

TK-8 EDUCATIONAL SPECIFICATIONS

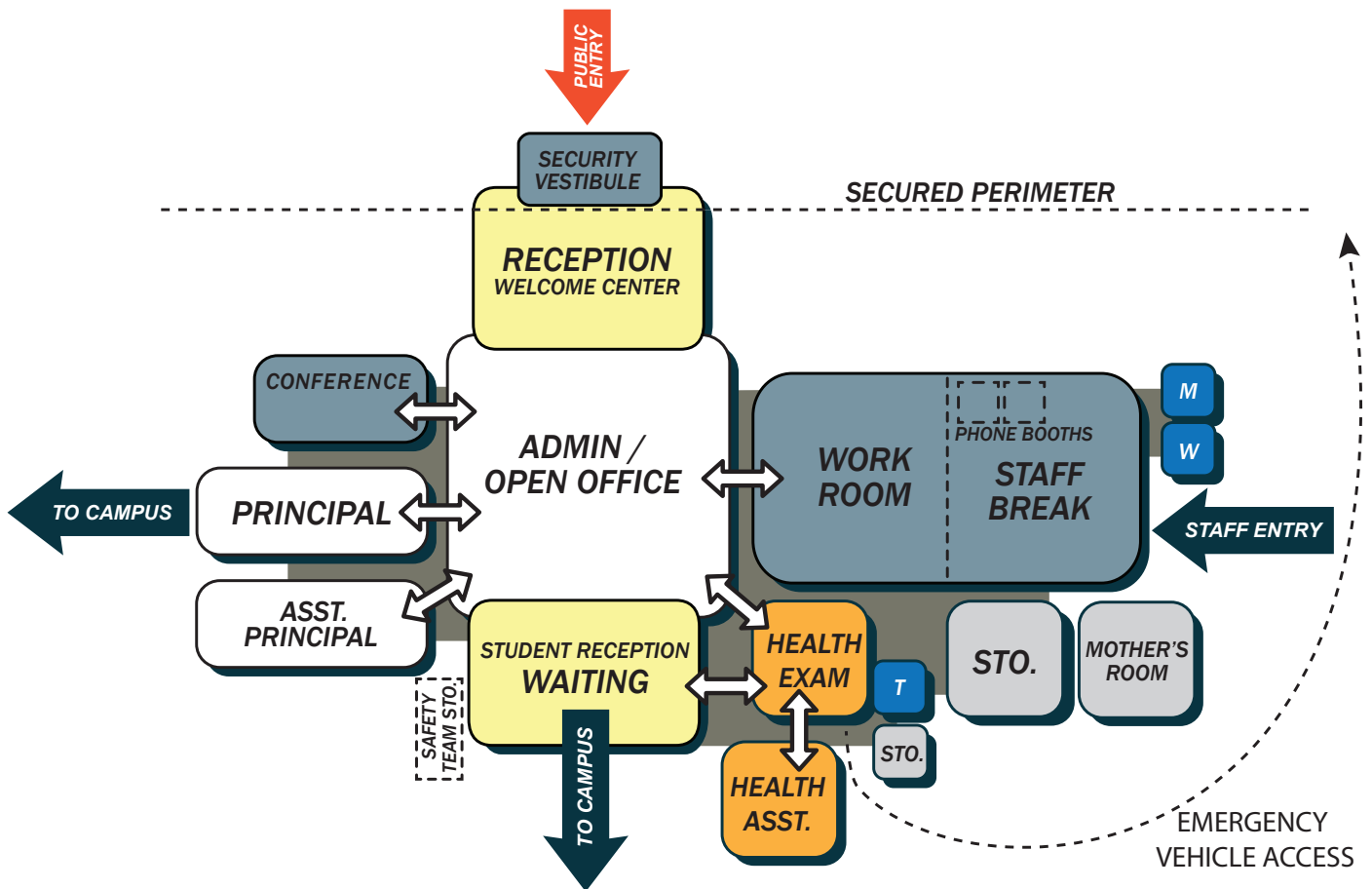
ADMINISTRATION



DESCRIPTION / GOALS

- The administrative office suite will oversee and coordinate all activities at TK-8 schools.
- The public reception/welcome center should be near the drop-off and front of the school. Since all campuses need to be secured, this is the only point of entry at the exterior perimeter for visitors. The public must enter here before being allowed on campus. Visitors will then be permitted onto campus through the student reception area.
- The administrative offices should be located to allow visual supervision of vehicular traffic at the campus and the pedestrian traffic between buildings and outdoor learning, gathering, and activity spaces.
- It should be clear from the front of the school where the administration building is. Signage should be prominent, visible, and easy to understand.

