

*DISTRICT WIDE
EDUCATIONAL SPECIFICATIONS*

September 2010

OCMAPS
AND
OKLAHOMA CITY PUBLIC SCHOOLS



DISTRICT WIDE EDUCATIONAL SPECIFICATIONS
September 2010

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Acknowledgements

Vision

EXECUTIVE SUMMARY

The information contained within this document has been obtained through a collaborative process working with representatives from the City of Oklahoma City, OCMAPS Trust, Oklahoma City Public Schools and various consultants.

The document contains detailed educational program information for all district facilities. This serves as the framework for all of the OCMAPS projects. The document is divided into 5 sections:

1. Executive Summary
2. General Building Considerations
3. Graphic Relationships and Square Footage Requirements
4. School Areas
5. Appendix

Each section is further subdivided, and specifications which apply to all three school types will appear at the beginning of each section, followed by additional detail which may be unique to each school type.

As each project is developed through the community outreach process, site specific needs will be addressed in the context of the parameters established and recommendations will be included in the individual project requirements for each school

GENERAL BUILDING CONSIDERATIONS PK-6

As we address the needs of students in grades PK-6, a number of suggestions, ideas, issues and concerns have been expressed that relate to overall general building considerations. These ideas are presented as opportunities to address some of these issues, realizing that the specific needs at each school site must be considered first if a conflict arises

The district wide Educational Specifications are based on 115 square feet per student with a student capacity of 500 students. Each school site will be adapted to address the needs of their program within the parameters of 115 square feet per student.

The PK-6 facility is to be considered an elementary school program. To that end, a series of classrooms should be clustered together to provide for flexibility in program delivery at all grade levels. For instance, if the school chooses to organize by grade levels, houses, multi-grade levels or as an interdisciplinary team, the facilities should be designed to respond to a variety of delivery systems.

There are concerns regarding the need to provide separation of bus and car traffic patterns on the sites.

All educational facilities need to be “user friendly”, providing a comfortable climate not only as one enters the building but also for those working in the building. Parental involvement is an essential part of a student’s success and the facility needs to assist in making the parents feel welcome and an integral part of the educational process.

The facilities need to be zoned so as to close off the academic areas from the community use areas.

The student restrooms need to provide privacy for all students while allowing easy supervision. Consideration should be given to the location of the hand washing areas in a central location between the restrooms.

Pre-school, kindergarten and first grade all require restrooms within their classrooms. Some of the Special Needs areas also need a restroom where noted in the program. All other classrooms need easy access to restrooms in close proximity.

School assemblies will occur in the school cafeteria with the stage area located adjacent to this space.

GENERAL BUILDING CONSIDERATIONS

PK-6

Technology throughout the building will be based on the district wide Technology Plan provided by Oklahoma City Public Schools.

The administration area should be located at the main entrance of the facility with the ability to observe persons entering the building.

Student coat storage should be located within the classroom.

Display areas for student work should be located throughout the building.

Consider providing individual HVAC systems for each classroom as opposed to centralized, large HVAC systems for zoned areas. Classrooms should be separately controlled by thermostats.

Natural daylight is a priority for all classroom areas.

The lighting in each classroom should be double switched.

Each classroom needs a teacher wardrobe, clock, lockable storage units, magnetic dry marker boards, tackable surfaces, map rails with tack strips, a projection screen and faculty and student computer workstations. Window treatments need to be considered to provide the ability to darken all classrooms for multimedia presentations.

GENERAL BUILDING CONSIDERATIONS 7-8

As we address the needs of students in grades 7-8, a number of issues and concerns have been identified that relate to overall general building considerations. The specific needs at each school site must be considered first if a conflict arises

The district wide Educational Specifications are based on 115 square feet per student with a student capacity of 900 students. Each school site will be adapted to address the needs of their program within the parameters of 115 square feet per student.

All educational facilities need to be “user friendly”, providing a warm climate not only as one enters the building but also for those working in the building. Parental involvement is an essential part of a student’s success and the facility needs to assist in making the parents feel welcome and an integral part of the educational process.

The facilities need to be zoned so as to close off the academic areas from the community use areas.

The student restrooms need to provide privacy for all students while allowing easy supervision. Consideration should be given to the location of the hand washing areas in a central location between the restrooms.

School assemblies will occur in the school cafeteria with the stage area located adjacent to this space.

Technology throughout the building will be based on the district wide Technology Plan provided by Oklahoma City Public Schools.

The administration area should be located at the main entrance of the facility with the ability to observe persons entering the building.

Student locker areas should be located in the hallways of the school.

Display areas for student work should be located throughout the building.

Consider providing individual heat and air conditioning control units in each classroom.

Natural daylight is a priority for all classroom areas.

GENERAL BUILDING CONSIDERATIONS 7-8

The lighting in each classroom should have multi-level switching.

Each classroom needs a teacher wardrobe, clock, lockable storage units, magnetic dry marker boards, tackable surfaces, map rails with tack strips, a projection screen and faculty and student computer workstations. Window treatments need to be considered to provide the ability to darken all classrooms for multimedia presentations.

GENERAL BUILDING CONSIDERATIONS 9-12

As we address the needs of students in grades 9-12, a number of suggestions, ideas, issues and concerns have been expressed that relate to overall general building considerations. These ideas are presented as opportunities to address some of these issues, realizing that the specific needs at each school site must be considered first if a conflict arises.

The District Wide Educational Specification was based on 160 square feet per student with a student capacity of 1,000 students. As each site is programmed, the square footage will be based on the 160 square feet per student utilizing the District Wide Educational Specification as the foundation.

The 9-12 facility is to be considered a comprehensive high school with the flexibility to provide site-specific specialized programs. As specific site adaptations are programmed, square footage has been allocated to address specific program needs.

In order to provide flexibility in delivery systems for the high school, a series of classrooms should be clustered together. For instance, if the school chooses to organize by grade levels, departments, houses, multi-grade levels or as an interdisciplinary team, the educational spaces should be flexible enough to allow these changes to occur.

The site plan should address the need to provide separation of bus and car traffic patterns on each site as well as providing separate student and faculty parking areas..

All educational facilities need to be “user friendly”, providing a warm climate not only as you enter the building but also as you work within the building. Parental involvement is an essential part of a student’s success and the facility needs to assist in making the parents feel welcome and an integral part of the educational process.

The facilities need to be zoned so as to close off the academic areas from the community use areas.

The student restrooms need to provide privacy for all students while allowing easy supervision.

School Assemblies will occur in the School Cafeteria and the Gymnasiums with the Stage area located as an integral part of one of the large group areas.

GENERAL BUILDING CONSIDERATIONS 9-12

The technology throughout the building will be based on the District Wide Technology plan provided by Oklahoma City Public Schools and located within this document.

The Administration and Guidance areas should be located at the main entrance of the facility with the ability to observe people entering the building from the Visitor's parking area.

Student locker areas should be located in the hallways of the school.

Display areas for student work should be located throughout the building.

Consider providing individual heat and air conditioning control units in each classroom.

Natural daylight is a priority for all classroom areas.

The lighting in each classroom should be double switched.

Each classroom needs a teacher wardrobe, clock, lockable storage units, magnetic dry marker boards, tackable surfaces, map rails with tack strips, a projection screen and faculty and student computer workstations. Window treatments need to be provided to allow for darkening of the room for multimedia presentations.

CAPACITY MODEL
PK-6
500 Students

CAPACITY SPACES	# Teaching Stations	Students per Teaching Station	Design Capacity
Pre-Kindergarten Classroom	1	18	18
Kindergarten Classroom	4	18	72
1st Grade Classroom	4	18	72
2nd Grade Classroom	4	18	72
3rd Grade Classroom	4	18	72
4th Grade Classroom	3	20	60
5th Grade Classroom	3	20	60
6th Grade Classroom	3	20	60
Self-Contained Special Education	1	10	10
Emotional Handicap/Learning Disability	2	10	20
TOTAL	29		516
NON-CAPACITY SPACES			
Music And Art	1	23	23
ESL Classroom	1	12	12
Media Center	1		
TOTAL	3		35

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR PK-6 SCHOOL
500 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	ADMINISTRATIVE SERVICES			
	Reception	1	200	200
	Secretarial Area	1	200	200
	Principal's Office	1	250	250
	Assistant Principal's Office w/ waiting *	0	150	0
	Conference Room	1	250	250
	Workroom	1	200	200
	File Storage	1	150	150
	General Storage	1	100	100
	Restrooms	2	50	100
	Financial Office *	0	150	0
	Parent Resource Room *	0	300	0
			TOTAL	1450
	STUDENT SERVICES			
	Guidance Office	1	150	150
	Conference Room *	0	150	0
			TOTAL	150
	HEALTH CLINIC			
	Reception/Office	1	150	150
	Cot Area(s) / Treatment	1	100	100
	Restroom	1	50	50
			TOTAL	300
	PRE K-8 CLASSROOMS			
1	Pre K	1	950	950
4	Kindergarten	4	950	3800
4	Grade 1	4	950	3800
4	Grade 2	4	850	3400
4	Grade 3	4	850	3400
4	Grade 4	3	850	2550
3	Grade 5	3	850	2550
3	Grade 6	3	850	2550
27	TOTAL CLASSROOMS	26	TOTAL	23000
1	ESL CLASSROOM	1	225	225
			TOTAL	225
	* Include this space when the student capacity exceeds 500.			

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR PK-6 SCHOOL
500 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	MEDIA SERVICES			
	Reading Room / Circulation	1	1500	1500
	AV Storage	1	200	200
	Multimedia Production	1	150	150
	Workroom	1	150	150
	Video Storage / Retrieval	1	100	100
	Office	1	100	100
	Computer Lab	1	1000	1000
			TOTAL	3200
	TECHNOLOGY SUPPORT AREAS			
	Main Equipment Room	1	150	150
	Network Closets	2	50	100
			TOTAL	250
	SPECIAL NEEDS			
2	MH Classroom/Cross Categorical	2	425	850
1	Special Ed Classroom/Self Contained	1	850	850
1	Health Area	1	200	200
1	Spec. Ed Resource Rooms	1	400	400
1	Office/Work Area	1	150	150
			TOTAL	2450
	THERAPISTS / OT / PT/ SLP			
1	OT / PT	1	150	150
1	Speech Therapy Area	1	100	100
1	Psych.	1	100	100
			TOTAL	350
	FACULTY SPACES			
	Teacher Plng/Workroom/Storage/Lounge	2	225	450
			TOTAL	450
	MUSIC AND ART			
1	Vocal/General Music & Visual Arts	1	1000	1000
1	Storage	1	200	200
1	Kiln	1	100	100
			TOTAL	1300

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR PK-6 SCHOOL
500 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	FOOD SERVICES			
	Kitchen	1	1000	1000
	Serving Area	1	250	250
	Table Storage	1	100	100
	PE Storage Area	1	150	150
	Cafeteria / Large Group	1	2700	2700
	Stage	1	800	800
	Teacher Dining Area	1	300	300
			TOTAL	5300
	SITE SPECIFIC PROGRAM ALLOCATION	1	425	425
			TOTAL	425
	SUMMARY OF SQUARE FOOTAGE BY AREA			
	ADMINISTRATIVE SERVICES			1,450
	STUDENT SERVICES			150
	HEALTH CLINIC			300
27	PRE K-6 CLASSROOMS			23,000
1	ESL CLASSROOM			225
1	MEDIA CENTER			3,200
	TECHNOLOGY SUPPORT AREAS			250
3	SPECIAL NEEDS			2,450
	THERAPY AREAS			350
	FACULTY SPACES			450
1	MUSIC AND ARTS			1,300
	FOOD SERVICES			5,300
	SITE SPECIFIC PROGRAM ALLOCATIONS			425
33	TOTAL PROGRAM SQUARE FOOTAGE:			38,850
	38% (CIRCULATION, MECHANICAL AND RESTROOMS):			14,763
	TOTAL GROSS SQUARE FOOTAGE:			53,613
	PROGRAM SQUARE FOOTAGE			53,613

CAPACITY MODEL

7-8

900 Students

CAPACITY SPACES	# Teaching Stations	Students per Teaching Station	Design Capacity
Core Academic Classrooms	23	23	529
Core Academic Science Labs	6	23	138
Special Education Classrooms	4	10	40
ESL Classrooms	3	12	36
Career and Tech Ed Classrooms	1	23	23
Visual Arts	2	23	46
Music	2	23	46
Physical Education	2	23	46
TOTAL	43		904

NON-CAPACITY SPACES

Media Center	1		
Other Specialty Rooms	1		
TOTAL	2		

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR 7-8 SCHOOL
900 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	ADMINISTRATIVE SERVICES			
	Reception	1	200	200
	Secretarial Area	1	200	200
	Principal's Office	1	250	250
	Assistant Principal's Office w/ waiting	2	150	300
	Conference Room	1	300	300
	Workroom	1	200	200
	File Storage	1	150	150
	General Storage	1	100	100
	Restrooms	2	50	100
	Financial Office	1	150	150
	Parent Resource Room	1	300	300
			TOTAL	2,250
	STUDENT SERVICES			
	Guidance Office	2	150	300
	Conference Room	1	150	150
			TOTAL	450
	HEALTH CLINIC			
	Reception/Office	1	150	150
	Cot Area(s) / Treatment	1	100	100
	Restroom	1	50	50
			TOTAL	300
	7-8 CLASSROOMS			
12	Grade 7	12	850	10,200
11	Grade 8	11	850	9,350
23	TOTAL CLASSROOMS	23	TOTAL	19,550
	SCIENCE CLASSROOMS			
6	Classroom/Lab	6	1,150	6,900
	Preparation/Storage Areas	3	200	600
	Central Storage	1	400	400
	TOTAL CLASSROOMS		TOTAL	7,900
	ESL CLASSROOM			
1	ESL Classroom	1	225	225
			TOTAL	225

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR 7-8 SCHOOL
900 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	MEDIA SERVICES			
	Reading Room / Circulation	1	2,500	2,500
	AV Storage	1	200	200
	Multimedia Production	1	150	150
	Workroom	1	150	150
	Video Storage / Retrieval	1	100	100
	Office	1	100	100
	Computer Lab	1	1,000	1,000
			TOTAL	4,200
	TECHNOLOGY SUPPORT AREAS			
	Main Equipment Room	1	150	150
	Network Closets	3	50	150
			TOTAL	300
	SPECIAL NEEDS			
2	MH Classroom/Cross Categorical	2	425	850
2	Special Ed Classroom/Self Contained	2	850	1,700
	Health Area	1	200	200
2	Spec. Ed Resource Rooms	2	400	800
	Office/Work Area	1	150	150
			TOTAL	3,700
	THERAPISTS / OT / PT/ SLP			
1	OT / PT	1	150	150
2	Speech Therapy Area	2	100	200
1	Psych.	1	100	100
			TOTAL	450
	FACULTY SPACES			
	Teacher Plng/Workroom/Storage/Lounge	4	250	1,000
			TOTAL	1,000
	MUSIC			
1	Band/Orchestra Room	1	1,200	1,200
	Instrument Storage	1	300	300
1	Vocal/General Music Room	1	1,400	1,400
	Storage	1	100	100
			TOTAL	3,000
	ART			
2	Visual Arts	2	1,400	2,800
	Storage	1	100	100
	Kiln	1	100	100
			TOTAL	3,000

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR 7-8 SCHOOL
900 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	FAMILY/CONSUMER SCIENCES			
	CAREER TECHNOLOGY			
1	Family & Consumer Science	1	1,500	1,500
	Office	1	100	100
	Storage	1	100	100
	Pantry/Laundry	1	150	150
1	Tech Education	1	1,500	1,500
	Office	1	100	100
	Storage	1	100	100
			TOTAL	3,550
	PHYSICAL EDUCATION			
2	Gymnasium (Main and Practice)	1	8,000	8,000
	Locker Rooms	2	500	1,000
	Storage	1	200	200
	Central Storage Area	1	300	300
			TOTAL	9,500
	FOOD SERVICES			
	Kitchen	1	1,000	1,000
	Serving Area	1	500	500
	Table Storage	1	100	100
	Cafeteria / Large Group	1	4,325	4,325
	Stage	1	1,000	1,000
	Teacher Dining Area	1	400	400
			TOTAL	7,325
	SITE SPECIFIC ALLOCATION	1	425	425
			TOTAL	425
	SUMMARY OF SQUARE FOOTAGE BY AREA			
	ADMINISTRATIVE SERVICES			2,250
	STUDENT SERVICES			450
	HEALTH CLINIC			300
23	7-8 CLASSROOMS			19,550
6	SCIENCE			7,900
1	ESL CLASSROOM			225
1	MEDIA CENTER			4,200
	TECHNOLOGY SUPPORT AREAS			300
6	SPECIAL NEEDS			3,700
	THERAPY AREAS			450
	FACULTY SPACES			1,000
2	MUSIC			3,000
2	ART			3,000
2	FAMILY SCIENCE/CAREER TECH			3,550
2	PHYSICAL EDUCATION			9,500
	FOOD SERVICES			7,325
	SITE SPECIFIC ALLOCATIONS			425
45	TOTAL PROGRAM SQUARE FOOTAGE:			67,125
	38% (CIRCULATION, MECHANICAL AND RESTROOMS):			25,508
	TOTAL GROSS SQUARE FOOTAGE:			92,633

CAPACITY MODEL

9-12

1000 Students

CAPACITY SPACES	# Teaching Stations	Students per Teaching Station	Design Capacity	Capacity @ 85% Utilization
Core Academic Classrooms	21	23	483	411
Core Academic Science Labs	6	23	138	117
Special Ed	6	12	72	61
ESL	3	23	69	59
Tech Ed/Career/Business Ed/Fam Cons Sci.	4	23	92	78
JROTC	2	23	46	39
Visual Arts	2	23	46	39
Music	4	23	92	78
Drama	1	23	23	20
Physical Education	5	23	115	98
TOTAL	54		1176	1000

NON-CAPACITY SPACES

Media Center	1			
Theater	1			
TOTAL	2			

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR 9-12 SCHOOL
1000 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	ADMINISTRATIVE SERVICES			
	Principal's Office	1	250	250
	Secretarial Area	1	150	150
	Assistant Principal's Office	4	150	600
	AP Waiting Area	1	100	100
	Receptionist	1	600	600
	Treasurer's Office	1	150	150
	Attendance Clerk	1	150	150
	Registrar Office	1	100	100
	Conference Room	1	300	300
	Workroom	1	300	300
	Office Storage	1	200	200
	Restrooms	2	50	100
	ISS	1	400	400
	Health Area	1	300	300
			TOTAL	3700
	STUDENT SERVICES			
	Guidance Offices	3	150	450
	Reception/Secretary Area	1	250	250
	Resource/Career Area	1	300	300
	File Storage	1	150	150
	Central Storage	1	150	150
	Conference Room	1	200	200
	Itinerant Office/OT/PT/SLP/SAFE	3	100	300
	Restrooms	2	50	100
	Workroom	1	200	200
			TOTAL	2100
	FACULTY SPACES			
	Faculty Workroom	1	250	250
			TOTAL	250
	ALTERNATIVE EDUCATIONAL AREA	1	200	200
			TOTAL	200
	CORE ACADEMIC SPACES			
21	Classrooms	21	800	16800
	Office/Work Areas	3	250	750
	Central Storage	3	150	450
			TOTAL	18000
	3 ESL CLASSROOMS	3	225	675
			TOTAL	675

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR 9-12 SCHOOL
1000 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	SCIENCE			
6	Classroom / Lab / Classroom	6	1200	7200
	Preparation/Storage Areas	3	200	600
	Central Storage Area	1	100	100
	Office/Work Area	1	250	250
			TOTAL	8150
	SPECIAL NEEDS			
1	Psych Office	1	150	150
	Health/Changing Area	1	300	300
	Spec Ed Workroom	1	150	150
3	Self Cont CR	3	400	1200
1	Self Cont Life Skills	1	600	600
3	Lab Classes	3	400	1200
1	OT / PT / SLP Office Area	1	300	300
			TOTAL	3900
2	JROTC	2	800	1600
	Storage	1	400	400
	Storage	1	100	100
			TOTAL	2100
	MEDIA SERVICES			
	Reading Room (120'X40')/ Circulation	1	4800	4800
	Information Technology	1	500	500
	Office	1	150	150
	Workroom	1	500	500
	Head End Room	1	200	200
	Multimedia Production	1	800	800
			TOTAL	6950
	TECHNOLOGY SUPPORT AREAS			
	Main Equipment Room	1	150	150
	Network Closets	5	50	250
			TOTAL	400
	CAREER AND TECHNOLOGY			
	BUSINESS EDUCATION			
2	Classrooms	2	900	1800
			TOTAL	1800
	FAMILY/CONSUMER SCIENCES			
1	Foods Laboratory / Classroom	1	1200	1200
	Laundry/General Storage	1	150	150
	Pantry Storage	1	150	150
	Office/Work Area	1	100	100
			TOTAL	1600
1	TRADE AND INDUSTRIAL	1	4400	4400
			TOTAL	4400

**OKLAHOMA CITY PUBLIC SCHOOLS
 PROPOSED SQUARE FOOTAGE FOR 9-12 SCHOOL
 1000 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	ART			
1	3D Lab / Storage Area	1	1200	1200
1	2D Lab	1	1200	1200
	Kiln Area	1	150	150
	Storage	1	250	250
	Office / Work Area	1	100	100
			TOTAL	2900
	MUSIC			
1	Instrumental Rehearsal Room	1	2500	2500
	Instrument Storage (Band & Orchestra)	2	450	900
1	Orchestra Rehearsal Room	1	1600	1600
	Uniform Storage (Band & Orchestra)	1	300	300
	Director's Office	1	150	150
1	Choir Rehearsal Room	1	1400	1400
	Choir Uniform Storage	1	100	100
	Music Library/Wkrm (Band & Orchestra)	1	300	300
1	Piano Lab - Theory / Comp /	1	900	900
			TOTAL	8150
	DRAMA			
1	Drama Classroom	1	1000	1000
1	Office	1	100	100
			TOTAL	1100
	THEATRE (300-400 SEATS)	1	7500	7500
			TOTAL	7500

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR 9-12 SCHOOL
1000 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	PHYSICAL EDUCATION/ HEALTH/RECREATION			
1	Main Gym (1500 Seats)	1	11500	11500
1	Practice Gym	1	6500	6500
1	Weight Room	1	2000	2000
1	Wrestling Room / Aerobics	1	2000	2000
	Training Room	1	300	300
1	Health Classroom	1	900	900
	Laundry Room	1	250	250
	Concessions	1	200	200
	Locker Rooms/Office Areas			
	PE Boys (140) Lockers X 4'	1	560	560
	PE Girls (140) Lockers X 4'	1	560	560
	Sports Boys (75) Lockers X 15'	1	1125	1125
	(25) Lockers X 15'	1	375	375
	Sports Girls (50) Lockers X 12"	1	600	600
	Offices			
	Men	1	300	300
	Women	1	200	200
	PE Storage	1	800	800
	Athletic Storage	1	900	900
			TOTAL	29070
	FOOD SERVICES			
	Kitchen/ Serving Area	1	3600	3600
	Cafeteria	1	5000	5000
	Staff Dining Area	1	600	600
	General Storage	1	300	300
			TOTAL	9500
	SITE SPECIFIC PROGRAM ALLOCATION	1	6500	6500
			TOTAL	6500

**OKLAHOMA CITY PUBLIC SCHOOLS
PROPOSED SQUARE FOOTAGE FOR 9-12 SCHOOL
1000 STUDENT CAPACITY**

T.S.	AREA	#	SQUARE FTG.	TOTAL AREA
	SUMMARY OF SQUARE FOOTAGE			
	ADMINISTRATIVE SERVICES			3,700
	STUDENT SERVICES			2,100
	FACULTY SPACES			250
	ALTERNATIVE EDUCATION			200
21	CORE ACADEMIC SPACES			18,000
3	ESL			675
6	SCIENCE			8,150
6	SPECIAL EDUCATION			3,900
2	JROTC			2,100
1	MEDIA SERVICES			6,950
	TECHNOLOGY SUPPORT AREAS			400
	BUSINESS EDUCATION			1,800
	FAMILY CONSUMER SCIENCES			1,600
	TRADE AND INDUSTRIAL			4,400
2	ART			2,900
4	MUSIC			8,150
1	DRAMA			1,100
1	THEATER (300-400 Seats)			7,500
5	PE / HEALTH / RECREATION			29,070
	FOOD SERVICES			9,500
	SITE SPECIFIC PROGRAM ALLOCATIONS			6,500
52	GRAND TOTAL			118,945
	TOTAL PROGRAM SQUARE FOOTAGE			118,945
	X 35 % (CIRCULATION, MECHANICAL, RESTROOMS)			41,631
	TOTAL GROSS SQUARE FOOTAGE			160,576
	PROGRAM SQUARE FOOTAGE			160,576

ADMINISTRATIVE SERVICES
PK-12
RECEPTION AREA

GENERAL USE:

- Serves as the main entry to the building.
- Visitors may wait or be directed to other areas of the building.
- Parent registration - receive parents and students.
- Answer telephone.

GENERAL DESCRIPTION OF AREA:

- Open area with seating for people who are waiting to see administrators.
- Student oriented counter space.
- Area must be in full view of entrance.
- Location for security system monitoring station.
- Tile floor in walk areas, carpet behind the counter.
- Windows which allow a full view of the parking lot, bus area and student parking.

FURNISHINGS:

Flooring:

- Tile
- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Visitor chairs
- End table
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- Interior windows

Plumbing:

- Fire protection system

ADMINISTRATIVE SERVICES
PK-12
RECEPTION AREA

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Central sound system
- Life safety devices per code
- Security monitoring station and digital recorder
- Clock
- Duplex receptacles

Technology:

- Voice and data ports
- Wireless

SPECIAL CONSIDERATIONS:

- High grade carpet (high traffic areas)
- Provide adequate shelving, cupboards and workspaces
- Windows with a clear view of the visitor parking area
- Outlets around the various walls in the area that can be utilized for occasional power needs. Some outlets should be conveniently located for the convenience of the custodial staff to engage cleaning equipment
- Front desk area with ample work space for phone, computer, etc. plus desk drawers for everyday items
- A comfortable, efficient area with a welcoming appearance
- Consider door from the Assistant Principal's office into the reception area
- Ample wall space to display school awards or trophies
- All storage for this office should be built-in casework.
- A closet for personal items and equipment storage
- Near main entrance, visible with adequate signage
- Area should be in close proximity to the workroom

ADMINISTRATIVE SERVICES

PK-12

RECEPTION AREA

SPATIAL RELATIONSHIPS:

- Access to all areas of the building
- Open to secretarial area
- Near principal's office
- Near main entrance to the building

**ADMINISTRATIVE SERVICES
PK-12
SECRETARIAL AREA**

GENERAL USE:

- Conduct administrative support duties, and receive and direct visitors.

GENERAL DESCRIPTION OF AREA:

- Space for desks with adequate computer access.
- Sufficient outlets for phones, fax machines, copier and other office equipment.
- Tile in walk areas and carpet behind counter in the desk areas.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Secretarial desks with ample work space for phone, computer, etc. plus desk drawers for everyday items need to function as a secretary
- Three adjustable chairs
- One or two additional chairs in the area
- Worktable for assembling printed information, etc.

FIXED EQUIPMENT:

Architectural:

- 24' - 60' of work surface with file drawers (total)
- 42" high counter top and handicap accessible counter

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

ADMINISTRATIVE SERVICES
PK-12
SECRETARIAL AREA

Electrical:

- Single level switching
- Fluorescent lighting
- Three duplex receptacles
- Central sound system
- Clock

Technology:

- 1 fax port
- 1 voice port and phone at each secretarial workstation
- 1 data port at each secretarial workstation
- 1 data port printer

SPECIAL CONSIDERATIONS:

- A door that leads to the principal's office from the secretary's office.
- Build 2-sided mailboxes with a way to close the boxes off with cabinet doors
- Have access to the mailboxes from the Faculty workrooms.

SPATIAL RELATIONSHIPS:

- Open to reception area
- Near principal's office
- Near main entrance to the building
- Visual access to main entrance of the building.

ADMINISTRATIVE SERVICES
PK-12
PRINCIPAL'S OFFICE

EDUCATIONAL USE:

- Instructional and administrative leader of the building.
- One-on-one conferences with parents, small group meetings, and administrative coordination.

GENERAL DESCRIPTION OF AREA:

- Should be carpeted, have windows, restroom, closet, desk area and enough space for a small conference table with 4-6 chairs.
- The office will provide a comfortable, efficient and private work area for the principal.
- It will be used for small conferences as well as private meetings and will provide a site for filing of confidential materials.

FURNISHINGS:

Flooring:

- Carpeted

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Desk and chair (all furniture should be moveable)
- Visitor chairs
- Computer desk return
- Conference table with 4-6 chairs
- Waste basket

FIXED EQUIPMENT:

Architectural:

- 9' of work surface with file drawers (total)
- 4' of chalk/marker board
- 4' of tack board
- 2' of tall wardrobe
- 6' of wall cabinets (total)

ADMINISTRATIVE SERVICES
PK-12
PRINCIPAL'S OFFICE

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices per code
- Clock

TECHNOLOGY:

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

SPECIAL CONSIDERATIONS:

- Private bathroom
- Have an exterior entrance (the offices of the administration must have major identifiable entrances)
- Free standing conference table
- Data port on each wall

SPATIAL RELATIONSHIPS:

- Near reception area
- Near secretarial area
- Easy access to school circulation areas
- Near main entrance to the building
- Near conference room
- The principal's office should be located in the same complex as the principal's secretary and financial secretary - 3 offices within one. NOTE: Space for financial secretary is included at schools with greater than 500 Student Capacity.
- Located away from the main flow of traffic. (NOT IN CENTRAL OFFICE AREA)

**ADMINISTRATIVE SERVICES
PK-12
ASSISTANT PRINCIPAL'S OFFICE**

EDUCATIONAL USE:

- Space is included at schools with greater than 500 student capacity.
- To assist principal in administrative tasks.
- One-on-one conferences with parents and coordination of administrative tasks.

GENERAL DESCRIPTION OF AREA:

- Should be carpeted, have windows, CPU unit, restroom, closet, desk area and enough space for a small conference table with 4-6 chairs.
- The location should be more of a private one rather than readily accessible to the general staff and public so that sensitive matters can be handled without the knowledge of uninvolved persons.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Desk and chair
- Visitors chairs
- Computer desk return
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 4' of tack board
- 2' of tall wardrobe

Plumbing:

- Fire protection system

ADMINISTRATIVE SERVICES
PK-12
ASSISTANT PRINCIPAL'S OFFICE

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Clock

Technology:

- 1 voice port and phone
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- Spread out assistant principal's offices
- Add an additional 150 square feet for each assistant principal for holding area (multiple children in office at a time)
- Consider one office near K-6
- Cabinets at the bottom - bookshelves at the top
- Detached L shaped desk
- Moveable computer table
- Three computer ports

SPATIAL RELATIONSHIPS:

- Near reception area
- Near secretarial area
- Direct access to school circulation areas
- Near main entrance to the building
- Near or accessible to principal's office
- Near conference room

**ADMINISTRATIVE SERVICES
PK-12
CONFERENCE ROOM**

EDUCATIONAL USE:

- Conferences with staff, students, parents, and other community groups.

GENERAL DESCRIPTION OF AREA:

- A warm comfortable place where students, parents and other members of the community and school can meet.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Tables to seat up to 20 people
- 20 Chairs
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 8' of tack board (total)
- 6' of base cabinets (total)
- 8' marker board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

ADMINISTRATIVE SERVICES
PK-12
CONFERENCE ROOM

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices per code
- Clock

TECHNOLOGY:

- 1 phone port
- 1 data port
- 1 printer port

SPECIAL CONSIDERATIONS:

- Place a dividing wall in this room for smaller conferences
- Two entrances
- Computer access
- Smaller tables so they can be put together or taken apart
- Place three floor outlets
- Dry erase board
- Kitchenette which can be closed off when not in use

SPATIAL RELATIONSHIPS:

- Near principal's office
- Near assistant principal's office
- Near reception area
- Near secretarial area

**ADMINISTRATIVE SERVICES
PK-12
WORKROOM**

EDUCATIONAL USE:

- Distribution area for preparation/copying of mail and materials.
- Staff receives messages and obtains supplies.

GENERAL DESCRIPTION OF AREA:

- Furnished with copier, phone, public address system access, computer and printer.
- Built-in counter space with storage cabinets above and below counter.
- Mail slots for sorting by department or person.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Work table
- Wastebasket
- Chairs

FIXED EQUIPMENT:

Architectural:

- 10' of base cabinets with sink
- 12' of tall storage cabinets (total)
- Mail cubicles
- 10' of wall cabinets (total)
- Towel dispenser
- 8' dry marker board
- 8' tack board

ADMINISTRATIVE SERVICES
PK-12
WORKROOM

Plumbing:

- Fire protection system
- Sink
- Plumbing connections

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Receptacle for copier
- Central sound system
- Life safety devices per code
- Clock

Technology:

- 1 phone port
- 1 printer port

SPECIAL CONSIDERATIONS:

- Consider sharing workroom with student services.

SPATIAL RELATIONSHIPS:

- Visibility from secretarial area
- Adjacent to registrar's office

ADMINISTRATIVE SERVICES
PK-12
FILE STORAGE

GENERAL USE:

- A secure location for school records

GENERAL DESCRIPTION OF AREA:

- Room with doorway

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Acoustical ceiling

Walls:

- Painted concrete masonry units
- Rated 2-hour construction

Furniture

- File storage
- Safe

FIXED EQUIPMENT:

Architectural:

- 4' of open metal shelving (total), 84" high, 12" deep, 24" deep or 30" deep

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system

ADMINISTRATIVE SERVICES

PK-12

FILE STORAGE

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacle on each wall

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- Administrative area for access to important records.

SPATIAL RELATIONSHIPS:

- Close proximity to secretarial area.

ADMINISTRATIVE SERVICES
PK-12
GENERAL STORAGE AREA

GENERAL USE:

- Supplies, textbooks, and equipment storage.

GENERAL DESCRIPTION OF AREA:

- Open shelves with room for storage of a variety of items.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Acoustical

Walls:

- Painted concrete masonry units
- Rated 2-hour construction

Furniture

- File cabinet

FIXED EQUIPMENT:

Architectural:

- 19' of open metal shelving (total)
- 84" high, 24" deep, or 30" deep

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacle

ADMINISTRATIVE SERVICES
PK-12
GENERAL STORAGE AREA

Technology:

- N/A

SPATIAL RELATIONSHIPS:

Located in administrative area with access from secretarial area

ADMINISTRATIVE SERVICES
PK-12
RESTROOMS

GENERAL USE:

- Personal and health needs for teachers and staff
- Restroom facilities for clinic
- Handicap accessible

GENERAL DESCRIPTION OF AREA:

- Restroom accessed only within administration area

FURNISHINGS:

Flooring:

- Ceramic tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete over masonry units

Furniture

- Wastebasket

FIXED EQUIPMENT:

Architectural:

- Towel dispenser
- 24" x 60" mirror
- Toilet tissue holder
- 36" and 42" grab bar
- Soap dispenser

Plumbing:

- Fire protection system
- Wall-mounted water closet
- Wall-mounted lavatory
- Plumbing connections

HVAC:

- Supply/return air system
- Independent temperature control

ADMINISTRATIVE SERVICES

PK-12 RESTROOMS

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacle
- Central sound system
- Life safety devices per code

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- N/A

SPATIAL RELATIONSHIPS:

- Located in the administrative area

ADMINISTRATIVE SERVICES
PK-12
FINANCIAL OFFICE

EDUCATIONAL USE:

- Space is included at schools with greater than 500 student capacity.
- Secured facilities for cash and checks are a must. Funds will be coming in and out through this office.
- There will be counting of money, preparing deposits, writing checks and receipts, collecting book rental that has not been paid during registration, maintaining account functions, storing account records.

GENERAL DESCRIPTION OF AREA:

- The financial secretary should be located in an area of the administrative offices so that they are accessible to those who are in need of financial services but not open to the general public.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Desk and chair - moveable desk
- Visitor chairs
- Computer desk return
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 9' of work surface with file drawers (total)
- 4' of tack board
- 2' of tall wardrobe
- 6' of wall cabinets (total)

ADMINISTRATIVE SERVICES
PK-12
FINANCIAL OFFICE

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to data and video port
- Central sound system
- Life safety devices per code
- Clock

Technology:

- 1 voice port and phone at the workstation
- 1 data port near work station

SPECIAL CONSIDERATIONS:

- Primary importance is security for the safety of the financial secretary
- The functions of this office are primary to the well being of the school system
- Marker board – 4'
- The financial secretary must have their own offices
- Give the financial secretary the itinerant office (ISS)
- Create a classroom for the itinerant office
- The principal's secretary and the financial secretary must be close to the principal's office.

