

Neshaminy School District New Tawanka Elementary School Educational Specifications

Prepared for the

Neshaminy School District
Pennsylvania

Submitted to

Pennsylvania Department of Education

PREPARED BY

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New Tawanka Elementary School

for

Neshaminy School District

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PROGRAM SUMMARY

Statement of Need

The Neshaminy School District is proposing the construction of New Tawanka Elementary School to address growth and program needs in the immediate future.

EXISTING DISTRICT CONFIGURATION

Currently, the district serves primary students through eight elementary grade facilities. Additionally, students are served by three middle schools and Neshaminy High School.

PROJECTED ENROLLMENTS & CAPACITY

Projected Enrollment Elementary Schools	10/1/2014 Enroll	% of Enroll	Projected Enrollment	Est. School Allocation	Capacity	Projected v Capac
Pearl S. Buck	433	11.2%	4062	455	419	(36)
Samuel Everitt	395	10.2%		415	419	4
Joseph E. Ferderbar	585	15.1%		614	626	11
Oliver Heckman	457	11.8%		480	506	26
Herbert Hoover	695	18.0%		730	739	9
Lower Southampton	513	13.3%		539	490	(48)
Walter Miller	415	10.7%		436	419	(17)
Albert Schweitzer	374	9.7%		393	425	32
Totals	3867	100.0%		4062	4041	(21)
Middle Schools						
Maple Point	935	46.6%	2081	970	1576	606
Poquessing	585	29.2%		607	880	273
Sandburg	486	24.2%		504	894	389
Totals	2006	100.0%		2081	3350	1269
High School						
High School	2540	100.0%		2577	2577	

The district is proposing to re-align grades to create K-4 elementary schools and 5-8 middle schools as well as consolidate elementary schools with the creation of a new, operationally efficient facility. The impact on capacity in the district would be as follows should this be implemented:

Projected Enrollment Elementary Schools	10/1/2014 Enroll	Projected Enrollment	Capacity	Projected v Capac
K-4 Proposed Configuration	3219	3357	4041	684
<i>Close Samuel everitt</i>			(419)	
<i>Close Oliver Heckman</i>			(506)	
<i>Close Lower Southampton</i>			(490)	
<i>Construct New Elementary</i>			929	
K-4 Proposed Adjusted Figures		3357	3555	199
Middle Schools				
5-8 Proposed Configuration	2654	2786	3350	564

The New Tawanka Elementary School is proposed to house a maximum population of approximately 930 students at 100% utilization. The new school will replace the existing Tawanka School facility on the same site. The Tawanka school was closed to district use previously and is fully utilized by the local intermediate unit. The district's intention is that one of the schools planned for closure will be leased to the IU for future use when the existing Tawanka school is removed from the site during construction of the new facility.

PROGRAM AND FACILITY GOALS

The primary goals associated with the creation of this facility are as follows:

- Maintain adequate elementary grade capacity in the district.
- Enhance operational efficiency through the creation of 1 modern school and the closure of 3 others that require upgrades and are less efficient to operate
- Maintain class sizes and continue to support full day kindergarten delivery.

GENERAL FACILITY CHARACTERISTICS TO BE CONSIDERED:

The following general design and operational concerns apply to the facility as a whole and must be addressed through the organization and design of the building and site:

- **Bus drop-off:** Space in a drive/drop-off area for adequate buses (final number to be confirmed as transportation adjustments are determined). Bus drop off should be separated from parent pick up and parking areas for safety.
- **Building entries:** A primary secured entry should be located central to the parking and the main administration area. Secondary entries/exits should be able to be fully secured during the day, allowing only card or ID based access to the building. The main entry must restrict entry from the public through an isolated vestibule where persons would only be granted access into the main building after being cleared though by administrative personnel or a 'buzz-in' system.
- **Security:** Any exterior court and entry areas must restrict outside access from the public during the day. A security camera system covering main entries and exterior access points should be provided and configured for monitoring and control from main office.
- **Gym:** The gymnasium should be located to both support evening access and use by the public from a main entry separate from the rest of the school. Nearby access to outside play fields and equipment should be provided. After hours use would require access to toilet rooms.
- **Cafeteria:** This space must be accessible from a main area of the school to support after hours public use as well as cafeteria use.
- **Technology:** The building should be serviced by a cable and data network accessible from all rooms. Phone and intercom system should provide communication as well. Allowance should be made for further upgrading of the systems in the building in the future. A head end room should be centrally located and setup to allow for future expansion of systems.
- **Drinking Fountains and toilet rooms:** Provide at intervals throughout the building and adjacent to large public spaces. Provide separate student and faculty toilet rooms in quantities dictated by code requirements, or access needs based on building configuration. Include faculty men and women rooms.

