DISTRICT WIDE EDUCATIONAL SPECIFICATIONS

ELEMENTARY SCHOOLS

Puyallup School District No. 3
302 2nd Street S.E.
Puyallup, WA 98371
Phone: (253) 841-1301

Dr. Tim Yeomans, Superintendent

Revised and Updated by:
Studio Meng Strazzara
2001 Western Avenue, Suite 200
Seattle, WA 98121
Phone: (206) 587-3797
Fax: (206) 587-0588
www.studioms.com

February 2016
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EXECUTIVE SUMMARY

The purpose of the Educational Specifications process is to revise and update the Puyallup School District’s most recent Elementary School Educational Specifications to reflect changes in educational programs, school capacity, and approach to technology. This document provides design professionals a narrative describing the physical environment that will support Puyallup School District’s vision for new and modernized elementary schools. It will also be a measure of the success of the project once completed.

The process began in November 2015, with the creation of a Core Team that included the Director of Educational Planning, Director of Capital Planning, an Elementary School Principal, a High School Principal, a Chief Academic Officer, and an architect. This Core Team met with several groups of teachers and administrators during November and December 2015 to get input on specific academic and support areas. The groups reviewed previous educational specifications, toured existing facilities (particularly Carson Elementary School), responded to questions, and provided insight to the Core Team.

The Space Allocation Summary provides a tabulation of all spaces within an elementary school and their associated square footage. Two elementary school models are included – a 30 Homeroom Classroom Model and a 44 Homeroom Classroom Model. The overall school square footage tabulated is consistent with the school sizes that were provided to voters in the November 2015 Bond Election.

Following the Space Allocation Summary is the detailed specification for each space within a school. In general, every room or significant space within the school has its own individual section. The document is organized consistent with, and in the same order as the Space Allocation Summary.

The following people participated and provided guidance in the process.

**Core Team:**

Mario Casello Director of Educational Planning
Gary Frentress Director of Capital Planning
Judy Piger Elementary Principal Representative
Eric Hogan High School Principal Representative
Brian Lowney Chief Academic Officer Representative (RLC #3)
Dennis Erwood Lead Architect - Studio Meng Strazzara

**Miscellaneous:**

Casey Cox Assistant Supt. of Instructional and Organizational Alignment
Chrys Sweeting Assistant Supt., Instruction, Learning, Curriculum, and Assessment
Vince Pecchia Chief Academic Officer, RLC #1
John Parker Chief Academic Officer, RLC #2
Rudy Fyles Chief Operations Officer

**General Classrooms:**

Lisa Benjamin Kindergarten – Carson
EXECUTIVE SUMMARY

Julie Cushman  Kindergarten – Hunt
Sharon Yanasak  Primary – Meeker
Krissa Cardwell  Primary – Northwood
Paul Dumontet  Intermediate – Woodland
Carol Randolph  Intermediate – Maplewood

Specialty Classrooms:

Ann-Marie Petersen  PE - Zeiger
Vince Tarsi  PE - Carson
Karissa Cardwell  Art - Northwood
Karin McNett  Art - Sunrise
Carol Randolph  Science - Maplewood
John Parker  Science - CAO
Jill Burch  Music - Woodland

Special Education:

Kathy Ehman  Chief Special Services Officer
Karen Mool  Exec. Director of Special Education
Sunday Ferris  Director of Special Education
Karen VanWieringen  Director of Special Education
Kelly Carrick  Director of Special Education

Technology:

Mark Vetter  Dir. of Instructional Leadership, Technology, and School Support
Randy Avervil  Exec. Director of Technology Services
Mark Knight  Exec. Director of College and Career Readiness
Glenn Malone  Exec. Director of Assessment, Accountability, & Student Success

Administration Support, Main Office, Nurse:

Lisa McNamara  Principal – Sunrise
Trish Tibbitts  Nurse – Carson
Marsha Stewart  Office Manager – Ridgecrest
Judy Bender  Director of Nutrition Services and Logistical Support
Joe Byrne  Elementary and Central Kitchen Operational Supervisor

Library:

John Huson-Edgerton  Librarian - Edgerton
Amber Peterson  Librarian - Carson
### SPACE ALLOCATION SUMMARY

#### CLASSROOMS / CLASSROOM SUPPORT

<table>
<thead>
<tr>
<th>Item</th>
<th>30 Homeroom Classroom</th>
<th>44 Homeroom Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Classrooms (Grades 1 – 6)</td>
<td>910</td>
<td>910</td>
</tr>
<tr>
<td>Small Group Project Rooms</td>
<td>280</td>
<td>280</td>
</tr>
<tr>
<td>Kindergarten Classrooms</td>
<td>980</td>
<td>980</td>
</tr>
<tr>
<td>Kindergarten Storage / Small Group Project Areas</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Kindergarten Restrooms</td>
<td>64</td>
<td>64</td>
</tr>
<tr>
<td>Preschool Classrooms*</td>
<td>960</td>
<td>960</td>
</tr>
<tr>
<td>Preschool Storage*</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Preschool Office*</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Preschool Restrooms*</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>29,776</strong></td>
<td><strong>44,664</strong></td>
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#### SPECIAL SERVICES

<table>
<thead>
<tr>
<th>Item</th>
<th>30 Homeroom Classroom</th>
<th>44 Homeroom Classroom</th>
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</thead>
<tbody>
<tr>
<td>Special Education Preschool Classrooms</td>
<td>960</td>
<td>960</td>
</tr>
<tr>
<td>Special Education Preschool Storage</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Special Education Preschool Office</td>
<td>100</td>
<td>100</td>
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<tr>
<td>Special Education Preschool Restrooms</td>
<td>64</td>
<td>64</td>
</tr>
<tr>
<td>Resource Classrooms</td>
<td>910</td>
<td>910</td>
</tr>
<tr>
<td>Support Center Sp Ed Classrooms</td>
<td>910</td>
<td>910</td>
</tr>
<tr>
<td>Support Center Kitchenette</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Support Center Office</td>
<td>180</td>
<td>180</td>
</tr>
<tr>
<td>Support Center Time Out Rooms</td>
<td>40</td>
<td>40</td>
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<tr>
<td>Support Center Restroom</td>
<td>64</td>
<td>64</td>
</tr>
<tr>
<td>ELL/Young Scholars/Lap/Title 1</td>
<td>910</td>
<td>910</td>
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<tr>
<td>OT/PT</td>
<td>350</td>
<td>350</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>5,259</strong></td>
<td><strong>5,239</strong></td>
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#### MUSIC

<table>
<thead>
<tr>
<th>Item</th>
<th>30 Homeroom Classroom</th>
<th>44 Homeroom Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Classrooms</td>
<td>950</td>
<td>950</td>
</tr>
<tr>
<td>Stage / Community Room</td>
<td>950</td>
<td>950</td>
</tr>
<tr>
<td>Stage Storage</td>
<td>250</td>
<td>250</td>
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<tr>
<td>Music Instrument Storage</td>
<td>150</td>
<td>150</td>
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<td><strong>Subtotal</strong></td>
<td><strong>3,239</strong></td>
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#### LEARNING RESOURCE CENTER

<table>
<thead>
<tr>
<th>Item</th>
<th>30 Homeroom Classroom</th>
<th>44 Homeroom Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Stack Area / Display Space</td>
<td>660</td>
<td>990</td>
</tr>
<tr>
<td>Teaching Area</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>Story / Reading Area</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Study / Search Stations</td>
<td>300</td>
<td>300</td>
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<tr>
<td>Circulation Desk</td>
<td>120</td>
<td>120</td>
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<tr>
<td>Librarian’s Office / Workroom</td>
<td>260</td>
<td>260</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>2,440</strong></td>
<td><strong>3,570</strong></td>
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#### PHYSICAL EDUCATION

<table>
<thead>
<tr>
<th>Item</th>
<th>30 Homeroom Classroom</th>
<th>44 Homeroom Classroom</th>
</tr>
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<tbody>
<tr>
<td>Gymnasium</td>
<td>6,080</td>
<td>6,080</td>
</tr>
<tr>
<td>Sound Equipment</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>P.T. Office</td>
<td>120</td>
<td>120</td>
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<tr>
<td>P.E. Storage</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>Recess Storage</td>
<td>100</td>
<td>100</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td><strong>6,650</strong></td>
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### Food Service

<table>
<thead>
<tr>
<th>Category</th>
<th>Area 1</th>
<th>Area 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>720</td>
<td>1,080</td>
</tr>
<tr>
<td>Kitchen Serving Area</td>
<td>500</td>
<td>750</td>
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<tr>
<td>Commons</td>
<td>3,650</td>
<td>5,400</td>
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<tr>
<td>Table/Chair Storage</td>
<td>400</td>
<td>600</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>5,570</strong></td>
<td><strong>7,830</strong></td>
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### Administration/Student Services

<table>
<thead>
<tr>
<th>Category</th>
<th>Area 1</th>
<th>Area 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waiting Area</td>
<td>240</td>
<td>360</td>
</tr>
<tr>
<td>Reception/Secretarial Area/Administrative Work Area</td>
<td>400</td>
<td>500</td>
</tr>
<tr>
<td>Principal’s Office</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Assistant Principal’s Office</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Administration Conference Room</td>
<td>300</td>
<td>500</td>
</tr>
<tr>
<td>Counselor’s Office(s)</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Multi-Use Office (Intervention Specialist/Psychologist)</td>
<td>110</td>
<td>110</td>
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<tr>
<td>SLP Office</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>Assessment Office</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Health Room</td>
<td>300</td>
<td>400</td>
</tr>
<tr>
<td>Nurse’s Office</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>Health Restroom</td>
<td>575</td>
<td>825</td>
</tr>
<tr>
<td>Staff Workroom</td>
<td>680</td>
<td>980</td>
</tr>
<tr>
<td>Staff Room</td>
<td>320</td>
<td>420</td>
</tr>
<tr>
<td>Building Conference Room</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Multi-Media Room</td>
<td>280</td>
<td>280</td>
</tr>
<tr>
<td>PTA Room</td>
<td>160</td>
<td>160</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>120</td>
<td>120</td>
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<tr>
<td>Safety Patrol Storage</td>
<td>80</td>
<td>80</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>4,589</strong></td>
<td><strong>5,979</strong></td>
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</table>

### Support Spaces

<table>
<thead>
<tr>
<th>Category</th>
<th>Area 1</th>
<th>Area 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Receiving/Workroom/Storage</td>
<td>350</td>
<td>350</td>
</tr>
<tr>
<td>Main Custodial Office</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>Custodial Closets</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Mechanical/Electrical Room</td>
<td>680</td>
<td>1,020</td>
</tr>
<tr>
<td>IDF Computer Networking Closets</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>MDF Network Management Room</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Computer Cart Storage</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Student Restroom Adjacent to Gymnasium/Commons</td>
<td>460</td>
<td>460</td>
</tr>
<tr>
<td>Student Restrooms</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>Student Unisex Restrooms</td>
<td>64</td>
<td>64</td>
</tr>
<tr>
<td>Staff Restrooms Adjacent to Staff Lounge and Workroom</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Single Unisex Staff Restrooms</td>
<td>64</td>
<td>64</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>4,084</strong></td>
<td><strong>5,392</strong></td>
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### Other Spaces

<table>
<thead>
<tr>
<th>Category</th>
<th>Area 1</th>
<th>Area 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corridors (10% of total area)</td>
<td>11,297</td>
<td>15,132</td>
</tr>
<tr>
<td>Handicap Ramp &amp; Stairs at Stage</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Elevator/Machine Room</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td>Stairs</td>
<td>320</td>
<td>320</td>
</tr>
<tr>
<td>Main Entry Lobby</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>Interior &amp; Exterior Walls (8% of total area)</td>
<td>5,021</td>
<td>6,725</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>17,898</strong></td>
<td><strong>24,397</strong></td>
</tr>
</tbody>
</table>

**Grand Total Area:** 80,659 sf 108,464 sf

*These program areas are not included in the current 30 Homeroom Classroom Model or 44 Homeroom Classroom Model. All schools are to be planned for the future addition of 2 preschool classrooms, 1 preschool storage, 1 preschool office, 1 preschool restroom, and 4 general classrooms.*
Classrooms/Classroom Support
A. **NAME OF SPACE/FUNCTION AREA**
   ◊ General Purpose Classroom: 1st – 6th Grade

B. **SIZE OF SPACE/FUNCTION AREA**
   ◊ 910 SF

C. **CURRICULUM AREA FUNCTION**
   ◊ General Curriculum for 1st - 6th Grade

D. **EDUCATIONAL GOALS BY FUNCTION AREA**
   ◊ To deliver curriculum to students in all areas of elementary education.

E. **GENERAL ACTIVITIES**
   ◊ Teaching/Learning Math, Social Studies, Spelling, English, Science, Health, Reading, Cooperative Work (groups), Speech, Art, and Computer Skills
   ◊ Open area on floor for student gathering
   ◊ Math wall in separate area from main teaching wall, need tackable surface, and magnetic white board.

F. **LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA**
   ◊ (28) Students
   ◊ (1) to (2) teachers/assistants.

G. **SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA**
   ◊ (28) students sitting individually at desk/tables for group instruction
   ◊ Smaller groups of students, from (2) to (8), working together collaboratively at tables or in areas near presentation wall or media

H. **PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT**
   ◊ Grade level Classrooms near/adjacent to each other
   ◊ Grouping of similar aged students near each other
   ◊ (1) Small Group Project Room shared between (2) Classrooms
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Classrooms near Library, Gymnasium, Commons, and Music Areas
◊ Classrooms convenient to Student and Staff Restrooms
◊ Classrooms near Custodian Closet
◊ Classroom near/convenient to Main Office
◊ Classrooms near/convenient to Resource, Title, LAP, Speech

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Sink with Drinking Fountain
◊ Double Doors between paired Classrooms
◊ Electrical and Computer/Data outlets on each wall
◊ Interactive Displays (adjustable height) on main teaching wall and opposite wall. Main Interactive Display must be centered in room
◊ Sound/Voice Enhancement System with built in Speakers in ceiling
◊ Document Camera
◊ Integration between Teacher workstation and Interactive Displays
◊ Wireless Environment for all students/staff simultaneously
◊ Computers on Wheels for each Primary Classroom, Charging/Storage stations for Intermediate Classroom
◊ Telephone/intercom on teacher desk
◊ Intercom/clock visible to entire room

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (28) Individual Cubbies for student storage
◊ (14) shared storage compartments with (2) coat hooks each for student’s coats with provision to add shelves if student count is less than 28.
◊ Upper cabinet storage cabinets with doors above coat and cubby storage
◊ (3) movable bookcases, on caster, back side with tackable surface or white board
◊ (1) Flat file cabinet to store large papers/posters 42” wide x 36” high x 30” deep
◊ Sink cabinet 72” wide x 30” high x 26” deep
◊ Bookcases with doors flush below 16 LF whiteboards, and 16 LF sliding whiteboards with book shelving behind them. Book shelving must be deep enough for full size 3 ring binder storage.
◊ Storage cabinetry to house technology and A/V equipment, with outlet connections integral in cabinet
◊ (2) lockable 4-drawer file cabinets

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ 4 ‘ wide sliding magnetic whiteboards at face of storage cabinets at teaching wall, for a total of 16 LF
◊ 8 LF magnetic whiteboard on opposite or adjoining wall
◊ All walls tackable
M. SPECIAL LIGHTING REQUIREMENTS

- Adequate daylighting
- Direct/Indirect lighting, zoned to work with the natural daylight and the interactive display
- Occupancy sensor controlled Light fixtures with manual lighting control so teacher can override

N. SURFACE FINISHES

- Carpeted floor with Hard surface floor adjacent to sink and cubby area, including entry to room continuous to corridor
- Tackable walls
- Smooth cleanable cabinetry
- Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

- Quiet heating/air conditioning, controllable by occupant (2 deg. +/- from set point local control)
- Consider tinted glazing for glare control
- Acoustical treatment and separation, walls minimum STC 52
- Operable Windows

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (28) individual student rectangular desk/tables that can connect or be grouped together in multiple arrangements
- (28) stackable student chairs
- Teachers desk and Chair, assistant’s desk and chair
- (2) rectangular tables
- (2) 4 - drawer file cabinets
- Flexible, long lasting furniture will be standard
- Kidney-shaped table at Primary Classroom

Q. NOT APPROPRIATE IN CATEGORIES ABOVE

- Blinds or roller shades for windows
- Interior windows for supervision in to adjacent Small Group Project Room
A. NAME OF SPACE/FUNCTION AREA
   ◊ Small Group Project Room: 1st Grade – 6th Grade

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 280 SF

C. CURRICULUM AREA FUNCTION
   ◊ Small Group/General Curriculum for 1st – 6th Grade

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ To deliver curriculum in small group setting to students and small group projects.

E. GENERAL ACTIVITIES
   ◊ Small group instruction, team project, computer skills, staff conference, and collaboration.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (8-12) students
   ◊ (1) teacher

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ See above.
   ◊ The room will be shared by students and staff from the two adjacent classrooms.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Directly adjacent to paired classrooms, doors directly to classroom, also near classroom door to hallway.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Near other classrooms.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Interactive Display (adjustable height)
◊ Telephone/intercom
◊ Wireless Environment for all students/staff simultaneously
◊ Electrical and Computer/Data outlets on each wall
◊ Sound/voice enhancement system with built in speakers in ceiling

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (1) movable bookcase, on casters
◊ Mobile storage for science curriculum – (5) bins
◊ Mobile storage for art supplies

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ All walls tackable
◊ 4 x 4 magnetic whiteboard

M. SPECIAL LIGHTING REQUIREMENTS

◊ Direct/Indirect lighting
◊ ☐ Occupancy sensor controlled Light fixtures with manual lighting control so teacher can over-ride

N. SURFACE FINISHES

◊ Hard floor
◊ Tackable walls
◊ Smooth cleanable cabinetry
◊ Suspended accessible acoustical ceiling tile

O. ENVIRONMENTAL REQUIREMENTS

◊ Quiet heating/air conditioning, controllable by occupant (2 deg. +/- from set point local control)

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (14) stackable student chairs
◊ Teachers chair
◊ (3) rectangular tables

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Interior relites for supervision to and from adjacent classrooms
A. NAME OF SPACE/FUNCTION AREA
   ◊ Kindergarten Classroom

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 980 SF

C. CURRICULUM AREA FUNCTION
   ◊ General curriculum for Kindergarten

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ To deliver curriculum to students in all areas of kindergarten education.