SPATIAL RELATIONSHIPS:

- Near reception area
- Near secretarial area
- Near main entrance to the building
- Near or accessible to principal's office

ADMINISTRATIVE SERVICES
PK-12
PARENT RESOURCE ROOM

EDUCATIONAL USE:

- Space is included at schools with greater than 500 student capacity.
- After school meetings, community, and small group meetings.

GENERAL DESCRIPTION OF AREA:

- A comfortable room that is user friendly.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Table
- Chairs
- Computer workstation furniture
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 6' of base cabinets (total)
- 2' of tall wardrobe
- 4' of marker board
- 4' of tack board
- Counter work area

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

**ADMINISTRATIVE SERVICES
PK-12
PARENT RESOURCE ROOM**

Electrical:

- Single level switching
- Fluorescent lighting - illumination level
- Duplex receptacles
- Central sound system
- Life safety devices per code
- Clock

Technology:

- 1 voice port and phone
- 1 data port near work station
- 1 printer port

SPECIAL CONSIDERATIONS:

- This needs to be a flexible space used by community, parents and the faculty and staff

SPATIAL RELATIONSHIPS:

- Near administrative area
- Access should be through Administrative Services or Student Services
- Close proximity to main entrance of building

ADMINISTRATIVE SERVICES

9-12

TREASURER'S OFFICE

EDUCATIONAL USE:

- To assist the principal in administrative tasks
- One on one conferences with parents and coordination of administrative tasks

GENERAL DESCRIPTION OF AREA:

- Smaller office off Reception area
- Ample room to meet one on one with parents

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Desk and chair
- Visitor chairs
- Computer desk with return
- Wastebasket
- Clock

FIXED EQUIPMENT:

Architectural:

- 9' of work surface
- File cabinets
- 4' chalk/marker board
- 4' of tack board
- Tall wardrobe
- Wall cabinets

Plumbing:

- Fire protection system

ADMINISTRATIVE SERVICES

9-12

TREASURER'S OFFICE

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices

Technology:

- 1 voice port and phone
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- This area should be in close proximity to the Workroom
- This area plays an important part in a successful day to day operation of the school
- Must be near the main entrance, visible, accessible and with adequate signage

SPATIAL RELATIONSHIPS:

- Near the reception area
- Near the secretarial area
- Direct access to the main circulation areas of the school
- Near the main entrance of the building
- Near or accessible to the Principal's office
- Near the conference room

ADMINISTRATIVE SERVICES

9-12

ATTENDANCE CLERK

EDUCATIONAL USE:

- To Assist the Principal with attendance responsibilities
- One-on-one conferences with parents and coordination of administrative tasks

GENERAL DESCRIPTION OF AREA:

- Office area for attendance officer

FURNISHINGS:

- Flooring:
- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Visitor chairs
- Computer desk return
- Desk and chair
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 9' of work surface with file drawers
- 4' of chalk/marker board
- 4' of tack board
- Tall wardrobe
- 6' wall cabinets

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

ADMINISTRATIVE SERVICES

9-12

ATTENDANCE CLERK

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacle per wall
- Life safety devices
- Clock

Technology:

- 1 voice port and phone
- 1 data port near the workstation

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- Near main entrance to the building

ADMINISTRATIVE SERVICES

9-12

REGISTRAR'S OFFICE

EDUCATIONAL USE:

- To assist the Principal in administrative tasks
- One-on-one conferences with parents and coordination of administrative tasks

GENERAL DESCRIPTION OF AREA:

- This area would be an inviting space and will offer a welcoming atmosphere to those who visit here.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Visitor chairs
- Desk and chair
- Computer desk return
- Wastebasket

FIXED EQUIPMENT:

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- independent temperature control

ADMINISTRATIVE SERVICES

9-12

REGISTRAR'S OFFICE

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices
- Clock

Technology:

- 1 voice port and phone
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- Near secretarial area

ADMINISTRATIVE SERVICES
9-12
IN-SCHOOL SUSPENSION

EDUCATIONAL USE:

- Instructional area for students who require time away from regular class due to inappropriate behavior.

GENERAL DESCRIPTION OF AREA:

- Area designed with countertop workstations around the perimeter of the room with one teacher's station

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Student work stations or desks
- Student chairs
- Teacher desk and chair
- Computer workstation

FIXED EQUIPMENT:

- 4' base cabinets
- 8' chalk/marker board
- 8' tack board
- Pencil sharpener

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

ADMINISTRATIVE SERVICES

9-12

IN-SCHOOL SUSPENSION

Electrical:

- Multi-level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices
- Means of egress lighting
- Clock

Technology:

- 1 voice port and phone
- 2 data ports near workstations for student use

SPECIAL CONSIDERATIONS:

- This area should be located so various members of the administrative staff may supervise the activity within the room
- Observation windows should be considered

SPATIAL RELATIONSHIPS:

- Near Principal's office
- Near Secretarial area

STUDENT SERVICES
PK-12
GUIDANCE OFFICE

EDUCATIONAL USE:

- Guidance counselor to do individual work and provide assistance to students.
- One-on-one conferences with parents and coordination of administrative tasks.

GENERAL DESCRIPTION OF AREA:

- Office should be located in the administrative area where there is visibility to secretarial area but cannot be viewed from the reception area.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Desk or table and chair
- Visitors chairs
- Computer desk return
- Wastebasket

FIXED EQUIPMENT:

- 4' of chalk/marker board
- 4' of tack board
- 2' of tall wardrobe

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

STUDENT SERVICES
PK-12
GUIDANCE OFFICE

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Clock

Technology:

- 1 voice port and phone
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- Consider creating a visual of one way glass into the conference room for peer mediation
- Do away with the storage room and add the square footage to the counselor's office
- Consider adding 150 square feet per office for small group usage within the office

SPATIAL RELATIONSHIPS:

- Near guidance/records storage
- Near guidance reception area
- Near secretarial area
- Easy access to school circulation

STUDENT SERVICES
PK-12
CONFERENCE ROOM*

EDUCATIONAL USE:

- Conferences with staff, students, parents, and other community groups.

GENERAL DESCRIPTION OF AREA:

- A warm comfortable place where students, parents and other members of the community and school can meet.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Conference table
- Chairs
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 8' of dry erase (total)
- 8' of tack board (total)

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

* Include this space when student capacity exceeds 500

STUDENT SERVICES
PK-12
CONFERENCE ROOM

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices per code
- Clock

Technology:

- 1 voice port
- 1 data port
- 1 printer port

SPECIAL CONSIDERATIONS:

- Receptacle in the floor

SPATIAL RELATIONSHIPS:

- Near principal's office
- Near assistant principal's office
- Near reception area
- Near secretarial area

**STUDENT SERVICES
9-12
RECEPTION/SECRETARIAL AREA**

EDUCATIONAL USE:

- This area is to be used by the administrative support staff for the Student Services area
- Visitors will be received in this area and directed to the appropriate location to meet with those staff members and visitors presenting a program/offering direction regarding a school related activity

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GENERAL DESCRIPTION OF AREA:

- Large open area with high counter space
- Scanner station with adjustable camera
- Windows which allow a full view of the parking lot, bus area and student parking

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Resilient base

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- Walls:
- Painted gypsum wallboard over metal studs

Furniture:

- Workstation with secretarial chairs

FIXED EQUIPMENT:

- 24”X60” work surface with file drawers
- 42” high countertop

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

STUDENT SERVICES
9-12
RECEPTION/SECRETARIAL AREA

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system

Technology:

- 1 fax port
- 1 data port at each secretarial workstation
- 1 data port for printer
-

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- Access to all areas within the Student Services Area
- Open reception/secretarial area
- Near Administrative Services Area
- Near main entrance to the building
- Would prefer visual access to the main entrance of the building and parking area

STUDENT SERVICES
9-12
RESOURCE/CAREER CENTER

EDUCATIONAL USE:

- Used by students, Faculty, Parents and staff to research and review information on various colleges throughout the world.

GENERAL DESCRIPTION OF AREA:

- This room will be designed with shelving around the parameter of the room for book and pamphlet storage. One area will be designed as a Reference area where literature on Colleges and Universities will be stored and used within the confines of the room. Another area will be designated as Research where some periodicals may be checked out or borrowed for a period of time. One area will be designed for the storage of pamphlets with basic information on the various colleges and universities for individuals to keep. Information in this area will also address the other areas of concern such as Student Aid, Careers and Military programs and opportunities for vocational training available to students.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- 3 Work tables and chairs
- 4 Workstations 2 Reading chairs
- One small table

FIXED EQUIPMENT:

- 8' chalk/marker board
- 8' tack board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

STUDENT SERVICES
9-12
RESOURCE/CAREER CENTER

Electrical:

- Multi-level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices
- Clock
-

Technology:

- 1 voice port and phone
- Data ports at workstations

SPECIAL CONSIDERATIONS:

- Outlets around the various walls in the area that can be utilized for occasional power needs
- Some outlets should be conveniently located for cleaning equipment
- 2 four drawer filing cabinets
- Workstation/Reception area with computer terminal with Internet access
- Catalogs with carrels on at least two walls
- Stations need to be provided for computers, VCR monitors and a display area for printed material, brochures and booklets
- Four computer stations, three with computers and one with an interlinked printer, two workstations with self-contained VCR monitor
- One station with a video disc / monitor equipment and display type bookshelves on the wall facing the entrance
- Bookshelf display area

SPATIAL RELATIONSHIPS:

- Visible to Guidance office area and Waiting Room area
- Close proximity to the Reception/Secretary area
- This area should be well ventilated with a pleasant, welcoming atmosphere
- This area needs to be well lighted

STUDENT SERVICES
9-12
FILE STORAGE AREA

EDUCATIONAL USE:

- The storage of supplies, files and equipment in a secure area

GENERAL DESCRIPTION OF AREA:

- Fireproof filing cabinets on one wall of this area
- Shelving for storage of equipment
- Electrical outlets for recharging equipment

FURNISHINGS:

Flooring:

- Vinyl flooring

Ceiling:

- Acoustical

Walls:

- Painted gypsum wallboard over metal studs
- Rated 2-hour construction

Furniture

- Fireproof file cabinets

FIXED EQUIPMENT:

- Tall storage cabinet

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

STUDENT SERVICES
9-12
FILE STORAGE AREA

Electrical:

- Single-level switching
- Fluorescent lighting
- Duplex receptacles
- Life safety devices

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- Entrance to this storage area should be secured with limited access

SPATIAL RELATIONSHIPS:

- Near the Guidance Counselor's Offices

**STUDENT SERVICES
9-12
CENTRAL STORAGE AREA**

EDUCATIONAL USE:

- File storage is used to store supplies, materials needed in the Student Services Department as well as Student Services documents, permanent records and all files pertaining to the administration of this school
- Storage cabinets in this area will be fireproof
- This will be a lockable storage area

GENERAL DESCRIPTION OF AREA:

- Entire area designed for Student Services Storage with the best utilization of space in mind

FURNISHINGS:

Flooring:

- Tile flooring

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- All file cabinets in this area are to be fireproof

FIXED EQUIPMENT:

- Open metal shelving

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

STUDENT SERVICES
9-12
CENTRAL STORAGE AREA

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- Near mail/copy/work room
- Secretarial area
- Entry located away from general circulation area

STUDENT SERVICES
9-12
ITINERANT OFFICES

EDUCATIONAL USE:

- Office And work area for specialists in various programs who regularly spend a portion of their schedule at one of several schools
- For outside programs that work with the students of the school
- For probation officers, DHS and other student services personnel

GENERAL DESCRIPTION OF AREA:

- Small office area with a table and chairs, book shelves and storage areas for securing personal items of those individuals who periodically use this area

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls

- Painted gypsum wallboard over metal studs

Furniture

- Table and chairs
- Bookshelves
- Teacher Work station
- Wastebasket

FIXED EQUIPMENT:

- 9' counter work surface with file drawers
- 4' Chalk/marker board
- 4' of tack board
- Tall wardrobe
- 6' wall cabinets

Plumbing:

- Fire protection system

STUDENT SERVICES
9-12
ITINERANT OFFICES

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single-level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices

Technology:

- 1 phone port
- 1 data port
- 1 video port

SPECIAL CONSIDERATIONS:

- This space needs to provide flexibility for a variety of persons to utilize
- Various outside program coordinators will be using this area

SPATIAL RELATIONSHIPS:

- Near the reception area
- Near secretarial area
- Direct access to school circulation areas
- Near the main entrance to the building
- Near or accessible to the Administrative area
- In close proximity to the Guidance Office

STUDENT SERVICES
9-12
RESTROOMS

EDUCATIONAL USE:

- Personal restroom for administrative staff

GENERAL DESCRIPTION OF AREA:

- General individual restroom

FURNISHINGS:

Flooring:

- Ceramic tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry walls

Furniture:

- None

FIXED EQUIPMENT:

- Towel dispenser
- 24" X 60" mirror
- Bathroom tissue holder
- 36" and 42" grab bar
- Soap dispenser
- Door hook

Plumbing:

- Wall-mounted water closet
- Wall-mounted lavatory
- Plumbing connections
- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat unit

STUDENT SERVICES
PK-12
RESTROOMS

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacle
- Central sound system
- Life safety devices

Technology:

- None

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- Conveniently located in the administration area
- Area should be for the exclusive use by administration staff

**STUDENT SERVICES
9-12
WORKROOM**

EDUCATIONAL USE:

- This area is used by staff members for the Student Services area to update permanent records
- To process reports and report cards ready for distribution
- This area will be designed as a work area, supplied with equipment for the day-to-day operation
- Some areas of this workroom may be used as an overflow for the office supplies in the central storage area

GENERAL DESCRIPTION OF AREA:

- This open area will be well lit with cabinets and counter workspace large enough to lay out projects, work on files and allow staff members an area to work on large projects.
- Some office supplies will be stored in this area
- This workroom will be designed to accommodate those faculty and staff members from the Student Services Department.

FURNISHINGS:

Flooring:

- Tile floors that may be easily cleaned

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboards over metal studs

Furniture

- Tables and chairs
- Computer workstation
- Copier
- Provide adequate shelving, cupboards and workspace other than desks
- Countertop work area

FIXED EQUIPMENT:

- 8' base cabinet with sink and wall cabinet
- 8' chalk/marker board
- 8' tack board
- 3' sink base cabinet

STUDENT SERVICES
9-12
WORKROOM

Plumbing:

- Fire protection system
- Sink
- Plumbing connections

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices
- Clock

Technology:

- 1 video port
- 1 voice port and phone

SPECIAL CONSIDERATIONS:

- Outlets around the various walls in the area that can be utilized for occasional power needs.
- Some outlets should be conveniently located for the convenience of the custodial staff to engage cleaning equipment.
- Cabinet and drawer space for small office supplies such as note pads, pens, pencils, correction fluid and other items used in the day to day operation of this department
- This area should be large enough to accommodate several individuals working at the same time
- This area needs to be in close proximity to the Guidance Office and Reception area
- This area should be well ventilated
- Privacy is essential in this area for work on permanent records
- Visibility into Reception/Secretarial area

**HEALTH CLINIC
PK-12
RECEPTION OFFICE**

GENERAL USE:

- Waiting area for students/parents.
- Office area for nurse's administrative duties.
- This area will serve as an area where students may wait to be picked up by parents during the day.
- This area will also serve as a first point of contact for those individuals visiting the school.

GENERAL DESCRIPTION OF AREA:

- Area where students can wait to be seen by the nurse and the nurse can work.

FURNISHINGS:

Flooring:

- Carpet or tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- 2 - 4 chairs
- Desk with chairs for nurse
- File cabinets

FIXED EQUIPMENT:

- Window viewing the cot area from the office area
- Plumbing:
- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

**HEALTH CLINIC
PK-12
RECEPTION OFFICE**

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Life safety devices per code
- Clock

Technology:

- 1 voice port,
- 1 data port

SPECIAL CONSIDERATIONS:

- The reception area is a small area adjacent to but part of the nurse's office.
- Privacy is important in the nurses area.
- Good ventilation is very important.

SPATIAL RELATIONSHIPS:

- Adjacent to cot area.
- Part of the nurse's office area

**HEALTH CLINIC
PK-12
COT/TREATMENT AREA**

GENERAL USE:

- Treatment of minor injuries, administration of medication, and transmission of hearing and/or vision tests.

GENERAL DESCRIPTION OF AREA:

- Area for cots (2), Restrooms (1), Nurse's office with window for visibility into cot areas and storage area.
- Provide a waiting area for 2-4 students.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- 2-4 cots
- Refrigerator with ice making capabilities
- Desk and chairs
- 2-4 chairs
- Wastebasket
- Microwave
- Scale
- Exam light

FIXED EQUIPMENT:

- 6' of base cabinets (total) - all cabinets need to be lockable
- 3' sink base cabinet
- 6' of wall cabinets, lockable
- Cubicle curtain and track around each cot
- Towel dispenser
- 4' of tack board

**HEALTH CLINIC
PK-12
COT/TREATMENT AREA**

Plumbing:

- Fire protection system
- Sink
- Plumbing connections

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Receptacle for refrigerator
- Emergency lighting
- Central sound system
- Life safety devices per code
- Clock

Technology:

- 1 voice port and phone
- 1 data port near work station

SPECIAL CONSIDERATIONS:

- All cabinets must be lockable

SPATIAL RELATIONSHIPS:

- Adjacent to reception area
- Close proximity to restrooms

**HEALTH CLINIC
PK-12
RESTROOM**

GENERAL USE:

- Convenient access to restroom facilities for ill or injured students being treated in the clinic

GENERAL DESCRIPTION OF AREA:

- Restroom separated but still part of the clinic
- A facility that will provide privacy to the ill students and still be readily accessible
- Handicap accessible

FURNISHINGS:

Flooring:

- Tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete over masonry block

Furniture

- Wastebasket

FIXED EQUIPMENT:

- Towel dispenser
- 16" x 30" mirror
- Toilet tissue holder
- 36" and 42" grab bar
- Soap dispenser

Plumbing:

- Fire protection system
- Wall-mounted water closet
- Wall-mounted lavatory
- Plumbing connection

**HEALTH CLINIC
PK-12
RESTROOM**

HVAC:

- Supply/return air system
- Independent temperature control
- Exhaust air vent

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacle
- Central sound system
- Life safety devices per code

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- Readily accessible to students visiting the clinic.

SPATIAL RELATIONSHIPS:

- Located near Health Clinic.

FACULTY SPACES

PK-12

TEACHER PLANNING/WORKROOM/STORAGE/LOUNGE

EDUCATIONAL USE:

- Teachers and other staff members hold team meetings and prepare for class.
- Professional interaction should be encouraged to improve communication, professional development and team building.
- This workroom area will provide adequate space and equipment for teacher planning and project work
- A place to pick up mail

GENERAL DESCRIPTION OF AREA:

- Cabinets with a work table top.
- Counter level sockets and numerous wall sockets.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Tables and chairs
- Computer workstation
- Wastebasket

FIXED EQUIPMENT

Architectural:

- 8' of base cabinets with sink and wall cabinets
- 8' of tack board
- Towel dispenser
- 8' dry erase board

Plumbing:

- Fire protection system
- Sink
- Plumbing connections

FACULTY SPACES

PK-12

TEACHER PLANNING/WORKROOM/STORAGE/LOUNGE

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Duplex receptacles for office equipment
- Central sound system
- Clock

Technology:

- 2 data port near workstation
- 1 voice port
- 1 printer port

SPECIAL CONSIDERATIONS:

- This area could be divided into several small areas or one or two larger areas depending on the needs at each site.
- Teacher's mailboxes should be considered for this area
- Space should be large enough for several individuals to use the equipment at the same time
- Refrigerator should be large capacity size for storing teacher lunches
- Provide adequate shelving and storage cabinets for storage
- Provide counter top space for large projects
- This is a workroom and lounge area combination for faculty

SPATIAL RELATIONSHIPS:

- Near academic core classrooms
- Near faculty restrooms
- Near instructional material storage

CLASSROOMS
PK-12
PK - KINDERGARTEN

EDUCATIONAL USE:

- Instruction through active exploration.
- Children practice with tangible articles and are encouraged to develop learning skills, creativity, and imagination.
- Activities include, but are not limited to group discussions and demonstrations.

GENERAL DESCRIPTION OF AREA:

- Should have the capacity for 18 students - minimum 35 sq ft of usable space per child - 50 sq ft is the recommended for maximum classrooms (35 sq ft is the minimum for licensing a facility).
- Enough space to have activity areas - space may be separated by movable partitions or cabinets, or by visual cues such as different flooring materials, wall colors, or lighting. Sufficient floor area for painting, sand and water activities, and activities that require easy clean up.
- Defined areas must support social interaction, exploratory action, and prevent interruption from on going activities. There must be a large group meeting space.

FURNISHINGS:

Flooring:

- Prefer all vinyl with area rugs for class flexibility

Ceiling:

- Suspended, acoustical

Walls:

- Prefer dry wall construction with bulletin board and dry erase marker board at least one each

Furniture:

- Student desk/tables
- Computer workstation furniture
- Student chairs (age appropriate in size)
- Teacher's work station/ computer support and chair
- Sand/water table
- Children's painting easel
- Teacher reading chair or stool
- Wastebasket

CLASSROOMS

PK-12

PK - KINDERGARTEN

FIXED EQUIPMENT: Each classroom needs:

- Open casework - student coats and personal items (cubbies, coat rack)
- 3' of tall wardrobe with drawers
- 12' of base and wall cabinets (total) with sink
- 16' of magnetic marker board (total)
- Whole wall surface of tack board or tack strips all around the wall area
- Window with integral blinds - Windows should be low enough for children to "see out"
- Built-in storage area for teaching materials
- Enclosed display area - fire codes limit each wall usability
- Towel dispenser
- 8' of low bookcases
- 3' of tall cabinets (could have tote trays, optional)
- 36" - 42" high storage cabinet for monitor to sit on, optional

Plumbing:

- Fire protection system
- Sink with drinking fountain child height - Also a teacher height sink for art and science (deep, with tall spigot for filling buckets, etc)
- Plumbing connections

HVAC: Each classroom needs:

- Supply/return air system
- Independent temperature control

Electrical: Each classroom needs:

- Fluorescent lighting with dimming capabilities - full-spectrum of light
- Multi-level switching
- Duplex receptacles
- Means of egress lighting per code
- Emergency lighting per code
- Central sound system
- Clock

CLASSROOMS
PK-12
PK - KINDERGARTEN

Technology: Each classroom needs:

- 1 video port and monitor
- 1 voice port
- 1 data port near teacher work station
- 4 data ports (minimum) for student use

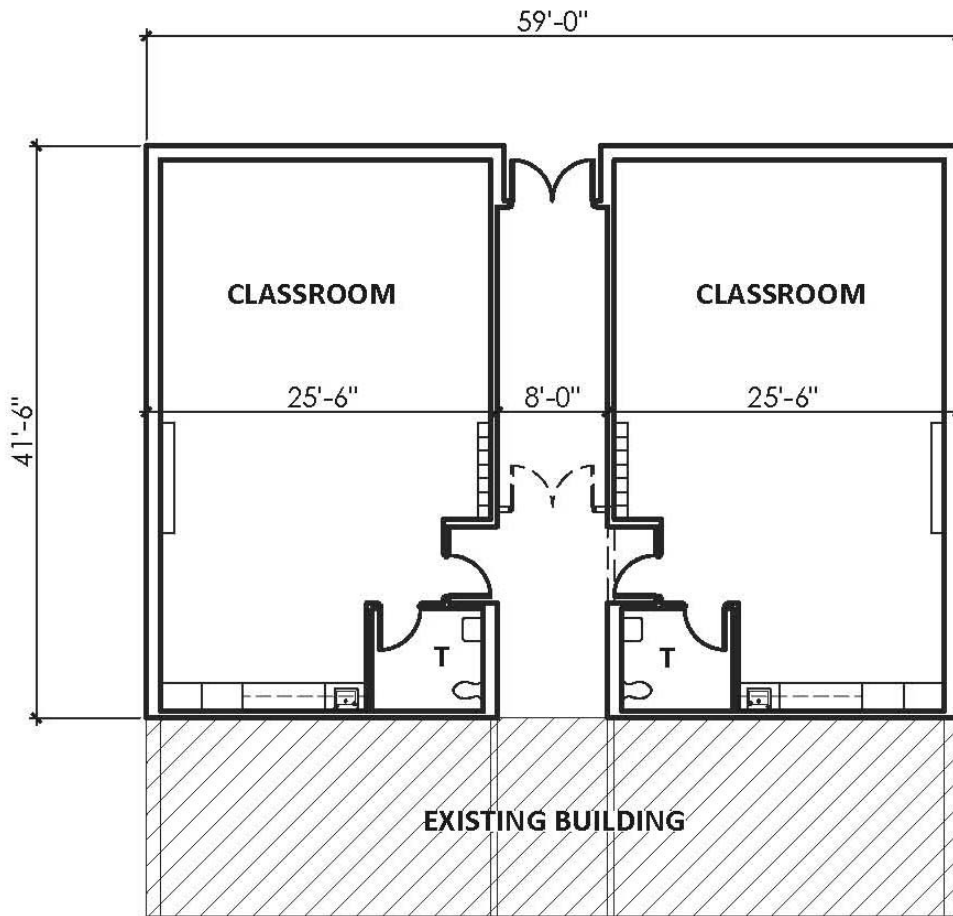
SPECIAL CONSIDERATIONS: Each Classroom Needs:

- Tiled area located by the sink
- Child-size toilet facilities in classroom
- Bulletin boards should be low
- An outdoor learning lab for science
- Windows low enough for children to "see out"

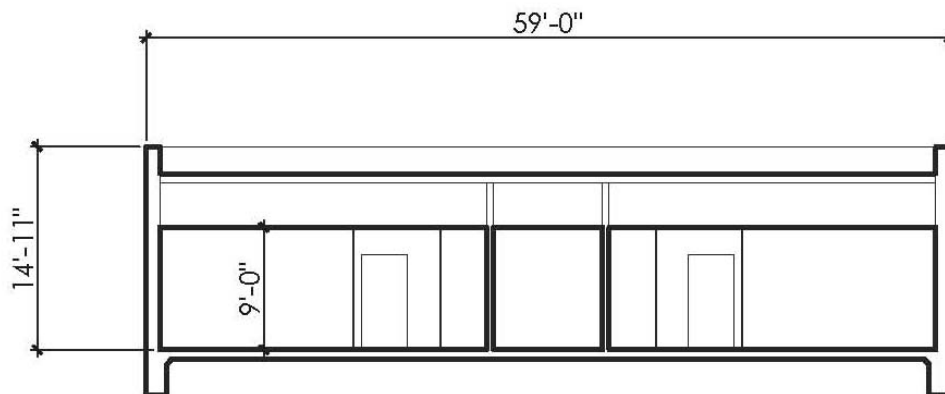
SPATIAL RELATIONSHIPS:

- Near other PK/Kindergarten classrooms
- Near teacher prep area/workroom
- Near vehicle drop-off/pick-up drive

PRE-K OR K CLASSROOMS

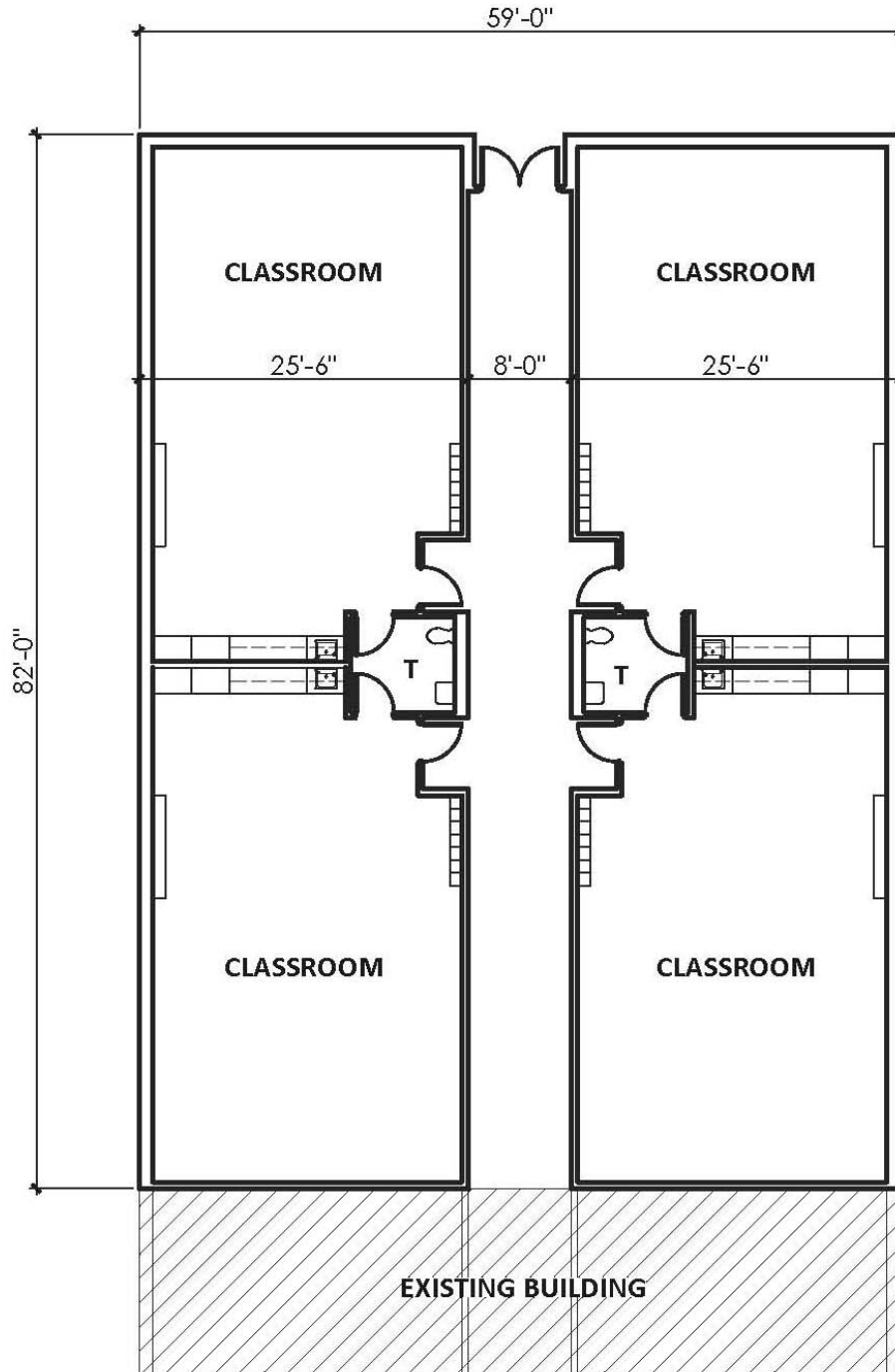


TWO CLASSROOM CONCEPT PLAN
(DASHED LINES INDICATE EXTERIOR DOORS FOR SINGLE CLASSROOM ADDITION)



CLASSROOM CONCEPT SECTION

PRE-K OR K CLASSROOMS



FOUR CLASSROOM CONCEPT PLAN

DISTRICT WIDE EDUCATIONAL SPECIFICATIONS

ARCHITECTURAL DESIGN GROUP, INC. - PROGRAM CONSULTANT

CLASSROOMS
PK-12
GRADE 1-6

EDUCATIONAL USE:

- Developmental experiences, technical skill building, and hands-on activities
- Activities include, but are not limited to: group discussions, demonstrations, music activities, listening skills, presentations, art and science projects, and small group activities.

GENERAL DESCRIPTION OF AREA:

- Should have the capacity to hold a minimum of 18 students. – Grades 1-3
- Should have the capacity to hold a minimum of 20 students. – Grades 4-6

FURNISHINGS:

Flooring:

- Vinyl tile with area rugs for containment - 4' width in front of cabinets

Ceiling:

- Suspended, acoustical

Walls:

- Light bright colors
- Painted concrete masonry units

Furniture: Each classroom needs:

- Student desks/tables - age appropriate height and adjustable
- Computer workstation furniture
- Student chairs
- Teacher workstation/computer support and chair
- Two desk height file cabinets
- Reading table
- Five wastebaskets
- Working wall clocks

CLASSROOMS
PK-12
GRADE 1-6

FIXED EQUIPMENT: Each classroom needs:

- Open casework - coat hooks and cubbies for storage - to hold teacher coats etc. Wall cabinets above it.
- 3' of tall wardrobe with file drawers (can support monitor, optional)
- 8' of base and wall cabinets (total) with sink
- 16' of chalk/marker board (total) - prefer white magnetic boards
- 20' of tack board (total)
- Pencil sharpener support
- 16' of low bookcases
- Flag holder

Plumbing: Each classroom needs:

- Fire protection system

HVAC: Each classroom needs:

- Supply/return air system
- Independent temperature control

Electrical: Each classroom needs

- Fluorescent lighting with dimming capabilities
- Multi-level switching
- Duplex receptacles
- Central sound system
- Consider floor receptacles
- Clock

Technology: Each classroom needs:

- 1 video port and monitor
- 1 voice port
- 1 data port near teacher work station
- 4 data ports (minimum) for student use

CLASSROOMS

PK-12

GRADE 1-6

SPECIAL CONSIDERATIONS: Each Classroom Needs:

- Overhead and stand - Most teachers use these
- Wall screen that works with white background
- Wall map - U.S. and World map that is current
- Tackable walls and/or equivalent tack strips in hallways. Bulletin board outside every classroom
- Need available room for tables to set up centers such as listening, art and writing
- Teacher work station needs to be flexible to fit individual needs and for rearrangement
- Sink with drinking fountain - age appropriate height (preferred)

SPATIAL RELATIONSHIPS:

- Near other classrooms
- Near large group restrooms
- Near teacher prep area/workroom

CLASSROOMS

PK-12

GRADE 7-8

EDUCATIONAL USE:

- Developmental experiences, technical skill building, and hands-on activities
- Activities include, but are not limited to: group discussions, demonstrations, listening skills, presentations and small group activities

GENERAL DESCRIPTION OF AREA:

- Should have the capacity to hold a minimum of 23 students. – Grades 7-8

FURNISHINGS:

Flooring:

- Vinyl composition tile 4' width in front of cabinets

Ceiling:

- Suspended, acoustical

Walls:

- Light bright colors
- Painted concrete masonry units

Furniture: Each classroom needs:

- Student desks/tables (flat tops for grouping)
- Student chairs
- Teacher workstation/computer support and chair – movable work station
- Desk height file cabinets
- Wastebasket

FIXED EQUIPMENT: Each classroom needs:

- Open casework with cabinets above
- 3' of tall wardrobe with file drawers (can support monitor, optional)
- 8' of base cabinet with wall cabinets
- 16' of magnetic marker board
- 20' of tack board (total)
- Pencil sharpener support
- 12' of low bookcase
- Flag holder

CLASSROOMS

PK-12

GRADE 7-8

Plumbing: Each classroom needs:

- Fire protection system

HVAC: Each classroom needs:

- Supply/return air system
- Independent temperature control

Electrical: Each classroom needs

- Fluorescent lighting
- Multi-level switching
- Central sound system
- Clock
- Duplex receptacles

Technology: Each classroom needs:

- 1 video port and monitor
- 1 voice port
- 1 data port near teacher work station
- 4 data ports (minimum) for student use

SPECIAL CONSIDERATIONS: Each Classroom Needs:

- On inside wall 20 linear feet of base and wall cabinets
- Sink
- Teacher/demo station with electrical outlets
- Dry erase board behind teacher demo station
- Screen and projector mounted from ceiling
- Sink with drinking fountain

SPATIAL RELATIONSHIPS:

- Near large group restrooms
- Near teacher prep area/workroom

CLASSROOMS

PK-12

GRADES 9-12

EDUCATIONAL USE:

- Large group, small group and individual instruction
- Classrooms for English, Math Social Studies, Foreign Language and all other core classrooms
- Accommodates any of the core academic disciplines

GENERAL DESCRIPTION OF AREA:

- Should have the capacity to hold a minimum of 23 students. – Grades 9-12
- Student instruction area with classroom seating format
- Study area with information posted and instructional presentation area conveniently located for all students to have visible access to all information posted in the room

FURNISHINGS:

Flooring:

- Vinyl flooring

Ceiling:

- Acoustical

Walls:

- Painted gypsum wallboard over metal studs
- Rated 2-hour construction

Furniture: Each classroom needs:

- Student desks and chairs
- Teacher desk and chair
- Computer workstation furniture
- Desk height file cabinet
- Large table with 4 – 5 chairs

CLASSROOMS

PK-12

GRADES 9-12

FIXED EQUIPMENT: Each classroom needs:

Architectural:

- Tall wardrobe
- 4' bookcases
- 16' marker board
- 16' tack board
- 6' base cabinets
- 6' wall cabinets

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi-level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system

Technology:

- 1 voice port
- 1 data port near teacher workstation
- 4 data ports for student use

SPECIAL CONSIDERATIONS:

- Open shelving as well as lockable storage areas (60% open-40% lockable)
- Consider one space in each core classroom that could open up into a large combined class area

CLASSROOMS
PK-12
GRADES 9-12

SPATIAL RELATIONSHIPS:

- In close proximity to the other academic core classrooms
- Proximity to large group restrooms
- Near teacher prep work area
- Classrooms should be located in an area that is away from noisy or public activities
- Core classrooms need to be in close proximity to the Media Center and Administrative Services
- Flexibility of space

CLASSROOMS
9-12
OFFICE/WORKROOMS

EDUCATIONAL USE:

- Teachers and other staff members hold team meetings and prepare for class
- Professional interaction should be encouraged to improve communication, professional development and team building
- This area is used by staff members in the Core Classroom area to prepare for class projects
- This area will be designed as a work area, supplied with equipment for the day-to-day operation
- Some areas of this workroom may be used as an overflow for the office supplies in the central storage area

GENERAL DESCRIPTION OF AREA:

- This open area will be well lit with cabinets and counter workspace large enough to lay out projects, work on files and allow staff members an area to work on large projects.
- Some office supplies will be stored in this area
- This workroom will be designed to accommodate those faculty and staff members of each Core Curriculum area.

