

## PRESCHOOL

### ***General Information***

- This area is designed for pre-school activities - with use by children birth-5 years old and instructors. This will need to comply with state licensing requirements for pre-schools.
- Preschool may be for special needs children - this is currently done in some locations in the District. It is the District's intent to provide preschool for the general population at other schools - this is currently not funded, but it is hoped it will be at some time in the future.
- For flexibility, consideration should be given that this room may be used as an additional kindergarten classroom. This will depend on possible changes in needs and/or funding.

### ***Planned Usage***

- Activity Description
  - Large group activities - stories, singing, and movement
  - Small group or independent activities that may include the use of manipulatives such as a sensory table, dramatic play (house keeping), computers and stories
  - Library (book area) for casual reading with display of big books
  - Story telling
  - Circle time
  - Crafts and art projects (including paints and finger painting)
  - Display of student work
  - Storage of instructional material for the various subjects being taught, material from instructional kits, books for student library area (usually in bin tubs)
  - Display of posters relevant to seasonal or current topic of study. General display of other posters, decoration and student work.

### ***User Information***

- 15-20 Students: 5 days/week, full day
- 1-3 teachers and para-eds, same times as students plus planning time before and after school
- 4-5 Volunteers and/or Specialists: 5 days/week, 30 min. to 4 hours

### ***Groupings***

- Varies: individual work, small group work, full class work

### ***Proximity Requirements***

- Close to entrance and administration
- Adjacent to kindergarten drop-off area
- Close to Kindergarten area
- Direct connection to toilet
- Note that outside play area needs to be fenced and separated from other areas and in compliance with specific licensing requirements for pre-schools.
- Consider a single door connection between classrooms (1 per grade level)

## ***Spatial Requirements***

- Required Square Feet: 1,025, including restroom and changing area. Note that this room and the restroom both need to comply with licensing requirements for this age level.
- Provide a small quiet area - room within a room for special education

## ***Support Facilities***

- Student restroom

## ***Intended Community or Adult Education use***

- None

## ***Environmental Variables***

- HVAC
  - Displacement ventilation with 100% outside fresh air with thermostat control in room is preferred
- Lighting
  - Natural light – as many windows as possible, operable
  - Ability to fully darken the room
  - Standard fluorescent, plus daylight through exterior windows with blinds
- Acoustics
  - Sound-proofing within the walls, including operable partition

## ***Utilities***

- Plumbing
  - 1 sink with bubbler mount at ~30" high, 2nd sink at 24" high adjacent to student restroom. Paper towel dispenser within easy reach for students.
- Electrical
  - Power: convenience outlets as appropriate plus outlets at computer stations.
  - Data jacks at locations for student computers and teacher's desk.
- Communications
  - Intercom/Speaker/ Analog Clock
  - Wall mounted projector with CATV connection
  - Telephone system
  - Provide teacher amplification system
  - Wireless connection

## ***Finishes***

- Floors: Carpet, with resilient flooring adjacent to sink and project "wet" areas. Wet area should be large enough for (2) full size work tables and be contiguous with the sink area.
- Walls: Vinyl tackable wall covering with corner guards Ceiling: standard acoustical ceiling tiles and height (~9'+/-).
- Ceiling: standard acoustical ceiling tiles and height (~9'+/-).

## ***Storage Requirements***

- Casework - in general, increased flexibility using movable units and fewer built in units is better.
- Sink area - Base cabinet (24" high) and counter top about 4' long with upper cabinets above, and another 4' base cabinet section at 36" high for adult sink.
- Flat file storage (~4 drawers that can hold 24" x 36" paper) may be horizontal slots (not vertical)
- Materials to store: books, art paper, art supplies, posters, office supplies, etc.
- (1) 3-drawer, vertical file cabinet per room
- Teacher storage (~30 LF of shelving with doors) - may be upper cabinets or tall storage
- Teacher wardrobe, ~2' wide x 6'-7' tall, may be combined with other tall cabinet (lockable) and Parent/volunteer wardrobe ~2' wide x 6'-7' tall. File cabinets to be part of the base of the wardrobe.
- Space to accommodate (1) computer at the teacher's station
- Consider open storage shelving beneath windows as part of air displacement. (typical)
- Provide display (dry erase rail) beneath white boards at ancillary locations
- Teacher wardrobe cabinet should be locking
- Coat storage - Preferred method is student hooks (~28 hooks) staggered and spaced adequately (~6"-8") located near door.
- Counters should be uniform height (24"), except for at adult sink
- Student cubbies - 24 cubbies, each ~8" high x 12" wide x 12" deep
- Space to store wheelchairs

## ***Display Requirements***

- Tackable wall surface
- 16 LF of whiteboard at the front of the room, orient (1) 8' x 4' board with (2) 4' x 4' sections flanking the main display.
- Consider a platform storage below whiteboard to accommodate student height
- Second whiteboard in side or back of room ~8' long x 4' high
- Provide tackable area above white boards for alphabet display

## ***Furniture and Equipment (suggested)***

- Furniture
  - Adjustable tables for (15) students
  - Teacher's desk and rollable chair (padded with lumbar support)
  - (2-3) large adjustable work tables (1 at adult height, 2 at student height)
  - Bins for books and manipulatives on bookshelves
  - (1-2) file cabinets
  - Big book/chart stand
  - Rocking chair or other comfortable (adult) chair
  - Sensory table Play kitchen
  - Play kitchen
  - Paint easels
  - Study chairs for (15) students
  - Comfortable carpet for students to sit on
  - (2-3) child sized rocking chairs

- Equipment
  - Wall mounted projector with CATV connection
- General
  - Analog clock

### ***Other Essential Information***

- There should be a standard single wide door connecting each kindergarten together
- It is important to create “center” or work stations for different learning activities in the room. As such there needs to be adequate space in the rooms for this.
- Structural support for swing
- Provide lower counter and sink for students.
- Provide changing table in toilet room.
- Provide preschool sized playground equipment

## INSTRUCTIONAL SPACES

### KINDERGARTEN

#### ***General Information***

- This is the main instructional area for Kindergarten. This is the room for all academic programs for these students with the exception of PE and Library which are outside of the classroom.
- Kindergarten students learn primarily through movement, large motor activities, stories, music and dramatic play. The room will need adequate space for the variety of activities. Kindergarten also generally has parent or WWU volunteers.
- Students will leave the room as a group for PE, Music, Library, Lunch and Recess. Small groups or individuals will leave for work with a specialist or volunteer (tutor) in the pull-out space or at the specialist's room.

#### ***Planned Usage***

- Activity Description
  - Large group activities - stories, singing, and general instruction
  - Small group or independent activities that may include the use of manipulatives such as a sensory table, dramatic play (house keeping), computers and stories
  - Library (book area) for casual reading with display of big books
  - Story telling
  - Circle time
  - Crafts and art projects including painting and other messy activities
  - Computer learning games
  - Display of student work
  - Storage of instructional material for the various subjects being taught, material from instructional kits, books for student library area (usually in bin tubs)
  - Display of posters relevant to seasonal or current topic of study. General display of other posters, decoration and student work.

#### ***User Information***

- 20-25 Students: 5 days/week
- 1 teacher: Same times as students plus planning time before and after school
- 4-5 Volunteers and/or Specialists: 5 days/week, 30 min. to 4 hours

#### ***Groupings***

- Varies: individual work, small group work, full class work

#### ***Proximity Requirements***

- Close to entrance and administration
- Adjacent to drop-off area
- Direct connection to toilet

- Near outside play area. Note that play area does not need to be designated for Kindergarten; there should be age appropriate play equipment for their use.
- Provide a single door connection between classrooms (1 per grade level)

## ***Spatial Requirements***

- 975 square feet in each Kindergarten classroom

## ***Support Facilities***

- (30) cubbies within each kindergarten classroom

## ***Intended Community or Adult Education use***

- None

## ***Environmental Variables***

- HVAC
  - Displacement ventilation with 100% outside fresh air is preferred with thermostat control in room - typical of all classroom spaces
- Lighting
  - Natural light – as many windows as possible, operable
  - Ability to fully darken the room
  - Standard fluorescent, plus daylight through exterior windows with blinds
- Acoustics
  - Sound-proofing within the walls

## ***Utilities***

- Plumbing
  - 1 sink with bubbler mount at ~30" high, prefer larger/deeper sink. Prefer high gooseneck. Paper towel dispenser, preferably not behind sink.
- Electrical
  - Power: convenience outlets as appropriate
  - Data jacks as appropriate
- Communications
  - Intercom/Speaker/Clock (analog), do not locate on main presentation wall
  - Telephone system
  - Provide teacher amplification system
  - Provide short throw wall mounted projector with CATV - typical
  - Provide wireless access points

## ***Finishes***

- Floors: Carpet, with resilient flooring adjacent to sink and project “wet” areas. Wet area should be large enough for (2) full size work tables and be contiguous with the sink area.
- Walls: Vinyl tackable wall covering with corner guards
- Ceiling: standard acoustical ceiling tiles and height (~9'+/-).

