On the above date, a programming and planning meeting was held at the Dover Area School District Administrative Offices to review the interior room layouts for the Dover Area High School project. Pertinent issues and items of discussion are as follows.

**GENERAL**
1. DASD indicated student desks need to be large enough to accommodate the student’s needs (laptop and adjacent writing surface).
2. DASD expressed concern regarding the amount of copiers throughout the building. This will be reviewed further with IT at a future meeting. Provide work counters and storage for supplies adjacent to each copier location.

**TYPICAL CLASSROOMS**
1. Revise layout to include a built-in Teacher’s Wardrobe cabinet. All other storage shall be mobile.
   a. Note: Location of Teacher’s Wardrobe to be flipped to avoid conflict with the wall mounted phone (located on the side wall of the door alcove so that it is not visible from the corridor).
2. Add additional mobile storage units.
3. Add additional marker board surface where built-in casework was located.
4. DASD requested to eliminate the sink in the Social Studies classroom & revise the casework to match the other Typical Classrooms.
5. Math requested additional marker board, CRA indicated there would be additional marker board with the reduction of casework.
6. World Language instructors indicated the revised Typical Classroom layouts are acceptable.
7. CRA to develop a layout showing the board adopted policy number maximum class size (33).

**COLLABORATION CLASSROOMS**
1. Provide larger display unit.

**FACULTY PLANNING**
1. Add (2) teacher’s workstations opposite the copier. Workstations to be mobile furniture and not built-in.
2. Provide wall phone adjacent to door.
3. Provide tables & chairs in the middle of the space.
4. Delete printer and add another copier.
5. Add vending machine
SPECIAL EDUCATION
1. Learning Support
   a. Revise casework to match typical classrooms.
   b. Eliminate one teacher’s workstation.
   c. DASD indicated aides’ workstations shall be located in the Special Education planning center.
   d. Eliminate the sink.
2. DASD indicated mobile storage is acceptable.
3. At Life Skills provide locks on the base cabinet adjacent to the range.
4. At Autistic Support provide locks on all cabinets.
5. Provide a marker board on the plan North wall of the SE Planning Center.

BIOLOGY LAB
1. Add a dishwasher to each prep room.
2. CRA to flip goggle cabinet & fume hood location to allow for wall mounted phone.
3. DASD to provide cut sheet for preferred fume hood.
4. Provide (2) duplex outlets at the end of the lab station.
5. DASD prefers lab station model number 20510.
6. Revise prep room to include more base & wall cabinets in lieu of microscope storage.
   Microscopes shall be stored at the lab stations.
   a. 12-20 microscopes will be stored per lab.
7. Add (2) vertical file cabinets & (1) small flammable storage cabinet at the Prep Room.
8. DASD indicated a fire blanket cabinet is not required.
9. Revise the teacher’s demo unit to match Chemistry configuration with a utility sink at the end.
10. Provide glass doors for the wall cabinets in the Labs & Prep room.
11. DASD indicated locks are not required for the wall cabinet but are preferred for the student lab stations.
12. DASD requested a key rack for students, CRA indicated this would be part of the furniture, fixtures & equipment budget.
13. Add (2) more sinks in each lab (1 sink for each lab station).
15. Maximize wall cabinets in all labs.
16. Locate the visual display unit behind the seated section of the teacher station. Mount higher than typical for sight lines over demo unit.
17. Shutoff to be located under counter at demo unit. Separate shutoffs to be provided for water and electric.

