

Master Facility Plan
Update

FUNCTIONAL
TEAM
REPORT



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Executive Summary

Building Administration Functional Team

Members: William Walsh, Functional Team Champion and Assistant Principal Hinsdale Central, Eric Martzolf, Assistant Principal for Operations Hinsdale South, Dorothy Morris, Administrative Assistant Hinsdale South, Lori Wendte, Administrative Assistant Hinsdale Central

Building Administration Functional Team input was gathered from; Mark Kolkman, Hinsdale Central Principal, Stephanie Palmer, Hinsdale South Principal, Arwen Lyp-Pokorny, Assistant Principal Hinsdale South, John Bruesch, Assistant Principal Hinsdale Central, Margo Kincaid Mail Room Copy Center Hinsdale Central, Julie Van Ness, Administrative Assistant Hinsdale Central.

Hinsdale Central High School

The Master Facility Plan address accessibility as the central theme. As we consider the lack of meeting spaces and the efficiency of current services on the campus, the Building Administrative Team accounted for allocating space & location as the priority on the Hinsdale Central campus.

Hinsdale Central High School Priorities

1. Increase the number and locations of Conference Rooms
2. Relocated and allocate space for the Mail Room & Copy Center in the center of the building
3. Relocate the Bookstore to a space more central to the building

Hinsdale South High School

The Master Facility Plan addresses space as the central theme. The Building Administration Team spent much time & energy on carving out larger office spaces to accommodate collaboration and team meetings. In addition to office space being inadequate, the Main Office lacked supervision and support by Educational Support Personnel. The square footage of the Main Office did not accommodate space for all the administrative assistants, thereby leaving the office unsupported during staff breaks and lunches.

Hinsdale South High School Priorities

1. Increase the square footage of the administration offices
2. Increase the square footage of the Main Office to accommodate support staff
3. Increase the number and locations of Conference Rooms



Building Administration Team Needs and Issues List

CENTRAL HIGH SCHOOL

1. The Book Store is not within the Administration area, is difficult to support with Administration staff, and is not easily accessible by students or staff. In the current location the Book Store is occupying a prime location within the building;
2. 10-12 collaboration /conference spaces are needed throughout the building supporting group sizes of 6-100. This need aligns with needs identified by the Classroom, Library, and Building Circulation Teams;
3. The Copy Center should be located central to all staff but is difficult to support with Administration staff;

SOUTH HIGH SCHOOL

4. Assistant Principal offices are too small for meetings of more than 2;
5. The Principal's Assistant does not have a view of the Administration reception area and is isolated from the other Administrative Assistants;
6. A conference room is needed in the Main Office;
7. 10-12 collaboration /conference spaces are needed throughout the building supporting group sizes of 6-100. This need aligns with needs identified by the Classroom, Library, and Building Circulation Teams;



Building Administration Team Component List

CENTRAL HIGH SCHOOL

COMPONENT 1

A light renovation of 4,000 square feet providing 12 collaboration spaces throughout the building. An addition (location to be determined) of 6,000 square feet to replace 5 teaching stations and one conference room;

COMPONENT 2

A 1,100 square foot light renovation of Computer Lab 502, converting it to a copy center, bookstore, central mail room, and computer help desk. Frees up space for a Nurse or Deans expansion into the vacated bookstore. Allows IT Techs to move back into the vacated copy center (next to the servers.) Assumes Computer Lab 502 will not be needed with 1 to 1 support in place;

SOUTH HIGH SCHOOL

COMPONENT 3

A 2,300 square foot heavy renovation of Administration and Copy Center spaces accommodating larger administrative offices, a larger space for support staff, and includes a re-planning of the existing Admin area. A 700 square foot heavy renovation of Classroom 249 to office space accommodating the registrar, data entry, and waiting. A 1,000 square foot addition (location TBD) to replace Classroom 249 and appropriate circulation;

COMPONENT 4

A light renovation of 4,000 square feet providing 12 collaboration spaces throughout the building. An addition (location to be determined) of 6,000 square feet to replace 5 teaching stations and one conference room. Addresses Needs item 7;



MFP Refresh - Building Administration

Wednesday, February 11, 2015
8:24 AM

Bill Walsh, Eric Martzolf, Dorothy Morris, Lori Wendte

Meeting Norms;

No computers, cell phones, or distractions

Goal:

Identify what building administration represents

Identify the needs of building administration

Prioritize a list of projects to meet the building administration functional team

Justification Statements

Measurable Objectives

Cost Estimates

Discussion

What is the Building Administration?

