

ANCILLARY SPECIFICATION
BELVEDERE BUS COMPOUND

New Construction

**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 movement (circulation) without unnecessary waste.
6. Facilities shall be designed to facilitate the employees 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 a transportation system which is of the highest quality, economically sound, easily maintainable and safe; and to attract and maintain high quality professional, technical and administrative employees and so designed as to earn the respect of 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, staff, and the community. For this reason the support requirements for this project were developed by a participatory process involving various departments of the School District of Palm Beach County.

II. PROGRAM GOALS

A. 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 intergrated 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 the “vehicle maintenance facility management” procedures and techniques.
 - e. System wide support services for functions, processes and programs.
 - f. Flexible organizational structure which clearly defines and delineates authority, responsibility and accountability.

2. **Personnel Management** – The School District will develop and maintain the following:
 - a. 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 transportation system.
 - c. Staff development programs to update employees in their field and to enhance their professional and career growth.
 - d. 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. Programs to attain effective affirmative action.
 - g. Systems to establish realistic position descriptions for each level and equitable compensation for those level.

Facility List by Areas
Belvedere Bus Compound
New Construction

| Design Codes | Spaces | Description | SREF Sq. Ft. Total | Proposed | | Proposed | |
|-------------------------------------------------------------------------------|--------|----------------------------------------------------------------------|--------------------|------------------|---------------|----------------|-------------------|
| | | | | Sq. Ft. Per Unit | Sq. Ft. Total | Stu. Sta. Unit | Stu. Stat. Total. |
| ADMINISTRATIVE | | | | | | | |
| 426 | 4 | Administrative Office | | 150 | 600 | | |
| 404 | 1 | General Reception/Secretary | | | 400 | | |
| 408 | 1 | Dispatch Area | | | 800 | | |
| 427 | 1 | Training Room | | | 1,500 | | |
| 408 | 1 | Production/Workroom | | | 300 | | |
| 418 | 1 | Administrative Storage | | | 400 | | |
| 421 | 1 | Breakroom/ lounge | | | 1,500 | | |
| | | TOTAL | | | 5,500 | | |
| CUSTODIAL | | | | | | | |
| 416 | | Custodial Services - square footage based upon building dept code(s) | | | 100 | | |
| | | TOTAL | | | 100 | | |
| RESTROOMS (adjust square footage for FACBC and parity requirements) | | | | | | | |
| 824/824 | | Restrooms - square footage based upon building dept code(s) | | | 500 | | |
| | | TOTAL | | | 500 | | 0 |
| BUS MAINTENANCE | | | | | | | |
| 592 | 6 | Work Bay | | 1000 | 6,000 | | |
| | 1 | Bus Wash | | | 3,000 | | |
| | 1 | Fuel Island | | | 2,000 | | |
| 585 | 1 | Storage | | | 1,500 | | |
| 585 | 1 | Parts Room | | | 4,000 | | |
| | | TOTAL | | | 16,500 | | |
| OTHER SPACE | | | | | | | |
| 701 | 1 | Covered area | | | 3,000 | | |
| | | TOTAL | | | 3,000 | | |

Note: Custodial & Restroom numbers are estimates

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** – Room 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** - Refer to DMS.
- S. **Clock and Bell System** - Refer to DDC.
- 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** - 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. Location of accent paint colors shall be in reception areas and other spaces indicated. Floor Patterns shall be applied in multi-use (corridors) and other spaces indicated. 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's Interior Design Coordinator.
- W. **Display Case** – N/A.
- 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.

- 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** – Refer to Furniture, Fixture & Equipment matrix.
- 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.
- AL. **Energy Conservation** - The building and its systems shall be designed in accordance with DDC - Mechanical.
- AM. **Community School** – N/A.
- 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 for computer network requirements. Provide spaces and special air-conditioning for computer- related electronics. Refer to DDC.
- AP. **School Site and Play fields** – N/A
- 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 this facility, contractor to provide a lighted double sided marquee/facility sign, 5’x10’ in size, with adequate electrical service stubbed out for future LED message area upgrades.
- AY.** 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.
- AZ.** This facility shall have a lightning detection device system.
- BA.** All built-in counters shall have wire management holes (grommets) to service telephones and computer hook-ups.
- BB.** Facilities 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.
- BC.** Contractor to provide a 30’ high flagpole with two complete rope systems. The flagpole shall be located near the main office/administration.
- BD.** Refer to the DDC – electrical and DMS with regards to conduit and junction box for sound field enhancement system and LCD Projector.

