



LIBRARY UPGRADE SCOPING GUIDELINES

1.0 GENERAL GUIDELINES

2.0 LIBRARY UPGRADE

2.1. Introduction

The following 'Scoping Guidelines' are provided to clarify the intended scope of assigned Capital Improvement Program (CIP) projects for 'Library Upgrades' and provide direction on how to approach the investigation and scoping of the work for the 'DOE Referred Items' as well as 'SCA Additional Recommended Items' in Scope Reports. These guidelines are intended to supplement the General Scoping Guidelines and the requirements of the Scoping Process as defined in the CIP Project Manual.

The stated intent of CIP Library Upgrade Projects is to address deficiencies within existing libraries (walls, ceilings, floors, lighting, electrical, etc.) and do not typically include reconfiguration or expansion. Projects may include built-in furnishings, shelving and equipment, but not books or supplies. Loose furnishings and equipment are not typically considered "capital eligible" and should not be included unless approved by Capital Plan Management. The A/EOR should verify the nodes and refer to the latest BCAS report for the deficiencies.

CIP Library Upgrade Projects are generally intended to perform repair or replacement of deficient components within the existing Library, which were identified in the latest BCAS report to bring the space into good repair.

Enhancements to an existing Library would typically be addressed with 'Reso A Projects' which are school-specific capital improvement or enhancement projects that are funded by individual grants from the Borough Presidents or members of the New York City Council. These projects are very important to the school community because they help the Department of Education to enhance facilities in existing school buildings. Once a Borough President or City Council member decides to designate a grant, the School Construction Authority (SCA) is responsible for scoping out the project and overseeing the design and construction.

A 'Reso A Library Upgrade' project may include lighting, floors, built-in furnishings and technology equipment. Loose furnishings, such as reading tables and chairs, area rugs, file cabinets and lounge chairs are typically not considered "Capital Eligible" and must be funded by the school organization or other source under separate "Expense Funds". Unless otherwise specified in the grant, the School Principal generally has the discretion to define and prioritize the scope of work of proposed improvements to be accomplished within the available funding. The designer must confirm that all items included are considered "Capital Eligible".

2.2. Project Definition

A "Library Upgrade" Project in the CIP system is identified by LLW number with one or more components - referred to in the Capital Plan as "nodes".

CIP projects are typically generated from information gathered in the most recent Building Condition Assessment Survey (BCAS) or DSF Referrals. Generally, projects are created to address deficiencies of system components (nodes) with BCAS rating '5' (Poor). In many cases, however, one or more additional components (nodes) may be identified with BCAS rating of '3' (Fair) or '4' (Between Fair and Poor).



The Capital Plan intent is to provide the necessary amount of work required for the listed nodes to bring them to good repair; not to replace all the Library 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 or reconfigure the entire Library. 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.

The Designer should carefully examine the latest BCAS and identify the system components related to the selected ‘nodes’ that constitute the components to be addressed within the ‘DOE – Referred’ work. Related components, which are needed to accomplish the repair or replacement of the referred ‘node(s)’, should also be included within the scope of the “DOE Referred” work. Work on unrelated components, if necessary, shall be scoped as “SCA Additional Recommended Items”. An annotated copy of the applicable pages of the BCAS should be included in the appendix of the Scope Report to clearly identify the specific components and cited deficiencies and condition rating(s) by hand-written notation, arrows, highlighting, etc.

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(s). The goal is, in a cost effective manner, to bring the designated components into good condition to serve the school premises for 7 to 10 years as a minimum.

2.3. Design Requirements and Room Planning Standards

Refer to the SCA Design Requirements Manual for Planning Guidelines for new and existing Libraries. SCA Room Planning Standards should be used as a general guide for the Library layout, furniture and equipment. Consult with the Room Planning Layouts for components to be included in the Library, and identification of furnishings and equipment which are typically “Contractor Furnished and Installed”, “Contractor Provided and Installed”, “Owner Provided and Contractor Installed” and “Owner Provided and Installed”. Library Upgrades are not required to follow the Room Planning Standards “to the letter”. Variation from the standards is expected to accommodate available spaces and allow for cost-effective design.

2.3.1 Upgrades to an Existing Library

Unless otherwise approved in advance by Capital Plan Management, reconfiguration or expansion of an existing library shall not be included with CIP Projects. **Refer to paragraph 2.3.2..**

For the upgrade, determine the degree of functionality of the existing library through discussions with the principal(s) and school staff. Every effort shall be made to reuse existing furniture and equipment if they meet the functionality required for the program.

2.3.2 Expansion of an Existing Library

Expansion **or reconfiguration** of an existing Library, if requested by the school, is generally limited to Resolution A type renovation projects only, unless otherwise approved by Capital Plan Management. Adding space adjacent to an existing library must also be reviewed and approved by the DOE Space Planner.



2.4. SHPO

A Library Upgrade Project may require State Historic Preservation Office (SHPO) review if located within a building determined by SHPO to meet the criteria for listing on the State and National Register as a “Historic Resource”, especially if existing spaces contain wood molding, hardwood flooring, plaster walls or other historic finishes or features. Proposed work at buildings or structures that are known to be the work of a recognized master architect, designer or builder or are associated with persons or events significant in the history of the State of New York may also be subject to SHPO review and comment.

For buildings 45 years or older, the AEOR should check the SCA “SHPO Tracking” database and/or verify with the SCA DPM or DM if the building has been deemed “Eligible” or “Not Eligible” by the State Historic Preservation Office (SHPO) for listing on the State and National Register of Historic Places – commonly referred to as “SHPO Eligible” or “National Register Eligible”.

For Projects where National Register Eligibility has not been established, consult with the SCA SHPO Liaison to determine if the preparation of a Preliminary SHPO Submission to determine eligibility is required. Refer to SHPO Submission Procedures.

If the school building is determined to be “National Register Eligible”, consult with the SCA SHPO Liaison to determine if the proposed work within the Library, corridors and other affected interior spaces will require a Detailed SHPO Submission.

2.5. 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 with an occupancy of 75 persons or more. If required, the place of assembly sign must be posted in the Library. 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 or is not required by code, then the scope report should state so. Note that certain changes to the Library may require an amendment to the existing PA permit or require a new PA permit.

2.6. Accessibility

Changes to an existing Library spaces resulting from repairs in the space may trigger Building Code and accessibility issues. Any element of a building that is renovated or repaired must be made accessible for the extent of its own renovation. A minimum of one accessible entrance shall provide access to the Library and all spaces within the Library shall be made accessible to the greatest extent feasible.

2.7. Investigation & Documentation of Findings

Perform investigations including site visits to perform visual inspections as appropriate to the scope of work. Document findings using photographs and annotated drawings. Record the locations and extent of deficiencies on copies of plans and/or elevations and include in the Appendix of the Scope Report.



2.8. Meetings with School Personnel

2.8.1 Multiple School Organizations in the Building

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 Library. 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 Project Manager.

Prior to the meeting, the DM or DPM will verify with Capital Plan Management Department (if not clearly indicated in the node description) as to whether the library is for one specific organization within the building or is to be shared by the entire school. If Capital Plan Management has given the direction that the library is to be shared by all schools in the building, the DM or DPM is to advise the principal(s) accordingly.

2.8.2 DOE Space Planner and Library Coordinator Input

- **Expansion:** If an expansion to the existing library or a new Library locations is requested by the school as part of a Resolution A Project, DOE Space Planner approval shall be obtained to take over an adjacent classroom or other space to meet the needs of the Library program. Their decision must carefully weigh the impacts of removing classrooms or other spaces to be converted from their existing service.
- **DOE Library Coordinator:** If education consultation with the DOE Library Coordinator is needed, the DM or DPM will contact Lynne Kresta Smith, who can be reached via phone at 212-374-0379 and email at lsmith9@schools.nyc.gov or Barbara Stripling, Director of Office of Library Services via phone at 212-374-2524 and email at bstripling@schools.nyc.gov.

