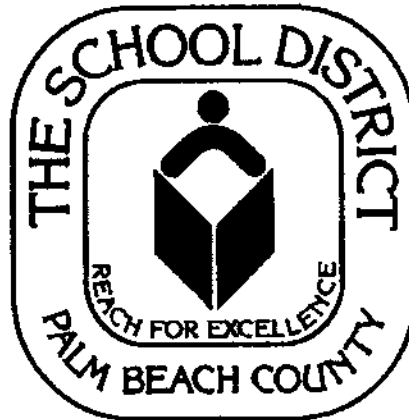


EDUCATIONAL SPECIFICATION

ROYAL PALM SCHOOL

Classroom Addition with Core Expansion
Grades Pre-K thru 12
Existing Student Stations: 280
New Student Stations: 284
Total FISH Student Stations: 564

**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA**



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Mr. Bill Graham, Vice Chairman
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March 2005

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Note: NSF throughout document refers to Net Square Feet.

INTRODUCTION

These Educational Specifications are intended for use as a planning guide by architects and others responsible for developing physical facilities in Palm Beach County. The general concept embodied in the specifications is to provide general and adequate details for proposed spaces while leaving ample flexibility for creativity and options in design by the architects.

Philosophy and goals of the School Board of Palm Beach County are provided as general directions for programs in the school district and are followed by a listing of general considerations. The facility list is intended to be a summary of the spaces to be provided, but is sufficiently flexible to accommodate design requirements and compatibility with adjacent space.

Specifications for the various program areas include a common listing of informational categories within each of the areas. Specific information relative to each particular area is included under various headings as follows:

- I. Program Philosophy
- II. Program Goals
- III. Program Activities
- IV. Organizational Nomenclature
- V. Innovations, Experimental Ideas, Other Planned Uses
- VI. Justification for Variance from SREF Requirements
- VII. Program Facilities List
- VIII. Program Furniture and Equipment
- IX. Special Considerations

The graphic representations of space relationships are intended only to establish adjacencies and not to set design. Spaces shall be arranged for the various program areas in a configuration compatible with traffic control, site needs and the following considerations:

1. Facilities shall be as functional as possible; that is, they shall be organized in a manner responsive to educational programming requirements in an orderly, economical way.
2. Facilities shall be as responsive as possible to long term maintenance goals. The architect shall endeavor to produce a product with the lowest possible life cycle cost.
3. Facilities shall be as vandal-resistant as is possible within realistic budget constraints.
4. Facilities shall be as aesthetically pleasing as possible, considering neighborhood, shape, materials, colors, etc.
5. Facilities shall be designed to provide adequate student movement (circulation) without unnecessary waste.

Special attention is directed to planning for community utilization of the plant and campus, maximum energy conservation and capital budget restraints.

PHILOSOPHY AND GOALS

I. PROGRAM PHILOSOPHY

The Board's philosophy is to provide an educational system which is instructionally sound and environmentally stimulating enough to attract and maintain high-quality professional, technical and administrative employees. This system is designed to earn the respect of the Palm Beach County community, the state and the nation.

The Board believes that successful implementation of its philosophy is highly dependent upon a positive, active, working partnership which includes the Board, administrators, teachers, staff, students, parents, community, business and industry. For this reason the support requirements for elementary specifications were developed by a participatory process involving committees of educators, the Department of Elementary Education, and various departments of the School District of Palm Beach County.

II. PROGRAM GOALS

A. **Student Goals** - Students shall acquire, to the extent of their individual physical, mental and emotional capacities, a mastery of the basic skills required in the curriculum. Address the Goal 3 Standards, the Florida Sunshine State Standards, benchmarks and grade level expectations, Achievement for All, Key Results and District Goals in the Program Philosophy description.

1. **Communication and Learning Skills** - All students shall be provided an opportunity to do the following:

- a. Develop and apply basic skills in reading, writing, speaking, viewing and listening.
- b. Gain a general education in broader fields of language arts, social studies, science, mathematics, humanities and vocational education.
- c. Develop a desire for learning.
- d. Develop a capacity for self-evaluation and self-direction.
- e. Examine, analyze, evaluate and utilize various kinds of information.

2. **Human Relations** - All students shall be provided an opportunity to do the following:

- a. Develop a pride of accomplishment and a feeling of self-worth.
- b. Learn to respect and get along with people.

3. **Citizenship Education** - All students shall be provided an opportunity to do the following:
 - a. Develop good character and self-respect.
 - b. Be responsible citizens.
 - c. Participate in democratic experiences and processes.
4. **Career Education** - All students shall be provided an opportunity to do the following:
 - a. Develop a positive attitude toward work.
 - b. Develop respect for the dignity of all occupations.
 - c. Acquire information needed for making appropriate job selections.
 - d. Develop the ability to use information as it relates to a particular vocation.
5. **Home and Family Relationships** - All students shall be provided an opportunity to do the following:
 - a. Develop an appreciation of the family as a social institution and as a basic unit of society.
 - b. Acquire skills and attitudes for management of family resources.
 - c. Acquire and understand the skills of family living.
6. **Mental and Physical Health** - All students shall be provided an opportunity to do the following:
 - a. Develop good health habits and an understanding of the conditions necessary for maintenance of physical and emotional well-being.
 - b. Acquire knowledge of basic psychological and sociological factors affecting human behavior and mental health.
 - c. Develop competence for adjusting to changes.
 - d. Recognize and work to solve environmental health problems.

7. **Aesthetic and Cultural Appreciation** - All students shall be provided an opportunity to do the following:
 - a. Develop an understanding and appreciation of human achievement in natural sciences, social sciences, humanities and the arts.
 - b. Broaden interests and prepare for productive use of leisure time.
 - c. Develop skills and creative abilities for self-expression.

B. Management Goals

1. **General Management** - The school district shall refine, implement and utilize management practices which will provide the following:
 - a. Planning and evaluation programs which will ensure accurate and adequate information for decision-making.
 - b. Administrative procedures which ensure that program planning, budgeting and evaluation systems are integrated and cyclical in nature.
 - c. Information services that promote timely acquisition of accurate information regarding district policies, procedures and activities which fulfill the needs of the district and the public.
 - d. Administrative and instructional support for school-based management procedures and techniques.
 - e. System-wide support services for functions, processes and programs.
 - f. Continuing development, refinement, implementation and evaluation of instructional materials, processes and components of the curriculum.
 - g. Flexible organizational structure which clearly defines and delineates authority, responsibility and accountability.
 - h. Fiscal integrity in budgeting and business affairs.
2. **Personnel Management** - The school district will develop and maintain the following:
 - a. Practices and programs to recruit the best qualified personnel for all positions.

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- b. Programs to orient all employees properly to their job responsibilities, operation and organization of their units, and organization of the school system.
- c. Staff development programs to update employees in their chosen fields and to enhance their professional and career growth.
- d. Develop programs to teach administrators at all levels how to achieve excellence in managing people, including performance, planning, evaluation and counseling.
- e. A system to identify high potential employees and their readiness status to qualify for higher career positions within the district.
- f. Practices and programs to attain effective affirmative action.
- g. Practices and systems to establish realistic position descriptions for each level and equitable compensation for those levels.

Facility List by Areas
Royal Palm School
Classroom Addition with Core Expansion
Grades Pre-K – 12
Existing Student Stations: 280
New Student Stations: 284
Total FISH Student Station: 564

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta Total	
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total		
			ADMINISTRATIVE (Elementary Prototype)						
1	Principal (Existing Office)	300		90	210				
4	Administrative Office (3 Existing Offices)	700		180	520				
1	Bookkeeper	125		125	0				
1	Principal's Secretary	158		158	0				
1	General Reception/Secretary	750		85	665				
1	Production/Workroom	386		133	253				
1	Computer Area/Data Processor	145		145	0				
1	Conference (50 NSF to principal and 200 NSF to Guidance Conference) (2 Existing Conf. Rooms)	600		94	406				
1	Clinic (Board approved Middle School prototype)	653		117	536				
1	Administrative Storage	482		247	235				
1	Records Vault/Student Records	289		224	65				
	Restrooms (out of staff restroom allotment)								
1	Textbook Storage	337		337	0				
1	Itinerant Attendance Clerk	125		125	0				
1	School Police/Video Surveillance	175		175	0				
	Other existing spaces (Production workroom)				287				
	Subtotal			2,235	3,177			0	
	STUDENT SERVICES								
1	Counselor	175		175	0				
	Itinerant (4 Existing)	125			632				
1	Conference (from administrative conf.)(1-Existing)	200		50	150				
	Subtotal			225	782				
	TOTAL			2,460	3,959			0	
	ART (Elementary Prototype)								
	Laboratory	1,036			1,094				
	Kiln	80			69				
	Material Storage	155			158				
	Project Storage	150			150				
	Restroom, student (from allotment)								

Facility List by Areas

DRAFT - EXHIBIT A
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Spaces	Description	SREF	Proposed		Existing	Proposed		Existing
		Sq. Ft. Total	Sq. Ft. Per Unit	Sq. Ft. Total	Sq. Ft. Total	Stu. Sta. Unit	Stu. Sta. Total	Stu. Sta. Total
	TOTAL	1,421			1,471		0	
SKILLS DEVELOPMENT LABORATORY (1/400 stations per SREF without capacity)								
2	Laboratories and Storage		900	1,800		22	44	
	TOTAL			1,800			44	
CUSTODIAL								
	Central Receiving, Toilets, Showers, Custodial Closets (9 Exist S.C. & 1 Exist. Work area)	1,060		434	626			
	Flammable Storage	155		0	180			
1	Equipment Storage	500		195	280			
1	Golf Cart Storage (from dining)	150		150	0			
	TOTAL	1,865		779	1,086		0	
EXCEPTIONAL STUDENT EDUCATION								
24	Self-Contained Classroom		900	21,600		10	240	
	Subtotal		900					
12	Shared Kitchen		100	1,200				
24	Outside Storage		50	1,200				
12	Student Restrooms - M/F		40	480				
12	Student Restroom and Shower		100	1,200				
	Subtotal			25,680			240	
2	Part-time Classroom (Existing)				1,574			24
	Material Storage				189			
	Student Restroom - M/F				188			
	Subtotal				1,951			24
26	Self Contained Classroom (Existing)				24,059			222
	Student Restroom - M/F (Existing)				1,839			
	Subtotal				25,898			222
3	Supplementary Instruction (Existing)				682			
	Subtotal				682			0
2	ESE Resource Room	672		1,344				
2	Material Storage	155		310				
2	Student Storage	40		80				
	Subtotal	867		1,734				0
1	ESE Changing Room/Restroom	150		150				
1	ESE Department Storage	200		200				
	Subtotal	350		350	0			0
3	ESE Vocational (Existing)				3,517			34
1	ESE Physical/Occupational Therapy Lab (Existing)				1,347			
	Subtotal				4,864			34

Facility List by Areas

DRAFT - EXHIBIT A
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Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total	
			TOTAL			27,764	33,395	
FOOD SERVICE (Elementary Prototype)								
1	Dining (150 NSF to Custodial Golf Cart Storage)(combine with Multipurpose)	3,706		2,506	1,200			
1	Kitchen (including office and restroom - prototype)	3,600		1,319	2,281			
1	Chair Storage	193		193	0			
1	Staff Dining/Lounge	700		182	518			
	Staff Restrooms (out of allotment)							
	Student Restrooms (out of allotment)							
	TOTAL	8,199		4,200	3,999		0	
MEDIA CENTER (Elementary Prototype)								
1	Reading Room/Stacks (150 NSF from Tech Processing)	2,517		1,342	1,175			
1	Group Projects (combined with Reading/Stacks)	482		482	0			
1	Professional Library/Media Production/Copying Room	660		209	451			
1	Periodical Storage (combined with Reading/Stacks)	193		193	0			
1	AV Storage/Maintenance and Repair/CCTV Storage	665		164	501			
1	Library Media Specialist's Office	175		175	0			
1	CCTV Studio - Production and Control (100 NSF from Stage Control Booth)(500 NSF for Studio & 275 NSF for Control)	775		775	0			
1	Technical Processing (combined with Library Media Specialist's office)(150 NSF to Reading/Stacks)	176		176	0			
1	Small Group Listening (combined with Reading/Stacks)	96		96	0			
	Staff Restroom (out of allotment)							
	Student Restroom (out of allotment)							
	TOTAL	5,739		3,612	2,127		0	
MULTIPURPOSE (Elementary Prototype)								
1	Multipurpose Room (combine with Dining)	1,494			2,016			
	TOTAL	1,494			2,016		0	
MUSIC (Elementary Prototype)								
1	Laboratory	1,456		570	886			
1	Material Storage/Reference Room	255		160	95			
1	Practice Room	70		70	0			
	Restroom, student (from allotment)							

Facility List by Areas

DRAFT - EXHIBIT A
Scheduled for March 05' Board Meeting

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total	
	TOTAL	1,781		800	981		0	
PHYSICAL EDUCATION								
1	Covered Play Area	3,000		1,440	1,560			
3	PE Storage	315			868			
1	Teacher Planning with Restroom @ covered play area (from allotment)							
	Restroom, student @ covered play area (from allotment)							
1	Weight Room			1,800				
Other PE Spaces:								
1	PE Shower Female (Existing)				447			
1	PE Shower Male (Existing)				447			
1	ESE Therapy Pool (Existing)				2,989			
	TOTAL	3,315		3,240	6,311		0	
RESTROOMS (adjust square footage for FACBC and parity requirements)								
	Public Restrooms	193			656			
	Student Restrooms	1,446		726	720			
	Staff Restrooms (near classrooms and teacher planning)	386		202	184			
	TOTAL	2,024		928	1,560		0	
STAGE (Elementary Prototype)								
1	Indoor Stage	990		300	690			
1	Stage Storage	482		87	395			
2	Dressing Room (folded into one space)	482		482				
1	Control Booth (to CCTV Studio-Production)	0		0				
	TOTAL	1,954		869	1,085		0	
TEACHER PLANNING								
1	Physical Education	100		100	0			
	General Areas (21 Existing Offices)				3,077			
2	Teacher Planning Offices		400	800				
	TOTAL			900	3,077		0	
OTHER SPACES								
1	Green house				797			

The existing facilities will be analyzed by the project architect to determine appropriate usage of the building and site for necessary renovations and remodeling to meet SREF size standards, ADA requirements and other code issues.

Material Storage and/or Teacher Planning shall be folded into the classroom to create a classroom of 900 NSF.

Facility List by Areas

GENERAL CONSIDERATIONS

Use the following documents, as a minimum, in facility design, the latest edition of the Florida Building Code (FBC) with latest revisions, the Florida Fire Prevention Code (FFPC), the SDPBC Educational Specification, District Master Specifications (DMS), District Design Criteria (DDC) and State Requirements for Educational Facilities (SREF).

- A. **Security** - The design shall comply with the DDC – Architectural and Civil.
- B. **Flexibility** - Consider flexibility to allow for future program changes and expansions of the school plant.
- C. **Construction Techniques** - Consider fast and economical construction consistent with long-range maintenance and flexibility requirements of a permanent school plant. Refer to DDC – Architectural.
- D. **Heating, Ventilating and Air-Conditioning (HVAC)** – Design the system(s) in accordance with DDC – Mechanical and the related DMS sections in Division 15.
- E. **Plumbing** - Design the system(s) in accordance with DDC –Plumbing and the related DMS sections in Division 15.
- F. **Building Fire Protection** - Design the system(s) in accordance with DDC – Plumbing and the related DMS sections in Division 15.
- G. **Windows** – Provide windows in accordance with DDC – Architectural.
- H. **Floors** – Provide floors in accordance with DDC – Architectural.
- I. **Walls** – Provide walls in accordance with DDC – Architectural.
- J. **Roof** - Provide roofs in accordance with DDC – Architectural.
- K. **Corridors and Student Commons** - Corridor shall comply with Florida Building Code, DDC and DMS.
- L. **Sound Treatment** – Acoustically treated walls and ceilings shall be provided as necessary for the intended use of the space, refer to DDC - Architectural.
- M. **Hot Water** - Hot water shall be provided as indicated per code, refer to DDC – Mechanical and Plumbing and DMS.
- N. **Lighting** - Classroom lighting shall be controlled with alternate switching of light fixtures. Provide lighting in accordance with DDC – Electrical and DMS.

General Considerations

- O. **Electrical** - Provide Electrical System in accordance with DDC – Electrical and DMS.
- P. **Student Toilets** - Soap dispensers shall be liquid type provided and installed by the contractor. Paper towel dispensers and toilet paper dispensers shall be continuous metal jumbo roll type provided and installed by the contractor. Follow the DDC – Architectural and Plumbing for locating, designing and equipping student toilet facilities.
- Q. **Entrances** - Entrance shall comply with the requirement of the DDC – Architectural.
- R. **Lockers** - Lockers shall be located in air-conditioned corridors. Refer to DMS.
- S. **Clock and Bell System** - GPS master satellite clock system (wireless) shall be utilized throughout the facility and provided by the contractor. Bell system shall have automatic and manual operation.
- T. **Intercommunications System** - Provide two-way intercom system in accordance with the DDC - Electrical.
- U. **Instructional Television Systems** – Provide ITV system in accordance with the DDC – Electrical and DMS sections in Division 16.
- V. **Colors/Finishes** - Harmonizing colors shall be used to enhance the design of the plant. The architect shall submit colors for review and approval by the SDPBC Department of Program Management. The exterior of the buildings shall use a maximum of three (3) different colors and the interior of the buildings shall use a maximum of four (4) different colors with one of the four interior colors serving as the accent color for the instructional space. Exterior materials and coatings shall be graffiti resistant and easily cleaned to the maximum extent practical. The architect shall submit finishing schedules and mill work for review and approval by the SDPBC Department of Program Management.
- W. **Display Case** - A built-in recessed display case with tackable backboard shall be located in the entrance foyer, music area and art area and library media center. Provide safety glass. The recessed display case shall be 6'W x 4'H and 36" off the floor.
- X. **Communications (Voice and Data)** – Provide Communication systems in accordance with the DDC – Electrical.
- Y. **Safety** – Provide safety devices in accordance with DDC, DMS and FBC.
- Z. **Site Fire Protection** - Refer to DDC, DMS, FBC and FFPC.
- AA. **Automobile Parking** - Provide parking in accordance with traffic control section, DDC – Architectural and Civil. Visitor parking shall be provided near the entrance to

General Considerations

the administrative suite.

