

**EDUCATIONAL SPECIFICATIONS
FOR
SCHOOL DISTRICT OF CLAY COUNTY
ELEMENTARY SCHOOLS**

FEBRUARY 2006

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**STAFF RESPONSIBILITY
FOR
EDUCATIONAL SPECIFICATIONS
ELEMENTARY SCHOOLS**

<u>Staff Member</u>	<u>Area of Responsibility</u>
Norma Martin, Director of Student Services	Admin/Clinic
Tom Smith, Director of Maintenance	Custodial/Systems
Sharon Chapman, Director of Elementary Education	Elementary Education
Denise Adams, Assistant Superintendent, Instructional Division	Elementary Education
Dr. Daniel Becton, Director of Exceptional Student Education	ESE
Marsha Miller, ESE Specialist	ESE
James A. Connell, Director of Facility Planning and Construction	Planning/Construction
Alisa Jones, Coordinator of Instructional Support Services	Media/TV Distribution Center
Nancy Racine, Director of Purchasing, Accounts Payable and Warehouse	Purchase Orders & Bids
Tom Moore, Chief Information Officer of Information Services	Data/Phone System
Wimberly Brackett, Director of School Food Service	Food Service
Philip Hans, Coordinator Property Control	Furniture and Equipment

FACILITY LIST

OVERALL CONSIDERATIONS

1. Site

- A. Safe school design criteria shall be incorporated in the project. Provide for the aesthetic and educational value of the school site by protecting as many trees as possible from being removed during construction and site preparation.
- B. Adequate sodding and aesthetic landscaping (shrubs, plants, etc.) should be provided. All areas near the building complex should be sodded to a reasonable distance away from the building. Under no circumstances should gravel or small decorative stones be used in the landscaping.
- C. Provide for the development of future buildings by leveling, filling, grading, etc. as necessary to assure site is free from stump holes, gullies, and low water spots. Area capable of accommodating 16 relocatable classrooms will be developed.
- D. Adequate outside floodlighting should be provided around buildings, bus loading areas, and parking areas.
- E. Provide outside hose bibbs at least every 75 feet.
- F. Clearly define administrative, media center and cafetorium areas with lettering viewable from entry road.
- G. Fire Protection: A complete loop (main to main) shall be on campuses where public water supply is available. Fire hydrants shall be strategically located.
- H. Provide for areas free of traffic and associated dangers where pupils may engage in physical education and other outdoor activities.
- I. Explore electronic access at selected entry points campus-wide.
- J. Approximately 75% of the multipurpose space, not to exceed 2,000 nsf, shall be added to the dining area.

2. Traffic

- A. Provide for the separation of bus traffic and regular vehicular flow, and provide a covered student area for bus and parent loading and unloading.

OVERALL CONSIDERATIONS (Continued)

2. Traffic (Continued)

- B. Provide bus drives which provide one-way bus traffic, with no backing necessary and preclude any loading from points other than the bus loading and unloading zones. Diagonal bus loading area is preferred.
- C. Provide sidewalks and appropriate walkway coverings for students to all buildings elevated above water level during rain or inclement weather.
- D. Provide parking for visitors, students, teachers and administration of 200 cars adjacent to cafetorium and administrative suite, away from bus loading zone, with sidewalks.
- E. Provide speed bumps at crosswalks.

3. Heating/Cooling/Ventilation

- A. Central heating and air conditioning shall be provided with central automatic controls in a suitable location. All ducts should be externally wrapped.
- B. The mechanical systems must be as simple as possible, for ease of maintenance, and zoned to permit closing down of various areas of the facility when they are not in use. The following areas should be capable of independent operation.
 - (1) Media Center
 - (2) Administrative Area
 - (3) Cafetorium/Kitchen
 - (4) Classrooms
 - (5) MDF/IDF Spaces, temperature shall be less than 85 degrees and greater than 50 degrees Fahrenheit measured on the wall behind the rack containing file servers. System must operate automatically and must automatically become operational after a power outage without human effort.

4. Acoustical

Appropriate acoustical treatment to insure functional spaces in high noise areas such as the Cafetorium.

OVERALL CONSIDERATIONS (Continued)

5. Floor

Flooring shall be as listed below:

- A. Toilet Rooms - Ceramic Tile
- B. Shower Rooms - Ceramic Tile
- C. Drying Areas – Porcelain/Quarry Tile (nonskid)
- D. Kitchen – Porcelain/Quarry Tile (nonskid)
- E. Cafeteria - VCT
- F. General Classrooms – VCT
- G. Teacher Planning - Carpet
- H. Mechanical, Electrical, Custodial, and MDF/IDF - Sealed Concrete
- I. Computer Labs – VCT
- J. Administration Offices – Carpet

OVERALL CONSIDERATIONS (Continued)

6. Walls

- A. Concrete masonry units or drywall construction shall be provided in all instructional, corridors, restrooms, mechanical, electrical and exterior wall areas.
- B. Exterior walls shall be masonry/concrete and shall be provided with insulation as required.
- C. Epoxy coatings shall be provided in all corridors, instructional areas, food preparation and cafeteria areas.
- D. Full height hard wall coverings, i.e.: ceramic, epoxy or special coatings shall be provided in all restrooms, food preparations and dishwashing areas.

7. Ceilings

- A. Moisture resistant ceilings, with epoxy coating, shall be provided in all restrooms and other wet areas. Access opening shall be provided for maintenance.
- B. A metal suspension system with lay-in, removable acoustical tile shall be provided in all instructional and administrative areas. Ceilings shall be 5/8" acoustical lay-in tile unless otherwise specified. A 2' x 2' grid will be used.
- C. Insulation shall be provided as required.

8. Lighting

- A. All lay in fluorescent parabolic 18 cell minimum 3 tube. Classrooms - 2 x 4, 4 tube fluorescent. Lighting levels and lighting quality will comply with the requirements of the Florida Building Code. Electrical characteristics for lighting shall be 277 v.a.c.
- B. Exterior lighting shall be controlled by time clock.

OVERALL CONSIDERATIONS (Continued)

9. Windows

- A. Provide operable windows with exterior shutters to meet EHPA requirements and aluminum mesh screens for natural light and ventilation for all classrooms on exterior walls. Glass shall be tinted with a minimum of quarter inch thickness. Single pane glass is preferred.
- B. Select window design that provides reasonable and economical cleaning and glass replacement.

10. Doors

- A. All exterior doors will be heavy duty, galvanized, cold rolled steel, bonderized zinc chromate primer and enamel finished. Exterior doors will have eighteen (18) gauge panels, sixteen (16) gauge stiles and rails, mitered at the corners, reinforced with channels, face welded and ground smooth. All exterior doors shall be equipped with closers and hold open devices.
- B. All interior doors will be a minimum of 1-3/4" solid wood staved core with a minimum of 1/16" hardwood veneer crossbanding, faced with rotary cut varnish grade natural birch. Finish requires stain, varnish finish with all edges sealed. All interior doors, frames and closets in fire rated corridors will meet U.L. requirements and standards and will bear the label installed by the U.L. underwriters.
- C. Corridor design must consider that doors opened unexpectedly will not cause corridor hazards. Doors in fire rated corridors will not be provided with hold-open devices unless the devices are so constructed as to release the door upon activation of the fire alarm system. Any door stops and/or holders will be wall mounted at the top of the door. Classroom locksets shall be mortise type with classroom security function.

11. Water

- A. Hot water shall be provided in custodial and kitchen areas as required. Service or utility sink shall be provided in each custodial area.
- B. All water systems shall have a master shut-off valve and building zone valves to isolate water system problems areas.

OVERALL CONSIDERATIONS (Continued)

11. Water (Continued)

- C. All fixtures shall be provided with cut-off valves.
- D. Trap primers shall be installed on flush valves in group restrooms.

12. Fire Alarm

- A. Must be a “stand alone” addressable system. Audible and visual alarm devices shall provide complete alarm notification coverage throughout the facilities. System smoke detectors shall be addressable type.

13. Electrical

- A. All conductors shall be copper, rigid conduit sweeps in the slab. No direct buried conductors.
- B. Provide duplex outlets every six to eight (6-8) feet on walls.
- C. Receptacles will be provided in all storage rooms and mechanical rooms. Key switches are required for all interior hallway and group toilet room lights.
- D. Provide 20 amp circuit to support two (2) PC's.
- E. Duplex outlet, data and TV cable in ceiling for projector.

14. Safety

- A. All fire, casualty and sanitation safety standards of the FBC & SREF will be included in all plans and specifications.
- B. It is necessary to provide a fire alarm system clearly audible in every area inside the school building and at all exterior entrances. The architect is responsible for ensuring that the fire alarm system, the bell system and the telephone and network systems are protected against damage from lightning to the building or the electrical service.
- C. Fire extinguishers will be located as required by Code.

OVERALL CONSIDERATIONS (Continued)

15. Fencing

- A. Fencing shall be required for special programs, physical education areas, storage areas and for ground level mechanical equipment areas.
- B. All classroom areas shall have fencing to ensure controlled access.
- C. Safe school design shall be incorporated in the fencing plan. The campus shall be fenced to provide controlled access to the greatest extent possible.

16. Voice/Video/Data

- A. The networking and telecommunication infrastructure will conform to Division 17.
- B. Communication outlets shall be placed in all classrooms and office spaces.
- C. Television outlets in the instructional and admin areas shall be provided.

18. Built-Ins

- A. Shelving in storage areas.
- B. TV cabinet in each space.
- C. Pull down A/V screen in each space.
- E. Dry marker board (12').
- F. 4 x 4 Tack board (1 per classroom).

19. Physical Education Facilities

- A. 1 softball field.
- B. 1 soccer/football field.
- C. 1 Paved play court with six (6) basketball goals.

AREA SPECIFICATIONS

AREA: PRE-KINDERGARTEN THROUGH GRADE 3

I. PROGRAM ACTIVITIES

Students participate in art projects, science experiments, film/video viewing, story time, and a variety of centers including: math, cooking, writing, science, computers, listening, and reading. Space is needed for individual work, movement activities and small and large groups. The classroom should accommodate efficient movement around the room. Access to a water source is needed for most activities. Outdoor activities are an extension of indoor activities. Playing with balls, pulling and pushing toys, and balance activities facilitate large muscle development.

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio 1:18 Student Capacity Per Period 450

Total Number of Teachers 25

Total Number of Aides (If Applicable)

Grade Levels or Age Levels For Which Program is Intended PreK-3

Hours Per Day Space Will Be Used 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

IV. SQUARE FOOTAGE CHANGE EXPLANATION THAT VARIES FROM D.O.E. APPROVED DISTRICT FACILITIES LIST

None

AREA: PRE-KINDERGARTEN THROUGH 3

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
25	Pre-K through 3 Classroom (001)	882	22,050		18	450
25	Storage, Material (808)	100	2,500			
25	Storage, Outside (811)	50	1,250			
25	Storage, Student (813)	40	1,000			
25	Toilet, Student (814)	60	1,500			
	Subtotal	1,132	28,300			

Outside Fenced Area (10,000)

AREA: PRE-KINDERGARTEN THROUGH 3

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each	25	Open front student desk, adjustable legs
	30	Stackable chairs (Pre-K – 12", 2 nd & 3 rd – 16", K – 14")
	2	Rectangular table, 5' x 30" adjustable height and 1 kidney table
	2	Display/learning center table, 36" x 24", adjustable legs
	1	Teacher desk
	1	Teacher chair (ergonomic)
	2	Bookcase, metal 3 adjustable shelves
	5	Data Station
	2	2-Sided, freestanding easel
	2	Rocking chair, one adult and one child (Pre-K and K only)
	1	File cabinet, 4 drawer with lock, letter size
	1	Storage cabinet, 2-door with lock
	1	Tote tray cabinet
	1	TV corner cabinet
	1	Cart
	1	Overhead projector
	1	CD/cassette recorder
	1	Language Master
	1	Multi-Listening center
	1	Telephone
	5	4 student computers, 1 teacher computer (based on computer allocation)
	1	DVD player with tuner
	1	Ceiling mounted LCD projector
	1	Audio enhancement system
	1	Projection screen, wall or ceiling mounted

AREA: PRE-KINDERGARTEN THROUGH 3

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Provide exhaust fan for each restroom.

2. Acoustical

Provide acoustical control so that small groups of children can work at the same time in various parts of the room without overly disturbing each other.

3. Floor

All bathrooms will have ceramic tile. All Classrooms will have VCT flooring.

4. Walls

Standard.

5. Ceiling

Standard.

6. Lighting

Classroom to be fluorescent with light control so that areas of the room may be dimmed while others remain lighted. Restroom should have redundant lighting.

7. Windows

Standard.

8. Doors

Standard.

AREA: PRE-KINDERGARTEN THROUGH 3

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

Classroom to have sink in counter with cold water and an attached drinking fountain. Sink height will be 30".

10. Communications

One-way intercom system with zoned paging to each classroom and clock with large numbers for each classroom. Each classroom to have an infrastructure established to provide for Voice/Data/Video. The Data network shall be set up to provide for four (4) computer stations on one perimeter wall. Video to be placed in a strategic location for instructional use. Telephone to be provided for each classroom.