2.8.3 Meetings with School Staff

Generally, a minimum of two on-site meetings will be needed during the scope phase. The following people should be invited:

- Principal(s) of the school organizations impacted/involved
- School Building Custodian
- DOE Director of Facilities and Space Planning (Space Planner)
- SCA A&E Design Team
- DOE Library Coordinator (or their designee)
- SCA Construction Management PO, with the Project Support Manager.

Attendance by the relevant principal(s) in the building, and the appropriate Space Planner, is required for the first meeting and for any other discussions by which the scope of the project may be significantly changed (e.g. cost, changing location, scope growth).

Under no circumstances should the A&E consultants have the scope and design kick-off meetings with principal(s) without SCA A&E staff.

At the meetings, the A/EOR shall provide technical input on what may be required. They will take minutes of the meeting for distribution per Procedural Guideline PG 3.1.2.



2.8.4 Review of Proposed Layout

The designer shall provide a summary of the meeting in a field report along with sketches of the proposed work. These sketches will need to be reviewed by SCA A&E to verify the appropriateness of the location and layout prior to any distribution.

2.8.5 Second Meeting at the School

A second meeting is to be convened with the school team and space planner after the Draft Scope has been reviewed to review sketches showing the preliminary layout for the scope of work. The school team and Space Planner should be asked to sign-off on the proposed layout.

3.0 LIBRARY UPGRADE CATEGORIES AND COMPONENTS:

The Library Upgrade Capital Category may include some or all of the following components:

Architectural Interior

- Ceilings
- Walls
- Flooring
- Doors
- Built-in Furnishings
- Loose Furnishings*
- Technology Equipment (and Related Furniture)
- Window Shades

Electrical

- Surface Mounted Raceway with Receptacles
- Lighting

Mechanical

- HVAC
- Plumbing

**Typically, Loose Furnishings within an existing Library are not considered “Capital Eligible” for funding with CIP or Reso A Projects. For further explanation and exceptions, see the description below.*

Design Requirements: *Refer to SCA Design Requirements Manual Section 5.0 Interiors and other relevant sections for further design and technical requirements. In Section 5.0, refer to standard room finishes, partitions, etc. Refer to Section 1.0 for General Planning and Design Criteria related to Libraries and other key spaces. SCA Room Planning Standards should be consulted for illustration of the above criteria for various grade levels. All elements contained in the Room Planning Standards must be included in new libraries. For existing libraries, missing elements should be identified as deficiencies with recommendations to include in the project scope. If the element(s) are not related to the “DOE-Referred” nodes, the inclusion of these missing items should be included as “SCA Additional Recommended Items”.*

The listing above includes all of the possible nodes or components for this Plan category – the specific funded CIP project is limited to the selected nodes, which have been assigned or approved. Components not included as assigned or approved nodes should still be reviewed, but listed under “SCA Additional Recommended Items”.



3.1. General

Record the locations and extent of the work on sketches of plans and/or elevations and attach to the scope report. As a minimum, include annotated copies of floor plans, reflective ceiling plans and interior elevations from Alchemy or other sources. For projects where built-in equipment or floor markings are impacted, provide “existing” and “proposed” layouts.

3.2. Architectural Interior

3.2.1. General

Include an introductory paragraph with a general description of the existing library space and features, including, but not necessarily limited to the following:

- Location and overall size (sf) of the existing library
- Grade levels and School Organization(s) served (Provide breakdown by School)
- Existing occupancy (indicate if there is an existing PA)
- Current room functions (i.e. lending of books and research, group activities, administrative and small community meetings, etc.)
- Supplemental/Associated Spaces and Adjacencies (i.e. audio-visual distribution function, adjacencies or direct connection to staff workroom, etc.)
- Brief description of design and general conformance with Planning Guidelines and Room Standards
- Has the building been designated “SHPO-Eligible” and/or does the library have distinctive features or artwork for which preservation and/or restoration may be appropriate?
- Describe programmatic requirements, if any, to be incorporated in the “Library Upgrade” project (typically for Resolution A projects only).

3.2.2. Ceilings

Investigate conditions of the ceilings, soffits and beam enclosures in the Library area

Scope report should include:

- Type(s) of Ceiling(s)
- Height of Ceiling(s)
- Clear height between floor to underside of structure (slab and beams)
- Type and location of all ceiling mounted equipment and MEP items (including, but not limited to lighting; detailed description needed only if items will be impacted by the Work)

3.2.3. Walls

Investigate the condition of Library walls, pilasters, column enclosures and wall-mounted items.

Note that Removal/replacement of wall-mounted MEP items, including 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.

Scope report should include:

- Type of wall materials/finishes
- Type and location of all wall mounted equipment or MEP items. (Detailed description only required if items will be impacted by the Work).



3.2.4. Flooring

Investigate the condition of floors.

Scope report should include:

- Type of floor material and substrate (indicate if finishes are applied directly on the concrete slab, or on concrete fill, wood subfloor, etc. Also, review and comment upon existing door saddles and thresholds and transitions between different floor conditions.)
- Floor cores should be requested early in the Scope Phase to confirm subfloor conditions. Floor location, core inspection and analysis shall be coordinated with the Structural Engineer. Cores shall also be checked by IEH for Asbestos Containing Materials.

3.2.5. Doors

Investigate the condition of the existing doors, frames and hardware and confirm that they meet accessibility requirements.

3.2.6. Built-in Furnishings

Generally, only built-in furnishings (including millwork or casework cabinets and countertops, circulation desks, shelving, and other items attached to the wall or floor) are considered “Capital Eligible” and may be funded with Capital Funds in CIP or Reso A projects.

The following are considered “Loose Furnishings” which are not typically considered “Capital Eligible” in Library Upgrade Projects:

- Reading Tables
- Reading Chairs
- Area Rug
- Lounge Chairs
- File Cabinets
- Trash/Recycling Bins

The above loose furnishings must be funded by the school organization or other source under separate “Expense” funding, not with “Capital Funds”. Furnishings and equipment which are ancillary to a fixed or built-in item, such as a book truck for a library circulation desk, however, may be included with the circulation desk with Capital funding. Furniture which is related to Technology Equipment, such as computer tables and chairs are also considered “Capital Eligible”.

Initial Outfitting and Room Conversions: The purchase of all furnishings and equipment (including loose furnishings) is allowable with Capital Funds for an initial outfitting of a building or facility. Also, in a Room Conversion (such as converting classrooms into a Library), typically all furniture and equipment, including loose furnishings is considered “Capital Eligible”. If an existing library is significantly expanded (including conversion of adjacent existing spaces into library use), requiring significant revisions to room layout, the “Eligibility” of loose furniture requires Capital Plan Management consideration for approval on a case-by-case basis. In a simple “Library Upgrade” within an existing library, typically loose furnishings are not “Capital Eligible”.

Investigate the condition of existing built-in library furnishings. Re-use existing built-in furnishings where feasible. *New Owner-Furnished built-in furnishings, if approved for inclusion in the project,*



shall be selected from the list of vendors approved by SCA's Furniture & Equipment Unit. The DPM or DM shall request the approved list from SCA F&U Unit.

Calculate the existing linear footage of shelving of each dimension (clear depth and height). Comment on the condition of all existing built-in furnishings and shelving.

