



**MARYLAND COMMUNITY COLLEGE
FACILITIES PLANNERS COUNCIL
December 9, 2022
MEETING MINUTES**

Attendees:

College / Agency	Name	Attendance
Allegany College	Korey Layman	In Person
Allegany College	Christina Kilduff	Virtual
Anne Arundel CC	Jim Taylor	In Person
Baltimore City CC	Kate Zurlage	In Person
CC Baltimore County	Jerry Kramer	In Person
CC Baltimore County	Will Waugh	Virtual
Carroll CC	Kirk Engel	Virtual
Carroll CC	Lisa Augenbaugh	Virtual
Cecil College	Keith Brown	Virtual
Chesapeake College	Miriam Collins	In Person
Chesapeake College	Steve Dyott	In Person
College of Southern MD	Jill Wathen	Virtual
College of Southern MD	Laura Dyson	In Person
DBM	Conrad Helms	Virtual
DGS	Iman Shaker	In Person
DGS	Craig Curtis	In Person
Frederick CC	John Anzinger	In Person
Hagerstown CC	Dawn Baker	Virtual
Harford CC	Trevor Jackson	Virtual
Harford CC	Louis Claypoole	In Person
Garrett CC	Chris Painter	In Person
MHEC	Daniel Schuster	In Person
Prince George's CC	Don Pruett	Virtual
Prince George's CC	Clarence Bryant	Virtual
Wor-Wic CC	Greg Grey	In Person

**9:30 Call to Order
Officer Reports**

- ❖ Chair – Greg Grey
 - Sent out email from Monica Randall about Climate Solutions Now Act. Meetings held the 14th. Email states how building energy performance standards will influence Facilities over 35k square feet. Future meetings

planned about what is in Facilities best interest. Net Zero by 2040 according to email. Unsure if fiscal or calendar year. The council can expect updates as information is shared. There will be future opportunities to attend meetings and speak.

- Attending space guideline meetings with other council members. Seeing if guidelines are antiquated regarding our buildings and 4-year colleges. Several breakout meetings. Looking at classrooms and other areas in subgroups. Do our spaces match the guidelines? Another meeting in January and additional subgroup meetings.
 - School Dude/Dude Solutions – contacted by representatives bought out Brightly. Brightly is pushing off work management modules to subsidiary – Asset Essentials. Attended an online seminar regarding Asset Essentials. Sunset date for School Dude is coming. Some features are becoming unavailable.
- ❖ Vice Chair – Kerry Norberg – Not Present
 - ❖ Secretary – Laura Dyson
 - A copy of the minutes and directory were distributed prior to meeting for changes/updates.
 - ❖ Best Practice Coordinators – John Anzinger
 - Today's presentation is on Part I and Part II. Presenters are now their own firm. The January meeting is HEGI discussion w/ Dan. February at Howard is discussion on BGE and meeting energy goals. April/May has state agency presentations.
 - Retreat topics: Space scheduling software at retreat. Electric vehicle charge stations. Asset essentials. Facilities Renewal Grant Master List.
 - Roundtable discussions and/or breakout sessions in lieu of building tours.
 - ❖ Treasurer – Travis Hopkins – Not Present
 - Travis emailed Project Portfolio to Council Officers. Portfolio attached to minutes.

Agency Reports

- ❖ DBM – Conrad Helms
 - Some variations are allowed for GSF. Space cannot be added/deleted. The state will pay for market escalation for construction – not space additions. Restate the importance of communication during design to let them know what is going on so when the project comes to bid it is approved.
 - Leadership – Effective January 1, 2023, Terri Garraty will retire as Executive Director of the DBM Office of Capital Budgeting. Christina Perrotti has already assumed the role of Executive Director. Three new analysts coming on board.
- ❖ DGS – Craig Curtis
 - Help yourself be within those parameters as Program I and Program IIs are done years in advance. DGS is now going through everything – almost clear of CPEs. Colleges are getting money back from pre-COVID and

during COVID. Anticipate assistance with documentation during closeout. Backlog is pre-Clarence for closeout. Looking forward to servicing new work as the previous work is getting completed. Construction Issues? Contact Craig. Money/CPE Issues? Contact Iman. Copy Dan on everything.

- Iman: Starting closeout. Ask for patience as DGS is going through one project at a time. There was a mix of electronic and paper information, so some projects take time searching for the documentation.
 - Dan: Closing out 2-3 projects a month. There are approximately 2 dozen backlogged projects.
 - Discussion on Program I and Program II. Looking to make sure you have a justified need to build those spaces. If you change parameters by more than 5%, then it must be looked at. Discussion about difficulties when there is new administration, programs, etc. - that happen in the years after the programs are submitted. Space usage efficiency – the analysis may impact the information from 4-5 years ago. 65% and beyond is too far down the road to modify. DGS asks the council to be mindful of that once you get to 65%.
- ❖ MHEC – Dan Schuster
- See attached calendar with December minutes. Approved encumbrances were notified. Still waiting for funds to get transferred. Quarterly report due at end of January. Master Plan changes due February 1st. February 1st is the new deadline for Part I and Part II for new projects in FY25 cycle.
- ❖ MACC – Monica Randall – Not Present

FPC FY23 Goals

- ❖ Discussed FY23 Goals
- Goal 1: Determine best practices applicable to facility planners through the sharing of individual college practices, industry, and state agency presentations, etc. Have at least 1 session (presentation, roundtable, work group, etc.) per FPC meeting.
 - John shared the tentative best practice presentation schedule during officer reports.
 - Goal 2: Publish and update the community college capital projects website information to advocate for continued state funding.
 - Travis emailed a draft presentation to council officers of Project Portfolio. Greg will send it out to the council.
 - Goal 3: Monitor for changing mandates related to Maryland High Performance Building Standards and Net Zero Buildings by including an agenda item at each FPC meeting to cover this topic, in addition to or covered under MACC's Agency Report, and react, as necessary.
 - Greg shared information about MACC email and meetings during officer reports.
 - Council discussion about inconsistencies regarding square footage and compliance dates.

