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**Hardy Middle School
1819 35th Street, N.W.
Washington D.C. 20007**

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ROSE L. HARDY MIDDLE SCHOOL MODERNIZATION

Project Background

The School

Rose L. Hardy Middle School has a current enrollment of approximately 300 students in grades 6-8, and is projected to grow to a future enrollment of 600 students. Therefore, the capacity of the modernized Hardy Middle School facility will be for 600 students.

Hardy Middle School has historically had one of the most diverse populations in the city, with a current demographic breakdown of 50% African American, 42% Caucasian, 18% Hispanic American and 13% Asian American. Hardy provides a sound academic program, including honors classes in all content areas in 7th and 8th grades. A full athletic program with ten competitive teams and several developmental sports and a rich arts program are also part of the Hardy Middle School Program..

Vision – To dramatically influence the life choices made by our early adolescent students with a school experience that honors inquiry and exploration.

Values – Respect, Integrity, perseverance, Service, Teamwork

Mission – To create a school community that nurtures the intellect, accelerates the creative spirit and positively impacts the character of each and every student.

The Community

Hardy Middle School is located in Georgetown at 1819 35th Street, N.W., Washington D.C. 20007. Attendance on the Facilities Planning Committee was provided by Principal, Parents, Neighbors and Alumnae, as well as wide representation by school staff.

Project Rationale

The Hardy Middle School modernization encompasses a full modernization of all spaces along with replacement of all systems (HVAC, plumbing, lighting, electricity). Windows, doors, casework and hardware will be replaced and finishes will be upgraded. In addition, a redesign of core academic areas, administrative areas, special needs classrooms, physical education facilities, arts, media, technology centers will take place so that the school will comply with the DCPS Educational Specifications for modernized facilities and 21st Century facility standards. A feasibility study will confirm the need for modernization vs. new construction. Modernization of the auditorium is to be considered as an “add/alternate”.

Budget and Schedule

The current budget is \$17.9 million. It must be determined if the school is to be relocated to a “swing school” in the summer of 2002. The schedule calls for Feasibility Schematic Design through winter of 2001 and Design Development in Spring 2002. The D.C.P.S. and the architect will determine whether it is necessary to move to a “swing school” in the summer of 2002 and then return after completion of construction by September of 2004. The auditorium is to be considered as an “add/alternate”.

The Educational Plan

EIGHT PRINCIPLES FOR TRANSFORMING THE EDUCATION OF YOUNG ADOLESCENTS	
Create Communities of Learning	Large schools should be brought to human scale through the creation of smaller units, or schools-within-schools, where each student is well known and respected, and stable relationships between teachers and students and among students can be cultivated.
Teach a Core of Common Knowledge	A primary task for middle grade educators, especially as part of teaching teams, is to identify the most important principles and concepts within each discipline and concentrate their efforts on integrating the main ideas to create a meaningful interdisciplinary curriculum. The emphasis should move from information memorization to depth and quality of understanding of the major concepts in each subject area as well as the connections between them.
Provide an Opportunity for all Students to Succeed	The achievement of this can best be obtained through cooperative learning approaches. Studies have demonstrated that when students of varying abilities learn together, everyone is more apt to learn and succeed. High achievers deepen their understanding of the material by explaining it to lower achievers. Lower achievers benefit because they receive that needed extra help. Teachers in a cooperative learning environment can professionally apply their skills where it is most need. Research also indicates that students master course material faster, retain the knowledge longer, and develop critical reasoning powers more rapidly than they would working alone. Furthermore, cooperative learning stimulates and facilitates the achievement of several of the other “eight principles.”
Prepare Teachers for the Middle Grades	To orient teachers effectively for the middle grades, professional education programs (and in-service) must incorporate courses in the design and assessment of demanding interdisciplinary curricula, adolescent development, and team teaching. When professional training is conducted in a facility that is designed to encourage the implementation of middle grade principles, it accelerates the learning process because it provides an appropriate learning laboratory.
Improve Academic Performance Through Better Health and Fitness	Physical activity, health, and science curriculums should be linked together and be developmentally appropriate for the middle grade student. Curriculum focusing on various health-damaging as well as health-promoting practices is essential to the middle grade student. Health services, in many instances, should be carefully integrated into the school programs based upon need. The chances of successfully responding to the health and fitness needs of the middle grade student are enhanced when teams of teachers and students are physically organized in small learning groups where all teachers share in the responsibilities associated with this principle.
Reengage Families in the Education of Young Adolescents	Schools need to engage parents and other adults as integral educational resources. Space for adult and student interaction beyond the traditional classroom is essential. Communication systems which encourage and simplify parent to teacher(s) and teacher(s) to parent communication are important tools.
Strengthen Teachers and Principals	Authority and responsibility to transform middle grade schools must be given to professional staff. Teachers working with their respective curricula in concert with interdisciplinary teams need to step forward and assume the leadership responsibilities of planning, organizing, developing, and delivering. School spaces and systems need to be designed so they contribute to student development and achievement.
Connect Schools with Communities	Community services which have traditionally been located away from the school, need to become a part of the school. “Full-service schools” offer a variety of social and health services to young people and their families, paid for and rendered by outside agencies. The types of services provided should be determined by the community served by the middle school. Research shows that the result of implementing this strategy can reduce high-risk behavior in adolescents, while enhancing the environment for learning.

Turning Points: Preparing Youth for the 21st Century, by the Carnegie Council on Adolescent Development, 1990

General Curriculum Considerations

Size and Space Utilization

The District of Columbia supports small middle schools of 600 students or less where each student is well known and respected, and stable relationships between teachers and students and among students can be cultivated. These building should be used effectively at approximately 85%.

Flexibility

To support changing program needs of middle grade students, every space should be designed so it has multiple use potential. As the 21st century approaches, some of the program needs that require flexibility are: advisory programs; interdisciplinary organization of teachers; teams of students working with teams of teachers; varied student groupings; voice, data and video systems in the school; multimedia applications; exploratory technical education; performing and visual arts; student and faculty health; decentralization of administration and student service functions; parent and community involvement.

Facility as an Education Tool

The facility should be designed to complement the curriculum. Walls throughout the school can be designed to encourage learning, provide educational information, and stimulate the overall learning environment. The use of glass walls and floor coverings, which serve as a resource for curricula and instruction, can also enrich the learning environment. Flexible signage systems, systems that can be modified by the instructional staff, can be used to support thematic and/or teaming subject area curricula. Multiple use wall coverings that support the interchangeable use of tack boards, shelving, display cases, whiteboards, etc. can be used in instructional spaces as a strategy to increase space flexibility.

Core Academic Areas

This program calls for houses, which contain classrooms, wet labs, a project lab, small group rooms, a special program resource room, teacher work area, and student lockers. The middle school program is based on team teaching with a focus on a project-based interdisciplinary curriculum. This method does not exclude direct instruction, learning of facts, or subject emphasis. Middle school concepts emphasize learning how to think and subject matter content as interdependent. The shift from a compartmentalized curriculum with teacher as “dispenser of knowledge” to a hands-on, student-centered, experience-based curriculum with teacher as “coach” is essential to putting the middle school concepts into practice.

Special Education

Special education facilities will be integrated throughout the school to support the concepts of inclusion and the specialized requirements for the students. Special attention will be given to accessibility of all facilities and an integrated learning program.

Capacity

Grade	Number of Classrooms	Capacity	Total
6th Grade Core Classrooms	6	24	144
6th Grade Science	2	24	48
7th Grade Core Classrooms	6	24	144
7th Grade Science	2	24	48
8th Grade Core Classrooms	6	24	144
8th Grade Science	2	24	48
Special Needs Classroom	5	10	50
Total	29		626

Media Center

The Media Center will be centrally located among the Core Academic houses. The Media Center will be the information hub for the building and will contain extensive networked information resources.

Physical Education

To support the middle school physical education program, a variety of indoor and outdoor areas are required. Indoor areas include a gymnasium, locker rooms, health classroom, fitness room, and storage areas. All middle school students will be involved in physical education, which requires an adequate number of teaching stations. Physical education facilities must be designed and constructed with a focus on community use during non-school hours. There is a high demand for both indoor and outdoor facilities.

Visual and Performing Arts

The music program includes band, orchestra, and chorus. Teaching spaces for this curriculum must be planned with particular attention to room volume and acoustics. Several storage options must be included to support the wide variety and large volume of instruments and music required to support these programs. The visual arts program will contain an art room with associated kiln and outdoor patio. This space will contain sinks, furniture, and equipment to support both 2D and 3D instruction. Modernization of the auditorium is to be considered as an “add/alternate”.

Cafeteria/Commons

This area is planned to have multiple functions, which include student dining, performances, assemblies, and community meetings. It is proposed, through creative design, that this area effectively house multiple functions.

Technology

The facility will contain the latest in high technology and be wired for voice, data and video throughout the building. The program design is intended to bring information to the desk of the student, and computer technology will be distributed in every classroom. It is intended that access to technology will be seamless and pervasive throughout the building. Beyond the classroom, a computer lab will be associated with the media center.

Project Design Features

Unique Building Features

The existing Hardy Middle School facility includes an Auditorium. Although a modernized auditorium is not part of the DCPS middle school standard, it should be considered as an add-alternate within this project.

The Planning Committee has also requested that a commons/amphitheater area be created in an intersection of the circulation space (architect should visit Georgetown Day School which has a similar model) with seating for 200 students, if feasible within existing budget, if economies can be found within existing budget, or as an add-alternate.

“Welcome Area”/Administration/Student Services

Immediately upon entry, visitors will be greeted in the Administration “welcome area.” Student Services will be more oriented toward the Core Academic areas, but Administration and Student Services will share a “back door” connection to facilitate communication and sharing of resources.

Corridors and Commons Spaces

The front entry lobby should be welcoming and inviting for students, staff, and visitors. Extensive display systems should be provided for 2-dimensional and 3-dimensional student work and awards. Finishes should be

durable and easy to maintain. The scale of all spaces should be child-friendly. Colors, artificial lighting, and natural daylighting should be managed artfully to create an environment that communicates that school is a very special place.

Furniture & Equipment

Classrooms vary in shape and size; therefore, the furniture should be flexible to accommodate a variety of classroom formats for both individual and group activities. Teachers and students should have storage space for personal belongings, papers, and books, as well as storage for supplies and materials. Work areas exist with direct access to copiers, multi-media equipment, and telephones. Teacher preparation areas should be located in close proximity to classrooms to permit, encourage and enhance student and teacher interface. To the extent possible, movable furnishings will be used, rather than fixed casework, to provide flexibility for future reconfiguration.

Handicapped Accessibility

The entire facility will be accessible for all students, staff and visitors. This will be accomplished through judicious use of ramping and elevators where necessary, sufficient internal clearances for circulation, convenient bus / van loading and unloading, and nearby handicapped parking spaces. All elements of the Americans with Disabilities Act must be complied with, including wayfinding and signage, appropriate use of textures, and universal accessibility of all indoor and outdoor school facilities.

Site

The site circulation will be organized for safety and efficiency. This will be accomplished through careful separation of vehicular and pedestrian traffic. Sufficient stacking space will be provided to prevent congestion of busy streets. All play areas will be protected from vehicular and pedestrian traffic, so students can be assured of a safe and secure environment on the entire school site. Outdoor play areas will be located near the grade level areas and the physical education facilities. Staff and visitor parking will be provided in accordance with DCPS Guidelines.

Space Requirements Summary

Space Summary	Suggested Total
Core Academic Area	36,610
Media Center	2,900
Visual Arts	2,950
Performing Arts	3,225
Physical Education	14,500
Administration/Student Support Services	5,935
Student Dining & Food Service	5,875
Maintenance & Custodial Services	750
Mechanical, Electrical, Toilets, Custodial Closets	4,925
Total Net	77,670
Building Support Areas [corridors, wall thickness, stairwells, elevators] [Net x 38%]	29,514
Total Gross	107,184
Total Gross Square Feet Per Student [626 Students]	171

Hardy Middle School Facilities Planning Committee requests that they be included in approving any changes to program that are required to address increases for circulation areas.

