

### School Data

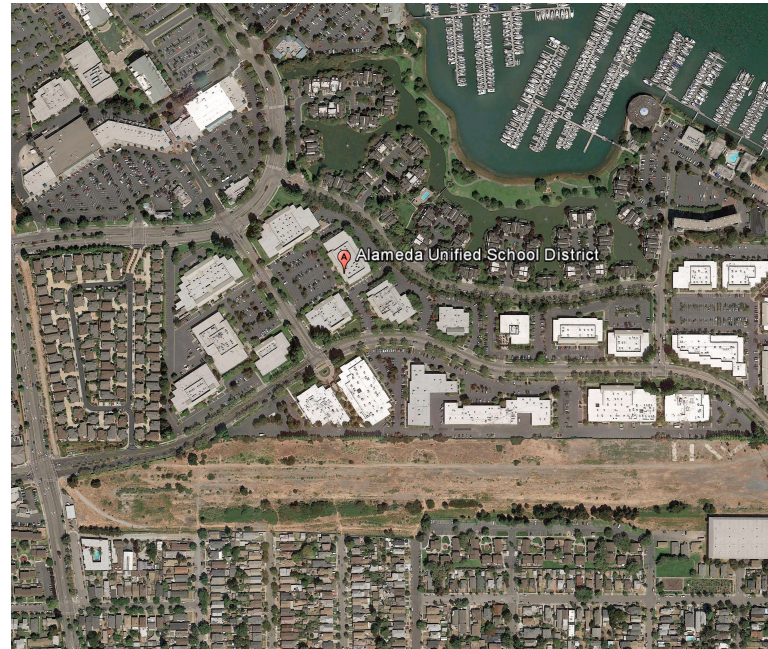
Date Occupied:	2012
End of current lease:	2018
Standard Offices:	15
Work Stations:	77
Conference and workrooms:	10
Storage rooms:	8
Building Area:	26,700 sq. ft.
Site Area:	n/a

## District Office - Background Information

In 2012 district staff moved their offices to their current location at 2060 Challenger Drive, because their previous headquarters, Historic Alameda High School, had been found to be seismically unsafe. The lease at the Challenger Drive property extends through 2018. The District Office (DO) facility currently houses all district departments except the Maintenance and Supplies yard, the central kitchen, and the food supply warehouse.

The current location was designed to provide 77 workstations, 15 offices, 8 shared work spaces, the main district server hub, in addition to several conference and work rooms.

Alameda High School, Option 2 addresses costs associated with moving the District Office into a portion of the current high school building.



## District Office - Existing Conditions Summary

### Master Plan Summary

- Visitor parking should be separate from staff parking.
- Should be a single public entrance into the building, not multiple. For security, the reception should be a secure space that is beyond or in front of the actual departments.
- Each department should have its own reception area. This area should be acoustically isolated from the balance of the department.
- The Fiscal Department is in need of a confidential customer service area.
- A loading dock is desirable for more efficiently managing pallets of supplies that are getting delivered or shipped out.
- The mail room needs to be located adjacent to loading area on perimeter of DO.
- All departments require more acoustic separation between office work areas and the reception area for that department.
- The District office needs more confidential conference rooms.
- Both the Fiscal and Food & Nutrition Service departments require a secure money counting room.
- Each department requires locked storage.
- The district office could use locked storage nearby.

## District Office - Committee Facilities Improvement Priorities

District staff provided their recommendation on the priority of improvements within the three categories for use in future decision making. These recommendations will be considered along with other factors when scheduling projects as funding becomes available.

### Critical Facility Needs (CFN)

- Securing a District Office home (wherever it is) was expressed as a critical need.
- Visitor parking should be separate from staff parking.
- The District Office needs a single public entrance into the building. For security, the reception should be a secure space that is beyond or in front of the actual departments.
- Public restrooms should be adjacent to reception/public spaces, not within secure core of the building.
- Each department should have its own reception area. This area should be acoustically isolated from the balance of the department.
- The Fiscal Department is in need of a confidential customer service area.
- A loading dock would make the delivery and shipping of pallets easier.
- The mail room needs to be located adjacent to loading area on perimeter of the District Office.
- All departments require more acoustic separation between office work areas **and** the reception area for that department.
- More confidential conference rooms are needed.
- The Fiscal and Food and Nutrition Service departments require a secure money counting room.
- Each department requires locked storage.
- Itinerate staff office spaces, keeping a central Special Education facility at the District Office is critical.
- Maintenance, Operations and Facilities requires an adequate plan room.
- Student Services needs spaces for testing of students.

- The entire building needs adequate day lighting.

### Educational Program Needs (EPN)

- Not applicable

### Future Facility Needs (FFN)

- General consensus is that it is necessary to plan for expansion.