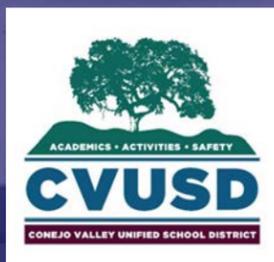


# CVUSD | *Facilities Master Plan*



CVUSD – THOUSAND OAKS CLUSTER SURVEY



## Conejo Valley Unified School District Office | *Survey*

1400 East Janss Road | Thousand Oaks, CA 91362

Conejo Valley Unified School District

December 9, 2016



3194 D Airport Loop

Costa Mesa, 92626

Contact: (714) 427 - 0277

E-mail: [ericp@dougherty.us](mailto:ericp@dougherty.us)

Website: [www.dougherty.us](http://www.dougherty.us)

## Existing Site Summary

### Neighborhood:

CVUSD District Office is located in the City of Thousand Oaks bound by Lynn Road (east), and East Janss Road (north). The 23 freeway and freeway onramp is immediately west of the site. Across the street to the north of the site is the public library, Goebel Senior Center and Thousand Oaks Teen Center.

### Operation:

The site serves all of the operations and maintenance staff for the district as well as provides a local community meeting facility.

### Summary of Facilities:

The main core buildings on the site were built in 1968 which have strong dramatic architectural elements and a lush landscaped environment. An additional main building was added on the southern portion of the site in 1977 which added a large board/community meeting room as well as additional conference rooms and offices. Additional modular buildings were added in 1996 and 1996 to house additional departments as the district grew. No major construction of buildings has occurred after the 2001. with exception of the addition of a storage and maintenance modular addition that was added after 2013.

There are some basic maintenance areas on the site that are larger projects that include roofing replacement, HVAC replacement, carpet replacement, window replacement, and gutter replacement. These items should be addressed in a site wide modernization project.

Overall the facility is in working condition with exception of finishes throughout the facility which have degraded due to normal use and age.

### Building Systems:

The major building systems are original operating reasonably considering their age. They are in need of upgrading as the last renovation on the HVAC system was almost 20 years ago.

### Technology:

The site includes a computer lab that is used by some adult educational classes and testing that is held on campus as well as Wi-Fi throughout the entire site, and personal computers for the District Staff. There are projectors and teleconference equipment in meeting/board rooms as well.

### Energy:

The existing air handling units and cooling towers are beyond their life-cycle and will require replacement. They can be replaced with more efficient systems. There is an opportunity for solar power generation which could dramatically reduce the power demand of the facility.

### Site Attributes:

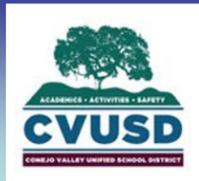
- Buildings with attractive aesthetic features
- Well Planned Exterior Spaces
- Large High Quality Board Room/Meeting Room
- Large mature landscaping
- Ample parking and storage space

### Site Deficiencies:

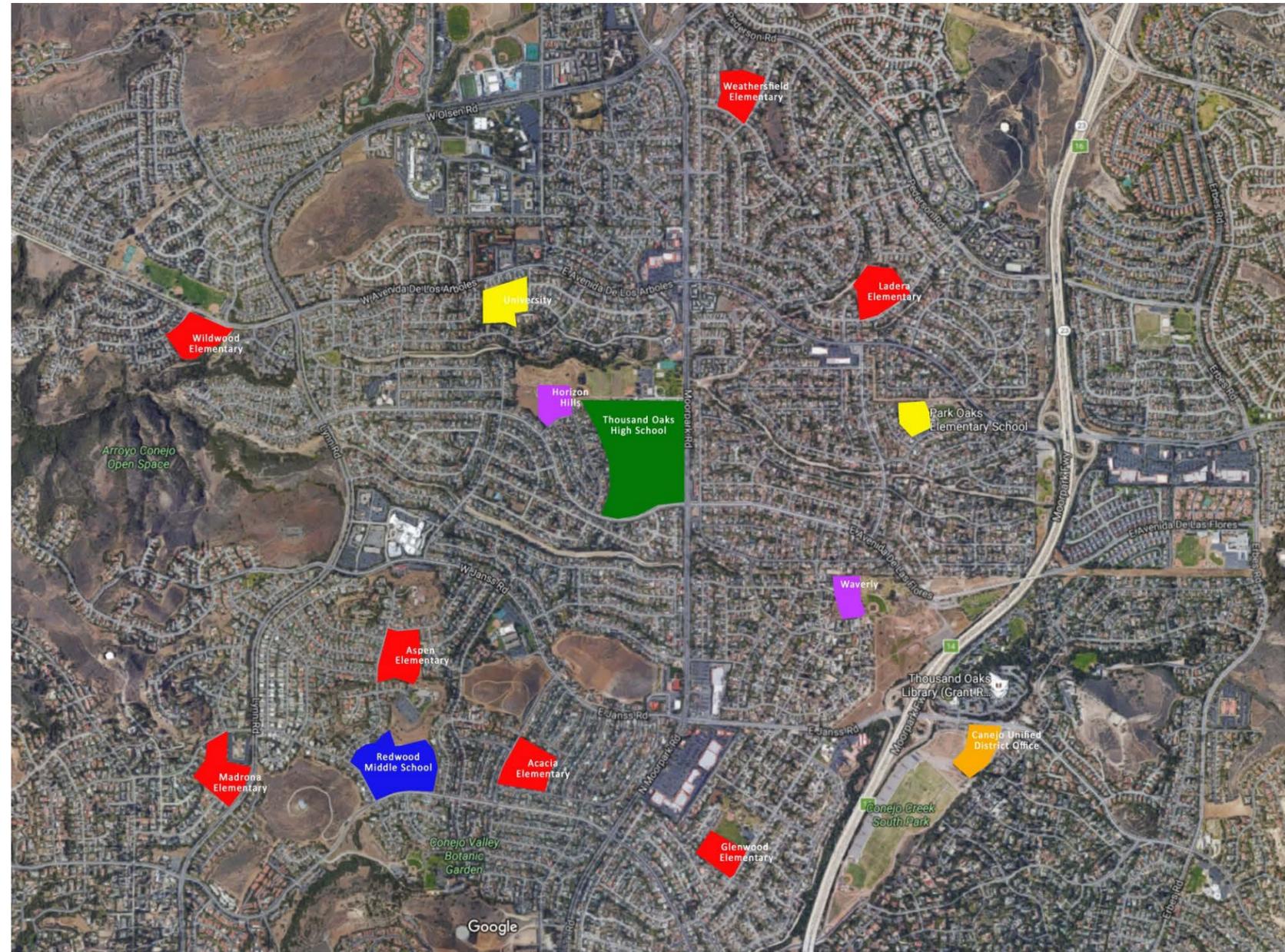
- Space (people are crammed in, no spare space)
- Finishes are showing age
- Under utilized exterior space at southern end of site.
- Mechanical Systems are outdated
- Portable Buildings are over 15 years old
- Accessibility issues throughout the site.
- DO North galvanized plumbing
- Roofing replacement needed
- HVAC replacement needed
- Carpet replacement needed
- Window replacement needed
- Gutter replacement needed
- DO South needs some new exterior doors.

