

KILN/ ART STORAGE ROOM

General Information

- Convenient and safe location for kiln

Planned Usage

- Kiln is used to fire ceramic projects

User Information

- Typically (1-2) persons loading or unloading the kiln – projects from virtually every student in school
- No staff specifically assigned

Groupings

- None

Proximity Requirements

Spatial Requirements

- Square footage per numeric program

Support Facilities

- Storage

Intended Community or Adult Use

- None

Environmental Variables

- HVAC
 - Venting is critical
- Lighting
 - Adequate light is important
- Acoustics
 - None

Utilities

- Water
 - Wall mounted utility sink with clay trap
- Electrical
 - Must have electrical capability to run kiln with proper plug-in, etc.
- Communications
 - Provide power and data

Finishes

- Durable surfaces

Storage Requirements

- Shelf space for glaze/kiln supplies
- Open, adjustable, shelving, floor to ceiling on all walls
- Provide shelving of adequate depth to meet storage needs (6" deep)
- Open area in the middle of the room for bulk paper storage, carts, etc. (18" deep)
- Hard surface floor
- Provide data and power connection

Display Requirements

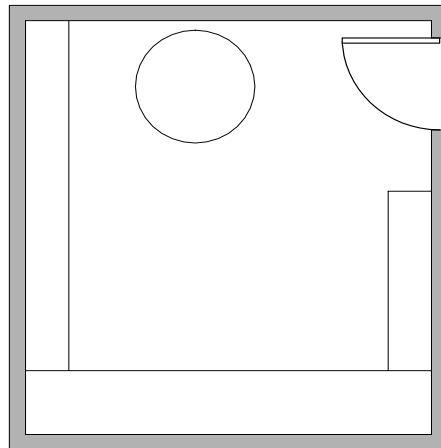
- None

Furniture and Equipment (suggested)

- Kiln

Other Essential Information

- None



KILN/ART STORAGE ROOM

PSYCHOLOGIST/ ITINERANT

General Information

- School psychologist meets with students one-on-one for student assessment. Students are referred through an outside source
- Area where the psychologist will test and confer with students and parents

Planned Usage

- Individual meetings using various strategies to make student comfortable enough to open up to psychologist.
- Testing and conferencing

User Information

- From (1-4), 1 Psychologist

Groupings

- Small group to individual

Proximity Requirements

- Flexible

Spatial Requirements

- Square footage per numeric program

Support Facilities

- None

Intended Community or Adult Education Use

- None

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Natural lighting desirable
 - Consider lighting that may reduce the institutional feel of the room.
- Acoustics
 - Sound proof for privacy

Utilities

- Water
 - None
- Electrical
 - Adequate number of electrical outlets
- Communications
 - Telephone
 - Digital clock
 - Intercom/Speaker

Finishes

- Floors: Carpet for sound
- Walls: GWB, paint
- Ceiling: ACT

Storage Requirements

- Portable 4' bookshelf and (2) 4 drawer file cabinet, locking
- Locking wardrobe closet with built in file drawer

Display Requirements

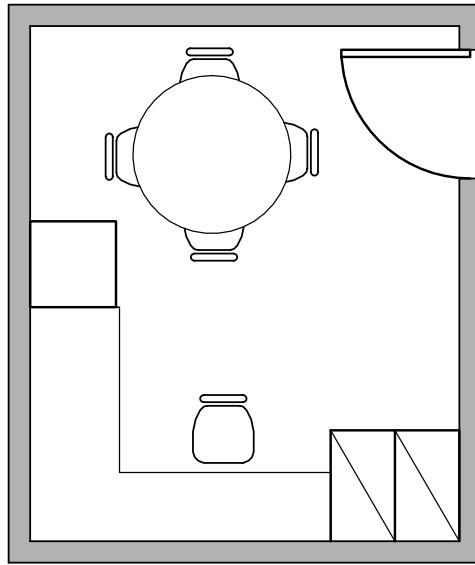
- Magnetic whiteboard (3' x 4')
- Some tackable wall surface

Furniture and Equipment (suggested)

- Furniture
 - Staff chair
 - Additional office chairs
 - Desk table
 - (1) round table
- Equipment
 - Computer

Other Essential Information

- None.



PSYCHOLOGIST/ITINERANT OFFICE

ESS (COUNSELOR)

General Information

- The counselor works with students that have been referred to them by teachers or parents

Planned Usage

- Working one-on-one with students in a comfortable environment to help them with personal issues that can range from class work, student-to-student relationships and family issues.
- Individual counseling sessions
- Parent conferences / consultation
- Student / group meetings

User Information

- Generally 1 staff, 1 student
- Full time, 1 hour sessions
- Consider up to (6-8) in addition to (1) staff member

Groupings

- Range from 1 to 8

Proximity Requirements

- Office easily found
- Visual connection to the hallway – re-lite with privacy blinds or exterior window

Spatial Requirements

- Square footage per numeric program

Support Facilities

- None

Intended Community or Adult Education Use

- Limited – primarily school staff use

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Natural lighting desirable
- Acoustics
 - Sound proof for privacy

Utilities

- Water
 - None
- Electrical
 - Adequate number of electrical outlets
- Communications
 - Telephone
 - Digital clock
 - Intercom/Speaker

Finishes

- Floors: Carpet for sound. Consider flooring for student lunches
- Walls: GWB, paint
- Ceiling: ACT

Storage Requirements

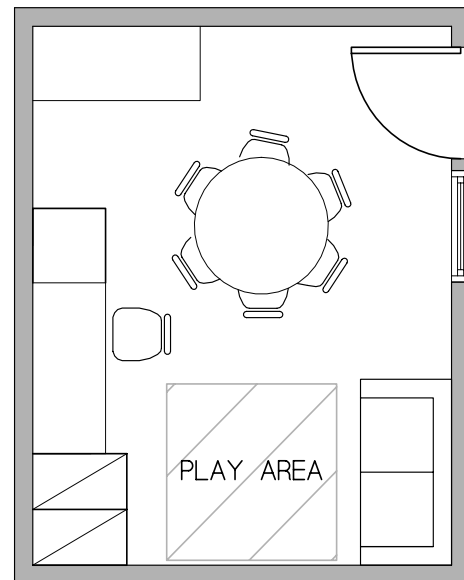
- Storage for games, books, school supplies
- Locking wardrobe closet with built in file drawer

Display Requirements

- Magnetic whiteboard (4'x 6')
- Some tackable wall surface

Furniture and Equipment (suggested)

- Furniture
 - (2) Portable bookshelf (3 LF, 4 shelf)
 - Table and (6) chairs
 - 2 drawer file cabinet
 - (2) guest chairs
 - (1) workstation
 - (1) staff chair
 - Comfortable soft chair/sofa
- Equipment
 - Computer



COUNSELOR OFFICE

Other Essential Information

- Consider waiting area as a private space or alcove away from hallway for student discretion

SLP

General Information

- The Speech Language Pathologist provides therapy and skills development for students with speech impediments.
- To teach communication skills and augment language development
- To provide space where (1) teacher and (1) assistant can teach small groups of students
- Space should be flexible enough for (3-4) students to work at the same time

Planned Usage

- Small group and one on one therapy
- Typical office functions
- Greatest amount of student time is spent sitting at desks or tables
- (1) Listening station

User Information

- 1 staff, 3-4 students
- Daily - Full time

Groupings

- Varies from individual to small groups (5 students)

Proximity Requirements

- Consider locating the room near special education and pre-school

Spatial Requirements

- Square footage per numeric program

Support Facilities

- None

Intended Community of Adult Education Use

- None

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Indirect lighting – needs to accommodate staff that read all day and help to control the glare
 - Natural light is desirable, operable window if possible
- Acoustics
 - Noise reduction needs to be considered

Utilities

- Water
 - none
- Electrical
 - Similar requirements as a classroom
- Communications
 - Intercom/Speaker
 - Analog clock
 - Telephone

Finishes

- Floors: Carpet for sound
- Walls: GWB, paint
- Ceiling: ACT

Storage Requirements

- (1) full height storage cabinet 4-6 LF full height casework with (2) built in file drawers
- Book storage

Display Requirements

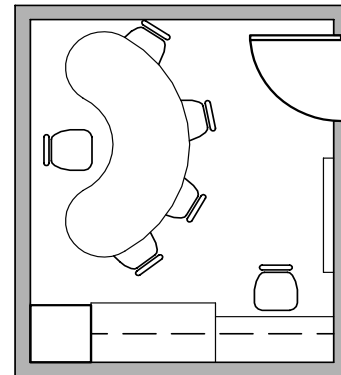
- (1) 4'x 4' magnetic whiteboard
- As much tackable wall surface as practical on (1) wall
- Mirror mounted at child height

Furniture and Equipment (suggested)

- Furniture
 - (1) teacher desk and chair
 - (4) legal size file drawers
 - Kidney table with 3-4 chairs
- Equipment
 - (1) teacher computer

Other Essential Information

- None



SLP

ELL

General Information

- Special instruction for students whose primary language is not English
- To teach reading and augment student learning
- Honor student diversity

Planned Usage

- Specialized instruction
- Small group instruction focusing on the English language
- Basic reading, writing and communication

User Information

- (1) staff and 4-5 students
- Full time / part-time

Groupings

- Varies from individual and small groups.