FURNISHINGS:

Flooring:

- Tile floors that may be easily cleaned

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Tables and chairs
- Computer workstation
- Copier
- Other standard office equipment
- Provide adequate shelving, cupboards and workspace other than desks
- Countertop work area

CLASSROOMS
GRADES 9-12
OFFICE/WORKROOMS

FIXED EQUIPMENT:

Architectural:

- 8' base cabinets with sink and wall cabinet
- 8' chalk/marker board
- 8' tack board
- 3' sink base cabinet

Plumbing:

- Fire protection system
- Sink

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data port
- Central sound system

Technology:

- 1 video port
- 1 voice port
- Data ports near workstation

SPECIAL CONSIDERATIONS:

- Outlets around the various walls in the area that can be utilized for occasional power needs.
- Some outlets should be conveniently located for the convenience of the custodial staff to engage cleaning equipment.
- Cabinet and drawer space for small office supplies such as note pads, pens, pencils, correction fluid and other items used in the day to day operation of this department
- This area should be large enough to accommodate several individuals working at the same time
- This area should be well ventilated
- Each group of core classrooms need an office work area for the faculty sharing the classrooms

CLASSROOMS
GRADES 9-12
OFFICE/WORKROOMS

SPATIAL RELATIONSHIPS:

- Near academic core classrooms and faculty restroom

CLASSROOMS
GRADES 9-12
CENTRAL STORAGE AREA

EDUCATIONAL USE:

- This area is used to store supplies of paper products, utensils and various other supplies to be used throughout the building
- Storage cabinets for equipment
- This will be a lockable storage area

GENERAL DESCRIPTION OF AREA:

- Entire area designed for Central Storage with the best utilization of space in mind

FURNISHINGS:

Flooring:

- Vinyl Tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Some storage cabinets in this could be fireproof

FIXED EQUIPMENT:

- Open metal shelving
- Secured lockable storage cabinets

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

CLASSROOMS
GRADES 9-12
CENTRAL STORAGE AREA

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles

Technology:

- None

SPECIAL CONSIDERATIONS:

- Electrical outlets spaced around this area for re-chargeable items placed in storage
- Consider a storage area for all academic core classrooms

SPATIAL RELATIONSHIPS:

- Direct access to building circulation area
- Stools or a ladder will be needed to access top shelves

**ENGLISH AS A SECOND LANGUAGE
PK-12
CLASSROOM/OFFICE/WORK AREA**

EDUCATIONAL USE:

- The office work area will be used for testing, one-on-one instruction and small group instruction
- The ESL work area can be used by the teachers and staff for preparing for classes.
- English as a Second Language (ESL) classroom provides an area for conferences with staff, students, parents, and other community groups.

GENERAL DESCRIPTION OF AREA:

- This is an office area/small group student area as well.
- Open classroom with table and chairs, student desks and cabinets

FURNISHINGS:

Flooring:

- Carpet
- Tile flooring

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Teacher desk and chair
- File cabinets
- Computer furnishings
- Wastebasket
- Bookshelves
- Round table for small group work - 2 - 4 chairs
- Student chairs
- Student desks and tables

FIXED EQUIPMENT:

Architectural:

- 8' of chalk/marker board
- 8' of tack board
- 6' of base cabinets and wall cabinet

**ENGLISH AS A SECOND LANGUAGE
PK-12
CLASSROOM/OFFICE/WORK AREA**

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi-level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Clock

Technology:

- 1 voice port
- 4 data ports (minimum)
- 1 data port near teacher workstation

SPECIAL CONSIDERATIONS:

- Please take into consideration the levels of language/academic proficiency of the limited English proficiency (LEP) student.
- Pre K - 3 the instruction can be in the classroom
- More than 3 languages requires a second classroom
- Storage area is needed for; classroom supplies, electronics, recorders, language masters, resource kits, etc.
- Activities include testing, instruction and parent/teacher conferences
- Most high schools will need 3 to 4 ESL classrooms.

SPATIAL RELATIONSHIPS:

- Integral part of academic core classrooms
- ESL students must be included and mainstreamed with the rest of the student body
- Optional partitions should be considered within the classroom
- Consider dividing the wall with the upper half of the wall glass for observation

SPECIAL NEEDS
PK-12
MULTIPLE HANDICAP CLASSROOM/CROSS CATEGORICAL

EDUCATIONAL USE:

- Accommodates students with special needs who are unable to be included in regular instructional program areas.
- Activities include, but are not limited to: group discussions, demonstrations, music activities, listening skills, presentations, art and science projects, and small group activities.

GENERAL DESCRIPTION OF AREA:

- Classroom equipped for special needs children.
- There are 10 children in class at a time.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Light bright colors
- Painted concrete masonry units

Furniture

- Student desks/tables
- Computer workstation furniture
- Student chairs
- Teacher workstations/computer support and chair
- Desk height file cabinet
- Reading table
- Wastebasket
- Horseshoe group table

SPECIAL NEEDS
PK-12
MULTIPLE HANDICAP CLASSROOM/CROSS CATEGORICAL

FIXED EQUIPMENT

Architectural:

- Open casework - Coat hooks and cubbies for storage - to hold students coats etc. Wall cabinets above it.
- 3' of tall wardrobe with file drawers (can support monitor, optional)
- 8' of base and wall cabinets (total) with sink
- 16' of chalk/marker board (total) - prefer white magnetic boards
- 20' of tack board (total)
- Pencil sharpener support
- 4' of low bookcases
- Towel dispenser
- Flag holder

Plumbing:

- Fire protection system
- Sink with drinking fountain
- Plumbing connections

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Multi level switching
- Duplex receptacles
- Central sound system
- Clock

Technology:

- 1 voice port
- 1 data port near teacher work station
- 4 data ports (minimum) for student use

SPECIAL NEEDS
PK-12
MULTIPLE HANDICAP CLASSROOM/CROSS CATEGORICAL

SPECIAL CONSIDERATIONS:

- The following is a list of supplies for needed storage:
- Textbooks
- Resource kits
- Electronics - language masters, records
- Classroom supplies

SPATIAL RELATIONSHIPS:

- Near academic core classrooms
- Near workroom/conference

SPECIAL NEEDS
PK-12
SELF-CONTAINED CLASSROOM

EDUCATIONAL USE:

- Accommodates students who have special needs who are unable to be included in regular instructional program areas.
- Activities include, but are not limited to: group discussions, demonstrations, music activities, listening skills, presentations, art and science projects, and small group activities.

GENERAL DESCRIPTION OF AREA:

- Classroom equipped for special needs children.
- There are 10 children in class at a time.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Light bright colors
- Painted concrete masonry units

Furniture

- Student desks/tables
- Computer workstation furniture
- Student chairs
- Teacher workstations/computer support and chair
- Desk height file cabinet
- Reading table
- Wastebasket
- Horseshoe group table

SPECIAL NEEDS
PK-12
SELF-CONTAINED CLASSROOM

FIXED EQUIPMENT:

Architectural:

- Open casework - Coat hooks and cubbies for storage - to hold student coats etc. Wall cabinets above
- 3' of tall wardrobe with file drawers (can support monitor, optional)
- 8' of base and wall cabinets (total) with sink
- 10' of chalk/marker board (total) - prefer white magnetic boards
- 8' of tack board (total)
- Window with integral blinds
- Pencil sharpener support
- 4' of low bookcases
- Towel dispenser
- Flag holder

Plumbing:

- Fire protection system
- Sink with drinking fountain
- Plumbing connections

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting illumination level
- Multi level switching
- Two duplex receptacles adjacent to each data and video port per wall
- Central sound system
- Life safety devices per code
- Clock

Technology:

- 1 voice port
- 1 data port near teacher work station
- 4 data ports (minimum) for student use

SPECIAL NEEDS
PK-12
SELF-CONTAINED CLASSROOM

SPECIAL CONSIDERATIONS:

The following is a list of supplies for needed storage:

- Textbooks
- Resource kits
- Electronics - language masters, records, talkers etc
- Classroom supplies

SPATIAL RELATIONSHIPS:

- Near academic core classrooms
- Near workroom/conference
- Near special education restroom/shower

SPECIAL NEEDS
PK-12
HEALTH/CHANGING AREA

HVAC:

- Supply/return air system
- Independent temperature control
- Exhaust fan with wall switch

Electrical:

- Fluorescent lighting
- Multilevel switching
- Central sound system

Technology:

- N/A

SPECIAL CONSIDERATIONS:

The following is a list of supplies for needed storage:

- Diapering supplies
- Suctioning
- Catheterization supplies
- Other necessary equipment
- Disinfecting supplies

SPATIAL RELATIONSHIPS:

- Near academic core classrooms
- Near workroom/conference
- Near special education restroom/shower

SPECIAL NEEDS PK-12 RESOURCE AREA

EDUCATIONAL USE:

- Variety of special services such as one-on-one instruction and small group instruction
- Activities include, but are not limited to: group discussions, demonstrations, music activities, life skills, coping skills, speech, and visual and hearing support services

GENERAL DESCRIPTION OF AREA:

- A regular classroom to address the specific needs of each child's individual plan

FURNISHINGS:

Flooring:

- Carpet
- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture

- Student desk/tables
- Computer workstation furniture
- Student chairs
- Teacher desk and chair
- Mobile bookcases or storage unit
- Wastebasket
- Group table

FIXED EQUIPMENT

Architectural:

- Windows with integral blinds
- 3' of tall wardrobe
- 8' of base cabinets (total)with sink
- 10' of chalk/marker board (total)
- 8' of tack board (total)
- Towel dispenser
- Operable partition

SPECIAL NEEDS PK-12 RESOURCE AREA

Plumbing:

- Fire protection system
- Sink

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Multilevel switching
- Central sound system
- Two duplex receptacle adjacent to each data and video port per wall
- Clock

Technology:

- 1 video port and monitor
- 1 voice port
- 1 data port near teacher workstation
- 4 data ports (minimum) for student use

SPECIAL CONSIDERATIONS:

The following is a list of supplies for needed storage:

- Textbooks
- Resource kits
- Electronics, language masters, recorders, etc
- Classroom supplies
- Some classrooms will need specific modifications based on student population
- Consider a divisible wall between classroom

SPATIAL RELATIONSHIPS:

- Near academic core classrooms
- Near workroom/conference
- Near special education restroom/shower

SPECIAL NEEDS
PK-12
TEACHER PREP AREA/WORKROOM

EDUCATIONAL USE:

- Teachers and other staff members hold team meetings and prepare for class.
- Professional interaction should be encouraged to improve communication, professional development, and team building.

GENERAL DESCRIPTION OF AREA:

- This room will be set up for the teachers to prepare for their lessons.

FURNISHINGS:

Flooring:

- Carpet
- Vinyl composition tile 4' width in front of cabinets

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture

- Tables and chairs
- Wastebasket
- Computer workstation furniture

FIXED EQUIPMENT

Architectural:

- 8' of base cabinets (total) and wall cabinets with sink
- 8' of chalk/marker board (total)
- 8' of tack board (total)
- Towel dispenser

Plumbing:

- Fire protection system
- Sink

SPECIAL NEEDS
PK-12
TEACHER PREP AREA/WORKROOM

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Multi level switching
- Central sound system
- 2 duplex receptacles adjacent to each data and video port per wall
- Clock

Technology:

- 1 voice port
- 2 data port near teacher workstation
- 1 printer port

SPECIAL CONSIDERATIONS:

The following is a list of supplies for needed storage:

- Space for Confidential files
- Special Ed forms
- Resource materials
- Office supplies
- Locking cabinets 6'
- Tack board 6'
- Floor to ceiling bookshelves

SPATIAL RELATIONSHIPS:

- Near academic core classrooms

SPECIAL NEEDS
PK-12
PSYCHOLOGIST'S OFFICE/EVALUATION AREA

EDUCATIONAL USE:

- One-on-one conferences with parents, teachers, students and staff
- Psychological and psycho-educational evaluations
- Individual and group therapy

GENERAL DESCRIPTION OF AREA:

- Office/testing area for one on one evaluation and small group conferences

FURNISHINGS:

Flooring:

- Carpeted

Ceiling:

- Suspended, acoustical
-

Furniture:

- Teachers desk with phone access and computer hook up - up to 6 chairs

FIXED EQUIPMENT:

Architectural:

- 6' Tack board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- 1 duplex receptacle per wall
- Duplex receptacle adjacent to video port
- Central sound system

Technology:

- 1 Voice port
- 1 Data port near workstation

SPECIAL NEEDS
PK-12
PSYCHOLOGIST'S OFFICE/EVALUATION AREA

SPECIAL CONSIDERATIONS:

- Special considerations for minimal interruptions from public address systems. Possible volume control
- As sound proof as possible or reasonable
- Storage cabinets and file cabinets with keys due to confidentiality
- Need individual room key
- Visual access is a priority

SPATIAL RELATIONSHIPS:

- Near reception and secretarial area
- Near conference room
- Near other related services in main administrative/student services area

**SPECIAL NEEDS
PK-12
FACULTY WORKROOM**

EDUCATIONAL USE:

- Teachers preparation for class
- This area is used by staff members for the Special Needs program
- This area will be designed as a work area, supplied with equipment for the day-to-day operation
- Some areas of this workroom may be used as an overflow for the office supplies in the central storage area

GENERAL DESCRIPTION OF AREA:

- This open area will be well lit with cabinets and counter workspace large enough to lay out projects, work on files and allow staff members an area to work on large projects.
- This counter work surface will also allow space to make minor repairs on equipment within the storage room.
- Some office supplies will be stored in this area
- This workroom will be designed to accommodate those faculty and staff members of the Special Needs Department.

FURNISHINGS:

Flooring:

- Vinyl Tile

Ceiling:

- Suspended, acoustical

Furniture

- Table and 4-6 chairs
- Computer workstation
- Provide adequate shelving, cupboards and workspace other than desks
- Countertop work area

FIXED EQUIPMENT:

Architectural:

- 8' base cabinets with sink and wall cabinet
- 12' Tall storage cabinet, ceiling to floor
- 2-4 drawer locking file cabinet

**SPECIAL NEEDS
PK-12
FACULTY WORKROOM**

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Single level switching
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Receptacles at countertop
- Central sound system
- Clock

Technology:

- 1 voice port
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- Supplies needed for the Special Education area are confidential files, Special Ed forms, resource materials and office supplies

SPATIAL RELATIONSHIPS:

- Near Special Education lab and resource classrooms
- Near large group restroom

**SPECIAL NEEDS
PK-12
HEALTH/CHANGING AREA**

GENERAL USE:

- Changing area where children with special needs are attended to, giving them privacy.

GENERAL DESCRIPTION OF AREA:

- Area needs to have a washer and dryer hook-up and have doors that allow some privacy for the student.

FURNISHINGS:

Flooring:

- Vinyl composition
- Ceiling:
- Suspended, acoustical

Walls:

- Light bright colors
- Painted concrete masonry units

Furniture:

- Washer and dryer
- Adjustable changing table
- Storage cabinets
- Wastebasket

FIXED EQUIPMENT

Architectural:

- Shelves and cabinets
- 3' sink based cabinet
- Towel dispenser
- Soap dispenser
- 36" and 42" grab bar

Plumbing:

- Fire protection system
- Sink
- Plumbing connections
- Wall-mounted water closet
- Wall-mounted lavatory

**SPECIAL NEEDS
PK-12
LIFE SKILLS AREA**

EDUCATIONAL USE:

- Houses the facilities for Life Skills programs, family living program and consumer science programs for the self contained program

GENERAL DESCRIPTION OF AREA:

- Open classroom brightly decorated offering a visual appeal to students
- Several windows for natural lighting

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Furniture:

- 1 table and 6 chairs
- Teacher desk and chair
- 1 microwave
- 1 refrigerator
- 1 range/oven
- 1 dishwasher
- 1 sewing machine
- 1 table and chairs
- Handicap accessibility should be taken into consideration
- Sinks
- Work tables
- Storage

FIXED EQUIPMENT:

Architectural:

- 12' base cabinets with sink
- 12' of wall cabinets
- 15' bookcases
- 12' chalk/marker board
- 8' tack board
- 3' Tall wardrobe

SPECIAL NEEDS
PK-12
LIFE SKILLS AREA

Plumbing:

- Fire protection system
- Double-sink with drinking fountain

HVAC:

- Supply/return air system
- Manually operated exhaust air system
- Independent temperature control

Electrical:

- Multi level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to video port
- Receptacles for each appliance
- Receptacles at counter
- Central sound system
- Clock

Technology:

- 1 video port, monitor and brackets
- 1 voice port
- 4 data port near workstation
- 1 data port near teacher's workstation

SPECIAL CONSIDERATIONS:

- Consider that some specific equipment may need to be added based on the needs of the students
- Specific supplies for this area such as laundry supplies, arts & crafts materials, cooking materials, groceries and cleaning supplies
- Ironing board and iron

SPATIAL RELATIONSHIPS:

- Grouped with other noise producing areas
- Adjacent to storage
- Adjacent to Lab classroom

**SPECIAL NEEDS
PK-12
OFFICE AREA**

EDUCATIONAL USE:

- To provide Occupational and Physical Therapy and Speech Therapy for students - individual and/or small groups
- One-on-one conferences with parents, teachers, and students
- Diagnostic evaluations
- Speech Pathologist will instruct students with speech and language impairments

GENERAL DESCRIPTION OF AREA:

- The current room size is 10' x 15' a 15' x 20' room would be more practical
- Office area will be used for individual and small group therapy as well as conferences

FURNISHINGS:

Flooring:

- Tile

Ceiling:

- Suspended, acoustical

Furniture:

- Computer workstation furniture - free standing teachers desk and chair
- Waste basket
- 4 drawer filing cabinet Horseshoe table and 4 chairs

FIXED EQUIPMENT:

Architectural:

- 7' of tack board (total)
- 6' of wall cabinets

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

SPECIAL NEEDS

PK-12

OFFICE AREA

Electrical:

- Multilevel switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system
- Clock

Technology:

- 1 Video port
- 1 Voice port
- 1 Data port near workstation

SPECIAL CONSIDERATIONS:

- Large enough for one teachers desk, one student work table and an open floor work area
- Teachers desk should have drawers on each side
- Cupboards for storage should be lockable
- One 4 drawer file cabinet
- Individual keys for service providers to room and confidential cabinets
- Consider 15' x 20' room and incorporate a sink in room for splinting
- Supplies for needed storage are as follows;
 - Assessment kits and supplies
 - OT/PT therapy equipment (balls, putty, paper, cones, workbooks, etc)
 - Hi-tech devices
 - Splinting supplies
 - Textbooks/resource books/workbooks, picture cards
 - Basic teacher supplies (paper, pens, Kleenex, tape, staplers, etc)

SPATIAL RELATIONSHIPS:

- Easy access to all areas of the building
- Centrally located in building if possible
- Near conference room
- Located away from noisy areas if possible

**THERAPISTS
PK-12
OCCUPATIONAL THERAPY / PHYSICAL THERAPY AREA**

EDUCATIONAL USE:

- To provide occupational and physical therapy for students - individual and/or small groups.
- One-on-one conferences with parents, teachers, and students
- Diagnostic evaluations.

GENERAL DESCRIPTION OF AREA:

- The current room size is 10' x 15'. A 15' x 20' room would be more practical.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Computer workstation furniture - free standing teachers desk and chair
- Wastebasket
- 4 drawer filing cabinet horseshoe table and 4 chairs

FIXED EQUIPMENT:

Architectural:

- 7' of tack board (total)
- 7' of wall cabinets (total)

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

THERAPISTS
PK-12
OCCUPATIONAL THERAPY / PHYSICAL THERAPY AREA

Electrical:

- Multilevel switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system
- Clock

Technology:

- 1 video port
- 1 voice port
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- Large enough for one teachers desk, one student work table and an open floor work area
- Teacher's desk should have drawers on each side
- Cupboards for storage should be lockable
- One 4 drawer file cabinet
- Individual keys for service providers to room and confidential cabinets
- 15' x 20' room and incorporate a sink in this size room for splinting
- Supplies for needed storage are as follows:
 - Assessment kits
 - Assessment Supplies
 - Basic office supplies
 - OT/PT therapy equipment (balls, putty, paper, cones, workbooks, etc)
 - Hi-tech devices
 - Misc. supplies
 - Splinting supplies

SPATIAL RELATIONSHIPS:

- Easy access to all areas of the building

**THERAPISTS
PK-12
SPEECH THERAPY AREA**

EDUCATIONAL USE:

- Room will be used for individual/small group therapy.
- Speech pathologist will instruct students with speech and language impairments.
- Diagnostic evaluations.
- Conferences with parents.

GENERAL DESCRIPTION OF AREA:

- Office area used for individual and small group therapy as well as conferences.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Horseshoe table
- 1 rolling teacher chair
- 5 student chairs
- Small teacher desk/chair
- 4 drawer filing cabinet
- Locked storage cabinet

FIXED EQUIPMENT:

Architectural:

- 6' bookcase or built-in shelving
- 4' mirror on wall
- 6' of marker board
- 4' of tack board

**THERAPISTS
PK-12
SPEECH THERAPY AREA**

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system
- Clock

Technology:

- 1 video port
- 1 voice port
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- One computer hook-up with outlet internet port
- Cabinets should have individual keys (file cabinet/locked portable storage cabinet)
- The following is a list of supplies needed for Speech Language Pathologist's:
 - Assessment materials/test kits
 - Therapy materials (textbooks/resource books/workbooks, picture cards)
 - Basic teacher supplies (paper, pens, Kleenex, tape, staplers, etc)

SPATIAL RELATIONSHIPS:

- Centrally located in building
- Located away from noisy areas if possible

**THERAPISTS
PK-6
PSYCHOLOGIST'S OFFICE/EVALUATION AREA**

EDUCATIONAL USE:

- One-on-one conferences with parents, teachers, students and staff.
- Psychological and psycho-educational evaluations.
- Individual and group therapy.

GENERAL DESCRIPTION OF AREA:

- Office/testing area for one on one evaluation and small group conferences.

FURNISHINGS:

Flooring:

- Carpeted

Ceiling:

- Suspended, acoustical

Walls

- Painted gypsum wallboard over metal studs

Furniture

- Teachers desk with phone access and computer hook up - up to 6 chairs

FIXED EQUIPMENT:

Architectural:

- 24' - 60 ' of work surface with file drawers (total)
- 6' tack board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

**THERAPISTS
PK-12
PSYCHOLOGIST'S OFFICE/EVALUATION AREA**

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to video port
- Central sound system - with volume control
- Clock

Technology:

- 1 video port
- 1 voice port
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- Special considerations for minimal interruptions from public address systems.
possible volume control
- As sound proof as possible or reasonable
- Storage cabinets and file cabinets with keys due to confidentiality
- Need an individual room key
- Visual access is a priority

SPATIAL RELATIONSHIPS:

- Near reception and secretarial area
- Near conference room
- Near other related services in main administrative/student services area

ALTERNATIVE EDUCATION AREA
9-12
ALTERNATIVE EDUCATION

EDUCATIONAL USE:

- An instructional area for students who require time away from the regular classroom due to behavioral problems

GENERAL DESCRIPTION OF AREA:

- This area will provide several workstations and one teacher's workstation, some storage areas for miscellaneous supplies.

FURNISHINGS:

Flooring:

- Vinyl

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Student Carrels and/or desks
- Student chairs
- Teacher desk and chair
- Computer workstation furniture

FIXED EQUIPMENT:

Architectural:

- 4' base cabinets
- 8' chalk/marker board
- 8' tack board
- Pencil sharpener

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

ALTERNATIVE EDUCATION AREA
9-12
ALTERNATIVE EDUCATION

Electrical:

- Multi-level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system

Technology:

- 1 voice port
- 2 data ports near workstation
- 1 video port

SPECIAL CONSIDERATIONS:

- This area should be sound proof in order to minimize distracting noise
- Visibility into the interior hallway for informal supervision

SPATIAL RELATIONSHIPS:

- Located in close proximity to the Administration area

SCIENCE
7-12
CLASSROOM/LAB AREA

EDUCATIONAL USE:

- Large group, small group and individual instruction
- Group and individual work
- Laboratory experimentation
- Data collection and analysis
- Demonstrations
- Project work

GENERAL DESCRIPTION OF AREA:

- Room of ample size with laboratory workstations for students to use in preparing projects for class presentation.
- Workstations with sink
- Teacher's workstation
- Cabinets for storage of Science equipment

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Work tables with chemical resistant tops
- Computer workstation furniture
- Stools for students and teacher

FIXED EQUIPMENT:

Architectural:

- Tall wardrobe
- Demonstration table/teacher desk
- 8' chalk/marker board
- 12' tack board

SCIENCE
7-12
CLASSROOM/LAB AREA

FIXED EQUIPMENT: (CONTINUED)

- 56' of perimeter sink base cabinets
- Emergency shower/eyewash area
- 6' of wall cabinets plus 3' of lockable wall cabinets
- Eye hooks for demonstrations

Plumbing:

- Fire protection system
- Plumbing connection
- Acid waste system
- Emergency shower/eyewash connections
- Master shut-off for gas
- Gas connections
- Compressed air connections
- 4-6 Science lab areas in each lab

HVAC:

- Supply/return air system
- Independent temperature control
- Manual exhaust venting fumes to outside

Electrical:

- Multi level switching
- Fluorescent lighting
- Duplex receptacles under work tables
- Duplex receptacle at each data and video port
- Central sound system
- Emergency lighting
- 3 Duplex receptacles per wall

Technology:

- 1 video port, monitor and brackets
- 1 voice port and phone
- 1 data port at each demonstration table
- Fume hood through wall if adjacent to Chemistry Lab
- 4 data ports for student use

SCIENCE
7-12
CLASSROOM/LAB AREA

SPECIAL CONSIDERATIONS:

- Consider Science classroom/lab areas for all Science teachers
- Prep/storage areas between every 2 classrooms
- 1 Central storage area for the Science Department
- 1 Office/work area for Science Department
- Consider one or two grow windows per classroom

SPATIAL RELATIONSHIPS:

- Adjacent to Science Preparation Area
- Near other Science classrooms
- Classrooms located in the academic “zone” that is away from noisy or public activities
- In close proximity to large group restrooms
- Appropriate exterior exposure for “grow” window

SCIENCE
7-12
PREPARATION/STORAGE AREA

EDUCATIONAL USE:

- Teacher preparation
- Materials storage
- Laboratory experimentation
- Data collection and analysis
- Small group instruction

GENERAL DESCRIPTION OF AREA:

- Room with lab workstations for student use in preparing projects for class presentation.
- Workstations with sink
- Teacher's workstation
- Cabinets for storage of Science equipment

FURNISHINGS:

Flooring:

- Vinyl tile

Ceiling:

- Suspended, acoustical

Walls:

- Suspended, acoustical

Furniture

- Work tables with chemical resistant tops
- 2 file cabinets
- Refrigerator/freezer
- Stools

FIXED EQUIPMENT:

Architectural:

- 8' tack board
- 8' of lab station with sink and water source
- Drying rack with pegs
- 3' lockable, vented storage cabinets for acids
- 3' lockable storage cabinets for flammables
- 16' tall storage cabinets and 8' of wall cabinets
- Fume hood
- Emergency eyewash area

SCIENCE
7-12
PREPARATION/STORAGE AREA

Plumbing:

- Fire protection system
- Acid waste system
- Gas connections
- Compressed air connections

HVAC:

- Supply/return air system
- Independent temperature control
- Manual exhaust
- 24 hour exhaust for acid storage cabinet

Electrical:

- Single level switching
- Fluorescent lighting
- 1 duplex receptacles under work tables
- Duplex receptacles
- Receptacle for refrigerator/freezer
- Duplex receptacle at each data and video port
- Central sound system

Technology:

- 1 video port, monitor and brackets
- 1 voice port
- 1 data port
- Fume hood through wall if adjacent to Chemistry Lab

SPECIAL CONSIDERATIONS:

- Consider 6 Science classroom/lab areas for Science
- 3 Prep/storage areas
- 1 Central storage area
- 1 Office/work area for Science Department

SPATIAL RELATIONSHIPS:

- Adjacent to Science classrooms
- Shared by more than one Science classroom
- Grouped with access to other classrooms

SCIENCE
7-12
CENTRAL STORAGE AREA

EDUCATIONAL USE:

- Storage for paper, utensils, supplies and equipment for the Science Department

GENERAL DESCRIPTION OF AREA:

- Storage area designed to store chemicals, equipment, utensils and various other supplies for the Science Department. Area must be well-ventilated and minimal exposure to light.
- Shelving with some lockable storage available

FURNISHINGS:

Flooring:

- Sealed concrete

Ceiling:

- Exposed structure

Walls:

- Painted concrete

Furniture

- Expandable shelving
- Lockable cabinets
- Fireproof cabinet

FIXED EQUIPMENT:

Architectural:

- 26'-36' open metal shelving
- 84" high cabinet, 12" –24" or 36" deep

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles

SCIENCE
7-12
CENTRAL STORAGE AREA

Technology:

- None

SPECIAL CONSIDERATIONS:

- All filing cabinets in this area are to be fireproof

SPATIAL RELATIONSHIPS:

- Near loading/receiving area
- Direct access to building circulation
- Needs to be in close proximity to the Science classrooms

SCIENCE
7-12
OFFICE/WORKROOM

EDUCATIONAL USE:

- Teachers and other staff members hold team meetings and prepare for class
- Professional interaction should be encouraged to improve communication, professional development and team building
- This area is used by staff members for the Science Department to prepare for class work
- This area will be designed as a work area, supplied with equipment for the day-to-day operation for those presenting various Science applications
- Some areas of this workroom may be used as an overflow for the Science supplies in the central storage area

GENERAL DESCRIPTION OF AREA:

- This open area will be well lit with cabinets and counter workspace large enough to lay out projects, work on files and allow staff members an area to work on large projects.
- This counter work surface will also allow space to make minor repairs on equipment within the storage room.
- Some office supplies will be stored in this area, others in the Science Central Storage area
- This workroom will be designed to accommodate those faculty and staff members in the Science Department.

FURNISHINGS:

Flooring:

- Tile floor

Ceiling:

- Suspended, acoustical

Walls:

- Suspended, acoustical

Furniture:

- Tables and chairs
- Computer workstation
- Copier
- Cabinets
- Provide adequate shelving, cupboards and workspace
- Countertop work area

SCIENCE
7-12
OFFICE/WORKROOM

FIXED EQUIPMENT:

Architectural:

- 8' base cabinets with sink and wall cabinets
- 8' chalk/marker board
- 8' tack board

Plumbing:

- Fire protection system
- Double sink
- Plumbing connections

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Duplex receptacle for office equipment
- Central sound system
- Receptacle at counter height

Technology:

- 1 video port
- 1 voice port

SPECIAL CONSIDERATIONS:

- Outlets around the various walls in the area that can be utilized for occasional power needs.
- Cabinet and drawer space for small office supplies such as note pads, pens, pencils, correction fluid and other items used in the day to day operation of this department
- This area should be large enough to accommodate several individuals working at the same time
- This area needs to be in close proximity to all Science classrooms
- This area should be well ventilated

SPATIAL RELATIONSHIPS:

- Near academic core classrooms

MEDIA SERVICES
PK-12
READING ROOM AND CIRCULATION AREA

EDUCATIONAL USE:

- Information lab that serves the instructional needs of the entire school
- This area will provide recreational reading, research, accessing information, using technology, storing, cataloging and reproduction of materials and information
- Individual, small group and class reading and researching capabilities
- As the information and technology center of the school, the resource room will enable staff and students to be effective and efficient users of information and technology in its various forms and also provide for the personal growth and enjoyment of the individual.

GENERAL DESCRIPTION OF AREA:

- Open area with workstations
- Resource materials and Internet research capabilities
- Carpeted floors for sound absorption
- This space requires visual line of sight into both the Computer Lab and the Multimedia Production space.
- Fixed Equipment shall include a media center circulation desk.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Mobile book carts
- Student tables and chairs
- Casual seating chairs
- Study carrels
- 3 desk height file cabinets
- Atlas stand
- Computer workstation furniture

MEDIA SERVICES
PK-12
READING ROOM AND CIRCULATION AREA

Furniture (continued):

- Dictionary stand
- Circulation desk and task chair
- Paperback book racks
- Newspaper racks and magazine display

FIXED EQUIPMENT:

Architectural:

- Library furnishings to be included in the general contract will include: circulation desk, perimeter shelving, and movable stacks.
- Free standing floor shelving should be double-faced, not higher than 42"- 45" (some may be as low as 36"), with recessed wheels, backs and adjustable shelves.
- Wall shelving should be 72"- 82" high with backs and adjustable shelves.
- 16' of tack board (total)

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi-level switching
- Fluorescent lighting
- 10 duplex receptacles
- Duplex receptacle adjacent to video port
- Central sound system
- Life safety devices
- Clock

Technology:

- 2 video port, monitor with cart
- 1 voice port and phone
- 2 data ports for media center automation system, 4 data ports for student use
- 1 data port for library automation system

MEDIA SERVICES
PK-12
READING ROOM AND CIRCULATION AREA

SPECIAL CONSIDERATIONS: PK-6

- Various sizes of casework for dictionaries, magazines, displays
- Use OPAC
- This area should be large enough to seat 10% of the student population at one time

SPECIAL CONSIDERATIONS: 7-12TH GRADE

- Consider multiple print options for duplicating instruction material
- Section to provide instruction in the use of resources
- Shelving for print materials, magazines and newspapers
- Stand up OPAC stations – bond issue provides 15 scattered throughout the room
- Consider floor sockets
- Paperback book and audio-book display rack
- Dictionary stands
- Retracting ceiling mounted screen and 35” data monitor for class areas
- Clock located over circulation desk
- Flat top tables which seat 4, combination round and square
- Automated circulation desk with at least one locking drawer
- Library furniture, hardwood, no metal
- Bookshelves for 20,000 – 25,000 volumes
- Natural lighting is essential
- Glass exterior and all glass interior (utilize glass extensively)
- Unique, inviting, warm appearance and atmosphere
- Consider a carpeted Reading Room
- Large open entrance/exit for 100-130 plus students
- Height of bookshelves should be determined by ability to monitor students with limited staff
- The Media Center is literally the central nervous system of the school’s instructional program. It should have all related areas and located centrally to the classrooms of the school.

MEDIA SERVICES
PK-12
READING ROOM AND CIRCULATION AREA

SPATIAL RELATIONSHIPS:

- Near academic center of the school
- Adjacent to production lab
- Adjacent to storage room
- This area is an integral part of Media Services and should be directly accessible
- Large reading room for individual and small group research and study
- Single general entrance with theft detection system
- Consider after hour access
- Need restrooms available for evening use of the facility
- Counter high shelving, wood furniture, computers and study carrels
- Consider natural daylight with areas for live plants, art and informational displays
- Provide copiers in the reading room for research purposes

Informational: Book shelving capacity can be calculated in accordance with Oklahoma City Public Schools requirements. All proposed library shelving layouts shall be submitted for approval prior to finalizing construction documents.

MEDIA SERVICES

PK-12

MEDIA CENTER CIRCULATION DESK

The media center circulation desk shall be designed by the Architect and provided in the project as an integral feature of the facility. The desk design shall be according to the following guidelines:

GENERAL:

These guidelines pertain to the design, construction and installation of the school media center circulation desk and all related electrical, telephone, data or other outlets and appurtenances.

GOAL:

To provide a circulation desk that meets the functional requirements of school media center staff while providing style and form which complements the overall facility.

RECOMMENDATIONS:

The circulation desk shall be provided with sufficient workspace to accommodate two (2) staff members and various media equipment/materials. The desk shall have provisions for three (3) computer workstations, two for staff workspaces and one for the center circulation computer. Each workstation space shall be provided with a built-in keyboard drawer, pencil drawer and at least one file drawer.