E. GENERAL ACTIVITIES
   ◊ Teaching/Learning Math, Social Studies, Spelling, English, Science, Health, Reading, Cooperative Work (groups), Speech, Art, and Computer Skills
   ◊ Open area on floor for student gathering
   ◊ Math wall in separate area from main teaching wall, need tackable surface, and magnetic white board.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (24) Students
   ◊ (1) to (2) Teachers/Assistants

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ (24) students sitting individually at desk/tables for group instruction
   ◊ Smaller groups of students, from (2) to (8), working together collaboratively at tables or in areas near presentation wall or media

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Kindergarten Classrooms near/adjacent to each other
   ◊ Grouping of similar aged students near each other
   ◊ (1) Small Group/Storage Room shared between (2) Kindergarten Classrooms
   ◊ Individual restroom adjacent
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Classrooms near Library, Gymnasium, Commons, and Music Areas
◊ Classrooms convenient to Student and Staff Restrooms
◊ Classrooms near Custodian Closet
◊ Classroom near/convenient to Main Office
◊ Classrooms near/convenient to Resource, Title, LAP, Speech
◊ Kindergarten Classrooms near parent pick-up

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Low trough sink with two faucets and drinking fountain
◊ Sink within casework for teacher use.
◊ Electrical and Computer/Data outlets on each wall for Teachers and Students
◊ Interactive Display (adjustable height) centered in room.
◊ Sound/Voice Enhancement System with built in Speakers in ceiling
◊ Document Camera
◊ Integration between Teacher workstation and Interactive Display
◊ Wireless Environment for all students/staff simultaneously
◊ Shared Computers Carts with other classrooms
◊ Telephone/intercom on teacher desk
◊ Intercom/clock visible to entire room

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (24) Individual Cubbies for student storage, with provisions to add shelves for storage if student count is less than 24
◊ (12) shared storage compartments with (2) coat hooks each for student’s coats
◊ Upper cabinet storage cabinets with doors above coat and cubby storage
◊ (3) movable bookcases, on casters
◊ (1) Flat file cabinet to store large papers/posters 42”wide x 36”high x 30”deep
◊ Sink cabinet 72”wide x 30” high x 26” deep
◊ Bookcases with doors flush below 16 LF whiteboards, and 16 LF sliding whiteboards with book shelving behind them. Book shelving must be deep enough for full size 3 ring binder storage.
◊ Storage cabinetry to house technology and A/V equipment, with outlet connections integral in cabinet
◊ (2) lockable 4-drawer file cabinets

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ 4‘ wide sliding magnetic whiteboards at face of storage cabinets at teaching wall, for a total of 16 LF
◊ 8 LF magnetic whiteboard on opposite or adjoining wall
◊ All walls tackable
M. SPECIAL LIGHTING REQUIREMENTS

- Adequate daylighting
- Direct/Indirect lighting, zoned to work with the natural daylight and the Interactive Display.
- Occupancy sensor controlled Light fixtures with manual lighting control so teacher can over-ride

N. SURFACE FINISHES

- Carpeted floor with Hard surface floor adjacent to sink and cubby area, including entry to room continuous to corridor
- Tackable walls
- Smooth cleanable cabinetry
- Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

- Quiet heating/air conditioning, controllable by occupant (2 deg. +/- from set point local control)
- Consider tinted glazing for glare control
- Acoustical treatment and separation, walls minimum STC 52
- Operable Windows

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (24) individual student rectangular desk/tables that can connect or be grouped together in multiple arrangements
- (24) stackable student chairs
- Teachers desk and Chair, assistant’s desk and chair
- (2) rectangular tables
- (2) 4 - drawer file cabinets
- Flexible, long lasting furniture will be standard
- Kidney-shaped table

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- Blinds or roller shades for windows
- Interior windows for supervision in to adjacent shared small group/storage room
- 2nd exit to exterior
A. NAME OF SPACE/FUNCTION AREA
   ◊ Kindergarten Storage / Small Group Project Area

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 200 SF

C. CURRICULUM AREA FUNCTION
   ◊ Support Kindergarten classroom with storage and small group space

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ Small group instruction, team project, staff conference, and collaboration.

E. GENERAL ACTIVITIES
   ◊ See above

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (2) Teaching Staff
   ◊ (4) Students

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◊ See above

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Immediately adjacent to kindergarten classrooms (between them)

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Intercom/telephone
◊ Electrical and data outlets
◊ Location for refrigerator on counter

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (18) LF of storage cabinets (84” high, 24” deep)
◊ (6) LF of base cabinets
◊ (6) LF of upper cabinets

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ Tackable walls above base cabinets
◊ Tackable walls adjacent to doors to classrooms
◊ 4 x 4 magnetic whiteboard

M. SPECIAL LIGHTING REQUIREMENTS

◊ Basic requirements

N. SURFACE FINISHES

◊ Hard surface floor
◊ Painted walls
◊ Tackable walls
◊ Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

◊ Quiet heating/air conditioning

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (1) small table with (4) chairs

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None.
A. NAME OF SPACE/FUNCTION AREA
   ◊ Kindergarten Restroom

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 64 SF (as small as possible while still meeting code/ADA)

C. CURRICULUM AREA FUNCTION
   ◊ Toileting, hand washing for Kindergarten students

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ See above.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (1) Student
   ◊ (1) Kindergarten teacher

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◊ None.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Immediately adjacent and accessible from to kindergarten classroom.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ (1) Lavatory (Ideally located immediately outside of restroom if allowed by code official & health department)
◊ (1) standard size toilet
◊ Grab bars
◊ (1) Mirror
◊ (1) Robe Hook on back of door
◊ Floor drain
◊ Hot and cold water hose bib

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOBILEABLE

◊ None.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ N/A

M. SPECIAL LIGHTING REQUIREMENTS

◊ 20 foot candles minimum

N. SURFACE FINISHES

◊ Sheet resilient floor with integral cove base, or ceramic tile
◊ Washable Protective wall covering on walls, or ceramic tile
◊ Washable ceiling

O. ENVIRONMENTAL REQUIREMENTS

◊ Proper ventilation for odors

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None.
A. NAME OF SPACE/FUNCTION AREA

◊ Preschool Classroom

B. SIZE OF SPACE/FUNCTION AREA

◊ 960 SF

C. CURRICULUM AREA FUNCTION

◊ Quiet Reading Center
◊ Art-Sensory Center
◊ Manipulative Center
◊ Block Area
◊ Home Area for Housekeeping
◊ Dramatic Play

D. EDUCATIONAL GOALS BY FUNCTION AREA

◊ Social Emotional Skills
  ◦ Regulating emotions and behaviors
  ◦ Following limits and expectations
  ◦ Taking care of own needs appropriately
◊ Physical
  ◦ Large Motor Development
  ◦ Fine Motor Development
◊ Language – using increasingly complex language to express thoughts
◊ Cognitive
  ◦ Self-directed or assigned tasks
  ◦ Solving problems
  ◦ Remembering and classifying
◊ Literacy
  ◦ Rhyming
  ◦ Identifying letters and sounds
◊ Mathematics
  ◦ Counting
  ◦ Quantifying
  ◦ Spatial relationships
  ◦ Measuring

E. GENERAL ACTIVITIES

◊ Preschool is intended to be a half-day program
◊ Running, hopping, balancing
◊ Using fingers and hands for cutting, drawing, writing
◊ Social/communication skills
◊ Conversations and discussions
Following directions
Writing
Creating artwork
Dramatic play

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA

◊ (16) Students
◊ (4) Adults

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA

◊ Up to (6) students in each of 4 separate grouping areas

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT

◊ Adjacent with door to Preschool Storage
◊ Adjacent with door to Preschool Office
◊ Adjacent with door to Preschool Restroom

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Near Kindergarten Classrooms
◊ Near Bus Drop-off/Pick-up

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ (2) Kitchen type sinks with Drinking Fountains
◊ Electrical and Computer/Data outlets on each wall
◊ Interactive Display (Adjustable height).
◊ Sound/Voice Enhancement System with built in Speakers in ceiling
◊ Document Camera
◊ Integration between Teacher workstation and Interactive Display
◊ Wireless Environment for all students/staff simultaneously
◊ Telephone/intercom on teacher desk
◊ Intercom/clock visible to entire room
◊ Microwave
◊ Hot plate
◊ Small refrigerator
◊ Dish washer
K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (16) Individual Cubbies for student storage
- (16) shared storage compartments with (2) coat hooks each for student’s coats/ and backpack.
- Upper cabinet storage cabinets with doors above coat and cubby storage
- (3) movable bookcases, on casters
- (1) Flat file cabinet to store large papers/posters 42”wide x 36”high x 30”deep
- (2) Sink cabinets 72”wide x 30” high x 26” deep with upper cabinets above
- (2) Base cabinets 72”wide x 30” high x 26” deep with upper cabinets above
- Bookcases with doors flush below 16 LF whiteboards, and 16 LF sliding whiteboards with book shelving behind them. Book shelving must be deep enough for full size 3 ring binder storage.
- Storage cabinetry for technology and A/V equipment, with outlet connections integral in cabinet
- (2) lockable 4-drawer file cabinets
- Changing table

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- 4 ‘ wide sliding magnetic whiteboards at face of storage cabinets at teaching wall, for a total of 16 LF
- 8 LF magnetic whiteboard on opposite or adjoining wall
- All walls tackable

M. SPECIAL LIGHTING REQUIREMENTS

- Daylighting
- Direct/Indirect lighting, zoned to work with the natural daylight and the interactive display
- Occupancy sensor controlled Light fixtures with manual lighting control so teacher can over-ride

N. SURFACE FINISHES

- Carpeted floor with Hard surface floor adjacent to sinks and cubby areas, including entry to room continuous to corridor
- Tackable walls
- Smooth cleanable cabinetry
- Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

- Quiet heating/air conditioning, controllable by occupant (2 deg. +/- from set point local control)
- Consider tinted glazing for glare control
- Acoustical treatment and separation, walls minimum STC 52
- Operable Windows
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (16) stackable student chairs
◊ Student tables
◊ Teachers desk and Chair, assistant’s desk and 2 chairs
◊ (2) 4 - drawer file cabinets
◊ Flexible, long lasting furniture will be standard

Q. NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Blinds or roller shades for windows
◊ Interior relites for supervision from adjacent Preschool Office
A. NAME OF SPACE/FUNCTION AREA
   ◊ Preschool Storage

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 150 SF

C. CURRICULUM AREA FUNCTION
   ◊ Support Preschool Classroom with storage

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ Storing of materials to support Preschool Classroom

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (2-4) Staff

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Immediately adjacent to preschool classrooms (between them)

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Intercom/telephone
- Electrical and data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (18) LF of storage cabinets (84” high, 24” deep)
- (6) LF of base cabinets
- (6) LF of upper cabinets

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- N/A

M. SPECIAL LIGHTING REQUIREMENTS

- Basic requirements

N. SURFACE FINISHES

- Hard surface floor
- Painted walls
- Tackable wall
- Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

- Quiet heating/air conditioning

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- None

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- None.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Preschool Office

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 100 SF

C. CURRICULUM AREA FUNCTION
   ◦ Provides a setting for teachers to work on confidential documents in a quiet setting.
   ◦ Secure storage for manipulatives and other resources for the preschool classrooms

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ See above

E. GENERAL ACTIVITIES
   ◦ Private conversations with parents, teachers, and service providers.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2) teachers
   ◦ (2) visitor

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Direct access to Preschool Classrooms (between pairs of classrooms)
   ◦ Direct access to hallway

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Close to Kindergarten Classrooms
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ (2) computers
◊ (1) printer
◊ (2) telephone/intercom
◊ Electrical and computer/data outlets
◊ Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ Wardrobe with (2) individually locking wardrobe doors.
◊ (2) 3’ high x 3’ wide relocatable bookshelves.
◊ Built-in computer counter/desk with individual storage at each side.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ 4’ x 6’ whiteboard
◊ All tackable walls
◊ Movable corkboard for messages/ads/bulletins

M. SPECIAL LIGHTING REQUIREMENTS

◊ 50 foot-candles lighting

N. SURFACE FINISHES

◊ Carpeted floor
◊ Tackable walls
◊ Smooth cleanable cabinetry
◊ Suspended acoustical ceiling panels

O. ENVIRONMENTAL REQUIREMENTS

◊ Relites to Preschool Classrooms
◊ Provide blinds on windows for privacy.
◊ Provide adequate ventilation.
◊ Acoustically isolated space
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (2) 4-drawer file cabinet
- (2) teacher’s chairs
- (2) adult stacking chairs

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- None
A. NAME OF SPACE/FUNCTION AREA
   ◊ Preschool Restroom

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 120 SF

C. CURRICULUM AREA FUNCTION
   ◊ Toileting, hand washing for preschool students

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ See above.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   (2) Student
   (2) Teacher

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ None.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Immediately adjacent and between Preschool Classrooms.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Lavatory
◊ (2) Young child size toilets
◊ Grab bars
◊ Mirror
◊ Floor drain
◊ Hot and cold water hose bib

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ 3’ wide tall cabinet with adjustable shelves and locking doors

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ N/A

M. SPECIAL LIGHTING REQUIREMENTS

◊ Basic requirements

N. SURFACE FINISHES

◊ Sheet resilient floor with integral cove base, or ceramic tile
◊ Washable Protective wall covering on walls, or ceramic tile
◊ Washable ceiling

O. ENVIRONMENTAL REQUIREMENTS

◊ Proper ventilation for odors

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ Adjustable folding changing table.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None.
Special Services
A. NAME OF SPACE/FUNCTION AREA
   ◊ Special Education Preschool Classroom

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 960 SF

C. CURRICULUM AREA FUNCTION
   ◊ Early Intervention for 3-5 year old students
     ▪ Physical development/disability
     ▪ Cognitive
     ▪ Speech/language
     ▪ Social
     ▪ Self-help

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ To prepare students for general education setting.

E. GENERAL ACTIVITIES
   ◊ Modalities: Play space, fine motor skills
   ◊ Physical skills/working with special conditions
   ◊ Social/communication skills

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (12) Students
   ◊ (4) Adults

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ Zones: Calendar, free choice, fine motor exercises

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Adjacent with door to Special Education Preschool Storage
   ◊ Adjacent with door to Special Education Preschool Office
   ◊ Adjacent with door to Special Education Preschool Restroom
EDUCATIONAL SPECIFICATIONS
ELEMENTARY SCHOOLS
FEBRUARY 2016

SPECIAL EDUCATION PRESCHOOL CLASSROOM

◊ Adjacent w/door to Special Education Preschool Kitchen

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Near Kindergarten Classrooms
◊ Near Bus Drop-off/Pick-up

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Trough Sink with Drinking Fountain
◊ Electrical and Computer/Data outlets on each wall
◊ Interactive Display (Adjustable height). Interactive Display must be centered in room.
◊ Sound/Voice Enhancement System with built in Speakers in ceiling
◊ Document Camera
◊ Integration between Teacher workstation and Interactive Display
◊ Wireless Environment for all students/staff simultaneously
◊ Telephone/intercom on teacher desk
◊ Intercom/clock visible to entire room
◊ Microwave
◊ Hot plate
◊ Small refrigerator
◊ Dish washer

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (12) Individual Cubbies for student storage
◊ (12) shared storage compartments with (2) coat hooks each for student’s coats/ and backpack.
◊ Upper cabinet storage cabinets with doors above coat and cubby storage
◊ (3) movable bookcases, on casters
◊ (1) Flat file cabinet to store large papers/posters 42”wide x 36”high x 30”deep
◊ Sink cabinet 72”wide x 30” high x 26” deep
◊ Bookcases with doors flush below 16 LF whiteboards, and 16 LF sliding whiteboards with book shelving behind them. Book shelving must be deep enough for full size 3 ring binder storage.
◊ Storage cabinetry for technology and A/V equipment, with outlet connections integral in cabinet
◊ (2) lockable 4-drawer file cabinets
◊ Changing table

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ 4’ wide sliding magnetic whiteboards at face of storage cabinets at teaching wall, for a total of 16 LF
EDUCATIONAL SPECIFICATIONS
ELEMENARY SCHOOLS
FEBRUARY 2016
SPECIAL EDUCATION PRESCHOOL CLASSROOM

◊ 8 LF magnetic whiteboard on opposite or adjoining wall
◊ All walls tackable

M. SPECIAL LIGHTING REQUIREMENTS

◊ Adequate daylighting
◊ Direct/Indirect lighting, zoned to work with the natural daylight and the interactive display
◊ Occupancy sensor controlled Light fixtures with manual lighting control so teacher can over-ride

N. SURFACE FINISHES

◊ Carpeted floor with Hard surface floor adjacent to sink and cubby area, including entry to room continuous to corridor
◊ Tackable walls
◊ Smooth cleanable cabinetry
◊ Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

◊ Quiet heating/air conditioning, controllable by occupant (2 deg. +/- from set point local control)
◊ Consider tinted glazing for glare control
◊ Acoustical treatment and separation, walls minimum STC 52
◊ Operable Windows

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (16) stackable student chairs
◊ Student tables
◊ Teachers desk and Chair, assistant’s desk and 2 chairs
◊ (2) 4 - drawer file cabinets
◊ Flexible, long lasting furniture will be standard

Q. NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Blinds or roller shades for windows
◊ Interior relites for supervision from adjacent Special Education Preschool Office
A. NAME OF SPACE/FUNCTION AREA
   ◦ Special Education Preschool Storage

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 150 SF

C. CURRICULUM AREA FUNCTION
   ◦ Support Special Education Preschool Classroom with storage

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Storing of materials to support Special Education Preschool Classroom

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2-4) Staff

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Immediately adjacent to special education preschool classrooms (between them)

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Intercom/telephone
- Electrical and data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (18) LF of storage cabinets (84” high, 24” deep)
- (6) LF of base cabinets
- (6) LF of upper cabinets

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- N/A

M. SPECIAL LIGHTING REQUIREMENTS

- Basic requirements

N. SURFACE FINISHES

- Hard surface floor
- Painted walls
- Tackable wall
- Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

- Quiet heating/air conditioning

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- None

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- None.
A. NAME OF SPACE/FUNCTION AREA
   ◊ Special Education Preschool Office

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 100 SF

C. CURRICULUM AREA FUNCTION
   ◊ Provides a setting for teachers to work on confidential documents in a quiet setting.
   ◊ Secure storage for manipulatives and other resources for the preschool classrooms

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ See above

E. GENERAL ACTIVITIES
   ◊ Private conversations with parents, teachers, and service providers.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (2) teachers
   ◊ (2) visitor

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Direct access to Special Education Preschool Classrooms (between pairs of classrooms)
   ◊ Direct access to hallway

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Close to Kindergarten Classrooms
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- (2) computers
- (1) printer
- (2) telephone/intercom
- Electrical and computer/data outlets
- Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- Wardrobe with (2) individually locking wardrobe doors.
- (2) 3’ high x 3’ wide relocatable bookshelves.
- Built-in computer counter/desk with individual storage at each side.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- 4’ x 6’ whiteboard
- All tackable walls
- Movable corkboard for messages/ads/bulletins

