In Attendance: Representing:

See Attached Sign-In Sheet

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.

**TV STUDIO**
1. Flip the TV Studio & Control room so that the control room can be accessed from the corridor. Add glass between the Studio & the Corridor. Glass from classroom into control room and TV Studio to be small windows.
2. Provide data drop at anchor desk.
3. Blackout shades at the TV Studio. This will require track to eliminate light creep.

**GRAPHICS CLASSROOM**
1. Presentation/Critique wall at plan south of the Graphic Classroom with a large tackable surface, CRA to coordinate with window locations into the TV Studio & Control Room.
2. Add tack strips around the perimeter of the Classroom mounted high.
3. Provide a marker board at plan North wall. Center window between marker board and door.
4. Door between CR and Lab to be single, full glass door.
5. There shall be 4 students at each “U” workstation in the classroom. Each station to have desktop computer with 27” displays.
6. Teacher station has desktop computer.
7. Display to be mobile.

**GRAPHICS LAB**
1. Revise sink to be a single hand washing sink rather than a semi-circle sink.
2. DASD indicated an oversized elevator is required for Graphics equipment.
3. DASD provided cut sheet for the new offset printer.
4. Heat press can be located on a counter.
5. Masking station located adjacent to the screen area shall be located on the floor rather than a counter.
6. Plotter requires 4’ long paper storage and Mimaki 6’ long paper storage.
7. Flip vinyl cutter to be located adjacent to the laminator.
8. Offset press requires 1’-0” high platform for operator.
9. Hydro drip tank, screen drying cabinet, Mimaki & computers at the vinyl cutter & digital press will need power 24/7.
10. Flexography exposure unit sits on a table.
11. Provide a fume hood above the off-set press.
12. Add enclosed storage rooms (minimum 7’-0” wide each) in Graphics lab for paper storage and screen printing supplies. Move second entrance adjacent to storage rooms. Walls to be constructed with studs and drywall to allow for easier reconfiguration.
13. Door from corridor to lab (closest to CR) shall be a double door.
14. Saddle & padding can be utilized on counter or table top.
15. Screen stretching can be stored in the Art Mezzanine.
16. Provide overhead cord reals for convection dryers work tables, and matt cutter.
17. Lighting over dirty station to be switched separately and contain integral safety exposure lights. Ceiling in this area to be lowered.
18. Add a 7'W storage room with 18"-24"D shelving.
19. DASD to provide cut sheet for the washout sink. Provide flat counter space adjacent to washout sink. Provide eyewash station at washout sink.
20. Digital press has dedicated desktop computer station for printing.
21. Lockable power shut off (operated daily) for Machi printer and desktop computer station with Machi. DASD to indicate other equipment to be on shutoff.
22. CRA indicated prior to the next meetings a drawing will be sent to DASD for review.

AGRICULTURE MECHANICS
1. Add a minimum of (3) desktop computers in the Classroom.
2. Eliminate tall lockers adjacent to classroom, in lieu provide low lockers with a countertop & reduce the quantity being provided.
3. Provide a mobile marker board in the Classroom.
4. Extend the mezzanine over the Lab entrance.
5. Add clerestory windows with electrically operated roller shades.
6. Ceiling mounted I-Beam w/hoist to extend on to the mezzanine.
7. Emergency shut-off shall be located in the lab rather than classroom space.
8. DASD to indicate which pieces of equipment are to be new vs existing.
9. Provide welding curtains around wall mounted welding areas.
   a. Welding tables shall be ½ grate & ½ brick.
23. Add eyewash station.
24. Add floor dust collection sweep adjacent to the panel board saw.
25. Add (3) tall storage units & a bench with storage below at the plan north wall of the lab.
26. Provide 8'x8' finishing area with exhaust.
27. Will be washing paint from brushes, etc. in sinks.
28. Provide ample receptacles in perimeter walls for future equipment.
29. Provide section of removable railing to mezzanine for loading of larger materials.
30. DASD to mark-up PDFs drawings for overhead cord reals, compressed air, and dust collection locations.

