

HIGH SCHOOL
EDUCATIONAL SPECIFICATIONS

COMPONENT:

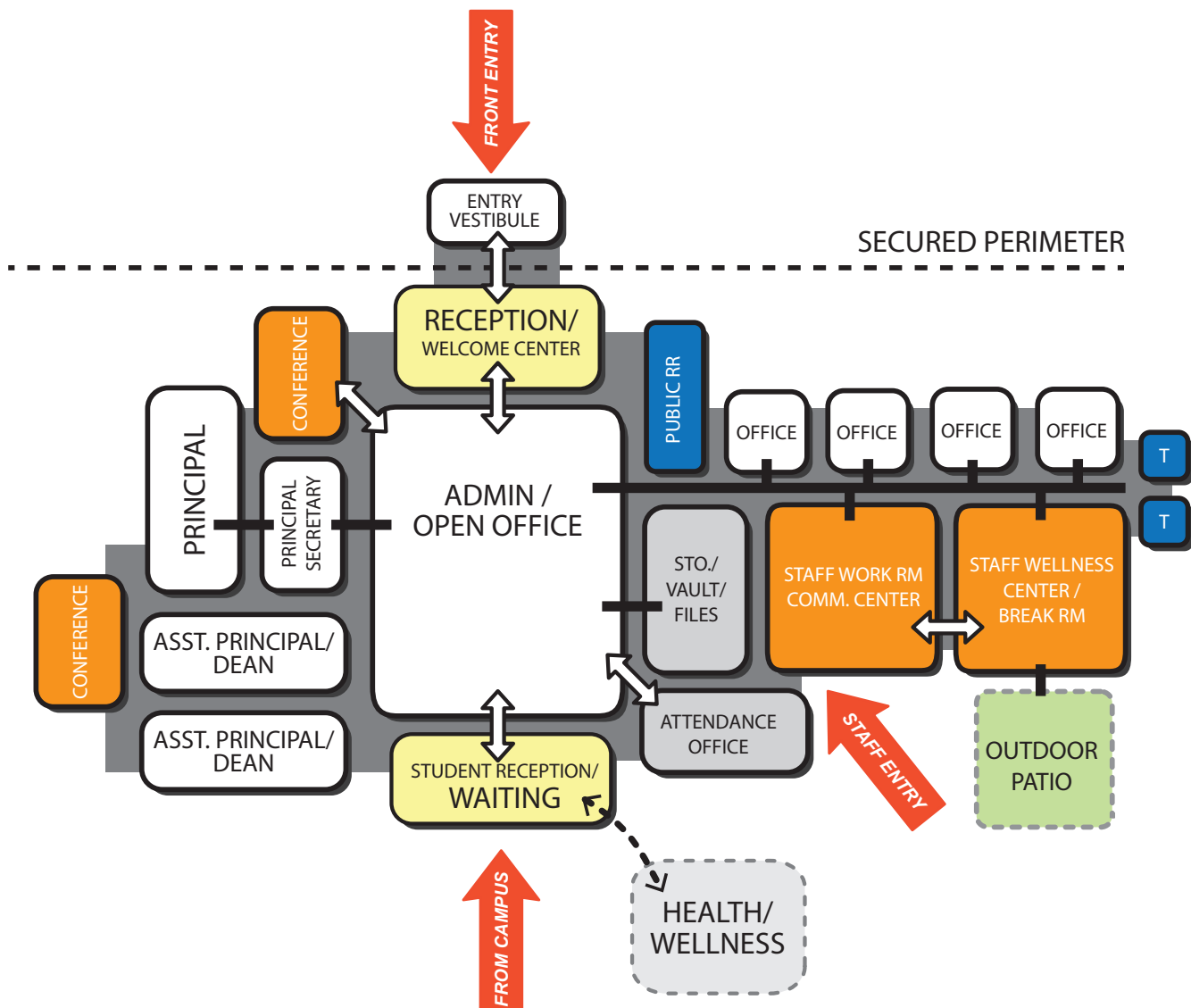
ADMINISTRATION



DESCRIPTION/GOALS

- The administrative office suite will oversee and coordinate all activities at the high school site.
- The administrative component houses administration leadership and community relation functions to the school site serving students, staff, faculty, and community members. It symbolizes the informational and leadership heart of the campus.
- The public reception/welcome 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 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 visible, readable and easy to understand.
- Spaces should be aesthetically inviting, contemporary style showcasing the forward looking and 21st Century learning environments to be expected at the school site.
- The Administrative Offices should be focused on buiding community nad not have an institutional atmosphere. Instead, spaces should promote welcoming environment to students, staff, and the community.
- Floor plan need to be designed for flexibility, with future consideration of other programs moving into the space.

ADJACENCY DIAGRAM



ROOM TYPE:

RECEPTION/WELCOME CENTER

SIZE: 200 sf

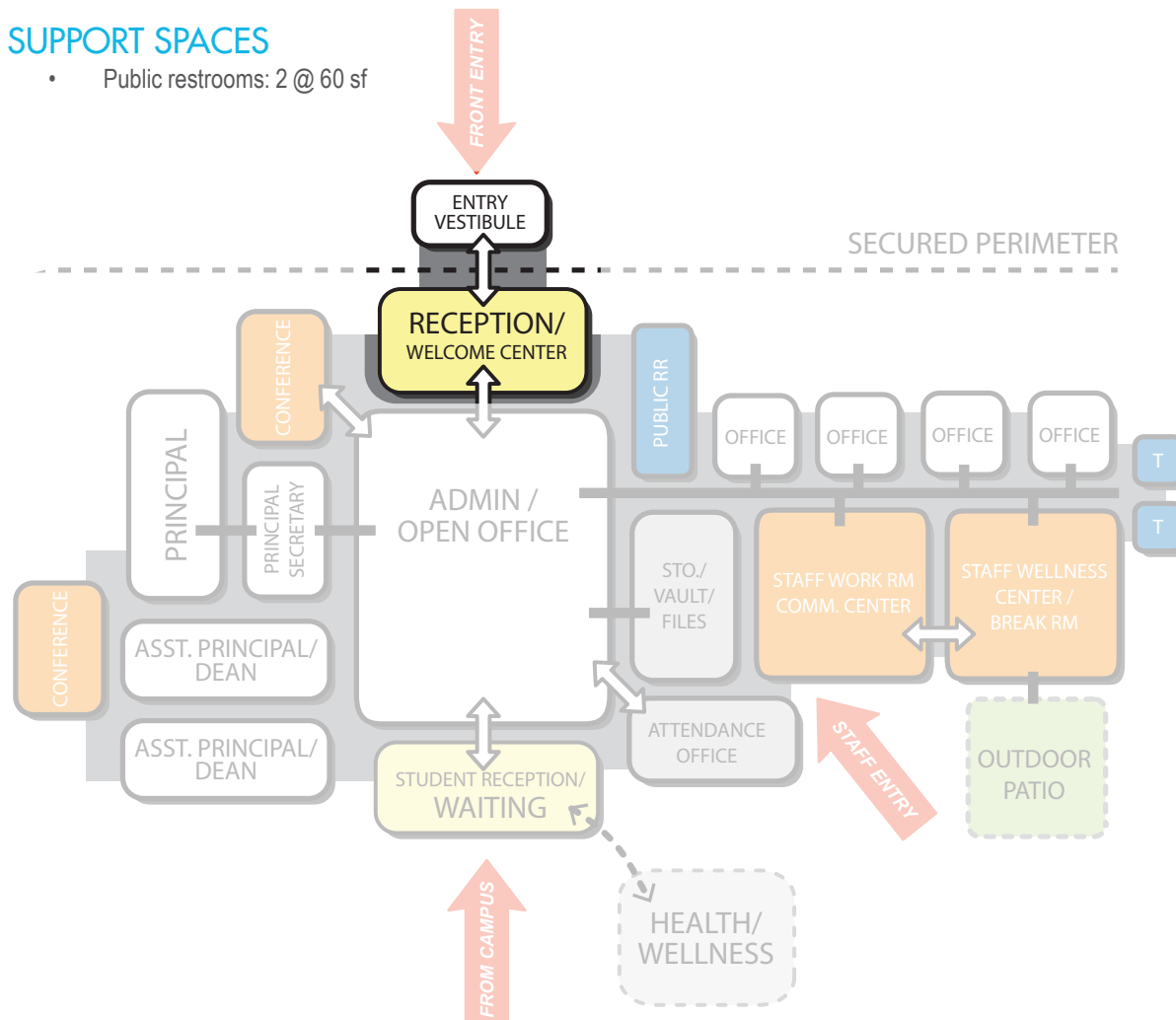
OCCUPANTS: Varies

ACTIVITIES AND USES

This is the first space everyone sees when coming to the campus. The space should feel welcoming and inviting. This is a reception/waiting/seating area for students, parents, or visitors awaiting appointments or needing informational, referral, or directional assistance. It is preferred to have visitor entry separated from student entry points with separate reception/waiting areas for each. Clerical and secretarial areas may be located to provide reception functions for both visitors and for student. The area also provides opportunity for exhibition of student work. This also becomes the point of access for the campus, secured perimeter where all visitors must check in before, in essence “buzzed” onto school grounds. Visitor parking area should be visually prominent at main campus entry and staff should have visual surveillance of visitor arrival.

SUPPORT SPACES

- Public restrooms: 2 @ 60 sf



SPECIAL CONSIDERATIONS

- Visibility into secure vestibule and ability to buzz someone into the office from the reception desk
- Adequate area for both wall-mount and freestanding material display cases
- Ceiling material: painted gypsum board and / or acoustic ceiling panel, or a combination there of
- Ceiling height: 9'-0" min. - a higher volume may be desired for display of student work
- Wall material: painted gypsum board or decorative wall panel
- Interior graphics for school branding
- One wall tackable surface
- Floor material: carpet and/or tile
- Adjacent office spaces accessible through common door behind counter

DOORS / WINDOWS

- Door with high visibility into Vestibule and school corridors
- Energy efficient windows with blinds
- Skylights acceptable
- Large windows to exterior - natural light desirable
- Ability to lock down doors

FURNITURE / EQUIPMENT/ MILLWORK

- Fixed welcome counter for multiple staff and student attendants
- Flexible task furniture behind counter
- Casual reception seating for up to 10 persons
- Storage cabinets (with locks)
- TV monitor display w/ wall-mount bracket
- Tackboard: (2) 4' x 4'
- (2) Wall-mount secure display cases, floor or wall
- Clock

UNIQUE SYSTEM REQUIREMENTS

ELECTRICAL / LIGHTING

- Overhead work / task lighting with additional decorative pendants / spots desirable for interior signage / school branding
- Special lighting for student display area

TECHNOLOGY

- Telephone / intercom handset, VoIP
- Intercom speaker with outlet

- Hardwired video outlet to permit receiving video transmission from on-campus distribution system to TV monitor display at waiting area for campus announcements and/or scrolling security cameras
- Hardwired local area network connectivity for reception staff / students
- Wireless access capable for most computer communications/applications
- Access to file server, printer and scanner

ROOM TYPE:

ADMIN / OPEN OFFICE

SIZE: 200 sf

OCCUPANTS: 4 primary occupants

ACTIVITIES AND USES

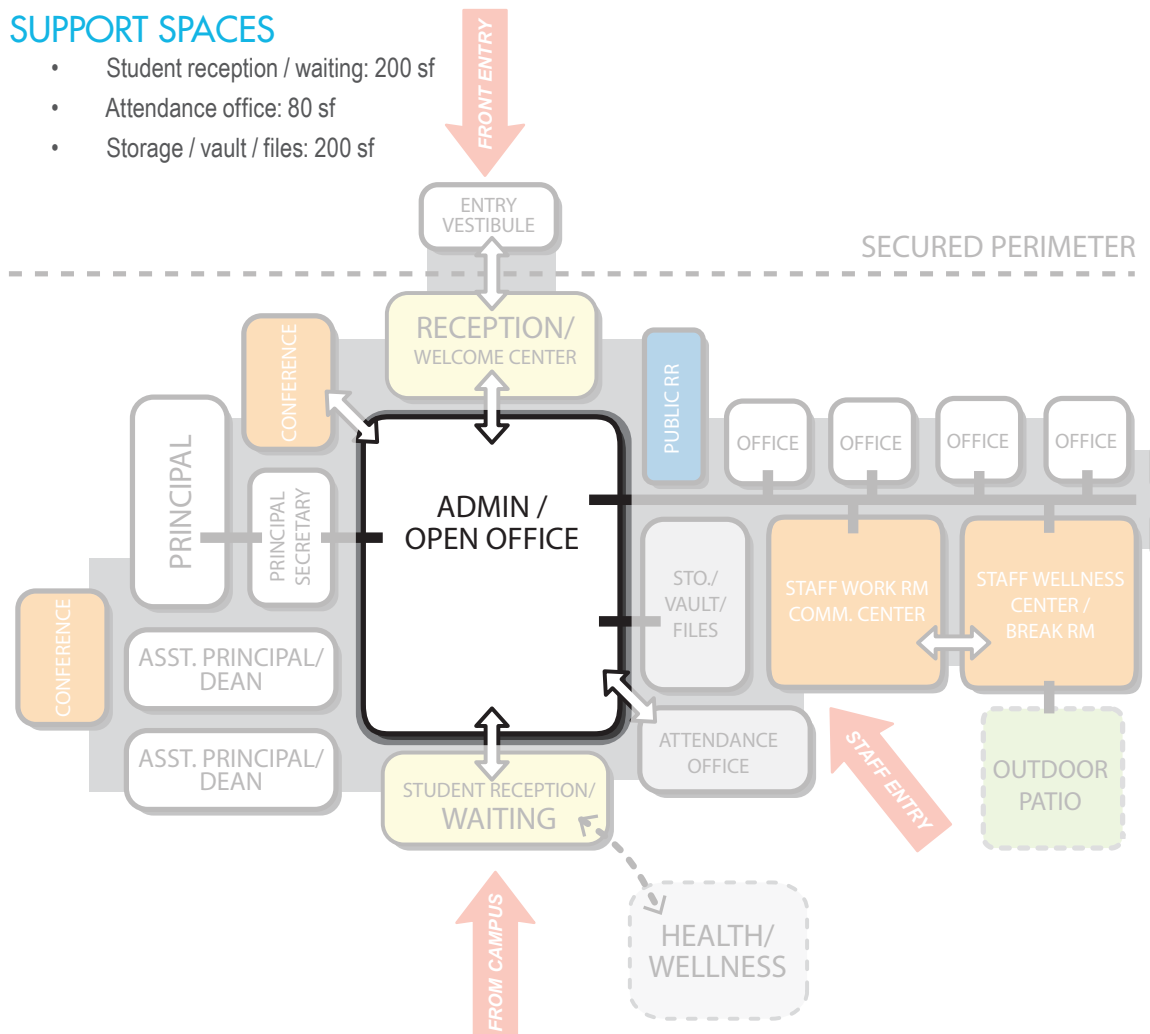
Directly adjacent to the reception counter, the open office will house administrative staff and clerks. Three staff workstations are needed to conduct various office and administrative activities and assist faculty, staff, students, and visitors.

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

The health office may also be in close proximity for added supervision, but not necessary for high school.

SUPPORT SPACES

- Student reception / waiting: 200 sf
- Attendance office: 80 sf
- Storage / vault / files: 200 sf



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile or exposed structure
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board, with one wall tackable surface
- Floor material: carpet tile
- Adjacent office / support spaces accessible through common door / hall
- Clear visual connection through the reception/welcome center to the front of school and parking lot
- Clear visual connection from student waiting to campus circulation or courtyard

DOORS / WINDOWS

- Energy efficient windows with blinds
- Skylights acceptable
- Large windows to exterior - natural light desirable

FURNITURE / EQUIPMENT/ MILLWORK

- Fixed separation counter at student reception / attendance desk
- Administrative office workstations with file cabinets and lockable storage
- Secure file storage
- Storage cabinets vertical and counter height (with locks)
- TV monitor display w/ wall-mount bracket
- Tackboard: (2) 4' x 4'
- Clock

BUILDING SYSTEM REQUIREMENTS

TECHNOLOGY

- Telephone/intercom handset, VoIP
- Wired data outlets at office workstations for local area network connectivity
- Hardwired video outlet to permit receiving video transmission from on-campus distribution system to TV monitor display at waiting area for campus announcements and/or scrolling security cameras
- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications

ROOM TYPE:

PRINCIPAL OFFICE

SIZE: 225 sf

OCCUPANTS: 1 primary occupants (+1-6 visitors)

