

EDUCATIONAL SPECIFICATION

BANYAN CREEK ELEMENTARY

Addition

Grades PreK – 5

Existing Student Stations: 587

New Student Stations: 500

Total Student Stations: 1,087

FISH Capacity: 1,087

Program Capacity: 864 (excluding PreK)

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



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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.
6. Facilities shall be designed to facilitate the inclusion of students with disabilities.

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.
8. **Inclusive Education** - All students shall be provided with the following:
 - a. Appropriate educational services in the least restrictive environment which will enable them to have full equality of opportunity.
 - b. Opportunities to interact academically and socially with students with various abilities and disabilities.
 - c. Opportunities to celebrate their differences and unique talents, and.
 - d. Access to facilities designed to accommodate their exceptionalities.

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.
- 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
Banyan Creek Elementary
Addition
Grades PreK – 5
Existing Student Stations: 587
New Student Stations: 500
Total Student Stations: 1,087
FISH Capacity: 1,087
Program Capacity: 864 (excluding PreK)

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
ADMINISTRATIVE							
301	1	Administrative Office		175	175		
314	1	Itinerant		125	125		
304	1	Reception/Secretary (NSF from General Reception/Secretary & 450 NSF for Secretary)		225	225		
308	1	Storage/Vault (from Administrative Storage & General Reception/Secretary)		150	150		
368	1	Textbook Storage (from Administrative Textbook Storage)		50	50		
315	1	Teacher Planning (from allotment)					
819/820		Restrooms, staff (from allotment)					
		TOTAL			725		
PRIMARY							
001	8	Primary Classroom		900	7,200	18	144
808	8	Material Storage		45	360		
814	8	Student Restroom - M/F		45	360		
		TOTAL			7,920		144
INTERMEDIATE							
002	14	Intermediate Classroom		900	12,600	22	308
808	14	Material Storage		45	630		
815/816	14	Student Restrooms, shared (out of allotment)					
		TOTAL			13,230		308
SKILLS DEVELOPMENT LABORATORY							
010	2	Skills Laboratory (1 lab with student stations)		900	1,800	18	18
808	2	Storage		45	90		
814	2	Student Restroom - M/F		45	90		
		TOTAL			1,980		18
CUSTODIAL							
330/331		Custodial Closets			750		
334	1	Golf Cart Storage			150		
		TOTAL			900		

Facility List by Areas

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
EXCEPTIONAL STUDENT EDUCATION							
061	2	Part-Time Classroom		900	1,800	15	30
808	2	Material Storage		45	90		
814	2	Student Restroom - M/F		45	90		
		Subtotal			1,980		
066	2	Supplementary Instruction with storage folded into room		200	400		
070	2	Office/Testing/Itinerant		200	400		
		Subtotal			800		
065	2	ESE Resource Room with storage folded into room		520	1,040		
815/816	2	Student Restroom (out of allotment)					
		Subtotal			1,040		
817	1	ESE Changing Room/Restroom			150		
308	1	ESE Department Storage			200		
		Subtotal			350		
		TOTAL			4,170		30
RESTROOMS (adjust square footage for FACBC and parity requirements)							
822/823		Public Restrooms			100		
815/816		Student Restrooms (Grades 4 and above)			750		
819/820		Staff Restrooms			200		
		TOTAL			1,050		0
TEACHER PLANNING							
315	2	General Areas		500	1,000		
		TOTAL			1,000		0

For modernization of existing schools and other schools with a high concentration of special program needs additional teaching spaces may be provided through the use of Resource Rooms and ESE Rooms to meet program capacity per the approval on January 21, 2003 of the Charter District Waiver.

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

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 and window treatments 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.

- O. **Electrical** - Provide Electrical System in accordance with DDC – Electrical and DMS.
- P. **Student Toilets** - 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 the administrative suite.
- AB. **Water Outlets** - Provide hose bibbs in accordance with the DDC – Plumbing.

General Considerations

- 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/Tackboard** - In addition to any bulletin boards specified in departmental specifications, the contractor shall provide eight lineal feet of tackboard in the corridor outside each classroom, resource room, music room, art room, media center and administration. Bulletin boards/ tackboards 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 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

General Considerations

for computer network requirements. Provide spaces and special air-conditioning for computer- related electronics. Refer to DDC.

