1999 COMMUNITY CENTER LEVY PROGRAM

Building Program Template

Belltown Community Center
High Point Community Center Addition
International District Community Center
Jefferson Park Community Center Addition
Laurelhurst Community Center Addition & Renovation
Montlake Community Center Renovation
Northgate Community Center
Sand Point Community Center Renovation
Southwest Community Center Addition
Van Asselt Community Center Addition
Yesler Community Center

Updated on April 6, 2011

Table of Contents

Section **Page#**

Introduction 3

Summary of Assigned Area Allocations 4

Space Descriptions 5

GYMNASIUM **5**
Gymnasium Storage **6**
MULTI-PURPOSE ROOM **7**
Multi-purpose Room Storage **9**
KITCHEN **9**
LOBBY **11**
Entrance **11**
Lounge **12**
Reception **12**
ADMINISTRATIVE AREA **13**
ACTIVITY ROOMS **14**
Arts and Crafts Room **14**
Fitness Room **15**
Game Room **16**
School-age Childcare **17**
Resource/Learning Center **18**
Teen Act6ivities Room **18**
RESTROOMS AND SHOWERS **19**
UNASSIGNED AREAS **21**
Custodial Office & Storage **22**
General Building Storage **22**
Mechanical & Electrical Rooms, Circulation, and Wall Thicknesses **23**
OTHER CONSIDERATIONS **23**
Heating and Ventilation **23**
Site Development **24**
Building **24**
ADJACENCY & SUPERVISION MATRIX **26**

Appendix A: M & O Debrief & Comments on 1991 CCLP1 Projects

Introduction

This building program template is intended to serve as a basis for the development of design programs for the community centers that will be constructed, renovated, or added to with funding provided by the 1999 Community Center Levy Program (CCLP2). This building program template was developed from:

- a critical evaluation of all that has been learned from Seattle Parks and Recreation's (SPRs) experience with the community centers built in the 1991 Community Center Levy Program,
- input from the surrounding communities,
- the experience of Parks staff,
- the professional judgment of consultant design teams, and
- the application of City of Seattle and Parks Standards and policies, including Parks' Initiative for Sustainable Design.

This template includes elements that may not be required at each of the individual projects to be constructed under the CCLP2. Nor should sizes of rooms or other specifications be taken as absolutes. The areas of many spaces are given as a range; final sizes will be determined in consultation with the community served, within the constraints of the project budget. This template's scope includes the exterior and interior of the buildings. It anticipates that the design program for an individual community center will reflect the unique aspects and needs of its community and staff. This template also identifies goals for short- and long-term flexibility, and goals for the application of sustainable construction techniques and materials, while remaining within very strict budgetary limitations.

This program does not distinguish between construction and equipment budgets. Instead, it includes items that require space be provided for them, regardless of the funding source for their purchase.

Budgets for CCLP2 projects were developed before the Seattle City Council adopted the City's Sustainable Building Policy, and therefore do not account for the additional costs of registering and documenting a project's LEED rating. However, Parks Initiative for Sustainable Design mandates that projects shall be designed and constructed in accordance with sustainable practices to the extent possible within their budgetary limitations. Therefore, each CCLP2 project will pursue a LEED rating—whether actually registered with the US Green Building Council, or not—that is as high as possible under the then-current rating system.

Designers should refer to the 1999 Community Center Levy Program Building Template, provided herein, for requirements relating to materials and specified elements. The most recent edition of Design Standards for Community Centers should be consulted by designers for general architectural and landscape architectural direction with respect to siting and other considerations that typically arise early in a project's design.

Summary of Assigned Area Allocations

Space	Area (S.F.)	
Gymnasium (97' long x 68' wide)	7,178	(9% or 582 S.F. increase above '91 Levy CC's)
Gymnasium Storage	600	(33% or 200SF from 91 Levy CC's)
Multi-Purpose Room (Note 1)	2,700	
Kitchen	450	(30% or 100 SF increase from 91 Levy)
Lobby	Total = 1,158	
Entry	100	
Lounge	700	
Reception	350	(61% or 220 SF increase from 91 Levy)
Administrative Area:	Total = 480	
Private Offices (2 @ 90 ea)	180	
Other Office Area	300	
Activity Rooms[1]		
Arts and Crafts	550	
Fitness	550	
Game Room	700	
School-age Child Care Center	1,225	(31% or 300sf added for DHHS requirements of 35sf/child)
Resource/Learning Center	400	
Teen Room	700	
Restrooms and Showers:		
Restrooms (2 @ 195 S.F.)	390	
Key-Lock Showers (2 @ 70 S.F. ea.)	140	
Outside Restrooms (2 @ 60 S.F. ea.)[2]	120	
Total Assigned Area:	**17,333**	
Unassigned Area (@ 15% of total area)[3]	**2,667**	
Total (Gross) Area	**20,000 S.F.**	

[1] Storage associated with each space is included in the areas shown here.

[2] Consider only if exterior programs require comfort station (outdoor restroom) support. In past site development projects, the presence of a number of parks recreation features such as playfields or play areas, has led to consideration of a comfort station built in the CC but accessible form the outside.

[3] Unassigned areas include mechanical, electrical, and elevator machine rooms, as well as custodial office with associated storage, general building storage, circulation space, and wall thickness.

SPACE DESCRIPTIONS:

GYMNASIUM - 6,596 S.F.

a. Layout - Provide a regulation basketball court on total gym floor of approximately 97' long x 68' wide, for a total of 6,596 square feet. These dimensions will accommodate a Parks standard basketball court with space for spectators' bleachers and other game courts. Provide an unobstructed ceiling height of 26' minimum. The gym doors on shorter walls should be located near corners. Entries along longer walls must be located at corners or the middle of the gym's length.

b. Activities - The gymnasium will serve as a large multi-purpose space within the new community center. It will provide traditional active recreation such as basketball, volleyball and league sports. And it will also be a large community room to accommodate occasional social events such as dances, community meetings, and political gatherings. The first priority uses will be those activities that support the surrounding community rather than citywide activities such as league play. Lighting, furnishings, and equipment should be designed to accommodate these uses.

c. Relation to Other Spaces - Restrooms should be located near the gym. Gym storage shall be accessible from the gym. The main gym entry should be located so that participants pass the reception desk when entering the gym. A drinking fountain should be available outside the gym, conveniently located for players, but not obstructing other corridor traffic.

d. Equipment & Furnishings

i. Electrical

- Sports Lighting - Provide HID metal halide lighting for gym court sports play, to 100 foot candles. Coordinate electrical with daylighting light systems.
- Event Lighting - Furnish a parallel separate incandescent lighting system with dimming controls for dance or other non-sports uses.
- Sound - Install a public address and intercom system, a music system with speakers for performances, dance, and exercise, and recessed floor electrical power outlets where they are needed.
- Miscellaneous Electrical - Supply a wall clock and scoreboard with a control panel.
- Security - security cameras.
- Emergency - Furnish audio-visual alarms and emergency exit signs and lighting.

ii. Floor

- Type - Install a maple wood floating sports floor, game lines for basketball, volleyball, badminton and pickleball.
- Accessories - Include nets and posts with reinforced and recessed floor post sockets.
- Maintenance - Provide a power floor-vacuum squeegee, two-stage buffer, entry walk-off mats, interior walkway and non-sports floor protection covering.

iii. Equipment

- Miscellaneous - Include roll-away bleachers, scorer's table, gymnastic and exercise equipment with mats, portable staging, tables and chairs with non-mar, resilient rubber or plastic contacts with the floor.
- Basketball Goals - Supply six power-operated goals with six wall run-out pads behind each one.

e. Finishes

i. Wall & Ceiling Treatment

- Covering - Install acoustical material from approximately eight feet above the floor as high as needed to deaden sound, including ceiling if required to achieve appropriate reduction in reverberation time.
- Armoring - Cover exposed GWB wall partitions with painted MDO board over areas subject to high impact from balls.

ii. Doors and Windows

- Doors - Double door access from lobby is required. Exit doors must have electrical security alarms that will signal unauthorized non-emergency use.

