



QUATTROCCHI KWOK
ARCHITECTS

February 24, 2014 6:00PM

Alameda USD Master Planning

Otis Elementary School-Master Planning Meeting #2

Attendees:

Ray Keck, Project Manager, QKA
Cam Hawing, Job Captain, QKA
Also see sign-in sheet attached

Distribution:

Via District Website

Master Planning – Otis Elementary School:

Priority 1: Critical Facility Needs

- Accessibility issues throughout the campus are to be brought up to current codes, including exterior path of travel, drop-off, parking stall, school entrance, playground, way- finding signage.
- Traffic safety is an existing problem and a priority; expand drop-off area at Calhoun St. and consider coordination with the City of Alameda to control traffic at Calhoun and Court Streets
- Install phone, clock/bell, and PA system upgrades
- Provide HVAC upgrades including boiler replacement
- Upgrade exterior lighting
- Upgrade emergency egress lighting
- Provide an accessible sink at the Health office
- Locate a screened trash enclosure, adjacent to the MPR, accessible from Fillmore Street

Priority 2: Future Facility Needs

1. Additional Instructional Space
 - a. Replace portable classrooms with new construction (possibly a 2 story addition)
 - b. Provide dedicated classrooms for Science, Music and Art instruction
 - c. Provide private Meeting/ assessment rooms
2. Add dedicated space for before- and after-school programs, adjacent to Multi Purpose Room and play areas
3. Provide collaboration spaces for faculty, small group instruction
4. Enlarge and reconfigure the Library/ Media Center with ample space for reading groups and instruction

5. Consider a remodel of the Administration area to relocate reception to the main school entry, relocating the Staff Room, providing meeting room(s), reconfigured Health room, Work Room and other functions. Consider utilizing the old boiler room to the west side of the main corridor, possibly as conference or office functions.
6. Consider relocating the existing interior Computer Lab, built in a former toilet room. Alternately, install window wall to provide light and visual connection to the exterior hallway.
7. Provide additional, accessible drinking fountains

Priority 3: Educational Program Needs

- Upgrade lighting and finishes at Computer Lab in the Library/Media Center
- Expand gardens between classroom wings for outdoor learning areas; provide a mix of paved and green area
- Install new window coverings and flooring throughout
- Improve lunch service layout at Multi Purpose Room; consider expanding the service window for additional serving and queuing
- Develop kinder yard to provide a mix of paving and green area, and provide screening from street
- Locate covered outdoor eating area at playground, adjacent to the MPR
- Improve drainage at playground to mitigate existing flooding issues
- Consider replacing the existing portable Multi Purpose Room stage with a permanent one and install acoustic treatment
- Provide vision lights and safety locks at all classroom doors
- Provide quiet student areas at play yard as an alternative to sports play

Other Comments:

- Storage is desperately needed at classrooms and for surplus furniture
- Computer equipment, printers, etc. are in hallways and should have dedicated rooms spaced throughout the classroom buildings
- Consider a two-story classroom addition to achieve space needs without increasing building footprint
- Explore the possibility of acquiring a part of the adjacent Krusi Park for expansion of the school