

YOSEMITE COMMUNITY COLLEGE DISTRICT
Modesto Junior College Student Services Bldg.

Programming Document
12-05-2007



PERKINS
+ WILL





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INTRODUCTION AND PROJECT TEAMS

Introduction

This document outlines the project program and design priorities for the new Student Services Project for the Modesto Junior College East Campus. The Campus is one of two that comprise Modesto Junior College. The College began in 1921 is situated in the Central Valley, serving an agricultural and manufacturing based economy. It is one of two comprehensive colleges within the Yosemite Community College District, which covers a 4,500 square mile area encompassing all of two counties (Stanislaus and Tuolumne) and parts of four others (Calaveras, Merced, San Joaquin and Santa Clara).

The new Student Services Project will consolidate the existing Student Services programs spread throughout East Campus, incorporate a Testing Center currently housed on West Campus, and allow for some growth in these programs. The project site is located at the heart of the campus, adjacent to the existing Morris Memorial Building in the landscaped campus quad near the main pedestrian circulation route. The District and the Campus want the new Student Services Project to be the missing front door to the East Campus, and to include a One Stop Shop approach to student services. The building should be contemporary and clearly identifiable as a landmark building, but also be harmonious with the existing campus fabric.

Architectural Team:

Robert Lavey – Principal in Charge
Nick Seierup – Design Principal
Sandra Corazzelli – Project Manager
Leigh Christy – Project Architect
Brian Knight – Project Designer

Campus Executive Committee:

Bob Nadell – Vice President of Student Services, Modesto Junior College
Tim Nesmith – Director, Facilities Planning & Operations, Yosemite Community College District
Judy Lanchester – Asst. Director, Facilities Planning & Operations, Yosemite Community College District
Matt Kennedy – Program Manager, Kitchell
Marie Otaña – Project Manager, Kitchell

Student Services Planning Committee:

Susie Agostini – Dean, Admissions & Records / Testing & Assessment, MJC
Judy Drummond – Admissions & Records / Welcome Center, MJC
Myra Rush – Director, Financial Aid / Veterans, MJC
Carol McKenzie – Financial Aid / Veterans, MJC
Derek Waring – Dean, Counseling & Student Services, MJC
Pam Crittenden – Counseling, MJC
Linda Wong – Counseling, MJC
June Hunt – Career Development & Transfer Center, MJC
Claudia Ramirez – Career Development & Transfer Center, MJC
John Martinez – Dean, Special Programs, MJC
Hector Duarte – EOPS, MJC
Nancee Carrillo – Alternate Media, MJC
Francisco Banuelos – Director, PreCollege, MJC
Flerida Arias – PreCollege, MJC
Wendy Byrd – Director, Student Development & Campus Life, MJC
Martha Robles – Director, Student Success & Special Projects, MJC
Araceli Baniel – Health Services, MJC
Valerie Parker – Health Services, MJC
Cecilia Vera – Health Services, MJC



PROJECT PARAMETERS AND PLANNING PRIORITIES

Project Parameters

\$9.5 million construction budget

Includes some site work between new and Morris buildings and around new building

Includes but could exclude the following, to be paid for from other budgets:

YCCD Facilities – Painting and some lighting of renovated Morris Building spaces

MJC or Departments – Flooring and wall bases for renovated Morris Building spaces

27,611 gross square feet of building area w/ 33% grossing factor

8,656 gross square feet of renovation in Morris Memorial Building

18,955 gross square feet of new 2-story construction

Note: 3-Story Option reduces assignable square footage in new building by ±3% (±610 SF)

Student Services Project program includes mainly closed and open office spaces for assorted departments in addition to a large dividable classroom, conference rooms of varying sizes, computer labs, study areas / resource labs, nurses station, exam rooms, staff break room, workrooms, restrooms, storage, reception areas and large centralized double-height lobby.

Student Services Project location is at the heart of the campus, just west of the existing Morris Memorial Building in the landscaped quad near the main pedestrian circulation route.

Project Planning Priorities

The following planning priorities were identified in a Planning meeting with the Campus Executive Committee and the Student Services Planning Committee:

Relation to Campus Context

- Front door to campus
- Contemporary but harmonious
- Clearly identifiable
- Maintenance of mature trees
- Easy access between new building and existing Morris Memorial Building
- Connection to West Campus via technology

New Building Image & Aesthetics

- Welcoming
- Pleasant
- Comfortable
- Natural light
- Clear wayfinding

Planning Qualities

- One-Stop Shop
- Logical adjacencies
- Standard room sizes
- Universal design
- Central lobby “bullpen”

Spatial Qualities

- Efficient
- Flexible
- Open
- Light
- Adequate space
- Appropriate privacy



PROJECT SCHEDULE

Programming

Project Leadership Meeting
User group kick off meeting
User group Meeting #2
User group Meeting #3 (draft)
Final Program Review

Sept 13–Nov 2, 2007

Sept 13, 2007
Sept 13, 2007
Sept 26, 2007
Oct 23, 2007
Nov 2, 2007

Schematic Design

Schematic Design–Site Planning
Schematic Design–Developed Design
Final Design Presentation

Nov 5–Dec 19, 2007

Nov 15, 2007
Dec 4, 2007
Dec 19, 2007

Design Development

50% Design Development meeting
• Review project equipment information
• User review meetings, detailed plan review
100% Design Development meeting

Dec 20, 2007–Feb 26, 2008

Jan 29, 2008

Feb 26, 2008

Construction Documents

Construction Documents for DSA
• 50% Construction Documents
• 100% Construction Documents
DSA Review and Approval

Feb 27–May 22, 2008
April 8, 2008
May 22, 2008
May 2–Nov 19, 2008

Bidding

Nov 19–Dec 19, 2008

Construction Administration

Jan 2009–Oct 2009

Occupancy

October 2009



MEETING MINUTES

Thursday, September 13, 2007: Programming Phase Meeting 1

Agenda

Student Services Building: Modesto Junior College—East Campus
Yosemite Community College District

- 10:00 **Tour of existing Morris Building**
Matt Kennedy, Bob Lavey, Nick Seierup, Sandra Corazzelli, Leigh Christy
- 11:00 **Executive Committee Meeting**
Matt Kennedy, Bob Nadell, Tim Nesmith
Bob Lavey, Nick Seierup, Sandra Corazzelli, Leigh Christy
- 12:00 **Lunch**
- 1:00 **User Group Meeting**
Student Services User Group
Bob Lavey, Nick Seierup, Sandra Corazzelli, Leigh Christy
 Introduction to Perkins+Will team
 Review process
 Program Examples
 Student Center Examples
 Discuss project VISION
Small Group Program Discussions (TBD)
- 4:00 **Tour of West Campus Student Services Building**
Matt Kennedy, Bob Nadell, Tim Nesmith
Bob Lavey, Nick Seierup, Sandra Corazzelli, Leigh Christy



MEETING MINUTES

Thursday, September 13, 2007: Programming Phase Meeting 1

Attendees:

Bob Nadell, MJC SSvcs	June Hunt, MJC CD&T	Marie Otaia, Kitchell
Susie Agostini, MJC SSvcs	John Martinez, MJC SpecProg	Nick Seierup, P+W
Claudia Ramirez, MJC CD&T	Nancee Carrillo, MJC DSPS	Bob Lavey, P+W
Hector Duarte, MJC EOPS	Pamela Crittenden, MJC Coun	Sandra Corazzelli, P+W
Judy Drummond, MJC A&R	Tim Nesmith, YCCD	Leigh Christy, P+W
Martha Robles, MJC SSucess	Judy Lanchester, YCCD	
Myra Rush, MJC FAid	Matt Kennedy, Kitchell	

Summary

The purpose of the meeting was to discuss programming process, anticipated result, overall vision, and projected schedule with staff members.

Details

1. General introduction: All attendees introduced themselves, stating name and position.
2. Bob Lavey gave a programming process presentation, including:
 - Current estimated project construction budget (\$9.5 million)
 - Projected project design schedule (8 weeks for this phase)
 - Participatory programming definition (Process, Goals, Tools, and Results)
3. Nick Seierup gave a presentation on Perkins+Will's Foothill College project, focusing on:
 - Similarities in program
 - Differences in site
 - Design vision
 - Sustainable aspects
4. Nick Seierup led a discussion about the User Group's Vision of the Project. The following are points that arose from the Users during the discussion. Big-Picture Goals include:
 - One Stop Shop
 - Things students need to Start, Stay, and Leave
 - Combine disparate parts into one area
 - Building Image & Aesthetics
 - Contemporary but Harmonious
 - Does not look like an add-on
 - Clearly identifiable
 - Welcoming
 - Pleasant
 - Comfortable
 - Natural Light
 - Clear Wayfinding



MEETING MINUTES

- Spatial Qualities
 - Efficient • Flexible • Open
 - Especially in waiting areas
 - Visual connection between spaces to require minimal staff off-hours
 - Adequate space
 - At least one Classroom (shared?)
 - Separate spaces for each department, if possible
 - Computer Labs (shared?)
 - Open vs. Scheduled
 - Lab vs. Classroom
 - Storage
 - Staff Amenities
 - Restrooms • Patio? • Conference Space • Breakroom
 - Directors located in their area
 - Appropriate Privacy
- Universal [Design]
 - Include in new construction
 - Improve in existing Morris Building
 - Improve access to DSPS
 - Connect DSPS to EOPS and TRIO
 - Separate entry to DSPS?
- Technologically equipped and connected to West Campus
- Maintain mature trees
- User attitudes toward existing buildings on campus include:
 - Love: New Auditorium
 - Like: Library
 - Hate: Science Building & Founders Hall
 - Landmark: Campus Center & New Student Services Building
- One Stop Shop Components include:
 - Definite:
 - Admissions
 - Records
 - Testing & Assessment
 - Financial Aid
 - Counseling
 - Special Programs
 - DSPS • EOPS • TRIO
 - Career & Transfer
 - Desirable, but could be remote:
 - Student Development
 - Tutoring
 - Health Services
- Existing Morris Building renovation comments include:
 - Renovation of First Floor only in current scope
 - Improved access to Second Floor requested
 - Potential to removed added elevator/toilet structure in courtyard



MEETING MINUTES

- Relationship to New Building
 - Master Plan shows attached, but code issues encourage separation
 - Covered access between buildings requested
 - Siting will be discussed in upcoming meetings
 - Future population estimates are:
 - 20,000 students this semester
 - 2-3% growth per semester observed, but should be confirmed for future
5. Bob Lavey led a discussion about Next Steps and Project Schedule.
- Remainder of User Group meetings scheduled.
 - Programming Meeting #2
 - Wednesday, September 29 from 9:00am-4:00pm
 - Initial full group update from P+W
 - Individual User Group meetings, 30-45 minutes throughout the day
 - Programming Meeting #3
 - Tuesday, October 23 from 1:00pm-4:00pm
 - Programming Meeting #4
 - Friday, November 2 from 10:00am-12:00pm
 - Bob Nadell requested suggestions for other campus examples to visit in area.
 - Foothill opening on Tuesday, September 25 suggested.
 - P+W will investigate other options nearby.



MEETING MINUTES

Wednesday, September 26, 2007: Programming Phase Meeting 2

Agenda

10:00 Student Services User Group Meetings

- 10:00 Admissions/Records/Evaluation/Welcome Center
Manager Susie Agostini, Dean
- 10:30 Testing & Assessment
Manager Susie Agostini, Dean
- 11:00 Financial Aid
Manager Myra Rush, Director
- 11:30 Counseling/Career Development/Transfer Center
Manager Derek Waring, Dean

12:00 Lunch

1:00 Student Services User Group Meetings

- 1:00 DSPS
Manager John Martinez, Dean
- 1:30 EOPS
Manager John Martinez, Dean
- 2:00 Pre-College Programs (TRIO – Upward Bound/ETS)
Manager Francisco Banuelos, Director
- 2:30 Student Development/Campus Life
Manager Wendy Byrd, Director
- 3:00 Student Success/SSS (TRIO)/Special Projects/Tutoring
Manager Martha Robles, Director
- 3:30 Health Services
Present Manager Bob Nadell, VP

4:00 Executive Committee Meeting

Matt Kennedy, Marie Otaia, Bob Nadell, Tim Nesmith, Judy Lanchester
Bob Lavey, Sandra Corazzelli, Leigh Christy, Brian Knight



MEETING MINUTES

Wednesday, September 26, 2007: Programming Phase Meeting 2

Attendees:

Bob Nadell, MJC SSvcs	Marie Otaia, Kitchell	Sandra Corazzelli, P+W
Tim Nesmith, YCCD	see attendees below, MJC	Leigh Christy, P+W
Matt Kennedy, Kitchell	Bob Lavey, P+W	Brian Knight, P+W

Summary

The purpose of the meeting was to discuss programming process, anticipated result, overall vision, and projected schedule with staff members. New building will be about 22,000 sq. ft.

Details

Student Services User Group Meetings

1. 10:00-10:30: Admissions/Records/Evaluation/Welcome Center

Department Attendees:

Carol Ellis, Records	Sonja Palmer, Welcome Center
Joanne Nielson, Admissions	Judy Drummond, Admin/Rec/Welcome Center
Molly Boyatt, Records/Matriculation	Elisa Blandino, Testing
Lori Dangerfield, Welcome Center	Susie Agostini, Admissions + Records

Discussion:

- a) General discussion regarding what is hoped to be accomplished in this Programming Phase. Passed out executive summary to the group and reviewed. What has increased, what are the differences? What are your needs now and what should be provided for future growth?
- b) Morris 105 is with Records office.
- c) Admissions and Records: it's currently about 1000 sq. ft. Space includes reception, counter, work areas. 5 windows will not be adequate if everyone is combined. Admissions and Records want to be one large office area accommodating about 24 workstations needed.
 - 10 Admin workstations needed (5 full time, 3 part time with own station, 4 students sharing 2 stations)
 - 14 Records workstations needed (11 full time, 4 students sharing 2 stations, 1 part time)
 - Room for 25 people in the reception area. Needs a separate counter for paperwork.
 - Reception wants to be a row of 10 windows
 - Need to have 1 office with a door (private).
 - Need storage as well for "disposable" files. Totals about 15 total 5-drawer filing cabinets.
 - Need additional storage for faculty role books equaling about 8 file cabs.
- d) Computer area is a part of this department, shared. Needs to have a computer lab to fill our applications, register, fill out financial aid, career center searches, etc. Needs to be monitored. Must be a separate room, with a door that is lockable, visually accessible (window). Computer aid would monitor this space.
- e) Evaluations (2 workstations) needs to be in an acoustically quiet area.
- f) Welcome Center: Welcome center does new student orientation, needs a workshop room, responsible for outreach, heavy users of material (need lots of storage and assembly space), need lots of circulation for students coming in talking to them. During registration, they are a big assistance to the admissions office to students who are registering. Welcome Center ambassadors' area helping students in the computer lab to register.
 - Welcome center could share the same reception area as Admissions and Records.
 - Needs to be independent and self contained.
 - Needs to be accessible when students are mobbing Admin and Records.



MEETING MINUTES

- Need a “wall of materials” for students to pick up information.
- Currently in the student center. 4 full time (4 cubicles), 1 part time, 6 students. 11 workstations total needed.
- Need a work room and should be combined with storage. Need a lobby area to accommodate people waiting. File cabs, open shelves, paper storage, pamphlets
- Shared workshop may need to accommodate 100 students. This can be the same as the shared “classroom” for this building. Can be a conference room also.
- Welcome Center may be the front door or the “bullpen”.

2. 10:30: Testing and Assessment

Participants:

Carol Ellis, Records

Sonja Palmer, Welcome Center

Joanne Nielson, Admissions

Judy Drummond, Admin/Rec/Welcome Center

Molly Boyatt, Records/Matriculation

Elisa Blandino, Testing

Lori Dangerfield, Welcome Center

Susie Agostini, Admissions + Records

Discussion:

- General discussion regarding what is hoped to be accomplished in this Programming Phase. Passed out executive summary to the group and reviewed. What has increased, what are the differences? What are your needs now and what should be provided for future growth?
- Testing: 150 computer station lab (currently have 52). Control room, visual control, etc. Similar setup to what they currently have. Needs an independent entrance.
- 2 smaller rooms needed for private testing.
- 2 full time, 1 part time, 2 students=4 workstations.
- Need a small lobby, restrooms adjacent (could be 2 unisex). Line will backup into lobby, need to have flexibility for the overflow.
- In control room, they process the tests, visually control the room, audio control would be desirable as well.
- Storage room should be adjacent to control room. 8x8 room may be OK. Establish small, medium, large storage room standards.
- 2 offices off the testing lab (with a door and window). OK to be accessible thru testing lab. May be more than one person with some equipment. Need to be visually monitored from the Control room.
- DSPS tests here also. They are scheduled separately.
- 1 word description of space: Efficient, open, bright, spacious (x2), inviting, quiet, functional, social

3. 11:00-11:30: Financial Aid/Veterans

Participants:

Myra Rush, Financial Aid, Veterans, Calworks

Carol McKenzie, Veterans

Discussion:

- General discussion regarding what is hoped to be accomplished in this Programming Phase. Passed out executive summary to the group and reviewed. What has increased, what are the differences? What are your needs now and what should be provided for future growth?
- Veterans: Veterans that are discharged by the Military and using their GI bill. 1 full time (private office, but doesn't need to be private from the 2 workstations), 2 students (2 workstations). Needs to be very close to counseling.
- Financial Aid: Will be moving a few people from the West Campus. They would like to keep the financial aid dept. at the west campus, but a presence is needed at the east campus. Good to be located close to Admin and Records.



MEETING MINUTES

- d) Have a couple of workstations, need to be visible. Can be a “counter” type, but no physical barrier/glass. Need an intermediate waiting room for Financial Aid (for 5-6 people). Small area for paperwork in this area, sitting area. Literature rack in waiting room.
- e) Storage: need space for about 2 lateral cabinets, and more room to grow. Should be lockable files, out of reach of students. No specific need for long term storage.
- f) 1 word description of space: Space, confidentiality, accommodation for circulation.

4. 11:30-12:15: Counseling/Career Development/Transfer Center/International Students

Participants:

Claudia Ramirez, Career Dev + Transfer Center
Leticia Cavazos, Career Dev + Transfer Center
June Hunt, Career Dev + Transfer Center
Elaine Thornton, Counseling
Dean Tsurudad, Counseling

Eric Ivory, Counseling
Derek Waring, Counseling
Pam Crittenden, Counseling
Delia Gonzalez, Counseling

Discussion:

- a) General discussion regarding what is hoped to be accomplished in this Programming Phase. Passed out executive summary to the group and reviewed. What has increased, what are the differences? What are your needs now and what should be provided for future growth?
- b) Career Dev/Transfer : has a handout of their department, spaces. Bonus!
 - Counter, need 2 private offices (one assigned, one unassigned/small conf. room), conf. room has many uses.
 - Need space for 2 counselors with private offices. 2 full time, 3 students (2 work stations) in the Resource Center with visual access to the lab.
 - 3-4 professional working people/college reps. that will need offices.
 - Resource center has students coming in to work at tables. Separate area for workers vs shared space. Space for 50+ people.
- b) Computer room should be adjacent to Resource Center with glass between them.
- c) Conference room should accommodate 15 people (career workshops, resume)
- d) May need a larger space for 30+ people.
- e) Counseling :
 - Need space for guidance classes for 25-40. Used very often.
 - 4 offices could be separate from the Resource Center.
 - 3-4 student workers in reception/open office area=2 work stations.
 - Nix the sliding doors.
 - Tackable wall for displays in Career Dev/Transfer
 - 3 small conf. spaces, 4 offices.
 - International counselor would like a resource area, separate from counselors, identifiable on a small scale. Would like to grow this program also. Would like to have a small waiting area (not room). International student will need a workstation in the Resource Center, near the counselor. Also, a separate counseling office.
 - Lobby, reception, 20 counseling offices (does not include International) (13 full time counselors currently). 1 counselor for every 600 students (currently 1 for 1400 students).
 - Dean and secretary should have their own offices (Resource Center is too noisy).
 - Waiting room for 10-50 (peak) people. Overflow may be in bull pen.
 - Storage is generally handled within the areas they have. May need a workroom (copies, office storage).
 - Confidential storage needed: not a lockable room is necessary, lockable cabinets are acceptable out of public reach.



MEETING MINUTES

- Classroom that could be divided (50 students each). Used every day, should be close, it doesn't need to be directly adjacent.
- Acoustical separations between offices.
- f) Overall break room between the 2 groups.
- g) 1 word description of space : inviting, open, warm, confidential (for counselors), windows, light.

4. 1:00-2:00: DSPS/EOPS/Alternate Media

Participants:

Hector Duarte, EOPS Nancee Carrillo, Alternate Media John Martinez, Special Programs

Discussion:

- a) General discussion regarding what is hoped to be accomplished in this Programming Phase. Passed out executive summary to the group and reviewed. What has increased, what are the differences? What are your needs now and what should be provided for future growth?
- b) DSPS (Disabled Student Programs and Services) also has functions in the library basement (portions of the Student Success, trio, etc). Library basement plan has been revised per what is existing currently. Lab space is shared between the two groups.
 - Need reception (2 workstations), accommodated testing classroom with desks currently.
 - Records area
 - Office can be adjacent to the lobby.
 - Resource lab is currently closed too much. Has a computer lab also.
 - 3 Counselor and 2 specialists: students check into reception area and wait to be called. Need 5 private offices. Specialist needs 2-3 separate testing areas (one on one, small groups=6 people total).
- c) 4 work stations in Alternate Media are also used by DSPS and EOPS.
- d) DSPS is students with disabilities, Alternate Media is students working for students with disabilities. Noise is a great concern. Require assisted assessment. Being adjacent to the testing center would be helpful (use of individual testing room is acceptable). Serve 200+ students per semester.
- e) EOPS (Extended Opportunities Programs and Services) : 1600 students. Also has a CARE (Cooperative Agencies Resources for Educations) program.
 - EOPS will continue to grow (no diploma).
 - 1 reception with waiting (with 3 workstations), 15 offices for counselors (4 full-time, 5 part-time)(currently has 7). Behind the counter they have 2 workstations for student workers.
 - Workroom/flexible space also is desired.
 - Lockable file cabs (2 large file cabs) in a separate room. Could possibly be in the workroom/flexible space.
- f) Programs should be close to each other, they each have counseling components. 15 counselors today all requiring private offices (walls, doors, acoustical separation = confidentiality).
- g) Financial Aid wants to be close to both programs.
- h) Veterans office wants to be close to both programs as well.
- i) All counselors meet once a month.
- j) Is Alternate Media to be included in DSPS? Alt media also wants to be close to Duplicating (library basement). If space is vacated in the basement, Alt media could expand a bit to address their needs.
- k) Both programs have instructional components, no classrooms assigned to these areas. 25-30 students. Workshops and orientations (30-140). Would like individual, but may have to share.
- l) Shared classrooms are really multi-use space.
- m) Desire for a conference room.
- n) Need to have the Dean's office and conference rooms between the 2 departments.



MEETING MINUTES

5. 2:00-2:30: Pre-College Programs (TRIO-Upward Bound and ETS)

Participants:

Santiago Uvina, TRIO/Pre-College

Francisco Banuelos, Pre-College Programs

Florida Arias, TRIO/Pre-College Programs

Sondra Laplaca, ETS & UB, TRIO, Pre-College

Discussion:

- a) General discussion regarding what is hoped to be accomplished in this Programming Phase. Passed out executive summary to the group and reviewed. What has increased, what are the differences? What are your needs now and what should be provided for future growth?
- b) All functions are in the same space currently. If space were simply remodeled, this may be acceptable.
- c) Need a small conference room. Existing Conf. A and B are acceptable. Very important.
- d) Supervisor currently has a private office.
- e) Will be adding 2 full time employees in the next year. They will be able to fit in the space they currently have.
- f) 1 word description : easy flow, spacious, keeping his view

6. 2:30-3:00: Student Development/Campus Life

Participants:

Wendy Byrd, Student Development and Campus Life

Discussion:

- a) General discussion regarding what is hoped to be accomplished in this Programming Phase. Passed out executive summary to the group and reviewed. What has increased, what are the differences? What are your needs now and what should be provided for future growth?
- b) Reception (entry with club mailboxes), ACE MJC office, storage, restrooms in current plan.
- c) Need space for 4-5 workstations, conference room for students (private, confidential), workroom (standing table with loads of storage underneath), etc.
- d) Happy in the student center. Use the DSPS space instead.
- e) 1 word description : energetic, bright, colorful.

7. 3:00-3:30: Student Success/SSS (TRIO)/Special Projects/Tutoring

Participants:

Kimberly Carter, Student Success/Tutoring

Martha Robles, Student Success

Shirley Miranda, TRIO/SSS

Grace Bettencourt, Student Success

Discussion:

- a) General discussion regarding what is hoped to be accomplished in this Programming Phase. Passed out executive summary to the group and reviewed. What has increased, what are the differences? What are your needs now and what should be provided for future growth?
- b) TRIO federal program with Dept. of Education (transferring students) : can be a noisy activity. Office with visual access. TRIO wants to be close to the counseling area, with 3 additional offices.
- c) Computer lab can be linked to Tutoring center and TRIO.
- d) Entry area, need 2 offices (one for private office of director), open office area, small conference room, storage (may not have to be a separate room, some confidential files).
- e) Tutoring center provides services for all students, wants to be centralized. One locations where student come in one door, are greeted , 4 side areas for individual tutoring (between 4-25 students at one time). Tutoring center can be a hub to the other functions. Need 25 computers.
- f) Coordinator of tutoring center needs a private office.
- g) Computer lab for 25 computers. Requires a reception workstation.
- h) Files need to be kept for 7 years for TRIO and Student Success.



MEETING MINUTES

- i) Student Success needs it's own storage (2 laterals). Could be in the area with the assistant, lockable
- j) Martha's office needs to have a panic button to security and a second, separate exit. Deals with security issues. Acoustical privacy.
- k) Need flexible space to accommodate new programs for future growth.
- l) 1 word description: open, windows, visual access outside, fresh air, sunlight.

8. 3:30-4:00: Health Services

Participants:

Lori Sammis, Health Services

Cecilia Vera, Health Services

Valerie Parker, Health Services

Araceli Baliel, Health Services

Discussion:

- a) General discussion regarding what is hoped to be accomplished in this Programming Phase. Passed out executive summary to the group and reviewed. What has increased, what are the differences? What are your needs now and what should be provided for future growth?
- b) Need a private check-in area, confidentiality is important.
- c) Reception area : Nurses need to finish up paperwork following an appt., they need to be separated from their next appt. or students get irritated because they are «seen right away».
- d) Need a waiting area/lobby. These people should not hear students come in stating their reason for being there.
- e) Ideally, 3 exam rooms + 1 cot room (with 2 cots) in a quiet area. Cot room people be checked in. Tel/Data in rooms.
- f) Supply/med room should be adjacent to exam rooms.
- g) Storage room
- h) Exit door to the exterior for ambulance/security pickup.
- i) Exam rooms may want to be separate from the nursing station area. Tel/Data needed.
- j) Need an eyewash station.
- k) Unisex needed, with shelving for specimen storage, clean and dirty.
- l) Combination supply and med room.
- m) No specific need to additional storage.
- n) 3 offices (director, mental health, flex/unassigned). Direct relationship to lobby. Still would need to check into reception. Tel/Data needed in all offices.
- o) 1st floor desired.
- p) 20' required for vision chart.
- q) Hearing and vision testing. Could use one of the exam rooms for the hearing test machine.
- r) Semi private lab space within the Nurses station.
- s) 1 word description: not crowded, calm, airy, windows, accessible.

9. 4:00-4:30: Executive Committee meeting

Participants:

See attendees listed above.

Discussion:

- a) October 12, 11 :30-12 :30 conference call with Executive committee.



MEETING MINUTES

Friday, October 12, 2007: Programming Phase Conference Call 1

Agenda

1. Room Data Sheets
 - All returned, except clarification needed on TRIO Center
2. Cost Information
 - New Construction: \$400/SF
 - Renovation: \$70-\$75/SF
 - \$300,000 set aside for site work, including landscape, paving, and utilities
 - \$700,000 for renovation of 9,800 SF of Morris Building = \$71/SF
 - \$8.5 million for new building at \$400/SF = 21,250 SF
 - \$9.5 million total construction cost of 31,050 SF
3. Overall Program Square Footages
 - Goal is to find strategies to reduce project program to no more than 31,050 SF
 - Executive Summary Comparison
 - Column 1: User Requested
 - Column 2: Recommended Adjustments (first pass)
 - Column 3: Kitchell Document
 - Questions to consider
 - Which rooms can be shared?
 - Which room sizes can be reduced?
 - Who can stay where they are?
 - Who should occupy Morris vs. New?
4. Strategy for Program Meeting #3
 - Presentation of final project program areas
 - Presentation & Discussion of adjacency plan diagrams
 - Presentation & Discussion of building massing & siting options



MEETING MINUTES

Friday, October 12, 2007: Programming Phase Conference Call 1

Attendees:

Bob Nadell, MJC SSvcs
Tim Nesmith, YCCD

Marie Otaya, Kitchell
Nick Seierup, P+W

Leigh Christy, P+W

Summary

The purpose of the conference call was to compare User requested square-footages (compiled via Programming Meeting #2 and Room Data Sheet submissions) to target program area, and develop strategies for reducing requested program accordingly. Agenda and revised Executive Summary Comparison were e-mailed to attendees prior to call.

Details

1. P+W noted that all Room Data Sheets were submitted in a timely manner and used to develop revised Executive Summary Comparison.
2. P+W presented more specific pricing information received from cost estimator:
 - Estimate New Construction @ \$400/SF
 - Estimate Renovation @ \$70-\$75/SF
 - \$300,000 set aside for site work, including landscape, paving, and utilities
 - \$700,000 for renovation of 9,800 SF of Morris Building = \$71/SF
 - \$8.5 million for new building at \$400/SF = 21,250 SF
 - \$9.5 million total construction cost = 31,050 SF target project program
3. Bob Nadell noted that the MJC Library team is under the impression that all Student Services spaces in Library Basement are being vacated, as stated in IPP recently submitted to the State for funding. However, deviation from proposal is acceptable if done prior to Final State submission.
4. P+W presented Executive Summary Comparison, requesting input from Bob Nadell on which spaces might be reduced or combined in order to meet target program. Input as follows:
 - (1) Shared Classroom for 100, sub-dividable into (2) 50-person rooms is acceptable.
 - (3) Shared Breakrooms are acceptable, (1) in Morris and (1) on each floor of new building.
 - Shared Conference Rooms are acceptable.
 - (1) Large Conference Room on First Floor of new building.
 - (1) Small Conference Room on Second Floor of new building.
 - (1) Small Conference Room on First Floor of Morris Building.
 - (2) Existing Small Conference Rooms on Second Floor of Morris are also available.
 - Student Development can stay in Student Center.
 - Pre-College can stay on Second Floor of Morris Building.
 - Appropriately consolidate separate lobbies, reception and waiting areas into shared spaces.
 - Better use of staff.
 - Health Services is an exception.
 - Appropriately consolidate separate storage and workrooms into shared spaces.
 - Reduce number of Counseling Offices from (20) to (18).
 - Reduce number of EOPS Counseling Offices from (15) to (10).
 - EOPS & DSPS can share a single Workroom.
 - TRIO Center purpose requires clarification from Director Martha Robles.
 - Reduce Cot Room sizes from 150 SF to 120 SF.



