1991 COMMUNITY CENTER

FACILITY PROGRAM

Delridge
Garfield
Bitterlake
Meadowbrook
Rainier

October 16, 1992

Table of Contents

Section **Page**

Introduction……..……1

Summary of Site Space Allocation……...…….. 2

Space Descriptions…….……...……... 3

Gymnasium…….……... 3
Gymnasium Storage…….…….…….5
Multi-purpose Room……..6
Kitchen…….……..8
Lobby…….…… 10
Administrative Area……...13

Activity Rooms……..……...…….…15
Arts and Crafts Room…….……. 15
Fitness Room…….……...……... 17
Game Room……. 18
Kids Room……...19
Library and Computer Room…….…. 20
Family Support Center……...21
Shared Space/Program Elements…….21
Office and Reception Area…….....…….22
Family Room……...…….……... 23
Short Term Child Care Room……..23
Meeting Room……..…... 24
Restrooms and Showers…….……25
Walls, Halls, and Service Areas…….……27
Custodial Area…….…….…….. 27
General Building Storage…….…... 29
Circulation, Wall Thickness, and Contingency Space…….……30
Other Center Specific Adjustments……... 31
Adjacency and Supervision Requirements Matrix……...……32

Appendix A: M & O Review Comments of 91' CCLP

12/30/92

Introduction

This program covers four of the five sites funded under the 1991 Community Center Levy. The program is based on input from the surrounding communities, Department of Parks and Recreation (DPR) staff, and the professional judgment of the planners and designers. This program's scope includes the exterior and interior of the buildings and the integration of the Public Art Program. It reflects the unique aspects and needs of the communities and staff. This program also identifies short and long term flexibility, and the application of short and long term environmentally responsible construction techniques and materials while meeting a very strict budget.

This program does not distinguish between construction and equipment budgets. It includes items that need space provided regardless of the budget.

It may not answer all questions a designer may have, but intends to address concerns and give direction for further sources. The format includes all spaces at each of the four sites. At the end of each space description is a "Center Specific Adjustments" section, which notes any deviations from the standard space requirements.

Summary of Site Space Allocation

Space	Delridge	Garfield	Bitterlake	Meadowbrook
Gymnasium (97 x 68)	6,596	6,596	6,596	6,596
Gymnasium Storage	400	400	400	400
Multi-Purpose Room (Note 1)	2,700	2,700	2,700	2,700
Kitchen	350	350	350	350
Lobby:				
Entry	100	100	100	100
Lounge	700	700	950	800
Reception	180	180	150	100
Administrative Area:				
Private Offices (2)	(2)180	(2)180	(3)260	(3)300
Other Office Area	300	300		
Activity Rooms (Note 1)				
Arts and Crafts	550	550	550	550
Fitness	550	550	550	550
Game Room	700	700	700	700
Child Care	945	945		
Computer/Library	400	400	400	400
Family Support Center:				
Reception/Office		125	125	125
Family Room		350	350	350
Kid's Room		200	200	200
Meeting Room		400	400	400
Restrooms and Showers				
Restrooms	390	390	300	300
Key-Lock Showers (4)	204	204	204	204
Outside Restrooms (2)	120		120	120
Walls, Halls, & Service Areas	2,470	2,590	3,135	3,053
Total Area	17,833	18,908	18,562	18,270

Note 1: Storage associated with each space is included in the areas shown here.

Space Descriptions

GYMNASIUM

Activities

The gymnasium is seen as the large multi-purpose space within the new community center. It will serve the active recreation requirements such as basketball, volleyball and league sports.. It will also be a large community room to accommodate social events such as dances, community meetings, political gatherings, etc. First priority uses would be those activities that support the surrounding community rather than city-wide activities such as league play.

The gym will be used for a variety of functions requiring different lighting levels (activities range from active recreation such as basketball and volleyball to passive social events such as teen dances). Lighting should be designed to accommodate the different uses.

It is important to remember that kids enjoy "losing" balls and other equipment high in the structure. Design considerations should address this.

12/8/92

Minimum dimensions are 68' x 97' to accommodate a DPR standard basketball court and two volleyball courts plus sideline and runout areas at the ends of the courts (DPR will provide striping layout). Margins between basketball court and walls are as indicated on diagram (Appendix F, Item 1). Gym entry on shorter walls must be at corners, entry along longer walls must be at corners or middle of gym length.