11. Electrical

Classroom to have at least two (2) 110 duplex outlets on each wall. Provide power for ready connect at T.V. monitor height. Provide surge protected outlet necessary to support the five (5) computer stations. Storage to have one 110 outlet.

12. Built-ins

A. Built-in Work Counter: Provide student work counter on one wall of each classroom. Counter to be 24" deep and 30" high with one sink. Counter to have storage below with secured lockable doors. Each section of cabinet below counter to have adjustable shelving with at least one section of cabinet having shelves large enough to accept large construction paper.

AREA: PRE-KINDERGARTEN THROUGH 3

VII. SPECIAL CONSIDERATIONS (Continued)

12. Built-ins (Continued)

- B. Built-in Cabinets/Shelving: Provide wall hung cabinets above the work counter in each classroom 12" to 15" deep with secured doors. Provide 26 free-standing student storage units for each classroom. Each cubby unit to be approximately 12"w x 12"d x 36"h. Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide magnetized marker board on one wall of each classroom with 4' tack board on either side. Provide tack strip/map rail along all walls of each classroom. Provide shelving with adjustable shelves on three (3) walls of student storage and material storage spaces. Shelving in student storage and material storage to be from floor to ceiling and to be at least 24" wide. Provide corner TV cabinet in each classroom.

13. Other Considerations

Provide restroom facilities between classrooms with both being unisex in a shared vestibule.

AREA: INTERMEDIATE (GRADES 4, 5, 6)

I. PROGRAM ACTIVITIES

Students participate in art projects, science experiments, film/video viewing, math, writing, science, computers, listening, and reading. Space is needed for individual work, movement activities and small and large groups. The classroom should accommodate efficient movement around the room. Access to a water source is needed for most activities. Outdoor activities are an extension of indoor activities.

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio 1:22 Student Capacity Per Period 352

Total Number of Teachers 16

Total Number of Aides (If Applicable)

Grade Levels or Age Levels For Which Program is Intended 4-6 Grades

Hours Per Day Space Will Be Used 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

IV. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST

None

AREA: INTERMEDIATE (GRADES 4, 5, 6)

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
16	Intermediate Classroom (002)	858	13,728	16	22	352
16	Storage, Material (808)	100	1,600			
16	Storage, Outside (811)	50	800			
16	Restroom, Student – Male (815)	40	640			
16	Restroom, Student – Female (816)	40	640			
	Subtotal	1,088	17,408			

AREA: INTERMEDIATE (GRADES 4, 5, 6)

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each	5	Trapezoid table 24 x 24 x 42
	1	Rectangular (30" or 60")
	30	Open front desk with adjustable legs
	36	Stack chair – 18"
	1	Double easel
	1	Filing cabinet, 4 drawer with lock, letter size
	1	Teacher desk
	1	Teacher chair (ergonomic)
	1	Storage cabinet, 2 door with lock
	5	Data station (optional)
	2	Bookcase, metal, 3 adjustable shelves
	1	Television corner cabinet
	1	Cart
	1	Overhead Projector
	1	CD/Cassette Recorder
4 th Grade Only	5	Florida Map
	5	4 student computers, 1 teacher computer
	1	DVD player with tuner
	1	Ceiling mounted LCD projector
	1	Ceiling mounted projection screen
	1	Audio enhancement system

AREA: INTERMEDIATE (GRADES 4, 5, 6)

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Provide exhaust fan for each restroom.

2. Acoustical

Provide acoustical control so that small groups of children can work at the same time in various parts of the room without overly disturbing each other.

3. Floor

Standard.

4. Walls

Standard.

5. Ceiling

Standard.

6. Lighting

Classroom to be fluorescent with light control so that areas of the room may be dimmed while others remain lighted. Restroom should have redundant lighting.

7. Windows

Exterior windows, when practical, to be provided. They need to be able to be opened and closed and shall have vertical blinds.

8. Doors

Standard.

AREA: INTERMEDIATE (GRADES 4, 5, 6)

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

Classroom to have sink in counter with cold water and attached drinking fountain. Sink height will be 30".

10. Communications

One-way intercom with zone paging to each classroom and clock with large numbers for each classroom. Each classroom to have an infrastructure established to provide for Voice/Data/Video. The Data network shall be set up to provide for four (4) computer stations on one perimeter wall. Video to be placed in a strategic location for instructional use. Telephone to be provided for each classroom.

11. Electrical

Classroom to have at least two (2) 110 duplex outlets on each wall. Provide power for ready connect at T.V. monitor height. Provide surge protection outlet necessary to support the five (5) computer stations. Storage to have one 110 outlet.

12. Built-ins

- A. Provide 28 free-standing student storage units for each classroom. Each cubby unit to be approximately 12"w x 12"d x 36"h. Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide shelving in teacher planning at least 12" deep x 8' long. Teacher planning in central location with mail, etc.
- B. Built-in Instructional Aids: Built-in Cabinets/Shelving: Provide wall hung cabinets above the work counter in each classroom 12" to 15" deep with secured doors and sink. Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide shelving in teacher planning at least 12" deep x 8' long. Teacher planning in central location with mail, etc. Provide magnetized marker board on one wall of each

AREA: INTERMEDIATE (GRADES 4, 5, 6)

VII. SPECIAL CONSIDERATIONS (Continued)

12. Built-ins (Continued)

classroom. Provide tack strip/map rail along all walls of each classroom. Provide corner TV cabinet in each classroom. Provide shelving with adjustable shelves on three (3) walls of student storage and material storage spaces. Shelving in student storage and material storage to be from floor to ceiling and to be at least 24" wide.

13. Other Considerations

Provide 1 male and 1 female restroom between classrooms in a shared vestibule.

AREA: SKILLS DEVELOPMENT (COMPUTER)

I. PROGRAM ACTIVITIES

1. Reading Activities
2. Supplemental instructional activities to include math and science
3. Computer instruction

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio 1:18 Pupil Capacity Per Period 36

Total Number of Teachers 2

Total Number of Aides (If applicable)

Grade Levels or Age Levels for Which Program is Intended K-6

Hours Per Day Space Will Be Used 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

IV. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST

None

AREA: SKILLS DEVELOPMENT (COMPUTER)

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
2	Skills Dev. Classroom (010)	882	1,764	2	18	36
2	Storage, Material (808)	100	200			
2	Storage, Student (813)	40	80			
2	Restroom, Student (814)	60	120			
	Subtotal	1,082	2,164			

AREA: SKILLS DEVELOPMENT (COMPUTER)

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each	30	Data Computer station
	36	Stack chair
	1	Filing cabinet, 4 drawer with lock, letter size
	1	Teacher desk
	1	Teacher chair (ergonomic)
	1	Storage cabinet, 2 door with lock, metal
	2	Bookcase, metal, 3 adjustable shelves
	30	Computer
	1	Ceiling mounted LCD projector
	1	DVD player with tuner
	1	Audio Enhancement System
	1	Project screen

AREA: SKILLS DEVELOPMENT (COMPUTER)

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Heat and cool all spaces. Provide some exterior windows, when practical. Provide means of light control for any windows provided.

2. Acoustical

Provide acoustical control so that small groups of children can work at the same time in various parts of the rooms without overly disturbing each other.

3. Floor

Standard.

4. Walls

Standard.

5. Ceiling

Standard.

6. Lighting

Classrooms to be fluorescent with light control with antiglare diffusers so that areas of the room may be dimmed while others remain lighted. Restroom shall have redundant lighting.

7. Windows

Exterior windows, when practical, to be provided. They need to be able to be opened and closed and shall have vertical blinds.

8. Doors

Standard.

AREA: SKILLS DEVELOPMENT (COMPUTER)

VII. SPECIAL CONSIDERATIONS (Continued)

9. Communications

One-way intercom with zone paging to each classroom and clock with large numbers for each classroom. Each classroom to have an infrastructure established to provide for Voice/Data/Video. The Data network shall be set up to provide for thirty (30) computer stations. On one perimeter wall, video to be placed in a strategic location for instructional use. Telephone to be provided for each classroom.

10. Electrical

Classrooms to have at least two (2) 110 duplex outlets on each wall. Provide power for ready connect at T.V. monitor height. Provide surge protector outlets necessary to support the thirty (30) computer stations. Storage to have one 110 outlet.

11. Built-ins

- A. Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide shelving in teacher planning at least 12" deep x 8' long.
- B. Built-in Instructional Aids: Built-in Cabinets/Shelving: Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide shelving in teacher planning at least 12" deep x 8' long. Provide magnetized marker board on one wall of each classroom with as much backboard on either side as possible. Provide tack strip/map rail along all walls of each classroom. Provide corner T.V. cabinet in each classroom. Provide shelving with adjustable shelves on three (3) walls of student storage and material storage spaces. Shelving in student storage and material storage to be from floor to ceiling and to be at least 24" wide.

AREA: MUSIC

I. PROGRAM PHILOSOPHY

The music program in the elementary school must be concerned with the music needs of all children, and to the extent of the available resources. Experiences should be provided for the musically gifted child and at the same time meet the music needs of all other students. Music in the elementary school is not conceived as a special part of the curriculum, valuable to only a few select pupils; it is regarded as having value for all children.

II. PROGRAM GOALS

1. To provide emotional release.
2. To provide for social unity.
3. To promote individual music skills.
4. To foster understanding of the place of music in the lives of people of other lands and times.
5. To foster desirable attitudes that will lead to an increasing appreciation and enjoyment of music by the child.

III. PROGRAM ACTIVITIES

Students will participate in the following:

1. Music appreciation.
2. Singing and playing.
3. Writing songs and music.
4. Listening.
5. Rhythmic activities.
6. Reading music.

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio: 1:22 Student capacity per period 22

Total number of teachers: 1

Total number of aides: (If applicable)

Grade levels or age levels for which program is intended: K-6

Hours per day space will be used: 6

AREA: MUSIC

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

VI. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST

N/A

AREA: MUSIC

VII. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
1	Music Laboratory (055)	1,000	1,000	1	22	0
1	Reference (806)	100	100			
1	Material Storage (808)	100	100			
1	Practice Room (831)	70	70			
	Subtotal	1,270	1,270			

AREA: MUSIC

VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Music Room	1	Teacher's Desk
	1	Teacher's Chair (ergonomic)
	1	File Cabinet, 4 drawer with lock, letter size
	1	Piano
	1	Tote-tray cabinet with 24 trays on castors
	45	16" stack chair
	5	Autoharps
	4	Music stand
	1	Storage cabinet, two door with lock, metal
	1	Table, 30" x 72", adjustable legs
	1	Multi-speed stereo system with cassette/CD
	1	Cassette recorder/player
	25	Baritone Ukulele
	1	Octava cabinet with 72 spaces
	3	Deluxe rhythm band set
	4	Sets of riser

AREA: MUSIC

IX. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Standard.

2. Acoustical

Provide acoustical control. Isolate from other instructional spaces.

3. Floor

Carpet throughout.

4. Walls

Permanent and acoustically treated to isolate the classroom from others.

5. Ceiling

Standard.

6. Lighting

Classroom to be fluorescent with light control throughout.

7. Windows

Standard.

8. Doors

36" doors for easy entry with piano and equipment. One 36" door to enter room and one 36" door to storage area with lock.

9. Communications

One-way intercom with zoned paging into classroom and one clock. Provide for voice/data/video instructional technology.

AREA: MUSIC

IX. SPECIAL CONSIDERATIONS (Continued)

10. Electrical

Classroom to have at least two (2) 110 duplex outlets on each wall and one duplex outlet on three walls of storage area.

11. Built-ins

Built-in Instructional Aids: Built-in Cabinets/Shelving: Provide wall hung cabinets above the work counter in each classroom 12" to 15" deep with secured doors. Provide 30 free-standing student storage units for each classroom. Each cubby unit to be approximately 12"w x 12"d x 36"h. Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide shelving in teacher planning at least 12" deep x 8' long. Provide magnetized marker board on one wall of each classroom. Provide tack strip/map rail along all walls of each classroom. Provide corner T.V. cabinet in each classroom. Provide shelving with adjustable shelves on three (3) walls of student storage and material storage spaces. Shelving in student storage and material storage to be from floor to ceiling and to be at least 24" wide.

12. Other Considerations

Access to stage entrance if possible.

AREA: MEDIA

I. PROGRAM ACTIVITIES

A. Activities for Media Center Specialist

1. Selection, acquisition and organization of Media Center materials.
2. Training of students, faculty and staff in effective use of instructional media.
3. Group planning for teachers, media specialists, and coordinators regarding curriculum development and instructional media.
4. Maintenance of accurate financial records.
5. Directing clerical staff in performance of professional duties.

B. Student Activities

1. Reading and browsing of print and non-print materials.
2. Reference work.
3. Independent study.
4. View demonstrations.
5. Display creative activities.
6. Access information via electronic sources.
7. Discuss and read for information and pleasure.
8. Conduct research.
9. Study for personal gain and/or assignments.
10. Receive instruction in Media Center usage.
11. Listen to Media materials and/or speakers.
12. View videos.

