

MASTER ELEMENTARY SCHOOL

**EDUCATIONAL SPECIFICATION
&
MASTER PLAN SPACE PROGRAM**

West Contra Costa Unified School District

July 2011

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Master Plan, Space Program, and Educational Specification

Master Elementary School
West Contra Costa Unified School District

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Acknowledgement

As of 2011 the West Contra Costa Unified School District Bond Program is nearly one and a half billion dollars strong and has strived to continuously improve the processes, designs and completed projects. It is recognized that the WCCUSD District Standards and Master Education Specifications are living documents and need to be updated periodically to address the lessons learned and respond to the changing needs of District, its staff, teachers, students and community.

The development and updating of the WCCUSD Master Education Specification has been a team effort involving the input of District Staff, the Facilities Department, the Maintenance and Operations Department, the Bond Team, Program Manager and Master Architect. It is through the following individuals continued involvement and professionalism that the lessons learned from the Measure M, D and J Bond Programs will be incorporated into the ongoing WCCUSD Bond projects:

Bill Fay, Associate Superintendent for Operations

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The task of developing the Final Educational Specifications and Schematic Design specific to this elementary school could not have been accomplished without the dedication of the Principal, staff, and teachers.

The Design Team would like to take this opportunity to thank the following people for their contribution of time, leadership and direction necessary to develop the following documents.

Administration: [INSERT NAME(S) HERE]

Classrooms: [INSERT NAME(S) HERE]

Kindergarten: [INSERT NAME(S) HERE]

Special Education: [INSERT NAME(S) HERE]

Community: [INSERT NAME(S) HERE]

Space Title: The Learning Environment

- A. **Building Configuration:** The Master Program is somewhat generic in its approach by its very nature, and it is the responsibility of the design professional to test and verify all aspects of the programming document.

Due to the typical configuration of the older schools, the administration offices are difficult to find and do not offer adequate supervision of the school. Create a main entry focus at the front of the campus, (typically near the drop off or parking areas), to clearly indicate to a visitor to the school where the administration offices are. The administration offices should be able to see out and supervise the front of the school and ideally part of the playground to monitor the coming and going of students, parents and visitors to the campus.

In general, the overall building configuration is to put the spaces requiring public access during and after school hours at the front of the school and easily identifiable and accessible to the street. The primary spaces include Administration, Library/Media Center, Multi-Purpose Room, and Food Service. Other spaces that benefit from a close proximity to the front of the school, parking and drop-off areas are the Kindergarten, Preschool, and Special Education Severely Handicapped Rooms.

Although it is site specific, the general approach to the reconstruction is to completely abate hazardous materials, remove and replace electrical, mechanical, plumbing, and low voltage systems (phone, fire, data, EMS, security). Required seismic upgrades are to meet current codes. Finishes, hardware, fixtures, furniture, and equipment are to be upgraded to meet District standards.

Configure the buildings so that the inner areas, playgrounds and fields are visible and supervised not only from the buildings but ideally, also from the street. Minimize hidden areas or hiding places.

Each school has various after school enrichment programs which occur in the Multi-Purpose Room or other spaces. Students are typically provided a snack, they study, play, work on computers, etc. Design spaces to encourage these activities.

Each school has various specially funded programs which need to be identified, their needs understood, and funding source (District, state, county, federal, grants, etc.) explained. Discuss these programs with the District prior to designing spaces for them.

Programs such as Adult Education, Parents Club/PTA, etc., need to be identified, needs understood, and space (which may be shared) allocated.

- B. **CHPS & HPI Standards:** The District passed a resolution in 2007 adopting the Collaborative for High Performance Schools (CHPS) standards with the goal of developing more sustainable projects and capturing funding from OPSC.

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CHPS recommends the use of thermal displacement heating and ventilation systems and the District recommends incorporation into its projects. High efficiency roof mounted package units may also be acceptable.

Air conditioning cooling is typically provided in Administration, Media Center and MDF spaces and may be provided for the remainder of the school at the specific direction of the District (typically only in San Pablo, Pinole and Hercules).

CHPS recommends the use of clear glazing below 4'-0" so seated students have views to the exterior. This may present security, distraction, and focus issues, so coordinate with your District representative prior to specifying translucent glazing locations.

The District is currently pursuing state funding through the High Performance Incentive (HPI) grant program which has slightly different requirements than the CHPS program. Verify with your District representative which specific measures and points are appropriate for your project.

C. Utilities:

Back flow, gas meters, PIV, fire riser enclosures and protections will be located to minimize their visual impact on the site. All above ground utility meters, piping, etc., shall be enclosed in lockable, very durable, heavy duty galvanized steel cages, stainless steel lockable covers, or a walled enclosure with locking gates. All typically require 4" minimum concrete utility pads.

The District requires one separate domestic water meter and one separate irrigation water meter. This is because domestic water has a sewer upcharge from EBMUD and the irrigation water does not, potentially saving the District a lot of money. If the site has multiple meters, consolidate them into these two. If allowed, use one point of connection to the water main and manifold to the two meters (this may reduce connection fees).

Due to the high theft incidences of underground copper in the District, provide all Christy boxes with lockable, steel, traffic rated covers. At the District's discretion boxes in pavement will be welded shut and those in non-paved areas covered with 3" of concrete or A/C paving.

D. Signage:

Complete school name and address with street name and number to be prominently located on the front of the Administration building or on a monument sign in front of the Administration Building. Letters and numerals are to be cast metal in an easily readable font at least 18" high.

Way finding signage is to be located throughout the site as required by code for accessibility and convenience. All exterior signs are to be enameled steel and interior signs to be two color etched plastic with brail as required by code. No vinyl adhesive type signage is acceptable. All signs to be mechanically attached with vandal resistant hardware.

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Provide power, blocking, and/or foundation for a wall mounted or pedestal mounted electronic digital marquee sign. Consult with your District representative to determine location and size. The average size is 3' wide x 5' long. If it is wall mounted or the top of a pedestal mounted sign is over 8' high, then it requires DSA approval.

E. Technology, Low Voltage and Security:

Include the District Information Technology Department in all relevant design and pre- construction meetings.

A centralized security management system, to be located at the District Office will be used on campuses.

Integrate security cameras, card access and intrusion alarm in to one centralized system. The current District Standard surveillance system is an I.P. based mega pixel system provided by Arcont Vicon.

Locate high definition surveillance cameras with input from the local Police Department and District Staff. Cameras to be located out of harm's way, fully enclosed in a vandal resistant housing, to be powered and operated over the local area network, home run to the building distribution frame for routing to the main distribution frame. System to be fully operational seven days a week, 365 days a year. Cameras may be motion and alarm triggered. Provide full maximum resolution at each camera to the standards of prosecution. Images to be stored on hard drives for a minimum of 30 days and be accessible through a secure pipe to the internet.

Locate security system keypads under a vandal resistant cover, inside the building near the main entrance, the Multipurpose room and the Kitchen delivery door. To allow for early deliveries and after school activities, the security system is to have a minimum of three zones; 1. The Kitchen; 2. The Multipurpose Room and; 3. The remainder of the school.

Proximity detectors to be located at primary entrances to buildings and at the Library Media center, MDF, the Computer Lab and the Kitchen delivery door. Provide the conduit, wiring, power and recessed stainless steel Proximity detector at designated doors, verify with the District. Proximity detectors to be able to monitor through the local area network and be accessible through a secure pipe to the internet.

All technology requirements to meet or exceed the District 2011 Technology Standards.

F. Door Hardware

All exterior entry doors to have Schlage Primus cylinder locks.

All interior doors for classroom, offices and other rooms to have standard Schlage cylinder locks with swing free lever hardware and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

Space Title: The Learning Environment

- G. Site Safety: The District makes a regular practice of solving additional storage needs by installing “Conex Box” type containers on campus. Plan for a convenient location accessible by semi-truck to place a minimum of two (2) 10' wide x 40' long x 8' tall metal storage containers on AC paving, slope to drain. Paint the containers to match the school colors.
- In order to provide a safe school environment during emergencies, the schools are required to provide emergency supplies on site, away from the school. Provide a secure location, away from the school buildings, to place an 8' wide x 10' long by 8' high storage container on AC paving, slope to drain. Paint the containers to match the school colors.
- Each school campus is required to have at least one state fire marshal approved Knox Box at a location approved by the local fire department.
- The local Fire Marshal is required to review, stamp and sign the site plan for accessibility of firefighting apparatus and personnel.
- Specify fence fabric on temporary fencing during the construction phases. Fabric to be located on the side of the fence away from the public to minimize vandalism.
- H. Exterior Teaching Spaces and Outdoor Classrooms: Small areas for group discussion with benches, seat or planter walls, or grass. All areas to be Americans with Disability Act (ADA) accessible.
- Raised bed gardens with a hose bib and/or irrigation, fenced and gated are desirable. Gardening areas to be ADA accessible. Provide a secure tool shed.
- Use the natural features of the school property to safely enhance the learning environment.
- I. Vehicular: A traffic study may be completed by the District to provide design input as to the drop off and parking lot design.
- Drop-offs/Parent and AC transit bus stop locations to be designed in conjunction with the traffic study, California Department of Education (CDE) requirements and to facilitate public transportation. Provide seating at the drop off areas.
- Drop-off lanes to be (3) car lanes wide (as required by CDE) and as long as possible to accommodate the maximum number of cars. Drop off lanes to be directly adjacent to the school such that students do not have to walk through parked cars or other obstructions to get on site. There is currently no District wide bussing of students other than for Special Education.
- Depending on the needs of the school it is ideal to provide a separate location for Special Education bus drop off away from the main drop off lanes. Verify number and size of buses.

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Designated drop-off areas and drop-off parking for Pre-School and Kindergarten close to their classrooms is desirable. Most parents park their car and walk the student to the classroom at this age group.

Parking for staff/visitors to be designed with an appropriate number of staff parking and visitor parking close to the Administration building. Staff parking should be protected by a fence or located to minimize break-ins and vandalism. Balance the onsite parking with the off site parking because the sites are typically very small and do not have adequate play areas, which could be impacted by parking.

Replace A/C paving in all parking areas, as required.

Allow for truck access to the kitchen area for food drop off, this may also include a designated kitchen parking space.

Provide access necessary for emergency vehicles.

J. Play Areas:

Preschool and Kindergarten District Standard play structures are required, shall be fully ADA accessible (with activities for students in wheel chairs), shall have the PlayMatte or rubberized poured in place safety surface under it, and may be a single structure in one area. Wood or sand products of any type under play structures are not permitted. The perimeter of the safety surface shall be a rectilinear shape to facilitate the transition to the hardscape. The preschool licensing requirements will govern the design and placement of the play structure, the enclosed, fenced, play yard and required shade.

At Grades 1-3 District Standard play structure is required, shall be fully ADA accessible (with activities for students in wheel chairs), and shall have the PlayMatte or rubberized poured in place surface under it. Wood or sand products of any type under play structures are not permitted. The perimeter of the safety surface shall be a rectilinear shape to facilitate the transition to the hardscape.

Pre-construction meeting with the play surface (typically Play Matta) representative is required for all site improvement projects; please put it in the specifications.

State explicitly on plans or in specifications that Fibar (playground material) is to be hauled off site and disposed of.

Repair or replace existing asphalt paving as necessary and slurry coat for a smooth playing surface.

In fill game lines with paint (i.e., basketball lines and 4 squares) and specify Zinser Skid Tex product to be added to all in filled game lines.

Indicate student line up numbers on the plans and confirm location and configuration with the principal. Indicate exact size and dimensions on

I. Individual Space Description:

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drawings.

Any specialty striping that requires templates should be specifically dimensioned, designated, and researched prior to completion of drawings (i.e., animal footprints on the asphalt).

Hopscotch sizes are age specific and should be dimensioned and designated as such on the plan.

Numbers within the striped game lines should be specifically drawn on the plan, sized, and dimensioned.

All areas adjacent to the specified scope should be re striped, i.e., if upper grade is being striped per plan, then so should the lower grades and kindergarten areas.

Hardscape painting and striping for basketball, volleyball, four square, etc. to be located per District.

Provide Par-Course type exercise equipment, ball wall, etc. for upper grades.

Provide heavy duty poured stone or enameled steel, vandal proof high/low drinking foundations at appropriate locations.

K. Exterior Lighting:

Exterior lighting shall be highly vandal resistant (metal housings and bullet proof with polycarbonate lenses), placed on buildings and pole standards in parking lots and court yards as high as possible and spaced as necessary to provide adequate illumination. The district will exercise the option to have either a "light" campus or a "dark" campus depending on the location and timing. Contain all glare and light overspill on campus. Minimize light pollution to the surrounding neighborhood.

L. Covered Walkways:

Covered walkways shall be provided to allow staff and students to reach all buildings of the campus under cover. If a space can be reached through a building corridor or a substantial roof overhang during school hours, an additional covered walkway is not required.

Covered walkway construction is to be basic in nature, of durable exterior materials, a minimum of 9'-6" high clearance, (where possible) to walkway ceiling and light fixtures. Recommend light fixtures to be recessed, water resistant, and vandal resistant (metal housings and bullet proof with polycarbonate lenses).

Walkway roofs to have a system to divert rain water away from the walkways, or be connected to an underground storm drainage system.

Locate covered walkways and/or address existing covered walkways to minimize using them as access points to the roofs and clerestory windows of the campus.

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Removing all piping and conduits from the covered walkway roofs and either concealing them within the structure or in common trenches is highly desirable.

M. Rainwater Leaders: Provide rainwater leaders connected to an underground storm drainage system where ever possible. It is highly desirable to limit sheet flow drainage across pedestrian pathways.

N. Shade Structures: A shade structure is desirable adjacent to the multipurpose room for outdoor eating and activities and possibly at the pre-school play area (verify with licensing requirements).

Shade structure construction is to be basic in nature, have a solid roof of durable exterior materials, a minimum of 9'-6" high clearance, (higher where possible) to ceiling and light fixtures. Recommend light fixtures to be recessed, water resistant, and vandal resistant (metal housings and bullet proof with polycarbonate lenses). DSA pre-approved structures (approximately 1,000 sf or to accommodate tables for 50) are appropriate and recommended. Verify size and location with the District.

Shade structure roofs to have a system to divert rain water away from the covered area and walkways, or be connected to an underground storm drainage system.

O. Fencing: The entire campus perimeter is to be able to be completely secured by 8'-0" high fencing and/or buildings.

Types of fencing and gates are separated into two categories, ornamental fencing at or near the buildings and chain-link around the perimeter of the campus at the hardscape and fields. The general idea is that the building areas be secured by heavy duty pre-manufactured ornamental vertical picket fencing, painted perforated steel fencing, or 1"x1" security mesh fencing, etc. and the remainder of the perimeter may be standard instrumental grade chain link.

Gates, particularly those with panic hardware, are to have heavy duty hinges, be of heavy duty construction, but not be so heavy as to not operate easily.

The idea is so that if the site administration chooses to lock the whole campus down, buildings, playground and fields, and only allow access to the school through the administration offices during school hours, they are able to do so.

The District currently has MOU's on many schools sites with the cities to allow for after hours and weekend use of the school grounds, but not necessarily the buildings. Provide fencing and building placement design that encourages this.

P. Landscaping and Fields: Site furnishings to be District Standard benches, trash cans, tables, drinking

I. Individual Space Description:

The Learning Environment

Space Title: The Learning Environment

fountains, etc.

Basketball standards to be heavy duty galvanized 6" diameter minimum pipe steel, enameled steel backboard and heavy duty professional spring loaded rims.

Replace all A/C paving hardscape areas as required. Existing paving under temporary housing portables or used as contractor staging areas typically has to be replaced.

Utilize District Standard landscaping materials and irrigation products. Low (or no) maintenance and low water plant materials are highly desirable. Plant material is chosen for minimal mess and no pods or fruit that can be thrown.

Provide "gorilla hair" type cover in planter areas, use of loose bark pieces in planters is not permitted because of scattering.

Large synthetic grass field play areas appropriate to needed usage (multi-use, soccer, softball, etc.) are highly desirable.

A synthetic surface running track is desirable.

Verify that the selection of plant materials does not contain any poisonous or irritating plants. Specifically, Fremontodendron Californicum develops a seed pod that can cause skin irritation if handled.

All buildings are to have a 12" wide x 6" deep mow strip at their perimeter in planted areas.

Verify that irrigation for planted areas adjacent to buildings is designed such that no water hits the building, i.e., use bubblers.

Provide planted areas adjacent to the buildings with adequate drainage such that no ponding of water occurs.

All roof drains are to drain directly into the storm drain system and not to be surface drained, with the exception of roof overflow drains which must be visible for maintenance.

Due to the new code and CHPS requirements for retention and filtering of storm water on site, bioswales and/or retention basins may be required. Explore the use of permeable AC paving and permeable concrete in the parking lots and hardscape play areas. Use of permeable hard surfaces with a drain rock base can reduce or eliminate the need for catch basins, storm water piping, bioswales and retention basins, thus offsetting the higher cost of the paving.

Q. Trash Enclosures:

Locate the trash enclosure away from the front of the school and traffic areas if possible. Coordinate trash enclosure design with local trash collection

I. Individual Space Description:

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Space Title: The Learning Environment

service (Richmond Sanitary Service) standards.

Verify the size and number of trash bins including recycling bins, trash enclosure to be sized to accommodate all bins placed side by side.

Garbage truck path of travel to be designated on the site plan. A 12" deep reinforced concrete truck turning pad is typically required in front of the trash enclosure, verify with the local sanitation district.

This section contains the Individual Space Descriptions for the typical spaces that are referenced throughout the education specification. Each category within the Individual Space Description contains the basic District Standards information which is to be fully implemented in all of the similar spaces. Referenced similar spaces have only the differences in the specific categories indicated, all other categories not shown and the standards contained therein are to be fully implemented as per the Typical Individual Space Descriptions.

Each referenced space indicates the Typical Individual Space Description used as a basis for the District Standards and is prefaced in the header by a note similar to the following:

Typical design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

III. Space Requirements:

Typical Space

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
Typical Classrooms - Primary Grades 1-3	TBD	960	TBD
Typical Preparation Room	TBD	200	TBD
Typical Office	TBD	100	TBD
Typical Restroom	TBD	TBD	TBD
Typical Inside Storage	TBD	80	TBD
Typical Outside Storage	TBD	100	TBD
DEPARTMENT TOTAL			TBD

IV. Individual Space Description:

Typical Space

Space Title: Typical Classrooms - Primary Grades 1-3

- A. Activities: Group instruction.
- B. Atmosphere: Bright, friendly, inspiring, adaptable.
- C. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +30" Above Finished Floor (AFF) maximum in grades 1-3, tack strip, map hooks, and flag holder at top.
- Provide (1) 4' x 8' or (1) 4' x 4' porcelain enameled steel whiteboard at side wall opposite windows, mounted at +30" Above Finished Floor (AFF) maximum in grades 1-3, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1" x 6" typical wood chair rail at all walls mounted +30" AFF maximum in grades 1-3, align with bottom of whiteboards typical, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- Provide continuous cleanable wall surface (porcelain tile or plastic laminate preferred) above sink counter to underside of upper casework.
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Provide a two or three color basic floor pattern to be approved by the District.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong "Optima"), 10' high minimum from finish floor. Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications also acceptable.
- G. Acoustical Treatment: Recommend that applicable noise standards for classrooms meet or exceed CHPS/HPI requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: District Standard modular classroom operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Provide translucent laminated glass panes (white or colored) 4' AFF and below (for security and to minimize outside distractions, however, this does not adhere to the CHPs guidelines, so verify with District) and 8' AFF and

IV. Individual Space Description:

Typical Space

Space Title: Typical Classrooms - Primary Grades 1-3

above (for glare).

Window and clerestory coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) "Mecho" Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.

Clerestory windows, translucent laminated glass panes (white or colored) with District Standard exterior perforated metal vandal resistant screen (optional and site specific at the direction of the District).

I. Display Space:

Sustainable tackable wall board full height all walls (except behind the casework). Fabric wrapped ½" thick fiber type tack board or tackable bulletin board ¼" thick. A 4'-0" high tackable wall board band above the chair rail may also be acceptable, (optional and site specific at the direction of the District).

Provide a braided cable picture hanging wire suspended wall to wall, attached to metal brackets, centered between the rows of light fixtures. Confirm that the picture hanging wire full of student art work will not interfere with the security system or the fire alarm system.

J. Cabinetry:

All casework to be Woodwork Institute (WI) Premium veneer plywood case and frames. Doors, drawer faces and exposed panels to be solid phenolic or Trespa, with full extension institutional drawer glides and Rockford Process wrap around hinges through bolted or with inserts.

"Learning Wall" teaching center at front of room. At minimum provide 24" deep teacher's lockable wardrobe cabinet with shelf (WI #511), provide second set of brackets for hanger rod at ADA accessible height in wardrobe cabinet, (2) lockable file cabinets (WI #223), and lower cabinets with doors (WI #102). Additional site specific casework may be added.

Provide 30" x 40" poster storage flat file cabinet (WI #270) if space available and at direction of District, prefer at rear of classroom.

