

Prince George's County Public Schools

**Cherokee Lane Elementary School Replacement
Educational Specifications**

6/5/2019

Purpose

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Background

Cherokee Lane Elementary School is located at 9000 25th Avenue Adelphi, MD. Built in 1962 with a substantial addition in 1964, it has a capacity for 400 students and a 2018 enrollment of 551. In addition to over-utilization, the building is in fair to poor condition. The 2017 Educational Facilities Master Plan recommended Cherokee Lane ES for a ‘Full Renovation or Replacement and Addition to address educational adequacy issues.’

The Adelphi/Langley Park area is an older established community with little available vacant land. A new middle school and a new high school are needed to address capacity short falls and the school system has been struggling to find sites. The Cherokee Lane ES site is 21.8 acres, twice as large as is needed for an elementary school. The current planning strategy, pending Board of Education approval, is to relocate and replace Cherokee Lane ES adjacent to Buck Lodge Middle School and build the new high school on the current site.

The replacement school will be built for 800 students so that Cherokee Lane ES can provide enrollment relief to adjacent schools.

Demographics

School Name	SRC	Current FTE Enrollment	2022 Post 6th Grade Realignment Estimate	Utilization Estimate	Seats Avail or Needed
Adelphi ES (K-6)	451	771	644	143%	-193
Cherokee Lane (K-6)	406	551	486	120%	-80
Cool Spring ES (K-6)	535	846	751	140%	-216
Langley Park-McCormick ES (K-6)	486	848	719	148%	-233
Mary Harris Mother Jones ES	767	1011	939	122%	-172
Total	2645	4027	3539	135%	-894

Project Scope

PGCPS is proposing to design and build this school as a pilot using an alternative construction methodology where the core spaces (Cafeteria, gym, administration) are built on site and the classroom wings are built off-site. The expectation is that this school will be less expensive per square foot (up to 30% less) and will be eligible to additional State funding.

This educational specification has been revised from the PGCPS prototype and adapted for the current school program.

General Planning Considerations

General Planning Considerations

Administration/Student Services

From the parking and walking access areas, all visitors should be able to identify a 'single point of entry' to the school. Immediately upon entry, universal signage and visual cues should guide parents to a spacious, welcoming area with seating and access to the main office staff. If feasible, visitors should be required to enter the welcome center before proceeding into the rest of the school.

Registration and family services should be located near the main office. The other administrative offices and guidance services may be decentralized to increase security and supervision throughout the campus.

Cafeteria

The cafeteria and serving lines should be well lit with natural and artificial light. The ceiling height should be balanced with the overall volume and treated acoustically. A variety of seating options, including outside seating, is desirable. Electrical outlets for charging mobile devices are also desirable.

This area will be used for student dining, group activities, and community meetings. It is proposed through creative design that this area will effectively house multiple functions.

- A movable wall will allow for multiple functions, and in large schools allow for smaller student groupings at lunchtime.
- At least 2 permanently mounted, white boards and electrical outlets for mobile projectors would support 'break-out' discussions
- Wireless access points and wall outlets need to be sufficient to support on-line testing if needed. Wireless capacity should match, or be greater than, room capacity.

Community Use

It is assumed that the community will use the building for recreation, meetings and educational functions. Security during these times is important. The architect will zone the building for flexible after-hours use, and note both active and passive security measures.

Corridors and Commons Spaces

The front entry lobby should be welcoming and inviting for students, staff, and visitors. A display monitor should be provided in the lobby and additional display systems should be provided for 2-dimensional and 3-dimensional student work and awards. Finishes should be durable and easy to maintain. Colors, artificial lighting, and natural daylighting should be managed artfully.

Minimize long low-lit hallways lined with classroom doors. Consider informal learning/ collaborative areas for pull-out and views to the outside. Transparency from the classrooms into the hallways will increase supervision and encourage use of the space for learning.

Display Case - A built-in recessed display case with tackable backboard and controlled recessed lights shall be located in the entrance foyer, music area, art area, media center, and at the entrance to each team or grade level area. Provide safety glass.

Sustainable Water Coolers should include reusable bottle fill-up options.

General Planning Considerations

Furniture & Equipment

Classroom activities vary in terms of grouping and orientation; 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, books, supplies, and teaching materials. To the extent possible, movable furnishings will be used, rather than fixed casework, to provide flexibility for future reconfiguration.

Student desks and chairs should encourage rearrangement. Class sizes vary from 20:1 to 28:1 in some classrooms. PGCPs requires a larger classroom than has traditionally been designed to support larger classes and flexible arrangements. Alternative seating options will be considered for comfort, mobility, and/or compatibility.

Handicapped Accessibility

The entire facility will be accessible for students, staff, and visitors. This will be accomplished through judicious use of ramping and elevators with 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.

Media Center

School libraries are changing from being quiet book-lined spaces for research and contemplation to multi-media, interactive studios for social collaboration for faculty and students. It is one of the largest most flexible areas in the school, transforming itself from dozens of varied self-directed activities to a large group meeting and presentation space in a matter of minutes.

Soon media centers will be more than 50 percent digital and offer both learning areas as well as production areas. The ideal media center might move from noisy to quiet - through a 'café' and mobile computing environment, to small group study areas, to individual study carrels or an on-line learning. Visual access and varied seating is important to create a transparent and inviting culture.

On-line and independent learning applications are some of many new learning paths that schools are embracing. Virtual schools and 'blended learning' models are successfully reaching some students who need to learn at their own pace. As part of the media commons, the on-line learning center will have access to a variety of resources and expertise.

Special Education

PGCPs offers a continuum of services to students with special needs. To the extent possible students are educated in their home school using co-teaching, occasional 'pull-out' focused on intervention, or self-contained classroom settings. The number of students and range of teaching options may vary from year to year and all classrooms should be designed to accommodate all students regardless of their disabilities.

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.

Occasionally, a regional program for students with more intensive needs will be located at a neighborhood school.

General Planning Considerations

Site

(More specifics listed under Safety and Security and Sustainability Considerations)

School sites shall have perimeter security fencing preventing access to walkways and courtyards when facility is not occupied but allow for public use of exterior athletic facilities. Design exterior doors to prevent unauthorized entry by minimizing key locks and hardware on doors which would not be used for the purpose of entry but are installed for emergency egress.

A flag pole and electronic marquee will be installed in the front of the school.

Consider the entire school grounds as a teaching opportunity, with a central space as the 'outdoor learning area or classroom'. An ideal location for garden plots would be to the south of the school.

Traffic and Circulation

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.

The following traffic-related activities occur on the school site:

- A. Approximately, 10 school buses will enter and exit the site at the beginning and end of each school day.
- B. Approximately, 100 staff will enter and exit the site daily.
- C. Service and visitor (20 spaces) vehicles will enter and exit the site daily.

Proper signage should be included to delineate each area. Signage and bumpers for parking spaces shall be provided by the contractor.

Visual Arts and Performing Arts

The art and music classrooms will be shared by all grade levels for general class and small group instruction. The location and access to these rooms should promote orderly transitions.

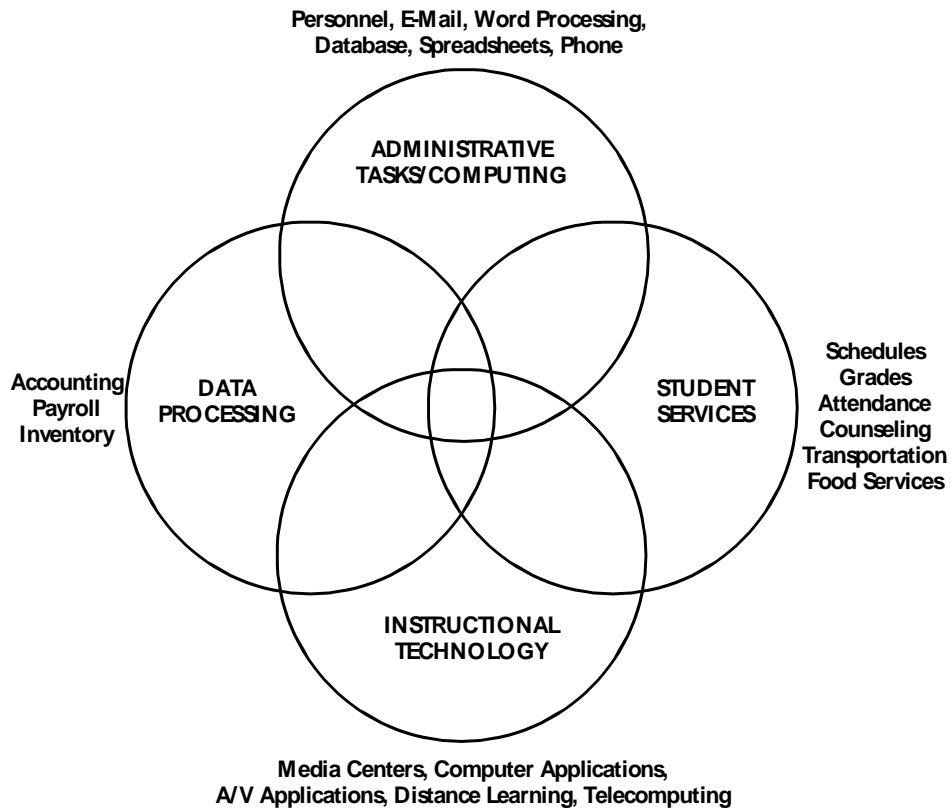
If possible, the music suite will be located near the performance area. Unless a separate auditorium already exists, the performance space seating area for Elementary school will be co-located with the multi-purpose/dining. This space should be able to seat $\frac{1}{2}$ the school for a performance. The architect should consider acoustics, viewing site lines, and the logistical challenges of student performances early in the design process to insure that these two functions can operate with minimal compromises.

The art classroom should preferably be on the ground floor with an optimal north orientation. An outside patio and seating area will offer additional work, display, and performance opportunities.

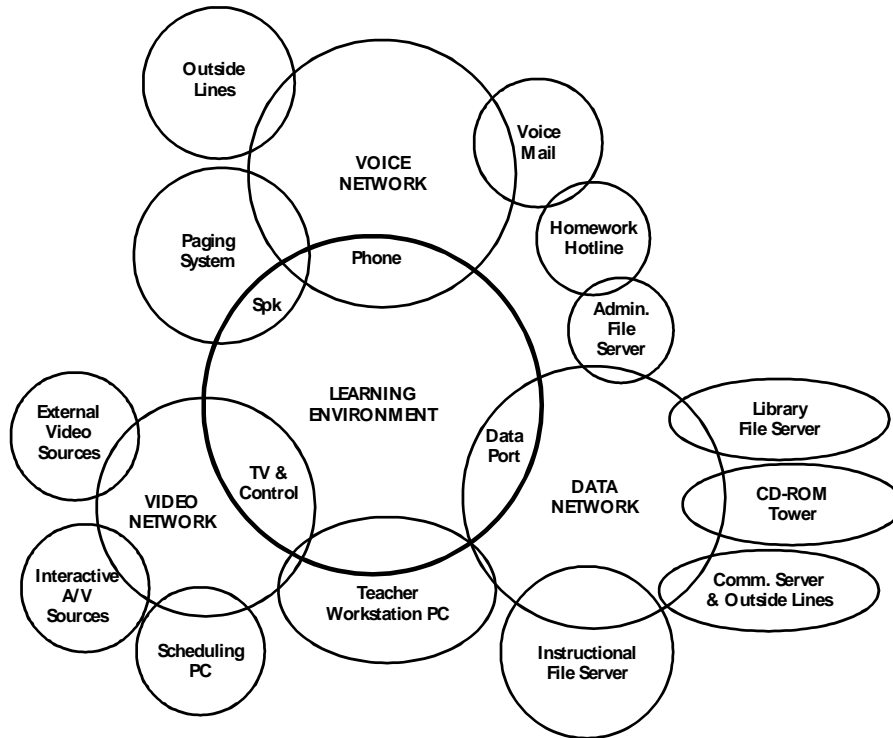
Educational Technology

The implementation of a voice, data, and video telecommunications system throughout schools is standard across the country. Appropriate and strategically designed and installed technology greatly enhances the teaching and learning of basic skills and positions a school to take advantage of technological developments in the future. All classrooms should be multi-use/multi-purpose with invisible technological support. There should be a seamless web of technology to support the classroom management between administration, teachers, students, and the home. As home and business worlds move into higher levels of technological applications, it is critical for schools to be able to integrate technology into the teaching and learning processes.

Technology has four primary applications within the school environment. These applications have the potential for a positive impact on every aspect of the educational processes found in schools. Diagram C provides a visual of how the four primary applications interface with each other and some examples of educational applications in each area.



Educational Technology



A good technology network can support multiple instructional designs:

Whole Group Instruction (20-30 students)

This includes the use of interactive boards/walls, LCD displays, video stills, and various forms of computer display techniques. For the near future, laptop computers, tablets and handheld devices will be the tools in the classroom and need to be secured and charged nightly.

Small Group Instruction (6-8 students)

This includes areas in the classroom and in shared common spaces where a teacher or another resource person can work with groups of 6-8 students. The technology is essentially the same as whole group instruction technology, the only difference being the size of the groups.

Individualized Instruction (1-2 students)

This is primarily a computer-based instruction design where students interact with a computer workstation. As all forms of technology become more and more digitized, it is envisioned that these will become multimedia workstations that integrate voice, video, and data formats.

In the future, it is likely that most end-user devices will be portable. The implications of an all mobile computing environment should be envisioned today to insure that schools are prepared for the wireless and electrical demands of the near future.

Technology goal in the building:

Voice: Telephone (IP) and voice communications in every classroom and throughout the entire building as well as to other persons in the school system and external resources including parents and community members.

Data: Wireless data retrieval capabilities in every classroom and throughout the entire building as well as network capabilities district-wide and to other external databases. (wireless)

Video: Video distribution in every classroom and throughout the entire building with interactive video capabilities to support whole and small group instruction, distance learning, and providing access to a wide range of internal and external resources. Appropriate school-wide infrastructure is needed.

All Teaching Stations

Each learning studio (classroom, lab, resource room, conference room) will be equipped for multimedia presentation. The choice of equipment will be determined one year prior to school opening and will represent the best available teaching and learning tools at that moment.

Currently: PGCPS is installing interactive white boards (SMART Boards) with short throw projectors mounted just above the center of the writing board.

Alternatively: Ceiling mounted digital or LCD short throw projectors and wall mounted screens may be provided in each classroom. Multimedia sources such as PC, document camera, teacher audio assist, video tape decks; DVD and HDTV are connected to it. The teacher can select sources for display on an as-needed basis using remote control.

All playback devices and accessories in classrooms are placed in a lockable A/V cart situated near teacher's desk. All devices are permanently connected to the display panel and the teacher can control the operation by remote control at the desk.

Current standards require the following minimum number of outlets in a typical classroom or instructional area:

- Four (4) outlets for student use
- Two (2) outlets for wireless network
- One (1) outlet for the intercom system
- Two (2) outlets at the teacher station for a teacher's computing device and accessory
- One (1) outlet for telephone at the teacher station
- One (1) outlet for control of the classroom projector/interactive board

Twenty (20) ampere circuit, or additional as required, to support computers, printer, and typical classroom equipment shall be in each classroom. Electrical outlets shall be at six feet (6') on center. In standard classroom they shall be paired with four data outlets around the room, not including the teacher station outlet.

Every classroom will be wired for teacher audio enhancement and the audio system should be integrated into the intercom system. Research into this cutting-edge technology suggests that student learning can improve in classrooms where the teacher's voice is amplified and the classroom acoustics are designed to support voice clarity. Teachers in class rooms shall be provided with a directional wireless head worn microphone (Transmitter/Receiver) to ensure adequate

Educational Technology

audibility and intelligibility. A hand held/desk top microphone is provided for student participation. The mixed sound will be amplified and sent through the speakers (preferably ceiling mounted).

Conference Room Technology – All administrative conference rooms will have on-table computer connections to a video display screen and be internet capable.

Recharging stations - Opportunities to plug in user devices should be intentionally installed in the cafeteria, informal learning alcoves, media center, outdoor learning areas, etc.

Communication System

A two-way voice communication system shall be installed that will provide communication between the administrative area and each teaching station or support area, with a telephone in every room. This same system should have the potential to carry an auditory signal automatically controlled and located in the administrative area. Provision should be made for these signals to reach all teaching and support areas including the outdoor activity area. The public address system shall be integrated with the telephone system with a Call Back (CB) feature from the classrooms and support areas to the main office.

The telephone company will bring fiber cable to the building with wide area network connection.

Currently: Cable TV with a closed TV system is installed in each instructional area and conference rooms.

In the future: Video signals may be carried over IP from any internet able device. When that occurs, cable will still be needed in the gymnasium, auditorium, and main office for emergency broadcasts.

