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PROPOSALS FOR EDUCATIONAL SPECIFICATIONS, LEEWARD OAHU  
CAMPUS, HAWAII COMMUNITY COLLEGE SYSTEM.

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INITIAL ENROLLMENT FOR THE LEEWARD OAHU CAMPUS IS EXPECTED TO BE 2,000 WITH AN ULTIMATE ENROLLMENT OF ABOUT 5,000. THE PROPOSALS SUBMITTED IN THE PLANNING REPORT CONTAIN MOST OF THE NECESSARY INFORMATION ON EDUCATIONAL PROGRAMS AND FACILITY REQUIREMENTS TO ENABLE THE COMMUNITY COLLEGE STAFF AND THE ARCHITECTS TO PROCEED WITH THE CAMPUS MASTER PLANNING, CONCEPTUAL DESIGN, AND THE SCHEMATIC DRAWINGS AND BUILDINGS. PLANNING SPECIFICATIONS FOR THE VARIOUS TYPES OF CLASSROOMS AND SPECIAL FACILITIES MAKE UP THE BULK OF THE REPORT. THESE ARE PRECEDED BY A LIST OF PLANNING ASSUMPTIONS, A SUGGESTED CURRICULUM, A STAFFING PLAN, A PROPOSED BUILDING SCHEDULE RUNNING THROUGH 1972, A SUMMARY OF SPACE ALLOCATIONS FOR THE VARIOUS BUILDINGS IN THE INITIAL CONSTRUCTION PROJECT, AND A CAPACITY ANALYSIS. THE CAMPUS IS DESIGNED TO OPERATE YEAR ROUND, BOTH DAY AND EVENING. THE RATIO OF PROFESSIONAL STAFF TO STUDENTS WILL BE 1 TO 25. THE TEACHING LOAD WILL BE 15 TO 25 HOURS PER WEEK. PROGRAMS IN THE INITIAL CURRICULUM WILL INCLUDE LANGUAGES, BUSINESS, FINE ARTS, SCIENCES, SOCIAL SCIENCES, HEALTH AND PHYSICAL EDUCATION, AND A LIMITED VOCATIONAL PROGRAM. (HS)

ED011200

**PROPOSALS FOR  
EDUCATIONAL SPECIFICATIONS  
LEEWARD OAHU CAMPUS  
HAWAII COMMUNITY COLLEGE SYSTEM**

U. S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE  
OFFICE OF EDUCATION

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**COMMUNITY COLLEGE SYSTEM  
UNIVERSITY OF HAWAII  
HONOLULU, HAWAII  
1965**

AC 660 281

PROPOSALS FOR  
EDUCATIONAL SPECIFICATIONS  
LEEWARD OAHU CAMPUS  
HAWAII COMMUNITY COLLEGE SYSTEM

ROBERT E. SWENSON, Consultant  
Community College System  
University of Hawaii  
August 31, 1965

## FOREWORD

Since passage of the Community College Act of 1964, the State of Hawaii is attempting to move with all deliberate speed in establishing community college campuses. Five campuses are now in various planning stages; four involve the conversion of existing Technical Schools into community colleges and one--in Leeward Oahu--will be an entirely new campus.

To expedite the planning for the Leeward Oahu Campus, it was decided to secure the services of a consultant to help formulate the educational specifications for this campus. Accordingly, Dr. Robert E. Swenson, President of Cabrillo College in Aptos, California, was recruited for this task.

Dr. Swenson, working against an unrealistic deadline, quickly gained an understanding of the setting and purposes of the institution, and formulated these proposals for the Leeward Oahu Campus of the Hawaii Community College System. They spell out in detail the more general plans for this campus contained in two earlier studies: The Feasibility of Community Colleges in Hawaii (February, 1964) and Curriculum Development for Hawaii's Community Colleges (December, 1964). These proposals will be further discussed by those responsible for the development of the Leeward Oahu Campus and will be presented to the planners and architects.

We are indebted to Dr. Robert Swenson for taking on this assignment on such short notice. During his all too-brief visit, he contributed much to the development of community colleges in the Islands not only through this document but also through his numerous contacts with interested parties. His professional competence and dedication effectively conveyed the spirit and purposes of community colleges.

RICHARD H. KOSAKI  
Vice President for  
Community Colleges  
University of Hawaii

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## LEEWARD OAHU CAMPUS

### GENERAL STATEMENT

Located on a site overlooking Pearl Harbor, the Leeward Oahu college will become the first completely new community college in Hawaii's system. It is planned to open the campus with a comprehensive program of university parallel and vocational-technical programs in the fall of 1968.

The feasibility study clearly set forth the reasons for development of a college to serve the Leeward Oahu region:

This is the second largest area in terms of population and, in recent years, has shown the greatest rate of growth. Its development potential for the near future is recognized by planners and businessmen. The area at present has no higher education facility, and despite its proximity to Honolulu, congested traffic patterns do not give residents of the area easy accessibility to the city. The high school seniors of this area, where there are no private secondary schools, were especially favorable in their response to the possibility of enrolling at a community college. . . .

The proposals submitted in this planning report contain most of the necessary information on educational programs and facility requirements to enable the community college staff and the architects to proceed with the campus master planning, conceptual design, and the schematic drawings of buildings. Where additional information will be needed from program specialists, this has been indicated. It would be highly desirable to select key administrative and faculty personnel sufficiently early that they might participate in the final detailed planning of the campus.

Planning specifications for the various types of classrooms and special facilities make up the bulk of the report. These are preceded by a list of planning assumptions, a suggested curriculum, a staffing plan, a proposed building schedule running through 1972, a summary of space allocations for the various buildings in the initial construction project, and a capacity analysis.

## LEeward OAHU CAMPUS

## PLANNING ASSUMPTIONS

The campus space allocations set forth in this report are based on the following premises:

1. The initial construction will provide for an enrollment of 2,000 students (fte).\*
2. The campus will be master planned for 3,500 enrollment, but the plan will have sufficient flexibility to enable expansion to 5,000 - 6,000 enrollment.
3. Land will be acquired to provide a site of 70 - 80 usable acres. (If the campus capacity is increased to 5,000 - 6,000 students, additional acreage will be required, or multi-level parking must be considered--the choice dependent upon land availability and cost considerations.)
4. Student enrollment by curriculum will follow the typical pattern of a community college with a comprehensive program.
5. The staffing ratio will be 1 professional staff member to 25 students. (Professional staff includes teachers, counselors, administrators, and librarians.)
6. The teaching staff will be assigned loads of 15 - 25 hours per week.
7. Room scheduling will be controlled by an administrative office to achieve efficient use of classrooms.
8. Students and faculty will be scheduled to achieve the following room utilization standards for a 40-hour week (daytime classes):

	<u>Occupancy</u>	<u>Room Use</u>
General classrooms	60%	80%
Special classrooms	80%	60%

9. The campus will be used year round for both day and evening classes.
10. The physical education program will use outdoor facilities initially.
11. Site use planning will provide for incremental additions to buildings.
12. It will be necessary to schedule late afternoon and Saturday classes if the beginning enrollment exceeds 2,000 - 2,300 students (fte).

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\*fte = full-time equivalent student. For planning purposes, it is assumed that the average full-time student is enrolled for 18 hours of classes per week, exclusive of physical education.



