

Acorn Fit Out Meeting 31.3.10

[section 40(2) – FOIA], [section 40(2) – FOIA], [section 40(2) – FOIA], [section 40(2) – FOIA], [section 40(2) – FOIA], [section 40(2) – FOIA]

Today we are trying to generally understand requirements, prepare an indicative schedule so we can feed back to the cost consultants to inform the cost plan and understand how to progress this aspect of the project in line with the LIFT model.

We would like to get a rough list of what is required, idea of what items may be transferred over and any other information e.g. standard furniture suppliers, etc.

The following table is the initial brainstorming list of items to be purchased, transferred over or followed up. [section 40(2) – FOIA] will continue chasing the list from Colindale for general reference/comparison.

<u>Acorn PMLD Room</u>		
New Items	Transferred Items	Not Sure
Interactive White Board	Little Wooden Chairs with Arms	
		Specialist items – will take as much as possible but may need to order some new. Will think about and provide information to suppliers.
1:1 Room – 1 small circular table from a standard classroom supplier and appropriate height children's chairs. High level storage		Soft play room - specialist supplier - <u>space craft</u> to design the best use of the space.
Computer Trolley		
Computer Chair		
1 Adult Chair and Teacher Desk		
Storage: As much shelving and storage as possible. Need designer to help with these designs. High level storage that trays could fit into in large room cupboard, 1:1 meeting		

room, all other storage areas, offices, etc.		
Outdoors: sand and water tables, raised beds - landscaping (hand height children can feel) 1 large shed (shared between both rooms)	bikes, cars, toys, etc. would be brought over	
Fixed cupboards high and low units with sink, kitchen style.		
Toilet: changing bed (current model = Huntleigh), cupboards with small drawers so each child has their own container for nappies, personal belongings. Child and Adult sink. Hooks for swimming bags		Potty chairs x 2 (specialist item) probably can take the ones you've got.
Corridor outside the classrooms: Pegs for coats and bags. Perhaps have high shelves above pegs for other bits of belongings.		
Trolley for sensory equipment		
		School for parents – need to discuss.
Both Carpet and Lino Flooring		
Hoist (supplier in PR's) that can go into toilets. Hydro pool would need a hoist.		Multifunctional meeting room would need a hoist if school for parents class will be held there.
Shared parent room (multifunctional room): sink area, kettle		
Office 2 work stations, lock		

down cupboards and filing cabinets, as much shelving as possible		
Pool equipment - arm bands, noodle, head floats, rubber rings, disks		
<u>Acorn ASD</u>		
Cupboard space - vertical roller shutter over fixed - will look into example of this.		
High/Low Units with sink (as above, similar to kitchen) but nothing too high -		
Interactive White Board		
Table workstations along back wall		
	Pull out drawers with cupboards	
1:1 room needs a doors that are sound proof and table with chairs		May bring over horseshoe table and chairs
		Screen divider on table with work trays (like a voting booth) will look into this
Combo carpet/vinyl		
	Will take most of resources over.	
Outside: advice on if space is large enough for small slide and swing area.		New bikes and stuff? 4 bikes, 2 scooters, balls?
Outside landscape will need to be up to BB standards		

General Comments

- Can windows be reduced so there could be more wall space? [section 40(2) – FOIA] explained that it must be balance with day light requirement

and the shade outside makes this even more difficult to achieve. Should know more by the next meeting about how/if windows can be rationalised.

- Should have a combined meeting with [section 40(2) – FOIA] at some point to discuss shared use areas and agree (where possible) uniform furniture, etc.
- 6 Children in each room.
- This is the first of approximately four meetings so in no way is this list intended to be final. We expect to take this information away and meet again after we've had an opportunity to understand the budget and perhaps involve specialist designers to assist with layout. A programme will be worked up and we will do our best to arrange meetings with sufficient notice and provide ample time afterwards to digest all the information before the next meeting.
- [section 40(2) – FOIA] to attend next meeting or come and visit prior to next meeting to advise on space, etc.
- To discuss at next meeting or meeting with [section 40(2) – FOIA] if intended to be shared: printers/copiers/fax, laundry room, etc.

ACTIONS

Acorn:

Specialist Items

School for Parents Discussion

Other items for follow up in the table above

[section 40(2) – FOIA]/ [section 40(2) – FOIA]:

Chase Colindale List

Check with [section 40(2) – FOIA]: Doors on 'Walk-In' Cupboard

Work with [section 40(2) – FOIA] on programme and arrange subsequent meetings as soon as possible

[section 40(2) – FOIA]:

Window rationalisation update at next meeting if possible

Programme and future meetings

Bring on board suppliers, furniture layout specialist, [section 40(2) – FOIA] – as appropriate for subsequent meetings.