

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12

4444 SE Lake Road
Milwaukie, OR 97222



Elementary Design and Educational Specifications

Finalized:
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NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

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Guiding Principles for the Design of North Clackamas Elementary Schools

Warm and Inviting

The environment of our school will be *warm and inviting*. It will promote learning and a sense of community, both within the building and the neighboring community.

- Promote and honor the individual cultural identities within the school community
- Promote health through materials used in construction
- Physically comfortable inside and out
- Preserve historical and environmental elements
- Controllable natural lighting
- Child and family centered

Efficient and Flexible

The design of the school will be *efficient* and appropriately support North Clackamas School District's priorities with the *flexibility* to meet changing needs and possible growth.

- Provide a learning environment that allows instruction to happen in a variety of ways
- Large classrooms for multiple groupings and various instructional activities
- Learning spaces that promote active learning
- Flexible casework/not overly customizing any space
- Spaces to promote school community
- Structures to support changing technology
- Maximize the use of mobile fixtures and furniture in classrooms

Safe and Secure

Our buildings will be *safe and secure* with the use of a balance of passive and active systems.

- Utilize technology for safety and security (central locking, video surveillance)
- Easily observable interior and exterior areas
- Entrance observable by office staff
- Efficient traffic flow inside and outside
- Safe and accessible onsite parking as well as vehicular and pedestrian circulation
- Conveniently accessible to the community without compromising security and safety



Preparing graduates who are inspired and empowered to strengthen the quality of life in our local and global communities.

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The North Clackamas School District Elementary Design and Educational Specifications are created for 500 students in grades K-5. An elementary school will be designed to include:

- Three classrooms at each of the six grade levels
- Two classrooms to allow for flexibility, growth or uneven enrollment patterns. Each classroom is designed for a group of 25 students, but there is seating provided for up to 30 in each room, allowing for flexible grouping.
- Multiple support rooms:
 - o Music
 - o Gymnasium
 - o Media Center
 - o Counseling
 - o English Language Development
 - o Resource Room
 - o Speech and Language
 - o Main Office
 - o Production Room
 - o Health Room
 - o Staff Room
 - o Structured Learning Center
 - o Before/After School Child Care

The elementary school is designed to accommodate all curricular areas, including music and physical education. Additionally, food service and student/school support needs have been considered.

Some elementary schools, as identified by program need and geographic location, include one or two structured learning centers. These structured learning centers are in addition to the 20 classrooms.

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K-1 CLASSROOMS

GENERAL REQUIREMENTS

- Natural light and lighting
- Six (three of each grade level) separate classrooms side by side but not joining, see "Relationships" below
- Consider program for early childhood education
- Activity area for messy projects
- Fenced outside play area (equipment would be nice but not necessary, away from upper grades)

FUNCTIONS

- Flexible for different types of instruction
- Large group - sitting on floor - standing for large motor work
- Small groups
- Five large work tables for children (no desks)
- Adequate space for easels and instructional centers (e.g. science, dramatic play)
- Art area - part of activity area which is separate, shared space for storage and teacher work area
- Open, easily accessible, adjustable, moveable shelving for classroom materials
- Portable storage on rollers about 3' high to use to divide space in room

LOCATION

- Located in a quiet area away from the gym and music rooms
- Kindergarten and 1st grade classrooms are adjacent to each other
- Adjacent to playground

RELATIONSHIPS

- Kindergarten and 1st grade classrooms adjacent

STORAGE

- Drawers (on glides-extended if possible) - at least 30"x40" for large charts and poems
- Shelves at least 19" deep (but not deeper than 25") to hold paper - sizes 9"x11" & 18"x24"
- Adjustable shelves
- Reference Technology for Classrooms section to see which elements are indicated
- Cubical storage for each child - enough for 30 students backpack storage
- Lots of storage for boxes 12"x18"
- Cabinets with doors by sink with drawers (deep and various sizes)
- Student coat storage for 30 coats (adequate space between hooks)
- Multiple types of built-in storage
- Adult coat closet for 4 or 5 with hanging rod and cubicle storage, locking door for personal belongings (e.g. instructional assistants, parent helper)
- Bulk storage with doors

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K-1 CLASSROOMS, page 2

FLOORS

- Vinyl in front of the door and sink and in painting area. The remaining floor, mixture of carpet and vinyl. Consider large throw rugs.
- Outlets: Reference "*Technology for Classrooms*" section to see which elements are indicated

WALLS

- One wall with lots of windows with ability to filter and block light
- Shelves under window with adjustable shelves
- Tackable wall surface covering on all walls
- Two steel white marker boards, low enough for five year olds to use projector screen
- One wall with counters and built in storage
- Walls need to be soundproof

WINDOWS

- Lots of natural light
- Windows with ability to filter and block light
- Openable windows low and high for circulations
- Low enough for children to see
- Sills for growing plants (tiles, laminate)
- Corner windows
- All internal and external windows ability to be quickly covered for safety

PLUMBING

- Warm water (if possible) with soap dispenser close to sink
- Sink/drinking fountain deep sink with drain under faucet – no high spout to avoid splashing
- Space for waste basket by sink
- A single toilet shared by two classrooms. Sink in with toilet or immediately adjacent

POWER REQUIREMENTS

- Flexible lighting – able to turn lights off in one section of room and not in another
- Outlets in floor
- Infrastructure for technology
- Outlets on each wall (minimum of 3 each wall)
- Reference "*Technology for Classrooms*" section to see which elements are indicated

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K-1 CLASSROOMS, page 3

EQUIPMENT

- Overhead projectors
- Built in drying racks
- Telephone
- Speakers
- Steel white marker board
- Reference Technology for Classrooms section to see which elements are indicated

SPECIAL CONDITIONS

- Outside door where bus can pickup and drop children off
- Space for recycling bin
- Door with window
- Consider one classroom window for an emergency egress
- All internal and external windows ability to be quickly covered for safety
- Minimum 1 single user restroom accessible to classroom wing/floor

SIZE (For each set of two classrooms there will be one storage room, one workroom, and access to one toilet)

- | | |
|----------------|--------|
| • Classroom | 900 SF |
| • Storage area | 50 SF |
| • Workroom | 50 SF |

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GRADE 2-5 CLASSROOMS

GENERAL REQUIREMENTS

- Flexibility – large space
- Fourteen general classrooms
- Space for 30 sets of student furniture (in clusters of 4 or 5) work tables vs. desks
- Space for small group instruction (visible from classroom)
- Storage
- Cubical storage for each child - enough for 30 students backpack storage

FUNCTIONS

- Instructional – large and small group
- Learning Centers in room
- Flexible movement - counter tops, adjustable for lower grades
- Display for student work, walls, hallway displays on walls. Leave space for future artwork, tile

LOCATION

- Ability to cluster grade levels

RELATIONSHIPS

- Restrooms centrally located to classroom clusters
- Minimum 1 single user restroom accessible to classroom wing/floor
- Away from gym/cafeteria
- Grouped around a common multiuse space

STORAGE

- Pull out storage drawers at least 30"x40" with glides
- Paper storage 8"x12", 12"x18", 24"x36"
- Adjustable shelves – bookcases – lower for children, higher for teacher, on wheels
- Locking coat closet for teacher
- Open shelves for materials students used during activities, below window sills
- Storage cabinet to extend to ceiling to maximize storage capacity (appropriate portable safety steps)
- File cabinet space for a single four drawer cabinet
- Reference "*Technology for Classrooms*" section to see which elements are indicated

FLOORS

- Carpet with vinyl area by sink and outside door
- Easily cleanable flooring

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GRADE 2-5 CLASSROOMS, page 2

WALLS

- Tackable surface floor to ceiling
- Windows – corner
- Window in door
- Two doors – one opening to inside and one opening to outside – no hardware at outside
- Two 4 X 8 steel whiteboards

WINDOWS

- Lots of natural light and ventilation
- Ability to open windows – low and high for air circulation
- Windows with ability to filter and block light
- All internal and external windows ability to be quickly covered for safety
- Skylights for multiuse areas and hallways and classrooms
- Portable shelves under windows
- Low enough for kids to see through

PLUMBING

- Deep sink. No high spout because of splashing. Sink away from presentation area
- Hot and cold running water
- Drinking spout
- Do not place towel dispenser over sink in primary grades
- Restrooms, as required by code, in close proximity to classrooms
- Soap dispenser behind sink

POWER REQUIREMENTS

- Flexible lighting controls
- Lots of outlets (minimum of 3 per wall)
- Floor outlets (flush)
- Phone jack, telephone
- Reference “*Technology for Classrooms*” section to see which elements are indicated

EQUIPMENT

- Built in drying racks in common area
- Computer
- Dry Erase Boards
- Projector screen
- One four drawer file cabinet
- Reference “*Technology for Classrooms*” section to see which elements are indicated

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GRADE 2-5 CLASSROOMS, page 3

SPECIAL CONDITIONS

- Area for recycling containers
- Sidewalks connecting outside doors when possible
- Zones alarm system, allowing teachers to use the building during weekends
- Consider one classroom window for an emergency egress
- Two anchored lines slightly below ceiling height for display of student work or instructional materials
- Room for waste basket at sink
- Common area visible from classroom
- Classroom doors lockable from inside

