

BUILDING PROJECT TASK FORCES REPORT PLUS STAFF AND AESTHETICS COMMITTEE - MARCH 1, 2007

Priority Ratings:

- N - Necessity** (considered to be essential for meeting QUUF Primary Purposes)
- P - Preference** (recommendation for a significant enhancement beyond basic needs)
- EP - Expansion Potential** (recommended for when money is available to acquire it)
- NR - Not Recommended**

Acoustics

| Priority | Item | Reasons for Priority Rating |
|----------|------------------------|---|
| | Components - Acoustics | <p><u>Goal: Develop optimum balance between speech intelligibility and musical performance</u></p> <p>Process: Modeling using acoustics software</p> <ul style="list-style-type: none"> ○ Based on architectural drawings, use simulation software to build a 3-D acoustic model of building. ○ Assign acoustic absorption profiles for all internal surfaces. Pick surface selections from hundreds of available materials profiles. Many of these are specific to manufacturer's products. ○ Once model is made, add speaker placements and orientations using information provided by manufacturers. ○ With the building/speakers system in place, evaluate acoustic behavior of space using simulation software ○ Evaluation of acoustic behavior <p>Acoustic behavior can be modeled as sound intensity distribution on surfaces; usually just seating areas are chosen, at several discrete frequency bands. An iterative process follows where speaker selections and orientations are refined to obtain most even distribution. These plots are built by software based on 3-D interaction of multiple speakers used and all modeled surfaces in the space.</p> <p>Another modeling option is ray tracing; sound output is modeled as straight lines without frequency input. The program creates hundreds of rays, like laser beams emanating from a speaker and the path of reflections that the sound takes within the space is displayed for analysis. This form of modeling can be useful for identifying problematic reflection patterns and modifying the shape of the room to deal with them.</p> <p>Model reverberation time; software used to calculate how long sound introduced to the space remains perceivable. This has direct impact on intelligibility of speech and the perceived richness of music.</p> |
| | Components - Sound | <p><u>Goal: Facilitate hearing desired sounds and suppress the rest</u></p> <p><u>Assistive listening system for hard of hearing</u></p> <p>Use inductive loop broadcast sound directly to hearing aids equipped with telecoil circuits</p> <p>Provide headsets with telecoil circuits for hearing impaired without hearing aids</p> <ul style="list-style-type: none"> ○ Higher quality sound than FM systems, affordable, unobtrusive ○ Modern hearing aids are equipped with telecoil sensors <p><u>Control of sound systems</u></p> <p>Sound systems can be controlled from the pulpit as well as the sound room</p> <p>Non-technical people can control the sound systems to the extent that it is practical</p> <p><u>Recording distribution point (Sunday service and meeting recordings)</u></p> <p>Allocate panel space for USB flash drive distribution points. USB Flash drive Image: Position away from, but not too far from gathering points</p> <p><u>Determine need for CD vs. flash-drive distribution. Tapes not needed once flash drive distribution working</u></p> <p><u>Sound suppression</u></p> |

| Priority | Item | Reasons for Priority Rating |
|----------|------|---|
| | | <p>Concern about future traffic noise</p> <p>Sound-proof sanctuary and rooms</p> <ul style="list-style-type: none"> ○ Buildings whose walls face street need staggered studs that touch only on one side. We have access to additional soundproofing techniques. <p>Wall stud image:</p> <p>Crying room for noisy children</p> <p>Ensure that entrance ways to sanctuary are quiet i.e. not gathering places to chat</p> <p>Two sets of doors?</p> <p>Sanctuary doors close quietly. Latches also quiet</p> <p>Detect, and quietly alert presence of turned-on cell-phones at sanctuary doorways</p> <p><u>Facilities for choir, piano and musicians</u></p> <p>Stage 1: In-the-floor jacks for sound and electricity</p> <p>Stage 2: Suspend microphones from ceiling. Provide alternate suspension points</p> <p><u>Audio Mixer</u></p> <p>Provide separate audio channels for minister, choir, musicians, congregation and all public meeting rooms</p> <ul style="list-style-type: none"> ○ Use existing mixer in new sanctuary until we need one that can be remotely controlled <p><u>Sanctuary chairs</u></p> <p><u>Select chairs with same acoustical properties as people so light-to-full audiences do not change acoustical properties of sanctuary</u></p> <p><u>Microphone and speaker placement</u></p> <p>Describe microphone raising and lowering mechanism should we elect to suspend microphones</p> <p>Sweet spot theory by De Buglio See "A Theory For Better Church Speaker System Installations"</p> <p>A sanctuary should be designed to have a particular Reverberation Time, or RT60. Churches that worship with a choir and organ require a much longer RT60 than those using guitars and synthesizers, for example. All churches should consider speech a priority, and this need has to be coordinated with the acoustic requirements for worship. Some spaces will host both traditional and contemporary worship, and these can be designed with acoustics that change the RT60 to some degree as well. Every church committee should ask the architect to predict the proposed sanctuary's RT60. If the answer is not given in a numerical value, then that committee and the architect might have no idea what acoustics will be like. Get the "Acoustic Advantage" "The best sound is built-in sound" by Michael Jarzabkowski</p> <p><u>Admonitions from "52+ Church Architecture, Church Construction, Church Acoustical and Church Sound System Tips"</u></p> <p>Do not put soundman's mixing desk outside of seating area of worship space.</p> <ul style="list-style-type: none"> ○ Dispense with soundman's mixing desk in the sanctuary and instead put microphones (conduit and mounting place for now) in critical sound areas and bring the sound into the sound room. ○ Manage the mixing board remotely with a laptop to <p>Do not have an air return system that has a duct less than 20 feet long</p> <p>Do not put (organ) speakers over the heads of the choir.</p> |