- BE.** 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.
- BF.** For the latest requirements and locations of the Multimedia Cabinet, Teacher Station connectivity, Sound Field Enhancement and LCD Projector contact Department of Educational Technology and refer to DDC and DMS.
- BG.** All upper cabinets shall have a 12” clear inside depth to store standard binders.
- BH.** This facility 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 staff 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. Facilities shall have perimeter security fencing preventing access to walkways and courtyards when facility is not occupied. 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, 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. Do not use maze-type of entry for exterior locations.
- G. When designing courtyards, consider physical division of space, i.e. benches, planters, to avoid congregation of large groups of people 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.

- H. Provide zoned lighting to allow for security during the night. Consider use of motion detector lights in isolated areas.
- I. Design roofs without obstructions that could conceal persons from view. Roof access shall be properly secured and lockable.
- J. 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, 300 school buses will enter and exit the site at the beginning and end of each school day.
2. Approximately, 320 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, (320) parking spaces shall be conveniently located for staff, visitors and service personnel. 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. Refer to **District Design Criteria (DDC)**.

ADMINISTRATIVE

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. & III. PROGRAM GOALS/ACTIVITIES

Provide direction and support for efficient management of department's resources.

IV. ORGANIZATIONAL NOMENCLATURE

N/A

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. |
| ADMINISTRATIVE | | | | | | | |
| 426 | 4 | Administrative Office | | 150 | 600 | | |
| 404 | 1 | General Reception/Secretary | | | 400 | | |
| 408 | 1 | Dispatch Area | | | 800 | | |
| 427 | 1 | Training Room | | | 1,500 | | |
| 408 | 1 | Production/Workroom | | | 300 | | |
| 418 | 1 | Administrative Storage | | | 400 | | |
| 421 | 1 | Breakroom/ lounge | | | 1,500 | | |
| | | TOTAL | | | 5,500 | | |

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 |
| | X | | Built-ins (refer to special considerations) |

B. 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 |
| | | X | Computer for visitor/volunteer |
| | | X | Copier |
| 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) |

C. 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 | Computer |
| 1 | | X | Printer |
| 1 | X | | Tack board, 4' x 6' |
| 1 | X | | Clock |
| 1 | | X | Time Collection Device (TCD) |
| | X | | Built-ins (refer to special considerations) |

D. Administrative Storage

Administrative

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

E. Dispatch Area

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

F. Training Room

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|-----------------------------------------------------------------------|
| 30 | | X | Computers |
| 5 | | X | Printers |
| 30 | | C | Computer Tables |
| 30 | | X | Chairs |
| 2 | X | | Marker Board, 4' x 8' with tack strip |
| 1 | X | | 80" w x 60" h video format screen with black masking borders |
| 1 | X | | Clock |
| 1 | X | X | LCD Projector |
| 1 | X | | Small version of Multimedia Cabinet with teacher station connectivity |
| 1 | X | X | Sound Field Enhancement |
| | X | | Built-ins (refer to special considerations) |

G. Breakroom/Lounge

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|--------------------------------------------------------------------|
| | | X | Vending machine(s) |
| 8-10 | | X | Activity 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) |