Classroom to have a rolling backpack parking area with (12) brass or stainless steel double hooks for (24) students total, mounted to upper casework cubbies, (24) 14" wide x 12" high x 18" deep, (WI #340 similar) prefer at rear of classroom. Provide same amount of coat hooks, back pack space and cubbies for the appropriate grade rooms, minimum (24) students at Grades 1-3.

ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash and with lower doors and drawers (WI #222 at +30" AFF maximum for Grades 1-3, prefer at rear of classroom.

Upper casework with doors (WI #302) above sink counter.

IV. Individual Space Description:

Typical Space

Space Title: Typical Classrooms - Primary Grades 1-3

Full height storage at rear of classroom (3) 24" deep by 36" wide by 72" high casework (WI # 402).

Maximize open shelving under windows (WI #100) with only one adjustable 1" thick shelf. Maximize height of shelving to bottom of window sill. Recommend a continuous counter top type cap across all the shelf units.

K. Electrical:

(2) utility electrical duplex outlets minimum per wall.

(2) duplex GFI's above counter at sink.

(3) electrical duplex outlets minimum at front learning wall (center one under the markerboards either in the toe kick or in a panel at the face of the casework).

(6) duplex outlets for (6) computers on one wall (wire mold may be used with District permission). District will use surge suppressor power strips.

(3) District approved recessed metal floor boxes each with (1) duplex outlet, (1) centered on whiteboards approximately 15' from front learning wall, (1) for teachers station near the learning wall and windows and (1) at the rear of the classroom near the windows.

Power for video projector, mounted in ceiling.

Power for in-wall media controller at front teachers work station.

L. Lighting:

Lighting to meet CHPS/HPI general mode classroom lighting level of 35-50 footcandles at desktop, recommend (2) rows of direct/indirect, T-8 (3) lamp pendent fixtures (preferred), if ceiling height inadequate use comparable 2' x 4' direct/indirect recessed fixture. Provide the general lighting switching near the main classroom entry door.

Wall mount 16 lf T-8 lamp fixture centered above the learning wall white boards with separate switch near the learning wall.

Provide automatic daylight controls with dimmable ballast systems.

All lighting in the classroom to be connected to the in-wall media controller at front teachers work station to control dimming and "scene switching" between general classroom illumination and projection modes.

M. Water:

(1) ADA accessible cast iron porcelain enamel sink with cold water only with drinking bubbler.

N. HVAC:

District Standard HVAC for heating and ventilation; provide central Energy Management System (EMS) control and passive pressure relief gravity vents

Space Title: Typical Classrooms - Primary Grades 1-3

that close automatically when the unit is off.

Air conditioning cooling may be provided at the specific direction of the District (typically only in San Pablo, Pinole and Hercules).

On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.

Entire school HVAC to be able to be shut down from a single location for “Shelter in Place” events (through the EMS).

Thermostats to be enclosed by a lockable vandal proof cover.

O. Ventilation: As per current code, operable windows, ventilation with HVAC system.

P. Communications/
Instructional Technology: (2) Voice Over Internet Protocol (VOIP) phone/data ports over network backbone at each teachers work station. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

High definition, 3500 lumen minimum video projector ceiling mounted on pole with rotating bracket (to allow projection on to different walls), center of room. A similar wall mounted short throw projector may be an option depending on the ceiling and room configuration. Provide for (2) CAT6 data ports (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections routed to the in-wall media controller (Extron) at front teachers work station. Install all connections and 110V duplex outlet in the ceiling (or wall) directly adjacent to projector mount (or preferably, hidden within the mounting bracket).

Provide in-wall media controller at front teachers work station with (2) CAT6 data port (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections to ceiling mounted projector and to floor boxes. Media controller to have an amplifier with volume control connected to all in classroom audio visual equipment, which may share the speakers used for the classroom audio voice reinforcement system.

Wireless computer connection to local area network, school network and District wide network. Wireless access point (WAP) located approximately one for two classrooms, confirm coverage. Assume 32 wireless users per classroom.

(4) computer CAT6 data ports, two at each teacher work station. Six (6) CAT6 student data ports (2 ports per face plate spaced 6'-0" on center) are to be provided at rear or side wall, wire mold is optional. It is also assumed they will have wireless connections to their workstations or a PDA.

IV. Individual Space Description:

Typical Space

Space Title: Typical Classrooms - Primary Grades 1-3

District approved recessed metal floor box centered on learning wall whiteboards approximately 15' from front wall with with (2) CAT6 data ports (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections to ceiling mounted projector and to in-wall media controller at front teachers work station.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit centered at rear classroom wall opposite learning wall. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets. Intercom audio shares the speakers used for the classroom audio voice reinforcement system.

Provide two-way emergency communication through the integrated clock, bell, and speaker intercom/paging system speakers, activated by a red emergency "panic" button at teachers work station and on the teacher's microphone.

Infrared classroom audio voice reinforcement system with (1) teacher's wireless clip-on microphone with emergency "panic" button, (1) wireless hand held microphone, and (2) ceiling mounted speakers.

Q. Access:

Direct from main circulation and locate door in a pocket at rear of classroom (to minimize disruption of students coming and going during class).

If doors are interior, solid core wood doors with 6" x 20" maximum vision panel and swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

Primary exterior classroom doors are to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

If classroom has a secondary exterior exit door, it is to be hollow metal, no vision panel, have ADA panic hardware only on the inside and ADA exterior pull with no key lock on the outside.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

R. Furniture and Equipment:

54" x 96" manually operated projector screen concealed ceiling or wall mounted (Da-Lite Advantage, or equal) mounted at a 45 degree angle to the learning wall opposite the main classroom door. Position projector screen so that the pendent light fixtures do not block the view to the image.

Space Title: Typical Classrooms - Primary Grades 1-3

Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.

Surface mounted, District Standard, single hand pull, ADA 'Roll' type paper towel dispenser at sink.

Surface mounted, District Standard, soft soap dispenser located to drip into sink. Dispenser to be easily refillable with bulk soap and require no special soap cartridges.

Owner Furnished:

(6) student computers, (1) staff computer (1) central networked printer.

Student and teacher desks and chairs, computer furniture. Furniture to meet District Standards.

DVD to be in the teacher's workstation computer.

Document camera at the teacher's workstation.

Additional education technology equipment as determined by the District.

S. Comments:

Interactive whiteboards are not currently used everywhere in the District at this time, however, interactive projectors are available that replace the need for the interactive whiteboard, which is why the projector is typically ceiling mounted at the center of the room. Hand held "tablets" and a wireless stylus may be used on any surface and then projected on the screen for all to see, eliminating the need for the interactive whiteboard.

IV. Individual Space Description:

Typical Space

Space Title: Typical Preparation Room

- A. Activities: Administrative, teacher's preparation, limited testing.
- B. Atmosphere: Bright and organized. Orderly, business - like.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1" x 6" typical wood chair rail at all walls mounted +34" AFF maximum, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- Provide continuous cleanable wall surface (porcelain tile or plastic laminate preferred) above sink counter to underside of upper casework.
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Provide a two or three color basic floor pattern to be approved by the District.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong "Optima"). Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications also acceptable.
- G. Acoustical Treatment: Recommend that applicable noise standards for offices meet or exceed CHPS/HPI requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: District Standard modular operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Provide translucent laminated glass panes (white or colored) 8' Above Finished Floor (AFF) and above (for glare). Windows to view classroom and outdoor play area, if possible, for supervision.
- Window coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) "Mecho" Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- I. Display Space: Sustainable tackable wall board full height all walls (except behind the casework). Fabric wrapped 1/2" thick fiber type tack board or tackable bulletin board 1/4" thick. A 4'-0" high tackable wall board band above the

IV. Individual Space Description:

Typical Space

Space Title: Typical Preparation Room

- chair rail may also be acceptable, (optional and site specific at the direction of the District).
- J. Cabinetry: All casework to be Woodwork Institute (WI) Premium veneer plywood case and frames. Doors, drawer faces and exposed panels to be solid phenolic or Trespa, with full extension institutional drawer glides and Rockford Process wrap around hinges through bolted or with inserts.
- ADA accessible plastic laminate sink cabinet (WI #154) and counter at +34" with 4" minimum coved backsplash and with lower doors and drawers (WI #222).
- Upper casework with doors (WI #302) above sink counter.
- Teacher's lockable wardrobe cabinet with shelves (WI #511), provide second set of brackets for hanger rod at ADA accessible height in wardrobe cabinet
- (2) 24" deep x 36" wide x 82" high (WI #402) lockable storage cabinets.
- K. Electrical: (2) utility electrical duplex outlets minimum per wall.
- (2) duplex GFI above counter at sink.
- (1) utility electrical duplex outlet under counter for refrigerator.
- L. Lighting: Lighting to meet CHPS/HPI requirements, direct/indirect T-8 (3) lamp pendant fixture (preferred). If ceiling height is inadequate, use comparable 2' x 4' direct/indirect recessed fixture.
- Lighting levels to be suitable for an office environment.
- Provide automatic daylight controls with dimmable ballast systems.
- M. Water: (1) ADA accessible cast iron porcelain enamel extra wide, single compartment sink with hot and cold water.
- N. HVAC: District Standard HVAC for heating and ventilation; provide central Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- Thermostats to be enclosed by a lockable vandal proof cover.
- O. Ventilation: As per current code, operable windows, ventilation with HVAC system.
- P. Communications/
Instructional Technology: (2) Voice Over Internet Protocol (VOIP) phone/data ports over network backbone at work station. VOIP system is to meet the specific District IT

Space Title: Typical Preparation Room

standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit. System to synchronize time throughout the school and allow for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.

Wireless computer connection to local area network, school network and District wide network. Wireless access point (WAP) located approximately one for two classrooms, confirm coverage.

Q. Access:

Window in door to classroom. Direct to classroom by both window and door. Prefer to be close to Inside Storage room.

If doors are interior, solid core wood doors with vision panel and swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

Primary exterior doors are to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

R. Furniture and Equipment:

Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.

Surface mounted, District Standard, single hand pull, ADA 'Roll' type paper towel dispenser at sink.

Surface mounted, District Standard, soft soap dispenser located to drip into sink. Dispenser to be easily refillable with bulk soap and require no special soap cartridges.

Owner Furnished:

Possible space for teacher's desk.

(1) under-counter refrigerator.

Space to accommodate table and chairs for (4),

IV. Individual Space Description:

Typical Space

Space Title: Typical Preparation Room

Laminating machine
One (3) drawer lateral file (36" wide).

S. Comments: None.

IV. Individual Space Description:

Typical Space

Space Title: Typical Office

- A. Activities: Individual office work, small meetings.
- B. Atmosphere: Warm, friendly, dignified, inspiring, orderly, business-like
- C. Writing Surfaces: Provide (1) 4' x 4' porcelain enameled steel whiteboard mounted at +34" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1" x 6" typical wood chair rail all walls mounted +34" AFF maximum, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- E. Flooring: Carpet squares or broadloom with a moisture impervious backing.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong "Optima"). Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications also acceptable.
- G. Acoustical Treatment: Recommend that applicable noise standards for offices meet or exceed CHPS/HPI requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: District Standard modular operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Prefer to be able to see entry of the school for supervision purposes. Provide translucent laminated glass panes (white or colored) 8' Above Finished Floor (AFF) and above (for glare).
- Window coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) "Mecho" Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- I. Display Space: Sustainable tackable wall board full height all walls. Fabric wrapped ½" thick fiber type tack board or tackable bulletin board ¼" thick. A 4'-0" high tackable wall board band above the chair rail may also be acceptable, (optional and site specific at the direction of the District).

Space Title: Typical Office

- J. Cabinetry: All casework to be Woodwork Institute (WI) Premium veneer plywood case and frames. Doors, drawer faces and exposed panels to be solid phenolic or Trespa, with full extension institutional drawer glides and Rockford Process wrap around hinges through bolted or with inserts.
- Provide (1) 24" deep lockable wardrobe cabinet with shelf (WI #511), provide second set of brackets for hanger rod at ADA accessible height in wardrobe cabinet.
- K. Electrical: (1) 110V duplex utility outlet per wall
- (1) 110V fourplex utility outlet or (1) District approved recessed metal floor box with (2) duplex outlets at most likely desk location.
- L. Lighting: Lighting to meet CHPS/HPI requirements, direct/indirect, T-8 (3) lamp pendant fixtures (preferred), if ceiling height inadequate use comparable 2' x 4' direct/indirect recessed fixture.
- Lighting levels to be suitable for an office environment.
- Provide automatic daylight controls with dimmable ballast systems.
- M. Water: None.
- N. HVAC: District Standard HVAC for heating and ventilation; provide central Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- Air conditioning cooling may be provided at the specific direction of the District (typically only in San Pablo, Pinole and Hercules).
- On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.
- Entire school HVAC to be able to be shut down from a single location for "Shelter in Place" events (through the EMS).
- Thermostats to be enclosed by a lockable vandal proof cover.
- O. Ventilation: As per current code, operable windows, ventilation with HVAC system.
- P. Communications/
 Instructional Technology: (1) Voice Over Internet Protocol (VOIP) phone/data port over network backbone at work station. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

IV. Individual Space Description:

Typical Space

Space Title: Typical Office

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit easily visible from desk. System to synchronize time throughout the school and allow for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.

No TV or bracket.

(2) computer data ports or (1) District approved recessed metal floor box with (2) computer data ports at most likely desk location.

Q. Access:

Direct from main circulation, adjacent to reception.

Interior, solid core wood door with 6" x 20" maximum vision panel and swing free lever hardware with standard Schlage cylinders.

Exterior door (if provided) is to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware and standard Schlage cylinders.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

R. Furniture and Equipment:

Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space and to have a slot to insert a paper nameplate. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.

Provide a coat hook on the back of the door.

Design space to accommodate Owner Furnished items:

L-shaped desk (30" wide x 66" long with 42" return)

(1) four drawer lateral file 36" wide

(1) 36" wide x 12" deep x 60" tall book shelf unit.

S. Comments:

None.

IV. Individual Space Description:

Typical Space

Space Title: Typical Restroom

- A. Activities: School use.
- B. Atmosphere: Sanitary, bright.
- C. Writing Surfaces: None.
- D. Walls: Solid body porcelain tile (large size preferred, 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color) wainscot to +6'-0" Above Finished Floor (AFF) or to ceiling, over tile backer board.

Moisture resistant gypsum wall board, level five finish, painted semi-gloss above tile.
- E. Flooring: Solid body porcelain tile (large size preferred 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color), prefer coved 6" tile base.
- F. Ceiling: Moisture resistant gypsum wall board, level five finish, painted semi-gloss.
- G. Acoustical Treatment: Recommend that applicable noise standards for room not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: If possible, high windows, District Standard modular operable window system with low E laminated translucent (white or colored) glass.
- I. Display Space: None.
- J. Cabinetry: None.
- K. Electrical: (1) 110V GFI outlet near door.

Power for hand dryer(s).
- L. Lighting: Recessed water resistant T-8 fixture with "bullet proof" polycarbonate lens and vandal resistant housing.

"Keyed" light switches are not allowed.
- M. Water: Solid surface multi-lav (Acorn) with pushbutton on and integral soap dispensers. See plan for number of fixtures.

Tempered water to sinks.

Provide quick connect hot and cold water hose bib in a recessed stainless steel locked box near lavatory.
- N. HVAC: District Standard HVAC for heating and ventilation; provide central Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.

IV. Individual Space Description:

Typical Space

Space Title: Typical Restroom

- O. Ventilation: Exhaust fan with EMS control (and louver if required).
- P. Communications/
Instructional Technology: None.
- Q. Access: Direct to Hallway.
- Interior, solid core FRP door with no vision panel and swing free lever hardware with standard Schlage cylinders.
- Exterior door (if provided) is to be hollow metal, no vision panel with swing free lever hardware and standard Schlage cylinders.
- All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.
- Design so doors may be locked in the open position.
- R. Furniture and Equipment: Surface mounted, stainless steel toilet accessories, typical.
- Surface mounted stainless steel multiple roll toilet tissue dispenser in each stall, recessed multiple roll toilet tissue dispenser may be allowed where grab bars are required.
- Surface mounted, District Standard, stainless steel, single hand pull, ADA 'Roll' type paper towel dispenser at sink.
- Electric hand dryers are to be high velocity low decibel, recessed type units with enameled steel finish. "Air blade" designed units are not preferred.
- District will provide trash cans, (no wall mounted or recessed trash receptacles).
- Mirrors are not to be mounted directly over the lavatories, but off to the side to minimize congestion at the sinks.
- Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.
- One stainless steel seat cover dispenser near the toilet stalls.
- S. Comments: Restrooms must be ADA accessible. Recommend allowing additional space for minimum ADA clearances and dimensions to account for construction tolerances and variations in the tile surfaces.

IV. Individual Space Description:

Typical Space

Space Title: Typical Inside Storage

- A. Activities: Storage of miscellaneous supplies, text books, and equipment.
- B. Atmosphere: Utility space, orderly.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Chemically welded seams are recommended.
- F. Ceiling: Type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish.
- G. Acoustical Treatment: Acoustical batt wall sound insulation in all interior walls.
- H. Daylight: No windows allowed.
- I. Display Space: None.
- J. Cabinetry: 72" high by 24" deep minimum, adjustable metal storage shelves or Woodwork Institute (WI #400) economy grade shelving with 1" thick shelves on one wall minimum.
- K. Electrical: (1) duplex utility outlet on wall opposite shelving.
- L. Lighting: 2' x 4' T-8 Fixtures.
- M. Water: None.
- N. HVAC: As required by code.
- O. Ventilation: As required by code, but provide passive ventilation at a minimum.
- P. Communications/
Instructional Technology: None.
- Q. Access: Direct to shared area of classroom cluster.
- Interior, solid core wood door with no vision panel and swing free lever hardware with standard Schlage cylinders.
- All doors to have wall mounted, rubber type bumpers with appropriate

IV. Individual Space Description:

Typical Space

Space Title: Typical Inside Storage

backing to protect the walls from the door handle.

- R. Furniture and Equipment: Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.
- S. Comments: Specific program storage requirements (number and size) within the buildings may vary and need to be ascertained and planned for on a campus by campus basis.

IV. Individual Space Description:

Typical Space

Space Title: Typical Outside Storage

- | | | |
|----|--|---|
| A. | Activities: | Storage of miscellaneous outside play supplies, balls, tricycles, wagons, etc. |
| B. | Atmosphere: | Utility space, orderly. |
| C. | Writing Surfaces: | None. |
| D. | Walls: | Continuous 1/2" thick paint grade plywood wainscot, to 48" Above Finished Floor (AFF), with aluminum edge trim.

High impact moisture resistant (or exterior rated) gypsum wall board, level five finish, painted semi-gloss. |
| E. | Flooring: | Sealed concrete, sloped to drain out the door. |
| F. | Ceiling: | Moisture resistant (or exterior rated) gypsum wall board, level five finish, painted semi-gloss. |
| G. | Acoustical Treatment: | Acoustical batt wall sound insulation in all interior walls. |
| H. | Daylight: | No windows allowed. |
| I. | Display Space: | None. |
| J. | Cabinetry: | 72" high by 24" deep minimum, adjustable metal storage shelves on one wall minimum.

Provide equipment hooks per site specific requirements. |
| K. | Electrical: | (1) water proof GFI duplex utility outlet |
| L. | Lighting: | 2' x 8' T-8 water resistant fixtures. |
| M. | Water: | None. |
| N. | HVAC: | None. |
| O. | Ventilation: | Passive through heavy duty exterior grade louvers. |
| P. | Communications/
Instructional Technology: | None. |
| Q. | Access: | Direct to play yard, locate adjacent to classroom or Preparation Office. |

IV. Individual Space Description:

Typical Space

Space Title: Typical Outside Storage

Exterior door is to be hollow metal 3'-6" x 6'-8" minimum, no vision panel with swing free lever hardware and standard Schlage cylinders.

A Dutch door may be appropriate for handing out equipment, provided it has a dead bolt to lower half of door for security.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

R. Furniture and Equipment: Provide exterior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.

S. Comments: (1) storage room to every (2) classrooms.

The philosophy of Administration for the Elementary School is to provide maximum support for the entire operation of the campus. To accomplish this, administration and support services will be integrated both conceptually and physically so that optimum communication can occur. This concept incorporates the entire certificated and classified staff so that professional and social interaction between and among the administration and all staff members will be encouraged. The areas of Counseling and Administration should be available and accessible to all staff and students in a convenient and supportive environment.

II. General Requirements/Grouping Adjacency Considerations:

Administration

1. The Administrative Area should be located at the "front" of the campus for public access and security.
2. The Administrative Area should be central to the campus to promote better communication and school unity.
3. The Administrative Area should include adequate space for a reception area including workstations for the school secretary and clerk, principal's private office, and a meeting room.
4. The principal's office should be easily accessible for staff, students, and parents.
5. The Administrative Area should have easy access to the media center and teacher's workroom.
6. The teacher's workroom should be accessible to parent volunteers.
7. The Administrative Area should have a lobby area for greeting parents and a waiting area for students and parents.
8. The Administrative Area should have adequate facilities for ill or injured students.
9. An adult restroom should be easily accessible to visitors.
10. The office area should allow for adequate, lockable storage.