M. SPECIAL LIGHTING REQUIREMENTS

- 50 foot candles lighting

N. SURFACE FINISHES

- Carpeted floor
- Tackable walls
- Smooth cleanable cabinetry
- Suspended acoustical ceiling panels

O. ENVIRONMENTAL REQUIREMENTS

- Relites to Special Education Preschool Classrooms
- Provide blinds on windows for privacy.
- Provide adequate ventilation.
- Acoustically isolated space
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (2) 4-drawer file cabinet
◊ (2) teacher’s chairs
◊ (2) adult stacking chairs

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None
A. NAME OF SPACE/FUNCTION AREA
   ◦ Special Education Preschool Restroom

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 120 SF

C. CURRICULUM AREA FUNCTION
   ◦ Toileting, hand washing for preschool students

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ See above.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   (2) Student
   (2) Teacher

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ None.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Immediately adjacent and between Special Education Preschool Classrooms.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Lavatory
◊ Young child size toilets
◊ Grab bars
◊ Mirror
◊ Floor drain
◊ Hot and cold water hose bib

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ 3’ wide tall cabinet with adjustable shelves and locking doors

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ N/A

M. SPECIAL LIGHTING REQUIREMENTS

◊ Basic requirements

N. SURFACE FINISHES

◊ Sheet resilient floor with integral cove base, or ceramic tile
◊ Washable Protective wall covering on walls, or ceramic tile
◊ Washable ceiling

O. ENVIRONMENTAL REQUIREMENTS

◊ Proper ventilation for odors

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ Adjustable folding changing table.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None.
A. NAME OF SPACE/FUNCTION AREA
   ◊ Resource Classroom

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 910 SF

C. CURRICULUM AREA FUNCTION
   ◊ Specialized instruction for grades 1 – 6.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ To deliver specialized education to elementary school children, focusing on academics

E. GENERAL ACTIVITIES
   ◊ Small group work, focusing on improving skills in multi-educational areas.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (12-14) students
   ◊ (2) adults

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ Small groups will meet together at the same time: up to (2-4) groups, up to (12-14) students total in a group.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ See below.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Central location in school preferable.
   ◊ Resource Room should be adjacent to and accessed from the corridor.
J. **SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE**

- Sink with Drinking Fountain
- Electrical and Computer/Data outlets on each wall
- Interactive Displays (adjustable height) on main teaching wall and opposite wall. Main Interactive Display must be centered in room.
- Sound/Voice Enhancement System with built in Speakers in ceiling
- Document Camera
- Integration between Teacher workstation and Interactive Displays
- Wireless Environment for all students/staff simultaneously
- Telephone/intercom on teacher desk
- Intercom/clock visible to entire room

K. **CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOBILE**

- (28) Individual Cubbies for student storage
- (14) shared storage compartments with (2) coat hooks each for student’s coats with provision to add shelves if student count is less than 28.
- Upper cabinet storage cabinets with doors above coat and cubby storage
- (3) movable bookcases, on casters
- (1) Flat file cabinet to store large papers/posters 42” wide x 36” high x 30” deep
- Sink cabinet 72” wide x 30” high x 26” deep
- Bookcases with doors flush below 16 LF whiteboards, and 16 LF sliding whiteboards with book shelving behind them. Book shelving must be deep enough for full size 3 ring binder storage.
- Storage cabinetry to house technology and A/V equipment, with outlet connections integral in cabinet
- (2) lockable 4-drawer file cabinets

L. **VISUAL DISPLAY EQUIPMENT/SURFACES**

- 4’ wide sliding magnetic whiteboards at face of storage cabinets at teaching wall, for a total of 16 LF
- 8 LF magnetic whiteboard on opposite or adjoining wall
- All walls tackable

M. **SPECIAL LIGHTING REQUIREMENTS**

- Adequate daylighting
- Direct/Indirect lighting, zoned to work with the natural daylight and the interactive display
- Occupancy sensor controlled Light fixtures with manual lighting control so teacher can over-ride
N. SURFACE FINISHES

◊ Carpeted floor with Hard surface floor adjacent to sink and cubby area, including entry to room continuous to corridor
◊ Tackable walls
◊ Smooth cleanable cabinetry
◊ Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

◊ Quiet heating/air conditioning, controllable by occupant (2 deg. +/- from set point local control)
◊ Consider tinted glazing for glare control
◊ Acoustical treatment and separation, walls minimum STC 52
◊ Operable Windows

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (2) kidney shaped tables
◊ (14) stackable chairs.
◊ (1) teacher’s desks with chairs, (2) adult chairs that roll
◊ (2) 4-drawer file cabinets.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Relites to Corridor.
◊ Blinds or roller shades for windows
A. **NAME OF SPACE/FUNCTION AREA**
   ◦ Support Center Special Education Classroom

B. **SIZE OF SPACE/FUNCTION AREA**
   ◦ Support Center Special Education Classroom ........................................... 910 SF

C. **CURRICULUM AREA FUNCTION**
   ◦ Academics
   ◦ Gross Motor Skills/fine motor skills
   ◦ Communication
   ◦ Functional Life Skills
   ◦ Behavior/social emotional-skills
   ◦ Daily living skills
   ◦ Pre-vocational/vocational skills

D. **EDUCATIONAL GOALS BY FUNCTION AREA**
   ◦ To address all developmental areas resulting in educational readiness: Academics, pre-academics, fine motor, gross motor, social-emotional, expressive and receptive communication.

E. **GENERAL ACTIVITIES**
   ◦ See Item C

F. **LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA**
   ◦ (12-14) students at desks/tables and chairs.

G. **SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA**
   ◦ N/A

H. **PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT**
   ◦ Adjacent Support Center Kitchenette
   ◦ Adjacent Support Center Quiet Room
   ◦ Adjacent Support Center Restroom
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Self contained special education classrooms should be near General Purpose Classrooms.
◊ Close proximity to bus drop-off area.

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Sink with Drinking Fountain
   Electrical and Computer/Data outlets on each wall
◊ Interactive Displays (adjustable height) on main teaching wall. Interactive Display must be centered in room.
◊ Sound/Voice Enhancement System with built in Speakers in ceiling
◊ Document Camera
◊ Integration between Teacher workstation and Interactive Displays
◊ Wireless Environment for all students/staff simultaneously
◊ Computers on carts
◊ Telephone/intercom on teacher desk
◊ Intercom/clock visible to entire room

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (12) Individual Cubbies for student storage
◊ (12) shared storage compartments with (2) coat hooks each for student’s coats and backpack.
◊ Upper cabinet storage cabinets with doors above coat and cubby storage
◊ (3) movable bookcases, on casters
◊ (1) Flat file cabinet to store large papers/posters 42” wide x 36” high x 30” deep
◊ Sink cabinet 72” wide x 30” high x 26” deep
◊ Bookcases with doors flush below 16 LF whiteboards, and 16 LF sliding whiteboards with book shelving behind them. Book shelving must be deep enough for full size 3 ring binder storage.
◊ Storage cabinetry for technology and A/V equipment, with outlet connections integral in cabinet
◊ (2) lockable 4-drawer file cabinets
◊ Changing table

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ 4’ wide sliding magnetic whiteboards at face of storage cabinets at teaching wall, for a total of 16 LF
◊ 8 LF magnetic whiteboard on opposite or adjoining wall
◊ All walls tackable
M. SURFACE FINISHES

◊ Carpeted floor with Hard surface floor adjacent to sink and cubby area, including entry to room continuous to corridor
◊ Tackable walls
◊ Smooth cleanable cabinetry
◊ Accessible acoustical ceiling

N. ENVIRONMENTAL REQUIREMENTS

◊ Quiet heating/air conditioning, controllable by occupant (2 deg. +/- from set point local control)
◊ Consider tinted glazing for glare control
◊ Acoustical treatment and separation, walls minimum STC 52
◊ Operable Windows

O. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (14) stackable student chairs
◊ (7) individual student rectangular desk/tables that can connect or be grouped together in multiple arrangement
◊ Teachers desk and Chair, assistant’s desk and 3 adult rolling chair
◊ (2) 4 - drawer file cabinets
◊ Flexible, long lasting furniture will be standard
◊ 2 kidney shaped tables
◊ 2 rectangular tables (2’x 4’)

P. NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Blinds or roller shades for windows
◊ Interior relites for supervision from adjacent Support Center Office
A. NAME OF SPACE/FUNCTION AREA
   ◊ Support Center Kitchenette

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 90 SF

C. CURRICULUM AREA FUNCTION
   ◊ Support the Support Center Classroom with kitchen equipment for hands on learning exercises that deal with life skills

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ See above

E. GENERAL ACTIVITIES
   ◊ Cooking, Washing, Folding, Life Skills Activities

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (3) Teaching Staff
   ◊ (4-6) Students

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Direct access to Support Center Classrooms (between pairs of classrooms)

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Intercom/telephone
- Electrical and data outlets
- Refrigerator
- Range with hood
- Dishwasher
- Washer/Dryer
- Kitchen sink

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (12) LF of base cabinets with space for appliances and sink
- (12) LF of upper cabinets

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- Tackable walls adjacent to doors to classrooms
- 4 x 4 magnetic whiteboard

M. SPECIAL LIGHTING REQUIREMENTS

- Basic requirements

N. SURFACE FINISHES

- Hard surface floor
- Painted walls
- Tackable walls
- Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

- Quiet heating/air conditioning
- Exhaust hood at range

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- None
Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- None.
A. NAME OF SPACE/FUNCTION AREA
   - Support Center Office

B. SIZE OF SPACE/FUNCTION AREA
   - 180 SF

C. CURRICULUM AREA FUNCTION
   - Provides a setting for teachers to work on confidential documents in a quiet setting.
   - Secure storage for resources for the support center classrooms

D. EDUCATIONAL GOALS BY FUNCTION AREA
   - See above

E. GENERAL ACTIVITIES
   - Private conversations with parents, teachers, and service providers.
   - Provides observation area into support center classrooms

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   - (2) teachers
   - (2) visitors

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   - N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   - Direct access to Support Center Classrooms (between pairs of classrooms)
   - Direct access to hallway

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   - Near General Purpose Classrooms
J. **SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE**

- (2) computers
- (1) printer
- (2) telephone/intercom
- Electrical and computer/data outlets
- Interactive Display

K. **CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE**

- Wardrobe with (2) individually locking wardrobe doors.
- (2) 3’ high x 3’ wide relocatable bookshelves.
- Built-in computer counter/desk with individual storage at each side.

L. **VISUAL DISPLAY EQUIPMENT/SURFACES**

- 4’ x 6’ whiteboard
- All tackable walls
- Movable corkboard for messages/ads/bulletins

M. **SPECIAL LIGHTING REQUIREMENTS**

- 50 foot candles lighting (dimmable)

N. **SURFACE FINISHES**

- Carpeted floor
- Tackable walls
- Smooth cleanable cabinetry
- Suspended acoustical ceiling panels

O. **ENVIRONMENTAL REQUIREMENTS**

- Relates to Support Center Classrooms
- Provide blinds on windows for privacy.
- Provide adequate ventilation.
- Acoustically isolated space equivalent to classroom punctilious
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (2) 4-drawer file cabinet
◊ (2) teacher’s chairs
◊ (2) adult stacking chairs

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None
A. NAME OF SPACE/FUNCTION AREA
   ◦ Support Center Quiet Room

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 40 SF

C. CURRICULUM AREA FUNCTION
   ◦ To provide a quiet safe therapeutic space for students to regain composure

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Student is able to regain composure after losing some control of their behavior
   ◦ To provide a quiet, safe and therapeutic space that promotes self-care and self-nurturance, resilience and recovery

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (1)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Adjacent to and accessed from the Support Center Classroom

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- No electrical outlets
- Door with magnetic lock engaged only by pressing a button on the wall adjacent the door.
- Vision window in door with one-way glass into room

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- None

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- None.

M. SPECIAL LIGHTING REQUIREMENTS

- Flush mounted fixtures with variable control

N. SURFACE FINISHES

- Resilient sheet floor with coved base.
- Hard cleanable walls
- Painted hard surface ceiling.

O. ENVIRONMENTAL REQUIREMENTS

- N/A

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- Door should open out so student cannot prevent it opening.
A. NAME OF SPACE/FUNCTION AREA
   ◊ Support Center Restroom

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 64 SF

C. CURRICULUM AREA FUNCTION
   ◊ Toileting, hand washing for Support Center students

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ See above.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   (1) Student
   (2) teacher

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ None.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Immediately adjacent to and directly accessible from Support Center Classroom.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Lavatory
◊ Standard size toilet
◊ Grab bars
◊ Mirror
◊ Robe Hook on back of door
◊ Floor drain
◊ Hot and cold water hose bib

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ 3’ wide tall cabinet with adjustable shelves and locking doors

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ N/A

M. SPECIAL LIGHTING REQUIREMENTS

◊ Basic requirements

N. SURFACE FINISHES

◊ Sheet resilient floor with integral cove base, or ceramic tile
◊ Washable Protective wall covering on walls, or ceramic tile
◊ Washable painted GWB ceiling

O. ENVIRONMENTAL REQUIREMENTS

◊ Proper ventilation for odors

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ Adjustable folding changing table.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None.
A. NAME OF SPACE/FUNCTION AREA
   ◦ ELL / Young Scholars / LAP / Title 1

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 910 SF

C. CURRICULUM AREA FUNCTION
   ◦ General Curriculum for 1st - 6th Grade

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ To deliver specific curriculum to students:
     ▪ ELL (English Language Learners)
     ▪ Young Scholars – highly capable students in grades K-2
     ▪ LAP (Learning Assistance Program) / Title 1 – reading, writing, and mathematics for struggling students

E. GENERAL ACTIVITIES
   ◦ Teaching/Learning Math, English, Reading,
   ◦ Open area on floor for student gathering
   ◦ Math wall in separate area from main teaching wall, need tackable surface, and magnetic white board.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (28) Students
   ◦ (2) to 4) teachers/assistants.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ Students sitting individually at desk/tables for group instruction
   ◦ Smaller groups of students, from (2) to (8), working together collaboratively at tables or in areas near presentation wall or media.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ See below
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Convenient to General Purpose Classrooms
◊ Convenient to Student and Staff Restrooms

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Sink with Drinking Fountain
◊ Double Doors between paired Classrooms
◊ Electrical and Computer/Data outlets on each wall
◊ Interactive Displays (adjustable height) on main teaching wall and opposite wall. Main Interactive Display must be centered in room.
◊ Sound/Voice Enhancement System with built in Speakers in ceiling
◊ Document Camera
◊ Integration between Teacher workstation and Interactive Displays
◊ Wireless Environment for all students/staff simultaneously
◊ Charging/Storage stations for computers
◊ Telephone/intercom on teacher desk
◊ Intercom/clock visible to entire room
◊ Retractable room divider curtain (mounted above ceiling) to divide the room into two equal spaces

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (28) Individual Cubbies for student storage
◊ (14) shared storage compartments with (2) coat hooks each for student’s coats with provision to add shelves if student count is less than 28.
◊ Upper cabinet storage cabinets with doors above coat and cubby storage
◊ (3) movable bookcases, on casters
◊ (1) Flat file cabinet to store large papers/posters 42” wide x 36” high x 30” deep
◊ Sink cabinet 72” wide x 30” high x 26” deep
◊ Bookcases with doors flush below 16 LF whiteboards, and 16 LF sliding whiteboards with book shelving behind them. Book shelving must be deep enough for full size 3 ring binder storage.
◊ Storage cabinetry to house technology and A/V equipment, with outlet connections integral in cabinet
◊ (2) lockable 4-drawer file cabinets

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ 4’ wide sliding magnetic whiteboards at face of storage cabinets at teaching wall, for a total of 16 LF
◊ 8 LF magnetic whiteboard on opposite or adjoining wall
◊ All walls tackable
M. SPECIAL LIGHTING REQUIREMENTS

- Adequate daylighting
- Direct/Indirect lighting, zoned to work with the natural daylight and the interactive display
- Occupancy sensor controlled Light fixtures with manual lighting control so teacher can over-ride

N. SURFACE FINISHES

- Carpeted floor with Hard surface floor adjacent to sink and cubby area, including entry to room continuous to corridor
- Tackable walls
- Smooth cleanable cabinetry
- Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

- Quiet heating/air conditioning, controllable by occupant (2 deg. +/- from set point local control)
- Consider tinted glazing for glare control
- Acoustical treatment and separation, walls minimum STC 52
- Operable Windows

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (28) individual student rectangular desk/tables that can connect or be grouped together in multiple arrangements
- (28) stackable student chairs
- Teachers desk and Chair, assistant’s desk and chair
- (2) rectangular tables
- (2) 4 - drawer file cabinets
- Flexible, long lasting furniture will be standard

Q. NOT APPROPRIATE IN CATEGORIES ABOVE

- Blinds or roller shades for windows
A. NAME OF SPACE/FUNCTION AREA
   ◊ OT/PT

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 350 SF

C. CURRICULUM AREA FUNCTION
   ◊ Provide support services and therapy to students with motor, perceptual, and sensory delays

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ See above

E. GENERAL ACTIVITIES
   ◊ Meet with parents
   ◊ Stretching/range of motion
   ◊ Wheelchair transition
   ◊ Swing
   ◊ Desktop
   ◊ Gross motor activities
   ◊ Fine motor activities
   ◊ Sensory-motor activities

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (3) students, (1) to (3) teachers.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ See above

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ See below.
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Near restrooms
   ◦ Near General Purpose Classrooms

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES EACH SPACE
   ◦ Wall with mirror
   ◦ Mat table with curtain to enclose table
   ◦ Ceiling hooks to attach swings to overhead beam
   ◦ Sink
   ◦ Intercom/phone
   ◦ Interactive Display (adjustable height)

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ Storage for materials and large therapy equipment
   ◦ Four tall cabinets, one open
   ◦ 9 LF counter space with sink
   ◦ 9 LF upper cabinets

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ (2) 4’ x 8’ whiteboard.
   ◦ All walls tackable.

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ Dimmable lights.
   ◦ Lighting to meet minimum requirements.
   ◦ Switch lighting at front of room, separate from balance of room.

N. SURFACE FINISHES
   ◦ Hard surface floor.
   ◦ Tackable walls
   ◦ Smooth cleanable cabinetry.
   ◦ Accessable acoustical ceiling.
O. ENVIRONMENTAL REQUIREMENTS

◊ Excellent air circulation, ventilation, air conditioning.
◊ Visual relief with windows to adjacent spaces(s), with blinds.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ Teacher’s desk station
◊ (1) teacher’s chair
◊ Locking file cabinet.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None.
Music
EDUCATIONAL SPECIFICATIONS
Elementary Schools
February 2016
MUSIC CLASSROOMS

A. NAME OF SPACE/FUNCTION AREA
   ◦ Music Classroom

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 950 SF

C. CURRICULUM AREA FUNCTION
   ◦ General music

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ To teach general study of music and proper singing posture.
   ◦ To teach movement and dancing in groups and individually.
   ◦ To teach use of instruments.

