

ELEMENTARY SCHOOL ADMINISTRATION SUITE

New Construction

I. PROGRAM PHILOSOPHY

NA

II. PROGRAM GOALS

NA

III. PROGRAM ACTIVITIES

NA

IV. ORGANIZATIONAL NOMENCLATURE

Teacher - Student Ratio: NA

Student Capacity per Period: NA

Total Number of Teachers: NA

Total Number of Aides: NA (If applicable)

Grade Levels or Age Levels for
Which Program is intended: Prekindergarten - 5
Hours per Day Space Will Be Used: 7 1/2

V. INNOVATIONS, EXPERIMENTAL IDEAS, OTHER PLANNED USES

NA

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

Public restrooms added.

Guidance Secretary/Reception is one-third Reception allocation plus 158 NSF for Secretary.

Reception/Secretary is two-thirds Reception allocation plus 158 NSF for Secretary.

Records Vault split 100 NSF for Records Vault and 132 NSF for Student Records.

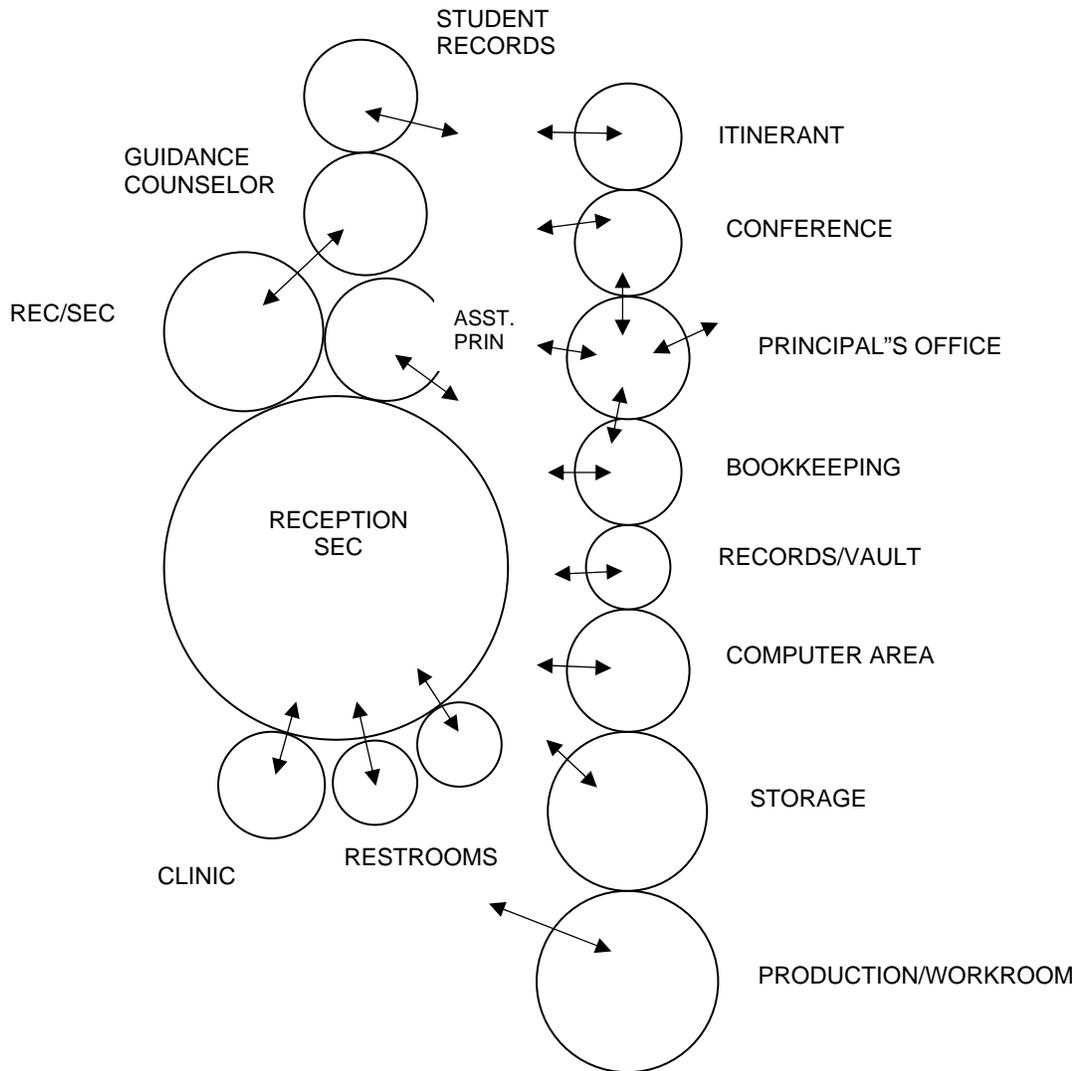
One-half of school wide conference allocation will be used in the Library Information Center.