Proximity Requirements

- Near primary grades and Title 1 rooms

Spatial Requirements

- Square footage per numeric program
- Desk space and storage for each staff member

Support Facilities

- Extended learning areas

Intended Community or Adult Education Use

- None

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Indirect lighting – needs to accommodate staff that read all day and help to control the glare
 - Natural light is desired, operable windows
- Acoustics
 - None

Utilities

- Water
 - None
- Electrical
 - Standard
- Communications
 - Intercom/Speaker
 - Digital clock
 - Telephone
 - Projector

Finishes

- Floors: Carpet for sound
- Walls: GWB, paint
- Ceiling: ACT

Storage Requirements

- (1) full height storage cabinet 4-6 LF full height casework, 2 drawer file built in to wardrobe
- Book storage

Display Requirements

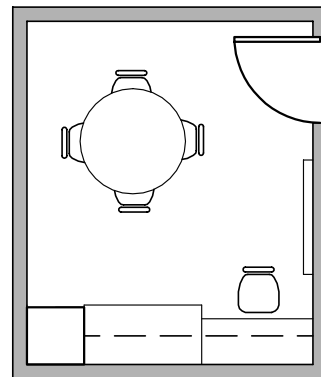
- 4' x 4' magnetic whiteboard - presentation wall
- Some much tackable wall surface as practical

Furniture and Equipment (suggested)

- Furniture
 - 1 desk/chair
 - 1 table (60" round)
 - 5 chairs
- Equipment
 - 1 desktop computer

Other Essential Information

- Relite or transom lites for borrowed light



ELL

READING CORPS/ LITERACY

General Information

- Pull-out reading for general ed.
- Resources come from central book storage.
- Resources stored in room

Planned Usage

- Small group instruction
- Reading and writing activities

User Information

- 1 staff, 5 students
- Full time

Groupings

- Varies from individual to small groups

Proximity Requirements

- Consider locating the room near special education and pre-school

Spatial Requirements

- Square footage per numeric program

Support Facilities

- None

Intended Community or Adult Use

- None

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Indirect lighting – needs to accommodate staff that read all day and help to control the glare
 - Natural light is desirable, operable window if possible
- Acoustics
 - Noise reduction needs to be considered

Utilities

- Water
 - none
- Electrical
 - Similar requirements as a classroom
- Communications
 - Intercom/Speaker
 - Analog clock

Finishes

- Floors: Carpet for sound
- Walls: Paint
- Ceiling: Acoustical

Storage Requirements

- (1) full height wardrobe

Display Requirements

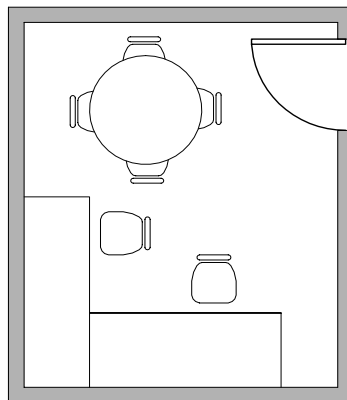
- 4' x 4' whiteboard

Furniture and Equipment (suggested)

- Furniture
 - Desk for (2)

Other Essential Information

- None



READING CORPS/LITERACY

SPECIAL SERVICES/ TITLE 1/ LAP/ READING INTERVENTION

General Information

- Title 1 is a reading intervention program for K through 5th grades
- Used primarily for Title 1

Planned Usage

- Small group instruction using various teaching strategies including magnetic boards, overheads, A/V, books, etc.

User Information

- (1) staff and (3-4) students
- Full-time

Groupings

- Small group or independent activities.
- Groups up to 12 students

Proximity Requirements

- Near literacy and other student support services

Spatial Requirements

- Square footage per numeric program

Support Facilities

- Bookroom for Title 1 program (curriculum supplies will need to be stored in a different location)

Intended Community or Adult Education Use

- None

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Indirect lighting – needs to accommodate staff that read all day and help to control the glare
 - Natural light is desirable, operable window if possible
- Acoustics
 - Noise reduction needs to be considered

Utilities

- Plumbing
 - Consider sink
- Electrical
 - Similar requirements as a classroom
- Communications
 - Intercom/Speaker
 - Analog clock

Finishes

- Floors: Carpet
- Walls: Tackable
- Ceiling: ACT

Storage Requirements

- 4 LF full height lockable cabinets
- Wardrobe cabinet locking
- Adjustable book shelves

Display Requirements

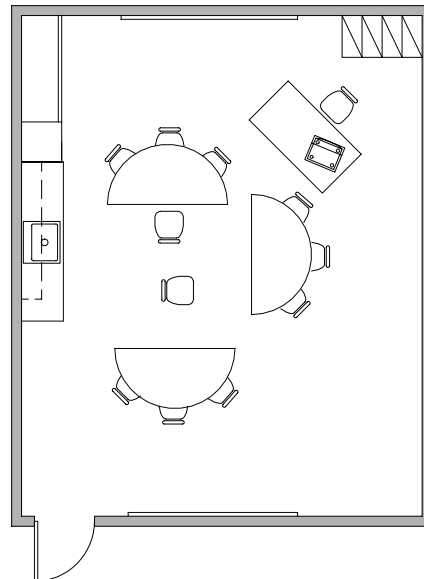
- (2) 4' X 8' whiteboards & a projection surface

Furniture and Equipment (suggested)

- Furniture
 - (1) Desk
 - Tables for 10-12, consider half round
 - (5) Chairs
- Equipment
 - Desktop computer
 - Consider docking station

Other Essential Information

- None



SPECIAL SERVICES/TITLE 1/INTERVENTION

SPECIAL EDUCATION ROOM (NON - RESOURCE)

General Information

- Special education teaching station for special needs students. Specific needs vary so the space needs to be flexible.

Planned Usage

- Isolation room within the classroom that can be closed off acoustically but still observable through one-way glass.
- Life Skills: Teaching basic life skills such as feeding, personal hygiene, and communication, etc.

User Information

- 1 teacher and 2 teaching assistants
- 8-10+ students
- Full time- 5 days/ week

Groupings

- Varies

Proximity Requirements

- Direct access to bus drop-off area
- Adjacent to changing room
- Adjacent to Motor Room

Spatial Requirements

- Square footage per numeric program
- Designated restroom within room

Support Facilities

- Student restroom with freestanding changing table

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
 - LED, 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 34" high, 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
- Communications
 - Intercom/Speaker/Analog Clock, not on teaching wall
 - (2) Data drops on each wall
 - Telephone system
 - Provide teacher amplification system

Finishes

- Floors: Carpet. Provide hard surface at sink and project "wet" area.
- Walls: Vinyl tackable wall covering
- Ceiling: ACT

Storage Requirements

- Standard classroom casework

Display Requirements

- Provide typical classroom white board display layout.

Furniture and Equipment (suggested)

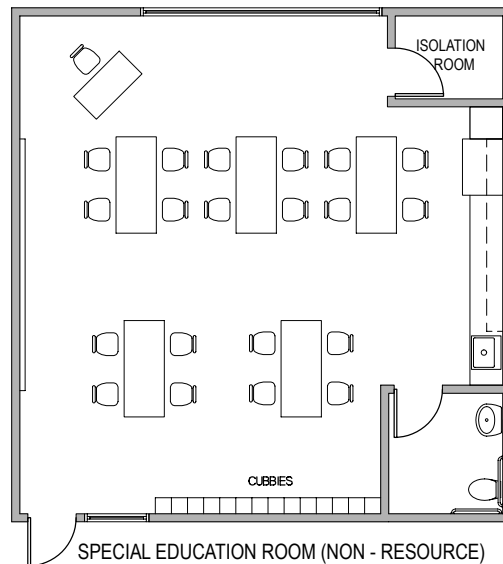
- Furniture
 - (5) 30" x 72" tables
 - Desk/ (3) adult chairs
 - (10) chairs

DETAILED SPACE REQUIREMENTS

- Equipment
 - Refrigerator (if Life Skills)
 - Range/ hood (if Life Skills)
- General
 - Analog clock
 - Provide support in ceiling for hanging apparatus

Other Essential Information

- Relite or transom lites for borrowed light.



