Master Facility Plan Update

FUNCTIONAL TEAM REPORT



## TABLE OF CONTENTS

- 1. Executive Summary
- 2. Existing Conditions Needs and Issues List/Diagrams
- 3. Conceptual Space Program
- 4. Proposed Component List
- 5. Component Diagrams



# **Executive Summary**

The District Administration Functional Team met three times and discussed the needs of people who use the District Administration building and how those needs are being met. Because we had members of the community in the discussion, we heard the perspective of those who visit the building. We also had the perspective of administrators and support staff. In the course of our conversation, we were able to articulate what staff perceived as needs and discuss those needs with community members. It was critical to have community members on this Functional Team.

### **Priorities**

It was difficult to prioritize all the needs in this building. Rather than prioritize needs, we prioritized the options in order to get at the most important needs. Of the options listed on page six below, we believe that Option 1 would address the most important concerns that surfaced for the District Administration building. That option would increase the District Administration building to the size needed for its current use and provide the needed fixes identified on page four of this document.

Should renovating the District Administration building become a project, we anticipate that the needs description would become the measurable objectives we develop for every project.

### **Contributors**

Pam Bylsma

Fric Goldbranson

Tim Hohman

Jeffrey T. Huck

Debra Kedrowski

Bruce Law

Lisa Raatz

Domenico Maniscalco

Martha Maggiore

Russ Meyer

Lauren Ward





- 1. Waiting area is too small for more than 2 people. Seating is in path of circulation and egress. Waiting is within an area where confidential conversations regarding students take place.
- 2. Work/copy room is under sized for production requirements. Need an additional open counter space and storage.
- 3. Washrooms do not have enough fixtures for population, and are not handicap accessible. Each room is very tight and difficult to maneuver in, and the finishes are worn out and in need of repairs. The washrooms are a very negative reflection of the District to its visitors.
- 4. The conference room is the only meeting space in the building for groups larger than three. It is booked solid most days. It is under sized for meetings of the whole building staff, holding only +- 16. Two Conference rooms are needed; one for 25-30 and one for 10-12. A second conference room would allow staff the opportunity for private phone conversation.
- 5. Sound insulation is needed at the conference room and all offices.
- 6. Administrative Assistant to Academics is located at the reception desk, remote from the Assistant Superintendent for Academics.

  The position needs to be within an office for confidential student conversations, and needs to be adjacent to the assistant Superintendent's office.
- 7. Administrative Assistant to Student Services is located in an office in the basement, remote from the Assistant Superintendent for student services. This office needs to be adjacent (and connected) to the Assistant Superintendent's office.
- 8. Offices are not large enough for small group (3-4) meetings.
- 9. Financial office area is cramped with small work areas and insufficient files and support space.
- 10. The IT office is under sized for 3 staff and equipment.
- 11. The break room is not adequate for professional office setting. Heat is not adequate, finishes are dated and in need of repair, appliances are dated with some not working, and there are no windows. The room is small and uninviting and is seldom used as it is intended.
- 12. The basement is not accessible by wheelchair from the entry level. Upper and lower levels are not connected by an elevator.
- 13. Heat is not adequate in the lower level. The break room is very cold at all times during the winter months.
- 14. Moisture issues and air quality are concerns in the basement. Ventilation is poor.
- 15. Storage is inadequate
- 16. Power outlets are inadequate throughout. Additional circuits are required.
- 17. Wheel chair access to the front entry from the east lot is difficult due to the steep sidewalk.
- 18. Parking is insufficient for staff and visitors at 32. An additional 5 spaces are needed.
- 19. Entry to the west parking lot is in conflict with morning parent drop-offs along Grant st.
- 20. The exterior of the building, building entry, and interior environment do not project an appropriate professional presence that matches the stature of the District. Branding at the entry and through the interior environment needs to provide the impression to community and public visitors that they are entering a professional, innovative, top-notch organization with a proud tradition of excellence.
- 21. The boiler room floor is always damp.
- 22. A large, 100 person meeting space is needed for professional development. Spaces should allow for dividing into 2 spaces of 50. Space would support a dedicated Board of Education set-up
- 23. Two hoteling workstations







