

**[ NBE Schematic Design comments (and SD Furniture concepts pre FFE comments) ]**

**Project: North Beach Schematic Design 2.09.09 – Comments listed below received 08.03.2009**

**Department: SFPL/COB**  
**Staff: SFPL stakeholders**  
**Reviewer: LMS Architects**

**Date: 2.19.09      updated 8.3.09**  
**Date: 09.21.09**

	Page #	Topic	Staff Comments	Architect's Response
1.	General	Windows & building ventilation	Please confirm that there will be more than adequate ventilation for the public and staff; The branch is currently unbearable on warm days. Will windows be operable; what kind of ventilation system will be provided? Closed areas are especially vulnerable to heat pockets.	Mechanical ventilation will be provided to all rooms. The floor duct in the Adult and Children's areas will deliver fresh air and heat at the occupant level in these double height rooms. High operable windows are provided in both Adult and Children's areas. Air conditioning is only provided in the Community Room and I/T closet.
2.	General	Card key readers	Add car key readers to Mason entrance 102; elevator; Staff lounge, staff restroom; program room 201; Custodial closet 205, IT closet 210,	Card readers will be added in these locations.
3.	General	Pilfer alarms	Add hardwired pilfer alarms/panic alarms at secondary exit doors—stair #2 door to Lombard at the end of corridor 116; Upper level stair #2 door	Requested hardware will be added to these doors.
4.	General	Doorbell	Add hardwired doorbell at East entrance/Mason entrance 102	Doorbell will be added.
5.	General	Bookdrop slots	Please make sure bookdrop/AV return chutes are lockable from the exterior	Noted.
6.	General	Mail delivery	Assumption is that mail deliveries will use bookdrop return chutes for delivery. This is ok.	Noted.
7.	General	Restrooms	Please refer to latest Library Restroom standards which has been revised recently and will be reviewed soon. Please confer with Samuel Chui	LMS received the "SFPL Bathroom and Kitchen Design Guidelines" updated 08/20/2009 from Samuel



			for the latest standards.		Chui.
8.	General	Flooring	Must be durable and easily maintained yet attractive. No cork flooring is desired.		Noted.
9.	General	Lighting	Please make sure that ALL parts of the library are adequately lit and especially at the shelves where it is hard to read book titles at the lower levels day and at night. Adequate foot candles lighting for reading surfaces do not suffice for reading low book shelves. Also when measuring light levels, other installed shelving blocks natural light from windows or clerestories or light fixtures not directly above. What will be provided to make up for deficiencies? Will there be shelving lights?		Lights will be mounted to the top of stacks as shown in the Schematic Design lighting narrative.
10.	General	Lighting	Please confer with Facilities/Jim Struble for light fixtures, bulbs etc.; Facilities prefers that lights are easy to access for maintenance.		Per conversation with Jim Struble there are no standards for light fixtures or bulbs. Samuel described that such a list may be put together in the future and that project should specify bulbs that are readily available.
11.	General	Heating system	Please confer with Facilities/Jim Struble for Heating system standards		Per conversation with Jim Struble, there are no heating system standards and each design is individually reviewed by Facilities.
12.	General	FFE	Please refer to the <b><u>SFPL Branch Library Improvement Program Interior Standards</u></b> rev. 5.04 and updated 11.07. It is available on CD.		LMS has received the Interior Standards revised 05.2004 and revised 03.2008. If there are additional standards that are applicable, LMS requests Library to provide copies.
13.	General	Signage	Bilingual signage for key signs		Noted.
14.		Signage	Sign standards are in the <b><u>Interior Standards</u></b> document. Revisions to be discussed and finalized by library		Noted.
15.	General	Display and giveaway areas	Please indicate any display and organized giveaway/public information areas		Design team will study possible locations.



16.	A2.1	First Floor Plan			
17.		Entry Areas			
18.	A2.1	Entry— West-Columbus & East-Mason St.—3M gates location 101 & 102	Gates must be 5' away from metal in doorway/walls & other structures with 3802 model gates; 3M gates 3502 must have remote box 4' away;		Per manufacturer literature, the 3M 3502 gates must be 18" away from metal and have a remote box no closer than 4'-0" but no further than 20'-0". Please inform LMS if Library has information that differs from this.
19.		Copier area 108	Please confirm space allowance for card dispenser, change maker as well as paper tray on copier and electrical outlets and data outlet for copier for future use with copier.		LMS will confirm space allowance per cutsheet of Xerox WorkCentre BookMark 40 & 55 copier, card dispenser of 9"wx18"d, and change maker of 17"w and 18"d per information provided by Library. Electrical outlets and data outlet will be provided for copier.
20.		Self check area—selfchecks 108	Do not hide self checks with surrounds; self checks should be easily seen by and readily accessible to the public; easy to view by staff. One should be at ADA height. They should ideally face the public so that the units are continuous with the service desk.		Self check units have been reconfigured to face the public.
21.		Service Desk areas			
22.		Circulation desk 107	Counter should be at 34" height; no unnecessary surrounds except possibly at side. Transaction Counter top should be flush with support so that transactions do not involve picking up books or items; books can be slid back and forth between staff and patron. Small screens to hide pc wires etc. must be flexible and not be fixed—that is they should be moved or adjusted easily and not bolted down.		Noted.
23.		Reference desk 106	Desk should be at 29" height. Add a short 7" high surround with a shallow 9" deep counter for patron (to write or place books on). Sample of		Noted.