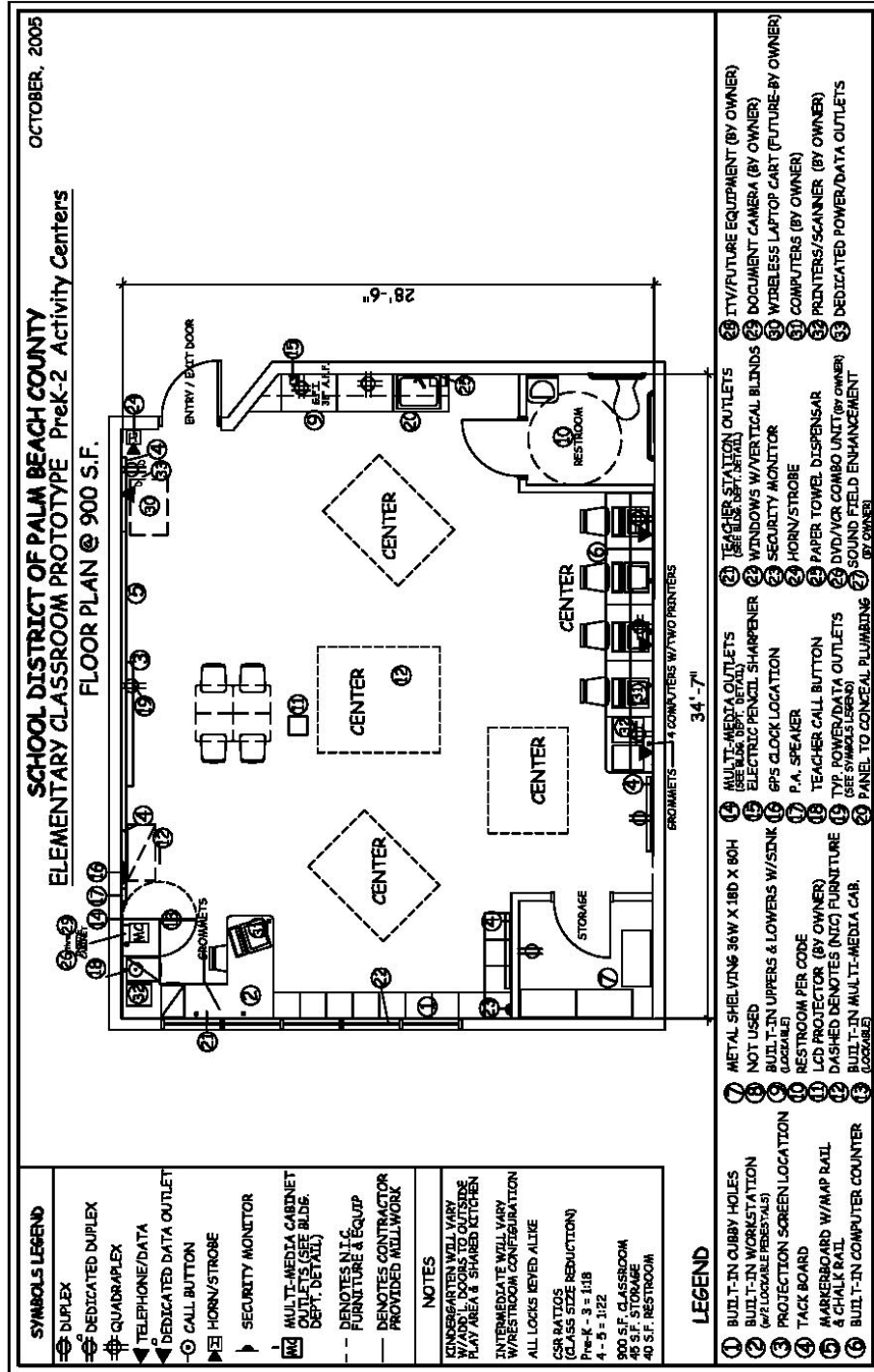
- AP.** **School Site and Play fields** - The school site and play fields shall be designed in accordance with DDC – Architectural and Civil.
- AQ.** **Working Heights** - Provide built-in equipment and furnishings in accordance with DDC – Architectural.
- AR.** **Ventilation** – Design Ventilation system 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 for future LED message area upgrades.
- 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 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 system.
- BB.** All built-in counters shall have wire management holes (grommets) to service telephones and computer hook-ups.