- Council discussion about the infrastructure being able to respond to these mandates. Substations would need to be built every week to keep up.
- Goal 4: Monitor MACC Committee work group for the 'Climate Solution Now Act 2022' (SB528) for changing mandates. Respond to these mandates by reporting feedback as to their impact on community colleges.
 - The council discussed the desire to have someone from MDE (Maryland Department of the Environment) present with more information and clear up discrepancies.

11:00 – Program I and II Presentation

- ❖ Facilities Planning Associates and A.C. Robinson Enterprises
 - The presenters are founding members of the Facilities Planners Council. See copy of presentation for more information.
 - “Measure Twice, Cut Once” - Ross Perot
 - In 1986 – There was only 1 million appropriated for ALL community colleges. Over 1 billion in deferred maintenance.
 - See attached presentation.

12:00 – Lunch

1:00 – Completed Discussion on FPC FY23 Goals

New Business

- ❖ Roundtable Discussions on Various Topics:
 - Recommended consultants Part I and Part II
 - CMAR
 - Utility Bills – Huge increases in energy rates
 - Solar Power, CQI worked with constellation energy
- ❖ Discussion on in-person only moving forward – vote anonymously by next meeting

Old Business

- ❖ Aligning FPC Goals with MACC’s Strategic Plan
 - Briefly discussed issues with website update as it pertains to FPC Goal 2.
 - Discussed concerns over discrepancies in square footage and other requirements.
- ❖ COVID –19 Updates
 - Remote Work Policies & Future Office Space
 - AACC supervisors approve telework for employee
 - AACC finance is teleworking.
 - What will offices look like in 10 years?
 - The Federal government encourages remote work.
 - Colleges are a people-facing environment.

- The next generation coming in will work remotely. Interpreted as a right and not a preference.
- CC Baltimore County has introduced a trial of new teleworking policy. Public Safety, Facilities, etc. Not eligible. Other areas can work 2x a month remote with approval of supervisor.

Adjourned at 2:00

Upcoming Meetings:

- January 13, 2023 – Cecil
- February 10, 2023 – Howard
- April 14, 2023 - CSM / Essex
- May 12, 2023 - CSM / Essex
- June 1-2, 2023 - Exact dates and location TBD



Maryland Community Colleges Facilities Planners Council Project Portfolio

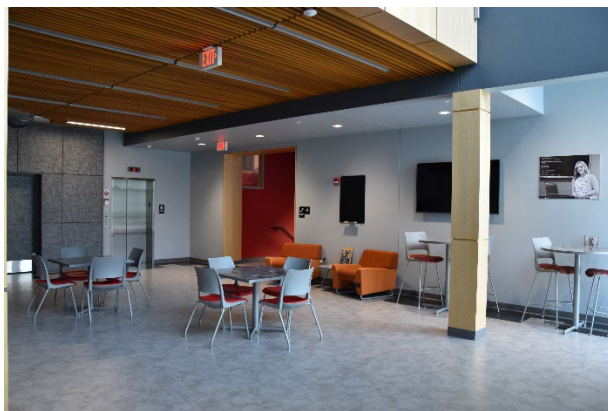
Updated December 8, 2022

Table of Contents

Projects completed in 2022 and earlier	4
Allegany College of Maryland Technologies Building Project I and II	5
Allegany College of Maryland Western Region Correctional Training Center	6
Carroll Community College Classroom Building #4 - "K Building"	7
Cecil College Engineering & Mathematics Building	8
Community College of Baltimore County Carol Diane Eustis Center for Health Professions ..	9
Frederick Community College Conference Center (Building E) Renovation	10
Frederick Community College Monroe Center Renovation	11
Garrett College Daniel E. Offutt III STEM Center	13
Harford Community College Fallston Hall Renovation	14
Document Control	17
Index	18

Projects completed in 2022 and earlier

Allegany College of Maryland Technologies Building Project I and II



Type Renovation

Size 56,127sf

Completion April 2021

Total Project Cost \$12,738,644

Sustainable Design IGCC

Delivery Method Design Build

Architect Murphy & Dittenhafer Architects

Constructor Harbel Inc.

Project I consisted of upgrading critical infrastructure and making the building ADA compliant. This consisted of the addition of a new lobby, elevator, and a new chiller/boiler system.

Project II consisted of renovating and upgrading two separate wings of the building. This portion of the renovation added a new conference center, an upgraded lecture hall, as well as more lounge, lab, and collaboration spaces for our students to use.

The building houses the IT and e-LETS departments, as well as forestry, multi-media, cyber-security, criminal justice, and legal studies programs. It also contains an abundance of multi-use flex classroom space.

Allegany College of Maryland Western Region Correctional Training Center



Type New Construction

Size 9715sf

Completion March 2021

Total Project Cost \$2,506,187

Sustainable Design N/A

Delivery Method Design Bid Build

Architect Chaney Architects

Constructor Daystar Builders Inc.

The Western Region Correctional Training Center project was managed by the Allegany County Department of Public works. The space offers the Western Correction Institution with updated instructional/training, conference, and office space, while also housing two additional flexible classrooms for Allegany College of Maryland's (ACM) Continuing Education department which are primarily used in the evening. In addition, the building is the new home of the ACM Incident Command Center for our Special Police offices. The larger space in this new building will allow the local corrections departments and ACM to offer more corrections training programs and academies, as well as some new programming including Comparative Police Compliance needed for cross state police training.

Carroll Community College Classroom Building #4 - "K Building"



Type New Construction

Size 80,000sf

Completion January 2010

Total Project Cost \$32,000,000

Sustainable Design features included in design

Delivery Method Design Bid Build

Architect Grimm + Parker Architects

Constructor CER, Inc.

Opened in Spring 2010, the K Building consists of three floors and incorporates three major integrated functions including classrooms, labs, and student support space. The building is a multi-use facility which allowed the existing credit and non-credit programs to expand and continue to introduce new courses and growth to core offerings.