METAL MANUFACTURING
1. No foundry area.
2. Provide welding curtains around wall mounted welding areas. Welding tables shall be ½ grate & ½ brick.
3. Re-locate semi-circle sink closer towards mezzanine stairs.
4. Eliminate student project lockers.
5. DASD to mark-up PDFs drawings for overhead cord reals, compressed air, and dust collection locations.
6. DASD to indicate which pieces of equipment are to be new vs existing.
7. Flip exterior man door & overhead door.
8. Provide ample receptacles in perimeter walls for future equipment.
9. Provide section of removable railing to mezzanine for loading of larger materials

WOOD MANUFACTURING
1. Add a minimum of (3) desktop computers in the Classroom.
2. Provide a spray booth in the Finishing room. Finishing room needs proper ventilation.
3. DASD to mark-up PDFs drawings for overhead cord reals, compressed air, and dust collection locations.
4. Provide perimeter storage cabinets in Tool Storage room.
5. Emergency shut-off shall be located in the lab rather than classroom space.
6. DASD to indicate which pieces of equipment are to be new vs existing.
7. Add eyewash station.
8. Add wall mounted marker board behind the lathes.
9. Provide mobile marker board.
10. Add wall cabinets above work bench.
11. Provide overhead cord reals for sanding, tables, and in front of plywood storage rack.
12. Provide ample receptacles in perimeter walls for future equipment.
13. Power for fixed equipment will mainly be floor pedestals.
14. All of the equipment in the Wood Manufacturing lab require dust collection except the drill presses.
15. Add glass in the doors on the finishing room.
16. Provide section of removable railing to mezzanine for loading of larger materials.

**CADD LAB**
1. Provide power to the student stations from both the floor and the wall.
2. Flooring shall be carpet.
3. Ceiling shall be acoustical ceiling tile (ACT).
4. Teacher's station shall be a desktop unit.
5. Revise to a short throw projector.

**CNC LAB**
1. Flooring shall be vinyl composition tile (VCT).
2. Need an area for plotter paper storage.
4. Provide ACT with a higher NRC rating, equipment can be noisy.
5. At plan west provide a countertop with storage below the equipment.
6. Provide ample receptacles in perimeter walls for future equipment.

**AG SCIENCE CLASSROOM**
1. Epoxy top tables with casters.
2. Layout presented is ok.
3. CRA to develop Head House & Green House layouts.
4. Head House to include:
   a. Pesticide storage cabinets.
   b. Work counter
   c. Sink
   d. Network drop for POS
   e. Sliding window to exterior for public purchases.

**AG LAB**
1. Provide large drying racks above sinks.
2. Wall cabinets shall be open.
3. Add a power chase at the peninsulas, to provide power at the end. Moore Engineers & CRA to coordinate.
4. Countertop shall be stainless steel with a marine edge.
5. Provide ventilation over the lab area.
6. Prefer a built-in work station.
7. Flip tall storage and book shelves to allow for wall phone location.
MUSIC TECH
1. Flooring shall be carpet.
2. Room to serve as head end control location for recording system.
   a. Recording (home run lines) to Auditorium, Choral, Band, each Practice Room.
   b. Locate mixer in Music Office.
   c. Recording system shall have capability of playback within the space where
      recordings occur via wall mounted control panel.
3. Add wall mounted acoustical absorbers.
4. Layout is approved.

PIANO LAB
1. Flooring shall be carpet.
2. Add wall mounted acoustical absorbers.
3. Layout is approved.

BAND
1. Delete keyboarding stations.
2. Add storage with individual grille doors for the winds and smaller brass equipment in the
   classroom.
3. All instrument storage to be locked.
4. Flooring shall be VCT.
5. Provide in floor at instructor podium.
6. Delete (1) teacher’s wardrobe in the Music Office.
7. Add a sink in the Office for instrument cleaning.

CHORAL
1. Reduce or delete the folio storage, revise to open tall storage for student storage.
2. Provide in floor at instructor podium.

MUSIC OFFICE
1. Teacher wardrobe to be shared.

AUDITORIUM
1. Provide piano storage room in scenery shop. Room to have humidity control.
2. Provide ample receptacles throughout orchestra pit.
3. Plan for recording in orchestra pit.
4. Provide monitor in pit to see stage performance.
5. Scrim to be black.
6. Front curtain to be ‘Dover’ red and be motorized.
7. DASD to plan for additional set of risers and choral shells dedicated to the Auditorium.

