

FANNING HOWEY

OWNER/ARCHITECT MEETING

FREMONT CITY SCHOOLS

Fremont, Ohio

Date: May 14 and 15, 2009

Re: New Middle School
Fremont City Schools
Fremont, OH
Project No. 208064.01
OSFC Grant No. 379

To: Dr. Traci McCaudy, Superintendent
Following is a report of our meeting on the above date. If you find anything with which you disagree, please inform us, in writing, within ten calendar days of receipt.

Present: Dr. Kimberly K. Theller, Assistant Superintendent; and various staff (see sign-in sheet); all of Fremont City Schools; Melanie Lefeld, Amy A Sudhoff, and Curt W. South; all of Fanning Howey

Purpose: Design Development Input Session No. 1

SCIENCE

1. The science department is interested in having sliding marker boards. Fanning/Howey Associates, Inc. indicated that would be something that would have to be bid as an Alternate and determined if deemed necessary by the school district.
2. It is preferred to not have marker boards behind the instructor station so that the board is not blocked at the bottom. An option would be to offset the location of the instructor station to not be centered in the room, this will free up most of the marker board.
3. They prefer to have the computer station carts rather than fixed countertop.
4. The casework countertops and lab tables need to be the same height, which was decided to be 34-inches high. They prefer to use lecture tables for lab tables over fixed peninsulas to save floor space.
5. They would like to have tables that act as lecture and lab tables and will be moved for each function. These tables should have two lockable casters at one end of each table for easier mobility. A sample should be shown, if possible.
6. Provide hot and cold water at all student and instructor lab stations.
7. Provide gas at the instructor's station only.
8. They would rather have the teaching wall on the interior hallway wall, locating the teacher desk closer to the door.

ARCHITECTURE | ENGINEERING

540 East Market Street | Celina, OH 45822

419.586.7771 | fax 419.586.2141 | www.fhai.com

O/A Meeting (05/14/09 and 05/15/09)
New Middle School
Fremont City Schools
Fremont, OH
Project No. 208064.01
page 2

9. They do not want the teacher computer facing the students. They will have computer drops at both the mobile computer cart and at the teacher demonstration unit.
10. They prefer to have bigger tables for group work in the extended learning area (ELA).
11. The teachers questioned where the lockers were going to be located per team. Locker layouts were not shown at the time of this meeting.

INDUSTRIAL TECHNOLOGY

1. CAD Laboratory
 - a. Provide a 4-foot wide door to the exterior for deliveries/shipments of lumber.
 - b. Provide 24 CAD stations and drafting tables.
 - c. Deep, mobile book case-type cabinetry with doors is needed for storing supplies, paper, etc.
 - d. A printing station is needed.
 - e. A floor plotter is to be located next to the teaching station.
 - f. There should be windows in the interior walls between all 3 rooms and they should be offset so you cannot see all the way through the 3 rooms. Blinds on the windows will minimize distractions and should be controlled on the classroom side.
2. Production Laboratory
 - a. There is no need for a projector/projection screen in the shop.
 - b. Provide only 8 feet of white board with 4 feet of tack board.
 - c. The existing tool sizes were provided for layout, see attached.
 - d. Student stools are not necessary.
 - e. There should be lockers under the tables.
 - f. A computerized numerical control (CNC) router will need to be located and should be close to a computer for connection.
 - g. A slop sink is preferred instead of a trough sink.
 - h. Provide a work bench with a heavy-duty countertop, and it should have storage below and above.

- i. The dust collection system that will be provided is as stated in the Ohio School Design Manual (OSDM). It was understood that it is no more than a glorified shop vac.
- j. Lumber storage should be located under the window with brackets bolted to the wall creating a "shelf".
- k. In the teaching area, a workstation and a technology cabinet are not necessary in this room. There is only need for a 3-foot base cabinet to store stuff.
- l. Finish room – It was determined that there is not enough room to get a finish room into the new building.
- m. Provide 4 feet of space between work tables.
- n. An emergency shower/eye-wash station will be needed.

MODULAR TECHNOLOGY

- 1. They do not like pods. They want everyone to be able to look at the teacher.
- 2. A storage room is desired, but understanding there is not enough space for a separate room, additional cabinetry is acceptable.
- 3. A robot arm and lathe should be located in this room. They are basically stationary machines.
- 4. A work table is desired in this room.
- 5. Provide a tall cabinet versus wall and base cabinets.

