

**Project Team:**

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## **1. Introduction**

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There is a need at this time to open up another day care to accommodate the large number of baby boomers in the city of San Diego.

### **1.1 Purpose**

The main purpose of the document is to list all the requirements for the UCSD Day Care that will provide a nurturing and safe place for all children.

### **1.2 Scope**

Develop a new Day Care Center that is both nurturing and safe for all children and that will also accommodate 50 to 100 children. The day care will include two front offices, one teacher lounge, one kitchen, one large children's play area, one large common area, one infant room for children 6 weeks to 12 months, one toddler room for children 13 months to 24 months, three rooms for 2 year olds, two rooms for 3 year olds, one room for 4 year olds, one room for 5 year olds, and one large room for after school care. In addition, there will be three dedicated sleeping rooms with soundproof walls and adequate furniture to accommodate most enrolled children.

### **1.3 Assumptions**

- a) Budget and schedule has already been determined in the UCSD Day Care Project Charter.
- b) Day care will be located in the UTC Mall; therefore, the UTC Mall parking structures has been assessed to have adequate parking spaces for the day care patrons.
- c) Land for the day care is already owned by the City of San Diego and not included in project costs.

## UCSD Daycare Project Requirements

- d) The UTC Mall building is owned by a private individual and not included in the project costs.

### **1.4 Exclusions**

- a) Operations Manual, Guidelines, or any component relating to how UCSD Daycare will operate on a daily basis is out of scope for this project

### **1.5 References**

- a) Consultant's guide to day care design and development
- b) City of San Diego Planning Department

## 2. Project Requirements

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### 2.1 General Requirements

- a) Day Care will accommodate 50 to 100 children.
- b) Fall within child ratio guidelines provided by the State of California
- c) Center will provide the facility to handle snacks and meals
- d) Web Cam Internet Monitoring will be provided
- e) Maintain a good safety program
- f) Center will carry Professional Liability insurance
- g) Center will not accept children with special needs
- h) Care areas, dining areas, kitchens, and bathrooms shall be ventilated by mechanical ventilation, such as fans or air conditioning
- i) Center will conduct initial Quality Assurance review
- j) Center will offer multi-cultural and developmentally appropriate materials and equipment
- k) Center will be equipped with high level of safety standards
- l) Adequate safe lighting for classrooms, for corridors, play areas, and for bathrooms shall be provided
- m) The playground will have inspections from Certified Playground Inspectors
- n) The Center will have size appropriate restroom facilities
- o) Facilities will be renovated with high standards for safety including electrical, toxic materials, water quality, and building codes.

### 2.2 Functional Requirements

#### 2.2.1 Children's Day Care

- a) 3 sets of bathrooms on site, 1 large activity room, 1 cafeteria, 1 lounge
- b) Rooms Sizes: Infant Rooms 16 x 12, 2yrs and above rooms 16 x 20, Lounge 16 x 12, Bathrooms 16 x 10, Activity Room 20 x 40, Cafeteria 20 x 20
- c) Building must be at least 7,000 sq. ft to meet room requirements.
- d) Staff-Child ratio not to exceed government's established ratio requirement (sec. 2.4)
- e) Child size toilets, urinals and sinks
- f) adequate space for toy organizers and lockers
- g) Nutritional breakfast/lunch programs
- h) Sound proofed sleeping rooms
- i) Public Announcement (PA) System

**2.2.2 Outside Play Area**

- a) 1,500 sq ft play area plus one basketball court
- b) Enough play sets to comfortably handle maximum number of children
- c) All play-sets should be plastic or plastic covered. NO WOOD
- d) Engineered wood ground cover
- e) One 20 x 50 court with adjustable basketball hoops
- f) 3 covered 5 x 5 sand boxes
- g) Bathroom located at nearest entrance/s

**2.2.3 Infant Care Area**

- a) Multiple Changing stations
- b) Changing stations in rooms
- c) Bathrooms next to or adjacent to Infant rooms

**Crime Prevention**

The goal is to develop a new Day Care Center that is both nurturing and safe for all children. With this in mind, UCSD day care will do everything in its power to use all available resources to make this day care safe and nurturing by implementing the following security measures:

- a) 24hr alarm system with zoning and notification capabilities
- b) Cameras in public areas occupied by children such as classrooms, sleeping areas, lockers, and playing areas. This will help to maximize visibility and foster positive social interaction among legitimate users of private and public spaces.
- c) Web Access for parents to monitor classroom activity based on child's assigned classroom
- d) Make use of Natural Surveillance guidelines established in the CPTED for the design of the building structure such as placement of windows, use of shades, lighting, landscape, and playing areas.
- e) Make use of Natural Access Control guidelines established in the CPTED for the design of the access to private and public spaces. For example, a completely fenced and monitored outdoor playing area with a clearly defined entrance.
- f) Provide adequate space for monitoring staff at all indoor and outdoor playing areas.

**2.3 Standards Compliance**

UCSD daycare will also make it a high priority to comply with standards and local government regulations relating to daycare centers such as:

- a) Americans with Disabilities Act (ADA) regulations; Title 24 of the California Administrative Code
- b) Wheelchair access
- c) Restroom Facilities
- d) Building Signs
- e) Consumer Products Safety Commission (CPSC)
- f) Toys and Books
- g) Furniture
- h) City of San Diego Municipal Code
- i) Licensing
- j) Building Codes
- k) Uniform Building Code (UBC)

**2.4 Staff-Child Ratio**

Age Range of Child	Number of Staff	Number of Children	Number of
6 Weeks to 12	1	4	1
13 to 24 Months	1	4	1
2 Years	1	10	3
3 Years	1	12	2
4 Years	1	12	1
5 Years	1	12	1
After School	1	14	1

**3. Summary of Project Deliverables**

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**3.1 Project management-related deliverables**

Team contract, requirement documentation, scope statement, WBS, WBS dictionary, Risk Register, Prioritized list of quantified risks, Activity and cost estimate, Cost Budget, and any other documentation required to complete the project.

**3.2 Product-related deliverables**

**3.2.1 General Development Plans (GDP)**

- a) Design Review Committee for a recommendation of approval.
- b) Final General Development Plans to Project Sponsor

**3.2.2 Construction Plans**

- a) 60% Construction Plans and Preliminary Cost Estimate
  - b) 90% Construction Plans and Specifications and Final Cost Estimate
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- c) 100% Construction Plans and Specifications. A disc with the construction plans in MicroStation DGN or DXF format.

### **3.2.3 As-Built Plans**

- a) Blueprint set of plans
- b) Redline set of As-Built submittal to Project Sponsor
- c) Transfer of As-Built Information onto Digital Originals

## **4. Project Success criteria**

The UCSD Day Care will be deemed successful if the specifications set forth in the UCSD Day Care Project Charter are met within the scheduled time with a delivery date of January 2010, and within the budget not to exceed \$150,000. Success will also be measured upon the satisfaction of the Stakeholders.