The facility includes classrooms, math/writing/science/multi-media labs, a large (200 seat) business conference training room, expanded cafeteria food service (including outdoor seating), the child development center, faculty/staff offices, and enhanced co-curricular programming space.

Cecil College Engineering & Mathematics Building

Three Photos

Type New Construction

Size 28,700sf

Completion August 2014

Total Project Cost \$19,700,000

Sustainable Design LEED Gold

Delivery Method CMAR

Architect Marshall Craft Associates

Constructor Riparius Construction

Description

The Engineering & Mathematics Building includes engineering and physics laboratories, a math testing and tutoring center, distance learning, a conference room, group and quiet studies and an outdoor terrace. This facility is a major feature of the campus master plan. It serves as a landmark building to welcome visitors to a modern center of higher learning.

A major challenge of this project was designing a building that would be situated in the most prominent location on campus. It was designed with four façades responding to opportunities of orientation, views, solar gain, thermal efficiency, hierarchy of entrance and strong relationships to adjacent buildings. Mirroring the major stair systems on both the interior and exterior established a strong visual connection between the upper and lower areas of the campus.

This facility achieved LEED Gold certification. Throughout the building are sustainable design elements such as a vegetative roof accessible for social interactions and lounging as well as teaching; daylighting controls that maximize the use of natural light; and a rain water catchment system that provides gray water for toilet flushing.

Community College of Baltimore County Carol Diane Eustis Center for Health Professions



Type New Construction

Size 120,000sf

Completion August 2020

Total Project Cost \$63,000,000

Sustainable Design LEED Silver

Delivery Method CM at Risk

Architect GWWO, Inc.

Constructor Gilbane Building Company

The new Carol Diane Eustis Center for Health Professions is a 4-story, 120,000 square foot facility that consolidates the space for credit and non-credit students studying 9 Health Career Disciplines. This large collaborative or team-based learning space with intensive technology includes 14 lecture classrooms and 26 state-of-the-art laboratories and simulation centers and a 150-seat Testing Center.

This forward-thinking construction was designed to be a gateway building for CCBC Essex with low energy utilization and a reduced carbon footprint.

Frederick Community College Conference Center (Building E) Renovation



Type New/Reno

Size sf

Completion September 2020

Total Project Cost \$5,005,871

Sustainable Design LEED Silver

Delivery Method CMAR

Architect Murphy & Dittenhafer Architects

Constructor Turner Construction Company

The Building E renovation and addition project addressed the need for additional general instructional space that can be reconfigured to create more flexible classrooms and allow for the consolidation of Continuing Education programs and services. Swadner Hall is a tiered lecture hall approximately 4,500 SF that seats 48 students that was renovated to include upgraded classroom technology, lighting, finishes and improved accessibility.

Frederick Community College Monroe Center Renovation



Type Renovation

Size 45,000sf

Completion March 2018

Total Project Cost \$7,029,000

Sustainable Design LEED Silver

Delivery Method Design Bid Build

Architect Proffitt & Associates, P.C.

Constructor Warner Construction

This renovation and reconfiguration of approximately 45,000 square feet of the 55,000 square foot portion of the space owned by Frederick Community College. The project supports the ability of the College to meet economic and workforce development needs of Frederick County. Workforce training in trade/technical programs focused on middle skilled workers required space not present at the Monroe in its previous configuration. The renovation of the Monroe Center, designed as a LEED-Silver certified project, resulted in a better utilization of space and also allowed for the co-location of the Frederick County Workforce Services at the Center. The synergy created by co-location of these two entities creates a natural pathway for County

residents entering the workforce. The renovation included the existing HVAC, Welding, and Electrical skilled trade labs; Phlebotomy, CNA, Dental Assisting, and Medical Assisting programs; and Culinary program; as well as the addition of a Makerspace (manufacturing innovation) lab. Incorporated into the redesign are features and spaces shared by multiple programs. The spaces include faculty and administrative offices, “One Stop” learning support, conference rooms, adjunct faculty workspace, student study/tutoring room, laboratories, classrooms, locker rooms, staff workroom/lounge, security station, public restrooms and other building support areas.

Garrett College Daniel E. Offutt III STEM Center



Type Renovation / Addition

Size 21,000sf

Completion August 2018

Total Project Cost \$8,007,000

Sustainable Design LEED Gold

Delivery Method Design Bid Build

Architect Grimm + Parker Architects

Constructor Harbel, Inc.

The project was a complete interior renovation of a 15,000 square foot classroom and office building with the construction of a 6,500 square foot addition to house Garrett College's Science, Technology, Engineering and Math Center.

The new Center includes all new classrooms, science and engineering labs, staff offices, and student spaces as well as new mechanical, electrical, plumbing, and fire alarm systems.

Harford Community College Fallston Hall Renovation



Type Renovation

Size 24728sf

Completion Month Year

Total Project Cost \$5,711,872

Sustainable Design N/A

Delivery Method Design Build

Architect Design Collective

Constructor Jeffrey Brown Contracting

This renovation was to a building that was built in 1996 for the needs at that time. The building could not support the current programmatic needs and the decision was made to renovate. Some departments relocated and new programs were added to the building. The building was also deficient with modern technology, HVAC systems and life safety.

Students are now taking advantage of new classrooms to include; a Model Classroom, GIS Lab, and Criminal Justice Lab. We also added additional study and group collaborative spaces. A modern and efficient HVAC system was installed allowing for improved climate control.

Document Control

Original Author : Travis Hopkins

Contributions of content are from individual colleges.

Revision Control

December 8, 2022 – Inputted enough projects for review.

