Charleston County SCHOOL DISTRICT
excellence is our standard

| Capital Programs |
| Middle School Educational Specifications 5.0 |

STUDENTS ARE THE HEART OF OUR WORK!

Camp Road Middle Est. 2020

C. E. Williams Middle South Campus Est. 2020

Our Mission: To build safe, secure, and state of the art educational and support facilities on-time and within budget.

Our Purpose: The Capital Programs Department ensures optimal teaching and learning conditions with our "brick and mortar" facilities by creating safe and caring environments as we manage all capital projects for construction, remodeling, and renovation,

Values: **S**afety - Schools and buildings meet current codes/standards/requirements
Accountability - Know our roles and responsibilities
Financial Responsibility - Project on-time and within budget
Engagement - Staff and community provide input continually

Leadership: Anita Huggins, Superintendent of Schools
Jeff Borowy, Chief Operating Officer
Jasmeen Shaw, Executive Director of Capital Programs

Acknowledgements

Planners of modern school facilities must consider various educational, cultural and environmental factors in the design of new buildings. Educational methods and practices are in a constant state of change, so the designs of new school buildings need to reflect evolving requirements of programs and standards. Charleston County School District Middle School Education Specifications Version 4.0 replaces the CCSD Middle School Education Specification revised in 2016. The updated content of this document has been developed with the contributions from CCSD curriculum specialists, the offices of Educational Technology and Information Technology, Nutrition and Food Services, Student Health Services, Construction Management experts and design and construction professionals. Valuable insights were provided by CCSD middle school principals through reflection on their newly constructed buildings.

Introduction

The development of a comprehensive plan for the design and construction of a school building to serve children over a long period of time is extremely complicated. Educational Specifications will guide a design that combines spaces, equipment, fixtures and furnishings in an efficient, secure and attractive learning environment using current technology to achieve maximum comfort and sustainability.

The process of the design of a new school begins with the acceptance of the Educational Specifications adopted by the School District that establishes a standard, representative of education goals of the district for consistency in basic components, still respecting the need for variations based on scale and specific programmatic differences between schools. Size and allocation of functional areas are typically fixed but the arrangement of spaces and the layout of a room must be arranged to reflect the creative flexibility of the Architect/Engineer and school leaders to best fit a specific school program.

In the early stages of design, the Architect/Engineer will develop schematic concepts that use the district's education specifications as a foundation. It is during the schematic design phase, and late in the design development, that the input of experienced school and district specialists is critical to ensure that final designs reflect specific requirements of a new school and will be consistent with district standards. Coordination of input from the Learning Services Division is managed by the Office of Capital Improvements.

Once the design development phase concludes, school-based administrators do not have the authority to make functional changes in building spaces, without authorization from the Executive Director for Capital Programs and the Associate Superintendent for Secondary Schools for the Charleston County School District.

The South Carolina State Department of Education Office of School Facilities has oversight responsibility for ensuring a healthy, safe, and appropriate school learning environment for all South Carolina public schools. Mandates set forth in the current version of the OSF Planning and

Construction guide must be met unless variances are sought by CCSD and approved by the Office of School Facilities.

Additional specific written guidance for school building design is provided by Charleston County School District Design Requirements, Technology Standards for School Facilities produced by the CCSD Department of Information Technology and the CCSD Nutrition and Food Services Department.

Quantities and sizes of rooms are dictated by the expected enrollment capacity of the finished school and of the program and number of individuals that will occupy types of rooms. Throughout the Educational Specification, programmed rooms are grouped into functional areas and are shown with three school size options. Each specific space is described in terms of general criteria.

Specific spaces of a building are described in terms of general criteria. Sections for each functional area begin with a chart that specifies approximate square footage requirements for typical spaces listed in that area. For defined spaces, general descriptions and specific design requirements are provided that include:

Program Goals	**Spatial Relationships**
Activities	**Electrical, Plumbing, Mechanical Needs**
Persons to Accommodate	**Furniture, Fixtures, & Equipment Needs**
Space Requirements	**Technology Needs**
Special Considerations	

These specifications define the characteristics of facilities that will support full implementation of current CCSD Middle School Programs. The descriptions of each functional area are intended to assist district personnel in their understanding of the elements of a modern Charleston County school and help convey programmatic priorities to the Architect/Engineer firms that design our new facilities.

Conceptual graphic views of representative spaces are provided to illustrate rooms as they would appear in final form with typical furnishings. These are simple interpretations of room requirements, not meant to limit design possibilities.

Enrollment Models
The basic middle school program is based on four academic areas (Language Arts, Math, Science and Social Studies); typically teams of four teachers work with a group of around 100 students in the four subject areas. Middle School Exploratory programs expose students to other interest areas in the arts, foreign language, technology, career exploration, physical education and health. Exploratory offerings vary somewhat between schools but the number of required rooms to serve a grade level is generally the same that are needed for the core academic subjects. Rooms to support programs for exceptional children are provided in all new CCSD schools; the specific programs and number of rooms will be determined by the district. The standard grade structure for CCSD middle schools is $6^{th} – 8^{th}$ grade, although middle level grades may be contained in either an elementary or high school. Schools that serve elementary and all middle grades have significant programmatic requirements beyond what is required for

elementary levels. The following charts illustrate the number of basic classrooms needed to support middle schools with a range of enrollments.

Capacity		600		900		1200	
Level	Class Size	Sections	Cohort	Sections	Cohort	Sections	Cohort
6	28	8	224	12	336	14	392
7	28	8	224	12	336	14	392
8	28	8	224	12	336	14	392
Exploratory	28	8		10		12	
Exceptional Needs	12	2	24	4	48	6	72
Totals:			**696**		**1,056**		**1,248**

The chart below indicates the present student count of existing CCSD Middle Schools.

50-100	100-300	301-600	601-900	901-1200
James Simmons Montessori***	Baptist Hill Middle****	Charleston Charter School for Math and Science */****	Camp Road Middle	CE Williams Middle (both campuses)
Charleston Development Academy */***	Buist Middle **/***	School of the Arts Middle School**/****	Morningside Middle	Laing Middle **
Hursey **/***	Military Magnet **/****	Deer Park Middle	Northwoods Middle	Moultrie Middle
Murray Lasaine Montessori **/***	Simmons Pinckney Middle	Haut Gap Middle		Cario Middle
Community Montessori **/***	Allegro Charter School of Music */***	Zucker Middle **		
St. James Santee ***	Carolina Voyager Charter Middle */***	Orange Grove Charter Middle*		
*Charter **Magnet ***With Elementary ****With High School				

Section 1: General Interior Spaces
Administration, School Counseling and Student Health Services

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Vestibule	1	150	150	1	200	200	1	250	250
Reception Area	1	400	400	1	400	400	1	450	450
Office, Principal (w/toilet)	1	300	300	1	300	300	1	300	300
Principal's Conference Room	1	150	150	1	150	150	1	150	150
Primary Conference Room	1	300	300	1	325	325	2	350	700
Office(s), School Counselor	1	175	175	2	175	350	3	175	525
Offices(s), Asst. Principal	1	175	175	1	175	175	2	150	300
Office School Psychologist	1	150	150	1	150	150	1	150	150
SRO	1	150	150	1	150	150	1	150	150
Private Flex Administrative Office*	2	120	240	4	120	480	6	120	720
Semi-private Flex Office*	1	150	150	2	150	300	3	150	450
Office, Secretary bookkeeper	1	150	150	1	150	150	2	150	300
Office, Data clerk	1	120	120	1	150	150	1	150	150
Mailroom/Admin Workroom ****	1	300	300	1	350	350	1	400	400
Office Supply Closet	1	50	50	1	75	75	1	100	100
Teacher Workrooms (w/toilets)	2	200	400	3	200	600	4	200	800
Secure Storage- Records/Vault	1	150	150	1	175	175	2	200	400
Test Management Room	1	200	200	1	225	225	1	250	250
Health Clinic (w/ 2 toilets)	1	550	550	1	550	550	1	550	550
Nursing Mother's Room (w/fridge)	1	150	150	1	150	150	2	100	200
Toilet Staff****	2	50	100	2	50	100	2	50	100
Toilet Public (in reception area/vestibule)	2	50	100	2	50	100	2	50	100
Volunteer Room (w/storage)**	1	300	300	1	300	300	1	300	300
Textbook Storage Room (1/floor)***	2	300	600	2	375	750	3	300	900
Area Total			5,510			6,655			8,695

*One Location in administration suite and the others elsewhere-end use to be determined by school
**Located outside of Administrative Suite near front of school off main corridor
*** Located outside of Admin Suite (one room per floor - can be 3 smaller rooms if three story building)
****Staff bathrooms to be located near Teacher Workroom

Instructional Areas Space Allocation

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Core Content Areas- Language Arts, math and Social Studies - general purpose rooms - 3 per 100 students	18	800	14400	27	800	21600	36	800	28800
Science - 1 per 100 students (w/prep room)	6	1300	7800	9	1300	11700	12	1300	15600
Other general Purpose rooms	3	800	2400	6	800	4800	9	800	7200
Computer Labs	2	990	1980	2	990	1980	2	990	1980
Visual Arts Room (w/kiln, storage and teacher office)	1	1300	1300	1	1300	1300	2	1300	2600
Band Room (w/practice, storage and teacher office)	1	2000	2000	1	2500	2500	1	2750	2750
Choral Room (w/practice, storage and teacher office)	1	1800	1800	1	2000	2000	1	2200	2200
Orchestra Room (w/storage)	1	1300	1300	1	1400	1400	1	1500	1500
Small Group Rooms	4	400	1600	6	400	2400	8	400	3200
*Low Incidence Self Contained Rooms serving Exceptional Programs **(w/life skills, shower, laundry, and Hi-Lo Changing Table)	1	^1500	1500	2	^1500	3000	2	^1500	3000
Area Total			**36,080**			**52,680**			**68,830**

*The low incidence classroom and restroom/shower should be < 950 sf with a connecting door to the life skills classroom
**The life skills classroom w/laundry should be < 400 sf with a connecting door to the classroom and hallway
^The total square footage should be < 1500 sf

Library Space Allocation

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Reading/Learning/ Circ. Area/Makerspace	1	3100	3100	1	3700	3700	1	4300	4300
Media Production Room	1	250	250	1	275	275	1	300	300
Media conference Room	1	250	250	1	275	275	1	300	300
Media Spec. Office/Workroom	1	350	350	1	375	375	1	400	400
Media Storage	1	250	250	1	300	300	1	350	350
Toilet	2	50	100	2	50	100	2	50	100
Area Total			4,300			5,025			5,750

Gymnasium Space Allocation

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Gym (with retractable bleachers)	1	7000	7000	1	7500	7500	1	9300	9300
Coach Office (with toilet and shower)	2	225	450	2	225	450	2	265	530
Phys. Ed. Storage	1	400	400	1	400	400	1	500	500
Locker rooms (w/toilet and shower)	2	675	1350	2	675	1350	2	675	1350
Concession/Ticket Booth	1	100	100	1	150	150	1	200	200
Area Total (without Platform)			9,300			9,850			11,880

Student Dining and Food Service Space Allocation

Details Provided by CCSD Office of Nutrition and Food Services

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Dining Space	1	3450	3450	1	5175	5175	1	6900	6900
Chair Table Storage Room	1	200	200	1	300	300	1	400	400
Serving Area	1	600	600	1	700	700	1	800	800
Kitchen/Food Prep/Receiving	1	2000	2000	1	2200	2200	1	2400	2400
Manager's Office	1	100	100	1	100	100	1	100	100
Freezer	1	250	250	1	285	285	1	325	325
Cooler	1	220	220	1	245	245	1	275	275
Dry Storage	1	400	400	1	600	600	1	640	640
Chemical Storage/ cleaning Closet	1	50	50	1	50	50	1	50	50
Ware Washing Area	1	200	200	1	200	200	1	200	200
Locker Area (w/toilet)	1	100	100	1	125	125	1	150	150
*Platform	1	800	800	1	900	900	1	1000	1000
*Platform Storage	1	50	50	1	75	75	1	75	75
Area Total			8,420			10,955			13,315

*An alternate location could be the Gymnasium

Maintenance and Custodial Space Allocation

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
capacity	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
Building Receiving, Storage and Maintenance Office area	1	650	650	1	700	700	1	750	750
Custodial Supply Storage	1	300	300	1	325	325	1	350	350
Area Total			950			1,025			1,100

Technology and Building Security Support Space Allocation
Details Provided by CCSD Department of Information technology

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
capacity	600			900			1200		
	Rooms		Total	Rooms		Total	Rooms		Total
Main Telecommunications Room	1	12'x20'	240	1	12'x20	240	1	12'x20'	240
Intermediate Telecommunications Room	3*	6'x9'	162	5*	6'x9'	270	7*	6'x9'	378
Area Total (minimum)			**402**			**510**			**618**

*The number of Intermediate Tel-com Rooms is dependent upon the size and layout of the building

Area Summary for a Baseline Enrollment and a Larger Core

Program	Small Enrollment			Small Enrollment/ Larger Core			Medium Enrollment			Medium Enrollment/ Larger Core			Large Enrollment		
Capacity	600			600/900 Core			900			900/1200 Core			1200		
Program Spaces		Sq Ft			Sq Ft			Sq Ft			Sq Ft		Rooms	Sq Ft	
Admin / Counseling / Student Health		5510			5685*			6655			6955*			8695	
Core Academic		36,080			39680^			52,680			55330^			68,830	
Media Center		4,300			5,025#			5,025			5,750#			5,750	
Gymnasium		9300			9850#			9850			11,880#			11,880	
Student Dining / Food Service		8420			10,955#			10,955			13,315#			13,315	
Maintenance / Custodial		950			1025			1025			1025			1100	
Technology and Building Security Support		402			510			510			618			618	
Total Net		64,962			72,730#			86,700			94,873#			110,188	
Building Support Areas to include: toilets, corridors, IT rooms, stairwells, electrical, mechanical, custodial closets, walls, elevator	1 story = 1.35	2 story = 1.40	3 story = 1.45	1 story = 1.35	2 story = 1.40	3 story = 1.45	1 story = 1.35	2 story = 1.40	3 story = 1.45	1 story = 1.35	2 story = 1.40	3 story = 1.45	1 story = 1.35	2 story = 1.40	3 story = 1.45
Total Gross	**87,699**	**90,954**	**94,195**	**98,186#**	**101,822#**	**105,459#**	**117,045**	**121,380**	**125,715**	**128,079#**	**132,822#**	**137,566#**	**148,754**	**154,263**	**159,773**

*The Vestibule, Reception Area, Mailroom, Records Room/Vault, and Test Management Room were increased to reflect the larger core student square feet.

^Art Room, Music Room, Special Education Room, and Small Group rooms were increased to reflect the larger core student square feet.

#Area has been increased to reflect the larger core student square feet.