Outdoor Space Requirements

□

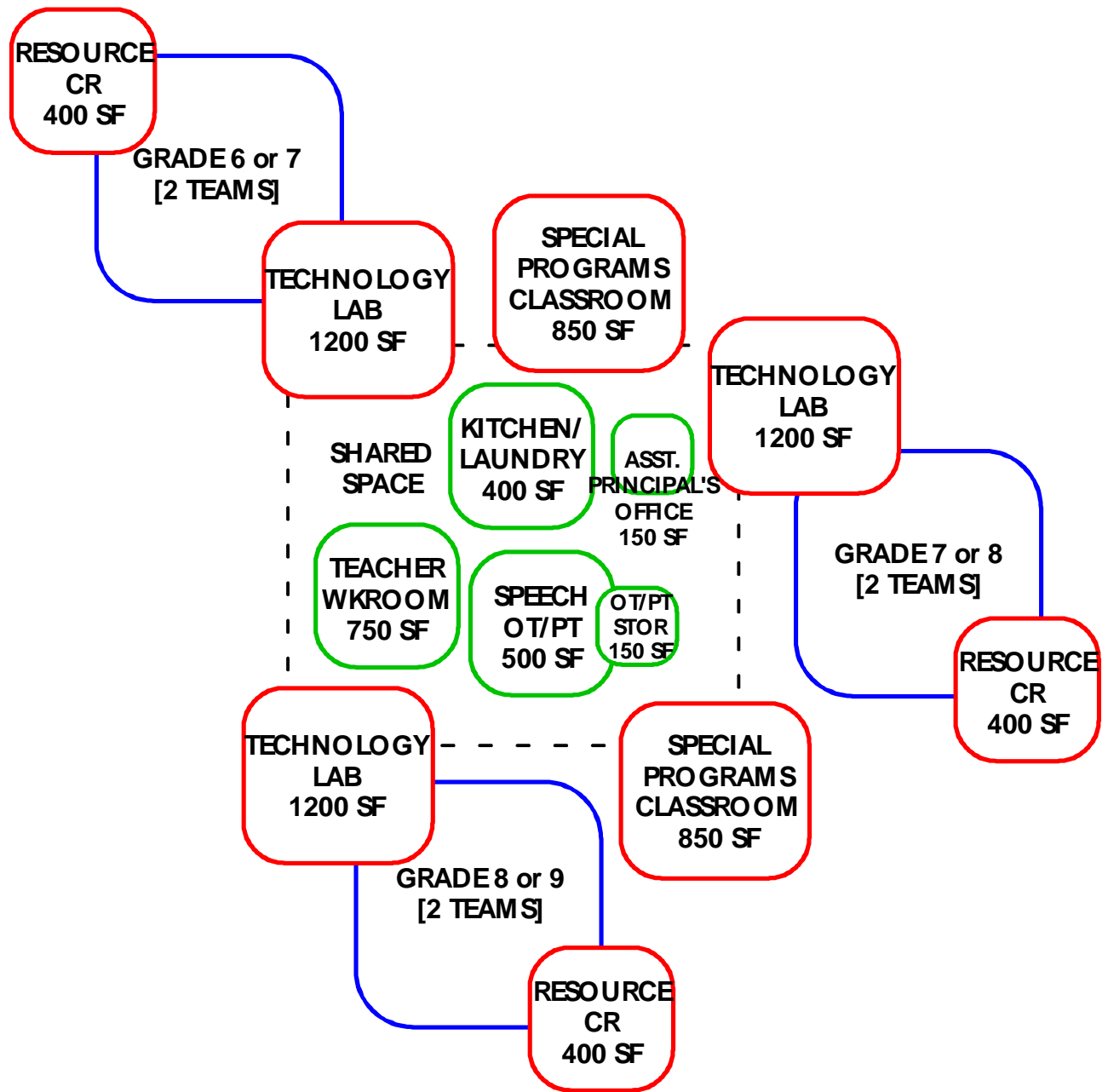
Priority One
Multipurpose Grassy Play Field -soccer, football
Exterior Grounds Equipment Storage [secure]
Outdoor Paved Play Area [3 full courts]
Fitness Trail [12 - 16 stations]
Priority Two
400 meter track - 200 meter straight-away
Bleacher seating for 900
Long jump & triple on one side
Pole vault pit
Tennis [4 courts]
Baseball Field
Softball Field

Core Academic Area Space Requirements

□

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Grade 6 Classroom	6	830	4,980	
Grade 7 Classroom	6	830	4,980	
Grade 8 Classroom	6	830	4,980	
Science Classroom	6	1,100	6,600	2 per grade level
Science Storage/Prep	3	200	600	2 per grade level
Small Group Pull-Out	3	200	600	1 per grade level
Team Workroom	3	250	750	Teamroom – 1 per grade level.
Locker/Commons	6	300	1,800	2 per grade level
Computer Lab	3	1,200	3,600	1 per grade level
Computer Lab Storage	3	100	300	1 per computer lab
ESL Resource/Classrooms	4	415	1,630	ESL (2 classrooms with a movable wall)
Support Staff Offices [Itinerant Staff]	3	150	450	Could be used by Counselor, Psychologist, Social Worker, etc.
Special Education (LC)	3	830	2490	1 in 6 th grade, 2 paired near 7 th /8 th
Special Education Classrooms	2	800	1600	
Special Education conference room	1	250	250	
Language Lab	1	1,200		(If feasible)
Kitchen/Laundry	1	400	400	Near Special Education classroom
Speech/Occupational Therapy/Physical Therapy	1	450	450	
Occupation Therapy/Physical Therapy Storage	1	150	150	
Total			36,610	

Overall Core Academic Spatial Relationships



Note: The functional relationships illustrated are diagrammatic only. Further interpretation of these relationships shall be implemented by the design team.

□

Core Academic Area

Overview

The Core Academic Area concept will be organized to facilitate and accommodate both a departmentalized and an interdisciplinary approach to instruction. Characteristics of this area are:

- Ability to organize space by teams or departments
- Instruction and facility space to encourage team and student communication
- A flexible learning environment that is adaptable to change and supportive of different program delivery organizational patterns with adequate space to support the work of teams and production of student work; and encourages the integration of curriculum

The concepts that will give direction to this interdisciplinary approach are:

- Integrated curriculum
- Performance objectives for students
- Individualized / intra-dependent learning environments
- Transition to work
- High-speed on-line technology services
- Scheduling - how time is used to facilitate learning
- Performance assessment
- Decentralized / shared decision-making
- Coordination of services provided to students

English Goals: To accommodate the special needs and abilities of all students, the English program will provide an intersecting and challenging interdisciplinary approach to:

- lifelong reading
- oral communication skills
- written competency

Foreign Language Goals: The goal of the foreign language department is to ensure that students will:

- become globally aware
- be able to interact successfully within their environment
- develop their abilities to speak, hear, write, read, and understand non-native languages
- appreciate and understand other cultures
- understand the importance of a foreign language competency and the positive impact it can have on their future

Mathematics Goals: The goal of the math department is to ensure that all students will:

- use technology efficiently and effectively
- be proficient in tech prep activities
- be logical problem solvers and critical thinkers
- incorporate teamwork skills
- communicate math concepts successfully
- relate learned math concepts to real world situations

Social Studies Goals: The goal of the social studies department is to ensure that all students:

- have a global conscience, a concern for their community, and an understanding of the effects of their history
- will have a multi-cultural awareness
- can access knowledge about world geography and global impacts on economic and social developments
- can use critical thinking skills to assess past and present world situations
- can use group dynamics in a variety of situations

Core Academic Classroom – 18 @ 830 S.F. each

Purpose

- to provide flexible space to accommodate any of the core academic disciplines.

Users

- up to 28 students
- 1 staff member
- volunteers and guest speakers

Activities

- large and small group instruction and hands-on activities
- computerized instruction
- team teaching
- oral presentations

Spatial Relationships

- near small group room
- near science lab and large group instruction
- near teacher workroom and offices
- near media center
- moveable wall between at least 2 pairs of classrooms in each grade level
-

Finishes

- floor: vinyl composition tile
- walls: paint
- ceiling: lay-in acoustical tile (in new space)
- casework: plastic laminate

Doors & Windows

- door: large view panel with sidelight
- windows: operable with roller shades

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls
- banked switching to allow varied light levels

Technology

- 5 student data ports
- 1 teacher data port
- quad outlet adjacent to each data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- casework to include: 2 tall storage cabinets for instructional supplies, 2 doors, lockable, with shelving and drawers, 4 drawer locking file cabinet., 24 LF of adjustable-height bookshelves (min.)
- marker board and chalk board on primary teaching wall and on secondary wall
- Math Boards to have Coordinate Plane
- tack board at each end of marker board on primary wall
- tack strip above marker board
- mounting bracket for TV and VCR
- mounting bracket for projection screen

Furniture & Equipment

Owner Supplied & Installed

- 30 tables and chairs or student desks
- computer projection device
- TV & VCR
- projection screen
- 5 networked student multimedia computers
- 5 computer tables
- 5 chairs
- printer
- printer table
- 1 teacher multimedia computer
- 1 multimedia cart for teaching station [to accommodate computer projector, overhead projector, and space for computer]
- teacher desk and chair

Science Classroom – 6 @ 1,100 S.F. each

Purpose

- To provide flexible space and layout to support delivery of entire science curriculum in any lab

Users

- up to 28 students
- teachers

Activities

- large and small group instruction and hands-on activities
- team teaching
- experimentation
- laboratory work
- computer simulations

Spatial Relationships

- accessible to students from all clusters
- close to elevator if split between floors
- nearby access to outdoors

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- wood casework with chemical resistant countertops

Doors & Windows

- door: large view panel with sidelight
- windows: operable

Building System Requirements Mechanical

- 8th Grade storage areas and labs need special ventilation including purge fan [fume hood]

Plumbing

- hot and cold water for 8 sinks
- safety chemical showers/eye wash fountains with floor drains
- all utilities for teacher demonstration table

Electrical & Lighting

- 2 duplex electrical outlets on each wall
- 3 duplex electrical outlets on teaching wall
- quad outlet in teaching station
- duplex electrical outlet in each lab station

Technology

- 2 data ports in each lab station

- 2 data ports on side wall for printers
- 1 data port in demonstration station
- quad outlet adjacent to each data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- demonstration bench on wheels with bottled gas, sink with hot and cold water, electricity
- large layered marker boards- one layer with grid, the other plain
- tack board at each end of marker board
- tack strips wherever possible around room to hang charts, student presentations, etc.
- base cabinets
 - sinks in base cabinets(one accessible)
 - above counter cabinets(some with doors)
 - tall cabinets to accommodate glassware, equipment, specimens, etc.
 - wall cabinets or swing arms for computer monitors above countertop
- 24 LF of adjustable-height bookshelves (min.)
- 4-drawer locking file cabinet

Owner Supplied & Installed

- 14 – 2-person adjustable height tables
- 28 adjustable height stool
- projection screen
- goggle storage and sanitizing cabinet
- computer projection device
- TV and VCR
- 8 networked student multimedia computers
- 2 printers and tables
- 1 teacher multimedia computer
- portable fume hood

Science Storage/Prep – 3 @ 200 S.F. each**Purpose**

- to allow for lab preparation

Users

- 1 or 2 staff members
- student assistants

Activities

- general lab preparation
- store equipment
- set up experiments

Spatial Relationships

- locate between 2 science class/labs
- near Teacher Center/Workroom

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: wood with chemical resistant countertop

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

**Building System Requirements
Mechanical**

- ventilation for fumes

Plumbing

- hot and cold water for sink and dishwasher

Electrical & Lighting

- 1 duplex electrical outlet on each wall
- duplex electrical outlets in raceway above countertop

Technology

- data port in apron below countertop
- quad outlet adjacent to data port

Furniture & Equipment**Contractor Supplied & Installed**

- casework: countertop, sink, base and wall cabinets on one wall
- sink
- dishwasher
- autoclave in one prep room
- distiller in one prep room
- full-size frost-free refrigerators with ice maker

Owner Supplied & Installed

- chemical storage cabinets
- fire blanket

Small Group Pull-Out Rms – 3 @ 200 S.F.each

(Previously Labeled “Team Teaching Resource Area”)

Purpose

- to provide flexible space to accommodate any of the special needs “pull-out” curricula

Users

- up to 15 students
- 1 staff member
- volunteers and guest speakers

Activities

- large and small group instruction and hands-on activities
- computerized instruction
- team teaching
- oral presentations

Spatial Relationships

- within each Core Academic Academy (1 in each grade level area)

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable

Building System Requirements

Mechanical

- no special requirements

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls
- banked switching to allow varied light levels

Technology

- 5 student data ports
- 1 teacher data port
- quad outlet adjacent to each data port
- cable/MATV port
- telephone/intercom/voicemail port

**Furniture & Equipment
Contractor Supplied & Installed**

- marker board on primary teaching wall and on secondary wall
- tack board at each end of marker board on primary wall
- tack strip above marker board
- mounting bracket for TV or recess TV in niche behind sliding marker board
- mounting bracket for projection screen

Owner Supplied & Installed

- 15 tables and chairs or student desks
- computer projection device
- TV
- projection screen
- 12 LF of adjustable-height bookshelves [minimum]
- 4-drawer locking file cabinet
- 5 networked student multimedia computers
- 5 computer tables
- 5 chairs
- printer
- printer table
- 1 teacher multimedia computer
- 1 multimedia cart for teaching station [to accommodate computer projector, overhead projector, and space for computer]
- 1 teacher chair