Index

Allegany College of Maryland, 4, 5
Carol Diane Eustis Center for Health
 Professions, 8
Carroll Community College, 6
Cecil College, 7
Classroom Building #4 - "K Building", 6
Community College of Baltimore County, 8
Daniel E. Offutt III STEM Center, 12
Engineering & Mathematics Building, 7
Fallston Hall Renovation, 13
Frederick Community College, 9, 10
Garrett College, 12
Harford Community College, 13
Monroe Center Renovation, 10
Projects completed in 2022 and earlier, 3
Technologies Building Project I and II, 4
Western Region Correctional Training
 Center, 5



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Mary Pat Seurkamp, Ph.D.
Chair

James D. Fielder, Jr., Ph. D.
Secretary

**Maryland Higher Education Commission Agency Report
Maryland Community Colleges Facilities Planners Council Meeting
December 9, 2022**

- A. See community college calendar for 2023
- B. Encumbrance of funds for current projects:
 - a. The following projects had encumbrances approved at 11/22 DPRB:
 - i. CSM Hughesville Health Sciences Center (#454)
 - ii. Wor-Wic CC Applied Technology Building (#471)
 - iii. CSM La Plata HT Renovation into SRC (#473)
 - iv. CCBC Essex Wellness & Athletics Center (#451)
 - v. Howard CC Math & Athletics Complex (#466)
 - vi. Harford CC Chesapeake Center (#465)
 - b. The following projects will similarly have PAYGO funding approved at DPRB only, but it will need to wait until after the funds associated with them are transferred to DGS (likely in January sometime):
 - i. Chesapeake College LRC Roof/Chiller (#474)
 - ii. CCBC Multiple Building Roof (#477)
 - iii. Hagerstown CC Second Entrance Widening (#478)
 - iv. Montgomery College TP/SS Library (#479)
 - c. Note: awaiting requests to encumber from colleges for CCC Systemic Renovation (#463), PGCC Marlboro Hall (#459), PGCC Dukes Center (#468); awaiting DBM program approval before encumbrances for CCBC Catonsville Student Services Center (#475) and CCBC Dundalk Student Services Center (#476) can be approved
- C. There are old/completed projects to be closed out with DGS
 - a. Process will begin in earnest in December with goal of completing a few each month until everything is completed by June
 - b. Working on PGCC #431 and Montgomery #414 this month
 - c. In January likely to contact colleges regarding Howard #441, CCBC #464, and Harford #457
- D. Space Guidelines Review
 - a. Classrooms, office, and lab subgroups meetings; will update FPC periodically
- E. Questions/Discussion

MARYLAND HIGHER EDUCATION COMMISSION CALENDAR FOR COMMUNITY COLLEGES – 2023

DATE	ACTION ITEM	RESPONSIBILITIES
JANUARY		
Before 1/21	Governor Releases the FY 2024 Budget Recommendation	DBM notifies colleges/MHEC
1/31	FY 2023 Second Quarter Cash Flow Reports Due	Colleges submit to MHEC
FEBRUARY		
2/1	Facility Master Plan Updates/Confirmation Due	Colleges submit to MHEC
2/1	Part I/Part II Facility Programs Due for New (FY25) Projects	Colleges submit to MHEC/DBM/DGS
Feb TBD	State Share Percentages for FY 2024 Released	MHEC to set and notify colleges
Feb TBD	Responses to DLS Hearing Questions on Capital Projects Due	Colleges/MHEC submit to DLS
MARCH		
Mar TBD	Senate Subcommittee Hearing for CC Capital Projects	Attended by colleges/MHEC/DBM
Mar TBD	House Subcommittee Hearings for CC Capital Projects	Attended by colleges/MHEC/DBM
APRIL		
4/3	Annual Space/Facility Inventory Due	Colleges submit to MHEC
Apr TBD	General Assembly Adopts Budget	All to be notified
Apr TBD	Governor Signs Budget	All to be notified
4/28	FY 2023 Third Quarter Cash Flow Reports Due	Colleges submit to MHEC
MAY		
Mid May	FY24 Facilities Renewal Grant Award Letters	MHEC sends colleges letter with grant number
May TBD	CBIS Opens for Input	Colleges can begin entering info
May TBD	Visits to Project Sites??	Interested parties to attend
JUNE		
6/1	State Funding in MCCBL 2023 (FY23 Budget) Available	Colleges submit encumbrance requests to MHEC
6/1 to 6/2	Facilities Planners Council (FPC) Annual Meeting	All to attend
6/1 to 6/2	Bond Bill Review Committee Meets at FPC Annual Meeting	Members to attend; info due to BBRC beforehand
Jun TBD	Visits to Project Sites??	Interested parties to attend

MARYLAND HIGHER EDUCATION COMMISSION CALENDAR FOR COMMUNITY COLLEGES – 2023

DATE	ACTION ITEM	RESPONSIBILITIES
JULY		
7/3	Requests for FY 2023 Project Funding Due	Colleges submit to MHEC via CBIS
7/3	CC Tables, S-6 Supplemental, and Form B for all Colleges	Colleges submit to MHEC
7/31	FY 2023 Fourth Quarter Cash Flow Reports Due	Colleges submit to MHEC
AUGUST		
Aug TBD	Maryland Council of College Presidents Approve Project List	MACC sends results to MHEC
8/15	MHEC Capital Grant Budget Requests Due to DBM	MHEC Submits to DBM via CBIS
SEPTEMBER		
9/1	FY25 Facilities Renewal Grant Info/Project Lists Due	Colleges submit info to MHEC
Sep TBD	Responses to DBM Hearing Questions on Capital Projects Due	Colleges/MHEC submit to DBM
Sep TBD	CC Capital Budget Hearing with DBM	Colleges/MHEC to attend
OCTOBER		
10/31	FY 2024 First Quarter Cash Flow Reports Due	Colleges submit to MHEC
NOVEMBER		
Nov TBD	DBM Submits Capital Budget Recommendations to Governor	All answer questions as needed
DECEMBER		
Dec TBD	Governor Develops Capital Budget	All answer questions as needed
12/29	Part I/Part II Facility Programs Due for New (FY26) Projects	Colleges submit to MHEC/DBM/DGS



Maryland Community College
Facilities Planners Council Meeting

Friday, December 9, 2022

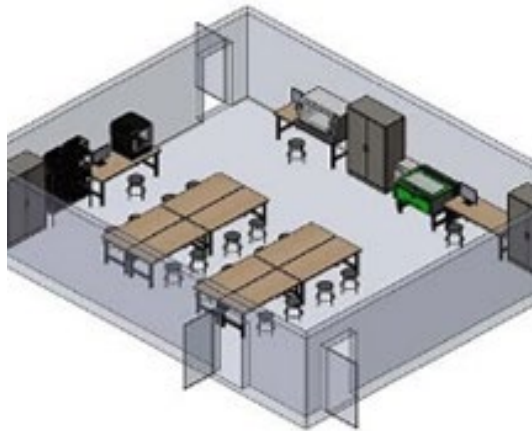
Anne Arundel Community College

Richard E. Watkins

Albert C. Robinson

What is Facilities Programming?