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# CVUSD Thousand Oaks Cluster



## Legend

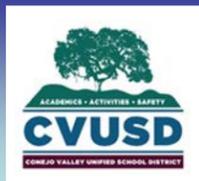
- Elementary School
- Middle School
- High School
- Other (Adult Education, Early Education)
- Charter, Non K-12
- District Office

## CVUSD Thousand Oaks Cluster Sites

LOCATION CODE	SITE NAME	SCHOOL MANAGEMENT SERVICES SITE TYPE	GRADE LEVEL CONFIG
1 010	ACACIA ELEMENTARY	Elem. School	TK- 5
3 020	ASPEN ELEMENTARY	Elem. School	TK- 5
13 080	GLENWOOD ELEMENTARY	Elem. School	TK- 5
14 090	HORIZON HILLS	Pre K, Adult ED	MISC.
15 100	LADERA ELEMENTARY	Span Magnet	K- 5
18 120	MADRONA ELEMENTARY	Elem. School	TK- 5
23 170	PARK OAKS (BRIDGES)	Elem. School (Charter)	K- 5
24 180	REDWOOD MIDDLE SCHOOL	Middle School	6-8
27 200	THOUSAND OAKS HIGH SCHOOL	High School	9-12
29 220	UNIVERSITY	Elem. School	TK-5
31 240	WAVERLY	Adult ED / Special ED	MISC.
32 250	WEATHERSFIELD ELEMENTARY	Elem. School	TK-5
36 290	WILDWOOD ELEMENTARY	Elem. School	K-5
12 000	DISTRICT OFFICE	NA	NA
<b>14</b>	<b>Totals Sites</b>		

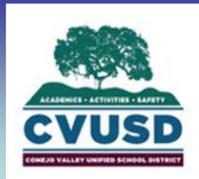
## Community Resources

DESCRIPTION	LOCATION	CITY
Thousand Oaks Community Ctr.	2525 N Moorpark Road	Thousand Oaks
Thousand Oaks Community Park	2525 N Moorpark Road	Thousand Oaks
Conejo Valley Shopping Center	Moorpark Road	Thousand Oaks
Conejo Valley Art Museum	197 N Moorpark Road	Thousand Oaks
Conejo Community Center	1175 Hendrix Avenue	Thousand Oaks
Spring Meadows Park	3283 Spring Meadow Avenue	Thousand Oaks
Conejo Creek Equestrian Park	1350 E Avenida De Las Flores	Thousand Oaks
Glenwood Park	Windsor Drive	Thousand Oaks
Thousand Oaks Library	1401 E Janss Road	Thousand Oaks
Los Robles Hospital	215 W Janss Road	Thousand Oaks





Conejo Valley Unified School District Office | Survey **Project Location Map**  
1400 East Janss Road | Thousand Oaks, CA 91362  
Conejo Valley Unified School District  
December 9th, 2016





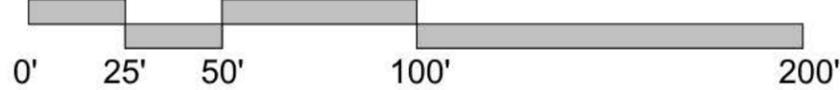
**LEGEND**

- PERMANENT
- PORTABLE
- SAND BOX PLAY AREA
- X BUILDING NUMBER
- PRIMARY POINT OF ENTRIES

**BUILDING**

- 1- SUPERINTENDENT/ PURCHASING/ CHILD NUTRITION
- 2- PERSONNEL/ DATA PROCESSING
- 3- BUSINESS SERVICES
- 4- FISCAL SERVICES
- 5- CONFERENCE/ TRAINING
- 6- CHILD CARE
- 7- PSYCHOLOGY
- 8- INSTRUCTIONAL, PUPIL SERVICES/ EDUCATION/ TESTING
- 9- STORAGE AND MAINTENANCE

**EXISTING SITE PLAN | CONEJO VALLEY SCHOOL DISTRICT OFFICE  
PERMANENT AND PORTABLE**



School District Site Name	School District Building Name	Building Rating Classification	Square Footage	Fire Const. Code	Fire Const. Type	Sprinkler Y/N	Fire Y/N	Alarm Local/Central	Roof Type	Year Built	Year Renovated			Status	Vacant Is Vacant Y/N	Flood Risk	Zone Code	Map Date	
											Roof	HVAC	Elec.						Plumb
Conejo Valley Unified - District Offices	5 - Building E	Portable	1,440	5	Modified Fire Resistive	No	Yes	L	Metal	1999	1999	1999	1999	1999	Owned and occupied by the district	N	NS	X	1/20/2010
Conejo Valley Unified - District Offices	1 - Building A	Administrative	2,487	1	Frame	No	Yes	L	Composition	1968	1993	1994	1994	1994	Owned and occupied by the district	N	NS	X	1/20/2010
Conejo Valley Unified - District Offices	2 - Building B	Administrative	5,235	1	Frame	No	Yes	L	Composition	1968	1993	1994	1994	1994	Owned and occupied by the district	N	NS	X	1/20/2010
Conejo Valley Unified - District Offices	4 - Building D	Administrative	5,139	1	Frame	No	Yes	L	Composition	1968	1993	1994	1994	1994	Owned and occupied by the district	N	NS	X	1/20/2010
Conejo Valley Unified - District Offices	7 - District Office South	Administrative	15,672	1	Frame	No	Yes	L	Composition	1977	2000	1994	1994	1994	Owned and occupied by the district	N	NS	X	1/20/2010
Conejo Valley Unified - District Offices	6 - Building F	Portable	1,440	5	Modified Fire Resistive	No	Yes	L	Metal	1998	1998	1998	1998	Owned and occupied by the district	N	NS	X	1/20/2010	
Conejo Valley Unified - District Offices	8 - Psychology	Portable	1,440	5	Modified Fire Resistive	No	Yes	L	Metal	2001	2001	2001	2001	Owned and occupied by the district	N	NS	X	1/20/2010	
Conejo Valley Unified - District Offices	9 - Data Center	Portable	1,440	5	Modified Fire Resistive	No	Yes	L	Metal	1999	1999	2009	2009	2009	Owned and occupied by the district	N	NS	X	1/20/2010
Conejo Valley Unified - District Offices	3 - Building C	Administrative	2,349	1	Frame	No	Yes	L	Composition	1968	1993	1994	1994	1994	Owned and occupied by the district	N	NS	X	1/20/2010



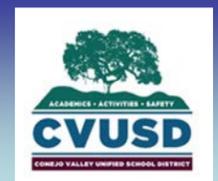
**Existing Facilities:**

- 4 Number of buildings are over 40 years old
- 1 Number of buildings are over 30 years old

**Analysis Summary:**  
 The existing building are in working condition despite their age. The mechanical systems however are quite old and in need of upgrades. The roof is on the older side with some minor leaking issues. One of most architectural features on the site is the exterior amphitheater which is under utilized.