Head End (Telecom) Room

A central wiring closet will be located in the Media Center and house all POE (Power over Ethernet switches) to support phones, wireless access points, and video cameras. It will also house the central server, PA system, telephone, television, and technology wiring, with shelves for networking hubs, switch, UPS, file server, etc.

See individual space descriptions for special technology needs.

Safety and Security

PGCPS wants to maintain an inviting and de-institutionalized environment, while simultaneously providing a safe environment for students, staff, and community members, who use the facility and adjacent support services. The organization of a building will have a major impact on student behavior and safety concerns. Building security can be addressed in an active or a passive manner. Active security is based on security systems; passive security is based on program design, building configuration, and community participation. Schools should be based on passive concepts with applied active concepts where necessary.

Building Layout

- Avoid blind spots, corners, and cubby holes
- Design toilets to balance the need for privacy with the ability to supervise
- Develop spatial relationships that are natural transitions from one location to another
- Locate administrative and teacher preparation with good visual contact of major circulation areas (i.e., corridors, cafeteria, bus drop-off, parking)
- Locate areas likely to have significant community use close to parking and with zoned access

Egress and Life Safety

- All doors into classrooms, offices and support areas must have a clear safety glass window with blinds for control of views into the classroom; doors should be able to lock from the inside allowing the ability to shelter in place
- Door bells should be installed at the main and kitchen entrances
- Emergency generator capability, where appropriate, in compliance with MEMA regulations
- Outside lock box for police and fire departments to be provided. Knoxbox system.

Types of Building Materials

- Incorporate pitched roofs which inhibit roof entry and are aesthetically pleasing
- Install non-slip floors at point of entry
- Limit size of windows – use multiple smaller windows rather than one large window
- Use durable wall surfaces that are easy to clean so graffiti can be removed

Uses of Technology

- At least 1 electronic key entry into the building
- Building-wide all-call designed to be heard throughout the school and on the play fields
- Key systems that track users
- Motion or infra-red detectors, which can also be configured to conserve lighting costs
- Phones in every instructional and support area
- Video cameras both inside and outside of the building

Vehicular and Pedestrian Traffic/Landscaping

- Provide security lighting around building and parking lots with photocell timer with on/off
- Separate student (pedestrian) traffic flow
- Use aesthetically pleasing fencing around perimeter of the building
- Use high trees and low bushes (clear view between 3 to 6 feet high) to deter hiding

Sustainability Criteria

Sustainability Criteria

Energy and Environmental Design

Prince George's County Public Schools PGCPS has adopted the Prince George's County's, Go Green Initiative Executive Order 22-2007, which was approved in October 2007, and The High Performance Building Act of 2008, which was passed in the 2008 General Assembly session, requiring all new schools achieve a rating of Leadership in Energy and Environmental Design (LEED) Silver or equivalent from a nationally recognized accreditation entity. Under the 2009 LEED for Schools New Construction and Major Renovation, PGCPs has set a goal to achieve LEED Gold certification on all new schools. In 2009, PGCPs received LEED Gold certification for the Vansville Elementary School, and in 2010, received LEED Gold certification for the Barack Obama Elementary School. There are currently ten school projects that are registered with the U.S. Green Building Council to achieve LEED certification. A few of the 'GREEN' Initiatives are as follows:

Architectural Design:

- Architectural shade overhangs on west and south windows
- Clerestory windows and a classroom natural ventilation strategy
- Entrance canopy shades on windows
- Natural daylight in the entry hall

Alternative Energy Use:

- Geothermal mechanical systems have been adopted for all school projects

Energy:

- Fundamental and Enhanced commissioning of the building energy systems to include heating, ventilating, air conditioning, and refrigeration (HVAC-R) systems (mechanical and passive) and associated controls
- Lighting and day lighting controls
- Maximize use of natural day lighting in teaching areas
- Provide excellent indoor air quality (IAQ)
- Reducing Heat Island Effect at the roof level (green roof) and at the site grade level
- Renewable energy systems (wind, solar, photovoltaics, etc.)
- White Energy Star compliant roof for all projects
- Whole Building Energy Simulation
- Zero use of chlorofluorocarbon (CFC)-based refrigerants in new building HVAC-R systems

Environmental Site Design:

- Locating the buildings on site to maximize the open space for athletic play fields
- Minimizing the building footprint on the site, by building two or more stories
- Preferred parking will be provided for low-emitting and fuel efficient hybrid vehicles
- The use of any available natural woodlands on site for environmental classrooms or outdoor studies (Dr. Henry A. Wise, Jr. HS; Mary Harris "Mother" Jones ES, Future design for Fairmont Heights HS Replacement)
- The use of vegetated landscape on 50% or more of the open space

Construction Waste:

- Recycle construction and demolition waste

Education:

- A "School Yard Habitat" for planting
- An outdoor teaching classroom adjacent to the science classroom
- Green Building Curriculum
- School as a teaching tool by making "GREEN" building features as visible as possible

Maintenance and Housekeeping:

- Entrance Lobby Walk-Off mats
- Green Housekeeping

Materials and Resource:

- GREEN Guard certified furniture for the classrooms
- Select environmentally preferred building materials
- Utilizing materials from within 500 miles from the site

Recycling Initiative:

- Providing a room in each facility for storage and collection of recyclables

Water Efficiency and Conservation:

- Dual-flush water closets in all restrooms and toilets
- Low-flow lavatories in all restrooms and toilets
- Low-flow plumbing fixtures
- Low-flow shower heads
- Low-flow sinks in the classrooms
- No landscape irrigation.
- Use of drought tolerant, low maintenance native and adaptive plant species
- Waterless urinals

Sustainability Criteria

Environmental Performance

Scientists who study the "neuroscience of learning" are finding that certain lighting, acoustics, and spatial relationships support or hinder the learning process. Researchers have presented findings that link measurable outcomes such as student attendance, academic performance, faculty retention, and disciplinary actions.

Acoustics

Research links the importance of maintaining appropriate acoustic conditions for student learning. This relates to noise from external sources and reverberation in the classroom and is linked to academic achievement, behavior, attention, and academic concentration. Classroom design parameters are generally accepted as outlined.

Goal: Limiting reverberation and background noise and improving sound isolation.

	DESIGN PARAMETERS	PARAMETER NOTES
1) Reverberation	.6 per second	ANSI S12.60
2) Background Noise	35 dBA	LEED
3) Sound Isolation	STC 50 between Classrooms	

Environmental / Air Quality

According to the U.S. Center for Disease Control and Prevention, American children miss approximately fourteen million school days each year due to asthma. Controlling environmental factors such as dust, pollen, and carbon monoxide could help prevent more than 65 percent of asthma cases of elementary school-age students according to the American Journal of Respiratory and Critical Care Medicine. The following classroom design parameters should be considered when modernizing a school facility. (Note: where more recent U.S. Environmental Protection Agency (EPA) & American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) parameters must follow recent updates.)

Goal: To ensure comfortable rooms, address temperature control, ventilation, and air filtration.

	DESIGN PARAMETERS	PARAMETER NOTES
1) Winter Temperature	Occupied 70-72; Unoccupied: 68.5	EPA & ASHRAE 55-04
Summer Temperature	Occupied: 72 to 76; Unoccupied 78	
2) Humidity	40% to 55% relative humidity	EPA & ASHRAE 55-04
3) Air Changes	6-10 per hour minimum	ASHRAE
4) Outdoor Air Ventilation	5 CFM per person minimum	Plus 0.12 or 0.18 per SF; 0.06 for corridors/ offices
5) Air Filtration	MERV 13	LEED

Ergonomics

A 2007 study compared adjustable furniture in schools to traditional fixed furniture. Students using adjustable furniture were found to have higher grades than those in the control group using traditional school furniture. Characteristics of furniture that promote good posture should be considered as well as adjustable desks and chairs to allow students of varying sizes and body types to improve their comfort levels when sitting for long periods of time.

Goal: Provide comfortable, mobile, and durable furniture for students and teachers. Consider a variety of seating options.

Note: All furniture and equipment shall meet the GREEN USGBC LEED requirements for new schools and major renovations.

Lighting Quality

The Heschong Mahone Group found statistical correlations between the amount of daylight in an elementary school classroom and the performance of students on standardized math and reading tests in 1999. Since then, case studies and further research have supported this finding and the educational facility planning community has generally accepted the following classroom design parameters.

Goal: Improve natural and artificial lighting in classrooms.

	DESIGN PARAMETERS	PARAMETER NOTES
1) Controlled Natural Lighting (Glazing)	10 - 12% of floor S.F.	LEED & Green Globe
2) Artificial Light	35-50 Foot-candles	IES

Sustainability Criteria ---

Outdoor Learning Areas

Connection to the Overall School Site: The outdoor classroom, learning area, should be clearly defined, but with a possibility for expansion of activities beyond into garden plots nearby. The outdoor classroom should be in a controlled and secure location but not isolated from view. The exit from the school should be accessible by all classes, e.g., not through a doorway in a particular classroom. The location should capitalize on any site features. For instance, create a clear connection to an on-site stream.

Accessibility: The pathway connecting the school, outdoor classroom, and any specifically programmed teaching areas associated with the classroom shall be clearly delineated and constructed of a solid material. All outdoor areas should be fully accessible to students of different mobility. For instance, at least some garden beds should be raised 18"-24" to be easily access from a wheelchair (if garden beds are built). Refer to the current ADA standards for minimum design requirements in this capacity. Apply these standards to any student garden areas, or other programmatic spaces associated with the outdoor classroom, as well.

Layout: Provide a station for the teacher to work from where he/she can see each student. Seating can be either fixed or flexible, depending on the site, but should accommodate up to 35 students. Orientation of the teacher and students should be along a north/south axis, so neither is looking into the sun during instruction times.

Maintenance: The outdoor classroom should be designed to be low maintenance and a specific maintenance plan should be written for each site's outdoor classroom. The school maintenance supervisor should be made aware of any special aspects and confident in his/her ability to care for the space.

Materials: The outdoor classroom should be built with natural materials like wood or stone. Limit the use of concrete and even then only in high traffic areas, for example the walkway connecting the school and the outdoor classroom. Consider the albedo (reflectivity) of materials used, since glare can hinder the students' ability to focus. Permeable paving of any material is encouraged, including pervious concrete.

Plants: When choosing plant material, preference should be given to native shade trees and low maintenance shrubs. Plant material should be chosen based on each specific site conditions. Chose plant species based on how the mature size would fit into the landscape. Also, plants should be chosen with all 4 seasons in mind. When choosing plant material for the school site, use a variety of species as appropriate. The visual unity of the site is important, but a variety of species is also valuable in terms of biodiversity, sustainability, and it also provides the opportunity for a school arboretum.

Potential Site Elements:

- Composting area
- Greenhouse
- Interactive water and energy usage learning station
- Managed meadow
- Pollinator garden, with space and paths for students to get in and investigate
- Rain garden
- School arboretum
- Vegetable/community garden plots/raised beds
- WiFi access

Required Site Elements:

- Electrical access
- Exterior water hose hook up
- Point of access for larger vehicles/supplies
- Seating
- Shade, either by a shade structure or by trees
- Stocked tool shed

Signage: Interpretive signage should be incorporated into the outdoor classroom, as well as the whole school site, as much as possible. Possible features that could have interpretive signage include, but aren't limited to, native plants that attract beneficial insects, or a managed meadow, or a piece of public art, or a particular feature of the building, or whatever other interesting features get incorporated. Signs could be written in multiple languages.

Solar aspect/shade: The teaching area should be shaded, but the nearby areas for potential expansion with garden plots should receive 6-8 hours of sunshine a day. Ultimately an ideal location for garden plots would be to the south of the school with some accommodations made to shade the nearby classroom either with a structure or trees.

Visibility/Safety: There should be clearly defined edges to the outdoor classroom and a fence may be preferable, depending on the neighborhood context of the school. Within the space there should be clear lines of sight throughout - no potential hiding spaces. What's going on within the classroom should also be visible from points within the school (windows in nearby classrooms).

Capacity Calculation

Capacity Calculation

PGCPS has established a minimum and maximum design capacity size for elementary schools of 411 and 822 respectively. This program space requirement outlines the requirements for an 847 State Rated Capacity (SRC) school.

Table 1 shows the breakout of classrooms and the total State Rated Capacity of 846. This is based on (5) five classrooms per grade (1 through 5) with (2) two Pre-Kindergarten and (6) Kindergarten classrooms. There is a Special Education Program for Autism requiring (3) three classrooms and two (2) Overflow classrooms for additional classroom or break out space for the primary and intermediate grades. Additionally, there is one (1) STEM Lab space (wet and dry maker space) that will have a full time teacher. The elective program spaces (Music, Art, PE, etc.) are shared across grades and are not part of the State Rated Capacity calculation.

STATE RATED CAPACITY SUMMARY- Table 1

	# of Rooms	# Students/ Room	State Rated Capacity
Pre-Kindergarten	2	20	40
Kindergarten	6	22	132
Primary (Grades 1-3)	15	23	345
Intermediate (Grades 4-5)	10	23	230
General Overflow Classroom (Wet & Dry)	2	23	46
General Overflow Class (3 rd grade with toilet)	1	23	23
Special Education – Autism Program	3	10	30
General Music Room	1	23	0
Visual Arts/ Dual Purpose Arts	2	23	0
Gym/PE	1	23	0
Total	42		846

Space Requirements Square Footage Tables

Space Requirements Summary

Base Required Space	Square Footage
Academic	42,400
Administrative/Guidance/ Health	3,645
Mary Center Medical Provider	325
Maintenance & Custodial Services	925
Media Center	2,050
PE/Indoor	5,000
Performing Arts	3,450
Student Dining & Food Service	5,265
Visual Arts	1,300
Building Support Areas [corridors, bathrooms, stairwells, elevators, mechanical, electrical]	31,537
Total	95,897

Academic Core Area Space Requirements

Space	Design Guideline			Comments
	Qty.	Sq. Ft.	Total	
Academic Classrooms (PreK-K)	8	1100	8,800	Includes bathroom and combined storage
Academic Classroom/ Studio (1 st – 3 rd)	15	950	14,250	Includes bathroom
Academic Classroom/Studio (4 th – 5 th)	10	900	9,000	
Overflow Classrooms (Wet & Dry Lab)	2	950	1,900	
Overflow General Classroom	1	900	900	(3 rd grade includes bathroom)
Special Education Classrooms	3	900	2,700	Autism Program
Collaborative Learning Areas (informal)	5	450	2,250	For each grade (1 through 5)
Outside Learning Areas	3	varies	0	Independent and informal teaching areas (patios, porches)
Small Group Instruction/ Resource Rooms -Special Education/ESOL/Reading/ Testing/Conference/Speech/Office	4	450	1,800	
Teacher Support Rooms	2	250	500	(approx.. 15' X 15' each room)
Technology Storage	3	100	300	
Total			42,400	

Elementary School Educational Specification

Space Summary

Administration Space Requirements

Space				Comments
	Qty.	Sq. Ft.	Total	
Reception/ Waiting Area	1	400	400	
Principal's Office	1	180	180	
Assistant Principal	2	150	300	
Administrative Workroom	1	200	200	
Conference Room	1	300	300	Adj. to principal
Records Room	1	125	125	
Staff Break Room	1	500	500	
Supply (General) Storage	1	125	125	
Student Services Office	0	150	0	
Student Services Conference Room	1	200	200	
Text Book Room	1	300	300	1,000 linear ft. shelving
Toilet (Adult)	2	50	100	
Parent/ Family Resource Center	1	200	200	
Total			2930	

Health Suite Space Requirements

Space				Comments
	Qty.	Sq. Ft.	Total	
Health Suite				
Reception /Triage	1	170	170	
Cot Room	2	100	200	
Exam Room/ Treatment Area	1	125	125	
Office	1	100	100	
Storage	1	40	40	
Toilet	1	80	80	
Total			715	

Mary Center Space Requirements

Space				Comments
	Qty.	Sq. Ft.	Total	
Medical Provider Suite				
Reception /Triage	1	100	100	
Exam Room/ Treatment Area	1	125	125	
Office / Storage	1	100	100	
Total			325	

Space Summary

Maintenance & Custodial Space Requirements

Space	Suggestions			Comments
	Qty.	Sq. Ft.	Total	
Receiving and storage	1	500	500	
Custodial Office	1	120	125	
Custodial Storage	1	300	300	
Total			925	

Media Center Space Requirements

Space	Design Guideline			Comments
	Qty.	Sq. Ft.	Total	
Story Time Area & Picture Books	1	550	550	Teaching Lab only – Library Commons decentralized in the collaboration areas
Technology Teaching	1	950	950	
Equipment Storage	1	150	150	
Head End (Telecommunications) Room	1	150	150	
Office/ Workroom	1	250	250	
Total			2,050	

Performing Arts Space Requirements

Space	Design Guideline			Comments
	Qty.	Sq. Ft.	Total	
General Music Room	1	1,000	2,000	
Dual Purpose Arts Room	1	1,000		
General Storage	1	150	150	
Instrument Storage	1	150	150	
Music/ Stage	1	1,000	1,000	
Stage Storage	1	150	150	
Total			3,450	

Physical Education Space Requirements

Space	Design Guideline			Design Guideline
	Qty.	Sq. Ft.	Total	
Gymnasium	1	4,500	4,500	
Dept. Office	1	200	200	
Storage	2	150	300	
Total			5,000	

Space Summary

Site/ Outdoor Requirements Summary

Exterior Spaces
Structured Play Area For Primary/Intermediate Grades
Protected Pre-School Play Area
Outdoor Paved Play Area [reduced size basketball courts, with markings for other games]
Outdoor Classroom/ Green area for garden/environmental programs
Multi-purpose soccer field and softball field (separate fields if feasible)
Faculty, Staff, and Visitor Parking (approx. 80-90 spaces)

**Academic Core Space
ACADEMIC CLASSROOM (PreK-K)**

QUANTITY:

- 8

CAPACITY:

- 20-25 students
- Parents/other staff
- Teachers

SIZE:

- 1,100 SF (includes 50 SF toilet and 50 SF closet)

Note: Storage closets may be shared between classrooms.