ART
1. Small Studio:
   a. Relocate chalk board to the front wall in lieu of marker board. Add a 4’W tack
      board.
   b. Add 18” deep shelving below windows. Lower sill height to 3’-4”.
   c. Add a large 6’x4’ square table for still life.
   d. Layout shall accommodate (30) student stations.
   e. Add tack board to the front of all tall storage units.
   f. Add more tall storage along kiln wall and adjacent to sink casework.
   g. (2) 36”x36” drying racks.
4. Storage Room:
   a. Center storage can remain mobile.
   b. Eliminate base & wall cabinets, provide paper storage with an open wall cabinet above, no countertop is needed.
   c. Add heavy metal industrial shelving for boxes of clay to be stored on, boxes weigh up to 50lbs each.
   d. Eliminate damp/dry tall storage units & provide poster storage at the bottom with open wall cabinet above without a countertop.
   e. Add two tall storage cabinets

5. At Kiln Room:
   a. Prefer entire room to be ventilated rather than a down draft system.

6. Large Studio:
   a. Provide 20 student stations for both drawing and clay.
   b. Lowed wedging section of casework to be 26” AFF in order to accommodate for (4) 30 gallon buckets with lids.
   c. ADA sink shall not include a clay trap.
   d. Eliminate 8’W chalk board at plan south, add 14” deep paper storage similar to folio storage with a hole to easily pull shelves out.
   e. Add 18” deep shelving below windows. Lower sill height to 3’-4”.
   f. Eliminate mobile storage in the Classroom for additional student seating.
   g. Add 3-5 easels which are approximately 2’x2’ with a cart at each.
   h. Potters wheels should ideally be located near the sinks.
   i. Add tack board to the front of all tall storage units.
   j. (2) 36”x36” drying racks.
   k. Include space for storage od 5 easels (2’x2’ footprint, 7’ tall).

7. At Mezzanine:
   a. Paper cutter
   b. Mat cutter on a 40”x36” cart
   c. Copy stand
   d. 3’x3’ soft box
   e. (2) teacher’s desks
   f. Windows to small art studio.
   g. Eliminate door from corridor.

**COMPUTER SCIENCE CLASSROOM**

1. IDF
   a. Minimum 8 tall storage cabinets
   b. Mobile tables.
   c. Electrical panel to be located within room.
   d. Plan for (3) 2’ wide x 4’ deep equipment racks with space for future racks.
   e. Equipment does not need to be on emergency generator (will have UPS backup).

2. Classroom to be sized for 24 students minimum.

3. Eliminate second door to classroom. Classroom and IDF door to be 7’-8” high for clearance of racks.

4. Dual, side by side monitors for each student station. Monitors to be mounted to furniture solution.

5. Workstations to have 1 quad receptacle and 2 data drops each.

6. Perimeter workstations to have power and data on wall. Center workstations to have power in floor and data overhead. Center data to be installed by DASD. All data to be fed from cable tray below ceiling.

7. Teacher station to have desktop computer. Provide 4 data drops.

8. Teacher display unit to be mobile.
9. Eliminate demo unit.
10. Provide only 1 tack board.

**PHYS ED / ATHLETICS**
1. End courts to have ‘Dover’ letters. Center court will be DASD Eagle logo without ‘DASD’ text. ‘Eagles’ letters to each side (interior of court).
2. Auxiliary Gym shall have synthetic sports flooring.
3. Side basketball courts to have all markings painted (light tan).
4. Provide foul line ticks for each side basketball hoop (adjacent to main court hoops).
5. Adjustable height backboards are not required.
6. Provide shot clocks for main court hoops.
7. DASD to provide size and quantity of matts for hoists in main and auxiliary gymnasiums.
8. Provide control panels for control of motorized gymnasium equipment (main and auxiliary gymnasiums).
9. A meeting will be scheduled with DASD and the weight room equipment vendor.
10. Provide wall phone (adjacent to main entry doors) in main gymnasium, auxiliary gymnasium, natatorium, cardio, and weight room.

**ALTERNATIVE ED**
1. DASD indicated the preference to have the restrooms flipped in order to have the Corridor between the SGI & restrooms for increased visibility. If this can be achieved a window needs to be added at B114 in to the Corridor.
2. Delete marker board at plan east wall. Add a sink, microwave & under counter refrigerator in the classroom.
3. Add a small table & chairs in the middle of the SGI.

**ADMINISTRATION / GUIDANCE / NURSE**
1. Flip Gifted & Psychologist office.
2. Add an LCD TV at all Conference Rooms.
3. College/Career revise marker board to a full wall of marker board paint.
4. An automatic opener is not required at the Nurse’s entry.
5. Add a copier to the second floor Conference Room.
6. Add 4’ long marker board to all offices. Marker boards to be 8’ long in the following offices: Academic Facilitator, CTE Director, and large Counselor.

Respectfully submitted,
CRABTREE, ROHRBAUGH & ASSOCIATES

Scott Cousin
Project Manager

cc: Core Group
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