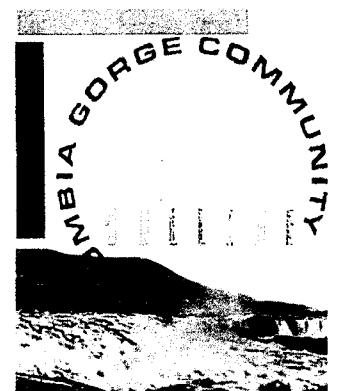


Prepared for :

**Columbia Gorge Community College
400 East Scenic Drive, The Dalles, OR 97058**

DLR Group	Architecture	Engineering	Planning	Design	Assessment
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Introduction



April 11, 2001

In September 2000 DLR Group began performing a Space Utilization Study for Columbia Gorge Community College. The process was conducted in four phases:

- | | |
|-------------------|------------------------|
| 1. Data Gathering | 3. Utilization Study |
| 2. Programming | 4. Conceptual Planning |

During the **Data Gathering** phase, DLR Group collected all academic information available including the college course catalog, an itemized schedule of courses, number of students enrolled per course, student weekly contact hours and room assignments, from the Fall 1999 Dean's Enrollment Report. The Director of Student Services, the Dean of Instruction, and the Campus Services Director reviewed the consultant's interpretation of the data. During this phase, the planners collected all available floor plans from which building plan base sheets were created.

During the **Programming Phase**, DLR Group reviewed and refined the information collected during the data-gathering phase. The planners focused on conducting interviews with key personnel from all departments and commercial tenants. Additionally the team distributed space requirement questionnaires to all members of the college community. This information was collated, printed and integrated into this report.¹ Concurrently, the consultant identified the current use of specific spaces, areas and rooms within the college complex of buildings.

The **Utilization Plan Phase** represents the quantitative and qualitative analysis of the existing teaching space and the spaces needed to support future programs. The quantitative study is a simple calculation of useable space. The qualitative analysis was conducted with the assistance of the college staff and community. The first three phases of our study lead to the compilation of enrollment data, programs requirements, and appropriate room usage for evaluation. From this compilation of data, the current Space Utilization was determined. The methodology used for this study is similar to the analysis outlined in the California Community College Facilities Planning Manual.

The **Conceptual Planning Phase** is intended to assist the college administration in formulating a plan to efficiently utilize all existing building space for current and future enrollment and programs.

1. See completed questionnaires, Volume 2.

Existing Space Allocation

Baseline building plans were created from a collection of available building plans and on-site review of observable conditions. From the available data DLR Group created comprehensive drawing files for buildings 1, 2, 3, 4, and 6. From those building plans areas could be calculated. These drawing are the basis for our evaluation and analysis.

The categorization and labeling of space within the studied buildings were conducted in cooperation with the college. The determination of a rooms "use" was based on qualitative assessment. Factors consistently included in the assessment are as follows:

1. Inadequately sized - Classrooms and labs are configured and sized so that student can easily observe instruction at the front of the classroom. Long narrow rooms are not usable for classroom space. Building 2's narrow width precludes conversion to classroom space. Similarly, Building 6's dormitory configuration an extremely narrow width are not suitable for conversion to classroom or lab space.
2. Set-up for singular use - The commercial kitchen area is best suited for it current, singular use. The large meeting room to the east is sized adequately for classroom space; however, it better suited for future use by the commercial kitchen. That space was excluded from the classroom space calculation. Similarly, the Board Room in building 1 is best suited for its current "special use" verses classroom. Conversely, the "Tutoring Center" could be used as a classroom and was included in the classroom calculation. The conference room on 2nd floor of building 2 could be suitable for a classroom space but is better being utilized as a conference room.
3. Requires extensive remodeling - Several spaces on campus might be appropriate classroom or lab space however; they would require extensive remodeling cost. The large conference room on 2nd floor of building 2 could be suitable for large classroom space after extensive and costly remodeling. Building 1, basement north end could be used for lab space after extensive remodeling. These potential classrooms and lab spaces were excluded from space calculations
4. Undesirable location or space quality - Building 1, 3rd floor space between the computer rooms was exclude from the classroom or lab calculation since the ceiling space is filled with noisy mechanical equipment that project down below normal head height. Cost aside, the basement spaces in buildings 2 and 6 could be remodeled into classroom or lab space, however; after completion the quality of the space would not be very supportive of quality education.

See ATTACHMENT "A",
building plans for diagrammatic illustrations identifying
the current room uses.



Summary of Existing Space Allocations

Building 1
-Existing Classroom Square Footage: 12,007 SF
-Existing Lab Square Footage: 10,585 SF

Building 2
-No existing Classroom or Lab Space

Building 3
-Existing Classroom SF: 1,711 SF
-Existing Lab SF: 1,345 SF

Building 4
-No existing Classroom SF
-Existing Lab SF: 3,201 SF

Building 6
-No existing Classroom or Lab Space

Total Useable Space Allocation: 28,849 SF

Existing, Useable Classroom Area: 13,718 SF

Existing, Useable Lab Area: 15,131 SF

Space Allocation Notes

1. To maximize staffing costs, and accommodate growth the college attempts to make class enrollments of 25 to 36 students. Most of the college classrooms are not adequately sized for these enrollment goals. In the initial remodel the classrooms were configured for 18, 24, and 36 students.

2. For a class enrollment size of 25 students, a Classroom should be designed at 750 SF (25 students x 30SF/student). A Teaching Lab should be designed at 1120 SF (25 students x 40 SF/Student). In Buildings 1 and 3 there are 6 classrooms sized greater than 750 SF. In Buildings 1, 3, and 4 there are 4 Teaching Labs sized greater than 1120 SF (Total 11,116 SF).

3. For a class enrollment size of 18 students, a Classroom should be designed at 540 SF (18 students x 30SF/student). A Teaching Lab should be designed at 720 SF (18 students x 40 SF/Student). In Buildings 1 and 3 there are 13 classrooms sized greater than 540 SF. In Buildings 1, 3, and 4 there are 14 teaching labs sized greater than 720 SF. (Total 25,714 SF)



Assignable Square Footage

By using the space planning guidelines established by CEFPI for community colleges and other institutions of higher learning, DLR Group calculated how much Classroom and Teaching Lab space is required to adequately support the enrollment for Fall 2000. The area requirements are generated from a formula that calculates the Assignable Square Footage (ASF) required for each enrollment FTE. The formula takes into account space required by a student in a class, hours per week space is available, a standard occupancy rate, and total contact hours per semester. (See section 5 for a more detailed explanation of the methodology.)

Analysis of Assignable Square Footage (ASF) Requirements

Current Classroom ASF requirement: 16,638 SF¹
+ 20% Classroom ASF increase for Fall 2000 enrollment:
19,966 SF

Current Teaching Lab ASF requirement: 14,836 SF²
+ 20% Teaching Lab ASF increase for Fall 2000 enrollment:
17,803 SF

Current TOTAL ASF requirement: 21,474 SF³
+ 20% TOTAL ASF increase for Fall 2000 enrollment:
37,769 SF

Total Useable Space Allocation:
28,849 SF

Existing, Useable Classroom Area: 13,718 SF⁴
Existing, Useable Lab Area: 15,131 SF

TOTAL ASF Deficit for 2000-2001 academic year:
8,920 SF

Classroom Area Deficit: 6,248 SF

Teaching Lab Area Deficit: 2,672



1. See Space Requirements for Classroom Instruction, Fall 1999, p. 8.
2. See Space Requirements for Lab Instruction, Fall 1999, p. 13.
3. Space requirements are based upon the Fall 99 enrollment, Fall 99 catalog with the exception of the Nursing Program.
4. See Summary of Existing Space Allocations, p. 3.

Criteria and Methodology For Assignable Square Footage

Criteria

In keeping with the space planning guidelines established by the CEFPI for community colleges and other institutions of higher learning, this study draws a distinction between classroom spaces and teaching laboratory spaces.

With classroom spaces, we assume a room equipped with tablet armchairs (either fixed, joined or moveable), tables and chairs, or a comparable seating arrangement. None of these spaces are equipped with special purpose equipment for student use. In addition, classroom size and layout tends to remain constant in most institutional settings.

With teaching laboratory spaces, by contrast, the instructional focus tends to require special purpose equipment. This in turn can result in significant differences in the size and layout of various department laboratory spaces. It also follows that lab spaces differ from classrooms in their space requirements.

Methodology

To calculate the required space for instructional areas at Columbia Gorge Community College, it is necessary to take the following steps.

- A. Identify formulae for classrooms and teaching laboratories
- B. Apply formulae to data generated by the Dean's Enrollment Reports
- C. Analysis



Criteria and methodology for assignable square footage (continued)

(A) Classroom Formula

Total amount of classroom space = Assignable Square Foot (ASF) or Space Factor

x

Weekly Student Contact Hours (WSCH)

Determining ASF:

$$\text{ASF per Student Station} / \left(\begin{array}{c} \text{Room Utilization Rate} \\ \times \\ \text{Station Occupancy Rate} \end{array} \right) = \text{Space Factor}$$

$$20 / (24 \times .650) = 1.282$$

Determining WSCH:

$$510 \text{ (contact hours)} \times \text{FTE} / 12 \text{ (weeks in semester)}$$

(B) Lab Formula

Total amount of lab space x Station Module Size x Use factor

x

Weekly Student Contact Hours (WSCH)

Determining Station Module Size:

See number assigned to specific disciplines identified by the Higher Education General Information Survey (Attachment A)

Determining Use Factor:

Projected average for community college lab departments = .056



Criteria and methodology for assignable square footage (continued)

(C) Applying the Lab Formula

- Identify Lab Courses in Dean's Enrollment Report that match CEFPI teaching laboratory configurations
- Calculate space allocation for each lab course, e.g.

CIS	121	Computer Concepts I							
CRN	DAYS	TIME	BUILD	ROOM	C	LIM	ENRL	REM	FTE
41291	TBA	TBA	TBA	TBA	8	36	25	11	
3.53									
	TBA	TBA	TBA	TBA	8				
	20-SEP-1999	10 DEC-1999							

$$60 \times .056 \times 150.25 (\text{WSCH}) = 504.08 \text{ SF}$$

(60 = Station Module Size)

(.056 = Use Factor)

(150.025 = WSCH = 3.53 (FTE) x 510 / 12)

- Add the total number of lab FTE
- Add the total number of lab square feet (i.e., space allocation number)
- Deduct total number of lab FTE from Overall Fall FTE total to get classroom FTE
- Plug classroom FTE into classroom formula to get classroom space allocation



Space Requirements For Classroom Instruction, Fall 1999

In this section we apply the classroom formula (see (A), p. 6) to the Fall 1999 Enrollment Report to calculate the space requirements for that term.

CLASSROOM - LECTURE - STUDY LAB

	CRN	# WEEKS	FTE	SQ FT
ABE - Intermediate	41268	12	3.11	169.45
	41271	8	0.64	52.31
	41274	5	0.14	18.31
	46770	12	0.14	7.63
	49031	12	0.14	7.63
				255.32
AHS - Adult HiSchool	42329	12	1.65	89.90
	46510	12	2.96	161.28
	42331	12	5.76	313.83
				565.01
ALC	49376	3	0.34	74.10
				74.10
Basic Study Skills Lab	49377	3	0.85	185.25
	49815	1	4.85	3171.03
	49816	1	0.05	32.69
				3388.97
BA - Business	41289	12	2.92	159.10
	48946	12	0.09	4.90
	44067	11	0.07	4.16
	42305	12	0.99	53.94
	45918	12	0.42	22.88
	44072	11	0.07	4.16
	48753	12	0.92	50.13
	48754	11	1.34	79.65
	45920	11	0.64	38.04
	42304	12	1.55	84.45
				501.41
BI - Biology	41306	12	2.68	146.02
	41308	11	1.55	92.13
				238.15
CED Non-reimbursable	43056	3	0.41	89.36
	44098	1	0.08	52.31
	44100	3	0.28	61.02
	44101	1	0.01	6.54
	48907	4	0.16	26.15
	48909	1	0.05	32.69
	48911	1	0.05	32.69
	48941	1	0.07	45.77
	48942	1	0.09	58.84
	48988	3	0.08	17.44
	48943	7	0.35	32.69
	45939	5	0.21	27.46
	45942	7	0.28	26.15



**Space Requirements
for Classroom
Instruction,
Fall 1999
(continued)**

	CRN	# WEEKS	FTE	SQ FT
CED Non-reimbursable	48935	8	0.27	22.07
	43086	8	0.59	48.22
	44133	1	0.01	6.54
	44135	1	0.01	6.54
	44137	1	0.01	6.54
	44139	1	0.01	6.54
	44141	1	0.01	6.54
	44143	1	0.01	6.54
	46103	1	0.01	6.54
	43072	5	0.38	49.69
	49499	1	1.24	810.74
	48928	1	0.03	19.61
	46900	1	0.19	124.23
	49743	1	0.02	13.08
	49747	1	0.02	13.08
	49750	1	0.02	13.08
	49753	1	0.03	19.61
	49760	1	0.01	6.54
	49836	1	0.05	32.69
	43081	1	0.21	137.30
	43082	1	0.02	13.08
	44292	1	0.04	26.15
	44341	1	0.02	13.08
	46955	1	0.02	13.08
	48989	4	0.07	11.44
	49594	1	0.17	111.15
	49727	1	0.24	156.92
	49829	1	0.11	71.92
	46898	4	0.17	27.79
	49740	1	0.61	398.83
	49748	1	0.41	268.07
	49751	1	0.07	45.77
	49758	1	0.01	6.54
	49828	1	0.26	169.99
	43093	7	0.56	52.31
	46939	1	0.01	6.54
	46940	1	0.02	13.08
	46941	1	0.02	13.08
	46945	1	0.07	45.77
	49761	1	0.04	26.15
	49764	1	0.02	13.08
	49766	1	0.27	176.53
	49728	1	1.18	771.51
	49729	1	1.18	771.51
	49746	1	0.09	58.84
	49759	1	0.07	45.77
				5192.75



**Space Requirements
for Classroom
Instruction,
Fall 1999
(continued)**

		CRN	# WEEKS	FTE	SQ FT
CEU	44090	1	0.11	71.92	
	48956	1	0.15	98.07	
	48900	1	0.05	32.69	
	48901	1	0.08	52.31	
	49344	1	0.16	104.61	
				359.60	
CG	45983	12	0.64	34.87	
	45984	12	0.49	26.70	
	48762	12	0.73	39.77	
	44070	4	0.33	53.94	
	42310	12	0.55	29.97	
	46101	8	0.71	58.03	
	46210	6	0.75	81.73	
	44108	2	0.07	22.88	
	46274	3	0.09	19.61	
	42325	4	0.31	50.67	
	48764	12	0.02	1.09	
	45911	2	0.16	52.31	
				471.57	
CH	41307	12	1.22	66.47	
	45910	12	1.32	71.92	
				138.39	
EC	41309	12	1.48	80.64	
	48835	12	1.48	80.64	
	48871	12	0.02	1.09	
	43158	12	0.14	7.63	
	49025	12	0.47	25.61	
	43104	10	0.14	9.15	
	48866	10	0.64	41.84	
				246.60	
ENG	48868	11	2.12	126.01	
	48869	11	1.55	92.13	
				218.14	
ENL	48896	11	0.35	20.80	
				20.80	
ESL	41277	12	1.65	89.90	
	41278	12	0.71	38.68	
	44271	3	0.02	4.36	
	46512	12	2.82	153.65	
	46513	12	1.65	89.90	
	46514	12	1.18	64.29	
	46515	12	0.09	4.90	
	46516	6	0.11	11.99	
	46517	6	0.05	5.45	
	46637	12	0.05	2.72	
	49045	6	0.12	13.08	
	49050	1	0.06	39.23	
				518.15	



**Space Requirements
for Classroom
Instruction,
Fall 1999
(continued)**

		CRN	# WEEKS	FTE	SQ FT
ESR		44064	12	2.54	138.39
					138.39
G		42299	12	2.82	153.65
					153.65
GED		41269	12	3.39	184.70
		41273	5	0.28	36.61
		41275	9	0.85	61.75
		42417	9	0.21	15.26
		46507	12	0.56	30.51
		49037	12	0.94	51.22
		49040	12	0.56	30.51
		49042	6	0.09	9.81
		42306	11	1.34	79.65
					500.02
HPE		42323	12	4.35	237.01
		41310	12	1.41	76.82
					313.83
HST		48811	12	0.49	26.70
		41312	12	1.06	57.75
		48955	12	1.34	73.01
					157.46
MRT		41619	11	0.85	50.52
					50.52
MSD		46476	5	0.26	34.00
		48770	6	0.28	30.51
		48800	6	0.16	17.44
		49522	6	0.05	5.45
					87.39
MT		45907	12	0.71	38.68
					38.68
MTH		48883	12	0.28	15.26
		48884	12	0.05	2.72
		45919	12	1.32	71.92
		41300	12	1.41	76.82
		43087	12	2.92	159.10
		43043	12	0.64	34.87
		41297	12	0.94	51.22
		41298	12	2.35	128.04
		42298	12	1.88	102.43
		43042	12	1.98	107.88
		41299	12	1.98	107.88
		49286	12	0.94	51.22
		48959	12	0.19	10.35
		44088	12	0.59	32.15
		41296	12	1.04	56.66
		46404	12	2.26	123.14
					1131.65



**Space Requirements
for Classroom
Instruction,
Fall 1999
(continued)**

	CRN	# WEEKS	FTE	SQ FT
NUR	42309	8	5.72	467.48 467.48
PHL	42300	11	1.41	83.81 83.81
PSY	48885	12	0.78	42.50
	41311	12	1.76	95.89
	42308	12	1.48	80.64
	41314	12	0.71	38.68
	45957	12	1.06	57.75
				315.47
RD	44106	12	1.27	69.20
	43097	12	0.99	53.94
				123.14
SOC	41313	12	1.41	76.82
	41294	12	2.26	123.14
	44066	12	1.22	66.47
				266.43
WR	41316	12	1.41	76.82
	43064	12	1.62	88.27
	41317	12	1.48	80.64
	41318	12	1.41	76.82
	43151	12	1.13	61.57
	46407	12	1.06	57.75
	46611	12	1.76	95.89
	48833	12	1.27	69.20
	41319	12	1.91	104.07
	48814	12	0.28	15.26
	48815	12	0.64	34.87
	41315	12	1.27	69.20
	41320	12	0.21	11.44
	49259	12	1.13	61.57
				903.36
SP		12	3.48	189.61 189.61
TOTALS			155.15	16638.29



Space Requirements For Lab Instruction, Fall 1999

In this section we apply the classroom formula (see (B), p. 6) to the Fall 1999 Enrollment Report to calculate the space requirements for that term.

DEDICATED LABS

	CRN	STATION MODULE SIZE	FTE	# WEEKS	SF
APP - Electrician	46420	100	0.18	14	36.72
	49291	100	0.18	14	36.72
	49292	100	0.18	14	36.72
	49293	100	0.35	14	71.40
					181.56
ART - Art	48750	80	1.13	12	215.15
	41282	80	1.55	12	295.12
	41283	80	0.28	12	53.31
	41285	80	1.55	12	295.12
	41288	80	2.4	12	456.96
	45986	80	2.4	12	456.96
	45930	80	0.42	12	79.97
	45988	80	0.56	12	106.62
	41280	80	0.14	12	26.66
	41281	80	0.28	12	53.31
	41284	80	0.99	12	188.50
	41286	80	0.14	12	26.66
	41287	80	0.42	12	79.97
	45987	80	0.14	12	26.66
	48751	80	0.71	12	135.18
					2496.14
BI - Biology	42294	65	0.71	11	119.82
	42295	65	0.99	11	167.08
	45916	65	0.99	11	167.08
	42293	65	0.92	11	155.26
	42296	65	0.64	11	108.01
					717.25
CAS - Computers	46117	60	0.48	6	137.09
	43065	60	0.59	12	84.25
	48876	60	0.35	12	49.98
	48758	60	0.05	6	14.28
	48759	60	0.24	6	68.54
	43066	60	0.71	12	101.39
	48881	60	0.47	12	67.12
	43067	60	1.06	12	151.37
					674.02
CED Non-reimbursable	49739	40	0.18	4	51.41
	42419	40	0.17	1	194.21
	46732	40	0.28	1	319.87
	46883	40	0.13	1	148.51
	49506	40	0.17	1	194.21
	49725	40	0.03	1	34.27
	49830	40	0.05	1	57.12
	48913	40	0.05	1	57.12
	48918	40	0.04	1	45.70



**Space Requirements
for Lab Instruction,
Fall 1999
(continued)**

	CRN	STATION MODULE SIZE	FTE	# WEEKS	SF
CED Non-reimbursable	49058	40	1.18	5	269.61
(Cont..)	49172	40	0.53	8	75.68
	43182	40	0.11	1	125.66
	43186	40	0.18	3	68.54
	43187	40	0.12	3	45.70
	43189	40	0.05	2	28.56
	44138	40	0.08	1	91.39
	44129	40	0.07	1	79.97
	44297	40	0.06	1	68.54
	44300	40	0.19	2	108.53
	44301	40	0.23	2	131.38
	44302	40	0.21	2	119.95
	44337	40	0.1	1	114.24
	44338	40	0.07	1	79.97
	46118	40	0.29	2	165.65
	46552	40	0.05	1	57.12
	46553	40	0.06	1	68.54
	46554	40	0.05	1	57.12
	46951	40	0.14	1	159.94
	48940	40	0.24	3	91.39
	49277	40	0.14	2	79.97
	49489	40	0.16	1	182.78
	49490	40	0.14	1	159.94
	49491	40	0.18	1	205.63
	49492	40	0.53	1	605.47
	49518	40	0.29	4	82.82
	49578	40	0.07	1	79.97
	49726	40	0.08	2	45.70
	49757	40	0.09	1	102.82
	49834	40	0.13	1	148.51
	43055	40	0.05	1	57.12
	49507	40	0.11	1	125.66
	49593	40	0.03	1	34.27
	49713	40	0.05	1	57.12
	49715	40	0.04	1	45.70
	49717	40	0.06	1	68.54
	49726	40	0.02	1	22.85
	49738	40	0.11	1	125.66
	49741	40	0.14	1	159.94
	49742	40	0.09	1	102.82
	49745	40	0.35	1	399.84
	49749	40	0.09	1	102.82
	49754	40	0.06	1	68.54
	49755	40	0.03	1	34.27
	49756	40	0.05	1	57.12
	49762	40	0.02	1	22.85



**Space Requirements
for Lab Instruction,
Fall 1999
(continued)**

	CRN	STATION MODULE SIZE	FTE	# WEEKS	SF
CED Non-reimbursable (Cont..)	49763	40	0.02	1	22.85
	49765	40	0.04	1	45.70
	49827	40	0.07	1	79.97
	49835	40	0.21	1	239.90
	49837	40	0.02	1	22.85
	49838	40	0.16	1	182.78
	49839	40	0.04	1	45.70
	49840	40	0.09	1	102.82
	49841	40	0.06	1	68.54
	49842	40	0.05	1	57.12
					7156.85
CEU	48934	40	0.38	7	62.02
	48933	40	0.24	6	45.70
	49832	40	0.61	1	696.86
	49833	40	0.38	1	434.11
	49617	40	0.25	1	285.60
	49618	40	0.17	1	194.21
	49577	40	0.64	7	104.45
					1822.94
CH	42292	75	0.28	11	54.52
	42297	75	0.64	11	124.63
	45914	75	0.99	11	192.78
					371.93
EMT	48875	80	2.82	8	805.39
	49659	80	0.56	10	127.95
	49590	80	1.2	12	228.48
					1161.82
MT	45922	100	0.71	9	225.31
					225.31
OS	43069	40	0.09	11	9.35
	43070	40	0.05	11	5.19
	45955	40	0.05	11	5.19
	45956	40	0.09	11	9.35
					29.08
	TOTALS		41.33		14836.90



College Community Planning Process

In keeping with the objective of the space utilization study, the DLR Group organized three meetings with members of the college community. These members were drawn from all parts of the campus. See the list of attendees, ATTACHMENT "B". Below is a summary of each meeting.