Work Room – 3 @ 250 S.F. each

Purpose

- to provide space for teachers to carry out their administrative duties, prepare materials for class, access the Internet, lock up personal items, and to socialize and relax

Users

- 16 teachers

Activities

- store files [floating teachers or shared department files]
- grade papers
- enter and access data
- prepare lessons using computer, video and other resources
- contact community resources via telephone and e-mail
- socialize and relax
- eating lunch

Spatial Relationships

- central to Core Academic classrooms
- contains restrooms, shared work area, kitchenette, individual work stations, and conference room

Finishes

- floor: carpet with resilient in wet areas
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable

Building System Requirements

Mechanical

- ventilation for kitchenette

Plumbing

- hot and cold water for sink
- water hook-up for ice maker

Electrical & Lighting

- 2 duplex electrical outlets on each wall
- 1 duplex electrical outlet in each work station
- electrical connections for copier, refrigerator, vending machines, microwave

Technology

- data port in each work station
- quad outlet adjacent to each data port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- casework to include: countertop, sink, wall and base cabinets in kitchenette
- tack board
- marker board
- refrigerator with ice maker
- individual work stations to include: privacy panels, 30" x 48" work surface, overhead binder bin, 6/6/12 drawer pedestal

Owner Supplied & Installed

- copier
- rectangular tables for shared work area and conference room
- chairs
 - 16 chairs for work stations
 - 6 chairs for shared work area
 - 10 chairs for conference room
- microwave
- refrigerator
- printer

Locker/Commons – 6 @ 300 S.F. each

Purpose

- to provide space for storage and shared uses

Users

- teachers
- students

Activities

- storage
- small group activities

Spatial Relationships

- central to Core Academic classrooms
- shared work area

Finishes

- floor: resilient or carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: none
- windows: none

Electrical & Lighting

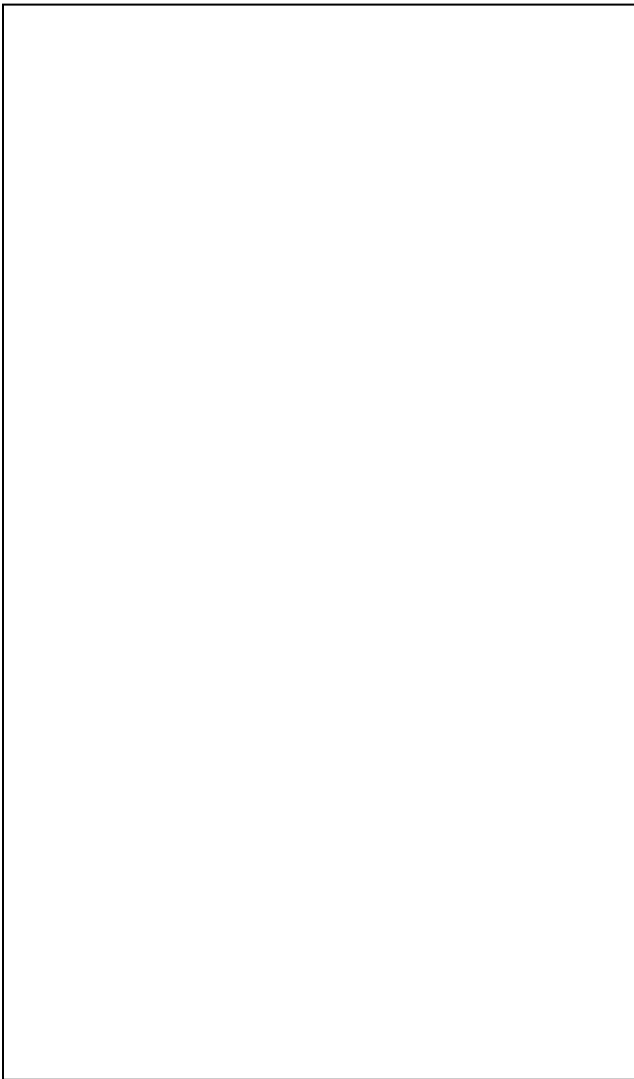
- 2 duplex electrical outlets one wall

**Furniture & Equipment
Contractor Supplied & Installed**

- 100 full height lockers

Owner Supplied & Installed

- none



Computer Lab – 3 @ 1,200 S.F. each

Purpose

- To provide students with a diversified approach to uses of technology and technology education in which students will work individually and in teams in a project-based curriculum. Emphasis is placed on problem-solving, technological literacy, and communication skills.

Users

- up to 28 students
- 1 staff member
- volunteers and guest speakers

Activities

- large and small group instruction and hands-on activities
- computerized instruction
- team teaching
- oral presentations

Spatial Relationships

- near science lab
- 1 per grade level
- near teacher workroom and offices

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: desired, none required

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and adequate duplex electrical outlets on other walls for technology equipment
- banked switching to allow varied light levels

Technology

- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- casework to include: 2 tall storage cabinets for instructional supplies, 2 doors, lockable, with shelving and drawers
- marker board on primary teaching wall

- tack board at each end of marker board on primary wall
- tack strip above marker board
- mounting bracket for TV or recess TV in niche behind sliding marker board
- mounting bracket for projection screen
- perimeter countertop for computer lab configuration
- casework for file servers, printers and paper

Owner Supplied & Installed

- computer tables with wire management systems which can be configured as islands
- student chairs
- computer projection device
- TV
- projection screen

Computer Lab Storage – 3 @ 100 S.F. each

Purpose

- to provide a safe and secure area for storage of equipment and supplies

Users

- none

Activities

- storage

Spatial Relationships

- connects with technology lab

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

Building System Requirements Mechanical

- no special requirements

Plumbing

- none

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- none

Furniture & Equipment Contractor Supplied & Installed

- 12”D and 18”D heavy duty shelving on 3 walls

Owner Supplied & Installed

- none

Resource Classrooms (Resource/Psych./Soc.Wkr.) – 3 @ 400 S.F. ea

Purpose

- to provide flexible space as a resource area for interdisciplinary activities

Users

- up to 20 students
- 1 staff member
- guest speakers

Activities

- large and small group instruction and hands-on activities
- computerized instruction
- team teaching
- oral presentations and plays

Spatial Relationships

- near small group pullout room
- 1 in 6th grade area, 2 adjacent to 7th/8th grade area
- near science lab and large group instruction area
- near teacher workroom and offices
- near media center

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: desired, none required

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls
- banked switching to allow varied light levels

Technology

- 5 student data ports
- 1 teacher data port
- quad outlet adjacent to each data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- marker board
- lockable teacher wardrobe
- tack board at each end of marker board
- tack strip above marker board
- mounting bracket for TV or recess TV in niche behind sliding marker board
- mounting bracket for projection screen

Owner Supplied & Installed

- 2 rectangular tables
- 10 chairs
- 10 student desks
- computer projection device
- TV
- projection screen
- 12 LF of adjustable-height bookshelves [minimum]
- 4-drawer locking file cabinet
- 5 student multimedia computers
- 5 computer tables
- printer
- printer table
- 1 multimedia cart for teaching station [to accommodate computer projector, overhead projector, and space for computer]
- 1 teacher multimedia computer
- 1 teacher chair

Support Staff Offices [Itinerant Staff] – 3 @ 150 S.F. each

Purpose

- to provide counseling and other student support services in a professional environment that is easily accessible to students, parents, staff, and community

Users

- instructional personnel in ESL and reading; psychologists; social workers; counselors; etc.

Activities

- counseling for parents, students
- administrative paper work
- enrollment and orientation of new students
- office space for itinerant staff

Spatial Relationships

- Disperse through building

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable, if possible

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- one duplex electrical outlet on each wall

Technology

- data port
- quad outlet adjacent to data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- tack board

Owner Supplied & Installed

- desk
- ergonomic task chair
- guest chair
- computer work station
- bookcase
- 2 four-drawer locking file cabinets
- computer
- printer

Special Considerations

- auditory privacy

Special Education Classroom – 3 @ 600 S.F. each

Purpose

- to provide a safe and comfortable environment for students

Users

- 10-15 students
- 2 or more staff

Activities

- small group work
- independent work
- individual instruction
-

Spatial Relationships

- near bus loading and unloading
- easily accessible from Health Suite
- elevator access
- 1 shared grooming room – [CIC: Clean Intermittent Catheterization], with shower & changing table
- accessible ingress/egress to the building and classroom areas

Finishes

- floor: resilient and carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls
- banked switching to allow varied light levels

Technology

- 5 student data ports
- 1 teacher data port
- quad outlet adjacent to each data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

SPED CLASSROOMS ARE TO HAVE SINKS W/BUBBLERS

- casework to include: 2 tall storage cabinets for instructional supplies, 2 doors, lockable, with shelving and drawers
- marker board on primary teaching wall and on secondary wall
- tack board at each end of marker board on primary wall
- tack strip above marker board
- mounting bracket for TV or recess TV in niche behind sliding marker board
- mounting bracket for projection screen

Owner Supplied & Installed

- 30 tables and chairs or student desks
- computer projection device
- TV
- projection screen
- 24 LF of adjustable-height bookshelves [minimum]
- 4-drawer locking file cabinet
- 5 networked student multimedia computers
- 5 computer tables
- 5 chairs
- printer
- printer table
- 1 teacher multimedia computer
- 1 multimedia cart for teaching station [to accommodate computer projector, overhead projector, and space for computer]
- 1 teacher chair

Teaching Kitchen (for Special Ed. Students)/Laundry-1 @ 400 S.F. ea.

Purpose

- to provide a life skills instructional area shared by students receiving MH and DH special education services
- to help students learn practical/hands-on social skills and daily living skills
- to provide a handicapped-accessible area for washing and drying garments

Users

- faculty and staff
- 1-4 students

Activities

- food preparation and cleanup
- washing and drying garments

Spatial Relationships

- central to classrooms
- adjacent to one of the Self-Contained classrooms

Finishes

- floor: resilient in wet area
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: desirable

Building System Requirements

Mechanical

- exhaust vent for range
- dryer vent

Plumbing

- hot and cold water for sink
- water hook-up for ice maker
- water hook-up for washer

Electrical & Lighting

- 2 duplex electrical outlets on each wall
- electrical connections for equipment, such as washer, dryer, range, refrigerator, etc.

Technology

- 2 data ports

- quad outlet adjacent to each data port
- telephone/intercom/voicemail port
- cable/MATV port

Furniture & Equipment

Contractor Supplied & Installed

- casework to include: countertop, sink, base and wall cabinets
- refrigerator with ice maker
- range with oven
- washer
- dryer
- sink
- exhaust fan

Owner Supplied & Installed

- 1 round table
- 2 chairs
- microwave

Special Considerations

- direct access to main corridor

Occupational Therapy/Physical Therapy Room – 1 @ 450 S.F.

Purpose

- to provide private functional mobility training for students in an environment that is least disruptive to others

Users

- up to 3 students at one time
- up to 2 staff persons at one time

Activities

- speech therapy
- exercise
- assistive technology evaluation
- occupational and physical therapy

Spatial Relationships

- near Special Needs classrooms and Core Academic classrooms

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable

**Building System Requirements
Mechanical**

- no special requirements

Plumbing

- water fountain bubbler at sink
- hot and cold water for sink

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls
- banked switching to allow varied light levels

Technology

- 3 data ports
- quad outlet adjacent to each data port
- cable/MATV port

- telephone/intercom/voicemail port

**Furniture & Equipment
Contractor Supplied & Installed**

- 6 cubbies for student storage [large enough to accommodate book bags]
- countertop, sink cabinet, and wall cabinets
- single, deep sink with bubbler
- marker board
- tack board at each end of marker board
- tack strip above marker board
- mounting bracket for TV or recess TV in niche behind sliding marker board
- mounting bracket for projection screen

**Furniture & Equipment
Owner Supplied & Installed**

- TV
- projection screen
- 12 LF of adjustable-height bookshelves [minimum]
- 4-drawer locking file cabinet
- 3 networked multimedia computers
- 3 computer tables
- 3 chairs
- printer
- printer table
- specialized therapy equipment

Special Considerations

- wheelchair accessibility
- reinforce structure to support equipment such as a trapeze
- auditory privacy

Occupational Therapy/Physical Therapy Storage – 1 @ 150 S.F.

