

ELEMENTARY DESIGN GUIDELINES

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CHANGE LOG CHANGES TO ELEMENTARY DESIGN GUIDELINES	
DATE	CHANGE

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STATEMENT OF PHILOSOPHY

(ASD 5-1.01 (Revised), 2/87)

The Arlington School Board believes that the continuation of our democracy is dependent upon an educated and informed citizenry. The Board also believes that the schools should maximize the strengths and potential of all students so they may become self-confident, well-rounded, responsible and productive citizens.

The goal of the Arlington Public Schools is to teach all students a broad body of knowledge, effective communication skills, a rational system of thought, and use of their individual creativity. The education process in the Arlington Public Schools involves the cultivation of an inquiring mind, respect for learning, ethical behavior, an understanding of the rights and responsibilities of citizenship, an appreciation of our national culture as well as other cultures, and the concept that each individual has merit.

STATEMENT OF QUALITY EDUCATION

(ASD 5-1.02, 6/23/94)

The Arlington County School Board believes that Quality Education is composed of the following characteristics.

- A strong, rigorous core curriculum that is enriched with a wide range of non-core subjects and activities.
- Student-centered programs that meet and challenge the diverse learning styles of the student body.
- High, obtainable expectations for every student.
- Well-trained, committed teachers, administrators and support personnel from a variety of racial and ethnic backgrounds.
- A safe and orderly school environment for students and staff with appropriate space for instructional activities.
- Regular, measurable and quantifiable assessments of schools, teachers, administrators, programs, student and curricula to ensure student achievement.
- Regular and systematic exchange of information with families regarding their children's education and the school system's programs.
- Involvement of the broader community.

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TOWARD THE YEAR 2003

(Arlington Public Schools Strategic Plan 1997-2003, 1/16/97)

All Arlington Public Schools students will demonstrate high achievement based on clear rigorous standards. By the year 2003, all students graduating from the Arlington Public Schools will be able to

1. Demonstrate high degree of knowledge in subject areas.
2. Communicate subject matter clearly.
3. Solve problems using an effective process to reach viable solutions.
4. Apply learning to the world beyond the classroom.
5. Self assess work and work process in order to set future goals.

FACILITIES AND OPERATIONS

STATEMENT OF PURPOSE

The Arlington School Board has established policies (ASDs 25-1.01, 25-2.01, 25-2.02, 25-12.01, 25-12.02, 45-1.04, 45-2.01, 45-5.01, 45-5.02, 45-5.05 & 50-2.10) which require that students, teachers and support staff have a safe, healthful and pleasant environment which maximizes the effectiveness of learning. To implement these policies, Facilities and Operations engages in a program that plans for and provides the best possible facilities and student accommodations that the Arlington Community is willing to support, both for the present and the future needs of the students of Arlington County.

POLICY

The Arlington School Board has established the policy for planning and executing new construction and major renovation projects (ASD 50-4.04, 6/93) as follows:

- A. To receive statements of need, space criteria, and program specifications from community and staff planning groups.
- B. To attempt to accommodate community service needs in physical plants.
- C. To have new and remodeled facilities which permit future alterations of space at minimum cost.
- D. To depend heavily upon community, interagency, and staff involvement in a construction program.

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- E. To insure that the educational program does not suffer due to insufficient facilities or unnecessary delays in the planning, construction, or renovation of facilities.
- F. To designate the Assistant Superintendent for Operations and Facilities as Owner's Representative on all projects.

In addition to the above, the Arlington School Board has affirmed to "uphold the Greenlights philosophy of designing buildings with maximum energy efficiency." *

- **Memorandum of understanding between The United States Environmental Protection Agency and Arlington Public Schools, dated 4/22/93.**

PROJECT ORGANIZATION

The following organization pattern is followed for each major project.

A **Staff Planning Committee** documents the needs established by the School Board. The Committee is composed of

- Assistant Superintendent for Operations and Facilities
- Facilities Planner
- Supervisor, Design and Construction Services
- Construction Contract Specialist
- Energy Specialist
- Director, Maintenance Services

A **Building Level Project Planning Committee** is appointed by the School Board to further develop the educational specifications and program needs for the specific project. The Committee is composed of

- Up to six citizens nominated by the school principal.
- A representative of the school's PTA (or comparable group where a PTA does not exist)
- A representative of civic association(s) contiguous to the school property.
- Up to six staff members nominated by the Superintendent
- Up to four members of the School staff, including the principal
- A representative of the Division staff, as appropriate to the project.

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- One additional staff member, nominated by the Superintendent, to serve as Chair.

An **Architect/Engineer** shall be employed by the School Board and shall be fully qualified to design and supervise major construction and renovation projects.

The Board may invite members of countywide commissions, as appropriate, to participate in the project.

FACILITY OVERVIEW

The philosophy of the elementary teaching/learning environment clearly indicates the need for self-contained classrooms with additional spaces for team teaching as well as pull-out activities. This need, tempered by specific site limitations, must be considered by the Building Level Planning Committee, the Design and Construction staff of Arlington Public Schools, and the Architect(s) as they proceed with the design of any new, renewal, and/or addition project.

Any design requires consideration of the proper housing of students, teachers, administrative, and support staff; the ability to arrange and store furniture and equipment in an attractive and space efficient manner; and the ability to carry out functions such as physical education, art, music, and drama programs, etc., as well as the ability to provide food, hygiene, and health services in a manner conducive to the safety and well-being of students and staff.

An attractive and comfortable environment is conducive to motivate student learning. The wide range of learning activities, from one-on-one student/teacher seat work to interactive total class lessons, requires design attention to proper lighting, acoustics, and climate control.

To these ends, this document serves as a guide for determining the best use of space and equipment in the design of a project.

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WHAT ARE DESIGN GUIDELINES?

Architects and engineers are not necessarily knowledgeable about the needs of an instructional program. Additionally, wide variations in educational methodology magnify the need for careful cooperation between the construction specialists, the educational specialists, and the school community. Most educators are neither architects nor engineers and should not be expected to assume responsibility for design. Through the development of educational specifications the school district representatives are provided an opportunity and a responsibility to engage in the educational planning aspect of a renewal, and/or addition, or the building of a new facility. Once having the educational needs interpreted by the educational specialists and the larger school community, the architect/engineer can then translate those educational needs into a design for the specific project.

Dwayne Gardner, former Executive Director of the Council of Educational Facilities Planners, International, has provided this definition:

Educational specifications (serve) as a written communication from the owner, or the educator, to the design professionals, particularly the architect, describing the educational activities that the school plant should accommodate, present and future.*

The planning process should clearly be a joint task performed by the client (the school system) and the architectural firm.

*Council of Educational Facility Planners, International. Guide for Planning Educational Facilities. Columbus, Ohio (1991) p.E-2.

HOW TO USE THESE GUIDELINES

The project, whether it be new, major renewal and/or additions, should meet the following objectives:

- Create a structure that meets all the needs of the educational program and provide an environment conducive to educating pre-school through fifth grade students.
- Provide the amenities required to allow for varied non-school and community activities traditionally housed in an elementary school setting.

The renewal of existing school facilities shall include those modifications/additions necessary to support the educational program. The main objective, providing a proper learning environment, should include adequate physical space, ADA accessibility, and a healthy, comfortable environment.

Whenever new construction is undertaken, it is anticipated that these guidelines will be

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considered the standard for that new construction. However, when a renewal/addition project is undertaken, limitations caused by existing conditions must be considered. Under those circumstances, modifications should be well planned and documented.

The system for planning and executing new construction and major renovation projects which require the service of Architects and/or Engineers is outlined in this document, and it should be used to provide guidance in the execution of those projects.

NOTE: This document has been compiled by the Facilities and Operations staff, and has been reviewed in total or in part by area supervisors, teachers, and members of the Advisory Council on School Facilities and Capital Programs. From time to time, depending on need, it is anticipated that changes will be made. A log page has been provided at the front of the document to record such changes.