Meeting 1- Presentation of the Facts and Findings

During this meeting DLR Group presented the printed plans of current space allocations at Columbia Gorge Community College. The process highlighted the differences between the existing space and square footage for classroom and lab space compared to how much classroom and lab space is actually needed. There was an obvious discrepancy in the numbers. The calculations and findings identified a square footage deficit of 8,920 SF.

Meeting 2 - Addressing the Needs

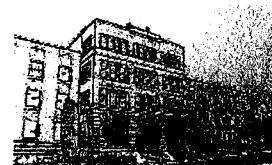
At Meeting 2, a number of questions and suggestions were raised that addressed the need for additional space/square footage at Columbia Gorge Community College. After lengthy discussions, the college committee members identified 3 options:

Option 1: Wait and do nothing until a 10,000 SF Health Science Building is built.
Net SF Gained: 0 SF

Option 2: Demolish Building 3 and build a new 13,056 SF classroom building.
Net SF Gained: 10,000 SF

Option 3: Modernize and add a multi-story classroom wing to Building No. 2.
Net SF Gained: 10,000 SF

After discussing all three proposals, the committee resolved that Option 3 couldn't be justified on the grounds of cost (comparable to cost of new building) and practicality (locating classroom space in a building better suited for office space). The Committee recommended that Options 1 and 2 be part of the draft report.



COLLEGE COMMUNITY PLANNING PROCESS (continued)

Meeting 3 - Potential Building Locations

At this meeting, the committee focused its energies on identifying site options for the New Health Science Building. The committee identified the following site options:

- Location A1 - New building where Building 5 used to be. Parking at the east end of campus could be utilized. Issue: Not enough existing parking to accommodate Allied Health Building.
- Location A2 - Make the new building where Building 5 and make it a two-level structure, thereby creating additional parking space.
- Location B - Replace Building 11. Parking could be added by expanding the dirt lot from 17 parking stalls to 120 parking stalls.
- Location C - East of Building 3. Issue: May impact the views of residences on campus.
- Location D1 - On or next to the soccer field. Soccer field could be moved to the southeast corner of campus. Provides good security and easy accessibility for nighttime use.
- Location D2 - Just north of the soccer field. Provides good security and easy accessibility for nighttime use.
- Location E - On Building 3 site (Demolish Building 3 to accommodate new building.) Close to library, services, and other classroom spaces.
- Location F - On Building 4 site. Since half of this building is currently unused, the building could be demolished to make room for the Allied Health Building. Additional parking stalls could be added south of the soccer field.

See the campus map, ATTACHMENT "C" for a diagrammatic illustration of the proposed locations for the New Health Science Building.

Potential Parking Lot Locations

Discussions in support and opposition to the proposed alternatives included potential locations for new parking lots. Location B - southern expansion of Lot "A" would necessitate relocation or demolition of the existing residence adjacent to Lot "A". Location F - a fairly large parking lot could be constructed south of the soccer and ball field.

Preferences

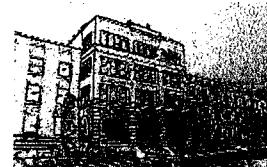
The committee then took a vote on the site options for the new Health Sciences Building. The results are as follows:

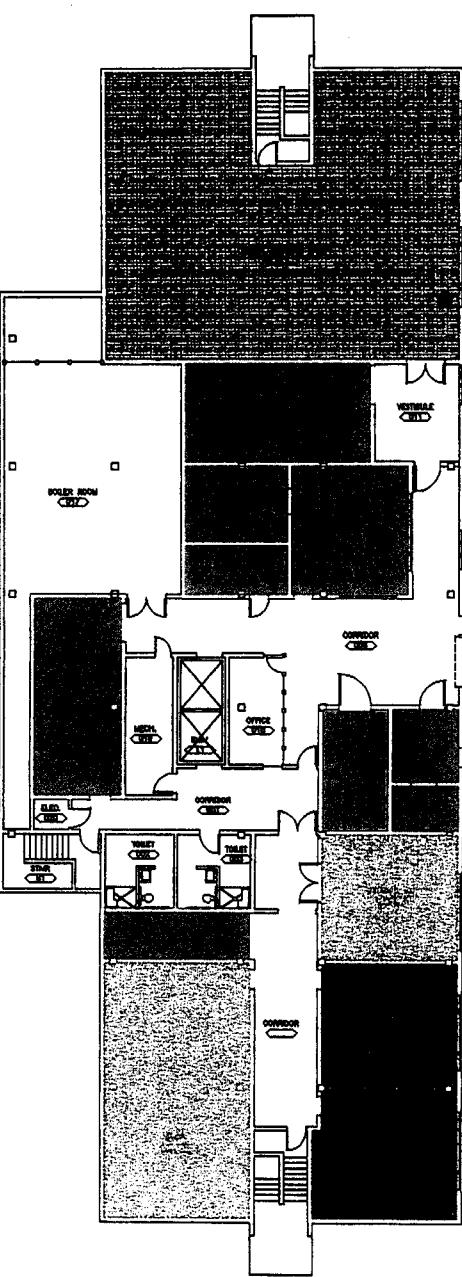
Location A:	2 votes
Location B:	9 votes
Location C:	14 votes
Location D:	4 votes
Location E:	1 vote
Location F:	11 votes



Conclusions

- The study indicates that the current complex of buildings are **inadequately sized for the Fall 2001 enrollment**, which grew 20% from Fall 2000. As the college enrollment continues to grow, the deficit of classroom and lab space will continue to grow.
- Classroom and lab spaces adequately sized for student enrollments of 25 to 36 students are extremely limited. **6 classrooms and 4 teaching labs are currently available for class sizes of 25**. Very few opportunities for combining smaller classrooms to create larger classroom exist.
- If the Analysis of Space Requirements were calculated including only classrooms and labs **sized for at least 18 students**, the Total Instructional SF Deficit would be **12,055 useable SF**.
- If the Analysis of Space Requirements were calculated including only classrooms and labs **sized for at least 25 students**, the Total Instructional SF Deficit would be **26,653 useable SF**.
- **Building No. 1 houses 88% of the classroom space and 70% of the lab space.** The other buildings on campus are best suited for other uses such as administration, leased office space, residence hall and art classes/studio. Academically, building no.1 is the college.
- **Building Nos. 1, 2, 3, 4, and 6** currently have **100,674 useable SF** for college use; **22,592 SF** are assigned to classrooms and teaching labs.
- To create additional classroom and teaching labs of the appropriate size, the college should consider **extensive remodeling** in several different buildings. The resultant classroom space and lab space would be expensive and scattered over the campus.
- A new "stand alone" building could be spatially programmed to address very **specific instructional space needs (ASF)** while minimizing the building of additional support, storage, library, cafeteria, special programs, and/or administrative space.



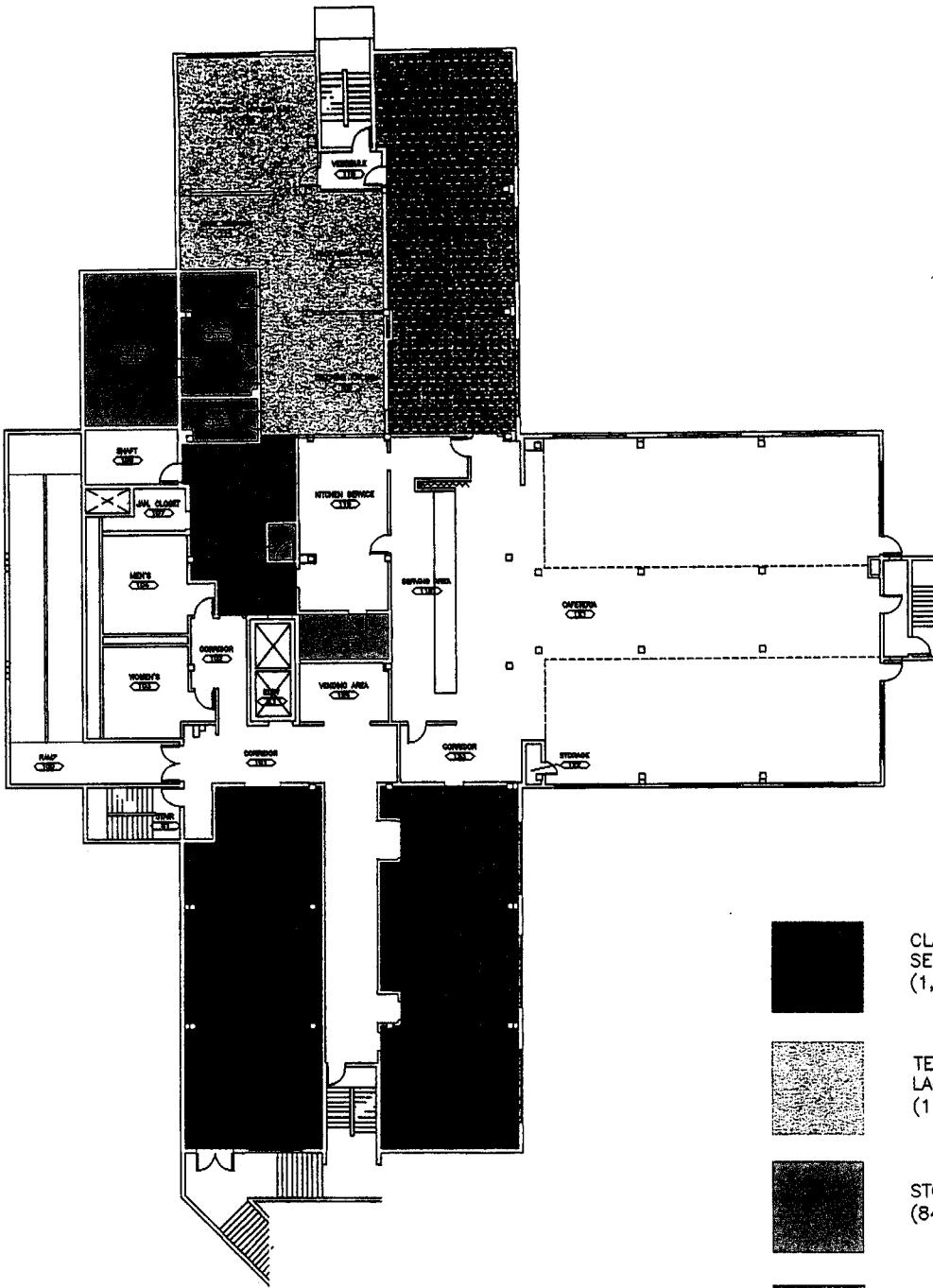


BASEMENT FLOOR PLAN

SCALE: 1" = 30'

ATTACHMENT 'A'

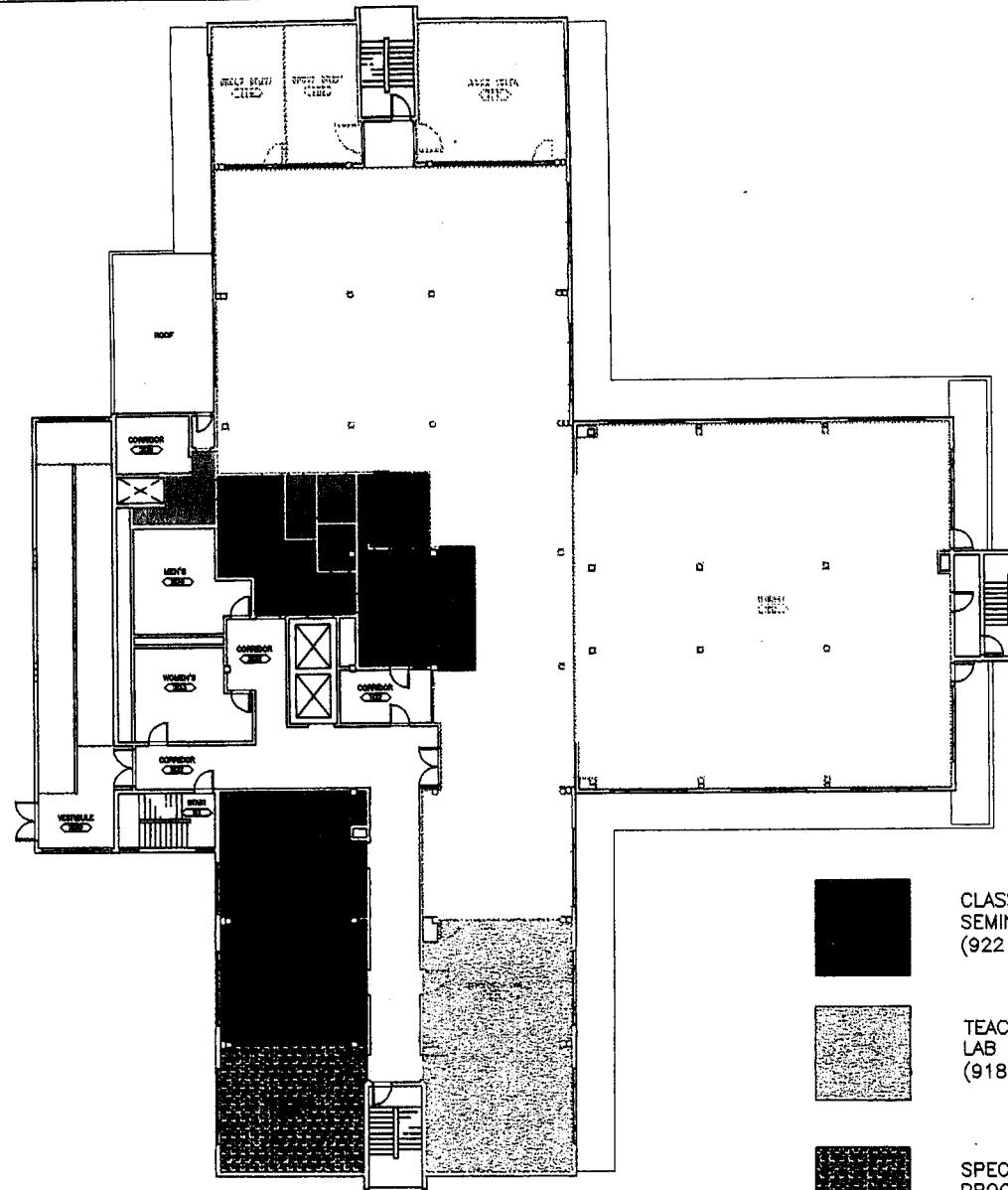
CLASSROOM/ SEMINAR SPACE (865 SF)
TEACHING LAB (1,332 SF)
SUPPORT SPACE (2,283 SF)
STORAGE (1,504 SF)



FIRST FLOOR PLAN

SCALE: 1" = 30'

ATTACHMENT 'A'



SECOND FLOOR PLAN

SCALE: 1" = 30'

ATTACHMENT 'A'

CLASSROOM/
SEMINAR SPACE
(922 SF)

TEACHING
LAB
(918 SF)

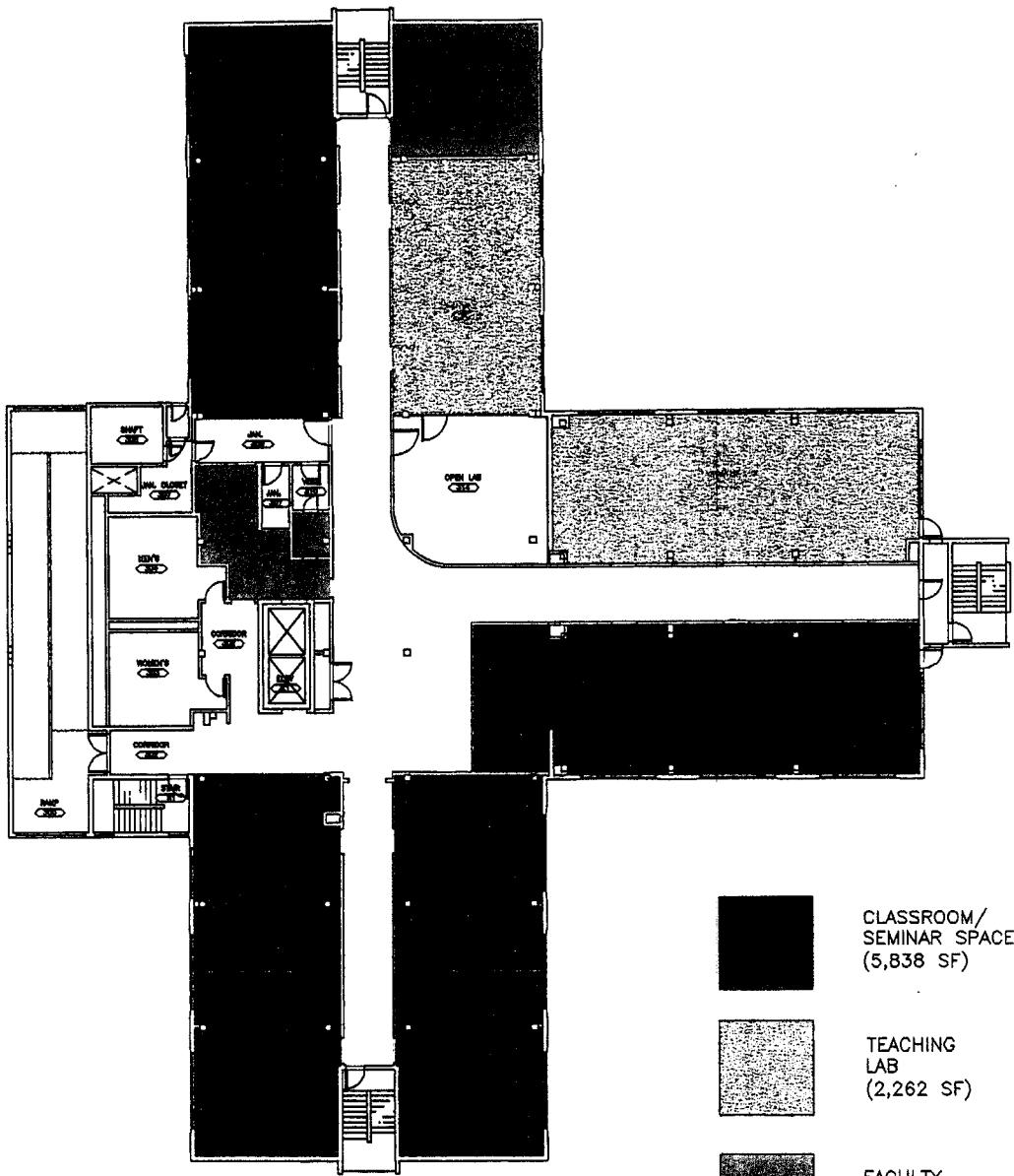
SPECIAL
PROGRAMS
(463 SF)

LIBRARY
SPACE
(8,315 SF)

STORAGE
(167 SF)

SUPPORT
SPACE
(793 SF)

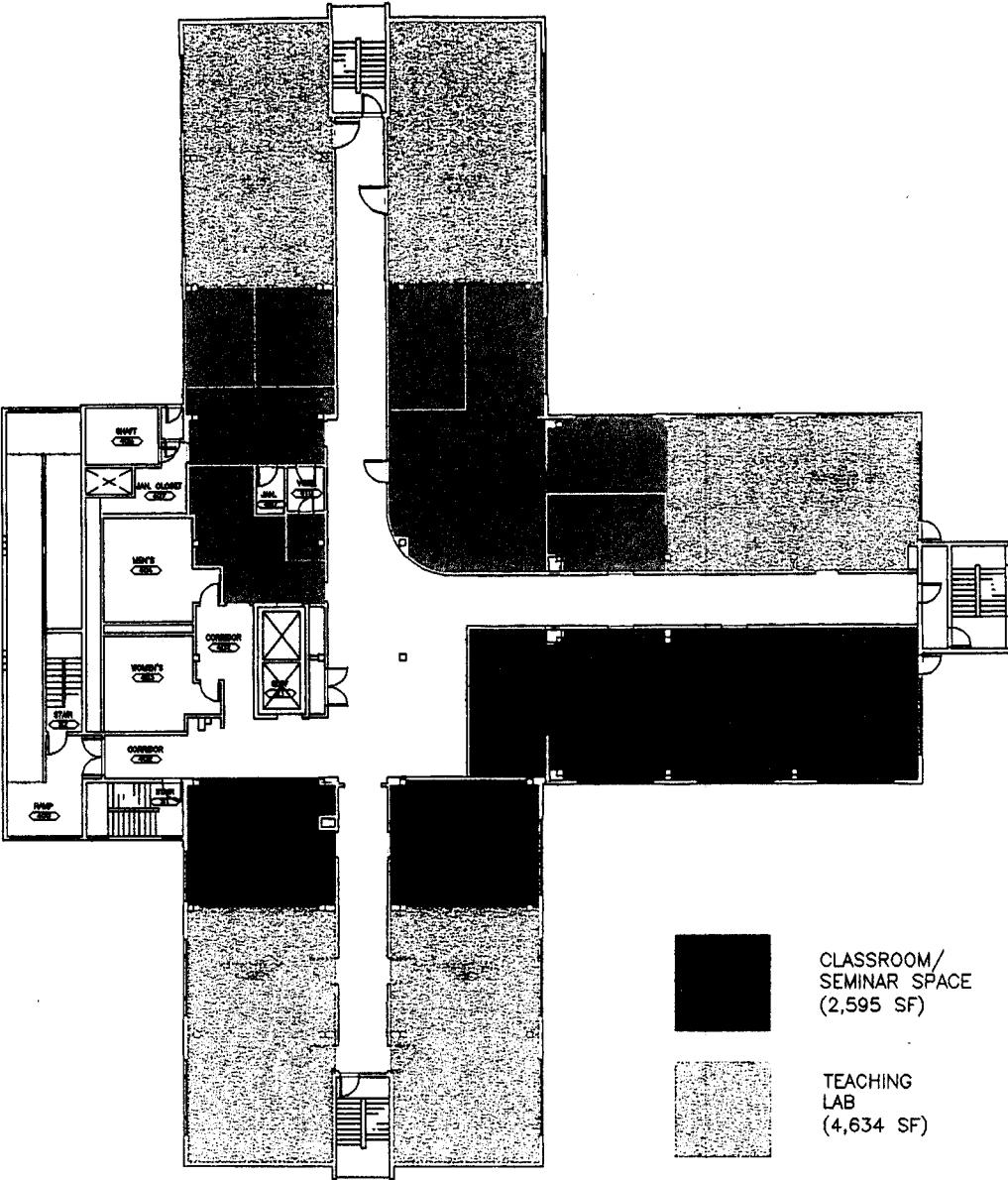
BUILDING 1
Columbia Gorge Community College