SPATIAL RELATIONSHIPS:

- Adjacent to early childhood play area
- Group classrooms for potential teaming with doors between classrooms
- Locate at first floor for emergency evacuations, if possible
- Locate coat cubbies near door

PROGRAM ACTIVITIES:

- Cooperative learning
- Discovery
- Language Art
- One-on-one instruction
- Role playing
- Small group
- Whole group teacher directed

Plumbing Features:

- 2 Sinks in classroom (1 child height with bubbler)
- Wall-mounted sink and toilet in toilet room

Built-in Fixtures:

- Carpentry: Student cubbies (24-28)
- Casework:
 - Base/wall cabinets by sink
 - Lockable wardrobe (18" x 18")
- Marker board (magnetic) (8 LF in primary)
- Optional Manual projection screen (60"X60")
- Soap/ Towel dispenser
- Sturdy shelving on 3 walls in storage area
- Tack board flanking marker boards plus two (2) parallel rows of continuous tack strips on all available walls (4 LF or longer) at 30" and 48" AFF

Loose Furnishings:

- 1 kidney/horseshoe table
- 1 round table
- 2 computer stations w/ chairs or stools
- 20-28 stackable chairs
- 4-6 rectangular tables (see staff for specific sizes)
- 4-drawer file cabinet
- Bound carpet rug (oval) whole class instruction, rug for reading area (review with staff)
- Learning center sets such as sand/water tables, kitchen, child-height dining, dress-up center, art cart, and blocks (review with staff)
- Mobile shelving (various)
- Teacher work surface w/ mobile storage and 2 chairs

Classroom Technology:

- Additional ports: Printer, Clock/PA, 2 wireless
- Interactive white board (typical)
- Single point 'face plate' near teachers work station to include: Voice, data, VGA , audio enhancement, and HDMI

NOTES: Where rooms are paired consider two toilets with joint access.

Core Academic Space

ACADEMIC CLASSROOM/ STUDIO (Grades 1-5)

QUANTITY:

- 26

CAPACITY:

- 22-24 students (1st –3rd)
- 23-25 students (4th – 5th)
- 1-2 teacher(s)
- Guest speakers/volunteers

SIZE:

- 900-950 SF

SPATIAL RELATIONSHIPS:

- Group classrooms for potential teaming with doors between classrooms
- Locate coat cubbies near door

PROGRAM ACTIVITIES:

- Computer instruction
- Group and teamwork activities
- Large group instruction
- Oral presentations
- Small group instruction and group work
- Team teaching
- Testing

Plumbing Features:

- 1 Sink in classroom (1 child height with bubbler)
- Wall-mounted sink and toilet in toilet room (1-3 grade only)
Note: Bathrooms may be paired between similar grade classrooms with hallway connector.

Built-in Fixtures:

- Carpentry:
 - Student cubbies (24-28)
 - Storage units over cubbies
- Casework:
 - Base/wall cabinets by sink
 - Lockable wardrobe (18”X18”)
 - Tall storage cabinet
 - Wall shelving (24 LF- H 30-32”)
- Marker board (magnetic) on two walls (16 LF in PreK-K and 8 LF in 1-5 grades)
- Optional Manual projection screen (60”X60”)
- Soap/ Towel dispenser
- Tack board flanking marker boards plus 2 parallel rows of continuous tack strips on all available walls (4 LF or longer) at 30” and 48” AFF

Loose Furnishings:

- 1 kidney or horseshoe table
- 2 computer stations w/ chairs (consider swivel or stool)
- 24-28 student chairs (consider ‘alternative’ seating for 10%)
- 4-drawer file cabinet
- 6 trapezoid tables or 24-28 student desks
- Bound carpet rug (thru Grade 2)
- Learning center furniture (consult staff)
- Teacher work surface w/ mobile storage and 2 ergonomic chairs

Classroom Technology:

- Additional ports: Printer, Clock/PA, 2 wireless
- Interactive white board (typical)
- Single point ‘face plate’ near teachers work station to include: Voice, data, VGA , audio enhancement, and HDMI

NOTES: Classroom layouts should be opposite hand allowing sinks to be back to back.

SPECIAL NEEDS CLASSROOM/STUDIO

QUANTITY:

- 3

CAPACITY:

- 10-15 students
- 1-2 teacher(s)
- Staff members

SIZE:

800 SF

PROGRAM ACTIVITIES:

- Small group instruction
- Computer instruction
- Team teaching
- Teamwork activities
- Testing

SPATIAL RELATIONSHIPS:

- Locate one in primary community and one in intermediate community
- Locate coat cubbies near door

Plumbing:

- Plumbing in classroom
 - Sink with bubbler
- Plumbing connections in toilet room
 - Wall-mounted watercloset
 - Wall-mounted lavatory

Fixed Equipment:

- Casework:
 - Base/wall cabinets by sink
- Carpentry:
 - Student cubbies (16)
 - Storage units over cubbies
- Casework:
 - Wall shelving (24 LF- H 30-32")
- Marker board (magnetic) on two walls
 - 16 LF primary/8 secondary
- Tack board flanking marker boards
 - Plus two (2) parallel rows of continuous tack strips on all available walls (4 LF or longer) at 30" and 48" AFF
- Manual projection screen (60"X60")
- Soap dispenser
- Towel dispenser
- Casework: Lockable wardrobe (18"X18")
- Tall storage cabinet

Loose Furnishings:

- 3 trapezoid tables or 10 student desks
- 10 student chairs
- One kidney or horseshoe table
- 2 computer stations w/ chairs (consider swivel or stool)
- Teacher work surface w/ mobile storage and 2 ergonomic chairs
- Four-drawer file cabinet
- Bound carpet rug (thru Grade 2)
- Learning center furniture (consult staff)

Classroom Technology:

- Additional ports: Clock/PA, 2 wireless
- Interactive white board (typical)
- Single point 'face plate' near teachers work station to include: Voice, data, VGA , audio enhancement, and HDMI

Core Academic Space

COLLABORATIVE LEARNING AREAS (Optional)

QUANTITY:

- Varies

CAPACITY:

- 3 to 30 persons

SIZE:

- 100 to 900 SF open space incorporated into corridors or lobbies

SPATIAL RELATIONSHIPS:

- Collaboration areas may be as small as an alcove outside of a classroom in the corridor or a place for large group activities to include such amenities as tiered seating, platform stage, large screens, etc. The space should be intentional and have appropriate fixtures and furniture. No loose furniture is allowed in the right-of-way.

GOALS:

- To provide a space for small group instruction, students working independently or in small groups
- To provide informal learning space for pull-out instruction

PROGRAM ACTIVITIES:

- Conferences
- Small group activities
- Students working on projects
- Tutoring

ENVIRONMENTAL CONSIDERATIONS:

- Visual access to Classrooms and Corridor

Built-in Fixtures: may include

- Built-in seating
- Dry, white eraser-board
- Locked storage
- Projection Screen
- Tack board

Loose Furnishings:

- TBD

Area Technology:

- Wireless ports

Electrical Features:

- Electrical Outlets for Equipment
- Uniform lighting with multi-level switching

NOTES:

OUTDOOR LEARNING AREAS

QUANTITY:

- Varies

CAPACITY:

- 3 to 60 persons

SIZE:

- 100 to 1000 SF

SPATIAL RELATIONSHIPS:

- Outdoor learning areas may be as small as a patio outside of a classroom or a covered area with tables or a place for large group activities to include such amenities as tiered seating, platform stage, etc. The space should be intentional and have appropriate fixtures and furniture.

GOALS:

- To provide a space for small group instruction, students working independently or in small groups
- To provide informal learning space for pull-out instruction

PROGRAM ACTIVITIES:

- Oral presentations
- Small group activities
- Students working on projects
- Tutoring

ENVIRONMENTAL CONSIDERATIONS:

- Boundaries such as hedges or fences
- Visual access to Classrooms

Loose Furnishings: may include

- 1 picnic table
- 1 park bench
- Tiered seating from natural materials

Electrical Features:

- Electrical Outlets for Equipment
- Uniform lighting

NOTES:

Core Academic Space

SMALL GROUP INSTRUCTION/ RESOURCE ROOMS

QUANTITY:

- 6

CAPACITY:

- Up to 15 students
- 1 staff member

SIZE:

- 250 SF

SPATIAL RELATIONSHIPS:

- Two per learning community (early childhood, primary, and intermediate)

GOAL:

- To provide flexible space to accommodate any of the special small group instruction (special education resource, reading, ESOL, math, resource)

PROGRAM ACTIVITIES:

- Computerized instruction
- Hands-on activities
- Small group instruction
- Team teaching

ENVIRONMENTAL CONSIDERATIONS:

- Comfortable rooms with pleasant décor
- Electrical outlets for equipment
- Uniform lighting
- Window treatment to darken room for AV presentation
- Windows to provide natural light and egress

Built-in Fixtures:

- 1 Dry, white eraser-board (4' x 16') on track; eraser-board shall be installed with a marker tray, map rails with tack strip above
- Clock (on side walls instead of rear walls)
- Tack board (4' x 8') minimum; tack strips on all walls

Loose Furnishings:

- 1 file cabinet w/lock, 4-drawer
- 2 trapezoid tables and 6 chairs
- 3-4 computer workstations
- Adjustable height bookshelves (12 LF)
- Lockable teacher wardrobe with coat rod; tall cabinet w/ shelving (may be one unit)
- Teacher's desk/workstation and chair

Classroom Technology:

- Additional ports: Printer, Clock/PA, 2 wireless
- Interactive white board (typical)
- Single point 'face plate' near teachers work station to include: Voice, data, VGA , audio enhancement, and HDMI

NOTES:

STEAM LAB

SIZE:

- 1,100 SF

CAPACITY:

- 28 students
- 2 teachers

GOALS:

- Flexible space and layout
- To accommodate student learning through active interaction with technology systems

PROGRAM ACTIVITIES:

- Computer simulations and instruction
- Data collection and analysis
- Hands-on activities
- Large and small group instruction
- Team teaching

SPATIAL RELATIONSHIPS:

- Door to 'outdoor classroom', if feasible
- Flexible seating options

ENVIRONMENTAL CONSIDERATION:

- Consider future technology needs; build-in flexibility to retain options
- Electrical outlets for equipment
- OSHA requirements maintained
- Rooms designed for ease of movement and accessibility; Students need to be able to move around the worktables
- Windows to exterior - view desirable

Finishes:

Flooring:

- Moisture and stain-resistant finishes

Counter/Table Tops:

- Heat and chemical-resistant (to acids, etc.)

Built-in Features:

- 16' tack boards
- 2-3 Tall cabinets with clear glass in doors
- 4 sinks with storage cabinets below (age appropriate height)
- Goggle storage and sterilization with adequate ventilation.
- Install a 48" wide lockable tote tray cabinet and 35" wide tall cabinet with adjustable shelves
- Magnetic marker board (16 FT)
- Power for equipment (aquariums, terrariums, mobile science carts)
- Teachers wardrobe

Loose furniture:

- 2 Mobile science lab carts
- 4-drawer file cabinet
- 7, 4-student corrosive resistant lab tables with 28 student chairs
- 8, 2-person computer stations w/ chairs (consider swivel or stool)
- Refrigerator (under counter)
- Teacher work surface w/ mobile storage and 2 ergonomic chairs

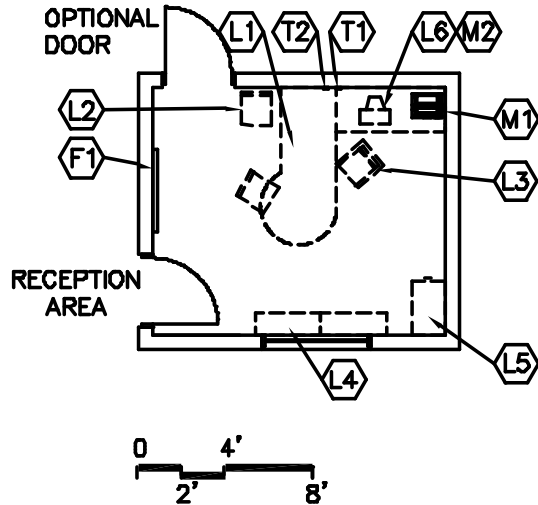
Classroom Technology:

- Additional ports: Printer, Clock/PA, 2 wireless
- Interactive white board (typical)
- Single point 'face plate' near teachers work station to include: Voice, data, VGA, audio enhancement, and HDMI

NOTES:

Administrative Space

STUDENT SERVICES OFFICES



QUANTITY:

- 4

CAPACITY:

- 1 staff member (Assistant Principals, social workers, instructional specialists, etc.)
- Up to 3 visitors

SIZE:

- 150 SF

SPATIAL RELATIONSHIPS:

- Located centrally within the academic community

GOAL:

- To provide an office for the staff to perform administrative functions

PROGRAM ACTIVITIES:

- Coordination of school and support services
- Meeting with parents, students, and staff
- Telephone communications (private)

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- Electrical outlets for equipment
- Environmental sound control:
Wall minimum: STC 45
Ceiling minimum: CAC 35
- Windows to provide natural light
- Uniform lighting

Built-in Fixtures:

- F1 Tack board (4 LF)

Loose Furnishings:

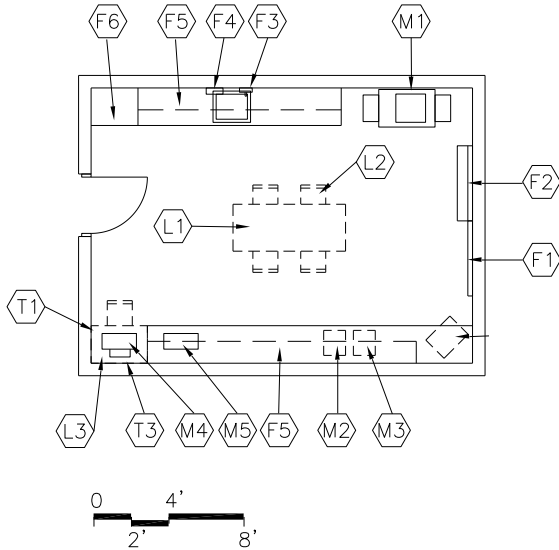
- L1 Desk with conference table
- L2 2 guest chairs
- L3 Ergonomic task chair
- L4 Adjustable height bookshelves (12 LF)
- L5 1, 4-drawer locking file cabinet
- L6 Computer workstation

Room Technology:

- T1 1 voice port and phone
- T2 2 data ports
- M1/2 Computer/printer

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

TEACHER SUPPORT AREA



QUANTITY:

- 2

CAPACITY:

- 6-12 teachers

SIZE:

- 250 SF

ANCILLARY SPACES:

- Supply/ Storage Room
- Toilet (Adult)

SPATIAL RELATIONSHIPS:

- Bathroom access from corridor
- Distributed to different floor/wings from staff lounge
- Eating lunch
- Located near individual adult restrooms

GOAL:

- To provide an area for teacher collaboration and individual work

PROGRAM ACTIVITIES:

- Enter and access data
- Grade papers
- Prepare lessons using computer, video, and other resources.
- Storage

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- OSHA requirements maintained
- Uniform lighting
- Wheelchair accessibility

Built-in Fixtures:

- F1 Tack board (4 LF)
- F2 Marker board (4 LF)
- F3 Kitchen Sink w/soap dispenser
- F4 Towel dispenser
- F5 Casework: Base/ wall cabinets and shelving
- F6 Under the counter refrigerator

Loose Furnishings:

- L1 2 Square Work tables
- L2 8 Ergonomic chairs
- L3 Computer workstation with ergonomic task chair

Optional: Lounge chairs and end tables)