Section 2: Administration, School Counseling and Student Health Services

Overview

Spaces for Administration, School counseling and Student Health Services (School Clinic), are designed to provide a professional and efficient working environment to serve the broad spectrum of clients associated with the school. The administration suite is the hub of the school where the leadership of the school is housed along with reception, security, communications, business services, student guidance and health services. The areas within these spaces are both convenient to all users and provide privacy in keeping with the services provided by those who are located here.

Distinct Primary spaces include

- Administrator offices, clerical offices, visitor reception, mailroom, conference rooms, and secure storage
- counselor Office(s), secure record storage and space for management of testing materials
- Student Health Clinic, Nursing Mother's Room

The majority of functional spaces will be located in the administration suite at the main school entrance to give staff visibility of visitors approaching the front of the building. Secondary offices to support the administration and academic functions may be located away from the main administration suite as appropriate to provide supervisory presence or closer proximity to students and teachers.

Space requirements

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Vestibule	1	150	150	1	200	200	1	250	250
Reception Area	1	400	400	1	400	400	1	450	450
Office, Principal (w/toilet)	1	300	300	1	300	300	1	300	300
Principal's Conference Room	1	150	150	1	150	150	1	150	150
Primary Conference Room	1	300	300	1	325	325	2	350	700
Office(s), School Counselor	1	175	175	2	175	350	3	175	525
Offices(s), Asst. Principal	1	175	175	1	175	175	2	150	300
Office School Psychologist	1	150	150	1	150	150	1	150	150
SRO	1	150	150	1	150	150	1	150	150
Private Flex Administrative Office*	2	120	240	4	120	480	6	120	720
Semi-private Flex Office*	1	150	150	2	150	300	3	150	450
Office, Secretary bookkeeper	1	150	150	1	150	150	2	150	300
Office, Data clerk	1	120	120	1	120	120	1	120	120
Mailroom/Admin Workroom ****	1	300	300	1	350	350	1	400	400
Office Supply Closet	1	50	50	1	75	75	1	100	100
Teacher Workrooms (w/toilets)	2	200	400	3	200	600	4	200	800
Secure Storage- Records/Vault	1	150	150	1	175	175	2	200	400
Test Management Room	1	200	200	1	225	225	1	250	250
Health Clinic (w/toilet)	1	550	550	1	550	550	1	550	550
Nursing Mother's Room (w/fridge)	1	150	150	1	150	150	2	100	200
Toilet Staff****	2	50	100	2	50	100	2	50	100
Toilet Public (in reception area/vestibule)	2	50	100	2	50	100	2	50	100
Volunteer Room (w/storage)**	1	300	300	1	300	300	1	300	300
Textbook Storage Room (1/floor)***	2	300	600	2	375	750	3	300	900
Area Total			**5,510**			**6,625**			**8,665**

*One Location in administration suite and one elsewhere-end use to be determined by school

**Located outside of Administrative Suite near font of school off main corridor

*** Located outside of Admin Suite (one room per floor - may be 3 smaller rooms of three story building)

Administrative Office Suite

The hub of operations for school leadership and support staff as well as the school and reception for parents and students.

Goals
- to provide public spaces for reception and service to students, staff and visitors.
- to provide private spaces for the administrative team, secretary-bookkeeper, data clerk
- To provide the central point for communications and security system management
- to provide secure storage for confidential records

Activities
- reception and service to students, staff and visitors
- managing telephone communication-normal answering, emergency calls,
- handling public address announcements
- monitoring emergency system control panel
- managing financial, student and personnel records
- input and management of student data to include registration, attendance functions, grading reports,
- all functions of the school principal and subordinate administrators
- conferencing, with large and small groups
- providing administrative support for all staff involving information and materials- mail sorting and distribution
- maintenance of academic, health records, financial, personnel records and valuables
- managing of testing materials

Persons to Accommodate
- Principal
- Assistant Principal,
- Guidance Counselor (May be located outside but close to the administration suite.)
- Secretary-Bookkeeper
- Data Clerk,
- Receptionist,
- School Nurse,
- Parent Volunteers (May be located outside this area but in a central location.)
- Visitors,
- Nursing Mother's Room (May be located outside this area but in a central location)

Spatial Considerations
- administrative suite should be located by the front door to the school building
- administrative suite should have access to the building without having to use the vestibule or front office area

Electrical, Plumbing & Mechanical Needs
- power plugs and data ports
- sinks with hot and cold water

Furniture, Fixtures & Equipment Needs
Note: Coordinate with Security Department and FF&E Specialist

Technology Needs
See current CCSD Technology standards for School Facilities

Reception Area
An area where school staff receive and assist parents, students, district personnel and visitors.

Primary Use
- provide an inviting passive security point where visitors are forced to pass through office to enter school
- provide a comfortable waiting area at the main entrance for visitors
- provide a work station for office personnel while on duty at reception desk
- provide a location for security equipment monitoring

Persons to Accommodate
- functional work space for two behind reception desk
- six to ten guests

Spatial Relationships
- connects to security vestibule and provides locked access to main corridor
- separates visitor waiting area from administrative suite and the main corridor
- near large conference room
- near clerical offices
- near school clinic

Special Considerations
- provide a clear line of sight of visitors approaching the school and visitors in the secured vestibule
- providing a location for security monitoring equipment (see Technology Requirements)
- provide a comfortable waiting area at the main entrance for visitors
- provide bathroom access to visitors in reception while limiting access to main building

Electrical, Plumbing & Mechanical Needs
- power plugs and data ports

Furniture, Fixtures & Equipment Needs
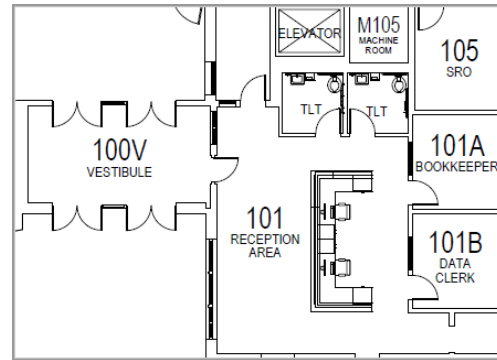Note: Coordinate with FF&E Specialist

Technology Needs

See current CCSD Technology Standards for School Facilities and input from the Executive Director of Security

- identification system (ex. Raptor)
- two desktop monitors for surveillance
- emergency based radios
- buzzing locking systems

Reception Area (C. E. Williams Middle School)

Principal's Office

A professional working / meeting area for the school leader.

Primary Use

- individual and group interaction with students, school and district staff, parents, and other visitors
- confidential office work including confidential exchange of information

Persons to Accommodate

- principal
- four guests

Spatial Relationships

- located in the Administrative Suite
- adjacent to principal's conference room with connecting door
- near clerical offices
- near primary conference room
- separate door to corridor for second access-egress
- has private toilet
- has a locking storage closet for one file cabinet and shelving

Special Considerations

- carpet
- window

Electrical, Plumbing & Mechanical Needs

- lighting appropriate to task
- toilet with hot and cold water
- electrical outlets at convenient location for furniture arrangement and IT connection

Principal's Office (Continued)

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- executive desk, chair
- credenza
- small conference table/4 chairs
- 2 guest chairs
- bookcases

Technology Needs
See current CCSD Technology Standards for School Facilities
- private line for telephone
- one computer workstation per person
- color printer

Principal's Conference Room

A space for small meetings connects to the principal's office with direct access to the corridor.

Primary Use
- Principal's meetings but available to others when not in use by principal

Persons to Accommodate
- 6 to 8 people

Spatial Relationships
- in administrative suite
- connecting with Principal Office

Special Considerations
- carpet
- window

Electrical, Plumbing & Mechanical Needs
- electrical outlets at convenient location for furniture arrangement and IT connection
- lighting appropriate to task

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- conference table and six chairs
- 6 ft marker board, 4 ft tack board
- small table and bookcase

Technology Needs
See current CCSD Technology Standards for School Facilities
- telephone

Primary Conference Room

A large formal meeting room to accommodate larger receptions, meetings and conferences.

Primary Use
- meetings, conferences and staff development
- reception area for guests

Persons to Accommodate
- 16 people

Spatial Relationships
- central to the administrative suite
- accessible directly from the front office reception area
- should only be accessible from the front office reception area (e.g., no additional doors to/from the secured administrative suite)

Special Considerations

- window
- carpet
- chair rail

Electrical, Plumbing & Mechanical Needs
- electrical outlets at convenient location for furniture arrangement and IT connection
- lighting appropriate to task
- sink in credenza type base cabinet for storage and preparation of refreshments for meetings

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- large conference table with 16 chairs
- 6 ft whiteboard and 4ft tack board

Technology Needs
See current CCSD Technology Standards for School Facilities
- telephone
- presentation panel

ADMIN - CONFERENCE   NOT TO SCALE

ADMIN - CONFERENCE
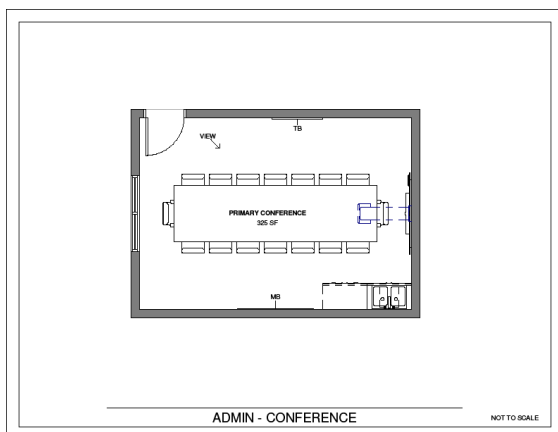
Administrative Private Offices

Spaces used by those with responsibility for primary administrative functions including Assistant Principal, Curriculum Specialist, Lead Teacher, Itinerant Service Provider and Student Concerns Specialists.

Primary Use
- individual and small group interaction with students, school & district staff, parents and visitors
- telephone use and record maintenance
- professional private working/meeting area for a staff member

Persons to Accommodate
- designated one or more staff members
- up to four guests

Spatial Relationships
- number of offices and locations varies according to size of school
- offices are provided for administrative personnel to be assigned at the discretion of the building principal
- others are located strategically throughout the building to provide maximum support to school operation
- remote locations are large enough to allow for small conferences or are close to a conference room

Special Considerations
- carpet
- window

Electrical, Plumbing Mechanical Needs
- electrical outlets at convenient locations for furniture arrangement
- lighting appropriate to task

**Furniture, Fixtures and Equipment**
    Note: Coordinate with FF&E specialist
- executive desk, chair
- small conference table/4 chairs
- 1 four drawer locking file cabinet
- 1 bookcase
- 6 ft marker board and 4 ft tack board

Technology Needs
See to current CCSD Technology Standards for School Facilities
- telephone
- one computer workstation per person

ADMIN - ASSISTANT PRINCIPAL

ADMIN - ASSISTANT PRINCIPAL

NOT TO SCALE
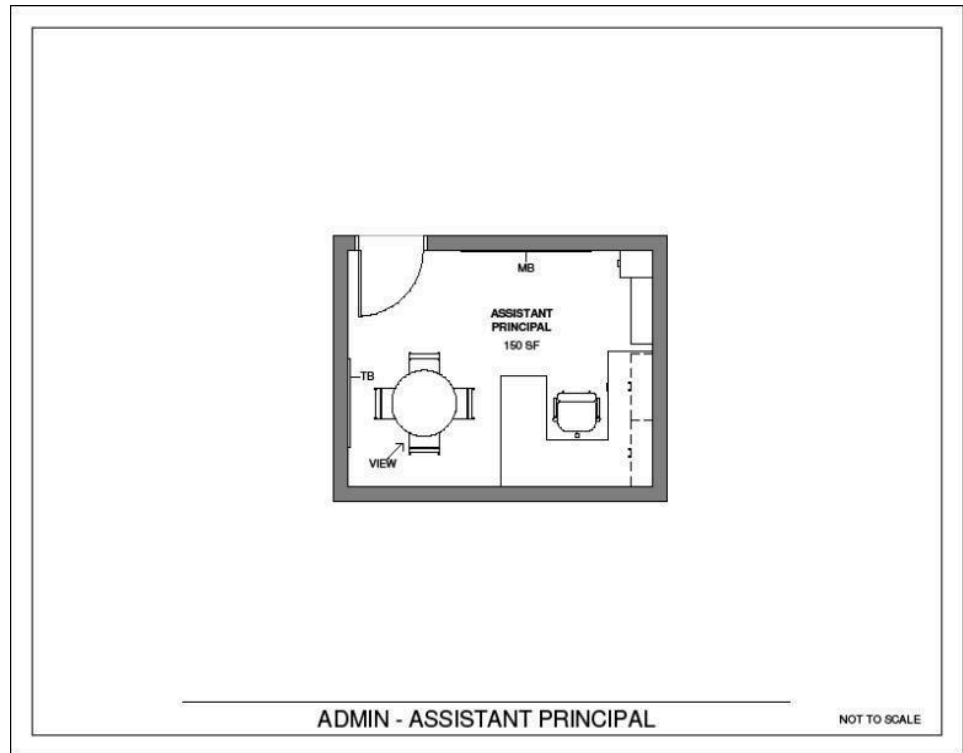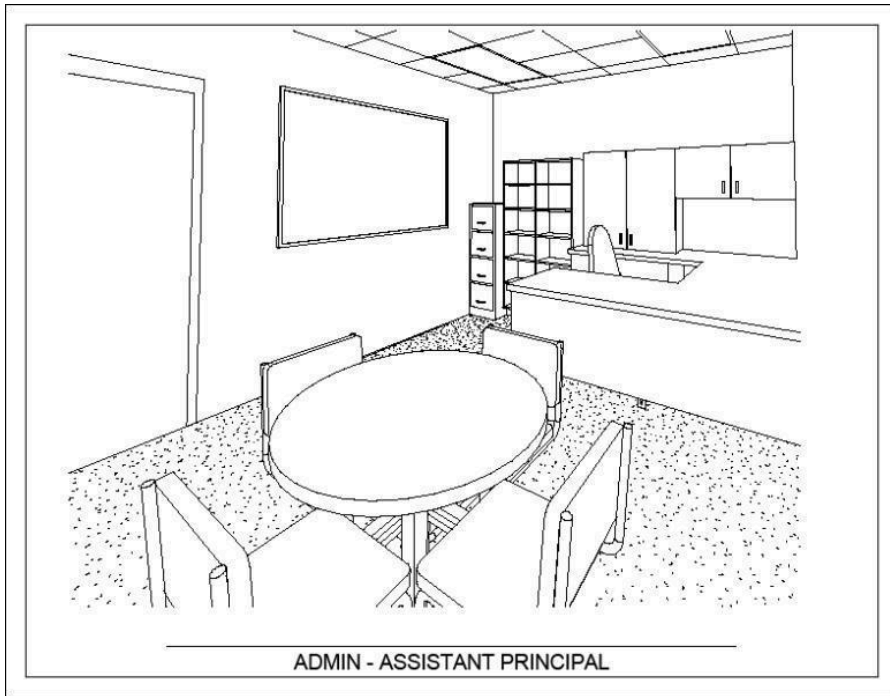
School Counselor's Office

