



I. GENERAL GUIDELINES:

A. Plan Nodes

A “Gymnasium Upgrade” Project in the CIP system is an LLW number with one or more components - referred to in the Capital Plan as “nodes”. These components are included in the Capital Plan based on a condition rating of 4 or 5* (poor or very poor) in the Building Condition Assessment Survey (BCAS). A Gymnasium repair/upgrade may also include related components rated 3 (fair) if they are possibly needed to fulfill the intent of the project. The project intent is to design for all the nodes that are assigned to the project in the plan, but the designer must review these related ‘rated 3’ items to determine if the work is, in fact, required to accomplish the repair of the rated 4 or 5 items and should be included in the scope of work.

As with all designated or undesignated components, it is important for the designer to determine the appropriate amount of work to be performed, not just to replace all the components identified by the Node.

Cost effectiveness, maintainability and overall functionality are very important to the SCA and DOE. The designer must consider those factors and use good judgment in determining the amount of work to be performed. The designers should consult the SCA Design Manager for guidance when the designer is doubtful about which way to go.

The Capital Plan intent is to provide the appropriate amount of work required for the listed nodes to bring them to good repair, not to replace all the Gymnasium components or provide enhancement for them. The CIP project assignments are specific as to the components of work to be scoped – they are not intended to upgrade the entire Gymnasium. Unlike ‘Resolution A’ projects, where the school has the latitude to choose what components should be scoped to enhance the space, CIP projects are limited to assigned or approved nodes.

* BCAS rating is based on a scale of 1 thru 5, where 1 is rated as a building component in good condition and 5 is rated as very poor component that needs to be replaced immediately or it is a component that has outlived its life expectancy.

B. SHPO

For buildings 45 years or older, the Designer should check the SCA historic database and/or verify with the SCA Design Manager if the building is eligible for listing on the State and National Register of Historic Places – commonly known as SHPO eligible.

For Projects where SHPO eligibility has not been established, verify the eligibility by providing a preliminary submission to SHPO. Refer to section VI exhibit 3 – “SHPO Submission Procedures” of the CIP consultant manual.

For Projects that are determined to be SHPO eligible, the procedure for design and submittals are to be followed as outlined in the ‘SHPO Submission Guidelines and in the “Programmatic Agreement *between* the New York State Office of Parks, Recreation and Historic Preservation *and* the New York City School Construction Authority on behalf of the New York City Department of Education”. Refer to section VI exhibit 3 – “SHPO Submission Procedures” of the CIP consultant manual.



C. Budget

The LLW budget included in the Plan is based on the dollar values that the online Capital Planning Development System (oCPDS) assigns to the various components. The LLW budget number is not necessarily the true estimate for the scope of work and hence should not be used as a guide for the scoping estimate.

D. Place of Assembly approval/application

A place of assembly permit indicating the maximum number of occupants and a Public Assembly (PA) number as assigned by the New York City Department of Buildings (NYCDOB) is required for all places of assembly. This place of assembly sign is posted in the Gymnasium. The designer should include the PA number and the number of occupants listed on the place of assembly sign in the scope report. If no such permit or signage exists, then the scope report should state so. Note that certain changes to the gymnasium may require an amendment to the existing PA permit or a new PA permit.

II. GYMNASIUM UPGRADE CATEGORIES AND NODES:

Some older buildings do not have a 'gymnasium' but may have multi-purpose rooms and playrooms that function as such. When there is no other gymnasium in the building, one or more of these playroom/multipurpose rooms may be what the Plan is funding for the 'gymnasium' upgrade. Please discuss this with the SCA Design Manager to confirm that this is the case.

Some buildings have multiple gymnasiums and playrooms. As soon as this is determined to be the case, designers must discuss and verify with SCA Design Manager which one of these space(s) is/are designated for the upgrade.

The listing below includes all of the possible nodes for this Plan category – the specific funded CIP project is limited to those nodes which have been assigned or approved. Related A&E Design Requirements are referenced for the Designer's use.

A. Architectural Interior:

- 1. Ceiling:** Investigate conditions for the ceilings, soffits and beam enclosures for the Gymnasium area.

