Planning Committee Members

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Westy Bryd, parent
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Assistant Principal
Norma Lewis

Robin Adler, Public Pathways, Facilitator

Hardy Middle School
1819 35th Street, N.W.
Washington D.C. 20007
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District of Columbia Public Schools  Hardy Educational Specification  

September 2001
## Administration/Student Support Services Space Requirements

- Entrance Lobby
- Welcome Center/Main Office
- Security Check-In Area w/Locking Storage
- Conference Room
- Principal’s Office
- Assistant Principal’s Office
- Data Entry Office (for Support Staff)
- Administrative Workroom
- Mailroom
- Records Room
- Telecom Head End Room
- Parent Resource Center
- Guidance Counselor
- Guidance Conf. Rm.
- Health Suite - Office/Waiting
- Before/After School Office/Storage
- Book Storage
- Supply Storage
- Staff Lounge

## Student Dining & Food Service Space Requirements

- Student Dining Area/Multi-Purpose
- Stage
- Chair, Table Storage
- Food Preparation

## Maintenance & Custodial Space Requirements

- Supply Storage/Receiving
- Toilet/Shower/Locker Room
- Custodial/Engineer Office
- ESL Academic Classroom
- Language Lab
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

<table>
<thead>
<tr>
<th>EIGHT PRINCIPLES FOR TRANSFORMING THE EDUCATION OF YOUNG ADOLESCENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Communities of Learning</td>
</tr>
<tr>
<td>Teach a Core of Common Knowledge</td>
</tr>
<tr>
<td>Provide an Opportunity for all Students to Succeed</td>
</tr>
<tr>
<td>Prepare Teachers for the Middle Grades</td>
</tr>
<tr>
<td>Improve Academic Performance Through Better Health and Fitness</td>
</tr>
<tr>
<td>Reengage Families in the Education of Young Adolescents</td>
</tr>
<tr>
<td>Strengthen Teachers and Principals</td>
</tr>
<tr>
<td>Connect Schools with Communities</td>
</tr>
</tbody>
</table>

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 tacks, shelves, 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number of Classrooms</th>
<th>Capacity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th Grade Core Classrooms</td>
<td>6</td>
<td>24</td>
<td>144</td>
</tr>
<tr>
<td>6th Grade Science</td>
<td>2</td>
<td>24</td>
<td>48</td>
</tr>
<tr>
<td>7th Grade Core Classrooms</td>
<td>6</td>
<td>24</td>
<td>144</td>
</tr>
<tr>
<td>7th Grade Science</td>
<td>2</td>
<td>24</td>
<td>48</td>
</tr>
<tr>
<td>8th Grade Core Classrooms</td>
<td>6</td>
<td>24</td>
<td>144</td>
</tr>
<tr>
<td>8th Grade Science</td>
<td>2</td>
<td>24</td>
<td>48</td>
</tr>
<tr>
<td>Special Needs Classroom</td>
<td>5</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
<td></td>
<td><strong>626</strong></td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Space Summary</th>
<th>Suggested Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Academic Area</td>
<td>36,610</td>
</tr>
<tr>
<td>Media Center</td>
<td>2,900</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>2,950</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>3,225</td>
</tr>
<tr>
<td>Physical Education</td>
<td>14,500</td>
</tr>
<tr>
<td>Administration/Student Support Services</td>
<td>5,935</td>
</tr>
<tr>
<td>Student Dining &amp; Food Service</td>
<td>5,875</td>
</tr>
<tr>
<td>Maintenance &amp; Custodial Services</td>
<td>750</td>
</tr>
<tr>
<td>Mechanical, Electrical, Toilets, Custodial Closets</td>
<td>4,925</td>
</tr>
<tr>
<td><strong>Total Net</strong></td>
<td><strong>77,670</strong></td>
</tr>
<tr>
<td>Building Support Areas [corridors, wall thickness, stairwells, elevators] [Net x 38%]</td>
<td>29,514</td>
</tr>
<tr>
<td><strong>Total Gross</strong></td>
<td><strong>107,184</strong></td>
</tr>
<tr>
<td><strong>Total Gross Square Feet Per Student [626 Students]</strong></td>
<td><strong>171</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Priority One</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Multipurpose Grassy Play Field - soccer, football</td>
<td></td>
</tr>
<tr>
<td>Exterior Grounds Equipment Storage [secure]</td>
<td></td>
</tr>
<tr>
<td>Outdoor Paved Play Area [3 full courts]</td>
<td></td>
</tr>
<tr>
<td>Fitness Trail [12 - 16 stations]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority Two</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>400 meter track - 200 meter straight-away</td>
<td></td>
</tr>
<tr>
<td>Bleacher seating for 900</td>
<td></td>
</tr>
<tr>
<td>Long jump &amp; triple on one side</td>
<td></td>
</tr>
<tr>
<td>Pole vault pit</td>
<td></td>
</tr>
<tr>
<td>Tennis [4 courts]</td>
<td></td>
</tr>
<tr>
<td>Baseball Field</td>
<td></td>
</tr>
<tr>
<td>Softball Field</td>
<td></td>
</tr>
</tbody>
</table>
## Core Academic Area Space Requirements