The site has accessibility issues throughout from thresholds to non accessible drinking fountains. The bathrooms are in good condition and have been upgrade to current accessibility standards.

In addition there are differed maintenance issues that must be updated including galvanized plumbing, gutter replacement needed, window replacement needed and carpet replacement needed





**LEGEND**

- PRIMARY POINT OF ENTRIES
- BOARD ROOM
- BUSINESS SERVICES
- CHILD CARE
- CIRCULATION
- CLASSROOM
- FISCAL SERVICES
- FOOD SERVICES
- OPERATIONAL SUPPORT
- PERSONAL/DATA PROCESSING
- PSYCHOLOGY
- STAFF OFFICES
- SUPERINTENDENT/PURCHASING
- SUPPORT SPACES

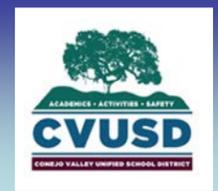
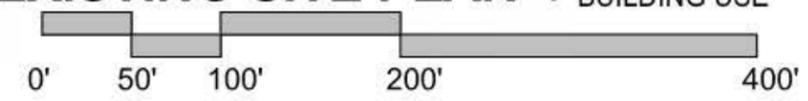
**SITE IMPROVEMENT KEY NOTES**

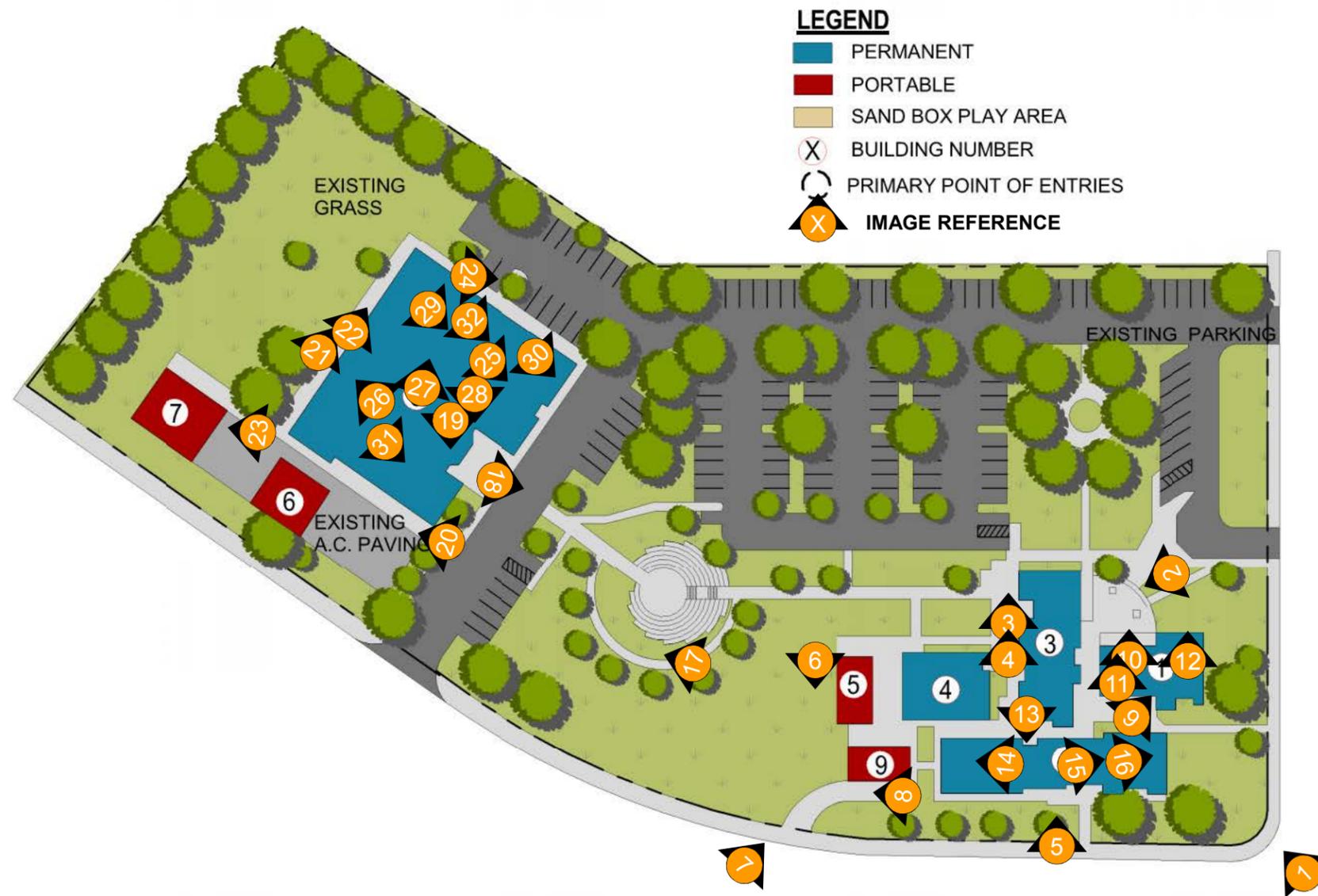
- 1** NO ACCESSIBLE PATH FROM PARKING LOT, SLOPE OF CONCRETE IS TOO STEEP

**SITE IMPROVEMENT GENERAL NOTES**

- ACCESSIBILITY UPGRADES THROUGHOUT SITE ON HARDWARE THRESHOLDS AND SINKS
- DRINKING FOUNTAINS WILL NEED TO BE MADE ACCESSIBLE
- ACCESSIBILITY UPGRADES NEEDED IN PARKING, GATE LOCATIONS, DOORS, AND SOME PATHWAYS
- REPLACEMENT/REPAIR OF HVAC SYSTEM
- ROOF IN NEED OF REPLACEMENT