- AB. **Water Outlets** - Provide hose bibbs in accordance with the DDC – Plumbing.
- AC. **Potable Water** - System shall be designed in accordance with the DDC – Civil and Plumbing.
- AD. **Pavement, Site Improvements** – Provide all pavement, markings, signage and other site improvements in accordance with DDC - Civil.
- AE. **Sanitary Sewer** - System shall be designed in accordance with the DDC – Civil.
- AF. **Storm Water Drainage** - System shall be designed in accordance with the DDC – Civil.
- AG. **Irrigation Water** - System shall be designed in accordance with the DDC – Civil and SFWMD.
- AH. **Structural** - System shall be designed in accordance with the DDC – Structural.
- AI. **Bulletin Boards** - In addition to any bulletin boards specified in departmental specifications, there shall be located in all of the corridors and/or student common area the following: (a) for general administrative, provide eight lineal feet; (b) for student activities, eight lineal feet; (c) for general faculty, eight lineal feet; (d) for interscholastic activities, eight lineal feet; (e) for music, eight lineal feet; (f) for interdepartmental use, eight lineal feet. Bulletin (tack) boards shall not be less than 36" vertical measurement.
- AJ. **Ceiling Heights** - Ceiling height shall be in accordance with DDC – Architectural.
- AK. **Crowd Control** - The design shall reflect good crowd control. Consideration shall be given to large groups that enter and leave the site at times of public and school events.
- AL. **Energy Conservation** - The building and its systems shall be designed in accordance with DDC - Mechanical.
- AM. **Community School** - The general plan and campus design shall be arranged to permit and facilitate use of all appropriate school facilities by community agencies when these spaces are not in use for the regular school program. Community school considerations include ready access from parking lots to all athletic and recreational facilities, meeting rooms, music facilities, media center, cafeteria, and community school coordinator's office. Offices(s) shall be located near the parking lot with adequate lighting and natural surveillance.
- AN. **Exterior Building Materials** - Major exterior building materials shall be fully documented in the design phase of project development for review and approval by

General Considerations

the SDPBC Superintendent or his/her designee. Exterior materials and coatings shall be graffiti resistant and easily cleaned to the maximum extent practical. Refer to DDC – Architectural.

- AO. **Instructional Technology** - Provide conduits, wiring, data outlets and receptacles for computer network requirements. Provide spaces and special air-conditioning for computer- related electronics. Refer to DDC.
- AP. **School Site and Play fields** - The school site and play fields shall be designed in accordance with DDC – Architectural and Civil.
- AQ. **Working Heights** - Provide built-in equipment and furnishings in accordance with DDC – Architectural.
- AR. **Ventilation** – Design Ventilation system in accordance with the DDC – Mechanical.
- AS. **Program Furniture and Equipment** - Program furniture and equipment list, in this document, is design guide for determining space requirements and it is not intended as an ordering guide. Use existing furniture and equipment where possible.
- AT. **Natural Gas** – Refer to DDC – Plumbing.
- AU. **Design Notebooks** - Refer to DDC – Mechanical.
- AV. **Communications Room** - Every facility shall have one Communication Equipment Room (CER) and several Communication Closet Rooms (CCR) as necessary to comply with the DDC – Electrical and Mechanical.
- AW. The Architect/Engineer shall request a clarification from the Senior Project Administrator (SPA) of any conflicts between the Educational Specification, DDC or DMS.
- AX. For elementary schools, contractor to provide a lighted double sided marquee/school sign, 5’x10’ in size, with adequate electrical service stubbed out.
- AY. Refer to the DDC – Electrical and DMS with regards to ceiling projectors raceway system. Contractor to provide ceiling projectors raceway system with all necessary wiring and properly supported projector mounting brackets in all instructional spaces and other designated areas. Obtain the latest detail of installation and specifications from the District’s Network Services Department.
- AZ. Contractor to provide and install wall mounted pencil sharpeners and flag pole holders with proper backing in all necessary areas. Contractor to provide and installed AV screens and brackets with proper backing in all necessary areas. Provide proper backing for all mounted equipment where necessary.
- BA. Each school shall have a lightning detection device.

General Considerations

- BB.** All built-in counters shall have wire management holes (grommets) to service telephones and computer hook-ups.
- BC.** When possible, the “head-in” equipment shall be located in the production room in the Library Media Center. The equipment should not be located in the control room of the CCTV studio.
- BD.** Schools under modernization and/or comprehensive addition shall have the interior signage comply with the building and room numbering of the School District’s guidelines. Room names and numbers on signage shall be coordinated with SDPBC Interior Design Coordinators.
- BE.** Contractor to provide a 30’ high flagpole with two complete rope systems. The flagpole shall be located near the main office/administration.
- BF.** Refer to the DDC – electrical and DMS with regards to conduit and junction box for sound field enhancement system.
- BG.** Classrooms, instructional areas and other designated areas shall be equipped with built-in multimedia cabinets, provided by the contractor, for TV, LCD, DVD/VCR, and other multi-media equipment. The multimedia cabinet shall be approximately 48” in height with the capability to have a 27” TV sit on top of the cabinet. The multimedia cabinet shall include lockable doors with adjustable shelving for equipment and grommets for wire management. The cabinet shall be located on the teaching wall.
- BH.** All upper cabinets shall have a 12” clear inside depth to store standard binders.

GENERAL SECURITY CONSIDERATIONS

- A. Meet with SDPBC Department of School Police at first stage, site and building layout development, to discuss project specific security issues.
- B. The area for loading/unloading of students shall be designed for easy supervision with no mixture of pedestrian and vehicles.
- C. Open parking areas shall have good natural surveillance. Provide a fenced staff parking area that can be locked during the day where local conditions warrant.
- D. Site access shall consist of a primary road and secondary access in the event the primary road is blocked.
- E. School sites shall have perimeter security fencing preventing access to walkways and courtyards when facility is not occupied, but allow for public use of exterior athletic facilities. Design exterior doors to prevent unauthorized entry by minimizing key locks and hardware on doors which would not be used for the purpose of essential entry but are installed for emergency egress.
 - 1. Doors which are determined to be essential entry shall be provided with key access and include card access control and hardware as per current SDPBC policy, guidelines and the project specific plan review process.
 - 2. Entire perimeter of site shall be fenced or wall barriered and gated to a minimum height of six (6) feet. Provide the delivery/receiving/service entry gates(s) with electric latching/lock hardware and all associated hardware to allow the control of it from the card access system.
 - 3. Create an interior perimeter barrier so that all open area students and staff commons and their thoroughfares, i.e. courtyards, areas between buildings, portable classrooms, PE fields, etc. are blocked from entering except through an access controlled main public entry. Create a structurally mounted set of metal entry doors in the interior perimeter barrier to become the focal point of all public entry. These doors shall be located in the entry thoroughfare between the visitor parking area and the administration reception area. At the public entry, provide card access, video surveillance; remote intercom and electric controlled lock hardware as per current SDPBC policy, guidelines and the project specific plan review process. All other egress points through this open area interior perimeter barrier shall have the same type of structurally mounted metal entry doors. No fence gates allowed.
- F. Use maze-type of entry system to restrooms where appropriate, i.e., gymnasium. Do not use maze-type of entry for exterior locations.
- G. Bicycle parking compound shall be located in an area with good natural surveillance and have an 8' fence. Provide racks to which bicycles can be locked. Should be visible from office staff or classroom windows.

- H. **When designing courtyards, consider physical division of space, i.e. benches, planters, to avoid congregation of large groups of students and to allow smooth flow of traffic. Position amenities to create multiple access and passageways. Planters shall not be placed in such a way as to allow its contents to block clear vision of common areas and courtyards. Limit the heights of all trees and shrubbery that are planted between the buildings and all thoroughfares, congregate areas, bicycle and auto parking spaces, courtyards, portables, entry/exit points throughout the interior perimeter barrier, playfields, etc. not to exceed three feet (3'), for a distance of fifty feet (50'). Consideration should be taken when locating landscaping to assure that it will not block lighting.**
- I. **Locate teacher planning areas throughout the campus to provide supervision for potential problem areas. Acceptable locations are at ends of buildings and center of hallways.**
- J. **Provide zoned lighting to allow for security during community school activities at night. Consider use of motion detector lights in isolated areas.**
- K. **Design roofs without obstructions that could conceal persons from view. Roof access shall be properly secured and lockable.**
- L. **Provide two (2) KNOX Box for emergency key access to the site and building(s), one for school police and one for fire department. Coordinate with local fire department and district personnel.**

SITE DEVELOPMENT

- A. All site plans and landscape plans shall comply with SDPBC **Technical Requirements Manual for Site Plans.**
- B. Refer to **District Design Criteria (DDC).**

TRAFFIC CONTROL

The following traffic-related activities occur on the school site:

1. Approximately, 30-35 school buses will enter and exit the site at the beginning and end of each school day.
2. Approximately, 175-200 staff will enter and exit the site daily.
3. Service and visitor vehicles will enter and exit the site daily.
4. Private vehicles and spectators attending extra-curricular activities will enter and exit the site periodically.

Proper signage should be included to delineate each area. Signage and bumpers for parking spaces shall be provided by the contractor.

Specific consideration shall be given to the following:

1. Approximately, (225) parking spaces shall be conveniently located for staff, visitors and service personnel. Ten of these to be convenient to the kitchen. Parking locations shall be located on-site and/or off-site.
2. Visitor parking shall be provided near the administrative suite and will naturally lead to the administrative suite reception entry.
3. A fenced, parking area with lockable gate for bicycles shall be provided.
4. Student pedestrian traffic to play fields shall not cross any vehicular traffic area.
5. Refer to **District Design Criteria (DDC)**.

ADMINISTRATIVE/STUDENT SERVICES

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

A. Administrative Goals

1. Provide direction and support for efficient management of school's resources.
2. Produce an effective instructional program for all students in the school.

B. Student Services Goals

1. Provide individual and group counseling services to students.
2. Facilitate the identification, screening and placement of students with unique abilities, disabilities and needs.
3. Provide consultation and assistance to the school staff regarding student behavior problems, career awareness, crisis management, group guidance, learning disabilities, preventative mental health, etc.
4. Conduct conferences with parents regarding the needs, problems and development of individual students.
5. Establish effective liaison between the school and community, health agencies and social service agencies.

III. PROGRAM ACTIVITIES

A. Administrative Activities

1. Conferences
2. Development of schedules
3. Handling budgets and finances
4. Clerical and duplicating services
5. Public relations activities
6. Materials storage
7. Health services
8. Data processing

Administrative/Student Services

B. Student Service Activities

1. **Interviewing:** one-to-one with student, teacher, or parent
2. **Counseling:** one-to-one with student or parent; group of eight or ten students or parents
3. **Testing:** one-to-one in counselor office or with groups
4. **Conferring:** small groups such as student, parent, teacher and principal
5. **Displaying:** information about career guidance, career education, affective education, classroom management, group counseling, etc.
6. **Storing:** educational tests, occupational information, career guidance and career education materials, student records and instructional materials
7. **Meeting:** small groups 5 - 10 persons

IV. ORGANIZATIONAL NOMENCLATURE

A. Staff

1. Administrators: Principal and Assistant Principal
2. Secretarial/Clerical personnel
3. Curriculum Assistant
4. Guidance Counselor

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

This administrative suite shall be accessible to major instructional areas as well as to the building entrance and visitor parking area.

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

- A. 200 NSF from Administrative Conference to Student Service Conference.
- B. School Police Officer/video surveillance monitoring equipment room shall be located in Administration; it shall be handicapped accessible, lockable and with no windows. It shall be keyed separately and located so that radio communications do not interfere with computer/data processing.
- C. 50 NSF from Conference Room to increase the Principal's office to 300 NSF.

Administrative/Student Services

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total	
ADMINISTRATIVE (Elementary Prototype)								
1	Principal (Existing Office)	300		90	210			
4	Administrative Office (3 Existing Offices)	700		180	520			
1	Bookkeeper	125		125	0			
1	Principal's Secretary	158		158	0			
1	General Reception/Secretary	750		85	665			
1	Production/Workroom	386		133	253			
1	Computer Area/Data Processor	145		145	0			
1	Conference (50 NSF to principal and 200 NSF to Guidance Conference) (2 Existing Conf. Rooms)	600		94	406			
1	Clinic (Board approved Middle School prototype)	653		117	536			
1	Administrative Storage	482		247	235			
1	Records Vault/Student Records	289		224	65			
	Restrooms (out of staff restroom allotment)							
1	Textbook Storage	337		337	0			
1	Itinerant/Attendance Clerk	125		125	0			
1	School Police/Video Surveillance	175		175	0			
	Other existing spaces (Production workroom)				287			
	Subtotal			2,235	3,177			0
STUDENT SERVICES								
1	Counselor	175		175	0			
	Itinerant (4 Existing)	125			632			
1	Conference (from administrative conf.) (1-Existing)	200		50	150			
	Subtotal			225	782			0
	TOTAL			2,460	3,959			0

Administrative/Student Services

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Principal's Office

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Desk/workstation with chair
4		X	Side arm chair
1		X	File Cabinet, four drawer, legal, lateral & lockable
1		X	Computer & Printer
1		X	Bookcase
1		X	Table, round, 42"-48"
1	X		Tack board, 3' x 4'
1	X		Clock

B. Administrative Office; School Police & Principal Secretary

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Desk/workstation with chair
2		X	Side arm chair
1		X	File Cabinet, four drawer, legal, lateral & lockable
1		X	Computer & Printer
1		X	Bookcase
1	X		Tack board, 3' x 4'
1	X		Clock

C. Guidance Counselor; Itinerant; Bookkeeper; Attendance Clerk & Data Processor

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Desk/workstation with chair
2		X	Side arm chair
1		X	File Cabinet, four drawer, legal, lateral & lockable
1		X	Computer & Printer
1		X	Bookcase
1		X	Small table for group activities
1	X		Tack board, 3' x 4'
1	X		Clock
	X		Built-ins (refer to special considerations)

Administrative/Student Services

D. Reception/Secretary Area

No. of Items	Contractor Provided	District Provided (FF&E)	Description
5		X	Chairs for visitors
1		X	End table
2		X	Computer & Printer
1		X	Bookcase
1	X		Recessed Display Case, 6'W x 4'H
1	X		Tack Board, 3' x 4'
1	X		Clock
	X		Built-ins (refer to special considerations)

E. Conference Room (per)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Conference table
8		X	Conference chairs
1	X		Marker Board, 8' x 4' with tack strip
1	X		6' x 8' video format screen with black masking borders
1	X		Clock
	X		Built-ins (refer to special considerations)

F. Production / Workroom

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Collator
2		X	Copier
1		X	Paper cutter
3		X	Work table
6		X	Chairs
1	X		Double sink with goose neck faucet (HW/CW)
2		X	Vending machines
1	X		Refrigerator, residential, 18-20 cubic ft
1		X	Microwave
1		X	Computer
1		X	Printer
1	X		Tack board, 6' x 4' (located near staff mailboxes)
1	X		Staff mailboxes (100 minimum) set on a 30"H x 24"D counter with larger cubby/mailboxes underneath to receive large packages. Mailboxes shall be 4"h x 14" d x 12" w clear inside
1	X		Drop Safe (refer to built-in for details)
1	X		Clock
	X		Built-ins (refer to special considerations)

Administrative/Student Services

G. Clinic (Board approved middle school prototype)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
5		X	Cots
4	X		Cubicle curtains on track for cots
5-6		X	Straight chairs
1		X	Desk/workstation
2		X	Task Chair
1		X	Medical Scale
1		X	File cabinet, four-drawer, legal, lateral, lockable
2		X	Rolling supply cart/ Table cart
1		X	Hazardous Waste Disposal & Trash Receptacles
1		X	Sharp's container
1		X	Utility Table
1		X	Lockable Storage Cabinet
1	X		Refrigerator with icemaker, residential, lockable, 21 cu. ft.
1	X		Double lockable metal narcotics cabinet
1	X		Supervision Mirror
1	X		Fold down changing table
1	X		Sink with eye wash at nurse station (HW/CW)
1	X		F.A.C.B.C. Shower with no curb and with fold down seat in shower
2		X	Computer
2		X	Printer
1	X		Clock
1	X		Tack board, 2'x4'
	X		Built-ins (refer to special considerations)

H. Records (minimum one-hour fire rating)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
4		X	File cabinet, four-drawer, legal, lateral, lockable or moveable records filing system
1		X	Metal storage cabinets, with adjustable shelving
1	X		Key cabinet, lockable, mounted
1	X		Clock
1		X	Computer
1		X	Printer
1		X	Workstation
1		X	Work Table
1		X	Fax Machine
1		X	Copier
	X		Built-ins (refer to special considerations)

Administrative/Student Services

I. Administrative Storage

No. of Items	Contractor Provided	District Provided (FF&E)	Description
4		X	File cabinet, four-drawer, legal, lateral, lockable
1		X	Stamp machine
		X	Two-way radios
1		X	Radio charger
2	X		Storage cabinet with shelves
	X		Built-ins (refer to special considerations)

J. Textbook Storage

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Barcode reader and scanner for textbooks
1	X		Built-ins (refer to special consideration)

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. **Heating/Cooling/Ventilation** - As required to meet District Standards.
- B. **Acoustical** - As required to meet District Standards.
- C. **Floor** - As required to meet District Standards. Carpeting is limited to principal's office. Provide continuous sheet vinyl for the floor and baseboard in the clinic.
- D. **Walls** - As required to meet District Standards.
- E. **Ceiling** - As required to meet District Standards.
- F. **Lighting** - As required to meet District Standards.
- G. **Windows** - As required to meet District Standards. No windows in the video surveillance room. Provide observation windows between the nurse's station and cot area and between the counsel room and cot area in the clinic.
- H. **Doors** - As required to meet District Standards. Provide larger door in the administrative storage area and entrance to the administrative building. Second exit from principal's office shall be provided. Records room shall be fireproof.
- I. **Plumbing Fixtures / Water** - As required to meet District Standards.
- J. **Communications** - As required to meet District Standards.

