

Audit and Design: Feature List Example

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About: This document provides a detailed prioritization of features for a community resilience hub project. It categorizes features based on their urgency and necessity across different phases of construction. The prioritization ranges from "Must be included in Phase 1" to features intended for later phases or as budget permits. Key features listed include meeting spaces, emergency shelter capabilities, full kitchen, natural daylighting, sustainable energy adaptations like solar readiness, and essential utilities adjustments among others.

Usage Description: This prioritized list is intended to guide architects, planners, and contractors involved in the development of the community center. It serves as a critical tool for:

- Structuring the project's phases based on the immediate needs and future goals of the community center.
- Ensuring that the most crucial elements, such as emergency shelter and full kitchen, are incorporated in the initial phase of construction.
- Facilitating discussions and decisions regarding budget allocations and architectural designs.
- Communicating the project's scope and priorities to stakeholders and potential funders to align expectations and support.

This document is essential for the strategic planning and successful execution of the community resilience hub, ensuring that all features are aligned with the community's needs and the project's long-term sustainability goals.

Prioritized Feature List as of February 2024 Funding Deadline

Priority:

- 1: Must be included in Phase 1
- 2: Critical to include in Phase 1 to meet Municipal ARPA Award intent
- 3: Make effort to include in Phase 1, but first in line to be moved to Phase 2.
- 4: Understood to be slated for Phase 2, but first in line to be moved to Phase 1.
- 5: Important for achieving Resiliency Hub, but understood to be slated for Phase 2.

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Feature	Priority	Notes
Meeting/Lecture Capacity for 50 people	1	Seated at tables, on sofas and/or at desks. Include selective furnishings in construction bid.
72-hr Emergency Shelter - Space for open cots	1	Design Phase 1 building with emergency shelter function in mind, including open cots occupying most common spaces. Phase 1 assumes as many cots as possible to fit within building area will be brought in from off-site storage. Phase 1 building area determined by other priorities.
Natural daylighting	1	Integral to core design.
Passive solar	1	Integral to core design, extent determined by budget.
Indoor after school play space - integrated	1	Weave into multi-purpose areas such as by means of movable furniture, storage furniture (for toys), etc.
Full Kitchen	1	Designed with cooking education in mind, space for two (2) cooks. Fully accessible per code.
True Diversity - Shared administration office	1	Space for (1) Director workstation and (1) employee workstation in shared private office.
True Diversity - Limited program space	1	Programs understood to be constrained by building square footage. Building area determined by other priorities. Priority 1 True Diversity program space can be integrated into multi-use spaces and also is covered by classroom/library/study features.
Library	1	The HIGHEST priority. Find places for books even if not ceremonial. Include dedicated reading space in Phase 1, but can be integrated with other functions.
Private meeting space with small conference table.	1	True Diversity private office could house small conference table in Phase 1 if needed, but separate private room is preferred.
Study cubbies	1	At least two (2) stationary desks each with internet, computer and study privacy panels.
Separate Men's & Women's Toilet Rooms	1	Standard per code. Consider potential future expansion of each to include single shower.
Diaper changing - guardian	1	Can be included in Phase 1 Men's and Women's toilet rooms.
Storage - general broom/maintenance	1	By accepted design standards.
Storage - art and education	1	Full height, double door closet at minimum. Separate art/education closets desired if budget allows.
Recycling	1	THA to provide service under separate contract. Include recycling barrel location in Phase 1.
Landfill	1	THA to provide service under separate contract. Include trash barrel location in Phase 1.
Composting	1	Provided by others, community based. THA designate site location for composting set-up. Composting station(s) not included in bid scope, but consider indoor receptacle in Phase 1.
Solar tiling/ slanted PV ready roof	1	Solar-ready construction to accept future equipment.
Landscape improvements	1	Limited scope using low-cost/maintenance eco-friendly materials. Include at least one (1) accessible parking space nearby new building (see accessible parking priority below).
Standby generator pad/location	1	Plan for transfer switch and concrete pad locations in Phase 1. Include actual pad and transfer switch installation in Phase 1 if budget allows.
EV Charging ready	1	Wherever new construction is placed, future EV charging must be considered such as buried conduit.
Bus Stop	1	Zero-low cost. THA and/or True Diversity coordinate with local bus route.
Bike Rack	1	At least (1) multi-bike rack must be included.
E-Mobility Charging	1	Include charging receptacles throughout common areas for charging availability. Dedicated receptacles should be operable on generator power.
Solar/Heat pump/ground source HVAC ready	1	Adaptive Phase 1 design to allow for net-zero building technology retrofit at later date.
Traditional HVAC sized for expansion	1	Use as much passive solar as possible and allowed by code.
Outdoor surveillance cameras	1	Based on community feedback, security is of high importance.
Hi Speed internet & Public Wifi	1	Included in core design. Internet and wifi connections provided by local utility, no cost other than General Contractor coordination.
Learning porch structural connection	1	Include structural connections/design for future learning porch addition.