**EXISTING SITE PLAN | CONEJO VALLEY SCHOOL DISTRICT OFFICE BUILDING USE**





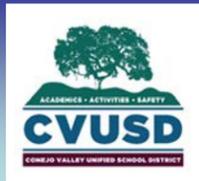
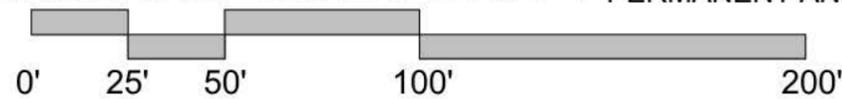
**LEGEND**

- PERMANENT
- PORTABLE
- SAND BOX PLAY AREA
- X BUILDING NUMBER
- X PRIMARY POINT OF ENTRIES
- X IMAGE REFERENCE

**BUILDING**

- 1- SUPERINTENDENT/ PURCHASING/ CHILD NUTRITION
- 2- PERSONNEL/ DATA PROCESSING
- 3- BUSINESS SERVICES
- 4- FISCAL SERVICES
- 5- CONFERENCE/ TRAINING
- 6- CHILD CARE
- 7- PSYCHOLOGY
- 8- INSTRUCTIONAL, PUPIL SERVICES/ EDUCATION/ TESTING
- 9- STORAGE AND MAINTENANCE

**EXISTING SITE PLAN | CONEJO VALLEY SCHOOL DISTRICT OFFICE  
PERMANENT AND PORTABLE**





**Photo -1**  
**Building 1 and 2**  
Exterior view of main buildings constructed in 1968. Overall well maintained and in good condition.



**Photo -2**  
**Building 2**  
Primary entrance to the district office facility is in good condition, but has some accessibility issues.



**Photo -3**  
**Building 3**  
Secondary entrance location has too great a slope to comply with accessibility standards, but is in overall has aged well.



**Photo -4**  
**Building 3**  
One of the 4 entry gates that secure the building. They are in good condition but are not current with accessibility standards.



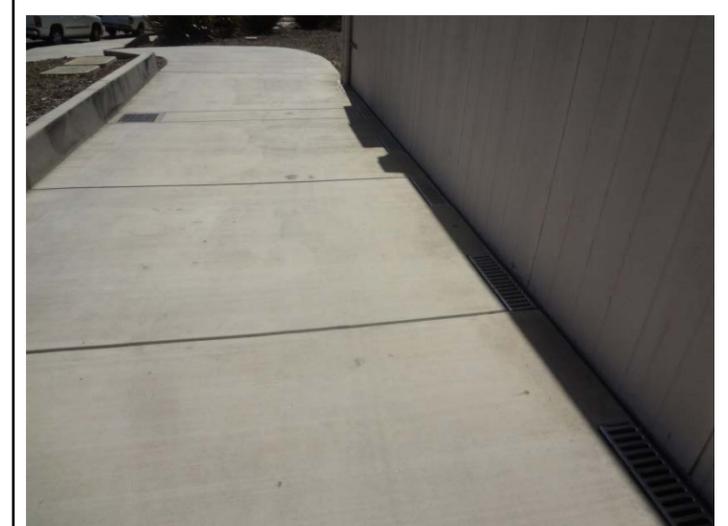
**Photo -5**  
**Building 2**  
Back entry to the facility off of Lynn Road. There is no public access from this location and the ramp does not comply with accessibility standards.



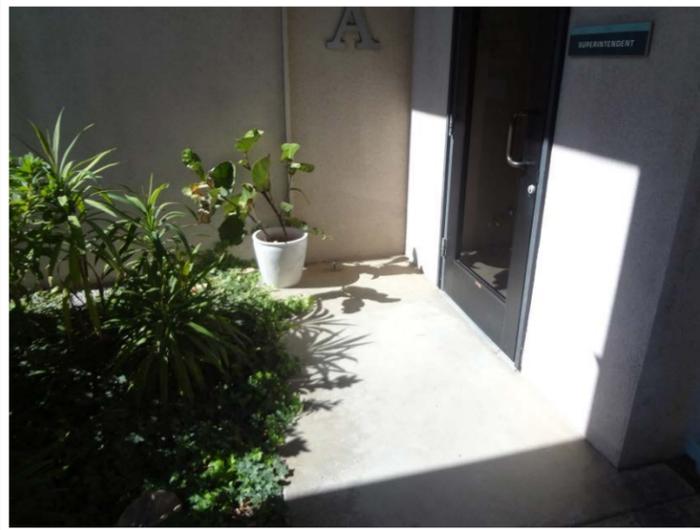
**Photo -6**  
**Building 9**  
Back of modular building looking at Lynn road. Current modular buildings have aged well.



**Photo -7**  
**Building 9**  
View of modular buildings from Lynn Road including the most recent addition from after 2013.



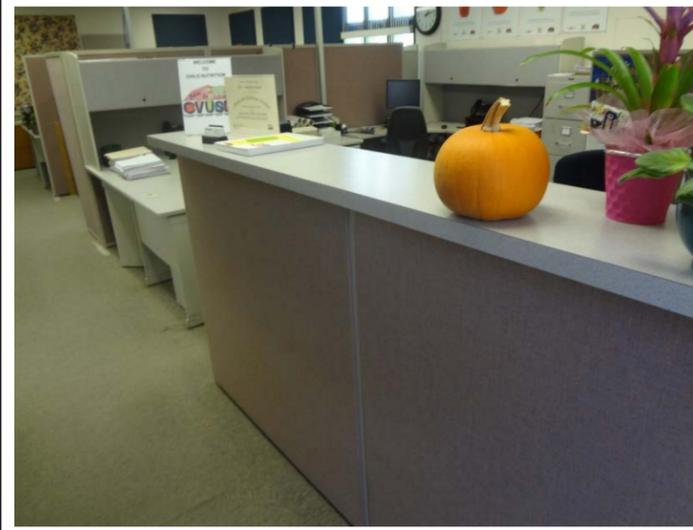
**Photo -8**  
**Building 9**  
Concrete driveway of new modular building.