III. Space Requirements:

Administration

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
Administration Lobby	1	200	200
Reception/Clerical/Secretary	1	350	350
Principal's Office	1	200	200
Conference Room	1	250	250
Multi-Use Office	2	100	200
Speech Therapy Room	1	200	200
Psychology Office	1	100	100
Nurse's Office	1	120	120
Nurse's Restroom	1	64	64
Staff Lounge	1	960	960
Staff Preparation Room	1	500	500
Community/Parent Room	1	960	960
Book Room	1	450	450
Records and Storage	2	80	160
Restrooms (Staff)*			
Men	1	150	150
Women	1	220	220
DEPARTMENT TOTAL			4,494

* Staff Restroom/Individual Space Description can be found in the Maintenance/Support Section.

IV. Individual Space Description:

Administration

Space Title: Administration Lobby

- A. Activities: School reception area, waiting, informal gathering.
- B. Atmosphere: Warm, friendly, school spirit oriented.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type “X” gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1” x 6” typical wood chair rail all walls mounted +34” Above Finished Floor (AFF) maximum, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Provide a two or three color basic floor pattern to be approved by the District.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong “Optima”), 10' minimum high from finish floor. Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications also acceptable.
- G. Acoustical Treatment: Recommend that applicable noise standards for offices meet or exceed CHPS requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: District Standard modular operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Prefer to be able to see entry of the school for supervision purposes. Translucent laminated glass panes (white or colored) 8' Above Finished Floor (AFF) and above (for glare).
- Window coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) “Mecho” Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- When considering storefront window and door systems in this area, be advised that glass below 34” tends to be heavily vandalized. It is recommended to use a “Mapes” type panel in lieu of glass. Unless doors and frames are super heavy duty, aluminum storefront doors may not withstand the heavy usage.

IV. Individual Space Description:

Administration

Space Title: Administration Lobby

- I. Display Space: Sustainable tackable wall board full height all walls. Fabric wrapped ½” thick fiber type tack board or tackable bulletin board ¼” thick. A 4’-0” high tackable wall board band above the chair rail may also be acceptable, (optional and site specific at the direction of the District).
- J. Cabinetry: All casework to be Woodwork Institute (WI) Premium veneer plywood case and frames. Doors, drawer faces and exposed panels to be solid phenolic or Trespa, with full extension institutional drawer glides and Rockford Process wrap around hinges through bolted or with inserts.
- 8 Lineal Feet (LF) of 12" deep built-in display case (WI #447) with lockable glass doors, 1/2" thick minimum glass shelves and tackable back .
- K. Electrical: (1) utility electrical duplex outlet minimum per wall.
- Power to main exterior entry door frames for electric strike and to wall mounted proximity detector.
- L. Lighting: Lighting to meet CHPS/HPI requirements, direct/indirect, T-8 (3) lamp pendent fixtures (preferred), if ceiling height inadequate use comparable 2’ x 4’ direct/indirect recessed fixture.
- Consider specialty lighting in this area to enhance the lobby.
- Provide automatic daylight controls with dimmable ballast systems.
- Provide light fixture for the display case with separate switching.
- M. Water: Locate an ADA accessible hi-lo drinking fountain in this area, near the staff restrooms.
- N. HVAC: District Standard HVAC for heating, cooling and ventilation, provide Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.
- Entire school HVAC to be able to be shut down from a single location for “Shelter in Place” events (through the EMS).
- Thermostat to be enclosed by a lockable vandal proof cover.
- O. Ventilation: As per current code, operable windows, ventilation with HVAC system.
- P. Communications/
Instructional Technology: Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit. System to synchronize time

IV. Individual Space Description:

Administration

Space Title: Administration Lobby

throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from.

Provide a CHPS/HPI display board with Demonstration Areas and High Performance Features to meet the requirements of SS6.0 and SS6.1. CHPS will accept the credits being combined on one panel (approximately 3'-0" x 6'-0"). Recommend the display board be encased by laminated glass and attached with vandal resistant screws.

Q. Access: Next to reception area which is to have direct control over lobby and be open to it, highly visible to visitors, close to public/staff restrooms. Having the reception office separated from the lobby (i.e. by a wall or off of a corridor) is not acceptable. Lobby to be at front of school and very visible from the street.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

Main exterior entry doors in this space to have proximity detector security system activated door hardware and Primus locks at all doors. Provide one main entry set of doors, others are secondary. Proximity detector to be wall mounted and fob activated.

R. Furniture and Equipment: Design attractive space to provide waiting area with seating for five people.

Moveable furniture – Owner Furnished.

S. Comments: Student waiting area with chairs visible to reception.

IV. Individual Space Description:

Administration

Space Title: Reception/Clerical/Secretary

- A. Activities: School reception, clerical work, main campus switchboard.
- B. Atmosphere: Orderly, business-like.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1" x 6" typical wood chair rail all walls mounted +34" AFF maximum, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- E. Flooring: Carpet squares or broadloom with a moisture impervious backing.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong "Optima"). Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications also acceptable.
- G. Acoustical Treatment: Recommend that applicable noise standards for offices meet or exceed CHPS requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: District Standard modular operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Prefer to be able to see entry of the school for supervision purposes. Provide translucent laminated glass panes (white or colored) 8' Above Finished Floor (AFF) and above (for glare).
- Window coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) "Mecho" Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- I. Display Space: Sustainable tackable wall board full height all walls (except behind the casework). Fabric wrapped ½" thick fiber type tack board or tackable bulletin board ¼" thick. A 4'-0" high tackable wall board band above the chair rail may also be acceptable, (optional and site specific at the direction of the District).
- J. Cabinetry: All casework to be Woodwork Institute (WI) Premium veneer plywood case

IV. Individual Space Description:

Administration

Space Title: Reception/Clerical/Secretary

and frames. Doors, drawer faces and exposed panels to be solid phenolic or Trespa, with full extension institutional drawer glides and Rockford Process wrap around hinges through bolted or with inserts.

42" high x 24" wide front counter facing lobby with drawers and cabinets for forms storage, shelves to fit 8-1/2" x 11" paper (on reception side). Provide ADA accessible section 30" high with privacy panel and knee space on both sides.

Provide a gate with latch to separate the reception area from the public.

"Back side" of (50) mail boxes (WI #353 similar) with metal name tag holders and bi-fold cabinet doors, refer to Staff Workroom.

K. Electrical:

(1) fourplex 110V outlet per work station.

Dedicated circuit and duplex outlet for each copier and printer.

If required because of layout, provide District approved recessed metal floor boxes each with (2) duplex outlets.

L. Lighting:

Lighting to meet CHPS/HPI requirements, direct/indirect, T-8 (3) lamp pendent fixtures (preferred), if ceiling height inadequate use comparable 2' x 4' direct/indirect recessed fixture.

Lighting levels to be suitable for an office environment.

Provide automatic daylight controls with dimmable ballast systems.

M. Water:

None.

N. HVAC:

District Standard HVAC for heating, cooling and ventilation; provide Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.

On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.

Entire school HVAC to be able to be shut down from a single location for "Shelter in Place" events (through the EMS).

Thermostat to be enclosed by a lockable vandal proof cover.

O. Ventilation:

As per current code, operable windows, ventilation with HVAC system.

P. Communications/
Instructional Technology:

(4) Voice Over Internet Protocol (VOIP) phone/data ports over network backbone (one for each work station plus reception desk area). Main campus

IV. Individual Space Description:

Administration

Space Title: Reception/Clerical/Secretary

switchboard and intercom. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets. VOIP system is to meet the specific District IT standards and be programmable by the District. Handsets are owner furnished. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls.

(6) computer data ports (two for each work station).

(4) data ports (for fax, copier and (2) printers)

If required because of layout provide District approved recessed metal floor box with (2) data ports.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit, locate so easily viewable from the reception counter. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from.

- Q. Access: Open to lobby, direct to Records Storage, Staff Work Room, Principal's Office; view into Nurse's Office.
- For security recommend a roll down door or some other means of securing this area when not occupied or for after hours when the lobby may be open.
- R. Furniture and Equipment: Design space to accommodate Owner Furnished items:
(3) work stations for secretary, clerk, and aide (L-shaped desk 30" wide x 66" long with 42" return).
(1) copier, 2' wide x 6' long.
(2) 36" wide lateral files, (3) drawer.
(1) fax and (2) printers.
- S. Comments: Visibility to main entrance critical.
- Secretary and clerk typically do not sit at front counter.
- Mail boxes ideally to be accessible from this space so that the Secretary or clerk can load them without leaving the reception area.
- Provide location for staff sign-in book.

IV. Individual Space Description:

Administration

Space Title: Principal's Office

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Individual office work, small meetings.
- B. Atmosphere: Warm, friendly, dignified.
- C. Communications/
Instructional Technology: 32" Flat Panel video display with (2) CAT6 data ports (for CATV). Install data ports and TV 110V duplex outlet in the wall directly behind the TV.
- D. Access: View to secretary, close to reception and separate exit to exterior if possible.

Provide an exterior door with direct access to front of school or to playground.
- E. Furniture and Equipment: Design space to accommodate Owner Furnished items:
Credenza (24" wide x 66" long).
Conference table (48" round) seating for (4).
DVD for TV to be in the workstation computer

IV. Individual Space Description:

Administration

Space Title: Conference Room

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Small meetings with staff, public and/or students.
- B. Writing Surfaces: 8 Lineal Feet (LF) porcelain enameled steel whiteboards mounted +34" Above Floor Finish (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks and flag holder at top.
- C. Cabinetry: None.
- D. Electrical: (1) 110V duplex utility outlet per wall.

District approved recessed floor metal box with (2) duplex outlets, center of room under the conference table.
- E. Communications/
Instructional Technology: (1) Voice Over Internet Protocol (VOIP) phone/data port over network backbone at wall. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

Short throw high definition 3500 lumen minimum video projector wall mounted above white board, with (2) CAT6 data ports (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections routed to floor box. Install data and other connection ports and TV 110V duplex outlet on the wall directly adjacent to projector mount (or preferably, within the mounting bracket).

District approved recessed metal floor box with (2) data ports, and USB or VGA 9 pin and HDMI input, connected to video projector, center of room under the conference table.

(2) computer data ports.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit easily visible. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.
- F. Access: Adjacent to reception area and Principals Office.

Interior door solid core wood door with 6" x 20" maximum vision panel and

IV. Individual Space Description:

Administration

Space Title: Conference Room

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door.

G. Furniture and Equipment: Design space to accommodate Owner Furnished items:

Conference table and chairs to seat (8) people.

H. Comments: None.

IV. Individual Space Description:

Administration

Space Title: Multi-Use Office

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Multi-use individual office work, small meetings; for Project Assistant, Curriculum Guide, Teacher's Aide, etc.
- B. Cabinetry: None.
- C. Access: Adjacent to reception area and Principal's Office.

IV. Individual Space Description:

Administration

Space Title: Speech Therapy Room

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Group meetings for 4-6, instruction, tutoring, counseling, individual assessment.
- B. Writing Surfaces: 8 Lineal Feet (LF) porcelain enameled steel whiteboards mounted +34" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks and flag holder at top.
- C. Cabinetry: None.
- D. Furniture and Equipment: Design space to accommodate Owner Furnished items:
Conference table (48" round) seating for (4).

IV. Individual Space Description:

Administration

Space Title: Psychology Office

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Individual counseling, assessment and tutoring.
- B. Cabinetry: None.
- C. Furniture and Equipment: Design space to accommodate Owner Furnished items:
Conference table (48" round) seating for (4).

IV. Individual Space Description:

Administration

Space Title: Nurse's Office

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Individual office work, phone calls, testing, student recuperation.
- B. Atmosphere: Bright, orderly, professional, clinical.
- C. Writing Surfaces: None.
- D. Walls: Provide continuous cleanable wall surface (porcelain tile preferred) above sink counter to underside of upper casework.
- E. Daylight: Window to Reception Area for supervision.
- F. Display Space: None.
- G. Cabinetry: ADA accessible plastic laminate sink cabinet (WI #154) at +34" AFF and counter with 4" minimum covered backsplash and with lower doors and drawers (WI #222).

Upper casework with doors (WI #302) above sink counter.

All cabinets must be lockable.

Space for under counter refrigerator for ice and storage of medications.

Wheelchair storage cabinet (WI #161) 18" wide.
- H. Electrical: (2) duplex GFI above counter at sink.

(1) utility electrical duplex outlet under counter for refrigerator.
- I. Lighting: Lighting levels to be suitable for an exam environment.
- J. Water: (1) ADA accessible cast iron porcelain enamel sink with hot and cold water.
- K. Access: Direct to and viewable from reception area.
- L. Furniture and Equipment: Surface mounted, District Standard, single hand pull, ADA 'Roll' type paper towel dispenser at sink.

Surface mounted, District Standard, soft soap dispenser located to drip into sink. Dispenser to be easily refillable with bulk soap and require no special soap cartridges.

IV. Individual Space Description:

Administration

Space Title: Nurse's Office

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

Fold down cot attached to wall.

Design space to accommodate Owner Furnished items:

L-shaped desk (30" wide x 66" long).

(2) chairs.

M. Comments:

Most elementary schools do not have a full time nurse so this area must be easily supervised by the school secretary.

IV. Individual Space Description:

Administration

Space Title: Nurse's Restroom

Typical Restroom design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Dedicated to Nurse's Office for patient use.
- B. Atmosphere: Bright, sanitary, 'hospital-like' finish, easily washable by hose-down.
- C. Electrical: 110V GFI outlet above lavatory and changing table.
- D. Water: (1) toilet and (1) porcelain lavatory with hot and cold water ADA accessible.
- E. Ventilation: Exhaust fan.
- F. Access: Direct to Nurse's Office.
- Provide mortise latch with deadbolt and "occupied" indicator. When deadbolt thrown, lock indicates "occupied", when open, lock indicates "vacant". Deadbolt and lock required to be opened by a single action with the door handle.
- G. Furniture and Equipment: Surface mounted, District Standard, soft soap dispenser located to drip into sink. Dispenser to be easily refillable with bulk soap and require no special soap cartridges.
- Folding changing table - wall mounted.
- Mirror over lavatory.
- Stainless steel seat cover dispenser.
- Sanitary napkin disposal.
- Provide a coat hook on the back of the door.
- Convenience shelf on wall.

IV. Individual Space Description:

Administration

Space Title: Staff Lounge

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Dining, casual meetings, room for staff meetings.
- B. Atmosphere: Clean, bright, inviting.
- C. Writing Surfaces: 8 Lineal Feet (LF) porcelain enameled steel whiteboards mounted +34" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- D. Cabinetry: No learning wall.
- (1) wall to include a kitchenette with (1) full refrigerator space, stove/oven space, and upper and lower cabinets.
- (1) wall to include a kitchenette with ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash (at + 34" AFF), (1) full sized refrigerator space, stove/oven space and upper (WI #302) and lower (WI #222) cabinets.
- E. Electrical: (3) utility electrical duplex outlets minimum per wall. (2) duplex GFI's above counter at sink. Utility electrical duplex outlets above counter for (2) microwaves and other appliances. Refrigerator outlet and outlet for garbage disposer under sink.
- (4) duplex outlets for computers on one wall (wire mold may be used with District permission). District will use surge suppressor power strips.
- Appropriate power for stove/oven.
- Dedicated circuits and outlets for (3) vending machines with "Vending Miser".
- District approved recessed metal floor box with (1) duplex outlet, centered on whiteboard approx 15' from front wall.
- F. Water: (1) ADA accessible cast iron porcelain enamel dual compartment sink with hot and cold water and drinking bubbler.
- Provide 1/2 hp stainless steel garbage disposer at sink.
- Connection to refrigerator for ice maker.
- G. Communications/ (2) Voice Over Internet Protocol (VOIP) phone/data ports over network

Space Title: Staff Lounge

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

Instructional Technology: backbone one on each side of whiteboard. VOIP system is to meet the specific District IT standards and be programmable by the District. Handsets are owner furnished. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

High definition, 3500 lumen minimum video projector ceiling mounted on pole with rotating bracket (to allow projection on to different walls), center of room. A similar wall mounted short throw projector may be an option depending on the ceiling and room configuration. Provide for (2) CAT6 data ports (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections routed to the in-wall media controller (Extron) near white board. Install all connections and 110V duplex outlet in the ceiling (or wall) directly adjacent to projector mount (or preferably, hidden within the mounting bracket).

Provide in-wall media controller near white board with (2) CAT6 data port (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections to ceiling mounted projector and to floor boxes. Media controller to have an amplifier with volume control connected to all in classroom audio visual equipment, which may share the speakers used for the room audio voice reinforcement system.

Wireless computer connection to local area network, school network and District wide network. Wireless access point (WAP) located approximately one for two classrooms, confirm coverage. Assume 32 wireless users per classroom.

(4) computer CAT6 data ports (2 ports per face plate spaced 6'-0" on center) are to be provided at rear or side wall, wire mold is optional. It is also assumed they will have wireless connections to the workstations or a PDA.

District approved recessed metal floor box centered on whiteboard approximately 15' from front wall with with (2) CAT6 data port (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections to ceiling mounted projector and to in-wall media controller near white board.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit centered at rear wall opposite whiteboard. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets. Intercom audio shares the speakers used for the classroom audio voice reinforcement system.

Space Title: Staff Lounge

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

Provide two-way emergency communication through the integrated clock, bell, and speaker intercom/paging system speakers, activated by a red emergency “panic” button near whiteboard and on the microphone.

Infrared room audio voice reinforcement system with (1) wireless clip-on microphone with emergency “panic” button, (1) wireless hand held microphone, and (2) ceiling mounted speakers.

H. Access: Direct to corridor and exterior, next to staff workroom and reception area.

I. Furniture and Equipment: 54” x 96” manually operated projector screen concealed ceiling or wall mounted (Da-Lite Advantage, or equal) mounted at a 45 degree angle to the whiteboard opposite the main door. Position projector screen so that the pendent light fixtures do not block the view to the image.

Electric stove/oven.

Microwave.

Full size refrigerator with ice maker.

Design Space for Owner Furnished Items:

(4) staff computers, (1) networked central staff printer.

Room to accommodate 15 to 20 staff for dining at tables and chairs (per period), furniture to meet District Standards.

(3) vending machines.

J. Comments: If possible, provide a staff patio adjacent to this room.

This room is basically designed as a classroom in case it is needed for future flexibility.

IV. Individual Space Description:

Administration

Space Title: Staff Preparation room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Bulk copying, collating, receiving, mail distribution.
- B. Writing Surfaces: (2) 4' x 8' = 16 Lineal Feet (LF) porcelain enameled steel whiteboards mounted +34" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- C. Cabinetry: Maximize (1) wall to include 34" high x 24" deep, lower open shelving (WI #100) casework with counter top.
- No wardrobe cabinet required.
- Staff mail boxes with adjustable shelves, provide 18" deep x 12" wide x 6" high (clear dimension) boxes with metal name tag holder (WI #353 similar). Provide large package storage below mail boxes (WI #100). Quantity = Staff + Aids + Itinerant Staff + 10%. Mailboxes may open to recessed alcove in Reception/Secretary/Clerical Area and have hinged doors on back.
- D. Electrical: Duplex outlets above counters at 3'-0" o.c.
- (3) electrical duplex outlets minimum at front wall (center one under the markerboards).
- (4) duplex outlets for computers on one wall (wire mold may be used with District permission). District will use surge suppressor power strips.
- Dedicated circuits and outlets for (4) copy machines.
- No under counter refrigerator outlet required.
- E. Communications/
Instructional Technology: (4) computer CAT6 data ports.
- F. Access: Direct to reception and corridor, next to Staff Lounge.
- G. Furniture and Equipment: Owner Furnished:
(4) computers with wireless connections and (1) central networked printer
Space to accommodate (4) copy machines (2' wide x 6' long)
(2) 3' x 6' tables
Laminator, paper cutter, spiral book binder.
No under counter refrigerator, teachers desk or lateral file required.

IV. Individual Space Description:

Administration

Space Title: Community/Parent Room

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Group meetings and workspace for parents and volunteers.
- B. Access: Direct to main circulation, adjacent to Multi-Purpose Room (with door, if possible), exterior door required, close to community kitchen.
- C. Furniture and Equipment: Design space to accommodate Owner Furnished items:

(4-6) 3' x 6' tables with chairs.
- D. Comments: This room is open to the public in the form of parent volunteers and as such should be accessible to the corridor and to the exterior.

This room is basically designed as a classroom in case it is needed for future flexibility.

IV. Individual Space Description:

Administration

Space Title: Book Room

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, agencies and requirements defined in each typical category.