E. GENERAL ACTIVITIES
   ◦ Singing, dancing/movement, playing of instruments.
   ◦ Instrument area at one side of room.
   ◦ Seating area in two rows of (15) each; the length of the room.
   ◦ Movement space to one side or in front of chairs. (Movement space could overlap into seating area.)

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (36)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ Large group rehearsals could accommodate (60) to (90) students.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Adjacent to Stage/Community Room.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Central location in building.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Electrical outlets spaced around room.
- Intercom/telephone.
- Computer/data outlets around perimeter of room
- Area for piano (upright).
- Stereo sound system with speakers mounted on wall on brackets; wiring built in.
- Sink in counter with drinking fountain.
- (1) teacher’s computer.
- (1) printer.
- Interactive Display (adjustable height)

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (20) LF of tall lockable music instrument storage cabinets (84"H x 24"D).
- (3) LF of tall lockable teacher/resource storage cabinets (84"H x 24"D).
- (6) LF of non-pitched percussion instrument storage.
- Large posterboard storage with drawers (42"W x 36"H x 30"D).
- Sheet music storage, (3) LF of lockable tall storage (84"H x 36"W x 16"D).
- (9) LF of countertop with uppers above, storage below for choir music and teaching material (12'L x 36"H x 24"D).
- Sink cabinet (30"H x 36"W x 24"D).
- Corner DVD/stereo system AV cabinet.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- (3) 4 x 8 whiteboards at front of room, (1) 4 x 8 with permanent staff lines, that can slide horizontally in front of other (2) boards.
- All tackable walls.

M. SPECIAL LIGHTING REQUIREMENTS

- Adequate daylighting.
- Electric light switching to allow for adjustable lighting levels
- Lighting to meet or exceed minimum requirements.
- Occupancy sensor controlled lighting.

N. SURFACE FINISHES

- Carpeted floor with inlaid circle large enough for whole class with Hard surface floor adjacent to sink.
- Tackable walls.
- Smooth cleanable cabinetry.
- Accessable acoustical ceiling.
O. ENVIRONMENTAL REQUIREMENTS

◊ Blinds at all windows.
◊ Quiet heating/air conditioning with individual control.
◊ Acoustically isolated from adjacent spaces both in the wall and ceiling.
◊ Design room acoustically to accommodate music program.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (3) small tables for instrument playing.
◊ (1) teacher desk and chair.
◊ (1) computer table.
◊ Flip form risers (flat or raised)

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None.
EDUCATIONAL SPECIFICATIONS
ELEMENTARY SCHOOLS
STAGE/COMMUNITY ROOM

A. NAME OF SPACE/FUNCTION AREA
   ◊ Stage / Community Room

B. SIZE OF SPACE/FUNCTION AREA
   ◊ Stage / Community Room ................................................................. 950 SF
   ◊ Stage apron beyond operable partition wall *................................. 150 SF
   * Part of Commons SF

C. CURRICULUM AREA FUNCTION
   ◊ Band/Orchestra performance practice.
   ◊ PTA/Community function meeting space.
   ◊ Art and Science "messy" projects.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ Performance and practice area for musicals/plays, speakers, dances, etc.
   ◊ Various community use functions, from hospitality to project oriented instruction.
   ◊ Art/Science/Cooking projects.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ Up to (60), including steps.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ See above.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Adjacent Music Rooms.
   ◊ Adjacent to stage storage.
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◦ Central location in school.
◦ Adjacent to Commons (along long wall).
◦ Community use access, zoned separately from rest of building.
◦ Near kitchen.

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◦ Backdrop curtain 3’-6” off of back wall (adequate to hide anything on wall).
◦ Interactive Display (adjustable height)
◦ Intercom/phone.
◦ Computer/data outlets.
◦ Stage to be 24”H, (4) risers, 6”H each at front of stage, each tread to be wide enough to function as a performance riser 18”W. Riser configuration to accommodate choral performances.
◦ Electrical outlets, microphone jacks at sides of steps of stage front and side and back walls.
◦ Control panel at back of stage, and back of Commons for sound system (if not wireless).
◦ Sound system and monitors to face performers.
◦ Ample microphone outlets.
◦ Easily adjustable stage lighting.
◦ Stage lighting controls on both sides of Commons.
◦ Lighting controls to room at back of stage near entries.
◦ Hanging microphones on stage.
◦ Kitchenette area to include:
  ▪ Refrigerator
  ▪ Dishwasher
  ▪ Microwave
  ▪ Sink (kitchen type, double compartment)
  ▪ Range with oven

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◦ Kitchen supply storage.
  ▪ (16) LF base counter
  ▪ (16) LF upper storage.
◦ Corner AV cabinet.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◦ Tackable walls.
◦ (3) 4’ x 4’ whiteboards, integral with folding wall, (1) with music staff lines built in.
M. SPECIAL LIGHTING REQUIREMENTS.

- Stage lighting
- Adequate overhead lighting separate from stage lighting.

N. SURFACE FINISHES

- Hard surface
- Tackable walls.
- Hard surface ceiling: painted gypsum wallboard.
- Hard surfaces for best acoustics.

O. ENVIRONMENTAL REQUIREMENTS

- Adequate ventilation for exhaust of Kitchenette area.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- Front curtain.
- Backdrop curtain.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- Wide, open front of stage with steps, steps deep enough to stand on comfortably.
- Operable partition at front of stage, STC 53.
- Ramp access to back of stage.
- Front of stage apron extends into Commons.
- (2) entrances, one on each side.
A. NAME OF SPACE/FUNCTION AREA
   ○ Stage Storage

B. SIZE OF SPACE/FUNCTION AREA
   ○ 250 SF

C. CURRICULUM AREA FUNCTION
   ○ Support stage function through storage of equipment.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ○ N/A

E. GENERAL ACTIVITIES
   ○ Storage of stage equipment, microphones, CD players, piano, band/orchestra chairs and stands when not in use.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ○ (1) to (2)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ○ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ○ Adjacent to stage.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ○ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Electrical outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (6) LF of tall storage for props, microphones, etc. (84”H x 24”D).
◊ Storage of flats.
◊ Storage of risers.
◊ Storage of piano.
◊ Storage of chairs and stands.
◊ Storage of (4) cafeteria-style folding tables.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ None.

M. SPECIAL LIGHTING REQUIREMENTS

◊ Minimum overhead lighting requirements.

N. SURFACE FINISHES

◊ Hard surface floor.
◊ Painted gypsum wallboard walls.
◊ Smooth cleanable cabinetry.
◊ Accessable acoustical ceiling.

O. ENVIRONMENTAL REQUIREMENTS

◊ Temperature controlled area, no extremes in temperature.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Piano and risers must be easily moved in and out (double doors).
A. NAME OF SPACE/FUNCTION AREA
   ◦ Music Instrument Storage

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 150 SF at 30 Homeroom Classroom Model
   ◦ 180 SF at 44 Homeroom Classroom Model

C. CURRICULUM AREA FUNCTION
   ◦ Storage of music instruments used by band and orchestra students (taught at secondary schools)

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Storage and retrieval of music instruments.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (4)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ See above.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ N/A

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Near bus loop.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Electrical outlets.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ Music instrument storage cabinets (Wenger type, with hasps for padlocks).

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ None

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ None.

N. SURFACE FINISHES
   ◦ VCT floor.
   ◦ Accessable acoustical ceiling.
   ◦ Painted walls.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ None.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◦ None.
Library
A. **NAME OF SPACE/FUNCTION AREA**
   ◦ Book Stack Area, Display Space

B. **SIZE OF SPACE/FUNCTION AREA**
   ◦ 660 SF at 30 Homeroom Classroom Model
   ◦ 990 SF at 44 Homeroom Classroom Model

C. **CURRICULUM AREA FUNCTION**
   ◦ Housing of library books and learning resource materials.
     ▪ Fiction
     ▪ Non-fiction
     ▪ Picture Books
     ▪ Biography
     ▪ Reference
     ▪ Professional development
   ◦ Student display.

D. **EDUCATIONAL GOALS BY FUNCTION AREA**
   ◦ To support the students’ pursuit of reading and curriculum study.
   ◦ Professional development

E. **GENERAL ACTIVITIES**
   ◦ Display and handling of library media.
   ◦ Storage of professional media.

F. **LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA**
   ◦ (30)

G. **SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA**
   ◦ Varies.

H. **PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT**
   ◦ Visual supervision of this area from circulation desk, and librarian office.
EDUCATIONAL SPECIFICATIONS
Elementary Schools

LIBRARY: BOOK STACKS, DISPLAY AREA

◊ Adjacent to search stations.
◊ Separate professional library/media storage.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Central location in school.

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Electric outlets throughout area.
◊ Computer/data outlets throughout area.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ Storage of 13,000 volumes, averaging ½” thick. (Average of 22 volumes per lineal foot.)
◊ Approximately 30% of this storage should be movable, 39” high, 36” long, double-sided. The balance of the volume storage should be built in perimeter, 6’0” tall.
◊ Anchor all built-in shelving to walls.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ All walls tackable.
◊ Interior of display cases tackable.
◊ (12) LF of display cases with glass shelves, lockable.

M. SPECIAL LIGHTING REQUIREMENTS

◊ 50 foot candles lighting.
◊ Lighting in display case.

N. SURFACE FINISHES

◊ Carpeted floor.
◊ Tackable walls.
◊ Suspended acoustical ceiling tiles.
◊ Smooth cleanable cabinetry.

O. ENVIRONMENTAL REQUIREMENTS

◊ Abundant daylight.
◊ Views to corridor/adjacent spaces.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◦ None.
A. **NAME OF SPACE/FUNCTION AREA**
   ◦ Teaching Area

B. **SIZE OF SPACE/FUNCTION AREA**
   ◦ 800 SF

C. **CURRICULUM AREA FUNCTION**
   ◦ To deliver elementary education curriculum.

D. **EDUCATIONAL GOALS BY FUNCTION AREA**
   ◦ Instruction of information skills and resources.

E. **GENERAL ACTIVITIES**
   ◦ Classroom instruction type activities.
   ◦ Reading.

F. **LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA**
   ◦ (35) Students and (1-2) instructors.

G. **SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA**
   ◦ See above.

H. **PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT**
   ◦ In quiet section of library.
   ◦ Not near main entry or circulation desk (visible from circulation desk).
   ◦ Visibility of main entry.

I. **PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS**
   ◦ Central location in school.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Interactive Display (adjustable height)
◊ Electrical outlets
◊ Computer/data outlets
◊ Speakers in ceiling

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (1) Corner A/V/instruction material cabinet.
◊ Extend book stack area into this space as required.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ All walls tackable.
◊ 4’x8” whiteboard.

M. SPECIAL LIGHTING REQUIREMENTS

◊ 50 foot candles lighting.
◊ 75 foot candles at task lighting.
◊ Lighting control separate from other areas.

N. SURFACE FINISHES

◊ Carpeted floor.
◊ Tackable walls.
◊ Accessable acoustical ceiling.
◊ Smooth cleanable cabinetry.

O. ENVIRONMENTAL REQUIREMENTS

◊ Adequate ventilation.
◊ Natural light with blinds.
◊ Varying light levels required.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (36) Student chairs.
◊ (1) to (2) teacher’s chairs
◊ (9) tables to accommodate (4)
○ (1) Computer table.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

○ Clear sight lines for all seated to the Interactive Display.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Story/Reading Area, Soft Seating Area

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 300 SF

C. CURRICULUM AREA FUNCTION
   ◦ Gathering of student groups for group instruction, reading.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ See above.

E. GENERAL ACTIVITIES
   ◦ Group instruction or storytelling.
   ◦ Individual reading at soft seating area.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (30) Students and (1) to (2) instructors at storytelling area.
   ◦ (4) to (5) students at soft seating area.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ See above.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Visual supervision of this area from circulation desk.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Central location in school.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◦ (2) Interactive Displays (adjustable height)
◦ Electrical outlets
◦ Computer/data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOovable

◦ (3) LF of bookshelves for storage of lesson supplies (movable).

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◦ All walls tackable
◦ (2) 4’x4’ whiteboards

M. SPECIAL LIGHTING REQUIREMENTS

◦ 50 foot candles lighting.

N. SURFACE FINISHES

◦ Carpeted floor
◦ Tackable walls.
◦ Accessable acoustical ceiling
◦ Smooth cleanable cabinetry

O. ENVIRONMENTAL REQUIREMENTS

◦ Ample natural light
◦ Welcoming atmosphere.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◦ Instructor’s chair.
◦ Comfortable seating.
◦ Built-in risers

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◦ Risers to comfortably accommodate (30) students. Risers should have ample depth so
students can sit and have room for their feet without interrupting person below. Riser step design to accommodate ledge for feet separate from seating area
A. NAME OF SPACE/FUNCTION AREA
   ◊ Study / Search Stations

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 300 SF

C. CURRICULUM AREA FUNCTION
   ◊ Electronic search for library resource materials.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ To assist students in pursuit of information, curriculum.

E. GENERAL ACTIVITIES
   ◊ The display and handling of library reference material.
   ◊ Standing and seated computer stations where students can search for resource material and printouts.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (2) at reference tables.
   ◊ (4) at standing search stations.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◊ See above.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Visual supervision of this area from circulation desk and librarian’s office.
   ◊ Seated search stations near circulation desk.
   ◊ Standing search stations dispersed throughout the library.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Central location in school.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Electrical outlets.
◊ Computer/data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ N/A

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ N/A.

M. SPECIAL LIGHTING REQUIREMENTS

◊ 50 foot candles lighting.

N. SURFACE FINISHES

◊ Carpeted floor.
◊ Tackable walls.
◊ Accessible acoustical ceiling.
◊ Smooth cleanable cabinetry.

O. ENVIRONMENTAL REQUIREMENTS

◊ Daylight (windows or skylights).
◊ Views to adjacent spaces.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (4) standing computer search station kiosks
◊ (1) table for (2) seated computer search stations on table
◊ (2) chairs.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Circulation Desk

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 120 SF

C. CURRICULUM AREA FUNCTION
   ◦ To control materials coming and going to the library.
   ◦ Reference station for assisting students.
   ◦ Inventory control.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ To help students understand and use the library.

E. GENERAL ACTIVITIES
   ◦ The handling of library media materials and reference materials.
   ◦ Processing both incoming and outgoing material.
   ◦ Clerical functions.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2) to (3) working at counter.
   ◦ Space for (10) to (12) students to line up.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◦ See above.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Control library entrance visually.
   ◦ Location to efficiently serve users in library.
   ◦ Adjacent/convenient to librarian office/workroom.
   ◦ Must be able to visually supervise entire library from circulation desk.
   ◦ Book drop with movable cart at hallway wall to be near circulation desk.
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Centrally located within school.

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ (2) computer stations
   ◦ Intercom/telephone
   ◦ Printer
   ◦ Barcode scanning
   ◦ Power outlets
   ◦ Data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ Countertop to accommodate (2) workstations.
   ◦ Under-counter protection of computer connections, cords.
   ◦ (4) LF of forms, supplies storage.
   ◦ (2) file drawers
   ◦ (4) LF of stand-up height (42”H), (12) LF of 30”H counter.
   ◦ Protection of cords from students at back of computers on tables and counters.

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ Tackable surfaces at work stations for notices, etc.
   ◦ All walls adjacent to be tackable.

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ 50 foot candle lighting.
   ◦ Task lighting to 75 foot candles.
   ◦ Lighting to highlight/emphasize this area.

N. SURFACE FINISHES
   ◦ Carpeted floor.
   ◦ Tackable walls.
   ◦ Accessable acoustical ceiling.
   ◦ Smooth cleanable cabinetry.
O. ENVIRONMENTAL REQUIREMENTS

◊ Natural lighting.
◊ Views to corridor.
◊ Adequate ventilation.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (2) Secretarial chairs.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Design should promote a smooth traffic flow of materials and students at checkout and book return.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Librarian’s Office / Workroom

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 260 SF

C. CURRICULUM AREA FUNCTION
   ◦ To support library/media materials handling and instruction.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Management and ordering of library/technology media.
   ◦ Office area of librarian/technology center.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2) to (3)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◦ See above.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Immediately adjacent to circulation desk.
   ◦ Visual supervision of all library areas.
   ◦ Relites into Library at workspace desk

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Central location in school.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- (1) intercom/telephone
- (1) computer
- (1) copy machine
- Electrical and data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (1) sink
- (1) locking wardrobe cabinet
- (5) LF desk work space
- (12) LF of base cabinet with countertop (sink) work space (lockable) (stand up height).
- (12) LF of upper cabinets (lockable)
- (4) LF poster storage drawers
- Vertical slots for oversize poster storage
- (6) LF of open book shelving
- Lateral file cabinet

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- All walls tackable

M. SPECIAL LIGHTING REQUIREMENTS

- 50 foot candles lighting
- Task lighting to 75 foot candles

N. SURFACE FINISHES

- Carpeted floor.
- Tackable walls.
- Accessable acoustical ceiling.
- Smooth cleanable cabinetry.

O. ENVIRONMENTAL REQUIREMENTS

- Adequate ventilation.
- Visual connection to all spaces with library.
P.  FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (2) large 4-drawer file cabinets
- (2) book carts
- (1) Encyclopedia cart
- (1) chair
- (2) side chairs
- (1) desk (if not built-in)
- Lateral file cabinet

Q.  OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- None.
Physical Education
A. NAME OF SPACE/FUNCTION AREA

◊ Gymnasium

B. SIZE OF SPACE/FUNCTION AREA

◊ 6,080 SF (64’x95’)

C. CURRICULUM AREA FUNCTION

◊ Physical Education, Intramural Athletics, Assemblies, Community Use.

D. EDUCATIONAL GOALS BY FUNCTION AREA

◊ See above.

E. GENERAL ACTIVITIES

◊ Basketball, volleyball, floor hockey, gymnastics, jump rope, cooperative games, general movement activities, assemblies, community use.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA

◊ (750) for assemblies.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA

◊ (30) to (60), (30) on each side of dividable space.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT

◊ Adjacent to P.E Office.
◊ Adjacent to P.E. Storage.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Adjacent to Commons with operable partition between (along long wall), STC 53.
◊ Central location in school.
◊ Near kitchen.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Accommodate sound system with built-in speakers.
◊ (6) Basketball hoops, (1) court end-to-end, (2) courts across; adjustable height 8’ – 10’ white backboards; be able to swing to wall or ceiling.
◊ Aluminum volleyball standards with floor inserts for main court and side courts, adjustable height nets.
◊ Basketball/volleyball game lines, include side courts, include 3-point line.
◊ Removable wall mats behind baskets.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ Retractable bleachers on wall opposite operable partition to accommodate 160.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ (1) 4’ x 6’ tackboard near P.E. Office.
◊ (1) 4’ x 6’ whiteboard near P.E. Office.
◊ Consideration for tackable surfaces.

