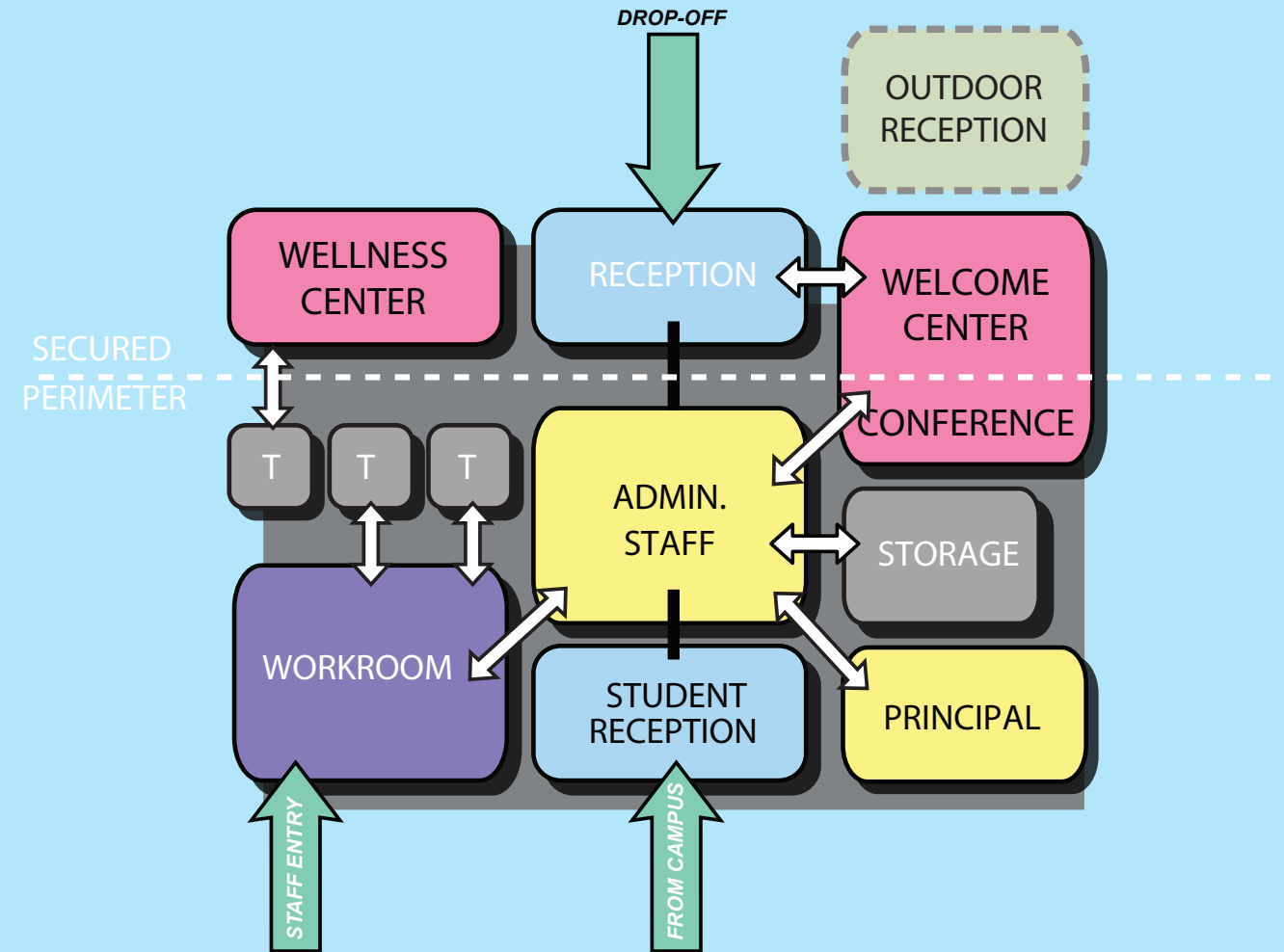


Space Types Administration

Description and Goals

The administrative office suite will oversee and coordinate all activities at the school. The public reception and welcome center should be near the drop-off and guest parking at the front of the school. Since all campuses need to be secured, this should be the only point of entry at the campus exterior perimeter for visitors. The public should enter here before being allowed on the campus. Visitors will then be permitted on campus through the student reception area.