RESOURCE ROOM

General Information

- Special education teaching station for special needs students. Specific needs vary so the space needs to be flexible.

Planned Usage

- Arrangements that allow for varied size instruction, ranging from one-on-one to up to 10-12 students.
- There may be various sized group instruction happening simultaneously

User Information

- 1 teacher and one teaching assistant
- 14 students per room maximum
- Full time- 5 days/ week

Groupings

- Varies

Proximity Requirements

- Accessible from General classrooms
- Near Motor Room, storage, psychologist, nurse, and assessment room
- Need access to toilet and changing room

Spatial Requirements

- Square footage per numeric program

Support Facilities

- Student restroom with freestanding changing table

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
 - 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 34" high, 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
- Communications
 - Intercom/Speaker/Analog Clock, not on teaching wall
 - (2) Data drops on each wall
 - Telephone system
 - Provide teacher amplification system

Finishes

- Floors: Carpet. Provide hard surface at sink and project "wet" area.
- Walls: Vinyl tackable
- Ceiling: ACT

Storage Requirements

- Casework
 - Standard classroom casework with lockable doors

Display Requirements

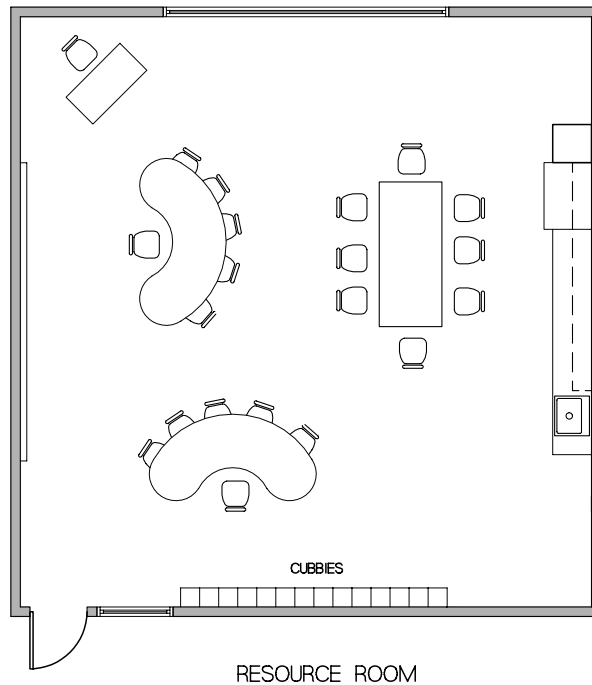
- Whiteboards/ Projection/ Visual Display:
 - Typical classroom layout

Furniture and Equipment (suggested)

- Furniture
 - (10) 2- drawer or (5) 4 drawer file cabinets (lockable)
 - (1) teacher's desk/ chair
 - (2) kidney shaped tables for 5
 - (1) table for 6, 12 chairs
- Equipment
 - Desktop computer
 - Wall mounted projector
- General
 - Analog clock

Other Essential Information

- Student assessments may be conducted in Psychologist / Itinerant Office, consider adjacency to the resource room.



MOTOR ROOM

General Information

- Motor Room is part of the Special Ed program. It focuses on the physical needs of students that have some form of a physical disability. Some students may require a walker, crutches, or a wheelchair.
- To provide space where (1) teacher can teach small groups or individual students .

Planned Usage

- Larger physical activities. Teaching or retraining students to use muscle groups. Similar aspects to P.E., but focused on specific needs.
- Smaller activities (handwriting, keyboarding, etc.)
- Largest amount of time is spent doing table-top activities and in gross motor groups.

User Information

- (1-10) students.
- (1) teacher.
- 2 days per week, approximately

Groupings

- Varies from individual to small groups (3 students).

Proximity Requirements

- Near or adjacent to primary classrooms

Spatial Requirements

- Square footage per numeric program
- One space needs to be planned with a table for 6 students
- One space with a small instruction area for (4-5) students.
- Desk space and storage for staff member (shared by 2)
- Sufficient space to allow for swinging on ceiling suspended apparatus.

Support Facilities

- None

Intended Community of Adult Education Use

- None

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Indirect lighting – needs to accommodate staff that read all day and help to control the glare
 - Natural light is desired

- Acoustics
 - Noise reduction needs to be considered due to the multiple teachers and groups working simultaneously and the proximity to other rooms.

Utilities

- Water
 - Sink with drinking fountain
- Electrical
 - Similar requirements as a classroom
- Communications
 - Intercom/Speaker
 - Digital clock

Finishes

- Floors: Carpet. Provide hard surface at sink and project “wet” area.
- Walls: Tackable surfaces, durable walls
- Ceiling: ACT

Storage Requirements

- Deep cabinets / drawers storage for paper, oversized games, art supplies, and bulky equipment
- Storage for (1) teacher’s personal teaching supplies - teacher’s wardrobe
- (2) Lockable file cabinets
- Closed storage for (2) 5’x2’ mats, (5) big balls, scooters, jump ropes, suspension equipment, bike and mini trampoline.
- Storage for 3’x 5’ platform swing
- Hammock or zig-zag stacks may be used for storing balls
- No need for student cubbies

Display Requirements

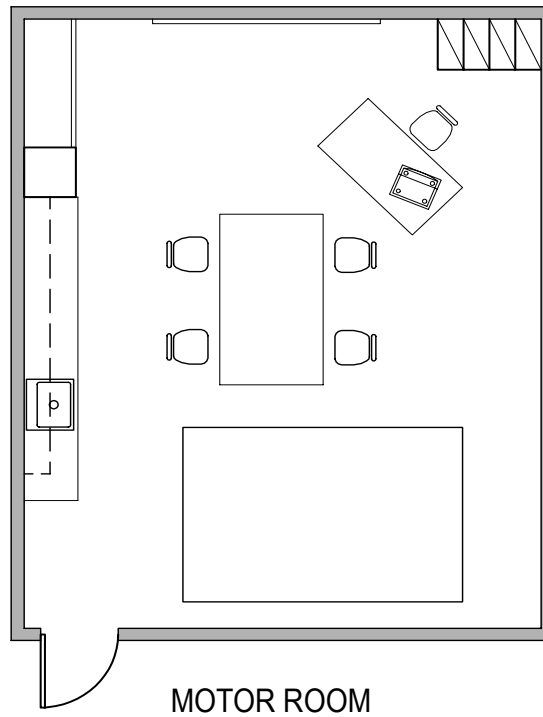
- (1) 4’ x 8’ porcelain magnetic whiteboard
- As much tackable wall surface as practical
- (1) small bulletin boards for desk area

Furniture and Equipment (suggested)

- Furniture
 - (1) teacher desk and chair
 - rectangular table
 - 4 chairs
 - Mirror (4'x6')
- Equipment
 - (1) teacher computer

Other Essential Information

- Structural support system for ceiling suspensions - near center of room, away from casework



BOOKROOM

General Information

- Storage of reading materials in groups or kits by different reading levels. May also hold storage of science kits on site.

Planned Usage

- Activity Description
 - Storage of books and reading workbooks
 - Storage of science kits
 - Self check station/sorting of material center
 - Professional Library/resource reference area for educators
 - Consider storing curriculum materials

User Information

- No designated occupant - accessed by instructors regularly

Groupings

- 1-2 for material retrieval

Proximity Requirements

- Near the general classroom area - particularly the primary classrooms
- Library
- Near elevator, if possible

Spacial Requirements

- Square footage per numeric program

Support Facilities

- General Classrooms

Intended Community or Adult Education Use

- None

Environmental Variables

- HVAC
 - Standard
- Lighting
 - Standard fluorescent
- Acoustics
 - Standard

Utilities

- Plumbing
 - None
- Electrical
 - Convenience outlets as appropriate
- Communications
 - Wired for possible check out of professional materials
 - Intercom
 - Clock

Finishes

- Floors: Hard surface
- Walls: Painted wallboard (covered with shelving)
- Ceiling: Standard acoustical ceiling tiles and height (~9' +/-)

Storage Requirements

- Casework:
 - Full height adjustable shelving for books (~ 25 LF of shelving, 7' high x 12" deep)
 - Shelving for science kits (~12-15 LF of shelving) holds approximately 30-50 science kits (each 17" x 23.5" x 12" high)
 - Consider laptop cart storage space when school is out of session

Display Requirements

- None

Furniture and Equipment (suggested)

- Furniture
 - (1) Work/layout table (6' x 30")
- Equipment
 - Self-check computer

Other Essential Information

- None administration

ADMINISTRATION

ENTRY/FOYER/WAITING

General Information

- Clear location to enter the school. Entry overhang should shelter people who are waiting. A place for waiting people to be seated.

