Master Facility Plan
Update

FUNCTIONAL TEAM REPORT

District Administration Team

HTHSD 86

July 17, 2015

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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.

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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 Update — Hinsdale, Illinois

DRAFT CONCEPTUAL PROGRAM — June, 2015

	SPACE DESCRIPTION	EXISTING NET AREA square feet		PROPOSED NET AREA square feet		NOTES
I	OFFICE SPACES					
A.	Administrative					
1.	Superintendent	264		375		17'x22' office
2.	Exec Assistant to Superintendent	159		200		12'x17' office - adjacent to Superintendent
3.	Assistant Superintendent for Academics Office	141		200		12'x17' office - near Superintendent
4.	Administrative Assistant to Academics Office			200		(currently at reception desk) 12'x17' office adjacent to Assist. Super. for Academics
5.	Assistant Superintendent for Student Services Office	153		200		12'x17' office - near Superintendent
6.	Administrative Assistant to Student Services Office	122		200		12'x17' office - adjacent to Assist. Super. for Stu. Serv.
7.	Director of Student Services					share with Admin. Assist. to Student Services
	Sub-Total	839		1,375		
B.	Human Resources					
1.	Chief Human Resources Officer	218		220		13'x17' office
2.	Receptionist / HR Secretary	153		100		desk near waiting
3.	HR Assistant	218		220		13'x17' office - adjacent to Chief HR Officer
4.	Benefits Coordinator	149				12'x12' office
5.	Director of Communications (itinerant)			200		12'x12' office - near Superintendent
	Sub-Total	738		740		see open admin/office area below
C.	Financial					
1.	Chief Financial Officer	174		200		12'x17' office
2.	Administrative Assistant to CFO			72		workstation
3.	Director of Fiscal Services					workstation - see open admin/office area below
4.	Accounts Payable					workstation - see open admin/office area below
5.	Purchasing Supervisor					workstation - see open admin/office area below
6.	General Fund Clerk					workstation - see open admin/office area below
7.	Vault	130		130		
8.	Open admin/office area	877		1,200		workstations for 8 including files and worktables
9.	Payroll					workstation - see open admin/office area below
	Sub-Total	1,181		1,602		
D.	Facilities					
1.	Director of Technology	252		395		17'x23' open IT office
2.	Computer Programmer					included in open IT office
3.	Held Desk Coordinator					included in open IT office
4.	Director of Buildings and Grounds			200		planned position - 12'x17' office
	Sub-Total	252		595		
E.	Building Support					
1.	Conference Room 1	316		545		17'x32' seating for 20 - upper level
2.	Conference Room 2			290		17'x17' seating for 14 - lower level
3.	Work / Copy Room	243		450		adjacent to receptionist
4.	Vestibule	42		75		
5.	Waiting	80		250		
6.	Break Room	203		575		lower level
7.	Closets	64				existing 5 vary from 9 to 17 sqft - see storage room
8.	Storage Room			500		lower level
9.	Hoteling work stations (2)			100		
10.	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)
	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.