M. SPECIAL LIGHTING REQUIREMENTS

◊ N/A

N. SURFACE FINISHES

◊ Resilient floor with integral game lines.
◊ Hard, durable walls, painted.
◊ Exposed roof structure.
◊ Exposed ductwork.

O. ENVIRONMENTAL REQUIREMENTS

◊ Natural light through high windows/panels, with blackout curtains.
◊ Acoustics need to be carefully considered in this large open space.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ N/A
Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- Durable, hard surface walls to rebound balls.
- Drinking fountain outside of Gymnasium area.
- Gym divider curtain.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Sound Equipment

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 100 SF

C. CURRICULUM AREA FUNCTION
   ◦ Space for sound equipment serving the Gymnasium, Commons, and Stage.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Providing music and amplified sound for PE activities, assemblies and stage productions

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (1)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Adjacent to Gymnasium.
   ◦ Near Commons

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Electrical and data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ Racks for Sound Equipment

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ None.

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ Minimum overhead lighting requirements.

N. SURFACE FINISHES
   ◦ Concrete floor.
   ◦ Painted gypsum wallboard or CMU walls.
   ◦ Suspended acoustical tile ceiling.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ Good ventilation of space to remove any heat generated by equipment

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◦ None
A. NAME OF SPACE/FUNCTION AREA
   ◦ P.E. Office

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 120 SF

C. CURRICULUM AREA FUNCTION
   ◦ To support physical education.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Lesson preparation/work space.
   ◦ Storage of files, books, teaching materials.
   ◦ Personal storage space.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2) or (3)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Adjacent to Gymnasium, with relites to Gymnasium.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Electrical and data outlets.
◊ (1) computer
◊ (1) telephone/intercom.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE:
FIXED / MOVABLE

◊ Lockable wardrobe.
◊ (3) LF of bookshelves, tall.
◊ Desk with (2) file drawers.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ All walls tackable.

M. SPECIAL LIGHTING REQUIREMENTS

◊ Overhead lighting to meet minimum lighting requirements.
◊ Task lighting at desk area.

N. SURFACE FINISHES

◊ Hard surface floor.
◊ Tackable walls.
◊ Smooth cleanable cabinetry.
◊ Accessable acoustical ceiling

O. ENVIRONMENTAL REQUIREMENTS

◊ Natural light if possible.
◊ Adequate heating/air conditioning/ventilation.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (1) 4-drawer file cabinet.
◊ (1) Desk.
◊ (1) Chair.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
None.
A. NAME OF SPACE/FUNCTION AREA
   ◦ P.E. Storage

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 250 SF

C. CURRICULUM AREA FUNCTION
   ◦ Storage of P.E. equipment

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Storing and retrieving P.E. equipment.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2) to (3)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Adjacent to Gymnasium.
   ◦ Easy access to playground.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ None.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Electrical outlets, (1) above bin storage counter.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ Adjustable shelving, 7’ tall, with lips (20) LF, 24” deep.
   ◦ Rolling bins which can be stored under a portion of the tall adjustable shelving, approximately (10) LF clear floor, bins no larger than doors to room.
   ◦ Pegs attached to wall for jump rope storage.
   ◦ Storage for volleyball standards
   ◦ Hula hoop storage.
   ◦ Mobile hockey stick storage with bins for balls below.

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ None.

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ Impact-resistant light fixtures.

N. SURFACE FINISHES
   ◦ Hard surface floor.
   ◦ Walls painted gypsum wallboard.
   ◦ Smooth cleanable cabinetry.
   ◦ Durable finishes, able to take abuse.
   ◦ No ceiling – open to structure.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ Tall ceilings.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
Double doors to room.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Recess Storage

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 100 SF

C. CURRICULUM AREA FUNCTION
   ◦ Storage of recess equipment.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Storing and retrieving recess equipment

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2) to 3)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Adjacent to Gymnasium.
   ◦ Near covered play areas and outdoor play areas

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Electrical outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ Adjustable shelving
◊ Rolling bins for ball storage
◊ Pegs attached to wall for hula hoops and jump ropes
◊ Space for adult supervisor’s raincoats and vests

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ None.

M. SPECIAL LIGHTING REQUIREMENTS

◊ Minimum overhead lighting requirements.

N. SURFACE FINISHES

◊ Concrete floor.
◊ Painted gypsum wallboard or CMU walls.
◊ Smooth cleanable cabinetry.
◊ Exposed structure ceiling.

O. ENVIRONMENTAL REQUIREMENTS

◊ N/A

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None
Food Service
A. NAME OF SPACE/FUNCTION AREA
   ◦ Kitchen

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 720 SF at 30 Homeroom Classroom Model
   ◦ 1,080 SF at 44 Homeroom Classroom Model

C. CURRICULUM AREA FUNCTION
   ◦ N/A

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Production/serving of food to elementary school children.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (4) to (5)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ See above

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Adjacent to cooler/freezer.
   ◦ Adjacent to serving area.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Central location.
   ◦ Accessible and adjacent to service yard/garbage bins.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Single convection ovens.
- (3) compartment pot sink.
- Commercial type dishwasher.
- Walk-in Freezer/Cooler with storage racks:
  - Approximately 80 SF at 30 Homeroom Classroom Model
  - Approximately 120 SF at 44 Homeroom Classroom Model
- Sink with hose type faucet for dirty dishes.
- Hand wash sink.
- Intercom/telephone.
- Data and power outlets located in various areas
- 2 Computers.
- Salad bar and Condiment stations.
- Prep Table
- 2-4 well steam tables

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (3) LF tall storage with doors.
- Stainless steel work surfaces with shelves and lockable drawers.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- (1) Tackboard for notices

M. SPECIAL LIGHTING REQUIREMENTS

- Adequate lighting.

N. SURFACE FINISHES

- FRP walls.
- Nonskid sheet vinyl floors and base.
- Washable accessable acoustical ceiling.

O. ENVIRONMENTAL REQUIREMENTS

- Exhaust hoods above dishwasher and oven.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- Mobile computer workstation.
- Food service carts.
- (2) Milk Coolers
- (2) Salad bars
- (2) condiment bars
- (4) transports

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- Vision panels in doors.
A. **NAME OF SPACE/FUNCTION AREA**
   ◦ Kitchen Serving Area

B. **SIZE OF SPACE/FUNCTION AREA**
   ◦ 500 SF at 30 Homeroom Classroom Model
   ◦ 750 SF at 44 Homeroom Classroom Model

C. **CURRICULUM AREA FUNCTION**
   ◦ N/A

D. **EDUCATIONAL GOALS BY FUNCTION AREA**
   ◦ N/A

E. **GENERAL ACTIVITIES**
   ◦ Serving of food to elementary age children.
   ◦ Point of sale stations

F. **LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA**
   ◦ (602 to 1,080) in shifts. (2) Separate service lines.

G. **SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA**
   ◦ See above

H. **PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT**
   ◦ Adjacent to Kitchen.
   ◦ Traffic flow is essential, in to and out of this area.
   ◦ Adjacent/integral with accessible corridor.

I. **PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS**
   ◦ Central location in school.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Electrical outlets in various locations for optional serving stations.
- Computer/data outlets in various locations for optional serving stations.
- Cash registers

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (2) Movable condiment bars.
- (2) Salad Bars
- (2) Milk Coolers

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- All walls tackable.

M. SPECIAL LIGHTING REQUIREMENTS

- Lighting to meet minimum requirements.
- Increased intensity of light at condiment area, cash register.

N. SURFACE FINISHES

- Hard surface floor –color coding for queuing matched with signage.
- Tackable walls.
- Accessable acoustical ceiling.

O. ENVIRONMENTAL REQUIREMENTS

- Durable, washable finishes.
- Natural light.
- Excellent ventilation.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- Salad cart(s).
- Milk cooler(s)
- Cash register/desk(s)
- Chair(s)
- (4) Hot cart(s)
- 2-4 well steam tables
- Large central prep table
Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Commons

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 3,650 SF at 30 Homeroom Classroom Model
   ◦ 5,400 SF at 44 Homeroom Classroom Model

C. CURRICULUM AREA FUNCTION
   ◦ Food Service
   ◦ Extension of Gymnasium

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Food service
   ◦ Physical Education
   ◦ Assemblies and Audience space for Stage performances
   ◦ Student gatherings
   ◦ Events

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (30) to (60) when used for Physical Education

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◦ Up to 250 students eating lunch.(30 Homeroom Classroom Model)
   ◦ Up to 360 students eating lunch (44 Homeroom Classroom Model)

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Adjacent to Gymnasium (with operable partition between)
   ◦ Adjacent to Kitchen serving area
   ◦ Adjacent to table/chair storage.
   ◦ Adjacent to stage (with operable partition between).
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Central location near Main Entry and Main Office
   ◦ Accessible and adjacent to Outdoor Student Gathering
   ◦ Near custodial closet
   ◦ Near restrooms

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Accommodate sound system with built-in speakers.
   ◦ Stage lighting.
   ◦ Electrically operated projection screen.
   ◦ Switch lighting near stage separately from rest of Commons, in rows parallel to Stage opening.
   ◦ Careful attention needs to be paid to location of microphone jacks; no jacks at the center of the steps.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ Built-in risers at stage opening configured to accommodate choral performances.

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ N/A

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ Zone/switch lighting in rows parallel to front of stage, so the back row(s) can be turned off.

N. SURFACE FINISHES
   ◦ Resilient floor
   ◦ Hard, durable walls, painted.
   ◦ Exposed roof structure.
   ◦ Exposed ductwork.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ Natural light through high windows/panels, with blackout curtains.
   ◦ Acoustics need to be carefully considered in this large open space.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (22) Folding rectangular tables with benches at 30 Homeroom Classroom Model.
- (30) Folding rectangular tables with benches at 44 Homeroom Classroom Model.
- Tray return carts

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- N/A
A. **NAME OF SPACE/FUNCTION AREA**
   ◦ Table/Chair Storage

B. **SIZE OF SPACE/FUNCTION AREA**
   ◦ 400 SF at 30 Homeroom Classroom Model
   ◦ 600 SF at 44 Homeroom Classroom Model

C. **CURRICULUM AREA FUNCTION**
   ◦ N/A

D. **EDUCATIONAL GOALS BY FUNCTION AREA**
   ◦ N/A

E. **GENERAL ACTIVITIES**
   ◦ Storage of tables/chairs.

F. **LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA**
   ◦ (4) to (5)

G. **SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA**
   ◦ N/A

H. **PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT**
   ◦ Adjacent to Commons.

I. **PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS**
   ◦ Central location in school.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Space to accommodate:
  - (500) chairs on storage racks at 30 Homeroom Classroom Model
  - (675) chairs on storage racks at 44 Homeroom Classroom Model

- Space to accommodate:
  - (22) large rectangular folding tables at 30 Homeroom Classroom Model
  - (30) large rectangular folding tables at 44 Homeroom Classroom Model

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- None.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- None.

M. SPECIAL LIGHTING REQUIREMENTS

- Minimum lighting requirements.

N. SURFACE FINISHES

- Durable abuse-resistant finishes.
- Hard surface floor.
- MDO plywood wainscot up to 7'-0" high on all walls.
- Accessable acoustical ceiling.

O. ENVIRONMENTAL REQUIREMENTS

- Adequate ventilation

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- Chair storage racks.
- Table storage racks.
- Risers

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
Access to be (2) pairs of oversized double doors.
Room functions best if shaped long and rectangular.
Administration / Student Services
**EDUCATIONAL SPECIFICATIONS**
**Elementary Schools**

**February 2016**

**WAITING AREA**

A. **NAME OF SPACE/FUNCTION AREA**
   ◦ Waiting Area

B. **SIZE OF SPACE/FUNCTION AREA**
   ◦ 240 SF at 30 Homeroom Classroom Model
   ◦ 360 SF at 44 Homeroom Classroom Model

C. **CURRICULUM AREA FUNCTION**
   ◦ Waiting area for public, parents, students and visitors.

D. **EDUCATIONAL GOALS BY FUNCTION AREA**
   ◦ N/A

E. **GENERAL ACTIVITIES**
   ◦ Waiting, both seated and standing.
   ◦ Filling our forms.

F. **LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA**
   ◦ (6) to (8)

G. **SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA**
   ◦ (7) comfortable chairs
   ◦ (2) to (4) standing.

H. **PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT**
   ◦ Adjacent to reception area.
   ◦ Adjacent to secretarial area.
   ◦ Near restroom

I. **PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS**
   ◦ Near main entry to school; identifiable from front door.
WAITING AREA

◊ Relites between waiting area and hallway.
◊ Main office should have clear, simple access through waiting area to lobby.

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ (2) data outlets at forms counter.
◊ Power outlets on all walls.
◊ Display case lighting.
◊ Phone/intercom jack.
◊ Clock speaker in logical, visible location.
◊ Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ Reception counter (see Reception Area).
◊ 30"H counter with knee space for (2) to (4) people to fill out paperwork (with computer/data jacks), away from reception counter.
◊ (2) 16-slot brochure and flyer rack (clear acrylic).
◊ Visitor badge storage (drawer, or on wall).
◊ Visitor sign-in counter at stand-up height.
◊ 2-drawer volunteer file cabinet.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ Parent/visitor pamphlet display area; attach to wall (so not messy on table).
◊ All walls tackable.

M. SPECIAL LIGHTING REQUIREMENTS

◊ Adequate lighting required for filling out forms. 50 foot candles minimum
◊ Natural light through windows or skylights.

N. SURFACE FINISHES

◊ Carpeted floor.
◊ Plastic laminate or wood exposed cabinetry.
◊ Suspended acoustical ceiling panels.
◊ Walls to be tackable.

O. ENVIRONMENTAL REQUIREMENTS

◊ Good ventilation.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (7) comfortable chairs.
◊ (1) corner table with lamp.
◊ (2) small chairs for children waiting.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Chairs should be visible from secretary’s desk area.
A. NAME OF SPACE/FUNCTION AREA

◊ Reception Area

B. SIZE OF SPACE/FUNCTION AREA

◊ 100 SF

C. CURRICULUM AREA FUNCTION

◊ To welcome the public, parents, visitors, and students to the school and to the school and to the administration area. Support communication between administrative and teaching staff members.

D. EDUCATIONAL GOALS BY FUNCTION AREA

◊ N/A

E. GENERAL ACTIVITIES

◊ Typical school reception functions: parents and visitors reporting to office, referral of those visitors to staff, filling out forms, occasional phone calls.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA

◊ (1) receptionist
◊ Up to (4) visitors

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA

◊ See above

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT

◊ Adjacent to but physically separate from public waiting area with a counter.
◊ Near the front door of the school; easily recognizable from front door, with windows to exterior.
◊ Adjacent to secretarial area with equal access from both secretaries.
◊ Counter not too close to door to allow adequate room for those entering building.
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Convenient to all other areas of school
   ◦ Convenient to staff members

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Counter with room for (1) computer
   ◦ Intercom/telephone equipment
   ◦ Electrical outlets
   ◦ Data outlets
   ◦ District Standard Kiosk near reception counter

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ (7) LF of counter at 43” high and (5) LF of counter 30” high for servicing children.
   ◦ Receptionist side of work counter is sit-down work height.
   ◦ (6) LF of storage cabinets below work counter serving receptionist. These cabinets should provide storage for forms and other items used by receptionist and visitors.
   ◦ Provide (4) LF of knee space.

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ Tackable surfaces for messages below stand-up counter, above work surface.
   ◦ All exposed walls tackable.

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ Light levels should be at least 50 foot candles. Task lighting in areas as required.
   ◦ Battery back-up emergency lighting.

N. SURFACE FINISHES
   ◦ Carpeted floor.
   ◦ Plastic laminate or wood finish cabinetry.
   ◦ Walls to be tackable.
   ◦ Ceiling to be acoustical suspended panels.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ Excellent ventilation, air conditioning.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (1) secretarial chair

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- None
A. NAME OF SPACE/FUNCTION AREA
   ◦ Secretarial Area

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 180 SF

C. CURRICULUM AREA FUNCTION
   ◦ To support the administrative and teaching staff of the school.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Secretarial functions relating to elementary school.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (4)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ (2) Secretarial work stations, each station having (1) side chair for discussions with (2) administrative, teaching staff, or students.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Adjacent to waiting area, reception.
   ◦ Adjacent or across a hall from Health Room.
   ◦ View of front entrance to see people coming and going.
   ◦ Relite window to hallway.
   ◦ Supervision of quiet areas.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Close to workroom.
   ◦ Close to staff restrooms.
J. Special support facilities such as equipment or fixtures within each space

- Safe (in cabinet, raised off of floor)
- (2) intercom/telephones
- (2) computers
- (1) printer located centrally
- (1) adding machine

K. Cabinetry/storage requirements within each space: fixed / movable

- Personal storage: coat, purse, etc.
- (6) to (8) LF of storage/counter space – 36”H x 24”D
- (6) to (8) LF of upper storage cabinets – 30”H x 16”D
- (2) built-in desks

L. Visual display equipment/surfaces

- All walls tackable.
- Schedule display, convenient location, right at fingertips.

M. Special lighting requirements

- Light levels should be at least 50 foot candles. Task lighting in areas as required.
- Natural light, preferably exterior windows and/or skylights
- Battery back-up emergency lighting.

N. Surface finishes

- Carpeted floor
- Plastic laminate or wood finish cabinetry
- Walls to be tackable.
- Ceiling to be acoustical suspended tiles

O. Environmental requirements

- Excellent ventilation, air conditioning; however, no direct air conditioning vents directly overhead of workstation.

P. Furniture and other non built-in equipment not listed above

- (2) secretarial chairs
Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Courier and mail drop should be conveniently close to teachers’ mailboxes.
◊ It is preferable that the secretary’s area not be one where there is a great deal of congregation or traffic.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Administrative Work Area

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 140 SF at 30 Homeroom Classroom Model
   ◦ 240 SF at 44 Homeroom Classroom Model

C. CURRICULUM AREA FUNCTION
   ◦ To support the administrative staff and their management and curriculum implementation.
   ◦ Storage of student files.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Making copies, sorting mail, hand sorting, prep of communication and instructional materials, as well as other product oriented activities. Storage of administrative office supplies, including secure storage of cash and keys (safe).