Main Office

Bookstore

Conference Room

Greeter

Copy Center

Storage Space

Potential;

IT

What is working

Hinsdale South Main Office;

location is accessible for community & staff

Waiting area will allow up to 5 persons

Bookstore is adequate in size to meet the needs of deposits, lost & found, and school supplies

Hinsdale Central;

Office square footage is appropriate for meeting with staff & community up to 5 people

Waiting area is appropriate to gather up to 8 visitors

Copy Center is located in a space that is convenient & accessible for staff.

Bookstore is adequate in size to meet the needs of deposits, lost & found, and school supplies

What is not working?

Hinsdale South Main Office;

Square footage of AP Offices is not appropriate for collaboration with staff greater 2 people, including the AP

Lack of conference room

Principal's Assistant Office is outside main area, isolated from Main Office lobby

Hinsdale Central Main Office;

Copy Center is not convenient to support through Admin personnel

Main Office storage space is not adequate.

Conference Rooms are not adequate in quantity to support alternate testing environments, SPED, social work & counseling groups with students

Does the MFP meet the needs of;

Hinsdale South Main Office; yes, but renovation of spaces per the needs above

Hinsdale South Copy Center

Hinsdale South Bookstore

Hinsdale South Conference Rooms; not identifiable

Hinsdale South Storage Rooms; not identifiable

Hinsdale Central Main Office; yes, it is still accessible to main entrance and the square footage meets the needs of guests, collaboration & privacy

Hinsdale Central Copy Center

Hinsdale Central Bookstore

Hinsdale Central Conference Rooms; not identifiable

Hinsdale Central Storage Rooms; not identifiable

Needs Discussion;

1. The MFP has the "clinic", which would consider the Building Administration to include such areas as;

- a. Nurse's Office
- b. Attendance Office located with the Administration
- c. Registrar's Office
- d. Deans
- e. SRO
- f. School psychologists

2. Meeting spaces

Created with Microsoft OneNote 2013

Jeffrey T. Huck

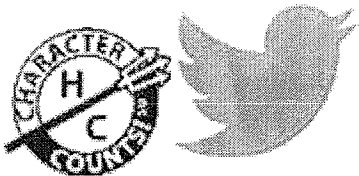
From: Walsh, William <wwalsh@hinsdale86.org>
Sent: Friday, April 10, 2015 1:42 PM
To: Jeffrey T. Huck; Requests, Capital Improvement
Cc: Martzolf, Eric
Subject: MFP - Building Administration
Attachments: Capital Improvement Request - HC Bookstore.pdf; Capital Improvement Request - HC Conference Rooms.pdf; Capital Improvement Request - HC Mail Room Copy Center.pdf; Capital Improvement Request - HS Building Admin, Main Office.pdf; Capital Improvement Request - HS Conference Rooms.pdf

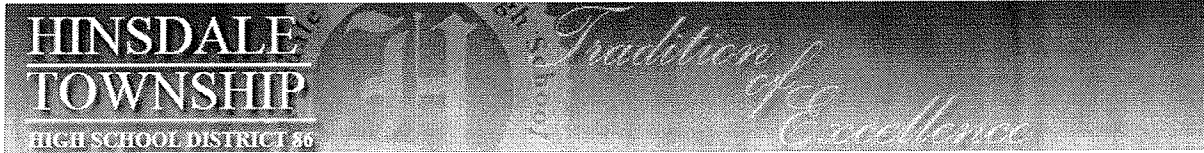
Jeff

Attached are the CIR's for the Hinsdale South & Central Building Administration Teams. If you need us to do more on this, please let Eric know.

Thank you,

William C. Walsh,
Assistant Principal for Operations
Hinsdale Central High School
630.570.8215
wwalsh@hinsdale86.org





Capital Improvement Request Form

Please submit the completed form to:

Email: cir@hinsdale86.org

OR

Mail: Administrative Center
5500 South Grant Street
Hinsdale, IL 60521

Requestor First Name

William

Requestor Last Name

Walsh

Requestor Email

wwalsh@hinsdale86.org

Site Location of Project (Central, South, Transition Center)

Central

Project Sponsor(s)

Walsh, William

Researched Cost Estimate

Project Description and Scope

Relocate the bookstore to a location that is accessible & secure.