SIZE

Classrooms	900 SF
Common Area	500 SF (per 3-5 classrooms)
Enclosed conference/multipurpose room	200 SF (per 3-5 classrooms)

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MUSIC/CHOIR ROOM

GENERAL REQUIREMENTS

- Large enough for instrument use and still room for movement
- Large room, 1,100 SF non parallel walls, (to allow circle of 30 students)
- Community access not a necessity, equipment needs to be protected
- Built in storage – as little as possible freestanding
- Two separate sets of doors for entrance/exit of students (one needs to be double doors for movement of large instruments, including piano)

FUNCTIONS

- Dancing /movement
- Instrument instruction
- Large group and small group instruction, performance, and activities
- Instrument and vocal instruction playing, lecture, movie viewing, and overhead projection

LOCATION

- Not isolated from rest of school, but far enough away that instrument sounds will not disturb classrooms (noise is an important factor to consider)
- Located so that travel time to and from classrooms is not lengthy, no bottleneck or congested traffic patterns

RELATIONSHIPS

- Community accessible provided there is adequate security and instruments can be in a locked area
- Next to cafeteria/multipurpose/stage area and gymnasium, using similar concept as Mount Scott Elementary

STORAGE

- Locks on all cabinet doors
- All storage built in, shelves for large and small instruments, adjustable
- Provide cabinet to receive portable stereo equipment
- Storage for six grade levels of texts and CDs, guitars, xylophones (15 of various sizes), keyboards/drums rotate to all schools
- Rack storage for multi chart storage and bog books
- Storage for large instruments with build-in cabinets
- Reference "*Technology for Classrooms*" section to see which elements are indicated

FLOORS

- Carpet – (large squares work best for management of student space)
- One flat area for movement

WALLS

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- Soundproof – if not possible acoustical treatment may be necessary
- Steel whiteboards
- All available walls to be tackable wall surface

MUSIC/CHOIR ROOM, page 2

WINDOWS

- Natural light
- Windows with ability to filter and block light

PLUMBING

- Hot and cold water
- Sink (large and deep) for instrument cleaning
- bubbler – drinking fountain

POWER REQUIREMENTS

- Built in stereo system and computer conduit
- Multiple baseboard outlets throughout the classroom
- Telephone
- Reference “*Technology for Classrooms*” section to see which elements are indicated

EQUIPMENT

- Risers (moveable), total of 5
- Two pianos (one for the music room, one for performance area).
- Amplification system for performances and other building needs (PA System)
- Digital media player
- Ability to play and amplify digital audio media and CDs
- Projection screen
- One steel whiteboard 4’ x 8’ with lines for writing music
- One steel whiteboard 4’ x 8’ board without lines
- Full set of Orchestra/School work instruments (15 xylophones, glockenspiels, metalaphones of various sizes). Keyboards (30) and drums (25) rotating to buildings
- One two-drawer file cabinet
- Pencil sharpener
- Telephone
- Keyboards
- One teacher’s desk and chair (or build into office area)
- Eight computer size tables for optimal writing/art/musical activities and stackable stools
- Two or three student/teacher stations-parallel with what’s in classrooms
- Reference “*Technology for Classrooms*” section to see which elements are indicated

SPECIAL CONDITIONS

- Good acoustics
- Two doors for easy flow of traffic (one to enter, one to exit)
- Even temperatures (no extremes) for tuning issues

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SIZE

- | | |
|----------------------|----------|
| • Instructional area | 1,045 SF |
| • Instrument storage | 50 SF |
| • General storage | 50 SF |

GYMNASIUM

GENERAL REQUIREMENTS

- After hours accessibility
- Large enough for community use as well as instruction
- Non destructible walls
- Regulation Jr. High School sized basketball courts safety zone areas
- Storage with access from gymnasium
- Teacher office space
- Adjacent restrooms- drinking fountain away from gym floor
- Outside entrance to covered play area
- Minimum 1 single-user/family sized restroom

FUNCTIONS

- Part of a gym/solid wall to a raised stage area
- Chair storage (consider under the stage)
- Teacher visibility (by and of students) is essential
- Restroom and drinking fountain in an adjacent area in foyer
- Elementary PE instruction
- Community use in evenings (gym area must be able to be locked off from rest of building)

LOCATION

- Next to stage area
- Away from library
- Near music room, though not sharing a wall, for performances

RELATIONSHIPS

- Easy access to parking and cafeteria
- Two large entry doors for flow of traffic
- Within the gym locate office and PE storage
- Attached covered play area with roof structure height for basketball, with covered walkway between gym and covered play area – 4,000 SF for covered play area, (with play equipment, acoustic friendly) Ex. Scouters Mountain Elementary. Reference “*Site Requirement*” section for complete information
- Adjacent to the covered play area

STORAGE

- Separate storage room to facilitate storage of mat, volleyball poles (standards), with shelves for small equipment
- Double lockable door
- Big and small equipment lockable storage
- Storage for five music risers on the stage

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- Storage for one piano

FLOORS

- Resilient wood flooring in gym
- Concrete in storage room
- Hard surface for covered play area

GYMNASIUM, page 2

WALLS

- Flat walls (balls bounce oddly off of ledges, etc.)
- One 4'x8' steel whiteboard (could be portable)
- Capable of being used as play walls
- Phone, thermostat etc. in a place where they can't be damaged by balls
- Durable, playably, acoustically sound

CEILING

- High enough for volleyball and basketball

WINDOWS

- High natural light with means of screening out light/no ledges
- Natural light band near ceiling

PLUMBING

- Drinking fountain outside in the entry/foyer
- Restroom adjacent to gym

POWER REQUIREMENTS

- Covered plugs if possible (floor)
- Wiring for PA system with CD & stereo
- Wall outlets near microphone jacks
- Outlets in office
- Two-way intercom
- Phone
- Clock in gym and PE office
- Score board outlet – switch controlled
- Reference "*Technology for Classrooms*" section to see which elements are indicated

EQUIPMENT

- Electronic bleachers (facing court) with 5-6 feet of clearance outside basketball court
- Adjustable basketball hoops
- Recessed floor plates for nets (volleyball & badminton) to run both across and lengthwise of the gym
- Oversized projection screen
- Wiring for a computer in PE office
- Scoreboard
- Six adjustable basketball hoops which are retractable (2 electric, 4 manual)

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- Steel whiteboards
- Reference “*Technology for Classrooms*” section to see which elements are indicated

GYMNASIUM, page 3

SPECIAL CONDITIONS

- Separate office with shower, (if possible)
- Appropriate floor markings for elementary activities
- Consider separate mechanical zone
- Heating and cooling for gym independent of other areas
- Simple stage lighting separate from gym lighting
- Security and communication with gym during times of crisis

SIZE

- | | |
|--|----------|
| • Gymnasium | 4,940 SF |
| • Teacher’s office | 100 SF |
| • Equipment storage | 300 SF |
| (does not include chair, piano, riser storage) | |
| • Covered play area | 4,000 SF |

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MEDIA CENTER (Library)

GENERAL REQUIREMENTS

- Large group instruction area
- Teaching and projections areas (space for printers and a teaching station with LCD projection system (assumes a white board or projection target within the room set up)
- Storytelling area with capability for students to sit on floor or In chairs
- Comfortable place to relax and read
- Adjustable shelving for print, non-print, and electronic forms of media – specify height for picture book area to allow for 2 rows under windows
- Storage for AV equipment
- Workrooms for media center staff and others
- Display area – flat and vertical surfaces
- Office for media purposes
- Small conference room for eight people
- Computer area for research and online database access – (space for 10 computers)
- Mobile collapsible tables (to optimize space for book fairs and other events)
- Mixture of storage (charging) and use of technology

FUNCTIONS

- Instruction – large enough for several classes
- Accessing information (print and electronic, internet research)
- Professional Library
- Exposure to literature
- Media check out/circulation
- Large / small group meetings
- Reading for enjoyment
- Book fairs
- Book return from hallway into library
- Makerspace, 400 SF

LOCATION

- Away from gym and music
- Central to all classrooms – with noise control – and easily accessible to all students
- Walled off from hallways/classrooms
- Close to main entry
- Restrooms adjacent

RELATIONSHIPS

- Close to commons

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MEDIA CENTER (Library), page 2

STORAGE

- Adjustable book shelving – low shelves for overall supervision of total area of media center
- Workroom with built in secure storage
- Shelves for print, non-print media
- Storage for flat materials/art prints
- Secure area for small equipment
- Paper supply
- Software
- Technology equipment
- Lockable cabinets for handheld technology, assessment materials
- Reference “*Technology for Classrooms*” section to see which elements are indicated

FLOORS

- Carpets – (anti-static)
- Workroom and storage vinyl
- Throw rugs for story time

WALLS

- Self contained – with open appearance (not like Oregon Trail Elementary or Spring Mountain Elementary)
- Tackable where possible
- Tackable and large area for screen
- One 4’x 8’ steel whiteboard