ADJACENCY DIAGRAM



ROOM TYPE:

PUBLIC ENTRY/WELCOME CENTER

SIZE: 250 sf

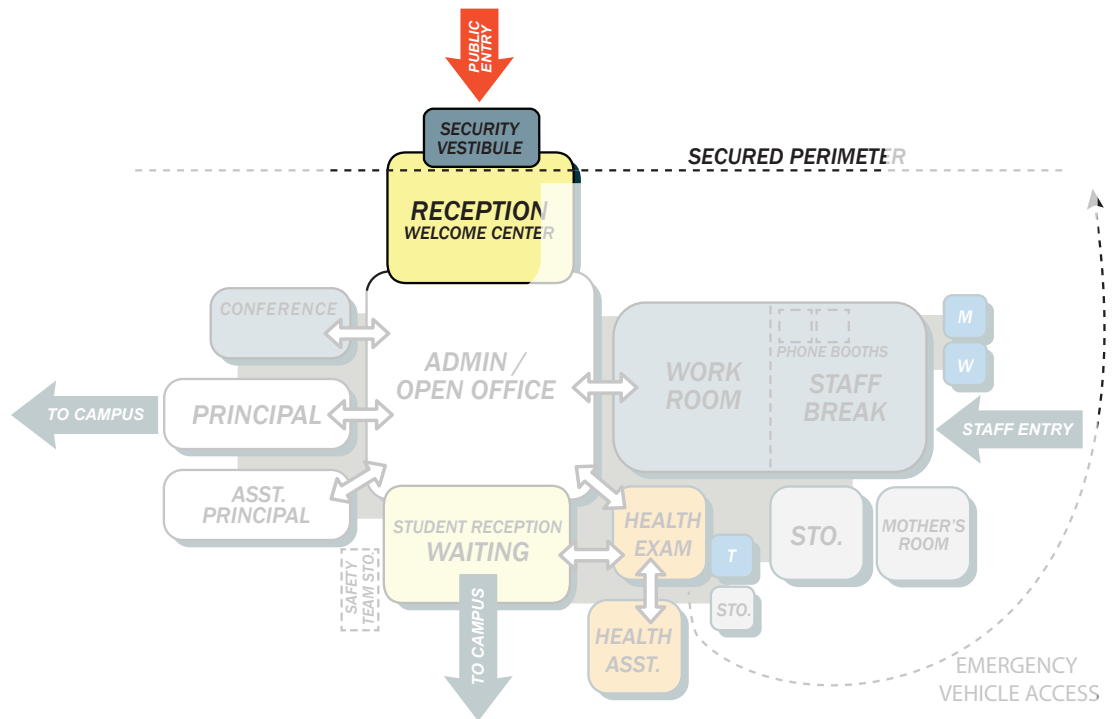
OCCUPANTS: Varies

ACTIVITIES AND USES

As the first space seen when arriving on campus, it should feel welcome and inviting. It is the reception/waiting area for students, parents or visitors awaiting appointments, seeking information, referral, or directional assistance. Preferably, visitors and students have separated entry points and reception areas. Clerical areas may be located here to provide reception functions for all entrants. The area also provides opportunity to showcase student work. The reception serves as the secured perimeter point of access for the campus, where all visitors must check-in before prior to being “buzzed” onto campus. Visitor parking area should be visually prominent at main entry and staff should have visual surveillance of all arrivals.

SUPPORT SPACES

- Public restrooms: 2 @ 60 sf
- Security Vestibule



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic tile or exposed structure
- Ceiling height: 9'-0" min. A higher volume may be desired for display of student work
- Floor material: vinyl composition tile, carpet tile or linoleum product
- Acoustics: per ANSI/ASA S12.60-2010/ Part 1 "American National Standard Acoustical Performance Criteria, Design Requirements and Guidelines for Schools," Part 1: Permanent Schools
- Colorful, inviting, public/student-friendly atmosphere

DOORS / WINDOWS

- Visibility from adjacent public entry area and reception to front of school
- Natural light desirable
- Skylights acceptable
- Window coverings as required for sun/glare control
- Ability to remotely lock down doors
- Min (1) ADA powered entry
- Keyless electronic lock access

FURNITURE / EQUIPMENT/ MILLWORK

- Casual seating for 4-6 visitors in each reception/waiting area
- TV wall-mount brackets and TV monitor display
- Clock
- Tackable wall surfaces for display of student work
- Trophy display cases/shelving
- Reception counter (casework or modular) to facilitate receiving visitors yet provide privacy for clerk

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system

ELECTRICAL / LIGHTING

- Outlets for general room requirements and workstation use
- USB charging stations for guest use
- Clean, segregated power distribution with surge suppression.
- Special lighting for student display area
- Glare reducing lenses
- Direct/indirect dimmable LED light fixtures
- Lighting: per IES Lighting Handbook guidelines

TECHNOLOGY

- Refer to the "District Wide Instructional Technology Plan" for school campus requirements
- Telephone/intercom handset, VoIP
- Hard-wired data outlet for network connectivity to accept online streaming of announcements, presentation of art, campus map and/or sustainability features
- Wireless access capable for most computer communications/applications
- Wired data outlet at reception workstation for network connectivity
- Access to file server, printer and scanner



ROOM TYPE:

ADMIN / OPEN OFFICE

SIZE:

OCCUPANTS: 3 primary occupants

ACTIVITIES AND USES

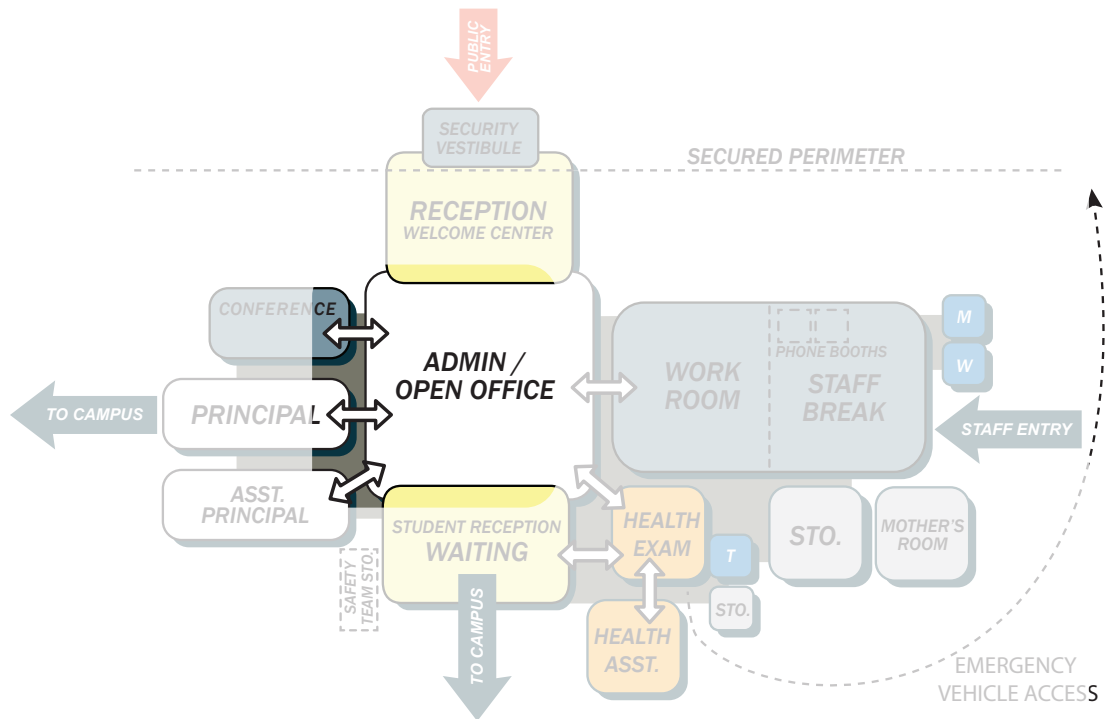
Directly adjacent to the reception counter, the open office will house administrative assistants, attendance and/or clerks. Three staff workstations to conduct various office and administrative activities and assist faculty, staff, students, and visitors. The three staff shall include but not limited to the Principal's Secretary, Attendance or Reception and a Registrar.

The open office should have direct supervision to the reception/welcome center and the student reception/waiting area.

The health office should also be in close proximity for added supervision.

SUPPORT SPACES

- Student Reception/Waiting: 100 sf
- Secure Storage Room (records): 100 sf



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile or exposed structure; 9'-0" AFF min.
- Floor material: carpet tile or linoleum product
- Acoustics: per ANSI/ASA S12.60-2010/ Part 1 "American National Standard Acoustical Performance Criteria, Design Requirements and Guidelines for Schools," Part 1: Permanent Schools
- Clear visual connection through the reception/welcome center to the front of school and parking
- Clear visual connection from student waiting to campus circulation or courtyard

FURNITURE / EQUIPMENT / MILLWORK

- Administrative office workstations with file cabinets and lockable storage
- Guest chairs

DOORS / WINDOWS

- Natural light desirable
- Window coverings as required for sun/glare control and privacy
- Ability to lock down doors
- Keyless electronic lock access
- Visibility to reception/welcome center

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system

ELECTRICAL / LIGHTING

- Outlets for general room and workstation use
- Clean, segregated power distribution with surge suppression
- Glare reducing lenses
- Lighting: per IES Lighting Handbook guidelines

TECHNOLOGY

- Refer to the "District Wide Instructional Technology Plan" for school campus requirements
- Telephone/intercom handset, VoIP
- Wired data outlets at office workstations for local area network connectivity
- Hard-wired data outlet for network connectivity to accept online streaming of announcements, presentation of art, campus map and/or sustainability features
- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications



ROOM TYPE:

PRINCIPAL'S OFFICE

SIZE: 180 sf

OCCUPANTS: 1 primary occupant (+1-4 visitors)