Relationships

- Visual control of gym and access to the gym from the offices and reception desk is important.
- Restroom/changing areas should be nearby.
- Main entry to the gym should be from lobby.
- Exiting directly to the outside will be required; entry directly from outside is undesirable.
- Cuspidor/drinking fountain should be available outside of gym convenient to players, unobtrusive to other guests.

Equipment

- Provide rough-in for scoreboard and scoring station
- PA system as part of building communications system
- White board/bulletin board
- Wall protection mats as appropriate
- Protected clock

Equipment (Continued)

- Two basketball backboards and nets for full size court
- Four swing away basketball backboards and nets for cross court play
- Volleyball and badminton standards in recessed mounts
- Tumbling/exercise mats as determined by DPR

Storage Requirements

Information about storage requirements is included in the next section, Gymnasium Storage.

Special Requirements

- Minimize mechanical and equipment noise, such as from fans. Noise that comes from the gym must be contained within the gym.
- Day-lighting is important, but must be provided without glare (remember glazed backboard). Ability to darken gym (for films, etc.) and use gym at night must be maintained.
- All glazing in gym must be unbreakable or wire reinforced (incl. Backboards).
- The gym should have 24 metal halide fixtures, light colored walls, insulation and water proofing, a moveable partition, and more storage with shelving.
- Staff will control lighting.
- Double door access (removable astragal OK) from lobby is required.
- Seating will be portable seating. Possible options include gang-mounted chairs, removable benches, portable benches or other systems that can be stored with not in use. DPR will determine extent of seating capacity.
- DPR will provide acoustic guidelines.
- Gym size: Add 6 feet to the width to make side courts more useable. (from 68’x 97’; to 74’x 97’)

Finishes

- Floors; Maple strip gymnasium flooring as specified in DPR standards
- Walls: Durable, hard surfaces that can withstand impact and abuse. Acoustical panels mounted 10 feet above the floor should be considered
- Ceilings: 26’ minimum clear height, the structure can be exposed above this point
- Floor covering: DPR is investigating materials that can be put down as carpet
- (Protection mats) for social events in the gym. (Verify specifics with DPR)
- Doors: Wood, stained

GYMNASIUM STORAGE

Activities

Storage is for recreational equipment such as game standards and nets, exercise mats, etc. Specific equipment lists will be provided by DPR. Other storage requirements include seasonal decorations, special activity equipment (i.e. judo club mats, aerobic mats, annual community event decorations, etc.) This area may also serve as storage for activities that occur elsewhere in the facility.

The configuration should be laid out to accommodate organized and efficient storage and retrieval of various types of equipment. Layout should be carefully reviewed by DPR.

Relationships

- Large, walk-in room
- Some hooks and wall mounts
- Standards for volleyball/pickle ball
- Balls
- Holiday items
- Special event storage boxes
- Lockable bins for equipment

Special Requirements

Finishes

- Floor: Could be a continuation of the gym flooring or a durable material capable of taking “skids” (threshold should be even with the gym floor)
- Walls: Durable and impact resistant
- Ceiling: GWB, painted
- Doors: Securable, 6 foot opening required
- Any built-in storage system should be plywood, stud, or other durable material

Critical Dimensions

Dependent on items stored. DPR to provide.

Center Specific Adjustments

None

MULTI-PURPOSE ROOM

Activities

This room will be a high quality banquet/rental facility and is the main gathering area of the center for a variety of events including:

Dance classes/dances
Martial arts
Aerobics
Receptions
Social gatherings
Banquets
Travelogues/Movies
Weddings
Plays

Relationships

- Direct access to kitchen (walk in and pass-thru counter)
- Close to gymnasium for large activities to flow between rooms
- Direct and open access to outdoor open space is desirable
- Near restrooms
- Possible adjacency to meeting/activity rooms for large or joint functions

Equipment

- Coat hooks at entry
- Stacking chairs and tables for 200
- Floor outlets as required for flexibility
- Projection area on wall
- Clock
- Sports equipment storage as determined by DPR
- Portable stage as determined by DPR
- Rolling coat racks
- 2 bulletin boards 4’ x 8’
- Aerobic equipment storage (risers, etc.)
- Mirrors on one of two walls, with balance bar

Storage Requirements

- Athletic equipment as provided by DPR

For Late Night:

- Music storage-
  2 Speakers
  1 Mike with stands
  1 Amp
  Keyboards

Boom Box
Guitar

- Art supplies – shelves and small open area

Special Requirements

- Sprung, wood floors
- Acoustical treatment between adjacent rooms and interior of room
- Ability to allow separate access by rental party with use of bathrooms and kitchen while rest of Community Center is closed
- Flexible lighting design to accommodate activities
- Flexible mechanical design to accommodate various activities
- Small maintenance closet, 50 SF.
- 2 coffee-bar sinks and counters, one for each side
- Divide storage into two units, placed at other ends of the room. Provide protection wainscoting inside rooms.
- Bumpers and corner guards to protect corners and cabinets from chair and table dollies
- This room is dividable into two (not necessarily equal) spaces with a moveable, acoustical wall (Hufcor model #7650-7660 or equivalent).

Finishes

- Walls: Mirrors on one or two walls, acoustical treatment on others
- Floors: Maple: (sprung, similar to gym)
- Ceiling: Acoustical treatment
- Cabinets: Stained wood
- Doors: Epoxy paint on wood
- Floor covering: DPR is investigating materials that can be put down as protection mats for social events. (Verify specifics with DPR).

Center Specific Adjustments

Garfield

- Divider not required; divider to be included in largest activity room.

KITCHEN

Activities

The kitchen is a multi-use area for heating and serving food prepared off-site, and conducting small 8 to 10 student cooking classes. It is not intended to be a production kitchen. Commercial equipment should be used in order to stand up to the many users with minimal supervision. Operation of equipment should be easy to learn. Tamper resistant options should be added when equipment is ordered.

The serving counter layout should stress flexibility. Mobile serving units, which lock together, are suggested so the equipment can be moved to a larger area to accommodate large gatherings. Electrical receptacles should be provided for this at other locations. Classes will view the instructor's demonstrations from the multi-purpose room through a pass-through window of from within the kitchen.

An electric range and convection ovens should be provided for cooking. The hood area should be enlarged to capture more air if an island installation is used.

A commercial door-type dish washing machine should be provided. This will require soiled and clean dish tables. The dishwashing is often not completed when using domestic equipment due to the great amount of time required. A complete dish washing set-up will help assure the dish washing is done. If the largest pot, pan, or utensil will fit in the dish washer many jurisdictions will allow the pot sinks to be reduced from three to two and the dish washing machines to be used for sanitizing. If allowed, there will be better sanitation and floor space will be saved. Door-type dish machines are available which provide a high temperature final rinse with only 120 degree F water intake.

Wall finishes should be FRP or stainless steel behind dish tables and dish machine. The rest of the kitchen, including walls, floors and ceilings, must have a smooth epoxy finish or approved texture, which is readily cleaned.

The kitchen should have two commercial reach-in refrigerators and one reach-in freezer. Half-doors with locks will give added security and flexibility for multiple users.

Although not designed as a production kitchen, the area must include a preparation sink. This is not to be used as a hand sink. The hand sink must have permanently mounted paper towel and soap dispensers. Infrared on/off faucet is beneficial on hand sinks. Water temperature cannot exceed 120 degrees F.

Relationships

The kitchen should be directly accessible from the multi-purpose room. A pass-through window with a solid roll down door to provide a sound barrier is required.

KITCHEN (Cont.)

Equipment

- 36” electric range (cook top w/oven base)
- 1 deck convection oven w/cabinet base
- Class A ventilator
- Prep/work tables (w/min. one sink)
- Dishwashing (clean and soiled Dish tables, dish washing machine, 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 compartment stainless-steel sink
- 2’ x 3’ bulletin board
- 2-20 c.f. reach-in refrigerators
- 1-20 c.f. freezer
- 3 coffee pots
- 1 cutting board
- 1first aid cabinet
- 1set pots/pans
- 1 undercounter dishwasher
- 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

Storage Requirements

Provide cabinet and counter space for equipment listed above.

Special Requirements

Pantry storage in upper cabinets with high quality locks, 18 inches and 12 inches deep.

- 1-2 self-priming floor drains, large capacity
- Counter at pass-through could be 2 or 3 roll-out serving units with lockable casters

Finishes

- Floor: Tile, not sheet goods, 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

Critical Dimensions

9 feet minimum ceiling height

Center Specific Adjustments

Delridge

Delridge may want more of a production kitchen.

LOBBY

Activities

The lobby conveys the initial impression of the facility and its programs and services. It needs to impart a warm welcoming feeling of friendship and neighborliness and be thought of as the "living room" of the community. It should easily accommodate ambulatory and non-ambulatory visitors, and be a place for socializing.