WINDOWS

- Ample natural lighting
- At least one wall with windows no higher than four feet (to be able to see outside)
- Ability to filter and block light
- All internal and external windows ability to be quickly covered for safety
- Consider one window for emergency egress

PLUMBING

- Access to sink in media center workroom
- Restroom near library

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MEDIA CENTER (Library), page 3

POWER REQUIREMENTS

- Plenty of electrical outlets (baseboard and wall outlets evenly spaced)
- Two floor outlets
- Wireless router for computers
- Network (hardware) connection for Follett server and circ computer
- Flexible lighting
- One circuit for all peripherals such as projector and printer
- Reference “*Technology for Classrooms*” section to see which elements are indicated

CABLE REQUIREMENTS

- Data jacks evenly spaced on the walls and in the floor to allow for flexibility in connectivity
- Video – cable television cabling
- Voice (phone) wiring
- Wireless access point to accommodate additional connectivity options
- Reference “*Technology for Classrooms*” section to see which elements are indicated

EQUIPMENT

- Teaching wall – steel white board and projection screen
- Automated circulation system
- Adjustable book cases – moveable, double sided, with enough room to stand all books upright on a shelf
- Round tables that fold
- AV carts
- Book trucks
- Computers for online catalog and for research
- Printers
- Telephone
- Signage
- Reference “*Technology for Classrooms*” section to see which elements are indicated

SPECIAL CONDITIONS

- Double height checkout counter in circulations area
- Permanent screen installed or painted wall 20’ x 20’ and steel whiteboards

SIZE

- Library 2,300 SF
(includes makerspace, office, workroom, media center)
- Technology charging/storage 200 SF

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COUNSELING AREA

GENERAL REQUIREMENTS:

- Close to classrooms, not *in* Administration office
- Easy to find
- Easy access to students
 - Close to cafeteria (lunch meetings are common) and classrooms
- Same as classroom design, only smaller

FUNCTIONS:

- Instructional –small group and larger (15 students)
- Active singing/movement
- Meet with parents
- Documentation
- Phone calls

LOCATION:

- Easy to find
- Near classrooms

RELATIONSHIPS:

STORAGE:

- Pull out storage drawers at least 30" X 40" with glides
- Adjustable shelves – bookcases –on wheels
- Locking closet
- Open shelves
- File cabinet space for a single four drawer cabinet

FLOORS:

- Carpet with vinyl area by sink and outside door
- Easily cleanable flooring

WALLS:

- Tackable
- Steel whiteboard

WINDOWS

- Lots of natural light and ventilation
- Windows with ability to filter and block light
- All internal and external windows ability to be quickly covered for safety

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ELD (English Language Development) CLASSROOM

GENERAL REQUIREMENTS

- Classroom: space for two teaching stations for groups of up to 15 students
- Office: space for up to four people to meet and a desk
- Storage
- Home cubicle storage not needed, but could be used

FUNCTIONS

- Instructional – large and small group
- Display for student work on walls and in hallway
- Individual student testing- closing door, but not isolated (visibility into area needed)
- Private phone access, in office

LOCATION

- Central or close to primary classrooms

RELATIONSHIPS

- Restrooms nearby
- Central or close to primary classrooms

STORAGE

- Same as 2nd-5th grade classroom
- Two four drawer file cabinets in classroom
- Reference “*Technology for Classrooms*” section to see which elements are indicated

FLOORS

- Same as classroom

WALLS

- Same as classroom
- One steel white board for each of the two teaching stations

WINDOWS

- Same as classroom
- Ability to filter and block out light
- All internal and external windows ability to be quickly covered for safety

PLUMBING

- Same as classroom

POWER REQUIREMENTS

- Same as classroom
- Ability to have at least 2 live phone jacks
- Reference “*Technology for Classrooms*” section to see which elements are indicated

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ELD CLASSROOM, page 2

EQUIPMENT

- Same as 2nd-5th grade classroom
- Teacher station/technology for two
- Reference "*Technology for Classrooms*" section to see which elements are indicated

SPECIAL CONDITIONS

- Same design as 2nd-5th grade classroom
- Conferencing and speakerphone available on all phones for multi-lingual communication purposes

SIZE

Classrooms	500 SF
Office	100 SF

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

RESOURCE ROOM & SPEECH/LANGUAGE ROOM

GENERAL REQUIREMENTS

- Facilitate small groups/conferencing
- Conforms to general classroom design for student self-esteem
- Space to store instruction materials and equipment
- Lots of space to display students' work - bulletin boards
- Enclosed spaces for testing
- Spaces which prevent auditory and visual distractibility
- Working spaces for teachers, therapists, and assistants
 - Multiple small groups
 - Up to four adults teaching different material with 6-8 students
- Natural light and flexible lighting

FUNCTIONS

- Testing
- Instruction for three groups of 4-8 students
 - Social Skills instruction
 - Small group work
- Multi-use/Flex space
 - Individual and small group therapy
 - Shared conference areas
 - Confidential communications
 - Individual student testing
- Computer station/area
- Teacher, therapist, and assistant work areas
 - Instruction and administrative computer use
 - Clerical record keeping and test interpretation
- Classroom storage areas

LOCATION

- Centrally located with natural light and flexible lighting
- Located on entry level for kids who have a hard time with steps
- Close proximity to central facilities (mainstream) main building and close to accessible restroom

RELATIONSHIPS

- Easily accessible to classrooms
- Internal organization of room should be viewed as one large open space which can be divided by means of cabinets into smaller area (or room dividers/built in)
- Classroom, storage and multi-use areas adjacent to each other

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

RESOURCE ROOM & SPEECH/LANGUAGE ROOM, page 2

STORAGE

- Resource Room: Lots of open shelves for books
- Many different materials need to be stored, many complete and entire curriculums/general education curriculums
- Storage for testing and instructional materials
- Bookshelves
- Countertop
- Lockable cabinets
- Reference "*Technology for Classrooms*" section to see which elements are indicated

FLOORS

- Carpeted except for sheet vinyl around sink and drinking fountain

WALLS

- Tackable
- Resource Room: 4'x8' steel whiteboards, one in each learning area (3-4 areas)
- Window in doors that divide rooms (not bathroom)

WINDOWS

- Openable
- Outside windows or natural lighting
- All windows with ability to filter and block light
- Viewing window to classroom
- Relights for office and conference/test area
- Window in doors that divide rooms (not bathroom)

PLUMBING

- Sink (student accessible) with hot and cold water and bubbler, close to proximity

POWER REQUIREMENTS

- Computer technologically as in general education Classrooms for 4 teaching stations
- Reference "*Technology for Classrooms*" section to see which elements are indicated

EQUIPMENT

- Screen
- Modular dividers
- Telephone in office and classroom
- Student desks, chairs, and table kidney shaped (primary shared by intermediate size)
- Teacher desks and chairs
- File cabinet
- Technology for 3-5 students
- Portable bookshelves
- Portable dividers (built in)
- Reference "*Technology for Classrooms*" section to see which elements are indicated

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

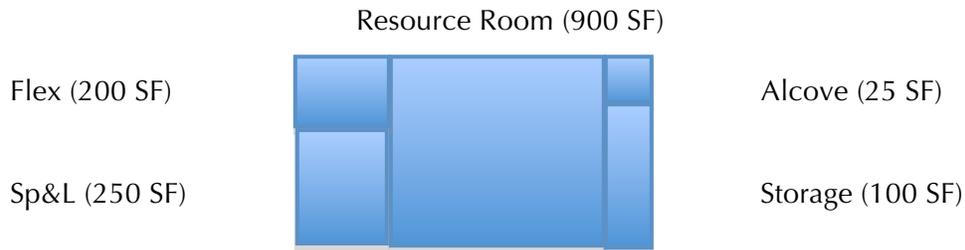
RESOURCE ROOM & SPEECH/LANGUAGE ROOM, page 3

SPECIAL CONDITIONS

- Separate room for testing/conferencing
- Attention to acoustics (three groups with instruction functioning simultaneously)
- Office spaces visible to classroom
- Confidential areas for telephones
- Conferencing/meeting for area (or in another area)
- Mini lab computer / listening area

SIZE

- | | |
|------------------------|--------|
| • Resource Room | 900 SF |
| • Multi-use/Flex Space | 200 SF |
| • Speech Language room | 250 SF |
| • Alcove | 25 SF |
| • Storage | 100 SF |



NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
 ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
 PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

TECHNOLOGY FOR CLASSROOMS

School Design and Technology**

Space	Considerations
Instructional Spaces (Classrooms)	<p>Functions</p> <ul style="list-style-type: none"> • Instruction • Research • Collaboration • Projects • Assessment • Flexibility <p>Storage</p> <ul style="list-style-type: none"> • Ample, built in lockable storage with adequate power and data for charging mobile devices <p>Walls</p> <ul style="list-style-type: none"> • Consider multiple walls for monitors and/or whiteboard/projection surfaces <p>Windows</p> <ul style="list-style-type: none"> • “Multipurpose” windows (for writing, projection: consider blinds or flexible lighting to accommodate screen usage) • Consider additional windows <p>Plumbing</p> <ul style="list-style-type: none"> • Avoid water fixtures by electrical outlets <p>Power/Infrastructure</p> <ul style="list-style-type: none"> • Two wireless access points in each classroom • 6-8 power outlets (1 in the ceiling, 1 near monitor, others spaced throughout lower walls and floor) • 4-6 data drops (ceiling/monitor and storage and evenly spaced in classroom) • Power and data drop in locked storage closet • HDMI, VGA, RCA outlet near monitor or floor/center • Built in speakers • Telephones with safety features enabled