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (3) to (4)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◦ (1) at copy machine
   ◦ (1) to (2) handling material and equipment

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Centrally located, accessible to administration
   ◦ Adjacent to secretary
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ N/A

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Countertop copy machine
   ◦ Outlets to support equipment
   ◦ Fax machine
   ◦ Computer/Data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ Approximately (12) LF of standing height base cabinet (all lockable)
   ◦ Approximately (12) LF of upper storage cabinets (16”D lockable)
   ◦ No cabinets above copy machine
   ◦ Mailboxes in close proximity to this space, for all staff including itinerants.

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ All walls tackable.

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ Light levels should meet or exceed minimum requirements. Task lighting at work counters.

N. SURFACE FINISHES
   ◦ Carpeted floor
   ◦ Tackable walls.
   ◦ Suspended acoustical ceiling panels
   ◦ Smooth cleanable cabinetry.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ Ventilation to handle heat created by equipment.
   ◦ Visual relief through windows or relites should be provided.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ None

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◦ None
A. NAME OF SPACE/FUNCTION AREA
   ◦ Principal’s Office

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 200 SF

C. CURRICULUM AREA FUNCTION
   ◦ To support the needs of the student, staff, and visitors.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Office area for principal and conference space for up to (4) additional people.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (5)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◦ (5) at table or (1) at desk

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Near the waiting area
   ◦ Convenient to the secretary
   ◦ Adjacent to the administrative conference room
   ◦ Convenient to the circulation areas
   ◦ Convenient access from waiting area, plus access from secretarial area.
   ◦ Visibility to car arrival, with direct exit to exterior.
   ◦ Visual privacy from Waiting Area.
I.  PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Convenient to other central staff areas and student service areas; convenient to main entry.

J.  SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Computer/printer/network support
   ◦ Telephone/intercom handset
   ◦ Interactive Display

K.  CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE:
     FIXED / MOVABLE
   ◦ Approximately (12) LF of base cabinet, 3’ of which is knee space for computer stations (with pullout keyboard tray).
   ◦ Approximately (12) LF of upper storage cabinets
   ◦ Approximately (6) LF of bookcases (16”D with doors)
   ◦ Wardrobe cabinet
   ◦ Built-in desk at perimeter, keep center of room open for conference table.
   ◦ (4) built-in files.

L.  VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ 4’ x 4’ whiteboard
   ◦ All walls tackable

M.  SPECIAL LIGHTING REQUIREMENTS
   ◦ Light levels should meet or exceed minimum requirements.
   ◦ Task lighting at work surfaces.

N.  SURFACE FINISHES
   ◦ Carpeted floor
   ◦ Plastic laminate or wood cabinetry
   ◦ Suspended acoustical ceiling panels
   ◦ Walls to be tackable.

O.  ENVIRONMENTAL REQUIREMENTS
   ◦ Natural light, provide with horizontal blinds.
   ◦ Good quality ventilation, air conditioning.
   ◦ Acoustical separation of this room is necessary for confidentiality.
Doors should have windows with blinds for privacy.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (1) 42” dia. round table
- (1) executive-type chair
- (4) side chairs

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- Flexible space
- Welcoming space
- Open feeling
A. NAME OF SPACE/FUNCTION AREA
   ◦ Assistant Principal’s Office

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 150 SF

C. CURRICULUM AREA FUNCTION
   ◦ To support the needs of the student, staff, and visitors.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Office area for Assistant Principal.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2) to (3)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ (2) at chairs and (1) at desk

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Near the waiting area
   ◦ Near the administrative conference room
   ◦ Convenient to the circulation areas
   ◦ Connections from office to main entry higher priority than visibility to playground.
   ◦ Visibility to car arrival
   ◦ Convenient to Principal’s Office

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Convenient to other central staff areas and student service areas; convenient to main entry.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◦ Computer/printer/network support
◦ Telephone/intercom handset
◦ Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◦ Approximately (6) LF of base cabinet, 3’ of which is knee space for computer stations (with pullout keyboard tray).
◦ Approximately (6) LF of upper storage cabinets
◦ Approximately (6) LF of bookcases (16”D with doors)
◦ Wardrobe cabinet
◦ Built-in desk at perimeter.
◦ (6) built-in file drawers.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◦ 4’ x 4’ whiteboard
◦ All walls tackable

M. SPECIAL LIGHTING REQUIREMENTS

◦ Light levels should meet or exceed minimum requirements. Task lighting at work surfaces.

N. SURFACE FINISHES

◦ Carpeted floor
◦ Plastic laminate or wood cabinetry
◦ Suspended acoustical ceiling panels
◦ Walls to be tackable.

O. ENVIRONMENTAL REQUIREMENTS

◦ Natural light, provide with horizontal blinds.
◦ Good quality ventilation, air conditioning.
◦ Acoustical separation of this room is necessary for confidentiality.
◦ Doors should have windows with blinds for privacy.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (1) executive-type chair
◊ (2) side chairs

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Flexible space
◊ Welcoming space
◊ Open feeling
A. NAME OF SPACE/FUNCTION AREA
   ◊ Administrative Conference Room

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 300 SF at 30 Homeroom Classroom Model
   ◊ 500 SF at 44 Homeroom Classroom Model

C. CURRICULUM AREA FUNCTION
   ◊ To support the needs of administrators, students, and visiting parents.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ Conferences for up to (15-25) people

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (15-25)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Adjacent to Principal’s office
   ◊ Convenient to waiting and reception areas

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Convenient to other administrative spaces
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Sink
- A/V equipment
- (1) phone/intercom handset
- Electrical and computer/data outlets
- Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (1) A/V cabinet with sink counter adjacent.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- (1) 6’ x 4’ whiteboard
- All walls tackable

M. SPECIAL LIGHTING REQUIREMENTS

- Provide minimum of 50 foot candles.

N. SURFACE FINISHES

- Carpeted floor
- Smooth cleanable cabinetry
- Suspended acoustical ceiling panels
- Walls to be tackable.

O. ENVIRONMENTAL REQUIREMENTS

- Provide horizontal blinds on all relites.
- Visual relief to adjacent spaces or to circulation, if possible.
- Good quality ventilation, air conditioning.
- Acoustical separation of this space is necessary for confidentiality.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (2-3) 42” wide x 6’ long conference tables that can be joined or disconnected from each other.
- (15-25) sliding type conference chairs.
Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None
A. NAME OF SPACE/FUNCTION AREA

   ◦ Counselor Office

B. SIZE OF SPACE/FUNCTION AREA

   ◦ 150 SF

C. CURRICULUM AREA FUNCTION

   ◦ To teach social skills, problem solving skills, anger management skills.
   ◦ To support the needs of the students and parents at the school

D. EDUCATIONAL GOALS BY FUNCTION AREA

   ◦ Interviewing, group discussions, assessment and calculation.

E. GENERAL ACTIVITIES

   ◦ Individual and small group sessions, worksheets, work cards, demonstrations.
   ◦ Parent Teacher conferences.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA

   ◦ (6) to (8)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA

   ◦ No simultaneous meetings, but from day-to-day different groups will be using the space.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT

   ◦ Near staff room, staff workroom, supply storage
   ◦ Convenient to Conference Room

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

   ◦ Close to copy machine.
   ◦ Near sink.
   ◦ Convenient access to students important, more so than privacy.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ (1) computer
◊ (1) printer
◊ (1) telephone/intercom
◊ Electrical and computer/data outlets
◊ Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ Wardrobe with (2) individually locking wardrobe doors.
◊ (2) 3’ high x 3’ wide relocatable bookshelves.
◊ Built-in computer counter/desk with individual storage at each side.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ 4’ x 6’ whiteboard
◊ All tackable walls
◊ Movable corkboard for messages/ads/bulletins

M. SPECIAL LIGHTING REQUIREMENTS

◊ 50 foot candles lighting

N. SURFACE FINISHES

◊ Carpeted floor
◊ Tackable walls.
◊ Smooth cleanable cabinetry
◊ Suspended acoustical ceiling panels

O. ENVIRONMENTAL REQUIREMENTS

◊ Window to exterior if possible
◊ Provide visual relief from this space through use of relites.
◊ Provide blinds on windows for privacy.
◊ Provide adequate ventilation.
◊ Door to hallway
◊ Acoustically isolated space
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (2) 4-drawer file cabinet
- (1) teacher’s chair
- (2) adult stacking chairs
- (1) round table
- (8) stacking student chairs

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- Message board outside office door
- Office space as square as possible (not long and narrow).
A. NAME OF SPACE/FUNCTION AREA
   ◦ Multi-Use Office

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 110 SF

C. CURRICULUM AREA FUNCTION
   ◦ Space shared by Intervention Specialist and Psychologist
   ◦ To teach social skills, problem-solving skills, anger management skills, therapy.
   ◦ To support the needs of the students and parents at the school.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ Interviewing, group discussions, assessment, and calculation.

E. GENERAL ACTIVITIES
   ◦ Individual and small group sessions, worksheets, work cards, demonstrations.
   ◦ One-on-one testing.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2) to (5)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◦ No simultaneous meetings, but from day-to-day different groups will be using space.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Near staff room, staff workroom, supply storage.
   ◦ Convenient to Conference Room.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Close to copy machine.
   ◦ Near sink.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- (1) computer
- (1) printer
- (1) telephone/intercom
- Electrical and data outlets
- Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOBILE

- Wardrobe cabinet with (2) individually locking wardrobe doors.
- (2) 3’ high x 3’ wide relocatable bookshelves.
- Built-in computer counter/desk with individual storage at each side.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- 4’x6’ whiteboard
- All tackable walls.

M. SPECIAL LIGHTING REQUIREMENTS

- 50 foot candles lighting.

N. SURFACE FINISHES

- Carpeted floor
- Tackable walls
- Smooth cleanable cabinetry (exterior and interior)
- Suspended acoustical ceiling panels

O. ENVIRONMENTAL REQUIREMENTS

- Window to exterior if possible.
- Provide visual relief from this space through use of relites.
- Provide blinds on windows for privacy.
- Provide adequate ventilation
- Door to hallway
- Acoustically isolated space.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ (2) 4-drawer file cabinets
   ◦ (1) teacher’s chair
   ◦ (2) adult stacking chairs
   ◦ (1) round table
   ◦ (4) stacking students chairs

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◦ Message board outside office door.
   ◦ Office space as square as possible (not long and narrow).
EDUCATIONAL SPECIFICATIONS

Elementary Schools

SLP Office

February 2016

A. NAME OF SPACE/FUNCTION AREA
   ◊ SLP Office (Speech Language Pathologist)

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 110 SF

C. CURRICULUM AREA FUNCTION
   ◊ To teach social skills, problem-solving skills, anger management skills, speech therapy.
   ◊ To support the needs of the students and parents at the school.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ Speech: increase circulation, language, voice quality, fluency skills.
   ◊ Interviewing, group discussions, assessment, and calculation.

E. GENERAL ACTIVITIES
   ◊ Individual and small group sessions, worksheets, work cards, demonstrations.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (6) to (8)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Near Staff Room, Staff Workroom, Supply Storage.
   ◊ Near Classrooms

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Close to copy machine.
   ◊ Near sink.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- (1) computer
- (1) printer
- (1) telephone/intercom
- Electrical and data outlets
- Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- Wardrobe cabinet with (2) individually locking wardrobe doors.
- (2) 3’ high x 3’ wide relocatable bookshelves.
- Built-in computer counter/desk with individual storage at each side.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- 4’ x 6’ whiteboard.
- All tackable walls.
- Movable corkboard for messages/ads/bulletins.

M. SPECIAL LIGHTING REQUIREMENTS

- 50 foot candles lighting.

N. SURFACE FINISHES

- Carpeted floor.
- Tackable walls.
- Smooth cleanable cabinetry (exterior and interior).
- Suspended acoustical ceiling panels.

O. ENVIRONMENTAL REQUIREMENTS

- Window to exterior if possible.
- Provide visual relief from this space through the use of relites.
- Provide blinds on windows for privacy.
- Provide adequate ventilation
- Door to hallway
- Acoustically isolated space.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (2) 4-drawer file cabinets.
- (1) teacher's chair.
- (2) adult stacking chairs.
- (1) round table.
- (8) stacking student chairs.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- Message board outside office door.
- Office space as square as possible (not long and narrow).
A. NAME OF SPACE/FUNCTION AREA
   ◊ Assessment Office

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 150 SF

C. CURRICULUM AREA FUNCTION
   ◊ Storage of assessment materials
   ◊ Conduct individual assessments

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ Assessment of students

E. GENERAL ACTIVITIES
   ◊ Store, receive and distribute assessment materials

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (1) to (2)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Near staff workroom, supply storage

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Close to copy machine.
   ◊ Near sink.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◦ (1) computer
◦ (1) printer
◦ (1) telephone/intercom
◦ Electrical and data outlets
◦ Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◦ Storage cabinets and shelves for assessment materials

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◦ 4’ x 6’ whiteboard
◦ All tackable walls
◦ Movable corkboard for messages/ads/bulletins

M. SPECIAL LIGHTING REQUIREMENTS

◦ 50 foot candles lighting

N. SURFACE FINISHES

◦ Carpeted floor
◦ Tackable walls
◦ Smooth cleanable cabinetry
◦ Suspended acoustical ceiling panels

O. ENVIRONMENTAL REQUIREMENTS

◦ Window to exterior if possible
◦ Provide visual relief from this space through use of relites.
◦ Provide blinds on windows for privacy.
◦ Provide adequate ventilation; air conditioning if affordable.
◦ Door to hallway, door to exterior
◦ Acoustically isolated space

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◦ (1) 4-drawer file cabinet
◊ (1) teacher’s chair
◊ (1) desk
◊ (1) student chair

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None
A. NAME OF SPACE/FUNCTION AREA
   ◊ Health Room

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 300 SF at 30 Homeroom Classroom Model
   ◊ 400 SF at 44 Homeroom Classroom Model

C. CURRICULUM AREA FUNCTION
   ◊ To support the needs of students who become ill or injured during the day, or any special
     procedure for special needs students.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ First aid treatment area for cleaning, splinting, bandaging, etc.
   ◊ Cot/bed area for (3) students at 30 Homeroom Classroom Model, (4) students at 44
     Homeroom Classroom Model

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (4) students
   ◊ (1) nurse or secretary
   ◊ Possibly (1) parent

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ See above

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Immediately adjacent to and supervisable by secretary.
   ◊ Immediately adjacent to nurse’s office and toilet.
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

- Centrally located in school
- Convenient to main entry of school, visitor area.
- Appropriate/convenient access for stretchers, wheelchairs, and crutches.
- Provide door access to central hallway

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Small under-counter refrigerator
- Under-counter ice maker
- Sink with Insta-hot, and counter at 36” high
- Privacy curtains at cot area
- Paper towel dispenser, liquid soap dispenser near sink.
- Electrical and data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (11) LF of base cabinet storage with (1) bank of drawers (including sink), lockable, also includes refrigerator and ice maker
- (11) LF of upper cabinets, lockable; separate key operation for medication cabinet.
- Crutches and stretcher storage in tall storage cabinet.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- All walls tackable

M. SPECIAL LIGHTING REQUIREMENTS

- General lighting of space should be 50 foot candles. Examination area should be 100 foot candles (to allow adequate examination of wounds).
- Under cabinet lights at counter.

N. SURFACE FINISHES

- Sheet resilient flooring with coved base
- Smooth cleanable cabinetry
- (2) walls to be tackable,
- Suspended acoustical ceiling panels
O. ENVIRONMENTAL REQUIREMENTS

◊ Adequate ventilation to dispose of smells and fumes.
◊ Separate heat control in this room should be easily adjustable for varying comfort levels.
◊ Eye testing: provide minimum of 11’ clear length for testing.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (3) cots, 30” wide x 6’ long at 30 Homeroom Classroom Model, (4) cots at 44 Homeroom Classroom Model
◊ Cup dispenser near sink
◊ Scale

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None
A. NAME OF SPACE/FUNCTION AREA
   ◊ Nurse’s Office

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 110 SF

C. CURRICULUM AREA FUNCTION
   ◊ This space is used for private, confidential meetings, and phone calls.
   ◊ This space supports the needs of students who become ill or injured during the school day.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ Office area for nurse, including files and confidential meeting/phone room. This space will also serve to store health materials in a secure location.
   ◊ Hearing screenings

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (4) to (5)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◊ (4) to (5)

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Immediately adjacent to the cot/first aid area; must visually supervise this area.
   ◊ Relite(s) with blinds between Nurse’s Office and cot area.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Convenient to waiting area
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- (1) computer
- (1) printer
- (1) telephone/intercom handset
- Electrical and data outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- Approximately (8) LF of sit-down counter with (2) lateral files and (2) file drawers.
- Approximately (8) LF of upper Storage cabinets; 2½ feet of open bookshelves.
- All cabinets should be lockable.
- Wardrobe cabinet (12” wide x 18” high), lockable
- Pull-out keyboard tray

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- All walls tackable

M. SPECIAL LIGHTING REQUIREMENTS

- 50 foot candles in room
- Task lighting at work counter
- Good lighting for vision screening

N. SURFACE FINISHES

- Carpeted floor
- Smooth cleanable cabinetry
- Walls to be tackable.
- Suspended acoustical ceiling panels

O. ENVIRONMENTAL REQUIREMENTS

- Acoustic separation from other areas.
- Quiet mechanical system is imperative for hearing screening.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- (1) secretarial-type chair
- (2) side chairs
Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None
A. NAME OF SPACE/FUNCTION AREA
   ◊ Health Restroom

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 100 SF

C. CURRICULUM AREA FUNCTION
   ◊ To support the needs of students who become ill or injured, or who need special health procedures.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ Toileting, hand washing, showering, as well as first aid treatment of students who must be disrobed or partially disrobed.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (1) student
   ◊ (1) nurse or secretary
   ◊ Possibly (1) parent assisting

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◊ See above

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Immediately adjacent to the cot/first aid area; near the Nurse’s Office.
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Convenient to the main entry of the school for access by parents and paramedical staff.

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ ADA accessible
◊ Large lavatory
◊ Universal access toilet
◊ Shower with hand wand and curtain
◊ Electrical outlets
◊ Emergency call button
◊ Mirror
◊ Robe hook on back of door
◊ Floor drain
◊ Hot and cold hose bib
◊ Grab bars

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOBILE

◊ N/A

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ N/A

M. SPECIAL LIGHTING REQUIREMENTS

◊ 50 foot-candles

N. SURFACE FINISHES

◊ Ceramic tile floor with integral cove base
◊ Ceramic tile walls
◊ Ceiling to be epoxy painted gypsum, wallboard

O. ENVIRONMENTAL REQUIREMENTS

◊ Ventilation to handle smells and fumes of this space.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ N/A

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◦ None
A. NAME OF SPACE/FUNCTION AREA
   ◊ Staff Workroom

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 575 SF at 30 Homeroom Classroom Model
   ◊ 825 SF at 44 Homeroom Classroom Model

C. CURRICULUM AREA FUNCTION
   ◊ To support staff needs by storage of supplies and by providing place for staff to work individually or together on projects.
   ◊ A space for staff to centrally access mail.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ Sorting papers, laminating, copying, storage of school supplies, paper cutting, and die cutting.
   ◊ Sorting and retrieving mail.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (8) to (10)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◊ See above.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Near staff room.
   ◊ Near secretarial/office area.
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Central location in school.