Dept.	Room Name	Guideline
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ELEMENTARY DESIGN GUIDELINES

Descript.	Area-net SF
 Administrative Suite	
Reception/Clerical	500
Principal's Office	200
Principal's Assistant Office	100
Assistant Principal's Office	120
Conference Room	250
Work Room	250
Book Storage	300
Record Storage	300
Clinic w/toilet	600
(2) Staff Toilets	65
 Art	
Classroom/Storage/Kiln	1730
 Cafeteria	
Cafeteria	3500
Chair Storage	200
Stage	450
Kitchen	1200-1600
Food Storage	250
 Classrooms	
Pre-School w/ Toilet	1040
Montessori up to First Grade w/ Toilet	1040
Kindergarten	1000
Kindergarten Toilets	45
First Grade	825
First Grade Toilets	45
Second Grade	825
Third Grade	825
Fourth Grade	825
Fifth Grade	825
Flex Space Classroom	825
 Computer Lab	
Classroom	825
ITC Office	120
 Extended Day	

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Storage/Office 420

Media Center

Library 2800
Production 200
AV Storage 200
Conference Room 150
Video Production 100
Office/Work Room 300
Communications 150

Music, Vocal

Classroom 950
Vocal Storage 200

Music, Instrumental

Classroom 825
Instrumental Storage 200

Physical Education

Gymnasium 4100-5100
Office 100
Storage 150
Extended Day Storage 20
Toilet Rooms (ea) 65
Staff Restroom/Shower 85

Reading

Classroom 420
Reading Recovery/Clinical 400

Special Education

Resource 420
Pre-School Disabled 825
Toilets 40
SC Small Classroom 500
Interlude 825
Transitional 825
SE Small Classroom 400-600

Special Programs

ESOL 420-600*
HILT 825

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Project Go	420-600
Title 1	400-600*
Gifted Classroom	420-600

Student Services Team

Speech	200
Social Worker/Psychologist	120
Testing/ Conference	150
Counselor	450
Occupational/Physical Therapy	420
Gifted/Visiting Teachers	120

Teacher's Lounge

Lounge w/ Toilet	600
Teacher Work Areas	300
Storage	150

Exemplary Program Varies Depending upon the program

***Rooms will be located adjacent to each other to allow for flexibility in future use; i.e., combining two 420 square foot rooms to create a regular classroom if required.**

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Typical and Standard Items

The list below includes items that should be included in all classroom/teaching spaces unless otherwise indicated.

Classrooms/Teaching Spaces (except Gymnasium)

Contract Items

1. Duplex electrical
2. TV/VCR mounting location. Support of TV/VCR by means of casework is preferred. TV/VCR should be supported at a height appropriate for children to view when sitting on the floor.
3. PA with call back
4. Lockable storage wardrobe for teacher
5. Horizontal louver blinds
6. Projection screen, 60" x 60"
7. Map rack support
8. Flag standard
9. Wall mounted pencil sharpener
10. Sink with side mounted gooseneck faucet; tempered hot and cold water. All classroom sinks should be provided with paper towel dispenser, soap dispenser and bubbler.
11. Classrooms typically have $\frac{1}{4}$ hard surface flooring (i.e. VCT, linoleum, ceramic tile, etc.) and $\frac{3}{4}$ carpet up to first grade, all other grade levels VCT
12. Paper Storage for 28" x 42" max. size paper
13. Natural light
14. Doors to have vision panels

Non Contract Items

1. Clock
2. TV/Monitor and VCR
3. One-two drawer file cabinet
4. Teacher desk and chair

Toilets

All single occupant toilet rooms are to be ADA accessible, with sink and toilet at appropriate heights. Provide mirror over sink, grab bars, marble threshold, floor drain, paper towel, soap and toilet paper dispensers.

All Spaces Except for Closets and Storage to Have:

Contract Items

1. Adequate data, telephone and electrical outlets to facilitate equipment and activities planned for space. All offices and conference rooms receive data and telephone outlets.
2. Natural light
3. Horizontal louver blinds

Non Contract Items

1. Clock

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Administrative Suite/Office Complex

Use of Space - Purpose/Activities

- Coordinating unit for all activities in the school and between the school and the community.
- Parents and community groups must be made to feel that the school is an integral part of the community, providing facilities for their use, and an instructional program which is responsive to and open to their voluntary participation.
- Located at the main entrance
- Easily accessible to students and visitors
- Accommodate planning, duplicating, business affairs, conferring with pupils, teachers and parents.
- Carpet entire suite unless otherwise noted

The following is a list of more specific space requirements:

Space	<i>Reception Area and Clerical Services</i>
Size	500 s.f.

Contract Items

1. Tackboard, 8 linear feet

Non Contract Items

1. Table with seating for four (4)
2. Desk/work area and chairs for three (3) Admin. staff. Principal's assistant space may be combined with this space.
3. Reception Chairs, two (2)

Space	<i>Principal's Office</i>
Size	200 s.f.

Contract Items

1. Easily accessible to instructional areas
2. Adjacent to Conference Room.

Non Contract Items

1. Desk and Chair
2. One two-drawer file cabinet
3. Table and four (4) chairs
4. Visitor seating for two (2)

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Space	<i>Principal's Administrative Assistant's Area</i>
Size	100 s.f.

Contract Items

1. Close to Principals office; may be included in reception/clerical.

Non-Contract Items

1. Desk and Chair
2. Two four drawer file cabinets

Space	<i>Assistant Principal's Office</i>
Size	120 s.f.

Contract Items

1. Close to Principals office

Non-Contract Items

1. Desk and Chair
2. One two-drawer file cabinet
3. Visitor seating for two (2)

Space	<i>Conference Room</i>
Size	250 s.f.

Contract Items

1. Design for privacy
2. Adjacent to Principals office
3. Provide telephone, data, cable and TV/VCR connections
4. Tackboard, 4 linear feet
5. Markerboard, 4 linear feet

Non Contract Items

1. Conference table and ten (10) chairs

Space	<i>Workroom</i>
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Size	250 s.f.
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Contract Items

1. Exhaust ventilation adequate to accommodate equipment
2. Storage closet
3. Teacher's mail boxes, number determined by school needs
4. Hard surface flooring
5. Base cabinets/counter with adequate outlets for equipment, 25 linear feet.
6. Wall cabinets, 25 linear feet.
7. Tackboard, 8 linear feet.
8. Coat closet for Admin. Staff.
9. Sink with side mounted gooseneck faucet; tempered hot and cold water, paper towel dispenser, soap dispenser and bubbler.

Non Contract Items

1. Copy Machine

Space	<i>Book Storage</i> (can be located elsewhere in building)
Size	300 s.f.

Contract Items

1. Equip with Dutch door
2. Hard surface floor
3. Metal shelving (400 linear ft. min.)

Space	<i>Records and Storage</i>
Size	300 s.f.

Contract Items

1. Hard surface floor
2. Adequate ventilation
3. Metal shelving, 75 linear ft. of 14" deep shelving

Non Contract Items

1. File cabinets as required for records.

Space	<i>Clinic w/toilet</i>
Size	600 s.f.

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Contract Items

1. Toilet with ceramic tile floor
2. Two curtains for privacy (around cots)
3. Lockable storage closet with shelving, 24 linear feet
4. Hard surface floor
5. Base cabinets, 6 linear feet.
6. Sink with side mounted gooseneck faucet with base
7. Wall cabinets, 6 linear feet
8. Counseling office with hard surface floor.

Non-Contract Items

1. Nurse's desk and chair
2. Two (2) student chairs
3. Two (2) two-drawer filing cabinets

Space	<i>Staff Toilets (2)</i>
Size	65 s.f.