- Windows - Windows or skylights can reduce energy use by providing daylight. Care must be taken to avoid glare that can interfere with players' vision.[1] Avoiding excess heat gain must also be considered; exterior sun shading and special glazing should be considered.
- Divider Curtain - A rollup partition curtain will divide the gym into two separate program areas for simultaneous use.

f. Heating and Ventilation

- Noise - Provide low-noise ducts and diffusers for the gym.[2]
- HV Control – Maintain constant levels of room temperature and humidity with special sensors and HV zone controls for this space.[3]
- Airflow - Players must feel air moving over their body while playing. If not they will open doors to the outside and this may, as in the past, allow rain to blow onto the floor near the open door, resulting in a warped floor.

g. Special Considerations **-** In the past most special events occurred only in the Multipurpose Room. Now there appears in some neighborhoods a desire for accommodating larger gatherings on a more frequent basis. If so, consider budgeting for additional tables and chairs plus staging. If provided, they must be designed to minimize gouging or scratching the wood floor. Special floor covering and walkway mats should also be considered for these types of assembly events. Finally, storage for portable staging, audio equipment, tables and chairs must be provided and this is expected to double the current 600 SF allocation of gym storage.

h. Alternatives **-** The Design Team and community may wish to invest this 582 S.F. addition in another way while retaining the earlier smaller gym and remaining within the total 20,000 S.F. building size limit.

i. References **-** This augments and incorporates ***DESIGN STANDARDS FOR COMMUNITY CENTERS,*** Section IV. ***BUILDING ELEMENTS***, ***Interior Spaces***, page 8, subparagraph 15 (***Gymnasium***). See ***GENERAL INSTRUCTIONS FOR: "DO'S AND DO NOTS FOR THE CONSULTANTS***; and, ***SPR DESIGN STANDARDS***, including:

DIVISION 7 - THERMAL & MOISTURE PROTECTION, Vapor Retarders (Section 0719)
DIVISON 8 - DOORS AND WINDOWS, Doors (Sections 08100, 08200), Hardware (Sections 08700 - 08710.01);
DIVISON 9 - FINISHES, Wood Flooring, Carpeting and Interior Painting (Sections 09550.01, 09680.01, 09900.01 & 09900.58); Acoustical Treatment (Section 09510);
DIVISON 10 - SPECIALTIES, Signs (10440.01), Operable Partitions (Section 10650)
DIVISION 13 - SPECIAL CONSTRUCTION, Control Systems (Section 13800.01); Energy Management Control System (EMCS) (13800.01)
DIVISION 15 - MECHANICAL, Heating, Ventilating and Air Conditioning, Air Handling (Section 15850) and,
DIVISION 16 - ELECTRICAL, Lighting (Section 16500).

GYMNASIUM STORAGE - 400-600 S.F.

a. Layout - Provide a minimum of 400 S.F. of walk-in space; 600 S.F. is preferred. Additional and separate storage room space of 600 S.F may be needed to store tables, chairs and portable staging for an occupancy load of up to 480 persons.[4]

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[1] Note that natural light was a problem for players at Miller CC under some daylight conditions.

[2] Noisy air-handling equipment has been a problem in the past at community centers, e.g. Hiawatha CC.

[3] This is critical for the wooden floating sports floor in both the gym and the multipurpose room. Roof and wall leaking has been the most obvious cause of floor damage. However, inflexible heating and ventilation controls have also contributed to past damage of wooden floors. Some past wooden floor damage in Park facilities has occurred when building HVAC setbacks on weekends or holidays allowed the space to cool and gain humidity at levels that significantly deviated from the normal interior 70 degree/50% humidity levels, resulting in the wooden floor moisture absorption, swelling and buckling. Successful repair is uncommon and replacement costs are a minimum of $11/sf. Automatic controls for both temperature and humidity should be used to moderate ventilation and heating levels even when the facility or spaces are not occupied.

[4] Assumes "A 2.1" assembly and 15 SF occupancy factor per person.

The gym storage may also serve as storage in support of activities that occur elsewhere in the community center. For example, tables, chairs and staging may be stored that could serve both the Multipurpose Room and the gym. Note that storage shortages are a chronic issue at community centers.

b. Activity Supported - The equipment stored includes equipment for active sports, such as court nets and standards, indoor soccer goals, exercise and gymnastic equipment, balls.

c. Relation to Other Spaces - Gym storage shall be adjacent to and accessed from the gymnasium, but separate from mechanical rooms or electrical panels.

d. Special requirements

- Floors - The floor threshold should be even with the gym floor. Floors can be concrete, over which equipment can be dragged without major damage to either equipment or floor.
- Walls - Walls should be durable and have impact resistant surfaces (e.g. MDO board) over the lower eight feet. Some wall hooks, wall-mounts and built-in and locking storage bins, boxes or cabinets may be installed and made of a durable material.
- Ceilings - These shall be GWB and painted.
- Doors - The double door main entry shall have a six-foot opening with removable astragal and the doors shall have locking hardware.

e. References - See Gymnasium.

MULTIPURPOSE ROOM - 2,700 S.F.

a. Layout - Provide approximately 2,700 square feet in area with a movable room divider across the narrow axis that can divide the room into two spaces.

b. Activities - The room will be used for banquets, dances, or presentations and will be the main gathering location for groups up to 180 persons. In addition the space can be used for small group meetings and activities, dance classes, martial arts, aerobics, court games, and children's games in support of the childcare program. The multi-purpose room may also substitute for a Teen Room or for partial service for *Late Night* teen programs.

c. Relation to Other Spaces

- Kitchen - The kitchen shall be adjacent to the multi-purpose room for events at which food is served, and accessible via a pass-through window and a door.
- Gym - The multi-purpose room should ideally be located close to the gym to serve large events where people can flow between the rooms.
- Restrooms - In addition, the multi-purpose room should be easily accessible to restrooms. Designers should consider providing a restroom directly off the multi-purpose room for use by the school-age childcare program that will use this space during school vacations.
- Open Space - Proximity to nearby outdoor open space is preferred, such as a shaded terrace that can support receptions, wedding and etc. The Arboretum Graham Visitor Center is a good example.
- Observation - The main entry to the multi-purpose room should require the public to pass by the reception desk upon entering the building and traveling to the multi-purpose room.
- Storage - Storage space for chairs (on dollies) and tables shall be directly accessible from the multipurpose room.
- Special Rental Events – The building should be zoned for security to allow rental of the multi-purpose room and kitchen, with access to toilets, without opening the remainder of the facility.

d. Equipment & Furnishings

i. Electrical

- Lighting - Provide flexible lighting design to accommodate various activities.
- Sound - Supply a PA system and music system.

ii. Floor

- Wood Floor - Install a maple wood sports floor with resiliency suitable for dance and exercise.

- Accessories - Include portable staging, tables, chairs and floor mounted electrical outlets in support of a stage event at one or both ends of the room.
- Maintenance - Furnish entry walkoff mats, interior walkway and non-sports floor covering mats, a power floor-cleaning squeegee and two-stage floor buffer.

iii. Walls and Ceiling

- Walls - Add a wall-mirror and an exercise balance bar on one or two walls, and acoustical treatment on others.
- Screen - Provide smooth, light color painted wall area or screen on which to show film or slide presentations.
- Armoring - Furnish impact-resistant wall coverings, e.g. wainscoting, painted MDO plyboard, bumpers, chair rails, and corner guards to protect walls, corners and cabinets from chair and table dollies.
- Miscellaneous - Install coat hooks at the entry, a wall clock and two 4' x 8' bulletin boards.

iv. Doors and windows

- Doors - Provide wood double-door main entry doors appropriate to the room fire rating.
- Portable Wall - This room will be dividable into two spaces (1/3 and 2/3 room division) with the larger portion adjacent to the kitchen. The room divider will be an operable, ceiling-hung acoustical wall.
- Windows - Provide windows or skylights with shades to reduce energy and introduce natural light without excess heat gain or glare.

e. Heating and ventilation (HV)

- Noise - Provide low-noise ducts and diffusers to make the same considerations as in the gym for maintaining constant temperature and humidity levels preserve the wood floor.
- Air Movement - Ventilation shall be provided at various levels such that participants involved in the most rigorous activities will feel air movement over their bodies, while those sitting at banquet tables should experience less air movement.
- Control - This room, like the gym, should be separately zoned because of the wood floors. Separate room controls shall also be provided for each partitioned space.

vi. Other Furnishings - Cabinets will be plastic laminate. Provide two coffee-bar sinks and counters, one for each side.

f. References - This augments and incorporates ***DESIGN STANDARDS FOR COMMUNITY CENTERS, Section IV. BUILDING ELEMENTS***, ***(Interior Spaces)***, page 8, subparagraph 14 ***(Multipurpose Room)***. See, ***GENERAL INSTRUCTIONS FOR: "DO'S AND DO NOTS FOR THE CONSULTANTS; and, SPR DESIGN STANDARDS*** including:

DIVISION 7 - THERMAL & MOISTURE PROTECTION, Vapor Retarders (Section 0719)
DIVISON 8 - DOORS AND WINDOWS, Doors (Sections 08100, 08200), Hardware (Sections 08700 - 08710.01)
DIVISON 9 - FINISHES, Wood Flooring, Carpeting and Interior Painting (Sections 09550.01, 09680.01, 09900.01 & 09900.58); Acoustical Treatment (Section 09510);
DIVISON 10 - SPECIALTIES, Signs (10440.01), Operable Partitions (Section 10650)
DIVISION 13 - SPECIAL CONSTRUCTION, Control Systems (Section 13800.01); Energy Management Control System (EMCS) (13800.01)
DIVISION 15 - MECHANICAL, Heating, Ventilating and Air Conditioning, Air Handling (Section 15850) and,
DIVISION 16 - ELECTRICAL, Lighting (Section 16500).

MULTIPURPOSE ROOM STORAGE - 100 S.F.

a. Layout - Provide approximately 100 square feet of storage space adjacent to the multipurpose room. Divide the storage room into two units, placed at opposite ends of the room.

b. Activity Supported - This space will store chairs and tables, as well as equipment for aerobics and miscellaneous related activities. Note that the allocated storage space of 100 SF may need to be increased and likely doubled with storage of large numbers of tables and chairs, e.g. for 200 persons.