| Priority | Item | Reasons for Priority Rating |
|----------|-----------------------|---|
| | | <p>Do not accept new walls that are less the 2" x 6" inside the worship space. 2 x 8's are better. Every wall inside a church must be insulated.</p> <p>If church is built with steel beams and boxed in with drywall, make sure the beams are insulated to keep them from ringing and insulate the drywall to keep the cavity from becoming a drum.</p> <p>Air returns should be twice the size of the supply lines.</p> <p>Do not drywall with less that 5/8th on 12 inch centers.</p> <p>Do not drywall without adding insulation that is compressed at least 20%.</p> |
| | Components - Lighting | <p>Non-technical people can control the lighting systems to the extent that it is practical</p> <p>Use natural light wherever possible</p> <p>Design exterior lighting for safety and security</p> <p>Stage lighting</p> <p>Room lighting</p> <p>Lighting controls should be in the sound room, and some of the controls should be available at the pulpit</p> <p>Minimum foot candles should be 60 foot candles for the seating areas and 140 foot candles for stage area. <i>52 Tips De Buglio</i></p> |
| | Buildings | <p><u>Conduit</u></p> <p>Our principal future-proofing asset</p> <p>Building ring (future fiber optics)</p> <p>Equipment closet in each building where fiber optic conduit terminates</p> <p>Satellite (built-in and invisible)</p> <p>Point-to-point wireless (built-in and invisible):</p> <p>Inter-building for redundancy</p> <p>Off-campus</p> <p><u>Determine location of sound and computer rooms</u></p> <p><u>Sound room requirements</u></p> <p>Room is quiet - no noisy equipment</p> <p>Room is not used for other purposes</p> <p>Room access is restricted</p> <p>Room's functions accessible remotely in the future</p> <p>100 square feet floor space</p> <p>Window with view of stage area</p> <p>Window positioned and sized so that stage area is visible to two people seated behind a table.</p> <p>Window has a sliding glass pane</p> <p>No equipment visible through window when viewed from stage</p> <p>Walk-around space needed for standard two post 6', 19" equipment rack</p> |

| Priority | Item | Reasons for Priority Rating |
|----------|------------|--|
| | | <p>Allocate space for two equipment rack-mounts 47" wide with at least 41" to wall behind rack and open to the room in front. Total front-to-back distance 57"</p> <p>Window for mounting for video camera inside sound room</p> <p><u>Computer room requirements</u></p> <p>Room may contains noisy, heat generating equipment</p> <p>Room is not used for other purposes</p> <p>80 square feet floor space</p> <p>Termination point for data-cable conduits</p> <p>Shares wall with sound room such that data and power cables accessible to either room</p> <p>Temperature control needed</p> <p>Duct filtered cool air from crawl space under church and duct warm air to attic or roof</p> <p>Alternately provision space and power for conventional air conditioning</p> <p>Noise from computer room should not be audible in sound room</p> <p>Room access is restricted</p> <p>Walk-around space needed for standard two post 6', 19" equipment rack</p> <p>Define power budget</p> |
| | Technology | <p><u>Remote access</u></p> <p>Enable remote attendance for conference room meetings</p> <p>Provide remote and campus audio and video access to sanctuary</p> <p>On campus</p> <p>Off campus</p> <p>Provide campus intercom</p> <p><u>Conduit</u></p> <p>Conduit and 'cavities' are our most effective tools for future-proofing our systems. ('Cavities' are spaces at the ends of conduits that are accessible through the wall.)</p> <p>Audio, video, alarm, environmental control, wireless access, radio, low-voltage lighting, telephone and data will be less expensive to maintain if their cabling is routed in conduit.</p> <p>Investigate whether to recommend that electrical power be routed in conduit.</p> <p><u>Cabling</u></p> <p>Use Ethernet cables instead of conventional phone cabling to facilitate future migration to IP digital telephones.</p> <p><u>Campus</u></p> <p>Provide an empty conduit "ring" and cavities around the campus for a future fiber-optic backbone ring.</p> <p>Extend conduit to parking lot for disaster preparedness</p> <p>Use parking lot for disaster staging area</p> |

| Priority | Item | Reasons for Priority Rating |
|----------|-------|--|
| | | <p><u>Security</u> Building access control Provide for future automated doorway access control Burglary sensors, alarm and reporting system Fire alert and reporting system</p> <p><u>Internet</u> Multiple providers with differing fiber-optic paths off the Peninsula Protected network Ubiquitous and safe access</p> <p><u>Website</u> Future proof so that our needs unlikely to eclipse the site's capabilities</p> <p><u>Accessibility</u> Meet or exceed Section 508 and W3C WAI-AA standards for sight and motor impaired Multi-lingual to accommodate foreign UU sister churches Make it possible for those authorized to post in different parts of the site Incorporate work flow for committee approval Use standards based document formats rather than proprietary Collaboration tools</p> |
| | Video | <p>Non-technical people can control the video systems to the extent that it is practical Incorporate a projection screen into stage design Use walls for screen or a motorized drop down screen Determine minimum size of projection screen needed (diagonal roughly 16 of distance to rear seating) Sanctuary projector position - mostly dependent on screen placement Conference room projector position. Ceiling mount likely. Provide remote audio and video access to sanctuary</p> |