MEETING MINUTES

- Reduce Health Service Directors Office sizes.
 - Only (1) Director at 150 SF.
 - (2) standard offices at 100 SF each.
 - Existing Mailroom and Facilities can stay where they are on First Floor of Morris Building, but some budget should be set aside for minimal sprucing up, such as painting.
 - Budget numbers listed above will need to be slightly adjusted for this.
5. Next steps discussed.
- P+W will revise the Executive Summary Comparison with input listed above and send to all meeting attendees for review and comment prior to next Programming Meeting on 10/23.
 - Kitchell Document information can be removed.
 - Include Existing Facility information instead.
 - By 10/19, P+W will send out “final” Executive Summary Comparison along with Agenda and any other relevant documentation for dispersal to Users in preparation for 10/23 meeting.
 - Executive Committee will meet for the hour prior to next User Group Meeting on 10/23 to go over what is to be presented to the Users and strategize presentation.
 - Programming Meeting #3 will include:
 - Presentation of project program areas.
 - Presentation & Discussion of adjacency plan diagrams.
 - Presentation & Discussion of building massing and siting options.
 - Kitchell noted that a site survey is in progress and will send P+W a draft copy for use in developing building siting options as soon as possible.



MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3

Agenda

11:30 **Meeting Preparation**

MJC West Campus MSR #113

Matt Kennedy, Marie Ota, Tim Nesmith

Bob Lavey, Leigh Christy, Brian Knight

12:00 **Executive Committee Meeting**

MJC West Campus MSR #113

Matt Kennedy, Marie Ota, Bob Nadell, Tim Nesmith, Judy Lanchester

Bob Lavey, Leigh Christy, Brian Knight

1:00 **User Group Meeting**

MJC West Campus MSR #113

Student Services User Group (Deans / Department Heads)

Executive Committee

- 1:00 Review of Proposed Program Areas
- Acceptance of Meeting #2 Meeting Minutes
 - Overview of estimated budgeting costs
 - Walk through of Executive Summary

- 2:00 Review of Adjacency Matrix
Review of Departmental Blocking Diagrams

- 3:00 Presentation & Discussion of Building Siting Options

- 3:50 Next Steps



MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3

Attendees:

Bob Nadell (BN), MJC SSvcs
Tim Nesmith (TN), YCCD
Judy Lanchester (JL), YCCD

Mark Newton, (MN), Kitchell
Matt Kennedy (MK), Kitchell
Marie Otaya (MO), Kitchell

Bob Lavey (BL), P+W
Leigh Christy (LC), P+W
Brian Knight (BK), P+W

Summary

The purpose of this User Group meeting was to reach agreement on feasible target program areas; to confirm adjacencies developed from Meeting #2 and the submitted Room Data Sheets; and to gather feedback on proposed site configurations for the new building.

Details

1. Executive Committee met first to discuss budgetary issues in detail.
 - P+W outlined estimated budgeting numbers and resultant target program areas.
 - Kitchell concurred with projected costs; MN noted that they were seeing little discount in Modesto as contractors were still coming from Sacramento, San Francisco, Stockton.
 - P+W and Kitchell agreed that it may make sense monetarily and logistically to bid new building and Morris renovation as two separate packages.
 - BN noted that they were not expecting much to happen in Morris Building in terms of changing walls, but requested something be done with HVAC temperature fluctuations.
 - P+W noted this could be a major cost item.
 - TN and JL said it could be a control issue and Facilities would investigate.
 - TN also noted that YCCD could provide material and labor for paint and some lighting in Morris Building renovation to offset costs.
 - TN suggested that MJC and/or each department could possibly cover flooring and base costs for Morris Building renovation to further offset costs.
2. P+W noted that all Room Data Sheets were submitted in a timely manner and used with the annotated Meeting Minutes from Meeting #2 to develop revised Executive Summary Comparison and Diagrams.
3. P+W presented PowerPoint with estimated budgeting numbers, resultant target program area, and Executive Summary Comparison by department plus Departmental Blocking Diagrams developed from Meeting #2 and Room Data Sheets. (See attached Power Point w/ notes.)
4. P+W continued PowerPoint presentation, briefly reviewing room Adjacency Matrix developed from Meeting #2 and Room
 - PDF version of this file to be sent out to Users to verify relationships.
5. P+W concluded PowerPoint presentation showing Morris Building floor plans with emphasis on filling vacated spaces wisely to keep costs down. (See attached Power Point w/ notes.)
 - Programs with a lot of additional electrical or plumbing requirements are not recommended.
 - Pre-College will likely stay in current location on Second Floor.
 - Programs placed on First Floor should require similar spaces to existing, i.e. offices.
6. P+W presented existing site plan and 1:50 scale site model with (5) building massing / siting options, followed by discussion. Several students joined in discussion.
 - To achieve One-Stop-Shop approach, buildings should be as close as possible.
 - Free Speech stage and old-growth trees should stay if at all possible.
 - Locate building to leave the most large open space possible.
 - Lightness of building and natural light in spaces important.
 - 1-story scheme takes up too much of the quad and is therefore not acceptable.



MEETING MINUTES

- Is a 3-story scheme an option ?
 - What would the aesthetics be to tie the new building into all other buildings on campus?
7. Next steps discussed.
- P+W to send out Adjacency Diagram file with Meeting Minutes for User review and comment.
 - Dr. Nadell to work with District and Kitchell to determine criteria for determining who gets a closed office vs. an open workstation.
 - P+W will revise the Executive Summary Comparison and Departmental Blocking Diagrams with input listed above and present Final Programming Document DRAFT during the final Programming Meeting on 11/02/07.
 - Final Meeting in MJC West Campus District Conference Room B.

MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation

Executive Summary

PERKINS
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EXECUTIVE SUMMARY
Budget Summary (in thousands of dollars)

Program	Category	Amount	Notes
Program 1: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 2: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 3: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 4: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 5: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 6: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 7: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 8: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 9: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 10: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 11: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	
	Other	1,000	
Program 12: Student Services	Administrative Services	1,200	
	Academic Services	1,500	
	Student Support Services	1,800	
	Library Services	1,000	
	Information Technology	1,200	
	Physical Plant	1,500	
	Transportation	1,000	
	Food Services	1,200	
	Health Services	1,000	



MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation

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SHARED / OTHER

Requested Spaces			Proposed Spaces			Existing Spaces	
Bldg./Room No.	Notes	ASF	Bldg./Room No.	Notes	ASF	Bldg./Room No.	ASF
			Shared/Other				
			Lobby/Reception / "Bulldipen"		1300		
			Shared Workshop / Large Classroom		1200		
			Open Area Break Room	3 @ 150	450		
			Large Conference Room		450		
			Small Conference Room	2 @ 200	400		
					3800		

1 @ 300 SF.

Executive Summary 3

PERKINS
+ WILL

ADMISSIONS / RECORDS / EVALUATION / WELCOME CENTER / TESTING & ASSESSMENT

Requested Spaces			Proposed Spaces			Existing Spaces	
Bldg./Room No.	Notes	ASF	Bldg./Room No.	Notes	ASF	Bldg./Room No.	ASF
Admissions, Records, Evaluation, Welcome Center, Testing & Assessment			Admissions, Records, Evaluation, Welcome Center, Testing & Assessment			Admissions...	
Office (Admissions)		140	Office (Admissions)		140		
Storage Room (Admissions/Records)		100	Storage Room (Admissions/Records)		75		
Open Office (Admissions)		600	Open Office (Admissions)		600		
Conference Room		200	Conference Room (see Shared/Other)				
Reception Area		625	Reception Area (see Shared/Other)				
Open Office (Records)		700	Open Office (Records)		700		
Computer Lab (Self Serve Check-in)		150	Computer Lab (Self Serve Check-in)		150		
Shared Workshop - Large Classroom		1500	Shared Workshop - Large Classroom (see Shared/Other)				
Small Testing Rooms	4 @ 50	200	Small Testing Rooms	3 @ 50	150		
Testing Control Room		200	Testing Control Room		200		
Testing Lab	150 stations	3300	Testing Lab	80 stations	1760		
Storage Room (Testing)		100	Storage Room (Testing)		75		
Lobby (Welcome Center)		250	Lobby (Welcome Center) (see Shared/Other)				
Storage Room (Welcome Center)		100	Storage Room (Welcome Center)		75		
Workroom (Welcome Center)		140	Workroom (Welcome Center)		120		
Open Office (Welcome Center)		550	Open Office (Welcome Center)		550		
		8855			4585		3045

DIVISIBLE TO 40/40 OR 50/30

Executive Summary 4



MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation

FINANCIAL AID			PERKINS + WILL		
Requested Spaces			Proposed Spaces		
Bldg./Room No.	Notes	ASF	Bldg./Room No.	Notes	ASF
Financial Aid			Financial Aid		
Open Office (Veterans)		150	Open Office (Veterans)		150
Open Office (Financial Aid)		100	Open Office (Financial Aid)		100
Waiting Area		125	Waiting Area (see Shared/Other)		250
		375			
			Existing Spaces		
			Bldg./Room No.	ASF	
			Financial Aid		173

ADJUST TO VETERANS

Executive Summary

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COUNSELING / CAREER DEVELOPMENT / TRANSFER CENTER / INTL. STUDENT PROGRAM			PERKINS + WILL		
Requested Spaces			Proposed Spaces		
Bldg./Room No.	Notes	ASF	Bldg./Room No.	Notes	ASF
Counseling, Career Development, Transfer Center, International Student Program			Counseling, Career Development, Transfer Center, International Student Program		
Office (Counselors)	20 @ 100	2000	Office (Counselors)	18 @ 100	1800
Reception Area (Counseling)		300	Open Office (Counseling) (see Shared/Other for Reception)		200
Workroom/Storage (Counseling)		140	Workroom/Storage (Counseling) (TRANSFER CTR)		120
Office (Dean's Assistant)		100	Office (Dean's Assistant)		100
Office (Dean)		150	Office (Dean)		150
Reception/Open Office (International Student Program)	User Added	120	Reception/Open Office (International Student Program)	User Added	100
Office (International Student Program)		120	Office (International Student Program)		120
Lobby		250	Lobby (see Shared/Other)		
Resource Center (Transfer Center, Career Center, Job Placement, Intl Students)		800	Resource Center (Transfer Center, Career Center, Job Placement, Intl Students)		800
Shared Classroom		1500	Shared Classroom (see Shared/Other)		
Computer Lab (Transfer Center, Career Center, Job Placement)		330	Computer Lab (Transfer Center, Career Center, Job Placement)	15	330
Conference Room (Transfer Center, Career Center and Job Placement)	3 @ 120	360	Conference Room (Transfer Center, Career Center) (see Shared/Other)	3 @ 100	300
Large Conference Room (Transfer Center)	User Added	336	Large Conference Room (Transfer Center) (see Shared/Other)	User Added	
Office (Transfer Center, Career Center, Job Placement)	4 @ 100	400	Office (Transfer Center, Career Center, Job Placement)	3 @ 100	300
Reception Area (Transfer Center, Career Center, Job Placement)		250	Open Office (Transfer Center, Career Center, Job Placement)		125
Storage Room (Transfer Center, Career Center, Job Placement)		100	Storage Room (Transfer Center, Career Center, Job Placement)		75
		7356			4620

18
195 SF

Executive Summary

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MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation

Requested Spaces			Proposed Spaces			Existing Spaces	
Bldg./Room No.	Notes	ASF	Bldg./Room No.	Notes	ASF	Bldg./Room No.	ASF
DSPS/EOPS/Alternative Media			DSPS/EOPS/Alternative Media			DSPS/EOPS	
Conference Room		200	Conference Room (see Shared/Other)				
Office (Dean)		150	Office (Dean)		150		
Classroom (DSPS)		1020	Classroom (DSPS) (see Shared/Other)				
Office (DSPS Counselors/Specialists)	5 @ 100	500	Office (DSPS Counselors/Specialists)	5 @ 100	500		
DSPS Lobby		125	DSPS Lobby (see Shared/Other)				
Office (Classroom/Resource Lab)		120	Office (Classroom/Resource Lab)		120		
Reception Area (DSPS)		100	Open Office (DSPS)		100		
Resource Lab (DSPS)		180	Resource Lab (DSPS)		180		
Storage Room (DSPS)		100	Storage Room (DSPS)		75		
Small Testing Room (DSPS)		100	Small Testing Room (DSPS) (see Testing)		1000		
Office (EOPS Counselors)	15 @ 100	1500	Office (EOPS Counselors)	10 @ 100	1000		
Storage Room (EOPS Files)		100	Storage Room (EOPS Files)		75		
Lobby (EOPS)		125	Lobby (EOPS) (see Shared/Other)				
Reception Area (EOPS)		250	Open Office (EOPS) (see Shared/Other for Reception)		150		
Workroom (EOPS)		140	Workroom (Shared DSPS/EOPS) (ALT. MEDIA)		120		
		4710			2470		3710

OFFICE (ALT. MEDIA) 100?

15 for Bmt

Executive Summary

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Requested Spaces			Proposed Spaces			Existing Spaces	
Bldg./Room No.	Notes	ASF	Bldg./Room No.	Notes	ASF	Bldg./Room No.	ASF
Pre-College Programs (TRIO, Upward Bound, ETS)			Pre-College Programs (TRIO, Upward Bound, ETS)			Pre-College	
Conference Room		200	Conference Room (see Shared/Other)				
Lobby		125	Lobby (see Shared/Other)				
Office (Director)		150	Office (Director)		150		
Open Office		400	Open Office		400		
Storage Room		100	Storage Room		75		
Workroom		140	Workroom		120		
Storage Room	User Added	100	Storage Room	User Added	75		
Storage Room	User Added	100	Storage Room	User Added	75		
		1315			895		965

Executive Summary

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MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation

STUDENT SUCCESS, SSS (TRIO), SPECIAL PROJECTS, TUTORING			PERKINS + WILL		
Requested Spaces			Proposed Spaces		
Bldg./Room No.	Notes	ASF	Bldg./Room No.	Notes	ASF
Student Success, SSS (TRIO), Special Projects, Tutoring			Student Success, SSS (TRIO), Special Projects, Tutoring		
Storage Room (Shared TRIO and Tutoring)		400	Storage Room (Shared TRIO and Tutoring)		240
Open Office/Reception Area (Student Success)		100	Open Office/Reception Area (Student Success)		100
Student Success Office (Administrative Assistant to Director)		100	Student Success Office (Administrative Assistant to Director)		100
Student Success Office (Director)		150	Student Success Office (Director)		150
Storage Room (Student Success)		100	TRIO Center	User Added	220
TRIO Center	User Added	220	Computer Lab (Shared within department)		550
Computer Lab (Shared)		550	Office (Counselor(s) Program Rep. Title V)	4 @ 100	400
Office (Counselor(s) Program Rep. Title V)	4 @ 100	400	Open Office (Trio)		125
Reception Area (Trio)		200	Open Office (TRIO Support Staff) (see TRIO Center)		
Open Office (TRIO Support Staff)		100	Office (Tutoring Center Coordinator)		100
Office (Tutoring Center Coordinator)		100	Study Room (Tutoring Center)	4 @ 50	200
Study Room (Tutoring Center)	4 @ 50	200	Tutoring Center		880
Tutoring Center		880	Open Office (Tutoring Support Staff)		100
Open Office (Tutoring Support Staff)		100	Reception Area (Tutoring Center) (see Shared/Other)		
Reception Area (Tutoring Center)		125			3185
		3725			
Existing Spaces			Existing Spaces		
Bldg./Room No.	Notes	ASF	Bldg./Room No.	Notes	ASF
Student Success...			Student Success...		
					3387

Executive Summary

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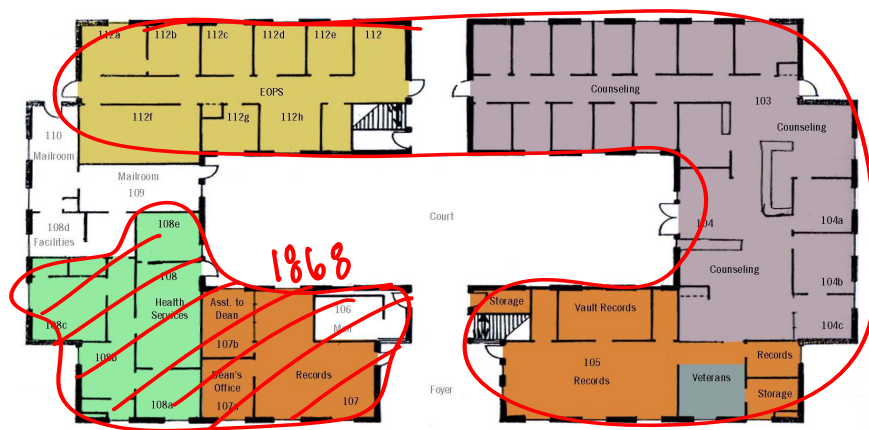
HEALTH SERVICES			PERKINS + WILL		
Requested Spaces			Proposed Spaces		
Bldg./Room No.	Notes	ASF	Bldg./Room No.	Notes	ASF
Health Services			Health Services		
Cot Room		150	Cot Room		80
Cot Room	User Added	150	Cot Room	User Added	80
Exam Room	3 @ 100	300	Exam Room	3 @ 100	300
Lab		60	Lab		60
Lobby/Waiting Room		250	Lobby/Waiting Room		125
Medroom/Storage		400	Medroom/Storage		120
Nursing Station		500	Nursing Station		500
Office (Directors)	3 @ 150	450	Office (Director)		150
Reception Area		125	Office (Standard)	2 @ 100	200
Rest Room		60	Reception Area		125
Utility Room (Soiled Equipment)		65	Rest Room		60
Storage Room		100	Utility Room (Soiled Equipment)		65
		2610	Storage Room		75
					1940
					1084

Executive Summary

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Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation

PERKINS
+ WILL



First Floor

11

PERKINS
+ WILL



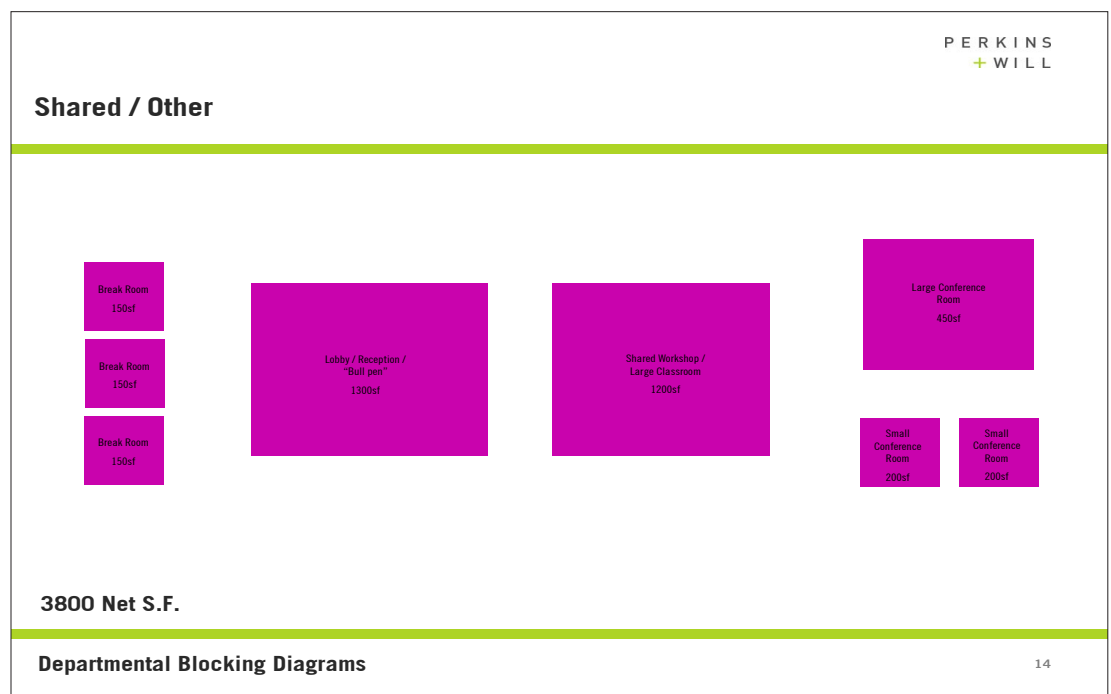
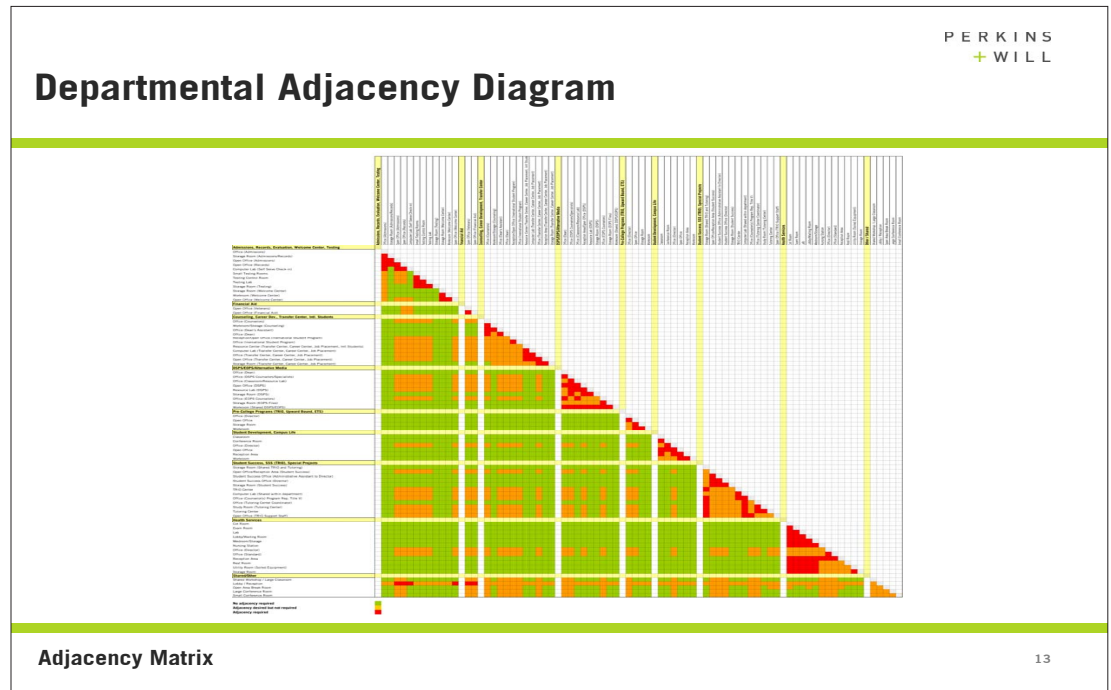
Second Floor

12



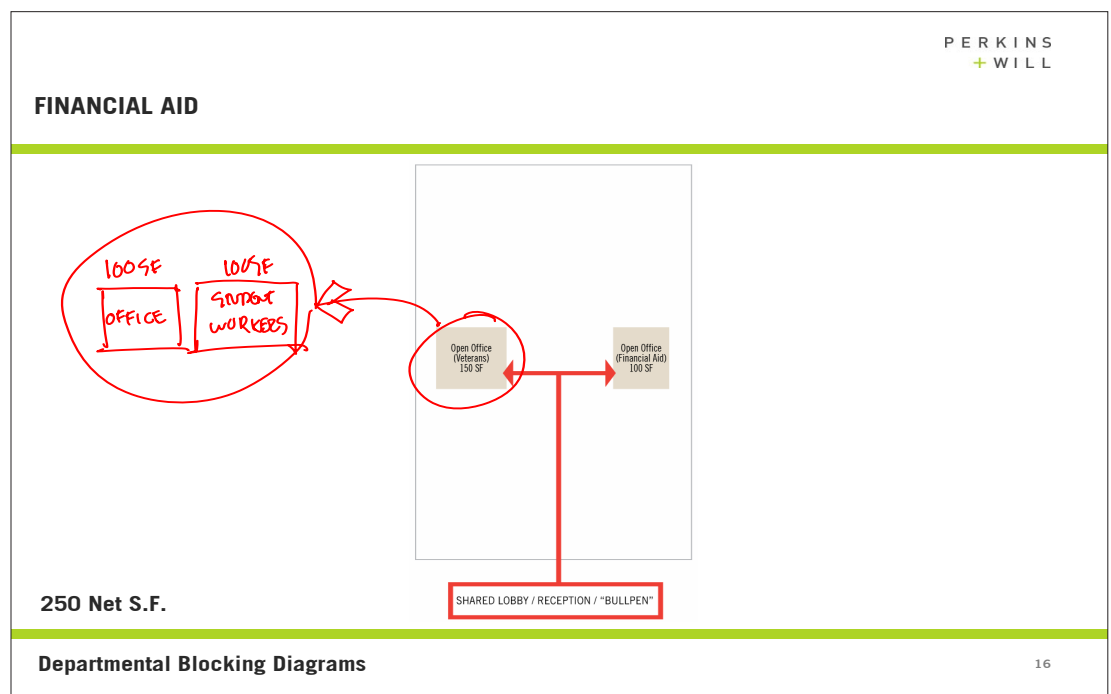
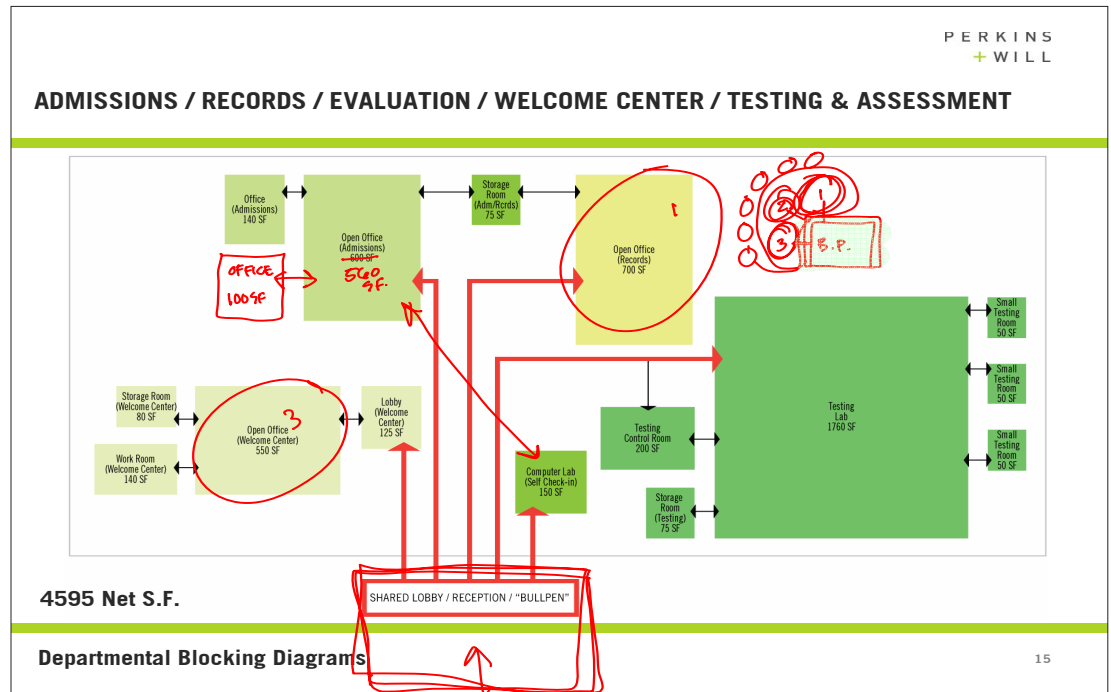
MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation



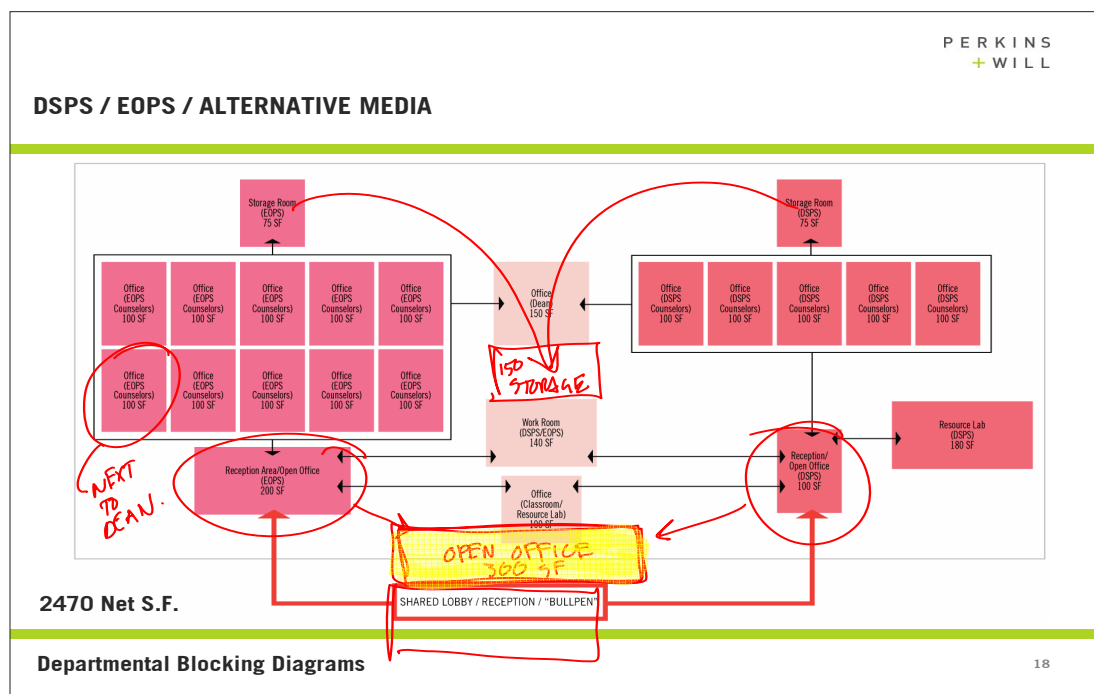
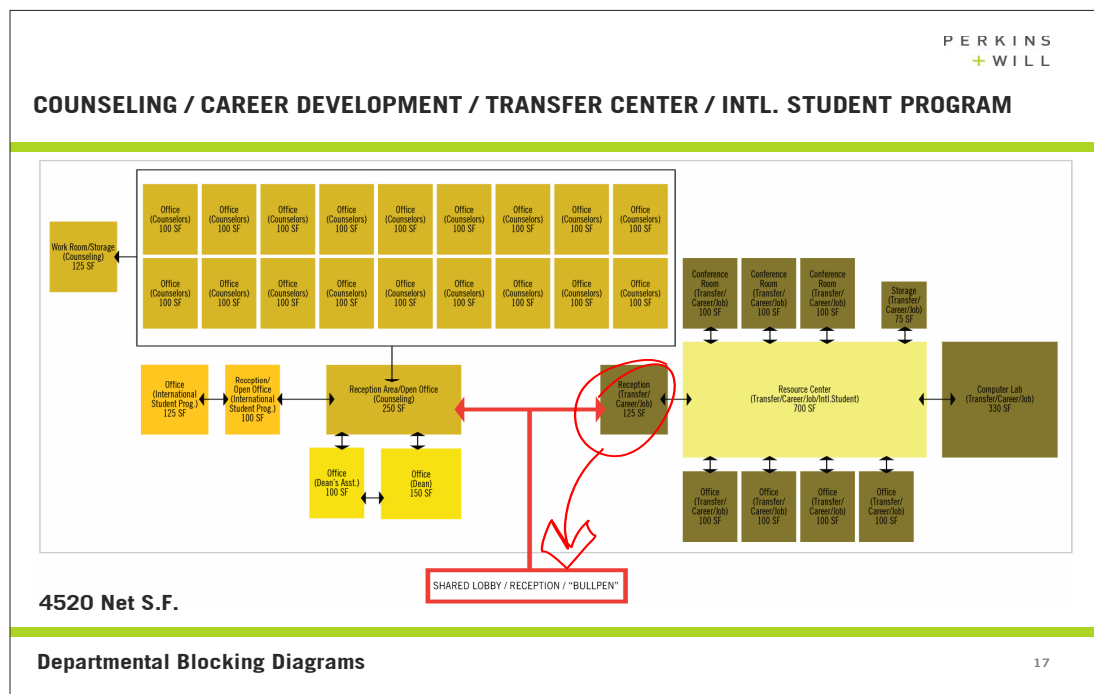
MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation



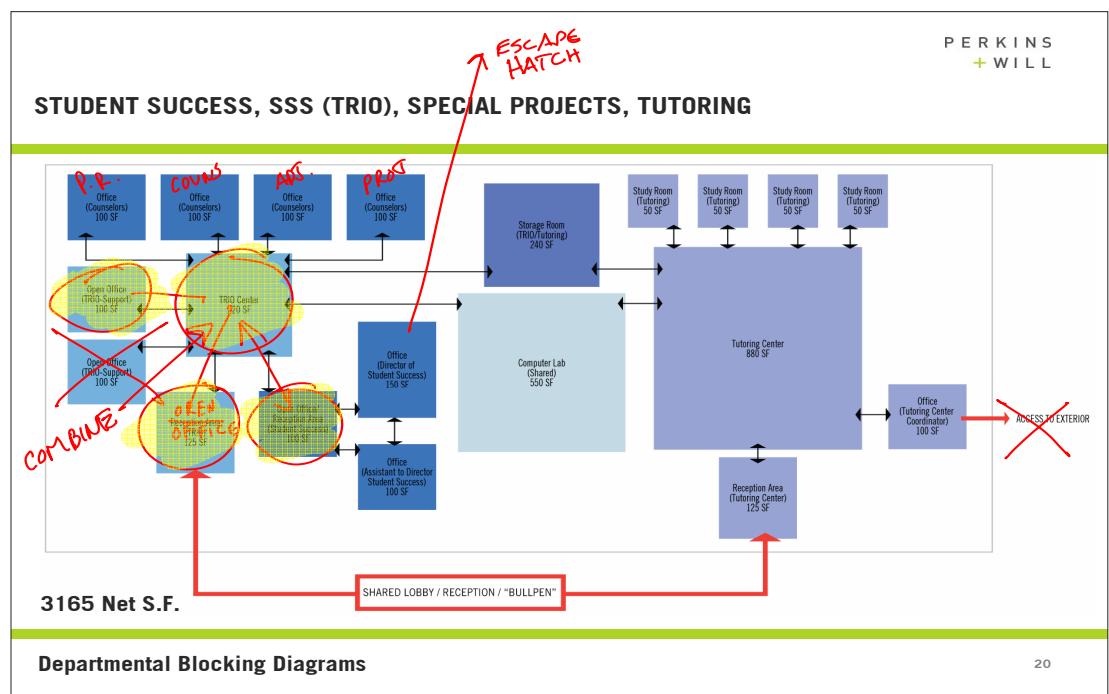
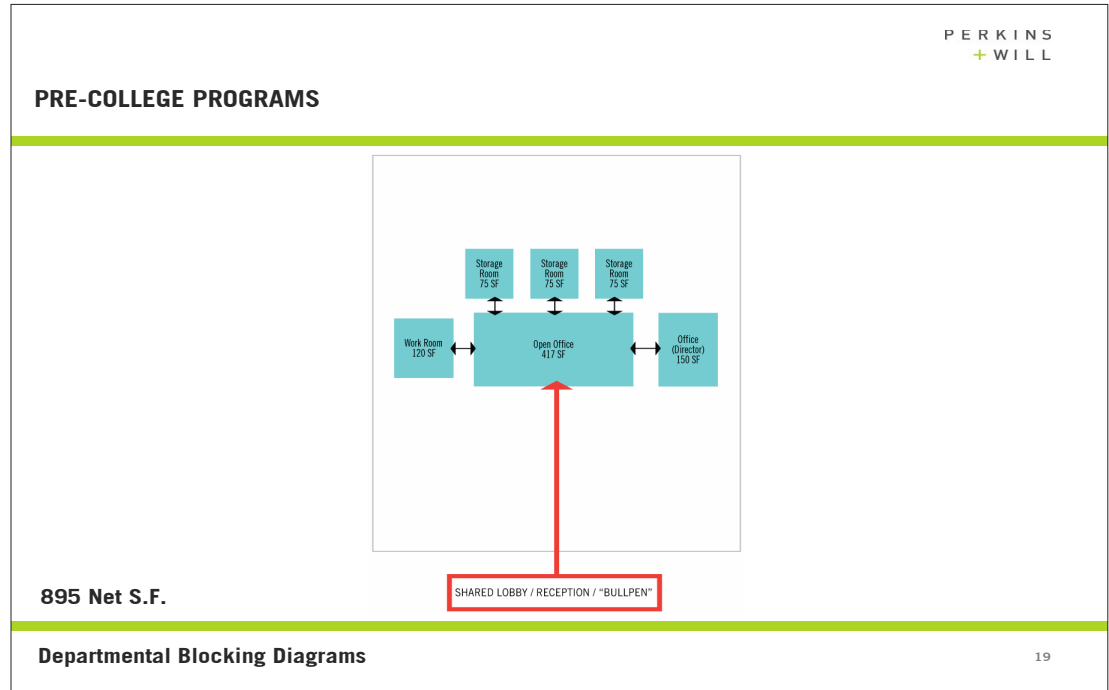
MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation



MEETING MINUTES

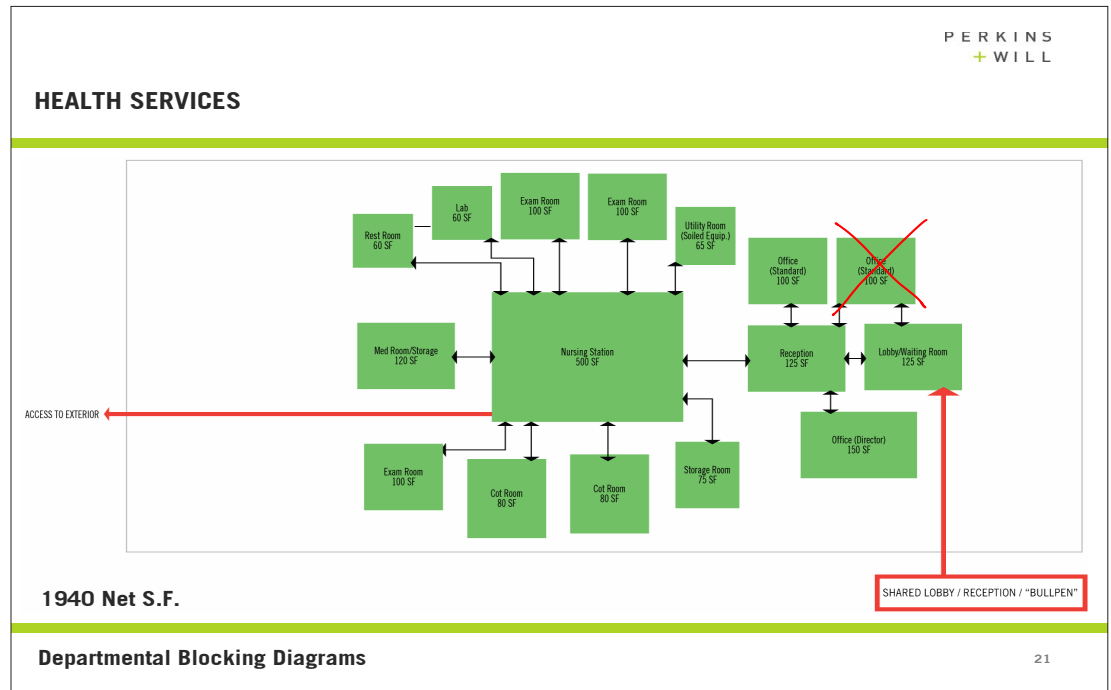
Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation





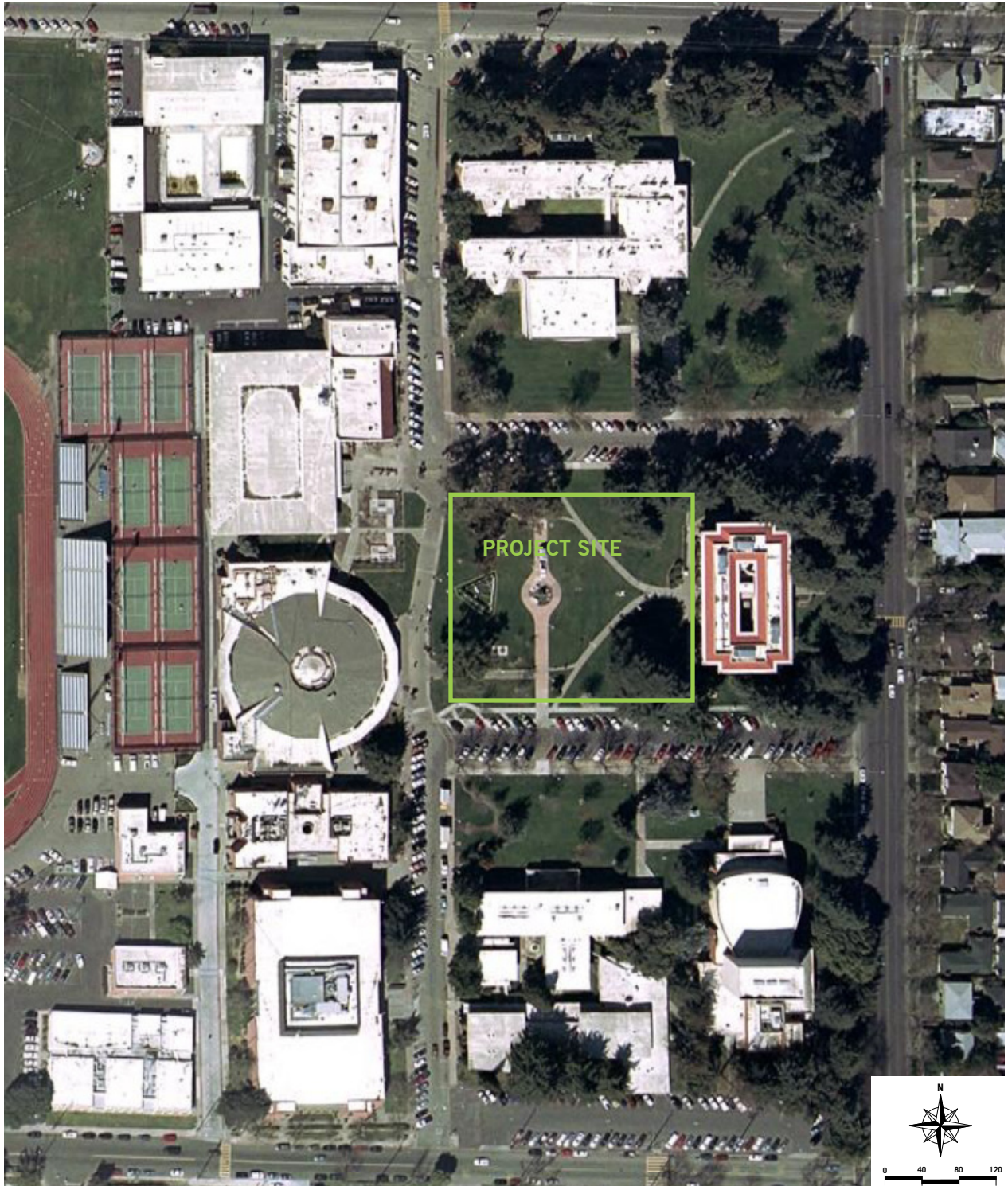
MEETING MINUTES

Tuesday, October 23, 2007: Programming Phase Meeting 3: PowerPoint Presentation



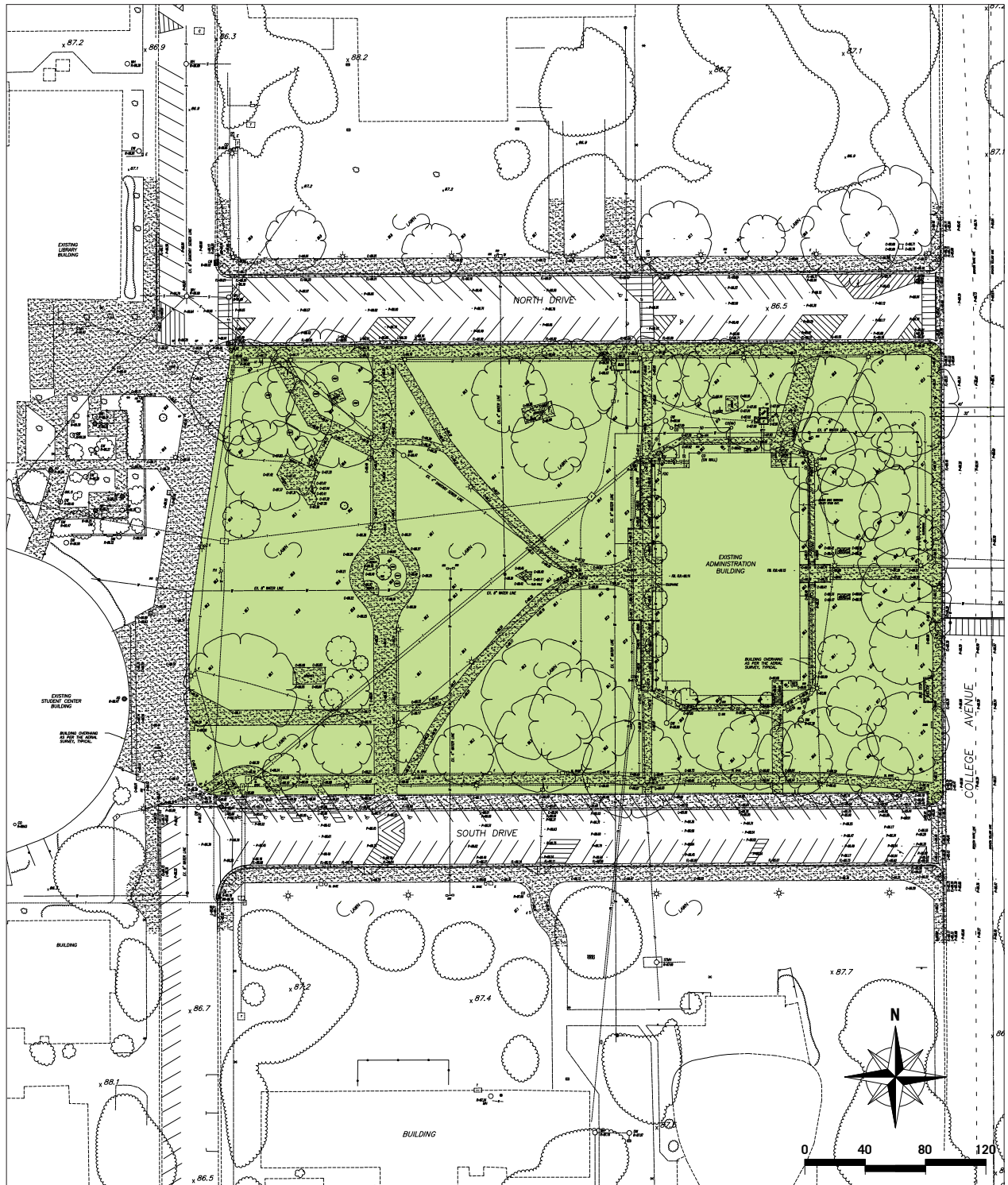


AERIAL PHOTO





SITE SURVEY





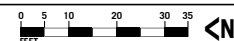
FACILITIES FLOORPLANS



FOUNDERS HALL: SECOND FLOOR

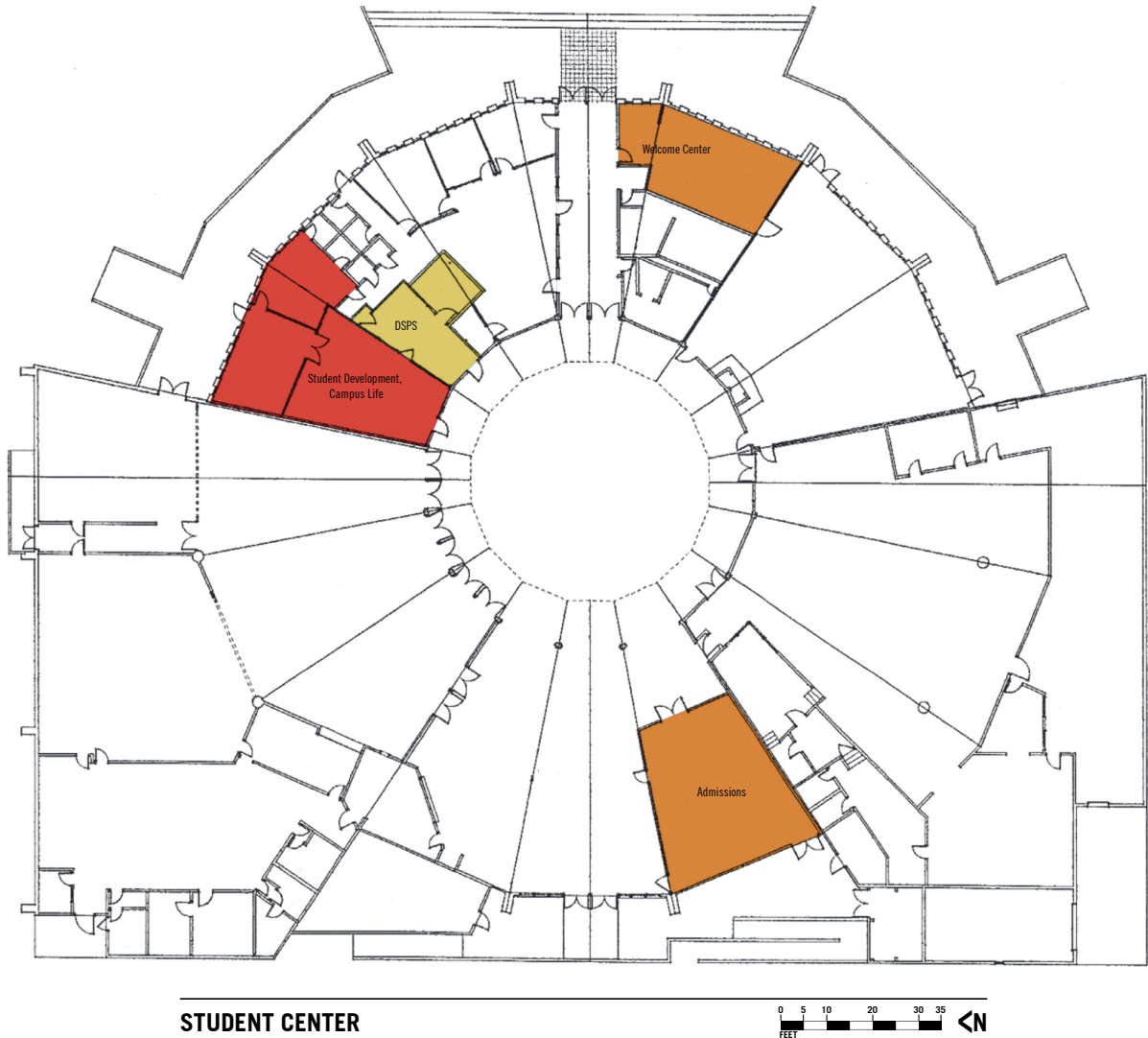


CLASSROOM ANNEX & JOURNALISM





FACILITIES FLOORPLANS



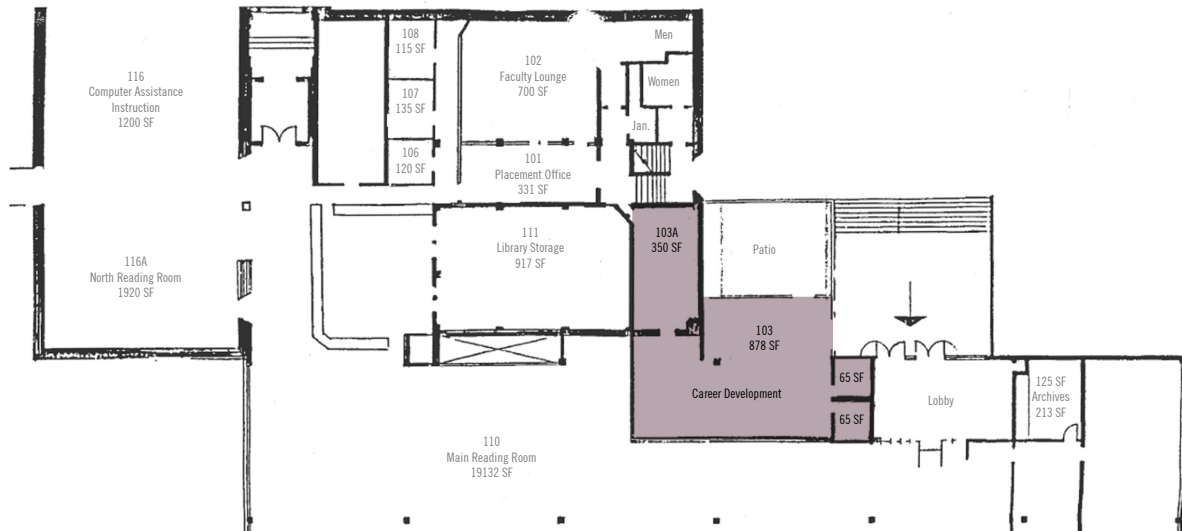


FACILITIES FLOORPLANS

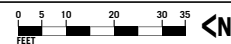




FACILITIES FLOORPLANS



LIBRARY: FIRST FLOOR



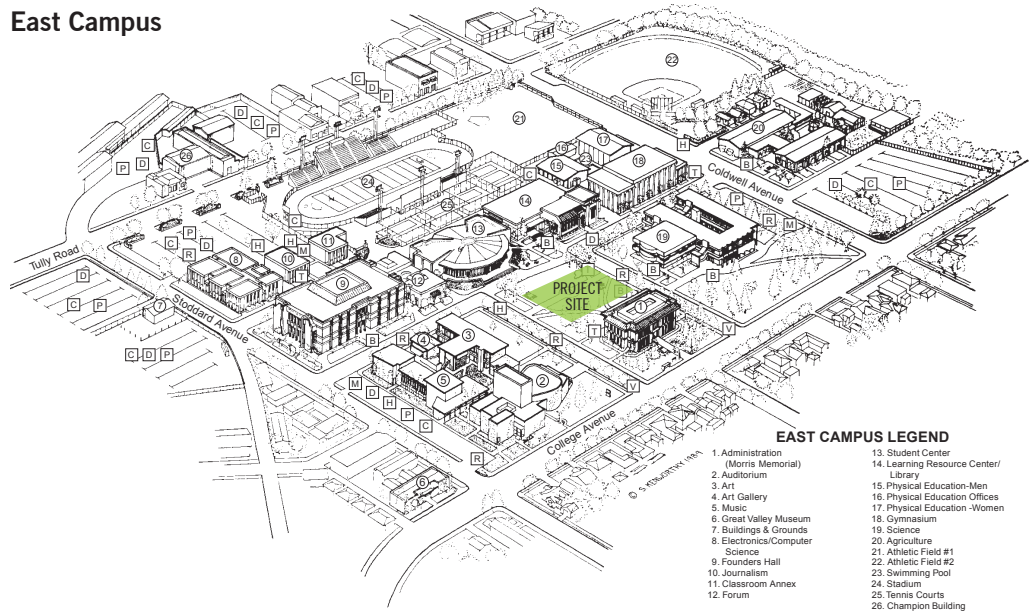
LIBRARY: BASEMENT



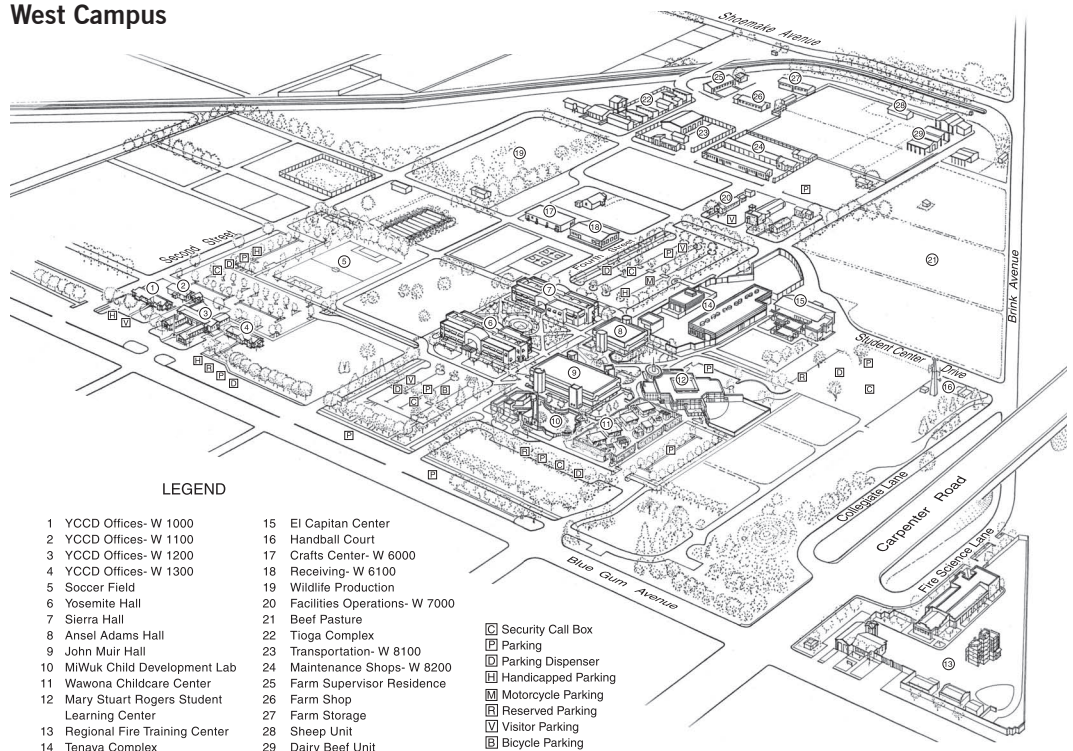


CAMPUS DIAGRAMS

East Campus



West Campus





EAST CAMPUS PHOTOGRAPHS





EAST CAMPUS PHOTOGRAPHS





EAST CAMPUS PHOTOGRAPHS

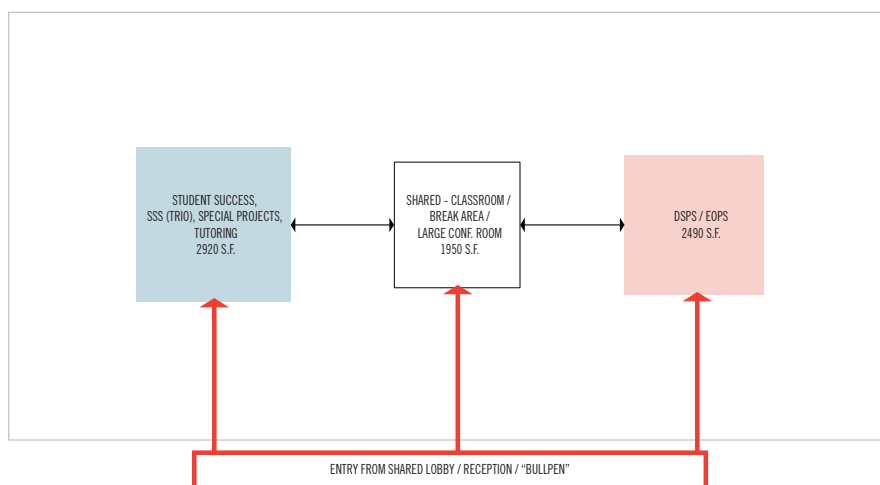




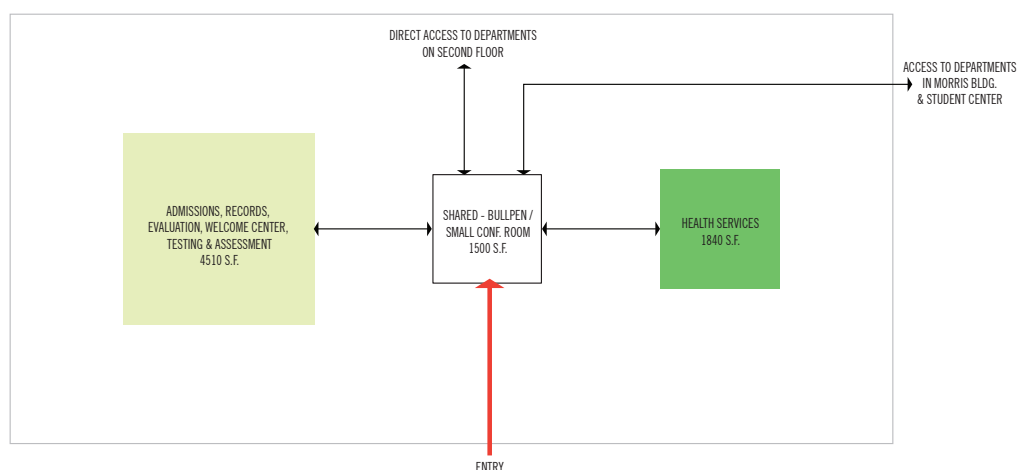
COMPREHENSIVE ADJACENCIES

Student Services Building

2ND
FLOOR



1ST
FLOOR



Program

The facility is planned as a "One Stop Shop" Student Services Building that maximizes efficiency and openness. The above diagram depicts all program spaces within the Student Services Building.

Planned Uses

This facility will function as the student services center for the Campus, one of two for the College. It includes spaces for student interaction with supporting staff and encompasses services that students need to "Start, Stay and Leave" successfully.

Special Considerations

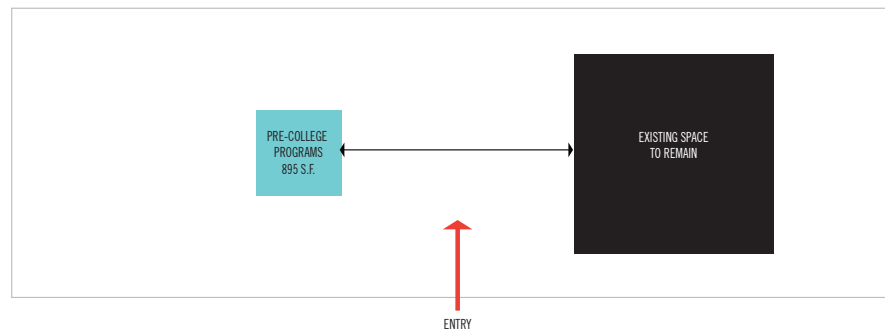
Facility staffing will be such that a shared control point for the building is crucial to the ability for the building to stay open after regular business hours. Health Services must be on the First Floor to facilitate its use. All parts of the building should comply with universal design standards.



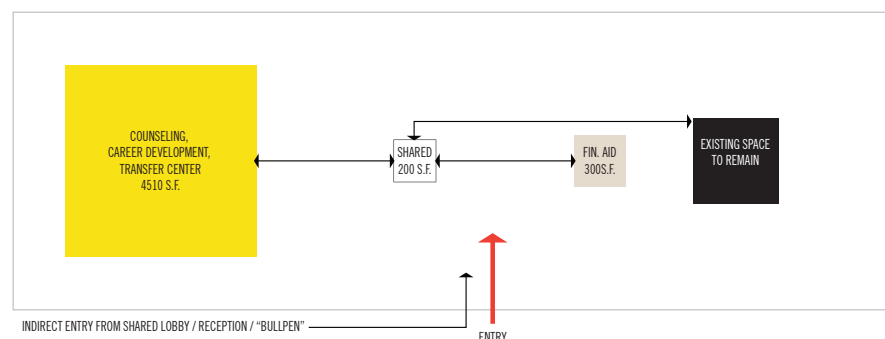
COMPREHENSIVE ADJACENCIES

Morris Memorial Building

2ND
FLOOR



1ST
FLOOR



Program

The facility is planned as a Student Service and Administrative Office Building, and the renovated facility will be similarly programmed. The above diagram depicts the Student Service related spaces.