CHEMISTRY
1. Lab station configuration is acceptable.
2. Vacuum is required for all hoods.
3. Provide (2) duplex outlets at the end of the lab stations.
4. Add base cabinets below the open wall space for the periodic table. Shift lab stations towards plan north to accommodate these cabinets.
5. Revise wall cabinets to be glass doors in both the Lab & Prep Rooms.
6. Provide water deionizer on the countertop in the Prep room above the dishwasher.
7. Add a fire extinguisher to the lab.
8. Shift fume hood to accommodate fire blanket cabinet & goggle cabinet adjacent to the door.
9. Delete the side lite at the Prep room.
10. Add a soap station.
11. Maximize wall cabinets in all labs.
12. Provide (1) 45”H acid storage and (1) 45”H flammable storage, these units shall be stacked on top of each other.
13. DASD requested the Chemical Storage room be exhausted.
14. DASD requested purge fans be located in the Labs (including general science with the Chemistry layout).
15. DASD indicated they prefer lab station model number 20510 with locks.
16. Provide glass doors on the wall cabinets in the Labs & Prep Rooms.
17. DASD requested a key rack be located in either the Labs or Prep Rooms. CRA indicated this will be part of the furniture, fixtures & equipment package.
18. Add a sink at the center of the perimeter ADA lab station.
19. Shift the corridor wall of the Chemical Storage room into the corridor and swing the doors in to the lab space. Doors to have closers. Exhaust for room to be located approximately 12” off of finished floor.
20. Eliminate 14’W Marker Board at plan south wall.
21. Locate the visual display unit behind the seated section of the teacher station.
22. Shutoff to be located under counter at demo unit. Separate shutoffs to be provided for gas, water, and electric.

FACULTY DINING
1. Add floor copier.
2. Add (2) vending machines.

AUDITORIUM
1. A question was raised if one ticket booth is sufficient for all three venues (Gym, Auditorium, and Natatorium). DASD to discuss and determine if additional are required.
2. Costume storage shall include shelving storage for bins & rods with shelf above for hanging costumes. DASD to determine if this is built-in or purchased separately as furniture.
3. Scenery Prop shall include shelving storage for lumber, tools, paint, and props. DASD to determine if this is built-in or purchased separately as furniture.

BUSINESS
1. Revise to be mobile storage similar to the Typical Classrooms.
2. Delete the sink.
3. Revise the Business Classroom to be configured similar to a Typical Classroom.
4. DASD indicated they currently use I-Pads rather than a laptop.
5. DASD indicated the Business Lab utilizes desktop computers.
6. Future meeting to be held to review the school store and student bank in detail.

ILC
1. DASD requested floor boxes be added throughout the ILC (power only).
2. CRA indicated they would provide cut sheets for review at the next round of meetings for the proposed furniture.
3. Revise furniture provided in Student Project rooms to be mobile. Plan for wall interactive wall mounted LCD displays in these rooms. Operable partition to have marker board surface on both sides.
4. Add additional lounge seating behind the Circulation desk & shift the desk towards plan north.
5. Provide data drops in the circulation desk and office.
DESIGN LAB
1. DASD requested a combination of standing & seated work stations.
2. Provide data around the perimeter of the room with (2) data drops from ceiling cord reels.
3. Add mobile storage cabinets.
4. Revise wall cabinets to be open.
5. Add a door with half glass in to the storage room at plan north of the lab with adjacent half high sidelite.