Contract Items

1. ADA accessible toilet
2. Ceramic Tile floor/wainscot

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Art

Space	<i>Art Classroom</i>
Size	1,200 – 1,500 s.f.
Capacity	24 Students

Use of Space - Purpose/Activities

- Learning about creativity by increasing fine perceptual skills, developing multi-sensory concepts, and producing art objects.
- Includes drawing, painting, ceramics, sculpture, printmaking, weaving, crafts, and computer graphics.
- Individual and group projects.
- Natural light, north facing if possible.

Contract Items

1. Windows along one wall (north facing preferable)
2. Ceilings equipped with facilities for hanging mobiles
3. Mechanical ventilation systems to handle fumes, dust, odors, and gases.
4. Epoxy coating on walls
5. 2 deep stainless steel sinks, each with extra large drains, clean-out traps, and long drainage tops, preferable in a peninsular arrangement.
6. Markerboard, 24 linear feet
7. Tackboard, 8 linear feet
8. Counter space equivalent to the length of at least one wall, to include base cabinets
9. Shelving space, 26 linear feet of 14" deep shelving
10. Drawers of built-in storage space for flat pictures, at least 20" x 40", minimum of 6
11. Wall cabinets, 26 linear feet.
12. Display Case, 6 linear feet, preferable on corridor wall providing viewing from both sides.
13. Drying rack.

Non Contract Items

1. Student tables to seat twenty-four (24)

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drawing

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Space	<i>Art Storage Room</i>
Size	400 – 600 s.f.

Use of Space - Purpose/Activities

- Provide storage for reserve art supplies and potentially hazardous material and equipment.
- Located adjacent to the art room.

Contract Items

1. Metal Shelving

Non Contract Items

1. Refrigerator
2. Specific projects may require the storage space to include a teacher's office with desk and files. If so, code regulations, including proper ventilation, must be addressed.

Space	<i>Kiln Room</i>
Size	80 s.f.

Use of Space - Purpose/Activities

- To store and fire clay products.
- Located adjacent to the art classroom.

Contract Items

1. 220 volt outlet
2. Hard ducted dedicated ventilation system
3. Drying shelves
4. 1 kiln
5. Shelving, 36 linear feet
6. Base cabinets, 8 linear feet
7. Wall cabinets, 8 linear feet

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Space	<i>Cafeteria / Multi-purpose Room</i>
Size	3,500 s.f.

Use of Space - Purpose/Activities

- Serving and eating of breakfast and lunch for students
- Group meetings, art work, and other learning activities before and after lunch periods
- PTA and community group meetings
- Adjacent to the kitchen
- Direct access to the service entry
- Storage space as required by users

Contract Items

1. Hard surface flooring
2. Dual voice data jack
3. Individual sound system with microphone jacks at platform and remote location
4. Duplex electrical and CATV receptacles as needed
5. TV/VCR mounting bracket if required
6. Tackboard, 16 linear feet
7. PA with call back
8. Video broadcast drops

Non Contract Items

1. Tables and chairs for student dining
2. Assembly chairs

Space	<i>Cafeteria Chair Storage</i>
Size	200 s.f.

Use of Space - Purpose/Activities

- Space to store tables/chairs and equipment
- Adjacent to the cafeteria/multi-purpose room.

Contract Items

1. Hard surface flooring

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Space	<i>Stage</i>
Size	450 s.f.

Use of Space - Purpose/Activities

- Presentations of theatrical, musical programs
- Instrumental or vocal music practice
- Adjacent to the gymnasium or cafeteria/multi-purpose room
- Elevated
- ADA accessible

Contract Items

1. Lighting facilities with controlled illumination
2. Lockable storage for electronic and stage equipment
3. Video broadcast cable drop
4. Individual sound system with microphone jack
5. Data drop with two cables
6. Platform curtains of fire resistant materials

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Space	<i>Kitchen: Elementary Receiving Single Serving Line</i>
Size	1,200-1600 s.f.

Use of Space - Purpose/Activities

- Lunches prepared at an off-site kitchen, transported via refrigerated truck, then reheated and served.
- Limited amount of cooking in this kitchen.
- Direct access to the service drive
- Adjacent to the cafeteria/multi-purpose room.

Contract Items

1. Refrigerator freezer
2. Manager's office
3. Pot wash room
4. Dry Storage room
5. Locker room w/toilet
6. Preparation area, cold
7. Cooking Area, hot
8. Trash room
9. Serving line area
10. Exhaust hood
11. Walk-in refrigerator/freezer
12. Tray slide wall w/tray slide
13. Pot sink - three well
14. Overshelf, wall hung
15. Storage shelving for walk-in refrigerator/freezers
16. Illuminated menu board

Non Contract Items

1. Milk case
2. Refrigerated display case
3. Ice cream cabinet
4. Heated lowerators
5. Oven range
6. Convection oven
7. Soup stand
8. Cashier/a la carte stand
9. Serving tray stand
10. Work tables
11. Computer register w/terminal
12. Shelving
13. Utility carts
14. Miscellaneous small equipment

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Space	<i>Kitchen: Elementary On-Site Cooking Kitchen with One Serving Line</i>
Size	Area appropriate for specific project.

Use of Space - Purpose/Activities

- On-site cooking kitchen prepares lunches at the school.
- Located with direct access to the service drive
- Adjacent to the cafeteria/multi-purpose room.
- All food preparation is done on site and served via a single serving line.

Contract Items

1. Single walk-in refrigerator
2. Double walk-in freezer
3. Manager's office
4. Pot wash room
5. Dry Storage room
6. Locker room w/toilet
7. Preparation area, cold
8. Cooking Area, hot
9. Trash room
10. Serving line area
11. Salad bar area
12. Snack bar area
13. Exhaust hood
14. Walk-in refrigerator/freezers
15. Pot sink - three well with drain boards
16. Overshelf, wall hung pot room
17. Storage shelving for walk-in refrigerator/freezers
18. Illuminated menu board

Non Contract Items

1. Milk case
2. Refrigerated display case
3. Ice cream cabinet
4. Double door reach-in refrigerator
5. Hot well steam table
6. Oven ranges
7. Convection ovens
8. Heated proofer cabinet
9. French fryers
10. Grill
11. Work tables

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12. Slicer
13. Cashier/ala carte stand
14. Computer register w/terminal
15. Utility carts
16. Shelving

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Space	<i>Kitchen: Elementary On-Site Cooking Kitchen with Two Serving Lines</i>
Size	Area appropriate for specific project.

Use of Space - Purpose/Activities

- On-site cooking kitchen prepares lunches at the school.
- All food preparation is done on site and served via two serving lines.
- Direct access to the service area, and adjacent to the cafeteria/multi-purpose room.

Contract Items

1. Single walk-in refrigerator
2. Double walk-in freezer
3. Manager's office
4. Pot wash room
5. Dry Storage room
6. Locker room w/toilet
7. Preparation area, cold
8. Cooking Area, hot
9. Trash room
10. Serving line area
11. Salad bar area
12. Snack bar area
13. Exhaust hood
14. Walk-in refrigerator/freezers
15. Pot sink - three well with drain boards
16. Overshelf, wall hung pot room
17. Storage shelving for walk-in refrigerator/freezers
18. Illuminated menu board

Non Contract Items

1. Milk case
2. Refrigerated display case
3. Ice cream cabinet
4. Double door reach-in refrigerator
5. Hot well steam table
6. Oven ranges
7. Convection ovens
8. Heated proofer cabinet
9. French fryers
10. Grill
11. Work tables
12. Slicer

ELEMENTARY DESIGN GUIDELINES

13. Cashier/ a la carte stand
14. Computer register w/terminal
15. Utility carts
16. Shelving

ELEMENTARY DESIGN GUIDELINES

Classrooms

Space	<i>Preschool</i>
Size	1,065 s.f. plus Toilet Room
Capacity	16 Students

Use of Space - Purpose/Activities

- Self contained classroom
- Support children as they develop skills in art, language, listening, reading, gross and fine motor, dramatic play, math, science, social studies and writing
- Provide learning centers, small groups and science areas
- Provide an area for napping
- Provide direct access to an outside play area

Contract Items

1. Base cabinet, 6 linear feet
2. Wall cabinet, 12 linear feet
3. Tackboard, 24 linear feet
4. Markerboard, 8 linear feet
5. Student coat and cubby storage
6. Shelving space, 12 linear feet of 14" deep shelves; 20 linear feet of 2' deep shelves
7. Tack strip, 50 linear feet
8. Countertop, 14 linear feet

Non-Contract Items

1. Tables and chairs for sixteen (16).
2. One (1) special projects table.
3. Sand table

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Montessori Area</i>
Size	1,065 s.f. plus Toilet Room
Capacity	16 Students

Use of Space - Purpose/Activities

- Self contained classroom that enhances a hands on environment method of educating young students that stresses development of a student's own initiative and natural abilities, especially through practical play.
- Must include storage to support the educational program, i.e., items such as open and closed adjustable shelving of various heights and depths, to store a variety of sizes of construction paper, charts and large format books, and Montessori materials.
- Sound attenuation should be applied due to the use of audio devices.
- Natural light

Contract Items

Non Contract Items

1.