Miscellaneous Equipment (provided by owner):

- M1 Copier/ printer
- M2 Paper cutter
- M3 Laminating machine
- M4 Computer
- M5 Microwave
 - Under the counter refrigerator
 - Vending machine

Room Technology:

- T1 Voice ports and phones
- T3 2 data ports

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Administrative Space

TECHNOLOGY STORAGE

QUANTITY:

- 3

SIZE:

- 100 SF

SPATIAL RELATIONSHIPS:

- One per learning community
- One per floor

GOAL:

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

ENVIRONMENTAL CONSIDERATION:

- Adequate ventilation
- Air conditioning dedicated to this space
- Security of door
- Windowless

Electrical Features:

- Duplex receptacles to charge laptop carts when not in use
- Uniform lighting with Single-level switching

NOTES:

**Administration
RECEPTION/ WAITING AREA**

QUANTITY:

- 1

CAPACITY:

- 8 people

SIZE:

- 400 SF (includes 50 SF coat closet)

SPATIAL RELATIONSHIPS:

- Adjacent to Lobby
- Easy to locate and identify
- Maximize view to Lobby and entry

GOAL:

- To provide a welcoming atmosphere and to serve as an information area for those coming into the school

PROGRAM ACTIVITIES:

- Greeting people and directing them to the proper location or person
- Waiting area for visitors and staff members

ENVIRONMENTAL CONSIDERATIONS:

- Inviting to visitors
- Electrical outlets for equipment
- Windows to provide natural light (if feasible)
- Wheelchair accessibility

Built-in Fixtures:

- 18' minimum reception counter (two level for handicapped access) with adjustable shelf storage on the inside
- Counter and base cabinets along back wall; space for master intercom console
- Tack board (8 LF)

Loose furniture:

- 2 End tables
- 2 ergonomic chairs
- 2 under the desk file cabinets
- 6, 4-drawer file cabinets
- 6 Visitor chairs
- Desk/Workstations for 2 staff
- Display rack

Room Technology:

- Ability to 'buzz' access main entrance when electric and communication connections
- Master intercom console and appropriate electric and communication connections.
- Voice and data for each workstation

NOTES:

Administrative Space

PRINCIPAL'S OFFICE

QUANTITY:

- 1

CAPACITY:

- Up to 5 people

SIZE:

- 180 SF

SPATIAL RELATIONSHIPS:

- Adjacent to Administrative Assistant's Office
- Near Conference Room

GOAL:

- To serve as the home base for the principal from which he/she can provide instructional leadership in a personal, flexible, and organized environment for students, staff, and community

PROGRAM ACTIVITIES:

- Administrative paperwork
- Computer input
- Conferences with staff and other visitors
- Interaction with students
- Planning
- Telephone calls

ENVIRONMENTAL CONSIDERATIONS:

- Adequate exhaust (restroom)
- Auditory privacy
- Private restroom

Built-in Fixtures:

- Casework: Base/wall cabinets and shelving
- Tack board (4 LF)
- Coat hook

Loose Furnishings:

- Conference table
- 4 side chairs
- Desk and ergonomic chair
- 4-drawer locking file cabinet

Room Technology:

- Voice port and phone
- Data port near workstation
- Wireless port

NOTES:

ASSISTANT PRINCIPAL'S OFFICE

QUANTITY:

- 1-2

CAPACITY:

- Up to 4 people

SIZE:

- 150 SF

SPATIAL RELATIONSHIPS:

- Adjacent to Administrative Assistant's Desk
- Near Main Office

GOAL:

- To serve as the home base for administrators from which he/she can provide leadership in a personal, flexible, and organized environment for students, staff, and community

PROGRAM ACTIVITIES:

- Administrative paperwork
- Computer input
- Meetings with parents, students, and staff
- Planning
- Student counseling
- Telephone calls

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- OSHA requirements maintained
- Uniform lighting
- Wheelchair accessibility

Built-in Fixtures:

- Casework: Base/wall cabinets and shelving
- Tack board (4 LF)
- Coat hook

Loose Furnishings:

- 2 side chairs
- Desk and ergonomic chair
- 4-drawer locking file cabinet

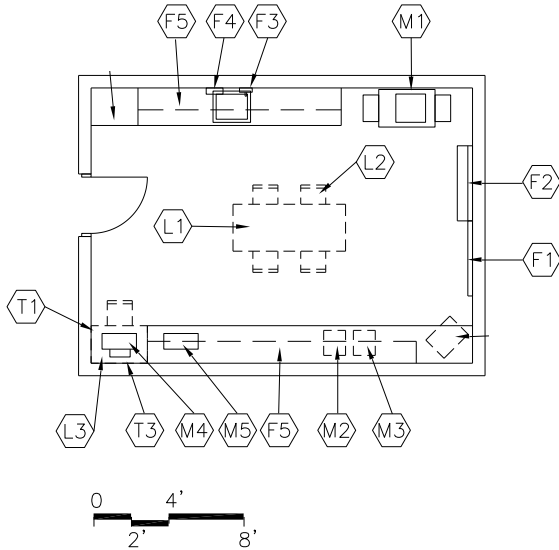
Room Technology:

- Voice port and phone
- Data port near workstation
- Wireless port

NOTES:

Administrative Space

ADMINISTRATIVE WORKROOM



QUANTITY:

- 1

CAPACITY:

- Up to 4 people

SIZE:

- 200 SF

ANCILLARY SPACES:

- Supply/ Storage Room
- Toilet (Adult)

SPATIAL RELATIONSHIPS:

- Near Reception/ Waiting Area

GOAL:

- To provide an area for office projects to be completed

PROGRAM ACTIVITIES:

- Binding reports
- Collating
- Copying
- Laminating
- Preparing communications for mailing
- Sorting of files
- Telephone communications

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- OSHA requirements maintained
- Uniform lighting
- Wheelchair accessibility

Built-in Fixtures:

- F1 Tack board (4 LF)
- F2 Marker board (4 LF)
- F3 Sink w/soap dispenser
- F4 Towel dispenser
- F5 Casework: Mail boxes for 110% of staff

Loose Furnishings:

- L1 Work table
- L2 4 chairs
- L3 Computer workstation with ergonomic task chair

Miscellaneous Equipment (provided by owner):

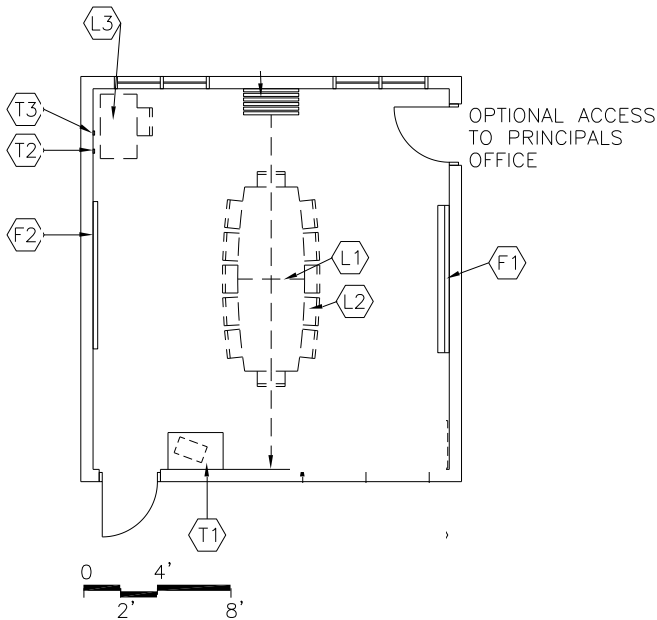
- M1 Copier
- M2 Paper cutter
- M3 Laminating machine
- M4 Computer
- M5 Printer

Room Technology:

- T1 Voice ports and phones
- T3 data port

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

CONFERENCE ROOM



QUANTITY:

- 1

CAPACITY:

- Up to 20 people

SIZE:

- 300 SF

SPATIAL RELATIONSHIPS:

- In administrative suite

GOAL:

- To provide an area adequate for small and medium group conferences

PROGRAM ACTIVITY:

- Meetings/conferences
- Staff collaboration

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- Design for computer aided presentations (electrical outlets from table for projection device, screen along short wall, light darkening capability)
- OSHA requirements maintained
- Uniform lighting
- Wheelchair accessibility

Built-in Fixtures:

- F1 Marker board (8 LF)
- F2 Tack board (8 LF)

Loose Furnishings:

- L1 Conference table (with technology connections)
- L2 10-15 Chairs
- L3 Media cabinet

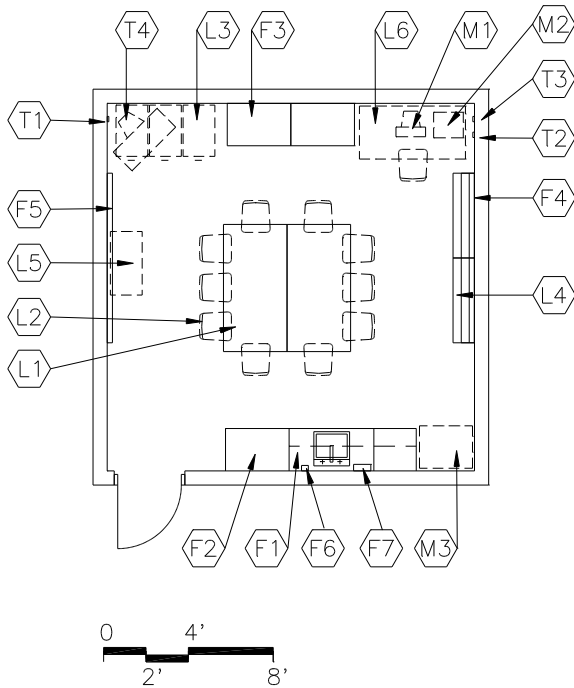
Room Technology:

- T1 Video port, monitor
- T2 Voice port and phone
- T3 Data port

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Administrative Space

PARENT RESOURCE CENTER



QUANTITY:

- 1

CAPACITY:

- Up to 10 People
- Parents
- PTA members
- Volunteers

SIZE:

- 200 SF

SPATIAL RELATIONSHIPS:

- Near Reception/ Welcome Center
- Near Main Lobby Entrance
- Near Public Restrooms

GOALS:

- 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 a place for the PTA to store their materials
- To provide space for parents to check-out and use parenting sources

PROGRAM ACTIVITIES:

- Parent training
- Small group meetings
- Storage for personal items
- Storage of fundraising materials (PTA)
- Work area

Built-in Fixtures:

- F1 Casework: Base/wall cabinets
- F2 Casework: Wardrobe cabinet
- F3 Casework: Storage cabinets
- F4 Marker board (8 LF)
- F5 Tack board (8 LF)
- F6 Soap dispenser
- F7 Towel dispenser

Loose Furnishings:

- L1 1-2 tables (36" x 72")
- L2 8-10 chairs
- L3 4-drawer file cabinet
- L4 Adjustable height bookshelves (20 LF)
- L6 Computer workstation

Miscellaneous Equipment (provided by owner):

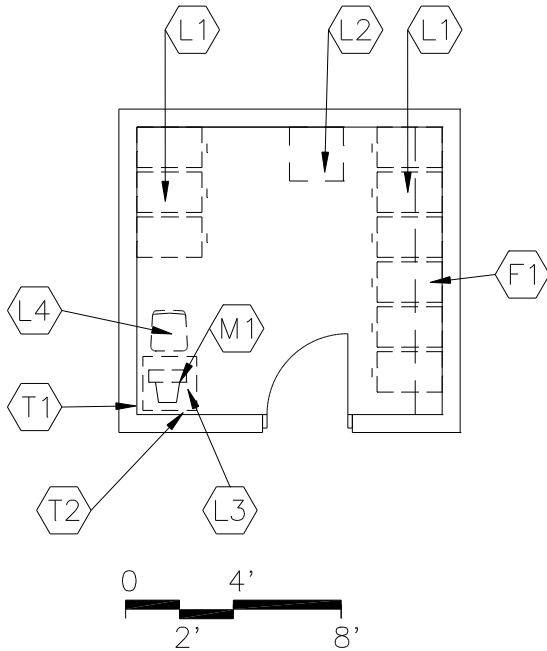
- M1 Computer
- M2 Printer
- M3 Refrigerator

Plumbing Features:

- Plumbing connections:
- Sink, single/deep bowl

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

RECORDS STORAGE ROOM



ENVIRONMENTAL CONSIDERATIONS:

- 1-hour rated enclosure
- Security of door
- Uniform lighting

Built-in Fixtures:

- F1 Casework: Wall shelving

Loose Furnishings:

- L1 8-10, 4-drawer file cabinets (fireproof)
- L2 Small safe
- L3 Small table
- L4 Chair

Room Technology:

- T1 Voice port and phone
- T2 Data port

Miscellaneous Equipment (provided by owner)

- M1 Computer

QUANTITY:

- 1

CAPACITY:

- Staff Up to 1

SIZE:

- 125 SF

SPATIAL RELATIONSHIPS:

- Near Data Entry Area

GOAL:

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

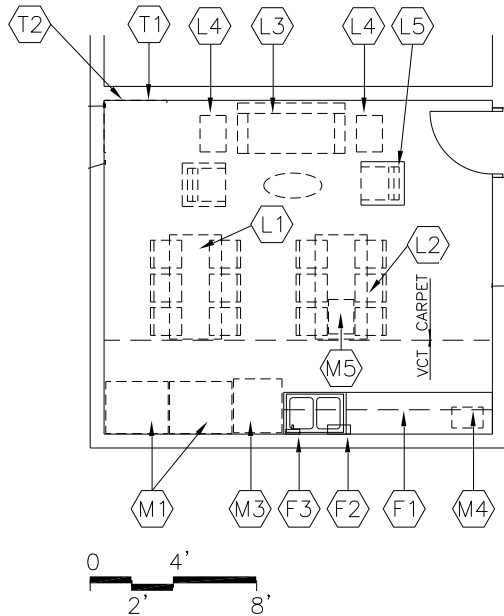
PROGRAM ACTIVITIES:

- Accessible to administration staff
- Storage of files and records
- Storing of money and other valuable items

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Administrative Space

STAFF BREAK ROOM



QUANTITY:

- 1

CAPACITY:

- Up to 16 person

SIZE:

- 500 SF

SPATIAL RELATIONSHIPS:

- Access from corridor
- Bathrooms directly accessible or near
- Near Dining

GOAL:

- To provide as an area for staff to relax and prepare for classes

PROGRAM ACTIVITY:

- Eating
- Interacting with peers
- Planning lessons
- Relaxing
- Using the telephone

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- OSHA requirements maintained
- Uniform lighting
- Wheelchair accessibility

Built-in Fixtures:

- F1 Casework: Base cabinets and shelving
- F2 Sink w/soap dispenser
- F3 Towel dispenser
- Tack board (4 LF)

Loose Furnishings:

- L1 2 Tables
- L2 12 chairs
- L3 Sofa (optional)
- L4 End Tables (optional)
- L5 Soft Chairs (optional)

Miscellaneous Equipment (provided by owner)

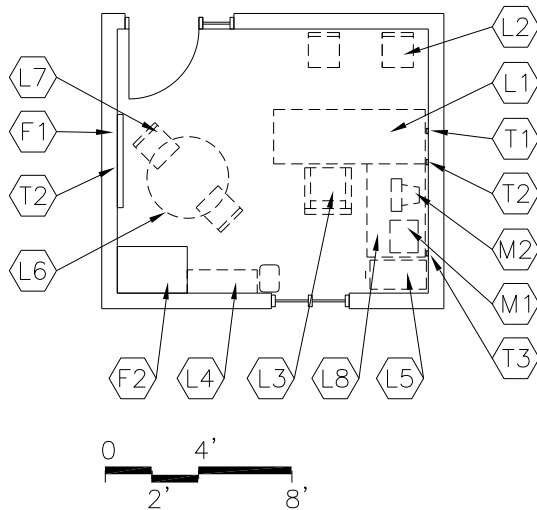
- M1 Vending machines
- M3 Refrigerator
- M4 2 Microwaves

Room Technology:

- T1 Voice ports and phones
- T3 2 data ports
- Additional ports: Clock/PA, 2 wireless

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

STUDENT SERVICES OFFICE



QUANTITY:

- 1

CAPACITY:

- 1 Staff person
- Up to 3 people

SIZE:

- 150 SF

GOAL:

- To provide an office for counselors and the registrar to perform administrative functions and meet with parents and students

PROGRAM ACTIVITIES:

- Conferencing with parents, students, and staff
- Coordination of school and support services
- Telephone communications (private)

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- Electrical outlets for equipment
- Environmental sound control:
Wall minimum: STC 45
Ceiling minimum: CAC 35
- Uniform lighting
- Windows to provide natural light

Built-in Fixtures:

- F1 Tack board (4 LF)
- F2 Wardrobe

Loose Furnishings:

- L1 Desk
- L2 2 guest chairs
- L3 Ergonomic task chair
- L4 Adjustable height bookshelves/cabinets (24 LF)
- L5 1, 4-drawer locking file cabinet
- L6 Round table
- L7 Guest chairs
- L8 Computer workstation

Room Technology:

- T1 1 Voice port and phone
- T2 Data ports
- T3 FAX port (optional)

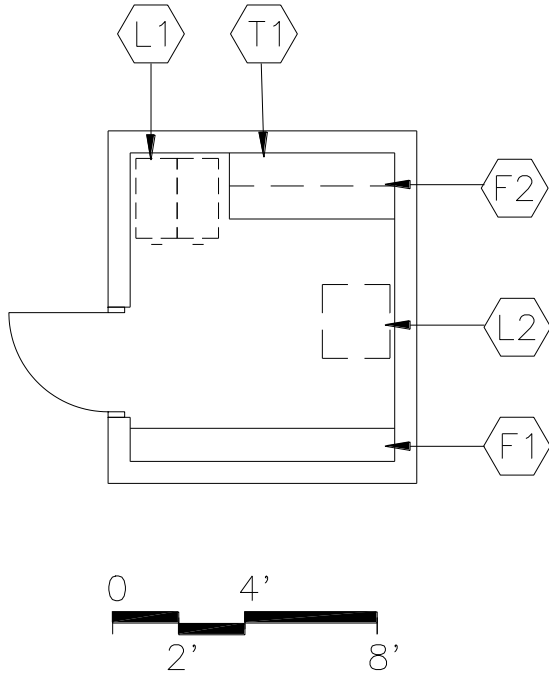
Miscellaneous Equipment (provided by owner)

- M1 Computer
- M2 Printer

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Health Suite Space

SUPPLY (General)/ ADMINISTRATIVE STORAGE



ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- Uniform lighting

Built-in Fixtures:

- F1 Shelving
- F2 Lockable cabinets

Loose Furnishings:

- L1 2, 4-drawer file cabinet
- L2 Small safe

Room Technology:

- T1 Data port

QUANTITY:

- 1

SIZE:

- 125 SF

SPATIAL RELATIONSHIPS:

- Adjacent and access to Administrative Workroom

GOAL:

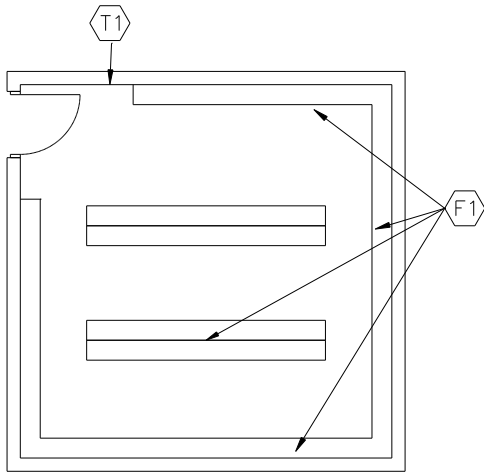
- To provide adequate and secure storage for office supplies

PROGRAM ACTIVITY:

- Storing of office supplies, forms, and files

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

TEXT BOOK ROOM



QUANTITY:

- 1

CAPACITY:

- 1,200 LF of shelving

SIZE:

- 300 SF

SPATIAL RELATIONSHIP:

- Near Administration

GOAL:

- To provide secure storage for books and teaching materials

PROGRAM ACTIVITY:

- Storage of textbooks and teaching supplies and forms

ENVIRONMENTAL CONSIDERATIONS:

- Electrical outlets
- Uniform lighting

Built-in Fixtures:

- F1 Storage shelving: 12" deep

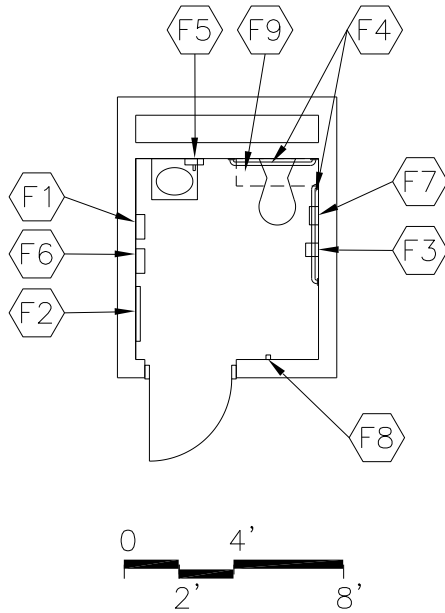
Room Technology:

- T1 Voice port

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Health Suite Space

TOILET (Adult)



ENVIRONMENTAL CONSIDERATIONS:

- Adequate exhaust/ventilation
- Moisture- and stain-resistant finishes
- Wheelchair accessibility

Built-in Fixtures:

- F1 Towel dispenser
- F2 24" x 60" mirror
- F3 Toilet tissue holder
- F4 36" and 42" grab bars
- F5 Soap dispenser
- F6 Sanitary dispenser
- F7 Sanitary disposal
- F8 Coat hook
- F9 Casework: Wall cabinet

QUANTITY:

- 2

CAPACITY:

- Up to 1 person

SIZE:

- 50 SF

SPATIAL RELATIONSHIPS:

- Adjacent to Administrative Workroom
- Directly accessible to, or near, Staff Break Room

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

**Health Suite Space
RECEPTION/TRIAGE**

QUANTITY:

- 1

CAPACITY:

- 1 staff member/volunteer/nurse
- Students

SIZE:

- 170 SF

ANCILLARY SPACES:

- Cots
- Office
- Storage
- Toilet

SPATIAL RELATIONSHIPS:

- First space one enters in Health Suite
- Ground floor
- May include Nurse's desk and work station
(see Office for description of F&E)

GOAL:

- To provide an area for students waiting to see the nurse or for parent pick-up

ENVIRONMENTAL CONSIDERATIONS:

- Adequate ventilation
- Auditory and visual privacy
- Door openings must be large enough to accommodate ambulance stretcher and also provide for necessary turns.
- Electrical outlets for equipment
- Environmental sound control:
Wall minimum: STC 45
Ceiling minimum: CAC 35
- Locate away from rooms with copiers--
interferes with hearing screening
- Uniform lighting
- Windows to provide natural light

Built-in Fixtures:

- Tack board
- Brochure rack

Loose Furnishings:

- 4 visitor chairs
- Resting cot

Room Technology:

- Voice port

Finishes:

Flooring:

- Moisture and stain-resistant finishes

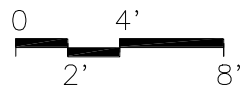
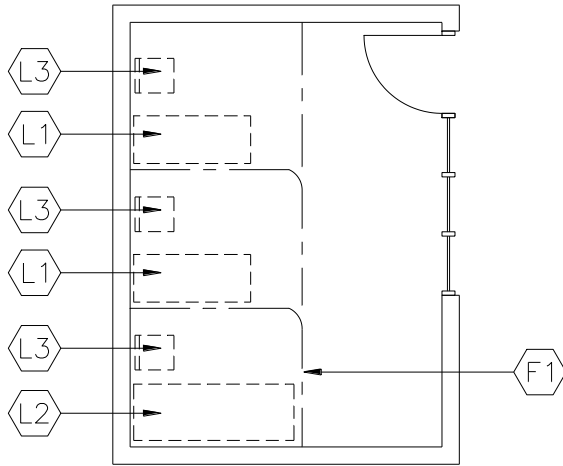
Counter Tops:

- Chemical-resistant

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Health Suite Space

COT ROOMS



QUANTITY:

- 2

CAPACITY:

- 1 person per cot

SIZE:

- 100 SF

SPATIAL RELATIONSHIPS:

- Located within Health Suite
- Adjacent to toilet

GOAL:

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

PROGRAM ACTIVITIES:

- Resting

ENVIRONMENTAL CONSIDERATIONS:

- Adequate ventilation
- Audio and visual privacy
- Visual access to Waiting Area/Reception

Built-in Fixtures:

- F1 Cubical curtain between large and small cots and the waiting area

Loose Furnishings:

- L1 2 small cots
- L2 1 large cot (optional)
- Note: The maximum length/width for each cot usually measures 74" L x 26" W, with height of headrest from floor 22".
- L3 3 night stands

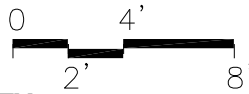
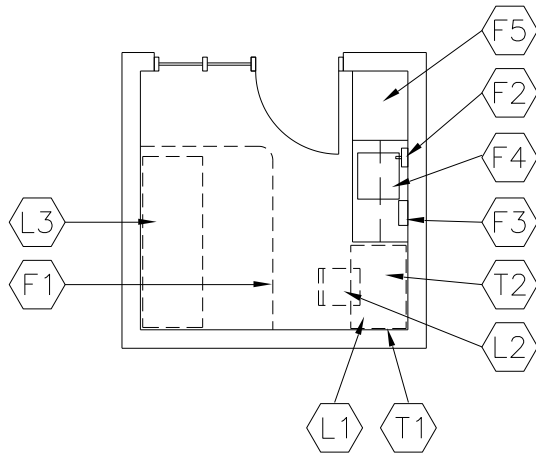
Finishes:

Flooring:

- Moisture and stain-resistant finishes

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

EXAM ROOM/ TREATMENT AREA



QUANTITY:

- 1

CAPACITY:

- Up to 2 people

SIZE:

- 125 SF

GOAL:

- To provide a cot in private area for students in need of special services (catherization, etc.)
- To provide a room for isolation of students or staff with contagious conditions
- To provide school based health services (larger schools only)

PROGRAM ACTIVITIES:

- First aid
- Consultation with students
- Health screening
- Medical treatments
- Medication administration

SPATIAL RELATIONSHIPS:

- Located within Health Suite
- Near Waiting Area

ENVIRONMENTAL CONSIDERATIONS:

- Adequate ventilation
- Electrical outlets for equipment
- Sink with hot and cold water/gooseneck with paddle handles
- Visual access to Waiting Area/Reception
- Wheelchair area within space

Note: Nurse should have visual control over the cots and reception area even while in the treatment area.

Built-in Fixtures:

- F1 Cubical curtain
- F2 Soap dispenser
- F3 Towel dispenser
- F4 Casework: Base/wall cabinets
- F5 Casework: Student-access medicine cabinet (see staff for space and design requirements)

Loose Furnishings:

- L1 Desk
- L2 Ergonomic chair
- L3 Cot or adjustable, mobile exam table
- Stool

Room Technology:

- T1 Voice port and phone
- T2 Data port

Finishes:

Flooring:

- Moisture and stain-resistant finishes

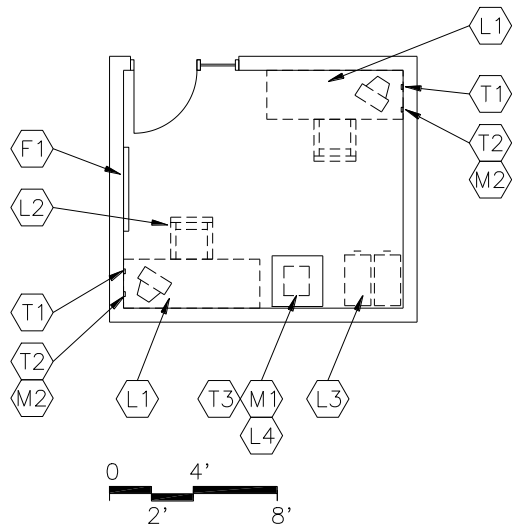
Counter Tops:

- Chemical-resistant

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Health Suite Space

OFFICES



QUANTITY:

- 1

CAPACITY:

- Up to 2 people

SIZE:

- 100 SF

SPATIAL RELATIONSHIPS:

- Within, or adjacent and visual to, Reception/Waiting Area

GOAL:

- To provide an office for the staff to perform clerical functions

PROGRAM ACTIVITIES:

- Computer input
- Conferences with staff and other visitors
- Paperwork
- Planning
- Telephone calls

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- Electrical outlets for equipment
- Environmental sound control:
 - Wall minimum: STC 45
 - Ceiling minimum: CAC 35
- Uniform lighting

Built-in Fixtures:

F1 Tack board

Loose Furnishings:

- L1 1 desk
- L2 1 ergonomic task chair
- L3 1, 4-drawer file cabinet
- L4 Printer table
 - Guest chair

Room Technology:

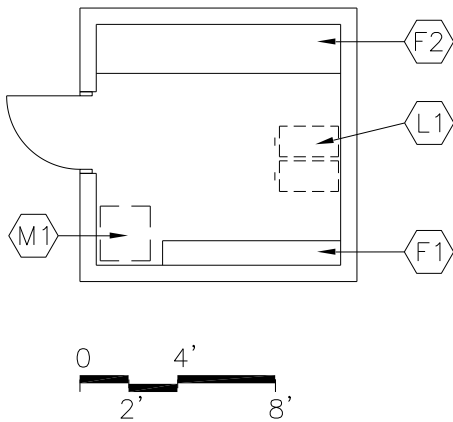
- T1 Voice port and phone
- T2 Data port near workstation
- T3 Data port for printer

Miscellaneous Equipment (provided by owner)

- M1 Printer
- M2 Computer

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

STORAGE AREA



QUANTITY:

- 1

CAPACITY:

- Up to 1 person

SIZE:

- 40 SF

ANCILLARY SPACES:

- Bathroom in each cot area

SPATIAL RELATIONSHIPS:

- Adjacent and access to Exam Room/
Treatment Area

GOAL:

- To provide storage for medical supplies and equipment

PROGRAM ACTIVITIES:

- Storage

ENVIRONMENTAL CONSIDERATIONS:

- Security of equipment, supplies, and medicines
- Uniform lighting

Built-in Fixtures:

- F1 Storage shelving - 12" deep
- F2 Storage shelving - 24" deep

Loose Furnishings:

- L1 File cabinets

Miscellaneous Equipment:

- M1 Refrigerator (lockable) with ice maker
(Refrigerator may be in the triage area instead)

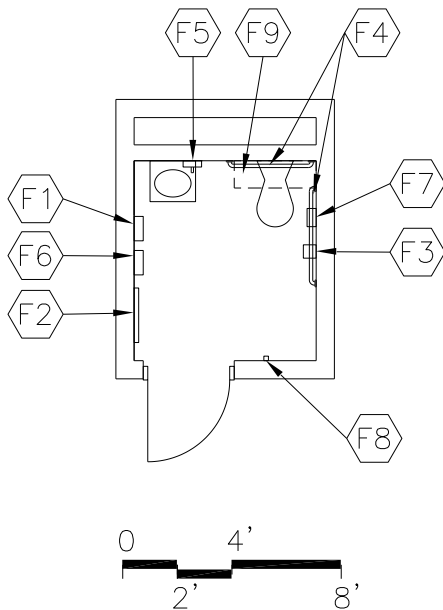
Plumbing:

- Plumbing connections: Ice maker, refrigerator

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Health Suite Space

TOILET



ENVIRONMENTAL CONSIDERATIONS:

- Adequate exhaust/ventilation
- Environmental sound control:
 - Wall minimum: STC 45
 - Ceiling minimum: CAC 35
- Moisture- and stain-resistant finishes
- Uniform lighting
- Wheelchair Accessibility

Built-in Fixtures:

- F1 Towel dispenser
- F2 24" x 60" mirror
- F3 Toilet tissue holder
- F4 36" and 42" grab bars
- F5 Soap dispenser
- F6 Sanitary dispenser
- F7 Sanitary disposal
- F8 Coat hook
- F9 Casework: Wall cabinet

QUANTITY:

- 2

CAPACITY:

- Up to 1 person

SIZE:

- 50 SF

SPATIAL RELATIONSHIPS:

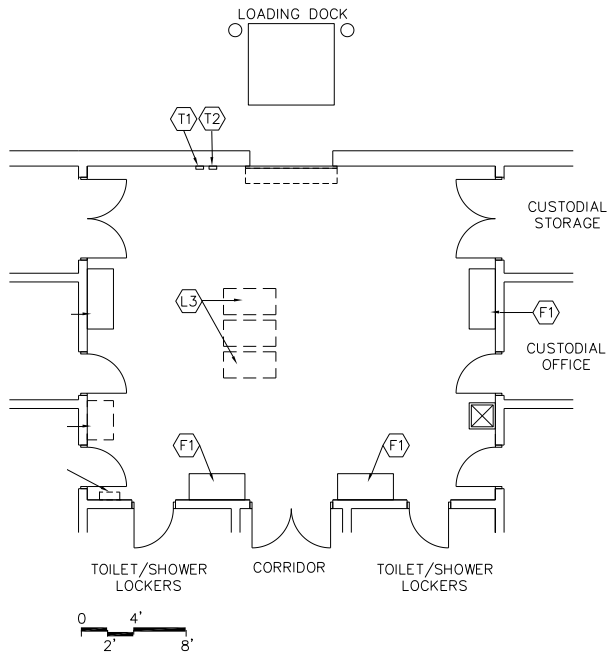
- Located within Health Suite adjacent to the Cot Area