IX. SPECIAL CONSIDERATIONS - CONTRACTOR PROVIDED

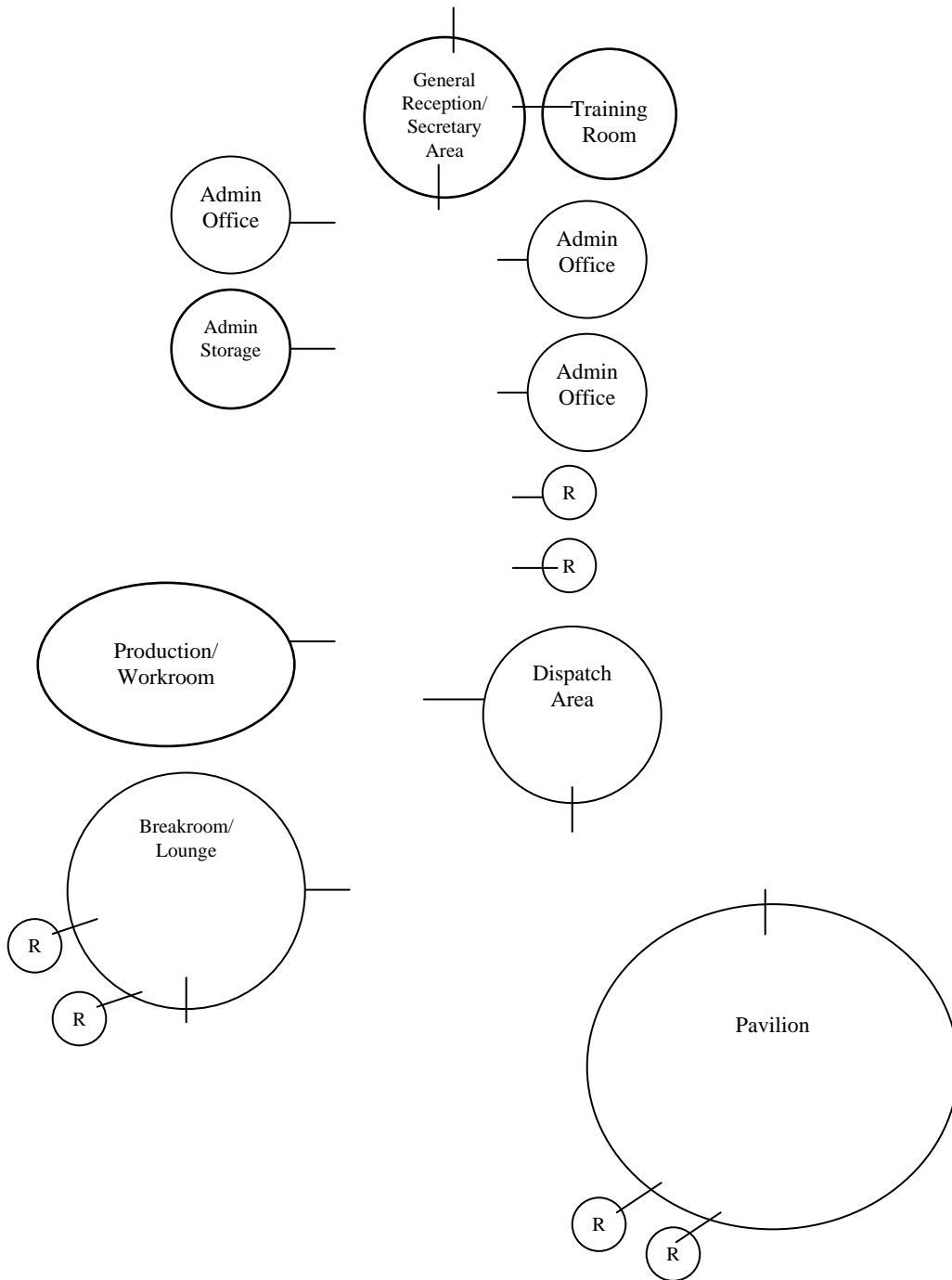
Refer to **GENERAL CONSIDERATIONS, GENERAL SECURITY CONSIDERATIONS AND TRAFFIC CONTROL.**

- 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. Provide pass thru window between the dispatch area and the outside.
- 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. P
- R. **Built-ins** -
1. **Administrative Storage** – Provide adjustable shelving, continuous, 18"D on all walls, full height.
 2. **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.
 3. **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.
 4. **Breakroom/lounge** – Provide base cabinet with sink and adjustable shelves and upper cabinets with adjustable shelves along one wall.
 5. **Dispatch** – Provide working counter, 29"-30" h, with a minimum of two lockable pedestals and center drawer for each person. The dispatch counter shall be for a minimum of four people. The dispatch counter shall have grommets for wire management.
- S. **Other Considerations-**
1. Provide electric, phone and data in the storage.