## LEEWARD OAHU CAMPUS

SUMMARY OF PROPOSED INITIAL CURRICULUM  
AND  
VOCATIONAL PROGRAMSLanguages

English (Standard, remedial, vocational)  
Reading Improvement  
Speech (Standard and Speech Improvement)  
Asiatic and European Languages  
General Humanities

Business

Accounting and Bookkeeping  
Merchandising and Salesmanship  
Secretarial and General Office  
Business Machines  
General Business Administration

Engineering-Technical-Trade

Automotive  
Engineering and Engineering Technology  
Home Economics  
Mathematics (Standard, remedial, applied)

Fine Arts

Art  
Drama  
Music

Sciences

Biological Sciences  
Chemistry  
Geography  
Geology  
Physics  
Science Survey

Social Sciences

Anthropology  
Economics  
History  
Philosophy  
Political Science  
Psychology  
Social Science Survey  
Sociology

Health-PhysicalEducation-Recreation

Health Education  
Physical Education  
(Theory and  
Activities)

## VOCATIONAL PROGRAMS

Initial

Secretarial-General Office  
Accounting-Bookkeeping  
Automotive Technology  
Commercial Art  
Drafting-Engineering Technology (Construction,  
Civil-Highway, Mechanical options)  
Merchandising-Personal Services

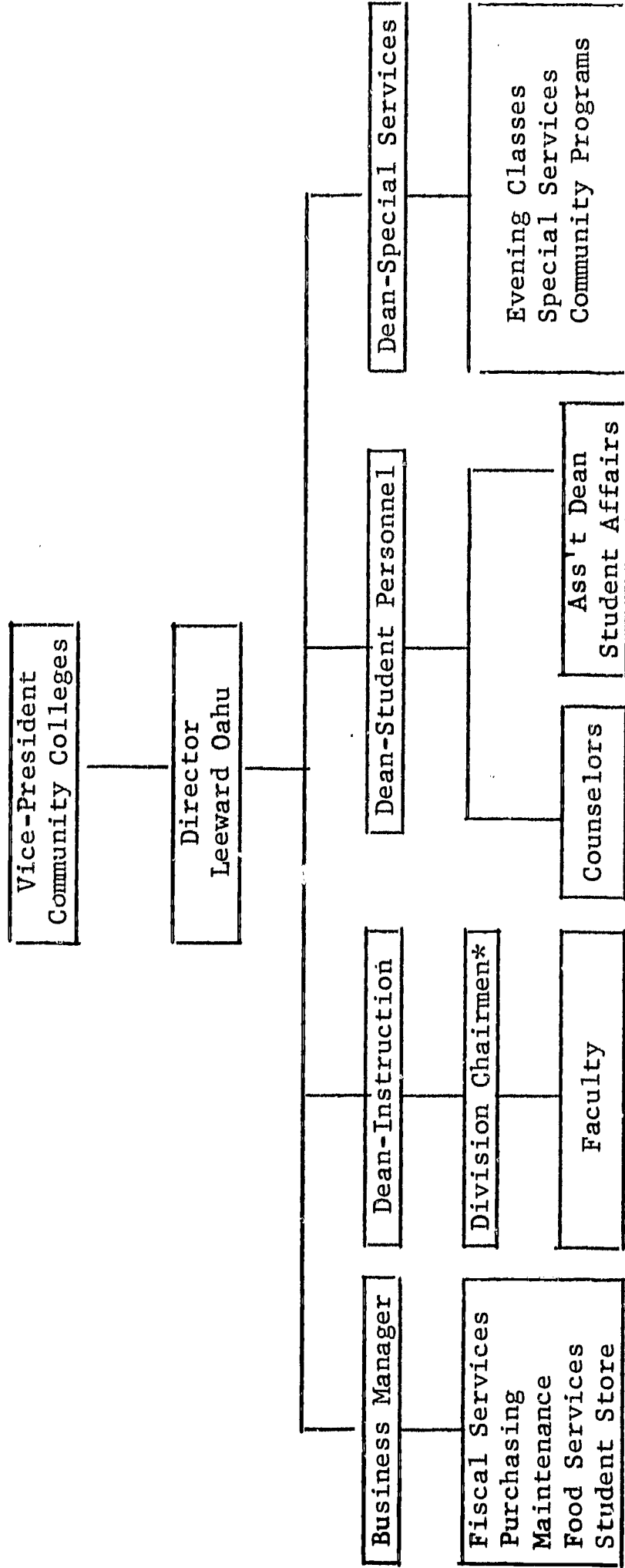
Possibilities for Study

Cosmetology-Barbering  
Dental Assisting  
Fire Science  
Landscaping and  
Horticulture  
Metal Trades  
Nursery School Education  
Police Science  
Practical Nursing  
Transportation-Traffic  
Management  
X-ray Technology



LEEWARD OAHU CAMPUS

PROPOSED ADMINISTRATIVE ORGANIZATION



\*Includes Librarian.

## LEEWARD OAHU CAMPUS

PROPOSED MINIMUM STAFFING PLAN  
FOR ENROLLMENT OF 2,000 STUDENTS

<u>Administration</u> . . . . .	6
Director	
Dean of Instruction	
Dean of Student Personnel	
Assistant Dean of Student Personnel	
Business Manager	
Dean of Special Services (Evening classes, community services, etc.)	
<u>Counselors*</u> . . . . .	5
(Based on ratio of 1 counselor to 400 (fte) students)	
<u>Library</u> . . . . .	3
<u>Languages</u> . . . . .	16
English (8)	
Speech (2)	
Reading (1)	
European Languages (2)	
Asiatic Languages (1)	
English-Journalism-Public Information (1)	
General Humanities-English (1)	
<u>Fine Arts</u> . . . . .	6
Art (3)	
Music (2)	
Drama (1)	
<u>Mathematics</u> . . . . .	5
<u>Engineering-Technical-Trade</u> . . . . .	6
Automotive (2)	
Engineering and Engineering Technology (4)	
<u>Business</u> . . . . .	7
Accounting-Business Math (2)	
Secretarial-General Office (2)	
Business Administration (2)	
Merchandising-Sales (1)	

\*May be full-time or part-time instructor-counselors.  
Ratio should be 1 full-time counselor or equivalent to each  
400 students.

<u>Social Sciences</u> . . . . .	10
Anthropology-Sociology (1)	
Economics-Political Science (1)	
History (3)	
Philosophy (1)	
Political Science (1)	
Psychology (2)	
Sociology-Social Science Survey (1)	
<u>Biological Sciences</u> . . . . .	4
<u>Physical Sciences</u> . . . . .	7
Chemistry (2)	
Geography (1)	
Geology (1)	
Physical Science Survey-Astronomy (1)	
Physics (2)	
<u>Home Economics</u> . . . . .	1
<u>Health-Physical Education</u> . . . . .	3
(Assumes no required program and no intercollegiate athletics.)*	—
<b>TOTAL</b>	<b>79</b>

\*Three instructors will serve approximately 1,000 - 1,200 students in a two-hour per week class program. Additional staff will be needed if physical education is required of all students, or if competitive sports program is started.