The scope report should include:

- Height of ceiling
- Clear height between floor to underside of structure
- Type and locations of ceiling mounted equipment e.g.
 - basketball backstops
 - wrestling mat transporter

Note that climbing ropes and punch bags are not to be provided.

- 2. Seating:** Verify the type of bleacher seating. Seating may be fixed, portable or wall-mounted telescopic. Bleachers are typically comprised of steel framing and support members with wooden seats and plywood decking. Bleachers are typically available in sections. Not all sections of the bleachers have to be replaced. Those that can be repaired should be repaired/refurbished and only those that are beyond repair should be replaced. If the seats are broken, replace the seats only. Choose the most cost effective option. Note that when a section(s) of bleacher seating is replaced, provision for wheelchair seating must be included.



The scope report should include:

- Total number of tiers
- Total number of sectional units
- Length of seating to be replaced
- Number of sectional units to be repaired
- Number of sectional units to be replaced

- 3. Walls:** Investigate the condition of Gymnasium walls, pilasters, column enclosures and anchors (hooks or Z clips) for the wall padding. Special shapes and sizes for the glazed block, brick or SFT must be noted. Take note that in many gymnasiums, the wall surface above the 7'-0" elevation is made of acoustic block or similar material. For older buildings, salt glazed bricks were used which will be difficult to match.

Note that Removal/replacement of wall-mounted loudspeaker grilles, supply and return grilles; registers etc. should not be included in the scope of work unless the related Elect or HVAC component is being repaired/replaced.

The scope report should include:

- Type of wall material/finish
- Size of block
- Special shapes if any
- Type of acoustic block/material
- Type of wall padding anchors
- Type and location of wall mounted equipment e.g.
 - Pegboards
 - Chinning bars

- 4. Flooring:** Investigate the condition of the floor. In most cases only that portion of the flooring that is directly affecting the Gymnasium function should be repaired /refurbished or replaced. (e.g. do not replace the Gymnasium office, storage room, locker room or other ancillary room floors). If there is a systemic issue and much of the area is damaged, then a full replacement would likely be the best solution.

Location of the gymnasium floor plays an important part in the selection of the flooring type. Consideration must be given to the Acoustical isolation between the gymnasium floor and the spaces below. Special consideration is required when Gymnasium floor is below grade and in proximity to the ground water level.

The scope report should include:

- Location of gym floor- i.e. below grade, on grade, above grade or above occupied space
- Type of floor material and total thickness
- Depth of slab depression
- Type and location of game lines and squad markings
- Number, Type and Location of removable net fasteners/ game standards



5. **Fixed Equipment:** Investigate the condition of both wall and ceiling mounted equipment e.g. backstops, pegboards etc.

Scope report should include:

- Type and location of wall and ceiling-mounted equipment
- Note if any of this equipment is electrically operated
e.g. electric winch for backstop

6. **Scoreboard:** Investigate the condition of the electric scoreboard and accessories. Boards with wireless controller and key board require both power and wiring to the scoreboard and duplex outlet for operating the key board. The scoreboard and accompanying shot-clocks and game timers are all operated thru one keyboard.

Scope report should include:

- Condition and operation status of scoreboard and shotclocks
- If existing equipment meets the current SCA standards and Design requirements
- Manufacturer's name
- Approximate date of installation
- Location of and distance from, the closest electric panel that will be used to provide power for the electric scoreboard

7. **Sliding Folding Partition:** Investigate the condition of the sliding folding partition, verifying if the partition is manually operated or electrically operated. Also verify if the partition is a single folding type or is a bi-parting type i.e. folds away against one wall or two opposite walls. If possible and if the manufacturer is still in business, replace only those panels that are damaged. Verify condition of the trolley and steel track. Electric motor for the sliding folding partition should be repaired/refurbished if possible - only if it is beyond repair should it be replaced. The entire folding partition assembly should not be replaced just because the associated electric motor and sensors are non functional.

Scope report should include:

- Condition of Folding partition's operating system
- Condition of infra-red safety detection system
- If existing installation meets the current SCA standards for safety requirements
- Manufacturer's name
- Approximate date of installation
- Location of the safety key switches-for electrically operated partition

Note that a Pass door, if required and provided, shall have flush-cup and drop handles and shall be ADA compliant

8. **Locker Room and Shower:** Investigate the condition of the locker rooms, which includes one, two or all three of the following:
Student locker rooms/shower, visiting team locker room/shower and gym instructor locker room/shower.