Aesthetics

| | | |
|--|--|--|
| | Feelings or values to support in building design | <ul style="list-style-type: none"> • Inclusiveness; community; be inviting and welcoming • Connectedness to nature • Feeling of sacredness • Echo current building • Simplicity |
| | Sanctuary Floor - Flat, | Assume we want flexibility to use the sanctuary for events in addition to services (such as musical performances, speakers, |

| Priority | Item | Reasons for Priority Rating |
|----------|---|---|
| | Sloped or Tiered? | <p>seated meals). For events which focus on one spot, i.e. the pulpit or 'stage', tension is between the need to see the pulpit/stage, which a sloped or tiered floor would serve, versus concern for those who have difficulty walking on a slope or climbing steps. For seated meals, a flat surface is needed for tables but a flat floor makes seeing and being seen from the pulpit more difficult. No conclusions were reached.</p> <p>Possible compromises suggested: (1) make the floor flat with a raised 'stage'; (2) design other parts of the campus to be used for seated meals, lessening the need for a flat floor in the sanctuary.</p> |
| | Sanctuary Shape | A circular/partial circular shape is one option but no groups reported reaching any strong conclusions. This would serve both the value of using organic/natural shapes and the feeling of community by allowing people to see each other's faces. |
| | Sanctuary Ceiling | Several groups liked a high ceiling as in the current sanctuary. |
| | Sanctuary Building Materials | 4 of 5 groups want to see a lot of wood used to echo the current ceiling, such as in additional carved doors, room dividers, trim, etc. |
| | Sanctuary Windows | All 5 groups like the existing round window. Many mentioned the existing problem of sun-in-the-eyes during services. With regard to other windows, some favor windows that allow a view of the outdoors (bring nature in), while others feel it's a distraction to see people, cars, etc. outside during services. One group said please no windows directly behind the pulpit, another specifically requested opening windows. |
| | Sanctuary Lighting | Many people wanted the sanctuary to be "light" but in 2 groups there was support for the feeling that relative dimness can contribute to the sense of a sacred space. 1 group mentioned a transitioning light level when passing from foyer into sanctuary. |
| | Sanctuary Art | Most people assumed there would be art in the new building somewhere; some said it was distracting in the sanctuary and should be elsewhere; another pointed out that the type/subject matter of art in the sanctuary would be more limited than what could be put elsewhere. One group wanted a permanent display in the sanctuary and rotating show elsewhere. |
| | Acoustics | Agreement on importance of quiet in the sanctuary, and also ability to hear speakers. Need for transition space between socializing space and sanctuary, for quiet in sanctuary. |
| | Conclusions Related to Rest of New Building | <p>Possible multi-uses for foyer:</p> <ul style="list-style-type: none"> • Overflow seating (use attractive room dividers); • Information center: space for bulletin boards that is visible but not "in your face", located so as not to block flow of traffic when people stop to read. • Social; • Art display. <p>Locate RE/play space for maximum safety from parking lot.</p> <p>Need for safety/accessibility for elders and disabled; expand kitchen</p> |
| | Library/Meeting/Music Room | 3 groups mentioned a "library"; for 2 groups this meant a small, cozy, attractive meeting room (with fireplace if possible), for the third it meant more of a room to keep books in and also used as a "music room" or choir practice and warm up room. |

| Priority | Item | Reasons for Priority Rating |
|----------|------|-----------------------------|
|----------|------|-----------------------------|

Aesthetics Committee

| | | |
|--|--|---|
| | | A 3D Chalice symbol either integrated into the surface structure of the wall or relief as the one in the present sanctuary. Does not necessarily mean moving the preexisting Chalice in our present sanctuary, as it is so importantly integral to that space and the original design. |
| | | Carved or decorated doors, railings, light fixtures or decorative arts might be part of the permanent art collection. |
| | | Further expression of permanent art outdoors developed and expressed as intergenerational work. This might be first initiated and directed by Malinko and then carried further by other advisors. A thematic idea would be a way of creating a unity of thought or expression. |
| | | A finely designed podium is an example of a permanent art expression. |
| | | Create an area where people could choose to light a candle privately to express a prayer or thought or remembrance. I forgot to mention this in our meeting. |
| | | Architectural details are a permanent art expression. Making a decision about a recurring motif could be important. |
| | | Something to consider is if we choose permanent art installations of paintings and other sculptural pieces for the sanctuary, it makes the successful display and flexibility of rotating exhibits less possible as there is a good chance those ideas would not integrate aesthetically. |
| | | It would be nice to have some way to more easily hang banners by some sort of unobtrusive wall mount for both sides of center. |
| | | If artwork is going to be a part of the sanctuary then it is less expensive to have the overall structural design, incorporate lighting, ease of hanging, security or display features incorporated from the beginning rather than redrawing initial plans. |
| | | If the artwork is felt to be somewhat distracting then there could be a space where the display is set back so many feet from the front of the sanctuary so that it was not in the peripheral vision as much when you were focused on the speaker. |
| | | Space in the foyer for a recessed glass cabinet, with lighting and adjustable glass shelves and lockable sliding glass doors, approximately in the dimensions of 7' x 7', with storage space underneath. This would be for display of small three dimensional sculptures, small paintings, etc. |
| | | In new sanctuary, a bump-out on the wall (by the hanging chalice, assuming we'd have it hanging in new sanct), behind and to side of pulpit, for flowers for Sunday service to be placed. |
| | | Appropriate lighting for areas designated for displaying hanging art in new sanctuary. |

| Priority | Item | Reasons for Priority Rating |
|----------|------|--|
| | | Talk with Bruce re: possibility for permanent location of chalice candles (i.e., architecturally integrated into sanctuary design). This would eliminate need for pillars on which to place these items, which are unstable and take up space. |
| | | Bring Malinko back to help us all work together, intergeneration ally, to integrate all outdoor art with landscaping. |