- A. Activities: Bulk storage of books.
- B. Cabinetry: 82" high adjustable metal bookshelves 12"-24" deep to hold 5,000 volumes. Since this is a book storage area, books may be double stacked.
- C. Electrical: (1) duplex utility outlet per wall.
- D. HVAC: District Standard HVAC for heating and ventilation; provide central Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- Thermostats to be enclosed by a lockable vandal proof cover.
- E. Ventilation: Per current code, and continuous exhaust fan.
- F. Communications/
Instructional Technology: (1) Voice Over Internet Protocol (VOIP) phone/data port over network backbone at work station. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.
- Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit centered on wall. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.
- G. Access: Direct to main circulation.
- If doors are interior, solid core wood doors with vision panel and swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.
- Primary exterior doors are to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.
- All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

IV. Individual Space Description:

Administration

Space Title: Records and Storage

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Lockable bulk storage of official school records and office supplies.
- B. Cabinetry: (1) wall 72" high by 12" deep minimum, adjustable metal storage shelves or Woodwork Institute (WI) economy grade shelving with 1" thick shelves.
- C. Access: Direct to Reception/Clerical - provide solid core metal door.
- D. Furniture and Equipment: Design space to accommodate Owner Furnished items:

Space for small floor safe.

Include this page if this elementary school develops a Departmental Philosophy.

The general concept of the Health Services Center is to provide preventative care to those students who do not have ready access to health care professionals. The program is usually partially funded and staffed through the District and by volunteer professionals. Coordinate each program with the school site and the District to verify which programmed spaced are to be included for this school.

II. General Requirements/Grouping Adjacency Considerations:

Health Services

1. Locate the Health Services Center close to the Administration area.
2. Provide an exterior door.

III. Space Requirements:

Health Services

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
<u>Health Services</u>			
Waiting/Reception	1	200	200
Clerical	1	100	100
Conference Room <i>(Optional and may be combined with Parent Room or Administration Conference Room.)</i>	1	250	250
Counseling	1	100	100
Exam Room	1	100	100
Vision Room	1	100	100
Dental Room	1	200	200
Sterilization Room	1	50	50
Unisex Restroom *	1	64	64
Equipment Room	1	64	64
File Room	1	100	100
Office (Optional)	1	100	100
DEPARTMENT TOTAL			1,428

* Unisex (Staff) Restroom/Individual Space Description can be found in the Maintenance/Support Section.

IV. Individual Space Description:

Health Services

Space Title: Waiting/Reception

- A. Activities: Waiting and area reception for daily activities and distressed students.
- B. Atmosphere: Bright, friendly, inviting.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type “X” gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1” x 6” typical wood chair rail all walls mounted +34” AFF maximum, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Provide a two or three color basic floor pattern to be approved by the District.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong “Optima”), 10’ minimum high from finish floor. Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications also acceptable.
- G. Acoustical Treatment: Recommend that applicable noise standards for offices meet or exceed CHPS requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: District Standard modular operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Translucent laminated glass panes (white or colored) 8' Above Finished Floor (AFF) and above (for glare).
- Window coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) “Mecho” Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- I. Display Space: Sustainable tackable wall board full height all walls. Fabric wrapped ½” thick fiber type tack board or tackable bulletin board ¼” thick. A 4’-0” high tackable wall board band above the chair rail may also be acceptable, (optional and site specific at the direction of the District).
- J. Cabinetry: Pamphlet and flyer display and distribution.

IV. Individual Space Description:

Health Services

Space Title: Waiting/Reception

- K. Electrical: (1) utility electrical duplex outlet minimum per wall.
- L. Lighting: Lighting to meet CHPS/HPI requirements, direct/indirect, T-8 (3) lamp pendent fixtures (preferred), if ceiling height inadequate use comparable 2' x 4' direct/indirect recessed fixture.
- Consider specialty lighting in this area to enhance the lobby.
- Provide automatic daylight controls with dimmable ballast systems.
- M. Water: None.
- N. HVAC: District Standard HVAC for heating, cooling and ventilation; provide Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.
- Entire school HVAC to be able to be shut down from a single location for "Shelter in Place" events (through the EMS).
- Thermostat to be enclosed by a lockable vandal proof cover.
- O. Ventilation: As per current code, operable windows, ventilation with HVAC system.
- P. Communications/
Instructional Technology: Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from.
- Q. Access: Close to main reception for parent and visitor entry, courtyard access for students.
- If doors are interior, solid core wood doors with vision panel and swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.
- Primary exterior doors are to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.
- All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

IV. Individual Space Description:

Health Services

Space Title: Waiting/Reception

- R. Furniture and Equipment: Design space to accommodate Owner Furnished items:
Space to accommodate (8) chairs for waiting.
- S. Comments: Distressed students must be able to access the Health Clinic as a first point
of contact. Dedicated entry.

IV. Individual Space Description:

Health Services

Space Title: Clerical

- A. Activities: Reception, clerical work.
- B. Atmosphere: Orderly, business-like.
- C. Writing Surfaces: Provide (1) 4' x 4' porcelain enameled steel whiteboard mounted at +34" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1" x 6" typical wood chair rail at all walls mounted +30" AFF maximum in grades 1-3, align with bottom of whiteboards typical, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- E. Flooring: Carpet squares or broadloom with a moisture impervious backing.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong "Optima"), 10' high minimum from finish floor. Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications also acceptable.
- G. Acoustical Treatment: Recommend that applicable noise standards for offices meet or exceed CHPS requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: District Standard modular operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Provide translucent laminated glass panes (white or colored) 4' AFF and below and 8' AFF and above (for glare).
- Window and clerestory coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) "Mecho" Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- I. Display Space: Sustainable tackable wall board full height all walls (except behind the casework). Fabric wrapped ½" thick fiber type tack board or tackable bulletin board ¼" thick. A 4'-0" high tackable wall board band above the chair rail may also be acceptable, (optional and site specific at the direction of the District).

Space Title: Clerical

- J. Cabinetry: All casework to be Woodwork Institute (WI) Premium veneer plywood case and frames. Doors, drawer faces and exposed panels to be solid phenolic or Trespa, with full extension institutional drawer glides and Rockford Process wrap around hinges through bolted or with inserts.
- 42" high x 24" wide front counter facing lobby with drawers and cabinets for forms storage, shelves to fit 8-1/2" x 11" paper (on reception side). Provide ADA accessible section 30" high with privacy panel and knee space on both sides.
- Space for (2) workstations.
- K. Electrical: (1) fourplex 110V outlet per work station.
- Dedicated circuit and duplex outlet for each copier and printer.
- If required because of layout, provide District approved recessed metal floor boxes each with (2) duplex outlets.
- L. Lighting: Lighting to meet CHPS/HPI requirements, direct/indirect, T-8 (3) lamp pendant fixtures (preferred), if ceiling height inadequate use comparable 2' x 4' direct/indirect recessed fixture.
- Lighting levels to be suitable for an office environment.
- Provide automatic daylight controls with dimmable ballast systems.
- M. Water: None.
- N. HVAC: District Standard HVAC for heating, cooling and ventilation; provide Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.
- Entire school HVAC to be able to be shut down from a single location for "Shelter in Place" events (through the EMS).
- Thermostat to be enclosed by a lockable vandal proof cover.
- O. Ventilation: As per current code, operable windows, ventilation with HVAC system.
- P. Communications/
Instructional Technology: (4) Voice Over Internet Protocol (VOIP) phone/data ports over network backbone (one for each work station plus reception desk area). VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other

IV. Individual Space Description:

Health Services

Space Title: Clerical

locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

(4) computer data ports (two for each work station).

(4) data ports (for fax, copier and (2) printers)

If required because of layout provide District approved recessed metal floor box with (2) data ports.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit, locate so easily viewable from the reception counter. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.

Q. Access:

Direct to waiting, counselling offices, exam rooms, nurse's office.

If doors are interior, solid core wood doors with vision panel and swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

Primary exterior doors are to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

R. Furniture and Equipment:

Design space to accommodate Owner Furnished items:

- (1) individual workstation
- (2) 8 x 4 tables if possible
- (4) filing cabinets.

S. Comments:

Visibility to entrance critical.

Staff does not sit at front counter.

IV. Individual Space Description:

Health Services

Space Title: Conference Room

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Small meetings with staff, public and/or students.
- B. Writing Surfaces: 8 Lineal Feet (LF) porcelain enameled steel whiteboards mounted +34" Above Floor Finish (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks and flag holder at top.
- C. Cabinetry: None.
- D. Electrical: (1) 110V duplex utility outlet per wall.
District approved recessed floor metal box with (2) duplex outlets, center of room under the conference table.
- E. Communications/
Instructional Technology: (1) Voice Over Internet Protocol (VOIP) phone/data port over network backbone at wall. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

Short throw high definition 3500 lumen minimum video projector wall mounted above white board, with (2) CAT6 data ports (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections routed to floor box. Install data and other connection ports and TV 110V duplex outlet on the wall directly adjacent to projector mount (or preferably, within the mounting bracket).

District approved recessed metal floor box with (2) data ports, and USB or VGA 9 pin and HDMI input, connected to video projector, center of room under the conference table.

(2) computer data ports.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit easily visible. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.
- F. Access: Adjacent to reception area and Principals Office.

Interior door solid core wood door with 6" x 20" maximum vision panel and

IV. Individual Space Description:

Health Services

Space Title: Conference Room

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

swing free lever hardware with standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011

G. Furniture and Equipment: Conference table and chairs to seat (8) people - Owner Furnished.

H. Comments: None.

IV. Individual Space Description:

Health Services

Space Title: Counseling

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Individual office work, small meetings, counseling with students and parents.
- B. Atmosphere: Warm, friendly, business-like.
- C. Access: Direct to Health Services.
Acoustic gasketing on door.
- D. Furniture and Equipment: Design space to accommodate Owner Furnished items:
(4) chairs
(2) four drawer filing cabinets.
- E. Comments: None.

IV. Individual Space Description:

Health Services

Space Title: Exam Room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: General Health Exams.
- B. Atmosphere: Clean, friendly.
- C. Cabinetry: All cabinets to be lockable.
No Teacher wardrobe cabinet required.
WI # 402 cabinets not required.
- D. Electrical: Under counter refrigerator outlet not required.
- E. Access: Direct to health clinic clerical.
No vision panel in door.
- F. Furniture and Equipment: Exam table and chair.
Design space to accommodate Owner Furnished items:
Other items not required.
- G. Comments: None.

IV. Individual Space Description:

Health Services

Space Title: Vision Room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, agencies and requirements defined in each typical category.

- H. Activities: Vision exams, vision consultation.
- I. Atmosphere: Clean, friendly.
- J. Cabinetry: All cabinets to be lockable.
No Teacher wardrobe cabinet required.
WI # 402 cabinets not required.
- K. Electrical: Under counter refrigerator outlet not required.
- L. Access: Direct to health clinic clerical.
No vision panel in door.
- M. Furniture and Equipment: Vision chair and stand, phoroptor and projector.
Design space to accommodate Owner Furnished items:
Other items not required.
- N. Comments: None.

IV. Individual Space Description:

Health Services

Space Title: Dental Room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Dental care services.
- B. Cabinetry: All cabinets to be lockable.
No Teacher wardrobe cabinet required.
WI # 402 cabinets not required.
- C. Electrical: Under counter refrigerator outlet not required.
District approved recessed metal floor box with (1) duplex outlet, for dental chair in the center of the room.
110v dedicated power to x-ray machine required.
Low Voltage:
Provide 18 gage 3-wire from x-ray firing bottom to x-ray machine.
Provide 18 gage 3-wire and 3-gang horizontal electric box for air/vacuum/water control panel.
- D. Water: (1) single compartment sink.
- E. Utilities: Utility center that contains air, water, electrical, central vacuum, gravity drain before making final connections to dental equipment.
1/2" air line to Equipment Room.
- F. Communications/
Instructional Technology: Computer and monitor for dental imaging.
- G. Access: Direct to health clinic clerical.
No vision panel in door.
Acoustic gasketing on door
- H. Furniture and Equipment: Space for dental chair and medical equipment, x-ray machine.
Owner Furnished:
Other items not required.

IV. Individual Space Description:

Health Services

Space Title: Dental Room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

I. Comments: None.

IV. Individual Space Description:

Health Services

Space Title: Sterilization Room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Sterilizing medical tools.
- B. Daylight: Not required.
- C. Display Space: None.
- D. Cabinetry: All cabinets to be lockable.
Provide trash drop adjacent to the sink.
No Teacher wardrobe cabinet required.
WI # 402 cabinets not required.
- E. Electrical: Under counter refrigerator outlet not required.
- A. Water: (1) ADA accessible cast iron porcelain enamel 14" wide x 16" long minimum size, single compartment sink with hot and cold water.
- F. Access: Direct to health clinic clerical.
No vision panel in door.
- G. Furniture and Equipment: Space for ultrasonic cleaner and sterilizer.
Design space to accommodate Owner Furnished items:
None.
- H. Comments: None.

IV. Individual Space Description:

Health Services

Space Title: Equipment Room

- A. Activities: Room to house compressor and vacuum and other central dental service equipment for dental services.
- B. Atmosphere: Utilitarian.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Chemically welded seams are recommended.
- F. Ceiling: Hard lid ceiling with two layers Type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish.
- G. Acoustical Treatment: Isolate room from adjacent classroom space with double stud walls, acoustic gypsum board, acoustic gasketing on door.

Recommend that applicable noise standards for offices not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: None Required.
- I. Display Space: None
- J. Cabinetry: None
- K. Electrical: (1) 110V duplex utility outlet per wall.

Dedicated power for compressor.

Dedicated power for vacuum.

Low Voltage:
 Provide 18 gage 3-wire for vacuum.
 Provide 18 gage 3-wire for compressor.
- L. Water: Floor sink.
- M. Utilities: 1" air intake vent to acceptable air source.

1/2" air line to dental room.

IV. Individual Space Description:

Health Services

Space Title: Equipment Room

- N. Ventilation: Exhaust fan (and louver if required).
- O. Communications/
Instructional Technology: None
- P. Access: Adjacent to Dental Room.
- Q. Furniture and Equipment: No towel dispenser.

Compressor and vacuum.

Design space to accommodate Owner Furnished items:
None.
- R. Comments: None.

IV. Individual Space Description:

Administration

Space Title: Health Clinic: File Room

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Space to store medical files and charts.
- B. Writing Surfaces: None.
- C. Access: Adjacent to Unisex Restroom with pass through window for urine samples.
- D. Furniture and Equipment: Design space to accommodate Owner Furnished items:
(2) four drawer filing cabinets (lateral file not required)
- E. Comments: None.

IV. Individual Space Description:

Administration

Space Title: Health Clinic: Office

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Access: Access from within health clinic.
- B. Furniture and Equipment: Design space to accommodate Owner Furnished items:
(2) complete workstations.
- C. Comments: None.

I. General Requirements/Grouping Adjacency Considerations:

Library / Media Center

1. The Library/Media Center should be a focal point at the heart of the School, and close to all classroom areas.
2. A single, controllable entrance/exit is required for the actual Library space, with alarms on fire exits.
3. Supervision and visual access to the entire Library space from the circulation desk and other work stations is critical. An open plan is suggested with stacks on peripheral walls or in low shelves.
4. The Media Center should be close to parking areas for evening access and service, not through the rest of the campus, if possible.
5. Because of after hours meetings and functions that occur in the Library/Media Center, locate staff or public restrooms such that they may be accessed without having access to the rest of the school.
6. Locate a computer lab adjacent to the Library / Media Center. Computer Lab to have its own separate entrance in addition to a door directly into the Library. Windows with shades between the Library and the Lab are desirable.

II. Space Requirements:

Library / Media Center

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
Reading Room and Stacks Area <i>(1,800 sq. ft. minimum, approximately 4 sq. ft./student, calculate for 450 students minimum)</i>	1	1,800	1,800
Story Alcove	1	200	200
Circulation Desk <i>(May be within the Reading Room)</i>	1	200	200
Preparation Room/Storage <i>(120 sq. ft. minimum, increase size for larger Media Centers)</i>	1	300	300
Secure Storage Room	1	100	100
DEPARTMENT TOTAL			2800

III. Individual Space Description:

Library / Media Center

Space Title: Reading Room and Stacks Area

- A. Activities: Reading, research, material check-out, meetings, individual and group work, PTA meetings, direct prevention, school site council, reading intervention, quiet reading area.
- B. Atmosphere: Bright, warm, inviting, quiet, orderly, comfortable.
- C. Writing Surfaces: 8 Lineal Feet (LF) porcelain enamel steel whiteboard mounted at +34" Above Finished Floor (AFF), with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top - if wall space is available.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1" x 6" typical wood chair rail all walls mounted +34 AFF maximum at all walls, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail at all walls that do not have attached casework (optional and site specific at the direction of the District).
- E. Flooring: Carpet squares or broadloom with a moisture impervious backing.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong "Optima"), 10' high minimum from finish floor. Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications and articulated ceilings also acceptable.
- G. Acoustical Treatment: Maximize surface sound absorptive materials.
- Recommend that applicable noise standards for Library / Media Centers meet or exceed CHPS requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: District Standard modular operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Provide translucent laminated glass panes (white or colored) 4' AFF and below (for security) and 8' above finish floor and above (for glare).
- Window coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) "Mecho" Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- Clerestory windows, where provided, translucent white laminated glass with

Space Title: Reading Room and Stacks Area

District Standard exterior perforated metal vandal resistant screen, if accessible from roof or covered walk areas (optional and site specific at the direction of the District).

Windows with "Mecho" shades into adjacent Computer Lab desirable.

I. Display Space:

Sustainable tackable wall board full height all walls that do not have attached book shelves. Fabric wrapped ½" thick fiber type tack board or tackable bulletin board ¼" thick. A 4'-0" high tackable wall board band above the chair rail may also be acceptable, (optional and site specific at the direction of the District).

Provide a braided cable picture hanging wire suspended wall to wall, attached to metal brackets, centered between the rows of light fixtures. Confirm that the picture hanging wire full of student art work will not interfere with the security system or the fire alarm system.

J. Cabinetry:

All casework to be Woodwork Institute (WI #600 series with backs) Premium veneer plywood plywood case and frames with adjustable, 1" minimum thick shelves or other suitable library shelving.

Library shelving appropriate to house book collection of 6,000 - 10,000 volumes (72" maximum height shelving at walls and 48" maximum height shelving freestanding). Periodical rack for 40 magazines (3' wide).

For circulation purposes, design for 5'-6" between freestanding stacks and allow 7'-6" between any shelving and table areas.

Book stacks sized accordingly for 6,000 - 10,000 volumes.

Typical Volume Breakdown: (Verify with on site collection).

* Picture Book (20%) - requires 14" deep and 16" high clear open shelf space minimum.

* Fiction (25%) - requires 12" deep shelves

* Non-Fiction (45%) - requires 12" deep shelves

* Reference (2%) - requires 12" deep shelves

* Biography (8%) - requires 12" deep shelves

6 LF of glass, three dimensional display case (Woodwork Institute (WI #317) adjacent to circulation desk.

Provide a gate with latch to separate the circulation desk from the reading room.

K. Electrical:

(2) utility electrical duplex outlets minimum per wall.

Duplex outlets above counters at 3'-0" o.c.

Dedicated power circuits for all equipment.

III. Individual Space Description:

Library / Media Center

Space Title: Reading Room and Stacks Area

(3) electrical duplex outlets minimum at markerboard wall (center one under the markerboards.

(6) duplex outlets for (6) computers on one wall (wire mold may be used with District permission). District will use surge suppressor power strips.

District approved recessed metal floor box with (1) duplex outlet, centered on projection screen approximately 12' from wall.

Power for in-wall media controller at the circulation desk.

Power to exterior door frames for electric strike and for wall mounted proximity detector.

L. Lighting:

Lighting to meet CHPS/HPI general mode classroom lighting level of 35-50 footcandles at desktop.

Rows of direct/indirect, T-8 (3) lamp pendent fixtures (preferred), if ceiling height inadequate use comparable 2' x 4' direct/indirect recessed fixture.

Wall mount 8 lf T-8 lamp fixture centered above the white board with separate switch.

Orient fixtures parallel to and centered between book stacks to light the bottom shelves.

Provide automatic daylight controls with dimmable ballast systems.

All lighting in the Library / Media Center to be connected to the in-wall media controller at the circulation desk to control dimming and "scene switching" between general illumination and projection modes.

M. Water:

None.

N. HVAC:

District Standard HVAC for heating, ventilation and cooling; provide central Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.

On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.

Entire school HVAC to be able to be shut down from a single location for "Shelter in Place" events (through the EMS).

Thermostats to be enclosed by a lockable vandal proof cover.

O. Ventilation:

As per current code, operable windows, ventilation with HVAC system.