Other general requirements:

- Air-conditioning throughout the facility
- Windows equipped with shades
- Corridor bulletin Boards: provide several throughout the school in corridors as allowed by code and in locations to be determined during detailed design

- Support for media retrieval system based in the media center/head-end room
- Support for wireless network access throughout school
- Computer stations accessible to each classroom
- Provisions for an LCD projector in all instructional spaces, faculty rooms, and office areas

NOTE: Technology requirements will be re-reviewed 6-8 months prior to bidding to confirm that current technology advances are appropriately considered.

**PROPOSED
SPACE
PROGRAM**

Proposed Program					
Space	Stu/Rm*	Grades	Qty	SF	Total SF
Instructional/Capacity Space					
Kindergarten Classroom	22	K	8	900	7,200
Classroom*	25-29	1-4/5	32	850	27,200
<i>*8 rms/grade. G1=25stu/clrm; G2=26, G3=27, G4/5=29</i>					
Small Group Room	(1) per House		5	550	2,750
Small Group Room	(2) per House		10	665	6,650
Computer Room	off library		1	840	840
Art Room			1	1,100	1,100
Art Room Storage			2	130	260
Music Classroom	Large		1	1,250	1,250
Music Classroom	Small		1	680	680
Media Center			1	4,290	4,290
Wkrm/Bookroom			1	320	320
Office			1	230	230
Cafeteria	(3) lunch schedule		1	3,900	3,900
Servery/Kitchen			1	1,650	1,650
Faculty Dining			1	500	500
Office			1	175	175
Locker/Toilet			1	70	70
Dishroom			1	215	215
Janitor			1	40	40
Storage - Cafeteria			1	270	270
Storage - Ref/Freeze			1	822	822
Stage			1	1,200	1,200
Gymnasium			1	6,200	6,200
Storage			3	170	510
Custodial/Maint Ofc			1	314	314
General Storage			1	560	560
Faculty Room	(1) per house		4	300	1,200
Faculty Room (K)			1	320	320
Administration					-
Reception			1	660	660
Principal			1	250	250
Asst. Principal			1	200	200
IST/Guidance			2	175	350
Conference			1	264	264
Mail			1	130	130
Toilet			1	55	55
Nurse			1		-
Office			1	150	150
Cot			1	150	150
Exam			1	120	120
Toilet			1	65	65
Instructional/Capacity Space					34,400
Non-Capacity Space					34,796
Administrative and Support Space					3,914
Net SF					73,110
Grossing Factor				(estimate) 1.53	38,690
Gross SF					111,800
Capacity	Stu/Rm*		Rooms	Base	0.9
Kindergarten Classroom	22	K	8	176	158
Classroom (1-4/5)	25-29	1-4/5	32	864	778
				1,040	936

INSTRUCTIONAL SPACE

General Needs – All Instructional and Faculty Spaces

Description:

The following are applicable requirements for all spaces within the building and should be considered applicable to all specifications for individual spaces. To the degree noted with individual room descriptions, requirements may vary or be expanded upon depending on need – see individual requirements that follow.

Display:

- See individual room descriptions - varies

Built-in storage/furniture:

- See individual room descriptions - varies

Furniture & equipment:

- See individual room descriptions - varies

Special system considerations:

- Duplex outlets on all walls, electrical and networking provisions for all computers
- Outlet in ceiling to support LCD projector and general equipment use in center of ceiling in all instructional spaces
- Sink and bubbler installed in a counter in all instructional spaces.

Technology/communications requirements:

- Direct network access from front and rear of room
- Equipped for wireless network access and mobile computer lab use
- Phone system with intercom and incoming/outgoing call setup
- Wall clock
- LCD projector data connections within all instructional spaces.