The administration area should be situated to allow visual supervision of vehicular and pedestrian traffic occurring at the entrance to the campus. It should be clear from the front of the school where the administration entrance is through the use of signage and pathways. The administration program for the elementary schools is intended to reside in the space of two classrooms. To further enhance the “Learner Centered” environment, student work should be prominently displayed within the reception area and the welcome center.



Administration	QTY	SF	TOTAL
Reception / Lobby	1	180	180
Student Reception	1	180	180
Welcome Center / Conference	1	340	340
Wellness Center	1	180	180
Admin/Open Office	1	280	280
Principal Office	1	160	160
Storage	1	140	140
Working Room	1	280	280
Restroom	3	60	180
Subtotal			1920

Space Types Reception

Size
180 sf

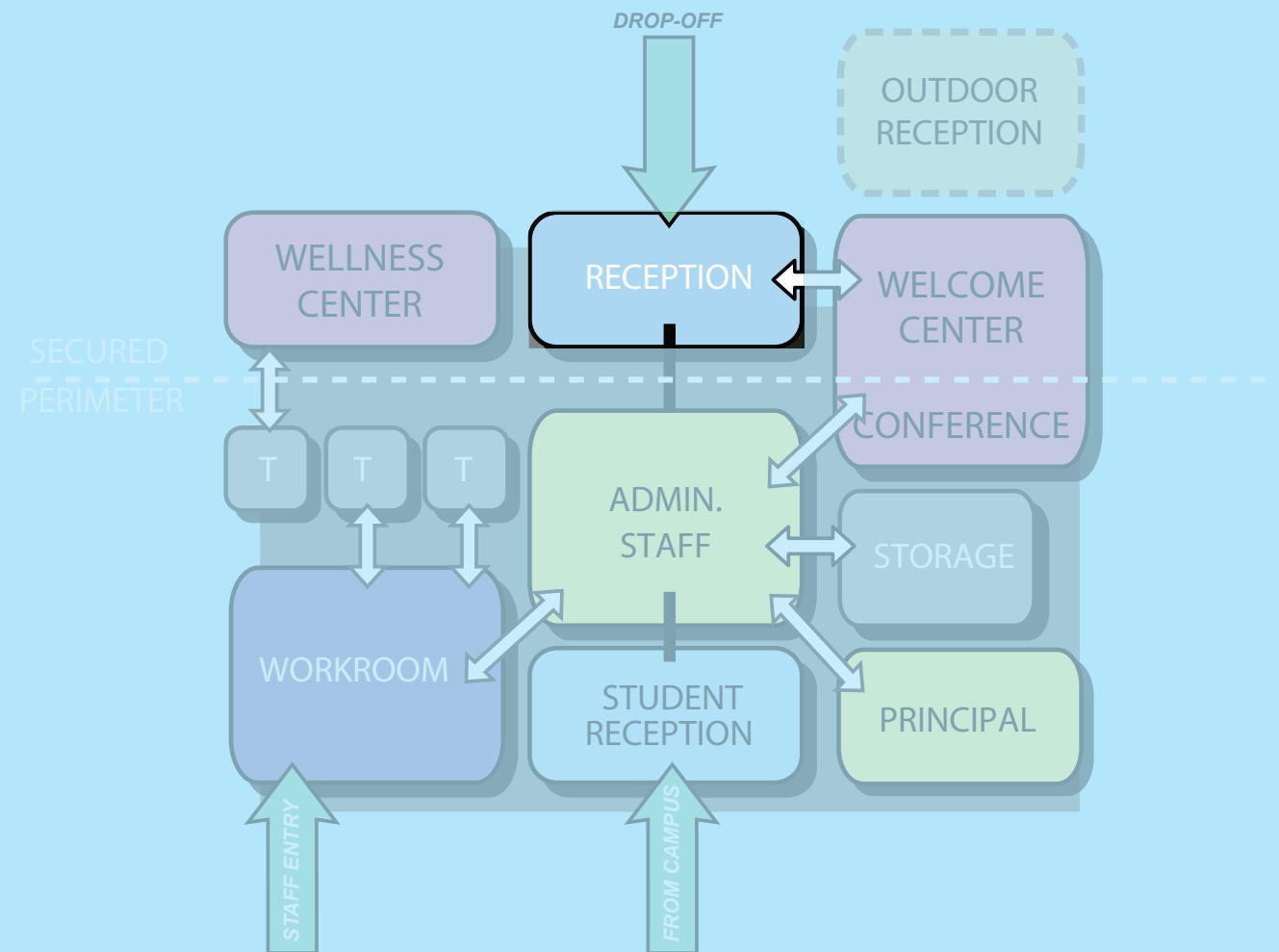
Occupants
Varies

User Groups
Students
Staff
Parents

Support Spaces
Student Gallery
Restrooms

Activities & Uses

The Reception area is the first space everyone sees when coming to the campus. This space should feel welcoming and inviting. It's a reception/waiting/seating area for students, parents or visitors awaiting appointments or needing information, referral, or directional assistance. Clerical and secretarial areas may be located to provide reception functions for both visitors and for students. The area also provides opportunity for exhibition of student work through the incorporation of a student gallery area. This also becomes the point of access for the campus' secured perimeter where all visitors must check in before being allowed onto school grounds. Visitor parking area should be visually prominent at main campus entry and staff should have visual surveillance of visitor arrival.



Building Systems

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

Technology

- Digital display on wall for exhibiting student work
- Hardwired video outlet to permit receiving video transmission from on-campus distribution system to digital display at waiting area for campus announcements and/or scrolling security cameras
- Wireless access capable for most computer communications/applications

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 lock down doors

Furniture & Equipment

- Casual seating for 8-10 visitors in reception/waiting area
- Digital display
- Digital display wall-mount bracket

- 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

Special Considerations

- Ceiling material: acoustic tile or gypsum board
- Ceiling height: 9'-0" min. A higher volume may be desired for display of student work if permissible
- Wall material: painted gypsum

- board
- Floor material: vinyl composition tile 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
- Colorful, inviting, public/student-friendly atmosphere

Sustainability

- Natural daylighting into the space
- Use of rapidly renewable materials to be used such as wheat board in casework
- Design to integrate durable materials with emphasis on regionally available materials, low VOC-emitting and recycled materials to maintain healthy air quality communications/applications