Each computer workstation workspace shall be provided with two openings with grommets for passage of electrical cords/cables. Each grommet shall be of adequate size for passage of multiple (3) power cord sets, one printer cable and two data cables. Blank plugs for unused grommets shall be provided.

Data Openings. The desk design shall include openings (cutouts) for a minimum of three (3) duplex receptacles for data/phone. Openings for receptacles shall be on vertical surface elements spaced at appropriate intervals and shall be located in easily accessible areas visible to the user. Receptacles for computer equipment shall be placed below the desktop and in close proximity to the grommet openings. Receptacles for desktop appliances shall be placed above the desktop. There shall be a minimum of three duplex outlets for the circulation desk to allow connection of six (6) devices. Ideally, data cables will be fed from an adjacent wall or from under floor. In some instances, data cables may be fed from above and routed via column or post to the desk surface.

Power Openings. The desk design shall include openings (cutouts) for a minimum of three (3) quad (or six duplex) receptacles for electrical power. Openings for receptacles shall be spaced at appropriate intervals and shall be located in easily accessible areas visible to the user.

Receptacles for computer equipment shall be placed below the desktop and in close proximity to the grommet openings. Receptacles for desktop appliances shall be placed above the desktop. Power shall be fed from below (in slab) or from one side of the desk (in wall).

**MEDIA SERVICES
PK-12
WORKROOM/ AV STORAGE**

GENERAL USE:

- Storage of audio/video (A/V) equipment
- Workroom for Media Services personnel

GENERAL DESCRIPTION OF AREA:

- A large space for storage that can also be used as a workroom

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture

- Teacher desk and chair
- Shelving for processing books

FIXED EQUIPMENT

Architectural:

- 8' - 14' of tall shelving (total) - 84" high and 24" deep
- 6' - 12' of tall shelving (total) 84" high, 24" deep

Plumbing:

- Fire protection system
- Sink in workroom area

HVAC:

- Supply/return air system

Electrical:

- Fluorescent lighting with dimming capabilities
- Single level switching
- Two Duplex receptacles (minimum) per wall

MEDIA SERVICES
PK-12
WORKROOM / AV STORAGE

Technology:

- 1 voice port and phone at desk area
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- Consider combining workroom space with A/V storage
- Include features from both spaces to create a larger AV storage/workroom area
- Sink in workroom area
- Visibility into Reading Room is important

SPATIAL RELATIONSHIPS:

- Near Reading Room

MEDIA SERVICES
PK-12
AUDIO/VIDEO STORAGE/RETRIEVAL

GENERAL USE:

- Storage of audio/video (A/V) equipment

GENERAL DESCRIPTION OF AREA:

- A small storage space

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture

- Shelving appropriate for video and other multimedia equipment
- Wastebasket

FIXED EQUIPMENT

- Open shelving on 3 walls

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system

Electrical:

- Fluorescent lighting with dimming capabilities
- Single level switching
- Duplex receptacles
- Clock

MEDIA SERVICES
PK-12
AUDIO/VIDEO STORAGE/RETRIEVAL

Technology:

- 1 voice port
- 1 data port near workstation (if appropriate)

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- Near media specialist office
- Near workroom/storage

MEDIA SERVICES
9-12
HEAD END ROOM

EDUCATIONAL USE:

- This area will be used to house equipment for the school and media services department
- A general area for electronic data entry into the facility

GENERAL DESCRIPTION OF AREA:

- This general work area will be large enough for 2 – 3 teachers to use for preparation
- This area will also house the networking equipment for the school as well as the media retrieval system

FURNISHINGS:

Flooring:

- Vinyl tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Tables and chairs
- Computer workstation furniture
- Wastebasket

FIXED EQUIPMENT:

- N/A

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system

MEDIA SERVICES
9-12
HEAD END ROOM

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data port
- Central sound system
- Clock

Technology:

- 1 voice port and phone
- 1 data port

SPECIAL CONSIDERATIONS:

- Network closet with monitors

SPATIAL RELATIONSHIPS:

- Near reading room/circulation area
- Near media specialist's office

MEDIA SERVICES
9-12
MULTI-MEDIA PRODUCTION

EDUCATIONAL USE:

- This area will be used for all types of media production
- Individual project work and student instruction
- Ability to produce projects in various formats including print, audio and video
- Work area for Media services projects, programs and activities
- Class preparation, writing reports and making printed materials

GENERAL DESCRIPTION OF AREA:

- This general work area will house 10 computers with an area for video taping

FURNISHINGS:

Flooring:

- Vinyl tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Tables and chairs
- Book trucks
- Computer workstation furniture
- Wastebasket

FIXED EQUIPMENT:

- 12' base cabinets with file drawers
- 8' tack board
- 12' tall bookcase
- Work surface with base cabinet below
- 12' of wall cabinets

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system

MEDIA SERVICES
9-12
MULTI-MEDIA PRODUCTION

Electrical:

- Multi-level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data port
- Central sound system
- Clock

Technology:

- 1 voice port
- 1 data port

SPECIAL CONSIDERATIONS:

- Consider multiple print options for duplicating instruction material
- Well lighted and well ventilated
- Countertops large enough to use for large project production
- Consider three outlets around countertop area
- Power to network 10 multimedia computers
- Two outlets on each wall around baseboard
- Cabinets above and below countertop
- One 4' tack board
- Consider 2 work tables with 10 – 12 chairs
- Consider video cameras

SPATIAL RELATIONSHIPS:

- Near reading room/circulation area
- Near media specialist's office
- This area needs to be adjacent to other general Media Services area

MEDIA SERVICES PK-12 COMPUTER LAB

EDUCATIONAL USE:

- To provide an area for students and/or staff to work in a larger group setting with the ability to bring more than one class together for lecture type activities.
- An area to support and maintain the information technology programs.

GENERAL DESCRIPTION OF AREA:

- Open area with workstations.
- Resource materials and internet research capabilities.
- This room has cabinets and counters for spare equipment storage.
- Portable devices and equipment for various educational program areas will be stored here.
- Consider carpeted floors for sound absorption.
- This space should not be accessible from main corridor areas.
- This space should not be accessible from the building exterior and should have no exterior windows. Where windows are provided, the design shall prevent unauthorized physical access into the space.
- Access to lab should be via the media center primary interior/exterior entrance.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture

- Teacher desk and chair
- Computer technology workstations

FIXED EQUIPMENT:

Architectural:

- 16' marker board
- 8' wall cabinets
- 8' base cabinet with heavy duty counter top
- 8' tack board

**MEDIA SERVICES
PK-12
COMPUTER LAB**

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to video port
- Printer receptacle
- Central sound system
- Clock

Technology:

- 1 video port, monitor with cart
- 1 voice port
- (Classroom area network) 25 data ports, minimum
- 1 printer port

SPECIAL CONSIDERATIONS:

- Wireless access points for RF network connection

SPATIAL RELATIONSHIPS:

- This area is an integral part of Media Services and should be directly accessible
- Parent group meetings may be held here
- Small group presentations may be held here

TECHNOLOGY SUPPORT AREAS
PK-12
MAIN EQUIPMENT ROOM

EDUCATIONAL USE:

- To provide a secure area designed to house the equipment for the technology computers and associated equipment.

GENERAL DESCRIPTION OF AREA:

- Lockable space of 150 square feet with concrete block walls.
- Accessible from the Media Center.

FURNISHINGS:

Flooring:

- Sealed concrete or vinyl tile.

Ceiling:

- Suspended, acoustical 9' high

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Provide sufficient electrical outlets on each wall
- Provide emergency power

TECHNOLOGY SUPPORT AREAS
PK-12
NETWORK CLOSET

EDUCATIONAL USE:

- To provide areas in each academic wing to house the equipment needed to support the technology plan.

GENERAL DESCRIPTION OF AREA:

- Secure lockable spaces of 50 square feet on each academic wing accessible from the corridor.

FURNISHINGS:

Flooring:

- Sealed concrete or vinyl tile.

Ceiling:

- Suspended, acoustical 9' high

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Provide sufficient electrical outlets on each wall
- Provide emergency power

TECHNOLOGY SUPPORT AREAS

PK-12

SPECIFIC REQUIREMENTS

Technology Support Areas in all OKCPS facilities will be designed according to the following architectural requirements.

General

This document provides general information for use by the architect. It outlines requirements for spaces to support the MAPS for Kids technology plan. Included are guidelines for design of technology support (data infrastructure) areas, storage spaces for mobile labs, network printers, and fire protection requirements. This document does not include technical engineering requirements for the technology data infrastructure itself. Data Infrastructure requirements are defined separately - refer the Project Clarifications.

1. TECHNOLOGY SUPPORT SPACE REQUIREMENTS

To support the technology system (e.g. information/data technology) for a school, one or more dedicated, secure and self-sustaining spaces will need to be incorporated. Where multiple facilities and/or a large student population are located at the school site, the technology plan may require several spaces. These will be commonly referred to as MDF, IDF, mobile lab (computer on wheels or C.O.W.) storage and one or more spaces for printers.

Definitions:

MDF – Main Distribution Frame (MDF) area. The MDF is the central network equipment room (hub) for the school site. Note: In the *Educational Specifications*, the MDF is referenced as “Main Equipment Room”. However, in order to minimize any association between this and similar spaces (e.g. main electrical room, mechanical room, etc.), construction documents should annotate this space as “MDF”.

IDF – Intermediate Distribution Frame (IDF) area. The IDF is the intermediate level (secondary network) equipment room, serving one or more specific areas within a school site. Some schools will be designed to have one or more secondary network spaces depending upon the specific program areas within the facility. Note: In the *Educational Specifications*, the IDF is referenced as “network closet”, however, construction documents should annotate this space as “IDF”.

Space Allocation:

An MDF space must be designated within a school facility. Typically, it will already exist in some form at the existing school site. However, the existing MDF may be in need of renovation, alteration or relocation. To minimize cost, it is generally preferable to remodel existing spaces where the network equipment is located rather than to relocate the equipment. If the MDF must be relocated, all cable and demark changes must be included in the project costs.

For newly constructed facilities or where it is determined that existing MDF equipment must Be relocated, the new location and placement of the MDF space will require close coordination between

TECHNOLOGY SUPPORT AREAS PK-12 SPECIFIC REQUIREMENTS

the architect and engineer. Coordination is necessary in order to meet stringent technical standards, as well as to satisfy the needs of the school district technology support staff as defined by OCMAPS.

Similarly, one or more IDF spaces are typically designated within a facility. The required number of spaces will be determined based on the specific program for that school (e.g. number of labs, cable distances etc.).

Ingress/Egress:

Path of ingress/egress should be to and from a main corridor area.

Security:

Technology Support spaces shall be designed without windows, scuttles or other exterior openings. Except for telephone communications or related items necessary for the support of the data infrastructure network, no other building system, equipment or device (including equipment such as fire, electrical, security, and intercom) may be located, installed, or stored in any MDF/IDF technology support space for security reasons unless otherwise directed by the Program Manager or Program Consultant. (Exception: Video Surveillance recorders.)

Location Criteria:

The MDF space should be centralized within the facility to support equipment located throughout the school site, but be located within specified distances (cable route). These distances must often be in strict accordance with the data technology infrastructure specifications and manufacturer requirements. MDF and IDF spaces shall not be accessed through or from within any space utilized for storage, supply, food service, custodial, mechanical or electrical systems, etc. Ideally, the MDF space will be located off a main corridor in a centralized part of the building, away from exterior walls or other openings. IDF spaces should be similarly located within or adjacent to areas served. Both MDF and IDF spaces should be readily accessible by district support staff. Adjacent spaces should not be unconditioned or produce abnormal heating gains. The space should be structurally sound and provide adequate protection in event of storm damage, i.e. not be located under roof valleys, below mechanical piping, roof drains, or nearby motors, magnetic fields or sources of high energy or radio frequency interference.

Educational Program Support:

An IDF network space shall be designed to serve the following areas:

- Media Center computer lab
- Business Education classroom/lab (one per lab)
- Trade and Industrial classrooms
- Career Technology classrooms

Space Dimensions:

The minimum room dimensions for the MDF space is 10'-0" L x 12'-0" W x 9'0" H. Minimum room dimensions for IDF spaces are determined as follows:

- Space designed for one (1) network equipment rack: Not less than 8'-0" L x 9'-0" W x 8'0" H.
- Space designed for maximum of two (2) network equipment racks: 10'-0" L x 12'-0" W x 8'0" H.
- For any space designed to contain 3-4 network equipment racks: Contact Program Consultant.

TECHNOLOGY SUPPORT AREAS PK-12 SPECIFIC REQUIREMENTS

The above room dimensions may vary so long as service clearances are maintained, however it is suggested that the room be configured for a minimum aspect ratio of 0.88 (width to length), with the doorway on the short side. Ceiling heights shall be minimum 8'-0" AFF.

Service Clearances:

Allow a minimum of 3'-4" (1m) of clear working space from equipment and cross-connect fields. One or more equipment racks shall be provided within the Technology Support Areas. (Refer Data Infrastructure section for manufacturer specifications.) Allocate a space of at least 7'-6" (2.3m) high for each rack. All IT equipment closets shall have a minimum of 3'-0" (three feet) of clear working area on at least three (3) sides of the equipment rack(s). All workspace must be inside of the enclosed closet. One side of the rack may be positioned next to a wall as long as the above clearances are maintained to the front, rear and other side of the rack.

Environmental Requirements:

A dedicated HVAC system is required for each MDF and IDF space. The system must be designed to maintain acceptable conditions – both temperature and humidity - within each space on a 24 hour 365 day per year basis. It is critical that the dedicated HVAC systems for MDF and IDF areas be designed and selected to maintain proper temperature and humidity during extreme conditions when building HVAC systems are not in operation, such as during school shutdown periods (i.e. summer months). For ease of service access, HVAC equipment layout shall be adjacent to but not directly above the MDF or IDF space. The environmental controls for the MDF and IDF spaces shall be separate from building systems for year-round operation. A separate room temperature sensor connected to the building automation system shall monitor room conditions in order to provide alerts in event temperatures exceed a pre-determined setting. (This is necessary to maintain separation between the dedicated HVAC system control and the building automation system for operational purposes as well as in event of power loss).

Electrical Requirements:

A source of emergency backup power will support each dedicated HVAC system serving an MDF or IDF space. The building emergency generator should be designed to incorporate this provision. In addition, one or more power receptacles in the MDF and IDF spaces will generally be supported from the emergency generator, as well as from the UPS device(s) supplied as part of the technology equipment infrastructure. (Data infrastructure is also to be on backup power). Refer to the Data Infrastructure section for these requirements.

Room Finishes:

MDF/IDF Wall Linings: At least one (1) wall within each space should be lined with trade size 3/4" AC-grade plywood 8' high. Plywood should be void free and either fire rated or treated on all sides with at least two (2) coats of fire-resistant paint. Walls, floors and ceiling should be treated with coatings that minimize dust and static electricity. Use of VCT flooring is desired; use of carpeting is prohibited. MDF/IDF space walls will contain ladder cable trays to facilitate management, routing and distribution of cables. Ceilings should be either acoustical tile or drywall with ceiling access doors provided.

TECHNOLOGY SUPPORT AREAS PK-12 SPECIFIC REQUIREMENTS

Doors:

MDF and IDF Spaces: The doorway will be standard size, 36" wide. Door shall be selected for high security duty type and construction. Doors must be secured to designated I-89 OKCPS School District staff, with a single common key between all technology support areas for all schools in the District.

2. MOBILE LAB STORAGE REQUIREMENTS

Definitions:

Mobile Lab – A cart on wheels designed for storage of portable (notebook) computers. See Figure 1 for an example of the mobile lab currently being provided. Each mobile lab contains several notebook computers. Each mobile lab is complete with power/data connections.

Service cords will route from the cart to wall receptacles. Mobile labs are provided under the MAPS for Kids Technology plan (N.I.C.)

Mobile Lab storage – A secure space for storage of a mobile lab. This will be a conventional closet type space complete with power and data port connections for recharging the computers and downloading information.

Space Allocation:

Two (2) storage spaces for mobile labs will be in each school. In multistory facilities, one shall be located on each floor. The mobile lab (Computers on Wheels) dimensions for a 24 unit cart are 52"W x 18"D x 38"H (215 lbs). Elevators shall be designed to accommodate mobile lab carts.

Ingress/Egress: Consult Program Consultant for current information.

Security:

Network Support spaces shall be designed without windows, scuttles or other exterior openings. Mobile labs cannot be stored in MDF or IDF spaces for security reasons.

Space Dimensions and Service Clearances:

Minimum room dimensions for mobile carts are as follows: For spaces design to accommodate one cart: 4'-0" wide x 5'-0" deep, with 36" wide doorway. The room shall provide sufficient space for an aisle to one side of the mobile cart so that power and data receptacles may be easily accessible while standing inside the room. For spaces which must be designed to accommodate multiple carts, then maintain adequate separation to allow passage between carts.

Electrical:

The storage space will have 2 network drops and 2 electrical outlets per cart. Power and data receptacles should be located from 42 - 48" AFF, preferably on the same wall.

Environmental Requirements:

To prevent space overheating, building HVAC shall supply conditioned air to this space. In addition, a thermostatically-controlled exhaust fan shall be provided to maintain ventilation at all times when the

TECHNOLOGY SUPPORT AREAS PK-12 SPECIFIC REQUIREMENTS

room reaches a predetermined temperature, such as when building HVAC is not operating or operating in the heating mode. When in the heating mode, a conditioned air shut-off damper interlocked with the exhaust fan thermostat operation shall stop the flow of conditioned (heated) air. The adjustable thermostat device shall be wall mounted within the room at approximately 84" AFF. Thermostat shall be secured via enclosed panel or behind locking cover. This device shall not be operated or controlled by the building automation system.

Room Finishes:

Walls, floors and ceiling should be treated with coatings that minimize dust and static electricity. Use of VCT flooring is desired; use of carpeting is prohibited.

Door Hardware (Keying) Requirements:

Spaces shall be keyed for routine access according to School Principal and/or School District requirements.



Figure 1 – Mobile Cart on Wheels

3. NETWORK PRINTER SPACE REQUIREMENTS

Allocate a space with two (2) network drops and one (1) electrical outlet in each teacher workroom, media center (library), and administration workroom for a network printer. One (1) network printer will be purchased for every ten (10) classrooms with at least one (1) per floor and at least two (2) printers per school. Approximate printer size dimensions: Height – 19 inches, Width – 35.5 inches, Depth – 22 inches.

TECHNOLOGY SUPPORT AREAS
PK-12
SPECIFIC REQUIREMENTS

4. FIRE PROTECTION REQUIREMENTS: FIRESTOPPING

Provide UL Classified to ASTM E814 (UL 1479) fire stopping system rated to match respective wall or floor where cable and/or conduit pass through a fire-rated wall or floor. Fire stopping shall be approved by a qualified Professional Engineer (PE) licensed in the state where the work is to be performed. A drawing showing the proposed fire stopped system, stamped/embossed by the cognizant PE shall be provided to the I-89 School District's Technical Representative prior to installing the fire stop system(s). All fire stop systems shall be installed in accordance with the manufacturer's recommendations and shall be completely installed and available for inspection by the local inspection authorities prior to cabling system acceptance.

**JROTC
9-12
CLASSROOM**

EDUCATIONAL USE:

- Provides each student the opportunity to apply the leadership, citizenship and academic skills taught in the program
- Helps to identify and assist those students who are motivated and qualified to attain a college education and or a career in a military service
- Designed to motivate young people to become better citizens

GENERAL DESCRIPTION OF AREA:

- Open classroom with storage at one end

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- 20-24 chairs with tables
- Teacher desk
- Teacher chair on casters with arms
- Free standing lectern
- Projection screen

FIXED EQUIPMENT:

Architectural:

- 2 sections of white marker board, 6 linear ft. each
- Map rails
- Map hooks
- Map holder
- Spring loaded flag holder with clips
- 12' cork strip above marker board

**JROTC
9-12
CLASSROOM**

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to video port and data port
- Central sound system
- Means of egress lighting
- Clock

Technology:

- Wiring for video monitor/video port, monitor & brackets
- 1 voice port
- 1 data port near workstation
- 4 duplex receptacles

SPECIAL CONSIDERATIONS:

- Ceiling height should allow for drill work
- Do not need windows for classroom

SPATIAL RELATIONSHIPS:

- Located near the drill areas
- Need an exterior entrance
- Near service drive for moving supplies and equipment to rear of ROTC complex

**JROTC
9-12
STORAGE AREA**

EDUCATIONAL USE:

- This area is used to store equipment for JROTC
- Some storage cabinets in this area will be fireproof
- This will be a lockable storage area

GENERAL DESCRIPTION OF AREA:

- Entire area designed for JROTC Storage with the best utilization of space in mind

FURNISHINGS:

Flooring:

- Vinyl Tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture

- File cabinets

FIXED EQUIPMENT:

Architectural:

- Open metal shelving

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- 1 duplex receptacle per wall

**JROTC
9-12
STORAGE AREA**

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- Some filing cabinets in this area to be fireproof

SPATIAL RELATIONSHIPS:

- Near JROTC classroom
- Near loading area
- Separate entry located away from general circulation area

**JROTC
9-12
OFFICE AREA**

EDUCATIONAL USE:

- Teachers and other staff members hold team meetings and prepare for class
- Professional interaction should be encouraged to improve communication, professional development and team building

GENERAL DESCRIPTION OF AREA:

- This office area will have desk and chair, storage cabinets and counter workspace as well as a computer station to work on lesson plans and class projects.

FURNISHINGS:

Flooring:

- Vinyl Tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Desk and chair
- Computer workstation furniture
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 8' chalk/marker board
- 8' of tack board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

**JROTC
9-12
OFFICE AREA**

Electrical:

- Single level switching
- Florescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Duplex receptacles for office equipment
- Central sound system
- Clock

Technology:

- 1 video port
- 1 voice port
- 2-8 data ports near workstations

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- Near JROTC classroom
- Near storage area
- Near exterior entrance

BUSINESS EDUCATION

9-12

CLASSROOMS

EDUCATIONAL USE:

- Large group, small group and individual instruction
- Classrooms for Business Technology classes
- Accommodates any of the core academic disciplines

GENERAL DESCRIPTION OF AREA:

- Student instruction area with classroom seating format
- Study area with information posted and instructional presentation area conveniently located for all students to have visible access to all information posted in the room
- Secure area considered for tornado shelter
- Convenient access to outside entrance for fire safety

FURNISHINGS:

Flooring:

- Vinyl tile

Ceiling:

- Acoustical

Furniture: Each classroom needs:

- Student desks and chairs
- Teacher desk and chair
- Computer workstation furniture
- Desk height file cabinet
- Large table with 4 – 5 chairs

FIXED EQUIPMENT: Each classroom needs:

Architectural:

- Tall wardrobe
- 10' bookcases
- 16' marker board
- 16' tack board
- 10' base cabinets
- 10' wall cabinets
- Operable partitions between classrooms are optional

BUSINESS EDUCATION

9-12

CLASSROOMS

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi-level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system

Technology:

- 1 video port and monitor
- 1 voice port
- 1 data port near teacher workstation
- 4 data ports for student use

SPECIAL CONSIDERATIONS:

- Open shelving as well as lockable storage areas (60% open-40% lockable)
- Need stool or ladder to access top shelves of storage unit
- Consider one space in each core classroom that could open up into a large combined class area
- A secure tornado area within the building

SPATIAL RELATIONSHIPS:

- In close proximity to the other Business classrooms
- Proximity to large group restrooms
- Near teacher prep work area
- Classrooms should be located in an area that is away from noisy or public activities
- Core classrooms need to be in close proximity to the Media Center and Administrative Services
- Flexibility of space

FAMILY/CONSUMER SCIENCES
7-12
FOODS LABORATORY/CLASSROOM

EDUCATIONAL USE:

- Houses the facilities for the home economics programs, family living program, and consumer science programs.
- Activities will include hands-on activities, demonstrations, and lectures which will be delivered in individual, small group, and total group methods.

GENERAL DESCRIPTION OF AREA:

- Combination classroom and foods laboratory

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture

- Tables and chairs
- Teacher desk and chair
- Microwaves in each kitchen
- two refrigerators in pantry storage area
- Range and oven for each kitchen
- Dishwasher
- Sewing machines
- Wastebaskets

FIXED EQUIPMENT:

Architectural:

- 30' of base cabinets (total) with sink and 30' of wall cabinets (total)
- 20' of overhead cabinets at teacher desk area
- 25' of desktop shelving with overhead cabinets for student use
- 2 towel dispensers
- 4' W x 6' H tote tray storage in each kitchen
- 12' of chalk/marker board (total)
- Pencil sharpener support
- 3' tall wardrobe

FAMILY/CONSUMER SCIENCES
7-12
FOODS LABORATORY/CLASSROOM

Plumbing:

- Fire protection system
- Three (3) compartment residential sinks in each kitchen

HVAC:

- Supply/return air system
- Independent temperature control
- Manually operated exhaust air system

Electrical:

- Fluorescent lighting
- Four duplex receptacles per wall
- Duplex receptacle adjacent to each data and video port
- Receptacles for refrigerators, microwaves, ranges, dishwasher and sewing machines
- Floor receptacles for each table
- Clock

Technology:

- 1 video port and monitor
- 1 voice port and phone
- 7 data ports for student use
- 1 printer port
- Ceiling access for LCD projector

SPECIAL CONSIDERATIONS:

- All storage needs to be lockable
- Consider 2-6 kitchens in the foods laboratory
- One kitchen area to be ADA compliant

SPATIAL RELATIONSHIPS:

- Grouped with other noise producing areas
- Adjacent to storage
- Adjacent to laundry

FAMILY/CONSUMER SCIENCES

7-12

PANTRY STORAGE

EDUCATIONAL USE:

- Storage of materials, supplies, and equipment used in the delivery of the Family and Consumer Science program.

GENERAL DESCRIPTION OF AREA:

- This area will have open shelf storage for office supplies, pamphlets and restock information that is provided for pick up in the Family/Consumer Sciences Department.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Four drawer letter size filing cabinets (2)
- Four drawer legal size filing cabinet
- Refrigerator in each pantry

FIXED EQUIPMENT:

Architectural:

- 3' of tall wardrobe
- 8' of open tall cabinets, 24" deep
- 8' of open tall cabinets 12" deep

Plumbing:

- Fire protection system
- Water lines for ice maker with refrigerator

HVAC:

- Supply/return air system
- Independent temperature control

FAMILY/CONSUMER SCIENCES

7-12

PANTRY STORAGE

Electrical:

- One duplex receptacle per wall
- Fluorescent lighting
- Receptacle for refrigerator

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- A closed lockable area for equipment used solely by the Family/Consumer Sciences Department.
- This area should be large enough for large bulk items and provide area for small supplies to be kept in an orderly manner.

SPATIAL RELATIONSHIPS:

- Easy access by teachers and aides
- Adjacent to Family and Consumer Science Lab

FAMILY/CONSUMER SCIENCES
7-12
LAUNDRY/GENERAL STORAGE

GENERAL USE:

- Laundry to be used by the Family and Consumer Science department.
- General storage area for various supplies and equipment.

GENERAL DESCRIPTION OF AREA:

- The storage area will have open shelf storage for office supplies, pamphlets and restock information that is provided for pick up in the Family/Consumer Sciences Department.
- The laundry area is for the general purpose of caring for washables used by the family consumer science areas.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture Laundry Room:

- Washer (stackable electric washer/dryer preferred)
- Electric dryer
- Folding table
- Ironing board
- Wastebasket

Furniture Storage Area:

- Open shelf storage

FIXED EQUIPMENT Laundry Room needs:

- 8' of wall cabinets (total) 18" deep
- 6' hanging bar/drying rack
- 8' sink base cabinet

FIXED EQUIPMENT Storage Area needs:

- Open shelf storage

FAMILY/CONSUMER SCIENCES
7-12
LAUNDRY/GENERAL STORAGE

Plumbing:

- Fire protection system
- Sink, 12" deep - in laundry room
- Plumbing connections for the washer

HVAC:

- Exhaust air system in both areas
- Exhaust for dryer in laundry room

Electrical Both Areas Need:

- Single level switch
- Two duplex receptacles per wall
- Receptacle for electric dryer and washer in laundry room
- Life safety devices per code
- Fluorescent lighting

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- N/A

SPATIAL RELATIONSHIPS:

- The laundry room should be located adjacent to the Foods Lab/ Classroom

FAMILY/CONSUMER SCIENCES

7-12 OFFICE

EDUCATIONAL USE:

- Teachers and other staff members hold team meetings and prepare for class
- Professional interaction should be encouraged to improve communication, professional development, and team building

GENERAL DESCRIPTION OF AREA:

- This room will be set up for the Family Consumer Science teachers to prepare for their lessons

FURNISHINGS:

Flooring:

- Vinyl tile

Ceiling:

- Suspended, acoustical

Walls:

- Light bright colors
- Painted concrete masonry units

Furniture:

- 1 Table and enough chairs for the faculty in the department
- Wastebasket
- Computer workstation furniture

FIXED EQUIPMENT

Architectural:

- 6' of base cabinets (total)
- 4' of chalk/marker board (total)
- 4' of tack board (total)

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system

FAMILY/CONSUMER SCIENCES

7-12 OFFICE

Electrical:

- Fluorescent lighting
- Multilevel switching
- Central sound system
- Life safety devices per code
- 3 duplex receptacle adjacent to each data and video port
- Clock

Technology:

- 1 video port
- 1 voice port and phone
- 2 data ports near teacher workstation

SPECIAL CONSIDERATIONS:

- The following is a list of some of the storage needs:
- Confidential files
- Special ed forms
- Resource materials
- Office supplies
- Locking cabinets 6 feet
- 6' foot tack board
- Floor to ceiling bookshelves

SPATIAL RELATIONSHIPS:

- Adjacent FACS lab

CAREER AND TECHNOLOGY EDUCATION

7-12

CAREER TECHNOLOGY

EDUCATIONAL USE:

- Developmental experiences, technical skill building, and hands-on activities.

GENERAL DESCRIPTION OF AREA:

- Should have the capacity to hold a minimum of 23 students.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Light bright colors
- Painted concrete masonry units

Furniture: Each Classroom Needs:

- Modular furniture
- Chairs

FIXED EQUIPMENT:

Architectural:

- Video projection - (ceiling electrical)
- Built in wall modular units around the room 2 and 1/2 feet

Plumbing: Each Classroom Needs:

- Fire protection system
- Plumbing connections
- Double industrial sinks

HVAC:

- Supply/return air system - quick air exchange is needed to evacuate the air in the room
- Independent temperature control
- Contained external exhausts

CAREER AND TECHNOLOGY EDUCATION

7-12

CAREER TECHNOLOGY

Electrical:

- Fluorescent lighting
- Multi level switching
- Central sound system
- Life safety devices per code
- Clock
- 2 - 220 electrical drops
- 30 LAN drops
- 50 Electrical receptacles (2 gang)
- Overhead electrical for LCD and cabling
- Emergency power cut-off
- Uninterrupted power supply

Technology:

- 1 video port and monitor
- 1 voice port and phone
- 1 data port near teacher work station
- 4 data ports (minimum) for student use
- 1 printer port

SPECIAL CONSIDERATIONS:

- Ideal to have an exterior door

SPATIAL RELATIONSHIPS:

- Near other 7-8 classrooms
- Near large group restrooms
- Near teacher prep area/workroom

CAREER AND TECHNOLOGY EDUCATION 7-12 CLASSROOMS

EDUCATIONAL USE:

- Large group, small group and individual instruction
- Classrooms for Business Technology classes
- Accommodates any of the core academic disciplines

GENERAL DESCRIPTION OF AREA:

- Student instruction area with classroom seating format
- Study area with information posted and instructional presentation area conveniently located for all students to have visible access to all information posted in the room
- Secure area considered for tornado shelter
- Convenient access to outside entrance for fire safety

FURNISHINGS:

Flooring:

- Vinyl tile

Ceiling:

- Acoustical

Furniture: Each classroom needs:

- Student desks and chairs
- Teacher desk and chair
- Computer workstation furniture
- Desk height file cabinet
- Large table with 4 – 5 chairs

FIXED EQUIPMENT: Each classroom needs:

Architectural:

- Tall wardrobe
- 10' bookcases
- 16' marker board
- 16' tack board
- 10' base cabinets
- 10' wall cabinets
- Operable partitions between classrooms are optional

CAREER AND TECHNOLOGY EDUCATION 7-12 CLASSROOMS

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi-level switching
- Fluorescent lighting
- 4 duplex receptacles per wall
- Duplex receptacle adjacent to each data and video port
- Central sound system

Technology:

- 1 video port and monitor
- 1 voice port and phone
- 1 data port near teacher workstation
- 4 data ports for student use

SPECIAL CONSIDERATIONS:

- Open shelving as well as lockable storage areas (60% open-40% lockable)
- Need stool or ladder to access top shelves of storage unit
- Consider one space in each core classroom that could open up into a large combined class area
- A secure tornado area within the building

SPATIAL RELATIONSHIPS:

- In close proximity to the other Business classrooms
- Proximity to large group restrooms
- Near teacher prep work area
- Classrooms should be located in an area that is away from noisy or public activities
- Core classrooms need to be in close proximity to the Media Center and Administrative Services
- Flexibility of space

TRADE AND INDUSTRIAL
9-12
AGRICULTURE EDUCATION – ANIMAL SCIENCE

Classroom Area - 800 sq ft
Office Area -75 sq ft
Storage Room - 150 sq ft
Metal Storage Room -150 sq ft
Ag Mechanics Area - 2550 sq ft

CLASSROOM AREA - 800 SQ FT

- Video Projection Screen (electric)
- Video Projection Unit (mounted from ceiling, electrical and cabled to a mobile teacher station)
- 15 network drops for computers and printers
- Electrical Outlets
- Whiteboard
- Master switch for power control
- Clock
- Intercom

OFFICE AREA -75 SQ FT

- Windows in office to be able to view classroom area
- 2 network drops for computer and printer
- Electrical outlets
- Carpet
- Intercom

STORAGE/SERVER AREA -150 SQ FT

- Shelving
- Electrical Outlets

WELDING LAB - 2550 SQ FT

- Overhead door
- 4 - Welding booths (25 square foot each)
- 6 - Regulated compressed air outlets
- Exhaust system for welding booths
- Ventilation system for lab
- Locker Area with built in lockers
- Sink Area for cleanup

TRADE AND INDUSTRIAL
9-12
AGRICULTURE EDUCATION – ANIMAL SCIENCE

WELDING LAB –2250 SQ. FT. (CONTINUED)

- Eyewash Station
- Water Fountain
- Paint Booth - Fireproof storage cabinets, fireproof lighting, compressed air drop, and ventilation system
- Electrical for equipment including: welders, mill, machine lathes, drill presses, grinders, sanders, hydraulic shears, cutoff saws, and horizontal bandsaw

TRADE AND INDUSTRIAL

9-12

AGRICULTURE EDUCATION – HORTICULTURE AREA

Classroom Area - 800 sq ft

Office Area - 75 sq ft

Storage Room - 150 sq ft

Potting Room - 600 sq ft

CLASSROOM AREA – 900 SQ FT

- Video Projection Screen (electric)
- Video Projection Unit (mounted from ceiling, electrical and cabled to a mobile teacher station) 15 network drops for computers and printers
- Electrical Outlets
- 16 ft Whiteboard Bulletin Boards
- Master switch for power control
- Telephone
- Clocks
- Intercom

OFFICE AREA – 75 SQ FT

- Windows in office to be able to view classroom area
- 2 network drops for computer and printer
- Electrical outlets
- Telephone
- Carpet
- Intercom

STORAGE/SERVER ROOM – 150 SQ FT

- Shelving
- Electrical Outlets

POTTING ROOM – 600 SQ FT

- Electrical Outlets
- Sink with faucet (hot and cold water)

GREENHOUSE ENTRANCE FROM AGRICULTURE EDUCATION ROOM

- 32 ft X 100 ft Greenhouse

TRADE AND INDUSTRIAL 9-12 AUTOMOTIVE EDUCATION AREA

Classroom Area - 800 sq ft
Office Area - 75 sq ft
Storage Room - 150 sq ft
Equipment Storage Room - 150 sq ft
Ag Mechanics Area - 2550 sq ft

CLASSROOM AREA – 800 SQ FT

- Video Projection Screen (electric)
- Video Projection Unit (mounted from ceiling, electrical and cabled to a mobile teacher station) 15 network drops for computers and printers
- Electrical Outlets
- 16 ft Whiteboard Bulletin Boards
- Master switch for power control
- Telephone
- Clocks
- Intercom

OFFICE AREA – 75 SQ FT

- Windows in office to be able to view classroom area
- 2 network drops for computer and printer
- Electrical outlets
- Telephone
- Carpet
- Intercom

