



QUATTROCCHI KWOK  
ARCHITECTS

# Agenda

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

January 29, 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 Planning page of AUSD website
  - a. Brief overview of issues identified in 2012 Assessment
6. Demographics - Posted on school Facilities Master Planning 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 [nicks@qka.com](mailto:nicks@qka.com)
  - b. Communications from Design Team to District or Site Staff
  - c. Community Input

## Master Planning – Wood 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 (**Food Services**)
  - 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 19, 2014 at 6:00 pm  
Wednesday, March 12, 2014 at 3:30 pm