



Preparing Facilities for Child Care: A Guide for Evaluating Existing Facilities

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Preface

Acknowledgment

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Introduction

The Low Income Investment Fund (LIIF) is an experienced community development financial institution with technical proficiency in the child care, education, housing and financial sectors. With its various partners, LIIF is working towards the creation of a sustainable system for financing and developing quality child care facilities throughout California. In support of this goal LIIF creates tools to support the financing and development of quality child care facilities. To this end, LIIF and its partners including Asian Neighborhood Design and Leland Saylor Associates have developed this document, *Preparing Facilities for Child Care: a Guide for Evaluating Existing Facilities* to help facilitate the conversion of certain types of existing buildings to quality child care facilities.

Preparing Facilities for Child Care is a comprehensive guide designed to help evaluate the readiness and to prepare existing facilities to house quality child care programs for children age birth through age four. Many child care programs inhabit buildings (e.g. commercial space, religious facilities, elementary school classrooms, used modular buildings, and personal residences) that when initially leased or purchased are inappropriately designed for quality child care. In some cases properties may also display effects of deferred or neglected maintenance. These facilities must be adapted in order to be occupied by a child care program. These adaptations must meet local and state regulatory requirements, as well as industry standards for quality. This guide is intended to lead the user through the process of evaluating and modifying a property with an existing facility in order to prepare it for occupancy by a child care program. Elements of the guide are intended to be basic enough for the facility development novice to follow, while others, especially the supplemental information and cost studies, should be used in conjunction with or exclusively by technical experts.

Because facilities for young children require unique design and space features to meet minimum regulatory requirements and industry standards for quality, this document addresses two different age groups of children separately: infants/toddlers age 0 – 2, and preschoolers age 3 – 4. Because the kinds of buildings that house child care programs vary, the guide addresses the four most common types of facilities: 1) Public Schools, 2) Modular Buildings, 3) Commercial

Buildings¹, and 4) Family Child Care Homes (residential buildings). The guide offers advice for modifying a facility and site to ensure compliance with minimum regulatory requirements, as well as guidance for making enhancements to promote quality environments for young children. Cost estimates are also provided that correspond with the recommended facility and site modifications. To further support the design and development of child care facilities, a comprehensive list of resources is provided at the end of the guide.

Assumptions

In order to address the numerous variables associated with the state of existing buildings of varying ages, types and conditions, such as use of hazardous materials, historic significance, existing deferred maintenance and other issues that would trigger special studies, extensive regulatory processes, and costly mitigation, certain assumptions were made in the development of this guide. For example, all public school and modular facilities comply with the Field Act, have been approved by the California Department of General Services Division of State Architect, do not contain hazardous materials, and are not historically significant. And for those on public school sites, no additional parking spaces are required if the facility is used for child care. In addition, it is assumed that modular facilities are less than 10 years old. Lastly, while this guide addresses some common deferred maintenance issues that impact licensing and industry standards for quality, it does not address them all. It is assumed that technical experts will be consulted on the current state of the property and that key systems like the roof, electrical, plumbing, floors and others are in good shape, in addition to the items listed in this guide.

Instructions

Getting Started

The first step to using this guide is to select the section that represents your building type (public school, modular building, commercial building, or family child care home) and the age group of the children you plan to serve (infants/toddlers or preschoolers). If infants, toddlers, and preschoolers will be occupying the facility, use the checklist, supplemental information, and cost study tables for both age groups. Note that the Family Child Care Home section, including checklist, supplemental information and cost study tables, is all inclusive of children age birth to four years.

Begin by reading the checklist thoroughly and then use the checklist as you walk through the site and facility. The checklist is designed to conveniently evaluate the condition of a facility, its interior and exterior features, and measure the quality of each feature and its ability to comply with basic regulatory standards set forth by the California Department of Social Services, Community Care Licensing Division (licensing). The checklist includes various items with a brief description of each item and an opportunity to check “Yes” if the facility meets the requirements described, “No” if the facility does not, or “I Don’t Know” if it’s unclear based on the observation. It is important that the corresponding supplemental information for each item in

¹ For purposes of this document the term “Commercial Building” is used generically to describe any facility that is not a public school, modular, or family child care home.

the checklist be read thoroughly to ensure the user fully understands each item in the check list and the corresponding box is checked accurately.

If a “Yes” is checked for all items in the checklist, and confirmed by reading the corresponding supplemental information for each checklist item, this is a good sign that the property meets licensing requirements and is readily adaptable for a child care program. If “No” or “I Don’t Know” are checked, and confirmed based on the corresponding supplemental information, for one or more of the items in the checklist, the next course of action should be to seek technical expertise to further support the condition of the property and for using the cost study tables to estimate the potential renovation costs. Only after reading and understanding the supplemental information for each checklist item can the user gain a thorough understanding of the true readiness of a facility to house a child care program. Keep in mind that after using this guide to evaluate a facility, it may be apparent that the facility, due to extensive modifications and prohibitive costs, is not the best option to house a child care program. In such a situation this guide can be a helpful tool for assessing multiple sites before finding the right one.

Using the Supplemental Information

Immediately following each checklist is supplemental information for each checklist item. Each corresponding supplemental information section has multiple purposes. It is designed to give the user more detailed information about the checklist item. It provides key industry standards for quality elements. And, it gives the reader guidance on some basic modifications to the property. It is important to note that in many cases the industry standards for quality provided are as relevant as the regulatory (licensing, building and fire code) information. In addition to promoting positive outcomes for children, these quality standards are required by some national, state and local subsidy and quality initiative programs.

Using the Cost Study Tables

At the end of each section (facility type and age group) there is a comprehensive cost study that represents each item in the checklist and provides cost estimates that correspond to the content of the supplemental information. These tables are intended to give the user a rough estimate for all of the recommended modifications in the supplemental information. The cost study tables are also a useful tool for establishing a preliminary development budget and evaluating bids from potential contractors. The first page of each cost study provides a legend describing unit measurements in the table. The first page also offers a table to summarize all the information in the following cost study tables. The table format in this guide limits the user to tabulating the cost estimates by hand. However, electronic spreadsheets containing formulas that allow for ease in calculating totals and transferring totals to the summary table are available upon request.

The cost study also offers the user guidance on soliciting bids from contractors, and gives guidelines for additional construction-related costs and soft costs which are calculated as a percentage of the total construction, or hard costs. These additional costs include:

- General Conditions - job costs that do not include labor, material or equipment
- Escalation - cost of materials and labor increasing over a period of time
- Geographical Factor - adjustments to base costs to account labor and material cost differential in particular areas of the state

- Complexity Factor - added cost for difficult work environment, scheduling difficulties, or down time
- Overhead and Profit - administrative off site costs and profit
- Bonds - performance bonds, supplier bonds and other bonding requirements
- Architectural and engineering fees
- Geotechnical, environment assessment and reporting fees
- Change order contingency - for work (usually unforeseen repairs) not included in contractor's bid or contract
- Construction management

Each facility and site is unique; therefore, it is important to seek advice from technical experts when needed. In some cases inspection reports may uncover hidden repairs that this guide does not cover. Consider investing in property, termite, roof and structural engineer inspection/reports as needed. While the costs in the tables are a good place to start, taking into account unknowns and variables that may be present at the property, and the changes in labor and material costs over time, the prices in the cost study tables should not be considered a complete and current representation of actual costs, but a reasonable guide.

Resource Section

We hope you find *Preparing Facilities for Child Care* a useful tool for evaluating the readiness and preparing facilities to house quality child care programs. There are many resources that can help supplement the information in this guide, including the technical expertise of the primary authors of this document. See the Resource Section at the end of this guide for further information.

**Assessment Checklist
Public School Facilities
Preschool Programs (3 – 4 year olds)**

Site Location -

Building Name: _____

Address: _____

City: _____

Your building renovation will be subject to review by the Division of the State Architect (DSA). The Assessment Checklist for Public School Facilities assumes the following:

- The subject building is compliant with the Field Act
- A child care center is an approved permitted use by the School District and DSA, and
- A child care center will not require additional parking spaces by the school district and DSA.

If the subject building is not compliant with the Field Act, the project is assumed to be not financially feasible. Unless a restriction or additional requirements has been implemented by the school district and/or DSA, the other two items of permitted use and parking spaces have been typically approved. For these two items, please confirm with the school district and DSA that these are approved items before proceeding with this checklist.

Please respond to the items listed below. If the responses to all the enclosed items are “Yes”, the space is considered readily adaptable for preschool. For any “No” or “Don’t Know” response, corresponding supplemental information is provided to help evaluate the readiness of the facility and to help guide modifying the facility.

It is highly recommended that all the corresponding supplemental information be read thoroughly so the user can fully understand each item in the check list.

- | | |
|---|--|
| 1. Hazardous Materials: Does the space have a report indicating no hazardous materials? <i>(This does not include hazardous conditions, such as mold, that may arise from deferred maintenance or other circumstances and should be treated separately.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> |
| 2. Historical Significance: Is there <u>no</u> historical significance, designation or registration on the building? | Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> |
| 3. Location: Is the space located on the first floor? | Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> |

4. **Property Line:**

a. Does the entrance of the building front onto a public street with a minimum width of 20 feet? Yes ☐ No ☐ Don't Know ☐

b. Except the exterior wall facing the front/street, are none of the remaining walls located within five feet of the property line? Yes ☐ No ☐ Don't Know ☐

5. **Exits:** Does the space have two exits separated by a minimum distance equivalent to one-half the diagonal of the space? Yes ☐ No ☐ Don't Know ☐

6. **Americans with Disabilities Act:** Is the space disabled accessible for entry, path of travel, children's toilets and sinks? Yes ☐ No ☐ Don't Know ☐

7. **Outdoor Space:** Is there a distinct and divided play area directly on the property for preschoolers? Multiply the number of children to be served by 75 square feet per child. This total is the minimum size of the play area unless licensing allows a variance of multiple scheduled play times. Yes ☐ No ☐ Don't Know ☐

8. **Indoor Space (general):** Multiply the number of children to be served by 50 square feet per child. This total is the minimum interior size of the space (35 square feet is required for licensing, exclusive of toilets, built-in furnishings/cabinets below 4'-0", hallways, offices, mechanical room, janitor's closet and storage, therefore 50 square feet is the most common rule of thumb). Does this space have the minimum square footage? Yes ☐ No ☐ Don't Know ☐

9. Children's Toilets and Sinks:

- a. Divide the number of children to be served by 15. This total is the minimum number of children's toilets and sinks required within the space. Does the space have the minimum number of children's toilets and sinks? Yes ☐ No ☐ Don't Know ☐
- b. Toilets and sinks are within the space and allow for easy visual supervision by the teacher? Yes ☐ No ☐ Don't Know ☐
- c. Are there separate sinks for toilet and for other activities? Yes ☐ No ☐ Don't Know ☐

10. Staff Space:

- a. Does the space have access to two disabled accessible adult restrooms? Yes ☐ No ☐ Don't Know ☐
- b. Does the space have adult storage space separate from the child care? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐
- c. Is there a separate space for staff lounge? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐

Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)

1. Hazardous Materials

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Many older buildings contain materials now considered hazardous like asbestos and lead. These hazardous materials have been identified to cause physical harm and/or detrimentally affect the developmental growth of infants, toddlers and young children.

Buildings built prior to 1978 may contain lead paint or exterior playground areas may contain lead due to environmental conditions from lead-based gasoline used in automobiles or from peeling exterior lead paint onto ground surfaces. When lead painted surfaces like a double-hung window slides against its jamb or when a door opens and closes, the friction between adjoining surfaces causes lead dust, which can be ingested by children and cause elevated non-acceptable lead levels.

Asbestos is found in older vinyl floor tile, glue/mastic, roofing materials and in plaster wall and ceiling finishes. When asbestos containing materials are chipped or surfaces are disturbed, small asbestos fibers are emitted and the material is considered “friable”. If inhaled, asbestos fibers have been identified as a carcinogen.

Solutions: If the condition of the lead painted surfaces is not decaying or peeling, a frequent cleaning, maintenance and stabilization procedure may be an acceptable procedure to minimize lead dust. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

For asbestos containing materials, encapsulation or the complete covering and sealing of asbestos surfaces can be an acceptable method of controlling the release of asbestos fibers. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

If renovation and construction occurs in the space, a certified industrial hygienist or equivalent professional is hired to perform a hazardous material management program that will instruct the contractor how to control and properly dispose of the disturbed surfaces that contain hazardous materials. The certified industrial hygienist or equivalent professional is also hired to monitor the contractor’s work and adherence to the hazardous material management program.

Scope of Work: The following are examples of scope of work related to hazardous materials.

- Lead painted surfaces to be cleaned, maintained and stabilized
- Lead painted surfaces are removed or abated in its entirety
- Asbestos containing materials are encapsulated, and/or
- Asbestos containing materials are removed or abated in entirety

For **Hazardous Materials Costs**, please refer to Cost Study item #1 in the table at the end of this section.

**Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)**

2. Historical

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Historically registered, significant or eligible buildings are recognized by local jurisdictions to be important to the heritage of its neighborhood, city, state and/or era due to its exterior and/or interior architectural elements/design or was the setting for a historical event or person.

If the proposed building is historically registered, significant or eligible, then any proposed modifications to the exterior or interior needs to be compatible with the state historical building code and if required by the funding source, the renovation needs to be reviewed and approved by the California Office of Historical Preservation (<http://ohp.parks.ca.gov/>).

Solutions: Determine the interior and exterior renovations required for the child care center. Contact the proper agency that has jurisdiction over the project to establish a project review meeting. For certain projects, in addition to local review, the funding for the project may also require review from the California Office of Historical Preservation.

The project review meeting will establish the standards the jurisdiction will have for the project. For example, if portions of the exterior or interior are determined to have historical significance then those portions need to remain in place or be restored. Other examples include new electrical conduit work may need to be concealed instead of exposed with surface mounted conduit, and/or a damaged wood window would need to be replaced with a wood window of similar configuration instead of a vinyl or aluminum window.

Arrange a time to meet with the agency of jurisdiction at the child care facility to view the areas impacted by the scope of work. At this project review meeting, describe what will be removed and as detailed as possible, what elements (walls, building systems like electrical, mechanical, plumbing, security, fire alarm and fire sprinkler) will be built. Written meeting minutes and photographs documenting the agreed upon scope of work will facilitate its sign-off when the construction is completed.

If the state historical building code is applicable, this code does provide for alternate construction means, which allows for some latitude to accomplish the intent of the current California Building

Code. Please review the state historical building code or work with an architect with knowledge of this code.

Costs: The costs will range widely depending on the availability of historical elements or the custom fabrication of these elements. For **Historical Costs**, please refer to Cost Study item #2 in the table at the end of this section.

Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)

3. Location

Site Location -

Building Name: _____

Address: _____

City: _____

Background:

When a child care center is located above or below the first (ground) floor, Section 305.2.3 of the 2001 California Building Code adds the following requirements to ensure the safe evacuation of children:

- A child care center is allowed to be located in basements or stories having floor levels within four feet (measured vertically) from the adjacent ground level, if exterior exit doors can be provided from that level.
- If a child care center is located on the second floor, the entire building (and not just the child care center) needs to have an automatic sprinkler system throughout as well as having two stairs or exits (that are separated by more than one-half the diagonal of the served space) for the exclusive use of the child care center children and staff. In a panic situation, the building code provides for the safe evacuation of children using their separate stairs and prevents the children from being overrun by adults evacuating the building. Therefore, if the second floor has multiple uses like offices and child care, the offices are required to have their exits separate and distinct from the child care center.
- A child care center can be located above the first floor if the building's type of construction is classified as Type I, Type II-fire resistive, Type II-one hour and Type III-one hour fire resistive construction. These types of construction typically incorporate non-combustible and/or durable elements like concrete and steel or fire-rated gypsum board in multiple layers to achieve higher fire-ratings. However, even with these types of construction, a child care center serving more than 12 children or children under the age of seven cannot be located above the fourth floor. When located in buildings with these types of construction, the child care center will also need to comply with all of the following:
 - a. The entire story where the child care center is located will have an approved manual fire alarm and smoke detection system.

- b. If the child care center is more than 1,000 square feet, the child care center will need to be divided into at least two compartments of approximately the same size by “smoke barriers” with 20-minute fire rated door openings protected by smoke and draft control assemblies. (More detailed information can be reviewed in Section 305.2.3.3.3 in the 2001 California Building Code.) Each of these compartments will have not less than two exits and at least one of the exits shall be into a separate means of egress to a public way.
- c. The entire building (and not just the child care center) will be equipped with an automatic sprinkler system throughout.

Solutions: If a child care center is not located at the ground floor, please thoroughly check the existing building for conformance to the requirements mentioned above.

If a child care center occupies the entire second floor and the existing building has an automatic fire sprinkler system throughout, then the building’s existing two exit stairs will be sufficient.

Avoid mixed-use occupancies at the second floor. Otherwise, two new additional exit stairs dedicated exclusively for child care use will be required for a total of four stairs from the second floor to the ground floor. Please note that if new additional exit stairs are incorporated in the building, a corresponding space will be impacted or lost below the exit stairs at the ground floor.

Scope of Work: The following are examples of scope of work related to location for a standard classroom size for 24 children at the second floor:

- Automatic fire sprinkler throughout the building (not just the classroom)
- Manual fire alarm and smoke detection system
- New exit stairs from second floor to ground floor, and/or
- “Smoke barriers” with 20-minute fire rated door openings

For **Costs Related to Location**, please refer to Cost Study item #3 in the table at the end of this section.

Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)

4. Property Line

Site Location -

Building Name: _____

Address: _____

City: _____

Background: For the front entrance exterior wall, Section 305.3 of the 2001 California Building Code states: *“All buildings housing Group E Occupancies shall front directly on a public street or an exit discharge not less than 20 feet. The exit discharge to the public street shall be a minimum 20-foot-wide right-of-way, unobstructed and maintained only as access to the public street. At least one required exit shall be located on the public street or on the exit discharge.”*

The building code defines “exit discharge” as *“that portion of the means of egress system between the exit and the public way.”* For example, if the building’s entry does not front directly onto a public street and the building’s entry faces a side entry court, the entry court must have a minimum depth of 20 feet for the distance from the entry doors to the public street. The building code mandates this requirement to facilitate an efficient and rapid egress from the child care center to the exterior of the building and to a public street where occupants can be away from the building and reasonably safe, as well as provide access to the fire department for fire-suppression activities and rescue.

When an exterior property line wall (except the front/street-facing wall) of the child care center is located within five feet of the site’s property line, the California Building Code in chapter 5, Table 5-A requires a fire-rated constructed wall to be able to maintain its integrity when a fire occurs on one side of the wall for a duration of two hours for wood frame (Type V) construction and specific concrete and steel construction (Type II One-hour and Type II-N) with two hour non-combustible fire-resistive ratings. However, certain specific concrete and steel (Types I, II fire resistive, III-one hour, III-N and IV-heavy timber) construction requires a four-hour fire-resistive rating.

If the child care space serves 20 or fewer children, the California Building Code makes an exception to the two-hour fire-resistance requirement and requires one-hour fire-resistance for walls within three feet of the property line for Type V, Type II one-hour and Type II-N construction and again, a four-hour fire-resistive rating for Types I, II fire resistive, III-one hour, III-N and IV-heavy timber construction.

Solutions: If the front entrance exterior wall does not open directly onto a public street or exit discharge of not less than 20 feet, please confirm with DSA that child care occupancy will be acceptable. For example, public schools provided educational occupancies previously without complying with this code provision.

Property line exterior walls that are properly constructed of poured-in-place concrete or concrete block typically fulfill the two-hour and four-hour fire resistance requirement. If the exterior wall is constructed with wood framing, the composition of the wall materials for a two-hour fire rating needs to be verified.

If existing approved building permit plans are available, the documentation may indicate the fire-rating construction of the exterior wall. For example, the floor plans may have a note that indicates “two-hour fire rated wall” or a detail reference is adjacent to the property line wall and the detail referenced drawing describes the composition of the wall as a two-hour fire-rated assembly. Underwriters Laboratories (UL) two-hour fire rated walls can be composed by a variety of materials.

If no drawings are available, exploratory demolition may be required to verify the fire-rating of the property line wall. Exploratory demolition is limited and controlled removal of existing construction components. Once all the exterior and interior components are revealed, the local building and/or fire official/inspector will need to review and accept in writing the conformance of the construction components to the required fire-rating.

Scope of Work: The following are examples of scope of work related to property line:

- A two-hour fire-rated, 8 feet high wall with two layers of 5/8” exterior gypsum sheathing on the exterior side and two layers of 5/8” interior gypsum board (stamped Type ‘X’) on the interior side of an exterior wood stud.
- Another example of a two-hour fire-rated, 8 feet high wall is two layers of interior 5/8” gypsum board (stamped Type ‘X’) and on the exterior side, minimum 7/8” thick cement plaster (stucco) over 5/8” exterior gypsum sheathing.
- If the existing wall is determined **not** to be equivalent to a two-hour fire rating, verify with DSA and fire marshal if constructing a narrow (less than three inches in depth!) two-hour fire-rated shaft wall against the interior wall would be acceptable. Shaft wall construction is designed to be constructed from one-side (or the interior side) and the finished look would be equivalent to a standard painted gypsum board wall surface. Please note that any electrical outlets or other plumbing/mechanical items would need to be relocated to the finished surface of the shaft wall.

For **Costs Related to Property Line**, please refer to Cost Study item #4 in the table at the end of this section.

Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)

5. Exits

Site Location -

Building Name: _____

Address: _____

City: _____

Background: When a child care space serves more than seven children, two exits separated by a minimum distance equivalent to one-half the diagonal are required. (California Building Code, Table 10-A) For example, if a child care space's longest diagonal is 50 feet, then the horizontal (straight-line) distance measured from the centerline of one exit door to the other needs to be a minimum of 25 feet apart.

Solutions: When a child care space does not have two exits, then a second exit needs to be constructed. If the child care space is adjacent to an exit corridor or an adjacent exterior public way like sidewalk or exterior grounds, then the second exit can be constructed in these areas and located to comply with the separation requirements mentioned above.

When a second exit is constructed, temporary shoring may be required if the new door opening is to be located within a load-bearing wall as well as installing a new structural horizontal member (header) and related framing. Also, electrical conduit and other plumbing/mechanical related items may need to be relocated in the wall cavity to achieve the new door opening.

If a building maintenance person is knowledgeable of the space and/or if record or as-built drawings are available, consult with the maintenance person and/or review the drawings for location of existing electrical/plumbing/mechanical items and locate the second exit to avoid disruption of these items and thereby minimize the costs associated with rerouting such items. The new door and frame may need to have a fire-rating as required by the building code and patching/painting the surrounding areas with proper materials to maintain the fire-rating of the wall and provide a finished and seamless appearance.

Scope of Work: The following are examples of scope of work related to exits:

- New door and frame in a non-load bearing wall
- New door and frame in load bearing wall
- Relocation of existing electrical
- Relocation of existing plumbing
- Relocation of existing mechanical, and/or
- New fire-rated door and door frame

For **Costs Related to Exits**, please refer to Cost Study item #5 in the table at the end of this section.

**Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)**

6. ADA

Site Location -

Building Name: _____

Address: _____

City: _____

Background: The Americans with Disabilities Act is a Federal Civil Rights Law that mandates disabled accessibility for public spaces including child care. Provisions for disabled accessibility are incorporated into the California Building Code.

Solutions: In renovation projects, the California Building Code prioritizes three aspects of providing disabled accessibility.

The first priority is disabled access at all entrances to the child care. Approaching an entry door, the slope of the walkway to the landing in front of an entry door cannot exceed a slope of one vertical to 12 horizontal (1:12 or 8.3%) and the “level landing” in front of an entry cannot exceed a slope of ¼ vertical to 12 horizontal (¼:12 or 2%). The minimum depth and length of the “level landing” is determined by the swing (inward or outward) of an entry/exit door and the walkway’s directional approach.

Should the walkway have a slope of less than 8.3% (1:12) and greater than 5% (1:20), the walkway is considered a ramp and handrails on each side of the walkway/ramp will be required. If the walkway has a vertical rise greater than 30”, a 6’-0” level landing is required for every 30” of vertical rise. The minimum width of an entry door typically needs to accommodate disabled access as well as exiting/occupant load requirements and depending upon these requirements, a single or double 3’-0” wide by 6’-8” high door(s) will be required by the California Building Code. (The actual requirements require calculating the number of children and staff (occupant load) that will exit through these doors and multiply this number by a width factor established by the California Building Code.)

The second priority is the path of travel to the child care space. Once beyond the entry door and in order to use the child care, the path of travel to the child care needs to be disabled accessible. If the hallway has stairs between the entry door and child care then the path of travel is not disabled accessible. If the amount of stair risers is few and the hallway has sufficient length, the stairs could be removed and a disabled accessible ramp (maximum slope would be 1:12 with handrails on each side with proper length of top/bottom landings) could be installed. Check with the building maintenance person and/or record/as-built drawings to verify that no main electrical/plumbing/mechanical items are below the stairs prior to removal. Relocating main electrical /plumbing/mechanical items may make the installation of a disabled accessible ramp cost-prohibitive. If installing the disabled accessible ramp is feasible, verify that the adjacent

existing hallway doors clear the ramp and no conflict or a change in level greater than ½” will occur.

If a ramp is not feasible, some local building jurisdictions may accept a vertical lift though an elevator would be preferred. Please check with the local building department for acceptability of the preferred direction.

The third priority is making the sanitary facilities, like children’s and adults’ toilets, and a partial list of other items like door hardware, sinks, kitchen appliances and countertops to be disabled accessible.

For children’s and adult’s toilets, the water closet’s centerline needs to be 12” for children’s toilets and 18” for adult’s toilets from the side wall as well as having sufficient space of 48” in front and up to 32” to the side of the water closet. Grab bars at the water closet’s side and back are also required and must withstand a vertical load of 250 lbs.

Other Items include the following:

- Door knobs need to be replaced with levers
- Sinks and kitchen appliances should have controls that do not require tight grasping, pinching or twisting of the wrist
- Countertops should have a maximum height of 34” to its top
- Temporary ramps for interior and exterior thresholds and steps

Please refer to the California Building Code’s Chapter 11, which provides diagrams and narrative on these and many other requirements for renovation and new construction projects.

Scope of Work: The following are examples of scope of work items related to the Americans with Disabilities Act:

- New exterior concrete walkway with handrails on each side of the walkway
- A new 3’-0” wide entry door with standard reframing
- New interior ramp, without relocation of electrical, plumbing and mechanical items
- New interior ramp with relocation of electrical, plumbing and mechanical items
- New adult toilet and sink
- New children’s toilet and sink
- New grab bars
- Replacing door knobs to door levers
- Standard lower cabinet with a finished plastic laminate countertop height of 34”
- Temporary ramps for interior and exterior thresholds and steps (when more cost-effective or practical than permanent ramps)

For **Costs Related to Americans with Disabilities Act**, please refer to Cost Study item #6 in the table at the end of this section.

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Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)

7. Outdoor Space

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing requires exterior play space appropriate for children. The exterior space should be close or adjacent to the interior child care space. The exterior space needs a defined perimeter such as a minimum four feet high fence and the play equipment must be age appropriate.

Solutions: If the square footage of the exterior space is below the minimum 75 square feet for each child, contact licensing for a determination if two play sessions will be acceptable, reducing the required square footage to one-half of the minimum 75 square feet for each child.

Please note that the exterior space is subject to the California Playground Safety Regulations, which requires a certified playground safety inspector to review the finished exterior space for compliance to established guidelines. Some of the guidelines include a safety material like a unitary surface or square thick recycled-tire modular units below an exterior play structure and extending this safety material for a minimum 6 feet safety zone from any perimeter point of an exterior play structure; avoiding tripping hazards; a weather-resistant cover to protect the sand area from cats and droppings from small animals and many more items. A list of certified playground safety inspectors can be found at the California Park and Recreation Society website www.cprs.org.

Though licensing requires the availability of drinking water at the exterior space, a drinking fountain is not mandatory and a portable water cooler with disposable cups can be acceptable.

Child care operators of preschool programs may be required by their operating funding source to comply with higher quality standards. Industry standards for quality recommendations include the following:

- Adequate and safe outdoor space that is easily supervised (clear sightlines, etc.)
- Protected exterior and indoor spaces that could be used in the event of inclement weather
- Outdoor space has convenient features (close to toilets and drinking water, accessible storage and/or direct access to classrooms)
- Outdoor space has some protection from the elements like strong winds or has areas that can provide shade
- Varying types of surfaces, e.g. grass, cement, sand, etc.

Scope of Work: The following are examples of scope of work related to outdoor space.

- New play structure
- Integral “unitary” safety floor surface material
- Drinking fountain with hi-low drinking spouts
- Sand box
- Benches
- Planter boxes
- Storage, and/or
- Four feet high fence

For **Outdoor Space Costs**, please refer to Cost Study item #7 in the table at the end of this section.

**Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)**

8. Indoor Space, General

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing has established a minimum ratio of 35 square feet of child care space for each child. The 35 square feet does not include the area dedicated to toilets, hallways, offices, mechanical room, janitor's closet, storage and built-in furnishings and cabinets below 4'-0".

Solutions: If the square footage of the interior space is below the minimum 35 square feet for each child, review the space to determine if any of the lower cabinets or built-in furnishings can function properly as wall cabinets mounted with clearance of 4'-0" above the finished floor. Now, the area below the wall cabinets can be counted as part of the square footage of the interior space.

Though licensing requires the minimum interior space to be no less than 35 square feet for each child, industry standards for quality recommend 50 square feet of interior space for each child. The 50 square feet per child allows more designated activities to occur and reduces the amount of activity and circulation congestion within the child care space.

Other industry standards for quality include the following:

- Ample indoor space that allows children and adults to move about freely with appropriate sightlines for supervision, good ventilation, natural lighting, good acoustics and space that is accessible to children and adults with disabilities
- Individual cubbies for each child in the classroom to store their personal belongings
- For best safety practices, provide safety covers/caps at electrical sockets
- If the program offers food, space for food preparation must be away from play and toileting and include enough space for maneuvering and be disabled accessible
- If the program operates in the afternoon, sufficient space for nap cots or mats must be available. Ideally, when mats are being used, they will be three feet apart, but should never be less than 18 inches apart or separated by solid barriers

Scope of Work: The following are examples of scope of work related to indoor space.

- Provide safety covers/caps at electrical sockets
- Food preparation area
- Four feet pre-fabricated wall storage unit
- Loft play structure
- Built-ins: cubbies, storage cabinets, etc.

For **Indoor Space Costs**, please refer to Cost Study item #8 on in the table at the end of this section.

**Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)**

9. Children's Toilets and Sinks

Site Location -

Building Name: _____

Address: _____

City: _____

a. Minimum Number of Children's Toilets and Sinks:

Background: Licensing mandates a minimum ratio of one children's toilet and one sink for each 15 children served at the child care center. Toilets are available that are specifically designed and sized for preschool children.

Industry standards for quality recommendations include the following:

- Programs must have a sink for hand washing after toileting and a separate sink for all other things. (Ideally programs will have at least one child-sized sink and one adult sink available for non-toileting purposes.)
 - Hands free and temperature controlled faucets
 - Hands free soap dispensers
 - Hand dryers
- (Please note that child care programs that are primarily concerned about hygiene have found the hands-free (motion-sensor) faucets and hand dryers to be a better alternative to handle faucets and paper towels. However, handle faucets and paper towels may be a more developmentally appropriate option for children learning proper hygiene and how to use bathroom fixtures.)

Solutions: If no children's toilets and sinks are installed at the facility, keep in mind the following when incorporating these items at the facility:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the children's toilets and sinks is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), the cost of installing these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of children's toilets and sinks needs to conform to disabled accessibility clearances and requirements. Also, children-sized toilets vary in dimensions from one manufacturer to another and may affect critical minimum disabled accessible clearances. Please refer to the Supplemental Information No. 6, Americans with Disabilities Act.

b. Location of Children's Toilets and Sinks:

Background: If the children's toilets and sinks are not located in the space and away off the corridor, the activities within the child care will need to be adjusted or disrupted to allow for proper monitoring of children when the toilets are used. Licensing requires, at a minimum, visual supervision of all children at all times. Therefore, children are not allowed to exit the classroom to use the children's toilets on their own and a teacher or designated adult aide would need to accompany the child/children.

Some child care centers require children to use the corridor-located children's toilets at set times. As a result, the child care's activities revolve around these set times and invariably and occasionally, some children do not conform to these set times and the entire class is disrupted or "an accident" happens within the child care center.

Solutions: By having children's toilets and sinks within the child care and surrounded by low walls, children can use the toilets when the need arises and be under the visual supervision of the teacher, who can maintain compliance with licensing and the continuity of the class activity without disruption.

The location of children's toilets and sinks within the space should be planned in relationship to the other activities and if possible, close to existing plumbing and conform to disabled

accessibility clearances and requirements. See Supplemental Information No. 6 Americans with Disabilities Act.

Scope of Work: The following are examples of scope of work related to children's toilets and sinks.

- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – far from existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – far from existing plumbing
- New child size trough sink for arts
- Hands free and temperature controlled faucets
- Hands free soap dispensers
- Hand dryers

For **Costs Related to Children's Toilets and Sinks**, please refer to Cost Study item #9 in the table at the end of this section.

Supplemental Information
Public School Facilities
Preschool Programs (3 – 4 year olds)

10. Staff Space

Site Location -

Building Name: _____

Address: _____

City: _____

a. Adult Toilets and Sinks:

Background: Licensing requires toilet facilities used by adults to be separate from those being used by children. The adult toilets and sinks do **not** have to be within the child care space.

Solutions: The California Building Code requires separate gender (men and women's) or two uni-sex adult restrooms for a child care facility. The building code allows for an exception for retail businesses with four or fewer employees to have one uni-sex adult restroom. However, an exception for a child care facility can be found not in the main body of the building code but in appendix chapter 29A, minimum plumbing fixtures.

However, the appendix chapters are not legally binding unless specifically adopted by DSA. If appendix chapter 29A is adopted and applicable, Footnote 3 indicates "*When the design occupant load is less than 10 persons, a facility usable by either sex may be approved by the building official.*" If the total amount of child care staff is nine or less, please review with DSA if one uni-sex adult restroom would be acceptable.

If no adult toilets and sinks are installed at the facility, keep in mind the following ideas when incorporating these items at the facility:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the adult toilets and sinks is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space

below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of adult toilets and sinks needs to conform to disabled accessibility clearances and requirements. Please refer to the Supplemental Information No. 6, Americans with Disabilities Act.

b. Adult Storage Space and Lounge:

Background: Recommendations for a quality child care include the following:

- Separate areas for staff (separate bathroom, safe places for storage of personal belongings, facilities for staff meals/snacks and area away from classroom with adult sized furniture), accommodations for staff with disabilities
- Adequate space for files, adult meetings, ample storage (for staff needs as well as for hazardous materials such as cleansers, etc.)

Solutions: Review what existing adjacent spaces are not being used and whether those spaces can be used as a staff lounge as well as storage. If walls need to be constructed for a staff lounge and storage, please confer with the local building department to determine the required permits for construction, mechanical ventilation and electrical.

One consideration is if the ceiling height is tall where the staff lounge and storage will be located, reducing the wall height and framing a ceiling may reduce the overall costs. For example, rather than frame the walls of a staff lounge and storage to the full height of a space with a 17 feet high ceiling, it may be more cost effective to frame the walls to eight feet and platform frame a ceiling.

Scope of Work: The following are examples of scope of work related to staff space.

- New adult toilet and sink (disabled accessible with wood floor structure) – close to existing plumbing
- New adult toilet and sink (disabled accessible with wood floor structure) – far from existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – close to existing plumbing

- New adult toilet and sink (disabled accessible with concrete floor structure) – far from existing plumbing
- New staff lounge

For **Costs Related to Staff Space**, please refer to Cost Study item #10 in the table at the end of this section.

**Cost Study
Public School Facilities
Preschool Programs (3 – 4 year olds)**

Site Location -

Building Name: _____

Address: _____

City: _____

Gross Square Footage of Building (GSF): _____

Legend: SF=Square Feet, LF=Linear Feet, LS=Lump Sum, EA=Each

COST STUDY SUMMARY					
ITEM #	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL
1	HAZARDOUS MATERIALS				
2	HISTORICAL				
3	LOCATION				
4	PROPERTY LINE				
5	EXITS				
6	AMERICANS WITH DISABILITIES ACT				
7	OUTDOOR SPACE				
8	INDOOR SPACE				
9	TOILETS AND SINKS				
10	STAFF SPACE				
	SUBTOTAL CONSTRUCTION COSTS				
	CONSTRUCTION PRORATED COSTS				
	GENERAL CONDITIONS				
	ESCALATION				
	COMPLEXITY FACTOR				
	OVERHEAD AND PROFIT				
	BONDS				
	TOTAL CONSTRUCTION COSTS				
	SOFT COSTS				
	TOTAL PROJECT COST				
DIVIDE THE TOTAL PROJECT COST BY GSF					\$/SF

Competitive Bidding

The prices in this Estimate are based on Competitive Bidding. Competitive Bidding is receiving responsive bids from at least five (5) or more General Contractors and three (3) or more responsive bids from Major Subcontractors or Trades. Major Subcontractors are Structural Steel, Plaster / EIFS Contractors, Mechanical, Plumbing and Electrical Subcontractors.

Without Competitive Bidding, Contractor bids can and have ranged from 25%-to 100% over the prices in this Estimate, depending on the size of the job.

We urge you to notify your client of the existing difficult bidding climate, and work with them to ensure that the project is adequately publicized so that they can get the minimum number of bids for competitive bidding. Please contact LSA if you need ideas about how to publicize your project.