STORAGE/SERVER AREA – 150 SQ FT SHELVING

- Electrical Outlets

AUTOMOTIVE LAB – 2550 SQ FT

- Overhead doors
- Regulated compressed air outlets located around shop area
- Exhaust system for cars and welding
- Ventilation system for lab
- Locker Area with built in lockers
- Sink Area for cleanup

**TRADE AND INDUSTRIAL
9-12
AUTOMOTIVE EDUCATION AREA**

AUTOMOTIVE LAB – 2550 SQ FT (CONTINUED)

- Eyewash Station
- Water Fountain
- Electrical for equipment including: Arc & Mig Welders, drill presses, grinders, sanders, saws, and various other automotive equipment
- Floor Drains
- Water faucets for washing cars

TRADE AND INDUSTRIAL 9-12 COSMETOLOGY

Classroom Area - 2200 sq ft
Locker Area/Dressing Room - 100 sq ft
Storage Area - 100 sq ft
Checkout Room -100 sq ft
Office Area - 75 sq ft

CLASSROOM AREA/LAB AREA – 2200 SQ FT

- Video Projection Screen (electric with remote switch)
- Video Projection Unit (mounted from ceiling, electrical, and cabled to a teacher mobile workstation)
- 2 White Boards / LCD Screen
- 10 Network drops and electrical for computers and printer
- Master Switch for Power control
- Tile floor
- Drinking Fountain
- 20 workstations
- Electrical outlets for each workstation (to run hair dryers and curling irons)
- 5 sinks to wash hair (hot & cold water and drains)
- Reception Area
- Tack Strips
- 10 foot of base cabinet
- 10 foot of bookcases
- Clock
- Intercom to office

LOCKER AREA/DRESSING ROOM – 100 SQ FT

- Built in lockers

STORAGE AREA – 100 SQ FT

- Shelving

TOOL ROOM – 100 SQ FT

- Upper and Lower Cabinets

TRADE AND INDUSTRIAL
9-12
COSMETOLOGY

OFFICE AREA – 75 SQ FT

- Windows to view into lab/classroom area
- 2 Network drops for teacher computer and printer
- Electrical outlets for office area
- Telephone Intercom to office

TRADE AND INDUSTRIAL
9-12
HEALTH SCIENCE TECHNOLOGY

Classroom/Lab Area - 1600 sq ft

Office Area - 75 sq ft

CLASSROOM/LAB AREA

- 5 Sinks and fixtures (hot/cold water and drains) (these sinks will be located in the different lab areas)
- Video Projection Screen (electric with remote switch)
- Video Projection Unit (mounted from ceiling, electrical, and cabled to a teacher mobile workstation)
- 2 White Boards / LCD Screen
- 2 examination labs
- 1 first aid lab
- 1 science lab
- 20 Network drops and electrical for computers and printer
- Master Switch for Power control
- Bookcases for textbooks Clock
- Intercom to office

OFFICE AREA

- 75 sq ft with windows to view into lab/classroom area
- 2 Network drops for teacher computer and printer
- Electrical outlets for office area
- Telephone Intercom to office

STORAGE AREA – 100 SQ FT

- Plumbing (hot/cold water and drains) for washer & dryer Electrical outlets for washer
- Electrical outlets for dryer (220v)
- Ventilation for dryer
- Built in storage shelves

TRADE AND INDUSTRIAL 9-12 MARKETING

Classroom Area - 900 sq ft

Office Area - 75 sq ft

Classroom Area.- 900 sq ft

- Video Projection Screen (electric with remote switch)
- Video Projection Unit (mounted from ceiling, electrical, and cabled to a teacher mobile workstation)
- 2 White Boards / LCD Screen
- 10 Network drops and electrical for computers and printer
- Master Switch for Power control
- Carpeted classroom
- Tack Strips
- 10 foot of base cabinet
- 10 foot of bookcases
- Clock
- Intercom to office

Office Area

- 75 sq ft with windows to view into lab/classroom area
- 2 Network drops for teacher computer and printer
- Electrical outlets for office area
- Telephone
- Intercom to office

TRADE AND INDUSTRIAL
9-12
GRAPHIC COMMUNICATIONS LAB

Classroom/Lab Area - 2000 sq ft
Office Area - 80 sq ft
Equipment Room - 80 sq ft
Storage Room - 100 sq ft
Screen Wash Room -100 sq ft
Screen Processing Room - 90 sq ft

CLASSROOM/LAB AREA – 2000 SQ FT

- 30 each: Network Drops (Computers and Printers)
- Video Projection Screen (electrical and remote switch)
- Video Projection Unit (mounted from ceiling, electrical, and cabled to a teacher mobile computer station)
- 16 ft Whiteboard Bulletin Boards "
- Pack strips
- 20 each: Computer workstation and furniture
- 4 each: Classroom Tables
- 24 each: Classroom Chairs
- Water fountain
- Book Shelves
- Telephone
- Intercom
- Clock
- Tile Floors
- Eyewash Station
- 2 each: 220volt receptacles
- 1 each: Compressed Air drop

SCREEN WASH ROOM – 100 SQ FT

- Wall drain
- Floor drain
- Hot and Cold Water
- 1 each: Compressed Air drop
- 2 each: 110volt GFCI receptacles
- 1 each: 220volt GFCI receptacles
- Sealed concrete floor
- Waterproof door

TRADE AND INDUSTRIAL
9-12
GRAPHIC COMMUNICATIONS LAB

EQUIPMENT ROOM – 80 SQ FT

- Full-length base cabinets on opposing walls
- Full-length overhead cabinets on opposing walls
- Dutch door
- Tile floor

SCREEN PROCESSING ROOM – 90 SQ FT

- 10 Ft. counter top with drawer storage below
- 1 each: 60" sink with stand
- 1 each: compressed air drop
- GCFI receptacles

GENERAL STORAGE – 100 SQ FT

- 24 ft of open metal shelving 84" high, 12" deep
- 2 each: 8 ft tall storage cabinets
- 1 each: 4ft x 4ft pegboard

OFFICE AREA – 80 SQ FT

- Windows to see into lab/classroom area
- Telephone
- 2 each: Network drops for computer and printer
- 4 each: Duplex electrical outlets
- Central sound system
- Clock
- Carpet
- Access to classroom/lab area

TRADE AND INDUSTRIAL 9-12 CONSTRUCTION WELDING LAB

FLOOR SPACE/UTILIZATION – 3800 SQ FT

- Laboratory - 2550 square feet
- Classroom - 800 square feet
- Teacher Office - 100 square feet
- Lumber/Metal Room - 150 square feet
- Storeroom -100 square feet
- Spray room -100 square feet

OTHER SPACE CONSIDERATIONS

- Room Designs - Should facilitate supervision with avoidance of blind spots.
- Space around power equipment - Should allow for traffic flow.
- Doors and entryways - Should facilitate use of wall space.
- Assembly space - Required to meet all construction/project space needs (wall sections, trusses, etc)

CLIMATE CONTROL

- Room Temperature - Should be kept at an acceptable level to enhance learning.
- HVAC - Recommended for classroom and office area.
- Dust collection system - For removal of air-born particles.
- Exhaust System - For venting air from program.
- Exhaust System - For welding program in welding booths

NOISE CONTROL

- Classroom - Should be isolated from laboratory by location, insulation, or other soundproofing.

PLUMBING

Water - Required in the following areas

1. Service sink in wood/gluing area
2. Finish Room
3. Water Fountain
4. Hose bib near overhead door
5. Wash basin in clean-up area
6. Eyewash Station

Compressed air - Required in the finish area and laboratory as per the following:

1. Finish area - Regulated outlet from 0 psi to 120 psi
2. Laboratory - At least 4 outlets regulated to 100 psi

TRADE AND INDUSTRIAL 9-12 CONSTRUCTION WELDING LAB

COMMUNICATIONS

- Telephone - Located in instructors' office and in laboratory; signal must be audible in lab area when equipment is in use.
- Intercom - Located in instructors' office, laboratory, and classroom, should be audible when equipment is in use.
- Bell/alarm system - Located in classroom and in laboratory; sound must be audible when equipment is in use.
- Internet Service - Located in instructors' office (2 drops) and classroom (10 drops).

ELECTRICAL SERVICE

- Wall Outlets - 12 each: 100 volt and 220 volt located conveniently throughout the laboratory and 110 volt outlets in classroom, office, tool room and storage room.
- Overhead electric reel (110v) - Located throughout laboratory.
- Master switch (LUMP SWITCH) - Should be located near the instructors' office, classroom and in at least two locations in the laboratory.
- Three Phase required to some equipment

SECURITY

- Security locks - Required in the lab, materials storage areas, supply room, tool room, and instructors office.
- Burglar alarm system - Recommended throughout facility.

WINDOWS, DOORS, AND FLOORS

Windows:

- Windows on outside walls - Minimum of 48 inches above the floor level.
- Windows or glass walls on inside partitions - Must be placed a maximum of 42 inches above the floor level.
- Sliding mesh windows and counter- required in tool crib.
- Windows in classroom - Shaded to permit audiovisual presentations and permit supervision from the lab or office areas.
- Windows in office - Should provide unobstructed view of classroom and lab areas.

Floors:

- Scaled concrete floors - Required in laboratory.
- Nonskid flooring- required around stationary equipment.
- Classroom and Office -Tile flooring.

TRADE AND INDUSTRIAL

9-12

CONSTRUCTION WELDING LAB

SERVICE AREA

- Overhead door - Should provide easy access. (14' overhead doors are recommended)
- Access drive to overhead door-Should provide for material/project loading and unloading.
- Parking space - Should be adequate for bringing in or removing projects or materials.

HEALTH AND SAFETY

- Safety requirements - Must be adequate for providing for a safe environment for students and instructor.
- Approved fire extinguishers - Required in all areas of facility (the number of extinguishers will depend on the size and design of facility).
- Flammables metal cabinets - Required for storage of flammable materials.
- Approved self-closing metal containers - Required for storage of oily waste or rags.
- Fire blanket - Should be located in finish room.
- Exhaust system - Required to discharge fumes and dust.
- NOTE: An explosion-proof system is needed in the finish area.
- Overhead exhaust system - Recommended in all facility areas.
- Traffic lanes - Should be marked.
- Safety glass - Meets school building codes.

CLASSROOM

- White Board and Bulletin Board
- Video Projection Screen (motorized) and electrical box
- Video Projection Unit (cabled to mobile teacher workstation and electrical box 10 network drops in classroom for computers and printers
- Electrical outlets for computers Windows to view into laboratory

WELDING LAB

- Overhead door
- 4 - Welding booths (25 square foot each)
- 6 - Regulated compressed air outlets
- Exhaust system for welding booths
- Ventilation system for lab
- Locker Area with built in lockers
- Sink Area for cleanup
- Eyewash Station
- Water Fountain
- Paint Booth - Fireproof storage cabinets, fireproof lighting, compressed air drop, vent system

TRADE AND INDUSTRIAL
9-12
CONSTRUCTION WELDING LAB

- Electrical for equipment including: welders, mill, machine lathes, drill presses, grinder, sanders, hydraulic shears, cutoff saws, horizontal handsaw

CONSTRUCTION LAB

- Overhead door
- Paint Booth - Fireproof storage cabinets, fireproof lighting, compressed air drop, vent system
- Electrical for equipment including: planers, drill presses, table saws, chop saws, radial arm saws, jointers, shapers, etc.
- Sink area for cleanup
- Eyewash station
- Water fountain
- Ventilation system for lab
- Locker Area with built in lockers
- Suction system to remove saw dust 1
- 6 - Regulated compressed air outlets
- Exhaustion system for welding
- Ventilation system
- 1 – 220 volt electrical outlet
- 8 – two gang 110 volt electrical outlets
- Tile floor
- Windows on interior wall to have visibility into the room from lab area

TRADE AND INDUSTRIAL
9-12
VIDEO PRODUCTION/DISTANCE LEARNING

- 2 – Network drops for computers
- 8 – 110 volt electrical outlets for sound/video editing/computer equipment
- 4 – 110 volt electrical outlets in ceiling for studio lights
- Windows on interior wall to have visibility into room from lab
- Tile floors

TRADE AND INDUSTRIAL
9-12
OFFICE/STORAGE AREA

Office Area - 6' X 12'

- 2-Network drops for computer and printer
- 3-Two-Gang 110volt electrical boxes
- Window on interior wall to have visibility to the lab/classroom area
- Carpet

Storage Area - 8' X 12' (located behind office area. A door will lead into the storage area from the office area.)

- 1-110volt electrical outlet in storage area
- Tile floor
- Storage Shelves built along back wall

VPS - Video Projection Screen

VPU - Video Projection Unit

MTS - Mobile Teacher Station

MUSIC AND ART PK-6 CLASSROOM

EDUCATIONAL USE:

- Music students will listen to, analyze, compose and describe music; sing alone and in groups.
- Music Students will play instruments, participate in creative movement, dance, and mime.
- Music students will be taught to understand music's relationship to history and culture and to the other arts and disciplines in the academic content area.
- Students will learn art criticism, art history, art production and art appreciation.

GENERAL DESCRIPTION OF AREA:

- A large room as sound proof as possible designed to be comfortable for learning and teaching music and art.

FURNISHINGS:

Flooring:

- Tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry

Furniture:

- Piano keyboard furniture
- Portable fold up risers
- Consider Wenger seated risers
- Music chairs #GP015 (4 quantity)
- Portable conductor podium that can be used for performances
- Teacher desk and chair
- Student work tables
- Student chairs or stools
- Computer workstation furniture
- Drying rack
- Desk height file cabinet

MUSIC AND ART PK-6 CLASSROOM

FIXED EQUIPMENT

Architectural:

- 3' of tall wardrobe
- 10' of base cabinets with locks
- 12' sink base cabinet, 30" deep with wall cabinet with plaster trap
- 14' of tall storage cabinets (total) with locks and wall cabinets
- 8' of tall storage cabinets with pull out shelves (total)
- 16' of chalk/marker board (total)
- 16' of tack board
- Pencil sharpener support
- 8' bookcases, 12" deep (total)
- Windows with integral blinds
- Towel dispenser
- Flag holder

Plumbing:

- Fire protection system
- Sink with drinking fountain
- Plumbing connections

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Multi level switching
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system/portable
- Clock

MUSIC AND ART PK-6 CLASSROOM

Technology:

- Outlets for a piano keyboarding station
- 1 video port and monitor
- 1 voice port
- 1 data port near teacher work station
- 4 data ports (minimum) for student use

SPECIAL CONSIDERATIONS:

- Will need adequate electrical outlets for keyboard station
- Prefer portable fold up risers preferred to allow for room versatility
- Stereo system that can be secured
- Secure storage room adjoining classroom
- Portable stereo - portable music portfolio
- Consider one wall with mirrors
- One white board area
- Water fountain and restrooms in close proximity
- TV/VCR in corner on wall mounts
- All computer/phone capabilities.
- 1 electric kiln
- 1 teacher's desk and tables tall enough to accommodate kindergarten as well as 6th graders that can be 5 - 6 ft in height 25 small chairs for K - 3 as well as 25 larger chairs for 4 – 6
- 2 small print making presses
- Large paper cutter
- Paint spray box
- 30 drawing boards
- Video (digital) camera
- Computer, color copy printer, scanner
- Jewelry kiln
- Dremel tool kit
- 10 4' x 6' art tables
- 40 regular student chairs
- Large mat cutter
- 6 aluminum easels
- 1 potter wheel (electrical)
- 1 air brush and small compressor
- 1 Set of fine art prints
- 1 slide projector

**MUSIC AND ART
PK-6
CLASSROOM**

SPATIAL RELATIONSHIPS:

- Grouped with other noise producing activities
- Near platform
- Near academic core classrooms
- Direct access to outdoors

**MUSIC AND ART
PK-6
STORAGE AREA**

GENERAL USE:

- Supplies, textbooks, and equipment storage.

GENERAL DESCRIPTION OF AREA:

- Open shelves with room for storage of a variety of items.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Acoustical ceiling

Walls:

- Painted concrete masonry units
- Rated 2-hour construction

Furniture:

- File cabinet
- Mobile materials cart

FIXED EQUIPMENT:

Architectural:

- 19' of open metal shelving (total)
- 84" high, 24" deep, or 30" deep

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Auxiliary heat source as required to maintain stored items during HVAC shutdown periods

Electrical:

- Single level switching
- Fluorescent lighting
- One duplex receptacle per wall

**MUSIC AND ART
PK-6
STORAGE AREA**

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- N/A

SPATIAL RELATIONSHIPS:

- Located adjacent to music and art room

**ART
7-12
CLASSROOM**

EDUCATIONAL USE:

- Students will learn art criticism, art history, art production and art appreciation.

GENERAL DESCRIPTION OF AREA:

- An art studio room that includes 3-D room, weaving area and a minimum of 3 sinks.

FURNISHINGS:

Flooring:

- Tile floor

Ceiling:

- Suspended, acoustical

Walls:

- Dry wall construction with bulletin board and dry erase marker board (at least 1 of each)

Furniture:

- Student work tables
- Student chairs or stools
- Teacher desk and chair/stool
- Computer workstation furniture
- Drying rack
- Desk height file cabinet

FIXED EQUIPMENT:

Architectural:

- 12' sink base cabinet, 30" deep with wall cabinet with plaster trap
- 3' of tall wardrobe
- 10' of base cabinets (total), 30" deep
- 16' of tack board (total)
- 16' of chalk/marker board (total)
- Pencil sharpener support
- Windows with integral blinds
- 8' of tall storage cabinets with pull out shelves (total)
- 19' of wall cabinets (total)
- Towel dispenser

**ART
7-12
CLASSROOM**

Plumbing:

- Fire protection system
- Minimum of 3 sinks

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Multi-level switching
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Means of egress lighting per code
- Emergency lighting per code
- Central sound system
- Life safety devices per code
- Clock

Technology:

- 1 video port and monitor
- 1 voice port
- 1 data port near teacher work station
- 4 data ports (minimum) for student use

SPECIAL CONSIDERATIONS: SUPPLIES SHOULD INCLUDE BUT NOT LIMITED TO:

- 1 sewing machine
- 1 kiln - good size
- 1 teacher's desk and tables tall enough to accommodate kindergarten as well as 8th graders that can be 5 - 6 ft in height 25 small chairs for K - 3 as well as 25 larger chairs for 4 - 8
- 2 small print making presses
- Large paper cutter
- Paint spray box
- 30 Drawing boards
- Video (digital) camera
- Computer, color copy printer, scanner
- TV VCR - monitor
- Jewelry Kiln

**ART
7-12
CLASSROOM**

- Dremel Tool Kit
- 10 4' x 6' Art Tables
- 40 regular student chairs
- 1 teacher desk and chair
- 1 teacher storage cabinet
- Open door shelving and closed door shelving
- Large mat cutter
- 6 aluminum easels
- 1 potter wheel (electrical)
- 1 small loom for weaving
- 1 air brush and small compressor
- 1 set of fine art prints
- 1 slide projector

SPATIAL RELATIONSHIPS:

- Near academic core classrooms
- Direct access to outdoors

**ART
PK-12
KILN ROOM**

EDUCATIONAL USE:

- Firing of art projects in ceramics and pottery by the teacher.

GENERAL DESCRIPTION OF AREA:

- Large concrete structure with racks to place art objects for firing.

FURNISHINGS:

Flooring:

- Sealed concrete

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry unit

Furniture:

- Electric kiln
- 3' of tall dry storage unit (total)
- 3' of tall damp storage units (total)

FIXED EQUIPMENT:

Architectural:

- 6' of base cabinets (total)
- 6' of wall cabinets (total)

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Temperature controlled exhaust
- Ventilation for kiln (city code requirement)

**ART
PK-12
KILN ROOM**

Electrical:

- Single level switching
- Fluorescent lighting
- One duplex receptacle per wall
- Electrical connection for kiln
- Central sound system
- Life safety devices per code

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- Recommend to build the kiln room separate from the general art room as it should have limited access for the instructor only. Consideration needs to be given for the fumes from firing (aside from what is vented) and the heat generated during the 6 - 8 hour firing process.

SPATIAL RELATIONSHIPS:

- Adjacent to music and art room
- Near art material storage

**ART
PK-12
STORAGE AREA**

GENERAL USE:

- Supplies, textbooks, and equipment storage.

GENERAL DESCRIPTION OF AREA:

- Open shelves with room for storage of a variety of items.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Acoustical ceiling

Walls:

- Painted concrete masonry units
- Rated 2-hour construction

Furniture:

- File cabinet
- Mobile materials cart

FIXED EQUIPMENT:

Architectural:

- 19' of open metal shelving (total)
- 84" high, 24" deep, or 30" deep

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Auxiliary heat source as required to maintain stored items during HVAC shutdown periods

Electrical:

- Single level switching
- Fluorescent lighting
- One duplex receptacle per wall

**ART
PK-12
STORAGE AREA**

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- N/A

SPATIAL RELATIONSHIPS:

- Located adjacent to music and art room

ART
9-12
OFFICE/WORK AREA

EDUCATIONAL USE:

- Teachers and other staff members hold team meetings and prepare for class.
- Professional interaction should be encouraged to improve communication, professional development and team building

GENERAL DESCRIPTION OF AREA:

- This workroom area will have tables and chairs, storage cabinets and counter workspace as well as a computer station to work on lesson plans and class projects.

FURNISHINGS:

Flooring:

- Vinyl tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Tables and chairs
- Computer workstation furniture
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 4' chalk/marker board
- 4' of tack board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

ART
9-12
OFFICE/WORK AREA

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacles adjacent to each data and video port
- Duplex receptacles for office equipment
- Central sound system
- Clock

Technology:

- 1 video port
- 1 voice port
- 2-8 data ports near workstations

SPATIAL RELATIONSHIPS:

- Near academic core classrooms
- Near individual restrooms
- Near instructional material storage

ART
9-12
3-D ART ROOM

EDUCATIONAL USE:

- Art Students will work on a variety of art projects, both two and three-dimensional. Projects will include drawing, computer graphics, sculpture and model making, collage, fiber arts ceramics and metal design

GENERAL DESCRIPTION OF AREA:

- Classroom designed with student tables and chairs with counter work space at one end of the classroom

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Student tables with chairs or stools and 6 heavy duty art tables
- Teacher desk and chair
- Computer workstation furniture
- Drying rack
- 2 Kilns
- 1 plug mill
- 1 slab roller
- 6 potter's wheels
- 1 Treadle loom
- 1 large vise
- 1 acetylene rig
- 1 jewelry casting machine
- 1 vacuum casting machine
- 1 buffing machine
- 2 Dremel tool sets
- 1 jewelry Acetylene rig
- 1 table saw
- 1 Skill saw
- 6 wood vice sets

ART
9-12
3-D ART ROOM

FIXED EQUIPMENT:

Architectural:

- 12' sink base cabinet, 30" deep with 5 faucets and floor drain
- Tall wardrobe
- 12' wall cabinet
- 16' Tack board
- 16' chalk/marker board
- Windows with integral blinds
- Tall storage cabinet with pull out shelves
- Wall cabinets

Plumbing:

- Fire protection system
- Sinks with solids interceptor

HVAC:

- Supply/return air system
- Independent temperature control
- Manually controlled general exhaust

Electrical:

- Multi level switching
- Florescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system
- Clock

Technology:

- 1 video port and monitor
- 1 voice port
- 1 data port near teacher's station
- 4 data ports for student use

ART
9-12
3-D ART ROOM

SPECIAL CONSIDERATIONS:

- Consider additions to furnishings by adding 1 enameling Kiln, 1 small forge, 1 slide projector
- Art tables need to have heavy duty surfaces
- Kilns will require solid 220 outlets. Ample 220 service is required
- 3-D art is part of the advanced placement 3-D curriculum. This room must fit AP 3D standards
- All Art rooms need a computer, printer, scanner and digital camera
- Consider including the Dark Room with an enlarger, sink, safe light, cabinet and table within this area

SPATIAL RELATIONSHIPS:

- Near the academic core classrooms
- Direct access to outdoors

ART
9-12
2-D ART ROOM

EDUCATIONAL USE:

- Art Students will work on a variety of art projects, both two and three-dimensional. Projects will include drawing, computer graphics, sculpture and model making, collage, fiber arts ceramics, metal design and photography

GENERAL DESCRIPTION OF AREA:

- Classroom designed with student tables and chairs with counter work space at one end of the classroom

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Student tables with chairs or stools
- Teacher desk and chair
- Computer workstation furniture
- Drying rack
- Etching press
- 24 easels
- 35 drawing boards
- 1 silk screen press
- 6 air brushes
- 1 large air compressor
- 1 enlarger

FIXED EQUIPMENT:

Architectural:

- 15' sink base cabinet, 30" deep with 5 faucets and floor drain
- Tall wardrobe
- 15' wall cabinets
- 16' Tack board
- 16' chalk/marker board

ART
9-12
2-D ART ROOM

- Windows with integral blinds
- Tall storage cabinet with pull out shelves
- Wall cabinets

Plumbing:

- Fire protection system
- Sinks with solids interceptor

HVAC:

- Supply/return air system
- Independent temperature control
- Manually controlled general exhaust

Electrical:

- Multi level switching
- Florescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system
- Clock

Technology:

- 1 video port and monitor
- 1 voice port
- 1 data port near teacher's station
- 4 data ports for student use

SPECIAL CONSIDERATIONS:

- Photo dark room needs to be incorporated with 2-D or 3-D classroom to fit advanced placement standards
- Darkroom needs a sink and table and ventilation

SPATIAL RELATIONSHIPS:

- Near the academic core classrooms
- Direct access to outdoors

MUSIC
7-8
BAND/ORCHESTRA ROOM

EDUCATIONAL USE:

- House all of the instrumental music activities.
- Practice area for individuals, small groups, class-size groups and the entire school band/orchestra.
- Practice and performance type presentations.
- Storage of band instruments/orchestra.

GENERAL DESCRIPTION OF AREA:

- It is very important that a storage room is adjacent to the music area.
- Very important the walls are lined from floor to ceiling with locking storage from flute to string baritone size instruments.
- Very important all space in the room is open, not lined with any shelves or cabinets. (Will move in portable cabinets as needed)
- Room should accommodate 30 - 60 students.
- Seated riser area (3-4 rows to accommodate 30 - 60 students) - Portable folding Wenger section seated risers.

FURNISHINGS:

Flooring:

- Tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Conducting podium
- Mobile percussion instrument storage cabinet
- Computer workstation furniture
- Mobile sheet music cabinet
- Music chairs 30 - 60 with chair racks
- Music stands 30 - 60 with stand racks
- Portable risers

FIXED EQUIPMENT

- Filing cabinets
- Wall with mirrors

MUSIC
7-8
BAND/ORCHESTRA ROOM

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Multi level switching
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system/portable
- Clock
- Office call button

Technology:

- 1 video port and monitor (wall mount)
- 1 voice port
- 1 data port near teacher workstation

SPECIAL CONSIDERATIONS:

- Stereo system that can be secured but portable
- Electronic keyboard Yamaha P Digital Piano
- Secured storage room adjoining classroom
- In storage room - cabinets with locks for flutes - baritones with standing racks for cellos/4 basses and tubas
- Water fountains and restrooms within close proximity if not in the room
- TV/VCR in corner on wall mount

SPATIAL RELATIONSHIPS:

- Grouped with other noise producing activities
- Near vocal room - shared storage area
- Located near the stage area

MUSIC

7-8

VOCAL/GENERAL MUSIC ROOM

EDUCATIONAL USE:

- Music students will listen to, analyze, compose and describe music; sing alone and in groups.
- Students will play instruments, participate in creative movement, dance, and mime.
- Music students will be taught to understand music's relationship to history and culture and to the other arts and disciplines in the academic content area.

GENERAL DESCRIPTION OF AREA:

- A large room as sound proof as possible designed to be comfortable for learning and teaching music.

FURNISHINGS:

Flooring:

- Tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry

Furniture

- Piano keyboard furniture
- Portable fold up risers
- Consider Wenger seated risers
- Music chairs
- Portable conductor podium that can be used for performances
- Teacher desk and chair

FIXED EQUIPMENT

Architectural:

- 3' of tall wardrobe
- 8' of base cabinets with locks
- 14' of tall storage cabinets (total) with locks and wall cabinets
- 16' of chalk/marker board (total)
- 16' of tack board
- Pencil support
- 8' bookcases, 12" deep (total)

MUSIC
7-8
VOCAL/GENERAL MUSIC ROOM

Plumbing:

- Fire protection system
- Sink

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Multi level switching
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system/portable
- Clock

Technology:

- Outlets for a piano keyboarding station

SPECIAL CONSIDERATIONS:

- Will need adequate electrical outlets for keyboard station
- Prefer portable fold up risers to allow for room versatility
- Stereo system that can be secured
- Secure storage room adjoining classroom
- Portable stereo - portable music portfolio
- Consider one wall with mirrors
- One white board area
- Two outlets per wall
- Water fountain and restrooms in close proximity (no water fountain in the room)
- TV/VCR in corner on wall mounts
- All computer/phone capabilities.

SPATIAL RELATIONSHIPS:

- Grouped with other noise producing activities
- Near platform

MUSIC
7-12
INSTRUMENT AND CENTRAL STORAGE

GENERAL USE:

- Supplies, textbooks, and equipment storage.

GENERAL DESCRIPTION OF AREA:

- One storage area for instrument storage and one for general storage for Music Department.

FURNISHINGS:

Flooring:

- Tile

Ceiling:

- Suspended acoustical or exposed structure

Walls

- Painted concrete masonry units
- Acoustical - Wenger

Furniture

- File cabinets

FIXED EQUIPMENT

Architectural:

- 19' of open metal shelving (total) 84" high, 12" deep, 24" deep, or 30" deep

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Single level switching
- One duplex receptacle per wall

Technology:

- N/A

MUSIC
7-12
INSTRUMENT AND CENTRAL STORAGE

SPECIAL CONSIDERATIONS:

- Both storage areas need to be located near music rooms
- Need storage area for the following instruments: 2 flutes - 12 clarinets - 6 trumpets - 4 trombones - 3 baritones - 2 tubas - 3 timpani - 1 bass drum - 1 trap set - 1 xylophone - 2 bells - 2 snares - percussion cart for all other small items - 20 violins - 10 violas - 6 cellos - 4 basses

SPATIAL RELATIONSHIPS:

- Locate next to band room

MUSIC
9-12
INSTRUMENT REHEARSAL ROOM

EDUCATIONAL USE:

- All instrumental music activities including marching band, concert jazz and pep bands
- Individual, small group and class size practice
- Computer composition and performance of music
- Music reading instruction

GENERAL DESCRIPTION OF AREA:

- Open area with theater seating for practices and rehearsals.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Mobile sheet music cabinet
- Music chairs
- Portable computer workstation furniture
- Music stands
- Conduction podium
- Mobile percussion instrument storage cabinet
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 16' chalk/marker board with staff lines
- 16' tack board
- Pencil sharpener support
- 9' bookcases 36 high

Plumbing:

- Fire protection system

MUSIC
9-12
INSTRUMENT REHEARSAL ROOM

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi level switching
- Florescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to video port
- Emergency lighting Means of egress lighting
- High school music sound system
- Central sound system

Technology:

- 2 video ports, monitors with ceiling/wall mounts
- 1 voice port
- 1 data port
- 4 data posts for student use

SPECIAL CONSIDERATIONS:

- The band room area of the Music Department will provide the opportunity to assist students in the development of coordination and enhance their passion for the study of music.
- Students will be able to participate in several areas of the music program
- The large area will allow for foot work, flag and dance in small group instruction
- Marching band
- 3 concert bands
- 2 jazz ensembles
- Flat floor for flexibility in changing rehearsal space. Hard floor finish
- Acoustical treatment to include both sound diffusion and sound absorption panels as recommended by acoustician
- Must Have an outside entrance with security capabilities for “after-hours” performances
- Minimum ceiling height of 14’
- 225 (Marching Band) – 150 band members now
- 60 – 95 for each of 3 concert bands
- 2-3 bands must be able to rehearse simultaneously
- Students need to have quick, easy access to restrooms/locker rooms to change into uniforms after regular school hours.

MUSIC

9-12

INSTRUMENT REHEARSAL ROOM

- The band room needs to be in close proximity to the back entrance of the auditorium to load stands, chairs, percussion equipment and performers
- There should be no stairs between the band room and the stage floor
- Acoustical ceilings
- Outlets appropriate for instruments
- Computer capabilities
- 200 band posture chairs with rolling carts to transport to performance area
- 125 music stands
- Conductor podium and music stand
- Folder cabinets
- 3 -- 75 slot storage cabinets
- Space for permanent stereo with digital recording capabilities
- Full double-wide (at least 16') chalk board with staff lines on ½ of the board
- Students must have ease in traffic flow from the instrument storage room to the band room
- Must have a substantial number of electrical outlets on all walls
- Ventilation systems should not transfer sound into the band room
- Ventilation systems should not transfer sound into the band room
- Florescent lighting should contain electronic quiet-related ballasts or ballasts should be outside of the room
- Room temperature and humidity controls must be available to sustain the life of wooden instruments and percussion equipment 65-72 degrees with 35-50% humidity
- The band room should be soundproof from other areas of the school
- The entrance and exit doors should be double wide without a center post to allow for the transporting of timpani and other large instruments to the auditorium and outside the school
- Outside exit doors should be at least 8' tall to allow for easy clearance of sousaphone players as they exit the band room.
- Outside the exit doors should have easy access to the marching band practice field
- Students need to have a drinking fountain accessible to the band room, but not in the band room due to the compressor noise
- The band room should contain 12 wall mount tuba racks
- There should be an entrance door from the hallway into the room
- Windows on outside wall up next to the ceiling
- Room darkening blinds

MUSIC
9-12
INSTRUMENT REHEARSAL ROOM

SPATIAL RELATIONSHIPS:

- Grouped with other noise producing activities
- Access to parking
- Direct access to outdoors
- Convenient access to stage
- Near vocal room
- Adjacent to instrumental music library and instrument, orchestra and uniform storage
- Near practice room
- High ceilings

MUSIC
9-12
INSTRUMENTAL STORAGE

EDUCATIONAL USE:

- Storage of orchestra instruments

GENERAL DESCRIPTION OF AREA:

- Storage room with shelving, cabinets and electrical outlets for rechargers

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Carts for large instruments

FIXED EQUIPMENT:

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

Electrical:

- Single level switching
- Florescent lighting
- Duplex receptacle

Technology:

- N/A

MUSIC
9-12
INSTRUMENTAL STORAGE

SPECIAL CONSIDERATIONS:

- A room where students enter, retrieve their instruments and exit to the band or orchestra room for rehearsal
- Space for storage of 150-200 instruments
- Close proximity to the instrumental rehearsal room
- Tile floor
- Outlets on each wall
- Wenger instrument storage cabinets with individual lockable see-through wire doors
- A minimum specification (based on a 1200 student high school)
 - Flute/Piccolo 35
 - Oboe 6
 - Bassoon 6
 - Clarinet 36
 - Base Clarinet 6
 - Alto Saxophone 21
 - Baritone Saxophone 2
 - French Horn 15
 - Mellophone 12
 - Trumpet 35
 - Trombone 24
 - Baritone 12
 - Euphonium 9
 - Concert Tuba 6
 - Sousaphone 24 (12 practice and 12 performance)
- The area must have a separate entrance and exit to facilitate traffic flow
- Access to the band room should not be only through the instrument storage room
- The area should have an entrance and exit wide enough and tall enough (8') to accommodate a student carrying a sousaphone.

SPATIAL RELATIONSHIPS:

- Direct access to instrumental room
- Access to outdoors through instrumental room
- Instrument storage casework to accommodate the potential number and type of instruments

MUSIC
9-12
ORCHESTRA REHEARSAL ROOM

EDUCATIONAL USE:

- All instrumental music activities including marching band, concert jazz and pep bands
- Individual, small group and class size practice
- Computer composition and performance of music
- Music reading instruction

GENERAL DESCRIPTION OF AREA:

- Open area with theater seating for practices and rehearsals.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Mobile sheet music cabinet
- Music chairs
- Portable computer workstation furniture
- Music stands
- Conduction podium
- Mobile percussion instrument storage cabinet
- Wastebasket

FIXED EQUIPMENT:

- 16' chalk/marker board with staff lines
- 16' tack board
- Pencil sharpener support
- 9' bookcases 36 high

Plumbing:

- Fire protection system

MUSIC
9-12
ORCHESTRA REHEARSAL ROOM

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi level switching
- Florescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to video port
- Emergency lighting Means of egress lighting
- High school music sound system
- Central sound system

Technology:

- 2 video ports, monitors with ceiling/wall mounts
- 1 voice port
- 1 data port
- 4 data posts for student use

SPECIAL CONSIDERATIONS:

- The band room area of the Music Department will provide the opportunity to assist students in the development of coordination and enhance their passion for the study of music.
- Students will be able to participate in several areas of the music program
- The large area will allow for foot work, flag and dance in small group instruction
- Marching band
- 3 concert bands
- 2 jazz ensembles
- Flat floor for flexibility in changing rehearsal space. Hard floor finish
- Acoustical treatment to include both sound diffusion and sound absorption panels as recommended by acoustician
- Must Have an outside entrance with security capabilities for “after-hours” performances
- Ceiling height of 14’ minimum
- 225 (Marching Band) – 150 band members now
- 60 – 95 for each of 3 concert bands
- 2-3 bands must be able to rehearse simultaneously
- Students need to have quick, easy access to restrooms/locker rooms to change into uniforms after regular school hours.

