

## Interior Design Subcommittee Response Template

**Subcommittee:** Edifice & Grounds

**Subcommittee Point of Contact:** Mary Wadleigh

**Date of last subcommittee meeting:** Nov. 28, 2011

### 1. What's on your subcommittee's "wish list?" Please briefly summarize key findings.

A key requirement will be a building manager, whether a full-time or part-time employee or services provided by contract. Second, we want not only the latest in efficient, upgraded building systems that meet current construction codes, but also to be able to control these systems from a central equipment room to the extent possible. Third, we want to make sure we have support facilities that have been lacking in the past, such as a kitchen, but at the same time minimize facilities that require maintenance, such as the number of bathrooms. Fourth, we support flexible space allocation so that space can be easily adjusted or modified for different uses at different times.

### 2. What areas may need more discussion among the membership?

The issue of who/what groups will use our church is probably a chief discussion item (i.e., how widely do we want to make our space available to outside groups and to non-church events, in view of the Church Manual, Deed of Trust, page 131, #3, #4, and #5). Also, how to address the need for building management services will be a key consideration and potentially one of the larger expenses.

### 3. Who are the constituencies who will use this space? (inside and outside the immediate church community)

Members, visitors, Christian Science associations, community organizations and various other groups, e.g., concerts, recitals, neighborhood meetings/conferences, etc. as authorized by the Third Church Board and members, as well as Christian Science related events such as Committee on Publication, Lynn House, youth meetings, regional meetings for The Mother Church, and lectures.

### 4. What are the various functions of the space? Describe *how it should work* not how it should look.

- **Building Manager Support** – it was felt that this is an issue that needs to be addressed by the membership as a full-time, part-time or contracted-out position as the building is going to require steady, constant attention. Continuity will be needed in keeping vital information available on building systems, contractor information, office building coordination, technology, and transitioning it as personnel change. Also, the concern that it will be a building that is going to have unique maintenance issues like cleaning the glass, instead of thinking that because of having new technology or a new building it won't require much attention or financial support.
  - Support functions:
    - a. Capability for a workbench
    - b. Place for tools
    - c. Storage for maintenance equipment, system manuals, cleaning materials
    - d. Sink
    - e. Refrigerator
    - f. Microwave
    - g. Office space
    - h. Bathroom
  - Office/Office Building/Community/Contractor/Membership Coordination

- a. Computer support
  - b. Phone
  - c. Desk
  - d. File Storage
  - e. Snow Removal coordination (work done by Office Building)
  - f. Landscaping coordination (work done by Office Building)
  - g. Glass Cleaning coordination (work done by Office Building)
  - h. Roofing coordination (and other) (work done by Office Building/contractor)
- Master Plans
    - a. Catalogues location of all systems throughout the building
    - b. Maintains as-builts/building plans
    - c. Special storage units for building plans (special dimensions)
- o **Building Systems/Equipment Room - Master controls for all systems located here**
    - HVAC – zoned heating and cooling, individual control of each space in church and reading room
      - a. Use of solar?
    - Electrical
    - Plumbing – minimize bathroom facilities as much as possible to avoid many water heaters, leaking sources
    - Water – master for turning off all water on one switch as well as individual spaces/zones
      - a. Inside water/plumbing
      - b. Outside water for automatic watering system
    - Sound/AV
      - a. Electronic music for carillon?
    - Security – coordinate with the Clerk
      - a. Access to church remotely
        - i) During services without ushers
        - ii) After hours
        - iii) Datawatch?
        - iv) Keys-wands-visual ID recognition-keypad
        - v) Garage
        - vi) Latecomers to services
        - vii) During services hours
      - b. Visitors security
      - Personal items on coat-racks
      - c. Cameras – located near Building Manager/member positions showing areas difficult to see
      - d. Doors - secure
      - e. Windows (architects will advise)
        - i) Thermo windows?
        - ii) Shields from sun
        - iii) secure
    - Fire Control
      - a. Where do the fire alarm calls go?
    - Elevator – clearly marked designations that are understandable without ushers (i.e.: **not** G – is that garage or ground?)
    - Lighting – to include timers
      - a. Inside
        - i) Efficient (LED?)
        - ii) Resolve for easy replacement of changing lights
        - iii) Dimmers
        - iv) Easy access on each floor
        - v) Ability to turn off top floor from lower floor
      - b. Outside

- i) Signage lit at night
    - ii) Security lights
    - iii) Focused/target lighting (addressed by architect?)
  - Phone/IT system (data lines for DSL/wireless) – call from garage or press to talk?
  - Sink – available for maintenance work as well as event use
  - Shower – for members as well as employees (biking)
  - Laundry capability? (wash cleaning and other materials used at the church/reading room)
  - Include space for Building Manager office
- o **Landscaped Area/Plaza**
    - Automatic watering system
    - Space for not more than 12 people
  - o **Kitchen – [poss. use by: reading rm., employees, mbr. gatherings &/or community grps.]**
    - Microwave
    - Refrigerator
    - Sink
    - Cooking capability for the future
  - o **Storage** – small storage space for cleaning equipment – not needed on every floor. (Majority of cleaning equipment on small cart moved from floor to floor or brought in by a cleaning company.)
  - o **Other**
    - o **ADA-compliant**
    - o **Coatroom/Coat-racks**
    - o **Weather elements** addressed (rugs, umbrella stands etc.)
    - o **Bulletin Boards** – electronic – to inform visitors/members of Board/Committee meetings, lectures, church/community events, etc.
    - o **Terrace** – no flowers beds that lead to leaking and maintenance, minimal planting
    - o **Space/Room** – to take someone apart from meeting/service to give help, a quiet space
    - o **Doorways** – width wide enough to move furniture/signs through
    - o **Rooms** – minimize the number of individual or dedicated rooms emphasize shared space for Board and Committee meetings
    - o **Space Flexibility** – moveable walls
    - o **Bathrooms** – minimize the number of bathrooms as much as possible: Readers/Musicians share a bathroom; separate bathroom for the public. Reading Room continue to use unisex.
    - o **Church IT/bulletin boards** – wireless, DSL available throughout church
    - o **File Storage** – issue of going electronic needs to be discussed by members
    - o **Subscription Science and Health** – a wall built-in to house the subscription edition

## 5. What new ideas from other churches or buildings would you like to see incorporated?

These ideas have been incorporated into the answer to #4 above.

## 6. How will the uses of this space change? Throughout the week, throughout the year or over the long term? How will it adapt for other purposes like holding a regional summit?

The answer to #4 above takes into consideration changes in uses of the space and adapting the space for other purposes.