Purpose

- to provide storage space for occupational and physical therapy apparatus and supplies

Users

- staff
- volunteers

Activities

- storage of therapy apparatus and supplies

Space Requirements

- see Space Requirements table

Spatial Relationships

- connecting with OT/PT room

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: view panel
- windows: none

Building System Requirements

Mechanical

- none

Plumbing

- none

Electrical & Lighting

- 1 duplex electrical outlet on each of 2 walls

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- heavy duty adjustable shelving on 3 walls

Owner Supplied & Installed

- none

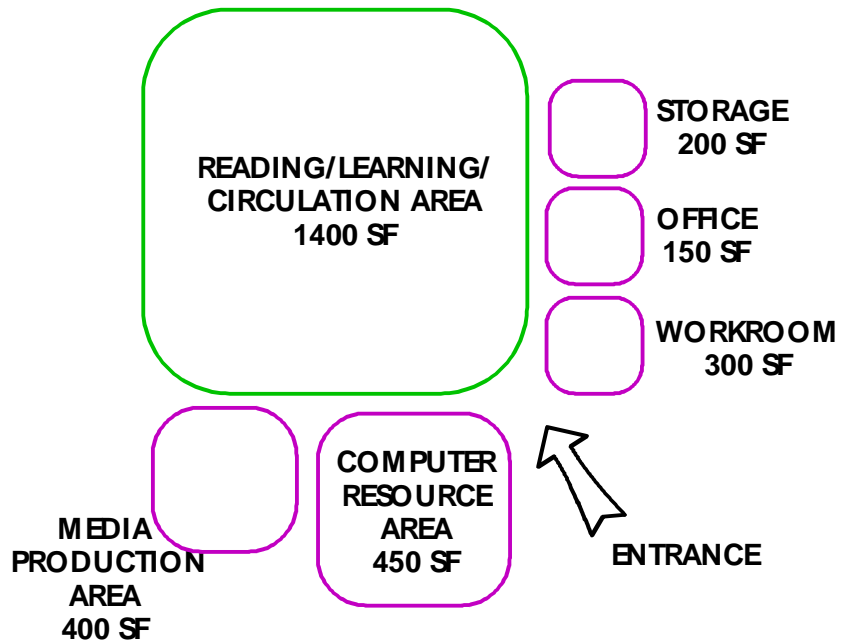
Special Considerations

- none

Media Center Space Requirements

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Reading Room (Learning/Stacks /Circulation Area)	1	1,400	1,400	
Media Studio/Production Area	1	400	400	
Computer Resource Area	1	450	450	
Media Center Office	1	150	150	
Media Center Storage	1	200	200	
Media Center Workroom	1	300	300	Includes media distribution center.
Total			2,900	

Media Center Illustration



Note: The functional relationships illustrated are diagrammatic only. Further interpretation of these relationships shall be implemented by the design team.

Media Center Overview

The Media Center will serve as the information hub of the school, providing access to materials within and outside the physical facility. An important aspect of this area is the continual use of printed material as well as electronic sources of information. Through various networks the Media Center will maintain 2-way communication with all parts of the building, all schools within the district, homes and businesses that are on-line [either via cable or telephone lines], colleges, universities, public libraries, and other remote sources.

All curricular areas of the school will share the Media Center instructional technologies, which include computers, audio, database access, and Internet information technologies. The Media Center is a technology-intensive environment, with computer information stations located throughout the Reading/Learning/Circulation Area.

The library and media services area is to include satellite up-link and down-link, cable TV, and multi-media production facilities.

Reading Room (Learning/Stacks/Circulation Area) – 1 @ 1,400 S.F.

Purpose

- to provide students, staff and community with access to information and quiet study areas

Users

- students [up to 2 classes plus resource users]
- individual students – up to 20 for research
- open reading area for up to 10 students
- 2 media specialists
- guest speakers, volunteers
- after-hours community use

Activities

- reading
- circulation of materials and resources [including online catalogs]
- whole group and small group instruction
- provide meeting areas [community, staff, parents, etc.]

Spatial Relationships

- circulation area located close to entrance/exit
- references/professional/periodical areas located near entrance and close to circulation
- 2 catalog station areas centrally located

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable to the outside

Electrical & Lighting

- provide duplex electrical outlets at entrance for future material security system
- duplex electrical outlets in floor under tables
- duplex electrical outlets on each wall [at least 15' O.C. Place in toe space on walls with shelving]
- locate duplex electrical outlet on each column

Technology

- data ports:
 - 5 for automated card catalog
 - 10 for reference
 - 14 in floor under tables

- 2 at circulation desk

- 4 for printers

- quad outlet adjacent to each data port
- 2 bar code readers
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- book and magazine shelving
- motorized projection screen
- 2 mounting brackets for TV's

Owner Supplied & Installed

- 15 – 4-person tables with chairs
- 5 automated card catalog stations
- 10 seated reference stations
- 60 chairs
- 25 student computers
- copier
- 5 printers
- 5 printer tables
- 2 TV's
- color scanner
- leisure reading area to include:
 - 6 lounge chairs
 - 3 end tables
- 1 coin/magnetic card copier
- material security system and motion detection security system

Reading, Stacks, and Circulation Area [continued]**Special Considerations**

- natural light
- ceiling height in proportion to room dimensions
- open flow for traffic in reference/professional/periodicals zone
- auditory privacy
- provide method to darken room for AV presentations
- access to Media Center during after school hours while maintaining security in the remainder of the school

Media Studio/Production Area – 1 @ 400 S.F.

Purpose

- to provide a sound proof, properly lighted room for video productions, audio productions, publication purposes, and multi-media productions using computer accessories and peripherals such as scanners, digital cameras, etc.

Users

- 2 teachers
- 15 students
- community use after school hours

Activities

- video creation/production
- voice over/dubbing
- creative writing
- closed circuit TV production
- newspaper production
- scanning and digitizing

Spatial Relationships

- adjacent to Media Center

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

Building System Requirements

Mechanical

- plan for heat build-up from intense computer use

Electrical & Lighting

- duplex electrical outlets in raceway on 3 walls
- banked switching to allow varied light levels

Technology

- data ports in raceway with electrical outlets on 3 walls
- quad outlet adjacent to each data port
- cable/MATV port with output capability
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- curtains on tracks on 3 walls

Owner Supplied & Installed

- TV
- video camera
- production and editing equipment
- computer projection device
- projection screen
- 12 LF of adjustable-height bookshelves [minimum]
- 15 networked student multimedia computers
- 15 computer tables
- 15 chairs
- 2 printers
- 2 scanners
- 2 printer tables
- tables for scanners and other equipment
- 1 teacher multimedia computer
- 1 multimedia cart for teaching stations [to include computer projector, overhead projector, and space for computer]
- teacher chair

Special Considerations

- provide separation between video production and other media production
- sound control

Computer Resource Area – 1 @ 450 S.F. each

Purpose

- to provide a shared computer resource area for the entire school – This “computer hub” is to be a part of or alcove within the Reading Room of the Media Center

Users

- 1 teacher
- 20 students

Activities

- student work area
- instruction
- interdisciplinary training area
- research

Spatial Relationships

- easy access to Core Academic Area
- portion of Media Center Reading Room
- locate toilets nearby for after- hours use

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: not required

Building System Requirements

Mechanical

- good ventilation
- cooling capacity

Plumbing

- no special requirements

Electrical & Lighting

- duplex electrical outlets in raceway on 3 walls
- banked switching to allow varied light levels

Technology

- data ports in raceway with electrical outlets on 3 walls

- quad outlet adjacent to each data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- marker board
- tack board

Owner Supplied & Installed

- 25 student computers
- 1 teacher computer
- 2 printers
- 1 scanner
- chairs
- tables/workstations for computers, printers, and scanners

Special Considerations

- auditory privacy

Media Center Office – 1 @ 150 S.F. each

Purpose

- to provide a private work area for the media specialist, easy access to the circulation desk, media production area, and computer resource room

Users

- 1 media specialist
- 1 technology aide

Activities

- ordering
- administrative work [preparing budget, reports, etc.]
- scheduling
- cooperative learning
- processing and repairing books, videos, discs, etc.

Spatial Relationships

- adjacent to reading room
- adjacent to circulation desk
- adjacent to workroom

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in-acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: to view main area

Building System Requirements Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 2 duplex electrical outlets on each wall

Technology

- 1 data port for networked station
- quad outlet adjacent to data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- small tack board

Owner Supplied & Installed

- 2 desks
- 2 ergonomic task chairs
- 2 computer workstations
- 2 four drawer locking file cabinets
- 2 bookcases
- 2 computers
- printer

Special Considerations

- auditory privacy

Media Center Storage – 1 @ 200 S.F. each

Purpose

- to provide secure space for storage of materials

Users

- media specialist

Activities

- storage of materials and equipment

Spatial Relationships

- architect to office and workroom

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel
- windows: no special requirements

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- 18" D heavy duty adjustable shelving on 3 walls

Owner Supplied & Installed

- none

Special Considerations

- none

Media Center Workroom – 1 @ 300 S.F.

Purpose

- to provide space for the management and organization of media resources and processing of incoming materials

Users

- media specialist

Activities

- receive, process, and duplicate library materials
- repair damaged or worn materials
- scanning
- digitizing

Spatial Relationships

- adjacent and accessible to Media Center Office
- behind circulation desk

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: window into reading stacks and circulation area

Building System Requirements

Mechanical

- no special requirements

Plumbing

- hot and cold water for sink

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- 1 data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- countertop, sink, base and wall cabinets
- sink
- locking storage cabinet[s]
- work island with storage below
- casework for video distribution system
- shallow shelving for videotapes

Owner Supplied & Installed

- paper cutter
- scanner
- fax machine
- computer with work station
- printer
- printer table

Special Considerations

- none

Visual Arts Space Requirements

□

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Art Room	2	1,300	2,600	
Kiln Room	1	100	100	
Art Storage	1	250	250	
Total			2,950	

Overview

Visual Arts will offer all students the opportunity to explore the arts and how they interface with other areas of learning. Visual Arts will play an important part in developing the total child. It will promote critical thinking and creative problem-solving skills in all areas of the curriculum. This program will foster individual expression and an understanding of the contribution the arts make to the world. Visual Arts will provide goal-reaching opportunities in the areas mandated by the curriculum. The areas of exploration will include 2-D and 3-D art forms, computer and graphic arts, multi-media, art history, humanities, and writing.

Art Room – 2 @ 1300 S.F. each

Purpose

- to provide a learning environment where students can learn 2-D and 3-D art and create their own art pieces

Users

- 25-30 students
- 1 teacher
- guest speakers and volunteers

Activities

- 2-dimensional arts, including: drawing and painting, printmaking, computer graphics
- 3-dimensional arts, including: sculpture and model-making, collage and assemblage, ceramics – clay, fiber arts, mixed-media works
- viewing slides and videos
- mounting, matting and framing
- print making
- cooperative group work
- computer graphics
- storage of supplies, projects, small equipment

Spatial Relationships

(Art Rooms should have Northern orientation if possible)

- centrally located with convenient access to Core Academic classrooms
- door to outside-with overhang
- connect with Art Patio

Finishes

- floor: readily cleanable and damage resistant finishes; resilient or sealed tinted concrete
- walls: paint, tackable surface
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable. Prefer north light.

Building System Requirements

Mechanical

- no special requirements

Plumbing

- hot and cold water for sinks
- clay traps in sinks

- floor drain [with clay trap] needed for clay area with hose and hose mount for cleaning floor area
- hose bibb on outside patio

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and 2 duplex on other walls
- duplex outlets in raceway above countertops
- banked switching to allow varied light levels

Technology

- 5 student data ports
- 1 teacher data port
- quad outlet adjacent to each data port]
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- large, shallow drawers sized to hold poster board and chart paper
- countertop, sink cabinet, base, and wall cabinets
- 2 large, deep sinks in countertop
- 1 island sink with access on all sides
- marker board

Art Room [continued]

- tack board at the end of marker board
- tack strip above marker board
- mounting bracket for TV or recess TV in niche behind sliding marker board
- mounting bracket for projection screen
- 6-8 stackable units
- movable wire horizontal drying racks

Owner Supplied & Installed

- tables and chairs for 28 students
- computer projection device
- TV
- projection screen
- 24 LF of adjustable-height bookshelves [minimum]
- 4-drawer locking file cabinet
- 5 networked student multi-media computers
- 5 computer tables
- 5 chairs
- 1 teacher multi-media computer
- 1 multi-media cart for teaching station [to

include computer projector, overhead projector, and space for computer]

- 1 teacher desk
- 1 ergonomic teacher chair
- large paper cutter
- easels

Special Considerations

- direct access to exterior with patio for outside art activities

Kiln Room – 1 @ 100 S.F. each

Purpose

- to provide a space to fire and store completed clay work

Users

- 2-3 people

Activities

- house kiln
- store ceramic work

Spatial Relationships

- enter from the Art Lab

Finishes

- floor: resilient or sealed tinted concrete
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

Building System Requirements

Mechanical

- adequate ventilation
- kiln vented to outside
- hooded exhaust for kiln

Plumbing

- none

Electrical & Lighting

- electrical connection for kiln
- electrical outlets

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- kiln with vent

Owner Supplied & Installed

- storage for wet clay projects [greenware rack]

Special Considerations

- safety is a major concern

Art Storage – 1 @ 250 S.F. each

Purpose

- to provide lockable storage for art supplies, portable equipment, technology peripherals, materials

Users

- 1 teacher

Activities

- storage of equipment and supplies

Spatial Relationships

- connecting with Art Lab

Finishes

- floor: resilient or sealed tinted concrete
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 1 duplex electrical outlet each of on 2 walls

Technology

- none

Furniture & Equipment Contractor Supplied & Installed

- 12”D and 18”D heavy duty, adjustable shelving on 3 walls

Owner Supplied & Installed

- legal sized 4-drawer filing cabinet

Performing Arts Space Requirements

□

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Instrumental Music Room	1	1,400	1,400	Includes instrument storage cabinets within the room.
Instrument/Uniform Storage	1	375	375	
Choral Music Room	1	1,200	1,200	
Choral Storage	1	250	250	
Total			3,225	

□

Performing Arts

If the Hardy Middle School building is retained and modernized – cost/feasibility of retaining existing Auditorium should be analyzed.