Master Plan UpdateHinsdale, IllinoisDRAFT CONCEPTUAL PROGRAMJune, 2015

Superintendent   244   375   12x17 ciffice - adjacent to Superintendent   159   200   12x17 ciffice - adjacent to Superintendent   159   200   12x17 ciffice - adjacent to Superintendent   159   200   12x17 ciffice - adjacent to Superintendent   150   200   12x17 ciffice - adjacent to Assistant Superintendent   150   200   12x17 ciffice - adjacent to Assist Super. For Academic   12x17 ciffice adjacent to Assist Super. For Superintendent   12x17 ciffice   12x17	SPAC	E DESCRIPTION	EXISTING	PROPOSED	NOTES
Administrative   Superimendent   264   375   12517 office - adjacent to Superintendent   159   200   12517 office - adjacent to Superintendent   159   200   12517 office - adjacent to Superintendent   159   200   12517 office - adjacent to Superintendent   150   200   12517 office - adjacent to Superintendent   12717 office special			NET AREA	NET AREA	
Administrative  Superintendent Superintendent See Administrative Academics Office Administrative Assistant to Superintendent Administrative Assistant to Academics Office Administrative Assistant to Academics Office Administrative Assistant to Academics Office Administrative Assistant to Superintendent Administrative Assistant to Sudert Services Office Administrative Assistant to Sudert Services Administrative Assistant to Sudert Service Administrative Assistant to Student Service Administrative Assistant to CFO Administ			square feet	square feet	
Administrative  Superintendent  Superintendent		OFFICE CDA OFC			
Superintendent See Advantor to Superintendent See See Assistant to Superintendent See See Assistant to Superintendent See Advantor Superintendent Administrative Adsistant to Academics Office Administrative Assistant to Academics Office Administrative Assistant to Sudent Services Administrative Assistant to Sudent Services Administrative Assistant to Sudent Services Administrative Assistant to CFO Administrative Assistan		OFFICE SPACES			
Superintendent See Advantor to Superintendent See See Assistant to Superintendent See See Assistant to Superintendent See Advantor Superintendent Administrative Adsistant to Academics Office Administrative Assistant to Academics Office Administrative Assistant to Sudent Services Administrative Assistant to Sudent Services Administrative Assistant to Sudent Services Administrative Assistant to CFO Administrative Assistan	A.	Administrative			
1. Assistant Superimendent for Academics Office	1.		264	375	17'x22' office
Administrative Assistant to Academics Office Assistant Superintendent for Student Services Burletor of Student Services Sub-Total Burletor of Student Services Chief Human Resources Chief Human Resources Officer Chief Human Resources Chief Tuman Resources Chief Tuman Resources Chief Tuman Resources Chief	2.	Exec Assistant to Superintendent	159	200	12'x17' office - adjacent to Superintenden
12x17 office operate to Assist. Super. for Academia.   12x17 office operate to Assist. Super. for Academia.   12x17 office operate to Assist. Super. for Academia.   12x17 office operate to Assist. Super. for Stv. Serv. S	3.	Assistant Superintendent for Academics Off	fice 141	200	12'x17' office - near Superintenden
3. Assistant Superintendent for Student Services Office   153   200   12½17 office - near Superintendent for Student Services Office   200   12½17 office - office hashing to the Student Services   200   12½17 office - office hashing to the Student Services   200   12½17 office - office hashing to the Student Services   200   12½17 office - office hashing to the Student Services   200   12½17 office - office hashing to the Student Services   200   13½17 office - odjacent to Chief HR Office   12½12 office odjacent to Chief	4.	Administrative Assistant to Academics Offic	e	200	(currently at reception desk)
Director of Student Services Office   122   200   12*x17' affice - adjacent to Assist. Super. For Stu. Super. For Stu. Super. Super. Sub-Total   839   1,375					
Princefor of Student Services   839   1,375	5.	·			· ·
Sub-Total   839   1,375	6. 7		Office 122	200	
Human Resources	7.		839	1 375	snare with Admin. Assist, to Student Services
Chief Human Resources Officer   218   220   13x17' office   Receptionist / HR Secretary   153   100   desk near working   12x12' office - adjacent to Chief HR Office   12x12' office - near Superintendent   12x12' office - near		305-10Idi	007	1,070	
Receptionist / HR Secretary	В.				
1	1.				13'x17' office
Benefits Coordinator   149   200   12½12' office   12½11' of	2.	· · · · · · · · · · · · · · · · · · ·			desk near waiting
Director of Communications (iffinerant)   200   12½12' office - near Superintenden   Sub-Total   738   740   see open admin/office area below   Sub-Total   17½17' office   174   200   12½17' office   12½17' office   22½17' office   22½1	3.			220	•
Sub-Total	4.		149	000	
Chief Financial   Chief Financial Officer   174	5.		720		
. Chief Financial Officer 1. Administrative Assistant to CFO 3. Director of Fiscal Services 4. Accounts Payable 5. Purchasing Supervisor 6. General Buildings and Grounds 7. Vault 7. Varieties 7. Varie		Sub-1 ofai	/30	740	see open damin/oπice area below
Administrative Assistant to CFO Director of Fiscal Services Accounts Poyable Accounts Poyab	C.	Financial			
Director of Fiscal Services  Accounts Payable  Accounts Payable  Accounts Payable  Ceneral Fund Clerk  Vault  130  Open admin/office area below workstation - see open admin/office area below workstations - see open admin/office area below - administration - see open admin/office area below -	1.	Chief Financial Officer	174	200	12'x17' office
Accounts Payable Purchasing Supervisor General Fund Clerk Vault Jan Open admin/office area Sub-Total  Director of Technology Director of Buildings and Grounds Director of Buildings and Grounds Director of Buildings and Grounds Director of Sub-Total  Conference Room 1 Conference Room 1 Conference Room 2 Conference Room 3 Conference Roo	2.	Administrative Assistant to CFO	_	72	workstation
Signer of Fund Clerk Copen admin/office area below workstation - see open admin/office area below to a minute and the below workstation - see open admin/office area b	3.		_		workstation - see open admin/office area below
General Fund Clerk   130   1	4.	•	_		· ·
