CEFPI Alberta Chapter

Annual Spring Conference

PREPARING TO DESIGN YOUR CAPITAL PROJECT

Jasper, March 13 2014

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On your mark

Get set

GO!

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Roadmap

- The objective here is to minimize “Can we get back to you on that?”
- There are four streams of issues you will be tackling on your project:
  - “Quit while you’re ahead”
  - “Par for the course”
  - “DOA” (Decided On Arrival), and
  - “Never say die”

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Four streams

- Quit while you're ahead: they're fixed, get over it
- "Par for the course": we need to work through these together during design
- DOA (Decided On Arrival): arrive prepared!
- Never say die: some issues refuse to die

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Quit while you're ahead

- Schedule
- Minimum Material Requirements
- Project Information Sheet
- Standards/reference documents

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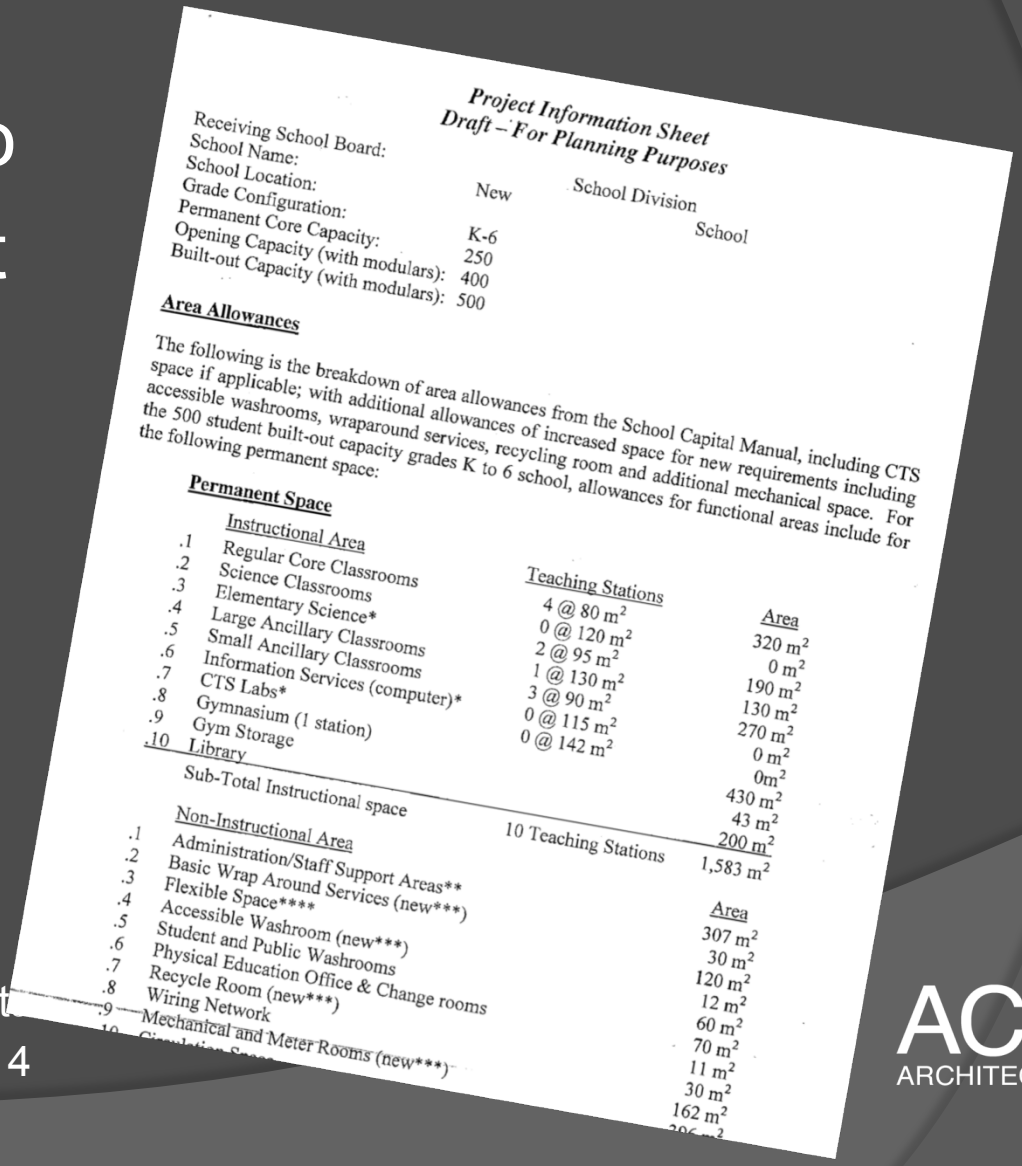
Quit while you're ahead