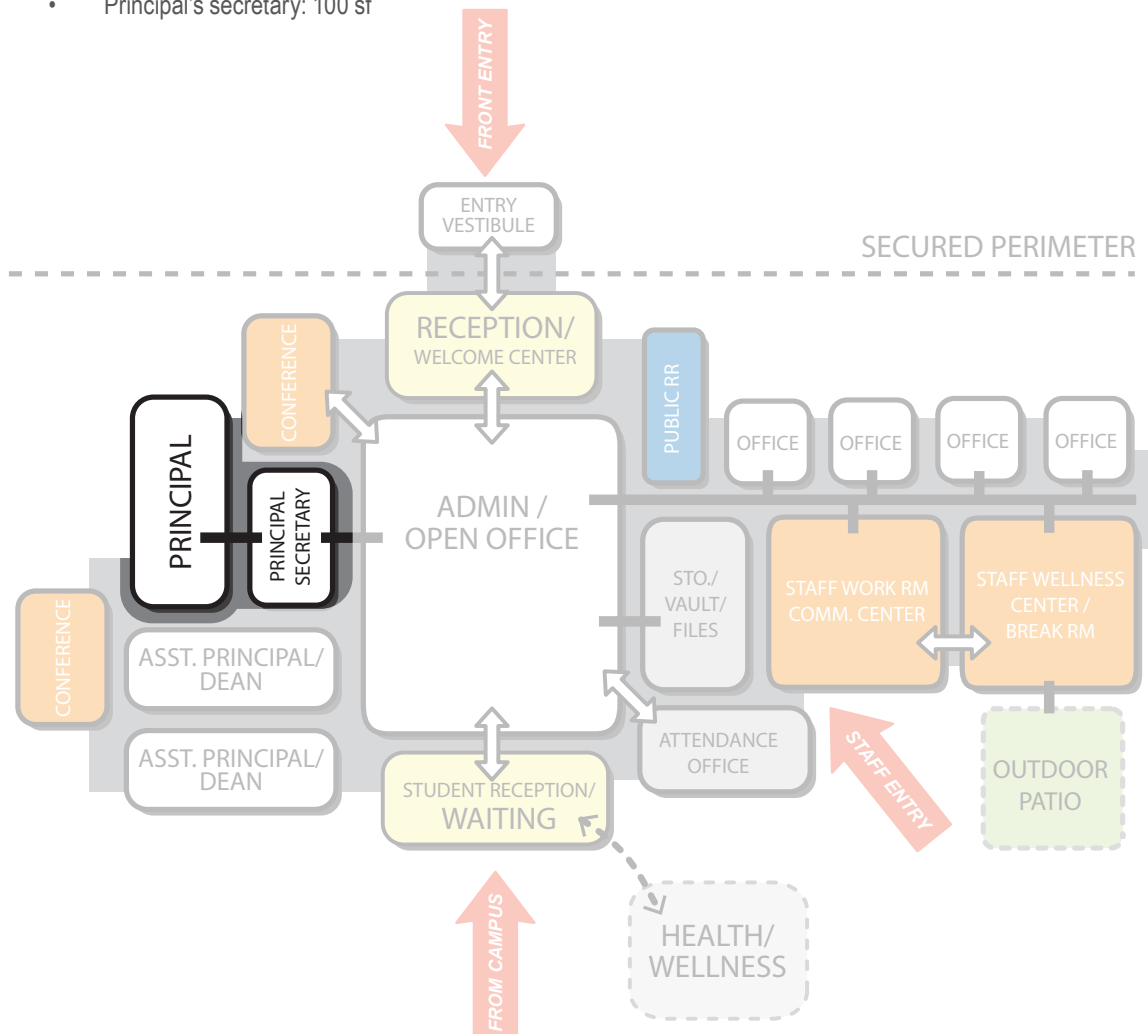
ACTIVITIES AND USES

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

- Principal's secretary: 100 sf



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- Floor material: carpet tile
- Provide secondary entry/exit pathway that does not pass

through Welcome/Reception area

- 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
- Min. 55 STC rating between adjacent spaces

DOORS / WINDOWS

- Natural light desirable
- Sidelight at door for view into office area
- Window coverings as required for sun/glare control and privacy
- Direct access to the exterior through second door for security
- Direct access to adjacent Large Conference Room
- Ability to lock down doors
- Windows to exterior for view

FURNITURE / EQUIPMENT/ MILLWORK

- (1) Administrative office desk and chair
- (1) Computer workstation
- Storage cabinets i.e. credenza and 4-drawer file (with locks)
- TV monitor display w/ wall-mount bracket
- Tackboard: (1) 4' x 4'

- Clock
- Marker wall
- Medium conference table with chairs
- (2) Guest chairs at the administrative desk

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system
- Room temperature sensor connected to campus EMS
- Fire alarm/suppression as required

PLUMBING

- N/A

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

- Telephone/intercom handset, VoIP
- Wired data outlet at office workstation for local area network connectivity
- Hardwired video outlet to permit receiving video transmission from on-campus distribution system to TV monitor display at waiting area for campus announcements and/or scrolling security cameras
- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications

ROOM TYPE:

ASSISTANT PRINCIPAL OFFICE / DEAN

SIZE: 150 sf

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

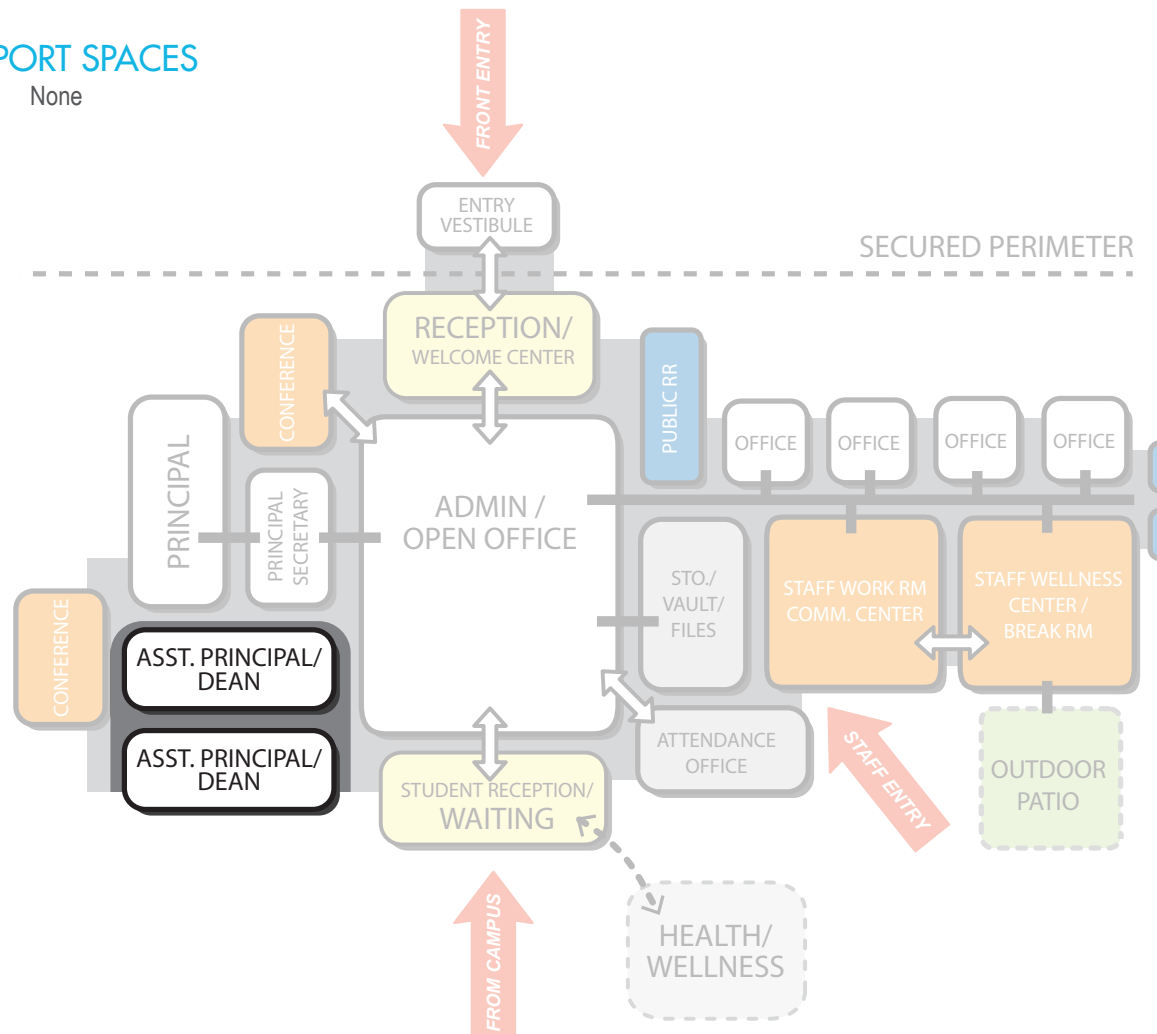
ACTIVITIES AND USES

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

- None



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- Floor material: carpet tile
- Provide secondary entry/exit pathway that does not pass

through Welcome/Reception area

- 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
- Min. 55 STC rating between adjacent spaces

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 to exterior for view
- Door to exterior

FURNITURE / EQUIPMENT/ MILLWORK

- (1) Administrative office desk and chair
- (1) Computer workstation
- Storage cabinets i.e. credenza and 4-drawer file (with locks)
- TV monitor display w/ wall-mount bracket
- Tackboard: (1) 4' x 4'
- Clock
- Marker wall

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system
- Room temperature sensor connected to campus EMS
- Fire alarm/suppression as required

PLUMBING

- N/A

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

- Telephone/intercom handset, VoIP
- Wired data outlet at office workstation for local area network connectivity
- Hardwired video outlet to permit receiving video transmission from on-campus distribution system to TV monitor display at waiting area for campus announcements and/or scrolling security cameras
- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications

ROOM TYPE:

OFFICE

SIZE: 120 sf

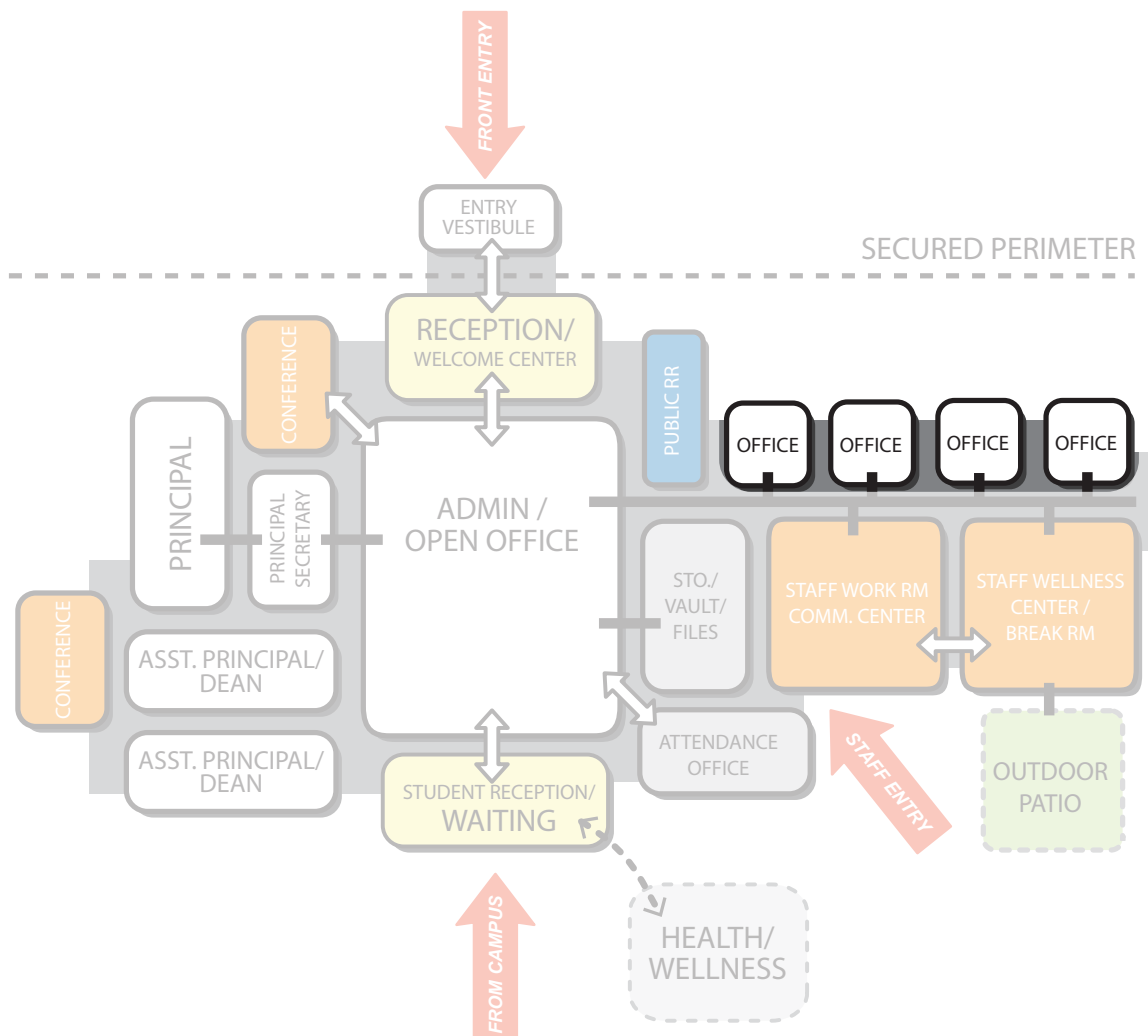
OCCUPANTS: 1 primary occupant

ACTIVITIES AND USES

Office space for Registrar, Resource Officer, Outreach Officer, Security, and other (varying per campus). Tasks include possible confidential parent and student conferences and confidential phone conversations.

SUPPORT SPACES

- None



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- 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
- Min. 55 STC rating between adjacent spaces

DOORS / WINDOWS

- Natural light desirable
- Sidelight at door
- Window coverings as required for sun/glare control and privacy
- Keyless electronic lock access
- Ability to lock down doors
- Windows from interior spaces

FURNITURE / EQUIPMENT/ MILLWORK

- (1) Administrative office desk and chair
- (1) Computer workstation
- Storage cabinets i.e. credenza and 4-drawer file (with locks)
- Tackboard: (1) 4' x 4'
- Clock

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system
- Room temperature sensor connected to campus EMS
- Fire alarm/suppression as required

PLUMBING

- N/A

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

- Telephone/intercom handset, VoIP
- Wired data outlets at office workstations for local area network connectivity
- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications

ROOM TYPE:

STAFF WORKROOM / COMMUNICATIONS CENTER

SIZE: 400 sf

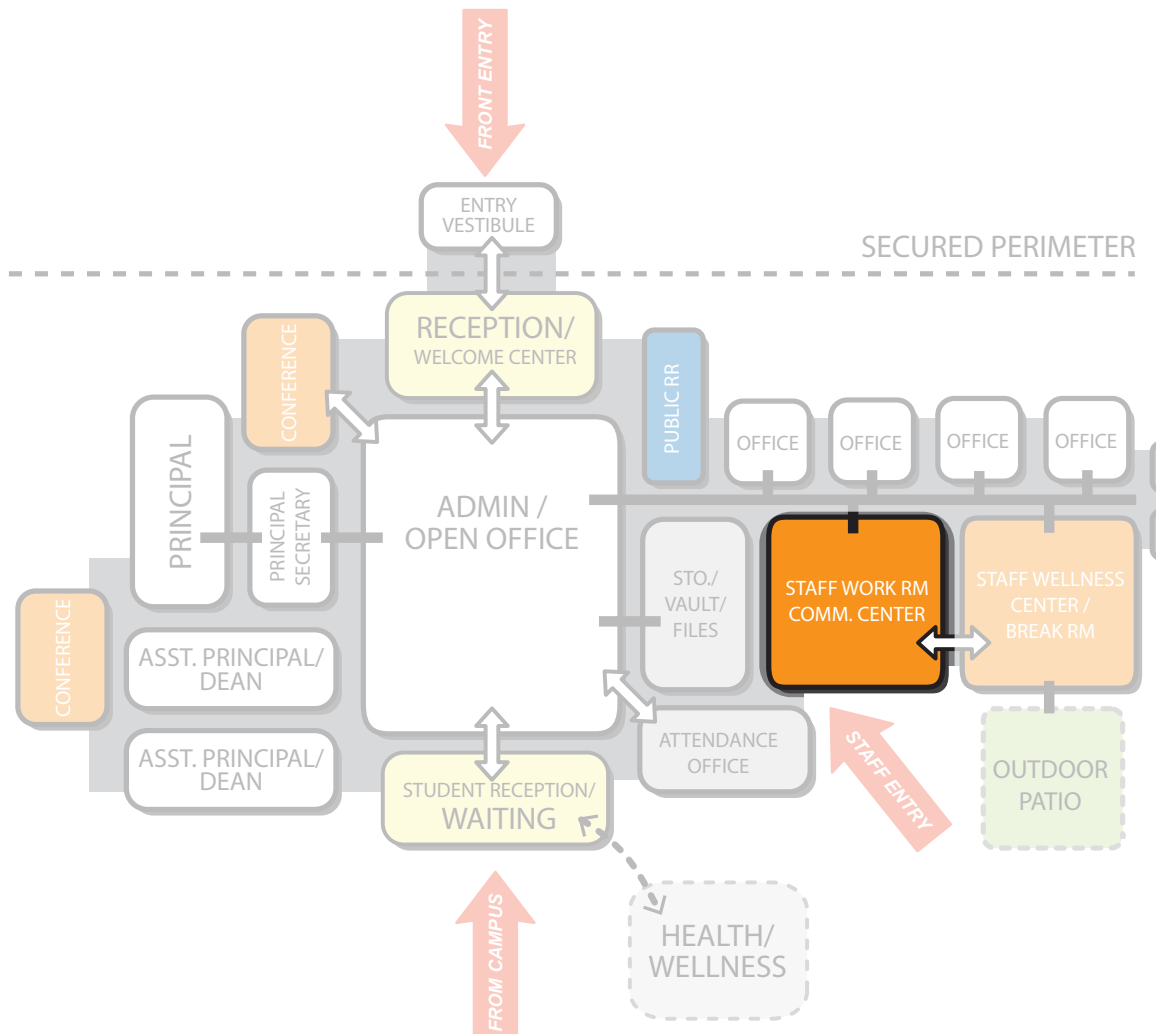
OCCUPANTS: Varies

ACTIVITIES AND USES

Staff will use this space for office supplies storage, printing, copy and mail distribution/delivery.