CONSTRUCTION PRORATED COSTS		CHOOSE %
GENERAL CONDITIONS - JOB COSTS THAT DO NOT INCLUDE LABOR, MATERIAL OR EQUIPMENT	RANGE IS FROM 10% TO 20%	
ESCALATION - COST OF MATERIALS AND LABOR INCREASES OVER A PERIOD OF TIME - 1 YR	RANGE IS FROM 3% TO 12%	
GEOGRAPHICAL FACTOR - ADJUSTMENTS TO BASE COSTS IN ESTIMATE TO ACCOUNT FOR SITE SPECIFIC COSTS. BASE COSTS ARE SAN FRANCISCO, CA. REFER TO SAYLOR PUBLICATIONS - CURRENT CONSTRUCTION COSTS OR R.S.MEANS CITY COST INDEX. CAUTION MUST BE USED FOR REMOTE OR IMPACTED AREAS WITH THE SCHEDULE RESTRAINTS. REMOTE AREAS MAY BE WELL OVER 10%	RANGE IS FROM 0% TO 10%	
COMPLEXITY FACTOR - ADDED COST FROM DIFFICULT WORK ENVIRONMENT, SCHEDULING DIFFICULTIES, OR DOWN TIME.	RANGE IS FROM 0% TO 10%	
OVERHEAD AND PROFIT - ADMINISTRATIVE OFF SITE COSTS AND PROFIT. DEPENDS ON THE SIZE OF THE JOB	RANGE IS FROM 10% TO 25%	
BONDS - PERFORMANCE BONDS, SUPPLIER BONDS AND OTHER BONDING REQUIREMENTS	RANGE IS FROM .75% TO 2.5%	
ALL PERCENTAGES ARE BROUGHT FORWARD TO SUMMARY SHEET		
SOFT COSTS		
ARCHITECTURAL AND ENGINEERING FEES	RANGE IS FROM 8% TO 12%	
GEOTECH FEES - PROVIDED BY OWNER	RANGE IS FROM 1.5% TO 2%	
CHANGE ORDER CONTINGENCY	RANGE IS FROM 5% TO 10%	
CONSTRUCTION MANAGEMENT	RANGE IS FROM 4% TO 7%	
AREA ADMINISTRATIVE FEES	RANGE IS FROM 2% TO 5%	
MISC FEES NOT COVERED IN THE ABOVE	RANGE IS FROM 5% TO 10%	
TOTAL SOFT COSTS PERCENTAGE CARRIED FORWARD TO SUMMARY SHEET		

1	HAZARDOUS MATERIALS	Quantity			Amount
	LEAD PAINT CLEANED, MAINTAINED AND STABILIZED		SF	3.00	
	LEAD PAINT REMOVED OR ABATED IN ITS ENTIRETY		SF	16.50	
	ASBESTOS MATERIALS ENCAPSULATED		SF	1.50	
	ASBESTOS REMOVED OR ABATED IN ITS ENTIRETY - INCLUDES TRANSPORT OFF SITE		SF	8.50	
	SUBTOTAL 1				
2	HISTORICAL	Quantity			Amount
	HISTORICAL RENOVATIONS WILL REQUIRE AN ARCHITECT TO DETERMINE TO WHAT LEVEL TO STRUCTURE IS TO BE RENOVATED AND TO DETERMINE WHAT PART IS HISTORICAL AND WHAT IS NOT.				
	THE SURVEYOR SHOULD NOT BE EMPOWERED TO MAKE THESE DECISIONS.				
	SUBTOTAL 2				
3	LOCATION	Quantity			Amount
	ASSUME THAT THE BASEMENT HAS TWO DOORS -STRUCTURAL WORK TO CORRECT WOULD BE PROHIBITIVE.				
	CHILD CARE ON SECOND FLOOR BUT NOT ABOVE FOURTH FLOOR				
	AUTOMATIC SPRINKLER SYSTEM - 1000 SF MIN		SF	4.50	
	BACKFLOW PREVENTOR - IF REQUIRED		EA	7,500.00	
	SPRINKLER PIPING FROM STREET - IF REQUIRED		LF	35.00	
	POINT OF CONNECTION - IN STREET		EA	1,500.00	
	FIRE ALARM SYSTEM - COMPLETE		SF	3.50	
	SEPARATE STAIRS MEANS OF EVACUATION FOR CHILDREN.		LS	20,000.00	
	ADDED SMOKE BARRIERS TYPICAL -40FT x 12 FT		SF	10.50	
	SUBTOTAL 3				

4	PROPERTY LINE	Quantity			Amount
	2 HR RATED WALL				
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYERS OF 5/8" TYPE "X" GYPBOARD BOTH INSIDE AND OUTSIDE OF STUD WALL. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	88.00	
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYER OF 5/8" TYPE "X" GYPBOARD TO THE INSIDE OF STUD WALL. ADD THREE COAT STUCCO OVER EXTERIOR GYPSUM SHEATHING. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	57.00	
	2 HR FIRE RATED WALL- INTERIOR SHAFT WALL				
	C-H OR C-T- METAL STUD WALL, 1" LINER AND TWO LAYERS 5/8" TYPE "X " GYPBOARD ON INTERIOR SIDE, PAINT AND BASE. INTERIOR WALL IS 8 FT HIGH.		LF	78.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	SUBTOTAL 4				
5	EXITS	Quantity			Amount
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	RELOCATE EXISTING MECHANICAL		EA	250.00	
	ADD FOR FIRE RATED DOOR AND FRAME.		EA	195.00	
	SUBTOTAL 5				

6	AMERICANS WITH DISABILITIES ACT	Quantity			Amount
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	HAND RAILS ATTACHED TO THE BUILDING		LF	45.00	
	GUARD RAILS -4 RUNG W/ HAND RAIL		LF	95.00	
	NEW ENTRY DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	INTERIOR RAMP W/ RELOCATION OF M.E.P.		LF	40.00	
	INTERIOR RAMP W/ RELOCATED M.E.P.		LF	35.00	
	NEW ADULT TOILET AN SINK WITH ROUGH IN		SET	6,820.00	
	NEW CHILD TOILET AN SINK WITH ROUGH IN		SET	6,420.00	
	NEW GRAB BARS - ONE SET 36" AND 42" LENGTH		SET	155.00	
	REPLACE DOOR KNOBS TO LEVER HARDWARE.		EA	185.00	
	DEMO (E) CABINET AND COUNTERTOP AND REPLACE IT WITH P-LAM COUNTERTOP @34"		LF	820.00	
	TEMPORARY RAMPS AT (E) THRESHOLDS &STEPS		LF	25.00	
	SUBTOTAL 6				
7	OUTDOOR SPACE	Quantity			Amount
	NEW PLAY STRUCTURE – PRESCHOOL		EA	25,000.00	
	INFANT- PRESCHOOL SAFETY PLAY SURFACE		SF	16.00	
	DRINKING FOUNTAINS W/ HI-LOW SPOUTS WITH ROUGH -IN PIPING AND VALVING		EA	2,750.00	
	SAND BOX - WOOD FRAME AND SAND		EA	500.00	
	BENCH FOR OBSERVATION OF CHILDREN		EA	800.00	
	PLANTER BOX - MEDIUM		EA	175.00	
	PORTABLE STORAGE UNIT		EA	500.00	
	4FT HIGH FENCE		LF	17.00	
	SUBTOTAL 7				
8	INDOOR SPACE	Quantity			Amount
	SAFETY CAPS FOR EACH DUPLEX RECEPTACLE DEVICE		EA	15.00	
	FOOD PREPARATION AREA - BASE CABINET 30 LINEAR FT, SINK, GARBAGE DISPOSER		LF	211.67	
	PREFAB WALL STORAGE UNIT		LF	185.00	
	LOFT PLAY STRUCTURE		EA	5,000.00	
	CHILD CARE FURNISHINGS		LS	15,000.00	
	SUBTOTAL 8				

9	TOILETS AND SINKS	Quantity		Amount	
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISITNG PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	NEW TROUGH SINK FOR ARTS WITH ROUGH IN CLOSE TO EXISTING PLUMBING		EA	1,950.00	
	ADDER FOR HANDS FREE TEMPERATURE CONTROLLED FAUCET		EA	1,075.00	
	HANDS FREE SOAP DISPENSER		EA	500.00	
	HAND DRYER		EA	560.00	
	SUBTOTAL 9				

10	STAFF SPACE	Quantity			Amount
	SEPARATE STAFF TOILET AREA				
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,310.00	
	WOOD FLOOR STRUCTURE		SF	14.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,510.00	
	WOOD FLOOR STRUCTURE		SF	14.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,310.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,510.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	WALLS FOR TOILET SPACE = 64 SF 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	SEPARATE STAFF LOUNGE				
	FLOORS FOR STAFF ROOM		SF	3.50	
	CEILING FOR STAFF ROOM		SF	6.50	
	WALLS FOR STAFF SPACE = 10X12 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	FULL HEIGHT CLOSET - PERSONAL STORAGE		LF	250.00	
	FILE SPACE AND DESK - FFE FURNISHED BY OTHERS				
	SUBTOTAL 10				

**Assessment Checklist
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)**

Site Location -

Building Name: _____

Address: _____

City: _____

Infants are defined as a child under two years of age. Toddlers are defined as a child from 18 months to 30 months of age.

Your building renovation will be subject to review by the Division of the State Architect (DSA). The Assessment Checklist for Public School Facilities assumes the following:

- The subject building is compliant with the Field Act
- A child care center is an approved permitted use by the school district and DSA, and
- A child care center will not require additional parking spaces by the school district and DSA

If the subject building is not compliant with the Field Act, the project is assumed to be not financially feasible. Unless a restriction or additional requirements has been implemented by the school district and/or DSA, the other two items of permitted use and parking spaces have been typically approved. For these two items, please confirm with the school district and DSA that these are approved items before proceeding with this checklist.

Please respond to the items listed below. If the responses to all the enclosed items are “Yes”, the space is considered readily adaptable for infant/toddler programs. For any “No” or “Don’t Know” response, corresponding supplemental information is provided to help evaluate the readiness of the facility and to help guide modifying the facility.

It is highly recommended that all the corresponding supplemental information be read thoroughly so the user can fully understand each item in the check list.

1. **Hazardous Materials:** Does the space have a report indicating no hazardous materials (like asbestos and lead containing materials) are present? Yes ☐ No ☐ Don’t Know ☐
(*This does not include hazardous conditions, such as mold, that may arise from deferred maintenance or other circumstances and should be treated separately.*)

2. **Historical Significance:** Is there **no** historical significance, designation or registration on the building? Yes ☐ No ☐ Don't Know ☐
3. **Location:** Is the space located on the first floor? Yes ☐ No ☐ Don't Know ☐
4. **Property Line:**
- c. Does the entrance of the building front onto a public street with a minimum width of 20 feet? Yes ☐ No ☐ Don't Know ☐
- d. Except the exterior wall facing the front/street, are none of the remaining walls located within five feet of the property line? Yes ☐ No ☐ Don't Know ☐
5. **Exits:** Does the space have two exits separated by a minimum distance equivalent to one-half the diagonal of the space? Yes ☐ No ☐ Don't Know ☐
6. **Americans with Disabilities Act:** Is the space disabled accessible for entry, path of travel, children's toilets and sinks? Yes ☐ No ☐ Don't Know ☐
7. **Outdoor Space:** Is there a distinct and divided play area directly on the property for infants and toddlers? Multiply the number of children to be served by 75 square feet per child. This total is the minimum size of the play area unless licensing allows a variance of multiple scheduled play times. Yes ☐ No ☐ Don't Know ☐
8. **Indoor Space (general):** Multiply the number of children to be served by 50 square feet per child. This total is the minimum interior size of the space (35 square feet is required for licensing, exclusive of toilets, built-in

furnishings/cabinets below 4'-0", hallways, offices, mechanical room, janitor's closet and storage, therefore 50 square feet is the most common rule of thumb). Does this space have the minimum square footage?

9. Infants and Toddlers' Sinks and Potty Chairs:

- | | | | |
|--|------------------------------|-----------------------------|-------------------------------------|
| a. There shall be a minimum of one hand washing sink for every 15 infants/toddlers, one potty chair for every five infants being toilet trained and one children's toilet for every 15 toddlers. Does the space have the minimum number of children's sinks, potty chairs and toilets? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| b. Are sinks, potty chairs and toilets within the space and allow for easy visual supervision by the teacher? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| c. Are there separate sinks for toilet and for other activities? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |

10. Nap Room:

- | | | | |
|---|------------------------------|-----------------------------|-------------------------------------|
| a. Does the space have a dedicated separate room for infants to nap? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
| b. Does the nap room allow visual supervision by a window or door with glass? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |

11. Diaper Changing Area: Cannot be located in the kitchen/food preparation area.

- | | | | |
|--|------------------------------|-----------------------------|-------------------------------------|
| a. Does the infant changing table have a padded surface no less than 1" thick and covered with a washable vinyl or plastic as well | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don't Know <input type="checkbox"/> |
|--|------------------------------|-----------------------------|-------------------------------------|

as having raised sides at least three inches high?

- b. When the infant changing table is in use, is it within arm's reach of a sink and does staff have a clear sightline into the classroom for supervision? Yes ☐ No ☐ Don't Know ☐

12. Staff Space:

- a. Does the space have access to two disabled accessible adult restrooms? Yes ☐ No ☐ Don't Know ☐
- b. Does the space have adult storage space separate from the child care? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐
- c. Is there a separate space for staff lounge? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

1. Hazardous Materials

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Many older buildings contain materials now considered hazardous like asbestos and lead. These hazardous materials have been identified to cause physical harm and/or detrimentally affect the developmental growth of infants, toddlers and young children.

Buildings built prior to 1978 may contain lead paint or exterior playground areas may contain lead due to environmental conditions from lead-based gasoline used in automobiles or from peeling exterior lead paint onto ground surfaces. When lead painted surfaces like a double-hung window slides against its jamb or when a door opens and closes, the friction between adjoining surfaces causes lead dust, which can be ingested by children and cause elevated non-acceptable lead levels.

Asbestos is found in older vinyl floor tile, glue/mastic, roofing materials and in plaster wall and ceiling finishes. When asbestos containing materials are chipped or surfaces are disturbed, small asbestos fibers are emitted and the material is considered “friable”. If inhaled, asbestos fibers have been identified as a carcinogen.

Solutions: If the condition of the lead painted surfaces is not decaying or peeling, a frequent cleaning, maintenance and stabilization procedure may be an acceptable procedure to minimize lead dust. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

For asbestos containing materials, encapsulation or the complete covering and sealing of asbestos surfaces can be an acceptable method of controlling the release of asbestos fibers. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

If renovation and construction occurs in the space, a certified industrial hygienist or equivalent professional is hired to perform a hazardous material management program that will instruct the contractor how to control and properly dispose of the disturbed surfaces that contain hazardous materials. The certified industrial hygienist or equivalent professional is also hired to monitor the contractor’s work and adherence to the hazardous material management program.

Scope of Work: The following are examples of scope of work related to hazardous materials.

- Lead painted surfaces to be cleaned, maintained and stabilize
- Lead painted surfaces are removed or abated in its entirety
- Asbestos containing materials are encapsulated, and/or
- Asbestos containing materials are removed or abated in its entirety

For **Hazardous Materials Costs**, please refer to Cost Study item #1 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

2. Historical

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Historically registered, significant or eligible buildings are recognized by local jurisdictions to be important to the heritage of its neighborhood, city, state and/or era due to its exterior and/or interior architectural elements/design or was the setting for a historical event or person.

If the proposed building is historically registered, significant or eligible, then any proposed modifications to the exterior or interior needs to be compatible with the state historical building code and if required by the funding source, the renovation needs to be reviewed and approved by the California Office of Historical Preservation (<http://ohp.parks.ca.gov/>).

Solutions: Determine the interior and exterior renovations required for the child care center. Contact the proper agency that has jurisdiction over the project to establish a project review meeting. For certain projects, in addition to local review, the funding for the project may also require review from the California Office of Historical Preservation.

The project review meeting will establish the standards the jurisdiction will have for the project. For example, if portions of the exterior or interior are determined to have historical significance then those portions need to remain in place or be restored. Other examples include new electrical conduit work may need to be concealed instead of exposed with surface mounted conduit, and/or a damaged wood window would need to be replaced with a wood window of similar configuration instead of a vinyl or aluminum window.

Arrange a time to meet with the agency of jurisdiction at the child care facility to view the areas impacted by the scope of work. At this project review meeting, describe what will be removed and as detailed as possible, what elements (walls, building systems like electrical, mechanical, plumbing, security, fire alarm and fire sprinkler) will be built. Written meeting minutes and photographs documenting the agreed upon scope of work will facilitate its sign-off when the construction is completed.

If the state historical building code is applicable, this code does provide for alternate construction means, which allows for some latitude to accomplish the intent of the current California Building Code. Please review the state historical building code or work with an architect with knowledge of this code.

Costs: The costs will range widely depending on the availability of historical elements or the custom fabrication of these elements. For **Historical Costs**, please refer to Cost Study item #2 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

3. Location

Site Location -

Building Name: _____

Address: _____

City: _____

Background:

When a child care center is located above or below the first (ground) floor, Section 305.2.3 of the 2001 California Building Code adds the following requirements to ensure the safe evacuation of children:

- A child care center is allowed to be located in basements or stories having floor levels within four feet (measured vertically) from the adjacent ground level, if exterior exit doors can be provided from that level.
- If a child care center is located on the second floor, the entire building (and not just the child care center) needs to have an automatic sprinkler system throughout as well as having two stairs or exits (that are separated by more than one-half the diagonal of the served space) for the exclusive use of the child care center children and staff. In a panic situation, the building code provides for the safe evacuation of children using their separate stairs and prevents the children from being overrun by adults evacuating the building. Therefore, if the second floor has multiple uses like offices and child care, the offices are required to have their exits separate and distinct from the child care center.
- A child care center can be located above the first floor if the building's type of construction is classified as Type I, Type II-fire resistive, Type II-one hour and Type III-one hour fire resistive construction. These types of construction typically incorporate non-combustible and/or durable elements like concrete and steel or fire-rated gypsum board in multiple layers to achieve higher fire-ratings. However, even with these types of construction, a child care center serving more than 12 children or children under the age of seven cannot be located above the fourth floor. When located in buildings with these types of construction, the child care center will also need to comply with all of the following:
 - a. The entire story where the child care center is located will have an approved manual fire alarm and smoke detection system.

- b. If the child care center is more than 1,000 square feet, the child care center will need to be divided into at least two compartments of approximately the same size by “smoke barriers” with 20-minute fire rated door openings protected by smoke and draft control assemblies. (More detailed information can be reviewed in Section 305.2.3.3.3 in the 2001 California Building Code.) Each of these compartments will have not less than two exits and at least one of the exits shall be into a separate means of egress to a public way.
- c. The entire building (and not just the child care center) will be equipped with an automatic sprinkler system throughout.

Solutions: If a child care center is not located at the ground floor, please thoroughly check the existing building for conformance to the requirements mentioned above.

If a child care center occupies the entire second floor and the existing building has an automatic fire sprinkler system throughout, then the building’s existing two exit stairs will be sufficient.

Avoid mixed-use occupancies at the second floor. Otherwise, two new additional exit stairs dedicated exclusively for child care use will be required for a total of four stairs from the second floor to the ground floor. Please note that if new additional exit stairs are incorporated in the building, a corresponding space will be impacted or lost below the exit stairs at the ground floor.

Scope of Work: The following are examples of scope of work related to location for a standard classroom size for 24 children at the second floor:

- Automatic fire sprinkler throughout the building (not just the classroom)
- Manual fire alarm and smoke detection system
- New exit stairs from second floor to ground floor, and/or
- “Smoke barriers” with 20-minute fire rated door openings

For **Costs Related to Location**, please refer to Cost Study item #3 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

4. Property Line

Site Location -

Building Name: _____

Address: _____

City: _____

Background: For the front entrance exterior wall, Section 305.3 of the 2001 California Building Code states: *“All buildings housing Group E Occupancies shall front directly on a public street or an exit discharge not less than 20 feet. The exit discharge to the public street shall be a minimum 20-foot-wide right-of-way, unobstructed and maintained only as access to the public street. At least one required exit shall be located on the public street or on the exit discharge.”*

The building code defines “exit discharge” as *“that portion of the means of egress system between the exit and the public way.”* For example, if the building’s entry does not front directly onto a public street and the building’s entry faces a side entry court, the entry court must have a minimum depth of 20 feet for the distance from the entry doors to the public street. The building code mandates this requirement to facilitate an efficient and rapid egress from the child care center to the exterior of the building and to a public street where occupants can be away from the building and reasonably safe, as well as provide access to the fire department for fire-suppression activities and rescue.

When an exterior property line wall (except the front/street-facing wall) of the child care center is located within five feet of the site’s property line, the California Building Code in chapter five, Table 5-A requires a fire-rated constructed wall to be able to maintain its integrity when a fire occurs on one side of the wall for a duration of two hours for wood frame (Type V) construction and specific concrete and steel construction (Type II one-hour and Type II-N) with two hour non-combustible fire-resistive ratings. However, certain specific concrete and steel (Types I, II fire resistive, III-one hour, III-N and IV-heavy timber) construction requires a four-hour fire-resistive rating.

If the child care space serves 20 or fewer children, the California Building Code makes an exception to the two-hour fire-resistance requirement and requires one-hour fire-resistance for walls within three feet of the property line for Type V, Type II one-hour and Type II-N construction and again, a four-hour fire-resistive rating for Types I, II fire resistive, III-one hour, III-N and IV-heavy timber construction.

Solutions: If the front entrance exterior wall does not open directly on to a public street or exit discharge of not less than 20 feet, please confirm with DSA that the child care occupancy will be acceptable. For example, public schools provided educational occupancies previously without complying with this code provision.

Property line exterior walls that are properly constructed of poured-in-place concrete or concrete block typically fulfill the two-hour and four-hour fire resistance requirement. If the exterior wall is constructed with wood framing, the composition of the wall materials for a two-hour fire rating needs to be verified.

If existing approved building permit plans are available, the documentation may indicate the fire-rating construction of the exterior wall. For example, the floor plans may have a note that indicates “two-hour fire rated wall” or a detail reference is adjacent to the property line wall and the detail referenced drawing describes the composition of the wall as a two-hour fire-rated assembly. Underwriters Laboratories (UL) two-hour fire rated walls can be composed by a variety of materials.

If no drawings are available, exploratory demolition may be required to verify the fire-rating of the property line wall. Exploratory demolition is limited and controlled removal of existing construction components. Once all the exterior and interior components are revealed, the local building and/or fire official/inspector will need to review and accept in writing the conformance of the construction components to the required fire-rating.

Scope of Work: The following are examples of scope of work related to property line:

- A two-hour fire-rated, 8 feet high wall with two layers of 5/8” exterior gypsum sheathing on the exterior side and two layers of 5/8” interior gypsum board (stamped Type ‘X’) on the interior side of an exterior wood stud.
- Another example of a two-hour fire-rated, 8 feet high wall is two layers of interior 5/8” gypsum board (stamped Type ‘X’) and on the exterior side, minimum 7/8” thick cement plaster (stucco) over 5/8” exterior gypsum sheathing.
- If the existing wall is determined **not** to be equivalent to a two-hour fire rating, verify with DSA and fire marshal if constructing a narrow (less than 3 inches in depth!) Two-hour fire-rated shaft wall against the interior wall would be acceptable. Shaft wall construction is designed to be constructed from one-side (or the interior side) and the finished look would be equivalent to a standard painted gypsum board wall surface. Please note that any electrical outlets or other plumbing/mechanical items would need to be relocated to the finished surface of the shaft wall.

For **Costs Related to Property Line**, please refer to Cost Study item #4 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

5. Exits

Site Location -

Building Name: _____

Address: _____

City: _____

Background: When a child care space serves more than seven children, two exits separated by a minimum distance equivalent to one-half the diagonal are required. (California Building Code, Table 10-A) For example, if a child care space's longest diagonal is 50 feet, then the horizontal (straight-line) distance measured from the centerline of one exit door to the other needs to be a minimum of 25 feet apart.

Solutions: When a child care space does not have two exits, then a second exit needs to be constructed. If the child care space is adjacent to an exit corridor or an adjacent exterior public way like sidewalk or exterior grounds, then the second exit can be constructed in these areas and located to comply with the separation requirements mentioned above.

When a second exit is constructed, temporary shoring may be required if the new door opening is to be located within a load-bearing wall as well as installing a new structural horizontal member (header) and related framing. Also, electrical conduit and other plumbing/mechanical related items may need to be relocated in the wall cavity to achieve the new door opening.

If a building maintenance person is knowledgeable of the space and/or if record or as-built drawings are available, consult with the maintenance person and/or review the drawings for location of existing electrical/plumbing/mechanical items and locate the second exit to avoid disruption of these items and thereby minimize the costs associated with rerouting such items. The new door and frame may need to have a fire-rating as required by the building code with patching/painting the surrounding areas of proper materials to maintain the fire-rating of the wall and provide a finished and seamless appearance.

Scope of Work: The following are examples of scope of work related to exits:

- New door and frame in a non-load bearing wall
- New Door and Frame in load bearing wall
- Relocation of existing electrical
- Relocation of existing plumbing
- Relocation of existing mechanical, and/or
- New fire-rated door and door frame

For **Costs Related to Exits**, please refer to Cost Study item #5 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

6. ADA

Site Location -

Building Name: _____

Address: _____

City: _____

Background: The Americans with Disabilities Act is a Federal Civil Rights Law that mandates disabled accessibility for public spaces including child care. Provisions for disabled accessibility are incorporated into the California Building Code.

Solutions: In renovation projects, the California Building Code prioritizes three aspects of providing disabled accessibility.

The first priority is disabled access at all entrances to the child care. Approaching an entry door, the slope of the walkway to the landing in front of an entry door cannot exceed a slope of 1 vertical to 12 horizontal (1:12 or 8.3%) and the “level landing” in front of an entry cannot exceed a slope of ¼ vertical to 12 horizontal (¼:12 or 2%). The minimum depth and length of the “level landing” is determined by the swing (inward or outward) of an entry/exit door and the walkway’s directional approach.

Should the walkway have a slope of less than 8.3% (1:12) and greater than 5% (1:20), the walkway is considered a ramp and handrails on each side of the walkway/ramp will be required. If the walkway has a vertical rise greater than 30”, a 6’-0” level landing is required for every 30” of vertical rise. The minimum width of an entry door typically needs to accommodate disabled access as well as exiting/occupant load requirements and depending upon these requirements, a single or double 3’-0” wide by 6’-8” high door(s) will be required by the California Building Code. (The actual requirements require calculating the number of children and staff (occupant load) that will exit through these doors and multiply this number by a width factor established by the California Building Code.)

The second priority is the path of travel to the child care space. Once beyond the entry door and in order to use the child care, the path of travel to the child care needs to be disabled accessible. If the hallway has stairs between the entry door and child care then the path of travel is not disabled accessible. If the amount of stair risers is few and the hallway has sufficient length, the stairs could be removed and a disabled accessible ramp (maximum slope would be 1:12 with handrails on each side with proper length of top/bottom landings) could be installed. Check with the building maintenance person and/or record/as-built drawings to verify that no main electrical/plumbing/mechanical items are below the stairs prior to removal. Relocating main electrical /plumbing/mechanical items may make the installation of a disabled accessible ramp cost-prohibitive. If installing the disabled accessible ramp is feasible, verify that the adjacent

existing hallway doors clear the ramp and no conflict or a change in level greater than one-half inch will occur.

If a ramp is not feasible, some local building jurisdictions may accept a vertical lift though an elevator would be preferred. Please check with the local building department for acceptability of the preferred direction.

The third priority is making the sanitary facilities, like children's and adults' toilets, and a partial list of other items like door hardware, sinks, kitchen appliances and countertops to be disabled accessible.

For children's and adult's toilets, the water closet's centerline needs to 12" for children's toilets and 18" for adult's toilets from the side wall as well as having sufficient space of 48" in front and up to 32" to the side of the water closet. Grab bars at the water closet's side and back are also required and must withstand a vertical load of 250 lbs.

Other items include the following:

- Door knobs need to be replaced with levers
- Sinks and kitchen appliances should have controls that do not require tight grasping, pinching or twisting of the wrist
- Countertops should have a maximum height of 34" to its top
- Temporary ramps for interior and exterior thresholds and steps

Please refer to the California Building Code's Chapter 11, which provides diagrams and narrative on these and many other requirements for renovation and new construction projects.

Scope of Work: The following are examples of scope of work items related to the Americans with Disabilities Act:

- New exterior concrete walkway with handrails on each side of the walkway
- A new 3'-0" wide entry door with standard reframing
- New interior ramp, without relocation of electrical, plumbing and mechanical items
- New interior ramp with relocation of electrical, plumbing and mechanical items
- New adult toilet and sink
- New children's toilet and sink
- New grab bars
- Replacing door knobs to door levers
- Standard lower cabinet with a finished plastic laminate countertop height of 34"
- Temporary ramps for interior and exterior thresholds and steps (when more cost-effective or practical than permanent ramps)

For **Costs Related to Americans with Disabilities Act**, please refer to Cost Study item #6 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

7. Outdoor Space

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing requires exterior play space appropriate for children. The exterior space should be close or adjacent to the interior child care space. The exterior space needs a defined perimeter such as a minimum four feet high fence and the play equipment must be age appropriate.

Solutions: If the square footage of the exterior space is below the minimum 75 square feet for each child, contact licensing for a determination if two play sessions will be acceptable, reducing the required square footage to one-half of the minimum 75 square feet for each child.

Please note that the exterior space is subject to the California Playground Safety Regulations, which requires a certified playground safety inspector to review the finished exterior space for compliance to established guidelines. Some of the guidelines include a safety material like a unitary surface or square thick recycled-tire modular units below an exterior play structure and extending this safety material for a minimum 6 feet safety zone from any perimeter point of an exterior play structure; avoiding tripping hazards; a weather-resistant cover to protect the sand area from cats and droppings from small animals and many more items. A list of certified playground safety inspectors can be found at the California Park and Recreation Society website www.cprs.org.

Though licensing requires the availability of drinking water at the exterior space, a drinking fountain is not mandatory and a portable water cooler with disposable cups can be acceptable.

Child care operators of infant/toddler programs may be required by their operating funding source to comply with higher quality standards. Industry standards for quality recommendations include the following:

- Adequate and safe outdoor space that is easily supervised (clear sightlines, etc.)
- Protected exterior and indoor spaces that could be used in the event of inclement weather
- Outdoor space has convenient features (close to toilets and drinking water, accessible storage and/or direct access to classrooms)

- Outdoor space has some protection from the elements like strong winds or has areas that can provide shade
- Varying types of surfaces, e.g. grass, cement, sand, etc.

Scope of Work: The following are examples of scope of work related to outdoor space.

- New play structure
- Integral “unitary” safety floor surface material
- Drinking fountain with hi-low drinking spouts
- Sand box
- Benches
- Planter boxes
- Storage, and/or
- Four feet high fence

For **Outdoor Space Costs**, please refer to Cost Study item #7 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

8. Indoor Space, General

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing has established a minimum ratio of 35 square feet of child care space for each child. The 35 square feet does not include the area dedicated to toilets, hallways, offices, mechanical room, janitor's closet, storage and built-in furnishings and cabinets below 4'-0".

Solutions: If the square footage of the interior space is below the minimum 35 square feet for each child, review the space to determine if any of the lower cabinets or built-in furnishings can function properly as wall cabinets mounted with clearance of 4'-0" above the finished floor. Now, the area below the wall cabinets can be counted as part of the square footage of the interior space.

Though licensing requires the minimum interior space to be no less than 35 square feet for each child, industry standards for quality recommend 50 square feet of interior space for each child. The 50 square feet per child allows more designated activities to occur and reduces the amount of activity and circulation congestion within the Child Care space.

Other industry standards for quality include the following:

- Ample indoor space that allows children and adults to move about freely with appropriate sightlines for supervision, good ventilation, natural lighting, good acoustics and space that is accessible to children and adults with disabilities
- Risers, lofts, low hung mirrors, and other indoor gross motor features
If the program offers food, space for food preparation must be away from play, diapering and enough space for maneuvering and be disabled accessible
- Individual cubbies for each child in the classroom to store their personal belongings

Scope of Work: The following are examples of scope of work related to indoor space.

- Provide Safety covers/caps at electrical sockets
- Food preparation area
- Four feet pre-fabricated wall storage unit
- Loft play structure
- Built-ins: cubbies, storage cabinets, etc.

For **Indoor Space Costs**, please refer to Cost Study item #8 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

9. Children's Toilets and Sinks

Site Location -

Building Name: _____

Address: _____

City: _____

a. Minimum Number of Infants' Potty Chairs and Toddlers' Toilets and Sinks:

Background: Licensing mandates a minimum ratio of one potty chair for each five infants, one children's toilet for each 15 toddlers and one sink for each 15 children (infants/toddlers) served at the child care. Toilets are available that are specifically designed and sized for young children.

Industry standards for quality recommendations include the following:

- Though licensing allows potty chairs at a ratio of one potty chair for every five infants being toilet trained, a quality child care center would have child-sized toilets instead
 - Hands free and temperature controlled faucets
 - Hands free soap dispensers
 - Hand dryers
- (Please note that child care programs that are primarily concerned about hygiene have found the hands-free (motion-sensor) faucets and hand dryers to be a better alternative to handle faucets and paper towels. However, handle faucets and paper towels may be a more developmentally appropriate option for children learning proper hygiene and how to use bathroom fixtures.)

Solutions: If no children's toilets and sinks are installed at the facility, keep in mind the following when incorporating these items at the facility:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the children's toilets, sinks and diaper changing area is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing

these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of children's toilets, sinks and diaper changing area needs to conform to disabled accessibility clearances and requirements. Also, children-sized toilets vary in dimensions from one manufacturer to another and may affect critical minimum disabled accessible clearances. Please refer to the Supplemental Information No. 6, Americans with Disabilities Act.

b. Location of Children's Toilets and Sinks:

Background: If the children's toilets and sinks are not located in the space and are away off the corridor, the activities within the child care center will need to be adjusted or disrupted to allow for proper monitoring of children when the toilets are used. Licensing requires, at a minimum, visual supervision of all children at all times. Therefore, toddlers are not allowed to exit the classroom to the children's toilets on their own and a teacher or designated adult aide would need to accompany the child/children.

Some child care centers require children to use the corridor-located children's toilets at set times. As a result, the child care center's activities revolve around these set times and invariably and occasionally, some children do not conform to these set times and the entire class is disrupted or "an accident" happens within the child care center.

Solutions: By having children's toilets and sinks within the child care center and surrounded by low walls, children can use the toilets when the need arises and be under the visual supervision of the teacher, who can maintain compliance with licensing and the continuity of the class activity without disruption.

The location of children's toilets and sinks within the classroom should be planned in relationship to the other activities and if possible, close to existing plumbing and conform to disabled accessibility clearances and requirements. See Supplemental Information No. 6 Americans with Disabilities Act.

Scope of Work: The following are examples of scope of work related to infants and toddler's toilets and sinks.

- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – far from existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – far from existing plumbing
- New child size trough sink for arts
- Hands free and temperature controlled faucets
- Hands free soap dispensers
- Hand dryers

For **Costs Related to Children's Toilets and Sinks**, please refer to Cost Study item #9 on in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

10. Nap Room

Site Location -

Building Name: _____

Address: _____

City: _____

a. Nap Room

Background: Licensing requires a dedicated area for napping that has a separate crib for each infant and can be visually supervised by the teachers. The dedicated nap area can be separated by movable walls or partitions with a minimum height of four feet, be constructed of sound-absorbing material and shall be designed to minimize the risk of injury to infants.

Industry standards for quality recommendations include the following:

- Though licensing does not require a separate room for napping, a separate room is recommended that is adequate in size for the cribs, conforms to the building code requirements for ventilation, lighting and life safety, and allows for staff supervision from and to the classroom (no obstructed sightlines)
- The cribs shall be located with a minimum side-by-side distance of three feet separating each crib
- Light fixtures on dimmer switches would be preferable

Solutions: While moveable partitions or walls with a four feet height can be readily achievable, a separate room with windows or a door with glazing can also be as well. If the child care center has an exterior window and the location works for the nap room, the exterior window will provide the ventilation required by the Building Code without the cost associated with new mechanical equipment.

If heating is required in the nap room, have a mechanical subcontractor or engineer evaluate the existing heating ductwork and whether the existing mechanical system has the capacity to provide the heating in the nap room. If yes, then new ductwork will be provided to direct heat and return air to the nap room. Another option is to determine whether an electric ceiling mounted radiant heating panel would work.

The nap room will have electrical outlets and light fixtures. Light fixtures can be ceiling mounted and/or wall mounted.

If the ceiling height is tall where the nap room will be located, reducing the wall height and framing a ceiling may reduce the overall costs. For example, rather than frame the walls of a nap room to the full height of a space with a 17 feet high ceiling, it may be more cost effective to frame the walls to eight feet and platform frame a ceiling.

If constructing a separate nap room, please confer with the local building department to determine the required permits.

Scope of Work: The following are examples of scope of work related to nap room.

- Four feet high movable partition with sound absorbing material
- Four feet high fixed partition with sound absorbing material
- New nap room with 8 feet high ceiling, door with tempered glazing, window with tempered glazing and light fixture on dimmer switch

For **Costs Related to Nap Room**, please refer to Cost Study item #10 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

11. Diaper Changing Area

Site Location -

Building Name: _____

Address: _____

City: _____

a. Diaper Changing Area

Background: Licensing requires a changing table conforming to the following requirements:

- Have a padded surface no less than one-inch thick and covered with washable vinyl or plastic
- Have raised sides at least three inches high
- Be maintained in good repair and safe condition
- Located within arm's reach of a sink, and not be located in the kitchen/food preparation area
- Adequate and accessible (within arms reach) storage for personal diaper changing supplies (diapers, clothes, etc.) in separate cubbies

Industry standards for quality recommendations include the following:

- The designated diapering area next to a hot water source
- Changing area provides for adequate sightlines into the classroom area (can be sometimes be achieved with mirrors)
- Steps to changing table for young children

Solutions: Diaper changing tables can be either movable or permanent but adjacent to a sink. Please refer to Supplemental Information No. 9 infants and toddlers' sinks and potty chairs for location strategies on reducing costs associated with the sink.

When diaper changing tables are permanent and built-in, innovative measures like pre-fabricated pull-out steps to allow toddlers to have teacher assisted walk-up to the changing area are available for purchase and inclusion. The pull-out steps reduce the amount of times teachers

need to carry toddlers up to the changing area and correspondingly, reduces the injury potential for teachers.

Other considerations for permanent diaper changing tables are rounded corners instead of the standard square-edged corners to reduce the injury potential to infants and toddlers.

Scope of Work: The following are examples of scope of work related to diaper changing area.

- New built-in changing table using standard cabinet construction
- New built-in changing table incorporating pre-fabricated pull-out steps
- New built-in changing table incorporating pre-fabricated pull-out steps and rounded corners instead of standard square-edged corners
- Wall-mounted mirrors
- Wall-mounted storage cabinets

For **Costs Related to the Diaper Changing Area**, please refer to Cost Study item #11 in the table at the end of this section.

Supplemental Information
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

12. Staff Space

Site Location -

Building Name: _____

Address: _____

City: _____

a. Adult Toilets and Sinks:

Background: Licensing requires toilet facilities used by adults to be separate from those being used by children. The adult toilets and sinks do **not** have to be within the child care space.

Solutions: The California Building Code requires separate gender (men and women's) or two uni-sex adult restrooms for a child care facility. The building code allows for an exception for retail businesses with four or fewer employees to have one uni-sex adult restroom. However, an exception for a child care facility can be found not in the main body of the building code but in appendix chapter 29A, entitled "Minimum Plumbing Fixtures."

However, the appendix chapters are not legally binding unless specifically adopted by DSA. If appendix chapter 29A is adopted and applicable, footnote three indicates: "*When the design occupant load is less than 10 persons, a facility usable by either sex may be approved by the building official.*" If the total amount of child care staff is nine or less, please review with DSA if one uni-sex adult restroom would be acceptable.

If no adult toilets and sinks are installed at the facility, keep in mind the following ideas when incorporating these items at the facility:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the adult toilets and sinks is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of adult toilets and sinks needs to conform to disabled accessibility clearances and requirements. Please refer to the Supplemental Information No. 6, Americans with Disabilities Act.

b. Adult Storage Space and Lounge:

Background: Recommendations for a quality child care include the following:

- Separate areas for staff (separate bathroom, safe places for storage of personal belongings, facilities for staff meals/snacks and area away from classroom with adult sized furniture), accommodations for staff with disabilities
- Adequate space for files, adult meetings, ample storage (for staff needs as well as for hazardous materials such as cleansers, etc.).

Solutions: Review what existing adjacent spaces are not being used and whether those spaces can be used as a staff lounge as well as storage. If walls need to be constructed for a staff lounge and storage, please confer with the local building department to determine the required permits for construction, mechanical ventilation and electrical.

One consideration is if the ceiling height is tall where the staff lounge and storage will be located, reducing the wall height and framing a ceiling may reduce the overall costs. For example, rather than frame the walls of a staff lounge and storage to the full height of a space with a 17 feet high ceiling, it may be more cost effective to frame the walls to eight feet and platform frame a ceiling.

Scope of Work: The following are examples of scope of work related to staff space.

- New adult toilet and sink (disabled accessible with wood floor structure) – close to existing plumbing

- New adult toilet and sink (disabled accessible with wood floor structure) – far from existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – close to existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – far from existing plumbing
- New staff lounge

For **Costs Related to Staff Space**, please refer to Cost Study item #12 in the table at the end of this section.

Cost Study
Public School Facilities
Infant & Toddler Programs (0 – 2 year olds)

Site Location -

Building Name: _____

Address: _____

City: _____

Gross Square Footage of Building (GSF): _____

Legend: SF=Square Feet, LF=Linear Feet, LS=Lump Sum, EA=Each

COST STUDY SUMMARY					
ITEM #	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL
1	HAZARDOUS MATERIALS				
2	HISTORICAL				
3	LOCATION				
4	PROPERTY LINE				
5	EXITS				
6	AMERICANS WITH DISABILITIES ACT				
7	OUTDOOR SPACE				
8	INDOOR SPACE				
9	TOILETS AND SINKS				
10	NAP ROOM				
11	DIAPER CHANGING AREA				
12	STAFF SPACE				
	TOTAL CONSTRUCTION COSTS				
	CONSTRUCTION PRORATED COSTS				
	GENERAL CONDITIONS				
	ESCALATION				
	OVERHEAD AND PROFIT				
	BONDS				
	TOTAL CONSTRUCTION COSTS				
	SOFT COSTS				
	TOTAL PROJECT COST				
DIVIDE THE TOTAL PROJECT COST BY GSF					\$/SF

Competitive Bidding

The prices in this Estimate are based on Competitive Bidding. Competitive Bidding is receiving responsive bids from at least five (5) or more General Contractors and three (3) or more responsive bids from Major Subcontractors or Trades. Major Subcontractors are Structural Steel, Plaster / EIFS Contractors, Mechanical, Plumbing and Electrical Subcontractors.