Floor covering & finish considerations:

- See individual room descriptions - varies

Desired spatial relationships, misc. considerations & support spaces:

- See individual room descriptions - varies

INSTRUCTIONAL SPACE

General Classroom (Kindergarten)

Max class size: 22 stu./rm.

Total number of stations: 7

Instructors/staff: 1/Room

Construction (N/ R): New

Description of functions and activities:

Classrooms providing support for kindergarten instruction including group and individual activities, directed instruction, and self-paced learning.

Display:

- Marker boards: 8' to 12' in length on front and 4'+/- in length on rear walls
- (2) 4' tack boards each side of marker board front wall of room and rear of room
- Pull-down projection screen over marker board at front of room
- Wall mounted tack strips on front, rear, and side(1) walls of room

Built-in storage/furniture:

- (1) tall teacher wardrobe cabinet and (1) storage cabinet
- Sink and bubbler
- Wall mounted storage shelving or cabinets above counter
- Low bookshelves with countertop
- Work counter for 2-4 seats for computer or general activity use
- Cubbie/coat hook area with (22) cubbies minimum

Furniture & equipment:

- (11) student tables with (2) student chairs each @ child height
- (1) circle/open floor area for informal programming
- Shelving for storage of activity materials
- (1) teacher's desk and chair
- (1) Kidney shaped table with (4) student chairs and (1) teacher chair
- (2) 2-drawer file cabinets located under counters
- Space for (3) computer work areas and (1) printer for student/teacher use

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Resilient flooring throughout room, no carpeting

Desired spatial relationships, misc. considerations & support spaces:

- Bathroom: located in room with child height fixtures

INSTRUCTIONAL SPACE

General Classroom

Max class size: 1st – 4th/5th grade Total number of stations: 28
24-29 stud/rm depending on grade
Instructors/staff: 1/Room Construction (N/ R): New

Description of functions and activities:

Classrooms providing support for general instruction including group and individual activities, directed instruction, and self-paced learning. These classrooms would be programmed throughout the day to meet the demand of core curriculum instructional needs.

Display:

- Marker boards: 8' to 12' in length on front and 4'+/- in length on rear walls
- (2) 4' tack boards each side of marker board front wall of room and rear of room
- Pull-down projection screen over marker board at front of room
- Wall mounted tack strips on front, rear, and side(1) walls of room

Built-in storage/furniture:

- (1) tall teacher wardrobe cabinet and (1) storage cabinet
- Sink and bubbler
- Wall mounted storage shelving or cabinets above counter
- Low bookshelves with countertop
- Work counter for 2-4 seats for computer or general activity use
- Cubbie/coat hook area with cubbies for each student depending on grade (minimum)

Furniture & equipment:

- Student desks with chairs [1st gr = 24; 2nd gr = 25, 3rd = 26, 4th or 5th = 29 stu]
- (1) teacher's desk and chair
- (2) 2-drawer file cabinets located under counters
- Space for (3) computer work areas and (1) printer for student/teacher use

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Resilient flooring throughout room, no carpeting

Desired spatial relationships, misc. considerations & support spaces: NA

INSTRUCTIONAL SPACE

Art Classroom

Max class size:	29	Total number of stations:	1
Number of instructors/staff:	1	Construction (N/ R):	New

Description of functions and activities:

Visual arts classroom to support all types of 2D, 3D media. Room should provide support for a variety of simultaneous group and individual learning opportunities and sessions.

Display:

- Maximize marker board on front wall of room (8' to 12' in length), add 8' to 12' tack board on back wall
- (2) 4' tack boards each side of marker board front wall of room
- Pull-down projection screen over marker board at front of room

Built-in storage/furniture:

- (1) tall teacher wardrobe cabinet and (1) storage cabinet
- (7) tall storage cabinets
- Sink and bubbler
- Wall mounted storage shelving or cabinets above counter
- Low bookshelves with countertop
- Work counter for 2-4 seats for computer or general activity use

Furniture & equipment:

- (15) student tables with (29) chairs minimum
- (2) work tables with storage bins below
- (1) teacher's desk and chair with room for computer
- (2) 2-drawer file cabinets located under counters
- Space for (4) computer work areas and (1) printer for student/teacher use
- Damp/clay storage and flammable storage cabinets in room/storage room

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- Eyewash and safety shower; fire extinguisher

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Resilient flooring throughout room, no carpeting

Desired spatial relationships, misc. considerations & support spaces:

Storage Room: (2) Rooms accessible from classroom with storage shelving for (1) supplies and (2) student work

INSTRUCTIONAL SPACE

Music Classroom - Large

Max class size: 30

Total number of stations: 1

Number of instructors/staff: 1

Construction (N/ R): New

Description of functions and activities:

Students receive general music instruction integrated into the arts rotation and elective cycle. Teacher-directed activities include group and individual exercises, listening, performing, and movement.