THIRD FLOOR PLAN

SCALE: 1" = 30'

ATTACHMENT 'A'



CLASSROOM/
SEMINAR SPACE
(2,595 SF)

TEACHING
LAB
(4,634 SF)

FACULTY
OFFICE
(553 SF)

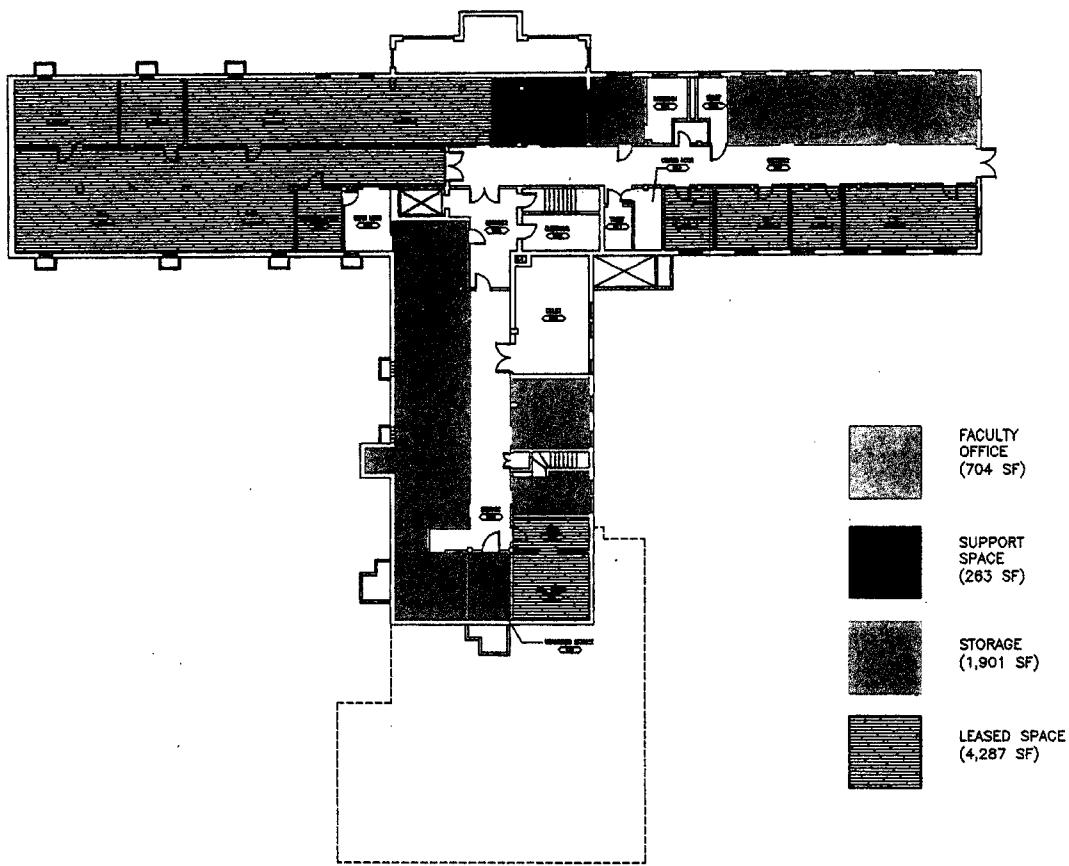
STORAGE
(1,848 SF)

FOURTH FLOOR PLAN

SCALE: 1" = 30'

ATTACHMENT 'A'

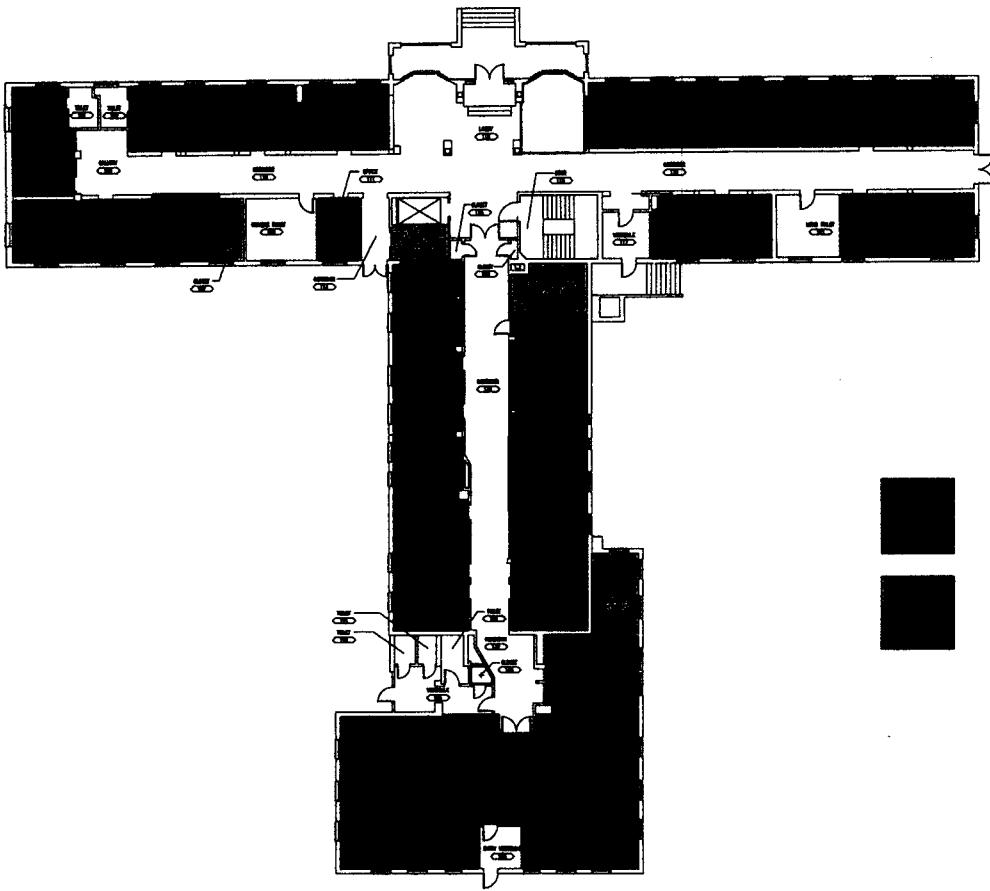
Bldg2-Bsmt.dwg 112000 111606



BASEMENT FLOOR PLAN

SCALE: 1" = 40'

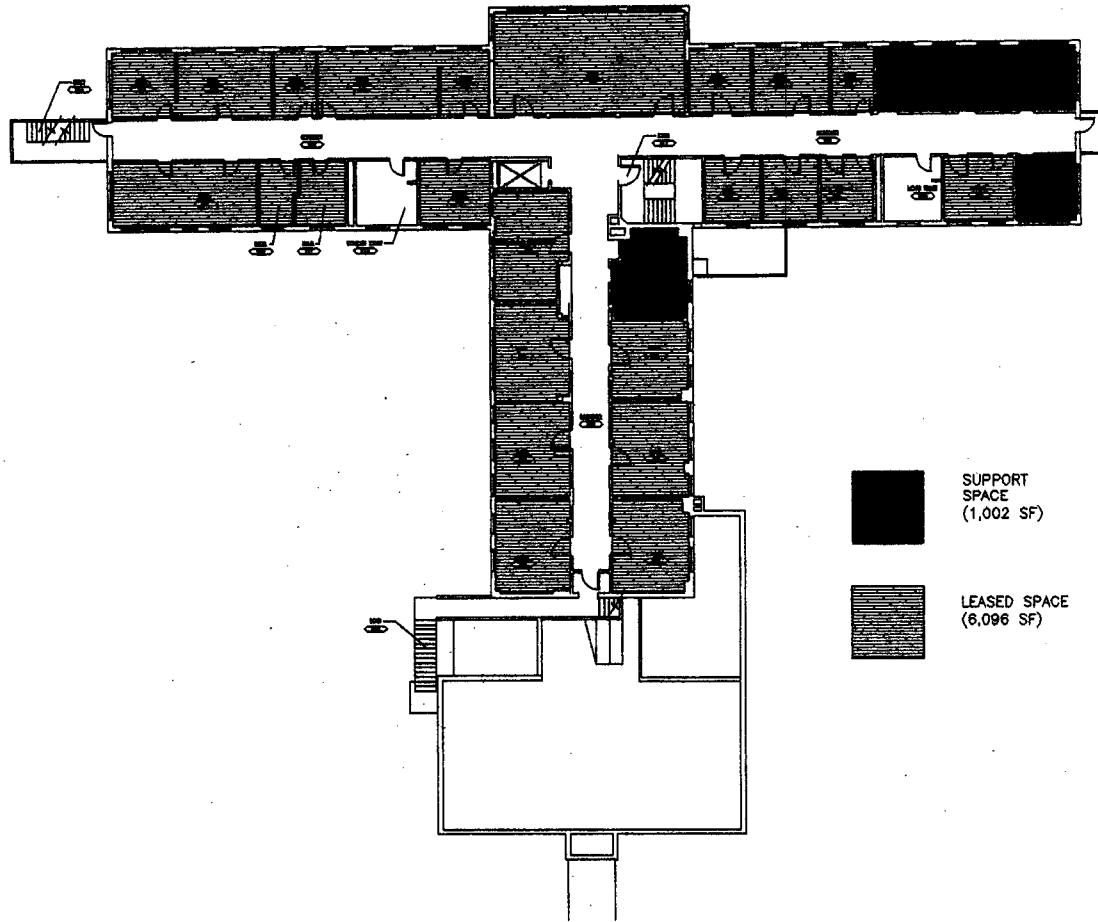
ATTACHMENT 'A'



FIRST FLOOR PLAN

SCALE: 1" = 40'

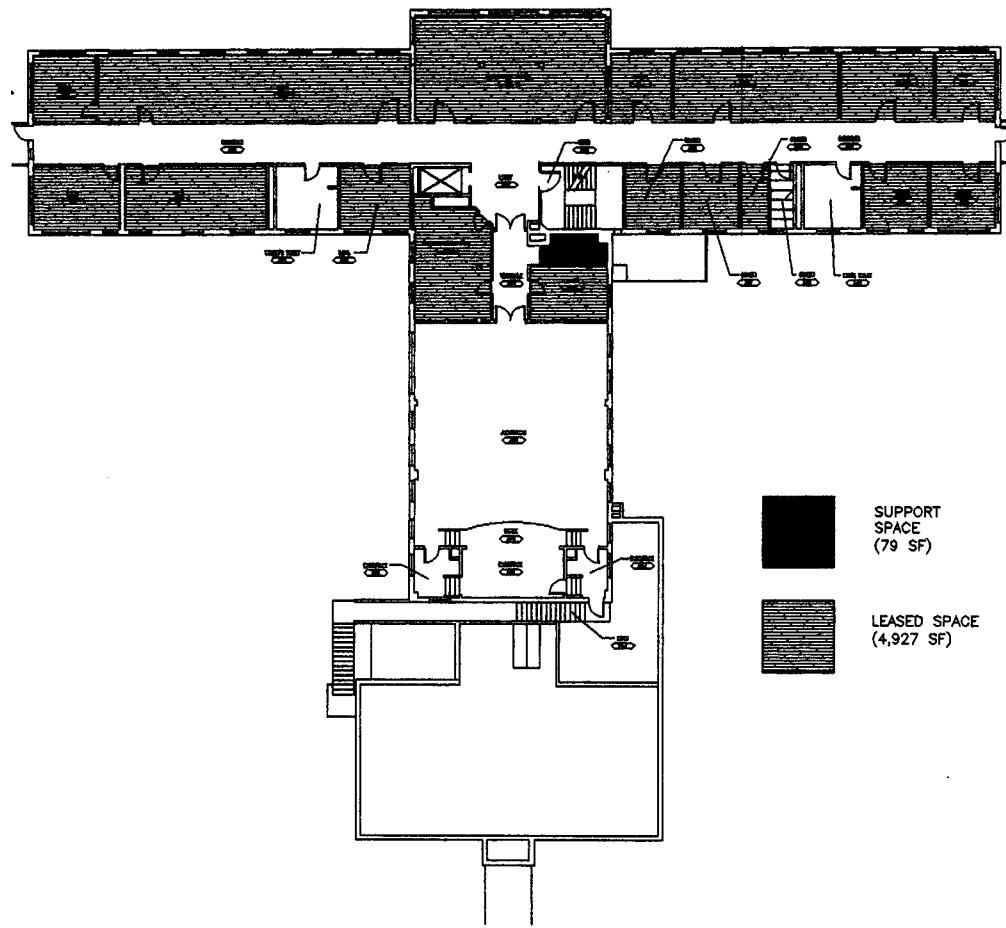
ATTACHMENT 'A'



SECOND FLOOR PLAN

SCALE: 1" = 40'

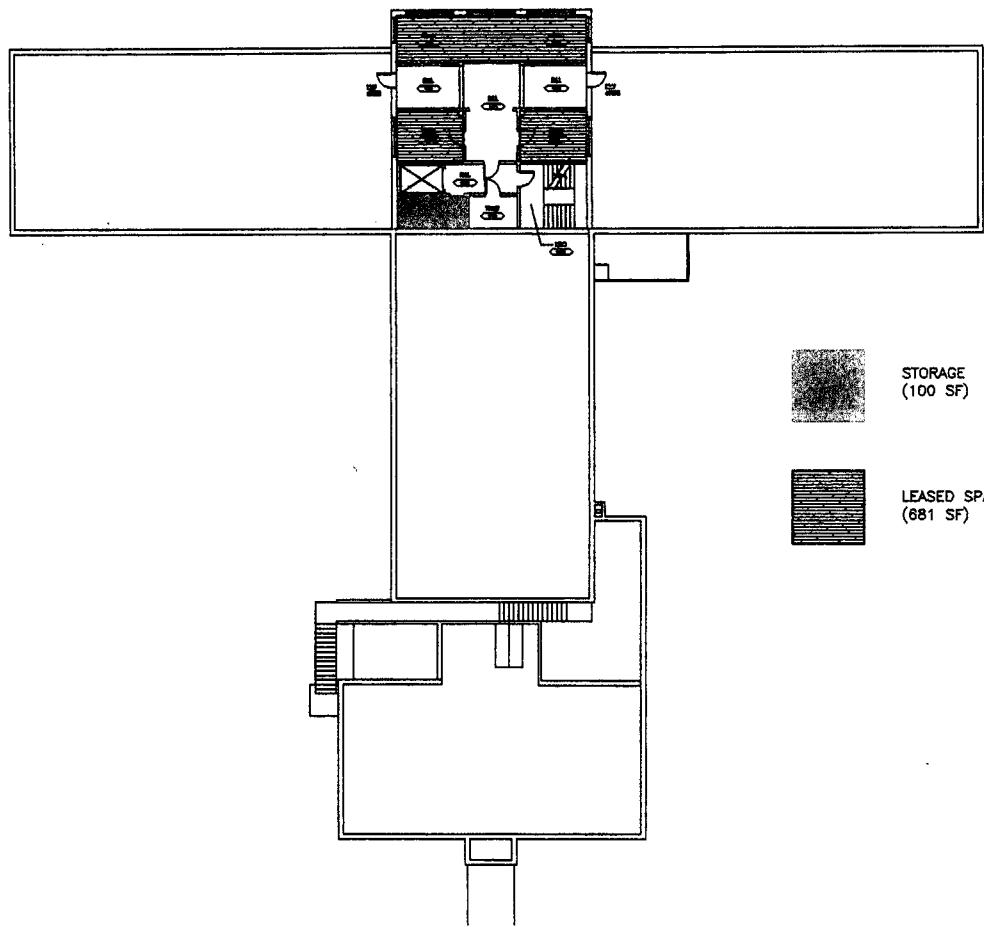
ATTACHMENT 'A'



THIRD FLOOR PLAN

SCALE: 1" = 40'

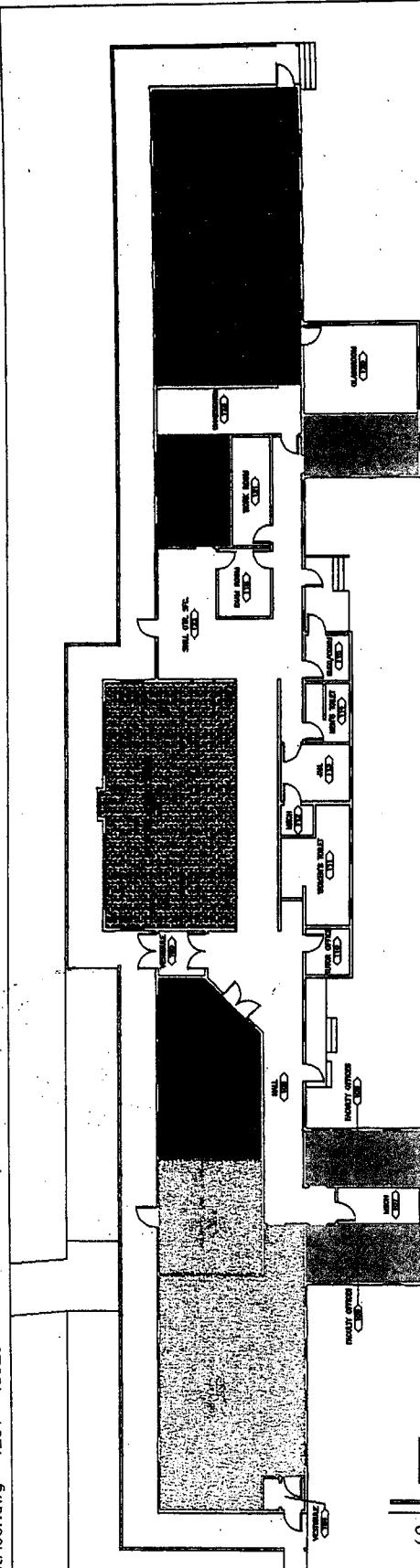
ATTACHMENT 'A'



FOURTH FLOOR PLAN

SCALE: 1" = 40'

ATTACHMENT 'A'



CLASSROOM/
SEMINAR SPACE
(1,711 SF)

TEACHING
LAB
(1,345 SF)

FACULTY
OFFICE
(558 SF)

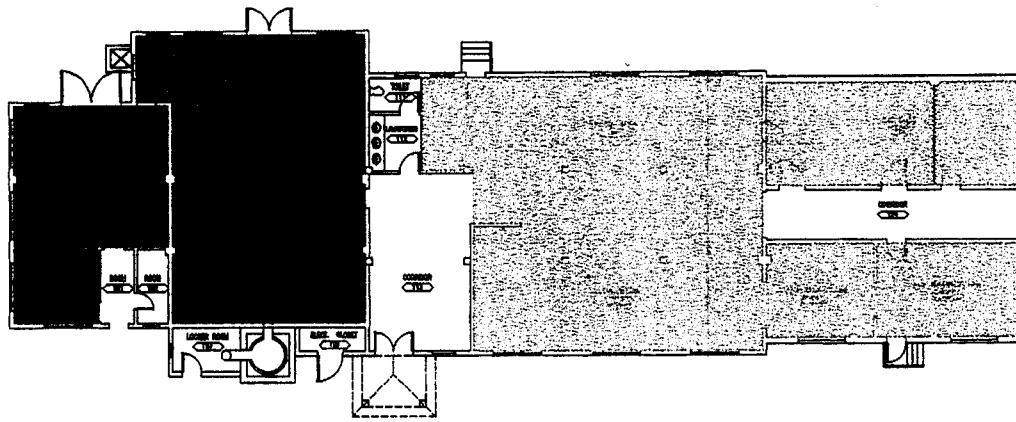
SPECIAL
PROGRAMS
(964 SF)

SUPPORT
SPACE
(231 SF)

FIRST FLOOR PLAN

SCALE: 1" = 30'

ATTACHMENT 'A'



TEACHING
LAB
(3,201 SF)

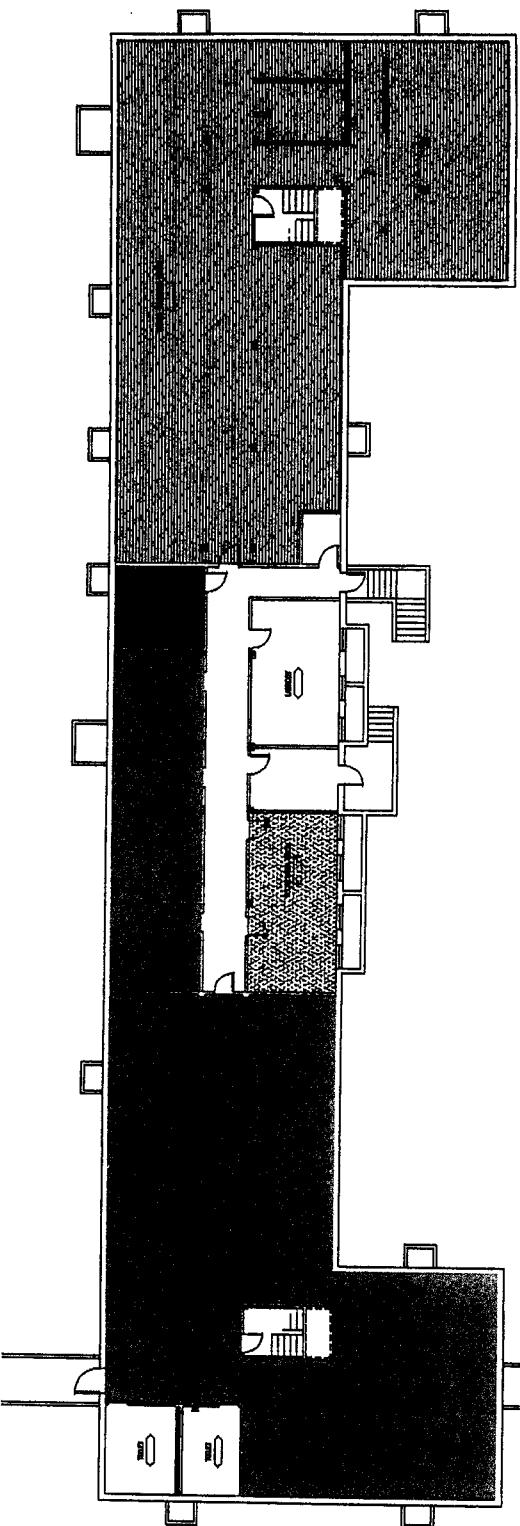


SUPPORT
SPACE
(2,087 SF)

FIRST FLOOR PLAN

SCALE: 1" = 30'

ATTACHMENT 'A'



SUPPORT
SPACE
(184 SF)

STORAGE
(4,107 SF)

GENERAL USE
(394 SF)

LEASED SPACE
(3,530 SF)

