DESIGN STANDARDS FOR: COMMUNITY CENTER FURNISHINGS & EQUIPMENT

1 - GENERAL

1.01 Furnishings- The term includes athletic equipment, furniture; music and public address systems, office machines, kitchen equipment, etc.
1.02 Furnishings shall be selected for each Center based upon the program uses selected from Parks Community Center Program Template. The community center coordinators, sector managers, and project manager shall review and approve each center list for completeness and being within budget.
1.03 All materials shall be of high quality and workmanship.
1.04 Furnishings shall be easy to maintain and repair.
1.05 Lounge Furnishings shall be selected by the team of the Center Coordinator, District Manager, Consultant, E&D Architect, and Project Manager.
1.06 Please refer to the most current City Commodity Team list for approved sources- Emily Burns at 206-386-1144 or on the web- htlp://inweb/purchasing/furniture.htm.
1.07 Materials and finishes to be low VOC compliant to meet In-door Air Quality standards.
1.08 SUPPLIERS:
1.08.1 General office equipment such as clocks can be purchased through our current venders on B contracts- Office Depot and Complete Office Solutions (formerly Trick and Murray) - both in Seattle.
1.08.2 Steelcase- Seattle City B contract with Bank and Office Interiors, Seattle, Gwen Leonard, 206-768-8000.
1.08.2.1 Office chairs- 'Leap' and 'Criterion' models
1.08.3 Mity-Lite- 1-800-327-1692
1.08.4 Herman Miller- Seattle B contract with Office Pavilion MBI Systems, Sheryl Schlechte, 206-343-5800) or Business Interiors NW, Michael Bagwell, 206-615-9248
1.08.4.1 Office chairs- 'Aeron' or 'Mirra' models
1.08.5 Neutral Posture- All office chair models- Ebony Office Interiors, Joe Small, 206-6762-1676
1.09 Communications equipment and install to be per DoIt standards- phones, computers, faxes, etc.
1.10 This guideline is intended to be up-dated when new information becomes available. Please send suggested up-dates to Mohan Khandekar at the RDA building- fax- 206-233-3949 or mohan.khandekar@seattle.gov.

2 - FURNISHINGS

2.01 Multi-purpose room
2.02 Chairs- 100 stackable with chair caddies- Steelcase, Maxstacker.*
2.03 Tables- 20, 30" x 72" or 96" folding type with caddies- Mity-Lite RT-3072.*
2.03.1 Tables- 10, 60" round folding type with caddy- Mity-Lite CT- 60- F.*
2.03.2 Ballet bars, portable.*
2.03.3 Portable white board, if not built in- sizes to be determined.*

2.03.4 Music system- receiver, VHS/DVD, CD, and speakers.
2.03.5 Lectern- 1, light weight, free-standing, with electronics and speaker- Mity-Lite, Summit model.*
2.03.6 Bulletin (vinyl covered tackable) board(s) - size and number per building design and as specified by site staff and manager.
2.03.7 Wall clock, 2, one each side of operable partition; 14" round, Seth-Thomas, hard wired.

2.04 Gymnasium
2.04.1 Chairs- 200 stackable 10 high minimum with chair caddies- Steelcase, Maxstacker.*
2.04.2 Tables- 40, 30" x 72" or 96" folding type with caddies- Mity-Lite RT-3072.*
2.04.3 Sports equipment- basketballs, volleyballs, pickleball and badminton equipment.*
2.04.4 Music system- receiver, CD, speakers, in lockable storage shelving or secure area.
2.04.5 Bleachers, portable-2.*
2.04.6 Tumbling mats (8) 4' x 8', folding, approved thickness.*
2.04.7 Scorer table- (banquet table- 30"x60" or special type?).*
2.04.8 Wall Clock (s) - round, hard wired.*
2.04.9 Portable stage- Sico Dual Height Mobile Folding stage- size to match space and use.

2.05 Public address system
2.05.1 Whole building system with whole center and addressable room functions.

2.06 Kitchen
2.06.1 See Design Standard 10000.02 Community Center Kitchens for kitchen appliances.*
2.06.2 Large barbecue grill- 1, 55 gallon barrel style (or buy two more for Parks and store at Shops).* (this could be a storage problem at many community center sites)
2.06.3 Large pots and pans, serving utensils, 50 pot coffee maker- 2, smaller coffee pot – 1, measuring cups, plates, cups, saucers, glassware, etc.* (each center shall determine exactly what is needed based on facility usage).
2.06.4 Bulletin board (see 2.03.6 above).

2.07 Private Offices- 2
2.07.1 Office Desks, desk chairs, filing cabinets, storage cabinets- Steelcase, (or Herman Miller for
2.07.2 Computers and phones
2.07.3 Guest chair- Steelcase or Herman Miller.*
2.07.4 Depending on size of offices, include a one 42" round meeting table with chairs (3) in Sr. Coordinator's office - Steelcase.
2.07.5 Bulletin boards (See 2.03.6 above).
2.07.6 Wall clock, round, battery*

2.08 General Office
2.08.1 Office desks, chairs, filing cabinet- Steelcase (or Herman Miller for office chairs) - (3 sets).*
2.08.2 Computers (3), printer (2), fax, copier.*
2.08.3 Phones (3)*
2.08.4 Floor protection mats, clear plastic, if needed.*
2.08.5 Lamination machine*
2.08.6 Wall clock, round, battery *
2.08.7 Storage cabinets, lockable, Steelcase- 2.
2.08.8 Bulletin boards (see 2.03.6 above).