Display:

- Maximize marker board (magnetic and staved) on front wall of room (12' to 16' in length)
- (2) 4' tack boards each side of marker board front wall of room
- Pull-down projection screen over marker board at front of room

Built-in storage/furniture:

- (1) tall teacher wardrobe cabinet, lockable
- Perimeter counter to provide 4 computer workspaces and a printer with wall shelving above
- Sink counter with 1 sink, water bubbler, and approximately 4' of open work space

Furniture & equipment:

- (30) stackable student chairs
- (1) teacher's desk and chair with room for computer
- (2) 2-drawer file cabinets located under counters
- (4) computers and (1) printer for student/teacher use with chairs
- Portable music risers and storage area usable in room, stored elsewhere (stage)
- Perimeter cabinets for instrument storage in room – varied sizes along walls
- Piano or keyboard on wheels
- Stereo system in lockable storage cabinet, wall mounted speakers around room

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- Double door access

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Carpeting throughout room for acoustic benefit
- Acoustic ceiling treatments

INSTRUCTIONAL SPACE

Music Classroom - Small

Max class size: 20

Total number of stations: 1

Number of instructors/staff: 1

Construction (N/ R):

New

Description of functions and activities:

Students receive general music instruction integrated into the arts rotation and elective cycle. Teacher-directed activities include group and individual exercises, listening, performing, and movement.

Display:

- Maximize marker board (magnetic and staved) on front wall of room (12' to 16' in length)
- (2) 4' tack boards each side of marker board front wall of room
- Pull-down projection screen over marker board at front of room

Built-in storage/furniture:

- (1) tall teacher wardrobe cabinet, lockable
- Perimeter counter to provide 4 computer workspaces and a printer with wall shelving above
- Sink counter with 1 sink, water bubbler, and approximately 4' of open work space

Furniture & equipment:

- (20) stackable student chairs
- (1) teacher's desk and chair with room for computer
- (2) 2-drawer file cabinets located under counters
- (4) computers and (1) printer for student/teacher use with chairs
- Perimeter cabinets for instrument storage in room – varied sizes along walls
- Keyboard (portable)
- Stereo system in lockable storage cabinet, wall mounted speakers around room

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- Double door access

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Carpeting throughout room for acoustic benefit
- Acoustic ceiling treatments

INSTRUCTIONAL SPACE**Small Group Instruction Room – House Center**

Max class size: 12 Total number of stations: 10
 Number of instructors/staff: 1 Construction (N/ R): New

Description of functions and activities:

Small instructional space supporting pull-out resource, basic skills, speech, language, and various small group activities. Located central to each house

Display:

- Movable marker boards: 6' in length on walls or portable
- Pull-down projection screen at science center located adjacent to one station per house

Built-in storage/furniture:

- Movable storage shelving or cabinets

Furniture & equipment:

- (3) student tables with (12) student chairs
- Science demonstration center adjacent to one small group room in center of house. Equip with 6' to 8' demonstration counter with cabinets below. Opposite demo counter, cabinets and counter along wall with storage below counter, sink, and equipped for display monitor or screen above.

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Resilient flooring throughout room, no carpeting

Desired spatial relationships, misc. considerations & support spaces: NA

Small Group Instruction Room

Max class size: 12 Total number of stations: 5
 Number of instructors/staff: 1 Construction (N/ R): New

Description of functions and activities:

Small instructional space supporting pull-out resource, basic skills, speech, language, and various small group activities. Located in proximity to each house

Display:

- Marker board: 6'-8' in length on walls
- Pull-down projection screen at marker board
- Wall mounted tack strips on front, rear, and side(1) walls of room

Built-in storage/furniture:

- Storage/bookshelves with countertop along one wall

Furniture & equipment:

- (3) student tables with (12) student chairs
- (1) Kidney shaped table with (4) student chairs and (1) teacher chair

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Resilient flooring throughout room, no carpeting

Desired spatial relationships, misc. considerations & support spaces: NA

CORE SPACE

Gymnasium

Number of students:	29/sta; 58	Total number of stations:	1 space/2 stations
Number of instructors/staff:	2 teachers	Construction (N/ R):	New

Description of functions and activities:

The two station gymnasium will be used for the school physical education program and for community recreation. Instruction will include individual and team sports, games, and exercises.