MUSIC

9-12

ORCHESTRA REHEARSAL ROOM

- The band room needs to be in close proximity to the back entrance of the auditorium to load stands, chairs, percussion equipment and performers
- There should be no stairs between the band room and the stage floor
- Acoustical ceilings
- Outlets appropriate for instruments
- Computer capabilities
- 200 band posture chairs with rolling carts to transport to performance area
- 125 music stands
- Conductor podium and music stand
- Folder cabinets
- 3 Wenger 75 slot storage cabinets
- Space for permanent stereo with digital recording capabilities
- Full double-wide (at least 16') chalk board with staff lines on ½ of the board
- At least 2 large size bulletin boards (8') in a location that provides easy access for every student to view every day as they enter the band room
- Students must have ease in traffic flow from the instrument storage room to the band room
- Must have a substantial number of electrical outlets on all walls
- Ventilation systems should not transfer sound into the band room
- Ventilation systems should not transfer sound into the band room
- Florescent lighting should contain electronic quiet-related ballasts or ballasts should be outside of the room
- Room temperature and humidity controls must be available to sustain the life of wooden instruments and percussion equipment 65-72 degrees with 35-50% humidity
- The band room should be soundproof from other areas of the school
- The entrance and exit doors should be double wide without a center post to allow for the transporting of timpani and other large instruments to the auditorium and outside the school
- Outside exit doors should be at least 8' tall to allow for easy clearance of sousaphone players as they exit the band room.
- Outside the exit doors should have easy access to the marching band practice field
- Students need to have a drinking fountain accessible to the band room, but not in the band room due to the compressor noise
- The band room should contain 12 wall mount tuba racks
- There should be an entrance door from the hallway into the room
- Windows on outside wall up next to the ceiling
- Room darkening blinds

MUSIC
9-12
ORCHESTRA REHEARSAL ROOM

SPATIAL RELATIONSHIPS:

- Grouped with other noise producing activities
- Access to parking
- Direct access to outdoors
- Convenient access to stage
- Near vocal room
- Adjacent to instrumental music library and instrument, orchestra and uniform storage
- Near practice room
- High ceilings

MUSIC
9-12
UNIFORM STORAGE/LIBRARY

EDUCATIONAL USE:

- Storage of uniforms for music students

GENERAL DESCRIPTION OF AREA:

- Storage room with shelving, cabinets and racks for costumes and uniforms

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Carts for large instruments

FIXED EQUIPMENT:

Architectural:

- 34'-44' of high storage cabinets for uniforms
- 20" x 60" mirror

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

Electrical:

- Single level switching
- Florescent lighting
- 1 duplex receptacle per wall

Technology:

- N/A

MUSIC
9-12
UNIFORM STORAGE/LIBRARY

SPECIAL CONSIDERATIONS:

- A system of racks (uniforms and raincoats) and shelving (hats) where all uniforms can be stored at all times
- Space for hanging costumes as well as packed storage boxes
- High shelving for head gear and props of various sizes
- Outlets on each wall
- Open and closed shelving
- Traffic flow is a major concern in this area. 225 students have to be able to enter and exit this room quickly and efficiently

SPATIAL RELATIONSHIPS:

- Adjacent to instrumental room
- This area must be in close proximity to the band room and Auditorium

MUSIC
9-12
DIRECTOR'S OFFICE

EDUCATIONAL USE:

- This office area will be used by the Director of the Music Department to prepare for class
- Professional interaction should be encouraged to improve communication, professional development and team building

GENERAL DESCRIPTION OF AREA:

- General office space with tables and chairs, storage along the wall and countertop workspace.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Tables and chairs
- Computer workstation furniture
- Wastebasket

FIXED EQUIPMENT:

- 4' tack board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

MUSIC
9-12
DIRECTOR'S OFFICE

Electrical:

- Florescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Duplex receptacles for office equipment
- Central sound system
- Clock

Technology:

- 2 video ports, monitors with ceiling/wall mounts
- 2 voice port
- 2-8 data ports near workstations

SPECIAL CONSIDERATIONS:

- This area will allow the Department Director an area to work on lesson plans and other day to day activities required of the position
- This area will provide additional space for the storage of paper materials such as instruction sheets and sheet music
- Desk chair, desk and wastebasket
- Anti static carpeting is needed for this area
- 2 computer terminal with Internet access
- 2 desks, chairs, lamps and 2 additional guest chairs
- This area needs ample space for the Music director and any visitors/parents who need to meet with the Director.

SPATIAL RELATIONSHIPS:

- Near the rehearsal area
- Near the instructional material storage

MUSIC
9-12
CHOIR REHEARSAL ROOM

EDUCATIONAL USE:

- Vocal music activities including chamber choir, concert and swing choirs

GENERAL DESCRIPTION OF AREA:

- Theater seating in this rehearsal room

FURNISHINGS:

Flooring:

- Tile flooring

Ceiling:

- Suspended, acoustical

Wall:

- Painted concrete masonry units

Furniture:

- Portable risers
- Music chairs
- Computer workstation furniture
- Conducting podium
- Mobile sheet music cabinet
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 30' X5' mirror mounted 12" above the floor
- 16' chalk/marker board with staff lines
- 16' Tack board
- Pencil sharpener support

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

MUSIC
9-12
CHOIR REHEARSAL ROOM

Electrical:

- Multi level switching
- Florescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to video port
- Emergency lighting Means of egress lighting
- Means of egress lighting
- High school music sound system
- Central sound system

Technology:

- 2 video ports, monitors with ceiling/wall mounts
- 1 voice port
- 1 data port
- 4 data posts for student use

SPECIAL CONSIDERATIONS:

- 5 electrical outlets for Wegner modular practice rooms
- Flooring should be tile rather than carpet
- Portable risers should be deep enough to accommodate chairs
- Electrical – need to have a stereo which can be secured
- Need TV/VCR setup muted to be easily viewed from seated area
- Two outlets per wall
- 1 white board wall and one wall with mirrors
- Wenger modular soundproof units where private practice and private instruction as well as group practices and group instruction will take place on a daily basis
- Three practice rooms – 2 students each
- 1 room – 100 students
- Central location for band and choir use
- Proximity to the office area to monitor practice room activities
- Tile floor
- Outlets on each wall
- Computer capabilities
- Three of the 2 student rooms will need electric pianos for private voice and instrument study
- Rooms need to be absolutely soundproof
- Rooms need to be lockable

MUSIC
9-12
CHOIR REHEARSAL ROOM

- Rooms need to have electric outlets for auxiliary equipment like tape players, metronomes and tuners
- One room needs to be a large ensemble rehearsal room

SPATIAL RELATIONSHIPS:

- Grouped with other noise producing activities
- Convenient access to the state area
- Near instrumental room
- Adjacent to vocal music library and vocal storage
- Near practice and ensemble rooms

MUSIC
9-12
CHOIR UNIFORM STORAGE

EDUCATIONAL USE:

- Storage of choir costumes, tuxedos, risers for music students

GENERAL DESCRIPTION OF AREA:

- Storage room with shelving, cabinets and racks for costumes and uniforms

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- N/A

FIXED EQUIPMENT:

- Shelving

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

Electrical:

- Single level switching
- Florescent lighting
- 1 duplex receptacle per wall

Technology:

- N/A

MUSIC
9-12
CHOIR UNIFORM STORAGE

SPECIAL CONSIDERATIONS:

- A system of racks (uniforms and raincoats) and shelving (hats) where all choir uniforms can be stored at all times
- Space for hanging costumes as well as packed storage boxes
- High shelving for head gear and props of various sizes
- Tile floor
- Outlets on each wall
- Open and closed shelving
- Traffic flow is a major concern in this area. 225 students have to be able to enter and exit this room quickly and efficiently

SPATIAL RELATIONSHIPS:

- Adjacent to vocal room

MUSIC
9-12
PRACTICE ROOM

EDUCATIONAL USE:

- Individual And small group practice
- Private lessons

GENERAL DESCRIPTION OF AREA:

- Wegner Module Practice room. Self lighted with ventilation.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Mobile sheet music cabinet
- Music chairs
- Music stands
- Conduction podium
- Wastebasket

FIXED EQUIPMENT:

- As per Wegner Modular Practice Rooms

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- As per Wegner Modular Practice Rooms

Technology:

- As per Wegner Modular Practice Rooms

MUSIC
9-12
PRACTICE ROOM

SPECIAL CONSIDERATIONS:

- Full view glass in entry door

SPATIAL RELATIONSHIPS:

- Grouped with other noise producing activities
- Near vocal room
- Adjacent to instrumental music library and instrument, orchestra and uniform storage
- 20' ceilings
- 20 Wegner on one wall
- 5 outlets on one wall for Wegner Modular Practice Rooms

MUSIC
9-12
MUSIC LIBRARY/WORKROOM

EDUCATIONAL USE:

- Area for the band director to do planning, scheduling, grading and conferencing
- Library houses all of the music collections

GENERAL DESCRIPTION OF AREA:

- Open area with cabinets and counter tops.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- 1 Chair and desk for each Music Dept. faculty member
- Music storage cabinets
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 2' tall wardrobe
- 4' tall storage

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Florescent lighting
- Duplex receptacle adjacent to video port
- Central sound system

MUSIC
9-12
MUSIC LIBRARY/WORKROOM

Technology:

- 1 video port
- 1 voice port and phone
- 1 data port near workstation

SPECIAL CONSIDERATIONS:

- Consider two office areas for choral and instrumental directors
- Need an office library faculty and workroom for choral faculty
- Office for lesson planning, communication, drill writing, networking, filing of documents and storing records for the two directors
- Library for storing and filing all music used for Marching Band, Jazz Band and Concert Band as well as sorting computerizing and photocopying all music
- The instrumental library should be within the Music Department
- The choral office is separate from the choral library
- Office space to comfortably accommodate 2 faculty members
- Library for 2 people
- Offices and library should be an integral part of the Music Department
- The offices should have 1 4' square bulletin board for giving messages to student librarians
- Outlets on each wall
- Computer and Internet access in both offices and library
- Telephone jack in each area
- 2 large desks and chairs per office
- 3 computer terminals, one for each desk and one in the library with Internet access
- 4 Wenger 7 shelf Music Library units for storage of 1000 music titles
- 1 Wenger 7 shelf end cover
- 1 Wenger music sorting rack
- 2 legal size 5 drawer file cabinets
- Shelving in both rooms for accessories, etc. Wegner. No built-ins.
- Copier in the workroom
- Office and libraries for choral and instrumental music need to be separate

SPATIAL RELATIONSHIPS:

- Adjacent to the instrumental room
- Adjacent to ensemble and practice rooms

MUSIC
9-12
PIANO LAB – THEORY/COMP

EDUCATIONAL USE:

- Large group, small group and individual instruction
- Group and individual work
- Demonstrations

GENERAL DESCRIPTION OF AREA:

- Open area with classroom seating for computer study and research
- Resource area for research, theory and composition.

FURNISHINGS:

Flooring:

- Carpet
- Optional Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Student desks and chairs
- Teacher desk and chair
- Computer workstation furniture
- Desk height file cabinet
- Wastebasket

FIXED EQUIPMENT:

- 3' tall Wardrobe
- 10' bookcases
- 16' chalk/marker board
- 16' tack board
- 10' base cabinets
- Pencil sharpener support
- Windows with integral blinds
- 10' wall cabinets

MUSIC
9-12
PIANO LAB – THEORY/COMP

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi level switching
- Florescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to video port
- Central sound system

Technology:

- 1 video ports, monitors
- 1 voice port
- 1 data port near teacher's workstation
- 4 data posts for student use

SPECIAL CONSIDERATIONS:

- 15 – 20 student seating maximum
- This area should be accessible from the band room and choir room
- 2 – 8' dry erase boards. One board with music staves, one without
- Outlets on each wall
- Computer and Internet accessibility
- 15 computers with keyboards
- 15-20 Student chairs
- 1-storage cabinet for disks and classroom supplies
- 15 computer desks with undercarriage keyboard tray
- This area should have hard surface flooring – no carpet
- Flexibility of space

SPATIAL RELATIONSHIPS:

- Near the band, orchestra and choir spaces
- In close proximity to large group restrooms
- Near teacher prep area/ workroom

DRAMA
9-12
CLASSROOMS

EDUCATIONAL USE:

- To offer the students experience and guidance in the area of Drama and Dramatic Arts
- This area provides instruction in all aspects of drama and theater

GENERAL DESCRIPTION OF AREA:

- Open area room with hardwood platform on one side of the room, locking storage on the other side of the room with mirrors at one end and bookshelves at the other. TV/VCR mounted in the corner of the room.

FURNISHINGS:

Flooring:

- Vinyl composition flooring for classroom

Ceiling:

- Suspended, acoustical 16' high

Furniture

- Student desks and chairs
- Teacher desk and chair
- Desk height file cabinet

FIXED EQUIPMENT:

- 3' tall wardrobe
- 10' bookcases
- 16' chalk/marker board
- 16' tack board
- Pencil sharpener

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles

DRAMA
9-12
CLASSROOMS

- Duplex receptacle adjacent to video port
- Central sound system
- Clock

Technology:

- 1 video port, monitor and brackets
- 1 voice port
- 1 data port near workstation
-

SPECIAL CONSIDERATIONS:

- Stage floor to take up one end of rectangular classroom - 12' out into room
- Storage and office will be behind the stage
- Direct classroom access to Theater
- Office space to comfortably accommodate 2 faculty members
- Library for 2 people
- 1-4 square bulletin board for messages to student librarians
- Walls will need to be at least 10' to accommodate tall scenery
- One wall of mirrors
- One large desk and chair
- 1 computer terminal with Internet access
- 2 Legal size 5 drawer file cabinets
- Shelving in rooms for accessories
- TV/VCR wall mounted
- Duplex electrical outlets on dry erase wall in front of stage area
- Duplex electrical outlets in front of the stage area and mirrored wall
- Movable furniture
- Resource center with shelving for books, recordings and visual aids
- Computer station for research
- Video equipment and video camera

SPATIAL RELATIONSHIPS:

- Offices and library should be an integral part of the Music Department
- Proximity to large group restrooms

DRAMA
9-12
OFFICE

EDUCATIONAL USE:

- Professional interaction should be encouraged to improve communication, professional development and team building

GENERAL DESCRIPTION OF AREA:

- This workroom area will have tables and chairs, storage cabinets and counter workspace as well as a computer station to work on lesson plans and class projects.

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended, acoustical

Furniture

- Tables and chairs
- Computer workstation furniture
- Wastebasket

FIXED EQUIPMENT:

- 4' chalk/marker board
- 4' of tack board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

DRAMA
9-12
OFFICE

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Duplex receptacles for office equipment
- Central sound system
- Clock

Technology:

- 1 video port
- 1 voice port
- 2-8 data ports near workstations

SPECIAL CONSIDERATIONS:

- The office should have 1-4 ft tack space
- One large desk and chair
- Computer terminal
- 2 legal-size 5 drawer file cabinets
- Lockable storage cabinets
- May be combined with the arts department

SPATIAL RELATIONSHIPS:

- Near the auditorium
- Near physical education areas

THEATRE
9-12
GENERAL

EDUCATIONAL USE:

- This area provides a meeting area for those individuals who elect to attend performances the students produce and perform.
- This area also provides space for school and community convocations

GENERAL DESCRIPTION OF AREA:

- Open Theater for the production of various events presented by students of the Dance, Drama and Thespian group

FURNISHINGS:

Flooring:

- Carpet

Ceiling:

- Suspended acoustical
- Painted exposed structure
- Reflector panels

Furniture

- Theater seats to accommodate 30% – 40% of the student population

FIXED EQUIPMENT:

- Fixed Theater seating

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

THEATRE
9-12
GENERAL

Electrical:

- High intensity discharge lighting
- Dimmable quartz lighting
- Theatrical lighting
- Multi-level switching with dimming
- Duplex receptacle adjacent to each data and video port
- Central sound system
- Theater sound system
- Assistive listening system
- Life safety devises
- Emergency lighting
- Means of egress lighting
- Clocks

Technology:

- None

SPECIAL CONSIDERATIONS:

- A performing area needs to be provided in all high schools

SPATIAL RELATIONSHIPS:

- Adjacent to stage
- Adjacent to Theatrical control room

THEATRE
9-12
STAGE AREA

EDUCATIONAL USE:

- Stage acting
- Musical Performances
- Presentations

GENERAL DESCRIPTION OF AREA:

- This area is designed to meet the needs of those individuals participating in set design for performances as well as those who are assisting with props and performing in the productions

FURNISHINGS:

Flooring:

- Soft wood with the Thrust made from hardwood

Ceiling:

- Painted exposed structure
- Acoustical ceiling built to theater specs
-

Walls:

- Painted concrete masonry units

Furniture:

- Moveable lectern

FIXED EQUIPMENT:

- Front curtain, tack and valance or grand border
- Projection screen
- Rear curtain with track
- Leg curtains, tracks and/or pivots
- Sound control console receptacle
- Lighting control console receptacle
- Light pipe
- Border curtains
- Mid-stage traveler

Plumbing:

- Fire protection system

THEATRE
9-12
STAGE AREA

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Stage dimming system
- Theatrical lighting
- 6 duplex receptacles
- Duplex receptacle adjacent to video port
- Central sound system
- Emergency lighting
- Means of egress lighting
- Life safety devices

Technology:

- None

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- Connecting to make-up/dressing rooms
- Near Drama storage
- Adjacent to the Theater
- Adjacent to the Scene Shop

THEATRE
9-12
SCENE SHOP AND STORAGE AREA

EDUCATIONAL USE:

- Construction of sets, flats and scenery for fine arts performances
- Painting
- Cutting wood
- Assembling
- Gluing
- Storage of tools and materials
- Storage of sets, flats and scenery

GENERAL DESCRIPTION OF AREA:

- This area designed to meet the needs of those individuals participating in set design for performances as well as those who are assisting with props

FURNISHINGS:

Flooring:

- Sealed concrete

Ceiling:

- Painted exposed structure

Walls:

- Painted concrete masonry units
-

Furniture:

- Work tables
- Work bench stools
- Wastebasket

FIXED EQUIPMENT:

- 4' tack board
- 10' high overhead door
-

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control
- Manual exhaust

THEATRE
9-12
SCENE SHOP AND STORAGE AREA

Electrical:

- Single level switching
- Fluorescent lighting
- 4 duplex receptacles
- Central sound system
- Life safety devices
- Clock

Technology:

- 1 video port
- 1 voice port
- 1 data port
-

SPECIAL CONSIDERATIONS:

- Consider an overhead door to bring in supplies, equipment, props and large items for productions

SPATIAL RELATIONSHIPS:

- Near stage
- Near Drama storage
- Near Theater
- Convenient to outside and materials delivery

THEATRE
9-12
MAKE-UP AND DRESSING ROOMS

EDUCATIONAL USE:

- Dressing area for stage productions
- Application of make-up for stage productions

GENERAL DESCRIPTION OF AREA:

- This area is designed to meet the needs of those individuals participating in performances as well as those who are assisting with make-up and costumes
- Dressing rooms for costume changes

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture

- Chairs to accommodate 6 – 10 people
- Stools to accommodate 6 – 10 people
- Bench
- Mobile costume rack

FIXED EQUIPMENT:

- 12'-16' costume storage cabinets 108" high
- 8' tack board
- 8' sink base cabinet
- 13' work space
- 48" high makeup mirrors full length of work surface
- 2'20" wide X 60" high dressing mirrors

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

THEATRE
9-12
MAKE-UP AND DRESSING ROOMS

Electrical:

- Incandescent lighting over make-up mirrors
- Multilevel switching
- Florescent lighting
- Duplex receptacle along the length of the counter area
- Central sound system
- Life safety devices
- Clock

Technology:

- None

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- Near stage
- Near restrooms
- Easily accessed from the men's and women's dressing areas
- Two dressing areas – one for men and one for women

THEATRE
9-12
COSTUME STORAGE

EDUCATIONAL USE:

- Storage of Drama costumes, tuxedos, risers for performances

GENERAL DESCRIPTION OF AREA:

- Storage room with shelving, cabinets and racks for costumes

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture

- None

FIXED EQUIPMENT:

- 30'-40' storage cabinets 108" high

Plumbing:

- Fire protection system

HVAC:

- Supplemental heat as required

Electrical:

- Single level switching
- Fluorescent lighting
- 1 duplex receptacle per wall

Technology:

- None

THEATRE
9-12
COSTUME STORAGE

SPECIAL CONSIDERATIONS:

- A system of racks (costume) and shelving (hats) where all Drama costumes can be stored at all times
- The Drama storage entrance should have a dutch-door.
- Space for hanging costumes as well as packed storage boxes
- High shelving for head gear and props of various sizes
- Tile floor
- Outlets on each wall
- Open and closed shelving

SPATIAL RELATIONSHIPS:

- Adjacent to Arts area

**THEATRE
9-12
CONTROL ROOM**

EDUCATIONAL USE:

- Lighting and sound control for Theater
- Slide, movie and video projection
- Communications with stage

GENERAL DESCRIPTION OF AREA:

- This area is designed to meet the needs of those individuals participating in set design for performances as well as those who are assisting with props and performing in the productions
- This area will provide all the adaptations and applications for technical support to the Theater for every type of performance

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended acoustical

Walls:

- Painted concrete masonry units

Furniture

- Chairs

FIXED EQUIPMENT:

- 12' equipment/work surface
- 8' tack board
- Operable window
- Acoustic wall treatment

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

THEATRE
9-12
CONTROL ROOM

Electrical:

- Single level switching
- Fluorescent lighting
- Dimmable incandescent task lighting on work surface
- Theater wired through stage dimmer panel
- Stage dimming system
- Theatrical lighting
- Duplex receptacles
- Provisions for hard wired equipment
- Central sound system
- Empty communications conduit with pull cable from stage for future video projection control
- Theater sound system control panel
- Stage dimming system control panel
- Emergency lighting
- Life safety devices

Technology:

- 1 video port
- 1 voice port
- 2 data ports

SPECIAL CONSIDERATIONS:

- This area needs to be the control center for all productions/activities occurring on the stage

SPATIAL RELATIONSHIPS:

- Adjacent to the theater
- In close proximity to stage

PHYSICAL EDUCATION

PK-6

GYMNASIUM

EDUCATIONAL USE:

- Physical education students will practice and participate in exercise, sports activities, and physical fitness.
- Student assemblies and community use.

GENERAL DESCRIPTION OF AREA:

- One 50' x 84' basketball court. Total building area approximately 6,600 SF.
- Connect to main building.

FURNISHINGS:

Flooring:

- Vinyl sheet

Ceiling:

- Suspended, acoustical or exposed structure with sound dampening system
- 24 foot minimum clearance

Walls:

- Painted concrete masonry units

Furniture:

- Portable volleyball equipment

FIXED EQUIPMENT:

- Safety wall wainscot
- Six basketball backboards, fiberglass, adjustable height (4 side backstops able to raise when not in use)
- Wall padding

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

PHYSICAL EDUCATION

PK-6

GYMNASIUM

Electrical:

- High intensity discharge lighting
- Single level switching
- Central sound system
- Life safety devices per code
- Clock
- Eight duplex receptacles (minimum)
- Duplex receptacle adjacent to each data and video port
- Emergency lighting
- Electrical connections to PE equipment where necessary
- Security Alarm
- Security Camera

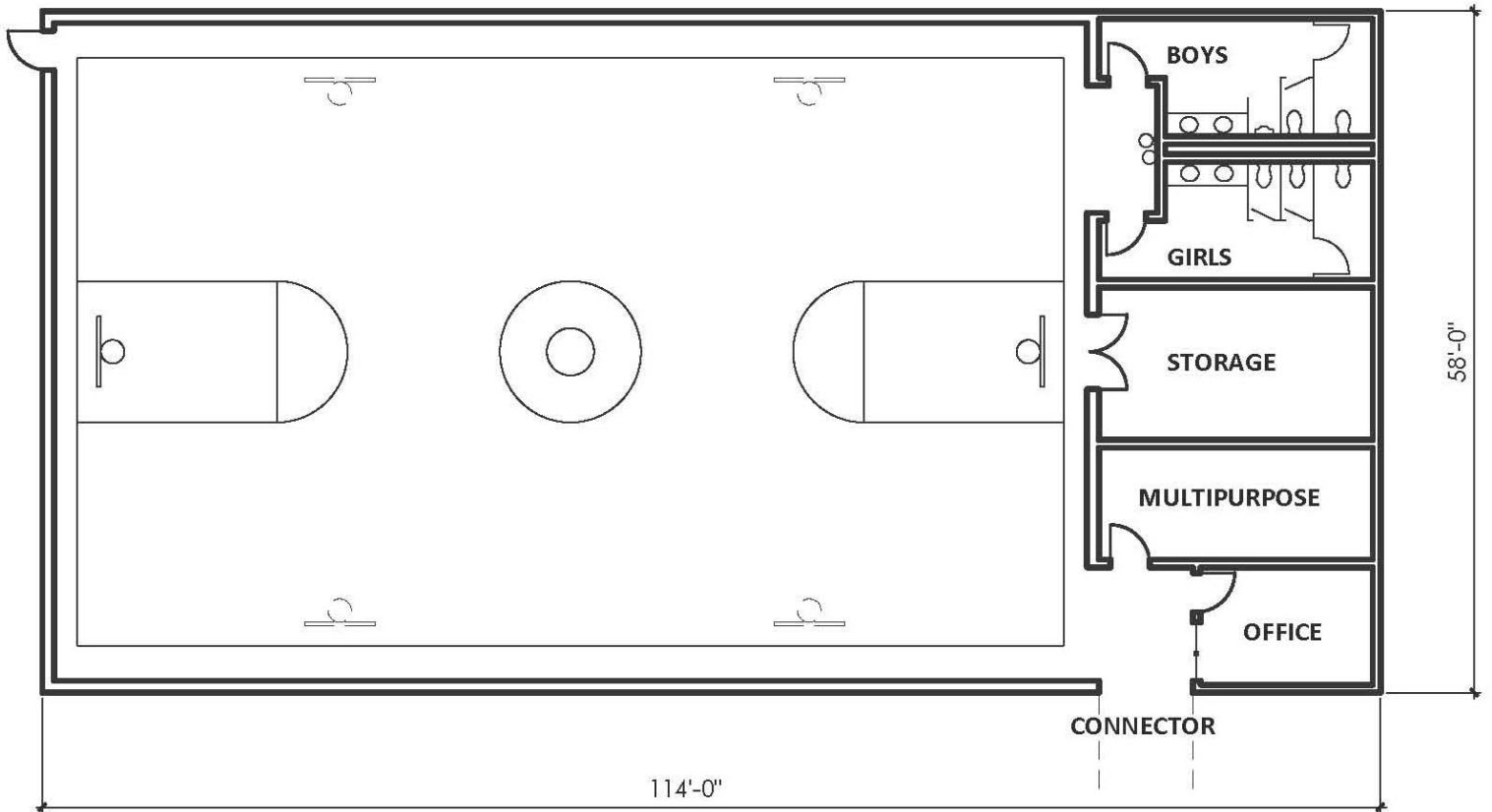
SPECIAL CONSIDERATIONS:

- Storage area needs to be lockable

SPATIAL RELATIONSHIPS:

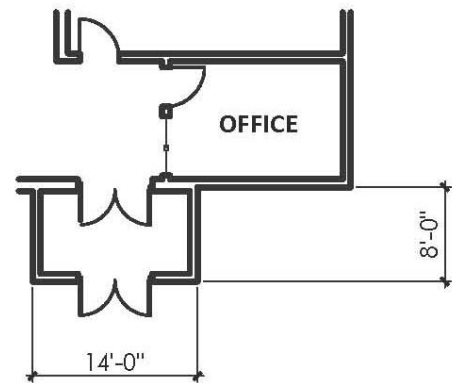
- Direct access to outdoors
- Near student commons area
- Access to storage area

PHYSICAL EDUCATION



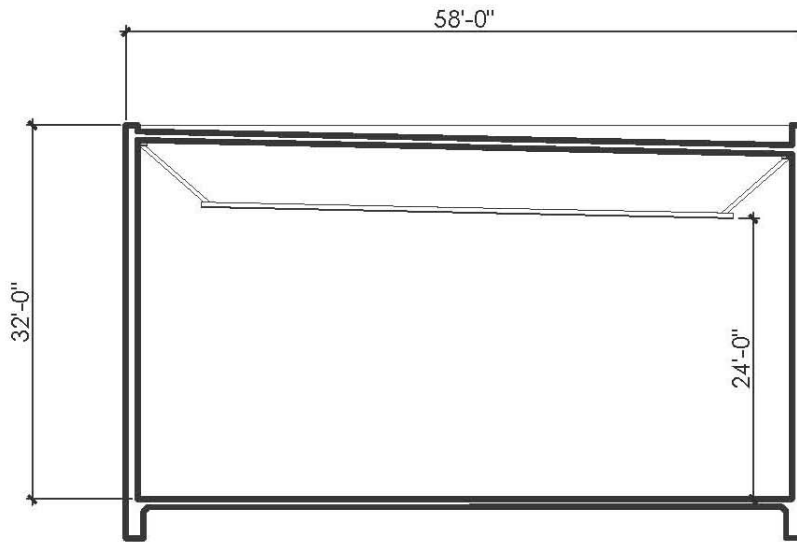
OPTION A

GYMNASIUM CONCEPT PLAN

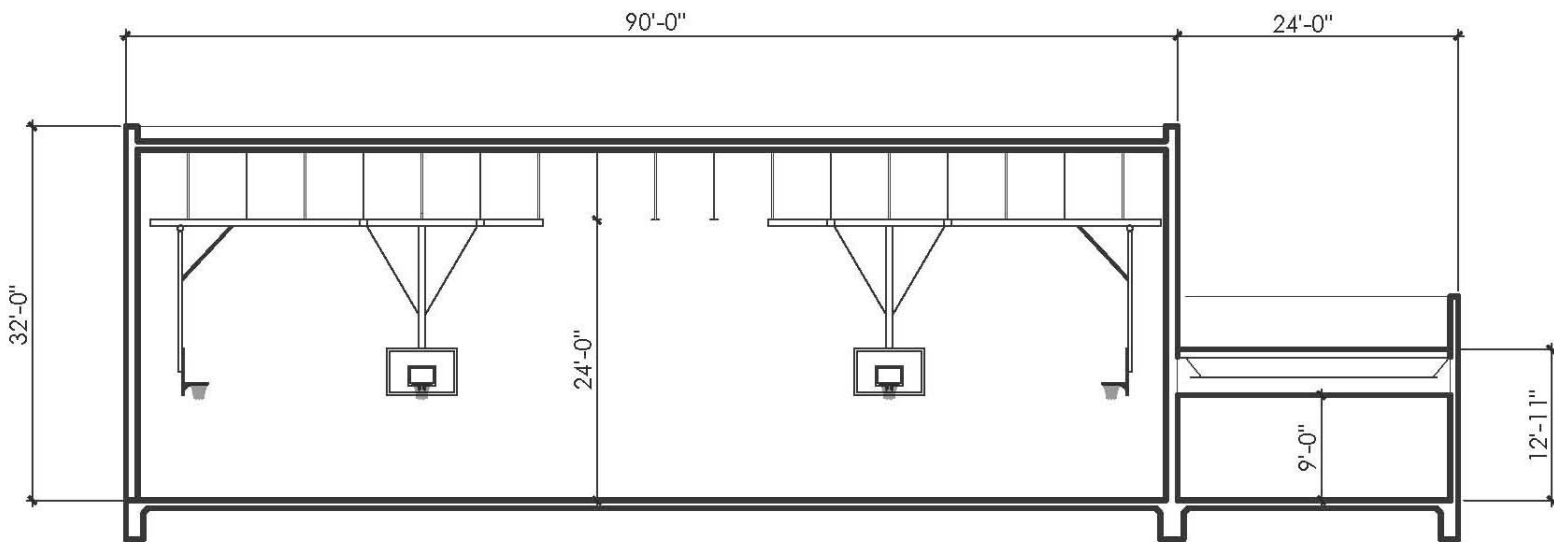


ENTRY OPTION B

PHYSICAL EDUCATION



GYMNASIUM CONCEPT CROSS SECTION



GYMNASIUM CONCEPT LONGITUDINAL SECTION

PHYSICAL EDUCATION

PK - 6

OFFICE

EDUCATIONAL USE:

- 140 SF space for planning and scheduling activities
- Space used to meet with students, parents and the public

GENERAL DESCRIPTION OF AREA:

- Access to the Gymnasium
- 4' x 4' Window to the Gymnasium
- Access to the Athletic Storage area

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Desk and chair
- Visitor chairs
- Computer desk return
- Wastebasket

FIXED EQUIPMENT:

- 4' of chalk/marker board
- 4' of tack board

PLUMBING:

- Fire protection system

PHYSICAL EDUCATION

PK - 6

OFFICE

HVAC:

- Supply/return air system
- Independent temperature control

ELECTRICAL:

- Single level switching
- Fluorescent lighting
- 3 duplex receptacles including 1 duplex receptacle adjacent to data and video port
- Central sound system

TECHNOLOGY:

- 1 voice port and phone
- 1 data port near workstation
- Video port

SPECIAL CONSIDERATIONS:

- None

SPATIAL RELATIONSHIPS:

- In close proximity to the Gymnasium
- In close proximity to the Storage Area

**PHYSICAL EDUCATION
PK-6
STORAGE AREA**

GENERAL USE:

- Area to store athletic and physical education equipment.

GENERAL DESCRIPTION OF AREA:

- 300 SF storage area

FURNISHINGS:

Flooring:

- Sealed concrete

Ceiling:

- Suspended acoustical or exposed structure

Walls:

- Painted concrete masonry units

Furniture:

- Tumbling mats on carts
- Ball carts
- P.E. equipment

FIXED EQUIPMENT:

- 18' – 30' open metal shelving 84" high and 12", 24" or 30" deep
- 16' - 26' of tall storage lockable cabinets
- Peg-board on back wall for use of hanging equipment i.e. jump ropes, etc.

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

PHYSICAL EDUCATION

PK-6

STORAGE AREA

Electrical:

- Fluorescent lighting
- Single level switching
- One duplex receptacle

SPECIAL CONSIDERATIONS:

- Relationship to exterior access for outside equipment access.

SPATIAL RELATIONSHIPS:

- Adjacent to gymnasium

PHYSICAL EDUCATION

PK-6

MULTIPURPOSE / FITNESS TESTING / SMALL GROUP AREA

EDUCATIONAL USE:

- Place to do individual fitness testing and small meetings

GENERAL DESCRIPTION OF AREA:

- 200 SF open work area adjacent to gymnasium

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Conference table and chairs
- File Cabinet

FIXED EQUIPMENT:

- None

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

Electrical:

- Fluorescent lighting
- Single level switching
- Duplex receptacles
- Clock

PHYSICAL EDUCATION
PK-6
MULTIPURPOSE / FITNESS TESTING / SMALL GROUP AREA

Technology:

- Voice port and phone
- Data port near workstation

SPECIAL CONSIDERATIONS:

- This area will serve as a small teaching station for P.E. program

SPATIAL RELATIONSHIPS:

- Near gymnasium

**PHYSICAL EDUCATION
PK-6
RESTROOMS**

EDUCATIONAL USE:

- Restroom facilities for students, staff and community
- Handicap accessible

GENERAL DESCRIPTION OF AREA:

- Restroom accessed only within gymnasium area

FURNISHINGS:

Flooring:

- Ceramic tile

Ceiling:

- Suspended, acoustical or painted gypsum wallboard

Walls:

- Painted masonry

Furniture

- Wastebasket

FIXED EQUIPMENT:

- Towel dispenser
- 24" x 60" mirror
- Toilet tissue holder
- 36" and 42" grab bar
- Soap dispenser

Plumbing:

- Wall-mounted water closet
- Wall-mounted lavatory
- Plumbing connections
- Fire protection system

PHYSICAL EDUCATION

PK-6

RESTROOMS

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- 1 Duplex receptacle
- Sound system – Extension of main sound system
- Life safety devices per code

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- N/A

SPATIAL RELATIONSHIPS:

- Accessible to gymnasium

PHYSICAL EDUCATION

7-8

GYMNASIUM

EDUCATIONAL USE:

- Physical education students will practice and participate in exercise, sports activities, and physical fitness.
- Student assemblies and community use.