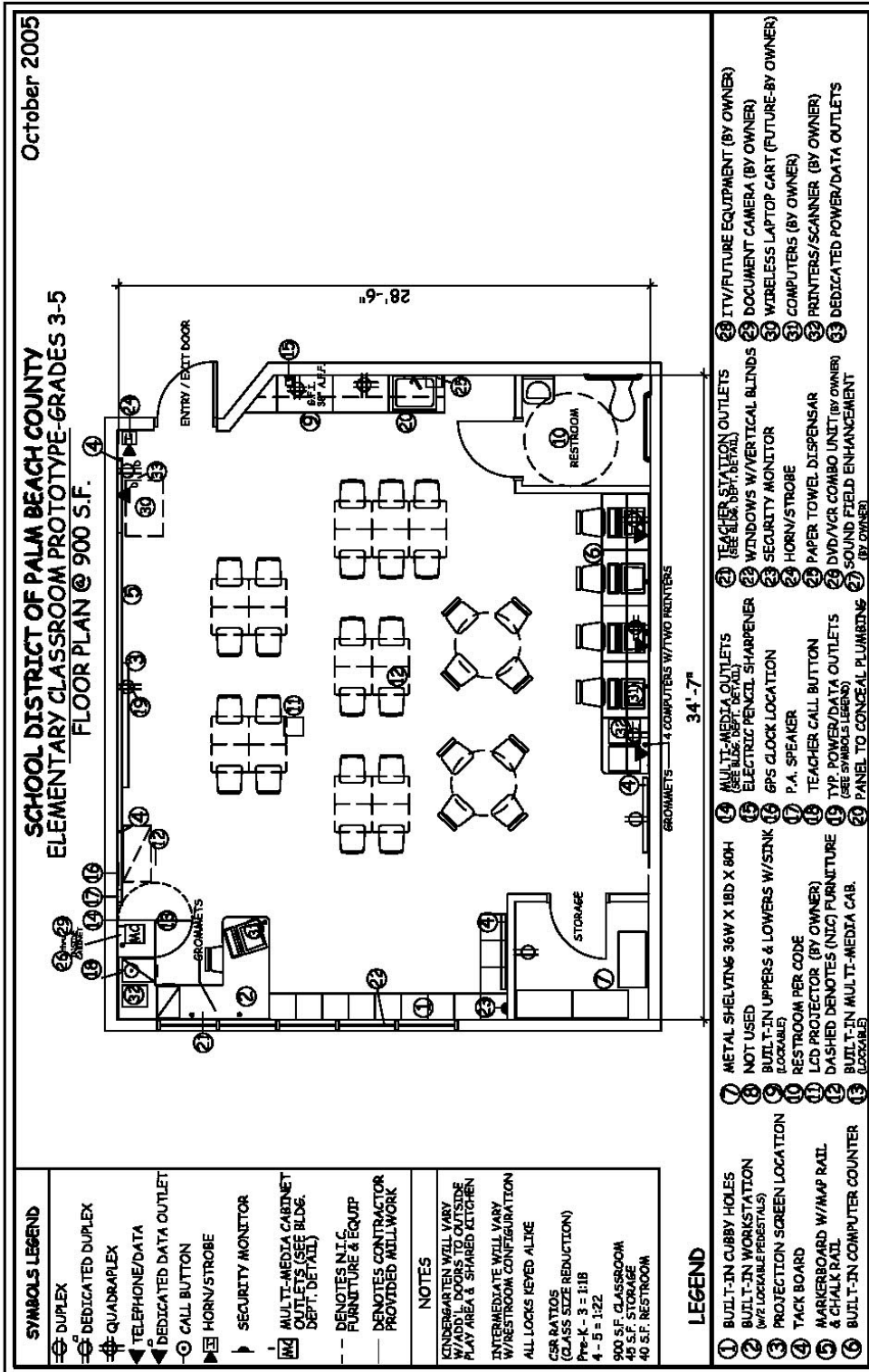
General Considerations

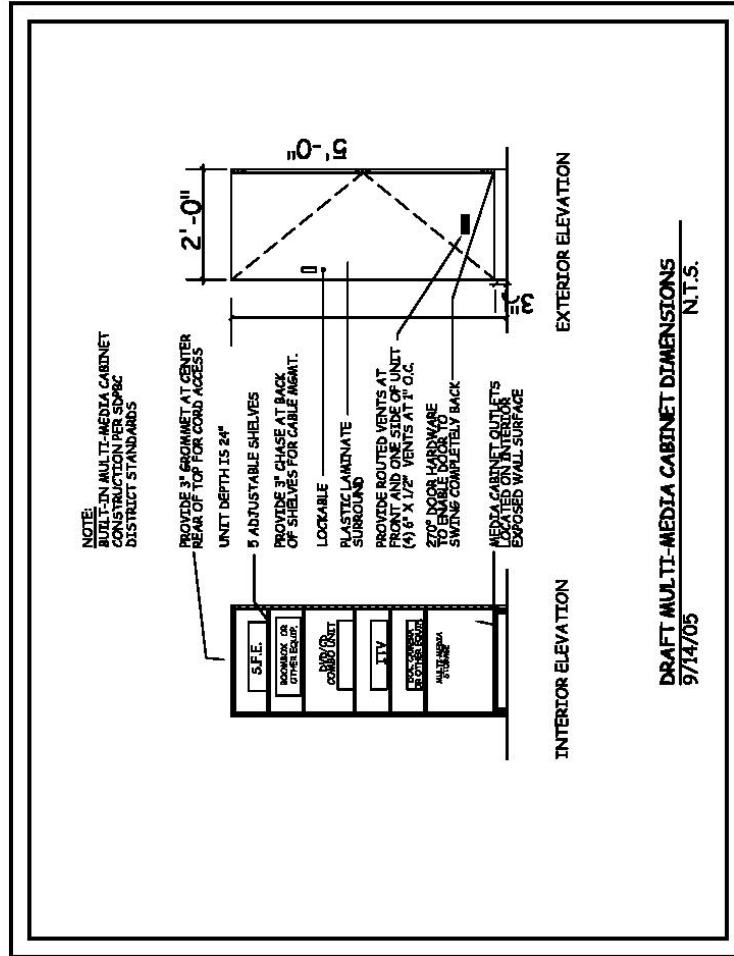
- BC.** When possible, the “head-in” equipment shall be located in the production room in the Library Media Center. The equipment should not be located in the control room of the CCTV studio.
- BD.** Schools under modernization and/or comprehensive addition shall have the interior signage comply with 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 and LCD Projector.
- BG.** Classrooms, instructional areas and other designated areas shall be equipped with built-in Multimedia Cabinets, provided by the contractor, to house ITV equipment, DVD/VCR, Sound Field Enhancement, Document Camera and other multimedia equipment. The Multimedia Cabinet shall be 24”w x 24”d x 60”h with a 270° hinged lockable door; open back for access to outlets located on the wall; five (5) adjustable shelves with 3” chase for wire/cord wire management; routed vents at front and one side of unit 4 – 6”x1/2” vents at 1” O.C. and 3” grommet on top of unit in center of cabinet. (Refer to prototype classroom and prototype Multimedia Cabinet drawings)
- BH.** Classrooms, instructional areas and other designated areas shall be equipped with built-in workstation, provided by the contractor. The workstation shall include a U shape work area with three (3) grommets and two (2) lockable pedestals (box/box/file and file/file). (Refer to prototype classroom drawing)
- BI.** All upper cabinets shall have a 12” clear inside depth to store standard binders.
- BJ.** The Beacon Center provides after school programs along with community activities for the surrounding neighborhood. If a school has been identified to operate a Beacon Center, the architect shall provide an administrative office (175 NSF) with data, electric, phone and fax line and a storage room (250 NSF) with data, electric and phone from the overall dining room/multipurpose NSF. Both spaces shall be lockable. The storage room will be used as a storage room and a place to connect and charge the wireless laptop computer cart(s). Both the office and storage room shall be located near the entrance of the school with an entrance that is separate from the main office. The architect shall work with District staff with regards to the placement of the Beacon Center on the plans. The dining room/multipurpose shall be equipped with a wireless computer system.

- BK.** If an Elementary School has been identified to operate a Reading Recovery Training Center, classrooms and/or Resource Rooms will be used for this program. The architect shall work with District staff with regards to the placement of additional furniture, fixture, equipment (FF&E), built-ins, utilities, data, electrical, etc. for the design. The architect shall work with District staff with regards to the placement of the Reading Recovery Training Center on the floor plan.

- BL.** Each school shall have an Automated External Defibrillator which will be provided by the owner. The location and signage will be determined by the SDPBC Risk Management Department.







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, 10-18 school buses will enter and exit the site at the beginning and end of each school day.
2. Approximately, 130 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, (140) 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)**.

ELEMENTARY PROGRAM DESCRIPTION

A comprehensive elementary school program of general education is designed to achieve two major objectives: (1) the development of skills and competencies common to all citizens and (2) the development of competencies unique to the children's individual potentialities.

Major program emphasis is on helping children gain command, to the best of their abilities, of the following processes and skills to enable them to make maximum use of their educational opportunity and to function effectively.

The process of communicating through oral and written language, reading and listening, use of numbers, and the media of fine arts.

1. The processes involved in rational thinking and learning, building concepts, seeing relationships, generalizing, making applications and solving problems.
2. The process of approaching problems and situations with an open mind as well as the ability to examine alternatives and explore creative solutions.
3. An understanding of the family, social responsibilities and the social structure of the communities in which students live.
4. The processes involved in developing an awareness of the many cultures in the immediate community as well as an understanding of, and an appreciation for, the many cultures within the nation and world.