Space Types

Administration Open Office

Size
240 sf

Occupants
Staff
Students

User Groups
Students
Staff
Parents

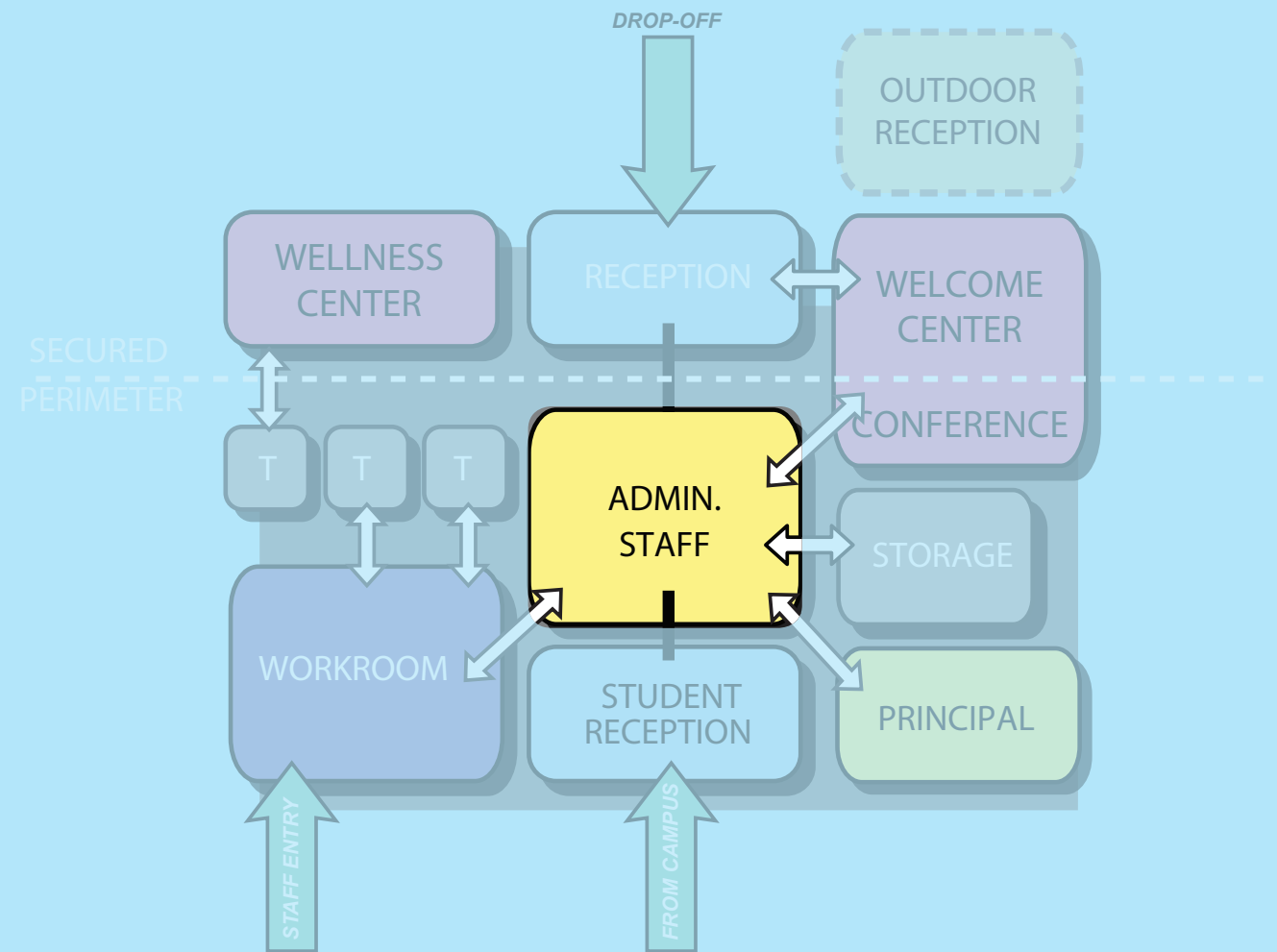
Support Spaces
Conference Room
Principal's Office
Asst. Principal's Office

Activities & Uses

Directly adjacent to the reception counter, the open office will house administrative assistants, attendance clerks and clerks. Workstations 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 should also be in close proximity for added supervision.



Building Systems

- 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
- Outlets for general room & counter use
- 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 digital display
- Wireless access capable for most computer communications/applications
- Wired data outlets at copiers and printers

Doors & Windows

- Natural light desirable
- Sidelight or view panel 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

Furniture & Equipment

- Administrative office workstations with file cabinets and lockable storage

Special Considerations

- Ceiling material: acoustic ceiling tile
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- Floor material: vinyl composition tile, 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
- Clear visual connection through the reception/welcome center to the front of the school and

parking lot

- Clear visual connection from student waiting area to campus circulation or courtyard
- Close proximity to conference rooms
- Close proximity to Principal and Asst. Principal's offices

Sustainability

- Natural daylighting into the space
- Use of rapidly renewable materials to be used such as wheat board in casework
- Design to integrate durable materials with emphasis on regionally available materials, low VOC-emitting and recycled materials to maintain healthy air quality