The lobby incorporates three distinct areas: the entrance, the lounge area, and the reception area:

The entrance needs to be clearly visible from the outside and provide an open and inviting approach to the Center.

The lounge area should also have a warm and inviting quality, and should be located near the reception desk. Comfortable seating for users and a place for display of the community bulletin board should be prominent.

The reception area should be clearly visible form the entry and lobby, and needs to support interaction between staff and visitors. The reception desk is the control point for the Center and will provide initial greeting, information and assistance to people entering the facility, checkout of equipment, and lighting and PA control. Staff at the reception desk will answer the phones, direct visitors, monitor building security, and handle program sign-up sheets, etc. A staff work area with a computer station should be part of the reception desk. The reception area should have visual control over the facility's entrance and primary entrances to public places throughout the building.

Relationships

Entry:

- Easily visible from exterior of building
- Adjacent to lounge

Lounge:

- Visual access to outside for landscaped areas and approaching vehicles.
- Adjacent to reception desk, but far enough away to maintain a sense of community living room and not conflict with activities at reception desk.
- Views to specified activities within the Center (see other space descriptions)
- Organization of Center should be understood from this area.
- Coffee urn on counter can be within lobby; vending area, if provided, should be hidden but adjacent.

Reception:

- Visible upon entering building.
- Visual control of entry and lobby areas as well as other public interior spaces, Including the restroom and key-lock shower access points, and into activity Rooms where possible.

- Close to offices

Reception Storage Requirements

- Office supplies
- 12 balls (playground, soccer, volleyball)
- 12 basketballs
- 10 board games
- 6 pool cues
- 6 jump ropes
- 6 tennis rackets/balls
- Softball bats/balls

Materials and Equipment

Entry:

- Walk-off mat inside door.
- Floor should be on easily cleaned hard surface.

Lounge:

- Floor, carpet or tile.
- Lounge type seating for approximately 25 or as many as is practical
- End tables & coffee tables
- Lamps
- Magazine & possible book storage
- Umbrella rack
- Pay telephone
- Sink/coffee area
- Drinking fountain
- Display as developed with the community and staff
- DPR information display (confirm with DPR)

Reception:

- Telephones, 1 for each workstation
- PA, security, and lighting control for entire building
- Clock
- File drawers
- Computer terminal

- Area above desk for storage?, height right for staff and guest
- Storage as required for pamphlets, brochures and office supplies, and sports equipment for checkout (basketballs, pool equipment, etc.)
  (equipment needs should be confirmed by DPR.)

Special Requirements

Entry:

- Slip resistant entry mat
- Well lit for high visibility after sunset

Lounge:

- Lighting as required for display and storage areas
- Natural daylight desirable
- Easily maintained carpeting at seating areas
- Tile or similar type flooring at primary circulation areas
- History display, optional

Reception:

- This area should be comfortable for all users, including non ambulatory visitors and children.
- See DPR Memorandum, September 8, 1992, on Storage Space for Recreation Programs in the Appendix for sketches of possible arrangements of storage.

Center Specific Adjustments

None

ADMINISTRATIVE AREA

Activities

Private and open area office spaces should be provided. Activities will include administrative functions, as well as occasional job interviews and small staff meetings for program development, etc. One office should accommodate roving recreation staff and one the center coordinator or assistant coordinator. The workstations need adequate computer station and desktop.

Relationships

- Near reception
- Visual control of primary public areas, activity rooms if possible, and circulation of the Center.
- Views to exterior desirable
- Center coordinator office away from reception and staff offices

Equipment

- (1) 5’ desk per office area, with typing return
- (1) lateral file unit per office
- (1) telephone and (1) computer terminal outlet for each of four desks
- Copy machine
- Bulletin board, 4’ x 8’
- Coat hooks
- Storage shelves
- Small table with 5 chairs for small meetings
- Washer and dryer as needed

Storage Requirements

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

Special Requirements

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

Finishes

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

Center Specific Adjustments

Delridge and Garfield

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. 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.

Areas are broken up as follows:

Private Offices, 90 sq. ft. each

Open Office area, 80-sq. ft/work area

Administrative Storage, 40 sq. ft.

Staff Lockers (20), 25-sq. ft.

Washer/Dryer Area, 25 sq. ft.

First Aid/Quiet Area, 50 sq. ft.