Respectfully submitted,
CRABTREE, ROHRBAUGH & ASSOCIATES

Scott Cousin
Project Manager

cc: Core Group
## PROGRAMMING AND PLANNING MEETING

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracy Krum</td>
<td>Superintendent</td>
<td><a href="mailto:tkrum@doversd.org">tkrum@doversd.org</a></td>
<td>JZK</td>
</tr>
<tr>
<td>Jennifer Benko</td>
<td>Business Manager</td>
<td><a href="mailto:jbenko@doversd.org">jbenko@doversd.org</a></td>
<td>FB</td>
</tr>
<tr>
<td>Brad Perkins</td>
<td>Communications</td>
<td><a href="mailto:bperkins@doversd.org">bperkins@doversd.org</a></td>
<td>FBP</td>
</tr>
<tr>
<td>Dave Nelson</td>
<td>Facilities/Safety</td>
<td><a href="mailto:dnelson@doversd.org">dnelson@doversd.org</a></td>
<td>DKN</td>
</tr>
<tr>
<td>Kathy Guyer</td>
<td>Director of Special Education</td>
<td><a href="mailto:kguyer@doversd.org">kguyer@doversd.org</a></td>
<td>SKN</td>
</tr>
<tr>
<td>Chuck Benton</td>
<td>Director of Career &amp; Tech Education</td>
<td><a href="mailto:cbenton@doversd.org">cbenton@doversd.org</a></td>
<td>CMB</td>
</tr>
<tr>
<td>Jared Wastler</td>
<td>HS Principal</td>
<td><a href="mailto:jwastler@doversd.org">jwastler@doversd.org</a></td>
<td>J</td>
</tr>
<tr>
<td>Victoria Gross</td>
<td>IS Principal</td>
<td><a href="mailto:vgross@doversd.org">vgross@doversd.org</a></td>
<td>JLV</td>
</tr>
<tr>
<td>Drew Becker</td>
<td>Teacher – History</td>
<td><a href="mailto:abecker@doversd.org">abecker@doversd.org</a></td>
<td>JMB</td>
</tr>
<tr>
<td>Lauren Craig</td>
<td>Teacher – Gym/Health</td>
<td>l <a href="mailto:craig@doversd.org">craig@doversd.org</a></td>
<td>LSC</td>
</tr>
<tr>
<td>Samantha Helwig</td>
<td>Library Media Specialist</td>
<td><a href="mailto:spatton@doversd.org">spatton@doversd.org</a></td>
<td>JSH</td>
</tr>
<tr>
<td>Barb Lomenzo</td>
<td>Teacher – English</td>
<td><a href="mailto:blomenzo@doversd.org">blomenzo@doversd.org</a></td>
<td>JBL</td>
</tr>
<tr>
<td>Amanda Oswalt</td>
<td>Teacher – Life Skills</td>
<td><a href="mailto:aoswalt@doversd.org">aoswalt@doversd.org</a></td>
<td>JAO</td>
</tr>
<tr>
<td>Sam Roberts</td>
<td>Teacher – Choral/Music</td>
<td><a href="mailto:sroberts@doversd.org">sroberts@doversd.org</a></td>
<td>JRS</td>
</tr>
<tr>
<td>Tara Focht</td>
<td>Guidance</td>
<td><a href="mailto:tfocht@doversd.org">tfocht@doversd.org</a></td>
<td>JTF</td>
</tr>
<tr>
<td>Matt Spahr</td>
<td>Teacher – Chemistry</td>
<td><a href="mailto:mspahr@doversd.org">mspahr@doversd.org</a></td>
<td>JMS</td>
</tr>
<tr>
<td>Nolan Smith</td>
<td>Teacher – Wood Shop/Engineering</td>
<td><a href="mailto:nsmith@doversd.org">nsmith@doversd.org</a></td>
<td>JMS</td>
</tr>
<tr>
<td>Scott Cousin</td>
<td>CRA - Project Manager</td>
<td><a href="mailto:scousin@cra-architects.com">scousin@cra-architects.com</a></td>
<td>MMC</td>
</tr>
<tr>
<td>John Beddia</td>
<td>CRA - Director of Operations</td>
<td><a href="mailto:JBeddia@cra-architects.com">JBeddia@cra-architects.com</a></td>
<td>JMB</td>
</tr>
<tr>
<td>Rob Pillar</td>
<td>CRA - Director of Educational Arch.</td>
<td><a href="mailto:rpillar@cra-architects.com">rpillar@cra-architects.com</a></td>
<td>JMB</td>
</tr>
</tbody>
</table>

**Additional Notes:**
- Danette - CRA
- Andrew Nolt - MEC
- Jen Strasser - Science
- Jenny Mallett - English
- Robert S. Linker - Biology
- Sara Behm - Math
- Kent James - English
- Jamie Brandt - English
- Brenda Woods - LS
- Tom Everhart - LS
- Jeff Stow - Math
- Jennifer Miller - Science
- Eric C - Math
- Ashley Golden - Spanish
- Rob Estabrook - Science
- Stacie Gross - Business CTE
- John Williams - Business CTE
- Cassi Noy - English
- Jarred Cohen - Long
- Katie Johnston - World Lang.