- Project Info Sheet



Project Information Sheet
Draft – For Planning Purposes

Receiving School Board: School Division
School Name: School
School Location:
Grade Configuration: New K-6
Permanent Core Capacity: 250
Opening Capacity (with modulars): 400
Built-out Capacity (with modulars): 500

Area Allowances

The following is the breakdown of area allowances from the School Capital Manual, including CTS space if applicable; with additional allowances of increased space for new requirements including accessible washrooms, wraparound services, recycling room and additional mechanical space. For the 500 student built-out capacity grades K to 6 school, allowances for functional areas include for the following permanent space:

Permanent Space

	Instructional Area	Teaching Stations	Area
.1	Regular Core Classrooms	4 @ 80 m²	320 m²
.2	Science Classrooms	0 @ 120 m²	0 m²
.3	Elementary Science*	2 @ 95 m²	190 m²
.4	Large Ancillary Classrooms	1 @ 130 m²	130 m²
.5	Small Ancillary Classrooms	3 @ 90 m²	270 m²
.6	Information Services (computer)*	0 @ 115 m²	0 m²
.7	CTS Labs*	0 @ 142 m²	0m²
.8	Gymnasium (1 station)		430 m²
.9	Gym Storage		43 m²
.10	Library		200 m²
	Sub-Total Instructional space	10 Teaching Stations	1,583 m²

	Non-Instructional Area	Area
.1	Administration/Staff Support Areas**	307 m²
.2	Basic Wrap Around Services (new***)	30 m²
.3	Flexible Space****	120 m²
.4	Accessible Washroom (new***)	12 m²
.5	Student and Public Washrooms	60 m²
.6	Physical Education Office & Change rooms	70 m²
.7	Recycle Room (new***)	11 m²
.8	Wiring Network	30 m²
.9	Mechanical and Meter Rooms (new***)	162 m²

