



# MEMORANDUM

**TO:** Suffolk City School Board Members  
**FROM:** Dr. John B. Gordon III, *Superintendent JB/G/AG*  
**DATE:** January 20, 2025  
**RE:** Suffolk Virginian-Pilot Building

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After a preliminary walk-through of the Virginian-Pilot Building, here are the challenges that were identified by RRMM Architects:

- Inadequate parking – Needs a lot more parking spaces for staff and guests.
- Exterior needs to be cleaned, power washed and repainted paint.
- Poor entry security.
- Interior spaces are “chopped up” and not functional for the number of departments the school administration has.
- Some corridor spaces are very tight, (4’-0”) and not good for work / personnel flow.
- HVAC needs replacing.
- Poor restroom facilities.
- Roof is in very poor condition and would need to be replaced.

There would need to be a lot of renovation work to make this a functional school administration building.

tlg  
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