



QUATTROCCHI KWOK
ARCHITECTS

Agenda

Amelia Earhart Elementary School - Facilities Master Planning Committee - Meeting #1

January 9, 2014

3:30 pm

RE: **Alameda Unified School District - Facilities Master Planning**

1. Introductions (pass out the Sign In sheet)
2. Ground Rules and expectations for Master Planning (see Memo dated 11/19/13)
3. Overview of Master Planning Process and work to date
 - a. Educational Specifications – In progress
 - b. Facilities Assessments – Posted on school Master Planning page of AUSD website
 - c. Demographics - Posted on school Master Planning page of AUSD website
 - d. Communications protocols
4. Educational Specifications (In progress)
 - a. Ed Spec guidelines as they apply to this school.
 - b. Preliminary list of areas needing improvement to meet Ed Spec requirements
5. Facilities Assessment
 - a. Presentation of overview of the results of the Facilities Assessment
 - b. Specific needed improvements

636 Fifth St.
Santa Rosa, CA
95404
P: 707.576.0829
F: 707.576.0295
A California
Corporation

www.qka.com

Master Planning – Amelia Earhart Elementary School

1. Needed improvements and/or new facilities:
 - a. Offsite Improvements (safe routes to School) by others
 - b. Site Improvements
 - i. Pick up/ Drop off
 - ii. Security
 - iii. Playgrounds/ Kinder Playground
 - iv. Play Fields
 - v. Other
 - c. Buildings
 - i. Administration
 - ii. Multi-Purpose Building
 - iii. Classrooms
 - iv. Specialized Educational Spaces
 1. Special Education
 2. Visual & Performing Arts
 3. Other?
 - v. Restrooms
 - vi. Library/Media Center
 - vii. Support Spaces (Offices, Conference Rooms, Workrooms, Staff Lounge, etc.)
 - viii. Other

2. Prioritization

- a. Priority One – Warm, Safe and Dry
 - i. ADA accessibility
 - ii. Building Envelope including roofing, mechanical and electrical systems
 - iii. Fire alarm, security and communications
 - iv. Structural systems
 - v. Utilities infrastructure
- b. Priority Two – Current Facility Needs
 - i. Additional teaching space
 - ii. Parking, Circulation and Traffic
 - iii. Information Technology
 - iv. Architectural Improvements
 - v. Site Improvements
 - vi. Other
- c. Priority Three – Future Facility Needs

Next Meeting: Thursday, January 30, 2014 at 6 pm