## ***Storage Requirements***

- Casework - in general, increased flexibility using movable units and fewer built in units is better.
- Sink area - Base cabinet (30” high) and counter top about 8’ long with upper cabinets above
- Flat file storage (~4 drawers that can hold 24” x 36” paper) may be horizontal slots (not vertical). Need to be deep enough to store border notes
- Materials to store: books, art paper, art supplies, posters, office supplies, etc.
- (1) 3-drawer, vertical file cabinet per room
- Teacher storage (~30 LF of shelving with doors) - may be upper cabins or tall storage
- Teacher wardrobe, ~2’ wide x 6’-7’ tall, may be combined with other tall cabinet (lockable) and parent/volunteer wardrobe ~2’ wide x 6’-7’ tall. File cabinets to be part of the base of the wardrobe.
- Space to accommodate (1) computer at the teacher’s station
- Provide display (dry erase rail) beneath white boards at ancillary boards, but not at main board (typical)
- Teacher wardrobe cabinet should be locking
- Coat storage - Preferred method is student hooks (~30 hooks) staggered and spaced adequately (~6”-8”) located near door.
- Counters should be uniform height (30”)
- Student cubbies - 30 cubbies, each ~8” high x 12” wide x 12” deep

## ***Display Requirements***

- Tackable wall surface
- 16 LF of whiteboard at the front of the room, orient (1) 8’ x 4’ board with (2) 4’x 4’ sections flanking the main display.
- Consider a platform storage below whiteboard to accommodate student height
- Second whiteboard in side or back of room ~8’ long x 4’ high
- Provide tackable area above white boards for alphabet display

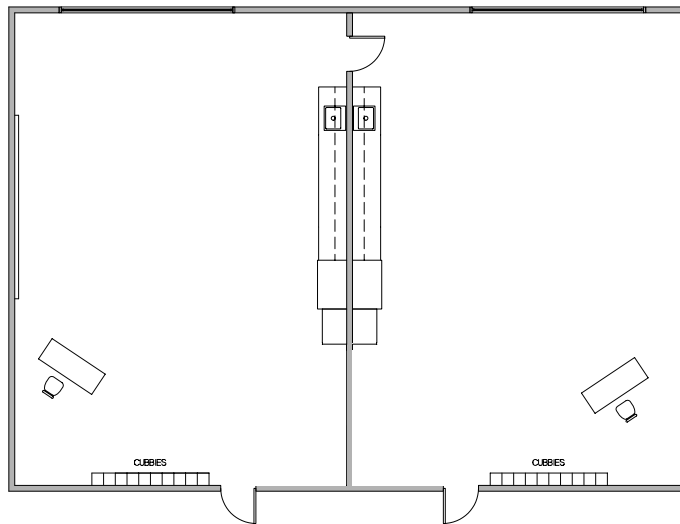
## ***Furniture and Equipment (suggested)***

- Furniture
  - Adjustable tables for (25) students
  - Teacher’s desk and rollable chair (padded with lumbar support)
  - (2-3) large adjustable work tables (1 at adult height, 2 at student height)
  - Bins for books and manipulatives on bookshelves
  - (1-2) file cabinets
  - Big book/chart stand
  - Sensory table
  - Unit blocks

- Play kitchen
- Study chairs for (25) students
- Comfortable carpet for students to sit on
- Equipment
  - Wall mounted projector
  - Document camera
- General
  - Analog clock

## ***Other Essential Information***

- There should be a standard single wide door connecting each kindergarten together
- It is important to create “center” or work stations for different learning activities in the room. As such there needs to be adequate space in the rooms for this.
- Provide lower counter and sink for students.



KINDERGARTEN CLASSROOM AT 975 SF  
25 SEATS



## GENERAL CLASSROOM

### ***General Information***

- This is the main instructional area for 1st through 5th Grade students. This is the room for all academic programs for these students (including Math, Language Arts, Social Studies, Science, Art) with the exception of PE, Music and the Library which are outside of the classroom.
- An important aspect for the delivery of the general education program is that students often work in small groups or independently on different activities - each student or group of students may be working on different tasks from other students.
- Students will leave the room as a group for PE, Music, Library, Lunch and Recess. Small groups or individuals will leave for work with a specialist or volunteer (tutor) in the pull-out space or at the specialist's room.

### ***Planned Usage***

- Activity Description
  - Large group activities - lecture, reading, typical classroom instruction
  - Small group or independent activities that may include the use of manipulatives, workbooks, computers and/or reading material.
  - Library (book area) for casual or independent reading
  - Story telling
  - Assessment
  - Crafts and art projects
  - Small group tutoring
  - Computer research and learning
  - Display of student work
  - Storage of instructional material for the various subjects being taught, material from instructional kits, books for student library area (usually in bin tubs)
  - Display of posters relevant to seasonal or current topic of study. General display of other posters, decoration and student work.
  - Other items in room include posters, paper, large charts (wall hanging or on easel) and a big book stand.
  - Science kits stored in bookroom

### ***User Information***

- 22-30 students 5 days/week, 8:30-3:00
- 1 teacher, same as students plus prep/planning time before and after school
- 1-2 volunteer and/or specialist 3-5 days/week, 30 min. to 2 hour

### ***Groupings***

- Varies: individual work, small and large group work, full class work

### ***Proximity Requirements***

- Close to the toilet rooms

- Close to extended learning areas
- Rooms intended for 1st and 2nd Grade should be grouped together
- Proximity to the Library
- Provide a single door connection between classrooms
- Proximity to administration, health room and playground
- Continue with the current model of grouped classrooms to promote community and collaboration
- Away from noise (music, gymnasium and cafeteria)

## ***Spatial Requirements***

- Approximately 950 square feet

## ***Support Facilities***

- Staff workroom
- Extended learning areas

## ***Intended Community or Adult Education Use***

- None

## ***Environmental Variables***

- HVAC
  - Displacement ventilation with 100% outside fresh air with thermostat control is preferred
- Lighting
  - Natural light - as many windows as possible, operable
  - Ability to fully darken the room
  - Standard fluorescent, plus daylight through exterior windows with blinds
  - All lights within 6' of the teaching wall should be switched separately
- Acoustics
  - Sound absorption within the walls and include sound seal at doors between classrooms (typical)

## ***Utilities***

- Plumbing
  - (1) sink with bubbler mount at ~30" high (primary) and 34" high (intermediate), prefer larger/deeper sink. Prefer high gooseneck. Paper towel dispenser should be in easy reach, locate adjacent to sink not behind
- Electrical
  - Power: (1) quad power on each wall
  - Standard teaching station requirements
  - Consider student device (tablet) power docking station area
- Communications
  - Intercom/Speaker/Analog Clock, not on teaching wall
  - (1) 4 data drop on each wall
  - Telephone system
  - Provide teacher amplification system

## ***Finishes***

- Floors: Carpet, with resilient flooring adjacent to sink and project “wet” areas
- Walls: Vinyl tackable wall covering with cornerguards
- Ceiling: Standard acoustical ceiling tiles and height (~9’+/-)

## ***Storage Requirements***

- Sink area - Base cabinet 30” high (primary) and 34” high (intermediate) and counter top about 8’ long with upper cabinets above
- Provide (4) drawers to accommodate poster board materials (30” x 42” x 8”) and standard size paper
- Materials to store: books, art paper, art supplies, posters, office supplies, etc.
- (1) 3-drawer, vertical file cabinet per room
- Teacher storage (~20 LF of shelving with doors) - may be upper cabins or tall storage
- Teacher wardrobe, (1) locking wardrobe per room with coat hook on interior face of door, may be combined with other tall cabinet. File cabinets to be part of the base of the wardrobe.
- Space to accommodate (1) computer at the teacher’s station
- Consider display (dry erase rail) beneath white boards, not on main display board
- Coat storage - Preferred method is student hooks (~30 hooks) staggered and spaced adequately (~6”-8”) located near door.
- Counters should be uniform height (30”), primary (34”), intermediate
- (30) cubbies, consider grouping the cubbies and locating the hooks adjacent at a height to accommodate coat length. Cubbies should accommodate 3 ring binders
- Counter space for science kits

## ***Display Requirements***

- Tackable wall surface – as much as possible
- 16 LF of magnetic whiteboard at the front of the room, orient (1) 8’ x 4’ board with (2) 4’ x 4’ sections flanking the main display. No map rails required
- (1) 4’ x 4’ located on one of the other walls
- Consider deflection in the wall at main display. Added structure may be required - typical.