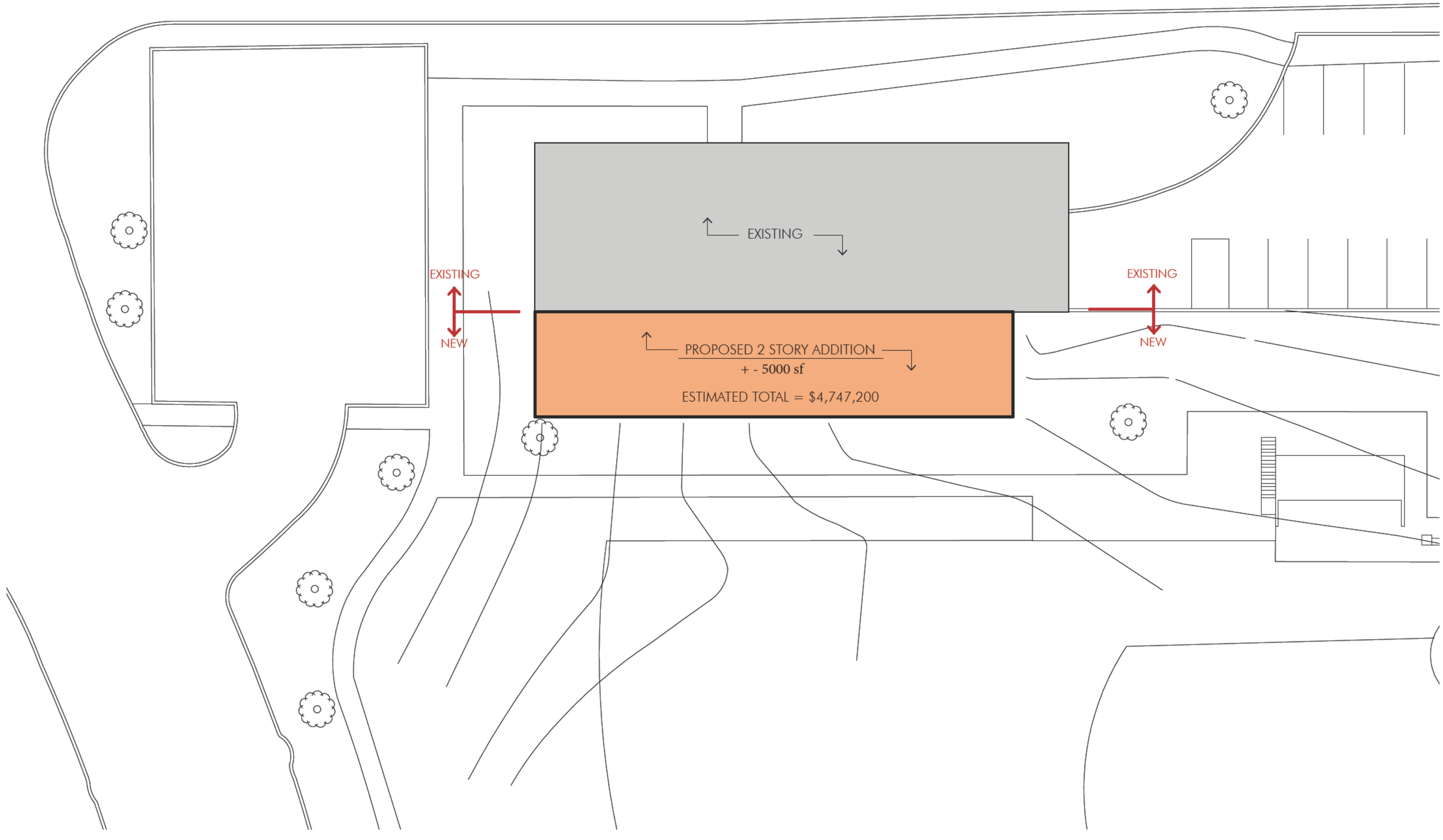
OPTION 2 - A New Building - Same Site
The existing District Administration program would increase to the appropriate size. The existing District Administration Building would be demolished and replaced with a new building on the same site with a total area of approximately 14,000 square feet on two floors (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:

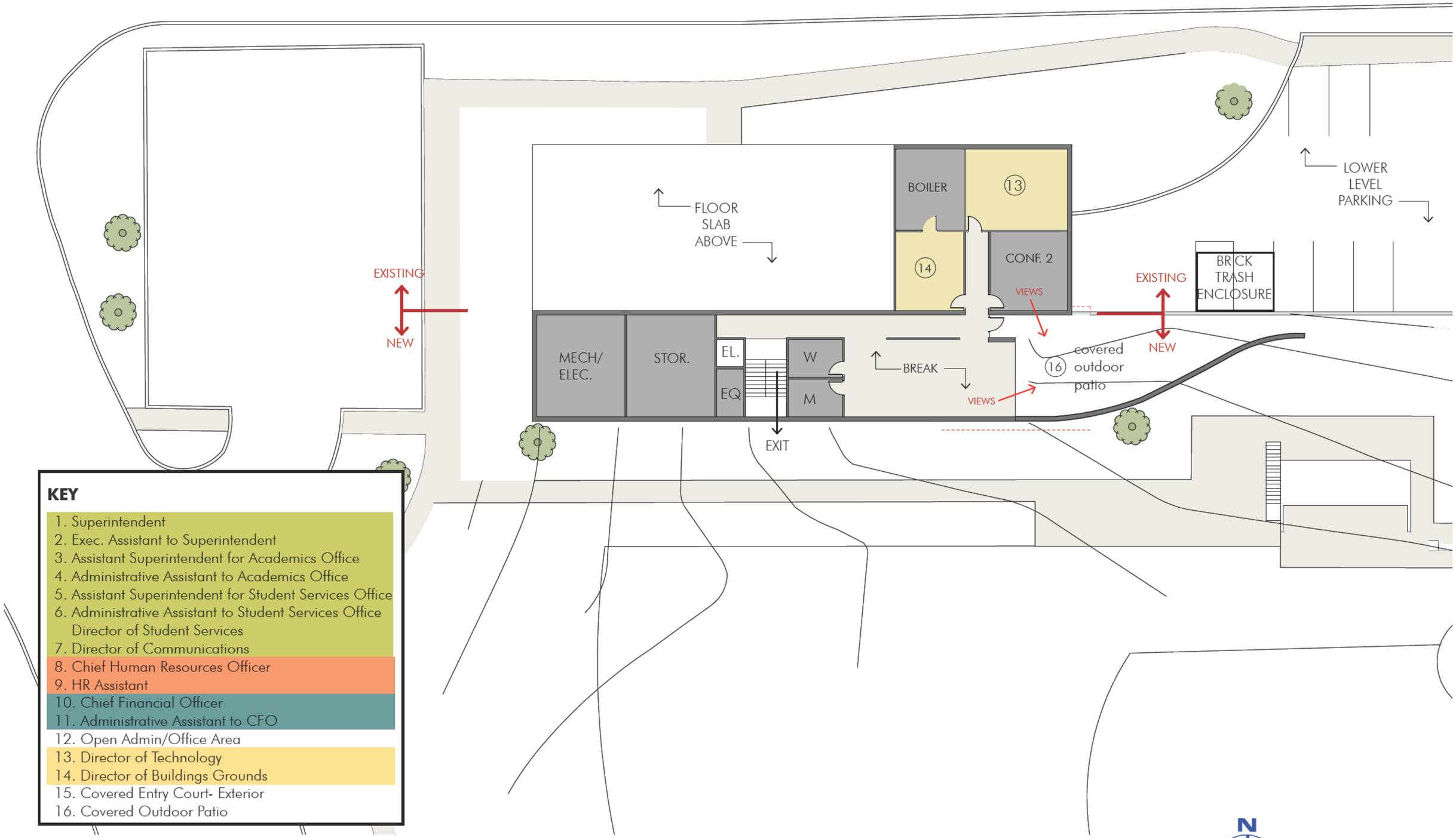
- Electrical system upgrades to provide additional power and circuits.
- Sound insulation in the walls, ceilings, and door seals at all offices and conference rooms.
- Temperature control modifications for the lower level.
- Cosmetic and finishes upgrades to the washrooms and break room.


EXISTING
EXISTING
NEW
EXISTING
NEW
PROPOSED 2 STORY ADDITION
+ - 5000 sf
ESTIMATED TOTAL = $4,747,200

KEY

1. Superintendent
2. Exec. Assistant to Superintendent
3. Assistant Superintendent for Academics Office
4. Administrative Assistant to Academics Office
5. Assistant Superintendent for Student Services Office
6. Administrative Assistant to Student Services Office
   Director of Student Services
7. Director of Communications
8. Chief Human Resources Officer
9. HR Assistant
10. Chief Financial Officer
11. Administrative Assistant to CFO
12. Open Admin/Office Area
13. Director of Technology
14. Director of Buildings Grounds
15. Covered Entry Court- Exterior
16. Covered Outdoor Patio