Without Competitive Bidding, Contractor bids can and have ranged from 25%-to 100% over the prices in this Estimate, depending on the size of the job.

We urge you to notify your client of the existing difficult bidding climate, and work with them to ensure that the project is adequately publicized so that they can get the minimum number of bids for competitive bidding. Please contact LSA if you need ideas about how to publicize your project.

CONSTRUCTION PRORATED COSTS		CHOOSE %
GENERAL CONDITIONS - JOB COSTS THAT DO NOT INCLUDE LABOR, MATERIAL OR EQUIPMENT	RANGE IS FROM 10% TO 20%	
ESCALATION - COST OF MATERIALS AND LABOR INCREASES OVER A PERIOD OF TIME - 1 YR	RANGE IS FROM 3% TO 12%	
GEOGRAPHICAL FACTOR - ADJUSTMENTS TO BASE COSTS IN ESTIMATE TO ACCOUNT FOR SITE SPECIFIC COSTS. BASE COSTS ARE SAN FRANCISCO, CA. REFER TO SAYLOR PUBLICATIONS - CURRENT CONSTRUCTION COSTS OR R.S.MEANS CITY COST INDEX. CAUTION MUST BE USED FOR REMOTE OR IMPACTED AREAS WITH THE SCHEDULE RESTRAINTS. REMOTE AREAS MAY BE WELL OVER 10%	RANGE IS FROM 0% TO 10%	
COMPLEXITY FACTOR - ADDED COST FROM DIFFICULT WORK ENVIRONMENT, SCHEDULING DIFFICULTIES, OR DOWN TIME.	RANGE IS FROM 0% TO 10%	
OVERHEAD AND PROFIT - ADMINISTRATIVE OFF SITE COSTS AND PROFIT. DEPENDS ON THE SIZE OF THE JOB	RANGE IS FROM 10% TO 25%	
BONDS - PERFORMANCE BONDS, SUPPLIER BONDS AND OTHER BONDING REQUIREMENTS	RANGE IS FROM .75% TO 2.5%	
ALL PERCENTAGES ARE BROUGHT FORWARD TO SUMMARY SHEET		
SOFT COSTS		
ARCHITECTURAL AND ENGINEERING FEES	RANGE IS FROM 8% TO 12%	
GEOTECH FEES - PROVIDED BY OWNER	RANGE IS FROM 1.5% TO 2%	
CHANGE ORDER CONTINGENCY	RANGE IS FROM 5% TO 10%	
CONSTRUCTION MANAGEMENT	RANGE IS FROM 4% TO 7%	
AREA ADMINISTRATIVE FEES	RANGE IS FROM 2% TO 5%	
MISC FEES NOT COVERED IN THE ABOVE	RANGE IS FROM 5% TO 10%	
TOTAL SOFT COSTS PERCENTAGE CARRIED FORWARD TO SUMMARY SHEET		

1	HAZARDOUS MATERIALS	Quantity		Amount	
	LEAD PAINT CLEANED, MAINTAINED AND STABILIZED		SF	3.00	
	LEAD PAINT REMOVED OR ABATED IN ITS ENTIRETY		SF	16.50	
	ASBESTOS MATERIALS ENCAPSULATED		SF	1.50	
	ASBESTOS REMOVED OR ABATED IN ITS ENTIRETY - INCLUDES TRANSPORT OFF SITE		SF	8.50	
	SUBTOTAL 1				
2	HISTORICAL	Quantity		Amount	
	HISTORICAL RENOVATIONS WILL REQUIRE AN ARCHITECT TO DETERMINE TO WHAT LEVEL TO STRUCTURE IS TO BE RENOVATED AND TO DETERMINE WHAT PART IS HISTORICAL AND WHAT IS NOT.				
	THE SURVEYOR SHOULD NOT BE EMPOWERED TO MAKE THESE DECISIONS.				
	SUBTOTAL 2				
3	LOCATION	Quantity		Amount	
	ASSUME THAT THE BASEMENT HAS TWO DOORS-STRUCTURAL WORK TO CORRECT WOULD BE PROHIBITIVE.				
	CHILD CARE ON SECOND FLOOR BUT NOT ABOVE FOURTH FLOOR				
	AUTOMATIC SPRINKLER SYSTEM - 1000 SF MIN		SF	4.50	
	BACKFLOW PREVENTER - IF REQUIRED		EA	7,500.00	
	SPRINKLER PIPING FROM STREET - IF REQUIRED		LF	35.00	
	POINT OF CONNECTION - IN STREET		EA	1,500.00	
	FIRE ALARM SYSTEM - COMPLETE		SF	3.50	
	SEPARATE STAIRS MEANS OF EVACUATION FOR CHILDREN.		LS	20,000.00	
	ADDED SMOKE BARRIERS TYPICAL -40FT x 12 FT		SF	10.50	
	SUBTOTAL 3				

4	PROPERTY LINE	Quantity		Amount	
	2 HR RATED WALL				
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYERS OF 5/8" TYPE "X" GYPBOARD BOTH INSIDE AND OUTSIDE OF STUD WALL. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	88.00	
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYER OF 5/8" TYPE "X" GYPBOARD TO THE INSIDE OF STUD WALL. ADD THREE COAT STUCCO OVER EXTERIOR GYPSUM SHEATHING. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	57.00	
	2 HR FIRE RATED WALL- INTERIOR SHAFT WALL				
	C-H OR C-T- METAL STUD WALL, 1" LINER AND TWO LAYERS 5/8" TYPE "X" GYPBOARD ON INTERIOR SIDE, PAINT AND BASE. INTERIOR WALL IS 8 FT HIGH.		LF	78.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	SUBTOTAL 4				
5	EXITS	Quantity		Amount	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	RELOCATE EXISTING MECHANICAL		EA	250.00	
	ADD FOR FIRE RATED DOOR AND FRAME.		EA	195.00	
	SUBTOTAL 5				

6	AMERICANS WITH DISABILITIES ACT	Quantity			Amount
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	HAND RAILS ATTACHED TO THE BUILDING		LF	45.00	
	GUARD RAILS -4 RUNG W/ HAND RAIL		LF	95.00	
	NEW ENTRY DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	INTERIOR RAMP W/ RELOCATION OF M.E.P.		LF	40.00	
	INTERIOR RAMP W/ RELOCATED M.E.P.		LF	35.00	
	NEW ADULT TOILET AN SINK WITH ROUGH IN		SET	6,820.00	
	NEW CHILD TOILET AN SINK WITH ROUGH IN		SET	6,420.00	
	NEW GRAB BARS - ONE SET 36" AND 42" LENGTH		SET	155.00	
	REPLACE DOOR KNOBS TO LEVER HARDWARE.		EA	185.00	
	DEMO (E) CABINET AND COUNTERTOP AND REPLACE IT WITH P-LAM COUNTERTOP @34"		LF	820.00	
	TEMPORARY RAMPS AT (E) THRESHOLDS &STEPS		LF	25.00	
	SUBTOTAL 6				
7	OUTDOOR SPACE	Quantity			Amount
	NEW PLAY STRUCTURE - INFANT TODDLER		EA	25,000.00	
	INFANT- TODDLER SAFETY PLAY SURFACE		SF	16.00	
	DRINKING FOUNTAINS W/ HI-LOW SPOUTS WITH ROUGH -IN PIPING AND VALVING		EA	2,750.00	
	SAND BOX - WOOD FRAME AND SAND		EA	500.00	
	BENCH FOR OBSERVATION OF CHILDREN		EA	800.00	
	PLANTER BOX - MEDIUM		EA	175.00	
	PORTABLE STORAGE UNIT		EA	500.00	
	4FT HIGH FENCE		LF	17.00	
	SUBTOTAL 7				

8	INDOOR SPACE	Quantity		Amount	
	SAFETY CAPS FOR EACH DUPLEX RECEPTACLE DEVICE		EA	15.00	
	FOOD PREPARATION AREA - BASE CABINET 30 LINEAR FT, SINK, GARBAGE DISPOSER		LF	211.67	
	PREFAB WALL STORAGE UNIT		LF	185.00	
	LOFT PLAY STRUCTURE		EA	5,000.00	
	CHILD CARE FURNISHINGS		LS	15,000.00	
	SUBTOTAL 8				

9	TOILETS AND SINKS	Quantity			Amount
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	NEW TROUGH SINK FOR ARTS WITH ROUGH IN CLOSE TO EXISTING PLUMBING		EA	1,950.00	
	ADDER FOR HANDS FREE TEMPERATURE CONTROLLED FAUCET		EA	1,075.00	
	HANDS FREE SOAP DISPENSER		EA	500.00	
	HAND DRYER		EA	560.00	
	SUBTOTAL 9				

10	NAP ROOM	Quantity		Amount	
	ASSUME NO EXISTING NAP ROOM				
	4 FT HIGH MOVABLE PARTITION WALLS WITH SOUND ABSORBING MATERIAL		LF	30.00	
	4 FT HIGH FIXED PARTITION WALLS WITH SOUND ABSORBING MATERIAL		LF	43.75	
	NEW NAP ROOM				
	WALLS FOR NAP ROOM - 8 FT HIGH		SF	10.50	
	ADD DUPLEX RECEPTACLE 4 MINIMUM		EA	125.00	
	ASSUME EXISTING M.E.P. TO BE ADEQUATE				
	IF ROOM IS AVAILABLE, ADD ITEMS BELOW. IF DESIRED IN NEW NAP ROOM, INCLUDE ITEMS BELOW				
	PROVIDE 6X4 WINDOW IN NAP ROOM		EA	840.00	
	PROVIDE A VISION PANEL IN (E) DOOR & REPAINT (E) DOOR		EA	200.00	
	STORAGE FOR DIAPERS 4 LF MIN		LF	175.00	
	LIGHT FIXTURE		EA	250.00	
	ADD DIMMER SWITCH		EA	155.00	
	SUBTOTAL 10				
11	DIAPER CHANGING AREA	Quantity		Amount	
	BUILT IN CHANGING TABLE USING STANDARD CABINET CONSTRUCTION		EA	780.00	
	PULL OUT STEPS FOR TABLES		EA	125.00	
	BUILT IN CHANGING TABLE W/ ROUNDED CORNERS INCORPORATING PREFAB PULL OUT STEPS		EA	1,000.00	
	WALL MOUNTED MIRRORS - BATHROOM TYPE		EA	150.00	
	WALL MOUNTED STORAGE CABINETS		LF	175.00	
	SUBTOTAL 11				

12	STAFF SPACE	Quantity			Amount
	SEPARATE STAFF TOILET AREA				
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,310.00	
	WOOD FLOOR STRUCTURE		SF	14.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,510.00	
	WOOD FLOOR STRUCTURE		SF	14.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,310.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,510.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	WALLS FOR TOILET SPACE = 64 SF 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	SEPARATE STAFF ROOM				
	FLOORS FOR STAFF ROOM		SF	3.50	
	CEILING FOR STAFF ROOM		SF	6.50	
	WALLS FOR STAFF SPACE = 10X12 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	FULL HEIGHT CLOSET - PERSONAL STORAGE		LF	250.00	
	FILE SPACE AND DESK - FFE FURNISHED BY OTHERS				
	SUBTOTAL 12				

**Assessment Checklist
Commercial Buildings
Preschool Programs (3 – 4 year olds)**

Site Location -

Building Name: _____

Address: _____

City: _____

If the responses to all the enclosed items are “Yes”, the space is considered readily adaptable for child care use. For any “No” or “Don’t Know” response, corresponding supplemental information is provided to help evaluate the readiness of the facility and to help guide modifying the facility.

It is highly recommended that all the corresponding supplemental information be read thoroughly so the user can fully understand each item in the check list.

- | | | | |
|--|------------------------------|-----------------------------|-------------------------------------|
| 1. Zoning: Do you have a use permit to operate a child care center serving infants/toddlers on this property? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don’t Know <input type="checkbox"/> |
| 2. Parking: Are the parking requirements fulfilled for this property? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don’t Know <input type="checkbox"/> |
| 3. Hazardous Materials: Does the space have a report indicating no hazardous materials (like asbestos and lead containing materials) are present?
<i>(This does not include hazardous conditions, such as mold, that may arise from deferred maintenance or other circumstances and should be treated separately.)</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don’t Know <input type="checkbox"/> |
| 4. Historical Significance: Is there <u>no</u> historical significance, designation or registration on the building? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don’t Know <input type="checkbox"/> |
| 5. Location: Is the space located on the first floor? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don’t Know <input type="checkbox"/> |
| 6. Property Line: Except the exterior wall facing the front/street, are none | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Don’t Know <input type="checkbox"/> |

of the remaining walls located within five feet of the property line?

7. **Exits:** Does the space have two exits separated by a minimum distance equivalent to one-half the diagonal of the space? Yes ☐ No ☐ Don't Know ☐
8. **Americans with Disabilities Act:** Is the space disabled accessible for entry, path of travel, children's toilets and sinks? Yes ☐ No ☐ Don't Know ☐
9. **Outdoor Space:** Is there a distinct and divided play area directly on the property for preschoolers? Multiply the number of children to be served by 75 square feet per child. This total is the minimum size of the play area unless licensing allows a variance of multiple scheduled play times. Yes ☐ No ☐ Don't Know ☐
10. **Indoor Space (general):** Multiply the number of children to be served by 50 square feet per child. This total is the minimum interior size of the space (35 square feet is required for licensing, exclusive of toilets, built-in furnishings/cabinets below 4'-0", hallways, offices, mechanical room, janitor's closet and storage, therefore 50 square feet is the most common rule of thumb). Does this space have the minimum square footage? Yes ☐ No ☐ Don't Know ☐
11. **Children's Toilets and Sinks:**
- a. Divide the number of children to be served by 15. This total is the minimum number of children's Yes ☐ No ☐ Don't Know ☐

toilets and sinks required within the space. Does the space have the minimum number of children's toilets and sinks?

- b. Toilets and sinks are within the space and allow for easy visual supervision by the teacher? Yes ☐ No ☐ Don't Know ☐
- c. Are there separate sinks for toilet and for other activities? Yes ☐ No ☐ Don't Know ☐

12. Staff Space:

- a. Does the space have access to two disabled accessible adult restrooms? Yes ☐ No ☐ Don't Know ☐
- b. Does the space have adult storage space separate from the child care? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐
- c. Is there a separate space for staff lounge? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐

Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)

1. Zoning

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Child care centers are located in a number of different zoning districts, such as commercial and residential. In most jurisdictions child care centers require a use permit. In very few jurisdictions a child care center is allowed by right. If you currently have a use permit for this site but the use provisions are not appropriate for the number of children and age group you intend to serve, you will need to modify and possibly apply for a new use permit.

Solutions: If you do not have a use permit, or need to modify an existing permit contact the local public agency that regulates land use (planning or community development department). Ask a planner from that agency if child care is *allowed by right* on the property. If it is, be sure the number and age group of children is in line with the by right usage for child care. If child care is not allowed by right then ask if it is an *allowable use*, if a use permit is required, and what the process is for securing a permit. Be sure to get detailed information **in writing** about the application process, timelines, fees, and procedural benchmarks. Each jurisdiction will define its procedures for application, environmental evaluation, notification to the public and if mandated, public hearing.

Costs and Timeline: Costs vary by jurisdiction and may include application and/or processing fees. In some jurisdictions and depending on the property an applicant may be required conduct studies, issue reports, and participate in public hearings as part of the use permit process. Please contact your respective jurisdiction for all the required documents, the filing fees and the anticipated length of time to receive a determination.

Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)

2. Parking

Site Location -

Building Name: _____

Address: _____

City: _____

Background: If a use permit is required for a child care center then there may be parking requirements to meet. Some jurisdictions require at least one designated parking space for each staff person plus up to ten parking spaces for parents depending on the number of children in the program.

Solutions: If applying for a use permit, new or modified, you will be required to satisfy parking requirements as part of the application process. Be sure the parking requirements are provided to you in writing. Keep in mind that many jurisdictions will be looking for on-site parking adequate enough to meet the needs of all the staff working in the center and parents dropping off and picking up their children.

Some jurisdictions require at least one of the parking spaces to be disabled accessible, which is equivalent to the width of two parking spaces due to its minimum 9'-0" parking space width and its adjacent minimum 7'-0" width for passenger loading and unloading zone for a total minimum width of 16'-0". The disabled parking space needs to be a minimum of 18 feet in length and may need to have a minimum height clearance of 8'-2".

If the existing site does not have sufficient parking spaces, please contact the respective public agency on whether a variance or another procedure can be granted for the deficit parking. Some jurisdictions recognize the adjacency of public transportation to the child care center as well as the child care center being in a neighborhood where children and parents walk to child care center rather than drive.

Also, confirmation is needed with the local planning and/or building department for the disabled accessible parking requirements, if any.

If a parking space needs to be added, the costs for an exterior asphalt/concrete surface space is usually less expensive than renovation for an interior garage. Review the commercial space's location in relationship to the proposed location of the exterior parking space(s). Verify that one of the parking space(s) will be large enough to accommodate a disabled accessible space as described above. Verify that the path of travel (walkway, concrete sidewalk, etc.) from the parking space(s) is disabled accessible with a maximum 5% slope (A ratio of one unit vertical to 20 unit's horizontal. For example, one inch vertical to 20 inches horizontal equals 5% slope).

To accommodate the required parking spaces in the interior space may require loss of potential child care space, structural framing, relocation of existing electrical, plumbing, fire sprinkler and mechanical devices/systems. Costs will be determined after an architect or engineer provides a construction document detailing the scope of work and a general contractor providing a construction bid.

Scope of Work: The following are examples of scope of work related to parking.

- Exterior asphalt van disabled accessible parking space with loading space
- Exterior asphalt standard parking space
- Path of travel from parking to child care center
- Renovation of existing interior commercial space for van disabled accessible parking space with loading space, and/or
- Renovation of existing interior commercial space for standard parking space

For **Costs Related to Parking**, please refer to Cost Study item #2 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)

3. Hazardous Materials

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Many older buildings contain materials now considered hazardous like asbestos and lead. These hazardous materials have been identified to cause physical harm and/or detrimentally affect the developmental growth of infants, toddlers and young children.

Buildings built prior to 1978 may contain lead paint or exterior playground areas may contain lead due to environmental conditions from lead-based gasoline used in automobiles or from peeling exterior lead paint onto ground surfaces. When lead painted surfaces like a double-hung window slides against its jamb or when a door opens and closes, the friction between adjoining surfaces causes lead dust, which can be ingested by children and cause elevated non-acceptable lead levels.

Asbestos is found in older vinyl floor tile, glue/mastic, roofing materials and in plaster wall and ceiling finishes. When asbestos containing materials are chipped or surfaces are disturbed, small asbestos fibers are emitted and the material is considered “friable”. If inhaled, asbestos fibers have been identified as a carcinogen.

Solutions: If the condition of the lead painted surfaces is not decaying or peeling, a frequent cleaning, maintenance and stabilization procedure may be an acceptable procedure to minimize lead dust. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

For asbestos containing materials, encapsulation or the complete covering and sealing of asbestos surfaces can be an acceptable method of controlling the release of asbestos fibers. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

If renovation and construction occurs in the space, a certified industrial hygienist or equivalent professional is hired to perform a hazardous material management program that will instruct the contractor how to control and properly dispose of the disturbed surfaces that contain hazardous materials. The certified industrial hygienist or equivalent professional is also hired to monitor the contractor’s work and adherence to the hazardous material management program.

Scope of Work: The following are examples of scope of work related to hazardous materials.

- Lead painted surfaces to be cleaned, maintained and stabilize
- Lead painted surfaces are removed or abated in its entirety
- Asbestos containing materials are encapsulated, and/or
- Asbestos containing materials are removed or abated in its entirety

For **Costs Related to Hazardous Materials**, please refer to Cost Study item #3 in the table at the end of this section.

**Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)**

4. Historical

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Historically registered, significant or eligible buildings are recognized by local jurisdictions to be important to the heritage of its neighborhood, city, state and/or era due to its exterior and/or interior architectural elements/design or was the setting for a historical event or person.

If the proposed building is historically registered, significant or eligible, then any proposed modifications to the exterior or interior needs to be compatible with the state historical building code and if required by the funding source, the renovation needs to be reviewed and approved by the California Office of Historical Preservation (<http://ohp.parks.ca.gov/>).

Solutions: Determine the interior and exterior renovations required for the child care center. Contact the proper agency that has jurisdiction over the project to establish a Project Review Meeting. For certain projects, in addition to local review, the funding for the project may also require review from the California Office of Historical Preservation.

The project review meeting will establish the standards the jurisdiction will have for the project. For example, if portions of the exterior or interior are determined to have historical significance then those portions need to remain in place or be restored. Other examples include new electrical conduit work may need to be concealed instead of exposed with surface mounted conduit, and/or a damaged wood window would need to be replaced with a wood window of similar configuration instead of a vinyl or aluminum window.

Arrange a time to meet with the agency of jurisdiction at the child care facility to view the areas impacted by the scope of work. At this project review meeting, describe what will be removed and as detailed as possible, what elements (walls, building systems like electrical, mechanical, plumbing, security, fire alarm and fire sprinkler) will be built. Written meeting minutes and photographs documenting the agreed upon scope of work will facilitate its sign-off when the construction is completed.

If the state historical building code is applicable, this code does provide for alternate construction means, which allows for some latitude to accomplish the intent of the current California Building

Code. Please review the state historical building code or work with an architect with knowledge of this code.

For **Historical Costs**, please refer to Cost Study item #4 in the table at the end of this section.

**Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)**

5. Location

Site Location -

Building Name: _____

Address: _____

City: _____

Background:

When a child care center is located above or below the first (ground) floor, Section 305.2.3 of the 2001 California Building Code adds the following requirements to ensure the safe evacuation of children:

- A child care center is allowed to be located in basements or stories having floor levels within four feet (measured vertically) from the adjacent ground level, if exterior exit doors can be provided from that level
- If a child care center is located on the second floor, the entire building (and not just the child care center) needs to have an automatic sprinkler system throughout as well as having two stairs or exits (that are separated by more than one-half the diagonal of the served space) for the exclusive use of the child care center children and staff. In a panic situation, the building code provides for the safe evacuation of children using their separate stairs and prevents the children from being overrun by adults evacuating the building. Therefore, if the second floor has multiple uses like offices and child care, the offices are required to have their exits separate and distinct from the child care center.
- A child care center can be located above the first floor if the building's type of construction is classified as Type I, Type II-fire resistive, Type II-one hour and Type III-one hour fire resistive construction. These types of construction typically incorporate non-combustible and/or durable elements like concrete and steel or fire-rated gypsum board in multiple layers to achieve higher fire-ratings. However, even with these types of construction, a child care center serving more than 12 children or children under the age of seven cannot be located above the fourth floor. When located in buildings with these types of construction, the child care center will also need to comply with all of the following:
 - a. The entire story where the child care center is located will have an approved manual fire alarm and smoke detection system

- b. If the child care center is more than 1,000 square feet, the child care center will need to be divided into at least two compartments of approximately the same size by “smoke barriers” with 20-minute fire rated door openings protected by smoke and draft control assemblies. (More detailed information can be reviewed in Section 305.2.3.3.3 in the 2001 California Building Code.) Each of these compartments will have not less than two exits and at least one of the exits shall be into a separate means of egress to a public way.
- c. The entire building (and not just the child care center) will be equipped with an automatic sprinkler system throughout.

Solutions: If a child care center is not located at the ground floor, please thoroughly check the existing building for conformance to the requirements mentioned above.

If a child care center occupies the entire second floor and the existing building has an automatic fire sprinkler system throughout, then the building’s existing two exit stairs will be sufficient.

Avoid mixed-use occupancies at the second floor. Otherwise, two new additional exit stairs dedicated exclusively for child care use will be required for a total of four stairs from the second floor to the ground floor. Please note that if new additional exit stairs are incorporated in the building, a corresponding space will be impacted or lost below the exit stairs at the ground floor.

Scope of Work: The following are examples of scope of work related to location for a standard classroom size for 24 children at the second floor:

- Automatic fire sprinkler throughout the building (not just the classroom)
- Manual fire alarm and smoke detection system
- New exit stairs from second floor to ground floor, and/or
- “Smoke barriers” with 20-minute fire rated door openings

For **Costs Related to Location**, please refer to Cost Study item #5 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)

6. Property Line

Site Location -

Building Name: _____

Address: _____

City: _____

Background: For the front entrance exterior wall, Section 305.3 of the 2001 California Building Code states: *“All buildings housing Group E Occupancies shall front directly on a public street or an exit discharge not less than 20 feet. The exit discharge to the public street shall be a minimum 20-foot-wide right-of-way, unobstructed and maintained only as access to the public street. At least one required exit shall be located on the public street or on the exit discharge.”*

The building code defines “exit discharge” as *“that portion of the means of egress system between the exit and the public way.”* For example, if the Building’s entry does not front directly onto a public street and the building’s entry faces a side entry court, the entry court must have a minimum depth of 20 feet for the distance from the entry doors to the public street. The building code mandates this requirement to facilitate an efficient and rapid egress from the child care center to the exterior of the building and to a public street where occupants can be away from the building and reasonably safe, as well as provide access to the fire department for fire-suppression activities and rescue.

When an exterior property line wall (except the front/street-facing wall) of the child care center is located within five feet of the site’s property line, the California Building Code in chapter 5, table 5-A requires a fire-rated constructed wall to be able to maintain its integrity when a fire occurs on one side of the wall for a duration of two hours for wood frame (Type V) construction and specific concrete and steel construction (Type II one-hour and Type II-N) with two hour non-combustible fire-resistive ratings. However, certain specific concrete and steel (Types I, II fire resistive, III-one hour, III-N and IV-heavy timber) construction requires a four-hour fire-resistive rating.

If the child care space serves 20 or fewer children, the California Building Code makes an exception to the two-hour fire-resistance requirement and requires one-hour fire-resistance for walls within 3 feet of the property line for Type V, Type II one-hour and Type II-N construction and again, a four-hour fire-resistive rating for Types I, II fire resistive, III-1 hour, III-N and IV-heavy timber construction.

Solutions: If the front entrance exterior wall does not open directly on to a public street or exit discharge of not less than 20 feet, please confirm with the local building department for a determination if the child care occupancy will be acceptable or whether under 2001 California

Building Code Section 104.2.8, an alternate materials and methods of construction (like an automatic fire sprinkler system throughout the building) will be acceptable in lieu of this requirement.

Property line exterior walls that are properly constructed of poured-in-place concrete or concrete block typically fulfill the two-hour and four-hour fire resistance requirement. If the exterior wall is constructed with wood framing, the composition of the wall materials for a two-hour fire rating needs to be verified.

If existing approved building permit plans are available, the documentation may indicate the fire-rating construction of the Exterior Wall. For example, the floor plans may have a note that indicates “two-hour fire rated wall” or a detail reference is adjacent to the property line wall and the detail referenced drawing describes the composition of the wall as a two-hour fire-rated assembly. Underwriters Laboratories (UL) two-hour fire rated walls can be composed by a variety of materials.

If no drawings are available, exploratory demolition may be required to verify the fire-rating of the property line wall. Exploratory demolition is limited and controlled removal of existing construction components. Once all the exterior and interior components are revealed, the local building and/or fire official/inspector will need to review and accept in writing the conformance of the construction components to the required fire-rating.

Scope of Work: The following are examples of scope of work related to property line:

- A two-hour fire-rated, 8 feet high wall with two layers of 5/8” exterior gypsum sheathing on the exterior side and two layers of 5/8” interior gypsum board (stamped type ‘X’) on the interior side of an exterior wood stud
- Another example of a two-hour fire-rated, 8 feet high wall is two layers of interior 5/8” gypsum board (stamped type ‘X’) and on the exterior side, minimum 7/8” thick cement plaster (stucco) over 5/8” exterior gypsum sheathing
- If the existing wall is determined **not** to be equivalent to a two-hour fire rating, verify with the local building and fire department if constructing a narrow (less than 3 inches in depth!) Two-hour fire-rated shaft wall against the interior wall would be acceptable. Shaft wall construction is designed to be constructed from one-side (or the interior side) and the finished look would be equivalent to a standard painted gypsum board wall surface. Please note that any electrical outlets or other plumbing/mechanical items would need to be relocated to the finished surface of the shaft wall.

For **Costs Related to Property Line**, please refer to Cost Study item #6 in the table at the end of this section.

**Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)**

7. Exits

Site Location -

Building Name: _____

Address: _____

City: _____

Background: When a child care space serves more than seven children, two exits separated by a minimum distance equivalent to one-half the diagonal are required. (California Building Code, Table 10-A) For example, if a child care space's longest diagonal is 50 feet, then the horizontal (straight-line) distance measured from the centerline of one exit door to the other needs to be a minimum of 25 feet apart.

Solutions: When a child care space does not have two exits, then a second exit needs to be constructed. If the child care space is adjacent to an exit corridor or an adjacent exterior public way like sidewalk or exterior grounds, then the second exit can be constructed in these areas and located to comply with the separation requirements mentioned above.

When a second exit is constructed, temporary shoring may be required if the new door opening is to be located within a load-bearing wall as well as installing a new structural horizontal member (header) and related framing. Also, electrical conduit and other plumbing/mechanical related items may need to be relocated in the wall cavity to achieve the new door opening.

If a building maintenance person is knowledgeable of the space and/or if record or as-built drawings are available, consult with the maintenance person and/or review the drawings for location of existing electrical/plumbing/mechanical items and locate the second exit to avoid disruption of these items and thereby minimize the costs associated with rerouting such items. The new door and frame may need to have a fire-rating as required by the building code with patching/painting the surrounding areas of proper materials to maintain the fire-rating of the wall and provide a finished and seamless appearance.

Scope of Work: The following are examples of scope of work related to exits:

- New door and frame in a non-load bearing wall
- New door and frame in load bearing wall
- Relocation of existing electrical
- Relocation of existing plumbing
- Relocation of existing mechanical, and/or
- New fire-rated door and door frame

For **Costs Related to Exits**, please refer to Cost Study item #7 in the table at the end of this section.

**Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)**

8. Americans with Disabilities Act:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: The Americans with Disabilities Act is a Federal Civil Rights Law that mandates disabled accessibility for public spaces including child care.

Solutions: In renovation projects, the California Building Code prioritizes three aspects of providing disabled accessibility.

The first priority is disabled access at all entrances to the child care. Approaching an entry door, the slope of the walkway to the landing in front of an entry door cannot exceed a slope of 1 vertical to 12 horizontal (1:12 or 8.3%) and the “level landing” in front of an entry cannot exceed a slope of ¼ vertical to 12 horizontal (¼:12 or 2%). The minimum depth and length of the “level landing” is determined by the swing (inward or outward) of an entry/exit door and the walkway’s directional approach.

Should the walkway have a slope of less than 8.3% (1:12) and greater than 5% (1:20), the walkway is considered a ramp and handrails on each side of the walkway/ramp will be required. If the walkway has a vertical rise greater than 30”, a 6’-0” level landing is required for every 30” of vertical rise. The minimum width of an entry door typically needs to accommodate disabled access as well as exiting/occupant Load requirements and depending upon these requirements, a single or double 3’-0” wide by 6’-8” high door(s) will be required by the California Building Code. (The actual requirements require calculating the number of children and staff (occupant load) that will exit through these doors and multiply this number by a width factor established by the California Building Code.)

The second priority is the path of travel to the child care space. Once beyond the entry door and in order to use the child care center, the path of travel to the child care center needs to be disabled accessible. If the hallway has stairs between the entry door and child care then the path of travel is not disabled accessible. If the amount of stair risers is few and the hallway has sufficient length, the stairs could be removed and a disabled accessible ramp (maximum slope would be 1:12 with handrails on each side with proper length of top/bottom landings) could be installed. Check with the building maintenance person and/or record/as-built drawings to verify that no main electrical/plumbing/mechanical items are below the stairs prior to removal. Relocating main electrical /plumbing/ mechanical items may make the installation of a disabled accessible Ramp cost-prohibitive. If installing the Disabled Accessible Ramp is feasible, verify

that the adjacent existing hallway doors clear the ramp and no conflict or a change in level greater than ½” will occur.

If a ramp is not feasible, some local building jurisdictions may accept a vertical lift though an elevator would be preferred. Please check with the local building department for acceptability of the preferred direction.

The third priority is making the sanitary facilities, like children’s and adults’ toilets, and a partial list of other items like door hardware, sinks, kitchen appliances and countertops to be disabled accessible.

For children’s and adult’s toilets, the water closet’s centerline needs to 12” for children’s toilets and 18” for adult’s toilets from the side wall as well as having sufficient space of 48” in front and up to 32” to the side of the water closet. Grab bars at the water closet’s side and back are also required and must withstand a vertical load of 250 lbs.

Other Items include the following:

- Door knobs need to be replaced with levers
- Sinks and kitchen appliances should have controls that do not require tight grasping, pinching or twisting of the wrist
- Countertops should have a maximum height of 34” to its top
- Temporary ramps for interior and exterior thresholds and steps

Please refer to the California Building Code’s Chapter 11, which provides diagrams and narrative on these and many other requirements for renovation and new construction projects.

Scope of Work: The following are examples of scope of work items related to the Americans with Disabilities Act:

- New exterior concrete walkway with handrails on each side of the walkway
- A new 3’-0” wide entry door with standard reframing
- New interior ramp, without relocation of electrical, plumbing and mechanical items
- New interior ramp with relocation of electrical, plumbing and mechanical items
- New adult toilet and sink
- New children’s toilet and sink
- New grab bars
- Replacing door knobs to door levers
- Standard lower cabinet with a finished plastic laminate countertop height of 34”
- Temporary ramps for interior and exterior thresholds and steps (when more cost-effective or practical than permanent ramps)

For **Costs Related to Americans with Disabilities Act**, please refer to Cost Study item #8 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)

9. Outdoor Space:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing requires exterior play space appropriate for children. The exterior space should be close or adjacent to the interior child care space. The exterior space needs a defined perimeter such as a minimum four feet high fence and the play equipment must be age appropriate.

Solutions: If the square footage of the exterior space is below the minimum 75 square feet for each child, contact licensing for a determination if two play sessions will be acceptable, reducing the required square footage to one-half of the minimum 75 square feet for each child.

Please note that the exterior space is subject to the California Playground Safety Regulations, which requires a certified playground safety inspector to review the finished exterior space for compliance to established safety guidelines. Some of the guidelines include a safety material like a unitary surface or square thick recycled-tire modular units below an exterior play structure and extending this safety material for a minimum six feet safety zone from any perimeter point of an exterior play structure; avoiding tripping hazards; a weather-resistant cover to protect the sand area from cats and droppings from small animals and many more items. A list of certified playground safety inspectors can be found at the California Park and Recreation Society website www.cprs.org.

Though licensing requires the availability of drinking water at the exterior space, a drinking fountain is not mandatory and a portable water cooler with disposable cups can be acceptable.

Child care operators of preschool programs may be required by their operating funding source to comply with higher quality standards. Industry standards for quality recommendations include the following:

- Adequate and safe outdoor space that is easily supervised (clear sightlines, etc.)
- Protected exterior and indoor spaces that could be used in the event of inclement weather. Outdoor space has convenient features (close to toilets and drinking water, accessible storage and/or direct access to classrooms)

- Outdoor space has some protection from the elements like strong winds or has areas that can provide shade
- Varying types of surfaces, e.g. grass, cement, sand, etc.

Scope of Work: The following are examples of scope of work related to outdoor space.

- New play structure
- Integral “unitary” safety floor surface material
- Drinking fountain with hi-low drinking spouts
- Sand box
- Benches
- Planter boxes
- Storage, and/or
- Four feet high fence

For **Outdoor Space Costs**, please refer to Cost Study item #9 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)

10. Indoor Space, General:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing has established a minimum ratio of 35 square feet of child care space for each child. The 35 square feet does not include the area dedicated to toilets, hallways, offices, mechanical room, janitor's closet, storage and built-in furnishings and cabinets below 4'-0".

Solutions: If the square footage of the interior space is below the minimum 35 square feet for each child, review the space to determine if any of the lower cabinets or built-in furnishings can function properly as wall cabinets mounted with clearance of 4'-0" above the finished floor. Now, the area below the wall cabinets can be counted as part of the square footage of the interior space.

Though licensing requires the minimum interior space to be no less than 35 square feet for each child, industry standards for quality recommend 50 square feet of interior space for each child. The 50 square feet per child allows more designated activities to occur and reduces the amount of activity and circulation congestion within the child care space.

Other industry standards for quality include the following:

- Ample indoor space that allows children and adults to move about freely with appropriate sightlines for supervision, good ventilation, natural lighting, good acoustics and space that is accessible to children and adults with disabilities
- Individual cubbies for each child in the classroom to store their personal belongings
- If the program offers food, space for food preparation must be away from play and toileting and include enough space for maneuvering and be disabled accessible
- If the program operates in the afternoon, sufficient space for nap cots or mats must be available. Ideally, when mats are being used, they will be 3 feet apart, but should never be less than 18 inches apart or separated by solid barriers
- For best safety practices, provide safety covers/caps at electrical sockets

Scope of Work: The following are examples of scope of work related to indoor space.

- Provide Safety covers/caps at electrical sockets
- Food preparation area
- Four feet pre-fabricated wall storage unit
- Loft play structure
- Built-ins: cubbies, storage cabinets, etc.

For **Indoor Space Costs**, please refer to Cost Study item #10 in the table at the end of this section.

**Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)**

11. Children's Toilets and Sinks:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Minimum Number of Children's Toilets and Sinks:

Background: Licensing mandates a minimum ratio of one children's toilet and one sink for each 15 children served at the child care center. Toilets are available that are specifically designed and sized for preschool children.

Industry standards for quality recommendations include the following:

- Programs must have a sink for hand washing after toileting and a separate sink for all other things. (Ideally programs will have at least one child-sized sink and one adult sink available for non-toileting purposes.)
- Hands free and temperature controlled faucets
- Hands free soap dispensers
- Hand dryers

(Please note that child care programs that are primarily concerned about hygiene have found the hands-free (motion-sensor) faucets and hand dryers to be a better alternative to handle faucets and paper towels. However, handle faucets and paper towels may be a more developmentally appropriate option for children learning proper hygiene and how to use bathroom fixtures.)

Solutions: If no children's toilets and sinks are installed at the facility, keep in mind the following when incorporating these items at the facility:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**
- If the preferred location of the children's toilets and sinks is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of children's toilets and sinks needs to conform to disabled accessibility clearances and requirements. Also, children-sized toilets vary in dimensions from one manufacturer to another and may affect critical minimum disabled accessible clearances. Please refer to the Supplemental Information No. 8, Americans with Disabilities Act.

b. Location of Children's Toilets and Sinks:

Background: If the children's toilets and sinks are not located in the space and are away off the corridor, the activities within the child care will need to be adjusted or disrupted to allow for proper monitoring of children when the toilets are used. Licensing requires, at a minimum, visual supervision of all children at all times. Therefore, children are not allowed to exit the classroom to the children's toilets on their own and a teacher or designated adult aide would need to accompany the child/children.

Some child care centers require children to use the corridor-located children's toilets at set times. As a result, the child care center's activities revolve around these set times and invariably and occasionally, some children do not conform to these set times and the entire class is disrupted or "an accident" happens within the child care center.

Solutions: By having children's toilets and sinks within the child care and surrounded by low walls, children can use the toilets when the need arises and be under the visual supervision of the teacher, who can maintain compliance with licensing and the continuity of the class activity without disruption.

The location of children's toilets and sinks within the space should be planned in relationship to the other activities and if possible, close to existing plumbing and conform to disabled

accessibility clearances and requirements. See Supplemental Information No.8 Americans with Disabilities Act.

Scope of Work: The following are examples of scope of work related to children's toilets and sinks.

- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – far from existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – far from existing plumbing
- New child size trough sink for arts
- Hands free and temperature controlled faucets
- Hands free soap dispensers
- Hand dryers

For **Costs Related to Children's Toilets and Sinks**, please refer to Cost Study item #11 in the table at the end of this section.

**Supplemental Information
Commercial Buildings
Preschool Programs (3 – 4 year olds)**

12. Staff Space:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Adult Toilets and Sinks:

Background: Licensing requires toilet facilities used by adults to be separate from those being used by children. The adult toilets and sinks do **not** have to be within the child care space.