In the design, selection and location of fixed shelving, cabinets, and other built-in millwork and furnishings, the designer must be cognizant of the potentially negative impact the cabinets may have as they block access to windows, mechanical systems, outlets, access panels, reasonable "reach" to windows and other room elements required for instructional operation. Where cabinets are placed in front of radiators or unit ventilators, consideration must be given to maintain proper air flow and operation of systems and access for maintenance and controls. Cabinets should be provided with access panels for controls and designed with easily removable units if greater access is required for maintenance. To this end, the designer is responsible for fully documenting all existing conditions on the Floor Plans, Sections and Reflected Ceiling Plans. The designer must coordinate proposed new construction and installations with the existing conditions.

Scaled furniture and equipment layouts shall be based upon generic furniture and shelving types and attributes to the greatest extent possible, to permit flexibility in procurement (to obtain favorable pricing and distribute work among the approved vendors, etc.). Forward scaled furniture and equipment layouts and lists to SCA Furniture & Equipment Unit to establish a preliminary cost estimate for the 'F & E' portion of the Scope Estimate.

Investigate and document the condition of existing built-in furnishings.

Scope report should include:

- Types and locations of existing built-in furnishings.
- Linear footage of existing and proposed shelving of each dimension (with breakdown by clear depth and height of shelving)
- Note if countertops, workstations, circulation desk and other built-in furnishings require power and data for computers and other equipment.

3.2.7. Loose Furnishings

Except as noted above, loose furniture is typically not considered Capital Eligible in Library Upgrade Projects and should not be funded in CIP or Reso A projects, unless separate "Expense Funding" is provided by the school organization or other funding source. Request direction from the Design Project Manager or Design Manager prior to proceeding with scoping of these items. Do not proceed with scoping of these items unless approved in advance.

Investigate the condition of existing library loose furnishings. Re-use existing loose furnishings where feasible. *New loose furnishings, if funded and approved for inclusion in the project under separate "expense" funds, shall be selected from the list of vendors approved by SCA's Furniture & Equipment Unit.* The DPM or DM shall request the approved list from SCA F&U Unit. Scaled furniture and equipment layouts shall be based upon generic furniture types and attributes to the greatest extent possible, to permit flexibility in procurement (to obtain favorable pricing and distribute work among the approved vendors, etc.). Forward scaled loose furnishing layouts and lists to SCA Furniture & Equipment Unit to establish a preliminary cost estimate for the 'F & E' portion of the Scope Estimate.



Scope report should include:

- A layout and list of loose furnishing items showing location of existing and proposed items
- Note if any of the tables, workstations, or equipment require power and data for computers and other equipment.

3.2.8. Technology Equipment (and Related Furniture)

All Technology Equipment, such as computers (both desktops and laptops), technology-related furniture (such as computer tables and chairs), interactive whiteboards, wireless access points, etc. are considered “Capital Eligible” for inclusion with CIP and Reso A Library Upgrades.

Investigate the condition of existing Technology Equipment. Re-use existing Technology Equipment where feasible. *New Technology Equipment, if funded and approved for inclusion in the project shall be selected from the list of vendors approved by SCA’s Furniture & Equipment Unit.* The DPM or DM shall request the approved list from SCA FE Unit. Indicate the type and location of Technology Equipment on scaled furniture and equipment layouts.

Avoid locating computer stations facing or adjacent to windows to minimize glare on computer screens and maintain unobstructed daylight views for other library occupants.

Scope report should include:

- A layout and list of Technology Equipment items showing location of existing and proposed items
- On the furniture and equipment layouts, indicate required power and data requirements for computers and other equipment.

3.3. Electrical

3.3.1. Surface Mounted Raceway with Receptacles

If there are existing surface mounted raceway systems that are inoperable or do not comply with current SCA Standards and Design Requirements, request direction from the Design Project Manager or Design Manager on how to proceed. Do not proceed with scoping of this item unless approved in advance.

Scope Report should include:

- Condition and operation status
- If the existing system(s) meet the current SCA standards and Design Requirements
- Quantity, type, location and condition of existing and proposed electrical raceways

3.3.2. Lighting

If the interior lighting is included as a ‘selected node’ for repair or replacement, the designer is required to complete a thorough assessment of the existing lighting.

Scope Report should include:

- Quantity, type, location and condition of interior lighting
- Identify if the existing light fixture ballasts contain PCB’s or have energy inefficient T-8 lamps (If one or both are identified, include a recommendation for light fixture replacement. Include as a “SCA Additional Recommendation” if the node for lighting is not selected.)
- Identify if the existing lighting meets current SCA standards and Design Requirements (i.e. fixture type(s), lighting level, energy efficiency, etc.)



3.4. Related Work

3.4.1. HVAC

The Library 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, Library ventilation or air conditioning is not part of a Library Upgrade project. (Refer to Scoping Guidelines for HVAC work provided elsewhere.)

3.4.2. Plumbing

If there are any sinks in the Library that require repair or relocation, but are not part of the listed nodes, they may be suggested to the SCA Design Manager for inclusion as “DOE Referred” or “SCA Additional Recommended Items”. Do not proceed with the scoping of plumbing items unless approved in advance by the DPM/DM.

3.4.3. Electrical

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

3.4.4. Window Shades

If there are existing window shades in the Library which require replacement, they may be suggested to the SCA Design Manager for inclusion as “SCA Additional Recommended Items”. Do not proceed with the scoping of these items unless approved by the Design Manager.

3.4.5. Other

If there are items in the Library 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 “SCA Additional Recommended Items”. Do not proceed with the scoping of these items unless approved in advance by the DPM/DM.

4.0 DESIGN

Furniture & Equipment drawings and specifications shall be submitted to the Furniture & Equipment Unit for Project Review at approximately 90% design completion. For all applicable projects which include furniture and equipment, as well as computers, servers and other IT related systems, design submittals shall be issued to FEU. FEU will provide written comments on the SCA Standard Design Review form. Upon receipt, the A/EOR shall prepare written responses in the designated portion of the form under “Designer Responses” and return to FEU. Final drawings and specifications must reflect the determinations as noted on the completed Design Review form.



5.0 EXHIBITS

- A. Library Upgrade – Template of CIP Project Findings & Recommendations**
- B. Library Upgrade – Sample Findings & Recommendations: CIP Project**
- C. Library Upgrade – Sample Findings & Recommendations: Reso A Project**

End of Library Upgrade Scoping Guidelines



LIBRARY UPGRADE – TEMPLATE FOR CIP PROJECT FINDINGS & RECOMMENDATIONS

1.0 DOE Referred Items:

1.1 Library Upgrade / LLW # [INSERT #];

Nodes: [INSERT NODE NUMBERS AND NAMES]

Introduction

The proposed CIP Library Upgrade project is intended to address deficiencies of [INSERT].

- Location and Overall Size (SF) of the Existing Library: [INSERT]. [Provide References to Overall Photos and an Existing Library Furniture Layout].
- Grade levels, School Organization(s) and Number of Students Served (Provide breakdown by School):
- Supplemental/Associated Spaces and Adjacencies (Workroom, Librarian’s Office, etc., if any):
- Description of Space(s) and Seating Capacity:
- Current Library Functions: [Obtain description of functions from the School Librarian and Principal, such as: reading, storytelling, instruction, checking out books, research, group activities, administrative and small community meetings, etc.]:
- Existing Occupancy (indicate if there is an existing PA):
- Describe Programmatic Requirements (if any) to be Incorporated in the “Library Upgrade” Project: (Typically for Resolution A projects only):
- Existing Shelving and Storage:

ARCHITECTURAL – INTERIOR [INCLUDE DISCIPLINE HEADINGS FROM NODES/BCAS]

1.1.1 Node: [INSERT Number and Description]

Findings:

- A. Flooring:
- B. Wall Base:
- C. Walls:
- D. Ceilings:
- E. Doors:
- F. Built-In Furnishings:
- G. Technology Equipment:



- H. Loose Furnishings:
- G. Window Shades:
- H. HVAC:
 - a. Window A/C Units:
 - b. Heating and Ventilation:
- I. Plumbing:
 - a. Sink(s):
 - b. Other Plumbing Items:
- J. Electrical:
 - a. Electrical Receptacles:
 - b. Surface-Mounted Raceways with Receptacles:
 - c. Lighting:
 - d. Other Electrical Systems & Components:

Recommendations:

- A. Flooring:
- B. Wall Base:
- C. Walls:
- D. Ceilings:
- E. Doors:
- F. Built-In Furnishings:
- G. Technology Equipment:
- H. Loose Furnishings:
- K. Window Shades:
- L. HVAC:
 - a. Window A/C Units:
 - b. Heating and Ventilation:
- M. Plumbing:
 - a. Sink(s):
 - b. Other Plumbing Items:
- N. Electrical:
 - a. Electrical Receptacles:
 - b. Surface-Mounted Raceways with Receptacles:
 - c. Lighting:
 - d. Other Electrical Systems & Components:



ELECTRICAL

1.1.2 Node: [INSERT]

Introduction:

[Provide an overview and background describing existing relevant electrical systems and components. Follow by a listing of specific deficiencies organized by electrical and related components and matching recommendations.]