Instructional decisions regarding specific goals, materials and experiences must be made in keeping with the individual differences inherent in each child. Time and resources must be utilized so that these individual differences become assets for individual growth. The daily instructional schedule is arranged to permit flexibility within the school day. In order to meet the general purpose of education, the elementary curriculum and weekly plan might include the following:

Language Arts	35% - 45%
reading skills development, using listening, speaking, writing and reading skills	
Mathematics	15% - 25%
number concepts and skills, using numbers in everyday activities, problem solving	
Social Studies	10% - 20%
citizenship, government, sociology, economics, map and globe skills, field trips, family and community study, geography, history, reading for comprehension	
Science, Health, Safety	10% - 20%
observation, experiments, discussion, and hands on activities to develop science concepts, human sexuality, drug prevention education, and nutrition	

Aesthetic and Creative Experiences 5% - 10%
writing letters, stories and poems, dramatizing, music, art

Physical Education 5% - 10%
motor skills and fitness development, body and spatial awareness, game-like experience.

Finally, the total elementary school, through its planned curriculum, provides all children with a foundation to enable them to function as competent, productive individuals as they mature and build upon their school experiences toward becoming fully functioning adults.

ADMINISTRATIVE/STUDENT SERVICES/GUIDANCE

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 Service/Guidance 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

B. Student Service/Guidance 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

N/A

VII. PROGRAM FACILITIES LIST

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
ADMINISTRATIVE							
301	1	Administrative Office		175	175		
314	1	Itinerant		125	125		
304	1	Reception/Secretary (NSF from General Reception/Secretary & 450 NSF for Secretary)		225	225		
308	1	Storage/Vault (from Administrative Storage & General Reception/Secretary)		150	150		
368	1	Textbook Storage (from Administrative Textbook Storage)		50	50		
315	1	Teacher Planning (from allotment)					
819/820		Restrooms, staff (from allotment)					
TOTAL					725		

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Administrative 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

B. Itinerant

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

C. 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
2		X	Brochure/Magazine racks, wall mounted
	X		Built-ins (refer to special considerations)

D. 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)

E. Textbook Storage

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Barcode reader and scanner for textbooks
1		X	Computer & printer
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.
- D. Walls** - As required to meet District Standards.
- E. Ceiling** - As required to meet District Standards.

Administrative/Student Services

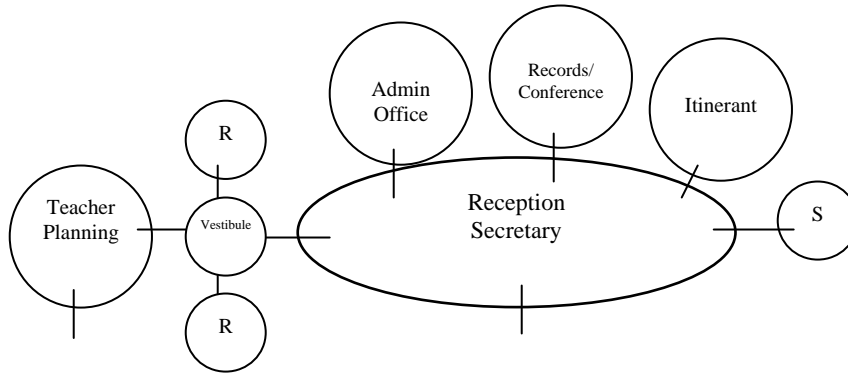
- F. Lighting** - As required to meet District Standards.
- G. Windows** - As required to meet District Standards.
- H. Doors** – As required to meet District Standards.
- I. Plumbing Fixtures / Water** – As required to meet District Standards.
- J. Communications** - As required to meet District Standards.
- 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.
- 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. **Administrative Storage** – Provide adjustable shelving, continuous, 18"D on all walls, full height.
 2. **Textbook Storage** – Provide maximum metal shelving with adjustable shelves on all walls. Provide free standing shelving for center area for adequate passageway.
 3. **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. The reception counter shall have grommets for wire management.

S. Other Considerations-

1. Provide electric, phone and data in the vault/records, textbook storage and administrative storage.

SPATIAL RELATIONSHIPS

Administrative



R = Restroom
S = Storage

PRIMARY

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

The goals of the primary level program for students of mostly ages 6 - 8 are to:

- A. Develop oral / written communication skills, mathematical skills, science process skills, and motor / fitness skills.
- B. Develop social skills and competencies unique to each individual student.
- C. Provide enrichment and growth experiences in the fine arts.

III. PROGRAM ACTIVITIES

Accommodate individual, small and large group activities in all areas of the curriculum.

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio: 1:18

Grade Levels for Which Program is Intended: 1-3

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

N/A

VII. PROGRAM FACILITIES LIST

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
PRIMARY							
001	8	Primary Classroom		900	7,200	18	144
808	8	Material Storage		45	360		
814	8	Student Restroom - M/F		45	360		
		TOTAL			7,920		144

Primary

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Classroom (per classroom)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
18		X	Student desk
2		X	Table, activity
1		X	File cabinet, four-drawer, legal, lateral, lockable
1		X	Teacher Computer & Printer
2		X	Learning stations
20-30		X	Chair, 15"-16", stackable
1		X	Map, globe
4		X	Computers
2		X	Printers
1	X		Stainless steel sink with goose neck faucet (CW) and water jet drinking fountain accessible to disabled.
1	X		Marker Board, 4' x 16', with map rails and flag holder.
4	X		Tack Board, 4' x 4'
1	X		8'w x 6'h video format screen with black masking borders
1		X	Pencil sharpener, electric
1		X	Book rack, with shelves, easily accessible to children, and back of the shelves covered with bulletin board
varies		X	Moveable cabinets/activity centers of various sizes for books and materials
1		X	Bookcase
1	X		Clock
1	X		Multimedia cabinet (refer to General Considerations)
1	X		Workstation (refer to General Considerations)
1		X	DVD/VCR Combo
1		X	Document camera
1		X	Wireless laptop cart
1	X	X	LCD Projector
1	X	X	Sound Field Enhancement System
	X		Built-ins (refer to special considerations)

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

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

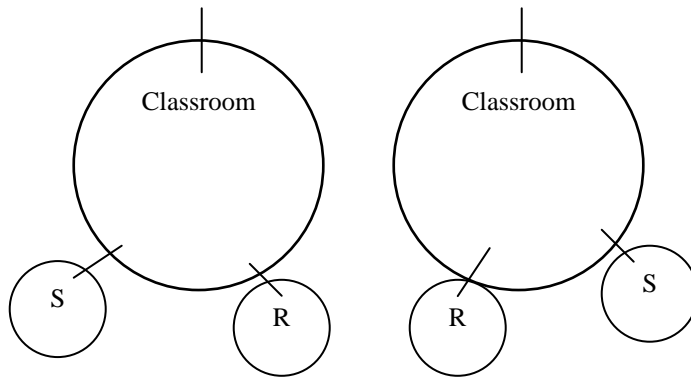
- A. Heating/Cooling/Ventilation - As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor - As required to meet District Standards.
- D. Walls - As required to meet District Standards.
- E. Ceiling - As required to meet District Standards.