Display: NA

Built-in storage/furniture:

- Basketball court to support community needs
- Motor operated bleachers for up to 100 persons along one wall of gym
- (2) Glass baskets on (1) main court, and (4) utility baskets on secondary courts
- Safety padding on all exposed walls
- (1) Basketball scoreboard with screen protection
- Insertion floor plates, sleeved, for equipment and standards
- Large clocks with protective cages
- Divider netting in middle of gym; electronic motorized operation

Furniture & equipment:

- (2) Sets volleyball standards
- Portable tables and chairs for various events

Special System Considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- Recessed drinking fountains near entry and bleachers with tile or resilient flooring underneath.
- Duplex outlets located on all walls
- Duplex flush floor outlets located at scorer's table location
- Appropriate electrical service for scoreboards
- Keyed light switches at main entrance to gym and for control of divider partition

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- Phone system to be located within a nearby storage or office space
- Microphone and electrical hookups in floor at each side line for coaches tables

Floor covering & finish considerations:

- Wood flooring lined for basketball and volleyball with school logo and name
- Flush floor plates and recessed access for electrical and connections for equipment

Desired spatial relationships, misc. considerations & support spaces:

- Direct access to exterior, controllable public entry
- Connected to cafeteria by movable wall

Support spaces:

Storage rooms: directly accessible from the gymnasium with one accessible to/from the outside

CORE SPACE

Cafetorium

Max occupants: Dining:	300	Total number of stations:	1
Max occupants: Assembly:	500+	Construction (N/ R):	New

Description of functions and activities:

This cafetorium will be used food services, assemblies, large group instruction, and community activities. There will be three lunch seatings per day and a full service kitchen will be provided.

Display/Etc.:

- (2) 4' tackboards near entries to room
- Large, mechanically operated, projection screen which can be lowered at front of room

Furniture & equipment:

- Folding tables with affixed benches which can be moved during assemblies
- Foldable, stackable chairs for assembly purposes

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- Recessed drinking fountains in room or directly adjacent
- Ceiling mounted LCD projector
- Acoustic ceiling/wall treatments as appropriate
- Control over lighting and audio system from front and back of room
- Window shades/lighting controls

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- (2) Wall clocks

Floor covering & finish considerations:

- Resilient flooring throughout room, no carpeting

Desired spatial relationships:

- Central to main entrance/front of building
- Adjacent to stage
- Toilet rooms accessible nearby from corridor

Misc. considerations & support spaces:

CAFETERIA STORAGE ROOM: directly adjacent

KITCHEN: (full service: prep area and serving area on premises)

- Office: desk, chair, file & bookshelf storage, tackboard, meal planning board and window to kitchen
- Wash room: 3–bowl pot wash sink with disposal and pot storage on open shelving
- Dry Storage and Walk-ins: with open shelving, refrigerator and freezer
- Staff Locker area and toilet room: with individual lockers for staff, benches, and drinking fountain
- Prep, cooking, and server areas

STAGE: Raised and equipped with rigging system

- Located near Music room for storage and use of these spaces as staging for performances
- Curtains across proscenium, wings, and rear of stage

- Communications hookups to control stage lighting and sound systems from cafetorium “house”
- Lockable storage cabinets for performance related equipment

FACULTY DINING: Adjacent to cafeteria area and servery area

- Tables and chairs for up to 20 faculty
- Kitchenette with refrigerator, sink, counter and cabinet storage
- Microwave

CORE SPACE

Instructional Media Center (IMC)

Number of students at once: 29 + 29 in computer area

Total number of stations: 1

Number of instructors/staff: 1 librarian/1 staff

Construction (N/ R): New

Description of functions and activities:

The Media Center will house research materials and educational resources for the school. Printed materials, such as books, periodicals, and newspapers, and audio visual materials will be available in and from the Media Center. The area will also function as the technology center of the school and will provide adequate space to house various media (video tape, digital, etc.) which will be utilized in each classroom as well as provisions to access these items in the media center itself.