PROGRAM ACTIVITY:

- Changing clothing
- Personal and health needs for the health suite

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

**Maintenance/ Custodial Space
RECEIVING AND STORAGE**



ENVIRONMENTAL CONSIDERATIONS:

- Double doors with removable mullions to corridor
- Electrical outlets for equipment
- High ceiling
- Staging area with insulated overhead door large enough for forklift access
- Uniform lighting

QUANTITY:

- 1

SIZE:

- 500 SF

SPATIAL RELATIONSHIPS:

- Access to a main corridor
- Access to loading dock area

GOAL:

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

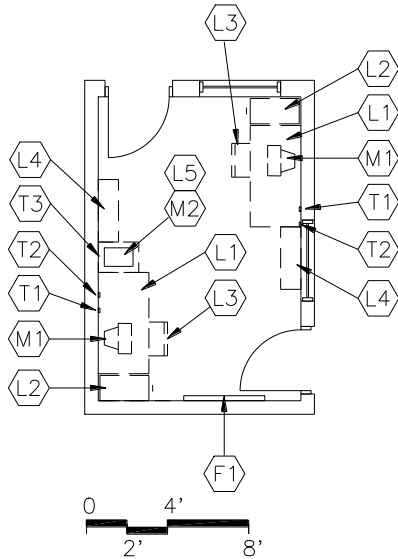
PROGRAM ACTIVITIES:

- Loading and unloading
- Storage of furniture, equipment, and general supplies

NOTES:

Maintenance/ Custodial Space

CUSTODIAL OFFICE



QUANTITY:

- 1

CAPACITY:

- Up to 2 People

SIZE:

- 125 SF

ANCILLARY SPACES:

- Toilet/Shower/Lockers

SPATIAL RELATIONSHIPS:

- Adjacent and access to Custodial Storage
- Adjacent and access to Receiving
- Near corridor

GOAL:

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

PROGRAM ACTIVITIES:

- Conferences with staff and other visitors
- Paperwork
- Telephone calls

ENVIRONMENTAL CONSIDERATIONS:

- Electrical outlets for equipment
- Uniform lighting
- Visual control from Custodial Shop
- Visual control from Receiving

Built-in Fixtures

- F1 Book shelves

Loose Furnishings:

- L1 2 desks
 L2 2, 4-drawer file cabinets
 L3 2 ergonomic task chairs
 L4 Adjustable height bookshelves (12 LF)
 L5 Printer table

Room Technology:

- T1 2 voice port and phone
 T2 2 data ports
 T3 FAX (optional)

Miscellaneous Equipment (provided by owner):

- M1 2 Computers
 M2 1 Printer

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

CUSTODIAL STORAGE

QUANTITY:

- 1

SIZE:

- 300 SF

SPATIAL RELATIONSHIPS:

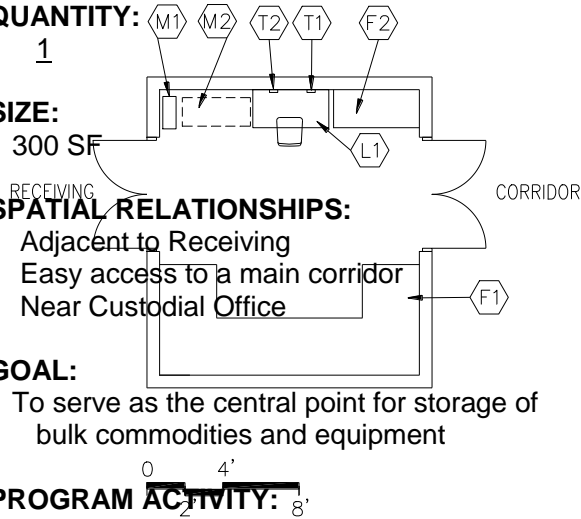
- Adjacent to Receiving
- Easy access to a main corridor
- Near Custodial Office

GOAL:

- To serve as the central point for storage of bulk commodities and equipment

PROGRAM ACTIVITY: 8'

- Storage of materials for special events, paper, and general supplies



ENVIRONMENTAL CONSIDERATIONS:

- Double doors with removable mullions to Receiving and Corridor
- Electrical outlets for equipment
- High ceilings
- Uniform lighting

Built-in Fixtures:

- F1 Storage shelving (40 LF): 84" high x 36" deep
- F2 Storage shelving: 84" high x 24" deep

Loose Furnishings:

- L1 Desk and chair

Room Technology:

- T1/2 Voice and data connections

Miscellaneous Equipment :

- M2 Metal cabinet for flammables

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Media Center Space

**Media Center Space
LIBRARY COMMONS**

QUANTITY:

- 1

CAPACITY:

- 75 students
- 140 persons for community or staff meeting
- Media Specialist
- Media Assistant

SIZE:

- 2950 SF (including 700 SF technology teaching lab)

ANCILLARY SPACES:

- Equipment Storage
- Head End Room
- Workroom/ Office

SPATIAL RELATIONSHIPS:

- Three activity areas:
 - 1) Storytelling area
 - 2) Small group areas
 - 3) Teaching area
- Good sight lines to all ancillary spaces
- Information desk located close to entrance and near office/ workroom
- Mobility for all free standing furniture including book shelves
- Permanent stacks on the periphery with some short shelving to divide activity areas

GOAL:

- To provide students, staff, and community with access to paper and digital information
- To provide a place for social interaction and multi-media production and presentation

Finishes:

Flooring: Carpet

PROGRAM ACTIVITIES:

- Reading, storytelling, speakers
- Circulation of materials and resources
- Whole group and small group instruction
- Meetings for staff and parents
- Multi-media production

ENVIRONMENTAL CONSIDERATIONS:

- Acoustical treatment for the presentation area to allow for simultaneous activities
- Adequate ventilation
- Ceiling height in proportion to room dimensions
- Lighting appropriate to task with switches to dim separate zones of media center
- Security of school when center is in use after school hours
- Wall mounts and appropriate wiring for TV/ video in whole class zone
- Window treatment to darken room for AV presentations
- Windows to provide natural light and egress

Built-in Fixtures:

- Information desk comprised of the following connected modules (minimum) – (1) book drop/book cart; (1) printer stand; (1) corner display unit; (1) desktop unit with computer space/keyboard tray; (1) desktop unit with locking drawer
- Tackboard near entry

Interactive and Small Group areas

- White erase board near teaching area

Storytelling area

- Storytelling seating area may be tiered or include storage for shift seating options

NOTES:

LIBRARY COMMONS (continued)

HVAC Features:

- Supply/return air system
- Independent temperature control

Electrical Features:

- Duplex outlets throughout
- Electrical outlets at all column locations
- Flush covers for floor outlets
- Multilevel lighting
- Recessed floor/ wall electrical outlets in floor at tables

Loose Furnishings:

- Book stacks mostly peripheral (quantity site specific); some low picture book shelving (36") on castors - approx. 90 linear feet
- 6-8 soft chairs
- 8 4-person tables and chairs in 2 locations; consider different heights and alternative seating choices (outlets at every location)

Technology teaching station

- 28 laptop stations and chairs (swivel)

Area Technology:

- Interactive boards desirable in both storytelling and teaching areas
- Information desk:
 - Voice ports and phones
 - Bar code reader
 - 2 data ports
- 2 data ports for network printers
- Robust wireless access

On-Line learning area

- Interactive boards desirable in teaching area

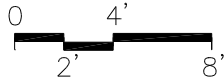
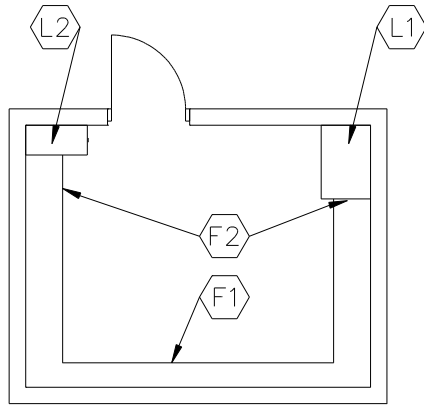
Storytelling area

- Interactive boards desirable

NOTES:

Media Center Space

EQUIPMENT STORAGE



QUANTITY:

- 1

SIZE:

- 200 SF

SPATIAL RELATIONSHIP:

- Adjacent and access to the workroom

GOAL:

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

ENVIRONMENTAL CONSIDERATION:

- Security of door
- Uniform lighting with single-level switching
- Windowless

Built-in Fixtures:

- F1 Storage shelving (12" deep)
- F2 Storage shelving (18" deep)

Loose Furnishings:

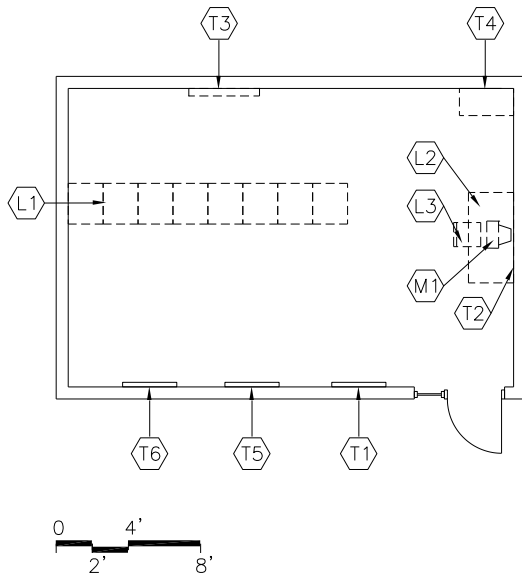
- L1 Adjustable height shelving (24" deep)
- L2 4-drawer file cabinet (legal)

Electrical Features:

- Duplex receptacles to charge laptop carts when not in use
- Single-level switching

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

HEAD END (Telecommunications) ROOM



QUANTITY:

- 1

SIZE:

- 150 SF

GOALS:

- To provide a secure area to serve as the information hub of the school. File servers will serve the buildings computer network
- To provide satellite up and down links that will send and receive voice, video, and data. Fiber optic cable will serve the telephone, fax, and video of the school and other district buildings

PROGRAM ACTIVITIES:

- Cable and CATV reception and broadcasting
- Network management
- Security system location
- Telephone wiring entry and distribution
- Voice, video, data reception and distribution

ENVIRONMENTAL CONSIDERATIONS:

- Access to ceiling and ceilings for modifications to systems and wiring
- Adequate power supply will be required and auxiliary UPS power for back-up. (Quality of power is important.)
- Adequate ventilation
- Air conditioning dedicated to this space
- Dedicated electrical circuitry
- Security of door

Loose Furnishings:

- L1 6-8 racks
- L2 Computer workstation/M1 computer
- L3 Ergonomic task chair

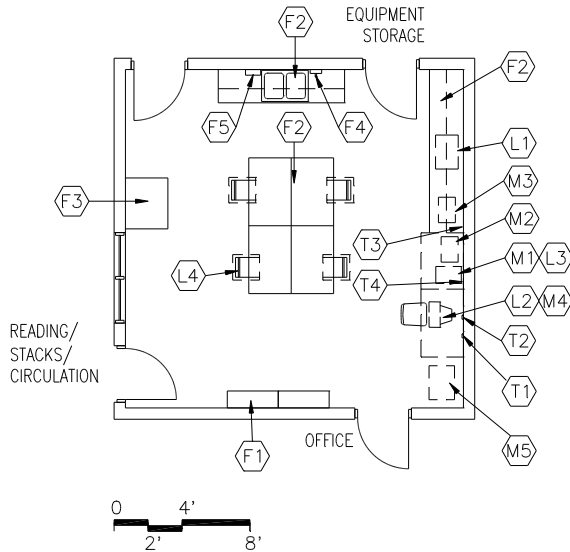
Room Technology:

- T1 Data network system
- T2 Voice port and phone
- T3 Telephone switchgear
- T4 Video network control
- T5 Satellite dish connection
- T6 Satellite and cable system controls access

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Media Center Space

OFFICE/ WORKROOM



QUANTITY:

- 1

CAPACITY:

- Media specialist

SIZE:

- 250 SF

SPATIAL RELATIONSHIPS:

- Adjacent and access to Reading/ Stacks/ Circulation
- Near circulation desk

GOAL:

- To provide a private work area for the media specialist, easy access to the circulation desk, management and organization of media resources, a computer resource area, and processing of incoming materials.

PROGRAM ACTIVITIES:

- Administrative work (ordering, scheduling, preparing budget, reports, etc.)
- Cooperative learning
- Receiving, processing, and duplicating library materials
- Repairing damaged or worn books, videos, discs, and other materials
- Scanning and digitizing

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- Electrical outlets for equipment
- Environmental sound control:
Wall minimum: STC 45
Ceiling minimum: CAC 40
- Uniform lighting
- Visual access to Reading/Stacks/Circulation

Built-in Fixtures:

- F1 Adjustable height video/ bookshelves (24 LF)
- F2 Casework: Base/wall cabinets
- F3 Casework: Tall storage
- F4 Soap dispenser
- F5 Towel dispenser
- Tack board (4 LF)

Loose Furnishings:

- L1 Paper cutter
- L2 Computer workstation table and ergonomic task chair
- L3 Equipment table
- L4 4 table chairs
- 2, 4-drawer file cabinets

Room Technology:

- T1 Voice port and phone
- T2 Data port near workstation
- T3 Data port for printer/copier and scanner
- T4 Fax port

Miscellaneous Equipment:

- M1 Fax (optional)
- M2 Printer/ copier
- M3 Scanner
- M4 Computer
- M5 Video distribution equipment

Plumbing:

- Plumbing connections: Sink

NOTES: Loose furnishings and features shown represent one of many possible arrangements

**Performing Arts Space
GENERAL MUSIC ROOM**

QUANTITY:

- 1

SIZE:

- 1,100 SF

CAPACITY:

- 24-28 music students
- 1 teacher
- Parents/volunteers

ANCILLARY SPACES:

- Storage Room

SPATIAL RELATIONSHIPS:

- Adjacent and access to Storage
- Adjacent to Instrumental Music Room
- Near stage

PROGRAM ACTIVITIES:

- Choral, speech, theatrics
- Listen, analyze, describe, and compose music
- View educational videos

ENVIRONMENTAL CONSIDERATIONS:

- 8' high double doors throughout this area with removable mullions
- Appropriate acoustics and sound attenuation
- Baffled ductwork
- Non-parallel surfaces (walls/ceiling) for acoustical benefits
- Sound proof HVAC system
- Sound seals on doors

Built-in Fixtures:

- Casework:
 - Counter with base/wall cabinets (8 LF)
- Marker board (16 LF)
- Tack board (12-16 LF)
- Teacher wardrobe (lockable) with coat rod; tall cabinet w/ shelving (may be one unit)

Loose Furnishings:

- 10 music stands
- 2 listening stations – included in the computer stations
- 2 movable paper storage carts
- 2 tables (30" x 60")
- 20 posture chairs stackable (in storage area)
- 28 posture chairs w/ writing arm (collapsible)
- 4 sections full size of elementary choral risers (in storage area or on stage)
- Acoustic piano-on a movable truck
- Bookcases for 140 texts
- Group carpet
- Pair of wall-mounted speakers
- Stereo audio system, CD player, AM-FM tuner, amplifier
- Teacher's cart w/space for keyboard/CD player and locking cabinet

Room Technology:

- Additional ports: Printer, Clock/PA, 2 wireless
- Interactive white board (typical)
- Single point 'face plate' near teachers work station to include: Voice, data, VGA, audio enhancement, and HDMI

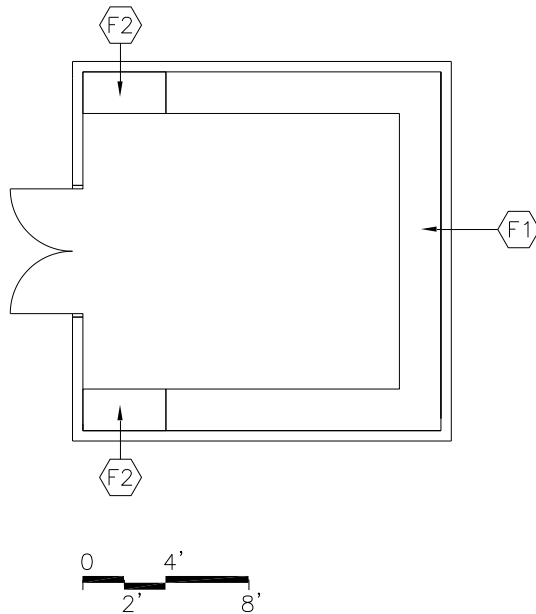
NOTES:

Performing Arts Space

DUAL PURPOSE ROOM

<p>QUANTITY:</p> <ul style="list-style-type: none"> • <u>1</u> <p>SIZE:</p> <ul style="list-style-type: none"> • <u>1000 SF</u> <p>CAPACITY:</p> <ul style="list-style-type: none"> • 24-28 music students or • 24-28 Art students • 1 teacher • Parents/volunteers <p>ANCILLARY SPACES:</p> <ul style="list-style-type: none"> • Music Storage <p>PROGRAM ACTIVITIES:</p> <ul style="list-style-type: none"> • Choral • Speech, • Drama • Art <p>SPATIAL RELATIONSHIPS:</p> <ul style="list-style-type: none"> • Adjacent and access to Storage • Near to stage <p>Plumbing</p> <ul style="list-style-type: none"> • Deep well sink with clay trap 	<p>ENVIRONMENTAL CONSIDERATIONS:</p> <ul style="list-style-type: none"> • 8' high double doors throughout this area with removable mullions • Appropriate acoustics and sound attenuation • Baffled ductwork • Double doors with removable mullions • Electrical outlets for equipment • Environmental sound control: <ul style="list-style-type: none"> Wall minimum: STC 60 Ceiling minimum: CAC 35, STC 60 • Non-parallel surfaces (walls/ceiling) for acoustical benefits • Sound insulation in walls (extended above ceiling to underside of roof deck) • Sound proof HVAC system (under 35 dBA) • Sound seals on doors • Uniform multi-level lighting <p><u>Built-in Fixtures:</u></p> <ul style="list-style-type: none"> • Base/wall cabinets around sink • Casework: Book cubbies (20) • Marker board (12 LF)-- 1/2 with music staff lines • Tack board (12 LF) <p><u>Loose Furnishings:</u></p> <ul style="list-style-type: none"> • 1 Integrated Audio Amplifier/Loudspeaker system • Computer table with listening station • 4-drawer legal size, lockable file cabinets • 20 music stands • 20 posture chairs -suitable for 4th, 5th, and 6th grade students • Electronic tuner • Multi-track CD recorder/player • Table (30" x 7) <p><u>Room Technology:</u></p> <ul style="list-style-type: none"> • Additional ports: Clock/PA, 2 wireless • Interactive white board (typical) • Single point 'face plate' near teachers work station to include: Voice, data, VGA , audio enhancement, and HDMI
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GENERAL STORAGE



ENVIRONMENTAL CONSIDERATIONS:

- Adequate ventilation
- Uniform lighting

Built-in Fixtures:

- F1 Storage shelving above 3 feet to allow for the storage of extra chairs and risers
- F2 Casework: Tall cabinets
- Teacher wardrobe (lockable) with coat rod; tall cabinet w/ shelving (may be one unit)

QUANTITY:

- 1

CAPACITY:

- Teacher

SIZE:

- 150 SF

SPATIAL RELATIONSHIP:

- Adjacent and access to Dual Purpose and Music Rooms

GOAL:

- To provide adequate storage for portable choral risers, stackable posture chairs, accessories, and equipment

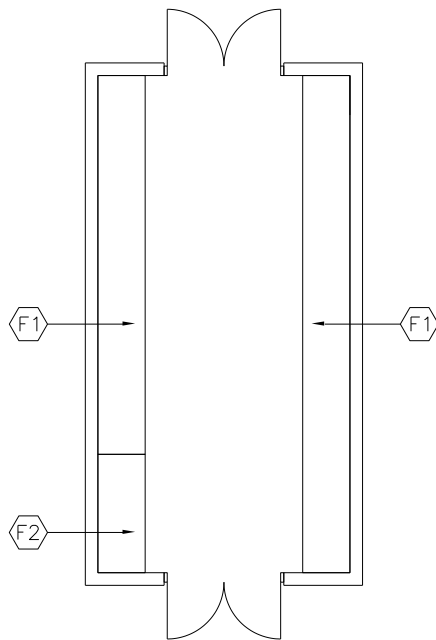
PROGRAM ACTIVITY:

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

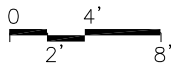
NOTES: Loose furnishings and features shown represent one of many possible arrangements

Performing Arts Space

INSTRUMENT STORAGE



BAND/ORCHESTRA ROOM



QUANTITY:

- 1

CAPACITY:

- Students
- Teacher

SIZE:

- 150 SF

SPATIAL RELATIONSHIP:

- Directly accessible to stage

GOAL:

- To provide adequate storage for instruments

PROGRAM ACTIVITY:

- Storage and simple repair of instruments and equipment

ENVIRONMENTAL CONSIDERATIONS:

- Adequate ventilation
- Uniform lighting

Built-in Fixtures:

- Cabinets with locks for instrument storage, open cage design (see staff for quantity)
- 4 adjustable shelves (24 LF x 10" deep)

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

MUSIC/ STAGE

QUANTITY:

- 1

SIZE:

- 1,000 SF

ANCILLARY SPACES:

- Storage Room
- Instrument Storage

SPATIAL RELATIONSHIPS:

- Adjacent to Cafeteria/ Multi-purpose Room or Gymnasium

GOAL:

- To provide space for student performances, guest speakers, assembly presentations and/ or Music instruction.

Built-in Fixtures:

- Motorized projection screen
- Theater and stage equipment (lights, curtain, scrim)
- Soundproof folding wall

Loose Furnishings:

- Mobile folding risers
- Podium
- Upright piano

Room Technology:

- 3 data ports on stage- 1 in center of stage apron
- Cable/MATV port
- Jacks for sound system in apron at front of stage
- Microphone port
- Video port, monitor, video equipment, and bracket
- Voice port and telephone

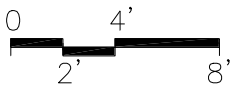
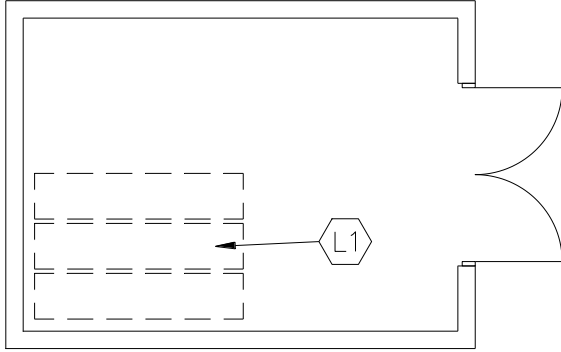
Finishes:

Flooring:

- Wood flooring

Performing Arts Space

STAGE STORAGE



QUANTITY:

- 1

SIZE:

- 150 SF

SPATIAL RELATIONSHIP:

- Access from stage

GOAL:

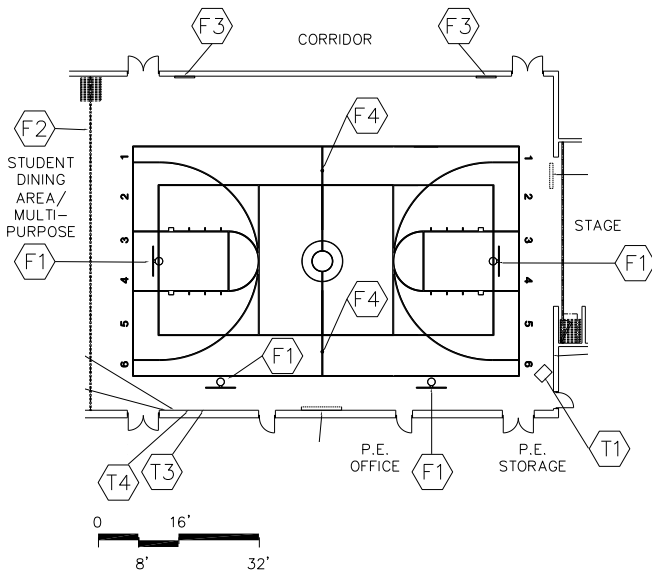
- To provide a secure area for storing the piano and other stage props

ENVIRONMENTAL CONSIDERATIONS:

- Smooth transition from stage to prevent piano jarring
- Uniform lighting
- Wide double door opening

NOTES: Loose furnishings and features shown represent one of many possible arrangements

**Physical Education Space
GYMNASIUM**



QUANTITY:

- 1

CAPACITY:

- 24-60 students
- 1-2 Teachers
- Parents and community members for meetings

SIZE:

- 4,500 SF

ANCILLARY SPACES:

- P.E. Office
- P.E. Storage

SPATIAL RELATIONSHIPS:

- Direct access to outdoor physical education play areas
- Near public restrooms, with easy access
- Near visitor parking

GOALS:

- To provide space for P.E. classes

PROGRAM ACTIVITIES:

- Adaptive physical education
- Athletic skills and leader games
- Community use

ENVIRONMENTAL CONSIDERATIONS:

- Clear height of 20' from floor to nearest obstruction
- Drinking fountain in adjacent corridor
- Electrical outlets for equipment
- Environmental sound control:
Wall minimum: STC 60
Walls and ceilings will require adequate sound control/ acoustical treatment
- Must be able to securely close off gymnasium from the rest of the school after hours
- Structure, lighting, and ducts designed not to trap P.E. balls
- Uniform lighting with multilevel controls

Built-in Fixtures:

- F1 Basketball backstops, adjustable height (ceiling hung)
- F2 Operable partition, motorized to separate gym into two teaching spaces
- F3 White board in two locations with electrical outlet
- F4 Court markings (minimum)
Basketball court
Volleyball court
- Sound system with wireless mics
- Clock w/ protective cage

Room Technology:

- T1 Microphone port
- T3 2 voice ports and phones
- T4 Port for sound system
- Data ports near each white erase board

Miscellaneous:

- M1 Court markings (minimum)
Basketball court (main/cross courts)
Volleyball court (main/cross courts)

Finishes:

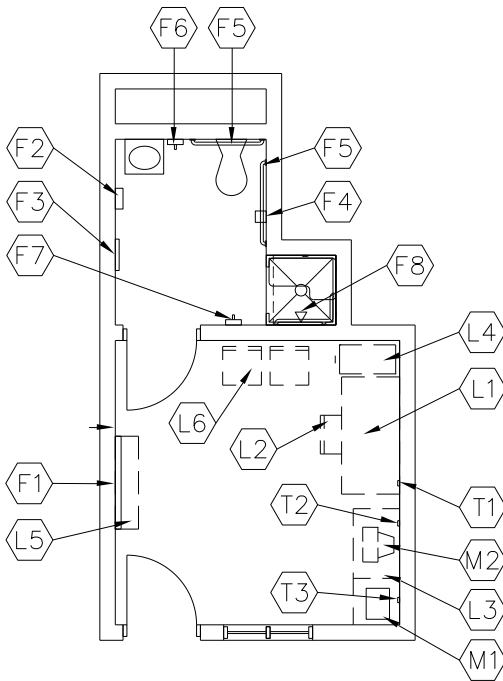
Flooring: Wood strip flooring for athletic applications or resilient athletic flooring

Ceiling: Painted exposed structure on acoustical deck

Walls: Acoustical wall treatment and/or sound absorbing concrete masonry units

Physical Education Space

P.E. OFFICE



QUANTITY:

- 1

CAPACITY:

- 1-2 Teachers
- Student Teachers

SIZE:

- 200 SF (including toilet/shower)

SPATIAL RELATIONSHIP:

- Direct access to Gymnasium

GOAL:

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

PROGRAM ACTIVITIES:

- Meetings
- Ordering
- Planning
- Scheduling

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- Electrical outlets for equipment
- Uniform lighting
- Windows to provide natural light, desirable

Built-in Fixtures:

- F1 Tack board (4 LF)
- F2 Towel dispenser
- F3 24" x 60" mirror
- F4 Toilet tissue holder
- F5 36" and 42" grab bars
- F6 Soap dispenser
- F7 Towel rack
- Tack board (4 LF)

Loose Furnishings:

- L1 Desk
- L2 Ergonomic task chair
- L3 Computer workstation
- L4 4-drawer file cabinet
- L5 Adjustable height bookshelves (12 LF)
- L6 Guest chairs

Room Technology:

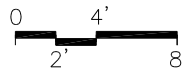
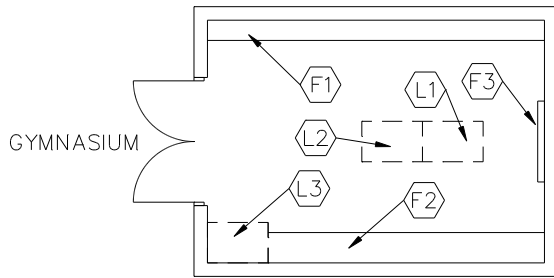
- T1 Voice port and phone
- T2 Data port near workstation
- T3 Data port for printer

Miscellaneous Equipment (provided by owner):

- M1 Printer
- M2 Computer for teacher use

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

P.E. STORAGE



QUANTITY:

- 2

CAPACITY:

- 2 teachers

SIZE:

- 200 SF

SPATIAL RELATIONSHIPS:

- Direct access to Gymnasium

GOAL:

- To provide convenient storage for all physical education equipment

PROGRAM ACTIVITIES:

- Storage

ENVIRONMENTAL CONSIDERATIONS:

- Leave space below shelving on one wall for portable bins
- Uniform lighting

Built-in Fixtures:

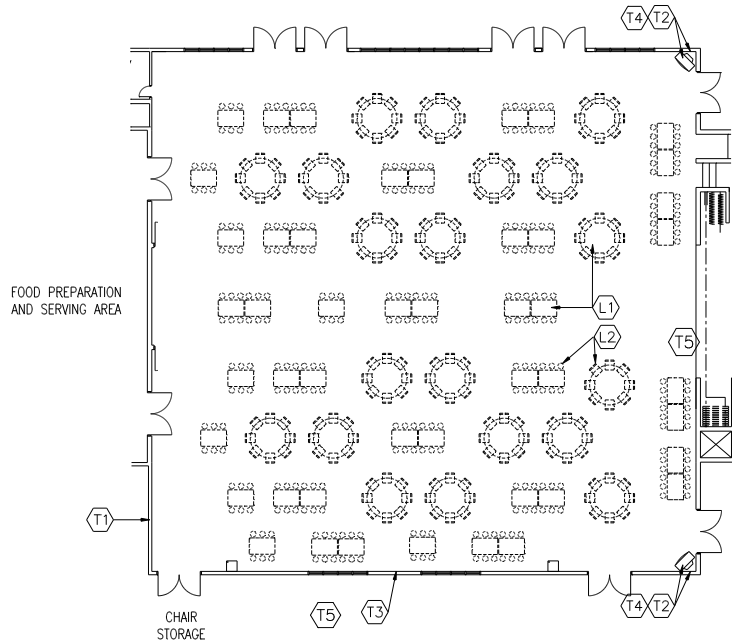
- F1 Storage shelving: 12" deep
- F2 Storage shelving: 18" deep
- F3 Pegboard (4 LF)

Loose Furnishings:

- L1-2 Ball bins
- L3 Play equipment

Student Dining and Food Svcs Space

**Student Dining & Food Service Space
CAFETERIA / AUDITORIUM**



CAPACITY:

- Up to 270 students for meals
- Up to 400 people for auditorium seating

SIZE:

- 3,975 SF

GOALS:

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

SPATIAL RELATIONSHIPS:

- Adjacent and access to Kitchen
- Near parking and main entry to building

Loose Furnishings:

- L1/L2 Tables (variety of shapes)
Attached seats
- Portable sound system
- Waste receptacles with lids
- Recycling bins

ENVIRONMENTAL CONSIDERATIONS:

- Adjust space and materials to manage acoustics; provide sound system
- Adjustable lighting
- Cleanable building surfaces
- Good sight lines to all areas of the room for supervision
- Identify location for presentations for up to 100 people (screen and electricity barrier-free)
- Proportion ceiling to volume
- Window treatment to darken room for AV presentations.
- Windows to provide ample natural light

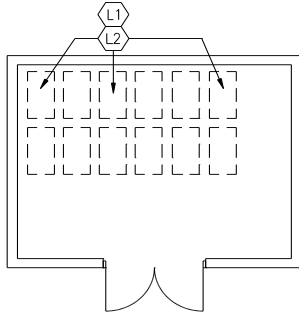
Room Technology:

- T1 1 voice port and phone
- T2 Large screen, ceiling mounted LCD projection device
- T3 1 data port
- T4 2 cable/ MATV ports
- T5 Microphone jacks

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Student Dining and Food Svcs Space

CHAIR/ TABLE STORAGE



ENVIRONMENTAL CONSIDERATIONS:

- Accessibility for moving furniture in and out
- Cleanable building surfaces
- Uniform lighting

Loose Furnishings:

- L1 150 Stackable Chairs
- L2 Chair dollies per above count

QUANTITY:

- 1

CAPACITY:

- 150 Stackable Chairs

SIZE:

- 340 SF

SPATIAL RELATIONSHIPS:

- Adjacent and access to Cafeteria/ Auditorium

GOAL:

- To provide convenient storage of dining chairs and tables to be used for meetings and performances

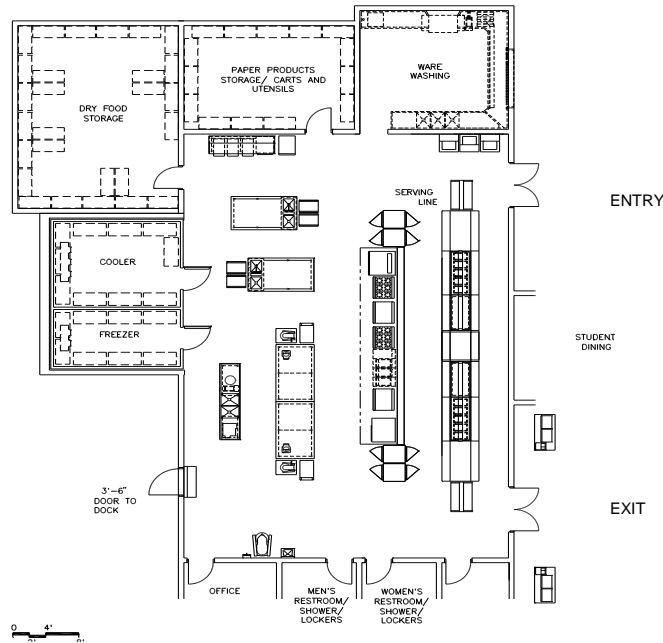
PROGRAM ACTIVITY:

- Storage

NOTES:

Student Dining and Food Svcs Space

KITCHEN



QUANTITY:

- 1

CAPACITY:

- Up to 12 People

SIZE:

- 1,725 SF

SPATIAL RELATIONSHIPS:

- Adjacent and access to Cafeteria
- Adjacent and access to Outdoor Loading Dock

GOAL:

- To prepare and serve student meal
(80% of 800 = 640)

PROGRAM ACTIVITIES:

- Preparing and serving food to students and staff
- Storage

ENVIRONMENTAL CONSIDERATIONS:

- Adequate ventilation
- Beginning of serving line should be located near entry door of Cafeteria
- Cleanable building surfaces
- Food service department, public health, code requirements, as applicable
- Queuing for serving should not conflict with tray return to dishwashing area.
- Uniform lighting

Room Technology:

- 1 voice port and phone
- 2 data ports at cash registers

NOTES: This is an example of a kitchen. Food service equipment will vary from school to school; confirm requirements with PGCPs Food Service Department.