Administrative/Student Services

- K. **Electrical** - As required to meet District Standards.
- L. **Instructional Technology** – As required to meet District Standards.
- M. **Gas and Air** - As required to meet District Standards.
- N. **Safety** - As required to meet District Standards.
- O. **Fencing** - As required to meet District Standards.
- P. **Service Drives** - As required to meet District Standards.
- Q. **Parking** - As required to meet District Standards. Parking for administrators, secretarial staff and visitors near administrative offices with easy access at all times during the day.
- R. **Built-ins** -
1. **Conference Room** - Provide 8' of base cabinet with lockable doors and adjustable shelving, 34"H, along short wall of room, with upper cabinets with lockable doors and adjustable shelving, 12" clear inside depth.
 2. **Administrative Storage** – Provide adjustable shelving, continuous, 18"D on all walls, full height.
 3. **Clinic** – Refer to Board Approved Prototype clinic for built-ins.
 4. **Textbook Storage** – Provide maximum metal shelving with adjustable shelves on all walls. Provide free standing shelving for center area for adequate passageway.
 5. **Reception/Secretary** - Provide reception counter with transaction top and a section to comply with F.A.C.B.C. standards. Provide working counter, 29"-30" h, along reception counter with a minimum of two lockable pedestals and center drawer. The space between working counter and transaction counter shall be 12" clear height to hold notebooks. The reception counter shall be for a minimum of two people.
 6. **Production/Workroom** – Provide counter space, with cabinets with lockable doors, adjustable shelving above and below counter. Counter, 34"H base cabinet, 24"D; upper cabinet, 18"D, located on longest wall in workroom, F.A.C.B.C. compliant.

Provide Drop Safe - for the safety of bookkeepers and money handlers, drop safe shall be installed in non-conspicuous location (production/workroom), non-visible to the general public and students but easy access to principal and

Administrative/Student Services

bookkeeper. Model shall be approximately 27-5/16"H x 24-7/16"W x 25-1/2"D. Safe shall be provided with a hopper to drop money pouches. Hopper shall be approximately 6-1/4"H x 7-3/4"W x 13-1/2"D. The safe shall be bolted to the floor.

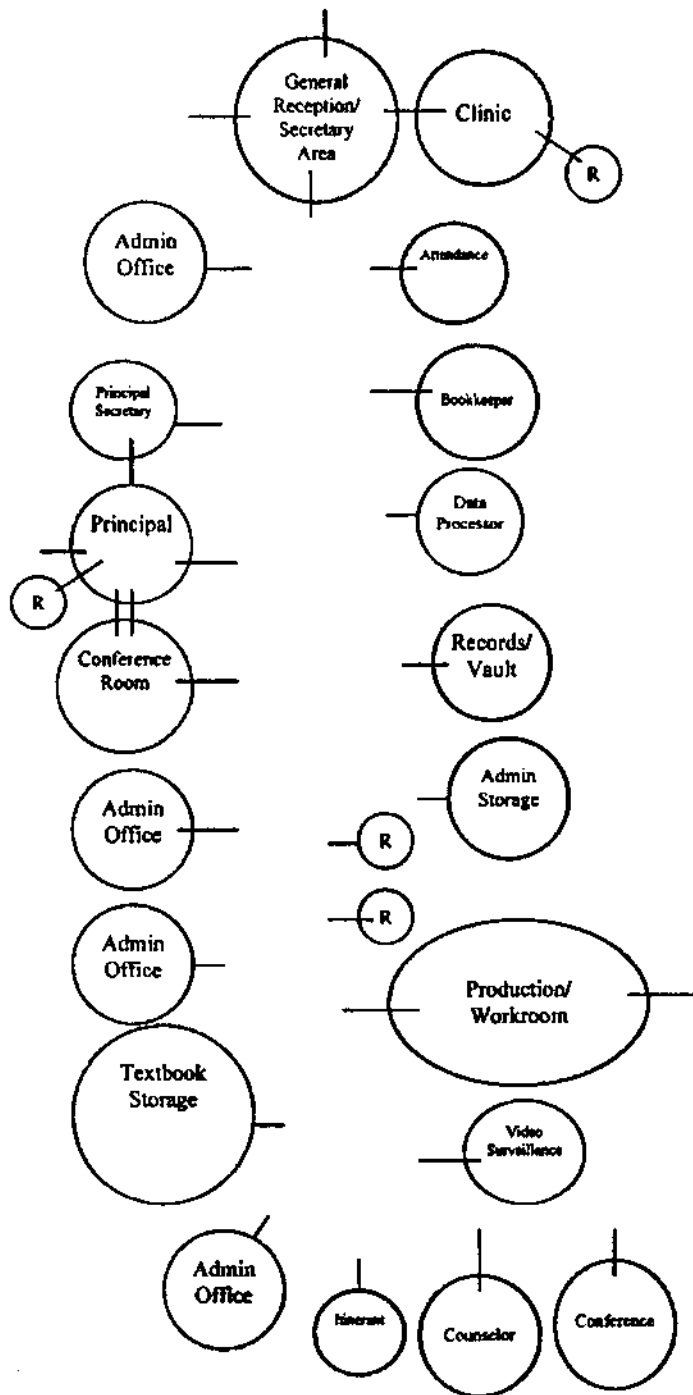
7. **Data Processor/Computer Area** - Open counter workspace, 30"H x 28"D, on one wall with desk in corner. Open shelving with fixed ends above counter and on opposite wall.

S. Other Considerations-

1. School Police/Video Surveillance shall be located so that radio communications do not interfere with computer/data processing.
2. Vault/record room shall be a one-hour rated enclosure.

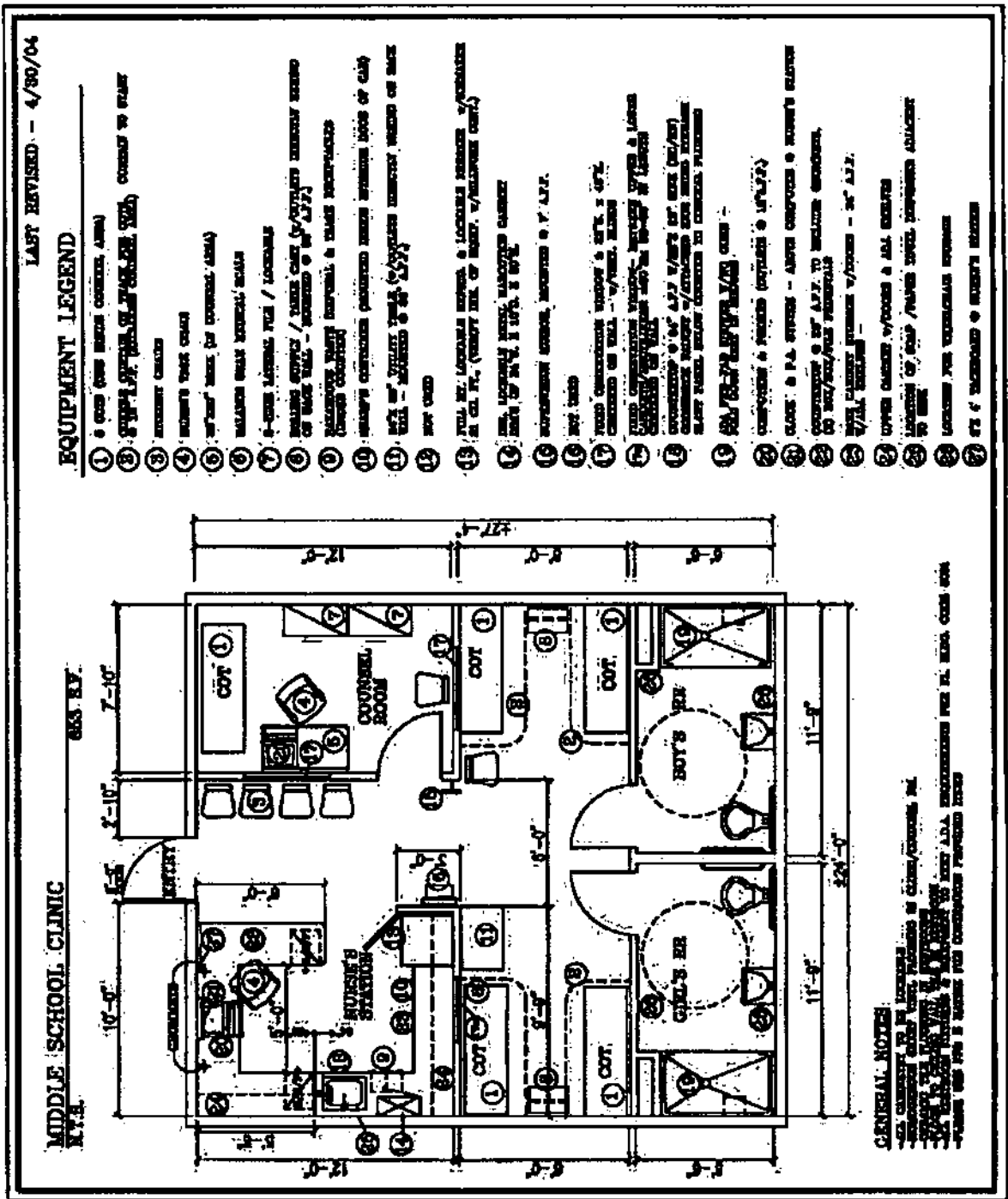
SPATIAL RELATIONSHIPS

Administrative/Student Services



R = Restroom

Administrative/Student Services



Administrative/Student Services

SKILLS DEVELOPMENT LABORATORY

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

Improvement of students' knowledge and skills in specialized subject areas and development of individual skills of research, project development and independent study.

III. PROGRAM ACTIVITIES

Instruction will be provided to large and small groups. Planned demonstrations and presentations will be made to pupils. These include personnel and audio-visual activities. Individualized instruction will also be provided. Students will work on individualized and group projects and in specialized learning centers.

IV. ORGANIZATIONAL NOMENCLATURE

Staff and student participation vary as determined by scheduled use of the facility.

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

The skills development laboratory provides a setting for learning experiences in which students can explore and develop individual skills in science, foreign language and computer science. This laboratory will accommodate in-depth experiences with specialized equipment and learning centers to enrich and build upon regular classroom activities.

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

- A. Material storage, student storage and teacher planning shall be folded into the classroom for flexibility purposes and to increase the size of the classroom to 900 NSF.
- B. One Skills Development Laboratory shall be designed for science and located on the first floor.

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing	Proposed		Existing
			Sq. Ft.	Sq. Ft.	Sq. Ft.	Stu. Sta.	Stu. Sta.	Total
			Per Unit	Total	Total	Unit	Total.	
SKILLS DEVELOPMENT LABORATORY (1/400 stations per SREF without capacity)								
2	Laboratories and Storage		900	1,800		22	44	
	TOTAL			1,800			44	

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Laboratory (Science)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
8-10		X	Science worktable, rectangular
1		X	Teacher desk/workstation with chair
1		X	File cabinet, four-drawer, legal, lateral, lockable
1		X	Teacher Computer & Printer
20-30		X	Chair, 17"-18", stackable
1		X	Pencil sharpener, electric
30		X	Computers
4		X	Printers
1		X	Teacher demonstration center, portable, 30"D x 54"W x 34"H, electric and data hook ups; underneath storage with lockable doors
1	X		Marker Board, 4' x 16', with map rails and flag holder.
2	X		Tack Board, 4' x 4'
1	X		6' x 8' video format screen with black masking borders
1	X		Pencil sharpener with proper backing
2	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
1	X		Sink for intermediate students, stainless steel with goose neck faucet (CW) and water jet drinking fountain accessible to disabled
1	X		Sink for primary students, stainless steel with goose neck faucet (CW) and water jet drinking fountain accessible to disabled
1	X		Double sink, stainless steel with goose neck faucet (CW) accessible to disabled
1	X		Sanitizer cabinet for safety eyewear
1	X		Eyewash station
1	X		Clock
	X		Built-ins (refer to special considerations)

Skills Development Laboratory

B. Laboratory (Computer)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
12-15		X	Work table, oblong, 30" w x 60" l, with wire management
1		X	Teacher desk/workstation with chair
1		X	File cabinet, four-drawer, legal, lateral, lockable
1		X	Teacher Computer & Printer
20-30		X	Chair, stackable
1		X	Pencil sharpener, electric
30		X	Computers
4		X	Printers
1	X		Marker Board, 4' x 16', with map rails and flag holder.
2	X		Tack Board, 4' x 4'
1	X		6'x 8' video format screen with black masking borders
1	X		Pencil sharpener with property backing
2	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
1	X		Clock
	X		Built-ins (refer to special considerations)

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation - As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor - As required to meet District Standards.
- D. Walls - As required to meet District Standards.
- E. Ceiling - As required to meet District Standards I.
- F. Lighting - As required to meet District Standards.
- G. Windows - As required to meet District Standards.
- H. Doors - As required to meet District Standards.
- I. Plumbing Fixtures/Water - As required to meet District Standards.
- J. Communications - As required to meet District Standards.
- K. Electrical - As required to meet District Standards.
- L. Instructional Technology - As required to meet District Standards. Provide Skills Development Laboratory

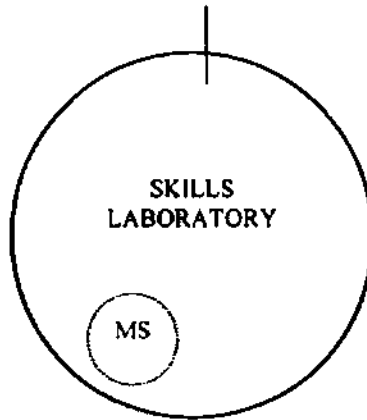
computer/data hook ups for student use to allow perimeter and/or peninsular set-up.

- M. **Gas and Air** - As required to meet District Standards.
- N. **Safety** - As required to meet District Standards.
- O. **Fencing** - As required to meet District Standards.
- P. **Service Drives** - As required to meet District Standards.
- Q. **Parking** - As required to meet District Standards.
- R. **Built-ins** -
 - 1. Provide base cabinet with sink and lockable doors and adjustable shelves and upper cabinets with lockable doors and adjustable shelves in both Science Skills Development Laboratory and Computer Skills Development Laboratory.
 - 2. Provide built-in bookcase, 5'L x 15"D x 40"H with adjustable shelves in both Science Skills Development Laboratory and Computer Skills Development Laboratory.
 - 3. Provide TV/Multimedia cabinet, approximately 48" in height with the TV monitor sitting on top of the cabinet in both Science Skills Development Laboratory and Computer Skills Development Laboratory. The TV/Multimedia cabinet shall include lockable doors with adjustable shelving for multimedia equipment. The TV/Multimedia cabinet shall also have grommets for wire management. The TV/Multimedia cabinet shall be located along or near the teaching wall.
- S. **Other Considerations** – N/A

Skills Development Laboratory

SPATIAL RELATIONSHIPS

Skills Development Laboratory



MS = Material Storage
Not all spaces are shown

Skills Development Laboratory

CUSTODIAL

I. PROGRAM PHILOSOPHY

Staff and students can expect a clean and healthful environment in which to teach and learn. A properly organized and trained custodial staff has the ability to insure the sanitation and regular cleaning of any facility, if their cleaning program is supported through the cooperation of the entire staff and student body. Custodians are allocated based on the size of the school (square feet) in sufficient numbers to maintain the cleanliness of the facility. Care must be exercised that cleaning is their primary function. Staff and students help insure the success of a Custodial program through avoiding abuse of the facility. Our investment in school facilities is protected by initial provision and utilization of sufficient, effective equipment and personnel.

II. PROGRAM GOALS

To provide a safe, sanitary, and aesthetically acceptable learning and work environment through proper utilization of human resources, material, equipment and methods.

III. PROGRAM ACTIVITIES

The principal duties of the Custodial staff are as follows:

- A. Prepare and maintain adherence to work schedules to insure regular, daily cleaning of the entire facility.
- B. Maintain personal use facilities (restrooms, water fountains, shower rooms, sinks) in clean and sanitary condition to minimum standards of State Requirements for Educational Facilities (S.R.E.F.) regulations and in accordance with the "Instructional Handbook for Custodians."
- C. Assure that school grounds are kept free of litter and safety hazards.
- D. Report all hazardous conditions, immediately.
- E. Observe all safety and fire regulations.
- F. Maintain security of buildings during non-school hours.
- G. Report any items in facility in need of repair.
- H. Maintain custodial equipment so that it is clean and usable at all times.
- I. Use only authorized materials, methods, and equipment to accomplish program goals.
- J. Maintain inventory of custodial supplies; and reorder, as necessary, for timely

Custodial

replacement.

K. Use all manual, mechanical, electrical, and automatic equipment, as directed.

IV. ORGANIZATIONAL NOMENCLATURE

Number of custodial staff determined as a function of the budget department.