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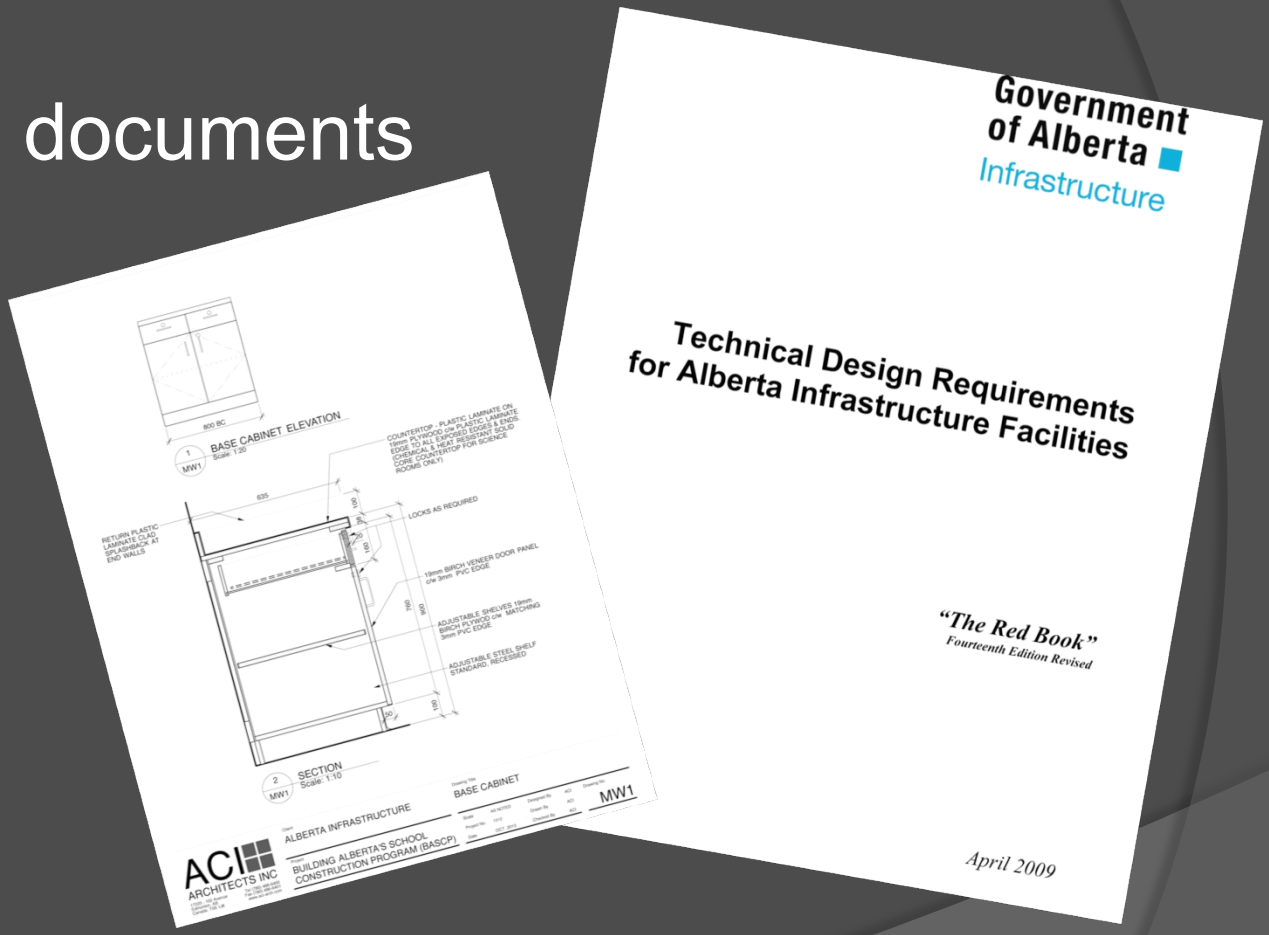
Quit while you're ahead

