



QUATTROCCHI KWOK
ARCHITECTS

Agenda

Otis Elementary School - Facilities Master Planning - Meeting I
January 30, 2014 3:30 pm

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

1. Introductions (pass out the Sign In sheet)
2. General ground rules and expectations for Master Planning
3. Overview of Master Planning Process and work to date
4. Educational Specifications – In progress
 - a. The “Innovative Programs” option
 - b. District standards for facilities
5. Facilities Assessments – Posted on Facilities Master Plan page of AUSD website
 - a. Brief overview of issues identified in 2012 Assessment
6. Demographics - Posted on Facilities Master Plan page of AUSD website
 - a. Current and projected enrollment
 - b. Current capacity in students and classrooms
7. Communications protocols
 - a. Communication to Design Team - email rayk@qka.com
 - b. Communications from Design Team to District or Site Staff
 - c. Community input

Master Planning – Otis Elementary School

- I. **Needed improvements and/or new facilities:**
 - a. Offsite Improvements (safe routes to school) by others
 - b. Site Improvements
 - i. Pick up/Drop off /Parking

- ii. Security
- iii. Playgrounds/Kinder Playground
- iv. Play Fields (Community Use)
- v. Other
- c. Buildings
 - i. Administration
 - ii. Multi-Purpose Building
 - iii. Classrooms
 - iv. Special Education
 - v. Specialized Educational Spaces
 - 1. Visual & Performing Arts
 - 2. Science
 - vi. Library/Media Center
 - vii. Before and After School Programs and facilities
 - viii. Storage and Restrooms

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: Monday, February 24, 2014 at 6 pm