SPATIAL RELATIONSHIPS

Administrative



R = Restroom

Refer to Other Space section of Ancillary Specification for pavilion spatial.

Administrative

CUSTODIAL**I. PROGRAM PHILOSOPHY**

Staff 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. Custodians are allocated based on the size of the facility (square feet) in sufficient numbers to maintain the cleanliness of the facility. Care must be exercised that cleaning is their primary function. Staff helps 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 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-working 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 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 | Description | SREF Sq. Ft. Total | Proposed | | Proposed | |
|------------------|----------------------------------------------------------------------|--------------------|------------------|---------------|----------------|------------------|
| | | | Sq. Ft. Per Unit | Sq. Ft. Total | Stu. Sta. Unit | Stu. Sta. Total. |
| CUSTODIAL | | | | | | |
| 416 | Custodial Services - square footage based upon building dept code(s) | | | 100 | | |
| | TOTAL | | | 100 | | |

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) |

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.

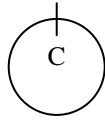
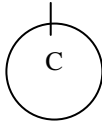
E. Ceiling - As required to meet District Standards.

Custodial

- 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. **Service Closets:** Provide adjustable, 12"D, steel shelving, on one wall, mid-wall to ceiling.
- S. **Other Considerations** - N/A

SPATIAL RELATIONSHIPS

Custodial



C = Closets, per SREF

RESTROOMS

Provide restrooms at the Bus Maintenance and Covered Area. Restrooms shall be located in air-conditioned area. The restrooms in the Bus Maintenance area shall also include approximately (30) full size wall lockers and a shower area. Refer to **GENERAL CONSIDERATIONS**.

| Design Codes | Description | SREF Sq. Ft. Total | Proposed | | Proposed | |
|-------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------|------------------|---------------|----------------|------------------|
| | | | Sq. Ft. Per Unit | Sq. Ft. Total | Stu. Sta. Unit | Stu. Sta. Total. |
| RESTROOMS (adjust square footage for FACBC and parity requirements) | | | | | | |
| 824/824 | Restrooms - square footage based upon building dept code(s) | | | 500 | | |
| | TOTAL | | | 500 | | 0 |

BUS MAINTENANCE

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. & III PROGRAM GOALS/ACTIVITIES

The Work Bay area will serve as the main work center of the vehicle maintenance area. The area will facilitate the maintenance and repair of buses.

The Parts Room will serve as the main receiving and distribution center for the parts to the entire maintenance facility. The area will have secure storage for the parts related to maintenance and to control the inventory of parts.

IV. ORGANIZATIONAL NOMENCLATURE

During the course of the day, District employees 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 | | Description | SREF Sq. Ft. Total | Proposed | | Proposed | |
|------------------------|---|--------------|--------------------|------------------|---------------|----------------|-------------------|
| | | | | Sq. Ft. Per Unit | Sq. Ft. Total | Stu. Sta. Unit | Stu. Stat. Total. |
| BUS MAINTENANCE | | | | | | | |
| 592 | 6 | Work Bay | | 1000 | 6,000 | | |
| | 1 | Bus Wash | | | 3,000 | | |
| | 1 | Fuel Island | | | 2,000 | | |
| 585 | 1 | Storage | | | 1,500 | | |
| 585 | 1 | Parts Room | | | 4,000 | | |
| | | TOTAL | | | 16,500 | | |

VIII. PROGRAM FURNITURE AND EQUIPMENT**A. Work Bay**

The shop garage shall include six (6) work bays of approximately 1,000 square feet, each in a drive-thru with individual garage doors or a large “common” area serviced by an “in” and “out” door with angled bays. Bays shall be side by side for ease of service and movement of equipment.