Planned Usage

- Activity Description
 - Building entrance
 - Waiting for rides
 - Supervision of arrival and departure
 - Orientation point for visitors
 - Message center
 - Wayfinding

User Information

- 1/3 of students, parent drop-off, visitors go through this entry
- All visitors should be routed to this entry
- Frequency/Duration of Visitors:
 - Morning - 1 hour; 7:30 - 8:30
 - Afternoon - 1/2 hour; 2:30 primary dismissal
 - Visitors may arrive throughout school day

Groupings

- 1/3 of students

Proximity Requirements

- Clearly supervisable from the office. Office staff (secretary) should be able to view and supervise entry. Desirable to have students arriving on buses and being dropped off enter the front entry, but cars and buses must be separate.
- Consider proximity to Cafeteria/Gym with a combined entry.

Spatial Requirements

- Square footage per numeric program
- Large enough for 10-12 people to wait inside and outside under cover
- Provide covered outdoor waiting/meeting area
- Consider student waiting area separated from main visitor greeting area

Support Facilities

- Reception
- Administrative Office
- Cafeteria

Intended Community or Adult Education use

- High use

Environmental Variables

- HVAC
 - Consider heat loss at doors
- Lighting
 - Well lit at night
- Acoustics
 - Standard

Utilities

- Plumbing
 - No special requirements
- Electrical
 - No special requirements
- Communications
 - Intercom speakers

Finishes

- Floors: Walk-off mats and polished concrete
- Walls: Protect from kids leaning bikes on wall and students putting feet on walls, etc. Tackable surface above wainscot
- Ceiling: No special requirements

Storage Requirements

- Pamphlet rack

Display Requirements

- Digital signage
- Pamphlet rack
- Bulletin board space

Furniture and Equipment (suggested)

- Furniture
 - Table for pamphlets
 - Benches or chairs for foyer
- Equipment
 - Digital display

Other Essential Information

- Should have durable doors with full height glass vision panels
- Consider safety and security design requirements at entry
- Provide area for display

RECEPTION AREA

General Information

- This is the main point of reception and check in for all visitors to the school. This is the location for registration and application to programs. This is also the waiting room for students, parents, and visitors waiting to meet with the principal or someone else in the main office area.

Planned Usage

- Activity Description
 - Desirable to be the only entrance for the public into the school
 - Heads up activities (reception, and watching the activities at the entrance)
 - Visitors filling out forms at counter or seated using a clipboard
 - Visitor sign in
 - Dealing with attendance
 - Will be used by staff, parents, community members and others
 - Face to face interaction with the office manager or other staff members
 - People will wait here for someone they need to see in the school

User Information

- Hundreds each day
- 6 people waiting; 1 full time; 2 part time clerk/secretary or greater at reception desk (Note: secretary station could also be at this desk)
 - Frequency/Duration of Program: Busiest in the mornings (7:30-8:00; clerk is a 3/4 time position)

Groupings

- Typically no more than (10) at one time, usually parents and students

Proximity Requirements

- View of main entry doors
- Close to secretary
- Secretary and clerk can both be at reception desks, but with separate workstations
- See additional comments under "Secretary"
- Direct access to health room
- Access to adult restroom for public use

Spatial Requirements

- Square footage per numeric program
- Be sure to accommodate enough space behind the desks for movement
- Consider built-in seating in waiting area

Support Facilities

- None

Intended Community or Adult Education Use

- None – ability to secure space after hours

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Natural light is desired
- Acoustics
 - The ability to hold conversations without disturbing the surrounding offices

Utilities

- Water
 - None
- Electrical
 - Adequate number of outlets, both on the floor and walls
- Communications
 - Analog Clock
 - Computer network connection
 - Intercom/Speaker
 - Telephone – for public use

Finishes

- Floors: Consider hard surface
- Walls: Durable finishes, provide wall space
- Ceiling: No special requirements

Storage Requirements

- Casework:
 - Reception desk/workstation for clerk with high and low area
 - Space for brochures/pamphlets, or pamphlet racks

Display Requirements

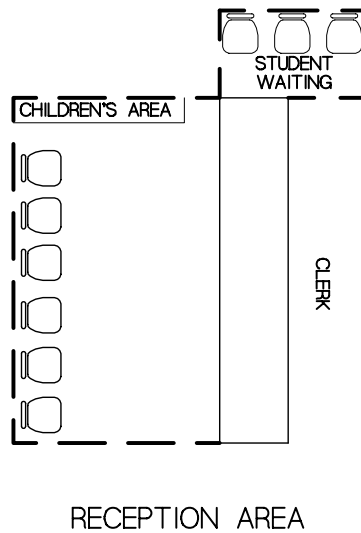
- Consider display area for local art
- Bulletin board Furniture and Equipment (suggested)

Furniture and Equipment (suggested)

- 4-6 lounge chairs
- 1-2 side tables
- (1) clerk chair
- Consider area for child waiting

Other Essential Information

- Desirable to have pass through mailboxes for staff - take privacy into account
- Provide space for a school directory
- Locate (1) AED (Automatic Emergency Defibrillator) near the main entrance



PRINCIPAL SECRETARY/ OFFICE ASSISTANT WORKSPACE

General Information

- Executive Secretary to Principal

Planned Usage

- Activity Description:
 - Heads down activities (desk and computer work)
 - Answering phone
 - Word processing
 - Deals with staff
 - Answers questions clerk can't handle
 - Dealing with Budget
 - Receives money for fees, etc.
 - Supervises student time outs
 - Supervises sick kids
 - Distribution of staff mail

User Information

- Number/Type of Occupants: 1 person (Greeter/clerk/secretary is covered under Reception) and 1 part time clerk
- Full time position, 7:30am - 4:00pm

Groupings

- Same as the number of users

Proximity Requirements

- Proximity to files
- Close to clerk or could have desk integral, and part of 2 station reception counter.
- Proximity to Principal
- Near printer
- Easy access to copy machine and teacher mailboxes
- Close to student time out area - visual connection
- Close to health room

Spatial Requirements

- Square footage per numeric program
- Intercom system
- Desk and chair for office manager
- Counter space for clerk
- Provide area for small fax machine
- "Time-out" seating area with visual access to secretarial staff and limited visual access to public areas
- Limit access into office manager area
- Central office storage

Support Facilities

- Lockable storage for student files

Intended Community or Adult Education Use

- None

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
 - Area convenient to public entrance of school, but protected from wind, cold and other elements
- Lighting
 - Natural light is desired
- Acoustics
 - If cannot visually see the students, like to hear them

Utilities

- Water
 - None
- Electrical
 - Adequate wiring and electrical outlets typical for school Head Secretary station
- Communications
 - Area includes main intercom switchboard for the school
 - Computer network connection
 - Analog Clock
 - Bell system

Finishes

- Floors: Carpet Walls: Durable finishes, provide wall space
- Ceiling: No special requirements

Storage Requirements

- Casework:
 - (12) LF counter for printer, stapler, emergency radio console
 - Cupboards below for paper supplies
 - Overhead cabinets with doors - (1) set with locks
 - Time-out counter with (2) seats near secretary station. Counter should have vertical divider to prevent students in time out from communicating with each other.
 - Clerk station could be built into reception desk
 - Small safe
 - Locking wardrobe closet
 - Size and location of cabinetry / drawers critical – consult with secretary
 - Provide fire-resistive storage area for student record files, (2) 36" wide

DETAILED SPACE REQUIREMENTS

- Min. of 5'-0" counter space
- The space between the high walk up counter and work space counter needs to accommodate the height of a 3 ring binder