Space Types

Principal's Office

Size
180 sf

Occupants
1 primary occupant
1-2 Visitors

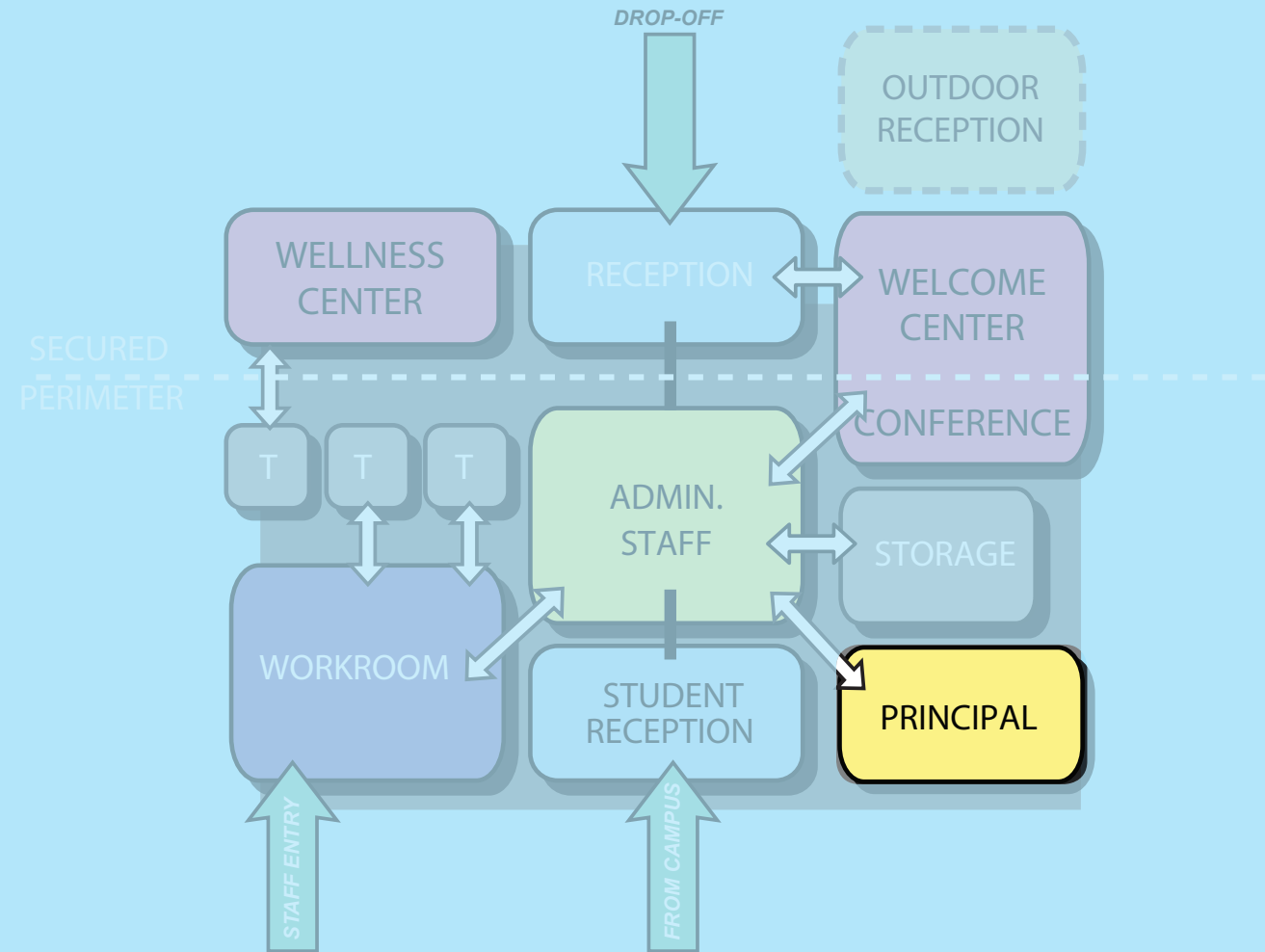
User Groups
Staff

Support Spaces
Admin Open Office

Activities & 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, parents and community members.

Private phone calls, planning and computer input.