Findings:

- A. Surface-Mounted Raceway:
- B. Electrical Receptacles:
- C. Lighting:
- D. Other Electrical Systems & Components:
- E. Related Work:

Recommendations:

- A. Surface-Mounted Raceway:
- B. Electrical Receptacles:
- C. Other Electrical Systems & Components:
- D. Related Work:

2. Resolution “A” Items: N/A



3. SCA Additional Recommended Items:

3.1 [INSERT COMPONENT NAME]

Findings:

A. _____:

B. _____:

Recommendations:

A. _____:

B. _____:

END OF FINDINGS & RECOMMENDATIONS



LIBRARY UPGRADE – SAMPLE CIP PROJECT FINDINGS & RECOMMENDATIONS

1.0 DOE Referred Items:

1.1 Library Upgrade / LLW # 072975;

**Nodes: 4812 Electrical.Library.Surface Mounted Raceway with Receptacles
5758 Architectural.Interior.Library.Floor Finish**

Introduction

The proposed CIP Library Upgrade project is intended to address deficiencies of the existing flooring and surface mounted raceway with receptacles. The existing surface mounted raceway is presently mounted on the existing floors.

- Location and Overall Size (SF) of the Existing Library: The existing Library at PS 59X is located on the third floor, room number(s) 307 and 309. Room 307 was originally designed for library use, while the adjacent room, Room 309 was originally used as a classroom and later converted to Library use. The existing library spaces occupy approximately 1,300 total square feet of floor space (**See Photos 1-4 for overall views; and SK-01 for the Existing Library Plan**).
- Grade Levels, School Organization(s) and Number of Students Served (Provide breakdown by School): Pre-Kindergarten through Grade 5 and Special Education. The total school enrollment is 465 students.
- Supplemental/Associated Spaces and Adjacencies (Workroom, Librarian’s Office, etc., if any):
None
- Description of Space(s) and Seating Capacity: In Room 307, the original Library space, there is an existing circulation desk and a story telling/reading area seating 20 students. There is an approximately 20 foot wide x 9 foot high finished plaster opening between Room 307 and the adjacent Room 309. Room 309 contains additional reading tables and chairs for 12 students and 14 computer workstations. Room 308 also includes the Librarian’s Desk. Total seating capacity for Rooms 307 and 309 is 46 students (32 at reading tables and 14 at computer stations), plus 2 staff seats for a total occupancy of 48 persons.
- Current Library Functions: Reading and storytelling, instruction, research using reference materials, books and computer applications, and checking out books.
- Existing Occupancy (indicate if there is an existing PA): The existing Library seats 48 persons and a Public Assembly Permit is not required, since the occupancy is below 75 persons.
- Describe Programmatic Requirements (if any) to be Incorporated in the “Library Upgrade” Project: (Typically for Resolution A projects only): The existing library functions and layout will not be changed with this project.
- Existing Shelving and Storage: There is a combination of 84” high and 44” high shelving with an overall of 333 LF of shelving (12” D and 12” H clear). There are full height storage cabinets along the north wall of Room 309.



ARCHITECTURAL - INTERIOR

1.1.1 Node: 5758 Architectural.Interior.Library.Floor Finish

Findings:

- A. **Resilient Flooring:** The existing 9" x 9" floor resilient floor tiles are deteriorated, with broken and missing tiles. Floor tiles are cracked where the substrate of the floor is not level throughout the space. There are existing resilient reducer strips at the existing door openings for the transition from the library flooring into the corridor resilient flooring. Based upon findings in the floor cores (See Appendix 4 – Test Reports), the floor tiles and mastic were found to contain asbestos. **(See Photos 5-6).**
- B. **Resilient Wall Base:** The existing 4" high resilient wall base is cracked and missing in some locations. The existing mastic is believed to contain asbestos. The existing base will be disturbed by the flooring removal work. **(See Photos 7-8)**
- C. **Floor Substrate:** Based upon review of the existing drawings and confirmed by floor core samples taken (See Appendix 4 – Test Reports), the floor substrate varies between the two existing Rooms 307 and 309 as follows:
 - 1. **Room 307:** The existing flooring is installed over an existing 4.5" light weight concrete fill over the existing concrete floor slab. The floor tile conditions noted above are believed to be caused by the unevenness of the substrate. Based upon findings in the floor cores (See Appendix 4 – Test Reports), the floor fill material was also found to contain asbestos.
 - 2. **Room 309:** The existing flooring is installed over ¾" wood subflooring and construction paper above the existing concrete floor slab. The floor tile conditions noted above are believed to be caused by the unevenness of the substrate. Based upon findings in the floor cores (See Appendix 4 – Test Reports), the wood subflooring and construction paper below were not found to contain asbestos, however, the floor tile and mastic above was found to contain asbestos.
- D. **Walls:** The existing walls are painted plaster and are in good condition. It is anticipated that there will be minor wall damage during installation of new electrical receptacles and removal of the existing built-in furnishings and resilient wall base which may require repair.
- E. **Ceilings:** The existing ceiling is painted plaster applied to the underside of the floor slab above at approximately 14 ft. above the finished floor. There are three plaster-finished beams running north-south in each Room 307 and 309, with finished bottom elevation at approximately 12'-11" above finished floor. The existing painted plaster ceiling and beam finishes are in good condition.
- F. **Doors:** There are two 3 ft wide by 7 ft. high doors accessing the existing library. The door into Room 307 serves as the student entrance and the door into Room 309 is for egress only. The existing doors are painted wood doors with vision panels, set in painted hollow metal frames. The existing doors, frames and hardware are in good condition and meet accessibility requirements for hardware and minimum door clearances. The existing paint finish on the doors and frames has minor scratches and scuffs and it is expected that further deterioration of the paint finishes can be expected during construction.
- G. **Built-In Furnishings:**
 - 1. **Room 307:** Existing built-in shelving and circulation desk are in good condition. The existing built-in items are set over the existing light weight concrete fill.