LIBRARY

- 1. A good view from the circulation desk is very important, the location as shown was acceptable for the desk.
- 2. A book return from the hallway would be very nice. This would have a base cabinet inside the media center with book cart inside for the returned the books.
- 3. Adjustable, metal book shelving is desired.
- 4. Soft seating is not a high priority, if room does not allow.
- 5. The multi-media production lab needs a window to view into the media center.
- 6. Dr. Traci McCaudy confirmed shelving for 10,000 volumes is required.

7. There is a concern as to whether the middle school will be storing the Learning Resource Center (LRC) or not. *Subsequent to this meeting, Dr. McCaudy, confirmed no.*
8. All book shelves will need to be fixed.
9. They would like to have 25 or more computers. They would like to be able to see all the computer screens from the circulation desk.
10. Provide plenty of seating in the reading area. Seating for 32 is preferred with square tables.
11. Provide a projector and a projection screen for this room. Fanning Howey will locate this where it will work best in the room in conjunction with the technology designer.
12. Provide plenty of electrical outlets.
13. The multimedia production room should be designed to function as a multimedia production room should; provide computers, studio curtain, etc.

SOCIAL STUDIES

1. They have some concern about only space for 25 students. Curt South explained the Ohio School Facilities Commission (OSFC) guidelines to design rooms based on a 25:1 student teacher ratio.
2. The teachers request the activity tables be removed from this room. These can be located in the ELA spaces for group work rather than taking up space in each classroom.
3. Mobile computer carts are desired over fixed countertops.
4. Bookshelves should be mobile.
5. Tile flooring is a noise concern, but they feel it is easier to keep clean. There is no real preference one way or the other.

MATH

1. If the alternate is not accepted for the operable walls in the classrooms, they would like, the computers shown in the back of the room.
2. SMART Boards are desired. They would rather have SMART Boards than an operable wall.
3. There was not a real good consensus from this group about how much they desire or understand how they will utilize the operable walls.
4. They feel carpet will create good sound control if carpet is used for the flooring, but they too do not have a real preference.

WELLNESS

1. Provide new volleyball standards and equipment.
2. They would like a gymnasium curtain divider. This may have to be bid as an Alternate.
3. A mat hoist will be an Alternate Bid item.
4. A wood floor is desired. Fanning Howey indicated it will be a wood quality of 3rds and better. They explained that this grade has the most "color" to the wood floor.
5. The following will need to be confirmed with the athletic director;
 - a. The physical education teachers would rather not have a colored border on the gymnasium floor; however, agree that it would look nicer for presentation. After further discussions there will be a purple border.
 - b. Mr. Walker stated that the text and logo in the floor should read "LITTLE" on one end and "GIANTS" on the other end.
 - c. FMS should be written at an angle in the center of the court, no mascot. The FMS center logo should be in "varsity/collegiate" font
 - d. Main basketball court lines should be the color black.
 - e. The main lines for volleyball should be the color white.
 - f. They will need 2 basketball cross courts. Spread cross basketball court lines out to use extra space at the ends of the walls.
 - g. They would like basketball cross courts to be dashed and the color tan.
 - h. Cross-court volleyball lines should be tick marks. They would possibly like 3 cross-courts which should be the color tan.
 - i. Provide volleyball sleeves for all 3 courts.
 - j. Basketball backstops should be glass on the main court and have a forward fold.
 - k. They prefer the backstops on the side courts to be glass also.
 - l. Backstop controls should be key assist.
 - m. All but the main floor should have a wand for height adjustment.
 - n. The main floor backboards should be at 10 feet; no height adjustable backboards are desired.

- o. The wall padding should be the color purple.
- p. The bleachers should be purple with white letters with FMS in black shadow.
- q. They really like ground-face concrete masonry block as a wainscot because it does not have to be painted, like what was done at Seneca East Local School District.
- r. They really like Seneca East Local School District's gymnasium paint design except use purple and black colors. They do not want full walls painted the color purple; use purple paint color in moderation.
- s. They prefer to have ceiling baffles in lieu of acoustical wall treatment.
- t. They discussed whether to have drinking fountains in the gymnasium or right outside the doors in the hallways. Fanning Howey recommend they do not have them inside the gymnasium on the wood floor. They like the idea of having them by all the doors so students do not have to cut across all the floors.
- u. A removable chin-up bar is desired.
- v. They will need to refer to the athletic director for the score board information and also for information on the scorers' table.

