	<b>Utility</b>
ROOM USE:	<b>Network and Communications Equipment Closet</b>
ROOM USE CODE:	<b>N/A</b>
PROGRAM ASSIGNABLE SQ. FT.:	<b>Non Assignable Net Square Feet Varies by density of network connections as needed</b>
QUANTITY:	<b>as needed</b>
ADJACENCIES:	<b>Computer Labs and Dense Network Demands, Stack floor to floor if possible</b>

## ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	<b>Resilient Tile / Painted Gypsum Board / Rubber</b>
CEILING FINISH / HEIGHT:	<b>Painted Gypsum Board</b>
WINDOW TREATMENT:	<b>N/A</b>
DOOR / HARDWARE:	<b>tbd</b>
SPECIAL EQUIPMENT:	<b>Network Equipment Racks, Telecommunications Backboards</b>
CASEWORK:	
FURNITURE:	
EQUIPMENT:	

## SYSTEMS:

HVAC:	<b>Building Standard- Switches require 65 degree environment for optimum operation</b>
PLUMBING:	<b>N/A</b>
POWER:	<b>For Rack Mounted Equipment</b>
DATA / TELE:	<b>N/A</b>
LIGHTING:	<b>Utility</b>
ACOUSTICS:	<b>Room to room privacy</b>
AUDIO VISUAL:	<b>N/A</b>

Notes:



# APPENDICES

**3**

## MEETING NOTES

### Summary Notes College of Marin New Academic Center

#### May 12 General Session Stakeholders

General Session attended by 3 Faculty, 1 Administrator, 1 Student and 5 Community Members.

- Discussion of community use of large hall in Olney. Rarely full. Past uses include Book Passages talks and use by a church group. Community Ed does not use this space.
- College Skills has 50 adjuncts. Requested small meeting spaces for that faculty.
- Outdoor Spaces:
  - Would like tables and small group seating
  - Wind protected
  - Sun and rain protected outdoor spaces
- Faculty would like faculty gathering areas and general use conference rooms
- Foreign languages need lots of whiteboards/chalkboards and emphasized that they are loud and need good acoustic separation.
- Received two analyses of classroom and office needs:
  - Sara McKinnon; roster of current users in buildings to be replaced. Indicated at least 18 FT faculty would need offices
  - Erik Dunmire; Classroom Inventory and projected needs

#### May 19 General Session Stakeholders

Very low turnout only four community members plus one retired faculty member, Betty Goerke. Talked generally about outdoor activities. Betty urged recognition of the Native American history and presence on the campus grounds. Loaned the team a book on Chief Marin and a publication on some archeological research on the campus. Meeting adjourned early.

#### May 20 General Session Stakeholders

Broader representation at this meeting. Diane from Math/Science indicated need for visiting student groups including spaces for registration tables. Also discussed outdoor space need for art fairs, food booths and vendor booths. Fairs would require power for some booths and access to toilet facilities. An instructor from the English Department asked if outdoor spaces for holding occasional class sessions would be possible. Classes would be up to 35 students. Also discussed general needs for outdoor study and gathering/seating areas.

- Discussed the need for wind protection. Staff member apparently has some weather records (Jay Robert Dobson?). Would like to have data on prevailing winds in the building site.
- Ann Peterson of Kentfield Planning Board expressed desire for publicly accessible meeting room for up to 25 improving on AC108. Would require after hours access to building and access to restrooms.

College of Marin  
Kentfield Campus  
New Academic Center

## MEETING NOTES

DATE  
5/24/2010

PROJECT  
College of Marin  
New Academic Center

PROJECT NUMBER  
10010.00

LOCATION  
College of Marin  
Kentfield

ISSUE DATE  
05/01/2010

NOTES BY  
Alan Butler

PARTICIPANTS  
**Core Group**  
Alan Butler (TLCD)  
John Fung (MCA)  
V-Anne Chernock (COM)  
Leigh Sata (SMC)  
Don Flowers (COM)  
Erik Dunmire (COM)

Members of College and Community  
(see sign-in sheets)

## MEETING NOTES

College of Marin  
Kentfield Campus  
**New Academic Center**

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- There is a need for campus faculty meetings up to 150±.
- Faculty member expressed need for waiting areas/alcoves in hallways. Chairs and tables desirable.
- Would like clear faculty directories and waiting areas in faculty office area.
- Ann Peterson expressed desire to increase level of activity in new building along College Ave. frontage
- Meet with faculty member Christine Lee who expressed desire for quality, sustainable construction with adequate space for faculty.

### May 20 Classroom Planning Group

- Meeting included Erik Dunmire, John, Cheryl Carlson, Karen van Kreidt Dong, James and Cari Torres.
- Large Lecture Hall:
  - Per Cheryl Carlson rental rarely exceeds 200. 200 seating capacity would capture most needs.
  - Uses would be lecture, film, book talks, small musical performance, testing.
  - Needs folding tablet-arm seats
- Discussed Community Education needs and subsequently received enrollment data from Karen:
  - Most classes, that are not in Fine Arts, are 28 or below in enrollment. Never more than 3 classes at peak
  - Large classes are foreign language and "Absurdly Brief Italian History" which range from 36 to 48 students (4 classes). Two would require classrooms accommodating 50 capacity. None overlap.
  - Saturday classes can have up to 9 in session simultaneously in Harlan Center, 9 of the 12 in Harlan Center have 12 or less students.
- Subsequent meeting scheduled 5/27 @ 3:30 to further discuss classroom needs.