A professional office and conference space for the school counselor

Primary Use
- confidential individual and small group consultations
- group sessions with students, parents, staff and outside agents
- management and maintenance of confidential records

Persons to Accommodate
- counselor
- six guests

Spatial Relationships
- located in our near administration suite
- easily accessible to students and school visitors
- near public toilets
- near record room and test management room
- waiting area with four seats adjacent

Special considerations
- privacy
- carpet

Electrical, Plumbing & Mechanical Needs
- electrical outlets and convenient locations for varied furniture arrangement
- lighting appropriate to task

Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist, district and school staff
- desk, chair
- conference table with six chairs
- two guest chairs
- locking file cabinets
- 4 ft marker board and 4 ft tack board
- 1 bookcase

Technology Needs
- refer to current CCSD Technology Standards for School Facilities
- one computer workstation per person

COUNSELOR
200 SF

TB

VIEW

MB

ADMIN - COUNSELOR

NOT TO SCALE

ADMIN - COUNSELOR

24
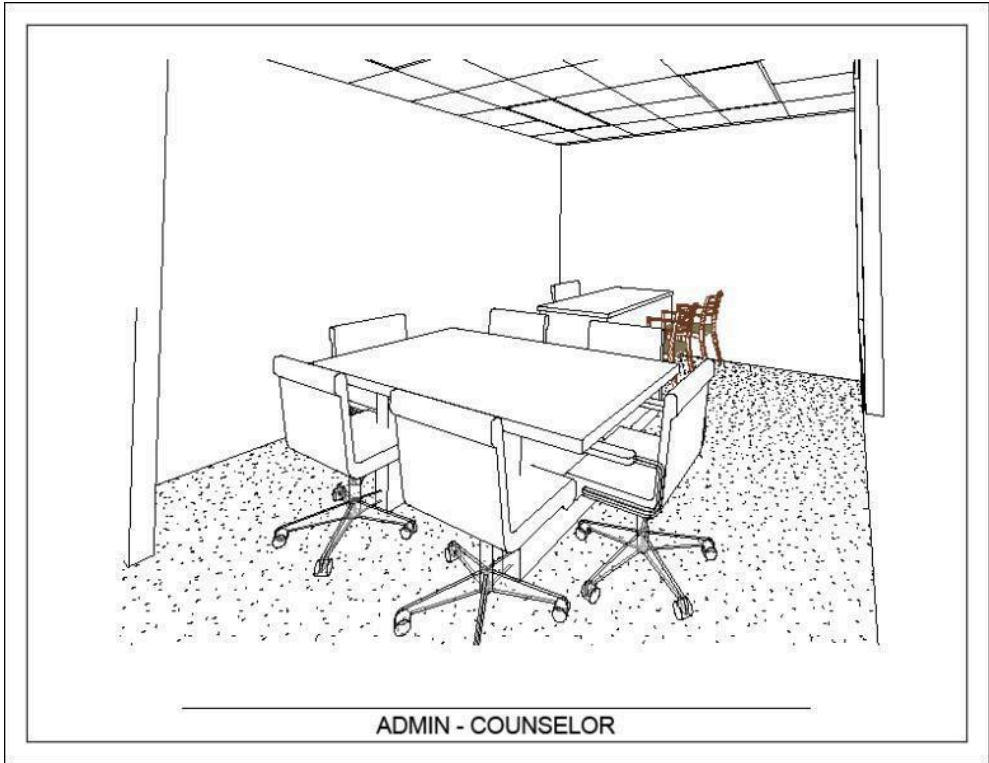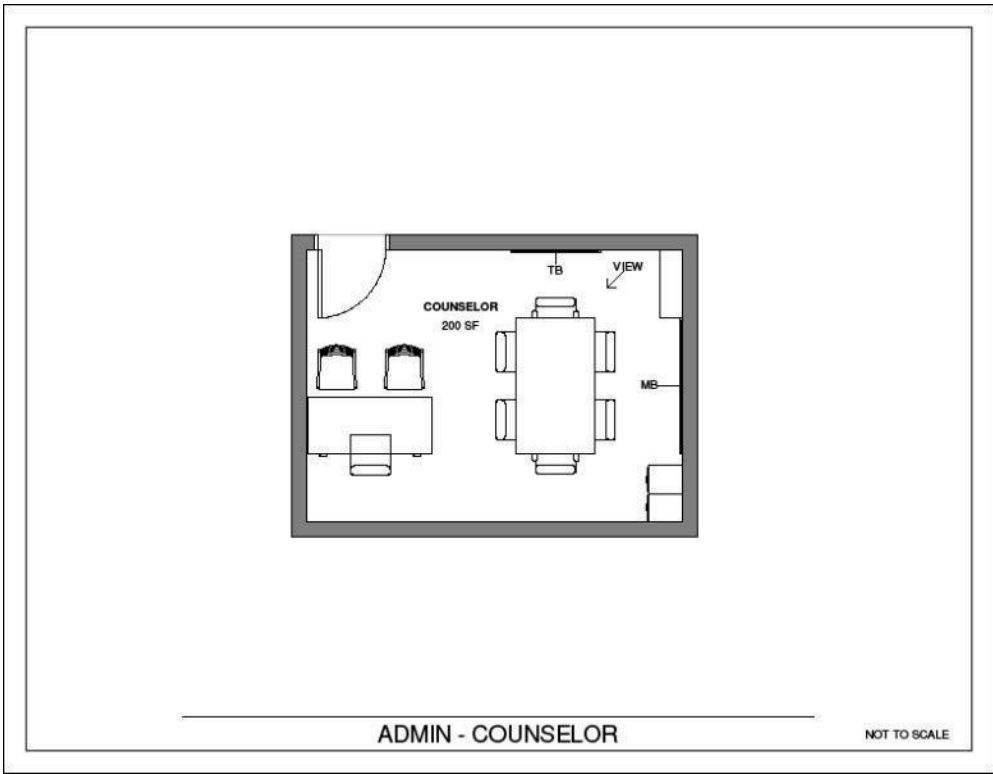
Private Flex Administrative Offices

A professional office and meeting, conference space for personnel requiring privacy. (Student Concerns Specialist, Mental Health Worker or other person identified by administration)

Primary Activities
- confidential consultations
- meetings with individual students, parents, and small groups
- administrative paperwork
- storage of confidential records

Persons To Accommodate
- one staff member and up to 2 guests

Spatial Relationships
- number of offices and locations varies according to size of school
- two or more offices are provided for administrative personnel to be assigned at the discretion of the building principal. One or more offices are located in the Administrative Suite, others are located strategically throughout the building to provide maximum support to school operation.
- remote locations are large enough to allow for small conferences or are close to a conference room

Special Considerations
- carpet
- itinerant office (OT/PT) near Exceptional Needs area

Electrical, Plumbing & Mechanical Needs
- electrical and data outlets arranged to accommodate office furniture and equipment
- appropriate lighting

Furniture, fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- desk and chair
- bookcase
- lateral four drawer locking file cabinets (3 feet)

Technology Needs
See current CCSD Technology Standards for School Facilities
- one telephone per person
- one computer workstation per person

PRIVATE
FLEX
150 SF

VIEW

ADMIN - PRIVATE FLEX

NOT TO SCALE

ADMIN - PRIVATE FLEX

26
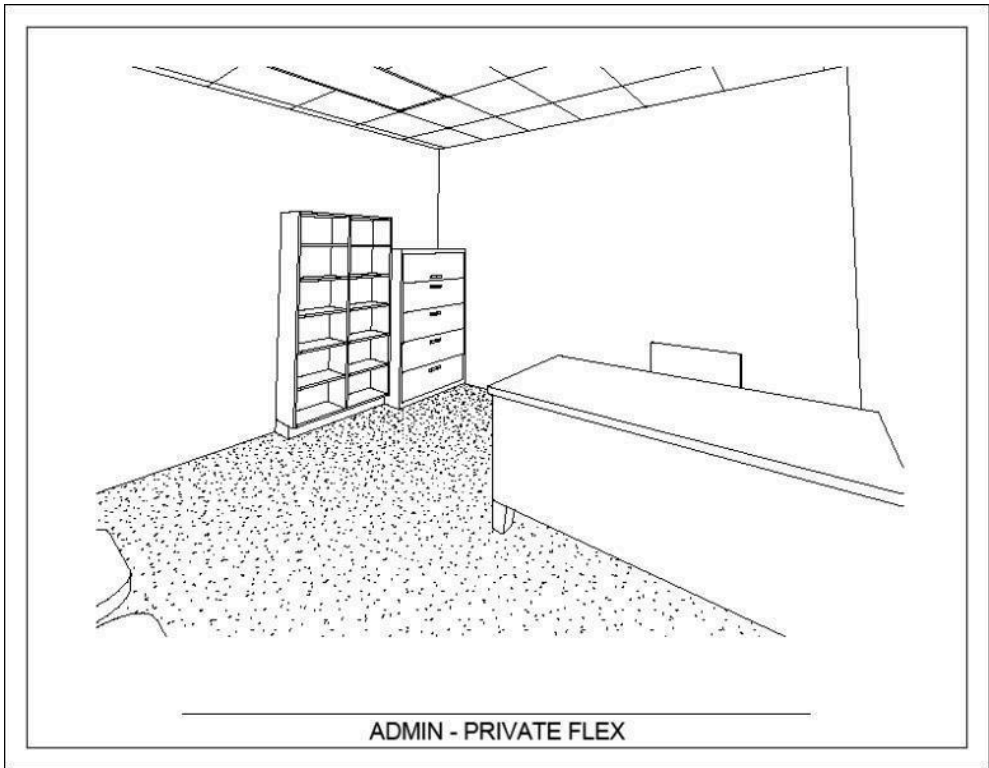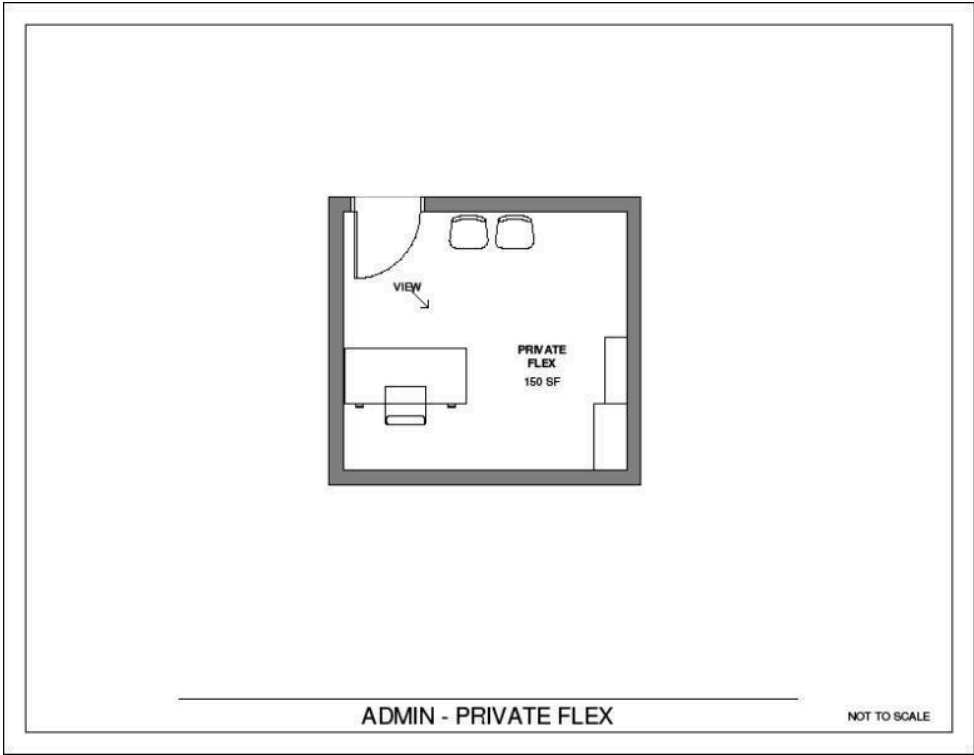
School Psychologist

A professional office and meeting, conference space for personnel requiring privacy.

Primary Activities
- confidential consultations
- meetings with individual students, parents and small groups
- administrative paperwork
- storage of confidential records

Persons to Accommodate
- one staff member and up to 2 guests

Spatial Relationships
- in main administration suite
- centrally located to the administrative team
- immediate access to reception area work space

Special Considerations
- carpet

Electrical, Plumbing & Mechanical Needs
- electrical and data outlets arranged to accommodate office furniture and equipment
- appropriate lighting

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- desk and chair
- bookcase
- table with 4 chairs
- lateral four drawer locking file cabinets [3 feet]

Technology Needs
See current CCSD Technology Standards for School Facilities
- one telephone per person
- one computer workstation per person

Security Resource Officer (SRO)

A professional office and meeting, conference space for personnel requiring privacy.

Primary Activities
- confidential consultations
- meetings with individual students, parents and small groups
- administrative paperwork
- storage of confidential records

Persons to Accommodate
- one staff member and up to 2 guests

Spatial Relationships
- immediate access to reception area work space

Special Considerations
- suggested being within the middle of the school building rather than in an admin suite to allow for more visibility and accessibility to all areas of the school

Electrical, Plumbing & Mechanical Needs
- electrical and data outlets arranged to accommodate office furniture and equipment
- appropriate lighting

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- bookcase
- lateral four drawer locking file cabinets [3 feet]
- desk and chair
- two guest chairs

Technology Needs
See current CCSD Technology Standards for School Facilities
- one telephone per person
- one computer workstation per person

Semi Private Flex Offices

Professional work spaces, requiring privacy-intended for use by itinerant or school based personnel (instructional specialist,community support staff or others)desk and material storage space for one or two individuals.