Building Systems

- 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
- Outlets for general room & counter use
- 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
- Digital display on wall for security camera monitoring
- Hardwired video outlet to receive transmission from on-campus distribution system at digital display in office for campus announcements and/or scrolling security cameras

- Access to file server, printer and scanner
- Wireless access capable for most computer communications/applications

Doors & Windows

- Natural light desirable
- Sidelight or 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
- Ability to lock down doors
- Windows to exterior for view
- Ability to lock down doors

Furniture & Equipment

- Administrative office workstation including file cabinets and wardrobe closet; lockable
- Credenza and bookcase
- Guest chairs
- Conference table with 6 chairs
- Clock

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," Part1: Permanent Schools
- Close proximity to conference room
- Close proximity to Admin open office
- Close proximity to Asst. Principal's office

Sustainability

- Natural daylighting into the space
- Use of rapidly renewable materials to be used such as wheat board in casework
- Design to integrate durable materials with emphasis on regionally available materials, low VOC-emitting and recycled materials to maintain healthy air quality

Space Types

Staff Room/ Work Room

Size
600 sf

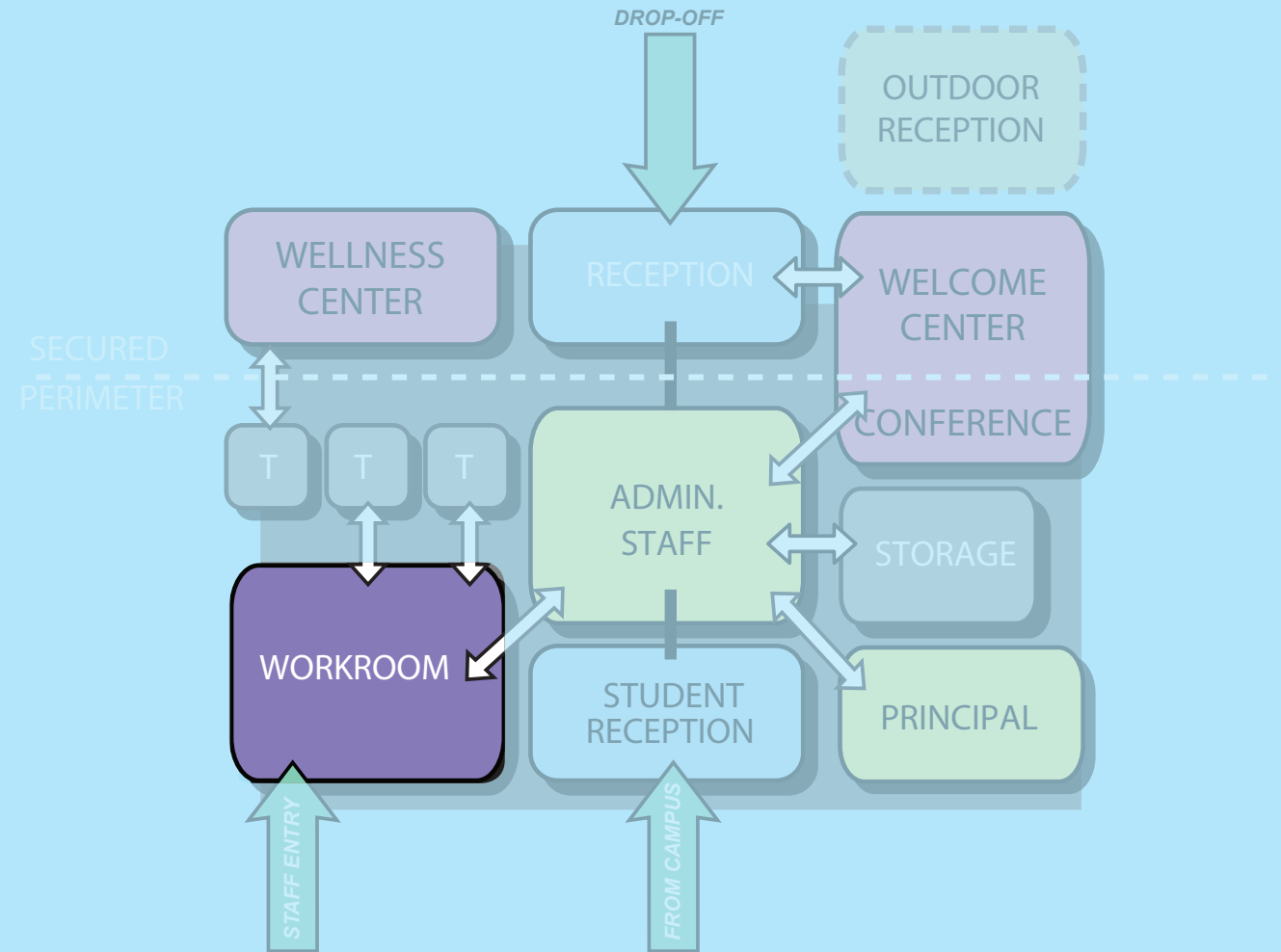
Occupants
Staff

User Groups
Staff

Support Spaces
Storage
Restrooms