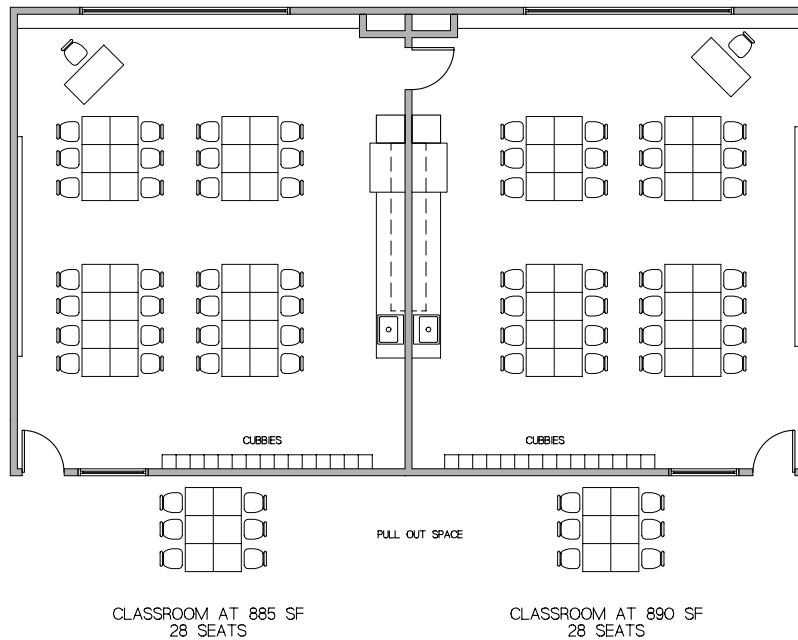
## ***Furniture and Equipment (suggested)***

- Furniture
  - Adjustable group tables or desks for (25)
  - Sturdy chairs for (25) students
  - Teacher’s desk and rollable chair (padded with lumbar support)
  - (2-3) large work tables with chairs (for computers, small group tables)
  - (1-2) file cabinets
  - Area for big book/chart stand
  - Open, moveable storage

- Equipment
  - Wall mounted projector
  - Document camera
  - Possible cart with laptops to be used by students
- General
  - Analog clock

### ***Other Essential Information***

- There should be a standard single wide door connecting each classroom together
- It is important to create “center” or work stations for different learning activities in the classroom. As such there needs to be adequate space in the rooms for this.
- There is understanding that there will likely be fluctuations and changes for what grade level is in a room



## EXTENDED LEARNING AREA

### ***General Information***

- This is an open area of small group, one-on-one and independent work outside of the classroom
- Primary age student will be with an instructor or volunteer, and intermediate student may be working independently.
- Visibility is important with some opportunity for semi private space

### ***Planned Usage***

- Activity Description
  - Small group or independent activities
  - Work with specialist (OT, PT, ELL, Literacy or other that does not need privacy, or special equipment.)
  - Testing
  - It may be used as an additional learning center for specific classroom work
  - Small group tutoring with parent or WWU student

### ***User Information***

- 1-4 students, 10-30 minutes
- 1 instructor, tutor

### ***Groupings***

- Varies: Individual work, small group work

### ***Proximity Requirements***

- Adjacent to the classroom (and visible from classroom)

### ***Spacial Requirements***

- 180 square feet

### ***Support Facilities***

- General Classrooms

### ***Intended Community or Adult Education Use***

- None

### ***Environmental Variables***

- HVAC
  - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
  - Standard fluorescent
  - Natural light is desired

- Acoustics
  - The ability to hold conversations without disturbing the surrounding classrooms

## ***Utilities***

- Plumbing
  - None
- Electrical
  - Convenience outlets as appropriate
- Communications
  - None

## ***Finishes***

- Floors: Hard surface
- Walls: Vinyl wall covering or painted wallboard
- Ceiling: Standard acoustical ceiling tiles and height (~9' +/-)

## ***Storage Requirements***

- None

## ***Display Requirements***

- Tackable wall surface

## ***Furniture and Equipment (suggested)***

- Furniture
  - Tables or desks and chairs for 2-4 students and instructor
  - Comfortable chairs - “cozy” for reading

## ***Other Essential Information***

- This may be an alcove in the hallway as long as it is not in a hallway with a lot of activity that would disrupt work.
- These should be located close to classrooms (so that 3-4 rooms share a space).

## SPECIALIZED INSTRUCTION

### LEARNING RESOURCE CENTER (LIBRARY)

#### *General Information*

- Library/learning resource materials for the entire elementary school curriculum. This area functions as a teaching area for classes to learn how to use the library resources, a story telling space, and as a large group meeting area.
- Library/Media Center has a few distinct spaces with different functions:
  - Circulation check-out reference area
  - Group instruction/work area
  - Book stack area
  - Electrical card catalog/research area
  - Casual reading area

#### *Planned Usage*

- Activity Description
  - Activities including formal instruction by librarian, small group work, individual study, story telling and student use of high tech informational media
  - Provide access to desired activities including research, support for classroom curriculum and pleasure reading; activities that can occur simultaneously
  - Ability to darken the instructional area for multi-media presentations
  - Staff and adult meetings

#### *User Information*

- Number/Type of Occupants = (58) Approximately:
  - 1-2 Staff, +2-3 students at circulation reference check-out area
  - (30) at group instruction area
  - (6-10) students perusing book stacks
  - (7) at electronic card catalog
  - (3-6) at casual reading area
- Instructional areas with space for a full class
- Up to one class, plus additional kids checking out books
- Full time, all periods and periodic evening use

#### *Groupings*

- Large group (maximum of 1 classrooms)
- Small group, individual study and browsing

## ***Relationships to Other Activities***

- These spaces should be immediately adjacent to the storytelling/teaching area and work room/office and conveniently located next to the instructional materials center.
- The library should be centrally located in the facility.
- The library should be provided with abundant daylight and should have views to the exterior, if possible. Consider clerestory lighting with the ability to control the light levels. This space is the academic and information heart of the facility and should recognize the interest in diversity involved in library materials.
- The library will have limited after-hours school related use of the space; consideration should be given to controlling access to library and restrooms while limiting access to other parts of the school.
- Locate near the classrooms – centralized
- Adjacent to toilets
- Access to drinking fountain
- The presentation wall for Library should not be on the common wall of the Computer Lab

## ***Spatial Requirements***

- Total library of 2,160 square feet
- Stacks, general work / instruction area, periodical and reference sections
- Staff work area/office
- Circulation desk in a central area with visibility to all areas
- Group instruction area - story area to be part of group instruction
- Space for computer use
- Tables and chairs
- Project room /Flex space
- Space to accommodate curriculum storage

## ***Support Facilities***

- 320 square foot Work Area/Office
- 160 square foot Project Room/Flex Space

## ***Intended Community or Adult Education Use***

- School related use during after school and evening hours

## ***Environmental Variables***

- HVAC
  - Displacement ventilation with 100% outside fresh air is preferred
  - Possible zoning for evening use
- Lighting
  - As much natural light as possible, compatible with the storage of volumes (clerestory window)
  - Adjustable lighting levels – ability to fully darken room and individual sections of the room
  - Electric lighting should be indirect and be switched for at least two different light levels as well as responding to daylight levels.



- Consider providing lighting that reduces shadows and glare
- Provide adjustable, dimmable, lamps - programmable
- Consider interior relites to maximize light in space
- Acoustics
  - Areas need to be quiet; normal conversation should be muted so students can work together talking quietly and maintain an acceptable noise level in the space
  - Create sound isolation between the computer lab and library, if adjacent
  - Provide a sound reinforcement system

## **Utilities**

- Water
  - Sink in the workroom
- Electrical
  - Audio/visual center, computer jacks in the electronic card catalog/research and circulation check-out areas (14 for patrons/2 for staff), convenience outlets and computer jacks should be provided around the perimeter of the space to allow for easy rearrangement during future years, electrical and computer signal systems raceways should be provided in the floor near the electronic card catalog area and in various locations to support A/V projection etc., phone/intercom at the check-out counter.
  - No floor boxes at teaching station to discourage students from playing with the devices
  - Network computers
  - Computerized checkout system
  - Multi-media cart (or District standard) to house computer and document camera
  - (1) wall mounted projector
  - Electrical outlets throughout all areas – floor outlets, sufficient in number to provide flexibility
  - Analog clocks - locate for visual connection throughout space
  - Provide standard devices at presentation wall
  - Provide infrastructure for additional wall mounted projector
  - Provide power at storage cabinet for charging equipment
- Communications
  - (1) telephone at circulation and (1) telephone at workroom/office, wall mounted
  - Intercom/Speaker