SUPPORT SPACES

- Should have direct access to the clerical/open office area and campus circulation



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- 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 clerical/open office area
- Ability to lock down doors
- Keyless electronic lock access

FURNITURE / EQUIPMENT/ MILLWORK

- Tables with chairs for lunch and team meeting
- TV monitor display screen
- TV monitor wall-mount bracket
- Clock
- Kitchenette base cabinets with counter work surface, adjustable shelving and hinged doors and drawers, countertop sink, and locks (verify locations)
- Wall cabinets with adjustable shelving and hinged doors above base cabinets, locks (verify locations)
- (1) 4' x 8' tackboard and markerboard

- 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

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system
- Room temperature sensor connected to campus EMS
- Fire alarm/suppression as required

PLUMBING

- N/A

ELECTRICAL / LIGHTING

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

TECHNOLOGY

- Telephone/intercom handset, VoIP
- Hardwired outlet to receive transmission from on-campus distribution system at TV monitor display
- Wireless access capable for most computer communications/applications
- Wired data outlets at copiers and printers

ROOM TYPE:

STAFF WELLNESS CENTER / BREAK ROOM

SIZE: 500 sf

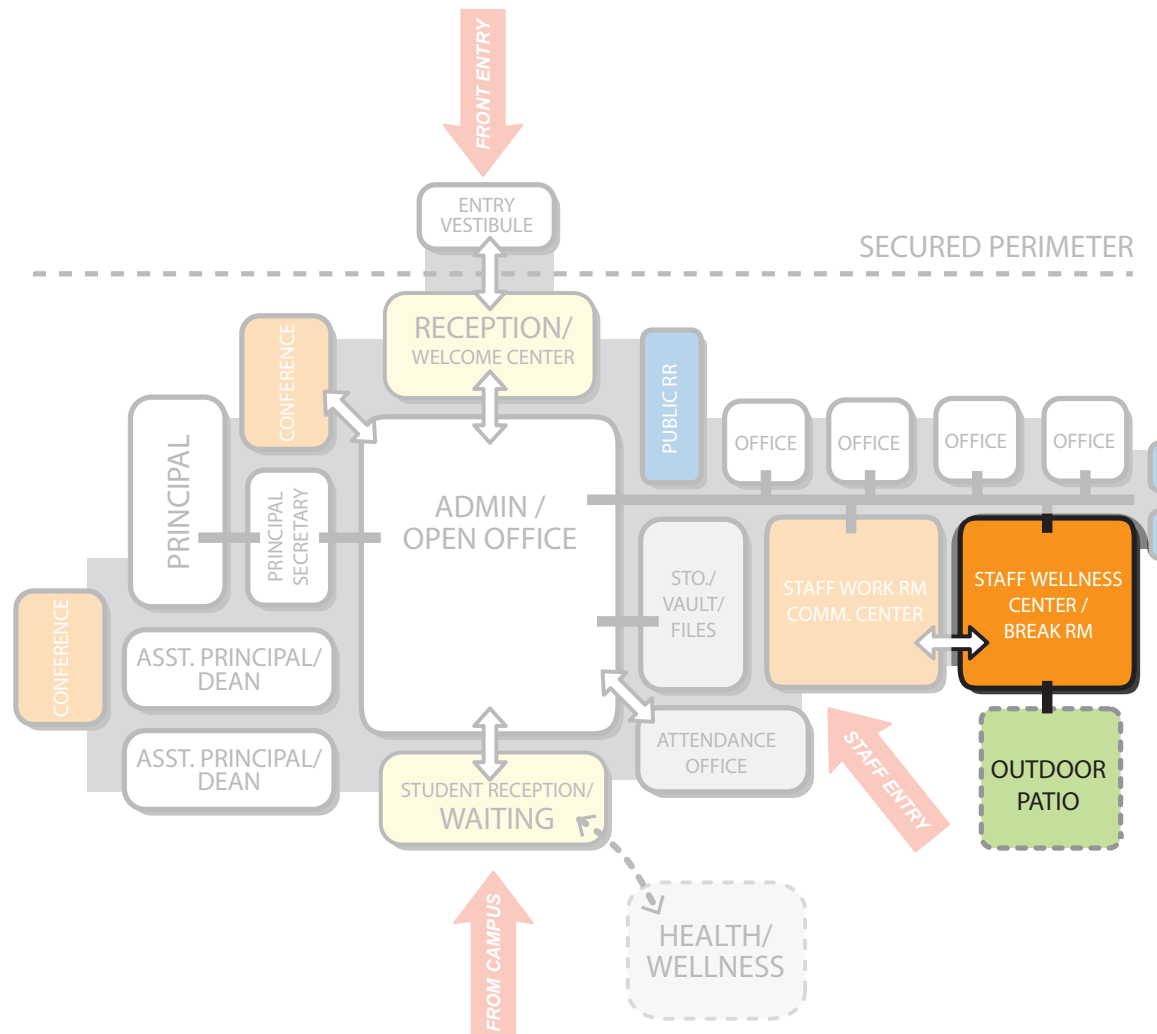
OCCUPANTS: Varies

ACTIVITIES AND USES

Faculty and staff can collaborate with colleagues, take breaks, relax, dine and snack.

