

COLLEGE OF MARIN
KENTFIELD CAMPUS
NEW ACADEMIC CENTER

**REVISED
BUILDING
PROGRAM**

1 June 2011

10010.00



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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 approximately 43,000 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.

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 and updated in April and May 2011. This program is designed to house faculty offices and the President's Administration group 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 President, Vice President and Directors

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 2010
Laura McCarty, Modernization Director COM 2011
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

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

2011

APRIL 28, 2011- PRESIDENT'S OFFICE

Betty Schlaepfer

Mark Cavagnero

David Wain Coon

Laura McCarty

APRIL 28, 2011- FACULTY OFFICE AREA

Debra Mahtau

Blaze Woodlief

Barbara Bonnander

Bonnie Borenstein

Michelle Martinisi

Shaquam Edwards

Sara McKinnon

Jeff Cady

David Snyder

Wendy Walsh

John Petrovsky

MAY 5, 2011 GENERAL CLASSROOMS

Debra Mathau

Chris Edmonson

Sara McKinnon

Bonnie Borenstein

James Kuromiya

LIST OF PARTICIPANTS

Raymond Bergtrom-Wood
Nathaniel Parker
Don Flowers
Wendy Walsh
Barbara Bonander
jeff Cady
Laura McCarty
Blaze Woodleaf
Brian Wilson

MAY 5, 2011 COMPUTER CLASSROOMS

Debra Mathau
Barbara Bonander
Wendy Walsh
Jeff Cady
Sara MCKinnon
Chris Edmonson
Michael Ranson
Don Flowers
Laura McCarty
Leigh Sata
Brian Wilson

MAY 5, 2011 COLLEGE SKILLS / ESL

Sara McKinnon
Barbara Bonander
Wendy Walsh

MAY 26, 2011 IT & AV

Chris Edmonson
Marshall Northcott
Andy Haber
Susan Andrien

MAY 26, 2011 ADMIN OFFICES & DEAN

Eileen Acker
Mina Namvar
David Snyder

MAY 26, 2011 PRESIDENT'S OFFICE COMPLEX

Chialin Hsieh
Cathy Summa-Wolfe
Nicole Cruz

OVERALL PROJECT PROGRAM **1**

PROGRAM SUMMARY

OVERALL PROGRAM SUMMARY

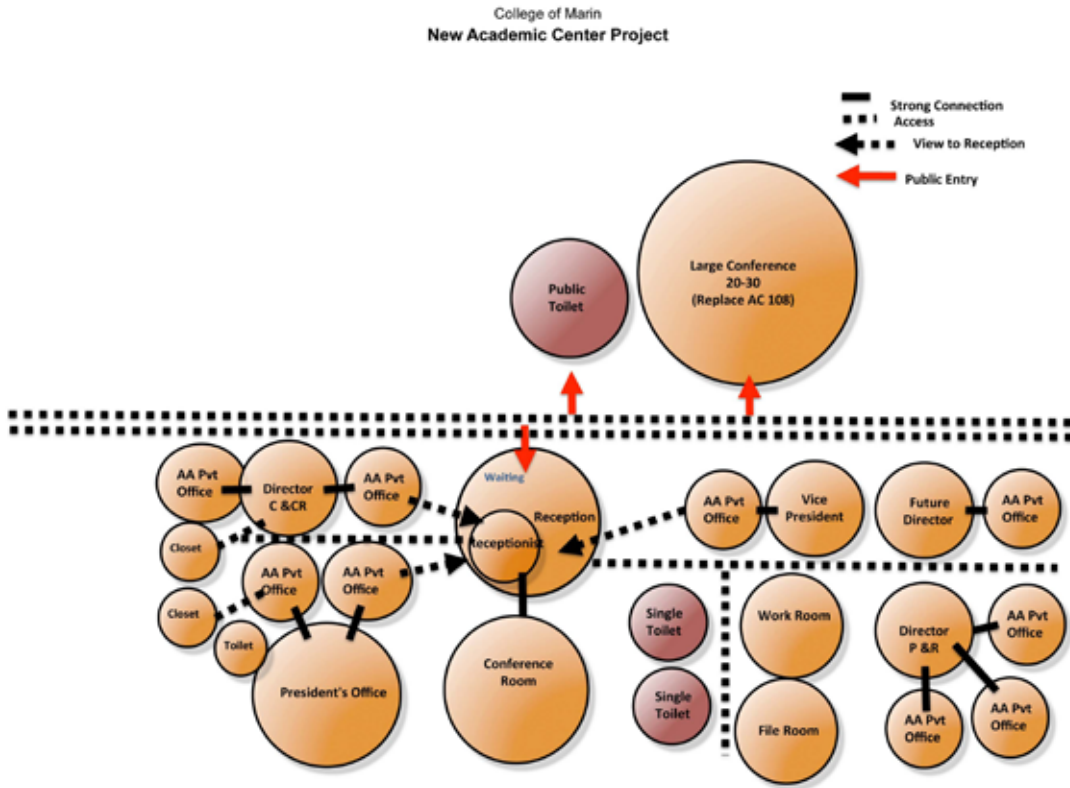
Administrative Offices			Subtotal	Subtotal
President/VP/ Directors			3,445	3,445
Faculty Offices				
ESL			875	
Faculty Office Complex			4,380	5,255
	Quantity	ASF		
Lecture & Lab				
Large Lecture 200 Seats	1	3,600	3,600	
College Skills / ESL Lab	1	900	900	
Study Room / Interview for ESL Lab	2	75	150	
Computer Labs for 32	1	990	990	
Computer Tech Office	1	122	122	
Computer Lab for 40	1	1,208	1,208	
Small Classroom for 32-38	9	674	6,066	
Medium Classrooms for 36-45	5	804	4,020	
Large Classrooms for 44-53	2	909	1,818	18,874

27,574

Total ASF 27,574
Bldg Efficiency 64%
Projected GSF 43,152

UPDATED:
5-31-11

ADMINISTRATIVE OFFICES



PRESIDENT / VP / DIRECTORS

ADMINISTRATIVE OFFICES

PRESIDENT / VP / DIRECTORS

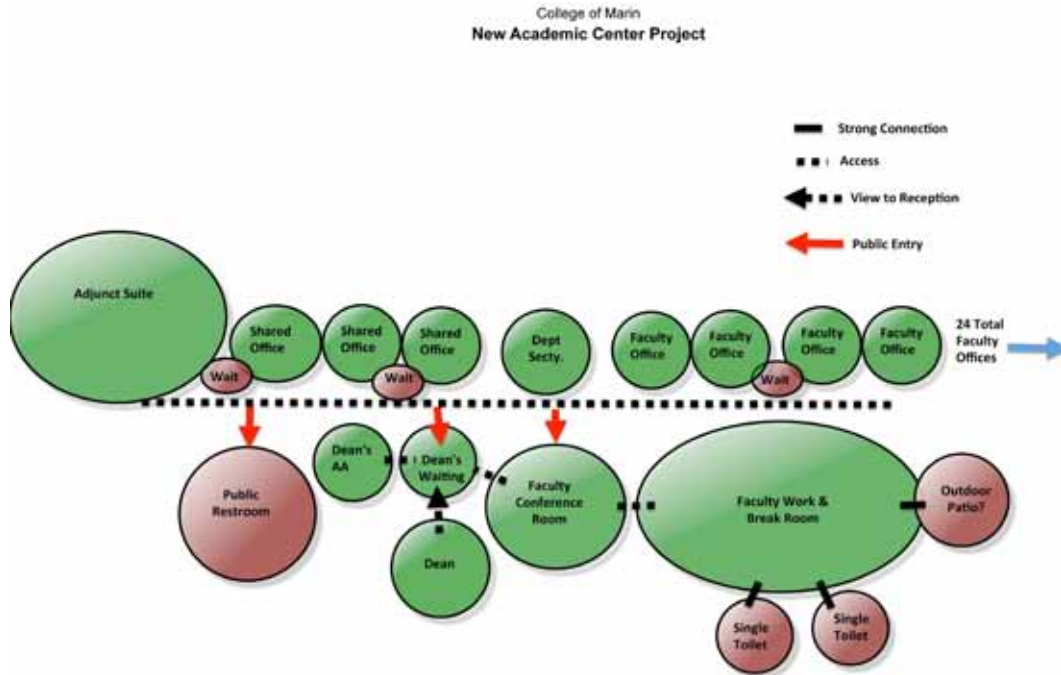
	Who	Room Data		Size Per Std*	Total ASF
		Sheet	Quantity		
President/VP/Directors					
Reception	3-6 Visitors	021	1	400	400
Open Work Stations	Fut Receptionist	022	1		
President's Office					
President's Office	David Wain Coon	023	1	350	350
President's Toilet		na	1	50	50
Closet		na	1	10	10
President's Asst.- Pvt Office					
Administrave Assisstant	Melinda	017	2	95	190
Administrave Assisstant	Betty	017			
Confidential Storage Closet		025	1	30	30
VP Office- Student Learning					
VP Asst-Pvt		024	1	225	225
	Carol	017	1	95	95
Director - Comm. &CR					
Director - Comm. &CR	Cathy Summa-Wolf	015	1	145	145
C & CR Asst.-Pvt.	Nicole, Shook	017	2	95	190
C & CR Storage.		025	1	30	30
Director-Planning & Research					
Director-Planning & Research	Chialin Hsieh	015	1	145	145
P&R Asst-Pvt.	Barbara, Kathleen, Melody	017	3	95	285
		017			
		017			
Director-Open					
Director-Open	Future	015	1	145	145
Asst-Pvt.	Future	017	1	95	95
File Room					
File Room		026	1	150	150
WorkRoom					
WorkRoom		027a	1	100	100
Break Room					
Break Room		027b	1	100	100
Conference Room					
Conference Room		028	1	260	260
Large Conference					
Large Conference		029	1	450	450
					3,445