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Suggested</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty.</td>
<td>S.F.</td>
</tr>
<tr>
<td>Grade 6 Classroom</td>
<td>6</td>
<td>830</td>
</tr>
<tr>
<td>Grade 7 Classroom</td>
<td>6</td>
<td>830</td>
</tr>
<tr>
<td>Grade 8 Classroom</td>
<td>6</td>
<td>830</td>
</tr>
<tr>
<td>Science Classroom</td>
<td>6</td>
<td>1,100</td>
</tr>
<tr>
<td>Science Storage/Prep</td>
<td>3</td>
<td>200</td>
</tr>
<tr>
<td>Small Group Pull-Out</td>
<td>3</td>
<td>200</td>
</tr>
<tr>
<td>Team Workroom</td>
<td>3</td>
<td>250</td>
</tr>
<tr>
<td>Locker/Commons</td>
<td>6</td>
<td>300</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>3</td>
<td>1,200</td>
</tr>
<tr>
<td>Computer Lab Storage</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>ESL Resource/Classrooms</td>
<td>4</td>
<td>415</td>
</tr>
<tr>
<td>Support Staff Offices [Itinerant Staff]</td>
<td>3</td>
<td>150</td>
</tr>
<tr>
<td>Special Education (LC)</td>
<td>3</td>
<td>830</td>
</tr>
<tr>
<td>Special Education Classrooms</td>
<td>2</td>
<td>800</td>
</tr>
<tr>
<td>Special Education conference room</td>
<td>1</td>
<td>250</td>
</tr>
<tr>
<td>Language Lab</td>
<td>1</td>
<td>1,200</td>
</tr>
<tr>
<td>Kitchen/Laundry</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>Speech/Occupational Therapy/Physical Therapy</td>
<td>1</td>
<td>450</td>
</tr>
<tr>
<td>Occupation Therapy/Physical Therapy Storage</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>to provide flexible space to accommodate any of the core academic disciplines.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 28 students</td>
</tr>
<tr>
<td>1 staff member</td>
</tr>
<tr>
<td>volunteers and guest speakers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>large and small group instruction and hands-on activities</td>
</tr>
<tr>
<td>computerized instruction</td>
</tr>
<tr>
<td>team teaching</td>
</tr>
<tr>
<td>oral presentations</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spatial Relationships</th>
</tr>
</thead>
<tbody>
<tr>
<td>near small group room</td>
</tr>
<tr>
<td>near science lab and large group instruction</td>
</tr>
<tr>
<td>near teacher workroom and offices</td>
</tr>
<tr>
<td>near media center</td>
</tr>
<tr>
<td>moveable wall between at least 2 pairs of classrooms in each grade level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finishes</th>
</tr>
</thead>
<tbody>
<tr>
<td>floor: vinyl composition tile</td>
</tr>
<tr>
<td>walls: paint</td>
</tr>
<tr>
<td>ceiling: lay-in acoustical tile (in new space)</td>
</tr>
<tr>
<td>casework: plastic laminate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doors &amp; Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>door: large view panel with sidelight</td>
</tr>
<tr>
<td>windows: operable with roller shades</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical &amp; Lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls</td>
</tr>
<tr>
<td>banked switching to allow varied light levels</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 student data ports</td>
</tr>
<tr>
<td>1 teacher data port</td>
</tr>
<tr>
<td>quad outlet adjacent to each data port</td>
</tr>
<tr>
<td>cable/MATV port</td>
</tr>
<tr>
<td>telephone/intercom/voicemail port</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Furniture &amp; Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Supplied &amp; Installed</td>
</tr>
<tr>
<td>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.)</td>
</tr>
<tr>
<td>marker board and chalk board on primary teaching wall and on secondary wall</td>
</tr>
<tr>
<td>Math Boards to have Coordinate Plane</td>
</tr>
<tr>
<td>tack board at each end of marker board on primary wall</td>
</tr>
<tr>
<td>tack strip above marker board</td>
</tr>
<tr>
<td>mounting bracket for TV and VCR</td>
</tr>
<tr>
<td>mounting bracket for projection screen</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner Supplied &amp; Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 tables and chairs or student desks</td>
</tr>
<tr>
<td>computer projection device</td>
</tr>
<tr>
<td>TV &amp; VCR</td>
</tr>
<tr>
<td>projection screen</td>
</tr>
<tr>
<td>5 networked student multimedia computers</td>
</tr>
<tr>
<td>5 computer tables</td>
</tr>
<tr>
<td>5 chairs</td>
</tr>
<tr>
<td>printer</td>
</tr>
<tr>
<td>printer table</td>
</tr>
<tr>
<td>1 teacher multimedia computer</td>
</tr>
<tr>
<td>1 multimedia cart for teaching station [to accommodate computer projector, overhead projector, and space for computer]</td>
</tr>
<tr>
<td>teacher desk and chair</td>
</tr>
</tbody>
</table>
## Science Classroom – 6 @ 1,100 S.F. each

