



Cheshire Public Schools
Cheshire, Connecticut

ELEMENTARY EDUCATIONAL SPECIFICATIONS

for

Norton Elementary School

Approved by the Planning Committee of the Cheshire Board of Education April 7, 2022

Approved by the Cheshire Board of Education April 21, 2022

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I. INTRODUCTION

The Cheshire Public Schools is committed to consistently maintaining our facilities and planning for the future of our buildings as 21st century learning environments.

To initiate planning for a new K-6 Norton Elementary School, Cheshire Board of Education engaged the services of Colliers Project Leaders, and Daniel Hansen, educational consultant to assist with the development of these educational specifications. The following individuals participated in the initial specific program meetings to provide input for these educational specifications:

Shari Abelson, Art teacher – Chapman
Renee Allister, 6th grade teacher – Chapman
Kathy Ardesia, School Nurse – Norton
Jean Aspinwall, School Counselor – Norton
Erica Biagetti, Director of Food Services
Christina Borger, Kindergarten teacher – Chapman
Mark Brousseau, Supervisor of Technology Support Services
Diana Burns, Principal – Chapman
Bryan Campbell, General Music teacher – Norton
Kathy Carlucci, Asst. Principal – Chapman, Norton
Kristin Cheek, 4th grade teacher – Norton
Richard Clavet, Director of Facility Services
Mike Devine, Physical Education teacher – Norton
Sandy Dube, Food Services – Norton
Sarah Gambardella, Kindergarten teacher – Norton
Kerry Gibbons, Special Education Secretary – Chapman
Kelly Grillo, Principal – Norton
Nick Gurrieri, 3rd grade teacher – Norton
Alicia Hanson, 5th grade teacher – Chapman
Devon Hart, Kindergarten teacher – Norton
Fran Hauser, 5th grade teacher – Norton
Allie Kennedy, 2nd grade teacher – Norton

Kara LaDore, 6th grade teacher – Norton
Sue Landisio, Special Education teacher – Norton
Michelle Leavitt, Main Office – Norton
Kylee MacIntosh, Special Education teacher – Chapman
Deb Manke, 6th grade teacher – Norton
Vincent Masciana, Chief Operating Officer
Carolyn McElravy, Library Media – Norton
Heather McElroy, Special Education teacher – Norton
Jamie Odell, Orchestra teacher – Chapman
Michael Papa, Director of Technology Services
Kylie Paradis, 4th grade teacher – Chapman
Jill Puckett, Art teacher – Norton
Garrett Rigali, 3rd grade teacher – Chapman
Shannon Sniffin, Admin. Assistant to Principal – Chapman
Marlene M. Silano, Assistant Superintendent
Dr. Jeffrey Solan, Superintendent of Schools
Susan Squire, 1st grade teacher – Chapman
Steph Staszewski, 6th grade teacher – Norton
Ali Therrien, School Counselor – Chapman
Katherine Zukis, 1st grade teacher – Norton

II. CHESHIRE CORE DOCUMENTS

CORE BELIEFS

Our academic core beliefs are fundamental to the development of lifelong learners who will be successful in an ever-changing global society.

We believe the teaching and learning process is built on a strong curriculum that focuses on the fundamental skills of literacy, critical thinking and problem-solving skills as articulated in the Cheshire Performance Standards. Each student deserves to be challenged at his/her highest level in a safe, caring and positive environment. Our educational excellence depends on the shared goals and high expectations for achievement by our community.

Our social and personal core beliefs provide the foundation for a positive learning environment and are necessary for the success of the learning process.

We strive to provide a learning environment that promotes the development of social skills and emotional well-being. We believe that the education community has a responsibility to respect the individuality of each learner. We believe in the importance of promoting: character and personal responsibility; citizenship; service; and leadership.

Our community core beliefs support partnerships that foster educational opportunities.

We believe the involvement and partnership of parents, students, staff, and community is critical to student success. Effective communication and accountability among stakeholders are essential to ensure a healthy school system. Financial support is imperative to operational success and to the achievement of our shared goals.

VISION

Our Vision for the Cheshire Public Schools includes:

- A curriculum built on sound foundational skills that promote lifelong learning, critical thinking, community involvement and global awareness.
- High standards of achievement for all learners based on vital concepts and skills and the Cheshire Public Schools performance standards.
- Effective, engaging and varied teaching strategies and learning tasks that promote appropriate challenge and rigor for each student.
- A learning community that embraces diversity and promotes respect, trust, and self-esteem, and is safe and free from alcohol, drugs, and violence.
- Classrooms in which learning is inspired and celebrated.
- Ongoing and effective communication and interactions between school, home, and the greater community.
- Students, teachers, parents use technology to enhance learning, teaching, and communicating.
- Facilities that are clean, well-maintained and meet the needs of today's learner.
- Appropriate resources to support the community's goal of educational excellence.

III. PROJECT RATIONALE

This project to construct a new Norton Elementary School is a key component of the Cheshire Public Schools Next Generation Phase I Plan, which has been developed to modernize all of the district's eight (8) aging school buildings so that they will properly serve the educational needs of current and future students for many years to come. A critical factor of the overall plan is to ensure that the district's total elementary school capacity will be able to accommodate the student enrollment growth that has been projected to occur over the next decade in Cheshire. The new Norton Elementary School as outlined in these Educational Specifications are consistent with and meet the requirements of the overall plan.

This project seeks to provide a school building that:

- Creates learning environments designed for current instructional strategies as captured in Cheshire's Core Documents;
- Benefits from needed technology upgrades;
- Complies with current building and fire codes;
- Incorporates contemporary design for school safety;
- Utilizes modern, efficient heating and cooling systems; and
- Provides accessibility to all by meeting the requirements of the Americans with Disabilities Act.

IV. THE PROJECT

Objective: To ensure all Cheshire children are able to attend a school that is safe, modern, compliant with current building codes and able to support their educational program.

The following project specifications for the new Norton Elementary School were developed using data from the population study conducted in March 2022 by SLAM.

- School: **Norton Elementary School**
- Project Type: New Construction
 - Building Program Area: **63,975** square feet
 - Net Building Area: **91,484** square feet (*Bldg Program Area x 1.43%*)
 - Total Gross Square Feet (outside face of walls): **96,058** square feet (*Net Building Area x 5%*)
- Anticipated Referendum: November 2022
- Design Enrollment: **661** students

V. ENROLLMENT AND CAPACITY DATA

The Norton Elementary School enrollment as of March 1, 2022 was 436 students in grades K – 6. The eight-year maximum enrollment projection for the new K-6 Norton Elementary School is 661, which includes redistricted students transferring from other schools to the new Norton Elementary School.