2. Room 309: There are existing built-in wood storage cabinets along the north wall, which are in good condition. It is believed that the existing wood subflooring extends below the existing built-in shelving.
- H. Technology Equipment:
1. There are a total of 14 desktop computers at student workstations and 1 desktop each at the circulation desk and Librarian's Desk. There are three (3) existing printers. According to the Librarian, all technology equipment is in good working condition.
 2. Data: There are existing data outlets at the student computer stations, the circulation desk and the librarian's desk. There is also an existing wireless access point. These items shall be protected during construction and are not expected to be impacted by the work.
- I. Loose Furnishings:
1. Existing loose furniture, including chairs, tables, desks, file cabinets and other miscellaneous loose furniture must be removed from the space to perform the proposed flooring work.
 2. Existing Books and miscellaneous files and equipment must be removed from the space to perform the proposed flooring work.
- J. Window Shades: The existing window shades are vinyl roll-down type and are in good condition.
- K. HVAC:
1. Window A/C Units: There are three (3) window-mounted air conditioners in the existing library. According to the custodian, the existing window A/C units are in operable condition.
 2. Heating and Ventilation: The existing spaces are heated with six (6) floor-mounted steam radiators along the windows at the perimeter walls. The space is naturally ventilated with operable windows.
- L. Plumbing: There is no sink or other plumbing in the existing library.
- M. Electrical:
1. Electrical Receptacles and Surface-Mounted Raceways with Receptacles: Refer to "Node 4812 - Surface Mounted Raceways and Receptacles" below.
 2. Lighting: Refer to "SCA Additional Recommendations".
 3. Other Electrical Items: Other wall and ceiling mounted electrical devices will be protected during construction and are not expected to be impacted by the Work.

Recommendations:

- A. Resilient Flooring: Existing 9" x 9" vinyl asbestos tile flooring and mastic must be removed by the asbestos abatement contractor. Following asbestos abatement, install new 12" x 12" Vinyl Composition Tile over suitable substrate **(1,300 SF)**. Remove and replace existing resilient reducer strips at the existing doors. **(6 LF)**.
- B. Resilient Wall Base: Existing Resilient Wall Base and mastic must be removed by the asbestos abatement contractor. Following abatement, prepare the substrate and install new 4" Resilient Wall Base **(170 LF)**.
- C. Floor Substrate:
 1. Room 307: Existing 4.5" light weight concrete fill over the existing concrete floor slab must be removed by the asbestos abatement contractor. Following abatement, install new 4.5" thick light weight concrete over the existing slab. Apply new VCT (see above) over ¼" self-leveling underlayment **(650 SF)**.



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EXHIBIT B – LIBRARY UPGRADE – SAMPLE CIP PROJECT

2. Room 309: Existing $\frac{3}{4}$ " wood subflooring and construction paper over the existing concrete floor slab must be removed by the asbestos abatement contractor. Following abatement, install new 4.5" thick light weight concrete on the existing concrete slab. Apply new VCT floor finish (see above) over $\frac{1}{4}$ " self-leveling underlayment **(650 SF)**.
- D. Walls: It is assumed that the installation of new electrical receptacles, removal and re-installation of the existing Built-In Furnishings, and removal and replacement of resilient wall base will require minor wall repairs. Perform minor plaster repair **(assume 10 SF)** and paint existing walls throughout the existing library **(1,000 SF)**.
- E. Ceilings: No work is required at the existing ceilings under the DOE-Referred work. If the SCA Additional Recommended Item for Lighting is approved, minor repair and painting may be required. (Refer to SCA Additional Recommendations).
- F. Doors: Protect the existing doors during construction. Painting of the existing doors and frames facing the library and the corridor is recommended after completion of the work. **(Paint 2 doors & frames – 3' x 7'; both sides)**
- G. Built-In Furnishings:
 1. Room 307: Existing built-in shelving and circulation desk shall be removed, protected, and stored in a location determined by the School. The existing built-in items shall be re-installed following completion of the floor work. **(1-circulation desk – approx.. 8' x 8'; 10- 3'w x 8' h shelves; 17- 3'w x 3'-8" shelves)**
 2. Room 309: The existing built-in storage cabinets shall be protected in place during performance of the floor work. The existing $\frac{3}{4}$ " wood subfloor shall be cut back to the edge of the existing built-in shelving. **(22 LF)**
- H. Loose Furnishings:
 1. Existing loose furniture, including chairs, tables, desks, file cabinets and other miscellaneous loose furniture shall be removed, protected, and stored in a location determined by the School. The existing loose furnishing shall be re-installed following completion of the floor work.
 2. Existing books and miscellaneous files and equipment will be boxed by the School for moving by the Contractor to a location determined by the School.
- I. Technology Equipment:
 1. The existing computers, printers, and other loose technology equipment shall be removed, protected and stored in a location determined by the School. The existing technology equipment shall be re-installed following completion of the construction work.
 2. Data: The existing data outlets and wireless access point are not expected to be impacted by the work. Protect these items in place during construction.
- J. Window Shades: The existing window shades shall be removed, stored, protected and reinstalled following completion of the work.
- K. HVAC:
 1. Window A/C Units: The three (3) window-mounted air conditioners in the existing library shall be protected in place during construction. Mask existing grilles at the interior face. The units shall be inspected and tested by the Contractor in the presence of the Custodian and SCA representative prior to starting construction and upon completion to confirm that they remain in operable condition.



2. Heating and Ventilation: Protect and temporarily support the existing six (6) floor-mounted steam radiators along the windows at the perimeter walls in place during the floor construction. Paint the existing protective radiator covers.
- L. Plumbing: No plumbing work is required.
- M. Electrical:
 1. Electrical Receptacles and Surface-Mounted Raceways with Receptacles: Refer to “Node 4812 - Surface Mounted Raceways and Receptacles” below.
 2. Lighting: Refer to “SCA Additional Recommendations”.
 3. Other Electrical Items: Other wall and ceiling mounted electrical devices shall be protected during construction and are not expected to be impacted by the Work.



ELECTRICAL

1.1.2 Node: 4812 Electrical.Library.Surface Mounted Raceway with Receptacles

Introduction:

The existing electrical service to the Library is fed from electrical panel PP-3LP, a 100 A, 3 phase 120/208V panel, with 10 spare circuits available. The existing AC units in the Library are fed from electrical panel PP-3AC, a 100A, 3 phase 120/208 panel, which has no spares.

Findings:

- A. Surface-Mounted Raceway: There is an existing surface-mounted raceway and series of floor-mounted receptacles serving a group of desktop computers that are located adjacent to existing walls. The existing floor-mounted items present a potential tripping hazard and will be impacted by the flooring replacement work (**See Photos 9-10**). Wall-mounted receptacles may be positioned to serve the desktop computers currently served by the existing floor-mounted receptacles.
- B. Electrical Receptacles: There are presently no receptacles serving one group of desktop computers and the circulation desk. These locations are presently served by extension cords (**See Photo 11**).
- C. Walls: The existing walls are painted plaster and are in good condition. It is anticipated that there will be minor wall damage during installation of new electrical receptacles and removal of the existing built-in furnishings and resilient wall base which may require repair. Refer to “Node 5758 Floor Finish” above.

Recommendations:

- A. Surface-Mounted Raceway: Remove the existing surface-mounted raceway and floor-mounted receptacles and replace with two (2) surface-mounted wall quad receptacles (**2 quad receptacles**).
- B. Electrical Receptacles: Add eight (8) surface-mounted wall quad receptacles at various locations around the room, including the circulation desk and the previously unserved group of desktop computers. See SK-2 – Library Power Plan (**8 quad receptacles, 200’ EMT and 600’ of #12 AWG**).
- D. Walls: It is assumed that the installation of new electrical receptacles as well as other work described under “Node 5758 Floor Finish” above. Wall repairs and painting are included under the “Floor Finish” node.

2. Resolution “A” Items: N/A



3. SCA Additional Recommended Items:

3.1 Lighting

Findings:

- A. Lighting: The existing pendant-mounted fluorescent light fixtures do not comply with current SCA Standards or energy code requirements. The fixtures utilize energy inefficient T-12 lamps and the type of fixture configuration produces excessive glare. **(See Photos #3 & 7).**
- B. Ceilings: The existing ceiling is painted plaster and is in good condition.