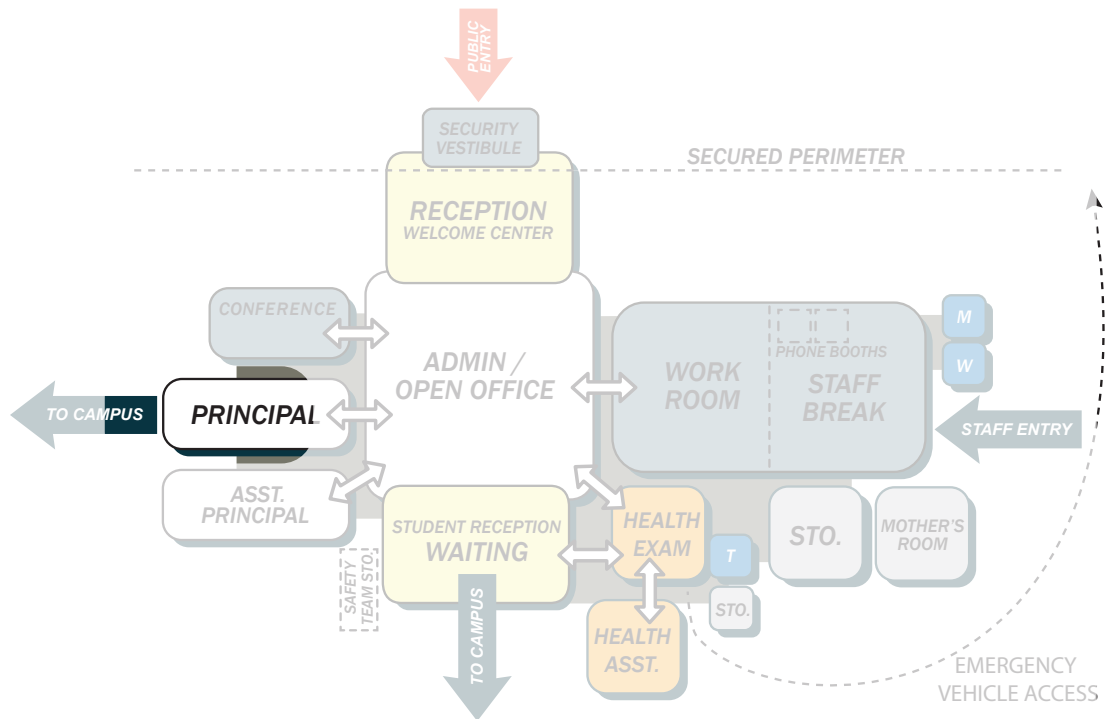
ACTIVITIES AND USES

Office space to prepare materials and conduct administrative activities to include individual and small group informal and formal conferences and consultations with colleagues, staff, students and community members.

Private phone calls, planning and computer input.

SUPPORT SPACES

- Direct access to the Admin/Open Office Area
- Close proximity to the conference room



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile; 9'-0" AFF min.
- Floor material: carpet tile
- Acoustics: per ANSI/ASA S12.60-2010/ Part 1 "American National Standard Acoustical Performance Criteria, Design Requirements and Guidelines for Schools," Part 1: Permanent Schools
- Direct access to the exterior through second door for security
- Provide secondary entry/exit pathway that does not pass through welcome/reception area

DOORS / WINDOWS

- Sidelight at door for view into office area
- Window coverings as required for sun/glare control and privacy
- Ability to lock down doors
- Keyless electronic lock access
- Windows for exterior campus view

FURNITURE / EQUIPMENT / MILLWORK

- Administrative office workstation including file cabinets and wardrobe closet; lockable
- Credenza and bookcase
- Guest chairs
- Conference tables with chairs
- Marker board

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system

ELECTRICAL / LIGHTING

- Outlets for general room and workstation use
- Clean, segregated power distribution with surge suppression
- Glare reducing lenses
- Lighting: per IES Lighting Handbook guidelines



Office Rendering

TECHNOLOGY

- Refer to the "District Wide Instructional Technology Plan" for school campus requirements
- Telephone/intercom handset, VoIP
- Wired data outlet at office workstation for local area network connectivity
- Hard-wired data outlet for network connectivity to accept online streaming of announcements, presentation of art, campus map and/or sustainability features
- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications

ROOM TYPE:

ASSISTANT PRINCIPAL'S OFFICE

SIZE: 120 sf

OCCUPANTS: 1 primary occupant (+1-2 visitors)

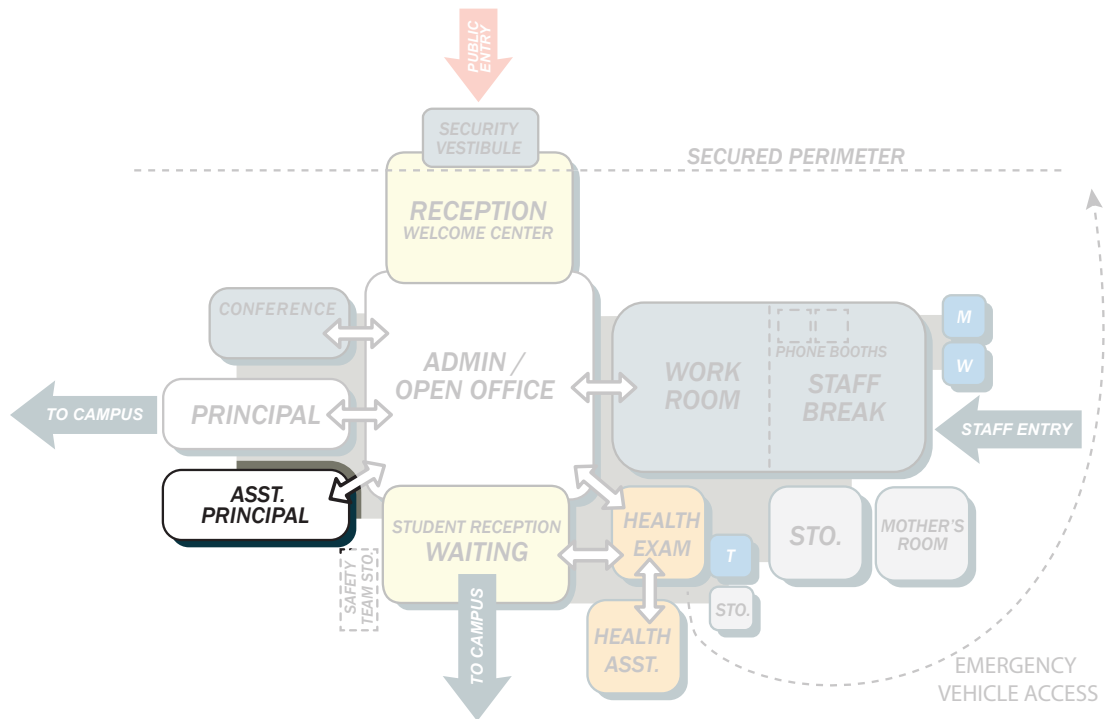
ACTIVITIES AND USES

Office space to prepare materials and conduct administrative activities to include individual and small group informal and formal conferences and consultations with colleagues, staff, students and community members.