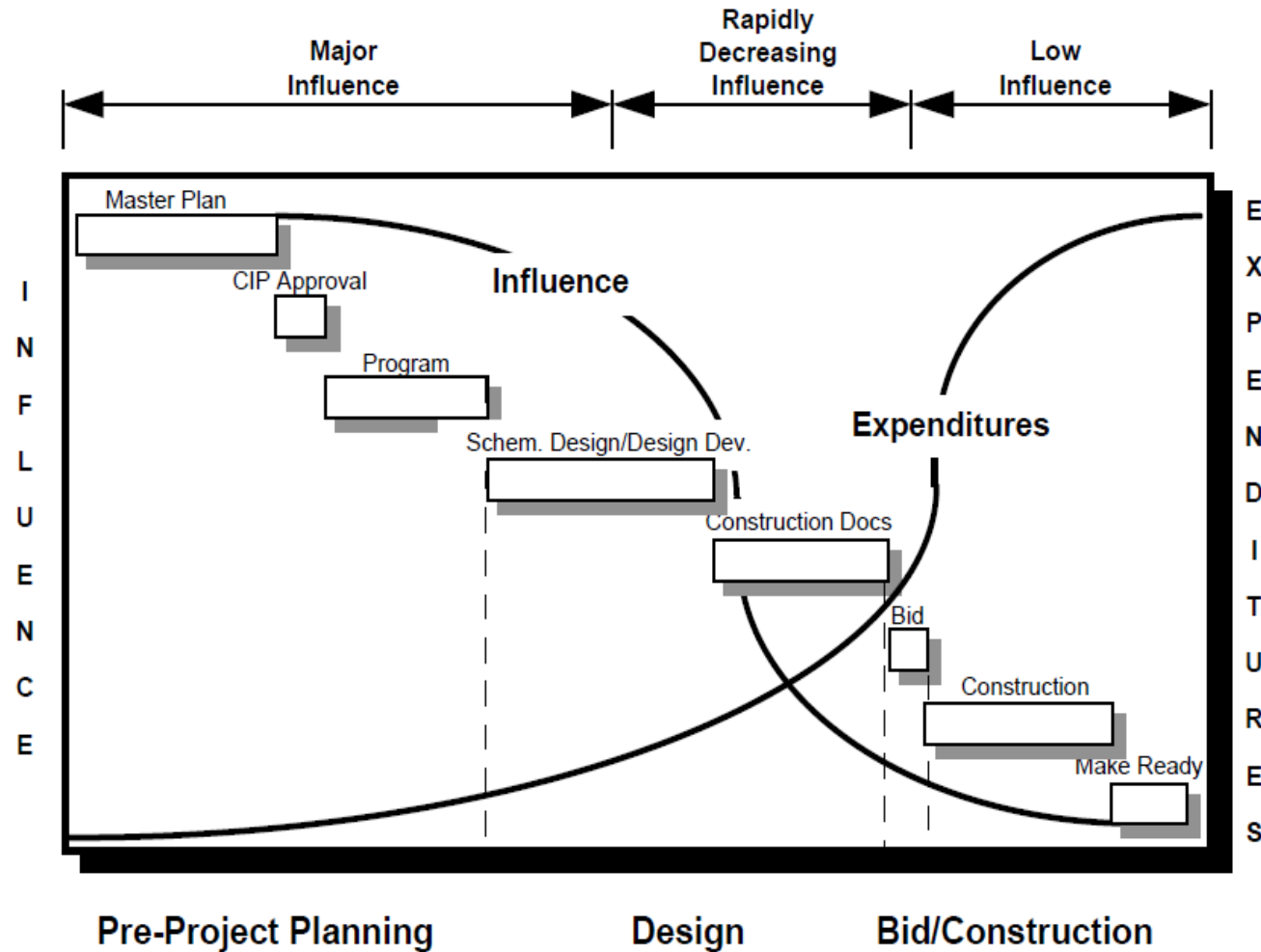
**A process that defines and documents the problem
to be solved by design**



Why Program?

Position Yourself to Win!

