



# Building 12

## Fire Technology, Administrative Justice, and Emergency Medical Technician Program Space Renovation

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### Welcome to Renovated Building 12

The first floor of Building 12 has undergone extensive renovations since December 2009. These building renovations are a testament to CSM's commitment to sustainability: rather than demolish the buildings, they've been modernized to serve the college for many future generations. The rejuvenation is now complete, and here is what was done:

- Renovated offices, classrooms, and corridors
- New restrooms that fully comply with building codes and ADA accessibility requirements
- New flooring, paint, and lighting
- New interior and exterior doors,
- Reconfigured walls and acoustically enhanced ceilings
- New furniture: ergonomic desks, chairs, bookcases and storage units
- New window coverings to enhance comfort and reduce glare
- Modernized Infrastructure: new electrical panels, electrical wiring, data cabling, wireless access points, high efficiency lighting, locking hardware, electronic access controls, and emergency annunciation system
- Hazardous materials abatement and associated environmental testing
- Total cost of the renovation: \$2 million
- Value of modern faculty offices, support spaces, and classrooms: Priceless!

### Our Thanks to You

On behalf of your College leadership, SMCCCD Facilities, and the Construction Planning Department, I wish to express our sincerest gratitude to the staff and faculty who have contributed their time and expertise to the Building 12 Modernization Project.

Thank you for your continued dedication to ensure that future generations receive the invaluable education provided at the College of San Mateo.

Keep Smiling!

*Michele Rudovsky, Project Manager*



New Faculty Office



# Access to Building 12

The new state of the art security systems at Building 12 have been designed to maximize security and convenience. Mechanical keys operate the interior doors including offices and classrooms. Building entry doors are outfitted with electronic locks. The exterior entrance door electronic locks will automatically open and lock for scheduled building operational hours beginning on

Wednesday, August 18, 2010:

Monday - Friday: 7:30 am - 10:30 pm

Saturday and Sunday: Closed

*Declared Recess Days: Closed*

After Hours Access: Individuals with e-keys and authorized access may present their e-key at the card readers at the building entrances and interior doors outfitted with e-locks to gain access during non-operational hours.

- ◆ Pressing \*1 and presenting the e-key will unlock the entire building
- ◆ Pressing \*2 and presenting the e-key will lock the entire building

Obtain Keys: Electronic and/or mechanical keys to the spaces in which you need access have already been requested by your Division Dean. On or after July 6, 2010, keys will be available for pick up at the CSM Security Office in Building 1.



For future requests for access controls devices, please submit a fully executed Key Request Form, available at [http://sharepoint.smccd.edu/SiteDirectory/CPD/FPMO/FPO%20Forms/Key\\_Request\\_Form\\_Districtwide.pdf](http://sharepoint.smccd.edu/SiteDirectory/CPD/FPMO/FPO%20Forms/Key_Request_Form_Districtwide.pdf)

to the Facilities Department via email attachment, fax it to 650-574-6203 or inter-campus mail to "CSM Facilities/Bldg 7". You will be contacted by the Facilities Department when your device(s) are ready for pick-up; typically within 48 hours of the receipt of your completed request. Be sure to have all of the required signatures on the form prior to submittal to ensure a timely turnaround of your re-

quest. If you have any questions about doors and/or keys, please contact the Facilities Help Center at: <http://www.smccd.edu/accounts/facilities/> To learn everything you ever wanted to know about keys at SMCCCD, please go to <http://www.smccd.edu/accounts/smccd/departments/facilities/KeyFAQs.shtml>



## Smart Technology



The classrooms in Building 12 has been outfitted with smart technology. Here's how it works:

- Each classroom contains a projector and speakers that are wired through the teacher's podium and activated by the pixie box.
- You must bring your own laptop computer, which plugs in at the teaching podium.



Pixie Box

Should you discover a problem or desire training, please submit an ITS Service Request, or call the ITS Help Center at extension 6543.

Please submit ITS requests via the ITS Help Center

<http://www.smccd.edu/accounts/portal/itsrequest1/itsrequest.html>

# Controlling the Temperature

## Digital Thermostatic Controls

The new state of the art digital controls systems at Buildings 15 & 17 have been designed to maximize occupant comfort and indoor air quality, as well as ensure energy efficiency.

**Individual temperature adjustment is possible for short durations of time if there is an override digital sensor in your “zone”.** Zones are areas affected by a single radiator unit; there is one digital thermostat for each radiator. Override sensors are generally installed in offices, classrooms and conference rooms.