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio: 1:1 and 1:3 Student capacity per period: 86

Total Number of Teachers 2

Total Number of Aides 1 (If applicable)

Grade Levels or Age Levels For Which Program is Intended K-6

Hours Per Day space will be used ± 8

AREA: MEDIA

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

This Elementary Media Center is being designed to handle the latest electronic Media Services in Voice, video, Data collection and Distance Learning program technology. Careful planning by the Educational Specifications Committee has identified specific needs of the project.

Accessibility/Safe School Design

Accessibility of disabled students, staff and the public are a prime concern and comply with Chapter 553.F.S.

Safe School Design Principles have been considered and adopted as they apply to this project. The safety and security of students and facilities are a priority.

IV. SQUARE FOOTAGE CHANGES THAT VARY FROM APPROVED FACILITIES LIST

1. This project is designed to utilize the latest electronic technology for elementary school media operations. Therefore, variances are needed to meet the present and future instructional and operational needs of this school in voice, video and data retrieval and distance learning technology. Listed below are several considerations:
 - Square footage for small group room is insufficient to handle electronic hardware available for instruction.
 - Production and Distance learning programming increases the need for areas to gather larger groups of students. Therefore, Production & Professional Library have been combined with Periodical Storage.
 - A centralized Communications Equipment Room has been incorporated into the Media Center design in accordance with SREF, Chapter 3.3, Section 13(F)6a.

AREA: MEDIA

IV. SQUARE FOOTAGE CHANGES THAT VARY FROM APPROVED FACILITIES LIST (Continued)

2. Variances requested in square footage are as follows:
 - Small Group Room: Add 575 sq. ft. to (389) small group listening.
 - Production and Professional Library/Periodical Storage: Combine professional library (382) 345 sq. ft. with periodical storage (384) 172 sq. ft. for a total of 517 sq. ft.
 - Reading Room/Stacks: Add 300 sq. ft. to reading room/Stacks.
 - Communications Equipment Room: Add CER, 270 nsf.

AREA: MEDIA

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
1	Reading Room/Stacks(380)	3,189	3,189			
1	Technical Processing(381)	345	345			
1	Production & Prof. Library(382)	345	345			
1	A-V Storage(383)	517	517			
1	Periodical Storage(384)	172	172			
1	Conference(306)	250	250			
1	Closed Circuit TV(385)	603	603			
1	Closed Circuit TV Storage (386)	431	431			
1	Media Production Lab.(387)	431	431			
1	Copying Room (388)	172	172			
1	Small Group Room (389)	86	86			
1	Group Proj. & Instruction (390)	431	431			
1	Maintenance & Repair (391)	86	86			
1	Media Office (301)	175	175			
1	Media Secretary (303)	158	158			
	Subtotal	7,391	7,391			

AREA: MEDIA

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
		<u>Furniture:</u>
Media Reading/Stacks (1)	8	Table 30" x 60" wooden reading tables
	10	Table Round 48" wooden reading tables
	40	Stack Chair 12"
	50	Stack Chair 16"
	25	Stack Chair 18"
	2	TV/Wall Mount
	2	Data Access Station with printer stand
	1	Standard Book Truck
		<u>Equipment:</u>
	2	Overhead Projector
	1	Opaque Projector
	5	PCs for Workstation
	2	PCs with CDRW
	2	LaserJet Printer
	1	Laser Printer
	1	Color Ink jet Printer
	1	IMAC Computer with DVD and Printer
	1	Portable Address System
	1	Follett Falcon PDA Kit
	1	Follett Laser Scanner
	2	27" Television
	1	Lectern with Sound
	1	Follett PHD+
	1	School pad
	1	Software Follett Alliance AV

AREA: MEDIA

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
		<u>Furniture:</u>
	1	Software Destiny
	1	Coin operated copy machine
Technical Processing	2	Table 30" x 60" adjustable legs
	6	Stack Chair 18"
	2	File Cabinet - 4 drawer locking
	1	Secretarial chair with arms
		<u>Equipment</u>
	1	Die cutter with dies, Ellison type
		<u>Furniture:</u>
Prof. Library/ Periodical Storage (1)	2	Table, 30" x 70" wooden reading tables
	1	Computer Data Station
	12	Stack Chair 18"
	1	Secretarial Chair with arms
		<u>Equipment:</u>
	3	Computer
	1	Color LaserJet Printer
	1	Die Cutter with Dies, Ellison Type
	1	27" Television
	1	TV/Wall Mount

AREA: MEDIA

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIP NEEDED
		<u>Furniture:</u>
AV Storage Area (1)	2	File Cabinet, 4 drawer locking
	2	Storage Cabinet, 2 door locking
	1	Table 30" x 60" adjustable legs
		<u>Equipment:</u>
		N/A
		<u>Furniture:</u>
Closed Circuit TV (1)	2	Secretarial Chair with arms
	4	Guest Chair with arms
		<u>Equipment:</u>
	4	Tripod with dollies
	1	Video Editing System with monitors
	3	Digital Video Camera (high end)
	2	Digital Camera (still)
	1	Titlemaker/Character Generator
	1	PC
	1	Mixer
	1	Audio Mixer
	2	CD/Cassette Player with audio outputs
	1	Plasma monitor with rack
	1	Visual presenter
	2	Mini-DV/VHS player recorder

AREA: MEDIA

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
	1	Unidirectional Microphone
	1	Omni Directional Microphone
	4	Wireless Microphone System
	2	VCR/DVD
	5	13" Television/Monitor
	1	27" Television
	1	Visual Presenter
	2	DVD/TV combos 13"
	1	Scan Converter
	1	Digital camcorder (low end)
		<u>Furniture:</u>
Communications Equipment Room (1)	1	Video Distribution System
		<u>Equipment:</u>
	10	VHS/DVD recorders
	1	Network software
		<u>Furniture:</u>
Closed Circuit Storage (1)		N/A
	5	CD Cassette/Recorder
	4	TV carts

AREA: MEDIA

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
		<u>Equipment:</u>
	2	Opaque Projector
	5	Multimedia Projector
	10	AV cart
	2	Portable Projection Screen
	2	Digital Camera
	2	Handheld Digital Camera
	2	Portable Tripod with Dolly
	1	35" Television/Monitor with Cart
	2	27" Television with Cart
	10	VCR/DVD recorders
	2	Still Digital Camera
	2	Slide projectors
		<u>Furniture:</u>
Copying Room (1)	1	Storage Cabinet, 2 door locking
		<u>Equipment:</u>
	1	Coin Operated Copier
	1	Laminator (large)
	1	Paper Cutter
	1	Label maker
	1	Laminator (small)
	1	Electric stapler
	1	Heavy duty stapler

AREA: MEDIA

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
		<u>Furniture:</u>
Small Group Room (1)	8	Stack Chair, 14"
	2	Table, Round, 60", adjustable legs
		<u>Equipment:</u>
	1	Cassette Duplicator/Boom Box
	1	Multimedia Projector
	2	27" Television
	2	Wall Mount
	1	Visual Presenter
	1	Label maker
	1	Laptop
		Converter, Modem and CDRW
	1	Color Flatbed Scanner
		<u>Furniture:</u>
Media Dir. Office	2	Executive Desk, 42" x 76"
	3	Secretarial Chair with Arms
	4	Wooden Bookcase, Adjustable Shelves
	2	Lateral File Cabinet - 4-Tier locking
	2	Executive Chair, low back
		<u>Equipment:</u>
	2	Laptop
	1	Fax Machine
	2	Adding Machine

AREA: MEDIA

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
	1	Flatbed color scanner
	1	Electric typewriter
		<u>Furniture:</u>
Conference (1)	1	Conference Table, 8' boat shaped
	8	Guest Chair with arms
		<u>Equipment:</u>
	1	Overhead Projector
	1	27" TV
	1	Wall Mount
Per Every Clsrm	1	Computer
	1	Printer
	1	Cart
	1	Overhead
	1	Television with wall mount
	1	Listening Center
	1	Language Master
	1	Map and globe set
	1	Projection screen
	1	CD/cassette recorder
	2	Headphones
	1	Florida map per 4 th grade classroom
	1	DVD/VCR
	1	Averkey

AREA: MEDIA

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Entire Media Center shall have climate control with a provision for humidity control. System should be able to function independently from other areas. Heating and cooling system should be designed so sound does not interfere with the use of the Media Center.

2. Acoustical

Standard for all areas, but Conference Room should be a quiet area. Closed circuit TV shall be sound proof.

3. Floor

Carpet all areas except Custodial closet, toilets, and CCTV. Foyer areas to be vinyl composition tile.

4. Walls

Masonry with epoxy finish and veiling. Folding wall between Small Group Listening and Reading Room to be sound proof to the highest degree possible.

5. Ceiling

Standard.

6. Lighting

Central master switch near Media Director's Office. Fluorescent for all areas. Separate control switches for each area located by doors. Dimmer capability in Small Group Listening, Reading Room, and Closed Circuit T.V. Track studio lighting in Closed Circuit TV. Restrooms should have redundant lighting.

VII. SPECIAL CONSIDERATIONS (Continued)

7. Windows

Viewing window from office area, looking over Reading Room. Outside window on wall where book shelves are located (start windows 65" above floor level). Provide viewing windows to all student occupied work rooms wherever practical. Provide vertical blinds on all exterior windows. (Provide viewing windows to small group listening, production and professional library/periodical storage, group project and instruction, technical processing.)

8. Doors

Two entrances to Media Center. One double door at main entry into building/corridor. All interior doors to be standard. Other exterior doors to be used as fire exits only. Exits to hallway or exterior from CCTV and CER. Technical Processing, CCTV, CER and AV Storage to have doors opening to Media Office. Folding door between Small Group Listening and Reading Room.

9. Water

Single stainless steel sink in Technical Processing Room and Professional Library. Sink height will be 36".

10. Communications

One-way Intercom from Central Administration to all areas except AV Storage. Telephone in offices, professional library/periodical storage, group projects and instruction. Clocks in Reading Room, Professional Library, Media Production, Offices and Small Group Listening. Provide infrastructure for Voice/Video/Data to all rooms except AV storage, toilets, custodial service closet. CER Room must be large enough to house video distribution system with racks for 8 units and sufficient additional storage space. Install Mast (2" in diameter, schedule 40 pipe) providing a mounting point for future satellite antenna. Install in the CER Room a conduit system that will allow the antenna wire from the mast to the future communications equipment.

AREA: MEDIA

VII. SPECIAL CONSIDERATIONS (Continued)

11. Electrical

Reading Room - Floor outlets to be placed for data access stations and circulation station. Wall duplex outlets provided every 15'. Locate wall outlets in kickplate of stacks. One duplex outlet should be located on each wall of the Conference Rooms, Professional Library, Media Production, Offices, Technical Processing, AV Storage, and Closed Circuit TV. Provide two strip outlets above work counter in Technical Processing and Media Production, and CCTV Control Room. Group Project/Instruction should be designed for future computer lab use. Conduit should be run overhead. Provide electrical outlets every 15 feet around perimeter of shelving.

12. Built-ins

A. Built-In Work Counter/Storage Space

1. Technical Processing - This area serves the mechanical functions of the Media Center. It should include work area with stainless steel sink, counter, work table, and shelving for 300 to 500 books. Storage for supplies and books in need of repair. Work counter should run entire length of room on one wall. Counter should have laminated tops, open shelving above counter. Below counter storage cabinets and drawers. Drawers should vary in depth 6", 9" and 12". Shelving above counter should be ceiling high with doors. Counter no less than 30" wide. Provide four adjustable 18" x 8' long shelves on one wall.
2. Closed Circuit TV - 8' counter 36" high x 30" wide on one wall. Cabinets below counter and open shelves above.
3. Media Production - Provide 12" of work counter, 30" wide x 36" high, the space below the counter to have cabinets and drawers. Each drawer section to contain about four to five drawers. All counter tops should be capable of supporting heavy equipment. Adjustable open shelves above counter.
4. AV Storage - 30" deep adjustable shelving on three walls floor to ceiling with laminate shelves. Construct these shelves so as to support considerable weight.

VII. SPECIAL CONSIDERATIONS (Continued)

12. Built-ins (Continued)

B. Built-In Instructional Aids

1. Professional Library - Provide wall mounted screen.
2. Reading Room - 60" x 60" recessed electrically operated screen. One bulletin board 4' x 8'.
3. Office - One bulletin board 3' x 5'.

C. Other Built-Ins

Four wood book trucks, 1 dictionary stand, 2 display cases, 2 magazine racks, 1 atlas case, elementary height circulation desk, 1 repressible book truck with return slot closest to entrance door, 1 sofa, 2 lounge chairs, 1 coffee table, shelving to hold 8,000 regular and 2,000 reference books. All freestanding shelving units shall be no longer than 6 feet.

13. Other Considerations

Main Media Center should be located close to classroom traffic, but removed from activities which interfere with study. If center is to be used for Community, it should be located in an area which would restrict use of rest of building. Would like one wall of Reading Room to overlook outdoors. If possible, have foyer entrance to Library.