Source: *School Enrollment Projections, March 2022 by SLAM*

VI. OVERVIEW OF PROGRAMS

GENERAL EDUCATION

The features of the elementary classrooms at Norton can be divided into four classifications: (1) Early Childhood – Full-Day Kindergarten; (2) Early Elementary - grades one and two; (3) Intermediate - grades three, four and five; and (4) Upper Intermediate – grade 6. The classroom needs of all elementary children will require flexibility of space, portability of furniture and acoustical treatment of environment. This will be accommodated while providing low height furnishings and more space for group instruction and movement that will range from total class involvement to three or four separate groups doing different activities at the same time. Specific to Cheshire’s instructional approach, whole class gathering spaces are required for class meetings, language arts and mathematics mini lessons. Space should also be provided for students to read, write, research, and study for either individual or small group projects. The learning environment must also accommodate space for multiple adults (specialists and para educators) who work with students within the general classroom environment. All instructional classrooms require storage space for items such as classroom libraries, textbooks, reference materials, supplemental books, supplies, science equipment, charts, globes, computers, calculators and audio-visual equipment. Equally important is wall space to post anchor charts and other instructional reference materials for students to access on a daily basis. In addition to the subject areas of Health & Wellness, Mathematics, Reading/Language Arts, Science, and Social Studies, our General Education program includes curriculum focused on Art, Music, and Physical Education. Additionally, an instrumental program is provided for all students in grades 5 and 6 as well as a World Language program for grade 6. Support Services include a Library/Media Center and technology support integrated throughout the learning environments. Facilities for these areas need to be specific to each program’s purpose yet allow for flexibility of space as with the K-6 classrooms. As the K – 6 program requires that students travel to these various program areas periodically during the day, consideration should be given to the student traffic that will result from this academic arrangement. Additionally, the sixth-grade program should be within a specified wing of the building to simulate a “middle school” environment where students travel among classrooms for different subject area instructional activities. It is important to note that due to a contractual obligation, special area teachers (art/music/PE) may teach a maximum of twenty-four (24) classes per week; therefore, there will be times during the week when two classes are being conducted for each area simultaneously thereby requiring additional instructional space for each area.

A platform off of the gymnasium will serve as a stage area for school assemblies, performances, supplemental area for instrumental music instruction, and other events. It will be adjacent to the gymnasium and accessible from the main corridor. The platform will be accessible and code compliant with ramp access. Included in the design will be a high-quality built-in sound system, stage draperies and main curtains, as well as adjustable stage and general lighting. An electronically controlled acoustical wall will be installed at the proscenium to allow the space to be used for activities such as instrumental music lessons and/or ensemble practice on the platform while the gymnasium is in use.

Additional instructional space is necessary to provide support for non-identified students, as prescribed in the Scientific Researched Based Intervention (SRBI) requirements of the Connecticut State Department of Education. General Education Intervention/Support Services is comprised of Reading, Mathematics and English Learner support (TESOL). Each of these rooms will be centrally located within the academic area of the building. These rooms will be utilized for individual testing, individual and small group instruction.

The outside play area for the early elementary and intermediate levels must be extensive and varied to accommodate activities that range from the minimal space demands of individual/small group play and the like, to larger areas needed to play soccer, kickball, softball, etc. This play area should be away from instructional spaces, if possible. Ideally, this play area should be in close proximity to gymnasium and cafeteria for easy access. The early childhood play area should be near the kindergarten classrooms, depending on the design of the school and proximity to other classrooms.

SPECIAL EDUCATION

Cheshire Public Schools invest significantly in their special education programming to best serve their students and in order to avoid costly outplacement services for their students. Special Education programs at the new Norton Elementary include: K-6 Special Education Resource, Occupational/Physical Therapy (OT/PT) Services and Related Services (Counseling, Psychologist, Speech/Language/Hearing, BCBA).

Program spaces for special education/related service teachers should be able to meet the needs for small group instruction. They will need to be of sufficient size to accommodate children who require specialized equipment. Rooms will be used for individual testing, confidential meetings with parents and/or students, individual and small group instruction, counseling, and staff conferences.

SUPPORT SERVICES

MEDIA CENTER

The Library Media Center of an elementary school is a multi-purpose room and preferred to be located as a central “hub” of the school and can be referred to as a Learning Commons. It should be bright, colorful, attractive, warm and inviting. It is important that the media center be designed with the student’s safety in mind. There should be freestanding, moveable, low, double-faced shelving allowing a staff member to see the entire area. The area must be spacious enough to house an appropriate print and media collection. There should be room for multiple classrooms to use this resource on an independent basis. The room is divided for multiple purposes: a small story corner, a large group instructional “classroom” space, a student project area, a production area for teachers, provision for computer workstations for research and access to online card catalogue as well as a circulation area located near an entrance/exit door is also required.

TECHNOLOGY

A contemporary elementary school must be able to support varied uses of technology. In particular, the school’s infrastructure should reflect the latest in wiring and cabling, which would support current technology applications as well as the capacity to support future requirements. Computers should support the full range of educational and operational functions in the school.

Wiring for all classrooms will include multiple network drops and multiple electrical outlets. The entire facility will have wireless connectivity to support the implementation of one-to-one mobile devices such as laptops, netbooks, and other Internet-ready devices.

VII. PROGRAM SPECIFICATIONS (Detailed Description)

Unless otherwise noted, the standard furnishings for every classroom noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Air conditioning
- ADA compliant building standards
- Wireless/internet access to support at least 30 mobile devices
- Multiple electric outlets to support charging of 1-1 student devices
- Sound Field System
- Telephone
- Intercom for communication with office

GENERAL EDUCATION PROGRAMS

EARLY CHILDHOOD: FULL-DAY KINDERGARTEN

SPACE: 1,100 square feet including student toilet room (each)

NUMBER: Five (5) classrooms

EARLY CHILDHOOD: FULL-DAY KINDERGARTEN	
Toilet	<ul style="list-style-type: none"> • Toilet room with a sink within classroom at a level appropriate for children ages 4-6
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate countertops appropriate for 4 and 5-year old's • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas for anchor charts, large bins/kits • Classroom library storage • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for 3 adults • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-1
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage area for twenty-four (24) located within the classroom • Built in to allow for maximum site-lines for teachers • Student mailboxes
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboards, at appropriate height • Bulletin Boards or tackboard walls
Student Furniture	<ul style="list-style-type: none"> • Two (2) tables for small group instruction • Flexible seating/tables to accommodate up to twenty-four (24) students (flexible/adaptable workstations)
Teacher Furniture	<ul style="list-style-type: none"> • One (1) Teacher desk/chair
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive system, at appropriate height for K • Document camera
Computers (each)	<ul style="list-style-type: none"> • 1-to-1 iPads for each student with charging station • One (1) teacher computer

EARLY ELEMENTARY – GRADES ONE and TWO	
<p>SPACE: 900 square feet (each classroom) 50 square feet (in-class toilet room)</p> <p>NUMBER: Ten (10) classrooms</p>	
Toilet	<ul style="list-style-type: none"> • Toilet room with sink within classroom at a level appropriate for children ages 6-8
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser • In-room water bottle refilling station
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases (closed and open shelving) • Storage areas for anchor charts, large bins/kits • Classroom library storage • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for three (3) adults • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-1; Grades 2-3
Student Storage	<ul style="list-style-type: none"> • Coat and personal (non-locking) lockers for twenty-four (24)/classroom located in the corridor
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboards (in addition to interactive system) • Bulletin Boards or tack board walls
Student Furniture	<ul style="list-style-type: none"> • Two (2) small group instructional tables • Flexible seating/desks/tables to accommodate up to twenty-four (24) students

EARLY ELEMENTARY – GRADES ONE and TWO	
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Special Needs/Equipment	<ul style="list-style-type: none"> • Common space outside classrooms desirable
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive system • Document camera
Computers (each)	<ul style="list-style-type: none"> • 1-to-1 Chromebook device for each student with charging station • One (1) teacher computer

