

#### Raymond Design Associates, Inc.

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February 25, 2021

Ms. Stephanie Gilman
Director of Planning, Project Management & Sustainability
100 Walnut Street
Newton, MA 02460

Mr. Josh Morse Public Buildings Commissioner 52 Elliot Street Newton Highlands, MA 02461

Re: <u>Interim Needs Assessment Report</u> Horace Mann Elementary School

Ms. Gilman and Mr. Morse:

We are writing to provide you with an interim report documenting the design services that we have completed over the past two years at the Horace Mann Elementary School (formerly the Carr Elementary School), located at 225 Nevada Street, in Newton.

Raymond Design Associates (RDA) holds two contracts for designer services at Horace Mann. These contracts were issued as part of the City's desire to convert a previous renovation of the Carr Elementary School (for use as short term temporary swing space during the construction of various other elementary school projects) into a permanent home for the Horace Mann School.

## **WORK TO DATE**

**Exhibit 1** documents the floor plan and site plan layouts of the Carr Elementary School as it was renovated to serve as short-term 'temporary swing space' in 2013. The square footage and programmatic space uses are indicated on the floor plans.

In changing its use from 'temporary swing space' to 'permanent' space for the Horace Mann Elementary School, the City recognized that there were both immediate and long-range space and programmatic needs that needed to be addressed to bring the school into closer alignment with MSBA and City of Newton standards.

RDA was initially engaged to address the immediate needs via its existing 'on-call' contract with the City. Under this contract we have provided design and construction administration services for multiple renovation projects at Horace Mann.

These 'on-call' assignments have included:

#### April Vacation 2019

• Expansion of second floor Classroom 211 from 613 square feet to 775 square feet by 'right-sizing' the adjacent SPED Learning Center (Rm 210) from 528 square feet to 369 square feet.

#### Summer 2019

- Expansion of first floor Classroom 141 from 858 square feet to 1,012 square feet. This space was originally to be used as an Art classroom but was instead used as a Kindergarten classroom.
- Subdivision of the After-School Program space adjacent to the Cafeteria for use as the DAD Afterschool Office and Staff Room.

### December 2019 - August 2020

- Expansion of second floor Classroom 202 from 723 square feet to 870 square feet.
- Creation of a Safe Room on the second floor.
- The installation of two modular classrooms and exterior connectors between the modular classrooms and the main building. This added two 919 square foot Classrooms and two 415 square foot Small Group spaces to the school, allowing for the subsequent Summer 2020 expansion of five undersized classrooms within the main building.
- Acoustical Upgrades at All Classrooms, the Cafeteria, and the Music Room.

Having addressed the immediate programmatic and space need priorities at Horace Mann outlined above via our on-call contract, RDA was awarded a separate design services contract in February 2020 to plan for the school's long-range needs. As the first part of this multi-phase contract, RDA was tasked with helping to assist the School Department in identifying Horace Mann's long-range space needs and then identifying further short term improvements that could be completed during the Summer of 2020 within the context of a long-range build-out plan. The goal of this work was to increase the size of as many additional classrooms as was possible with the understanding that they would serve the long range needs of the school and would not have to be undone or reconfigured at a later date as part of future long-range additions and/or renovations.

This planning work took place between the latter half of February and the end of April 2020. During this time, RDA worked with District and Public Buildings staff to develop a long range space program and to explore and refine multiple long-range addition/renovation planning options to meet that space program. Once satisfied that an appropriate conceptual long-range plan had been developed for space inside the existing school, RDA was then authorized to provide further design services under our 'on-call' contract for renovations to be constructed during the Summer of 2020. These included:

#### Summer 2020

- The expansion of two undersized first floor Classrooms (116 and 117) from 724 and 773 square feet respectively to 950 and 970 square feet respectively by relocating the Literacy/Book Room.
- The expansion of two undersized second floor Classrooms (212 and 214) from 789 and 763 square feet respectively to 950 and 960 square feet respectively by right-sizing the 737 square foot 'break out and OT/Speech space that had been a small classroom into a 370 square foot OT/Speech small group room.

- The expansion of an undersized 734 square foot Kindergarten Classroom (102) on the first floor to 895 square feet by incorporating an adjacent Art Storage Room and Safe Room.
- The repurposing of the Teaching Supply Room on the first floor into a 222 square foot Breakout Room that will double as a Safe Space.
- The installation of new accessible sinks at four locations along the second floor corridor, providing water for all second floor classrooms that had not previously been outfitted with sinks during the 2013 work (as had classrooms on the first floor).
- The replacement of two drinking fountains at the second floor corridor with accessible drinking fountain/bottle filler stations.

These improvements have been successfully completed. **Exhibit 2** documents the plan layout of the Horace Mann School as it currently exists, subsequent to all of the improvements outlined above.

The current square footage and programmatic space uses are indicated on the floor plans and are also documented as the existing conditions portion of the Proposed Space Summary for the conceptual long range plan in **Exhibit 4**. To date, the City has significantly expanded eight undersized classrooms within the existing school and added two additional modular classrooms as part of these short term improvements.

## **CONCEPTUAL LONG-RANGE PLAN**

As noted above, RDA was able to complete a conceptual long-range plan based upon its preliminary work with the District and Public Buildings staff prior to having our services placed on hold in late April 2020 due to the unknown impacts of the Covid-19 pandemic on the City. **Exhibit 3** includes conceptual site and floor plans that the planning team believes will meet the long-range needs of the school, at least as identified to date. The corresponding square footage and programmatic space uses within the conceptual long-range plan are also documented in **Exhibit 4** - the Proposed Space Summary. The space program and conceptual plans are based on a K-5 design enrollment of 396 students, which translates into an 18 classroom school with 3 classrooms per grade.

In summary, the proposed conceptual long-range plan as presented here calls for increasing the gross square footage of the existing 50,232 square foot school by approximately 22,210 square feet, an increase of 44%. This increased square footage is currently proposed to be split between two additions at the northwest end of the school.

The larger of the two additions is a two-story, 21,270 square foot structure housing six new Classrooms, a new Gymnasium, multiple Small Group and support rooms, and a new Kitchen to support what will be a new Cafetorium with Stage that will be created within the existing gymnasium. The elevation of the Ground Floor addition would align with the elevation of the existing Ground Floor currently housing the existing Gymnasium and Music Classroom. Of the six new classrooms, three would be new 1,200 square foot Kindergarten Classrooms with bathrooms and the other three would house Grade 1 Classrooms. A separate Kindergarten playground, remote from the Grade 1-5 playgrounds, could be located adjacent to the new classrooms, at the lower tier of the terraced site.

The new Gymnasium is proposed to be 4,500 square feet, approximately 725 square feet larger than the existing gym, and the aforementioned new Kitchen will serve what will be a new 2,934 square foot Cafetorium (with stage) to be constructed within the existing Gymnasium. And finally, this addition will contain a new daylit stairway connection to the classrooms on the first floor above.

A second, and smaller addition would be located at the Ground Floor as well, below the existing entry terrace leading to the Gymnasium lobby at the front of the school. It would house a relocated After School Program Office and large toilet rooms to support the classrooms and student assembly spaces, as well as community use of the proposed new Gymnasium and Cafetorium to be located within the reconfigured existing Gymnasium. The relocation of the After School Program Office to the Ground Floor level will allow the program to most easily make use of the new Gymnasium and Cafetorium facilities.

The existing Music Classroom on the Ground Floor will remain in its existing space, which is adequately sized and is in close proximity to the proposed new Cafetorium, allowing for easier access to the new Stage for practice and performances.

The elevation of the upper level of the addition will align with the elevation of the existing first floor of Horace Mann. It will contain three Grade 1 Classrooms at 950 square feet each, a Breakout Room, and three other support spaces, housing Literacy, Sensory, and a Safe Space.

The front door of the school will remain in its present location, overseen by the existing Administrative Suite.

Additional reconfigurations and renovations will be incorporated into the layout of the existing First Floor. When complete, the First Floor of the existing building will house six large classrooms for Grades 2 and 3 (three for each grade). Three existing Classrooms, including two that were expanded in the Summer of 2020, will remain 'as-is'. Three others will be increased in size. One of these classrooms will be enlarged by capturing space currently housing a stairwell that is redundant from a code perspective and can be eliminated. As such, all six classrooms on the first floor will be between 900 and 1,000 square feet.

A large number of SPED and other support spaces will be scattered throughout the first floor. These have been colored in green on the attached plans, and include spaces for use as Breakout Rooms, a suite shared by the School Psychologist/Social Worker/Intervention Specialist, BCBA/Safe Space, the SPED Team Chair, the Literacy Program, and the ELL program.

The Administrative Suite will be expanded slightly to accommodate an office for a second administrator or for use as a conference room. In this case it is labeled as an Assistant Principal's office. Administrative Storage, a Workroom, a Conference Room, and a Staff Dining/Workroom would all be located across the corridor from the Main Office.

The Nurse's Suite will remain in its current location, making use of its dedicated toilet room and convenient access to the front lobby.