AREA: ADMINISTRATION

I. PROGRAM ACTIVITIES

1. Administrative decision making and student contact (discipline, etc.).
2. Teacher Planning.
3. Conferences for planning and with teachers and parents.
4. Health care.
5. Record keeping and record maintenance.
6. Storage of materials and supplies.

II. ORGANIZATIONAL NOMENCLATURE

Total number of Staff: 11 Student Capacity Per Period N/A

Total Number of Teachers N/A

Total Number of Aides N/A (If Applicable)

Grade Levels or Age Levels For Which Program is Intended K-6

Hours Per Day Space Will Be Used 8

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

IV. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST.

N/A

AREA: ADMINISTRATION

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
1	Principal's Office with Restroom (300)	250	250			
1	Assistant Principal Office (301)	175	175			
2	Guidance Counselors Office (301)	175	350			
1	Bookkeeping Office (302)	125	125			
4	Secretarial Space (303) ESE, Records, Clinic, Principal's Secretary	158	632			
1	General Admin. Reception (304)	733	733			
1	Production/Workroom (305)	345	345			
2	Conference Rooms (306)	301.5	603			
1	Clinic (307)	259	259			
1	Administrative Storage (308)	431	431			
1	Records/Vault (309)	259	259			
1	School Store (310)	86	86			
1	Student Activities Area (311)	431	431			
1	Computer Area (312)	129	129			
2	Itinerant Office (314)	125	250			
4	Toilets, Staff (Male & Female)	86.25	345			
1	Careers/Mail Room (313)	259	259			
1	Textbook Storage (368)	302	302			
1	Teacher Planning Office (315) (Distributed throughout the facility)	1,724	1,724			
1	Teacher Lounge/Dining (316) (Located in the kitchen area)	345	345			
	Subtotal	6,698.75	6,698.75			

AREA: ADMINISTRATION

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Principal's Office	1	Desk, executive 42" x 76" modular with return
	1	Chair, executive, swivel
	1	Credenza
	2	Visitors chair
	1	Filing cabinet, 4 drawer with lock, letter size
	1	Storage cabinet, 2 drawer with lock, metal
	1	Clock
	1	Telephone
	2	Bookcase, laminate
Assistant Principal	1	Desk, Executive 30" x 60" modular with return
	1	Chair, executive, swivel
	1	Credenza
	2	Visitors chair
	1	Filing cabinet, 4 drawer with lock, letter size
	1	Storage cabinet, 2 drawer with lock, metal
	1	Clock
	1	Telephone
	2	Bookcase, wooden
Secretary/Reception	3	Desk, secretarial with return
	2	Chair (ergonomic, 2 behind reception counter)
	5	Chair, visitors
	3	Calculator
	3	Telephone

AREA: ADMINISTRATION

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
	1	Copier
	3	Printer Equipment
	1	Intercom and master clock system
	1	Paper cutter
	1	Fire extinguisher, dry chemical, all purpose
		Reception Area Furniture
Administrative Storage	2	File cabinet, 4 drawer with lock, letter size
	1	Teacher Desk
	2	Bookcase, Metal
		Shelving
Clinic	2	Table with Folding Legs 24" x 48"
	2	Clinic cots
	1	Eyewash
	1	Refrigerator with ice maker
	3	Filing cabinet, 4 drawer with lock
	1	Telephone
	2	Metal Fan
	1	Set of scale
	1	PB Cuff - Adult and Pediatric
	1	Desk, single pedestal
	2	Chair (ergonomic)
	12	Stack chair, 18"
	1	Fire extinguisher, dry chemical, all purpose

AREA: ADMINISTRATION

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Clinic	3	Blood pressure chairs
	2	Bookcase, wooden
	1	Mag Light
	1	Otoscope
	1	Titus Machine
	1	Good light and Vision Charts
	1	Audiometer
	1	Instant Thermometer
	1	Portable Screen
	1	Storage cabinet, 2 door
Guidance	1	Telephone
	1	Clock
	1	Bulletin board
	2	Desk, secretarial, modular with return
	2	Chair, executive, swivel
	2	File cabinet, 4 drawer with lock, letter size
	12	Chair, stack, 18"
	2	Bookcase, laminate
	2	Table with adjustable legs, 30" x 60"
	2	Table with adjustable legs, 24" x 48"

AREA: ADMINISTRATION

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
	1	Table, round 48"
	8	Guest chair with arms
Records/Vault	8	Lateral file cabinet, 4 tier with lock
Conference	1	Conference table, 8', boat shaped
	18	Side chair
Teacher Dining/Lounge	1	Telephone
	1	Teacher mailbox (50) slots
	4	Table, 30" x 72", folding legs
	1	Copier Equipment
	1	Copy Machine, workroom
	2	Table with adjustable legs, 24" x 48"
	1	Table, round, 60"
	30	Chair, multi-purpose, stack, 18"
	1	Refrigerator
	1	Microwave oven
Outside Storage	1	Shelve, storage type
Custodial Storage	1	Sink, custodial type
	1	Shelve, storage type
Adult Restrooms	1	Towel holder
	1	Soap dispenser

AREA: ADMINISTRATION

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
	1	Tissue holder
Itinerant Office (each)	1	Teachers desk
	1	Chair (ergonomic)
	2	Stack chair, 18"
	1	Clock
	1	Bookcase, metal
Production/Workroom		Shelving
	1	2 door storage cabinet
	1	4 draw file cabinet
	2	Adjustable let tables 24" x 48"

AREA: ADMINISTRATION

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Heat and cool areas except flammable storage and outside storage.
Flammable storage vented according to State Board Regulations.

2. Acoustical

Guidance Office to be acoustically treated for sound.

3. Floor

Standard.

4. Walls

Standard.

5. Ceiling

Standard.

6. Lighting

Fluorescent lights in all areas but storage rooms. All switches inside each door. Be sure there is outside lighting by entrance to administrative Suite. Restrooms should have redundant lighting.

7. Windows

Exterior windows if possible. They need to be able to be opened and closed and shall have vertical blinds.

8. Doors

Windows in all office doors.

AREA: ADMINISTRATION

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

Hot and cold water to Clinic, Adult Restrooms, Production/Workroom, Administrative Workroom, Custodial Storage. Single sink in Administrative Workroom, Production/Workroom, Clinic and Restrooms. Deep sink in Custodial Storage area.

10. Communications

One-way with zoned paging communications from master console to all instructional spaces, media, food services and future additions. Provide telephone switchboard in Secretarial/Reception with extensions to each office, clinic and secretarial station. Provide clocks in clinic, reception and offices. Provide six (6) data drops in Administration counter.

11. Electrical

Two duplex outlets per office area, opposite walls. Clinic to have two duplex outlets. Guidance to have one duplex outlet each wall. Conference Room to have one duplex outlet on each wall. Administrative Workroom to have two duplex outlets above work counter, one duplex outlet on each wall. Outside Storage to have one duplex outlet and Custodial Storage to have one duplex outlet. Provide 2-20 amp 120V circuits in Administration counter with four (4) duplex outlets.

12. Built-ins

A. Built-in Work Counter

Administrative Storage to have work counter with sink along length of one wall with cabinets above and below. Teacher Lounge/Dining area to have work counter with sink and oven top length of one wall; cabinets below for storage. Clinic to have work counter with sink along length of one wall outside rest area with cabinets above and below. Reception/Secretary area to have counter separating reception area from secretarial area, cabinet type storage below counter on secretarial side, dual heights on counter, one height for adult and one height for children. Production/Workroom to have work counter with sink on two walls with cabinets below.

AREA: ADMINISTRATION

VII. SPECIAL CONSIDERATIONS (Continued)

12. Built-ins (Continued)

B. Built-in Cabinets/Shelving

Administrative Storage to have floor to ceiling adjustable shelving on all available wall space. Outside storage to have adjustable shelving on two walls, floor to ceiling. Custodial Storage to have adjustable shelves above custodial sink and rack for brooms and mops. Flammable storage to have adjustable shelves on two walls.

C. Built-in Instructional Aids

Conference room to have dry erase board. Teacher Lounge/Dining to have two 3'x 5' bulletin boards. Reception area to have one 3'x 5' bulletin board. Guidance to have one 3'x 5' bulletin board.

D. Other Built-ins

Teacher Lounge/Dining to have 100 mailboxes for staff. Work area for new registration within reception area.

E. Television Bracket

In Reception Areas, Conference Rooms, Teachers Dining, and Offices.

13. Other Considerations

Administrative suite should be situated so that it is the first area evident to parents or visitors when arriving.

AREA: FOOD SERVICE

I. PROGRAM ACTIVITIES

Dining Area: Student and faculty dining; stage activities including play presentations; large group lecture type presentations, performance and AV presentations; community meetings; and serving of meals.

Food Service Area: Reception of food stuff, separate storage of dry and non-foods items, refrigerated storage, accounting for and recording of foods and supplemental supplies, monies and lunch tickets; menu planning; actual food preparation including vegetables and fruits area; baking of breads and desserts, cooking of meats and vegetables, clean-up at pot and sink area, dishwashing for trays and silver, refuse handling and can wash activities including storage and use of clean-up items for the food service area.

II. ORGANIZATIONAL NOMENCLATURE

Lunch Period Continuous Serving

Total No. of Pupils Serviced per day: 862. Percent of Total School: 100%

Time Per Day Student Participates in Program: 30 Minutes Including Serving, Eating and Dish Return.

Grade Levels or Age Levels For Which Program is Intended: K-6

Hours Per Day Space Will Be Used: 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

AREA: FOOD SERVICE

IV. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
1	Dining (340)	3,448	3,448			
1	Multi-purpose room (361)*	2,000	2,000			
1	Kitchen/serving (341)	3,793	3,793			
1	Chair storage (349)	172	172			
1	Chair storage (362)	172	172			
	Subtotal	9,585	9,585			

*Approximately 75% of Facility List

AREA: FOOD SERVICE

V. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
	500	Chair, stackable, dark navy blue, plastic, durable, 13" to 17" height variation.
	40	12 foot folding cafeteria tables
Stage area		Built-in amplification system
		Stage lighting control system
Kitchen	2	Convection oven, market forage 2800HE, on base with rack storage
	1	40 gallon steam kettle, tilting
	1	3 compartment steamer
	1	Combi-Oven
	1	Modular 2 burner hot plate
	1	60 quart mixer with 30 quart adapter (floor model) with attachments
	1	Slicer (Hobart 1712)
	1	Two compartment vegetable sink with 24" x 30' sink at least 30" deep, and right and left drains, right and left drain boards of 24" x 30" and sink mixing faucet for hot and cold water, one spray arm, sink 40" high
	3	Hand sink with hot and cold water, foot operated
	1	Soap and towel dispenser at each sink
	1	Reach-in refrigerator, 47 cubic foot capacity, double door
	1	Three compartment pot sink, with 24" x 30" and at least 30" deep, left and right drain boards 24" x 30", two sink mixing faucets for hot and cold water, one spray arm

AREA: FOOD SERVICE

V. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIP NEEDED
	1	Ice machine and storage bin
	1	Walk-in refrigerator/freezer combination, approximately 12'w x 10'd for each unit, freezer and cooler to be located near and accessible to receiving area; each to have separate doors with 4" recessed floor, smoothed to within 1/4"
	1	Dish machine, with prewash, Hobart CRS66A
	1	Booster heater - Hatco Imperial Model S-54
	1	Soiled dish table with sink and spray rinse, approximately 12'L x 24"D
	1	Clean dish table, '4" x 24"D
	1	4' x 4' dish return window, bottom of opening to be 36" above floor, roll down door, securable from within kitchen area
	1	Baker's table with overshef, one drawer and two mobile ingredient bins, stainless steel
	1	Cook's table w/undershef & one drawer, stainless steel
	4	Work table, stainless steel, w/two drawers & undershef
	2	Mobile pot & pan storage rack (dishtrucks) to be located near end of clean dish table
	2	Mobile heatproof cabinet
	2	Mobile utility rack
	2	Mobile utility cart
Service Area (all items to be mobile)	2	5-well hot serving unit w/sneeze guard & tray glide
	2	Utility unit with sneeze guard and tray glide

AREA: FOOD SERVICE

V. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIP NEEDED
	2	Cashiers stand
	2	PC
	1	UPS
	2	Milk dispenser
	2	Tray and silver cart
	1	Broom and mop rack
	1	Service and can wash sink
Employee Locker Room	10	Lockers, ½ size
	1	Coat rack
	2	Hand sink w/mirror, soap & towel dispenser & storage beneath (vanity style)
	1	First aid locker
Employee Restroom	1	Water closet
Manager's Office	1	Teacher desk
	1	Teacher Chair (ergonomic)
	1	File cabinet, 4 drawer with lock, letter size
	1	Small work table, 24" x 48", adjustable legs
	1	Visitor's chair
	1	Storage cabinet, 2 door with lock, metal
	1	Computer
	1	Printer
	1	Smart UPS
	1	Data Station with Chair

AREA: FOOD SERVICE

VI. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Heat and cool all enclosed spaces. Provide means of controlling heat and humidity in dry storage room when other units are off (recommended exhaust fan in this space). Provide fume hood in kitchen, lighted. Provide exhaust fans in restrooms. Provide fly screen for any entrance into food service area and dining area. Vent for clothes dryer in exterior store room wall.