If the Community Center has no specific Teen Room, additional storage may be provided in this space for art and craft supplies as well as *Late Night* teen program storage, including secured spaces for audio and musical equipment.

c. Relationship to other spaces - Storage should be adjacent to the gym for sharing of portable staging, tables and chairs. This space should be kept separate from mechanical rooms or electrical panel rooms if possible.

d. Special requirements

- Floors - Floors can be a heavy-duty surface such as concrete, over which equipment can be dragged without major damage.
- Walls - Walls should be durable and have impact resistant surfaces at least at the lower four feet. Bumpers and corner guards shall protect corners and cabinets from chair and table dollies.
- Ceilings - Ceilings shall be gypsum wallboard (GWB) and painted.
- Doors - The double door entry shall have a six-foot opening and the door shall have lock hardware. The floor threshold should be even with the multi-purpose room floor for carting heavy stacked chairs.

e. References - See above, Multipurpose Room.

KITCHEN - 350-600 S.F.

a. Layout - This space allocation ranges from 350 to 600 SF. There is no particular space layout recommended. This space allocation has increased from the 1991 Levy community center assigned area so as to support community meal preparation and cooking classes for 8 to 10 persons.

i. Alternatives - The concept of a “food preparation” kitchen verses a “food warming” kitchen began in 1991 as some of the new community centers opted for the former at more cost. Others chose instead to invest elsewhere in the building development. The 100 to 250 S.F. of space to allow for teaching may also be omitted from the kitchen plan and would also change the kitchen equipment choices.

b. Activities -The community center kitchen ideal has changed from a "warming kitchen" to a "full-service" food preparation and teaching area. One of the activities that draw community members together is preparing large quantities of food for a celebration or festival. In addition, cooking classes for 8 to 10 students can be held in the room.

c. Relation to Other Spaces - A pass-through window to the larger multipurpose room space will support rental of the multipurpose room for banquets, etc. The kitchen should be located near the Childcare Room and the Teen Activity Room.

d. Equipment & Furnishings

i. Electrical

Provide two commercial reach-in refrigerators, each with a freezer section, or a freezer and two reach-in refrigerators. The goal is to create a 1/3 to 2/3 ratio between the freezer and the refrigerator. Multiple electrical outlets are required on walls at counters, and for a convection oven. A heavy-duty commercial dishwasher with adjacent drying and clean dish stacking and dirty-dish scraping and loading areas are needed.

ii. Floor - A heavy duty, food service-quality, and slip resistant floor surface with cove base is desirable with cove base. This may be ceramic or quarry tile or a more flexible poured-in-place polyurethane covering. Vinyl tiles or sheeting will not perform adequately in the kitchen.

iii. Walls and Ceiling - Wall finishes behind dish tables and the dish cleaning area should be highly resistant to abrasion and easily cleaned such as fiberglass reinforced plastic (FRP) or stainless steel. The remaining kitchen elements should have smooth, tight finishes that can be easily cleaned and are impervious to moisture such as epoxy coatings.

iv. Heating and ventilation (HV) - A commercial range hood, sized and rated for equipment to be installed, shall be provided. (Check needs for a Class A range hood that has fire suppression and explosion proof lighting systems with the King County Health Department.) Provide room make-up air ventilation.

v. Other Furnishings

- Cabinets - These will be plastic laminate with heavy-duty hardware (including European style) and capable of storing dish service for 100, along with pots, pans and utensils.
- Sinks - A three-compartment pot sink is required. The room shall also have a food preparation sink with a special air-gap drain, self-priming floor drains, grease trap, a separate hand-washing sink with soap and paper towel dispensers.
- Counter - The serving counter layout should stress flexibility with stainless steel surfaces. A countertop rollup window shall be included for pass-through service to the multi-purpose room preferable to the largest divided space.
- Mobile serving units - Two to three units on locking casters will allow food and equipment to be moved into larger rooms when large groups gather in the facility.

Equipment Summary

- 36" min. Electric Cook Top Range w/oven base
- 1 deck Convection Oven w/cabinet base
- Ventilator Hood over range vented to the outside, etc.
- Prep/work tables (w/min. one sink)
- Dishwashing (clean and soiled Dish tables, heavy-duty dishwasher, hood)
- Serving units (3 or 4-well hot Food table with protector shield, utility unit.)
- Hand sink w/soap and towel dispenser
- Storage cabinet (dry)
- Two to three compartment stainless-steel sink
- 2' x 3' bulletin board
- 2-20 c.f. reach-in refrigerators
- 1-20 c.f. freezer
- 3 large coffee maker urns
- 1first aid cabinet
- 1set pots/pans
- 1 cutting board
- 1 cooking cutlery/utensils
- 1 group serving utensils
- 1 set rodent-proof canisters
- 10 sets salt/pepper shakers
- 10 sets sugar/cream service
- 100 dinner plates
- 100 salad/dessert plates
- 100 coffee cups
- 1 clock
- Faucet with high neck

e. Storage Requirements

- Cabinet & Counter Space - Provide cabinet and counter space for equipment listed above.
- Pantry - Furnish pantry storage in upper cabinets 18 inches and 12 inches deep and with high quality locks.

f. Finishes

- Floor: Tile floor pitching to 1 or 2 floor drains
- Walls: Enamel paint or stainless steel over moisture resistant GWB
- Ceiling: Paint over moisture resistant GWB with flush 2 x 4 fluorescent lights
- Doors: Wood

g. Critical Dimensions **-** Ensure that required ADA regulations are incorporated in the kitchen design in order to provide reach ranges to most items, cabinet toe clearance, and work space heights and floor space clearance that will accommodate the widest range of users as specified in the ADA regulations. A nine-foot minimum ceiling height is also required.

i. References **-** This augments and incorporates ***DESIGN STANDARDS FOR COMMUNITY CENTERS,*** Section IV. ***BUILDING ELEMENTS***, ***(Interior Spaces)***, page 7, subparagraph 13 (***Kitchen***). See***, GENERAL INSTRUCTIONS FOR: "DO'S AND DO NOTS" FOR THE CONSULTANTS***; and, ***SPR DESIGN STANDARDS***, including:

DIVISON 8 - DOORS AND WINDOWS, Doors (Sections 08100, 08200), Hardware (Section 08710.01)
DIVISON 9 - FINISHES, Interior Painting (Section 09900.58); Acoustical Treatment (Section 09510);
DIVISION 13 - SPECIAL CONSTRUCTION, Control Systems (Section 13800.01); Energy Management Control System (EMCS) (13800.01)

LOBBY The lobby incorporates three distinct areas: the **entrance area**, the **lounge area**, and the **reception area**. The total combined space range is **1,000-1,150 S.F.**

Entrance - 100 S.F.

a. Layout - No particular layout is recommended. However, the entrance should be within view of the front desk staff.

b. Activities - Visual orientation is the first experience that occurs upon entering and departing - hence the importance of light, colors and visual contrast. The lobby conveys the initial impression of the facility and as such it needs to impart a welcoming feeling of friendship and neighborliness as a community "living room". It should easily accommodate ambulatory and non-ambulatory visitors, and be a place for socializing, for gathering or merely waiting for transportation.

c. Relation to Other Spaces - This needs to be clearly visible from the outside and inside, providing an open and inviting approach to the Center, as well as a clear view of the immediate exterior for those departing. Front desk staff should have visual control of the entry, as well as other elements of the lobby area.

d. Equipment and Furnishings

i. Lighting- The entrance foyer is a visual transition space in which upon entry, the eyes adjust from the outside to the interior and vice versa upon departure. Therefore, light levels must be carefully planned to allow for these transition and easy orientation. The interior and exterior lighting must be interrelated along with all other exterior lights including the marquee, walkway, parking and other signs, all to convey a sense of security while contributing to a smooth visual orientation.

ii. Floor

- *Protection* - The entrance shall have a walk-off mat to remove moisture inside the door or in the vestibule space between the entry doors. A metal grating just outside the door can serve to remove mud and debris from shoes, but the grating openings must not be larger that one-quarter inch for ADA access. This is important to protect interior floors.
- *Surface* - The entry floor should be a hard surface that can be easily cleaned but not too noisy.
- *Floor space shall be provided for recycling bins and a pay phone.*

iii. Doors & Windows - Two sets of heavy-duty doors are required with removable center mullions and each leaf to be ADA compliant for opening pressure. Several entry door details have raised ADA compliance issues in the past, including door opening pressure, free space clearance in the vestibules and door leaf openings. Automatic door operation has been used before so as to combine ADA access and heavy double vestibule doors.

Lounge - 700 S.F.

a. Layout - This area should provide comfortable seating for up to 25 visitors. No particular layout is recommended. Natural lighting and views of other activity areas are desirable attributes. The lounge area should be under visual control of the front desk staff.

b. Activities - Visitors can wait for transportation or to access the lobby desk or await arrival or departure with others. They can also pause to read or sit and enjoy the surrounding atmosphere.

c. Relation to Other Spaces - This should allow views to outside landscaped areas and approaching vehicles. It should be near the reception desk, but far enough away to maintain a sense of community living room and not conflict with activities at or in front of the reception desk.

d. Equipment and Furnishings

i. Electrical - The lounge lighting should be used to unify function and aesthetics. Wall lighting mixed with table lights and general down lighting can add to a pleasant environment.
ii. Floor Covering - Floor carpeting adds to the warm atmosphere.
iii. Furnishings - Provide end tables, coffee tables, table lamps, magazine and book racks information and display kiosks, brochure racks, and bulletin boards.
iii. Wall & Ceiling Treatment - Support the lounge atmosphere with suitable coverings.
e. Special Considerations - A small coffee cart or concession cubicle may be desirable with utility support, e.g. lighting, power, sink, in addition to a nearby drinking fountain and pay phone. Trophy and artwork display cases must be considered but may not protrude into a main passageway and impede ADA access by visually impaired visitors.