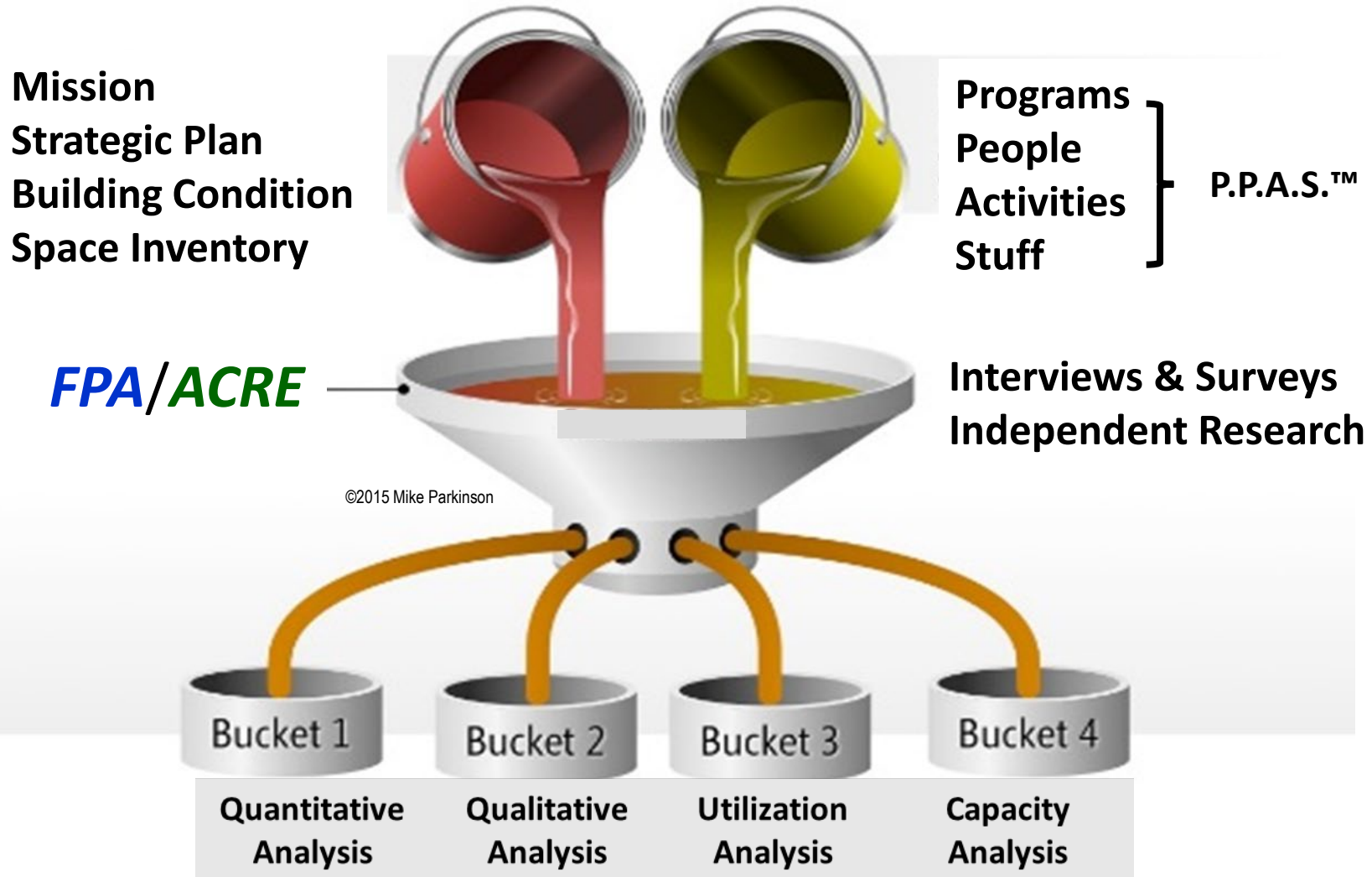
- **Get Funding**
- **Keep Organization Focused**
- **Keep Designer Focused**
- **Save Money (Impact on Outcome)**