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 bays | X | | 40K# above ground lifts with all lines, fittings and pumps serviceable with removable covers. (option to have one lift exchanged for a 60 ft drive-over “pit” with appropriate drainage and lighting) |
| | X | | Overhead reels between all work bays shall be hung at moderate height to allow reasonable maintenance access and shall include coolant, motor oil, gear oil, chassis grease and water. Coolant, motor oil and gear oil shall be electronic digital type dispensers at all locations. |
| | X | | Hand wash area with multiple soap dispensers |
| 6 | X | | Work benches with 120V electrical outlets |
| 1 | X | | Vacuum, portable |

B. Bus Wash

Plans shall include a drive thru N/S type bus wash system with recirculating water adjacent to a rinse arch and grease trap for high pressure cleaning.

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|------------------------------------------------------------|
| 1 | X | | Automatic drive-thru wash machine to accommodate a 40' bus |
| 1 | X | | Manual operated wash down area with grease trap |
| 1 | X | | Vacuum system with 25' long flexible hoses, wall mounted |
| 1 | X | | Covered canopy over area |
| 1 | X | | Rinse arch for windows |

C. Fuel Island – 2 islands with 4 pumps

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | X | | Overhead reel dispensing equipment for oil and air for each pump |
| 4 | X | | Computerized high volume pumps to insert magnetic card to control inventory and keep records on vehicle fuel consumption linked to computers in maintenance area |
| 1 | | X | Printers and computer in office area |
| 1 | | X | Desk for office area |

D. Storage

1. **Storage area** - This area shall be used for storage of bulk lubricants: 500 gallon oil tank – 200 gallon ATF tank, grease, gear oil, 200 gallon antifreeze/coolant storage, with appropriate pumps for each. Air compressor and tire areas and the oil filter crusher with 55 gallon drums for their storage.

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|----------------------|
| 1 | | X | Computer and Printer |
| 1 | | X | Desk and chair |

2. **Bulk Storage and Compressor Area** – This area should be centrally located in an area (paved) which will facilitate restocking by truck transport and be in close proximity to work bays.

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|----------------------------------------------------------------------------|
| | X | | 1,000 gallon epoxy coated double wall steel tank for old oil (underground) |
| | X | | 500 gallon tank for motor oil (above ground for new oil) |
| | X | | Concrete pad for (15)-55 gallon drums |
| | X | | Compressor on concrete pad with metal canopy over |
| | X | | Pumps for dispensing each petroleum product |

3. **Used Tire Storage Area** – Provide safe, secure and centralized area for storage of used tires prior to heir disposal. This area should be adjacent to the bulk storage area.

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|--------------------------------|
| 1 | X | | Rack System for 50 – 22” tires |

E. Fuel Storage Area – Provide fuel storage for refueling facility.

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|------------------------------------|
| | X | | Pumps for storage tanks |
| 3 | X | | 10,000 gallon tank for diesel fuel |

F. Parts Room

The parts room shall be located accessible from the shop via a “pass thru” window and walk-thru door. Outside access should have a roll-up garage door to facilitate deliveries.

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|----------------------------------------------------------|
| | X | | Heavy duty metal shelving and bins |
| | X | | Large cabinets with drawers, doors or open to store part |
| 1 | | X | Computer and Printer |
| 1 | | X | Desk and chair |
| | X | | Rack system |

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. Provide forced mechanical ventilation via building exhaust system.
- B. **Acoustical** - As required to Meet District Standards.
- C. **Floor** - As required to Meet District Standards. The work bays shall be sealed black of charcoal gray concrete. Slope floors to exterior trench drain shall be located at building exterior (each end of bay). The parts room shall have sealed black or charcoal gray concrete floor. Provide concrete pavement under canopy at bus wash area.
- 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. Provide “pass thru” window between work bay area and parts room.
- H. **Doors** - As required to Meet District Standards. Provide a 14’ roll-up garage door into parts room for delivers. Provide 14’ garage doors at each bay.
- I. **Plumbing Fixtures/Water** - As required to Meet District Standards. Hand wash area in the work bay area near the restrooms.
- J. **Communications** - As required to Meet District Standards.