READING ROOM/STACK AREA:

This area is the hub of the IMC and is the location of the reading tables, stacks, and circulation desk. The staff should be able to supervise the entire IMC from the circulation desk.

Display:

- (1) marker board and tack board along wall
- (2) additional 4' to 8' tack boards to support notices and classroom activity postings.

Built-in storage/furniture:

- Circulation desk, handicapped accessible with built-in file and storage drawers, book return support for computer, printer, and related equipment and (2) chairs

Furniture & equipment:

- (6) student tables with (24) student chairs
- Casual reading area with (4) soft chairs and a table combined with periodical display
- Low periodical shelves to support collection
- Space for up to (6) computers and (2) printer for student/teacher use with (4) computer station chairs
- Mixture of high and Low bookshelves to support collection, free standing and along walls
- Display cases, preferably with visual connection to corridor
- Copy machine

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- Security control system at door
- Electrically operable screen and LCD projector in room

Floor covering & finish considerations:

- Carpet throughout room with 'Throw' carpets for circle area and activity areas as required

Desired spatial relationships, misc. considerations & support spaces:

- Near public access

Support spaces: Computer Room directly connected to IMC – See “Computer Instruction Lab” for general description.

LIBRARIAN/TECHNOLOGY – SHARED OFFICE:

Display:

- (1) marker board and tack board along wall

Furniture & equipment:

- (1) Desk and (1) chair
- (4) lockable file cabinets
- Credenza
- (1) Computers and printers

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Carpet

Desired spatial relationships, misc. considerations & support spaces:

- Adjacent to circulation desk
- Vision panels with visual access to media center. Provide blinds for closure

WORKROOM:

Display:

- (1) marker board and tack board along wall

Built-in storage/furniture:

- Sink counter with 6-8' of open counter/work space
- Computer counter with space for (1) computer and printer and open work space
- Wall mounted storage shelving or cabinets above the computer counter

Furniture & equipment:

- Computer chair
- Work table with (2) chairs
- (6) tall shelving units for books and materials being processed
- Computer and printer

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Resilient flooring

Desired spatial relationships, misc. considerations & support spaces:

- Adjacent to circulation desk
- Vision panels with visual access to media center/circulation desk. Provide blinds for closure

COMPUTER INSTRUCTION CLASSROOM (WITHIN LIBRARY AREA):

Display:

- (1) marker board and tack board along wall

Built-in storage/furniture:

- Computer counter or tables with space for (24) computers and printer and open work space

Furniture & equipment:

- (29) Computer chairs, (29) Computers and (2) printers
- (2) Work tables with (4) chairs each

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Carpet flooring to match library area

Desired spatial relationships, misc. considerations & support spaces:

- Adjacent to circulation desk; all areas Visually controllable from circulation desk

CORE SPACES

Main Administration/Reception Office

Max occupants (in var. spaces): 32

Total number of offices:

1 office suite

Number of instructors/staff: 7

Construction (N/ R):

New

Description of functions and activities:

The main administrative reception area will accommodate the administration of the facility. These spaces include a secretarial/reception area, principal's office, assistant principal's office, support space.

SECRETARIAL/RECEPTION AREA:

Max occupants: 7 – up to 3 staff and 4 visitors

This area will accommodate full-time/part-time staff who will serve as the receptionist(s) for greeting visitors to the building and to provide administrative clerical support.

Built-in storage/furniture:

- Reception and work counter with storage below on office side
- Teacher mailbox area for teaching and building staff, one box per staff member

Furniture & equipment:

- (2) secretarial desks with chairs and “L” returns for computers
- (6) 4-drawer file cabinets and storage for student files
- (2) computers and a shared laser printer
- Copy & Fax machine
- Control panels for building clock, fire alarm, and communications systems near this area
- (4) casual seats in reception area
- Coffee table in reception area

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1 except:
- Security system control and monitoring: to occur from main office, provide TV monitor(s) and control equipment in this space.

