

## **6.0 DESIGN GUIDELINES**

### **6.1 DESIGN GUIDELINES NARRATIVE**

There are four components that comprise the Gavilan College Design Guidelines:

1. Architectural Materials and Equipment Guidelines
2. Mechanical and Electrical Materials and Equipment Guidelines
3. Technology Guidelines
4. Space Planning Guidelines

#### **A. ARCHITECTURAL MATERIALS AND EQUIPMENT GUIDELINES**

This document is included as a separate report and is incorporated herein by reference. It establishes high-quality, available, maintainable products that will achieve consistency in maintenance and service at the completion of this program.

#### **B. MECHANICAL AND ELECTRICAL EQUIPMENT GUIDELINES**

This document is included as a separate report and is incorporated herein by reference

#### **C. TECHNOLOGY GUIDELINES**

This document is included as a separate report and is incorporated herein by reference. It is the result of efforts/meetings/criteria from campus IT staff and Faculty.

#### **D. SPACE PLANNING GUIDELINES**

Guidelines define the amount of space (floor area) to be provided for a particular functional requirement.

These guidelines are included in this report, under this Chapter heading “CCCCO Space Standards”.

The State’s Chancellor’ Office of the California Community Colleges has its own guidelines for funding of Community College Projects. In general, it is important, to be in compliance with these guidelines because the availability of State funds for future construction is impacted.

Merle E. Cannon has produced a document entitled “A Guide to Understanding and Using the State Five Year Construction Plan (attached to this report). The document describes State space standards for Lecture Classrooms and Laboratories, as well as Libraries and Audio Visual rooms. It is important to be in compliance with these area limitations for future construction at Gavilan College.

The CCCC Standards do not adequately describe office space sizes, but instead only give an aggregate amount of office space allowable for an entire department.

A decision process needs to be developed by at the District to decide what sizes of office and workspaces various categories of employees will receive.

#### D. GUIDELINES FOR OFFICE SPACES

Cannon has produced a second document (for consideration by Gavilan College - it has NOT been adopted, as of yet) entitled: "Developing Program Guidelines - Office Spaces for California Community Colleges" (attached).

This document is essentially a proposal for office sizes for various personnel, ranging from Chancellor-Superintendent to Dean to Clerk level and will need to be analyzed , reviewed, modified, and adopted prior to completion of comprehensive space standards for Gavilan.

## 6.2 ARCHITECTURAL MATERIAL AND EQUIPMENT STANDARDS

A separate bound document "Gavilan Community College Architectural Materials and Equipment Standards DRAFT July 27, 2005" has been produced. This document contains both Guidelines and Specifications for materials and equipment and is organized according to the Construction Specifications Institute (C.S.I.) Masterformat system.

Division 02	Sitework
Division 03	Concrete
Division 04	Masonry
Division 05	Wood and Plastics
Division 06	Metals
Division 07	Thermal and Moisture Protection
Division 08	Doors and Windows
Division 09	Finishes
Division 10	Specialties
Division 11	Equipment
Division 12	Furnishings
Division 13	Special Construction
Division 14	Conveying Systems

Division 01 is used for General Contract Conditions. Divisions 15 and 16 are for Mechanical and Electrical Systems, respectively.

Materials and Equipment Standards for Divisions 15 and 16 are included in a separate binder.

## A. ORGANIZATION OF THE STANDARDS

The standards document has 2 parts:

1. An outline specification which includes guidelines and specific product names
2. Product cut sheets

## B. OUTLINE SPECIFICATION

Guidelines are included in the Outline Specification. A guideline is always highlighted in blue and contains a generic idea rather than a specific product.

For example, under section 02200 Demolition a guideline states "Verify with District the extent of salvage to be retained by the District."

Specific products are referenced as well. For example, every accessory that would be installed in a District Standard toilet room is listed under Section 10800 Toilet Accessories.

## C. PRODUCT CUT SHEETS

Product Cut Sheets are included for all specific products referenced in the Outline Specification. Cut Sheets are very useful to specifiers and facilities staff because they provide a pictorial representation of the item being recommended. Specific products can be referenced and evaluated quickly for suitability for a given project.

Prohibited Materials

Products Containing Asbestos  
Products Containing Urea Formaldehyde  
Paint containing lead

## 6.3 MECHANICAL AND ELECTRICAL MATERIAL AND EQUIPMENT STANDARDS

A separate bound document "Gavilan Community College Facilities Standards for Mechanical, Electrical and Plumbing DRAFT July 27, 2005" has been produced. This document is part of a separate bound report. It contains both Guidelines and Specifications for materials and equipment and is organized according to the Construction Specifications Institute (C.S.I.) Masterformat system.

## 6.4 TECHNOLOGY GUIDELINES

Instructional technology is an ever-changing and evolving field.

Alfa Tech was hired by the District to create technology guidelines and has produced a document entitled "Gavilan College - Recommendations for Minimum Standards in Classrooms and Labs". This document is attached to this section of the report.

The guidelines acknowledge that educational innovation is a goal at Gavilan College.

A series of workshops were held with District staff, and staff feedback is included in the report.

In general, proposals within the document are of a strategic nature.

The report includes specific product categories for a minimum technology-enabled classroom and budget costs for consideration.

Next steps in the process include review, comment, and approval by the district staff, the Technology Committee, the President's Council, and the Board of Trustees.