Space Title: Reading Room and Stacks Area

- P. Communications/
Instructional Technology:
- High definition, 3500 lumen minimum video projector ceiling mounted on pole with rotating bracket (to allow projection on to different walls), center of room. A similar wall mounted short throw projector may be an option depending on the ceiling and room configuration. Provide for (2) CAT6 data ports (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections routed to the in-wall media controller (Extron) at the circulation desk. Install all connections and 110V duplex outlet in the ceiling (or wall) directly adjacent to projector mount (or preferably, hidden within the mounting bracket).
- Provide video conferencing capability with (1) data port under projection screen and (1) data port at opposite side of library.
- Wireless computer connection to local area network, school network and District wide network. Wireless access point (WAP) located approximately one for two classrooms, confirm coverage. Assume 64 wireless users in the Library / Media Center.
- Six (6) CAT6 data ports for student project based learning computers (2 ports per face plate spaced 6'-0" on center if in wall or in District approved recessed metal floor boxes).
- District approved recessed metal floor box centered on projection screen approximately 15' from front wall with with (2) CAT6 data port (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections to ceiling mounted projector and to in-wall media controller at circulation desk.
- Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit centered at rear library wall visible from the circulation desk. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets. Intercom audio shares the speakers used for the audio voice reinforcement system.
- Provide two-way emergency communication through the integrated clock, bell, and speaker intercom/paging system speakers, activated by a red emergency "panic" button at the circulation desk and on the teacher's microphone.
- Infrared room audio voice reinforcement system with (1) teacher's wireless clip-on microphone with emergency "panic" button, (1) wireless hand held microphone, and (4) ceiling mounted speakers.
- Q. Access:
- Direct from main circulation and direct to exterior.
- Interior doors are to be solid core wood doors with 6" x 20" maximum vision panel and swing free lever hardware with standard Schlage cylinders and an

Space Title: Reading Room and Stacks Area

interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

Exterior doors are to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware and standard Schlage cylinders and an interior quick lock and release classroom security lock, as per DSA Bulletin 11-05 Effective July 1, 2011.

Main exterior and interior entry doors in this space to have proximity detector security system activated door hardware and Primus locks at all doors. Provide one main entry interior and exterior set of doors, others are secondary. Proximity detector to be wall mounted and fob activated.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

- R. Furniture and Equipment: 8' x 12' electrically operated projector screen (concealed ceiling or wall mounted) (Da-Lite Advantage Electrol, or equal), centered on room mounted at a 45 degree angle to the whiteboard, if any, at front wall. Screen to be operated by a toggle wall switch in media controller at the circulation desk. Position projector screen so that the pendent light fixtures do not block the view to the image.

Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.

Owner Furnished:

Tables for 36 students (25" – 28" work surface height for various grade levels) with dark tops to hide grime, furniture to meet District Standards.

Chairs to seat 36 students (14" – 17" seat height for various grade levels) upholstered with dark fabric, furniture to meet District Standards.

(6) project based learning computers, (for internet access and for card catalogue access). Orient all computers such that all screens can be supervised from the circulation desk.

Recommend some mobile furniture and soft furniture for interactive learning opportunities.

- S. Comments: Reading Room to be open and observable from circulation desk which should be able to see directly down the aisles of the stacks for supervision. Incorporate reading alcove or "Story Area"; quiet reading area to be incorporated adjacent to picture book stacks.

III. Individual Space Description:

Library / Media Center

Space Title: Reading Room and Stacks Area

It is desirable to have the Library / Media Center adjacent to the Computer Lab for supervision and staffing.

District to review and approve library design and layout prior to completion of Design Development Phase.

III. Individual Space Description:

Library / Media Center

Space Title: Story Alcove

- A. Activities: Story time reading for lower grades and presentation area.
- B. Atmosphere: Quite, warm, friendly.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type “X” gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1” x 6” typical wood chair rail at all walls mounted +34 AFF maximum, align with bottom of whiteboards typical, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- E. Flooring: Carpet squares or broadloom with a moisture impervious backing.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong “Optima”), 10' high minimum from finish floor. Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications and articulated ceilings also acceptable.
- Consider lowering the ceiling in this area to facilitate the feeling of cozyness for smaller children.
- G. Acoustical Treatment: Recommend that applicable noise standards for Library / Media Centers meet or exceed CHPS/ HPI requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- Maximize sound absorbing materials in the alcove.
- H. Daylight: District Standard modular classroom operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Provide translucent laminated glass panes (white or colored) 4' AFF and below (for security and to minimize outside distractions, however, this does not adhere to the CHPs guidelines, so verify with District) and 8' AFF and above (for glare).
- Window coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) “Mecho” Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- Clerestory windows, translucent laminated glass panes (white or colored) with District Standard exterior perforated metal vandal resistant screen (optional and site specific at the direction of the District).
- I. Display Space: Sustainable tackable wall board full height all walls (except behind the

Space Title: Story Alcove

- casework). Fabric wrapped ½” thick fiber type tack board or tackable bulletin board ¼” thick. A 4’-0” high tackable wall board band above the chair rail may also be acceptable, (optional and site specific at the direction of the District).
- Provide a braided cable picture hanging wire suspended wall to wall, attached to metal brackets, centered between the rows of light fixtures. Confirm that the picture hanging wire full of student art work will not interfere with the security system or the fire alarm system.
- J. Cabinetry: All casework to be Woodwork Institute (WI #600 series with backs) Premium veneer plywood plywood case and frames with adjustable, 1” minimum thick shelves or other suitable library shelving.
- Consider extending picture book shelving into this area, if appropriate.
- K. Electrical: (2) utility electrical duplex outlets minimum per wall.
- L. Lighting: Lighting to meet CHPS/HPI general mode classroom lighting level of 35-50 footcandles at desktop.
- Rows of direct/indirect, T-8 (3) lamp pendent fixtures (preferred), if ceiling height inadequate use comparable 2’ x 4’ direct/indirect recessed fixture.
- Provide automatic daylight controls with dimmable ballast systems.
- Consider specialty lighting to focus on the reader / story teller and to be able to dim the lights over the audience. Locate light switche(s) for specialty fixtures within the Story Alcove.
- M. Water: None.
- N. HVAC: District Standard HVAC for heating and ventilation.
- O. Ventilation: As per current code, operable windows, ventilation with HVAC system.
- P. Communications/
Instructional Technology: Infrared audio reinforcement system with (1) wireless clip-on microphone, (1) wireless hand held microphone, and (2) ceiling mounted speakers.
- Q. Access: Direct to Reading Room
- R. Furniture and Equipment: Recommend some mobile furniture and soft furniture for interactive learning opportunities.
- S. Comments: Recommend a semicircular type alcove with a low perimeter bench built in back of the alcove. The reader or story teller faces into the alcove with their back to the Reading Room. This will contain the sound in the alcove. This space might want to be a fanciful, fun, child friendly area.

III. Individual Space Description:

Library / Media Center

Space Title: Circulation Desk

- A. Activities: Material check out and return, student assistance, general observation, book ordering.
- B. Atmosphere: Orderly, professional, friendly.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type “X” gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- Provide continuous 1” x 6” typical wood chair rail at all walls mounted +34” AFF maximum, stop where casework occurs.
- Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Provide a two or three color basic floor pattern to be approved by the District.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong “Optima”), 10' high minimum from finish floor. Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications also acceptable.
- G. Acoustical Treatment: Recommend that applicable noise standards for Library / Media Centers meet or exceed CHPS/ HPI requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: District Standard modular classroom operable window system with low E laminated clear glass to meet or exceed CHPS/ HPI energy requirements. Provide translucent laminated glass panes (white or colored) 4' AFF and below (for security and to minimize outside distractions, however, this does not adhere to the CHPs guidelines, so verify with District) and 8' AFF and above (for glare).
- Window coverings to be easily cleanable, manually operated (may be electrically operated with permission of the District) “Mecho” Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- I. Display Space: Sustainable tackable wall board full height all walls (except behind the casework). Fabric wrapped ½” thick fiber type tack board or tackable bulletin board ¼” thick. A 4’-0” high tackable wall board band above the

Space Title: Circulation Desk

chair rail may also be acceptable, (optional and site specific at the direction of the District).

- J. Cabinetry: All casework to be Woodwork Institute (WI) Premium veneer plywood case and frames. Doors, drawer faces and exposed panels to be solid phenolic or Trespa, with full extension institutional drawer glides and Rockford Process wrap around hinges through bolted or with inserts.
- Circulation desk to have 42" high 12" wide counter top to shield the work area and 30" high x 24" wide counter top work area with space below for one 30" wide rolling book cart (WI # 651 (2), desk leg space, 30" high counter top at computer and typing stations. Check out counter area shall have a section designed for wheelchair access. Counter to have grommets for power and data cords. Conceal power and data wiring in accessible chase below the counter.
- Lockable cabinets behind counter area.
- Provide a gate with latch to separate the circulation desk from the reading room.
- K. Electrical: (4) 110V duplex outlets in or under counter top, conceal all conduit and junction boxes.
- L. Lighting: Lighting to meet CHPS/HPI requirements, direct/indirect, T-8 (3) lamp pendent fixtures (preferred), if ceiling height inadequate use comparable 2' x 4' direct/indirect recessed fixture.
- Lighting levels to be suitable for an office environment.
- Provide automatic daylight controls with dimmable ballast systems.
- Optional specialty task lighting above the work surfaces.
- M. Water: None.
- N. HVAC: From Reading Room HVAC system.
- O. Ventilation: From Reading Room HVAC system.
- P. Communications/
Instructional Technology: (2) Voice Over Internet Protocol (VOIP) phone/data ports over network backbone at work station. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

III. Individual Space Description:

Library / Media Center

Space Title: Circulation Desk

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit. System to synchronize time throughout the school and allow for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets. Intercom audio shares the speakers used for the audio voice reinforcement system.

(4) data ports under counter for check out equipment.

Provide controls for the infrared audio voice reinforcement system at the circulation desk.

Provide two-way emergency communication through the speakers with a "red" button at the circulation desk.

- Q. Access: Locate adjacent to main exit. Direct and open to Reading Room and Stacks, direct to Workroom/Storage.
- R. Furniture and Equipment: Owner Furnished:
(2) check out computers
(2) USB book scanners
(1) network printer
- S. Comments: Visual supervision of entire Library as well as entry door(s) is critical.

Locate circulation desk near main Library door for supervision.

WCCUSD elementary school Library / Media Centers typically do not have a book security system. Verify with the District.

III. Individual Space Description:

Library / Media Center

Space Title: Preparation Room/Storage

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, agencies and requirements defined in each typical category.

- A. Activities: Processing and repair of text and video materials. Multi-use office space for librarian and occasional District staff.
- B. Writing Surfaces: 4 Lineal Feet (LF) porcelain enameled steel whiteboards mounted at +34" Above Finished Floor (AFF), with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- C. Daylight: No windows required, if provided follow Daylight standards of this section.
- D. Cabinetry: All casework to be Woodwork Institute (WI #600 series with backs) Premium veneer plywood plywood case and frames with adjustable, 1" minimum thick shelves or other suitable library shelving.
- ADA accessible plastic laminate sink cabinet (WI #154) and minimum 9 LF of counter at +34" AFF with 4" minimum coved backsplash and with lower doors and drawers (WI #222).
- Provide lockable specialized storage for video tapes, CDs, floppy disks, zip disks, and program manuals.
- Teacher's lockable wardrobe cabinet not required.
- E. Electrical: Duplex outlets above counters at 3'-0" o.c. for video equipment.
- Duplex outlet under counter for refrigerator not required.
- F. Access: Direct to circulation desk.
- G. Furniture and Equipment: Space for work table - Owner Furnished.

III. Individual Space Description:

Library / Media Center

Space Title: Secure Storage Room

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- T. Activities: Secure storage for presentation equipment and carts.
- U. Access: Direct to library and circulation desk.
- Hollow metal door, no vision panel, with swing free lever hardware and Primus Schlage cylinder.

1. Multi-Purpose Room must be visible and accessible for after school activities.
2. Entire area should be central to the school for easy access from classrooms.
3. The area might be securable from the rest of the school.
4. Food Service should be directly accessible for vehicular service and close to the campus refuse areas.
5. The food service area must be somewhat self-contained and isolated on the school so as not to disturb the main academic teaching core.
6. The school may operate on a 2 or 3 lunch period schedule.
7. There will be eating areas both within the Multi-Purpose space and in an outdoor patio setting. Both whole lunch and snack foods will be able to be consumed in either area.
8. California Education Code Section 38086 requires all public school district to provide student access to free, fresh drinking water during meal times in school food service areas after July 1, 2011. Provide a drinking fountain in or near the Multi-Purpose room as indicated in the Individual Space Description and a drinking fountain in or near the outside eating area.
9. A covered lunch shelter outside eating area large enough to seat (50) at fixed "Kwikcrete" type concrete tables is required directly adjacent to the Multi-purpose room. Verify size and location with the District.

II. Space Requirements:

Multi-Purpose/Food Service

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
Multi-Purpose Room <i>(Verify existing size).</i>	1	3,500	3,500
Stage	1	1,200	1,200
Stage Storage	1	200	200
Table/Chair Storage	1	250	250
Public Restrooms*			
Men	1	180	180
Women	1	220	220
Kitchen	1	1,000	1,000
<i>(Includes the Warming and Community Kitchen.)</i>			
Speed Line <i>(May be part of the kitchen).</i>	1	300	300
Dry Storage	1	80	80
Kitchen Staff Restroom <i>(May be adjacent to MPR).</i>	1	80	80
Changing Room <i>(May be part of restroom or kitchen).</i>	1	80	80
Office <i>(Verify with District)</i>	1	80	80
DEPARTMENT TOTAL			7,170

Size of Kitchen and Speed Line is dependant on enrollment and type of food service program offered at this site. Verify the requirements with the District Food Service Department prior to design.

* Public Restrooms Individual Space Descriptions are in the Maintenance/Support section.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Multi-Purpose Room

- A. Activities: Cafeteria space, school and public assemblies.
- B. Atmosphere: Bright, airy, clean.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted semi-gloss acrylic finish. GWB to extend to floor deck or roof deck above.
- High pressure plastic laminate over plywood substrate wainscot to 8'-0" Above Finished Floor (AFF) with stainless steel corner guards and trim.
- Equipped for in wall folding table pockets (verify with District).
- At alcove for drinking fountain, if provided, solid body porcelain tile (large size preferred, 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color) wainscot to +6'-0" AFF or to fill alcove, over tile backer board.
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Provide a two or three color basic floor pattern to be approved by the District.
- F. Ceiling: 2' x 4' Suspended grid acoustic tile lay-in ceiling tiles (Recommend Armstrong "Optima"), 16'-20' high minimum from finish floor. Suspended ceiling to have seismic hold down clips and uplift struts. 12" x 12" glue-up tile for specific applications and articulated ceilings also acceptable.
- G. Acoustical Treatment: Appropriate for speech and limited music, contiguous sound absorption panels high on all walls, per acoustical design to meet or exceed CHPS/ HPI requirements.
- H. Daylight: District Standard modular operable window system with low E laminated translucent laminated glass panes (white or colored) to meet or exceed CHPS/ HPI energy requirements.
- Window and clerestory coverings to be easily cleanable, electrically operated "Mecho" Shade with 1% openness factor. Cover as many windows with a single shade unit as feasible.
- Clerestory windows, translucent laminated glass panes (white or colored) with District Standard exterior perforated metal vandal resistant screen (optional and site specific at the direction of the District).
- I. Display Space: (1) 4' x 8' tackboard with metal trim at side wall, mounted at +34" Above

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Multi-Purpose Room

- Finished Floor (AFF) maximum with tack strip, map hooks, and flag holder at top.
- J. Cabinetry: None.
- K. Electrical: (2) utility electrical duplex outlets minimum per wall.
- District approved recessed metal floor box with (2) duplex outlets, centered on proscenium approx 15' from front of stage, or center of room (verify placement with District).
- Power for in-wall media controller back stage and at rear of Multi-Purpose room.
- Power for wall mounted TV, directly behind TV.
- Power for video projector, mounted in ceiling.
- L. Lighting: Lighting to meet CHPS/HPI general mode multipurpose room lighting level of 35-50 footcandles. Recommend light fixtures with pendant acorn, impact resistant polycarbonate lens, and compact fluorescent type lamps.
- Ceiling circuitry for a basic dimmer and lighting package for elementary theatrical and music performances, verify with District.
- Provide automatic daylight controls with dimmable ballast systems.
- All lighting in the Multi-Purpose Room to be connected to the in-wall media controller back stage and at the rear of the room to control dimming and "scene switching" between general illumination, theatrical and projection modes.
- M. Water: High/low, heavy duty, vandal resistant, porcelain enamelled steel or poured solid drinking fountain. Stainless steel is not recommended, (prefer in lobby or adjacent hallway).
- N. HVAC: District Standard HVAC for heating and ventilation; provide Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.
- Entire school HVAC to be able to be shut down from a single location for "Shelter in Place" events (through the EMS).
- Acoustically isolate the HVAC unit(s) and ducts from the Multi-Purpose space.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Multi-Purpose Room

Thermostats to be enclosed by a lockable vandal proof cover.

- O. Ventilation: As per current code, good air circulation, passive pressure relief gravity vents (if required by Mechanical design) that close automatically when the HVAC is off.
- P. Communications/
Instructional Technology: (2) Voice Over Internet Protocol (VOIP) phone/data ports over network backbone, one near the stage and one at the rear of the multipurpose room. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.
- High definition, 3500 lumen minimum video projector ceiling mounted on pole with rotating bracket (to allow projection on to different walls), center of room or wall mounted at rear of Multi-purpose Room with long throw lens. Provide for (2) CAT6 data ports (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections routed to the (2) in-wall media controllers (Extron) located at rear of multipurpose room and back stage. Install all connections and 110V duplex outlet in the ceiling (or wall) directly adjacent to projector mount (or preferably, hidden within the mounting bracket).
- Provide (2) in-wall media controllers (Extron) located at rear of multipurpose room and back stage with (2) CAT6 data port (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections to ceiling mounted projector and to floor boxes. Media controller to have an amplifier with volume control connected to all multipurpose room audio visual equipment, which may share the speakers used for the audio voice reinforcement system.
- Wireless computer connection to local area network, school network and District wide network. Wireless access point (WAP) in each floor of each building, confirm coverage. Assume 32 wireless users in this area.
- District approved recessed metal floor box with (2) CAT6 data ports (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections to ceiling mounted projector and to (2) in-wall media controllers, centered on proscenium approximately 15' from front of stage, or center of room (verify placement with District).
- District Standard portable stage sound system.
- Pair of wall mounted speakers, one on each side of proscenium, to connect to portable stage sound system.
- Provide a portable infrared audio reinforcement system for the hearing

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Multi-Purpose Room

impaired in this space.

(2) computer data ports, one near the stage and one at the rear of the multipurpose room.

65" flat panel video display with (2) CAT6 data ports (for CATV) wall mounted directly behind TV.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit centered at rear wall of the multipurpose room opposite the proscenium opening. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets. Intercom audio shares the speakers used for the audio voice reinforcement system.

Q. Access:

Direct to Kitchen, Stage, Table/Chair Storage Room, Parent Room and Lobby.

If doors are interior, solid core wood doors with 6" x 20" maximum vision panel and swing free lever hardware with standard Schlage cylinders.

Primary exterior classroom doors are to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware and standard Schlage cylinders.

Provide removable mullion at double doors.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

R. Furniture and Equipment:

Electrically operated projection screen (9' x 16' minimum) mounted behind proscenium but in front of curtain, (verify size with District). Screen to be operated by a toggle wall switch in (2) media controllers located at rear of multipurpose room and back stage. Position projector screen so that the pendent light fixtures do not block the view to the image.

Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.

In wall folding tables (to seat 400 minimum, approximately 20 tables (10 on each side of the Multipurpose room) each 14 feet long) with benches attached to table and ability to fold table to act as back for the bench (verify type and manufacturer with District).

Appropriate sized TV bracket mounted on wall with 6'-8" minimum

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Multi-Purpose Room

clearance underneath if in the path of travel. Install CATV jack and TV 110V duplex outlet on the wall directly behind the TV.

Owner Furnished:

(250) stackable chairs with chair dollies (may be designed to fit under the stage).

S. Comments: None.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Stage

- A. Activities: Band and choral instruction and rehearsal; music and theatrical performances.
- B. Atmosphere: Instructional.
- C. Writing Surfaces: (1) 4' x 8' porcelain enameled steel whiteboard mounted at side wall +34" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted semi-gloss acrylic finish (if a light color). GWB to extend to floor deck or roof deck above.

Stage surfaces are typically painted flat black, verify with the District.
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Provide a two or three color basic floor pattern to be approved by the District.

A cushioned wood stage flooring system is optional, verify with the District.
- F. Ceiling: Gypsum wall board, level five smooth finish, painted semi-gloss (if a light color), angled to project sound into the multipurpose room.

Stage surfaces are typically painted flat black, verify with the District.
- G. Acoustical Treatment: Acoustical batt wall sound insulation in all interior.

Per acoustical design. Recommend that applicable noise standards for a Multi-purpose meet or exceed CHPS/ HPI requirements.
- H. Daylight: None.
- I. Display Space: None.
- J. Cabinetry: None.
- K. Electrical: (2) utility electrical duplex outlets minimum per wall (face plates to match color of the wall).