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Intercom/telephone
◊ (2) copy machines
◊ Laminator
◊ Die cutter and dies
◊ Electrical outlets (also at island)
◊ Computer/data jacks
◊ Sink in counter with mirror above
◊ Paper towel, soap dispenser adjacent to sink
◊ (2) paper cutters

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ Large (42”W x 12’L x 36”H) island counter with storage below for posters, etc.
◊ Paper storage: (15) LF of adjustable shelves, 24” D, tall, open shelving.
◊ Locking tall cabinet (6) LF for office supplies (84”H x 24”D).
◊ Vertical slot storage for poster boards.
◊ Mailboxes, adjustable in size, able to accommodate 8-1/2” x 11” size paper and (3) ring binders. (Each box 12”x12” x 6” clr.)
◊ Space for:
  ▪ (60) mailboxes at 30 Homeroom Classroom Model
  ▪ (75) mailboxes at 44 Homeroom Classroom Model
◊ Countertop adjacent for sorting/collating/distributing.
◊ Storage below countertop for packages and courier envelopes.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ (1) 4’x4’ whiteboard
◊ All walls tackable

M. SPECIAL LIGHTING REQUIREMENTS

◊ Lighting to meet minimum requirements.

N. SURFACE FINISHES

◊ Hard surface floor
◊ Tackable walls
Smooth cleanable cabinetry
Suspended acoustic ceiling tile

O. ENVIRONMENTAL REQUIREMENTS

Ventilation for fumes from copy machine/and laminator
Exhaust fan above laminator with individual control

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

1 butcher paper cart

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

None.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Staff Room

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 680 SF at 30 Homeroom Classroom Model
   ◦ 980 SF at 44 Homeroom Classroom Model

C. CURRICULUM AREA FUNCTION
   ◦ A place for staff to gather and relax, separate from classroom and administration area.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Staff meetings, staff lunches, social location for staff, break room.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (30-45)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Near staff workroom.
   ◦ Private patio off to one side (exterior), linked to staff room if feasible.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Central location, but not accessible to visitors, parents, students.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Kitchen area to include double compartment sink, dishwasher, oven, (2) refrigerators, (2) microwaves.
- Intercom/phone
- Instant hot water at sink
- Space for coffee maker
- Interactive Display
- (1) vending machine
- Built in workstation or desk for:
  - (2) para-educators, to accommodate (2) computers at 30 Homeroom Classroom Model
  - (3) para-educators, to accommodate (3) computers at 44 Homeroom Classroom Model

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE:

- Fixed / Movable
  - Kitchen counter of (12) LF with upper storage.
  - (12) LF of counter with storage below.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- All walls tackable
- (1) 4’x 4’ whiteboard

M. SPECIAL LIGHTING REQUIREMENTS

- Overhead lighting to meeting minimum requirements.
- Task lighting at kitchen area.

N. SURFACE FINISHES

- Carpeted floor at lounge area; Hard surface floor at kitchen area.
- Tackable walls.
- Smooth cleanable cabinetry.
- Accessable acoustical ceiling.

O. ENVIRONMENTAL REQUIREMENTS

- Natural light
- Room to be sound isolated from adjacent spaces, minimum STC 52.
- Good ventilation.
- Range hood.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- Comfortable chairs.
- Couch(es) with end tables, lamps.
- Square table(s) to accommodate (25) staff at 30 Homeroom Classroom Model, (35) staff at 44 Classroom Model
- Chairs for (25) staff at 30 Homeroom Classroom Model, (35) staff at 44 Classroom Model
- (10) half-height lockers for para-educators at 30 Homeroom Classroom Model
- (14) half-height lockers for para-educators at 44 Homeroom Classroom Model

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- None.
A. NAME OF SPACE/FUNCTION AREA
   ◊ Quiet Areas

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 30 SF

C. CURRICULUM AREA FUNCTION
   ◊ To provide space for a student to wait and cool off, prior to disciplinary action, or as disciplinary action.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ Student sits and works individually.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (1)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◊ (1) Individual per space.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ Near office area, Principal’s office/Assistant Principal’s office.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Away from main entry/welcoming area.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ None.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ (1) desk
◊ (1) chair
◊ Lockable upper cabinets

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ None.

M. SPECIAL LIGHTING REQUIREMENTS

◊ Good quality overhead lighting, 50 foot candles.

N. SURFACE FINISHES

◊ Carpeted floor
◊ Smooth cleanable cabinetry (lockable).

O. ENVIRONMENTAL REQUIREMENTS

◊ Adequate ventilation.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ (1) desk
◊ (1) chair

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Students should be easily supervisable by office staff
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BUILDING CONFERENCE ROOM

A. NAME OF SPACE/FUNCTION AREA
   ◦ Building Conference Room

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 200 SF

C. CURRICULUM AREA FUNCTION
   ◦ To support the needs of administrators, teachers, students, and visiting parents.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Conferences of up to (10) people

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (10)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Accessible from hallway

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Centrally located.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- (1) telephone/intercom.
- Electrical and computer/data outlets.
- Interactive Display

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE:
FIND / MOVABLE

- Counter space with cabinets below, (8) LF.
- Upper cabinets above counter, (8) LF

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- 4’ x 4’ whiteboard.
- All walls tackable.

M. SPECIAL LIGHTING REQUIREMENTS

- 50 foot candles lighting.

N. SURFACE FINISHES

- Carpeted floor.
- Tackable walls.
- Smooth cleanable cabinetry.
- Suspended acoustical ceiling panels.

O. ENVIRONMENTAL REQUIREMENTS

- Adequate heating/ventilation.
- Door to hallway.
- Relites to hallway.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- Table and chairs for (10).

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- None
A. NAME OF SPACE/FUNCTION AREA
   ◦ Multi-Media Room

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 280 SF

C. CURRICULUM AREA FUNCTION
   ◦ Support technology curriculum for Grades K-6.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ To educate/involve students in technology, media and communication skills.

E. GENERAL ACTIVITIES
   ◦ News broadcasting for entire school.
   ◦ Daily video announcements for entire school
   ◦ Special student video productions.
   ◦ Producing video.
   ◦ Space could function as an auxiliary conference room

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (1) teacher
   ◦ (12) students

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ N/A

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Close proximity to Administration
   ◦ Easy access for all students.
J. **SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE**
   - Clock
   - AV jack connected to video distribution system for school-wide broadcasts.
   - TV jack.
   - Convenience outlets.
   - Data outlets.

K. **CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE**
   - Approximately (6) to (9) LF of work counter, 30”H x 30”D.
   - (3) LF of tall storage cabinet, 24”D x 84”H.

L. **VISUAL DISPLAY EQUIPMENT/SURFACES**
   - (1) 4’ x 4’ whiteboard

M. **SPECIAL LIGHTING REQUIREMENTS**
   - Provide adjustable spot lighting.
   - Provide switching to vary light levels.
   - No daylighting should be provided in this space.

N. **SURFACE FINISHES**
   - Floor should be carpet.
   - Walls should be painted gypsum wallboard.
   - Smooth cleanable cabinetry.
   - Ceiling should be acoustical ceiling panels.

O. **ENVIRONMENTAL REQUIREMENTS**
   - Provide proper acoustical isolation of these spaces from adjoining rooms.
   - Consider proper wall paint colors for video broadcasting on (1) wall (i.e. chromo-key blue or green).

P. **FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE**
   - Computer.
   - (1) 3’ x 6’ table.
   - (3) chairs.
◊ (2) video cameras and tri-pods.
◊ AV mixer
◊ Sound mixer
◊ 2 microphones
◊ Distribution rack with processor and modulator

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
◊ No items.
A. NAME OF SPACE/FUNCTION AREA
   ◦ PTA Room

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 160 SF

C. CURRICULUM AREA FUNCTION
   ◦ To support the school through increased parent/teacher/student involvement.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Storage of PTA materials.
   ◦ Serving snacks/popcorn from room.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (1) to (2)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA
   ◦ None.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ N/A

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Near Stage, Commons, and Gymnasium
   ◦ Must have exterior exposure.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Electrical outlets.
- Space for upright freezer (36”W x 30”D x 6’ tall).
- Space for storage of large items, approximately 3’ x 2’ floor space, clear to ceiling.
- Space for popcorn machine.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- (12) LF of tall, lockable storage, 24”D with adjustable shelves for storage of seasonal items, field day equipment, popcorn supplies, office equipment, coffee pots, food serving plates, cups.

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- N/A

M. SPECIAL LIGHTING REQUIREMENTS

- 50 foot candles lighting.

N. SURFACE FINISHES

- Hard surface floor.
- Painted gypsum wallboard or CMU.
- Smooth cleanable cabinetry.
- Suspended acoustical ceiling panels.

O. ENVIRONMENTAL REQUIREMENTS

- Adequate heating/ventilation.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

- None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- None.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Lost and Found

B. SIZE OF SPACE/FUNCTION AREA
   ◦ 120 SF

C. CURRICULUM AREA FUNCTION
   ◦ Storage of items lost by students

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Storing and retrieving lost and found items

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (2) to (3)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Locate within the main office
   ◦ Convenient to the reception area

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ N/A
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Electrical outlets

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ Adjustable shelving
   ◦ Closet rods for hanging clothes

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ None.

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ Minimum overhead lighting requirements.

N. SURFACE FINISHES
   ◦ Hard surface floor.
   ◦ Painted gypsum wallboard walls.
   ◦ Smooth cleanable cabinetry.
   ◦ Suspended acoustical tile ceiling.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ N/A

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◦ None
SAFETY PATROL STORAGE ROOM

A. NAME OF SPACE/FUNCTION AREA
   ◊ Safety Patrol Storage Room

B. SIZE OF SPACE/FUNCTION AREA
   ◊ 80 SF at 30 Homeroom Classroom Model
   ◊ 120 SF at 44 Homeroom Classroom Model

C. CURRICULUM AREA FUNCTION
   ◊ N/A

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◊ N/A

E. GENERAL ACTIVITIES
   ◊ Safety Patrol equipment storage.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◊ (2) to (3) student.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◊ See above.

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◊ N/A

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◊ Adjacent to corridor, access from corridor.
   ◊ Near/convenient to exterior door (street-side).
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Electrical outlets.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ (3) LF of 7’ tall, 24”D cabinets with adjustable shelves.
   ◦ (8) LF of double shelf with coat hooks below shelf.

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ None

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ Meet minimum lighting requirements.

N. SURFACE FINISHES
   ◦ Hard surface flooring.
   ◦ Painted gypsum wallboard walls.
   ◦ Smooth cleanable cabinetry.
   ◦ Accessable acoustical ceiling.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ Adequate ventilation to accommodate storing wet coats.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ (1) large barrel for flags.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◦ None
Support Spaces and Other Spaces
A. NAME OF SPACE/FUNCTION AREA

- Main Custodial Office
- Main Custodial Storage/Workroom/Receiving Room
- (4) Satellite Custodial Storage/Workroom at 80 SF/each

B. SIZE OF SPACE/FUNCTION AREA

- Main Custodial Office ................................................................. 150 SF
- Main Custodial Storage/Workroom/Receiving Room .................. 350 SF
- (4) Satellite Custodial Storage/Workroom at 80 SF/each ............. 320 SF

C. CURRICULUM AREA FUNCTION

- To support teaching/administrative functions at the elementary school, and maintain the physical plant.

D. EDUCATIONAL GOALS BY FUNCTION AREA

- N/A

E. GENERAL ACTIVITIES

- Custodial storage for supplies and maintenance equipment.
- DDC Controls and building controls
- Custodial work station

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA

- Main Custodial Office, (2) to (3) users.
- Main Custodial Storage/Workroom/Receiving Room, (3) to (5) users.
- (4) Satellite Custodial Rooms, (1) to (2) each

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA

- N/A
H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT

◇ (1) Satellite Custodial Room in each wing, directly off of corridor on each floor
◇ Main Custodial Office should be directly adjacent to Main Custodial Storage
   Workroom/Receiving Room.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◇ Convenient access to main circulation area.
◇ Convenient access to mechanical/electrical room(s).
◇ Convenient access to exterior service and loading dock.
◇ Adjacent to Kitchen and Commons.

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES
   WITHIN EACH SPACE

Satellite Custodial Rooms:
◇ Floor drains with 12x12 sloping depressed area.
◇ Mop sink (floor type with curb).
◇ Mop rack above sink.
◇ Adequate electrical outlets.

Main Custodial Storage/Workroom/Receiving Room:
◇ Work bench, with electrical outlets.
◇ Intercom/phone.
◇ Mop sink (floor type with curb).
◇ Floor drains.
◇ Mop rack above sink (not behind door).

Main Custodial Office:
◇ (1) Building system computer, (DDC Controls)
◇ (1) Network computer
◇ (1) Intercom/phone
◇ (1) Desk
◇ (1) Chair
◇ (1) printer

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE:
   FIXED / MOVABLE

Satellite Custodial Rooms:
◇ (6) LF of metal storage shelving (84”H, 15”D).

Main Custodial Storage/Workroom/Receiving Room:
◇ Metal storage shelving, [(12) LF, 84”H, 16”D].
Main Custodial Office: 
♦ (4) Hanging drawing files.
♦ (2) Computer workstation.
♦ (1) 4-drawer file cabinet
♦ (1) Lockable wardrobe cabinet

L. VISUAL DISPLAY EQUIPMENT/SURFACES

Main Custodial Office:
♦ (1) 4’ x 6’ tackboard.
♦ (1) 4’ x 4’ whiteboard.

M. SPECIAL LIGHTING REQUIREMENTS

♦ Meet minimum lighting requirements.
♦ Supplemental lighting over workbench.

N. SURFACE FINISHES

♦ Hard washable floor that supports hand truck and pallet jack.
♦ Walls should be durable with a protective wainscot up to 8 feet.
♦ Ceiling exposed to structure.

O. ENVIRONMENTAL REQUIREMENTS

♦ Ventilation as required by code.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

Satellite Custodial Rooms:
♦ Floor space for vacuum.
♦ Floor space for custodial cart.

Main Custodial Storage/Workroom/Receiving Room:
♦ (1) flammable storage cabinet.
♦ Space for ladder.
♦ Floor space for vacuums.
♦ Floor space for cart.
♦ Space for storage of filters.
♦ Oversized door with 4’ and 2’ leaves.
♦ (1) Auto floor scrubber
♦ (1) Water pick-up
♦ (1) Carpet extractor
♦ (1) Mini extractor
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CUSTODIAL OFFICE/STORAGE/WORKROOM/RECEIVING ROOM

◊ 1 Side by Side
◊ (1) shop vac

Main Custodial Office:
◊ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Provide an outdoor service yard to accommodate dumpsters, recycle bins, cooling tower, and outdoor storage.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Mechanical Room/Electrical Rooms

B. SIZE OF SPACE/FUNCTION AREA
   ◦ Mechanical Room/Boiler Room.................................................400 SF
   ◦ Electrical Room........................................................................200 SF
   ◦ IDF Computer Networking Closets x 20 SF/each......(2) x 20= 40 SF
   ◦ MDF Network Management Room............................................100 SF
   ◦ Sprinkler Riser Room.................................................................20 SF
   Total 760 SF

C. CURRICULUM AREA FUNCTION
   ◦ N/A

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Mechanical/Electrical Room: space to accommodate central HVAC, automatic fire
     sprinkling system, and hot water system for building; main electrical distribution and switch
     gear.
   ◦ MDF and IDF Computer Networking Room(s): space to accommodate computer networking
     hubs.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL
   AREA
   ◦ (1) to (2) users.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/
   FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Mechanical/Electrical Room should be centrally located to minimize length of runs.
   ◦ Mechanical/Electrical Room should be near the Custodial Office.
   ◦ Mechanical Room should be adjacent to the exterior for service or replacement of heavy
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◦ Do not locate Mechanical Room adjacent to sound sensitive spaces.

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

Mechanical
◦ Mechanical equipment.
◦ Avoid belt drives on fan coil units. Direct drive preferred.
◦ Boiler
◦ Fire Sprinkler riser (if in room).
◦ Access to space should not be through educational space.
◦ Water heaters should be located with good access to allow for future replacement. Do not hang in interstitial spaces/mezzanines etc. that would make access difficult.
◦ Provide minimum of 4’ x 4’ clear space area for storage of filters.

Electrical Room:
◦ Electrical equipment.
◦ Electrical panels - discourage panels in corridors. Locate in closets or rooms. Should be secure/lockable and accessible.

MDF/IDF Networking Room
◦ Space for computer rack equipment.
◦ Space for telecommunications.
◦ Space for TV head end.
◦ Limited access
◦ Needs an independent coding system
◦ Do not want access thru IDF of MDF in to Mechanical space

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOBILE

Mechanical:
◦ (None)

Electrical:
◦ (None)
L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ MDF Networking Room
     Computer Workstation

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ 50 foot-candles.

N. SURFACE FINISHES
   MDF/IDF Rooms:
   ◦ Floor should be sealed concrete.
   ◦ Walls fire taped.
   ◦ Ceilings exposed to structure.

   Electrical Rooms:
   ◦ Floor should be sealed concrete.
   ◦ Walls fire taped.
   ◦ Ceilings none, exposed to structure.
   ◦ One wall with plywood accessible.

   Mech Rooms:
   ◦ Floor should be sealed concrete if on first level. Attic spaces can be exposed plywood.
     Consider concrete for attic noise isolation and equipment pads
   ◦ Walls unfinished/ no paint necessary.
   ◦ Ceilings none / exposed to structure.

   Sprinkler Risers / Rooms:
   ◦ Provide a floor drain for annual inspection/testing of full flow pressure.
   ◦ Floor should be sealed concrete.
   ◦ Walls unfinished/ no paint necessary.
   ◦ Ceilings none - exposed to structure.
   ◦ Can be located in Boiler Rooms Mechanical Rooms, or own room.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ Good ventilation required to accommodate heat-generating equipment.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ None
Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

- Provide enough space and head room for full access around the HVAC units.
- Provide good access to hatches/doors to all mechanical equipment.
- Painted clearance zone requirements in front of electrical panels.
- Access to these spaces should not be directly through educational spaces.
- Provide adequate storage for paint/acoustical ceiling tiles/etc.
- Access to Mechanical attics should have stairs (not ladders) - elevator access preferred.
A. NAME OF SPACE/FUNCTION AREA
   ◦ Student Restroom

B. SIZE OF SPACE/FUNCTION AREA
   ◦ Typical Student Restrooms 300 SF/each
   ◦ Student Restroom adjacent to Commons 460 SF
   ◦ Unisex Student Restrooms 64 SF

C. CURRICULUM AREA FUNCTION
   ◦ N/A

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ Toileting and hand washing.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ (6) at typical student boys’ restroom.
   ◦ (6) at typical student girls’ restroom.