6/1/11

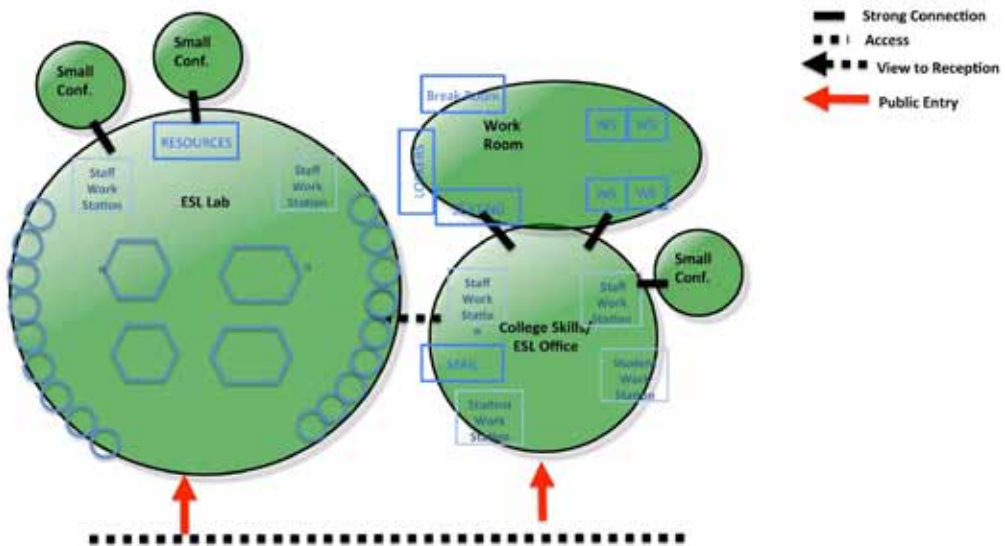
***Administrative Office Allocations**

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	95	014	Does not include circulation

FACULTY OFFICES



GENERAL FACULTY OFFICES



ESL OFFICES

FACULTY OFFICES

FACULTY OFFICES

Description	Who	Room Data		ASF	Subtotal	Subtotal
		Sheet	Quantity			
College Skills / ESL						
College Skills / ESL Office	Alex	010	1	375	375	875
Work Room & Adjuncts		013	1	425	425	
Small Instructor Conf		012	1	75	75	
Faculty						
Faculty Office	Full Time Faculty	014	24	95	2,280	4,380
Dean Reception	none	016	1	100	100	
Dean's Admin Asst	Eileen	017	1	95	95	
Dean's office	David Snyder	015	1	140	140	
Department Secretary	Mina	017	1	95	95	
Small Pull-Out Office f for 2-3		012	4	80	320	
Conference for 12-15		018	1	350	350	
Work Room / Copy / Break Room		019	1	600	600	
Adjunct Suites for 12-16		020	1	400	400	

6/1/11

***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	95	014	Does not include circulation

LECTURE & LABS

SEE INDIVIDUAL ROOM PLANS
000-008 ON PAGES 36-47

LECTURE & LABS

LECTURE & LABS

Lecture & Lab	Description	Room Data		ASF	Subtotal	Subtotal
		Sheet	Quantity			
	Large Lecture 200 Seats	003	1	3600	3,600	
	College Skills / ESL Lab	011	1	900	900	
	Study Room / Interview for ESL Lab	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 Classroom for 32-38	000	9	674	6,066	
	Medium Classrooms for 36-45	001	5	804	4,020	
	Large Classrooms for 44-53	002	2	909	1,818	18,874
<hr/>						
	Computer Labs		2			
	General Use Classrooms		16			
	Large Lecture		1			
			<hr/>			

5/10/11

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.

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.

SITE DESIGN & PUBLIC USE INFORMATION

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

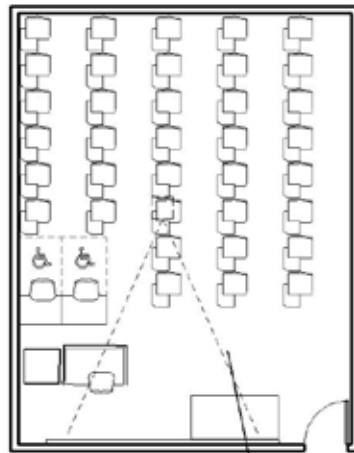
ROOM DATA SHEET INDEX

ROOM DATA SHEETS

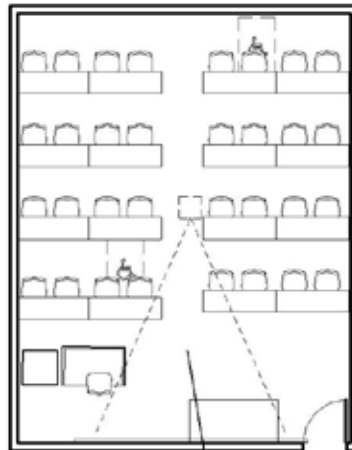
000	Classroom for 32-38
001	Classroom for 36-45
002	Classroom for 44-53
003	Large Lecture for 200
004	Large Lecture Lobby*
005	Large Lecture Control/Projection Room*
006	Large Lecture Storage*
007	Computer Lab for 35
008	Computer Lab for 24
009	Computer Tech Office
010	College Skills/ESL Office
011	College Skills/ESL Lab
012	Shared office /Interview Room
013	College Skills/ESL Work Room
014	Faculty Office
015	Director/Dean's Office
016	Dean's Reception
017	Administrative Assistant
018	Conference Room for 12-15
019	Faculty Work Room/Break Room
020	Adjunct Faculty Office Suite
021	President's / VP / Dean's Reception
022	Open Office Work Station
023	President's Office
024	Vice President's Office
025	Storage – C & CR
026	President's / VP / Director's File Storage
027	President's / VP / Director's Work Room
028	President's / VP / Director's Conference Room
029	President's / VP / Director's Large Conference Room
036	Custodial Closets
037	Restroom - Staff
038	Restroom - Student
039	IDF/ MDF Network / Telecom Room

* = No Room Data Sheet- Diagram Included with 003

000-LECTURECLASSROOM FOR 32-38



38 Seat Small
Tablet Arm
Classroom
000
674 SF



32 Seat Seminar
Classroom
000a
674 SF

ALTERNATIVE FURNISHING LAYOUT

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.

**000-LECTURECLASSROOM
FOR 32-38**

LECTURE CLASSROOM FOR 32-38

GENERAL:

ROOM STYLE:	Classroom
DEPARTMENT:	General Use
ROOM USE:	General Lecture Classroom
ROOM USE CODE:	110
PROGRAM ASSIGNABLE SQ. FT.:	674 ASF
QUANTITY:	9
ADJACENCIES:	Other Classrooms

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	Resilient Flooring/ Painted Drywall / 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 on two walls, 4' tack board, chair rails on three walls, instructors AV station
CASEWORK:	Instructors Station, Wardrobe /Storage Cabinet
FURNITURE:	Adjustable height table for instructor's station, 36 tablet arm student desks, 2 accessible desks with chairs or alternate layout with 16 ea 18x60 seminar tables with chairs.
EQUIPMENT:	Standard AV equipment: ceiling mounted projector, speakers, DVD playback and/or computer, controls, optional document camera

SYSTEMS:

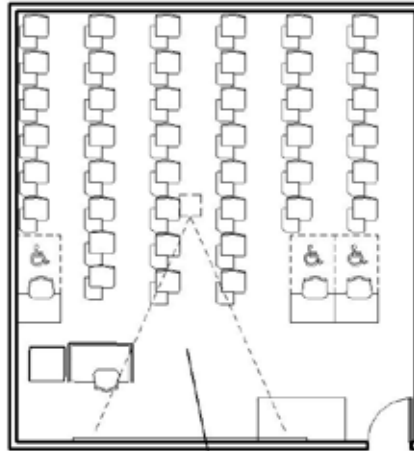
HVAC:	Building Standard
PLUMBING:	N/A
POWER:	Perimeter Power on raceway, 2 sides front to back
DATA / TELE:	Provide for wall telephone, instructors station, 4 network connections for each side in raceway. Wi-Fi Access
LIGHTING:	Direct / Indirect Ceiling Mounted with daylight controls and multi-mode AV, 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:

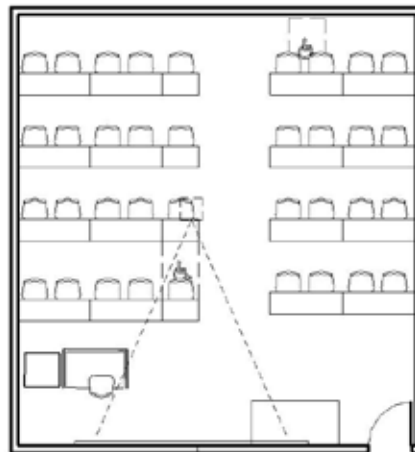
1. See Classroom Meeting Notes , May 5, 2011 at end of this document regarding Electrical, AV, Roller Shades, & Furniture