ALPS and RE Adult

| | | |
|---|--|---|
| N | Variety of sizes for meeting and classroom space | <p>ALPS classes (doubling with RE?):</p> <ul style="list-style-type: none"> • 3 small classrooms (10-12 around a table) • 1 large classroom (20-25) <p>ALPS workshops, open forums or debates (currently share use in existing sanctuary):</p> <ul style="list-style-type: none"> • 1 workshop/forum space (50-75) <p>ALPS sponsored community presentations (new sanctuary space):</p> <ul style="list-style-type: none"> • 1 presentation space (200-250) |
| N | Audio-visual needs | <ul style="list-style-type: none"> • Classrooms should have large whiteboard or screen with access to DVD and video presentations. One classroom should have computer accessibility and multiple electrical outlets for ability to use computers and lab equipment. • Two larger spaces should have a pull down screen or some surface to project images; need ability to supplement workshops, forums and community presentations with large projected images. |

Building Green

| | | |
|---|-------------|---|
| N | Build green | <p>We as Unitarian Universalists are called to join with others to halt practices that fuel global warming/climate change, to instigate sustainable alternatives, and to mitigate the impending effects of global warming/climate change with just and ethical responses.</p> <p style="text-align: center;">Benefits of Building Green</p> <ul style="list-style-type: none"> • Creates a healthier congregational environment. • Reduces our contribution to global warming and climate change. Models UU values to larger community, including other churches. • Teaches our values to our children. • Attracts new members. • Reduces operating and maintenance costs. <p style="text-align: center;">How Do We Build Green?</p> <ul style="list-style-type: none"> • Choose as a congregation to take actions that are environmentally responsible. • Follow a set of explicit, science-based building standards and environmentally responsible practices. |
|---|-------------|---|

| Priority | Item | Reasons for Priority Rating |
|----------|---|--|
| | | <ul style="list-style-type: none"> • Include specific green costs as a line item in our budget. <p style="text-align: center;">UUA Support for Building Green</p> <ul style="list-style-type: none"> • UUA Board approved pilot program to underwrite cost of LEED certification (\$5,000-\$10,000 per congregation depending on level of certification). • Requires construction be LEED certified & the church be a Fair Share Congregation for 2 years prior. |
| N | Seek Leadership in Energy and Environmental Design (LEED) certification | <p style="text-align: center;">What Is LEED?</p> <ul style="list-style-type: none"> • A comprehensive menu of environmentally sound measures selected during design and construction. • Each measure is given a point value that approximates how it contributes to an environmental benefit. • LEED certification is achieved by selecting enough measures from the menu to get required point total. • Levels of certification: Certified, Silver, Gold, and Platinum <p style="text-align: center;">Why Seek LEED Certification?</p> <ul style="list-style-type: none"> • Directed by UUA Statement of Conscience adopted unanimously at 2006 GA: “Seek U. S. Green Building Council Leadership in Energy and Environmental Design (LEED) certification for all new congregational building projects and use LEED guidelines for renovation projects...” • Defines agreed upon standards to be followed in building green for new construction. • Serves as a tool to make responsible parties stick to the plan for certification. • With an agreed upon LEED plan, responsible parties (architect, contractor, and client) cannot easily cut corners to save on cost for the short term. • Certification is solid evidence that project is environmentally sound. • Directs green building efforts to a balanced set of issue areas, including energy modeling, indoor air quality, recycling, and storm water management. <p style="text-align: center;">What Options Do We Choose?</p> <ul style="list-style-type: none"> • While LEED has a few requisites, it is not necessary to do all or even most things on the list to achieve certification. We can base our choices on overall effectiveness, practicality, cost, and other criteria. <p style="text-align: center;">Why QUUF?</p> <ul style="list-style-type: none"> • Green building reflects our core values . • Who better than a “break through congregation?” • We have the expertise to do it. • QUUF would be the first, non-governmental LEED structure in Jeff Co. • Energetic pool of volunteers ready to manage LEED certification process. • LEED Certified Professional as a current member of QUUF and on task force. • Experienced green building contractors in church congregation. <p style="text-align: center;">Cost of LEED Certification</p> <ul style="list-style-type: none"> • LEED adds 4 to 11 percent of a project’s construction costs. • Half of those costs are investments in green aspects that go beyond standard building practices. • Half of LEED cost is for design, documentation, and verifying compliance. • One local architect estimates that 2 percent for the cost of LEED certification is not an unreasonable estimate. • Volunteer contribution from QUUF members to manage compliance oversight and documentation reduces cost by at least half. |
| N | Integrate efforts w/ other committees | <ul style="list-style-type: none"> • One of the biggest contributions we can make to building green is to make sure the building is used. Our church should be used all the time by different community groups. |

| Priority | Item | Reasons for Priority Rating |
|----------|------|-----------------------------|
|----------|------|-----------------------------|