INTERMEDIATE – GRADES THREE, FOUR, and FIVE	
SPACE: 900 square feet (each)	
NUMBER: Fifteen (15) classrooms	
Toilet	<ul style="list-style-type: none"> • Toilet facilities located in close proximity to classrooms
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room water bottle refilling station • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases (closed and open shelving) • Storage areas for anchor charts, large bins/kits • Built-in classroom library storage accessible to students • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for three (3) adults • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades 2-3; Grades 4-5
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage areas are located in the corridors for up to twenty-six (26) students per classroom (one (non-locking) locker per student; double stacked)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboards (in addition to the interactive system) • Bulletin Boards or tackboard walls (prefer additional whiteboards vs. bulletin boards)
Student Furniture	<ul style="list-style-type: none"> • Small group instruction table and appropriate student seating for twenty-six (26)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Special Needs/Equipment	<ul style="list-style-type: none"> • Common small group space outside classrooms desirable
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive system • Document camera
Computers (each)	<ul style="list-style-type: none"> • 1-to-1 Chromebook device for each student with charging station • One (1) teacher computer

UPPER INTERMEDIATE – GRADE SIX	
SPACE: 900 square feet (each)	
NUMBER: Five (5) classrooms	
Access	<ul style="list-style-type: none"> • Located within a separate wing of the school • Close proximity to “specials” area (Art, Music, PE)
Toilet	<ul style="list-style-type: none"> • Toilet facilities located in close proximity to classrooms • Personal storage in girls’ room
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter; two (2) sinks in science classrooms • In-room water bottle refilling station • Soap and towel dispenser

UPPER INTERMEDIATE – GRADE SIX	
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases/cabinetry specific to subject areas • Storage areas for anchor charts, large bins/kits • Classroom library storage • Counters under windows where appropriate • Closet in Science and Social Studies rooms for student project work
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for three (3) adults • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage areas are located in the corridors for up to twenty-six (26) students per classroom (one (non-locking) locker per student; double stacked)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Mobile, flexible adjustable furniture and appropriate student seating for twenty-six (26)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Special Needs/Equipment	<ul style="list-style-type: none"> • Common small group space outside classrooms desirable
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive system • Document camera • Floor outlets for science classroom
Computers (each)	<ul style="list-style-type: none"> • 1-to-1 Chromebook device for each student with charging station • One (1) teacher computer

TEACHER/STAFF TEAM ROOM	
SPACE: 300 square feet	
NUMBER: One (1) room	
Sinks	<ul style="list-style-type: none"> • Sink, countertop • Soap and towel dispenser
Storage	<ul style="list-style-type: none"> • Closed cabinetry for classroom materials • Closed cabinetry for Math manipulative storage • Deep shelving for large unit bin storage
Furniture	<ul style="list-style-type: none"> • Table with six adult chairs • Coffee maker, microwave
Technology	<ul style="list-style-type: none"> • Multi-Function Printer (MFP) • Interactive screen device

VISUAL ARTS	
SPACE: 1,450 square feet (includes 350 s.f. for kiln room and storage)	
NUMBER: One (1) classroom	
Sinks	<ul style="list-style-type: none"> • Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location; sinks should be accessible to primary-age students • Paint-resistant countertops • In-room water bottle refilling station
Access	<ul style="list-style-type: none"> • Adjacent to Auxiliary Visual Arts Classroom and Storage/kiln room

VISUAL ARTS	
Classroom Storage	<ul style="list-style-type: none"> • Separate Storage Room • Lockable closets • Easily accessible cabinets and shelves • Vertical file tub-storage cabinets with locks • Two (2) kitchen-type mobile carts with shelves • Draftsman cabinet file for large paper/poster storage
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Space to store student work in progress; one area per classroom
Lighting	<ul style="list-style-type: none"> • North facing classroom, preferable
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile; carpet area
Display	<ul style="list-style-type: none"> • Fully locked showcase on room's corridor wall (and others throughout building) • Magnetic whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Twenty-six (26) adjustable chairs/stools
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair • Demonstration table
Other Furniture	<ul style="list-style-type: none"> • Six (6) adjustable worktables (rectangular) to seat six (6)
Special Needs/Equipment	<ul style="list-style-type: none"> • One (1) kiln (to be appropriately located and sized) with ventilation system • Drying racks • Book racks and magazine shelves (fine arts area) • Four (4) sturdy wooden adjustable painting easels • Two (2) large rolling waste barrels • Eyewash station • Paper cutter in storage room
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive system • Document camera
Computers	<ul style="list-style-type: none"> • One (1) teacher computer

VISUAL ARTS AUXILLARY CLASSROOM	
SPACE: 1,000 square feet (adjacent to 350 s.f. for kiln room and storage to be shared with Visual Arts Classroom)	
NUMBER: One (1) classroom	
Sinks	<ul style="list-style-type: none"> • Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location; sinks should be accessible to primary-age students • Paint-resistant countertops • In-room water bottle refilling station
Access	<ul style="list-style-type: none"> • Adjacent to shared materials storage/kiln room with the other Visual Arts classroom
Classroom Storage	<ul style="list-style-type: none"> • Lockable closets • Easily accessible cabinets and shelves • Vertical file tub-storage cabinets with locks • Two (2) kitchen-type mobile carts with shelves • Draftsman cabinet file for large paper/poster storage
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Space to store student work in progress; one area per classroom
Lighting	<ul style="list-style-type: none"> • North facing classroom, preferable
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile; carpet area

VISUAL ARTS AUXILLARY CLASSROOM	
Display	<ul style="list-style-type: none"> • Two-sided fully locked showcase on room's corridor wall (and others throughout building) • Magnetic whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Twenty-six (26) adjustable chairs/stools
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair • Demonstration table
Other Furniture	<ul style="list-style-type: none"> • Six (6) adjustable worktables (rectangular) to seat six (6)
Special Needs/Equipment	<ul style="list-style-type: none"> • One (1) kiln (to be appropriately located and sized) with ventilation system • Drying racks • Book racks and magazine shelves (fine arts area) • Four (4) sturdy wooden adjustable painting easels • Two (2) large rolling waste barrels • Eyewash station • Paper cutter
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive system • Document camera
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer

GENERAL AND INSTRUMENTAL MUSIC	
<p>SPACE: 1,000 square feet for General Music 1,000 square feet for Instrumental Music (including instrument storage)</p> <p>NUMBER: One (1) room for General Music (K – 6), and one (1) space for Instrumental Music (Gr. 4-6)</p>	
Sinks	<ul style="list-style-type: none"> • Small sink area in both Music rooms • Additional large sink in Instrumental Music room to submerge brass instruments for cleaning (3' wide by 8" deep) • In-room water bottle refilling station
Access	<ul style="list-style-type: none"> • In proximity to gymnasium and platform (stage) • Instrumental room ideally located near bus entrance for easy drop off/pick up of instruments
Classroom Storage	<ul style="list-style-type: none"> • Music cabinets for sheet music storage (each room) • Built-in bookcases • Open storage for Orff instruments for general music classroom (accessible to students) • Movable cart storage for Music library collection (may be shared among classrooms)
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe in each space • One (1) lockable four-drawer filing cabinet in each area
Student Storage	<ul style="list-style-type: none"> • Built-in lockable storage for instruments (low built-in cubbies at instrumental music room entrance) • Rack storage for large string instruments
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet in both music classrooms
Display	<ul style="list-style-type: none"> • Two 8 ft. whiteboards, one with permanent musical staff lines (each room)
Student Furniture	<ul style="list-style-type: none"> • Eighty (80) stackable chairs for instrumental room • Twenty-six (26) stackable seating in general music room
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair

GENERAL AND INSTRUMENTAL MUSIC	
Other Furniture	<ul style="list-style-type: none"> • Eighty (80) music stands for instrumental room • Two (2) conductor’s stands • Large Move and Store cart for music stands • Electronic keyboard in both music rooms • Flexible, adjustable platforms/risers (such as “Flip Forms”) in general music room
Special Accommodations	<ul style="list-style-type: none"> • General music room needs open space for movement and varied activities • Sound deadening/soundproof walls • Acoustical divider built between platform and gymnasium • Instrumental lessons and large group ensembles require 48” of space per student
Classroom Technology	<ul style="list-style-type: none"> • Sound systems in both rooms • Large screen interactive system in each room
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer with access to high quality sound system control (each room)

MUSIC ENSEMBLE PRACTICE ROOM	
SPACE:	1,000 square feet
NUMBER:	One (1) room
Sinks	<ul style="list-style-type: none"> • Small sink area • In-room water bottle refilling station
Access	<ul style="list-style-type: none"> • In proximity to gymnasium and platform (stage) • Adjacent to General and Instrumental music rooms • Adjacent to Multi-purpose Room
Classroom Storage	<ul style="list-style-type: none"> • Music cabinets for sheet music storage (each room) • Built-in bookcases • Open storage for Orff instruments for general music classroom (accessible to students) • Movable cart storage for Music library collection (may be shared among classrooms)
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe in each space • One (1) lockable four-drawer filing cabinet in each area
Student Storage	<ul style="list-style-type: none"> •
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet in both music classrooms
Display	<ul style="list-style-type: none"> • Two 8 ft. whiteboards, one with permanent musical staff lines (each room)
Student Furniture	<ul style="list-style-type: none"> • Eighty (80) stackable chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Eighty (80) music stands for instrumental room • One (1) conductor’s stand • Large Move and Store cart for music stands • Electronic keyboard • Flexible, adjustable platforms/risers
Special Accommodations	<ul style="list-style-type: none"> • Open space for movement and varied activities • Sound deadening/soundproof walls
Classroom Technology	<ul style="list-style-type: none"> • High-quality sound system • Large screen interactive system
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer with access to high quality sound system control (each room)

PHYSICAL EDUCATION	
SPACE: Gymnasium: 6,000 square feet PE Office/Storage: 800 square feet (includes 300 s.f. office (Restroom TBD)) Chair Storage: 200 square feet Platform/Stage: 900 square feet	
Sinks	<ul style="list-style-type: none"> • Recessed In-room water bottle refilling station
Access	<ul style="list-style-type: none"> • Capacity to hold entire student body, staff and faculty • Convenient access to ball fields
Storage	<ul style="list-style-type: none"> • Folding seating/storage for entire student body, staff and faculty (separate storage from PE equipment) • Storage area will have access from both the interior of the gymnasium, as well as the exterior of the building (for outdoor sports and playground activities); a roll-up exterior access door is desired • Six (6) shelving units (48"x18"x72") inside storage facility
Lighting	<ul style="list-style-type: none"> • Lighting with safety cages or equivalent
Flooring	<ul style="list-style-type: none"> • Wooden floor system with essential markings for basketball, volleyball, and pickle ball each with distinct color markings • Protective matting on walls
Special Accommodations	<ul style="list-style-type: none"> • Sound deadening/soundproof walls including acoustical wall dividing platform (stage) from gymnasium • Clerestory windows with remote room darkening shade system • High ceiling, the lowest features should be a minimum of 22 ft. from the floor • Wall matting around entire perimeter, from height of wall base to 6'-0" minimum above finish floor • Removable wall matting along front of platform as well. • Two (2) main and four (4) side baskets for basketball (all adjustable for height and electrically operated) • Volleyball post recessed floor sleeves • Chinning bars • Horizontal bar • Divider curtain • Ceiling mounts for cargo nets and rope climbing • One wall to be designated for future climbing • Electric retractable bleacher seating, five (5) rows • Movable cart for storage/equipment • Two (2) AED with audible alarm box will be installed; one (1) in the public access hallway outside nurse's office, and one (1) outside the gymnasium • Scoreboard
Classroom Technology	<ul style="list-style-type: none"> • One (1) teacher computer • Portable SMART Board system, or similar device for classroom instruction • Built-in sound system for assemblies and programs • Remote control screen with appropriate rear projection device

LIBRARY MEDIA CENTER	
SPACE: 2,950 square feet (includes 200 s.f. office for media staff and 200 s.f. work room with Multi-Function Printer [MFP])	
Sinks	<ul style="list-style-type: none"> • Sink in media center workroom • Kitchenette in workroom
Access	<ul style="list-style-type: none"> • Centrally located in the school • Access to outdoor garden area, desirable
Storage	<ul style="list-style-type: none"> • Audio-visual storage cabinets • Over-size vertical filing cabinet • Storage/display for teacher resources and professional development materials

LIBRARY MEDIA CENTER	
Teacher Storage	<ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet in office • Two (2) lockable teacher wardrobe closets
Lighting	<ul style="list-style-type: none"> • Remote control room darkening blinds
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Magnetic whiteboards • Bulletin Boards • Well-placed and secure space for displays and promotional materials
Student Furniture	<ul style="list-style-type: none"> • Tables and chairs with sleigh legs; easy to reconfigure • Computer furniture/workstations for two (2) student computers
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desks/chairs; Two (2) adult visitors chairs
Other Furniture	<ul style="list-style-type: none"> • 48-inch free standing, double-faced shelving for student print materials; on wheels for adjusting space layout • Comfortable lounge style seating – adult and student
Space Considerations	<ul style="list-style-type: none"> • Staggered/tiered stepped story corner • Area for independent study; • Study room for 2-3 students with windows • Separate area for whole class instruction with partial wall • Maker Space area • Informal seating or an informal area with comfortable chairs • Space should be able to accommodate staff professional development activities
Classroom Technology	<ul style="list-style-type: none"> • Sufficient outlets to support all technology • Sound system for large group events • Online circulation system (2 circulation stations) • Large screen interactive system (2 – one for classroom area; one for general media center area) • Copier in workroom
Computers (each)	<ul style="list-style-type: none"> • Two (2) student computers to access circulation • One (1) Chromebook cart (class set) • Two (2) teacher computers

SMALL BREAKOUT ROOM	
SPACE: 125 square feet (each) for individual assessment with teachers and/or small group work with para educators	
NUMBER: Three (3) rooms	
Access	<ul style="list-style-type: none"> • In close proximity to general education classrooms
Teacher Storage	<ul style="list-style-type: none"> • Closet for general materials
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Board
Furniture	<ul style="list-style-type: none"> • One (1) table • Four (4) student chairs • One (1) teacher chair
Technology	<ul style="list-style-type: none"> • Wire for future large screen interactive system

READING/MATH COACH'S OFFICE	
SPACE: 200 square feet (each) for meetings with teachers	
NUMBER: Two (2) rooms	
Access	<ul style="list-style-type: none"> • In close proximity to main office
Teacher Storage	<ul style="list-style-type: none"> • Bookshelves, cabinets, lockable teacher wardrobe
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting

READING/MATH COACH'S OFFICE	
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk, small table with four (4) chairs
Computers (each)	<ul style="list-style-type: none"> • Teacher computer