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Stain resistant carpet

Desired spatial relationships:

- Adjacent, and with control over, main building entry

Misc. considerations & support spaces:

TOILET ROOM: located adjacent to reception area

PRINCIPAL'S OFFICE:

Max occupants: 5: 1 staff + up to 4 visitors

This office will accommodate one full time staff with the ability to have conferences of up to four persons.

Built-in storage/furniture:

- (1) wardrobe with hanging area and low file cabinet on one side, adjustable shelving on the other

Furniture & equipment:

- (1) desk with chair
- (1) credenza
- (2) 2-drawer file cabinets
- Computer and laser printer
- Conference table for (4) persons with (4) conference chairs

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1 except:

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Stain resistant carpet

Desired spatial relationships:

- Adjacent to main reception/secretarial area

ASSISTANT PRINCIPAL'S OFFICE:

Max occupants: 5: 1 staff + up to 4 visitors

This office will accommodate one full time staff with the ability to have conferences of up to four persons.

Built-in storage/furniture:

- (1) wardrobe with hanging area and low file cabinet on one side, adjustable shelving on the other

Furniture & equipment:

- (1) desk with chair
- (1) credenza
- (2) 2-drawer file cabinets
- Computer and laser printer
- Conference table for (4) persons with (4) conference chairs

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1 except:

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Stain resistant carpet

Desired spatial relationships:

- Adjacent to main reception/secretarial area

IST OFFICE:

Max occupants: 3: 1 staff + up to 2 visitors

This office will accommodate one full time staff with the ability to have conferences of up to four persons.

Built-in storage/furniture:

- (1) wardrobe with hanging area and low file cabinet on one side, adjustable shelving on the other

Furniture & equipment:

- (1) desk with chair
- (1) credenza
- (2) 2-drawer file cabinets
- Computer and laser printer
- (2) visitor chairs

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1 except:

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Stain resistant carpet

Desired spatial relationships:

- Adjacent to main reception/secretarial area

GUIDANCE OFFICE:

Max occupants: 3: 1 staff + up to 2 visitors

This office will accommodate one full time staff with the ability to have conferences of up to four persons.

Built-in storage/furniture:

- (1) wardrobe with hanging area and low file cabinet on one side, adjustable shelving on the other

Furniture & equipment:

- (1) desk with chair
- (1) credenza
- (2) 2-drawer file cabinets
- Computer and laser printer
- (2) visitor chairs

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1 except:

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Stain resistant carpet

Desired spatial relationships:

- Adjacent to main reception/secretarial area

CONFERENCE ROOM:

Max occupants: 12 person capacity

Display:

- Marker and tack board along one wall of room

Built-in storage/furniture:

- Counter with base cabinets below and wall cabinets above, minimum 4 feet of open countertop space
- Small sink in counter

Furniture & equipment:

- Conference table for (12) persons
- (12) conference chairs
- Coffee pot

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Stain resistant carpet

Desired spatial relationships:

- Adjacent to the reception area

WORKROOM/COPY/MAIL ROOM:

Max occupants: 8

Display:

- Marker and tack board along one wall of room

Built-in storage/furniture:

- Counter with base cabinets below and wall cabinets above; sink in counter
- Wall cabinets above counter for storage
- Faculty mailboxes

Furniture & equipment:

- Work table or counter for (4) persons in center of room
- (4) chairs
- Copy machine & Laminator

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1 except:

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Resilient flooring

Desired spatial relationships:

- Adjacent to the reception area

CORE SPACES

Nurse's Suite

Max occupants (in var. spaces): 8

Total number of offices: 1

Number of instructors/staff: 1

Construction (N/ R):

New

Description of functions and activities:

To provide health services, first aid, medicine monitoring and dispensing, and physical fitness monitoring and program coordination for the building. This office will accommodate one full time nurse and should have space to handle several students at a time either waiting, or in the exam and cot areas.