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

A. 150 NSF from dining for golf cart storage area to accommodate two electrical carts.

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total	
CUSTODIAL								
	Central Receiving, Toilets, Showers, Custodial Closets (9 Exist S.C. & 1 Exist. Work area)	1,060		434	626			
1	Flammable Storage	155		0	180			
1	Equipment Storage	500		195	280			
1	Golf Cart Storage (from dining)	150		150	0			
	TOTAL	1,865		779	1,086		0	

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Custodial Foreperson Office

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Metal desk/workstation with chair
1		X	File cabinet, four-drawer, legal, lateral, lockable
2		X	Side arm chair,
1		X	Computer
1		X	Printer
1	X		Clock

Custodial

B. Main Custodial Room/Central Receiving/Workroom/Equipment Storage

No. of Items	Contractor Provided	District Provided (FF&E)	Description
4		X	Table with chair
1		X	Workbench
1		X	Time clock, automatic
1		X	Time card rack
1	X		Tack Board, 4' x 4'
1		X	File cabinet, four-drawer, legal, lateral, lockable
6		X	Stepladders: two 10'H, two 6'H, two 3'H
4		X	Custodial cart
1		X	Flat cart, four-wheel, for material handling
2		X	Vacuum cleaner, heavy-duty, wet/dry, with accessories
2		X	Vacuum cleaner, upright, high productivity, with beater bar
4		X	Vacuum cleaner, backpack, with accessories
1		X	Desk mover
1		X	Floor machine, 18" - 21", high speed, 275 - 300 rpm, for spray buff for resilient floor areas
1		X	Floor machine, 20", burnishing, 1500 - 2000 rpm
2		X	Floor machine, 18"W, standard
3		X	Hand truck
1		X	Telescoping ladder
2		X	Stripping brush, 18"W, Flo-Pac
1		X	Sweeper, battery-powered, interchangeable brush for inside/outside or push-type sweepers, with side broom
2		X	Floor Fan
1		X	Vise
2		X	Tank sprayer, plastic
1	X		First Aid kit, wall-mounted
3		X	Safety goggle
1		X	Screwdriver, set
1		X	Wrench, open-end set
1		X	Wrench, adjustable set (6", 8", 10")
1		X	Hammer
1		X	Electric drill, 3"
1		X	Drill set
1		X	Socket set (40 - piece)
1		X	Offset pliers
1		X	Regular pliers
1	X		Service sink (HW/CW)
1	X		Safety shower with no curb
1	X		Washer, commercial
1	X		Dryer, commercial
1	X		Eye wash station.
1	X		Refrigerator, residential, 22 cu. ft.
		X	Vending machine(s)
1	X		Fire blanket
	X		Fire extinguishers conforming to the State Requirements for Educational Facilities (S.R.E.F.)
1	X		Key box
6	X		Lockers
1	X		Clock

Custodial

No. of Items	Contractor Provided	District Provided (FF&E)	Description
	X		Built-ins (refer to special considerations)

C. Service Closet (per closet)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1	X		Service sink (HW/CW).
1		X	Service Cart
	X		Built-ins (refer to special considerations)

D. Golf Cart Storage

No. of Items	Contractor Provided	District Provided (FF&E)	Description
2		X	Golf Carts, electrical
	X		Built-ins (refer to special considerations)

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation - As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor - As required to meet District Standards.
- D. Walls - As required to meet District Standards. One-third of central receiving shall be partitioned with wire mesh for security storage.
- E. Ceiling - As required to meet District Standards.
- F. Lighting - As required to meet District Standards. Provide explosion proof in flammable storage.
- G. Windows - Provide vision window from custodian's office to custodial workroom and central receiving. None, for security reasons.
- H. Doors - As required to meet District Standards. Provide metal doors, lockable, extra wide or overhead for receiving. Provide metal doors for flammable storage area, with at least 6' W opening. Provide metal door with at least 6' W opening for golf cart storage.

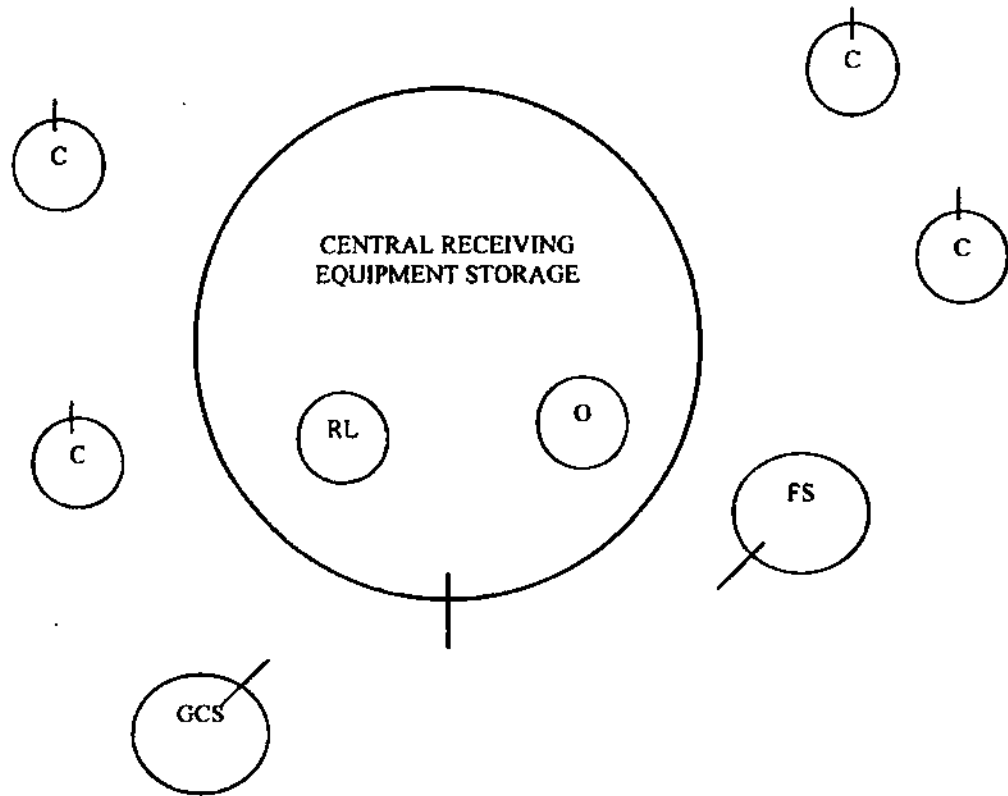
Custodial

- I. **Plumbing Fixtures/Water** - As required to meet District Standards.
- J. **Communications** - As required to meet District Standards.
- K. **Electrical** - As required to meet District Standards
- L. **Instructional Technology** - As required to meet District Standards.
- M. **Gas and Air** - As required to meet District Standards.
- N. **Safety** - As required to meet District Standards.
- O. **Fencing** - As required to meet District Standards.
- P. **Service Drives** - Service drive to central receiving storage area with loading area. As required to meet District Standards.
- Q. **Parking** - Storage and charging area for battery-powered carts. As required to meet District Standards.
- R. **Built-ins**
 - 1. **Central Receiving:** Provide adjustable, 18"D, steel shelving, floor-to-ceiling on all walls, plus sufficient, free-standing shelving to provide storage. Provide six (6) lockers for custodial staff. Provide wire mesh and adjustable, 18"D, steel shelving, floor-to-ceiling for storage area in central receiving.
 - 2. **Service Closets:** Provide adjustable, 12"D, steel shelving, on one wall, mid-wall to ceiling.
 - 3. **Golf Cart Storage:** Provide adjustable, 12"D, steel shelving, on one wall, mid-wall to ceiling
- S. **Other Considerations**
 - 1. **Trash compactor, located in depressed area, to accept and compact all trash and garbage for pick-up by local trash contractor.**

Custodial

SPATIAL RELATIONSHIPS

Custodial



- FS = Flammable Storage
- C = Closets, per SREF
- O = Office
- RL = Restroom/Lockers/Showers
- GCS = Golf Cart Storage

Custodial

EXCEPTIONAL STUDENT EDUCATION

I. PROGRAM PHILOSOPHY

All exceptional students are entitled to receive appropriate educational services in the least restrictive environment which will enable them to have full equality of opportunity. Instructional program must fully meet the educational needs of students who deviate from the average to the extent that they require special education to develop their maximum potential.

II. PROGRAM GOALS

Students with special learning differences will be provided educational programs designed to meet their individual needs. Diagnostic evaluation, prescriptive planning and implementation of individual student programs will be provided.

III. PROGRAM ACTIVITIES

A. General Activities

Individualized and group instruction will be provided in academic and enrichment curriculum areas.

B. Special Activities

1. Specific Learning Disabilities/Hearing/Visually Impaired

- a. Basic instruction in reading, mathematics and language arts.
- b. Behavior adjustment and small group interaction.
- c. Diagnostic evaluation; individualized programmed instruction; use of teaching machines, audio-visual equipment and study carrels.
- d. Gross-and fine-motor skills / instruction

2. Educable Mentally Handicapped

- a. Basic instruction in reading, language arts, mathematics, daily living skills, practical science, career education and use of leisure time.
- b. Personal and social adjustment skills development.

3. Emotionally Handicapped

- a. Behavior management techniques to effect behavioral changes in students.
- b. Structured program to arrange situations where students frequently experience success.
- c. Affective curriculum emphasizing positive self-concept.
- d. Academic instruction: remedial and / or regular curriculum.

Exceptional Student Education

- e. Functional life skills.
4. **Trainable Mentally Handicapped**
- a. Self-management / home living skills
 - b. General community functioning skills
 - c. Functional pre-academics / academics
 - d. Embedded communication / motor / social skills
 - e. Recreation / leisure skills
 - f. Vocational skills
5. **Physically Handicapped**
- a. Academic instruction
 - b. Self-care skills
 - c. Socialization skills
 - d. Communication skills
6. **Supplementary Instruction - Speech, Language and Testing**
- a. Diagnostic testing.
 - b. Audiometric examinations.
 - c. Individual and small group instruction in an acoustically-controlled environment.

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio

Self contained Instructional Classrooms: 1:10

Includes Physically Handicapped, Emotionally Handicapped and Trainable Mental Handicapped.

Part-Time Instructional Classrooms: 1:15

Includes Educable Mentally Handicapped, Specific Learning Disability, Hearing/Visually Impaired.

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES -

- A. Other instructional uses can be for English for Speakers of Other Languages.

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

- A. ESE Outside Storage shall be combined into one space.
- B. Supplementary Instruction spaces are to be used for Speech, Hearing and Vision Testing and for Crisis Intervention Office & Psychological Testing.
- C. ESE Classrooms and related spaces shall be disbursed throughout the campus in

Exceptional Student Education

compliance with the School District inclusion philosophy and can be used as general classrooms for flexibility purposes.

- D. Material storage and student storage shall be folded into the ESE Resource Room to create a larger instructional space.
- E. ESE restroom/changing room with shower, 3' x 5', wheelchair, roll-in capability, toilet, cot and sink in compliance with F.A.C.B.C. shall be provided. Restroom shall be a separate sterile space with private corridor entrance opening to the hallway.
- F. Combine the material storages and student storages from Supplementary Instruction Rooms to create spaces for office/testing.
- G. Combine material storages to create ESE Department Storage.
- H. Shared restrooms have been added to ESE Resource Rooms for flexibility purposes and enhancement of supervision of students.
- I. ESE classrooms should be located on the ground floor whenever possible.

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF	Proposed		Existing	Proposed		Existing
		Sq. Ft.	Sq. Ft.	Sq. Ft.	Sq. Ft.	Stu. Sta.	Stu. Sta.	Stu. Sta.
		Total	Per Unit	Total	Total	Unit	Total	Total
EXCEPTIONAL STUDENT EDUCATION								
24	Self-Contained Classroom		900	21,600		10	240	
	Subtotal		900					
12	Shared Kitchen		100	1,200				
24	Outside Storage		50	1,200				
12	Student Restrooms - M/F		40	480				
12	Student Restroom and Shower/Changing		100	1,200				
	Subtotal			25,680			240	
2	Part-time Classroom (Existing)				1,574			24
	Material Storage				189			
	Student Restroom - M/F				188			
	Subtotal				1,951			24
26	Self Contained Classroom (Existing)				24,059			222
	Student Restroom - M/F (Existing)				1,839			
	Subtotal				25,898			222
3	Supplementary Instruction (Existing)				682			
	Subtotal				682			0
2	ESE Resource Room	672		1,344				
2	Material Storage	155		310				
2	Student Storage	40		80				
	Subtotal	867		1,734				0

Exceptional Student Education

DRAFT – Scheduled for March 05' Board Meeting

Spaces	Description	SREF Sq Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Stat. Total.	
			1	ESE Changing Room/Restroom	150		150	
1	ESE Department Storage	200		200				
	Subtotal	350		350	0			0
3	ESE Vocational (Existing)				3,517			34
1	ESE Physical/Occupational Therapy Lab (Existing)				1,347			
	Subtotal				4,864			34
	TOTAL			27,764	33,395		240	280

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Specific Learning Disabilities/Educable Mentally Handicapped

No. of Items	Contractor Provided	District Provided (FF&E)	Description
10-15		X	Student desk, adjustable
10-15		X	Student chair, adjustable
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, vertical or lateral, lockable
1		X	Storage cabinet, portable
1		X	Table, round, 48"
1		X	Table, kidney-shaped
2		X	Carrel, adjustable, with electrical outlets for various equipment
5		X	Chairs, stackable
	X		Built-ins (refer to special considerations)

B. Emotionally Handicapped

No. of Items	Contractor Provided	District Provided (FF&E)	Description
5-10		X	Student desk, adjustable
5-10		X	Student chair, adjustable
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, vertical or lateral, lockable
1		X	Storage cabinet, portable
1		X	Table, round, 48"
1		X	Table, kidney-shaped
2		X	Carrel, adjustable, with electrical outlets for various equipment
5		X	Chairs, stackable
	X		Built-ins (refer to special considerations)

Exceptional Student Education

C. Trainable Mentally Handicapped

No. of Items	Contractor Provided	District Provided (FF&E)	Description
2		X	Table, rectangular
1		X	Table, kidney-shaped
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, vertical or lateral, lockable
1		X	Aide desk and chair
10		X	Chair
4		X	Partition on casters
1		X	Play furniture: table and chairs, refrigerator, stove and sink
10		X	Desk or table, individual, for students
10		X	Cot
1		X	Cabinet, cubbyholes, with plastic trays on one side, general storage on the other, approximately, 47"L x 67"H x 23"D, on casters
	X		Built-ins (refer to special considerations)

D. Self-Contained used as:

Physically Handicapped

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Table, kidney shaped
3		X	Desk (3), adjustable
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, vertical or lateral, lockable
10		X	Chair, student
2		X	Table, adjustable legs, 29"L x 27"W x 25"- 30"H
2		X	Study carrel, adjustable, with electric outlets for various equipment
1		X	Therapy stool
1		X	Cabinet, cubbyholes, with plastic trays on one side, general storage on the other, approximately, 47"L x 67"H x 23"D, on casters
	X		Built-ins (refer to special considerations)

E. Resource Room

No. of Items	Contractor Provided	District Provided (FF&E)	Description
12		X	Student chair, adjustable
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, vertical or lateral, lockable
1		X	Table, round, adjustable
1		X	Study carrel, adjustable, with electric outlets for various equipment

Exceptional Student Education

F. Supplementary Instruction Room (Speech/Language/Testing)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
4		X	Student chair, adjustable
1		X	Teacher desk and chair
1		X	File cabinet, four-drawer, vertical or lateral, lockable
1		X	Teacher Computer & Printer
1		X	Table, round, adjustable
1		X	Computer desk with wire management
1		X	Study carrel, adjustable, with electric outlets for various equipment
1	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
1	X		Marker Board, 4' x 8', with map rails and flag holder
1	X		Tack Board, 4' x 4'
1	X		6'x 8' video format screen with black masking borders
1		X	Computer
1		X	Printer
1	X		Pencil Sharpener w/proper backing
1	X		Clock

G. All ESE Instructional Rooms (except Supplementary Instruction)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Teacher Computer & Printer
2	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
1	X		Marker Board, 4' x 16', with map rails and flag holder
2	X		Tack Board, 4' x 4'
1	X		6'x 8' video format screen with black masking borders
1	X		Provide stainless steel sink with goose neck faucet (CW) and water jet drinking fountain accessible to disabled; no electric eye drinking fountain.
4		X	Computers
2		X	Printers
1	X		Pencil sharpener with proper backing
1	X		Clock
	X		Built-ins (refer to special considerations)

H. ESE Restroom/Changing Room

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Cot
1	X		Fold down changing table
1	X		F.A.C.B.C. Shower with no curb and with fold down seal in shower
1	X		Built-ins (refer to special considerations)

Exceptional Student Education

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to **GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.**

- A. **Heating/Cooling/Ventilation** - As required to meet District Standards.
- B. **Acoustical** - As required to meet District Standards.
- C. **Floor** - As required to meet District Standards.
- D. **Walls** - As required to meet District Standards.
- E. **Ceiling** - As required to meet District Standards.
- F. **Lighting** - As required to meet District Standards.
- G. **Windows** - As required to meet District Standards.
- H. **Doors** - As required to meet District Standards.
- I. **Plumbing Fixtures/Water** - As required to meet District Standards.
- J. **Communications** - As required to meet District Standards. Provide a telephone jack and a dedicated line for telecommunication hearing and visually impaired.
- K. **Electrical** – As required to meet District Standards.
- L. **Instructional Technology** - As required to meet District Standards.
- M. **Gas and Air** - As required to meet District Standards.
- N. **Safety** - As required to meet District Standards.
- O. **Fencing** - As required to meet District Standards.
- P. **Service Drives** - As required to meet District Standards.
- Q. **Parking** - As required to meet District Standards.