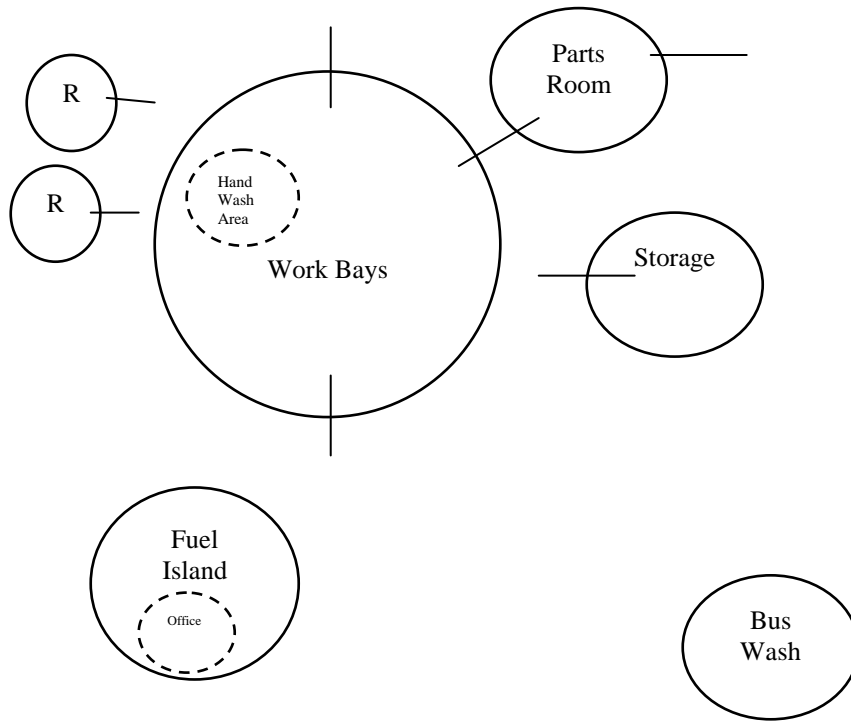
- K. Electrical** - As required to Meet District Standards. Provide 220-3 phased outlets in work bays.
- L. Instructional Technology** - As required to Meet District Standards.
- M. Gas and Air** - As required to Meet District Standards.
- N. Safety** - As required to Meet District Standards.
- O. Fencing** - 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** – N/A
- S. Other Considerations** -
- 1. Fuel Storage Area –**
 - a. The installation of all tanks and piping must be performed by a Florida Department of Professional Regulation registered Pollutant Storage System Specialty Contractor.
 - b. All storage tanks and piping must be installed in strict accordance with all applicable Federal, State and local regulations including, but not limited to 40 CFR parts 280, 281 and chapter 376 Florida Statutes.
 - c. Double wall Fiberglass Reinforced Plastic piping or School District approved equivalent should be installed on each underground storage tank.
 - d. An interstitial monitoring system for each tank annulus should be employed for tank leak detection. A liquid detection rather than vapor detection system is recommended. Piping leak detection should be accomplished by either a piping sump probe installed as an add-on to the interstitial monitoring system or the use of submersible pumps for product delivery with leak detectors. Monitoring wells are not recommended as a leak detection method.
 - e. Overspill and overflow protection must be provided for each underground storage tank.
 - f. All underground storage tanks and associated piping must be tested as per manufacturers and FDER guidelines prior to placing in service.
 - 2. Covered Bulk Storage Area and Compressor Area –**
 - a. The 1,000 gallon waste oil tank should be installed in the same manner as the petroleum storage tanks. The above ground oil tank should rest on an impervious surface. Due to the continually

changing regulations for above ground storage tanks, secondary containment for this tank is recommended.