Reception Area - 350 S.F.

a. Layout - This area must be large enough to directly serve visitors and manage the facility. Staff at the front desk must have a clear line of sight of all building entries and of the entries to other rooms from interior circulation.
b. Activities - The reception desk is the control point for the Center. From here, staff will greet visitors and provide them with information and assistance, while efficiently managing facility programs, security, other staff, building communication and controls, and all other administrative tasks. A staff work area and a building control and security monitoring area, with a computer station should be part of the reception area
c. Relation to Other Spaces - This should be clearly visible from the entry and lobby, and its close proximity to the offices will support interaction between staff and visitors. The reception area should have visual control over the facility's entrance and primary entrances to public places throughout the building. A coffee urn on counter can be within the lobby; and a vending area, if provided, should be adjacent but less prominently located.
d. Equipment and Furnishings
i. Electrical - To make the reception desk easy to locate, and to conduct reading, writing and personal communication tasks, it is desirable to have a higher level of illumination here while remaining aesthetically compatible with the surrounding environment.
ii. Equipment -

- Reception desk, 42" in height, shall have a lowered portion at 36" in height for ADA access and from which to serve children.
- Telephones, one for each of two workstations
- PA, security, and lighting control for entire building
- Cash handling area with register
- A Clock
- File drawers
- Computer terminals (each work station)
- Area above desk for storage
- Storage as required for pamphlets, brochures and office supplies, and sports equipment for checkout (basketballs, pool equipment, etc.) Parks should confirm equipment needs.

e. References - This augments and incorporates ***DESIGN STANDARDS FOR COMMUNITY CENTERS,*** Section IV. ***BUILDING ELEMENTS***, ***(Interior Spaces)***, page 5, subparagraph 1 (***Entry/Vestibule, Lobby, Lounge, and Reception Area***). See***, GENERAL INSTRUCTIONS FOR: "DO'S AND DO NOTS" FOR THE CONSULTANTS***; and, ***SPR DESIGN STANDARDS***, including:
DIVISON 8 - DOORS AND WINDOWS, Doors (Sections 08100, 08200), Hardware (Sections 08700, 08710.01);
DIVISON 9 - FINISHES, Carpeting and Interior Painting (Sections 09680.01 and 09900.01); Acoustical Treatment (Section 09510);
DIVISON 10 - SPECIALTIES, Signs (10440.01) and,
DIVISION 16 - ELECTRICAL, Lighting (Section 16500).

ADMINISTRATIVE AREA - 480 S.F.

a. Layout - No particular layout is recommended for this allocation of 180 S.F of office space and 300 S.F. of miscellaneous support spaces that together make up the 480 S.F. of Administrative Area.
b. Activities - Office activities will include administrative functions, as well as occasional job interviews and small staff meetings for program development, etc. One office space should accommodate the roving community center staff and the other office will be for the community center coordinator or assistant coordinator. As an alternative, two private offices may be included with a third office with three to four workstations. Each workstation needs a computer station and a desk. This office layout option will require a total office space of at least 280 S.F. and this addition of 100 S.F. must be made up from some of the space allocation under the 20,000 S.F. maximum building size. For the other space, provide an area with lockers for staff, a washer and dryer area with folding counter, and first aid/quiet area should be added at the designer's discretion and community and staff recommendation. The locker area would be for small personal items with coats and larger things being stored in the coat closet. The washer and dryer area is for athletic uniforms, miscellaneous towels and cleaning cloths, and occasional messes on washable items. Areas include:

- Private Offices (2 @ 90 S.F. each) 180 S.F.
- Open Office area - 80 S.F.
- Administrative Storage - 40 S.F.
- Staff Lockers (20) - 60 S.F.
- Washer/Dryer Area - 60 S.F.
- First Aid/Quiet Area - 60 S.F.

Total Administrative Area **480 S.F**.

c. Relation to Other Spaces - The general office should be near the reception desk within visual control of primary public areas and if possible, activity rooms and circulation of the Center. Views to exterior are desirable. The Center coordinator office should be set apart from the reception and staff offices. The first aid/quiet area does not need to be a separate room, but can be an alcove with a couch or day bed where a person with an injury or staff needing a break can rest.

d. Equipment & Furnishings

- 5' desk per office area
- (1) File unit per office
- (1) Computer terminal outlet for each of four desks
- A Copy machine
- A Safe
- A Bulletin board, 4' x 8'
- Coat hooks
- Storage shelves
- Small table with 5 chairs for small meetings
- Washer and dryer, ideally with a co-located utility sink

e. Storage Requirements

- Securable
- Coat closet
- Office supplies
- First aid items

f. Special Requirements

- Acoustical privacy

- In-floor (verify) “secure money drop safe” in recreation manager’s office
- Inter-office communication

g. Finishes

- Floor: Carpet
- Walls: GWB with paint
- Ceiling: ACT
- Doors: Wood

g. References **-** This augments and incorporates ***DESIGN STANDARDS FOR COMMUNITY CENTERS,*** Section IV. ***BUILDING ELEMENTS***, ***(Interior Spaces)***, page 7, subparagraph 12 **(*Offices*)**. See***, GENERAL INSTRUCTIONS FOR: "DO'S AND DO NOTS” FOR THE CONSULTANTS***; and, ***SPR DESIGN STANDARDS***, including:

DIVISON 8 - DOORS AND WINDOWS, Doors (Sections 08100, 08200), Hardware (Sections 08700 - 08710.01);
DIVISON 9 - FINISHES, Carpeting and Interior Painting (Sections 09680.01 and 09900.01); Acoustical Treatment (Section 09510);
DIVISON 10 - SPECIALTIES, Signs (10440.01), and
DIVISION 16 - ELECTRICAL, Lighting (Section 16500).

ACTIVITY ROOMS - Five rooms total 4,140 S.F.

Arts and Crafts Room - 550 S.F.

a. Layout **-** These rooms need to be as flexible as possible. For this reason storage is located in each of the rooms for different activities. Each activity room needs to have a counter and sink. Provide 550 S.F. of classroom space for crafts.

b. Activities

- "Clean" arts and crafts: knitting, weaving, sketching crafts projects, needlework, beadwork.
- "Dirty" arts and crafts: painting, carving, art projects involving messy materials, sculpture and assemblage, basket making, batik, flower arrangement, block printing, mask/costume making.
- Meetings of up to 50 people in lecture format, or workshop format (at tables).

c. Relation to Other Spaces

- Close to other activity rooms
- Adjacent or near to reception

d. Equipment & Furnishings

- Sinks; (2); one large stainless steel, commercial-grade stainless steel double sink in a counter with lockable storage below, (length will be determined by Parks), with plaster trap for art project debris and one hand- wash sink with soap and towel dispensers.
- 2 bulletin boards 4’ x 8’
- Display rail at 3-foot height, ideally along 2 walls
- Picture rail optional
- Clock
- 20 easels and stools
- 50 stacking chairs, heavy duty folding tables for 50
- Wet/Dry shop vacuum and other housekeeping equipment

e. Storage Requirements (50 S.F.) Closet with 50 LF of 2’ deep shelving to store paper, paint, pens, pipe cleaners, butcher paper, mop, and equipment cabinet for brooms, maps, shop vacuum. A mop sink is also desirable or a hose bib.

f. Special Requirements

- No visibility should be provided from the corridor into room.
- Natural light and 10 foot tall ceilings are required.
- Operable windows are a possibility

- Lighting should include deluxe warm white fluorescent lights with optional color-balancing wall washers for accurate color rendition
- Washable surfaces
- 20 L.F. of lockable upper cabinets, 12” to 18” deep
- Self-priming floor drains with plaster traps are required.

g. Finishes

- Floors: Linoleum with a continuous transition to an 8-inch base, for ease of maintenance and cleaning.
- Walls: Water-resistant GWB in areas subject to moisture to 42 inches high over moisture-resistant gypsum wall board above wainscoting.
- Ceilings: Gypsum wallboard with epoxy paint
- Counters: Lab-grade plastic-laminate on plywood for counters, with 6-inch high backsplash.
- Cabinets: extra heavy-duty commercial grade glides and hinges on cabinets.

Additional Information - See Parks Memorandum, September 8, 1992, on Storage Space for Recreation Programs in the Appendix for sketches for possible arrangements of storage.

Fitness Room - 550 S.F.

a. Layout - Area will have no specific layout.

b. Activities - Stationary machines, stretching pads, and wall-mounted bars will provide a broad range of stretching, aerobic, and non-aerobic exercises.

c. ***Relation to Other Spaces***

- Adjacency to key-lock showers and public restrooms
- Visible from reception desk for monitoring of users
- Suggest easily accessible from general circulation

d. Equipment & Furnishings

- 3 stair- step machines (Stairmaster 4000 PT)
- 7 weight training machines (commercial grade)

i. Leg press
ii. Shoulder press/pectoral and deltoid
iii. Abdominal crunch
iv. Seated biceps curl/triceps press
v. Back hyper-extension board with an inclined sit-up attachment
vi. Vertical chest press
vii. Pull-up/dip assist

- Free weights with mats
- 2 computerized stationary bicycles (Lifecycle 9500 or approved equal)
- Instruction placards
- Anatomical Charts
- A Clock
- 10' x 10' stretching mat
- Wall mirrors on 2 walls

***e. Storage Requirements* (50 S.F.)** minimal for athletic equipment storage.

f. Special Requirements

- Electrical outlets as required for exercise equipment.
- Sound insulation is critical, especially if near or adjacent to a room used for meetings.
- Provide 6’ wide door opening for equipment access.
- Space must meet or exceed number of air changes as required by the State Energy Code (chapter 2).

g. Finishes

- *Floor*: A resilient rubber or rubber-like special cushion flooring system for safety.