### Stakeholder Meetings Scheduled:

- Administration & HR 5/25 @2:30 HC124
- Classroom Planning 5/27 @3:30 Swinerton PE 8

### Stakeholder Meetings Needed

- ESL
- Computer Labs (includes English Lab)

## MEETING NOTES

### Stakeholder Meeting Administration & Human Resources

#### Human Resources

##### Current Staff & Roles

- Pearl – Recruiter\*\*
- Julie – Reception
- Devon – Administrative Asst. to Linda, Reporting\*\*
- Kirsten- Tech Asst. to Pearl
- Claudette – HR Faculty & Educational Managers \*\*
- Linda – HR Dean\*\*
- Connie – HR Classified Management\*\*
- Open Position – HR PT Tech

##### Needs

- Reception / Open Work Area
  - Waiting for 2-3 plus 2 Applicant Work Stations with Computers
  - 4 Open Work Stations – Kirsten more private
- Large Conference
  - Typically 6-10 Interviewers plus 1 Candidate
  - For Negotiations 4-6 Negotiators plus 4-5 HR
- Interview Room
  - Small Room for 2-3 for Interviews, Testing, Hold Area
  - Infrastructure for computer & phone
- Files
  - 25+ file cabinets in “dungeon” basement of Admin.
  - 10+ Active files for office
- Offices
  - Most Administrators need private offices\*\*

#### President /VP / Directors

##### Planning Areas

- Reception
  - Currently no receptionist, need to provide for future
  - Waiting room for 6
  - Admin. Assts. Must cover reception area from private offices
- President
  - Must have closet and toilet
  - Conference area of 6-8
  - 2 Admin. Asst. adjacent
  - Escape Door if possible

College of Marin  
Kentfield Campus  
New Academic Center

## MEETING NOTES

DATE  
5/25/2010

PROJECT  
College of Marin  
New Academic Center

PROJECT NUMBER  
10010.00

LOCATION  
College of Marin  
Kentfield

ISSUE DATE  
05/01/2010

NOTES BY  
Alan Butler

PARTICIPANTS  
Alan Butler (TLCD)  
John Fung (MCA)  
V-Anne Chernock (COM)  
Leigh Sata (SMC)

Members of College and Community  
(see sign-in sheets)

## MEETING NOTES

College of Marin  
Kentfield Campus  
**New Academic Center**

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- VP
  - One Admin Asst
  - Small Conference Table in Office
- Director Community & College Relations
  - One Admin. Asst.
  - Closet for storage of PR Materials
- Directors
  - Provide for two future Directors w/ one Admin. Asst. Each
- Files & Break
  - File Room; File Cabinets plus Scanner
  - Break: paper cutter , shredder + work areas, storage, copier
- Conference Areas
  - Conference Room within office area for 12+
  - Large Conference nearby to replicate AC 108, needs public access after hours for 18 at table plus 18 chairs at side.
  - President would like board room in this complex to seat 12 officer /board members plus audience of 30-40. Would require additional 1,000 s.f. to Large Conference above (added request at 6/3 meeting per V-Anne)

**MEETING NOTES**

## MEETING NOTES

# Stakeholder Meeting College Skills / ESL / Classrooms

## College Skills / Classrooms

Reviewed Board Presentation PowerPoint by Erik Dunmire and preliminary analysis of classroom needs.

### General Conclusions:

- Per current data will need to keep all "interim" classroom spaces in use to maintain availability of classrooms at peak times (generally 6:10 pm to 9 pm). This is classrooms in the following:
  - Temporary Building: 3
  - Portable Village: 6
  - Austin Science Center: 8
- Will need at least 13 regular lecture classrooms in New Academic Center to maintain minimum count
- Need for interim created in part by loss of rooms in:
  - Dickson Hall: 5
  - Dance / Landscape: 2
  - New Science (compared to Old): 2
- Smaller classrooms (300-500 ASF) in New Academic Center need to be replaced by classrooms with capacities of approximately 810-990 ASF seating 30 and 42 Students respectively. Accessibility requirements increase classroom size because of required exit pathways and access to two accessible desks and one teacher's station per classroom. Overall reduction of regular lecture classrooms is 8 in New Academic Center building due need to accommodate other program elements within EIR constrained by 48,000 gsf maximum.