Project Location (ex. Room 121, Main Hallway, East Stairwell)

Bookstore

Measurable Project Objectives

1. Measurable Objective - The bookstore will be in a location that is accessible to all staff and students.
2. Measurable Objective - The bookstore is in a location to safely secure money.



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OR

Mail: Administrative Center
5500 South Grant Street
Hinsdale, IL 60521

Requestor First Name

William

Requestor Last Name

Walsh

Requestor Email

wwalsh@hinsdale86.org

Site Location of Project (Central, South, Transition Center)

Central

Project Sponsor(s)

Walsh, William

Researched Cost Estimate

Project Description and Scope

Increase the number of meeting space locations to accommodate curriculum & Instruction needs as well as staff meetings, & testing areas.

Project Location (ex. Room 121, Main Hallway, East Stairwell)

Conference Rooms

Measurable Project Objectives

1. Measurable Objective - create 10 - 12 conference rooms varying in sizes to support the needs of a meeting from 6 to 100 people



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Mail: Administrative Center
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Requestor First Name

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Requestor Last Name

Walsh

Requestor Email

wwalsh@hinsdale86.org

Site Location of Project (Central, South, Transition Center)

Central

Project Sponsor(s)

Walsh, William

Researched Cost Estimate

Project Description and Scope

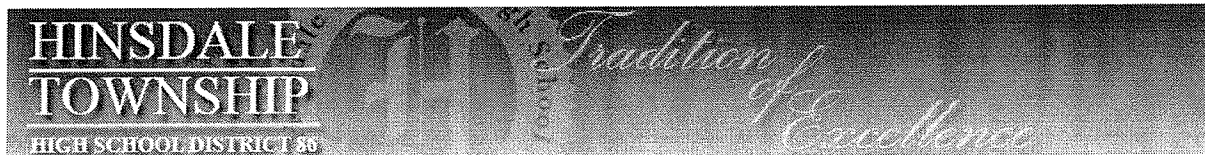
Relocate the Mail Room & Copy Center to a location that is convenient for staff
Create a space that is large enough for mail room equipment and a general copy machine

Project Location (ex. Room 121, Main Hallway, East Stairwell)

Mail Room and Copy Center

Measurable Project Objectives

1. Measurable Objective - relocate the Mail Room & Copy Center to a location that is accessible for all staff. The average travel time would be equal across all departments.
2. Measurable Objective - square foot of the area is able to accommodate a mailbox for each staff member, large general copy machine, postage meter, and general paper supplies



Capital Improvement Request Form

Please submit the completed form to:

Email: cir@hinsdale86.org

OR

Mail: Administrative Center
5500 South Grant Street
Hinsdale, IL 60521

Requestor First Name

Eric

Requestor Last Name

Martzolf

Requestor Email

emartzolf@hinsdale86.org

Site Location of Project (Central, South, Transition Center)

South

Project Sponsor(s)

Martzolf, Eric

Researched Cost Estimate

Project Description and Scope

Redesign the Main Office to increase the square footage of each AP Office.
Relocate the principal assistant to the main lobby.
Redesign the main office to accommodate a conference room

Project Location (ex. Room 121, Main Hallway, East Stairwell)

Main Office

Measurable Project Objectives

1. Measurable Objective - In redesigning the current AP Offices, the AP will have the ability to accommodate meeting with multiple staff members.
2. Measurable Objective - in relocating the admin assistant to the principal, would allow for staff to be present and available for general needs of staff & community who utilize the main office.

3. Measurable Objective - creating a conference room that would serve administrative



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OR

Mail: Administrative Center
5500 South Grant Street
Hinsdale, IL 60521

Requestor First Name

Eric

Requestor Last Name

Martzolf

Requestor Email

emartzolf@hinsdale86.org

Site Location of Project (Central, South, Transition Center)

South

Project Sponsor(s)

Martzolf, Eric

Researched Cost Estimate

Project Description and Scope

Increase the number of meeting space locations to accommodate curriculum & Instruction needs as well as staff meetings, & testing areas.

Project Location (ex. Room 121, Main Hallway, East Stairwell)

Conference Rooms

Measurable Project Objectives

1. Measurable Objective - create 10 - 12 conference rooms varying in sizes to support the needs of a meeting from 6 to 100 people