- *Walls*: GWB, painted is the standard. Wainscoting may provide an attractive armoring of the lower wall areas.
- *Ceiling*: ACT

h. Critical Dimensions - 10 foot minimum ceiling height

Game Room - 650 - 700 S.F.

a. Layout - Games that will require permanent set up are pool, and electronic games. Other activities could occur such as board games if the table tennis table can be folded in this room. If regulation clearances are used for one pool table, one table tennis table and 6 electronic games will require 1,125 S.F. If clearances are reduced to casual play, 650 S.F. is a minimum space required.

b. Activities - As young people will be the primary users of this space the game room door and interior must be visible from the reception area for control over activities. There is potential for vandalism of coin operated machines. It will typically be noisy. Connections to public spaces should consider those uses and the noise impact.

c. Relation to Other Spaces - The Game Room should be near but not part of the Teen Room.

d. Equipment & Furnishings

Note: Equipment list can be refined or combined with other mixed uses which will depend on community and staff input and priorities.

- Pool table and cue sticks
- Table tennis table with paddles and balls (folding style preferred)
- Electronic games
- Foldable card tables
- Foosball

e. Special requirements

- A storage closet of approximately 50 S.F. is required for play equipment, folding tables, stacking chairs and miscellaneous games.
- Cabinets: Small area with shelves for extra games and equipment.
- Provide rough in for big screen TV and cable TV, Parks will approve location.
- A light is required above the pool table, and more general lighting for table tennis.
- Lighting should not create glare for electronic games; CDT louvers are recommended on fluorescent lights
- Electrical outlets as required for electronic games.
- The walls must have sound attenuation provided.

f. Finishes

- Floor: Resilient tile
- Walls: GWB with paint is the standard with impact resistant wainscoting will provide an attractive armoring of the lower wall areas.
- Ceiling: GWB with paint

g. Critical Dimensions - 10 foot minimum ceiling height

School-age Childcare Center - 1,225 S.F.

a. Layout - Compliance with DHHS Licensed Childcare regulations will be a key determinate of the space, furnishings, size and layout. The usable space per child ratio required by DHHS is 35 S.F. per child. Also, a minimum of two exits are required and set apart a minimum of half the diagonal distance across the room. For a maximum of 30 children, at 35 S.F. per child of usable space, the raw minimum S.F. of space needed is 1,050 S.F. In addition, a toilet room, an office, and storage may require an additional 175 S.F. Therefore, total space required for a program serving up to 30 children (a minimum of two staff) will be a minimum of 1,240 S.F.

b. Activities - The most frequent use of this room will be for School-age Childcare and it is to be licensed as such. Parents will watch or even participate with their children, while other parents will be using the center. This will probably occur in the late mornings, afternoons, and early evenings. Other rooms, such as the multi-purpose room, should be designed with childcare in because summer day camp programs will frequently enroll 80 to 90 children.
The room may also be used for general meetings for up to 49 people. Chairs and tables will be needed from other community center resources for various meeting set-ups.
c. Relation to Other Spaces - This area should be close to the reception area and a restroom as well as an associated outdoor play area. Ideally, a door from this room will open into an exterior enclosed play area.
d. Equipment & Furnishings

- 2 or 3, 4' x 8' bulletin boards
- White board
- Shelving in closets, cabinets for storage of children's toys, meeting accessories
- Clock
- First Aid supplies

e. Storage Requirements

- 3 LF of lockable storage beneath sink with shelves and drawer
- Kids' cubbies (minimum 30) for coats and books.

f. Special requirements

- Electrical for overhead projector.
- Shielded light fixtures
- Loose rug or area carpet appropriate for children (anti-microbial, etc.)
- Low cabinets, counters, art sink, designed for use by children
- 6 LF of full height storage cabinets, 18 inches deep, for toys, games, etc. to be used by children.
- A care provider office is needed with a desk, files, computer and telephone for paperwork and additional storage for extra clothing for children as well as for records (including confidential records) and for holding prescription and non-prescription medications, first aid and cleaning supplies.
- A separate care area is required with a rest surface for children who become ill at the Center. The space may be part of the office/quite area.
- At least one toilet room should be immediately accessible from this space for childcare program use. There is no need for child-size fixtures, although lavatories and toilets should be mounted or have stools and seat extenders to accommodate small children.

g. Finishes

- Floor: Vinyl tiles with loose rug or area carpet
- Walls: GWB paint
- Ceiling: ACT

Resource/Learning Center - 400 S.F.

a. Layout - The size shall accommodate a learning space with computers, a reference area, tutoring space and a small closet. Note that in the 1991 Levy, space was allocated for a computer room that could accommodate up to 20 computer stations and serve as a computer classroom or individual learning stations. The current expectation is smaller and more flexible, and it combines only a few computer learning stations with other areas for reference and tutoring or small conferences.
b. Activities - Activities include computer learning, studying, tutoring, small conferences and use of a reference library.
c. *Relation to Other Spaces* - To maintain a quiet environment, the room shall not be adjacent to noisy activity rooms.
d. Furnishings

i. Electrical

- Service - Cable (fiber optic), phone service, surge-protection and outlets must be provided for the computer stations. These should be built in to avoid surface wire and outlet tripping hazards. Another option would be to install surface-mounted wall wiring but this suggests that computer stations be set up along the walls.
- Lighting -The lighting scheme must be glare-free and capable of supporting workstation tasks as well as overall room lighting.

ii. Floor - Provide (static-free) floor covering for comfort and noise attenuation. . A table and chairs will accommodate tutoring and small meetings.

iii. Walls and Ceiling - Provide sound attenuation with ceiling and wall coverings.

iv. Heating and ventilation (HV)

- Noise - Diffusers and ducts must be sized and selected to minimize noise.

e. Equipment

- Printer and printer station to store paper and manuals
- Two 4' bulletin boards and one white board
- Shelving in closets, cabinets for storage of meeting accessories
- 20 1.f. of 5' high built-in book shelves
- Up to six (6) computers and workstations (consider making these "rollable" so they can be easily stored)
- A Clock

f. Storage Requirements - A small storage closet, with locking hardware, may be necessary for storing additional computer equipment, paper and manuals.

<u>Teen Activities Room</u> – 700 S.F.

a. Layout - Provide approximately 700 square feet of adaptable space.

b. Activities - The space should be designed for a variety of activities and uses, not exclusively teen activities. Activities may include quiet game playing, reading, writing, drawing, and video viewing.

c. ***Relation to Other Spaces*** - The room should open onto the Game Room with a min. 6' – 0" opening between rooms, and still provide good acoustic separation for quiet activities.

d. Furnishings

i. Electrical

- Service – Data ports, phone service, and surge-protected outlets must be provided for 2-3 fixed computer stations; laptop use should be supported on all walls. Convenience outlets should be located to support use of large-screen video monitor and playback system.
- Lighting -The lighting scheme should provide multiple lighting levels: glare-free for workstation tasks, and adjustable for overall room lighting.

ii. Floor - Provide hard surface flooring with rug or loose-laid carpet area covering for comfort.

iii. Walls and Ceiling - Provide sound attenuation with ceiling and wall coverings.

e. Equipment

- Printer and printer station to store paper and manuals
- Large-screen video monitor and playback system
- Sound system for music
- 2 - 4' x 8' bulletin boards and one white board
- Shelving in closets, cabinets for storage.
- 20 1.f. of 5' high built-in book shelves
- Two or three computer workstations.
- A Clock

f. Storage Requirements - A storage closet with locking hardware and shelving for supplies should be provided. A locking closet into which a large-screen video system can be rolled should be provided.

Special Requirements: Counter and sink; storage for games and supplies; minimum 6'- 0" door opening plus relights to Game Room, and a possible connection to the Kitchen.

g. References - This augments and incorporates ***DESIGN STANDARDS FOR COMMUNITY CENTERS,*** Section IV. ***BUILDING ELEMENTS***, ***(Interior Spaces)***, pages 6 & 7, subparagraph 6 ***(Activity Rooms)***, subparagraph 7 - ***(Computer Training Room)***, subparagraph 8.- ***(Game Room)***, subparagraph 9 - ***(Kid's Room)***, subparagraph 10., ***(Fitness Room)***, and subparagraph 11 - (***Teen Room)***.

See***, GENERAL INSTRUCTIONS FOR: "DO'S AND DO NOTS" FOR THE CONSULTANTS***; and, ***SPR DESIGN STANDARDS***, including:

DIVISON 8 - DOORS AND WINDOWS, Doors (Sections 08100, 08200), Hardware (Sections 08700 - 08710.01)
DIVISON 9 - FINISHES, Carpeting and Interior Painting (Sections 09680.01 and 09900.01); Acoustical Treatment (Section 09510);
DIVISON 10 - SPECIALTIES, Signs (10440.01) and,
DIVISION 16 - ELECTRICAL, Lighting (Section 16500).