Planned Uses

This existing facility houses Student Service related functions on the First Floor and a portion of the Second Floor, and offices for administration on the Second Floor. The renovation will maintain Student Service functions on the First Floor and a portion of the Second Floor, but redesigned as required. Administration offices will be considered existing to remain, and are not a part of this program

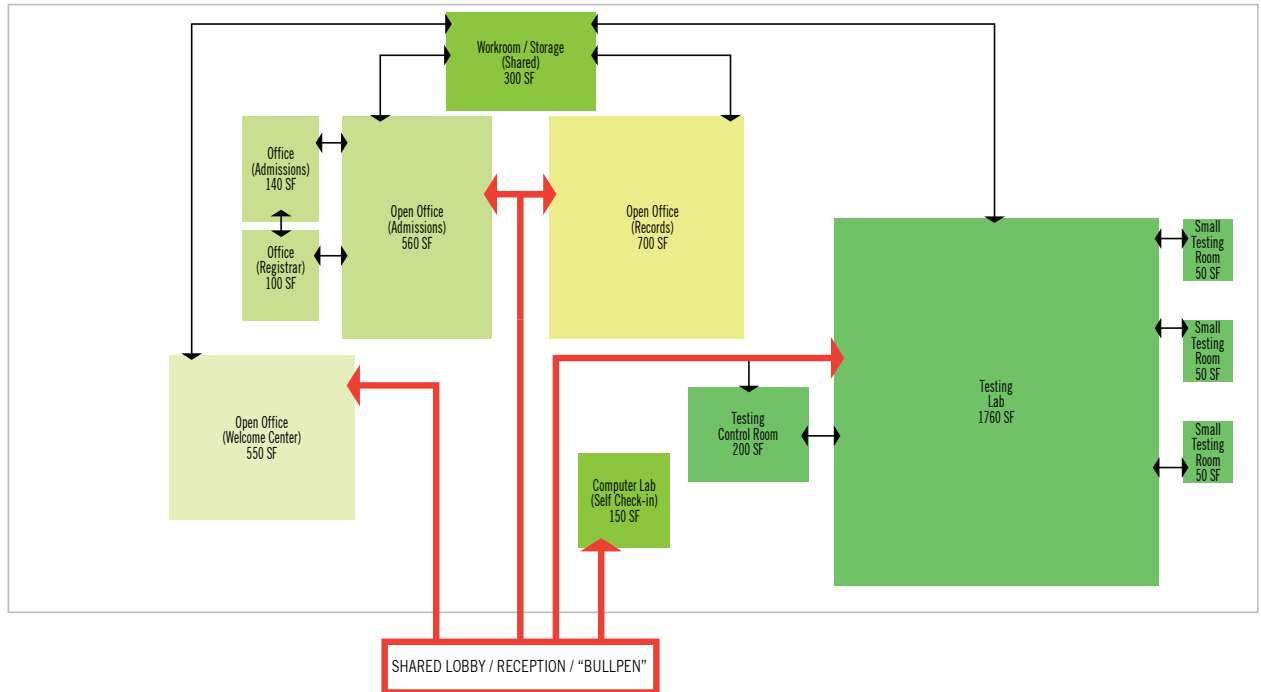
Special Considerations

Budgetary requirements dictate that a minimum portion of the construction cost be spent on the renovation of this facility. Therefore, inserted program must be able to fit within the existing wall configurations as much as possible and require a minimum amount of plumbing and electrical work.



DEPARTMENTAL ADJACENCIES

Admissions, Records, Evaluation, Welcome Center, Testing & Assessment



Program

The Admissions, Records, Evaluation, Welcome Center, Testing & Assessment departments offer student orientation, student testing and evaluation, student admissions and enrollment services, and student records requests for the Modesto Junior College.

Planned Uses

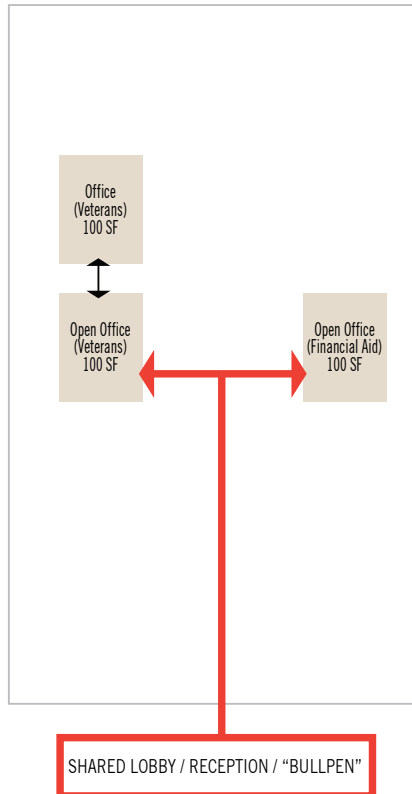
These departments handle administration of incoming and outgoing MJC students throughout the school year. The majority of these spaces are office environments with most utilizing an open office strategy.

Special Considerations

The Welcome Center and the Computer Lab (Self Check-in) should be located near the main entry to the building. Testing will need access during off-hours (nights and weekends). Records and Admissions open offices should be close to accommodate evening shifts. Testing will need own lobby if separated from Bullpen and own storage if separated from rest of department.

DEPARTMENTAL ADJACENCIES

Financial Aid



Program

The Financial Aid department offers financial aid processing and administration for students of the Modesto Junior College East campus.

Planned Uses

These offices will help process and administer the financial aid requirements of MJC students. The Veterans component will help with GI Bill information and form completion services for veterans.

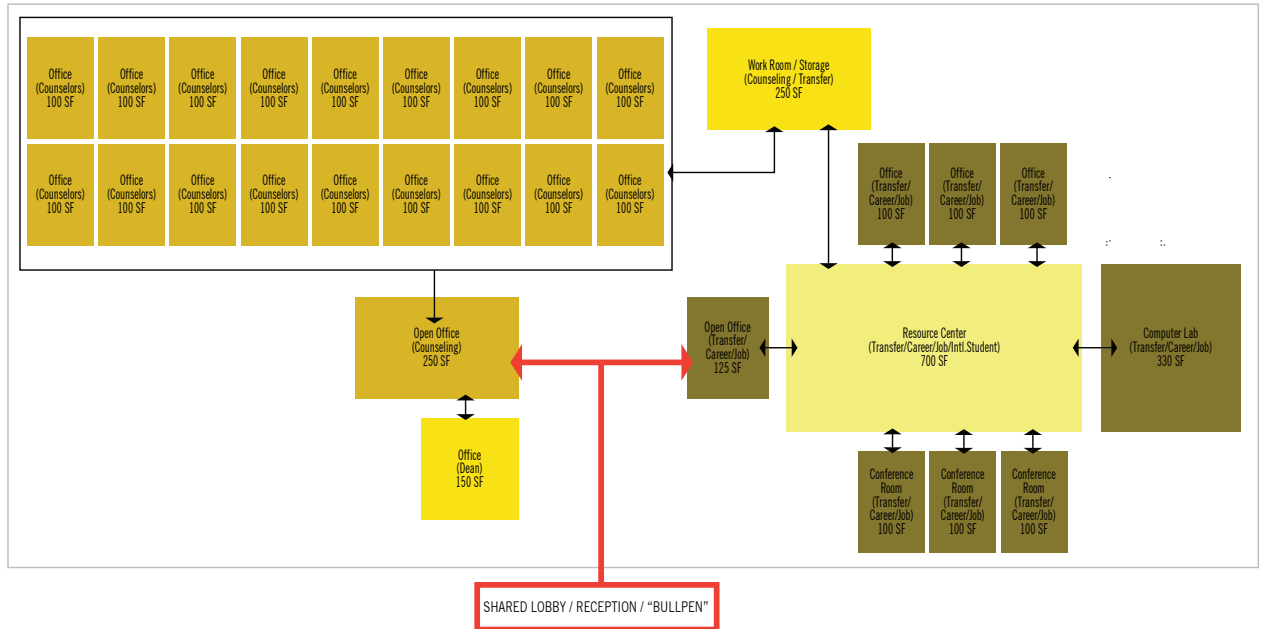
Special Considerations

The Veterans component will need to be close to Counseling. The Financial Aid component will need to be close to Admissions and Records. First floor location would be preferable for this department.



DEPARTMENTAL ADJACENCIES

Counseling, Career Development, Transfer Center, International Student Program



Program

The Counseling, Career Development, Transfer Center, International Student Program departments offer career and academic guidance for students of the Modesto Junior College East campus.

Planned Uses

Career counseling services for students will be located in this space. Academic counseling and guidance will be located here as well. A Transfer Center will help accommodate the needs of incoming high school students and students continuing on with their academic career.

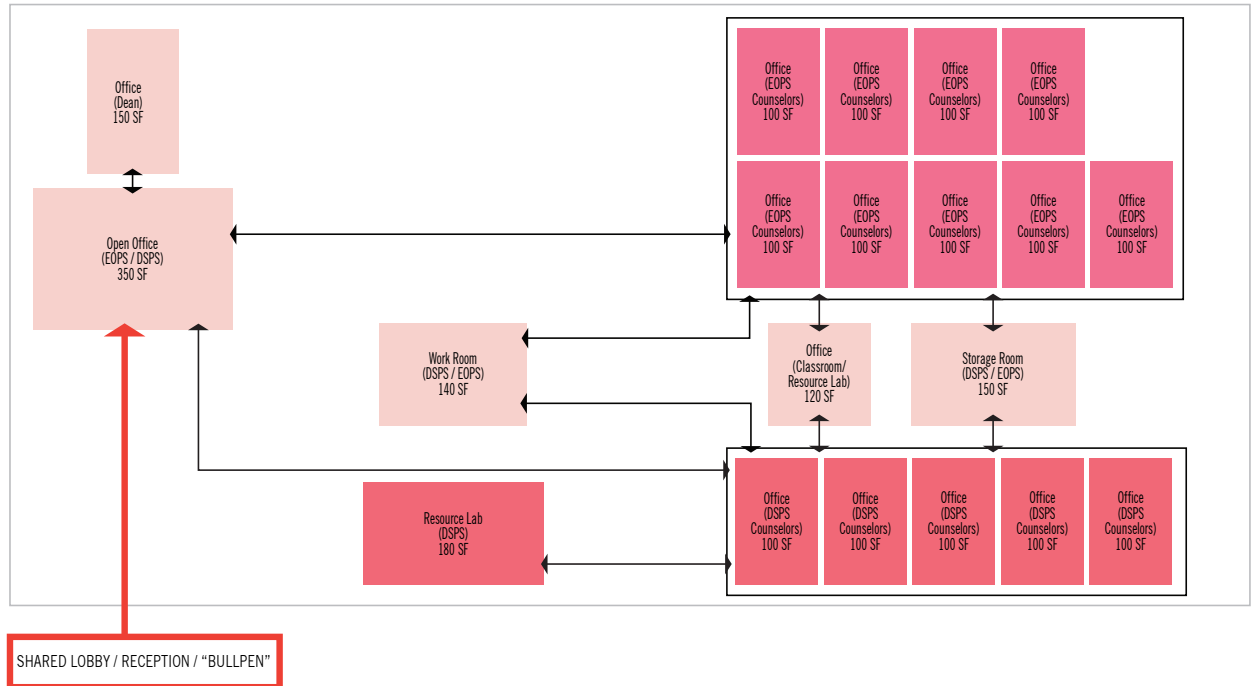
Special Considerations

A large number of private offices are necessary for private consultations and guidance. Transfer Center and Computer Lab will require spaces for literature and reference materials. Career Development and Transfer Center will need own lobby and check-in if separated from Bullpen.



DEPARTMENTAL ADJACENCIES

DSPS/EOPS/Alternative Media



Program

The DSPS/EOPS departments offer guidance and counseling services for students with disabilities and serve as a resource for EOPS and CARE programs at MJC.

Planned Uses

These departments will share a workroom for students and counselors. A resource lab will be available for students participating in DSPS, EOPS, and CARE programs.

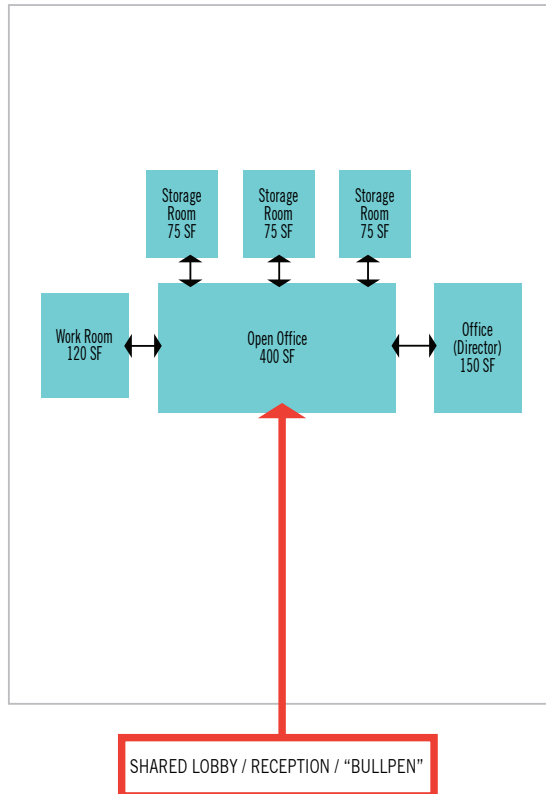
Special Considerations

The Alternative Media will be located in the former Admissions space in the Student Center. DSPS and EOPS should be close to Financial Aid.



DEPARTMENTAL ADJACENCIES

Pre-College Programs (TRIO, Upward Bound, ETS)



Program

The Pre-College Programs (TRIO, Upward Bound, ETS) department offers resources, guidance, and administration services for incoming students to Modesto Junior College.

Planned Uses

These spaces consist of closed and open offices and storage for student records and archives.

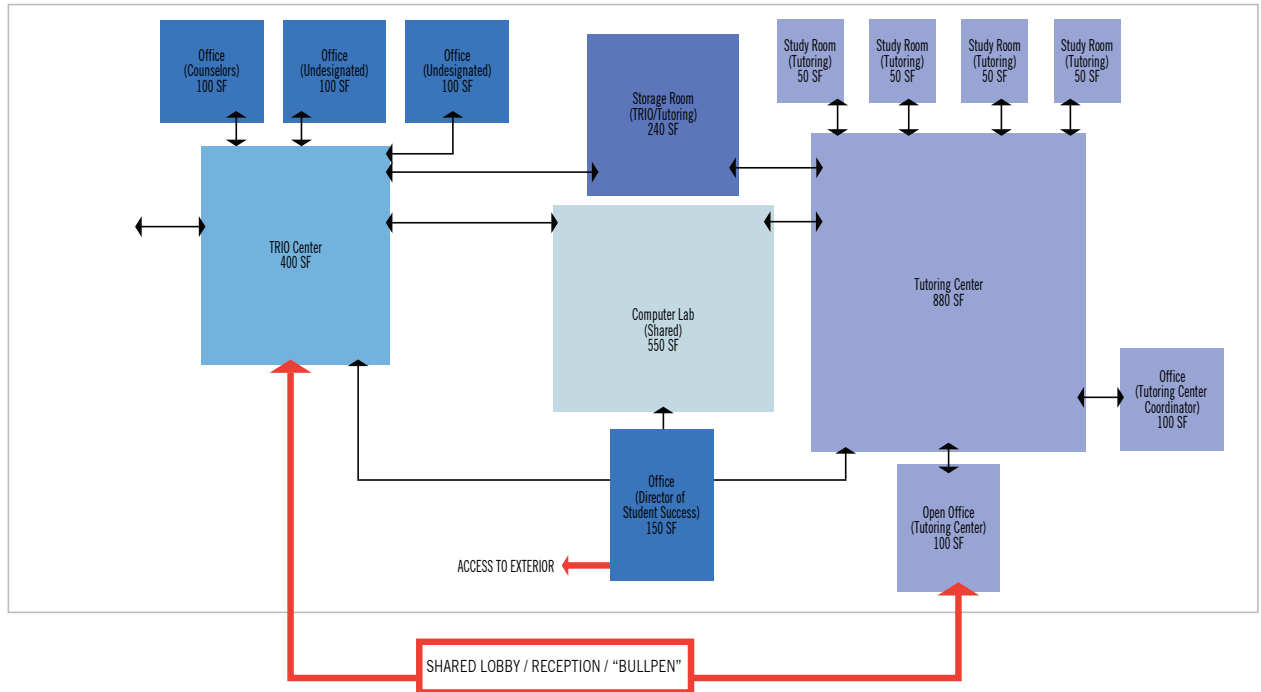
Special Considerations

This department will remain in its current location within the Morris Memorial Building.



DEPARTMENTAL ADJACENCIES

Student Success, SSS (TRIO), Special Projects, Tutoring



Program

The Student Success, SSS (TRIO), Special Projects, Tutoring departments offer academic tutoring services and resources for TRIO and student success programs at MJC.

Planned Uses

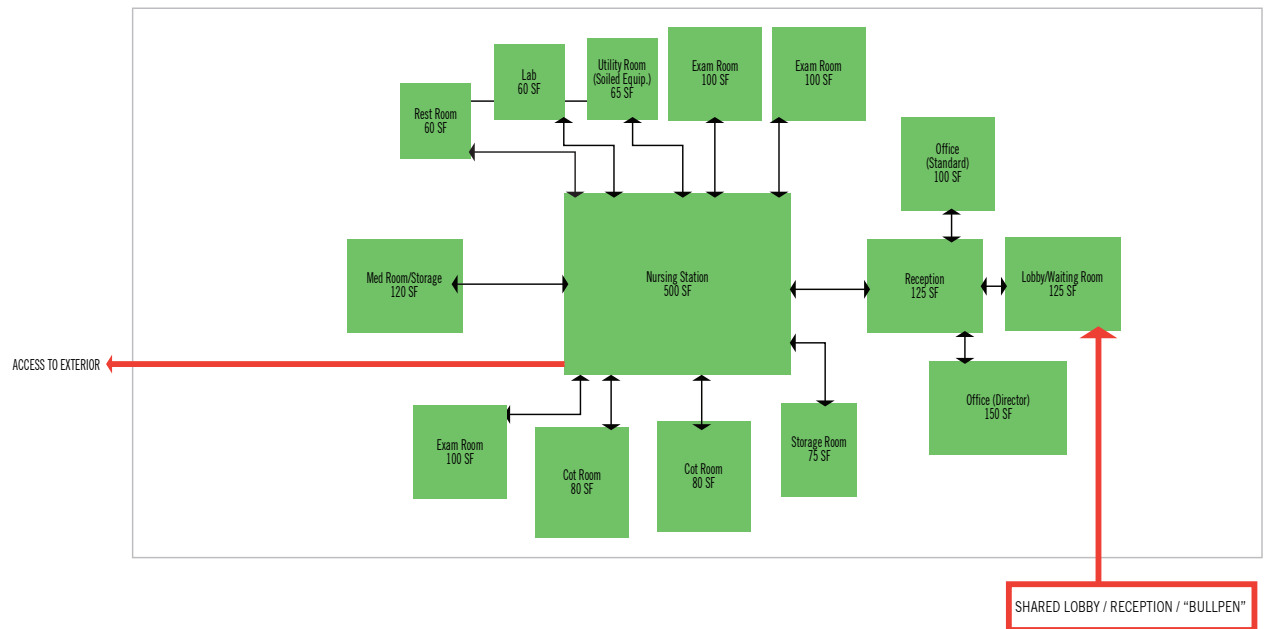
A large computer lab and tutoring center with individual study rooms will be available to students of Modesto Junior College. These resources are shared between the components of this department.

Special Considerations

The Director's office needs an "escape hatch" and direct line of supervision to Centers and Lab. These departments deal with security issues and need a lockable storage area for confidential documents.

DEPARTMENTAL ADJACENCIES

Health Services



Program

The Health Services department offers health services to the students and faculty of Modesto Junior College East Campus.

Planned Uses

The department is used for student exams and physicals. Faculty members sometimes use the center as well.

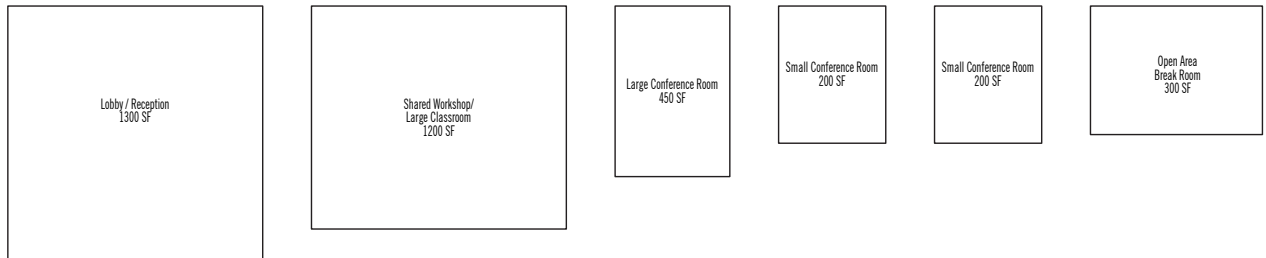
Special Considerations

The department needs to be on the first floor to facilitate its use. EMT entrance/exit to/from the exam rooms and vehicular access for waste are required.



DEPARTMENTAL ADJACENCIES

Shared/Other



Program

The Shared/Other spaces consists of a large classroom/workshop, large and small conference rooms, a faculty break room, and the main lobby space known as “The Bullpen”.

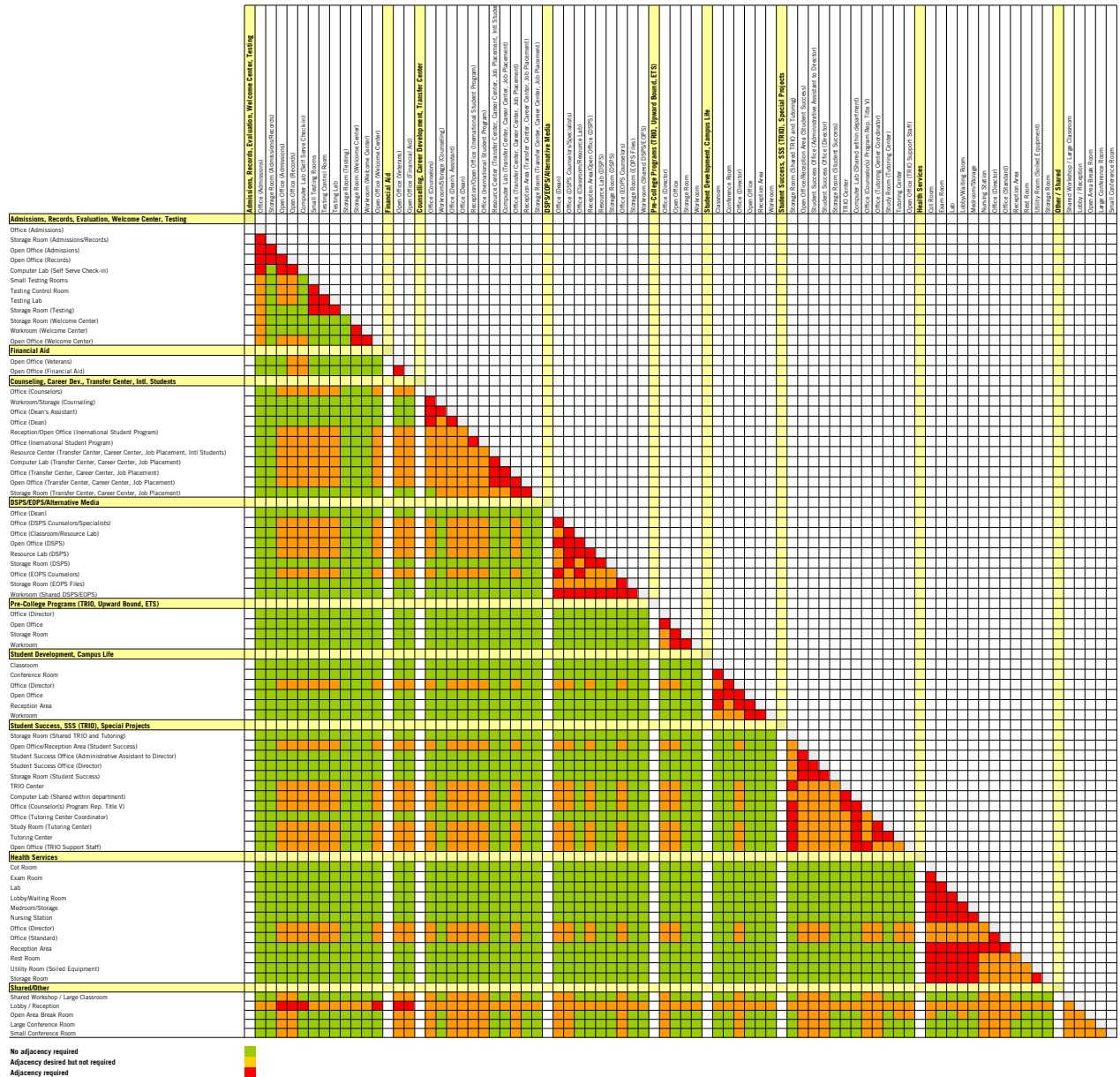
Planned Uses

The Bullpen will serve all the Student Services departments and will serve as a flexible lobby and reception area. Faculty meetings and some student seminars will be held in the conference rooms. The workshop and classroom will be shared by all departments within Student Services.

Special Considerations

The shared workshop/classroom will need to be configured to be divided into two smaller rooms when necessary.

ADJACENCY MATRIX



Adjacency Matrix

A graphic representation of intra- and inter-departmental room adjacency requirements. Red represents required adjacencies, yellow represents desired adjacencies, and green represents no adjacency required.



SPACE STANDARDS

Classroom Standards

Small Classroom (35 pupils) @ 20 sf/pp = 700 SF

Medium Classroom (50 pupils) @ 17 sf/pp = 850 SF

Large Classroom (70 pupils) @ 15 sf/pp = 1050 SF

Note: State Standards = 15ASF/station

Reference: California Code of Regulations, Title 5, Section 57028

Planning For Individual Offices

There are no adopted State standards related to the size of individual offices. Districts find it necessary to develop “local” office space standards to assure consistency while working within the aggregate allocation of space allowed by the State. An example of such a set of standards shows how much space is deemed appropriate for the type of occupant. It is important to emphasize that each district is and should be free to develop the standards that fit its local circumstances.

Office Standards For Planning Purposes

Deans / Directors 150 SF

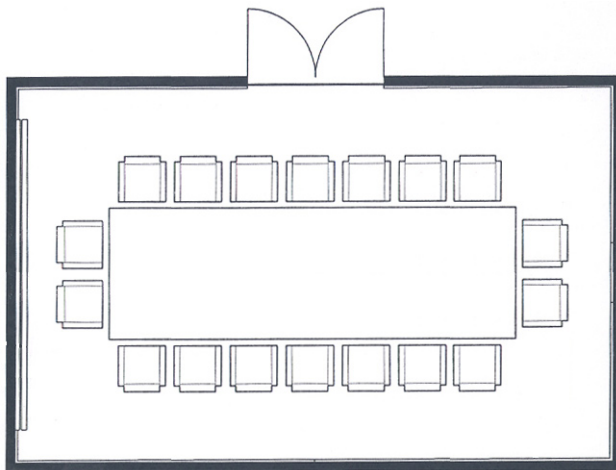
Counselors 100 SF

Conference Room (5-10 persons) ~200 SF

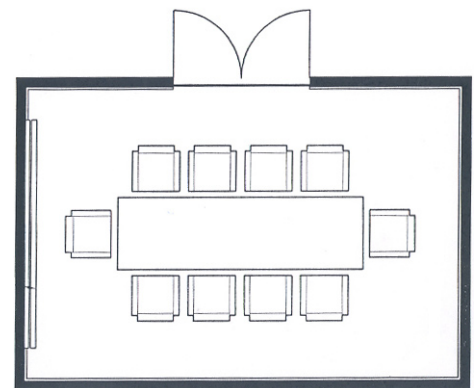
Conference Room (15-20 persons) ~450 SF

Open Office Workstations 48 SF

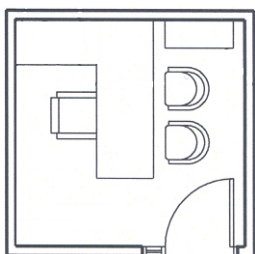
Testing / Lab Workstations 22 SF



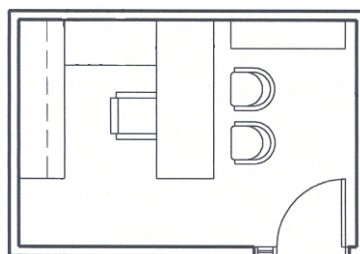
Large Conference Room: 450 SF



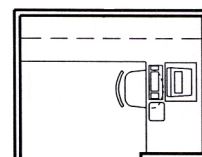
Small Conference Room: 200 SF



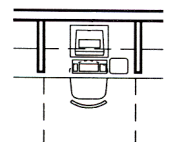
Office: 100 SF



Dean / Director Office: 150 SF



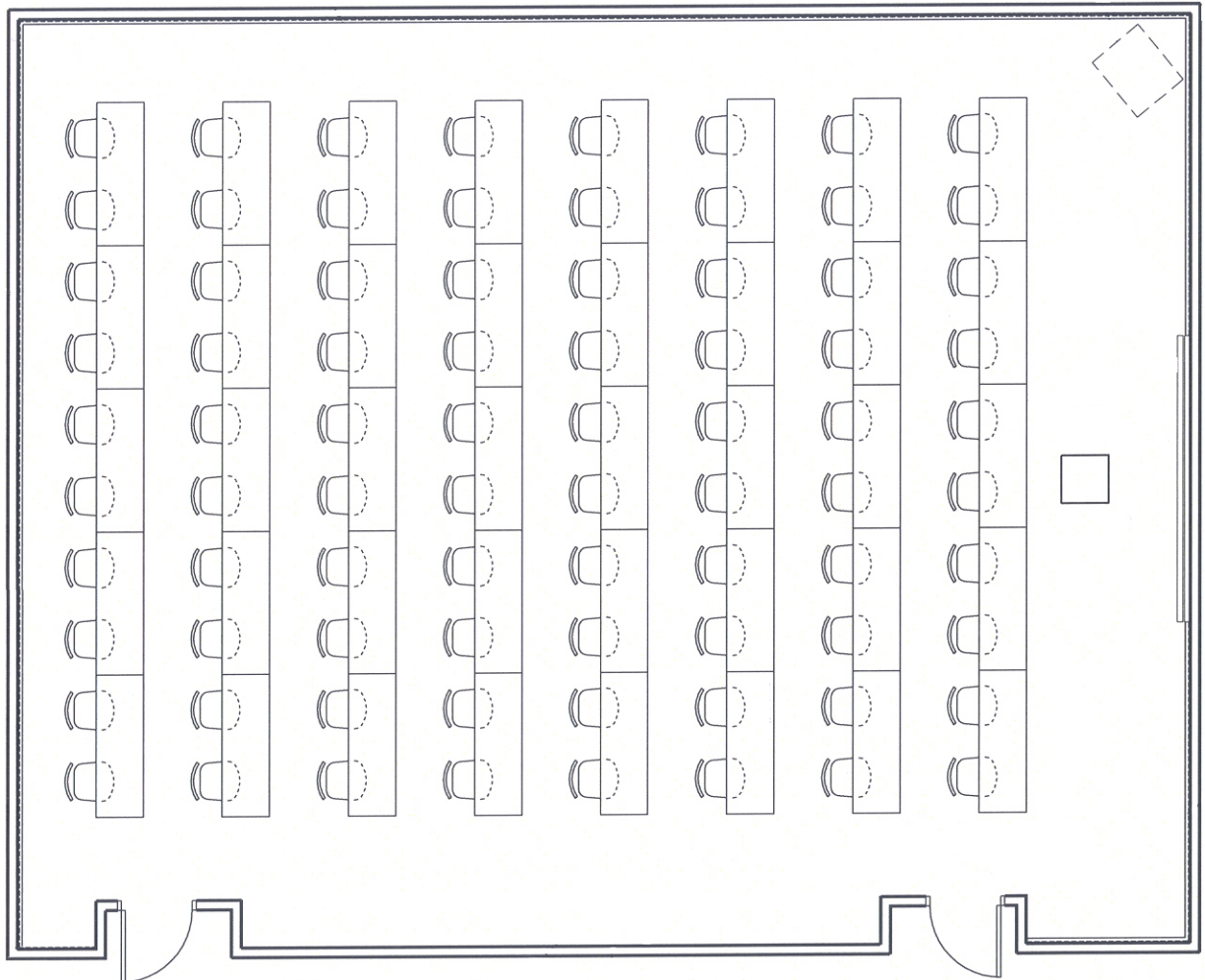
Open Office WS: 48 SF



Testing WS: 22 SF



SPACE STANDARDS



Shared Workshop / Large Classroom: 1200 SF



MASTER PLAN SPACE STANDARDS

RECOMMENDED EDUCATIONAL PROGRAM AND SPACE STANDARDS

CLASSROOM STANDARDS

Small Classroom (35-pupils) @ 20 sf/pp = 700 SF
Medium Classroom (50-pupils) @ 17 sf/pp = 850 SF
Large Classroom (70-pupils) @ 15 sf/pp = 1,050 SF
Note: State Standards = 15ASF/station

LABORATORY STANDARDS

TAXONOMY	SUBJECT GROUP	ASF/100 WSCH	ASF per STATION
0100	Agriculture and Nature Resources	492	115
0115	Agricultural & Forestry Power/Machinery	856	200
0200	Architecture and Environmental Design	257	60
0400	Biological Sciences	235	55
0500	Business and Management	128	30
0600	Communications	214	50
0700	Computer and Information Science	171	40
0800	Education	321	75
0936	Printing and Lithography	342	80
0937	Tool and Machine	385	90
0945	Mechanical Technology	556	130
0947	Diesel Technology	856	200
0948	Automotive Technology	856	200
0950	Aeronautical and Aviation Technology	749	175
0952	Construction Crafts/Trades Technology	749	175
0954	Chemical Technology	556	130
0956	Industrial Technology	285	90
All other 900s	(Engineering)	321	75
1000	Fine and Applied arts	257	60
1100	Foreign Language	150	35
1200	Health Services	214	50
1300	Consumer Education/Home Economics	257	60
1400	Law	150	35
1500	Humanities	150	35
1700	Mathematics	150	35
1800	Military Studies	214	50
1900	Physical Sciences	257	60
2000	Psychology	150	35
2100	Public Affairs and Service	214	50
2200	Social Sciences	150	35
3000	Commercial Services	214	50
4900	Interdisciplinary	257	60

Reference: California Code of Regulations, Title 5, Section 57028



MASTER PLAN SPACE STANDARDS

PLANNING for INDIVIDUAL OFFICE SPACES

There are no adopted State standards related to the size of individual offices. Districts find it necessary to develop "local" office space standards to assure consistency while working within the aggregate allocation of space allowed by the State. An example of such a set of standards shows how much space is deemed appropriate for the type of occupant. It is important to emphasize that each district is and should be free to develop the standards that fit its local circumstances

OFFICE STANDARDS FOR PLANNING PURPOSES

<u>Occupant</u>	<u>Net Assignable Square Feet</u>
Chancellor-Superintendent	330
President	280
Vice-Chancellor	250
Vice-President	200
Deans/Directors	150
Supervisors/Assistants to...	120
Confidential	110
Professional Technical	100
Faculty/Counselor	90
Counselor	100
Administrative Secretary/Division Secretary	100
Secretary/Clerk	75
Part-Time Faculty/Student Assistant	60
Conference Rooms (5-10 persons)	<200
Conference Rooms (15-20 persons)	<450

Note: Some offices may necessarily deviate from the standard where special equipment, storage or reception areas are required as part of the space.