Display Requirements

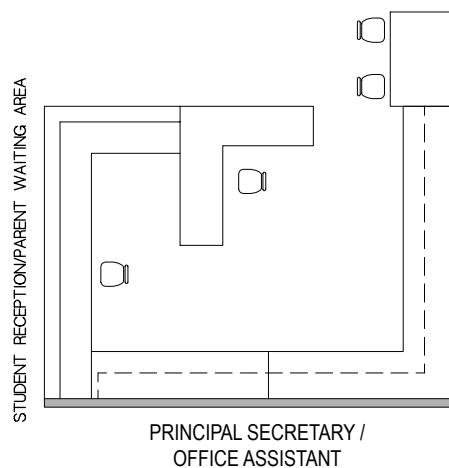
- Bulletin board or tackable wall surface

Furniture and Equipment (suggested)

- Equipment (also note any clearances, or other special requirements for equipment):
 - Stapler
 - Emergency radio charger console
 - Computer
 - Phone
- Furniture:
 - (12) drawers of 3'-0" wide lateral files (contains both student files and current files)
 - (2) student chairs
 - (1) secretary chair
 - (2) fire files 36" wide
- Other equipment and furniture needs to be determined

Other Essential Information

- Counter space for large color printer
- Front counter should have high transaction ledge with low counter for seated assistants
- Part of front counter designed to accommodate small primary age students



PRINCIPAL'S OFFICE

General Information

- The principal is the Chief Executive of the school and leads school in all endeavors. As such, the principal leads various efforts at the school including application

Planned Usage

- Paper and computer work at desk
- Telephone conversations
- Conferences
- Team building

User Information

- (1) Principal – interacting with individuals or small groups of up to 5
- Used all day with frequent meetings

Groupings

- Principal alone, to group interaction with (6) people

Proximity Requirements

- In the general office area, but separated from the public by office manager / reception area
- Adjacent to or near conference room
- Adjacent and visually connected with office manager station
- View of Entry
- View of Main Office
- Access to office from Reception Area

Spatial Requirements

- Square footage per numeric program

Support Facilities

- Conference room
- Office manager / Reception area

Intended Community or Adult Education Use

- Principal's office used by other staff for team meetings

Environmental Variables

- HVAC
 - Pleasant atmosphere, with adequate heating and ventilation – this is a small room that at times can have many adults within it
 - Temperature control
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Natural light is desired
- Acoustics
 - The ability to conduct private conversations

Utilities

- Water
 - None
- Electrical
 - Capacity and circuitry for equipment typical to principal's office
 - Sufficient electrical outlets
 - Outlet connected to generator for emergency equipment
- Communications
 - Analog clock
 - Ability to use Public Address System to communicate with all rooms
 - Telephone
 - Intercom/Speaker

Finishes

- Floors: Carpet
- Walls: Tackable walls
- Ceiling: No special requirements

Storage Requirements

- Locking wardrobe closet integrated with back work surface

Display Requirements

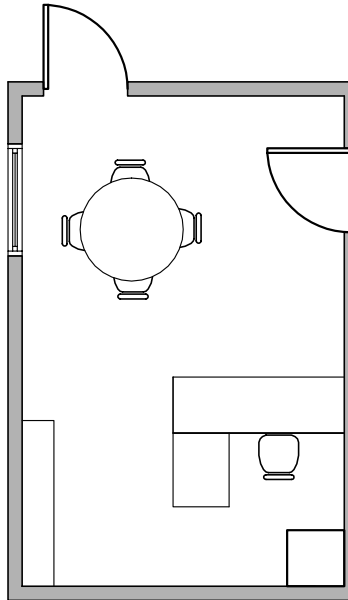
- One tackable wall surface near the principal's desk
- (1) 8'-0" x 4'-0" whiteboard

Furniture and Equipment (suggested)

- Furniture
 - Conference table for 3-4
 - (1) Executive chair - all purpose and ergonomic
 - (2) guest chairs
 - L-shaped desk
 - Bookcase - 3'-0" x 3'-0"
 - (4) lateral file drawers either as part of desk or built in with locking wardrobe
- Equipment
 - Computer
 - Wall mounted projector
 - Printer
 - Clock

Other Essential Information

- None



PRINCIPAL'S OFFICE

CONFERENCE ROOM

General Information

- All purpose conference / meeting room to accommodate groups up to (12) people

Planned Usage

- Activity Description
 - Site Council meetings
 - Leadership meetings
 - Community member meetings
 - PTA Board meetings

User Information

- Up to (12)
- In use 50% of the day

Groupings

- (1-12) people

Relationships to Other Activities

- Near related to the office area
- Adjacent to Principal's office

Spatial Requirements

- Square footage per numeric program

Support Facilities

- None

Intended Community or Adult Education Use

- Limited

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Natural lighting is preferred
 - Relite into space for visual security
- Acoustics
 - Acoustical treatment to ensure privacy

Utilities

- Water
 - None
- Electrical
 - Adequate electrical wiring and outlets
 - Laptop at table
- Communications
 - Intercom/Speaker
 - Clock
 - Telephone
 - Wall mounted projector with CATV
 - Computer outlet

Finishes

- Floors: Carpet
- Walls: tackable where possible
- Ceiling: No special requirements

Storage Requirements

- Shelving for Evaluation Team / Student Assistant binders
- (1) locking cabinet
- Counter on one short wall with storage below

Display Requirements

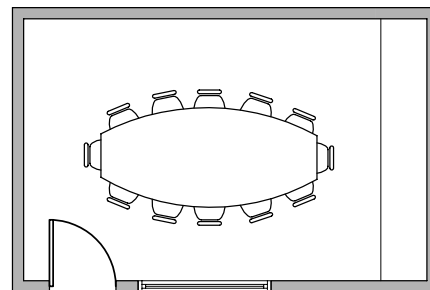
- (1) 6'x 4' vertical whiteboard, also used for projection

Furniture and Equipment (suggested)

- Furniture
 - (1) large rectangular table to accommodate (12) people
 - (12) comfortable chairs
 - Small desk with computer and (1) chair
- Equipment
 - Wall mounted projector
 - (1) laptop

Other Essential Information

- None



CONFERENCE ROOM

HEALTH ROOM

General Information

- Area to serve as temporary housing for injured or ill students on a sporadic, but frequent basis
- Confidential space to make phone calls to parents/guardians, health care providers and other nurses

Planned Usage

- Activity Description
 - Secretary/clerk diagnoses problem and directs kids to the cot area to rest
 - Nurse visits (1) day/week
 - Confidential conversations - in separate office from cot room
 - Area for assistance to ill and/or injured students
 - Isolation area for students with head lice, pink eye or other communicable diseases
 - Work on care plans for all assigned school
 - Desk work – record keeping, computer inputting and phone calls
 - Storage of confidential materials

User Information

- (1-2) students on cots; 2-3 seated on bench
- (1) nurse/secretary
- Nurse 1 day/week; students daily as needed

Groupings

- Same as number of users

Proximity Requirements

- In the general office area – physically and visually accessible to office manager/reception station
- Small relite window, with blinds, for visual access

Spatial Requirements

- Square footage per numeric program
- Health room
- Toilet room
- Office
- Adequate space for (2) cots and (2-3) waiting students
- Wheelchair storage

Support Facilities

- Adjacent handicapped accessible toilet room with sink. To be located for public use as well
- (2) 30" x 30" rubbermaid totes for student clothes with closet to be stored in closet under coats
- Counter area for nurse

Intended Community or Adult Education Use

- Limited

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Natural lighting is desirable
 - Good artificial lighting with the ability to totally darken the room
 - Ability to dim lights over the cots, without dimming the work area
 - Under cabinet lighting for counter tops
- Acoustics
 - Curtains around the cots
 - Sound-proofing within the walls

Utilities

- Water
 - Hot and cold running water in toilet room
 - Nurse's sink, 30" high for student use
- Electrical
 - Adequate number of electrical outlets
 - Fan – for odor control
 - Outlet connected to generator for refrigerator/freezer
- Communications
 - Telephone
 - Intercom/Speaker
 - Digital clock
 - Computer network connection at counter

Finishes

- Floors: Hard surface
- Walls: Durable wainscot and vinyl wall covering above
- Ceiling: No special requirements
- CT in bathroom

Storage Requirements

- (1) tall storage with space for bins that store student clothes
- Storage for (1) wheelchair
- 10 lineal feet of upper and lower cabinets – all lockable
- Lockable medicine cabinet
- Office storage

- Letter file drawer, locking
- Locked storage for medicine and supplies, some of which must be removed and taken in an emergency (disaster drawers)

Display Requirements

- One tackable wall
- Mirror

Furniture and Equipment (suggested)

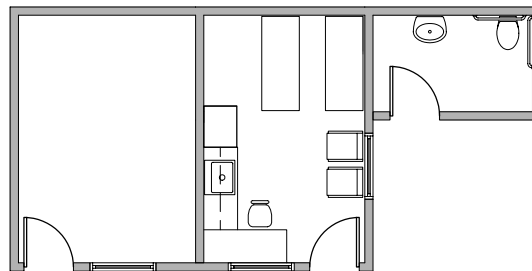
- Furniture
 - (2) cot
 - Bench for 2-3
 - (2) desks, (2) chairs with bookcase in office
- Equipment
 - Computer for nurses work area
 - Vision apparatus

Cot Room

- Small locking refrigerator/freezer - undercounter
- (2) cots

Other Essential Information

- Lockable bathroom with emergency access
 - Also with the ability to leave toilet door open
- There should be a separate office off the cot room that can be used by the nurse for confidential phone calls and consultations. Since the nurse is generally on site one day/week, this office will also be shared with other specialists such as Itinerant, Intervention, Hearing and Vision.