BUILDING 6
Columbia Gorge Community College

74-00-146-13
04-02-01

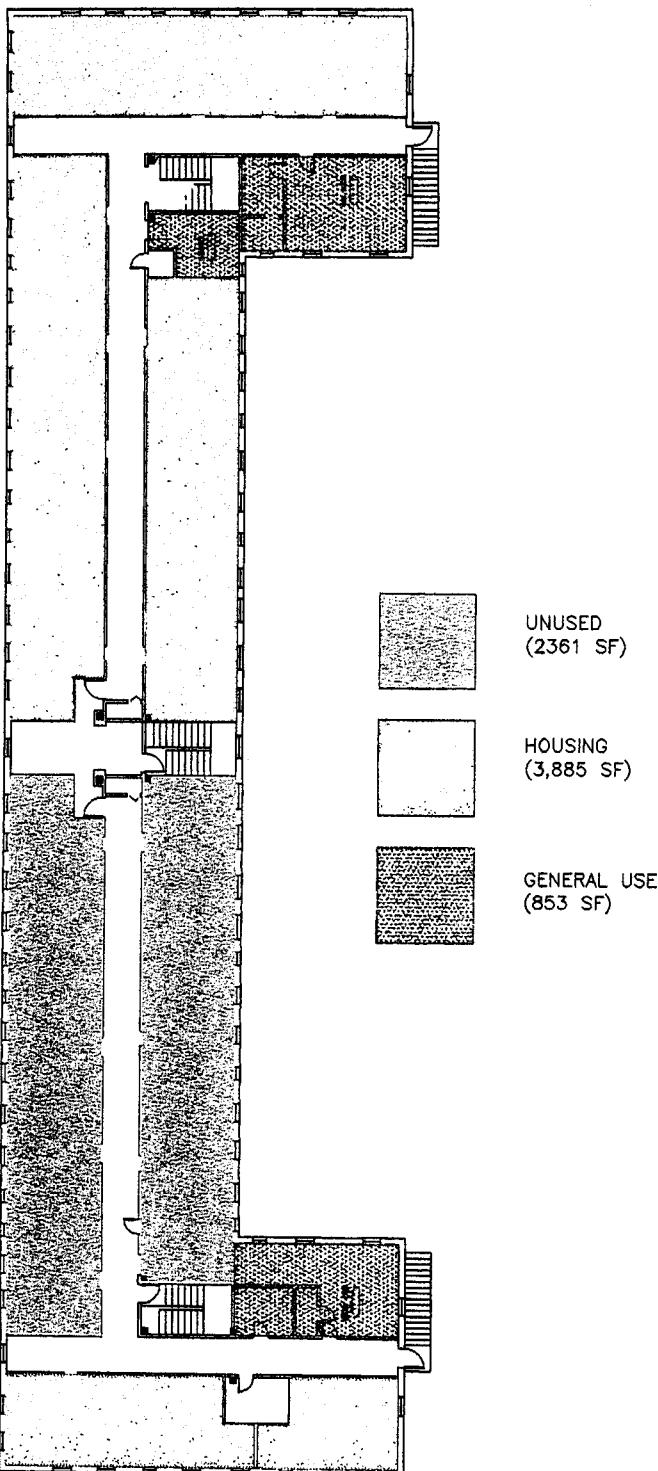
DLR Group
Architecture Engineering Design
© 2001

Bldg6-Bsmt.dwg 4201 50953

BASEMENT FLOOR PLAN

SCALE: 1" = 30'

ATTACHMENT 'A'



SECOND FLOOR PLAN

SCALE: 1" = 30'

ATTACHMENT 'A'

Attachment 'B'

Space Utilization Study Attendees

Meeting One -January 30, 2001

Dennis Whitehouse	Campus Services Director
Bob Cole	Resource Development/SBDC
John McKee	Professional/Technical Director
Reine Hayes-Fetz	Dean of Instruction
Barbara Hammel	Business Instructor
Bill Bohn	Information Technologies Director
Kenneth Leibham	Business Instructor
Tristan Jenkins	Chemistry Instructor
Judee Flint	Child Care Partners
Ruth Lusk	Child Care Partners
Saundra Buchanan	Business Office Manager
Darlene Marick	Resource Development Office
Suzanne Burd	SBDC
Joanie Sather	Campus Services Secretary
Linda Rae Lorenzen	President's Secretary
Mary Ann Pauline	Commercial/Teaching Kitchen Manager
Steve Schafroth	MCEDD/SBDC
Susan Lewis	Adult Literacy
Jean Ewald	Skill Center Secretary
Rosemary Ross	Librarian
Richard Parker	Library Assistant

Meeting Two - February 13, 2001

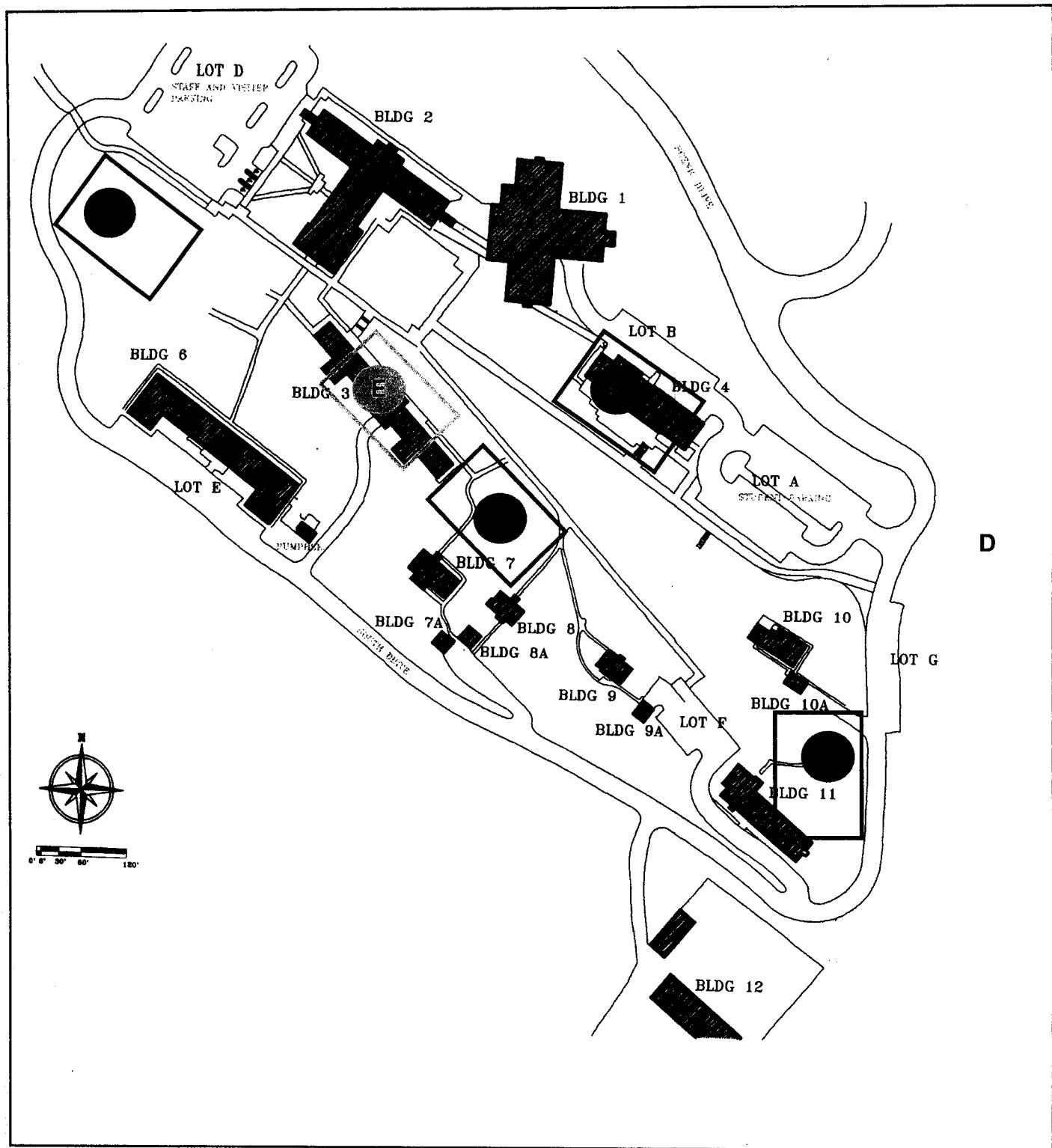
Pat Hoffman	MCEDD
Darlene Marick	Resource Development
Jean Ewald	Skill Center Secretary
Joanie Sather	Campus Services Secretary
Linda Hardham	Nursing Director
Sharyn Anderson	Student Services
Linda Quackenbush	Nursing
Fern Wilcox	OSU extension
Saundra Buchanan	Business Office Manager
Sarah Cowles	Student Services/Advising
Bill Bohn	Information Technologies Director
Sandra Gettman	Skill Center
Kenneth Leibham	Business Instructor
Carl Nadin	DEQ
Ruth Lusk	Child Care Partners
Steve Wadsworth	IT Support Staff
Rosemary Ross	Librarian
Susan Lewis	Adult Literacy
Richard Parker	Library Assistant
Pat Evenson-Brady	ESD
Mary Bowen	ESD
Char Lavender	Dean's Secretary
Dennis Whitehouse	Campus Services Director

Attachment 'B'
Space Utilization
Study Attendees
(continued)

Meeting Three - February 20, 2001

Dennis Whitehouse	Campus Services Director
Reine Hayes-Fetz	Dean of Instruction
Diane Trubachic	Business Office/Payroll
Susan Lewis	Adult Literacy
Bill Bohn	Information Technologies Director
Barbara Hammel	Business Instructor
John McKee	Professional/Technical Director
Mary Bowen	ESD
Rosemary Ross	Librarian
Linda Hardham	Nursing Director
Fern Wilcox	OSU extension
Joanie Sather	Campus Services Secretary
Darlene Marick	Resource Development
Sharyn Anderson	Student Services
Jean Ewald	Skill Center Secretary
William E. Bell	President
Bob Cole	Resource Development/SBDC
Irv Smith	GOBHI
Richard Parker	Library Assistant
Ruth Lusk	Child Care Partners
Kenneth Leibham	Business Instructor

Attachment 'C'

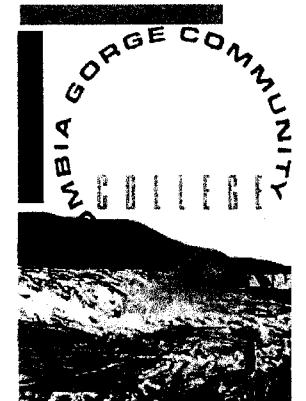


D

Space Utilization Study

Completed Questionnaires

Version 8/1997



Prepared for :

Columbia Gorge Community College
400 East Scenic Drive, The Dalles, OR 97058

DLR Group

Architecture

Engineering

Planning

Design

Assessment

Table of Contents

Volume 2 of 2

Completed Questionnaires

Classrooms

Labs

Meeting Rooms

Library

Offices

Campus Services

Miscellaneous

Lecture

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: Oct 18, 2000

PERSON COMPLETING FORM: Leibham

FUNCTION: Lecture Classroom

HOURS OCCUPIED: 8 AM - 9:30 PM

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: _____

 DLR Group

SPACE: / ROOM NO. _____

NUMBER OF OCCUPANTS: _____

PEAK USE: 10 AM 9:30 PM

SECOND ADJACENCY: _____

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

CEILING HEIGHT: 8 ft
when set = standard. Able to
AVERAGE LIGHTING LEVEL DESIRED: darkest front
part.

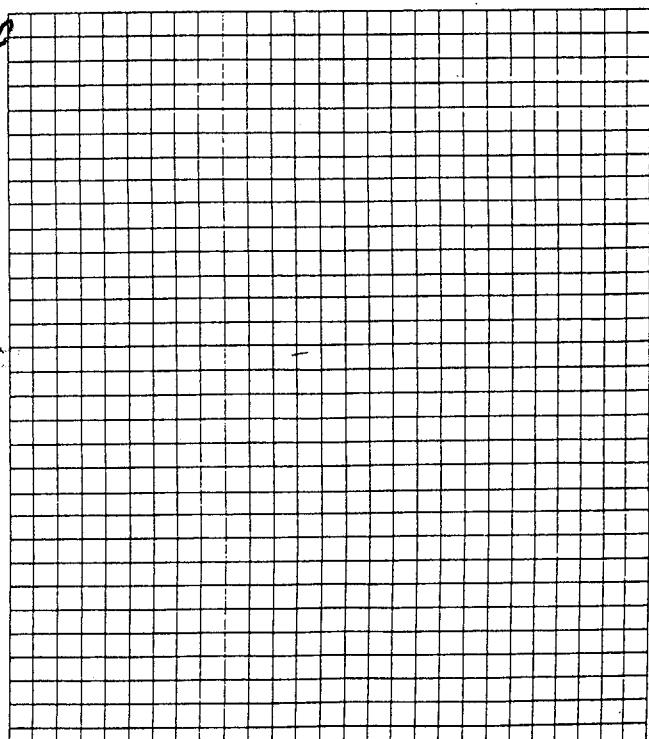
PRIVACY: _____
(List any special needs)

SECURITY: _____
(List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: _____
(List any special needs)

SPECIAL REQUIREMENTS: needed for
computer server access



SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: Oct 18, 2000

DATE: Oct 18, 2000

PERSON COMPLETING FORM: Leitham

FUNCTION: Lecture, Computer Demonstrator Lecture Room

HOURS OCCUPIED: 8AM - 9:30AM

SPACE: ROOM NO.

NUMBER OF OCCUPANTS: _____

PEAK USE: 8:10 - 9:00PM

ACCESS REQUIREMENTS:

PRIMARY ADJACENCY: Secure storage

Closet, network printer

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

SECOND ADJACENCY: Network Printer

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

--	--

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: fd with
dark heavy able at front of Room

PRIVACY: _____

(List any special needs)

SECURITY: High

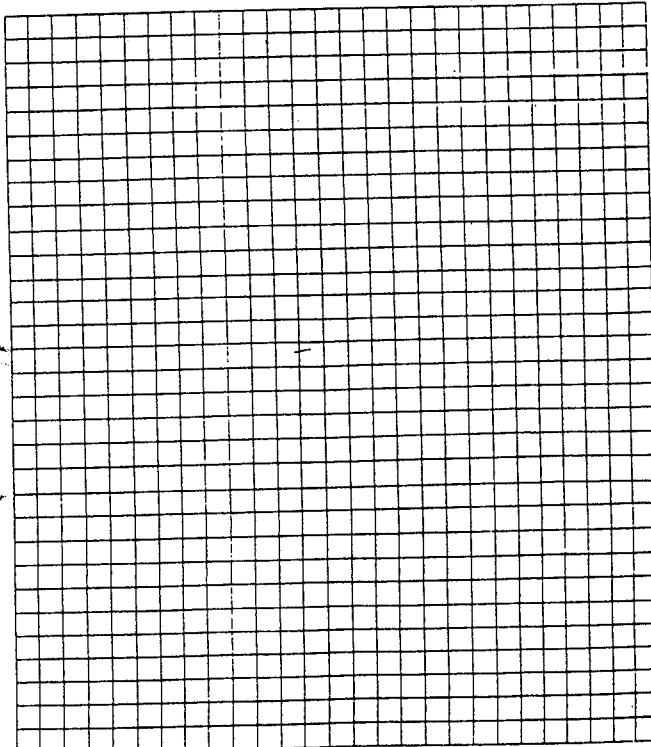
(List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: _____
 (List any special needs)

SPECIAL REQUIREMENTS: Computer Projector
Devices
(List any special needs)

Wired for computer server
wall outlets



Lecture / Computer Demonstration
 Seminar lecture,
 DLR Group

SPACE REQUIREMENTSPROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/19/2000PERSON COMPLETING FORM: RICHARD DAYFUNCTION: CLASS ROOM - LECTURE SPACEHOURS OCCUPIED: 3 check Admin Class schedule PEAK USE: ? check enrollment records

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: CLOSE TO STORAGE OR LAB TO EASILY DO DEMONSTRATION SECOND ADJACENCY: _____FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS
(List any special needs below)

DEVICES ON WALL FOR HANGING FLIP CHART + PAPER
 EASILY MOVEABLE FURNITURE TO FACILITATE RE-GROUPLING STUDENTS DURING ACTIVITIES
 Dry erase markers that dry erase

EQUIPMENT/POWER/COMMUNICATIONS NEEDS
(List any special needs below)

computer Projector THINK-BRIGHT
 IF TV/VCR is mounted to wall/s should have AT LEAST 2 EA
 NETWORK CONNECTION TO ROOM FOR INSTRUCTOR PRESENTATION FM LASER COMPUTER
 HIGH INTENSITY/QUALITY OVERHEAD PROJ.

INSTALL NON-GLARE DRY ERASE BOARD FOR PROJECTION OF OVERHEAD - eliminate
APPROX. SIZE: Width: _____ Length: _____ (Total SF: 460) SEE FLOOR PLAN Pull DOWN screenFLOOR FINISH: Carpet Ceramic Tile Exposed Concrete Other: _____WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted) Other: _____

CEILING HEIGHT: _____

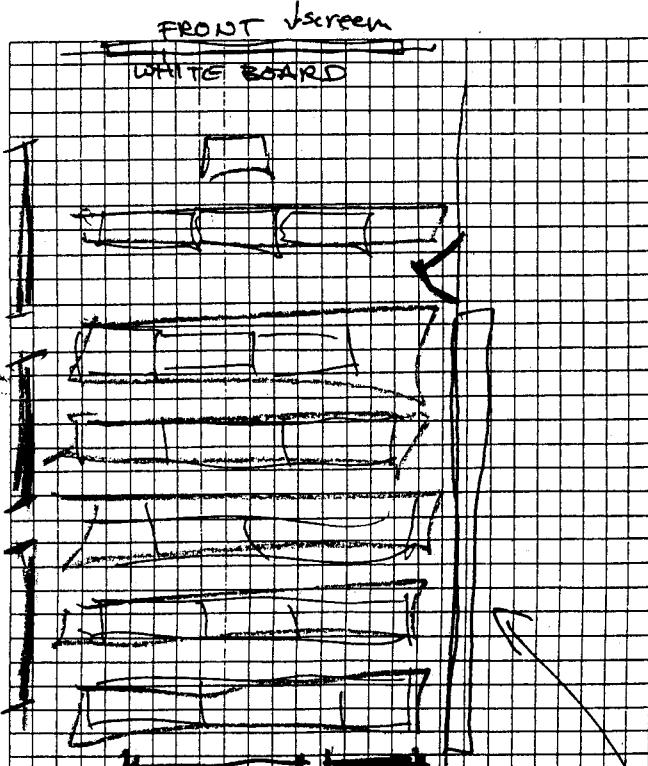
AVERAGE LIGHTING LEVEL DESIRED: Bright
ADJUSTABLE LIGHT ON FRONT BOARD FOR OVERHEAD ORPRIVACY: computer projector
(List any special needs)SECURITY:
(List any special needs)SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

SHOULD HAVE ECHO REDUCTION

FUTURE NEEDS: SHOULD HAVE HVAC UPGRADE
(List any special needs)SPECIAL REQUIREMENTS: _____
(List any special needs)MY IDEAL ELECTRONICS
ROOM WOULD COMBINE THE LAB/
AND LECTURE INTO ONE SPACE
(ALONG WITH THE CURRICULUM)

■ DLR Group

SPACE: / ROOM NO. 10454

NUMBER OF OCCUPANTS: 30INVESTIGATE RE ORIENTING
SO LONGEST WALL IS THE
FRONT OF ROOM?

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/19/00

Want

 DLR Group

SPACE: / room no.

PERSON COMPLETING FORM: Tristan Jenkins NUMBER OF OCCUPANTS: 15 - 30

FUNCTION: Lecture / Seminar

HOURS OCCUPIED: daytime

PEAK USE: daytime

ACCESS REQUIREMENTS:

PRIMARY ADJACENCY: Chemistry Office

SECOND ADJACENCY: Chemistry
Stockroom

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

~~Overhead projector~~
~~whiteboard~~
 Hangers for 5' x 4' periodic
 whiteboards (2) table

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

~~whiteboard~~
 Overhead projector + screen
 TU VCR

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

Should have

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

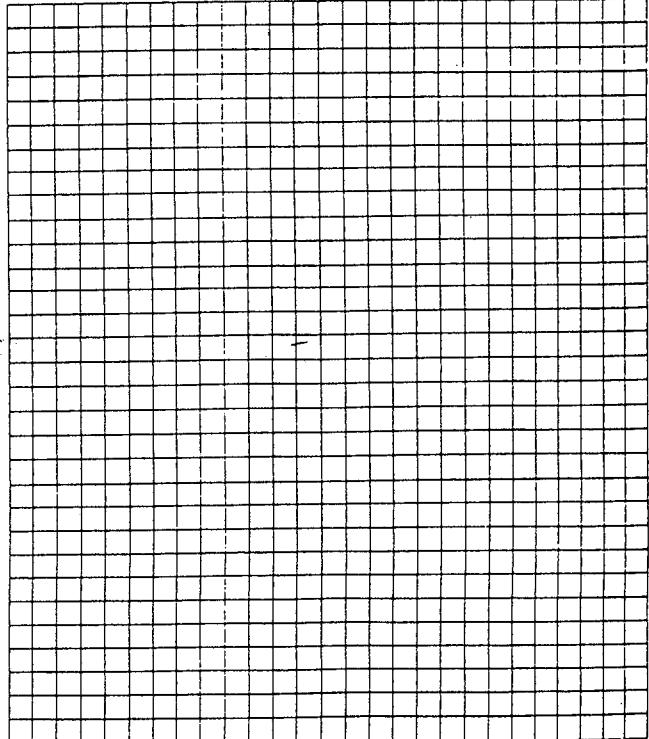
WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

avg CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

PRIVACY: _____
 (List any special needs)



SECURITY: _____
 (List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: _____
 (List any special needs)

SPECIAL REQUIREMENTS: _____
 (List any special needs)

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/19/00

PERSON COMPLETING FORM: Tristan Jenkins *WANT* SPACE: / ROOM NO. 101 NUMBER OF OCCUPANTS: 15 - 30

FUNCTION: Lecture / Seminars

HOURS OCCUPIED: Daytime PEAK USE: Daytime

ACCESS REQUIREMENTS:

PRIMARY ADJACENCY: Chemistry Office SECOND ADJACENCY: Chemistry Stockroom

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

<u>Overhead projector</u> overhead <u>Nangers for 5' x 4' periodic whiteboards (2)</u>	<u>Whiteboard</u> Over-head projector + screen TV/VCR
---	---

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

PRIVACY: _____

(List any special needs)

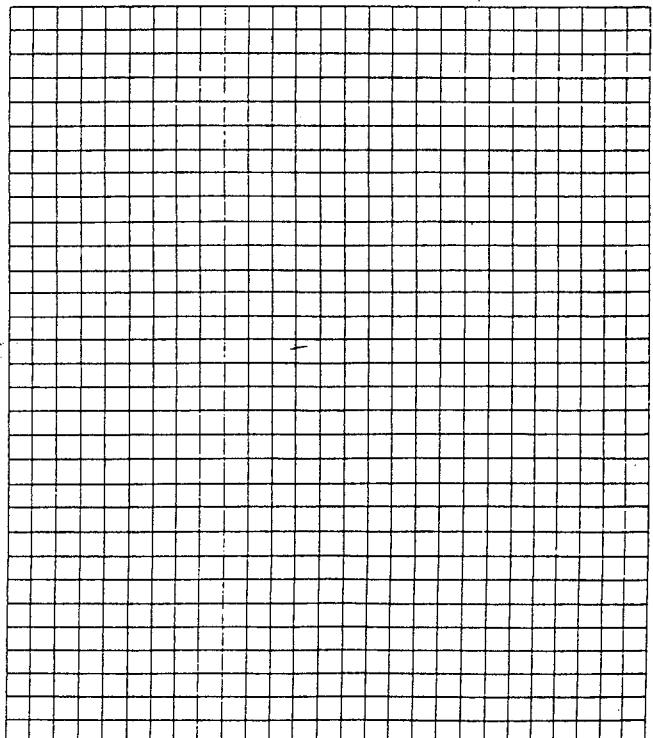
SECURITY: _____

(List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: _____
(List any special needs)

SPECIAL REQUIREMENTS: _____
(List any special needs)



SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/17/2000

PERSON COMPLETING FORM: RONALD WATKINS

FUNCTION: COMPUTER (CLASS HANDS ON)

MONDAY, WED. 8:30-1pm, 6-8:30pm

HOURS OCCUPIED: TUE., THUR. 11-7 pm

FRI - 8:30-12:30

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: TELEPHONE

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

Computer Desks, chairs bulletin board
--

 DLR Group

SPACE: ROOM NO. 1351

NUMBER OF OCCUPANTS: 20 COMPUTERS

PEAK USE: _____

SECOND ADJACENCY: _____

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

clean power outlets
data outlets
phone outlet
Heating, AZ, Fresh Air

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: Anti Static Carpet

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: Aest.