The existing Cafeteria on the First Floor will be reconfigured into the school's new Media Center. This two-story high 1,850 square foot space will be a prominent space within the school, located directly inside the main entrance as a highly-visible symbol of Horace Mann's active learning community. It will be double the size of the existing Media Center.

Additional reconfigurations and renovations will also be incorporated into the layout of the existing Second Floor. The Second Floor of the existing building will house six large classrooms for Grades 4 and 5 (three for each grade). Four existing Classrooms, including two that were expanded in the

Summer of 2020 will remain 'as-is'. Two others will be increased in size. The square footage of these upper elementary classrooms will range between 870 and 976 square feet.

As with the first floor, a number of support spaces are also included within the Second Floor of the existing building. These include a full-size Self-Contained SPED or special program Classroom with a dedicated toilet room, two Breakout Spaces, a Safe Room, and an office shared by the Math Coach/Metco Counselor, an OT/Speech Room, and a Learning Center shared with an Inclusion Facilitator.

Staff spaces on the Second Floor will include a Work Room, a Teacher Storage Room, and a Lactation Room.

Under this Conceptual Long-Range Plan, the two existing Modular Classrooms would be removed, thereby restoring a previously available area on the upper tier of the site for parking and/or hard surface play area. Vehicular access to this parking area would remain off of Linwood Avenue.

Given that the proposed addition straddles the existing (and sparingly-used) lower tier of the site and the steep slope that separates the two tiers, it would only impact a very small portion of the existing playground and playfields on the upper tier of the site. Emergency and maintenance access to these play areas on the upper tier will continue to exist via the driveway off of California Street. From a logistical perspective during construction, this access drive would also provide safe and segregated access to staging areas at the lower tier, next to the addition.

Access for kitchen deliveries and trash removal could potentially be created by way of a new driveway along the northwest side of the existing Gymnasium, ramping down from street level to the Ground Floor of the addition, with access to and from Nevada Street.

Please feel free to call should you have any questions regarding this interim status report. Otherwise, we look forward to continuing our services when the City is in a position to move the Horace Mann project forward.

Sincerely Yours,

Raymond Design Associates, Inc.

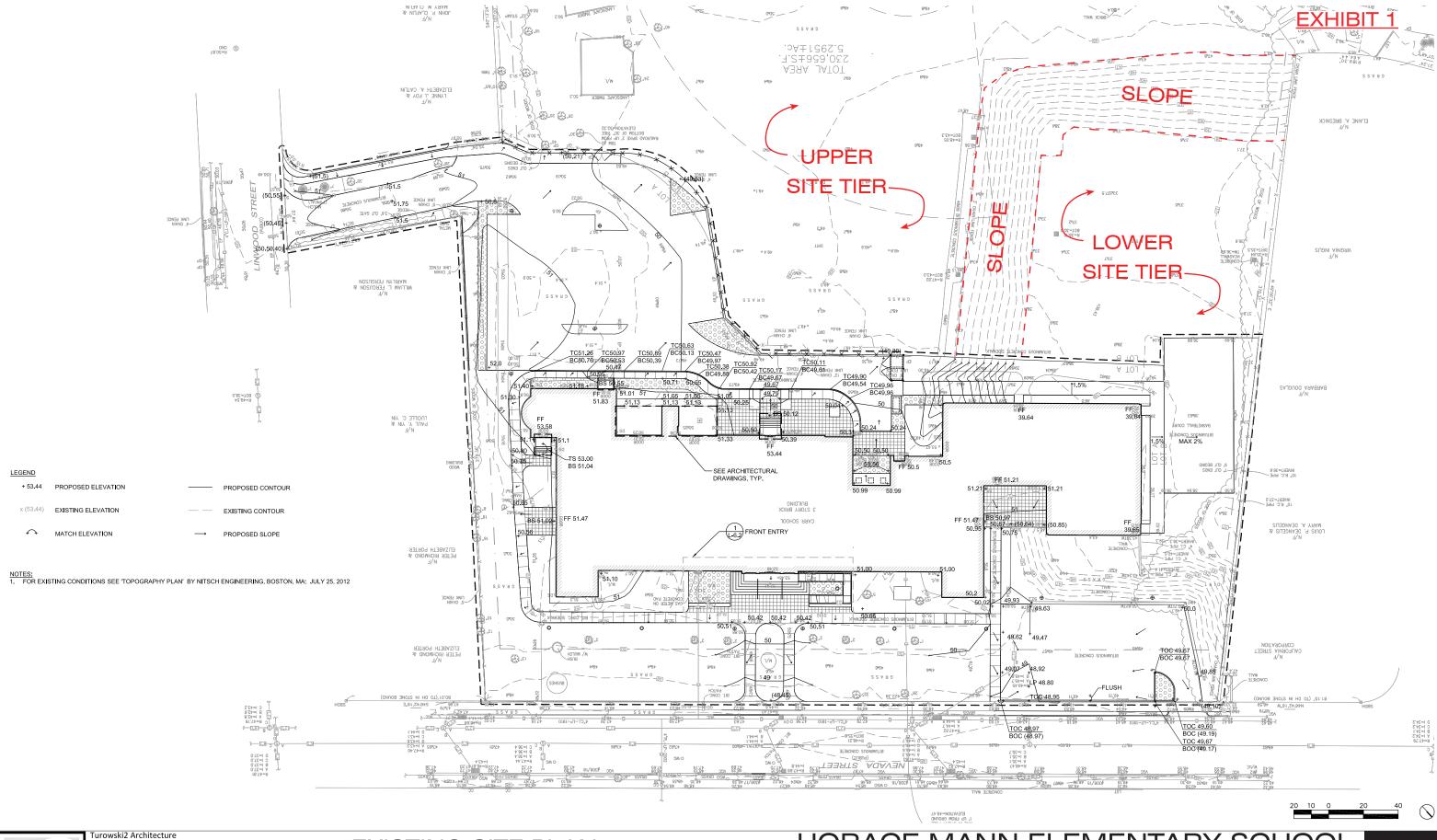
Gene S. Raymond Jr., AIA, LEED AP President

Attachments.

Exhibit 1 - 2013 Carr Elem School Swing Space Site and Floor Plans Exhibit 2 - September 2020 Horace Mann Elem School Floor Plans

Exhibit 3 - Conceptual Long-Term Site and Floor Plans

Exhibit 4 - Space Summary





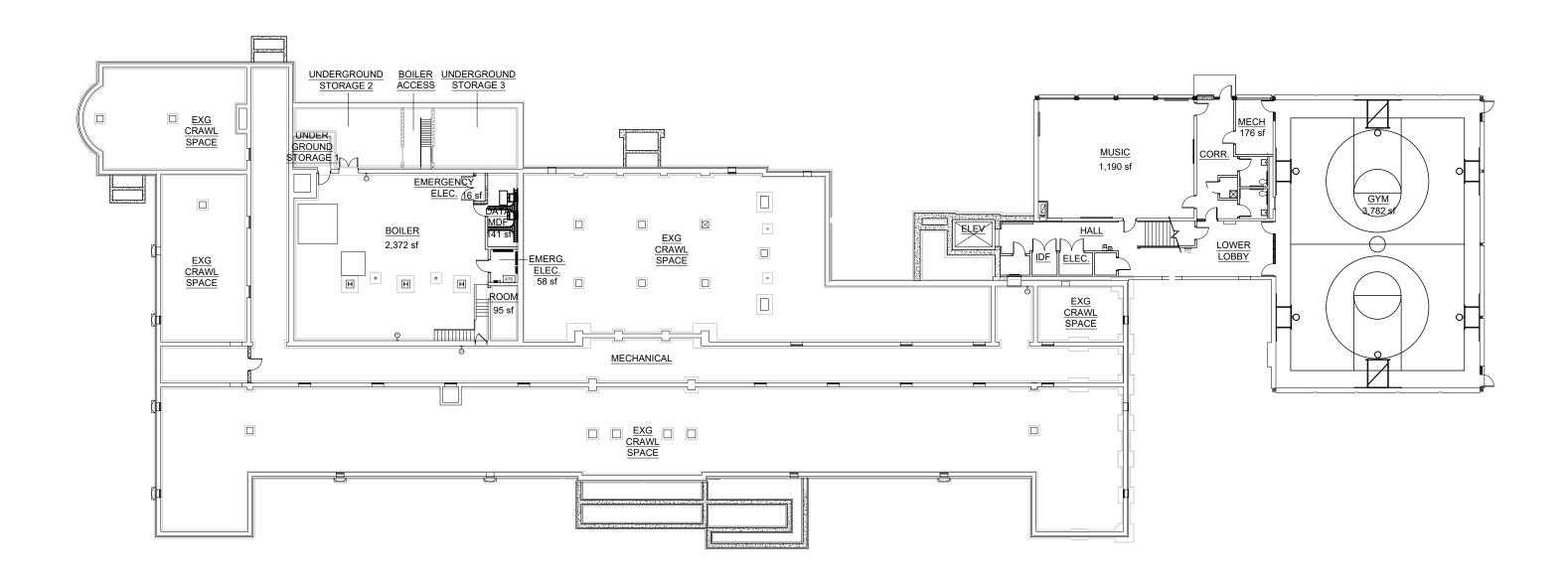
P.O. Box 1290
313 Wareham Road
Marion, MA 02738