Activities & 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.



Building Systems

- 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
- Outlets for general room & counter use
- 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 digital display
- Wireless access capable for most computer communications/applications
- Wired data outlets at copiers and printers

Doors & Windows

- Natural light desirable
- Sidelight or view panel 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

Furniture & Equipment

- Lounge seating
- Tables with chairs for lunch and team meeting
- Refrigerator
- Microwave oven
- Digital display

- Digital display wall-mount bracket
- Vending machines
- Clock
- Kitchenette base cabinets with counter work surface, adjustable shelving and hinged doors and drawers, countertop sink, and locks
- Wall cabinets with adjustable shelving and hinged doors above base cabinets, locks
- (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
- Paper storage, shredder and cutter

Special Considerations

- Ceiling material: acoustic ceiling tile
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- Floor material: vinyl composition tile, 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

Sustainability

- Use of rapidly renewable materials to be used such as wheat board in casework
- Design to integrate durable materials with emphasis on regionally available materials, low VOC-emitting and recycled materials to maintain healthy air quality

Space Types

Wellness Center

Size
200 sf

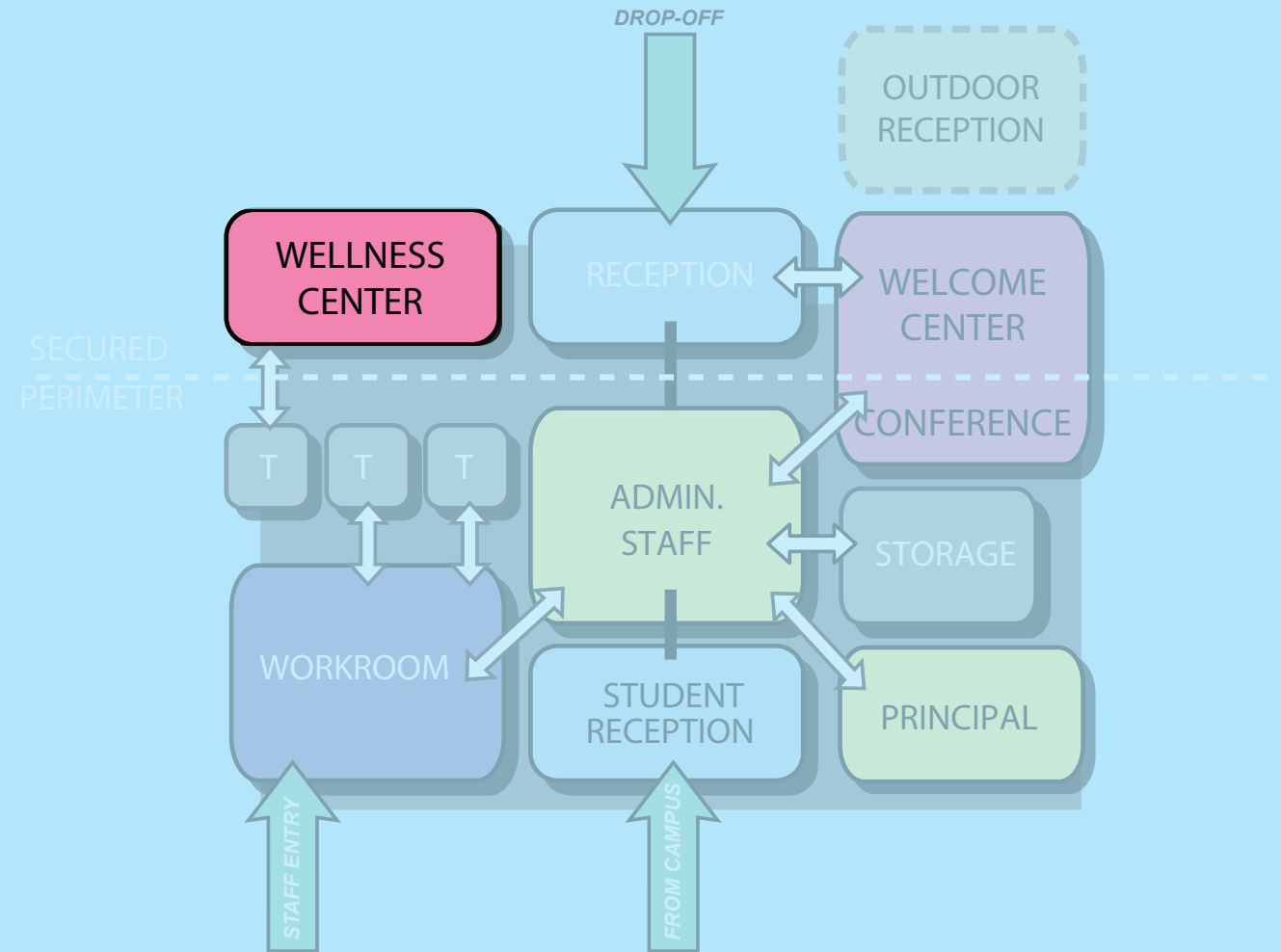
Occupants
Nurse Staff
1-3 student patients

