

MEDIA CENTER

September 30, 2010

I. PROGRAM REQUIREMENTS

Refer to the project-specific Schedule of Spaces for student stations, square footage, and for any requirements that may differ from the prototype requirements listed below:

- 1 Reading Room
- 1 Technical Processing Room
- 1 Audio Visual (AV) Storage Room
- 1 CCTV Room (Studio & Control Booth)
- 1 Staff Toilet Room

II. PROGRAM FURNITURE AND EQUIPMENT

Refer to the Furniture and Equipment List for Owner-provided furniture and equipment.

III. SPECIAL CONSIDERATIONS

1. Heating/Ventilation/Air Conditioning

Provide additional supply air in the CCTV Studio and Control Booth to compensate for the heat generated by the TV production equipment and lighting.

2. Acoustical

Standard, in accordance with the General Design Requirements section.

3. Floor

Provide carpet in the Reading Room.
Standard elsewhere, in accordance with the General Design Requirements section.

4. Walls

The CCTV Room is to be divided into two areas: the Control Booth and the Studio. The two areas are to have a minimum 10' long common wall with an observation window. The Control Booth is to be a minimum of 10' deep from the observation window to the back wall.

The CCTV Studio (all walls) is to be painted smooth, non-glossy "chroma key" blue, with no baseboard or electrical outlets.

5. Ceiling

Provide a 12' high ceiling in the Reading Room and in the CCTV Studio.

6. Lighting

The Reading Room lighting should be divided so that six (6) areas can be separately controlled.

Provide an adequate number of fixtures around the perimeter of the Reading Room to insure that the shelves are properly lighted.

6. Lighting (continued)

Provide stumble light switches at the main entrance into the Reading Room. Provide all other switches for the Reading Room lighting in a panel near the circulation desk. The AV Storage Room lighting is to be controlled by switches located at each door. Provide a suspended pipe grid system with six (6) stage-type lighting fixtures in the CCTV Studio. Insure that aisles between shelves are adequately lighted.

7. Windows

Provide full-height windows in one area of the Reading Room, located as directed. Wherever possible elsewhere, provide windows above the shelving, sill height to be a minimum of 4" above the top of the library shelving units. Provide an observation window, the entire length of the wall, from the Technical Processing Room into the Reading Room, sill height to be 36" above the floor. Minimize the number of mullions provided. Provide an observation window, the entire length of the wall (minimum 10'), from the CCTV Control Booth into the CCTV Studio area, sill height to be 30" above the floor.

8. Doors

All interior doors are to be half-glass except for the AV Storage Room doors. Provide half-glass doors with double glazing and sound seal at the door into the CCTV Studio. All doors are to be keyed alike except for the exterior AV Storage Room door and the CCTV Room door(s). Provide a peephole in the exterior AV Storage Room door. No hardware is to be provided on the outside of this door. The main entrance into the Reading Room must accommodate the book detection equipment. These main entry doors are to be full glass, double doors. All other exits from the Reading Room to the exterior are to be equipped with a local electric alarm, to sound whenever the door is opened. All interior doors are to be hinged so as not to project into the Reading Room when opened.

9. Water

Provide one (1) toilet and one (1) wall-mounted lavatory with cold water in the Staff Toilet Room. Provide one (1) sink with cold water in the Technical Processing Room. Provide two (2) electric water coolers, located near the main entrance into the Reading Room.

10. Communications

Clock and Intercom

Provide a clock, speaker(s) and intercom handset in the Reading Room, Technical Processing Room, and CCTV Control Booth. Provide a volume control and cut-off switch in the CCTV Control Booth for control of the speakers. Provide one (1) master intercom station, to be located near the CCTV head end equipment. In addition to the intercom system above, provide a local 2-way intercom system from the CCTV Control Booth to the CCTV Studio.

10. Communications (continued)

Voice/Data

- Provide one (1) floor-mounted quadraplex data and adjacent quadraplex power outlet at the circulation desk, in accordance with SDHC standards.
- Provide wall or floor-mounted quadraplex data outlets with adjacent power outlets in the Reading Room to serve approximately eight (8) owner-provided research and library catalog computers. These computers are to be located so that the monitors are visible to the staff at the circulation desk.
- Provide data and power outlets in the Reading Room to serve two (2) owner-provided computer labs consisting of 24 computer stations each.
- Provide one (1) quadraplex data and one (1) quadraplex power outlet on each free-standing structural column in the Reading Room to provide flexibility for future computer needs.
- Provide three (3) duplex data outlets with adjacent power outlets above the ceiling of the Reading Room, for a future wireless system.
- Provide one (1) voice/data outlet with adjacent power outlet at each power pole in the Technical Processing Room, located as directed. One (1) of these will support a modem/fax unit.
- Provide one (1) wall-mounted quadraplex voice/data outlet (1 voice/3 data) with adjacent power outlet in the CCTV Control Booth.
- Provide data and power outlets for the main school file server(s) in the systems room nearest the Media Center.