		#2 built in benches	one is the Chinatown Branch adult services reference desk.		at the window nooks. Overhead lights are located over the built in
24.		Service desk--general	Make sure that there is space for 2 phones, a shared printer, cash register, receipt printers & barcode scanners for each station, drawers for pens, pencils, misc. stationary supply needs (clips, rubber bands, stapler, tape, forms etc.)		The shared printer and cash register will need to be on a counter behind the desk. The other items can be accommodated.
25.		Service desk--gates	Please add light swing gates to the circ desk/reference desk side areas to delineate staff space from public access.		Gates will be added.
26.		Service desk--shelves	Please provide adequate 12" deep shelves for behind the desk staff use and adequate floor storage space for more than 20 book return bins that will stack up.		LMS will develop layouts for the Library's review.
27.		Staff work room 112			
28.		Staff work room 112	Bookdrop processing table needs to be adjustable height work table/s.		Noted.
29.		Staff work room 112	Please add a tiny sink for quick hand, book & materials cleaning in the staff work room if possible.		There is no space for a sink.
30.		Staff work room 112 Cabinet and storage	Please provide cabinets or shelves for library supplies		Library to review staff work room layout to determine locations for storage as space is limited.
31.		Adult Area 103			
32.	A2.1	Adult Area 103— Magazine area	Magazines shelving; please make sure that there is adequate shelving for magazines and newspapers—both display and storage of back issues. Refer to the <u>North Beach Branch Needs Assessment</u> document section on "Proposed collection size" for figures		Magazine shelving is provided.
33.		Magazine area—bench	Can storage be swapped for parts of or built into the "built in bench #2? If periodical shelving is lacking; can part of the bench space be used for periodical shelving? Newspaper shelving?		Periodical shelving has been accommodated. Bench is integral to providing a seating nook at this end of the library.
34.		Window nooks/seating-	What kind of reading lighting will be provided for		Lighting at shelving will provide light



		#2 built in benches	dark days or for evening? Will there be power outlets for the public in these areas?		at the window nooks. Overhead lights are located over the built in bench. Power outlets will be provided.
35.	A2.1	Teen Area 105			
36.		Teen Area--displays	Indicate display areas for teens		Display area will be above the computers as shelving stacks are located at most wall surfaces in this room.
37.		Teen Shelving & Cupboards/storage	Please provide locked cabinet storage with tackable surface doors above teen shelving wherever possible in this area.		Due to the height of the shelving, there are no places for locked cabinet storage with tackable surface doors.
38.					
39.	A2.1	Children's Area			
40.		Children's Area--Shelving & locked Cupboards/storage	Please provide maximum number of locked cabinet storage with tackable surface doors above shelving wherever possible in this area.		2-shelf tall locked cabinet storage with tackable surface doors are provided over the shelving along the Columbus Avenue side. Single-shelf tall cabinets are provided above the stacks at the other walls.
41.		Children's Area – display space	Provide display space but not at the expense of shelving or storage.		Design team will study where display space can be incorporated.
42.		Children's Area--Lounge chairs	Is there seating for parents or grandparents in this area?		The bench along the windows provides seating.
43.					
44.	A2.2	Second Floor Plan			
45.		Corridors	Corridor area from stairs, to viewing areas should be open to view for monitoring from below		An open metal guardrail is provided along the balcony and main stair.
46.		Guardrail	Should keep small children from slipping over and under		The guardrail will be to Code and thereby address this concern.
47.		Staff lounge—windows & ventilation	Please add some windows for natural light or skylight; do not make this room windowless; needs to be well ventilated (and keep in mind, privacy.)		There is a sidelit next to the door that looks out to the Children's Area. Mechanical ventilation will be provided to this room.