N



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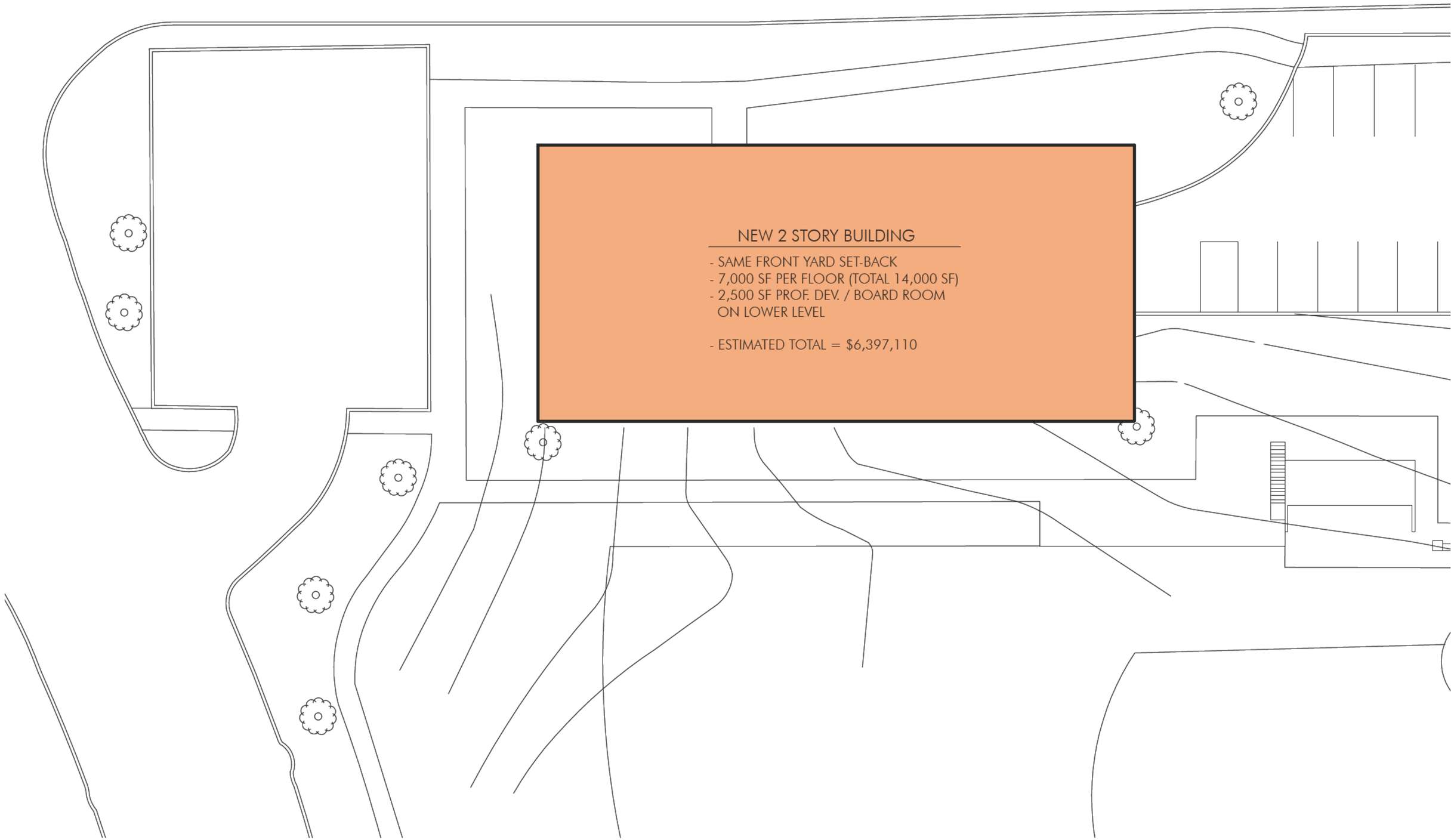
NEW 2 STORY BUILDING
- SAME FRONT YARD SET-BACK
- 7,000 SF PER FLOOR (TOTAL 14,000 SF)
- 2,500 SF PROF. DEV. / BOARD ROOM
ON LOWER LEVEL
- ESTIMATED TOTAL = $6,397,110