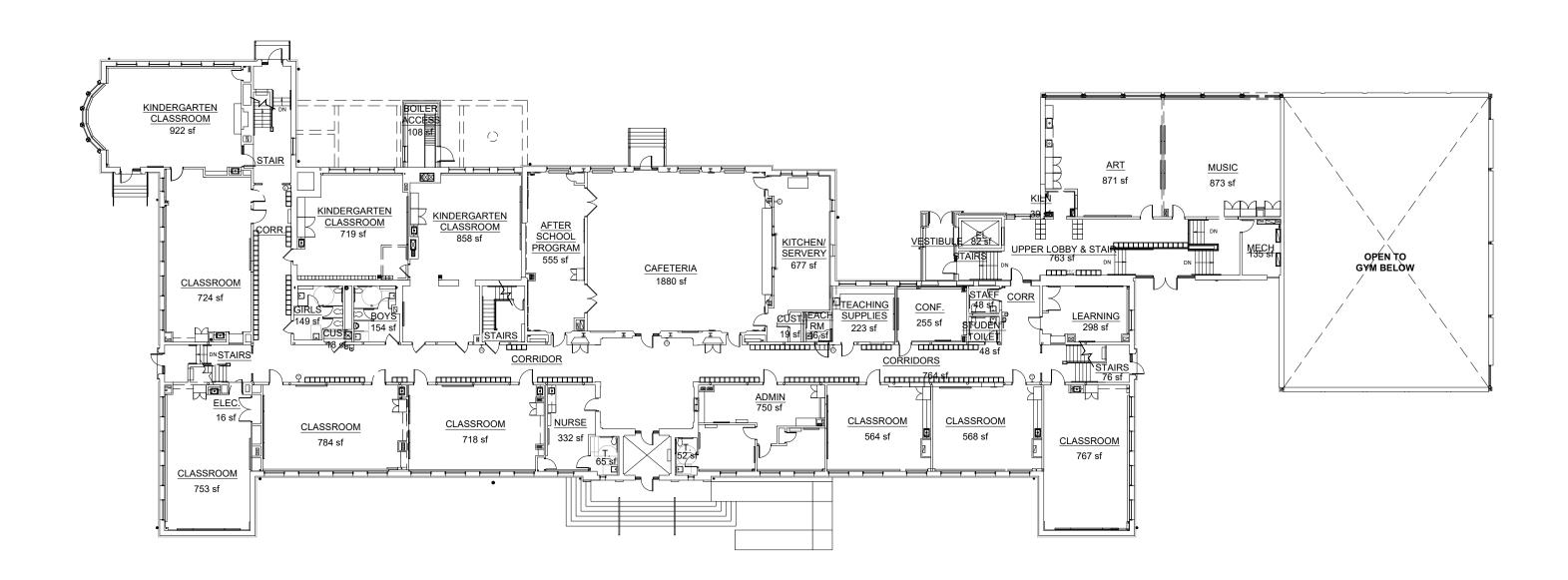
508.758.9777 phone
508.748.2444fax

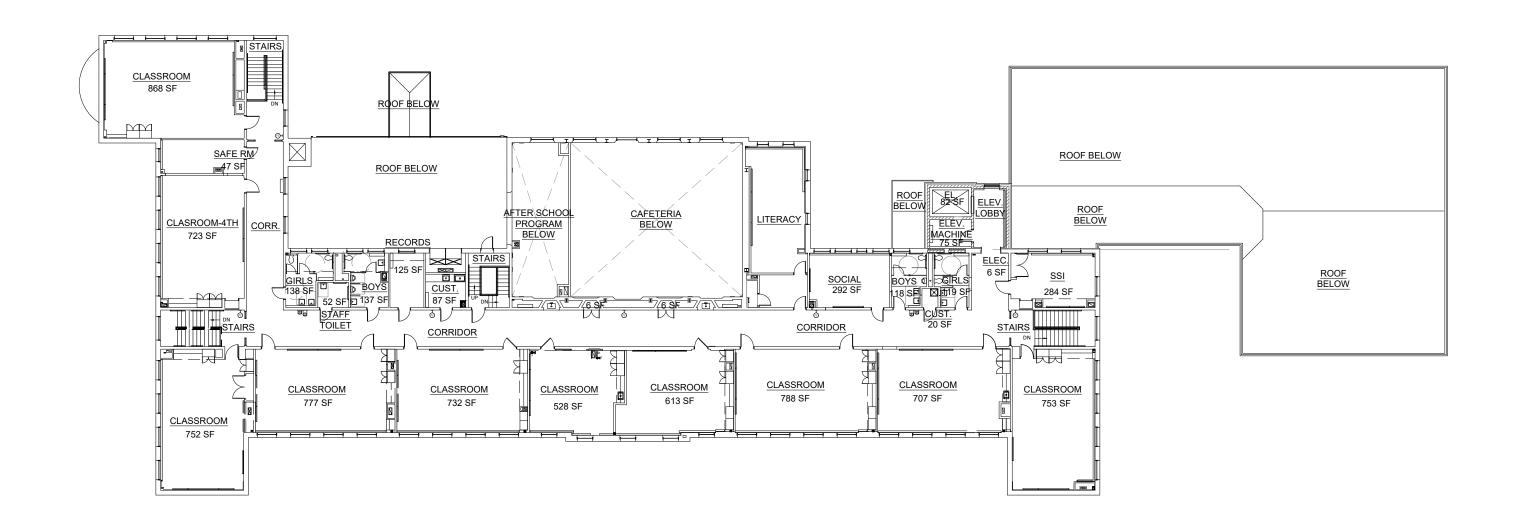
www.t2architecture.com

EXISTING SITE PLAN
(AS DEVELOPMENT FOR
SWING SPACE USE)