This area houses the instrument room, choral room, and auxiliary spaces. It is hoped that this area will increase the school and community’s knowledge of arts education and personal satisfaction to be gained from music.

The Music facility needs to reflect recommendations from national organizations regarding design, flexibility, acoustics, and must consider future technological concepts while providing a safe working environment.

The Music facility will help provide opportunities to develop the total child. The music facility needs to be able to provide opportunities to integrate with other curricular areas

Instrumental Music Room – 1 @ 1,400 S.F. each

Purpose

- to serve as the learning and practice area for instrument classes

Users

- 60 students
- teacher

Activities

- individual and small & group practice
- performance
- teaching and learning to read music
- jazz, chamber ensembles and other special ensembles
- keyboarding
- independent study

Spatial Relationships

- convenient access to instrument storage

Finishes

- floor: resilient
- walls: acoustical treatment
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- doors: double doors with removable mullion
- windows: separating adjacent rooms for monitoring

Building System Requirements Mechanical

- noise from mechanical equipment should not be audible in classroom

Plumbing

- hot and cold water for sink

Electrical & Lighting

- electrical outlets on each wall

Technology

- 5 student data ports
- 1 teacher data port
- quad outlet adjacent to each data port
- cable/MATV connection
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- marker boards, some plain some with staffs
- tack board
- casework: 6 linear feet of base and wall cabinets to include sink cabinet
- sink

Owner Supplied & Installed

- 60 music posture chairs
- 60 music stands
- conductor's podium system: chair, podium, stand
- TV
- 5 student computer work stations
- 1 teacher computer work station
- 6 computers
- 1 printer
- music storage cabinets [folio cabinets – 150 concert sized folio sections]
- MIDI computer workstation with music software
- sound system with microphone, amplifier, and speaker for recording and playing back student rehearsals and performances and any other recordings

Special Considerations

- sound attenuation
- appropriate acoustical treatment

Instrument /Uniform Storage – 1 @ 375 S.F. each

Purpose

- to provide secure and adequate storage for instruments and uniforms

Users

- none

Activities

- storing and accessing instruments and uniforms

Space Requirements

- see Space Requirements table

Spatial Relationships

- adjacent to Instrument Room

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- double rods for hanging uniforms
- heavy duty adjustable shelving on 2 walls

Owner Supplied & Installed

- lockable storage cabinet

Choral Music Room – 1 @ 1,200 S.F. each

Purpose

- to provide a space that will serve as the learning/practice area for choral classes

Users

- up to 60 students
- 1 teacher

Activities

- rehearsals
- practice for sectional groups
- solos
- instruction

Spatial Relationships

- easy access to the stage
- adjacent to Music Library and storage
- water fountain easily accessible

Finishes

- floor: resilient, flat floor – no permanent risers
- walls: acoustical treatment
- ceiling: high ceiling [due to seating on risers]
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: soundproof glass separating library with mini-blinds on windows

Building System Requirements

Mechanical

- quiet HVAC system

Plumbing

- no special requirements

Electrical & Lighting

- electrical outlets for equipment

Technology

- 5 student data ports
- 1 teacher data port
- quad outlet adjacent to each data port
- telephone and intercom
- cable/MATV connection
- MIDI computer workstation with music

software

Furniture & Equipment Contractor Supplied & Installed

- marker board with music staff on half
- tackstrips
- tackboard

Owner Supplied & Installed

- 60 music posture chairs
- 60 music stands
- conductor's podium system: chair, podium, stand
- TV/VCR
- 5 student computer work stations
- 1 teacher computer work station
- 6 computers
- 1 printer
- music storage cabinets [folio cabinets – 150 concert sized folio sections]
- MIDI computer workstation with music software
- sound system with microphone, amplifier, and speaker for recording and playing back student rehearsals and performances and any other recordings
- upright piano and cover
- portable standing choral risers and guard rails
- bookcases for textbooks

Special Considerations

- must be able to accommodate portable choral risers
- appropriate acoustical treatment

Choral Storage – 1 @ 250 S.F. each

Purpose

- to provide adequate storage for portable choral risers, accessories and equipment

Users

- student assistants
- 1 teacher

Activities

- storage and simple repair of portable choral risers, accessories and equipment

Spatial Relationships

- enter through choral room

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel
- windows: no special requirements

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- heavy duty adjustable shelving on 3 walls

Owner Supplied & Installed

- lockable storage cabinets

Physical Education Space Requirements

□

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Multi-Purpose Gymnasium	1	8,500	8,500	
Fitness Room (Auxilliary Gymnasium)	1	850	850	
Health Classroom	1	850	850	
Locker Room/Showers	2	1,500	3,000	Male and female.
Office	2	150	300	
Equipment Storage	1	400	400	
Laundry	1	100	100	
Uniform Storage	2	250	500	
Total			14,500	

□

Overview

A variety of indoor and outdoor areas will be required to meet the physical education, athletic, and recreation needs of the students and the residents of the school district that will use these facilities.

The outdoor areas are expected to include a new soccer field, track, and playing fields for inter-school competition and practice.

Multi-Purpose Gymnasium – 1 @ 8,500 S.F. each

Purpose

- to serve as a physical education facility during the school day and a practice, and recreation area during non-school hours

Users

- students
- faculty and staff
- community [primarily after school during non-school school use times]

Activities

- physical education classes
- interscholastic competition and daily practices
- fitness
- community programs and activities

Space Requirements

- see Space Requirements table

Spatial Relationships

- near public toilets, with easy access
- adjacent to locker rooms, training room
- adjacent to storage
- near visitor parking
- near outdoor play fields

Finishes

- floor: wood if possible, sleeves to accommodate volleyball and other activities
- walls: paint
- ceiling: open to structure
- casework: none

Doors & Windows

- door: double doors at entrance
- windows: no special requirements
- gymnasium is to have folding wall to divide into 2 teaching stations.

Building System Requirements

Mechanical

- no special requirements

Plumbing

- all drinking fountains recessed and located in corridor directly outside the gym

Electrical & Lighting

- electricity to power scoreboards, bleachers, sound system, lighting, walls, and curtains, and outlets in perimeter walls
- lighting which does not add heat to gym
- cage over lighting to avoid breakage

Technology

- microphone port
- outside microphone port/portable system
- jacks for sound system
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- adjustable baskets from ceiling or portable basket goals
- retractable bleachers, with seating equal to enrollment of school
- tack boards

Owner Supplied & Installed

- scoring table
- scoreboard

Special Considerations

- must be able to isolate gym from the rest of the school after hours

Fitness Room (Auxilliary Gymnasium) – 1 @ 850 S.F. each

Purpose

- to serve as a physical education teaching area and a wellness/workout area for community members

Users

- 50-100 persons

Activities

- physical education classes learning to use equipment to develop muscular, respiratory, and cardiovascular systems
- community and staff members using equipment to develop and maintain health and fitness

Spatial Relationships

- adjacent to gym
- near entrance of building
- accessible to parking area

Finishes

- floor: rubberized, quiet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable to the outside

Building System Requirements

Mechanical

- none

Plumbing

- none

Electrical & Lighting

- one duplex electrical outlets on each wall

Technology

- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- tack board
- marker board

Owner Supplied & Installed

- mirror on walls
- fitness equipment

Special Considerations

- none

Health Classroom – 1 @ 850 S.F. each

Purpose

- flexible space to accommodate physical education classes

Users

- teachers
- students
- parents/ other staff

Activities

- weight training
- stretching exercises

Spatial Relationships

- near physical education area

Finishes

- floor: vinyl composition tile
- walls: paint
- ceiling: lay-in acoustical tile (in new space)
- casework: plastic laminate

Doors & Windows

- door: large view panel with sidelight
- windows: operable with roller shades

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls
- banked switching to allow varied light levels

Technology

- 5 student data ports
- 1 teacher data port
- quad outlet adjacent to each data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- casework to include: 2 tall storage cabinets for instructional supplies, 2 doors, lockable, with shelving and drawers, 4 drawer locking file cabinet, 24 LF of adjustable-height bookshelves (min.)
- marker board and chalk board on primary

- teaching wall and on secondary wall
- tack board at each end of marker board on primary wall
- tack strip above marker board
- mounting bracket for TV and VCR
- mounting bracket for projection screen

Furniture & Equipment Owner Supplied & Installed

- 30 tables and chairs or student desks
- computer projection device
- TV & VCR
- projection screen
- 5 networked student multimedia computers
- 5 computer tables
- 5 chairs
- printer
- printer table
- 1 teacher multimedia computer
- 1 multimedia cart for teaching station [to accommodate computer projector, overhead projector, and space for computer]
- teacher desk and chair

Shower/Locker Room [M & F] – 2 @ 1500 S.F. each

Purpose

- to provide a safe and clean area for students to shower, change, and store clothes

Users

- students [both girl's and boy's lockers to accommodate 20-30 students]
- others as appropriate

Activities

- change clothing
- shower
- clothing storage
- minor medical treatment

Spatial Relationships

- locate lockers on wall in vestibule outside of toilet/shower room

Finishes

- floor: ceramic tile
- walls: ceramic tile and paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: no view panel
- windows: none

Building System Requirements

Mechanical

- ventilation

Plumbing

- hot and cold water for sink
- hot and cold water for shower

Electrical & Lighting

- no special requirements

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- 30 ea. perimeter lockers for team [M & F] locker rooms
- 50 lockers each for girls and boys
- private showers
- folder down seat in at least 1 shower
- sink
- toilet
- changing benches
- counter with mirror above
- paper towel holder and soap dispenser

Owner Supplied & Installed

- soap dispensers
- hand dryers
- hamper
- towel storage

Special Considerations

- must be handicapped accessible

Physical Education Offices – 2 @ 150 S.F. each

Purpose

- to provide a work area for physical education faculty and staff to conduct administrative duties

Users

- 1-2 teachers, student teachers

Activities

- scheduling
- ordering
- planning
- maintaining records
- meetings

Spatial Relationships

- near toilets

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in-acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable to outside, if possible

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 1 duplex electrical outlets on each wall

Technology

- 1 data port
- quad outlet adjacent to data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- small tack board

Owner Supplied & Installed

- desk
- computer workstation
- ergonomic task chair
- four drawer locking file cabinet
- bookcase
- computer
- printer

Special Considerations

- auditory privacy

Equipment Storage – 1 @ 400 S.F. each

Purpose

- to provide convenient storage for all physical education equipment and supplies

Users

- 1 or 2 teachers, student teachers

Activities

- storage

Spatial Relationships

- accessible from gymnasium

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- none

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- none

Furniture & Equipment Contractor Supplied & Installed

- heavy duty adjustable shelving on 3 walls

Owner Supplied & Installed

- none

Laundry – 1 @ 100 S.F. each

Purpose

- to provide space to wash/dry uniforms, towels, etc.