*An Override Sensor lets you control the temperature in your area.*



To adjust the temperature up

- Under normal operation, the LED screen will be blank. You can adjust the temperature set point up, 1 - 2°F, by **pressing the “+” end of the toggle button**. Each press of the toggle will modify the set point by 1°F for 2 hours, then it will automatically return to its programmed set point. A red light will come on indicating the sensor is in override mode.

To adjust the temperature down

- Similarly, you can adjust the temperature set point down by 1 - 2°F for up to **2 hours, by pressing the “-” end of the toggle switch**. **The red light will appear**, indicating the sensor is in override mode, and it will return to its programmed set point after 2 hours.

A non-override sensor cannot be adjusted by individuals at their zone; non-override sensors are generally installed in corridors, lobbies, gymnasias, and assembly areas. If there is an area whose temperature you would like to permanently modify to a warmer or cooler set point, please contact your campus Facilities Office.

## Ventilation

Fresh air enters the spaces in Building 12 through the windows and doors. If you would like to freshen the air in your space, please use the operable windows.

## Air Conditioning

Building 12 is not equipped with air conditioning (cooling) capability. If you feel warm, please open the windows and doors to create cross ventilation.

More information about temperature and heating, ventilation and air conditioning systems is available at <http://www.smccd.edu/accounts/smccd/departments/facilities/TempFAQs.shtml>



Window Shades and Film

New solar window shades have been installed to provide privacy and reduce glare. The manual controls allow you to raise or lower the shades to your desired position.

*Need help getting comfortable?*

*Please place a Facilities Help Center request if you require assistance with temperature control or comfort*

# Ergonomic Furniture

Your comfort, safety and satisfaction are important to us. As part of the Building 12 renovation project, we've replaced outdated furniture with state of the art ergonomic solutions, from height adjustable desks and mobile storage units to articulating seating . . . all to fit your needs. The furniture vendor can schedule training sessions soon after you've moved in to assist you in adjusting the items to your specific requirements and help you understand how to get the most out of this new equipment.

We are confident that you will realize immediate benefits from this new approach! Our furniture, fixtures and equipment coordination team, Dovetail Decision Consultants, Inc., will conduct a post-installation assessment after you've used the furniture for about a month to review the effectiveness of the layouts, products and requirements.

## *Fully Adjustable Furniture*

*On-site assistance is available to help you adjust your new furniture to suit your body*

## **... and it's green too**

Our furniture manufacturers are committed to environmental sustainability. The furniture installed on this project comply with the following specifications, which demonstrate that commitment.

- **Metal components of furniture** contains an average of 30% recycled content, with 70% of that content being post-consumer recycled.
- Major suppliers of wood products are committed to the Sustainable Forestry Initiative program and work with landowners to ensure that any forestry activity is responsibly conducted to protect the ability of the landowner to continue to grow forests for future generations. The particleboard and medium density fiberboard manufacturing facilities have certified (per Scientific Certification Systems) that products are composed of 100% recycled and recovered fiber, with at least 90% post-industrial recycled content and the balance recovered content, on a dry-fiber basis.
- Polypropylene consists of virgin material and does not currently contain any recycled material, but it is 100% recyclable.
- The primary adhesive used to bond seat cushion foam to surfaces and bond layers of the work surfaces is water-based, containing less than 0.4% volatile organic compounds.
- Decorative Chromium electroplating system has been optimized to reduce air emissions, reduce the hazardous and solid waste, recover and reuse nickel, etc.
- Powder-coating process lines use water-based cleaning systems prior to powder painting to clean parts as opposed to solvent-based cleaning systems. Powder coatings are baked on to the metal components, using natural gas fired ovens. Powder coatings contain negligible VOC and Hazardous Air Pollutant (HAP) contents. Add-on pollution control equipment is not necessary given the very low levels of pollutants.
- **Laminates contain approximately 10% waste paper by-product.**



# Indoor Environmental Quality



The modernization of Building 12 and the selection of furniture and architectural finishes were based on a wide variety of criteria, including indoor environmental quality factors to ensure that the building is a healthy and comfortable working environment.

Prior to the building contractor performing any work in the buildings, an OSHA-certified and State-licensed hazardous materials demolition contractor removed all asbestos-containing materials from the buildings while they were hermetically sealed. This work was done under the strict supervision of an industrial hygienist hired by the District. Air quality and materials testing was performed before and after the work was conducted.