GENERAL EDUCATION INTERVENTION SERVICES – READING AND MATH	
SPACE: 600 square feet (each) for Reading and Math Intervention, each space to accommodate 4 adults working with small groups	
NUMBER: Two (2) rooms	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In close proximity to general education classrooms and SPED Resource
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A walk-in supply closet with shelving installed in each room • Counters under windows where possible • Separate literacy closet adjacent to Reading Room (included in “Instructional Storage”)
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for four (4) adults • Two (2) lockable four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboards • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Differentiated student tables and chairs to accommodate K-6 students
Teacher Furniture	<ul style="list-style-type: none"> • One (1) Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor’s chairs
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive system
Computers (each)	<ul style="list-style-type: none"> • Eight (8) student computer devices with charging station • One (1) teacher computer

SPECIAL SERVICES PROGRAMS

Grades K-6 Special Services Programs

SPECIAL EDUCATION RESOURCE	
SPACE 400 square feet (each)	
NUMBER: Four (4) classrooms	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Close proximity to general education classrooms and to each other • Close proximity to related services (SW/Psych/SLH), preferred • Quiet area of school; away from Music, PE, playgrounds
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe for four (4) adults • Two (2) lockable four-drawer filing cabinets • Access to shared testing materials

SPECIAL EDUCATION RESOURCE	
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Magnetic whiteboards • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Student tables/chairs (adjustable/movable)
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) Teacher desks/chairs
Other Furniture	<ul style="list-style-type: none"> • Adult visitor's chairs • Activity Groups: Two (2) tables with six (6) chairs (each) • Portable dividers • Sensory break area
Classroom Technology	<ul style="list-style-type: none"> • Large screen interactive system
Computers (each)	<ul style="list-style-type: none"> • Two (2) teacher computers • Six (6) student desktop computers with large screens

K-6 O.T./P.T. AND SPEECH/LANGUAGE RESOURCE	
SPACE: 700 square feet	
NUMBER: One (1) 500 sq ft room shared by two (2) staff for OT/PT; One (1) 200 sq ft room for Speech/Language	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • Soap and towel dispenser • In-room water bottle refilling station
Classroom Storage	<ul style="list-style-type: none"> • Storage closet (walk-in) for large equipment (large adaptive chairs, swings, balance beams, large walkers, gait trainers, large therapy balls, etc.) • Built-in bookcases, storage areas, large-drawer storage • Open shelving and counter area • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Two (2) lockable teacher storage wardrobes • Two (2) lockable built-in four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Small tables with student chairs • Sensory break area
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) Teacher desk/chair workstations
Other Furniture	<ul style="list-style-type: none"> • Adult visitor chairs
Special Needs/Equipment	<ul style="list-style-type: none"> • Trampoline, Balance Beam, Swing suspended from ceiling beam (6' radius), Stairs, Floor Mats • Area for gross motor activities.
Computers	<ul style="list-style-type: none"> • Two (2) teacher computers

K - 6 RELATED SERVICES – SOCIAL WORKER/PSYCHOLOGIST/SPEECH/COUNSELING	
SPACE: 650 square feet (total)	
NUMBER: Three (3) offices: 200 sq ft offices each for Social Worker; Psychologist; 250 sq ft Counseling Room	
Access	<ul style="list-style-type: none"> • Close proximity to the main office and sped resource rooms (first floor) • Consider these offices as a suite with common area • Away from Music and gymnasium
Sinks	<ul style="list-style-type: none"> • One (1) in Psychologist office or in common area within suite

K - 6 RELATED SERVICES – SOCIAL WORKER/PSYCHOLOGIST/SPEECH/COUNSELING	
Storage	<ul style="list-style-type: none"> • One (1) lockable built-in four-drawer filing cabinet (each office) • Closed bookcase and shelving • Walk-in supply closet (common area) • Laminate counters and shelving (common area)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair (each office)
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs (each office) • One (1) table, with 6 student chairs (each office) • Small play/cozy area
Special Needs/Equipment	<ul style="list-style-type: none"> • Built-in mirror wall (6’ wide x 4’ tall) (Speech only)
Computers	<ul style="list-style-type: none"> • One (1) teacher computer (each office) • Large screen interactive system (each office)

ADMINISTRATION AND SUPPORT SERVICES

Unless otherwise noted, the standard furnishings for every area noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Year-round air conditioning
- ADA compliant building standards
- Wireless/internet access
- Multiple electric outlets
- Telephone

PRINCIPAL’S OFFICE	
SPACE: 200 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to secretary’s workstation and conference room
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor’s seating for six (6)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board • Private lavatory • Acoustical treatment for confidentiality
Technology	<ul style="list-style-type: none"> • Polycom telephone • Building security system monitor • Security “panic” button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) laptop with docking station or desktop • Large screen interactive system

ASSITANT PRINCIPAL’S OFFICE	
SPACE: 200 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to Main Office and conference room

ASSITANT PRINCIPAL'S OFFICE	
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor's seating for four (4)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Building security system monitor • Security "panic" button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) laptop with docking station or desktop • Large screen interactive system

MAIN OFFICE (SECRETARIAL AREA)	
SPACE: 700 square feet	
Access/Location	<ul style="list-style-type: none"> • Welcoming and comfortable atmosphere • Adjacent to principal's office • Main hallway wall should have multiple windows, and the Main Office should be able to view main entranceway of school and bus traffic • Connecting door between office and health suite • Staff lavatories should be adjacent to office
Storage	<ul style="list-style-type: none"> • Safe • Staff mailboxes within main office area • Base and wall cabinets with counter space • Fire-proof, lockable files for student confidential records within separate workroom
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Secretarial workstations (2) • Secretarial chairs (2) • Additional worktable/counter area • Visitor's seating distanced from secretarial work areas (confidentiality)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin boards • Closet for coats • Kitchenette counter, small refrigerator, sink, microwave
Technology	<ul style="list-style-type: none"> • Multi-Function Printer [MFP] • Building security system monitor (secretary/clerk) • Security "panic button with dedicated phone line (secretary/clerk) • Radio charging station • Drop box for parent "deliveries"
Computers	<ul style="list-style-type: none"> • Two (2) computers • Parent access Kiosk computer

CONFERENCE ROOM	
SPACE: 300 square feet each	
NUMBER: One (1) room	
Access/Location	<ul style="list-style-type: none"> • One adjacent to Main Office/Principal's Office
Storage	<ul style="list-style-type: none"> • One (1) credenza
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting

CONFERENCE ROOM	
Office Furniture	<ul style="list-style-type: none"> • Conference Table • Seating for ten (10)
Other Accommodations	<ul style="list-style-type: none"> • Magnetic whiteboard • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Large screen interactive system
Computers (each)	<ul style="list-style-type: none"> • One (1) computer

HEALTH SERVICES	
SPACE: 650 square feet	
Toilet	<ul style="list-style-type: none"> • Oversized accessible toilet room
Sink	<ul style="list-style-type: none"> • Sink with foot pedal controls (outside Toilet room)
Access/Location	<ul style="list-style-type: none"> • Access to main office for assistance during times of emergency • Access through main corridor • Access to natural light; windows that open
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Lockable cabinets for medication • Three (3) four-drawer lockable filing cabinets • Closet and extra storage for materials
Office Furniture	<ul style="list-style-type: none"> • Desk/chair facing room entry • Bookcase • Table in separate area for testing/conferences (private) • Four (4) student chairs for waiting area
Space Considerations	<ul style="list-style-type: none"> • Recovery area with 4 cots with privacy curtains • Private space where nurse can speak privately with students/parents/staff • Examination room • Isolation Room with dedicated exhaust system • 30-ft space to conduct vision screenings • Waiting area for students
Medical Equipment	<ul style="list-style-type: none"> • Wheelchair/evac chair • Magnifying lamp • Rolling cart (portable emergency cart) • Examination table
Other Accommodations	<ul style="list-style-type: none"> • AED with audible alarm box will be installed in the public access hallway. Additional AED located near gymnasium • Refrigerator with separate frost-free freezer compartment • Ice maker
Technology	<ul style="list-style-type: none"> • Telephone with direct access to an outside line and ability to access classrooms • Portable phone for nurse • Fax machine • Printer
Computers	<ul style="list-style-type: none"> • One (1) computer

