

# **Guidelines for New Construction**

## **OVERVIEW – WHY BUILD?**

Over a number of years, the Meeting has found that we have outgrown our current facilities; the problems are most acute for the first day school and the activities of the hospitality committee but are felt by many more groups within the Meeting as well. After careful study, the Facilities Design Committee determined that renovation was not an adequate answer to these needs and recommended that the Meeting build a new structure to address these requirements in a comprehensive way. With the Meeting's approval, the Facilities Design Committee, then, interviewed and recommended an architect to propose possible building plans. The following document is an overview from March 2007 of the reports from various committees outlining the current problems and the needs in renovation.

## **HOW TO BUILD: GUIDING PRINCIPLES FROM THE GREEN SUB-COMMITTEE**

### **Vision:**

- Quaker tradition—care of the earth and its resources
- Today's crises—global warming, limited resources
- Quaker values expressed today—"green," "sustainable"
- Our new building—seen as a testimony, a green model

### **Current Community House:**

- Inefficient use of energy
- Inadequate, inefficiently designed space

### **The New Building:**

- Carbon neutral as possible
- Most efficient heating/cooling system—
- Geothermal or other "off the grid" solutions
- Maximum natural light
- Maximum use of recycled/sustainable materials

### **Instruction to our Architect:**

*Within our financial constraints, all newly built or renovated buildings of Sandy Spring Monthly Meeting should be built comparable to at least the minimum level of green certification offered by the US Green Building Council (USGBC) as specified in the "Leadership in Energy and Environmental Design" (L.E.E.D.) standard*

## OBSERVATIONS FROM THE MEETING COMMITTEES

### RELIGIOUS EDUCATION

#### WHAT WORKS?

- Pre-kindergarten space is adequate and has storage closet
- Access to outdoor play area is adequate
- YF's meet separately in School House with bathroom and kitchen facilities

#### WHAT DOES NOT WORK?

- Rooms are poorly lit, too small, lack storage space
- Children limited to seated activities
- Inflexible room spaces
- Crafting tasks difficult, lack adequate storage for completed projects
- Inadequate space for community service projects (book drive, clothing drives, etc.)
- 5th & 6th grade classroom shared with Library Committee
- Bathrooms poorly located, not suitable for younger children
- Not enough space for personal effects
- Difficult to arrange for computer or VCR use
- Need office space for RE coordinator
- Unhealthy mold exists throughout the RE wing due to leaking roof
- Large room is only space for entire first Day school can gather, and this conflicts with other activities scheduled in same space

#### NEEDS IN NEW RENOVATION

##### **Space:**

- 12 Classrooms are needed, each to accommodate 10 children
  - 1 – Nursery
  - 1 – pre-kindergarten
  - 1 - kindergarten
  - 8 - grades 1-8
  - 1 - YF's (should accommodate 20 students)

Classrooms 1-8 should have flexible walls to accommodate changing patterns of enrollment.

Adequate furniture is needed

Large gathering space to accommodate entire First Day School assemblies

Space for coats, personal things

Create feeling of spaciousness, good ventilation, and adequate light in each room

Use safe, non-toxic green building materials

Provide adequate supply storage

Create an office space for RE Director

Provide telephone access in each room

Provide communications center for announcements

Create bathrooms for small children within or close to classrooms

##### **Equipment**

Nursery needs lots of shelving for toys, soft floor surfaces

Bulletin boards

Cubbys

Pre-k should have large space for play

For Grades 1-8 , storage space, computer access, TV VCR capability

YF's space should be flexible, & have walls they can decorate

##### **Vision**

We envision a well-lit, bright, comfortable space reflecting the values of community service, peace, international involvement, environmental concerns, simplicity and openness.

## HOSPITALITY

### WHAT WORKS?

There are enough ovens, cook tops and sinks

### WHAT DOES NOT WORK?

The traffic pattern mixes food prep and serving areas

Food preparation area, counter space is limited

Hand washing of dishes still required. This is unhygienic

The coffee making equipment is outdated

The storage for tables & chairs is awkward

Only small numbers may be accommodated for meals

### NEEDED IN NEW RENOVATION

Create more efficient and accessible storage for supplies and equipment (pantry)

Enlarge dining room to accommodate 150. This space will double as the room used to host large gatherings: lectures, Community Life events, receptions, graduations et al.

Provide hideaway storage for tables & chairs near dining room.