*2. See Audiovisual & Lighting Meeting Notes 5/26/11 on page 108-109

**001-LECTURE CLASSROOM
FOR 36-45**



**45 Seat Small
Tablet Arm
Classroom**
001
804 SF



**36 Seat Seminar
Classroom**
001a
804 SF

ALTERNATIVE FURNISHING LAYOUT

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 36-45**

LECTURE CLASSROOM FOR 36-45

GENERAL:

ROOM STYLE: **Classroom**
DEPARTMENT: **General Use**
ROOM USE: **General Lecture Classroom**
ROOM USE CODE: **110**
PROGRAM ASSIGNABLE SQ. FT.: **804 ASF**
QUANTITY: **5**
ADJACENCIES: **Other Classrooms**

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH: **Resilient Flooring/ Painted Drywall / 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 on two walls, 4' tack board, chair rails on three walls, instructors AV station**
CASEWORK: **Instructors Station, Wardrobe /Storage Cabinet**
FURNITURE: **Adjustable height table for instructor's station, 43 tablet arm student desks, 2 accessible desks with chairs or alternate layout with 16 ea 18x60 amd 4 each 18x30 seminar tables with chairs.**
EQUIPMENT: **Standard AV equipment: ceiling mounted projector, speakers, DVD playback and/or computer, controls, optional document camera**

SYSTEMS:

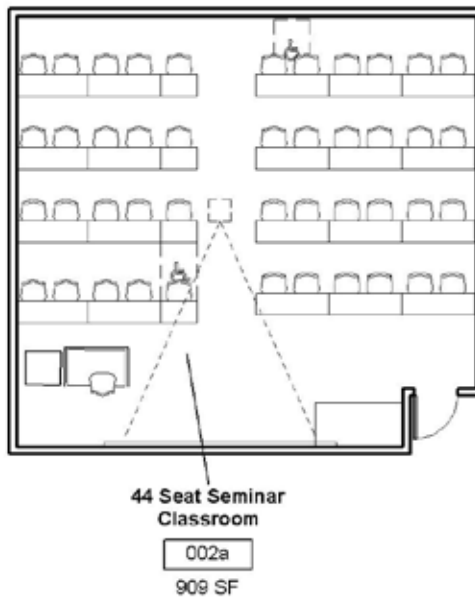
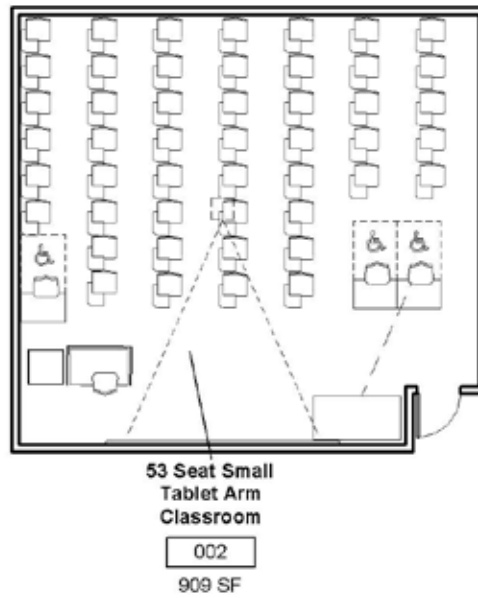
HVAC: **Building Standard**
PLUMBING: **N/A**
POWER: **Perimeter Power on raceway, 2 sides front to back**
DATA / TELE: **Provide for wall telephone, instructors station, 4 network connections for each side in raceway. Wi-Fi Access**
LIGHTING: **Direct / Indirect Ceiling Mounted with daylight controls 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. See Classroom Meeting Notes , May 5, 2011 at end of this document regarding Electrical, AV, Roller Shades, & Furniture,

*2. See Audiovisual & Lighting Meeting Notes 5/26/11 on page 108-109

002-LECTURE CLASSROOM FOR 44-53



ALTERNATIVE FURNISHING LAYOUT

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 44-53**

LECTURE CLASSROOM FOR 44-53

GENERAL:

ROOM STYLE: **Classroom**
DEPARTMENT: **General Use**
ROOM USE: **General Lecture Classroom**
ROOM USE CODE: **110**
PROGRAM ASSIGNABLE SQ. FT.: **909 ASF**
QUANTITY: **2**
ADJACENCIES: **Other Classrooms**

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH: **Resilient Flooring / Painted Drywall / 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 on two walls, 4' tack board, chair rails on three walls, instructors AV station**
CASEWORK: **Instructors Station, Wardrobe /Storage Cabinet**
FURNITURE: **Adjustable height table for instructor's station, 50 tablet arm student desks, 3 accessible desks with chairs or alternate layout with 20 ea 18x60 and 4 each 18x30 seminar tables with chairs.**
EQUIPMENT: **Standard AV equipment: ceiling mounted projector, speakers, DVD playback and/or computer, controls, optional document camera**

SYSTEMS:

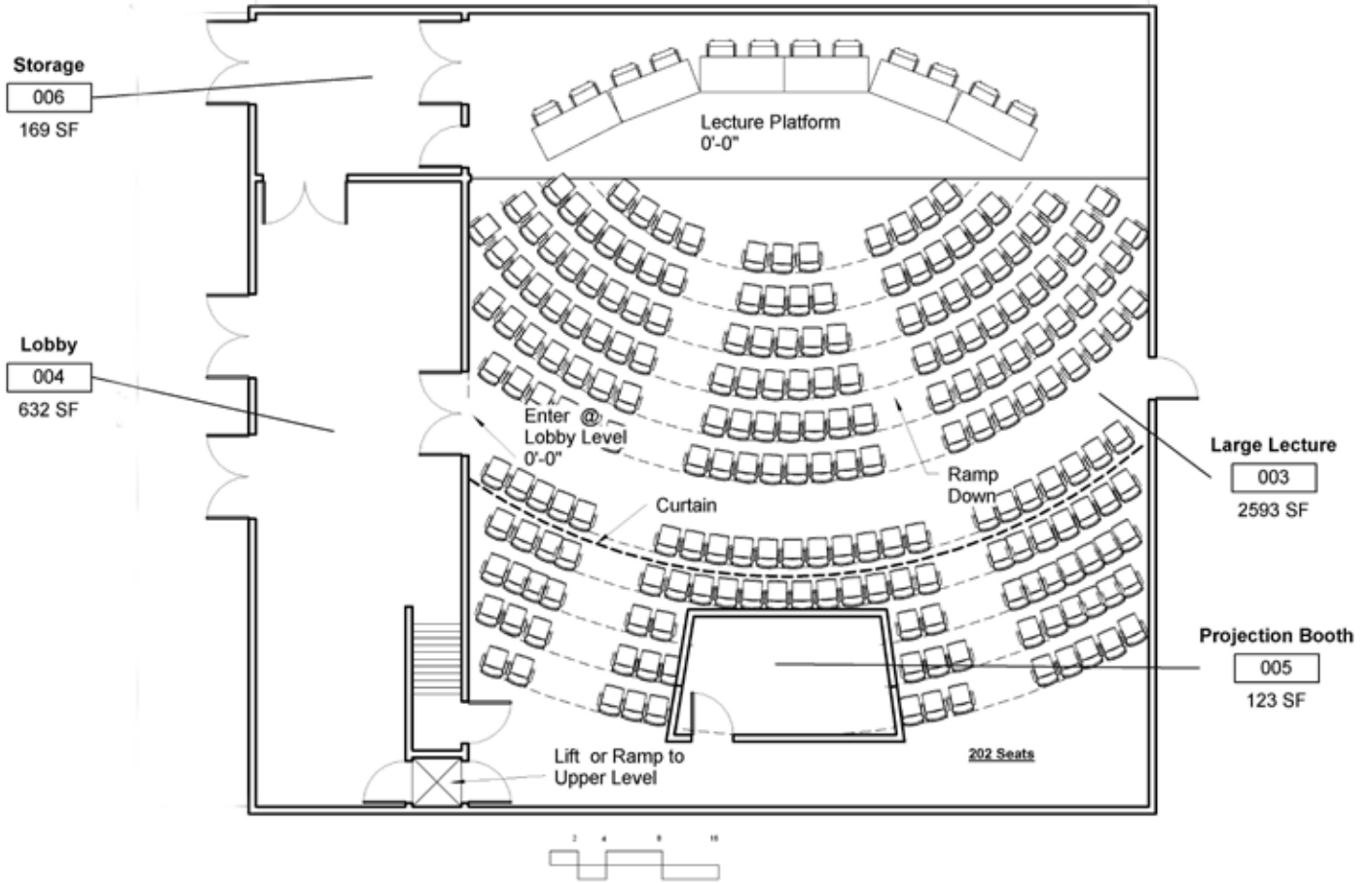
HVAC: **Building Standard**
PLUMBING: **N/A**
POWER: **Perimeter Power on raceway, 2 sides front to back**
DATA / TELE: **Provide for wall telephone, instructors station, 4 network connections for each side in raceway. Wi-Fi Access**
LIGHTING: **Direct / Indirect Ceiling Mounted with daylight controls 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. See Classroom Meeting Notes , May 5, 2011 at end of this document regarding Electrical, AV, Roller Shades, & Furniture,

*2. See Audiovisual & Lighting Meeting Notes 5/26/11 on page 108-109

003 TO 006-LARGE LECTURE CLASSROOM FOR 200



003 TO 006-LARGE LECTURE
CLASSROOM FOR 200

LARGE LECTURE CLASSROOM FOR 200

GENERAL:

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

ARCHITECTURAL:

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

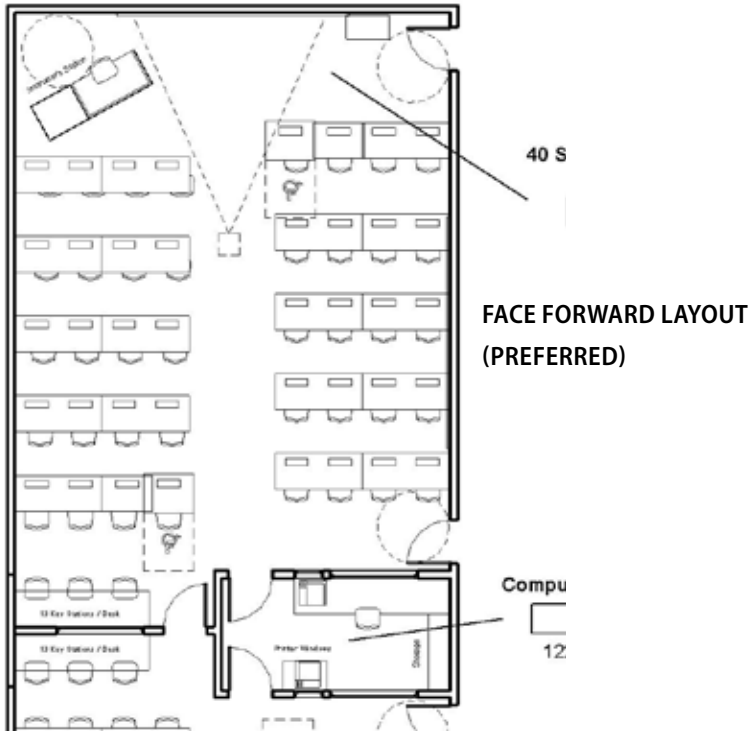
SYSTEMS:

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

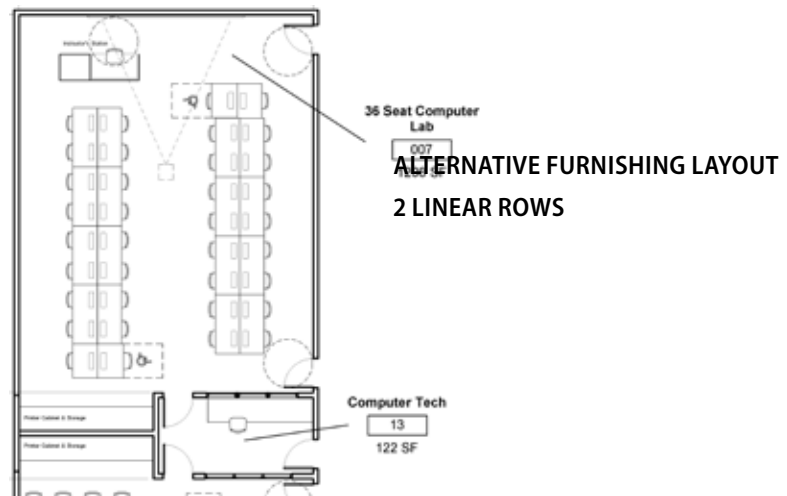
Notes:

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:

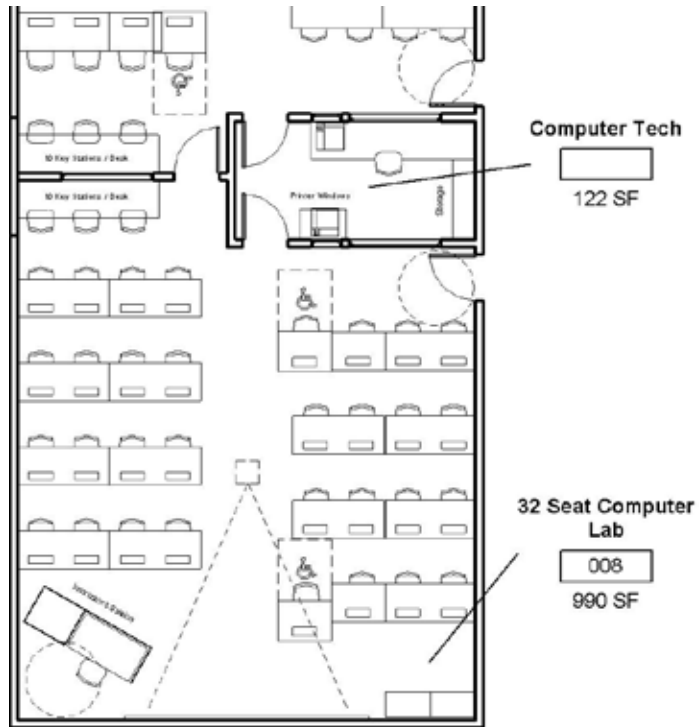
HVAC: **Building Standard**
PLUMBING: **N/A**
POWER: **Perimeter Power on raceway, 2 sides front to back**
DATA / TELE: **Provide for wall telephone, instructors station, Network connections for each side in raceway as well as in floor boxes. Wi-Fi Access**
LIGHTING: **Direct / Indirect Ceiling Mounted 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.
2. See Computer Classroom Meeting Notes , May 5, 2011 at end of this document regarding lab needs and furnishings

*3. See Audiovisual & Lighting Meeting Notes 5/26/11 on page 108-109

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:	Computer Lab
ROOM USE:	Computer Lab
ROOM USE CODE:	210
PROGRAM ASSIGNABLE SQ. FT.:	990 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:	KI "Flat Screen Garage" double desks 30x72, ergonomic rolling chairs, Accessible version with 19" knee clearance at 1:20 ratio.
EQUIPMENT:	Standard AV equipment: ceiling mounted projector, speakers, DVD playback and/or computer, controls, optional document camera

SYSTEMS:

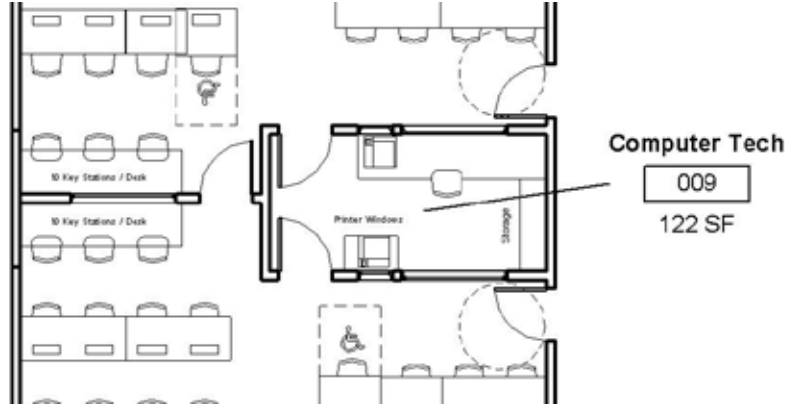
HVAC:	Building Standard
PLUMBING:	N/A
POWER:	Perimeter Power on raceway, 2 sides front to back .
DATA / TELE:	Provide for wall telephone, instructors station, Network connections for each side in raceway. Wi-Fi Access
LIGHTING:	Direct / Indirect Ceiling Mounted with daylight controls and multi-mode AV, 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.
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
3. See Computer Classroom Meeting Notes , May 5, 2011 at end of this document regarding lab needs and furnishings

*4 See Audiovisual & Lighting Meeting Notes 5/26/11 on page 108-109

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: **Office**
ROOM USE: **Computer Lab Tech Support**
ROOM USE CODE: **210**
PROGRAM ASSIGNABLE SQ. FT.: **122 ASF**
QUANTITY: **1**
ADJACENCIES: **Computer Labs**

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH: **Carpet / Painted Gypsum Board / Rubber**
CEILING FINISH / HEIGHT: **Lay-In Acoustic Tile / 10'-0"**
WINDOW TREATMENT: **Privacy Roller Shades on windows between rooms**
DOOR / HARDWARE: **tbd**
SPECIAL EQUIPMENT: **Printer windows facing into each room with appropriate counter space**
CASEWORK: **32" Wall hung counter top / work bench. Locked tall storage cabinet**
FURNITURE: **Chairs**
EQUIPMENT: **tbd**

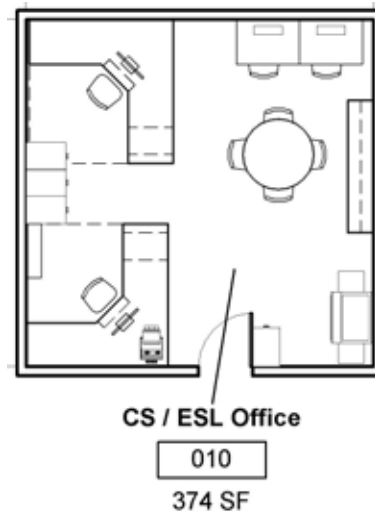
SYSTEMS:

HVAC: **Building Standard, larger than normal equipment loads**
PLUMBING: **N/A**
POWER: **Raceway with power and data above counter .**
DATA / TELE: **Telephone, Raceway with power and data above counter .Two to three networked printers in room**
LIGHTING: **Direct / Indirect Ceiling Mounted**
ACOUSTICS:
AUDIO VISUAL: **na**