TEACHER WORKROOM	
SPACE: 300 square feet (Combine with Faculty Lounge)	
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter tops • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to Main Office area
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile

TEACHER WORKROOM	
Storage	<ul style="list-style-type: none"> • Shelving and ample counter space • Locked cabinet
Furniture	<ul style="list-style-type: none"> • Table and six (6) chairs
Other Accommodations	<ul style="list-style-type: none"> • Die press (letter cutting machine) • Laminating machine • General office supplies
Technology	<ul style="list-style-type: none"> • Multi-Function Printer [MFP]
Computers	<ul style="list-style-type: none"> • One (1) teacher computer

FOOD SERVICES – CAFETERIA	
SPACE: 2,800 square feet <i>(Based on 5 lunch waves: 20% enrollment x 17.5 square feet)</i>	
Sink	<ul style="list-style-type: none"> • Automatic bay sink for handwashing and hand sanitizer for students
Access/Location	<ul style="list-style-type: none"> • Adjacent to full kitchen and open to serving area • Exits to outdoors • Close proximity to playground and fields
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Resilient rubber flooring – needs to be easy to sweep and mop
Storage	<ul style="list-style-type: none"> • Storage room to accommodate tables/benches and chairs
Furniture	<ul style="list-style-type: none"> • Folding roll-away tables/benches, with built-in seating, to accommodate projected number of students in a lunch wave plus 25%
Other Accommodations	<ul style="list-style-type: none"> • Recessed water bottle refilling stations • Sound reducing measures • Soundproof divider between kitchen and cafeteria (for when kitchen is not in use) • Bulletin boards • Murals or décor signage
Technology	<ul style="list-style-type: none"> • Localized public address system – must integrate with building system • Large screen device (matrix of flat panel LED’s or multi-cast to multiple LED’s) for Professional Development activities • Electronic Signage sized appropriately for the space • WIFI – full coverage

FOOD SERVICES – KITCHEN	
SPACE: 1,950 square feet – Kitchen 150 square feet – Food Manager’s Office (included)	
Toilet	<ul style="list-style-type: none"> • Locker room for ten (10) with adjacent unisex toilet room
Sink	<ul style="list-style-type: none"> • One (1) three bay deep sink with drain board and garbage disposal • Two (2) double well stainless-steel produce sink • One (1) triple well stainless-steel pot wash sink • Four (4) hand sinks with soap and towel dispensers
Access/Location	<ul style="list-style-type: none"> • In close proximity to loading/delivery dock
Lighting	<ul style="list-style-type: none"> • Task lighting over preparation areas
Flooring	<ul style="list-style-type: none"> • Epoxy flooring – stable non-slip surface, must be easy to sweep and mop • Appropriately pitched floor with multiple floor drains and water source for custodial purposes.
Storage	<ul style="list-style-type: none"> • Four (4) stainless steel utility carts, three shelves, #300/#400 capacity • Two (2) stainless steel cart for tray storage, ADA accessible • Adequate space for annual supplies (dry storage) • Dry storage with metro racks with a can rack

FOOD SERVICES – KITCHEN	
Furniture	<ul style="list-style-type: none"> • Office desk/chair • Visitor’s chair • File cabinet • Storage shelving
Space Considerations (required)	<ul style="list-style-type: none"> • Large walk-in storeroom with heavy-duty wire mesh chrome-mate shelving • Dishwasher room with necessary utilities (racks and tray carts) • High-capacity appropriate commercial grade dishwasher that can accommodate large sheet pans • Four (4) serving lines with built-in hot and cold units • Can washing area (outside, near dock – custodial) • Break room
Food Services Equipment	<ul style="list-style-type: none"> • One (1) slicer on stand • One (1) 30-gallon mixer • One (1) double steamer • Two (2) combi-oven (steam/convection) • One (1) commercial microwave oven • Four (4) double convection ovens • Two (2) small double kettles • Tilting skillet • One (1) food processor • Pizza oven • Walk-in freezer, minimum 196 square ft. with shelving for 3 weeks of food • Walk-in refrigerator, minimum 144 square ft. with shelving • Two (2) pass-thru refrigerators near serving line • Two (2) pass-thru warmer near serving line • Dry storage room • Paper goods and chemical storage • Steam table with five (5) wells • Cold well in serving line for fruits, vegetables and salads • Six (6) preparation tables (stainless steel) at least 5’ from ovens; one with locking drawer for knives; shelves to store pots, pans, etc. • Milk coolers in kitchen, not cafe • ice cream freezers • Exhaust fans (ventilation) for ovens, skillet, stove, etc. • Exhaust fans (ventilation) in washroom and pantry areas
Technology	<ul style="list-style-type: none"> • Three (3) cash registers and stands (point of sale system – including data drops) • One (1) computer (Food Services Office - requires data drop) • Two (2) telephones (one in Manager’s Office and one in Kitchen Prep Area (amplified ringers))

FACULTY LOUNGE	
SPACE: 600 square feet (Combine with 300 sq ft Teacher Workroom)	
Toilet	<ul style="list-style-type: none"> • Faculty toilets adjacent to faculty lounge
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to the major instructional section of the school
Lighting	<ul style="list-style-type: none"> • Provide windows and maximize natural light
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Built-in upper and lower cabinets
Furniture	<ul style="list-style-type: none"> • Soft seating • Tables and seating for twenty (20) people

FACULTY LOUNGE	
Equipment	<ul style="list-style-type: none"> • Microwave oven • Refrigerator • Coffee maker

TECHNOLOGY WORKROOM/STORAGE	
SPACE: 200 square feet	
Access/Location	<ul style="list-style-type: none"> • In close proximity to data closet
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Shelving
Furniture	<ul style="list-style-type: none"> • Counterspace with tall chair
Computers	<ul style="list-style-type: none"> • One (1) computer • Additional network connections to repair equipment

CUSTODIAL OFFICE	
SPACE: 150 square feet	
Toilet	<ul style="list-style-type: none"> • Locker room for four (4) with adjacent unisex toilet room
Access/Location	<ul style="list-style-type: none"> • In close proximity to Cafeteria; loading/receiving dock/mechanical room
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Locked cabinet • Storage for outdoor equipment (separate space) with access from outside
Furniture	<ul style="list-style-type: none"> • Desk/Chair • Two (2) adult chairs
Computers	<ul style="list-style-type: none"> • One (1) computer • Video surveillance system

STORAGE
<p>SPACE: 800 square feet – Instructional Storage (Literacy closet; K-1 storage; 2-3 storage; 4-5 storage) Grade 6 storage is included in team room</p> <p>600 square feet – General Storage</p> <p>(These storage spaces are separate from custodial storage/washroom spaces for supplies and equipment; accounted for in CORE Factor.)</p>