- R. **Built-ins** -
 - 1. **Self Contained; Primary (Part-Time) & ESE Resource Rooms**

Exceptional Student Education

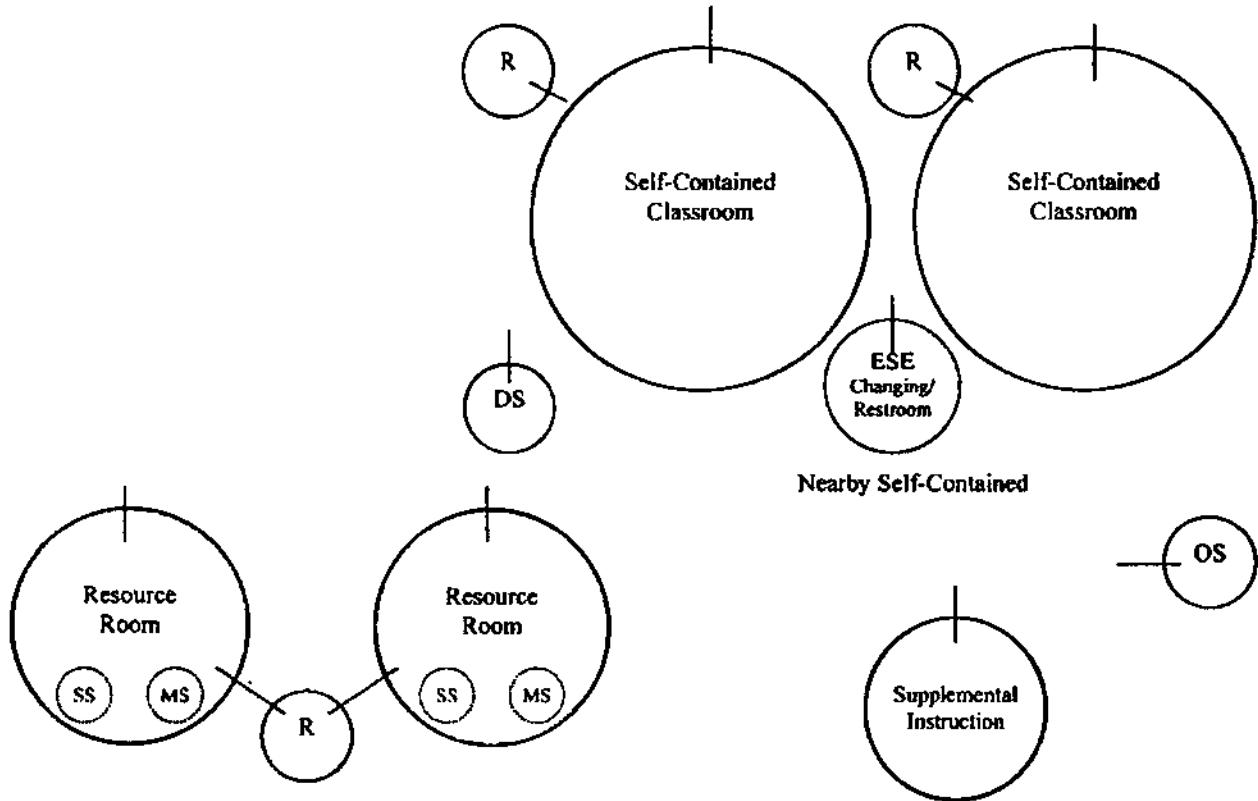
- a. Provide cubbyholes (22), 15"H x 15"W x 15"D (clear inside) and no higher than 40" from floor.
 - b. Provide base cabinet with sink and lockable doors and adjustable shelves and upper cabinets with lockable doors and adjustable shelves.
 - c. Provide built-in bookcase, 5'L x 15"D w/adjustable shelves.
 - d. Provide computer counter to accommodate four (4) computers and two (2) printers (14"W x 30"D). The counter shall have grommets for wire management.
 - e. Provide TV/Multimedia cabinet, approximately 48" in height with the TV monitor sitting on top of the cabinet. The TV/Multimedia cabinet shall include lockable doors with adjustable shelving for multimedia equipment. The TV/Multimedia cabinet shall also have grommets for wire management. The TV/Multimedia cabinet shall be located along or near the teaching wall.
2. **ESE Department Storage**
 - a. Provide metal shelving on three walls, floor to ceiling.
 3. **ESE Changing Room**
 - a. Provide storage cabinet, 24"w. x 18"d.x 72"h. with lockable doors and adjustable shelves.

S. Other Considerations –

1. The use of observation window(s) in ESE classroom(s) will be reviewed on a school by school basis.
2. The architect shall work with District staff with regards of the placement of ESE classrooms on the floor plan.

SPATIAL RELATIONSHIPS

Exceptional Student Education



- OS = Outside Storage – combined with Kindergarten
- R = Restroom
- DS = ESE Department Storage
- MS = Material Storage
- SS = Student Storage

Not all spaces are shown

Exceptional Student Education

FOOD SERVICES

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

- A. School Food Services intends to offer nutritious food necessary to maintain good health and welfare for all students.
- B. School Food Services shall provide gainful educational experiences for students.
- C. School Food Services facilities shall also serve school and community functions.

III. PROGRAM ACTIVITIES

A. Dining

- 1. Student dining
- 2. Faculty dining

B. Kitchen

- 1. Preparation
 - a. Baking
 - b. General preparation
 - c. Production

C. Servery

- 1. Student serving line
- 2. Serving line support equipment

D. Storage and Maintenance

- 1. Receiving
- 2. Food storage
- 3. Non-Food storage
- 4. Can wash
- 5. Laundry
- 6. Food Service Mop Room

E. Warewashing and Refuse Removal

1. Dishwasher
2. Pulping system
3. Pot washing

F. Staff Areas

1. Employee restrooms
2. Office

IV. ORGANIZATIONAL NOMENCLATURE

Student Capacity Per Feeding Period: 323

Grade Levels for Which Program is Intended: Pre-K-12

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

- A. Teacher dining/lounge shall be accessible to kitchen/serving area.
- B. Dining area, will also serve as an auditorium facility, with stage on opposite end from serving area.
- C. Dining area shall be accessible from parking area to facilitate community use.
- D. Consideration shall be given to students entering and exiting the cafeteria to avoid congestion.

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

- A. Dining and Multipurpose shall be combined into one space.
- B. Staff dining/lounge shall be 700 NSF making the dining area more adequately sized for staff use.
- C. 150 NSF from dining room to custodial golf cart storage.
- D. The kitchen area shall be 3,600 NSF based upon the prototype kitchen designed by SDPBC School Food Service.

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total	
			FOOD SERVICE (Elementary Prototype)					
1	Dining (150 NSF to Custodial Golf Cart Storage)(combine with Multipurpose)	3,706		2,506	1,200			
1	Kitchen (including office and restroom - prototype)	3,600		1,319	2,281			
1	Chair Storage	193		193	0			
1	Staff Dining/Lounge	700		182	518			
	Staff Restrooms (out of allotment)							
	Student Restrooms (out of allotment)							
	TOTAL	8,199		4,200	3,999			0

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Student Dining Area

No. of Items	Contractor Provided	District Provided (FF&E)	Description
65		X	Cafeteria table, folding, 29" maximum height
323		X	Cafeteria chair, one per student for largest service period; 18" is suggested as a suitable seat height for all age groups
		X	Vending machine(s)

B. Facility Dining Area

No. of Items	Contractor Provided	District Provided (FF&E)	Description
10		X	Table, round, folding
50		X	Chair, stackable
		X	Vending machine(s)
	X		(10) linear feet of base and wall cabinets, to include (1) sink and (1) adjacent bank of (3) graduated drawers. The counter top is to be 36" above the finished floor.
1	X		18 cubic foot refrigerator
1	X		Microwave
	X		Provide serving equipment consisting of the following components: 3-well hot food unit with sneeze guard; 60" refrigerated cold pan with over shelf and sneeze guard; (2) 36" open top utility counters for desert display.

Food Services

C. Employee Restroom/Locker Area

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1	X		Full-length mirror.
10	X		Individual coat sized lockers with locks.
1	X		First aide cabinet

D. Office

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Desk & Chair
1		X	Filing Cabinet
1		X	Computer
1		X	Printer
1		X	Fax Machine
	X		(6) linear feet of counter top with base cabinets and wall cabinets. Wall cabinets to be 14" deep and located over countertop.

Refer to SDPBC School Food Service Department's Generic Educational Specification for layouts and equipment.

IV. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation - As required to meet District Standards.
- B. Acoustical - As required to meet District Standards
- C. Floor – As required to meet District Standards.
- D. Walls – As required to meet District Standards.
- E. Ceiling - As required to meet District Standards.
- F. Lighting - As required to meet District Standards.
- G. Windows – As required to meet District Standards.
- H. Doors - As required to meet District Standards. Locks shall be keyed separately from master system in order that only the School Food Service Manager and one designated person from administration have access. Equip heavy-duty metal, receiving doors, with delivery buzzer on exterior. Provide exterior entrance door with a peephole or security window for identifying person before opening door.

Food Services

Exterior doors shall be equipped with automatic fly fans. Doors to kitchen and storage shall be wide for delivery of supplies and movement of equipment (minimum of 48" wide).

- I. **Water** - As required to meet District Standards.
- J. **Communications** - As required to meet District Standards. Intercom with volume control in office, kitchen and dining areas. Separate telephone line in office. TV receiver outlets in dining areas and specifically stage left/right walls, and origination outlet opposite stage on a non-service wall. ITV broadcast capability from dining room. Provide microphone outlets: (6) in the cafeteria, (4) on stage. Provide a bell location 7' above the finished floor in kitchen area, with conduit from the nearest telephone terminal cabinet.
- K. **Electrical** - As required to meet District Standards. Lighting control circuit panel for food service areas and power circuit for kitchen shall be easily accessible to kitchen and not in storeroom. Provide spare circuits for future needs. Switches shall be in reach of employees at each workstation. Keep storerooms free of electrical distribution panels, electrical switchgear, transformers, un-insulated pipes, water heaters, refrigeration condensing units or other heat producing devices. Provide conduit with a pull string from each POS station to SDPBC Food Service Manager's office. Include an above ceiling junction box in the dining room, tying back to the last cash register data outlet. (Contact SFS Dept. for details).
- L. **Instructional Technology** - As required to meet District Standards.
- M. **Gas and Air** - As required to meet District Standards.
- N. **Safety** - Total facility shall meet all local and state safety and sanitation codes. As required to meet District Standards.
- O. **Fencing** - As required to meet District Standards.
- P. **Service Drives** - Easy access to entrance for delivery of food and supplies. As required to meet District Standards.
- Q. **Parking** - Space (10) for food service employees, satellite vans and delivery vehicles. As required to meet District Standards.
- R. **Built-ins** - Provide tack board, 8' x 4' in dining area, 4' x 4' in kitchen preparation area and 4' x 4' in employee locker area.
- S. **Other Considerations**
 - 1. Equipment shall comply with standards identified by seals of approval from the following:

Food Services

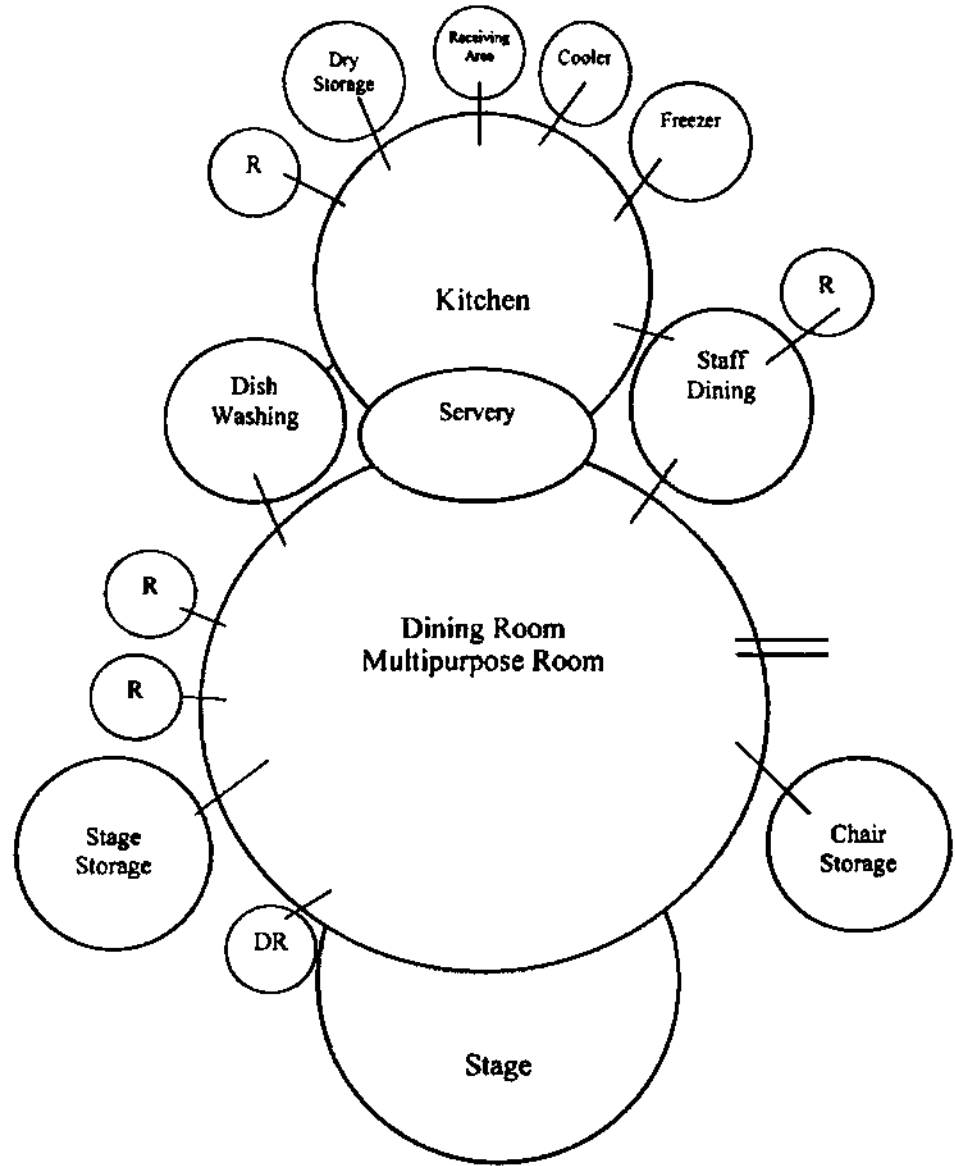
- a. American Gas Association (AGA) for gas equipment
 - b. American Society of Mechanical Engineers (ASME) for steam equipment
 - c. National Sanitation Foundation (NSF)
 - d. Underwriters Laboratory (UL) for electrical equipment
2. Before an architect prepares specifications, consult with SDPBC School Food Service authorities to include only those brands listed on the Pre-Approved Manufacturer's List. Equipment shall have basic manual temperature and time controls.
 3. Equipment shall be of good quality, approved brands, 14-gauge stainless steel (as specified). Sinks and worktable counter tops are to be 14-gauge, type 304 stainless steel, integrally welded with #4 finish. Table legs to be stainless steel with stainless steel adjustable bullet feet. Table undershelf to be 18-gauge type 304 stainless steel.
 4. Equipment shall be designated for use with standard sized accessories. Example: 12" x 24" steam pans and 18" x 26" bun pans:
 5. The architect shall utilize a professional member of the Foodservice Consultants Society International (FCSI) and recommendations of Design Criteria - School Food Service Facilities published by the SDPBC.
 6. Office area shall be separate from storage room.
 7. Kitchen
 - a. **Receiving area:** shall be in close proximity and easily accessible to storage areas.
 - b. **Baking department:** shall be near general preparation areas.
 - c. **General preparation area:** shall be easily accessible to all other areas.
 - d. **Serving areas:** shall be close to preparation areas, with preparation areas not visible to students.
 - e. **Dishwashing and refuse removal area:** shall be centrally located so that it is easily accessible from all parts of the dining area.
 - f. **Can wash area:** shall be located outside the kitchen area, weather protected, walls and floor to have impervious finish and drained to sanitary system.
 - g. **Laundry area:** shall be a separate and securable area adjacent to the

Food Services

kitchen.

- h. **Employees' toilets and lockers:** shall be adjacent to the preparation area.
- i. **Manager's office:** shall be located to enable the manager to view the major areas of activity in the kitchen such as receiving, storage and preparation.
- j. An independent, low-power, sound system shall be provided for the dining room area. The amplifier shall be in a locked closet or built-in cabinet.

SPATIAL RELATIONSHIPS Food Services, Multipurpose Room & Stage



R = Restroom
DR = Dressing Room/Office

Food Services

LIBRARY MEDIA CENTER

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

The Library Media Center is an extension of the classroom, and as such, provides services which achieve the following goals:

- A. Access – Ensures and facilitates easy, open access to organized educational media for students, teachers, parents and other in the learning community.
- B. Collection Development - Locate, acquire and disseminate learning materials that are cooperatively selected by the learning community.
- C. Collaboration – Collaborate with members of the learning community for effective utilization of educational media to meet the curriculum standards.
- D. Instruction – Instruction individuals and groups in the life long reading, information literacy and technical skills identified for 21st Century learners.

III. PROGRAM ACTIVITIES

The school library media center serves students, teachers, parents on the staff, administrators, and people in the local community. The center's space serves as a meeting place for students, staff, and community groups, requiring flexible access for activities during the school day, before or after school hours, and during the evening hours.

A. Activities for Students

- 1. Receiving instruction in large, class-size, small groups or individual with the capacity to accommodate simultaneous small and large group activities.
- 2. Using the instructional television equipment, projection equipment or computer technology.
- 3. Displaying creative promotional & literacy activities on bulletin boards, dry eraser boards and in lockable showcases.
- 4. Participating and interacting in lectures, projected presentations, demonstrations, and other instructional activities.
- 5. Preparing and presenting multimedia presentations with projection and sound capability.

Library Media Center

6. Browsing and leisure reading of books, periodicals, newspapers, computer programs and the Internet.
7. Engaging in inquiry with reference resources: books, CD-ROM and the Internet.
8. Engaging in individual study for career information, community resources, , and self-improvement.
9. Accessing information for individual reports, multimedia projects, letters, and other documents related to educational purposes.
10. Searching, identifying and requesting information or resources from other libraries or information locations through inter-library loan.

B. Activities for School Faculty, Staff and Parents

All eleven capabilities listed above for students are also applicable for faculty and school staff. Other staff activities are:

1. Previewing and selecting materials for classroom use.
2. Preparing instructional materials.
3. Meeting with library media specialist and staff or other colleagues for collaboration on lesson plans, curriculum development and resource acquisition.
4. Utilizing the library media center's resources and other external resources via ITV, The Education Network (TEN), inter-library loan or the Internet for curriculum development.
5. Engaging in distance learning.
6. Using multimedia tools and projection units.
7. Viewing current resources and data for parents.

C. Activities for Library Media Center Specialist and Library Media Staff

1. Providing Technical Services: selection, acquisition, receiving orders and donations, cataloging and database maintenance, processing, binding, inventorying and other functions required to organize and maintain the collection of a library media center.
2. Functioning as school leader(s) for technology development by providing new resources and technologies in the library media center and by providing technical expertise as a member of school improvement and technology committees.

Library Media Center

3. Providing instruction for students and faculty in inquiry methods, library research, information literacy and presentation of the results.
4. Assisting students, faculty and staff in selecting and effectively using instructional media in all formats.
5. Planning with teachers, administrators and paraprofessionals for curriculum development and use of instructional media for various school disciplines.
6. Maintaining accurate financial records and budgeting effective use of resources and time.
7. Supervising media staff, student aides and volunteers.
8. Coordinating media center functions with school administrators, faculty, community leaders, students and school staff, including custodial and secretarial personnel.
9. Booktalks and promotional activities.