Private phone calls, planning and computer input.

SUPPORT SPACES

- Close proximity to the Admin/Open Office Area



SPECIAL CONSIDERATIONS

- Acoustics: per ANSI/ASA S12.60-2010/ Part 1 “American National Standard Acoustical Performance Criteria, Design Requirements and Guidelines for Schools,”
- Ceiling material: acoustic ceiling tile; 9'-0" AFF min.
- Floor material: carpet tile
- Part 1: Permanent Schools
- Provide secondary entry/exit pathway that does not pass through welcome/reception area

DOORS / WINDOWS

- Natural light desirable
- Sidelight at door for view into office area
- Window coverings as required for sun/glare control and privacy
- Ability to lock down door
- Windows for exterior campus view
- Door to exterior

FURNITURE / EQUIPMENT/ MILLWORK

- Administrative office workstations including file cabinets and wardrobe closet; lockable
- Credenza, bookcase, guest chairs, Clock

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system

ELECTRICAL / LIGHTING

- Outlets for general room and workstation use
- Clean, segregated power distribution with surge suppression
- Glare reducing lenses
- Lighting: per IES Lighting Handbook guidelines

TECHNOLOGY

- Refer to the “District Wide Instructional Technology Plan” for school campus requirements
- Telephone/intercom handset, VoIP
- Wired data outlet at office workstation for local area network connectivity
- Hard-wired data outlet for network connectivity to accept online streaming of announcements, presentation of art, campus map and/or sustainability features
- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications

ROOM TYPE:

STAFF ROOM / WORKROOM

SIZE: 900 sf

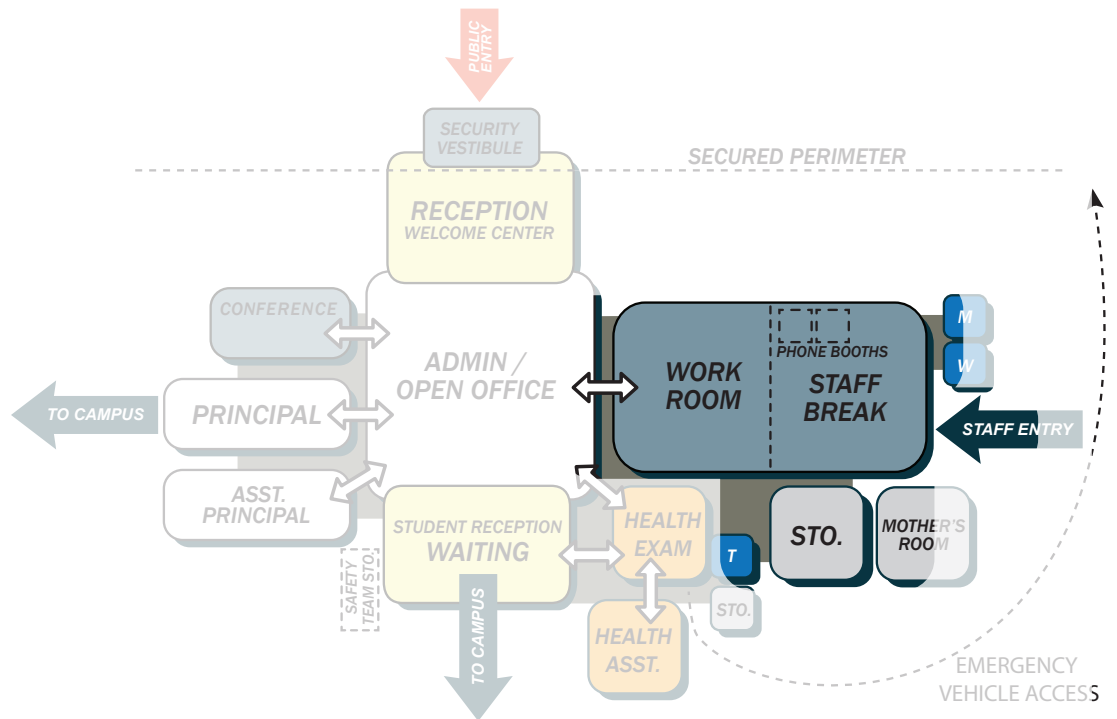
OCCUPANTS: Varies

ACTIVITIES AND USES

A combination of staff lounge and workroom, staff will use this space for office supplies storage, printing, copy and mail distribution/delivery. Faculty and staff can collaborate with colleagues, take breaks, relax, dine and snack. There should be a division between the two areas at times, whether a movable partition or even a glass wall for visibility between the two spaces. Depending on the campus, these rooms may want to be separated for acoustics and/or privacy. The staff room should be located the furthest from the public in the administrative area.