VIII. COMMUNITY USE

The community uses Cheshire elementary schools before and after school hours. Some of the groups that regularly use the facilities include:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Cheshire Parks and Recreation Department • Scouting organizations • Albertus Magnus College • PTO | <ul style="list-style-type: none"> • Registrar of Voters • Cheshire YMCA Childcare and Summer Camp |
|--|--|

IX. ENVIRONMENT – SYSTEMS – EQUIPMENT

SYSTEM	SPECIFICATIONS
Building Systems	<ul style="list-style-type: none"> ● The building systems incorporated into the new construction will be designed in accordance with Connecticut High Performance Building standards, equivalent in performance to a LEED Silver rating. In addition, utilizing energy sources including solar and geothermal as well as net zero energy and/or emissions will be considered in the building design in the context of a 50 year estimated useful life. This should include cost estimates of energy—and other known, direct—costs over that time span for all energy sources.
Heating/Cooling (HVAC) System	<ul style="list-style-type: none"> ● Heating & cooling should be produced with natural gas with condensing boilers for heating, rooftop DX or centralized chilled water for cooling. Consider including geo-thermal wells for energy efficiency. Heating and cooling systems shall be designed with the appropriate redundancy typical for a school setting. ● Consider the use of a centralized chilled water plant to provide building-wide A/C. ● All spaces are to receive air conditioning, but only those areas with summertime use will have the systems running year-round; all other areas will have systems set to dehumidification only during summer months. ● Energy recovery units, VFD fan systems, exhaust, make-up air, and pumps to be utilized in the design. ● Consider in-slab hydronic heating delivery for Pre-K and Kindergarten classrooms. ● Perimeter heating will be provided by hot water fin tube radiation and possible use of ceiling mounted radiant panels, cooled and heated by a VAV system with each room served by a dedicated VAV box and hydronic reheat coil. ● The use of “chill beams” will be considered for general heating and cooling. Designer to provide additional information on chill beam systems to Owner. ● The gymnasium/auditorium and cafeteria will be served by separate variable speed air handlers. Air handlers shall include a hot water heating coil and DX or centralized chilled water-cooling coils.
Climate Controls/ Ventilation System	<ul style="list-style-type: none"> ● The building will be designed with Direct Digital Control (DDC) systems (Distech or Automate logic) centrally tied into the School Facilities Department’s building automation systems (BAS) via Graphical User Interface. ● Spaces should have independent, on demand heating, cooling, ventilation and dehumidification control through a building automation system (BAS) capable of scheduled setbacks for operational efficiency. ● Each classroom will be provided with a temperature sensor and carbon dioxide sensor. The carbon dioxide sensor is an energy saving device. By sensing the carbon dioxide within the room, the outside air intake is adjusted, reducing the amount of outside air being heated or cooled, resulting in less energy used. ● Rooftop economizers, general exhaust and kitchen exhaust to be controlled via DDC ● Climate controls/ventilation systems need to meet current codes and standards. ● Data network MDF and IDF’s must be climate controlled (A/C)

SYSTEM	SPECIFICATIONS
<p>Lighting System</p>	<ul style="list-style-type: none"> ● Efficient and appropriate natural lighting will be maximized within the facility as appropriate for the programmatic use of the spaces. Consider interior lighting temperatures no greater than 4000 K° ● Motion sensors, temperature sensors and dual switching will be installed in classrooms. ● The use of dimmable LEDs throughout, with exceptions in specialty areas. ● Attention should be given to security lighting for both interior and exterior of the building. Consider exterior lighting fixtures that down light versus flood. ● Consider programmable LED lighting fixtures with stepped drivers as an energy conservation measure. ● Exterior lighting to be controlled via photocell. ● Emergency back-up will be via self-contained battery ballasts or DC power if available. ● The use of light shelves and light- harvesting sensors/controls for natural light to reduce electrical load shall be considered in locations where possible.
<p>Electrical (Power) System</p>	<ul style="list-style-type: none"> ● Power to be provided by a local utility company. ● Consider solar roof/ground mounted. ● Consider exterior EV charging stations. ● Distribution will include customer metering, voltage and phase monitoring. Outputs to be provided for each main switch gear for supervisory monitoring. ● Emergency (whole building) generator to accommodate Life Safety needs. ● Generator must be sufficient to support critical IT equipment in MDF and all IDFs as well as administrative offices and Nurse’s office. ● Generator must support critical kitchen equipment with the intention being to cook, serve, and store food. (Hoods, ovens, serving line, freezer, refrigeration, etc.) ● Generator must support critical HVAC systems with priority to heating systems. ● Consider battery storage as an option for back-up power. ● Classroom space power distribution shall consider isolated ground circuits for smart boards, work centers, computer labs and charging stations.
<p>Technology</p>	<ul style="list-style-type: none"> ● Office and workspace with storage for Technology Personnel with sufficient data drops and power to support technology in the building. ● Each instructional space and conference room outfitted with a 75” interactive flat panel with connections run to a wall plate. ● Sound system in each room to amplify connected source as well as connected to a wireless wearable teacher microphone ● Multiple data drops with sufficient power in every classroom and meeting space. ● Latest generation full WIFI coverage throughout the entire building including basement. ● Shared printing stations to support multiple classrooms in convenient locations throughout the building. These will be fully separate areas and not a storage closet or in a classroom. ● Head end equipment to be housed in an MDF with 24-hour environmental control and supervisory monitor. ● All IDF closets require 24-hour environmental control and supervisory monitor. ● Horizontal cabling shall be Category 6e plenum rated or contemporary equivalent. ● Cable runs that penetrate fire walls shall be framed in wall and appropriately fire stopped as required by code. ● Fiber backbone between the MDF and IDF rooms shall be capable of at least 10GB minimum anticipating future growth. ● Fiber optical cable from street to MDF also must support 10 GB as well as anticipate future growth

SYSTEM	SPECIFICATIONS
Security	<ul style="list-style-type: none"> • Digital video surveillance of exterior/interior areas of the building integrated with the district system. • Electronic security system with biometric access control installed into the school. • Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours. • Motion sensors shall be mounted in corridors. • Respond to future state and/or federal mandates related to security requirements for elementary facilities (i.e., panic button systems) • Door locks shall be Corbin Russwin and integrated with the existing SPS system. All exterior doors shall be Medeco. • Interior/exterior speakers for announcements • Lockdown strobes interior and exterior of building • Exterior doors and windows shall be labeled with high visibility numbering.
Phone System	<ul style="list-style-type: none"> • A comprehensive, district-integrated phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options. • Must be capable of reporting originating room identification as part of E911 call. • Install phones in every room of the facility occupied by teachers or students at any given time, including all meeting, support and instructional spaces. • Provide Voice Over “IP” options.
Public Address	<ul style="list-style-type: none"> • The building’s public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications as well as external communications. • The PA system should be developed in conjunction with the phone, clock, data, voice and DIVOS video distribution system of the school. • Secondary access to security and public address systems will be located in the MDF/Head End Room. • The PA system should extend to the exterior of the building to cover athletic fields and playgrounds.
Clocks	<ul style="list-style-type: none"> • Clocks, similar to the phone system, will be integrated into the technology component of the project. • All support and instructional spaces will be included. • System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government- • Wireless connected wall clock with hands mounted in each instructional space with electrical outlet behind clock. These clocks require the ability to be centrally managed, synchronized with error reporting.
Plumbing System	<ul style="list-style-type: none"> • Plumbing fixtures/systems will be designed per current and applicable codes. • Consider plumbing chases and wet walls that are accessible and do not require confined space entry. • Fixtures will be self-operating utilizing low voltage controls. • Plastic piping to be considered for domestic water and heating where possible. • Floor drains with trap primers in gang toilet areas and general spaces where floor drains exist. • Plumbed for full whole building sprinkler system including Siamese connections. • All plumbing headers, branches and wet walls can be isolated utilizing ball valves. • Sanitary cleanouts to be accessible. • All kitchen designs shall incorporate an in-floor grease trap system. Basis of design brand – Zurn • Industrial arts, science labs and maintenance shop shall include wall-mounted stainless steel open bowl eye wash stations.