College of Marin  
Kentfield Campus  
**New Academic Center**

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## MEETING NOTES

DATE  
5/27/2010

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10010.00

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Kentfield

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05/01/2010

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PARTICIPANTS  
**Core Group**  
Alan Butler (TLCD)  
John Fung (MCA)  
V-Anne Chernock (COM)  
Leigh Sata (SMC)  
Don Flowers (COM)  
Erik Dunmire (COM)

Members of College and Community  
(see sign-in sheets)

**MEETING NOTES**

## MEETING NOTES

### Stakeholder Meeting College Skills / ESL

#### General Issues

- V-Anne relayed request from President White requesting that board room be in building
- Would need board table space for 12
  - 7 Board Members
  - 2 VPs
  - President
  - Exec. Dean
  - Secretary
- Audience Chairs for 30 -40
- This would require at least 1000 ASF be removed from other program elements to enlarge the currently programmed AC 108 replacement conference room (450 ASF)

#### College Skills / ESL

Reviewed extensive response provided by Sara McKinnon on Program Requirements for this department. This is attached at the end of these notes. Alan toured the facility with Alex Suarez before the meeting and John Fung after the meeting adjourned. Some comments and outcomes of discussion:

- Need lots of tack wall on all walls of ESL lab
- Need 80 mailboxes for CS/ESL staff
- Added 3 small conference / interview rooms to program, one in Office and two in ESL/CS lab
- Break room needs sink, refrigerator, and microwave.
- Need exterior locked glass bulletin boards in hall for Lab & Office
- Need extensive shelving for books and equipment stored in Resource Closet and Office Storeroom- could be provided in a combined break / faculty work room.
- ESL Lab needs at least 12 computer stations, 3 Audio Stations and 3 AV Stations. Audio stations are for students repeating prompts and needs additional sound absorptive treatment.

College of Marin  
Kentfield Campus  
**New Academic Center**

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## MEETING NOTES

DATE  
6/3/2010

PROJECT  
College of Marin  
New Academic Center

PROJECT NUMBER  
10010.00

LOCATION  
College of Marin  
Kentfield

ISSUE DATE  
05/01/2010

NOTES BY  
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PARTICIPANTS  
**Core Group**  
Alan Butler (TLCD)  
John Fung (MCA)  
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**MEETING NOTES**

**College Skills/English as a Second Language and the New Academic Center**

First off, the space allocations for assignable square feet from 2007 are off:

Function	2007 #	2007 Sq ft / unit	2007 total	2010 #	Optimum sq ft 2010 and beyond...
<b>ESL Lab</b>	1	990	990	1	Our lab right now is about 600 sq ft minus my office which is about 100 tops. It needs to be bigger. (we often have over 30 students plus a couple of teachers in there.) If you can afford 990 sq ft – hallelujah! But perhaps some of this could go to a space for PT teachers to work, keep their stuff and possibly meet with students.
<b>Office Pvt</b>	2	120	240	3	We have 3 FT instructors, but I think their offices may be included in the 24 you outlined elsewhere for faculty offices
<b>Reception – 2 WS /open office</b>	1	615	615	1	Our office uses about 300 sq ft right now. In fact, whether this office needs to be in THIS building, I don't know. It serves credit and noncredit ESL and English skills.

**1) Org chart for ESL office (we need two workstations – the second is shared by the various PT assistants):**

- Alex Suarez – FT admin assistant
- Lupe Romo – half-time admin assistant (evenings and Saturdays – presently on medical leave)
- Work-study students – usually two students who stagger their hours so that between their hours and the half time admin assistant – the two work stations are generally staffed most of each day.

2) Offices: ESL has three FT teachers who need private offices (presently 203, 138 and 117). English Skills has one FTer (presently in 118). One FTer is the chair of the department. One is the coordinator for NC ESL. Another is the coordinator for English Skills. All of these are accounted for in the 24 mentioned on page 4.

Credit ESL has about 12 part time teachers two of whom use BC 103. The others use the lab, the hallways and the trunks of their cars. For the credit PTers, it would be the best of all worlds if they could have a shared space for teaching materials, a place with access to a computer and the internet, a printer, a copy machine and a telephone.

Noncredit ESL has about 35 PT teachers. Since February, we were given a teacher's room in the Portable Village. Before that we had the TRC, our in-boxes and the trunks of our cars. As long as we have a home in the PV buildings NC ESL is probably ok to stay there. The classrooms are a good size for our classes and we have our shared common room for the teachers. We generally need a couple of rooms on the main campus as well particularly at night as we have more classes scheduled than classrooms in PV.

## MEETING NOTES

### College Skills/English as a Second Language and the New Academic Center

#### 3) Reception space:

- a) The staff for the ESL office does not need private space. They are the front line reception for students and faculty (presently not only for ESL but for everyone coming into HC. That's mostly due to our location and the fact that we are open more than any other office).
- b) Workstations are completely open. It would be nice if both could face out to students. (one station faces the wall).
- c) Presently, we have space for two guests to sit down at a small table – this allows them space to fill out applications or for PT teachers to do a little paperwork. There are no meeting tables other than this.
- d) This office is a reception area for all students in College Skills/ESL – at least 2500 for each semester and faculty (over 50). This office handles the registrations, adds, drops and transfers for the noncredit program. Students and faculty come in and out daily. There are mailboxes for the faculty here.
- e) We have two staff workstations with computers, a printer, four drawers of file cabinets (in the desk and separately), built-in counter space with a paper cutter and for other paperwork with cabinets below, wooden mailboxes and a large white board. We also have a small table outside the door for our fliers and applications box. There is a glass case for information next to the door.