2. Acoustical

Consider the acoustics of the dining area since it will be used for multi-purpose activities related to the stage.

3. Floor

- Food Service Area: Quarry tile extending to loading door.
- Dry Storage: Sealed, smooth concrete.
- Refuse Area: Concrete, sealed, smooth finish.
- Office: Carpet or tile.
- Dining Area: Run hard tile from food preparation out 12" into dining area, then provide vinyl flooring.
- Stage: Wood preferred (hard, such as oak).
- Restrooms: Ceramic tile.

4. Walls

Block/drywall with epoxy finish and veiling.

5. Ceiling

- Kitchen: Standard height, ceiling surface to be easily cleanable.
- Dining Area: Ceiling height needs to be high enough to accommodate use of raised stage.
- Stage: 10 to 12 feet, non-working.

AREA: FOOD SERVICE

VI. SPECIAL CONSIDERATIONS (Continued)

6. Lighting

All areas to be fluorescent with area controls. Provide switches and electrical panels for the dining and food service so each can be used independent of the other. Provide spot lighting for performances on the stage with controls at side stage and rear of dining area.

7. Windows

Manager's Office to have observation windows that look on to preparation area and the receiving area.

8. Doors

Extra wide doors (4') for entries to food preparation areas (not post). Receiving door to have small view window. Storage doors to be lockable and 4' wide (not post) into dry storage and non food storage area. Food service area to be keyed separately from remainder of the school.

9. Water

- Dining Area: Drinking fountain, to be located away from dish return area.
- Custodial Service Closet: Mop sink.
- Food Preparation: Water to all sinks, dish machines, can wash, restrooms, all steam equipment, ice machine, washing machine hook-up.

Provide hose bibbs in dishwash area for washdown of equipment. Provide hose bibbs in can wash area for washdown of equipment. Provide hose bibb for hosing down loading dock. Provide drains for refrigeration units (walk-in and reach-in), all steam equipment, all sinks, floor of kitchen for clean-up, dish machine, ice machine (see Furniture and Equipment List). All to have grease traps.

AREA: FOOD SERVICE

VI. SPECIAL CONSIDERATIONS (Continued)

10. Communications

Intercom to dining, manager's office, but not to food preparation. Phone (direct line) to manager's office provide bell to ring in kitchen. Clock in dining room, food preparation area, and manager's office. Provide doorbell on outside of delivery entrance for notification of delivery personnel arrival.

11. Electrical

Electrical service to be provided separately to dining and food preparation areas. Electrical panels and mechanical rooms to be separate so each space can be used independent of the other. Provide electrical outlets (dedicated circuits) in serving area for milk boxes, hot serving counter and for mobile warming cabinet and cash register or computer on cashiers stand. Provide electrical service as required for all pieces of equipment in the food preparation area and two 110 outlets on each wall in addition. Provide electrical outlets in dining and stage area every 15' on walls. Provide one outlet on each wall of office. One outlet provided in each storage room.

12. Gas and Air

N/A

13. Safety

First aid cabinet in locker room. All areas to have extinguisher located as per state regulations.

14. Fencing

N/A

15. Service Drives

Require service drive to food service loading dock and receiving area. Drive must be large enough to provide turn around space for semi-trailer deliveries.

AREA: FOOD SERVICE

VI. SPECIAL CONSIDERATIONS (Continued)

16. Parking

Provide separate parking for food service employees (12 spaces) adjacent to the back entrance of the food preparation area.

17. Built-ins

A. Built-in Work Counter

N/A

B. Built-in Cabinets/Shelving

Cleaning supplies: Storage Room - Provide shelving beginning 30" above the floor on one wall, 18" deep, running to 7' high. Below shelves and remaining floor space for storage of large cleaning supply containers. Custodial Closet: Shelving above mop sink for cleaning supplies on one wall and mop/broom rack on another wall. Refuse Area: One shelf, 4' above floor, over sink, 18" wide.

C. Built-in Instructional Aids

Dining Area and Serving Area: Provide backboard area for student display; AV screen (large) to be provided over the front of stage (retractable). Food Preparation: Provide backboard for notices, etc.

D. Tack strips/display area at front along bus pick-up/drop-off area.

E. Television Brackets capable of 32" televisions, either side of stages and half way back from stage in the seating areas.

AREA: FOOD SERVICE

VI. SPECIAL CONSIDERATIONS (Continued)

18. Other Considerations

Condensing units of refrigeration rooms to be located adjacent to the refrigerator and freezer units, outside. Provide site barrier for the refuse area in harmony with exterior design of the school. Walk-in refrigerator and freezer to be recessed into floor so that food preparation floor and walk-in refrigeration units are on the same level.

AREA: STAGE

I. PROGRAM ACTIVITIES

N/A

II. ORGANIZATIONAL NOMENCLATURE

N/A

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

IV. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST.

N/A

AREA: STAGE

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
1	Stage (363)	990	990			
1	Stage Storage (364)	431	431			
1	Dressing (Male) (365)	215.5	215.5			
1	Dressing (Female) (366)	215.5	215.5			
	Subtotal	1,852	1,852			

AREA: STAGE

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
	1	Sound System
	1	Ceiling Projector
	1	Lectern
	1	Flags with stands
	1	Curtain
	1	Screen, Large Projector Type

AREA: STAGE

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Heat and cool all enclosed spaces. Provide ventilation system required for stage area.

2. Acoustical

Consider the acoustics of the stage to provide an area that will give sympathetic resonance to the audience.

3. Floor

Stage: Wood preferred (hard, such as oak). All other areas to have vinyl flooring.

4. Walls

Masonry/drywall with epoxy finish and veiling.

5. Ceiling

Stage: 10 to 12 feet, non-working.

6. Lighting

All areas to be fluorescent with area controls. Provide spot lighting for performances on the stage with controls at side stage and rear of dining area. Restrooms should have redundant lighting.

7. Windows

N/A

8. Doors

Storage doors to be lockable and 4' wide (not post).

AREA: STAGE

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

N/A

10. Communications

Provide public address system for stage area with separate speakers from school intercom. Provide remote mixer systems.

11. Electrical

Provide remote dimmer controls.

12. Gas and Air

N/A

13. Safety

All areas to have extinguisher located as per state regulations.

14. Fencing

N/A

15. Service Drives

N/A

16. Parking

N/A

AREA: STAGE

VII. SPECIAL CONSIDERATIONS (Continued)

17. Built-ins

A. Built-in Work Counter

N/A

B. Built-in Cabinets/Shelving

Provide shelving and cabinetry that will allow for storage as well as hanging costumes.

C. Built-in Instructional Aids

N/A

18. Other Considerations

N/A

AREA: CUSTODIAL

I. PROGRAM PHILOSOPHY

Refer to overall philosophy.

II. PROGRAM GOALS

Refer to overall goals.

III. PROGRAM ACTIVITIES

The principal duties of the custodians are as follows:

1. Maintain school grounds in a neat, clean and trim condition.
2. Maintain classrooms, offices, restrooms and shower rooms in a clean and sanitary condition.
3. Ensure buildings are heated prior to occupancy when required.
4. Maintain inventory of custodial supplies and reorder as necessary for timely replacement.
5. Repair or report all hazardous conditions immediately.
6. Maintain water fountains in a sanitary condition by use of a disinfectant cleaner daily.
7. Observe all safety and fire regulations.
8. Follow work schedules as assigned.
9. Secure all buildings prior to leaving at the end of the shift for the day.

IV. ORGANIZATIONAL NOMENCLATURE

Total number of custodians: 4

Head Custodian: 1

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

VI. SQUARE FOOTAGE CHANGES EXPLANATION THAT VARIES FROM APPROVED FACILITIES LIST.

N/A

AREA: CUSTODIAL

VII. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
	Custodial receiving/service closets (330)	1,293	1,293			
1	Flammable storage (333)	155	155			
1	Equipment storage (334)	500	500			
	Subtotal	1,948	1,948			

AREA: CUSTODIAL

VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
	1	Desk - Teacher
	1	Secretarial Chair
	1	File Cabinet - 4 drawer locking
	1	Bookcase - 4 shelves
	1	Wastebasket
	1	Computer and Printer
	1	Wet/dry Vacuum - Minuteman
	1	Wet/dry Vacuum - PH 20SV
	3	Upright Vacuum - Royal
	1	Vacuum - Back Pack MM
	1	Auto Floor Scrubber MM320
	2	Floor Machine 20" w/tanks - PH
	1	High Speed Burnisher - MM27010QP
	1	Carpet Extractor - high heat
	1	Carpet Dryer (Blower)
	2 each	Ladder 4'and 6'
	1 each	Ladder 10' and 12'
	4	Maid Cart
	1	Cube Truck
	3	Chair Dolly
	3	Table Floats (cafeteria table types)
	1	Platform Truck
	3	Hand Truck - convertible
	1	Lawn Mower - Zero Turn Radius

AREA: CUSTODIAL

VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
	1	Push Mower
	1	Hedge Trimmers 20 - gas
	1	Blower - backpack, gas
	1	Blower - handheld, gas
	1	Weedeater - gas
	6	Stick Edger - gas
	1	Lawn Trailer
	1	Fertilizer Spreader
	1	Pressure Washer
	1	Battery Charger
	1	Air Compressor
	1	Flammable Storage Cabinet
	4	Gasoline Cans (OSHA)
	2	Diesel Cans (OSHA)
	1	Cordless Drill
	1	Drill, Electric
	1	Drill Bit Set
	1	Circular Saw
	1	Grinder
	2	Extension Cord
	1	Tool Box
	1	Set of Screw Drivers
	1	Socket Set

AREA: CUSTODIAL

VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIP NEEDED
	1	Set of Box Wrenches
	1	Pliers
	1	Hammer
	3	Gloves (pair)
	4	Back Support
	4	Ear Protection
	2	Flashlight
	6	Trash Can (40 gal)
	10	Hose
	2	Rake
	2	Shovel
	2	Broom - Push
	2	Broom - Corn
	2	Dust Pan
	4	Mop
	4	Mop Bucket
	4	Wringer
	12	Mat Set (2 @ ext. doors - double)
	8	Mat Set (2 @ ext. doors - single)

AREA: CUSTODIAL

IX. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Exhaust fans in all restrooms; vent in flammable storage building. Heat and cool central receiving area.

2. Acoustical

Standard

3. Floor

Concrete in central receiving; ceramic tile in bathrooms; concrete slab in flammable storage building. Sheet rubber flooring to be installed in dining/multipurpose areas.

4. Walls

Masonry/drywall with epoxy finish and veiling, impervious in bathrooms.

5. Ceiling

2 x 2 acoustical lay-in.

6. Lighting

Fluorescent in central receiving area; incandescent (explosion proof) in flammable storage building. Restrooms should have redundant lighting.

7. Windows

N/A

8. Doors

Lockable, extra wide or overhead for receiving. Metal for flammable storage area and at least 4 feet wide.

AREA: CUSTODIAL

IX. SPECIAL CONSIDERATIONS (Continued)

9. Water

Hot and cold at all deep sinks and cleaning rooms. Floor drains in all restrooms. Hose bibbs every 75 feet on exterior of buildings and in restrooms. Keyed to prevent unauthorized use. Service sink in each cleaning room and central receiving area. Floor drain in central receiving.

10. Communications

One-way intercom with zoned paging between main office and central receiving room, telephone (extension) to office. Needs computer/data outlets in custodial receiving area.

11. Electrical

Central receiving area - 2-110 volt duplex outlets in each wall, approximately 4 feet from floor. Cleaning rooms - 1-110 volt duplex outlet in each wall. Flammable storage - 1-110 volt duplex outlet (explosion proof).

12. Gas and Air

N/A

13. Safety

First aid kit, safety goggles (one pair). Fire extinguisher, 1 in central receiving, 1 in flammable storage.

14. Fencing

8 foot chain link fence around flammable storage building.

15. Service Drives

Service drive to central receiving storage area with loading dock if possible.

AREA: CUSTODIAL

IX. SPECIAL CONSIDERATIONS (Continued)

16. Parking

N/A

17. Built-ins

A. Built-in Work Counter - N/A

B. Built-in Cabinets/Shelving - Central receiving: Adjustable 18" deep shelving, floor to ceiling, on three (3) walls.

18. Other Considerations

A. Recess fire extinguisher and drinking fountains throughout facilities; sand traps at entrances; inclines instead of steps wherever possible. No white paint in Gym or Lunchroom Areas.

B. Provide one (1) hour fire-rated structure for flammable storage.

AREA: ESE – TIMEOUT

I. PROGRAM ACTIVITIES

Each student shall be provided with the opportunity to acquire those skills necessary for him to gain and maintain employment in the adult society and to enjoy maximum development of his capacities in all social, personal, vocational, and intellectual areas.