ACTIVITY ROOMS

These rooms need to be as flexible as possible. For this reason storage is located in each of the rooms for different activities. Every activity room needs to have a counter and sink.

Arts and Crafts Room

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).

One of the three activity rooms must be "wired" (electrical outlets, phone jacks, etc.) for future conversion into a dedicated computer room. This use will include up to 20 personal computers with network capability, but should not change space or storage requirements. The specific room will be determined by DPR.

Relationships

- Close to other activity rooms
- Adjacent to reception

Equipment

- Sinks; (2) one large stainless steel double sink in counter with lockable storage below, (length will be determined by DPR), 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. 2 walls, preferred but not mandatory
- 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

Storage Requirements: * (50 sq. ft.)

Closet with 50 LF of 2' drip shelving to store paper, paint, pens, pipe cleaners, butcher paper, mop and misc. supplies.

Special Requirements

- No visibility from corridor into room. Could have screen over vision panel above doorknob for privacy from hallway.
- Must have natural light
- Adequate ventilation, operable windows a possibility
- Deluxe warm white fluorescent lights with optional color-balancing wall washers for accurate color rendition
- Washable surfaces
- 20 l.f. upper cabinets 12” to 18” deep, lockable
- One storage closet approximately 6 feet wide x 8 feet deep with shelves at either or both side walls.
- One clean-up equipment cabinet for brooms, maps, shop vacuum. Might have own mop sink and cleaning; walk-off mat at entry optional.
- Hose bib with vacuum breaker
- Self priming floor drains with plaster traps

Finishes

- Floors: Self-coving linoleum?? With 8 inch base
- Walls: Water-resistant GWB in areas subject to moisture to 42 inches high over moisture resistant gypsum wall board above wainscot.
- Ceilings: Gypsum wall board with epoxy paint
- Cabinets: Lab grade plastic-laminate on plywood for counters, 6 inch high backsplash, commercial grade stainless still sink, extra heavy-duty commercial grade glides and hinges on cabinets.

Critical Dimensions

10 foot minimum ceiling height

Center Specific Adjustments

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

Fitness Room

Activities

This room needs to be more than a weight room. Fitness implies a wider array of activities and objectives. Stationary machines, stretching pads, and wall-mounted bars provide a broad range of stretching, aerobic, and non-aerobic exercises.

Relationships

- Adjacency to key-lock showers and public restrooms important
- Visible from reception desk for monitoring of users
- Suggest adjacency to the gym, accessible from both gym and circulation

Equipment **(DPR will review and approve final layout of Fitness Room)**

- 3 stair step machines (Stairmaster 4000 PT)
- 7 weight training machines (serious fitness commercial grade)
  1) Leg press
  2) Shoulder press/pectoral and deltoid
  3) Abdominal crunch
  4) Seated biceps curl/triceps press
  5) Back hyper-extension board/inclined sit-up attachment
  6) Vertical chest press
  7) Pull-up/dip assist
- 2 computerized stationary bicycles (Lifecycle 9500)
- Instruction placards
- Anatomical Charts
- Clock
- 10” x 10” stretching mat

Storage Requirements (50 sq. ft.)

For minimal athletic equipment.

Special Requirements

- Full mirrors on 2 walls
- Electrical outlets for as required for exercise equipment
- Sound insulation is critical, especially if near or adjacent to a room used for meetings
- Provide 6’ wide opening for equipment access

Finishes

- Floor: Level loop carpet
- Walls: GWB, painted
- Ceiling: ACT

Critical Dimensions

10 foot minimum ceiling height

Game Room

Activities

Games that will require permanent set up are pool, table tennis, and electronic games. Other activities could occur such as board games if the table tennis table is foldable.

If regulation clearances are used for one pool table, one table tennis table and 6 electronic games 1,125 square feet is required. If clearances are reduced to casual play requirements 650 square feet are required.

A storage closet of approximately 50-sq. ft. for play equipment, board games, foldable tables and stacking chairs, and miscellaneous games is required.

Relationships

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.

Storage Requirements

Cabinets: Small area with shelves for extra games and equipment.

Equipment

Note: Equipment list can be refined or combined with other mixes of 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

Special Requirements

- Provide rough in for big screen TV and cable TV, location will be approved by DPR.
- A light is required above the pool table, and more general lighting for table tennis.
- Lighting should not create glare for electronic games, recommend CDT louvers on fluorescent lights
- Electrical outlets as required for electronic games.
- The walls must have sound attenuation provided.