**NOTE: As I said in the table above, you have listed 615 sq ft for our reception area. HC 101 has 454 sq ft and it should be noted that at least a third or more is used by nursing right now.**

#### 4) Office Equipment

- i. We have a printer (we may have two – we are trying to get a B/W one so the costs are not so high).
- ii. There is a shared Fax machine over by the entrance to HC. (not in our office)
- iii. Two three-drawer horizontal file cabinets, a tall storage cabinet and about 4 drawers worth of vertical files
- iv. One main desk, the second station is part of the built-in counter/cabinets, one narrow table for guests.
- v. Supply storage:
  - The office uses what is listed above. We also have a “closet” down the hall which serves as a Teachers Resource Closet (TRC) (see below) with shelves for books and realia, tape/Cd recorders, file cabinets for teachers to keep their materials, etc. The office staff also keeps paper, envelopes and other supplies for the office here.

**5) File Storage:** We need the two horizontal filing cabinets; we also will need two 4-drawer lockable vertical cabinets. Since we will be storing applications from semester to semester (A&R has asked us to keep our applications since we are now registering into banner), we will need at least one vertical 4 drawer file cabinet for that in addition to the files for the rest of our program. (They could be tall or four short ones).

#### **TEACHER'S RESOURCE CLOSET (TRC) (HC 122 – listed as part of the faculty office spaces):**

We hope for a shared teacher's room where faculty can work, prepare lessons, find materials, talk etc. The TRC is a closet where we can stand, but there is no workspace. While we have a large faculty, we all teach at different times. So optimally, such a space would fit 10 teachers. A couple of shared networked computers are vital with a printer. We are fine with tables and chairs (rather than desks) (and a sofa...☺). This room would also need shelves or book cases and cabinets for our teaching materials and other resources. Some kind of “cubby” or lockable drawer for each teacher would be a great plus....

#### 6) Classrooms:

## MEETING NOTES

### College Skills/English as a Second Language and the New Academic Center

For credit – classrooms should fit 28-30 students; tablet desks or tables would be great. There should be space for the teacher to walk between and around groupings of students. Whatever it is, it should be conducive and easily adaptable to pair and group work. Some kind of teachers table is important. Smart classrooms would be wonderful. Overhead projectors or something like that where you can write on what is projected is very useful.

Optimally there are white boards and/or blackboards (or both) on two walls. Bulletin boards or some way to hang maps and charts would be useful. Screens are raised and lowered with a switch rather than with a jerk....

Regarding audio/video – we need to be able to show videos or DVDs and play audio recordings – much of this can be done on computers now as long as the computers have the requisite media players.

#### HC 128 ESL LAB:

This lab is open to all ESL students, but primarily is used by credit students who have a lab component built into their grammar and writing classes. It is a drop-in lab, open 20 hours/week. On a busy day there can be over 32 students in there at a time. It is crowded, but productive. We have spill-over in the hallway where there are several study tables.

- Right now there are 12 computer stations plus one check-in attendance computer. The 12 computers are networked to the internet and to one printer. They are on tables around the perimeter of the room. (We would like space for more computers than just 12 – see below)
- There are three hexagonally configured tables where up to 18 students can study together. (this is a really important feature)
- There is a table in the back with space for 3 students to listen to books on tape.
- There are three televisions/VCRs on another table.
- There are three horizontal file cabinets: two three-drawer and one four-drawer plus one two-drawer vertical cabinet.
- There are also two bookcases housing a small library of books for the reading classes to check out for extensive reading.
- There is one cart with dictionaries on it.

**Instructor:** There is one instructor of record at a time. However, there are often 2 or more teachers in there – because PTers have no office. The teacher moves around as needed. Primarily, the teacher needs a space where s/he can work one on one with a student going over papers, homework or practicing pronunciation. However, this can be integrated in the room.

**Storage:** Right now the lab uses Sara's office for storage. We keep the master tapes, extra books and other materials in her office (which is basically a storage closet with a window in the back of HC 128). We don't need a lot of storage here especially if there is a TRC or shared office space nearby.

**Computers:** not sure what you mean by hard-wired. (sorry). Oh – if you're talking about the internet – YES. They are networked together, but I don't think there is a server, although there IS something on the wall of my office (sara) that hums suspiciously along. Please ask Steve Dodson for specifics). Wi-fi would be great. Students and faculty often have their own computers.

## MEETING NOTES

### College Skills/English as a Second Language and the New Academic Center

**Room Acoustics:** This is really important as we need to be able to hear each other. Pronunciation teachers need to be able to be heard clearly.

**Tables** – We prefer ones that can be put together in various configurations. **Chairs:** we'd rather NOT have office type chairs with wheels. These fall apart. Something comfortable, easy to move and possibly stackable is preferable. Students bring their books and increasingly laptops.

**Projector/speakers:** It would be very helpful if we could have a projector and speakers connected to one of the computers in the lab so that demonstrations could be given.

**NOTE:** IT would be nice to have 3-4 more computer stations as it is getting really crowded. As our department has grown and has added some of the higher level composition classes, more students are using this lab. We would also like more table space where students to study together. We have a kind of informal area for audio – listening to books on tape/cd. It would be helpful to have one or two audio stations with good recorders and headsets. While we have three TV/VCRs – we could probably do with only one now that videos are often available on computers.

On behalf of the College Skills/ESL Department, thank you!!!