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio 1:3 Student Capacity Per Period 3

Total Number of Teachers 1

Total Number of Aides (If Applicable)

Grade Levels or Age Levels For Which Program is Intended PreK-6

Hours Per Day Space Will Be Used 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

Combine time-out/observation booths.

IV. SQUARE FOOTAGE CHANGE EXPLANATION THAT VARIES FROM D.O.E. APPROVED DISTRICT FACILITIES LIST

None

AREA: ESE – TIME-OUT

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
1	ESE Time-Out Room (068)	40	40		1	1
2	ESE Observation Booth (067)	150	300		1	2
	Subtotal	190	340			

AREA: ESE – TIME-OUT

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each	2	Rectangular Table – 30” x 60”
	10	Stack chairs – Elementary 2-12”, 3-14”, 5-14”
	1	Filing cabinet, 4 drawer with lock
	1	Teacher desk
	1	Teacher chair - ergonomic
	1	Storage cabinet, 2 door with lock
	2	CRT data station
	1	Bookcase, metal 3 adjustable shelves
	3	Study Carrels
	2	Computers
	2	Printers
	1	Language master
	1	Stack Washer/Dryer

AREA: ESE – TIME-OUT

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Provide exhaust fan for each restroom.

2. Acoustical

Provide acoustical control so that small groups of children can work at the same time in various parts of the room without overly disturbing each other.

3. Floor

VCT in observation booth. Padded floor in time-out room.

4. Walls

Walls to be standard in observation booth. Walls and floors to be padded in time-out room.

5. Ceiling

Standard.

6. Lighting

Classroom to be fluorescent with light control so that areas of the room may be dimmed while others remain lighted. Vandal proof light in time-out room.

7. Windows

Standard.

8. Doors

Standard door in observation booth. Door in time-out room to be padded on interior of room with magnetic lock engaged by push button at doorway.

AREA: ESE – TIME-OUT

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

N/A

10. Communications

One-way intercom system with zoned paging to each classroom and clock with large numbers for each classroom. Each classroom to have an infrastructure established to provide for Voice/Data/Video. The Data network shall be set up to provide for four (4) computer stations on one perimeter wall. Video to be placed in a strategic location for instructional use. Telephone to be provided for each classroom.

11. Electrical

Classroom to have at least two (2) 110 duplex outlets on each wall. Provide power for ready connect at T.V. monitor height. Provide surge protected outlet necessary to support the five (5) computer stations. Storage to have one 110 outlet.

12. Built-ins

N/A

13. Other Considerations

N/A

AREA: ESE - RESOURCE ROOM

I. PROGRAM ACTIVITIES

Students participate in a variety of activities to enhance their abilities to function and learn in school. These may range from communication skills to academics and study skills to behavioral/counseling in nature.

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio 1:4 Student Capacity Per Period 8

Total Number of Teachers 2

Total Number of Aides (If Applicable)

Grade Levels or Age Levels For Which Program is Intended PreK-6

Hours Per Day Space Will Be Used 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

IV. SQUARE FOOTAGE CHANGE EXPLANATION THAT VARIES FROM D.O.E. APPROVED DISTRICT FACILITIES LIST

None

AREA: ESE - RESOURCE ROOM

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
2	ESE Resource Room (065)	380	760		4	8
2	Storage, Material (808)	100	200			
2	Storage, Student (813)	40	80			
	Subtotal	520	1040			

AREA: ESE - RESOURCE ROOM

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each	2	Rectangular Table – 30" x 60"
	10	Stack chairs, 2-14", 4-16", 4-18"
	1	Filing cabinet, 4 drawer with lock
	1	Teacher desk
	1	Teacher chair - ergonomic
	1	Storage Cabinet, 2 door with lock
	1	CRT data station
	1	Bookcase, metal 3 adjustable shelves
	2	Study Carrels
	2	Computers
	2	Printers
	1	Language master
	5	CD/Cassette player
	5	DANA's with software

AREA: ESE - RESOURCE ROOM

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Provide exhaust fan for each restroom.

2. Acoustical

Provide acoustical control so that small groups of children can work at the same time in various parts of the room without overly disturbing each other.

3. Floor

All bathrooms will have ceramic tile. All Classrooms will have VCT flooring.

4. Walls

Standard.

5. Ceiling

Standard.

6. Lighting

Classroom to be fluorescent with light control so that areas of the room may be dimmed while others remain lighted. Restroom should have redundant lighting.

7. Windows

Standard.

8. Doors

Standard.

AREA: ESE - RESOURCE ROOM

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

N/A

10. Communications

One-way intercom system with zoned paging to each classroom and clock with large numbers for each classroom. Each classroom to have an infrastructure established to provide for Voice/Data/Video. The Data network shall be set up to provide for four (4) computer stations on one perimeter wall. Video to be placed in a strategic location for instructional use. Telephone to be provided for each classroom.

11. Electrical

Classroom to have at least two (2) 110 duplex outlets on each wall. Provide power for ready connect at T.V. monitor height. Provide surge protected outlet necessary to support the five (5) computer stations. Storage to have one 110 outlet.

12. Built-ins

N/A

13. Other Considerations

N/A

**AREA: ESE - SPECIAL CLASSROOM PRE-K VARYING
EXCEPTIONALITIES**

I. PROGRAM ACTIVITIES

Students participate in a variety of activities to enhance developmental skill in the areas of language, preacademics, social/behavioral and fine and gross motor skills. The curricula is delivered through a variety of activities such as morning circle time, work centers, daily weather activities, and other language and skill building activities.

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio 1:5 Student Capacity Per Period 10

Total Number of Teachers 2

Total Number of Aides (If Applicable)

Grade Levels or Age Levels For Which Program is Intended PreK

Hours Per Day Space Will Be Used 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

**IV. SQUARE FOOTAGE CHANGE EXPLANATION THAT VARIES FROM D.O.E.
APPROVED DISTRICT FACILITIES LIST**

None

**AREA: ESE - SPECIAL CLASSROOM PRE-K VARYING
EXCEPTIONALITIES**

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
2	ESE Pre-K (060)	475	950		5	10
2	Storage, Material (808)	100	200			
2	Storage, Student (813)	40	80			
2	Toilet, Student (814)	60	120			
	Subtotal	675	1,350			

**AREA: ESE - SPECIAL CLASSROOM PRE-K VARYING
EXCEPTIONALITIES**

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Special Classroom Pre-K Varying Exceptionalities</u>
	2	48" round tables (adjustable legs)
	1	Teacher desk
	3	48" rectangle tables (adjustable legs)
	4	17" adult molded stack chairs
	1	Black metal storage cabinet
	1	Black metal file cabinet
	2	Computer tables/desks
	10	Molded stack chairs (10')
	10	Molded stack chairs (12")
	3	Shelf units (wood)
	1	10 comp. folding storage (wood) unit
	1	24 tab storage unit with tabs
	1	Book display stand
	1	Extra wide big BR write on/wipe off easel
	1	Educube set (chairs/tables)
	3	Bean bags chairs
	1	Shapes carpet 8 x 12
	3	Child's rocker (wood)
	1	Adult rocker (wood) with pad
	1	2 door A-V center
	1	Mobile art center
	1	Double adjustable easel

**AREA: ESE - SPECIAL CLASSROOM PRE-K VARYING
EXCEPTIONALITIES**

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Special Classroom Pre-K Varying Exceptionalities (Continued)</u>
	1	Kitchen set (wood)
	1	“Luxury suite” sofa, chair, ottoman
	2	Child’s coat tree ²
	1	Kitchen table and chair set (wood)
	1	Puppet center (wood) with puppets
	1	Unit block-play package (wood)
	2	Soft/strong blocks
	2	Trikes 2 (10”)
	2	Trikes 2 (12”)
	2	Trikes 2 (14”)
	1	Ranch style wagon
	1	2 way balance beam
	2	Computers
	2	Touch windows
	2	Printers
	1	Intellikeys
	1	TV/DVD/VHS
	1	CD/cassette player
	1	Language master
	1	Rolling cart

AREA: ESE - SPECIAL CLASSROOM PRE-K VARYING EXCEPTIONALITIES

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Provide exhaust fan for each restroom.

2. Acoustical

Provide acoustical control so that small groups of children can work at the same time in various parts of the room without overly disturbing each other.

3. Floor

All bathrooms will have ceramic tile. All Classrooms will have VCT flooring.

4. Walls

Standard.

5. Ceiling

Standard.

6. Lighting

Classroom to be fluorescent with light control so that areas of the room may be dimmed while others remain lighted. Restroom should have redundant lighting.

7. Windows

Standard.

8. Doors

Standard.

AREA: ESE - SPECIAL CLASSROOM PRE-K VARYING EXCEPTIONALITIES

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

N/A

10. Communications

One-way intercom system with zoned paging to each classroom and clock with large numbers for each classroom. Each classroom to have an infrastructure established to provide for Voice/Data/Video. The Data network shall be set up to provide for four (4) computer stations on one perimeter wall. Video to be placed in a strategic location for instructional use. Telephone to be provided for each classroom.

11. Electrical

Classroom to have at least two (2) 110 duplex outlets on each wall. Provide power for ready connect at T.V. monitor height. Provide surge protected outlet necessary to support the five (5) computer stations. Storage to have one 110 outlet.

12. Built-ins

- A. Provide cabinets to support stove, refrigerator, dishwasher, double bowl stainless steel sink, and microwave oven. Cabinets to be 36" high.
- B. Built-in Cabinets/Shelving: Provide wall hung cabinets above the work counter in each classroom 12" to 15" deep with secured doors. Provide 10 free-standing student storage units for each classroom. Each cubby unit to be approximately 12"w x 12"d x 36"h. Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide magnetized marker board on one wall of each classroom with 4' tack board on either side. Provide tack strip/map rail along all walls of each classroom. Provide shelving with adjustable shelves on three (3) walls of student storage and material storage spaces. Shelving in student storage and material storage to be from floor to ceiling and to be at least 24" wide. Provide corner TV cabinet in each classroom.

**AREA: ESE - SPECIAL CLASSROOM PRE-K VARYING
EXCEPTIONALITIES**

VII. SPECIAL CONSIDERATIONS (Continued)

13. Other Considerations

Provide restroom/shower facilities between classrooms with all restroom/showers being unisex in a shared area. Provide washer/dryer combo in shared restroom area.

AREA: OCCUPATIONAL AND PHYSICAL THERAPY

I. PROGRAM ACTIVITIES

Students participate in a variety of therapy activities designed to improve fine and gross motor skills necessary for functioning in a school environment. Space is needed to accommodate movement activities and specialized equipment. A sink in the room is a necessary priority.

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio 1:5 Student Capacity Per Period 5

Total Number of Teachers 1

Total Number of Aides (If Applicable)

Grade Levels or Age Levels For Which Program is Intended PreK-6

Hours Per Day Space Will Be Used 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

IV. SQUARE FOOTAGE CHANGE EXPLANATION THAT VARIES FROM D.O.E. APPROVED DISTRICT FACILITIES LIST

Combine ESE audio logy lab and storage (350 sf) with the PT-OT space (475 sf) for a total of 825 nsf.

AREA: OCCUPATIONAL AND PHYSICAL THERAPY

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
1	ESE PT-OT (064)	475	475		5	5
1	Storage, Material (808)	100	2,500			
1	Storage, Student (813)	40	1,000			
1	Restroom Student and Bath ()	40	80			
2	Restroom and Bath, Student ()	110	110			
	Subtotal	725	725			

AREA: OCCUPATIONAL AND PHYSICAL THERAPY

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Occupational and Physical Therapy</u>
	1	Mobile prone stander
	3	Adjustable tables
	2	Wheelchair tables
	1	Stroller
	1	Obstacle course
	2	Large body balls
	4	Bolsters/positioners (various sizes, small, medium, large)
	6	Stack chairs (2-14", 2-16", 2-18")
	10	Wooden chairs (2-14", 1-12", 4-16", 3-18")
	2	Individual carrels
	2	Crawler/scooters
	2	Touch windows
	2	Computers
	2	Printers
	2	Bookcases, metal, 3 adjustable shelves
	2	Teacher desks
	2	Teacher chair (ergonomic)
	2	File cabinet, 4 drawer with lock, letter size
	3	Storage cabinet, 2 door with lock, metal
	1	Wooden bookshelf, fold shut on wheels
	1	Gait trainer

AREA: OCCUPATIONAL AND PHYSICAL THERAPY

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Occupational and Physical Therapy (Continued)</u>
	1	Kitchen, Refrigerator
	1	Kitchen, Dishwasher
	1	Kitchen, Microwave
	1	Round Table (48" or 60")
	1	Oven
	1	Treadmill
	1	Large tumble forms barrel
	1	6 X 12 mat
	1	TV/VCR
	4	Wedges (all sizes)
	1	Swing mount in ceiling with net swing and platform swing
	1	Adult adaptive tricycle
	1	Fine motor manipulatives
	1	Supine stander (electric)
	1	Grasshopper
	1	Ceiling mounted LCD projector
	1	Projection screen
	1	Voice enhancement system

AREA: OCCUPATIONAL AND PHYSICAL THERAPY

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Provide exhaust fan for each restroom.