District approved recessed metal floor box with (2) duplex outlets, centered on proscenium approximately 1' from the front of the stage, for lecture podium use.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Stage

- L. Lighting: Lighting to meet CHPS/HPI general mode classroom lighting level of 35-50 footcandles at desktop, recommend using 2' x 4' direct/indirect T-8 recessed fixture.
- Ceiling circuitry for a basic dimmer and lighting package for elementary theatrical and music performances, verify with District. Provide dimming controls back stage and at the rear of the multipurpose room.
- M. Water: None.
- N. HVAC: District Standard HVAC for heating and ventilation; provide central Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.
- Entire school HVAC to be able to be shut down from a single location for "Shelter in Place" events (through the EMS).
- Base isolate any rooftop mounted HVAC units. Acoustically isolate the unit and ducts from the Stage space.
- Thermostats to be enclosed by a lockable vandal proof cover.
- O. Ventilation: Automatically activated smoke vents in ceiling if required by code.
- P. Communications/
Instructional Technology: (2) Voice Over Internet Protocol (VOIP) phone/data port over network backbone back stage. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.
- Provide (1) in-wall media controllers (Extron) located back stage with (2) CAT6 data port (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections to ceiling (or wall) mounted projector, to floor boxes and to in-wall media controllers at rear of multipurpose room. Media controller to have an amplifier with volume control connected to all multipurpose room audio visual equipment, which may share the speakers used for the audio voice reinforcement system.
- Wireless computer connection to local area network, school network and District wide network. Wireless access point (WAP) in each floor of each building, confirm coverage.
- District approved recessed metal floor box with (2) CAT6 data ports (for CATV), (1) USB, (1) VGA 9 pin and (2) HDMI connections to ceiling

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Stage

mounted projector and to (2) in-wall media controllers, 1' from the front of the stage, for lecture podium use.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit located on a stage side wall in an area not visible from the Multi-Purpose room. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets. Intercom audio shares the speakers used for the classroom audio voice reinforcement system.

- Q. Access: Wheelchair access either with a ramp or an accessible lift from Multi-Purpose Room. It is not desirable to have the disabled individual leave the Multi-Purpose Room or the sight of the audience when accessing the stage.
- R. Furniture and Equipment: Provide new, basic, elementary school curtain and rigging package. (Verify with District).
- S. Comments: A raised stage area (at +24" AFF), a 14' high x 28' wide proscenium opening typical, with curtains and a backstage area for assemblies and performances is required.
- Provide a 5' wide thrust stage in front of the stage curtain.
- It is desirable to have the entire front of the stage be stair risers for easy access and performances.
- Band Rehearsal: 12 - 20 students.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Stage Storage

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

A. Access:

Adjacent to Multi-Purpose Room and Stage.

Provide double door 6'-0" wide x 8'-0" high minimum with removable mullion or extra wide 42" door. Extra width and height are to accommodate large items, etc.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Table/Chair Storage

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Storage of extra tables, chairs, and miscellaneous equipment.
- B. Walls: Continuous 1/2" thick paint grade plywood wainscot, to 48" AFF, with aluminum trim.
- C. Cabinetry: None.
- D. Access: Direct to Multi-Purpose Room

Provide double door 6'-0" wide x 8'-0" high minimum with removable mullion or extra wide 42" door. Extra width and height are to accommodate folded tables, etc.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Kitchen

- A. Activities: Preparation, warm-up service and clean-up of food delivered from the District central kitchen as well as community food preparation. This is classified as a full production kitchen by the Contra Costa County Department of Health.
- B. Atmosphere: Bright, sanitary, able to be hosed down.
- C. Writing Surfaces: None.
- D. Walls: Durable, cleanable, must be approval by the Contra Costa County Department of Health. Options include smooth Fiberglass Reinforced Panels (FRP) with stainless steel trim or a high build polyester reinforced coating or solid body porcelain tile (large size preferred, 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color) floor to ceiling over tile backer board - verify with District.
- E. Flooring: Epoxy fluid applied stone chip flooring, smooth orange peel finish or solid body porcelain tile (large size, 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color), prefer coved 6" tile base.
- Slope floor to drain into floor sinks.
- F. Ceiling: Moisture resistant gypsum wall board, level five finish, painted semi-gloss.
- G. Acoustical Treatment: Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: Windows are not required, if provided, high windows, District Standard modular operable window system with low E laminated translucent white or colored glass to meet or exceed CHPS/ HPI energy requirements.
- I. Display Space: 4' x 4' bulletin board mounted at +34" AFF for employee notices, schedules, etc. (if not provided in changing area).
- J. Cabinetry: All casework to be Woodwork Institute (WI) Premium veneer plywood case and frames. Doors, drawer faces and exposed panels to be solid phenolic or Trespa, with full extension institutional drawer glides and Rockford Process wrap around hinges through bolted or with inserts.
- Refer to Furniture and Equipment section and design per food service design professional.
- Provide upper and lower casework as appropriate for the community kitchen.
- Stainless steel counter tops typical.
- K. Electrical: Pending kitchen design per food service design professional.
- Provide District Standard floor mounted water proof pedestal type boxes with duplex outlets directly under the equipment.
- Fly fan at exterior door.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Kitchen

- L. Lighting: Recessed 2' x 4' T-8 fixtures - Health Department approved.
- M. Water: (1) hand wash sink, stainless steel (more than one may be required by the Health Department depending on the kitchen layout).
(1) preparation sink, stainless steel.
(1) three compartment sink, stainless steel.
- N. HVAC: District Standard HVAC for heating and ventilation; provide central Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.

On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.

Entire school HVAC to be able to be shut down from a single location for "Shelter in Place" events (through the EMS).

Air conditioning is required in the kitchen.

Base isolate any roof top mounted equipment and HVAC units.

Thermostats to be enclosed by a lockable vandal proof cover.
- O. Ventilation: (1) Class 1 hood over convection oven and range. If the oven and the range are not positioned together then the convection oven requires a Class 2 hood and the range a Class 1 hood.

Pending kitchen design per food service design professional.
- P. Communications/
Instructional Technology: (1) Voice Over Internet Protocol (VOIP) phone/data port over network backbone. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit easily visible from the desk. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.

(1) data port for the Point of Service (POS) computer at the desk (if not in office). Needs to connect to the POS cash register and to the District network.

To facilitate early morning deliveries, the kitchen area is to have a separate security zone and key pad to turn the kitchen security system on and off

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Kitchen

- independently from the rest of the school.
- Q. Access: Direct to exterior (4' wide door), Multi-Purpose, Speed Line and Dry Storage.
- Interior, solid core wood door with 6" x 20" maximum vision panel and swing free lever hardware with standard Schlage cylinders.
- Exterior door is to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware and standard Schlage cylinders.
- All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.
- R. Furniture and Equipment: Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.
- Provide all new equipment per food service design professional. The number of doors of refrigeration and heated cabinets may vary depending on the enrollment and food service programs at the site. Verify all equipment with District Food Service Department at 100% Design Development:
- Equipment for Warming Kitchen:**
Refrigerator, roll-in, lockable
Freezer, reach-in, lockable
Heated cabinet, roll-thru, lockable both sides
Refrigerator, roll-thru, lockable both sides
Milk Cooler, lockable
Convection Oven, double deck, roll-in, with roll-in basket dolly
(10) pack baskets
Basket Dolly for (10) pack baskets
Stainless Steel Work Table (size based on kitchen size)
Stem Caster wire cart
Lockers, vented, all welded metal with padlock hasp, four tiers high, 12" wide x 12" deep x 78" high (4 lockers total) if not provided in the Changing Area.
- Equipment for Community Kitchen:**
4-burner electric range with oven.
Dual-Temp reach-in refrigerator/freezer, lockable.
(5) coat hooks.
Metal dry storage lockable cabinet 42" wide x 24" deep x 78" high.
- Owner Furnished:
"30 x 60" lockable desk and chair for a food service worker to count money and do paperwork (may be in the Kitchen Office).
- S. Comments: The District Warming Kitchen and the Community Kitchen are to be combined in the same space and laid out as efficiently as possible. The

Space Title: Kitchen

District food service items like the convection oven and the big refrigerators and freezers are not intended for use by the community and to be separately locked. Design the space such that the Community Kitchen equipment is grouped together and somewhat removed from the warming kitchen if possible. Community groups like the PTA will have access to and use the kitchen after hours and on weekends. They are not supposed to interfere with the daily operations of the District food service.

A Speed Line may be included as part of an enlarged kitchen. Refer to the Speed Line Individual Space Description for additional information. Verify configuration with District.

Preparation, warm-up service and clean-up of food delivered from the District central kitchen as well as community food preparation. This is classified as a full production kitchen by the Contra Costa County Department of Health.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Speed Line

- A. Activities: Quick service of hot and cold prepackaged food items to students from hot and cold storage units.
- B. Atmosphere: Bright, sanitary, able to be hosed down.
- C. Writing Surfaces: None.
- D. Walls: Durable, cleanable, must be approval by the Contra Costa County Department of Health. Options include smooth Fiberglass Reinforced Panels (FRP) with stainless steel trim or a high build polyester reinforced coating or solid body porcelain tile (large size preferred, 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color) floor to ceiling over tile backer board - verify with District.
- E. Flooring: Epoxy fluid applied stone chip flooring, smooth orange peel finish or solid body porcelain tile (large size 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color), prefer coved 6" tile base.
- Slope floor to drain into floor sinks.
- F. Ceiling: Moisture resistant gypsum wall board, level five finish, painted semi-gloss.
- G. Acoustical Treatment: Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: Windows are not required, if provided, high windows, District Standard modular operable window system with low E laminated translucent white or colored glass to meet or exceed CHPS/ HPI energy requirements.
- It is desirable to have a large window into the Multi-Purpose Room for supervision of the speed line. This may be part of a storefront window system between the multipurpose room and the speed line.
- I. Display Space: None.
- J. Cabinetry: All casework to be Woodwork Institute (WI) Premium veneer plywood case and frames. Doors, drawer faces and exposed panels to be solid phenolic or Trespa, with full extension institutional drawer glides and Rockford Process wrap around hinges through bolted or with inserts.
- Refer to Furniture and Equipment section and design per food service design professional.
- Provide lower casework 36" long x 18" deep with lockable doors for condiment and utensil storage (WI #222).

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Speed Line

- Stainless steel counter tops, typical.
- K. Electrical: Pending kitchen design per food service design professional.
- Provide District Standard floor mounted water proof pedestal type boxes with duplex outlets directly under the speed line equipment.
- L. Lighting: Lighting to meet CHPS/HPI general mode lighting for a food service area.
- Recommend attractive fixtures with a light spectrum to enhance the appearance of the food.
- M. Water: (1) hand wash sink, stainless steel.
- N. HVAC: District Standard HVAC for heating and ventilation; provide central Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.
- Entire school HVAC to be able to be shut down from a single location for “Shelter in Place” events (through the EMS).
- Air conditioning is required in the speed line.
- Base isolate any roof top mounted equipment and HVAC units.
- O. Ventilation: As required by code.
- P. Communications/
Instructional Technology: (1) Voice Over Internet Protocol (VOIP) phone/data port over network backbone at POS station.
- Provide District Standard floor mounted water proof pedestal type box with CAT6 data port for Point of Service (POS) cash register. Connected to POS computer in the Kitchen or Office.
- Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit easily visible from the cash register. System to synchronize time throughout the school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.
- Q. Access: Direct to Multi-Purpose Room and Kitchen.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Speed Line

Provide a single 3'-0" wide entry door from the Multi-Purpose Room and a pair of 3'-0" doors with removable mullion exiting to the Multi-Purpose Room. A variation may have the entry from the exterior or an adjacent hallway as long as it is covered and protected from the weather.

Provide a 42" wide door to the Kitchen.

Interior, solid core wood door with 6" x 20" maximum vision panel and swing free lever hardware with standard Schlage cylinders.

Exterior door (if provided) is to be hollow metal, 6" x 20" maximum vision panel with swing free lever hardware and standard Schlage cylinders.

All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.

At least one side of the speed line must be fully ADA accessible.

R. Furniture and Equipment:

Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.

Provide all new equipment per kitchen design. The number of doors of pass through refrigeration and heated cabinets as well as the number of hot and cold speed line cabinets may vary depending on the enrollment and food service program at the site. All speed line equipment to be "Elementary Cabinets" with locking casters and a height of 31-1/2" maximum. Verify all equipment with District at 100% Design Development.

Speed Line Equipment listed is the minimum required and is in the preferred layout order starting with:

(1) Tray Shelf 12" d x 36" wide mounted to the end of the heated cabinet at the beginning of the speed line.

(1) Heated cabinet 63" long x 36" wide for 10 pack baskets.

(2) Refrigerated cabinets 63" long x 36" wide for 10 pack baskets.

(1) Freezer Cabinet 31" long x 36" wide for 10 pack baskets.

(1) Cashiers Stand 31" long x 36" wide at the end of the speed line.

Continuous tray slide mounted to speed line cabinets is preferred, but is optional, verify with District.

Wall mounted Menu Board, 30" x 40" with letter package.

S. Comments:

The Speed line may be included as part of an enlarged kitchen or part of Multi-Purpose Room in case of hardship, but not recommended. Verify configuration with District. The purpose of the speed line is to feed large volumes of students in a short period of time.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Speed Line

District will provide a list of District Standard equipment and model numbers to be used.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Dry Storage

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Bulk storage of dry goods.
- B. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted semi-gloss acrylic finish. GWB to extend to floor deck or roof deck above.
- C. Flooring: Epoxy fluid applied stone chip flooring, smooth orange peel finish or solid body porcelain tile (large size, 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color), prefer coved 6" tile base.
- D. Ceiling: Type "X" gypsum wall board, level five smooth finish, painted semi-gloss.
- E. Cabinetry: None.
- F. Access: Direct to Kitchen, 3'-0" wide door minimum.
- G. Furniture and Equipment: Stem Caster wire shelves, 4-tier, 18" and 24" wide for dry storage.
- H. Comments: Code requires 144 sf minimum of shelf storage space (including the area of each section of the shelving), just the shelves, not the room itself. Size the room appropriately.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Kitchen Restroom

Typical Restroom design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Dedicated to kitchen staff use.
- B. Flooring: Epoxy fluid applied stone chip flooring, smooth orange peel finish or solid body porcelain tile (large size 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color), prefer coved 6" tile base.
- C. Electrical: (1) 110V GFI outlet above lavatory.
- D. Water: (1) toilet, (1) urinal, and (1) lavatory with hot and cold water.
- E. Access: Direct to kitchen and changing area.
- Provide mortise latch with deadbolt and "occupied" indicator. When deadbolt thrown, lock indicates "occupied", when open, lock indicates "vacant". Deadbolt and lock required to be opened by a single action with the door handle.
- F. Furniture and Equipment: Mirror over lavatory.
- Stainless steel seat cover dispenser.
- Sanitary napkin disposal container (dispensers not supported by District).
- Provide a coat hook on the back of the door.
- Convenience shelf on wall.
- G. Comments: Kitchen staff can share restroom that is dedicated to staff/faculty use as long as this restroom is located within the Multi-Purpose Room Building. The number of required fixtures is to be based on the California Plumbing Code and on the needs of the school.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Changing Area

- A. Activities: For kitchen staff.
- B. Atmosphere: Bright, clean.
- C. Writing Surfaces: None.
- D. Walls: Moisture resistant gypsum wall board, level five finish, painted semi-gloss.

Provide continuous 1" x 6" typical wood chair rail at all walls mounted +34 AFF maximum, stop where casework occurs.

Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).
- E. Flooring: Epoxy fluid applied stone chip flooring, smooth orange peel finish or solid body porcelain tile (large size 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color), prefer coved 6" tile base.
- F. Ceiling: Moisture resistant gypsum wall board, level five finish, painted semi-gloss.
- G. Acoustical Treatment: Acoustical batt wall sound insulation in all interior walls.
- H. Daylight: Windows are not required, if provided, high windows, District Standard modular operable window system with low E laminated translucent white or colored glass to meet or exceed CHPS/ HPI energy requirements.
- I. Display Space: None.
- J. Cabinetry: None.
- K. Electrical: (1) utility electrical duplex outlet.
- L. Lighting: 2' x 4' T-8 fixtures.
- M. Water: None.
- N. HVAC: District Standard HVAC for heating and ventilation.
- O. Ventilation: As required by code.
- P. Communications/
Instructional Technology: (1) Voice Over Internet Protocol (VOIP) phone/data port over network backbone. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.

Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit. System to synchronize time throughout the school and allow for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Changing Area

- Q. Access: Direct or adjacent to Kitchen.
- Interior, solid core wood door with no vision panel and swing free lever hardware with standard Schlage cylinders.
- All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.
- R. Furniture and Equipment: Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the space and to have a slot to insert a paper nameplate. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.
- Provide a coat hook on the back of the door.
- Lockers, vented, all welded metal with padlock hasp, 12" wide x 12" deep x 78" high ((4) lockers total/ provide quantity per the site needs) if not provided in the Kitchen Area.
- 24" x 30" bulletin board – Owner Furnished.
- S. Comments: Close to an adult restroom if possible.
- May also be a part of the Kitchen.

III. Individual Space Description:

Multi-Purpose/Food Service

Space Title: Office

Typical Office design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

A. Access: Direct to kitchen.

Include this page if this elementary school develops a Departmental Philosophy.

II. General Requirements/Grouping Adjacency Considerations:

Pre-School

1. The Pre-School area entry should be visible from the parent drop-off lane and preferably from the Administration Building.
2. Spaces will be designed to enhance team teaching and sharing.
3. Outdoor play area should be immediately accessible and visible from classrooms.

III. Space Requirements:

Pre-School

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
Pre-School Classroom <i>(Verify quantity per projected enrollment)</i>	2	1,200	2,400
Teacher's Preparation Room <i>(One per two Pre-School Classrooms)</i>	1	200	200
Pre-School Restroom <i>(Two for each Pre-School Classroom)</i>	2	50	100
Inside Storage <i>(One per two Pre-School Classrooms)</i>	1	80	80
Outside Storage <i>(One per two Pre-School Classrooms)</i>	1	100	100
DEPARTMENT TOTAL			2,880

The Pre-School program is site specific to each school based on program and projected enrollment, verify with District.

Each Pre-School grouping to total approximately 1,450 square feet which includes the Pre-School Classroom, the restrooms, and one half of the Workroom and storage rooms.

IV. Individual Space Description:

Pre-School

Space Title: Pre-School Classroom

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Instruction in Pre-School curriculum.
- B. Atmosphere: Bright, fun, organized, inviting.
- C. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +24" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- Side wall marker board is not required.
- D. Walls: Provide continuous 1" x 6" typical wood chair rail at all walls mounted +24" AFF (align with bottom of whiteboards typical, stop where casework occurs).
- E. Cabinetry: Classroom to have a rolling backpack parking area with hooks for (20) students ((10) brass or stainless steel double hooks) mounted to upper casework cubbies, (20) 14" wide x 12" high x 18" deep, (WI #340 similar), prefer at rear of classroom.
- ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash and with lower doors and drawers (WI #222) at 24" AFF maximum; prefer at rear of classroom.
- F. Furniture and Equipment: Allow space for a 12' x 12' bound edge area rug for reading and circle time - Owner Furnished.
- G. Comments: None.

IV. Individual Space Description:

Pre-School

Space Title: Preparation Room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Access: Window in door to classroom. Direct to Pre-School classroom by both window and door. Prefer to be close to Inside Storage room.

IV. Individual Space Description:

Pre-School

Space Title: Pre-School Restroom

Typical Restroom design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Electrical: Light switches down low for small child access.
- B. Water: Standard sized toilets preferred, verify with pre-school licensing requirements.
- C. Access: Direct to Pre-School classroom.
- D. Comments: Restrooms must be ADA accessible and sized for this age group. Fixture and accessory heights to be appropriate for this age group.

IV. Individual Space Description:

Pre-School

Space Title: Inside Storage

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Storage of miscellaneous Pre-School play supplies
- B. Access: Either direct to Pre-School classroom or Preparation Office.
- C. Comments: (1) storage room to every (2) Pre-School Classrooms.

IV. Individual Space Description:

Pre-School

Space Title: Outside Storage

Typical Outside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Storage of miscellaneous Pre-School outside play supplies, balls, tricycles, wagons, etc.
- B. Access: Direct to Pre-School play yard, locate adjacent to classroom or Prep Office.
- C. Comments: (1) storage room to every (2) Pre-School Classrooms.

Include this page if this elementary school develops a Departmental Philosophy.

II. General Requirements/Grouping Adjacency Considerations:

Kindergarten

1. The Kindergarten area entry should be visible from the parent drop-off lane and preferably from the Administration Building.
2. Spaces will be designed to enhance team teaching and sharing.
3. Outdoor play area should be immediately accessible and visible from classrooms.
4. The District has been discussing implementing all day Kindergarten classes, which would necessitate additional kindergarten classrooms. Consult with your District representative to verify if this requirement applies to your project.

III. Space Requirements:
Kindergarten

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
Kindergarten Classroom <i>(Verify quantity per projected enrollment)</i>	2	1,200	2,400
Teacher's Preparation Room <i>(One per two Kindergarten Classrooms)</i>	1	200	200
Kindergarten Restroom <i>(Two for each Kindergarten Classroom)</i>	2	50	100
Inside Storage <i>(One per two Kindergarten Classrooms)</i>	1	80	80
Outside Storage <i>(One per two Kindergarten Classrooms)</i>	1	100	100
DEPARTMENT TOTAL			2,880

Quantity of spaces is site specific to each school based on program and projected enrollment, verify with District.