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Kindergarten</i>
Size	1,065 s.f. plus Toilet Room
Capacity	24 Students

Use of Space - Purpose/Activities

- Art, science, nature, music, rhythmic, language development, creative play, crafts
- Easy access to an outside play area
- Natural light

Contract Items

1. Base cabinet, 6 linear feet
2. Wall cabinets, 12 linear feet
3. Tackboard, 20 linear feet to within 8" of finished floor.
4. Markerboard, 8 linear feet
5. Student coat and cubby storage
6. Shelving space, 12 linear feet 14" deep shelves, 20 linear feet 2 foot deep shelves
7. 50 feet of tack strip
8. Display tack strips/boards in hallways adjacent to classrooms
9. Computer counter

Non Contract Items

1. 4 tables w/six chairs each
2. Sand table
3. Work table

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Primary Classrooms: Grades 1 – 2</i>
Size	825 s.f. plus 65 s.f. 1st Grade Toilet Room
Capacity	24 Students

Use of Space - Purpose/Activities

- All instructional activities
- Reading, writing, mathematics, science, social studies, and vocabulary
- Natural light.
- Easily accessed toilet rooms.

Contract Items

1. Base cabinet, 10 linear feet
2. Wall cabinet above, 14 linear feet
3. Tackboard, 20 linear feet to within 8" of finished floor.
4. Markerboard, 24 linear feet
5. Student cubbies with separate compartments for books and coats.
6. Display tack strips/boards in corridors adjacent to classrooms
7. Shelving space, 42 linear feet of 14" deep shelving; 36 linear feet of 2' deep shelving.
8. Computer counter.
9. Tackstrip, 50 linear feet
10. 1/3 hard surface flooring, 2/3 carpet

Non Contract Items

1. Work tables and chairs for 20
2. Special projects table (kidney shaped or semi-circular)

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Upper Elementary Classrooms: Grades 3 – 5</i>
Size	825 s.f.
Capacity	24 Students

Use of Space - Purpose/Activities

- All instructional activities
- Easily accessed toilet rooms
- Reading, writing, mathematics, science, social studies, and vocabulary
- 1' x 1' student lockers are located in the corridor.
- Natural light.

Contract Items

1. Tack strip, 50 linear feet
2. Tackboard, 20 linear feet
3. Markerboard, 12 linear feet
4. Shelving space, 36 linear feet of 14" deep shelving
5. Base cabinet, 9 linear feet
6. Wall cabinets, 24 linear feet
7. Computer counter

Non-Contract Items

1. Student desk and chairs, or combination chair-desk to seat 24.
2. Storage area for instructional material and supplies

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Flex Classroom</i>
Size	825 s.f.
Capacity	24 Students

Use of Space - Purpose/Activities

- All instructional activities
- Easily accessed toilet rooms
- Reading, writing, mathematics, science, social studies, and vocabulary
- 1' x 1' student lockers are located in the corridor.
- Natural light.

Contract Items

8. Tack strip, 50 linear feet
9. Tackboard, 20 linear feet
10. Markerboard, 12 linear feet
11. Shelving space, 36 linear feet of 14" deep shelving
12. Base cabinet, 9 linear feet
13. Wall cabinets, 24 linear feet
14. Computer counter

Non-Contract Items

3. Student desk and chairs, or combination chair-desk to seat 24.
4. Storage area for instructional material and supplies

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	Computer Lab
Size	825 s.f.
Capacity	24 Students

Use of Space - Purpose/Activities

- Computer training.
- Located close to the media center.
- Teachers with station adjacent to the TV/VCR drop

Contract Items

1. Carpet floor
2. Minimum 24 student work stations with 1 data connection each and 1 quad outlet power connection each
3. 1 teacher work station/control station with 1 data connection and 1 quad-outlet power connection and 1 voice connection
4. Marker board, 8 linear feet
5. Tackboard, 8 linear feet
6. Printer stations, three (3)
7. Wall cabinets, 42 linear feet

Non Contract Items

None

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Instructional Technology Coordinator (ITC)</i>
Size	120 s.f.

Use of Space - Purpose/Activities

- The ITC program facilitates the coordination, implementation and integration of technology into the elementary school curriculum, through staff development
- Located adjacent to the computer lab or library/media center.

Contract Items

1. One drop with one voice and one data cable
2. Carpet floor

Non Contract Items

1. Desk with chair
2. Table and three chairs

ELEMENTARY DESIGN GUIDELINES

Space	Extended Day
Size	420 s.f.
Capacity	25 students

Use of Space - Purpose/Activities

- Provides child care services to school-aged children
- Operates before and after normal school hours
- Direct access to the cafeteria/multi-purpose

Contract Items

1. Shelving space, 48 linear feet of 14" deep shelving
2. Base cabinets, 9 linear feet base cabinet
3. Wall cabinets, 9 linear feet
4. Markerboard, 8 linear feet
5. Tackboard, 8 linear feet
6. Lockable teacher wardrobes, three (3)

Non Contract Items

1. Four (4) student tables with four (4) chairs each
2. Two (2) teacher computer work stations with chairs
3. TV / monitor and VCR

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Media Center

4,000 s.f. total

Space	<i>Library</i>
Size	2,800 s.f.
Capacity	48 students

Use of Space - Purpose/Activities

- Class size instruction area that is away from the traffic flow yet maintains visibility to most of the library
- Working/reading space for individuals and small groups (about 15 to 20 students).
- Circulation desk to be near the reference books, periodical display, paperback rack and terminal for the online catalog
- Provide area of leisure furniture
- Provide story telling area for primary children that can be darkened separately for audio visual presentations
- Circulation desk located near the main entrance, and the office/workroom.
- Librarian should have visibility of the library while instructing students.
- Provide adequate shelving for the print collection
- Distinct collections have special requirements and it is important that linear footage requirements be calculated so that collections can be easily organized and identified for students

Contract Items

1. Movable and fixed shelving to adequately accommodate collection (for school of 600 students, 12,000 to 13,000 books).
2. Easy Books: 180 linear feet of shelving needed. These materials should be located adjacent to the story area. They should be no more than two shelves high (42" height maximum) with shelves able to accommodate books that are 14" deep and 16" high. Provide movable dividers every 6"+ .
3. Reference Books: 90 linear feet of shelving. These materials should be located adjacent to the working/reading space. Bookcase height 42" max with shelves 12" deep and 14" high + .
4. Fiction/Short Storybooks: 180 linear feet of shelving. These materials might be located near the leisure area, but the most important consideration is that they have their own area.
5. Biography: 70 linear feet of shelving. These materials need their own area. Wall shelves, 72" high and 10" deep. Free standing, 42" high and 10" deep.
6. Dewey Numbered Books: 550 linear feet of shelving. This is the bulk of the collection; the arrangement should be easy to use with a continuous flow from one set of shelves to the next. Wall shelves, 72" high and 10" deep. Free standing, 42" high and 10" deep.
7. Magazine Shelving: 45 linear feet. Slanted shelves with flat shelves low for back