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
 ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
 PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

	<p>Teacher Equipment</p> <ul style="list-style-type: none"> • Audio amplification system • Smart Monitor, in contrast to a projector (wall mounted with flexible outputs) • Mirroring device (ex; Apple TV) • Whiteboard for instruction and collaborative work • Instructional device to match student devices (eg. Chromebook if students are using Chromebooks) <p>Student Equipment</p> <ul style="list-style-type: none"> • Minimum 2:1 device:student ratio • Consider furniture with embedded technology for collaboration (eg: collaborative work stations) http://net.educause.edu/ir/library/pdf/eli7092.pdf http://net.educause.edu/ir/library/pdf/eli7092.pdf
Maker Space/s	<p>Functions</p> <ul style="list-style-type: none"> • Collaboration • Communication • Good supervision and visibility • Problem Solving • STEM <p>Location</p> <ul style="list-style-type: none"> • Adjacent to grade level classrooms (pods), perhaps in the center • Ability to see students from classrooms is essential • Could be they be between classrooms? • Adjacent to Media center <p>(A visit to a school or SSC with a Maker Space will be very important)</p>

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Supporting Research:

- [Collaborative Learning Studio Video](#)
- [Article about MakerSpaces in Libraries](#)
- [21 Things That Will Become Obsolete in Education by 2020](#)

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

ADMINISTRATION AREA – MAIN OFFICE

GENERAL REQUIREMENTS

- Located at front entrance with visibility of and to people entering the building
- Ample size for two secretary's desks
- Waiting area (outside of office area with bench) in addition to office waiting area
- Storage that can be locked
- Privacy work area for secretaries
- Copy machine close but not in the middle of traffic
- Staff lunch traffic not through main office, if possible
- Fireproof file cabinet
- Staffing: one principal (office), one assistant principal (office), one secretary (desk workspace) , one assistant secretary (desk workspace), and one part time nurse (nurse's suite, see specifics in "Health Room" section)
- Extra office space with more storage
- Small conference area for 8 – 10 adults, steel whiteboard
- Nonprofit/community partner office (8'x8')
- High ceiling

FUNCTIONS

- Provide a warm, welcoming atmosphere for student, staff, parents, and community
- Reception area for parents and students away from any traffic pattern/movement
- Daily visual contact with students (supervision)
- Clerical work
- Emergency first aid
- Information control center
- Private parent conference
- Private phone calls
- Student phone calls
- Registration: filing out forms (table or counter)
- Student management area (sitting area)

LOCATION

- Directly upon entering building – facing front or glass to see the side of building
- Central to building traffic flow between all functions
- Visually able to see bus loading area

RELATIONSHIPS

- Staff room adjacent to office but separate
- Work room near office
- Health room with restroom and nurse's office and adjacent and visible to office
- Conference room adequate for 8 – 10 adults, close to the principal's office
- Private telephone for staff in the conference room

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

ADMINISTRATION AREA – MAIN OFFICE, page 2

STORAGE

- Need under counter file cabinets (locking and fireproof)
- A lot of locking storage for materials as well as personal items
- Built-in drawers and cabinets
- Coat closet with lock
- Storage closet with lock (fireproof) 60 SF
- Counter depth and height adequate for holding notebooks (3-ring binders)
- Reference “*Technology for Office and Buildings*” section to see which elements are indicated

FLOORS

- Carpeting

WALLS

- Tackable where possible

WINDOWS

- Openable (large) natural lighting

PLUMBING

- None required

POWER REQUIREMENTS

- A lot of wall and floor outlets
- Computer hookups, fax, modem, etc.
- Air conditioning
- Reference “*Technology for Office and Buildings*” section to see which elements are indicated

EQUIPMENT

- Computers
- Copy machine
- Filing cabinets
- Desks
- Telephones
- Intercom system
- Reference “*Technology for Office and Buildings*” section to see which elements are indicated

SPECIAL CONDITIONS

- Low counters for student contact and high counters for parent contact
- Large windows for viewing traffic outside of office (student /adults)
- Natural lighting
- Make a time out area other than use of conference room (Privacy for those pupils/parents/guests waiting to see Principal)
- A principal’s office shaped for meetings of up to five
- Consider counseling office space
- Air conditioning

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

ADMINISTRATION AREA – MAIN OFFICE, page 3

SPECIAL CONDITIONS (cont.)

- Visual control of building access
- Emergency lockout/lockdown button

SIZE

• Main office/Secretaries	380 SF
• Waiting reception area	100 SF
• Principal’s office	150 SF
• Conference room	150 SF
• Assistant Principal’s office	100 SF
• Community Partner Office	80 SF
• Storage	60 SF
• Staff toilets	50 SF (x2)

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

ADMINISTRATION AREA – PRODUCTION ROOM

GENERAL REQUIREMENTS

- Counter space- option of standing and seated – ergonomically correct height
- Copy machine area and work space
- Storage and work area (maybe island type) at standing level (on wheels)
- Computer
- Work stations for instructional assistants and/or storage for individual projects in progress
- If two story building there should be a work station on the second floor (eg. copy machine etc.)

FUNCTIONS

- Provides a wide variety of support services for the staff and the school in general
- Storage for some paper (not the year supply)
- Room for production

LOCATION

- Near office
- Multiple entrances

RELATIONSHIPS

- Office
- Staff room
- Staff restrooms
- Convenient access to storage areas

STORAGE

- Maximum possible
- Slotted shelving large enough for sorting railroad board with many slots
- Specialized shelving for paper sizes
- Above counter storage
- Drawers and cabinets
- Deep counters for large paper cutter, etc. (on island)
- Recycling bins
- Secure area for Instructional Assistants to store personal items and coat (if not in staff room)
- Butcher paper carts
- Reference “*Technology for Office and Buildings*” section to see which elements are indicated

FLOORS

- Vinyl Composite Tile (VCT)

WALLS

- Tackable, where possible

WINDOWS

- Large – operable, if possible (ventilation)
- Provide natural lighting if possible

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
 ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
 PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

TECHNOLOGY FOR OFFICE AND BUILDING

Office and Building Design and Technology**

Space	Considerations
Office Space	<ul style="list-style-type: none"> • 1-2 Wireless Access Points • Mobile headsets for phone system • Data Drops for computers and phones • Ample electrical outlets • Devices?
Building Technology	<p>HVAC</p> <ul style="list-style-type: none"> • Air conditioning in all data closets <p>Power Requirements</p> <ul style="list-style-type: none"> • Generator in each school connected to all data closets • Adequate number of 10 gigabit switches for each school • Device charging stations strategically placed throughout the school • UPS connected to each data rack <p>Security Cameras</p> <ul style="list-style-type: none"> • How Many - ? <ul style="list-style-type: none"> ○ 5 Elementary ○ 15 Middle School ○ 25 High School

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NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

HEALTH ROOM

GENERAL REQUIREMENTS

- Must have refrigerator with an icemaker
- Must accommodate three students (2 cots, room for cots to remain separated from one another)
- Good ventilation
- Nurse office space is in the same room as cots
- Cots visible from secretary station in main office through door or window
- Natural light preferred

FUNCTION

- To provide a temporary comfort zone for children with health needs while at school
- Area where students report to receive medication by the nurse or adult assistant
- Examination area
- Emergency first aid

LOCATION

- In administrative area
- Emergency service access

RELATIONSHIPS

- Office

STORAGE

- Large and lockable to store medications and first aid supplies
- Secure/lockable four drawer file cabinet to store health records

FLOORS

- Sheet vinyl without seams also in the nurse's office and in the health room
- Ceramic tile in toilet area and shower

WALLS

- Painted a comfort color
- Some tackable area

WINDOWS

- Consider building a large, low window for viewing ill students from the main office

PLUMBING

- A deep sink with a special type of faucet that has an eyewash
- A restroom with a shower

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

HEALTH ROOM, page 2

POWER/LIGHTING REQUIREMENTS

- Refrigerator and a few outlets
- Lighting for examination purpose
 - Portable and adjustable
 - Power outlet near each cot for hand held lighting or other device
- Nurse's office tied to technology infrastructure
- Rooms on emergency light circuits
- Telephone
- Reference "*Technology for Office and Buildings*" section to see which elements are indicated

EQUIPMENT

- Two cots
- Refrigerator
- Desk and chair
- Reference "*Technology for Office and Buildings*" section to see which elements are indicated

SPECIAL CONDITIONS

- Waste receptacle under counter and out of sight (counter drop through opening type)
- Consider access to health room for emergency transport
- All area of health room to be ADA accessible

SIZE

- | | |
|----------------------|--------|
| • Nurse's area | 50 SF |
| • Toilet with shower | 100 SF |
| • Health suite | 100 SF |