Finishes

- Floor: Carpet
- Walls: GWB with paint
- Ceiling: GWB with paint

Critical Dimensions

10 foot minimum ceiling height

Kids' Room

Activities

The most frequent use of this room will be for childcare. Parents will watch their children while other parents are using the center. This will probably occur in the late mornings, afternoons, and early evenings. Other rooms, such as the multi-purpose room, may be used for childcare when the number of children or the situation warrants.

The room will also be used for meetings of up to 49 people. Chairs and tables will be needed for various meeting set-ups.

Relationships

Close to reception area and toilet rooms

Equipment

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

Storage Requirements

- 3 LF of lockable storage beneath sink with shelves and drawer
- Kids' cubbies for coats and books

Special Requirements

- Electrical for overhead projector (in floor)
- Carpet appropriate for children (anti-microbial, etc.)
- Low cabinets, counters, sink, designed for use by children
- 6 LF of full height storage cabinets, 18 inches deep, for toys, games, etc.
- Needs to accommodate a workstation with a desk, files, and telephone for paperwork.

Finishes

- Floor: Carpet
- Walls: GWB paint

- Ceiling: ACT

Center Specific Adjustments

Delridge and Garfield

This room is a “double” sized activity room with a moveable, acoustical wall (hufcor model #7650-7660 or equivalent). This way there is a room between the size of a regular activity room and the multi-purpose room, or 2 more meeting rooms.

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

Library and Computer Room

Activities

This room will have shelves for reference volumes and current class books to assist in homework. There will also be computer hook-ups with several workstations. A table will accommodate tutoring and small meetings.

Relationships

This room needs appropriate adjacencies to maintain a quiet environment.

Equipment

- (2) 4’ x 8’ bulletin boards
- White board and equipment
- Shelving in closets, cabinets for storage of meeting accessories
- 20 1.f. of 5’ high built-in book shelves
- Computer work stations (consider making these “rollable” so they can be store easily)
- Clock

Storage Requirements

- Possible storage for rolling computer work stations
- Computer and program manuals
- Printing paper
- Temporary storage of extra computer equipment

Special Requirements

- Electrical outlet for overhead projector (in floor)
- Anti-static carpet
- Telephone jack for computer modem

- Surge protected circuits for computers

Finishes

- Floor: Carpet, anti-static
- Walls: GWB paint
- Ceiling: ACT

Critical Dimensions

None

Center Specific Adjustments

None

FAMILY SUPPORT CENTER

General Information

The Family Support Center (FSC) at each site will primarily be used by parents with children and will be run by non-profit agencies in partnership with community groups and other service providers. Each center will be staffed by 1-3 paid staff along with volunteers and/or outside program providers. FSC's will be a component (made up of
4 distinct spaces) integral with the CC's, both in physical location and programmatically.

Activities

The FSC will be a program site for the contracting agency. Activities will include, but will not be limited to:

- Outreach to families in the neighborhood
- Resource information and referral
- Drop-in services
- Support and discussion groups
- Resource library on parenting and child development
- Parenting classes
- Classes on cooking, budgeting, and other living skills
- Child care and child development activities
- Health screening
- Social and recreational activities

Participants will use the center on a drop in or sign up basis; no formal records, assessments, monitoring of conditions will be done.

Hours of Operation

FSC's will be open a minimum of 40 hours/week; until 9pm on 2 nights/week and during the day on (1) weekend day (probably Sat.). Hours will generally conform with the current CC hours.

Shared Space/Program Elements

- **Restroom –** must be within a short distance of FSC.
- **Entrance –** shared main entrance to CC with separate entry to FSC off lobby (door should be open during operating hours)
- **Signage –** exterior sign should be incorporated with standard DPR rainbow sign; FSC sign at main entry glass and FSC entry glass relite – OK
- **Kitchen –** some informal use; should be convenient access

- **Kids –** some informal use; should be convenient access

Furnishings

- Floor: carpet
- Walls: GWB paint
- Ceiling: ACT

Utilities and Maintenance

Heating/lighting should be zoned for FSC; also areas of shared use (lobby, restrooms, kitchen, kids); no requirement for separate systems.

Accessibility

Facility must meet current ADA requirements.

Office and Reception Areas

Activities

This area will be administrative space for 1-3 staff to answer phones, do light paperwork, computer work, and typing. Reception activities will be informal – a counter would be desired rather than a wall with doors and a window, if adequate for semi-private phone use can be achieved.