SPACE SUMMARIES BY DEPARTMENT

Executive Summary

Department	No. of Spaces	Sq. Ft. Subtotal
Admissions, Records, Evaluation, Welcome Center, Testing & Assessment	12	4510
Financial Aid	3	300
Counseling, Career Development, Transfer Center	30	4150
DSPS / EOPS	20	2490
Pre-College Programs (Trio, Upward Bound, ETS)	6	895
Student Success, SSS (Trio), Special Projects, Tutoring	14	2920
Health Services	15	1840
Shared Spaces	6	3650
Total Number of Spaces	106	
Total Assignable Square Footage		20760
Building Grossing Factor @ 33%		6851
Total Outside Gross Square Footage		27611



SPACE SUMMARIES BY DEPARTMENT

Admissions, Records, Evaluation, Welcome Center, Testing & Assessment

Room Name	Sq. Ft.	No. of Spaces	Sq. Ft. Subtotal
Office (Registrar)	100	1	100
Office (Admissions)	140	1	140
Workroom/Storage (Shared)	300	1	300
Open Office (Admissions)	560	1	560
Open Office (Records)	700	1	700
Computer Lab (Self Serve Check-in)	150	1	150
Small Testing Rooms	50	3	150
Testing Control Room	200	1	200
Testing Lab	1760	1 (80 stations)	1760
Open Office (Welcome Center)	550	1	550
Total Number of Spaces		12	
Assignable Square Footage			4510



SPACE SUMMARIES BY DEPARTMENT

Financial Aid

Room Name	Sq. Ft.	No. of Spaces	Sq. Ft. Subtotal
Office (Veterans)	100	1	100
Open Office–Student Workers (Veterans)	100	1	100
Open Office (Financial Aid)	100	1	100
Total Number of Spaces		3	
Assignable Square Footage			300



SPACE SUMMARIES BY DEPARTMENT

Counseling, Career Development, Transfer Center

Room Name	Sq. Ft.	No. of Spaces	Sq. Ft. Subtotal
Office (Counselors)	100	18	1800
Open Office (Counseling)	250	1	250
Workroom/Storage (Shared)	200	1	200
Office (Dean)	150	1	150
Resource Center (Career Dev., Transfer Center)	700	1	700
Computer Lab (Career Dev., Transfer Center)	330	1	330
Conference Room (Career Dev., Transfer Center)	100	3	300
Office (Career Dev., Transfer Center)	100	3	300
Open Office (Career Dev., Transfer Center)	125	1	125
Total Number of Spaces		30	
Assignable Square Footage			4155



SPACE SUMMARIES BY DEPARTMENT

DSPS / EOPS

Room Name	Sq. Ft.	No. of Spaces	Sq. Ft. Subtotal
Office (Dean)	150	1	150
Office (DSPS Counselors/Specialists)	100	5	500
Office (Classroom/Resource Lab)	120	1	120
Open Office (DSPS/EOPS)	350	1	350
Resource Lab (DSPS)	180	1	180
Storage Room (DSPS/EOPS)	150	1	150
Office (EOPS Counselors)	100	9	900
Workroom (DSPS/EOPS)	140	1	140
Total Number of Spaces		20	
Assignable Square Footage			2490



SPACE SUMMARIES BY DEPARTMENT

Pre-College Programs (Trio, Upward Bound, ETS)

Room Name	Sq. Ft.	No. of Spaces	Sq. Ft. Subtotal
Office (Director)	150	1	150
Open Office	400	1	400
Workroom	120	1	120
Storage Room	75	3	225
Total Number of Spaces		6	
Assignable Square Footage			895



SPACE SUMMARIES BY DEPARTMENT

Student Success, SSS (Trio), Special Projects, Tutoring

Room Name	Sq. Ft.	No. of Spaces	Sq. Ft. Subtotal
Storage Room (Shared TRIO and Tutoring)	240	1	240
Student Success Office (undesignated for growth)	100	2	200
Student Success Office (Director)	150	1	150
TRIO Center	400	1	400
Computer Lab (Shared within department)	550	1	550
Office (Counselor(s) Program Rep. Title V)	100	1	100
Office (Tutoring Center Coordinator)	100	1	100
Study Room (Tutoring Center)	50	4	200
Tutoring Center	880	1	880
Open Office (Tutoring Support Staff)	100	1	100
Total Number of Spaces		14	
Assignable Square Footage			2920



SPACE SUMMARIES BY DEPARTMENT

Health Services

Room Name	Sq. Ft.	No. of Spaces	Sq. Ft. Subtotal
Cot Room	80	2	160
Exam Room	100	3	300
Lab	60	1	60
Lobby/Waiting Room	125	1	125
Storage/Medroom	120	1	120
Nursing Station	500	1	500
Office (Director)	150	1	150
Office (Mental Health)	100	1	100
Reception Area	125	1	125
Rest Room	60	1	60
Utility Room (Soiled Equipment)	65	1	65
Storage Room	75	1	75
Total Number of Spaces		15	
Assignable Square Footage			1840



SPACE SUMMARIES BY DEPARTMENT

Shared Spaces

Room Name	Sq. Ft.	No. of Spaces	Sq. Ft. Subtotal
Lobby /Reception / “Bullpen”	1300	1	1300
Shared Workshop / Large Classroom	1200	1	1200
Open Area Break Room	300	1	300
Large Conference Room	450	1	450
Small Conference Room	200	2	400
Total Number of Spaces		6	
Assignable Square Footage			3650

SPACE SUMMARIES BY DEPARTMENT

Executive Summary (Comparative Spreadsheet)

Modesto Junior College - Student Services

Requested Spaces			Proposed Spaces			Existing Spaces		
Build./Room No.	Notes	ASF	Build./Room No.	Notes	ASF	Build./Room No.	ASF	
Admissions, Records, Evaluation, Welcome Center, Testing & Assessment								
Office (Admissions)		140	Office (Registrar)		100			
Storage Room (Admissions/Records)		100	Office (Admissions)		140			
Open Office (Admissions)		600	Workroom/Storage (Shared)		300			
Conference Room		200	Open Office (Admissions)		560			
Reception Area		625	Conference Room (see Shared/Other)					
Open Office (Records)		700	Reception Area (see Shared/Other)					
Computer Lab (Self Serve Check-in)		150	Open Office (Records)		700			
Shared Workshop - Large Classroom		1500	Computer Lab (Self Serve Check-in)		150			
Small Testing Rooms	4 @ 50	200	Shared Workshop - Large Classroom (see Shared/Other)					
Testing Control Room		200	Small Testing Rooms	3 @ 50	150			
Testing Lab	150 stations	3300	Testing Control Room		200			
Storage Room (Testing)		100	Testing Lab	80 stations	1760			
Lobby (Welcome Center)		250	Storage Room (Testing) (see Workroom/Storage (Shared) above)					
Storage Room (Welcome Center)		100	Lobby (Welcome Center) (see Shared/Other)					
Workroom (Welcome Center)		140	Storage Room (Welcome Center) (see Workroom/Storage (Shared) above)					
Open Office (Welcome Center)		550	Workroom (Welcome Center) (see Workroom/Storage (Shared) above)					
			Open Office (Welcome Center)		550			
		8855			4510			3045
Financial Aid								
Open Office (Veterans)		150	Financial Aid					
Open Office (Financial Aid)		100	Office (Veterans)		100			
Waiting Area		125	Open Office - Student Workers (Veterans)		100			
		375	Open Office (Financial Aid)		100			175
			Waiting Area (see Shared/Other)		300			
Counseling, Career Development, Transfer Center, International Student Program								
Office (Counselors)	20 @ 100	2000	Counseling, Career Development, Transfer Center, International Student Program					
Reception Area (Counseling)		300	Office (Counselors)	18 @ 100	1800			
Workroom/Storage (Counseling)		140	Open Office (Counseling) (see Shared/Other for Reception)		250			
Office (Dean's Assistant)		100	Workroom/Storage (Counseling/Transfer)		200			
Office (Dean)		150	Office (Dean's Assistant) (see Open Office (Counseling) above)		150			
Reception/Open Office (International Student Program)	User Added	120	Office (Dean)		150			
Office (International Student Program)		120	Reception/Open Office (International Student Program)(moved to SC)	User Added				
Lobby		250	Office (International Student Program)(moved to Student Center)					
Resource Center (Transfer Center, Career Center, Job Placement, Int'l Students)		900	Lobby (see Shared/Other)					
Shared Classroom		1500	Resource Center (Transfer Center, Career Center, Job Placement, Int'l Students)		700			
Computer Lab (Transfer Center, Career Center, Job Placement)		330	Shared Classroom (see Shared/Other)					
Conference Room (Transfer Center, Career Center and Job Placement)	3 @ 120	360	Computer Lab (Transfer Center, Career Center, Job Placement)		330			
Large Conference Room (Transfer Center)	User Added	336	Conference Room (Transfer Center) (see Shared/Other)	3 @ 100	300			
Office (Transfer Center, Career Center, Job Placement)	4 @ 100	400	Large Conference Room (Transfer Center) (see Shared/Other)	User Added				
Reception Area (Transfer Center, Career Center, Job Placement)		250	Office (Transfer Center, Career Center, Job Placement)	3 @ 100	300			
Storage Room (Transfer Center, Career Center, Job Placement)		100	Open Office (Transfer Center, Career Center, Job Placement)		125			
		7356	Storage Room (Shared) (see Workroom/Storage (Counseling/Transfer) above)		4155			4602
DSPS/EOPS/Alternative Media								
Conference Room		200	DSPS/EOPS/Alternative Media					
Office (Dean)		150	Conference Room (see Shared/Other)					
Classroom (DSPS)		1020	Office (Dean's Admin. Assistant) (see Open Office below)					
Office (DSPS Counselors/Specialists)	5 @ 100	500	Office (Dean)		150			
DSPS Lobby		125	Classroom (DSPS) (see Shared/Other)		500			
Office (Classroom/Resource Lab)		120	Office (DSPS Counselors/Specialists)	5 @ 100	500			
Reception Area (DSPS)		100	DSPS Lobby (see Shared/Other)		120			
Resource Lab (DSPS)		180	Office (Classroom/Resource Lab)		120			
Storage Room (DSPS)		100	Open Office (DSPS/EOPS)		350			
Small Testing Room (DSPS)		100	Resource Lab (DSPS)		180			
Office (EOPS Counselors)	15 @ 100	1500	Storage Room (DSPS/EOPS)		180			
Storage Room (EOPS Files)		100	Small Testing Room (DSPS) (see Testing)					
Lobby (EOPS)		125	Office (EOPS Counselors)		900			
Reception Area (EOPS)		250	Storage Room (EOPS Files) (see Storage Room (DSPS/EOPS) above)	9 @ 100				
Workroom (EOPS)		140	Lobby (EOPS) (see Shared/Other)					
		4710	Open Office (EOPS) (see Shared/Other for Reception and above)					
			Office/Workroom/Storage (Alt. Media)(moved to Student Center)		140			
			Workroom (Shared DSPS/EOPS)		2490			3710
Pre-College Programs (TRIO, Upward Bound, ETS)								
Conference Room		200	Pre-College Programs (TRIO, Upward Bound, ETS)					
Lobby		125	Conference Room (see Shared/Other)					
Office (Director)		150	Lobby (see Shared/Other)					
Open Office		400	Office (Director)		150			
Storage Room		100	Open Office		400			
Workroom		140	Storage Room		75			
Storage Room	User Added	100	Workroom		120			
Storage Room	User Added	100	Storage Room	User Added	75			
		1315	Storage Room	User Added	75			965
Student Development, Campus Life								
Classroom		765	Student Development, Campus Life					
Conference Room		200	Stay in Student Center space					
Office (Director)		150	Add former DSPS Office and Conference Room					
Open Office		250						
Reception Area		125						
Workroom		200						
		1690			0			1105
Student Success, SSS (TRIO), Special Projects, Tutoring								
Storage Room (Shared TRIO and Tutoring)		400	Student Success, SSS (TRIO), Special Projects, Tutoring					
Open Office/Reception Area (Student Success)		100	Storage Room (Shared TRIO and Tutoring)		240			
Student Success Office (Administrative Assistant to Director)		100	Open Office/Reception Area (Student Success) (see TRIO Center)					
Student Success Office (Director)		150	Student Success Office (undesignated for growth)	2 @ 100	200			
Storage Room (Student Success)		100	Student Success Office (Director)		150			
TRIO Center	User Added	100	TRIO Center	User Added	400			
Computer Lab (Shared)		550	Computer Lab (Shared within department)		550			
Office (Counselor(s) Program Rep. Title V)		220	Office (Counselor(s) Program Rep. Title V)		100			
Reception Area (TRIO)	4 @ 100	400	Open Office (TRIO) (see TRIO Center)					
Open Office (TRIO Support Staff)		100	Open Office (TRIO Support Staff) (see TRIO Center)		200			
Office (Tutoring Center Coordinator)		100	Office (Tutoring Center Coordinator)		100			
Study Room (Tutoring Center)	4 @ 50	200	Study Room (Tutoring Center)		200			
Tutoring Center		880	Tutoring Center		880			
Open Office (Tutoring Support Staff)		100	Open Office (Tutoring Support Staff)		100			
Reception Area (Tutoring Center)		125	Reception Area (Tutoring Center) (see Shared/Other)					
		3725			2920			3387
Health Services								
Cot Room		150	Health Services					
Cot Room	User Added	150	Cot Room		80			
Exam Room	3 @ 100	300	Cot Room	User Added	80			
Lab		60	Exam Room	3 @ 100	300			
Lobby/Waiting Room		250	Lab		60			
Medroom/Storage		400	Lobby/Waiting Room		125			
Nursing Station		500	Medroom/Storage		120			
Office (Directors)	3 @ 150	450	Nursing Station		500			
Reception Area		125	Office (Director)		150			
Rest Room		60	Office (Mental Health)		100			
Utility Room (Soiled Equipment)		65	Reception Area		125			
Storage Room		100	Rest Room		60			
		2610	Utility Room (Soiled Equipment)		65			
			Storage Room		75			1084
					1840			
Shared/Other								
Lobby/Reception / "Bulpen"			Shared/Other					
Shared Workshop / Large Classroom			Lobby/Reception / "Bulpen"		1300			
Open Area Break Room			Shared Workshop / Large Classroom		1200			
Large Conference Room			Open Area Break Room		300			
Small Conference Room	2 @ 200		Large Conference Room		450			
			Small Conference Room		400			
					3650			
Total Assignable Square Footage (ASF)			Total Assignable Square Footage (ASF)			ASF		
Building Grossing Factor @ 33%			Building Grossing Factor @ 33%			GSF @ 30%		
Total Outside Gross Square Footage (GSF)			Total Outside Gross Square Footage (GSF)			Total GSF		
40,746			27,611			23,492		



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Closed Offices

Space Title Office (Admissions)
Square Footage 140
Number of Spaces 1
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry Workstations w/ storage, supply storage

K. Electrical Yes

L. Water No

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other

P. Access Admissions/Records, Welcome Center, Testing

Q. Furniture / Equip. Workstation, chair, guest chair, computer, printer, fax, copy machine

R. Other Comments. Staff Restroom, Breakroom, Small area with table and chairs for small meetings. Also need space for Administrative Secretary next to Office (Admissions) - not sure if this office is included anywhere else. Need Private office next to Dean with marker board, paint, suspended acoustical ceiling, sound proofing, direct view to exterior, tack boards, electrical, fax, computer, phone, workstation, supply storage, chairs, file cabinets



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Closed Offices

Space Title Office (Registrar)
Square Footage 100
Number of Spaces 1
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other

P. Access

Q. Furniture / Equip.

R. Other Comments. Workstation, chair, guest chairs, computer, printer



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Closed Offices

Space Title Testing Control Room
Square Footage 200
Number of Spaces 1
Number of Users in Space 4 (2 F.T., 1 P.T., 2 Students)

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☒ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House
Tackable display area 100%

J. Built in Cabinetry Counter near office entrance so that students can talk to technicians w/o accessing private area

K. Electrical Yes

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Testing Lab, Lobby, check-in/seating area, view from Testing Office

Q. Furniture / Equip. Workstations, chairs, computers

R. Other Comments. Rest Room must be accessible within the Testing Center for evening testing so that students (especially disabled) do not have to go out and around the building. Students must not be able to exit into other departments or offices...or if the exit is into a Lobby, other offices must have the ability to lock their offices. Need space for up to 150 to check-in for test. We need a check-in/seating area separate from Testing Lab but accessible from Testing Control Office so that large crowds do not interfere with the operation of other departments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Computer Labs

Space Title Computer Lab (Self Serve Check-in)
Square Footage 150
Number of Spaces 1
Number of Users in Space 10

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☒ Quiet ☒ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House
J. Built in Cabinetry Locking cabinets
K. Electrical Yes
L. Water No
M. Special Ventilation No
N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other
P. Access Admissions/Records, Rest Rooms, Bullpen
Q. Furniture / Equip. Tables, chairs, computer workstations, 6 phones in phone lab area
R. Other Comments. Phone lab area



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Computer Labs

Space Title Small Testing Rooms
Square Footage 50
Number of Spaces 3
Number of Users in Space 1-2

A. Activities ☐ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water No

M. Special Ventilation No

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Testing Control Room

Q. Furniture / Equip. Workstations, chairs, computers, clocks

R. Other Comments. Each room must have a window for staff to view examinees.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Computer Labs

Space Title Testing Lab
Square Footage 1760
Number of Spaces 1
Number of Users in Space 80

A. Activities ☐ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☒ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House
Tackable wall 25%, preferably in front of Lab
J. Built in Cabinetry 2 small counters
K. Electrical Yes, especially near counters
L. Water Water fountain close by
M. Special Ventilation
N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other
P. Access Restrooms, Lobby, (possible) check-in/seating area for Testing, storage
Q. Furniture / Equip. Workstations, QUIET printer, computers, screen for overhead projector, time clock in FRONT of room
R. Other Comments. Rest Room near (if not in) Testing Lab.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Open Offices

Space Title Open Office (Admissions)
Square Footage 560
Number of Spaces 1
Number of Users in Space 10 workstations (5 F.T., 3 P.T., 4 Students)

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☒ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House
J. Built in Cabinetry Counter
K. Electrical Yes
L. Water Yes
M. Special Ventilation No
N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other
P. Access Welcome Center, Testing
Q. Furniture / Equip. Workstations, chairs, computer, printer, fax, filing cabinet, copy machine, work counter
R. Other Comments. Staff Restroom, Breakroom



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Open Offices

Space Title Open Office (Records)
Square Footage 700
Number of Spaces 1
Number of Users in Space 14 (11 F.T., 1 P.T., 4 Students)

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☒ Intimate ☐ Formal ☒ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry Workstations, counter

K. Electrical Yes

L. Water Water fountain

M. Special Ventilation No

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Admissions/Records, Welcome Center, Testing

Q. Furniture / Equip. Workstations, chairs, computer, printer, fax, microfilm machine, validator, microfesh, copy machine, small filing cabinet at each workstation, filing cabinets from '05/'07

R. Other Comments. Staff Restrooms, Breakroom



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Open Offices

Space Title Open Office (Welcome Center)
Square Footage 550
Number of Spaces 1
Number of Users in Space 11 (4 F.T., 1 P.T., 6 Students)

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☐ Private ☒ Intimate ☐ Formal ☐ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House
Tackable wall 75%
J. Built in Cabinetry File cabinet and overhead for each staff member
K. Electrical Yes
L. Water No
M. Special Ventilation No
N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip. Workstations, chairs, phone computers, copy machine, printers, fax

R. Other Comments. Staff Restrooms, Breakroom



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Admissions/Records/Eval/Welcome Ctr
Sub-Department Name Storage/Workrooms

Space Title Workroom/Storage (Shared)
Square Footage 300
Number of Spaces 1
Number of Users in Space 4

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☒ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☒ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☒ Sealed Concrete ☒ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry Shelves or cabinetry to hold and display information

K. Electrical

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☐ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip. Tables in middle to put together outreach materials, rollbook file cabinets

R. Other Comments. If Storage Room is to house all file cabinets from Records '05 (7 file cabinets), Records '05 (12 cabinets), and Admissions (10 cabinets) plus boxes (avg. 30 large) of forms, the square footage will need to double here.



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Counseling/Career Dev/Transfer Ctr/Intl		
Sub-Department Name	Classroom/Conference		
Space Title	Conference Room (Career Dev., Transfer Center)		
Square Footage	100		
Number of Spaces	3		
Number of Users in Space	1-4		
A. Activities	☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☒ Educational ☐ Support Space ☐ Assembly ☒ Other		
B. Atmosphere	☒ Calm ☐ Active ☒ Private ☐ Intimate ☒ Formal ☒ Quiet ☐ Public ☐ Informal		
C. Writing Surfaces	☒ Marker Board ☐ Chalk Board		
D. Wall Finish	☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure		
E. Flooring	☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum		
F. Ceiling	☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure		
G. Acoustical	☒ Acoustical Ceiling ☒ Soundproofed Walls ☐ Sound-absorbing Panels		
H. Natural Daylight	☐ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required		
I. Display Area	☒ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House		
J. Built in Cabinetry			
K. Electrical	Yes		
L. Water	Sink		
M. Special Ventilation	Yes		
N. Communications	☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable ☐ Other		
P. Access			
Q. Furniture / Equip.	Office desk and chair along with additional chair for student appointment. Book shelf and small file drawers.		
R. Other Comments.	Essential to have minimal noise distractions and student interruptions		



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Counseling/Career Dev/Transfer Ctr/Intl		
Sub-Department Name	Classroom/Conference		
Space Title	Resource Center (Career Dev., Transfer Center)		
Square Footage	700		
Number of Spaces	1		
Number of Users in Space	50		
A. Activities	☒ Meetings ☐ Storage ☐ Office Environment ☒ Lobby ☒ Educational ☐ Support Space ☐ Assembly ☒ Other		
B. Atmosphere	☐ Calm ☒ Active ☐ Private ☐ Intimate ☒ Formal ☒ Quiet ☒ Public ☐ Informal		
C. Writing Surfaces	☒ Marker Board ☒ Chalk Board		
D. Wall Finish	☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure		
E. Flooring	☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum		
F. Ceiling	☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure		
G. Acoustical	☒ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required		
I. Display Area	☒ Tackable Wall ☒ Tackboards ☒ Display Cabinets To House Display case for large brochure/flyer/GE patterns accomodating 8-1/2x11 and other sheet sizes		
J. Built in Cabinetry			
K. Electrical	Yes		
L. Water	Yes		
M. Special Ventilation	Window		
N. Communications	☒ Telephone ☒ Intercom ☒ Public Address ☒ Network ☐ Cable ☐ Other		
P. Access			
Q. Furniture / Equip.	Tables and chairs to seat 50 studetns, copy machine 42x24x41, bookshelf for library of over 1200 books and catalogues, 6 file cabinets for occupations information		
R. Other Comments.	Near front entrance need to have area for positive attendance, check-in-out computer		



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Counseling/Career Dev/Transfer Ctr/Intl
Sub-Department Name Closed Offices

Space Title Office (Career Dev., Transfer Center)
Square Footage 100
Number of Spaces 3
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☒ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☒ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water No

M. Special Ventilation Yes

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip. Office furniture, bookshelf

R. Other Comments. Privacy-essential to have minimal noise distractions and student interruptions



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Counseling/Career Dev/Transfer Ctr/Intl
Sub-Department Name Closed Offices

Space Title Office (Counselors)
Square Footage 100
Number of Spaces 18
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☒ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☐ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☒ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry Shelves for books

K. Electrical Yes

L. Water No

M. Special Ventilation No

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Close to other offices

Q. Furniture / Equip. File cabinet, desk, office chair, shelves for books, secure personal storage space

R. Other Comments.



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Counseling/Career Dev/Transfer Ctr/Intl		
Sub-Department Name	Closed Offices		
Space Title	Office (Dean)		
Square Footage	150		
Number of Spaces	1		
Number of Users in Space	1		
A. Activities	☒ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space ☐ Assembly ☐ Other		
B. Atmosphere	☒ Calm ☐ Active ☒ Private ☒ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal		
C. Writing Surfaces	☐ Marker Board ☐ Chalk Board		
D. Wall Finish	☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure		
E. Flooring	☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum		
F. Ceiling	☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure		
G. Acoustical	☐ Acoustical Ceiling ☒ Soundproofed Walls ☐ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required		
I. Display Area	☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House		
J. Built in Cabinetry	Shelves for books and binders		
K. Electrical	Yes		
L. Water	No		
M. Special Ventilation	No		
N. Communications	☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable ☐ Other		
P. Access	Counseling, Intl Students, Career Development/Transfer Center is CD/TC is moved into this building		
Q. Furniture / Equip.	Office chair, desk, computer station, (3-4) chairs for meetings, small table for meetings, file cabinets, secure personal storage space.		
R. Other Comments.	Ideally this office will be large enough to have small meetings.		



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Counseling/Career Dev/Transfer Ctr/Intl
Sub-Department Name Computer Labs

Space Title Computer Lab (Career Dev., Transfer Center)
Square Footage 330
Number of Spaces 1
Number of Users in Space 15

A. Activities ☐ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☐ Support Space
☐ Assembly ☒ Other

B. Atmosphere ☒ Calm ☒ Active ☐ Private ☐ Intimate ☒ Formal ☒ Quiet ☒ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☒ Tackboards ☒ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water No

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other

P. Access

Q. Furniture / Equip. Computer desks and 15 chairs, 15 computers and 15 printers

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Counseling/Career Dev/Transfer Ctr/Intl
Sub-Department Name Open Offices

Space Title Open Office (Career Dev., Transfer Center)
Square Footage 200
Number of Spaces 1
Number of Users in Space 4 (2 F.T., 4 P.T./Students)

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☒ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip.

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Counseling/Career Dev/Transfer Ctr/Intl
Sub-Department Name Open Offices

Space Title Open Office (Counseling)
Square Footage 250
Number of Spaces 1
Number of Users in Space 5 (2 F.T., 1 P.T., 3 Students)

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☒ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip.

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Counseling/Career Dev/Transfer Ctr/Intl
Sub-Department Name Storage/Workrooms

Space Title Workroom/Storage (Shared)
Square Footage 200
Number of Spaces 1
Number of Users in Space 4

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☒ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☒ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☒ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☒ Sealed Concrete ☒ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry Storage space with countertops to use as work areas

K. Electrical Yes. Copy machine, fax, paper cutter

L. Water Yes

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☐ Network ☐ Cable
☐ Other

P. Access Close proximity to Resource Center and Computer lab

Q. Furniture / Equip. Large poster printer and table

R. Other Comments. Career Development and Transfer



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name DSPS/EOPS
Sub-Department Name Closed Offices

Space Title Office (Classroom/Resource Lab)
Square Footage 120
Number of Spaces 1
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☒ Support Space
☒ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☒ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☒ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☒ Ceramic Tile ☐ Sealed Concrete ☒ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☒ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House
Tackable wall 25%; Media cabinets

J. Built in Cabinetry

K. Electrical Yes

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip.