| | | |
|---|------------------------------|--|
| | | <ul style="list-style-type: none"> An empty building is a huge waste. |
| P | Use "Living Building" ideas. | <p>The Cascadia (Oregon) Green Building Council proposes higher standards to create buildings that:</p> <ul style="list-style-type: none"> Generate all their own energy. Capture and treat all water on site. Use resources efficiently and for maximum beauty. No point system, only required prerequisites. |
| P | Build "carbon neutral" | <ul style="list-style-type: none"> If we really want to contribute to the biggest challenge of our generation, we should go for carbon neutral. More than 80% of the carbon produced by a building is from operations during its life. The "Living Building Challenge" takes us beyond LEED. |
| | Recommendations | <p>(1) That the Building Committee and Steering Committee endorse:</p> <ul style="list-style-type: none"> using the LEED menu to identify green building ideas, beginning the LEED certification process, and instructing the architect and contractor to incorporate, as a minimum, the 1st level of LEED certification in the 1st schematic design and cost estimates, and this endorsement be part of the Program Document. <p>(2) That QUUF register with the Green Building Council (\$600) and purchase their version 2.2 Guide (\$150) and begin the LEED certification process immediately to learn more about the administrative requirements and consultation opportunities. Include LEED thinking from the inception with the architect and contractor.</p> <p>(3) That the Contractor for this project knows about our desire to begin the LEED certification process and expresses enthusiasm for the process before (s)he is selected for the job. Previous LEED experience and / or a demonstration of knowledge of LEED program requirements should be considered as part of the selection process.</p> <p>(4) That both the architect and contractor agree to use LEED standards and incorporate, as a minimum, the 1st level of LEED certification in the 1st schematic design and cost estimates.</p> <p>(5) That the Building Green Task Force (BGTF) and Building Committee work with the architect and contractor to identify those elements on the LEED menu that are the highest priorities (easiest, cheapest and/or most important to QUUF) to include in the construction and achieve at least the basic LEED certification level.</p> <p>(6) That the BGTF identify and monitor tasks required for certification, seek volunteers and coordinate the LEED submittal process.</p> <p>(7) That \$10,000 be a line item in the building budget towards covering LEED registration, administration and certification costs (excluding cost of green building components we might have built anyway) until we have a better idea of what the certification costs would be.</p> <p>(8) That we decide about seeking certification once a preliminary LEED scorecard is completed and we have a better idea of the number of LEED menu items we want to (and can) implement, and of the marginal costs of formal certification.</p> <p>(9) That if we seek and then become LEED certified, we apply for a UUA grant of \$5-10,000 (depending on the LEED level achieved).</p> |

CYRE

| | | |
|---|--------------|--|
| N | Sunday Needs | Assumes 2 services (used last year's peak attendance + 20%; square footage determined using figures given by Building Committee; these figures match Kathy's sense that new rooms should be 1½ as big as current rooms): |
|---|--------------|--|

| Priority | Item | Reasons for Priority Rating |
|----------|--------------------|--|
| | | <ul style="list-style-type: none"> ➤ 7 rooms total <ul style="list-style-type: none"> One room @140 Sq ft for all RE supplies One room @ 275 Sq ft with sink and low furniture for childcare One room @ 450 Sq ft with sink and low furniture for preschool Two rooms @ 430 Sq ft each with adult furniture for K-2, 3-5 One youth room @ 630 Sq ft (Middle School Youth use it Sunday mornings, high school youth Sunday evenings); lounge furniture, tables, room for ping pong or equivalent, storage, technology (internet access, preferably wireless, 1-2 laptop computers, large screen, DVD, video, power point, music) One multi-age room @ 1365 Sq ft (See Midsize Gatherings section below) ➤ Completely soundproof from sanctuary ➤ Access to outdoor area ➤ Kitchen access during adult worship ➤ Close restroom access |
| N | Outdoor Space | <p>In order of necessity:</p> <ul style="list-style-type: none"> ➤ Available for play during worship service ➤ Several ways to get outside ➤ Lighting, safety; open space for games including climbing rocks and other natural interesting places, campfire, small children enclosed area, basketball court, picnic tables, ➤ Small garden space for RE kids ➤ Several outlets for special lighting and tools |
| N | Midsize Gatherings | 60 people (teacher training and appreciation dinners, special classes such as OWL, Drug Ed, Coming of Age; parent meetings, children's chapel, youth choir). This space may be our current sanctuary. Include stage, piano, easy access to kitchen, storage for tables, chairs, miscellaneous items & equipment; prefer no dividers or must be high quality; technology for presentations/movies/performances |
| N | Large Gatherings | 100-150 people. (holiday parties, special family events); include storage for tables, chairs, miscellaneous items & equipment; easy access to kitchen |

Kitchen and Bathrooms

| | | |
|---|---------------|--|
| N | Coffee Center | <ul style="list-style-type: none"> • Build and have an operational coffee center in the first phase of building. • Should be a distinct and separate location, either inside or outside the kitchen (most often used facility) • Recommend a coffee alcove, or nook, outside and adjacent to the kitchen, with a pass through closeable window to the kitchen if needed (approximately 8 feet long, 25-30" deep), and have the following: <ul style="list-style-type: none"> ○ Plumbed in with electric service (220V, 20A) coffee system that can make large quantities of coffee at once directly into the server (Bunn is one mfr.) This has a hot water spigot for making tea, cocoa etc. ○ Water for the system would pass through a chlorine removal filtration system, accessible from the kitchen side. ○ Water lines and drains would be located near the dish washing machine in the kitchen. ○ Built in countertop with easy clean, stain resistant surface. ○ Drawer for spoons ○ Small sink |
|---|---------------|--|