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**

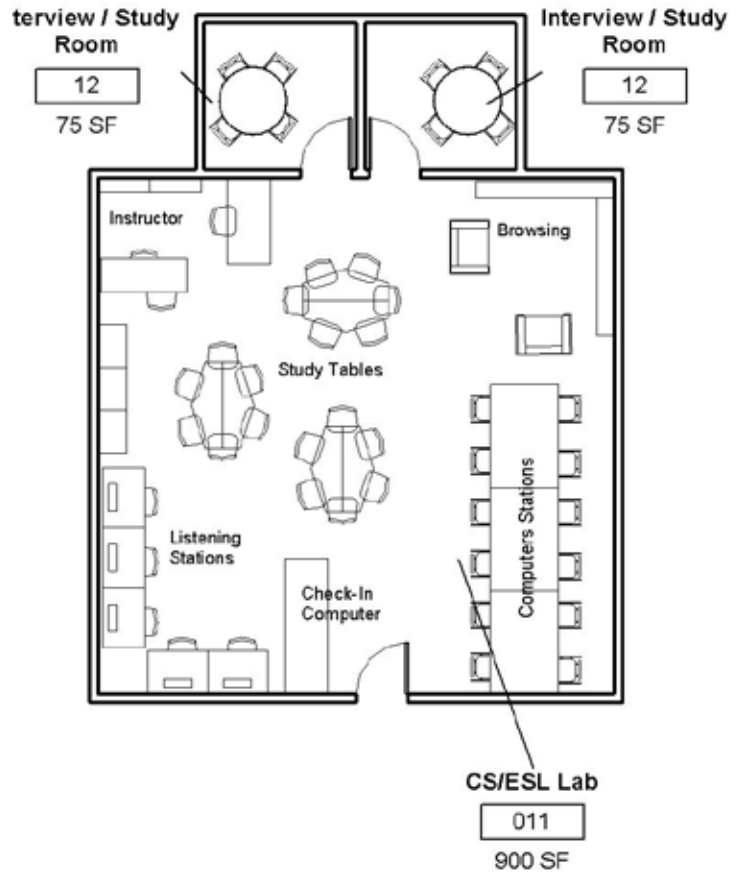
SYSTEMS:

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:	Computer Lab
ROOM USE:	Computer Lab, Tutoring, Student Study
ROOM USE CODE:	210
PROGRAM ASSIGNABLE SQ. FT.:	900 ASF
QUANTITY:	1
ADJACENCIES:	CS / ESL Office, Small Conference directly accessible or nearby

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	Carpet / Tack Wall on all walls / Rubber
CEILING FINISH / HEIGHT:	Lay-In Acoustic Tile / 10'-0"
WINDOW TREATMENT:	Dual Roller Shades: sun control & blackout
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	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
EQUIPMENT:	Ceiling mounted projector, speakers, DVD playback and/or computer, controls,.

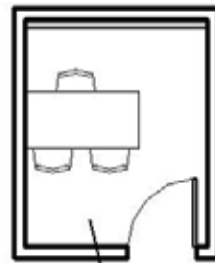
SYSTEMS:

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

Notes:

1. See College Skills / ESL Meeting Notes , May 5, 2011 at end of this document regarding room needs and furnishings

**012- SHARED OFFICE /
INTERVIEW ROOM**



**Shared Office /
Interview**

012

80 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.

**012- SHARED OFFICE /
INTERVIEW ROOM**

SHARED OFFICE / INTERVIEW ROOM

GENERAL:

ROOM STYLE:	Office
ROOM USE:	Small Conference for 2-3, interviews, Testing
ROOM USE CODE:	310
PROGRAM ASSIGNABLE SQ. FT.:	80 ASF
QUANTITY:	4
ADJACENCIES:	Department Secretary & Adjunct Suite

ARCHITECTURAL:

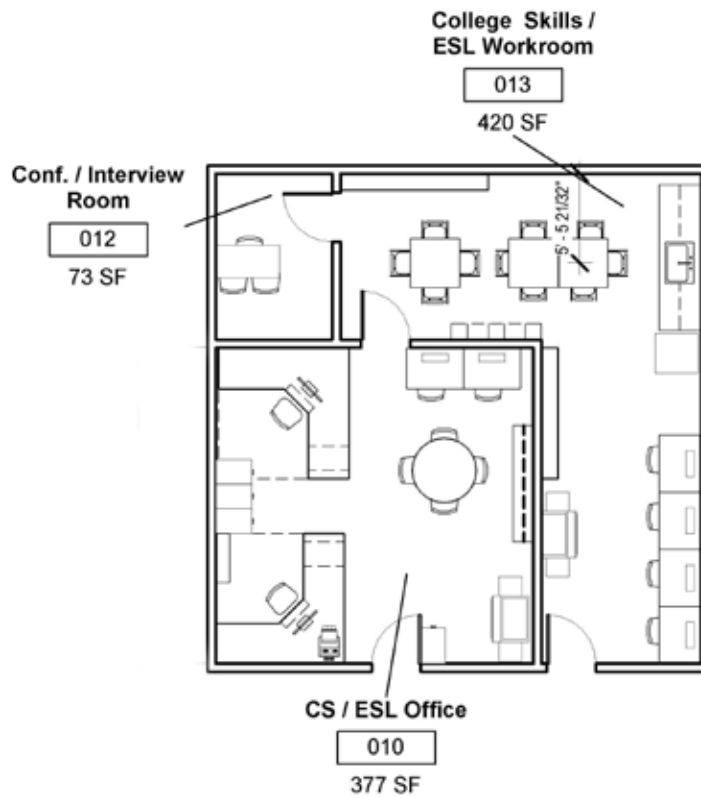
FLOOR / WALL / BASE FINISH:	Carpet / Painted Gypsum Board / Rubber
CEILING FINISH / HEIGHT:	Lay-In Acoustic Tile / 10'-0"
WINDOW TREATMENT:	Roller Shades: sun control
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	4' White board
CASEWORK:	
FURNITURE:	Small table, 3 chairs
EQUIPMENT:	tbd

SYSTEMS:

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

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

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH: **Carpet- Rubber near sink / Painted Gypsum Board / 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: **Kitchenette with counter and overhead for sink, microwave and conventional refrigerator.**
FURNITURE: **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)**
EQUIPMENT: **Microwave, Refrigerator**

SYSTEMS:

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

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:	Office
ROOM USE:	Faculty Office
ROOM USE CODE:	310
PROGRAM ASSIGNABLE SQ. FT.:	95 ASF
QUANTITY:	24
ADJACENCIES:	Faculty Office Support Areas

ARCHITECTURAL:

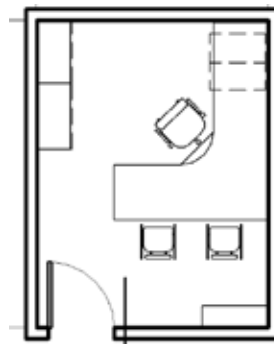
FLOOR / WALL / BASE FINISH:	Carpet / Painted Gypsum Board / Rubber
CEILING FINISH / HEIGHT:	Lay-In Acoustic Tile / 10'-0"
WINDOW TREATMENT:	Roller Shades: sun control
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	KI Genesis System Desk, Desk Chair, Visitor Chair, Tall Book Case, Lateral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

015-DIRECTOR'S / DEAN'S OFFICE



Director / Dean's
Office

015

147 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.

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

DIRECTOR'S / DEAN'S OFFICE

GENERAL:

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

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH: **Carpet / Painted Gypsum Board -Tack wall covering 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: **KI Genesis System Desk, Desk Chair, Visitor Chairs- and small conference table for 4, Book Case, Lateral File, Overhead Storage***

EQUIPMENT: **tbd**

SYSTEMS:

HVAC: **Building Standard**

PLUMBING: **N/A**

POWER: **Allow for 1 workstation in room .**

DATA / TELE: **Allow for 1 workstation in room .**

LIGHTING: **Ambient Indirect plus task lighting**

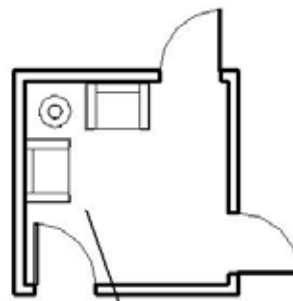
ACOUSTICS: **Room to room privacy**

AUDIO VISUAL: **na**

Notes:

*2. See Communications and Community Relations Meeting Notes 5/26/11 on page 108-109 for furniture needs

016- DEAN'S RECEPTION



Dean's Office
Reception

016

100 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.

016- DEAN'S RECEPTION

DEAN'S RECEPTION

GENERAL:

ROOM STYLE:	Office
ROOM USE:	Reception for Dean & Dean's AA
ROOM USE CODE:	310
PROGRAM ASSIGNABLE SQ. FT.:	100 SF
QUANTITY:	1
ADJACENCIES:	Dean in Faculty Office Area, Dean's Administrative Assisstant

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	Carpet / Painted Gypsum Board -Accent wall covering one wall / Rubber
CEILING FINISH / HEIGHT:	Lay-In Acoustic Tile / 10'-0"
WINDOW TREATMENT:	Roller Shades: sun control as needed
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	2 Visitor Chairs
EQUIPMENT:	tbd

SYSTEMS:

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

Notes:

1. Need to determine filing and office equipment needs

017-ADMINISTRATIVE ASSISTANT



**Administrative
Assisstant**

017

95 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.

**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:

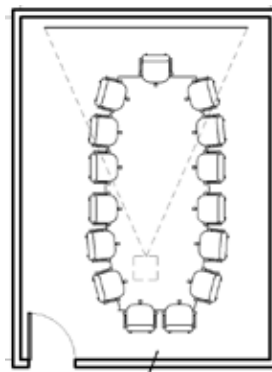
FLOOR / WALL / BASE FINISH: **Carpet / Painted Gypsum Board / Rubber**
CEILING FINISH / HEIGHT: **Lay-In Acoustic Tile / 10'-0"**
WINDOW TREATMENT: **Roller Shades: sun control**
DOOR / HARDWARE: **tbd**
SPECIAL EQUIPMENT:
CASEWORK:
FURNITURE: **KI Genesis System Desk, Desk Chair, Visitor Chair, Book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



Conference for
12-15

018

352 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.