--Sara McKinnon, et al

**MEETING NOTES**

## MEETING NOTES

College of Marin  
Kentfield Campus  
**New Academic Center**

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### MEETING NOTES

DATE  
6/10/2010

PROJECT  
College of Marin  
New Academic Center

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College of Marin  
Kentfield

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Alan Butler

PARTICIPANTS  
**Core Group**  
Alan Butler (TLCD)  
John Fung (MCA)  
V-Anne Chernock (COM)  
Leigh Sata (SMC)  
Don Flowers (COM)  
Erik Dunmire (COM)

Members of College and Community  
(see sign-in sheets)

## Stakeholder Meeting Computer Classrooms

A wide-ranging discussion was held on computer classrooms for the New Academic Center.

There are three computer classrooms to be replaced other than the College Skills / ESL Lab:

- BC 101- English Teaching Lab, 35 seats arranged in two linear rows front to back.
- BC 102 General Computer Lecture / Lab, 27 seats in face forward seminar type layout currently used by English, Nursing, Counseling
  - MS Office
  - Quick books
  - Statistics
  - Keyboarding
- BC 104 – Used by a total 110 students as a drop-in self paced lab for simulations, keyboarding, etc. Per analysis by Dong Ngyuen of OIM maximum use is Tuesday & Thursday from 11:00 am to 3:00 pm. Other times Monday through Friday rarely exceed 12 users.
  - Medical Transcription
  - MS Office
  - Records Management
  - Keyboarding

After much discussion the following program was agreed upon:

- One each 35 & 24 seat computer classrooms with flexible furniture that could be used as a lecture environment. Flexible furniture would conceal monitors and create open desktop space. These replace BC101 and BC102.
- The peak use of BC104 could be scheduled in 102 under current availability.
- The drop in function of BC104 will move to a CIS lab in the Learning Resources Center. COM attendees will look at available rooms in the LRC during the week of June 14, 2010.

Other Concerns:

- No remote servers in this area. Server will be in computing services center
- One accessible station per 20 students
- Basic Teaching Station: computer, screen (prefer electric), speakers, input switch, , ceiling mounted projector, allow for future sound reinforcement (PA), document camera and other peripherals
- Lighting needs to have three modes: general, focus (whiteboard) and AV (computer projection)

### CLASSROOMS

During the week of 6/7/10 Erik Dunmire prepared a new "Lecture Classroom Demand" study that showed distribution of classrooms needed to maintain minimum numbers at peak periods.

**PROGRAM QUESTIONNAIRES**

## PROGRAM QUESTIONNAIRES

### Preliminary Program Information & Questions

	<u>Description</u>	<u>Quantity</u>	<u>ASF</u>	<u>Subtotal</u>
<b>Lecture &amp; Lab</b>	Computer Labs	2	990	1,980

Above is a preliminary program analysis for the Computer Labs in the New Academic Center at College of Marin. The space allocations are Assignable Square Feet and do not include hallways, toilets janitorial and other supporting uses. The program was derived from a 2007 study for a state funding application and we have not had a chance to validate those assumptions with the user groups.

In preparing for a stakeholder’s meeting we would like you to consider the following questions and try to gather the requested information.

1. There are several labs in the current building complex primarily in the Business Management Center. Please describe all the computer labs that need replacement in Olney, Harlan, Business Management and the Administration Building. The two labs above are seen as replacements for BC 101 & 102 and are “teaching labs” not unscheduled drop in labs as we understand it.
2. Indicate who the primary users are for each of the labs.
  - a. How many student seats?
  - b. More than one instructor? Describe instructor or Assistant’s desk needs.
  - c. What is the configuration of the lab? (e.g. Face Forward, Computers at Perimeter, Clustered, etc)
  - d. Are these drop-in or lecture labs?
  - e. What are your needs for printers, plotters or other peripheral devices?
  - f. Any storage needs such as paper or supplies?
  - g. Any special Audiovisual needs?
  - h. Are computers all hardwired (i.e. Fixed stations with Ethernet cabling)? Are there servers in the classroom or in adjacent rooms or closets? What is the typical workstation configuration? (CPU type, Monitor, Peripherals or unitary such as iMac)
  - i. Need for Wi-Fi? Is laptop use anticipated?
  - j. What furniture types would you prefer? What do students bring to the lab that needs to be on tables?( i.e. large drawings for CAD classes, notebooks, artwork layouts for graphic design classes, etc.)
  - k. Have you considered flex furniture that would hide monitors when the classroom is not used for active computer use?

## MEMORANDUM

DATE  
**6/8/10**

PROJECT  
**New Academic Center  
 College of Marin**

PROJECT NUMBER  
**10010.00**

SUBJECT  
**Program Questions**

AUTHOR  
**Alan Butler**

COPIES TO  
**Elizabeth Bornstein  
 Brian Wright  
 John Fung  
 Leigh Sata  
 V-Anne Chernock  
 Erik Dunmire**

# PROGRAM QUESTIONNAIRES

## PROGRAM QUESTIONNAIRES

### Preliminary Program Information & Questions

ESL				
ESL Lab	1	990	990	
Office Pvt	2	120	240	
Reception-2WS/ Open Office/ Work	1	615	615	
				1845

Above is a preliminary program analysis for the ESL Offices in the New Academic Center at College of Marin. The space allocations are Assignable Square Feet and do not include hallways, toilets janitorial and other supporting uses. The program was derived from a 2007 study for a state funding application and we have not had a chance to validate those assumptions with the user groups.