CEILING FINISH: Gyp. Bd. (Paint) Acst. Ceiling

Plaster
 Exposed Structure
 Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: Computer Friendly

CEILING HEIGHT: 9'

AVERAGE LIGHTING LEVEL DESIRED: Computer Use

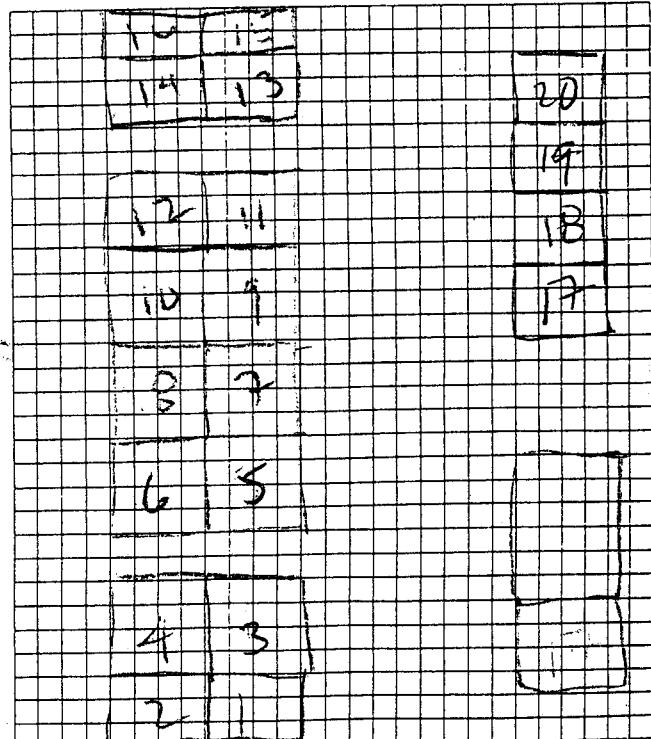
PRIVACY: _____

(List any special needs)

SECURITY: Door Locks, motion sensor?

(List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____



FUTURE NEEDS: _____

(List any special needs)

SPECIAL REQUIREMENTS: _____

(List any special needs)

Scans
(omp)

Printed

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/19/00

PERSON COMPLETING FORM: Twistar Stevens NUMBER OF OCCUPANTS: 17 (incl. inst.)

FUNCTION: Chemistry lab

HOURS OCCUPIED: Sometimes evenings PEAK USE: day time

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: Chem. Stockroom SECOND ADJACENCY: other my office

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

<u>whiteboard</u> <u>hangers for periodic table</u>	<u>cone wood</u> <u>TU/VCR</u> <u>Nat'l. gas</u>
--	--

APPROX. SIZE: Width: _____ Length: _____ (Total SF: 472)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

CEILING HEIGHT: five stories it is (~ 10')

AVERAGE LIGHTING LEVEL DESIRED: _____

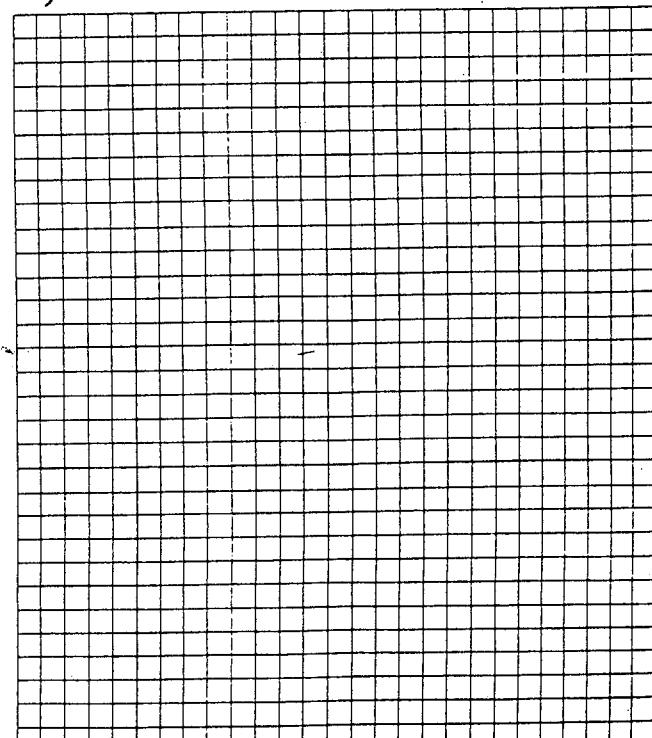
PRIVACY: Locks
(List any special needs)

SECURITY: _____
(List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: _____
(List any special needs)

SPECIAL REQUIREMENTS: _____
(List any special needs)



DLR Group

SPACE: / ROOM NO. 1440

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10-19-00

PERSON COMPLETING FORM:

FUNCTION: 10-Key / open lab with tables

HOURS OCCUPIED: varies

ACCESS REQUIREMENTS:

PRIMARY ADJACENCY: by computer lab

because of open labs & we use both rooms at once -

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

Tables
bookshelves

DLR Group
10-Key / Open Lab area
SPACE: / ROOM NO. 1.33D

NUMBER OF OCCUPANTS: 10-15

PEAK USE: Daytime

SECOND ADJACENCY:

EQUIPMENT/POWER/COMMUNICATIONS NEEDS
(List any special needs below)

5 calculators
tape recorders
& power only on wall for
machines

APPROX. SIZE: Width: _____ Length: _____ (Total SF: 504)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

PRIVACY: _____

(List any special needs)

SECURITY: Locked when not in use

(List any special needs)

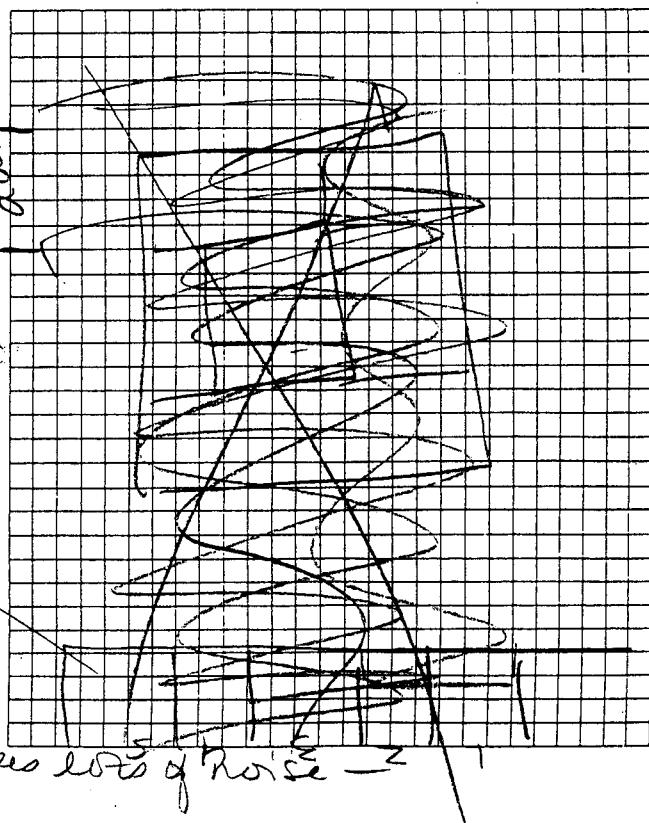
SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: _____
(List any special needs)

SPECIAL REQUIREMENTS: _____
(List any special needs)

calculators

Terrible acoustics -- No
lecturing because the air/heat
compressor turns on & off & makes lots of noise --



SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10-17-2000

PERSON COMPLETING FORM: Suzanne Burch

FUNCTION: Computer lab - primarily

HOURS OCCUPIED: Noon - 9 pm

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: _____

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

Lab furniture needs to be arranged so that all stations face instructor.

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

Install LCD projector and screen that all students can see. Ceiling?

Install/provide instructor station.

APPROX. SIZE: Width: _____ Length: _____ (Total SF: 915)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint)
 Acst. Ceiling

Plaster
 Exposed Structure
 Other: _____

LIGHTS: Fluorescent
 Indirect

Parabolic
 Other: _____

CEILING HEIGHT: 8'

AVERAGE LIGHTING LEVEL DESIRED: no fluorescents
Combine parabolic + indirect

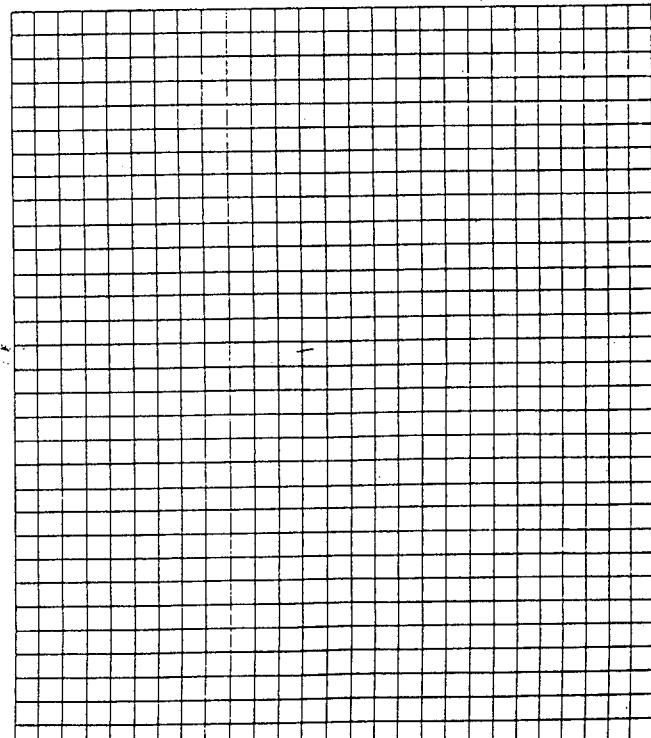
PRIVACY: None

(List any special needs)

SECURITY: None

(List any special needs)

SOUND: Sound Insulation Maximum Db:
 Acoustic Reflection Other: _____



FUTURE NEEDS: Maintain space

(List any special needs)

for 20 computer stations

SPECIAL REQUIREMENTS: _____

(List any special needs)

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: _____

PERSON COMPLETING FORM: Dan Ropick

FUNCTION: Biology Instructor

HOURS OCCUPIED: _____

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: _____

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

- large markerboard &
projection screen

 DLR Group

SPACE: ROOM NO. 1,435

NUMBER OF OCCUPANTS: _____

PEAK USE: _____

SECOND ADJACENCY: _____

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

- Internet + computer
projection set-up
- more peripheral room
for Demo / equipment

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint)
 Acst. Ceiling

Plaster
 Exposed Structure
 Other: None

LIGHTS: Fluorescent
 Indirect

Parabolic
 Other: _____

CEILING HEIGHT: usual

AVERAGE LIGHTING LEVEL DESIRED: usual

PRIVACY: _____

(List any special needs)
SECURITY: Need to Secure Storage
(List any special needs) room (lock & door)

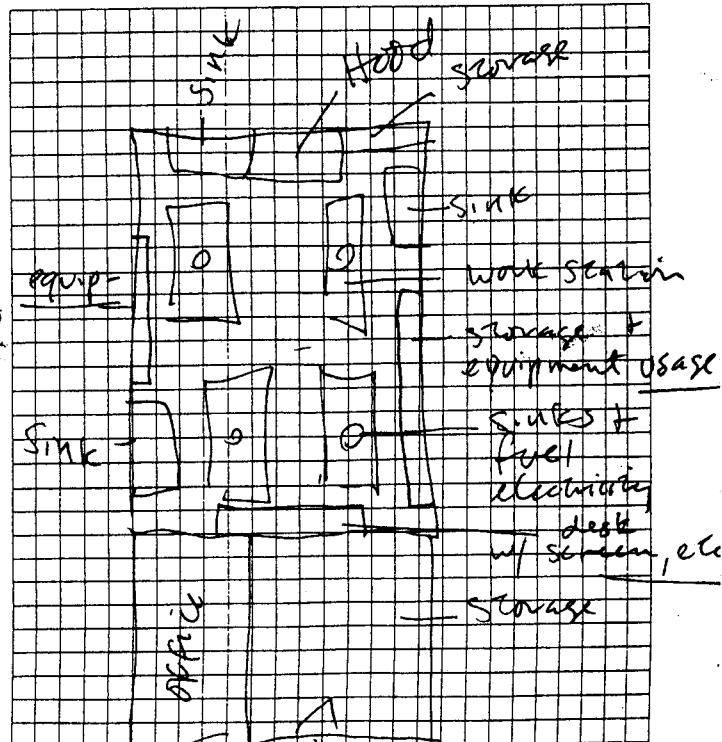
SOUND: Sound Insulation Maximum Db:
 Acoustic Reflection Other: Door acoustics

FUTURE NEEDS: ceiling finish &
(List any special needs)
Acoustical deadening

SPECIAL REQUIREMENTS: _____

- more room for Biology
Storage or:

- models
- materials
- equipment
- glassware
- DR. I. material



(?) Additional room
for preparation

SPECIFICATIONS

ROOM TYPE:
SPACE ID:

UTILIZATION

Hours of Use
8 hours/day
14 hours/day
24 hours/day

Hours of Operation

8 hours/day
14 hours/day
24 hours/day

SECURITY

No Lock
Keyed Lock
Cardkey

MECHANICAL

Temperature
 $72^{\circ}\text{F} \pm 2^{\circ}\text{F}$
 $68^{\circ}\text{-}75^{\circ} \pm 2^{\circ}\text{F}$
Other

Humidity

$50\% \pm 20\%$
Ambient

15 Air Changes/Hour

10 Air Changes/Hour

5 Air Changes/Hour

100% Make-up Air

Recirculated Air

Air Pressure Positive

Air Pressure Negative

Air Filtration/Supply

HOODS

Chemical Fume Hood

Radioisotope Hood

Laminar Flow Hood

Biological Safety Cabinet

Snorkel

Canopy Hood

Other

LABORATORY EQUIPMENT

Vibration Sensitive

Light Sensitive

Vibration Producing

Heat Producing

Noise Producing

REMARKS:

PLUMBING

Laboratory Gas (LG)

Laboratory Vacuum (LV)

Laboratory Air (LA)

Compressed Air, 100 psi (A)

Industrial Hot Water (IHW)

Industrial Cold Water (ICW)

Potable Cold Water

Potable Hot Water

High Purity Water (DI)

Chilled Water (CHW S/R)

Carbon Dioxide (CO₂)

Nitrogen Gas (N₂)

Cylinder Gases

Inert

Flammable

Toxic

Floor Drain (FD)

Floor Sink (FS)

Sediment Trap

Safety Shower/Eyewash (SS)

Drench Hose (DH)

ELECTRICAL

110V, 20A, 1 Phase

208V, 30A, 1 Phase

208V, 30A, 3 Phase

480V, 100A, 3 Phase

Isolated Ground Outlet

Standby Power

UPS (OFOL)

Voice / Data

Data/Video Projector

Task Lighting

Lighting Level

100 fc at bench/desk

75 fc at bench/desk

Safe light

Special Lighting

Darkenable

Zoned Lighting

FIRE PROTECTION

Automatic Sprinklers

Strobe

Fire Extinguisher

CHEMICALS

Bases

Acids

Solvents

Radioisotopes

Carcinogens/Regulated

Chemical Waste Storage

Biological Storage

Radioisotope Storage

Chemical Storage

ARCHITECTURAL

Floor

VCT (Chemical Resistant)

VCT

Welded Seam Sheet Vinyl

Epoxy

Carpet

Low Static Carpet

Sealed Concrete

Partitions

Gyp Board, Epoxy Paint

Gyp Board, Paint

Other

Base

4" Vinyl

Integral w/floor

Ceiling

Open

Acoustic Tile

Gyp Board, Epoxy Paint

Height

Doors

3'-6" x 7'

3' x 7'

1'-6" x 7'

Light Tight Rotating Door

Vision Panel

Natural Daylight

✓

✓

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SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

* DATE: 10/19/2000

14D / TRK
DLR Group

*SPACE: / ROOM NO. 1-4604

* PERSON COMPLETING FORM: RICHARD DAY - NUMBER OF OCCUPANTS: 16
 * FUNCTION: ELECTRONICS TRAINING - HANDS ON
 - HOURS OCCUPIED: ≈ 3-4 HRS M/W/T/F AFTERNOON PEAK USE: AS ELEC. LAB DURING LAB HRS
 - ACCESS REQUIREMENTS:

- PRIMARY ADJACENCY: IDEALLY IT WOULD
 close to? NEXT TO THE ELEC.
 cabinets LECTURE ROOM AND STORE ROOM

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

Presently the work benches
 HAVE ≈ 5' HI. BACKS WHICH MAKE
 ANY GROUP OBSERVATION OR PRESENTATION
 DIFFICULT -
 RECOMMEND COMBINING THIS ROOM
 WITH SMALL LECTURE ROOM ADJACENT.
 NEED MORE STORAGE SHELVES OR CABINETS

SECOND ADJACENCY: _____

EQUIPMENT/POWER/COMMUNICATIONS NEEDS
 (List any special needs below)

NEED ≈ 6-8 POWER OUTLETS
 PER WORK STATION
 NEED CAT5 NETWORK CONNECTIONS
 FOR COMPUTERS NEED COMFORTABLE
 COMPUTER FURNITURE CHAIRS/STOOLS
 NEED COMPUTER SHUT OFF FOR BENCH
 (3HR LABS) NEED SAFETY SHUT OFF FOR BENCH
 (Electricity)
 (EM stop switch)

- APPROX. SIZE: Width: _____ Length: _____ (Total SF: 950)

CHECK Floor Plan

SEE OTHER SIDE

FLOOR FINISH: Carpet Vinyl Tile Wood

CEILING FINISH: Gyp. Bd. (Paint) Plaster

Exposed Structure
 Other: _____

WALL FINISH: Gyp. Bd. (Paint) Ceramic Tile

LIGHTS: Fluorescent
 Indirect

Parabolic straight DN
 Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: MORE
 SHOULD HAVE FULL SPECTRUM
 TO SEE COLOR ACCURATELY
 PRIVACY: _____

(List any special needs)

SECURITY: EXPENSIVE EQUIPMENT

(List any special needs) WANT SPECIAL
 LOCK OR SECURITY
 INTERLOCK

SOUND: Sound Insulation Maximum Db:
 Acoustic Reflection Other: _____

SHOULD HAVE SOMETHING TO ABSORB
 SOUND ON CEILING?

FUTURE NEEDS: _____

(List any special needs)

SOLDER

SPECIAL REQUIREMENTS: _____

(List any special needs) IN ORDER TO DO SOLDERING

NEED HOODS OR VENTS OR?

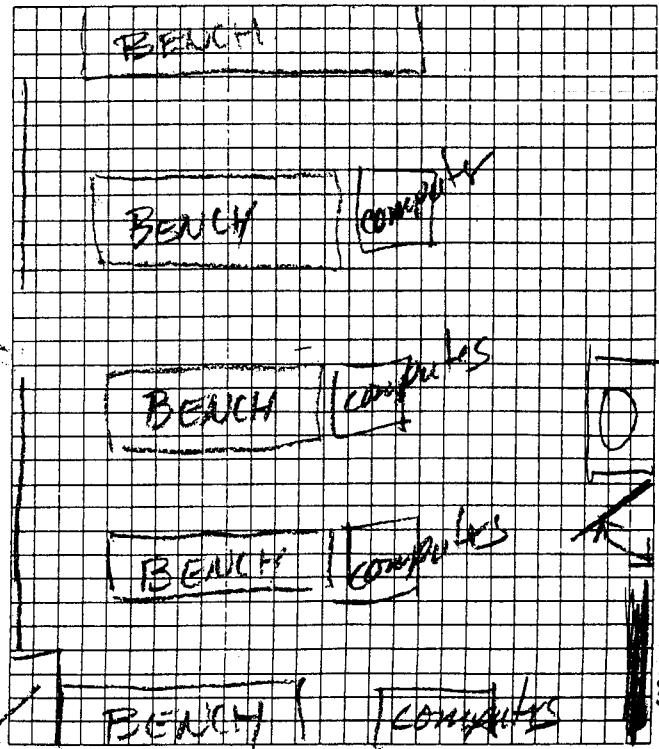
EXHAUST AT EACH WORK STATION

DUE TO ELECTRICAL CONNECTIONS ETC.
 I CAN'T SEE ANY ALTERNATIVE
 ROOM LAYOUT being better given
 the existing furniture

NEED GFCI

portable
 power
 outlet

protection & Access so instructor can reset breakers



WHITE BOARD

WE MAY NEED ADDITIONAL LAB SPACE
IF THE EET PROGRAM IS OFFERED
SUCH THAT MORE THAN 1 LAB IS HAPPENING
AT THE SAME TIME.

DEPENDING ON REQUIREMENTS WE MAY NEED
ANOTHER LAB ROOM WITH \approx 20 computers
WITHIN 1 YEAR DEPENDING ON THE
COURSES OFFERED - MAY NEED XTRA LAB
SPACE FOR INDUSTRIAL CONTROL, ROBOTICS ?

I don't know what is involved vis-a-vis lab
equipment for 2nd year courses.

we have some donated equip in the
Art BLDG which is not used
however if we do a Robotics, CIM or
PLC type class on a regular basis
we may need a similar amount of
equipment in a lab/lecture room?

10/26

DLR Group

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.:

DATE: 11/8/10

SPACE: ROOM NO. 2-223

PERSON COMPLETING FORM: Pat Eunmon-Brady NUMBER OF OCCUPANTS: 5-10 usually

FUNCTION: conference room

HOURS OCCUPIED: 8-5 PEAK USE: BY ?