SUPPORT SPACES

- Staff Restrooms: 2 @ 60 sf
- Storage Room: 100 sf
- Mother's Room 80 sf
- Should have direct access to the Open Office Area and campus circulation



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile; 9'-0" AFF min.
- Floor material: vinyl composition tile, linoleum product, and/or carpet tile
- Acoustics: per ANSI/ASA S12.60-2010/ Part 1 "American National Standard Acoustical Performance Criteria, Design Requirements and Guidelines for Schools," Part 1: Permanent Schools

DOORS / WINDOWS

- Natural light desirable
- Sidelight at door
- Window coverings as required for sun/glare control and privacy
- Skylights acceptable
- Windows for view into open office area
- Ability to lock down doors
- Keyless electronic lock access

FURNITURE / EQUIPMENT / MILLWORK

- Lounge seating
- (2) Privacy phone booths
- Tables with chairs for lunch and team meeting
- Refrigerator & microwave oven
- TV monitor display screen & wall-mount bracket
- Vending machines
- Kitchenette base cabinets with counter work surface, adjustable shelving and hinged doors and drawers, countertop sink, and locks (verify locations)

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system
- Room exhaust in kitchenette area

PLUMBING

- (2) Counter sink with hot and cold water; 1 ea. workroom & mother's room

ELECTRICAL / LIGHTING

- Outlets for general room and counter use
- Power for kitchenette appliances, vending machines, TV monitor display, copiers and other office machines
- Glare reducing lenses
- Lighting: per IES Lighting Handbook guidelines

TECHNOLOGY



Staff Break Room - ample daylight & movable furniture

- Wall cabinets with adjustable shelving and hinged doors above base cabinets, locks (verify locations)
- (1) 4' x 8' tackboard and marker board
- Layout/work tables
- Misc. office equipment to include printers, scanners, fax and copy machines
- Mail slots for faculty and staff (verify # and size)
- Paper storage, shredder and cutter

- Refer to the "District Wide Instructional Technology Plan" for school campus requirements
- Telephone/intercom handset, VoIP
- Hard-wired data outlet for network connectivity to accept online streaming of announcements, presentation of art, campus map and/or sustainability features
- Wireless access capable for most computer communications/applications
- Wired data outlets at copiers and printers

ROOM TYPE:

HEALTH EXAM / COT AREA

SIZE:

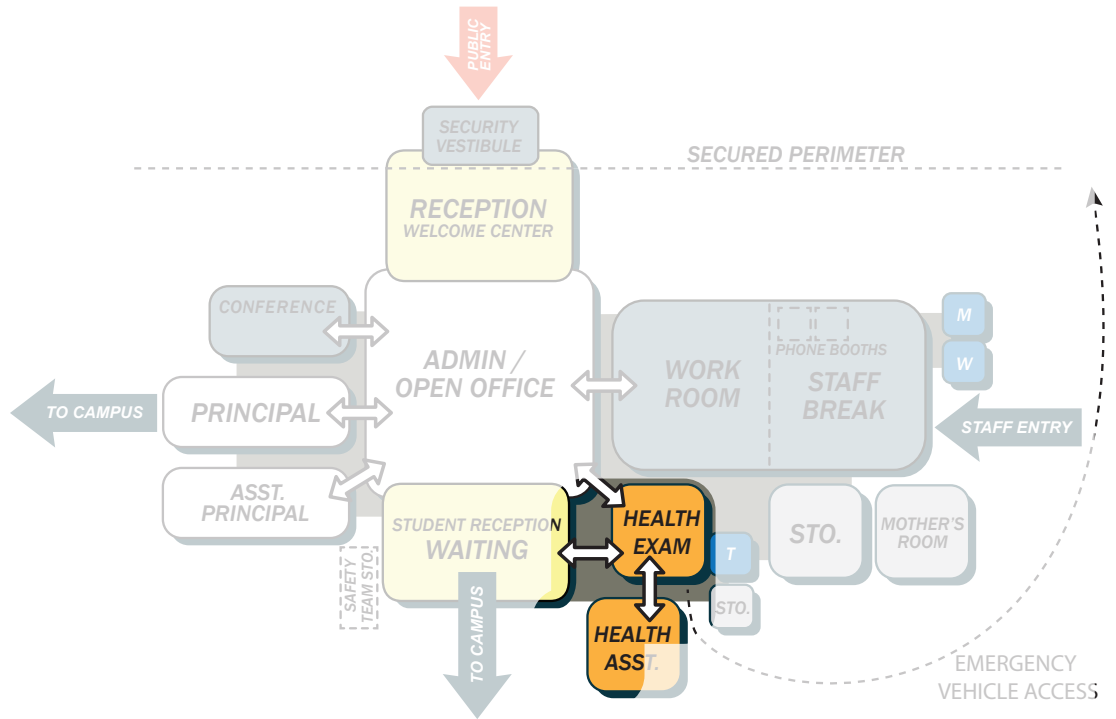
OCCUPANTS: 1-3 student patient, 1 nurse

ACTIVITIES AND USES

Space for school nurse. An office for the nurse to perform administrative activities to include individual and small group conferences and consultations with colleagues, staff, students, and parents to be directly adjacent to this space. Reception/waiting/seating area for students awaiting medical care or discharge. Cot area available for students to lay down, rest and receive examination. Vision and hearing testing and isolation.