R. Other Comments. Lab should be twice the size, or 240 SF.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name DSPS/EOPS
Sub-Department Name Closed Offices

Space Title Office (Dean)
Square Footage 150
Number of Spaces 1
Number of Users in Space 1

A. Activities ☒ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☒ Assembly ☐ Other

B. Atmosphere ☐ Calm ☐ Active ☒ Private ☐ Intimate ☒ Formal ☐ Quiet ☒ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☒ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water No

M. Special Ventilation No

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access EOPS/DSPS Staff & Students

Q. Furniture / Equip. Fax, copy machine, computer

R. Other Comments. Essential to have minimal noise distractions and student interruptions



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name DSPS/EOPS
Sub-Department Name Closed Offices

Space Title Office (DSPS Counselors/Specialists)
Square Footage 100
Number of Spaces 5
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☒ Educational ☒ Support Space
☒ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☒ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☒ Ceramic Tile ☐ Sealed Concrete ☒ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☒ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water No

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Accessible hallways/corridors

Q. Furniture / Equip. Workstation, desk, computer, printer, chair

R. Other Comments. Offices need to be of sufficient size to accommodate wheelchairs and scooters



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name DSPS/EOPS
Sub-Department Name Closed Offices

Space Title Office (EOPS Counselors)
Square Footage 100
Number of Spaces 9
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☒ Public ☒ Informal

C. Writing Surfaces ☐ Marker Board ☒ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☒ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water No

M. Special Ventilation No

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Counseling, Financial Aid, CalWorks, Admissions/Records, DSPS

Q. Furniture / Equip. Computers, file cabinets, desk, chairs, table

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name DSPS/EOPS
Sub-Department Name Computer Labs

Space Title Resource Lab (DSPS)
Square Footage 180
Number of Spaces 1
Number of Users in Space 12

A. Activities ☐ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☒ Support Space
☒ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☒ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☒ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House
Tackable wall 25%

J. Built in Cabinetry

K. Electrical Yes

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other

P. Access Staff offices

Q. Furniture / Equip. Computer workstations

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name DSPS/EOPS
Sub-Department Name Open Offices

Space Title Open Office (DSPS/EOPS)
Square Footage 350
Number of Spaces 1
Number of Users in Space 1-5 (3 F.T., 2 P.T./Students)

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☒ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip.

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name DSPS/EOPS
Sub-Department Name Storage/Workrooms

Space Title Storage Room (DSPS/EOPS)
Square Footage 150
Number of Spaces 1
Number of Users in Space 2

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☒ Sealed Concrete ☐ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical

L. Water

M. Special Ventilation

N. Communications ☐ Telephone ☐ Intercom ☐ Public Address ☐ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip.

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name DSPS/EOPS
Sub-Department Name Storage/Workrooms

Space Title Workroom (DSPS/EOPS)
Square Footage 140
Number of Spaces 1
Number of Users in Space 1-2

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☒ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☒ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☒ Sealed Concrete ☒ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☐ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip.

R. Other Comments.



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Financial Aid/Veterans		
Sub-Department Name	Closed Offices		

Space Title	Office (Veterans)		
Square Footage	100		
Number of Spaces	1		
Number of Users in Space	3		

A. Activities	☐ Meetings	☐ Storage	☒ Office Environment	☐ Lobby	☐ Educational	☒ Support Space
	☐ Assembly	☐ Other				

B. Atmosphere	☐ Calm	☐ Active	☒ Private	☐ Intimate	☐ Formal	☒ Quiet	☐ Public	☒ Informal
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C. Writing Surfaces	☐ Marker Board	☐ Chalk Board			
D. Wall Finish	☐ Paint	☒ Tackable	☐ Vinyl Wall Covering	☐ Exposed Structure	
E. Flooring	☒ Carpet	☐ Ceramic Tile	☐ Sealed Concrete	☐ Linoleum	
F. Ceiling	☐ Painted Gypsum Board	☐ Glued-on Ceiling Tile	☒ Suspended Acoustic	☐ Exposed Structure	
G. Acoustical	☒ Acoustical Ceiling	☐ Soundproofed Walls	☒ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior	☐ Skylighting	☐ Natural Sunlight Required, View Not Required		
I. Display Area	☐ Tackable Wall	☐ Tackboards	☐ Display Cabinets To House		
J. Built in Cabinetry	Cabinets and shelves for binders, 3' sections with 3 shelves. Built-in desks with surrounding workspace.				
K. Electrical	Yes				
L. Water	Yes				
M. Special Ventilation					
N. Communications	☒ Telephone	☐ Intercom	☐ Public Address	☒ Network	☐ Cable
	☐ Other				
P. Access	Adjacent to Admin/Records, Counseling, Evaluators, Financial Aid				
Q. Furniture / Equip.	(2) Horizontal file cabinet with 5 shelves				
R. Other Comments.	Need to make sure that storage needs are accommodated for office supplies in quantity as well as promotional materials.				



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Financial Aid/Veterans
Sub-Department Name Open Offices

Space Title Open Office - Student Workers (Veterans)
Square Footage 100
Number of Spaces 1
Number of Users in Space 1-3 (1 F.T., 2 Students)

A. Activities ☐ Meetings ☐ Storage ☐ Office Environment ☒ Lobby ☐ Educational ☐ Support Space
☒ Assembly ☐ Other

B. Atmosphere ☐ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☐ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☒ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☒ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☒ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water Yes

M. Special Ventilation

N. Communications ☐ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other Accommodate wireless computer access.

P. Access Adjacent to Veterans workstations

Q. Furniture / Equip. Comfortable upholstered chairs, table or built-in counter space with stools on casters

R. Other Comments. Access to computers, either in outer lobby area or in this waiting area.



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Financial Aid/Veterans		
Sub-Department Name	Open Offices		
Space Title	Open Office (Financial Aid)		
Square Footage	100		
Number of Spaces	1		
Number of Users in Space	2		
A. Activities	☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☒ Support Space ☐ Assembly ☐ Other		
B. Atmosphere	☐ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☒ Informal		
C. Writing Surfaces	☐ Marker Board ☐ Chalk Board		
D. Wall Finish	☐ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure		
E. Flooring	☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum		
F. Ceiling	☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure		
G. Acoustical	☒ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required		
I. Display Area	☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House		
J. Built in Cabinetry	Cabinets and shelves for binders, 3' sections with 3 shelves. Built-in desks with surrounding workspace.		
K. Electrical	Yes		
L. Water	Yes		
M. Special Ventilation			
N. Communications	☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable ☐ Other		
P. Access	Adjacent to Admin/Records, Counseling, Veterans, Business Office		
Q. Furniture / Equip.	Horizontal file cabinet with 5 shelves		
R. Other Comments.	Need storage space for office supplies, forms, and promotional materials. Computer stations for students in close proximity to submit electronic forms.		



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Health Services
Sub-Department Name Closed Offices

Space Title Office (Director)
Square Footage 150
Number of Spaces 1
Number of Users in Space 1

A. Activities ☒ Meetings ☒ Storage ☒ Office Environment ☐ Lobby ☒ Educational ☒ Support Space
☒ Assembly ☐ Other

B. Atmosphere ☒ Calm ☒ Active ☒ Private ☒ Intimate ☒ Formal ☒ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☒ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☒ Tackboards ☒ Display Cabinets To House
J. Built in Cabinetry Files, records
K. Electrical Yes
L. Water No
M. Special Ventilation Depends on the manager :)
N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other
P. Access Reception, Back office
Q. Furniture / Equip. Cabinets, desk, chair
R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Health Services
Sub-Department Name Closed Offices

Space Title Office (Mental Health)
Square Footage 100
Number of Spaces 1
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other

P. Access

Q. Furniture / Equip.

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Health Services
Sub-Department Name General

Space Title Rest Room
Square Footage 60
Number of Spaces 1
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☒ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☒ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☐ Carpet ☒ Ceramic Tile ☐ Sealed Concrete ☒ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry Table for specimens or pass-through to Lab

K. Electrical Yes

L. Water Yes

M. Special Ventilation Yes

N. Communications ☐ Telephone ☐ Intercom ☐ Public Address ☐ Network ☐ Cable
☐ Other Emergency cord (if someone passes out, they can pull the cord)

P. Access Nursing Station, Cot Room, Exam Rooms, Lab, Lobby?

Q. Furniture / Equip. The usual

R. Other Comments.



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Health Services		
Sub-Department Name	Lobby/Reception		
Space Title	Lobby/Waiting Room		
Square Footage	125		
Number of Spaces	1		
Number of Users in Space	5-10		
A. Activities	☒ Meetings ☐ Storage ☐ Office Environment ☒ Lobby ☒ Educational ☐ Support Space ☐ Assembly ☐ Other		
B. Atmosphere	☒ Calm ☐ Active ☒ Private ☐ Intimate ☒ Formal ☒ Quiet ☒ Public ☒ Informal		
C. Writing Surfaces	☒ Marker Board ☐ Chalk Board		
D. Wall Finish	☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure		
E. Flooring	☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum		
F. Ceiling	☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure		
G. Acoustical	☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required		
I. Display Area	☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House		
J. Built in Cabinetry			
K. Electrical	Yes		
L. Water	No		
M. Special Ventilation	Yes		
N. Communications	☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☒ Cable ☒ Other		
P. Access	Front Lobby, Reception		
Q. Furniture / Equip.	Couch, chairs, desks, tables. Not to be fabric because of contagious nature. Needs to be wipe-able. Comfortable seating.		
R. Other Comments.	Disabled access!		



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Health Services
Sub-Department Name Lobby/Reception

Space Title Reception Area
Square Footage 125
Number of Spaces 1
Number of Users in Space 3-5 (2 F.T., 1 P.T./Student)

A. Activities ☒ Meetings ☐ Storage ☐ Office Environment ☒ Lobby ☒ Educational ☐ Support Space
☒ Assembly ☒ Other

B. Atmosphere ☒ Calm ☒ Active ☒ Private ☒ Intimate ☒ Formal ☒ Quiet ☒ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water No

M. Special Ventilation Yes

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Lobby, Nursing Station, Manager?

Q. Furniture / Equip. Office equipment

R. Other Comments. Privacy for signing in and speaking with receptionist. Pamphlets/current events postings/completing evaluation/surveys. CONFIDENTIALITY is paramount! Higher counter O.K. for privacy



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Health Services		
Sub-Department Name	Specialty		

Space Title	Cot Room		
Square Footage	80		
Number of Spaces	2		
Number of Users in Space	2		

A. Activities	☐ Meetings	☒ Storage	☐ Office Environment	☐ Lobby	☐ Educational	☐ Support Space
	☐ Assembly	☒ Other				

B. Atmosphere	☒ Calm	☐ Active	☒ Private	☒ Intimate	☐ Formal	☒ Quiet	☐ Public	☒ Informal
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C. Writing Surfaces	☐ Marker Board	☐ Chalk Board		
D. Wall Finish	☒ Paint	☒ Tackable	☒ Vinyl Wall Covering	☐ Exposed Structure
E. Flooring	☐ Carpet	☒ Ceramic Tile	☐ Sealed Concrete	☒ Linoleum
F. Ceiling	☐ Painted Gypsum Board	☐ Glued-on Ceiling Tile	☒ Suspended Acoustic	☐ Exposed Structure
G. Acoustical	☒ Acoustical Ceiling	☒ Soundproofed Walls	☒ Sound-absorbing Panels	
H. Natural Daylight	☐ Direct View To Exterior	☐ Skylighting	☒ Natural Sunlight Required, View Not Required	
I. Display Area	☒ Tackable Wall	☐ Tackboards	☐ Display Cabinets To House	
J. Built in Cabinetry	Linen storage and miscellaneous supplies			
K. Electrical	Yes, nightlights, outlets, nightlight switch, ultraviolet lights.			
L. Water	Yes			
M. Special Ventilation	Fans			
N. Communications	☒ Telephone	☒ Intercom	☐ Public Address	☒ Network ☐ Cable
	☐ Other	Emergency cord (if someone passes out, they can pull the cord)		
P. Access	Nursing Station?			
Q. Furniture / Equip.	2 cots, linen storage, desks, curtains for windows and between cots			
R. Other Comments.	Space for 4 to sleep would be good, however they would need to be in two separate Cot Rooms. Perhaps one for male, one for female. Four individuals in one Cot Room is too many (snorers and gender issues interfere).			



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Health Services
Sub-Department Name Specialty

Space Title Exam Room
Square Footage 100
Number of Spaces 3
Number of Users in Space 2

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☒ Support Space
☒ Assembly ☒ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☒ Intimate ☐ Formal ☒ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board

D. Wall Finish ☐ Paint ☒ Tackable ☒ Vinyl Wall Covering ☐ Exposed Structure

E. Flooring ☐ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☒ Linoleum

F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure

G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels

H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required

I. Display Area ☒ Tackable Wall ☒ Tackboards ☒ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes, lots of outlets for equipment. Extra bright lights and under cabinet lighting.

L. Water Hands-free sink

M. Special Ventilation Yes

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Nursing Station

Q. Furniture / Equip. Exam table, table and chairs, stool, lockable storage cabinets

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Health Services
Sub-Department Name Specialty

Space Title Lab
Square Footage 60
Number of Spaces 1
Number of Users in Space 1

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☐ Support Space
☒ Assembly ☒ Other

B. Atmosphere ☒ Calm ☒ Active ☒ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board

D. Wall Finish ☒ Paint ☒ Tackable ☒ Vinyl Wall Covering ☐ Exposed Structure

Padded
rubber
mats on
linoleum.

E. Flooring ☐ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☒ Linoleum

F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure

G. Acoustical ☒ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels

H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required

I. Display Area ☒ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House

J. Built in Cabinetry

K. Electrical

L. Water

M. Special Ventilation Yes

N. Communications ☐ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip. Equipment and supplies

R. Other Comments.



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Health Services		
Sub-Department Name	Specialty		

Space Title	Nursing Station		
Square Footage	500		
Number of Spaces	1		
Number of Users in Space	2-5		

A. Activities	☒ Meetings	☒ Storage	☒ Office Environment	☐ Lobby	☒ Educational	☐ Support Space
	☒ Assembly	☐ Other				

B. Atmosphere	☒ Calm	☒ Active	☒ Private	☒ Intimate	☐ Formal	☒ Quiet	☐ Public	☒ Informal
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C. Writing Surfaces	☒ Marker Board	☐ Chalk Board			
D. Wall Finish	☒ Paint	☒ Tackable	☐ Vinyl Wall Covering	☐ Exposed Structure	
E. Flooring	☐ Carpet	☐ Ceramic Tile	☐ Sealed Concrete	☒ Linoleum	
F. Ceiling	☐ Painted Gypsum Board	☐ Glued-on Ceiling Tile	☒ Suspended Acoustic	☐ Exposed Structure	
G. Acoustical	☐ Acoustical Ceiling	☐ Soundproofed Walls	☐ Sound-absorbing Panels		
H. Natural Daylight	☐ Direct View To Exterior	☐ Skylighting	☒ Natural Sunlight Required, View Not Required		
I. Display Area	☒ Tackable Wall	☒ Tackboards	☒ Display Cabinets To House		
J. Built in Cabinetry					
K. Electrical	Yes, lots				
L. Water	Hands-free sink				
M. Special Ventilation	Yes				
N. Communications	☒ Telephone	☒ Intercom	☐ Public Address	☒ Network	☐ Cable
	☐ Other				
P. Access	Exam Rooms, Emergency exit with ramp, Reception, Cot Rooms, Med Room, Rest Room				
Q. Furniture / Equip.	Counter space				
R. Other Comments.	Private area for testing glucose and hemoglobin machines. Clean and dirty area - VERY IMPORTANT (Please ask about this!) Is this what you meant by the Lab?				



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Health Services
Sub-Department Name Storage/Workrooms

Space Title Storage Room/Pantry
Square Footage 75
Number of Spaces 1
Number of Users in Space 1

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☒ Assembly ☐ Other

B. Atmosphere ☐ Calm ☐ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☒ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House
J. Built in Cabinetry Storage units
K. Electrical Yes
L. Water No
M. Special Ventilation
N. Communications ☐ Telephone ☐ Intercom ☐ Public Address ☐ Network ☐ Cable
☐ Other
P. Access Nursing Station, Med Room, Reception
Q. Furniture / Equip. Storage, files, pantry storage, refrigerator (medium)
R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Health Services
Sub-Department Name Storage/Workrooms

Space Title Storage/Medroom
Square Footage 120
Number of Spaces 1
Number of Users in Space 1-4

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☒ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☒ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☒ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☒ Tackboards ☒ Display Cabinets To House
J. Built in Cabinetry Lots of storage for medicines. Refrigeration/freezer storage.
K. Electrical Yes, lots of outlets. Under cabinet lighting.
L. Water Hands-free sink
M. Special Ventilation Yes
N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other
P. Access Nursing Station, Exam Rooms
Q. Furniture / Equip. Lots of storage and countertop space, drawers, refrigerator
R. Other Comments. Supplies and medications



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Health Services
Sub-Department Name Storage/Workrooms

Space Title Utility Room (Soiled Equipment)
Square Footage 65
Number of Spaces 1
Number of Users in Space 1

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☒ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☒ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☒ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House
J. Built in Cabinetry Lots of storage
K. Electrical Yes
L. Water Yes
M. Special Ventilation Yes
N. Communications ☐ Telephone ☐ Intercom ☐ Public Address ☐ Network ☐ Cable
☐ Other
P. Access Nursing Station, Cot Room, Med Room
Q. Furniture / Equip. Storage
R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Pre-College
Sub-Department Name Closed Offices

Space Title Office (Director)
Square Footage 150
Number of Spaces 1
Number of Users in Space 1

A. Activities ☒ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☒ Intimate ☒ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board

D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure

E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum

F. Ceiling ☒ Painted Gypsum Board ☒ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure

G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☐ Sound-absorbing Panels

H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required

I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Std Outlets

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Close proximity to secretary

Q. Furniture / Equip. Desk with 2 or 3 filing cabinets

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Pre-College
Sub-Department Name Open Offices

Space Title Open Office
Square Footage 400
Number of Spaces 1
Number of Users in Space 8 (5 F.T., 2 P.T., 1 Student)

A. Activities ☐ Meetings ☒ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☐ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☒ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry Each workstation should have filing cabinets and bookshelves.

K. Electrical Std Outlets within each workstation

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip. Desk chairs and filing cabinets in each workstation. Room for a network printer that will be connected to all printers. An area for supply cabinets and an area for a copier and typewriter accessible to all staff.

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Pre-College
Sub-Department Name Storage/Workrooms

Space Title Storage Room
Square Footage 75
Number of Spaces 3
Number of Users in Space 1

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☒ Sealed Concrete ☒ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☒ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Std Outlets

L. Water

M. Special Ventilation

N. Communications ☐ Telephone ☐ Intercom ☐ Public Address ☐ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip. 36" table & 3 chairs for breakroom area

R. Other Comments. Currently we have three storage areas - one for each program and one that is used for office supplies/breakroom.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Pre-College
Sub-Department Name Storage/Workrooms

Space Title Workroom (Data Entry)
Square Footage 120
Number of Spaces 1
Number of Users in Space 4

A. Activities ☐ Meetings ☒ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☒ Support Space
☒ Assembly ☐ Other

B. Atmosphere ☒ Calm ☒ Active ☒ Private ☐ Intimate ☒ Formal ☒ Quiet ☒ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☒ Linoleum
F. Ceiling ☒ Painted Gypsum Board ☒ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry For some storage. This room/office houses all of our alumni files. Cabinetry is needed.

K. Electrical Std Outlets

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access

Q. Furniture / Equip.

R. Other Comments. There are currently three workstations suitable for computers and a general work area.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Shared
Sub-Department Name Classroom/Conference

Space Title Large Conference Room
Square Footage 450
Number of Spaces 1
Number of Users in Space 15-20

A. Activities ☒ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☒ Support Space
☒ Assembly ☒ Other

B. Atmosphere ☒ Calm ☒ Active ☒ Private ☐ Intimate ☒ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board

D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure

E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum

F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure

G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels

H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required

I. Display Area ☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other

P. Access

Q. Furniture / Equip.

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Shared
Sub-Department Name Classroom/Conference

Space Title Lobby/Reception/"Bullpen"
Square Footage 1300
Number of Spaces 1
Number of Users in Space 25 (average in lines)

A. Activities ☐ Meetings ☐ Storage ☐ Office Environment ☒ Lobby ☐ Educational ☐ Support Space
☒ Assembly ☒ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☒ Public ☐ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☒ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☒ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☒ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☒ Tackboards ☒ Display Cabinets To House
Display and tackboards for information including "What's Happening at MJC This Wee". Electronic monitor and marquee display where important dates, office hours, etc. can be updated for student viewing daily.

J. Built in Cabinetry

K. Electrical

L. Water Water fountain

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other

P. Access Self-serve Check-in Computer lab - could be combined into one.

Q. Furniture / Equip. Computers for student use. Chairs. Counters.

R. Other Comments. Includes reception for adjacent departments and common waiting area.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Shared
Sub-Department Name Classroom/Conference

Space Title Shared Workshop/Large Classroom
Square Footage 1200
Number of Spaces 1
Number of Users in Space 100

A. Activities ☒ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☒ Support Space
☒ Assembly ☒ Other

B. Atmosphere ☒ Calm ☐ Active ☐ Private ☐ Intimate ☒ Formal ☒ Quiet ☒ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☒ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☒ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☒ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☒ Tackboards ☒ Display Cabinets To House
J. Built in Cabinetry
K. Electrical Yes
L. Water
M. Special Ventilation
N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other
P. Access All departments. Restrooms close by.
Q. Furniture / Equip.
R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Shared
Sub-Department Name Classroom/Conference

Space Title Small Conference Room
Square Footage 200
Number of Spaces 2
Number of Users in Space 8-10

A. Activities ☒ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☒ Support Space
☒ Assembly ☒ Other

B. Atmosphere ☒ Calm ☒ Active ☒ Private ☐ Intimate ☒ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board

D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure

E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum

F. Ceiling ☒ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure

G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels

H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required

I. Display Area ☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical Yes

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other

P. Access

Q. Furniture / Equip.

R. Other Comments.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Shared
Sub-Department Name General

Space Title Open Area Break Room
Square Footage 300
Number of Spaces 1
Number of Users in Space 6-8

A. Activities ☐ Meetings ☒ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☒ Support Space
☐ Assembly ☒ Other

B. Atmosphere ☒ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☒ Informal

C. Writing Surfaces ☐ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☐ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☐ Carpet ☐ Ceramic Tile ☒ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☐ Sound-absorbing Panels
H. Natural Daylight ☐ Direct View To Exterior ☐ Skylighting ☒ Natural Sunlight Required, View Not Required
I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry Cabinets, tables, chairs

K. Electrical Yes

L. Water Yes - sink

M. Special Ventilation

N. Communications ☒ Telephone ☐ Intercom ☐ Public Address ☐ Network ☒ Cable
☒ Other

P. Access All departments.

Q. Furniture / Equip. Regular sized refrigerator and microwave

R. Other Comments.



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Student Success/SSS/Tutoring		
Sub-Department Name	Classroom/Conference		
Space Title	Open Office (TRIO Support and Admin Assts)		
Square Footage	400		
Number of Spaces	1		
Number of Users in Space	5		
A. Activities	☐ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☐ Educational ☐ Support Space ☐ Assembly ☒ Other		
B. Atmosphere	☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☐ Quiet ☐ Public ☐ Informal		
C. Writing Surfaces	☒ Marker Board ☐ Chalk Board		
D. Wall Finish	☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure		
E. Flooring	☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum		
F. Ceiling	☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure		
G. Acoustical	☐ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required		
I. Display Area	☒ Tackable Wall ☐ Tackboards ☒ Display Cabinets To House Literature display rack		
J. Built in Cabinetry	Storage cabinets		
K. Electrical	Yes		
L. Water			
M. Special Ventilation	Yes		
N. Communications	☐ Telephone ☐ Intercom ☐ Public Address ☐ Network ☐ Cable ☐ Other		
P. Access	TRIO Lab		
Q. Furniture / Equip.	Storage cabinet, chairs to allow up to 6 students waiting. All cabinets lockable.		
R. Other Comments.	Program serves 250 students. Need to plan for growth with (2) additional staff and double the number of students served. Worktable for student use w/ assembly, stapler, hole punch, etc. Open office space for support staff, program rep, admin secretary. Petitions has high level of traffic.		



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Student Success/SSS/Tutoring
Sub-Department Name Classroom/Conference

Space Title Study Room (Tutoring Center)
Square Footage 50
Number of Spaces 4
Number of Users in Space 1-6

A. Activities ☒ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☒ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☐ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☐ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry Storage cabinet for supplies.

K. Electrical Yes

L. Water No

M. Special Ventilation Yes

N. Communications ☐ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Tutoring Center

Q. Furniture / Equip. Table and chairs for group study, white boards, media equipped. All cabinets and storage lockable.

R. Other Comments. Open view (windows) from each room to Tutoring Center.



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Student Success/SSS/Tutoring
Sub-Department Name Classroom/Conference

Space Title Tutoring Center
Square Footage 880
Number of Spaces 1
Number of Users in Space 40

A. Activities ☒ Meetings ☐ Storage ☐ Office Environment ☐ Lobby ☒ Educational ☐ Support Space
☐ Assembly ☒ Other

B. Atmosphere ☐ Calm ☒ Active ☐ Private ☐ Intimate ☐ Formal ☒ Quiet ☒ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board
D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure
E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum
F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☐ Suspended Acoustic ☐ Exposed Structure
G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels
H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required
I. Display Area ☒ Tackable Wall ☒ Tackboards ☒ Display Cabinets To House
Outside and inside display cases

J. Built in Cabinetry Book shelves, storage cabinets, computer workstations

K. Electrical Yes

L. Water

M. Special Ventilation Yes

N. Communications ☐ Telephone ☐ Intercom ☐ Public Address ☒ Network ☐ Cable
☐ Other

P. Access Needs to be centralized - all students are served.

Q. Furniture / Equip. 20 round tables w/ (3) students per table, 10 computers with workstations to accommodate (2) students at one system, literature rack, (3) low cubicle workstations w/ (4) student per station and white boards for each, coin operated copier, Go Print System, Media and movable chairs. Room needs to be able to have blinds or a method in which to darken the room. All cabinets and storage lockable.

R. Other Comments. Center provides services for all MJC students. Serves 450-600 students each semester with 40-45 tutors. Needs work area for student use with copier, Go-Print System, stapler, hole punch, etc. Break Room to accommodate student employees. We have 40 student employees who work around their academic schedule who need access to water, snacks, lunch, etc. and there is no eating in the Center. Room needs to be flexible to be used for workshops/training.



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Student Success/SSS/Tutoring		
Sub-Department Name	Closed Offices		

Space Title	Office (TRIO Counselors)		
Square Footage	100		
Number of Spaces	1		
Number of Users in Space	1		

A. Activities	☒ Meetings	☐ Storage	☒ Office Environment	☐ Lobby	☐ Educational	☐ Support Space
	☐ Assembly	☐ Other				
B. Atmosphere	☐ Calm	☐ Active	☒ Private	☐ Intimate	☐ Formal	☒ Quiet
			☐ Public	☐ Informal		

C. Writing Surfaces	☐ Marker Board	☐ Chalk Board		
D. Wall Finish	☒ Paint	☒ Tackable	☐ Vinyl Wall Covering	☐ Exposed Structure
E. Flooring	☒ Carpet	☐ Ceramic Tile	☐ Sealed Concrete	☐ Linoleum
F. Ceiling	☐ Painted Gypsum Board	☐ Glued-on Ceiling Tile	☐ Suspended Acoustic	☐ Exposed Structure
G. Acoustical	☐ Acoustical Ceiling	☐ Soundproofed Walls	☒ Sound-absorbing Panels	
H. Natural Daylight	☒ Direct View To Exterior	☐ Skylighting	☐ Natural Sunlight Required, View Not Required	
I. Display Area	☐ Tackable Wall	☐ Tackboards	☐ Display Cabinets To House	
J. Built in Cabinetry	File cabinets, storage cabinet, workstation			
K. Electrical	Yes			
L. Water				
M. Special Ventilation	Yes			
N. Communications	☒ Telephone	☒ Intercom	☐ Public Address	☒ Network
	☐ Other	☐ Cable		
P. Access	TRIO Center			
Q. Furniture / Equip.	Desk, computer system, printer, shelves, lateral file cabinet, storage cabinet. All cabinets and storage lockable.			
R. Other Comments.	Acoustical separation between offices. Window on doors and/or on wall to inside of TRIO Center.			



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Student Success/SSS/Tutoring		
Sub-Department Name	Closed Offices		

Space Title	Open Office (Tutoring Center Coordinator)		
Square Footage	100		
Number of Spaces	1		
Number of Users in Space	1		

A. Activities	☒ Meetings	☐ Storage	☒ Office Environment	☐ Lobby	☐ Educational	☐ Support Space
	☐ Assembly	☐ Other				

B. Atmosphere	☒ Calm	☐ Active	☒ Private	☐ Intimate	☒ Formal	☒ Quiet	☐ Public	☐ Informal
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C. Writing Surfaces	☐ Marker Board	☐ Chalk Board			
D. Wall Finish	☒ Paint	☒ Tackable	☐ Vinyl Wall Covering	☐ Exposed Structure	
E. Flooring	☒ Carpet	☐ Ceramic Tile	☐ Sealed Concrete	☐ Linoleum	
F. Ceiling	☐ Painted Gypsum Board	☐ Glued-on Ceiling Tile	☐ Suspended Acoustic	☐ Exposed Structure	
G. Acoustical	☐ Acoustical Ceiling	☒ Soundproofed Walls	☒ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior	☐ Skylighting	☐ Natural Sunlight Required, View Not Required		
I. Display Area	☐ Tackable Wall	☐ Tackboards	☐ Display Cabinets To House		
J. Built in Cabinetry	Lateral file cabinets, shelves, storage cabinets.				
K. Electrical	Yes				
L. Water					
M. Special Ventilation	Yes				
N. Communications	☒ Telephone	☒ Intercom	☐ Public Address	☒ Network	☐ Cable
	☐ Other				
P. Access	Tutoring Center, Reception, line of supervision to Center and Study Rooms				
Q. Furniture / Equip.	Desk, chair for coordinator and guests, computer system, printer, fax, storage cabinet, book shelves, lateral file cabinet. All cabinets and storage lockable.				
R. Other Comments.	Window view to Center and Study Rooms				



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Student Success/SSS/Tutoring		
Sub-Department Name	Closed Offices		

Space Title	Student Success Office (Director)		
Square Footage	150		
Number of Spaces	1		
Number of Users in Space	1		

A. Activities	☒ Meetings	☐ Storage	☒ Office Environment	☐ Lobby	☐ Educational	☐ Support Space
	☐ Assembly	☐ Other				

B. Atmosphere	☒ Calm	☒ Active	☐ Private	☐ Intimate	☒ Formal	☒ Quiet	☐ Public	☒ Informal
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C. Writing Surfaces	☐ Marker Board	☐ Chalk Board			
D. Wall Finish	☒ Paint	☐ Tackable	☐ Vinyl Wall Covering	☐ Exposed Structure	
E. Flooring	☒ Carpet	☐ Ceramic Tile	☐ Sealed Concrete	☐ Linoleum	
F. Ceiling	☐ Painted Gypsum Board	☐ Glued-on Ceiling Tile	☐ Suspended Acoustic	☐ Exposed Structure	
G. Acoustical	☐ Acoustical Ceiling	☒ Soundproofed Walls	☐ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior	☐ Skylighting	☐ Natural Sunlight Required, View Not Required		
I. Display Area	☒ Tackable Wall	☐ Tackboards	☐ Display Cabinets To House		
J. Built in Cabinetry	Book shelves, lateral file cabinets				
K. Electrical	Yes				
L. Water					
M. Special Ventilation	Yes				
N. Communications	☒ Telephone	☒ Intercom	☐ Public Address	☒ Network	☐ Cable
	☐ Other				
P. Access	Access to second exit door, panic button, direct line of vision to Centers. Adjacent to Admin Secretary, Support Staff and Centers.				
Q. Furniture / Equip.	Desk, credenza, bookshelves, lateral file cabinet, blinds for windows for privacy, chairs for Director and (3) guests. All cabinets and storage lockable.				
R. Other Comments.	Confidential office. Need waiting area for (6) people outside of Admin Secretary's area, need a side room to meet with multiple individuals (students and deans). Secured locks for offices and files.				