LEEWARD OAHU CAMPUS  
PROPOSED BUILDING SCHEDULE

Initial Construction

	<u>Building</u>	<u>Net Sq. Ft.</u>	
1968	CR 1 (A)	16,920	Languages-Fine Arts--Possibly combine. CR 1 (B)
	CR 1 (B)	14,530	Business-Social Sciences.
	CR 2	19,920	Sciences--Biology, Chemistry, Physics, Geology--Plan for additions.
	CR 3	19,920	Engineering-Technical-Trade--Plan for additions.
	Student Center	10,000	Cafeteria, Bookstore, Meeting Rooms--Plan for expansion.
	Library-Administration	20,000	Plan administrative space for conversion to library use.
	P. E. Building	5,420	Include lockers, showers, offices and one classroom. Master plan for gymnasium and additional outdoor facilities.
	Utility Building	<u>5,000</u>	Maintenance and warehousing.
	Sub-total	111,710	

Additions

1969	Fine Arts--Theater	23,000	Convert original fine arts classrooms to languages and general purpose classrooms.
1970	Engineering-Technical-Trade Wing	10,000	New programs and expansion.
	Administration-Student Personnel	7,000-10,000	Convert original administrative space to library use.
1971	Social Sciences	13,000	Convert original social sciences rooms to business.
1972	Physical Science	6,000	Convert physics labs to chemistry, biology, or nursing. Consider planetarium for astronomy.
	Gymnasium	20,000	Full-size gym and auxiliary spaces.

LEEWARD OAHU CAMPUS  
CLASSROOM BUILDING SCHEDULE  
AND STUDENT CAPACITY

<u>Year</u>	<u>Buildings</u>	<u>Approx. Net Sq. Ft.</u>	<u>Add. Capacity</u>	<u>Total Student Capacity</u>
1968	Initial Complex	111,550	--	2,335
1969	Fine Arts-Theater	23,000	469	2,740
1970	Engineering-Technical- Trade Wing	10,000	117	2,900
1971	Social Sciences	13,000	789	3,580
1972	Physical Science Wing	6,000	138	3,725

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NOTE: The above student capacity figures are based on the utilization standards described on p. 2 (planning assumption #8). The capacity calculations are shown in detail as an appendix to the report.

LEEWARD OAHU CAMPUS

PRELIMINARY PLANNING REQUIREMENTS

SUMMARY OF SPACE ALLOCATIONS

Facility	2000 Enrollment				3500 Enrollment				Net Sq. Ft.
	Gen. Clrm.	Spec. Clrm.	Staff Off.	Net Sq. Ft.	Gen. Clrm.	Spec. Clrm.	Staff Off.	Net Sq. Ft.	
Languages	9	3	16	10,560	17	3	26	16,910	
Fine Arts	1	3	7	6,360	2	5	10	22,880	
Business	3	4	9	7,750	5	6	13	13,070	
Social Sciences	5	0	15	6,780	9	0	21	12,260	
Sciences	3	8	13	19,920	4	10	19	25,200	
Engineering-Technical-Trade	6	6	13	19,920	8	7	21	30,360	
Health-Physical Education	1	0	4	5,420	1	0	4*	25,420	
Library	--	--	2	15,000	--	--	2	20,000	
Administration-Student Personnel	--	--	12	5,000**	--	--	19	7,000***	
Student Center	--	--	2	10,000	--	--	2	10,000****	
Utility	--	--	--	5,000	--	--	1	5,000	
<b>Total</b>	<b>28</b>	<b>24</b>	<b>93</b>	<b>111,710</b>	<b>46</b>	<b>31</b>	<b>138</b>	<b>188,100</b>	

\*Dependent on physical education emphasis

\*\*Use portion of library initially

\*\*\*Add 3,000 sq. ft. for campus 5,000 - 6,000 students

\*\*\*\*Add 8,000 - 10,000 sq. ft. for campus of 5,000 - 6,000 students

## LEEWARD OAHU CAMPUS

CLASSROOM BUILDINGS FOR LANGUAGES, FINE ARTS,  
BUSINESS, AND SOCIAL SCIENCES

These buildings will serve large numbers of students and should be located centrally near the library. The future structure for the social sciences should be related to these buildings and should also be close to the library.

The division office complex should be designed as the core of the building and should be easily identifiable by students and visitors.

All teaching rooms should have TV outlets, and the building design should make it easy to darken rooms for audio-visual purposes.

Exterior entrances to classrooms, making possible interior building flexibility, will simplify future conversion of spaces.

The large classrooms in these buildings will require special attention to ventilation. Air conditioning would be highly desirable.



## LEEWARD OAHU CAMPUS

## SPACE ALLOCATIONS

## LANGUAGES

Space	2000 Enrollment			3500 Enrollment		
	No.	Stations Per Room	Net Sq. Ft.	No.	Stations Per Room	Net Sq. Ft.
English-Speech	6	35	3,900	11	30	7,150
Literature-Humanities	1	60	1,000	2	60	2,000
Reading Laboratory	1	30	800	1	30	800
Foreign Languages	2	35	1,300	4	30	2,600
Language Laboratory	1	30	800	1	30	800
Journalism Laboratory	1	25	900	1	25	900
Faculty Offices	15	--	1,200	25	--	2,000
Division Office & Storage	1	--	200	1	--	200
Division Chairman	1	--	160	1	--	160
Conference Room	1	15	300	1	15	300
Sub-total Sq. Ft.			10,560			16,910
<b>Recap:</b>						
General Classrooms	9			17		
Special Classrooms	3			3		
Faculty Offices	16			26		

LEEWARD OAHU CAMPUS  
PLANNING SPECIFICATIONS

LANGUAGES

Space	No.	Stations Per Room	Net Sq. Ft.
English-Speech	6	35	650
<p>These are typical classrooms of this size, approximately square, one entrance, easily darkened for AV, outlets for AV and TV. Each room should have 16' of good quality chalkboard at the front, map rails, fixed screen, and 6' - 8' of tack board on a side wall. TA chairs.</p>			
Literature-Humanities	1	60	1,000
<p>This room will need two entrances and a raised platform for the instructor. It will require the standard installations listed for English-Speech classrooms. TA chairs.</p>			
Reading Laboratory	1	30	800
<p>This room should be equipped with tables and a counter at which seating can be provided along one wall, with sliding door storage underneath and 3 - 4 110v outlets along the counter. Standard installations of CB, TB, AV, TV, room darkening.</p>			
Foreign Languages	2	35	650
<p>Standard installations of CB, TB, AV, TV, etc. Provide built-in speakers for tape recorders, and storage cabinet for tapes and records. TA chairs.</p>			

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Language Laboratory	1	30	800
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This lab includes 30 listening booths and a control station. It should be planned with the advice of a specialist who knows the latest techniques of audio-lingual instruction. Locate near language classrooms.

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Journalism Laboratory	1	25	900
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Room serves as a combination work space and teaching area. Work tables, with drawer space and suitable for typewriters. Standard CB. 12' - 15' of tack board for display area. Small photo darkroom. Locked cabinets for storage. Instructor's office immediately adjacent.

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Faculty Offices	15	--	80
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Most offices close to division workroom, division chairman and conference room. Three language offices located adjacent language lab, and journalism office adjacent journalism lab. Equip with desk, chair, visitor chair, telephone, bookshelves, locked file, locked storage cabinet, small TB above desk. Plan for easy access by students.

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Division Office & Storage	1	--	200
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Suggest central core of division office, division chairman office, conference room, and storage. Furnish division office with work table, duplicating equipment, typing tables, storage cabinets, storeroom for division AV equipment, supplies, etc.

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Division Chairman	1	--	160
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Should open off division office. Standard office furnishings indicated for faculty offices.

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Conference Room	1	15	300
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Will serve for seminar-type classes,  
division and committee meetings, etc.  
Furnish with tables 8' CB and 4' TB.  
Suggest services for 2 or 3 vending  
machines.