ACCESS REQUIREMENTS: would be nice to have handicapped-accessible

PRIMARY ADJACENCY: to offices SECOND ADJACENCY:

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

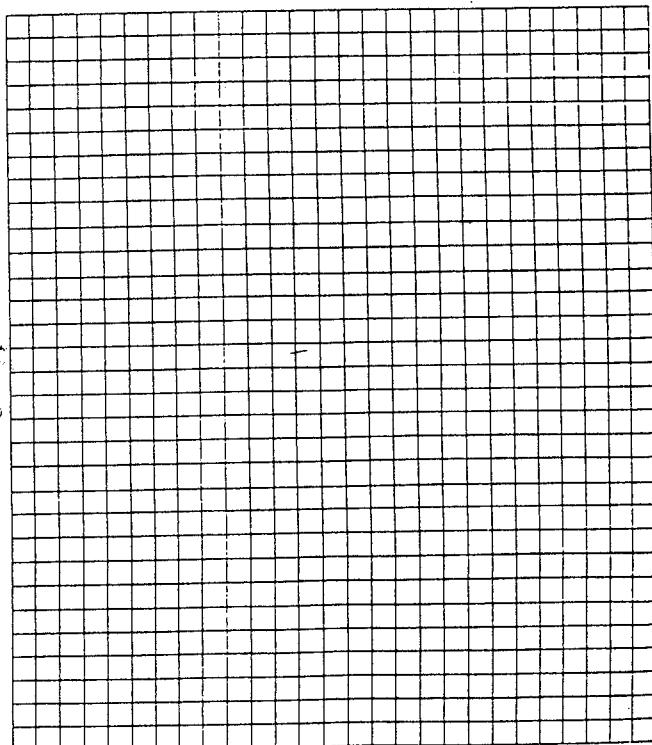
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X APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

X CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: med



PRIVACY: need privacy

(List any special needs)

SECURITY: none

(List any special needs)

SOUND: Sound Insulation Maximum Db:
 Acoustic Reflection Other: _____

heat/fan difficult to hear over

FUTURE NEEDS: _____

occasionally run into other users

SPECIAL REQUIREMENTS: _____

(List any special needs)

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

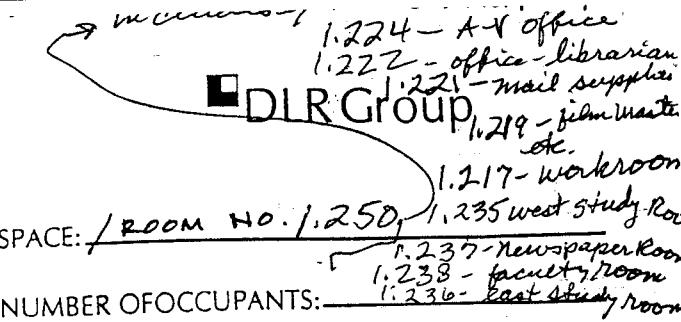
PROJECT NO.: _____

DATE: 10-17-00

PERSON COMPLETING FORM: Rosemary Ross

FUNCTION: LIBRARY

HOURS OCCUPIED: 8:45 A - 8:30 P



ACCESS REQUIREMENTS: all of library staff needs access to all of library & its lab whenever/

PRIMARY ADJACENCY: all of library / library staff + lab aide

SECOND ADJACENCY: library computer lab

↳ close to classrooms

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

- ADA electric doors for library entrance
- Cabinet/holding for videos, tapes, etc.
- Whiteboard in 2 groups study room
- Storage cabinets/shelves for Audio-visual equipment
- Coat hanger for staff
- something to display student art work on walls

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet
 Vinyl Tile
 Wood

Ceramic Tile
 Exposed Concrete
 Other: anti-static

WALL FINISH: Gyp. Bd. (Paint)
 Ceramic Tile

Masonry (Painted)
 Other: acoustic quieter

CEILING HEIGHT: 9'

AVERAGE LIGHTING LEVEL DESIRED: for reading

PRIVACY: _____

(List any special needs)

SECURITY: have alarm on 24 hr / 7 days

(List any special needs)

a wk on all doors; be able to turn off alarm off on library front doors when open

Sound Insulation

Maximum Db: _____

Acoustic Reflection

Other: _____

FUTURE NEEDS: more space for books,

(List any special needs)

audio-visual items, computers, etc.

SPECIAL REQUIREMENTS: More electric + data outlets in library,

(List any special needs)

especially + computer tables

chairs ~~etc~~ that are ergonomics for ADA needs.

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

- More electric outlets
- More data outlets
- Air conditioning, control heat
- Makes smells from commercial not come into library even when windows are closed
- Move CD server + towers off prime counter space to somewhere else
- Scanner for students in library

CEILING FINISH: Gyp. Bd. (Paint)

Acst. Ceiling

Plaster

Exposed Structure

Other: _____

LIGHTS:

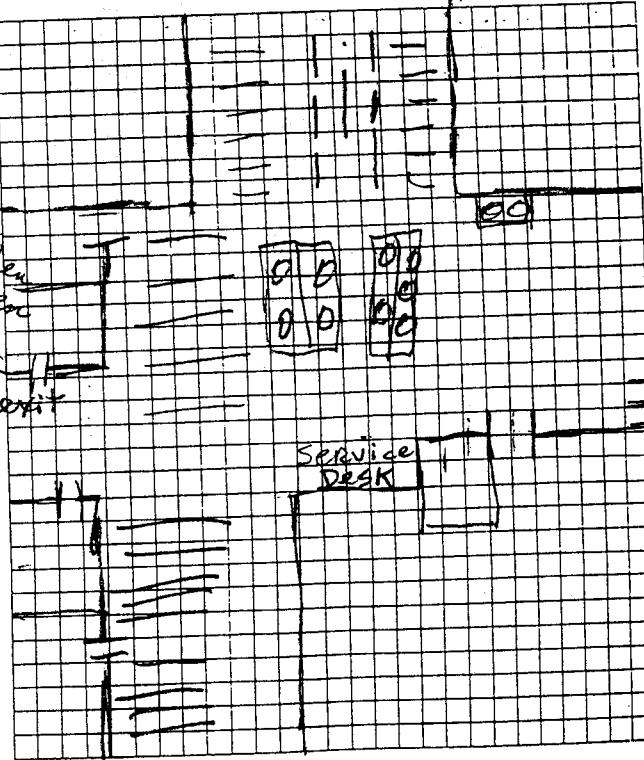
Fluorescent

Indirect

↳ whatever is best for library uses

Parabolic

Other:



over

1. change cabling so each piece of hardware in Libr. & Lab has to be turned off & on daily - combine using power/surge strips or ?? & - update so staff don't have to go back & press Enter on each - staff spends minimum of 20 minutes daily doing this
2. some space in library by entrance is poorly used
3. staff spends at least 15 min. daily to open the blinds & windows to close them & check ea. window to be sure it's locked at night
4. need better listening & viewing stations for media
5. Sometimes the library computer lab is full & we turn away student If the Skills Center lab is locked or being used there is no other drop-in lab on campus. Students get very frustrated when this happens.
6. Need access to south end of library from behind Service Desk without walking all ~~the~~ around it from only exit at north end
7. Need desk & workstation for new librarian(s) when ~~they~~ hired.
8. New work stations for student workers & related office furniture, sometimes they have to use patron tables due to lack of work space in staff area.
9. Will need more shelving in the future. Current library has 2,683' of shelving for books - (or 920 shelves that are 35" long each shelf holds an average of 32 books - so there is a capacity for 29,400 volumes. Currently the library owns 16,984 items.
These figures assume that the video, older issues of periodicals & newspapers will stay the same quantity & not expand, which is unrealistic.
10. Need more shelving/storage for videos now.
11. Rearrange & remodel area by video shelves & map cases & get new/better shelves/storage for these that uses space better.
12. National standards for collection size at the minimum level is 32,870, at excellent level is 50,960.
13. With increased enrollment need more set seating/study spaces, National standard - minimum A SF is 21,130' + 150 user stations, the excellent level is 25,270' + 175 user stations. → square feet.
14. Need PCs, software/hardware, etc. for ADA needs of hard of hearing, visual problems, mobility/wheelchair, etc.

TABLE I

SIZE OF COLLECTION FOR A SINGLE CAMPUS

TABLE I
Assignable Square Feet (ASF) for Learning Resources
(Excluding Corridors, Stairs, Rest Rooms, etc.)

Minimum Collection					
FTE Students	Volumes *	Current Serial Subs.	Video & Film	Other Items **	Total Collection
Under 200	20,000	200	125	1,400	21,725
200-1,000	30,000	230	140	2,500	32,870
1,000-3,000	40,000	300	400	5,100	45,800
3,000-5,000	60,000	500	750	8,000	69,250
5,000-7,000	80,000	700	1,250	10,000	92,550
7,000-9,000	95,000	850	1,600	12,000	109,450
9,000-11,000	110,000	900	1,800	14,800	127,500
11,000-13,000	125,000	1,000	2,000	17,400	145,400
13,000-15,000	140,000	1,200	2,200	19,800	163,200
15,000-17,000	155,000	1,500	2,400	22,000	180,900
17,000-19,000	170,000	1,800	2,600	24,000	198,900

Excellent Collection					
FTE Students	Volumes	Current Serial Subs.	Video & Film	Other Items	Total Collection
Under 200	30,000	350	525	3,400	34,275
200-1,000	45,000	400	560	5,000	50,960
1,000-3,000	60,000	600	800	8,000	69,400
3,000-5,000	85,000	800	1,300	11,600	98,700
5,000-7,000	112,000	1,000	2,250	18,000	124,240
7,000-9,000	136,000	1,200	3,000	21,000	161,200
9,000-11,000	166,000	1,400	3,300	26,000	196,700
11,000-13,000	200,000	1,600	4,000	31,000	236,600
13,000-15,000	240,000	1,800	4,500	36,000	282,300
15,000-17,000	285,000	2,100	5,000	41,000	333,100
17,000-19,000	320,000	2,400	5,600	50,000	378,000

* Does not include microforms; an annual replacement of 3-5% is anticipated.

** Includes microforms, cartographic, graphic, audio, and machine-readable materials.

Portion of knowledge about existing holdings, identifying weaknesses, and determining what should and can be acquired requires systematic attention of professionals. They should have access to bibliographical tools and reviewing sources for effective collection development.

6.3 The collection shall be of sufficient scope and currency to support the curriculum as well as meet individual information needs of students and faculty.

Commentary. The mission of the college will determine the complexity of the collection but an institutional commitment to excellence should mean building and maintaining collections that adequately support liberal arts and sciences programs to prepare students fully for transfer to four-year colleges and universities; programs that have specialized accreditation (fields such as nursing, radiologic technology, etc.); vocational and technical programs; special programs for job training, retraining, or upgrading of skills in continuing and community education services; and needed reme-

dial programs for non-traditional or under-prepared learners. Materials must be available to meet term paper assignments and classroom student reports and self-paced learning in a broad spectrum of knowledge.

6.4 Obsolete, worn-out, and inappropriate materials should be removed based on a policy statement.

Commentary. Deselection and weeding on a regular basis is indispensable to a useful collection and should be done systematically. A written policy should govern what should be removed, what should be replaced, and what should be permanently retained. Not only do obsolete and inappropriate materials occupy expensive storage space but they also distract from other current materials containing important information. From three to five percent of the collection should be replaced annually. The condition of the collection should be reviewed regularly and needed repairs should be made.

6.5 The reference collection shall include a

Minimum ASF for Learning Resources Facilities					
FTE Students	Stack	Staff	User	Media Production	Viewing & Other
To 200	2,000	890	1,925	3,800	4,561
200-1,000	3,000	1,380	4,125	5,000	7,625
1,000-3,000	4,000	1,800	9,625	8,000	15,285
3,000-5,000	6,000	2,500	14,575	9,500	22,065
5,000-7,000	9,000	3,900	26,474	12,500	35,625
7,000-9,000	12,000	10,200	33,500	13,250	44,445
9,000-11,000	15,000	14,000	43,259	14,000	53,265
11,000-13,000	18,000	17,000	51,225	15,000	65,025
13,000-15,000	21,000	18,000	59,125	16,500	75,190
15,000-17,000	24,000	19,000	65,025	15,000	81,520
17,000-19,000	26,000	20,000	71,530	16,500	87,050

* Based initially on legal formulas for California community colleges; these formulas are based on current enrollment statistics. Since enrollments fluctuate and buildings are planned for long-term usage, these tables were adapted for a range, modified by the provisions in other portions of these standards.

materials are important decisions. Nationally approved systems (such as LC or Dewey) and formats (such as MARC) should be used. Uniform and multiple access through a public catalog is essential to make available information in all types of formats. The public catalog should include all print and non-print items.

Standard Seven: Facilities

7.0 The learning resources program should provide space for housing collections, for study and research, for public service and staff needs, and for basic production.

Commentary. Flexibility is essential to cope with technological developments. Most services should be housed in a central location managed by the chief administrator. When components are located elsewhere, these should be located for the most efficient and effective access to these services. Facilities must be planned on a long-term basis, including space for an expanding collection, workspace, machines and other equipment, storage, and the needs of users. Space planning must take

into account the need for computer workstations, for transmission and retrieval of information by telecommunications, for media production, and for related requirements within the building for electrical and conduit connections. Space needs of basic components require a minimum the space indicated in Table F. Additional space should be provided when special services (such as are found in Appendix C) are included in the responsibilities of the learning resources program.

7.1 The space for user activities should accommodate a wide variety of learning and study situations, should be attractive, comfortable, designed to encourage use.

Commentary. Proper arrangement and sufficient space for utilization of instructional equipment and materials, for the needs of the physically handicapped, and for both isolated individual study and for conference and group study is essential. Space should also be provided for group bibliographic instruction.

Display and exhibit space, preview space, and study areas for faculty are desirable. With technological development, planning for use of specialized equipment requires consideration in terms of electrical connections, cables, conduits, lights, environmental control, fire protection, security, and other factors which affect service. The increase in telecommunications may justify cable linkage to faculty offices, classrooms, and to outside locations.

7.2 Space assigned to learning resources should be restricted to the functions for which designated.

Commentary. Space designed for learning resources use should not be filled by other campus activities when these will adversely impact the learning resources program.

Government document selective depository.
Independent study guidance.
Institutional publications reference collection.
Instructional television individualized access.
Interlibrary borrowing
Interlibrary lending.
Laser optical/reference searches.
Literacy training materials.
Local history collection.

Machine-assisted cataloging of books.
Machine-assisted cataloging of audiovisuals.
Microcomputers for public use.
Microform cataloging.
Microform print service.
Online public access catalog.
Participation in bibliographic networks.
Physical access to materials.
Preparation of bibliographies.
Processing of audiovisuals.
Processing of microforms.
Processing of print materials.
Reference services.
Reserve book service.
Selection of materials.
Self-service copy machine.
Special collections services.
Telefacsimile service.
Telephone reference service.
Term paper counseling.
Union card catalog.
User-available typewriters.

Listed below are services which are considered to be normal and basic services in two-year college learning resources program budgets. This list may not include future technologies and services. Inclusion does not mean that an institution should have every activity or service listed.

Appendix A: Checklist of basic library services and activities

Listed below are specific services which are considered to be normal and basic services in learning resources program budgets in two-year colleges. Inclusion does not mean that an institution must or should have every activity or service listed.

Acquisition of computer software.
Acquisition of microforms.
Acquisition of non-print materials.
Acquisition of print materials.
Automated online catalog.
Bibliographic instruction.
Circulation of print materials.
Circulation of non-print materials.
Collection management.
Computer reference searching.
Government document borrowing.

Instructional design and development counseling.
Instructional film and video renting and borrowing for classroom use.
Instructional materials scheduling.
Interactive television.
Inventory of audiovisual equipment.
Listening services.
Microcomputer literacy.
Media orientation and instruction.
Motion picture photography.
News photography.
Photography for slides.
Preview services for faculty.
Production of instructional materials.
Production of sound slide programs.
Satellite communication downlink.
Scripting of audiovisual presentations.
Scripting of television modules.
Self-paced learning assistance.
Telecourse availability information.
Television off-air video recording.
Television off-site video recording.
Videotape editing.
Videotape multi-camera production.
Videotape one-camera production.

Government document full depository.
Institutional records center and archives.
Instructional design office.
Library technician curricular program.
Materials preservation laboratory.
Media technician curricular program.
Print shop.
Public library branch services.
Public museum.
Radio on-air broadcasting station.
Records management.
Satellite communications uplink.
Special learning laboratory operation.
Teleconference and distant learning.
Telecourse administration.
Television on-air broadcasting.
Television course broadcast-level production.
Testing.
Text-book rental service.
Tutoring program supervision.

This list includes technologies and roles which, if assigned to the learning resources program, will require capital funds, space, personnel, and operational budgets in excess of those included in Tables A to F. Inclusion of programs in this list is not

advocacy for these services as part of the learning sources program but recognition that some institutions have included them in the supervisory responsibilities of the chief administrator.

Adult literacy program direction.
Auto-tutorial laboratory.
Career counseling.
College catalog production.
College press.

Community cable televised instruction.
Computer center.
Copy shop (not self-service)
Cross-divisional programs.
Government document full depository.
Institutional records center and archives.
Instructional design office.
Library technician curricular program.
Materials preservation laboratory.
Media technician curricular program.
Print shop.
Public library branch services.
Public museum.

Radio on-air broadcasting station.
Records management.
Satellite communications uplink.

Scripting of television modules.

Self-paced learning assistance.

Telecourse availability information.

Television off-air video recording.

Television off-site video recording.

Videotape editing.

Videotape multi-camera production.

Videotape one-camera production.

Appendix C: Checklist of special services components

This list includes technologies and roles which, if assigned to the learning resources program, will require capital funds, space, personnel, and operational budgets in excess of those included in Tables A to F. Inclusion of programs in this list is not

IBM aids LITA literacy enhancement programs

The ALA Library and Information Technology Association, in conjunction with IBM, is sponsoring a "PALS in Libraries" grant that will enhance library literacy programs. Public and community college libraries with established, active literacy programs are eligible to apply for twelve grants to help them incorporate IBM's Principle of the Alphabet Literacy System (PALS) into their existing literacy programs. More than \$320,000 in IBM software and equipment in total will be awarded. An advisory committee organized by LITA and representing both kinds of libraries will serve as the jury selecting the recipients.

Proposals from libraries will be evaluated according to stated criteria, including the viability of proposed ideas to enhance their existing literacy programs through the use of PALS. The applica-

tion deadline is November 1, 1990. The grants will be awarded in December 1990 and installation completed by January 1991.

Developed by educator John Henry Martin in conjunction with IBM, PALS is an interactive, technology-based learning laboratory system designed to improve reading skills of individuals at or below the Fifth Grade level. Using menu screens, PALS incorporates graphics, video and sound to guide the student through the learning process. There are currently 400 PALS laboratories installed nationwide in high schools, community-based centers, vocational schools, job training centers, prison systems, and community colleges. For application forms, contact: LITA/ALA, 50 E. Huron St., Chicago, IL 60611-2795; (312) 280-4270.

■ ■ ■

Listed below are services which are considered to be normal and basic services in two-year college learning resources program budgets. This list may not include future technologies and services. Inclusion does not mean that an institution should have every activity or service listed.

Adult literacy laboratory.
Audio cassette duplication.
Audio cassette editing.
Audio cassette recording.
Audiovisual equipment maintenance.
Closed circuit television.
Copyright consultation.
Darkroom services.
Equipment distribution.
Equipment maintenance.
Equipment repair.
Equipment specifications.
Graphic art layouts.
Group presentations.
Group television viewing.
Identification photography.

■ ■ ■

California Community Colleges Facilities Standards

Title 5, California Code of Regulations, Section 57030

Sec. 57030. Library space

All library space shall be computed by assignable square feet for library functions as specified in the subdivisions of this section. Square feet are "assignable" only if they are usable for the function described. Areas such as the main lobby (excluding card catalogue area), elevators, stairs, walled corridors, rest rooms and areas accommodating building maintenance services are not deemed usable for any of the described functions.

Stack space = .1 ASF X Number of Bound Volumes

Number of Volumes:

Initial Increment = 16,000 volumes

Additional Increments

- (a) Under 3,000 DGE* = +8 volumes per DGS**
- (b) 3,000-9,000 DGE = +7 volumes per DGS
- (c) Above 9,000 DGE = +6 volumes per DGS

Staff space = (140 ASF X Number of FTE Staff) X 400 ASF

Number of FTE Staff:

Initial Increment = 3.0 FTE

Additional Increments

- (a) Under 3,000 DGE = +.0020 FTE Staff per DGS
- (b) 3,000-9,000 DGE = +.0015 FTE Staff per DGS
- (c) Above 9,000 DGE = +.0010 FTE Staff per DGS

Reader Station

Space = 27.5 ASF X Number of Reader Stations

Number of Reader Stations:

Initial Increment = 50 Stations

Additional Increments

- (a) Under 3,000 DGE = +.10 Stations per DGS
- (b) 3,000-9,000 DGE = +.09 Stations per DGS
- (c) Above 9,000 DGE = +.08 Stations per DGS

Total Space = Initial Increment = 3,795 ASF

Additional Increments

- (a) Under 3,000 DGE = +3.83 ASF per DGS
- (b) 3,000-9,000 DGE = +3.39 ASF per DGS
- (c) Above 9,000 DGE = +2.94 ASF per DGS

For audio-visual and programmed instruction activities associated with library/learning resources functions, additional areas sized for individual needs but not exceeding the following totals for the district as a whole.

