

## Appendix 3: Priority items

### [Common Items]

- The area subject to construction is as follows (total 340 m<sup>2</sup>, see Attachment 1)
  - Office area; approx. 27 m<sup>2</sup>
  - Classroom area: approx. 313 m<sup>2</sup>
- The classroom area should be planned to include the following uses:
  - ① auditorium (120 m<sup>2</sup> or more) x 1 room
  - ② classroom (37 m<sup>2</sup> or more) x 4 rooms
  - ③ meeting room (25 m<sup>2</sup> or more) x 1 room
    - \* It is also possible to plan the layout of the meeting room so that it can be used as one of the classroom of ②. In this case, however, the circulation for storing the meeting desks to the storage (⑤) shall be secured.
  - ④ projection booth and PA room (3.8 m<sup>2</sup> or more) x 1 room
  - ⑤ storage (18 m<sup>2</sup> or more) x 1 room
- Design in harmony with existing offices and the library.
- The circulation planning shall be required in order to maintain a security zoning that does not allow general visitors to enter the office.
- Maintain appropriate temperature and humidity environment with consideration for regulations of landowner and building management companies regarding air conditioning equipment.
- Do not use carpets for the floor finishing.
- In each room, due regard shall be paid to the echo of walking sound in relation to the sound environment.
- For each of the above room ① to ③, a desktop illuminance of 500 lux or more shall be secured.
- Pay attention to the sound insulation of the walls and doors for the walls and doors of each of the above room ① and ②.
- Renovate the severely aging deteriorated floor surface and ceiling.
- If adjustment of the reception area is necessary for the new layout planning, it may be included in the scope of this renovation work partially.

### [Office Area]

- Meeting room, office, and reading space for Japanese materials
  - Remove the existing meeting room and place new desks for a group of 6 people.
  - In addition, as shown in "Appendix 1 office desk layout plan", some office desks and low cabinets will be added and some office desks will be moved.
  - In addition to the above, the walls of existing meeting room will be removed, and floor and ceiling construction will be carried out.
  - Conducting wiring work (power, telephone and internet lines) and floor repair work for both new and relocated office desk space.
  - When repairing floors and ceilings, use the same materials as the existing finishing materials.
  - Bookshelf for Japanese books placed along the walls of existing meeting rooms should be reinstalled on the boundary wall between the classroom area. In addition, copiers and other equipment should be placed at appropriate locations and the related wiring works should be carried out as necessary.
  - The boundary wall between the existing meeting room and the classroom can be relocated in position and layout as necessary.

### [Classroom Area]

- General (signage system)

- At the entrance of each classroom, a plate (e.g. acrylic panel) should be placed to indicate the name of the classroom.

#### ○ Auditorium

- The main uses are training sessions, lectures and seminars, screenings of Japanese films, and various workshops. Small performances and live performances should be considered.
- The layout shall be such that it can be used either vertically or horizontally.
- Design considerations shall be required for utilizing in multi-purpose function (e.g. microphone power supply, etc.).
- A seating capacity of 70 ~ 80 people for both vertical and horizontal types shall be secured to enable them to participate in the projects for the above main purposes.
- The color scheme plan for the walls and ceilings will be an achromatic paint finish such as black or gray.
- The ceiling shall be in a skeleton by removing existing ceiling panels, and the overall space shall be designed to make the ceiling look higher and to create a wider space.
- The floor and walls should be designed to minimize reverberation during use.
- Especially for floors, consideration should be given to preventing the echoes of walking sound.
- If there is a side facing the window, curtains or blinds with high shading that can block 100% of the natural light from the outside should be installed for movie screenings and so on. The design should have a clean and open feeling when opened curtains or blinds.
- The following existing equipment will continue to be used even when the layout, etc. has been changed.
  - Screen for the showing of a movie
  - Speakers
- The screen for a movie should be positioned so that it is easy to see from the rear seat, taking into consideration the location of the projection room, projector and viewing angle from the audience.
- On the ceiling, a frame for hanging the projector shall be set to match the screen and the necessary power supply shall be provided.
- The power supply and PA jack should be installed in a location that is easy for the presenter to use, regardless of whether vertical or horizontal use of the room.

#### ○ Classroom

- Each classroom should have one entrance in the back of the classroom and be located far from the whiteboard in front.
- The soundproofing performance of each classroom should be carefully considered.
- All or part of the wall should be made of glass with blindfold so that the inside of the classroom can be seen from the corridor side or the entrance door.
- Appropriate lighting equipment should be selected and placed so that the entire classroom is uniformly bright. In particular, with regard to the appearance of the whiteboard, sufficient consideration should be given to light/dark and reflection to create an environment in which written characters can be easily read during use.
- If the whiteboard is not facing the windows of the building, lockers (at the bottom) and corkboards (in the upper part) should be installed on the wall behind the classroom.
- The power supply for teachers should be installed near the center platform if the system can be installed in the floor. If the power supply is installed in the wall,

it should be installed at either end of the wall on the side where white boards are installed.

- On the ceiling, a frame for hanging the projector shall be set to match the screen and the necessary power supply shall be provided.

○ Projection booth and PA room

- When the existing projection booth and PA room are relocated, the layout plan should be considered so that the room is located behind the auditorium in the case of vertical use.
- Make the room compact and functional by referring to the existing projection room and PA room.
- The height and size of the viewing window of the projection booth and PA room should be sufficient for the installation of a 16 mm projector and projection of a movie onto the screen.
- To carry out facility construction as necessary.

○ Storage

- Storage mainly for storing tables (12pieces) and chairs (approx. 80pieces) used in the auditorium and meeting room.
- When storing tables and chairs, it is not necessary to have a separate room as long as the room is designed so as not to be seen by the users of each room.
- In particular, in the case where the meeting room and the classroom are shared, the work of preparing and storing tables in the storage frequently occurs. Therefore, the layout should take into consideration the circulation plan for moving tables between the storage and the meeting room/small classroom.

[Others]

- Ceilings and floors should be designed for the size and use of each space and should include lighting, air conditioning, ventilation systems, sprinklers, etc., as appropriate (use existing one as a priority)
- Design electricity, lighting, etc., according to the size and purpose of each room, and install them as appropriate to the convenience of staff and users.
- As for, for example, the electricity and lighting, they shall be designed to meet with the size and the intended purpose of each room, and appropriately installed to be convenient for the staff and the users.
- The doors, passages and floors of each space shall be barrier-free so as not to impede the passage of wheelchairs.
- Pay adequate attention to noise reduction measures.
- The design and construction work shall be carried out in accordance with all laws and regulations of which the compliance is required in Thailand, including fire prevention regulations.
- Appropriately apply for referrals and permissions from all related ministries and agencies or building management company, as necessary.
- As for the air conditioning, ventilation, water supply and drainage, electricity, telephone, fire-alarm equipment, fire extinguishing equipment, cable TV, etc. or other information necessary at the time of design and construction, appropriately confirm with the client and the building management company through the responsible person of The Japan Foundation, Bangkok.

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