GENERAL DESCRIPTION OF AREA:

- One 50' x 84' basketball court with minimal seating.
- Connect to main building.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Portable chalkboard

FIXED EQUIPMENT:

Architectural:

- Volleyball sleeves and standards on a cart
- Safety wall wainscot
- Six basketball backboards, fiberglass, adjustable height (4 side backstops able to raise when not in use)
- Wall padding

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control
- Security Alarm

PHYSICAL EDUCATION
7-8
GYMNASIUM

Electrical:

- High intensity discharge lighting
- Single level switching
- Central sound system
- Life safety devices per code
- Clock
- Eight duplex receptacles (minimum)
- Duplex receptacle adjacent to each data and video port
- Emergency lighting
- Gymnasium sound system
- Electrical connections to PE equipment where necessary

Technology:

- 2 video ports, monitors with cart
- 2 data ports (minimum)

SPECIAL CONSIDERATIONS:

- Storage needs to be lockable
- Ability to zone with the "community use" spaces.

SPATIAL RELATIONSHIPS:

- Direct access to outdoors
- Near student commons area
- Access to storage area

PHYSICAL EDUCATION

7-8

LOCKER ROOMS

EDUCATIONAL USE:

- Students change from their regular clothes into clothes appropriate for physical education and athletics.
- Students can develop fitness skills and weight training skills.
- Students can be educated in all areas of health.

GENERAL DESCRIPTION OF AREA:

- A large room with lockers for storage of school clothes and gym clothes.
- This room will also have restrooms.

FURNISHINGS:

Flooring:

- Vinyl or rubber sheet flooring or rubber tile

Ceiling:

- Suspended acoustical or washable hard surface

Walls:

- Painted concrete masonry units

Furniture:

- Wastebasket
- Universal fitness system i.e. weight machine
- Chin bars
- Climbing rope

FIXED EQUIPMENT: Each locker room needs:

Architectural:

- Athletic lockers - 30
- 8' chalk/marker board (total)
- 8' tack board (total)
- Locker benches

Plumbing:

- Fire protection system
- Drinking fountain

PHYSICAL EDUCATION

7-8

LOCKER ROOMS

HVAC:

- Exhaust air system
- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Single level switching
- Duplex receptacles
- Emergency lighting per code
- Central sound system
- Clock

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- Consider locker rooms without shower area and including 200 sq feet for small fitness testing area

SPATIAL RELATIONSHIPS:

- Direct access to both gymnasium and outdoor area
- Adjacent to student restroom
- Located on gymnasium level

PHYSICAL EDUCATION

7-8

MULTIPURPOSE / FITNESS TESTING / SMALL GROUP AREA

EDUCATIONAL USE:

- Place to do individual fitness testing and small team meetings

GENERAL DESCRIPTION OF AREA:

- Open work area adjacent to gymnasium

FURNISHINGS:

Flooring:

- Selected concrete

Ceiling:

- Exposed structure

Walls:

- Painted concrete masonry units

Furniture:

- Desk
- File Cabinet

FIXED EQUIPMENT:

- 8' - 12' storage cabinets - lockable

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

Electrical:

- Fluorescent lighting
- Single level switching
- Duplex receptacles
- Clock

Technology:

- Voice port and phone
- Data port near workstation

PHYSICAL EDUCATION

7-8

MULTIPURPOSE / FITNESS TESTING / SMALL GROUP AREA

SPECIAL CONSIDERATIONS:

- This area will serve as a second small teaching station for P.E. program

SPATIAL RELATIONSHIPS:

- Near locker rooms
- Near gymnasium

PHYSICAL EDUCATION

9-12

MAIN GYMNASIUM

EDUCATIONAL USE:

- Main Gym will be primarily used for sporting events, Physical Education classes, Interscholastic athletic competition and practice
- Community use
- Various athletic programs utilizing this facility will create meaningful guidelines for health, exercise and various sports activities which will provide foundation for students to develop a regimen they will be able to sue for a lifetime

GENERAL DESCRIPTION OF AREA:

- The largest of the two school gymnasiums

FURNISHINGS:

Flooring:

- Wood flooring

Ceiling:

- Painted exposed structure

Walls:

- Painted concrete masonry units

Furniture:

- Portable chalk/marker board

FIXED EQUIPMENT:

Architectural:

- Telescoping stands
- 6 basketball backstops with safety glass
- Volleyball sleeves and standards on a cart
- Safety wall wainscot
- Divider gym curtain
- Chin-up bar
- Scorer's table

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

**PHYSICAL EDUCATION
9-12
MAIN GYMNASIUM**

Electrical:

- Single level switching
- High intensity discharge lighting with guards
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system
- Gymnasium sound system
- Emergency lighting
- Means of egress lighting
- Clocks with wire guards
- Electrical connections to PE equipment where necessary
- Scoreboard

Technology:

- 1 voice port
- 3 data port near workstation
- 4 video port, 1 monitor with cart

SPECIAL CONSIDERATIONS:

- No tile in Gym area
- Playing floor size must be 90X50 on Auxiliary Gym and 94X50 on Main Gym with 10' safety lands surrounding the playing floor
- Consider closed circuit capabilities for Concession and common area
- Film stand and broadcast table behind scorer's table
- This area should be designed with bleacher seating around the parameter of the Gym floor
- Floor to be marked with regulation markings for various sports activities
- Consider seating for at least 1540 spectators during athletic competition and assemblies
- Consider locked storage at one end

SPATIAL RELATIONSHIPS:

- In close proximity to the Auxiliary Gym
- In close proximity to the dressing rooms
- In close proximity to the Athletic and PE storage areas
- In close proximity to the Athletic Training Room

PHYSICAL EDUCATION
9-12
PRACTICE GYMNASIUM

EDUCATIONAL USE:

- Physical Education classes, Interscholastic athletic competition and practice during non-school hours
- Community use

GENERAL DESCRIPTION OF AREA:

- The smallest of the two school gymnasiums

FURNISHINGS:

Flooring:

- Wood flooring

Ceiling:

- Painted exposed structure

Walls:

- Painted concrete masonry units

Furniture:

- Portable chalk/marker board

FIXED EQUIPMENT:

Architectural:

- 6 basketball backstops with safety glass
- Volleyball sleeves and standards on a cart
- Safety wall wainscot
- Divider gym curtain
- Scorer's table

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

PHYSICAL EDUCATION
9-12
PRACTICE GYMNASIUM

Electrical:

- Single level switching
- High intensity discharge lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system
- Gymnasium sound system
- Emergency lighting
- Means of egress lighting
- Clocks with wire guards
- Electrical connections to PE equipment where necessary
- Scoreboard

Technology:

- 1 voice port
- 3 data port near workstation
- 2 video port, 1 monitor with cart

SPECIAL CONSIDERATIONS:

- No tile in Gym area
- Playing floor size must be 90X50 on Auxiliary Gym and 94X50 on Main Gym with 10' safety lands surrounding the playing floor

SPATIAL RELATIONSHIPS:

- In close proximity to the Main Gym and Auxiliary Gym
- In close proximity to the dressing rooms
- In close proximity to the Athletic and PE storage areas
- In close proximity to the Athletic Training Room

PHYSICAL EDUCATION
9-12
WEIGHT ROOM

EDUCATIONAL USE:

- Auxiliary Space for weight lifting in physical education classes

GENERAL DESCRIPTION OF AREA:

- Open room to serve as an area for weight lifting

FURNISHINGS:

Flooring:

- Tile or rubber floor

Ceiling:

- Painted exposed structure

Walls:

- Painted concrete masonry units

Furniture:

- Weights
- Benches and other equipment used in weight lifting

FIXED EQUIPMENT:

Architectural:

- 16' chalk/marker board
- 8' tack board
- Mat hoist
- Safety wall wainscot

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

PHYSICAL EDUCATION
9-12
WEIGHT ROOM

Electrical:

- High intensity discharge lighting
- Multi-level switching
- Duplex receptacles
- Central sound system with horns
- Emergency lighting
- Clock with wire guards

Technology:

- 1 video port
- 1 voice port
- 1 data port

SPECIAL CONSIDERATIONS:

- All marker boards need to be dry-erase

SPATIAL RELATIONSHIPS:

- Adjacent to gymnasium
- Near PE/Athletic offices

PHYSICAL EDUCATION
9-12
WRESTLING/AEROBICS/DANCE

EDUCATIONAL USE:

- Auxiliary Space for wrestling, aerobics and dance classes

GENERAL DESCRIPTION OF AREA:

- Open room to serve as an multipurpose area

FURNISHINGS:

Flooring:

- Tile or rubber floor

Ceiling:

- Painted exposed structure

Walls:

- Painted concrete masonry units

Furniture:

- Wrestling mats and equipment

FIXED EQUIPMENT:

Architectural:

- 16' chalk/marker board
- 8' tack board
- Mat hoist
- Safety wall wainscot

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

PHYSICAL EDUCATION
9-12
WRESTLING/AEROBICS/DANCE

Electrical:

- High intensity discharge lighting
- Multi-level switching
- Duplex receptacles
- Central sound system with horns
- Emergency lighting
- Life safety devices per code
- Clock with wire guards

Technology:

- 1 video port
- 1 voice port
- 1 data port

SPECIAL CONSIDERATIONS:

- All marker boards need to be dry-erase

SPATIAL RELATIONSHIPS:

- Adjacent to gymnasium
- Near PE/Athletic offices

**PHYSICAL EDUCATION
9-12
TRAINING ROOM**

EDUCATIONAL USE:

- Injury rehabilitation, injury prevention and injury management
- Treatments such as hydro therapy, stretching and taping

GENERAL DESCRIPTION OF AREA:

- Locker room type area to assist with pain management and rehabilitation from sports injuries

FURNISHINGS:

Flooring:

- Vinyl / tile

Ceiling:

- Suspended acoustical

Walls:

- Painted concrete masonry units with mounting capabilities for equipment

Furniture:

- Chairs
- Taping tables
- Stationary bicycles
- Stairmaster
- Treadmill
- Ice machine
- Wastebasket

FIXED EQUIPMENT:

Architectural:

- 4' tack board
- 6' sink base cabinet
- 6' wall cabinets
- 4' chalk/marker board
- Whirlpool
- Towel dispenser
- Ice machine

**PHYSICAL EDUCATION
9-12
TRAINING ROOM**

Plumbing:

- Fire protection system
- Plumbing connections, floor drain and slop sink

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Single level switching
- Duplex receptacles
- Duplex receptacle adjacent to each data port
- Electrical power for ice machine and whirlpool
- Central sound system

Technology:

- 1 voice port
- 1 data port near the trainer workstation

SPECIAL CONSIDERATIONS:

- This area will provide a spacious room to evaluate, rehabilitate and prepare athletes for practice.
- We will be working with in-season and out-of-season athletes for 20 varsity sports programs
- This area will also be used as a taping area and treatment area for athletic injuries
- Hydro area, whirlpools, ice machines and sinks will be included in this area
- The Cardiovascular area will provide exercise on stationary bikes, stairmaster and treadmill
- This area will accommodate approximately 10-12 students and adults
- Two ground outlets in the Hydro area
- Separate outlet for ice machine
- Two taping tables
- Two Air-Dyne bikes
- Muscle stimulation machine
- Extremity whirlpool
- Treadmill
- Two stools on wheels

PHYSICAL EDUCATION

9-12

TRAINING ROOM

- Refrigerator/freezer unit
- 2 treatment tables
- One total gym
- One portable full length mirror

SPATIAL RELATIONSHIPS:

- Near multi-use PE room
- Near physical health classroom
- Near Gymnasium
- Near student locker rooms

PHYSICAL EDUCATION
9-12
HEALTH CLASSROOM

EDUCATIONAL USE:

- Large group, small group and individual instruction
- Area classroom for all levels of health studies
- This area will also be used for classes on substance abuse and personal hygiene classes

GENERAL DESCRIPTION OF AREA:

- Student instruction area with classroom seating format
- Study area with information posted and instructional presentation area conveniently located for all students to have visible access to all information posted in the room
- Secure area considered for tornado shelter

FURNISHINGS:

Flooring:

- Vinyl composition tile
- Carpet (optional)

Ceiling:

- Suspended acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Student desks and chairs for approximately 25-30 students
- Teacher desk and chair
- Computer workstation furniture
- Desk height file cabinet
- One skeleton in a tall storage cabinet
- Computer/Printer/Scanner with Internet access
- Two work tables
- Two file cabinets

FIXED EQUIPMENT:

Architectural:

- Tall wardrobe
- 10' bookcases
- 16' marker board
- 16' tack board
- Windows with integral blinds

**PHYSICAL EDUCATION
9-12
HEALTH CLASSROOM**

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Multi-level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- Central sound system

Technology:

- 1 video port and monitor
- 1 voice port
- 1 data port near teacher workstation
- 4 data ports for student use

SPECIAL CONSIDERATIONS:

- Open shelving as well as lockable storage areas
- 2 four drawer letter size filing cabinets and legal size filing cabinet
- Secured storage area for equipment used solely by the Health class
- Flexibility of space is important
- TV/VCR with overhead projector and pull down screen
- Floor space for group activities such as CPR class and fitness testing

SPATIAL RELATIONSHIPS:

- Near other Physical Education program areas
- Proximity to large group restrooms

PHYSICAL EDUCATION
9-12
LAUNDRY ROOM

EDUCATIONAL USE:

- This area will be used by students participating in health related courses and athletics to properly care for equipment and uniforms

GENERAL DESCRIPTION OF AREA:

- A smaller area containing folding tables, washers, dryers hanging racks and storage cabinets
- This area is used for the general purpose of caring for the washable items used by the Health, Physical Education and athletic departments
- Should be able to accommodate 2 to 3 people in the room at a time

FURNISHINGS:

Flooring:

- Vinyl / tile

Ceiling:

- Suspended acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Laundry carts
- Folding tables

FIXED EQUIPMENT:

Architectural:

- Jumbo oversized washers and dryers

Plumbing:

- Plumbing connections for washer
- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control
- Vent for dryer

PHYSICAL EDUCATION
9-12
LAUNDRY ROOM

Electrical:

- Single level switching
- Fluorescent lighting
- 1 duplex receptacle per wall
- Receptacles for Washer and Dryer
- Central sound system
- Clock

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- Should consider a telephone in this area
- Center floor drain
- Doors need to be large enough to get washer/dryer through

SPATIAL RELATIONSHIPS:

- This area needs to be in close proximity to the Weight Room, Wrestling Room, Main and Auxiliary gyms
- This laundry room will be used by the entire PE/Athletic department for the proper care of uniforms, towels and other washable equipment belonging to the department
- This area needs oversized openings for commercial washers and dryers
- This area needs to be conveniently located and accessible to both male and female locker rooms (Do not put this equipment in the boys locker room)

PHYSICAL EDUCATION 9-12 CONCESSIONS

EDUCATIONAL USE:

- This area will provide the space to sell refreshments during all athletic activities as well as other programs held in the Main and Auxiliary Gyms
- This area will provide students the opportunity to learn marketing skills, stocking and ordering supplies

GENERAL DESCRIPTION OF AREA:

- This area will be located in close proximity to the lobby area for both the Main gym and Auxiliary Gym. This area will allow preparation and sales of concessions during school activities in this area.

FURNISHINGS:

Flooring:

- Vinyl composition tile – non-slip
- Rubberized covering that may be easily cleaned
- Center floor drain

Ceiling:

- Painted exposed structure

Walls:

- Painted concrete masonry units

Furniture:

- Countertops 30” minimum with two 30” openings for pop dispenser
- Large capacity refrigerator
- Large 36” doors to accommodate deliveries made by handcart
- Under counter storage
- Two 8’ wide service windows with 30” deep countertops

FIXED EQUIPMENT:

Architectural:

- Double sinks with hot and cold water (check local codes, some require Triple sink)

Plumbing:

- Plumbing connections for sinks and ice maker
- Fire protection system

PHYSICAL EDUCATION 9-12 CONCESSIONS

HVAC:

- Supply/return air system
- Independent temperature control
- Air and exhaust fans

Electrical:

- Multi level switching
- Fluorescent lighting
- Duplex receptacles
- Receptacles for refrigerator, ovens, ice machine, coffee maker, and other appliances for snack machines.
- Central sound system
- Clock

Technology:

- 1 video port for closed circuit sporting events
- 1 voice port

SPECIAL CONSIDERATIONS:

- Oversized doors to accommodate delivery carts
- Additional water connections for pop connections
- Under counter water heater
- Both 110 and 220 electrical outlets

SPATIAL RELATIONSHIPS:

- This area needs to be in close proximity to the Main and Auxiliary Gyms
- This area is for the general purpose of providing refreshments to visitors attending various athletic functions in the Main and Auxiliary Gym
- Concession area and ticket booth must be located in separate areas for effective traffic flow
- Consider closed circuit telecast capabilities to be customer friendly

PHYSICAL EDUCATION

9-12

PHYSICAL EDUCATION LOCKERS – BOYS AND GIRLS

EDUCATIONAL USE:

- This area will serve as the dressing area for male and female students participating in the school sporting events as well as other activities within the Physical Education Department

GENERAL DESCRIPTION OF AREA:

- Open area for changing clothes for participation in physical education and other physical activities. This area will provide full size lockers for storage of clothing and an area of individual showers for privacy.

FURNISHINGS:

Flooring:

- Concrete floors with rounded cement corners for drainage through drains located in the center of each shower area
- Center floor drain in locker area

Ceiling:

- Painted exposed structure

Walls:

- Painted concrete masonry units

Furniture: Each locker room needs:

- Rows of lockers with bases for benches in the center of the locker rows
- Benches approximately 4 ½ Ft. wide with wooden boards lengthwise on each side
- There should be 2 ½ locker doors widths between the locker and the bench
- Mirrored area with vanity top and outlets for blow dryers and other personal electrical appliances

FIXED EQUIPMENT:

Architectural:

Each locker room needs:

- 8' chalk/marker board
- 8' tack board

PHYSICAL EDUCATION

9-12

PHYSICAL EDUCATION LOCKERS – BOYS AND GIRLS

Plumbing: Each locker room needs:

- 5 Lavatories and toilets appropriate for the number of students utilizing this area
- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control
- Air and exhaust fans

Electrical:

- Multi level switching
- Fluorescent lighting
- Duplex receptacles
- Central sound system
- Clock

Technology:

- 1 video port
- 1 voice port
- 1 data port

SPECIAL CONSIDERATIONS:

- Line of sight should be considered for shower area
- Shower hooks and soap dispensers
- Consider towel distribution from the locker area to the laundry room
- This area should be used for PE classes and visitor dressing rooms for athletic activities
- The number of lockers needed will be determined at each school site program

SPATIAL RELATIONSHIPS:

- Near the Main and Auxiliary Gymnasium
- Near other locker rooms

PHYSICAL EDUCATION
9-12
ATHLETIC LOCKERS – BOYS AND GIRLS

EDUCATIONAL USE:

- This area will serve as the dressing area for male and female students participating in the school sporting events as well as other activities within the Physical Education Department

GENERAL DESCRIPTION OF AREA:

- Open area for changing clothes for participation in sporting events and other physical activities. This area will provide full size lockers for storage of clothing and an area of individual showers for privacy.

FURNISHINGS:

Flooring:

- Concrete floors with rounded cement corners for drainage through drains located in the center of each shower area
- Center floor drain in locker area

Ceiling:

- Painted exposed structure

Walls:

- Painted concrete masonry units

Furniture:

- Rows of lockers with bases for benches in the center of the locker rows
- Benches approximately 4 ½ Ft. wide with wooden boards lengthwise on each side
- There should be 2 ½ locker doors widths between the locker and the bench
- Mirrored area with vanity top and outlets for blow dryers and other personal electrical appliances

FIXED EQUIPMENT:

Architectural:

- 8' chalk/marker board
- 8' tack board

Plumbing:

- 5 Lavatories and toilets appropriate to serve number of students using locker area
- Fire protection system

PHYSICAL EDUCATION
9-12
ATHLETIC LOCKERS – BOYS AND GIRLS

HVAC:

- Supply/return air system
- Independent temperature control
- Air and exhaust fans

Electrical:

- Multi level switching
- Fluorescent lighting
- Duplex receptacles for use of small appliances.
- Central sound system
- Clock

Technology:

- 1 video port
- 1 voice port
- 1 data port

SPECIAL CONSIDERATIONS:

- Line of sight should be considered for shower area
- Provide private stalls instead of gang showers
- Shower hooks and soap dispensers
- Consider towel distribution from the locker area to the laundry room
- This area should be used for PE class and home team and visitor dressing room for athletic activities
- Number of lockers needed will be determined at each site specific program

SPATIAL RELATIONSHIPS:

- Near the Main and Auxiliary Gymnasiums
- Near other locker rooms

PHYSICAL EDUCATION
9-12
MALE ATHLETIC DIRECTOR'S OFFICE

EDUCATIONAL USE:

- Space for planning and scheduling activities
- Space used to meet with coaches, parents and the public

GENERAL DESCRIPTION OF AREA:

- Office area for the Athletic Directors - both male and female
- Access to the Main and Auxiliary Gym
- Access to the Athletic Storage area

FURNISHINGS:

Flooring:

- Vinyl / tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture: Each office needs:

- Desk and chair
- Visitor chairs
- Computer desk return
- Small conference table and chairs
- Wastebasket

FIXED EQUIPMENT:

Architectural:

Each office needs:

- 4' of chalk/marker board
- 4' of tack board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

PHYSICAL EDUCATION
9-12
MALE ATHLETIC DIRECTOR'S OFFICE

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to data and video port
- Central sound system

Technology:

- 1 voice port
- 1 data port near workstation
- Video port

SPECIAL CONSIDERATIONS:

- Individual restroom, changing area for adult males, referees, coaches
- Consider conference space for 10-12 people.

SPATIAL RELATIONSHIPS:

- In close proximity to the Main Gym and Auxiliary Gym
- In close proximity to the dressing rooms
- In close proximity to the Athletic and PE storage areas
- In close proximity to the Athletic Training Room

PHYSICAL EDUCATION
9-12
FEMALE ATHLETIC DIRECTOR'S OFFICE

EDUCATIONAL USE:

- Space for planning and scheduling activities
- Space used to meet with coaches, parents and the public

GENERAL DESCRIPTION OF AREA:

- Office area for the Athletic Directors - both male and female
- Access to the Main and Auxiliary Gym
- Access to the Athletic Storage area

FURNISHINGS:

Flooring:

- Vinyl / tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture: Each office needs:

- Desk and chair
- Visitor chairs
- Computer desk return
- Small conference table and chairs
- Wastebasket

FIXED EQUIPMENT:

Architectural:

Each office needs:

- 4' of chalk/marker board
- 4' of tack board

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

PHYSICAL EDUCATION
9-12
FEMALE ATHLETIC DIRECTOR'S OFFICE

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacle adjacent to data and video port
- Central sound system

Technology:

- 1 voice port
- 1 data port near workstation
- Video port

SPECIAL CONSIDERATIONS:

- Individual restroom, changing area for adult males, referees, coaches
- Consider conference space for 10-12 people.

SPATIAL RELATIONSHIPS:

- In close proximity to the Main Gym and Auxiliary Gym
- In close proximity to the dressing rooms
- In close proximity to the Athletic and PE storage areas
- In close proximity to the Athletic Training Room

PHYSICAL EDUCATION

9-12

P.E. STORAGE

EDUCATIONAL USE:

- Storage for PE class equipment

GENERAL DESCRIPTION OF AREA:

- General storage area with open shelving, lockable cabinets and file cabinets

FURNISHINGS:

Flooring:

- Sealed concrete

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Mobile equipment carts
- Ball carts
- Tumbling mats on carts

FIXED EQUIPMENT:

Architectural:

- 32' – 48' open metal shelving 84' high and 12,24 or 30" deep

Plumbing:

- Plumbing connections
- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- 1 duplex receptacle per wall

PHYSICAL EDUCATION

9-12

P.E. STORAGE

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- This area will be used to store equipment used for various P.E. classes
- This area will also be used to store some athletic equipment
- There will be one large area with shelves on one side
- Large hooks on the wall for hanging sports equipment and bags
- Long hooks on the wall for holding poles and other oversized objects

SPATIAL RELATIONSHIPS:

- Adjacent to gymnasium
- Near PE/Athletic office

**PHYSICAL EDUCATION
9-12
ATHLETIC STORAGE**

EDUCATIONAL USE:

- Storage for athletic equipment

GENERAL DESCRIPTION OF AREA:

- Open storage with the ability of storing all athletic equipment.
- Open shelving
- Hooks on walls for items that can be hung
- Areas for pole storage

FURNISHINGS:

Flooring:

- Sealed concrete

Ceiling:

- Suspended acoustical

Walls:

- Painted concrete masonry units with mounting capabilities for equipment

FIXED EQUIPMENT:

Architectural:

- 32"-48" open metal shelving 84": high by 12, 24 or 30" deep

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- 1 duplex receptacle per wall

Technology:

- N/A

PHYSICAL EDUCATION
9-12
ATHLETIC STORAGE

SPECIAL CONSIDERATIONS:

- Adequate square footage for sports excluding football, baseball, softball equipment
- Shelving area needs to include locked areas for game uniforms.
- Consider locked cage area for some equipment
- This area will be used to store equipment used for various team sports
- Large hooks on the wall
- Long hooks on the wall for holding poles and other oversized objects

SPATIAL RELATIONSHIPS:

- Adjacent to gymnasium
- Near PE and Athletic offices

PHYSICAL EDUCATION 9-12 STADIUM

EDUCATIONAL USE:

- Stadiums will be primarily used as competition venues for football and track.
- Various athletic programs utilizing this facility will dictate meaningful guidelines for health, exercise and various sports activities.

FIXED EQUIPMENT:

Architectural:

- Grandstands
- Press box
- Locker rooms
- Coach offices
- Concessions – both sides
- Public Toilets – both sides
- Athletic storage
- Stadium/field and track lighting
- Track – 8 lane synthetic surface

Plumbing:

- Fire protection system
- Landscape irrigation

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- High intensity discharge lighting with guards
- Duplex receptacles
- Duplex receptacle adjacent to each data and video port
- PA sound system
- Emergency lighting
- Means of egress lighting
- Scoreboard

Technology:

- 1 voice port
- 3 data ports near workstation
- 4 video ports, 1 monitor with cart
- Connections as required for TV and radio broadcast

PHYSICAL EDUCATION
9-12
STADIUM

SPECIAL CONSIDERATIONS:

- Artificial turf
- Consider closed circuit capabilities for Concession and common area
- Film stand and broadcast table in press box

SPATIAL RELATIONSHIPS:

- In close proximity to the Athletic and PE storage areas
- In close proximity to the Athletic Training Room

FOOD SERVICES

PK-12

KITCHEN

GENERAL USE:

- Space for the planning, ordering, preparation and serving of the meals, and for providing meals for the students and staff.

GENERAL DESCRIPTION OF AREA:

The kitchen area consists of several other areas which include:

- Preparation area
- Serving area
- Dry food storage
- Cooler/Freezer
- Ware washing

FURNISHINGS:

Flooring:

- Quarry tile

Ceiling:

- Cleanable, suspended, acoustical

Walls:

- Epoxy painted concrete masonry units

Furniture:

- N/A

FIXED EQUIPMENT:

Architectural:

- Hand sinks as required by code

Plumbing:

- Fire protection system
- Plumbing connections

HVAC:

- Supply/return air system
- Supplemental heat as required

FOOD SERVICES

PK-12

KITCHEN

Electrical:

- Separate entry with keypad/card access
- Separately zoned security system control keypad
- Single level switching
- Fluorescent lighting
- One duplex receptacle
- Clock

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- A kitchen consultant will be utilized to address the specific needs of this area.
- Serving lines should have solid surfaces and not open bar tray slides.

SPATIAL RELATIONSHIPS:

- Adjacent to student dining
- Near dining staff
- Near table storage
- Adjacent to loading/receiving dock

**FOOD SERVICES
PK-12
SERVING AREA**

GENERAL USE:

- Space for serving food.

GENERAL DESCRIPTION OF AREA:

- Part of the kitchen used to serve meals to students and staff.

FURNISHINGS:

Flooring:

- Quarry tile

Ceiling:

- Cleanable, suspended, acoustical

Walls:

- Epoxy painted concrete masonry units

Furniture:

- N/A

FIXED EQUIPMENT:

- Food service equipment

Plumbing:

- Connections to food service equipment
- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- Clock
- Connections to food service equipment
- Duplex receptacle at each cash register

Technology:

- Data port(s) at each cash register

**FOOD SERVICES
PK-12
SERVING AREA**

SPECIAL CONSIDERATIONS:

- N/A

SPATIAL RELATIONSHIPS:

- Adjacent to student dining
- Adjacent to preparation area

FOOD SERVICES
PK-12
CAFETERIA

GENERAL USE:

- Space for student dining and assemblies.

GENERAL DESCRIPTION OF AREA:

- Large area used by students where they can eat and visit with friends. Space for general assemblies and after-school community activities.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Tables and chairs or long tables with attached stools (to seat 1/3 of the student body at one time)
- Large waste receptacles

FIXED EQUIPMENT:

Plumbing:

- Fire protection system
- Drinking water cooler

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Fluorescent lighting
- Multi-level switching
- Eight duplex receptacles
- Central sound system
- Emergency lighting
- Student dining sound system
- Clock

**FOOD SERVICES
PK-12
CAFETERIA**

Technology:

- N/A

SPECIAL CONSIDERATIONS:

- N/A

SPATIAL RELATIONSHIPS:

- Adjacent to the kitchen
- Near dining staff
- Adjacent to stage

FOOD SERVICES
PK-12
TABLE STORAGE

GENERAL USE:

- Storage space for tables and chairs is desirable if space allows. A variety of tables and stacking chairs will be utilized. Separation from the seating area is preferred.

GENERAL DESCRIPTION OF AREA:

- Storage area large enough to hold folding tables and chairs.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Storage for chairs for 1/2 of student body to be seated at one time
- Tables for 1/3 - 1/2 of student body

FIXED EQUIPMENT:

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles

Technology:

- N/A

**FOOD SERVICES
PK-12
TABLE STORAGE**

SPECIAL CONSIDERATIONS:

- N/A

SPATIAL RELATIONSHIPS:

- Near food service

FOOD SERVICES
PK-12
FACULTY DINING AREA

GENERAL USE:

- Space for staff dining.

GENERAL DESCRIPTION OF AREA:

- Large area used by staff where they can eat and visit with friends - seats up to 1/3 of faculty.

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Tables and chairs
- Refrigerator
- Microwave
- Waste receptacles

FIXED EQUIPMENT:

Architectural:

- 3' sink base cabinet
- 8' of base and wall cabinets
- 4' of tack board
- Towel dispenser

Plumbing:

- Sink
- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

**FOOD SERVICES
PK-12
FACULTY DINING AREA**

Electrical:

- Single level switching
- Fluorescent lighting
- Duplex receptacles
- Duplex receptacles adjacent to each video port
- Receptacles for vending machines, refrigerator and microwave
- Central sound system
- Clock

Technology:

- 1 voice port
- 1 video port

SPECIAL CONSIDERATIONS:

- Needs to provide opportunity for 1/3 of faculty and staff to eat at one time

SPATIAL RELATIONSHIPS:

- Near cafeteria
- Near serving area for easy access

FOOD SERVICES
PK-6
P.E. STORAGE AREA

GENERAL USE:

- Storage for physical education equipment.

GENERAL DESCRIPTION OF AREA:

- Room near food storage area designated for P.E. Storage.

FURNISHINGS:

Flooring:

- Sealed concrete

Ceiling:

- Suspended, acoustical

Walls:

- Painted concrete masonry units

Furniture:

- Tumbling mats on carts
- Ball carts

FIXED EQUIPMENT:

Architectural:

- 32' - 48' of open metal shelving (total) 84" high up to 30" deep

Plumbing:

- Fire protection system

HVAC:

- Exhaust air system
- Supplemental heat as required

Electrical:

- Single level switching
- Fluorescent lighting
- One duplex receptacle on each wall

Technology:

- N/A

FOOD SERVICES
PK-6
P.E. STORAGE AREA

SPECIAL CONSIDERATIONS:

- This cafeteria will be used for P.E. part of the day and needs a storage area for P.E. equipment.

SPATIAL RELATIONSHIPS:

- Near cafeteria

FOOD SERVICES
PK-12
CENTRAL FOOD STORAGE AREA

EDUCATIONAL USE:

- General storage area for Food Services

GENERAL DESCRIPTION OF AREA:

- Entire area designed for Central Storage with the best utilization of space in mind

FURNISHINGS:

Flooring:

- Vinyl composition tile

Ceiling:

- Suspended, acoustical

Walls:

- Painted gypsum wallboard over metal studs

Furniture:

- Storage cabinets, file cabinets and shelf storage

FIXED EQUIPMENT:

Architectural:

- Open metal shelving 84” high, 12” deep, 24” deep or 30” deep

Plumbing:

- Fire protection system

HVAC:

- Supply/return air system
- Independent temperature control

Electrical:

- Single level switching
- Fluorescent lighting
- 1 duplex receptacle per wall

Technology:

- N/A

FOOD SERVICES
PK-12
CENTRAL FOOD STORAGE AREA

SPECIAL CONSIDERATIONS:

- Electrical outlets spaced around this area for rechargeable items placed in storage

SPATIAL RELATIONSHIPS:

- Near loading/receiving area
- Adjacent to the Kitchen
- Stools or a ladder will be needed to access top shelves

APPENDIX

ACKNOWLEDGEMENTS

Dr. Nancy R. Myers working with members of her staff in collaboration with Mr. Danny Jardine, Program Director, Senior VP Education/Public Sectors from The Facility Group wish to thank those who have been an integral part of developing the District Wide Educational Specifications for 9-12.

When completing a project as extensive as this one, it is important that all of the stakeholders work together as a team in developing a meaningful document based on the needs of the students of Oklahoma City Public Schools. We have appreciated the willingness of the entire team to work together.

The team has consisted of a number of groups including the MAPS for KIDS Trust as well the Administration and Board of Education of the Oklahoma City Public Schools.

Our first priority is to offer the students of Oklahoma City Public Schools facilities that meet their diverse needs. This priority presents a challenging opportunity in providing facilities that meet the needs of the students of today but also allows for maximum flexibility to respond to the future needs of all students. This document represents the thoughtful work of the stakeholders addressing those priorities.

Countless hours have been spent working with the Administration, Board and faculty and staff in discussing, reviewing, revising and explaining each line item in the educational program. The names of those persons who have worked collaboratively with us both in the spring of 2001 as well as those who have participated in the spring of 2002 have been included.

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The educational vision for Oklahoma City Public Schools was established in a two-part phase. The first part occurred during the master planning phases of the project prior to the passing of the bond and the tax program and the second part occurred in the Winter of 2002 after the bond issue had passed and the educational direction had been established working with Danny Jardine, Program Director, Senior VP Education/Public Sector of The Facility Group.

The following pages represent the information obtained from working with the faculty, staff and administration through this process in the first phases of the planning project.

SUMMARY OF INFORMATION FROM THE EDUCATIONAL VISION WORKSHOPS

HIGH SCHOOL

The foundation of the entire master plan must be based on the establishment of a well-articulated, visionary educational framework to meet the diverse needs of the student population in OKC both currently and into the future. In order to establish a visionary plan it is essential to involve the faculty and staff, as they will be the ultimate authors of carrying out the plan.

The process used to establish the vision for the educational program was to work with a representative group of faculty, staff, administrators and students from Pre-K-12th grade in two, one-day workshops. There were 100 participants invited to participate in each workshop. A total of 800 participants were invited to participate.

There were 4 workshops focusing on the elementary programs, 2 workshops for the middle school and 2 workshops for the high school faculty, staff and administration. This was determined based on the number of faculty members at each grade level. Since the elementary faculty represented the largest number, in order to get a representative sample, 4 workshops were conducted for the elementary programs.

Participants were selected through a variety of methods. Most often, the certified and non-certified unions representative working with the administrator in each building and the Executive Directors of each union made the determination as to who would

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participate from each building. The guidelines for the selection process were to have a representative sample of all of the faculty, staff, and administration of OKCPS; experienced teachers and new teachers to the District; representatives from all grade and subject levels and representation from all buildings in the District including the Enterprise, Specialty, Magnet, Alternative, and Comprehensive Schools. The main purpose was to have the workshop participation reflect the Oklahoma City population. Student Representatives were asked to participate in the High School Vision Workshops and Central Office Administrators were also encouraged to participate as well. The workshops were open to the community at large and several community members participated throughout the process. One community member participated in both days of one of the middle school workshops and another community member participated in one entire day of the high school workshop. Most often, community members came for a few hours to one workshop to understand the process. Jennifer Puckett, President of the School Board gave an opening address at the entire first round of workshops (8 workshops). Ted Metscher, Director of the Teacher's union, came to all 16 workshops to assist as needed. Joyce Henderson, Executive Director of School and Community Services actively participated in all of the workshops as well. Cindy Carroll, Administrative Assistant from Central Office, organized all of the materials for each of the workshops and assisted with all of the logistical details along with Joyce Henderson.