Note	5.		_		· ·
8. Open admin/office area 877 1,200 workstations for 8 including files and worktables workstation - see open admin/office area below Sub-Total 1,181 1,602  D. Facilities Director of Technology 252 395 17'x23' open IT office Computer Programmer C. Computer Programmer C. Held Desk Coordinator Director of Buildings and Grounds 252 595  E. Building Support C. Conference Room 1 316 545 17'x32' seating for 20 - upper leve 200 17'x17' seating for 14 - lower leve 300 workstations (200 adjacent to receptionis 42 75 workstations (200 adjacent to receptionis 42 75 workstations (200 adjacent to receptionis 42 75 adjacent (200 adjacent to receptionis 500 adjacent (200 adjacent to receptionis 500 adjacent (200 ad	6. 7		120	120	workstation - see open admin/ottice area below
Sub-Total 1,181 1,602  Director of Technology 252 395 17'x23' open IT office area below of the programmer included in open IT office included in open IT off	7.				
Sub-Total 1,181 1,602  D. Facilities Director of Technology 252 395 17x23' open IT office included in	8. 9.	•	0//	1,200	_
D. Facilities Director of Technology Director of Buildings and Grounds  Sub-Total  Conference Room 1 Conference Room 1 Conference Room 2 Conference Room 3 Conference Room 2 Conference Room 3 Conference Room 4 Conference Room 5 Conference Room 6 Conference Room 9 Conference Room 1 Conference Room 2 Conference Room 3 Conference Room 2 Conference Room 3 Conference Room 3 Conference Room 4 Conference Room 3 Conference Room 4 Conference Room 3 Conference Room 4 Conference Room 3 Conference Room 3 Conference Room 4 Conference Room 3 Conference Room 1 Conference Room 1 Conference Room 1 Conference Room 1 Conference Room 2 Conference Room 1 Conference Room 2 Conference Room 1 Conference Room 2 Conference Room 1 Conferenc	/.		1,181	1,602	workstation see open daminy office area below
Director of Technology Computer Programmer Held Desk Coordinator Director of Buildings and Grounds  Building Support Conference Room 1 Conference Room 2 Conference Room 2 Conference Room 2 Conference Room 2 Conference Room 3 Conference Room 4 Conference Room 5 Conference Room 6 Conference Room 7 Conference Room 8 Conference Room 9 Con			·		
Computer Programmer Held Desk Coordinator Director of Buildings and Grounds Sub-Total  Conference Room 1 Conference Room 2 Conference Room 3 Conference Room 2 Conference Room 3 Conference Room	D.				
Held Desk Coordinator Director of Buildings and Grounds Sub-Total  E. Building Support  C. Conference Room 1 C. Conference Room 2 C. Conference Room 2 C. Work / Copy Room C. Waiting C. Waiting C. Break Room C. Closets C.	1.	· .	252	395	·
Director of Buildings and Grounds   200   planned position - 12'x17' office   Sub-Total   252   595	2.	. •	_		· ·
Sub-Total   252   595	3.		_	200	·
Building Support   Conference Room 1   316   545   17'x32' seating for 20 - upper leve	4.		252		plannea position - 12x17 office
. Conference Room 1 316 545 17'x32' seating for 20 - upper level 290 17'x17' seating for 14 - lower level 290 adjacent to receptionis 450 450 450 450 450 450 450 450 450 450		505 Total	202	0,0	
2. Conference Room 2 3. Work / Copy Room 243 450 adjacent to receptionis 4. Vestibule 42 75 5. Waiting 80 250 6. Break Room 203 575 7. Closets 64 existing 5 vary from 9 to 17 sqft - see storage room 8. Storage Room 500 lower leve 9. Hoteling work stations (2) 100 7. Mech/Elec/Circulation/Stairs/Walls/Toilets 1,400 2,600  Sub-Total 2,348 5,385  TOTAL NET AREA 5,358 9,697 (Inside Exterior Walls	E.				
3. Work / Copy Room 4. Vestibule 4. Vestibule 5. Waiting 6. Break Room 7. Closets 7. Closets 8. Storage Room 7. Hoteling work stations (2) 7. Hoteling work stations (2) 7. Mech/Elec/Circulation/Stairs/Walls/Toilets 7. TOTAL NET AREA 7. Closets 7. Closets 7. Closets 8. Storage Room 9. Hoteling work stations (2) 7. Total 7. Closets 8. Storage Room 9. Hoteling work stations (2) 9. Mech/Elec/Circulation/Stairs/Walls/Toilets 7. Closets 8. Storage Room 9. Hoteling work stations (2) 9. Mech/Elec/Circulation/Stairs/Walls/Toilets 7. Closets 9. Closets 9	1.		316		17'x32' seating for 20 - upper level
8. Vestibule       42       75         5. Waiting       80       250         6. Break Room       203       575         7. Closets       64       existing 5 vary from 9 to 17 sqft - see storage room         8. Storage Room       500       lower leve         9. Hoteling work stations (2)       100         0. Mech/Elec/Circulation/Stairs/Walls/Toilets       1,400       2,600         Sub-Total       2,348       5,385         TOTAL NET AREA       5,358       9,697       (Inside Exterior Walls	2.				_
So. Waiting 80 250 So. Break Room 203 575 Closets 64 So. Storage Room 500 Co. Hoteling work stations (2) 100 Co. Mech/Elec/Circulation/Stairs/Walls/Toilets 1,400 2,600 Sub-Total 2,348 5,385  TOTAL NET AREA 5,358 9,697 (Inside Exterior Walls	3.	• •			adjacent to receptionist
December 203 Storage Room 203 Storage Room 203 Storage Room 203 Sub-Total 2,348 5,385 Storage Room 2,348 5,385 Sub-Total 2,358 9,697 Sub-Total 2,358 Sub-Total	4.				
7. Closets 8. Storage Room 9. Hoteling work stations (2) 10. Mech/Elec/Circulation/Stairs/Walls/Toilets 1,400 2,348 5,385  TOTAL NET AREA 5,358 existing 5 vary from 9 to 17 sqft - see storage room 100 100 100 100 100 100 100 100 100 10	5. 4	<u> </u>			111
3. Storage Room 500 Hoteling work stations (2) 0. Mech/Elec/Circulation/Stairs/Walls/Toilets 5,348  TOTAL NET AREA 5,358  100 2,600  100 2,600  TOTAL NET AREA 5,358  9,697  (Inside Exterior Walls	6. 7.			3/3	
P. Hoteling work stations (2)  O. Mech/Elec/Circulation/Stairs/Walls/Toilets  Sub-Total  TOTAL NET AREA  100  2,600  TOTAL NET AREA  5,358  9,697  (Inside Exterior Walls	7 . 8.		07	500	
0. Mech/Elec/Circulation/Stairs/Walls/Toilets         1,400         2,600           Sub-Total         2,348         5,385           TOTAL NET AREA         5,358         9,697         (Inside Exterior Walls	9.				lower level
Sub-Total 2,348 5,385  TOTAL NET AREA 5,358 9,697 (Inside Exterior Walls	10.	, ,	1,400		
					-
		TOTAL NET ADEA	F 050	0 /07	// · · / · · · · · · · · · · · · · · ·
TOTAL GROSS AREA 5,864 10,864 +/- (Includes Exterior Walls		IOTAL NET AREA	5,358	7,67/	(Inside Exterior Walls)
		TOTAL GROSS AREA	5,864	10,864 +/-	(Includes Exterior Walls)