Solutions: The California Building Code requires separate gender (men and women's) or two uni-sex adult restrooms for a child care facility. The building code allows for an exception for retail businesses with four or fewer employees to have one uni-sex adult restroom. However, an exception for a child care facility is not found in the main body of the building code but in appendix chapter 29A, "Minimum Plumbing Fixtures."

However, the appendix chapters are not legally binding unless specifically adopted by the local building department. If appendix chapter 29A is adopted and applicable, footnote 3 indicates: *"When the design occupant load is less than 10 persons, a facility usable by either sex may be approved by the building official."* If the total amount of child care staff is nine or less, please review with the local building department if one uni-sex adult restroom would be acceptable.

If no adult toilets and sinks are installed at the facility, keep in mind the following ideas when incorporating these items at the facility:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the adult toilets and sinks is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of adult toilets and sinks needs to conform to disabled accessibility clearances and requirements. Please refer to the Supplemental Information No. 8. Americans with Disabilities Act.

b. Adult Storage Space and Lounge:

Background: Recommendations for a quality child care center include the following:

- Separate areas for staff (separate bathroom, safe places for storage of personal belongings, facilities for staff meals/snacks and area away from classroom with adult sized furniture), accommodations for staff with disabilities
- Adequate space for files, adult meetings, ample storage (for staff needs as well as for hazardous materials such as cleansers, etc.)

Solutions: Review what existing adjacent spaces are not being used and whether those spaces can be used as a staff lounge as well as storage. If walls need to be constructed for a staff lounge and storage, please confer with the local building department to determine the required permits for construction, mechanical ventilation and electrical. One consideration is if the ceiling height is tall where the staff lounge and storage will be located, reducing the wall height and framing a ceiling may reduce the overall costs. For example, rather than frame the walls of a staff lounge and storage to the full height of a space with a 17 feet high ceiling, it may be more cost effective to frame the walls to eight feet and platform framed a ceiling.

Scope of Work: The following are examples of scope of work related to staff space.

- New adult toilet and sink (disabled accessible with wood floor structure) – close to existing plumbing
- New adult toilet and sink (disabled accessible with wood floor structure) – far from existing plumbing

- New adult toilet and sink (disabled accessible with concrete floor structure) – close to existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – far from existing plumbing
- New Staff Lounge

For **Costs Related to Staff Space**, please refer to Cost Study item #12 in the table at the end of this section.

**Cost Study
Commercial Buildings
Preschool Programs (3 – 4 year olds)**

Site Location -

Building Name: _____

Address: _____

City: _____

Gross Square Footage of Building (GSF): _____

Legend: SF=Square Feet, LF=Linear Feet, LS=Lump Sum, EA=Each

COST STUDY SUMMARY					
ITEM #	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL
1	ZONING				
2	PARKING				
3	HAZARDOUS MATERIALS				
4	HISTORICAL				
5	LOCATION				
6	PROPERTY LINE				
7	EXITS				
8	AMERICANS WITH DISABILITIES ACT				
9	OUTDOOR SPACE				
10	INDOOR SPACE				
11	TOILETS AND SINKS				
12	STAFF SPACE				
	TOTAL CONSTRUCTION COSTS				
	CONSTRUCTION PRORATED COSTS				
	GENERAL CONDITIONS				
	ESCALATION				
	COMPLEXITY FACTOR				
	OVERHEAD AND PROFIT				
	BONDS				
	TOTAL CONSTRUCTION COSTS				
	SOFT COSTS				
	TOTAL PROJECT COST				
DIVIDE THE TOTAL PROJECT COST BY GSF					\$/SF

Competitive Bidding

The prices in this Estimate are based on Competitive Bidding. Competitive Bidding is receiving responsive bids from at least five (5) or more General Contractors and three (3) or more responsive bids from Major Subcontractors or Trades. Major Subcontractors are Structural Steel, Plaster / EIFS Contractors, Mechanical, Plumbing and Electrical Subcontractors.

Without Competitive Bidding, Contractor bids can and have ranged from 25%-to 100% over the prices in this Estimate, depending on the size of the job.

We urge you to notify your client of the existing difficult bidding climate, and work with them to ensure that the project is adequately publicized so that they can get the minimum number of bids for competitive bidding. Please contact LSA if you need ideas about how to publicize your project.

CONSTRUCTION PRORATED COSTS		CHOOSE %
GENERAL CONDITIONS - JOB COSTS THAT DO NOT INCLUDE LABOR, MATERIAL OR EQUIPMENT	RANGE IS FROM 10% TO 20%	
ESCALATION - COST OF MATERIALS AND LABOR INCREASES OVER A PERIOD OF TIME - 1 YR	RANGE IS FROM 3% TO 12%	
GEOGRAPHICAL FACTOR - ADJUSTMENTS TO BASE COSTS IN ESTIMATE TO ACCOUNT FOR SITE SPECIFIC COSTS. BASE COSTS ARE SAN FRANCISCO, CA. REFER TO SAYLOR PUBLICATIONS - CURRENT CONSTRUCTION COSTS OR R.S.MEANS CITY COST INDEX. CAUTION MUST BE USED FOR REMOTE OR IMPACTED AREAS WITH THE SCHEDULE RESTRAINTS. REMOTE AREAS MAY BE WELL OVER 10%	RANGE IS FROM 0% TO 10%	
COMPLEXITY FACTOR - ADDED COST FROM DIFFICULT WORK ENVIRONMENT, SCHEDULING DIFFICULTIES, OR DOWN TIME.	RANGE IS FROM 0% TO 10%	
OVERHEAD AND PROFIT - ADMINISTRATIVE OFF SITE COSTS AND PROFIT. DEPENDS ON THE SIZE OF THE JOB	RANGE IS FROM 10% TO 25%	
BONDS - PERFORMANCE BONDS, SUPPLIER BONDS AND OTHER BONDING REQUIREMENTS	RANGE IS FROM .75% TO 2.5%	
ALL PERCENTAGES ARE BROUGHT FORWARD TO SUMMARY SHEET		
SOFT COSTS		
ARCHITECTURAL AND ENGINEERING FEES	RANGE IS FROM 8% TO 12%	
GEOTECH FEES - PROVIDED BY OWNER	RANGE IS FROM 1.5% TO 2%	
CHANGE ORDER CONTINGENCY	RANGE IS FROM 5% TO 10%	
CONSTRUCTION MANAGEMENT	RANGE IS FROM 4% TO 7%	
AREA ADMINISTRATIVE FEES	RANGE IS FROM 2% TO 5%	
MISC FEES NOT COVERED IN THE ABOVE	RANGE IS FROM 5% TO 10%	
TOTAL SOFT COSTS PERCENTAGE CARRIED FORWARD TO SUMMARY SHEET		

1 ZONING		Quantity		Amount	
	ZONING IS NOT ESTIMATED IN THIS STUDY DUE TO THE FACT ZONING REQUIREMENTS VARY SO MUCH FROM AREA TO AREA.				
	THIS ISSUE WOULD NORMALLY DISQUALIFY AN AREA FOR CONSIDERATION.				
	SUBTOTAL 1				
2 PARKING		Quantity		Amount	
	VAN H.C. PARKING SPACE - A/C OVER CRUSHED ROCK WITH STRIPING & H.C.LOGO		EA	1,146.00	
	STANDARD H.C. PARKING SPACE - A/C OVER CRUSHED ROCK WITH STRIPING		EA	754.00	
	STANDARD PARKING SPACE - A/C OVER CRUSHED ROCK WITH STRIPING		EA	554.00	
	A/C RAMP @ PARKING SPACE- 1 REQUIRED		EA	350.00	
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	RENOVATION OF EXISTING INTERIOR COMMERCIAL SPACE FOR VAN DISABLED PARKING SPACE W/ LOADING SPACE		EA	8,846.00	
	RENOVATION OF EXISTING INTERIOR COMMERCIAL SPACE FOR STANDARD PARKING PLACE		EA	8,254.00	
	SUBTOTAL 2				
3 HAZARDOUS MATERIALS		Quantity		Amount	
	LEAD PAINT CLEANED, MAINTAINED AND STABILIZED		SF	3.00	
	LEAD PAINT REMOVED OR ABATED IN ITS ENTIRETY		SF	16.50	
	ASBESTOS MATERIALS ENCAPSULATED		SF	1.50	
	ASBESTOS REMOVED OR ABATED IN ITS ENTIRETY - INCLUDES TRANSPORT OFF SITE		SF	8.50	
	SUBTOTAL 3				

4	HISTORICAL	Quantity			Amount
	HISTORICAL RENOVATIONS WILL REQUIRE AN ARCHITECT TO DETERMINE TO WHAT LEVEL TO STRUCTURE IS TO BE RENOVATED AND TO DETERMINE WHAT PART IS HISTORICAL AND WHAT IS NOT.				
	THE SURVEYOR SHOULD NOT BE EMPOWERED TO MAKE THESE DECISIONS.				
	SUBTOTAL 4				
5	LOCATION	Quantity			Amount
	ASSUME THAT THE BASEMENT HAS TWO DOORS-STRUCTURAL WORK TO CORRECT WOULD BE PROHIBITIVE.				
	CHILD CARE ON SECOND FLOOR BUT NOT ABOVE FOURTH FLOOR				
	AUTOMATIC SPRINKLER SYSTEM - 1000 SF MIN		SF	4.50	
	BACKFLOW PREVENTER - IF REQUIRED		EA	7,500.00	
	SPRINKLER PIPING FROM STREET - IF REQUIRED		LF	35.00	
	POINT OF CONNECTION - IN STREET		EA	1,500.00	
	FIRE ALARM SYSTEM - COMPLETE		SF	3.50	
	SEPARATE STAIRS MEANS OF EVACUATION FOR CHILDREN.		LS	20,000.00	
	ADDED SMOKE BARRIERS TYPICAL -40FT x 12 FT		SF	10.50	
	SUBTOTAL 5				
6	PROPERTY LINE	Quantity			Amount
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYERS OF 5/8" TYPE "X" GYPBOARD BOTH INSIDE AND OUTSIDE OF STUD WALL. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	88.00	
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYER OF 5/8" TYPE "X" GYPBOARD TO THE INSIDE OF STUD WALL. ADD THREE COAT STUCCO OVER EXTERIOR GYPSUM SHEATHING. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	57.00	
	2 HR FIRE RATED WALL- INTERIOR SHAFT WALL				
	C-H OR C-T- METAL STUD WALL, 1"LINER AND TWO LAYERS 5/8" TYPE "X " GYPBOARD ON INTERIOR SIDE, PAINT AND BASE. INTERIOR WALL IS 8 FT HIGH.		LF	78.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	SUBTOTAL 6				

7	EXITS	Quantity		Amount	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	RELOCATE EXISTING MECHANICAL		EA	250.00	
	ADD FOR FIRE RATED DOOR AND FRAME.		EA	195.00	
	SUBTOTAL 7				
8	AMERICANS WITH DISABILITIES ACT	Quantity		Amount	
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	HAND RAILS ATTACHED TO THE BUILDING		LF	45.00	
	GUARD RAILS -4 RUNG W/ HAND RAIL		LF	95.00	
	NEW ENTRY DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	INTERIOR RAMP W/ RELOCATION OF M.E.P.		LF	40.00	
	INTERIOR RAMP W/ RELOCATED M.E.P.		LF	35.00	
	NEW ADULT TOILET AN SINK WITH ROUGH IN		SET	6,820.00	
	NEW CHILD TOILET AN SINK WITH ROUGH IN		SET	6,420.00	
	NEW GRAB BARS - ONE SET 36" AND 42" LENGTH		SET	155.00	
	REPLACE DOOR KNOBS TO LEVER HARDWARE.		EA	185.00	
	DEMO (E) CABINET AND COUNTERTOP AND REPLACE IT WITH P-LAM COUNTERTOP @34"		LF	820.00	
	TEMPORARY RAMPS AT (E) THRESHOLDS & STEPS		LF	25.00	
	SUBTOTAL 8				

9	OUTDOOR SPACE	Quantity			Amount
	NEW PLAY STRUCTURE – PRESCHOOL		EA	25,000.00	
	INFANT- PRESCHOOL SAFETY PLAY SURFACE		SF	16.00	
	DRINKING FOUNTAINS W/ HI-LOW SPOUTS WITH ROUGH -IN PIPING AND VALVING		EA	2,750.00	
	SAND BOX - WOOD FRAME AND SAND		EA	500.00	
	BENCH FOR OBSERVATION OF CHILDREN		EA	800.00	
	PLANTER BOX - MEDIUM		EA	175.00	
	PORTABLE STORAGE UNIT		EA	500.00	
	4FT HIGH FENCE		LF	17.00	
	SUBTOTAL 9				
10	INDOOR SPACE	Quantity			Amount
	SAFETY CAPS FOR EACH DUPLEX RECEPTACLE DEVICE		EA	15.00	
	FOOD PREPARATION AREA - BASE CABINET 30 LINEAR FT, SINK, GARBAGE DISPOSER		LF	211.67	
	PREFAB WALL STORAGE UNIT		LF	185.00	
	LOFT PLAY STRUCTURE		EA	5,000.00	
	CHILD CARE FURNISHINGS		LS	15,000.00	
	SUBTOTAL 10				

11	TOILETS AND SINKS	Quantity			Amount
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	NEW TROUGH SINK FOR ARTS WITH ROUGH IN CLOSE TO EXISTING PLUMBING		EA	1,950.00	
	ADDER FOR HANDS FREE TEMPERATURE CONTROLLED FAUCET		EA	1,075.00	
	HANDS FREE SOAP DISPENSER		EA	500.00	
	HAND DRYER		EA	560.00	
	SUBTOTAL 11				

12	STAFF SPACE	Quantity			Amount
	SEPARATE STAFF TOILET AREA				
	WALLS FOR TOILET SPACE = 64 SF 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,300.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,500.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,300.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,500.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	SEPARATE STAFF ROOM				
	WALLS FOR STAFF SPACE = 10X12 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	FULL HEIGHT CLOSET - PERSONAL STORAGE		LF	250.00	
	FILE SPACE AND DESK - FFE FURNISHED BY OTHERS				
	SUBTOTAL 12				

**Assessment Checklist
Commercial Buildings
Infant & Toddler Programs (0 – 2 year olds)**

Site Location -

Building Name: _____

Address: _____

City: _____

Infants are defined as a child under two years of age. Toddlers are defined as a child from 18 months to 30 months of age.

If the responses to all the enclosed items are “Yes”, the space is considered readily adaptable for child care use. For any “No” or “Don’t Know” response, corresponding supplemental information is provided to help evaluate the readiness of the facility and to help guide modifying the facility.

It is highly recommended that all the corresponding supplemental information be read thoroughly so the user can fully understand each item in the check list.

1. **Zoning:** Do you have a use permit to operate a child care center serving infants/toddlers on this property? Yes ☐ No ☐ Don’t Know ☐

2. **Parking:** Are the parking requirements fulfilled for this property? Yes ☐ No ☐ Don’t Know ☐

Hazardous Materials: Does the space have a report indicating no hazardous materials (like asbestos and lead containing materials) are present? *(This does not include hazardous conditions, such as mold, that may arise from deferred maintenance or other circumstances and should be treated separately.)* Yes ☐ No ☐ Don’t Know ☐

3. **Historical Significance:** Is there no historical significance, designation or registration on the building? Yes ☐ No ☐ Don’t Know ☐

4. **Location:** Is the space located on the first floor? Yes ☐ No ☐ Don't Know ☐
5. **Property Line:** Except the exterior wall facing the front/street, are none of the remaining walls located within five feet of the property line? Yes ☐ No ☐ Don't Know ☐
6. **Exits:** Does the space have two exits separated by a minimum distance equivalent to one-half the diagonal of the space? Yes ☐ No ☐ Don't Know ☐
7. **Americans with Disabilities Act:** Is the space disabled accessible for entry, path of travel, children's toilets and sinks? Yes ☐ No ☐ Don't Know ☐
8. **Outdoor Space:** Is there a distinct and divided play area directly on the property for infants and toddlers? Multiply the number of children to be served by 75 square feet per child. This total is the minimum size of the play area unless licensing allows a variance of multiple scheduled play times. Yes ☐ No ☐ Don't Know ☐
9. **Indoor Space (general):** Multiply the number of children to be served by 50 square feet per child. This total is the minimum interior size of the space (35 square feet is required for licensing, exclusive of toilets, built-in furnishings/cabinets below 4'-0", hallways, offices, mechanical room, janitor's closet and storage, therefore 50 square feet is the most common rule of thumb). Does this space have the minimum square footage? Yes ☐ No ☐ Don't Know ☐

10. Children's Toilets and Sinks:

- a. There shall be a minimum of one hand washing sink for every 15 infants/toddlers, one potty chair for every five infants being toilet trained and one children's toilet for every 15 toddlers. Does the space have the minimum number of children's sinks, potty chairs and toilets? Yes ☐ No ☐ Don't Know ☐
- b. Are sinks, potty chairs and toilets within the space and allow for easy visual supervision by the teacher? Yes ☐ No ☐ Don't Know ☐
- c. Are there separate sinks for toilet and for other activities? Yes ☐ No ☐ Don't Know ☐

11. Nap Room:

- a. Does the space have a dedicated separate room for infants to nap? Yes ☐ No ☐ Don't Know ☐
- b. Does the nap room allow visual supervision by a window or door with glass? Yes ☐ No ☐ Don't Know ☐

12. Diaper Changing Area: Cannot be located in the kitchen/food preparation area.

- a. Does the infant changing table have a padded surface no less than 1" thick and covered with a washable vinyl or plastic as well as having raised sides at least three inches high? Yes ☐ No ☐ Don't Know ☐
- b. When the infant changing table is in use, is it within arm's reach of a sink? Yes ☐ No ☐ Don't Know ☐

13. Staff Space:

- a. Does the space have access to two disabled accessible adult restrooms? Yes ☐ No ☐ Don't Know ☐
- b. Does the space have adult storage space separate from the child care? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐
- c. Is there a separate space for Staff Lounge? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

1. Zoning

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Child care centers are located in a number of different zoning districts, such as commercial and residential. In most jurisdictions child care centers require a use permit. In very few jurisdictions a child care center is allowed by right. If you currently have a use permit for this site but the use provisions are not appropriate for the number of children and age group you intend to serve, you will need to modify and possibly apply for a new use permit.

Solutions: If you do not have a use permit, or need to modify an existing permit contact the local public agency that regulates land use (planning or community development department). Ask a planner from that agency if child care is *allowed by right* on the property. If it is, be sure the number and age group of children is in line with the by right usage for child care. If child care is not allowed by right then ask if it is an *allowable use*, if a use permit is required, and what the process is for securing a permit. Be sure to get detailed information **in writing** about the application process, timelines, fees, and procedural benchmarks. Each jurisdiction will define its procedures for application, environmental evaluation, notification to the public and if mandated, public hearing.

Costs and Timeline: Costs vary by jurisdiction and may include application and/or processing fees. In some jurisdictions and depending on the property an applicant may be required to conduct studies, issue reports, and participate in public hearings as part of the use permit process. Please contact your respective jurisdiction for all the required documents, the filing fees and the anticipated length of time to receive a determination.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

2. Parking

Site Location -

Building Name: _____

Address: _____

City: _____

Background: If a use permit is required for a child care center then there may be parking requirements to meet. Some jurisdictions require at least one designated parking space for each staff person plus up to ten parking spaces for parents depending on the number of children in the program.

Solutions: If applying for a use permit, new or modified, you will be required to satisfy parking requirements as part of the application process. Be sure the parking requirements are provided to you in writing. Keep in mind that many jurisdictions will be looking for on-site parking adequate enough to meet the needs of all the staff working in the center and parents dropping off and picking up their children.

Some jurisdictions require at least one of the parking spaces to be disabled accessible, which is equivalent to the width of two parking spaces due to its minimum 9'-0" parking space width and its adjacent minimum 7'-0" width for passenger loading and unloading zone for a total minimum width of 16'-0". The disabled parking space needs to be a minimum of 18 feet in length and may need to have a minimum height clearance of 8'-2".

If the existing site does not have sufficient parking spaces, please contact the respective public agency on whether a variance or another procedure can be granted for the deficit parking. Some jurisdictions recognize the adjacency of public transportation to the child care center as well as the child care center being in a neighborhood where children and parents walk to child care rather than drive.

Some jurisdictions also recognize that existing commercial space may already have deficit parking and if a child care use creates an equivalent deficit parking, no additional parking spaces may be required. For example, if the planning code would have required two parking spaces at an existing commercial space, which currently has no parking spaces, and the new child care's parking requirements are two parking spaces, the local jurisdiction may conclude that the new child care's deficit parking is equivalent to the existing current condition and no additional parking spaces would be required.

Also, confirmation is needed with the local planning and/or building department for the disabled accessible parking requirements, if any.

If a parking space needs to be added, the costs for an exterior asphalt/concrete surface space is usually less expensive than renovation for an interior garage. Review the commercial space's location in relationship to the proposed location of the exterior parking space(s). Verify that one of the parking space(s) will be large enough to accommodate a disabled accessible space as described above. Verify that the path of travel (walkway, concrete sidewalk, etc.) from the parking space(s) is disabled accessible with a maximum 5% slope (a ratio of one unit vertical to 20 unit's horizontal.) For example, one inch vertical to 20 inches horizontal equals 5% slope.

To accommodate the required parking spaces in the interior space may require loss of potential child care space, structural framing, relocation of existing electrical, plumbing, fire sprinkler and mechanical devices/systems. Costs will be determined after an architect or engineer provides a construction document detailing the scope of work and a general contractor providing a construction bid.

Scope of Work: The following are examples of scope of work related to parking.

- Exterior asphalt van disabled accessible parking space with loading space
- Exterior asphalt standard parking space
- Path of travel from parking to child care center
- Renovation of existing interior commercial space for van disabled accessible parking space with loading space, and/or
- Renovation of existing interior commercial space for standard parking space

For **Costs Related to Parking**, please refer to Cost Study item #2 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

3. Hazardous Materials

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Many older buildings contain materials now considered hazardous like asbestos and lead. These hazardous materials have been identified to cause physical harm and/or detrimentally affect the developmental growth of infants, toddlers and young children.

Buildings built prior to 1978 may contain lead paint or exterior playground areas may contain lead due to environmental conditions from lead-based gasoline used in automobiles or from peeling exterior lead paint onto ground surfaces. When lead painted surfaces like a double-hung window slides against its jamb or when a door opens and closes, the friction between adjoining surfaces causes lead dust, which can be ingested by children and cause elevated non-acceptable lead levels.

Asbestos is found in older vinyl floor tile, glue/mastic, roofing materials and in plaster wall and ceiling finishes. When asbestos containing materials are chipped or surfaces are disturbed, small asbestos fibers are emitted and the material is considered “friable”. If inhaled, asbestos fibers have been identified as a carcinogen.

Solutions: If the condition of the lead painted surfaces is not decaying or peeling, a frequent cleaning, maintenance and stabilization procedure may be an acceptable procedure to minimize lead dust. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

For asbestos containing materials, encapsulation or the complete covering and sealing of asbestos surfaces can be an acceptable method of controlling the release of asbestos fibers. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

If renovation and construction occurs in the space, a certified industrial hygienist or equivalent professional is hired to perform a hazardous material management program that will instruct the contractor how to control and properly dispose of the disturbed surfaces that contain hazardous materials. The certified industrial hygienist or equivalent professional is also hired to monitor the contractor’s work and adherence to the hazardous material management program.

Scope of Work: The following are examples of scope of work related to hazardous materials.

- Lead painted surfaces to be cleaned, maintained and stabilize
- Lead painted surfaces are removed or abated in its entirety
- Asbestos containing materials are encapsulated, and/or
- Asbestos containing materials are removed or abated in its entirety

For **Costs Related to Hazardous Materials**, please refer to Cost Study item #3 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

4. Historical

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Historically registered, significant or eligible buildings are recognized by local jurisdictions to be important to the heritage of its neighborhood, city, state and/or era due to its exterior and/or interior architectural elements/design or was the setting for a historical event or person.

If the proposed building is historically registered, significant or eligible, then any proposed modifications to the exterior or interior needs to be compatible with the state historical building code and if required by the Funding Source, the renovation needs to be reviewed and approved by the California Office of Historical Preservation (<http://ohp.parks.ca.gov/>).

Solutions: Determine the interior and exterior renovations required for the child care center. Contact the proper agency that has jurisdiction over the project to establish a project review meeting. For certain projects, in addition to local review, the funding for the project may also require review from the California Office of Historical Preservation.

The project review meeting will establish the standards the jurisdiction will have for the project. For example, if portions of the exterior or interior are determined to have historical significance then those portions need to remain in place or be restored. Other examples include new electrical conduit work may need to be concealed instead of exposed with surface mounted conduit and/or, a damaged wood window would need to be replaced with a wood window of similar configuration instead of a vinyl or aluminum window.

Arrange a time to meet with the agency of jurisdiction at the child care facility to view the areas impacted by the scope of work. At this project review meeting, describe what will be removed and as detailed as possible, what elements (walls, building systems like electrical, mechanical, plumbing, security, fire alarm and fire sprinkler) will be built. Written meeting minutes and photographs documenting the agreed upon scope of work will facilitate its sign-off when the construction is completed.

If the state historical building code is applicable, this code does provide for alternate construction means, which allows for some latitude to accomplish the intent of the current California Building

Code. Please review the state historical building code or work with an architect with knowledge of this code.

For **Historical Costs**, please refer to Cost Study item #4 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

5. Location

Site Location -

Building Name: _____

Address: _____

City: _____

Background:

When a child care center is located above or below the first (ground) floor, Section 305.2.3 of the 2001 California Building Code adds the following requirements to ensure the safe evacuation of children:

- A child care center is allowed to be located in basements or stories having floor levels within four feet (measured vertically) from the adjacent ground level, if exterior exit doors can be provided from that level.
- If a child care center is located on the second floor, the entire building (and not just the child care center) needs to have an automatic sprinkler system throughout as well as having two stairs or exits (that are separated by more than one-half the diagonal of the served space) for the exclusive use of the child care center children and staff. In a panic situation, the building code provides for the safe evacuation of children using their separate stairs and prevents the children from being overrun by adults evacuating the building. Therefore, if the second floor has multiple uses like offices and child care, the offices are required to have their exits separate and distinct from the child care center.
- A Child Care Center can be located above the first floor if the building's type of construction is classified as Type I, Type II-fire resistive, Type II-one hour and Type III-one hour fire resistive construction. These types of construction typically incorporate non-combustible and/or durable elements like concrete and steel or fire-rated gypsum board in multiple layers to achieve higher fire-ratings. However, even with these types of construction, a child care center serving more than 12 children or children under the age of seven cannot be located above the fourth floor. When located in buildings with these types of construction, the child care center will also need to comply with all of the following:
 - a. The entire story where the child care center is located will have an approved manual fire alarm and smoke detection system.
 - b. If the child care center is more than 1,000 square feet, the child care center will need to be divided into at least two compartments of approximately the same size

by “smoke barriers” with 20-minute fire rated door openings protected by smoke and draft control assemblies. (More detailed information can be reviewed in Section 305.2.3.3.3 in the 2001 California Building Code.) Each of these compartments will have not less than two exits and at least one of the exits shall be into a separate means of egress to a public way.

- c. The entire building (and not just the child care center) will be equipped with an automatic sprinkler system throughout.

Solutions: If a child care center is not located at the ground floor, please thoroughly check the existing building for conformance to the requirements mentioned above.

If a child care center occupies the entire second floor and the existing building has an automatic fire sprinkler system throughout, then the building’s existing two exit stairs will be sufficient.

Avoid mixed-use occupancies at the second floor. Otherwise, two new additional exit stairs dedicated exclusively for child care use will be required for a total of four stairs from the second floor to the ground floor. Please note that if new additional exit stairs are incorporated in the building, a corresponding space will be impacted or lost below the exit stairs at the ground floor.

Scope of Work: The following are examples of scope of work related to location for a standard classroom size for 24 children at the second floor:

- Automatic fire sprinkler throughout the building (not just the classroom),
- Manual fire alarm and smoke detection system,
- New exit stairs from second floor to ground floor, and/or
- “Smoke Barriers” with 20-minute fire rated door openings.

For **Costs Related to Location**, please refer to Cost Study item #5 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

6. Property Line

Site Location -

Building Name: _____

Address: _____

City: _____

Background: For the front entrance exterior wall, the Section 305.3 of the 2001 California Building Code states: *“All buildings housing Group E Occupancies shall front directly on a public street or an exit discharge not less than 20 feet. The exit discharge to the public street shall be a minimum 20-foot-wide right-of-way, unobstructed and maintained only as access to the public street. At least one required exit shall be located on the public street or on the exit discharge.”*

The building code defines “exit discharge” as *“that portion of the means of egress system between the exit and the public way.”* For example, if the building’s entry does not front directly onto a public street and the building’s entry faces a side entry court, the entry court must have a minimum depth of 20 feet for the distance from the entry doors to the public street. The building code mandates this requirement to facilitate an efficient and rapid egress from the child care center to the exterior of the building and to a public street where occupants can be away from the building and reasonably safe, as well as provide access to the fire department for fire-suppression activities and rescue.

When an exterior property line wall (except the front/street-facing wall) of the child care center is located within five feet of the site’s property line, the California Building Code in chapter 5, table 5-A requires a fire-rated constructed wall to be able to maintain its integrity when a fire occurs on one side of the wall for a duration of two hours for wood frame (Type V) construction and specific concrete and steel construction (Type II one-hour and Type II-N) with two hour non-combustible fire-resistive ratings. However, certain specific concrete and steel (Types I, II fire resistive, III-one hour, III-N and IV-heavy timber) construction requires a four-hour fire-resistive rating.

If the child care space serves 20 or fewer children, the California Building Code makes an exception to the two-hour fire-resistance requirement and requires one-hour fire-resistance for walls within three feet of the property line for Type V, Type II one-hour and Type II-N construction and again, a four-hour fire-resistive rating for Types I, II fire resistive, III-one hour, III-N and IV-heavy timber construction.

Solutions: If the front entrance exterior wall does not open directly on to a public street or exit discharge of not less than 20 feet, please confirm with the local building department for a determination if the child care occupancy will be acceptable or whether under 2001 California

Building Code section 104.2.8, an alternate materials and methods of construction (like an automatic fire sprinkler system throughout the building) will be acceptable in lieu of this requirement.

Property line exterior walls that are properly constructed of poured-in-place concrete or concrete block typically fulfill the two-hour and four-hour fire resistance requirement. If the exterior wall is constructed with wood framing, the composition of the wall materials for a two-hour fire rating needs to be verified.

If existing approved building permit plans are available, the documentation may indicate the fire-rating construction of the exterior wall. For example, the floor plans may have a note that indicates “two-hour fire rated wall” or a detail reference is adjacent to the property line wall and the detail referenced drawing describes the composition of the wall as a two-hour fire-rated assembly. Underwriters Laboratories (UL) two-hour fire rated walls can be composed by a variety of materials.

If no drawings are available, exploratory demolition may be required to verify the fire-rating of the property line wall. Exploratory demolition is limited and controlled removal of existing construction components. Once all the exterior and interior components are revealed, the local building and/or fire official/inspector will need to review and accept in writing the conformance of the construction components to the required fire-rating.

Scope of Work: The following are examples of scope of work related to property line:

- A two-hour fire-rated, 8 feet high wall with two layers of 5/8” exterior gypsum sheathing on the exterior side and two layers of 5/8” interior gypsum board (stamped type ‘X’) on the interior side of an exterior wood stud.
- Another example of a two-hour fire-rated, 8 feet high wall is two layers of interior 5/8” gypsum board (stamped type ‘X’) and on the exterior side, minimum 7/8” thick cement plaster (stucco) over 5/8” exterior gypsum sheathing.
- If the existing wall is determined **not** to be equivalent to a two-hour fire rating, verify with the local building and fire department if constructing a narrow (less than 3 inches in depth!) two-hour fire-rated shaft wall against the interior wall would be acceptable. Shaft wall construction is designed to be constructed from one-side (or the interior side) and the finished look would be equivalent to a standard painted gypsum board wall surface. Please note that any electrical outlets or other plumbing/mechanical items would need to be relocated to the finished surface of the shaft wall.

For **Costs Related to Property Line**, please refer to Cost Study item #6 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

7. Exits

Site Location -

Building Name: _____

Address: _____

City: _____

Background: When a child care space serves more than seven children, two exits separated by a minimum distance equivalent to one-half the diagonal are required. (California Building Code, table 10-A) For example, if a child care space's longest diagonal is 50 feet, then the horizontal (straight-line) distance measured from the centerline of one exit door to the other needs to be a minimum of 25 feet apart.

Solutions: When a child care space does not have two exits, then a second exit needs to be constructed. If the child care space is adjacent to an exit corridor or an adjacent exterior public way like sidewalk or exterior grounds, then the second exit can be constructed in these areas and located to comply with the separation requirements mentioned above.

When a second exit is constructed, temporary shoring may be required if the new door opening is to be located within a load-bearing wall as well as installing a new structural horizontal member (header) and related framing. Also, electrical conduit and other plumbing/mechanical related items may need to be relocated in the wall cavity to achieve the new door opening.

If a building maintenance person is knowledgeable of the space and/or if record or as-built drawings are available, consult with the maintenance person and/or review the drawings for location of existing electrical/plumbing/mechanical items and locate the second exit to avoid disruption of these items and thereby minimize the costs associated with rerouting such items. The new door and frame may need to have a fire-rating as required by the building code with patching/painting the surrounding areas of proper materials to maintain the fire-rating of the wall and provide a finished and seamless appearance.

Scope of Work: The following are examples of scope of work related to exits:

- New door and frame in a non-load bearing wall
- New door and frame in load bearing wall
- Relocation of existing electrical
- Relocation of existing plumbing
- Relocation of existing mechanical, and/or
- New fire-rated door and door frame

For **Costs Related to Exits**, please refer to Cost Study item #7 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

8. Americans with Disabilities Act:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: The Americans with Disabilities Act is a Federal Civil Rights Law that mandates disabled accessibility for public spaces including child care.

Solutions: In renovation projects, the California Building Code prioritizes three aspects of providing disabled accessibility.

The first priority is disabled access at all entrances to the child care center. Approaching an entry door, the slope of the walkway to the landing in front of an entry door cannot exceed a slope of 1 vertical to 12 horizontal (1:12 or 8.3%) and the “level landing” in front of an entry cannot exceed a slope of ¼ vertical to 12 horizontal (¼:12 or 2%). The minimum depth and length of the “level landing” is determined by the swing (inward or outward) of an entry/exit door and the walkway’s directional approach.

Should the walkway have a slope of less than 8.3% (1:12) and greater than 5% (1:20), the walkway is considered a ramp and handrails on each side of the walkway/ramp will be required. If the walkway has a vertical rise greater than 30”, a 6’-0” level landing is required for every 30” of vertical rise. The minimum width of an entry door typically needs to accommodate disabled access as well as exiting/occupant load requirements and depending upon these requirements, a single or double 3’-0” wide by 6’-8” high door(s) will be required by the California Building Code. (The actual requirements require calculating the number of children and staff (occupant load) that will exit through these doors and multiply this number by a width factor established by the California Building Code.)

The second priority is the path of travel to the child care space. Once beyond the entry door and in order to use the child care center, the path of travel to the child care needs to be disabled accessible. If the hallway has stairs between the entry door and child care then the path of travel is not disabled accessible. If the amount of stair risers is few and the hallway has sufficient length, the stairs could be removed and a disabled accessible ramp (maximum slope would be 1:12 with handrails on each side with proper length of top/bottom landings) could be installed. Check with the building maintenance person and/or record/as-built drawings to verify that no main electrical/plumbing/mechanical items are below the stairs prior to removal. Relocating main electrical /plumbing/ mechanical items may make the installation of a disabled accessible ramp cost-prohibitive. If installing the disabled accessible ramp is feasible, verify that the

adjacent existing hallway doors clear the ramp and no conflict or a change in level greater than one-half inch will occur.

If a ramp is not feasible, some local building jurisdictions may accept a vertical lift though an elevator would be preferred. Please check with the local building department for acceptability of the preferred direction.

The third priority is making the sanitary facilities, like children's and adults' toilets, and a partial list of other items like door hardware, sinks, kitchen appliances and countertops to be disabled accessible.

For children's and adult's toilets, the water closet's centerline needs to be 12" for children's toilets and 18" for adult's toilets from the side wall as well as having sufficient space of 48" in front and up to 32" to the side of the water closet. Grab bars at the water closet's side and back are also required and must withstand a vertical load of 250 lbs.

Other Items include the following:

- Door knobs need to be replaced with levers
- Sinks and Kitchen Appliances should have controls that do not require tight grasping, pinching or twisting of the wrist.
- Countertops should have a maximum height of 34" to its top.
- Temporary ramps for interior and exterior thresholds and steps.

Please refer to the California Building Code's Chapter 11, which provides diagrams and narrative on these and many other requirements for renovation and new construction projects.

Scope of Work: The following are examples of scope of work items related to the Americans with Disabilities Act:

- New Exterior concrete walkway with handrails on each side of the walkway
- A new 3'-0" wide entry door with standard reframing
- New interior ramp, without relocation of electrical, plumbing and mechanical items
- New interior ramp with relocation of electrical, plumbing and mechanical items
- New Adult Toilet and Sink
- New Children's Toilet and Sink
- New grab bars
- Replacing door knobs to door levers
- Standard lower cabinet with a finished plastic laminate countertop height of 34"
- Temporary ramps for interior and exterior thresholds and steps (when more cost-effective or practical than permanent ramps)

For **Costs Related to Americans with Disabilities Act**, please refer to Cost Study item #8 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

9. Outdoor Space:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing requires exterior play space appropriate for children. The exterior space should be close or adjacent to the interior child care space. The exterior space needs a defined perimeter such as a minimum four feet high fence and the play equipment must be age appropriate.

Solutions: If the square footage of the exterior space is below the minimum 75 square feet for each child, contact licensing for a determination if two play sessions will be acceptable which would reduce the required square footage to one-half of the minimum 75 square feet for each child.

Please note that the exterior space is subject to the California Playground Safety Regulations, which requires a certified playground safety Inspector to review the finished exterior space for compliance to established safety guidelines. Some of the guidelines include a safety material like a unitary surface or square thick recycled-tire modular units below an exterior play structure and extending this safety material for a minimum six feet safety zone from any perimeter point of an exterior play structure; avoiding tripping hazards; a weather-resistant cover to protect the sand area from cats and droppings from small animals and many more items. A list of certified playground safety inspectors can be found at the California Park and Recreation Society website www.cprs.org.

Child care operators of infant/toddler programs may be required by their operating funding source to comply with higher quality standards. Industry standards for quality recommendations include the following:

- Adequate and safe outdoor space that is easily supervised (clear sightlines, etc.)
- Protected exterior and indoor spaces that could be used in the event of inclement weather
- Outdoor space has convenient features (close to toilets and drinking water, accessible storage and/or direct access to classrooms)
- Outdoor space has some protection from the elements like strong winds or has areas that can provide shade

- Varying types of surfaces, e.g. grass, cement, sand, etc.

Scope of Work: The following are examples of scope of work related to outdoor space.

- New play structure
- Integral “unitary” safety floor surface material
- Drinking fountain with hi-low drinking spouts
- Sand box
- Benches
- Planter boxes
- Storage, and/or
- Four feet high fence

For **Outdoor Space Costs**, please refer to Cost Study item #9 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

10. Indoor Space, General:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing has established a minimum ratio of 35 square feet of child care space for each child. The 35 square feet does not include the area dedicated to toilets, hallways, offices, mechanical room, janitor's closet, storage and built-in furnishings and cabinets below 4'-0".

Solutions: If the square footage of the interior space is below the minimum 35 square feet for each child, review the space to determine if any of the lower cabinets or built-in furnishings can function properly as wall cabinets mounted with clearance of 4'-0" above the finished floor. Now, the area below the wall cabinets can be counted as part of the square footage of the interior space.

Though licensing requires the minimum interior space to be no less than 35 square feet for each child, industry standards for quality recommend 50 square feet of interior space for each child. The 50 square feet per child allows more designated activities to occur and reduces the amount of activity and circulation congestion within the child care space.