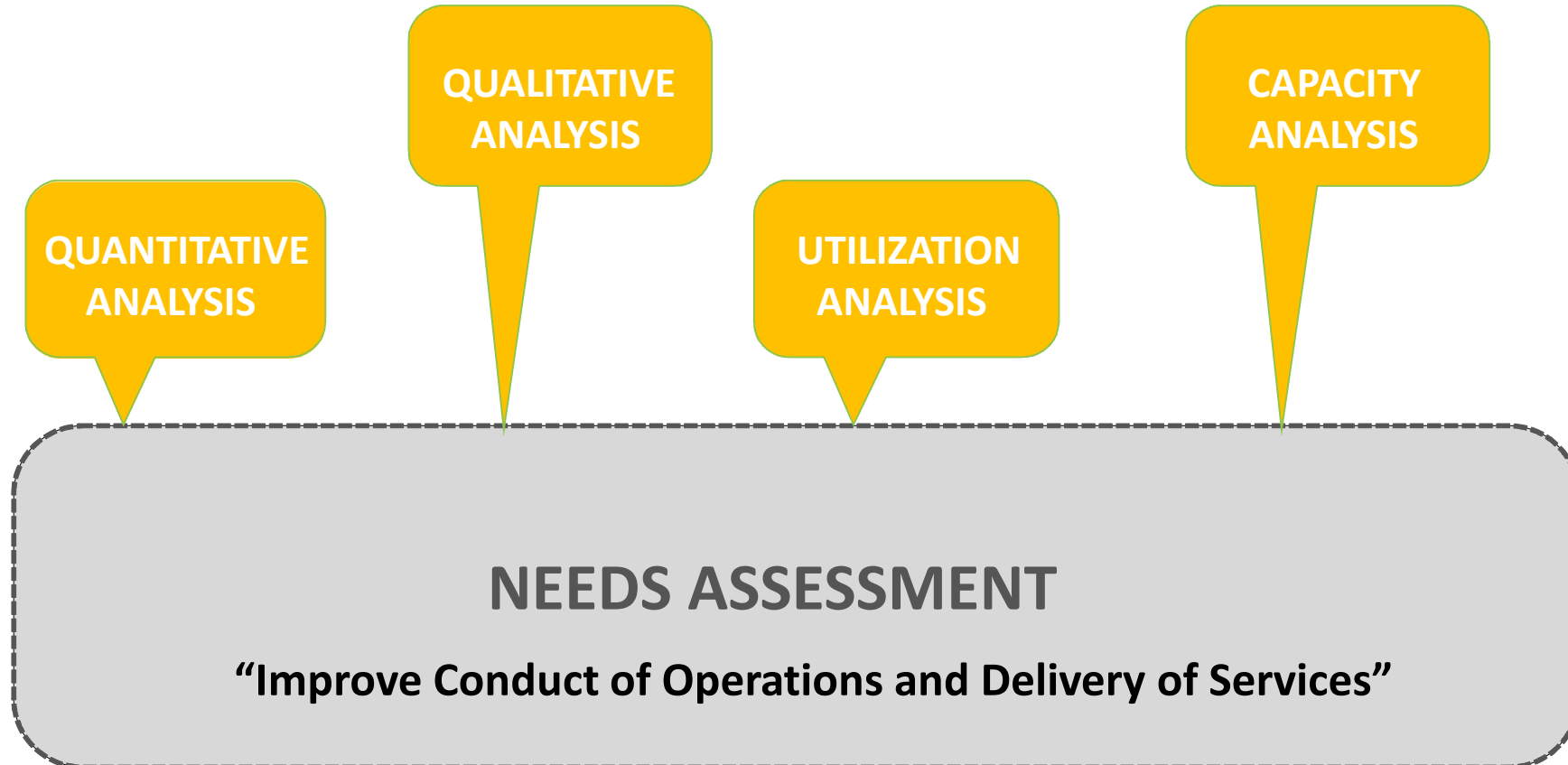


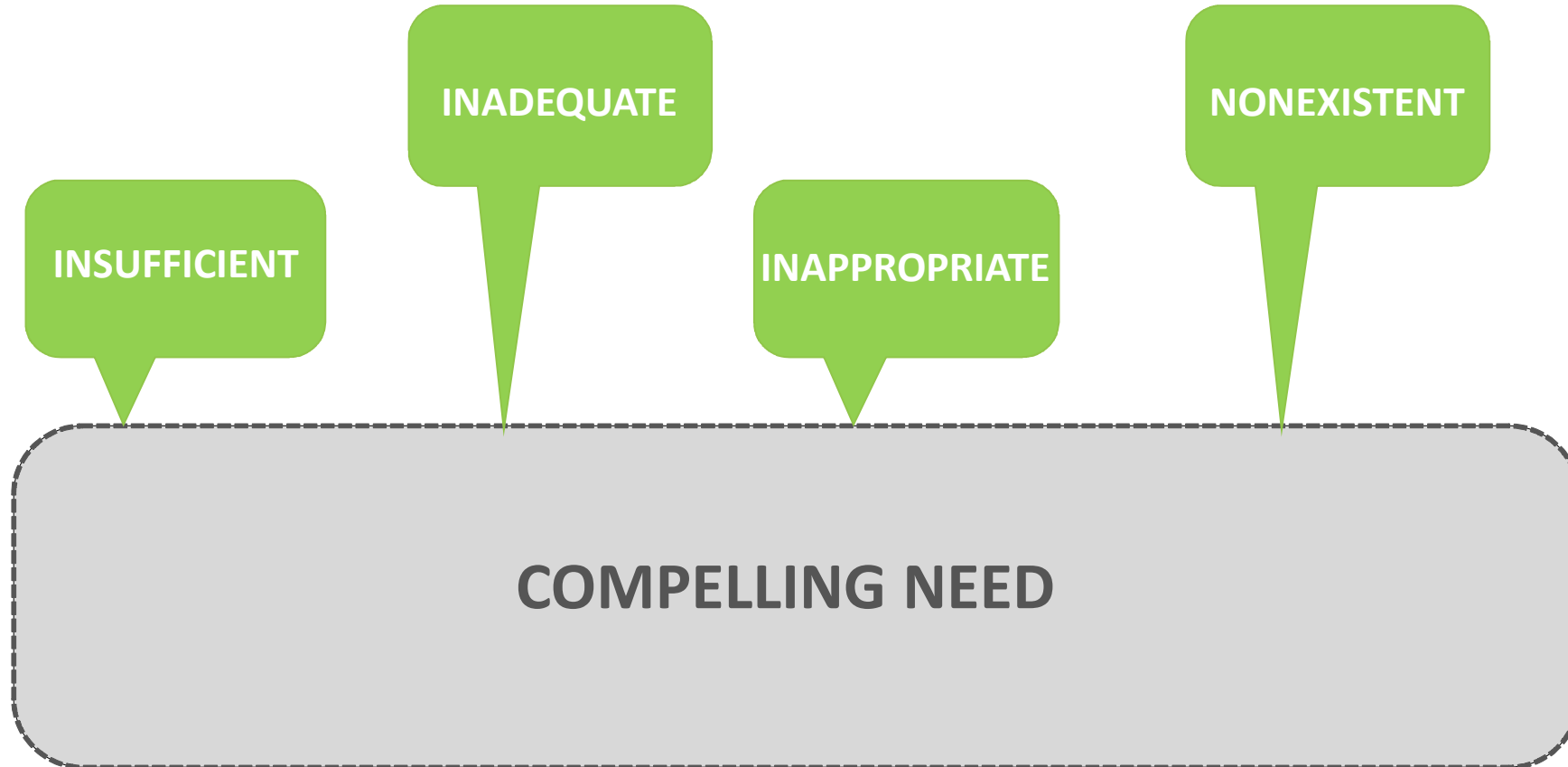
A facility program consists of two parts.

Part I includes the **justification** for the project, and the **description** and explanation of the **scope of work**.

Part II includes the additional details needed to procure architectural and engineering services and to provide detailed guidance in creating the project design.







Summary of Space Program

EXISTING BUILDING						
Building Area	HEGIS Code	Unit Capacity	No. of Units	NASF / Unit	Total NASF	
A. Performing Arts Facilities						
1. Main House (Theatre Seating)	610	400	1	4,200	4,200	
2. Stage	610	n/a	1	2,100	2,100	
3. Control Booth	615	4	1	400	400	
4. Green Room	615	6+piano	1	200	200	
5. Dressing Room	615	6	2	210	420	
6. Practice Room (Music)	615	2	2	80	160	
Total Existing Building NASF					7,480	
Total Existing Building GSF					10,960	



Part II: Instructions to the Consultant, Design Considerations, Detailed Specifications

FPA/ACRE

Instructions to the Consultant

- **Brief Project Overview**
- **Designer's Scope of Work**

Design Considerations

describe existing conditions and constraints, identify challenges of the site and building, and to outline the project requirements

- **Function:** purpose, performance, use (P.P.A.S.™)
- **Form:** physical environments (present and future)
- **Economy:** maximum results within the budget
- **Time:** past, present, future (policies, procedures, technologies)



Part II: Instructions to the Consultant, Design Considerations, Detailed Specifications