LOCKER ROOMS

1. They really like the double-tier vented lockers. Provide at least 80 lockers in each room, for a total of 160. The locker layout is fine as shown.
2. There was discussion about using new lockers that were just recently installed in the existing middle school. It was determined that these lockers would need to be used elsewhere, not in the new school.
3. Provide a marker board and tack board in the locker room.
4. The idea of having windows into the locker room from the office is not possible with the current layout.

MUSIC

1. Staff lines are desired on half the marker board.
2. Questioned if it is possible to get a couple of wardrobe units per classroom; more than one teacher uses these rooms.

O/A Meeting (05/14/09 and 05/15/09)
New Middle School
Fremont City Schools
Fremont, OH
Project No. 208064.01
page 7

3. They would like seated risers shown on the stage.
4. There will need to be storage for guitars and orchestra instruments. Fanning Howey will need a count of these instruments in order to provide adequate storage.
5. Place the sound cabinet at the front of the room.
6. Carpet is the preferred flooring in the music room.

INSTRUMENTAL ROOM

1. The largest class will be for 85 students; show a layout of chairs and stands for this count.
2. Provide a sink with bubbler.
3. Folio storage is not necessary.
4. Provide mobile carts for uniform storage. These may need to be stored on the stage.
5. Grade 8 has 100 uniforms.
6. Grade 7 has 100 uniforms.
7. There are also 75 orchestra uniforms.

CHOIR ROOM

1. Provide seating for 65 students.
2. Provide 3 mobile folio storage units with 100 slots each.
3. They will need high-density storage in the music library.
4. Remove the window in the music library.
5. Provide open book cases and tall cabinets with doors.
6. They will need sitting risers in the choir room.

STAGE

1. It is desired to have an 80 piece band fit on the stage. Fanning Howey will determine if this will work or not.
2. Acoustical shells were requested, but are not funded by the OSFC.

O/A Meeting (05/14/09 and 05/15/09)
New Middle School
Fremont City Schools
Fremont, OH
Project No. 208064.01
page 8

3. The standing risers on the stage for choir need to accommodate 120 students. Show this layout at the next meeting.
4. The stage needs to accommodate for 80 band students. Show this layout at the next meeting.

GRADE 6

1. SMART Boards are desired in Grade 6.
2. Flooring was briefly discussed and it will need to be a school district decision.
3. No changes are required to the plan presented.

LANGUAGE ARTS

1. Provide mobile bookshelves.
2. There is a concern that there are not enough bookshelves for all the books in language arts.
3. If the Alternate is not accepted for the operable walls in the classrooms, they would like the computers shown in the back of the room.
3. They had questions about blinds on the windows in operable walls. Curt South indicated there will be no blinds on those windows because the operable walls fold; blinds would stick out too far.
4. Language arts teachers would like activity tables in their classrooms.
5. They have a concern for where an entire class can go for a computer lab. Fanning Howey indicated there will be between 20-25 computer drops in the media center as well as drops in each of the ELAs.
6. There is a higher preference for carpet in the classrooms.

TEACHER WORKROOM

1. There is a need for more storage for additional books in this area.
2. Provide a copier in each workroom.
3. A refrigerator should be shown in each workroom.

COMPUTER TECHNOLOGY

1. Fanning Howey showed them a typical classroom layout.
2. Computer technology teachers prefer their computer workstation/desk to be in the back of the room when using the projector.
3. SMART Boards need to be mounted low enough to allow touch/interact. They prefer the SMART Board to go in the center of the marker board location, with a marker board on each side of the SMART Board. The SMART Board is not to cover the marker board.
4. They question the location for the computer technology classrooms; they are not in traditional classrooms.
5. They like the modular technology layout.

SPECIAL EDUCATION

1. Some special education classrooms are larger than others. They question which classrooms are for whom.
2. One classroom is the multiple disabilities (MD) room on the first floor. Provide a door into the classroom from the stairwell area at the landing. This room should also be laid out for a computer lab and kitchenette.
3. Provide 4 cubbies with wall cabinets above. The remaining cabinets should be tall, open bookshelves.
4. Sound enhancement systems will be provided in all classrooms.

OFFICE / SECRETARIAL AREA

1. Provide two work stations with 2 people at each station.
2. They would like both the high and low transaction counters.
3. They need a window on the interior side for taking attendance.
4. Provide guest seating for as many as possible to keep it comfortable and nice looking. No side tables are necessary.
5. Provide brochure racks.
6. Provide a cabinet for receptionists' coats.
7. Provide as many vertical file cabinets as possible.