| Priority | Item | Reasons for Priority Rating |
|----------|---------|--|
| | | <ul style="list-style-type: none"> ○ Shelving or cabinet to hold sugar, tea, etc. ○ Under counter refrigerator for coffee, cream etc. ○ Small undercounted icemaker ○ Rolling cart that tucks under countertop and holds clean cups in dishwasher racks. ○ Concealed trash basket |
| N | Kitchen | <p>Goal: Whole kitchen should be fully designed up front. <u>Highest priorities in Phase 1:</u> Commercial dishwasher and triple sink installed; all electrical and gas services, water lines, drains, grease traps and openings for vent hood, exhaust fans, etc. must be in place for later appliance installation. Finish the plumbing.</p> <ul style="list-style-type: none"> • Designed for smooth flow (of people, food and dishes during preparation, serving, clean up; storage of food and equipment and removal of waste and recycled items). • Be a pleasant room. High ceilings (~10 feet), at least one outside wall, well lit, with windows that open and window sills or shelves for growing herbs. • Install bright, sufficient ceiling and task spot lighting. The walls and ceiling should provide sound absorption and soundproofing. Kitchen equipment should not be noisy • Work space layout should easy for many people to use at the same time, including all ages (children under supervision) and people with disabilities. • Must meet all health department standards, requirements and codes. • Requires approximately 400 square feet. • Requires easy access to the foyer, the present sanctuary and the new one both through entrance doors and pass-throughs. • Walls painted in warm colors and a floor of marmoleum or tile would be practical and attractive in both the kitchen and bathrooms. • There should be a pantry off the kitchen, with an outside entrance. There could be a place for coats and personal belongings. Open wire shelving can be used for short term food storage, long term dry goods and canned items etc. It would be a space for putting food to be catered, pot luck items, things that need temporary storage. The freezer and a stack front loading washer drier could be located in the pantry. We need a washer drier. • Recycle center, outside of kitchen and sheltered (as the landscaping group suggested), and recycling bins in the kitchen or pantry. A composting facility should be outside. • A janitor's closet close to the kitchen with a mop sink, cleaning equipment and supplies, and storage shelves. This should open onto a hallway, not accessed directly from the kitchen. • Convenient drinking water fountain in a hallway close to the kitchen. • Point source water heaters should be used in bathrooms and wherever possible in the kitchen. • All rooms requiring plumbing should be built in Phase 1 of construction. If no second phase rooms have any requirement for plumbing or water, that would eliminate a large additional expense at a later date. • All plumbing and drains include grease traps. • Point source water heaters where possible. |

| Priority | Item | Reasons for Priority Rating |
|----------|--------------------------------|---|
| N | Kitchen Equipment and Features | <ul style="list-style-type: none"> • Floor drain in a corner would be a valuable asset. • Commercial, table height, pass through dishwasher delivering hot (165F) water, with dirty wash table and spray hose on the entry side and clean wash table on other side. (One brand uses just 0.95 gallons of water per wash, and takes just a few minutes per cycle.) • Stand alone stainless steel triple sink with drain boards at each end, with 3 large (18" x 24" or 24" x 24") sinks no deeper than 12", 1-2 faucet units on vertical back of sink. Faucets should have some method of shutting off if left running. Wall mount flexible H.W. spray hose handle on the pot rinse side. • Sink specifically for preparing fruits and vegetables, preferably on an island. • Hand washing sink (required) with auto shutoff faucet to minimize loss of water running unnecessarily. • Commercial 36" 6 burner high BTU output gas cook top (commercial units are "hot plates") fitted for propane. • Appropriate hood and exhaust system – must be quiet. Vent a Hood has external motors and sound baffles to reduce noise. Must have back draft valve. • Separate electric double oven, with standard and convection capabilities. • Good, simple to use commercial microwave. • Single door commercial refrigerator (approx 23 cu ft, 27"x 84" high) that can cool food quickly, has adjustable shelves with extra shelves available, and a quiet (!) top mounted compressor. • Small freezer, possibly a chest type, with open shelving above. • Storage cabinets of durable materials with full extension drawers in base units, shelves in tall and wall units. • Countertops could be stainless steel, laminate, and tile depending on use and location • Stationary island with veggie prep sink at one end, standard (36" height), with drawer storage underneath, possibly stool seating on one side. A second table height (~30 ") island, perhaps butcher block, that can be seated at and used by wheel chair users, children, bread makers. Can be side by side with aisle space around them to allow wheelchair access and freedom of movement for people to pass each other. • Movable "island" or rolling cart used to transport food, dishes, etc. to and from kitchen and eating area. |
| N | Bathrooms | <ul style="list-style-type: none"> • Bathrooms should be designed bearing in mind that sanctuary use (unlike RE and meeting areas) is like a theatre, a lot of people use the facilities at once. We need maximum number of stalls for women. Location is important, women should not have to pass men in a narrow hall to get there. • 1-2 separate unisex ADA fully handicapped bathrooms with changing tables. One could also include a shower, recommended if the building is to be used as an emergency shelter. • Bathrooms need to have easy clean surfaces, minimum water usage flush toilets, and (push faucets vary flow over time, and the time setting is arbitrary and almost never exactly what is needed) electric water faucets that automatically turn off. • Floor drain in a corner would be a valuable asset. |