Recommendations:

- A. Lighting: Replace the existing light fixtures at current locations with direct/indirect fixtures with T-8 energy efficient lamps and an occupancy sensor per current SCA Standards and energy code. See SK-3 – Library Lighting Plan **(Remove and Replace 30 – 4 ft fixtures; add 1 occupancy sensor).**
- B. Ceilings: No work is anticipated at the existing ceiling. It is assumed that the installation of the light fixtures will be at existing fixture locations and that no damage to the existing ceiling is expected. If the Contractor damages the existing ceiling during the course of the lighting replacement, repair and painting of the existing ceiling will be at the Contractors cost, not at the cost of SCA.

END OF FINDINGS & RECOMMENDATIONS

Appendix 3: Scope Drawings

- SK-01 Existing Library Plan (with furniture shown)**
- SK-02 Library Plan (Recommended Work, including furniture)**
- SK-03 Library Power Plan**
- SK-04 Library Reflected Ceiling / Lighting Plan**



LIBRARY UPGRADE – SAMPLE RESO A PROJECT FINDINGS & RECOMMENDATIONS

1.0 DOE Referred Items: Not Applicable

2.0 Reso A Items:

2.1 Library Upgrade / LLW # 067214;

Node: 352 Functional Areas.Library

Introduction

The proposed Reso A Library Upgrade project is intended to address functional deficiencies of the existing Library. Based upon input from the School Principal and Librarian, the present library does not meet current needs. A more open and functional layout is desired and an increase in total book volume capacity is needed.

Location and Overall Size (SF) of the Existing Library: The existing Library at Tottenville High School (R455) is located on the second floor in the “D” wing of the building complex in room number(s) D-206 through D-217, with a total area of approximately 7,330 sf.

The existing Library consists of a central open Library area, Stack Room, three (3) Reading Rooms, six (6) Study Rooms and a Librarian’s Office (**See Photos 1-11**).

- Grade levels, School Organization(s) and Number of Students Served: Tottenville High School has a student population of 3,876 and serves grades 9-12 and special education.
- Description of Existing Space(s) and Seating Capacity (See Existing Library Plan, SK-01):
 - Central Library Area (D-215): The central open library area (approx. 2,264 sf) serves as the main reading area, with tables and chairs (seating approx..42 persons at reading tables and twelve (12) computer stations) and limited perimeter and low shelving and a circulation desk and checkpoint loss prevention system adjacent to the Library entrance.
 - Stack Room (D-216): The existing Stack Room (approx. 1,290 sf) houses full height shelving “stacks” and a reading area with six (6) lounge chairs. A portion of the Stack Room has been converted to a Librarians’ work area which is used to process new and existing collections.
 - Former “Librarian’s Office” (D-212): The former “Librarian’s Office” (approx.178 sf) was previously converted to house the “Young Adult Fiction” collection.
 - Reading Room #1 (D-206): Reading Room #1 (approx. 931 sf) is currently utilized for reading and class instruction, with approx. thirty (30) seats.
 - Reading Rooms #2 (D-209): Reading Room #2 (approx. 1,021 sf) is currently utilized for stacks.
 - Reading Room #3 (D-214): Reading Room #3 (approx. 1,010 sf) is presently used as a classroom, with approx. thirty (30) seats.
 - Study Rooms (D-207 & D208): Two existing Study Rooms (approx. 200 nsf total) are presently used for Hearing and Speech Services.
 - Study Rooms (D-210 & D212): Two existing Study Rooms are being used for Teacher Resource Rooms.
 - Study Rooms (D-211 & D-213): The remaining two (2) Study Rooms (approx. 208 sf total) are occupied by servers and telephone equipment.
 - Storage Room (D-217): There is an existing storage room (approx. 47 sf) adjacent to the existing library entrance.



- Supplemental/Associated Spaces and Adjacencies (Workroom, Librarian’s Office, etc., if any): The existing Librarian’s Office is also used as a workroom for processing books and other library materials. There are no other supplemental or associated spaces beyond the library spaces described above.
- Current Library Functions: Reading, instruction, research using reference materials, books and computer applications, checking out books, after-hour community and student meetings, etc.
- Existing Occupancy (indicate if there is an existing PA): The total occupancy load of the existing space is 150 persons and the proposed layout is for 130 persons. There is an existing Public Assembly Permit, which must be amended and submitted for BCC approval.
- Describe Programmatic Requirements to be Incorporated in the “Library Upgrade” Project: For a description of the proposed functional changes, see the description below and drawings SK-02 to SK-05.
- Existing Shelving and Storage: There is approximately 1,600 LF of existing shelving, with minimum 12” d x 12” h clearances with standard 36” nominal shelf widths. There is an existing storage room near the main entrance. Additional paper and supply storage is located in cabinets and shelves in the existing Librarian’s Office.

Node: 352 Functional Areas.Library

Based upon input from the School, the following functional changes are proposed:

Main Library / Stack Areas

To improve the functionality and overall book volume and seating capacity of the library, it is proposed that the existing central library space be opened up and expanded into the adjacent Stack Room D-216, under-utilized Reading Rooms #2 & #3, as well as Study Rooms D-212 and D-213 and the former Librarian’s Office.

IT/Server Rooms

To serve the library’s current and future needs for IT/Server and telephone equipment, convert existing Study Rooms D-210 and D-211 to house this equipment. The existing Study Room D-211 currently houses the existing server equipment. Utilizing the existing room D-211 and the adjacent Study Room D-210 will minimize the required modifications to electrical and telephone services and free up the floor area of adjacent Study Rooms D-212 and D-213 for incorporation into the expanded central library area.

Librarians’ Office (formerly a portion of the existing Stack Room D-216)

It is proposed that the existing Librarian’s work area which presently is housed in one end of the existing Stack Room, be enclosed in its present location adjacent to the circulation desk and library entrance.

Computer Instruction Room (Conversion of existing Reading Room #1):

The school requested that existing Reading Room #1 be converted to a Computer Instruction Room.

Teachers’ Resource Room (Conversion of existing Study Rooms D-207 and D-208):

It is proposed that existing Study Rooms D-207 and D-208 (**See Photos 5 & 6**); presently used for Hearing and Speech Services, be converted to use as the Teachers’ Resource Room. The school requested that the room be equipped with 6 computers for teachers’ use.



Storage Room D-217

The existing Storage Room (approx. 47 sf) shall remain at its present location.

2.1 Findings:

2.1.1 Walls

Findings:

A. Metal & Glass Partitions:

1. There are existing full-height metal and glass partitions between the main open Library area D-215 and adjacent Reading Rooms #1, 2 & 3, as well as the existing Librarian's Office at the areas of proposed Library expansion.
2. There are existing full-height metal and glass partitions between existing Study Rooms D-210 and D-211 which are being converted to IT/Server Rooms.
3. The proposed Librarians' Area is open to the existing Stack Room D-216. A wall separation between the Librarians' Area and the surrounding open stack and library area is required for security and acoustical privacy.

B. Concrete Block & Plaster Partitions: There is an existing full-height concrete block and plaster partition between the main open Library D-215 and adjacent Stack Room D-216.

C. Plaster Repair & Paint: Repair of existing plaster walls and painted wall surface will be required due to wall removal and other construction work.

D. Folding Partitions: There are existing full height folding partitions separating existing Study Rooms D-207/D-208 and D-212/D-213.

E. Electrical (Wall Mounted Items) The conduit/wiring running along the walls being removed as well as the associated devices shall be disconnected and removed to facilitate the proposed library upgrade. **(113' of conduit and wiring, (3) Duplex Receptacles, (3) Emergency Lighting Fixtures, (2) Light Switches, (4) Data Port, (2) Exit Signs)**. One (1) FA strobe shall be displaced but kept operational during the course of demolition and reinstalled in the same location after architectural work is completed. All reinstalled devices shall be tested for proper functioning prior to removal.