Total Space = Initial Increment = 3,500 ASF

Additional Increments

- (a) Under 3,000 DGE* = +1.50 ASF per DGS**
- (b) 3,000-9,000 DGE = +.075 ASF per DGS
- (c) Above 9,000 DGE = +.025 ASF per DGS

* Day-Graded Enrollment (Use FTES)

** Day-Graded Student (Use FTES)

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10-17-00

 DLR Group

PERSON COMPLETING FORM: Rosemary Ross

FUNCTION: College Librarian's office

HOURS OCCUPIED: 8:00 Am - 9:00 pm

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: Library service desk
+ Staff

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

Need more shelving
" file cabinets
" adjustable PC workstation +
" chair with ~~st~~ arms

NUMBER OF OCCUPANTS: 1 + others for meetings + asking questions

PEAK USE: 8:40A - 8:15P

SECOND ADJACENCY: all of library

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

- Control heating + cooling
- Add air conditioning
- Get fresh air in my office

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet

- Vinyl Tile
- Wood

Ceramic Tile

- Exposed Concrete
- Other: anti-static needed

CEILING FINISH: Gyp. Bd. (Paint)

- Acst. Ceiling

Plaster

- Exposed Structure

Other: painted

WALL FINISH: Gyp. Bd. (Paint)

- Ceramic Tile

Masonry (Painted)

Other: windows & shelves

LIGHTS:

Fluorescent

- Indirect

Parabolic

- Other: _____

1 chair

CEILING HEIGHT: 9'

AVERAGE LIGHTING LEVEL DESIRED: _____

Able to close doors for

PRIVACY: private conversations

(List any special needs)

secure cash

SECURITY: special lock on doors to

(List any special needs)

SOUND:

Sound Insulation

Maximum Db: _____

Acoustic Reflection

Other: _____

needed

FUTURE NEEDS: larger, more shelving

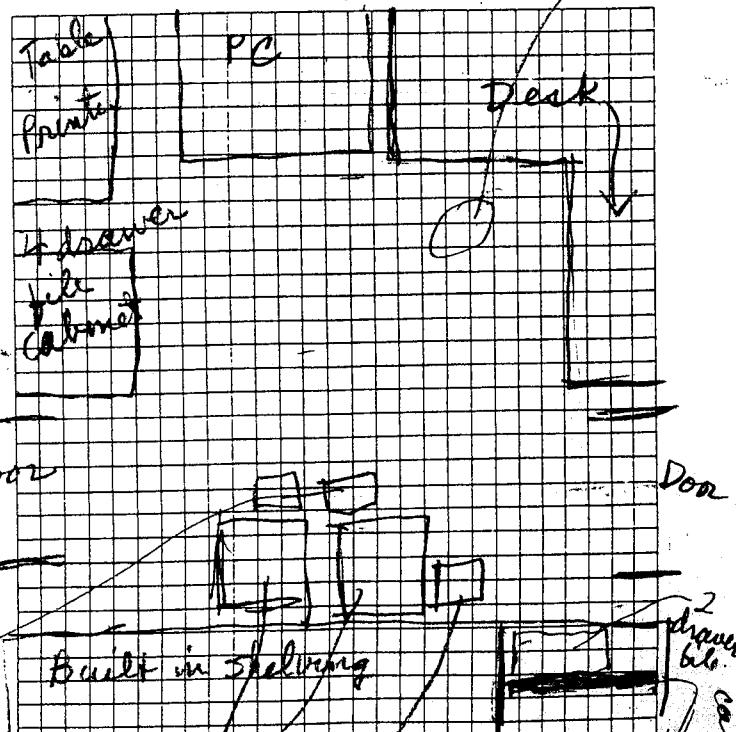
(List any special needs)

+ file cabinets, space + table +

chairs for meetings

SPECIAL REQUIREMENTS: _____

(List any special needs)



2 piles of
papers + work
in progress

2 plastic milk crates
with files
2 piles of catalogues
rod for
books

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/17/2000

PERSON COMPLETING FORM: RONALD WATKINS

FUNCTION: OPEN LAB (Computers for student use)

HOURS OCCUPIED: 8:45 AM - 8:30 PM

ACCESS REQUIREMENTS:

PRIMARY ADJACENCY: Library Service Desk

SPACE: ROOM NO. 1265

1 CALCULATION
2 FURNITURE

NUMBER OF OCCUPANTS: 23 COMPUTERS

PEAK USE: 9 AM - 8 PM

Rosemary (605)

CSRP

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

Computer desks, chairs
bulletin board

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

clear power outlets
data outlets
phone outlet
Heating, AC, Fresh Air
Reduce Noise level due to
Air Conditioning
Scanner

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet
 Vinyl Tile
 Wood

Ceramic Tile
 Exposed Concrete
 Other: Anti Static Carpet

CEILING FINISH: Gyp. Bd. (Paint)

Acst. Ceiling

WALL FINISH: Gyp. Bd. (Paint)
 Ceramic Tile

Masonry (Painted)
 Other: Acst

LIGHTS:

Fluorescent
 Indirect

Plaster
 Exposed Structure
 Other:
 Parabolic
 Other: computer

CEILING HEIGHT: 9'

AVERAGE LIGHTING LEVEL DESIRED: Comp. Use

PRIVACY:

(List any special needs)

SECURITY: Doors lock, alarms on doors

(List any special needs)

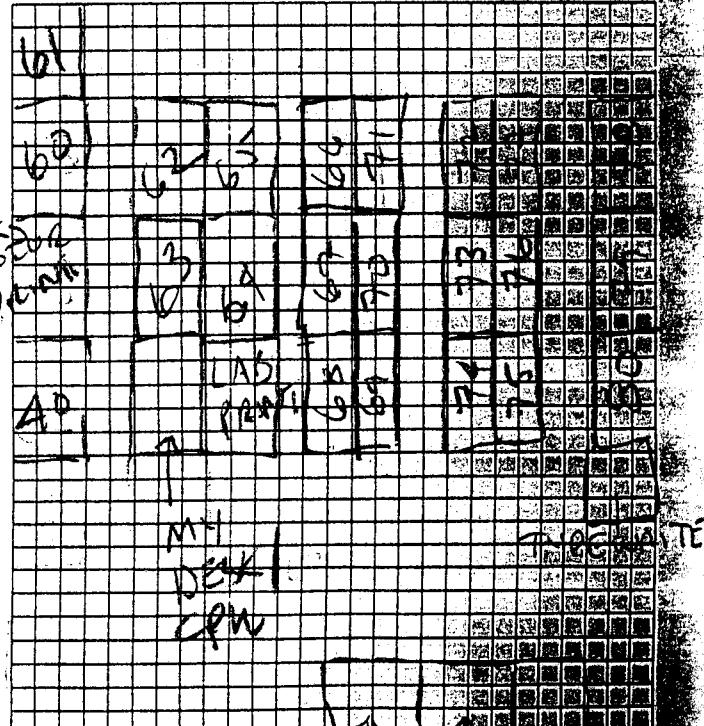
SOUND: Sound Insulation
 Acoustic Reflection Maximum Db: _____
 Other: _____

FUTURE NEEDS: Add Scanner for Student
(List any special needs)

use.

SPECIAL REQUIREMENTS:

(List any special needs)



NEED MORE OUTLETS & DATA LINES TYPEWRITER
FOR PRINTING COMPUTER

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: _____

PERSON COMPLETING FORM: Tony Dunne

FUNCTION: Library Assistant

HOURS OCCUPIED: 8:45a - 8:30pm.

ACCESS REQUIREMENTS: Close to College Librarian, service counter - ADA accessible front door.

PRIMARY ADJACENCY: Next to head librarian, service counter.

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

- Desks/computer for each library assistant
 - Bulletin boards
 - Supply cabinets
 - Circulation counter w/ shelves
 - Shelves in AV room for videos, reserve items
 - Work space for student workers.

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet - anti-static
 Vinyl Tile
 Wood

Ceramic Tile
 Exposed Concrete
 Other: anti-static

WALL FINISH: Gyp. Bd. (Paint)
 Ceramic Tile

Masonry (Painted)
 Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

PRIVACY: _____
 (List any special needs)

SECURITY: Motion Sensors, _____
 (List any special needs)

SOUND: Sound Insulation
 Acoustic Reflection

Maximum Db:

Other: _____

FUTURE NEEDS: Increased work space for staff + student workers, Relocate CD-ROM towers
 (List any special needs)

SPECIAL REQUIREMENTS: Padded mat on floor behind service counter
 (List any special needs)

DLR Group

SPACE: ROOM NO.: 1 Library staff area / 1.250

2 desks +

NUMBER OF OCCUPANTS: 2 work stations
 ↗ 2 - 5

PEAK USE: 9am - 8pm.

SECOND ADJACENCY: Close to classrooms.

Moving AV equipment to classrooms, delivering other materials.

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

Computers - 1 ea for assistants
 2 for service counter
 - Printers - 1 for assistants
 1 for service desk
 - AC, heat control
 - more electrical, phone outlets, data outlets

Multiple computers/monitors on power strip to speed up the start up of computer lab.

CEILING FINISH: Gyp. Bd. (Paint)
 Acst. Ceiling

LIGHTS: Fluorescent
 Indirect

Parabolic
 Other: _____

circulation computer circulation computer

service counter circulation computer

Remove desk?

Richard

Door

Table

Kardon

CD ROM Towers

Door to Workroom

Kardon, personal

CD ROM Towers

Door to AV room

Workroom

Pad on floor for standing at counter.

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/19/00

PERSON COMPLETING FORM: Kristen Jenkins

FUNCTION: Office: Chemistry

HOURS OCCUPIED: some evenings

ACCESS REQUIREMENTS:

PRIMARY ADJACENCY: Chem Labs

DLR Group

SPACE: ROOM NO. 1-438

NUMBER OF OCCUPANTS: 1

PEAK USE: daytime

SECOND ADJACENCY: Chem Stockroom

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

be nice to have 4'x4' tackboard
above desk for organizing

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

Computer + monitor
phone jack } in same room
Network connection
Copier in same building (floor 3)
is good)

APPROX. SIZE: Width: _____ Length: _____ (Total SF: 200)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

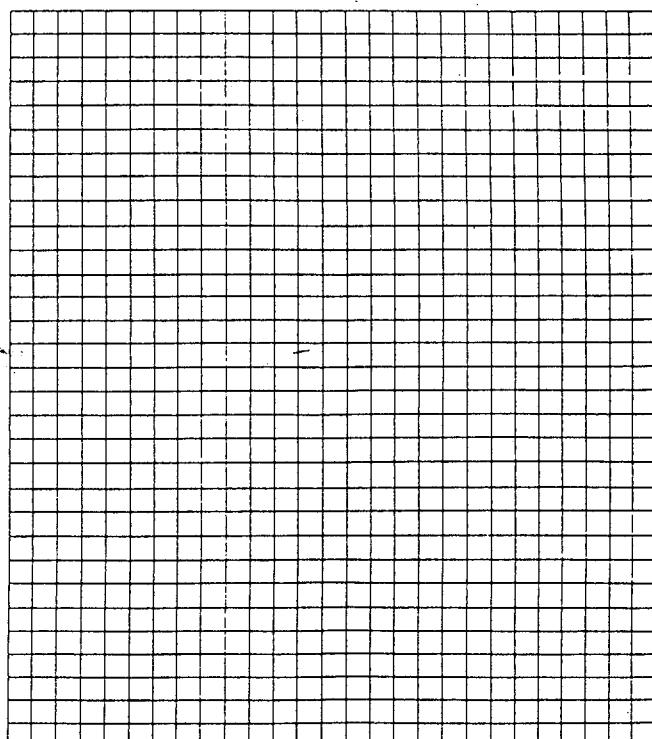
CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

PRIVACY: locked access
(List any special needs)

SECURITY: locked access
(List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____



FUTURE NEEDS: Copier in same building
(List any special needs)

Phone + network lines not stretched out
in front of sink, tackboard above desk.
SPECIAL REQUIREMENTS: _____
(List any special needs)

* not current situation

SPECIFICATIONS

ROOM TYPE:
SPACE ID:

Chem lab

UTILIZATION

Hours of Use

8 hours/day

X

14 hours/day

24 hours/day

Hours of Operation

8 hours/day

X

14 hours/day

24 hours/day

SECURITY

No Lock

Keyed Lock

X

Cardkey

MECHANICAL

Temperature

72°F ± 2°F

68°-75° ± 2°F

Other

62 - 75°

Floor Drain (FD)

Humidity

50% ± 20%

Ambient

X

15 Air Changes/Hour

10 Air Changes/Hour

5 Air Changes/Hour

100% Make-up Air

Recirculated Air

Air Pressure Positive

Air Pressure Negative

Air Filtration/Supply

HOODS

Chemical Fume Hood

X

Radioisotope Hood

Laminar Flow Hood

Biological Safety Cabinet

Snorkel

Canopy Hood

Other

LABORATORY EQUIPMENT

Vibration Sensitive

Light Sensitive

Vibration Producing

Heat Producing

Noise Producing

REMARKS:

PLUMBING

Laboratory Gas (LG)

X

Laboratory Vacuum (LV)

X

Laboratory Air (LA)

X

Compressed Air, 100 psi (A)

X

Industrial Hot Water (IHW)

X

Industrial Cold Water (ICW)

X

Potable Cold Water

X

Potable Hot Water

X

High Purity Water (DI)

X

Chilled Water (CHW S/R)

X

Carbon Dioxide (CO₂)

X

Nitrogen Gas (N₂)

X

Cylinder Gases

X

Inert

X

Flammable

X

Toxic

X

Floor Sink (FS)

X

Sediment Trap

X

Safety Shower/Eyewash (SS)

X

Drench Hose (DH)

X

ELECTRICAL

110V, 20A, 1 Phase

X

208V, 30A, 1 Phase

X

208V, 30A, 3 Phase

X

480V, 100A, 3 Phase

X

Isolated Ground Outlet

X

Standby Power

X

UPS (OFOD)

X

Voice / Data

X

Data/Video Projector

X

Task Lighting

X

Lighting Level

X

100 fc at bench/desk

X

75 fc at bench/desk

X

Safe light

X

Special Lighting

X

Darkenable

X

Zoned Lighting

X

FIRE PROTECTION

Automatic Sprinklers *oh yeah!*

X

Strobe

X

Fire Extinguisher

X

CHEMICALS

Bases

X

Acids

X

Solvents

X

Radioisotopes

X

Carcinogens/Regulated

X

Chemical Waste Storage

X

Biological Storage

X

Radioisotope Storage

X

Chemical Storage

X

ARCHITECTURAL

Floor

VCT (Chemical Resistant)

X

VCT

X

Welded Seam Sheet Vinyl

X

Epoxy

X

Carpet

X

Low Static Carpet

X

Sealed Concrete

X

Partitions

Gyp Board, Epoxy Paint?

X

Gyp Board, Paint

X

Other

X

Base

4" Vinyl

X

Integral w/floor

X

Ceiling

Open (Ceilant)

X

Acoustic Tile

X

Gyp Board, Epoxy Paint

X

Height

X

Doors

3'-6" x 7'

X

3' x 7'

X

1'-6" x 7'

X

Light Tight Rotating Door

X

Vision Panel

X

Natural Daylight

X

ACOUSTICS

Normal

X

Privacy

X

MOVEABLE EQUIPMENT

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10-19-00PERSON COMPLETING FORM: Barbara HammelFUNCTION: Full & Part Time Faculty OfficeHOURS OCCUPIED: 8-5 pm M-F

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: Same floor as computer labs - works greatSPACE: Office / ROOM NO. 1.338NUMBER OF OCCUPANTS: 3-4PEAK USE: Varies depending on office hours

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

Have now -- for Barbara only
Desk
Computer & workstation -- printer
Bookshelves
Chairs -

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

Phone
Internet & network access

I think I have everything I need -

APPROX. SIZE: Width: _____ Length: _____ (Total SF: 461)FLOOR FINISH: Carpet
 Vinyl Tile
 Wood Ceramic Tile
 Exposed Concrete
 Other: _____CEILING FINISH: Gyp. Bd. (Paint)
 Acst. Ceiling Plaster
 Exposed Structure
 Other: _____WALL FINISH: Gyp. Bd. (Paint)
 Ceramic Tile Masonry (Painted)
 Other: _____LIGHTS: Fluorescent
 Indirect Parabolic
 Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

PRIVACY: _____

(List any special needs)

SECURITY: _____

(List any special needs)

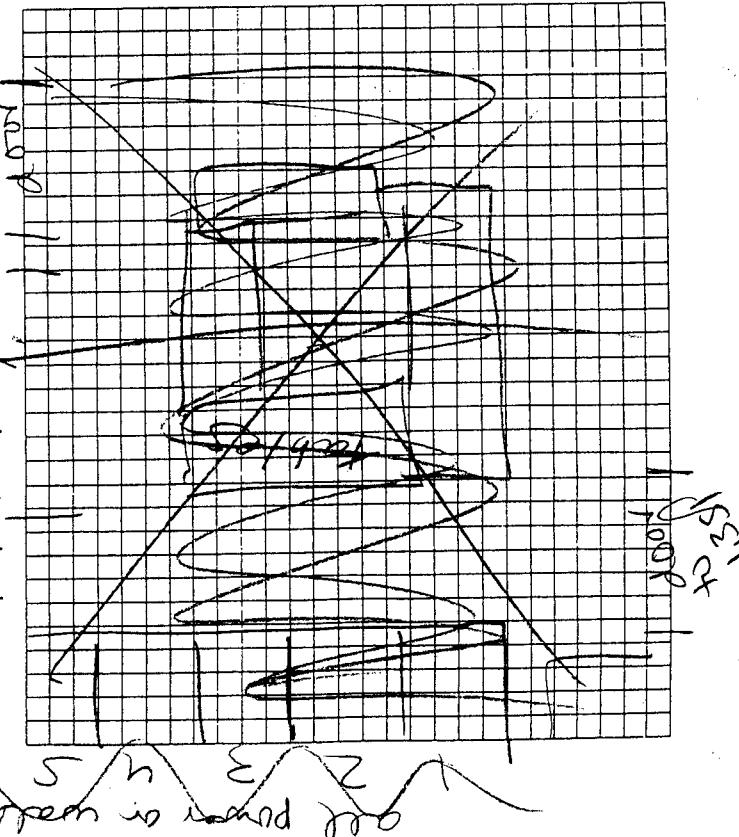
SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: _____

(List any special needs)

SPECIAL REQUIREMENTS: _____

(List any special needs)



SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/19/2000

PERSON COMPLETING FORM: RICHARD DAY

FUNCTION: Faculty office

HOURS OCCUPIED: 7AM - 6PM Daily

ACCESS REQUIREMENTS: 24 hrs 7 days per week with equal access to

PRIMARY ADJACENCY: Copier/Printer with enough memory to print graphics

SECOND ADJACENCY: _____

XEROX STUDENT/OFFICE HOURS
FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS
(List any special needs below)storage for Books and
Demonstration devices

SPACE: ROOM NO. 1.388

NUMBER OF OCCUPANTS: 4 (usual) 2

PEAK USE: check Admin Office HRS schedule

with equal access to

enough memory to print graphics

EQUIPMENT/POWER/COMMUNICATIONS NEEDS
(List any special needs below)I'd like one computer which
is portable (could be a lunch box style)
which could be used as my PC in
office & for group presentation
which NEVER CRASHES & which never
has software added or deleted that
i am not in agreement with.

APPROX. SIZE: Width: _____ Length: _____ (Total SF: 461)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted),
 Ceramic Tile Other: _____CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

CEILING HEIGHT: check BLDG Plan

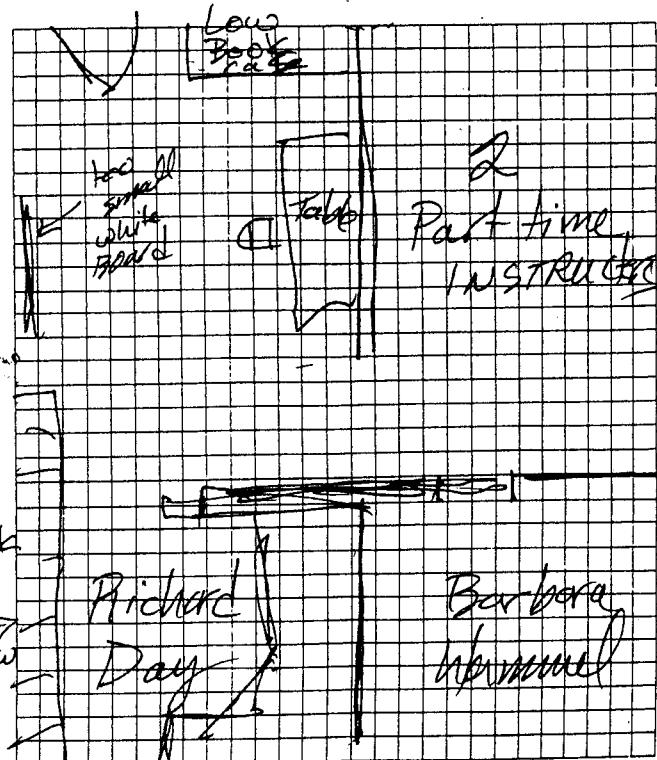
LIGHTS: Fluorescent Parabolic
 Indirect Other: _____AVERAGE LIGHTING LEVEL DESIRED: Better
Bright light + ability to adjustPRIVACY: HIGHER walls for privacy when
(List any special needs) dealing with studentsSECURITY: ABILITY TO ENTER OFFICE
(List any special needs) + GET TO COPIER +
PRINTER 24 X 7SOUND: ? Sound Insulation Maximum Db:
 Acoustic Reflection Other: _____When 1 person is dealing with a student -
all can hear - this might inhibit students?
FUTURE NEEDS: _____

(List any special needs)

IF 4 people were actually in here it
would be too small

SPECIAL REQUIREMENTS: _____

(List any special needs)

Perhaps a student teacher low
conference Room -Glass wall to hall -
table chairs white board.
a computer on each floor? → get students out of the office?
have room for a couple or three
students to be helped at once if
necessary

Richard Day
Barbara
Hernandez

SPACE REQUIREMENTS

PROJECT: C GCC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10-23-00

PERSON COMPLETING FORM: SKHenness

FUNCTION: *x Dept. of Curriculum, Instruction + Staff Dev.*

HOURS OCCUPIED: 8-4:30, M-F PEAK USE: 8-4:30, M-F

ACCESS REQUIREMENTS: Handicap Accessibility as per ADA

PRIMARY ADJACENCY: Other FSD members SECOND ADJACENCY: _____
dept.

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

- x dry erase board

skip APPROX SIZE: Width: Length: (Total SF:)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other:

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

LIGHTS: Fluorescent
 Indirect Parabolic
 Other: masonry painted

~~skf~~ CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: adequate at

PRIVACY: able to lock ^{or not} at all times

SECURITY: _____
(List any special needs) *X* *X*

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: *larger space* is
(List any special needs)
needed

SPECIAL REQUIREMENTS: _____
(list any special needs)

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

 DLR Group

PROJECT NO.: _____

DATE: 10/17/00

SPACE: ROOM NO. 2.192

PERSON COMPLETING FORM: Sarah Cowles

NUMBER OF OCCUPANTS: 1-but students

are often in the office.

FUNCTION: Advising Students

PEAK USE: M-F 8-5

HOURS OCCUPIED: 40-50 hours per week

ACCESS REQUIREMENTS: Must be accessible to Students & near Student Services

PRIMARY ADJACENCY: must be close to or
in Student Services.

SECOND ADJACENCY: Helps to be
Near other Advisors.

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

I will need a larger office for more
file cabinets & for a table that seats
4-5 people. The table will be for small
meetings & for small group advising
sessions. I also need a dry erase board.

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

LIGHTS: Fluorescent
 Indirect Parabolic
 Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

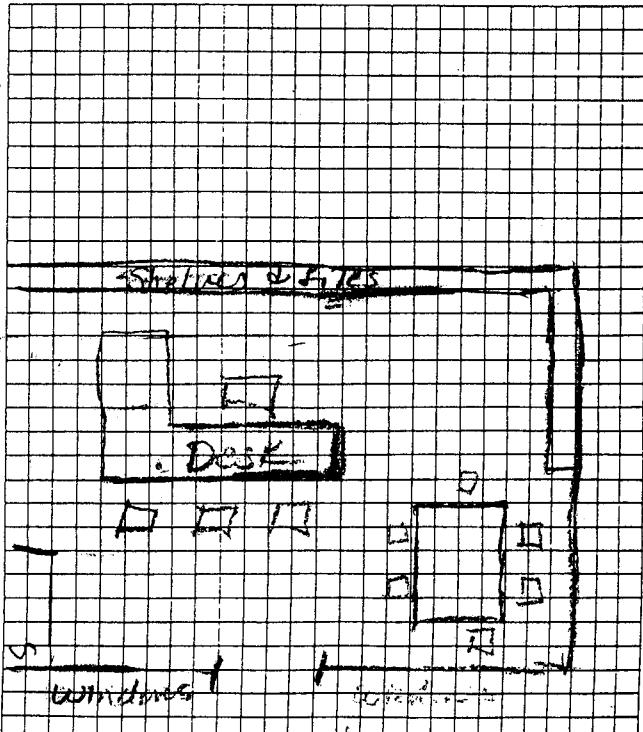
PRIVACY: I need to be able to split the

(List any special needs) door or Student Advisor

SECURITY: Student Advisor office, no windows

(List any special needs) door or Student Advisor

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____



FUTURE NEEDS: _____

(List any special needs)

SPECIAL REQUIREMENTS: _____

(List any special needs)

Display place →

Student Council Office

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/17/00

DLR Group

PERSON COMPLETING FORM: Sarah Cowles

FUNCTION: Student Council

HOURS OCCUPIED: 20-25 hours a week

ACCESS REQUIREMENTS: Must be accessible to students

PRIMARY ADJACENCY: News Cafe

SPACE: ROOM NO. 102

NUMBER OF OCCUPANTS: 6-10

PEAK USE: M-F 10-3

SECOND ADJACENCY: _____

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

Ideal: I would like to see the student "information offices" be off to the side of the "student lounge" - this would be a gathering spot for students to relax & learn about activities that are coming up.