- b. The 55 gallon drum storage area for raw materials should be constructed to provide a containment wall or curb to contain any spills. This area should also be secured and labeled to prevent any inadvertent storage of other materials or wastes in this area.
- c. An area should be provide to allow for the storage of used bulk containers; the area at the Central Transportation facility is an example of how used drums should be stored. This area should be secured and labeled to prevent any other wastes or materials from being stored there.
- d. Any storage tanks associated with hydraulic lifts should be above ground and secondarily contained.

SPATIAL RELATIONSHIPS

Bus Maintenance



R = Restrooms, Staff

OTHER SPACE

I. PROGRAM PHILOSOPHY

Refer to overall. (Page 1)

II. & III PROGRAM GOALS/ACTIVITIES

IV. ORGANIZATIONAL NOMENCLATURE

During the course of the day, District employees 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 | | Description | SREF Sq. Ft. Total | Proposed | | Proposed | |
|--------------------|---|-------------|--------------------|------------------|---------------|----------------|-------------------|
| | | | | Sq. Ft. Per Unit | Sq. Ft. Total | Stu. Sta. Unit | Stu. Stat. Total. |
| OTHER SPACE | | | | | | | |
| 701 | 1 | Pavilion | | | 3,000 | | |
| TOTAL | | | | | 3,000 | | |

VIII. PROGRAM FURNITURE AND EQUIPMENT

A. Pavilion

| No. of Items | Contractor Provided | District Provided (FF&E) | Description |
|--------------|---------------------|--------------------------|----------------------------------------------------------------------|
| | | X | Vending machines |
| | X | | Ice Machine |
| | X | | Refrigerator |
| 20 | X | | Picnic Tables (bolted to ground) |
| 40 | X | | Benches (bolted to ground) |
| 1 | | X | Computer and printer |
| 1 | X | | Video Format Screen with black masking borders, 8'w x 6'h, motorized |

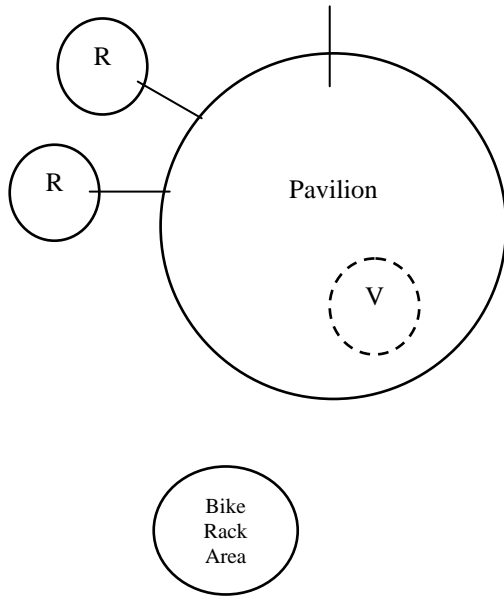
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- C. **Floor** - As required to Meet District Standards.
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- E. **Ceiling** - As required to Meet District Standards.
- F. **Lighting** - As required to Meet District Standards.
- G. **Windows** - 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.
- P. **Service Drives** - As required to Meet District Standards.
- Q. **Parking** - As required to Meet District Standards.
- R. **Built-ins** – N/A
- S. **Special Considerations** – The pavilion shall be enclosed with the use of screens or shutters to create a training area. Provide data and electric at the pavilion for training sessions.

SPATIAL RELATIONSHIPS

Other Spaces



R = Restroom

V = Vending area, secured with fencing

Facility Space Summary
Belvedere Bus Compound
New Construction

| Facility Area | Proposed Student Stations | Net Assign Square Feet (NASF) |
|-------------------------------|---------------------------|-------------------------------|
| Administrative | | 5,500 |
| Custodial | | 100 |
| Restrooms | | 500 |
| Bus Maintenance | | 16,500 |
| Other Space | | 3,000 |
| Totals | 0 | 25,600 |
| Mechanical @ 6% | | 1,536 |
| Total Net Sq. Ft. | | 27,136 |
| Circulation, Walls etc. @ 34% | | 9,226 |
| Total Gross Sq. Ft. | | 36,362 |

Note: Custodial & Restroom numbers are estimates