Other industry standards for quality include the following:

- Ample indoor space that allows children and adults to move about freely with appropriate sightlines for supervision, good ventilation, natural lighting, good acoustics and space that are accessible to children and adults with disabilities
- Risers, lofts, low hung mirrors, and other indoor gross motor features
- If the program offers food, space for food preparation must be away from play, diapering and allow enough space for maneuvering and be disabled accessible
- Individual cubbies for each child in the classroom to store their personal belongings
- For best safety practices, provide safety covers/caps at electrical sockets

Scope of Work: The following are examples of scope of work related to indoor space for a standard classroom size for 24 children:

- Provide Safety covers/caps at electrical sockets
- Food preparation area
- Four feet pre-fabricated wall storage unit
- Loft play structure
- Built-ins: cubbies, storage cabinets, etc.

For **Indoor Space Costs**, please refer to Cost Study item #10 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

11. Infants and Toddlers Sinks and Potty Chairs:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Minimum Number of Infants' Potty Chairs and Toddlers' Toilets and Sinks:

Background: Licensing mandates a minimum ratio of one potty chair for each five infants, one children's toilet for each 15 toddlers and 1 sink for each 15 children (infants/toddlers) served at the child care center. Toilets are available that are specifically designed and sized for young children.

Industry standards for quality recommendations include the following:

- Though licensing allows potty chairs at a ratio of one potty Chair for every five infants being toilet trained, a quality child care center would have child-sized toilets instead
 - ITERS recommends child-sized toilets instead
 - Hands free and temperature controlled faucets
 - Hands free soap dispensers
 - Hand dryers
- (Please note that child care programs that are primarily concerned about hygiene have found the hands-free (motion-sensor) faucets and hand dryers to be a better alternative to handle faucets and paper towels. However, handle faucets and paper towels may be a more developmentally appropriate option for children learning proper hygiene and how to use bathroom fixtures.)

Solutions: If no children's toilets and sinks are installed at the facility, keep in mind the following several ideas when incorporating these items:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the children's toilets, sinks and diaper changing area is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing

these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of children's toilets, sinks and diaper changing area needs to conform to disabled accessibility clearances and requirements. Also, children-sized toilets vary in dimensions from one manufacturer to another and may affect critical minimum disabled accessible clearances. Please refer to the Supplemental Information No. 8, Americans with Disabilities Act.

b. Location of Children's Toilets and Sinks:

Background: If the children's toilets and sinks are not located in the space and away off the corridor, the activities within the child care center will need to be adjusted or disrupted to allow for proper monitoring of children when the toilets are used. Licensing requires, at a minimum, visual supervision of all children at all times. Therefore, toddlers are not allowed to exit the classroom to the children's toilets on their own and a teacher or designated adult aide would need to accompany the child/children.

Some child care centers require children to use the corridor-located children's toilets at set times. As a result, the child care center's activities revolve around these set times and invariably and occasionally, some children do not conform to these set times and the entire class is disrupted or "an accident" happens within the child care center.

Solutions: By having children's toilets and sinks within the child care and surrounded by low walls, children can use the toilets when the need arises and be under the visual supervision of the teacher, who can maintain compliance with licensing and the continuity of the class activity without disruption.

The location of children's toilets and sinks within the space should be planned in relationship to the other activities and if possible, close to existing plumbing and conform to disabled accessibility clearances and requirements. See Supplemental Information No. 8 Americans with Disabilities Act.

Scope of Work: The following are examples of scope of work related to infants and toddler's toilets and sinks.

- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – far from existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – far from existing plumbing, and/or
- New child size trough sink for arts
- Hands free and temperature controlled faucets
- Hands free soap dispensers
- Hand dryers

For **Costs Related to Infants and Toddlers' Toilets and Sinks**, please refer to Cost Study item #11 in the table at the end of this section.

**Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)**

12. Nap Room:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Nap Room

Background: Licensing requires a dedicated area for napping that has a separate crib for each infant and can be visually supervised by the teachers. The dedicated nap area can be separated by movable walls or partitions with a minimum height of four feet, be constructed of sound-absorbing material and shall be designed to minimize the risk of injury to infants.

Industry standards for quality recommendations include the following:

- Though licensing does not require a separate room for napping, a separate room is recommended that is adequate in size for the cribs, conforms to the building code requirements for ventilation, lighting and life safety, and allows for staff supervision from and to the classroom (no obstructed sightlines)
- The cribs shall be located with a minimum side-by-side distance of three feet separating each crib
- Light fixtures on dimmer switches would be preferable

Solutions: While moveable partitions or walls with four feet height can be readily achievable, a separate room with windows and a door with glazing can also be as well. If the child care has an exterior window and the location works for the nap room, the exterior window will provide the ventilation required by the building code without the cost associated with new mechanical equipment.

If heating is required in the nap room, have a mechanical subcontractor or engineer evaluate the existing heating ductwork and whether the existing mechanical system has the capacity to provide the heating at the nap room. If yes, then new ductwork will be provided to direct heat and return air to the nap room. Another option is to determine whether an electric ceiling mounted radiant heating panel would work. The nap room will have electrical outlets and light fixtures. Light fixtures can be ceiling mounted and/or wall mounted.

If the ceiling height is tall where the nap room will be located, reducing the wall height and framing a ceiling may reduce the overall costs. For example, rather than frame the walls of a nap room to the full height of a space with a 17 feet high ceiling, it may be more cost effective to frame the walls to eight feet and platform frame a ceiling.

If constructing a separate nap room, please confer with the local building department to determine the required permits.

Scope of Work: The following are examples of scope of work related to nap room.

- Four feet high movable partition with sound absorbing material
- Four feet high fixed partition with sound absorbing material
- New nap room with eight feet high ceiling, door with tempered glazing, window with tempered glazing and light fixture on dimmer switch

For **Costs Related to Nap Room**, please refer to Cost Study item #12 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

13. Diaper Changing Area:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Diaper Changing Area

Background: Licensing requires a changing table conforming to the following requirements:

- Have a padded surface no less than one-inch thick and covered with washable vinyl or plastic
- Have raised sides at least three inches high
- Be maintained in good repair and safe condition
- Located within arm's reach of a sink, and
- Not be located in the kitchen/food preparation area
- Adequate and accessible (within arms reach) storage for personal diaper changing supplies (diapers, clothes, etc.) in separate cubbies

Industry standards for quality recommendations include the following:

- The designated diapering area next to a hot water source
- Changing area provides for adequate sightlines into the classroom area (can be sometimes be achieved with mirrors)
- Steps to changing table for young children

Solutions: Diaper changing tables can be either movable or permanent but adjacent to a sink. Please refer to Supplemental Information No. 11 Infants and Toddlers' Sinks and Potty Chairs for location strategies on reducing costs associated with the sink.

When diaper changing tables are permanent and built-in, innovative measures like pre-fabricated pull-out steps to allow toddlers to have teacher assisted walk-up to the changing area are

available for purchase and inclusion. The pull-out steps reduce the amount of times teachers need to carry toddlers up to the changing area and correspondingly, reduces the injury potential for teachers.

Other considerations for permanent diaper changing tables are rounded corners instead of the standard square-edged corners to reduce the injury potential to infants and toddlers.

Scope of Work: The following are examples of scope of work related to diaper changing area for a standard classroom size for 24 children:

- New built-in changing table using standard cabinet construction
- New built-in changing table incorporating pre-fabricated pull-out steps, and/or
- New built-in changing table incorporating pre-fabricated pull-out steps and rounded corners instead of standard square-edged corners
- Wall-mounted mirrors
- Wall-mounted storage cabinets

For **Costs Related to Diaper Changing Area**, please refer to Cost Study item #13 in the table at the end of this section.

Supplemental Information
Commercial Buildings
Infant and Toddler Programs (0 – 2 year olds)

14. Staff Space:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Adult Toilets and Sinks:

Background: Licensing requires toilet facilities used by adults to be separate from those being used by children. The adult toilets and sinks do **not** have to be within the child care space.

Solutions: The California Building Code requires separate gender (men and women's) or two uni-sex adult restrooms for a child care facility. The building code allows for an exception for retail businesses with four or fewer employees to have one uni-sex adult restroom. However, an exception for a child care facility is not found in the main body of the building code but in Appendix Chapter 29A, "Minimum Plumbing Fixtures."

However, the appendix chapters are not legally binding unless specifically adopted by the local building department. If appendix chapter 29A is adopted and applicable, footnote 3 indicates: *"When the design occupant load is less than 10 persons, a facility usable by either sex may be approved by the building official."* If the total amount of child care staff is nine or less, please review with the local building department if one uni-sex adult restroom would be acceptable.

If no adult toilets and sinks are installed at the facility, keep in mind the following when incorporating these items at the facility:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the adult toilets and sinks is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing these items may be more reasonable. As a rule of thumb, the further the preferred location is located away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of adult toilets and sinks needs to conform to disabled accessibility clearances and requirements. Please refer to the Supplemental Information No. 8, Americans with Disabilities Act.

b. Adult Storage Space and Lounge:

Background: Recommendations for a quality child care center include the following:

- Separate areas for staff (separate bathroom, safe places for storage of personal belongings, facilities for staff meals/snacks and area away from classroom with adult sized furniture), accommodations for staff with disabilities
- Adequate space for files, adult meetings, ample storage (for staff needs as well as for hazardous materials such as cleansers, etc.)

Solutions: Review what existing adjacent spaces are not being used and whether those spaces can be used as a staff lounge as well as storage. If walls need to be constructed for a staff lounge and storage, please confer with the local building department to determine the required permits for construction, mechanical ventilation and electrical.

One consideration is if the ceiling height is tall where the staff lounge and storage will be located, reducing the wall height and framing a ceiling may reduce the overall costs. For example, rather than frame the walls of a staff lounge and storage to the full height of a space with a 17 feet high ceiling, it may be more cost effective to frame the walls to eight feet and platform frame a ceiling.

Scope of Work: The following are examples of scope of work related to staff space.

- New adult toilet and sink (disabled accessible with wood floor structure) – close to existing plumbing
- New adult toilet and sink (disabled accessible with wood floor structure) – far from existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – close to existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – far from existing plumbing
- New staff lounge

For **Costs Related to Staff Space**, please refer to Cost Study item #14 in the table at the end of this section.

**Cost Study
Commercial Buildings
Infant & Toddler Programs (0 – 2 year olds)**

Site Location -

Building Name: _____

Address: _____

City: _____

Gross Square Footage of Building (GSF): _____

Legend: SF=Square Feet, LF=Linear Feet, LS=Lump Sum, EA=Each

COST STUDY SUMMARY					
ITEM #	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL
1	ZONING				
2	PARKING				
3	HAZARDOUS MATERIALS				
4	HISTORICAL				
5	LOCATION				
6	PROPERTY LINE				
7	EXITS				
8	AMERICANS WITH DISABILITIES ACT				
9	OUTDOOR SPACE				
10	INDOOR SPACE				
11	TOILETS AND SINKS				
12	NAP ROOM				
13	DIAPER CHANGING AREA				
14	STAFF SPACE				
	TOTAL CONSTRUCTION COSTS				
	CONSTRUCTION PRORATED COSTS				
	GENERAL CONDITIONS				
	ESCALATION				
	COMPLEXITY FACTOR				
	OVERHEAD AND PROFIT				
	BONDS				
	TOTAL CONSTRUCTION COSTS				
	SOFT COSTS				
	TOTAL PROJECT COST				
DIVIDE THE TOTAL PROJECT COST BY GSF					\$/SF

Competitive Bidding

The prices in this Estimate are based on Competitive Bidding. Competitive Bidding is receiving responsive bids from at least five (5) or more General Contractors and three (3) or more responsive bids from Major Subcontractors or Trades. Major Subcontractors are Structural Steel, Plaster / EIFS Contractors, Mechanical, Plumbing and Electrical Subcontractors.

Without Competitive Bidding, Contractor bids can and have ranged from 25%-to 100% over the prices in this Estimate, depending on the size of the job.

We urge you to notify your client of the existing difficult bidding climate, and work with them to ensure that the project is adequately publicized so that they can get the minimum number of bids for competitive bidding. Please contact LSA if you need ideas about how to publicize your project.

CONSTRUCTION PRORATED COSTS		CHOOSE %
GENERAL CONDITIONS - JOB COSTS THAT DO NOT INCLUDE LABOR, MATERIAL OR EQUIPMENT	RANGE IS FROM 10% TO 20%	
ESCALATION - COST OF MATERIALS AND LABOR INCREASES OVER A PERIOD OF TIME - 1 YR	RANGE IS FROM 3% TO 12%	
GEOGRAPHICAL FACTOR - ADJUSTMENTS TO BASE COSTS IN ESTIMATE TO ACCOUNT FOR SITE SPECIFIC COSTS. BASE COSTS ARE SAN FRANCISCO, CA. REFER TO SAYLOR PUBLICATIONS - CURRENT CONSTRUCTION COSTS OR R.S.MEANS CITY COST INDEX. CAUTION MUST BE USED FOR REMOTE OR IMPACTED AREAS WITH THE SCHEDULE RESTRAINTS. REMOTE AREAS MAY BE WELL OVER 10%	RANGE IS FROM 0% TO 10%	
COMPLEXITY FACTOR - ADDED COST FROM DIFFICULT WORK ENVIRONMENT, SCHEDULING DIFFICULTIES, OR DOWN TIME.	RANGE IS FROM 0% TO 10%	
OVERHEAD AND PROFIT - ADMINISTRATIVE OFF SITE COSTS AND PROFIT. DEPENDS ON THE SIZE OF THE JOB	RANGE IS FROM 10% TO 25%	
BONDS - PERFORMANCE BONDS, SUPPLIER BONDS AND OTHER BONDING REQUIREMENTS	RANGE IS FROM .75% TO 2.5%	
ALL PERCENTAGES ARE BROUGHT FORWARD TO SUMMARY SHEET		
SOFT COSTS		
ARCHITECTURAL AND ENGINEERING FEES	RANGE IS FROM 8% TO 12%	
GEOTECH FEES - PROVIDED BY OWNER	RANGE IS FROM 1.5% TO 2%	
CHANGE ORDER CONTINGENCY	RANGE IS FROM 5% TO 10%	
CONSTRUCTION MANAGEMENT	RANGE IS FROM 4% TO 7%	
AREA ADMINISTRATIVE FEES	RANGE IS FROM 2% TO 5%	
MISC FEES NOT COVERED IN THE ABOVE	RANGE IS FROM 5% TO 10%	
TOTAL SOFT COSTS PERCENTAGE CARRIED FORWARD TO SUMMARY SHEET		

1 ZONING		Quantity			Amount
	ZONING IS NOT ESTIMATED IN THIS STUDY DUE TO THE FACT ZONING REQUIREMENTS VARY SO MUCH FROM AREA TO AREA.				
	THIS ISSUE WOULD NORMALLY DISQUALIFY AN AREA FOR CONSIDERATION.				
	SUBTOTAL 1				
2 PARKING		Quantity			Amount
	VAN H.C. PARKING SPACE - A/C OVER CRUSHED ROCK WITH STRIPING & H.C.LOGO		EA	1,146.00	
	STANDARD H.C. PARKING SPACE - A/C OVER CRUSHED ROCK WITH STRIPING & H.C. LOGO		EA	754.00	
	STANDARD PARKING SPACE - A/C OVER CRUSHED ROCK WITH STRIPING		EA	554.00	
	A/C RAMP @ PARKING SPACE- 1 REQUIRED		EA	350.00	
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	RENOVATION OF EXISTING INTERIOR COMMERCIAL SPACE FOR VAN DISABLED PARKING SPACE W/ LOADING SPACE		EA	8,846.00	
	RENOVATION OF EXISTING INTERIOR COMMERCIAL SPACE FOR STANDARD PARKING PLACE		EA	8,254.00	
	SUBTOTAL 2				
3 HAZARDOUS MATERIALS		Quantity			Amount
	LEAD PAINT CLEANED, MAINTAINED AND STABILIZED		SF	3.00	
	LEAD PAINT REMOVED OR ABATED IN ITS ENTIRETY		SF	16.50	
	ASBESTOS MATERIALS ENCAPSULATED		SF	1.50	
	ASBESTOS REMOVED OR ABATED IN ITS ENTIRETY - INCLUDES TRANSPORT OFF SITE		SF	8.50	
	SUBTOTAL 3				
4 HISTORICAL		Quantity			Amount
	HISTORICAL RENOVATIONS WILL REQUIRE AN ARCHITECT TO DETERMINE TO WHAT LEVEL TO STRUCTURE IS TO BE RENOVATED AND TO DETERMINE WHAT PART IS HISTORICAL AND WHAT IS NOT.				
	THE SURVEYOR SHOULD NOT BE EMPOWERED TO MAKE THESE DECISIONS.				
	SUBTOTAL 4				

5	LOCATION	Quality			Amount
	ASSUME THAT THE BASEMENT HAS TWO DOORS -STRUCTURAL WORK TO CORRECT WOULD BE PROHIBITIVE.				
	CHILD CARE ON SECOND FLOOR BUT NOT ABOVE FOURTH FLOOR				
	AUTOMATIC SPRINKLER SYSTEM - 1000 SF MIN		SF	4.50	
	BACKFLOW PREVENTER - IF REQUIRED		EA	7,500.00	
	SPRINKLER PIPING FROM STREET - IF REQUIRED		LF	35.00	
	POINT OF CONNECTION - IN STREET		EA	1,500.00	
	FIRE ALARM SYSTEM - COMPLETE		SF	3.50	
	SEPARATE STAIRS MEANS OF EVACUATION FOR CHILDREN.		LS	20,000.00	
	ADDED SMOKE BARRIERS TYPICAL -40FT x 12 FT		SF	10.50	
	SUBTOTAL 5				
6	PROPERTY LINE	Quality			Amount
	2 HR RATED WALL				
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYERS OF 5/8" TYPE "X" GYPBOARD BOTH INSIDE AND OUTSIDE OF STUD WALL. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	88.00	
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYER OF 5/8" TYPE "X" GYPBOARD TO THE INSIDE OF STUD WALL. ADD THREE COAT STUCCO OVER EXTERIOR GYPSUM SHEATHING. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	57.00	
	2 HR FIRE RATED WALL- INTERIOR SHAFT WALL				
	C-H OR C-T- METAL STUD WALL, 1"LINER AND TWO LAYERS 5/8" TYPE "X " GYPBOARD ON INTERIOR SIDE, PAINT AND BASE. INTERIOR WALL IS 8 FT HIGH.		LF	78.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	SUBTOTAL 6				

7	EXITS	Quality			Amount
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	RELOCATE EXISTING MECHANICAL		EA	250.00	
	ADD FOR FIRE RATED DOOR AND FRAME.		EA	195.00	
	SUBTOTAL 7				
8	AMERICANS WITH DISABILITIES ACT	Quality			Amount
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	HAND RAILS ATTACHED TO THE BUILDING		LF	45.00	
	GUARD RAILS -4 RUNG W/ HAND RAIL		LF	95.00	
	NEW ENTRY DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	INTERIOR RAMP W/ RELOCATION OF M.E.P.		LF	40.00	
	INTERIOR RAMP W/ RELOCATED M.E.P.		LF	35.00	
	NEW ADULT TOILET AN SINK WITH ROUGH IN		SET	6,820.00	
	NEW CHILD TOILET AN SINK WITH ROUGH IN		SET	6,420.00	
	NEW GRAB BARS - ONE SET 36" AND 42" LENGTH		SET	155.00	
	REPLACE DOOR KNOBS TO LEVER HARDWARE.		EA	185.00	
	DEMO (E) CABINET AND COUNTERTOP AND REPLACE IT WITH P-LAM COUNTERTOP @34"		LF	820.00	
	TEMPORARY RAMPS AT (E) THRESHOLDS &STEPS		LF	25.00	
	SUBTOTAL 8				

9	OUTDOOR SPACE	Quality			Amount
	NEW PLAY STRUCTURE - INFANT TODDLER		EA	25,000.00	
	INFANT- TODDLER SAFETY PLAY SURFACE		SF	16.00	
	DRINKING FOUNTAINS W/ HI-LOW SPOUTS WITH ROUGH -IN PIPING AND VALVING		EA	2,750.00	
	SAND BOX - WOOD FRAME AND SAND		EA	500.00	
	BENCH FOR OBSERVATION OF CHILDREN		EA	800.00	
	PLANTER BOX - MEDIUM		EA	175.00	
	PORTABLE STORAGE UNIT		EA	500.00	
	4FT HIGH FENCE		LF	17.00	
	SUBTOTAL 9				
10	INDOOR SPACE	Quality			Amount
	SAFETY CAPS FOR EACH DUPLEX RECEPTACLE DEVICE		EA	15.00	
	FOOD PREPARATION AREA - BASE CABINET 30 LINEAR FT, SINK, GARBAGE DISPOSER		LF	211.67	
	PREFAB WALL STORAGE UNIT		LF	185.00	
	LOFT PLAY STRUCTURE		EA	5,000.00	
	CHILD CARE FURNISHINGS		LS	15,000.00	
	SUBTOTAL 10				

11	TOILETS AND SINKS	Quantity		Amount	
	WOOD FLOOR STRUCTURE WITH ROUGH IN CLOSE TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	WOOD FLOOR STRUCTURE WITH ROUGH IN FAR FROM EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN CLOSE TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN FAR FROM EXISITNG PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	NEW TROUGH SINK FOR ARTS WITH ROUGH IN CLOSE TO EXISTING PLUMBING		EA	1,950.00	
	ADDER FOR HANDS FREE TEMPERATURE CONTROLLED FAUCET		EA	1,075.00	
	HANDS FREE SOAP DISPENSER		EA	500.00	
	HAND DRYER		EA	560.00	
	SUBTOTAL 11				

12	NAP ROOM	Quality			Amount
	ASSUME NO EXISTING NAP ROOM				
	4 FT HIGH MOVABLE PARTITION WALLS WITH SOUND ABSORBING MATERIAL		LF	30.00	
	4 FT HIGH FIXED PARTITION WALLS WITH SOUND ABSORBING MATERIAL		LF	43.75	
	NEW NAP ROOM				
	WALLS FOR NAP ROOM - 8 FT HIGH		SF	10.50	
	ADD DUPLEX RECEPTACLE 4 MINIMUM		EA	125.00	
	ASSUME EXISTING M.E.P. TO BE ADEQUATE				
	IF ROOM IS AVAILABLE, ADD ITEMS BELOW. IF DESIRED IN NEW NAP ROOM, INCLUDE ITEMS BELOW				
	PROVIDE 6X4 WINDOW IN NAP ROOM		EA	840.00	
	PROVIDE A VISION PANEL IN (E) DOOR & REPAINT (E) DOOR		EA	200.00	
	STORAGE FOR DIAPERS 4 LF MIN		LF	175.00	
	LIGHT FIXTURE		EA	250.00	
	ADD DIMMER SWITCH		EA	155.00	
	SUBTOTAL 12				
13	DIAPER CHANGING AREA	Quality			Amount
	BUILT IN CHANGING TABLE USING STANDARD CABINET CONSTRUCTION		EA	780.00	
	PULL OUT STEPS FOR TABLES		EA	125.00	
	BUILT IN CHANGING TABLE W/ ROUNDED CORNERS INCORPORATING PREFAB PULL OUT STEPS		EA	1,000.00	
	BUILT IN CHANGING TABLE INCORPORATING PREFAB PULL OUT STEPS		EA	1,000.00	
	WALL MOUNTED MIRRORS - BATHROOM TYPE		EA	150.00	
	WALL MOUNTED STORAGE CABINETS		LF	175.00	
	SUBTOTAL 13				

14	STAFF SPACE	Quality			Amount
	SEPARATE STAFF TOILET AREA				
	WALLS FOR TOILET SPACE = 64 SF 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN- CLOSE TO EXISTING PLUMBING		SET	2,300.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN- FAR FROM EXISTING PLUMBING		SET	3,500.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN- CLOSE TO EXISTING PLUMBING		SET	2,300.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	NEW ADULT TOILET AND SINK WITH ROUGH IN- FAR FROM EXISTING PLUMBING		SET	3,500.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	SEPARATE STAFF ROOM				
	WALLS FOR STAFF SPACE = 10X12 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	FULL HEIGHT CLOSET - PERSONAL STORAGE		LF	250.00	
	FILE SPACE AND DESK - FFE FURNISHED BY OTHERS				
	SUBTOTAL 14				

Assessment Checklist
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

Site Location -

Building Name: _____

Address: _____

City: _____

Your building renovation will be subject to review by the Division of the State Architect (DSA). The Assessment Checklist for Public School Facilities assumes the following:

- The existing prefabricated modular building is less than 10 years old
- The existing prefabricated modular building does not contain hazardous materials
- The existing prefabricated modular building is not historically significant
- A child care center is an approved permitted use by the school district and DSA, and
- A child care center will not require additional parking spaces by the school district and DSA

Existing prefabricated modular buildings beyond 10 years old may require replacement of many of its infrastructure and therefore, have less cost benefit for renovation. Existing prefabricated modular buildings less than 10 years old should not have hazardous materials like asbestos and lead paint and are most likely not considered historically significant.

Unless a restriction or additional requirements has been implemented by the school district and/or DSA, the above-mentioned items of permitted use and parking spaces have been typically approved. For these items, please confirm with the school district and DSA that these are approved items before proceeding with this checklist.

Please respond to the items listed below. If the responses to all the enclosed items are “Yes”, the space is considered readily adaptable for preschool. For any “No” or “Don’t Know” response, corresponding supplemental information is provided to help evaluate the readiness of the facility and to help guide modifying the facility.

It is highly recommended that all the corresponding supplemental information be read thoroughly so the user can fully understand each item in the check list.

1. **Documentation:** Are the previously DSA approved plans and specifications (identical in size and detail) for the modular available? Yes ☐ No ☐ Don’t Know ☐

2. **Size:** Is the modular one-story and less than 2,160 square feet? Yes ☐ No ☐ Don't Know ☐
3. **Location:** Is the space located on the first floor? Yes ☐ No ☐ Don't Know ☐
4. **Property Line:** Except the exterior wall facing the front/street, are none of the remaining walls located within five feet of the property line? Yes ☐ No ☐ Don't Know ☐
5. **Exits:** Does the space have two exits separated by a minimum distance equivalent to one-half the diagonal of the space? Yes ☐ No ☐ Don't Know ☐
6. **Americans with Disabilities Act:** Is the space disabled accessible for entry, path of travel, children's toilets and sinks? Yes ☐ No ☐ Don't Know ☐
7. **Outdoor Space:** Is there a distinct and divided play area directly on the property for preschoolers? Multiply the number of children to be served by 75 square feet per child. This total is the minimum size of the play area unless licensing allows a variance of multiple scheduled play times. Yes ☐ No ☐ Don't Know ☐
8. **Indoor Space (general):** Multiply the number of children to be served by 50 square feet per child. This total is the minimum interior size of the space (35 square feet is required for licensing, exclusive of toilets, built-in furnishings/cabinets below 4'-0", hallways, offices, mechanical room, janitor's closet and storage, therefore 50 square feet is the most common rule of thumb). Does this space have the minimum square footage? Yes ☐ No ☐ Don't Know ☐

9. Children's Toilets and Sinks:

- a. Divide the number of children to be served by 15. This total is the minimum number of children's toilets and sinks required within the space. Does the space have the minimum number of children's toilets and sinks? Yes ☐ No ☐ Don't Know ☐
- b. Toilets and sinks are within the space and allow for easy visual supervision by the teacher? Yes ☐ No ☐ Don't Know ☐
- c. Are there separate sinks for toilet and for other activities? Yes ☐ No ☐ Don't Know ☐

10. Nap Room:

- a. Does the space have a dedicated separate room for infants to nap? Yes ☐ No ☐ Don't Know ☐
- c. Does the nap room allow visual supervision by a window or door with glass? Yes ☐ No ☐ Don't Know ☐

11. Staff Space:

- a. Does the space have access to two disabled accessible adult restrooms? Yes ☐ No ☐ Don't Know ☐
- b. Does the space have adult storage space separate from the child care? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐
- c. Is there a separate space for staff lounge? (*important industry standard for quality*) Yes ☐ No ☐ Don't Know ☐

Supplemental Information Existing Prefabricated Modular Buildings Preschool Programs (3 – 4 year olds)

1. Documentation:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Existing modular buildings/classrooms installed at public school sites have typically been certified by the Division of the State Architect (DSA) for compliance to the California Building Code standards. These existing modular classrooms may need to be modified with new plumbing for children and adult toilets and sinks, new electrical, new mechanical, new disabled accessibility features, etc. as required to function as a child care center.

In order for the Division of the State Architect (DSA) to review (also known as plan-check) the proposed renovation drawings, DSA requires a copy of the originally approved plans and specifications of the existing modular to compare the proposed renovations to the approved documents. DSA plan-check, field inspection and final sign-off is the process to certify the adaptive reuse of the existing modulars for child care use.

For existing modular buildings not previously certified by DSA, the Division of the State Architect's Interpretation of Regulations Document IR 16-1, "Conditional Certification for Relocatable School Buildings" states that the existing modular buildings *"are considered to be new buildings. Complete plans, specifications, structural calculations for existing conditions and necessary reconstruction work, and site data are required to be submitted."*

Solutions: One of the conditions prior to signing a lease agreement would be the requirement of having the school district provide a copy of the DSA approved plans and specifications for the existing modular building.

If the school district is unable to find a copy of the DSA approved plans and specifications for the existing modular building, require the school district to resolve this issue. The manufacturer of the existing modular building may have a generic copy of the DSA approved plans and specifications and additional documentation for site specific installation will most likely be required by DSA. The school district needs to confirm with DSA on the required documentation and once completed, provide a copy of the DSA approved documentation to you.

If the existing modular building was not previously certified by DSA, require the school district to provide DSA all the required documentation and once completed, provide a copy of the DSA approved documentation to you.

Scope of Work and Costs: No costs are anticipated if the school district is responsible for providing the DSA approved plans and specifications.

Supplemental Information
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

2. Size:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: While some child care modular buildings are 36 feet by 60 feet or 2,160 square feet in size, one-story single modular buildings can vary in sizes depending on the manufacturer. The Division of the State Architect's Interpretation of Regulations Document IR 16-1, "Conditional Certification for Relocatable School Buildings" allows for "Modified Requirements" for "Conditionally Approved Foundations" of modular buildings that are one-story, 2,160 square feet or less in floor area and the distance below the underside of the lowest floor framing member to the supporting grade does not exceed 18 inches. As stated in Interpretation of Regulations Document IR 16-1, the following are "Conditionally Approved Foundations":

- *A wood sill plate of foundation grade redwood or preservative pressure-treated sawn lumber may bear directly on soil or paved surface. Grass or turf shall be cleared to bare soil under the entire area of the building. The wood sill plate may support wood cripple studs, posts, or continuous blocking and sheathing which need not be treated.*
- *Isolated piers may be constructed of stacked wood members nailed together with hot-dipped zinc coated galvanized or equivalent corrosion resistant nails. Nailing shall be sufficient to transfer the required lateral forces to grade level. The bottom layer of wood shall be foundation grade redwood or preservative pressure-treated sawn lumber.*
- *Foundation walls or pedestals may be constructed of reinforced concrete or reinforced fully routed concrete block masonry. Provisions shall be made to transfer the required lateral shear force. Concrete shall be a minimum of 2500 psi and mortar 1800 psi.*
- *Metal frame jacks, specifically designed or justified by testing the project, may be used as isolated piers. Metal jacks shall be attached to the structure by mechanical means. Overturning and bending forces due to vertical and lateral loads are to be resisted in accordance with the applicable provisions of Part 2, Title 24, CCR (California Code of Regulations).*

However, if the existing modular building or the proposed child care has a building area that exceeds 2,160 square feet or if the height between the underside of the lowest floor framing

members and the supporting grade exceeds 18 inches, then “Permanent Foundations” conforming to all the current building code standards and regulations will be required.

Solutions: Verify the size of the existing modular building to be renovated for child care use. If the square feet of the existing modular building exceed 2,160 square feet or if the clearance between the bottom of floor framing to grade exceeds 18 inches, contact the school’s maintenance or the school district’s facility management to verify if the foundation is composed of reinforced concrete and complies with the standards for “Permanent Foundations”. Alternatively, if the school or the school district facility management has a copy of the approved DSA plans and specification and DSA job card final completion sign-off, this documentation would verify that the existing modular building’s foundation was compliant.

Scope of Work: The following are examples of scope of work related to size for a standard classroom size for 24 children at the second floor:

- Repair of existing wood framed sill and studs
- Repair of existing metal framed jacks
- Repair of existing concrete foundation, and/or
- New reinforced concrete foundation to comply with current building codes

For **Costs Related to Size**, please refer to Cost Study item #2 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

3. Location

Site Location -

Building Name: _____

Address: _____

City: _____

Background:

When a child care center is located above or below the first (ground) floor, Section 305.2.3 of the 2001 California Building Code adds the following requirements to ensure the safe evacuation of children:

- A child care center is allowed to be located in basements or stories having floor levels within four feet (measured vertically) from the adjacent ground level, if exterior exit doors can be provided from that level.
- If a child care center is located on the second floor, the entire building (and not just the child care center) needs to have an automatic sprinkler system throughout as well as having two stairs or exits (that are separated by more than one-half the diagonal of the served space) for the exclusive use of the child care center children and staff. In a panic situation, the building code provides for the safe evacuation of children using their separate stairs and prevents the children from being overrun by adults evacuating the building. Therefore, if the second floor has multiple uses like offices and child care, the offices are required to have their exits separate and distinct from the child care center.
- A child care center can be located above the first floor if the building's type of construction is classified as Type I, Type II-fire resistive, Type II-one hour and Type III-1 hour fire resistive construction. These types of construction typically incorporate non-combustible and/or durable elements like concrete and steel or fire-rated gypsum board in multiple layers to achieve higher fire-ratings. However, even with these types of construction, a child care center serving more than 12 children or children under the age of seven cannot be located above the fourth floor. When located in buildings with these types of construction, the child care center will also need to comply with all of the following:
 - a. The entire story where the child care center is located will have an approved manual fire alarm and smoke detection system.
 - b. If the child care center is more than 1,000 square feet, the child care center will need to be divided into at least two compartments of approximately the same size

by “smoke barriers” with 20-minute fire rated door openings protected by smoke and draft control assemblies. (More detailed information can be reviewed in Section 305.2.3.3.3 in the 2001 California Building Code.) Each of these compartments will have not less than two exits and at least one of the exits shall be into a separate means of egress to a public way.

- c. The entire building (and not just the child care center) will be equipped with an automatic sprinkler system throughout.

Solutions: If a child care center is not located at the ground floor, please thoroughly check the existing building for conformance to the requirements mentioned above.

If a child care center occupies the entire second floor and the existing building has an automatic fire sprinkler system throughout, then the building’s existing two exit stairs will be sufficient.

Avoid mixed-use occupancies at the second floor. Otherwise, two new additional exit stairs dedicated exclusively for child care use will be required for a total of four stairs from the second floor to the ground floor. Please note that if new additional exit stairs are incorporated in the building, a corresponding space will be impacted or lost below the exit stairs at the ground floor.

Scope of Work: The following are examples of scope of work related to location for a standard classroom size for 24 children at the second floor:

- Automatic fire sprinkler throughout the building (not just the classroom)
- Manual fire alarm and smoke detection system
- New exit stairs from second floor to ground floor, and/or
- “Smoke Barriers” with 20-minute fire rated door openings

For **Costs Related to Location**, please refer to Cost Study item #3 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

4. Property Line

Site Location -

Building Name: _____

Address: _____

City: _____

Background: For the front entrance exterior wall, the Section 305.3 of the 2001 California Building Code states: *“All buildings housing Group E Occupancies shall front directly on a public street or an exit discharge not less than 20 feet. The exit discharge to the public street shall be a minimum 20-foot-wide right-of-way, unobstructed and maintained only as access to the public street. At least one required exit shall be located on the public street or on the exit discharge.”*

The building code defines “exit discharge” as *“that portion of the means of egress system between the exit and the public way.”* For example, if the building’s entry does not front directly onto a public street and the building’s entry faces a side entry court, the entry court must have a minimum depth of 20 feet for the distance from the entry doors to the public street. The building code mandates this requirement to facilitate an efficient and rapid egress from the child care center to the exterior of the building and to a public street where occupants can be away from the building and reasonably safe, as well as provide access to the fire department for fire-suppression activities and rescue.

When an exterior property line wall (except the front/street-facing wall) of the child care center is located within five feet of the site’s property line, the California Building Code in chapter 5, table 5-A requires a fire-rated constructed wall to be able to maintain its integrity when a fire occurs on one side of the wall for a duration of two hours for wood frame (Type V) construction and specific concrete and steel construction (Type II one-hour and Type II-N) with two hour non-combustible fire-resistive ratings. However, certain specific concrete and steel (Types I, II fire resistive, III-one hour, III-N and IV-heavy timber) construction requires a four-hour fire-resistive rating.

If the child care space serves 20 or fewer children, the California Building Code makes an exception to the two-hour fire-resistance requirement and requires one-hour fire-resistance for walls within three feet of the property line for Type V, Type II one-hour and Type II-N construction and again, a four-hour fire-resistive rating for Types I, II fire resistive, III-one hour, III-N and IV-heavy timber construction.

Solutions: If the front entrance exterior wall does not open directly on to a public street or exit discharge of not less than 20 feet, please confirm with the local building department for a determination if the child care occupancy will be acceptable or whether under 2001 California Building Code Section 104.2.8, an alternate materials and methods of construction (like an automatic fire sprinkler system throughout the building) will be acceptable in lieu of this requirement.

Property line exterior walls that are properly constructed of poured-in-place concrete or concrete block typically fulfill the two-hour and four-hour fire resistance requirement. If the exterior wall is constructed with wood framing, the composition of the wall materials for a two-hour fire rating needs to be verified.

If existing approved building permit plans are available, the documentation may indicate the fire-rating construction of the Exterior Wall. For example, the floor plans may have a note that indicates “two-hour fire rated wall” or a detail reference is adjacent to the property line wall and the detail referenced drawing describes the composition of the wall as a two-hour fire-rated assembly. Underwriters Laboratories (UL) two-hour fire rated walls can be composed by a variety of materials.

If no drawings are available, exploratory demolition may be required to verify the fire-rating of the property line wall. Exploratory demolition is limited and controlled removal of existing construction components. Once all the exterior and interior components are revealed, the local building and/or fire official/inspector will need to review and accept in writing the conformance of the construction components to the required fire-rating.

Scope of Work: The following are examples of scope of work related to property line:

- A two-hour fire-rated, eight feet high wall with two layers of 5/8” exterior gypsum sheathing on the exterior side and two layers of 5/8” interior gypsum board (stamped type ‘X’) on the interior side of an exterior wood stud.
- Another example of a two-hour fire-rated, 8 feet high wall is two layers of interior 5/8” gypsum board (stamped type ‘X’) and on the exterior side, minimum 7/8” thick cement plaster (stucco) over 5/8” exterior gypsum sheathing.
- If the existing wall is determined **not** to be equivalent to a two-hour fire rating, verify with the local building and fire department if constructing a narrow (less than 3 inches in depth!) two-hour fire-rated shaft wall against the interior wall would be acceptable. Shaft wall construction is designed to be constructed from one-side (or the interior side) and the finished look would be equivalent to a standard painted gypsum board wall surface. Please note that any electrical outlets or other plumbing/mechanical items would need to be relocated to the finished surface of the shaft wall.

For **Costs Related to Property Line**, please refer to Cost Study item #4 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

5. Exits

Site Location -

Building Name: _____

Address: _____

City: _____

Background: When a child care space serves more than seven children, two exits separated by a minimum distance equivalent to one-half the diagonal are required. (California Building Code, table 10-A) For example, if a child care space's longest diagonal is 50 feet, then the horizontal (straight-line) distance measured from the centerline of one exit door to the other needs to be a minimum of 25 feet apart.

Solutions: When a child care space does not have two exits, then a second exit needs to be constructed. If the child care space is adjacent to an exit corridor or an adjacent exterior public way like sidewalk or exterior grounds, then the second exit can be constructed in these areas and located to comply with the separation requirements mentioned above.

When a second exit is constructed, temporary shoring may be required if the new door opening is to be located within a load-bearing wall as well as installing a new structural horizontal member (header) and related framing. Also, electrical conduit and other plumbing/mechanical related items may need to be relocated in the wall cavity to achieve the new door opening.