Each Kindergarten grouping to total approximately 1,450 square feet which includes the Kindergarten Classroom, the restrooms, and one half of the Workroom and storage rooms.

IV. Individual Space Description:

Kindergarten

Space Title: Kindergarten Classroom

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Instruction in Kindergarten curriculum.
- B. Atmosphere: Bright, fun, organized, inviting.
- C. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +24" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.

Side wall marker board is not required.
- D. Walls: Provide continuous 1" x 6" typical wood chair rail at all walls mounted +24" AFF, align with bottom of whiteboards typical, stop where casework occurs.
- E. Cabinetry: Classroom to have a rolling backpack parking area with hooks for (20) students ((10) brass or stainless steel double hooks) mounted to upper casework cubbies, (20) 14" wide x 12" high x 18" deep, (WI #340 similar), prefer at rear of classroom.

ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash and with lower doors and drawers (WI #222) at 24" AFF maximum; prefer at rear of classroom.
- F. Water: Provide high-low exterior drinking fountain in Kindergarten Play Area.
- G. Furniture and Equipment: Allow space for a 12' x 12' bound edge area rug for reading and circle time - Owner Furnished.
- H. Comments: None.

IV. Individual Space Description:

Kindergarten

Space Title: Preparation Room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Comments: No exceptions to the Typical Preparation Room Individual Space Description.

IV. Individual Space Description:

Kindergarten

Space Title: Kindergarten Restroom

Typical Restroom design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Electrical: Light switches down low for small child access.
- B. Water: Standard sized toilet per code.
- C. Comments: Restrooms must be ADA accessible and sized for this age group. Fixture and accessory heights to be appropriate for this age group.

IV. Individual Space Description:

Kindergarten

Space Title: Inside Storage

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Storage of miscellaneous Kindergarten play supplies.
- B. Access: Either direct to Kindergarten classroom or Preparation Office; solid core wood door.
- C. Comments: (1) storage room to every (2) Kindergarten classrooms.

IV. Individual Space Description:

Kindergarten

Space Title: Outside Storage

Typical Outside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Access: Direct to Kindergarten play yard, locate adjacent to classroom or Prep Office.
- B. Comments: (1) storage room to every (2) Kindergarten classrooms.

Include this page if this elementary school develops a Departmental Philosophy.

II. General Requirements/Grouping Adjacency Considerations:

Classrooms

1. All classrooms should be the same, allowing for ultimate flexibility in the future.
2. Classrooms should have direct access to outdoor play areas and to outdoor teaching patios if possible.
3. All Classrooms should be interconnected with the rest of the school via covered walkways or enclosed corridors.

III. Space Requirements:

Classrooms

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
Classroom <i>(Quantity based on projected enrollment, verify with District)</i>	0	960	0
Computer Lab <i>(One per school)</i>	1	960	960
Multi-Use Classroom <i>(One per school)</i>	1	1,200	1,200
Inside Storage <i>(Typical)</i>	2	100	200
Outdoor Playground Storage	1	150	150
DEPARTMENT TOTAL <i>(Site Specific to each school based on program and enrollment projections, verify with District)</i>			2,510

IV. Individual Space Description:

Classrooms

Space Title: Typical Classrooms - Primary Grades 1-3

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

A. Comments: No exceptions to the Typical Classroom – Primary Grades 1-3 Individual Space Description.

IV. Individual Space Description:

Classrooms

Space Title: Typical Classrooms - Primary Grades 4-6

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +34" Above Finished Floor (AFF) maximum in grades 4-6, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- Provide (1) 4' x 8' porcelain enameled steel whiteboard at side wall opposite windows, mounted at +34" Above Finished Floor (AFF) maximum in grades 4-6, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top..
- B. Walls: Provide continuous 1" x 6" typical wood chair rail at all walls mounted +34" AFF maximum grades 4-6, align with bottom of whiteboards typical, stop where casework occurs.
- C. Cabinetry: Classroom to have a rolling backpack parking area with hooks for (36) students (16 brass or stainless steel double hooks) mounted to upper casework cubbies, (36) 14" wide x 12" high x 18" deep, (WI #340 similar), prefer at rear of classroom.
- ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash and with lower doors and drawers (WI #222) at +34" above floor finish maximum, prefer at rear of classroom.

IV. Individual Space Description:

Classrooms

Space Title: Computer Lab

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Individual or small group instruction to accommodate (36) students. Plan the computer layout so that all screens are visible to the instructor from one location in the room. This room is to have all the components of and to be able to function as a typical District Standard classroom.
- B. Atmosphere: Inspirational, organized.
- C. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +34" AFF maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- Provide (1) 4' x 8' porcelain enameled steel whiteboard at side wall opposite windows, mounted at +34" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- D. Walls: Provide continuous 1" x 6" typical wood chair rail at all walls mounted at +34" AFF maximum, align with bottom of whiteboards typical, stop where casework occurs.
- E. Cabinetry: Classroom to have a rolling backpack parking area with hooks for (36) students (16 brass or stainless steel double hooks) mounted to upper casework cubbies, (36) 14" wide x 12" high x 18" deep, (WI #340 similar), prefer at rear of classroom.
- ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash and with lower doors and drawers (WI #222) at +34" AFF, prefer at rear of classroom.
- F. Electrical: District approved recessed metal floor boxes with duplex outlets, wire mold or District approved power pole located to facilitate pod and row arrangements of computer stations in the room.
- Power to entry door frames for electric strike and to wall mounted proximity detector.
- G. Lighting: Egg crate type fixture lenses are not desirable.
- P. Communications/
Instructional Technology (36) CAT6 student data ports in District approved recessed metal floor boxes and at rear or side walls, wire mold is optional. It is also assumed they will have wireless connections to their workstations or a PDA.

IV. Individual Space Description:

Classrooms

Space Title: Computer Lab

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- Q. Access: Main exterior and interior entry doors in this space to have proximity detector security system activated door hardware and Primus locks at all doors. Provide one main entry interior and exterior (site specific and at the direction of the District) set of doors, others are secondary. Proximity detector to be wall mounted and fob activated.
- R. Furniture and Equipment: Owner Furnished:
- (36) student computers, (1) staff computer, (2) student printers, (1) staff printer (printers are networked).
- Student computer furniture and work stations will vary in height for 1st - 3rd grade, and 4th - 6th grade. Furniture to meet District standards.
- S. Comments: Possible operable wall connection to shared Multi-Purpose Classroom or to Media Center.
- It is desirable to have the Computer Lab adjacent to the Library Media Center with windows for visibility to both spaces.
- Arrange computer stations so that teacher will be able to keep visual contact with the student screens.

IV. Individual Space Description:

Classrooms

Space Title: Multi-Use Classroom

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Arts and crafts projects, group presentations, drama, science, music, cooking, etc. This room is the same as a typical classroom, but has features in one area of the classroom dedicated to special uses and will have to be designed to meet the defined use of the space.
- B. Atmosphere: Fun, inspirational.
- C. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +34" AFF maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- Provide (1) 4' x 8' porcelain enameled steel whiteboard at side wall opposite windows, mounted at +34" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- D. Cabinetry: Provide additional casework, flat files, vertical storage, bin storage, etc. as necessary to facilitate the special use of this room.
- E. Electrical: Provide additional electrical outlets and District approved recessed metal floor boxes as necessary to facilitate the special use of this room.
- F. Water: Large, deep, cast iron porcelain enamel sink with goose neck type faucet, (1) minimum, additional sinks as necessary to facilitate the special use of this room. May have hot and cold water depending on room use.
- G. Furniture and Equipment: Owner Furnished:
- Large worktables (3' wide x 6" long, typical).
- Equipment as necessary to facilitate the special use of this room.
- H. Comments: Recommend north facing windows for this space.
- Many schools will choose to implement arts and crafts programs in their multi-use classrooms, which may require the installation of a kiln. If a kiln is requested to be installed, in addition to any code requirements, the following conditions must be met. Place the kiln in its own room or in a storage room that meets the requirements. The kiln is to be placed on a noncombustible surface such as a concrete utility pad raised 4" and the pad must be large enough so that the kiln can be placed a minimum of 18" away from any combustible surface. Kilns are typically Scutt electric kilns and are small

IV. Individual Space Description:

Classrooms

Space Title: Multi-Use Classroom

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

enough to not require mechanically assisted ventilation, however, a vent hood above the kiln and a large wall louver for natural air intake are required. Kilns typically require 220 volt power. Gas kilns are less desirable.

IV. Individual Space Description:

Classrooms

Space Title: Inside Storage

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

A. Comments: No exceptions to the Typical Inside Storage Individual Space Description.

IV. Individual Space Description:

Classrooms

Space Title: Outside Storage

Typical Outside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

B. Comments: No exceptions to the Typical Outside Storage Individual Space Description.

Include this page if this elementary school develops a Department Philosophy.

II. General Requirements/Grouping Adjacency Considerations:

Special Education

1. The special education pre-school classrooms should be located together with the mainstream pre-school program and should have their own playground area separated from the general playground area of the school (it is OK to combine special education pre-school playground with the mainstream pre-school program and the kindergarten playground as long as the pre-school licensing requirements are met).
2. Proximity to Administration Area: Special Education Pre-school, for convenience and 'main streaming' purpose, should be located as close to the school administration area as is possible.
3. Bus and Van Parking: Two bus spaces minimum should be provided within a short and convenient distance of the Special Ed classrooms. Full accessible path of travel should be maintained. Temporary parking spaces should be provided for parents of pre-schoolers.
4. Provide a special education bus drop-off in close proximity to the Special Education Pre-school and the Severely Handicapped Classroom. This drop-off is best when separate from the drop off area for the main campus but may be combined if necessary.
5. Special Education Pre-school facilities should be clearly visible from the drop-off area, so that parents can observe their child's progress until they are in the controlled area. If possible, pre-school access should not be intermingled with other circulation areas.
6. Non-Severely Handicapped (NSH) Special Day classrooms should be essentially the same as regular classrooms, allowing for ultimate flexibility in the future.
7. Classrooms should have direct access to outdoor play areas and possible to outdoor teaching patios.
8. All classrooms should be interconnected with the rest of the school via covered walkways or enclosed corridors.
9. To facilitate mainstreaming, recent Education Code changes mandate that only two special education classrooms may be adjacent to one another.
10. Door signage shall not indicate any of the rooms contained in this section as "Special Education", but shall indicate the general name of the space as is typical. Confirm actual room names with District prior to fabrication of signage.

III. Space Requirements:

Special Education

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
Special Education Pre-School Classroom <i>(Verify quantity per projected enrollment)</i>	1	1,200	1,200
Special Education Pre-School Teacher's Preparation Room <i>(One per two Sp Ed Pre-School Classrooms)</i>	1	200	200
Special Education Pre-School Restroom <i>(Two for each Sp Ed Pre-School Classroom)</i>	2	50	100
Special Education Pre-School Inside Storage <i>(One per two Sp Ed Pre-School Classrooms)</i>	1	80	80
Special Education Pre-School Outside Storage <i>(One per two Sp Ed Pre-School Classrooms)</i>	1	100	100
Non-Severely Handicapped (NSH) Classroom (Special Day)	1	960	960
Severely Handicapped (SH) Classroom	1	1,200	1,200
Severely Handicapped (SH) Restroom	1	120	120
Severely Handicapped (SH) Preparation Room	1	150	150
Severely Handicapped (SH) Storage Room*	1	100	100
Occupational Therapist/Motor Room	1	960	960
Occupational Therapist Storage Room*	1	100	100
Learning Center/Resource Specialist Program	1	960	960
Time Out Room	1	80	80
DEPARTMENT TOTAL			6,310

Verify with the District Special Ed Department which programs and spaces will be at this school per the District Special Ed Master Plan.

Classroom Adjacency Requirements: The NSH classrooms are to be located through out the campus for main streaming. SH classrooms should be located in close proximity to each other to be able to share facilities.

Additional Related Spaces: As each site will have different Special Ed requirements depending on the program, additional support facilities may be required. Please consult with your District representative, as not all may be applicable to your Project.

*These rooms have the same Individual Space Description.

IV. Individual Space Description:

Special Education

Space Title: Special Education Pre-School Classroom (SH)

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Group instruction, small groups, individual work for Severely Handicapped Special Education Students.
- B. Atmosphere: Bright, friendly, inspiring, non-distraction oriented.
- C. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +24" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.

Side wall marker board is not required.
- D. Walls: Provide continuous 1" x 6" typical wood chair rail at all walls mounted +24" AFF, align with bottom of whiteboards typical, stop where casework occurs.
- E. Display Space: Provide (3) areas of Veltex 4' x 4' near door, Kitchen, and markerboards.
- F. Cabinetry: Classroom to have a rolling backpack parking area with hooks for (20) students ((10) brass or stainless steel double hooks) mounted to upper casework cubbies, (20) 18" wide x 14" high x 18" deep, (WI #340 similar), prefer at rear of classroom.

(1) wall to include a kitchenette with ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum covered backsplash (at + 34" AFF), (1) apartment sized refrigerator space, stove/oven space and upper (WI #302) and lower (WI #222) cabinets.
- G. Electrical: Appropriate power for stove/oven.
- H. Water: (1) ADA accessible cast iron porcelain enamel one bin kitchen sink, (at +34" AFF) hot and cold water, with drinking bubbler. Sink and bubbler to be "hands free" infrared motion activated.
- I. Ventilation: Exhaust fan to exterior, for stove.
- J. Access: Direct to Pre-School Student Restroom and direct to exterior close to drop-off. Direct to kindergarten shared area.

All doors to have acoustic sound seals.
- K. Furniture and Equipment: Electric stove/oven.

IV. Individual Space Description:

Special Education

Space Title: Special Education Pre-School Classroom (SH)

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

Microwave.

Refrigerator.

No garbage disposal or dishwasher.

L. Comments:

Room furniture arrangement should be casual and cheery to promote a relaxed, familial atmosphere.

IV. Individual Space Description:

Special Education

Space Title: Special Education Pre-School Teacher's Preparation Room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Office work, records storage, storage of specialized equipment.
- B. Electrical: Hookup for full sized washer and dryer in this room.
- C. Water: Washer hookup and drain.
- D. Ventilation: Dryer vent to exterior.
- E. Access: Window in door to classroom. Direct to or between preschool classrooms. Prefer to be close to Inside Storage room.
- F. Furniture and Equipment: Full sized front loading washer and dryer.

Owner Furnished:
Space to accommodate table and chairs for (4), laminating machine and one (3) drawer lateral file (36" wide).

IV. Individual Space Description:

Special Education

Space Title: Special Education Pre-School Restrooms

Typical Restroom design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Dedicated to student (staff accompanied) use.
- B. Atmosphere: Bright, sanitary, 'hospital-like' finish, easily washable by hose-down.
- C. Cabinetry: Wall mounted cabinet (36" wide x 14" deep x 36" high Woodwork Institute (WI #342) for diapers, towels, change of clothes for students, and other supplies.
- D. Electrical: 110V outlet above lavatory and changing table. GFI on all outlets in this area.
- E. Lighting: Provide appropriate lighting over shower area.
- F. Water: Provide ADA shower, and single bowl sink with hot and cold water. Shower shall have depressed pan with floor drain and should have non-scald mixing valve and detachable shower head on flexible hose. Design shower so that no shower curtain is necessary.
- Appropriate plumbing fixtures to be equipped with automatic sensing, "hands free" infrared motion activated controls.
- Hot and cold water required.
- G. Communications/
Instructional Technology: Provide fire strobe lights, as SH students may be hearing-impaired.
- H. Access: Restrooms should be accessible from the classroom and adjacent to changing area in special education pre-school classroom or a combination restroom/changing room/ shower.
- I. Furniture and Equipment: Folding changing table - wall mounted.
- Mirror over lavatory.
- Bottom plunger type soft soap dispenser wall mounted to drip in to sink.
- J. Comments: Rooms should be, bright, cleanable, and designed as a 'wet' area.
- Restrooms must be ADA accessible but sized for this age group.

IV. Individual Space Description:

Special Education

Space Title: Special Education Preschool Inside Storage

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Access: Direct to Special Education Preschool Classroom.
- B. Comments: (1) storage room to every (2) Special Education Preschool Classrooms.

IV. Individual Space Description:

Special Education

Space Title: Special Education Preschool Outside Storage

Typical Outside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Access: Direct to Special Education Preschool outdoor play yard.
- B. Comments: (1) storage room to every (2) Special Education Preschool Classrooms.

IV. Individual Space Description:

Special Education

Space Title: Non-Severely Handicapped (NSH) / Special Day Classroom (Primary Grades)

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Core instruction for non-severely handicapped, small group instruction.
- B. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +34" AFF maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- Provide (1) 4' x 8' porcelain enameled steel whiteboard at side wall opposite windows, mounted at +34" Above Finished Floor (AFF) maximum in grades 1-3, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- C. Walls: Provide continuous 1" x 6" typical wood chair rail at all walls mounted +34" AFF maximum, align with bottom of whiteboards typical, stop where casework occurs.
- D. Cabinetry: Classroom to have a rolling backpack parking area with hooks for (36) students ((16) brass or stainless steel double hooks) mounted to upper casework cubbies, (36) 14" wide x 12" high x 18" deep, (WI #340 similar) with doors (WI #302), prefer at rear of classroom.
- ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash and with lower doors and drawers (WI #222) at +34" AFF maximum, prefer at rear of classroom.
- E. Water: Appropriate plumbing fixtures to be equipped with automatic sensing, "hands free" infrared motion activated controls.
- F. Access: Direct to exterior if possible, close to student restrooms.
- Direct from main circulation and locate door in a pocket at rear of classroom (to minimize disruption of students coming and going during class).
- G. Comments: This classroom should be located either in the primary wing or secondary wing depending on which grade level it is used for.

IV. Individual Space Description:

Special Education

Space Title: Severely Handicapped (SH) Classroom

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Core instruction for non-severely handicapped, small group instruction.
- B. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +34" Above Finished Floor (AFF) maximum, tack strip, map hooks, and flag holder at top.
- Side wall marker board is not required.
- C. Walls: Provide continuous wood chair rail all walls mounted +34" AFF maximum, align with bottom of whiteboards typical, stop where casework occurs.
- D. Display Space: Provide (3) areas of Veltex 4' x 4' near door, kitchen, and markerboards.
- E. Cabinetry: Classroom to have a rolling backpack parking area with hooks for (20) students (10) brass or stainless steel double hooks) mounted to upper casework cubbies, (20) 14" wide x 12" high x 18" deep, (WI #340 similar), prefer at rear of classroom.
- (1) wall to include a kitchenette with ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash (at + 34" AFF), (1) apartment sized refrigerator space, stove/oven space and upper (WI #302) and lower (WI #222) cabinets.
- F. Electrical: (3) utility electrical duplex outlets minimum per wall. (2) duplex GFI's above counter at sink. Utility electrical duplex outlets above counter for microwave and other appliances. Refrigerator outlet. (3) electrical duplex outlets minimum at front learning wall (center one under the markerboards either in the toe kick or in a panel at the face of the casework). (4) duplex outlets for computers on one wall (wire mold may be used with District permission). District will use surge suppressor power strips.
- Appropriate power for stove/oven.
- G. Water: (1) ADA accessible cast iron porcelain enamel one bin kitchen sink, hot and cold water, with drinking bubbler. Sink and bubbler to be "hands free" infrared motion activated.
- H. Ventilation: Exhaust fan to exterior for stove.
- I. Access: Direct to exterior if possible, close to student restrooms.

IV. Individual Space Description:

Special Education

Space Title: Severely Handicapped (SH) Classroom

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

All doors to have acoustic sound seals around door frame and an automatic door bottom acoustic seal.

ADA power assisted entry system at main classroom door (verify with the District).

J. Furniture and Equipment: Electric stove/oven.

Microwave.

Refrigerator.

K. Comments: Rooms should be comfortable, bright, cleanable and durable, as the students are inclined to be very active. Provide kitchen for meal preparation and student instruction. Space for (12) students and (2 to 3) adult staff.

Room should be kept free of clutter, and have all areas easily accessible by staff. Keep any items that pose a safety hazard outside of the room. Keep all cabinet doors locked when not in use.