HORACE MANN ELEMENTARY SCHOOL 2013 RENOVATIONS FOR USE AS SWING SPACE

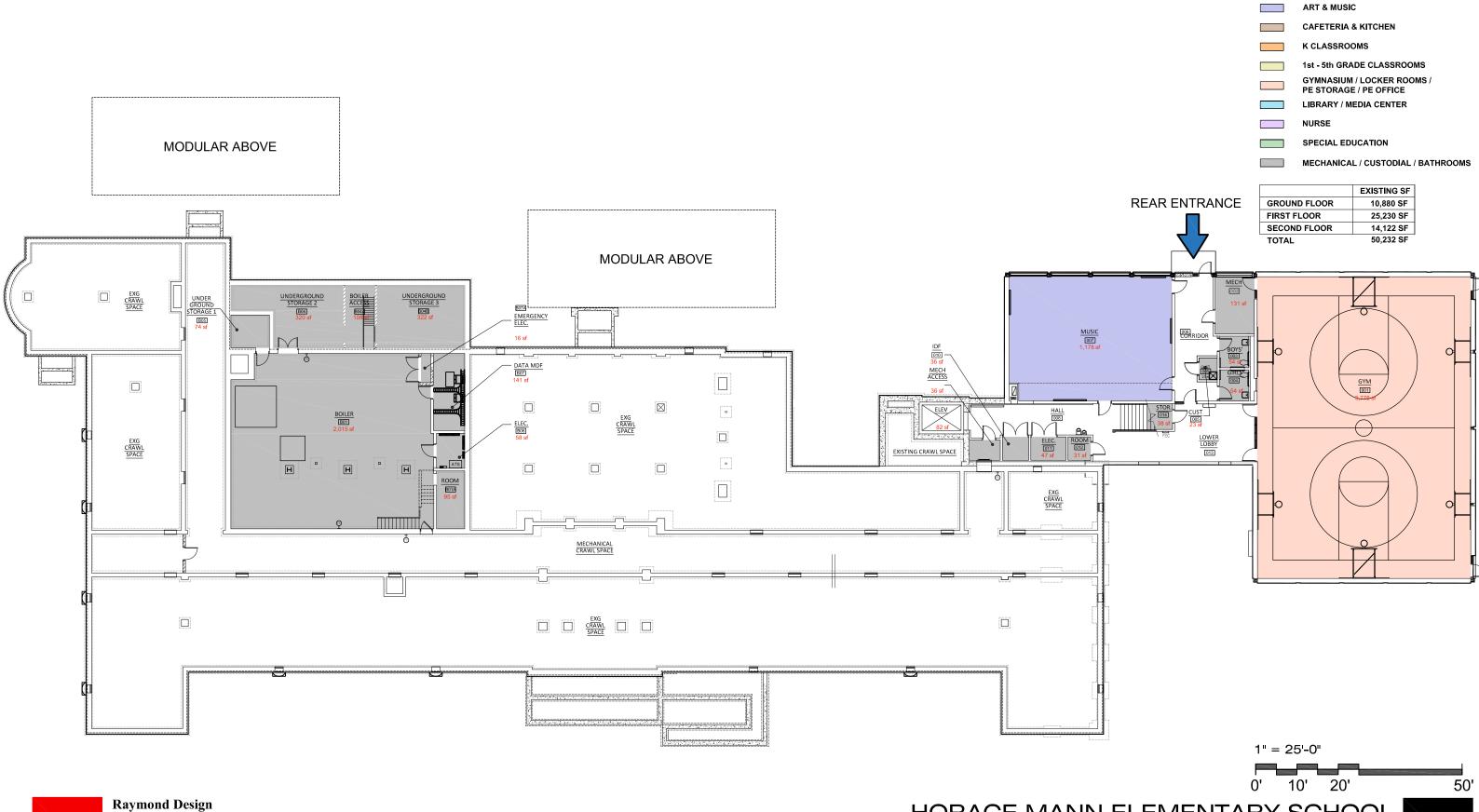






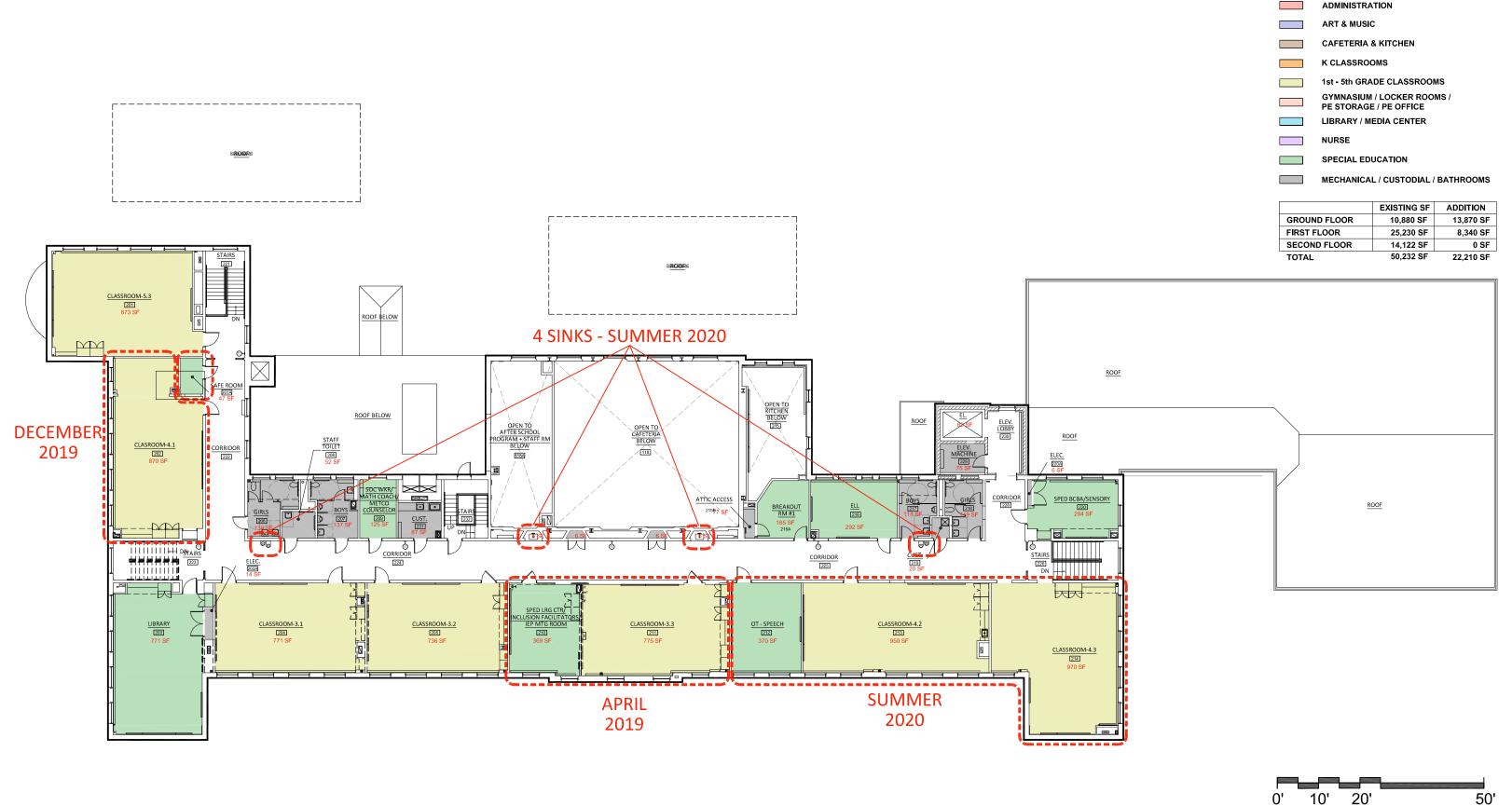
ADMINISTRATION

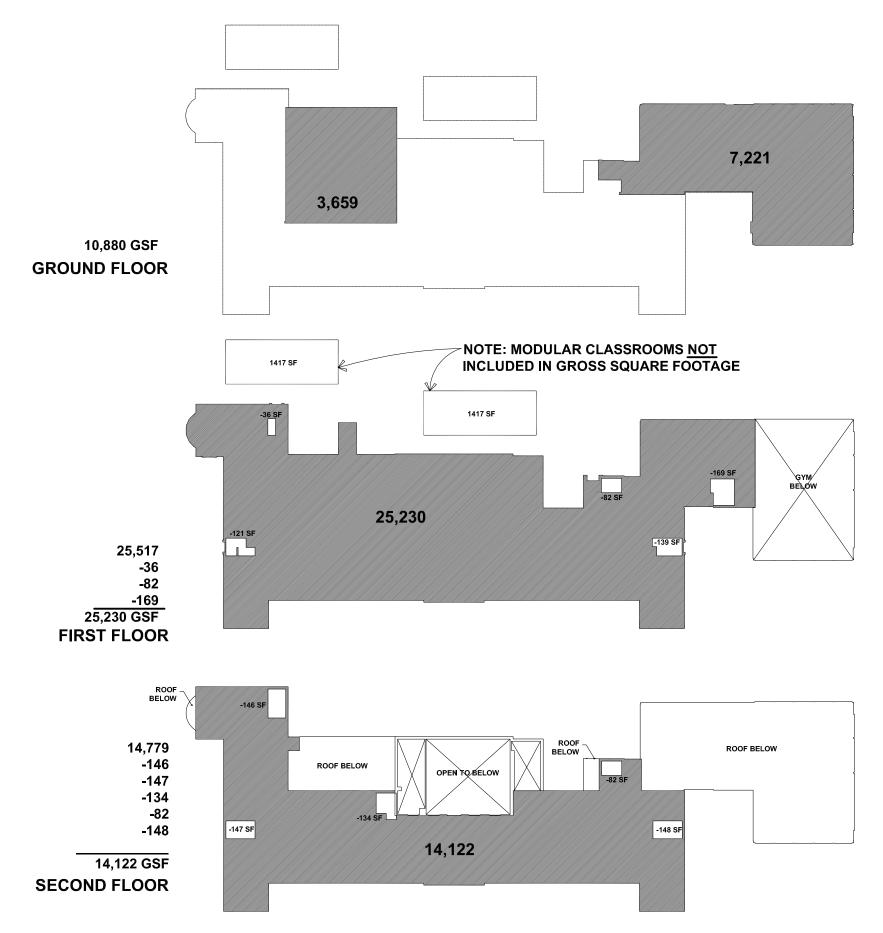
DEPARTMENT LEGEND





DEPARTMENT LEGEND



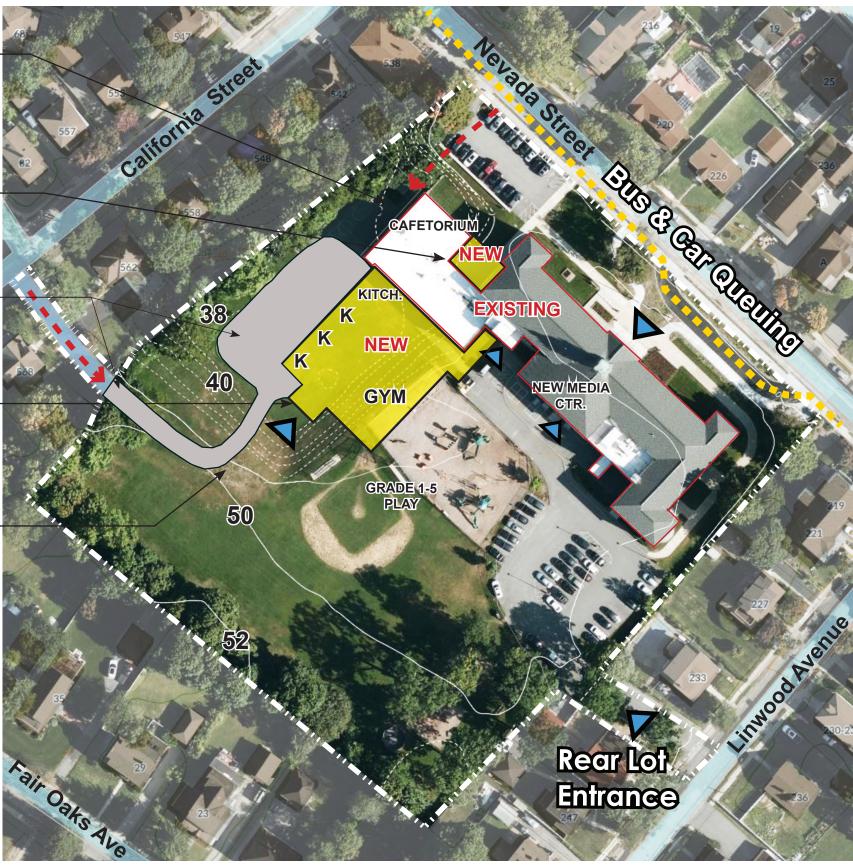