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide flexible space and layout to support delivery of entire science curriculum in any lab</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 28 students</td>
</tr>
<tr>
<td>teachers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>large and small group instruction and hands-on activities</td>
</tr>
<tr>
<td>team teaching</td>
</tr>
<tr>
<td>experimentation</td>
</tr>
<tr>
<td>laboratory work</td>
</tr>
<tr>
<td>computer simulations</td>
</tr>
</tbody>
</table>

### 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

### 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

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

---

**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

#### 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

#### 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

<table>
<thead>
<tr>
<th>Space Requirements</th>
<th>Furniture &amp; Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>see Space Requirements table</td>
<td>Contractor Supplied &amp; Installed</td>
</tr>
<tr>
<td></td>
<td>heavy duty adjustable shelving on 3 walls</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spatial Relationships</th>
<th>Owner Supplied &amp; Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>connecting with OT/PT room</td>
<td>none</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Finishes</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>floor: resilient</td>
<td>none</td>
</tr>
<tr>
<td>walls: paint</td>
<td>none</td>
</tr>
<tr>
<td>ceiling: lay-in acoustical tile</td>
<td>none</td>
</tr>
<tr>
<td>casework: none</td>
<td>none</td>
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</table>

<table>
<thead>
<tr>
<th>Doors &amp; Windows</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>door: view panel</td>
<td></td>
</tr>
<tr>
<td>windows: none</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Building System Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
<td></td>
</tr>
<tr>
<td>none</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Plumbing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical &amp; Lighting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 duplex electrical outlet on each of 2 walls</td>
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</table>

<table>
<thead>
<tr>
<th>Technology</th>
<th></th>
</tr>
</thead>
<tbody>
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## Media Center Space Requirements

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Suggested</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty.</td>
<td>S.F.</td>
</tr>
<tr>
<td>Reading Room (Learning/Stacks</td>
<td>1</td>
<td>1,400</td>
</tr>
<tr>
<td>/Circulation Area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Studio/Production Area</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>Computer Resource Area</td>
<td>1</td>
<td>450</td>
</tr>
<tr>
<td>Media Center Office</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Media Center Storage</td>
<td>1</td>
<td>200</td>
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<tr>
<td>Media Center Workroom</td>
<td>1</td>
<td>300</td>
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<tr>
<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>2,900</td>
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</tbody>
</table>

### 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

## 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

### 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

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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>to provide space for the management and organization of media resources and processing of incoming materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>media specialist</td>
</tr>
</tbody>
</table>
| 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 | no special 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

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Suggested</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty.</td>
<td>S.F.</td>
</tr>
<tr>
<td>Art Room</td>
<td>2</td>
<td>1,300</td>
</tr>
<tr>
<td>Kiln Room</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Art Storage</td>
<td>1</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>to provide a learning environment where students can learn 2-D and 3-D art and create their own art pieces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>25-30 students, 1 teacher, guest speakers and volunteers</td>
</tr>
<tr>
<td>Activities</td>
<td>2-dimensional arts, including: drawing and painting, printmaking, computer graphics</td>
</tr>
<tr>
<td></td>
<td>3-dimensional arts, including: sculpture and model-making, collage and assemblage, ceramics – clay, fiber arts, mixed-media works</td>
</tr>
<tr>
<td></td>
<td>viewing slides and videos, mounting, matting and framing, print making, cooperative group work, computer graphics, storage of supplies, projects, small equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spatial Relationships</th>
<th>(Art Rooms should have Northern orientation if possible)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>centrally located with convenient access to Core Academic classrooms</td>
</tr>
<tr>
<td></td>
<td>door to outside-with overhang</td>
</tr>
<tr>
<td></td>
<td>connect with Art Patio</td>
</tr>
</tbody>
</table>