In preparing for a stakeholder's meeting we would like you to consider the following questions and try to gather the requested information.

1. An organizational chart of the positions and individuals in the office would be of great value. Please list current employees and currently unfilled positions. If you anticipate adding other staff in the future please indicate.
2. Please indicate who needs private offices and who can work in open-office workstations. The current allocations may not be correct. Indicate who needs to be adjacent to others.
3. Indicate needs for a reception / open office / work area:
  - a. How are reception duties handled? Total Open Workstations in this area?
  - b. How many guests need to be seated? Any meeting tables?
  - c. Any guest workstations?
  - d. Any special needs or functions in reception area
  - e. What office equipment and files need to be in this area?
4. What office equipment do you have?
  - i. Copy
  - ii. Fax
  - iii. Current File Cabinets
  - iv. Work Tables
  - v. Supply Storage
  - vi. Other Office Equipment
5. File Storage
  - a. Please indicate current and anticipated needs for file storage. Indicate number, size and type of file cabinets, shelves or other filing methods.
6. Please describe any other needs for this department including needs for the ESL Classrooms or Labs including seating, staff and student capacity, furnishings, equipment and any special AV or Computer needs. What is the general configuration of these rooms?

## MEMORANDUM

DATE  
**6/1/10**

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V-Anne Chernock**

**PROGRAM QUESTIONNAIRES**

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Preliminary Program Information & Questions

<b>Human Resource Offices</b>			
Reception & 5 open Work Stations	1	900	900
HR Office-Pvt	4	85	340
Dean HR	1	140	140
HR Files	1	315	315
HR Conference	1	300	300
			<b>1,995</b>

Above is a preliminary program analysis for the Human Resources Offices in the New Academic Center at College of Marin. This was extracted from a merged program including the Finance Department that is not currently being considered for inclusion in the building. The space allocations are Assignable Square Feet and do not include hallways, toilets, janitorial and other supporting uses. The program was derived from a 2007 study for a state funding application and we have not had a chance to validate those assumptions with the user groups.

In preparing for a stakeholder’s meeting we would like you to consider the following questions and try to gather the requested information.

1. An organizational chart of the positions and individuals in the department would be of great value. Please list current employees and currently unfilled positions. If you anticipate adding other staff in the future please indicate.
2. Please indicate who needs private offices and who can work in open-office workstations. The current allocations may not be correct. Indicate who needs to be adjacent to others.
3. Indicate needs for a reception area:
  - a. How many receptionists? Total Open Workstations in this area?
  - b. How many guests need to be seated?
  - c. Any special needs such as workstations for applicants/ visiting staff?
  - d. What office equipment do you have?
    - i. Copy
    - ii. Fax
    - iii. Current File Cabinets
    - iv. Work Tables
    - v. Supply Storage
    - vi. Other Office Equipment
4. Interview and Conference Rooms
  - a. How many do you need to seat in the conference room?
  - b. Any specific Audiovisual or Computer needs in conference?
  - c. Do you need small interview rooms or is this done in private offices?
5. File Storage
  - a. Please indicate current and anticipated needs for file storage. Indicate number, size and type of file cabinets, shelves or other filing methods.
6. Please describe any other needs for this department.

MEMORANDUM

DATE  
**5/18/10**

PROJECT  
**New Academic Center  
 College of Marin**

PROJECT NUMBER  
**10010.00**

SUBJECT  
**HR Program Questions**

AUTHOR  
**Alan Butler**

COPIES TO  
**Elizabeth Bornstein  
 Brian Wright  
 Mark Cavagnero  
 John Fung  
 Leigh Sata  
 V-Anne Chernock**

111 SANTA ROSA AVENUE, #300  
 SANTA ROSA, CA 95404  
 TEL 707.525.5600  
 FAX 707.525.5616

[WWW.TLCD.COM](http://WWW.TLCD.COM)

**PROGRAM QUESTIONNAIRES**

**PROGRAM QUESTIONNAIRES**

Preliminary Program Information & Questions

<b>President/VP/Directors</b>			
Reception /Open Office 5 work stations	1	945	945
VP Office	2	210	420
VP Asst-Pvt	1	85	85
Copy Break	1	198	198
Conference Room	1	280	280
President's Office	1	390	390
Toilet	1	50	50
Directors Office	4	140	560
Open Office-D.Rpt 3 Work Stations	1	325	325
			<b>3,253</b>

MEMORANDUM

DATE  
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SUBJECT  
**Program Questions**

AUTHOR  
**Alan Butler**

COPIES TO  
**Elizabeth Bornstein  
 Brian Wright  
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 V-Anne Chernock**

Above is a preliminary program analysis for the President, VP and Directors' Offices in the New Academic Center at College of Marin. The space allocations are Assignable Square Feet and do not include hallways, toilets (except the President's), janitorial and other supporting uses. The program was derived from a 2007 study for a state funding application and we have not had a chance to validate those assumptions with the user groups.