Primary Activities
- confidential consultation
- meetings with individual students, parents and small groups
- administrative paperwork
- separate storage of confidential records for up to two personnel

Spatial Relationships
- in or outside of main administrations suite

Plumbing & Mechanical needs
- electrical and data outlets arranged to accommodate office furniture and equipment
- appropriate lighting

Furniture, Fixtures & equipment Needs
Note: Coordinate with FF&E specialist
- two desks and chairs
- two bookcases
- two file cabinets
- conference table and chairs for four

Technology Needs
See to current CCSD Technology standards for school Facilities
- two computer workstations
- telephone

ADMIN - SEMI PRIVATE FLEX   NOT TO SCALE

ADMIN - SEMI PRIVATE FLEX
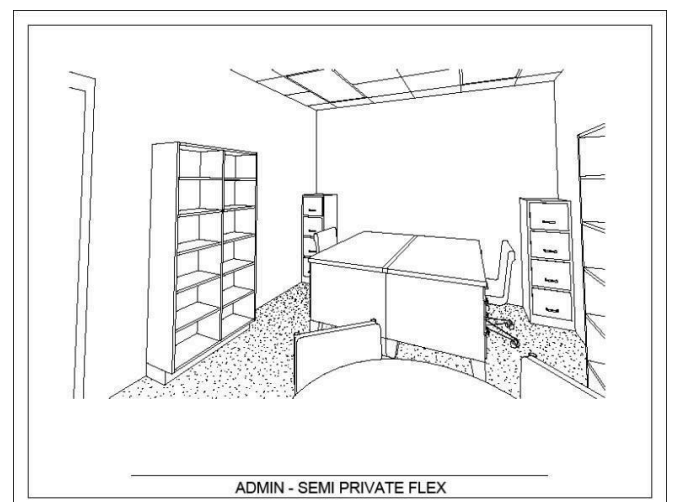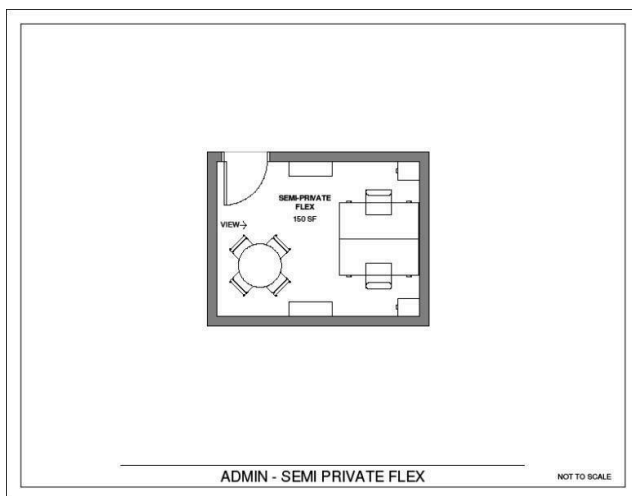
Secretary/Bookkeeper and Data Clerk

Separate private office for two key administrative office workers who perform critical and confidential support duties.

Primary Activities
- printing report cards
- confidential records management and storage
- general office work
- answering telephones
- data access and entry
- one to one interaction
- handling money

Persons to Accommodate
- one staff member and up to 2 guests in each office

Spatial Relationships
- in main administration suite
- centrally located to the administrative team
- convenient access to principal's office
- immediate access to reception area work space
- near clinic

Special Considerations
- carpet
- visual access to reception area

Electrical, Plumbing & Mechanical Needs
- electrical and data outlets arranged to accommodate more than one furniture arrangement
- appropriate lighting

**Furniture, fixtures & Equipment Needs**
    Note: Coordinate with FF&E specialist
- desk with work space for one or more computers and several printers (systems furniture)
- chair
- bookcases for binders
- 2 lateral four drawer locking file cabinets (3 feet)

Technology Needs
See current CCSD Technology Standards for School Facilities
- color printer and computer station with additional monitor for security monitoring
- telephone
- one computer workstation per person

ADMIN - BOOKKEEPER

ADMIN - DATA CLERK

ADMIN - DATA CLERK   NOT TO SCALE
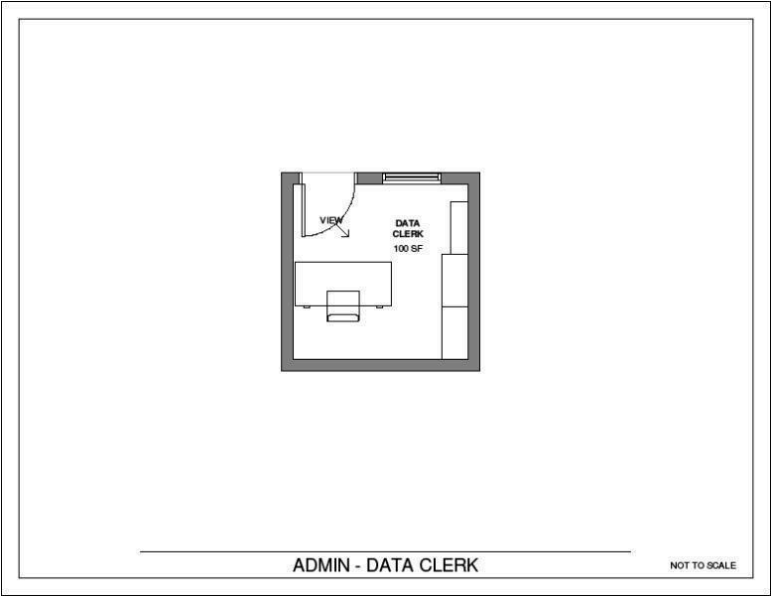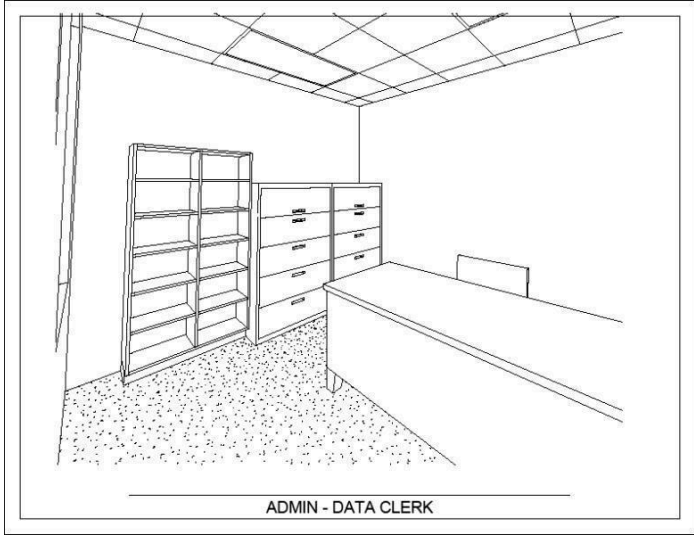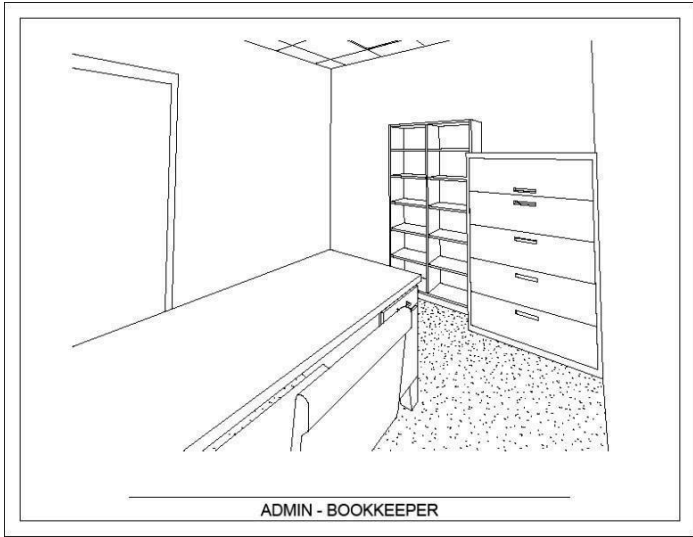
Mailroom/ Administrative Workroom

A shared space providing a location for staff mail boxes filled by front office personnel. Secondary purpose is to serve as a workroom and break room for the staff working in the administrative suite.

Primary Activities
- mail preparation and pick-up
- copying
- break room for office staff
- office supply storage

Persons to Accommodate
- faculty and staff

Spatial Relationships
- located in administrative suite
- access to office interior for admin team and to main corridor for other staff entry
- contains staff restrooms

Special Considerations
- resilient flooring
- location of vending machines
- built-in mailboxes for maximum capacity staff

Electrical, Plumbing & Mechanical Needs
- electrical for variety of equipment including vending machines
- hot and cold water sink in base cabinet with above counter storage
- electrical and plumbing connection for refrigerator with ice maker
- electrical and data connection for network printer
- electrical for microwave
- electrical for coffee machine

Furniture, Fixtures & Equipment Needs
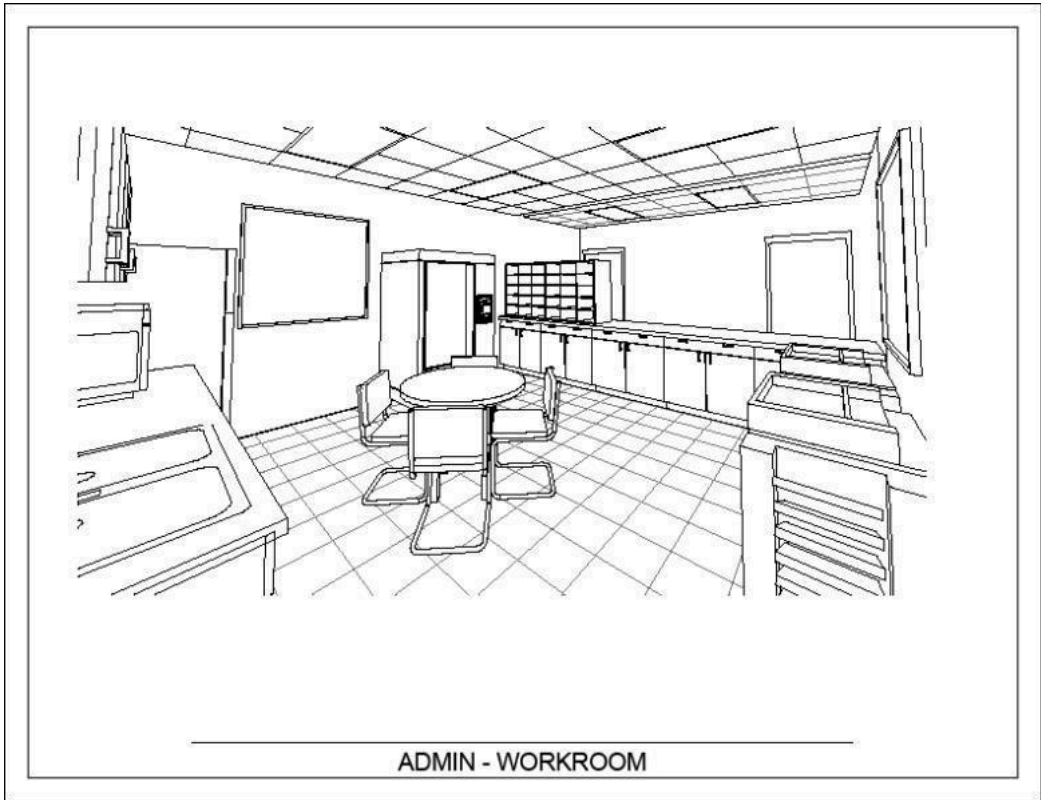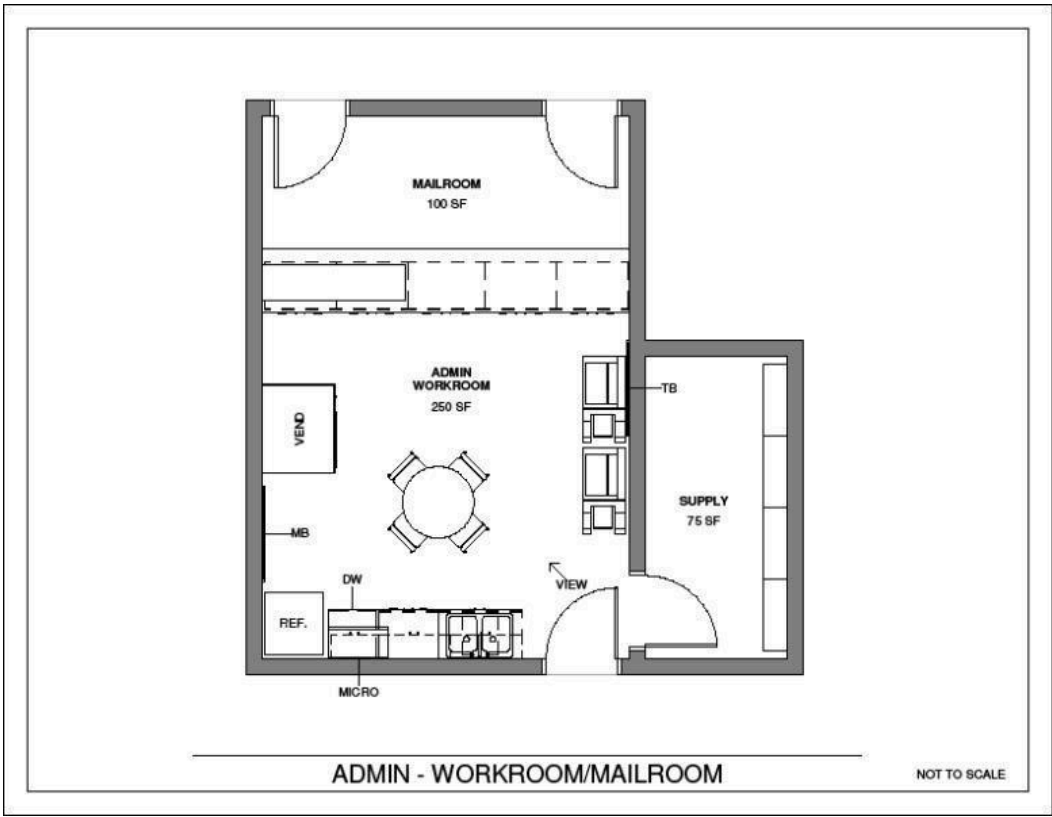Note: Coordinate with FF&E specialist
- work table
- chairs
- shelving
- 4 ft marker board and 4ft tack board
- locking closet storage for office supplies, paper
- microwave
- refrigerator with ice maker

Technology Needs
See current CCSD Technology Standards for School Facilities
- 2 printer copiers

MAILROOM
100 SF

ADMIN
WORKROOM
250 SF

VEND

MB

TB

SUPPLY
75 SF

DW

REF.

MICRO

VIEW

ADMIN - WORKROOM/MAILROOM

NOT TO SCALE

ADMIN - WORKROOM

Office Supply Closet

A storage room for miscellaneous non secure material and supplies.

Primary Activities
- storage

Persons to Accommodate
- one

Spatial Relationships
- central in administrative suite – could be off admin workroom / mailroom

Special Considerations
- locking door

Electrical, Plumbing & Mechanical Needs
- appropriate lighting

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- appropriate shelving

Technology Needs
- none

Record Room / Vault

A secure room for storage of student academic records, miscellaneous school records and valuables.