Participants were then assigned specific workshop dates as to have a cross section of schools represented at each workshop. Our goal was to have a diverse population represented for each workshop in the hope that faculty, staff, and administrators might have the opportunity to work with and learn about other programs throughout the District.

The first workshop day for all grade levels focused on a number of areas: 1) providing an overview of the Baldrige approach being utilized by all OKCPS with the specific goals that have been established at each school site; 2) discussion of those programs that are currently meeting the needs of the students; 3) discussion of those programs that are not meeting the needs of the students; 4) discussion as to appropriate methods that need to be employed to meet the needs of the diverse population throughout the District; 5) review of the social, demographic, educational and technological trends that will impact the students and thus may alter our vision; 6) identification of “basic/master” programs that should be available at all sites; 7) discussion and identification of equitable programs and facilities throughout the District; and 8) discussion of efforts to more meaningfully engage our community in the schools.

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Each participant completed an individual questionnaire expressing their opinions on each of the 8 areas previously mentioned. Then each small group discussed a number of these issues and shared their small group discussion with the larger group. In the final document, all of the responses from all of the participants have been included as well as the responses from each of the group discussions as well.

The participants for each workshop were limited to no more than 100 people. However, typically, there were 70-80 persons in attendance in most of the workshops. Every school within the District had the opportunity to participate but some schools chose not to send a representative for either workshop.

The second workshop for each of the groups (4 elementary, 2 middle school, 2 high school groups) occurred approximately 3 weeks after the first workshop. The same participants from the first workshop attended so as to provide some continuity for the process and ownership to the decisions. The intent was to give the participants time to go back into their buildings and obtain feedback from their colleagues based on the issues that were discussed at the first workshop. Our goal was to obtain maximum involvement from each building so that as decisions were being made as to the most appropriate direction for a visionary educational plan, a large majority of the faculty, staff and administration had been involved either directly or indirectly in the process. In many instances, participants did discuss issues from the first workshop with their colleagues and obtained additional feedback, which proved helpful and often insightful.

The second, one day workshop focused on 1) discussion of the most appropriate number of students in each building; 2) discussion of the most appropriate delivery system(s) for each grade level; 3) discussion of the educational programs that every school should have for long range planning. Each participant received a copy of all of the responses from their groups' first questionnaire to review and assist in gaining insight into the diversity of opinions within the group.

Again, the format was to have each participant complete the individual questionnaire followed by the group discussion. The comments from each of the groups were also recorded and are included in the final document.

At each session, each participant completed a participant profile so that we could identify the diversity of our groups. At the end of each workshop, the participants were asked to complete an evaluation of the workshop also. The results of the scoring of all 16 workshop evaluations doing an average of scores from all workshops was 4.3 out of a

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possible 5 points. The scoring was done utilizing all evaluation forms. If an area was left blank, it was scored as a zero so as to avoid inflating the scoring. The scoring system was a point system from 1-5 with 1 being lowest and 5 being the highest. This participant profile and evaluation information is also included in the final document as well.

At the completion of these workshops, over 550 pages of information have been received from the participants in the process. The next few pages provide a summary of the information that was discussed as well as written by the more than 700 faculty member's staff, students and administrators and community representatives that participated in the process. The comments are not listed in any order of priority but rather represent the issues, concerns, beliefs and feelings that were most often expressed by the participants representing the elementary, middle school and high school programs.

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HIGH SCHOOL VISION WORKSHOPS 1 G-H AND 2G – H

WHAT AREAS IN THE HIGH SCHOOL PROGRAM ARE CURRENTLY MEETING THE NEEDS OF THE STUDENTS?

- SCHOOLS ARE MAKING AN EXCELLENT EFFORT TO KEEP STUDENTS SAFE
- ALL ACADEMIC PROGRAMS ARE MEETING THE NEEDS OF THE STUDENTS
- VOCATIONAL TECHNICAL PROGRAMS
- EFFECTIVE DISCIPLINE PROGRAMS
- DIVERSITY IN PROGRAMS FOR ALL OF THE STUDENTS
- COMPUTER TECHNOLOGY
- ATHLETIC PROGRAMS
- EXTRACURRICULAR PROGRAMS
- SPECIALTY PROGRAMS
- ROTC PROGRAM

WHAT AREAS DO YOU FEEL NEED TO BE CHANGED TO MEET THE NEEDS OF THE CURRENT AND FUTURE STUDENT POPULATION?

- TRANSPORTATION
- 8 BLOCK SCHEDULING NEEDS TO GO TO 4 BLOCK SCHEDULING
- MORE ALTERNATIVE HIGH SCHOOLS
- FACILITIES NEED TO BE UPGRADED AND REPAIRED
- END SOCIAL PROMOTION
- ADDRESS THE NEEDS OF ESL STUDENTS
- IMPROVE QUALITY OF TEACHING STAFF
- CLASSROOM MATERIALS AND SUPPLIES NEED TO BE AVAILABLE IN A TIMELY MANNER
- PROFESSIONAL DEVELOPMENT FOR FACULTY IN TECHNOLOGY USE
- ALIGNMENT OF ALL CURRICULAR AREAS (BOTH VERTICALLY AND HORIZONTALLY)
- ACCESS TO TECHNOLOGY NEEDS TO BE AVAILABLE IN ALL CLASSROOMS

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HOW SHOULD THE LONG RANGE PLANNING NEEDS OF THE HIGH SCHOOL PROGRAM REFLECT THE TRENDS?

- ESL PROGRAM NEEDS TO BE MORE INTEGRATED
- THE “TRADITIONAL” HIGH SCHOOL MAY NOT BE MEETING MANY OF THE NEEDS OF THE STUDENTS
- FLEXIBILITY IN PROGRAM OFFERINGS AND DELIVERY SYSTEMS SHOULD BE CONSIDERED
- NEED TO FOCUS ON IMPROVING PARTNERSHIPS WITHIN THE COMMUNITY
- WE SHOULD BE RESPONDING TO LOCAL DATA, NOT NATIONAL DATA
- TECHNOLOGY NEEDS TO BECOME AN INVISIBLE PART OF THE CURRICULUM
- EVERY HIGH SCHOOL SHOULD BECOME A SPECIALTY SCHOOL TO MEET THE DIVERSE NEEDS OF ALL OF THE STUDENTS

HOW SHOULD WE APPROPRIATELY ADDRESS THE DIVERSE NEEDS OF ALL OF THE HIGH SCHOOL STUDENTS?

- EACH SCHOOL SHOULD DETERMINE SPECIFIC NEEDS OF ITS STUDENT POPULATION AND DEVELOP A PLAN TO MEET THEIR SITE SPECIFIC NEEDS
- PROVIDE THE PROGRAMS NEEDED FOR ALL STUDENTS TO BE SUCCESSFUL-NOT JUST THE COLLEGE BOUND STUDENTS
- TALK WITH THE STUDENTS AND ASK THEM WHAT THEY NEED
- THE FACULTY AND STAFF NEEDS TO BE MORE REPRESENTATIVE OF THE STUDENT POPULATION IN TERMS OF DIVERSITY
- EVERY HIGH SCHOOL SHOULD BECOME A MAGNET OR SPECIALTY SCHOOL
- CONTINUE THE COMMUNICATION WITH THE FACULTY, STAFF, PARENTS AND COMMUNITY IN ADDRESSING THE DIVERSITY WITHIN THE POPULATION

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WHAT ARE THE “BASIC/MASTER” PROGRAMS THAT SHOULD BE AVAILABLE AT ALL HIGH SCHOOL SITES?

- MATH AND READING PROGRAMS
- ESL PROGRAMS
- GUIDANCE COUNSELORS WHO COUNSEL
- WELL EQUIPPED MEDIA CENTERS
- FULL TIME NURSE
- COMPUTER LABS
- FINE ARTS PROGRAMS
- PERFORMING ARTS PROGRAMS
- CAFETERIA
- INDUSTRIAL TECHNOLOGY
- CORE CLASSES
- PHYSICAL EDUCATION
- FOREIGN LANGUAGE PROGRAMS
- ATHLETICS
- AUDITORIUM
- TECHNOLOGY RICH CLASSROOMS

HOW SIMILAR ARE THE PROGRAMS THROUGHOUT THE DISTRICT? WHAT AREAS DO YOU FEEL SHOULD BE MORE SIMILAR? WHAT AREAS DO YOU FEEL COULD OR SHOULD BE SITE SPECIFIC?

- CORE PROGRAMS ARE SIMILAR BUT IMPLEMENTED DIFFERENTLY
- BASIC PROGRAMS NEED TO BE ALIGNED BECAUSE OF STUDENT MOBILITY
- EXTRACURRICULAR ACTIVITIES ARE SITE SPECIFIC
- FACILITIES SHOULD BE SIMILAR---ALL NEED TO BE UPGRADED AND REPAIRED
- EQUAL ACCESS TO TECHNOLOGY IN ALL FACILITIES
- ALL SCHOOLS SHOULD HAVE FULLY EQUIPPED MEDIA CENTERS
- SOME PARTICIPANTS STATED THEY DID NOT THINK THERE WAS MUCH SIMILARITY BETWEEN THE HIGH SCHOOLS DUE TO THE SPECIFIC NEEDS OF EACH PROGRAM

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HOW SIMILAR ARE THE PROGRAMS THROUGHOUT THE DISTRICT? WHAT AREAS DO YOU FEEL SHOULD BE MORE SIMILAR? WHAT AREAS DO YOU FEEL COULD OR SHOULD BE SITE SPECIFIC? (continued)

- DISCIPLINE POLICIES AND ENFORCEMENT OF THOSE POLICIES SHOULD BE SIMILAR
- ALL SCHOOLS SHOULD BE SAFE ENVIRONMENTS

WHAT IS YOUR FEELING ABOUT EQUITY THROUGHOUT THE DISTRICT? IS THIS IMPORTANT?

- THERE IS NO EQUITY THROUGHOUT THE DISTRICT
- EQUITY IS VERY IMPORTANT
- EQUALITY OF FACILITIES IS IMPORTANT
- ALL FACILITIES ARE EQUAL---THEY ARE ALL IN NEED OF UPGRADING AND REPAIR
- CORE CURRICULUM SHOULD BE EQUAL
- THERE SHOULD BE EQUITY AMONG THE SCHOOLS IN RESOURCES, ATHLETICS, FACILITIES, PROGRAMS, STAFFING, SUPPLIES AND EQUIPMENT
- ALL SCHOOLS ARE DIFFERENT AND THEIR NEEDS ARE DIFFERENT. EQUITY IS RELATIVE!
- MAGNET AND SPECIALTY SCHOOLS ARE PERCEIVED TO OBTAIN MORE FINANCIAL ASSISTANCE THAN OTHER PROGRAMS

HOW COULD THE COMMUNITY EFFECTIVELY PARTNER WITH THE HIGH SCHOOLS?

- MENTORING PROGRAMS
- TUTORING PROGRAMS
- BUSINESS PARTNERSHIPS
- MORE PARENT PARTICIPATION
- MORE "USER FRIENDLY" SCHOOLS
- INTERNSHIPS FOR STUDENTS
- PTA PROGRAMS
- MORE PARENT/TEACHER CONFERENCES
- STUDENTS PARTICIPATION IN COMMUNITY PROJECTS

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HOW COULD THE COMMUNITY EFFECTIVELY PARTNER WITH THE HIGH SCHOOLS? (continued)

- OPEN THE BUILDINGS FOR COMMUNITY USE EACH WEEK
- SCHOOL PARTNERS DONATING THEIR TIME, TALENT AND TREASURES IN THE SCHOOLS

WHAT IS YOUR OPINION REGARDING THE SCHOOL SIZE ISSUE? HOW IMPORTANT IS SCHOOL SIZE?

- CLASS SIZE IS JUST AS IMPORTANT AS SCHOOL SIZE
- MANY PARTICIPANTS STATED THAT 600-1000 WOULD BE A REASONABLE SIZE FOR A HIGH SCHOOL
- OTHER SUGGESTIONS WERE: 1400 AND 350-700
- SCHOOLS NEED TO BE LARGE ENOUGH TO SUPPORT A VARIETY OF PROGRAMS TO MEET THE DIVERSE NEEDS OF THE STUDENT POPULATION

WHAT PROGRAM/DELIVERY SYSTEMS SHOULD BE CONSIDERED IN THE HIGH SCHOOL PROGRAMS?

- CORE CURRICULUM FOR ALL STUDENTS
- COLLEGE PREP
- VOCATIONAL TRAINING
- FLEXIBLE SCHEDULING WOULD BETTER MEET THE NEEDS OF ALL STUDENTS
- NONGRADED PROGRAMS TO ALLOW STUDENTS TO HAVE CONTINUOUS PROGRESS
- ALL CURRICULUM NEEDS TO BE ALIGNED BOTH VERTICALLY AND HORIZONTALLY
- CROSS CURRICULUM AND TEAM TEACHING
- DEPARTMENTAL TEACHING
- YEAR ROUND SCHOOL
- CONSIDER A MODIFIED BLOCK SCHEDULE
- INTERDISCIPLINARY TEACHING
- HIGH SCHOOL GRADE CONFIGURATIONS MENTIONED INCLUDE: 9-12 AND 10-12.

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LIST THE EDUCATIONAL PROGRAMS THAT SHOULD BE INCLUDED IN EVERY HIGH SCHOOL

- GUIDANCE PROGRAMS THAT COUNSEL STUDENTS
- WELL EQUIPPED MEDIA CENTER
- TRANSITION COURSES: SCHOOL TO WORK; SCHOOL TO COLLEGE; LIFE SKILLS AND EMPLOYMENT SKILLS
- FINE ARTS
- CORE SUBJECTS
- READING LAB WITH READING SPECIALISTS
- COMPUTERS IN ALL CLASSROOMS
- COMPUTER LABS
- FULL TIME NURSE
- MAINTENANCE PEOPLE ON SITE
- VOCATIONAL PROGRAMS
- PHYSICAL EDUCATION
- PERFORMING ARTS
- HOME ECONOMICS
- ROTC
- REMEDIAL CLASSES

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PARENT AND COMMUNITY INPUT OBTAINED THROUGH 29 SITE MEETINGS LOCATED THROUGHOUT OKLAHOMA CITY

Another very important part of establishing a community partnership process is the involvement of community members throughout the District. Often it is very difficult to establish ownership with the community at large without direct involvement. The purpose of conducting site meetings throughout the District was to give people the opportunity to participate in community meetings close to their homes. First of all to listen to their concerns, beliefs and opinions about the long range needs of Oklahoma City and the Public Schools but secondly and more importantly, to make a personal connection with participants so they would see the benefit in staying involved in the community partnership process. The format of each site meeting was similar to provide continuity with all of the meetings. Typically, the administrator of the host school would welcome the group and introduce representatives from the other schools that were to be in attendance for this site meeting. Sites were selected based on availability within the building for space to conduct a meeting as well as the central location of the site to other schools that were also included as the “communities” representing the school site area. There were 24 school building sites chosen throughout the District. There were only 23 school site meetings conducted due to electrically problems at Bodine Elementary with the need to cancel that site meeting. In addition to school site meetings, there were also meetings conducted in the Latino Community Center and the Asian Community Center as well as two meetings for the African American Community. There was also one meeting conducted for the Labor Leaders of Oklahoma City. These meetings were added at the request of the diverse communities in order to obtain as much input as possible representing all of the culturally diversity within Oklahoma City. The Native American community chose to participate through the school site meetings rather than having a separate site meeting.

Over a 2-month period, 29 site meetings were conducted with a total of over 1200 participants who signed the attendance sheets. Based on the unofficial count of participants, more than 1400 participants were involved in sharing their input. Based on the official count, almost half of the participants were employees of the District. Out of the 1200 plus participants, 454 signed up to stay involved through the Key Communicator process. Out of the 454, 161 were employees of the District.

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SUMMARY OF INPUT FROM ALL OF THE SITE MEETINGS

- TRANSPORTATION IS A MAJOR CONCERN
- ALL SCHOOLS NEED A SCHOOL NURSE AND A FULL TIME GUIDANCE COUNSELOR
- THERE IS A GENERAL LACK OF TRUST WITHIN THE COMMUNITY BASED ON THE PAST DECISIONS OF THE BOARD AND ADMINISTRATION
- SCHOOL FACILITIES ARE NOT ALWAYS “PARENT FRIENDLY”
- PARENTS NEED TO TAKE A MORE ACTIVE ROLE IN THEIR CHILD’S EDUCATION
- SOME PARENTS EXPRESSED THE CONCERN THAT THEY DO NOT FEEL WELCOME IN THE SCHOOLS AND WHEN THEY TRY AND TALK WITH THE TEACHERS, IT HAS NOT BEEN A VERY POSITIVE EXPERIENCE
- ALL SCHOOLS NEED MORE ACCESS TO TECHNOLOGY
- PLAYGROUNDS NEED TO BE UPDATED
- AT MOST MEETINGS, THE ISSUE OF THE SCHOOL FACILITY AND THE LACK OF MAINTENANCE WAS AN ISSUE OF CONCERN
- THE ISSUE OF TEACHERS NOT HAVING THE BOOKS AND SUPPLIES THEY NEEDED AT THE BEGINNING OF THE SCHOOL YEAR BECAME AN ISSUE AT MANY OF THE MEETINGS
- SOME COMMUNITY MEMBERS AND PARENTS FELT THAT UNIFORMS SHOULD BE REQUIRED AT ALL SCHOOLS----OTHERS DISAGREED
- THERE WAS A GENERAL CONSENSUS THAT THE DISTRICT NEEDED TO IMPROVED THEIR RECRUITMENT AND RETENTION OF HIGH QUALITY TEACHERS
- THE DISTRICT NEEDS TO IMPLEMENT MORE EFFECTIVE METHODS TO REMOVE TEACHERS THAT ARE NOT DOING THEIR JOB EFFECTIVELY
- ALL FACILITIES NEED TO HAVE SAFE AND ORDERLY ENVIRONMENTS
- DISCIPLINE POLICIES NEED TO BE MORE CONSISTENTLY IN ALL SCHOOLS
- THE FACULTY NEEDS TO BETTER REFLECT THE DIVERSITY WITHIN THE STUDENT POPULATION

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SUMMARY OF INPUT FROM ALL OF THE SITE MEETINGS (continued)

- YEAR ROUND SCHOOL SHOULD BE CONSIDERED AS AN ALTERNATIVE FOR SOME STUDENTS
- THE SCHOOLS NEED TO CONTINUE ALL COMMUNITY OUTREACH PROGRAMS LIKE; PARTNERS IN EDUCATION; ADOPT A SCHOOL; GRANDPARENTS DAY; MENTORING AND INTERNSHIPS PROGRAMS
- ALL SCHOOL BUILDINGS NEED TO BE MORE ACCESSIBLE TO THE COMMUNITY
- ALL BUILDINGS NEED TO BE HANDICAPPED ACCESSIBLE
- KEEPING NUMBERS OF STUDENTS IN EACH CLASSROOM LOW WAS A VERY IMPORTANT ISSUE
- TRANSITIONAL PROGRAMS SHOULD BE CONSIDERED FOR 6TH AND 9TH GRADE STUDENTS
- ALL SCHOOLS SHOULD HAVE THE SAME ACCESS TO RESOURCES THROUGHOUT THE DISTRICT. THE PERCEPTION WAS THAT THERE WAS A LOT OF INEQUITY THROUGHOUT THE DISTRICT NOT JUST BY GEOGRAPHIC AREA BUT ALSO BY TYPE OF SCHOOL (MAGNET, SPECIALTY)
- THE DISTRICT NEEDS TO BECOME MORE FISCALLY RESPONSIBLE AND THE COMMUNITY NEEDS TO SEE EVIDENCE OF IT
- SOME ATTENDANCE AREAS WITHIN THE DISTRICT FEEL DISENFRANCHISED WITH OKCPS-----SOME FEEL UNDERREPRESENTED (SPENCER AND ARCADIA FOR EXAMPLE)
- OFFERING ALL DAY KINDERGARTEN THROUGHOUT THE DISTRICT WAS OFTEN MENTIONED AS BEING IMPORTANT IN A LONG RANGE PLAN
- THEIR NEEDS TO BE MORE RESPECT AND BETTER UNDERSTANDING OF THE CULTURAL DIFFERENCES OF STUDENTS. MANY INCIDENCES WERE SHARED TO INDICATE HOW CHILDREN OF CULTURALLY DIVERSE BACKGROUNDS WERE BEING TREATED IN THE SCHOOLS--- OFTEN TIMES ISSUES RELATED TO LANGUAGE BARRIERS
- ALL FACULTY AND STAFF MEMBERS NEED TO BE REQUIRED TO ATTEND CLASSES ON CULTURAL DIVERSITY
- THE NEED TO INCREASE SALARIES FOR ALL CERTIFIED AND NON-CERTIFIED FACULTY AND STAFF WAS MENTIONED FREQUENTLY

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SUMMARY OF INPUT FROM ALL OF THE SITE MEETINGS (continued)

- “NEIGHBORHOOD” OR “COMMUNITY” SCHOOLS SHOULD BE CONSIDERED THROUGHOUT THE DISTRICT---THIS WAS MENTIONED FREQUENTLY
- ALTERNATIVE EDUCATIONAL PROGRAMS NEED TO BE INCLUDED IN THE ELEMENTARY SCHOOLS AS WELL AS THE MIDDLE AND HIGH SCHOOLS
- THE GENERAL LACK OF CLEANLINESS AND MAINTENANCE OF THE FACILITIES BOTH INSIDE AND OUTSIDE WAS MENTIONED FREQUENTLY AS A MAJOR CONCERN
- THE FIRST IMPRESSION AT MANY OF THE SCHOOLS IS NOT VERY POSITIVE DUE TO THE APPEARANCE OF THE SCHOOL GROUNDS AND THE EXTERIOR OF THE BUILDINGS
- ALL TEACHERS NEED ADEQUATE SPACE IN WHICH TO TEACH WITH SUPPLIES, MATERIALS AND EQUIPMENT NEEDED TO TEACH
- THINGS THAT ARE GOING “RIGHT” IN THE DISTRICT (MOST OFTEN MENTIONED)
 - ☺HIRING DR. WEITZEL
 - ☺INVOLVING THE COMMUNITY IN THE PLANNING PROCESS
 - ☺WE HAVE GOOD TEACHERS
 - ☺WE HAVE GOOD PARENTS
 - ☺WE HAVE GOOD STUDENTS
 - ☺GREAT EXPECTATIONS, CORE KNOWLEDGE
 - ☺FREE LUNCH PROGRAMS IN THE SUMMER
 - ☺BUILDINGS ARE SAFE
 - ☺THE PARTNERSHIP WITH THE CITY
 - ☺PARTNERSHIPS WITH BUSINESSES (IN SOME SCHOOLS)

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The second phase of the planning process occurred in the winter of 2002. The following timeline is presented to describe the process utilized in working with the City of Oklahoma partners as well as the Administration, Faculty and Staff of Oklahoma City Public Schools in establishing the District wide educational specifications.

MAPS FOR KIDS

SUMMARY OF MEETINGS WITH OKLAHOMA CITY PUBLIC SCHOOLS IN WRITING THE DISTRICT WIDE EDUCATIONAL SPECIFICATIONS FOR K-8 AND 9-12 EDUCATIONAL PROGRAMS

February 7, 2002 – Organizational Meeting with Dr. Weitzel, his Administrative staff, members of the City Trust and members from The Facility Group

February 8, 2002 – Organizational meeting with Curricular leaders and Administrators of Oklahoma City Public Schools with members of the City Trust and members from The Facility Group

February 27, 2002 – Small group meetings with Oklahoma City Public Schools Board members

February 27, 2002 – Second meeting with the Curricular leaders and Administrators of Oklahoma City Public Schools with members of the City Trust and members from the Facility Group

February 28 and March 1, 2002 – First set of meetings with faculty, staff and Administration of Oklahoma City Public Schools with members of the City Trust and members from The Facility Group

March 11, 2002 – Meeting with Dr. Weitzel, Dr. Lease, Terry Wolfe and members of the City Trust and The Facility Group

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March 12 and 13, 2002 – Second set of meetings with the faculty, staff and Administration of Oklahoma City Public Schools with members of the City Trust and members from The Facility Group

April 15, 2002 - Third meeting with all persons who have been involved in writing the District wide Educational Specifications

April 16, 2002 - First Meeting with Oklahoma City Trust to discuss the District Wide Educational Specifications

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PROCESS FOR WORKING WITH OKLAHOMA CITY PUBLIC SCHOOLS IN COMPLETING THE DISTRICT WIDE EDUCATIONAL SPECIFICATIONS FOR GRADES K-8 AND 9-12

February 7, 2002 – An organizational meeting with Dr. Weitzel and members of his Administrative team in cooperation with members of the City.

Purpose of the meeting was to begin the process of discussing the educational programs that would be delivered in the schools. We discussed the process that would be used in meeting with the faculty and staff and administrators in writing the District Wide educational specifications.

The technology specialist gave an overview of the technology plan and how that would be incorporated in the educational specifications.

We reviewed at length the square footage programs that had been established with the faculty and staff in May of 2001 and we discussed some of the implications of the square footage parameters.

February 8, 2002

Meeting with some of the Area Administrators, Department Chairs and Central Office staff with members of the City team in attendance.

This meeting was held to discuss the square footage parameters that had been established in May of 2001 and to start to address the delivery systems that would be put in place with the new organizational structure.

We began with the K-8 projects and there were lots of questions and much discussion as to the “middle school” concept in a K-8 facility. It appeared that many people had ideas about how middle school programs should be delivered but no one felt in a leadership role to make a decision. The major question was “Is the K-8 to be operated with an “elementary” philosophy or is it an elementary and a middle school in one building or some combination of both?”

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Answering that question would help with defining the type of spaces that would be needed in the facility.

In the discussion of the High School program, some of areas which were noted as needing more information included: Special Needs students...will we use an inclusionary model? Auditoriums... no, yes and if yes, how many seats? Career Tech programs... how many in each school? What programs needed to be in all high schools and what ones could or would be site specific? Are all teachers going to have their "own" classroom?

The decision was made based on the large number of questions that needed to be answered that this group would be working together to find out some of the answers to these questions and would report to Terry Wolfe their findings for our next meeting.

We were beginning to meet with faculty and staff members in two weeks and thought it would be more productive if we had some of the educational program issues defined by the central office administrators prior to meeting with teachers.

February 27,2002

Meeting with the Administrative group, Department chairs and Area Administrators with our City partners in attendance

This was a follow up meeting from the February 8 meeting to clarify some of the program issues and continue the discussion regarding program offerings for the K-12 schools.

Some of the curriculum leaders had emailed information to Terry Wolfe regarding their programs and we discussed some of their concerns and issues.

Many of the issues that had been identified at the first meeting remained concerns of the group and we encouraged them to participate with us in the educational specification meetings with the K-12 faculty.

We continued to reiterate the parameters that had been established through this process to date: Some of those defined parameters are:

- 115 square feet per student in the K-8 facilities
- 160 square feet per student in the 9-12 facility

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- There will be educational and design standards established that would be approved for all new and renovated projects in order to maintain equity throughout the District.
- Timelines and budgets have been established for all projects and it is the responsibility of The Facility Group working with the MAPS for KIDS staff to ensure that both the budgets and the schedules are met.
- Each school site will have the opportunity to provide input regarding their specific program needs. However, all projects will still remain within the square footage parameters so in most cases, priorities will need to be established.

February 27, 2002 – Small group meetings were scheduled with the Oklahoma City Public Schools Board members to inform them of the process that we were using in writing the “generic” educational specifications for the MAPS for KIDS projects. We discussed the square footage parameters of the K-8 and 9-12 projects and obtained feedback from the three Board members who attended the meetings.

February 28 and March 1, 2002

On February 28, faculty members, administrators and Area Administrators were asked to participate in a one-day workshop addressing the needs of the K-8 student population in the educational specifications.

The initial list of participants for both the K-8 and 9-12 groups came from those persons who had participated in the process in May 2001. We requested additional participants for areas that had not been represented in May of 2001. It was the responsibility of the School District to decide who should participate.

The format for the two days was similar in that we began by discussing the square footage parameters as outlined by the work that had been done by the group in May and revised over the past few weeks as we received feedback from the various groups that we have met with. On both days, there were many questions regarding the program offerings at all schools and how education would be delivered. The K-8 group had a much larger Administrative group participating and provided insight from their perspective as to how the facilities would be operated. Unfortunately, we did not have as much Administrative leadership for the 9-12 group and we had many questions left unanswered.

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Once the general discussion was completed, each group received copies of the work that had been done in May in writing a generic educational program. Each curriculum area (such as Art, Music, Science, Physical Education) began working on writing the specific needs in their area.)

The small group work lasted for 2 hours and after the lunch break, each group was asked to present what their revised square footage requirements were for each of their areas.

During the K-8 group meeting, the group had a lively discussion as to the priorities in each area in order to reduce the square footage to the allocated amount. In a matter of 1 hour, the group was within the allotted amount of square footage and was prepared to move forward with the direction that had been established. Their assignment for the next meeting was to talk with other colleagues in their curricular area and get feedback as to the specificity that we needed for the educational specifications.

In the 9-12 group, most of the groups stayed within their allotted square footage but some increased in order to accommodate additional program needs. After some very lively debate it was decided to discontinue the discussion because we were still 8,000 or more square feet over our allotted amount. It was decided that we needed additional direction from the Central Office leadership to address some of the program issues.

March 11, 2002

Meeting with Dr. Weitzel, Dr. Lease and Terry Wolfe from the Oklahoma City Public Schools and Eric Wenger and Mark Beck from the City and Nancy Myers, Bob Lamattina and Danny Jardine from The Facility Group.

The purpose of this meeting was to present the K-8 and 9-12 programs as they were revised from the last educational specification meetings and to obtain clarification and direction on some of the issues that still needed to be resolved regarding the educational programs that would be offered in these facilities.

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This was a very productive meeting and some of the major issues were clarified. These included:

- K-8 facilities would serve the elementary student population and the “middle school” population with the emphasis for the middle school students on the philosophy of middle schools not necessarily the program offerings that currently exist. In other words, the delivery of programs would relate to the middle school concepts of connections, relationships, relevance, transition from elementary to middle school with some opportunity for exploratory programs but not to the extent that currently exists.
- In order to allow for some site adaptations, an “allowance” of square footage would be included in the 9-12 program. In other words, if a school needed more space for a Career Tech program or a larger auditorium, then they could choose from the unassigned square footage. This still maintained the standards for each building and ensured equity throughout the District but allowed for site-specific educational needs as well.
- The square footage for special needs students would be based on an inclusion model reducing the number of self-contained classrooms in all facilities.

This meeting provided the information that was needed for us to meet with the faculty and staff for the next two days and provide the direction to move forward in completion of the educational program.

March 12 and 13, 2002

The second set of meetings was held with the K-8 and 9-12 faculty, staff and administration to finalize the writing of the specific details for each area in the District wide educational specifications.

We began each session by sharing with the group the discussion that occurred on Monday with Dr. Weitzel and Dr. Lease. This provided clarification to the questions regarding program delivery that we had all been discussing for the past month

Following the general discussion, we reviewed the revised square footage parameters based on their input from our last session and any other input obtained from meetings with other administrative personnel since meeting with them.

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The climate of each day's meeting was very collaborative and there appeared to be a better understanding as to the direction of the Ok City Public Schools.

Following the general discussion, each curricular area received copies of the educational specification material that they had written from our first meeting in February and were asked to review, edit and add any additional information that they felt needed to be included to describe their area. Once they had completed their specific information, the work was completed for the day.

It is our recommendation that throughout the process, we reconvene these groups to serve as an educational check for us as we work with each of the sites. This would also provide another very valuable means of communication with the faculty, staff and administration that will be the ultimate user groups of these facilities.

April 15,2002

A meeting was held with the Central Office Administrators as well as all of the persons who had been included in writing the specific educational specifications these past two months. This was an open meeting and about 50 people participated representing most of the areas of the educational programs.

The purpose of the meeting was to review the square footage parameters that had been established for the District Wide Educational Specifications for the Pre K-8 and 9-12 programs.

Each program area was reviewed with the group and revisions and clarifications were noted.

This was to serve as the final opportunity for feedback at this phase of the project prior to the presentation of the draft to the Trust and the Oklahoma City School Board.

April 16, 2002

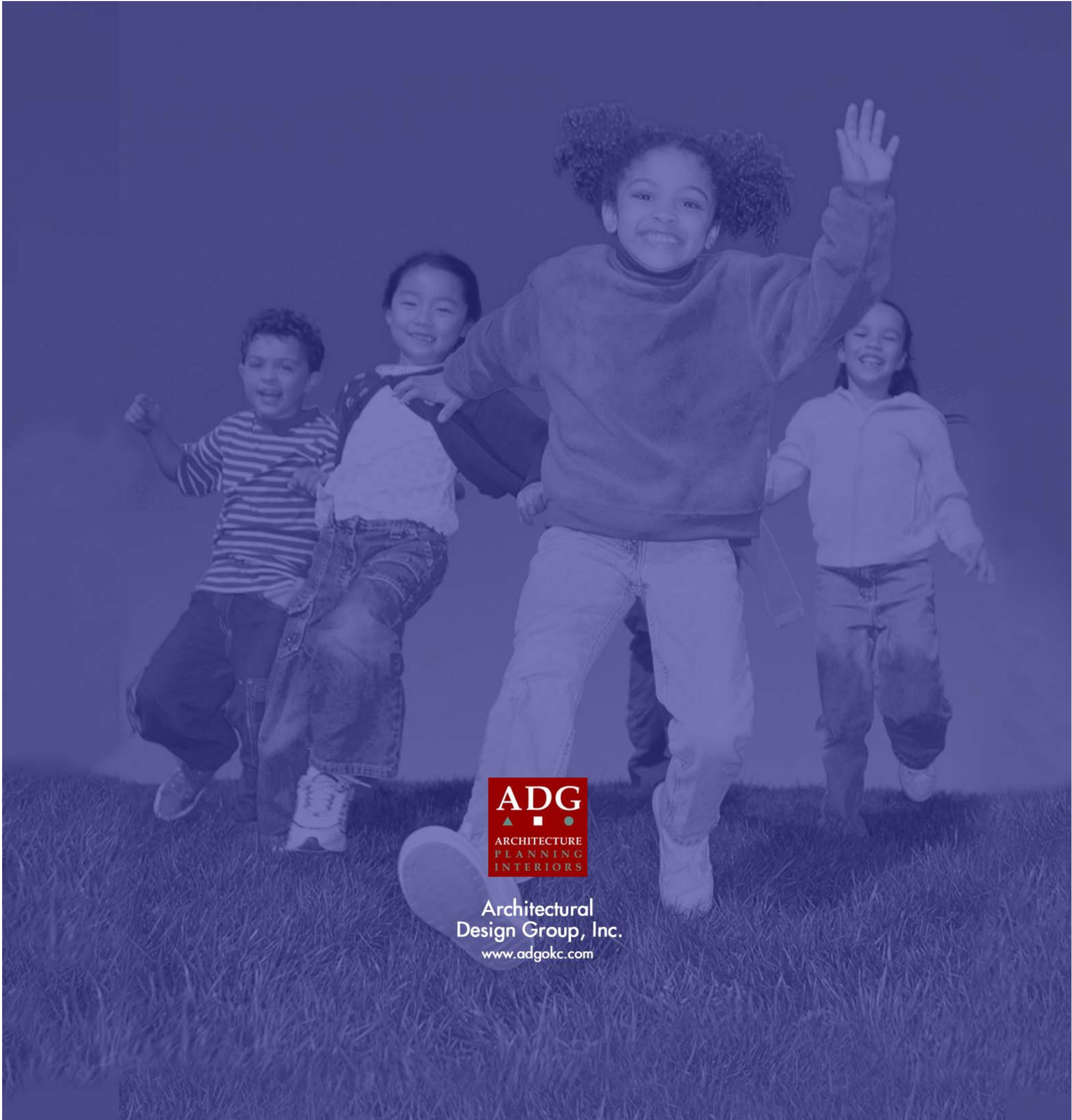
Members of the Facility Group team were present at the OKC Maps Trust meeting to provide an update of the progress on the District Wide Educational Specifications. Danny Jardine Program Director fielded questions from members of the Trust followed

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by a discussion of the process for completion of the District Wide Educational Specifications and the subsequent steps to follow.

Throughout this process, the main objective was to establish educational programs that would provide the flexibility needed to address the needs of the students of Oklahoma City Public Schools both currently and in the future. The District Wide Educational Specifications will serve as the foundation for all of the MAPS for KIDS projects and will be adapted to meet the specific educational program needs at each school site.



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