| 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 |

| Mechanical | 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

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Qty.</th>
<th>S.F.</th>
<th>Total</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instrumental Music Room</td>
<td>1</td>
<td>1,400</td>
<td>1,400</td>
<td>Includes instrument storage cabinets within the room.</td>
</tr>
<tr>
<td>Instrument/Uniform Storage</td>
<td>1</td>
<td>375</td>
<td>375</td>
<td></td>
</tr>
<tr>
<td>Choral Music Room</td>
<td>1</td>
<td>1,200</td>
<td>1,200</td>
<td></td>
</tr>
<tr>
<td>Choral Storage</td>
<td>1</td>
<td>250</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>3,225</td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>to provide secure and adequate storage for instruments and uniforms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>none</td>
</tr>
<tr>
<td>Activities</td>
<td>storing and accessing instruments and uniforms</td>
</tr>
</tbody>
</table>

### 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

### 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

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Suggested</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty.</td>
<td>S.F.</td>
</tr>
<tr>
<td>Multi-Purpose Gymnasium</td>
<td>1</td>
<td>8,500</td>
</tr>
<tr>
<td>Fitness Room (Auxilliary Gymnasium)</td>
<td>1</td>
<td>850</td>
</tr>
<tr>
<td>Health Classroom</td>
<td>1</td>
<td>850</td>
</tr>
<tr>
<td>Locker Room/Showers</td>
<td>2</td>
<td>1,500</td>
</tr>
<tr>
<td>Office</td>
<td>2</td>
<td>150</td>
</tr>
<tr>
<td>Equipment Storage</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>Laundry</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Uniform Storage</td>
<td>2</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**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

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### 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

<table>
<thead>
<tr>
<th><strong>Purpose</strong></th>
<th>to provide space to wash/dry uniforms, towels, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Users</strong></td>
<td>1 or 2 staff/teachers</td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td>washing/drying of clothes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Spatial Relationships</strong></th>
<th>adjacent to locker rooms</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Finishes</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>floor:</td>
<td>resilient</td>
</tr>
<tr>
<td>walls:</td>
<td>paint</td>
</tr>
<tr>
<td>ceiling:</td>
<td>lay-in acoustical tile</td>
</tr>
<tr>
<td>casework:</td>
<td>none</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Doors &amp; Windows</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>door:</td>
<td>large view panel with optional sidelight</td>
</tr>
<tr>
<td>windows:</td>
<td>operable to outside</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Building System Requirements</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
<td>dryer vent</td>
</tr>
<tr>
<td></td>
<td>washer connection</td>
</tr>
<tr>
<td></td>
<td>adequate ventilation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Plumbing</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>floor drains</td>
<td></td>
</tr>
<tr>
<td>hot and cold water for washer</td>
<td></td>
</tr>
<tr>
<td>hot and cold water for sink</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Electrical &amp; Lighting</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>one duplex electrical outlet on each wall</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Technology</strong></th>
<th>none</th>
</tr>
</thead>
</table>