Primary Activities
- filing and storage records and safekeeping of miscellaneous valuables

Persons to Accommodate
- up to two staff members

Spatial Relationships
- near clerical offices, principal and school counselor

Special Considerations
- fire rating is minimum 3-hour protection on all sides and the ceiling
- doors shall be 3-hour rated with an automatic closing device.
- off -master lock

Electrical, Plumbing & Mechanical Needs
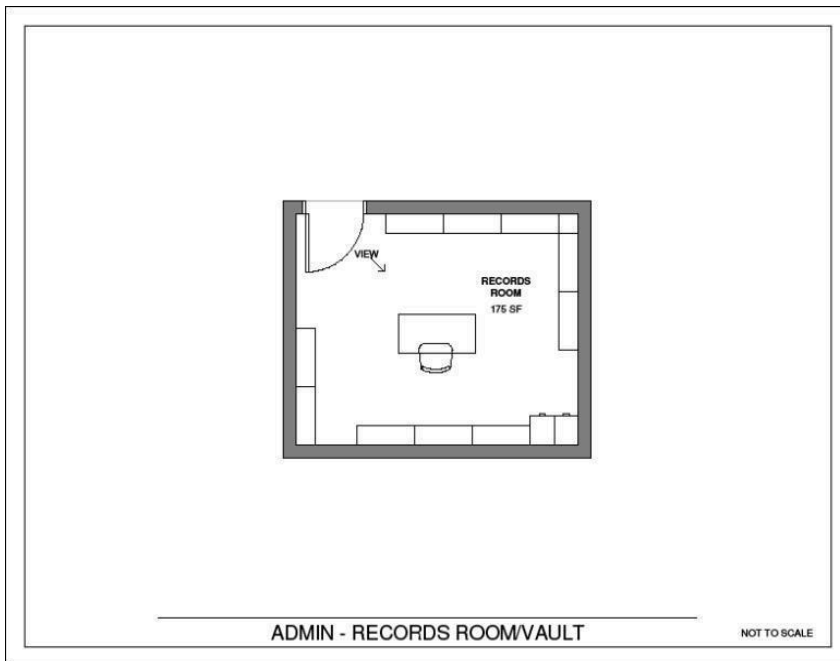- appropriate lighting

Record Room / Vault (Continued)

Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- small work table and one chair
- appropriate record storage space cabinet for student academic records
- appropriate storage for other administrative records

Technology Needs

See current CCSD Technology Standards for School Facilities

ADMIN - RECORDS ROOM/VAULT

ADMIN - RECORDS ROOM/VAULT

Test Management Room
A secure room for storage and handling of student standardized testing materials

Activities
- storage of testing materials
- processing, organizing and distribution of test materials

Persons to Accommodate
- testing coordinators and four teachers

Spatial Relationships
- near clerical offices, principal and school counselor

Special Considerations
- off master lock

Electrical, Plumbing & Mechanical Needs
- appropriate lighting
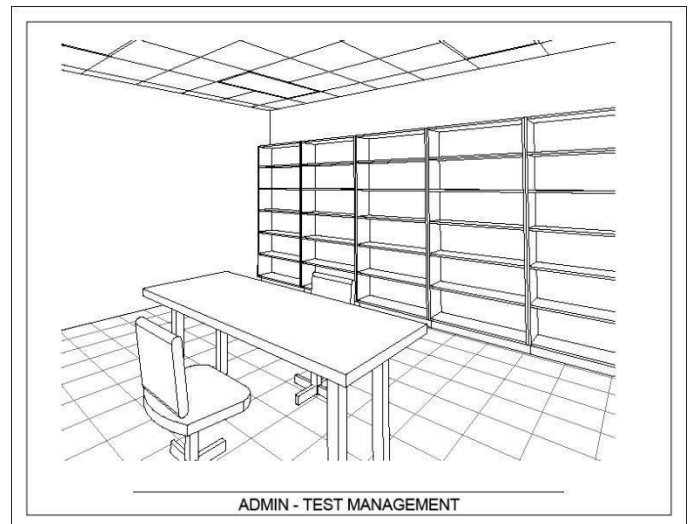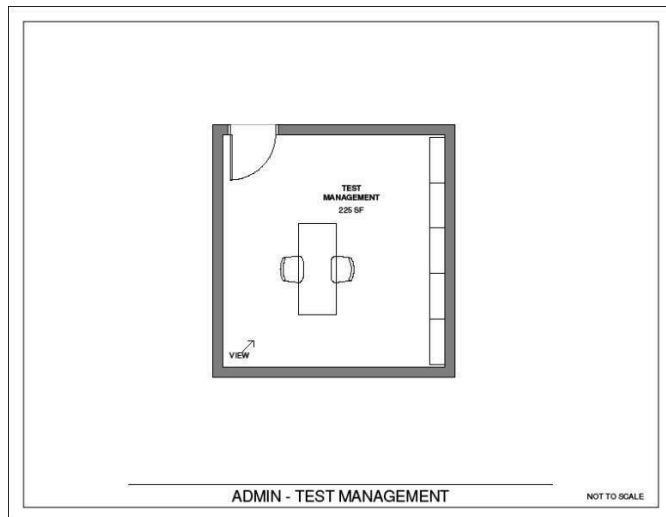
Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- work table and two chairs
- appropriate shelving for test material storage

Technology Needs
See current CCSD Technology Standards for School Facilities
- telephone

ADMIN - TEST MANAGEMENT   NOT TO SCALE

ADMIN - TEST MANAGEMENT

Textbook Rooms

Secure rooms for storage and handling of student textbooks

Primary Activities
- storage and management of textbooks and other print material

Persons to Accommodate
- one administrator

Space Requirements – see table

Spatial Relationships
- near classrooms and elevator in multi-story building

Special Considerations
- off master lock

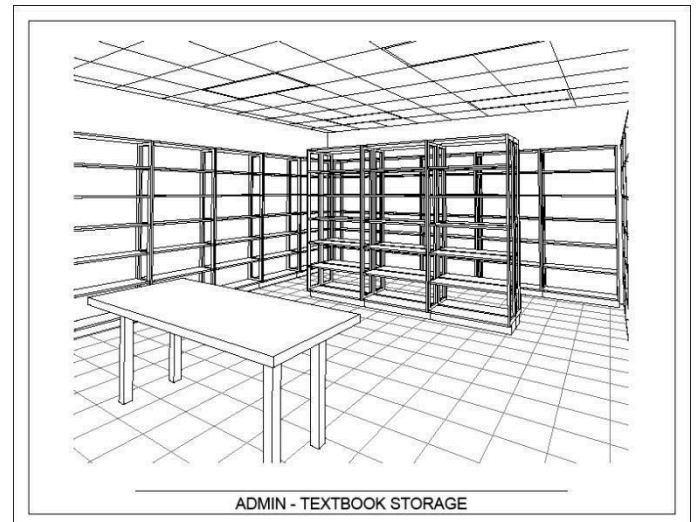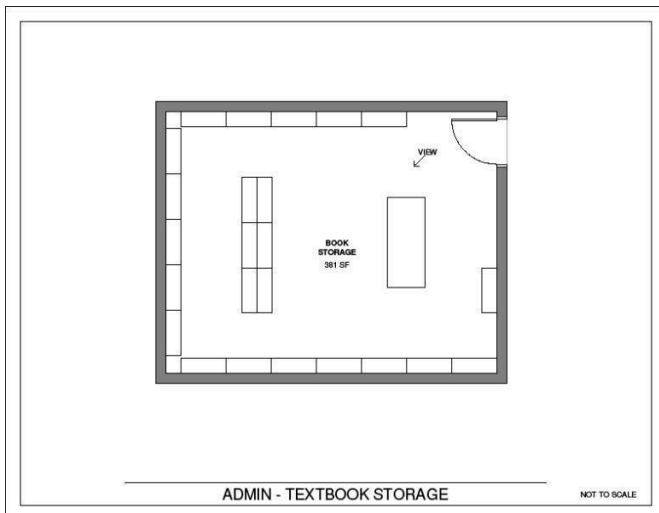**Electrical, Plumbing & Mechanical Needs**
- appropriate lighting

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- appropriate heavy duty shelving for textbooks
- work table

Technology Needs
See current CCSD Technology Standards for School Facilities

ADMIN - TEXTBOOK STORAGE   NOT TO SCALE


ADMIN - TEXTBOOK STORAGE

Health Clinic

A space that allows confidentiality and infection control while serving as a receiving, treatment and separate resting area for ill or injured students and staff.

Primary Activities
- receiving and evaluation of individuals with health issues
- waiting and resting area for ill students and or staff
- treatment of student and staff injuries and conditions
- administration of medication
- communication with parents and outside health care providers
- routine student health screenings
- confidential consultations with students and parents
- documentation of conditions and care provided
- accident reporting
- maintain secure storage of confidential medical records, and medicine
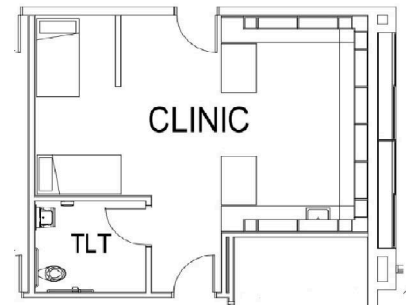
Jennie Moore Elem

Persons to Accommodate
- one or more school nurses
- up to six students

Spatial Relationships
- located within administrative suite for easy access from office staff
- directly accessible from main corridor
- connected ADA compliant toilets (2)- large enough for assistance, limited supply storage
- easy access to student records
- sufficient separation between nurses desk and waiting and treatment area to allow privacy for personal conversations and telephone use
- location of nurse's desk(s) allows visual access between cot room and waiting areas
- waiting area for minimum two students @ one seat per 200
- cot area to serve two students with separating privacy curtain
- location of privacy curtain ceiling tracks coordinated with other ceiling installations (lights, vents, sensors, etc.)
- in larger schools two full function nurse stations are provided
- adequate floor space adjacent to nurses desk for large mobile medicine cart and medical scales
- lockable closet for large items wheelchair, crutches and bulky supplies
- under counter storage space allocated for lateral file cabinets - minimum file capacity for one drawer/100 students drawer @ 42" width

Special Considerations
- relatively quiet location with minimal ambient noise from equipment or adjacent functional activities
- identify the location of a nursing mother's room that provides a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, with a flex space of 150 sq. ft. with a handicap accessible sink. Does not have to be located with a Health Clinic.

Electrical, Plumbing & Mechanical Needs

- electrical outlets for equipment power and data connections located at location for nurse station(s)
- separate circuits for controlling ceiling lights to allow darkening over the cot area.
- do not use automatic light sensors
- below cabinet lighting at treatment area
- data and GFI outlets located away from sinks
- power connections for full size refrigerator with water and ice in door
- plumbing for full size refrigerator with water and ice in door
- hot and cold water at treatment area sink and in toilet
- eyewash station
- paper towel and soap dispensers
- adequate ventilation in treatment area and toilet room
- deep basin treatment sink with hot and cold water in base cabinet with lockable above counter cabinet storage
- two toilet rooms with sinks (separate room)

Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist
- all non-casework furnishing will be specified by and approved by the Office of Health Services
- 2 lockable lateral file cabinets installed under counter equivalent space for with file drawer/100 students
- sink area with countertop , soap dispensers and paper towel holders
- 1 guest chair per 200 students
- 2 cots with privacy curtains
- full size refrigerator with water and ice in door (specified by Office of Health Services)
- wheelchair and crutches
- large locking medicine cart (specified by Office of Health Services)
- scales
- AED (Phillips model specified by Office of Health Services) installed in the corridor proximate to clinic – location confirmed by Office of Health Services is compliant with ADA requirement for corridor installation.
- one adult chair per nurse

Technology Needs

See current CCSD Technology Standards for School Facilities
- dedicated phone line – one per nurse (see enrollment table)
- fax machine
- one computer workstation per person
- data ports located away from sinks

For infection control reasons DHEC does not allow a changing table for catheterization, toileting, or diapering to be located in the Health Clinic. Washer/dryer is not located in the Health Clinic.

Nursing Mothers Room

To provide a safe, welcoming place for nursing mothers to pump milk or breastfeed.

Primary Activities

- pumping milk

Persons to Accommodate

- one person

Spatial Relationships

- in or near admin suite
- centrally located
- easily accessible to adults
- Special Considerations should be shielded from view and free from intrusion from coworkers and the public
- handicap accessible sink
- does not have to be located with a Health Clinic
- relatively quiet location with minimal ambient noise from equipment or adjacent functional activities
- door that locks from the inside

Electrical, Plumbing & Mechanical Needs

- electrical outlets for equipment
- counter space with sink
- multiple electrical outlets

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- Chair
- small table
- ottoman
- mini fridge (suggested Summit Commercial Fridge Model No. SCR486L)

Technology Needs

See current CCSD Technology Standards for School Facilities

Parent Volunteer Room

A working space for volunteers – may serve as a secondary meeting / conference area

Primary Activities
- any activity for which space is sufficient

Persons to Accommodate
- up to eight parents or other volunteers

Spatial Relationships
- near reception area
- near public restroom

Special Considerations
- Texas Granite
- Possible site for Vending Machines

Electrical, Plumbing & Mechanical Needs
- sink with hot and cold water in base cabinet
- appropriate lighting

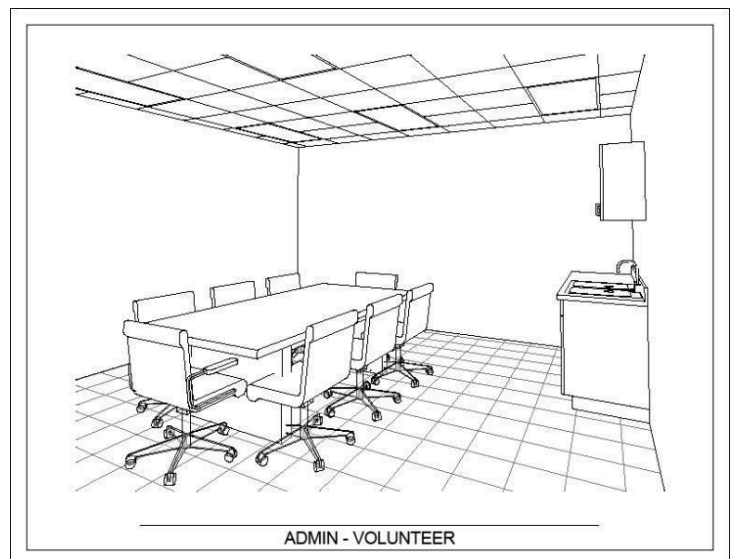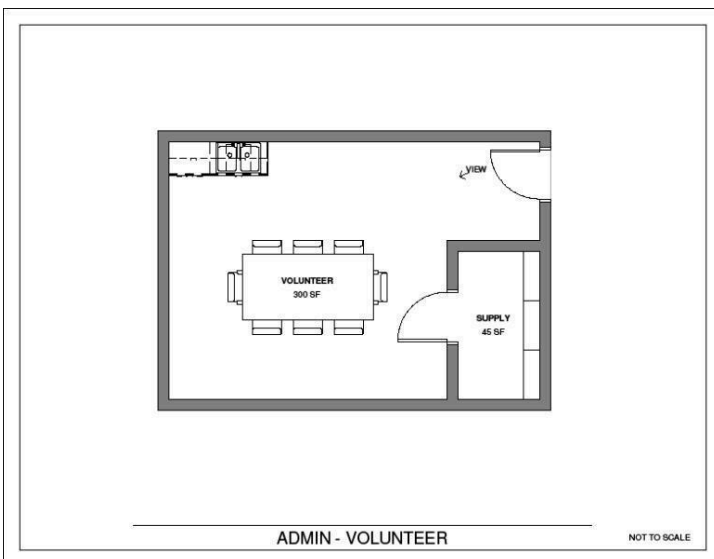**Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist
- work or conference table and eight chairs
- cabinets and or shelving in storage space
- possible location for vending machines

Technology Needs
See current CCSD Technology Standards for School Facilities

VOLUNTEER
300 SF

SUPPLY
45 SF

VIEW

ADMIN - VOLUNTEER   NOT TO SCALE

ADMIN - VOLUNTEER

Section 3: Core Academic

Overview

Core Academic areas are generally considered to be classrooms or rooms that provide direct support to classroom teachers. Any room intended to serve as a classroom will be at least 400 square feet in area. Classrooms will vary in size and typical layout according to the anticipated instructional use of the room. The typical organizational scheme for middle schools is predicated on teams of students assigned to a group of teachers who each teach one core content subject (language arts, math, science or social studies). The three grade levels are organized to maintain some separation from each other but allow for easy access to common areas. Infrastructure for all size classrooms supports current district IT standards.

