PREPARING TO DESIGN YOUR CAPITAL PROJECT
On your mark

Get set

GO!

Preparing to Design Your Capital Project
CEFPI – Jasper, March 13 2014
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”
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
Quit while you’re ahead

- Schedule
- Minimum Material Requirements
- Project Information Sheet
- Standards/reference documents
Quit while you’re ahead

- Project Info Sheet

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Quit while you’re ahead

- Reference documents

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The Issues
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
Site security

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

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

- Storage: to exterior? For community?
- Gym office: controls, washroom
- Lighting patterns and controls
- Table and chair storage shared with flex
- Views from above (2nd floor)
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
ECS

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

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

- Grades?
- Sized for occupancy
- Open (alcoves) or closed to corridor
- Corridor or direct classroom access, views
Never say die

- Lockers and cubbies:
  By grade
  In classrooms, hallways, modulars

Sizes
- Single/double/five-tier
- Half-height, raised
- Metal, steel
Finishes

- Floors: polished concrete, vinyl tile, carpet, sealed concrete, porcelain tile, seamless vinyl, hardwood/synthetic
Checklist available at www.aci-arch.com