Retain small dining area for food events with small numbers (School House)

Improve food delivery situation. Separate from food prep area.

Create interior staging area for recycling.

## LIBRARY & MEETING ROOM

### WHAT WORKS?

- ❖ Size of room for adult books is more than ample
- ❖ Adult books are accessible--in the midst of Meeting activities

### WHAT DOES NOT WORK?

- ❖ Books are in 3 locations (main room, plus two different classrooms)
- ❖ Insufficient shelf space for display, storage—all in one location
- ❖ Adult library is a thoroughfare—incidental commotion
- ❖ Outdoor entrance directly into library makes for messy environment
- ❖ Access sometimes difficult--committee displays, socializing
- ❖ No comfortable place to sit and read
- ❖ Lowest shelves too low for easy browsing

### NEEDS IN NEW RENOVATION

Rectangular space that would accommodate **book display** (all library materials), **work area**, and **seating area** all in one room

- ❖ Need 300 linear feet of shelves for book display
  - Area for Reference books (old, irreplaceable books)
  - Area for Pamphlets, Magazines, Alternate Media
  - Area for Hymnals, Bibles, Bible Study Group books
  - Area for Children's books
- ❖ Need an area for catalog, checkout & book return
- ❖ Need a desk and chair for library computer and printer
- ❖ Need a large work table and chairs for Library Committee work or small meetings
- ❖ Need 50 linear feet of enclosed shelving for storage of Library Committee supplies and projects
- ❖ Need comfortable seating area for reading or small meetings
- ❖ Need an inviting space for children to sit and look at books

### **COMMUNITY LIFE**

#### WHAT WORKS?

Existing classrooms, kitchen and community room meet most needs

#### WHAT DOES NOT WORK?

No storage space for supplies

Lack a consistent place to post announcements

Some Community Life events need to occur in the same space and at the same time as that used by the Hospitality Committee

#### NEEDS IN NEW RENOVATION

Storage closet for supplies

Create an inviting outdoor space to host Memorial Day and other outdoor events. Include grills, serving tables, room for people to sit or bring out chairs.

Provide audio equipment in large gathering room

Create a communication center

A deep sink in a bathroom near the RE rooms for cleaning up craft projects.

### **BUILDING CARE**

#### WHAT DOES NOT WORK?

Not enough storage space for equipment and supplies

Not enough exterior electrical outlets

No proper interior or exterior space for recycling containers

#### NEEDS IN NEW RENOVATION

Create recycling areas with ready access to exterior staging area

Create space with ease of maintenance in mind

Floors should be comfortable, pleasing and green friendly

Design should reflect Quaker value of simplicity

Design should be warm and inviting

Create storage space for tools, equipment to share with Graveyard and Grounds

### **INFORMATION TECHNOLOGY**

#### WHAT WORKS?

Existing office is adequate, and has sufficient storage

The phone facilities for the Meeting are adequate

#### WHAT DOES NOT WORK?

Physical security for the Meeting Secretary is inadequate

Lack safe storage space for important documents, records

#### NEEDS IN NEW RENOVATION

Communications links between office and classrooms

Administrative office with a window having view of parking area and Meeting House

Ensure adequate storage space for office supplies

Temperature and humidity controlled storage room for Meeting archives

Printer alcove with general use computer/copy machine, vented to outside

Secure storage for A/V equipment

## ***GRAVEYARD & GROUNDS***

### **WHAT WORKS**

The restful nature of the grounds is facilitated and supported by the large number of trees and green space. The new design should attempt to preserve as many of these features as possible. No expansion of the graveyard is considered necessary at this time.

### **WHAT DOES NOT WORK**

There may not be enough parking spaces to meet code requirements for upgraded facilities.

There is inadequate site lighting throughout the property.

### **NEEDS IN NEW RENOVATION**

Move the corner of the cemetery fence away from the Community House, bypassing the large oak tree.

Replace and widen the cement sidewalk that runs along the south side of the Community House from end to end.

Provide adequate parking to meet the requirements of applicable county ordinances.

Create an exterior staging area for recycling that is convenient to the kitchen.

The exterior site lighting needs to be improved.

Create a landscape plan to integrate any new facilities with existing facilities on SSMM property.

Include an arboreal plan to manage trees that must be cut to accommodate development.

Parking solution must be compatible with modern day snow removal equipment.