MAIL/WORK/COPY ROOM

1. Pass-through mail boxes on the inner wall would be a good arrangement.
2. Refer to the attached print-out sketch for the location of the new door.
3. A question was asked if the itinerant office is going to be turned into a second assistant principal's office. Tony Walker stated that we only need 3 offices, not 4.
4. The computer drop in the conference room should be a floor box in the center of the room.

NURSE

1. Provide blinds in windows.
2. They would like a place for the kids to stop before directly approaching the nurse. We could possibly use the desk as a barrier between them. The nurse's back should not be to the door.
3. Only 2 cots are required.
4. Wrap the cabinetry around a curved corner for extended work space.
5. Space for emergency medical forms is needed. There should be a lateral file cabinet for 900 folders at the end of the desk.
6. No marker board is needed; only a tack board.
7. The nurse would like a copy of the plan of her room.

ART

1. Provide 1 poster storage drawer cabinet in the classroom and 1 in the art storage room.
2. Can the soap dispensers for diamond sink units be mounted to faucet columns? Paper towel dispensers can be mounted on the wall further from sinks.
3. Provide tote tray storage for a minimum of 30 totes.
4. Provide storage for vertical storage slots. They prefer open base cabinets in the interior workroom. Provide 10 slots in the base cabinet.
5. All art cabinets need to be 30-inches deep.
6. Provide one large drying rack in the Loose Furnishings Package.

O/A Meeting (05/14/09 and 05/15/09)
New Middle School
Fremont City Schools
Fremont, OH
Project No. 208064.01
page 11

7. Provide 3 low mobile deep cabinets in lieu of the tall cabinets for clay storage. The cabinets will be located in the kiln room.
8. Provide 1 cabinet to store the kiln shelves and 1 base cabinet in the kiln room.
9. A new kiln is needed. The teacher will provide Fanning Howey with the model and model number for the preferred new kiln.
10. Provide display cases to protect any art work from damage/artwork thieves.
11. There is concern for restrooms being so far from the art room and across the entire cafeteria
12. They would like tackable wall surface in the corridors.
13. A printer is needed in the art room.
14. Outlets are needed along the length of the countertop for multi-use and in multiple locations throughout the room. Is there a need for an outlet in the floor?
15. A demonstration table at the front of the room with a quad outlet close by is needed.

CUSTODIAL AREAS

1. Provide a computer and telephone in the custodial workroom.
2. They would like to have a toilet/shower/sink in the custodial area; at a minimum, a hand sink would be nice.
3. Provide floor sinks in the custodial closets.

GENERAL

The schedule for the next round of meetings is as follows:
Thursday, May 28, 2009

9:35 a.m. - 10:05 a.m.	Industrial Tech
10:05 a.m. - 10:35 a.m.	Library
10:35 a.m. - 11:05 a.m.	Social Studies
11:05 a.m. - 11:35 a.m.	Wellness
11:35 a.m. - 1:05 p.m.	Lunch
1:05 p.m. - 1:35 p.m.	Math
1:35 p.m. - 2:05 p.m.	Music
2:05 p.m. - 2:35 p.m.	Science

O/A Meeting (05/14/09 and 05/15/09)
New Middle School
Fremont City Schools
Fremont, OH
Project No. 208064.01
page 12

Friday, May 29, 2009

8:00 a.m. – 8:30 a.m.	Grade 6
8:35 a.m. – 9:05 a.m.	Language Arts
9:05 a.m. – 9:35 a.m.	Computer Technology
9:35 a.m. – 10:05 a.m.	Special Education
10:05 a.m. – 10:35 a.m.	Office
10:35 a.m. – 11:05 a.m.	Nurse
11:05 a.m. – 11:35 a.m.	Art

Melanie Lefeld
Intern

ml/jmg

attachments

c: Madison Dowlen, Ohio School Facilities Commission
Chris Moore, Touchstone CPM, Inc.

O/A Meeting (05/14/09 and 05/15/09)
New Middle School
Fremont City Schools
Fremont, OH
Project No. 208064.01
page 13

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208064.01 New Middle School
 Fremont City Schools

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Sexton, Michael M., Electrical Designer

Consultants:

Mr. Madison Dowlen, Ohio School Facilities Commission, madison.dowlen@osfc.state.oh.us
Jeff H. Ruch, Engineers, Surveyors & Associates, LLC, jruch@esaassociates.com

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Chris Moore, Touchstone CPM, Inc.
Madison Dowlen, Ohio School Facilities Commission, madison.dowlen@osfc.state.oh.us

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