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Restroom facilities should be grouped in pairs as much as possible to reduce length of plumbing runs.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ Conveniently located throughout building.
   ◦ There should be student restrooms at each wing and adjacent to the Commons.
   ◦ There should also be a bank of restrooms adjacent to the main entry.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

◊ Foam soap dispensers (furnished by owner).
◊ ADA accessible.
◊ Wall mounted toilets and urinals, [(1) at ADA height, the rest higher].
◊ Solid phenolic toilet partitions, mount to floor and ceiling.
◊ Stainless steel grab bars.
◊ Multi-station, semicircular stone sinks with push button controllers, located outside of restroom, visible from corridor. (Acorn type preferred).
◊ Paper towel dispenser, 30” x 24” mirror, garbage cans, soap dispenser adjacent to multi-station sinks.
◊ Roll-type paper towel, toilet tissue dispenser.
◊ Sanitary napkin units to meet School District standards.
◊ Floor drain in each room with 12x12 sloping area to drain.
◊ Provide hot and cold water hose bib, key controlled.
◊ Floor clean outs in boys’ restroom, not girls’.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ None

L. VISUAL DISPLAY EQUIPMENT/SURFACES

◊ None

M. SPECIAL LIGHTING REQUIREMENTS

◊ 35 foot candles general; 50 foot candles at mirrors.

N. SURFACE FINISHES

◊ Floors to be stained concrete with ceramic tile cove base.
◊ Walls to be ceramic tile to at least 5’-0” high.
◊ Ceiling to be gypsum wall board, 9’ high minimum.
◊ Provide access panels in the ceiling for exhaust fan, sprinkler systems, etc.

O. ENVIRONMENTAL REQUIREMENTS

◊ Provide adequate ventilation in toilet areas.
◊ No electrical outlets in student restroom, but provide electrical outlets (GFI) adjacent to
Restrooms for Custodial.
◊ Each toilet room to have separate exhaust fan.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ Commons and Gymnasium areas are intended for public use in addition to student use. Size of restrooms should accommodate for this.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ None
EDUCATIONAL SPECIFICATIONS  
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STAFF RESTROOMS

A. NAME OF SPACE/FUNCTION AREA

◊ Staff Restroom

B. SIZE OF SPACE/FUNCTION AREA

◊ Unisex Staff Restrooms.............................................................. 64 SF each
◊ Staff Restrooms adjacent to Staff Room and Workroom............... 300 SF

C. CURRICULUM AREA FUNCTION

◊ N/A

D. EDUCATIONAL GOALS BY FUNCTION AREA

◊ N/A

E. GENERAL ACTIVITIES

◊ Toileting and hand washing.

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA

◊ Varies. Staff Unisex Restroom (1)  
  Staff Men’s Restroom (2)  
  Staff Women’s Restroom (2)

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA

◊ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT

◊ Restroom facilities should be grouped in pairs as much as possible to reduce length of plumbing runs.
I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS

◊ Conveniently located throughout new facility.
◊ Staff unisex restrooms located in each wing on each floor
◊ Staff restrooms located adjacent to the Staff Room and Workroom.
◊ Unisex restroom near reception area that can be used by parents, students and staff

J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

All Staff Restrooms
◊ Foam soap dispensers (furnished by owner).
◊ All restrooms to be ADA accessible.
◊ Wall mounted toilets and urinals.
◊ Solid phenolic toilet partitions.
◊ Stainless steel grab bars.
◊ Roll-type paper towel dispenser.
◊ Roll-type toilet tissue dispenser.
◊ Sanitary napkin units to meet School District standards.
◊ Stainless steel framed mirrors above sinks.
◊ Hose bibs for hot and cold water in each restroom.
◊ Coat hooks on back of toilet partitions.
◊ Floor drain in each restroom.
◊ (1) 3’ x 6’ (full-height) mirror in each room.

Unisex Staff Restroom(s):
◊ (1) toilet, wall-mounted.
◊ (1) sink in counter.
◊ (1) Electrical outlet above the level of the sink.

Central Staff Restrooms:
Women’s: (should be larger than Men’s)
◊ (2) toilets.
◊ (2) sinks in counter with cupboard below and cupboard between sink cabinets.
◊ Stainless steel shelf
◊ (1) Electrical outlet above the level of the sink

Men’s:
◊ (1) toilet, wall-mounted.
◊ (1) urinal, wall-mounted.
◊ (1) sink in counter.
◊ Stainless steel shelf.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

◊ None
L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◊ None

M. SPECIAL LIGHTING REQUIREMENTS
   ◊ 35 foot candles general; 50 foot candles at mirrors.

N. SURFACE FINISHES
   Central Staff Restroom:
   ◊ Floors to be stained concrete with ceramic tile cove base.
   ◊ Walls to be ceramic tile to at least 5’-0” high.
   ◊ Ceiling to be painted gypsum wall board.

   Unisex Restroom:
   ◊ Floors to be stained concrete with ceramic tile cove base.
   ◊ Wall up to 5’-0” finished with protective wallcovering.
   ◊ Ceiling to be painted gypsum wall board.

O. ENVIRONMENTAL REQUIREMENTS
   ◊ Provide adequate ventilation in toilet areas.
   ◊ Ground fault electrical outlets in each restroom.
   ◊ Each toilet room to have separate exhaust fan.

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◊ None

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◊ None
A. NAME OF SPACE/FUNCTION AREA
   ◦ Circulation

B. SIZE OF SPACE/FUNCTION AREA
   ◦ Hallway (18% of Building Area)

C. CURRICULUM AREA FUNCTION
   ◦ Circulation path.

D. EDUCATIONAL GOALS BY FUNCTION AREA
   ◦ N/A

E. GENERAL ACTIVITIES
   ◦ N/A

F. LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA
   ◦ N/A

G. SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/FUNCTION AREA
   ◦ N/A

H. PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT
   ◦ Circulation: Tie all spaces to building together. Easy access to common use spaces. Simple access to restrooms.

I. PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS
   ◦ See above.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE
   ◦ Circulation: drinking fountains, easily accessible restrooms, visible clocks.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE
   ◦ Display cases.

L. VISUAL DISPLAY EQUIPMENT/SURFACES
   ◦ Tackable wall surfaces.
   ◦ Display cases throughout building.
   ◦ Express career technology theme throughout corridors.

M. SPECIAL LIGHTING REQUIREMENTS
   ◦ Natural light (skylights or windows, or both); keep windows in main hallway.
   ◦ Bright, welcoming feel.
   ◦ Spotlights on highlighted exhibits.

N. SURFACE FINISHES
   ◦ Floors: Hard surface
   ◦ Finishes able to handle high traffic, touching.
   ◦ Tackable surfaces.
   ◦ Entry mats at exterior entries.

O. ENVIRONMENTAL REQUIREMENTS
   ◦ N/A

P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE
   ◦ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE
   ◦ Provide vestibules at major entries/exits
Site
A. **NAME OF SPACE/FUNCTION AREA**
   ◦ Service Yard

B. **SIZE OF SPACE/FUNCTION AREA**
   ◦ As required to fit area

C. **CURRICULUM AREA FUNCTION**
   ◦ N/A

D. **EDUCATIONAL GOALS BY FUNCTION AREA**
   ◦ N/A

E. **GENERAL ACTIVITIES**
   ◦ Delivery of building supplies, and a screened area that houses numerous utilities, refuse, and recycling.

F. **LARGEST NUMBER OF USERS PER TEACHING STATION OR FUNCTIONAL AREA**
   ◦ (1-3) during deliveries.

G. **SIMULTANEOUS GROUPINGS THAT WILL OCCUPY EACH SPACE/ FUNCTION AREA**
   ◦ N/A

H. **PREFERRED SPATIAL RELATIONSHIPS WITHIN DEPARTMENT**
   ◦ Directly adjacent to Kitchen, Custodian's Office, and Building Receiving

I. **PREFERRED SPATIAL RELATIONSHIPS TO OTHER DEPARTMENTS**
   ◦ Kitchen, Mechanical Room, Main Electrical Room, Custodial Office, and Boiler room.
J. SPECIAL SUPPORT FACILITIES SUCH AS EQUIPMENT OR FIXTURES WITHIN EACH SPACE

- Electrical Transformers
- Electrical Meters
- Gas Meters
- Trash Compactor
- Cooling Towers
- 90 gallon recycling totes/bins the total number is site specific. (4-18)
- Composting totes/bins may need to be considered.
- Grease Interceptor should be near adjacent to service yard and outside of the screened area.
- Consider Kitchen Walk-in Freezers & Coolers Condensers.

K. CABINETRY/STORAGE REQUIREMENTS WITHIN EACH SPACE: FIXED / MOVABLE

- None

L. VISUAL DISPLAY EQUIPMENT/SURFACES

- None

M. SPECIAL LIGHTING REQUIREMENTS

- Sufficient exterior lighting for early morning and night delivery.
- Separate Lighting circuit for Service Yard, to separate from parking lights.
- Cameras with night vision.
- Lighting controls on a time schedule/with photo-cell controls.

N. SURFACE FINISHES

- Exterior durable materials that can be easily maintained and cleaned.

O. ENVIRONMENTAL REQUIREMENTS

- Provide masonry wall screening of service yard: to protect from theft and vandalism.
- Open, no roof to be provided.
- Consideration should be taken for sound attenuation for classrooms, and nearby neighborhoods.
- Comply with all local jurisdictional codes regarding sound and screening.
- Hose bib - for cleaning / hosing down area (keyed controlled)
- Lockable Electrical outlet.
- Positive slope to exterior for drainage.
P. FURNITURE AND OTHER NON BUILT-IN EQUIPMENT NOT LISTED ABOVE

◊ None.

Q. OTHER CONSIDERATIONS NOT APPROPRIATE IN CATEGORIES ABOVE

◊ Provide 1-2 parking stalls immediately adjacent to Service Yard for District Operations and Maintenance staff service vehicles.
A. **NAME OF SPACE/FUNCTION AREA**

◊ Bus Drop-Off / Pick-Up Area

B. **DESCRIPTION OF NEEDS**

◊ Bus Drop-Off/Pick-Up shall be separated from other vehicular pick-up/drop-off areas.
◊ Specialty Bus Drop-Off/Pick-Up shall be separated from other vehicular pick-up/drop-off areas.
◊ Regular Bus and Specialty Bus Pick-Up/Drop-Off Area ideally the same area, but does not have to be.
◊ Specialty Bus Pick-Up/Drop-Off Area should be in most convenient access point to building entry, or to classroom area entry served by those buses.
◊ Daycare Bus Area ideally separated from Regular Bus Drop-Off/Pick-Up, or if not, identifiable separate area.
◊ Number of buses shall be determined by site specific educational specifications, Planning shall allow for growth.
◊ Angled bus arrangement or linear bus arrangement for pick-up/drop-off areas are acceptable.
◊ Painted Bus Lines for pick-up/drop-off areas are preferred.
◊ Consider Bus Driver controlled fencing and traffic control gates (Radio)

*Shared common bus drop-off/pick-up areas can be problematic with regard to student control and parent access (especially if between schools)*
A. NAME OF SPACE/FUNCTION AREA

◊ Parent Drop-Off / Pick-Up Area

B. DESCRIPTION OF NEEDS

◊ Parent Drop-Off/Pick-Up shall be separated from other vehicular pick-up/drop-off areas.
◊ Number/length of on-site parent drop-off/pick-up area shall be determined by site specific educational specifications, planning shall allow for growth.
◊ Parent Drop-Off/Pick Up area shall be directly to curb/sidewalk with direct access to main entry. Ideally, pedestrians do not cross other vehicular pathways after being dropped off, and have direct route safely to school entrance.
◊ Attention to off-site traffic patterns and potential congestion is imperative for successful drop-off/pick-up area planning.
◊ Parent Drop-Off lanes shall be adjacent to/near Visitor Parking Area
◊ Covered enclosed secure Bike rack and storage shall be considered to encourage Bike riding
◊ Vehicular entrance to Parent Drop-Off area is ideally off of secondary road (not a main road)
◊ One way traffic is required in Parent Drop-Off area, 2 lanes in width

* Carpooling is encouraged, (Need to develop strategies)
A. NAME OF SPACE/FUNCTION AREA

◇ Self-Contained Drop-Off / Pick-Up Area

B. DESCRIPTION OF NEEDS

◇ Self-Contained Drop-Off/Pick-Up ideally separated from other vehicular pick-up/drop-off areas.
◇ Number/length of on-site parent drop-off/pick-up area shall be determined by site specific educational specifications, planning shall allow for growth.
◇ Self-Contained Drop-Off/Pick-Up area shall be directly to curb/sidewalk with direct access to main entry or entry serving this area. Ideally, pedestrians do not cross other vehicular pathways after being dropped off, and have direct route safely to school entrance.
◇ Attention to off-site traffic patterns and potential congestion is imperative for successful drop-off/pick-up area planning.
◇ Special Needs students with wheelchair accessible route of travel.
A. NAME OF SPACE/FUNCTION AREA

◊ Parking Areas

B. DESCRIPTION OF NEEDS

◊ Separate or clearly delineated Visitor and Staff parking areas. Also delineate options for event parking which may encompass asphalt play areas, bus lanes and car drop-off lanes. Event parking may also include grass play areas in some instances.
◊ Quantity for parking areas shall be determined by site specific educational specifications, planning shall allow for growth. Local planning jurisdictions and zoning codes are significant factors in overall required counts for parking.
◊ Utilize cooperative parking agreements where applicable and/or possible.
◊ Attention to off-site traffic patterns and potential congestion is imperative for successful parking area planning.
◊ Consider preferred parking for staff/students for carpool, energy efficient vehicles.
A. NAME OF SPACE/FUNCTION AREA

◊ Pedestrian Walkways and Access

B. DESCRIPTION OF NEEDS

◊ Delineate and promote pedestrian pathways to and from school within the neighboring community. Consider ease of access and direct routing as much as possible.
◊ Safe and secure routes for Pedestrians must be fundamental criteria in developing these routes.
◊ Lockable pedestrian gates through fencing are preferred to other forms of gates such as maze gates. Provide emergency exiting in the perimeter fence. This approach builds options for flexibility for schools and neighborhoods.
◊ Attention to off-site traffic patterns and potential congestion is imperative for successful pedestrian pathway planning.
◊ As much as possible, do not direct pedestrian pathways through parking areas or drivable lanes.
◊ For adjacent school sites, direct pathways between schools need to be planned for students.
◊ Pedestrian pathways shall be easy to supervise, not hidden with landscaping or unnecessarily circuitous. Lighting shall be a consideration for pathways for safety reasons.
◊ Site property perimeter shall be fenced.
◊ Need to plan for Lahar event, including safe routes of travel, and dedicated safe meeting spots for all students and staff.
A. NAME OF SPACE/FUNCTION AREA

◊ Site Lighting

B. DESCRIPTION OF NEEDS

◊ Light poles shall be no taller than 40 feet.
◊ Site lighting shall be independently controlled, not part of building lighting.
◊ Design so that light is completely contained on site, no light transfer to neighboring properties.
◊ Lighting shall utilize low maintenance/long lasting fixtures and bulbs, energy efficient.
◊ All school site plans shall develop an all encompassing lighting plan for site lighting, assuring that pathways are lit.
◊ Consideration shall be given to minimizing access to electrical elements such as junction boxes that are targets for vandalism and theft. Locking mechanisms and minimizing public access to these if at all possible.
◊ Lighting locations need to be carefully coordinated with security camera locations.
A. NAME OF SPACE/FUNCTION AREA

◊ Reader Board Sign

B. DESCRIPTION OF NEEDS

◊ Electronic message board style signs.
◊ Pole sign preferred (not monument) where zoning allowed.
◊ Electrical service to have separate circuit.
◊ Ability to control remotely from building.
◊ Provide central monitoring and control from district office.
◊ No vegetation near sign.
A. NAME OF SPACE/FUNCTION AREA

◊ Landscaping

B. DESCRIPTION OF NEEDS

◊ Parking landscaping, where required, shall not be thorny or abrasive type.
◊ Consider low or no maintenance landscaping solutions. High maintenance planter boxes or beds are not preferred.
◊ Landscaping that attract stinging insects are not preferred.
◊ Deciduous trees attaining 40 feet of height within 40 feet of buildings are not preferred.
◊ Trees within proximity of buildings are not preferred.
◊ Weed blocker in all planted areas.
◊ Grass in planter areas not preferred.
A. NAME OF SPACE/FUNCTION AREA

◊ Storm water

B. DESCRIPTION OF NEEDS

◊ Consider pervious paving in areas on site to minimize storm water treatment requirements.
◊ Detention ponds are not preferred due to long term maintenance issues, as well as site aesthetics.
◊ Storm water treatment swales are a nuisance area for student access and maintenance.
◊ Fenced storm water facilities need high enough fencing to keep animals out of contained areas.
◊ Storm water filter vaults shall be considered versus swales.
◊ Rain gardens are recommended where possible for surface water/storm water management.
A. NAME OF SPACE/FUNCTION AREA

◊ Portable Buildings

B. DESCRIPTION OF NEEDS

◊ Design permanent facilities with core program elements to accommodate future portable buildings on site. Site specific educational specifications shall address number of portable buildings to plan for.
◊ Site infrastructure and utilities shall be designed and constructed to location of future portables.
◊ Future portables shall be designed in pod groupings to promote teaming and collaborative connections at these buildings.
◊ Portable buildings shall be grouped as near as possible to adjacent building entry to promote connection to the main building.
◊ Restrooms in the main building shall be planned near the location of entry connection to portable building location.
A. NAME OF SPACE/FUNCTION AREA

◇ Covered Play Area

B. DESCRIPTION OF NEEDS

◇ Open design is good for supervision of activities in covered play area and adjacent areas.
◇ Covered play area walls are targets for graffiti and unsightly behavior.
◇ Bird netting is required in upper structure of Covered Play structures.
◇ Covered play areas to be relocatable, and be large enough for full size basketball with 2 basketball backstos.
◇ Provide ball wall
A. NAME OF SPACE/FUNCTION AREA

◊ Play Equipment Area

B. DESCRIPTION OF NEEDS

◊ Permanent rubber tile surface.
◊ Bench seating area for students and parents adjacent to play equipment area.
◊ Provide jogging/walking track at perimeter of play field area.