Landscaping

| Priority | Item | Reasons for Priority Rating |
|----------|---------------------------|---|
| N | Parking & Drainage system | Designed by an engineer; hardscaping (paving, retaining walls, etc) designed by Richard Berg |
| N | Parking area | Incorporate as many deciduous trees as reasonable; lighted parking lot; bike racks; handicap parking |
| N | Disabled Access | <p>Make our property and all its activities easily accessible for the disabled, but do not let such considerations drive the design.</p> <ul style="list-style-type: none"> ➤ Main sanctuary entrance should not be directly from parking lot but via covered breezeway; use a paved, wide, shortcut access route into sanctuary from parking lot with handicap parking next to it. Don't know the maximum distance comfortable for disabled; maybe separate entry is not required. ➤ Parking lot designed so a taxi, van or ambulance can pull up to handicapped entrance walkway. ➤ Hard surfaced paths between all exterior doors ➤ Sanctuary entrance should be from a large courtyard with permanent seating (perhaps a sit-able low wall); provide places for members to congregate before/after services in good weather and a place for outdoor gatherings, classes and meetings. |
| N | Memorial Garden | Should be preserved |
| N | Irrigation | City requires professionally designed irrigation for the first three years. |
| N | Landscape Design | <ul style="list-style-type: none"> ➤ Use zone approach (different concepts for various areas); relatively small area might be irrigated for "RE lawn"; areas close to sanctuary might be higher maintenance planting than along street. ➤ Use professional landscape designers, plant buying and oversight (Kate Dwyer and Holly Maysark); use volunteers as much as possible for planting. |
| N | Lawn and Maintenance | Minimize lawns. By designing with maintenance in mind and informed plant selection, use of chemical pesticides and fertilizers can be avoided. |
| N | San Juan Entrance | Pedestrian and bike entrance off San Juan |
| N | Garbage/Recycling Area | Screened or fenced garbage; recycling/service area |
| N | Play Area | Fully fenced play area with play apparatus; |
| N | Basketball Area | To save space, incorporate into parking area |
| P | Berms | Use of creative berming to create privacy and interest, perhaps between parking and street or parking and sanctuary and in S.E corner of property to create privacy from San Juan Avenue |
| P | Parking | On street parking as well as on site; permeable paving; Designated Visitor parking; |
| P | Picnic Shelter | Picnic shelter and tables (only preferred because of space limitations) |
| P | Columbarium | Provision for Columbarium or other place for ashes; |

| Priority | Item | Reasons for Priority Rating |
|----------|---------------|--|
| P | Memorial Area | Option to fund memorial trees or shrubs for the landscape (from the planting plan) |
| NR | Fire Pit | Portable fire pans could be appropriate for occasional use. |

Library

| | | |
|---|--|---|
| N | Create a comfortable and functional library | While provision of a library is not mission specific, it promotes the goals of the fellowship by collecting and making accessible a wide range of information that enhances both the appreciation and understanding of the Unitarian Universalist covenant, mission and history. |
| N | The library serves multipurpose functionality; i.e., may be integrated within a Board room, meeting room, or other private area/alcove of the building, etc. | Sharing space, furniture and equipment increases the efficient use of the building. However, the area should be quiet during periods when library use is anticipated. Therefore it cannot be in a heavily trafficked area. Area should be secure enough to ensure access to collection and equipment while deterring crimes of opportunity. |
| N | The library provides a warm and welcoming environment. Elements contributing to this ambiance include room for: | The library needs to be accessible for browsing and reading as well as storage and maintenance. Comfort and functional access to the collection is necessary. The aesthetics should match the high standard set in the sanctuary. |
| N | <ul style="list-style-type: none"> ▪ Comfortable, overstuffed couch and/or chairs | |
| N | <ul style="list-style-type: none"> ▪ Conference table and chairs and/or individual reading desk | |
| P | <ul style="list-style-type: none"> ▪ Wood shelving | |
| N | <ul style="list-style-type: none"> ▪ Propane fireplace | |
| P | <ul style="list-style-type: none"> ▪ Adequate lighting for reading including natural lighting as possible. | |
| N | The library provides for functionality of current and future library media resources including: | Library plans include provision of a permanent print collection and space for rotating collections, analog media formats and increasingly access to digital records. Archive collections of items as well as documents require secure, acid free storage. |
| N | <ul style="list-style-type: none"> ▪ Shelving for 1000 items | <i>Collection currently includes about 350 books and videos. Shelving for 1000 units @8 units per foot = 125 lineal feet plus 6 lineal feet for periodicals.</i> |
| N | <ul style="list-style-type: none"> ▪ Periodical display shelving for 5-10 titles | <i>Shelving and storage can be standard adjustable library modules: 36 shelves (36" wide, 6" to 24" deep and 12" to 18" tall) for book/video collection, one periodical display unit (1-2 shelves), one display unit (1 shelf), three lockable drawer units, one lockable equipment cabinet, and one cabinet or drawer for supplies.</i> |
| N | <ul style="list-style-type: none"> ▪ Display case for archival artifacts. | |
| P | <ul style="list-style-type: none"> ▪ Storage for archival | <i>Computer with library management database software.</i> |

| Priority | Item | Reasons for Priority Rating |
|----------|--|--|
| N | artifacts and records | |
| N | <ul style="list-style-type: none"> ▪ Computer access to collection records and digital resources | |
| N | <ul style="list-style-type: none"> ▪ Projection equipment for analog and digital resources | |
| | <ul style="list-style-type: none"> ▪ Storage for projection and network equipment | |
| | <ul style="list-style-type: none"> ▪ Storage for supplies | |
| N | Area is ADA accessible including: | The library needs to serve everyone in the fellowship and collections should be accessible to all. |
| N | <ul style="list-style-type: none"> ▪ Wheelchair access to all collections. | |
| N | <ul style="list-style-type: none"> ▪ Furniture meets ADA requirements | |
| N | <ul style="list-style-type: none"> ▪ Assistance with access to top and bottom shelves and drawers | |
| P | <ul style="list-style-type: none"> ▪ Screens and software provided for the vision impaired. | |

