



QUATTROCCHI KWOK  
ARCHITECTS

# Agenda

## Lincoln Middle School - Facilities Master Planning - Meeting I

January 15, 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 Facilities Master Planning
3. Overview of Facilities 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 Facilities 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](mailto:rayk@qka.com)
  - b. Communications from Design Team to District or Site Staff
  - c. Community input

## Master Planning – Lincoln Middle School

- I. Needed improvements and/or new facilities:
  - a. Offsite improvements (safe routes to School)
  - b. Site improvements

- i. Pick up/Drop off/Parking
- ii. Security
- iii. Playgrounds and play equipment
- iv. Play fields (community use)
- 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. Library/media Center
  - vi. Support spaces (Offices, Conference Rooms, Workrooms, Staff Lounge, etc.)
  - vii. 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 Meetings:** Wednesday, February 5, 2014 at 6:00 pm  
Wednesday, February 26, 2014 at 3:30 pm