If a building maintenance person is knowledgeable of the space and/or if record or as-built drawings are available, consult with the maintenance person and/or review the drawings for location of existing electrical/plumbing/mechanical items and locate the second exit to avoid disruption of these items and thereby minimize the costs associated with rerouting such items. The new door and frame may need to have a fire-rating as required by the building code with patching/painting the surrounding areas of proper materials to maintain the fire-rating of the wall and provide a finished and seamless appearance.

Scope of Work: The following are examples of scope of work related to exits:

- New door and frame in a non-load bearing wall
- New door and frame in load bearing wall
- Relocation of existing electrical
- Relocation of existing plumbing
- Relocation of existing mechanical, and/or

- New Fire-Rated Door and Door Frame

For **Costs Related to Exits**, please refer to Cost Study item #5 in the table at the end of this section.

Supplemental Information

Existing Prefabricated Modular Buildings

Preschool Programs (3 – 4 year olds)

6. Americans with Disabilities Act:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: The Americans with Disabilities Act is a Federal Civil Rights Law that mandates disabled accessibility for public spaces including child care.

Solutions: In renovation projects, the California Building Code prioritizes three aspects of providing disabled accessibility.

The first priority is disabled access at all entrances to the child care center. Approaching an entry door, the slope of the walkway to the landing in front of an entry door cannot exceed a slope of 1 vertical to 12 horizontal (1:12 or 8.3%) and the “level landing” in front of an entry cannot exceed a slope of ¼ vertical to 12 horizontal (¼:12 or 2%). The minimum depth and length of the “level landing” is determined by the swing (inward or outward) of an entry/exit door and the walkway’s directional approach.

Should the walkway have a slope of less than 8.3% (1:12) and greater than 5% (1:20), the walkway is considered a ramp and handrails on each side of the walkway/ramp will be required. If the walkway has a vertical rise greater than 30”, a 6’-0” level landing is required for every 30” of vertical rise. The minimum width of an entry door typically needs to accommodate disabled access as well as exiting/occupant load requirements and depending upon these requirements, a single or double 3’-0” wide by 6’-8” high door(s) will be required by the California Building Code. (The actual requirements require calculating the number of children and staff (occupant load) that will exit through these doors and multiply this number by a width factor established by the California Building Code.)

The second priority is the path of travel to the child care space. Once beyond the entry door and in order to use the child care, the path of travel to the child care needs to be disabled accessible. If the hallway has stairs between the entry door and child care center then the path of travel is not disabled accessible. If the amount of stair risers is few and the hallway has sufficient length, the stairs could be removed and a disabled accessible ramp (maximum slope would be 1:12 with handrails on each side with proper length of top/bottom landings) could be installed. Check with the building maintenance person and/or record/as-built drawings to verify that no main electrical/plumbing/mechanical items are below the stairs prior to removal. Relocating main electrical /plumbing/ mechanical items may make the installation of a disabled accessible ramp

cost-prohibitive. If installing the disabled accessible ramp is feasible, verify that the adjacent existing hallway doors clear the ramp and no conflict or a change in level greater than one-half inch will occur.

If a ramp is not feasible, some local building jurisdictions may accept a vertical lift though an elevator would be preferred. Please check with the local building department for acceptability of the preferred direction.

The third priority is making the sanitary facilities, like children's and adults' toilets, and a partial list of other items like door hardware, sinks, kitchen appliances and countertops to be disabled accessible.

For children's and adult's toilets, the water closet's centerline needs to be 12" for children's toilets and 18" for adult's toilets from the side wall as well as having sufficient space of 48" in front and up to 32" to the side of the water closet. Grab bars at the water closet's side and back are also required and must withstand a vertical load of 250 lbs.

Other Items include the following:

- Door knobs need to be replaced with levers
- Sinks and kitchen appliances should have controls that do not require tight grasping, pinching or twisting of the wrist
- Countertops should have a maximum height of 34" to its top
- Temporary ramps for interior and exterior thresholds and steps

Please refer to the California Building Code's Chapter 11, which provides diagrams and narrative on these and many other requirements for renovation and new construction projects.

Scope of Work: The following are examples of scope of work items related to the Americans with Disabilities Act:

- New exterior concrete walkway with handrails on each side of the walkway
- A new 3'-0" wide entry door with standard reframing
- New interior ramp, without relocation of electrical, plumbing and mechanical items
- New interior ramp with relocation of electrical, plumbing and mechanical items
- New adult toilet and sink
- New children's toilet and sink
- New grab bars
- Replacing door knobs to door levers
- Standard lower cabinet with a finished plastic laminate countertop height of 34"
- Temporary ramps for interior and exterior thresholds and steps (when more cost-effective or practical than permanent ramps)

For **Costs Related to Americans with Disabilities Act**, please refer to Cost Study item #6 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

7. Outdoor Space:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing requires exterior play space appropriate for children. The exterior space should be close or adjacent to the interior child care space. The exterior space needs a defined perimeter such as a minimum four feet high fence and the play equipment must be age appropriate.

Solutions: If the square footage of the exterior space is below the minimum 75 square feet for each child, contact licensing for a determination if two play sessions will be acceptable which would reduce the required square footage to one-half of the minimum 75 square feet for each child.

Please note that the exterior space is subject to the California Playground Safety Regulations, which requires a certified playground safety inspector to review the finished exterior space for compliance to established safety guidelines. Some of the guidelines include a safety material like a unitary surface or square thick recycled-tire modular units below an exterior play structure and extending this safety material for a minimum six feet safety zone from any perimeter point of an exterior play structure; avoiding tripping hazards; a weather-resistant cover to protect the sand area from cats and droppings from small animals and many more items. A list of certified playground safety inspectors can be found at the California Park and Recreation Society website www.cprs.org.

Though licensing requires the availability of drinking water at the exterior space, a drinking fountain is not mandatory and a portable water cooler with disposable cups can be acceptable.

Child care operators of preschool programs may be required by their operating funding source to comply with higher quality standards. Industry standards for quality recommendations include the following:

- Adequate and safe outdoor space that is easily supervised (clear sightlines, etc.)
- Protected exterior and indoor spaces that could be used in the event of inclement weather. Outdoor space has convenient features (close to toilets and drinking water, accessible storage and/or direct access to classrooms)

- Outdoor space has some protection from the elements like strong winds or has areas that can provide shade.
- Varying types of surfaces, e.g. grass, cement, sand, etc.

Scope of Work: The following are examples of scope of work related to Outdoor Space.

- New play structure
- Integral “unitary” safety floor surface material
- Drinking fountain with hi-low drinking spouts
- Sand box
- Benches
- Planter boxes
- Storage, and/or
- Four feet high fence

For **Outdoor Space Costs**, please refer to Cost Study item #7 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

8. Indoor Space, General:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing has established a minimum ratio of 35 square feet of child care space for each child. The 35 square feet does not include the area dedicated to toilets, hallways, offices, mechanical room, janitor's closet, storage and built-in furnishings and cabinets below 4'-0".

Solutions: If the square footage of the interior space is below the minimum 35 square feet for each child, review the space to determine if any of the lower cabinets or built-in furnishings can function properly as wall cabinets mounted with clearance of 4'-0" above the finished floor. Now, the area below the wall cabinets can be counted as part of the square footage of the interior space.

Though licensing requires the minimum interior space to be no less than 35 square feet for each child, industry standards for quality recommend 50 square feet of interior space for each child. The 50 square feet per child allows more designated activities to occur and reduces the amount of activity and circulation congestion within the child care space.

Other industry standards for quality include the following:

- Ample indoor space that allows children and adults to move about freely with appropriate sightlines for supervision, good ventilation, natural lighting, good acoustics and space that is accessible to children and adults with disabilities
- Individual cubbies for each child in the classroom to store their personal belongings
- If the program offers food, space for food preparation must be away from play and toileting and include enough space for maneuvering and be disabled accessible
- If the program operates in the afternoon, sufficient space for nap cots or mats must be available. Ideally, when mats are being used, they will be three feet apart, but should never be less than 18 inches apart or separated by solid barriers

- For best safety practices, provide safety covers/caps at electrical sockets

Scope of Work: The following are examples of scope of work related to indoor space.

- Provide safety covers/caps at electrical sockets
- Food preparation area
- Four feet pre-fabricated wall storage unit
- Loft play structure
- Built-ins: cubbies, storage cabinets, etc.

For **Indoor Space Costs**, please refer to Cost Study item #8 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

9. Children's Toilets and Sinks:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Minimum Number of Children's Toilets and Sinks:

Background: Licensing mandates a minimum ratio of one children's toilet and one sink for each 15 children served at the child care. Toilets are available that are specifically designed and sized for preschool children.

Industry standards for quality recommendations include the following:

- Programs must have a sink for hand washing after toileting and a separate sink for all other things. (Ideally programs will have at least one child-sized sink and one adult sink available for non-toileting purposes.)
 - Hands free and temperature controlled faucets
 - Hands free soap dispensers
 - Hand dryers
- (Please note that child care programs that are primarily concerned about hygiene have found the hands-free (motion-sensor) faucets and hand dryers to be a better alternative to handle faucets and paper towels. However, handle faucets and paper towels may be a more developmentally appropriate option for children learning proper hygiene and how to use bathroom fixtures.)

Solutions: If no children's toilets and sinks are installed at the facility, keep in mind the following several ideas when incorporating these items:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**
- If the preferred location of the children's toilets and sinks is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of children's toilets and sinks needs to conform to disabled accessibility clearances and requirements. Also, children-sized toilets vary in dimensions from one manufacturer to another and may affect critical minimum disabled accessible clearances. Please refer to the Supplemental Information No. 8, Americans with Disabilities Act.

b. Location of Children's Toilets and Sinks:

Background: If the children's toilets and sinks are not located in the space and away off the corridor, the activities within the child Care center will need to be adjusted or disrupted to allow for proper monitoring of children when the toilets are used. Licensing requires, at a minimum, visual supervision of all children at all times. Therefore, children are not allowed to exit the classroom to the children's toilets on their own and a teacher or designated adult aide would need to accompany the child/children.

Some child care centers require children to use the corridor-located children's toilets at set times. As a result, the child care center's activities revolve around these set times and invariably and occasionally, some children do not conform to these set times and the entire class is disrupted or "an accident" happens within the child care center.

Solutions: By having children's toilets and sinks within the child care center and surrounded by low walls, children can use the toilets when the need arises and be under the visual supervision of the teacher, who can maintain compliance with licensing and the continuity of the class activity without disruption.

The location of children's toilets and sinks within the space should be planned in relationship to the other activities and if possible, close to existing plumbing and conform to disabled

accessibility clearances and requirements. See Supplemental Information No.8 Americans with Disabilities Act.

Scope of Work: The following are examples of scope of work related to children's toilets and sinks.

- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – far from existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – close to existing plumbing
- New children's toilets (2) and sinks (2) (disabled accessible with concrete floor structure) with low walls – far from existing plumbing
- New child size trough sink for arts
- Hands free and temperature controlled faucets
- Hands free soap dispensers
- Hand dryers

For **Costs Related to Children's Toilets and Sinks**, please refer to Cost Study item #9 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

10. Staff Space:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Adult Toilets and Sinks:

Background: Licensing requires toilet Facilities used by adults to be separate from those being used by children. The adult toilets and sinks do **not** have to be within the child care space.

Solutions: The California Building Code requires separate gender (men and women's) or two uni-sex adult restrooms for a child care facility. The building code allows for an exception for retail businesses with four or fewer employees to have one uni-sex adult restroom. However, an exception for a child care facility is not found in the main body of the building code but in appendix chapter 29A, "Minimum Plumbing Fixtures."

However, the appendix chapters are not legally binding unless specifically adopted by the Local Building Department. If Appendix Chapter 29A is adopted and applicable, Footnote 3 indicates *"When the design occupant load is less than 10 persons, a facility usable by either sex may be approved by the building official."* If the total amount of child care staff is nine or fewer, please review with the local building department if one uni-sex adult restroom would be acceptable.

If no adult toilets and sinks are installed at the facility, keep in mind the following when incorporating these items:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the adult toilets and sinks is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of adult toilets and sinks needs to conform to disabled accessibility clearances and requirements. Please refer to the Supplemental Information No. 8, Americans with Disabilities Act.

b. Adult Storage Space and Lounge:

Background: Recommendations for a quality child care include the following:

- Separate areas for staff (separate bathroom, safe places for storage of personal belongings, facilities for staff meals/snacks and area away from classroom with adult sized furniture), accommodations for staff with disabilities
- Adequate space for files, adult meetings, ample storage (for staff needs as well as for hazardous materials such as cleansers, etc.)

Solutions: Review what existing adjacent spaces are not being used and whether those spaces can be used as a staff lounge as well as storage. If walls need to be constructed for a staff lounge and storage, please confer with the local building department to determine the required permits for construction, mechanical ventilation and electrical.

One consideration is if the ceiling height is tall where the staff lounge and storage will be located, reducing the wall height and framing a ceiling may reduce the overall costs. For example, rather than frame the walls of a staff lounge and storage to the full height of a space with a 17 feet high ceiling, it may be more cost effective to frame the walls to eight feet and platform frame a ceiling.

Scope of Work: The following are examples of scope of work related to staff space.

- New adult toilet and sink (disabled accessible with wood floor structure) – close to existing plumbing

- New adult toilet and sink (disabled accessible with wood floor structure) – far from existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – close to existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – far from existing plumbing
- New staff lounge

For **Costs Related to Staff Space**, please refer to Cost Study item #10 in the table at the end of this section.

Cost Study
Existing Prefabricated Modular Buildings
Preschool Programs (3 – 4 year olds)

Site Location -

Building Name: _____

Address: _____

City: _____

Gross Square Footage of Building (GSF): _____

Legend: SF=Square Feet, LF=Linear Feet, LS=Lump Sum, EA=Each

COST STUDY SUMMARY					
ITEM #	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL
1	DOCUMENTATION				
2	SIZE				
3	LOCATION				
4	PROPERTY LINE				
5	EXITS				
6	AMERICANS WITH DISABILITIES ACT				
7	OUTDOOR SPACE				
8	INDOOR SPACE				
9	TOILETS AND SINKS				
10	STAFF SPACE				
	TOTAL CONSTRUCTION COSTS				
	CONSTRUCTION PRORATED COSTS				
	GENERAL CONDITIONS				
	ESCALATION				
	COMPLEXITY FACTOR				
	OVERHEAD AND PROFIT				
	BONDS				
	TOTAL CONSTRUCTION COSTS				
	SOFT COSTS				
	TOTAL PROJECT COST				
DIVIDE THE TOTAL PROJECT COST BY GSF					\$/SF

Competitive Bidding

The prices in this Estimate are based on Competitive Bidding. Competitive Bidding is receiving responsive bids from at least five (5) or more General Contractors and three (3) or more responsive bids from Major Subcontractors or Trades. Major Subcontractors are Structural Steel, Plaster / EIFS Contractors, Mechanical, Plumbing and Electrical Subcontractors.

Without Competitive Bidding, Contractor bids can and have ranged from 25%-to 100% over the prices in this Estimate, depending on the size of the job.

We urge you to notify your client of the existing difficult bidding climate, and work with them to ensure that the project is adequately publicized so that they can get the minimum number of bids for competitive bidding. Please contact LSA if you need ideas about how to publicize your project.

CONSTRUCTION PRORATED COSTS		CHOOSE %
GENERAL CONDITIONS - JOB COSTS THAT DO NOT INCLUDE LABOR, MATERIAL OR EQUIPMENT	RANGE IS FROM 10% TO 20%	
ESCALATION - COST OF MATERIALS AND LABOR INCREASES OVER A PERIOD OF TIME - 1 YR	RANGE IS FROM 3% TO 12%	
GEOGRAPHICAL FACTOR - ADJUSTMENTS TO BASE COSTS IN ESTIMATE TO ACCOUNT FOR SITE SPECIFIC COSTS. BASE COSTS ARE SAN FRANCISCO, CA. REFER TO SAYLOR PUBLICATIONS - CURRENT CONSTRUCTION COSTS OR R.S.MEANS CITY COST INDEX. CAUTION MUST BE USED FOR REMOTE OR IMPACTED AREAS WITH THE SCHEDULE RESTRAINTS. REMOTE AREAS MAY BE WELL OVER 10%	RANGE IS FROM 0% TO 10%	
COMPLEXITY FACTOR - ADDED COST FROM DIFFICULT WORK ENVIRONMENT, SCHEDULING DIFFICULTIES, OR DOWN TIME.	RANGE IS FROM 0% TO 10%	
OVERHEAD AND PROFIT - ADMINISTRATIVE OFF SITE COSTS AND PROFIT. DEPENDS ON THE SIZE OF THE JOB	RANGE IS FROM 10% TO 25%	
BONDS - PERFORMANCE BONDS, SUPPLIER BONDS AND OTHER BONDING REQUIREMENTS	RANGE IS FROM .75% TO 2.5%	
ALL PERCENTAGES ARE BROUGHT FORWARD TO SUMMARY SHEET		
SOFT COSTS		
ARCHITECTURAL AND ENGINEERING FEES	RANGE IS FROM 8% TO 12%	
GEOTECH FEES - PROVIDED BY OWNER	RANGE IS FROM 1.5% TO 2%	
CHANGE ORDER CONTINGENCY	RANGE IS FROM 5% TO 10%	
CONSTRUCTION MANAGEMENT	RANGE IS FROM 4% TO 7%	
AREA ADMINISTRATIVE FEES	RANGE IS FROM 2% TO 5%	
MISC FEES NOT COVERED IN THE ABOVE	RANGE IS FROM 5% TO 10%	
TOTAL SOFT COSTS PERCENTAGE CARRIED FORWARD TO SUMMARY SHEET		

1	DOCUMENTATION	Quantity			Amount
	LACK OF DOCUMENTATION WOULD NORMALLY DISQUALIFY A MODULAR FOR CONSIDERATION.				
	SUBTOTAL 1				
2	SIZE	Quantity			Amount
	REPAIR WOOD FRAME SILL AND STUDS		SF	12.00	
	REPAIR EXISTING METAL FRAME JACKS		EA	500.00	
	REPAIR EXISTING CONCRETE FOUNDATION		LF	40.00	
	NEW CONCRETE FOUNDATION TO COMPLY WITH EXISTING BUILDING CODES		LF	45.00	
	SUBTOTAL 2				
3	LOCATION	Quantity			Amount
	AUTOMATIC SPRINKLER SYSTEM - 1000 SF MIN		SF	4.50	
	BACKFLOW PREVENTER - IF REQUIRED		EA	7,500.00	
	SPRINKLER PIPING FROM STREET - IF REQUIRED		LF	35.00	
	POINT OF CONNECTION - IN STREET		EA	1,500.00	
	FIRE ALARM SYSTEM - COMPLETE		SF	3.50	
	SEPARATE STAIRS MEANS OF EVACUATION FOR CHILDREN.		LS	20,000.00	
	SUBTOTAL 3				
4	PROPERTY LINE	Quantity			Amount
	2 HR RATED WALL				
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYERS OF 5/8" TYPE "X" GYPBOARD BOTH INSIDE AND OUTSIDE OF STUD WALL. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	88.00	
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYER OF 5/8" TYPE "X" GYPBOARD TO THE INSIDE OF STUD WALL. ADD THREE COAT STUCCO OVER EXTERIOR GYPSUM SHEATHING. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	57.00	
	2 HR FIRE RATED WALL- INTERIOR SHAFT WALL				
	C-H OR C-T- METAL STUD WALL, 1" LINER AND TWO LAYERS 5/8" TYPE "X" GYPBOARD ON INTERIOR SIDE, PAINT AND BASE. INTERIOR WALL IS 8 FT HIGH.		LF	78.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	SUBTOTAL 4				

5	EXITS	Quantity			Amount
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	RELOCATE EXISTING MECHANICAL		EA	250.00	
	ADD FOR FIRE RATED DOOR AND FRAME.		EA	195.00	
	SUBTOTAL 5				
6	AMERICANS WITH DISABILITIES ACT	Quantity			Amount
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	HAND RAILS ATTACHED TO THE BUILDING		LF	45.00	
	GUARD RAILS -4 RUNG W/ HAND RAIL		LF	95.00	
	NEW ENTRY DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	INTERIOR RAMP W/O RELOCATION OF M.E.P.		LF	15.00	
	INTERIOR RAMP W/ RELOCATION OF M.E.P.		LF	40.00	
	NEW ADULT TOILET AN SINK WITH ROUGH IN		SET	6,820.00	
	NEW CHILD TOILET AN SINK WITH ROUGH IN		SET	6,420.00	
	NEW GRAB BARS - ONE SET 36" AND 42" LENGTH		SET	155.00	
	REPLACE DOOR KNOBS TO LEVER HARDWARE.		EA	185.00	
	DEMO (E) CABINET AND COUNTERTOP AND REPLACE IT WITH P-LAM COUNTERTOP @34"		LF	820.00	
	SUBTOTAL 6				
7	OUTDOOR SPACE	Quantity			Amount
	NEW PLAY STRUCTURE – PRESCHOOL		EA	25,000.00	
	INFANT- PRESCHOOL SAFETY PLAY SURFACE		SF	16.00	
	DRINKING FOUNTAINS W/ HI LOW SPOUTS WITH ROUGH -IN PIPING AND VALVING		EA	2,750.00	
	SAND BOX - WOOD FRAME AND SAND		EA	500.00	
	BENCH FOR OBSERVATION OF CHILDREN		EA	800.00	
	PLANTER BOX - MEDIUM		EA	175.00	
	PORTABLE STORAGE UNIT		EA	500.00	
	4FT HIGH FENCE		LF	17.00	
	SUBTOTAL 7				

8	INDOOR SPACE	Quantity		Amount	
	SAFETY CAPS FOR EACH DUPLEX RECEPTACLE DEVICE		EA	15.00	
	FOOD PREPARATION AREA - BASE CABINET 30 LINEAR FT, SINK, GARBAGE DISPOSER		LF	211.67	
	PREFAB WALL STORAGE UNIT		LF	185.00	
	LOFT PLAY STRUCTURE		EA	5,000.00	
	CHILD CARE FURNISHINGS		LS	15,000.00	
	SUBTOTAL 8				
9	TOILETS AND SINKS	Quantity			Amount
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISTING PLUMBING				
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75	
	NEW TROUGH SINK FOR ARTS WITH ROUGH IN CLOSE TO EXISTING PLUMBING		EA	1,950.00	
	ADDER FOR HANDS FREE TEMPERATURE CONTROLLED FAUCET		EA	1,075.00	
	HANDS FREE SOAP DISPENSER		EA	500.00	
	HAND DRYER		EA	560.00	
	SUBTOTAL 9				

10	STAFF SPACE	Quantity			Amount
	SEPARATE STAFF TOILET AREA				
	WALLS FOR TOILET SPACE = 64 SF 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SETS	2,300.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SETS	3,500.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SETS	2,300.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SETS	3,500.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	SEPARATE STAFF ROOM				
	WALLS FOR STAFF SPACE = 10X12 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	FULL HEIGHT CLOSET - PERSONAL STORAGE		LF	250.00	
	FILE SPACE AND DESK - FFE FURNISHED BY OTHERS				
	SUBTOTAL 10				

Assessment Checklist
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

Site Location -

Building Name: _____

Address: _____

City: _____

Infants are defined as a child under two years of age. Toddlers are defined as a child from 18 months to 30 months of age.

Your building renovation will be subject to review by the Division of the State Architect (DSA). The Assessment Checklist for Public School Facilities assumes the following:

- The existing prefabricated modular building is less than 10 years old
- The existing prefabricated modular building does not contain hazardous materials
- The existing prefabricated modular building is not historically significant
- A child care center is an approved permitted use by the school district and DSA, and
- A child care center will not require additional parking spaces by the school district and DSA

Existing prefabricated modular buildings beyond 10 years old may require replacement of many of its infrastructure and therefore, have less cost benefit for renovation. Existing prefabricated modular buildings less than 10 years old should not have hazardous materials like asbestos and lead paint and are most likely not considered historically significant.

Unless a restriction or additional requirements has been implemented by the school district and/or DSA, the above-mentioned items of permitted use and parking spaces have been typically approved. For these items, please confirm with the school district and DSA that these are approved items before proceeding with this checklist.

Please respond to the items listed below. If the responses to all the enclosed items are “Yes”, the space is considered readily adaptable for infant and toddler programs. For any “No” or “Don’t Know” response, corresponding supplemental information is provided to help evaluate the readiness of the facility and to help guide modifying the facility.

It is highly recommended that all the corresponding supplemental information be read thoroughly so the user can fully understand each item in the check list.

1. **Documentation:** Are the previously DSA approved plans and Yes ☐ No ☐ Don’t Know ☐

- specifications (identical in size and detail) for the modular available?
2. **Size:** Is the modular one-story and less than 2,160 square feet? Yes ☐ No ☐ Don't Know ☐
 3. **Location:** Is the space located on the first floor? Yes ☐ No ☐ Don't Know ☐
 4. **Property Line:** Except the exterior wall facing the front/street, are none of the remaining walls located within five feet of the property line? Yes ☐ No ☐ Don't Know ☐
 5. **Exits:** Does the space have two exits separated by a minimum distance equivalent to one-half the diagonal of the space? Yes ☐ No ☐ Don't Know ☐
 6. **Americans with Disabilities Act:** Is the space disabled accessible for entry, path of travel, children's toilets and sinks? Yes ☐ No ☐ Don't Know ☐
 7. **Outdoor Space:** Is there a distinct and divided play area directly on the property for infants and toddlers? Multiply the number of children to be served by 75 square feet per child. This total is the minimum size of the play area unless licensing allows a variance of multiple scheduled play times. Yes ☐ No ☐ Don't Know ☐
 8. **Indoor Space (general):** Multiply the number of children to be served by 50 square feet per child. This total is the minimum interior size of the space (35 square feet is required for licensing, exclusive of toilets, built-in furnishings/cabinets below 4'-0", hallways, offices, mechanical room, janitor's closet and storage, therefore 50 square feet is the most common rule of thumb). Does this space have Yes ☐ No ☐ Don't Know ☐

the minimum square footage?

9. Infants and Toddlers' Sinks and Potty Chairs:

- a. There shall be a minimum of one hand washing sink for every 15 infants/toddlers, one potty chair for every five infants being toilet trained and one children's toilet for every 15 toddlers. Does the space have the minimum number of children's sinks, potty chairs and toilets? Yes ☐ No ☐ Don't Know ☐
- b. Are sinks, potty chairs and toilets within the space and allow for easy visual supervision by the teacher? Yes ☐ No ☐ Don't Know ☐
- c. Are there separate sinks for toilet and for other activities? Yes ☐ No ☐ Don't Know ☐

10. Nap Room:

- a. Does the space have a dedicated separate room for infants to nap? Yes ☐ No ☐ Don't Know ☐
- b. Does the nap room allow visual supervision by a window or door with glass? Yes ☐ No ☐ Don't Know ☐

11. Staff Space:

- a. Does the space have access to two disabled accessible adult restrooms? Yes ☐ No ☐ Don't Know ☐
- b. Does the space have adult storage space separate from the child care Yes ☐ No ☐ Don't Know ☐

center? (*important industry
standard for quality*)

Yes ☐

No ☐

Don't Know ☐

- c. Is there a separate space for staff lounge? (*important industry
standard for quality*)

Supplemental Information

Existing Prefabricated Modular Buildings

Infant and Toddler Programs (0 – 2 year olds)

1. Documentation:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Existing modular buildings/classrooms installed at public school sites have typically been certified by the Division of the State Architect (DSA) for compliance to the California Building Code Standards. These existing modular classrooms may need to be modified with new plumbing for children and adult toilets and sinks, new electrical, new mechanical, new disabled accessibility features, etc. as required to function as a child care center.

In order for the Division of the State Architect (DSA) to review (also known as plan-check) the proposed renovation drawings, DSA requires a copy of the originally approved plans and specifications of the existing modular to compare the proposed renovations to the approved documents. DSA plan-check, field inspection and final sign-off is the process to certify the adaptive reuse of the existing modulars for child care use.

For existing modular buildings not previously certified by DSA, the Division of the State Architect's Interpretation of Regulations Document IR 16-1, "Conditional Certification for Relocatable School Buildings" states that the existing modular buildings *"are considered to be new buildings. Complete plans, specifications, structural calculations for existing conditions and necessary reconstruction work, and site data are required to be submitted."*

Solutions: One of the conditions prior to signing a lease agreement would be the requirement of having the school district provide a copy of the DSA approved plans and specifications for the existing modular building.

If the school district is unable to find a copy of the DSA approved plans and specifications for the existing modular building, require the school district to resolve this issue. The manufacturer of the existing modular building may have a generic copy of the DSA approved plans and specifications and additional documentation for site specific installation will most likely be required by DSA. The school district needs to confirm with DSA on the required documentation and once completed, provide a copy of the DSA approved documentation to you.

If the existing modular building was not previously certified by DSA, require the school district to provide DSA all the required documentation and once completed, provide a copy of the DSA approved documentation to you.

Scope of Work and Costs: No costs are anticipated if the school district is responsible for providing the DSA approved plans and specifications.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

2. Size:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: While some child care modular buildings are 36 feet by 60 feet or 2,160 square feet in size, one-story single modular buildings can vary in sizes depending on the manufacturer. The Division of the State Architect's Interpretation of Regulations Document IR 16-1, "Conditional Certification for Relocatable School Buildings" allows for "Modified Requirements" for "Conditionally Approved Foundations" of Modular Buildings that are one-story, 2,160 square feet or less in floor area and the distance below the underside of the lowest floor framing member to the supporting grade does not exceed 18 inches. As stated in Interpretation of Regulations Document IR 16-1, the following are "Conditionally Approved Foundations":

- *A wood sill plate of foundation grade redwood or preservative pressure-treated sawn lumber may bear directly on soil or paved surface. Grass or turf shall be cleared to bare soil under the entire area of the building. The wood sill plate may support wood cripple studs, posts, or continuous blocking and sheathing which need not be treated.*
- *Isolated piers may be constructed of stacked wood members nailed together with hot-dipped zinc coated galvanized or equivalent corrosion resistant nails. Nailing shall be sufficient to transfer the required lateral forces to grade level. The bottom layer of wood shall be foundation grade redwood or preservative pressure-treated sawn lumber.*
- *Foundation walls or pedestals may be constructed of reinforced concrete or reinforced fully routed concrete block masonry. Provisions shall be made to transfer the required lateral shear force. Concrete shall be a minimum of 2500 psi and mortar 1800 psi.*
- *Metal frame jacks, specifically designed or justified by testing the project, may be used as isolated piers. Metal jacks shall be attached to the structure by mechanical means. Overturning and bending forces due to vertical and lateral loads are to be resisted in accordance with the applicable provisions of Part 2, Title 24, CCR (California Code of Regulations).*

However, if the existing modular building or the proposed child care has a building area that exceeds 2,160 square feet or if the height between the underside of the lowest floor framing

members and the supporting grade exceeds 18 inches, then “Permanent Foundations” conforming to all the current building code standards and regulations will be required.

Solutions: Verify the size of the existing modular building to be renovated for child care use. If the square feet of the existing modular building exceed 2,160 square feet or if the clearance between the bottom of floor framing to grade exceeds 18 inches, contact the school’s maintenance or the school district’s facility management to verify if the foundation is composed of reinforced concrete and complies with the standards for “Permanent Foundations”. Alternatively, if the school or the school district facility management has a copy of the approved DSA plans and specification and DSA job card final completion sign-off, this documentation would verify that the existing modular building’s foundation was compliant.

Scope of Work: The following are examples of scope of work related to size for a standard classroom size for 24 children at the second floor:

- Repair of existing wood framed sill and studs
- Repair of existing metal framed jacks
- Repair of existing concrete foundation, and/or
- New reinforced concrete foundation to comply with current building code

For **Costs Related to Size**, please refer to Cost Study item #2 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

3. Location

Site Location -

Building Name: _____

Address: _____

City: _____

Background:

When a child care center is located above or below the first (ground) floor, Section 305.2.3 of the 2001 California Building Code adds the following requirements to ensure the safe evacuation of children:

- A child care center is allowed to be located in basements or stories having floor levels within four feet (measured vertically) from the adjacent ground level, if exterior exit doors can be provided from that level.
- If a child care center is located on the second floor, the entire building (and not just the child care center) needs to have an automatic sprinkler system throughout as well as having two stairs or exits (that are separated by more than one-half the diagonal of the served space) for the exclusive use of the child care center children and staff. In a panic situation, the building code provides for the safe evacuation of children using their separate stairs and prevents the children from being overrun by adults evacuating the building. Therefore, if the second floor has multiple uses like offices and child care center, the offices are required to have their exits separate and distinct from the child care center.
- A child care center can be located above the first floor if the building's type of construction is classified as Type I, Type II-fire resistive, Type II-one hour and Type III-one hour fire resistive construction. These types of construction typically incorporate non-combustible and/or durable elements like concrete and steel or fire-rated gypsum board in multiple layers to achieve higher fire-ratings. However, even with these types of construction, a child care center serving more than 12 children or children under the age of seven cannot be located above the fourth floor. When located in buildings with these types of construction, the child care center will also need to comply with all of the following:
 - a. The entire story where the child care center is located will have an approved manual fire alarm and smoke detection system.
 - b. If the child care center is more than 1,000 square feet, the child care center will need to be divided into at least two compartments of approximately the same size

by “smoke barriers” with 20-minute fire rated door openings protected by smoke and draft control assemblies. (More detailed information can be reviewed in Section 305.2.3.3.3 in the 2001 California Building Code.) Each of these compartments will have not less than two exits and at least one of the exits shall be into a separate means of egress to a public way.

- c. The entire building (and not just the child care center) will be equipped with an automatic sprinkler system throughout.

Solutions: If a child care center is not located at the ground floor, please thoroughly check the existing building for conformance to the requirements mentioned above.

If a child care center occupies the entire second floor and the existing building has an automatic fire sprinkler system throughout, then the building’s existing two exit stairs will be sufficient.

Avoid mixed-use occupancies at the second floor. Otherwise, two new additional exit stairs dedicated exclusively for child care center use will be required for a total of four stairs from the second floor to the ground floor. Please note that if new additional exit stairs are incorporated in the building, a corresponding space will be impacted or lost below the exit stairs at the ground floor.

Scope of Work: The following are examples of scope of work related to location for a standard classroom size for 24 children at the second floor:

- Automatic fire sprinkler throughout the building (not just the classroom)
- Manual fire alarm and smoke detection system
- New exit stairs from second floor to ground floor, and/or
- “Smoke barriers” with 20-minute fire rated door openings

For **Costs Related to Location**, please refer to Cost Study item #3 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

4. Property Line

Site Location -

Building Name: _____

Address: _____

City: _____

Background: For the front entrance exterior wall, Section 305.3 of the 2001 California Building Code states: *“All buildings housing Group E Occupancies shall front directly on a public street or an exit discharge not less than 20 feet. The exit discharge to the public street shall be a minimum 20-foot-wide right-of-way, unobstructed and maintained only as access to the public street. At least one required exit shall be located on the public street or on the exit discharge.”*

The building code defines “exit discharge” as *“that portion of the means of egress system between the exit and the public way.”* For example, if the building’s entry does not front directly onto a public street and the building’s entry faces a side entry court, the entry court must have a minimum depth of 20 feet for the distance from the entry doors to the public street. The building code mandates this requirement to facilitate an efficient and rapid egress from the child care center to the exterior of the building and to a public street where occupants can be away from the building and reasonably safe, as well as provide access to the fire department for fire-suppression activities and rescue.

When an exterior property line wall (except the front/street-facing wall) of the child care center is located within five feet of the site’s property line, the California Building Code in chapter 5, table 5-A requires a fire-rated constructed wall to be able to maintain its integrity when a fire occurs on one side of the wall for a duration of two hours for wood frame (Type V) construction and specific concrete and steel construction (Type II one-hour and Type II-N) with two hour non-combustible fire-resistive ratings. However, certain specific concrete and steel (Types I, II fire resistive, III-1 Hour, III-N and IV-Heavy Timber) construction requires a four-hour fire-resistive rating.

If the child care space serves 20 or fewer children, the California Building Code makes an exception to the two-hour fire-resistance requirement and requires one-hour fire-resistance for walls within three feet of the property line for Type V, Type II one-hour and Type II-N construction and again, a four-hour fire-resistive rating for Types I, II fire resistive, III-one hour, III-N and IV-heavy timber construction.

Solutions: If the front entrance exterior wall does not open directly on to a public street or exit discharge of not less than 20 feet, please confirm with the local building department for a

determination if the child care occupancy will be acceptable or whether under 2001 California Building Code Section 104.2.8, an alternate materials and methods of construction (like an automatic fire sprinkler system throughout the building) will be acceptable in lieu of this requirement.

Property line exterior walls that are properly constructed of poured-in-place concrete or concrete block typically fulfill the two-hour and four-hour fire resistance requirement. If the exterior wall is constructed with wood framing, the composition of the wall materials for a two-hour fire rating needs to be verified.

If existing approved building permit plans are available, the documentation may indicate the fire-rating construction of the exterior wall. For example, the floor plans may have a note that indicates “two-hour fire rated wall” or a detail reference is adjacent to the property line wall and the detail referenced drawing describes the composition of the wall as a two-hour fire-rated assembly. Underwriters Laboratories (UL) two-hour fire rated walls can be composed by a variety of materials.

If no drawings are available, exploratory demolition may be required to verify the fire-rating of the property line wall. Exploratory demolition is limited and controlled removal of existing construction components. Once all the exterior and interior components are revealed, the local building and/or fire official/inspector will need to review and accept in writing the conformance of the construction components to the required fire-rating.

Scope of Work: The following are examples of scope of work related to property line:

- A two-hour fire-rated, 8 feet high wall with two layers of 5/8” exterior gypsum sheathing on the exterior side and two layers of 5/8” interior gypsum board (stamped type ‘X’) on the interior side of an exterior wood stud.
- Another example of a two-hour fire-rated, 8 feet high wall is two layers of interior 5/8” gypsum board (stamped type ‘X’) and on the exterior side, minimum 7/8” thick cement plaster (stucco) over 5/8” exterior gypsum sheathing.
- If the existing wall is determined **not** to be equivalent to a two-hour fire rating, verify with the local building and fire department if constructing a narrow (less than 3 inches in depth!) two-hour fire-rated shaft wall against the interior wall would be acceptable. Shaft wall construction is designed to be constructed from one-side (or the interior side) and the finished look would be equivalent to a standard painted gypsum board wall surface. Please note that any electrical outlets or other plumbing/mechanical items would need to be relocated to the finished surface of the shaft wall.

For **Costs Related to Property Line**, please in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

5. Exits

Site Location -

Building Name: _____

Address: _____

City: _____

Background: When a child care space serves more than seven children, two exits separated by a minimum distance equivalent to one-half the diagonal are required. (California Building Code, table 10-A) For example, if a child care space's longest diagonal is 50 feet, then the horizontal (straight-line) distance measured from the centerline of one exit door to the other needs to be a minimum of 25 feet apart.

Solutions: When a child care space does not have two exits, then a second exit needs to be constructed. If the child care space is adjacent to an exit corridor or an adjacent exterior public way like sidewalk or exterior grounds, then the second exit can be constructed in these areas and located to comply with the separation requirements mentioned above.

When a second exit is constructed, temporary shoring may be required if the new door opening is to be located within a load-bearing wall as well as installing a new structural horizontal member (header) and related framing. Also, electrical conduit and other plumbing/mechanical related items may need to be relocated in the wall cavity to achieve the new door opening.

If a building maintenance person is knowledgeable of the space and/or if record or as-built drawings are available, consult with the maintenance person and/or review the drawings for location of existing electrical/plumbing/mechanical items and locate the second exit to avoid disruption of these items and thereby minimize the costs associated with rerouting such items. The new door and frame may need to have a fire-rating as required by the building code with patching/painting the surrounding areas of proper materials to maintain the fire-rating of the wall and provide a finished and seamless appearance.

Scope of Work: The following are examples of scope of work related to exits:

- New door and frame in a non-load bearing wall
- New door and frame in load bearing wall
- Relocation of existing electrical
- Relocation of existing plumbing
- Relocation of existing mechanical, and/or

- New Fire-Rated Door and Door Frame

For **Costs Related to Exits**, please refer to Cost Study item #5 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

6. Americans with Disabilities Act:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: The Americans with Disabilities Act is a Federal Civil Rights Law that mandates disabled accessibility for public spaces including child care.

