

Banks High School

Suggested Design Meeting Schedule

***Core Team:** Recommended to include, at a minimum, School Principal, Maintenance Representative, Teacher Representative, Athletic Representative, 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

Date / Time: Thursday, 8/16/12, 3:30 – 5:00 pm

Location: High School Library

Agenda

1. Define/confirm basic scope and overall budget
2. Identify approval process and schedule
3. Identify District's general preferences/experiences with building systems (structural, mechanical, plumbing, electrical, low voltage, and operational) and discussion regarding possible alternative systems
4. Define level of sustainable/efficient design goals
5. Compile District's memorable goals and expectations

Recommended Attendees: Core Team, Technology Lead

Client Meeting 2 – Pre-Design: Programming

Date / Time: Thursday, 8/30/12, 3:30 – 5:00 pm

Location: High School Library

Agenda

1. Confirm number and type of spaces, including those for mechanical and electrical
2. Evaluate site locations (noting desired student flow, safety, traffic, fence control, noise, light, and potential future expansion needs)
3. Identify athletic interactions, functional and storage needs, commonalities and differences
4. Develop relationship diagrams / images
5. Compare progress to goals

Recommended Attendees: Core Team

BOARD PRESENTATION FOR UPDATE – 9/10

Client Meeting 3 – Pre-Design: Confirmation

Date / Time: Thursday, 9/13/12, 3:30 – 5:00 pm

Location: District Board Room

Agenda

1. Confirm impacts of all structural system improvements
2. Confirm all envelope (roof and building skin) improvements
3. Confirm all security (key card, back-up power, etc.) improvements
4. Compare progress to goals

Recommended Attendees: Core Team

Client Meeting 4 – Schematic Design: Conceptualize

Date / Time: Thursday, 9/27/12, 3:30 – 5:00 pm

Location: District Board Room

Agenda

1. Review master site plan concepts (parking, grading, and site lighting issues)
2. Review building floor plan concepts and impacts
3. Review elevations / images (siding and out-building)
4. Discuss construction phasing issues
5. Compare progress to goals

Recommended Attendees: Core Team

Client Meeting 5 – Schematic Design: Compose (with Engineers)

Date / Time: Thursday, 10/18/12, 3:30 – 5:00 pm

Location: District Board Room

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 structural system and potential bracing impacts (floor space, overhead changes, etc.)
7. Compare progress to goals

Recommended Attendees: Core Team, Technology Lead

Client Meeting 6 – Schematic Design: Confirm

Date / Time: Thursday, 11/1/12, 3:30 – 5:00 pm

Location: District Board Room

Agenda

1. Review narratives for all architectural, structural, and systems
2. Review site components (grading, utilities, site lighting, landscaping, ADA, etc.)
3. Sustainability verification
4. Compare progress to goals

Recommended Attendees: Core Team

BOARD PRESENTATION FOR APPROVAL – 11/12

Client Meeting 7 – Design Development: Refining

Date / Time: Tuesday, 11/27/12, 3:30 – 5:30 pm

Location: District Board Room

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. Restroom / Storage Building
 - b. Locker Rooms
 - c. Gymnasium
 - d. Science Room
3. Roof Plan and drainage
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, Added Athletics (as needed), Science Teacher, Technology Lead

Client Meeting 8 – Design Development: Systems (with Engineers)

Date / Time: Thursday, 12/13/12, 3:30 – 5:30 pm

Location: District Board Room

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 lighting fixture selections, layout, and switching
7. Confirm layout of all power and communications ports and equipment
8. Review mechanical system and plumbing components and controls
9. Identify and locate any equipment provided by District
10. Compare progress to goals

Recommended Attendees: Core Team, Technology Lead

Client Meeting 9 – Design Development: Finalizing

Date / Time: Thursday, 1/10/13, 3:30 – 5:00 pm

Location: High School 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, Added Athletics (as needed), Science Teacher, Technology Lead

BOARD PRESENTATION FOR APPROVAL – 1/14/13

Client Meeting 10 – Construction Document Review #1

Date / Time: Thursday, 1/31/13, 3:30 – 5:00 pm

Location: High School Library

Client Meeting 11 – Construction Document Review #2

Date / Time: Thursday, 2/21/13, 3:30 – 5:00 pm

Location: High School Library

BOARD PRESENTATION FOR APPROVAL OF FINAL DOCUMENTS – 3/11/13

Documents are then ready to submit for building permit – 3/12/13

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 HIGH SCHOOL DESIGN SCHEDULE