Primary

- 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.
- 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 cubbyhole (22), 15"H x 15"W x 15"D (clear inside) and no higher than 40" from floor.
 2. Provide base cabinet with sink and lockable doors and adjustable shelves and upper cabinets with lockable doors and adjustable shelves.
 3. 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.
 4. Provide Multimedia cabinet and workstation - refer to General Considerations.
 5. Provide metal shelving (3- 36"w x 18"d x 80"h) in storage.
- S. **Other Considerations** - N/A

SPATIAL RELATIONSHIPS

Primary



R = Restroom

S = Storage

Not all classrooms are shown

Primary

INTERMEDIATE

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. PROGRAM GOALS

The goals of the Intermediate level program for students of mostly ages 8 - 11 are to:

- A. Continue oral and written language, mathematical skills and science process development.
- B. Provide learning experiences in science, social studies and other subject areas.
- C. Provide enrichment and growth experiences in the fine arts and physical education.

III. PROGRAM ACTIVITIES

Accommodate individual, small and large group activities in all areas of the curriculum.

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio: 1:22

Grade Levels for Which Program is Intended: 4-5

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

VI. JUSTIFICATION FOR VARIANCE FROM SREF REQUIREMENTS

- A. Shared restrooms have been added to intermediate classrooms for flexibility purposes and enhancement of supervision of students.

VII. PROGRAM FACILITIES LIST

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
INTERMEDIATE							
002	14	Intermediate Classroom		900	12,600	22	308
808	14	Material Storage		45	630		
815/816	14	Student Restrooms, shared (out of allotment)					
		TOTAL			13,230		308

Intermediate

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Classroom (per classroom)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
22		X	Student desk
2		X	Table, activity
1		X	File cabinet, four-drawer, legal, lateral, lockable
1		X	Teacher Computer & Printer
2		X	Learning stations for 4 students
20-30		X	Chair, 17"-18", stackable
1		X	Map, globe
4		X	Computers
2		X	Printers
1	X		Stainless steel sink with goose neck faucet (CW) and water jet drinking fountain accessible to disabled.
1	X		Marker Board, 4' x 16', with map rails and flag holder.
4	X		Tack Board, 4' x 4'
1	X		8'w x 6'h video format screen with black masking borders
1		X	Pencil sharpener, electric
1		X	Book rack, with shelves, easily accessible to children, and back of the shelves covered with bulletin board
Varies		X	Moveable cabinets/activity centers of various sizes for books and materials
1		X	Bookcase
1	X		Clock
1	X		Multimedia cabinet (refer to General Considerations)
1	X		Workstation (refer to General Considerations)
1		X	Document camera
1		X	DVD/VCR Combo
1		X	Wireless Laptop cart
1	X	X	LCD Projector
1	X	X	Sound Field Enhancement System
	X		Built-ins (refer to special considerations)

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

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

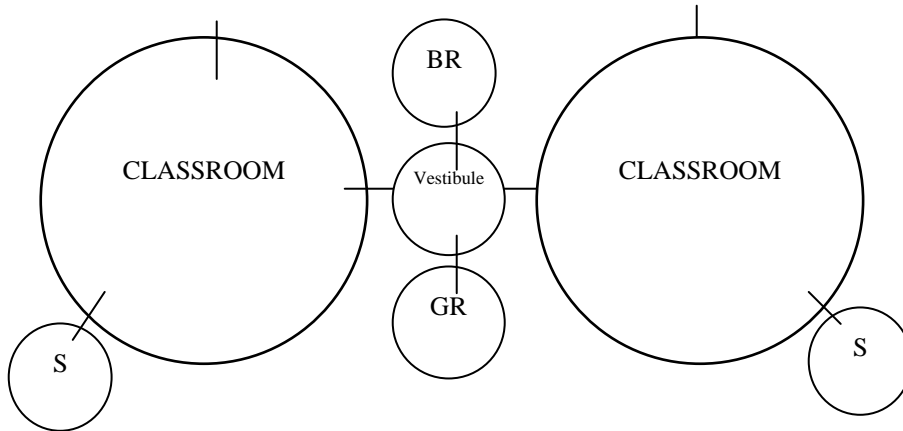
- A. Heating/Cooling/Ventilation - As required to meet District Standards.
- B. Acoustical - As required to meet District Standards.
- C. Floor - As required to meet District Standards.
- D. Walls - As required to meet District Standards.
- E. Ceiling - As required to meet District Standards.

Intermediate

- 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.
- 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 cubbyhole (24), 15"H x 15"W x 15"D (clear inside) and no higher than 40" from floor.
 - 2. Provide base cabinet with sink and lockable doors and adjustable shelves and upper cabinets with lockable doors and adjustable shelves.
 - 3. 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.
 - 4. Provide Multimedia cabinet and workstation -refer to General Considerations.
 - 5. Provide metal shelving (3 – 36" w x 18" d x 80" h) in storage.
- S. **Other Considerations** – N/A

SPATIAL RELATIONSHIPS

Intermediate



BR = Boy's Restroom

GR = Girl's Restroom

S = Storage

Not all classrooms are shown

Intermediate

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. One Skills Development Laboratory shall have assigned student stations per SREF.
- B. One Skills Development Laboratory shall be designed for science and located on the first floor.
- C. Restrooms have been added to Skills Development Laboratory for flexibility purposes and enhancement of supervision of students.