WAITING/GENERAL AREA:

Furniture & equipment:

- (4) chairs
- Tack board for posting of materials and information
- Counter with storage cabinets
- (1) sink w/ bubbler
- Refrigerator, lockable

OFFICE:

Display:

- (1) 4' x 4' tack board

Built-in storage/furniture:

- (1) wardrobe with hanging area

Furniture & equipment:

- (2) desks with chairs for Nurse and Assistant
- 4-drawer file cabinet
- (2) Computers and (1) printer
- (1) eye screening station with table, chair, and eye screening machine

EXAM AREA:

Separated from waiting area by pull curtain and dividable by second curtain into two areas

Built-in storage/furniture:

- Work counter with lockable base cabinets below and wall cabinets above, minimum 3 feet of open countertop space
- Sink station in counter

Furniture & equipment:

- (1) exam table
- (1) stool with wheels

COT AREAS:

Separated from other areas by curtains

Furniture & equipment:

- (3) cots with curtain dividers between and (1) stool with wheels for each cot

GENERAL CONSIDERATIONS FOR THE NURSE’S OFFICE/EXAM AREAS:

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Resilient flooring

Desired spatial relationships:

- Adjacent to main reception/secretarial area

MISC. CONSIDERATIONS & SUPPORT SPACES:

Toilet room: accessed from common area

- Handicapped accessible
- Toilet paper dispensers
- Paper towel dispensers
- Liquid soap dispensers over sink
- Trash receptacles

CORE SPACE

Faculty Workroom

Max occupants:	12	Total number of stations:	1/house; 5 total
Number of instructors/staff:	–	Construction (N/ R):	New

Description of functions and activities:

The faculty room will provide general support, planning, and storage space for teacher. The workroom provides shared space where teachers can work together to do group planning, informal activities, prepare materials for instruction, and store materials.

Display:

- (1) 4' x 8' marker board
- (1) 4' x 4' tack board near door and phone to serve as “message center”
- Projection screen over marker board at front of room

Built-in storage/furniture:

- Small kitchenette area with counter, sink, cabinets below and above

Furniture & equipment:

- (2) Tables with (6) chairs
- Refrigerator, full size, adjacent to sink
- Microwave
- (1) shared printer
- (1) copy machine (floor model)

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- GFI outlets near kitchenette
- Special electrical service for copier
- Exhaust fan for fumes at kitchenette

Technology/communications requirements:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1

Floor covering & finish considerations:

- Resilient flooring

Desired spatial relationships:

- Located centrally near general instruction areas with both visual and physical access to the main instruction areas for each grade.

Misc. considerations & support spaces:

- **FACULTY TOILETS:** located nearby entry to room
- **STORAGE ROOM:**
 - Adjustable bookshelves, 36” height with counter above
 - Cabinets with counters above for workspace and wall cabinets

CORE SPACES

Building Support

Description of functions and activities:

The following spaces will be required in the building for general support of educational program needs

OUTDOOR PHYSICAL EDUCATION AREAS:

The outdoor PE areas will accommodate instruction related to gross motor skill development, physical education, science activities, and social development skills. These areas consist of structured fields for soccer, football, baseball, softball, etc. Additionally, open unstructured area should be provided where possible and accessible from the building.

General Features:

- Nearby Paved area for motor activity, ball playing, etc.
- Backstops and goalposts where appropriate
- Kindergarten play area located outside the kindergarten rooms
- Elementary grade play area with mixture age appropriate equipment

Special system considerations:

- Safety lighting and direct access to building from area/exterior

Technology/communications requirements: NA

BUILDING STORAGE ROOMS:

To provide general supply and material storage for building

Total number of stations: multiple of varying sizes and spread throughout building
Construction (N/ R): New

Furniture & equipment:

- Adjustable shelving units, metal, heavy duty

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- Locate several mop sinks in room throughout building

Floor covering & finish considerations:

- Vinyl tile flooring

Desired spatial relationships:

- Spread around building

RECEIVING AREA:

To serve building general delivery and service needs as well as kitchen; located near kitchen

Total number of stations: 1 Construction (N/ R): New

Furniture & equipment:

- Adjustable shelving units, metal, heavy duty
- Custodial lockers, bench, desk, and tackboard and markerboards on wall
- Lockable, tall storage cabinets

Special system considerations:

- As described in [General Needs – All Instructional and Faculty Spaces] on page B.1
- Locate near kitchen with direct loading access to outside
- No dock, surface loading configuration only
- Trash area located outside

Floor covering & finish considerations:

- Vinyl tile flooring

Desired spatial relationships:

- Near kitchen and main mechanical room

IT/COMMUNICATIONS ROOMS:

To serve building communications equipment and distribution needs

STORAGE ROOMS:

Distributed in building

MECHANICAL/ELECTRICAL ROOMS:

To serve building general electrical panel needs