ELEMENTARY DESIGN GUIDELINES

- issues, 60" high.
8. Circulation Counter: 32" high. Provide book return with truck and space for computer.
 9. Computer Stations: for 1-2 telecommunications stations
 10. Computer Stations: For 4-5 computer/disc drive work stations (27" high)
 11. Computer Stations: for 3-4 online public access card catalog stations
 12. Projection Screen Mount: 6 x 6 ceiling mounted, power operated.
 13. Light switches for whole library should be located at main entrance to the library
 14. Story area to have steps for seating (12" riser 30" tread). No book shelves in story area, but provide some display shelves.
 15. Circulation desk that allows for book return (close to entrance); 1 data connection for computer terminal/monitor/keyboard/printer; work area with shelving below. (Opposite book return section)
 16. 4 video connections distributed throughout the media center
 17. TV/VCR ceiling or wall mounted yoke assembly, with outlets behind yokes
 18. Carpet floor
 19. At least 3 online public access catalog stations located centrally with accompanying data connections and power connections. (Visible to circulation desk)
 20. At least 3 catalog access stations located centrally with accompanying data connections and power number of stations based on enrollment
 21. At least 2 data and 2 voice connections (dedicated voice not PBX) w/power dedicated to telecommunications stations.
 22. Provide at least 4 data connections and power connections throughout media center or concentrated within the reference center for connection of CD ROM reference computers.
 23. Horizontal louver blinds
 24. Quad Electric Outlets at the Following Locations
 - Instruction area
 - Working and reading space
 - Story area
 - Stack area
 - Circulation desk
 - Catalog computers
 - Computer/disk drive work stations

Non Contract Items

1. Table/chairs to seat one to two classrooms in groups of 24-48. Furniture should accommodate cooperative learning and scaled to student size.
2. Files
3. Dictionary stand
4. Book cart
5. Atlas stand
6. Desk/chair library office (1 each for library staff)
7. Small round table/chairs for office

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Production Room</i>
Size	200 s.f.

Use of Space - Purpose/Activities

- Provide a secure area for non-print materials
- A place for teachers to assemble or prepare teaching materials
- Place for students to produce materials under direct supervision for portfolios or presentations
- Located conveniently for the library staff to monitor

Contract Items

1. Hard surface floor
2. PA with call back
3. 1 CATV cable drop
4. Dual voice/data jack
5. Shelving, 24 linear feet of 14" deep shelving
6. Base cabinets, 8 linear feet
7. Work counter, 8 linear feet, with appropriate outlets for equipment
8. Tackboard, 4 linear feet

Space	<i>Audio Visual Room</i>
Size	200 s.f.

Use of Space - Purpose/Activities

- Provides for storage of audio visual equipment
- Some heavy-duty shelving may be necessary, but most equipment will remain in classrooms
- Easily accessible for staff working in the office and at the circulation desk

Contract Items

1. Door to the hallway so that equipment does not have to be moved through the library
2. Secure area with no windows
3. 1 CATV video drop
4. Electric outlets at video drops
5. Hard surface flooring
6. Shelving, 15 linear feet of 14" deep shelving
7. Base cabinets, 24 linear feet
8. Wall cabinets, 24 linear feet

ELEMENTARY DESIGN GUIDELINES

Space	<i>Media Center Conference</i>
Size	150 s.f.

Use of Space - Purpose/Activities

- Provides a conference space to support the Library/Media Center
- Location off the main library area with visual control from the circulation desk

Contract Items

1. Vision window with blinds onto main library
2. Carpet floor
3. PA with call back
4. Dual voice/data jack
5. Video cable drop
6. Shelving, 12 linear feet of 14" deep shelving
7. Tackboard, 4 linear feet
8. Markerboard, 4 linear feet

Space	<i>Video Production</i>
Size	100 s.f.

Use of Space - Purpose/Activities

- Provides an area for the production of a closed circuit video program
- Locate close to head-end equipment and off the main library
- No windows

Contract Items

1. Hard surface flooring
2. CATV cable drop
3. Dual voice/data drop
4. 8 duplex outlets
5. Shelving, 12 linear feet of 14" deep shelving
6. Tackboard, 4 linear feet

ELEMENTARY DESIGN GUIDELINES

Space	<i>Media Center Office / Workroom</i>
Size	300 s.f.

Use of Space - Purpose/Activities

- Provides an office/workroom area for the staff and or volunteers
- Area where new materials are prepared for the shelves, correspondence is typed, files are maintained, and library supplies stored.
- Entrance should be convenient to the circulation desk.

Contract Items

1. Vision windows with horizontal louver blinds between office and library
2. 1 voice connection
3. 1 data connection
4. 2 voice, 2 data connections for workroom areas
5. 1 dedicated voice connection in workroom for fax machine, with a corresponding power connection
6. 10 duplex outlets (4 at counter)
7. 1 CATV cable drop
8. PA with call back
9. Carpet with VCT at sink
10. Work counter with base cabinets, 12 linear feet
11. Sink with side mounted gooseneck faucet and base, wall cabinets above, with appropriate outlets for equipment
12. Wall cabinet, 12 linear feet
13. Shelving, 22 linear feet of 14" deep shelving
14. Tackboard, 4 linear feet

Non Contract Items

- Desk with 4 chairs

Space	<i>Communications Room</i>
Size	150 s.f.

Use of Space - Purpose/Activities

- Provide an area to house all electronic systems including CATV, PA, security telephones and computer networking.

Contract Items

1. A/C space with individual unit
2. Access directly from main corridor
3. Hard surface floors
4. Painted exposed structure

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Music

Space	<i>Vocal Music</i>
Size	950 s.f.
Capacity	30 Students

Use of Space - Purpose/Activities

- Singing, playing instruments, dance movement, listening, discussion/work groups, and small and large ensembles
- Students must have a place to sit, stand, move about, and dance
- Kinesthetic learning
- Large choral rehearsals
- Locate near to the stage
- Sound attenuation should be provided

Contract Items

1. Ceiling height 10 - 14 feet, sloped ceiling is preferred
2. Air exchange should be 6 - 7 complete air exchanges per hour, double that of other classrooms. Supply and return ducts must be oversized to maintain a noise coefficient (NC) rating of less than 30
3. Provisions for video projection/blackout curtains or blinds
4. Shelving space, 12 linear feet of 14" deep shelving
5. Acoustic material on walls
6. Markerboard, 8 linear feet staffed
7. Markerboard, 8 linear feet
8. Tackboard, 20 linear feet
9. Lockable storage wardrobe for teachers
10. Carpet
11. Concrete masonry walls
12. Base cabinets with counter top, 21 linear feet
13. Wall cabinets, 21 linear feet

Non Contract Items

1. Keyboard
2. CD case
3. File cabinets, two (2) two drawer
4. Student seating for 30

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Vocal Music Storage</i>
Size	200 s.f.

Use of Space - Purpose/Activities

- Provide storage for equipment and supplies for the vocal music program
- Located adjacent to the vocal music room

Contract Items

1. 72 linear feet of adjustable shelving 16" deep
2. Closed cabinets

ELEMENTARY DESIGN GUIDELINES

Space	<i>Instrumental Music Classroom</i>
Size	825 s.f.
Capacity	20 Students

Use of Space - Purpose/Activities

- Specialized environment to study the basic instruments of a band or orchestra
- Small to medium size group instruction
- Located adjacent to the music room
- Sound attenuation should be applied

Contract Items

1. Ceiling height 8' - 12'
2. Oversized air ducts for adequate air exchange
3. Concrete masonry walls
4. Acoustic wall panels
5. Markerboard, staffed, 8 linear feet
6. Markerboard, 8 linear feet
7. Tackboard, 16 linear feet
8. Equipment storage, 22 linear feet
9. Base cabinets, 6 linear feet
10. Wall cabinets, 6 linear feet
11. Shelving, 12 linear feet of 14" deep shelving

Non Contract Items

1. Two (2) two-drawer file cabinets.

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Instrumental Music Storage</i>
Size	200 s.f.