IV. ORGANIZATIONAL NOMENCLATURE

Grade Levels for Which Program is Intended: Pre- K-12

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

- A. New developments in educational programs, instructional methods and class groupings and the uses of media resources that accompany them, dictate an element of flexibility for the library media program. Physical facilities must have flexible characteristics.
- B. Expanded individual and group use of audio-visual materials and computer equipment.
- C. Available computer retrieval of information from LAN, WAN and on-line services.
- D. Use of library media center for community and after school activities.
- E. Staff and student workshops.
- F. Extended library hours for access by patrons.
- G. Creativity Areas that will provide learning experiences for students and faculty. These institutional units will include the following:
 1. Production of video and audio programs and computer generated materials.
 2. Seminars and forums.
 3. Instruction in the use of on-line access of information.
 4. Development of resource sharing activities.

Library Media Center

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

- A. Periodical Storage and Group Projects shall be combined with the Reading/Stacks area.
- B. Professional Library, Media Production, and Copying Room shall be combined into one space for flexibility purposes.
- C. AV Storage and Repair, CCTV Storage, and Maintenance/Repair, shall be combined to increase the area for large equipment.
- D. Small Group Listening shall be located in an alcove in the Reading /Stacks area.
- E. Because of location of Library Media Center and current staffing, a restroom shall be accessible to all staff.
- F. Technical processing shall be combined with the Library Media Specialist's office for a total of 350 NSF. Remaining 150 NSF shall be folded into Reading/Stacks.
- G. Add Control Booth (100 NSF) from stage support to the CCTV Studio.
- H. The studio shall be 500 NSF and the control room shall be 275 NSF.
- I. Restroom has been added for flexibility purposes and enhancement of supervision of students.

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF	Proposed		Existing	Proposed		Existing
		Sq. Ft.	Sq. Ft.	Sq. Ft.	Sq. Ft.	Stu. Sta.	Stu. Sta.	Stu. Sta.
		Total	Per Unit	Total	Total	Unit	Total	Total
MEDIA CENTER (Elementary Prototype)								
1	Reading Room/Stacks (150 NSF from Tech Processing)	2,517		1,342	1,175			
1	Group Projects (combined with Reading/Stacks)	482		482	0			
1	Professional Library/Media Production/Copying Room	660		209	451			
1	Periodical Storage (combined with Reading/Stacks)	193		193	0			
1	AV Storage/Maintenance and Repair/CCTV Storage	665		164	501			
1	Library Media Specialist's Office	175		175	0			
1	CCTV Studio - Production and Control (100 NSF from Stage Control Booth)(500 NSF for Studio & 275 NSF for Control)	775		775	0			

Library Media Center

DRAFT - Scheduled for March 05' Board Meeting

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total	
			1	Technical Processing (combined with Library Media Specialist's office)(150 NSF to Reading/Stacks)	176		176	0
1	Small Group Listening (combined with Reading/Stacks)	96		96	0			
	Staff Restroom (out of allotment)							
	Student Restroom (out of allotment)							
	TOTAL	5,739		3,612	2,127		0	

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Reading Room

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Circulation desk with book drop
		X	Stacks/Shelving in Reading Room (refer to VIII.B.)
	X		Necessary backing for stacks/shelving at 2' and 5' around the perimeter of the reading room
1		X	Desk chair
1		X	Reference table, 30"W x 72"L
4		X	Book truck
1		X	Atlas stand, with shelves
1		X	Dictionary stand, portable
4		X	Automated library catalogue (workstations - 4)
1		X	Newspaper stand
1		X	Lounge furniture including sofas, chairs, tables to accommodate four to six people
10-20		X	Table, round or square, FACBC accessible
100-120		X	Chair, 18"
15		X	Public computer, all with computer tables, chairs, printer, no carrels
4		X	Access network computer, all with computer tables, chairs, printer, no carrels
1		X	Closed circuit TV security system
1		X	Amplifier system with microphone plugs
1		X	Mobile Multimedia cart
1	X		Water cooler, no electric eye drinking fountain
1	X		Recessed, built-in display cabinet (6'W x 4'H)
3	X		Tack Board, 8' x 4'
1	X		Video Format Screen with black masking borders, 6' x 8', minimum size, wall or ceiling mounted after stacks are placed
1	X	X	Library detection & security system (refer to special considerations)
1	X		Clock
	X		Built-ins (refer to special considerations)

Library Media Center

B. Stack Area Shelving - District Provided

To accommodate (9,700 volumes). Utilize 60"H shelving on perimeter, as much as possible. Free-standing shelving shall not exceed 42". All shelving shall be adjustable and have backing. Shelving shall be standardized so that inserts for periodical shelves can be moved. 775' lineal of 10" shelving for regular books, 225' lineal of 12" shelving for picture books, 200' lineal of 15" heavy duty shelving for reference books and 190' lineal of 12" shelving is required for kits. Shelving shall be accompanied by readily usable bookends. Light-weight, plastic coated, wire shelving is not acceptable. Picture book shelving includes adjustable vertical supports.

C. Library Media Specialist/Technical Processing

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Work station/chair
2		X	Guest chairs
1		X	Computer & printer - color
1		X	Technical processing workstation, automated library - media management server and workstation, printer, chair, secretarial
2		X	Computer for administration of automated circulation system with CDR
1		X	Bookcase
1		X	Binder, automatic
1-3		X	File cabinet, four-drawer, legal, lateral, lockable
2		X	Book truck, double-faced
4		X	Chair
4		X	Stapler, electric
1		X	Punch, 3 - hole, electric
1		X	Stapler, heavy-duty, long arm
1		X	Calculator
1	X		Computer table as part of built-in
1		X	Workstation with secretarial chair for clerk
1		X	TV for closed circuit TV security system
1	X		Single sink with goose neck faucet (HW/CW)
2	X		Tack board, 4' x 4'
1	X		Clock
	X		Built-ins (refer to special considerations)

Library Media Center

D. Professional Library (folded into Media Production)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
2		X	Lounge furniture - combination of chairs and tables to accommodate four people
8		X	Chair
1		X	Public access workstation, network access
1		X	Computer, printer, on-line access
	X		Built-ins (refer to special considerations)

E. AV Storage/Maintenance Repair/CCTV Storage

No. of Items	Contractor Provided	District Provided (FF&E)	Description
4		X	27" data monitor/TV and AV input
1		X	DVD Player
4		X	VCR
4		X	54" carts with 8" wheels and locks
10		X	CD/cassette tape recorder
6		X	Language master
10		X	Jack box
48		X	Headset for jack box (10)
1		X	Overhead projector (traveling)
2		X	Overhead projector, with lamp changer, 4,000 lumens and cart
1		X	Slide projector
2		X	Portable sound system, with microphone and lectern
1		X	Opaque projector (optional)
3		X	Tripod screen, 60" x 60"
1		X	Laminator
1		X	Camcorder, with battery pack and charger
2		X	Tripod for camcorder
1		X	Projection unit, digital/video
1		X	35 mm camera, (inexpensive instamatic)
1		X	Digital camera with disk storage
1		X	Poster maker
1		X	Ellison or AccuCut machine (large and small letters)
1		X	Copy stand (optional)
1		X	Video projector
2		X	AV cart, 42"
2		X	AV cart, 37"
1		X	Scanner for computer
1		X	Color printer
1		X	Typewriter
1		X	Laptop computer with presentation stand
4		X	Computer workstation for automated circulation system
10		X	Computer for access to Internet with internal DVD
1		X	Presenter to attach computer to TV
1		X	SMART white board
2		X	TV/VCR combo for learning centers
	X		Built-ins (refer to special considerations)

Library Media Center

F. Closed - Circuit Television - (CCTV)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
2		X	Camcorder
2		X	VCR
1		X	VD Pro
1		X	Pro Audio Mixer
1		X	Handheld Microphone
1		X	Stand Adapter
1		X	Desk Mic Stands
2		X	Wired Lav Mics
1		X	Tripod with Head
1		X	Tripod with Head and Dolly
2		X	Monitor
1		X	Monitor/Receiver
1		X	Character Generator
1		X	Monitor
1		X	Applied Magic Editing Package
1		X	Intercom System
1		X	CD/Cassette
1		X	Player
1		X	Cables
1	X		Double Scrim Curtain Tract and curtain (refer to special considerations)
1	X		Clock (in control room)
	X		Built-ins (refer to special considerations)
	X		Pipe rail grid and lights for studio (refer to SDPBC ITV Dept for specifications)

G. Media Production/Copy Room (folded into Professional Library)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Paper cutters, various sizes
3		X	Photocopier
1		X	Laminator
1		X	Public access workstation
1		X	Computer, printer, flat bed scanner, and color printer
1	X		Single sink with goose neck faucet (CW/HW)
3	X		Tack board, 4' x 4'
1	X		6'x 8' video format screen with black masking borders
1	X		Clock
	X		Built-ins (refer to special considerations)

Library Media Center

H. Group Projects (folded into Reading/Stacks)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
22		X	Computer workstation with wire management and chairs
2		X	Computer workstation with wire management and chairs, F.A.C.B.C. Accessible
24		X	Computers
2		X	Printers

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL

- A. Heating/Cooling/Ventilation – As required to meet District Standards.
- B. Acoustical - As required to meet District Standards. TV production studio and control room shall be soundproof.
- C. Floor - As required to meet District Standards.
- D. Walls - As required to meet District Standards. Provide a cyclorama wall in the CCTV Studio; there shall be no visible lines, and the wall shall be smooth and painted chroma key blue or green.
- E. Ceiling - As required to meet District Standards. Install double curtain track and curtains (no white) around one-half of production studio, opposite control room, ceiling mounted, at least 14" from walls. The ceiling in the studio shall be a minimum of 14' (12' AFF to bottom of pipe rail grid/lights).
- F. Lighting - As required to meet District Standards. Color-balanced fluorescent lighting with capability of separate switching of rows and lights evenly distributed to all areas of the reading room. Area shall have a master control switch with separate switches in each area including studio and control room. Dimmer switches in Reading/Stacks area for presentations. Lights above outside doors to conference rooms, and TV production room to alert visitors that rooms are "in use". Row lighting for studio ceiling. Mounted raked theatrical lighting with dimming control of individual fixtures for studio ceiling with adequate ceiling height for ceiling mounted lights. Provide task lighting above counter in control room.
- G. Windows - As required to meet District Standards. Provide observation windows from library media specialist's office to reading room and circulation desk. Provide windows, where necessary, for supervision; windows shall be low enough for visibility when seated. Provide angled window (refer to Design Criteria) to minimize reflection between CCTV control room and production studio; window in control room shall be no less than 34" high above the floor and no less than 36"

Library Media Center

wide. No windows in storage room.

- H. Doors** - As required to meet District Standards. Provide a half glass door from CCTV control room to production studio and a solid door from reading room. Doors shall be installed to allow physical access from the control room to all rooms in the CCTV suite. Provide double, exterior doors for loading purposes. Interior doors shall be half glass, where appropriate.
- I. Plumbing Fixtures / Water** – As required to meet District Standards.
- J. Communications** - As required to meet District Standards
1. Intercom from central administration to all areas except CCTV studio. Optional block-out for intercom in reading/stacks room.
 2. Intercom to CCTV control room and reading room shall have a lock-out feature with emergency override.
 3. Telephone jacks at the circulation desk, in library media specialist's offices, technical processing room, TV control room, professional library media production room, and conference room(s). CCTV room shall have phone; provide network wiring for intra and inter network communications.
 4. Independent low-power sound system located in reading room.
 5. Voice data, network communication and ITV reception in the following areas: circulation desk, director's office, professional library, AV storage, CCTV control room, media production and throughout the reading room where computer stations will be located.
 6. Voice data and network lines require built-in surge protection.
 7. ITV broadcast capability from technical processing room, reading room, CCTV control room, cafeteria, principal's office, main sporting field and courtyards.
 8. Provide physical and intellectual access to information in native languages.
- K. Electrical** - As required to meet District Standards. **Do not** locate wall outlets behind or above stacks. Locate necessary data and electrical outlets along columns for computers. Provide wiring and outlets for 30 computer stations in group projects (folded into reading room) and for automated library catalogue throughout media center where specified. Provide a strip outlet above work counter in technical processing, media production laboratory, and CCTV control room. An additional "on/off" switch for the studio lights shall be installed in the control room. Install two independent circuits with three double electrical outlets on each circuit in the control room and studio. ITV outlets shall be available on at least two opposing walls of the

Library Media Center

main studio. Provide wiring for library book detection system, security cameras system and automated circulation procedures.

- L. **Instructional Technology** – As required to meet District Standards. Provide electrical and data in the Reading Room/Stacks near the projection screen for multimedia equipment.
- M. **Gas and Air** - As required to meet District Standards
- N. **Safety** - As required to meet District Standards.
- O. **Fencing** - As required to meet District Standards.
- P. **Service Drives** - As required to meet District Standards.
- Q. **Parking** - As required to meet District Standards.
- R. **Built-ins** - Cabinetry shall have locks.
 - 1. **Technical Processing (folded into Library Specialist's office)**
 - a. Provide base cabinet with doors, along entire length of long wall, with stainless steel sink, cabinets with drawers of various depths and open shelves above.
 - b. Provide shelving for up to (200) books.
 - c. Provide six drawers, 30"W, for poster storage.
 - d. Counter no less than 30"D.
 - e. Provide adjustable shelving, 18"D.
 - 2. **Professional Library**
 - a. Provide base cabinet, on one wall, with shelving above.
 - b. Provide counter for computers (4) and printer (2) with grommets for wire management.
 - 3. **AV Storage/Maintenance Repair**
 - a. Provide base cabinet with doors, front disabled accessible with stainless steel sink and cabinets above with doors, lockable.
 - b. Provide adjustable metal AV shelving, covering approximately 50% of room.

Library Media Center

- c. Provide pegboard, 4"H x 8"L, on one wall.

4. **CCTV Production**

- a. Request CCTV information from the SDPBC Department of Program Management and ITV.
 - (1) Provide double scrim, curtain tract around one-half of production studio, opposite control room, ceiling mounted, at least 14" from walls.
 - (2) Provide pipe rail grid for production studio lighting; room lighting.
 - (3) CCTV Control Room
 - (a) Provide base cabinet, 26"H, on wall, facing production studio, with plug molding, at 28" above finished floor. No cabinets shall be installed in the control room that will impede comfortable seating at the control panel. If space is limited, it is preferable to have no cabinets at all in the control room.
 - (b) Opposite wall, provide open base cabinets, with one adjustable shelf, work surface counter top and open shelving above.
 - (c) Provide pegboard, on full wall, opposite door.
 - (d) Provide and install two PVC conduit openings, 4" in diameter, at floor level, between production studio and control room to allow pass through for cables.
 - (e) Provide shelves above counter for video/cd storage

5. **Media Production and Copy Room**

- a. Provide base cabinet with doors, on the long wall, with open shelves above, containing single, stainless steel, sink.
- b. Work counter, 27", above finished floor, for computers and printer, along one wall with grommets for wire management.
- c. Provide island base cabinet, 34"h, with electrical outlets at both ends and center, and open for large paper and board storage, in center of room.

Library Media Center

- d. Provide paper storage cabinet, adjacent to large copier. Copier shall be located so it can be pulled away from wall for servicing.

6. **Library Media Specialist's Office**

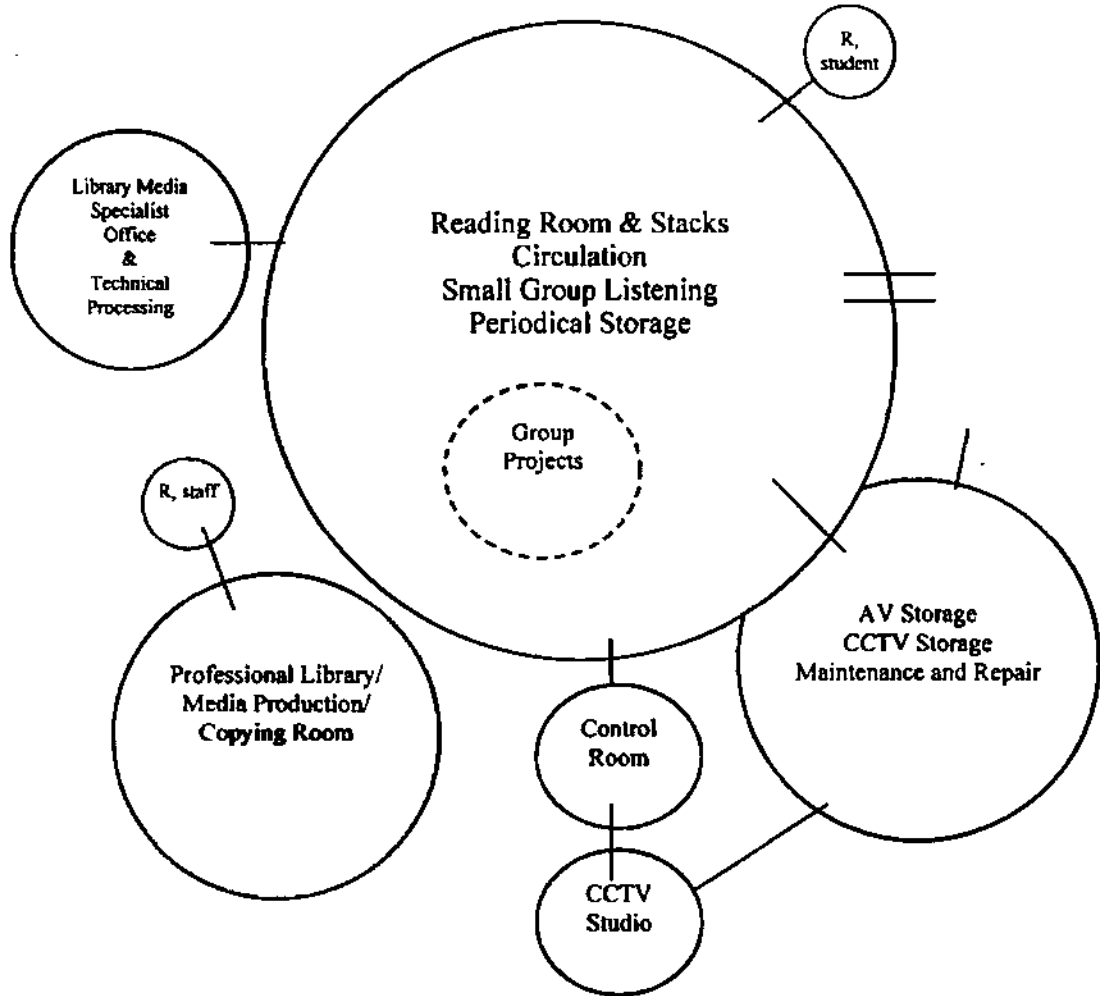
- a. Provide wall of base cabinets with doors, with open shelving above.