VII. PROGRAM FACILITIES LIST

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
SKILLS DEVELOPMENT LABORATORY							
010	2	Skills Laboratory (1 lab will have student stations)		900	1,800	18	18
808	2	Storage		45	90		
814	2	Student Restroom - M/F		45	90		
TOTAL					1,980		18

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	File cabinet, four-drawer, legal, lateral, lockable
1		X	Teacher Computer & Printer
20-30		X	Chair, 17"-18", stackable
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.
4	X		Tack Board, 4' x 4'
1	X		8'w x 6'h video format screen with black masking borders
1		X	Pencil sharpener, electric
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
1		X	Bookcase
1	X		Multimedia cabinet (refer to General Considerations)
1	X		Workstation (refer to General Considerations)
1		X	Document camera
1		X	DVD/VCR Combo
1		X	Wireless Laptop cart
1	X	X	LCD Projector
1	X	X	Sound Field Enhancement System

Skills Development Laboratory

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

B. Laboratory (Computer)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
12-15		X	Computer table, oblong, 30" w x 60" l, with wire management
1		X	File cabinet, four-drawer, legal, lateral, lockable
1		X	Teacher Computer & Printer
20-30		X	Chair, stackable
30		X	Computers
4		X	Printers
1	X		Marker Board, 4' x 16', with map rails and flag holder.
4	X		Tack Board, 4' x 4'
1	X		8'w x 6'h video format screen with black masking borders
1		X	Pencil sharpener, electric
1		X	Bookcase
1	X		Multimedia cabinet (refer to General Considerations)
1	X		Workstation (refer to General Considerations)
1		X	Document camera
1		X	DVD/VCR Combo
1		X	Wireless Laptop cart
1	X	X	LCD Projector
1	X	X	Sound Field Enhancement System
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.**

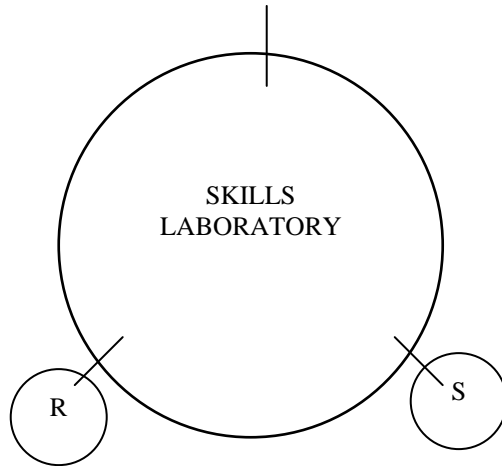
- A. **Heating/Cooling/Ventilation** - As required to meet District Standards.
- B. **Acoustical** - As required to meet District Standards.
- C. **Floor** - As required to meet District Standards.
- D. **Walls** - As required to meet District Standards.
- E. **Ceiling** - As required to meet District Standards 1.
- F. **Lighting** - As required to meet District Standards.
- G. **Windows** - As required to meet District Standards.

Skills Development Laboratory

- 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 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 Multimedia cabinet and workstation - refer to General Considerations.
 - 3. Provide metal shelving (3 – 36”d x 18”w x 80”h) in storage.
- S. **Other Considerations** – N/A

SPATIAL RELATIONSHIPS

Skills Development Laboratory



S = Storage
R = Restroom
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

N/A

VII. PROGRAM FACILITIES LIST

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
CUSTODIAL							
331		Custodial Closets			750		
334	1	Golf Cart Storage			150		
TOTAL					900		

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. 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)

B. 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)

Custodial

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. Provide metal door with at least 6' W opening for golf cart storage.
- 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 - 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. **Service Closets:** Provide adjustable, 12"D, steel shelving, on one wall, mid-wall to ceiling.
 - 2. **Golf Cart Storage:** Provide adjustable, 12"D, steel shelving, on one wall,

Custodial

mid-wall to ceiling

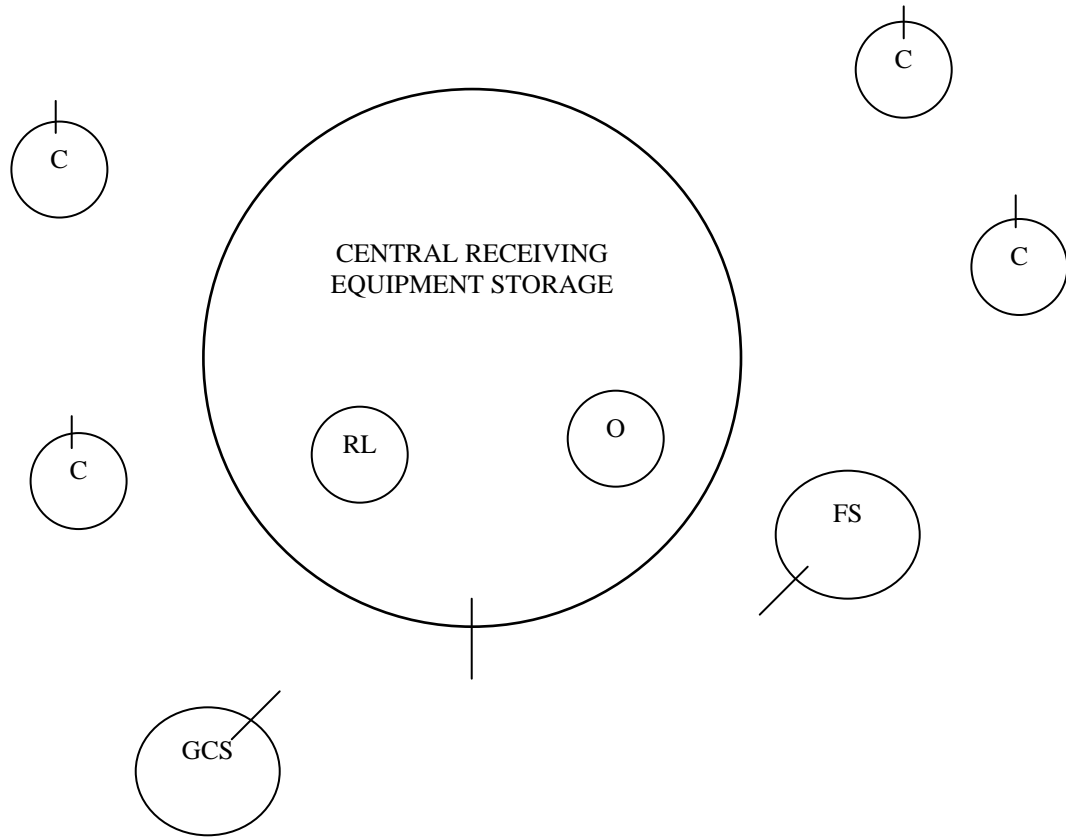
S. **Other Considerations**

N/A

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 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. Individual Educational Plans (IEP) are implemented in inclusive settings with appropriate support, as long as the IEP team determines that the student can or continues to achieve educational benefit.