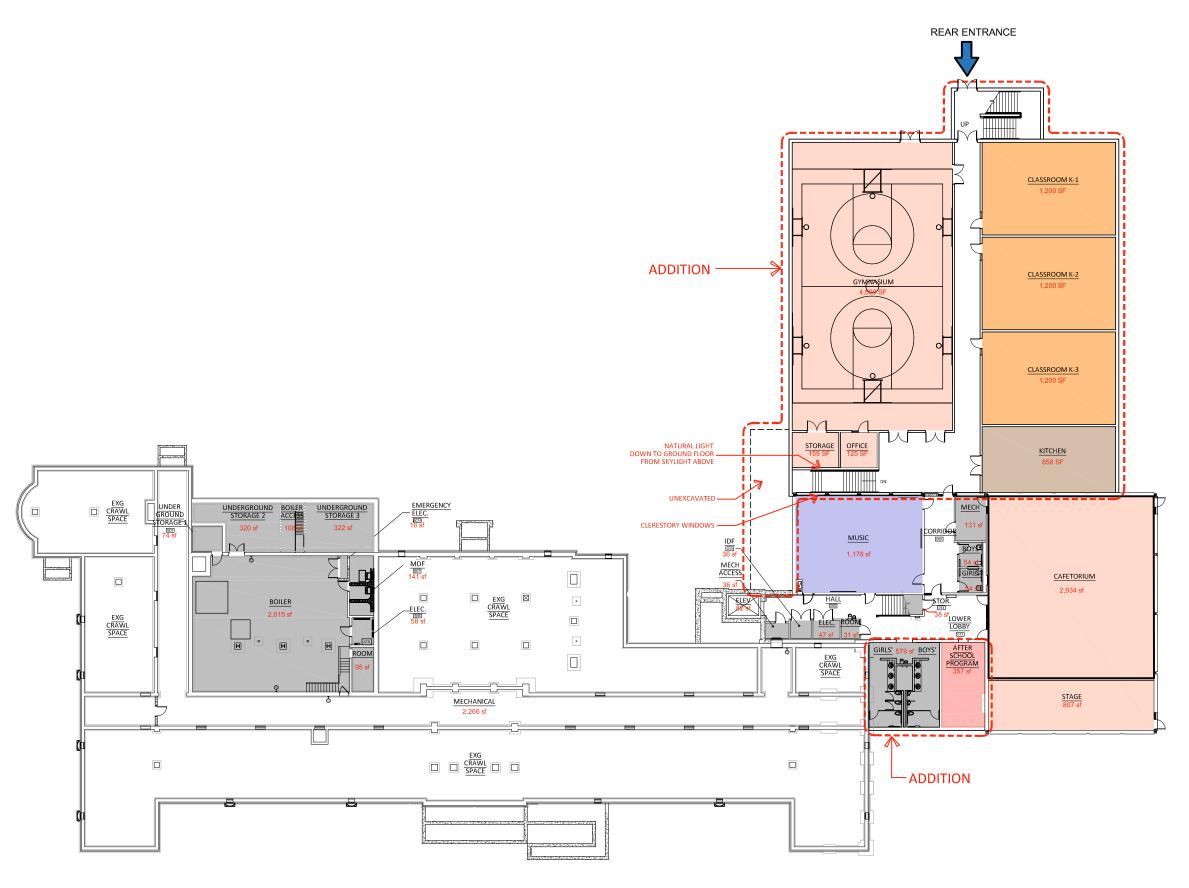
**NEW 2 STORY ADDITION** 

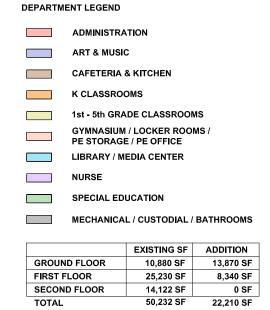
(GROUND + FIRST FLOOR)

PROVIDE A 1:20 SIDEWALK BETWEEN UPPER AND LOWER TIERS (SEE DRAWING L-4)

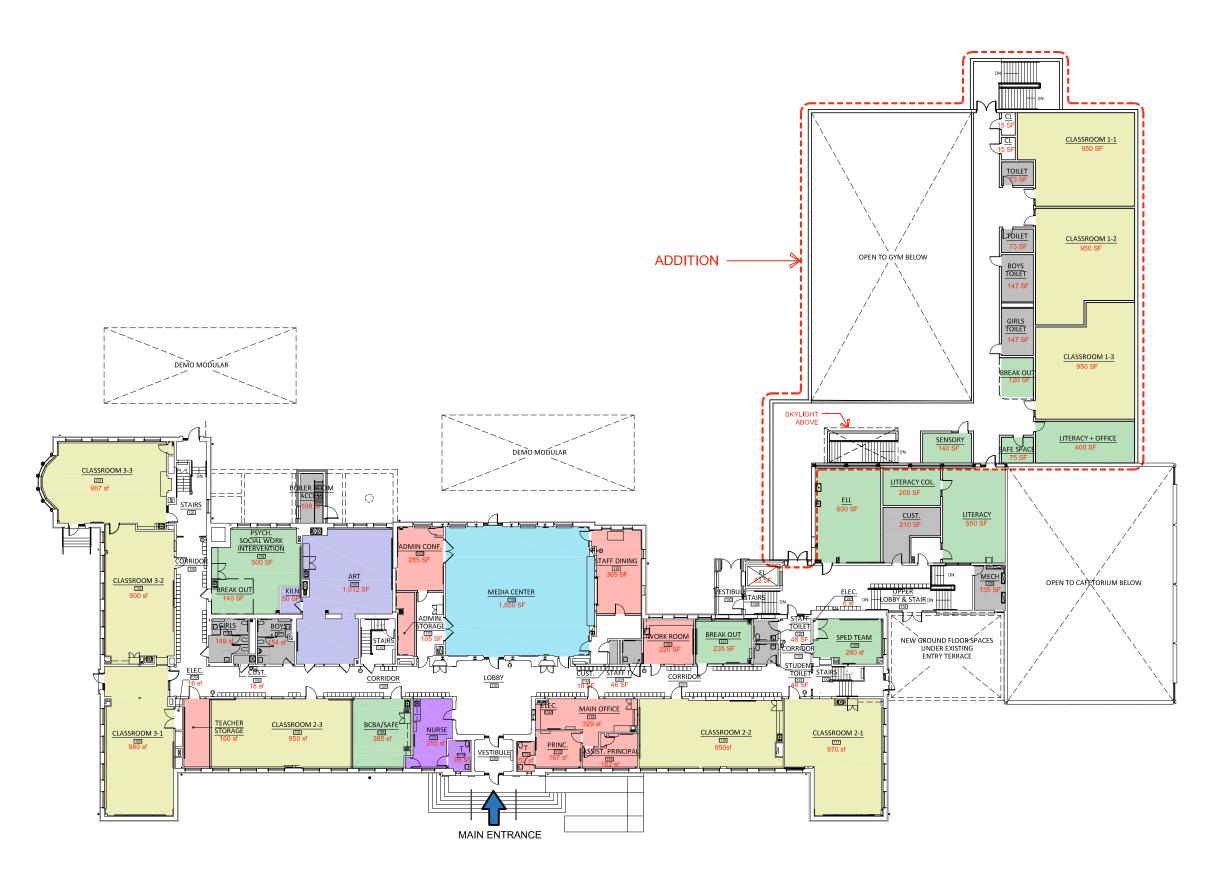


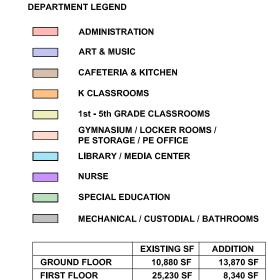






0' 10' 20' 30'