## **Finishes**

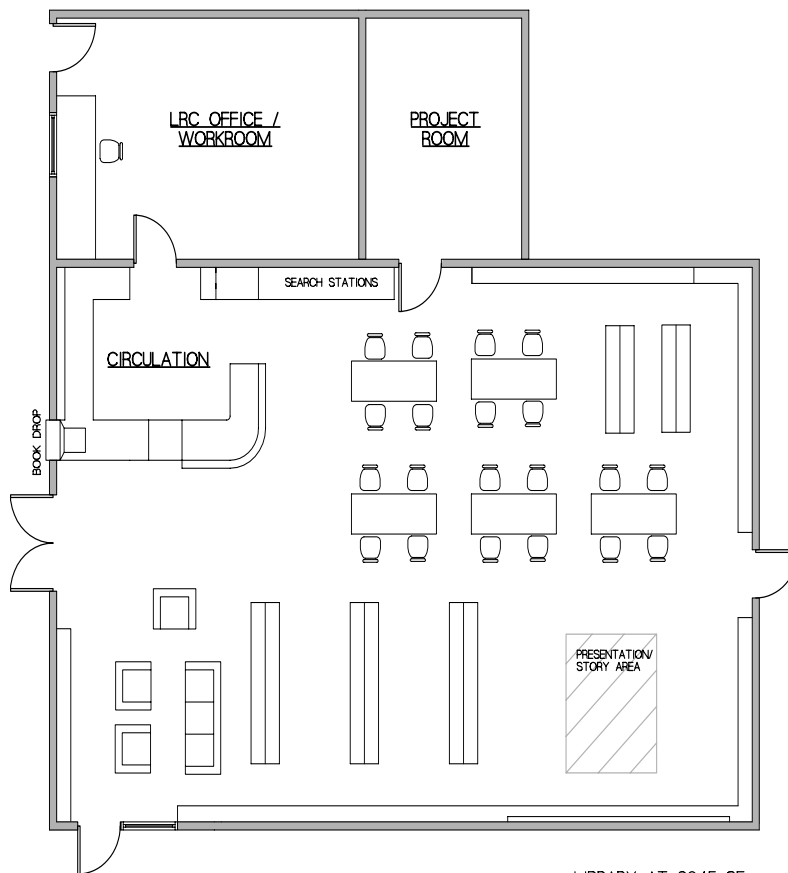
- Floors: Carpet
- Walls: Tackable, acoustical
- Ceiling: ACT, provide clips for hanging mobiles and light artwork

## **Storage Requirements**

- Casework (Type and length of casework):
  - Varying height wall attached bookcases (4 shelves high) and roll-a-round medium height bookcases (2 shelves high) to house up to 10,000 book volumes (approximately 420 LF of bookshelf)

# DETAILED SPACE REQUIREMENTS

- Wall mount shelves should be no higher than 6'-0" and the roll-a-round units should be no higher than 48"
- Finished tops should be provided on all bookcases for display of student projects
- "L" shaped circulation checkout counter with knee space for the librarian. This counter should be total length of approximately 12'.
- DVD shelving (confirm size with Librarian)
- Bookdrop in library space that can also be accessed from the hallway
- (12-16) movable island bookshelves
- Keep height of perimeter shelving around 6 feet high max



LIBRARY AT 3045 SF

- Approximately 6 lineal feet of sloping magazine display shelving
- Lockable cabinets for staff
- (4-5) file cabinets letter size drawers
- (1-2) drawers for chart storage
- Freestanding book shelves should be mobile
- Perimeter shelves should be 10" deep; central shelves should be 12" deep (confirm with Librarian)
- Lockable wardrobe closet for staff and volunteers. File cabinets to be part of the base of the wardrobe.
- Cabinet with vents and lockable for charging equipment

## ***Display Requirements***

- As much tackable wall surface as possible, as compatible with volume storage
- Standard whiteboard presentation display. Provide (1) area for future.
- Electronically operated projection screen or a fixed 8' x 4' combination marker/projection board depending on position in room
- A portion of the ceiling grid should be outfitted with clips for hanging mobiles and other lightweight artwork

## ***Furniture and Equipment (suggested)***

- Furniture
  - (4) standing height tables for electronic card catalog area near circulation desk and (3) mobile stations (iPads)
  - (5) 30" x 72" tables for the group instruction area
  - (2) round tables if space allows
  - (20) adult rocker chairs in instructional area
  - (1) Secretarial (1) assistant (1) district tech specialist chair and/or stools for the circulation/check-out counter
  - Space for (6) comfortable chairs or sectional sofa with footstool at the casual reading area
  - Space for (1) tub type bulk carts at circulation desk with spring loaded bottom
  - Circulation desk – 12-14' with return of front counter space with approximately 4' of lower counter space for students
  - ADA considerations for counter height
  - (1) Multi media cart at presentation wall
  - Desk and chair for office with counter space to allow for storage and work space
- Equipment
  - (2) printers, one in lab (counter top) and one in Library near assistant with access to main area

## ***Other Essential Information***

- Work area/office needs visual access into the main library
- Good traffic pattern throughout
- Countertops should be a light color
- Window coverings for exterior windows

# DETAILED SPACE REQUIREMENTS

- Ease of operation should be considered in selection of window coverings
- Consider interior relites to maximize light
- Provide welcoming entrance
- Consider depth of circulation desk in terms of childrens reach range
- Review design of all library casework with Librarian during design phase

## GYMNASIUM

### ***General Information***

- The goal of physical education is to help students live a healthy, satisfying and energetic life. The objectives are:
  - to develop and maintain maximum physical efficiency
  - to develop useful knowledge and physical skills
  - to act in a socially useful way
  - to enjoy wholesome physical recreation. All types of sports and activities are used to develop the strength, endurance, coordination and flexibility essential in both work and play
- Emphasis on the use of the gym as a teaching station for the elementary school physical education program
- An area in which physical activities can occur including physical education classes, assemblies, community activities, etc. and is used by all grade levels
- Cordata Gymnasium is a good prototype.

### ***Planned Usage***

- Use of the area is planned Physical Education Instruction: K-5, Preschool
- The sports activities planned are:
  - Basketball
  - Tumbling
  - Dancing
  - Climbing Rope
  - Volleyball
  - Badminton
  - Running
  - Pickleball
  - Gymnastics
  - Softball
  - Floor Hockey
  - Roller Skating
  - Climbing Wall
  - Courtlines are not for competitive use - therefore do not need to meet regulation sizes
  - Team sports
  - Individual sports
  - Dancing/Exercise programs
  - Community team activities
  - After-hours groups (YMCA, Boy & Girl Scouts and other community group use)
  - Student assemblies (all school) may be conducted in these spaces. When opened to the cafeteria, multi-use space and stage areas
  - Viewing of projected movie or CATV will occur in this space
  - The community will use the indoor facilities for recreational activities. This use will not occur until after school.

- Community use
- Performances
- Typical activities that occur in an elementary school physical education program
- Occasional use for activities that require a large space, for example, the school carnival, science fair, etc.

## ***Numbers of Users***

- School PE: 30 students, 1 teacher, 5 days/week
- Assembly Space: ~450 students plus 50 adults (parents and teachers)
- Community use includes team sports, individual activities, Dancing/Exercise programs

## ***Groupings***

- Same as number of users

## ***Relationships to Other Activities***

- Open up to cafeteria (provide operable partition with 10' high max opening). Confirm sightline to stage is unobstructed
- Near main entry foyer, if possible
- Adjacent PE Storage
- Near general public Toilet Rooms
- Zone/Control shared uses for after-hours use - limit access to other parts of school
- There should be access to restrooms while rest of school is closed off
- Adjacent to the playground, with direct access to the exterior and covered play
- Away from quiet instructional areas
- Provide a separate exterior entrance into the gym, convenient to parking
- Adjacent to PE office
- Access to main custodial area should not be through gym

## ***Spatial Requirements***

- Gymnasium approximately 6,500 square feet
- PE Office approximately 100 square feet
- PE Storage (interior) approximately 300 square feet
- Playshed approximately 3,500 square feet
- Staff Shower and Toilet approximately 90 square feet at Cafeteria for adult use
- Floor outline with a minimum of 4 feet on each end and 3 feet on each side
- Provide cart storage area near entrance to gym
- Provide infrastructure for future climbing wall
- Allow space along court sides for chairs

## ***Support Facilities***

- PE staff office area with relite to gym
- Equipment storage
- Men's and women's public restrooms

## ***Intended Community or Adult and Youth Education Use***

- Frequent community and adult education use during non school hours
- Boys & Girls Club
- Child Care
- YMCA
- Bellingham Parks and Recreation

## ***Environmental Variables***

- HVAC
  - Heating plans permit both area and individual room control
  - This system is one for individual control of this space
  - System to be shut-down in emergency refuge event - No air infiltration
- Lighting: High-intensity discharge lights/metal halide:
  - All lights are shielded; special protection is provided in gymnasium and Instructor's shower areas and locker area
  - Emergency light for exiting
  - Gymnasium lights are controlled by dimmer units
  - Natural light is desired and is to be controlled properly – located up high (clerestories, to avoid breakage)
  - All switches and devices to be protective covers
  - Shielded, vapor-proof lights are used in a moisture prevalent area
  - Adequate lighting to conduct typical gymnasium activities
  - Lights well protected from equipment
  - Control switches conveniently located
  - Ability to darken the room
  - Energy efficient
  - Consider exterior window or clerestory in staff office
- Acoustics
  - Acoustical treatment that diminishes sound within the area and reduces sound to other areas

## ***Utilities***

- Water
  - Drinking fountain (not too cold) in alcove within gym area (so students don't need to leave the room)
- Electrical
  - Sufficient electrical outlets and circuitry for AV and other equipment - strategically placed
  - Outlets for special purpose PA/intercom
  - Provide sound system with cordless microphone
  - Analog clocks – large, easy to see location and well protected
  - Provide data port and phone in office area
  - Provide adequate electrical outlets in gym storage for electric ball pump, computer equipment, etc.
  - The cafeteria and gym sound system to have ability to be controlled separately

- Communications
  - P.A. System with guards
  - Clock/bell with guards
  - Provide for overhead or wall mounted projections wireless connection, and sound system
  - Microphone assumed to be cordless (no wall or floor outlets)
  - Intercom/Speaker
  - Provide recessed motorized projection screen or space to display projected images on wall
  - Provide sound reinforcement for teacher
  - Provide availability for computer access in multiple locations (minimum (4) data drops)

## ***Finishes***

- Floor Coverings:
  - Gym: wood
- Wall and Wall Coverings:
  - Padded to 6 feet 8 inches, crash pads behind basketball hoops
  - Acoustical wall material above to ceiling
  - Cleanable and able to take abuse - hardboard
- Ceilings (light in color):
  - Gym: Minimum ceiling height: 24 feet, acoustical ceilings tectum.