Categories of Core Academic classroom spaces are:

General Purpose Rooms – standard rooms for non-laboratory classes where enrollment could reach 35 students. Content taught will include core areas and other subjects (example – foreign language

Science Rooms – larger room for up to 35 students more floor area allows for active learning; features include perimeter casework with sinks. Permanently fixed student lab stations are not part of middle school science rooms. Teacher demonstration tables are moveable to allow a variety of room arrangements. Where possible, science rooms are arranged side by side to allow for a shared prep storage room to be located in between.

Small Group Rooms – typically one half size rooms to accommodate smaller program numbers , may serve a variety of purposes to accommodate smaller numbers of students for special instruction. (Example – special education resource). Small group rooms are scattered to serve as support spaces for all grade levels.

Specialty Rooms – are designed for specific limited content area instruction. Includes rooms designed for active learning require significant acoustic design, storage and access to indoor and outdoor spaces. Include visual and performing arts, physical education, computer labs and career awareness classrooms. These content areas are generally more active and noisier and will be located away from other rooms where sound would be a distraction. These rooms may be located near each and house exploratory teachers who meet students from all grade levels daily. Though separated from grade level areas, specialty rooms are easily accessed by all students who will normally travel to their exploratory classes twice a day.

Computer labs serve all levels as rooms for specific technology instruction, and as a resource room for teachers who can schedule lab time for class assignments. Computer Labs are critical for school wide testing therefore are located as convenient to all grade levels as possible. Computer Labs are discussed in the library section and one lab will typically be located adjacent to the media center.

Exceptional Education – designated for potential use by low incidence district programs. Classrooms may include features that allow for instruction in a variety of skill areas that may require fixtures for limited food preparation, laundry toileting and greater storage capacity. One classroom must be located on the first floor and have an exterior door for emergency exiting of

students with mobility challenges. Secondary rooms for some programs may be general purpose and should be located with other classrooms for children of the same age.

Exceptional Needs Education Planning Assumptions

Exceptional Education programs are assigned by the district. Specific space for these classes will be determined for each new school. Both state and federal administrative rules and regulatory guidelines will continue to change, placing new demands on facility requirements. There will be an increasing number of low incidence disabilities in the mainstream school population. Building a classroom design and placement will comply with LRE, ADA, and 504 requirements. There will be an increasing need for a variety of technologies due to the "related services" provisions in the law. Technologies will include adaptive devices, and the physical space must be able to accommodate these devices relative to accessibility. These divisions may require greater than standard capacity for space, and electrical /data access to meet exceptional needs students.

Core Academic Space Requirements

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
Four Classrooms for 100 enrolled per grade level	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Core Content Areas- Language Arts, math and Social Studies - general purpose rooms - 3 per 100 students	18	800	14400	27	800	21600	36	800	28800
Science - 1 per 100 students 9w/prep room)	6	1300	7800	9	1300	11700	12	1300	15600
Other general Purpose rooms	3	800	2400	6	800	4800	9	800	7200
Computer Labs	2	990	1980	2	990	1980	2	990	1980
Visual Arts Room (w/kiln, storage and teacher office)	1	1300	1300	1	1300	1300	2	1300	2600
Band Room (w/practice, storage and teacher office)	1	2000	2000	1	2500	2500	1	2750	2750
Choral Room (w/practice, storage and teacher office)	1	1800	1800	1	2000	2000	1	220	2200
Orchestra Room (w/storage)	1	1300	1300	1	1400	1400	1	1500	1500
Small Group Rooms	4	400	1600	6	400	2400	8	400	3200
Low Incidence Self Contained Rooms serving Exceptional Programs (w/life skills, shower, laundry, and Hi-Lo Changing Table)	1	1500	1500	2	1500	3000	2	1500	3000
Area Total			**36,080**			**52,680**			**68,830**

* Arts Infused, Arts Magnet Schools or high enrollment schools may earn additional art teachers and the need for additional arts classrooms.

** Exceptional Education programs are assigned by the district. Specific space for these classes will be determined for each new school.

General Purpose Classrooms

Self-contained spaces that accommodate teachers in a variety of academic non-lab subject areas for all grade levels.

Primary Activities

- whole and divided group activities
- class room arrangement is flexible to support a range of instructional activities
- telephone and data allows in room communication by teacher
- wireless data capacity supports current use of technology for learning
- material and property storage

Persons to Accommodate

- 25-35 students
- 1 teacher and 1 educational resource person

Space Requirements

- classroom 800 sq ft

Spatial Relationships

- rooms planned for groups of three matched with one science room for every 100 students per grade level
- convenient to common areas and restrooms
- provide space for teacher station at front of room
- provide space for presentation panel or other interactive instructional device
- provide two six foot marker boards and two 4 foot tack boards

Considerations

- rooms are carpeted
- use natural light from outside windows, equipped with shades for light control and security
- corridor doors and windows have shades for security

Electrical, Plumbing & Mechanical Needs

- district standard power, data and sound enhancement infrastructure is provided and located per current IT requirements.
- technology may include presentation panel or other interactive devices to be used for instruction
- light fixtures can be controlled by area to avoid glare on instructional boards
- at least 2 electrical outlets per wall
- classroom phones are located on wall opposite from corridor and installed 48" AFF in location to be clearly visible from the doorway
- location of teacher station is not limited

Furniture, Fixtures & Equipment

Note: Coordinate with FF&E specialist

- teacher workstation
- locking file cabinets

General Purpose Classrooms (Continued)

- student furniture is flexible and selected during design to allow for a different combination of groups for a wide range of learning activities.
- sufficient storage for teacher materials and book storage for teacher materials and personal belongings
- provide two six foot marker boards and two 4 foot tack boards

Small Group Room

A flexible half-sized classroom for smaller groupings (examples - Special Education Resource and other academic interventions)

Primary Activities
- will vary according to needs of school
- small group instruction

Persons to Accommodate
- 12 students 1-2 adults

Spatial Relationships
- scattered throughout academic areas to serve various grade levels and programmatic needs
- provide space for teacher station
- provide space for presentation panel

Special Considerations
- use natural light from outside windows, equipped with shades for light control and security
- corridor doors and windows have shades for security
- carpet flooring

Electrical, Plumbing & Mechanical Needs
- convenience electrical outlets located on all walls
- provide electrical and data pathway for service to support instructional technology per CCSD IT requirements

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E Specialist
- furnishing will vary and must be determined during design phase with principal and district input
- sufficient storage for teacher materials and book storage for teacher materials and personal belongings
- one six foot whiteboard and one 4 foot tack board

Technology Needs
See current CCSD Technology Standards for School Facilities

Science Classroom
A room designed for active learning in science

Primary Activities
- full group directed instruction and group projects
- experiments and lab activities appropriate for the middle grade science
- observation of teacher and guest demonstrations
- integrated lessons where students may manipulate of a variety of scientific tools
- integrated use of instructional technology
- natural lighting for growing plants/animal habitats as well as the ability to darken the room for astronomy activities

Persons to Accommodate
- 28-35 students
- 1 teacher and 1 educational resource person

Spatial Relationships
- each science room is located proximate to three general purpose classroom making up a grade level academic team
- preferably placed side by side a matched grade level science room that can share a common prep / storage room
- rooms are open with perimeter casework with sinks appropriate for science
- furnishings including teacher demo tables are moveable in lieu of stationary lab stations allowing rearrangement as needed.

Special Considerations
- resilient floor non-slip surface preferred
- natural lighting - lots of windows with blinds to control glare and provide security
- wall and base cabinets with flat drawers and lockable doors
- open and closed shelving
- counters or window ledges for plant location and other activities
- display space (wall and shelf)
- presentation panel or other interactive device with sound enhancement
- flanking marker boards on the teaching wall.
- tack boards for display sized and located according to available wall space

Electrical, Plumbing & Mechanical Needs
- provide electrical and data pathway for service to support instructional technology including presentation panel or other interactive device with sound enhancement
- wireless access for personal computing for students and teacher
- electrical outlets above counter for equipment
- ceiling lights controllable by area to reduce glare on instructional boards
- four cold water sinks in casework with paper towel holders and soap dispensers
- acid dilution tanks at each sink and acid dilution lines as required
- efficient ventilation for fumes
- eyewash station
- digital weather station mounted outside/access inside

Science Classroom (Continued)

Furniture, Fixtures & Equipment Needs

Note: Coordinate with Security Department and FF&E Specialist

- furnishing will vary and must be determined during design phase with principal and district input
- seating for up to 35 students – moveable flat top lab style tables seat two or more
- portable teacher demonstration table
- teacher workstation
- fire extinguisher
- goggle sanitizer
- fire blanket
- goggles
- microscopes
- digital balances
- glassware
- teacher demo table- movable in lieu of stationary lab stations allowing rearrangement as needed
- two 4ft tackboards and two 6 ft whiteboards
- combustibles cabinet

Technology Needs

See current CCSD Technology Standards for School Facilities

Prep Room / Material Storage

Dedicated teacher only space for preparation of classroom materials and for storage of science equipment, supplies and projects.

Primary Activities

- teacher preparation of experiments and materials
- cleaning and management of science equipment, and supplies

Persons to Accommodate

- two teachers

Spatial Relationships

- connected to two classroom with locking doors

Special Considerations

- resilient floor non-slip surface preferred
- locking doors to classrooms
- open and closed shelving
- wall cabinets with lockable doors

Electrical, Plumbing & Mechanical Needs

- electrical outlets above counter
- efficient ventilation for fumes
- sink with acid dilution lines

Technology Needs

See current CCSD Technology Standards for School Facilities

Computer Lab

A designated room for computer instruction and standardized testing. Labs may be assigned to one teacher or open for use by other classes as needed for special projects. One lab may serve as an extension of the media center.

Activities
- direct instruction
- full group or individual research
- full class computerized testing
- use of full range of computer applications at individual computer stations

Persons to Accommodate
- 32 student computer stations arranged in four rows eight with center aisle (alternate layout may be acceptable in constrained spaces with approval of IT)
- one teacher station

Spatial Relationships
- a teacher station in the back of the room is preferred.
- labs are located where convenient to grade level classroom areas
- labs associated with the media center, may be directly connected with a door and be visible from the library through windows above wall shelving.
- the number of computer labs based on the enrollment capacity of the school

Special Considerations
- limited outside windows preferred for security and reduced glare from sun
- flooring is anti static carpet tiles
- blinds for windows
- 4 ft tack board, 6 foot whiteboard located on available wall space

Electrical, Plumbing & Mechanical Needs
- use down directed lighting
- pathway for electrical, data and sound enhancement connections located on the teaching wall to operate with presentation panel or other interactive board that is centered on the front wall
- multiple circuits to provide power and data for 32 workstations printer and other devices

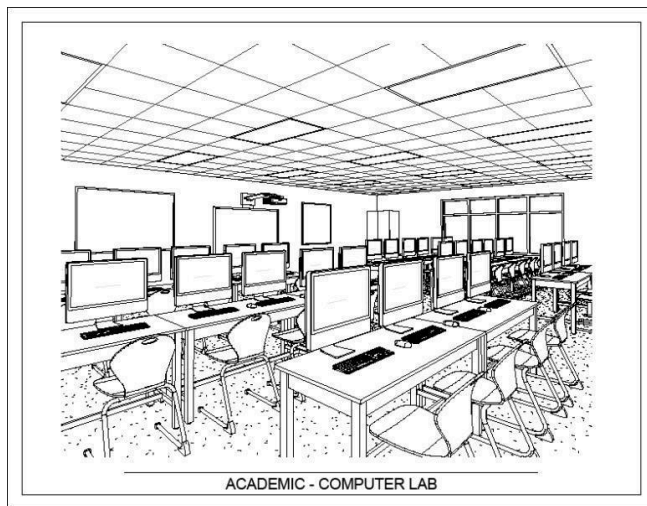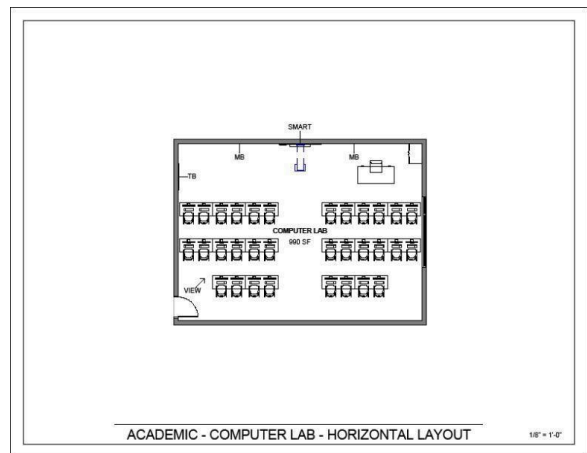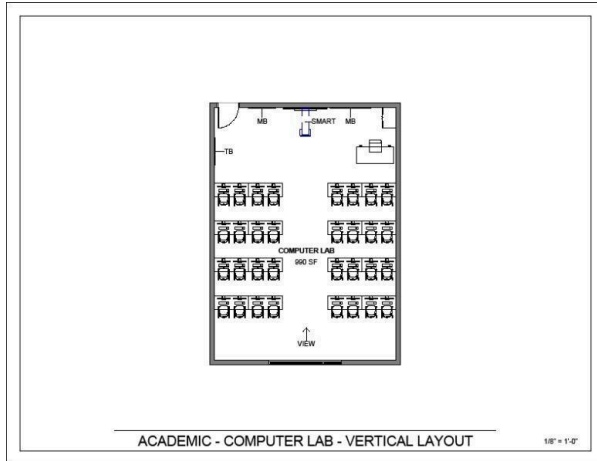**Furniture, Fixtures & Equipment Needs**
Note: Coordinate with FF&E specialist, district and school staff
- presentation panel
- technology cabinet to contain electronic devices associated with presentation panel
- 16 six foot two-student computer tables
- 32 student chairs adjustable adjustable or sized to match computer tables
- teacher work station with teacher chair
- lockable teacher cabinet
- two four foot tackboards and two six foot whiteboards

Technology Needs
See current CCSD Technology Standards for School Facilities

ACADEMIC - COMPUTER LAB - VERTICAL LAYOUT   1/8" = 1'-0"

ACADEMIC - COMPUTER LAB - HORIZONTAL LAYOUT   1/8" = 1'-0"

ACADEMIC - COMPUTER LAB

Section 4: Specialty Classrooms

Visual Arts Room

A large room for students in all grade levels working on a range of art projects in various mediums.