Closed Circuit TV (CCTV)

- In the CCTV Control Booth provide two (2) audio/video inputs to routing switcher busses, and one (1) audio/video output from routing switcher buss.
- In the CCTV Studio provide one (1) audio/video output from CCTV monitor buss of routing switcher, located near the TV jack.
- Provide a CCTV jack and adjacent power outlet in the Reading Room, located as directed.
- Provide the CCTV head end equipment in the Technical Processing Room. The CCTV system is to be designed in accordance with SDHC standards.
- Provide two (2) CCTV input jacks near the head end equipment.
- Provide two (2) CCTV jacks with adjacent power outlets in the CCTV Studio, located as directed.
- Provide a 2" diameter conduit from the CCTV head end equipment to the property line, for the future installation of cable TV.
- Provide two 3" diameter conduits to penetrate the wall between the CCTV Control Booth and the CCTV Studio, with removable gaskets. Provide a floor trench with removable cover from the CCTV Control Booth wall to mid-center Studio (camera location) for cable by Owner.

11. Electrical

Reading Room

- Provide a 20 amp duplex floor outlet at the Owner-provided circulation desk.
- Provide outlets for the Owner-provided computer equipment, as described above.
- Provide outlets in the metal base of the perimeter library-type shelving units, approximately 20' apart.
- Outlets are to be circuited so that no more than four (4) outlets are on any one circuit.

Technical Processing Room

- Provide dedicated duplex outlets spaced 3' apart above the countertop and on the wall below the observation window.
- Provide three (3) power poles, located as directed.

11. Electrical (continued)

CCTV Control Booth and Studio

Provide two (2) dedicated duplex outlets spaced 4' apart, located below the observation window on each side of the wall.

Provide two (2) duplex outlets above the countertop in the CCTV Control Booth. In addition, provide duplex outlets spaced 4' apart along the back wall (opposite of the observation window) of the CCTV Control Booth.

CCTV Control Booth and Studio (continued)

Provide additional outlets as required in the CCTV Studio, located as directed, no outlets are to be located on the filming wall.

12. Gas and Air

Not applicable

13. Safety

Standard, in accordance with the General Design Requirements section.

14. Fencing

Not applicable

15. Service Drives

Not applicable

16. Parking

Not applicable

17. Contractor-Provided Equipment and Casework

Reading Room

Provide 134 units of floor-supported library-type shelving along the perimeter walls and create double-faced peninsulas of shelving. Perimeter units are to be single-faced, 36" wide x 12" deep x 90" high with five adjustable shelves, one sloping closed base shelf, and a canopy top. Peninsular units are to be double-faced, and otherwise are to match perimeter units, in accordance with SDHC standards.

Provide eight (8) freestanding ranges of library-type shelving, each range to be double-faced consisting of two 42" high x 24" deep x 36" wide double-faced units with two (2) adjustable shelves and one sloping closed base shelf, in accordance with SDHC standards. Each range is to have a one-piece (6'x 2') plastic laminate top and plastic laminate end panels.

Provide a book detection system complete with railings, located so as to be directly visible from the circulation desk, in accordance with SDHC standards.

17. Contractor-Provided Equipment and Casework (continued)

Technical Processing Room

Provide nine (9) linear feet of lockable base and wall cabinets, to include the sink and one (1) bank of lockable graduated drawers, countertop to be 36" above the floor. The CCTV head end equipment is to be located adjacent to this base cabinet.

Provide twenty eight (28) units of floor-supported library-type shelving along the perimeter walls and create double-faced peninsulas of shelving. Perimeter units are to be single-faced, 36" wide x 12" deep x 90" high with five (5) adjustable shelves, one (1) flat closed base shelf, and a canopy top. Peninsular units are to be double-faced, and otherwise are to match perimeter units, in accordance with SDHC standards.

CCTV Control Booth

Provide six (6) linear feet of lockable base and wall cabinet, countertop to be 36" above the floor.

18. Contractor-Provided Instructional Aids

Not applicable

19. Other Considerations

The location of the Media Center should be central to the facility yet remote to high noise level areas such as Gymnasiums, playcourts and outdoor dining areas.

The Computer Lab area of the Reading Room is to consist of four freestanding banks of computers with power poles at each end of each bank. Workstations will be set up back-to-back. A total of 48 computer workstations will be provided for use by two classes.

Visibility from the Technical Processing Room into all areas of the Reading Room is of primary importance. Minimize the size of structural columns and other obstructions.

Plan the layout of the AV Storage Room so that storage space for Owner-provided utility shelving and rolling carts is provided.

The main elevator should be located near the Media Center, with convenient access from the exterior AV Storage Room door.

The circulation desk is to be provided and installed by the Owner.

SPACE RELATIONSHIPS