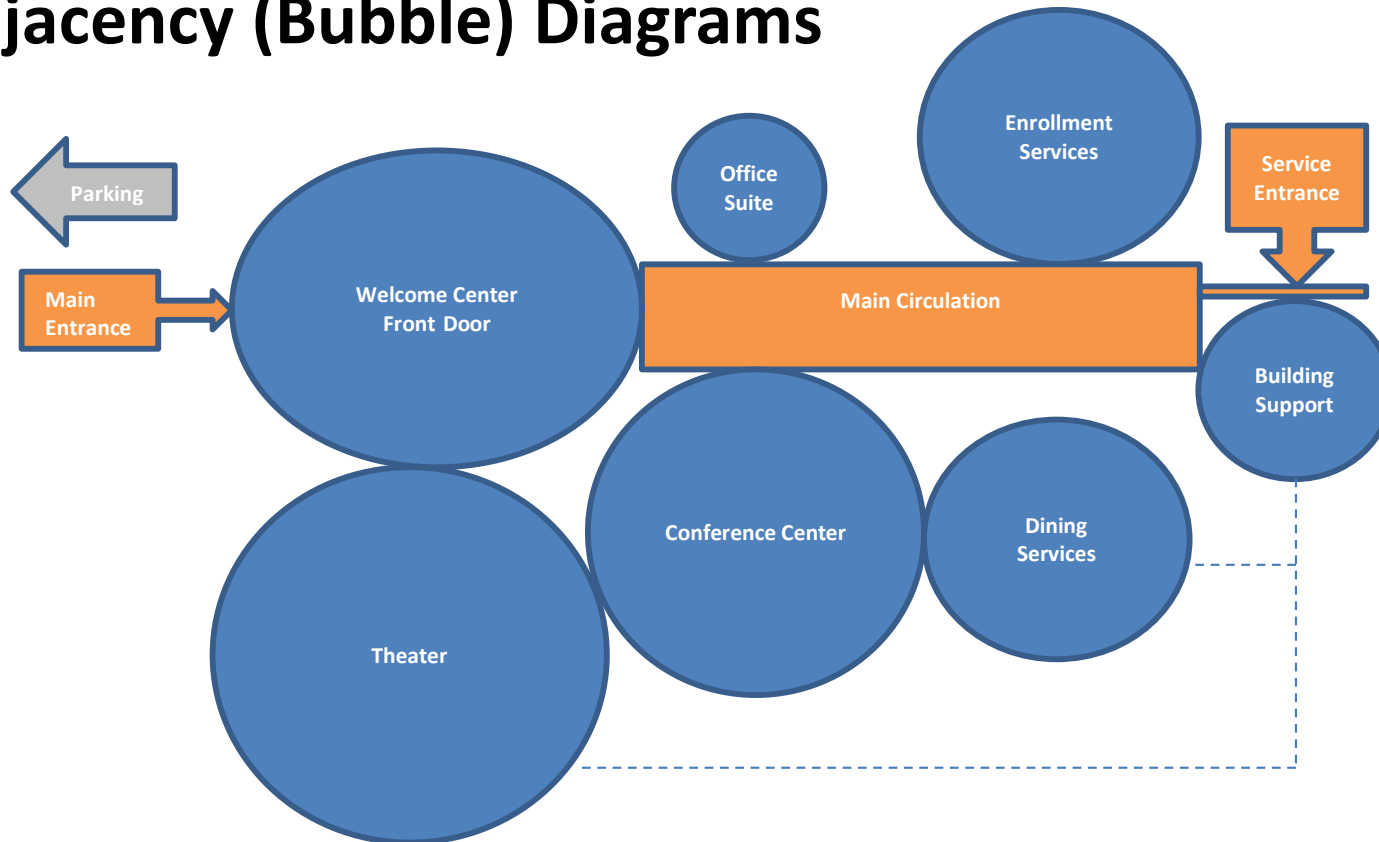
FPA/ACRE

Detailed Specifications

to establish and define individual spaces and groups of spaces as well as their interrelationships

Detailed Specifications

Adjacency (Bubble) Diagrams





Part II: Instructions to the Consultant, Design Considerations, Detailed Specifications

FPA/ACRE

Detailed Specifications

Programmed Space Allocations

EXISTING BUILDING						
Building Area	HEGIS Code	Unit Capacity	No. of Units	NASF / Unit	Total NASF	Page

A. Performing Arts Facilities

1. Main House (Theatre Seating)	610	400	1	4,200	4,200	2-45
2. Stage	610	n/a	1	2,100	2,100	2-46
3. Control Booth	615	4	1	400	400	2-47
4. Green Room	615	6+piano	1	200	200	2-49
5. Dressing Room	615	6	2	210	420	2-50
6. Practice Room (Music)	615	2	2	80	160	2-52

Total Existing Building NASF 7,480

Total Existing Building GSF 10,960

Detailed Specifications

Space Sheet Data

▪ Space Name	▪ Special Architectural
▪ Use Code (HEGIS)	▪ Built-In Equipment
▪ Number of Spaces	▪ Furniture
▪ NASF/Space	▪ Loose Equipment
▪ Occupants/Space	▪ Special Electrical (Power, Lighting)
▪ Function (Purpose)	▪ Special Systems (Voice, Data, Video)
▪ Adjacencies (Space)	▪ Special Systems (HVAC, Plumbing)
▪ Adjacencies (Visual)	▪ Special Unique Needs

What is the End Product?

- **The Document**

What is the End Product?

- **The Document**
- **The Process**

Who Benefits?

YOU: THE OWNER!

- **Positions You to Get Funding**
- **Keeps Your Organization Focused**
- **Keeps Your Designer Focused**
- **Saves Your Money**



Why Program?



Position to Get Funding



Keep Organization &
Designer Focused



Save Money

Thank You
Any Questions?

Contact Us: Richard E. Watkins, [Facilities Planning Associates](#)
Albert C. Robinson, [A.C. Robinson Enterprises](#)

410-655-6062 richwatkins@hotmail.com
443-890-6044 albertcrobinson@hotmail.com