S. **Other Considerations**

1. Design CCTV production studio and control room, so noise will not transmit from lavatory facilities, common halls, placement of HVAC, or plumbing pipes. Air handlers should not be located in the vicinity of the studio to avoid excess ambient noise and, if the studio is on a second floor, vibration from a handler located under the studio or nearby will result in a "jiggling" motion on the cameras. No PA's shall be installed on control room or studio walls.
2. An independent, low-power, sound system shall be provided for the reading room. The amplifier shall be placed in the vicinity of the circulation desk, with speakers located, throughout, for even sound distribution.
3. Adjacent to library media center entrance, provide built-in display case, lockable storage base, safety glass.
4. Circulation desk shall be located near entrance with visibility to entire reading room.
5. Walking area in CCTV control room shall be at least 5' wide from wall to counter.

SPATIAL RELATIONSHIPS

Library Media Center



R = Restroom, staff

Library Media Center

MULTIPURPOSE

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

Facility shall serve school and community functions.

III. PROGRAM ACTIVITIES

To serve the overflow for dining room seating.

IV. ORGANIZATIONAL NOMENCLATURE

Total No. of Students Served Per Day: 966

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

A. Multipurpose and dining shall be combined into one space.

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF	Proposed		Existing	Proposed		Existing
		Sq. Ft.	Sq. Ft.	Sq. Ft.	Sq. Ft.	Stu. Sta.	Stu. Sta.	Stu. Sta.
		Total	Per Unit	Total	Total	Unit	Total	Total
	MULTIPURPOSE (Elementary Prototype)							
1	Multipurpose Room (combine with Dining)	1,494			2,016			
	TOTAL	1,494			2,016		0	

VIII. PROGRAM FURNITURE AND EQUIPMENT

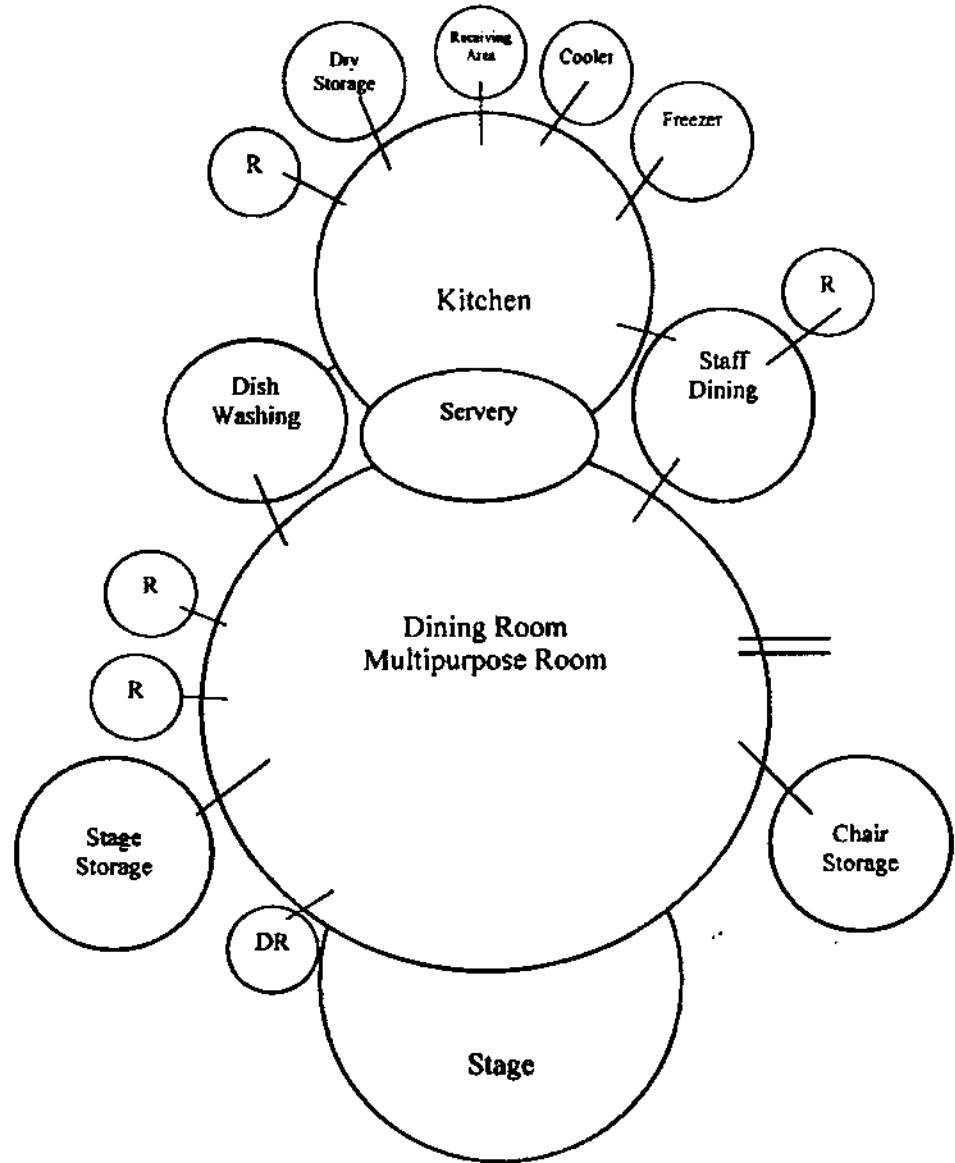
Refer to FOOD SERVICES.

IX. SPECIAL CONSIDERATIONS

Refer to FOOD SERVICES.

Multipurpose

SPATIAL RELATIONSHIPS Food Services, Multipurpose Room & Stage



R = Restroom
DR = Dressing Room/Office

Multipurpose

MUSIC

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

The elementary school music program is planned to provide opportunities for children to participate in many different types of musical activities such as singing, dancing (movement) and playing of instruments through which they can discover their musical interests and develop their potentialities.

III. PROGRAM ACTIVITIES

Staff activities will include small and large group instruction in rhythmic activities, music reading skills, music listening skills in appreciation and interpretation, and units of student endeavors in vocal and instrumental activities.

Student activities will include small and large group involvement in listening to music for appreciation and interpretation; vocal and instrumental participation in creating music; and the composition of contemporary and traditional music.

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio: varies

Grade Levels for Which Program is Intended: Pre- K- 12

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

A. This facility is planned for the music room and for special activities during the elementary school day and for community activities after the regular school day.

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

A. Restroom has been added for flexibility purposes and enhancement of supervision of students.

Music

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF	Proposed		Existing	Proposed		Existing
		Sq. Ft.	Sq. Ft.	Sq. Ft.	Sq. Ft.	Stu. Sta.	Stu. Sta.	Stu. Sta.
		Total	Per Unit	Total	Total	Unit	Total	Total
MUSIC (Elementary Prototype)								
1	Laboratory	1,456		570	886			
1	Material Storage/Reference Room	255		160	95			
1	Practice Room	70		70	0			
	Restroom, student (from allotment)							
	TOTAL	1,781		800	981			0

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Music Laboratory

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Teacher Desk
1		X	File cabinet, four-drawer, legal, lateral, lockable
1		X	Teacher Computer & Printer
2		X	Chair
1		X	Bookcase, adjustable, 10"D shelving
1		X	Stereo/record player, with head set (10)
1		X	Stereo/cassette recorder / player
1		X	Piano
30-40		X	Chair, stackable
5		X	Choral risers, portable
4		X	Computer
2		X	Printer
1	X		Single sink with goose neck faucet (CW)
2	X		Marker Board, 4' x 8', with map rails and flag holder.
2	X		Marker Board, 4' x 8', with staff lines
2	X		Tack Board, 4' x 4'
1	X		6' x 8' video format screen with black masking borders
1	X		Pencil sharpener with proper backing
2	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
1	X		Clock
	X		Built-ins (refer to special considerations)
1	X	X	Sound system (refer to special considerations)
1	X		Speakers built into classrooms that can be utilized with or without recording room equipment (refer to special considerations)

A variety of musical and rhythm instruments will be designated when school is constructed.

Music

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation – As required to meet District Standards.
- B. Acoustical - As required to meet District Standards. Special consideration shall be given for better sound control.
- C. Floor - As required to meet District Standards.
- D. Walls - As required to meet District Standards. Provide one wall in practice room with mirrors.
- E. Ceiling - As required to meet District Standards. Special consideration shall be given for better sound control.
- F. Lighting - As required to meet District Standards.
- G. Windows - As required to meet District Standards. Provide view windows into classrooms and practice areas.
- H. Doors - As required to meet District Standards.
- I. Plumbing Fixtures/Water - As required to meet District Standards.
- J. Communications - As required to meet District Standards.
- K. Electrical - As required to meet District Standards. The contractor shall provide surround system wiring, speakers, base, subwoofer, etc. for laboratory. The District shall provide the musical equipment, stereo, recorder, CD player, etc.
- L. Instructional Technology - As required to meet District Standards.
- M. Gas and Air - As required to meet District Standards.
- N. Safety - As required to meet District Standards.
- O. Fencing - As required to meet District Standards.
- P. Service Drives - As required to meet District Standards.
- Q. Parking - As required to meet District Standards.

Music

R. **Built-ins** - Cabinetry shall have locks.

1. **Laboratory**

- a. Provide cabinet with doors (2), 6'L x 24"D, floor-to-ceiling with adjustable shelving.
- b. Provide base cabinet with doors and adjustable shelves with sink, minimum, 5'L, adjustable shelves and book / record storage, above cabinet with doors and adjustable shelves.
- c. Provide computer counter to accommodate four (4) computers and two (2) printers (14'W x 30"D). The counter shall have grommets for wire management
- d. Provide TV/Multimedia cabinet, approximately 48" in height with the TV monitor sitting on top of the cabinet. The TV/Multimedia cabinet shall include lockable doors with adjustable shelving for multimedia equipment. The TV/Multimedia cabinet shall also have grommets for wire management. The TV/Multimedia cabinet shall be located along or near the teaching wall.

2. **Material Storage/Reference**— Provide shelving for storage of musical instruments to store instruments of various sizes, i.e., flute, drums. Provide base cabinet with doors and adjustable shelves, lockable, minimum 5' L, open shelving above.

3. **Built-in Instructional Aids**

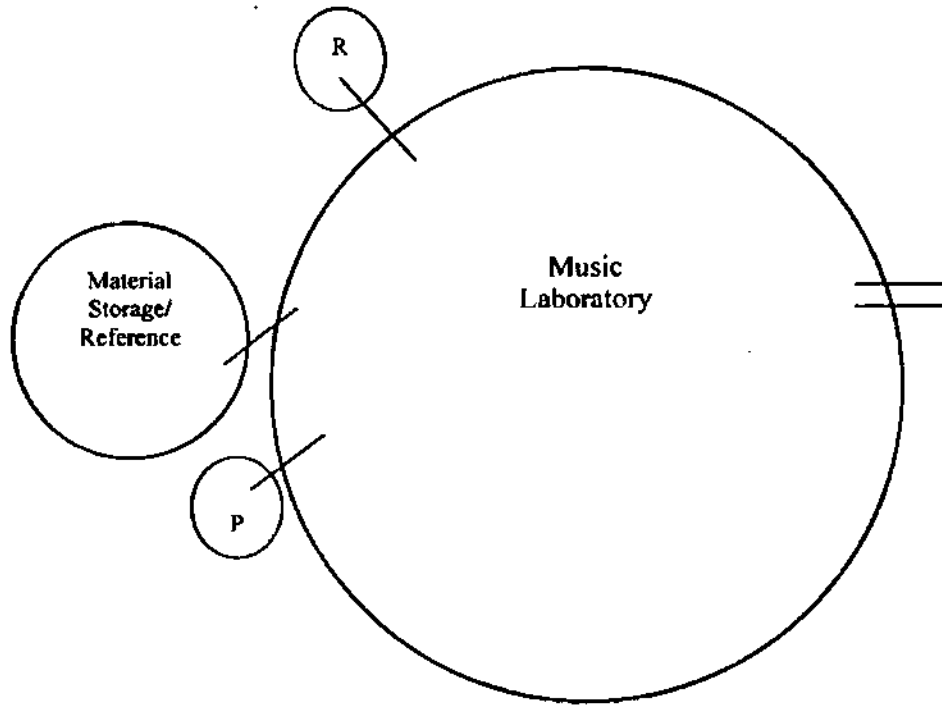
- a. Provide space for acoustically-treated, study module (2), created by folding and separator walls.

4. **School Display/Exhibition** - Provide recessed display cabinet (6'W x 4'H) in hallway near music room.

S. **Other Considerations** – Versatility is essential to a music facility.

SPATIAL RELATIONSHIPS

Music



P = Practice Room
R = Restroom

Music

PHYSICAL EDUCATION

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

- A. Optimum fitness development.
- B. Physical competence in skills performance.
- C. Acceptable social behavior, emotional stability and self-control.
- D. Acquisition of activities for lifelong fitness.
- E. Awareness of safety concepts and application in the environment.
- F. Knowledge of the benefits of regular and systematic exercise; game rules; activity organization; ethnic and cultural activities; equipment and equipment quality, care and use.
- G. Develop own fitness program.

III. PROGRAM ACTIVITIES

- A. Fitness components.
- B. Fundamental motor skills (includes movement exploration and expression).
- C. Ball-handling skills.
- D. Rhythms and dance activities.
- E. Educational gymnastics (includes body mechanics, posture, self-testing activities).
- F. Critical thinking skills

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio: varies

Grade Levels for Which Program is Intended: Pre-K - 12

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

- A. Teacher Planning shall be located with P.E. Storage at the covered play area.
- B. Restrooms, student and staff, shall be located at the covered play area.

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total	
PHYSICAL EDUCATION								
1	Covered Play Area	3,000		1,440	1,560			
3	PE Storage	315			868			
1	Teacher Planning with Restroom @ covered play area (from allotment)							
	Restroom, student @ covered play area (from allotment)							
1	Weight Room			1,800				
Other PE Spaces:								
1	PE Shower Female (Existing)				447			
1	PE Shower Male (Existing)				447			
1	ESE Therapy Pool (Existing)				2,989			
	TOTAL	3,315		3,240	6,311		0	

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. P.E. Storage

No. of Items	Contractor Provided	District Provided (FF&E)	Description
4		X	Tumbling mat, 4' x 6', Primary
4		X	Tumbling mat, 4' x 6', Intermediate
1		X	Mat truck, Primary
1		X	Mat truck, Intermediate
2		X	Balance beam (low), Primary
2		X	Balance beam (low), Intermediate
1		X	Teaching Cart
1		X	Skills Equipment
1		X	Portable Dry Erase Board
1		X	Wireless microphone with portable amplifier
1		X	Portable cart with TV and VCR
	X		Built-ins (refer to special considerations)

A variety of physical education equipment items and instructional materials will be designated when school is constructed.

B. Teacher Planning

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Teacher Desk and Chair
1		X	File cabinet, four-drawer, legal, lateral, lockable

Physical Education

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Teacher Computer & Printer
1	X		Tack Board, 3' x 4'
1	X		Clock
	X		Built-ins (refer to special considerations)

C. Outdoor Play Equipment

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1	X		K-2 Playground Equipment (refer to Special Considerations)
1	X		3-5 Playground Equipment (refer to Special Considerations)
	X		Volleyball, tennis & basket nets and standards

D. Weight Room (12 individual stations)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
8		X	Dumbbell stand, rack with a pair of 2 lb. and 5 lb. dumbbells. Continue in 5 lb. increments to 35 lbs. (8) pr., free-standing
12		X	Olympic weight set and bench, 400 lb. set, free-standing
12		X	Weight rack, free-standing or attached to floor
4		X	Curling bar and seat, fixed
1		X	File cabinet, four-drawer, legal, lateral, lockable,
4		X	Squat rack and benches
2	X		Tack Board, 4' x 4'
1	X		6' x 8' Video Format Screen with black masking borders
1	X		Marker board, 4' x 8'
1	X		Clock, battery
	X		Built-ins (refer to special considerations)

*All equipment shall operate mechanically.

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation – As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor - As required to meet District Standards. The floor and base in the weight room shall be special rubberized flooring for gym equipment.
- D. Walls - As required to meet District Standards. Mirrored wall(s) in the weight room..

Physical Education

- E. **Ceiling** - As required to meet District Standards. Covered play area, 14'-20'h, clear with no sharp objects in ceiling.
- F. **Lighting** - As required to meet District Standards.
- G. **Windows** - As required to meet District Standards. Provide window, in teacher planning, to overlook playground. Windows shall be low enough for visibility when seated. No window in equipment storage.
- H. **Doors** - As required to meet District Standards. Provide pair of doors, removable mullion, to accommodate equipment and carts in PE storage and weight room.
- I. **Plumbing Fixtures/Water** - As required to meet District Standards. Drinking fountain shall be located at play courts, fields and covered play area; no electric eye drinking fountain.
- J. **Communications** – As required to meet District Standards.
- K. **Electrical** - As required to meet District Standards. Provide electrical outlets in the covered play area.
- L. **Instructional Technology** - As required to meet District Standards.
- M. **Gas and Air** - As required to meet District Standards.
- N. **Safety** - As required to meet District Standards.
- O. **Fencing** - As required to meet District Standards. Provide a 6' fence around the perimeter of the play courts, fields and covered play area. Separate from the fence around the school building. Provide fence around kindergarten play area.
- P. **Service Drives** - As required to meet District Standards.
- Q. **Parking** - As required to meet District Standards. Locate play courts and fields near parking.
- R. **Built-ins** -
 - 1. **Teacher Planning** - Provide base cabinet with doors and adjustable shelves, lockable, minimum 5' L, open shelving above.
 - 2. **Storage Area**
 - a. Provide cabinets (2), floor-to-ceiling, lockable (one key), adjustable shelving on opposite walls, 36"D. Shelves to hold up to 200 lbs.