HEALTH ROOM
TOILET
OFFICE

WORKROOM/MAIL ROOM

General Information

- Place for teachers, office staff and parent volunteers to prepare papers and project materials for use in the school

Planned Usage

- Activity Description
 - Copying
 - Mail sorting and distribution (to boxes)
 - Preparation of exhibits/teaching aids
 - Central mail drop point for large packages and inter-district mail
 - Storage and preparation of instructional materials including such activities as laminating, cutting, pasting, copying, assembling papers and instructional packets

User Information

- Maximum of (10) people
- Usually 5-8 working at one time; morning traffic is higher as staff stops to get mail
- In use all day
- (1) staff / paraeducators at computer

Groupings

- Mostly individual work
- Used by the PTA
- Parent volunteers

Relationships to Other Activities

- Adjacent to the office area
- Near classrooms

Spatial Requirements

- Square footage per numeric program
- Ample room for work activities and materials storage

Support Facilities

- None

Intended Community or Adult Education Use

- Limited to the PTA

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Artificial light “easy on the eyes” - indirect
- Acoustics
 - Typical of a classroom
 - Avoid sound transfer from workroom to office

Utilities

- Water
 - Sink, standard
- Electrical
 - Wall electrical outlets
 - (2) copiers
- Communications
 - (1) computers
 - Analog clock
 - Intercom/Speaker
 - Telephone

Finishes

- Floors: Hard surface flooring
- Walls: Vinyl wall covering where possible
- Ceiling: No special requirements

Storage Requirements

- Island 5'-0"W x 8'-0"L x 36"H with storage below (combination of open storage, drawers, doors). Provide a area for kneespace for sitting
- Teacher mailboxes pass through with counter below - consider privacy
- Teacher mailbox slot with shelf thick enough for name insert (40-50 cubbies each to fit legal size documents 9" x 12" clear space).
- Wrap room with counters and cabinets below, and upper cabinets, no locks on cabinets.
- Open shelving above copy machine for paper storage
- 1/2 height locking cabinets for (12) para-ed staff and volunteers, could be located in staff lounge
- Large amount of shelving space for office supplies and paper
- Lineal feet of storage space to be determined
- 12" x 18" and 24" x 18" slots for paper storage
- Storage for oversized paper/poster board
- 12 lineal feet of full height storage cabinets with shelves (3'-0" max width)
- Consider counter space for radio charger

- Storage for easel pads
- Space for computer

Display Requirements

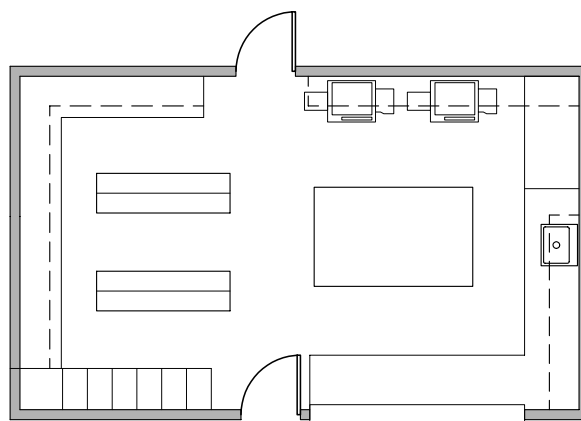
- (4' x 4') whiteboard, nearby in hallway if wall space is limited

Furniture and Equipment (suggested)

- Furniture
 - (1) office chair
 - (2) stools
- Equipment
 - Detailed list to be determined
 - (1) copier (floor models) with provisions for a future
 - Laminator on 2' x 3' cart
 - (1) 8'-0" long area along wall open for carts, butcher paper storage
 - 4 x 4 white board near corridor entrance
 - GBC binder machine
 - (2) paper cutters
 - Die-cut machine

Other Essential Information

- Consider placing staff mailboxes within this room
- All counters should be (36") high except at workstations
- Provide knee space at counter for seated activities



WORKROOM

STAFF LOUNGE

General Information

- Comfortable, pleasant area for staff to eat, relax, visit and work

Planned Usage

- Activity Description
 - Eating lunch and snacks
 - Celebration gatherings
 - Relaxing during non duty time
 - Visiting with other staff
 - Staff meetings
 - Working individually or in small groups

User Information

- Total staff will be around (40-50) with no more than one third of group (13-15) likely to be in the lounge at any one time
- Use before school, through lunches, during day, during planning periods

Groupings

- (1-15) staff

Relationships to Other Activities

- Near office/workroom is preferred

Spatial Requirements

- Square footage per numeric program
- Table area to seat at least (15-20) people at a time
- “Relaxing” area with comfortable seating for (6-9)
- Kitchen area
- Desirable to have private outdoor area (patio)

Support Facilities

- Telephone for staff

Intended Community of Adult Education Use

- Limited

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air is preferred
- Lighting
 - Natural light is desirable
 - Operable windows
- Acoustics
 - Acoustically sound so that students cannot overhear staff conversations

Utilities

- Water
 - Sink with hot and cold water, double kitchen sink
 - Instant hot water
 - Connection for dishwasher
 - Provide for ice maker connection at refrigerators
 - Coffee maker - provide adequate height between counter and upper cabinets to accommodate maker
- Electrical
 - Wiring to accommodate kitchen appliances
 - Computer outlets
 - Provisions for wall mounted projector
- Communications
 - Intercom/Speaker
 - Analog clock
 - Provide access to District network

Finishes

- Floors: Hard surface
- Walls: Tackable where possible
- Ceiling: No special requirements

Storage Requirements

- 15 lineal feet of upper and lower cabinets, including space to accommodate kitchen appliances
- Cabinets with doors and drawers under and cupboards with doors above
- Provide District standard paper towel holder, near sink
- Consider locating lockers for para educators in lounge

Display Requirements

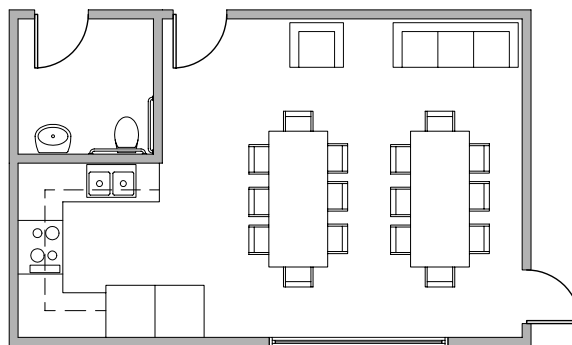
- Large bulletin board or tackable wall surface (as much as practical)
- (8'x 4') magnetic whiteboard

Furniture and Equipment (suggested)

- Furniture
 - (20) chairs
 - (4) round tables and (1) long rectangular for buffet table
 - Lounge seating for 4-6 , sofa
 - Coat rack
- Equipment
 - (2) Refrigerators – full size
 - Dishwasher
 - Stove with oven
 - (2) Microwaves
 - Coffee maker
 - Residential quality range hood
- Detailed list to be determined

Other Essential Information

- Door to exterior
- Staff dining courtyard is desirable



STAFF LOUNGE

FRC / PTA/ SOCIAL SERVICE FLEX SPACE

General Information

- This area is designated to be used by staff, parents and community members. This room would be used as a meeting place for small groups as well as a place families and community members can access school and community resources.
- This space would serve as the area community partners (Opportunity Council, PTA, YMCA, Compass Health, etc.) use during specific times to offer a variety of services to students and families such as medical, dental, housing, employment, school support, building relationships, etc.
- This area would be used for community and adult education.
- An important aspect for this space is that it should have a welcoming feeling. An area like a living room type style as well as space for a desk or two.
- Ideally, it would be great to have a single person bathroom with a fold down changing table to accommodate families as well as provide privacy if students needed to change.