**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: **4'x16 White board opposite tack wall on long wall**
CASEWORK:
FURNITURE: **Conference Table to seat 16 with power access and network connectivity, AV connectivity, 15 chairs**
EQUIPMENT: **ceiling projector, electric drive screen**

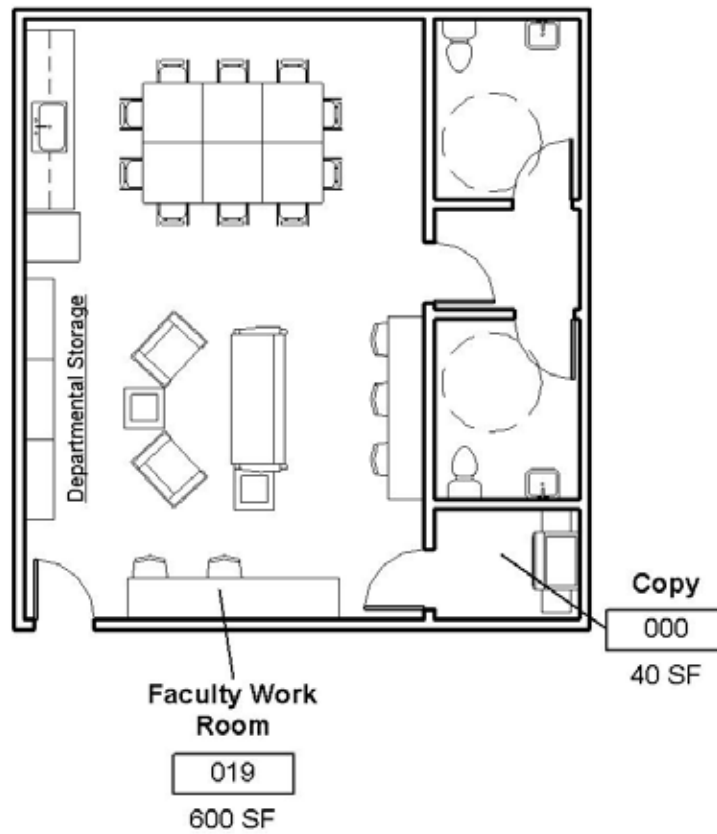
SYSTEMS:

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

Notes:

*2. See Audiovisual & Conference Room Notes 5/26/11 on page 108-109

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

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	Carpet- Rubber near sink / Painted Gypsum Board / 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:	Kitchenette with counter and overhead for sink, microwave and conventional refrigerator. Built-In storage for 3 departments.
FURNITURE:	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
EQUIPMENT:	Microwave, Refrigerator

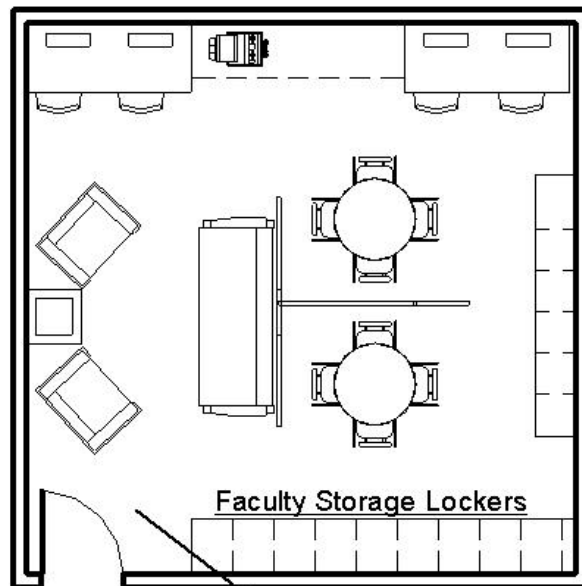
SYSTEMS:

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

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



**Adjunct Faculty
Suite**

020

400 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.

**020-ADJUNCT FACULTY
OFFICE SUITE**

ADJUNCT FACULTY OFFICE SUITE

GENERAL:

ROOM STYLE:	Office
ROOM USE:	Work Room for Part-Time Faculty
ROOM USE CODE:	310
PROGRAM ASSIGNABLE SQ. FT.:	400 ASF
QUANTITY:	1
ADJACENCIES:	Faculty Office Support Areas, Shared Office / Interview Rooms

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:	Lockers for 40+: personal items plus books and classroom materials
FURNITUR	4 Computer Work Stations, Printer / Sorting Table
EQUIPMENT:	tbd

SYSTEMS:

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

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

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	Carpet / Painted Gypsum Board -Accent wall covering one display wall / Rubber
CEILING FINISH / HEIGHT:	Lay-In Acoustic Tile / 10'-0"
WINDOW TREATMENT:	Roller Shades: sun control
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	One Open Secretarial Work Station, 6 Visitor Chairs, 2 Lateral Files, Literature Rack
EQUIPMENT:	tbd

SYSTEMS:

HVAC:	Building Standard
PLUMBING:	N/A
POWER:	Allow for 1 workstation in room .
DATA / TELE:	Allow for 1 workstation in room .
LIGHTING:	Ambient Indirect plus task lighting, Accent Lighting for display walls
ACOUSTICS:	Room to room privacy
AUDIO VISUAL:	na

Notes:

1. Need to determine filing and office equipment needs
2. No current receptionist, nearby administrative assistants in private offices must cover room.
3. Provide for maximum wall display in room. Consider picture hanging system for walls

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:	Office
ROOM USE:	Modular Office Work Station
ROOM USE CODE:	310
PROGRAM ASSIGNABLE SQ. FT.:	100 ASF
QUANTITY:	5
ADJACENCIES:	Receptionist in HR & Presidents Offices

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:	8'x8' Modular Office Work Station with panel dividers, includes desk and work surfaces, rolling file cabinets,configuartion may vary with space
EQUIPMENT:	tbd

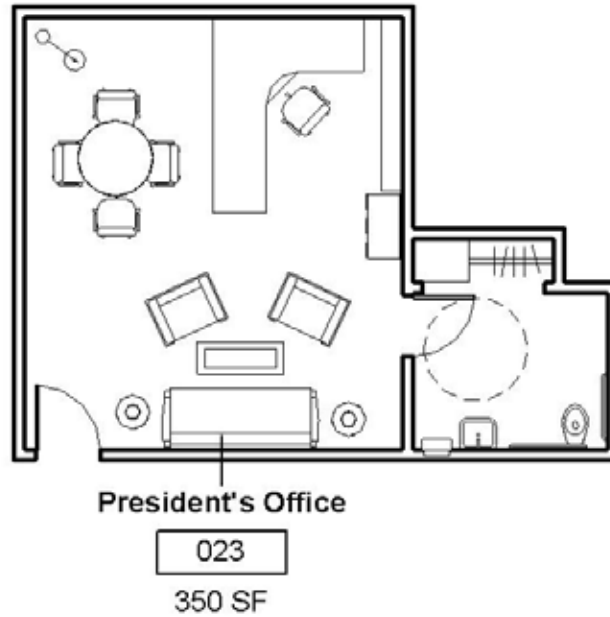
SYSTEMS:

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

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

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	Carpet / Painted Gypsum Board -Accent wall covering 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:	Desk, Credenza, Office Chair, Conference Table for 4, lounge area with sofa, lounge chairs, coffee table and lamps
EQUIPMENT:	tbd

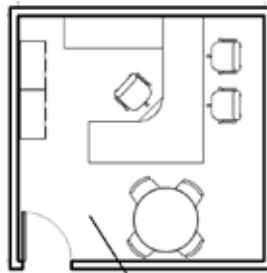
SYSTEMS:

HVAC:	Building Standard
PLUMBING:	N/A
POWER:	Allow for 1 workstation in room .
DATA / TELE:	Allow for 1 workstation in room .
LIGHTING:	Ambient Indirect plus task lighting, wall wash on two walls adjacent to conference table and sofa
ACOUSTICS:	Room to room privacy
AUDIO VISUAL:	na

Notes:

1. No data sheets provided for adjacent single occupancy toilet and sink @ 50+ SF and clothes closet @ 10 SF, closet in toilet room; shelves plus closet pole.

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

ARCHITECTURAL:

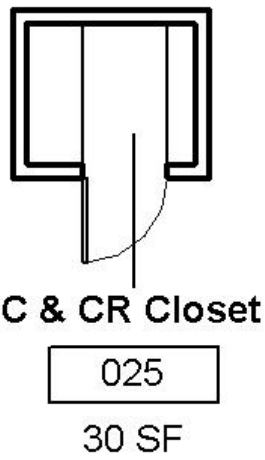
FLOOR / WALL / BASE FINISH:	Carpet / Painted Gypsum Board -Accent wall covering one wall / Rubber
CEILING FINISH / HEIGHT:	Lay-In Acoustic Tile / 10'-0"
WINDOW TREATMENT:	Roller Shades: sun control
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	
CASEWORK:	
FURNITURE:	Desk, Credenza, Office Chair, Conference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

SYSTEMS:

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

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:	Office
ROOM USE:	Storage for College & Community Relations Office and President's Office
ROOM USE CODE:	315
PROGRAM ASSIGNABLE SQ. FT.:	30 ASF
QUANTITY:	2
ADJACENCIES:	C & CR Director and Administrative Assistant's Offices, President's Office Area for confidential storage

ARCHITECTURAL:

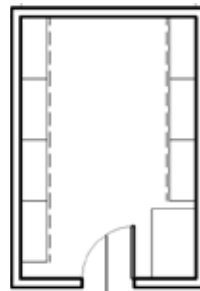
FLOOR / WALL / BASE FINISH:	Carpet / Painted Gypsum Board / Rubber
CEILING FINISH / HEIGHT:	Painted Gypsum Board / 10'-0"
WINDOW TREATMENT:	nal
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	
CASEWORK:	Built-In Adjustable Shelves 24" deep and 12" deep to 7'-0" a.f.f.
FURNITURE:	na
EQUIPMENT:	tbd

SYSTEMS:

HVAC:	Building Standard
PLUMBING:	N/A
POWER:	outlet on back wall
DATA / TELE:	N/A
LIGHTING:	Convenience
ACOUSTICS:	N/A
AUDIO VISUAL:	N/A

Notes:

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



**President's / VP /
Director's Files**

026

150 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.