- b. Provide hooks to hang equipment: jump ropes and hurdles, up to 100 lbs.
- c. Provide metal, adjustable shelves, with rim on open edges, to keep balls from rolling out.

3. **Weight Room**

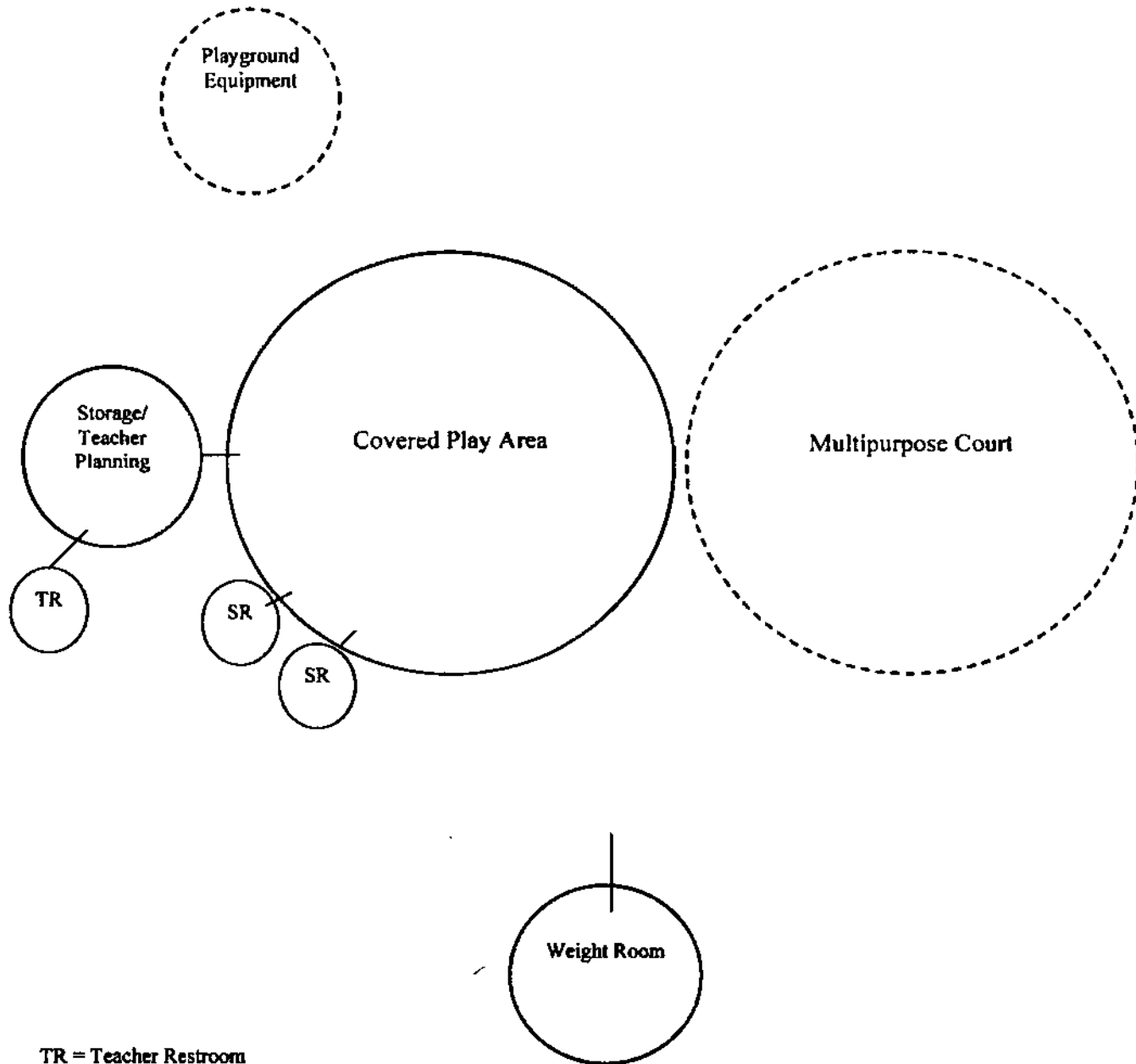
- a. Provide mirror along one wall. Provide storage cabinet recessed into the wall for supplies and equipment.

S. **Other Considerations**

- 1. One, all-purpose, hard surface, playing area, with appropriate court markings for other games including volleyball and basketball with 8' goals and 10' goals. All courts shall have proper drainage. Sleeves shall be installed in the court with covers for placement of volleyball standards. Refer to manual, Elementary School Playcourts, provided by the SDPBC Department of Program Management.
- 2. Provide one softball field with backstop. Softball field shall have home plates, back-to-back. Softball field shall have a bahia grass outfield and infield.
- 3. Provide one open field/soccer field with bahia grass.
- 4. Water and restrooms shall be easily accessible to play courts and fields; no electric eye drinking fountain.
- 5. Court and play areas shall not be located adjacent to noise generating air-conditioning units.
- 6. Provide playground equipment for Grades K-2 and Grades 3-5 with poured in place rubberized surface for all schools. Schools going under modernization shall have the playground equipment evaluated and replaced as needed. Playground equipment and poured in place must meet FACBC, SDPBC Risk Management, SDPBC Maintenance Plant Operations and SDPBC Building Department standards.
- 7. Playground equipment shall be located away from covered play area and all-purpose court.
- 8. Contractor shall provide all volleyball nets, tennis nets, basketball nets, etc. and standards.

SPATIAL RELATIONSHIPS

Physical Education



TR = Teacher Restroom
SR = Student Restroom

Contractor to provide playground equipment (fenced separately)

Physical Education

RESTROOMS

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total	
RESTROOMS (adjust square footage for FACBC and parity requirements)								
	Public Restrooms	193			656			
	Student Restrooms	1,446		726	720			
	Staff Restrooms (near classrooms and teacher planning)	386		202	184			
	TOTAL	2,024		928	1,560		0	

Provide public restrooms in administration. Provide restrooms for kitchen staff in kitchen. Provide restrooms for faculty and staff immediately adjacent to staff dining, general teacher planning areas, physical education teacher planning and other areas per code. Provide student restrooms in classrooms, dining rooms, covered play area and other areas per code. Provide restroom in clinic per Board approved prototype. Provide ceramic tile in toilets, floor to ceiling, with floor drains. Refer to **GENERAL CONSIDERATIONS**.

Restrooms

STAGE/SUPPORT

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

Stage / support spaces are to provide facilities in support of instructional programs, and to encourage out-of-class use by students and staff.

New trends in teaching methods and new awareness of the school, as a community center, make stage / support essential auxiliary teaching and community activities spaces for the elementary school.

With a growing concern to utilize large rooms for multiple purposes, the dining room will be served by stage / support facilities.

The architect is encouraged to explore planning alternatives for stage / support spaces as related to the dining hall for most effective utilization.

III. PROGRAM ACTIVITIES

The stage / support areas will provide the following:

- A. A convenient setting for presentations to large group assemblies for a variety of purposes - instruction, meetings, displays, etc.
- B. A facility for teaching participation in, and appreciation of, the performing arts.

IV. ORGANIZATIONAL NOMENCLATURE

Grade Levels for Which Program is Intended: Pre-K- 12

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

The project architect is encouraged to study stage design alternatives which permit use of stage area for overflow dining room seating, for example, portable platforms. In addition, special lighting and sound equipment shall be considered.

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

- A. The two dressing rooms shall be combined into one space.
- B. Provide outside stage approximately 800 NSF with access from indoor stage, where possible.

Stage/Support

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF	Proposed		Existing	Proposed		Existing
		Sq. Ft.	Sq. Ft.	Sq. Ft.	Stu. Sta.	Stu. Sta.	Stu. Sta.	
		Total	Per Unit	Total	Unit	Total	Total	
STAGE (Elementary Prototype)								
1	Indoor Stage	990		300	690			
1	Stage Storage	482		87	395			
2	Dressing Room (folded into one space)	482		482				
1	Control Booth (to CCTV Studio-Production)	0		0				
	TOTAL	1,954		869	1,085		0	

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Stage

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1	X		Microphone jack for stage in floor and overhead
1	X		Stage curtains
1	X		6'x 8', minimum, video format screen with black masking borders and electronically operated
	X		Built-ins (refer to special considerations)

B. Dressing Room/Office

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Desk/workstation with chair
2		X	Side arm chair
1		X	File Cabinet, four drawer, legal, lateral & lockable
1		X	Computer & Printer
1		X	Bookcase
1	X		Tack board, 3' x 4'
1	X		Clock
1	X		Under counter refrigerator
	X		Built-ins (refer to special considerations)

C. Stage Storage

No. of Items	Contractor Provided	District Provided (FF&E)	Description
	X		Built-ins (refer to special considerations)

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

Stage/Support

Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATION AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation - As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor - As required to meet District Standards.
- D. Walls - As required to meet District Standards.
- E. Ceiling - As required to meet District Standards. Provide pipe gridirons and curtains, including drops and panels.
- F. Lighting - As required to meet District Standards. Incandescent ceiling lights, with individual control, shall be provided. Stage lights shall be equipped with dimmer switches.
- G. Windows - As required to meet District Standards.
- H. Doors - As required to meet District Standards. Provide access from indoor stage to outside stage.
- I. Plumbing Fixtures/Water - As required to meet District Standards.
- J. Communications - As required to meet District Standards. Sound panel to house equipment. Provide access to Closed-Circuit TV. ITV broadcast capability from stage and dining room. Provide microphone outlets on stage.
- K. Electrical - As required to meet District Standards.
- L. Instructional Technology – As required to meet District Standards.
- M. Gas and Air - As required to meet District Standards
- N. Safety - As required to meet District Standards.
- O. Fencing - As required to meet District Standards.
- P. Service Drives - As required to meet District Standards.
- Q. Parking - As required to meet District Standards.

Stage/Support

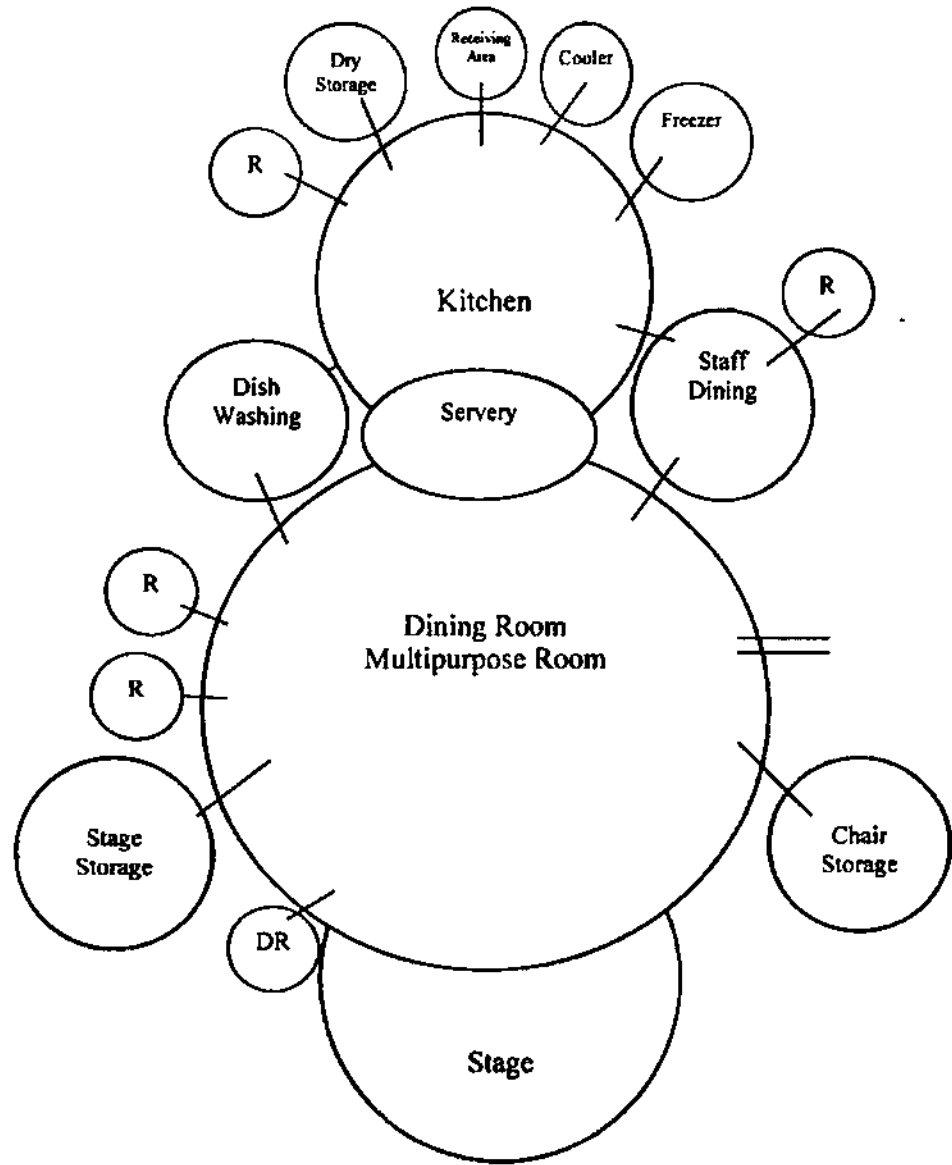
R. **Built-ins** -

1. **Stage Storage** – Provide metal adjustable shelving, one wall, 12"D, floor to ceiling.
2. **Dressing Room/Office** – Provide base cabinets and upper cabinets, both with doors, lockable and adjustable shelves.

S. **Other Considerations** – N/A

Stage/Support

SPATIAL RELATIONSHIPS Food Services, Multipurpose Room & Stage



R = Restroom
DR = Dressing Room/Office

Stage/Support

TEACHER PLANNING

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

The goal is to provide teachers and staff with a comfortable and restful environment in which to mentally and physically relax during non-duty periods.

III. PROGRAM ACTIVITIES

The teacher planning areas shall provide spaces for the social and emotional development of teachers and staff. It also provides the opportunity for small group meetings and planning.

IV. ORGANIZATIONAL NOMENCLATURE

During the course of the day staff members will use the facilities. The number of people, at any one time, will vary.

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES - N/A

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

- A. Teacher Planning area shall be located at the covered play area.
- B. The remaining square footage shall be located in the general Teacher Planning areas, approximately 400 NSF each in size.

VII. PROGRAM FACILITIES LIST

Spaces	Description	SREF Sq. Ft. Total	Proposed		Existing Sq. Ft. Total	Proposed		Existing Stu. Sta. Total
			Sq. Ft. Per Unit	Sq. Ft. Total		Stu. Sta. Unit	Stu. Sta. Total	
			TEACHER PLANNING					
1	Physical Education	100		100	0			
	General Areas (21 Existing Offices)				3,077			
2	Teacher Planning Offices		400	800				
	TOTAL			900	3,077		0	

Teacher Planning

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. General Teacher Planning Area

No. of Items	Contractor Provided	District Provided (FF&E)	Description
		X	Vending machine(s)
1		X	Copier
		X	Computers
		X	Printers
1		X	Work table
1	X		Tack board, 4' x 6'
1	X		Clock
	X		Built-ins (refer to special considerations)
1	X		Mirror & vanity in staff restroom

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

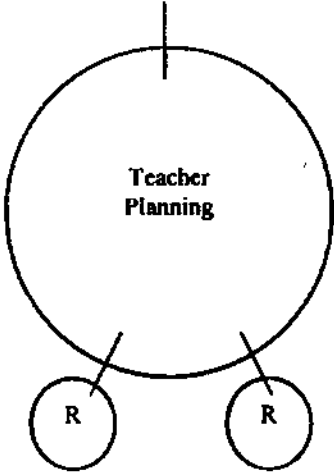
Refer to GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.

- A. Heating/Cooling/Ventilation - As required to Meet District Standards.
- B. Acoustical - As required to Meet District Standards.
- C. Floor - As required to Meet District Standards.
- D. Walls - As required to Meet District Standards.
- E. Ceiling - As required to Meet District Standards.
- F. Lighting - As required to Meet District Standards.
- G. Windows - As required to Meet District Standards.
- H. Doors - As required to Meet District Standards.
- I. Plumbing Fixtures/Water - As required to Meet District Standards.
- J. Communications - As required to Meet District Standards.
- K. Electrical - As required to Meet District Standards.
- L. Instructional Technology - As required to Meet District Standards.
- M. Gas and Air - As required to Meet District Standards.
- N. Safety - As required to Meet District Standards.

Teacher Planning

- O. **Fencing** - As required to Meet District Standards.
- P. **Service Drives** - As required to Meet District Standards.
- Q. **Parking** - As required to Meet District Standards.
- P. **Built-ins** -
 - 1. Provide mirror and shelf over sinks.
 - 2. Full-length mirror in restroom.
 - 3. Provide teacher carrels with pedestal to accommodate ten (10) teachers with computer and printer. Provide lockable upper cabinets above teacher carrels. The teacher carrels shall have grommets for wire management.

**SPATIAL RELATIONSHIPS
Teacher Planning**



R = Restrooms, Staff

Teacher Planning

Facility Space Summary
Royal Palm School
Classroom Addition with Core Expansion
Grades Pre-K thru 12
Existing Student Stations: 280
New Student Stations: 284
Total FISH Student Stations: 564

Facility Area	Proposed Student Stations	Existing Student Stations	Proposed Sq. Ft. Feet (N.S.F.)	Existing Sq. Ft. Feet (N.S.F.)
Administrative/Student Services			2,460	3,959
Art			0	1,471
Skills Laboratory	44		1,800	
Custodial			779	1,086
Exceptional Student Education	240	280	27,764	33,395
Food Services			4,200	3,999
Media Center			3,612	2,127
Multipurpose Room			0	2,016
Music			800	981
Physical Education			3,240	6,311
Restrooms			928	1,560
Stage			869	1,085
Teacher Planning			900	3,077
Other Spaces (Greenhouse)				797
Totals	284	280	47,352	61,864
Mechanical @ 6%			2,841	
Total Net Sq. Ft.			50,193	
Circulation, Walls etc. @ 27%			13,552	
Total Gross Sq. Ft.			63,745	

The existing facilities would be analyzed by the project architect to determine appropriate usage of the buildings and site for necessary renovations and remodeling to meet SREF size standards, ADA requirements and other code issues.