## ***Storage Requirements***

- Equipment storage room
- Consider outdoor storage space
- Provide teacher wardrobe cabinet in office
- Provide space for after hours group storage bins

## ***Display Requirements***

- Walls made of durable, attractive, strong material on which posters, charts, etc., can be hung without damaging surface
- (1) whiteboards (8'x4') could be part of operable wall, near office

## ***Furniture and Equipment (suggested)***

- Furniture - Gym
  - none
- Furniture - PE Office
  - 1 desk
  - 1 desk chair
  - (1) 4-drawer file
  - 1 computer
  - 1 bookshelf
  - 1 phone

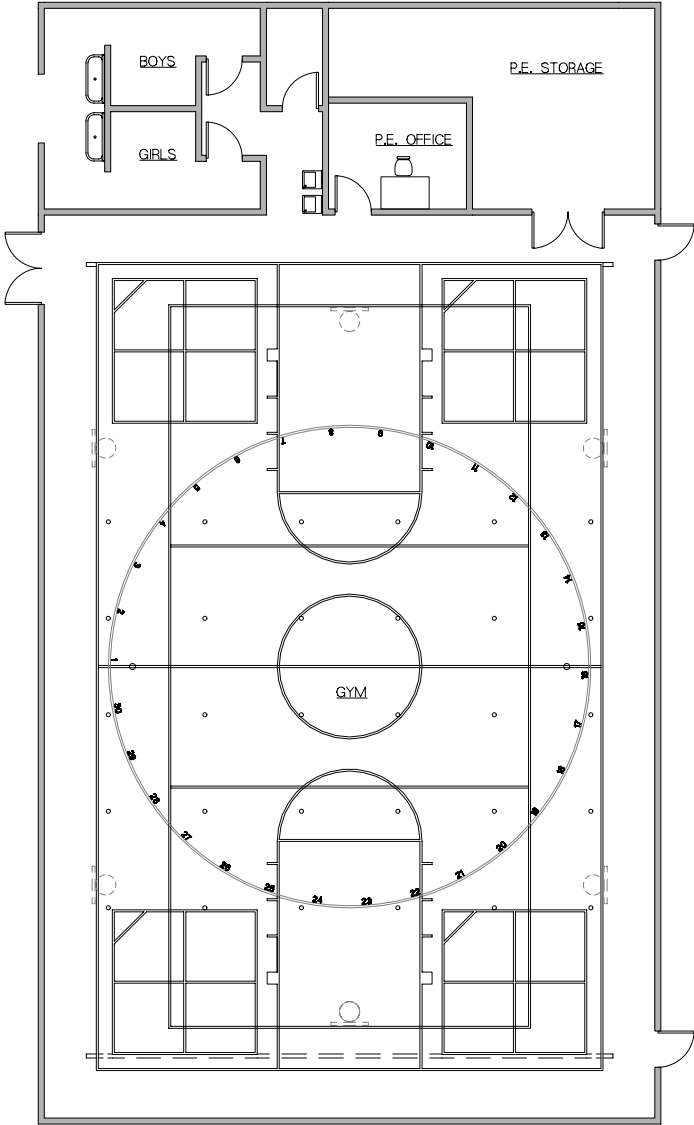


- Equipment - Gym
  - (6) Basketball hoops; (4) on sides should be height adjustable
  - 4 floor inserts for volleyball/badminton/tennis
  - 2 tie rings
  - 4 climbing bars
  - 2 climbing ropes
  - 1 wall cushion all around gym
  - 1 scoreboard
  - 1 operable acoustical partition (motor operation)
- Equipment - Staff Shower & Toilet
  - 1 shower
  - 1 w.c.
  - 1 lavatory
  - 1 washer/dryer stacking to be located in adult restroom
  - Detailed equipment list on following page
  - Hula hoop and jump rope hangers

### ***Detailed Equipment list (suggested)***

<b>Item</b>	<b>Number of Items</b>	<b>Comments</b>
Cones (yellow and orange)	35	
Soccer balls	30	Some are deflated
Yellow playground balls	70	Some are deflated
Soccer rag balls	5	About 6 inch balls
Beach balls	13	Bin
Soft or Nerf footballs	30	4 Bins
Tennis balls	30	Bin
Basketballs	25	
Volley balls	10	
Big blue balls	4	About 18" balls
Soft 6" balls	38	
Net sponge balls	24	Bin
Coordination balls	12	Box
6" Red balls	29	Deflated
Soft skin balls (purple/turquoise)	24	
Regular softballs	24	Well used
Softballs (Incrediballs)	68	1 Bin, 3 Boxes
Heavy Aquamed balls	3	Bin

# DETAILED SPACE REQUIREMENTS



GYMNASIUM AT 6500 SF

## DETAILED SPACE REQUIREMENTS

Whiffle balls	35	Small and large
Sport time catch balls	6	In bucket
Little balls with bungees	2	In bucket
Frisbees (regular)	37	Bin
Frisbees (soft)	10	Bin
Bean bags	52	Bin
Scarves		Bin
Floor hockey sticks	2 long boxes	Approx. 44 sticks
Bowling pins	9	
2 liter plastic bottles	32	Used as targets and pins
Ribbon stick with ribbons	24	2 Boxes
Scooter stackers	3	1 Still in box
Plastic scooters	28	12 Still in box
Wooden scooters	9	
Burlap bags	24 approx.	
Speaker and stand	1	
Pinnies 32 approx.		In bin
Baseball batting tees	5	Only 1 put together
large gag of flags (flag football)	1	1 bin
Yellow Hi-Li Scoops	30	In 2 bins
Large soft dice	14	
Bin of large rope (tug-of-war)		
Balance beams	2	
Bamboo sticks	12 approx.	
Catch nets	12	In bucket
Large parachute	1	
Small parachute	4	
Blue paddles	27	Bin
Hula hoops	39	
Arm bands		Bin
Folding padded mats	16	On cart
Fitball Sport Balls - 55 cm	4	
Big Ball Inflator	1	
Air Compressor	1	
12" Poly Cones - Set of 6	3	
Dumbell - 3 Lbs	40	
Dumbell - 5 Lbs	20	
Storage rack for Dumbells	1	On wheels
Tuffskin Softi Foam Ball - 6.25"	15	
Tuffskin Special Foam Ball - 8.00"	8	
Foam Footballs	15	
30" No Kink Hoops 1 Dz	2	
Licorice Speed Rope - 7'	24	
Licorice Speed Rope - 8'	24	

# DETAILED SPACE REQUIREMENTS

Licorice Speed Rope - 9'	12	
Medicine Balls - 2 Kilos	15	
15" Flat Hoop Set - dozen	4	
Poly Spots - 9" Set of 6	5	
Sit and Reach Box - Metal	1	
Step Boxes - 6" Blue	30	
Stretch Band - Green (light)	15	
Stretch Band - Red (medium)	15	
Floor Scale	1	
The Bar - 9 Lbs	15	
The Bar - 12 Lbs	15	
Storage Rack for Weight bars	1	On wheels
Pacer CD - 20 meter	1	

## ***Other Essential Information***

- Windows
  - Out of impact zone
  - Control light/glare
- Doors
  - Hardware: No protrusions that may cause injury to players or spectators
  - Exterior: Double exit doors to have removable center post. All lights in doors to be laminated glass (safety) to prevent injury
- Storage area is needed for two types of storage:
  - Large equipment
  - Small items of equipment
  - Equipment will be used inside and outside, must be able to go outside or inside for storage
- Locate (1) AED (Automatic Emergency Defibrillator) near the main entrance to the gymnasium
- Lines – volleyball, basketball, badminton and 20 meter pace lines
- A relite at the gym office is preferred to allow for visual access to the gym
- Provide infrastructure for climbing wall

## CAFETERIA

### ***General Information***

- The goal of the Cafeteria is to provide an environment that supports a healthy and inviting breakfast and lunch program.
- The Cafeteria provides an opportunity as the central meeting place and heart of the school.
- The Cafeteria is a multifunctional space that functions with/connects to the Gymnasium and the Music/Stage.
- The Cafeteria and Gymnasium provide emergency refuge in a lock-down.
- The Cafeteria provides alternative learning spaces for break-out and special instruction during non-breakfast and lunch times.
- Lunch served in 2-3 rotations
- Multipurpose space will serve as a cafeteria, assembly and performing arts area
- Site for activities requiring large space such as book fairs, the school carnival, science fair, etc.