Planned Usage

- Activity Description
 - Small group activities – meetings, trainings, individual services, distribution of resources
 - Crafts and art projects
 - Computer research and learning by adults (parents and community members)
 - Storage of resources (food, clothes, shoes, school supplies)
 - General display (posters, decorations, large charts, etc.)

User Information

- 1-2 staff/ volunteer 7:00-5:00
- 8-12 people 8:30-3:00 (possibly evenings and weekends)

Groupings

- Varies: individual work, small groups

Relationships to Other Activities

- Ideally located close to the entrance of the school

Spatial Requirements

- Approximately 450 square feet

Intended Community or Adult Education Use

- During the school day, evenings and some weekends

Environmental Variables

- HVAC
 - Displacement ventilation with 100% outside fresh air with thermostat control is preferred
- Lighting
 - Natural light - as many windows as possible, operable
 - Standard fluorescent, plus daylight through exterior windows with blinds
- Acoustics
 - within the walls and include sound seal at doors between classrooms (typical)

Utilities

- Plumbing
 - (1) sink with bubbler mount at 34" high (intermediate), prefer larger/deeper sink. Prefer high gooseneck faucet. Paper towel dispenser should be in easy reach, locate adjacent to sink not behind
 - Single person bathroom with a fold down changing table
- 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 is the existing District standard, a non-absorptive, resilient flooring should be considered to maximize indoor air quality and minimize pollutants. Further study and input is needed before final floor finishes can be determined. Provide hard surface at sink and any "wet" areas.
- Walls: Vinyl wall covering with cornerguards
- Ceiling: Standard acoustical ceiling tiles and height (~9'+/-)

Storage Requirements

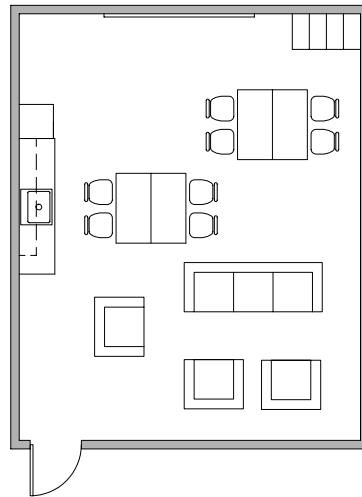
- Storage space is very important in this area (as much as possible).
- Materials to store: A variety of materials including personal care items to distribute to families (laundry soap, shampoo, toilet paper, diapers, deodorant, small house items, school supplies, etc).

Display Requirements

- Some tackable wall surface
- 16 LF of magnetic whiteboard

Furniture and Equipment (suggested)

- Furniture
 - 2 desks and 2 rollable chair (padded with lumbar support)
 - A living room set (couches)
 - 1-2 file cabinets
 - Table(s) for projects
- Equipment
 - Wall mounted projector
 - 2 laptops to be used by parents/community members
- General
 - Analog clock



FRC/ PTA/ SOCIAL SERVICE FLEX SPACE

STAFF RESTROOMS

General Information

- Pleasant, easily accessible and private restrooms
- Clean, properly equipped lavatory is available to every student, staff member and visitor within a short distance.
- Easily supervised.

User Information

- Staff of (40-50) in the building, seldom all at the same time
- Custodial for maintenance

Groupings

- Peak usage:
 - Recess time
 - Immediately before and after student school day
 - Breaks between student activities
 - Lunch period

Proximity Requirements

- Entrance off hallways with privacy assurances

Spatial Requirements

- Square footage per numeric program
- (2) Staff restrooms – public (adjacent to staff lounge, near administrative office)
- (2) Staff restroom strategically located in each pod of the building is desirable
- (1) Cafeteria/Custodial restroom
- Handicapped stall with other handicapped accessibility features in all of the restrooms

Support Facilities

- Custodial closet

Intended Community or Adult Education use

- Public restrooms only

Environmental Variables

- HVAC
 - Adequate heating and ventilation
 - Fan/light
- Lighting
 - Adequate lighting around the mirrors
- Acoustics
 - No special requirements

Utilities

- Water
 - Sink
 - Automatic flush valves for toilets
- Electrical
 - None
- Communications
 - None

Finishes

- Floors: Ceramic tile with flat C.T. base with full nose edge. Consider integral colored concrete.
- Walls: C.T. wainscot with painted gyp. bd. above epoxy painted gypsum board in student toilets.
- Ceiling: Suspended acoustical tile

Storage Requirements

- Counter space for private items (women's restroom)
- Small shelf above the sink
- Upper cabinet storage

Display Requirements

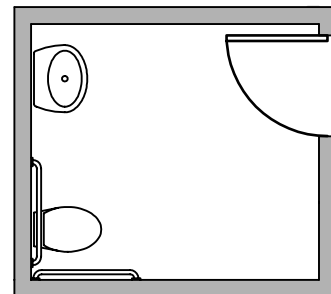
- Mirror in a convenient location

Furniture and Equipment (suggested)

- Privacy assured stalls – only if more than one toilet
- Soap, paper towel, toilet paper as specified by Maintenance Department
- “Occupied” indicator in door latch or deadbolt
- Sanitary napkin dispenser in public toilets only (not staff)

Other Essential Information

- Comfortable, pleasant color and surroundings
- Drain in floor
- All surfaces easy to clean, maintain, repair and replace



STAFF RESTROOM

STUDENT RESTROOMS

General Information

- Located strategically, in multiple locations, throughout the facility
- Easily supervised

User Information

- Maximum number of people in facility at any time (450-550)
- Custodial for maintenance

Groupings

- Peak usage:
 - Recess time
 - Immediately before and after student school day
 - Breaks between student activities
 - Lunch period

Proximity Requirements

- Entrance off hallways (without doors) with privacy assurance and vision to sink
- Restrooms near classrooms, playgrounds, public areas, work space

Spatial Requirements

- Enough sinks, stalls, fixtures or meet code and accommodate potential number of users
- Handicapped stall with other handicapped accessibility features in all of the restrooms

Support Facilities

- Custodial closet

Intended Community or Adult Education Use

- Public restrooms only

Environmental Variables

- HVAC
 - Adequate heating and ventilation – fans for odors
 - Do not locate thermostats in toilet rooms
- Lighting
 - Adequate lighting around mirrors and for custodial use
- Acoustics
 - Typical of an educational facility restroom

Utilities

- Water
 - Hot and cold running water with auto-sensing faucets that turn off automatically
 - Automatic flush valves for toilets
 - Provide hose bibb access to toilet rooms from an adjacent custodial closet, if possible
 - Temperature control to prevent burns or scalding
- Electrical
 - Emergency lighting
 - High light level discourages vandalism
 - LED
- Communications
 - None

Finishes

- Floors
 - Ceramic tile with flat C.T. base with full nose edge. Consider integral colored concrete.
- Walls
 - C.T. wainscot with painted gyp. bd. above epoxy painted gypsum board in student toilets.
- Ceiling
 - GWB

Storage Requirements

- Storage for cleaning supplies, tissue, toilet paper, paper towels, soaps, etc.

Display Requirements

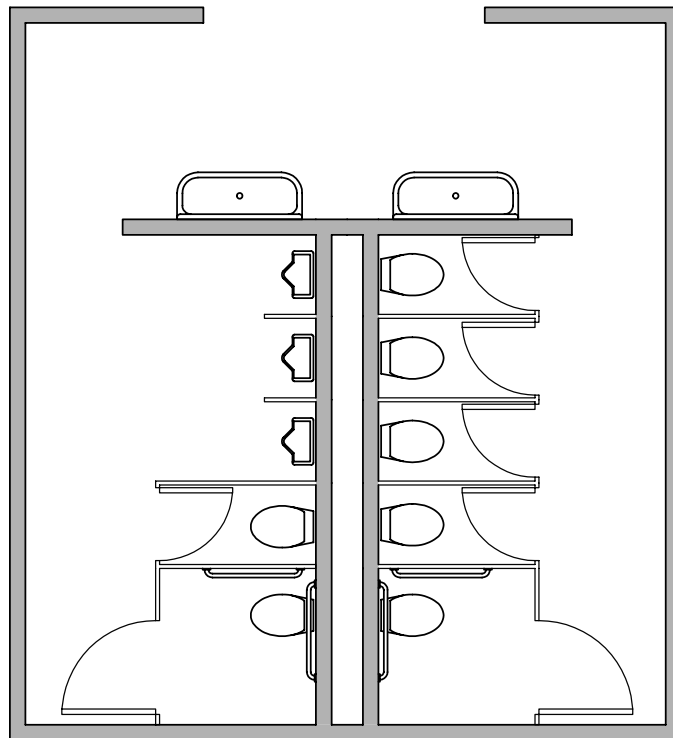
- Mirrors

Furniture and Equipment (suggested)