ROOM DATA SHEETS

Campus Name Modesto Junior College - East Campus
Department Name Student Success/SSS/Tutoring
Sub-Department Name Closed Offices

Space Title Student Success Office (undesignated for growth)
Square Footage 100
Number of Spaces 2
Number of Users in Space 1

A. Activities ☐ Meetings ☐ Storage ☒ Office Environment ☐ Lobby ☐ Educational ☐ Support Space
☐ Assembly ☐ Other

B. Atmosphere ☒ Calm ☐ Active ☒ Private ☐ Intimate ☐ Formal ☒ Quiet ☐ Public ☐ Informal

C. Writing Surfaces ☒ Marker Board ☐ Chalk Board

D. Wall Finish ☒ Paint ☒ Tackable ☐ Vinyl Wall Covering ☐ Exposed Structure

E. Flooring ☒ Carpet ☐ Ceramic Tile ☐ Sealed Concrete ☐ Linoleum

F. Ceiling ☐ Painted Gypsum Board ☐ Glued-on Ceiling Tile ☒ Suspended Acoustic ☐ Exposed Structure

G. Acoustical ☐ Acoustical Ceiling ☒ Soundproofed Walls ☒ Sound-absorbing Panels

H. Natural Daylight ☒ Direct View To Exterior ☐ Skylighting ☐ Natural Sunlight Required, View Not Required

I. Display Area ☐ Tackable Wall ☒ Tackboards ☐ Display Cabinets To House

J. Built in Cabinetry

K. Electrical

L. Water

M. Special Ventilation

N. Communications ☒ Telephone ☒ Intercom ☐ Public Address ☒ Network ☒ Cable
☒ Other

P. Access

Q. Furniture / Equip.

R. Other Comments.



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Student Success/SSS/Tutoring		
Sub-Department Name	Computer Labs		

Space Title	Computer Lab (Shared within department)		
Square Footage	550		
Number of Spaces	1		
Number of Users in Space	25		

A. Activities	☐ Meetings	☐ Storage	☐ Office Environment	☐ Lobby	☒ Educational	☐ Support Space		
	☐ Assembly	☒ Other						
B. Atmosphere	☐ Calm	☒ Active	☐ Private	☐ Intimate	☐ Formal	☐ Quiet	☐ Public	☐ Informal

C. Writing Surfaces	☒ Marker Board	☐ Chalk Board					
D. Wall Finish	☒ Paint	☒ Tackable	☐ Vinyl Wall Covering	☐ Exposed Structure			
E. Flooring	☒ Carpet	☐ Ceramic Tile	☐ Sealed Concrete	☐ Linoleum			
F. Ceiling	☐ Painted Gypsum Board	☐ Glued-on Ceiling Tile	☐ Suspended Acoustic	☐ Exposed Structure			
G. Acoustical	☐ Acoustical Ceiling	☐ Soundproofed Walls	☒ Sound-absorbing Panels				
H. Natural Daylight	☒ Direct View To Exterior	☐ Skylighting	☐ Natural Sunlight Required, View Not Required				
I. Display Area	☒ Tackable Wall	☐ Tackboards	☒ Display Cabinets To House				
J. Built in Cabinetry	Workstations with electrical capability to accommodate 25 computer stations, storage cabinets for supplies, workstation for Lab Aide						
K. Electrical	Yes						
L. Water							
M. Special Ventilation	Yes						
N. Communications	☒ Telephone	☒ Intercom	☐ Public Address	☒ Network	☐ Cable		
	☐ Other						
P. Access	TRIO Center, Tutoring Center						
Q. Furniture / Equip.	Workstation for Lab Aide with storage and lockable cabinet, built-in workstations for 25 computers, computer systems, chairs, at least (4) stations flexible for ADA compliance. All cabinets and storage lockable.						
R. Other Comments.	Lockable doors. Needs flexibility for use as a workshop room (media equipped and white boards). Capability to darken room with blinds. Glass wall to allow for visual supervision. TRIO Program serves 250 students.						



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Student Success/SSS/Tutoring		
Sub-Department Name	Open Offices		

Space Title	Open Office (Tutoring Support Staff)		
Square Footage	100		
Number of Spaces	1		
Number of Users in Space	2 (2 workstations)		

A. Activities	☐ Meetings	☐ Storage	☒ Office Environment	☐ Lobby	☐ Educational	☐ Support Space
	☐ Assembly	☐ Other				

B. Atmosphere	☐ Calm	☒ Active	☐ Private	☐ Intimate	☐ Formal	☐ Quiet	☐ Public	☐ Informal
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C. Writing Surfaces	☒ Marker Board	☐ Chalk Board			
D. Wall Finish	☒ Paint	☒ Tackable	☐ Vinyl Wall Covering	☐ Exposed Structure	
E. Flooring	☒ Carpet	☐ Ceramic Tile	☐ Sealed Concrete	☐ Linoleum	
F. Ceiling	☐ Painted Gypsum Board	☐ Glued-on Ceiling Tile	☐ Suspended Acoustic	☐ Exposed Structure	
G. Acoustical	☐ Acoustical Ceiling	☐ Soundproofed Walls	☒ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior	☐ Skylighting	☐ Natural Sunlight Required, View Not Required		
I. Display Area	☒ Tackable Wall	☐ Tackboards	☐ Display Cabinets To House		
J. Built in Cabinetry	High glass panels, shelves, storage cabinets, workstation				
K. Electrical	Yes				
L. Water					
M. Special Ventilation	Yes				
N. Communications	☒ Telephone	☒ Intercom	☐ Public Address	☒ Network	☐ Cable
	☐ Other				
P. Access	TRIO Center, Reception Area, View to Computer Lab and Reception				
Q. Furniture / Equip.	Desk/workstation, chair, computer system, printer, fax, storage cabinets, lateral file cabinets, shelves				
R. Other Comments.	Workstation with high glass panels. All cabinets and storage lockable.				



ROOM DATA SHEETS

Campus Name	Modesto Junior College - East Campus		
Department Name	Student Success/SSS/Tutoring		
Sub-Department Name	Storage/Workrooms		

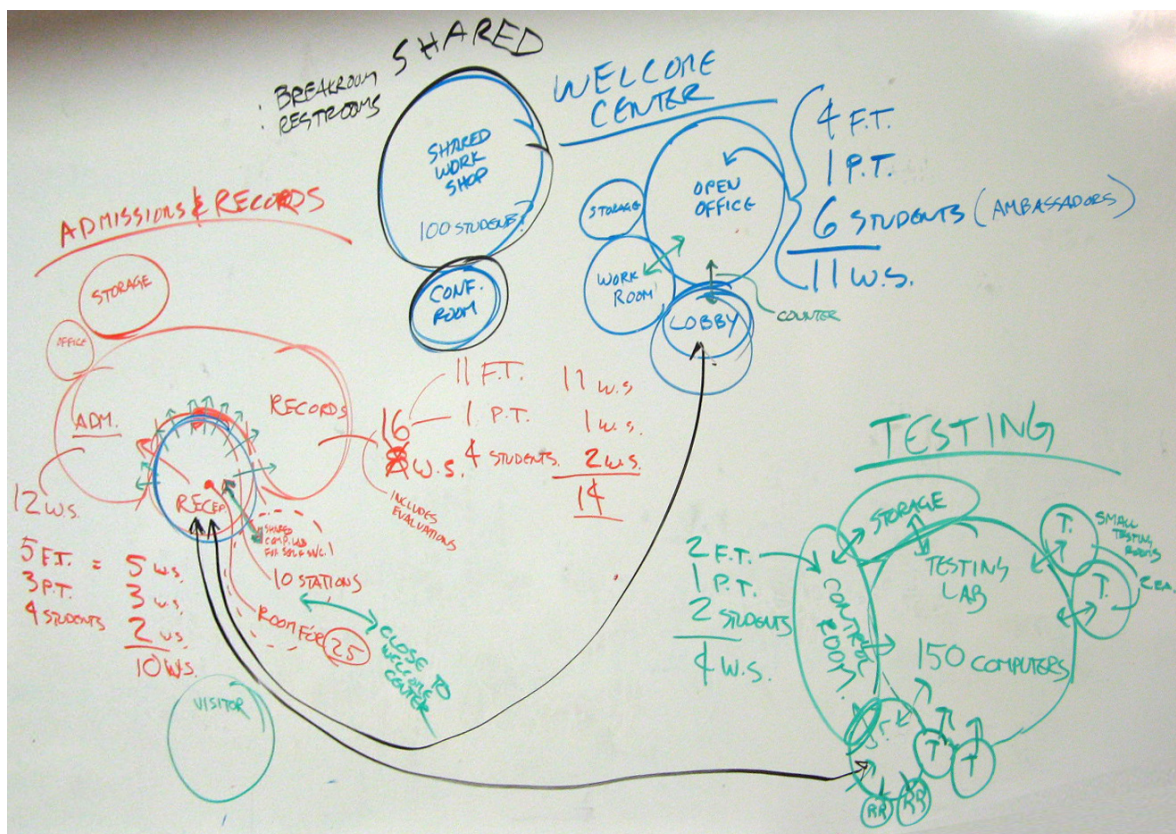
Space Title	Storage Room (Shared TRIO and Tutoring)		
Square Footage	240		
Number of Spaces	1		
Number of Users in Space	3		

A. Activities	☐ Meetings	☒ Storage	☐ Office Environment	☐ Lobby	☐ Educational	☐ Support Space
	☒ Assembly	☐ Other				

B. Atmosphere	☐ Calm	☐ Active	☐ Private	☐ Intimate	☐ Formal	☒ Quiet	☐ Public	☐ Informal
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C. Writing Surfaces	☒ Marker Board	☐ Chalk Board			
D. Wall Finish	☒ Paint	☒ Tackable	☐ Vinyl Wall Covering	☐ Exposed Structure	
E. Flooring	☐ Carpet	☐ Ceramic Tile	☒ Sealed Concrete	☒ Linoleum	
F. Ceiling	☐ Painted Gypsum Board	☐ Glued-on Ceiling Tile	☐ Suspended Acoustic	☐ Exposed Structure	
G. Acoustical	☐ Acoustical Ceiling	☐ Soundproofed Walls	☒ Sound-absorbing Panels		
H. Natural Daylight	☒ Direct View To Exterior	☐ Skylighting	☐ Natural Sunlight Required, View Not Required		
I. Display Area	☐ Tackable Wall	☐ Tackboards	☐ Display Cabinets To House		
J. Built in Cabinetry	Lateral file cabinets, book shelves, storage cabinets, tall work area for assembly				
K. Electrical	Yes				
L. Water					
M. Special Ventilation	Yes				
N. Communications	☐ Telephone	☐ Intercom	☐ Public Address	☐ Network	☐ Cable
	☐ Other				
P. Access	Tutoring and TRIO Centers				
Q. Furniture / Equip.	High table for work/assembly, file cabinets, shelves, storage cabinets, organizer storage for small items and paper. All cabinets and storage lockable				
R. Other Comments.	Files for TRIO kept for (7) years. Lockable door.				