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## LEEWARD OAHU CAMPUS

## SPACE ALLOCATIONS

## FINE ARTS

Space	2000 Enrollment			3500 Enrollment		
	No.	Stations Per Room	Net Sq. Ft.	No.	Stations Per Room	Net Sq. Ft.
Art Studios	2	30	2,400	3	30	3,600
Music Theory-Instrumental	1	40	1,200	1	40	1,000
Choral and General Music	1	80	1,200	1	60	1,200
Drama-Speech	--	--	--	1	40	800
Music Practice Rooms	--	--	--	8	--	640
Instrumental Music Room	--	--	--	1	60	1,200
Art-Lockers & Storage	--	--	600	--	--	1,500
Music-Storage	--	--	400	--	--	1,200
Faculty Offices	7	--	560	9	--	1,080
Division Office & Storage	--	--	--	1	--	200
Division Chairman	--	--	--	1	--	160
Conference Room	--	--	--	1	--	300
Theater and Aux. Rooms	--	--	--	--	--	<u>10,000*</u>
Sub-total Sq. Ft.			6,360			22,880
Recap:						
General Classrooms	1			2		
Special Classrooms	3			5		
Faculty Offices	7			10		

\*Dependent on seating capacity. Above provides seating for 500 - 600.  
May wish to plan for use by large lecture classes.

LEEWARD OAHU CAMPUS  
PLANNING SPECIFICATIONS

FINE ARTS

Space	No.	Stations Per Room	Net Sq. Ft.
Art Studios	2	30	1,200
<p>First studio for drawing and painting. North light, 16' CB, large display area, room darkening. Sinks, locker, and storage areas easily accessible. Instructor's office immediately adjacent. Furnish with art tables or easels.</p> <p>Second studio for design, commercial art, and crafts. Same basic furnishings and relationships as for first studio. Work counters and cabinet storage important.</p> <p>Entire area planned for later conversion to general classrooms of 600'.</p>			
Art-Lockers & Storage	--	--	600
<p>Sink area for clean-up (approx. 100'), drying racks, supply storage. Easily accessible from both studios. Later conversion to standard classroom.</p>			
Music Theory-Instrumental	1	40	1,200
<p>Level floor. Space for piano. Placed to result in minimum disturbance to other classes. Standard CB, TB, AV, TV. Instructor's office adjacent. Folding chairs. Later conversion to 2 language classrooms.</p>			
Choral and General Music	1	80	1,200
<p>High ceiling, good acoustics, tiered seating. Standard installations of CB, TB, AV, TV. Sufficient space for piano. Furnish with fixed seating. Instructor's office adjacent. Later conversion to lecture room for humanities and literature.</p>			

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**Music Storage**

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400

Minimum storage initially with more liberal provision in permanent facilities. Space for instrument storage, music files, choir robes, music racks. Adjacent to faculty offices and music classrooms. Later conversion to faculty offices.

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**Faculty Offices**

7

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560

Standard office furnishings. Locate art offices near studios and music offices near classrooms. Other offices could be part of general core.

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## LEeward OAHU CAMPUS

## SPACE ALLOCATIONS

## BUSINESS

Space	2000 Enrollment			3500 Enrollment		
	No.	Stations Per Room	Net Sq. Ft.	No.	Stations Per Room	Net Sq. Ft.
Accounting-Bookkeeping	1	40	1,000	2	40	2,000
Typing Laboratories	2	40	2,400	3	40	3,600
Dictation Laboratory	1	30	800	2	30	1,600
Business Machines Lab	1	30	800	1	30	800
Duplicating Room	1	--	350	1	--	350
General Business	1	60	800	1	60	800
Merchandising-Gen. Business	1	40	800	1	40	800
Business Lecture	--	--	--	1	125	1,500
Faculty Offices	8	80	640	12	80	960
Division Office & Storage	--	--	--	1	--	200
Division Chairman	1	--	160	1	--	160
Conference Room	--	--	--	1	15	300
Sub-total Sq. Ft.			7,750			13,070
Recap:						
General Classrooms	3			5		
Special Classrooms	4			6		
Faculty Offices	9			13		

LEEWARD OAHU CAMPUS  
PLANNING SPECIFICATIONS

BUSINESS

Space	No.	Stations Per Room	Net Sq. Ft.
Accounting-Bookkeeping	1	40	1,000
<p>Furnished tables and chairs. Standard CB, TB, AV, TV. Adjacent to business machines lab. Plan for extensive use of overhead projector. Two faculty offices adjacent.</p>			
Typing Laboratory	2	40	2,400
<p>Standard TB, AV, TV. 8' CB. Wire for 40 electric typewriters. Storage cabinet and sink at rear. Easy access to office practice lab. Two faculty offices adjacent. May wish to equip one lab initially with manual machines. Furnish adjustable tables and chairs.</p>			
Dictation Laboratory	1	30	800
<p>Standard CB, TB, AV, TV. Floor outlets to serve 30 electric typewriters. Wired for 30 listening stations, centrally controlled, with 3 or 4 channel console and channel control at each station. Immediately adjacent to duplicating room. One faculty office adjacent.</p>			
Business Machines Laboratory	1	30	800
<p>Standard CB, TB, AV, TV. Furnish with tables appropriate for variety business machines. Locate adjacent accounting lab. May wish to equip for elementary courses in data processing. One faculty office adjacent.</p>			

Duplicating Room	1	--	350
Storage cabinets for supplies. Large counter and sink. Outlets for duplicating machines, including offset press. Open from the dictation laboratory, with glass partition providing visual supervision from the dictation laboratory.			
General Business	1	60	800
Standard CB, TB, AV, TV. Map rail. TA chairs.			
Merchandising-General Business	1	40	800
Used by discussion-type classes, seated at tables facing each other. Standard CB, AV, TV, map rail. Twenty feet TB for displays. Consider carpeting floor.			
Faculty Offices	8	--	80
Standard office furnishings. Locations not critical except as otherwise indicated.			
Division Chairman	1	--	160
Standard office furnishings. Plan for conversion to two-man office or two one-man offices later.			

## LEEWARD OAHU CAMPUS

## SPACE ALLOCATIONS

## SOCIAL SCIENCES

Space	2000 Enrollment			3500 Enrollment		
	No.	Stations Per Room	Net Sq. Ft.	No.	Stations Per Room	Net Sq. Ft.
Large Lecture Room	--	--	--	1	250	3,000
Medium Lecture Room	1	125	1,500	2	125	3,000
Small Lecture Rooms	3	70	3,000	3	70	3,000
Seminar Room	1	25	500	2	25	1,000
Faculty Offices	14	--	1,120	20	--	1,600
Division Office & Storage	1	--	200	1	--	200
Division Chairman	1	--	160	1	--	160
Conference Room	1	15	<u>300</u>	1	15	<u>300</u>
Sub-total Sq. Ft.			6,780			12,260
Recap:						
General Classrooms	5			9		
Special Classrooms	0			0		
Faculty Offices	15			21		

LEEWARD OAHU CAMPUS  
PLANNING SPECIFICATIONS

SOCIAL SCIENCES

Space	No.	Stations Per Room	Net Sq. Ft.
Medium Lecture Room	1	125	1,500
<p>Standard CB, TB, AV, TV. Provision for film and slide projectors at rear of room and use of overhead projector in front. Tiered seating. Two entrances. Map rail. Future use for business lecture room.</p>			
Small Lecture Rooms	3	70	1,000
<p>Standard CB, TB, AV, TV. Map rail. Level floor-raised platform for instructor. Plan for future conversion as follows:</p> <ul style="list-style-type: none"> <li>1 room to accounting-bookkeeping.</li> <li>1 room to dictation laboratory. (Install basic wiring)</li> <li>1 room to typing laboratory or general classroom as need dictates. (Provide basic wiring for conversion)</li> </ul>			
Seminar Room	1	25	500
<p>Standard CB, TB, AV. Used by discussion-type classes, seated at tables facing each other. Consider carpeting floor. Future use for business seminar-type classes.</p>			
Faculty Offices	14	--	1,120
<p>Standard furnishings. Locate 4 offices near small lecture rooms for future use by business instructors. Other offices in central core near division office. Future use of these offices to be determined by need.</p>			

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Division Office & Storage	1	--	200
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Follow specifications for languages division office. Future use by business division, so place on first floor if two-story building.

