

Bainbridge Island Senior Community Center/ Commons

Collect Requirements List

This is a list of possibilities and it is recognized that this list will need to be prioritized.

In order to focus the work of collecting project requirements the following parameters are established for relevancy. It is recognized that the project budget is limits the work to renovations and minor remodeling. It may be possible to reconstruct a portion of the building at the expense of forgoing more extensive renovation/ remodeling at other locations. The project may be phased to facilitate reconstruction of both the East and West wing. The value of the work will likely be mostly in enhancing current use and maximizing current types of uses. It is unlikely that there will be a large surplus of capacity for new uses given the high level of current use and that the building will not be expanded significantly.

1. Program Requirements

1.1. Park Department Senior Programs

- 1.1.1. BIMPRD Senior Programs Administration
- 1.1.2. Events, Parties, and Games
- 1.1.3. Art, Music, and Language Programs
- 1.1.4. Fitness, Sports, and Dance Programs
- 1.1.5. Travel and Trips Program
- 1.1.6. Services and Resources Programs

Refer to the Bugle Monthly Newsletter for programming.

1.2. BISCC Run Programs

- 1.2.1. BISCC Administration/ Accounting
- 1.2.2. Thrift Shop
- 1.2.3. Chuck Wagon Lunch
- 1.2.4. Bingo

1.3. Space Rental Program: Refer to User Groups List document.

The current rental use is documented in the following references: Reservation Calendar, Household Reservation Report, Common Users Report, Users List (Summary list developed by the Task Force)

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2. Functional Requirements

2.1. Rentable room with a capacity for 100 persons. **A**

- 2.1.1. Multipurpose – Allows for flexibility for current and future uses **N/A**
- 2.1.2. Accommodates the following uses: City and other agency public meetings, Rental for events such as weddings and wakes, Exercise classes (2/wk), Singing group(2/mo) **N/A**
- 2.1.3. Storage for Tables, Chairs **C**, Cleaning supplies for renters **C**, exercise equipment **C**, lighting control board **D**
- 2.1.4. Public restrooms in close proximity and of adequate size **D**
- 2.1.5. Access to Kitchen **B**
- 2.1.6. Presentation/sound/lighting systems; Maintain pull down screen, maintain or improve BCPA lighting system. **D**

2.2. Rentable room with a capacity for 40 to 50 persons **A**

- 2.2.1. Multipurpose – Allows for flexibility for current and future uses **N/A**
- 2.2.2. Subdividable w/ separate access to subdivided spaces **B**
- 2.2.3. Accommodates the following uses: Meetings, Art Classes, Movies, Games **N/A**
- 2.2.4. Counter and Utility Sink **D**
- 2.2.5. Storage for exercise equipment/ craft supplies **D**
- 2.2.6. Access to Commercial Kitchen or Kitchenette **C**
- 2.2.7. Access to outdoors **D**
- 2.2.8. Accommodation for Phone system; speaker phones **B**
- 2.2.9. Accommodation for Audio/ Visual System; Maintain big screen TV. Used as monitor with laptop presentations and wireless internet. Wireless connection for TV. **B**

2.3. Rentable room with a capacity for 16 persons **A**

- 2.3.1. Conference Room Use **N/A**
- 2.3.2. Telephone for conference calls **B**
- 2.3.3. May be possible to combine this room as third division of 40-50 person room. **N/A**

2.4. Public restrooms **A**

- 2.4.1. Sized adequately to serve building occupants **N/A**
- 2.4.2. Accessible during daylight hours to service the upper waterfront park and playground. **C**
- 2.4.3. Separate external access for park users **D**
- 2.4.4. Family restroom for Families and Seniors **D**
- 2.4.5. Easy cleaning and maintenance **D**
- 2.4.6. Meets current ADA **N/A**

2.5. Reception Area **C**

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- 2.5.1. Central location **B**
- 2.5.2. Space for two persons or in close proximity to office space **B**
- 2.5.3. Storage for securing computer and other office equipment and supplies **C**
- 2.5.4. Bulletin board location **D**
- 2.5.5. Coat Storage **D**

- 2.6. Rentable Kitchen **B**
 - 2.6.1. Commercial Kitchen per County Health Dept. Requirements? **D**
 - 2.6.2. Services Commons **B**
 - 2.6.3. Able to be used separately from commons **C**
 - 2.6.4. Accommodates the following uses: Commons rental, Kitchen rental (Sustainable Bainbridge), Cooking classes **D**
 - 2.6.5. Separate lockable storage for routine users **D**

- 2.7. Space for Health Care Services **C**
 - 2.7.1. Flexible – Able to accommodate other medical related use **D**
 - 2.7.2. Accommodates the following uses: Smile partners(2/mo), Foot care(2/mo), Massage, Esthetician **C**
 - 2.7.3. Counter space, utility sink **C**
 - 2.7.4. Lockable storage for smile partners; Storage for dental chair & equipment, Small refrigerator **C**
 - 2.7.5. Lockable storage for WIC; Office supplies, training materials, toys **C**
 - 2.7.6. Restrooms in close proximity **D**

- 2.8. Thrift Shop **B**
 - 2.8.1. Access controlled **A**
 - 2.8.2. Sales Counter **A**
 - 2.8.3. Storage **C**

- 2.9. Custodial Service Closet **A**
 - 2.9.1. Access controlled **N/A**
 - 2.9.2. Utility Sink **N/A**
 - 2.9.3. Space for cleaning instruments and supplies. **N/A**
 - 2.9.4. Close proximity to restrooms **N/A**

- 2.10. Senior Center Spaces **A**
 - 2.10.1. Access controlled **A**
 - 2.10.2. Senior Lounge for sitting and eating **A**
 - 2.10.2.1. Viewable from office area
 - 2.10.2.2. Kitchenette and Buffet Counter
 - 2.10.2.3. Storage Area for Coats and Walkers
 - 2.10.2.4. Public Computer/Printer/ Phone