F. Mechanical (Wall Mounted Items): No existing wall-mounted Mechanical Items will be impacted by the partition removal or other construction work. All existing items must be protected in place during construction operations.

Recommendations:

A. Metal & Glass Partitions:

1. Remove steel and glass partitions to accommodate the new layout, disconnect electrical conduits, and relocate emergency lighting and strobes (see electrical). **(200 LF x 8 ft tall partitions, including 7 doors)**.
2. Provide gypsum board on metal stud partitions over existing steel and glass partitions at server room to permit mounting of equipment racks and panels.
3. Provide gypsum board on metal stud partitions to separate the new Librarians' Work Room from Stack Room D-216.



- B. Concrete Block & Plaster Partitions: Remove concrete block and plaster partition between the existing Stack Room and central open library area. **(400 SF)**
- C. Plaster Repair & Paint: Repair existing plaster walls, prepare and paint all existing and new wall surfaces. **(Plaster Repair: 70 SF; Preparation and Painting: 600 SF).**
- D. Folding Partitions: Remove two (2) folding partitions at existing Study Rooms which are being converted to new uses. (Existing folding partition track and support to remain and be enclosed in a painted gypsum board soffit).
- E. Electrical (Wall Mounted Items):
1. Remove and reinstall the following:
 - One (1) FA strobe.
 - Five (5) emergency lighting fixtures.
 2. Provide and Install the following items to accommodate the new library layout:
 - Provide data/power strips for 48 computers.
 - Four (4) pendent power supplies (laptop receptacles) to study tables.
 - Power supply to two (2) projection systems.
 - (76) 2'x4' acrylic lenses and (50) 1'x4' retrofit acrylic lenses for lighting fixtures.
 - 500' Conduit and wiring (2 #12, 1 #12 Gnd, ¾" Conduit).
 - Use two (2) existing 100A switches, provide 100A fuses.
 - 2 New Panel Boards (100A each).
 - 80' Riser Run (switch board to panel boards) - 4 #4/0, 1 #4 G, in 2½ "C.
 - 10 Receptacles (20A, 208V).
 - 10 toggle switches (20A, 208V).
- F. Mechanical (Wall Mounted Items): No wall-mounted mechanical items will be impacted by the work. Any existing items must be protected in place during construction operations.

2.1.2 Ceilings

Introduction

The typical ceiling type throughout the existing Library is 1' x 1' acoustical tile on a concealed spline suspension grid. There are existing suspended plaster ceilings in the existing Stack Room D-216 and Storage Room D-217. Typical ceiling height is 9'-6" above finished floor.

Findings:

- A. Acoustical Ceilings: Existing 12" x 12" concealed spline ceiling tiles will be impacted during partition removals and to facilitate demolition and electrical work. The existing acoustical tile ceilings are in good condition.
- B. Plaster Ceilings: Existing plaster ceilings will be impacted at Stack Room D-216 due to wall removal. The existing plaster ceilings are in good condition.
- C. Electrical (Lighting & Other Ceiling-Mounted Electrical Items):
1. Recessed 2' x 4' Fluorescent Light Fixtures: Recessed 2' x 4' fluorescent fixtures are used throughout the existing central open Library Area and Reading Rooms and are in good condition.
 2. Recessed 1' x 4' Fluorescent Light Fixtures: Recessed 1' x 4' fluorescent fixtures are used in the existing Study Rooms and are in good condition.



3. Surface-Mounted 8' Fluorescent Light Fixtures: Surface-mounted 8' fluorescent fixtures are used in the existing Stack Room and Storage Room.
- D. Mechanical (Ceiling-Mounted Items): The existing library is air conditioned. The proposed layout will not impact the location of existing supply and return grilles or other ceiling-mounted mechanical items. All existing items must be protected in place during construction operations.

Recommendations:

- A. Acoustical Ceilings: Replace 12" x 12" concealed spline ceiling tiles impacted by partition removals and to facilitate access for demolition and electrical work **(1,000 SF)**.
- B. Plaster Ceilings: Repair damaged plaster in Stack Room D-216 due to wall removal **(Plaster Repair: 100 SF; Prepare and Paint all existing and new plaster ceilings: 800 SF)**.
- C. Electrical (Lighting & Other Ceiling-Mounted Electrical Items)
 1. Recessed 2' x 4' Fluorescent Light Fixtures: The existing recessed 2' x 4' fluorescent fixtures are to remain within the expanded open library and stack areas. No relocation or additional fixtures are required. The existing fixtures must be protected in place during construction operations.
 2. Recessed 1' x 4' Fluorescent Light Fixtures: The existing recessed 1' x 4' fluorescent fixtures are to remain in place at the new Teachers' Resource Room (former Study Rooms D-207 & D-208) and the IT/Server Rooms (formerly D-210 and D-211).
 - Relocate four (4) existing 1' x 4' fixtures within the area formerly occupied by Study Rooms D212 and D-213. **(Relocate four existing 1' x 4' recessed fixtures)**.
 - Install eight (8) new 1' x 4' recessed fixtures within a new gypsum board soffit between the open central Library Area and the former Stack Room, where the existing partition has been removed **(eight – new 1' x 4' recessed fixtures)**.
 3. Surface-Mounted 8' Fluorescent Light Fixtures: Surface-mounted 8' fluorescent fixtures are used in the existing Stack Room and Storage Room.
 - Remove five (5) existing 8' surface-mounted fluorescent light fixtures adjacent to the wall removal between the open central Library Area and the former Stack Room.
 - Remove three (3) existing 8' surface-mounted fluorescent light fixtures within the existing Stack Room and relocate to the new enclosed Librarians' Area (located at the north end of the existing Stack Room).
- D. Mechanical (Ceiling-Mounted Items) The proposed layout will not impact the location of existing supply and return grilles or other ceiling-mounted mechanical items. All existing items must be protected in place during construction operations.



2.1.3 Floors

The existing floors are vinyl tile on an existing concrete floor slab. The mastic on the floor tile has been determined to be asbestos-containing.

Findings:

- A. Vinyl Composition Floor Finish: Existing floor finish is vinyl composition tile with vinyl base throughout the entire library. The existing flooring is worn, with missing tiles and uneven in areas. The flooring finish will be impacted by proposed wall changes. The mastic on the floor tile has been determined to be asbestos-containing. Any changes to wall layout will require abatement and replacement of flooring. **(See Photo 27, 28, 33, 34).**

Recommendations:

- A. Vinyl Composition Floor Finish: Existing Vinyl Composition Tile and Vinyl Wall Base must be removed by the asbestos abatement contractor. Following abatement, the contractor shall prepare the substrate and install self-leveling underlayment prior to installation of the new Vinyl Composition Tile and Vinyl Wall Base throughout. **(7,500 SF VCT Flooring; 1,000 LF Vinyl Wall Base).**

2.1.4 Doors

Introduction

Existing doors and frames within the existing library are wood in hollow metal frames.

Findings:

- A. Doors, Frames & Hardware:
1. Library Entrance Doors: The existing double doors at the Library Entrance are in good condition.
 2. Library Rear Exit Doors: The existing double doors serving as rear exit doors leading to an existing corridor are in good condition.
 3. Existing Doors to be Removed: Five (5) existing interior doors will be removed to accommodate the new library layout. These doors are in good condition.
 4. Existing Doors to Remain: Six (6) existing interior doors will remain at existing locations. These doors are in good condition.
 5. Door to Librarians' Area (D-216) from Library: A new door will be required at the new partition between the Librarians' Area and the former Stack Room.
 6. Door to Computer Instruction Room (D-206): A new door will be required at the new partition between the central open Library area and the Computer Instruction Room (D-206).