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Division Chairman	1	--	160
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Follow specifications listed for other divisions.

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Conference Room	1	15	300
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Follow specifications for other divisions.

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## LEEWARD OAHU CAMPUS

## SCIENCE BUILDING

All of the sciences will be housed in this building. The functional relationships between laboratories, lecture rooms, service facilities and offices are extremely important. Distances between rooms within each of the science complexes should be kept to a minimum.

Lecture rooms should be designed and equipped to encourage effective demonstration techniques, including use of AV and TV.

Utility services are of extreme importance and should be planned with great care.

The building should be located near the engineering-technical building. Provision should be made for easy delivery of supplies and equipment.

Site location and building design should make possible a physical science addition in three to four years. At that time, spaces initially allocated to physics will be converted to chemistry and/or biology.



## LEEWARD OAHU CAMPUS

## SPACE ALLOCATIONS

## SCIENCES

Space	2000 Enrollment			3500 Enrollment		
	No.	Stations Per Room	Net Sq. Ft.	No.	Stations Per Room	Net Sq. Ft.
Lecture-Demonstration	3	75	4,500	4	75	6,000
Biological Sciences Labs	3	30	3,600	4	30	4,800
Chemistry Laboratories	2	30	2,800	3	30	4,200
Geology-Geography Lab	1	30	1,200	1	30	1,200
Physics Labs	2	30	2,800	2	30	2,800
Stockrooms, Prep. Rooms						
Biology			1,200			1,200
Chemistry			800			1,500
Geology			400			400
Physics			800			1,000
Faculty Offices	12	--	960	18	--	1,440
Division Office & Storage	1	--	200	1	--	200
Division Chairman	1	--	160	1	--	160
Conference Room	1	15	<u>300</u>	1	15	<u>300</u>
Sub-total Sq. Ft.			19,920			25,200
Recap:						
General Classrooms	3			4		
Special Classrooms	8			10		
Faculty Offices	13			19		

LEEWARD OAHU CAMPUS  
PLANNING SPECIFICATIONS

SCIENCES

Space	No.	Stations Per Room	Net Sq. Ft.
Lecture-Demonstration	3	75	1,500
<p>Suggest tiered seating with fixed pedestal-type tables and swivel-type pedestal chairs. Standard CB, TB, AV, TV. Permanent location for projector in rear of classroom. Demonstration table at front, properly equipped with utilities and arranged for easy use of TV camera. Provide spaces for proper classroom coverage by TV monitors. Light control from demonstration table desirable. Place table and provide utilities for easy use of display carts and porta-hood. Place one lecture room with easy access from chemistry-physics stock-rooms and two adjacent biology preparation rooms. Future construction of physics wing will provide additional lecture rooms.</p>			
Biology-Botany Lab	1	30	1,200
<p>Fifteen 2-station, one-way tables and demonstration table, all with appropriate utilities. Counters with sinks along back and one side of room. Storage for 30 microscopes. Standard CB, TB, AV. Adjacent to preparation rooms and offices.</p>			
Zoology-Anatomy-Physiology Lab	1	30	1,200
<p>Fifteen 2-station, one-way tables. Sink in table, 110v and gas. Demonstration table with all utilities and sink. Storage for 30 microscopes. Display areas. Counter unit at back with utilities. Standard CB, TB, AV. Adjacent to preparation rooms and offices.</p>			

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Biology-Bacteriology Lab	1	30	1,200
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Fifteen 2-station, one-way tables and demonstration table. Special services needed for bacteriology. Counters with sinks along back and one side of room. Storage for 30 microscopes. Standard CB, TB, AV. Adjacent to preparation rooms and offices.

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Biology Storage & Preparation Room	--	--	1,200
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This should be the core area around which the biology lecture rooms, laboratories, and offices are grouped. The detailed layout and services should be planned by a specialist. It may be desirable to put the greenhouse, live animal room, and preserved material storage in a small adjacent building on the leeward side to minimize offensive odors and for ease of cleaning.

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Chemistry Laboratories	2	30	1,400
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General purpose laboratories. Direct access to stockroom and adjoining offices so that faculty have visual supervision from office. Access to chemistry balance room from each lab. Three 10-station, two-way tables with trough sinks. Suggest concrete or special vinyl floor. Fume hoods should have own system. Continuous counter as one wall with knee space (for report writing). Standard CB, TB, AV. Detailed layout and services planned by specialist.

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Chemistry Balance Room	--	--	200
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Long narrow room with balance table. Furnished with cabinets and shelving. Access from each chemistry lab.

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Chemistry Stockroom and Preparation Room	--	--	800
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Core arrangement with issue direct to laboratories and easy access to lecture room. Solution preparation counters with ventilation hoods. Separate locked security room of approximately 150 sq. ft. Shelves and cabinets for storage of stock. Lighting arranged to light each aisle. Place adjacent to physics stockroom, which will provide chemistry storage expansion area when physics wing is built.

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Geology-Geography Room	1	30	1,200
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Combination lecture-lab room. Standard CB, TB, AV, TV. Map rail. Ten 3-student one-way tables with gas and electricity. Demonstration table with utilities and placed for convenient use of overhead projector. Sinks and counter along window wall, with gas and electricity at reasonable intervals. Wall space for large maps important. Adjacent to storage and faculty offices.

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Geology-Geography Storage	--	--	400
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Storage of equipment, supplies, charts, maps, models. Large work counter with sink, cabinet storage below, small fume hood and vent, gas, electricity, and air. Counter work area for crusher and polisher. Cabinets on one wall for display of specimens. Detailed layout and services planned by specialist. Adjacent to classroom and faculty offices.

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Physics Laboratories	2	30	1,400
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Windowless for lighting control. Fifteen 2-station one-way tables, with essential utilities. Demonstration table with sink. Sinks and counter along one wall. Standard CB, TB, AV. Doors for direct service from stockroom. Necessary utilities for future conversion to chemistry laboratories. Adjacent faculty office. Plan with specialist help.

---

Physics Stockroom and Preparation Room	--	--	--
Plan for future combination with chemistry stockroom. Direct access to labs and if possible to lecture room. Shelves, drawers and cabinets. Work bench for repairs.			
Faculty Offices	10	--	800
Standard furnishings. Locate near laboratories as follows:			
Biology	(4)		
Geology-Geography	(2)		
Physics	(2)		
Chemistry	(4)		
Could be arranged as two-man offices of 160 sq. ft.			
Division Office & Storage	1	--	200
Standard plan.			
Division Chairman	1	--	160
Standard plan.			
Conference Room	1	15	300
Standard plan.			

## LEEWARD OAHU CAMPUS

## ENGINEERING-TECHNICAL-TRADE BUILDING

This building will house many of the specialized vocational-technical programs. It should be part of the general classroom area--not isolated in a remote section of the campus. Functionally, it relates most closely to the science building. The location should provide easy access for deliveries and for public visitation.