Primary Activities
- instruction in visual arts including electronic mediums
- active learning in artistic expression
- display artwork
- storage of supplies, projects, small equipment

Persons to Accommodate
- up to 30 students
- 1 teacher

Spatial Relationships
- art rooms are located on first floor near other exploratory programs
- north facing exposure allows excellent light through large windows
- direct access to outdoor areas though large or double doors for moving large projects
- patio with overhang outside of room with connecting door
- separate kiln room within art space has an exterior wall for direct exterior venting
- separate storage room located within art space
- teacher office located directly off the main classroom

Special Considerations
- sealed concrete floor
- blinds to control light and provide security on all windows
- display spaces provided for two and three dimensional artwork
- display space visible from corridor accessed from inside of room to showcase student artwork
- wall shelves and lockable base cabinets provide storage for supplies and tools
- base cabinets with 36" deep counter tops provides work space, accommodate large project storage and 36" paper cutter
- varying size flat drawers, open and closed vertical and horizontal shelving and some lockable
- 6 ft marker boards flank the presentation panel
- tack boards are located on available wall space

Electrical, Plumbing & Mechanical Needs
- four large art sinks shall be fitted with mixing faucets for hot and cold running water. Sinks shall be stainless steel or other durable material
- paper towel and soap dispenser
- at least two deep sinks are equipped with clay traps
- counter tops in wet areas are resistant to water
- paper towel holders and soap dispensers are installed at sinks
- hose bib is located on the art patio
- ventilation in accordance with codes and standards

- GFI electrical outlets on wall above counter spaces for equipment:
- electrical outlets for a variety of uses including electric potters wheel are provided on the wall and above counters. Retractable ceiling power cords and desirable.
- provide electrical and data pathway locations per IT requirement to support instructional technology
- wireless access extends to patio area
- power supplied for kiln matches specified kiln make and model
- emergency cut off provided for kiln
- track or spot light for still life shadowing

**Furniture, Fixtures & Equipment Needs**

Note: Coordinate with Security Department and FF&E Specialist

- large mobile drying rack w/ large wheels [to hold 150-200 pieces of artwork]
- seating for 30 students - tables and stools
- teacher desk and work table with ergonomic chair
- 1 four drawer legal file cabinet - vertical file storage with lock
- 24" paper cutter [ensure counter space area large enough to hold it]
- 2 art easels
- bookcase with 5 movable shelves for art books
- metal cabinet (flame proof)
- printing press
- potter's wheel vinyl mat rug under potter's wheel
- 1 table for 2 computers one printer
- modular cabinets with lockable doors and 5 movable shelves – at least 25" deep x near ceiling height [or at least 85"] x 48" wide
- 1 rectangular table [30" wide x 72" long] with adjustable legs
- large trash receptacles
- two four foot tackboards and 3 foot whiteboards
- Lockable teacher cabinet

Technology Needs

See current CCSD Technology Standards for School Facilities

- presentation panel

ACADEMIC - ART

1/8" = 1'-0"

ACADEMIC - ART 2

ACADEMIC - ART 1
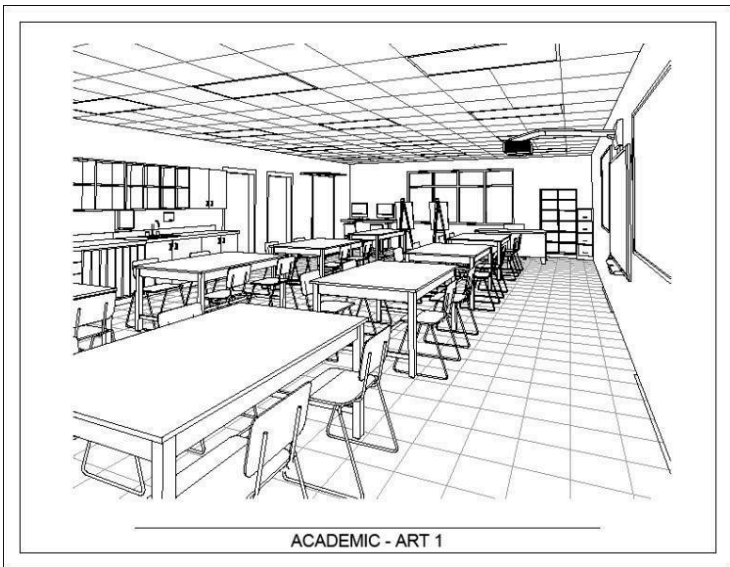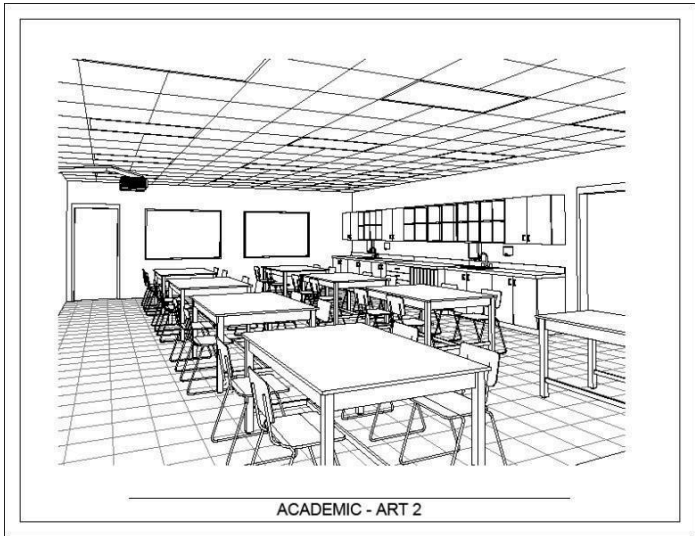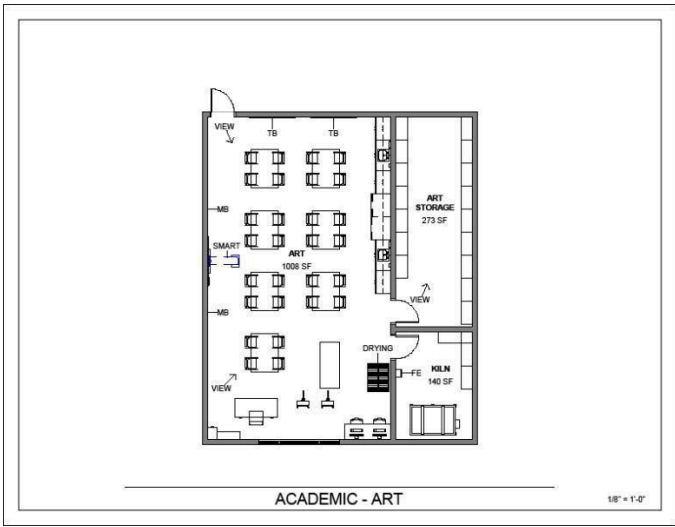
Room for storage of art supplies, projects and materials

Primary Activities
- storage

Persons to Accommodate
- 1 staff member

Spatial Relationships
- connect with Art Classroom

Electrical, Plumbing & Mechanical
- 1 duplex electrical outlet on each wall
- ventilation

Special Considerations
- floor space for free-standing equipment and floor to ceiling shelves deep shelving
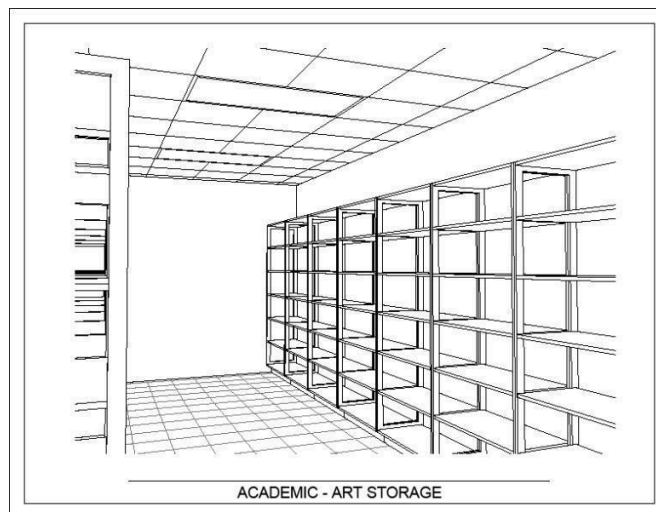- unpainted sealed concrete or resilient flooring

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- vertical and horizontal shelving for large paper
- 4 drawer legal filing cabinet
- tote tray bin for small materials and various sized cubicles with trays for miscellaneous supplies

Technology Needs

- none

ACADEMIC - ART STORAGE

Art Kiln Room
Location of kiln and related storage of ceramic materials, supplies and projects

Primary Activities
- loading, firing and unloading ceramic art work from kiln
- storage of ceramic projects and supplies

Persons to Accommodate
- two people

Spatial Relationships
- has an exterior wall allowing direct exterior venting of kiln
- connect with the art classroom

Special Considerations
- unstained polished and sealed concrete – non skid (CCSD Design Requirements, pg. 53)
- dedicated outlet and ventilation shall be provided for the kiln in the art area. CCSD shall provide AE with a cut sheet on the proposed kiln for each project (Coordinate ventilation requirement with Program Management).
- locked area
- fire extinguisher within 5 feet of door
- art kiln rooms shall be equipped with a smoke/heat detector and sprinkler head as required by code (CCSD Design Requirements, pg. 83)

Electrical, Plumbing & Mechanical Needs
- direct to outside exhaust for standard specified kiln
- ventilation to handle dust and fumes
- wiring and electrical outlets appropriate for district standard kiln manufacturers requirements
- emergency disconnect for kiln
- lighting appropriate to task
- smoke and fire [heat] detector

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- fire extinguisher located within 5 ft of door
- district standard kiln – with outside vent – suggest 208/240 v, 3 phase
- 2 all metal storage units for clay
- kiln-wet ceramic/dry ceramic cabinet large enough for an entire grade level, i.e. 100 to 150 students

Technology Needs

- none

Performing Music Classroom

Large rooms designed to allow students and teachers the opportunity to explore and develop skills in instrumental and choral music through observation, listening and participation in solo, ensemble and large group experiences. Location of the music room is associated with other art rooms and the platform for performances.

Primary Activities
- listen to, and analyze music
- play instruments including percussion electronic and stringed instruments, recorders, rhythmic accompaniment for choral pieces, keyboards
- sing in various styles and sized vocal music experiences
- use technology including presentation panel and digital equipment
- after school activities experiences
- experience guest performers
- collaborate with other arts and other academic disciplines

Persons to Accommodate
- 35-75 music students - capacity to accommodate combined group rehearsals
- 1 or more teacher[s]
- parent volunteers

Spatial Relationships
- music rooms to be located on first floor where possible
- rooms should not be located in adjacent to other rooms where sound transference into or from room is problematic
- located near other exploratory rooms
- located near the building's primary assembly/performance space
- access to water fountain
- near bathrooms
- instrument and uniform storage room attached
- room for music library - may be shared with other music classroom if sized to accommodate combined collection of music
- instrument repair room with sink and base cabinet storage (band)
- teacher office attached to room
- two 6 ft white boards bracketing presentation panel one board with staff lines
- two 6 tack boards
- room height allows for proper space volume for acoustics and students standing on portable risers

Special Considerations

- walls of room angled to control sound reverberation
- large doorways to allow for movement of large instruments, props and risers
- adjacent rooms and spaces need to be planned for sound from music room
- <u>acoustics to control the bleed of noise into and out of the room through doors and between rooms/walls should extend to roof</u>
- natural lighting
- sound insulate to keep music contained within the classroom
- carpet tile flooring

Electrical, Plumbing & Mechanical Needs

- adequate ventilation for large group rehearsal activity
- lighting appropriate to task
- quiet HVAC system so sound does not bleed into music room
- hot and cold water for sink with bubbler or separate drinking fountain
- provide electrical and data pathway for service to support technology including presentation panel and sound enhancement
- sink
- electrical and data setups for computers on 1 wall away from sink

Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist
- piano
- specified equipment storage oby Wenger for large and small instruments including students' string instruments according to specific room use
- 50 stacking chairs
- bookcases for textbooks [low enough to use top for counter space]
- tall storage cabinets with lockable doors
- 3 four-drawer file cabinets
- 2 4 foot tackboards and 2 six foot whiteboards(one blank, one with music lines)
- music library storage system
- portable risers

Technology Needs

See current CCSD Technology Standards for School Facilities
- one computer workstation per person
- presentation panel
- telephone
- sound enhancement system

Music Storage Room

Dedicated secure and adequate storage for instruments,uniforms, props and associated equipment belonging to music programs and students. In addition to cabinets, there is plenty of floor space for large storage (piano, risers, large drums, etc.)

Primary Activities

- storage of instruments and sheet music

Persons to Accommodate

- **10 or more students**
- 1 staff member

Spatial Relationships

- connected to Music Room

Special Considerations
- sealed concrete
- locking double doors for large pieces (removable mullion)

Electrical, Plumbing & Mechanical Needs
- electrical outlets

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- specified instrument and sheet music storage cabinets

Technology Needs
- none

Platform

The platform is a raised area for stage performances and other large group presentations The platform is located in close proximity to music classrooms and may be part of the dining / multipurpose room or the gymnasium. An engineered sound system is provided that enables speakers and performers to be heard clearly. The operating equipment of the sound system is located in a room off the platform designed to hold stage materials. A rear projection system allows projection through a special motorized screen for presentations from the platform.

Primary Activities
- seating for speakers and stage guests
- stage performances
- collaborative activities with related arts and other academic disciplines
- projected imagery using a rear projection system with and electrically controlled drop-down screen

Persons to Accommodate
- 55 to 75 students

Spatial Relationships
- may be attached to the gym or cafeteria
- accessible ramp to platform from floor - concealed and not reducing platform area
- easily accessed from music classroom ideally through connecting door
- special OSF requirements for platform area

Special Considerations
- wing walls angled out to allow sound projection into space of the large adjacent space
- vertical opening below proscenium high enough for students on risers to be illuminated by stage lighting
- access from floor by stairs and ramp.
- pulley operated curtain (flame retardant)
- back curtains

Platform (Continued)

Electrical, Plumbing & Mechanical Needs
- sound and lighting for stage controllable from wings or remotely by electronic device
- data, electrical and pathways for connectivity of sound system speaker microphones cables
- stage lighting
- power for large rear projection drop down screen

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E Coordinate with FF&E Specialist, Fine Arts Coordinator
- podium
- sound and system lighting systems specified to match intended use, other room use and room's physical characteristics

Technology Needs
See current CCSD Technology Standards for School Facilities
- data drops, microphone jacks and electrical connections in platform floor and or face or inside wing walls

Storage Room for Platform

A secure space off the side of the platform for storage of stage furniture (podium, risers, flags etc.) and components of sound system with easy access for operation.