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1. An organizational chart of the positions and individuals in the office would be of great value. Please list current employees and currently unfilled positions. If you anticipate adding other staff in the future please indicate.
2. Please indicate who needs private offices and who can work in open-office workstations. The current allocations may not be correct. Indicate who needs to be adjacent to others.
3. Indicate needs for a reception area:
  - a. How many receptionists? Total Open Workstations in this area?
  - b. How many guests need to be seated?
  - c. Any special needs or functions in reception area? Display or Awards?
  - d. What office equipment and files need to be in this area?
4. Copy / Break Room: What office equipment do you have?
  - i. Copy
  - ii. Fax
  - iii. Current File Cabinets
  - iv. Work Tables
  - v. Supply Storage
  - vi. Other Office Equipment
5. Conference Room(s)
  - a. Who will use them?
  - b. How many do you need to seat in the conference room?
  - c. Any specific Audiovisual or Computer needs in conference?

111 SANTA ROSA AVENUE, #300  
 SANTA ROSA, CA 95404  
 TEL: 707.525.5600  
 FAX: 707.525.5616

[WWW.TLCD.COM](http://WWW.TLCD.COM)

**Lecture Classroom Supply & Demand During Peak Periods at KTD Campus**

Lecture Room Demand									
Size Distribution of Credit & Non-Credit Classes by Class Max									
Spring 2010									
Size Range	9:40-11am				18:10-21:00				
	Mon	Tues	Wed	Thurs	Mon	Tues	Wed	Thurs	
1 - 30	23	21	21	21	15	20	16	17	
31 - 42	19	14	19	15	24	19	22	15	
43 - 60	5	4	3	5	3	3	3	2	
61 - 120	0	1	0	1	0	2	1	1	
<b>TOTAL</b>	<b>47</b>	<b>40</b>	<b>43</b>	<b>42</b>	<b>42</b>	<b>44</b>	<b>42</b>	<b>35</b>	
Fall 2010									
Size Range	9:40-11am				18:10-21:00				
	Mon	Tues	Wed	Thurs	Mon	Tues	Wed	Thurs	
1 - 30	20	22	18	20	15	21	15	18	
31 - 42	18	13	19	14	21	19	20	14	
43 - 60	6	5	5	5	5	5	5	4	
61 - 120	1	1	1	1	0	2	2	1	
<b>TOTAL</b>	<b>45</b>	<b>41</b>	<b>43</b>	<b>40</b>	<b>41</b>	<b>47</b>	<b>42</b>	<b>37</b>	

Lecture Room Supply									
Post-2012 Size Distribution by Building									
KTD Total	NAC	Other Total	Other						
			TB	PV	ASC	LC	PE	FH	NSC
14	7	7	1	0	2	2	1	0	1
19	6	13	1	4	2	2	1	0	3
7	0	7	1	1	3	0	0	0	2
4	0	4	0	1	1	0	0	2	0
<b>44</b>	13	31	3	6	8	4	2	2	6

Fine & Performing Arts excluded from analysis

BC 101 & BC 102 excluded from analysis (treated as non-lecture)

Non-credit ESL classes assigned max = 35 for analysis

UPDATED STUDY JUNE 30, 2010

## CLASSROOM CAPACITY STUDY

# CLASSROOM NEEDS ANALYSIS

BY ERIK DUNMIRE

JULY 6, 2010

The number and size distribution of lecture classrooms needed in the new Academic Center were based upon an analysis (described in more detail below) of Credit and Non-Credit classes scheduled on the Kentfield Campus during the Spring 2010 and Fall 2010 semesters, as compared to the anticipated future supply of lecture rooms within other buildings on the campus. Based on this analysis, the New Academic Center needs to provide at least 13 regular classrooms to maintain adequate numbers of classrooms at peak periods. This assumes that “temporary” classrooms in the Portable Village, Temporary Buildings, and Austin Science Center will remain in operation until replaced with new permanent facilities. The proposed program contains 7 small (28 seat) and 6 medium (40 seat) classrooms plus two computer labs and a large lecture hall.—

Only classes scheduled in designated lecture rooms on the Kentfield Campus were included in the analysis (i.e., classes in rooms designated as lab, studio, activity, etc., were excluded). Moreover, lecture rooms in the Fine Arts building were excluded from the analysis, since

1. There exist relatively few lecture rooms, and
2. These rooms exclusively serve Fine and Performing Arts classes and therefore do not impact the campus-wide lecture needs.

Peak lecture usage periods were determined to be Monday-Thursday, 9:40-11am and 6-9pm, and these peak periods therefore served as the basis for planning. Classes were then assigned to one of four size ranges (as indicated) according to their official class maxima. As indicated in the accompanying data tables, a total of 44 lecture rooms was deemed to be the minimum number sufficient to maintain existing offerings, assuming some very slight redistribution of classes (e.g., from Tuesday evening to Thursday evening). Note that Community Education classes were not included in the analysis; at present, these classes occupy all remaining available lecture rooms on the Kentfield Campus during evening periods.