2. Acoustical

Provide acoustical control so that small groups of children can work at the same time in various parts of the room without overly disturbing each other.

3. Floor

All bathrooms will have ceramic tile. All Classrooms will have VCT flooring.

4. Walls

Standard.

5. Ceiling

Standard.

6. Lighting

Classroom to be fluorescent with light control so that areas of the room may be dimmed while others remain lighted. Restroom should have redundant lighting.

7. Windows

Standard.

8. Doors

Standard.

AREA: OCCUPATIONAL AND PHYSICAL THERAPY

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

Classroom to have sink in counter with cold water and an attached drinking fountain. Sink height will be 30".

10. Communications

One-way intercom system with zoned paging to each classroom and clock with large numbers for each classroom. Each classroom to have an infrastructure established to provide for Voice/Data/Video. The Data network shall be set up to provide for four (4) computer stations on one perimeter wall. Video to be placed in a strategic location for instructional use. Telephone to be provided for each classroom.

11. Electrical

Classroom to have at least two (2) 110 duplex outlets on each wall. Provide power for ready connect at T.V. monitor height. Provide surge protected outlet necessary to support the five (5) computer stations. Storage to have one 110 outlet.

12. Built-ins

- A. Kitchen cabinets to include spaces for double bowl stainless steel sink, refrigerator, dishwasher, stove and microwave oven.
- B. Built-in Cabinets/Shelving: Provide wall hung cabinets above the work counter in each classroom 12" to 15" deep with secured doors. Provide 10 free-standing student storage units for each classroom. Each cubby unit to be approximately 12"w x 12"d x 36"h. Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide magnetized marker board on one wall of each classroom with 4' tack board on either side. Provide tack strip/map rail along all walls of each classroom. Provide shelving with adjustable shelves on three (3) walls of student storage and material storage spaces. Shelving in student storage and material storage to be from floor to ceiling and to be at least 24" wide. Provide corner TV cabinet in each classroom.

AREA: OCCUPATIONAL AND PHYSICAL THERAPY

VII. SPECIAL CONSIDERATIONS (Continued)

13. Other Considerations

Provide restroom/shower facilities between classrooms with both being unisex in a shared area. Provide washer/dryer combo in shared restroom area.

AREA: ESE - FULL-TIME

I. PROGRAM ACTIVITIES

Students participate in An educational program designed to cover the domains of curriculum and learning, independent functioning, social and emotional behavior, and communication. Curriculum and activities are designed to meet varied student needs. Space is needed for individual as well as small and large group work. Access to water is needed for many curriculum activities. In addition, classrooms often require accessible bathrooms and kitchens.

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio 1:10 Student Capacity Per Period 20

Total Number of Teachers 2

Total Number of Aides (If Applicable)

Grade Levels or Age Levels For Which Program is Intended K-6

Hours Per Day Space Will Be Used 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

IV. SQUARE FOOTAGE CHANGE EXPLANATION THAT VARIES FROM D.O.E. APPROVED DISTRICT FACILITIES LIST

None.

AREA: ESE - FULL-TIME

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
2	ESE Full-Time (062)	950	1,900		10	20
2	Storage, Material (808)	40	80			
2	Storage, Student (813)	40	80			
2	Toilet, Student (814)	40	80			
2	Student Restroom and Bath	110	220			
	Subtotal	1,180	2,360			

AREA: ESE - FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Autistic</u>
	2	Bookcases, metal, 3 adjustable shelves
	2	Bookcases, wooden – fold closed, on wheels
	5	Calculators
	2	CD/cassette player
	1	Chair, rocking
	12	Chairs, stack, grades 4-6 (2-14", 2-16", 6-18")
	10	Chairs, stack, grades K-3 (4-14", 2-16", 4-18")
	8	Chairs, wooden, grades 4-6 (2-14", 3-16", 3-18")
	14	Chairs, wooden, grades K-3 (2-12", 4-14", 4-16", 4-18")
	3	Computer accessories, computer stations, adjustable
	1	Computer accessories, intellikeys
	3	Computer accessories, printers
	2	Computer accessories, touch windows
	3	Computers
	3	Dedicated word processors, Dana's with software
	10	Desks, student open front, elementary units
	2	File cabinet, 4 drawer with lock, letter size
	3	Individual carrels
	1	Kitchen, dishwasher
	1	Kitchen, double sink with drinking fountain
	1	Kitchen, dryer (at least one per 2 units)
	1	Kitchen, microwave

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Autistic (Continued)</u>
	1	Kitchen, refrigerator
	1	Kitchen, stove
	1	Kitchen, washing machine
	2	Language master
	2	Positioning chairs
	1	Rolling cart
	2	Storage cabinet, 2 door with lock, metal
	1	Swing, ceiling mount with net and platform swing
	1	Table, kidney, adjustable
	2	Tables, adjustable
	3	Tables, trapezoid, adjustable
	1	Teacher chair, ergonomic
	1	Teacher desk
	1	Telephone
	1	Television/DVD/VCR combo
	1	Wooden gated play area
	2	Overhead maps

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Physically Impaired</u>
	1	Bathroom, electric changing table
	2	Bathroom, free standing toilet chairs
	2	Bookcases, metal, 2 adjustable shelves
	2	Bookcases, wooden, fold closed, on wheels
	10	Calculators
	1	CD/cassette player
	5	Chairs, stack 18"
	16	Chairs, stack, grades 4-6 (5-14", 5-16", 6-18")
	15	Chairs, stack, grades K-3 (5-14", 5-16", 5-18")
	14	Chairs, wooden, grades K-3 (2-12", 4-14", 4-16", 4-18")
	8	Chairs, wooden, grades 4-6 (2-14", 3-16", 3-18")
	2	Computer accessories, intellikeys
	5	Computer accessories, printers
	3	Computer accessories, touch windows
	5	Computers
	6	Dedicated word processors (Dana's with software)
	15	Desks, student open front, elementary units
	2	File cabinet, 4 drawer with lock, letter size
	2	Individual carrels
	1	Kitchen, dishwasher

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Physically Impaired (Continued)</u>
	1	Kitchen, double sink with drinking fountain
	1	Kitchen, dryer
	1	Kitchen, microwave
	1	Kitchen, refrigerator
	1	Kitchen, stove
	1	Kitchen, washing machine
	3	Language master
	4	Positioning chairs
	3	Positioning equipment, bolsters/rolls
	1	Positioning equipment, electric lift
	1	Positioning equipment, grasshopper
	2	Positioning equipment, mat, medium
	4	Positioning equipment, slings for lifts
	3	Positioning equipment, wedges
	3	Positioning equipment, gait trainer
	2	Positioning equipment, stander, mobile prone
	1	Rolling cart
	2	Storage cabinet, 2 door with lock, metal
	1	Swing, ceiling mount with net and platform swing
	2	Table, kidney adjustable

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Physically Impaired (Continued)</u>
	2	Tables, adjustable
	3	Tables, Wheelchair or trapezoid, adjustable
	1	Teacher chair, ergonomic
	1	Teacher desk
	1	Telephone
	1	Television/DVD/VCR combo
	1	Treadmill
	1	Tricycle, adaptive
	4	Computer accessories, computer stations, adjustable
		<u>Self-Contained Emotionally Handicapped</u>
	4	Computer accessories, computer stations, adjustable
	2	Bookcases, metal, 3 adjustable shelves
	1	Bookcases, wooden, fold closed, on wheels
	15	Calculators
	2	CD/cassette player
	21	Chairs, stack, grades 4-6 (6-14", 8-16", 8-18")
	20	Chairs, stack, grades K-3 (3-12", 6-14", 6-16", 5-18")
	4	Chairs, wooden, grades K-3 (2-12", 2-14")
	5	Chairs, wooden, grades 4-6 (1-14", 2-16", 2-18")
	4	Computer accessories, printers

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Self-Contained Emotionally Handicapped (Continued)</u>
	2	Computer accessories, touch windows
	4	Computers
	8	Dedicated word processors (Dana's with software)
	15	Desks, student open front, elementary units
	2	File cabinet, 4 drawer with lock, letter size
	2	Individual carrels, built-in
	1	Kitchen, double sink with drinking fountain
	1	Kitchen, microwave
	1	Kitchen, refrigerator
	1	Kitchen, dryer (at least 1 per site)
	1	Kitchen, washing machine (at least 1 per site)
	3	Language master
	1	Rolling cart
	2	Storage cabinet, 2 door with lock, metal
	1	Table, kidney, adjustable
	2	Tables, adjustable
	2	Tables, trapezoid, adjustable
	1	Teacher chair, ergonomic
	1	Teacher desk
	1	Telephone
	1	Television/DVD/VCR combo

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
		<u>Profoundly Mentally Handicapped</u>
	2	Prone Standers
	3	Rectangular Table – 30” x 60”
	3	Wheelchair tables
	2	Strollers
	3	Student desks 18” combo with bookrack
	2	Rocking chairs
	1	Water bed
	1	Obstacle course
	2	Large boy balls and boards
	8	Bolsters/positioners
	6	Stack chairs 18”
	14	Wooden chair (w-12”, 4-14”, 4-16”, 4-18”)
	1	Individual carrels (dry)
	3	Crawler/scooters
	1	Jetmobile
	3	Computers
	1	Intellikeys
	3	Printers
	2	Touch windows
	2	Bookcases, metal, 3 adjustable shelves
	2	File cabinet, 4 drawer with lock, letter size
	2	Storage cabinet, 2 door with lock, metal

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
		<u>Profoundly Mentally Handicapped (Continued)</u>
	2	Mats, large
	1	Ceiling mount swing
	1	Grasshopper
	1	CD/cassette player
	1	Language master
	1	Rolling cart
	1	Refrigerator
	1	Washer
	1	Dryer
	1	Dishwasher
	1	Microwave
	3	Open front desks, adjustable legs
	1	Telephone
	1	Kidney table, adjustable
	1	Wooden gated play area
	1	Electric changing table
	2	Wooden storage shelf – fold close on wheels
	2	Gait trainer
	4	Positioning chairs
	1	Floor sitter
	3	Free standing toilet chairs
	1	Shower chair

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
		<u>Trainable Mentally Handicapped</u>
	2	Rectangular tables – 30” x 60”
	8	Student desks 18” combo with bookrack
	1	Rocking chair
	15	Stack chairs K-3 (5-14”, 5-16”, 5-18”) Grades 4-6 (5-14”, 5-16”, 6-18”)
	2	Individual carrels
	1	Intellikeys
	3	Computers
	2	Touch windows
	3	Printers
	3	Bookcases, metal, 3 adjustable shelves
	2	File cabinet, 4 drawer with lock, letter size
	1	Storage cabinet, 2 door with lock, metal
	8	Calculators
	1	CD/cassette player
	1	Language master
	1	Rolling Cart
	1	Refrigerator
	1	Washer
	1	Dryer
	1	Dishwasher
	1	Microwave

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
		<u>Trainable Mentally Handicapped (Continued)</u>
	2	Wooden storage shelf – fold close on wheels
	4	Open front desks, adjustable legs
	1	Telephone
	1	Kidney tables
	1	Free standing toilet
	3	Positioning chairs
	1	Wooden grated play enclosure
	1	Shower chair
	1	Electric changing table
	2	Trapezoid tables 30" x 30" x 60"
	2	Adjustable tables – 30" x 60"
	2	Trapezoid tables – 30" x 30" x 60"
	12	Student desks 18" combo with bookrack
	1	Rocking chair
	15	Stack chairs – K-3 (5-14", 5-16", 6-18"), Grades 4-6 (2-14", 2-16", 2-18")
	6	Wooden chairs – K-3 (2-14", 2-16", 2-18"), Grades 4-6 (2-14", 2-16", 2-18")
	2	Individual carrels
	2	Touch windows
	4	Computers
	4	Printers
	1	Intellikeys

AREA: ESE FULL-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
		<u>Trainable Mentally Handicapped (Continued)</u>
	4	Bookcases, metal, 3 adjustable shelves
	1	Teacher desks
	1	Teacher chair (ergonomic)
	2	File cabinet, 4 drawer with lock, letter size
	1	Storage cabinet, 2 door with lock, metal
	15	Calculators
	1	CD/cassette player
	1	Language master
	1	Rolling cart
	1	Refrigerator
	1	Washer
	1	Dryer
	1	Microwave
	1	Dishwasher
	1	Wooden storage shelf, fold close, lock on wheels
	3	Open front desks, adjustable legs
	1	Telephone
	2	Kidney tables

AREA: ESE - FULL-TIME

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Provide exhaust fan for each restroom.

2. Acoustical

Provide acoustical control so that small groups of children can work at the same time in various parts of the room without overly disturbing each other.

3. Floor

All bathrooms will have ceramic tile. All Classrooms will have VCT flooring.

4. Walls

Standard.

5. Ceiling

Standard.

6. Lighting

Classroom to be fluorescent with light control so that areas of the room may be dimmed while others remain lighted. Restroom should have redundant lighting.