Use of Space – Purpose / Activities

- Provide storage for musical instruments, miscellaneous equipment and supplies
- Located adjacent to the instrumental music room

Contract Items

1. Instrument Storage Cabinets, 24 linear feet
2. Adjustable Shelving, 72 linear feet

ELEMENTARY DESIGN GUIDELINES

Physical Education

Space	<i>Gymnasium</i>
Size	4,100 – 5,100 s.f.

Use of Space - Purpose/Activities

- Tumbling, gymnastics, apparatus, rhythmic dance and activities, ball handling skill development, movement-exploration, perceptual motor activities, net games, basketball, indoor hockey, skill development, fitness development activities, and skill testing
- Blacktop and field areas, accessible to all teaching stations, yet far enough away from classroom instructional space area so that noise is not a disturbing factor
- Gymnasium and associated toilet facilities to be opened and used by the community for recreational activities while the remainder of the school is closed
- Lockable doors should be located so as to prevent access to the rest of the building
- Provide a doorway directly to outdoor play areas if possible
- Toilets located within the gymnasium space, if possible, to allow for adult supervision of students

Contract Items

1. 2 clocks, master system
2. Coordinate ceiling light fixture with gym layouts
3. Epoxy painted walls
4. 20' clear ceiling space
5. Walls smooth - no piers
6. Natural diffused daylight where possible
7. Gymnasium teraflex/wood with game markings, for regulation basketball and volleyball courts as appropriate
8. Acoustical treatment on walls, Tectum panels - 10' above finished floor to underside of steel joists
9. 2 ceiling mounted retractable basketball backstops at 10'
10. 4 fixed basketball backstops at 8' to 10'
11. Gym curtain - mesh top, solid bottom
12. Tackboard, 8 linear feet
13. Markerboard, 8 linear feet
14. Climbing ropes - 2 total
15. Wall pads behind basketball backstops
16. Floor anchors to support volley ball standards.
17. Cargo net
18. Two (2) adjustable chinning bars
19. Covers on all wall mounted devices

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Physical Education Teacher's Office</i>
Size	100 s.f.

Use of Space - Purpose/Activities

- Conferring, program planning and record keeping
- Located adjacent to the gymnasium and opening directly into the gymnasium

Contract Items

1. Shower stall in physical education teacher's office
2. Window with safety glass in office wall to monitor gymnasium
3. PA with call back
4. Hard surface flooring
5. Tackboard, 4 linear feet

Non Contract Items

1. Teacher desk and chair
2. Shelving to be determined by individual room characteristics

Space	<i>Physical Education Storage</i>
Size	150 s.f.

Use of Space - Purpose/Activities

- Provide for storage of physical education equipment and supplies
- Direct access to gym and outdoor play area

Contract Items

1. The equipment storage must have an 18' clear ceiling and double doors to gym and outdoor play.
2. Hard surface floors
3. Painted exposed structure in storage rooms
4. Shelving 145 L.f. 72" high and 16" deep

Some shelving should include ball guard. Large wall hooks for hanging ropes, hoops, mats, etc.

ELEMENTARY DESIGN GUIDELINES

Space	<i>Extended Day Storage</i>
Size	20 s.f.

Use of Space - Purpose/Activities

- Closet for storage of Extended Day program play equipment.

Contract Items

1. Metal shelving, 40 linear feet

Space	Play Fields and Paved Play Area
Size	8,000 s.f.

Use of Space - Purpose/Activities

- Provides outdoor facilities for physical education classes and free play areas under teacher supervision
- Activities include soccer, basketball, net games, football, group games of low organization, fitness development, and movement exploration
- Located near gymnasium

Contract Items

1. Kindergarten paved, fenced play area of 1500 sq. ft. located close to the kindergarten classrooms
2. One softball diamond
3. One soccer field (if possible)
4. Soft play area with ground cover and timber edging conforming to consumer product safety requirements
5. The play fields should have easy access from the gym area and cafeteria
6. One softball backstop

ELEMENTARY DESIGN GUIDELINES

Space	Reading Classroom
Size	420 s.f.
Capacity	15 students

Use of Space - Purpose/Activities

- Working with students individually and in small and large groups

Contract Items

1. Carpet floor
2. Adjustable shelving, 36 linear feet of 14" deep shelving
3. Markerboard, 12 linear feet
4. Tackboard, 8 linear feet
5. Base cabinet, 6 linear feet with countertop
6. Wall cabinets, 6 linear feet

Non Contract Items

1. Conference-type table and chairs
2. Two (2) Teacher desks and chairs
3. Computer / printer station.

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Reading Recovery</i>
Size	100 s.f.
Capacity	1 student, 1 teacher

Use of Space – Purpose/Activities

- Teacher/student lessons
- Share space with Reading Recovery Clinic
- No windows to exterior.
- One way mirror for view from Reading Recovery Clinic into Reading Recovery.

Contract Items

1. Work counter, 16 linear feet, 18” deep
2. Microphone with speaker and volume control and amplifier in Reading Recovery clinic
3. Carpet
4. Data and voice drop
5. Shelving space, 12 linear feet of 14” deep shelving.
6. Wall cabinets, 6 linear feet
7. Base cabinets, 3 linear feet

Non Contract Items

1. Student and teacher chairs

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Reading Recovery Clinic</i>
Size	400 s.f.
Capacity	12 occupants

Use of Space – Purpose/Activities

- Observation and discussion of lessons within Reading Recovery Room
- One way mirror into Reading Recovery

Contract Items

1. 1-way, 46”h x 98”w mirror with sound-proof wall between Reading Recovery Clinic and Reading Recovery
2. Lighting dimmer switch next to mirror
3. Carpet
4. Markerboard, 12 linear feet
5. Tackboard, 4 linear feet
6. Shelving, 24 linear feet of 14” deep
7. Wall Cabinets, 6 linear feet
8. Base cabinets with countertop, 6 linear feet
9. Speaker and amplifier and volume control wired to microphone in Reading Recovery Room

Non Contract Items

1. Teacher desk and chair
2. File cabinets
3. Tables and seating for 12
4. TV/monitor and VCR

ELEMENTARY DESIGN GUIDELINES

Special Education

Space	<i>Special Education Resource</i>
Size	420 s.f.
Capacity	15 students

Use of Space - Purpose/Activities

- Include the same features as a self-contained classroom, wet areas, and student coat areas being optional
- Toilet room should be easily accessible
- Space should allow for adaptive re-use as a small classroom in the future

Contract Items

1. Carpet with hard surface flooring (at sinks)
2. 20' of work counter/cabinet with a sink, and 20' of wall cabinets above.
3. Tackboard, 16 linear feet
4. Markerboard, 8 linear feet

Non Contract Items

1. 2 Conference type tables and 6 chairs each.