Large laboratories and shops make up most of the building area. Noise control and minimum interference between program operations are important planning considerations.

Current planning calls for a building increment to house additional vocational programs within two to three years after the campus is occupied. Some of these programs may involve public service, so provision should be made for convenient parking.

## LEEWARD OAHU CAMPUS

## SPACE ALLOCATIONS

## ENGINEERING-TECHNICAL-TRADE

Space	2000 Enrollment			3500 Enrollment		
	No.	Stations Per Room	Net Sq. Ft.	No.	Stations Per Room	Net Sq. Ft.
General Lecture	1	35	700	1	35	700
General Lecture	1	60	1,000	1	60	1,000
Math Classrooms	4	35	2,800	6	35	4,200
Drafting Rooms	3	30	4,200	4	30	5,600
Materials-Metallurgy Lab	1	30	1,800	1	30	1,800
Automotive Shop	1	25	5,000	1	25	5,000
Home Econ. Lecture Lab	1	30	1,200	1	30	1,200
Future Shops & Spec. Classrooms	--	--	--	--	--	7,000*
Storage, Auxiliary Rooms						
Drafting			300			300
Materials			300			300
Surveying			400			400
Home Economics			300			300
Math Workroom	--	--	300	--	--	300
Faculty Offices	12	--	960	20	--	1,600
Division Office & Storage	1	--	200	1	--	200
Division Chairman	1	--	160	1	--	160
Conference Room	1	15	<u>300</u>	1	15	<u>300</u>
Sub-total Sq. Ft.			19,920			30,360
Recap:						
General Classrooms	6			8		
Special Classrooms	6			7*		
Faculty Offices	13			21		

\*Plus those to be planned from general square footage allocation.



## LEeward OAHU CAMPUS

## PLANNING SPECIFICATIONS

## ENGINEERING-TECHNICAL-TRADE

Space	No.	Stations Per Room	Net Sq. Ft.
General Lecture	1	35	700
<p>Standard CB, TB, AV, TV. Map rail. Near automotive shop and surveying storage. Continuous long table on pedestals and swivel-type pedestal chairs. Demonstration table front. Mounting for large demonstration slide rule.</p>			
General Lecture	1	60	1,000
<p>Standard CB, TB, AV, TV. Map rail. Tiered seating with projection area at back, similar to science lecture rooms. Demonstration table with sink and utilities. Locate centrally for convenience of all departments.</p>			
Math Classrooms	4	35	700
<p>Standard TB, AV, TV, map rail. Maximum high quality chalkboard area at front and sides. Possibly use pedestal-type tables and chairs. Locate near math offices and math workroom.</p>			
Drafting Rooms	3	30	4,200
<p>Standard CB, TB, AV. Map rail. Thirty, approximately 30" - 42", drafting tables plus one for instructor. Wall counter storage with sink and large-size drawers. Direct connection to blueprint and storage room and near offices.</p>			

Materials-Metallurgy Lab	1	30	1,800
<p>Standard CB, TB, AV. Locate for easy access for delivery of supplies. Plan with help of specialist. Most newer types of testing equipment are table size and do not require special installation.</p>			
Materials and General Storage	--	--	300
<p>Storage of equipment and supplies. Adjustable shelving. Adjoining materials lab.</p>			
Blueprint and Storage Room	--	--	300
<p>Space for reproduction machine, cutting table (3' by 4'), counter with sink on one wall--shelving. Connect to all drafting rooms.</p>			
Surveying Storeroom	--	--	400
<p>Storage cabinets for tripods and instruments. Work bench. Exterior door. Adjacent small lecture room with connecting door. Engineering faculty office adjoining.</p>			
Automotive Shop	1	25	5,000
<p>Plan with help of specialist. Will include shops for basic and advanced work; tool and stockroom, cleaning area, and other sections for special uses. Paved area adjacent. Easy access from campus road. Faculty offices part of shop area. Minimize noise interference with other parts of the building.</p>			
Home Economics Lecture Lab	1	30	1,200
<p>Detailed plan should be developed when nature of the program more definite. If apparel--interior decoration emphasis--room might be placed in business building, associated with merchandising. If foods--nutrition emphasis--it might relate properly to the sciences.</p>			

Home Economics Storage	--	--	300
Comments in above section apply.			
Faculty Offices	--	--	960
Standard furnishing. Locations as follows:			
Automotive	(2)		
Drafting	(2)		
Surveying	(1)		
Metallurgy	(1)		
Home Economics	(1)		
Mathematics	(5)		
Some might be two-man offices. Group math offices around math workroom as indicated below.			
Math Workroom	--	--	300
Faculty offices open off this room. Study tables for students. Shelf area. Work counter with 110v outlets for calculating machines. CB area one wall.			
Division Office & Storage	--	--	200
Standard plan.			
Division Chairman	1	--	160
Standard plan.			
Conference Room	1	15	300
Standard plan.			

## LEEWARD OAHU CAMPUS

## HEALTH-PHYSICAL EDUCATION FACILITIES

These facilities will serve for instruction, competitive sports, and recreational use by students and the general public.

They should be located on the periphery of the campus, convenient to access roads, and with parking areas nearby. The location should be as wind free as possible.

Proposed initial facilities include a locker-shower-office building, a pool, and some outdoor areas. Master planning should provide for a gymnasium and an expansion of outdoor facilities. The gymnasium, courts, fields, and pool should all be served by the one locker-shower-office building.

Because the nature of the program is somewhat indefinite at this point, only minimum provisions have been made in the initial construction. Ample space should be allocated for future expansion.

## LEEWARD OAHU CAMPUS

## SPACE ALLOCATIONS

## HEALTH-PHYSICAL EDUCATION

Space	2000 Enrollment			3500 Enrollment		
	No.	Stations Per Room	Net Sq. Ft.	No.	Stations Per Room	Net Sq. Ft.
Health-P.E. Theory Classroom	1	50	800	1	50	800
Men's Locker-Shower Area	--	--	2,200	--	--	2,200
Women's Locker-Shower Area	--	--	1,400	--	--	1,400
Equipment Storage & Issue	--	--	300	--	--	300
Faculty Offices	4	--	320	4*	--	320
Staff, Locker & Shower Area	--	--	300	--	--	300
Division Office	--	--	100	--	--	100
Gymnasium & Aux. Rooms	--	--	--	--	--	<u>20,000</u>
Sub-total Sq. Ft.			5,420			25,420
Recap:						
General Classrooms	1					
Spacial Classrooms	0					
Faculty Offices	4					

Other Facilities (Initial project)

1 turfed area 150 yds. by 150 yds. for baseball and general use.

8 tennis courts (55,000 - 60,000 sq. ft.).

3 outdoor basketball courts (approx. 15,000 sq. ft.).

2 volleyball courts (approx. 6,000 sq. ft.).

1 swimming pool either 60' by 75' or "L" shaped with dining area.

Include pool office of 200 sq. ft. (net). Pool, deck area, fencing, mechanical spaces, etc., will require 20,000 - 25,000 sq. ft.

\*Dependent on physical education emphasis.