48.	Staff lounge—misc.	<ul style="list-style-type: none"> <li>• Please confirm space for mobile cart with tv, dual deck vcr/dvd player;this cart may be used in other parts of the library for programming or checking returned dvds, cds and other media.</li> <li>• Provide phone data outlet /jack</li> <li>• Provide CoAxial cable outlet;</li> <li>• dedicated electrical circuits for microwave and coffeemaker;</li> <li>• adequate counter space for dish drainer and appliances;</li> <li>• pullout cutting board to maximum space;pull out drawers, cabinet storage space required;</li> <li>• paper towel dispenser space.</li> </ul>	LMS will provide a revised layout incorporating these items for the Library's review. Counter space is limited and a countertop microwave currently cannot be accommodated. Design team can look at enlarging the staff lounge (by reducing the size of the adjacent custodian closet) if the Library wishes. LMS requests that the Library confirm specification of the Elkay ELUH3120R double sink as listed in the "SFPL Bathroom and Kitchen Design Guidelines" dated 08/20/2009 because this sink is not accessible due to its depth. LMS requests confirmation from Library if the coffeemaker needs to be plumbed and the number of coffeemakers to be accommodated.
49.	Staff lounge—sink & counter	<ul style="list-style-type: none"> <li>• Tall neck faucet; stainless steel sink</li> <li>• No white or very light counters</li> </ul>	Noted.
50.	Staff lounge--lockers	<ul style="list-style-type: none"> <li>• Facilities prefers metal lockers like those at Marina, Glen Park, Noe; flat roof;</li> <li>• Most staff will share lockers due to space limitations</li> <li>• staff provides own combination locks.</li> </ul>	Noted; LMS will specify the DeBourgh Worley "S.A.T." per Library's request.
51.	Restrooms 207, 208,	Please refer to the Library's Bathroom standards. It was revised recently and may be revised again soon.	LMS received the "SFPL Bathroom and Kitchen Design Guidelines" updated 08/20/2009 from Samuel Chui.
52.			
53.	Custodian closet	Shelves should be 18" deep; provide as much of these utilitarian/storage supplies shelves as possible	Noted.
54.	Program room 201		



55.		Program room-ventilation	Room must be well ventilated even without use of air conditioner.		Noted.
56.		Program room-outlets	Provide outlets around the room on every wall. Floorboxes for computer classes		Outlets will be provided at each wall. LMS will provide layout of tables and floorboxes for Library's review.
57.		Program room—AV needs	Please consult with Dave Schwabe for AV needs.;		LMS requested Dave Schwabe to confirm that the "BLIP AV Standards" and the "AV Standards-drawings" dated 04/20/2004 describe the AV requirements and to forward any additional standards; to date LMS has not received a response.
58.		Program room -- orientation	orientation of the room should be North /South. face (projection screen should be at the North side of the room with chairs facing the screen so that latecomers can get to chairs and don't bother programming as they come in through the doors.		Noted.
59.		Program room-"pantry" area 204	<ul style="list-style-type: none"> <li>Doors are not necessary. They take up space.</li> <li>Please provide lockable cabinets and drawers.</li> <li>Provide room for coffee pots, a microwave, and counter space.</li> <li>Dedicated circuits for coffee pots and microwave and other outlets in the room.</li> <li>Tall neck faucet;stainless steel sink</li> </ul>		Noted. Due to limitations of counter space, a countertop microwave currently cannot be accommodated. The counter area can be increased by decreasing the size of the adjacent storage closet. LMS will provide layout for Library's review. LMS requests that the Library confirm specification of the Elkay ELUH3120R double sink as listed in the "SFPL Bathroom and Kitchen Design Guidelines" dated 08/20/2009 because this sink is not accessible due to its depth. LMS requests confirmation from Library if the coffeemaker needs to be plumbed and the number of coffeemakers to be accommodated.
60.		Program room-AV	Doors must be lockable.		Noted.



		closet 203			
61.		Program room-Storage closet 202	Doors must be lockable. Must be enough room for a laptop security cart, chairs, tables		Limited storage (e.g. not providing storage for tables and limited storage for chairs) is provided as discussed in SD. Please provide size of laptop security cart for confirmation. If more storage is required, the community room will need to be made smaller.
62.		Program room –main doors	These doors should have glass for easy monitoring. Need to be both Card keyed and brass keyed.		Noted.
63.		Program room—projection screen	Facilities prefers manual screens		Noted.
64.	SD Report				
65.		Furniture concepts pages 152-155			
66.	152	Children's chairs	Please compare Midlands Kestrel chairs with cutouts to "Youth reader" Fritz Hansen chair as option		Did consider TMC 'Kestrel' chairs but opting for Fritz Hansen chair in a color. It's in SFPL Standards, and feels more appropriate to NB architecture.
67.	152	Youth computer stool (round stool)	Seems very fun but this is not in the Library standards and would like a sample chair for stakeholders to examine. Where else has this stool been used? It needs to be upholstered in very durable and stain and dirt resistant material or easily cleanable or replaceable material.		Will provide sample chair to 190 9 <sup>th</sup> St.  Baleri "Tatino" stool used successfully in public libraries and Apple stores. Stretch recycled polyester fabric is approved for it, (Unika Vaev 'Stretch Appeal', exceeds 50,000 double rubs)
68.		Children's reader chair	Please provide a sample for stakeholders to examine. What is this and where has it been used?		Panton Junior chair, circa 1973, fiberglass reinforced polypropylene, sent over to 9 <sup>th</sup> St. Used extensively in public and independent grade schools.  Looking for alternate as discussed in