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.

Exceptional Student Education

- d. Academic instruction: remedial and / or regular curriculum.
- 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. Supplementary Instruction spaces are to be used for Speech, Hearing and Vision Testing and for Crisis Intervention Office & Psychological Testing.
- B. ESE Classrooms and related spaces shall be disbursed throughout the campus in compliance with the School District inclusion philosophy and can be used as general

Exceptional Student Education

classrooms for flexibility purposes.

- C. Material storage and student storage shall be folded into the ESE Resource Room to create a larger instructional space.
- D. 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.
- E. Combine material storages to create ESE Department Storage.
- F. Restrooms have been added to ESE Resource Rooms for flexibility purposes and enhancement of supervision of students.
- G. ESE classrooms should be located on the ground floor whenever possible.

VII. PROGRAM FACILITIES LIST

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
EXCEPTIONAL STUDENT EDUCATION							
061	2	Part-Time Classroom		900	1,800	15	30
808	2	Material Storage		45	90		
814	2	Student Restroom - M/F		45	90		
		Subtotal			1,980		
066	2	Supplementary Instruction with storage folded into room		200	400		
070	2	Office/Testing/Itinerant		200	400		
		Subtotal			800		
065	2	ESE Resource Room with storage folded into room		520	1,040		
815/816	2	Student Restroom (out of allotment)					
		Subtotal			1,040		
817	1	ESE Changing Room/Restroom			150		
308	1	ESE Department Storage			200		
		Subtotal			350		
		TOTAL			4,170		30

Exceptional Student Education

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	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	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)

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	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)

Exceptional Student Education

D. Physically Handicapped

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Table, kidney shaped
3		X	Desk (3), adjustable
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. Hearing Impaired

No. of Items	Contractor Provided	District Provided (FF&E)	Description
8		X	Desk, student
12		X	Chair, student
1		X	File cabinet, four-drawer, vertical or lateral, lockable
1		X	Table, round, adjustable
2		X	Table, rectangular, adjustable
2		X	Partition, on casters
1		X	Telecommunication devise for the hearing impaired (TTY) with telephone
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)

F. Visually Impaired

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	File cabinet, four-drawer, vertical or lateral, lockable
1		X	Table, round, adjustable
2		X	Table, rectangular, adjustable
2		X	Study carrel, adjustable, with electric outlets for various equipment
3		X	Shelving unit, lockable, adjustable shelves, 84"H x 36"W x 16"D
1		X	Braille typewriter and table
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
5		X	Chairs, stackable

Exceptional Student Education

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

G. Resource Room

No. of Items	Contractor Provided	District Provided (FF&E)	Description
12		X	Student chair, adjustable
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
1	X		Teacher storage cabinet, 36"W x 30"D x 72"H, with adjustable shelving, lockable
2-4		X	Computer Table
1	X		Built-ins (refer to special consideration)

H. Supplementary Instruction Room & Office /Testing (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		8'w x 6'h video format screen with black masking borders
1		X	Computer
1		X	Printer
1		X	Pencil Sharpener, electric
1	X		Clock
1	X	X	Sound Field Enhancement (for hearing impaired only)

I. All ESE Instructional Rooms (except Supplementary Instruction)

No. of Items	Contractor Provided	District Provided (FF&E)	Description
1		X	Teacher Computer & Printer
1	X		Marker Board, 4' x 16', with map rails and flag holder
4	X		Tack Board, 4' x 4'
1	X		8'w x 6'h video format screen with black masking

Exceptional Student Education

No. of Items	Contractor Provided	District Provided (FF&E)	Description
			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, electric
1	X		Clock
1	X	X	LCD Projector
1	X		Multimedia cabinet (refer to General Considerations)
1	X		Workstation (refer to General Considerations)
1		X	Document camera
1		X	DVD/VCR Combo
1		X	Wireless Laptop cart
1	X	X	Sound Field Enhancement System
	X		Built-ins (refer to special considerations)

J. 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 seat in shower
1	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.
- F. **Lighting** - As required to meet District Standards.
- G. **Windows** - As required to meet District Standards.
- H. **Doors** - As required to meet District Standards.

Exceptional Student Education

- 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; Part-Time & ESE Resource Rooms**

- a. Provide cubbyholes (22), 15"H x 15"W x 15"D (clear inside) and no higher than 40" from floor. No cubbyholes in ESE Resource Rooms.
- b. Provide base cabinet with sink and lockable doors and adjustable shelves and upper cabinets with lockable 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. No built-in computer counter in ESE Resource Rooms.
- d. Provide Multimedia cabinet and workstation. Refer to General Considerations.
- e. Provide metal shelving (3 – 36"w x 18"d x 80"h) in storage.

2. **ESE Department Storage**

- a. Provide metal shelving on three walls, floor to ceiling.