Users

- 1 or 2 staff/teachers

Activities

- washing/drying of clothes

Spatial Relationships

- adjacent to locker rooms

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: operable to outside

Building System Requirements

Mechanical

- dryer vent
- washer connection
- adequate ventilation

Plumbing

- floor drains
- hot and cold water for washer
- hot and cold water for sink

Electrical & Lighting

- one duplex electrical outlet on each wall

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- sink cabinet
- sink
- rust resistant shelving

Owner Supplied & Installed

- washer
- dryer
- cabinet to store supplies

Uniform Storage (M & F) – 2 @ 250 S.F. each

Purpose

- to provide space to adequately store uniforms

Users

- none

Activities

- storage

Spatial Relationships

- adjacent to locker rooms

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- none

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- none

Furniture & Equipment Contractor Supplied & Installed

- double rods for hanging uniforms

Owner Supplied & Installed

- cabinet to store supplies

Special Considerations

- none

Administration/Student Support Services Space Requirements

□

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Entrance Lobby	1	350	350	
Welcome Center/General Office	1	400	400	Welcoming Area, Work area for Administrative Asst.
Security Check-In Area w/ locking storage	1	100	100	Will be in entrance lobby
Conference Room	1	200	200	
Principal's Office	1	230	230	Including Toilet.
Assistant Principal's Office	2	150	300	Both located with Students, not in administrative office
Data Entry Office (Support Office)	1	150	150	
Administrative Workroom	1	200	200	
Mailroom	1	150	150	
Records Room	1	150	150	Needs to be a secure space.
Telecom Head End Room	1	150	150	May be located with Media Center.
Parent Resource Center	1	200	200	Near the front door.
Toilet	1	50	50	
Guidance				
Guidance Counselor Office	2	150	300	Separate from Administrative area.
Guidance Conference Room	1	150	150	
Guidance Waiting Area	1	150	150	
Toilet	1	50	50	
Health Suite				
Office/Waiting	1	100	100	
Treatment Area	1	80	80	
Cots	1	100	100	
Storage	1	25	25	
Toilet	1	50	50	
Before/After School Program				May be administered by Recreation & Parks or PTA or others. Locate with PE or Food Service, near outdoor entrance.
Before/After School Office/Storage	1	400	400	
Book Storage	3	200	600	
Supply Storage	3	200	600	
Staff Lounge	1	700	700	Includes staff toilet with shower.
Total			5,935	

□

Overview

Administration will provide the organizational and instructional leadership needed to create an atmosphere that is conducive for teaching and learning. This area includes the administrative functions of the school combined with student support services [principals, assistant principals, counselors, attendance, health, support staff, parent volunteer office, etc.]. It serves as the coordinating role for the middle school, including overall instructional leadership, building management, a safe productive learning environment, and liaison with the community and the district's central office.

The first space one enters in the Administrative Suite has been designated the "Welcome Center". This greeting and working area should have extensive views of the entry lobby, as well as overlooking the front entry of the school. The atmosphere should be warm, inviting, and orderly, to set a welcoming tone for students, parents, and visitors.

Entrance Lobby – 1 @ 350 S.F.

Purpose

- To provide a space for students and visitors to pass through that is safe, secure and easily visible and monitored – to include security area

Users

- parents/visitors/students

Activities

- check-in/out visitors
- monitor main entrance to school

Spatial Relationships

- At main entrance

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: to welcome area
- windows: to outside

Electrical & Lighting

- 2 duplex electrical outlets on one wall

Technology

- data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- benches for seating

Welcome Center/Main Office – 1 @ 400 S.F.

Purpose

- to provide a space designated to help students and the public feel welcome, and to provide easily accessed information

Users

- administrative assistant
- visitors / parents
- students

Activities

- greeting visitors
- waiting for students and staff
- student waiting/pick up area
- work station for Administrative Assistant

Space Requirements

- see Space Requirements table

Spatial Relationships

- located inside the main administrative area
- centrally located to the administrative team
- close proximity to public rest rooms
- maximum view to the exterior and lobby

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large amount of glass in door
- windows: operable windows to the outside and extensive fixed windows to the entry lobby

Building System Requirements

Mechanical

- Administration should be zoned for year-round use

Plumbing

- no special requirements

Electrical & Lighting

- 4 duplex electrical outlets in waiting area
- 4 duplex electrical outlets in work area

Technology

- 2 data ports in work area
- quad outlet adjacent to each data port
- cable/MATV port in waiting area
- 2 telephone/intercom/voicemail ports in work area
- 1 telephone/intercom/voicemail port in waiting area

Furniture & Equipment

Contractor Supplied & Installed

- counter top with built-in desk [student friendly, various ages and heights, handicapped accessible]
- mounting bracket for TV [visible from work area]
- tack board

Owner Supplied & Installed

- 4-6 lounge chairs
- fax
- printer
- 2 task chairs
- 2 computer workstations
- 2 computers
- 2 end tables
- 2 table lamps
- TV
- information station

Special Considerations

- inviting and welcoming to visitors

Security Check-In Area w/Locking Storage – 1 @ 100 S.F. each

Purpose

- to serve as a check-in and check-point for non-school visitors

Users

- security officer

Activities

- check-in/out visitors
- monitor main entrance to school
- work station for security officer

Spatial Relationships

- a portion of entrance lobby

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: none
- windows: none

Building System Requirements

Mechanical

- none

Plumbing

- none

Electrical & Lighting

- 2 duplex electrical outlets

Technology

- data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- none

Owner Supplied & Installed

- desk with lockable file drawer and pencil drawer
- ergonomic chair
- computer

Conference Room – 1 @ 200 S.F. each

Purpose

- to provide a place for administrative conferences or meetings

Users

- staff
- students
- parents
- visitors

Activities

- conferring with staff, students, parents, and visitors

Space Requirements

- see Space Requirements table

Spatial Relationships

- centrally located to the administrative team
- connecting door from Principal's office
- locate near Welcome Center

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: desirable

Building System Requirements

Mechanical

- none

Plumbing

- none

Electrical & Lighting

- 2 duplex electrical outlets on each wall

Technology

- 2 data ports
- quad outlet adjacent to each data port
- telephone/intercom/voicemail port
- cable/MATV port

Furniture & Equipment

Contractor Supplied & Installed

- marker board
- projection screen
- 6 linear feet of countertop, base, and wall cabinets
- mounting bracket for TV/VCR
- mounting bracket for projection screen

Owner Supplied & Installed

- conference table
- 12 chairs
- TV/VCR
- projection screen
- under-counter refrigerator
- 2 computer stations
- 2 computers
- 1 printer

Special Considerations

- auditory privacy

Principal's Office – 1 @ 230 S.F. each

Purpose

- to provide an office for the principal to give instructional leadership in a personal and organized environment for students, staff, and community

Users

- principal

Activities

- conferences with student, parents, teachers, staff, and visitors
- curriculum development
- research and planning
- telephone communications
- dealing with personnel issues
- coordination of school and support services

Spatial Relationships

- near building entrance
- near Administrative Assistant
- near conference room
- one area should be especially child-scaled and friendly for working with individual children

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight, back door desirable [not through welcome center]
- windows: operable to the outside

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 2 duplex electrical outlets on each wall

Technology

- 2 data ports
- quad outlet adjacent to each data port
- telephone/intercom/voicemail port
- cable drop for input as well as output

Furniture & Equipment Contractor Supplied & Installed

- small tack board

Owner Supplied & Installed

- 1 desk
- ergonomic task chair
- 2 guest chairs
- small conference table
- 4 chairs
- computer work station
- four-drawer locking file cabinet
- 2 bookcases
- computer
- printer

Special Considerations

- auditory privacy

Assistant Principal’s Office – 2 @ 150 S.F. each

Purpose

- to provide an office for the Assistant Principal to perform administrative functions

Users

- assistant principal

Activities

- conference with parents
- student interaction
- conference with individual teachers or small groups
- telephone communications [private]
- research and planning
- coordination of school and support services

Spatial Relationships

- Centrally located near classrooms for supervision – requires alcove or small waiting area for several chairs

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: view panel with optional sidelight
- windows: operable to the outside

**Building System Requirements
Mechanical**

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 2 duplex electrical outlets on each wall

Technology

- 2 data ports
- quad outlet adjacent to each data port
- telephone/intercom/voicemail port

**Furniture & Equipment
Contractor Supplied & Installed**

- small tack board

Owner Supplied & Installed

- desk
- ergonomic task chair
- 2 guest chairs
- small conference table
- 2 chairs
- computer work station
- 2 bookcases
- four-drawer locking file cabinet
- computer
- printer

Special Considerations

- auditory privacy

Data Entry Office (for Support Staff) – 1 @ 150 S.F. each

Purpose

- to provide an area for information to be recorded

Users

- secretaries
- volunteers

Activities

- typing
- collating
- sorting of files
- preparing communications for mailing
- telephone communications

Spatial Relationships

- near Welcome Center
- adjacent to Records Room

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate countertops

Doors & Windows

- door: no special requirements
- windows: none

**Building System Requirements
Mechanical**

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 2 duplex electrical outlets on each wall

Technology

- 1 data port
- quad outlet adjacent to each data port
- telephone/intercom/voicemail port

**Furniture & Equipment
Contractor Supplied & Installed**

- tack board

Owner Supplied & Installed

- desk
- ergonomic task chair
- guest chair
- computer work station
- bookcase
- 2 four-drawer locking file cabinets
- computer
- printer

Administrative Workroom – 1 @ 200 S.F. each

Purpose

- to provide an area for office production activities

Users

- secretaries and administrators
- volunteers
- staff

Activities

- copying and collating
- sorting of files
- preparing communications for mailing
- binding reports
- telephone communications

Spatial Relationships

- near Welcome Center
- connects with mail room – attention should be paid to circulation at mailbox area

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- hot and cold water for sink
- water hook-up for ice maker

Electrical & Lighting

- 2 duplex electrical outlets on each wall
- outlets in raceway above countertop

Technology

- 1 data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- casework to include: countertop , sink cabinet, base cabinets, wall cabinets
- tack board
- marker board
- single, deep sink

Owner Supplied & Installed

- work table
- 4 chairs
- copier
- laminating machine [may be located in teacher workroom]
- computer workstation
- computer
- printer
- paper cutter
- refrigerator with ice maker
- microwave

Special Considerations

- organize for efficient work flow and sufficient clearance for several people to work at one time

Mailroom – 1 @ 150 S.F. each

Purpose

- to provide an area to disseminate incoming mail to staff members

Users

- staff
- faculty

Activities

- delivery of general mail
- sign-in/sign-out location

Spatial Relationships

- connecting with Administration Workroom
- accessible from corridor so faculty don't have to go through Administration to retrieve mail and check in and out
- attention should be paid to circulation at mailbox area

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: separate entry and exit doors with view panels
- windows: none

Building System Requirements Mechanical

- none

Plumbing

- none

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- 1 data port for networked station
- quad outlet associated with data port

Furniture & Equipment Contractor Supplied & Installed

- tack board
- individual mail slots 12"W x 6"H x 15"D
[minimum required: small school-65, medium school-80, large school-95]
- open pass-through shelving below mail slots for large packages
- marker board
- tack board

Owner Supplied & Installed

- computer
- standing height table for computer
- literature display

Special Considerations

- locate mail boxes for staff so they can be serviced from inside the work room and can be accessed by staff without having to come in the office or waiting area

Records Room – 1 @ 150 S.F. each

Purpose

- to provide secure, fireproof, and adequate storage for money, records, and other valuable items

Users

- secretaries
- staff

Activities

- storing of money and other valuable items
- storage of files and records

Spatial Relationships

- locate near Data Entry Office
- should also be accessible to other Administrative staff, particularly Counselor[s]

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

Building System Requirements Mechanical

- none

Plumbing

- none

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- 1 data port for networked station
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- adjustable, heavy duty 12”D shelving above filing cabinets

Owner Supplied & Installed

- four drawer locking file cabinets [fireproof] [number varies with school size]
- small table
- chair
- small safe
- computer

Special Considerations

- security is a major issue

Telecom Head End Room – 1 @ 150 S.F. each

Purpose

- to provide a secure area to serve as the information hub of the school. File servers will serve the building’s computer network.
- satellite up and down links will send and receive voice, video, and data. The cable TV input and output will be there. All areas of the school will be wired to this area.

Users

- 1-2 staff members

Activities

- voice, video and data reception and distribution
- security system location
- network management
- telephone wiring entry and distribution
- cable and CCTV reception and broadcasting

Spatial Relationships

- may also be located in the Media Center

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

Building System Requirements

Mechanical

- ventilation for heat produced by equipment, with separate thermostat
- must be conditioned space year-round

Plumbing

- none

Electrical & Lighting

- adequate power supply
- dedicated electric power
- emergency power

Technology

- satellite and cable system controls access
- telephone and intercom
- telephone demarcation
- video network control
- data network system

Furniture & Equipment

Contractor Supplied & Installed

- phone switch for entire facility
- satellite dish connection

Owner Supplied & Installed

- 6-8 racks

Special Considerations

- secure access
- access to ceiling and walls for modifications to systems and wiring

Parent Resource Center – 1 @ 200 S.F. each

Purpose

- to provide a place for parents to meet and work when they volunteer at school
- to provide a place for parents to store their personal belongings
- to provide space for parents to check-out and use parenting resources

Users

- parents, PTA members, volunteers

Activities

- small group meetings
- work area
- storage for personal items
- storage of fundraising materials [PTO/PTA]
- parent training

Spatial Relationships

- adjacent to Welcome Center entrance

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- hot and cold water for sink
- water hook-up for ice maker

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- 1 data port
- quad outlet adjacent to data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- coat closet [lockable]
- countertop with sink, base and wall cabinets
- deep, single sink
- 2 locking storage cabinets
- marker board
- tack board

Owner Supplied & Installed

- 2 – 36” x 72” tables
- 10 chairs
- refrigerator with ice maker
- 3 four-drawer filing cabinets
- 2 bookcases
- literature display
- TV/VCR
- computer work station
- computer
- printer

Guidance Counselor – 2 @ 150 S.F. Each

Purpose

- To provide counseling in a professional environment that is easily accessible

Users

- Guidance Counselors and Students

Activities

- Meet with students individually and in small groups

Spatial Relationships

- adjacent to Administration/Student Services
- adjacent to Career Center
- adjacent to Conference Room
- adjacent to Storage & Work Area
- readily accessible to students

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: none
- windows: none

Building System Requirements

Mechanical

- none

Plumbing

- none

Electrical & Lighting

- 2 duplex electrical outlets

Technology

- data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- bookcase

Owner Supplied & Installed

- desk to accommodate computer
- manager chair
- side chairs
- small table
- four drawer locking file cabinet
- trash can
- clock
- 1 networked computer
- fax machine
- printer

Special Considerations

- auditory privacy

Guidance Conf. Rm. – 1 @ 150 S.F. (Add 150 S.F. Area for Waiting – Total 300 S.F.)