Worship-Music

| | | |
|---|-------------------------|--|
| N | A Room Devoted to Music | Include a desk/work area for the choir director, music library space, and secure storage for choir robes, instruments, etc. If the budget allows, this room should be large enough to contain a piano and 35 chairs so it could used as a warm-up room before church services (if there is no warm-up room, the choir must warm up in the sanctuary, limiting the possibility of people arriving early and sitting quietly). If the room is large enough to accommodate the choir, that portion of the room could be dividable from the office/storage portion and used as a general meeting room. The location of the room should provide direct ADA access to the sanctuary and choir loft (e.g. across the hall would be acceptable) and also to a loading area or walkway leading to the parking area so equipment could be moved to and from both the music room and the sanctuary. |
| N | Quality Sound System | A sound engineer should be consulted to recommend a sound design (including equipment) for the sanctuary. There should be plenty of electrical outlets, especially around the chancel, and connections for sound recording, microphones and electrical equipment (video projector, computer projector, electric piano and/or organ, etc.). The sanctuary should be equipped with a speaker system. All equipment should be operable from a remote control booth located in the rear of the sanctuary. |
| N | Choir Risers With Seats | Choir risers with seats; the kind of risers depends on how the stage will be used. Preferably, the risers should be located in the center of the chancel, but if this would not work out they could be located to one side but angled |

| Priority | Item | Reasons for Priority Rating |
|----------|--|---|
| | | toward the center. If permanent risers would interfere with other space uses, the risers could be collapsible and moveable (such risers are available as 4x8 platforms in six inch increment heights - we would need 6 risers, 3 at each height - risers could be used for other purposes, such as to create a temporary stage in the Social Hall). One row of seats should be on the floor to allow for handicapped access to the choir loft. For aesthetic reasons, choir loft area (whether moveable or permanent) should be screened by a vanity screen secure enough that it could be used to assist persons in the first row with standing and seating. |
| N | Quality Adjustable Lighting - for pulpit and performance areas | Apart from the regular sanctuary lighting, there should be controllable chancel area lighting (lighting music for performers, theatrical performances, musical groups, etc.). Lighting control source should be in the sound control booth. Consult with professional lighting engineer & Technology Task Force. |
| N | Exceptional Acoustics in Sanctuary | Work with an acoustical engineer to make sure the sanctuary design will accommodate both speech and music. Such things as broken walls, baffles, etc. will need to be designed into the room. |
| N | Our Own Grand Piano | A quality Grand Piano is an essential instrument for accompanying the choir, the congregation, and for use by outside groups that might choose to rent our sanctuary. |
| N | No Carpeting (except in aisles) | Carpeting deadens the sound quality of a room. If the design of the sanctuary includes a flat floor allowing for multiple use of the space, the aisle carpeting should not be permanent but rollable so the entire floor can be used for other purposes. |
| N | Video Projector Electronically Operated Movie Screen | Need a movie screen that could be used with a video projector; if money is available, the projector should be permanently mounted somewhere above the chancel and operated from the control booth. |
| N | Chancel Accessibility Offstage Space | Chancel should be accessible from both sides and the center of the sanctuary, and from the right and left sides of the chancel itself; need "wing space" for entrance/exit of performers, instruments, props, etc. (or have the two sides of the chancel accessible from adjacent hallways). |
| N | Rental Policy | Rental of the sanctuary could provide income; rental fee should be affordable to small nonprofit groups. Aside from the fee, we would need to develop some policies that apply to those who rent our space. |
| N | Flat Floor Directly In Front of Chancel | To accommodate an orchestra accompanying the choir; if the size of the chancel accommodates both choir and orchestra this would not be needed. |
| N | Storage Space for Tables and Chairs | Because the sanctuary will function as a multipurpose facility, we need tables and chairs to set up the room for meetings and meals. Storage space should be built into the sanctuary. Perhaps tables could be stored underneath the chancel on rolling carts. Chairs could be double-used for sanctuary seating and for table seating |
| P | In-Floor Wiring | Transmit to hearing aids; this feature would be an alternative to Assisted Hearing Devices. |
| P | Shelf for Votive Lights | Located in the rear or along the side of the sanctuary; allows those who do not wish to express a joy or a concern during the service to do it privately before the service or any time during the week. |
| P | Darkening Shades | All windows should contain darkening shades so the sanctuary can be darkened for video and computer presentations. If there are windows too high to be reached from the floor, they should be electronically controlled from the control booth. |
| EP | Optional Equipment | Recommend purchase of computer projector, hand bells, and electric organ. |

| Priority | Item | Reasons for Priority Rating |
|----------|------|-----------------------------|
|----------|------|-----------------------------|

ADMINISTRATIVE AND JANITORIAL

| Priority | Administrative Staff Item |
|----------|--|
| N | ADA accessible office space (no stairs, access from parking lot) |
| N | Adequate administrative offices and file storage space. |
| N | Soundproofed offices. Need quiet, private space for meeting with individuals and/or for discussions that must be kept confidential. |
| N | Separate from but near to the staff offices, create a shared, lockable work space with office equipment, island counter or table so several people can work at collating and other congregational projects |
| N | Upgraded technology equipment (computers, printers, etc.) |
| N | Ability for staff to see who is entering the building (or wants to enter); intercom at doors for security and for communication between buildings |
| N | Provide office space for Choir Director (preferred with access to music library, soundproofed rehearsal space, music-related storage and updated technology) |
| N | Provide safe place to store keys. |
| P | Upgrade office furniture and equipment |
| P | Well-placed entrance to Minister's office |
| Priority | Janitorial Item |
| N | Mop sink with hose, hot and cold water; sufficient room to store mop bucket, place to hang wet mop above sink |
| N | More space reserved to store supplies like paper towels, soaps, cleaners, TP, trash liners. |
| N | Set up convenient place to post task lists and schedules. |
| N | Need fresh air access to storage room to minimize mold and odors, and for air drying items. Ideally, warm room air, inlet at bottom of door 2" from top of door, also open 4-6", or separate slider or tilt window into indoor room. |
| N | Easy access to garbage and recycling bins from janitorial space; easy access to kitchen and bathroom spaces for cleaning. |