### Furniture & Equipment

<table>
<thead>
<tr>
<th><strong>Contractor Supplied &amp; Installed</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>sink cabinet</td>
<td></td>
</tr>
<tr>
<td>sink</td>
<td></td>
</tr>
<tr>
<td>rust resistant shelving</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Owner Supplied &amp; Installed</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>washer</td>
<td></td>
</tr>
<tr>
<td>dryer</td>
<td></td>
</tr>
<tr>
<td>cabinet to store supplies</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Suggested</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty.</td>
<td>S.F.</td>
</tr>
<tr>
<td>Entrance Lobby</td>
<td>1</td>
<td>350</td>
</tr>
<tr>
<td>Welcome Center/General Office</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>Security Check-In Area w/ locking storage</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Conference Room</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>Principal's Office</td>
<td>1</td>
<td>230</td>
</tr>
<tr>
<td>Assistant Principal's Office</td>
<td>2</td>
<td>150</td>
</tr>
<tr>
<td>Data Entry Office (Support Office)</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Administrative Workroom</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>Mailroom</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Records Room</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Telecom Head End Room</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Parent Resource Center</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>Toilet</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>Guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guidance Counselor Office</td>
<td>2</td>
<td>150</td>
</tr>
<tr>
<td>Guidance Conference Room</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Guidance Waiting Area</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Toilet</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>Health Suite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office/Waiting Area</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Treatment Area</td>
<td>1</td>
<td>80</td>
</tr>
<tr>
<td>Cots</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td>Storage</td>
<td>1</td>
<td>25</td>
</tr>
<tr>
<td>Toilet</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>Before/After School Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before/After School Office/Storage</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>Book Storage</td>
<td>3</td>
<td>200</td>
</tr>
<tr>
<td>Supply Storage</td>
<td>3</td>
<td>200</td>
</tr>
<tr>
<td>Staff Lounge</td>
<td>1</td>
<td>700</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide a space for students and visitors to pass through that is safe, secure and easily visible and monitored – to include security area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>parents/visitors/students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>check-in/out visitors</td>
</tr>
<tr>
<td>monitor main entrance to school</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spatial Relationships</th>
</tr>
</thead>
<tbody>
<tr>
<td>At main entrance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finishes</th>
</tr>
</thead>
<tbody>
<tr>
<td>floor: resilient</td>
</tr>
<tr>
<td>walls: paint</td>
</tr>
<tr>
<td>ceiling: lay-in acoustical tile</td>
</tr>
<tr>
<td>casework: none</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doors &amp; Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>door: to welcome area</td>
</tr>
<tr>
<td>windows: to outside</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical &amp; Lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 duplex electrical outlets on one wall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>data port</td>
</tr>
<tr>
<td>quad outlet adjacent to data port</td>
</tr>
<tr>
<td>telephone/intercom/voicemail port</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Furniture &amp; Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Supplied &amp; Installed</td>
</tr>
<tr>
<td>benches for seating</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>to provide a place for administrative conferences or meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>staff, students, parents, visitors</td>
</tr>
<tr>
<td>Activities</td>
<td>conferring with staff, students, parents, and visitors</td>
</tr>
<tr>
<td>Space Requirements</td>
<td>see Space Requirements table</td>
</tr>
<tr>
<td>Spatial Relationships</td>
<td>centrally located to the administrative team, connecting door from Principal’s office, locate near Welcome Center</td>
</tr>
<tr>
<td>Finishes</td>
<td>floor: carpet, walls: paint, ceiling: lay-in acoustical tile, casework: plastic laminate</td>
</tr>
<tr>
<td>Doors &amp; Windows</td>
<td>door: large view panel with optional sidelight, windows: desirable</td>
</tr>
<tr>
<td>Building System Requirements Mechanical</td>
<td>none</td>
</tr>
<tr>
<td>Plumbing</td>
<td>none</td>
</tr>
<tr>
<td>Electrical &amp; Lighting</td>
<td>2 duplex electrical outlets on each wall</td>
</tr>
<tr>
<td>Technology</td>
<td>2 data ports, quad outlet adjacent to each data port, telephone/intercom/voicemail port, cable/MATV port</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Furniture &amp; Equipment</th>
<th>Contractor Supplied &amp; Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>marker board, projection screen, 6 linear feet of countertop, base, and wall cabinets, mounting bracket for TV/VCR, mounting bracket for projection screen</td>
</tr>
<tr>
<td>Owner Supplied &amp; Installed</td>
<td>conference table, 12 chairs, TV/VCR, projection screen, under-counter refrigerator, 2 computer stations, 2 computers, 1 printer</td>
</tr>
</tbody>
</table>