14,122 SF

50,232 SF

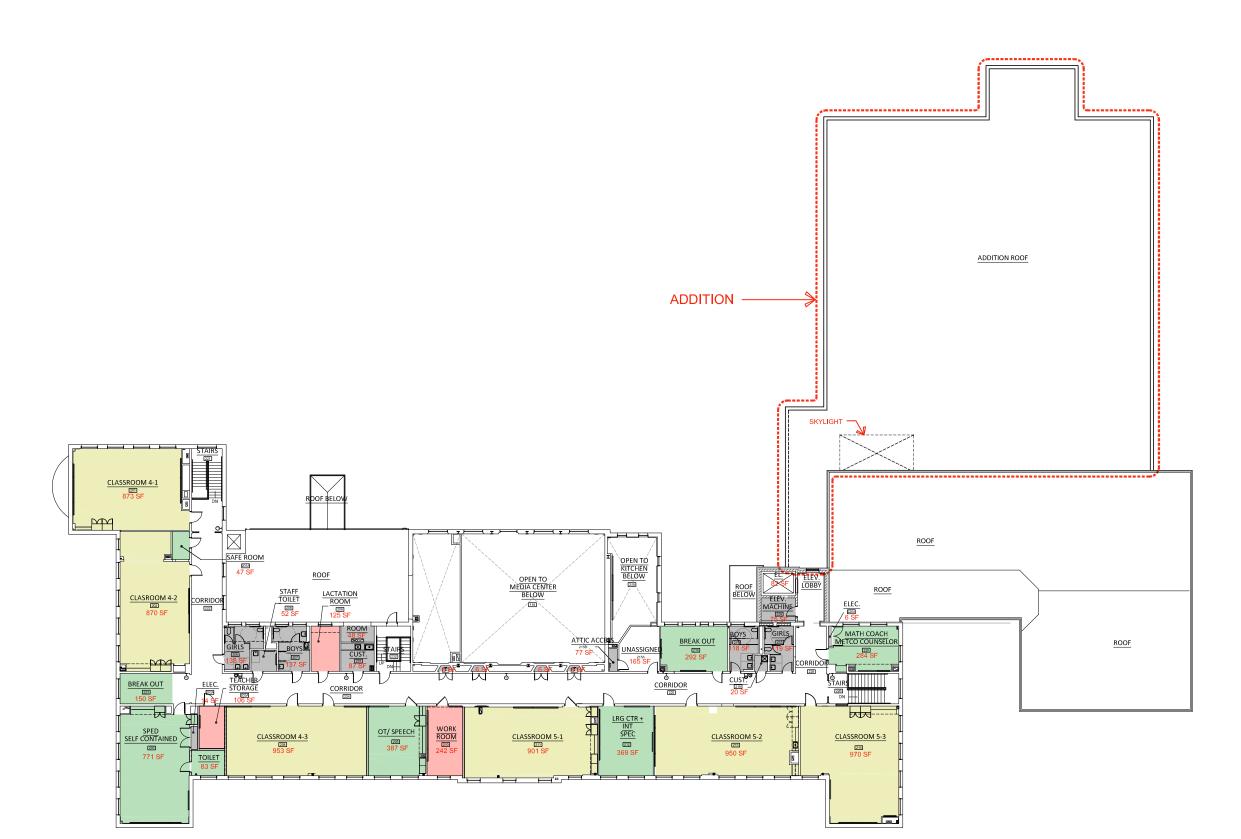
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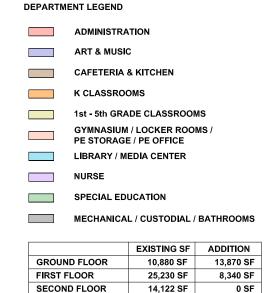
22,210 SF

SECOND FLOOR

TOTAL







50,232 SF

22,210 SF

TOTAL



# **Proposed Space Summary- Elementary Schools**

Rm 101 (Kindergarten to Gr 1-5 Classrm)   967   1   96     Rm 102 (Kindergarten to Gr 1-5 Classrm)   900   1   90     Rm 141 (Kindergarten to Art Room)   1,012   1   1,011     General Classrooms - Grade 1-5     Rm 136 (Classroom to SPED spaces)   877   1   87     Rm 117 Classroom   986   1   98     Rm 116 Classroom   950   1   95     Rm 103 Classroom   764   1   76     Rm 104 Classroom   776   1   77     Rm 105 Classroom   776   1   77     Rm 105 Classroom   873   1   87     Rm 201 Classroom   873   1   87     Rm 202 Classroom   870   1   87     Rm 203 Classroom   771   1   77     Rm 205 Classroom   775   1   77     Rm 213 Classroom   950   1   95     Rm 214 Classroom   970   1   95     Rm 214 Classroom   970   1   97     Modular Classrm (to be removed)   919   2   1,83     STE Room- Grade 3-6   STE Storage   SPED to toilet     Resource Room   1   71   71     ELL Rm   292   1   29     Small Group Room / Reading / Literacy Rm   284   1   28     Got / Spech   370   1   37     Breakout Room   165   1   16     Breakout Room   Breakout Room   165   1   16     Breakout Room   165   1   16     SPED Learning ctr/mtg rm   369   1   36      ART & MUSIC   Art Room / Large Group - 25-50 seats   1,178   1   1,17     Music Practice / Ensemble   HEALTH & PHYSICAL EDUCATION   3,776      HEALTH & PHYSICAL EDUCATION   3,776   1   1,17     HEALTH & PHYSICAL EDUCATION   3,776   1   1,17     HEALTH & PHYSICAL EDUCATION   3,776   1   1,17     HEALTH & PHYSICAL EDUCATION   3,776   1,17   1,17     HEALT	Horace Mann	Existing Conditions (as of Sept 2020)				
(List classrooms of different sizes separately)   Pre-Kindergarten w Itoliet   Kindergarten w Itoliet   Rm 101 (Kindergarten to Gr 1-5 Classrm)   967   1   96   Rm 102 (Kindergarten to Art Room)   1,012   1   1,01   General Classrooms - Grade 1-5   Rm 136 (Classroom to SPED spaces)   877   1   87   Rm 136 (Classroom to SPED spaces)   877   1   87   Rm 136 (Classroom to SPED spaces)   877   1   87   Rm 116 Classroom   986   1   98   Rm 116 Classroom   950   1   95   95   1   95   87   104   105   1	ROOM TYPE		# OF RMS	area totals		
(List classrooms of different sizes separately)   Pre-Kindergarten w Itoliet   Kindergarten w Itoliet   Rm 101 (Kindergarten to Gr 1-5 Classrm)   967   1   96   Rm 102 (Kindergarten to Art Room)   1,012   1   1,01   General Classrooms - Grade 1-5   Rm 136 (Classroom to SPED spaces)   877   1   87   Rm 136 (Classroom to SPED spaces)   877   1   87   Rm 136 (Classroom to SPED spaces)   877   1   87   Rm 116 Classroom   986   1   98   Rm 116 Classroom   950   1   95   95   1   95   87   104   105   1			10			
Pre-Kindergarten w/ toilet   Kindergarten w/ toilet   Kindergarten w/ toilet   Kindergarten to Gr 1-5 Classrm)   967   1   96   Rm 102 (Kindergarten to Gr 1-5 Classrm)   900   1   900   Rm 102 (Kindergarten to Art Room)   1,012   1   1,01   General Classrooms - Grade 1-5   Rm 136 (Classroom to SPED spaces)   877   1   87   Rm 117 Classroom   986   1   986   1   986   1   986   1   986   1   986   1   986   1   96   950   1   95   95   95   1   95   95   1   95   95			18	15,743		
Rindergarten w/ toilet						
Rm 101 (Kindergarten to Gr 1-5 Classrm)	ŭ .			•		
Rm 102 (Kindergarten to Gr 1-5 Classrm)   900		007	4	0		
Rm 141 (Kindergarten to Art Room)	, ,					
General Classrooms - Grade 1-5   Rm 136 (Classroom to SPED spaces)   877   1   87   Rm 117 Classroom   986   1   986   Rm 116 Classroom   950   1   955   Rm 103 Classroom   764   1   766   767   Rm 107 Classroom   776   1   777   Rm 105 Classroom   776   1   777   Rm 105 Classroom   778   1   772   Rm 201 Classroom   873   1   87   Rm 201 Classroom   870   1   877   Rm 202 Classroom   771   1   777   Rm 205 Classroom   7736   1   773   Rm 201 Classroom   775   1   777   Rm 205 Classroom   775   1   777   Rm 213 Classroom   950   1   955	, ,					
Rm 136 (Classroom to SPED spaces)	, , ,	1,012	ı	1,012		
Rm 117 Classroom		877	1	877		
Rm 116 Classroom	. ,			986		
Rm 104 Classroom		950	1	950		
Rm 105 Classroom	Rm 103 Classroom	764	1	764		
Rm 201 Classroom	Rm 104 Classroom	776	1	776		
Rm 202 Classroom	Rm 105 Classroom	728	1	728		
Rm 204 Classroom	Rm 201 Classroom	873	1	873		
Rm 205 Classroom	Rm 202 Classroom	870	1	870		
Rm 211 Classroom				771		
Rm 213 Classroom   950				736		
Rm 214 Classroom   970				775		
Modular Classrm (to be removed)   919   2   1,83			· ·	950		
STE Room- Grade 3-6   STE Storage   SPECIAL EDUCATION   2,803   (List rooms of different sizes separately)   Self-Contained SPED/STE/Flex Classrm   Self-Contained SPED/STE/Flex Classrm   Self-Contained SPED - toilet   Resource Room   Literacy/Book Room   710						
STE Storage   SPECIAL EDUCATION   2,803	,	919	2	1,838		
SPECIAL EDUCATION   2,803						
Clist rooms of different sizes separately	STE Storage					
Self-Contained SPED/STE/Flex Classrm   Self-Contained SPED - toilet	SPECIAL EDUCATION			2,803		
Self-Contained SPED - toilet   Resource Room   Ititeracy/Book Room   710   1   71   71   ELL Rm   292   1   29   29   Small Group Room / Reading / Literacy Rm   279   1   27   BCBA/Sensory Rm   284   1   28   OT / Speech   370   1   37   37   Breakout Room   Breakout Room   165   1   16   16   Breakout Room   Safe space   47   1   4   4   4   5   5   1   12   5   1   12   5   1   12   5   1   12   5   1   12   5   1   14   5   15   15   15   15	(List rooms of different sizes separately)					
Resource Room	Self-Contained SPED/STE/Flex Classrm					
Literacy/Book Room	Self-Contained SPED - toilet					
ELL Rm       292       1       29         Small Group Room / Reading / Literacy Rm       279       1       27         BCBA/Sensory Rm       284       1       28         OT / Speech       370       1       37         Breakout Room       370       1       37         Breakout Room       165       1       16         Breakout Room       47       1       4         Safe space       47       1       4         Social Wkr/Math Coach/ Metco       125       1       12         Psych/Social Wk/ Intervention       162       1       16         SPED team Specialist       162       1       16         SPED Learning ctr/mtg rm       369       1       36         ART & MUSIC       2,042         Art Classroom - 25 seats       825       1       82         Art Workroom w/ Storage & kiln       39       1       3         Music Classroom / Large Group - 25-50 seats       1,178       1       1,17         Music Practice / Ensemble       1       1       1,17         HEALTH & PHYSICAL EDUCATION       3,776       1       3,776	Resource Room					
Small Group Room / Reading / Literacy Rm       279       1       27         BCBA/Sensory Rm       284       1       28         OT / Speech       370       1       37         Breakout Room       165       1       16         Breakout Room       165       1       16         Breakout Room       47       1       4         Safe space       47       1       4         Social Wkr/Math Coach/ Metco       125       1       12         Psych/Social Wk/ Intervention       162       1       16         SPED team Specialist       162       1       16         SPED Learning ctr/mtg rm       369       1       36         ART & MUSIC       2,042         Art Classroom - 25 seats       825       1       82         Art Workroom w/ Storage & kiln       39       1       3         Music Classroom / Large Group - 25-50 seats       1,178       1       1,17         Music Practice / Ensemble       1       1       1,17         HEALTH & PHYSICAL EDUCATION       3,776       1       3,776	•			710		
BCBA/Sensory Rm				292		
OT / Speech         370         1         37           Breakout Room         370         1         37           Breakout Room         165         1         16           Breakout Room         165         1         16           Breakout Room         2         47         1         4           Social Wkr/Math Coach/ Metco         125         1         12           Psych/Social Wk/ Intervention         162         1         16           SPED team Specialist         162         1         36           ART & MUSIC         2,042           Art Classroom - 25 seats         825         1         82           Art Workroom w/ Storage & kiln         39         1         3           Music Classroom / Large Group - 25-50 seats         1,178         1         1,17           Music Practice / Ensemble         1         1         3,776           HEALTH & PHYSICAL EDUCATION         3,776         1         3,776	·	•		279		
Breakout Room   Breakout Room   Breakout Room   165   1   16				284		
Breakout Room		370	1	370		
Breakout Room						
Breakout Room   Safe space   47   1   4		165	1	165		
Safe space		100	-	100		
Social Wkr/Math Coach/ Metco		47	1	47		
Psych/Social Wk/ Intervention   SPED team Specialist   162   1   16   16   16   16   16   16	•			125		
SPED team Specialist       162       1       16         SPED Learning ctr/mtg rm       369       1       36         ART & MUSIC       2,042         Art Classroom - 25 seats       825       1       82         Art Workroom w/ Storage & kiln       39       1       3         Music Classroom / Large Group - 25-50 seats       1,178       1       1,178         Music Practice / Ensemble       4       1,178       1       1,176         HEALTH & PHYSICAL EDUCATION       3,776       3,776       1       3,776						
ART & MUSIC         2,042           Art Classroom - 25 seats         825         1         82           Art Workroom w/ Storage & kiln         39         1         3           Music Classroom / Large Group - 25-50 seats         1,178         1         1,178           Music Practice / Ensemble         4 <t< td=""><td>SPED team Specialist</td><td>162</td><td>1</td><td>162</td></t<>	SPED team Specialist	162	1	162		
Art Classroom - 25 seats       825       1       82         Art Workroom w/ Storage & kiln       39       1       3         Music Classroom / Large Group - 25-50 seats       1,178       1       1,17         Music Practice / Ensemble       3,776       3,776         HEALTH & PHYSICAL EDUCATION       3,776       1       3,776         Gymnasium       3,776       1       3,776	SPED Learning ctr/mtg rm	369	1	369		
Art Classroom - 25 seats       825       1       82         Art Workroom w/ Storage & kiln       39       1       3         Music Classroom / Large Group - 25-50 seats       1,178       1       1,17         Music Practice / Ensemble       3,776       3,776         HEALTH & PHYSICAL EDUCATION       3,776       1       3,776         Gymnasium       3,776       1       3,776						
Art Workroom w/ Storage & kiln       39       1       3         Music Classroom / Large Group - 25-50 seats       1,178       1       1,17         Music Practice / Ensemble       4 <td></td> <td></td> <td></td> <td></td>						
Music Classroom / Large Group - 25-50 seats         1,178         1         1,177           Music Practice / Ensemble            3,776           HEALTH & PHYSICAL EDUCATION         3,776         1         3,776           Gymnasium         3,776         1         3,776				825		
Music Practice / Ensemble           HEALTH & PHYSICAL EDUCATION         3,776           Gymnasium         3,776         1         3,776				39		
HEALTH & PHYSICAL EDUCATION         3,776           Gymnasium         3,776         1         3,776	• •	1,1/8	1	1,178		
Gymnasium 3,776 1 3,776	iviusic Plactice / Ensemble					
Gymnasium 3,776 1 3,776	HEALTH & PHYSICAL EDUCATION			3,776		
Gym Storeroom		3,776	1	3,776		
	Gym Storeroom			-		