SUPPORT SPACES

- Staff restrooms: 2 @ 60 sf
- Should have direct access to the admin/open office area and campus circulation



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- Floor material: vinyl composition tile, linoleum product, and/or carpet tile
- Direct access to private patio, with privacy fence and natural vegetation
- Views to patio from Wellness Center

DOORS / WINDOWS

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

FURNITURE / EQUIPMENT/ MILLWORK

- Lounge seating
- Tables with chairs for lunch and team meeting
- Refrigerator
- Microwave oven
- TV monitor display screen
- TV monitor wall-mount bracket
- Vending machines
- Clock
- Kitchenette base cabinets with counter work surface, adjustable shelving and hinged doors and drawers, countertop sink, and locks (verify locations)
- Wall cabinets with adjustable shelving and hinged doors above base cabinets, locks (verify locations)
- (1) 4' x 8' tackboard and markerboard
- 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

BUILDING SYSTEM REQUIREMENTS

MECHANICAL

- Independent temperature control of area within flexible range set by district's EMS system
- Room temperature sensor connected to campus EMS
- Room exhaust in kitchenette area
- Fire alarm/suppression as required

PLUMBING

- Counter sink with hot and cold water

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

- Telephone/intercom handset, VoIP
- Hardwired outlet to receive transmission from on-campus distribution system at TV monitor display
- Wireless access capable for most computer communications/applications
- Wired data outlets at copiers and printers

ROOM TYPE:

LARGE CONFERENCE ROOM

SIZE: 300 sf

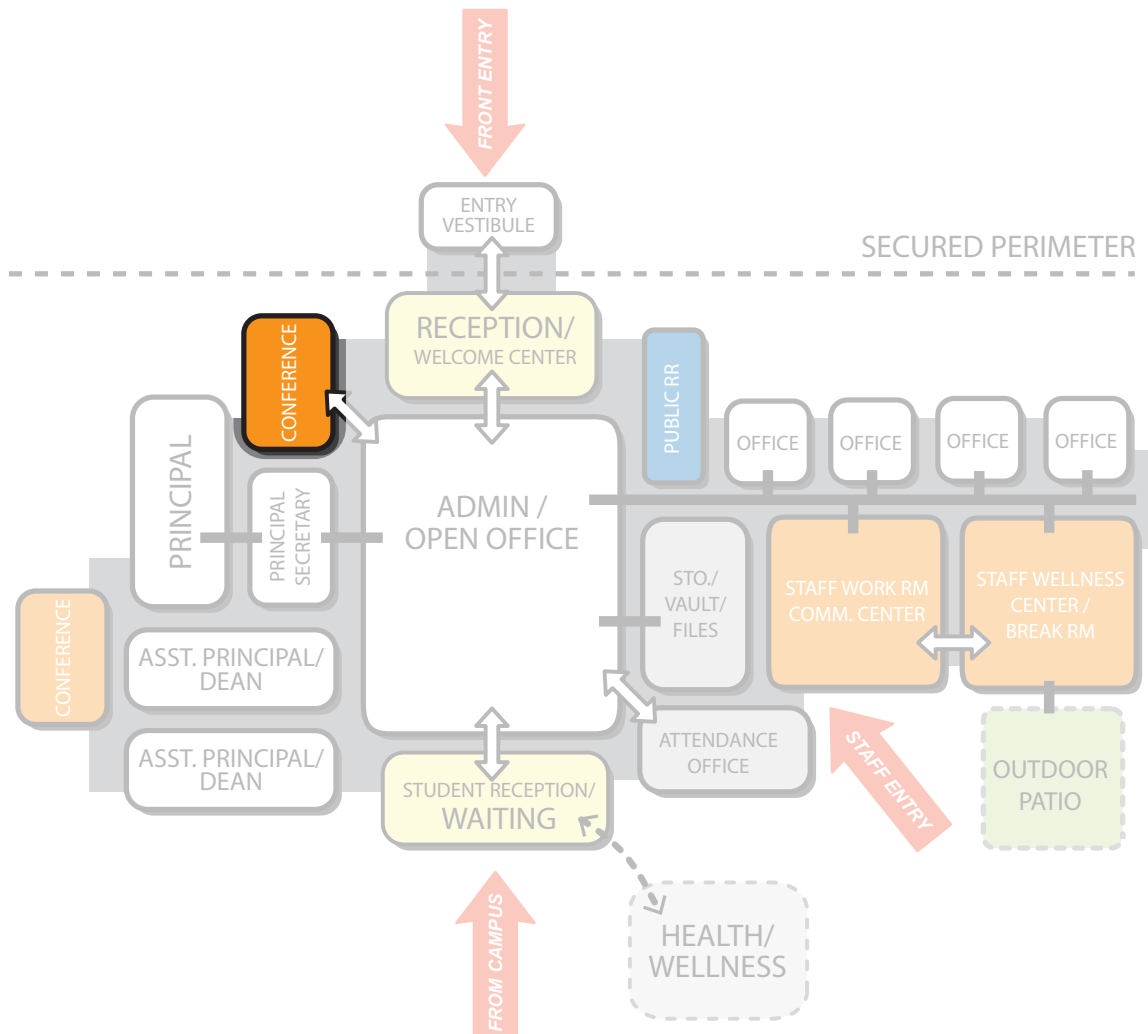
OCCUPANTS: 20

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 close proximity to the principal



SPECIAL CONSIDERATIONS

- Ceiling material: acoustic ceiling tile
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- 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 w/ wall-mount bracket
- Clock
- (1) 4' x 8' markerboard 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
- Room temperature sensor connected to campus EMS
- Fire alarm/suppression as required

PLUMBING

- N/A

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

- Telephone/intercom handset, VoIP
- Hardwired outlet to receive transmission from on-campus distribution system at TV monitor display and three additional hardwired drops for Apple TV and Mac Mini
- 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