**Photo -9**  
**Building 1**  
 Main entry to building A (1) , or the superintendent. Landing is not accessible.



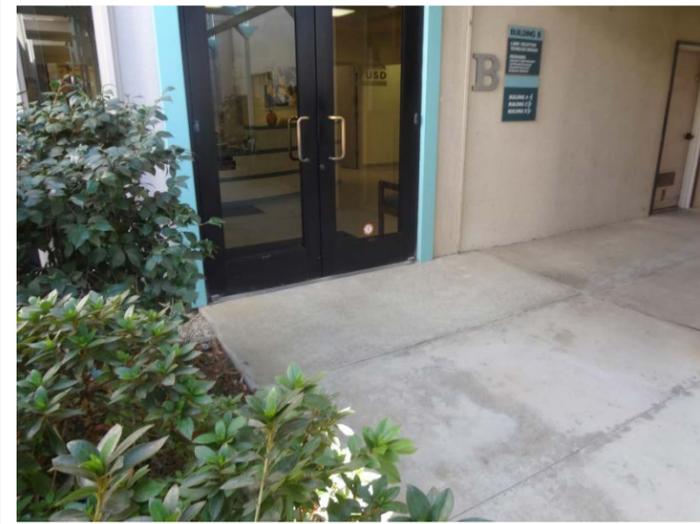
**Photo -10**  
**Building 1**  
 Conference room in Building 1. Finishes have aged well.



**Photo -11**  
**Building 1**  
 Offices in Building 1, Finishes have aged well.



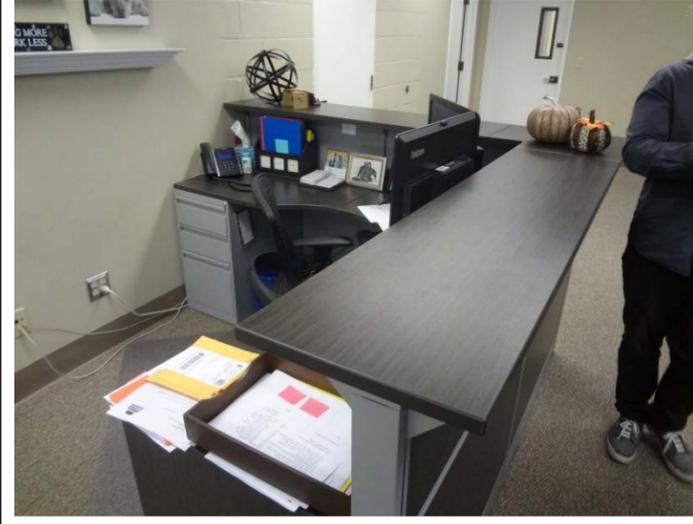
**Photo -12**  
**Building 1**  
 Superintendents office.



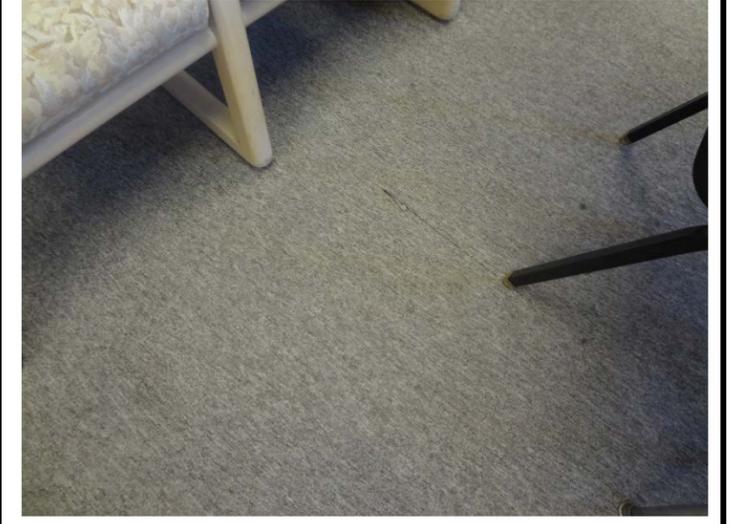
**Photo -13**  
**Building 2**  
 Main entry to Building B (2) typical of all other entry points. Finishes have aged well.



**Photo -14**  
**Building 2**  
 Typical interior office condition. Finishes have aged well. Carpet is showing wear and in need of replacement.



**Photo -15**  
**Building 4**  
 New work station at entry location in building C (3). Some of the work stations have been upgraded



**Photo -16**  
**Building 2**  
 Current carpet throughout facility is in need of replacement.



**Photo -17**  
**Exterior Amphitheatre Ramp**  
 Exterior ramp next to amphitheater has aged well.



**Photo -18**  
**Building 8**  
 View from South Building (8) looking at amphitheater. Finishes have aged well and well maintained.



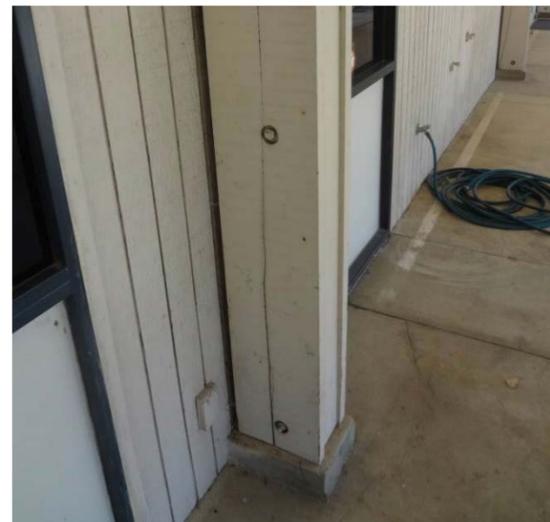
**Photo -19**  
**Building 8**  
 Main entry of building 8, finishes have aged well.



**Photo -20**  
**Building 8**  
 Exterior of building 8 next to modular buildings. Wood finish has some wood rot but over all has aged well.



**Photo -21**  
**Building 8**  
 Covered patio area behind building 8 has aged well, however space is underutilized.



**Photo -22**  
**Building 8**  
 Column support of patio roof is in have aged well.



**Photo -23**  
**Building 6**  
 Modular buildings have aged well.



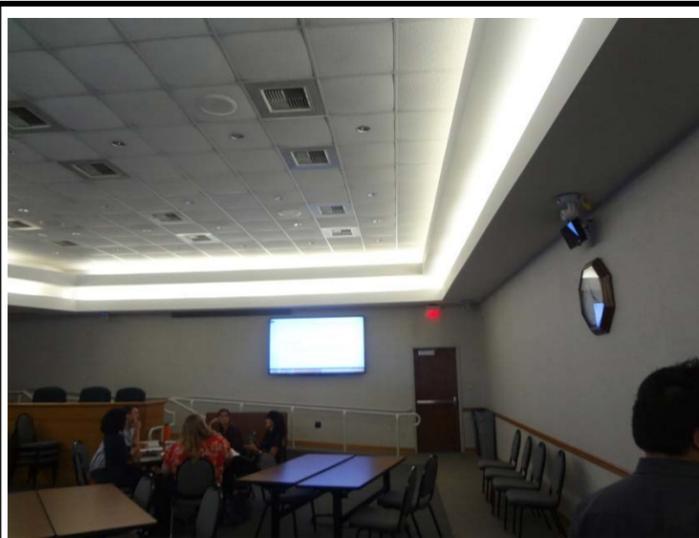
**Photo -24**  
**Building 8**  
 Western side of building 8 in overall have aged well.