Relationships

Visual access to family room, kids room, and meeting room as well as general view to lobby and reception area (main entrance too, if possible).

Equipment

- (2) 5’ desks; (1) with typing return/chairs
- Lockable cabinets
- Coat hooks

Storage Requirements

- Storage with shelves (below counter)
- Storage for office supplies

Special Requirements

(1) Computer terminal and (1) telephone jack per desk.

Family Room

Activities

This area will be a combination entry, informal meeting/space, and resource library with a constant coffee/tea service.

Relationships

Adjacent to FSC entry and reception area

Equipment

- 2 to 3 sofas
- Shelves for periodicals, books, literature
- Coffee table
- Clock
- Counter with sink and cabinets

Storage Requirements

None

Special Requirements

- Electrical outlets for coffee maker or tea pot, microwave or small burner

Short Term Child Care

Activities

This room will be for short term care of infants and toddlers of parents who are using the Family Support Center (or community center) and will be staffed by minimum of 1 adult. The room will require some form of division to separate infants from toddlers' space.

Relationships

- Visible from reception area
- Semi-private acoustically

Equipment

- Sink with enough counter space for changing diapers
- Cabinets for storage of toys
- Clock
- Changing table
- Play pen

- Crib
- White board (2 x 3) and equipment

Storage Requirements

- Lockable storage beneath sink with shelves and drawers

Special Requirements

- Carpet appropriate for children
- Low cabinets for child's use

Meeting Room

Activities

This room will primarily be for meetings, seminars, and classes of up to 15 adults.

Relationships

- Visible from reception area
- Semi-private acoustically

Equipment

- White board and equipment
- Shades/blinds on glass (windows/doors)
- Large conference table with 14-16 chairs
- Clock
- Lockable cabinets below counter (cabinet tops may be used as small counter)

Storage Requirements

None

Special Requirements

None

RESTROOMS AND SHOWERS

Activities

12/8/92 Restrooms with three water closets for women or one urinal and one water closet for men and two lavatories, each is required.

A one-stall shower should be provided with direct access from circulation that is large enough to shower, dry, and change clothes behind a locked door.

12/30/92 If the center is adjacent to playing fields and comfort stations are not available to the field's two unisex toilet rooms with lavatories should be provided with outside access only.

Relationships

Restrooms should be located for easy access from all activities. It is desirable to have close access from children's activities to the restrooms. Entries for the restroom area should be visible from the main reception staff area.

Outside access toilets should be visible for security and have convenient access from play areas.

Key-lock showers should be easily accessible from the gym and close to the restrooms. The number of showers required and inclusion of the toilet/lavatory facilities has been reviewed by DPR staff and results in the following change to the program:

(2) key-lock showers with toilet and lavatory; handicapped accessible @ 70 sq. ft. each: and
(2) regular key-lock showers at 32sq. ft. each.

Materials and Equipment

- Wall mounted toilets (water saving type)
- Wall mounted urinals (water saving type)
- Lavatories and countertops
- Mirrors
- Paper towel dispensers
- Trash receptacles
- Liquid soap dispensers
- Coat hooks in each stall
- Grab bars in handicap stalls
- Toilet seat cover dispenser
- Sanitary napkin dispenser
- Sanitary napkin bag disposal

Special Requirements

- Fixtures should comply with DPR standard requirements. [DG 15400.01: 12/30/92
  Exterior restrooms should comply with *unsupervised* facility standards;

Interior restrooms should comply with *supervised* facility standards]

- Shower fixtures must have timers.
- All plumbing fixtures must be accessible from behind [DG 15400.01; 18” min. pipe alleys are desired.
- Handicapped accessible
- Give special consideration to children and seniors using the center
- Diaper changing stations in both the men’s and the women’s toilets

Finishes

- Floors: Ceramic tile
- Walls: Ceramic tile
- Enamel paint on other surfaces

Center Specific Adjustments

Garfield

No outside restrooms

WALLS, HALLS AND SERVICE AREAS

Mechanical

Technical issues are covered in General Building Issues. Finishes depend on the location of the space, but durability and fire resistance is critical.

Center Specific Adjustments

None

Custodial Area

Activities

Custodians will use these spaces for office space, storage of supplies for cleaning chemicals and paper products, equipment, ladders, brooms and mops, personal item storage, lamps and light bulbs, tools and other similar items.