				PROPOSEI	)			
Existin	g to Remain/	Renovated		New			Total	
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
	12	44.250		6	6.450		10	47 700
	12	11,250		6	6,450		18	17,700
		0			0		0	(
		0	1,200	3	3,600	1,200	3	3,600
967	1	967	1,200	3	3,000	967	1	967
900	1	900				900	1	900
		333				0		
		0	950	3	2,850	950	3	2,850
		, ,		-	0	0	-	_,500
986	1	986				986	1	986
950	1	950				950	1	950
980	1	980				980	1	980
950	1	950				950	1	950
								(
873	1	873				873	1	873
870	1	870				870	1	870
953	1	953				953	1	953
						0	0	(
901	1	901				901	1	90
950	1	950				950	1	950
970	1	970				970	1	970
		0			0			(
		0			0		0	(
		0			0		0	(
		5,273			735			6,008
		3,273			733			0,000
771	1	771			0	771	1	77
83	1	83			0	83	1	83
03	1	0			0	0	0	(
750	1	750			· ·	750	1	750
600	1	600				600		600
		0	400	1	400	400	1	400
385	1	385	140	1	140	525	2	525
387	1	387	-			387	1	387
292	1	292				292	1	292
235	1	235				235	1	23
150	1	150	120	1	120	270	2	270
140	1	140				140	1	140
47	1	47	75	1	75	122	2	12:
284	1	284				284	1	284
500	1	500				500	1	500
280	1	280				280	1	280
369	1	369				369	1	369
		2,240			0			2,240
1,012	1	1,012			0	1,012	1	1,012
50	1	50			0	50	1	50
1,178	1	1,178			0	1,178	1	1,178
		0			0	0	0	(
		0			4,784			4,784
		0	4,500	1	4,500	4,500	1	4,500
		0	159	1	159	159	1	159

Difference to MSBA Guidelines					
ROOM NFA1	# OF RMS	area totals			
		-150			
-					
-					
		1,478			
	-2	-2,079			
	-2	-97			
	-2	-1,000			
	0	-100			
		-335			
	0	12			
	0	-100 -22			
		-225			
	-3	-223			
	-3				
	-3	<b>-1,516</b> -1,500			