SUPPORT SPACES

- Toilet: 80 sf - direct access and includes a shower
- Storage: 60 sf
- Close proximity to Admin/Open Office Area



SPECIAL CONSIDERATIONS

- Acoustics: per ANSI/ASA S12.60-2010/ Part 1 “American National Standard Acoustical Performance Criteria, Design Requirements and Guidelines for Schools,” Part 1: Permanent Schools
- Ceiling material: acoustic ceiling tile; 9'-0" AFF min
- Wall material: painted gypsum board
- Floor material: vinyl composition tile or linoleum product
- Provide 20'-0" clear area within space or adjacent to area for vision testing

DOORS / WINDOWS

- Natural light desirable
- Window desirable for supervision of reception area
- Window coverings as required for sun/glare control and privacy
- Skylights acceptable
- Ability to lock down doors
- Access to the exterior through separate exterior door.

FURNITURE / EQUIPMENT/ MILLWORK

- (1-2) guest chairs
- 4-drawer file cabinets for records storage
- Medications storage cabinet
- Examination table and equipment
- (2) cots
- Curtain system to subdivide/isolate cot areas
- Base cabinets with drawers, adjustable shelves and hinged doors, drawers, countertop sink, work station
- Overhead cabinets with adjustable shelving and hinged doors
- (1) 4' x 4' tackboard

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system

PLUMBING

- Countertop sink with hot and cold water

ELECTRICAL / LIGHTING

- Outlets for general room and workstation use
- Clean, segregated power distribution with surge suppression
- Glare reducing lenses

- Lighting: per IES Lighting Handbook guidelines

TECHNOLOGY

- Refer to the “District Wide Instructional Technology Plan” for school campus requirements
- Telephone/intercom handset at workstation, VoIP
- Hard-wired data outlet for network connectivity to accept online streaming of announcements, presentation of art, campus map and/or sustainability features
- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications

ROOM TYPE:

HEALTH ASSISTANT

SIZE: 80 sf

OCCUPANTS: 1 primary occupant

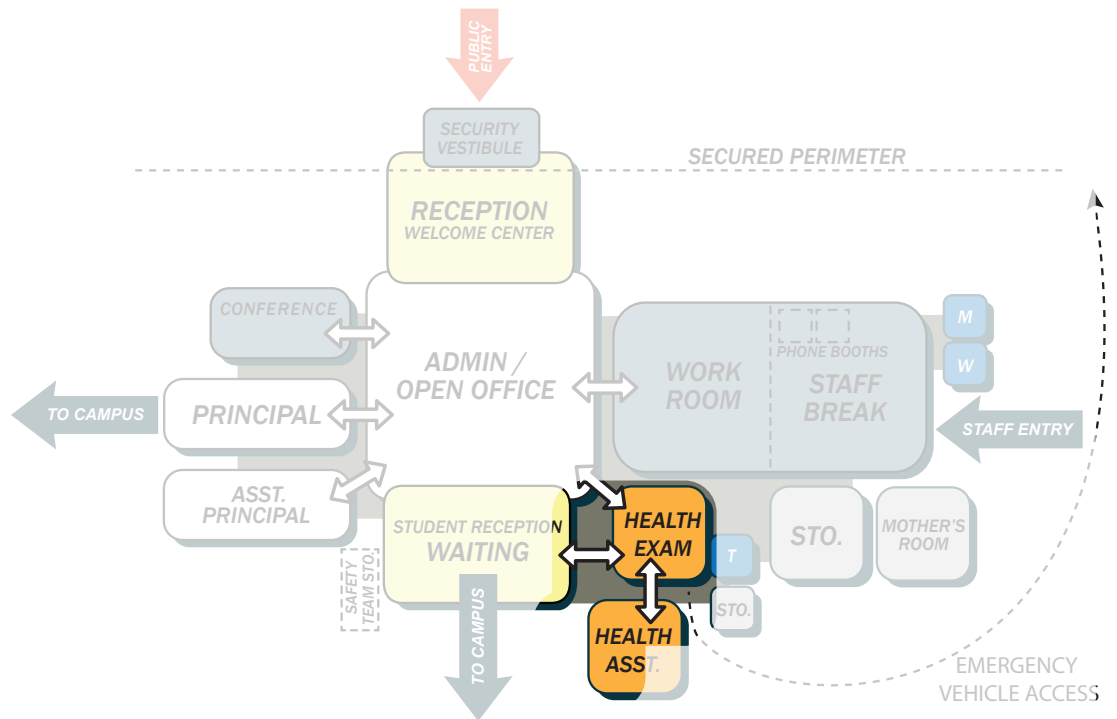
ACTIVITIES AND USES

Office space to prepare materials and conduct administrative activities to include individual and small group informal and formal conferences and consultations with colleagues, staff, students and community members.

Private phone calls, planning and computer input.

SUPPORT SPACES

- Close proximity to the Admin/Open Office Area
- Direct access to the Health Exam and Cot area.



SPECIAL CONSIDERATIONS

- Acoustics: per ANSI/ASA S12.60-2010/ Part 1 “American National Standard Acoustical Performance Criteria, Design Requirements and Guidelines for Schools,”
Part 1: Permanent Schools
- Ceiling material: acoustic ceiling tile; 9'-0" AFF min.
- Wall material: painted gypsum board
- Flooring: vinyl composition tile, linoleum product.