RESTROOMS AND SHOWERS - 530 S.F.

a. Layout - This is space allocated for restrooms and showers and layout should attempt to play toilet fixtures (lavatories, toilet closets and urinals) along a common wall so they may be easily accessed for maintenance from behind the wall.

i. Code Requirements - The number of toilet closets, lavatories and urinals is formulated in the Seattle Building Code according to the type of building or occupancy category and a corresponding occupancy load for that category. The design should provide a Plumbing Analysis to calculate the number and type of fixtures required and size these to the above allocation. Below is a matrix of ideal numbers of fixtures that are likely to fit within the space.

Restroom Matrix Proposed for Community Centers

type	water closets	lavatories	urinals	showers	Est S.F.
Men	2	2	2		160
Women	3	3			160
Unisex	1	1		1	80
Unisex	1	1		1	80
Children	1	1			50
Totals	**8**	**8**	**2**	**2**	**530**

Compromises and revisions may be made in the number and type of fixtures as allowed by the Plumbing Code.

ii. ADA Compliance - Each toilet room must meet ADA specifications for type and placement of fixtures and all amenities.

iii. Minimum Requirements - A minimum restroom requirement is three water closets and two lavatories for women, and one water closet, one urinal and one lavatory for men (or one water closet, two lavatories and two urinals) in each of the men's toilet room spaces.

iv. Single-Use Unisex/Family Restrooms, Changing & Shower Rooms - Though not a Code requirement the Department has established a need at each new community center for these facilities. Each room has a one-stall shower, lavatory, bench and toilet, with circulation or maneuver area that is just large enough to shower, dry, and change clothes with an attendant (if required) behind a locked door. One room shall be fully ADA accessible.

b. Activities - Toileting, washing, showering, and changing

c. Relation to Other Spaces - All activity spaces should have easy access to the restrooms. Entries should be visible from the reception staff area. Close proximity should be provided to the gym, kitchen, multi-purpose room, Childcare Center and custodial space. Consider comfort stations built into the

Community Center and accessible from the outside if it is adjacent to playfields and no other comfort stations are available for outdoor sports when the community center is closed.

d. Plumbing Maintenance Access - All water and sewer pipes, traps and clean-outs for toilets, urinals and lavatories shall be accessible to maintenance staff from behind the wall. Ideally, this maintenance space should be able to serve both men's and women's restrooms and all plumbing would be one wall per side and separated by a maintenance pipe alley.

e. Equipment

- Wall mounted toilets (water-saving type)
- Wall mounted urinals (water-saving type) A "waterless" urinal may be installed.
- Lavatories and countertops
- Wall-mounted hose bib in each room for cleaning
- Florescent fixtures with lenses and with a minimum sustained illumination of 30 F.C.
- Electric hair dryers (with showers)
- Mirrors
- Paper towel dispensers
- Trash receptacles
- Liquid soap dispensers
- Coat hooks in each stall
- Grab bars in water closet stalls, showers and cloths changing benches
- Toilet seat cover dispenser
- Sanitary napkin dispenser
- Sanitary napkin bag disposal
- Baby-changing stations in the main restrooms.
- Changing bench in unisex restroom with shower.
- Partitions and hardware and unisex door locks (interior and exterior locking)
- Provide "roll-in" type shower stalls that extend 6' 8" in height and with integral floor pans.

f. Finishes

- Walls - For ease of maintenance, harden the wall surfaces with tile wainscoting and semi-gloss enamel latex painted water resistant GWB above.
- Floors - Provide tile floors with at least two floor drains for the larger spaces above 144 S.F., and design 2% (no more or less) floor slope in each room.
- Ceiling - Semi-gloss enamel latex painted GWB.

g. Special requirements - Room ventilation in shower units must be sufficient to remove moisture without creating a cold draft. Ensure sufficient and continuous room ventilation for other toilet rooms.

- Fixtures shall comply with Park's standard requirements [SPR Design Standard #15400.01].
- Interior restrooms should comply with *supervised* facility standards.
- Shower fixtures must have timers.
- All plumbing fixtures must be accessible from behind [SPR Design Standard #15400.01; 18" min. pipe alleys are required].
- ADA and Universal Access - ADA access is a required minimum. Give special consideration to children and seniors using the center. Adjust toilet and lavatory next to Childcare Room for use by Grade School children, e.g. 15" toilet height in lieu of regular height of 17". For a Universal Access amenity, all main, non-ADA toilet stalls should be at least 36"- wide (interior free space) with grab bars on both sides of the stall. This provides elderly and children with a secure hand-hold getting on and off the commode.

h. Custodial Storage - A custodial closet with a floor mop sink should be located near the main restroom for ease of cleaning and re-supply.

i. Comfort Stations - Restrooms accessed from outside the building are also referred to as *comfort stations*. These are no longer recommended as part of the community center developments. Vandalism, personal security and illicit or illegal activities are concerns at these facilities, especially when their entrance/exit doors are not in easy view of nearby residences, streets or playfield areas. Yet with a community center "campus" includes significant outdoor activity, how can Parks and the neighborhood not want a comfort station facility? Miller CC's unisex comfort stations are open only during the center's operation. This compromises somewhat the evening softball and soccer games on the adjacent playfield, which often play past community center closure. However, Miller is now open seven days per week and serves a large amount of activity at the adjacent playground and spray pool.

j. References - This augments and incorporates ***DESIGN STANDARDS FOR COMMUNITY CENTERS,*** Section IV. ***BUILDING ELEMENTS***, ***(Interior Spaces)***, subparagraph 16 - ***(Restrooms, Family Changing and Showers)***, See***, GENERAL INSTRUCTIONS FOR: "DO'S AND DO NOTS" FOR THE CONSULTANTS***; and, ***SPR DESIGN STANDARDS***, including:

DIVISON 8 - DOORS AND WINDOWS, Doors (Sections 08100, 08200), Hardware (Sections 08700 - 08710.01)
DIVISON 9 - FINISHES, Special Wall Surfaces (09540), Special Coatings (09800), and Interior Painting (Sections 09900.01);
DIVISON 10 - SPECIALTIES, Community Center Restrooms (10000.01), Toilet Compartments (Section 10170) and Toilet, Bath and Laundry Accessories Section 10800, Signs (10440.01),
DIVISION 15 - MECHANICAL, Plumbing (Section 15400) and,
DIVISION 16 - ELECTRICAL, Lighting (Section 16500).

UNASSIGNED AREAS - 2,626 S.F.

Custodial Office and Custodial Storage - 200 S.F.

a. Layout - No special requirements are needed for this custodial office area of 80 S.F. and custodial storage totaling 120 S.F.

b. Activities - Custodians use this space for office space, storage of supplies such as cleaning chemicals and paper products, ladders, brooms and mops, lamps and light bulbs, tools and related items. These supplies will provide a two-week to one month on-hand amount of supply for normal facility maintenance. Management of materials, together with programmed and "on-demand" cleaning and maintenance, will require office space separated from sinks and chemical storage.

c. Relation to Other Spaces - The office shall be separate but adjacent to the storage area. Proximity to the main restrooms and the delivery entrance is desirable.

d. Supplies & Equipment

- Cleaning materials
- Floor cleaning and maintenance equipment: mops, buckets, vacuum cleaner and buffer
- Day-to-day paper products
- Maintenance equipment: ladders, hand tools, toolbox, fire extinguisher and a hand truck.

e. Furnishings

- Provide standard office furnishings, e.g. desk, chair, files, shelving; plus a locker.
- Provide heavy-duty built-in shelving for storage.
- Provide a large, double-sized certified wall cabinet with shelves for storage of chemicals and paint.
- Install wall hooks for mops and brooms and racks for hanging ladders (4', 6' and 8')

f. Finishes

- Floor: Tile
- Walls & Ceiling: Paint over GWB with suitable fire rating thickness for chemicals and solvent storage.
- Doors: kick plate both sides, fire rated

g. Special requirements

- Floor sinks shall have four feet of tile or stainless backsplash above the floor drain.

- No water heater will be placed in the storage area.
- No recycling will occur here.
- Maximize shelving along walls.
- Be sure to separate the office air supply from the storage space air supply.

General Building Storage - 200 S.F.

a. Layout - No special layout is required.
b. Activities - This area is for bulk storage (about one month's supply) of office products, cleaning supplies, long term storage such as holiday decorations, etc. It should be used more seldom than the administrative storage, the gym storage, and custodial areas.
c. ***Relation to Other Spaces*** - Some general building storage needs to be reasonably accessible to staff, while long term storage areas (for example, seasonal program materials,), could be more remote.
d. Equipment & Furnishings
- Plywood shelving against reinforced walls; 12, 18 and 24 inches deep (May be on metal racks)
- Space for a hand truck

e. Storage Requirements - *per SPR's direction. See Appendix A*
f. Finishes
- Floor: Durable, sealed concrete OK
- Walls & Ceiling: Paint over GWB with suitable fire rating thickness for what is stored.
- Doors: kick plate both sides

g. References - This augments and incorporates ***DESIGN STANDARDS FOR COMMUNITY CENTERS,*** Section IV. ***BUILDING ELEMENTS***, ***(Interior Spaces)***, subparagraph 17 - 19 ***(Custodial Office and Storage, Custodial and Storage Rooms)***, See***, GENERAL INSTRUCTIONS FOR: "DO'S AND DO NOTS" FOR THE CONSULTANTS***; and, ***SPR DESIGN STANDARDS***, including:
DIVISON 8 - DOORS AND WINDOWS, Doors (Sections 08100, 08200), Hardware (Sections 08700 - 08710.01)
DIVISON 9 - FINISHES, Special Wall Surfaces (09540), and Interior Painting (Sections 09900.01);
DIVISON 10 - SPECIALTIES, Fire Protection Specialties (Section 10520)
DIVISION 15 - MECHANICAL, Plumbing (Section 15400, item 6.) and,
DIVISION 16 - ELECTRICAL, Lighting (Section 16500).