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Special Education Pre-School Disabled</i>
Size	825 s.f.
Capacity	8 students

Use of Space - Purpose/Activities

- Instructional space for activities related to art, science and nature, music and rhythmic, language development, creative play, and crafts and construction

Contract Items

1. Shelving space, 18 linear feet of 14" deep shelves, 20 linear feet of 2' deep shelves
2. Changing table in toilet room.
3. Base cabinet, 6 linear feet
4. Student coat and cubby storage
5. Tackboard, 20 linear feet
6. Markerboard, 12 linear feet
7. Counter, 14 linear feet
8. Tackstrip, 50 linear feet

Non Contract Items

1. Tables and chairs to seat eight (8) students
2. Special projects table

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Special Education/ Self Contained Facilities for Exceptional Students</i>
Size	500 s.f.
Capacity	20 students

Use of Space - Purpose/Activities

- Facilitate mainstreaming and equal access for all children and teachers in facilities where such programs are housed
- Facilities are designed to assist students to function safely with as much mobility as possible and are accessible to disabled students
- Designed, furnished, equipped, and maintained to facilitate the program requirements set forth in individualized education program

Contract Items

1. Countertop, 18 linear feet
2. Shelving, 42 linear feet of 14" deep shelving
3. Base cabinet with counter top, 8 linear feet
4. Wall cabinet, 13 linear feet
5. Tackboard, 8 linear feet
6. Markerboard, 8 linear feet
7. Computer counter

Non Contract Items

1. 5 tables and 4 chairs each for conference

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Special Education Interlude</i>
Size	825 s.f.
Capacity	10 students

Use of Space - Purpose/Activities

- Facilitate mainstreaming and equal access for all children and teachers in schools having exceptional children's education programs
- Assist students to function safely with as much mobility as possible and are accessible with disabled students
- Sound attenuation should be applied due to the use of audio devices

Contract Items

1. Shelving space, 28 linear feet of 14" deep shelving
2. Base cabinet, with countertop, 6' linear feet
3. Wall cabinet, 6 linear feet
4. Tackboard, 20 linear feet
5. Markerboard, 12 linear feet
6. Student closet and cubby storage
7. Base and wall cabinets, 16 linear feet, in Conference Room
8. Lockable storage wardrobe for Office

Non Contract Items

1. 2 work tables and 5 chairs each
2. Conference table and 8 chairs for Conference Room
3. 3 armchairs for Conference Room
4. Teacher desk and chair and one 2-drawer file cabinet for Office
5. 1 armchair for Office
6. 1 lockable storage wardrobe for office.

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Special Education Functional Skills</i> Transitional, Augmentative Communication, Language and Cognitive Disabilities Classes
Size	825 s.f.
Capacity	10 students

Use of Space - Purpose/Activities

- Facilitate mainstreaming and equal access for all children and teachers
- Assist students to function safely with as much mobility as possible and are accessible to students
- Sound attention should be applied due to the use of audio devices

Contract Items

1. Shelving space, 18 linear feet of 14" deep shelving, 18 linear feet of 2' deep shelving
2. Base cabinet with counter top, 6 linear feet
3. Wall cabinet, 6 linear feet
4. Tackboard, 16 linear feet
5. Chalkboard, 12 linear feet
6. Changing table in toilet room
7. Student closet and cubby storage
8. Countertop, 16 linear feet

Non Contract Items

1. Work tables and chairs to seat 10.
2. Special projects table.

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Special Programs

Space	<i>ESOL</i>
Size	420 – 600 s.f.
Capacity	15 students

Use of Space - Purpose/Activities

- Intensive English Language development instruction under the supervision of a special teacher either on one to one or in small groups
- Individual and small group instruction as well as learning centers for independent student activities

Contract Items

1. Carpet Floor
2. Markerboard, 12 linear feet
3. Tackboard, 16 linear feet
4. Base cabinet, 6 linear feet
5. Wall cabinet, 6 linear feet
6. Countertop, 20 linear feet
7. Shelving space, 18 linear feet of 14” deep shelving

Non Contract Items

1. 4 movable student tables and 4 chairs each

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>HILT Classroom</i>
Size	825 s.f.
Capacity	24 students

Use of Space - Purpose/Activities

- High Intensity Language Training (HILT) for elementary age students instructed in basic intensive English skills
- Toilet rooms should be easily accessed and located to provide appropriate supervision
- Sound attenuation should be applied due to the use of audio devices

Contract Items

1. Countertop, 28 linear feet
2. Shelving space, 30 linear feet of 14" deep shelving
3. Base cabinet with counter top, 9 linear feet
4. Wall cabinet, 9 linear feet
5. Tackboard, 16 linear feet
6. Markerboard, 12 linear feet

Non Contract Items

1. Work tables, two (2), with four (4) chairs each
2. 24 Student desks and chairs, or combination chair-desks

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Project Go Classroom</i>
Size	420 – 600 s.f.
Capacity	10 students

Use of Space - Purpose/Activities

- Basic skills, core curriculum supported program
- Activities related to language, arts, and math
- Located near the regular classrooms
- The space should allow for adaptive re-use as a small classroom in the future

Contract Items

1. Shelving space, 18 linear feet of 14” deep shelving
2. Markerboard, 12 linear feet
3. Tackboard, 16 linear feet .
4. Base cabinet, 7 linear feet
5. Wall cabinets, 7 linear feet

Non Contract Items

1. 2 Teacher's desk/chair
2. 3 Tables and 10 chairs

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Title 1 Classroom</i>
Size	400 – 600 s.f.
Capacity	15 students

Use of Space - Purpose/Activities

- Provide space for Title 1, a federally funded reading program designed to meet special educational needs of elementary school students whose performance is not up to the level appropriate for age and grade level

Contract Items

6. Shelving space, 18 linear feet of 14" deep shelving
7. Markerboard, 12 linear feet
8. Tackboard, 16 linear feet .
9. Base cabinet, 7 linear feet
10. Wall cabinets, 7 linear feet

Non Contract Items

1. 2 Teacher's desk/chair
2. Tables and 15 chairs

ELEMENTARY DESIGN GUIDELINES

Drawing

ELEMENTARY DESIGN GUIDELINES

Space	<i>Gifted Classroom</i>
Size	420 – 600 s.f.

Use of Space - Purpose/Activities

- Differentiated education for students who have been identified as gifted
- Emphasizes critical and creative thinking skills, research methods, and product development techniques
- Classroom teacher and resource teacher, work together to appropriately differentiate learning experiences for gifted students within the regular classroom
- The space should allow for adaptive re-use as a small classroom in the future

Contract Items

1. Shelving space, 18 linear feet of 14” deep shelving
2. Markerboard, 12 linear feet
3. Tackboard, 8 linear feet
4. Base cabinet, 7 linear feet
5. Wall cabinets, 7 linear feet

Non Contract Items

1. Tables and 15 chairs

ELEMENTARY DESIGN GUIDELINES

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ELEMENTARY DESIGN GUIDELINES

Student Services Team

Space	<i>Speech</i>
Size	200 s.f.

Use of Space - Purpose/Activities

- Provides speech therapy.

Contract Items

1. Carpet flooring
2. Shelving space, 24 linear feet of 14" deep shelving
3. Markerboard, 4 linear feet
4. Tackboard, 4 linear feet
5. 2 lockable storage wardrobes for teacher

Non Contract Items

1. Two teacher desks and chairs
2. Two tables and 4 chairs each

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Space	<i>Social Worker/Psychologist</i>
Size	120 s.f.

Use of Space - Purpose/Activities

- Provides student counseling.

Contract Items

1. Carpet flooring
2. Markerboard, 4 linear feet
3. Tackboard, 4 linear feet
4. Lockable storage wardrobe for teacher

Non Contract Items

1. Teacher desk and chair
2. One-two drawer file cabinet
3. One armchair
4. Table and 4 chairs

ELEMENTARY DESIGN GUIDELINES

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Space	<i>Testing/Conference</i>
Size	150 s.f.

Use of Space - Purpose/Activities

- Provides student testing and conference.

Contract Items

1. Carpet floor
2. Markerboard, 4 linear feet
3. Tackboard, 4 linear feet
4. Lockable storage wardrobe for teacher

Non Contract Items

1. Teacher desk and chair
2. One-two drawer file cabinet
3. One armchair
4. Table and 4 chairs

ELEMENTARY DESIGN GUIDELINES

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Space	<i>Guidance/Counseling</i>
Size	450 s.f.

Use of Space - Purpose/Activities

- Instructional support space for guidance group meetings and parenting workshops.
- Located in the instructional areas.