7. Windows

Standard.

8. Doors

Standard.

AREA: ESE - FULL-TIME

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

Classroom to have sink in counter with cold water and an attached drinking fountain. Sink height will be 30".

10. Communications

One-way intercom system with zoned paging to each classroom and clock with large numbers for each classroom. Each classroom to have an infrastructure established to provide for Voice/Data/Video. The Data network shall be set up to provide for four (4) computer stations on one perimeter wall. Video to be placed in a strategic location for instructional use. Telephone to be provided for each classroom.

11. Electrical

Classroom to have at least two (2) 110 duplex outlets on each wall. Provide power for ready connect at T.V. monitor height. Provide surge protected outlet necessary to support the five (5) computer stations. Storage to have one 110 outlet.

12. Built-ins

- A. Kitchen cabinets to include spaces for double bowl stainless steel sink, refrigerator, dishwasher, stove and microwave oven.
- B. Built-in Cabinets/Shelving: Provide wall hung cabinets above the work counter in each classroom 12" to 15" deep with secured doors. Provide 20 free-standing student storage units for each classroom. Each cubby unit to be approximately 12"w x 12"d x 36"h. Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide magnetized marker board on one wall of each classroom with 4' tack board on either side. Provide tack strip/map rail along all walls of each classroom. Provide shelving with adjustable shelves on three (3) walls of student storage and material storage spaces. Shelving in student storage and material storage to be from floor to ceiling and to be at least 24" wide. Provide corner TV cabinet in each classroom.

AREA: ESE - FULL-TIME

VII. SPECIAL CONSIDERATIONS (Continued)

13. Other Considerations

Provide restroom/shower facilities between classrooms with both being unisex in a shared area. Provide washer/dryer combo in shared restroom area.

AREA: ESE - PART-TIME

I. PROGRAM ACTIVITIES

Students participate in a variety of learning activities. These range throughout all curricular areas as appropriate. The curricula for the students will follow the regular education standards and allow for students to achieve these standards.

II. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio 1:15 Student Capacity Per Period 30

Total Number of Teachers 2

Total Number of Aides (If Applicable)

Grade Levels or Age Levels For Which Program is Intended K-6

Hours Per Day Space Will Be Used 6

III. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

N/A

IV. SQUARE FOOTAGE CHANGE EXPLANATION THAT VARIES FROM D.O.E. APPROVED DISTRICT FACILITIES LIST

Add 70 nsf for shower and changing area.

AREA: ESE - PART-TIME

V. PROGRAM FACILITIES LIST

NO. OF SPACES	DESCRIPTION OF AREA	SQ FT PER UNIT	SQ FT TOTAL	NO OF STAFF	STUDENT STATIONS PER UNIT	STUDENT STATIONS TOTAL
2	ESE Part-Time (061)	975	1,950		15	30
2	Storage, Material (808)	100	200			
2	Storage, Student (813)	40	80			
2	Toilet, Student (814)	60	120			
	Subtotal	1,175	2,350			

AREA: ESE - PART-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Varying Exceptionalities Part-Time</u>
	2	Trapezoid tables 24" x 24" x 48"
	1	Kidney Shaped Desk
	20	Open front desks with adjustable legs
	30	Stack chairs, 4-12", 10-14", 10-16", 6-18"
	1	Art easels
	1	Filing cabinet, 4 drawer with lock, letter size
	1	Teacher desk
	1	Teacher chair (18" stack)
	1	Storage cabinet, 2 door with lock
	1	CRT data station (optional)
	2	Bookcase, metal 3 adjustable shelves
	3	Computers
	3	Printers
	1	Language master
	1	TV/DVD/VCR combo
	1	Overhead screen
	2	Overhead maps
	1	Listening station
	1	CD/cassette player
	1	Rolling cart
	15	Alpha smarts with cases and co:writer
	10	Calculators

AREA: ESE PART-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Gifted Part-Time</u>
	2	Trapezoid tables 24" x 24" x 48"
	1	Kidney shaped desk
	20	Open front desks with adjustable legs
	30	Stack chairs, 4-12", 10-14", 10-16", 6-18"
	1	Filing cabinet, 4 drawer with lock, letter size
	1	Teacher desk
	1	Teacher chair (18" stack)
	1	Storage cabinet, 2 door with lock
	1	CRT/data station (optional)
	2	Bookcase, metal 3 adjustable shelves
	1	Art easel
	3	Computers
	3	Printers
	1	Language master
	1	TV/DVD/VCR combo
	1	Overhead screen
	2	Overhead maps
	1	Listening station
	1	CD/cassette player
	1	Rolling cart
	10	Dana's with software
	10	Calculators

AREA: ESE PART-TIME

VI. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM (Continued)

SPACE OR AREA	# OF ITEMS	DESCRIPTION OF FURNITURE/EQUIPMENT NEEDED
Classroom Per Each		<u>Speech Part-Time</u>
	2	Trapezoid tables 24" x 24" x 48"
	1	Kidney shaped desk
	24	Stack chairs, 4-12", 10-14", 10-16", 6-18"
	1	Filing cabinet, 4 drawer with lock
	1	Teacher desk
	1	Teacher chair - ergonomic
	1	Storage cabinet, 2 door with lock
	1	CRT/data station (optional)
	2	Bookcase, metal 3 adjustable shelves
	2	Computers
	2	Printers
	1	Language master
	1	Listening station
	1	CD/cassette player
	1	Audiometer
	1	Ceiling mounted LCD projector
	1	Projection screen
	1	Voice enhancement system

AREA: ESE - PART-TIME

VII. SPECIAL CONSIDERATIONS

1. Heating/Cooling/Ventilation

Provide exhaust fan for each restroom.

2. Acoustical

Provide acoustical control so that small groups of children can work at the same time in various parts of the room without overly disturbing each other.

3. Floor

All bathrooms will have ceramic tile. All Classrooms will have VCT flooring.

4. Walls

Standard.

5. Ceiling

Standard.

6. Lighting

Classroom to be fluorescent with light control so that areas of the room may be dimmed while others remain lighted. Restroom should have redundant lighting.

7. Windows

Standard.

8. Doors

Standard.

AREA: ESE - PART-TIME

VII. SPECIAL CONSIDERATIONS (Continued)

9. Water

Classroom to have sink in counter with cold water and an attached drinking fountain. Sink height will be 30".

10. Communications

One-way intercom system with zoned paging to each classroom and clock with large numbers for each classroom. Each classroom to have an infrastructure established to provide for Voice/Data/Video. The Data network shall be set up to provide for four (4) computer stations on one perimeter wall. Video to be placed in a strategic location for instructional use. Telephone to be provided for each classroom.

11. Electrical

Classroom to have at least two (2) 110 duplex outlets on each wall. Provide power for ready connect at T.V. monitor height. Provide surge protected outlet necessary to support the five (5) computer stations. Storage to have one 110 outlet.

12. Built-ins

- A. Kitchen cabinets to include spaces for double bowl stainless steel sink, refrigerator, dishwasher, stove and microwave oven.
- B. Built-in Cabinets/Shelving: Provide wall hung cabinets above the work counter in each classroom 12" to 15" deep with secured doors. Provide 16 free-standing student storage units for each classroom. Each cubby unit to be approximately 12"w x 12"d x 36"h. Shelving in student storage and material storage to be from floor to within 24" of ceiling and to be at least 24" wide. Provide magnetized marker board on one wall of each classroom with 4' tack board on either side. Provide tack strip/map rail along all walls of each classroom. Provide shelving with adjustable shelves on three (3) walls of student storage and material storage spaces. Shelving in student storage and material storage to be from floor to ceiling and to be at least 24" wide. Provide corner TV cabinet in each classroom.

AREA: ESE - PART-TIME

VII. SPECIAL CONSIDERATIONS (Continued)

13. Other Considerations

Provide restroom/shower facilities between classrooms with both being unisex in a shared area. Provide washer/dryer combo in shared restroom area.

District: **CLAY** Total Stations **862** Gross Sq Ft: **129,802**
 Leve **PK - 06** Student Capacity **862** Utilization: **100%**

10 Acres Required

NO.	FISH	SPACE CODE	DESCRIPTION	NET SQUARE FEET		DESIGN	TOTAL
				UNIT	TOTAL	CAPACITY PER UNIT	STATIONS UTILIZED
GRAND TOTALS					96,421		862

STANDARD CLASSROOMS

25	001	Primary (PK-03)	882	22,050	18	450
	808	Storage, Material	100	2,500		
	811	Storage, Outside	50	1,250		
	813	Storage, Student	40	1,000		
	814	Restroom, Student (Unisex)	60	1,500		
		Subtotal	1,132	28,300		

16	002	Intermediate/Middle (04-08)	858	13,728	22	352
	808	Storage, Material	100	1,600		
	811	Storage, Outside	50	800		
	815	Restroom, Student - Male	40	640		
	816	Restroom, Student - Female	40	640		
		Subtotal	1,088	17,408		

MUSIC (1 per school without FISH capacity)

1	055	Elementary Music (PK-05)	1,000	1,000	22	
	806	Reference	100	100		
	808	Storage, Material	100	100		
	831	Practice, Music	70	70		
		Subtotal	1,270	1,270		

ART (1 per school without FISH capacity)

1	050	Elementary Art (PK-05)	1,000	1,000	22	
	808	Storage, Material	100	100		
	812	Storage, Project	150	150		
		Subtotal	1,250	1,250		

SKILLS DEVELOPMENT LAB (1 per 400 ss)

2	010	Primary Skills Lab (PK-03)	882	1,764	18	
	808	Storage, Material	100	200		
	813	Storage, Student	40	80		
	814	Restroom, Student (M&F)	60	120		
		Subtotal	1,082	2,164		

PHYSICAL EDUCATION

1	013	P. E. Storage	315	315		
1	014	Covered Play Area (PK-05)	3,103	3,103		
		Subtotal	3,418	3,418		

RESOURCE - REGULAR (1 per 150 ss)

6	040	Resource Room (PK-12)	290	1,740	10	
	808	Storage, Material	100	600		
		Subtotal	390	2,340		

EXCEPTIONAL EDUCATION

2	060	ESE Pre - K (N-PK)	475	950	5	10
	808	Storage, Material	100	200		

District: **CLAY** Total Stations **862** Gross Sq Ft: **129,802**
 Leve PK - 06 Student Capacity **862** Utilization: **100%**

10 Acres Required		NET SQUARE FEET		DESIGN	TOTAL
NO.	FISH	UNIT	TOTAL	CAPACITY	STATIONS
SPACE CODE	DESCRIPTION	UNIT	TOTAL	PER UNIT	UTILIZED
813	Storage, Student	40	80		
817	Restroom, Student & Bath	110	220		
	Subtotal	725	1,450		
2 061	ESE Part-Time (PK-12)	975	1,950	15	30
808	Storage, Material	100	200		
813	Storage, Student	40	80		
815	Restroom, Student - Male	40	80		
816	Restroom, Student - Female	40	80		
	Subtotal	1,195	2,390		
2 062	ESE Full-Time (PK-12)	950	1,900	10	20
808	Storage, Material	100	200		
813	Storage, Student	40	80		
815	Restroom, Student - Male	40	80		
816	Restroom, Student - Female	40	80		
817	Student Restroom and Bath	110	220		
	Subtotal	1,280	2,560		
1 064	ESE PT/OT (PK-12)	475	475	5	
808	Storage, Material	100	100		
813	Storage, Student	40	40		
817	Restroom, Student & Bath	110	110		
	Subtotal	725	725		
2 065	ESE Resource Room (PK-12)	380	760	4	
808	Storage, Material	100	200		
813	Storage, Student	40	80		
	Subtotal	520	1,040		
2 066	ESE Supplementary Instruction (PK-12)	100	200	2	
808	Storage, Material	100	200		
	Subtotal	200	400		
2 067	ESE Observation Booth (PK-12)	150	300	1	
	Subtotal	150	300		
1 068	ESE Time Out Room (PK-12)	40	40	1	
	Subtotal	40	40		
1 069	ESE Audiology Lab (PK-12)	250	250	1	
808	Storage, Material	100	100		
	Subtotal	350	350		
4 070	Itinerant (PK-12)	200	800	4	
808	Storage, Material	100	400		
	Subtotal	300	1,200		
MEDIA CENTER					
1 380	Reading Room/Stacks	3,189	3,189		
381	Technical Processing	345	345		
382	Prod. Professional Library	345	345		

District: CLAY

Total Stations 862 Gross Sq Ft: 129,802

Leve PK - 06

Student Capacity 862 Utilization: 100%

10 Acres Required

NO. FISH

SPACE CODE	DESCRIPTION	NET SQUARE FEET		DESIGN CAPACITY STATIONS	
		UNIT	TOTAL	PER UNIT	UTILIZED
815/816	Student Toilet	323	646		
822/823	Public Toilets	86	172		
	Subtotal	711	1,120		
CUSTODIAL					
1 330	Custodial Receiving	1,293	1,293		
333	Flammable Storage	155	155		
334	Equipment Storage	500	500		
	Subtotal	1,948	1,948		