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

STAFF LOUNGE

GENERAL REQUIREMENTS

- Provide a relaxed, comfortable atmosphere for staff
- Food prep counter
- Lounge capacity for 1/3 of the staff (20 people)

FUNCTIONS

- Social interaction for lunch and break times for staff
- Dining room
- Food preparation and storage
- Private phone area for staff use, consider nursing mothers room

LOCATION

- Near the office /adjacent to administration work area

RELATIONSHIPS

- Near the office
- Near Staff restrooms

STORAGE

- Counter space
- Small kitchen cabinet and drawer area
- Secure area for staff to store personal items

FLOORS

- Easy to clean

WALLS

- Tackable walls
- One steel white board

WINDOWS

- Provide operable windows, natural lighting by means of windows or skylights; privacy is important

PLUMBING

- Sink with garbage disposer
- Durable dishwasher with easy access for loading/unloading
- Plumbing for refrigerator icemaker/filtered water

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

STAFF LOUNGE, page 2

POWER REQUIREMENTS

- Outlets
- Telephone
- Intercom
- Dedicated circuits for coffee, microwave (3), refrigerator (2), dishwasher
- Reference "*Technology for Office and Buildings*" section to see which elements are indicated

EQUIPMENT

- Dishwasher
- Two Refrigerators
- Two Microwaves
- Coffeepot
- Sofa or easy chairs
- Computer
- One large table or tables that can join together
- Chairs
- Reference "*Technology for Office and Buildings*" section to see which elements are indicated

SPECIAL CONDITIONS

- Note: location of restrooms (doors should not open directly into the staff room)
- Temperature control

SIZE

- Lounge for 20 staff personnel 460 SF

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

PARENT GROUPS/VOLUNTEER ROOM

GENERAL REQUIREMENTS

- This small, enclosed room will be utilized by all parent groups for purposes of organizing and coordinating parent sponsored activities and programs.

FUNCTIONS

- Projects, including collating, cutting and organizing parent group materials
- Meetings (2-3 people, including volunteer coordinating activities)
- Storage
- Work space
- Display area or case outside of room for the purpose of advertising, general information, incite area, community event information, display products that the fundraisers sell
- Room use:
 - 30 minutes prior to school thru one hour after school (daily)
 - Evening or before school meetings (need access to supplies)
 - Access prior to events (carnivals, community run)
 - Access outside of school hours, not located in main office

LOCATION

- Close to front entrance or office or community area

RELATIONSHIPS

- Work room
- Classrooms

STORAGE

- Lots of storage – some large lockable, shelves, wall full use, closet door style for sorting construction paper, die cut machine, carnival supplies, fun run, cash boxes, tickets, tee shirts, aprons, fund raising supplies
- Hostess supplies (kitchen items)

FLOORS

- VCT tile

WALLS

- Tackable

WINDOWS

- Optional (minimally, should have window in door)

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

PARENT GROUPS/VOLUNTEER ROOM, page 2

POWER REQUIREMENTS

- Wall and floor outlets
- Reference "*Technology for Office and Buildings*" section to see which elements are indicated

EQUIPMENT

- Table
- 2-3 Chairs
- Phone
- Reference "*Technology for Office and Buildings*" section to see which elements are indicated

SPECIAL CONDITIONS

- None

SIZE

- Workroom 95 SF

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

SUPPORT SERVICES – DELIVERY SERVICES

GENERAL REQUIREMENTS

Ease of truck access for backing (big enough for truck trailer)

- Plan should include absence of overhang at delivery dock
- Plan should include location where trucks will not impede traffic flow during arrival or departure times
- Plan should include bumpers on dock suitable to avoid collisions with building
- Unless there is a base kitchen at the school, no loading dock is necessary

DELIVERY ACCESS TO BUILDING

Pedestrian

- Access for hand trucks; i.e. ramps, doors, wide enough for food carts and gym equipment access for pallet jacks, removable center posts on double doors
- Preference for a door that is wide enough to not need a center post
- No bumps on thresholds
- Enough space for equipment to be maneuvered without strain or awkward positions
- Minimize distance from trucks to terminal locations
- Doors that can stay open (for deliveries)
- Buzzer or key switch to call for entry, to notify kitchen staff of deliveries, and a window, to view who is delivering

DELIVERY ACCESS TO BUILDING

Vehicle

- Level parking preferred so that no drain no drain is needed at dock area
- Separate parking area, clearly marked and not in the delivery area, for maintenance vehicles working at school
- Area for easy maneuvering and back up without jockeying
- Ability to handle trucks with up to 20 foot boxes
- Ability to handle 8 to 12 deliveries a day and the capacity to handle two simultaneous deliveries
- No intake fan near parking area
- Signs needed for “delivery only,” “service vehicles,” and “no parking” (where backing space is needed)
- A light above the delivery area
- *If a base kitchen is at the school:*
 - Dock with variable height approach, 36 inches from ground level, 30.5 inches from ramp
 - Dock needs minimum of angle iron on edge, rubber snubbers desired

SAFETY

- Delivery separate from any student traffic area
- Delivery outside student contact areas (outside safety perimeter)
- Handrails on stairs
- No stairs near backing areas
- Walk area separate from truck areas

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

SUPPORT SERVICES – DELIVERY SERVICES, page 2

FUNCTIONS

- Food delivery
- District maintenance vehicles
- Traveling shows
- Vendors
- District courier
- Parks and recreation
- Community Schools activities
- Parents – special events
- Outside electrical outlets

RELATIONSHIPS

- Separate from play area
- Need delivery access by kitchen, custodial area, and gym; near office preferred, if possible
- Storage areas as close to delivery as possible
- Delivery area does not have to be near garbage area, but it can share access and/or turning areas
- Garbage/Recycling area screened from view, but delivery areas screened only if no loss of maneuverability
- Garbage/Recycling area near custodial work area
- Garbage/Recycling area large enough to accommodate large containers for both recycle and general garbage to accommodate future growth in service
- District maintenance vehicle parking away from student traffic but need not be by delivery areas
- Boiler area nearby
- District maintenance vehicles can access boiler/electrical room(s)
- Near general storage area
- *If a base kitchen is at the school:*
 - Dock needed for the kitchen

STORAGE should be easy-access and near each of the following

- Custodial supplies/equipment
- Kitchen food
- Paper
- Air filters
- Main custodial office
- Stage props
- PTA/PTO special events
- Other community groups

WALLS

- Durable paneled

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

SUPPORT SERVICES – DELIVERY SERVICES, page 3

PLUMBING

- Can wash area
- A specific area to clean kitchen mats with access to hot water, hose bib, drain
- Hot and cold water

POWER REQUIRMENTS

- 110 volt circuit
- Reference “*Technology for Office and Buildings*” section to see which elements are indicated

EQUIPMENT – not applicable

SPECIAL CONDITIONS

- Straight approach
- Flat loading
- *If a base kitchen is at the school:*
 - Flat loading dock approach

SIZE

- No building SF required
- Capacity for two simultaneous deliveries (up to a 20 foot box)

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

CUSTODIAL and MAINTENANCE

GENERAL REQUIREMENTS

- Custodial office
- Desk with data and power
- Office recycling bin area
- Strong exit doors and closures that can take abuse
- Secure and easy access tool storage with low maintenance floors and walls
- General storage
- Flammable storage unit for gas and propane
- Custodial floor mop-sink
- Loading and receiving area
- Custodial receiving and storage
- Garbage/recycling area
- Good communication system with school office and district office
- Three custodial closets
 - One in the main custodial area
 - Two additional custodial closets throughout the building
 - All large enough for a floor mop sink station, eye wash, hook-up for chemical mix station, access to handle in and out and dumping of the auto scrubber, power for battery charging
 - One needs to be able to *house* an auto scrubber

FUNCTIONS

- Cleaning
- Sanitation
- Energy management
- Minor maintenance
- Managing the custodial program
- Receiving and distributing materials
- Bulk storage
- Work area with workbench and secure and easy access tool storage
- Custodial office
- Building control system
- Disposing of refuse and recycling material
- Access to maintain mechanical equipment

LOCATION

- Next to cafeteria, kitchen, recycling (eg. Spring Mountain Elementary)
- Ability to accept deliveries without access to students - outside student contact areas (outside safety perimeter)
- Adjacent to food service delivery
- Next to gymnasium, mechanical, and electrical rooms
- Direct access to Garbage/recycling area

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

CUSTODIAL and MAINTENANCE, page 2

RELATIONSHIPS

- Close to central heat plant
- Ease of access around the building
- Related to the service function of the school. Away from main entry if possible, with easy access to classroom pods, but not remote from the office
- Custodial closets, at least three, distributed throughout the school, one near gymnasium, one near classroom pods, and one near cafeteria – consider restroom locations

STORAGE

- Extra furniture
- Chemicals
- Floor finish
- Flammable storage unit for gas and propane
- Hazardous special storage for flammables – gas, paint, solvent materials
- Cases of paper
- Custodial supplies: paper goods, soaps
- HVAC filters supply
- Staging area for lamp supply and lamp recycling
- Area for auto-scrubber including power for battery charging