**Photo -25**  
**Building 8**  
Hallways of building 8. Finishes have aged well.



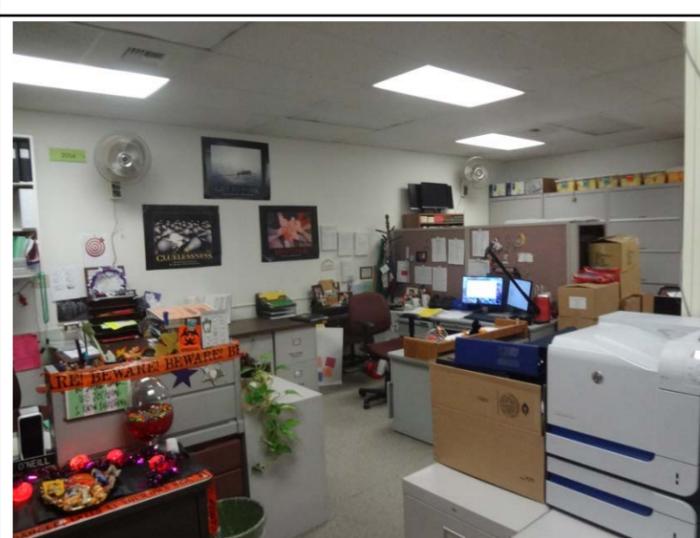
**Photo -26**  
**Building 8**  
Meeting rooms are building 8, finishes have aged well.



**Photo -27**  
**Building 8**  
Board room in building 8. Finishes have aged well.



**Photo -28**  
**Building 8**  
Typical drinking fountains have been upgraded to comply with previous accessibility standards, but are not up to current standards.



**Photo -29**  
**Building 8**  
Typical office space is cramped, finishes have aged well.



**Photo -30**  
**Building 8**  
Typical office space is cramped, finishes have aged well.



**Photo -31**  
**Building 8**  
Carpets in building 8 are in similar condition as the rest of the facility and are in need of replacement



**Photo -32**  
**Building 8**  
Faculty lounge sink is old and does not comply with current accessibility standards.



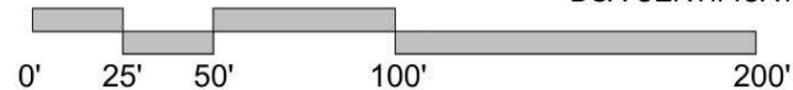
**LEGEND**

- CERTIFIED
- NOT CERTIFIED
- SAND BOX PLAY AREA
- X BUILDING NUMBER
- ⊗ PRIMARY POINT OF ENTRIES

**BUILDING**

- 1- SUPERINTENDENT/ PURCHASING/ CHILD NUTRITION
- 2- PERSONNEL/ DATA PROCESSING
- 3- BUSINESS SERVICES
- 4- FISCAL SERVICES
- 5- CONFERENCE/ TRAINING
- 6- CHILD CARE
- 7- PSYCHOLOGY
- 8- INSTRUCTIONAL, PUPIL SERVICES/ EDUCATION/ TESTING
- 9- STORAGE AND MAINTENANCE

**EXISTING SITE PLAN | CONEJO VALLEY SCHOOL DISTRICT OFFICE**  
DSA CERTIFICATION REQUIREMENTS





**Site Challenges:**

In its current condition, CVUSD District office faces many challenges, the most pressing of which are directly related to aging buildings systems. The current condition of the buildings on the site has degraded some over time due to the focus of funding being on the educational sites throughout the district. The current space is too small to handle the needs of the personnel at the district office compound and the roofing and mechanical systems are old and beyond their life expectancy.

ADA accessibility upgrades to the main throughout the site are needed to bring the entire complex in compliance with current accessibility standards.

**Site Modernization Opportunities:**

Campus improvement opportunities as follows:

Modernization consists of projects targeted at improving the working environment of offices and meeting rooms, and is developed around improving the overall condition and appearance of interior work environment. Currently the work space and offices are very tight with no space for expansion. This could be solved by reorganizing and upgrading the office work spaces to a more efficient and contemporary work space layout. In addition, the roofing system is old and should be replaced in the next 10 years

In addition, the need for an upgrade and replacement of the building systems is critical to the life of the facilities on the site. The modernization can be approached and structured on three levels: site infrastructure, site and building accessibility and building systems. Improvements to site infrastructure are to address current layout of the office spaces to make them more efficient and organized. This will improve work moral and efficiency as well as make room for additional employees if expansion is needed.

Improvements targeted at accessibility are to bring the site to full compliance with current accessibility standards. Some of these improvements included new site and building signage, replacement of non-accessible door hardware, upgrade of staff restrooms to include accessible stalls and fixtures and accessible entries to portable buildings. Improvements to building systems include the replacement of the HVAC system on all permanent buildings and on portable buildings without any pending HVAC upgrade.





Image 1: Public Parking and Primary Entry Point for Northern Portion of Site



Image 2: Parking and Primary Entry Point for Southern Portion of Site



Circulation Diagram

**BUILDING**

- 1- SUPERINTENDENT/ PURCHASING/ CHILD NUTRITION
- 2- PERSONNEL/ DATA PROCESSING
- 3- BUSINESS SERVICES
- 4- FISCAL SERVICES
- 5- CONFERENCE/ TRAINING
- 6- CHILD CARE
- 7- PSYCHOLOGY
- 8- INSTRUCTIONAL, PUPIL SERVICES/ EDUCATION/ TESTING
- 9- STORAGE AND MAINTENANCE