Solutions: In renovation projects, the California Building Code prioritizes three aspects of providing disabled accessibility.

The first priority is disabled access at all entrances to the child care center. Approaching an entry door, the slope of the walkway to the landing in front of an entry door cannot exceed a slope of 1 vertical to 12 horizontal (1:12 or 8.3%) and the “level landing” in front of an entry cannot exceed a slope of ¼ vertical to 12 horizontal (¼:12 or 2%). The minimum depth and length of the “level landing” is determined by the swing (inward or outward) of an entry/exit door and the walkway’s directional approach.

Should the walkway have a slope of less than 8.3% (1:12) and greater than 5% (1:20), the walkway is considered a ramp and handrails on each side of the walkway/ramp will be required. If the walkway has a vertical rise greater than 30”, a 6’-0” level landing is required for every 30” of vertical rise. The minimum width of an entry door typically needs to accommodate disabled access as well as exiting/occupant load requirements and depending upon these requirements, a single or double 3’-0” wide by 6’-8” high door(s) will be required by the California Building Code. (The actual requirements require calculating the number of children and staff (occupant load) that will exit through these doors and multiply this number by a width factor established by the California Building Code.)

The second priority is the path of travel to the child care space. Once beyond the entry door and in order to use the child care center, the path of travel to the child care needs to be disabled accessible. If the hallway has stairs between the entry door and child care then the path of travel is not disabled accessible. If the amount of stair risers is few and the hallway has sufficient length, the stairs could be removed and a disabled accessible ramp (maximum slope would be 1:12 with handrails on each side with proper length of top/bottom landings) could be installed. Check with the building maintenance person and/or record/as-built drawings to verify that no main electrical/plumbing/mechanical items are below the stairs prior to removal. Relocating main electrical /plumbing/ mechanical items may make the installation of a disabled accessible

ramp cost-prohibitive. If installing the disabled accessible ramp is feasible, verify that the adjacent existing hallway doors clear the ramp and no conflict or a change in level greater than one-half inch will occur.

If a ramp is not feasible, some local building jurisdictions may accept a vertical lift though an elevator would be preferred. Please check with the local building department for acceptability of the preferred direction.

The third priority is making the sanitary facilities, like children's and adults' toilets, and a partial list of other items like door hardware, sinks, kitchen appliances and countertops to be disabled accessible.

For children's and adult's toilets, the water closet's centerline needs to be 12" for children's toilets and 18" for adult's toilets from the side wall as well as having sufficient space of 48" in front and up to 32" to the side of the water closet. Grab bars at the water closet's side and back are also required and must withstand a vertical load of 250 lbs.

Other items include the following:

- Door knobs need to be replaced with levers
- Sinks and kitchen appliances should have controls that do not require tight grasping, pinching or twisting of the wrist
- Countertops should have a maximum height of 34" to its top
- Temporary ramps for interior and exterior thresholds and steps

Please refer to the California Building Code's chapter 11, which provides diagrams and narrative on these and many other requirements for renovation and new construction projects.

Scope of Work: The following are examples of scope of work items related to the Americans with Disabilities Act:

- New exterior concrete walkway with handrails on each side of the walkway
- A new 3'-0" wide entry door with standard reframing
- New interior ramp, without relocation of electrical, plumbing and mechanical items
- New interior ramp with relocation of electrical, plumbing and mechanical items
- New adult toilet and sink
- New children's toilet and sink
- New grab bars
- Replacing door knobs to door levers
- Standard lower cabinet with a finished plastic laminate countertop height of 34"
- Temporary ramps for interior and exterior thresholds and steps (when more cost-effective or practical than permanent ramps)

For **Costs Related to Americans with Disabilities Act**, please refer to Cost Study item #6 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

7. Outdoor Space:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing requires exterior play space appropriate for children. The exterior space should be close or adjacent to the interior child care space. The exterior space needs a defined perimeter such as a minimum four feet high fence and the play equipment must be age appropriate.

Solutions: If the square footage of the exterior space is below the minimum 75 square feet for each child, contact licensing for a determination if two Play Sessions will be acceptable which would reduce the required square footage to ½ of the minimum 75 square feet for each child.

Please note that the Exterior Space is subject to the California Playground Safety Regulations, which requires a Certified Playground Safety Inspector to review the finished Exterior Space for compliance to established safety guidelines. Some of the guidelines include a safety material like a unitary surface or square thick recycled-tire modular units below an exterior play structure and extending this safety material for a minimum 6 feet safety zone from any perimeter point of an exterior play structure; avoiding tripping hazards; a weather-resistant cover to protect the sand area from cats and droppings from small animals and many more items. A list of certified playground safety inspectors can be found at the California Park and Recreation Society website www.cprs.org.

Though licensing requires the availability of drinking water at the Exterior Space, a drinking fountain is not mandatory and a portable water cooler with disposable cups can be acceptable.

Child care operators of infant and toddler programs may be required by their operating funding source to comply with higher quality standards. Industry standards for quality recommendations include the following:

- Adequate and safe outdoor space that is easily supervised (clear sightlines, etc).
- Protected exterior and indoor spaces that could be used in the event of inclement weather.
- Outdoor space has convenient features (close to toilets and drinking water, accessible storage and/or direct access to classrooms).

- Outdoor space has some protection from the elements like strong winds or has areas that can provide shade.

Varying types of surfaces, e.g. grass, cement, sand, etc.

Scope of Work: The following are examples of scope of work related to Outdoor Space.

- New Play Structure,
- Integral “Unitary” Safety Floor Surface Material,
- Drinking Fountain with Hi-Low Drinking Spouts,
- Sand Box,
- Benches,
- Planter Boxes,
- Storage, and/or
- 4 Feet High Fence.

For **Outdoor Space Costs**, please refer to Cost Study item #7 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

8. Indoor Space, General:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing has established a minimum ratio of 35 square feet of Child Care Space for each child. The 35 square feet does not include the area dedicated to Toilets, Hallways, Offices, Mechanical Room, Janitor's Closet, Storage and Built-In Furnishings and Cabinets below 4'-0".

Solutions: If the square footage of the interior space is below the minimum 35 square feet for each child, review the space to determine if any of the lower cabinets or built-in furnishings can function properly as wall cabinets mounted with clearance of 4'-0" above the finished floor. Now, the area below the wall cabinets can be counted as part of the square footage of the interior space.

Though licensing requires the minimum interior space to be no less than 35 square feet for each child, industry standards for quality recommend 50 square feet of interior space for each child. The 50 square feet per child allows more designated activities to occur and reduces the amount of activity and circulation congestion within the child care space.

Other industry standards for quality include the following:

- Ample indoor space that allows children and adults to move about freely with appropriate sightlines for supervision, good ventilation, natural lighting, good acoustics and space that is accessible to children and adults with disabilities.
- Individual cubbies for each child in the classroom to store their personal belongings.
- If the program offers food, space for food preparation must be away from play, diapering and allow enough space for maneuvering and be disabled accessible.
- If the program operates in the afternoon, sufficient space for nap cots or mats must be available. Ideally, when mats are being used, they will be 3 feet apart, but should never be less than 18 inches apart or separated by solid barriers.

- For best safety practices, provide safety covers/caps at electrical sockets.

Scope of Work: The following are examples of scope of work related to indoor space.

- Provide safety covers/caps at electrical sockets
- Food preparation area
- Four feet pre-fabricated wall storage unit
- Loft play structure
- Built-ins: cubbies, storage cabinets, etc.

For **Indoor Space Costs**, please refer to Cost Study item #8 on in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

9. Infants and Toddlers' Sinks and Potty Chairs:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Minimum Number of Infants' Potty Chairs and Toddlers' Toilets and Sinks:

Background: Licensing mandates a minimum ratio of one potty chair for each five infants, one children's toilet for each 15 toddlers and one sink for each 15 children (infants/toddlers) served at the child care center. Toilets are available that are specifically designed and sized for young children.

Industry standards for quality recommendations include the following:

- Though licensing allows potty chairs at a ratio of one potty chair for every five infants being toilet trained, a quality child care center would have child-sized toilets instead
 - Hands free and temperature controlled faucets
 - Hands free soap dispensers
 - Hand dryers
- (Please note that child care programs that are primarily concerned about hygiene have found the hands-free (motion-sensor) faucets and hand dryers to be a better alternative to handle faucets and paper towels. However, handle faucets and paper towels may be a more developmentally appropriate option for children learning proper hygiene and how to use bathroom fixtures.)

Solutions: If no children's toilets and sinks are installed at the facility, keep in mind the following several ideas when incorporating these items:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the children's toilets, sinks and diaper changing area is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing

these items may be more reasonable. As a rule of thumb, the further the preferred location is away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of children's toilets, sinks and diaper changing area needs to conform to Disabled Accessibility clearances and requirements. Also, children-sized toilets vary in dimensions from one manufacturer to another and may affect critical minimum disabled accessible clearances. Please refer to the Supplemental Information No. 6, Americans with Disabilities Act.

b. Location of Children's Toilets and Sinks:

Background: If the children's toilets and sinks are not located in the space and away off the corridor, the activities within the child care center will need to be adjusted or disrupted to allow for proper monitoring of children when the toilets are used. Licensing requires, at a minimum, visual supervision of all children at all times. Therefore, toddlers are not allowed to exit the classroom to the children's toilets on their own and a teacher or designated adult aide would need to accompany the child/children.

Some child care centers require children to use the corridor-located children's toilets at set times. As a result, the child care center's activities revolve around these set times and invariably and occasionally, some children do not conform to these set times and the entire class is disrupted or "an accident" happens within the child care center.

Solutions: By having children's toilets and sinks within the child care center and surrounded by low walls, children can use the toilets when the need arises and be under the visual supervision of the teacher, who can maintain compliance with licensing and the continuity of the class activity without disruption.

The location of children's toilets and sinks within the space should be planned in relationship to the other activities and if possible, close to existing plumbing and conform to disabled accessibility clearances and requirements. See Supplemental Information No. 6 Americans with Disabilities Act.

Scope of Work: The following are examples of scope of work related to infants and toddler's toilets and sinks.

- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – close to existing plumbing,
- New children's toilets (2) and sinks (2) (disabled accessible with wood floor structure) with low walls – far from existing plumbing
- New child size trough sink for arts
- Hands free and temperature controlled faucets
- Hands free soap dispensers
- Hand dryers

For **Costs Related to Infants and Toddlers' Toilets and Sinks**, please refer to Cost Study item #9 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

10. Nap Room:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Nap Room

Background: Licensing requires a dedicated area for napping that has a separate crib for each infant and can be visually supervised by the teachers. The dedicated nap area can be separated by movable walls or partitions with a minimum height of four feet, be constructed of sound-absorbing material and shall be designed to minimize the risk of injury to infants.

Industry standards for quality recommendations include the following:

- Though licensing does not require a separate room for napping, a separate room is recommended that is adequate in size for the cribs, conforms to the building code requirements for ventilation, lighting and life safety, and allows for staff supervision from and to the classroom (no obstructed sightlines)
- The cribs shall be located with a minimum side-by-side distance of three feet separating each crib
- Light fixtures on dimmer switches would be preferable

Solutions: While moveable partitions or walls with four feet height can be readily achievable, a separate room with windows and a door with glazing can be as well. If the child care center has an exterior window and the location works for the nap room, the exterior window will provide the ventilation required by the building code without the cost associated with new mechanical equipment.

If heating is required in the nap room, have a mechanical subcontractor or engineer evaluate the existing heating ductwork and whether the existing mechanical system has the capacity to provide the heating at the nap room. If yes, then new ductwork will be provided to direct heat and return air to the nap room. Another option is to determine whether an electric ceiling mounted radiant heating panel would work.

The nap room will have electrical outlets and light fixtures. Light fixtures can be ceiling mounted and/or wall mounted.

Scope of Work: The following are examples of scope of work related to nap room.

- Four feet high movable partition with sound absorbing material
- Four feet high fixed partition with sound absorbing material
- New nap room with eight feet high walls, mechanical ventilation, door with tempered glazing, window with tempered glazing and light fixture on dimmer switch.

For **Costs Related to Nap Room**, please refer to #10 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

11. Diaper Changing Area:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Diaper Changing Area

Background: Licensing requires a changing table conforming to the following requirements:

- Have a padded surface no less than one-inch thick and covered with washable vinyl or plastic
- Have raised sides at least three inches high
- Be maintained in good repair and safe condition
- Located within arm's reach of a sink, and
- Not be located in the kitchen/food preparation area
- Adequate and accessible (within arms reach) storage for personal diaper changing supplies (diapers, clothes, etc.) in separate cubbies

Industry standards for quality recommendations include the following:

- The designated diapering area next to a hot water source
- Changing area provides for adequate sightlines into the classroom area (can be sometimes be achieved with mirrors)
- Steps to changing table for young children

Solutions: Diaper Changing Tables can be either movable or permanent but adjacent to a sink. Please refer to Supplemental Information No. 9 Infants and Toddlers' Sinks and Potty Chairs for location strategies on reducing costs associated with the sink.

When diaper changing tables are permanent and built-in, innovative measures like pre-fabricated pull-out steps to allow toddlers to have teacher assisted walk-up to the changing area are available for purchase and inclusion. The pull-out steps reduce the amount of times teachers need to carry toddlers up to the changing area and correspondingly, reduces the injury potential for teachers.

Other considerations for permanent diaper changing tables are rounded corners instead of the standard square-edged corners to reduce the injury potential to infants and toddlers.

Scope of Work: The following are examples of scope of work related to diaper changing area for a standard modular classroom size for 24 children.

- New built-in changing table using standard cabinet construction
- New built-in changing table incorporating pre-fabricated pull-out steps
- New built-in changing table incorporating pre-fabricated pull-out steps, and/or rounded corners instead of standard square-edged corners
- Wall-mounted mirrors
- Wall-mounted storage cabinets

For **Costs Related to Diaper Changing Area**, please refer to #11 in the table at the end of this section.

Supplemental Information
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

12. Staff Space:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Adult Toilets and Sinks:

Background: Licensing requires toilet facilities used by adults to be separate from those being used by children. The adult toilets and sinks do **not** have to be within the child care space.

Solutions: The California Building Code requires separate gender (men and women's) or two uni-sex adult restrooms for a child care facility. The building code allows for an exception for retail businesses with four or fewer employees to have one uni-sex adult restroom. However, an exception for a child care facility is not found in the main body of the building code but in appendix chapter 29A, minimum plumbing fixtures.

However, the appendix chapters are not legally binding unless specifically adopted by the local building department. If appendix chapter 29A is adopted and applicable, footnote 3 indicates *“When the design occupant load is less than 10 persons, a facility usable by either sex may be approved by the building official.”* If the total amount of child care staff is nine or fewer, please review with the local building department if one uni-sex adult restroom would be acceptable.

If no adult toilets and sinks are installed at the facility, keep in mind the following when incorporating these items:

- **Budget: Preferred Location and the Proximity to Existing Plumbing**

If the preferred location of the adult toilets and sinks is close to existing plumbing, (which includes water supply, drain lines and vents), and the existing plumbing has sufficient capacity (existing diameter of supply, drain and vent lines are acceptable for the amount of toilet and sink fixtures to be served), then the cost of installing these items may be more reasonable. As a rule of thumb, the further the preferred location is located away from the existing plumbing, the construction cost increases.

- **Building's Type of Construction:**

If a building has wood-framed walls and floors instead of concrete walls and floors, the renovation cost associated with the wood-framed building may be lower if a crawl space below the floor is available and no hazardous asbestos-containing flooring or lead painted surfaces are present. The concrete building would need to have its concrete floor slab saw cut to run the drain lines and may require new framed wood or metal stud (furred) walls against existing concrete walls to run the new plumbing. For both types of construction, please refer to as-built or record drawings and/or the building's maintenance person for location of existing utilities to avoid construction conflicts.

- **Disabled Accessibility:**

Renovation or new construction of adult toilets and sinks needs to conform to disabled accessibility clearances and requirements. Please refer to the Supplemental Information No. 8, Americans with Disabilities Act.

b. Adult Storage Space and Lounge:

Background: Recommendations for a quality child care include the following:

- Separate areas for staff (separate bathroom, safe places for storage of personal belongings, facilities for staff meals/snacks and area away from classroom with adult sized furniture), accommodations for staff with disabilities
- Adequate space for files, adult meetings, ample storage (for staff needs as well as for hazardous materials such as cleansers, etc.)

Solutions: Review what existing adjacent spaces are not being used and whether those spaces can be used as a staff lounge as well as storage. If walls need to be constructed for a staff lounge and storage, please confer with the local building department to determine the required permits for construction, mechanical ventilation and electrical.

One consideration is if the ceiling height is tall where the staff lounge and storage will be located, reducing the wall height and framing a ceiling may reduce the overall costs. For example, rather than frame the walls of a staff lounge and storage to the full height of a space with a 17 feet high ceiling, it may be more cost effective to frame the walls to eight feet and platform frame a ceiling.

Scope of Work: The following are examples of scope of work related to staff space.

- New adult toilet and sink (disabled accessible with wood floor structure) – close to existing plumbing
- New adult toilet and sink (disabled accessible with wood floor structure) – far from existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – close to existing plumbing
- New adult toilet and sink (disabled accessible with concrete floor structure) – far from existing plumbing
- New staff lounge

For **Costs Related to Staff Space**, please refer to Cost Study item #12 in the table at the end of this section.

Cost Study
Existing Prefabricated Modular Buildings
Infant and Toddler Programs (0 – 2 year olds)

Site Location -

Building Name: _____

Address: _____

City: _____

Gross Square Footage of Building (GSF): _____

Legend: SF=Square Feet, LF=Linear Feet, LS=Lump Sum, EA=Each

COST STUDY SUMMARY					
ITEM #	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL
1	DOCUMENTATION				
2	SIZE				
3	LOCATION				
4	PROPERTY LINE				
5	EXITS				
6	AMERICANS WITH DISABILITIES ACT				
7	OUTDOOR SPACE				
8	INDOOR SPACE				
9	TOILETS AND SINKS				
10	NAP ROOM				
11	DIAPER CHANGING AREA				
12	STAFF SPACE				
	TOTAL CONSTRUCTION COSTS				
	CONSTRUCTION PRORATED COSTS				
	GENERAL CONDITIONS				
	ESCALATION				
	COMPLEXITY FACTOR				
	OVERHEAD AND PROFIT				
	BONDS				
	TOTAL CONSTRUCTION COSTS				
	SOFT COSTS				
	TOTAL PROJECT COST				
DIVIDE THE TOTAL PROJECT COST BY GSF					\$/SF

Competitive Bidding

The prices in this Estimate are based on Competitive Bidding. Competitive Bidding is receiving responsive bids from at least five (5) or more General Contractors and three (3) or more responsive bids from Major Subcontractors or Trades. Major Subcontractors are Structural Steel, Plaster / EIFS Contractors, Mechanical, Plumbing and Electrical Subcontractors.

Without Competitive Bidding, Contractor bids can and have ranged from 25%-to 100% over the prices in this Estimate, depending on the size of the job.

We urge you to notify your client of the existing difficult bidding climate, and work with them to ensure that the project is adequately publicized so that they can get the minimum number of bids for competitive bidding. Please contact LSA if you need ideas about how to publicize your project.

CONSTRUCTION PRORATED COSTS		CHOOSE %
GENERAL CONDITIONS - JOB COSTS THAT DO NOT INCLUDE LABOR, MATERIAL OR EQUIPMENT	RANGE IS FROM 10% TO 20%	
ESCALATION - COST OF MATERIALS AND LABOR INCREASES OVER A PERIOD OF TIME - 1 YR	RANGE IS FROM 3% TO 12%	
GEOGRAPHICAL FACTOR - ADJUSTMENTS TO BASE COSTS IN ESTIMATE TO ACCOUNT FOR SITE SPECIFIC COSTS. BASE COSTS ARE SAN FRANCISCO, CA. REFER TO SAYLOR PUBLICATIONS - CURRENT CONSTRUCTION COSTS OR R.S.MEANS CITY COST INDEX. CAUTION MUST BE USED FOR REMOTE OR IMPACTED AREAS WITH THE SCHEDULE RESTRAINTS. REMOTE AREAS MAY BE WELL OVER 10%	RANGE IS FROM 0% TO 10%	
COMPLEXITY FACTOR - ADDED COST FROM DIFFICULT WORK ENVIRONMENT, SCHEDULING DIFFICULTIES, OR DOWN TIME.	RANGE IS FROM 0% TO 10%	
OVERHEAD AND PROFIT - ADMINISTRATIVE OFF SITE COSTS AND PROFIT. DEPENDS ON THE SIZE OF THE JOB	RANGE IS FROM 10% TO 25%	
BONDS - PERFORMANCE BONDS, SUPPLIER BONDS AND OTHER BONDING REQUIREMENTS	RANGE IS FROM .75% TO 2.5%	
ALL PERCENTAGES ARE BROUGHT FORWARD TO SUMMARY SHEET		
SOFT COSTS		
ARCHITECTURAL AND ENGINEERING FEES	RANGE IS FROM 8% TO 12%	
GEOTECH FEES - PROVIDED BY OWNER	RANGE IS FROM 1.5% TO 2%	
CHANGE ORDER CONTINGENCY	RANGE IS FROM 5% TO 10%	
CONSTRUCTION MANAGEMENT	RANGE IS FROM 4% TO 7%	
AREA ADMINISTRATIVE FEES	RANGE IS FROM 2% TO 5%	
MISC FEES NOT COVERED IN THE ABOVE	RANGE IS FROM 5% TO 10%	
TOTAL SOFT COSTS PERCENTAGE CARRIED FORWARD TO SUMMARY SHEET		

1	DOCUMENTATION	Quantity			Amount
	LACK OF DOCUMENTATION WOULD NORMALLY DISQUALIFY A MODULAR FOR CONSIDERATION.				
	SUBTOTAL 1				
2	SIZE	Quantity			Amount
	REPAIR WOOD FRAME SILL AND STUDS		SF	12.00	
	REPAIR EXISTING METAL FRAME JACKS		EA	500.00	
	REPAIR EXISTING CONCRETE FOUNDATION		LF	40.00	
	NEW CONCRETE FOUNDATION TO COMPLY WITH EXISTING BUILDING CODES		LF	45.00	
	SUBTOTAL 2				
3	LOCATION	Quantity			Amount
	AUTOMATIC SPRINKLER SYSTEM - 1000 SF MIN		SF	4.50	
	BACKFLOW PREVENTER - IF REQUIRED		EA	7,500.00	
	SPRINKLER PIPING FROM STREET - IF REQUIRED		LF	35.00	
	POINT OF CONNECTION - IN STREET		EA	1,500.00	
	FIRE ALARM SYSTEM - COMPLETE		SF	3.50	
	SEPARATE STAIRS MEANS OF EVACUATION FOR CHILDREN.		LS	20,000.00	
	SUBTOTAL 3				
4	PROPERTY LINE	Quantity			Amount
	2 HR RATED WALL				
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYERS OF 5/8" TYPE "X" GYPBOARD BOTH INSIDE AND OUTSIDE OF STUD WALL. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	88.00	
	2 HR FIRE RATED WALL - DEMO EXTERIOR FINISH, DEMO INTERIOR FINISH, ADD 2 LAYER OF 5/8" TYPE "X" GYPBOARD TO THE INSIDE OF STUD WALL. ADD THREE COAT STUCCO OVER EXTERIOR GYPSUM SHEATHING. PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	57.00	
	2 HR FIRE RATED WALL- INTERIOR SHAFT WALL				
	C-H OR C-T- METAL STUD WALL, 1"LINER AND TWO LAYERS 5/8" TYPE "X " GYPBOARD ON INTERIOR SIDE, PAINT AND BASE TO INTERIOR. WALL IS 8 FT HIGH.		LF	78.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	SUBTOTAL 4				

5	EXITS	Quantity			Amount
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	RELOCATE EXISTING MECHANICAL		EA	250.00	
	ADD FOR FIRE RATED DOOR AND FRAME.		EA	195.00	
	SUBTOTAL 5				
6	AMERICANS WITH DISABILITIES ACT	Quantity			Amount
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	HAND RAILS ATTACHED TO THE BUILDING		LF	45.00	
	GUARD RAILS -4 RUNG W/ HAND RAIL		LF	95.00	
	NEW ENTRY DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	INTERIOR RAMP W/O RELOCATION OF M.E.P.		LF	15.00	
	INTERIOR RAMP W/ RELOCATION OF M.E.P.		LF	40.00	
	NEW ADULT TOILET AN SINK WITH ROUGH IN		SET	6,820.00	
	NEW CHILD TOILET AN SINK WITH ROUGH IN		SET	6,420.00	
	NEW GRAB BARS - ONE SET 36" AND 42" LENGTH		SET	155.00	
	REPLACE DOOR KNOBS TO LEVER HARDWARE.		EA	185.00	
	DEMO (E) CABINET AND COUNTERTOP AND REPLACE IT WITH P-LAM COUNTERTOP @34"		LF	820.00	
	SUBTOTAL 6				
7	OUTDOOR SPACE	Quantity			Amount
	NEW PLAY STRUCTURE - INFANT TODDLER		EA	25,000.00	
	INFANT- TODDLER SAFETY PLAY SURFACE		SF	16.00	
	DRINKING FOUNTAINS W/ HI LOW SPOUTS WITH ROUGH -IN PIPING AND VALVING		EA	2,750.00	
	SAND BOX - WOOD FRAME AND SAND		EA	500.00	
	BENCH FOR OBSERVATION OF CHILDREN		EA	800.00	
	PLANTER BOX - MEDIUM		EA	175.00	
	PORTABLE STORAGE UNIT		EA	500.00	
	4FT HIGH FENCE		LF	17.00	
	SUBTOTAL 7				

8	INDOOR SPACE	Quantity		Amount		
	SAFETY CAPS FOR EACH DUPLEX RECEPTACLE DEVICE		EA	15.00		
	FOOD PREPARATION AREA - BASE CABINET 30 LINEAR FT, SINK, GARBAGE DISPOSER		LF	211.67		
	PREFAB WALL STORAGE UNIT		LF	185.00		
	LOFT PLAY STRUCTURE		EA	5,000.00		
	CHILD CARE FURNISHINGS		LS	15,000.00		
	SUBTOTAL 8					
9	TOILETS AND SINKS	Quantity			Amount	
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING					
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00		
	WOOD FLOOR STRUCTURE		SF	10.00		
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75		
	WOOD FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISTING PLUMBING					
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00		
	WOOD FLOOR STRUCTURE		SF	10.00		
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75		
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>CLOSE</i> TO EXISTING PLUMBING					
	NEW CHILD TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,010.00		
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50		
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75		
	CEMENT FLOOR STRUCTURE WITH ROUGH IN <i>FAR</i> FROM EXISITNG PLUMBING					
	NEW CHILD TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,210.00		
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00		
	HALF HEIGHT 42" WALLS FOR TOILET AREA.		LF	43.75		
	NEW TROUGH SINK FOR ARTS WITH ROUGH IN CLOSE TO EXISTING PLUMBING		EA	1,950.00		
	ADDER FOR HANDS FREE TEMPERATURE CONTROLLED FAUCET		EA	1,075.00		
	HANDS FREE SOAP DISPENSER		EA	500.00		
	HAND DRYER		EA	560.00		
		SUBTOTAL 9				

10	NAP ROOM	Quantity			Amount
	ASSUME NO EXISTING NAP ROOM				
	4 FT HIGH MOVABLE PARTITION WALLS WITH SOUND ABSORBING MATERIAL		LF	30.00	
	4 FT HIGH FIXED PARTITION WALLS WITH SOUND ABSORBING MATERIAL		LF	43.75	
	NEW NAP ROOM				
	WALLS FOR NAP ROOM - 8 FT HIGH		SF	10.50	
	ADD DUPLEX RECEPTACLE 4 MINIMUM		EA	125.00	
	ASSUME EXISTING M.E.P. TO BE ADEQUATE				
	IF ROOM IS AVAILABLE, ADD ITEMS BELOW. IF DESIRED IN NEW NAP ROOM, INCLUDE ITEMS BELOW				
	PROVIDE 6X4 WINDOW IN NAP ROOM		EA	840.00	
	PROVIDE A VISION PANEL IN (E) DOOR & REPAINT (E) DOOR		EA	200.00	
	STORAGE FOR DIAPERS 4 LF MIN		LF	175.00	
	LIGHT FIXTURE		EA	250.00	
	ADD DIMMER SWITCH		EA	155.00	
	SUBTOTAL 10				
11	DIAPER CHANGING AREA	Quantity			Amount
	BUILT IN CHANGING TABLE USING STANDARD CABINET CONSTRUCTION		EA	780.00	
	PULL OUT STEPS FOR TABLES		EA	125.00	
	BUILT IN CHANGING TABLE W/ ROUNDED CORNERS INCORPORATING PREFAB PULL OUT STEPS		EA	1,000.00	
	BUILT IN CHANGING TABLE INCORPORATING PREFAB PULL OUT STEPS		EA	1,000.00	
	WALL MOUNTED MIRRORS - BATHROOM TYPE		EA	150.00	
	WALL MOUNTED STORAGE CABINETS		LF	175.00	
	SUBTOTAL 11				

12	STAFF SPACE	Quantity			Amount
	SEPARATE STAFF TOILET AREA				
	WALLS FOR TOILET SPACE = 64 SF 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,300.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,500.00	
	WOOD FLOOR STRUCTURE		SF	10.00	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-CLOSE TO EXISTING PLUMBING		SET	2,300.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	7.50	
	NEW ADULT TOILET AND SINK WITH ROUGH IN-FAR FROM EXISTING PLUMBING		SET	3,500.00	
	CEMENT FLOOR STRUCTURE- SLAB ON GRADE		SF	14.00	
	SEPARATE STAFF ROOM				
	WALLS FOR STAFF SPACE = 10X12 8FT HIGH		SF	10.50	
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	FULL HEIGHT CLOSET - PERSONAL STORAGE		LF	250.00	
	FILE SPACE AND DESK - FFE FURNISHED BY OTHERS				
	SUBTOTAL 12				

Assessment Checklist
Family Child Care Homes
Small and Large, All Age Groups

Site Location -

Building Name: _____

Address: _____

City: _____

Introduction:

Family Child Care is operated in a residential setting and by design is intended to provide a home-like environment for children enrolled in the program. Family Child Care operates in single or multi-family housing. The makeup of a Family Child Care program often includes multiple children in one setting of varying age groups at the same time. Family Child Care is operated under two distinct sizes, Small and Large.

Licensing:

Licensing's definition, *California Health and Safety Code § 1596.78*, of "Family Child Care" means regularly provided care, protection and supervision of children, in the care giver's own home, for periods of less than 24 hours per day, while the parents or authorized representatives are away.

(A) "**Small Family Child Care Home**" means a home that provides family child care for up to six children, or for up to eight children if the criteria in Section 102416.5 (b) are met. These capacities include children under age 10 who live in the licensee's home. For a **small family child care home**, the maximum number of children from whom care shall be provided, including children under age 10 who live in the licensee's home, shall be one of the following:

- (1) Four infants; or
- (2) Six children, no more than three of who may be infants; or
- (3) Eight children when one child is six and one child is enrolled and attending kindergarten or elementary school and no more than two infants are in care. Parent notification and property owner consent must be on file.

(B) "**Large Family Child Care Home**" means a home that provides family child care for up to 12 children, or for up to 14 children if the criteria in Section 102416.5(c) are met. These capacities include children under 10 who live in the licensee's home and the assistant provider's children under age 10. For a **large family child care home**, the maximum

number of children from whom care shall be provided when there is an assistant provider in the home, including children under age 10 who live in the licensee's home and the assistant provider's children under age 10, shall be either:

- (1) Twelve children, no more than four of whom may be infants: or*
 - (2) Up to 14 children when on child is six and one child is enrolled in and attending kindergarten or elementary school, and no more than three infants are in care.*
- Parent notification and property owner consent must be on file.*

Building Code:

The **California Building Code** similarly defines a Family Child Care Home as follows:

Small Family Day-Care Home “is a home which provides family day care to eight or fewer children, including children under the age of 10 years who reside at the home, in the providers own home, for periods of less than 24 hours per day. Small Family Day-Care Homes are exempted from state fire- and life-safety regulations other than those state and local standards applicable to Group R, Division 3 Occupancies.”

Large Family Day-Care Home “is a provider's own home licensed to provide day care for periods less than 24 hours per day for nine to 14 persons, including children under the age of 10 years who reside at the home.”

Checklist:

If the responses to all the enclosed items are “Yes”, the space is considered readily adaptable for child care use. For any “No” or “Don’t Know” response, corresponding supplemental information is provided to help evaluate the readiness of the facility and to help guide modifying the facility. Note that Small Family Child Care is a use allowable by right in residential zones therefore “zoning” and “parking” is relevant for Large Family Child Care only. In addition, there are Large Family Child Care building code requirements, however there are no specific building code requirements for Small Family Child Care.

It is highly recommended that all the corresponding supplemental information be read thoroughly so the user can fully understand each item in the check list.

1. **Zoning:** If required, do you have a use permit? Yes ☐ No ☐ Don't Know ☐
2. **Parking:** If required, are the parking requirements fulfilled for this use? Yes ☐ No ☐ Don't Know ☐

3. **Hazardous Materials:** Does the home have a report indicating no hazardous materials (like asbestos and lead containing materials) are present? *(This does not include hazardous conditions, such as mold, that may arise from deferred maintenance or other circumstances and should be treated separately.)* Yes ☐ No ☐ Don't Know ☐
4. **Historical Significance:** Is there **no** historical significance, designation or registration on the home? Yes ☐ No ☐ Don't Know ☐
5. **Location:** Is the space located on the first floor? Yes ☐ No ☐ Don't Know ☐
6. **Property Line:** Except the exterior wall facing the front/street, are none of the remaining walls located within five feet of the property line? Yes ☐ No ☐ Don't Know ☐
7. **Exits:** For Large Family Child Care, does each floor have two exits separated by a minimum distance equivalent to one-half the diagonal of the space? Yes ☐ No ☐ Don't Know ☐
8. **Americans with Disabilities Act:** Is the space disabled accessible for entry, path of travel and toileting areas? Yes ☐ No ☐ Don't Know ☐
9. **Outdoor Space:** Where an outdoor play area exists directly on the property, is it surrounded by a five feet high fence? Yes ☐ No ☐ Don't Know ☐

- a. If the home or residential complex has a swimming pool, hot tub, spa and/or any other object that can hold a body of water, is there a six feet non-climbable, see-through fence with a self-latching gate surrounding it or does it have a cover that supports the weight of an adult and is labeled “F 1346-91”?
- Yes ☐ No ☐ Don't Know ☐

10. Indoor Space:

- a. Does the home have adequate quiet space for children of varying ages to nap?
- Yes ☐ No ☐ Don't Know ☐
- b. Does the home have adequate ventilation and the capacity to maintain a room temperature of between 68-90° (F)?
- Yes ☐ No ☐ Don't Know ☐
- c. If the temperature in the home can reach over 90° (F), does the home have air conditioning or safe fans?
- Yes ☐ No ☐ Don't Know ☐
- d. Does the home have working smoke detectors installed on each floor and near cooking and sleeping areas?
- Yes ☐ No ☐ Don't Know ☐
- e. Does the home restrict the opening of windows that are more than 3 feet above Ground to a 6” width or the windows opened from the top and have safety guards with bars no more than 4” apart?
- Yes ☐ No ☐ Don't Know ☐
- f. Does the home have sufficient storage space?
- Yes ☐ No ☐ Don't Know ☐

11. Diapering and Toileting Areas:

- a. Are the diapering and toileting areas separate from the food areas? Yes ☐ No ☐ Don't Know ☐
- b. Is the diapering aea within arm's reach of a sink and hot water? Yes ☐ No ☐ Don't Know ☐

12. Fire Safety Clearance:

- For Large Family Child Care, has the home received a Fire Safety Clearance from the local fire authority? Yes ☐ No ☐ Don't Know ☐

Supplemental Information Family Child Care Homes Small and Large, All Age Groups

1. Zoning:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Small Family Child Care is allowable by right in residential zones. Large Family Child Care is allowed by right, unless the jurisdiction's zoning ordinance contains language specifying a use permit process. "By right" use for certain zones varies by jurisdiction. A special/conditional use permit is often required, and public notification and hearing processes vary. If a Large Family Child Care home is subject to a permit, local land use considerations are limited to traffic, parking, spacing and concentration, and noise. There is a limited notice and hearing process for Large Family Child Care permits. Notice may only be given to owners of property within a 100-foot radius of the proposed Large Family Child Care Home. A hearing may only be held on the application if the applicant or one of the owners within the 100-foot radius timely requests one.

If a jurisdiction's zoning ordinance does not contain language specifying either an administrative use permit or a use permit process, the jurisdiction cannot exercise any discretion over a Large Family Child Care Home and must allow it by right, similar to a Small Family Child Care Home.

Solutions: For Small Family Child Care you need not do anything. For Large Family Child Care, identify the local public agency responsible for oversight of land use regulations. Ask a planner from that agency if the local zoning ordinance contains language specifying a use permit process for Large Family Child Care. If there is no such language in the zoning ordinance then Large Family Child Care is allowed by right on the property. If the zoning ordinance requires a use permit process for Large Family Child Care, ask what kind of use permit is required and what the process is for securing a permit. Be sure to get detailed information about the application process in writing including timelines, fees, and procedural benchmarks.

Costs: Costs vary by jurisdiction and may include application and/or processing fees. In some jurisdictions and depending on the property an applicant may be required conduct studies and issue reports as part of the use permit process. Please contact your respective jurisdiction for all the required documents, the filing fees and the anticipated length of time to receive a determination.

Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups

2. Parking:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Because Small Family Child Care is allowable by right in residential zones, there are no parking requirements to comply with. If a use permit is required for Large Family Child Care then there may be parking requirements to meet. Some jurisdictions require at least one designated parking space for staff and/or parents. In many jurisdictions on-street parking is allowed to be counted for parent drop-off and pick-up activity.

Solutions: If applying for a use permit, you will be required to satisfy parking requirements as part of the application process. Be sure the parking requirements are provided to you in writing. Keep in mind that many jurisdictions will be looking for the following:

- a. “Employee” parking: One designated off-street parking space for a non-resident caregiver (employee).
- b. Parent parking: Provided on-street given the short-term nature of the need. Consideration should be given to allowing the Large Family Child Care Home operator to paint the curb adjacent to his/her property as “passenger loading” during designated hours.

Some jurisdictions require at least one of the parking spaces to be disabled accessible, which is equivalent to the width of two parking spaces due to its minimum 9’-0” parking space width and its adjacent minimum 7’-0” width for passenger loading and unloading zone for a total minimum width of 16’-0”. The disabled parking space needs to be a minimum of 18 feet in length and may need to have a minimum height clearance of 8’-2”.

If the existing site does not have sufficient parking spaces, please contact the respective public agency on whether a variance or another procedure can be granted for the deficit parking. Some jurisdictions recognize the adjacency of public transportation to the Family Child Care Home as well as the child care being in a neighborhood where children and parents walk to child care rather than drive.

Some jurisdictions also recognize that the existing home may already have deficit parking and if a child care use creates an equivalent deficit parking, no additional parking space(s) may be required. For example, if the planning code would have required two parking spaces at an existing home, which currently has no parking spaces, and the child care's parking requirements are two parking spaces, the local jurisdiction may conclude that the new child care's deficit parking is equivalent to the existing current condition and no additional parking spaces would be required.

Also, confirmation is needed with the local planning and/or building department for the disabled accessible parking requirements, if any.

Scope of Work: The following are examples of scope of work related to parking:

- Exterior asphalt van disabled accessible parking space with loading space
- Exterior asphalt standard parking space
- Path of travel from parking to Family Child Care Home
- Renovation of existing interior for van disabled accessible parking space with loading space
- Renovation of existing interior for standard parking space

For **Parking Costs**, please refer to Cost Study item #2 in the table at the end of this section.

Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups

3. Hazardous Materials:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Many older homes contain materials now considered hazardous like asbestos and lead. These hazardous materials have been identified to cause physical harm and/or detrimentally affect the developmental growth of infants, toddlers and young children.