| Special Considerations | auditory privacy |

| 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**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>to provide an area to disseminate incoming mail to staff members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>staff, faculty</td>
</tr>
<tr>
<td>Activities</td>
<td>delivery of general mail, sign-in/sign-out location</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>To provide counseling in a professional environment that is easily accessible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>Guidance Counselors and Students</td>
</tr>
<tr>
<td>Activities</td>
<td>Meet with students individually and in small groups</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spatial Relationships</th>
</tr>
</thead>
<tbody>
<tr>
<td>adjacent to Administration/Student Services</td>
</tr>
<tr>
<td>adjacent to Career Center</td>
</tr>
<tr>
<td>adjacent to Conference Room</td>
</tr>
<tr>
<td>adjacent to Storage &amp; Work Area</td>
</tr>
<tr>
<td>readily accessible to students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finishes</th>
</tr>
</thead>
<tbody>
<tr>
<td>floor: carpet</td>
</tr>
<tr>
<td>walls: paint</td>
</tr>
<tr>
<td>ceiling: lay-in acoustical tile</td>
</tr>
<tr>
<td>casework: plastic laminate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doors &amp; Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>door: none</td>
</tr>
<tr>
<td>windows: none</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building System Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
</tr>
<tr>
<td>none</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plumbing</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical &amp; Lighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 duplex electrical outlets</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>data port</td>
</tr>
<tr>
<td>quad outlet adjacent to data port</td>
</tr>
<tr>
<td>telephone/intercom/voicemail port</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Furniture &amp; Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Supplied &amp; Installed</td>
</tr>
<tr>
<td>bookcase</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner Supplied &amp; Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>desk to accommodate computer</td>
</tr>
<tr>
<td>manager chair</td>
</tr>
<tr>
<td>side chairs</td>
</tr>
<tr>
<td>small table</td>
</tr>
<tr>
<td>four drawer locking file cabinet</td>
</tr>
<tr>
<td>trash can</td>
</tr>
<tr>
<td>clock</td>
</tr>
<tr>
<td>1 networked computer</td>
</tr>
<tr>
<td>fax machine</td>
</tr>
<tr>
<td>printer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>auditory privacy</td>
</tr>
</tbody>
</table>
**Guidance Conf. Rm. – 1 @ 150 S.F. (Add 150 S.F. Area for Waiting – Total 300 S.F.)**

<table>
<thead>
<tr>
<th>Purpose</th>
<th>to provide a place for administrative and student conferences or meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>staff, students, parents, visitors</td>
</tr>
<tr>
<td>Activities</td>
<td>conference with staff, students, parents, and visitors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spatial Relationships</th>
<th>adjacent to Counselor’s office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finishes</td>
<td>floor: carpet</td>
</tr>
<tr>
<td></td>
<td>walls: paint</td>
</tr>
<tr>
<td></td>
<td>ceiling: lay-in acoustical tile</td>
</tr>
<tr>
<td></td>
<td>casework: plastic laminate</td>
</tr>
</tbody>
</table>

| Doors & Windows | door: view panel and/or sidelight |
|                | windows: desirable              |

<table>
<thead>
<tr>
<th>Building System Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
</tr>
<tr>
<td>Contractor Supplied &amp; Installed</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Owner Supplied &amp; Installed</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Special Considerations     | auditory privacy |

<table>
<thead>
<tr>
<th>Furniture &amp; Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Supplied &amp; Installed</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Owner Supplied &amp; Installed</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Spatial Relationships</th>
<th>Furniture &amp; Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locate in academic area</td>
<td>Contractor Supplied &amp; Installed</td>
</tr>
<tr>
<td></td>
<td>maximum LF of 12” shelving</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finishes</th>
<th>Owner Supplied &amp; Installed</th>
</tr>
</thead>
<tbody>
<tr>
<td>floor: resilient</td>
<td>none</td>
</tr>
<tr>
<td>walls: paint</td>
<td></td>
</tr>
<tr>
<td>ceiling: lay-in acoustical tile</td>
<td></td>
</tr>
<tr>
<td>casework: none</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doors &amp; Windows</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>door: none</td>
<td>data port may be used for inventory</td>
</tr>
<tr>
<td>windows: none</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building System Requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
<td></td>
</tr>
<tr>
<td>HVAC systems</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plumbing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical &amp; Lighting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 duplex electrical outlets</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technology</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>data port</td>
<td></td>
</tr>
<tr>
<td>quad outlet adjacent to data port</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th><strong>Purpose</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>provide an area for staff dining and for relaxing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Users</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>staff</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Activities</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>staff dining</td>
<td>relaxation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Spatial Relationships</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>central to classrooms</td>
<td>located near adult staff toilet[s], one to include shower</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Finishes</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>floor: resilient in wet area, carpet in seating area</td>
<td>walls: paint</td>
</tr>
<tr>
<td>ceiling: lay-in acoustical tile</td>
<td>casework: plastic laminate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Doors &amp; Windows</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>door: view panel</td>
<td>windows: desirable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Building System Requirements</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mechanical</strong></td>
<td></td>
</tr>
<tr>
<td>exhaust vent</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Plumbing</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>hot and cold water for sink</td>
<td>water hook-up for ice maker</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Electrical &amp; Lighting</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 duplex electrical outlets on each wall</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Technology</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 data ports</td>
<td>quad outlet adjacent to each data port</td>
</tr>
<tr>
<td>telephone/intercom/voicemail port</td>
<td>cable/MATV port</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Furniture &amp; Equipment</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Supplied &amp; Installed</td>
<td></td>
</tr>
<tr>
<td>casework to include: countertop, sink, base and wall cabinets</td>
<td>mounting bracket for TV</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Owner Supplied &amp; Installed</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 square tables</td>
<td>10-15 chairs</td>
</tr>
<tr>
<td>lounge seating for 10</td>
<td>2 end tables</td>
</tr>
<tr>
<td>2 table lamps</td>
<td>microwave</td>
</tr>
<tr>
<td>refrigerator with ice maker</td>
<td>range with oven</td>
</tr>
<tr>
<td>exhaust fan</td>
<td>TV</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Special Considerations</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>direct access to main corridor</td>
<td></td>
</tr>
</tbody>
</table>
Student Dining & Food Service Space Requirements