## LEEWARD OAHU CAMPUS

## PLANNING SPECIFICATIONS

## HEALTH-PHYSICAL EDUCATION

Space	No.	Stations Per Room	Net Sq. Ft.
General Classroom	1	50	800
Standard CB, AV, TV. 12' TB for displays. Near offices. TA chairs.			
Men's Locker-Shower Area	--	--	2,200
Space for banks of lockers which contain about eight storage lockers to each dressing locker. Provide for locker expansion as program needs become more apparent. Shower area with about 30 heads adjacent. Also adjacent to restroom facilities. Place in relation to pool so that pool entrance is through shower area. Provide for towel issue space near shower area.			
Women's Locker-Shower Area	--	--	1,400
Similar to above on a somewhat smaller scale. Semi-private shower spaces and possibly some individual spaces. Space for hair dryers.			
Equipment Storage and Issue	--	--	300
Close to locker rooms and en route to activity areas. Possibly located to serve also as a pool control area. Rack and shelf space. Issue window. Work counters for repair. Security important.			
Faculty Offices	4	--	80
Standard office furnishings. Easily available to students. General surveillance of area. Adjacent staff locker-shower area and classroom. Suggest two 2-person offices.			

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Division Office & Storage	1	--	100
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Standard furnishings. Other offices open off this area.

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Staff Locker-Shower Areas	2	--	300
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Separate facilities for men and women. Near offices. Provide one or two showers, restroom, and locker-dressing room for each.

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#### Master Plan

Full-size gymnasium with auxiliary rooms and additional offices.

Additional turfed areas for expanded program.

Additional hard court area as need dictates.



## LEEWARD OAHU CAMPUS

## LIBRARY

It is recommended that a complete library be planned as part of the first construction. Some of the space can be used the first few years for administrative offices.

The building should be planned with the aid of a professional librarian. It should include:

- Reading areas
- Stack area for 30,000 - 40,000 volumes
- Reference area
- Periodical area
- Circulation area
- Staff workroom
- Typing room (patron use)
- Faculty study
- Listening room and programmed teaching services
- Recording rooms
- Micro-film reading area
- Audio-visual services
- Group study and conference rooms
- Librarians' offices
- Staff room
- Storage

Since the library will be in a central location on campus, it would also be desirable to include a faculty lounge.

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NOTE: Proposed initial construction will provide approximately 15,000 sq. ft. for library services, with expansion to 20,000 sq. ft. when administrative offices are relocated.

## LEEWARD OAHU CAMPUS

## STUDENT CENTER

This building should have a central location on campus because of its heavy use by both students and staff. It will house the cafeteria, bookstore, and meeting rooms for use by students, faculty, and the general public. The building will be an extremely important center of activity for a student body made up entirely of commuting students.

The center should be close to a major entrance to the campus and readily accessible from parking areas. Many special programs such as scholarship and award dinners, student social events, informal round-table gatherings, and community meetings will be held there. It should have attractive furnishings and an informal atmosphere conducive to the close student-faculty relationships characteristic of the community college.

The initial construction will furnish the essential facilities for 2,000 - 3,000 students. Planning should provide sufficient flexibility for an enlargement of 8,000 - 10,000 sq. ft., if the campus is expanded to serve a student body of 5,000 or more. Most of the expansion will be needed in the dining areas and the informal meeting rooms, although some enlargement of the bookstore will be required.

## LEEWARD OAHU CAMPUS

## SPACE ALLOCATIONS

## STUDENT CENTER

Space	Net Sq. Ft.	
<b>Cafeteria:</b>		
Dining Areas	4,000	
Kitchen	1,000	
Dishwashing Room	200	
Serving Areas and Snack Bar	700	
Manager's Office	100	
Food Storage	200	
Staff Rooms and Lockers	<u>200</u>	
Sub-total Sq. Ft.		6,400
<b>Bookstore:</b>		
Display and Sales Area	2,000	
Manager's Office	100	
Receiving - Storage	<u>500</u>	
Sub-total Sq. Ft.		2,600
<b>General Service and Meeting Rooms:</b>		
Student Meeting Rooms (2)	500	
Offices (2)	200	
Clerical and Storage	100	
Student Workroom	<u>200</u>	
Sub-total Sq. Ft.		<u>1,000</u>
Total		10,000

NOTE: Add 8,000 - 10,000 sq. ft. if campus is expanded to serve 5,000 - 6,000 students.

LEEWARD OAHU CAMPUS  
PLANNING SPECIFICATIONS

STUDENT CENTER

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Cafeteria Area

Space	Net Sq. Ft.
Dining Areas	4,000

Much of this space might well be planned to take advantage of the favorable climate in the islands. It should be suitable for large gatherings such as banquets and social events, as well as small, informal groups. Possible subdivision of the area so that two or three groups of 100 or more could meet simultaneously with minimum interference would be highly desirable. Each subdivision should be equipped with microphone outlets, built-in speakers, and separate lighting controls. Dimmer switches for dances and other social events will be needed.

Electrical and water service for a complex of vending machines will make possible certain foods and beverages at times when it is not economical to provide regular cafeteria services.

Careful attention should be given to traffic flow to minimize conflicts.

The pros and cons of a separate dining area for the staff should be considered.

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Kitchen	1,000
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This is a planning job for a specialist in food preparation and service. It is strongly recommended that both regular meal and snack bar service be provided. The center can accommodate a much greater variety of events if this is done. In addition, the commuting students can be furnished with adequate, nutritious meals at reasonable cost. The kitchen should be planned for the ultimate campus capacity.

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**Dishwashing Room**

200

Proper location and noise control are the key elements in the planning of this room. It should be related to the food service area, the dining area, and the garbage and trash disposal area. A conveyor belt, with proper screening, eliminates unsightly dirty dishes and helps in noise control.

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**Serving Areas and Snack Bar**

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A "scramble system" incorporating both regular food service and snack bar operation is recommended. Use a food service specialist in planning this area. Design should provide for peak periods, snack bar operation only, and security closure when only vending machine service is provided. Visual screening from the dining area provides a much better atmosphere, especially for banquets, etc.

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**Manager's Office**

100

Visual supervision of both the kitchen and serving area, as well as easy access to vendor representatives is desirable. Provision for essential office furnishings.

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**Food Storage**

200

Access from kitchen and receiving area is important. This is a "dry" storage area and needs good ventilation. Minimum space has been provided on the assumptions that prepared bakery products will be purchased. Provide shelving and allow aisle space for hand carts.

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**Staff Rooms and Lockers**

200

Separate rooms for men and women, equipped with lockers, and adjacent to restrooms and kitchen.

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**NOTE:** GSC space should provide a receiving area for deliveries, and a garbage and trash space. The latter space should be screened and visually separated, but conveniently located for disposal.

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 Bookstore Area
 

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Space	Net Sq. Ft.
Display and Sales	2,000

Organized for a self-service operation. Display case or controlled counter area for high unit price or special service items such as drawing instruments, art supplies, etc. Open display shelving for textbooks, large racks for paperback materials, check-out counters, turnstile controls, storage area at entrances for personal belongings. Basically a supermarket layout on a smaller scale. Check-out system should provide for peak load periods as well as normal daily business.

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Manager's Office	100
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Located for visual supervision of both sales and storage areas. Provide easy access to both spaces.

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Receiving - Storage	500
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Delivery access important. Shelving for storage. Work counters or tables for unpacking and processing books and supplies.

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 General Service & Meeting Rooms
 

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Space	Net Sq. Ft.
Meeting Rooms	500

Two rooms, or one room with divider. Lounge-type furniture. Could double as dining areas for group meetings. Easy control and supervision from office area. Plan so this section, including offices, can be used without opening entire building.

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Offices (2)	200
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For staff working in student affairs. One might serve initially as a student body office, if provision for student-elected governing body. Typical office furnishings. Located near meeting rooms. Easily accessible to students.

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**Clerical and Storage**

100

Service counter. Near main entrance to provide receptionist area. Equipped for usual clerical functions, many of which may be performed by students. Provide for sound system controls and storage of p.a. equipment. Adjacent to offices.