(ref			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
	40	47.050	
	18	17,850	
1,200			1,100 SF min - 1,300 SF max
1,200	3	3,600	1,100 SF min - 1,300 SF max; 2 sinks min. req
		,	
950	15	14,250	900 SF min - 1,000 SF max; 2 sinks min. req
		, ::	,,,,,
1,080			s for Additional information
1,080 120			s for Additional information s for Additional information
		STE Guidelines	
120	Refer to	STE Guidelines 4,530	s for Additional information
		STE Guidelines	
120 950	Refer to 3	4,530 2,850	s for Additional information
950 60	Refer to 3	4,530 2,850 180	s for Additional information  900-1,300 SF equal to surrounding classrooms
950 60 500	3 3 2	4,530 2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60	Refer to 3	4,530 2,850 180	s for Additional information  900-1,300 SF equal to surrounding classrooms
950 60 500	3 3 2	4,530 2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500	3 3 2	4,530 2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500	3 3 2	4,530 2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500	3 3 2	4,530 2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500	3 3 2	4,530 2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500	3 3 2	4,530 2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500	3 3 2	4,530 2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500	3 3 2	4,530 2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500	3 3 2	4,530  2,850 180 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500	3 3 2 1 1	4,530  2,850 180 1,000  500	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500 500	3 3 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2,850 180 1,000 500 2,575 1,000	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500 500 1,000 150	3 3 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2,850 180 1,000 500 2,575 1,000 150	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.  1/2 size Genl. Clrm.  assumed schedule 2 times / week / student
950 60 500 500	3 3 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2,850 180 1,000 500 2,575 1,000	900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.
950 60 500 500 1,000 150 1,200	3 3 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2,850 180 1,000 500 2,575 1,000 150 1,200 225	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.  1/2 size Genl. Clrm.  assumed schedule 2 times / week / student  assumed schedule 2 times / week / student
950 60 500 500 1,000 150 1,200	3 3 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2,850 180 1,000 500 2,575 1,000 150 1,200	s for Additional information  900-1,300 SF equal to surrounding classrooms  1/2 size Genl. Clrm.  1/2 size Genl. Clrm.  assumed schedule 2 times / week / student

Date: Nov. 11, 2020 Enter Submittal

# **Proposed Space Summary- Elementary Schools**

					PROPOSED								
Horace Mann	Existing 0	onditions of Sept 20	(as 20)		Existinç	g to Remain/	Renovated		New			Total	
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals		ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
Health Instructor's Office w/ Shower & Toilet							0	125	1	125	125	1	125
MEDIA CENTER			771				1,850			0			1,850
Media Center / Reading Room (Rm 203)	771	1	771		1,850	1	1,850			0	1,850	1	1,850
DINING & FOOD SERVICE			2,787				4,106			858			4,964
Cafeteria / Dining	1,850	1	1,850		2,934	1	2,934			0	2,934	1	2,934
Stage					807	1	807			0	807	1	807
Chair / Table / Equipment Storage							0			0	0	0	(
Kitchen Staff Lunch Room	541 396	1	541 396		365	1	0 365	858	1	858 0	858 365	1	858 365
MEDICAL Madical Cuita Tailet	C.F.	1	320		C.F.	4	320			0	CF	1	320
Medical Suite Toilet  Nurses' Office / Waiting Room	65 255	1	65 255		65 255	1	65 255			0	65 255	1	65 255
Examination Room / Resting	200		200		200		0			0	200	0	(
ADMINISTRATION & GUIDANCE			1,005				1,953			0			1,953
General Office / Waiting Room / Toilet			1,000	1 -			0			0		0	1,500
Teachers' Mail and Time Room							0			0	0	0	(
Duplicating Room / Teaching Supply Rm	222	1	222				0			0	0	0	(
Records Room/Admin Storage					105	1	105			0	105	1	105
Principal's Office w/ conf	167	1	167		167	1	167			0	167	1	167
Principal's toilet	52	1	52		52	1	52			-	52	1	52
Principal's Secretary / Waiting Assistant Principal's Office / Conf rm	329	1	329	-	329	1	329			0	329	1	329
Supervisory / Spare Office					162	I	162			0	162 0	0	162
Conference Room					285	1	285			0	285	1	285
Guidance Office / School Psychologist	235	1	235		200		0			0	0	0	(
Guidance Storeroom							0			0	0	0	(
Teachers' Work Room 1st flr					220	1	220			0	220	1	220
Teachers' Work Room 2nd flr					242	1	242			0	242	1	242
Teacher Storage					106	1	106			0	106	1	106
Teacher Storage					160	1	160			0	160	1	160
Lactation Room					125	1	125			Ü	125	1	125
CUSTODIAL & MAINTENANCE			177				177			0			177
Custodian's Office	All Custodia	I Spaces Ac	counted for in N	lon-Progr <u>amm</u>	ned Spac	e Category				0			(
Custodian's Workshop										0			(
Custodian's Storage Recycling Room / Trash										0			(
Receiving Room / Hash Receiving and General Supply										0			(
Storeroom				<b>-</b>						0			
Network / Telecom Room	177	1	177		177	1	177			0		1	177
OTHER			1,000				0			357			357
Other (specify)		1	,	<b>!</b>			0			0	0	0	(
DAD Afterschool Room	170	1	170					357	1	357	357	1	357
Storage in Modulars / Teaching Supplies	415	2	830	<b> </b>			0			0			С
				1 🗀									
Total Building Net Floor Area (NFA)	Including M	odular's:	30,424										
	ı	1		ı		1		l	1			1	

Difference to MSBA Guidelines							
ROOM NFA1	# OF RMS	area totals					
	0	0.5					
	0	-25					
		-602					
	0	-602					
		-1,234					
	0	-36					
	0	-193					
	-1	-332					
	0	-838					
	0	165					
		-190					
	0	5					
	0	5					
	-2	-200					
		-158					
	-1	-348					
	-1	-100					
	-1	-150					
	0	-5					
	0	-208					
	0	204					
	1	162					
	-1	-120					
	0	35					
	-1	-150					
	-1	-35					
	0	-128					
	4	-1,819					
	-1	-150					
	-1	-375					
	-1 1	-375					
	-1 -1	-400 -232					
	-1 -1	-232 -264					
	0	-204 -23					
	U	-23					
		357					
	0	C					

(refe	MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)						
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments				
150	1	150					
		2,452					
2,452	1	2,452					
		6,198					
2,970	1	2,970	2 seatings - 15SF per seat				
1,000	1	1,000					
332	1	332					
1,696	1	1,696	1600 SF for first 300 + 1 SF/student Add'l				
200	1	200	20 SF/Occupant				
		510					
60	1	60					
250	1	250					
100	2	200					
		2,111					
348	1	348					
100	1	100					
150	1	150					
110	1	110					
375	1	375					
125	1	125					
120	0	-					
120	1	120					
250	1	250					
150	1	150					
35	1	35					
348	1	348					
		1,996					
150	1	150					
375	1	375					
375	1	375					
400	1	400					
232	1	232					
264	1	264					
200	1	200					
		0					
	+						

Date: Nov. 11, 2020 Enter Submittal

# **Proposed Space Summary- Elementary Schools**

Horace Mann	Existing Co	Existing Conditions (a of Sept 2020)			
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals		
Total Building Net Floor Area (NFA)	NOT Incl'g I	Mod's:	27,756		
Proposed Student Capacity / Enrollment			396		
NON-PROGRAMMED SPACES			22,476		
Other Occupied Rooms (list separately) Unassigned space in modulars	0	0	0		
The Numbers Below Do NOT Include Modular Cla	ssrooms:				
Unoccupied MEP/FP Spaces		Total:	2,533		
Unoccupied Closets, Supply Rooms & Storage Ro	oms	Total:	951		
Toilet Rooms (ground flr total)		Total:	108		
Toilet Rooms (1st flr total)		Total:	445		
Toilet Rooms (2nd flr total)		Total:	564		
Circulation (corridors, stairs, ramps & elevators)		Total:	8,400		
Remaining <sup>3</sup>		Total:	9,475		
Total Building Gross Floor Area (GFA) <sup>2</sup>			50,232		
Grossing factor (GFA/NFA)			1.81		

PROPOSED								
Existing	յ to Remain/հ	Remain/Renovated New Total						
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
		27,169			13,184			40,353
	% of GFA	23,063		% of GFA	9,026		% of GFA	32,089
	0%			0%			0%	
	0%			0%			0%	
	0%			0%			0%	
	0%			0%			0%	
	5%	2,539		0%	0		4%	2,539
	3%	1,258		0%	30		2%	1,288
	0%	108		3%	579		1%	687
	1%	445		2%	440		1%	885
	1%	564		0%			1%	564
	16%	8,200		10%	2,300		14%	10,500
	20%	9,949		26%	5,677		22%	15,626
		50,232			22,210			72,442
		1.85			1.68			1.80

Difference to MSBA Guidelines							
ROOM NFA1	# OF RMS	area totals					
		-4,169					
		5,597					

Date: Nov. 11, 2020 Enter Submittal MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines) ROOM # OF RMS area totals Comments NFA<sup>1</sup> 396 Enter grade enrollments below Lower Elementary; Grades K-2 212 Upper Elementary; Grades 3-6 Non-Programmed space areas are required to be included in the following submittals: Schematic Design Submittal Design Development Submittal 60% Construction Documents 90% Construction Documents Final Construction Documents 66,845 MSBA Formula 1.50

Individual Room Net Floor Area (NFA)	Includes the net square footage measured from the inside face of the perimeter walls and includes all specific spaces assigned to a particular program area including such spaces as non-communal toilets and storage rooms.	
Total Building Gross Floor Area (GFA)	Includes the entire building gross square footage measured from the outside face of exterior walls	
Remaining	Includes exterior walls, interior partitions, chases, and other areas not listed above. Do not calculate this area, it is assumed to equal the difference between the Total Building Gross Floor Area and area not accounted for above.	
Architect Certification	I hereby	
	Name of Architect Firm:	
	Name of Principal Architect:	
	Signature of Principal Architect:	
	Date:	