## District Administration Team Component List

## **OPTION 1 - An Addition to the Existing Building**

The existing District Administration program would increase to the appropriate size. The existing District Administration Building would undergo a complete renovation plus receive a two story addition of approximately 5,000 square feet.

### **OPTION 2 - A New Building - Same Site**

The existing District Administration program would increase to the appropriate size. The existing District Administration Building would be demolished and replaced with a new building on the same site with a total area of approximately 14,000 square feet on two floors (District Admin program plus a 2,500 square foot professional development/dedicated Boardroom space for 100.)

Assumptions:

- 1. District Admin would be housed in a leased space off site for approximately 1 year during demolition and construction.
- 2. A new building in the same location would be a violation of the local zoning ordinance, and that the local municipality would accept a variance to that zoning ordinance for the required front yard set back.

### **OPTION 3 - Lease Space**

The existing District Administration program would increase to the appropriate size and would be relocated to an off-site leased space. The budget for this option includes the cost of the lease plus the cost of the space build-out of 11,000 - 12,000 net square feet.

### **OPTION 4 - Minimal Work in the Existing Building**

The existing District Administration program would remain housed in its current location with the following proposed upgrades:

- Electrical system upgrades to provide additional power and circuits.
- Sound insulation in the walls, ceilings, and door seals at all offices and conference rooms.
- Temperature control modifications for the lower level.
- Cosmetic and finishes upgrades to the washrooms and break room.