Homes built prior to 1978 may contain lead paint or exterior playground areas may contain lead due to environmental conditions from lead-based gasoline used in automobiles or from peeling exterior lead paint onto ground surfaces. When lead painted surfaces like a double-hung window slides against its jamb or when a door opens and closes, the friction between adjoining surfaces causes lead dust, which can be ingested by children and cause elevated non-acceptable lead levels.

Asbestos is found in older vinyl floor tile, glue/mastic, roofing materials and in plaster wall and ceiling finishes. When asbestos containing materials are chipped or surfaces are disturbed, small asbestos fibers are emitted and the material is considered “friable”. If inhaled, asbestos fibers have been identified as a carcinogen.

Solutions: If the condition of the lead painted surfaces is not decaying or peeling, a frequent cleaning, maintenance and stabilization procedure may be an acceptable procedure to minimize lead dust. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

For asbestos containing materials, encapsulation or the complete covering and sealing of asbestos surfaces can be an acceptable method of controlling the release of asbestos fibers. Consultation with a certified industrial hygienist or equivalent professional will determine if this is an acceptable procedure.

If renovation and construction occurs in the space, a certified industrial hygienist or equivalent professional is hired to perform a hazardous material management program that will instruct the contractor how to control and properly dispose of the disturbed surfaces that contain hazardous materials. The certified industrial hygienist or equivalent professional is also hired to monitor

the contractor's work and adherence to the hazardous material management program. Contact your local health department to inquire about free consulting and/or financial assistance they may have for hazardous material testing and/or removal.

Scope of Work: The following are examples of scope of work related to hazardous materials for a Family Child Care Home.

- Lead painted surfaces to be cleaned, maintained and stabilize
- Lead painted surfaces are removed or abated in its entirety
- Asbestos containing materials are encapsulated
- Asbestos containing materials are removed or abated in its entirety

For **Hazardous Materials Costs**, please refer to Cost Study item #3 in the table at the end of this section.

Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups

4. Historical:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Historically registered, significant or eligible buildings are recognized by local jurisdictions to be important to the heritage of its neighborhood, city, state and/or era due to its exterior and/or interior architectural elements/design or was the setting for a historical event or person.

If the proposed home is historically registered, significant or eligible, then any proposed modifications to the exterior or interior needs to be compatible with the State Historical Building Code and if required by the funding source, the renovation may need to be reviewed and approved by the California Office of Historical Preservation (<http://ohp.parks.ca.gov/>). Depending on the age and historical significance of your property or home, it maybe registered with a local landmark agency or historical society. If you suspect this maybe an issue and plan to make modifications requiring a building permit, be sure to check with this local agency/society and if need be get a list of approved modifications.

Solutions: Determine the interior and exterior renovations required for the Family Child Care Home. Contact the proper agency that has jurisdiction over the project to establish a project review meeting. For certain projects, in addition to local review, the funding for the project may also require review from the California Office of Historical Preservation.

The project review meeting will establish the standards the jurisdiction will have for the project. For example, if portions of the exterior or interior are determined to have historical significance then those portions need to remain in place or be restored. Other examples include new electrical conduit work may need to be concealed instead of exposed with surface mounted conduit and/or a damaged wood window would need to be replaced with a wood window of similar configuration instead of a vinyl or aluminum window.

Arrange a time to meet with the agency of jurisdiction at the Family Child Care Home to view the areas impacted by the scope of work. At this project review meeting, describe what will be removed and as detailed as possible, what elements (walls, building systems like electrical, mechanical, plumbing, security, fire alarm and fire sprinkler) will be built. Written meeting

minutes and photographs documenting the agreed upon scope of work will facilitate its sign-off when the construction is completed.

If the State Historical Building Code is applicable, this code does provide for alternate construction means, which allows for some latitude to accomplish the intent of the current California Building Code. Please review the State Historical Building Code or work with an architect with knowledge of this code.

Costs: The costs will range widely depending on the availability of historical elements or the custom fabrication of these elements. For **Historical Costs**, please refer to Cost Study item #4 in the table at the end of this section.

Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups

5. Location:

Site Location -

Building Name: _____

Address: _____

City: _____

Background:

Section 310.15.5 of the 2001 California Building Code indicates the following:

“Every large family day-care home shall comply with the provisions for Group R, Division 3 Occupancies and, if appropriate, Section 305.2.3. For the purposes of Section 305.2.3, the first story shall be designated as the floor used for residential occupancy nearest the street level which provides primary access to the building.”

(Section 305.2.3 of the 2001 California Building Code referenced in the paragraph above sets standards for Child Care Use above the Ground Floor, which is explained below.)

Though the above Section 310.15.5 can be interpreted as designating “the first story” to a second story living room above a ground floor parking garage, local building and fire department plan checkers may agree or disagree with this interpretation. For those that disagree, the local building and fire department plan checkers may indicate that Building Code Section 1010 [for SFM] LARGE FAMILY DAY-CARE HOMES of the 2001 California Building Code states the following:

“Rooms used for day-care purposes shall not be located above the first story.

Exception: *Buildings equipped with an automatic sprinkler system throughout and which have at least one of the required exits providing access directly to the exterior. NFPA (National Fire Protection Association) 13R may be used in large family day-care homes. Section 2-6 of NFPA 13R shall not apply unless approved by the authority having jurisdiction.”*

Therefore, in single story homes where the garage and the living spaces are on the same ground floor, Large Family Child Care Homes are readily achievable. For multiple story homes without additional space beyond the existing ground floor garage, please check with your local building and fire department to verify if the Large Family Child Care Home is permitted above the ground floor and if allowable, what improvements will be required.

Those improvements may include the requirements stated in Section 305.2.3 of the 2001 California Building Code, which is summarized below:

- Family Child Care is allowed to be located in basements or stories having floor levels within four feet (measured vertically) from the adjacent ground level, if exterior exit doors can be provided from that level. Please note that basements in some homes and in some climates may not be appropriate for child care due to lack of natural light or ventilation and excessive dampness.
- If Large Family Child Care is located on the second floor, the entire building (and not just the Family Child Care space) needs to have an automatic sprinkler system throughout as well as having two stairs or exits (that are separated by more than ½ the diagonal of the served space) for the exclusive use of the child care center children and staff. In a panic situation, the building code provides for the safe evacuation of children using their separate stairs and prevents the children from being overrun by adults evacuating the building. Therefore, if the second floor has multiple uses like a home business and child care, the home business is required to have their exits separate and distinct from the child care.
- The remaining provisions of Section 305.2.3 are not applicable to a residential home.

Solutions: If the garage in a multi-story home is located more than four feet (but less than eight feet) below ground for at least 50% of its perimeter, the building code will classify that garage as a basement and not as a first story. Therefore, if the living room-child care activities are located above the garage then building and fire department should designate the living room level as the first story instead of the second story. Please confirm with the local building and fire department plan checkers.

If the Large Family Child Care is not located at the ground floor, please thoroughly check the existing building for conformance to the requirements mentioned above.

If the Large Family Child Care occupies the entire second floor and the existing building has an automatic fire sprinkler system throughout, then the building's existing two exit stairs will be sufficient.

Avoid mixed-use occupancies at the second floor like a home business with several office staff and the Large Family Child Care. Otherwise, two new additional exit stairs dedicated exclusively for child care use may be required for a total of four stairs from the second floor to the ground floor. Please note that if new additional exit stairs are incorporated in the building, a corresponding space will be impacted or lost below the exit stairs at the ground floor.

Scope of Work: The following are examples of scope of work related to location for a Large Family Child Care Home at the second floor:

- Automatic fire sprinkler throughout the home
- Manual fire alarm and smoke detection system

- New exit stairs from second floor to ground floor

For **Costs Related to Location**, please refer to Cost Study item #5 in the table at the end of this section.

Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups

6. Property Line:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: When an exterior wall (except the front/street-facing wall) of the Family Child Care Home is located within three feet of the site's property line, the California Building Code in Chapter 5, Table 5-A requires a fire-rated constructed wall to be able to maintain its integrity when a fire occurs on one side of the wall for a duration of one hour for wood frame (Type V) construction and specific concrete and steel construction (Type II one-hour and Type II-N) with one hour non-combustible fire-resistive rating. However, certain specific concrete and steel (Types I, II fire resistive, III-one hour, III-N and IV-heavy timber) construction requires a four-hour fire-resistive rating.

Typically, most homes are built with wood frame (Type V) construction.

Solutions: If the exterior wall is constructed with wood framing, the composition of the wall materials for a one-hour fire rating needs to be verified.

If existing Approved Building Permit Plans are available, the documentation may indicate the fire-rating construction of the exterior wall. For example, the floor plans may have a note that indicates "one-hour fire rated wall" or a detailed reference is adjacent to the property line wall and the detail referenced drawing describes the composition of the wall as a one-hour fire-rated assembly. Underwriters Laboratories (UL) one-hour fire rated walls can be composed by a variety of materials.

If no drawings are available, exploratory demolition may be required to verify the fire-rating of the property line wall if required by the local building and/or fire department. Exploratory demolition is limited and controlled removal of existing construction components. Once all the exterior and interior components are revealed, the local building and/or fire official/inspector will need to review and accept in writing the conformance of the construction components to the required fire-rating.

Scope of Work: The following are examples of scope of work related to property line:

- An example of a one-hour fire-rated wall would be one layer of 5/8" exterior gypsum sheathing on the exterior side and one layer of 5/8" interior gypsum board (stamped type 'X') on the interior side of an exterior wood stud. Typically, on the exterior side would be a finish material like wood siding, shingles, etc over double-layer of building paper (double No. 15 felt).
- Another example is one layer of interior 5/8" gypsum board (stamped type 'X') and on the exterior side, minimum 7/8" thick cement plaster (stucco).
- If the existing wall is determined not to be equivalent to a one-hour fire rating, verify with the local building and fire department if constructing a narrow (less than three inches in depth!) one-hour fire-rated shaft wall against the interior wall would be acceptable. Shaft wall construction is designed to be constructed from one-side (or the interior side) and the finished look would be equivalent to a standard painted gypsum board wall surface. Please note that any electrical outlets or other plumbing/mechanical items would need to be relocated to the finished surface of the shaft wall.

For **Costs Related to Property Line**, please refer to Cost Study item #6 in the table at the end of this section.

Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups

7. Exits:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: For Large Family Child Care only, Building Code Section 1010 [for SFM] LARGE FAMILY DAY-CARE HOMES of the 2001 California Building Code states the following:

Every story or basement of a large family day-care home shall be provided with two exits which are remotely located from each other.

Every required exit shall be a size to permit the installation of a door not less than 32 inches (813mm) in clear width and not less than 6 feet 8 inches (2023mm) in height. A manually operated horizontal sliding door may be used as one of the two required exits.

Where basements are used for day-care purposes, one of the two required exits shall provide access directly to the exterior without entering the first story. The second exit from the basement may either pass through the story above exit or directly to the exterior.

Exit doors, including manually operated horizontal sliding doors, shall be operable from the inside without use of a key or any special knowledge or effort.

Some building and/or fire department plan checkers have interpreted “remotely located from each other” as stated above to having the two exits separated by a minimum distance equivalent to one-half the diagonal of the area served. For example, if a child care space’s longest diagonal is 50 feet, then the horizontal (straight-line) distance measured from the centerline of one exit door to the other needs to be a minimum of 25 feet apart. Please confirm with your local building and fire department.

Solutions: Some Large Family Day Care homes are located at the first floor and have one exit to the street and another to the exterior rear or side yard. If the exterior rear or side yard is longer than 50 feet from the home, some building and/or fire departments have accepted an area of refuge as the second exit by applying Building Code Section 1007.3.11, if sufficient area to accommodate all the children and caregivers at a ratio of three square feet per person can be provided.

If the above does not apply, then a second exit needs to be constructed. If the space is adjacent to an exit corridor or an adjacent exterior public way like sidewalk or exterior grounds, then the second exit can be constructed in these areas and located to comply with the separation requirements mentioned above.

When a second exit is constructed, temporary shoring may be required if the new door opening is to be located within a load-bearing wall as well as installing a new structural horizontal member (header) and related framing. Also, electrical conduit and other plumbing/mechanical related items may need to be relocated in the wall cavity to achieve the new door opening.

If a person is knowledgeable of the space and/or if record or as-built drawings are available, consult with the person and/or review the drawings for location of existing electrical/plumbing/mechanical items and locate the second exit to avoid disruption of these items and thereby minimize the costs associated with rerouting such items. The new door and frame may need to have a fire-rating as required by the building code with patching/painting the surrounding areas of proper materials to maintain the fire-rating of the wall and provide a finished and seamless appearance.

Scope of Work: The following are examples of scope of work related to exits:

- New door and frame in a non-load bearing wall
- New door and frame in load bearing wall
- Relocation of existing electrical
- Relocation of existing plumbing
- Relocation of existing mechanical
- New fire-rated door and door frame

For **Costs Related to Exits**, please refer to Cost Study item #7 in the table at the end of this section.

Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups

8. Americans with Disabilities Act:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: The Americans with Disabilities Act is a Federal Civil Rights Law. According to the Child Care Law Center, if a child with a disability applies to a child care program, it is the provider's responsibility to remove existing barriers to the accessibility of the family wherever this is "readily achievable". Readily achievable means "easily accomplishable and able to be carried out without much difficulty or expense".

Solutions: In renovation projects, the California Building Code prioritizes three aspects of providing disabled accessibility.

The first priority is disabled access at all entrances to the child care. Approaching an entry door, the slope of the walkway to the landing in front of an entry door cannot exceed a slope of 1 vertical to 12 horizontal (1:12 or 8.3%) and the "level landing" in front of an entry cannot exceed a slope of ¼ vertical to 12 horizontal (¼:12 or 2%). The minimum depth and length of the "level landing" is determined by the swing (inward or outward) of an entry/exit door and the walkway's directional approach.

Should the walkway have a slope of less than 8.3% (1:12) and greater than 5% (1:20), the walkway is considered a ramp and handrails on each side of the walkway/ramp will be required. If the walkway has a vertical rise greater than 30", a 6'-0" level landing is required for every 30" of vertical rise. The minimum width of an entry door typically needs to accommodate disabled access as well as exiting/occupant load requirements and depending upon these requirements, a single or double 3'-0" wide by 6'-8" high door(s) will be required by the California Building Code. (The actual requirements require calculating the number of children and staff (occupant load) that will exit through these doors and multiply this number by a width factor established by the California Building Code.)

The second priority is the path of travel to the child care space. Once beyond the entry door and in order to use the child care, the path of travel to the child care needs to be disabled accessible. If the hallway has stairs between the entry door and child care then the path of travel is not disabled accessible. If the amount of stair risers is few and the hallway has sufficient length, the stairs could be removed and a disabled accessible ramp (maximum slope would be 1:12 with

handrails on each side with proper length of top/bottom landings) could be installed. Check with the person knowledgeable about the building and/or record/as-built drawings to verify that no main electrical / plumbing / mechanical items are below the stairs prior to removal. Relocating main electrical / plumbing / mechanical items may make the installation of a disabled accessible ramp cost-prohibitive. If installing the disabled accessible ramp is feasible, verify that the adjacent, existing hallway doors clear the ramp and no conflict or a change in level greater than one-half inch will occur.

If a ramp is not feasible, some local building jurisdictions may accept a vertical lift or a Limited Use Limited Access (LULA) Lift. Please check with the local Building Department for acceptability of the preferred direction.

The third priority is making the sanitary facilities, like children's and adults' toilets, and a partial list of other items like door hardware, sinks, kitchen appliances and countertops to be disabled accessible.

For children's and adult's toilets, the water closet's centerline needs to be 12" for children's toilets and 18" for adult's toilets from the side wall as well as having sufficient space of 48" in front and up to 32" to the side of the water closet. Grab bars at the water closet's side and back are also required and must withstand a vertical load of 250 lbs.

Other Items include the following:

- Door knobs need to be replaced with levers
- Sinks and kitchen appliances should have controls that do not require tight grasping, pinching or twisting of the wrist
- Countertops should have a maximum height of 34" to its top
- Temporary ramps for interior and exterior thresholds and steps

Please refer to the California Building Code's Chapter 11, which provides diagrams and a narrative on these and many other requirements for renovation and new construction projects.

Scope of Work: The following are examples of scope of work items related to the Americans with Disabilities Act:

- New exterior concrete walkway with handrails on each side of the walkway
- A new 3'-0" wide entry door with standard reframing
- New interior ramp, without relocation of electrical, plumbing and mechanical items
- New interior ramp with relocation of electrical, plumbing and mechanical items
- New adult toilet and sink
- New children's toilet and sink
- New grab bars
- Replacing door knobs to door levers
- Temporary ramps for interior and exterior thresholds and steps (when more cost-effective or practical than permanent ramps)

For **Costs Related to Americans with Disabilities Act**, please refer to Cost Study item #8 in the table at the end of this section.

Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups

9. Outdoor Space:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: While licensing does not require exterior play space be provided for Large or Small Family Child Care, industry standards for quality highly recommends outdoor space be provided that is appropriate for children. The exterior space should be close or adjacent to the interior child care space. This includes safe and convenient access to a nearby park.

The outdoor space needs a defined perimeter such as a minimum five feet high fence and if not fenced in, a plan for supervision by caregiver/licensee will need to be reviewed and approved by licensing. The play equipment must be age appropriate. Industry standards for quality recommends all stationary play equipment have a fall zone that is at least six feet around the equipment and that the surfacing under the equipment is filled with loose ground cover, at least six inches deep. If more than one piece of stationary play equipment exists, 12 feet between each piece of stationary equipment is recommended.

The State of California – Health and Human Services Agency’s PRE-LICENSING READINESS GUIDE – FAMILY CHILD CARE HOME states: *“The outdoor play area is free from defects or dangerous conditions. Play equipment is securely anchored according to manufacturer directions.”*

For facilities licensed after June 1, 1995, licensing states that swimming pools shall have fences *“at least five feet high and shall be constructed so that the fence does not obscure the pool from view”,* and *“...gates shall swing away from the pool, self-close and have a self-latching device located no more than six inches from the top of the gate. Pool covers shall be strong enough to completely support the weight of an adult and shall be placed on the pool and locked while the pool is not in use.*

Where an above-ground pool structure is used as the fence or where the fence is mounted on top of the pool structure, the pool shall be made inaccessible when not in use by removing or making the ladder inaccessible or erecting a barricade to prevent access to decking.”

Solutions: While licensing does not require a minimum square footage for exterior space for Family Child Care Homes, industry standards for quality recommend the following:

- The play area has open space for active movement, some play equipment and materials, and places for open-ended explorations
- Adequate and safe outdoor space that is easily supervised (clear sightlines, etc)
- Protected exterior and indoor spaces that could be used in the event of inclement weather
- Outdoor space has convenient features (close to toilets and drinking water, accessible storage and/or direct access to the interior)
- Outdoor space has some protection from the elements like strong winds or has areas that can provide shade

Scope of Work: The following are examples of scope of work related to outdoor space:

- New play structure
- Modular square tile safety floor surface material
- Sand box
- Benches
- Planter boxes
- Storage
- Five feet high fence

For **Outdoor Space Costs**, please refer to Cost Study item #9 in the table at the end of this section.

**Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups**

10. Indoor Space – General:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: CALIFORNIA FAMILY CHILD CARE HOME LICENSING REGULATION HIGHLIGHTS states the following requirements:

- *The home shall be kept clean and orderly, with comfortable heating and ventilation*
- *The home shall have telephone service*
- *The home shall have safe toys, play equipment and materials*
- *The home shall be free from defects or conditions which might endanger a child*
- *Fireplaces and heaters shall be screened. The home shall have a fire extinguisher and smoke detector*
- *Stairs shall be fenced or barricaded when children under five years old are in care*
- *Detergents, cleaning compounds, medicines, and other items which could pose a danger shall be stored where they are inaccessible to children*
- *Poisons and firearms shall be stored in locked areas. Ammunition shall be stored and locked separately from firearms.*

Solutions: While licensing does not require a minimum interior square footage, industry standards for quality recommend the following:

- Ample indoor space that allows children and adults to move about freely with appropriate sightlines for supervision, good ventilation, natural lighting, good acoustics and space that is accessible to children and adults with disabilities

- Space for food preparation must be away from play, diapering and allow enough space for maneuvering. Sufficient space for nap cots, mats, or cribs must be available. Ideally, when mats are being used, they will be three feet apart, but should never be less than 18 inches apart or separated by solid barriers
- Safety covers/caps at electrical sockets

Scope of Work: The following are examples of scope of work related to indoor space:

- Provide safety covers/caps at electrical sockets
- Fireplace/heater screen
- Fire extinguisher
- Smoke detector
- Lockable storage cabinets

For **Indoor Space Costs**, please refer to Cost Study item #10 in the table at the end of this section.

Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups

11. Children's Toilets and Diaper Changing Area:

Site Location -

Building Name: _____

Address: _____

City: _____

a. Diaper Changing Area

Background: The home's bathroom will be used by the children. Step-up platforms can be used at the existing toilet and sink for children to access these fixtures. For the existing toilet, child-seat adapters can be incorporated or potty training chairs can be used. Hazardous materials (cleaning supplies, shampoo, mouthwash, toothpaste, medicines, perfumes, lotions, cosmetics, solvents, etc.) must be kept out of the reach of children.

Though not required by licensing for diaper changing, a changing table should have the following:

- A padded surface no less than one-inch thick and covered with washable vinyl or plastic
- Raised sides at least three inches high
- Be maintained in good repair and safe condition
- While in use, be placed within arm's reach of a sink
- Not be located in the kitchen/food preparation area

Industry standards for quality recommend the following:

- The designated diapering area should be next to a hot water source
- Adequate storage needs to be provided in the diapering area

Solutions: Diaper changing tables can be either movable or permanent but adjacent to a sink. When diaper changing tables are permanent and built-in, innovate measures like pre-fabricated pull-out steps to allow toddlers to have caregiver assisted walk-up to the changing area are available for purchase and inclusion. The pull-out steps reduce the amount of times caregivers need to carry toddlers up to the changing area and correspondingly, reduces the injury potential for caregivers.

Other considerations for permanent diaper changing tables are rounded corners instead of the standard square-edged corners to reduce the injury potential to infants and toddlers.

Scope of Work: The following are examples of scope of work related to diaper changing area:

- New changing table using standard cabinet construction
- New changing table incorporating pre-fabricated pull-out steps, and/or
- New changing table incorporating pre-fabricated pull-out steps and rounded corners instead of standard square-edged corners.

For **Costs Related to Diaper Changing Area**, please refer to Cost Study item #11 in the table at the end of this section.

**Supplemental Information
Family Child Care Homes
Small and Large, All Age Groups**

12. Fire Safety Clearance:

Site Location -

Building Name: _____

Address: _____

City: _____

Background: Licensing requires only Large Family Child Care Homes to be inspected by the local fire authority for approval.

The local fire authority may check for the following:

310.15.12 [for SFM] Large family day care homes shall be equipped with State Fire Marshal-approved and listed single-station residential type smoke alarms. The number and placement of smoke alarms shall be determined by the enforcement authority

310.15.3 [for SFM] Large and small family day care homes shall be equipped with a portable fire extinguisher having a minimum 2A, 10B:C rating.

310.15.4 [for SFM] every large day care home shall be provided with a least one manual device at a location approved by the authority having jurisdiction. Such device shall actuate a fire alarm signal, which shall be audible throughout the facility at a minimum level of 15db above ambient noise level.

- As stated in Supplemental Information No. 5, Location: Building Code Section 1010 [for SFM] LARGE FAMILY DAY-CARE HOMES of the 2001 California Building Code states the following:

“Rooms used for day-care purposes shall not be located above the first story.

Exception: Buildings equipped with an automatic sprinkler system throughout and which have at least one of the required exits providing access directly to the exterior. NFPA (National Fire Protection Association) 13R may be used in large family day-care homes. Section 2-6 of NFPA 13R shall not apply unless approved by the authority having jurisdiction.”

Therefore, in single story homes where the garage and the living spaces are on the same ground floor, Large Family Child Care Homes are readily achievable. For multiple story homes without additional space beyond the existing ground floor garage, please check with your local building and fire department to verify if the Large Family Child Care Home is permitted above the ground floor and if allowable, what improvements will be required.

- As stated in Supplemental Information No. 6, Property Line: When an exterior wall (except the front/street-facing wall) of the Large Family Child Care Home is located within three feet of the site's property line, the California Building Code in Chapter 5, Table 5-A requires a fire-rated constructed wall to be able to maintain its integrity when a fire occurs on one side of the wall for a duration of one hour for wood frame (Type V) construction. (The local fire authority may ask for documentation that the property line wall has a fire-resistance rating of one-hour.)
- As stated in Supplemental Information No. 7, Exits: Building Code Section 1010 [for SFM] LARGE FAMILY DAY-CARE HOMES of the 2001 California Building Code states the following:

“Every story or basement of a large family day-care home shall be provided with two exits which are remotely located from each other.”

Some building and/or fire department plan checkers have interpreted “*remotely located from each other*” to having the two exits separated by a minimum distance equivalent to one-half the diagonal of the area served. For example, if a child care space's longest diagonal is 50 feet, then the horizontal (straight-line) distance measured from the centerline of one exit door to the other needs to be a minimum of 25 feet apart.

The local fire authority may require the corridor to be fire-rated and the openings to be fire-rated. Please confirm the above with your local building and fire department.

Solutions and Costs: Please refer to Cost Study item #12 in the table at the end of this section.

Cost Study
Family Child Care Homes
Small and Large, All Age Groups

Site Location -

Building Name: _____

Address: _____

City: _____

Gross Square Footage of Building (GSF): _____

Legend: SF=Square Feet, LF=Linear Feet, LS=Lump Sum, EA=Each

COST STUDY SUMMARY					
ITEM #	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL
1	ZONING				
2	PARKING				
3	HAZARDOUS MATERIALS				
4	HISTORICAL				
5	LOCATION				
6	PROPERTY LINE				
7	EXITS				
8	AMERICANS WITH DISABILITIES ACT				
9	OUTDOOR SPACE				
10	INDOOR SPACE				
11	DIAPERING AND TOILETING AREAS				
12	FIRE SAFETY CLEARANCE				
	TOTAL CONSTRUCTION COSTS				
	CONSTRUCTION PRORATED COSTS				
	GENERAL CONDITIONS				
	ESCALATION				
	COMPLEXITY FACTOR				
	OVERHEAD AND PROFIT				
	BONDS				
	TOTAL CONSTRUCTION COSTS				
	SOFT COSTS				
	TOTAL PROJECT COST				
DIVIDE THE TOTAL PROJECT COST BY GSF					\$/SF

Competitive Bidding

The prices in this Estimate are based on Competitive Bidding. Competitive Bidding is receiving responsive bids from at least five (5) or more General Contractors and three (3) or more responsive bids from Major Subcontractors or Trades. Major Subcontractors are Structural Steel, Plaster / EIFS Contractors, Mechanical, Plumbing and Electrical Subcontractors.

Without Competitive Bidding, Contractor bids can and have ranged from 25%-to 100% over the prices in this Estimate, depending on the size of the job.

We urge you to notify your client of the existing difficult bidding climate, and work with them to ensure that the project is adequately publicized so that they can get the minimum number of bids for competitive bidding. Please contact LSA if you need ideas about how to publicize your project.

CONSTRUCTION PRORATED COSTS		CHOOSE %
GENERAL CONDITIONS - JOB COSTS THAT DO NOT INCLUDE LABOR, MATERIAL OR EQUIPMENT	RANGE IS FROM 10% TO 20%	
ESCALATION - COST OF MATERIALS AND LABOR INCREASES OVER A PERIOD OF TIME - 1 YR	RANGE IS FROM 3% TO 12%	
GEOGRAPHICAL FACTOR - ADJUSTMENTS TO BASE COSTS IN ESTIMATE TO ACCOUNT FOR SITE SPECIFIC COSTS. BASE COSTS ARE SAN FRANCISCO, CA. REFER TO SAYLOR PUBLICATIONS - CURRENT CONSTRUCTION COSTS OR R.S.MEANS CITY COST INDEX. CAUTION MUST BE USED FOR REMOTE OR IMPACTED AREAS WITH THE SCHEDULE RESTRAINTS. REMOTE AREAS MAY BE WELL OVER 10%	RANGE IS FROM 0% TO 10%	
COMPLEXITY FACTOR - ADDED COST FROM DIFFICULT WORK ENVIRONMENT, SCHEDULING DIFFICULTIES, OR DOWN TIME.	RANGE IS FROM 0% TO 10%	
OVERHEAD AND PROFIT - ADMINISTRATIVE OFF SITE COSTS AND PROFIT. DEPENDS ON THE SIZE OF THE JOB	RANGE IS FROM 10% TO 25%	
BONDS - PERFORMANCE BONDS, SUPPLIER BONDS AND OTHER BONDING REQUIREMENTS	RANGE IS FROM .75% TO 2.5%	
ALL PERCENTAGES ARE BROUGHT FORWARD TO SUMMARY SHEET		
SOFT COSTS		
ARCHITECTURAL AND ENGINEERING FEES	RANGE IS FROM 8% TO 12%	
GEOTECH FEES - PROVIDED BY OWNER	RANGE IS FROM 1.5% TO 2%	
CHANGE ORDER CONTINGENCY	RANGE IS FROM 5% TO 10%	
CONSTRUCTION MANAGEMENT	RANGE IS FROM 4% TO 7%	
AREA ADMINISTRATIVE FEES	RANGE IS FROM 2% TO 5%	
MISC FEES NOT COVERED IN THE ABOVE	RANGE IS FROM 5% TO 10%	
TOTAL SOFT COSTS PERCENTAGE CARRIED FORWARD TO SUMMARY SHEET		

1	ZONING	Quantity			Amount
	ZONING IS NOT ESTIMATED IN THIS STUDY DUE TO THE FACT ZONING REQUIREMENTS VARY SO MUCH FROM AREA TO AREA.				
	THIS ISSUE WOULD NORMALLY DISQUALIFY AN AREA FOR CONSIDERATION.				
	SUBTOTAL 1				
2	PARKING	Quantity			Amount
	VAN H.C. PARKING SPACE - A/C OVER CRUSHED ROCK WITH STRIPING & H.C.LOGO		EA	1,146.00	
	STANDARD H.C. PARKING SPACE - A/C OVER CRUSHED ROCK WITH STRIPING & H.C. LOGO		EA	754.00	
	STANDARD PARKING SPACE - A/C OVER CRUSHED ROCK WITH STRIPING		EA	554.00	
	A/C RAMP @ PARKING SPACE- 1 REQUIRED		EA	350.00	
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	RENOVATION OF EXISTING INTERIOR COMMERCIAL SPACE FOR VAN DISABLED PARKING SPACE W/ LOADING SPACE		EA	8,846.00	
	RENOVATION OF EXISTING INTERIOR COMMERCIAL SPACE FOR STANDARD PARKING PLACE		EA	8,254.00	
	SUBTOTAL 2				
3	HAZARDOUS MATERIALS	Quantity			Amount
	LEAD PAINT CLEANED, MAINTAINED AND STABILIZED		SF	3.00	
	LEAD PAINT REMOVED OR ABATED IN ITS ENTIRETY		SF	16.50	
	ASBESTOS MATERIALS ENCAPSULATED		SF	1.50	
	ASBESTOS REMOVED OR ABATED IN ITS ENTIRETY - INCLUDES TRANSPORT OFF SITE		SF	8.50	
	SUBTOTAL 3				
4	HISTORICAL	Quantity			Amount
	HISTORICAL RENOVATIONS WILL REQUIRE AN ARCHITECT TO DETERMINE TO WHAT LEVEL TO STRUCTURE IS TO BE RENOVATED AND TO DETERMINE WHAT PART IS HISTORICAL AND WHAT IS NOT.				
	THE SURVEYOR SHOULD NOT BE EMPOWERED TO MAKE THESE DECISIONS.				
	SUBTOTAL 4				

5	LOCATION	Quantity			Amount
	ASSUME THAT THE BASEMENT HAS TWO DOORS -STRUCTURAL WORK TO CORRECT WOULD BE PROHIBITIVE.				
	CHILD CARE ON SECOND FLOOR BUT NOT ABOVE FOURTH FLOOR				
	AUTOMATIC SPRINKLER SYSTEM - 1000 SF MIN		SF	3.25	
	BACKFLOW PREVENTOR - IF REQUIRED		EA	7,500.00	
	SPRINKLER PIPING FROM STREET - IF REQUIRED		LF	35.00	
	POINT OF CONNECTION - IN STREET		EA	1,500.00	
	FIRE ALARM SYSTEM - COMPLETE		SF	3.50	
	SEPARATE STAIRS MEANS OF EVACUATION FOR CHILDREN.		LS	20,000.00	
	SUBTOTAL 5				
6	PROPERTY LINE	Quantity			Amount
	1 HR RATED WALL				
	1 HR FIRE RATED WALL - DEMO EXTERIOR WALL, DEMO INTERIOR WALL, ADD 1 LAYER OF 5/8" TYPE "X" GYPBOARD BOTH INSIDE AND OUTSIDE OF STUD WALL. PAINT AND BASE TO INTERIOR WALL IS 8 FT HIGH.		LF	72.00	
	1 HR FIRE RATED WALL - DEMO EXTERIOR WALL, DEMO INTERIOR WALL, ADD 1 LAYER OF 5/8" TYPE "X" GYPBOARD TO THE INSIDE OF STUD WALL. ADD THREE COAT STUCCO OVER EXTERIOR. WALL IS 8 FT HIGH.		LF	41.00	
	1 HR FIRE RATED WALL- INTERIOR SHAFT WALL				
	C-H OR C-T- METAL STUD WALL, 5/8" TYPE "X " GYPBOARD ON INTERIOR SIDE, 1 INCH LINER, PAINT AND BASE. INTERIOR WALL IS 8 FT HIGH.		LF	70.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	SUBTOTAL 6				

7	EXITS	Quantity			Amount
	NEW DOOR AND FRAME IN NON LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,450.00	
	NEW DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	RELOCATE TOILETS, LAVATORIES, SINKS		EA	850.00	
	RELOCATE EXISTING MECHANICAL		EA	250.00	
	ADD FOR FIRE RATED DOOR AND FRAME.		EA	195.00	
	SUBTOTAL 7				
8	AMERICANS WITH DISABILITIES ACT	Quantity			Amount
	PATH OF TRAVEL ADJUSTMENT, WALK WAY, CONCRETE SIDEWALK 1: 20 RATIO - NOT LESS THAN 15 FEET OF REPAIR		LF	56.00	
	HAND RAILS ATTACHED TO THE BUILDING		LF	45.00	
	GUARD RAILS -4 RUNG W/ HAND RAIL		LF	95.00	
	NEW ENTRY DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	INTERIOR RAMP W/ RELOCATION OF M.E.P.		LF	40.00	
	INTERIOR RAMP W/ RELOCATED M.E.P.		LF	35.00	
	NEW ADULT TOILET AN SINK WITH ROUGH IN		SET	6,820.00	
	NEW CHILD TOILET AN SINK WITH ROUGH IN		SET	6,420.00	
	NEW GRAB BARS - ONE SET 36" AND 42" LENGTH		SET	155.00	
	REPLACE DOOR KNOBS TO LEVER HARDWARE.		EA	185.00	
	DEMO (E) CABINET AND COUNTERTOP AND REPLACE IT WITH P-LAM COUNTERTOP @34"		LF	820.00	
	TEMPORARY RAMPS AT (E) THRESHOLDS & STEPS		LF	25.00	
	SUBTOTAL 8				

9	OUTDOOR SPACE	Quantity			Amount
	NEW PLAY STRUCTURE – AGE APPROPRIATE		EA	25,000.00	
	INFANT- AGE APPROPRIATE SAFETY PLAY SURFACE		SF	16.00	
	DRINKING FOUNTAINS W/ HI LOW SPOUTS WITH ROUGH -IN PIPING AND VALVING		EA	2,750.00	
	SAND BOX - WOOD FRAME AND SAND		EA	500.00	
	BENCH FOR OBSERVATION OF CHILDREN		EA	800.00	
	PLANTER BOX - MEDIUM		EA	175.00	
	PORTABLE STORAGE UNIT		EA	500.00	
	5 FT HIGH FENCE AT POOL		LF	20.00	
	SUBTOTAL 9				
10	INDOOR SPACE	Quantity			Amount
	SAFETY CAPS FOR EACH DUPLEX RECEPTACLE DEVICE		EA	15.00	
	FIREPLACE /HEATER SCREENS		EA	50.00	
	FIRE EXTINGUISHER - WALL MOUNTED		EA	175.00	
	SMOKE DETECTOR		EA	165.00	
	LOCKABLE STORAGE CABINETS		EA	75.00	
	SUBTOTAL 10				
11	DIAPERING AND TOILETING AREAS	Quantity			Amount
	BUILT IN CHANGING TABLE USING STANDARD CABINET CONSTRUCTION		EA	780.00	
	PULL OUT STEPS FOR TABLES		EA	125.00	
	BUILT IN CHANGING TABLE W/ ROUNDED CORNERS INCORPORATING PREFAB PULL OUT STEPS		EA	1,000.00	
	WALL MOUNTED MIRRORS - BATHROOM TYPE		EA	150.00	
	WALL MOUNTED STORAGE CABINETS		LF	175.00	
	SUBTOTAL 11				

12	FIRE SAFETY CLEARANCE	Quantity			Amount
	POSSIBLE REQUIREMENTS FROM LOCAL BUILDING AND FIRE DEPARTMENT				
	TWO EXIT REQUIREMENT - MET BY SECTION 7				
	1 HR FIRE RATED WALL - DEMO INTERIOR WALL FINISH, ADD 1 LAYER OF 5/8" TYPE "X" GYPBOARD BOTH SIDES OF STUD WALL. PAINT AND BASE. INTERIOR WALL IS 8 FT HIGH.		LF	72.00	
	ADDITIONAL ITEMS THAT MAY BE NECESSARY				
	RELOCATE RECEPTACLES AND SWITCHES		EA	125.00	
	NEW DOOR AND FRAME IN A LOAD BEARING WALL. ALSO DOOR HARDWARE, LOCKSET, DOOR CLOSER, DOOR STOP, AND THRESHOLD.		EA	1,650.00	
	ADD FOR FIRE RATED DOOR AND FRAME.		EA	195.00	
	SUBTOTAL 12				

Resources

Publications

Anderson, Gretchen Lee, Ph.D. ***Removing Barriers to Childcare Facilities Development***, Berkeley, CA: Gretchen Lee Anderson, Ph.D, 1993.

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Building Child Care: A clearinghouse of materials designed to support the child care field with facility development, www.buildingchildcare.org

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U.S. General Services Administration. ***Child Care Center Design Guide***. Washington D.C.: U.S. General Services Administration, 2003.

Regulatory

California Health & Safety Code (www.leginfo.ca.gov)

Definitions of child care types §1596.750-1597.621

Preemption of local regulation of Family Child Care Homes §1597.40-1597.47

Community Care Licensing, CA Dept. of Social Services website

http://ccl.dss.cahwnet.gov/ChildCareL_1728.htm

List of Regional Offices: <http://www.ccl.dss.ca.gov/res/pdf/CCListingMaster.pdf>

Regulations (Title 22, Division 12): www.dss.cahwnet.gov/ord/CCRTITLE22_715.htm

Regulation highlights (separate for centers and homes)

<http://ccl.dss.ca.gov/res/pdf/CCCRegulationHighlights.pdf>

Development Assistance

Low Income Investment Fund

100 Pine Street, Suite 1800, San Francisco, CA 94111

(415) 772-9094 www.liifund.org

Asian Neighborhood Design

1182 Market Street, Suite 300

San Francisco, CA 94102

(415) 593-0423 www.andnet.org

Leland Saylor Associates

12 Geary Street, 8th Floor

San Francisco, CA 94108

(415) 955-0545 mkritscher@lelandsaylor.com

Legal Assistance

Child Care Law Center

221 Pine Street, 3rd Floor, San Francisco, CA 94104

(415) 394-7144 www.childcarelaw.org

Public Counsel Law Center/Child Care Law Project

601 So. Ardmore Ave., Los Angeles, CA 90005

(213) 385-2977 www.publiccounsel.org

Public Law Center

Community Organizations Legal Assistance Project

601 Civic Center Dr. W., Santa Ana, CA 92701

(714) 541.1010 www.publiclawcenter.org