- Durable, vandal resistant fixtures and furnishings throughout
- Privacy insured toilet stalls
- Soap, paper towel, toilet paper as specified by Maintenance Department
- Wall-mounted urinals in boy's lavatories
- Floor mounted, overhead braced partitions (per facility standards)

Other Essential Information

- Comfortable, pleasant color and surroundings
- All surfaces, fixtures, appliances, furnishings easy to clean, maintain, repair and replace
- Drain in floor
- Provide one gender neutral restroom per floor



STUDENT RESTROOMS

HALLWAYS

Goals and Objectives

- Warm, inviting atmosphere

Planned Usage

- Investigate ways to accommodate activity break out areas in or along hallways outside of groups of classrooms

Number of Users

- Whole student population (450), staff (40-50), parents, visitors – not all at same time

Staff Required

- Custodial maintenance

Groupings

- Not applicable

Relationships to Other Activities

- Directly related to all activities

Support Facilities

- None

Intended Community or Adult Education use

- Limited to after school hours

Environmental Variables

- HVAC
 - Adequate heating and ventilation
- Lighting
 - Pleasing, comfortable light
 - Natural lighting is desirable

Utilities

- Water
 - Drinking fountains
- Electrical
 - Consider relites into hallway from classrooms
- Communications
 - Intercom/Speaker
 - Digital clock

Finishes

- Floors: Polished concrete
- Walls: Durable wainscot below 4'
- Ceiling: None

Storage Requirements

- None

Display Requirements

- Tackable wall surface above 4'
- Maximize tackable area (as allowed by Code)

Other Essential Information

- Acoustic performance of space to be considered

BUILDING SUPPORT

MAIN CUSTODIAN'S OFFICE AND STORAGE

General Information

- The goal of the custodial team is to maintain the school, providing a clean, safe and pleasant environment for teaching and learning.
- Strategically located storage and closets to create efficiency.

Planned Usage

- Work station, headquarters and storage area for custodian
- Closets areas for use by custodians as they clean and maintain.
- Cleaning and maintaining
 - Building, parking, grounds.
- Receiving and distribution of large deliveries, supplies and equipment
- Security of buildings and grounds
- Waste disposal (paper, recycle, garbage, food, plants)
 - Water system maintenance (City water)/ recycle program
 - Sewage system maintenance (City sewer)
- Preparation and maintenance of reports, requisitions, schedules and records
- Employee conferencing
- Receiving, inventory, distribution
- Packaging and shipping
- Small equipment repair (building & maintenance equipment)
- Storage of maintenance material interior use and exterior use
- Maintenance of mechanical, plumbing and electrical systems
- Maintenance of security systems
- Special events set up and take down and clean-up
- Computer monitoring Energy Management System
- Maintenance scheduling by computer

User Information

- (1) Day-shift custodian
- (1) Evening custodian

Groupings

- None

Proximity Requirements

- Custodial closets in close proximity to all areas of the school
- Custodial office in a central, easily accessible location
- Loading area located near serving kitchen.
- Loading area near custodial shipping and receiving.

Spatial Requirements

- Square footage per numeric program
- Office/storage
- Custodial closets
- Electrical panels should not be located in custodial closets
- Space for recycle bins

Support Facilities

- None

Intended Community or Adult Use

- None

Environmental Variables

- HVAC
 - Adequate ventilation for chemical fumes
 - Provide heat in main custodial office
- Lighting
 - Adequate lighting-particularly over work areas
- Acoustics
 - No special requirements

Utilities

- Water
 - Hot water hose bibb and floor drain at loading dock
 - Floor sinks
 - Floor mounted slop sink
 - Building wide perimeter HB
- Electrical
 - Adequate manner of outlets around the school for custodial equipment
 - Consider a recessed light near the receiving dock for security/vandalism prevention.
 - Loading area duplex outlet
- Communications
 - Digital clock
 - Intercom/ Speaker
 - Telephone capability

Finishes

- Floors: Hard surface floor in all storage and closets
- Walls: Wainscot below 4'-0"
- Ceiling: exposed to structure, painted
- Windows:
 - Operable where possible
 - Observation from workshop to shipping and receiving and loading area.
- Doors:
 - Extra wide doors at shipping and receiving (overhead insulated sectional door)
 - 36 inch wide door at custodial service closet
 - Exterior doors - insulated metal (galv.)
 - Interior doors - P.L. covered

Storage Requirements

- Metal shelving for supplies, all shelves adjustable

Display Requirements

- Small bulletin board or tackable surface
- (1) Whiteboard 6'-0"

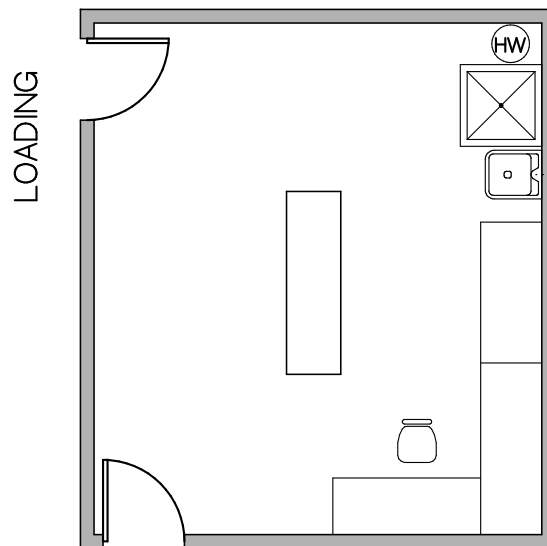
Furniture and Equipment (suggested)

- Workbench
- Flammable liquid storage cabinet with lock
- Wardrobe closet for (2) employees
- Computer
- Desk and chair
- (4) drawer file cabinet
- Bucket with wheels

- Vacuum
- Wet mop
- Broom
- Dry mop
- Scrubbing machine
- Short ladder

Other Essential Information

- Vehicular convenience
- Waste disposal screened from parking area and entry
- Safety:
 - Emergency Plans
 - Fire
 - Gas shutdown
 - Water shutdown
 - Emergency power (generator connection?)
 - Electrical services shutdown
 - Ensure plans, address safety of health and life of occupant and maintenance and preservation of property.



CUSTODIAL OFFICE / RECEIVING

BUILDING STORAGE & RECEIVING

General Information

- Mail deliveries go to the front office
- Supplies are received in the custodial area
- Food deliveries are received at the kitchen
- Food refuse, garbage and recycling is taken from the buildings to dumpsters/ cans

Planned Usage

- Trucks, vans and other small vehicles deliver to all locations
- Large garbage trucks pick up refuse and recycling

User Information

- Number/type occupant: unavailable
- Food service and mail area received daily; custodial and paper supplies received infrequently.

Groupings

- None

Proximity Requirements

- Refuse can be close to building or up to 150' away
- Mail at front office
- Custodial and Food Service deliveries do not require a loading dock

Spatial Requirements

- Square footage per numeric program
- Building storage
- Dumpster/ recycling/ emergency generator area 40'-0" x 10'-0" with concrete CMU wall surround and chain link fence gates.

Support Facilities

- None

Intended Community or Adult Use

- None

Environmental Variables

- HVAC
 - No special requirements
- Lighting
 - No special requirements
- Acoustics
 - No special requirements

Utilities

- Water
 - Hot water hose bibb and floor drain at loading dock
 - Floor sinks
 - Floor mounted slop sink
- Electrical
 - Adequate manner of outlets around the school for custodial equipment
 - Consider a recessed light near the receiving dock for security/vandalism prevention.
- Communications
 - None

Finishes

- Floors: Durable surface to absorb rolling cart impacts
- Walls: Durable wall material to absorb rolling cart impacts
- Ceilings: No special requirements

Storage Requirements

- None

Display Requirements

- None

Furniture and Equipment (suggested)

- (3) dumpsters 4' x 4'
 - (1) recycle mixed paper dumpster 1 w.c.
 - (1) garbage
 - (1) cardboard
- (12) rolling cans for food recycle waste
- Emergency generator enclosure
- 50 kw emergency generator power lights, cooler, gym heating system.

Other Essential Information

- None