FLOORS

- Walk-off carpet for all exterior doors
- Vinyl Composite Tile (VCT) rather than sheet vinyl in storage area
- High quality concrete floor framing
- No carpet in cafeteria or stairs
- Concrete with floor drains in custodial room
- Maintenance staff desires polished concrete in custodial areas

WALLS

- Lower walls in corridor: hard surface (wood paneling)
- Upper walls in corridor: tackable
- Steel white marker board
- Hard surface and washable, as much as possible
- Tackable walls in classroom when possible
- Gym walls CMU (cement block wall) or concrete with sound panels for acoustic dampening
- Consider possible damage from mobile carts

WINDOWS

- Vinyl
- Easy to open no odd lock windows (from the inside)
- Properly flash and install windows/caulk and seal
- Ability to adjust and block light
- Ability to block vision into the building

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

CUSTODIAL and MAINTENANCE, page 3

PLUMBING

- Domestic hot water cycle
- Drinking fountain on classroom sinks
- Urinal flushing timer
- All sprinklers accessible for service
- Exterior encased hose bibs
- Garbage dumpster washer
- Floor sinks for custodial closets
- Floor sinks in central custodial room
- Hose bib in student restrooms
- Floor drains in student restrooms

POWER REQUIREMENTS

- To code
- Exterior outlets to be coordinated with Maintenance
- Flexible for future
- Corridor outlets every 50'
- Computerized mechanical monitoring system (provisions for Direct Digital Controls)
- Kiln – room and ventilation (and power)- consider locating in custodial room
- Reference "*Technology for Office and Buildings*" section to see which elements are indicated

EQUIPMENT FOR CUSTODIAN OFFICE

- Workbench
- Desk
- Phone
- Computer
- Chairs
- File cabinet
- One 4' x 8' steel white marker board
- Shelves needed– not in contract
- Power for scrubbing equipment
- Reference "*Technology for Office and Buildings*" section to see which elements are indicated

SPECIAL CONDITIONS

- Service parking for one maintenance vehicle
- Safety for Custodian putting Garbage/recycling into large containers (physical injury)

SIZE- TOTAL OF 900 SF

- | | |
|---------------------------------|-------------------------|
| • Custodial work room | 500 SF |
| • General storage | 300 SF |
| • Custodial closets 2 @50 SF | 100 SF |
| • Garbage/recycling access area | 0 SF (200 SF- exterior) |

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

NUTRITION SERVICES

GENERAL REQUIREMENTS

- Cafeteria separate from gym
- Satellite kitchen – not a base kitchen
- Space for dry and cold storage
- Make large enough to accommodate site student population increases
- Interior and exterior space for receiving – food carts and supplies
- Room to maneuver delivery vans and trucks

FUNCTIONS

- Serves as satellite kitchen and will receive fully prepared or semi-prepared food in carts on a daily basis from district base kitchen
- Final food preparation and serving
- Cleanup
- Available for community functions, school related

LOCATION

- Next to cafeteria/multi-purpose area
- Next to loading and central custodial area
- Direct access to playground or hallway heading to playground

RELATIONSHIPS

- Cafeteria, kitchen, serving entrance, and dishwashing areas related to other large group areas
- Capacity for community use appliances such as coffee pot
- Direct access off kitchen to trash area (dumpster – recycling)
- Separate from parent/staff parking, parent drop off pick-up, bus loading
- Direct access to playground or hallway heading to playground

SPECIFIC PROGRAM

- Kitchen area
- Maximum staff 4-5 work in kitchen
- Storage close to preparation area
- An area is needed to stage and plug in five food carts

STORAGE

- All storage keyed to same key that is separate from building master
- Space requirements: dry storage 160 SF, cooler 120 SF, freezer 120 SF. Combination walk in cooler/freezer preferred. Cooler/freezer must be lockable
- Custodial closet with floor sink, mop bucket, broom, shelving for supplies accessible

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

NUTRITION SERVICES, page 2

SAFETY AND SANITATION

- Need adequate lighting
- Need to meet county guidelines for safety and sanitation
- Need first aid area
- Need easily cleaned materials on walls and counters
- Need screens on exterior doors and windows in kitchen

FLOORS

- Need non-slip flooring in kitchen. Dark color, must be sealed

WALLS

- Provide impervious and washable services

PUMBING

- Scouters Mountain Elementary good example

POWER REQUIREMENTS

- Scouters Mountain Elementary good example
- Add plenty of additional electrical outlets and capacity for front line appliances

EQUIPMENT

- Large walk-in cooler/freezer
- Kitchen Staff restroom and lockers required
- Minimum of 42" door for moving food carts and supplies in and out
- Staging area for 5 food carts

SPECIAL CONSIDERATIONS

- Flat threshold from outside loading/delivery area to allow for ease of moving carts and deliveries in and out

SIZE

- Kitchen and storage 785 SF
- Kitchen staff toilet 50 SF
- Cafeteria 2,175 SF can be combined with stage (700 SF)
- Cafeteria storage 170 SF

RECEIVING AND WASTE DISPOSAL

- Receiving area should allow for smooth operation of vehicles. Room to maneuver delivery vans
- Interior vestibule should be convenient for temporary storage of deliveries
- Receiving area 60-75 SF (accounted for in kitchen SF)
- Kitchen entry door minimum of 42" wide for ease of access for deliveries. Door should have kick plates, peep hole to identify delivery people, exterior bell to alert kitchen personnel of deliveries. Flat threshold on door
- Truck access should not block bus-parent drop off-pick up access

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

NUTRITION SERVICES, page 3

RESTROOM AND LOCKERS

- Floor – hard surface and easy to clean
- Wall – hard surface and easy to clean

OFFICE AREA

- Large enough for desk, computer, file cabinet, phone
- Gypsum walls and vinyl tile flooring
- Proper lighting and adequate outlets
- Data connection
- Not enclosed

STORAGE – CUSTODIAL

- Janitorial supplies need to be kept separate from food but easily accessible to kitchen for cleaning
- Finishes should be impervious to chemical spills and water
- Floors: quarry tile, ceramic tile, sheet vinyl, VCT. Tile must be sealed, sealed concrete
- Base: quarry tile, ceramic tile, vinyl
- Walls: Ceramic tile (at least around mop sink), glazed brick/block, epoxy painted block, epoxy painted gypsum board
- This area should be near kitchen but not necessarily attached to kitchen

STORAGE: DRY FOOD AND PAPER GOODS

- All storage (including coolers) key the same and not to building master
- Accessible from receiving area without having to cross food preparation area
- Located adjacent to and reasonably close to the preparation/cooler/freezer areas
- Visible from manager office to diminish pilferage
- Rule of thumb provide 1 SF shelving for each student meal
- Aisles should be large enough for hand trucks and carts (42"=48" preferred)
- Store room doors 42" wide, keyed to kitchen, durable
- Insulated storeroom walls
- Insulate any pipes running through storeroom
- Rodent and vermin control should be considered when selecting floor, wall, and ceiling materials
- Floors: quarry tile, ceramic tile, sheet vinyl, VCT. Tile must be sealed
- Base: quarry tile, ceramic tile, vinyl
- Walls: Ceramic tile, glazed brick/block, epoxy painted block, epoxy painted gypsum board

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

NUTRITION SERVICES, page 4

COLD STORAGE: REFRIGERATOR/FREEZER

- All storage keyed the same as kitchen and not on building master
- Combined walk-in cooler/refrigerator for 500 student school should be 250 SF
- Accessible from receiving area without having to cross food preparation area
- Located adjacent to and reasonably close to the preparation areas
- Walk-in cooler floors should be level with adjacent kitchen floor to allow for free rolling hand trucks and utility carts
- Design large enough to accommodate growth if possible
- Provide adequate shelving

PREPARATION/COOKING

- Environment of the prep/cook area critical to productivity and overall success
- Area(s) should be planned to utilize space, time and labor as well as possible
- Located convenient to food storage, holding and serving areas
- Approximately 650 SF
- Provide space for staging of portable carts and racks at each station
- Provide adequate aisle space for movement of portable carts. 42"-48" preferable
- No traffic flow should go through the cooking area
- Food preparation area must have a handwashing station
- Floors: quarry tile, ceramic tile, sheet vinyl, VCT. Tile must be sealed, sealed concrete
- Base: quarry tile, ceramic tile, vinyl
- Walls: Ceramic tile, glazed brick/block, epoxy painted block, epoxy painted gypsum board

POT AND PAN WASHING

- Should be clear of the preparation and cooking areas, but convenient to both. Near dishwashing station
- Close to serving area for returning soiled serving pans
- Should be convenient to preparation and cooking area
- Should have area to allow for parking of portable pot/pan racks
- Should have "soiled" and "clean" areas to avoid cross contamination
- Provide generous aisles to allow for portable equipment to be moved thru area
- This is a wet area so all materials should be selected with this in mind.
- Avoid materials that will rust/corrode
- Floors: quarry tile, ceramic tile, sheet vinyl, VCT. Tile must be sealed
- Base: quarry tile, ceramic tile, vinyl
- Walls: Ceramic tile, glazed brick/block, epoxy painted block, epoxy painted gypsum board