IV. Individual Space Description:

Special Education

Space Title: Severely Handicapped (SH) Restroom

Typical Restroom design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Dedicated to student (staff accompanied) use.
- B. Atmosphere: Bright, sanitary, ‘hospital-like’ finish, easily washable by hose-down.
- C. Cabinetry: Wall mounted cabinet (36” wide x 14” deep x 36” high Woodwork Institute (WI) #342) for diapers, towels, other supplies.
- D. Electrical: 110V outlet above lavatory and changing table. GFI on all outlets in this area.
- E. Lighting: Provide appropriate lighting over shower area.
- F. Water: Provide shower, and single bowl sink with hot and cold water. Shower shall have depressed pan with floor drain and should have non-scald mixing valve and detachable shower head on flexible hose. Design shower so that no shower curtain is necessary.
- Appropriate plumbing fixtures to be equipped with automatic sensing, “hands free” infrared motion activated controls.
- Hot and cold water required.
- G. Communications/
Instructional Technology: Provide fire strobe lights, as SH students may be hearing- impaired.
- H. Access: Restrooms should be accessible from the classroom and adjacent to changing area in special education pre-school classroom or a combination restroom/changing room/shower Provide solid core wood door with 6" x 20" maximum vision panel.
- Provide mortise latch with deadbolt and “occupied” indicator. When deadbolt thrown, lock indicates “occupied”, when open, lock indicates “vacant”. Deadbolt required to be opened by a single action with the door handle.
- I. Furniture and Equipment: Folding changing table - wall mounted.
- Mirror over lavatory.
Bottom plunger type soft soap dispenser wall mounted to drip in sink.

IV. Individual Space Description:

Special Education

Space Title: Severely Handicapped (SH) Restroom

Typical Restroom design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

J. Comments: Rooms should be, bright, cleanable, and designed as a 'wet' area.

IV. Individual Space Description:

Special Education

Space Title: Severely Handicapped (SH) Preparation Room

Typical Preparation Room design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Office work, records storage, storage of specialized equipment.
- B. Electrical: Hookups for full size washer and dryer in this room.
- C. Water: (1) utility electrical duplex outlet under counter for refrigerator.
Washer hookup and drain.
- D. Ventilation: Dryer vent to exterior.
- E. Access: Window in door to classroom. Direct to or between SH classrooms.
- F. Furniture and Equipment: Full sized front loading washer and dryer.

IV. Individual Space Description:

Special Education

Space Title: SH and OT Storage Rooms

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Storage of specialized equipment.
- B. Walls: Impact resistant type “X” gypsum wall board, level five smooth finish, painted semi-gloss acrylic finish for washability. GWB to extend to floor deck or roof deck above.
- C. Ceiling: Type “X” gypsum wall board, level five smooth finish, painted semi-gloss acrylic finish.
- D. Access: Direct to Severely Handicapped classroom or workroom.

IV. Individual Space Description:

Special Education

Space Title: Occupational Therapy/Motor Room

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +34" Above Finished Floor (AFF) maximum in grades 1-3, tack strip, map hooks, and flag holder at top.
- Provide (1) 4' x 8' porcelain enameled steel whiteboard at side wall opposite windows, mounted at +34" Above Finished Floor (AFF) maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- B. Walls: Provide continuous 1" x 6" typical wood chair rail at all walls mounted +34" AFF maximum, align with bottom of whiteboards typical, stop where casework occurs.
- C. Display Space: (1) 4' x 4' Veltex panel.
- D. Cabinetry: Classroom to have a rolling backpack parking area with hooks for (36) students ((16) brass or stainless steel double hooks) mounted to upper casework cubbies, (36) 14" wide x 12" high x 18" deep, (WI #340 similar), prefer at rear of classroom.
- ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash and with lower doors and drawers (WI #222) at +34" AFF, prefer at rear of classroom.
- E. Access: Close to bus drop-off.
- ADA power assisted entry system at main classroom door (verify with District).
- F. Furniture and Equipment: Space for (1) four drawer lateral file 36" wide - Owner Furnished.
- G. Comments: Provide (3 to 5) large eye hooks from ceiling structural beams to support suspended swings and other equipment (approximately 500 lbs) below the finished ceiling. Coordinate with the Occupational Therapist.
- Use of large motor equipment, therapy mats, fine and visual motor stations - Owner Furnished.

IV. Individual Space Description:

Special Education

Space Title: Learning Center/Resource Specialist Program

Typical Classroom – Primary Grades 1-3 design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Small group instruction, individual tutoring. Provide for three separate work areas, the tables, the student desks and the study carrel pods.
- B. Writing Surfaces: Front learning wall provide (3) 4' x 6' = 18 Lineal Feet (LF) and (1) 4' x 6' (hidden) porcelain enameled steel sliding whiteboards mounted in learning wall casework at +34" AFF maximum, with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- Provide (1) 4' x 8' porcelain enameled steel whiteboard at side wall opposite windows, mounted at +34" Above Finished Floor (AFF), with continuous chalk rail at bottom, tack strip, map hooks, and flag holder at top.
- C. Walls: Provide continuous 1" x 6" typical wood chair rail at all walls mounted at +34" AFF maximum, align with bottom of whiteboards typical, stop where casework occurs.
- D. Cabinetry: Classroom to have a rolling backpack parking area with hooks for (36) students ((16) brass or stainless steel double hooks) mounted to upper casework cubbies, (36) 14" wide x 12" high x 18" deep, (WI #340 similar), prefer at rear of classroom.
- ADA accessible plastic laminate sink cabinet (WI #154) and counter with 4" minimum coved backsplash and with lower doors and drawers (WI #222) at +34" AFF, prefer at rear of classroom.
- E. Water: (1) ADA accessible cast iron porcelain enamel sink with hot and cold water and with drinking bubbler.
- F. Furniture and Equipment: Student desks (6 - 10), teacher desk and chair, computer furniture. Furniture to meet District Standards - Owner Furnished.
- Tables and chairs for (10), space for three groupings of (4) student study carrel pods - Owner Furnished.
- Areas of tables, student desks, and study carrel pods to be divided by panel wall system - Owner Furnished.
- Teachers desk area to be in a panel wall system type office 8' x 10' (coordinate with the District) - Owner Furnished.
- G. Comments: Space for (12) students and (2-3) adult staff.

IV. Individual Space Description:

Special Education

Space Title: Time Out Room

- A. Activities: Individual reflection for children with behavioral problems.
- B. Atmosphere: Cool down space, relaxing.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type “X gypsum wall board, level five smooth finish, painted semi-gloss. Apply over 1/2” plywood substrate or use class 2,000 impact resistant board.

Provide protective “Rubber Room” type wall padding to height of 6'-0" Above Finished Floor (AFF), must be very durable, cleanable, and protect students from hurting themselves.
- E. Flooring: Cushioned “Mondo” type sports flooring, seamless installation.
- F. Ceiling: Impact resistant type “X gypsum wall board, level five smooth finish, painted semi-gloss
- G. Acoustical Treatment: Recommend that applicable noise standards meet or exceed CHPS/ HPI requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: No interior or exterior windows allowed.
- I. Display Space: None.
- J. Cabinetry: None.
- K. Electrical: No wall receptacles allowed.
- L. Lighting: Recessed T-8 light fixture with vandal and water “bullet proof” polycarbonate lens and housing with on/off switch at the exterior of the room.
- M. Water: None.
- N. HVAC: District Standard HVAC for heating and ventilation.
- O. Ventilation: As required by code with HVAC system.
- P. Communications/
Instructional Technology: None.

IV. Individual Space Description:

Special Education

Space Title: Time Out Room

- Q. Access: Direct to adjoining classroom.
- Solid core wood door, 6" x 20" maximum vision panel of non-breakable clear polycarbonate with acoustical sound seals around door frame and an automatic door bottom acoustic seal with swing free lever hardware and standard Schlage cylinders.
- R. Furniture and Equipment: To be kept to a minimum, no sharp edges, non-destructible and not dangerous.
- S. Comments: No unnecessary objects, protrusions, equipment, sharp corners, electrical panels, etc. allowed.

I. General Requirements/Grouping Adjacency Considerations:

Maintenance/Support

1. The central custodial room/office should be located near the main entry and/or the kitchen facility.
2. The campus design should incorporate a trash enclosure to accommodate two 8 yard bins.
3. Satellite custodial spaces are to be distributed throughout the school so as to limit travel time and distance.
4. Staff restrooms will be distributed around the school so as to limit travel time and distance.
5. Student restrooms will be spread throughout the campus to limit travel time and distance and will be located along major student path ways for easy access and supervision. At least one set of student restrooms will be visible and accessible from the hardscape playground.
6. General storage rooms distributed around the school.
7. Adjacent to corridor as needed for circulation efficiency.
8. All exit doors are to have continuous commercial grade weather stripping integrally attached into all exterior doors.
9. Provide FRP type doors at exterior main entry doors and high abuse exterior doors such as restrooms.

II. Space Requirements:

Maintenance/Support

SPACE	QUANTITY	SF/SPACE	TOTAL AREA
Maintenance			
Central Custodial Storage	1	200	200
Custodial Closet	2	50	100
Storage Room	2	100	200
Telephone/Auxiliary Room	1	150	150
Central Electrical Room	1	120	120
Satellite Electrical	3	50	150
Restrooms			
Staff Restrooms	3	65	195
Student Restrooms			
Boys' Restrooms	2	150	300
Girls' Restrooms	2	200	400
Corridors	-	-	-
DEPARTMENT TOTAL			1,815

The numbers and sizes of these spaces may vary depending on the enrollment and design of the school.

Because of their general nature, Individual Space Descriptions have not been provided for all of the identified spaces.

III. Individual Space Description:

Maintenance/Support

Space Title: Central Custodial Storage

- A. Activities: Custodial storage of supplies and work area.
- B. Atmosphere: Bright, clean, orderly.
- C. Writing Surfaces: None.
- D. Walls: Continuous 1/2" plywood backing with impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.

Smooth FRP with stainless steel trim behind corner mop sink (4' x 8' sheet on each wall).
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods, chemically welded seams may be used with permission of the District.

Sealed concrete also an option.
- F. Ceiling: Type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish.
- G. Acoustical Treatment: Acoustical batt wall sound insulation in all interior walls.
- H. Daylight: Windows are not desirable, if provided, high windows, District Standard modular operable window system with low E laminated translucent white or colored glass to meet or exceed CHPS/ HPI energy requirements.
- I. Display Space: None.
- J. Cabinetry: (2) walls 72" high by 18" deep minimum, adjustable metal storage shelves or WI #400 economy grade shelving with 1" thick shelves.
- K. Electrical: (1) duplex utility outlet per wall. (GFI required near sink).
- L. Lighting: 2' x 4' T-8 water resistance fixture.
- M. Water: (1) corner mop floor sink.
- N. HVAC: As required by code.

Exhaust fan.
- O. Ventilation: As required by code, but provide passive ventilation at a minimum.

Space Title: Central Custodial Storage

- P. Communications/
Instructional Technology: (1) Voice Over Internet Protocol (VOIP) phone/data port over network backbone. VOIP system is to meet the specific District IT standards and be programmable by the District. VOIP system should allow calls to be placed to the office, other locations on campus and local outside numbers with restriction and documentation of long distance calls. Handsets are owner furnished.
- Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system unit easily visible. System to synchronize time throughout the school and allow for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets.
- Q. Access: Adjacency to Multipurpose room desirable, easy access to street for deliveries of supplies.
- Interior, solid core wood door with no vision panel and swing free lever hardware with standard Schlage cylinders.
- Exterior door is to be hollow metal 3'-6" x 6'-8" minimum, no vision panel with swing free lever hardware and standard Schlage cylinders.
- All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.
- R. Furniture and Equipment: Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.
- Stainless steel mop rack positioned over the floor sink.
- Owner Furnished:
- Provide space for custodial cart (2' x 4'), scrubbers, vacuums, etc.
- S. Comments: None.

III. Individual Space Description:

Maintenance/Support

Space Title: Custodial Closet

- A. Activities: Dedicated to custodial staff use.
- B. Atmosphere: Bright, clean, orderly.
- C. Writing Surfaces: None.
- D. Walls: Continuous 1/2" plywood backing with impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.

Smooth FRP with stainless steel trim behind corner mop sink (4' x 8' sheet on each wall).
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods, chemically welded seams may be used with permission of the District.

Sealed concrete also an option.
- F. Ceiling: Type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish.
- G. Acoustical Treatment: Acoustical batt wall sound insulation in all interior walls.
- H. Daylight: Windows are not desirable, if provided, high windows, District Standard modular operable window system with low E laminated translucent white or colored glass to meet or exceed CHPS/ HPI energy requirements.
- I. Display Space: None.
- J. Cabinetry: (1) 36" w by 72" high by 18" deep adjustable metal storage shelf unit.
- K. Electrical: (1) 110V outlet per wall. (GFI required near sink).
- L. Lighting: 1' x 4' T-8 water resistant fixture.
- M. Water: (1) corner mop floor sink.
- N. HVAC: As required by code.

Exhaust fan.
- O. Ventilation: As required by code, but provide passive ventilation at a minimum.

III. Individual Space Description:

Maintenance/Support

Space Title: Custodial Closet

- P. Communications/
Instructional Technology: None.
- Q. Access: Close to student restrooms.
- Interior, solid core wood door with no vision panel and swing free lever hardware with standard Schlage cylinders.
- Exterior door is to be hollow metal, no vision panel with swing free lever hardware and standard Schlage cylinders.
- All doors to have wall mounted, rubber type bumpers with appropriate backing to protect the walls from the door handle.
- R. Furniture and Equipment: Provide interior sign at door to be two color etched plastic with brail as required by code, indicating general name of the. All signs are to be mechanically attached to the wall with vandal resistant fasteners. Confirm actual room names with District prior to fabrication of signage.
- Stainless steel mop rack positioned over the floor sink.
- Owner Furnished:
- Provide space for custodial cart (2' x 4'), scrubbers, vacuums, etc.
- S. Comments: None.

III. Individual Space Description:

Maintenance/Support

Space Title: Storage Room

Typical Inside Storage design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Space for miscellaneous storage, supplies, paper goods, furniture, etc.
- B. Cabinetry: 72" high by 24" deep minimum, adjustable metal storage shelves or Woodwork Institute (WI #400) economy grade shelving with 1" thick shelves on two walls minimum.
- C. Access: Centrally located.

Exterior door is to be hollow metal, no vision panel with swing free lever hardware and standard Schlage cylinders.
- D. Comments: Design space to accommodate typical storage needs.

III. Individual Space Description:

Maintenance/Support

Space Title: Staff Restrooms

Typical Restroom design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Dedicated to faculty/staff use.
- B. Electrical: (1) 110V GFI outlet above lavatory.
- C. Lighting: Water resistant T-8 fixture above mirror.
- D. Water: (1) toilet, (1) urinal, and (1) porcelain lavatory with hot and cold water. (Increase number of fixtures for women's restrooms based on need and to minimize waiting time).
- E. HVAC: Exhaust fan with 60 minute timer.
- F. Access: Direct to shared areas.
- Provide mortise latch with deadbolt and "occupied" indicator. When deadbolt thrown, lock indicates "occupied", when open, lock indicates "vacant". Deadbolt and lock required to be opened by a single action with the door handle.
- G. Furniture and Equipment: Mirror over lavatory.
- Stainless steel seat cover dispenser.
- Sanitary napkin disposal container (dispensers not supported by District).
- Provide a coat hook on the back of the door.
- Convenience shelf on wall.
- H. Comments: Restrooms should be spaced throughout teaching areas so as to limit travel time. The number of required fixtures is to be based on the California Plumbing Code and on the needs of the school.

III. Individual Space Description:

Maintenance/Support

Space Title: Student Restrooms

Typical Restroom design specifications apply; exceptions within the following categories do not preclude compliance with other remaining building components, adjacencies and requirements defined in each typical category.

- A. Activities: Dedicated to student use.
- B. Daylight: Windows are not desirable, if provided, high windows, District Standard modular operable window system with low E laminated translucent white or colored glass to meet or exceed CHPS/ HPI energy requirements.
- C. Water: Floor mounted porcelain toilets (large, non-clogging bore) with flush valve.
Wall mounted porcelain urinals.
Floor mounted, poured stone multi-lavatory with push button activation and integral soap dispenser, tempered water.
Floor drain near back of restroom, between stalls and 12" off plumbing wall. Drain to be below surface of tile.
- D. HVAC: In-line 400 cfm exhaust fan, cfm may vary depending on size of restroom, but provide lots of air movement to reduce buildup of odor.
- E. Ventilation: Wall louver for air intake.
- F. Communications/
Instructional Technology: Fire strobe light for hearing impaired.
- G. Access: Direct to main circulation. Where appropriate provide at least one set of student restrooms with an exterior door to the playground area.
FRP solid core door with continuous hinge, accessible pull on the outside and panic hardware on the inside. Able to lock the door open.
- H. Furniture and Equipment: Toilet partitions to be District Standard solid panel system with continuous stainless steel door hinge, stainless steel continuous channel wall attachment, ADA accessible hardware and door and wall bumpers.
- I. Comments: Restrooms should be spaced throughout the school so as to limit travel time. The total number of fixtures required is to be based on the California Plumbing Code and on the needs of the school.
Provide additional fixtures for girls' restrooms to minimize waiting time.
Restrooms may be dedicated to either Grades 1-3 or Grades 4-6.

III. Individual Space Description:

Maintenance/Support

Space Title: Corridors

- A. Activities: Passage of students, teachers, staff, etc. Display of student work.
- B. Atmosphere: Bright, cheery.
- C. Writing Surfaces: None.
- D. Walls: Impact resistant type "X" gypsum wall board, level five smooth finish, painted eggshell acrylic finish. GWB to extend to floor deck or roof deck above.
- High pressure plastic laminate over plywood substrate wainscot to 4'-0" Above Finished Floor (AFF) with stainless steel corner guards and trim, optional (optional and site specific, verify with the District).
- At drinking fountain alcove, provide, solid body porcelain tile (large size preferred, 12" x 12", etc.). Minimize grout joints (1/16" joint filled with epoxy grout, dark color) wainscot to +6'-8" AFF or to fill alcove, over tile backer board.
- E. Flooring: Rubber or linoleum tile (12" x 12" x 1/8" minimum size) or rubber or linoleum sheet goods. Provide a two or three color basic floor pattern to be approved by the District.
- Terrazzo may be used with permission of the District.
- Provide recessed walk-off mat system at all primary exterior entry points (hallways, lobbies, etc.) Mats are to be wider than the door opening(s) and a minimum of 8'-0" – 12'-0" long. Provide metal edge trim around the perimeter and a floor drain at the center of the recess.
- F. Ceiling: 12" x 12" glue-up tile over gypsum wall board, ceiling height minimum 9'-6". 2' x 4' Suspended grid acoustic tile lay-in ceiling is not recommended unless ceiling height is 10'-0" or higher and acoustic tile seismic hold down clips and uplift struts are installed.
- G. Acoustical Treatment: Recommend that applicable noise standards meet or exceed CHPS/HPI requirements not to exceed NC-25 and/or 35 dBA. Acoustical batt wall sound insulation to meet STC 60 rating at all interior walls.
- H. Daylight: Not required, however, skylights and natural daylight into the corridors are desirable, if provided use District Standard modular window system.
- I. Display Space: Sustainable tackable wall board full height all walls above wainscot. Fabric wrapped 1/2" thick fiber type tack board or tackable bulletin board 1/4" thick. A 4'-0" high tackable wall board band above the chair rail may also be acceptable, (optional and site specific at the direction of the District).

III. Individual Space Description:

Maintenance/Support

Space Title: Corridors

Provide continuous 1" x 6" typical wood chair rail at all walls mounted +34 AFF maximum.

Wainscot (plastic laminate or wood) below the chair rail (optional and site specific at the direction of the District).

Provide (1) or (2) 4' x 4' lockable poster cases with hinged glass doors and bulletin board back in key locations in the school for permanent display of student work.

- J. Cabinetry: None.
- K. Electrical: Utility electrical duplex outlets spaced 30'-0" maximum per wall.
- L. Lighting: Lighting to meet or exceed CHPS/HPI requirements, T-8 lamp direct/indirect wall mounted fixtures, vandal resistant housing with polycarbonate lenses (preferred), if ceiling height inadequate use comparable 2' x 4' direct/indirect recessed fixture.
- Specialty fixtures and wall sconces are acceptable, providing they are generally out of reach of the students, vandal resistant and meet or exceed the CHPS/HPI energy requirements for corridors.
- M. Water: High/low, heavy duty, vandal resistant, porcelain enamelled steel or poured solid drinking fountain, one per floor per building. Stainless steel is not recommended.
- N. HVAC: District Standard HVAC for heating and ventilation; provide central Energy Management System (EMS) control and passive pressure relief gravity vents that close automatically when the unit is off.
- On demand control of ventilation with carbon dioxide sensor for HVAC connected through the EMS.
- Entire school HVAC to be able to be shut down from a single location for "Shelter in Place" events (through the EMS).
- Thermostats to be enclosed by a lockable vandal proof cover.
- O. Ventilation: As per code, operable windows.
- P. Communications/
Instructional Technology: Intercom through Voice Over Internet Protocol (VOIP) system.
- Centrally located, independently programmable, integrated clock, bell, and speaker intercom/paging system units, locate one on each floor minimum and not more than 100' apart. System to synchronize time throughout the

III. Individual Space Description:

Maintenance/Support

Space Title: Corridors

school and allows for class change chimes or bells; a variety of pleasant sounds should be available for the school to choose from. School intercom is to be programmed and used through the VOIP integrated intercom/phone system and handsets. Intercom audio shares the speakers used for the classroom audio voice reinforcement system.

Q. Access: To all parts of the school.

R. Furniture and Equipment: None.

S. Comments: None.