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- 2.10.2.5. Gas Fireplace
- 2.10.3. Office Space for 3 - 4 Persons **A**
 - Office spaces should be laid out efficiently to maximize space for other uses. Individual Offices are preferred for impromptu meetings.
- 2.10.4. Small meeting room for 2-4 persons. Uses: Med/healthcare insurance assistance, legal clinic advice **D**
- 2.10.5. Storage for office supplies and equipment **C**

- 2.11. Improve flow and integration of spaces **A**
 - 2.11.1. Reduce the number of doors **D**
 - 2.11.2. Rentable spaces access from the front entrance without access through intervening spaces **B**
 - 2.11.3. The building currently is on three different levels. Having all spaces on one level is desirable. **D**
 - 2.11.4. Width adequate for chairs and walkers **C**
 - 2.11.5. Doors self opening or light weight **C**

- 2.12. Parking – One of the project constraints is that the building renovations cannot impact parking requirements. Parking spaces will not be added or removed as part of this project. Separate from the project City Council/ Staff are looking for ways to make parking function better for the Senior Community Center/ Commons. Parking may be addressed in lease and or operating agreements. **N/A**

- 3. Building Repair and Design Requirements
 - 3.1. Exterior
 - 3.1.1. Roof – The roof was repaired in 2009 and it is assumed to be in serviceable condition.
 - 3.1.2. Repair siding – Portions of the vinyl siding under the eaves of the commons building are warped and in need of repair
 - 3.1.3. Paint – Paint is fading/failing in some areas. The vinyl siding does not need to be painted. Much of the building's white trim needs to be recoated.
 - 3.1.4. Replace Exterior Doors – Thrift Shop

 - 3.2. Interior
 - 3.2.1. Upgrade Bathrooms; Finishes, Fixtures
 - 3.2.2. Upgrade Kitchens; Finishes, Appliances
 - 3.2.3. Commons: Floors, Fabric Walls, Kitchen Window
 - 3.2.4. Kalgren Room: Floors, Paint walls, Replace Skylights, Light switch needed at door to parking lot.
 - 3.2.5. Thrift Shop: Exterior/Interior Doors, Floors
 - 3.2.6. All areas: Painting, Flooring

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3.3. Noise mitigation

- 3.3.1. East wing/ Commons; Can hear commons users in conference room.
- 3.3.2. Lobby/ Commons; Can hear talking in hallway.

3.4. Accessibility/ Access Control/ Lighting

- 3.4.1. Separate Access Control – The list is organized such that areas requiring separate access control are grouped together and the requirements for access control are noted.
- 3.4.2. Access to the West wing is currently problematic
- 3.4.3. Door openers are desired for the main entrances and heavy doors.
- 3.4.4. Doors that are easy to open and automatically close are desirable.
- 3.4.5. Interior lighting in the hallway outside the restrooms appears to be inadequate. Evaluate and upgrade if needed.
- 3.4.6. Upgrading of Interior lighting in commons is desired for energy efficiency.
- 3.4.7. Exterior lighting at the parking areas near the building appears to be inadequate. Evaluate and upgrade if needed.
- 3.4.8. Exterior lighting for Stairs at North side of the building. Verify stairs to code.

3.5. Electrical/ Communication

- 3.5.1. The North and South wings and Commons all have separate panels/ wiring
- 3.5.2. Telephone wires are on separate systems for ??? Unified telephone system desired.
- 3.5.3. Currently wi-fi service is provided. Maintain wi-fi service.
- 3.5.4. Generator – If electrical service is upgraded consider providing a genrac for providing limited service during outages.

3.5.5. Plumbing and Mechanical

- 3.5.5.1. ???

3.5.6. Landscaping

- 3.5.6.1. The priority for City/BISCC funding is for building renovations. It may be possible to secure donations and grants for landscaping elements.
- 3.5.6.2. Accessible pathway with railings if needed from the upper level at Bjune near the playground to the lower level at Brien. Refer to the 2007 Park Master Plan.
- 3.5.6.3. Planting improvements
- 3.5.6.4. Seating areas and Benches

3.5.7. What we like about the building that we want to maintain or enhance

- 3.5.7.1. Location central to downtown and park
- 3.5.7.2. South/ North facing for light and shade
- 3.5.7.3. Commons space for large groups

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- 3.5.7.4. East wing living room space for sitting and viewing park
- 3.5.7.5. H/C parking close to building

4. Operational Requirements

4.1. Revised Lease Agreement

4.2. Revised Operating Agreement(s), (BISCC-COBI-BIMPRD)

4.2.1. Space Rental Rates and Management

- 4.2.1.1. Charge/No Charge Policy. Separate custodial fee for all users.
- 4.2.1.2. Rental Rates
- 4.2.1.3. How do the policy and rates compare with Parks, Schools, and other venues?

4.2.2. Custodial services

4.2.3. Maintenance and Repair

4.2.4. Parking

4.3. Temporary Facilities

References:

- Existing Floor Plan
- Reservation Calendar (2009)
- Household Reservation Report (2009)
- Common users report (2009)
- Users List developed by Task Force
- Goals for Senior Center by Jane Allan for BISCC
- The Bugle Monthly Newsletter

Notes:

1. Letter ranking A thorough E indicated in bold for functional requirements.

Requirements Ranking System

- A) Essential – If the requirement cannot be included the project will be cancelled.
- B) Highest Priority – This requirement should not be excluded to include lower priority requirements.
- C) Priority – Most desirable of the “Nice to haves”. Limited to the top 25% of all of the “Nice to haves”.
- D) Nice to have
- E) Removed from requirements.

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