- LEGEND**
- PERMANENT
  - PORTABLE
  - SAND BOX PLAY AREA
  - ⓧ BUILDING NUMBER
  - PRIMARY POINT OF ENTRIES

IMAGE REFERENCE

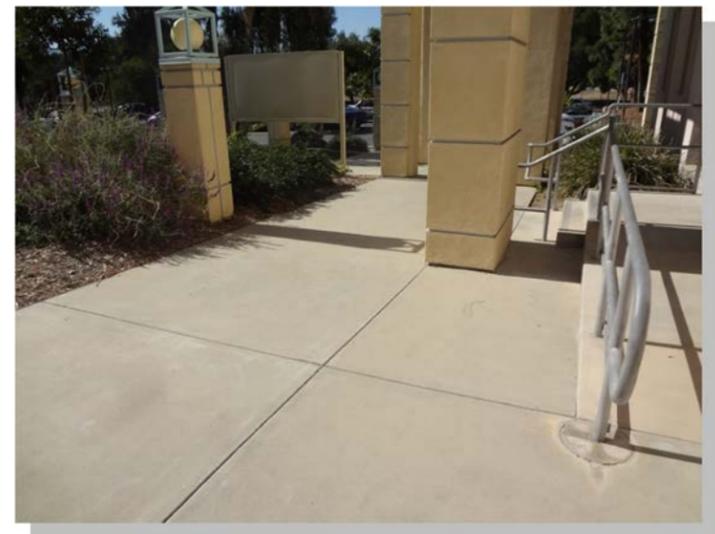


Photo -1  
The Northern complex of buildings has no accessible path of travel from the parking lot to the complex because it is not current to accessibility standards. The concrete slopes are greater than 5% and require handrails



Photo -2  
The sinks in the staff lounge areas are not currently accessible



Photo -3  
All drinking fountains are also not current with accessibility standards

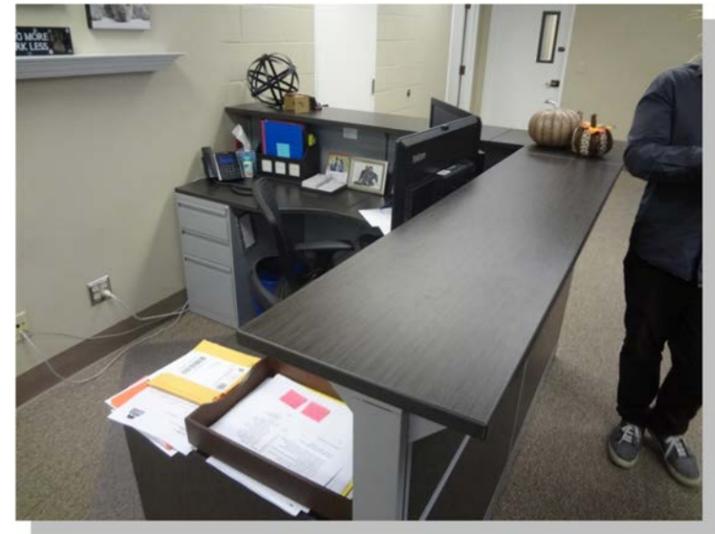
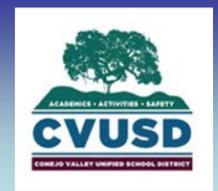


Photo -4  
All lobby and entry reception area do not have counter top heights that are current with accessibility standards.



# Energy Use Summary:

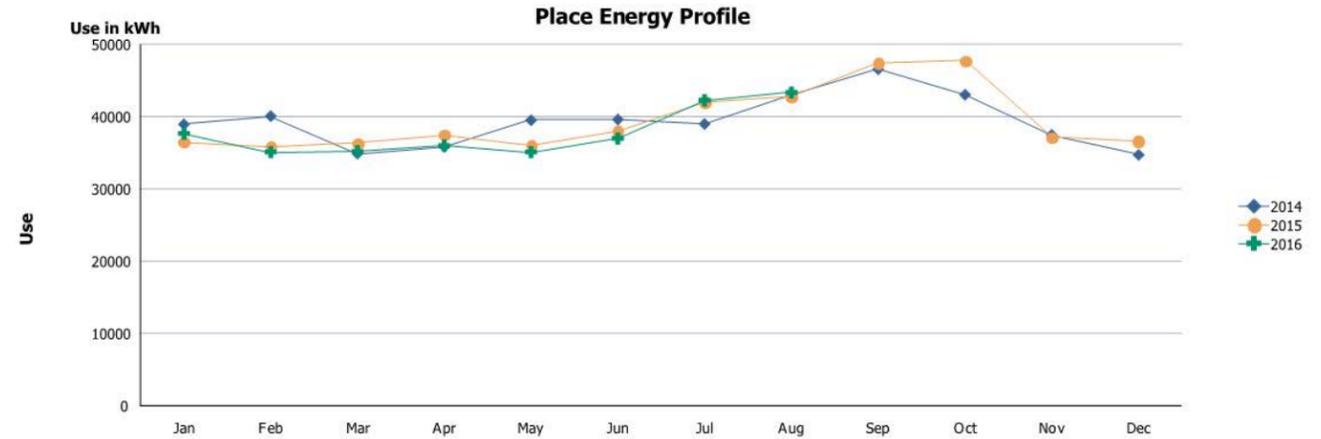
Currently the largest energy demand is the electrical use to power the HVAC system. Through some efficiency upgrades on the site the electrical demand has decreased over the past few years. However, due to the age of the HVAC systems substantial improvements can still be made if the HVAC system is replaced to improve the efficiency of the overall system. In addition to this there is solar power generation opportunities on the site due to the dry climate and ample sun and roof exposure.

**[DO\_1] District Office**

Electric	43,294	KWH	\$11,861	\$9,581	\$2,280	19.2%
Water	333	CCF	\$4,157	\$2,147	\$2,010	48.3%
<b>Totals:</b>	<b>148</b>	<b>MMBTU</b>	<b>\$16,018</b>	<b>\$11,728</b>	<b>\$4,290</b>	<b>26.8%</b>