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Suggested</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty.</td>
<td>S.F.</td>
</tr>
<tr>
<td>Student Dining Area/Multi-purpose</td>
<td>1</td>
<td>3,000</td>
</tr>
<tr>
<td>Stage</td>
<td>1</td>
<td>850</td>
</tr>
<tr>
<td>Stage Storage</td>
<td>1</td>
<td>250</td>
</tr>
<tr>
<td>Chair, Table Storage</td>
<td>1</td>
<td>250</td>
</tr>
<tr>
<td>Food Prep</td>
<td>1</td>
<td>500</td>
</tr>
<tr>
<td>Servery</td>
<td>1</td>
<td>300</td>
</tr>
<tr>
<td>Dry Storage</td>
<td>1</td>
<td>225</td>
</tr>
<tr>
<td>Freezer &amp; Cooler</td>
<td>1</td>
<td>200</td>
</tr>
<tr>
<td>Toilet/Locker Room</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Cleaning Storage</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>Food Service Office</td>
<td>1</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Purpose</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>provide convenient storage for all chairs and tables</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Users</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>none</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>storage of chairs and tables</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spatial Relationships</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>adjacent to student dining area</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finishes</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>floor: resilient</td>
<td></td>
</tr>
<tr>
<td></td>
<td>walls: paint</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ceiling: lay-in acoustical tile</td>
<td></td>
</tr>
<tr>
<td></td>
<td>casework: none</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doors &amp; Windows</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>door: large view panel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>windows: none</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building System Requirements</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanical</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>no special requirements</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plumbing</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>no special requirements</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electrical &amp; Lighting</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 duplex electrical outlet on each of 2 walls</td>
<td></td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>to provide space for manufacturer freezer and refrigerator units to store food for short periods of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>food service staff</td>
</tr>
<tr>
<td>Activities</td>
<td>storage</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>to provide a safe, clean, and private toilet and area for kitchen staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users</td>
<td>food service personnel</td>
</tr>
<tr>
<td>Activities</td>
<td>changing clothes, personal hygiene, showering</td>
</tr>
<tr>
<td>Spatial Relationships</td>
<td>near kitchen, serving area, and office</td>
</tr>
<tr>
<td>Finishes</td>
<td>floor: ceramic tile, walls: ceramic tile and paint, ceiling: lay-in acoustical tile, casework: none</td>
</tr>
<tr>
<td>Doors &amp; Windows</td>
<td>door: no view panel, windows: none</td>
</tr>
<tr>
<td>Building System Requirements</td>
<td></td>
</tr>
<tr>
<td>Mechanical</td>
<td>ventilation</td>
</tr>
<tr>
<td>Plumbing</td>
<td>hot and cold water for sink, hot and cold water for shower</td>
</tr>
<tr>
<td>Electrical &amp; Lighting</td>
<td>no special requirements</td>
</tr>
<tr>
<td>Technology</td>
<td>none</td>
</tr>
<tr>
<td>Furniture &amp; Equipment</td>
<td></td>
</tr>
<tr>
<td>Contractor Supplied &amp; Installed</td>
<td>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</td>
</tr>
<tr>
<td>Owner Supplied &amp; Installed</td>
<td>none</td>
</tr>
<tr>
<td>Special Considerations</td>
<td>must be handicapped accessible</td>
</tr>
</tbody>
</table>
## 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

<table>
<thead>
<tr>
<th>Spaces</th>
<th>Suggested</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qty.</td>
<td>S.F.</td>
</tr>
<tr>
<td>Supply Storage / Receiving</td>
<td>1</td>
<td>450</td>
</tr>
<tr>
<td>Toilet/Shower/Lockers</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>Custodial/Engineer Office</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### 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**

<table>
<thead>
<tr>
<th><strong>Purpose</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• to provide an area for the maintenance manager, staff, and building engineer to provide supervision of the physical plant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Users</strong></th>
</tr>
</thead>
</table>
| • maintenance and custodial staff  
• building engineer |  