### ***Planned Usage***

- Activity Description:
  - Primary use is for breakfast and lunch distribution and consumption
  - Student assemblies (all school) may be conducted in these spaces, when opened to the gymnasium, music/ stage spaces (450 students, 30 staff and 100+ parents/family members)
  - Viewing of a movie or CATV from projector will occur in this space
  - The community will use the indoor facilities for recreational and social activities. This use will normally not occur until after school
  - Some passive athletic activities
  - Community use
  - Audience seating area for performances
  - School wide assembly/presentations
  - Dancing/Exercise programs
  - Classroom activities that require a large space
  - Individual and group special education work
  - Daily use for before and after school programs

### ***User Information***

- Breakfast service ~125 students - 5 days/week
- (2-3) lunch periods seating (160 max) students each
- Total student body for assemblies
- (450) students, (30) teachers plus parents
- (1-2) staff supervise during eating times
- Staff as needed per activity

### ***Groupings***

- Those typical for breakfast, lunchtime, assemblies, teacher/student work and after school activities

## ***Proximity Requirements***

- Directly related to the kitchen and stage
- PTA room
- After school storage area
- Convenient access to parking and playground
- Adjacent to toilets
- Ability to secure the school off from the cafeteria
- Away from quiet instructional areas – at least acoustically if not physically
- Provide operable partition between cafeteria and gym. Consider providing a guideplate or anchor to stabilize the wall from pressure from gym users. 10'-0" max height for partition

## ***Spatial Requirements***

- 2,000 square feet of seating area
- Ability to temporarily store (10) 2'x4' lunch tote wagons during lunch
- Allow adequate space on stage in front of operable partition to allow for presentations (3'-5')

## ***Support Facilities***

- Table/chair storage room 250 square feet in size
- Kitchen and stage
- PTA storage/office approximately 120 square feet. Consider locating the PTA office near the main administration area - close to the main entry.

## ***Intended Community or Adult Education Use***

- Available for public meetings, evening classes, etc. during after school hours

## ***Environmental Variables***

- HVAC
  - This system is one for individual control of this space
  - System to be shut down in emergency refuge event - No air infiltration
  - Adequate heating and ventilation with the ability to adapt to different size groups
- Lighting: High intensity discharge lights/metal halide
  - Have safety lens or protective cover on lamps
  - Natural light desirable - light control needed
  - Emergency light for exiting if power goes out or light accidentally turned off
  - Lights are controlled by dimmer units
  - Shielded lights
  - Lights in strategic areas are key-controlled
  - Well illuminated with adjustable lighting levels, including the ability to illuminate or darken different areas for films, stage shows, etc.
- Acoustics
  - Acoustically treated to deaden cafeteria type noise, but enhance assembly type use
  - Diminish flow of sound to other areas

## **Utilities**

- Water
  - Drinking fountain in Cafeteria. Water tempered for drinking (not too cold)
  - A multiple hand washing sink in close proximity or within the Cafeteria
- Electrical
  - Convenient lighting control switches
  - Stage spotlight control switch
  - Electrical circuits sufficient for AV and heavy duty equipment
  - Sound system
  - Convenience outlets as appropriate (~12'-15' spacing on walls)
  - An adequate number of electrical outlets are strategically placed
  - (2-3) floor outlets (power and data) for projector, portable podia, point of sale stand. Use high quality floor outlets to avoid maintenance issues, must be watertight
  - Outlets for special purpose PA/intercom
  - Ceiling-mounted or wall mounted digital projector with vandal resistant guard
  - (3) power/data at the serving line, located both ends of serving and one at the center.
- Communications
  - P.A. System with guards
  - Analog clock/bell with guards
  - Provide for overhead or wall mounted projection, wireless connection, and sound system from stage
  - Microphone assumed to be cordless (no wall or floor outlets)
  - Intercom/Speaker
  - Consider outdoor speakers at covered play

## **Finishes**

- Cafeteria:
  - Floor Covering: Resilient flooring or exposed integral colored concrete (easy to wash and maintain)
  - Wall and Wall Coverings: Cleanable and able to take abuse to 7 feet, Acoustical wall material above scrubable surface to ceiling
  - Ceilings (light in color): acoustical ceilings or suitable material
- Table and Chair Storage:
  - Floor Covering: Resilient flooring or exposed integral colored concrete (easy to wash and maintain)
  - Wall and Wall Coverings: Cleanable and able to take abuse (bumper rails at cart-appropriate heights)
  - Ceilings (light in color): Minimum ceiling height: 9 feet-acoustical ceilings

## **Storage Requirements**

- Table/chair storage to accommodate all tables and chairs at one time
- Provide area for recycle bins with easy access to children

## ***Display Requirements***

- Walls with durable, tackable, attractive surface on which posters, charts, etc. can be placed without damaging the surface
- Consider a tackable wall surface adjacent to the servery and PTA room
- Provide (1) 4'x 8' magnetic whiteboards (could be on operable partition)
- Menu-board - consider white boards or video display

## ***Furniture and Equipment (suggested)***

- Furniture:
  - Round cafeteria tables preferred (primary and intermediate size)
  - (200) stackable chairs
- Equipment
  - Adequate PA system
  - Keyed electric projection screen (8'x 8')
  - 1 point of sale stand
  - 1 operable partition (motorized)
  - Condiment table 8'-0" long elementary school student height with sneeze guard

## ***Other Essential Information***

- Floor surface – hard surface
- A mobile lost and found rack will usually stay within the cafeteria for students/parents to easily find lost clothing
- Secure cyclorama curtain to allow for storage of equipment
- Doors:
  - Hardware: No protrusions that may cause injury to players or spectators
  - Exterior: Double exit doors to have removable center post. All lights in doors to be laminated glass (safety) to prevent injury
- Storage area is needed for two types of storage:
  - Cafeteria tables with integral seating
  - Chair storage
- Special consideration for the design of the traffic flow line up and departing at the servery. Provide space for tray return



## STAGE

### ***General Information***

- Music Instructor's Office and Music/Stage storage
- Music has an important role in any culture or society, playing an integral part in the lives of individuals. Children should be introduced to skill development and appreciation in music at an early age to encourage maximum appreciation and production of music, and transference into all areas of their lives.
- The music facility also is used as a stage area for performances

### ***Planned Usage***

- Activity Description: In Kindergarten and 1st Grade, the students will be introduced to and experience elements of music (dynamics, tempo, rhythm, and timbre, etc.) and develop an appreciation for singing. In 2nd-5th Grades they will expand their knowledge and refine their skills: musical motor skills, vocal capabilities, notation skills and creative expression.
  - Singing
  - Play instruments
  - Doing physical movement (individual and group)
  - Listening to recordings and audio visual materials, to each other and to the piano
- Regular use for programs presented in the cafeteria, including rehearsals
- Possible use as an instructional area and/or for an elementary music program

### ***User Information***

- 5-30 students
- 1 Instructor
- 1-3 teacher's aids
- Program is 2 times/week (grades k-2); 1 time (grades 3-5), typically 30 min. - 1 hour sessions per group of students
- Program is on rotational basis:
  - Classroom 1
  - Students/classroom 30
  - Student stations 30
  - Teacher 1