				9/9/09 meeting.
69.		Adult/ Teen Reader chair	This is not in the standards. What is it? Sample needed for stakeholder exam. Where has this been used locally? Must be durable and long lasting.	Vitra .03 'general chair'. Sample sent to 9 <sup>th</sup> St. Used at Seattle Main Library, SF Academy of Science. Considered too narrow per 9/9/09 meeting. Choosing alternate.
70.		Adult Reader chairs	Would like the option of reuse of North Beach's current mid Century modern chairs and other library chairs if appropriate.	Considering alternate for this chair per 9/9/09 meeting.
71.		Adult/Teen Reader table	What is this table? It's not in standards. Can it be examined locally? Used anywhere locally?	As discussed in 9/9/09 meeting, Vitra 'Joyn' table. Only table used at Seattle Main Library. Getting list of local users. Can be examined at Vitra showroom, 557 Pacific.
72.		Adult/Teen coffee table	What is this table? It's not in standards. Can it be examined locally? Used anywhere locally?	Not being used. Substituting Eames laminated wood coffee table which is in the SFPL Standards.
73.		Teen Lounge chair	Sample needed for stakeholder examination. Are there other options? Sturdy options? Eames wood chair as an option?	Lounge chair sent to 190 9 <sup>th</sup> St. Yes, Eames wood lounge chair is an alternate option.
74.		Adult bench cushion	Materials should be "Crypton" treated. Durable	'Nanotex' considered and tested to be better-performing than 'Crypton'. But any fabric used will be one or the other.
75.		Adult Lounge chair	Seating height must be about 18"; Eames chair is attractive but is hard for Seniors and adults with knee problems to get in and out of—they may be too low and sloped for the general public. This may be a good option for the Teen lounge chair.	Looking for alternate for Adult Lounge chair shown per 9/9/09 meeting.
76.		Staff task chair	Use the standard library ergonomic task chair in the revised Library Standards: RFM (Reimers) Preferred Seating task chairs for both the circulation perching height stool as well as regular height task chairs through out staff area.	RFM chair will be specified.
77.		Community Room Chair	Do not use the pictured Campus Stacking Chair by ICF; this was used at Sunset and not satisfactory.	Herman Miller 'Limerick' stacking chair selected per 9/9/09 meeting.



			Consider the GF 40/4 chair instead as an option. This chair is widely used in the library and liked because it is easy to stack, very nice looking, comfortable, and durable.		
78.		Community Room Table	Do not specify the Quickly Folding Table. Although nice looking and easy to set up, it is now too expensive (\$2,000 per table). Some tables proved to be too heavy; Main library standards is the Iceberg folding table with the white plastic top.		Southern Aluminum Folding Tables selected. Very economical. Heavy-duty wear plastic laminate will be specified for tops.
79.		Staff workstation	Sliding door overhead storage instead of flip up overhead storage preferred. Adequate task lighting needed.		Baker Manufacturing/Herman Miller Alliance product will be specified. Herman Miller overhead storage options include sliding doors and under cabinet lighting.
80.		Children's Furniture concepts			
81.		Eames Elephant chair	This is very cute; Stakeholders would like to see samples of any furniture not in the standards.		
82.		Other furniture	FFE 1 meeting on August 26		FFE meeting held September 9

3.	General	Pillar alarms	Add hardwired pillar alarms/panic alarms at secondary exit doors—stair #2 door to Lombard at the end of corridor 115; Upper level stair #2 door		Requested hardware will be added to these doors.
4.	General	Doorbell	Add hardwired doorbell at East entrance/Mason entrance 102		Doorbell will be added.
5.	General	Bookdrop slots	Please make sure bookdrop/AV return chutes are lockable from the exterior		Noted.
6.	General	Mail delivery	Assumption is that mail deliveries will use bookdrop return chutes for delivery. This is ok.		Noted.
7.	General	Restrooms	Please refer to latest Library Restroom standards which has been revised recently and will be reviewed with Samuel Chul		LMS received the "SFPL Bathroom and Kitchen Design Guidelines" updated 08/20/2009 from Samuel