

Banks Junior High

Suggested Design Meeting Schedule

***Core Team:** Recommended to include, at a minimum, School Principal, Maintenance Representative, Teacher Representative, Head Secretary, 1 Board Member, and FPC Members. These 6-8 people should be at every design meeting. Specialist needs are identified below.

Client Meeting 1 – Pre-Design: Discovery & Confirmation

Date / Time: Wednesday, 7/18/12, 3-5 pm

Location: Junior High Library

Agenda

1. Define/confirm basic scope and overall budget
2. Identify approval process and schedule
3. Define General philosophy for curriculum delivery
4. Confirm number of students to accommodate
5. Identify District's general preferences/experiences with building systems (structural, mechanical, plumbing, electrical, low voltage, and operational) and discussion regarding possible alternative systems
6. Define level of sustainable/efficient design goals
7. Confirm number and type of spaces, including those for mechanical and electrical
8. Evaluate site locations (noting desired student flow, safety, noise, light, and potential future expansion needs)
9. Develop relationship diagrams / images
10. Compile District's memorable goals and expectations

Recommended Attendees: Core Team, Technology Lead

Client Meeting 2 – Schematic Design: Conceptualize

Date / Time: Wednesday, 8/1/12, SCHOOL TOUR 10-3 (w/lunch), Meeting 3-5 pm

Location: Tour (Beaverton, Hillsboro, then Forest Grove) return to Banks Junior High Library

Agenda

1. Review master site plan concepts (include conceptual landscape and grading issues)
2. Review building floor plan concepts (including support infrastructure spaces)
3. Review elevations / images (include window discussions)
4. Confirm area calculations against scope/budget
5. Identify areas of potential excitement and community engagement
6. Discuss construction phasing issues
7. Compare progress to goals

Recommended Attendees: Core Team

BOARD PRESENTATION FOR UPDATE – 8/13

Client Meeting 3 – Schematic Design: Compose (with Engineers)

Date / Time: Wednesday, 8/15/12, 3:30-5:30 pm

Location: Junior High Library

Agenda

1. Review developed site, floor, and elevations from last discussion
2. Define special systems (data, voice, security, intercom, video, and fire)
3. Locate utility route paths and general equipment locations (mechanical, plumbing, electrical)
4. Locate and size equipment rooms
5. Roof plan concepts
6. Discuss code parameters (exit paths, structural system, fire barriers)
7. Look at building sections and ceiling heights
8. Basic building material discussions
9. Compare progress to goals

Recommended Attendees: Core Team, Technology Lead

Client Meeting 4 – Schematic Design: Confirm

Date / Time: Wednesday, 8/29/12, 3:30-5:30 pm

Location: Junior High Library

Agenda

1. Review narratives for all architectural and systems
2. Review site components (grading, utilities, site lighting, landscaping, etc.)
3. Confirm actual versus program areas
4. Sustainability verification
5. Review 3-D Imagery and adjust spaces and areas of excitement
6. Compare progress to goals

Recommended Attendees: Core Team

BOARD PRESENTATION FOR APPROVAL – 9/10

Client Meeting 5 – Design Development: Refining

Date / Time: Wednesday, 9/26/12, 3:30-5:30 pm

Location: Junior High Library

Agenda

1. Confirm budget, scope, schedule
2. Room Layouts and Functions (configuration, size, dimensions, outlets, cabinets, front-of-room, technology, equipment, ceilings, etc.) presented a space at a time in the following order:
 - a. Front Office
 - b. General Classrooms
 - c. Science
 - d. Special Education
 - e. Locker Rooms
 - f. Media Center
 - g. Computer Lab
 - h. "Areas of Excitement"
3. Roof Plan and drainage (adjusted from last time)
4. Review Catalog Cut Sheets of most systems and equipment
5. Identify potential bid alternates
6. Dialogue on intention of interior and exterior finishes
7. Compare progress to goals

Recommended Attendees: Core Team, Science Teacher, Special Education Teacher, PE Specialist, Media Specialist, Technology Teacher, Technology Lead

BOARD PRESENTATION FOR UPDATE – 10/15

Client Meeting 6 – Design Development: Systems (with Engineers)

Date / Time: Wednesday, 10/17/12, 3:30-5:30 pm

Location: Junior High Library

Agenda

1. Finalize exterior elevations
2. Develop room finish schedules and first pass at color concepts
3. Develop door and window elevations and types
4. Develop all cabinet information
5. Define and locate any special graphics and custom areas
6. Review stair, elevator, and common area requirements
7. Review lighting fixture selections, layout, and switching
8. Confirm layout of all power and communications ports and equipment
9. Review mechanical system and plumbing components and controls
10. Identify and locate any equipment provided by District
11. Compare progress to goals

Recommended Attendees: Core Team, Technology Lead

Client Meeting 7 – Design Development: Finalizing

Date / Time: Wednesday, 10/31/12, 3:30-5:30 pm

Location: Junior High Library

Agenda

1. Confirm all floor and site plans
2. Confirm all interior and exterior elevations
3. Confirm all room layouts
4. Confirm all equipment and building system criteria
5. Update / review sustainability components
6. Compare progress to goals

Recommended Attendees: Core Team, Science Teacher, Special Education Teacher, PE Specialist, Media Specialist, Technology Teacher, Technology Lead

BOARD PRESENTATION FOR APPROVAL – 11/12

Client Meeting 8 – Construction Document Review #1

Date / Time: Wednesday, 11/28/12, 3:30-5:30 pm

Location: Junior High Library

Client Meeting 9 – Construction Document Review #2

Date / Time: Wednesday, 12/19/12, 3:30-5:30 pm

Location: Junior High Library

BOARD PRESENTATION FOR APPROVAL OF FINAL DOCUMENTS – 1/14/13

Documents are then ready to submit for building permit – 1/15/13

Outside of the above meetings, the team will also be examining, first-hand, existing building, site and utility conditions as well as meeting with the local utilities, authorities having jurisdiction and the Fire Marshall to better understand and inform the team of criteria that may be imposed on the project beyond the desired program / scope. We want to uncover surprises early, so they can be planned for.

END OF BANKS JUNIOR HIGH DESIGN SCHEDULE