Finally, these lecture ‘demand’ numbers were compared to the ‘supply’ of lecture rooms on the Kentfield campus, in buildings that are currently expected to be in operation after the new Math/Science complex is completed (including temporary/portable structures that exist as of Spring 2010). The rooms were assigned to size ranges according to the student capacities listed in the Office of Instructional Management’s room database. The proposed lecture rooms in the new Academic Center were chosen to complement the existing room distribution so as to optimally satisfy the class size needs.

Note that actual (census date) enrollments for the Spring 2010 semester classes were evaluated in addition to the official class maxima. While there were very slight differences in the resulting class size distributions, the proposed room size distribution is still completely suitable based upon these enrollment numbers.

# CLASSROOM SIZE COMPARISON

**BY ALAN BUTLER**

July 16, 2010

## SUMMARY

### **EXISTING REGULAR LECTURE CLASSROOMS**

- 21 Classrooms
- Average Size 559 ASF
- Total Area 11,735 ASF

### **PROPOSED REGULAR LECTURE CLASSROOMS**

- 13 Classrooms
- Average Size 893 ASF
- Total Area 11,610 ASF

### **WHY ARE CLASSROOMS LARGER?**

- Legally mandated accessibility (ADA) requirements
- Smart Classroom Technology - accessible AV Podium and viewing distances
- Adopted campus standard desks add 90-120 ASF per classroom & add more flexibility for furnishing and configuration
- Classroom capacity up-sized to 30 & 42 students to meet peak demand per Erik Dunmire Classroom Analysis

### **CLASSROOM SIZE**

In this program document we show 13 new classrooms in the New Academic Center Building. The existing buildings have 21 classrooms with approximately the same total assignable area. However, the existing classrooms are considerably smaller and do not meet legally mandated accessibility requirements and contemporary technology needs. Nearly half the classrooms are less than 500 assignable (i.e. usable) square feet and under contemporary standards would only seat 12 to 20 students. The consensus of the faculty and administration group studying classroom capacity was that classrooms should be sized for the enrollment capacity of classes being offered at the campus. The classrooms were sized for 30 and 40 student capacities that are the most needed room sizes.

### **STANDARDS AND LEGAL REQUIREMENTS**

- The standard allocation per station in Title 5, Section 57028 is 15 square feet per station. This is an outmoded standard from the 1970's and does not reflect accessibility requirements or current classroom technology.
- The District has several "standards" by the chart on page 5.2 of Volume 3 Master Programming states that the standard is 20 ASF per station large or small classroom. However the classroom standard plans that follow actually use 21 to 27 ASF per station for the smaller

## CLASSROOM SIZE COMPARISON

classroom. It is only on the tightly packed large 63-station classroom that it achieves the 20 ASF standard. These standard classrooms do not meet accessibility standards:

- Each classroom must have accessible seating in a 1:20 ratio, typically 2 seats per classroom over 20 but under 40.
- The teachers station must be accessible
- There must be a 36" minimum main aisle and a 5' turning circle at the door.

New 2011 code requires minimum aisle spacing for regular desks and DSA is asking us to show furniture configurations on the plans.

- The classrooms we propose in the draft program use 25 to 27 ASF for the smaller 28-30-seat classroom and 25 ASF for the larger 36-40-seat classroom. These classrooms provide:
  - 2 accessible seats per classroom and required pathways and aisles
  - An accessible instructors station with an adjustable height table that can be used for seated or stand-up instruction.

### TECHNOLOGY

All new classrooms are designed to be "Smart" classrooms with computer projection facilities and have:

- "Smart Classroom" technology in each classroom with all the resources in a cabinet next to the adjustable height table. No wires coming from the wall to trip on as the instructor moves across the front of the room.
- The front desks are a reasonable distance back from the screen at the front of the room. With a pull down projection screen it is necessary to be back from the screen at least 6-8' and preferably 9' to have a comfortable viewing angle.

### FURNITURE

After considerable review and study the College of Marin adopted a new standard classroom desk. This desk, a KI brand 360° Model, is 7 inches deeper front to back than the current existing tablet arm chair. It has several advantages with a more ergonomic seat and larger work surface. However, the new desk adds 7" per row of desks that in the typical classroom is 5 and 7 rows. With a typical classroom width of 30 feet this adds 90 to 120 square feet to each classroom to accommodate this larger desk.

In other collegiate situations single seat student desks are being used less and less. With laptops and other technology students need larger working surfaces. Fixed seat desks do not fit people of varying sizes as well as separate tables and chairs. The new larger classrooms provide flexibility for alternative seating configurations and furniture. For the each classroom size we have provided two alternative furniture layouts in Room Diagrams 001 and 002:

- Using seminar tables allows approximately the same number of seats and greater flexibility in arrangement and accommodation of larger people. There is more flexible desk surface area especially if the room is not fully booked. The accessible stations do not have to be different and can be used by anyone if available. Seminar tables can easily be reconfigured to a variety of configurations including group activities.
- Using "Flat Screen Garage" tables the seat count is somewhat reduced because the tables are 30" deep to accommodate the computer rather than 20" for a seminar table. Flat screen garages allow more flexible classroom use as either lecture rooms or computer labs. In the past computer equipment on the desktop prevented effective use of those classrooms for lecture purposes.