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

NUTRITION SERVICES, page 5

HOLDING

- Area should include provisions for holding foods refrigerated, non-refrigerated and heated. It should allow for good visibility from cooking areas to serving lines so staff can easily see when food needs replenishing
- Should be located between the area(s) where it has been cooked/prepared for serving and the serving area. Should be convenient to serving area
- Provide adequate space for staff to load and unload food from holding equipment
- Floors: quarry tile, ceramic tile, sheet vinyl, VCT. Tile must be sealed
- Base: quarry tile, ceramic tile, vinyl
- Walls: Ceramic tile, glazed brick/block, epoxy painted block, epoxy painted gypsum board

SERVING

- Need in-line heating for food
- Need area for two POS stations
- Need carts for computer/s
- Preferred: two lines for quick serving
- Need "sneeze guards"
- Removable guides for queuing the serving entry and exit
- Should have a traffic flow, which efficiently moves students thru serving counters and POS and into the dining room. The counters should be arranged in the space so that the serving personnel can also move freely through the students to replenish food from the holding equipment
- Adjacent to kitchen and food holding areas
- Provide adequate space for staff to load and unload food from holding equipment
- Provide adequate space for students to either queue-up or move freely thru the space
- Food service staff should be able to easily see when and what food needs replenishment on the serving line/s
- All aisles within the area should be a minimum of 36" wide
- Ensure power needs for milk cooler and other merchandising needs
- Floors: quarry tile, ceramic tile, sheet vinyl, VCT. Tile must be sealed
- Base: quarry tile, ceramic tile, vinyl
- Walls: Ceramic tile, glazed brick/block, epoxy painted block, epoxy painted gypsum board

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

NUTRITION SERVICES, page 6

POINT OF SALE (POS) ACCOUNTING

- It is critical that location and number of POS be mapped out according to desired line flow and expected ADP
- Consideration is needed as to the POS type (stand alone or server) and all requirements: wiring, wireless, internet, etc. be accommodated
- Ensure power for each POS is on a designated circuit

DINING

- Round or rectangular tables with attached seating. Not pocket tables
- Service area for 1/3 of students (165-183 SF)
- Drinking fountain with bottle filler and hand wash station
- Softened areas for acoustics
- Pleasant, comfortable ambiance: professional graphics, color, banners, flags
- Floor easy to clean, natural color, VC tile
- Dishwashing and tray return area separate from serving line and in a traffic pattern to exit. If possible, dish return area should not be directly exposed to dining area
- Entrance to serving area should be convenient to entrance to dining area
- Line to return dirty dishes should not cross serving line traffic
- Be sensitive to placement of garbage cans and recycle containers
- Provide areas for display of menu/s, seasonal decorations, educational materials
- Good lighting – especially in work areas
- Wide, double doors for ease of entry and exit
- Students should not be visible from exterior for safety reasons. Area should be securable
- Direct access to playground or hallway leading to playground

DISH/TRAY WASHING

- Area should allow for a continuous return of dishes/trays, efficient disposal of waste and ease in washing and returning clean items to use
- Area should be adjacent to dining areas and be so located near the dining exit
- Traffic flow is important. Locate the return window near the dining room exit without creating cross traffic with dining room entrance. Avoid interfering with students entering and leaving the serving area
- Should be out of the preparation and cooking areas and convenient to return dishes and trays to kitchen and serving areas
- Type and size of dishwasher will determine the size and shape of the dish/tray washing room
- An area should be provided for parking of portable dish/tray/flatware equipment
- An area should be designated for flatware shorting
- The exit of the dish/tray washing area should be located in the “clean” area, so that clean items do not have to pass thru the “soiled” area of the room
- A dish return window should be located near the dining room exit and at the beginning of the soiled dish table. It should be a minimum of 36” wide to allow 2 students to use at the same time. The sill height of the window should be 1” higher than the dish table to retain spillage from the dish table

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

TRANSPORTATION

GENERAL REQUIREMENTS

BUS LOADING, DISCHARGE AREA

- Area large enough to accommodate eleven buses, minimum of 45 feet long
- Preferably a separate area large enough to accommodate five special needs buses 30 feet long
- Bus lanes should be wide enough for buses to pass another bus, if necessary
- Buses wanting to unload should be off-street on a drive as a staging area
- Special needs loading/unloading taking longer; a separate location is necessary
- Sidewalk waiting area should be available 10 feet wide with a stripe three feet in from curb to keep students away from moving vehicles
- Area should be relatively level and able to bear vehicles of 38,000 lbs. GVW
- Driveway 24 feet wide, if possible
- Curb height no higher than 9 inches (to prevent hitting step well)
- Waiting area sidewalk needs to be wide for safety (10 foot minimum) covered
- Ability to supervise bus loading and parent pick-up from a common location (e.g. Oregon Trail Elementary)

INGRESS/EGRESS FOR LOADING AREAS

- Access to public roadway needs a minimum of 50 feet turning radius
- Prefer access to less-traveled streets
- Entrance separate from exit, if possible
- Entrances and exits level. Plan curb cut to street to avoid low/high centering

SAFETY

- Parent drop off areas need to be separate from bus loading area with separate entrances and exits and not involved crossing between buses (e.g. Oregon Trail Elementary)
- Initiate parent drop off/pick up queue adjacent to an exterior door
- Loading area lighted
- Signs for “school buses only,” curb painted in loading areas; pavement striped to reinforce signage
- Staff and visitor areas separate from student loading area
- All parking areas well lighted, with designated walkways separate from vehicle traffic (paved)
- No outside air intake for building ventilation system close to bus loading zone
- Speed bumps in parent drop off area

RELATIONSHIP TO OTHER ACTIVITIES

- Bicycle parking away from vehicular traffic but visible from the office
- Plan for 20 bicycle parking spaces, a pending need at individual schools, bonus if undercover
- Simultaneous arrivals and departures include: buses, special needs, service trucks, delivery trucks, parent vehicles, staff vehicles, bicycles, pedestrians
- Bus loading and discharge area separate from other traffic or parking areas, if possible
- Bus noise and exhaust shielded from building occupants
- Adult restroom close to bus loading area (for bus driver use)

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

SITE REQUIREMENTS

GENERAL REQUIREMENTS

- Community use for soccer, t-ball, outdoor basketball, softball, baseball, lacrosse, track
- Play equipment for school and community use (plan play equipment with school in advance)
- Play equipment specifically selected for ages 4-12
- ADA access to equipment (not just to the play area)
- Covered play area
- Walking/running path
- Drainage to make fields usable year round
- Plan for future addition of eight modular classrooms

FUNCTIONS

- Keep community access to gym separate from main building
- Ability to use equipment and playground while it is raining

LOCATION

- Keep play area close to school/cafeteria
- Multiple use paths for ADA access
- Parking and easy drop off for gym, kindergarten and day care
- Some very careful site planning must be done to maximize utilization of field (dirt infield vs. grass field). Pay special attention to drainage
- Covered play area with special attention to protection from weather elements. Plan for future expansion
- Play structure located with special attention to protection from weather elements. Plan for future expansion
- Plan to avoid conflict with sewer
- Avoid design items that encourage roof access (generator, garbage/recycling, etc.)

RELATIONSHIPS

- Covered play area with drainage and consideration to retaining balls
- Allow for future expansion
- Pave pathways at classroom exits to play area

STORAGE

- Outside access to a storage closet for playground equipment
- Develop site for future storage building for athletics – pad, power and water

PLUMBING

- Need drinking fountain near play field
- Water for field irrigation. Master valve, flow sensor, backflow and Maxicom (computer company) compatible system
- Exterior hose bibs

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

SITE REQUIREMENTS, page 2

POWER REQUIREMENTS

- Adequate outside lighting for safety
- Access to power
- Outside electrical (lockable) for mobile Dental Van etc.
- Reference Technology for Office and Building section to see which elements are indicated

EQUIPMENT

- Equipment needs to be ADA accessible
- Play area needs to meet ADA requirements
- Basketball hoops and backboards with a variety of heights. Place to avoid balls ending up on the roof
- Backstops for ball fields
- Playground play equipment
- Need access to play area for maintenance
- Install synthetic or like cushioning material under play equipment
- Reference *“Technology for Office and Buildings”* section to see which elements are indicated

SPECIAL CONDITIONS

- Fencing on perimeter
- Exterior security cameras
- Access to field for maintenance and field preparation
- Field drainage is a priority
- Plant field early
- Earthquake evacuation route with one staging area for the whole school
- ADA access to field
- Concern for adequate parking
- Plan for night parking on bus turnaround
- Eliminate access possibilities to roof
- Provide fencing around generator to prevent tampering
- Strong exit doors and closures that can take abuse
- Paved pads outside of exit doors that direct water away from building
- Porch covers to main exits, to protect from weather
- Porch covers to exits that provide access from the playground, to protect from weather

LANDSCAPE

- Drainage
- Plantings should not be poisonous or have stickers
- No trees or shrubs that would allow students to climb onto the building or hide behind them
- Bio swales located away from student areas and away from the building
- Vegetation in bio swales must be simple to maintain (and control)
- Open fields do not need landscape screening
- Plan for additional covered play area
- Plan for the addition of 8 modular classrooms (including utilities)