User Groups
Students
Staff
Parents

Support Spaces
Toilet
Storage

Activities & Uses

Office space for school nurse. Administrative activities to include individual and small group conferences and consultations with colleagues, staff, students, and parents. 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.



Building Systems

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

Technology

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

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

Furniture & Equipment

- (1) administrative office workstation
- (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
- Clock

- 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

Special Considerations

- Ceiling material: acoustic ceiling tile
- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- Floor material: vinyl composition 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
- Close proximity to admin/open office area
- Provide 20'0" clear area within space or adjacent area for vision testing

Sustainability

- Natural daylighting into the space
- Use of rapidly renewable materials to be used such as wheat board in casework
- Design to integrate durable materials with emphasis on regionally available materials, low VOC-emitting and recycled materials to maintain healthy air quality

Space Types

Welcome Center / Conference

Size
540 sf

Occupants
Varies

User Groups
Staff, Parents, Students

Support Spaces
Reception
Admin Open Office
Principals Office

Activities & Uses

The Welcome Center will be a multi-purpose, conference-type facility. It will function as a resource center for parents with technology available for interaction with the school. The Welcome Center will also function as a large conference room for the campus, able to host events, display student work and also capable of supporting small group instruction/ classes for parents. It should be able to be sectioned off with sliding glass doors when events are held. The space will be monitored by the administrative staff directly accessible from the lobby.

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



Building Systems

- 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
- USB charging outlets in room
- 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
- Data outlets for local area network connectivity
- Hardwired outlet to receive transmission from on-campus distribution system at digital display
- Multiple source input for digital displays, including wireless and mobile devices
- Capable of streaming media

Doors & Windows

- Natural light desirable
- Sidelight or view panel at door
- Window coverings as required for sun/glare control
- Skylights acceptable

Furniture & Equipment

- Flexible conference type

seating for up to 20 persons able to be configured in a variety of ways for instruction, casual seating, small group work stations or formal presentations. There should be 2-3 computer stations available for parents' use.

Special Considerations

- Ceiling material: acoustic ceiling tile

- Ceiling height: 9'-0" min.
- Wall material: painted gypsum board
- Floor material: vinyl composition tile 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

Sustainability

- Natural daylighting into the

space

- Use of rapidly renewable materials to be used such as wheat board in casework
- Design to integrate durable materials with emphasis on regionally available materials, low VOC-emitting and recycled materials to maintain healthy air quality