**Place: [DO\_1] District Office**

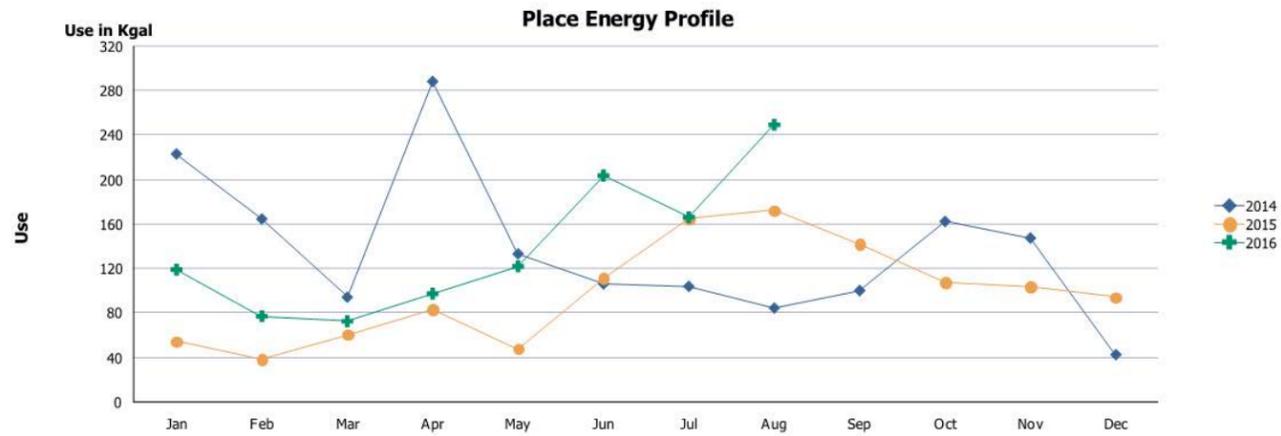
1400 East Janss Rd



## Electrical:

**Place: [DO\_1] District Office**

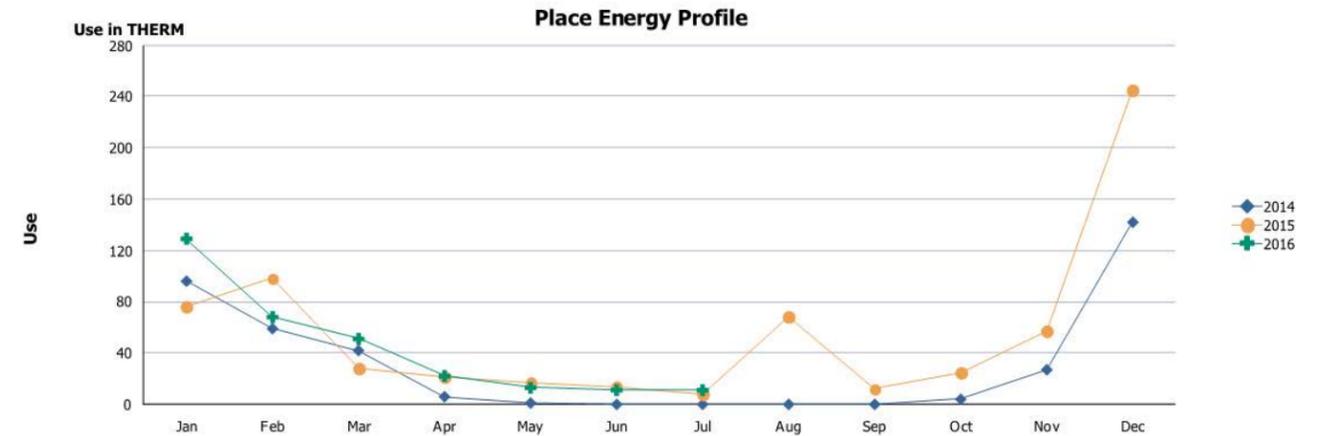
1400 East Janss Rd



## Water:

**Place: [DO\_1] District Office**

1400 East Janss Rd



## Gas:



Core Facilities			
Item	Category	Existing Square Footage	Standard Square Footage Based on Planning 2- Semester Capacity
1	Superintendent/ Purchasing	2487 Square Feet	
2	Personnel/ Data Processing	5235 Square Feet	
3	Business Services	5139 Square Feet	
4	Fiscal Services	2439 Square Feet	
5	Conference /Training	1440 Square Feet	
6	Child Care	1440 Square Feet	
7	Psychology	1440 Square Feet	
8	Instructional, Pupil Services/ Education/ Testing	15,672 Square Feet	
9	Parking	136 Stalls	

## Core Facilities Summary

**1. Superintendent/ Purchasing**  
 The superintendent building is in decent condition. The existing finishes are showing age and the building as a whole is in need of an HVAC upgrade.

**2. Personnel/ Data Processing**  
 The Personnel and Data Processing building is in decent condition. The existing finishes are showing age and the building as a whole is in need of an HVAC upgrade.

**3. Business Services**  
 The Business Services building is in decent condition. The existing finishes are showing age and the building as a whole is in need of an HVAC upgrade.

**4. Fiscal Services**  
 The Fiscal Services building is in decent condition. The existing finishes are showing age and the building as a whole is in need of an HVAC upgrade.

**5. Conference/ Training**  
 The Conference and Training building is in relatively good condition as the building is relatively new. However, the building is a modular building and will age and deteriorate faster than a permanent building.

**6. Child Care**  
 The Child Care Building is an older modular building on the site approaching 20 years old. It has aged well and the finishes are in decent condition.

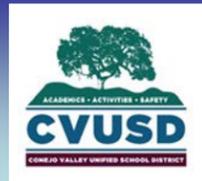
**7. Psychology**  
 The Psychology Building is an older modular building on the site approaching 20 years old. It has aged well and the finishes are in decent condition.

**8. Instructional, Pupil Services/ Education/ Testing**  
 The instructional, Pupil Services, Education and Testing Building is in decent condition. It has one of the newest roofs, however the HVAC is still very old and some of the finishes are in need of replacement.

**9. Parking**  
 The parking spaces are adequate for the requirements of the facility.



# Technology Summary:



## Observations Summary:

Conejo Valley Unified School District Office is the hub for operational and maintenance for the entire Conejo Valley School District. The complex is very large and is in overall running with minimal issues. The site has been somewhat neglected over the years to channel funding to the school sites all over the district. There has been some construction and upgrades in recent years but those have dealt more with expansion and the addition of modular buildings. The current state of the building systems are very old and in need or repair. This includes the roof, HVAC systems, plumbing, electrical, windows, carpets and some exterior doors needing to be replaced.

Overall the site has received some accessibility upgrades over the years. The southern building has accessible bathrooms and conference rooms. Basic accessibility upgrades must be made throughout the site to bring the rest of the site into full compliance with accessibility standards. The primary accessibility concern is that there is no pathway that complies with current accessibility standards from either parking lot into the upper building and the one pathway that is accessible from the street has a non accessible gate entry point.

One major concern is the congestion of the office environment which is very cramped and in need of updates. The cubicles are old and outdated and the footing type presents a tripping hazard and accessibility clearance issues. The space is adequate for the needs of the district but is inefficient and if redesigned could yield a more comfortable working environment that would lead to increased productivity. In conjunction with this would be the addition of all new work spaces which are needed to improve the efficiency of the special layout within the different buildings.

This Conejo Valley Unified School District has been postponing the maintenance needs at the headquarters to the bare minimum in order to channel funding to the rest of the educational facilities throughout the district, however this comes at a cost and years of differed maintenance is beginning to add up and make the buildings degrade at an increasing rate.