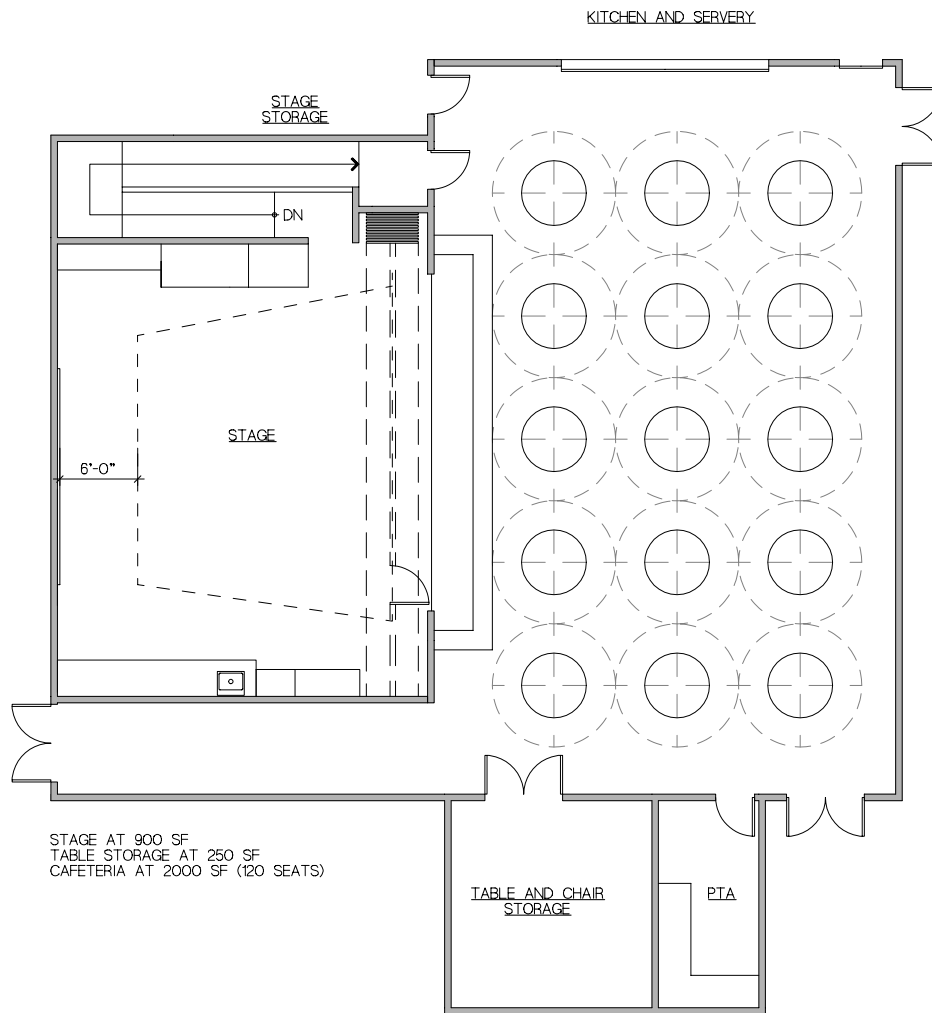
### ***Groupings***

- Varied

### ***Proximity Requirements***

- Directly related to the cafeteria
- Accessibility of stage from the cafeteria is preferred
- Provide a moveable wall between the stage and gymnasium will allow all three spaces to open up to each other; creating one large space (gymnasium, stage and cafeteria)

# DETAILED SPACE REQUIREMENTS



## ***Spatial Requirements***

- Music (Stage) - Classroom: 900 sf (includes storage)
- Music/Stage w/shelves

## ***Support Facilities***

- Secure area for storing the sound system

## ***Intended Community or Adult Education use***

- Available for community and/or adult education during after school hours

## ***Environmental Variables***

- HVAC
  - Adequate heating and ventilation
  - Music room HVAC should be on a separate zone from the cafeteria
- Lighting
  - Lighting compatible with typical elementary school performance
  - Consider placing light switches at all entrances for ease of access
- Acoustics
  - Acoustics to enhance and complement performances and presentations
  - Placement of acoustically treated operable partition between stage and cafeteria (curtains)
  - Acoustical separation from cafeteria when stage is used as an instructional space
  - Consider soundproofing stage floor and steps

## ***Utilities***

- Water
  - Large sink with drinking fountain, standard classroom sink
- Electrical
  - Electrical circuits and outlets compatible with use of stage as performing and instructional area
  - (3-4) floor outlets in line with operable partition on cafeteria side
  - PA system
  - Consider power receptacles at stage steps
- Communications
  - Intercom/Speaker
  - Telephone
  - Consider placing microphone jacks at stage steps

## ***Finishes***

- Floors: Carpet
- Walls: As much tackable surface as possible, paint others, storage casework - acoustical treatment as needed.
- Ceiling: High ceiling for acoustical quality - Suspended Acoustical Tile, consult with acoustical engineer

## ***Storage Requirements***

- Consider floor to ceiling cabinets for music storage
- Consider installing locking cabinets that do not have a bottom shelf to enable one to slide large Orff instruments into cabinet
- Music storage cabinets should have locks
- Access should be convenient with visual access to the instruments
- Teachers cabinet
- Locking cabinets for aids
- Base cabinet with sink similar to general classroom
- Provide locking cabinet for sound system 5'-6' wide

## ***Display Requirements***

- (1) 4' x 8' and (2) 4' x 4' magnetic whiteboards. Display wall set up similar to typical classroom
- Stage curtains compatible with elementary school performances

## ***Furniture and Equipment (suggested)***

- Fixtures:
  - Analog clock/Intercom
  - Phone/intercom
- Furniture:
  - 1 instructor's desk
  - 3 bookcase, 6 ft. long x 4 ft. high
  - 1 instrument storage cabinet
  - 1 teacher's cabinet
  - 1 music storage cabinet
  - 1 stereo cabinet with turntable, tape decks, CD player, wire for speakers
  - 1 flat file for posters
  - (1) 4-drawer file
- Equipment:
  - 1 electronic keyboard
  - 1 computer
  - 1 wall mounted projector
  - Operable partition to Proscenium/Cafeteria
  - Theater light bar configuration
  - Stage curtain (back drop)

## ***Other Essential Information***

- Room should be acoustically private, with full height partitions, so there are limited distractions.
- Platform steps should be deep enough to function as risers
- Priority should be given to open space for the kids

## KITCHEN

### ***General Information***

- Food Service supports the educational program. A nutritionally sound breakfast and lunch should be available to all the students and faculty at a reasonable price.
- Northern Heights Kitchen is a good prototype
- Serve student and staff food quickly and at the proper temperature; provide food that is nutritious and popular to eat
- Receive, store, prepare and serve foods (breakfast and lunch) for students and staff

### ***Planned Usage***

- Activity Description
  - Serving of breakfast and lunch
  - Community uses
  - Minimal preparation of foods (hot & cold), serving hot and cold foods from central kitchen
  - Set up and service, clean up
  - Receive deliveries that are delivered daily, weekly and biweekly
  - Minimal storage cold, frozen and dry
  - Money collection, cash registers (Networked and audit control)
  - Planning
  - Dressing and clean up staff
  - Waste disposal and recycling
  - Fast food service
  - Clean and sanitize dishes and silverware

### ***User Information***

- 2 food service workers
- Preparation group size:
  - 1 Cashier
  - 1 server
- Typically 25 min. per lunch/group of students
- 5 days/week
- (300+) lunches prepared and served daily
- (50 – 125) breakfasts prepared and served daily

### ***Groupings***

- Food preparation, food serving, service, food storage, cleaning, kitchen administration.

### ***Proximity Requirements***

- Directly related to the cafeteria thru the servery
- Adjacent to exterior loading dock for deliveries
- Adjacent to custodial area
- Proximity to restroom

## ***Spatial Requirements***

- Serving Kitchen: 740 sf
  - Open area for office: 64 sf
  - Dry Food Storage: 100 sf
- Food storage includes the following:
  - Cooler/refrigerator
  - Dry storage, shelves 6 lineal feet
  - Waste storage
  - Dumpster (2 medium size dumpsters)
  - Recycling
  - Food Service
  - Kitchen Storage
  - Trays 400
  - Silver - service for 400
  - Disposable service - dry storage area
  - Built-in casework
  - Locker Area - 2 individual lockers
- Kitchen/Food Prep. Area includes:
  - Dishwashing
  - Cooler and freezer mobile unit - stand alone on wheels
  - Food Service - Serving lines
  - Lunch Counter/Scramble
  - Leave space to accommodate (2) warmers if needed

## ***Support Facilities***

- Designated office space for (2) staff with 1 desk and 1 chair– does not need to be enclosed

## ***Intended Community or Adult Education Use***

- PTA functions
- Church functions
- Occasional community group meetings

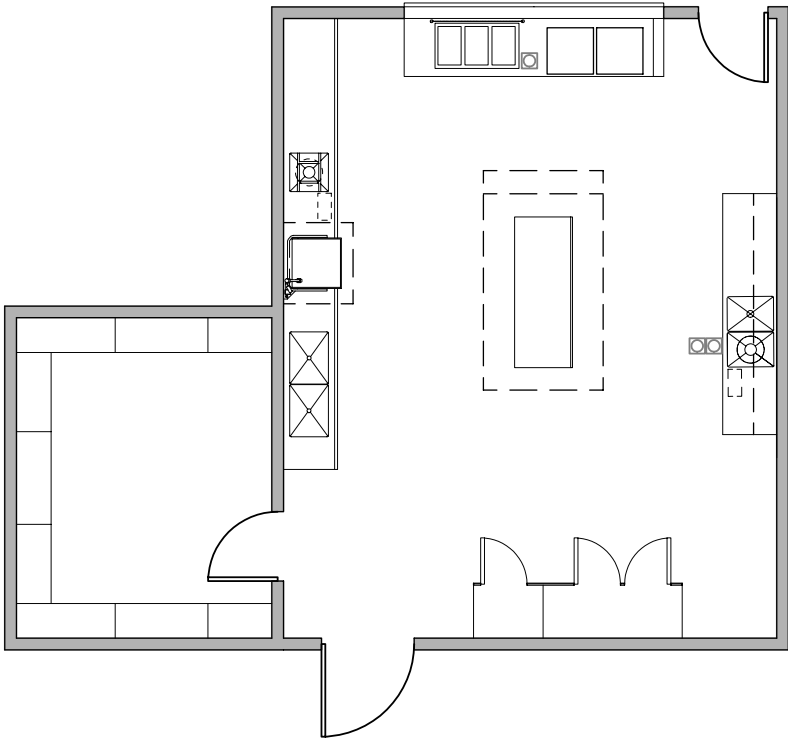
## ***Environmental Variables***

- HVAC
  - Ventilation in scullery and cooking area with proper make up air units/economizer for heat recovery
  - Separate ventilation from cafeteria
  - Ventilation of ovens and cooktop
  - Temperature control within the kitchen
  - Do not exceed code minimum for ventilation