<table>
<thead>
<tr>
<th><strong>Activities</strong></th>
</tr>
</thead>
</table>
| • conferences with staff and visitors  
• telephone calls  
• paperwork |  

<table>
<thead>
<tr>
<th><strong>Spatial Relationships</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• This office is to be in a central location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Finishes</strong></th>
</tr>
</thead>
</table>
| • floor: resilient or carpet  
• walls: paint  
• ceiling: lay-in acoustical tile  
• casework: none |  

<table>
<thead>
<tr>
<th><strong>Doors &amp; Windows</strong></th>
</tr>
</thead>
</table>
| • door: large view panel with optional sidelight  
• windows: window with a view of the receiving area |  

<table>
<thead>
<tr>
<th><strong>Building System Requirements</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mechanical</strong></td>
</tr>
<tr>
<td>• no special requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Plumbing</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• no special requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Electrical &amp; Lighting</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1 duplex electrical outlets on each wall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Technology</strong></th>
</tr>
</thead>
</table>
| • 2 data ports  
• quad outlet adjacent to each data port  
• telephone/intercom/voice port |  

<table>
<thead>
<tr>
<th><strong>Furniture &amp; Equipment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contractor Supplied &amp; Installed</strong></td>
</tr>
<tr>
<td>• tack board</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Owner Supplied &amp; Installed</strong></th>
</tr>
</thead>
</table>
| • 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
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

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)**

<table>
<thead>
<tr>
<th><strong>Purpose</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Users</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 28 students</td>
</tr>
<tr>
<td>1 staff member</td>
</tr>
<tr>
<td>volunteers and guest speakers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Activities</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>large and small group instruction and hands-on activities</td>
</tr>
<tr>
<td>computerized instruction</td>
</tr>
<tr>
<td>team teaching</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Spatial Relationships</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>near teacher workroom and offices</td>
</tr>
<tr>
<td>near media center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Finishes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>floor: vinyl composition tile</td>
</tr>
<tr>
<td>Soundproofing</td>
</tr>
<tr>
<td>walls: paint</td>
</tr>
<tr>
<td>ceiling: lay-in acoustical tile (in new space)</td>
</tr>
<tr>
<td>casework: plastic laminate</td>
</tr>
<tr>
<td>SINK REQUIRED</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Doors &amp; Windows</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>door: large view panel with sidelight</td>
</tr>
<tr>
<td>windows: operable with roller shades</td>
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<table>
<thead>
<tr>
<th><strong>Electrical &amp; Lighting</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 duplex electrical outlets on primary teaching wall and 2 duplex electrical outlets on other walls</td>
</tr>
<tr>
<td>banked switching to allow varied light levels</td>
</tr>
<tr>
<td>enough outlets to serve as a keyboarding lab.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Technology</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Console with pull down-equipment (wiring in ceiling for headphones)</td>
</tr>
<tr>
<td>25 student data ports (to serve as a flexible computer lab, if necessary)</td>
</tr>
<tr>
<td>1 teacher data port</td>
</tr>
<tr>
<td>quad outlet adjacent to each data port</td>
</tr>
<tr>
<td>cable/MATV port</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>Furniture &amp; Equipment Contractor Supplied &amp; Installed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.)</td>
</tr>
<tr>
<td>marker board and chalk board on primary teaching wall and on secondary wall</td>
</tr>
<tr>
<td>Perimeter countertop areas</td>
</tr>
<tr>
<td>tack board at each end of marker board on primary wall</td>
</tr>
<tr>
<td>tack strip above marker board</td>
</tr>
<tr>
<td>mounting bracket for TV and VCR</td>
</tr>
<tr>
<td>mounting bracket for projection screen</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Furniture &amp; Equipment Owner Supplied &amp; Installed</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>30 tables and chairs or student desks</td>
</tr>
<tr>
<td>computer projection device</td>
</tr>
<tr>
<td>TV &amp; VCR</td>
</tr>
<tr>
<td>projection screen</td>
</tr>
<tr>
<td>5 networked student multimedia computers</td>
</tr>
<tr>
<td>5 computer tables</td>
</tr>
<tr>
<td>5 chairs</td>
</tr>
<tr>
<td>printer</td>
</tr>
<tr>
<td>printer table</td>
</tr>
<tr>
<td>1 teacher multimedia computer</td>
</tr>
<tr>
<td>1 multimedia cart for teaching station [to accommodate computer projector, overhead</td>
</tr>
</tbody>
</table>