From the water-based paints, to the acoustic ceiling tiles with 80% recycled content and very favorable light reflectance and noise reduction qualities, to flooring that is quieter and softer than before and contains 100% organic material, to the complete removal of all hazardous materials that were incorporated into the original construction of the buildings . . . you can rest assured that Building 12 is safe, effective and inspiring teaching and working spaces that support and enhance the instructional mission of the College of San Mateo.

## Post Occupancy Service Requests

If you discover any issues with the facility or furniture once you've settled in or you need to place a request for additional items, please submit your requests via the Facilities Help Center at <http://www.smccd.edu/accounts/facilities/>. Requests will be reviewed and categorized as either construction or furniture warranty issues, maintenance/repair service requests, or as additional scope requests.

Please submit requests via the Facilities Help Center

Requests will be collected and processed as follows:

**Warranty Issues** will be forwarded to the contractor or vendor for resolution. We will track resolution of each warranty issue and communicate with you periodically to provide updates.

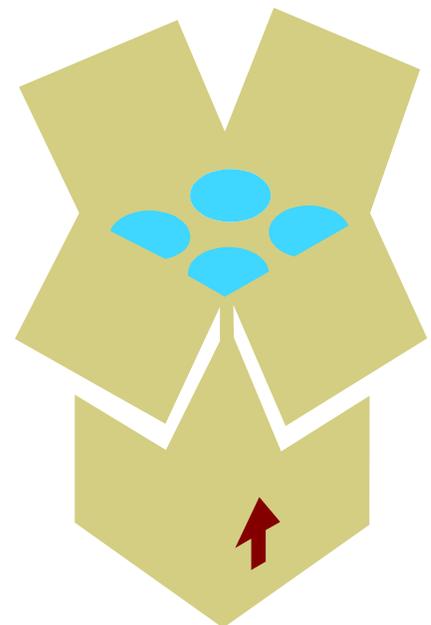
**Maintenance/Repair Service Requests** will be handled by the Facilities Maintenance staff of Engineers, Custodians and Groundskeepers.

**Additional Scope Requests** are requests for changes to the building (think of them as "adds, moves, changes") or for additional furniture, fixtures and equipment. As we receive these types of requests, we will develop a College of San Mateo Building 12 Report of Additional Scope Requests.

In order to receive and process additional scope of work requests in a timely manner, we would appreciate receiving your "new occupant" requests no later than August 27, 2010. Once we have a complete understanding of the additional scope being requested and the estimated costs, we'll work closely with College administration to prioritize and process the requests.

### PACKING BOXES

**Once you've unpacked your items, please flatten your empty packing boxes and place them for pick-up at the designated location for your floor. The boxes will be collected and removed periodically.**



THIS PROJECT WAS BROUGHT TO YOU BY

Design Build Team

*Pankow Special Projects, L.P.— Contractor*

*Noll & Tam Architects—Architect*

Construction Manager

*Swinerton Management & Consulting*

Furniture Consultant

*Dovetail Decision Consultants, Inc.*

Inspector of Record

*CIS, Inc.*

SMCCCD

*Construction Planning Department*

*Facilities Planning & Operations*

*Information Technology Services*

*Division of the State Architect*

## Facilities Excellence

Our mantra of "Facilities Excellence" is centered on team work and providing first rate quality, professional and responsive engineering, custodial, grounds, facilities planning & construction management services to the college community as well as the visitors to the District. The mission of the Facilities Planning & Operations Department is to ensure a safe, effective, and inspiring physical environment that supports and enhances the instructional mission of the San Mateo County Community College District.

### We're On the Web!

<http://www.smccd.edu/accounts/facilities>

## CSM Facilities Maintenance Team at Your Service

The CSM Facilities Maintenance Team is here to assist you with physical facilities maintenance and operational issues. To learn more about the services that the Facilities Department provides, please visit our web site at <http://www.smccd.net/accounts/facilities/> and view FAQs about the Facilities Department available at

<http://www.smccd.edu/accounts/smccd/departments/facilities/FAQs.shtml>

Facilities Maintenance Service Levels: Our staffing levels dictate the basic services we're able to provide as part of our standard maintenance program. Our customers often wonder what services are provided as part of our basic program, and what services can be provided above and beyond the basic services. To learn more about what you - our customers - can expect from us, please visit our web site at <http://www.smccd.net/accounts/facilities/> and view the information about Facilities Service Levels available at <http://www.smccd.edu/accounts/smccd/departments/facilities/FPOFAQ.shtml>.



The Facilities Help Center is our service request center that allows you to submit service requests on-line and receive emails that keep you apprised of the status of your request. For any facilities-related service requests, please go to our Facilities Help Center at <http://www.smccd.net/accounts/facilities/>