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SPACE RELATIONSHIPS

Elementary Administration / Student Personnel



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VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on drawings

purchased and installed by contractor

Space or Area Number of Items Description of Furniture/Equipment Needed

PRINCIPAL'S OFFICE

| | |
|----|-----------------------|
| 1 | Computer with Printer |
| *1 | Executive Desk |
| *1 | Executive Chair |
| *1 | Conference Table |
| *6 | Conference Chairs |

CONFERENCE ROOM

| | |
|----|---|
| *1 | Serving Cart |
| *1 | Two-Drawer File Cabinet |
| *1 | Conference Table capable of seating 10 people |
| 10 | Conference, Cushion-Type Chairs |

CLINIC

| | |
|-----|---|
| *2 | Cots with Plastic-Covered Mattresses, Disposable Paper/Pillow |
| *1 | Metal Cabinet for Emesis Basins |
| *1 | Teacher's Desk |
| *3 | 17" Chairs |
| 1 | Scale |
| *#1 | Refrigerator 18 Cubic Feet, Frost Free |

ASSISTANT PRINCIPAL

| | |
|----|-------------------------|
| 1 | Computer with Printer |
| *1 | Secretary's Desk |
| *1 | Executive Chair |
| *1 | Two-Drawer File Cabinet |
| *2 | Lounge Chairs |
| *2 | Bookcases |

GENERAL OFFICE AREA

| | |
|---|-----------------------|
| 1 | Computer with Printer |
| 6 | Computers |
| 2 | Typewriters |
| 3 | Calculators |

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Space or Area Number of Items Description of Furniture/Equipment Needed

RECEPTION/SECRETARIAL

| | |
|----|-------------------------------------|
| *6 | Lounge-Type Chairs |
| 1 | Computer with Printer |
| *2 | End Tables |
| *2 | Secretary Desks |
| *2 | Swivel-Type Chairs |
| *2 | Two-Drawer Cabinets (under counter) |

RECORDS VAULT

| | |
|-----|---------------------------------------|
| *#1 | Safe (Built-in) 18" x 12" Deep Inside |
|-----|---------------------------------------|

BOOKKEEPER

| | |
|----|--|
| *1 | Secretary's Desk |
| 1 | Computer with Printer |
| *2 | Four-Drawer File Cabinets (or combination) |

STORAGE/WORKROOM

| | |
|----|--|
| *2 | Rectangular Tables with adjustable legs, 72"L x 36"D |
| *6 | Four-Drawer File Cabinets |
| 2 | Duplicators |
| 1 | Copier |

COMPUTER AREA

| | |
|---|-----------------------|
| 1 | Computer with Printer |
| 1 | Computer Furniture |
| 1 | Secretarial Chair |

ADMINISTRATIVE AREA

| | |
|----|--|
| 1 | Medtronic LifePak CR-Plus Automated External Defibrillator (AED) |
| 1 | Set of Adult Electrodes |
| 1 | Set of Pediatric Electrodes |
| 1 | CPR Mask Kit |
| *1 | Wall Mount Cabinet with Alarm |

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IX. SPECIAL CONSIDERATIONS

- Heating/Cooling/Ventilation

Administration controlled separately from rest of school

- Walls

Principal and assistant principal's office acoustically treated, walls to run full height to bottom of structure above

- Windows

View window between secretary and administration reception

- Water

Hot and cold water in workroom and all restrooms

Refrigerated fountain adjacent to administrative areas

Single sink in workroom, adult toilets and restrooms

Exterior hose bibs to meet 6A-2 standards (lockable covers)

All drinking fountains inside buildings shall be electric water-coolers providing chilled water

Provide hose bib and floor drain in all group restrooms

- Communication

Security cameras system for 32 cameras (cameras will be purchased by the school.)

Proper size outside speakers with volume control

Provide data outlet at large copier location

- Electrical

Two 110 duplex outlets on back wall in workroom

110 duplex every 10-12 feet in all areas except restrooms

No floor receptacles

Provide 220 Volt/30 Amp outlet for copier – verify location

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IX. SPECIAL CONSIDERATIONS

- Built-in Cabinetry

- A. Built-in work counter

36"H x 6'L x 24"W (with sink) in workroom

Four 4' sectional, freestanding counters (two to be 24"-28" in height for small children; and two to be 42"H for adults).

Minimum 18'L, freestanding base cabinets, 30"H x 36"D (workroom)

Note: Freestanding indicates finished on all sides.

Base for intercom system. Custom made to match equipment purchased and remainder of cabinets in Reception area.

- B. Built-in cabinets/shelving

Two floor-to-ceiling 36"L x 24"Deep cabinets with adjustable shelving in workroom.

Two freestanding cabinets with door 30"H x 36"L x 24"D (clerical)

Two 54"H x 36"L x 12"D shelving above freestanding cabinets with adjustable shelving (clerical)

Four 4' sectional, freestanding counters (same as reception) in secretary's area

Four 72"H x 36"L x 24"D freestanding cabinets with doors and adjustable shelves (workroom)

Three 4' sectional free-moving cabinets with doors; 30"H x 4'L x 24"D (Principal's office)

Two freestanding adjustable shelves; 54"H x 4'L x 12"D (Principal)

Two freestanding storage cabinets; 72"H x 36"L x 24"D with doors and locks (clinic)

- C. Built-in Instructional Aids

Two 4'x6' bulletin boards in reception area

One 4'x6' bulletin board in Principal's office

One 4'x6' bulletin board in Conference room

One 4'x6' whiteboard/magnetic board combination in Conference room.

- D. Other Built-ins

Teacher mail boxes: 100 spaces in workroom

80 to be 11-1/2"W x 13"D x 3-3/4"T and 20 to be 11-1/2"W x 13"D x 7-1/2"T