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

PRESIDENT'S / VP / DIRECTOR'S FILE STORAGE

GENERAL:

ROOM STYLE:	Office Support
ROOM USE:	Active File Storage
ROOM USE CODE:	315
PROGRAM ASSIGNABLE SQ. FT.:	150 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:	Scanner
CASEWORK:	
FURNITURE:	File Cabinets (Allow for 6 -42" lateral file cabinets) plus table for scanner & sorting

EQUIPMENT:

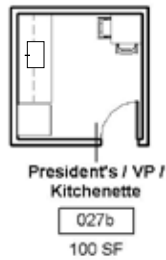
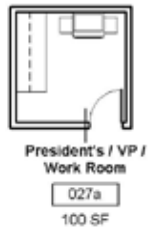
SYSTEMS:

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

Notes:

1. Accurate inventory file cabinets needed.
2. Tall bookshelf needed for Accreditation Reports Library

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 & KITCHENETTE

GENERAL:

ROOM STYLE:	Office Support
ROOM USE:	Staff Workroom & Kitchenette
ROOM USE CODE:	315
PROGRAM ASSIGNABLE SQ. FT.:	100 ASF each
QUANTITY:	2 total
ADJACENCIES:	Central to Office. Will be service kitchenette to President's Conference Room and work area for President's, VP & Director's Offices

ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	Carpet in Workroom- Resilient Flooring in Kitchenette / Painted Gypsum Board / Rubber
CEILING FINISH / HEIGHT:	Lay-In Acoustic Tile / 10'-0"
WINDOW TREATMENT:	Roller Shades: sun control as needed
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	Small Bulletin Board near entry
CASEWORK:	Kitchenette: counter and overhead for sink, microwave and conventional refrigerator. Work Room: sorting Counter with storage overhead and below.
FURNITURE:	Seating and work table(s) for 2-3 in Kitchenette
EQUIPMENT:	Kitchenette: Microwave, Refrigerator, Work Room: Copy Machine, Shredder, Recycling Bins

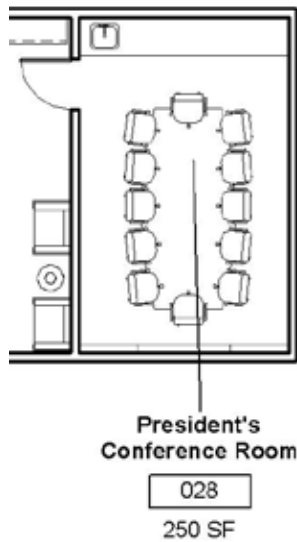
SYSTEMS:

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

Notes:

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

028-PRESIDENT'S / VP / DIRECTOR'S 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.

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

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

GENERAL:

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

ARCHITECTURAL:

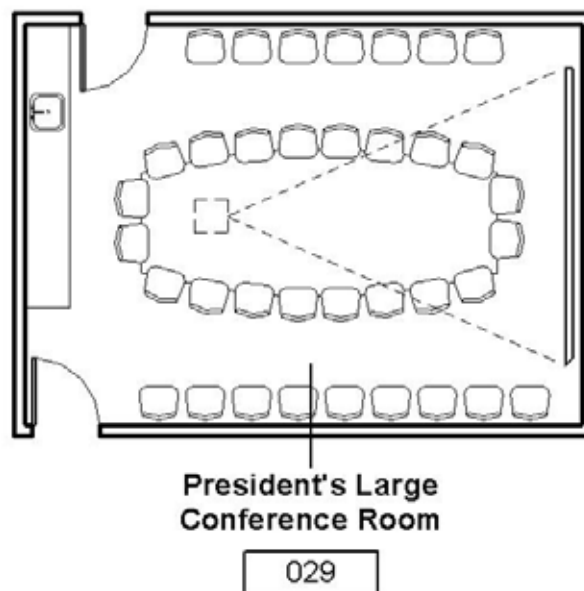
FLOOR / WALL / BASE FINISH:	Carpet/ Painted Gypsum Board-Accent-Tackwall with wall covering on one wall / Rubber
CEILING FINISH / HEIGHT:	Lay-In Acoustic Tile / 10'-0"
WINDOW TREATMENT:	Roller Shades: sun control (Dual with black out if room has exterior windows)
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	Flat Screen Monitor or ceiling projector and screen on wall, White board on long wall opposite tack wall
CASEWORK:	Service counter with storage beneath and sink for food and beverage service
FURNITURE:	Conference Table with AV, Power and Network Connectivity, 12 Chairs
EQUIPMENT:	

SYSTEMS:

HVAC:	Building Standard
PLUMBING:	sink at service counter
POWER:	See Furniture .
DATA / TELE:	See Furniture .
LIGHTING:	Direct / Indirect Ceiling Mounted- dual level for conference and AV modes
ACOUSTICS:	Room to Room Privacy
AUDIO VISUAL:	See Furniture. Provide Infrastructure for video conferencing

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

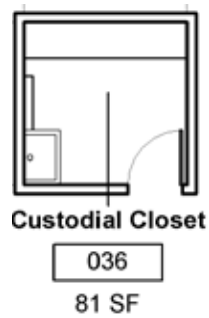
ARCHITECTURAL:

FLOOR / WALL / BASE FINISH:	Carpet/ Painted Gypsum Board-Accent-Tackwall with wall covering on one wall / Rubber
CEILING FINISH / HEIGHT:	Lay-In Acoustic Tile / 10'-0"
WINDOW TREATMENT:	Roller Shades: sun control (Dual with black out if room has exterior windows)
DOOR / HARDWARE:	tbd
SPECIAL EQUIPMENT:	Ceiling Mounted Projector, Electric Projection Screen, Whiteboard on long wall opposite tack wall
CASEWORK:	Service counter with storage beneath and sink for food and beverage service
FURNITURE:	Conference Table with AV, Power and Network Connectivity, 18 Chairs at table plus 18 additional chairs at perimeter of room
EQUIPMENT:	
SYSTEMS:	
HVAC:	Building Standard
PLUMBING:	Bar Sink
POWER:	See Furniture .
DATA / TELE:	See Furniture .
LIGHTING:	Direct / Indirect Ceiling Mounted- dual level for conference and AV modes
ACOUSTICS:	Room to Room Privacy
AUDIO VISUAL:	See Furniture. Provide Infrastructure for video conferencing

Notes:

1. Replaces AC 108 in size and function

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

ARCHITECTURAL:

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

SYSTEMS:

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

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

ARCHITECTURAL:

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

CASEWORK:

FURNITURE:

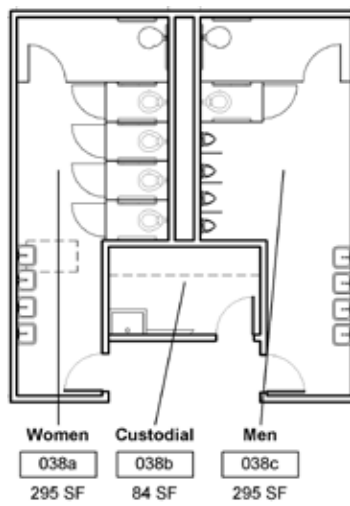
EQUIPMENT:

SYSTEMS:

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

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

ARCHITECTURAL:

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

CASEWORK:

FURNITURE:

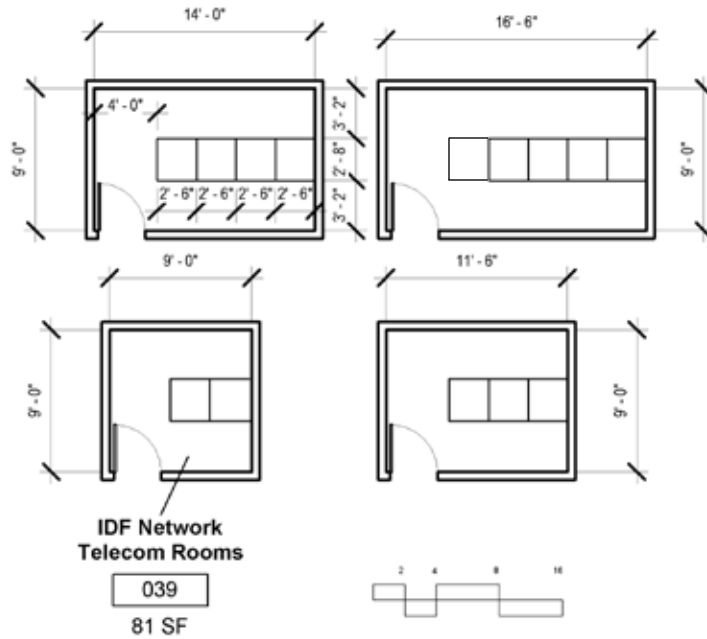
EQUIPMENT:

SYSTEMS:

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

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

ARCHITECTURAL:

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

SYSTEMS:

HVAC:	Building Standard- Switches require 65 degree environment for optimum operation
PLUMBING:	N/A
POWER:	For Rack Mounted Equipment, receptacle on all walls, dedicated 20A Circuit
DATA / TELE:	Racks per room diagrams, 2 rack closet minimum, 3+ racks at entry point of fiber & copper depending on density of equipment*
LIGHTING:	Utility
ACOUSTICS:	Room to room privacy
AUDIO VISUAL:	N/A

Notes:

1. Entire building to have WiFi Access to all rooms and public spaces

*2. See IT Meeting Notes 5/26/11 on page 108-109

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

- 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

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LOCATION
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Kentfield

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MEETING NOTES

College of Marin
Kentfield Campus
New Academic Center

- 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

MEETING NOTES

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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

MEETING NOTES

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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...
ESL Lab	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.
Office Pvt	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
Reception – 2 WS /open office	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

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College of Marin
Kentfield Campus
New Academic Center

MEETING NOTES

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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.