3. **ESE Changing Room**

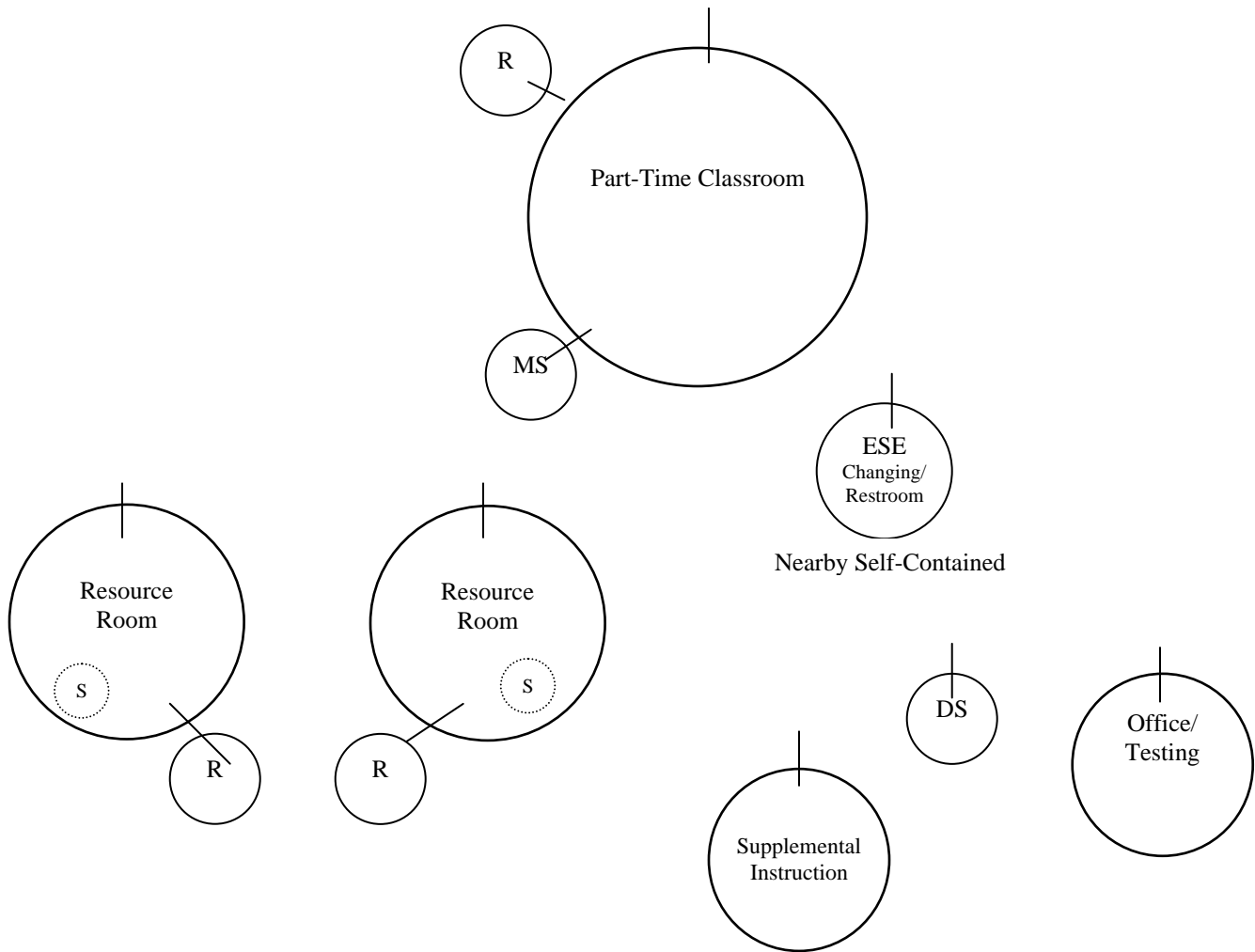
- a. Provide storage cabinet, 24”w. x 18”d.x 72”h. with lockable doors and adjustable shelves.

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



R = Restroom
DS = ESE Department Storage
S = Student Storage
MS= Material Storage

Not all spaces are shown

RESTROOMS

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**.

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
RESTROOMS (adjust square footage for FACBC and parity requirements)							
822/823		Public Restrooms			100		
815/816		Student Restrooms (Grades 4 and above)			750		
819/820		Staff Restrooms			200		
		TOTAL			1,050		0

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

N/A

VII. PROGRAM FACILITIES LIST

Design Codes	Spaces	Description	SREF Sq. Ft. Total	Proposed		Proposed	
				Sq. Ft. Per Unit	Sq. Ft. Total	Stu. Sta. Unit	Stu. Stat. Total.
TEACHER PLANNING							
315	2	General Areas		500	1,000		
		TOTAL			1,000		0

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. General Teacher Planning Area

No. of Items	Contractor Provided	District Provided (FF&E)	Description
		X	Vending machine(s)
1-2		X	Copier
6		X	Computers

Teacher Planning

No. of Items	Contractor Provided	District Provided (FF&E)	Description
6		X	Printers
1-2		X	Work table
1	X		Microwave
1	X		Refrigerator
2	X		Tack board, 4' x 4'
1	X		Clock
1	X		Stainless steel, double bowl, sink with separate goose neck faucet
	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.
- O. Fencing - As required to Meet District Standards.

Teacher Planning

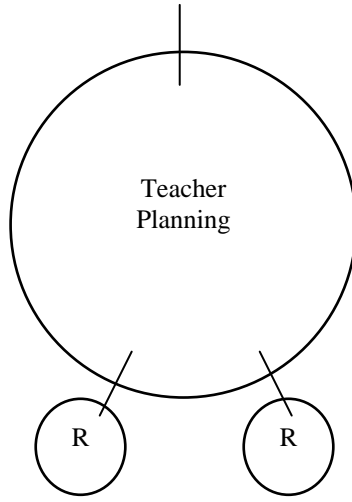
P. **Service Drives** - As required to Meet District Standards.

Q. **Parking** - As required to Meet District Standards.

P. **Built-ins** -

1. Provide mirror and shelf over sinks in restrooms.
2. Full-length mirror in restrooms.
3. Provide teacher carrels with lockable pedestal to accommodate six (6) teachers with computer and printer. Provide lockable upper cabinets above teacher carrels. The teacher carrels shall have grommets for wire management.
4. Provide base cabinet with sink and adjustable shelves and upper cabinets with adjustable shelves along one wall.

SPATIAL RELATIONSHIPS Teacher Planning



R = Restrooms, Staff

Teacher Planning

Facility Space Summary

Banyan Creek Elementary

Addition

Grades PreK – 5

Existing Student Stations: 587

New Student Stations: 500

Total Student Stations: 1,087

FISH Capacity: 1,087

Program Capacity: 864 (excluding PreK)

Facility Area	Proposed Student Stations	Net Assign Square Feet (NASF)
Administrative/Student Services		725
Classrooms		
Primary	144	7,920
Intermediate	308	13,230
Skills Laboratory	18	1,980
Custodial		900
Exceptional Student Education	30	4,170
Restrooms		1,050
Teacher Planning		1,000
Totals	500	30,975
Mechanical @ 6%		1,859
Total Net Sq. Ft.		32,834
Circulation, Walls etc. @ 27%		8,865
Total Gross Sq. Ft.		41,699