This may be more than one space. Floor sink is preferably in a separate area from the desk. Natural light should be provided in the desk area if possible. Consider proximity to the general storage space. * See DPR Memorandum Sept. 8, 1992 on Custodial Spaces in the Appendix for lists of items that should be stored on shelves.

Relationships

This area should either be close to the administrative office for access to a telephone or have a telephone at the office space. Proximity to the delivery entrance important.

12/30/92 Office space must be separated from sinks and chemical storage.

Materials and Equipment

12/30/92 **Office Space**

- Desk with lockable drawers
- Letter size file cabinet, two drawer
- Comfortable chair
- Locker for personal clothing and safety equipment
- Shelving for administrative materials, notebooks, etc.

12/30/92 **Storage Space**

- Hanging ladders; 4 feet, 6 feet and 8 feet
- Floor machine
- Vacuum cleaner
- Buckets
- Tool box
- Hand truck

- Double size lockable wall cabinet with shelves for storage of chemicals and paint

Storage Space (cont.)

- Hooks on at least one wall for hanging mops and brooms
- Shelving on every available wall, should be reinforced for storage of heavy items
- Floor sink

Special Requirements

- No water heater in this space
- No recycling in this space
- Maximize wall area for shelving

Finishes

- Floor: Tile, in units, not rolled goods
- Walls: Paint on two layers fire rated GWB
- Ceiling: Paint on two layers fire rated GWB

Center Specific Adjustments

None

General Building Storage

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.

Relationships

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.

Equipment

- Plywood shelving of solid wood against reinforced walls; 12,18 and 24 inches deep (May be on metal racks)
- Space for a hand truck

Storage Requirements

Per DPR direction. See Appendix.

Special Requirements

Finishes

- Floor: Durable, concrete OK
- Walls: GWB, paint
- Ceiling: GWB, paint
- Doors: kick plate both sides

Center Specific Adjustments

The area for this space will vary according to available space and design issues. Recommended area is aggregate.

Circulation, Wall Thickness, and Contingency Space

Activities

This area is for wall thickness, plumbing and mechanical cavities, hallways and door recesses, and other similar non-programmed spaces.

Circulation, Special Requirements

The hallways will be used heavily by the public. Materials should be durable and need minimal maintenance. They should be cleanable or easily replaceable.

12/30/92 Niche for food vending machines (min. 2) should be located along main corridor, where superviseable.

Finishes

- Floors: Unit tile
- Walls: Durable materials
- Ceilings: ACT or GWB

Center Specific Adjustments

None

Other Center Specific Adjustments

- **HVAC:** There is a concern about the sound generated when the HV is operating. Windows need to be operable with interior min-blinds to reduce summer heat gain. CC wants local control of the HV system.

- **Parking:** The CCLT always minimized parking with a Parking Variance application. With today's SUV's it is felt that full size spaces (no compact stalls) and full-parking requirements needed to be met.

- **Landscaping:** Use draught tolerant plant materials, local plant material, and put in drainage.

- **1% for Art:** Selected artists must be more part of the design team and public process.

- **Teens:** Plan for space for teens and the Late Night Programs

- **Street Improvements:** Budget for new sidewalks, curbs, cutters, and street tress.

- **Utilities:** Budget for the high increase in new utility hook-ups. Also, for storm detention systems.

- **Dedicated Activity Rooms:** The CCLT planned to have all "multi-purpose" activity rooms. Some center PAC's dedicated activity rooms for specific uses such as computer rooms, exercise rooms, and daycare rooms. We found that the 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 flooring throughout the center.

- **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.

- **Daycare:** Plan for 40'x 50' outdoor fenced play area to obtain licensing for before and after school daycare.

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

Maintenance and Operations Review 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. 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.

General (Cont.)

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)

<u>Jefferson</u>
Boiler age and capacity
Electrical capacity
"On-site" parking and code compliance issues

<u>Southwest</u>

Boiler age and capacity
Electrical capacity
“On-site” parking and code compliance issues

<u>High Point</u>
Boiler age and capacity
Electrical capacity
“On-site” parking and code compliance issues

<u>Yesler (totally new)</u>
“On-site” parking and code compliance issues

<u>Van Asselt</u>
Boiler age and capacity
Electrical capacity
“On-site” parking and code compliance issues

<u>Sand Point #47 (Pool)</u>
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

<u>Sand Point #406</u>
Boiler age and capacity
Electrical capacity
Seismic issues
Fire sprinkler and life safety issues