DOORS / WINDOWS

- Natural light desirable
- Sidelight at door for view into office area
- Window coverings as required for sun/glare control and privacy
- Ability to lock down door

FURNITURE / EQUIPMENT/ MILLWORK

- Administrative office workstations including file cabinets; lockable
- Guest chairs

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system

ELECTRICAL / LIGHTING

- Outlets for general room and workstation use
- Clean, segregated power distribution with surge suppression
- Glare reducing lenses
- Lighting: per IES Lighting Handbook guidelines

TECHNOLOGY

- Refer to the “District Wide Instructional Technology Plan” for school campus requirements
- Telephone/intercom handset, VoIP
- Hard-wired data outlet for network connectivity to accept online streaming of announcements, presentation of art, campus map and/or sustainability features
- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications

ROOM TYPE:

CONFERENCE ROOM

SIZE: 250 sf

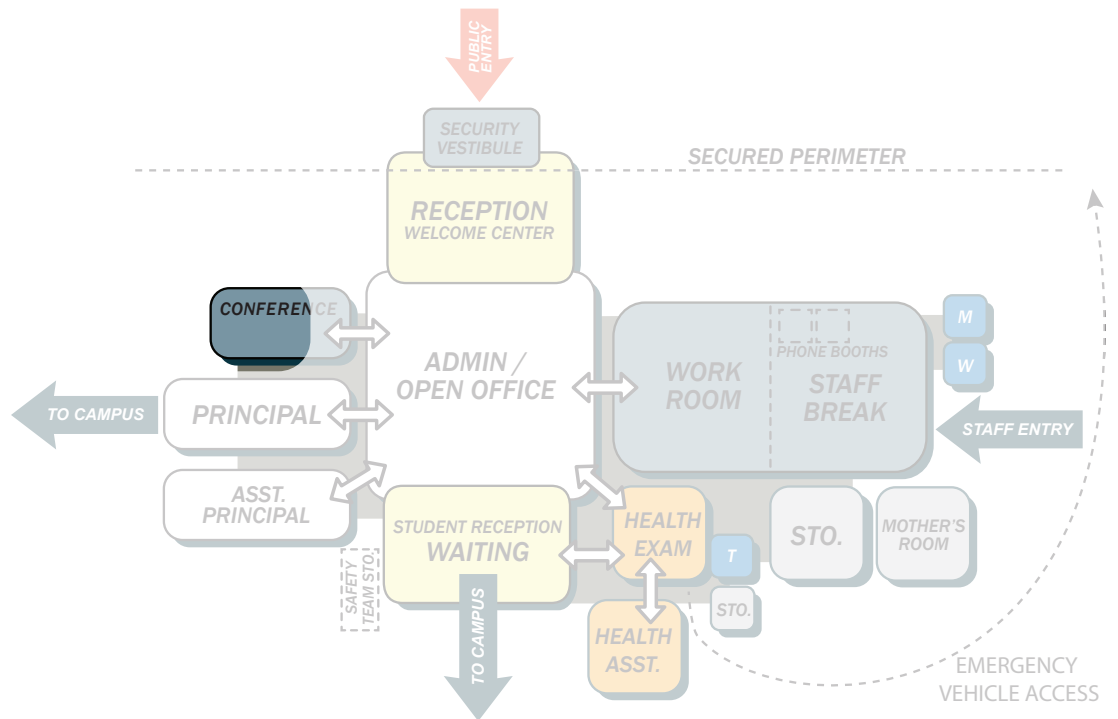
OCCUPANTS: 10-15 occupants

ACTIVITIES AND USES

Large and small group meetings/conferences for a variety of informal and formal student, faculty, and staff uses.

SUPPORT SPACES

- Direct access to Open Office Area and/or close proximity to the principal



SPECIAL CONSIDERATIONS

- Acoustics: per ANSI/ASA S12.60-2010/ Part 1 “American National Standard Acoustical Performance Criteria, Design Requirements and Guidelines for Schools,” Part 1: Permanent Schools
- Ceiling material: acoustic ceiling tile: 9'-0" AFF min.
- Floor material: vinyl composition tile, carpet tile or linoleum product

DOORS / WINDOWS

- Natural light desirable
- Sidelight at door
- Window coverings as required for sun/glare control and privacy
- Skylights acceptable
- Windows for visual connection to open office area/ maximum transparency desired

FURNITURE / EQUIPMENT/ MILLWORK

- Conference table(s) and chairs for flexible seating configurations
- 70" TV monitor display & wall-mount bracket
- (1) 4' x 8' marker board or full marker wall
- (1) 4' x 4' tackboard

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system

ELECTRICAL / LIGHTING

- Outlets for general room and TV monitor display location
- Clean, segregated power distribution with surge suppression
- Glare reducing lenses
- Lighting: per IES Lighting Handbook guidelines

TECHNOLOGY

- Refer to the “District Wide Instructional Technology Plan” for school campus requirements
- Telephone/intercom handset, VoIP
- Hard-wired data outlet for network connectivity to accept online streaming of announcements, presentation of art, campus map and/or sustainability features
- Wireless access capable for most computer communications/applications
- Apple TV available for various network devices to connect to TV monitor display via iPad, Mac and Windows mirroring