MECHANICAL & ELECTRICAL ROOMS, CIRCULATION, & WALL THICKNESSES - 2,226 S.F.

a. Layout - No special layout is required for these spaces.
b. Activities - This unassigned area is for mechanical, electrical, and elevator machine rooms, wall thickness, plumbing and mechanical cavities, hallways and door recesses, and other similar non-programmed spaces. The hallways will be used heavily by the public. Materials should be durable and need minimal maintenance. They should be cleanable or easily replaceable. Technical issues for the Mechanical and Electrical Rooms are covered in General Building Issues, Appendix A.
c. Finishes - This depends on the location of the space, but durability and fire resistance are critical.
- Floors: Hard, easily cleaned surfaces such as sealed concrete or unit tile of various materials.
- Walls: Durable materials such as impact resistant wainscot materials along hallways. Coordinate height with other architectural features such as bulletin boards, signage, windows, etc.
- Ceilings: ACT or GWB

d. Special Requirements - A niche for food vending machines (min. 2) should be located along main corridor, where they can been observed by staff.
e. References - This augments and incorporates ***DESIGN STANDARDS FOR COMMUNITY CENTERS,*** Section IV. ***BUILDING ELEMENTS***, ***Interior Spaces***, subparagraph 5 ***(Corridors)***, See***,***

GENERAL INSTRUCTIONS FOR: "DO'S AND DO NOTS FOR THE CONSULTANTS; and, ***SPR DESIGN STANDARDS***, including:
DIVISON 8 - DOORS AND WINDOWS, Doors (Sections 08100, 08200), Hardware (Sections 08700 - 08710.01)
DIVISON 9 - FINISHES, Special Wall Surfaces (09540), and Interior Painting (Sections 09900.01);
DIVISON 10 - SPECIALTIES, Fire Protection Specialties (Section 10520)
DIVISION 15 - MECHANICAL, Plumbing (Section 15400, item 6.) and,
DIVISION 16 - ELECTRICAL, Lighting (Section 16500).

OTHER CONSIDERATIONS

Heating and Ventilation

- **Noise Control -** There is a concern about the noise generated when the HV system is operating.
- **System Control -** Community Center staff want on-site over-ride control of the HV system. No air-conditioning is envisioned except to manage internal heat gain in a computer room.
- **Commissioning -** Budget $1.00/S.F. minimum for building commissioning as recently required by City Code (Chapter 14). The Building Commissioning should be integrated into both the Design Review, Construction, and Closeout/Warranty phases of the project. Commissioning is also a key component in the LEED rating program.

Site Development

- **Parking:** The Seattle Land Use Code determines minimum amounts of parking according to the building occupancy levels. These must also be carefully considered based on users who desire to park in larger spaces and as close as possible to the building entrance. Also, providing more parking surface adds cost, and adverse environmental impacts that must be reduced with storm water detention. Van, bus and drop-off/pickup areas need to be carefully integrated into the parking scheme along with a reserved fire zone.
- **Enclosed Play Area:** Plan for 40’x 50’ (min.) outdoor fenced play area to obtain licensing for School-age Childcare Centers (confirm licensing requirements at time of design).
- **1% for Art:** Selected artists shall be included in providing art works per City policy.
- **Street Improvements:** Budget for new sidewalks, curbs, cutters, and street trees.
- **Utilities:** Budget for the high increases in new utility hook-ups and for storm water retention and detention systems required with new City drainage regulations.
- **Covered and Partially Covered Plaza and Play Area:** Growing and dedicated use, as well as increased facility rental for special events all suggest the value of covering spaces and creating plazas adjacent to the building. The latter can serve as an extension of the multi-purpose room. The concept would be similar to that at the Graham Visitor Center, with trellis arbor awnings over an open tile space surrounded with seat walls. Part or all of the play area should also be considered for covering to allow use during rainy weather. Given the expected rental return, a plaza seems to be a good investment as well as an attractive amenity. The covered play area offers a certain utility but with a less certain payback.
- **Landscaped Areas:** The landscape design shall compliment the architectural style of the building. Safety, security and maintenance of the building shall be considered at all times. Trees planted too close to the building shedding leaves on to the roof are discouraged. Use of drought-tolerant, low maintenance, plant materials is encouraged. Use of NW natives, while encouraged, is not required. The designers shall maximize the use of local landscape materials as much as possible and use of reused, recycled, and sustainable products are encouraged. Topsoil or appropriately amended soils, adequate drainage and automatic irrigation systems with Maxicom control systems are required for all landscaped areas.

Building

- **Solar Heat Gain -** Use of natural light is desirable for nearly every space but it must carefully consider the glare and heat gain and any resulting ventilation needs. Windows need to be operable with mini-blinds built into the window glazing to reduce summer heat gain.
- **Teen Space:** Plan for space for teens and teen-specific programs.
- **Dedicated Activity Rooms:** The Community Center Levy Team (CCLT) planned in 1992 to have all "multi-purpose" activity rooms. However some center PAT's dedicated activity rooms for specific uses such as computer rooms, exercise rooms, and daycare rooms. Computer rooms need air conditioning and the kid's rooms need a bathroom.
- **Carpeting:** Some centers used carpeting in the lobby and certain other activity rooms. Many felt that carpeting did not wear well or last and we should use hard or resilient flooring throughout the center. However, the lack of a carpet can compromise acoustical quality and attractive and comfortable character of the spaces. Carpeting may be considered for offices/quiet room, lounges or computer/resource rooms.
- **Staff Offices:** The concept of a one staff office being isolated from the front reception desk should be discontinued.
- **Wainscoting:** Wainscoting and wall protection should be used throughout the active recreation areas.
- **School-age Childcare:** Plan for 40'x 50' outdoor fenced play area to obtain licensing for before and after school childcare.
- **Keylock Family Bathrooms:** We need them, however the usage is low.

Adjacency and Supervision Requirements Matrix

Adjacency Matrix *Supervision Requirements*

Offices	Rest Rooms	Changing Rooms	Gymnasium	Gym Storage	Multi-Purpose	Multi-Purpose	Kitchen	Game Room	Kid's Room	Arts & Crafts Room	Computer Room	Fitness Room	Mechanical	Custodial	SPACE	NEED	TYPE	COMMENTS
1	1	2	1	3	2	3	3	1	3	3	3	3	3	3	Lobby Reception	1	A	
	3	3	1	3	1	3	3	1	2	3	3	3	3	3	Offices	3	B	
		1	2	3	1	3	2	2	1	3	3	2	3	3	Rest Rooms	1	A	
			2	3	3	3	3	3	3	3	3	1	3	3	Changing Rooms	1	A	
				1	2	3	3	2	2	3	4	2	3	2	Gymnasium	1	A	
					3	3	3	3	3	3	3	3	3	3	Gym Storage	3	D	
						1	1	3	2	2	3	3	3	2	Multi-Purpose	2	A	
							3	3	3	3	3	3	3	3	Multi-Purpose Storage	3	D	
								3	2	3	3	3	3	2	Kitchen	2	C	
									2	3	4	2	3	3	Game Room	1	A	Teen Room
										2	2	3	3	3	Kid's Room	1	C	
											3	3	3	2	Arts & Crafts Room	2	C	
												3	3	3	Computer Room	1	C	
													3	3	Fitness Room	1	C	
														2	Mechanical	3	D	
															Custodial	3	D	

Degree of ADJACENCY required: High, Moderate, Low, Negative

NEED for Supervision
1 – High
2 – Moderate
3 – Low

TYPE of Supervision:
A – from reception desk
B – from office
C – staff in activity room
D – none required/not applicable

APPENDIX A

1991 Community Center Levy Projects (CCLP1)
Maintenance and Operations Debrief & Comments

Preliminary Findings
September 27, 2000

Garfield Community Center (1994) - Miller Hull Partnership

Ceiling heights (and heating problems)
Ceiling in the lobby and the offices are very high. Sr. Coordinator's office ceiling is so high and office so small that it seems to function like a chimney and all of the heat in the winter goes to the top of the room (about 18'- 20'). If door is closed, room is very cold. Heat has been hard to balance in the rest of system so a small electrical space heater is used. Heat is also difficult to maintain at a good energy efficient level due to ceiling heights in other offices, lobby, and entries.

Wainscot added to walls in game room and other activity areas
Walls were specified and built as a typical drywall although comments were raised in the design review phases. Walls failed within the first two years due to abuse and vandalism in highly active areas. Medium density overlay (MDO) plywood was installed to "armor" the walls and maintain an appropriate surface. This was subsequently included in the Miller and Rainier plans.

Boiler mezzanine (fire and leak problems)
Boiler was installed in a mezzanine above the restroom and showers. Within first three years the boiler and/or valves leaked and caused water damage to ceilings [verify] and there had also been damage from overheating on one occasion.