- Reference documents



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The Issues

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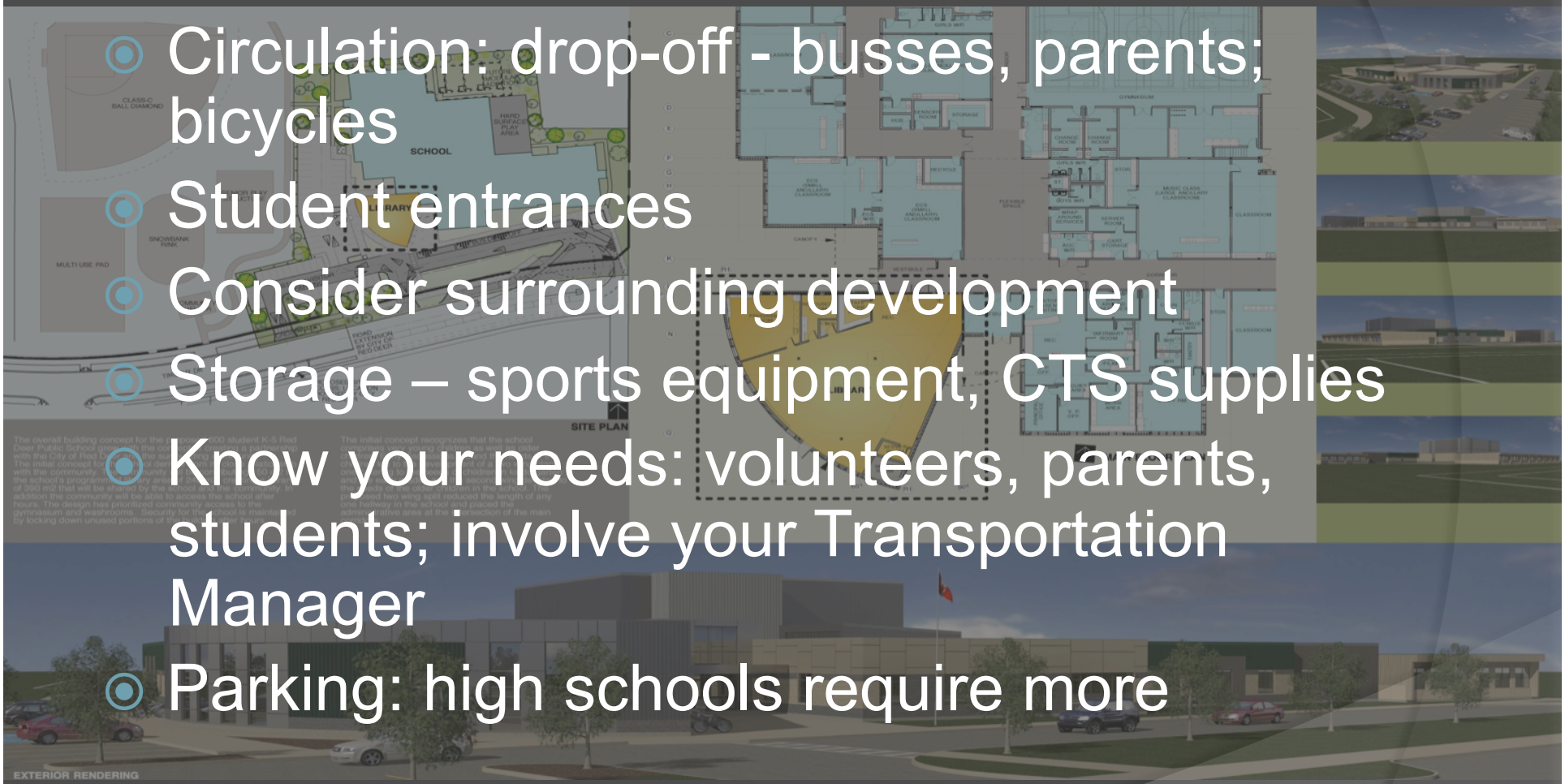
Site

- Circulation: drop-off - busses, parents; bicycles
- Student entrances
- Consider surrounding development
- Storage – sports equipment, CTS supplies
- Know your needs: volunteers, parents, students; involve your Transportation Manager
- Parking: high schools require more



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Site security

- Card reader access points
- Entrance(s) with alarm panel
- Cameras
- Fencing
- After hours

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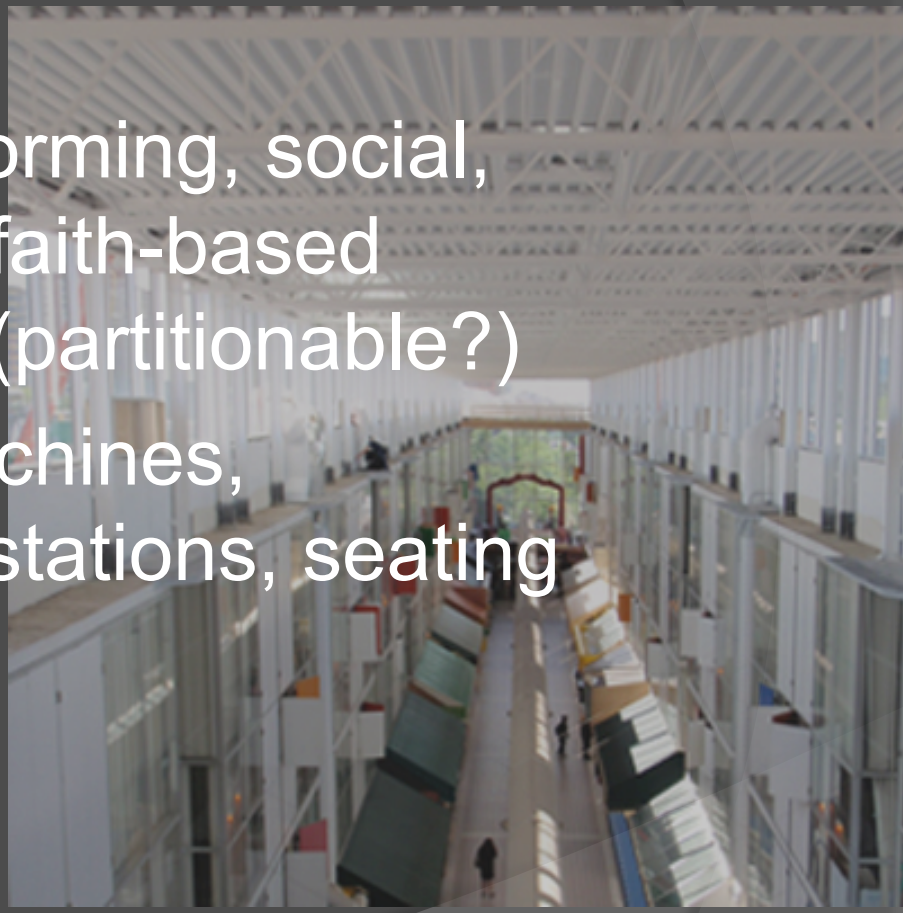
Flex space