Accessible parking space close to entrance	1	Critical especially for disabled children. Current accessible parking is across Paul Bunker Drive from proposed building.
Assembly event Capacity for 150 people	2	Seated in rowed chairs, no tables. Stored folding chairs not to be included in the construction bid scope.
Natural outdoor learning space	2	Such as rock arrangement or other low cost learning space, as determined by Designer.
Classroom	2	Space for (4) tables with (4) chairs each, audio/visual and small storage closet.
Storage - sports and games (larger objects)	2	Full height closet capable of storing sticks, bats, nets, equipment bags, etc.
Food pantry	2	Small community pantry in kitchen for Phase 1?
Switch Gear/Circuit Break PV BESS Ready	2	Space planning and connections for future equipment should be considered during Phase 1 design, but new second mechanical room may be required for Phase 2.
Community Garden	2	Allocate space outdoors, but no landscape construction. Site construction of garden and/or beds will be Phase 2 or by others.
"Spruce-Up" Existing Playground	3	Include painting and swing/feature replacement in Phase 1 if possible.
Community Dining Capacity for 100 people	3	Seated at tables furnished with construction bid plus stored fold-out tables. Stored tables not to be included in the bid scope.
True Diversity - Separate director/employee offices	3	Two identical private offices with Director desk capacity.
Separate Men's & Women's Showers	3	If not included in Phase 1, consider future shower location in Phase 1 design. Separate Men's/Women's shower rooms? Bump-out of Phase 1 toilet rooms?
Storage - emergency water bottles	3	Closet or dedicated location to stock emergency water stores.
PV Panels	3	First "Priority 3" sustainability measure to be included in Phase 1 if budget allows. Design Phase 1 structure and electrical system to accept future panels.
Exterior lighting beyond code	3	Include as budget allows.
Emergency lighting beyond code	3	Include as budget allows. Does this include "blue light" station? Appropriate for housing?
Dedicated First aid/overdose kit storage	3	THA/True Diversity to include first aid kits in kitchen and office, etc. for Phase 1. For Phase 2, include dedicated closet space as budget allows for emergency event/overdose supplies.
Natural water/storm management (swales)	3	As practicable for Phase 1 - cut and fill? May require larger site master plan.
Standard parking adjacent to new building	3	Existing parking is insufficient, but budget may not allow to be included in Phase 1.
Full Library	4	Dedicated library space with reading seats.
Storage - blankets, inflatable beds/cots, water, etc.	4	Walk-in storage room for 72-hour emergency supplies. Do not share space with mechanical equipment.
Indoor after school play space - dedicated	4	Dedicated play space with small toy storage, large stationary toys, mats, etc. to also serve True Diversity or other non-profit programming.
Private conference room(s)	4	In addition to True Diversity private offices. If funding makes possible, coordinate size and quantity with True Diversity and THA.
Classrooms (additional)	4	Multiple classrooms similar to original Schematic Design, quantity determined by Phase 2 budget and building size.
Common laundry	4	Part of 72-hour shelter resiliency plan, not for general use by the entire development.
Standby generator	4	May include transfer switch and pad in Phase 1.
Mechanical Room sized for Resiliency Equip.	4	May require two separate Phase 1 and Phase 2 mechanical rooms. Phase 1 sized to code, Phase 2 sized for full resiliency hub equipment.
True Diversity - Full 200-child program space	4	Programs might include youth activity and clubs gathering in range of 35-40 individuals, various programs for an average of 200 enrolled children, etc.
Organized daycare	5	Part of full True Diversity program offering. Expected to include at least one (1) classroom with adjacent preschool restrooms(s), cubbies, diaper changing and supply storage.
Folding dining table storage	5	Dedicated room for on site table and chair storage.
72-hr Emergency Shelter - storage for cots	5	Dedicated storage space, can group with folding chair/table storage. Do not share space with mechanical room/MEP equipment. Furnishing cots not to be included in the bid scope.
Learning Porch	5	Phase 1 structure designed to accept Phase 2 porch addition with easy/minimally invasive pre-determined connection.
Playground	5	New play structure(s), ground surface and features.
Emergency water - ground source	5	THA look into on-site well feasibility to pump fresh water with emergency generator?
Battery Energy Storage	5	Part of full resiliency hub scope. Phase 2 will likely require additional mechanical room.
EV Charging stations	5	Part of full resiliency hub scope.
Solar or Heat Pump H2O System	5	Part of full resiliency hub scope.
Ground Source HVAC System	5	Part of full resiliency hub scope.