MEETING NOTES

Stakeholder Meeting General Classrooms / Computer Classrooms / College Skills / ESL Lab

General Classrooms

Discussed different classroom arrangements:

- ESL teaches with small group interaction
- Speech and Mass Media likes circles and would like a spotlight on speaker at the podium at the front of the room. Generally share about 3 classrooms, 2 small, 1 large
- General preference for classroom furniture appeared to be seminar tables versus tablet-arm chairs. Both students in the group preferred the seminar tables with a separate chair (not built-in). Deeper tables than 18" shown in diagrams would be preferred. 20" deep or perhaps 24" if it works in the room. (24" tables would add 45 to 63 ASF to each room if all other clearances are maintained- 2'-0" deeper).
- Need to evaluate number and capacity of classrooms against use by the four departments who will generally be assigned to building:
 - Speech / Mass Communication
 - College Skills / ESL
 - Modern Languages
 - English
- Infrastructure
 - Light switches for room at the podium
 - Electronic shade controls also at podium
 - Electrically operated projection screen
 - Would ideally like projection screen positioned so one whiteboard is not covered.

Computer Classrooms

Reviewed two alternate classroom layouts for larger lab:

- Preferred face-forward furniture arrangement to two long linear rows currently used by English (BC 101), face-forward provides more flexibility for lecture and computer teaching.
- Would like connecting door between computer labs.
- Printers preferred in the Techs office at window for better control. Later viewed example in LC 35 lab.
- In the smaller lab would like some tables or desks for 10 key practice or paper testing. Garage desks may solve this. Visited BC 102 & 104 after session, both rooms do have collaborative group work. Seating solutions should promote this.
- Labs need in-room storage, lateral file cabinets
- Tech room used for repair as well as storage. Elimination of hallway door could provide additional storage space in room.

College of Marin
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New Academic Center

MEETING NOTES

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(List of Participants at front of
Program Document)

MEETING NOTES

College of Marin
Kentfield Campus
New Academic Center

- Group expressed desire for waiting benches in hallways outside classrooms.

College Skills / ESL Lab

Reviewed room diagram for 900 ASF Lab:

- Need check-in computer at entrance, no staff
- Wanted book display “nook” with more display closer to eye level, could have storage below. Four bookshelves
- Could perhaps have fewer computers and more room for book browsing and/or conversation areas.
- Room should be set up for “casual” lecture mode with same AV as Smart Classroom. Would not have regular lectures here.

MEETING NOTES

Stakeholder Meeting President's Office-Dean's Office, AV & IT

ESL & Faculty Office Area

- ESL offices and lab would be best placed in another zone of the building from Faculty Office Area. This would avoid confusion with English Department Office and English as a Second Language that are different disciplines.
- Department Secretary (Mina) would like private office somewhat separate from Faculty Work Rooms, Adjunct Work Room and Adjunct shared offices. She will not control the shared Adjunct Offices but can assist with teaching people how to use a scheduling system.
- All participants expressed desire that offices have exterior windows for daylight and ventilation

Faculty Offices

- Would like more bookshelf area with tall bookcases.

Dean's Office

- Reception should be separate room and not combined with AA workspace. Eileen would have separate office and reception shared with AA & Dean.

Administrative Offices – President / VP / Directors

General

- Separate Copy Workroom (dry) from break room (wet kitchenette) facilities
- Room for sorting, recycling, shredder, large copy machine
- Full spectrum lighting desirable, prefer task lighting and more indirect ambient lighting to large ceiling mounted fixtures. Heavy computer use, especially in CCR

Communications and Community Relations (CCR)

- Cathy Summa-Wolf would like enough room for small round conference table in her office
- Would like keyboard trays and ergonomic furniture
- Tackwall desirable in CCR directors and administrative office due to large amount of graphic materials. Options for display and hanging important.
- CCR closet should have area for rolling carts, boxes and bags as well as file cabinets.
- Nicole (AA) needs separate table for proofing materials and reading newspapers for clipping files.
- Shook (AA- graphic and web designer) currently has two computers, numerous visitors, file cabinets for graphics materials, storage cabinet. Would like tack wall. Consider slightly larger office. Constant flow of people, avoid cross traffic with president.

Planning & Research

- Chailin Hsieh would like proximity to file room and space within that room for a library bookshelf of accreditation reports.

Conference Rooms

- All should have dry erase board, 4'x8', on one wall. Tack wall desirable on one wall
- Room should have permanent computer for presentation purposes in addition to connectivity to laptops

President's Office

- Waiting area should have good facility for hanging displays of college materials. Consider hanging rail systems similar to Learning Center hallways.
- Should have additional storeroom for confidential president's materials. Currently has confidential fax machine.

MEETING NOTES

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College of Marin
Kentfield Campus
New Academic Center

Audio Visual & Information Technology

IT

- All servers will be in Data Center in new Science / Math Building. No servers in classroom building. Data Center will be online by 2012.
- College may add scope to TLCD-MCA project to provide the balance of the path from the Data Center to the NAC building site connection point (likely at the southwest corner of the site, not too far from the Learning Center).
- Fiber and copper termination will occur in one larger IDF closet in building. Typical 3 Rack closet (See Room Diagram 039)
- Typical closet will likely be a two rack room (Room Diagram 039) depending on the number of terminations on the floor or zone. Closet should be as central as possible with 295' maximum cable run to any termination. Closets should stack. I would guess main closet would work easiest at grade level of main campus.
- Each closet should have a power drop on each wall with dedicated 20A circuit. Adequate AC to cool room is essential.
- IT Services will provide standard for cable plant for IT drops. Standard for offices is two drops with 3 connections per drop. Classrooms will have drops at ceiling mounted projector and at instructor's station. Single connection drop on wall near instructor's station for red phone for E911 emergency call system.
- For computer labs agreed that feeding data and power from perimeter raceways was preferable. No floor boxes.

Audiovisual

- Typically uses Extron system for room AV control
- College may move to short throw projectors mounted near front wall rather than typical projector in middle of room.
 - Simpler wiring with wall mount or ceiling mount near front wall
 - No interference from light fixtures
 - Instructor / presenter does not get in way of image nor is blinded by projector.
- After some discussion it was agreed that a permanent podium mount with wiring brought in under the floor is preferable.
 - No cords or wiring to trip over.
 - No issues with temporary connectors at floor
 - Would fix instructor station location
- Group reviewed photos and diagrams of installations at Santa Rosa Junior College with fixed equipment podium and adjacent motorized adjustable height table that the instructor could use at sit down and standup conditions. This configuration was generally favorably received.
- Group stressed that an additional table for handouts that could be placed close to door would be very desirable.
- Group expressed preference for combo VHS-DVD player in podium and need to fixed computer at instructor's station. Feasibility of dual boot MacMini should be explored.

Lighting

- Group wanted simple controls, simple switches rather than dimming systems.
- Lighting switches located near door and instructor's station.
- Switched down light or spotlight on presenter at instructor's station. Requested by communications and speech instructors.
- Separate switching for front of classroom for AV & Whiteboard modes
- Separate switching for full lighting or reduced note-taking in general seating area.

CLASSROOM SIZE COMPARISON

BY ALAN BUTLER

May 5, 2011

SUMMARY

EXISTING REGULAR LECTURE CLASSROOMS

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

PROPOSED REGULAR LECTURE CLASSROOMS

- 16 Classrooms
- Average Size 756 ASF
- Total Area 11,904 ASF

WHY ARE CLASSROOMS LARGER?

- Legally mandated accessibility (ADA) requirements
- Smart Classroom Technology - accessible AV Podium and viewing distances
- 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 16 new classrooms in the New Academic Center Building. The existing buildings have 21 classrooms with a slightly smaller 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 15 to 25 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.

CLASSROOM SIZE COMPARISON

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. The revised classroom standard plans that follow actually use 17 to 22 ASF per station.
- Each classroom must have accessible seating in a 1:20 ratio, typically 2 seats per classroom over 20 but under 40.
- The teacher's 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 of 30" for regular desks and DSA is asking us to show furniture configurations on the plans.
- 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

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 000, 001 and 002.

- Using seminar tables allows a few less of seats per room but greater flexibility in arrangement. 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. The general consensus of participants in the stakeholder meetings was a preference for seminar type seating rather than table-arm chairs.