- Lighting
  - Kitchen area: Fluorescent light with washable lens
  - Kitchen area: Incandescent light at decorative food prep
  - Serving area: Fluorescent light
  - Serving area: Warm light to make food look appealing
  - Natural light is desired, even small amount
  - Artificial lighting – should provide adequate light to work surfaces and serving counters without shadows
- Acoustics
  - Acoustical separation from cafeteria and serving area
  - Washable Acoustical Ceilings

## **Utilities**

- Water
  - Kitchen: Pot sink (3 basin size, large enough for 18" x 26" pans to lay flat in sink)
  - Sink near dishwasher
  - Loading area: Hose bibs for clean up
  - Janitor's closet: Floor level sink
  - Dish washing machines, sinks
  - Provide adequate water pressure at overhead sprayer and dishwashing station
- Electrical
  - Adequate number of electrical outlets
  - Defined circuits
  - Power to kitchen equipment and cash machines
  - Data port at kitchen manager's desk
  - Power for PC, POS, phone and printer.
  - As needed for Equipment per FFE
- Communications
  - Digital clock
  - Telephone line in the staff work area
  - Intercom/Speaker
  - PA System/Building/Gym/Cafeteria



KITCHEN AT 740 SF



## ***Finishes***

- Floor Covering:
  - Kitchen/prep area: Removable mats over sealed concrete floor - (like Squalicum HS)
  - Storage: Hardsurface (Slip-resistant)
  - Dishwashing: Removable mats over sealed concrete floor - (like Squalicum HS)
  - Service Area: Removable mats over sealed concrete floor - (like Squalicum HS)
- Wall and Wall Coverings:
  - Kitchen/prep area: Fiberglass Reinforced Panels
  - Storage: Painted gyp. board
  - Dishwashing: Fiberglass Reinforced Panels
- Ceilings:
  - Kitchen/Prep area: Washable acoustical tile
  - Storage: Acoustical tile
  - Dishwashing: Washable acoustical tile
  - Service Area: Washable acoustical tile

## ***Storage Requirements***

- Moveable two door freezer
- Moveable two door refrigerator
- Dry storage at a minimum of 200 square feet
- Washer and dryer should be near the room in the custodial area. Prefer stackable.
- Provide shelving in both freezer and refrigerator

## ***Display Requirements***

- (4'x4') bulletin board within staff work area
- Provide interchangeable signage or whiteboard describing what is being served daily - one on each side of the serving window

## ***Furniture and Equipment (suggested)***

- Fixtures:
  - Activities board in serving area
  - Seasonal decorations and display in serving area
- Furniture:
  - 1 stool
  - Desk and chair

# DETAILED SPACE REQUIREMENTS

- Equipment (to be reviewed/confirmed by School District):
  - 1 cash register (computer)
  - 2 convection ovens - stacked
  - 1 stove top (electric) 2 burner
  - 1 microwave oven
  - 1 can opener
  - 2 cooler/refrigerator
  - 1 pot sink (3 compartment)
  - 1 disposal w/spray & built-in basin
  - 1 fire extinguisher system at hood
  - 1 exhaust hood in dishwashing area
  - 1 serving counter
  - 1 milk refrigerator (dispensing)
  - 1 sinks (prep) w/ compartment
  - 1 hand wash sink
  - Storage shelves
  - 1 water heater
  - 3 work table
  - 2 mobile bins in kitchen
  - 2 tray storage carts
  - 1 four pan heated well for serving
  - 3 pre-rinse units
  - 2 lockers
  - 3 drawers
  - 2 garbage cans
  - Steam table lid/covers

- Counter top within the office area large enough to allow (2) staff to work side by side
- Space for (1) computers and room to count money
- File cabinet
- Computerized cash register on cart
- PC and POS with printer at manager's desk
- Coat hooks

### ***Other Essential Information***

- Windows to be operable at kitchen
- Fencing - Dumpster area should be fenced (screen fence from view) - use school wide dumpster
- Service - Loading Area adjacent to kitchen service drive area
- 4' wide door at receiving with screen door
- Parking:
  - Kitchen staff parking - 2 stalls
  - Lighted parking should be lighted staff arrives early

## **SITE—PARKING/ BUSES—BUILDING HARDSCAPE**

### ***General Information***

- Location for staff, visitor parking, parent drop off
- Bus drop off
- Outdoor eating area off Cafeteria (small area with 3-4 picnic tables, supervisable from playground)

### ***Planned Usage***

- Parking for staff and visitors
- Drop off and pick up for cars and buses
- Outdoor dining for students and separately for staff

### ***User Information***

- 2 buses; space for 20 car drop-off zone; need 40 parking spaces minimum
- Frequency: 8:30 - 9:00, 3:00 - 3:30 are busiest times for buses; 150 cars drop-off between 8:30 - 9:00
- Buses arrive over a 20 min. period- 2-3 at the same time in the morning.
- Same number of buses in the afternoon, but more dispersed

### ***Groupings***

- None

### ***Proximity Requirements***

- Separate bus and parent drop-off, but have students enter same entry
- Emergency vehicle access to Health Room and playground

### ***Spatial Requirements***

- None

### ***Support Facilities***

- None

### ***Intended Community or Adult Use***

- None

### ***Environmental Variables***

- HVAC
  - No special requirements
- Lighting
  - Lights on poles to comply with ADA requirements; shielded fixture to avoid light pollution
  - Lights need to be on the DDC with manual override

- Acoustics
  - No special requirements

## ***Utilities***

- Water
  - No special requirements
- Electrical
  - No special requirements
- Communications
  - Digital clock
  - Intercom/ Speaker

## ***Finishes***

- Floors: Asphalt in drive areas; concrete where required; concrete under and adjacent to dumpsters
- Walls: Tackable where possible
- Ceiling: No special requirements

## ***Storage Requirements***

- None

## ***Display Requirements***

- None

## ***Furniture and Equipment (suggested)***

- Equipment
  - None
- Furniture
  - Benches at Main Entry (see “Entry” discussion)
  - Benches built-in to accommodate parent drop-off (should be concrete or CMU)
  - Sturdy picnic tables for outdoor eating area

## ***Other Essential Information***

- None

## **SITE—HARDSURFACE PLAY/ PLAYFIELDS/ COVERED PLAY**

### ***General Information***

- Site is used by school all day and community after hours

### ***Planned Usage***

- Basketball on hard surface
- Tetherball on hard surface
- 4-square on hard surface
- Play apparatus on soft/padded surface
- Large grass field, as big as possible
- No field striping required
- No backstops required
- Cinder jogging trail around field is desired
- Outdoor classroom area if convenient (rain makes this less useful)

### ***User Information***

- Hard surface/ covered play will have 375 students using it before school
- Typical use is 1/2 school at a time (225 kids); 2 recess periods- size for this use.

### ***Groupings***

- None

### ***Proximity Requirements***

- Close to bus drop or parent drop - to be used for waiting
- Access to gym toilets is desirable
- Hard surface play - away from classrooms
- Fields, hard/soft play - located for easy supervision
- Keep bus zone and play separate (safety-adjacent ok)

### ***Spatial Requirements***

- Covered play 3,500 SF
- Soft play should be 75'-0" x 120'-0"

### ***Support Facilities***

- None

### ***Intended Community or Adult Use***

- None

## ***Environmental Variables***

- HVAC
  - None
- Lighting
  - Play areas are not lighted. Building security lighting only
  - Provide lighting at covered play
- Acoustics
  - No special requirements

## ***Utilities***

- Water
  - None
- Electrical
  - None
- Communications
  - Digital clock
  - Intercom/ Speaker

## ***Finishes***

- Consider pervious asphalt in non-drive areas

## ***Storage Requirements***

- None

## ***Display Requirements***

- None

## ***Furniture and Equipment (suggested)***

- Furniture
  - None
- Equipment
  - 4 basketball backstops at covered play
  - 2 double backboards
  - 2-3 tether ball poles
  - 4-6 4 square courts
  - 1 kickball diamond- painted on hard surface
  - Play apparatus-Big Toy type, possibly provided by PTA
  - 6 swings
  - Backstops at grass field

## ***Other Essential Information***

- Play shed should be as open and visible as possible
- Prefer stand-alone play shed, but extension off gym is good
- Want grade level markings to show where kids line up for fire drills
- Storage room for ball cart off covered play (6'0" x 6'-0")