DEPARTMENTAL SPACE NEEDS SKETCHES

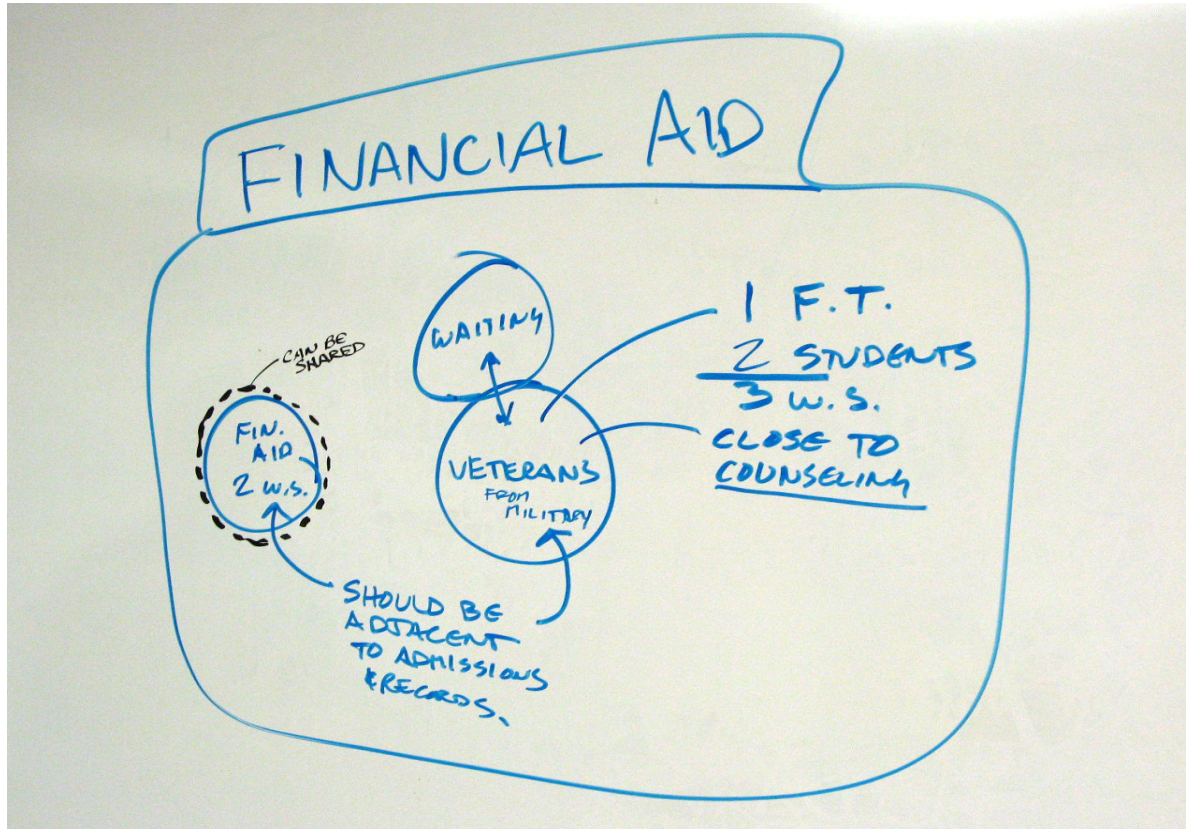


Admissions, Records, Evaluation, Welcome Center, Testing
09-26-2007

SK-01



DEPARTMENTAL SPACE NEEDS SKETCHES

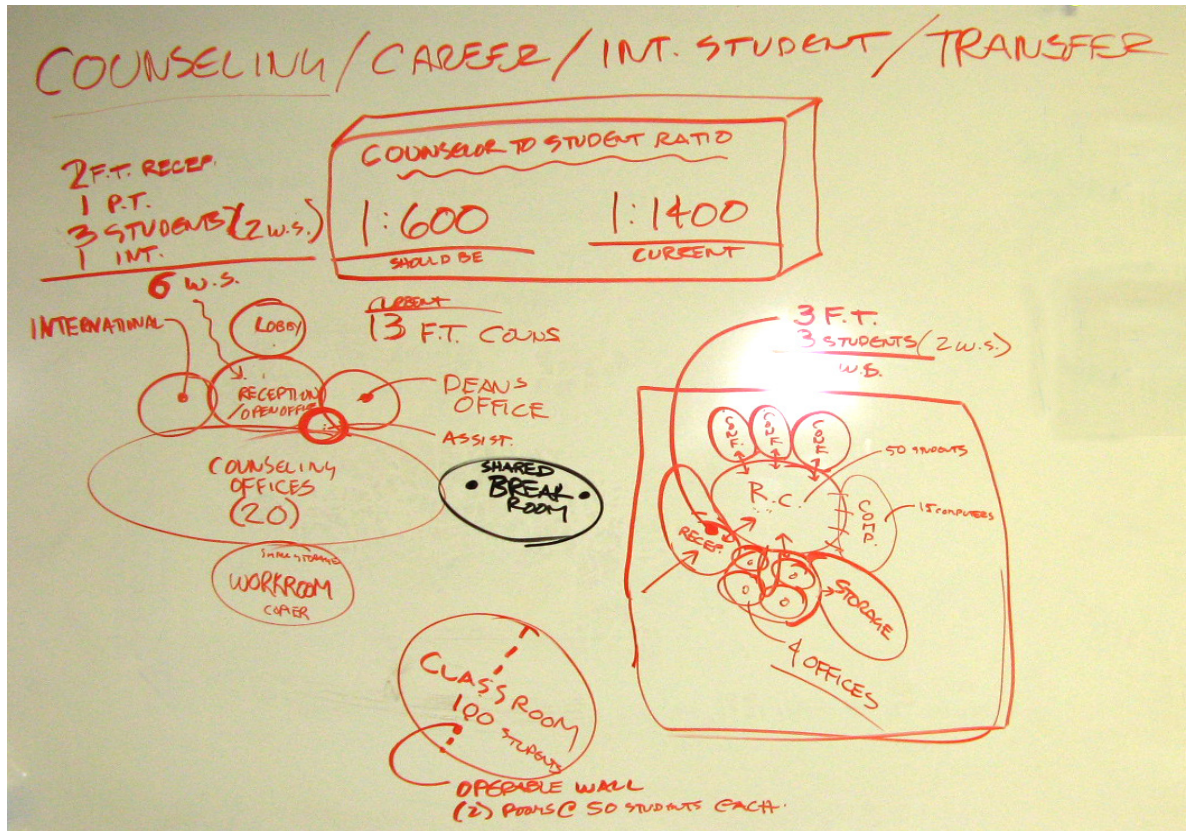


Financial Aid
09-26-2007

SK-02



DEPARTMENTAL SPACE NEEDS SKETCHES

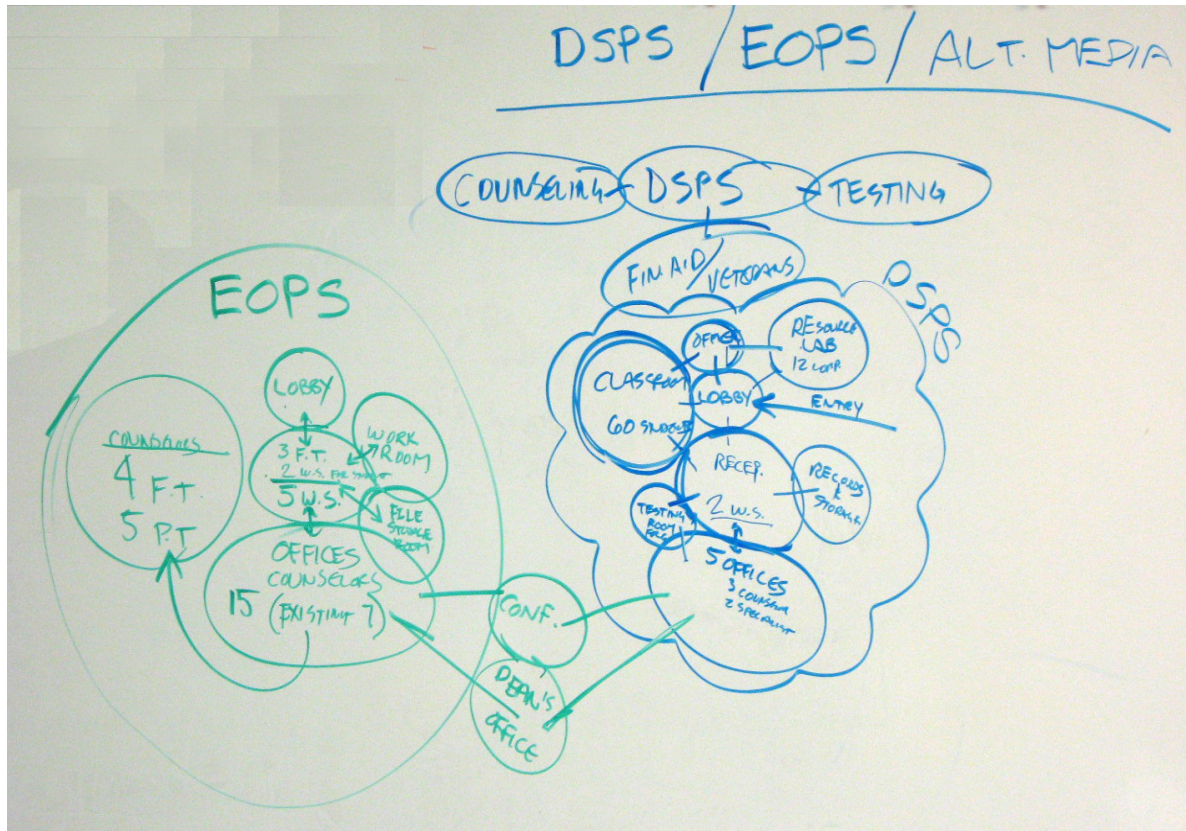


Counseling, Career Development, Intl. Students, Transfer Center
09-26-2007

SK-03



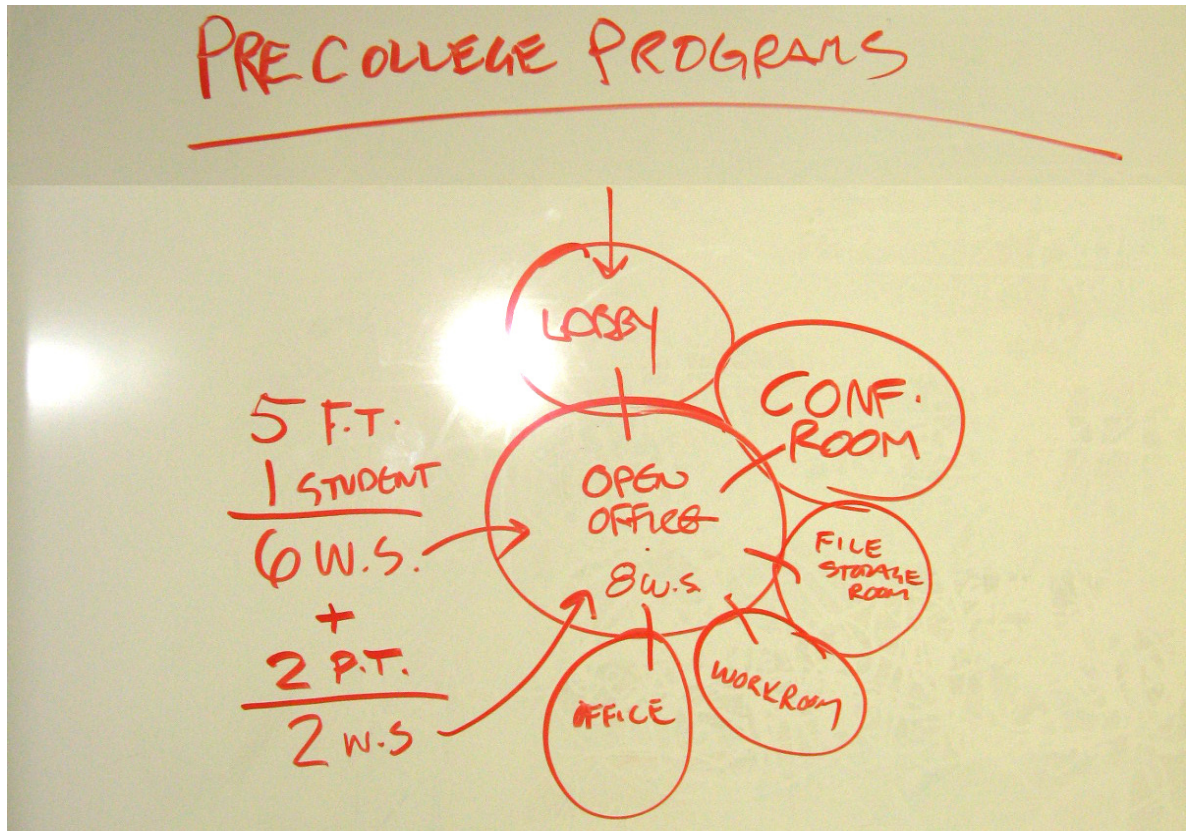
DEPARTMENTAL SPACE NEEDS SKETCHES



DSPS, EOPS
09-26-2007

SK-04

DEPARTMENTAL SPACE NEEDS SKETCHES

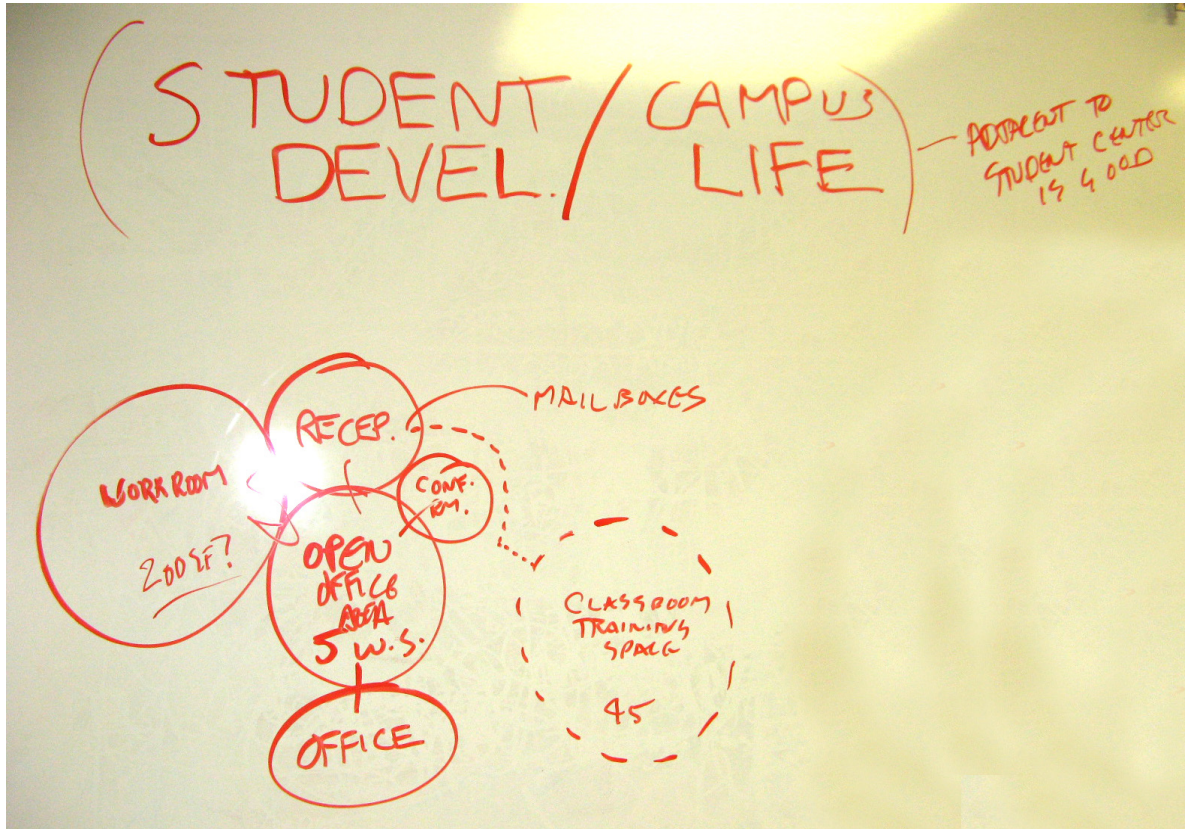


Pre-College Programs (Trio, Upward Bound, ETS)
09-26-2007

SK-05



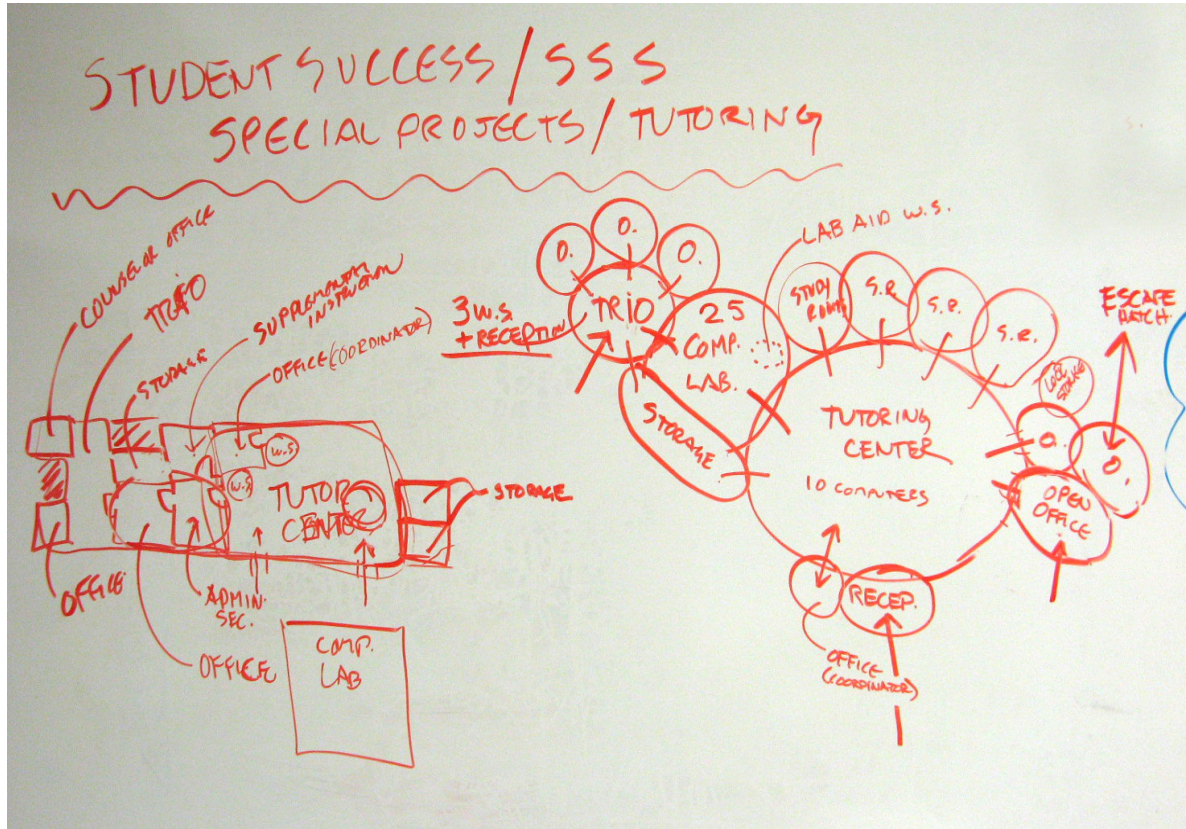
DEPARTMENTAL SPACE NEEDS SKETCHES



Student Development, Campus Life
09-26-2007

SK-06

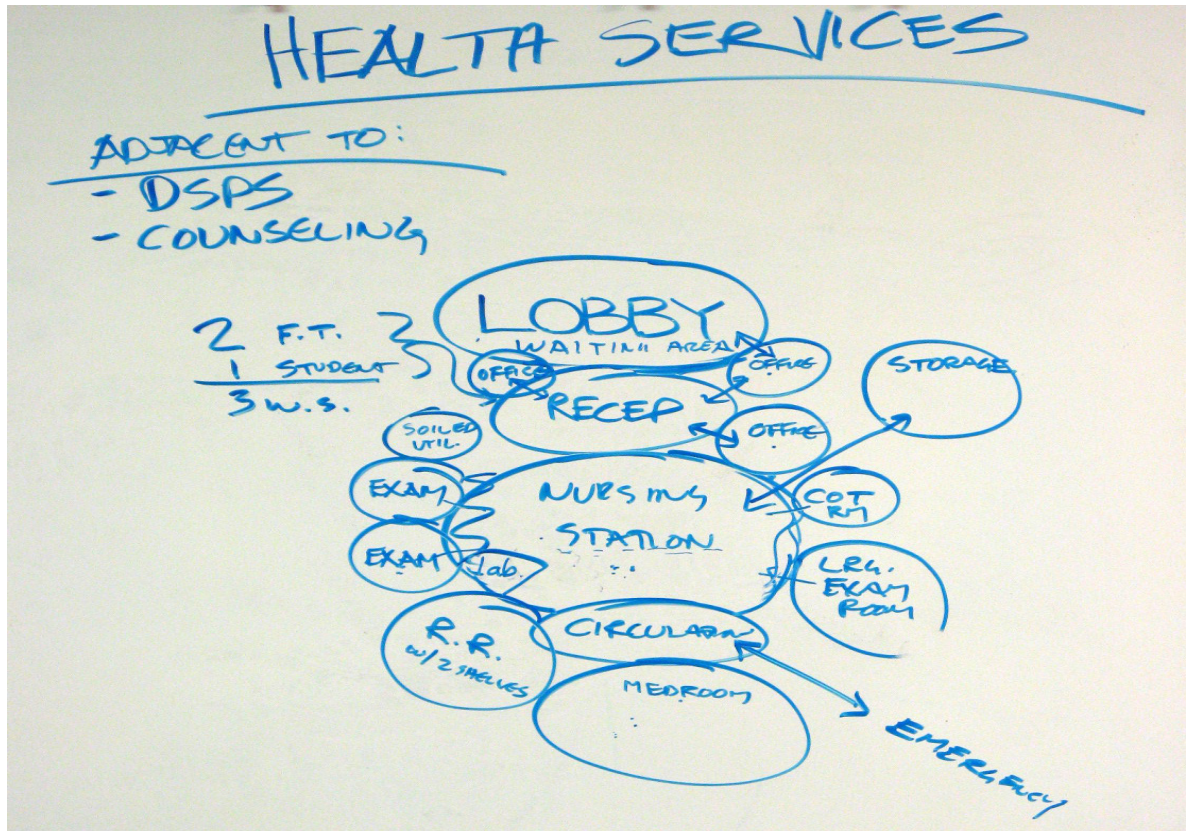
DEPARTMENTAL SPACE NEEDS SKETCHES



Student Success, SSS (Trio), Special Projects, Tutoring
09-26-2007

SK-07

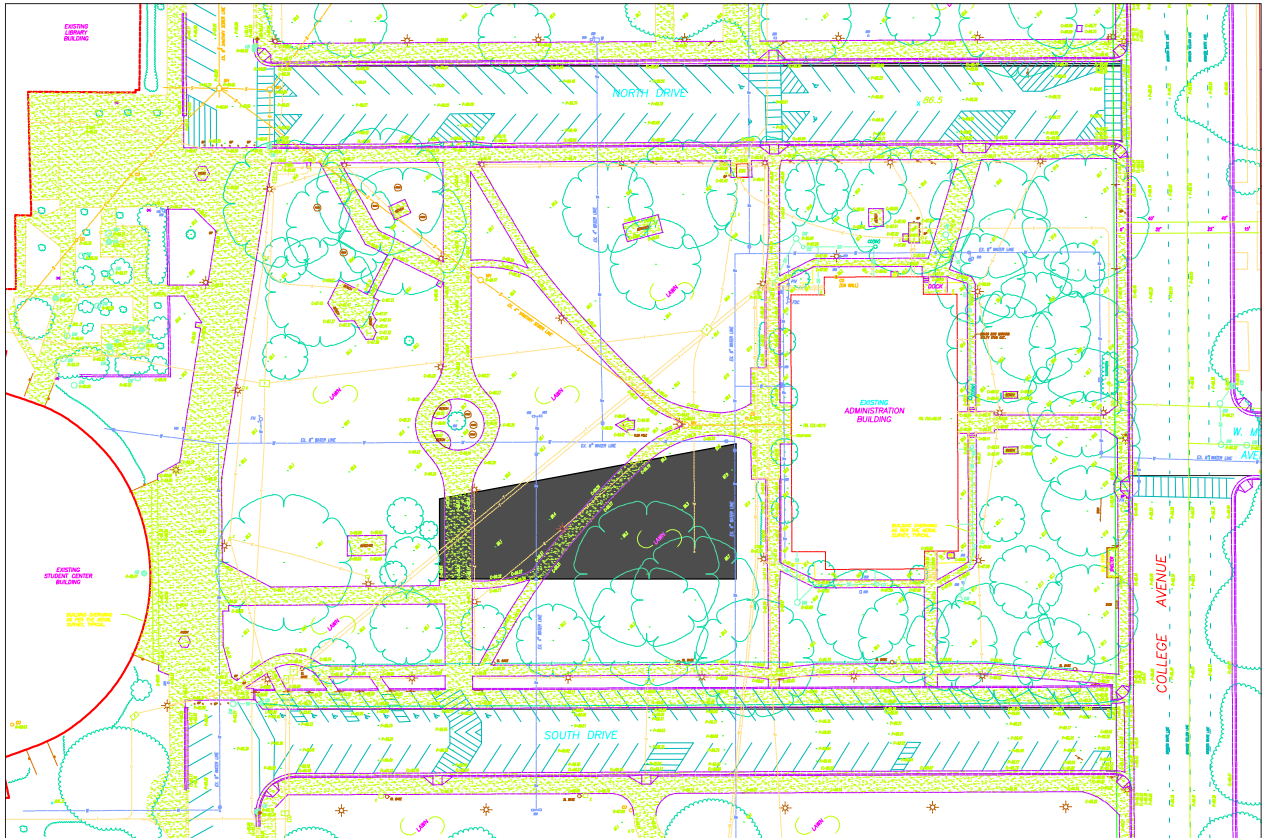
DEPARTMENTAL SPACE NEEDS SKETCHES



Health Services
09-26-2007

SK-08

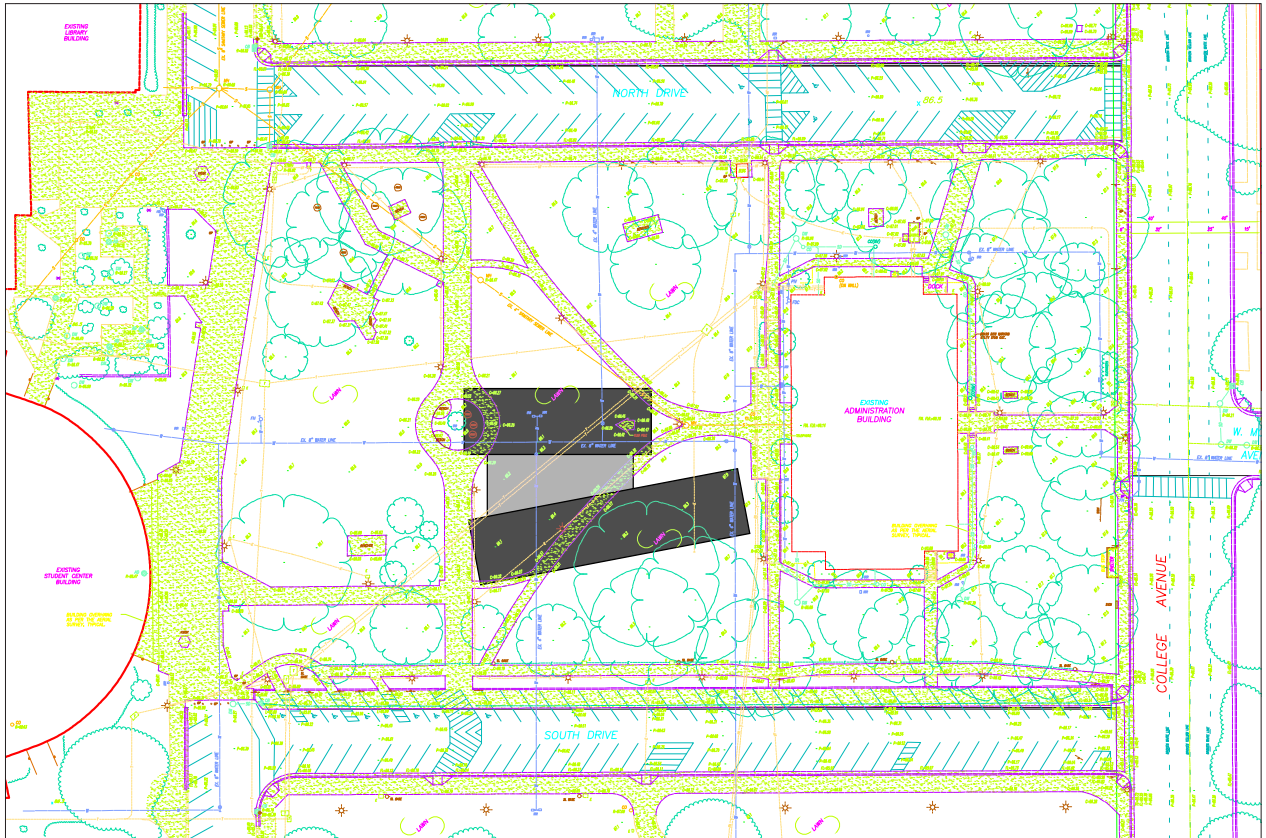
PREFERRED SITING SCHEMES



The Slider

This scheme attempts to act as the connective tissue that links the three structures that will house the comprehensive student service programs. The angled north face of the building links the Student Center front door with the Morris Building front door. This visual connection is important to creating a main space that includes unique individual buildings and maintains a cohesive feel between the structures. The main entrance will be on the north side of the building and will look out onto the main quad and the free speech steps. During times of high activity, the main quad will become the front yard for all three student services structures and will help activate the heart of the campus. This scheme will most likely result in the loss of one or two of the existing trees on the site.

PREFERRED SITING SCHEMES

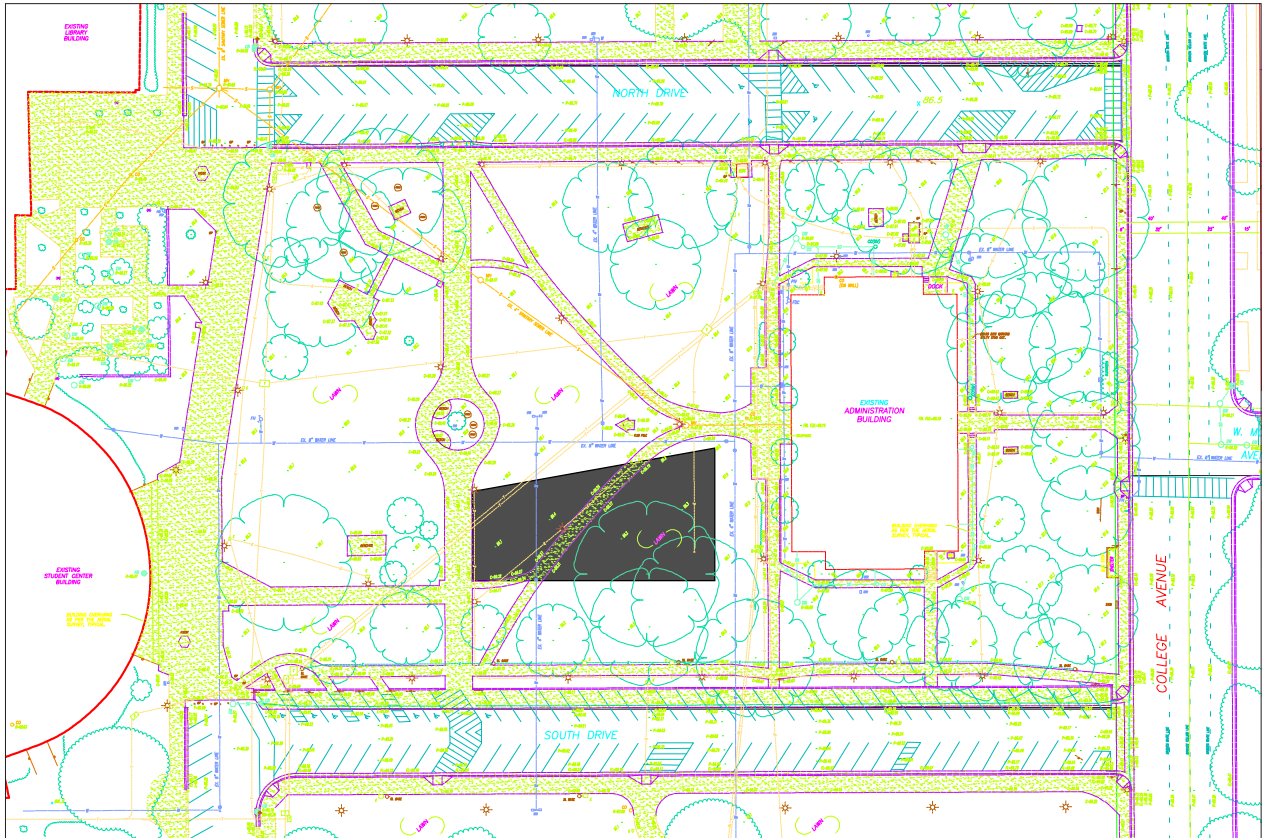


The Line Drive

This scheme attempts to retain the visual connection between the Morris Building and the Student Center by splitting the building into two main components. These wings are connected with a largely transparent “Bullpen” area through which one maintains the visual connection between the main structures. The central location of the bullpen allows for effective circulation between the constituent departments, both inside the new structure and into the departments that will remain in the existing structures. Although this version is more centrally located on the quad than the other schemes, it will result in the loss of none of the existing mature trees. It will result in three large green spaces in and around the new building allowing for discrete functions to occur simultaneously on the main quad.



PREFERRED SITING SCHEMES



The Triple

This scheme moves part of the program into a three story building. This will allow for a much smaller footprint on the main quad, retaining a larger amount of existing green space. Its smaller perimeter will still allow for the visual connection between the Morris and Student Center buildings and its north facing main entrance will open out onto the main green space of the campus. The height of the building will help emphasize that this is the heart of the campus. This more prominent building will announce itself—and the campus—to the city of Modesto. Although the prominence of the building and the larger amount of retained green space are beneficial to the site, the smaller floorplates may result in a less efficient building. This scheme will result in the loss of one or two of the existing trees on the site.

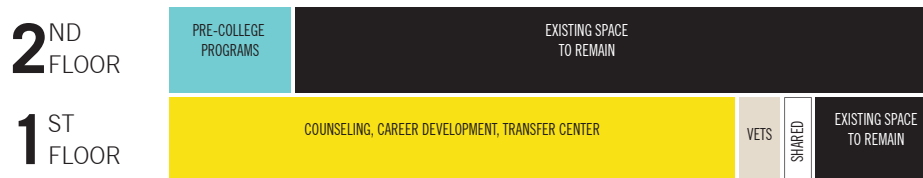


STACKING DIAGRAMS

STUDENT SERVICES BUILDING (NEW CONSTRUCTION)



MORRIS MEMORIAL BUILDING (EXISTING RENOVATION)



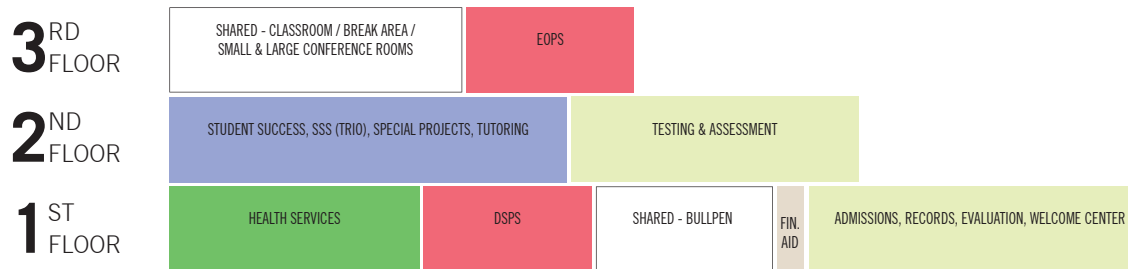
Two-story Schemes

There are two proposed schemes that are configured into a two story structure. The above diagram shows the relationships between the floors based on programming in both the new building (upper diagram) and the Morris Memorial Building (lower diagram).

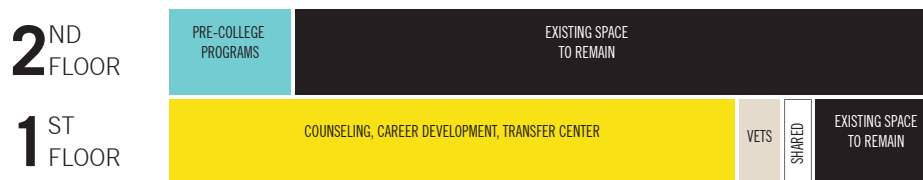


STACKING DIAGRAMS

STUDENT SERVICES BUILDING (NEW CONSTRUCTION)



MORRIS MEMORIAL BUILDING (EXISTING RENOVATION)



Three-story Scheme

There is one proposed scheme that is configured into a three-story structure. The above diagram shows the relationships between the floors based on programming in both the new building (upper diagram) and the Morris Memorial Building (lower diagram).



SITE MODELS (PREFERRED SCHEMES)

The Slider



The Line Drive



The Triple



SITE MODELS (ALL SCHEMES)

1. The Slider



2. The Line Drive



3. The Triple



4. The Single



5. The On-Deck



6. The Outfield

The Bench Warmers

The first three have been described in the previous pages and represent the preferred schemes. The fourth, The Single, is a one-story building. The potential cost effectiveness of this one-story scheme is outweighed by the fact that it almost completely covers the main quad. The fifth, The On-Deck, is a two-story building that attempts to maximize the open space by pushing the structure close to the Morris Building. Although this does free up a significant portion of the main quad, the building's orientation is counter to optimum solar orientation. This may result in higher operating costs over the life of the building. It also completely blocks the entrance to the Morris Building from the rest of the quad. The sixth, The Outfield, puts the new building on the opposite side of the quad. This emphasizes the existing pedestrian circulation in front of the Student Center and attempts to reinforce the "main street" of the campus. This scheme saves a large portion of the quad as well, but puts the building too far away from the existing Morris building and for this reason is deemed inappropriate.



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College
Student Services Building
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

BASIS OF COST MODEL

Cost Model Prepared From

Information issued from Perkins + Will 10/23/07 - 10/30/07

Discussions with the Project Architect

Conditions of Construction

The pricing is based on the following general conditions of construction

A start date of Spring 2009

A construction period of 15 months

The general contract will be competitively bid with qualified general and main subcontractors

There will not be small business set aside requirements

The contractor will be required to pay prevailing wages

The renovation work will start after completion of the new addition

The general contractor will have full access to the site during normal business hours



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College
Student Services Building
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

EXCLUSIONS

Owner supplied and installed furniture, fixtures and equipment
Loose furniture and equipment except as specifically identified
Security equipment and devices
Audio visual equipment
Hazardous material handling, disposal and abatement
Compression of schedule, premium or shift work, and restrictions on the contractor's working hours
Design, testing, inspection or construction management fees
Architectural and design fees
Scope change and post contract contingencies
Assessments, taxes, finance, legal and development charges
Environmental impact mitigation
Builder's risk, project wrap-up and other owner provided insurance program
Land and easement acquisition
Escalation beyond a start date of Spring 2009



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College
Student Services Building
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

OVERALL SUMMARY

	Gross Floor Area	\$ / SF	\$x1,000
New Building	18,955 SF	457.25	8,667
Renovation	8,656 SF	49.30	427
TOTAL Building Construction	27,611 SF	329.36	9,094
Sitework			656
TOTAL Building & Sitework Construction	Spring 2009		9,750



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
New Building
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

NEW BUILDING AREAS & CONTROL QUANTITIES

Areas

	SF	SF	SF
Enclosed Areas			
Level 1	9,478		
Level 2	9,477		
SUBTOTAL, Enclosed Area		18,955	
TOTAL GROSS FLOOR AREA			18,955

Control Quantities

			Ratio to Gross Area
Number of stories (x1,000)	2 EA		0.106
Gross Area	18,955 SF		1.000
Enclosed Area	18,955 SF		1.000
Covered Area	0 SF		0.000
Footprint Area	9,478 SF		0.500
Volume	265,370 CF		14.000
Basement Volume	0 CF		0.000
Gross Wall Area	15,000 SF		0.791
Retaining Wall Area	0 SF		0.000
Finished Wall Area	15,000 SF		0.791
Windows or Glazing Area	33.33% 5,000 SF		0.264
Roof Area - Flat	10,000 SF		0.528
Roof Area - Sloping	0 SF		0.000
Roof Area - Total	10,000 SF		0.528
Roof Glazing Area	0 SF		0.000
Interior Partition Length	2,085 LF		0.110
Finished Area	18,955 SF		1.000
Elevators (x10,000)	1 EA		0.528
Plumbing Fixtures (x1,000)	18 EA		0.950



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
New Building
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

NEW BUILDING COMPONENT SUMMARY

	Gross Area: 18,955 SF		
		\$/SF	\$x1,000
1. Foundations		8.53	162
2. Vertical Structure		10.13	192
3. Floor & Roof Structures		36.32	689
4. Exterior Cladding		77.82	1,475
5. Roofing, Waterproofing & Skylights		13.19	250
Shell (1-5)		145.98	2,767
6. Interior Partitions, Doors & Glazing		38.58	731
7. Floor, Wall & Ceiling Finishes		20.62	391
Interiors (6-7)		59.20	1,122
8. Function Equipment & Specialties		20.72	393
9. Stairs & Vertical Transportation		6.86	130
Equipment & Vertical Transportation (8-9)		27.58	523
10. Plumbing Systems		7.60	144
11. Heating, Ventilating & Air Conditioning		40.00	758
12. Electric Lighting, Power & Communications		35.00	663
13. Fire Protection Systems		6.00	114
Mechanical & Electrical (10-13)		88.60	1,679
Total Building Construction (1-13)		321.35	6,091
14. Site Preparation & Demolition		0.00	0
15. Site Paving, Structures & Landscaping		0.00	0
16. Utilities on Site		0.00	0
Total Site Construction (14-16)		0.00	0
TOTAL BUILDING & SITE (1-16)		321.35	6,091
General Conditions	10.00%	32.13	609
Contractor's Overhead & Profit or Fee	5.00%	17.67	335
PLANNED CONSTRUCTION COST	November 2007	371.15	7,035
Contingency for Development of Design	10.00%	37.14	704
Escalation to Start Date Spring 2009	12.00%	48.96	928
RECOMMENDED BUDGET	Spring 2009	457.25	8,667



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building			<i>Concept Cost Model</i>	
New Building			<i>November 1, 2007</i>	
Modesto, California			<i>0148-5516.110</i>	
<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<u>1. Foundations</u>				
Reinforced concrete spread footing on native soil	18,955	SF	8.00	151,640
Elevator pits	1	EA	10,000.00	10,000
				161,640
<u>2. Vertical Structure</u>				
Light steel frame - 5#/sf	48	TN	4,000.00	192,000
				192,000
<u>3. Floor and Roof Structure</u>				
Reinforced concrete slab on grade	9,478	SF	8.00	75,824
Suspended floor and roof				
Light steel frame 10#/sf	95	TN	4,000.00	380,000
Metal deck and concrete fill	19,477	SF	10.00	194,770
Allowance for msc. Metals	18,955	SF	2.00	37,910
				688,504
<u>4. Exterior Cladding</u>				
Exterior wall framing and finish				
Brick or metal	10,000	SF	75.00	750,000
Glass and glazing	5,000	SF	100.00	500,000
Exterior doors, frames and hardware	1	LS	40,000.00	40,000
Fascias, bands, screens and trim				
Sunscreens - 2 sides, 2 levels	400	LF	400.00	160,000
Soffit treatment	500	SF	50.00	25,000
DAVIS LANGDON				Page 6



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
New Building
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

Item Description	Quantity	Unit	Rate	Total
				1,475,000
5. Roofing, Waterproofing & Skylights				
Roof				
Membrane roof over rigid insulation including flashing, caulking and sealants	10,000	SF	25.00	250,000
				250,000
6. Interior Partitions, Doors & Glazing				
Interior partitions - allow ratio of 0.110	2,085	LF	250.00	521,263
Interior doors including frames and hardware	85	EA	2,000.00	170,000
Interior glass - allow at 5%	800	SF	50.00	40,000
				731,263
7. Floor, Wall & Ceiling Finishes				
Floors				
Lobby	1,300	SF	30.00	39,000
Toilets	700	SF	20.00	14,000
Carpet at balance	16,955	SF	6.00	101,730
Walls				
Lobby	1,300	SF	10.00	13,000
Toilets	700	SF	15.00	10,500
Paint at balance	16,955	SF	2.00	33,910
Ceilings				
Lobby	1,300	SF	25.00	32,500
Toilets	700	SF	15.00	10,500



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
New Building
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

Item Description	Quantity	Unit	Rate	Total
Acoustic tile and gypsum board	16,955	SF	8.00	135,640
				390,780

8. Function Equipment & Specialties

Prefabricated compartments and accessories				
Toilet partitions and accessories	18,955	SF	1.00	18,955
Shelving and millwork				
Miscellaneous casework	18,955	SF	3.00	56,865
Classroom and lab equipment				
Testing lab	1,760	SF	50.00	88,000
Resource center	700	SF	50.00	35,000
Large classroom	1,200	SF	75.00	90,000
Signage and graphics				
Building signage	18,955	SF	1.00	18,955
Markerboards and tackboards	18,955	SF	1.00	18,955
Light control and vision equipment				
Window blinds	5,000	SF	8.00	40,000
Projection screens	1	LS	5,000.00	5,000
Special use equipment				
Fire extinguishers and cabinets	4	EA	500.00	2,000
Miscellaneous specialties	18,955	SF	1.00	18,955
				392,685

9. Stairs & Vertical Transportation

Stairs				
Lobby	1	EA	30,000.00	30,000
Exit	1	EA	20,000.00	20,000



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
New Building
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
Elevator - 2 stop hydraulic	1	EA	80,000.00	80,000
				130,000
<u>10. Plumbing Systems</u>				
Sanitary fixtures including rough-in, waste and vent piping water heating, roof drainagage	18	FX	8,000.00	144,000
				144,000
<u>11. Heating, Ventilation & Air Conditioning</u>				
Mechanical system including rooftop package units, ductwork distribution, controls, etc.	18,955	SF	40.00	758,200
				758,200
<u>12. Electrical Lighting, Power & Communication</u>				
Electrical systems including service, machine and equipment power, user power, lighting, telecom and specialties	18,955	SF	35.00	663,425
				663,425
<u>13. Fire Protection Systems</u>				
Automatic wet sprinkler system	18,955	SF	6.00	113,730
				113,730

ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
Renovation
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

RENOVATION COMPONENT SUMMARY

	Gross Area:	8,656 SF	
		\$/SF	\$x1,000
1. Foundations		0.00	0
2. Vertical Structure		0.00	0
3. Floor & Roof Structures		0.00	0
4. Exterior Cladding		0.00	0
5. Roofing, Waterproofing & Skylights		0.00	0
<i>Shell (1-5)</i>		0.00	0
6. Interior Partitions, Doors & Glazing		4.62	40
7. Floor, Wall & Ceiling Finishes		11.51	100
<i>Interiors (6-7)</i>		16.13	140
8. Function Equipment & Specialties		3.00	26
9. Stairs & Vertical Transportation		0.00	0
<i>Equipment & Vertical Transportation (8-9)</i>		3.00	26
10. Plumbing Systems		0.00	0
11. Heating, Ventilating & Air Conditioning		5.78	50
12. Electric Lighting, Power & Communications		5.78	50
13. Fire Protection Systems		1.16	10
<i>Mechanical & Electrical (10-13)</i>		12.71	110
Total Building Construction (1-13)		31.84	276
14. Site Preparation & Demolition		2.79	24
15. Site Paving, Structures & Landscaping		0.00	0
16. Utilities on Site		0.00	0
Total Site Construction (14-16)		2.79	24
TOTAL BUILDING & SITE (1-16)		34.63	300
General Conditions	10.00%	3.47	30
Contractor's Overhead & Profit or Fee	5.00%	1.85	16
PLANNED CONSTRUCTION COST	November 2007	39.95	346
Contingency for Development of Design	10.00%	4.04	35
Escalation to Start Date Spring 2009	12.00%	5.31	46
RECOMMENDED BUDGET	Spring 2009	49.30	427



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
Renovation
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
6. Interior Partitions, Doors & Glazing				
Reconfiguration of 10% of the walls at level 1	100	LF	250.00	25,000
Interior doors including frames and hardware	5	EA	2,000.00	10,000
Interior glass	1	LS	5,000.00	5,000
				40,000
7. Floor, Wall & Ceiling Finishes				
Floors				
Carpet - renovated area	8,656	SF	6.00	51,936
Mailroom & Pre-college	1,500	SF	6.00	9,000
Walls - paint				
Renovated area	8,656	SF	2.00	17,312
Mailroom & Pre-college	1,500	SF	2.50	3,750
Ceilings				
Patch at new walls	1,000	SF	10.00	10,000
Clean	7,656	SF	1.00	7,656
				99,654
8. Function Equipment & Specialties				
Allowance for miscellaneous	8,656	SF	3.00	25,968
				25,968



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
Renovation
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<u>9. Stairs & Vertical Transportation</u>				
No work anticipated				0
<u>10. Plumbing Systems</u>				
No work anticipated				0
<u>11. Heating, Ventilation & Air Conditioning</u>				
Allowance for minor reconfiguration at renovated areas	1	LS	50,000.00	50,000
				50,000
<u>12. Electrical Lighting, Power & Communication</u>				
Allowance for minor reconfiguration at renovated areas	1	LS	50,000.00	50,000
				50,000
<u>13. Fire Protection Systems</u>				
Allowance for minor reconfiguration at renovated areas	1	LS	10,000.00	10,000
				10,000



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
Renovation
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<u>14. Site Preparation & Building Demolition</u>				
Selective demolition	1,000	SF	15.00	15,000
Remove existing carpet	9,156	SF	1.00	9,156
				24,156



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
Sitework
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

SITEWORK COMPONENT SUMMARY

		Gross Area: 26,000 SF	
		\$/SF	\$x1,000
14. Site Preparation & Demolition		2.00	52
15. Site Paving, Structures & Landscaping		13.46	350
16. Utilities on Site		2.31	60
TOTAL BUILDING & SITE (1-16)		17.77	462
General Conditions	10.00%	1.77	46
Contractor's Overhead & Profit or Fee	5.00%	0.96	25
PLANNED CONSTRUCTION COST		November 2007	20.50
Contingency for Development of Design	10.00%	2.04	53
Escalation to Start Date Spring 2009	12.00%	2.69	70
RECOMMENDED BUDGET		Spring 2009	25.23
			656



ESTIMATE OF CONSTRUCTION COSTS

Modesto Junior College Student Services Building
Sitework
Modesto, California

Concept Cost Model
November 1, 2007
0148-5516.110

<i>Item Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Total</i>
<u>14. Site Preparation & Building Demolition</u>				
Clear and grade site	26,000	SF	2.00	52,000
				52,000
<u>15. Site Paving, Structures & Landscaping</u>				
Area between new and existing building	6,000	SF	25.00	150,000
Building perimeter - 25'	10,000	SF	20.00	200,000
				350,000
<u>16. Utilities on Site</u>				
New utilities to new building	100	LF	600.00	60,000
				60,000