Recommendations:

A. Doors, Frames & Hardware:

1. Library Entrance Doors: No work is required at the existing double doors at the Library Entrance.
2. Library Rear Exit Doors: No work is required at the existing double doors serving as rear exit doors leading to an existing corridor.
3. Existing Doors to be Removed: Five (5) existing interior doors will be removed to accommodate the new library layout. These doors will be turned over to the School Custodian.
4. Existing Doors to Remain: Six (6) existing interior doors will remain at existing locations. No work is required at this time.
5. Door to Librarians' Area (D-216) from Library: Provide a new door and frame in the new partition between the Librarians' Area and the former Stack Room (one - 3' x 7' hollow metal door and frame).
6. Door to Computer Instruction Room (D-206): Provide a new door and frame at the new partition between the central open Library area and the Computer Instruction Room (D-206). (one - 3' x 7' hollow metal door and frame).

2.1.5 Built-In Furnishings

Introduction

Existing Built-In Furnishings were inventoried for re-use in the new library arrangement where feasible. The majority of the existing shelving is in good condition, but requires refinishing and minor repairs. New shelving will be required to meet the school's requirements for additional shelving capacity. The existing circulation desk is new and has been incorporated into the new layout.

Findings:

A. Built-In Shelving & Circulation Desk:

1. Most of the existing bookshelves are showing signs of wear and are discolored, with a dark oak finish which does not match the rest of the existing furniture. (See Photos 19-22)
2. The existing shelving capacity (20,000 volumes) is considerably less than the capacity requested by the School (40,000 volumes). The existing shelving totals approximately 1,600 LF and approximately 3,200 LF is required.
3. The existing circulation desk and the check point loss prevention system are new and should be incorporated into the new layout.

B. Built-In Millwork, Countertops, and Cabinets:

1. There is an existing cabinet and countertop with a sink in the existing Librarians' Work Area which is located in the proposed Librarians' Office. The existing cabinet, countertop and sink are in good condition.
2. A desk-height countertop is needed within the proposed Teachers' Resource Room (former Study Rooms D-207 & D-208). Workstations for six (6) computers are required.



Recommendations:

A. Built-In Shelving & Circulation Desk:

1. Remove, perform minor repairs and refinish existing shelving (**approx. 1,600 LF**) for re-use in the new library layout. Protect and store the existing shelving during the period of construction. Reinstall existing shelving following completion of construction.
2. Provide additional new wood book shelves to match the refinished existing shelving (**1,600 LF of new shelving**). The proposed layout incorporates a total of approx. 3,260 LF of shelving.
3. Remove, protect, and store the existing circulation desk and the check point loss prevention system and reinstall following completion of construction.

B. Built-In Millwork, Countertops, and Cabinets:

1. Protect the existing cabinet and countertop with sink in place during construction.
2. Provide and install a new desk-height countertop to accommodate six (6) teacher workstations within the proposed Teachers' Resource Room (former Study Rooms D-207 & D-208).

2.1.5 Technology Equipment

Introduction

The existing computers and printers are outdated and require replacement. Also, additional computers and work stations are required to meet new programmatic requirements for a Computer Instruction Room and Teacher's Resource Room. An existing whiteboard is in good condition and may be reused at its present location.

Findings:

A. Technology Equipment:

1. Student Computers in Central Reading Area: There are twelve (12) existing desk top computers, two (2) printers and related workstations, which are outdated. The school has requested replacement of these desk top computers and printers along with new computer tables and chairs. (See Photos 13 & 36).
2. Computer Instruction Room: Thirty-five (35) new computer stations and two (2) printers are needed in the new Computer Instruction Room, along with associated computer stations and chairs.
3. Teacher's Resource Room: Six (6) new computer stations and one (1) printer are needed in the new space, along with associated computer stations and chairs.
4. Data:
 - a. Existing Data Outlets: There are twelve (12) existing data outlets shall be removed and new data outlets provided to accommodate the new library layout. New data outlets are also required to accommodate the new computers in the Computer Instruction Room (34 student computers and 1 teacher station) and six (6) data outlets at the new Teacher's Resource Room.
 - b. Wireless Access Point: The existing wireless access point is outdated and does not comply with current SCA Standards.



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EXHIBIT C – LIBRARY UPGRADE – SAMPLE RESO A PROJECT

5. White Boards: There is an existing White Board in existing Reading Room #1 (D-206) to be converted to a new Computer Classroom. The existing White Board is in good condition.

Recommendations:

A. Technology Equipment:

1. Student Computers in Central Reading Area: Provide and install twelve (12) new desk top computers and two (2) printers in the Library for use by students, along with associated computer tables and chairs.
2. Computer Instruction Room: Provide Thirty-five (35) new desktop computers, two (2) printers, and associated tables and chairs to accommodate the new Computer Instruction Room.
3. Teacher's Resource Room: Six (6) new desk top computers and chairs, and one (1) printer as needed in the new space. A built-in countertop will be provided along one wall to accommodate the six computer stations.
4. Data:
 - a. Existing Data Outlets: Provide twelve (12) new data outlets to accommodate the new library layout. New data outlets are also required to accommodate the new computers in the Computer Instruction Room (34 student computers and 1 teacher station) and six (6) data outlets at the new Teacher's Resource Room.
 - b. Wireless Access Point: One (1) new wireless access point in NEMA enclosure shall be provided by the Owner and installed by the Contractors.
5. White Boards: Protect the existing White Board in place for re-use in the new Computer Classroom.

2.1.6 Loose Furnishings (to be funded separately by School Organization)

Introduction

Much of the existing library tables and chairs are worn and outdated and in need of replacement. The existing reading tables and chairs will be reused in the initial outfitting of the library and replaced by the School as funds allow.

Findings:

A. Loose Furnishings:

1. Many of the existing wood reading tables and chairs show signs of wear (**See Photos 13 & 14**).
2. Existing four (4) file cabinets are in good condition and shall be reused in the Librarian's Office.

Recommendations:

A. Loose Furnishings:

1. The existing library tables and chairs will be reused in the initial outfitting of the library and will be replaced by the School as funds allow. Remove, protect, and store the existing reading tables and chairs to facilitate the construction work in a place designated by the school. Reinstall existing reading tables and chairs for re-use in the new layout for the initial opening.



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2. Remove, protect and store the four (4) existing file cabinets in a place designated by the School. Following construction, install existing file cabinets where noted in the Librarian's Office.

2.1.7 Window Shades

Findings:

- A. There are existing windows on the north and east side of the existing Library. The existing window vinyl window shades are in good condition.

Recommendations:

- A. The existing window shades shall be removed, stored, protected and reinstalled following completion of the work.

2.1.8 HVAC

Findings:

- A. See also Findings under "Ceilings". The existing library is air conditioned. The proposed layout will not impact the location of existing supply and return grilles or other ceiling-mounted mechanical items. All existing items must be protected in place during construction operations.

Recommendations:

- A. See also Recommendations under "Ceilings". The proposed layout will not impact the location of existing supply and return grilles or other ceiling-mounted mechanical items. All existing items must be protected in place during construction operations.

2.1.9 Plumbing

Findings:

- A. There is one existing sink in the existing Librarian's work area which will be incorporated into the new Librarian's Office. The existing sink and associated faucet and drain are in good condition.

Recommendations:

- A. No work on existing plumbing is required.

2.10 Electrical

Findings:

- A. See Findings under "Walls" and "Ceilings" above.

Recommendations:

- A. See Recommendations under "Walls" and "Ceilings" above.



3. **SCA Additional Recommended Items: Not Applicable**

END OF FINDINGS & RECOMMENDATIONS

Appendix 3: Scope Drawings

- SK-1 Existing Library Plan**
- SK-2 Demolition Plan**
- SK-3 New Construction Plan**
- SK-4 Furniture & Equipment Plan**
- SK-5 Reflected Ceiling/Lighting Plan**