2.09 Reception counter

2.09.1 Computers (2) and phone (1)
2.09.2 Desk chairs- Steelcase- 2.*
2.09.3 Cash register, adding machine, card reading machine.*
2.09.4 Paper shredder, paper cutter.*
2.09.5 Drop safe* (If this is the only safe the location should be in general office or coordinator office. There is a standard for a two compartment safe with separate combination locks and one should have a roll tumbler) (If this is in addition to the main facility safe, as a smaller drop safe it could be located at the front counter).
2.09.6 Floor protection mats, clear plastic, if needed (2).*
2.09.7 Wall clock, round, battery.*
2.09.8 Bulletin boards (see 2.03.6 above).

2.10 Teen space/Game room
2.10.1 TV, large screen (50”) with cart, DVD/CD and/or VHS units.*
2.10.2 Chairs and couches, lounge type- Steelcase.
2.10.3 Pool table and equipment.*
2.10.4 Ping pong table and equipment.*
2.10.5 Board games*
2.10.6 Arcade type games- 2.* (No large video type games).
2.10.7 Card tables, 5, 42” round foldable with caddy- Mity-Lite.*
2.10.8 Storage cabinet, lockable, for miscellaneous equipment.*
2.10.9 Wall clock, round, battery.
2.10.10 Bulletin boards (see 2.03.6 above).

2.11 Fitness room
2.11.1 Free weights and storage rack.*
2.11.2 Universal gym tower with 4 stations.*
2.11.3 Cardio units- elliptical, stair step, treadmill, and stationary bike.*
2.11.4 Punching bag and mounting hardware.*
2.11.5 Large portable fan.*
2.11.6 Drinking fountain unit or bottled water unit.*
2.11.7 Bulletin Boards (see 2.03.6 above).
2.11.8 Wall Clock, round, battery.*

2.12 Arts and crafts
2.12.1 Bulletin board (see 2.03.6 above).
2.12.2 Wall Clock, round, battery.*

2.13 Child care
2.13.1 Play toys- large and small.* Type and amount depends upon programs at each center.
2.13.2 Adjustable height tables and child chairs- amount will depend upon DSHS certified occupancy load.*
2.13.3 Portable participant cubbies if not built in.*
2.13.4 Portable storage carts/cabinets if not built-in.* (A portable storage cart is needed even if there is built in storage).
2.13.5 Area rug for story telling, easy to roll up and store in storage closet- ten by ten foot.
2.13.6 Portable chalkboard if not built in.*
2.13.7 Office desk, chair, and filing cabinet for child care staff.*
2.13.8 Portable white board if not built in.*

2.13.9 Wall Clock, round, battery.*

2.14 Resource center (computer room/library)

2.14.1 Lockable work stations- 3.*
2.14.2 Computers- 3.*
2.14.3 Server, internet and Parks intranet connects, printer.*
2.14.4 Books and shelving if not built in.*
2.14.5 Bulletin board (as 2.03.6 above).
2.14.6 Wall clock- round, battery*

2.15 Custodial office and storage (See FMD standards)

2.15.1 Floor buffer, industrial- 1.*
2.15.2 Wet/dry vacuum, industrial (auto scrubber) - (1) Nilfisk Advance Convertamax 20 from Coastwide Laboratories for large centers and (1) Nilfisk Advance BA 5301 D for small centers. Contact is Coastwide Laboratories, Scott Smith and Shane Dawe, 206-624-1225.*
2.15.3 Office desk, chair, filing and shelving cabinets.*
2.15.4 Computer and phone
2.15.5 Heavy duty storage shelving for supplies.
2.15.6 Bulletin board (as 2.03.6 above).
2.15.7 Wall clock, round, battery.*
2.15.8 Storage cabinet, locking.

2.16 Lounge

2.16.1 Chairs and couches- fabric covered with wood at heavy wear areas, heavy weight- special selection for each Center.
2.16.2 Tables, end and coffee type- to complement the chairs and couches.
2.16.3 Magazine rack, wall hung or free standing (multiple size compartments).
2.16.4 TV, (36” not a big screen type) with VCR and DVD players* and heavy duty cart for TV and accessory equipment so that TV can easily be moved from room to room.
2.16.5 Bulletin boards (as 2.03.6 above).

2.17 Lobby

2.17.1 Waiting bench. Steelcase*
2.17.2 Literature rack.* (multiple size compartments)
2.17.3 Bulletin boards (as 2.03.6 above).

* Furnishings marked with an asterisk may be bought in quantity, if budgets allow, for future Centers

END OF SECTION