- Functions: eating, performing, social, celebrations, spiritual (faith-based functionality), learning (partitionable?)
- Amenities: vending machines, microwaves, charging stations, seating



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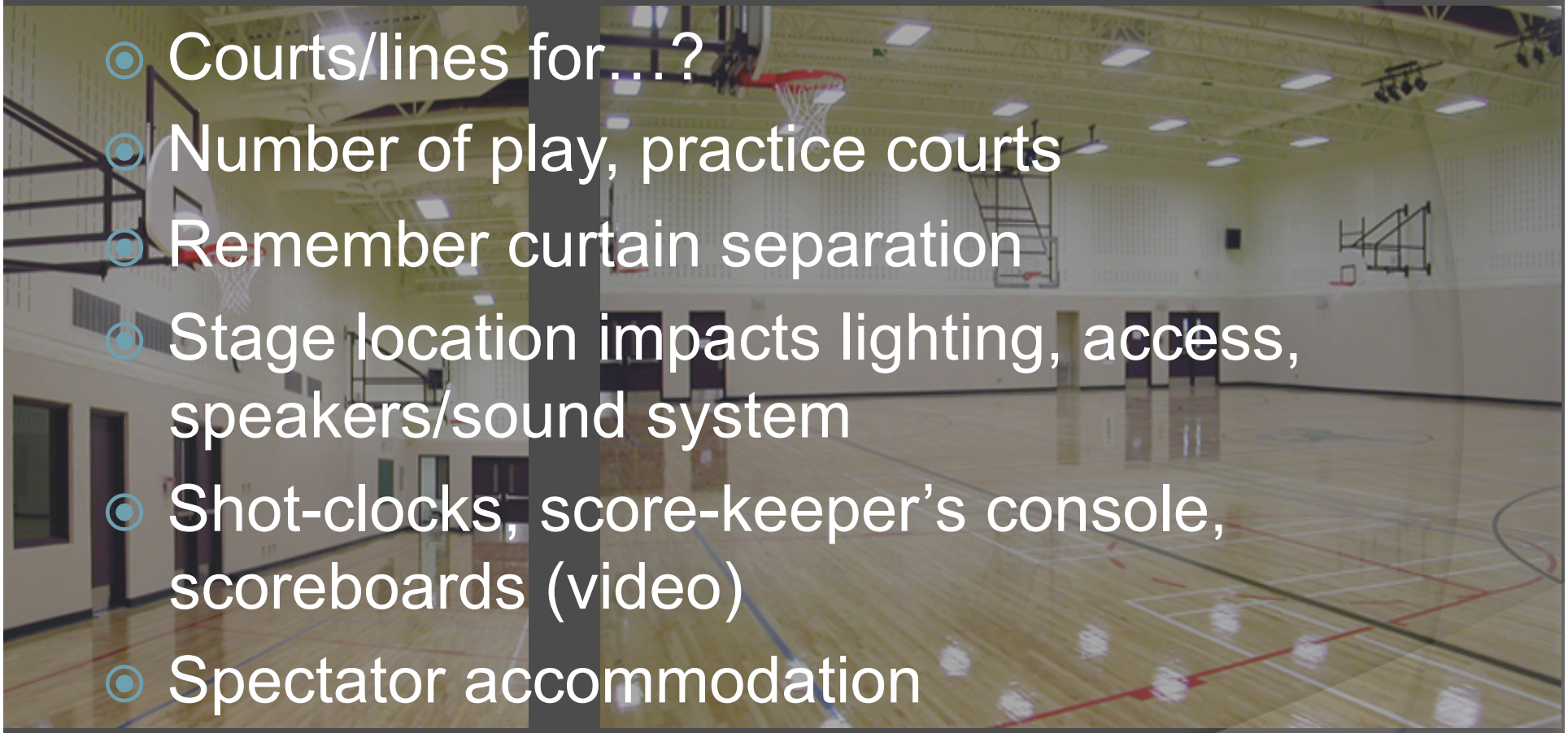
Gymnasium