Student Dining and Food Svcs Space

KITCHEN (continued)

Features (Specifications from PG CPS):

Kitchen

Food Preparation Area	750
Serving Area	400
Dry Food Storage	200
Freezer & Cooler	225
Pot/Tray Washing	150

Plumbing Features:

- Connections to food service equipment
- Floor drains
- Hand washing lavatory
- Plumbing and gas connections

HVAC Features:

- Air conditioning
- Independent temperature control
- Kitchen canopy exhaust system
- Supply/return air system

Built-in Fixtures:

- Combination Steamer/Oven
- Convection oven
- Convection steamer
- Exhaust Hood Systems, including Fire Suppression
- Food Preparation Sinks
- Hand Sinks
- Mop washing sink
- Pizza Oven, Deck oven or Conveyor Oven
- Pot washing sinks
- Storage shelving
- Tilt Skillet
- Ware Washing Machine with appropriate accessories (tables, booster heater, disposer, etc.)
- Warming/Holding/Proofing Cabinets
- Work Tables

Loose Furnishings:

- Work Tables

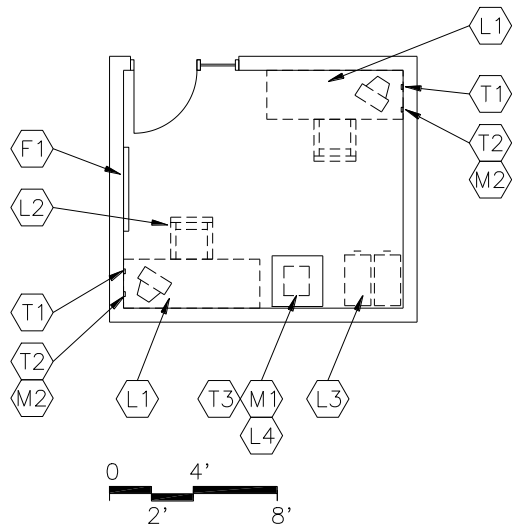
Miscellaneous Equipment:

- Refrigeration - Reach-ins

NOTES:

Student Dining and Food Svcs Space

OFFICE



QUANTITY:

- 1

CAPACITY:

- Up to 2 people

SIZE:

- 100 SF

SPATIAL RELATIONSHIPS:

- Adjacent and visual to Kitchen or Receiving area

GOAL:

- To provide an office for the staff to perform clerical functions

PROGRAM ACTIVITIES:

- Computer input
- Conferences with staff and other visitors
- Paperwork
- Planning
- Telephone calls

ENVIRONMENTAL CONSIDERATIONS:

- Auditory privacy
- Electrical outlets for equipment
- Environmental sound control:
 - Wall minimum: STC 45
 - Ceiling minimum: CAC 35
- Uniform Lighting

Built-in Fixtures:

- F1 Tack board

Loose Furnishings:

- L1 1-2 desks
- L2 1-2 ergonomic task chairs
- L3 2 4-drawer file cabinets
- L4 Printer table
 - Guest chair

Room Technology:

- T1 Voice port and phone near workstation
- T2 Data port near workstation
- T3 Data port for printer

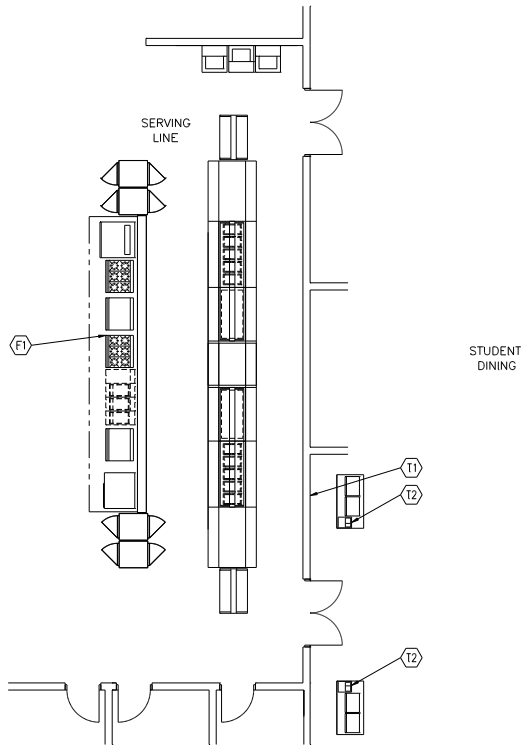
Miscellaneous Equipment (provided by owner):

- M1 Printer
- M2 Computer

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Student Dining and Food Svcs Space

SERVING AREA



QUANTITY:

- 1

SIZE:

- 400 SF

SPATIAL RELATIONSHIPS:

- Adjacent and access to the Kitchen
- Adjacent and access to the Cafeteria/ Commons

GOAL:

- To provide space and equipment to serve student meals

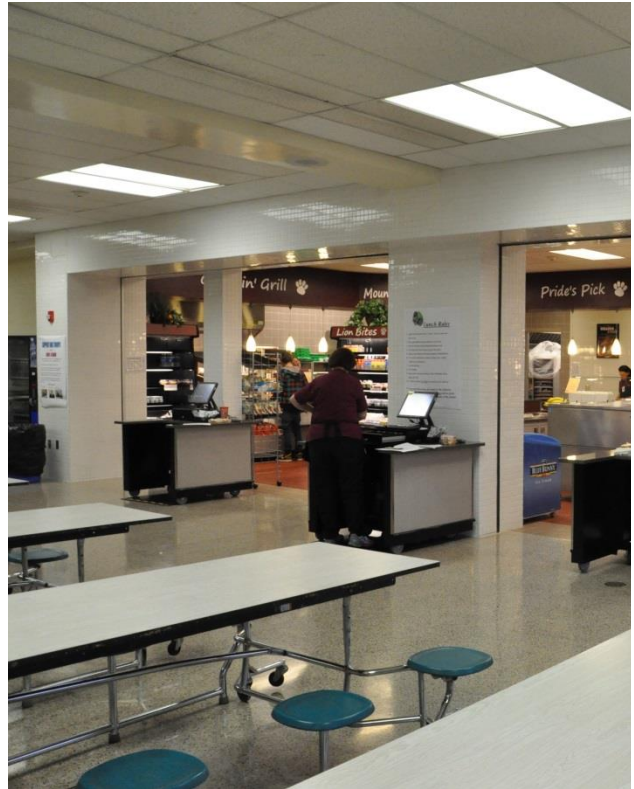
PROGRAM ACTIVITIES:

- Serve food

DESIGN GUIDE:

- 'Food court' serving lines: TBD
- All lines have drinks and misc. items

Sample Lines and equipment needs below:



- Additional satellite services may be able to provide a salad bar or pre-made items

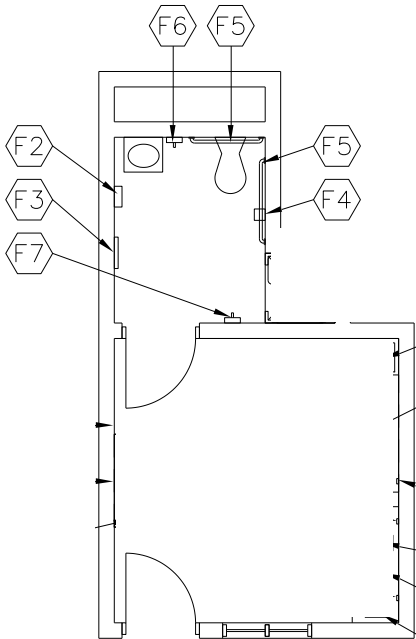
Built-in Fixtures:

- TBD

NOTES: Loose furnishings and features shown represent one of many possible arrangements

Student Dining and Food Svcs Space

TOILET/ LOCKER AREA



PROGRAM ACTIVITIES:

- Changing
- Resting

Built-in Fixtures:

- F2 Towel dispenser
- F3 24" x 60" mirror
- F4 Toilet tissue holder
- F5 36" and 42" grab bars
- F6 Soap dispenser
- F7 Towel rack

Loose Furnishings:

- Benches and lockable lockers

QUANTITY:

- 2

CAPACITY:

- Kitchen Staff: Separate Male and Female rooms

SIZE:

- 75 SF

SPATIAL RELATIONSHIP:

- Adjacent to Kitchen/ Serving Area

GOAL:

- To provide an area for kitchen staff to change and clean-up before and after work.

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

Visual Arts Space
MULTI-PURPOSE STUDIO

QUANTITY:

- 1

CAPACITY:

- 28 Students
- 1 Staff member

SIZE:

- 1,000 SF

ANCILLARY SPACES:

- Storage

GOAL:

- To provide a learning environment where students can learn two dimensional art and create their own art pieces

PROGRAM ACTIVITIES:

- Art history and culture
- Computer graphics and internet access
- Cooperative group work
- Drawing/Painting
- Viewing of slides

Plumbing Features:

Plumbing connections:

- Sink with hot and cold water
- 1, 54" x 54" island to hold 1 ADA/student sink and 1 ADA/ teacher sink
- Each sink cabinet base with two sink bowls and a minimum of 2-drawers on each side.. Each sink bowl should be 10" deep x 32" across and 16" wide with one faucet, each having a hot and cold water faucet. Clay and plaster traps should be included in the sinks.
- Lockable storage with shelves below sinks in cabinets.

Electrical Features:

- 8 duplex electrical outlets for equipment

ENVIRONMENTAL CONSIDERATIONS:

- Adjustable full-spectrum lighting/Track lighting for display wall
- Double width doors (with removable mullion) to allow for moving of large equipment and projects.
- Window treatment to darken room for AV presentations
- Windows to provide natural light and egress

Built-in Fixtures:

- Cabinets with formica tops on walls opposite windows
- Display cases in corridor if allowed
- Enclosed display case with lock for display of 3-dimensional student work mounted in back of room
- Marker board (16 LF)
- Open shelving under windows, cubicle style
- Paper storage
- Tack board (12-24 LF)
- Tack strip on all walls at two heights (or tackable surface)
- Tall cabinets in back of classroom with lockable storage for students projects
- Towel/ Soap dispenser
- Vertical files (30" x 40" work)

Loose Furnishings:

- 28 chairs /stools
- 4 Computer workstations (MACs)
- 8 tables, standard height (42" w x 72" l x 29" h)
- Adjustable height bookshelves (24 LF)
- Cabinets w/ drying racks
- Extra worktable
- Movable art display panels
- Project storage lockers (10" x 15" x 20")
- Teacher desk and chair

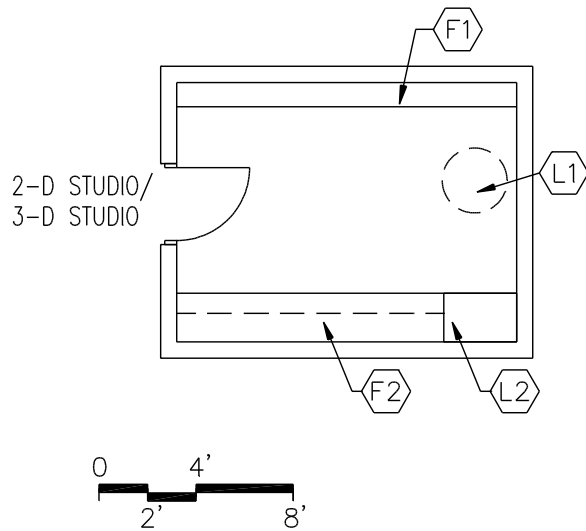
Studio Technology:

- Additional ports: Clock/PA, 2 wireless
- Interactive white board (typical)
- Single point 'face plate' near teachers work station to include: Voice, data, VGA, audio enhancement, and HDMI

NOTES:

Visual Arts

KILN ROOM



QUANTITY:

- 1

SIZE:

- 100 SF

GOAL:

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

PROGRAM ACTIVITIES:

- Firing the kiln
- Storing ceramics work

ENVIRONMENTAL CONSIDERATIONS:

- Adequate ventilation/exhaust
- Electrical outlets for equipment
- Wired for 2 C 1100 kiln, hood vented to outdoors

Built-in Fixtures:

- F1 Adjustable metal shelving (12" deep)
- F2 Casework
 - Base/wall cabinets and shelving
 - Door w/ lock and key

Loose Furnishings:

- L1 2 Small Kilns
- L2 Greenware shelving
 - 2 portable clay containers
 - 1 clay supply cart

Miscellaneous Equipment:

- Shop-type vacuum cleaner

HVAC Features:

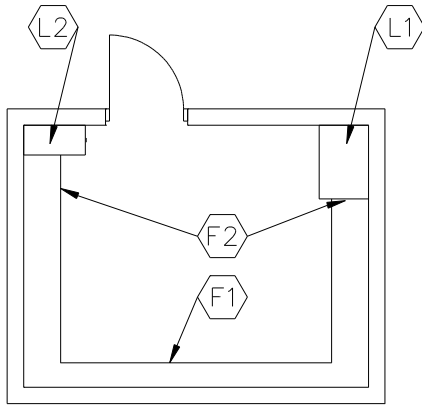
- Hooded exhaust for glazing
- Temperature controlled exhaust
- Ventilation for kilns

NOTES:

- This room will house the ceramic kilns for firing. A supply of moist clay in 50-pound boxes will be kept there. Two portable clay containers and the clay supply cart will be parked in this room. Projects ready for firing will be stored to dry on adjustable metal shelving located around the room. The storage of kiln shelves, shelf supports, cones, and kiln wash will be kept in a cabinet. A shop-type vacuum cleaner will be stored here. Above the kiln will be an exhaust ventilation hood adequate for effective ventilation direct to the outside when the kiln is in use. This door should have a lock with key.

NOTES: Loose furnishings and features shown represent one of many possible arrangements.

STORAGE



Built-in Fixtures:

- F1 Lockable base and wall cabinets with counter top room for movable paper cutter
- F2 Storage shelving (30" deep) with counter top adjustable shelving and built-in cabinets above counters

Loose Furnishings:

- L1 Greenware Shelving
- L2 4-drawer file cabinet (legal)
 - Flat work table with drawers

Miscellaneous Equipment:

- Movable paper cutter

QUANTITY:

- 1

SIZE:

- 200 SF

SPATIAL RELATIONSHIPS:

- Adjacent and access to Multi-purpose and Dual Purpose Art Studios
- Can be combined with the Kiln Room

GOAL:

- To provide secure and adequate space to store art supplies, portable equipment, technology peripherals, and materials

PROGRAM ACTIVITIES:

- Storage of equipment, supplies, and projects