Designer to verify condition of Floor, walls, lockers, benches, toilet accessories, toilet compartments, shower and dressing compartments.

Change in the layout should be accomplished without impacting the pitch to the floor drain. Floor drain removal involves additional plumbing work and work in the



ceiling of the space directly under the locker room floor and should be avoided unless absolutely necessary.

Scope report should include

- Type of floor – material and finish
- Thin set or thick set if ceramic tile floor
- Number of lockers to be repaired
- Number of lockers to be replaced –note that accessible lockers must be provided if lockers are being replaced
- Number of benches being replaced–note that an accessible bench must be provided if benches are being replaced
- Number of benches being repaired
- Number/type of toilet accessories being replaced
- Number of shower compartments being replaced- note that an accessible shower must be provided if shower compartments are being replaced
- Number of shower modules being replaced
- Number /locations of floor drain to be removed/replaced

B. Electrical:

1. **Local Sound System:** The designer is required to complete a thorough assessment of the existing Gymnasium Local Sound System and present justification for the recommendations.

The Scope Report should include:

- Condition and operation status
- If the existing system meets the current SCA standards and Design Requirements
- Manufacturer's name
- Approximate date of installation
- Location and condition of Gymnasium Sound System Control Rack and description of the equipment in the rack
- Area/clearance required to operate Sound Control system
- Quantity, type, location and condition of speakers
- Quantity, type, location and condition of microphones
- Connection to the school wide Sound System
- Type and location of amplifiers
- Location and condition of Audio Amplification System for the Hearing Impaired

Related DR 7.3.8 - Sound Intercommunication and Teacher Activated Security System

C. Mechanical

1. **Fixtures: Student showers**

Investigate the condition of the existing student shower and dressing compartments.

Change in the layout of shower area should be accomplished without impacting the pitch to the floor drain. Floor drain removal involves additional plumbing work and work in the ceiling of the space directly under the shower area floor and should be avoided unless absolutely necessary.

Scope report should include

- Type of shower and dressing compartments i.e.
 - gang shower areas,



- built-in shower and dressing compartments with SFT, Glazed block or Ceramic tile finish
- pre-fabricated plastic shower and dressing compartments
- Condition of tile or terrazzo at shower compartment base
- Condition of shower module consisting of shower head, thermostatic shower valve, metering valve, and built-in liquid soap system
- Number of shower compartments being repaired
- Number/type of shower compartments being replaced- note that accessible shower and dressing compartment must be provided if shower and dressing compartments are being replaced
- Number of shower modules being replaced
- Number/locations of floor drain to be removed/replaced

III. Additional Components – Nodes not in the plan

A. HVAC

The Gymnasium Upgrade work above may require the removal and reinstallation of existing (or replacement with new) thermostats, diffusers, grilles, registers, VAV boxes, radiators, convectors, etc. Unless specifically funded, Gymnasium ventilation or Air Conditioning is not part of a Gymnasium Upgrade project. (Scoping Guidelines for HVAC projects are provided separately.)

B. Electrical

If there are items in the Gymnasium that require repair but are not part of the listed nodes, they may be suggested to the SCA Design Manager for inclusion as “Additional Scope Items”. Do not proceed with the scoping of those items unless approved.

C. Other

If there are items in the Gymnasium that require repair but are not listed nodes in the Capital Plan project, they may be suggested to the SCA Design Manager for inclusion as “Additional Scope Items”. Do not proceed with the scoping of those items unless approved.

IV. Meeting with the School: It is important when meeting with the school staff to be clear that the intent of the project is to address the repair or replacement of items listed in the Capital Plan as deficient and to bring the space into good repair, not necessarily to enhance it by adding items that are not currently in the Gymnasium. If the school desires other upgrades, the suggestion for them to apply for ‘Reso A’ funding may be made. Any questions in this regard should be directed to the SCA Design Manager.

End of Gymnasium Scoping Guidelines