Gutter hangers added
Very large gutters were designed and installed around the perimeter of gym. The distance between gutter supports and anticipated volume of water may have been miscalculated. Gutters sagged significantly the first year. Additional supports were fabricated/added around the entire gym.

Exterior lights added
Security lights were added at the request of staff on south and west exterior walls of gym. They should have been thought of in design.

Delridge Community Center (1994) Boyle-Wagoner Architects

Gym masonry wall leaks and deterioration of interior paint
Large south wall of gym has leaked since the facility was completed. Masonry Institute was evasive in responding to early questions and concerns. Wall has been tuck pointed

and sealed. Roof and gutters have been inspected several times. No clear solution appears eminent. Potential damage to hardwood gym floor is serious concern. Suspect masonry material not the design or installation.

Wainscot added to walls in game room
Walls were specified and built as typical drywall although comments were raised in the design review phases. Walls failed within the first two years due to abuse and vandalism in highly active areas. Medium density overlay (MDO) plywood was installed to "armor" the walls and maintain an appropriate surface. This was subsequently included in the Miller and Rainer plans.

Exterior paint
Seems to have been needed earlier than anticipated. Different color paints and spec. may have added several more years of life to paint.

Interior paint
Was repainted much sooner than planned due to abuse and wainscot issues (see above).

Rainier Community Center (1996) **Michael Canatsey Associates Architects**

Locks and doors
A non-park standard for door hardware was initially approved that was not compatible with Best locks and numerous problems occurred. System was changed for additional costs within first year.

Methane system and alarm system
Initial system and alarm was not fully understood by FMDD staff or district staff. Additional monitoring system was installed in early 1999 for on-site (versus centralized) monitoring. $30,000 cost was equivalent to entire annual M&O budget for that facility.

Carpet
Carpet looked bad after first two years and has exponentially gotten worse since even with efforts of custodian, floor crew and carpet cleaning vendors.

Added air conditioning for computer room
Added air conditioning for about $7,000 in 1997 due to poor air circulation, no outside windows, and amount of heat generated by equipment (21 stations plus shared printers, etc.) and students in class.

Security camera

Furniture is worn out

Meadowbrook Community Center (1997) **Arai/Jackson Architects**

HVAC – air handling unit and siting
Door between community center and pool (added electric ADA door closure/opener)
ADA accessible door was hard to open so electric push button system had to be installed for about $5,000-7,000 in 1999.

Boiler
Boiler that was originally installed when pool was built in 197_ was used for the old pool and the new CC. When boiler is down for unplanned repairs or PM closure of pool, it can adversely affect programs and rentals at community center. Given age of system, the prudent thing to do may have been to replace boiler or added second back-up boiler as a capital cost. Boiler was significantly rebuilt (over $10,000 in M&O costs) in 1999 disrupting several rental events.

Door and lock problems

Air quality in CC side

Tempered water and water recirculation systems

Parking lot stall configuration and code requirements

Bitterlake Community Center (1997) **Suzuki Associates Architects with David Fukui Architecture**

Lighting problems
Interior and exterior lighting problems
Additional exterior lighting on the south side of building has been requested since building was complete.

Carpet problems

Site considerations with ballfields
Siting of building changed the playability of Ballfield #2, but should have been considered for capital cost for some renovation or "upgrade" (now proposed for Tee-ball and Little League use only on a short field.)

Miller Community Center (1998) **The Mithun Partners Architects**

Doors
Exterior wood doors were first installed and immediately warped and chipped [verify].

Concrete steps

Art in pavement
Community art included glass pieces in concrete that were broken very soon after installation. Seattle Arts Commission should fund all art for installation and maintenance.

Completion of site work (berm and fountain)
All site work should be funded for completion in the community center capital project. Completion of the fountain has had significant M&O cost implications.

Carpet problems
Carpet needs to be replaced.

Windows on the west side of the gym
Design is questionable. Afternoon and evening light is distracting and dangerous to users. Windows have covered with paper.

General

Numerous floor and carpet problems

Air handling unit problems (lube, filters, acceptance, warranty, air changes, etc.)
Specs required final lubrication of bearings and changing of air filters. Inspections after problems at Meadowbrook showed that none of the units of recent community center and pool HVAC projects were lubricated properly and some did not have air filters changed at time of completion. The air handling units are between $50,000- 70,000 (purchase cost not including installation) and about the size of a large truck so maintenance and repair can be costly.

Numerous paint finish problems (need better finish schedule upon completion by contractor)
Construction documents provided a finish schedule that included paints, colors, and finishes, but as-built finish schedules form contractor to indicate what was put where are either not provided or not very complete for painters to use without time for research and need to experiment to match paint, etc. This is becoming increasingly important due to chemical and hazardous waste issues related to paint, etc.

Kitchen sinks and drainage concerns
Code requirements for sinks require that the drain have an air gap is installed between the sink and floor drain. Cabinets placed over the floor drain have caused concern for maintenance of drain and durability of interior of cabinet due to humidity and wastewater routinely splashing in the cabinets.

Kitchen cabinet locks and security
Many CC kitchens have larger than average cabinet locks that were installed after construction was completed. Large, secure locks should be specified and installed in the kitchen and offices during project.

Built in kitchen appliances, capacities, durability and small teaching class capabilities
A thorough understanding by the architect is needed based on the proposed use of the kitchen and programs planned for appropriate selection of appliances such as dishwashers, etc. that are typically built-in. Discovery Park Visitors Center is example a dishwasher that was removed and replaced within a few years of building completion.

Security cameras and maintenance (and monitoring equipment and station)
Elevators and ADA access
Furniture wear and tear

Computer room retrofits
Concern for electrical capacity and outlets, ventilation, air conditioning, and extra security measures should be address earlier in the design process.

Exterior security lighting
Accommodation for controls for exterior features (lighting and irrigation controllers)

HVAC systems should be verified by architect that they have been cleaned and air balanced.

Desired/standards components (not complete)

HVAC controls – Siemans (adopted as City of Seattle standard, 2000)
Red and White valves for boiler_____
Rainbird irrigation controller
Toro and other manufacturer irrigation standards
Best door lock cores
Clever Brooks boiler (?)
Wiel McLain boiler (?)
MDO walls in highly active interior spaces
No carpet in lobbies, game rooms, social rooms or other areas

Safety concerns with design

Confined spaces
Fall restraint designed into building structure (some now required by law)
Security lighting
Cameras and surveillance issues

Architects, engineers and project managers need to review current City of Seattle Office of Environmental Management (OEM) information related to Green Buildings for recycling, adaptive reuse, resource conservation, etc. goals and objectives for "silver" status. First draft of BMPs for facilities is due October 9.

This Discussion will be expanded at 2nd Retreat. (See last item on today's agenda)

Potential problems – lessons from experience

(Site specific M&O issues at existing centers to try to avoid)

Jefferson
Boiler age and capacity
Electrical capacity
"On-site" parking and code compliance issues

Southwest
Boiler age and capacity
Electrical capacity
"On-site" parking and code compliance issues

High Point
Boiler age and capacity
Electrical capacity
"On-site" parking and code compliance issues

Yesler (totally new)
"On-site" parking and code compliance issues

Van Asselt
Boiler age and capacity

Electrical capacity
"On-site" parking and code compliance issues

Sand Point #47 (Pool)
Boiler age and capacity
Electrical capacity
Seismic issues
Fire sprinkler and life safety issues
HVAC standard for indoor air quality for a pool natatorium
Pool mechanical system for standard operating procedures of Park Department (and Seattle-King County health standards

Sand Point #406
Boiler age and capacity
Electrical capacity
Seismic issues
Fire sprinkler and life safety issues

END OF SECTION

Assumes "A-3" assembly and 15 SF occupancy factor
For more discussion see at the end of this report, *OTHER CONSIDERATIONS, Site Development, Covered and Partially Covered Plaza and Play Area.*
Sports Lighting: Recommended Practice for Sports and Recreational Area Lighting RP-6-88, Illuminating Engineering Society of North America, recommends a minimum lighting level of 20-30 horizontal foot-candles for exercise classes (5.2.1, p. 39)
Note that the power squeegee is of particular importance for quickly removing liquid spilled on the wood floor and preventing water absorption and warping.
Carpeting at Levy community centers failed prematurely.
RCW 74.15.020. Early consultation with DSHS Plans Reviewers is essential; licensing requirements are highly detailed and too numerous to describe here.
Childcare is different than Daycare. The former is for school-age children, 5-12 years in age. Daycare assumes services for pre-school age children. This facility is not for pre-school Daycare but ***School-age Childcare***. See WAC 88-151-010
WAC 388-151-220
See toileting regulations in WAC 388-151-340.
A computer resource center, e.g. classroom configuration, together with a small resource, conference and tutorial area, would require a minimum space of 700 S.F.
A computer resource center, e.g. classroom configuration, together with a small resource, conference and tutorial area, would require a minimum space of 700 S.F.
Seattle Building Code Chapter 29.03.05, Table 29A MINIMUM PLUMBING FIXTURES
This is required in SBC Chapter 11
Based upon a 15% factor of the total assigned building space of 17,391 S.F.
See Parks Memorandum, September 8, 1992 on Custodial Spaces for lists of items to be stored on shelves.
Seattle Energy Code, Chapter 14, section 1416, enacted October 2001
See Seattle Land Use Code (SMC 23.54.015 Chart A)