Purpose

- to provide a place for administrative and student conferences or meetings

Users

- staff
- students
- parents
- visitors

Activities

- conference with staff, students, parents, and visitors

Spatial Relationships

- adjacent to Counselor's office

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: view panel and/or sidelight
- windows: desirable

Building System Requirements

Mechanical

- none

Plumbing

- none

Electrical & Lighting

- 2 duplex electrical outlets on each wall

Technology

- data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port
- cable/MATV port

Furniture & Equipment

Contractor Supplied & Installed

- marker board
- projection screen
- 6 linear feet of countertop, base, and wall cabinets
- mounting bracket for TV/VCR
- mounting bracket for projection screen

Owner Supplied & Installed

- conference table
- 10 chairs
- TV/VCR
- projection screen

Special Considerations

- auditory privacy

Health Suite - Office/Waiting – 1 @ 100 S.F. (All Health Suite functions are to be incorporated into one area)

Purpose

- administrative and waiting area health services area

Users

- staff
- students
- parents
- visitors

Activities

- waiting area for students being picked up by parent or guardian
- administrative activities by school nurse

Spatial Relationships

- first space one enters in Health Suite
- adjacent to “Welcome Center”, accessible by Administrative Assistant when school nurse is not available

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: view panel
- windows: fixed window into corridor and/or “Welcome Center”

Building System Requirements

Mechanical

- none

Plumbing

- none

Electrical & Lighting

- 2 duplex electrical outlets on each wall

Technology

- data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port
- cable/MATV port

Furniture & Equipment Contractor Supplied & Installed

- tack board
- mounting bracket for TV

Owner Supplied & Installed

- desk
- ergonomic chair
- 4 guest chairs
- computer workstation
- TV
- computer
- printer

Special Considerations

- visual and auditory privacy

Health Suite - Treatment Area – 1 @ 80 S.F. (All Health Suite functions are to be incorporated into one area)

Purpose

- to provide school based health services

Users

- students
- 1 staff member/volunteer/nurse

Activities

- first aid
- consultation with students
- health screening
- administrative paper work
- medical treatments
- medication administration
- students resting while awaiting pick-up by parent or guardian

Spatial Relationships

- within or adjacent to administrative area
- not located next to room with copier machine etc., interferes with hearing screening
- accessible through Office/Waiting Room

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: view panel
- windows: fixed window into Office/Waiting Room and/or “Welcome Center”

Building System Requirements

Mechanical

- none

Plumbing

- hot and cold water for sink

Electrical & Lighting

- 1 electrical outlet on each wall

Technology

- data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- lockable supply cabinet
- lockable medicine cabinet
- casework to include countertop, sink, base, and wall cabinets
- single sink

Owner Supplied & Installed

- small table
- chair
- cot or exam table
- privacy curtain on ceiling track

Special Considerations

- auditory and visual privacy

Health Suite – Cots – 1 @ 100 S.F. (All Health Suite functions are to be incorporated into one area)

Purpose

- to provide a place for students and staff to lie down when feeling ill

Users

- staff
- students

Activities

- resting place for students and staff who are feeling ill

Spatial Relationships

- located in Health Suite

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: view panel
- windows: fixed window into Office/Waiting Room and/or “Welcome Center”

**Building System Requirements
Mechanical**

- none

Plumbing

- none

Electrical & Lighting

- 1 electrical outlet on each of 2 walls

Technology

- none

**Furniture & Equipment
Contractor Supplied & Installed**

- none

Owner Supplied & Installed

- 2 cots
- 2 chairs
- privacy curtains on ceiling tracks

Special Considerations

- auditory and visual privacy

Health Suite – Storage – 1 @ 25 S.F. (All Health Suite functions are to be incorporated into one area)

Purpose

- to provide a place for storage of medical supplies and equipment

Users

- staff

Activities

- storing equipment and supplies

Spatial Relationships

- accessible from Office/Waiting Room

Finishes

- floor: VCT
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: view panel
- windows: none

Building System Requirements

Mechanical

- none

Plumbing

- water hook-up for ice maker

Electrical & Lighting

- 1 duplex electrical outlet on each of 2 walls

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- 12”D and 18”D heavy duty, adjustable shelving on 3 walls

Owner Supplied & Installed

- lockable refrigerator with ice maker

Special Considerations

- security of equipment, supplies, and medicines

Before/After School Office/Storage – 1 @ 250 S.F.

Purpose

- office and storage area for before and after school program coordinators

Users

- school staff
- coordinators of before and after school program [for example, Recreation and Parks, PTA/PTO, etc.]
- parents/volunteers

Activities

- administrative duties
- storing and retrieving supplies and equipment

Spatial Relationships

- centrally located for access to all public use areas
- should be easily accessible from Gymnasium and Student Dining, since before and after school programs typically utilize those spaces

Finishes

- floor: carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: lockable
- windows: operable to outside

Building System Requirements

Mechanical

- no special requirements

Plumbing

- none

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

**Furniture & Equipment
Contractor Supplied & Installed**

- tack board
- 12”D and 18”D heavy-duty adjustable shelving on one wall

Owner Supplied & Installed

- desk
- ergonomic task chair
- guest chair
- computer work station
- bookcase
- four-drawer locking file cabinet
- computer
- printer

Special Considerations

- direct access to main hallway

Book Storage – 3 @ 200 S.F. each

Purpose

- Storage of textbooks

Users

- teachers

Activities

Spatial Relationships

- Locate in academic area

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: none
- windows: none

Building System Requirements

Mechanical

- HVAC systems

Plumbing

- none

Electrical & Lighting

- 2 duplex electrical outlets

Technology

- data port
- quad outlet adjacent to data port

Furniture & Equipment

Contractor Supplied & Installed

- maximum LF of 12" shelving

Owner Supplied & Installed

- none

Special Considerations

- data port may be used for inventory

Supply Storage – 3 @ 200 S.F. each

Purpose

- To provide storage for general school supplies

Users

- School staff and teachers

Activities

Spatial Relationships

- Centrally located

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: none
- windows: none

Building System Requirements

Mechanical

- none

Plumbing

- none

Electrical & Lighting

- 2 duplex electrical outlets

Technology

- data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- maximum LF of 12" shelving

Owner Supplied & Installed

- none

Special Considerations

- data port may be used for inventory

Staff Lounge – 1 @ 700 S.F. each

Purpose

- provide an area for staff dining and for relaxing

Users

- staff

Activities

- staff dining
- relaxation

Spatial Relationships

- central to classrooms
- located near adult staff toilet[s], one to include shower

Finishes

- floor: resilient in wet area, carpet in seating area
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: view panel
- windows: desirable

Building System Requirements

Mechanical

- exhaust vent

Plumbing

- hot and cold water for sink
- water hook-up for ice maker

Electrical & Lighting

- 2 duplex electrical outlets on each wall

Technology

- 2 data ports
- quad outlet adjacent to each data port
- telephone/intercom/voicemail port
- cable/MATV port

Furniture & Equipment

Contractor Supplied & Installed

- casework to include: countertop, sink, base and wall cabinets
- mounting bracket for TV

Owner Supplied & Installed

- 3 square tables
- 10-15 chairs
- lounge seating for 10
- 2 end tables
- 2 table lamps
- microwave
- refrigerator with ice maker
- range with oven
- exhaust fan
- TV

Special Considerations

- direct access to main corridor

Student Dining & Food Service Space Requirements

□

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Student Dining Area/Multi-purpose	1	3,000	3,000	3 lunches. – 15 s.f. x 200 stud = 3000
Stage	1	850	850	Folding wall to separate from Dining Area.
Stage Storage	1	250		
Chair, Table Storage	1	250	250	
Food Prep	1	500	500	
Servery	1	300	300	
Dry Storage	1	225	225	
Freezer & Cooler	1	200	200	
Toilet/Locker Room	1	150	150	
Cleaning Storage	1	50	50	
Food Service Office	1	100	100	
Total			5,875	

□

Overview

The food service center will serve as an area where students, staff, and visitors can obtain a quick, desirable, economical snack or meal. The facility should be both comfortable and cheerful and can also serve as a banquet facility, meeting room, or area to hold dances.

The food service center will consist of a large student eating area, kitchen where meals are prepared, and/or reheated, storage areas, and an area for trucks delivering supplies for food service.

The physical layout should permit efficient movement and storage of tables and chairs so that the facility may be quickly converted from a dining area to large group meeting/instruction spaces and a large open area for dances and other reception activities.

As the main dining area will likely serve as a meeting area and location of social events after school hours, it should be near parking and have the ability to be closed off from areas of the school that may need to avoid unsupervised foot traffic during certain times.

Recycling for used grease, steel cans, and cardboard should be provided.

The loading dock is required for receiving and possibly shipping food and supplies. This dock must be covered to protect food and supplies from exposure to inclement weather.

Student Dining Area/Multi-Purpose – 1 @ 2,200 S.F. each

Purpose

- to provide a pleasant atmosphere for students to eat meals
- to provide a flexible meeting space for groups if needed

Users

- 1/3 of students at one time
- 1/3 staff members at one time
- community – primarily after school hours

Activities

- student dining
- school and community program, meetings, and activities

Spatial Relationships

- adjacent to food preparation area
- centrally located to office area, gym, classrooms, and media center
- proximity to parking and entry to building
- consider vending machine location in room layout

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel with optional sidelight
- windows: provide as much daylighting as possible

Building System Requirements

Mechanical

- no special requirements

Plumbing

- water for drinking fountain

Electrical & Lighting

- electrical outlets along perimeter walls and on columns
- electrical connections for vending
- lighting with banked switching to allow for adjustable levels

Technology

- 4 data ports
- quad outlet adjacent to each data port
- 2 cable/MATV ports
- audio system
- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- 2 mounting brackets for TV's

Owner Supplied & Installed

- tables and seating to accommodate 1/3 of school capacity
- 2 TV's
- vending machines

Special Considerations

- good sight lines to all areas of the room for supervision

Stage – 1 @ 850 S.F. each

Purpose

- to provide flexibility for use of facility

Users

- students
- teachers
- administrators

Activities

- school and communities programs and activities

Spatial Relationships

- if Auditorium is provided, stage will be located with Auditorium

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: none
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- electrical service for lighting and sound equipment
- electrical outlets on all walls

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- curtains and backdrops, including a cyclorama to block off sight lines, and to hide backstage areas without the use of added stage pieces [black, front drape can be a color]
- theatrical sound and lighting equipment
- folding wall between stage and dining area

Owner Supplied & Installed

- none

Special Considerations

- stage must be handicapped accessible
- folding wall between stage and Auditorium seating will allow for dual use

Chair, Table Storage – 1 @ 250 S.F. each

Purpose

- provide convenient storage for all chairs and tables

Users

- none

Activities

- storage of chairs and tables

Spatial Relationships

- adjacent to student dining area

Finishes

- floor: resilient
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 1 duplex electrical outlet on each of 2 walls

Furniture & Equipment Contractor Supplied & Installed

- none

Owner Supplied & Installed

- 300 folding chairs
- chair dollies

Food Preparation – 1 @ 500 S.F. each

Purpose

- Food preparation and/or reheating

Users

- staff

Activities

- prepare food

Spatial Relationships

- adjacent to student dining area

Finishes

- floor: quarry tile with dark grout
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

Building System Requirements

Mechanical

- natural gas hookup, if available

Plumbing

- hot and cold water for food preparation sinks, hand-wash sinks, and dish washing machine
- floor drains

Electrical & Lighting

- electrical outlets along permanent perimeter walls
- electrical supply to support equipment specified

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- wall shelves above sinks
- tack board

Owner Supplied & Installed

- it is anticipated that food service consultants will work with district staff to develop the furniture and equipment specifications