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

STRUCTURED LEARNING CENTER (SLC)

GENERAL REQUIREMENTS

- Facilitate small groups/conferencing
- Conforms to general classroom design for student self-esteem
- Space to store instruction materials and equipment
- Lots of space to display students' work - bulletin boards
- Spaces which prevent auditory and visual distractibility
- Working spaces for teachers, therapists, and assistants
 - Multiple small groups
 - Up to four adults teaching different material with 3-5 students
- Natural light and flexible lighting
- Fifteen students with room to accommodate wheelchairs and sensory issues
- Bathroom – Family sized and ADA accessible with changing table and room for lift
- Sturdy room divider or movable wall
- No more than two exits. Outdoor exit should be openable only by staff

FUNCTIONS

- Testing
- Instruction for four groups of 3-5 students
 - Social Skills instruction
 - Small group work
- Multi-use/Flex space
 - Individual and small group therapy
 - Shared conference areas
 - Confidential communications
 - Individual student testing
- Computer station/area
- Teacher, therapist, and assistant work areas
 - Instruction and administrative computer use
 - Clerical record keeping and test interpretation
- Classroom storage areas
- "Take space" alcove
- Whole group (15) and small group instruction

LOCATION

- Centrally located with natural light and flexible lighting
- Located on entry level for kids who have a hard time with steps
- Close proximity to central facilities (mainstream) main building and adjacent to or housed with an accessible family-sized restroom.
- Consider playground access
- Proximity control
- Near bus drop-off
- Part of a classroom community (near other classrooms)

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

STRUCTURED LEARNING CENTER, page 2

RELATIONSHIPS

- Easily accessible to classrooms
- Part of a classroom community (near other classrooms)
- Internal organization of room should be viewed as one large open space which can be divided by means of cabinets into smaller area (or room dividers/built in)

STORAGE

- Mostly closed shelves (reduce visual distractions)
- Many different materials need to be stored, many complete and entire curriculums/general ed curriculums
- Storage for testing and instructional materials
- Bookshelves
- Countertop
- Lockable cabinets
- Lockable built-in changing station
- Pull out storage drawers at least 30"x40" with glides
- Paper storage 8"x12", 12"x18", 24"x36"
- Wheel chair, PT equipment, technology, equipment (standers, etc.)

FLOORS

- Carpeted except for sheet vinyl around sink and drinking fountain

WALLS

- Tackable
- One 4' x 8' steel whiteboard and one 4' x 4' steel whiteboard in two instruction areas
- Window in doors that divide rooms (not bathroom)

WINDOWS

- Able to open
- Outside windows or natural lighting
- All windows with ability to filter and block light
- Viewing window to classroom
- Relights for office and conference/test area
- Window in doors that divide rooms (not bathroom)

PLUMBING

- Sink (student accessible) with hot and cold water and bubbler, close to proximity

POWER REQUIREMENTS

- Computer technology as in general education classrooms for 4 teaching stations
- Reference "*Technology for Classrooms*" section to see which elements are indicated

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

STRUCTURED LEARNING CENTER page 3

EQUIPMENT

- Screen
- Modular dividers
- Telephone in office and classroom
- Student desks, chairs, and table kidney shaped (primary to be shared by intermediate size)
- Teacher desks and chairs
- File cabinet
- Technology for 3-5 students
- Portable bookshelves
- Portable dividers (built in)
- Reference "*Technology for Classrooms*" section to see which elements are indicated

SPECIAL CONDITIONS

- Separate room for testing/conferencing
- Attention to acoustics (three groups with instruction functioning simultaneously)
- Office spaces visible to classroom
- Confidential areas for telephones
- Conferencing/meeting for area (or in another area)
- Mini lab computer / listening area

SIZE

- Special Education Suite (SLC)
 - Two rooms @700 SF 1,400 SF
 - Toilet/Shower in Suite 64 SF
 - Workroom/Office in Suite 120 SF

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

BEFORE/AFTER SCHOOL CHILD CARE

GENERAL REQUIREMENTS

- Classroom size area – (40-50 occupants)

FUNCTIONS

- Provide childcare for families in school attendance area from 6 a.m. to 6 p.m.
- Ability to be closed off from the rest of the school

LOCATION

- Near the playground
- Near restrooms
- Near gym, cafeteria, music room
- Easily accessible for parent pick-up
- Secure sign in and sign out area where adults do not have access to other student
- Designed to be used for other purposes and functions when not in daycare use such as inside recess, band, choir, multi use, located in an area that can be locked off from the rest of the school
- Near parent facility/parent conference room
- Zoned separately for alarming from the rest of the school classrooms (security)
- Zoned separately for heating and lighting (this area will be used at times when school is not in session)

RELATIONSHIPS

- A part of the community center

STORAGE

- For games, projects, etc. (more than normal)
- Locking file cabinet for medications
- Cubbies and coat storage for 30 (classroom type)
- Bookcases
- Separate from school PE storage

FLOORS

- VCT (no carpet)

WALLS

- Tackable

WINDOWS

- Large openable

PLUMBING

- Standard classroom sink with a bubbler
- Plan for refrigerator icemaker

**NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT**

2006 PROGRAM				2016 PROGRAM			
	NUMBER	SQ FT	TOTAL SQ FT		NUMBER	SQ FT	TOTAL SQ FT
Kindergarten (number)	2	900	1,800	K-1 Classrooms	6	900	5,400
Shared Toilet Room	1	37	37	Shared Toilet Room	3	25	75
Shared Store Room	1	50	50	Shared Store Room	3	50	150
Shared Work Room	1	44	44	Shared Work Room	3	50	150
General Classrooms Grade 1-6	20	900	18,000	Grade 2-5 Classrooms	14	900	12,600
No defined space for breakout	4	490	1,960	Share Breakout Space	4	500	2,000
Shared Conference Room	4	200	800	Shared Conference Room	4	200	800
Music/Choir Room	1	1145	1,145	Music/Choir Room	1	1145	1,145
Instrument Storage	1	100	100				
Gymnasium	1	4940	4,940	Gymnasium	1	4940	4940
Teachers Office	1	100	100	Teachers Office	1	100	100
Equipment Storage	1	215	215	Equipment Storage	1	300	300
Stage (may be part of cafeteria)	1	700	700	Stage (may be part of cafeteria)	1	700	700
Chair Storage	1	170	170	Chair Storage	1	200	200
Media Center	1	2000	2,000	Media Center	1	2300	2,300
AV Storage	1	174	174	Technology and Storage	1	200	200
Computer Lab (not in 2016)	1	900	900				
				Counseling Area	1	400	400
				ELD Classroom	1	500	500
				ELD Office	1	100	100
Resource Room	1	900	900	Resource Room	1	900	900
Resource Room Office	1	120	120	Multi Use-Flex Space	1	200	200
				Speech/Language Room	1	250	250
Cafeteria	1	2175	2,175	Cafeteria	1	2500	2,500
Kitchen	1	785	785	Kitchen	1	785	785
Kitchen staff toilet	1	50	50	Kitchen Staff toilet	1	50	50
				Storage		250	250
Admin - Main Office	1	960	960	Admin - Main Office	1	1070	1,070
Admin - Production	1	360	360	Admin - Production	1	300	300
Health Room	1	250	250	Health Room	1	250	250
Staff Lounge	1	460	460	Staff Lounge	1	460	460
Parent Group/Volunteer Room	1	95	95	Parent Group/Volunteer Room	1	95	95
Custodial	1	445	445	Custodial Work Room	1	500	500
General Storage	4	63	252	General Storage	1	300	300
Janitor Storage	4	34	136	Custodial Closets	2	50	100
Exterior Grounds Storage	1	77	77				
Bldg SQ FT without circulation			40,200				39,640
OPTIONAL PROGRAMS				OPTIONAL PROGRAMS			
Special Education Suite	2	500	1,000	Structured Learning Center	2	700	1,400
Toilet Shower in Suite	1	64	64	Toilet Shower in Suite	1	64	64
Work Room/Office in Suite	1	120	120	Work Room/Office in Suite	1	120	120
Band/Orchestra/Choir	1	900	900	Band/Orchestra/Choir	0		
Before/After School Child Care	0			Before/After School Child Care	1	900	900
Optional Programs			2,084	Optional Programs			2,484
Bldg SQ FT (with Optional, w/o circulation)			42,284	Bldg SQ FT (with Optional, w/o circulation)			42,024

NORTH CLACKAMAS SCHOOL DISTRICT NO. 12
 ELEMENTARY SCHOOL PROGRAM REQUIREMENTS
 PREDESIGN PHASE OF ARCHITECTURAL DEVELOPMENT

Capacity	550	550	Capacity	TBD
Building Sq Footage	66,000	66,000	Building Sq Footage	TBD
Covered Play Area SF	2600		Covered Play Area SF	4000
SITE			SITE	
Acreage	8-10		Acreage	8-10
Parking - stalls			Parking - stalls	
Bus Queuing	11		Bus Queuing	11
Play Fields			Play Fields	
Play Equipment Area SF	7500		Play Equipment Area SF	7500
Paved Play Area SF			Paved Play Area SF	