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

Pay phones should be in lounge. Internet access for students using their laptops.

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted),
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

CEILING HEIGHT: high w/ sky lights

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

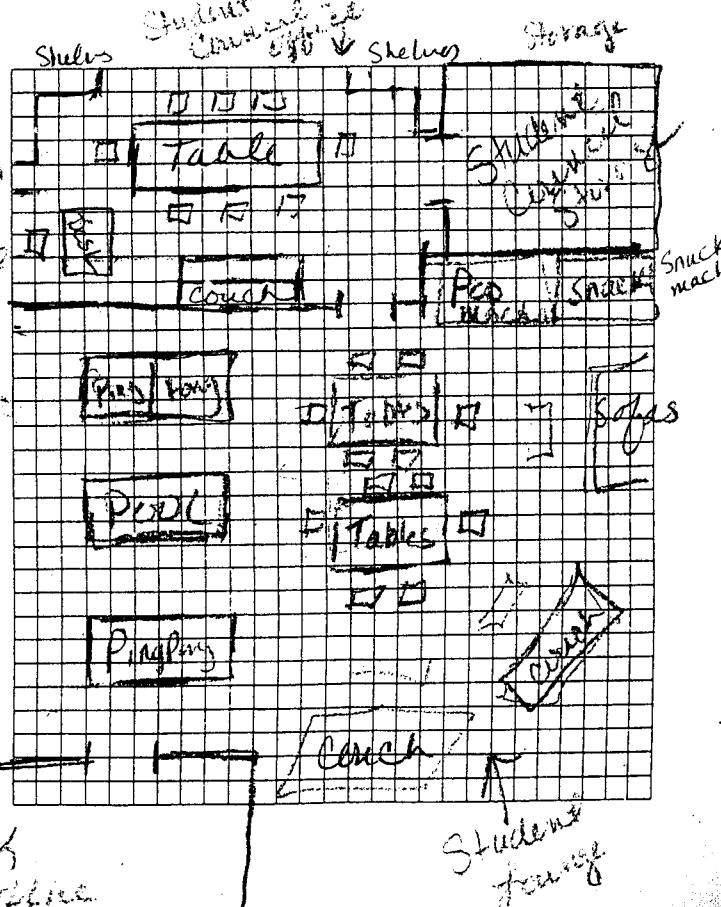
PRIVACY: Only for Stu Co. Planning meetings

(List any special needs)

SECURITY: Stu Co. office needs to be secured

(List any special needs)

SOUND: Sound Insulation Maximum Db:
 Acoustic Reflection Other: _____



FUTURE NEEDS: The Student lounge

(List any special needs)

Doesn't currently exist - this would have to be added.

SPECIAL REQUIREMENTS: _____

PTK should have a separate entrance off of the Student lounge.

SPACE REQUIREMENTS

PROJECT: _____

 DLR Group

PROJECT NO.: _____

DATE: 10/23/00

SPACE: Student Services 2,191 sq

PERSON COMPLETING FORM: Britt Becker

NUMBER OF OCCUPANTS: 1

FUNCTION: _____

HOURS OCCUPIED: 20/wk. PEAK USE: 9-3

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: _____ SECOND ADJACENCY: _____

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

File Cabinets
Tackboard
Desk
Chair

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

Printer
Phone
Fax

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

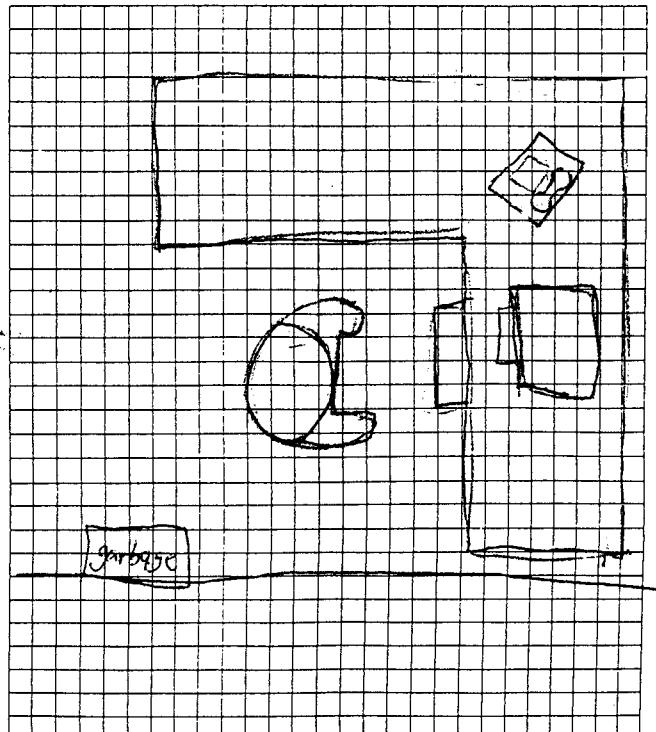
PRIVACY: _____

(List any special needs)

SECURITY: _____

(List any special needs)

SOUND: Sound Insulation Maximum Db:
 Acoustic Reflection Other: _____



FUTURE NEEDS: Printer by my desk

(List any special needs)

SPECIAL REQUIREMENTS: _____

(List any special needs)

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

 DLR Group

PROJECT NO.: _____

DATE: 10/19/00

SPACE: ROOM NO. 2.262

PERSON COMPLETING FORM: Darlene Marick

NUMBER OF OCCUPANTS: 1

FUNCTION: administrative services

HOURS OCCUPIED: minimum 32 hrs./wk.

PEAK USE: Monday - Friday

ACCESS REQUIREMENTS: need to be near Resource Dev./SBDC director's office + door

PRIMARY ADJACENCY: Resource Dev. Director
and near printers + fax machine.

SECOND ADJACENCY: near equipment -
photocopier, fax machine, printers

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

Computer station + locking desk
book case(s)
file cabinet(s)
table + chair (2nd work station)

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

computer with modem
Fax machine
printer(s)
telephone
photo copier
adequate light

? APPROX. SIZE: Width: 10' Length: 11' (Total SF: 110)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: concrete

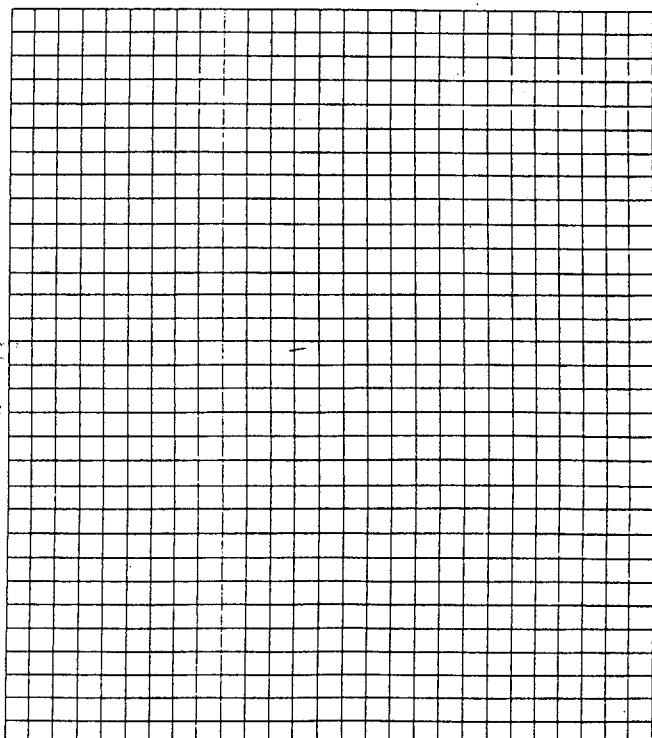
WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

CEILING HEIGHT: 12 feet (?)

AVERAGE LIGHTING LEVEL DESIRED: adequate for computer

PRIVACY: Necessary for mtgs. + telecons.
(List any special needs)



SECURITY: door lock, a safe or locking cabinet
(List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: printer in my office,
(List any special needs)

storage cabinet for office supplies or closet

SPECIAL REQUIREMENTS: Access to food
(List any special needs)
Service for Foundation meetings, +
restrooms.

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

 DLR Group

PROJECT NO.: _____

DATE: _____

SPACE: / ROOM NO. _____

PERSON COMPLETING FORM: Bill Booth

NUMBER OF OCCUPANTS: _____

FUNCTION: CIS DEPT VIEW

HOURS OCCUPIED: _____

PEAK USE: _____

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: _____

SECOND ADJACENCY: _____

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

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APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

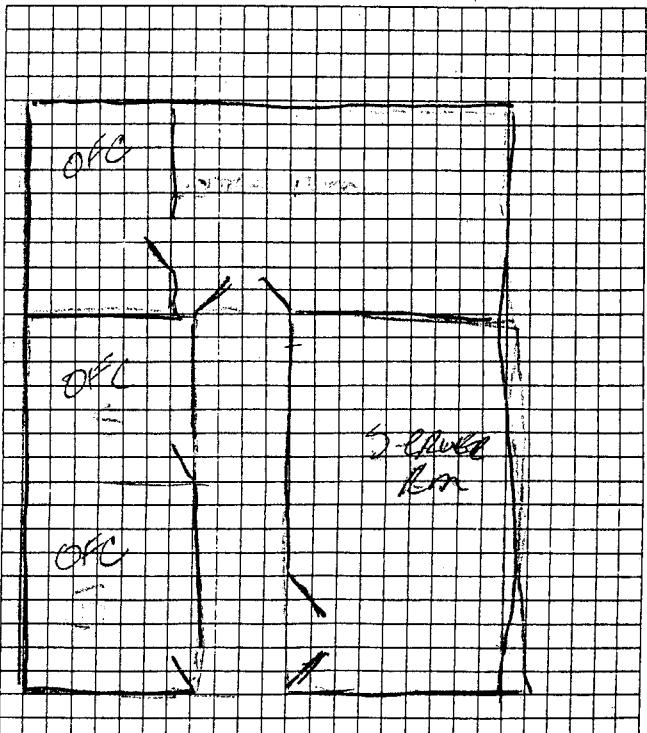
PRIVACY: _____

(List any special needs)

SECURITY: _____

(List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____



FUTURE NEEDS: _____

(List any special needs)

SPECIAL REQUIREMENTS: _____

(List any special needs)

3 OFFICES (3RD IS FOR FUTURE GROWTH)
1 WORK ROOM
1 FILE SERVER RM

MONITOR/KEYBOARD TAKES AN ADDITIONAL 2.5 INCHES ON THE LEFT

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 10/18/00

DLR Group

Bldg. 2, 2.115

SPACE: Room No. 112

PERSON COMPLETING FORM: Charlotte Lavender NUMBER OF OCCUPANTS: 2-3 Dean's Secreta

FUNCTION: Dean of Instruction's Secretary Student

HOURS OCCUPIED: 8a-5p PEAK USE: 8a-5p

ACCESS REQUIREMENTS: Handicapped Access, Faculty Access, Dean

PRIMARY ADJACENCY: Dean of Instruction SECOND ADJACENCY: Adequate secure storage

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

8 File Cabinets (Lg)
lg. Locking File Cabinet (for videotapes +
audio cassettes)
1-2 6' narrow tables

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

2 Desks
Copy Machine (for Dean's Office use +
for faculty copying)
2 Computers, Laser Printer/
Fax Machine, Shredder, Typewriter
Printer/Scanner/
Scantron

APPROX. SIZE: Width: 15 Length: 21 (Total SF: 315') → office only
242 new

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted),
 Ceramic Tile Other: _____

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

LIGHTS: Fluorescent
 Indirect Parabolic
 Other: _____

CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: _____

PRIVACY: Confidential Files

(List any special needs)

SECURITY: Confidential Files

(List any special needs)

SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

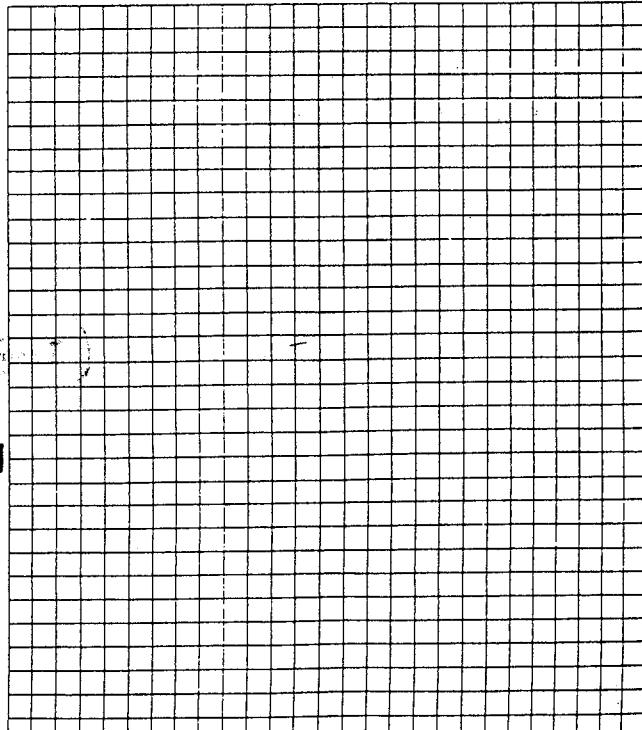
FUTURE NEEDS: One large storage area (12' x 12')

(List any special needs)

Dean's Office) large enough to store equipment
Archival files, excess supplies for Dean's office + faculty use

SPECIAL REQUIREMENTS: _____

(List any special needs)



SPACE REQUIREMENTS

PROJECT: C GCC SPACE UTILIZATION**DLR Group**

PROJECT NO.: _____

DATE: _____

SPACE: ROOM NO. 2.177PERSON COMPLETING FORM: Brian BrownNUMBER OF OCCUPANTS: 5FUNCTION: Computer System ManagerHOURS OCCUPIED: 8:00 - 5:00 PMPEAK USE: 8:00 - 5:00 PM

ACCESS REQUIREMENTS: _____

PRIMARY ADJACENCY: STAFF, SERVER ROOM
TECH room

SECOND ADJACENCY: _____

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

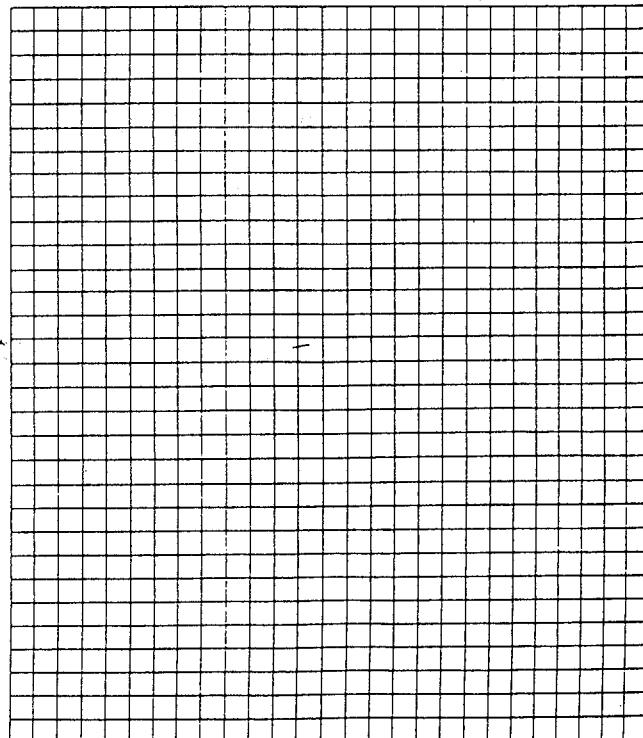
(List any special needs below)

DESK, RETURN, BACKTABLE, CUPBOARD
WORKSPACE TABLE, BOOK SHELF,
LARGE FILE CABINET, THREE
SIDE BY SIDE WORK BENCHES
WALL UNIT FOR EQUIPMENT
WALL CABINETS (2)

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

MIN. 2 NETWORK JACKS
MULTIPLE POWER OUTLETS
DIGITAL PICTURE JACK
DATA, VOICE JACKS

APPROX. SIZE: Width: _____ Length: _____ (Total SF: 265)FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____CEILING FINISH: Gyp. Bd. (Paint) Acst. Ceiling
 Plaster Exposed Structure
 Other: _____WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____LIGHTS: Fluorescent Parabolic
 Indirect Other: _____CEILING HEIGHT: 9 ft.

AVERAGE LIGHTING LEVEL DESIRED: _____

PRIVACY: _____
 (List any special needs)SECURITY: To prevent access by others
 (List any special needs)SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____FUTURE NEEDS:
 (List any special needs)SPECIAL REQUIREMENTS: Ability to
Run 1 to 3 computer systems,
And hold 1-3 person meetings

SPACE REQUIREMENTS

PROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: _____

PERSON COMPLETING FORM: Ray Sutter

FUNCTION: _____

HOURS OCCUPIED: _____

ACCESS REQUIREMENTS: Loading dock,
19 doors

PRIMARY ADJACENCY: Storage + building
Space -

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

A

 DLR Group

SPACE: Room No. 5409

NUMBER OF OCCUPANTS: _____

PEAK USE: All day

SECOND ADJACENCY: Outside secure area

EQUIPMENT/POWER/COMMUNICATIONS NEEDS
(List any special needs below)

<u>Stationary & portable</u> <u>Power tools - elect.</u> <u>Welding gas storage - outside</u>

APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet Ceramic Tile
 Vinyl Tile Exposed Concrete
 Wood Other: _____

WALL FINISH: Gyp. Bd. (Paint) Masonry (Painted)
 Ceramic Tile Other: _____

CEILING HEIGHT: high

AVERAGE LIGHTING LEVEL DESIRED: _____

PRIVACY: _____
(List any special needs)

SECURITY: Tools & equip - w/permisn
(List any special needs)

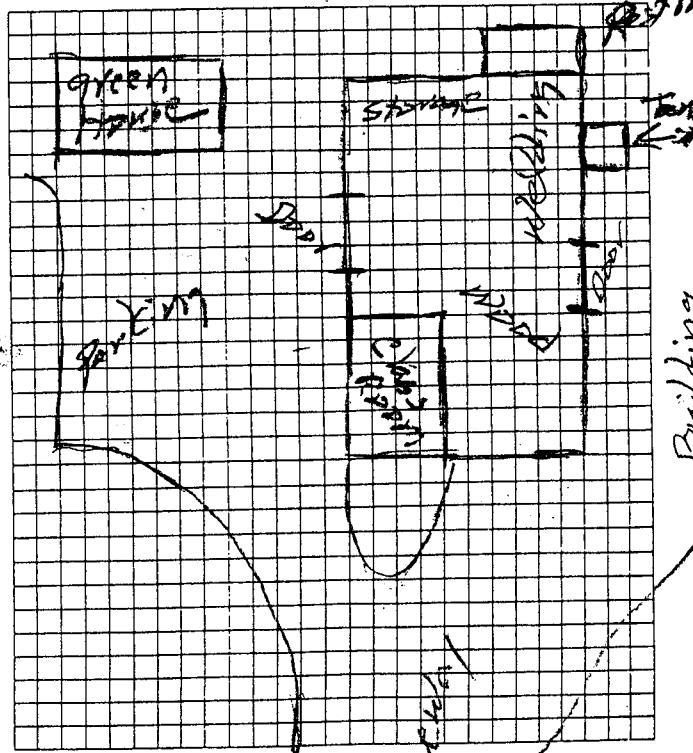
SOUND: Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: more rooms
(List any special needs)

SPECIAL REQUIREMENTS: _____
(List any special needs)

CEILING FINISH: Gyp. Bd. (Paint) Plaster
 Acst. Ceiling Exposed Structure
 Other: _____

LIGHTS: Fluorescent Parabolic
 Indirect Other: _____



10/26

SPACE REQUIREMENTSPROJECT: CACC SPACE UTILIZATION

PROJECT NO.: _____

DATE: 11/8/00

DLR Group

SPACE: ROOM NO. 2.208 file roomPERSON COMPLETING FORM: Paterson BodyNUMBER OF OCCUPANTS: 0FUNCTION: storage + filesHOURS OCCUPIED: 0

PEAK USE: _____

ACCESS REQUIREMENTS: close to officesPRIMARY ADJACENCY: ✓

SECOND ADJACENCY: _____

FURNITURE/CASEWORK/MARKERBOARDS/TACKBOARDS

(List any special needs below)

EQUIPMENT/POWER/COMMUNICATIONS NEEDS

(List any special needs below)

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APPROX. SIZE: Width: _____ Length: _____ (Total SF: _____)

FLOOR FINISH: Carpet
 Vinyl Tile
 Wood Ceramic Tile
 Exposed Concrete
 Other: _____CEILING FINISH: Gyp. Bd. (Paint)
 Acst. Ceiling Plaster
 Exposed Structure
 Other: _____WALL FINISH: Gyp. Bd. (Paint)
 Ceramic Tile Masonry (Painted)
 Other: _____LIGHTS: Fluorescent
 Indirect Parabolic
 Other: _____

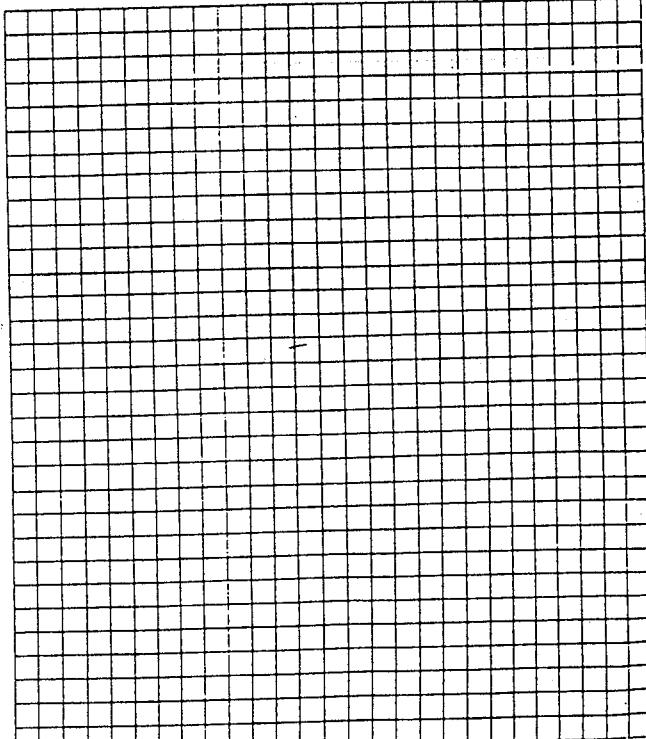
CEILING HEIGHT: _____

AVERAGE LIGHTING LEVEL DESIRED: brightPRIVACY: none

(List any special needs)

SECURITY: high

(List any special needs)

SOUND: OK Sound Insulation Maximum Db: _____
 Acoustic Reflection Other: _____

FUTURE NEEDS: _____

(List any special needs)

SPECIAL REQUIREMENTS: _____

(List any special needs)