- Courts/lines for…?
- Number of play, practice courts
- Remember curtain separation
- Stage location impacts lighting, access, speakers/sound system
- Shot-clocks, score-keeper's console, scoreboards (video)
- Spectator accommodation

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Gymnasium – ancillary functions

- Storage: to exterior? For community?
- Change rooms? Showers? Lockers? Cubbies? Hooks? Split for teams?
- Gym office: controls, washroom
- Lighting patterns and controls
- Table and chair storage shared with flex
- Views from above (2nd floor)

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Classrooms

- Teaching wall: front of class or back of class (sightlines to door)
- Millwork wall – standards available
- Operable walls (team teaching)
- Whiteboards, tackboards
- Amenities: sinks, bubblers, locks on millwork

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ECS

- Dedicated access to facilitate parent drop-off and pick-up vs. security controls
- Shared washroom and storage
- Cubbies

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Library

- The most coveted and debated space
- Social, technology, community functions; age-appropriate programs;
- Fixed or moveable furnishings
- Staffed?
- Ancillary functions: Resource room? Charging features?

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Music/drama

- Practice room(s), instrument storage
- Adjacencies: weigh pros of stage and exposure vs. cons of acoustics
- Recording studio
- Stage

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CTS stream

- Bring your dedicated teacher on board
- The stream will dictate equipment: get this started with specs (power, heat, ventilation, exhaust, noise)
- Storage: security, safety
- Carve out a teaching area (classroom function) or island
- Office

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Technology

- Have your I.T. lead summarize needs: what technology is your board using? Considering? Abandoning? Prepare a one- or two-pager
- Server room requirements
- Videowalls, monitors – where? How big?
- Charging capabilities for personal devices: classrooms, library, dedicated closet

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Technology in the classroom

- Smart Boards or equivalent: access points
- Projections
- Voice modulating systems
- Cabling runs, conduit diameters
- WiFi
- Paging/communications

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Servery/commercial kitchen

- Specialized planner (food services consultant)
- Equipment specs
- Infrastructure: exhaust, sprinklering, make-up air, finishes
- Licensing requirements
- Adjacencies to optimize functionality (CTS?), gym
- Laundry facilities

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General Office/Administration

- One of the largest blocks of space at your discretion:

Number of offices, include an infirmary (sightlines, washroom), ‘slacker stations’, staff lounge – “divide and conquer”: i.e. touch-down areas for teachers; workroom access/ separation, don’t over-estimate washrooms (gender neutral please)

- Lock-down controls & protocols – vary by school board

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Break-out rooms

- Grades?
- Sized for occupancy
- Open (alcoves) or closed to corridor
- Corridor or direct classroom access, views

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Never say die

- Lockers and cubbies:

By grade

In classrooms, hallways,

modulars

Sizes

Single/double/five-tier

Half-height, raised

Metal, steel

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Finishes

- Floors: polished concrete, vinyl tile, carpet, sealed concrete, porcelain tile, seamless vinyl, hardwood/synthetic

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Checklist available at www.aci-arch.com

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Questions

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