

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.

Melrose Elementary School Administration and Student Personnel (Guidance) - New Construction

VII. PROGRAM FACILITIES LIST

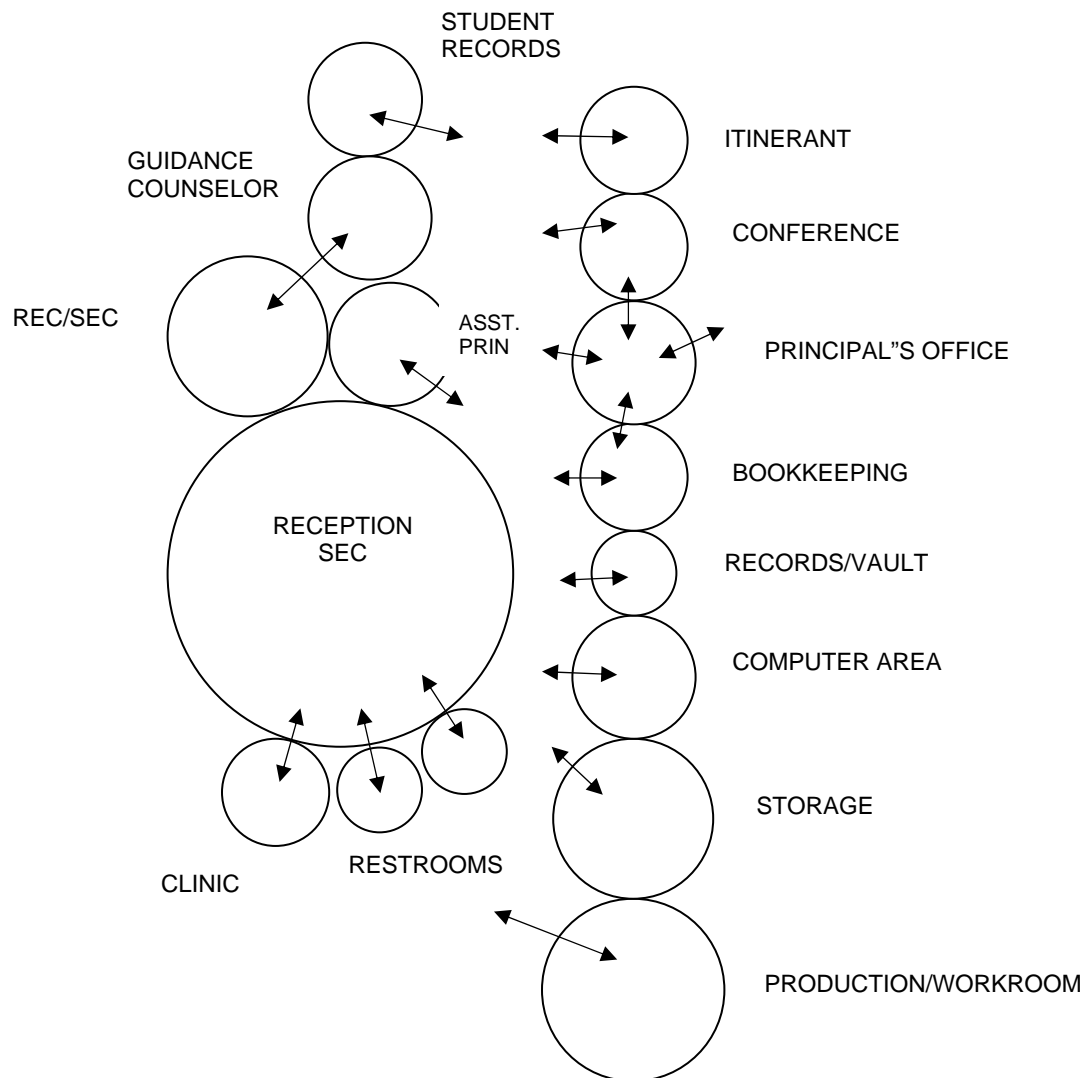
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SPACE RELATIONSHIPS

Elementary Administration / Student Personnel



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VIII. PROGRAM FURNITURE AND EQUIPMENT REQUEST FORM

*Shown on drawings

purchased and installed by contractor

<u>Space or Area</u>	<u>Number of Items</u>	<u>Description of Furniture/Equipment Needed</u>
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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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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
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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