Contract Items

1. Carpet floor
2. Markerboard, 4 linear feet
3. Tackboard, 4 linear feet

Non Contract Items

1. Table and 4 chairs
2. 4 Armchairs
3. 7 two drawer filing cabinets
4. 2 teacher desks and chairs

ELEMENTARY DESIGN GUIDELINES

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Space	<i>Occupational Therapy and Physical Therapy (OTPT)</i>
Size	420 s.f.
Capacity	5 students

Use of Space - Purpose/Activities

- Productive or creative activity in the treatment or rehabilitation of physically or emotionally disabled students
- Physical Therapy should provide treatment of physical dysfunction or injury by the use of therapeutic exercise and the application of modalities, intended to restore or facilitate normal function or development

Contract Items

1. Hard surface flooring in wet areas; carpet elsewhere
2. Occupational Therapy hook for swing attached to structure
3. Markerboard, 12 linear feet
4. Tackboard, 8 linear feet
5. Base cabinet, 6 linear feet
6. Sink with side mounted gooseneck faucet; tempered hot and cold water, paper towel dispenser, soap dispenser and bubbler.
7. Wall cabinet, 6 linear feet
8. Wall mirror - to be about 6" above floor, level to a height of 6'
9. Lockable wardrobe closet for teacher, two (2)

Non Contract Items

1. Teacher desk and chair
2. One two-drawer file cabinet
3. Table and 5 chairs

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Space	<i>Teachers' Lounge</i>
Size	600 s.f. plus Toilet Room

Use of Space - Purpose/Activities

- Area for teachers to work away from students, and use as a lunch area
- Location should be close to the cafeteria and open to a main corridor
- Adjacent to the space will be an adult toilet room

Contract Items

1. Alcove for vending machine
2. Carpet flooring, VCT at sink and vending area
3. Exhaust ventilation
4. CATV cable drop
5. Dual voice data jack
6. PA with call back
7. Tackboard, 8 linear feet
8. Markerboard, 4 linear feet
9. Base cabinet with work counter, 9 linear feet
10. Sink with side mounted gooseneck faucet; tempered hot and cold water, paper towel dispenser, soap dispenser and bubbler.
11. Wall cabinets, 9 linear feet
12. Telephone room for private conversations

Non Contract Items

1. 3 tables and 12 chairs
2. Refrigerator
3. Microwave unit
4. Vending machines

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Space	<i>Teachers' Work Area</i>
Size	300 s.f.

Use of Space - Purpose/Activities

- Area for teachers to work away from students, and use as a lunch area

Contract Items

1. Carpet flooring, hard surface flooring at sink.
2. Exhaust ventilation
3. CATV drop
4. Tackboard, 8 linear feet
5. Base cabinet, 15 linear feet with countertop
6. Sink with side mounted gooseneck faucet; tempered hot and cold water, paper towel dispenser, soap dispenser and bubbler.
7. Wall cabinet, 15 linear feet
8. PA with callback

Non Contract Items

1. 2 Tables with 4 chairs each

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Site

Use of Space - Purpose/Activities

- State board of education standards requires a minimum usable area for any new school to have a basic acreage of four and additional one acre per 100 pupils in enrollment.
- Arlington Public Schools are essentially located in an urban school district and as such, the majority of the system's sites are undersized.
- When permanent additions are made to an existing site, the minimum usable area of the site shall be in reasonable compliance with the required acreage formula for new schools to the extent possible.
- Effort shall be made to preserve as much open space as possible.
- Educational facility shall be readily accessible for all vehicular traffic
- Driveways shall not cross activity areas or important pupil traffic and outdoor activities. The site should be easily accessible to the public
- Provide space for a bus drop-off and a separate car student drop-off area.

Contract Items

- Provide Faculty and Visitor parking with ADA accessibility
- Service and delivery area near the loading dock and kitchen, with dumpsters located convenient to kitchen and custodial spaces.

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Space	<i>Support Services</i>
Size	25% of Gross square footage

Use of Space - Purpose/Activities

- Provides space for heating plant, custodial services, utility service, loading dock, stairs, toilet rooms, and corridors
- Other spaces should be addressed within each individual facility, the staff of Facilities and Maintenance, and referenced to the Technical Guideline Specifications

Area	Space Needed
Boiler room	As required
Mechanical equipment rooms	As required
Custodial office/lunch room/locker room with 4' x 4' tackboard (one on each floor)	100 sq. ft
Custodial supply/dry storage with metal shelving one on each floor)	150 sq. ft.
Outdoor storage with double doors and astragal	125 sq. ft.
Custodial slop closets (one on each floor)	20 sq. ft.
Storage room	100 sq. ft.
Electric power room(s)	As required

Mechanical Systems

- Four pipe system for heating and cooling with separate rooftop tempered fresh air make up system
- All systems will have freeze protection
- Direct Digital Control to pneumatic to modulate valves and actuators
- Provide three phase protection with phase monitors
- Chillers shall include multiple compressors
- All pumps, univents and air handlers shall be floor mounted with isolation valves
- All valves, dampers, motors and filters will be easily accessible to be serviced
- Standardized filter sizes shall be used

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- All boilers shall be multiple stage
- Systems must be designed for minimum noise and maximum comfort - both heating and cooling with no stratification
- Ventilation will have 15 cfm per person and must be designed to comply with Air Movement and Controls Association (AMCA) standards
- Comply with all American Society of Heating, and Air Conditioning Engineers (ASHRAE) standards
- Mechanical rooms shall be provided and located as required by the system, and be controlled for sound
- Provide a service enclosed yard for the chiller and emergency generator.
- All buildings will be sprinklered
- When addressing staff toilets throughout this document, the divergent mix of male and female staff at individual elementary schools requires that special attention be given to location and gender of staff designated toilet facilities

Electrical Systems

- Meet or exceed the standards and codes of The National Electrical Code (NEC), National Electrical Safety Code, and all local electrical codes and ordinances.
- All products required will bear the UL label
- Each facility will have an emergency generator system.
- All lighting will be in accordance with EPA Green Lights Program and code requirements
- Areas such as teachers work space and blackboard areas shall be lit with means such as recessed compact fluorescent and surface mounted fluorescent lamps as needed
- Areas such as hallways, offices, kitchens, lounges, and restrooms will provide recessed fluorescent fixtures with prismatic lenses, electronic ballasts, and T8 lamps.
- Sufficient numbers of electrical receptacles to accommodate increased electronic/computer equipment will be provided in all spaces
- Provide a main electric room
- Outside lighting should be located for safety with consideration given to adjacent facilities and community standards
- Provide a telecommunication system network with the hub be located in a 10' x 11' closet
- Provide electronic intrusion system to monitor the building when closed
- Provide two-way intercom system throughout the building, controlled from the administrative office
- Provide automatic fire alarm system
- Provide telephone demarcation area (Typically located in main electric room)
- Arlington Public School buildings will be within compliance of The American with Disabilities Act
- In new school construction and renewals, ADA design guidelines will be implemented. If a partial renovation or addition is planned, that specific area will comply with all ADA requirements

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Hazardous Material Abatement (Asbestos & Lead)

- Provides that all asbestos and lead concerns must be addressed prior to all renovations.
- All designers should review the most current inspection report and management procedures with the asbestos manager, LEA Designee.
- Environmental Protection Agency (EPA) requirements for all Hydro Chloral Floral Carbons (HCFC) hazardous waste disposal must be complied with, additionally, all American Health Engineering Research Association (AHERA), Occupational Safety Health Administration (OSHA) and Housing and Urban Development (HUD) guidelines must be adhered to.

ELEMENTARY DESIGN GUIDELINES

Reference Publications

1. Arlington Public Schools Technical Guideline Specifications
2. Telecommunications Infrastructure Plan
3. Norva Facility Management Requirements For Main Telephone Rooms
4. Elementary Program of Studies, Services, & Policies
5. Procurement Resolution
6. School Specific Management Plan For Asbestos Abatement
7. ADA Federal Register
8. Green Lights
9. County Inspection Services Division (Design and Construction Manual)
10. General Conditions
11. Chesapeake Bay Preservation Ordinance
12. Virginia Erosion/Sediment Control Hand Book