SYSTEM	SPECIFICATIONS
Fire Protection	<ul style="list-style-type: none"> ● Building will be fully protected by a sprinkler system installed per NFPA 13. ● Waterless fire suppression systems required in MDF and IDFs, unheated spaces and refrigerators and freezers with appropriate redundant detection.
Fire Alarm	<ul style="list-style-type: none"> ● The building will be protected by an intelligent fully-addressable digital, manual and automatic fire alarm system. Notifier by Honeywell fire alarm system NFS2-3030 is the basis of design preferred in all schools. ● Main entrances shall include Knox rapid access system (box) flush mounted in the building exterior for 1st responder access.
Acoustics	<ul style="list-style-type: none"> ● The building will comply with ANSI S12.60-2002: Acoustical Performance Criteria, Design Requirements and Guidelines for Schools. ● Suspended impact-resistant acoustical ceilings and/or acoustical decks will be installed throughout the building. ● Corridor walls should be constructed of glazed concrete masonry units, or materials with a comparable NRC rating, and provide an adequate separation for sound control. ● In specialized areas, such as media centers, appropriate acoustical treatments will be installed. ● Sound field system will be provided in each classroom. ● Consider music classroom and practice area interior acoustics and exterior acoustic isolation. ● Consider in-wall acoustical sound batting for administrative and special needs offices.
Windows/Doors	<ul style="list-style-type: none"> ● Windows should be a high efficiency, non-operational type with low e-glazing with insulated frames. ● Emergency egress windows and rated doors will be installed in accordance with applicable codes. ● Consider remotely operated automatic door control system, key fobs, proximity card readers, vision panels – review with District and integrate with security section. ● Designated classroom door locks shall be Securitech QID deadbolts. Non classroom designated rooms shall be Sargent Assa Abloy mortise locks w/deadbolts.

X. SITE DEVELOPMENT

There will be two primary entrance areas to the building: (1) the Main Entrance for visitors and parent drop off/pick up; (2) K-6 student entrance for bus drop-off/pick up. Passive security measures, such as visual control of the entrances from the adjacent office area, must be planned for. Active security measures and systems will be developed with the building design. Adequate lighting for monitoring activities and ensuring safety are of paramount importance at the building entrances. Entry overhangs or covered walkways will be provided for inclement weather to the extent practicable.

Bus loading areas should be configured as a one-way drive in a direction to assure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. The drive will have two lanes: one for travel, and one for stopping and unloading. The bus loading driveway should be located such that buses exit upstream of automobiles, thereby reducing delays.

Parent drop-off areas will also be configured as a one-way drive in a direction to ensure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. Student drop-off and pick-up areas are to be separated from the bus loading area, and preferably should be separate from other parking lots.

A Receiving/loading dock should accommodate 18-wheeler vehicles and should be located in such a way as not to interfere with primary entrance areas yet be close to kitchen/custodial area.

Parking for staff and visitors will be developed to take the multiple uses of the building into account. In determining the size and location of the parking lots, consideration will be given to the use of the building for community access as well as student safety. ADA and other code requirements will be addressed in the design of parking.

Sidewalks will be featured around the perimeter of the school and shall be concrete with monolithic concrete curbing. Access to the parking lots, playfields, bus and parent pickup/drop-off areas, and access for student walkers

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will be addressed. Sidewalks should be designed to accommodate students who walk or ride bicycles to school. The number of driveways that are crossed by sidewalks should be eliminated/minimized as much as practicable.

Playgrounds will include paved (dry) play areas, replacement multi-purpose fields, and new playscape equipment.

Kindergarten play area should be located in close proximity to their classrooms and enclosed by a fence.

Intermediate play areas should be located away from classroom areas, and in close proximity to the gymnasium and/or cafeteria. Consideration will be given to the possibility of outdoor classroom spaces.

Playfields, parking, service drives, drop-off zones and bus zones should be located to reduce the need for pedestrians to cross vehicular traffic lanes. The location of driveways, walkways and landscaping must permit adequate sight distances for both vehicles and pedestrians.

Site utilities and physical plant components, including drives and access roads, will be located to avoid conflict with student and vehicular traffic, as well as the planned future growth of building components. Staging areas for snow removal is required with Cape Cod style curbing preferred.

Landscaping will be designed to allow the school to blend with the environment as well as to provide passive cooling and windbreaks when possible. Trees and other greenery will be of a hearty variety, with a strong preference for native species, require little maintenance and which complement the building and site. Trees will be planted a sufficient distance from the building to avoid future maintenance problems. Consideration will be given to safety and security when placing foliage around walkways and areas of building access.

NORTON ELEMENTARY ED SPECS SPACE SUMMARY				
Room Description	# of Students Per Room	Required # of Rooms	Square Feet Per Room	Total Area (Sq. Feet)
GENERAL EDUCATION PROGRAMS				
Early Childhood: Full-Day Kindergarten	16-20	5	1,100	5,500
Early Elementary: Grade 1 and 2	16-20	10	950	9,500
Intermediate: Grades 3-5	18-20	15	900	13,500
Upper Intermediate: Grade 6	18-20	5	900	4,500
Upper Intermediate: Grade 6 – Team Room/Storage		1	300	300
Visual Arts – Classroom	16-24	1	1,100	1,100
Visual Arts - Kiln Room and Storage		1	350	350
Visual Arts – Auxiliary Classroom	16-24	1	1,000	1,000
Music – General Music Room/Instrumental Music	16-24	2	1,000	2,000
Music – Ensemble Practice Room		1	1,000	1,000
Physical Education - Gymnasium		1	6,000	6,000
Physical Education - Office and Storage		1	800	800
Gymnasium – Chair Storage		1	200	200
Platform (Stage)		1	900	900
Media Center		1	2,950	2,950
Reading/Math Coach Office		2	200	400
Small group breakout rooms	1-5	3	125	375
General Ed. Intervention Services (Math)	6-8	1	600	600
General Ed. Intervention Services (Reading)	6-8	1	600	600
Total				51,575
SPECIAL EDUCATION PROGRAMS				
Special Education Resource Room	4-8	4	400	1,600
OT/PT Resource Room and Speech		1	700	700
Related Services (Social Worker/Psychologist/Counseling Room)		1	650	650
Total				2,950
ADMINISTRATION AND SUPPORT FACILITIES				
Principal’s Office		1	200	200
Administrative Office		1	200	200
Main Office Secretarial Area		1	700	700
Conference Room		1	300	300
Health Services		1	650	650
Teacher Workroom		1	300	300
Food Services – Cafeteria		1	2,800	2,800
Food Services – Kitchen and Manager’s Office		1	1,950	1,950
Faculty Lounge		1	600	600
Technology Workroom/Storage		1	200	200
Custodial Office Area		1	150	150
Instructional Storage (Lit Closet, K-1, 2-3, 4-5 storage)		1	800	800
General Supply Storage		1	600	600
Total				9,450
Total Program Area				63,975