---

**Student Workroom**

200

Near offices. Equipped with sink and work counters or tables. Used for preparation of posters, decorations, duplicated materials, etc. Storage drawers or cabinets for supplies.

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## LEEWARD OAHU CAMPUS

## ADMINISTRATION-STUDENT PERSONNEL

Included in this facility will be offices and related spaces for general campus administration, business services, testing and counseling services, and student records.

These functions should be located centrally on campus. The designers should keep in mind the importance of service to both day and evening programs. Visitor parking should be available nearby.

The general administrative area should be planned for easy access by faculty and the general public. Access to the student personnel section should be readily available to students, and circulation areas should provide for heavy student traffic during certain peak periods of operation. The student information and student records area should be the core of this section, with counselors' offices and special student personnel services grouped around this core. Reception and waiting areas should be spacious and should provide a warm, friendly atmosphere.

Since these spaces will eventually be housed in a separate structure, planning should provide for easy conversion to library use.



## LEEWARD OAHU CAMPUS

## SPACE ALLOCATIONS

## ADMINISTRATION-STUDENT PERSONNEL

Space	Net Sq. Ft.	
<b>General Area</b>		
Reception and PBX	120	
Mail Room	200	
Duplicating Room	200	
General Clerical Services	200	
Staff Room (Office Employees)	200	
Telephone Equipment	<u>200</u>	
Sub-total Sq. Ft.		1,120
<b>Director</b>		
Office	200	
Secretarial-Reception-Storage	150	
Staff Conference Room	<u>200</u>	
Sub-total Sq. Ft.		550
<b>Instruction</b>		
Dean's Office	160	
Secretarial-Reception-Storage	<u>150</u>	
Sub-total Sq. Ft.		310
<b>Student Personnel</b>		
Dean's Office*	160	
Student Records and General Clerical	500	
Counselors' Offices (7)	700	
Placement Office	120	
Testing Services	<u>240</u>	
Sub-total Sq. Ft.		1,720

## Business Services

Business Manager's Office	160
Secretarial-Reception-Storage	150
Accounting-Banking Services	<u>300</u>

Sub-total Sq. Ft. 610

## Special Services

Dean's Office*	160
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Sub-total Sq. Ft. 160

Total 4,780\*\*

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\*Secretarial service from general clerical and records area in student personnel section.

\*\*Summary of space allocation shows 5,000 sq. ft. for administration-student personnel and 15,000 sq. ft. for library service combined in one structure. These can be varied somewhat within the net total of 20,000 sq. ft.

LEEWARD OAHU CAMPUS  
PLANNING SPECIFICATIONS

ADMINISTRATION-STUDENT PERSONNEL

The administrative personnel selected for the Leeward Oahu Campus should formulate the planning specifications for these spaces. The following general suggestions are offered:

General Area

1. Combine the main public reception area and the PBX.
2. Include the faculty mailboxes in the reception area for the instruction office, and adjacent to the mail room.
3. Provide for extensive duplicating services, including offset and photo copy.
4. General clerical services to faculty and student personnel clerical services might well be grouped together in the student records core.
5. Where large numbers of female office employees are employed, a staff lounge is almost a necessity. Initially, this might serve both administrative and library office personnel.
6. The telephone equipment room should probably be GSC area; it is specified to be sure it is not overlooked.

Director and Instruction Offices

1. These should be closely related for the convenience of staff and patrons.
2. The conference room will receive extensive use. The committee enterprise is basic to higher education institutions.
3. The instruction office should have convenient access to the student personnel section because of the close working relationship.

Student Personnel

1. If building is multi-story, this space should be ground floor.
2. Suggest some large open areas (such as records core) to avoid the effect of a maze of corridors and hallways.
3. Counselors' offices need not only privacy but also easy access to records and office assistance.
4. Provide adequate space for the process of registration.
5. Study punch card and computer systems of student record keeping to ensure efficiency of operation in the layout for this section.

Business Services

1. Study space layout in relation to policies on local campus services versus central office services to all community colleges.
2. Numerous bookkeeping and banking services will be performed at the campus level--tuition and fee collection, cafeteria, bookstore, public events admissions, etc. Be sure to provide space for these necessary functions and security for handling funds.
3. This section could be part of a complex including the director's office.

Special Services

1. This office will supervise the campus during evening hours. It should be located so that it can furnish all of the essential services to evening students.
2. Service to the general public for community events will be the other major function of this office and should be kept in mind in determining its location.

## LEEWARD OAHU CAMPUS

## UTILITY BUILDING

The warehousing, custodial, maintenance, and security functions of the campus will operate from this building. A Butler-type building with ample paved area surrounding it is recommended.

The building should be easily accessible for truck traffic, but should not take the traffic through the campus. The area should be fenced and should be placed so it is obscured from the main campus but convenient to it.

Provision should be made for repair shops, tool storage, warehousing area, dressing room and lockers, an office for the supervisor of buildings and grounds, and a storage area for maintenance equipment and supplies. Some covered parking area for vehicles would be desirable.

The total net square footage of building space will need to be approximately 5,000.

APPENDIX

LEEWARD OAHU CAMPUS

STUDENT CAPACITY ANALYSIS

<u>Space</u>	<u>No. Classrooms</u>	<u>Student Stations Per Room</u>	<u>Total Student Stations</u>
<b>General Classrooms:</b>			
Languages	8	30	240
	1	60	60
Fine Arts	1	80	80
Business	1	60	60
	2	40	80
Social Science	1	125	125
	3	70	210
	1	25	25
Science	3	75	225
Engin.-Tech.-Trade	1	60	60
	5	35	175
Health-P.E.	<u>1</u>	50	<u>50</u>
Sub-total	28		1,480
<b>Special Classrooms:</b>			
Languages	1	30	30
	1	25	25
Fine Arts	2	30	60
	1	40	40
Business	2	40	80
	2	30	60
Science	8	30	240
Engin.-Tech.-Trade	5	30	150
	<u>1</u>	25	<u>25</u>
Sub-total	23		710

Capacity Analysis (Initial Construction)

General Classrooms (A):

$$\begin{aligned}
 \text{Capacity} &= \frac{\text{No. Stations} \times 60\% \times 40\text{-hour week} \times 80\%}{\text{Student hours enrollment (fte)*}} \\
 &= \frac{1480 \times .60 \times 40 \times .80}{18} \\
 &= \frac{888 \times 32}{18} \\
 &= \frac{28,416}{18} \\
 &= 1,578 \text{ (fte)}
 \end{aligned}$$

Special Classrooms (B):

$$\begin{aligned}
 \text{Capacity} &= \frac{\text{No. Stations} \times 80\% \times 40\text{-hour week} \times 60\%}{18} \\
 &= \frac{710 \times .80 \times 40 \times .60}{18} \\
 &= \frac{568 \times 24}{18} \\
 &= \frac{13,632}{18} \\
 &= 757 \text{ (fte)}
 \end{aligned}$$

$$\begin{aligned}
 \text{Total} \\
 \text{Capacity} &= A + B \\
 &= 1,578 + 757 \\
 &= 2,335 \text{ (fte)}
 \end{aligned}$$

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\*fte = full-time equivalent student. For this capacity analysis, it is assumed that the average full-time student is enrolled for 18 class hours per week, exclusive of physical education.

END OF DEPT. OF HEALTH EDUCATION AND WELFARE U.S. OFFICE OF EDUCATION

■ ERIC

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