Special Considerations

- will include dish washing, unless all disposable products are utilized

Servery – 1 @ 300 S.F. each

Purpose

- to provide serving station for those seeking meals or snacks

Users

- staff
- students
- community

Activities

- serve food

Spatial Relationships

- may be located within Food Prep or within Student Dining
- beginning of serving line should be located near entry door of Student Dining

Finishes

- floor: quarry tile with dark grout
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- none

Electrical & Lighting

- 2 duplex electrical outlets

Technology

- data port for cash registers
- quad outlet adjacent to each data port

Furniture & Equipment

Contractor Supplied & Installed

- single or double sided serving line [s]

Owner Supplied & Installed

- cash register [s]
- stool [s]

Special Considerations

- queuing for serving should not conflict with tray return to dishwashing area

Dry Storage – 1 @ 225 S.F. each

Purpose

- to provide an area for food storage

Users

- none

Activities

- storage

Spatial Relationships

- accessible through kitchen
- near delivery entrance

Finishes

- floor: resilient or quarry tile, non-skid
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- one duplex electrical outlet on each wall

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- rust-resistant 24" deep shelving and dunnage racks

Owner Supplied & Installed

- none

Freezer and Cooler – 1 @ 200 S.F. Each

Purpose

- to provide space for manufacturer freezer and refrigerator units to store food for short periods of time

Users

- food service staff

Activities

- storage

Spatial Relationships

- accessible to kitchen
- locate near delivery entrance

Finishes

- floor: manufacturer's with non-skid surface
- walls: manufacturer's
- ceiling: manufacturer's
- casework: none

Doors & Windows

- door: lockable
- windows: none

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- manufacturer's standard lighting may need to be augmented for good visibility

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- it is anticipated that food service consultants will work with district staff to develop the equipment specifications
- rust resistant shelving, 18" deep with additional 24" deep dunnage racks in freezer

Owner Supplied & Installed

- none

Toilet/Shower/Locker Room – 1 @ 150 S.F. Each

Purpose

- to provide a safe, clean, and private toilet and area for kitchen staff

Users

- food service personnel

Activities

- changing clothes
- personal hygiene
- showering

Spatial Relationships

- near kitchen, serving area, and office

Finishes

- floor: ceramic tile
- walls: ceramic tile and paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: no view panel
- windows: none

Building System Requirements

Mechanical

- ventilation

Plumbing

- hot and cold water for sink
- hot and cold water for shower

Electrical & Lighting

- no special requirements

Technology

- none

Furniture & Equipment Contractor Supplied & Installed

- 4 Built-In Lockers
- paper towel holder and soap dispenser
- locking storage cabinet
- grab bars
- sink
- toilet
- shower
- privacy curtain for shower
- fold-down seat in shower
- mirror over sink

Owner Supplied & Installed

- none

Special Considerations

- must be handicapped accessible

Cleaning Storage – 1 @ 50 S.F. each

Purpose

- to store chemicals used in cleaning and maintaining kitchen

Users

- food service personnel

Activities

- storing chemicals and equipment

Spatial Relationships

- accessible within kitchen

Finishes

- floor: resilient or quarry tile, non-skid
- walls: paint
- ceiling: lay-in acoustical tile
- casework: plastic laminate

Doors & Windows

- door: large view panel
- windows: none

Building System Requirements

Mechanical

- vent for dryer

Plumbing

- mop sink with hot and cold water
- water hook-up for washer

Electrical & Lighting

- two duplex electrical outlets
- electrical connections for washer and dryer

Technology

- none

Furniture & Equipment Contractor Supplied & Installed

- rust resistant shelving for chemicals

Owner Supplied & Installed

- washer and dryer
- mop rack for mops and brooms

Food Service Office – 1 @ 100 S.F. each

Purpose

- to provide an area to keep records, conduct business

Users

- food service staff members
- food service manager

Activities

- scheduling
- staff evaluations/discipline/small meetings

Spatial Relationships

- adjacent to kitchen

Finishes

- floor: resilient or quarry tile, non-skid
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: view of the kitchen

**Building System Requirements
Mechanical**

- no special requirements

Plumbing

- none

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

**Furniture & Equipment
Contractor Supplied & Installed**

- tack board

Owner Supplied & Installed

- desk
- computer workstation
- ergonomic task chair
- four drawer locking file cabinet
- bookcase
- computer
- printer

Maintenance & Custodial Space Requirements

□

Spaces	Suggested			Comments
	Qty.	S.F.	Total	
Supply Storage / Receiving	1	450	450	
Toilet/Shower/Lockers	1	150	150	
Custodial/Engineer Office	1	150	150	
Total			750	

□

Overview

The custodial staff will provide a quality, cost effective service to insure a safe and clean environment that promotes the educational process. Custodians will be responsible for the care, cleaning, and maintenance of the facility; provide daily cleaning of facility; coordinate with all building users, administration, teaching staff and community users to insure a safe and climate controlled environment that will allow uninterrupted use of the facility. Custodians will maintain storage of materials to readily service the operation of the school, and maintain necessary janitorial equipment and supplies to insure that occupants’ needs are met. They will also inspect, report and correct safety-related issues and maintain trained personnel on site to insure that proper inspection, maintenance, and corrective measures are implemented so facility users are aware of the district’s commitment to safety.

There are special considerations for custodial services in general that include:

- outside hose bibbs every 200 feet around perimeter of building
- concrete pad for dumpster storage with outside trash compactor, including sewer drain and hose bibb [hot and cold water]
- energy-efficient lighting with consideration for changing of bulbs
- windows that are easy to clean
- carpet grids removable for cleaning catch basins
- grated floors with carpeted inserts at entrances to building to catch sand, dirt, and water
- service closets spread throughout the building with floor drain, recessed mop sink, and storage shelving
- resilient floor coverings at drinking fountains
- electrical outlets in corridors at least 40’ O.C.
- hot and cold water in all toilet rooms
- chemical dispensing system –area on wall for rack near custodial sink

Supply Storage/Receiving – 1 @ 450 S.F. each

Purpose

- to serve as the central point for delivery and shipping of bulk commodities and equipment and provide adequate storage for supplies and materials

Users

- maintenance personnel

Activities

- loading and unloading
- storage of furniture, materials for special events, paper, and general supplies

Spatial Relationships

- accessible from loading dock
- easy access to a main hallway and to maintenance shop area

Finishes

- floor: sealed concrete
- walls: paint
- ceiling: high ceiling for high shelving storage
- casework: none

Doors & Windows

- door: double doors with removable mullions to hallway, roll-up door to loading dock
- windows: no special requirements

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 1 duplex electrical outlet on each wall

Technology

- 1 data port
- quad outlet adjacent to data port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- heavy-duty adjustable shelving on 3 walls

Owner Supplied & Installed

- step ladder
- dollies, lifts
- flammable storage container

Toilet/Shower/Locker Room – 1 @ 150 S.F. each

Purpose

- to provide a safe, clean, and private toilet area for engineering and custodial staff

Users

- engineering and custodial staff [men and women]

Activities

- toileting
- showering
- storage of personal items

Spatial Relationships

- near loading dock and other engineering/custodial areas [boiler room, etc.]
- locate lockers on wall in vestibule outside of toilet/shower room

Finishes

- floor: ceramic tile
- walls: ceramic tile and paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: no view panel
- windows: none

Building System Requirements

Mechanical

- ventilation

Plumbing

- hot and cold water for sink
- hot and cold water for shower

Electrical & Lighting

- no special requirements

Technology

- none

Furniture & Equipment

Contractor Supplied & Installed

- 4 built-in lockers
- paper towel holder and soap dispenser
- locking storage cabinet
- grab bars
- sink
- toilet
- shower
- privacy curtain around shower
- fold-down seat in shower
- mirror over sink

Owner Supplied & Installed

- none

Special Considerations

- must be handicapped accessible

Custodial/Engineer Office – 1 @ 150 S.F. each

Purpose

- to provide an area for the maintenance manager, staff, and building engineer to provide supervision of the physical plant

Users

- maintenance and custodial staff
- building engineer

Activities

- conferences with staff and visitors
- telephone calls
- paperwork

Spatial Relationships

- This office is to be in a central location.

Finishes

- floor: resilient or carpet
- walls: paint
- ceiling: lay-in acoustical tile
- casework: none

Doors & Windows

- door: large view panel with optional sidelight
- windows: window with a view of the receiving area

Building System Requirements

Mechanical

- no special requirements

Plumbing

- no special requirements

Electrical & Lighting

- 1 duplex electrical outlets on each wall

Technology

- 2 data ports
- quad outlet adjacent to each data port
- telephone/intercom/voice port

Furniture & Equipment

Contractor Supplied & Installed

- tack board

Owner Supplied & Installed

- 2 desks
- 2 computer workstations
- 2 ergonomic task chairs
- 2-four drawer locking file cabinets
- 2 bookcases
- 2 computers
- 1 printer

Student Restrooms

Architect should investigate feasibility of placing large sink in alcove in hallways just outside of student restrooms to provide security from vandalism at sinks.

Architect should research methods for addressing restroom security issues.

Architect should consider ceiling-mounted restroom partitions.

ESL Academic Classroom – 2 @ 850 S.F. each (If feasible)

Purpose

- to provide flexible space to accommodate ESL classes.

Users

- up to 28 students
- 1 staff member
- volunteers and guest speakers

Activities

- large and small group instruction and hands-on activities
- computerized instruction
- team teaching
- oral presentations

Spatial Relationships

- ESL classrooms should be adjacent to one another with adjoining door.
- near teacher workroom and offices
- near media center

Finishes

- floor: vinyl composition tile
- walls: paint
- ceiling: lay-in acoustical tile (in new space)
- casework: plastic laminate

Doors & Windows

- door: large view panel with sidelight
- windows: operable with roller shades

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls
- banked switching to allow varied light levels

Technology

- 5 student data ports
- 1 teacher data port
- quad outlet adjacent to each data port
- cable/MATV port
- telephone/intercom/voicemail port

Furniture & Equipment

Contractor Supplied & Installed

- casework to include: 2 tall storage cabinets for instructional supplies, 2 doors, lockable, with

shelving and drawers, 4 drawer locking file cabinet., 24 LF of adjustable-height bookshelves (min.)

- marker board and chalk board on primary teaching wall and on secondary wall
- Math Boards to have Coordinate Plane
- tack board at each end of marker board on primary wall
- tack strip above marker board
- mounting bracket for TV and VCR
- mounting bracket for projection screen

Furniture & Equipment

Owner Supplied & Installed

- 30 tables and chairs or student desks
- computer projection device
- TV & VCR
- projection screen
- 5 networked student multimedia computers
- 5 computer tables
- 5 chairs
- printer
- printer table
- 1 teacher multimedia computer
- 1 multimedia cart for teaching station [to accommodate computer projector, overhead projector, and space for computer]
- teacher desk and chair

Language Lab – 1 @ 1200 S.F. each (if Feasible)

Purpose

- to provide flexible space to serve as a Multi-Purpose Lab – for Language Lab use by Foreign Language or Special Education, as a flexible lab for music keyboarding, or other purposes.

Users

- up to 28 students
- 1 staff member
- volunteers and guest speakers

Activities

- large and small group instruction and hands-on activities
- computerized instruction
- team teaching

Spatial Relationships

- near teacher workroom and offices
- near media center

Finishes

- floor: vinyl composition tile
- Soundproofing
- walls: paint
- ceiling: lay-in acoustical tile (in new space)
- casework: plastic laminate
- SINK REQUIRED

Doors & Windows

- door: large view panel with sidelight
- windows: operable with roller shades

Electrical & Lighting

- 3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls
- banked switching to allow varied light levels
- enough outlets to serve as a keyboarding lab.

Technology

Master Console with pull down-equipment (wiring in ceiling for headphones)

- 25 student data ports (to serve as a flexible computer lab, if necessary)
- 1 teacher data port
- quad outlet adjacent to each data port
- cable/MATV port

- telephone/intercom/voicemail port

Furniture & Equipment Contractor Supplied & Installed

- casework to include: 2 tall storage cabinets for instructional supplies, 2 doors, lockable, with shelving and drawers, 4 drawer locking file cabinet., 24 LF of adjustable-height bookshelves (min.)
- marker board and chalk board on primary teaching wall and on secondary wall
- Perimeter countertop areas
- tack board at each end of marker board on primary wall
- tack strip above marker board
- mounting bracket for TV and VCR
- mounting bracket for projection screen

Furniture & Equipment Owner Supplied & Installed

- 30 tables and chairs or student desks
- computer projection device
- TV & VCR
- projection screen
- 5 networked student multimedia computers
- 5 computer tables
- 5 chairs
- printer
- printer table
- 1 teacher multimedia computer
- 1 multimedia cart for teaching station [to accommodate computer projector overhead