Primary Activities
- storage of stage furniture
- location of sound system equipment mounted to wall

Persons to Accommodate
- 2 adults

Spatial Relationships
- direct access to platform though double doors
- located to accommodate sound system equipment location, connections and operation

Special Considerations
- pair of large lockable doors to allow for movement of large instruments, props and risers
- attached to platform within dining or physical education side of divided multi-purpose room
- direct access with double doors to ADA accessible ramp concealed to not reduce platform area
- located to accommodate sound system equipment location, connections and operation

Electrical, Plumbing & Mechanical Needs
- lighting appropriate to task
- data, electrical and pathways for connectivity of sound system speaker microphones cables

Furniture, Fixtures & Equipment Needs
- shelving

Technology Needs
- data drop and pathway for sound system to IT network

Section 5: Gymnasium

Overview

The gymnasium is a large open space for active use for physical education and competition – may include a stage for multi-purpose use. The gym is often used by community recreation programs. The size of the gym floor allows for regulation competition for basketball and volleyball. Ceiling mounted goals are retractable with powered winches. Space and connectivity for power and data allow for a scoring table connected to an electronic scoreboard on the basketball court. There are offices for male and female Physical Education teachers, locker / shower rooms and storage rooms for gym and outdoor use equipment. Used for large assemblies of students and as a venue for programs for parents and the general community, the gym is located with direct access to outdoor physical education fields and has direct access and to parking areas for visitors. The gymnasium area and other associated rooms can be secured to allow after-hour use without access to other areas in the building. Restrooms serving students and the public are located nearby in the corridor. The gym is located proximate to other exploratory program rooms

A raised platform may be a part of the large space and would be located on one end of the large room, situated to enable a large audience seated in the room to see and hear stage programs projections on a large drop down screen.

Gymnasium Space Requirements

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Gym (with retractable bleachers)	1	7000	7000	1	7500	7500	1	9300	9300
Coach Office (with toilet and shower)	2	225	450	2	225	450	2	265	530
Phys. Ed. Storage	1	400	400	1	400	400	1	500	500
Locker rooms (w/toilet and shower)	2	675	1350	2	675	1350	2	675	1350
Concession/Ticket Booth	1	100	100	1	150	150	1	200	200
Area Total (without Platform)			**9,300**			**9,850**			**11,880**

Gymnasium

Primary Activities

- physical education classes
- competition sports
- assemblies for students during day and for parents and public after hours

Persons to Accommodate

- two PE classes up to 70 students
- bleacher seating for 50% of school enrollment

Spatial Relationships

- accessible to outdoor sports fields, and visitor parking
- located near student and public restrooms in corridor
- space adjacent to gym in corridor is provided for ticket sales and concessions
- area, including outside access and restroom, should be able to be secured from rest of building
- room shall be apart from classrooms to reduce noise
- room is designed to operate in conjunction with outdoor activity spaces and fields to provide healthy and safe active learning
- accessible ramp to platform from floor - concealed and does not reduce platform area

Special Considerations

- careful attention is given to acoustic design to provide an appropriate teaching and performance environment
- floor is hardwood and striped for basketball and volleyball
- basketball backboards are glass - at least on end goals - and can be electronically retracted up
- mounted regulation electronic scoreboard connected to scoring table location
- in-floor locations are provided for movable volleyball net
- protective wall padding for areas under end goals
- filtered light through high windows reduces glare
- ceiling lights are protected from damage from balls
- bleachers are electronically retractable
- large doors to storage rooms for over-sized equipment
- acoustic panels/baffles

Electrical, Plumbing & Mechanical Needs

- engineered sound system with data, electrical and pathways for to provide connectivity to scoring table and to platform for a variety of activities
- lighting for platform installed in manner not conflict with athletic activities in activity room
- power for large rear projection screen
- power and data at rear of platform for rear projection system equipment
- recessed water coolers installed in location to not cause water on playing floor

Gymnasium (Continued)

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E supervisor, district specialists and school staff
- large equipment will include portable volleyball standards
- chairs for teams
- scoring table
- various game equipment for use in physical education – list provided by school and approved by district coordinator
- rubber floor covering on a rolling cart to protect hardwood

Technology Needs
See current CCSD Technology Standards for School Facilities
- data drops, microphone jacks and electrical connections for sound system (see platform)
- data and electrical outlets provided for use of portable presentation panel

Locker Rooms (including shower and toilet rooms)
Primary Activities:
- storing personal belongings
- change clothing

Persons to Accommodate
- 30 Males and 30 Females

Spatial Relationships
- access to locker Rooms directly from the Gymnasium is preferred.
- sight lines for supervision is a high priority.

Special Considerations
- locker area: each locker area should be one large room for ease of visual supervision
- arrange lockers in a manner to avoid visual blind spots
- the minimum number of toilets and showers required is based on the typical number of students using the Locker Room, rather than the total number of lockers provided

Electrical Plumbing & Mechanical Needs
- showers located in the Locker Area adjacent to the Toilet Room
- provide a visual barrier wall to separate the shower areas from the locker room
- 2 single, private shower stalls including shower rod and curtain
- provide one ADA accessible shower stall
- screened Changing Area
- toilet Rooms
- multiple-occupant, ADA accessible, with toilets, urinals as appropriate and wall-hung lavatories
- floor drain and flush-mounted hose bib

Locker Rooms (Continued)
Furniture, Fixtures and Equipment Needs
- minimum of (60) four-tier 15"w x 15"d x 18"h vented lockers
- minimum of (30) two-tier 15"w x 15"d x 36"h vented lockers interspersed within smaller box lockers
- free-standing bench seating or seating provided on locker bases designed as seating. Include accessible seating and lockers.

Office - PE Teacher's / Coach's Offices
Personal offices used by one teacher for the Girls side and one for the Boys side

Primary Activities
- private office equipped with a workstation, and a private toilet. Location allows for supervision of adjacent student locker rooms.

Persons to Accommodate
- one teacher per office

Spatial Relationships
- located off gymnasium
- located adjacent to PE storage

Special Considerations
- windows equipped with blinds

Electrical, Plumbing & Mechanical Needs
- electrical/data outlets
- lighting appropriate to task

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E supervisor, district specialists and school staff staff
- standard for teacher station – desk and chair file cabinet
- wardrobe cabinet if no closet

Technology Needs
See current CCSD Technology Standards for School Facilities
- telephone
- one computer workstation per person

Storage Room for Physical Education
A secure storage room for all descriptions of physical education equipment

Primary Activities
- storage of physical education equipment

Persons to Accommodate
- two teachers

Storage Room for Physical Education (Continued)

Spatial Relationships
- attached to gymnasium or adjacent hallway

Special Considerations
- pair of doors allowing movement of large play equipment including portable volleyball goals

Electrical, Plumbing & Mechanical Needs
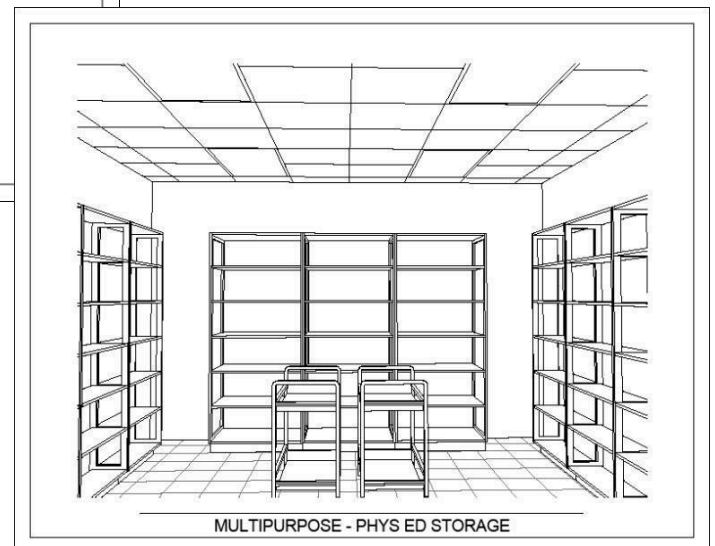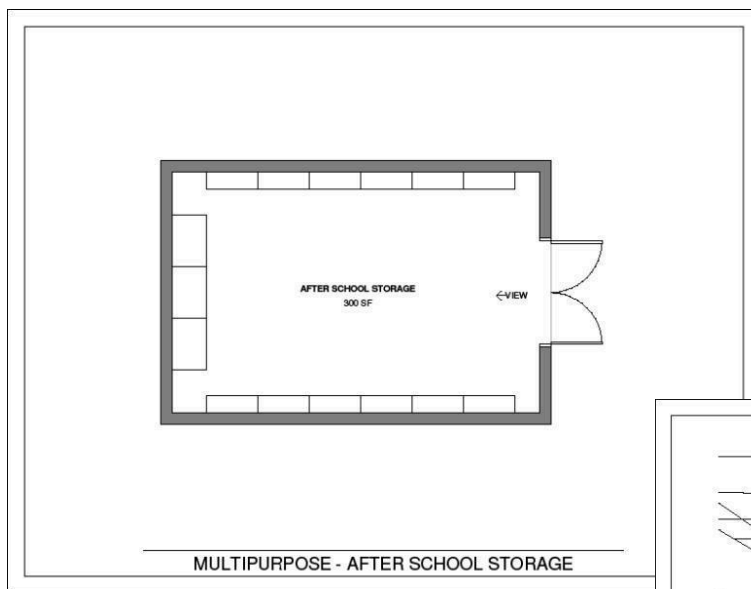- electrical outlets
- lighting appropriate to task

Furniture Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- ball bins, carts
- adjustable open shelving

Technology Needs
- None

AFTER SCHOOL STORAGE
300 SF

←VIEW

MULTIPURPOSE - AFTER SCHOOL STORAGE

MULTIPURPOSE - PHYS ED STORAGE

Concession stand/Ticket Booth

Primary Activities
- sell tickets and concessions for performances and sporting events

Persons to Accommodate
- 4 people

Spatial Relationships
- attached to gymnasium or adjacent hallway

Special Considerations
- large opening to serve customers

Electrical, Plumbing & Mechanical Needs
- electrical outlets
- sink
- ice machine

Furniture Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist

Technology Needs
- telephone

Section 6: Exceptional Education Program Rooms

Self-Contained General Purpose Classroom

A full-sized room for students with moderate to severe disabilities who spend the majority of the school day with a primary teacher. Room supports a full range of teaching/learning activities and is no different from any general purpose room. If there is only one room for self contained classes there will be a base cabinet with sink in the room for science classes and a toilet connected.

Primary Activities
- large group instruction in all academic areas including science
- center based interdisciplinary learning activities
- small group work
- individual instruction
- independent work

Persons to Accommodate
- twelve to sixteen students
- two or more staff

Spatial Relationships
- if the only self-contained room, it will be located on first floor – in larger schools other rooms will be located close to other same age students
- other self contained rooms may be on the second floor
- self-contained special education rooms are proximate to grade level areas, while easily accessible to other core areas used by students including clinic
- normal and emergency ADA accessible ingress/egress to the building and classroom areas is provided
- first floor rooms may have an exterior door providing an emergency exit for wheelchairs
- toilet access with a shower and laundry units are provided and accessible from the classroom. In the secondary level, self-contained room showers and laundry are deleted
- toilet room should be large enough to accommodate a Hi-Lo changing table and cabinet for diaper changing supplies. Hi-Lo changing table standard size is 72 inches long by 24 inches wide

Special Considerations
- Texas Granite
- give careful consideration to sound isolation

Electrical, Mechanical & Plumbing Needs
- ADA accessible classroom sink with hot and cold water to for science instruction sink
- soap dispenser and paper towel holder
- ADA toilet with good exhaust ventilation provided
- shower is provided in first floor rooms
- plumbing and electrical for connections for washer and vented dryer
- provide electrical and data pathway for service to support technology including presentation panel and sound enhancement
- data and electrical to support six student computer stations is greater than regular classroom standard
- electrical connections in toilet room for Hi-Lo changing table

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist with review and approval of CCSD Office of Exceptional Children to determine specific program requirements
- coat/cubby storage within the classroom to accommodate 16 students
- shelf and cabinet storage for instruction materials and equipment
- teacher cabinets
- secure storage for confidential records and medical records
- height of marker boards to match age of children in regular classrooms
- display board for showing student work
- electric adult changing table (Hi-Lo 72 inches X 24 inches)
- lockable cabinet in toilet room for diaper changing supplies

Self-Contained General Purpose Classroom (Continued)

Technology Needs

See current CCSD   Technology Standards for School Facilities

Review technology plan with CCSD Office of Exceptional Children
- number of student computer stations may be greater than regular classroom standard
- presentation panel
- adaptive technology equipment beyond standard use may be required based on needs of students to be served.

Self-Contained Low Incidence Classroom

A specially designed room for students with significant physical disabilities. Students spend most of the school day with a primary teacher, teacher assistant and a variety of specialists who provide necessary care and support for these students. Room supports children with a wide range of needs that may include therapy, personal care, physical, social and vocational learning.

Primary Activities
- individual and small group instruction in all areas
- individual skill development as required by Individual Education Plans (IEPs)
- student observation and evaluation

Persons to Accommodate
- six to twelve students
- one teacher and one assistant
- a variety of itinerant supplemental service providers

Space Requirements – see table pg. 9
- square footage should be allocated as <950 sf classroom and <400 sf life skills classroom with laundry inside the life skills classroom
- one ingress/egress will allow teacher and assistant means of maintaining efficient classroom operations; i.e., reduction of student elopement

Spatial Relationships
- located on first floor – not isolated from other classrooms
- easily accessible to other core areas used by students, especially the clinic
- normal and emergency ADA accessible ingress/egress to the building and classroom areas is provided
- large toilet room where personal assistance can be provided included is a shower
- laundry FF&E should be contained in the life skills classroom section
- instructional area is divided with a life skill area adjacent by door to the classroom
- life skills area includes space for basic kitchen training and is ADA accessible

Special Considerations
- primary classroom is carpeted; life skills area is Texas Granite
- If there are two self-contained classrooms programmed, considerate making a laundry room available next to secondary self-contained room for general school use

Self-Contained Low Incidence Classroom (Continued)

Electrical, Mechanical & Plumbing Needs
- ADA accessible classroom sink with hot and cold water to for science instruction sink
- soap dispenser and paper towel holder
- ADA toilet with good exhaust ventilation provided
- shower is provided in first floor rooms
- plumbing and electrical for connections for washer and vented dryer
- provide electrical and data pathway for service to support technology including presentation panel and sound enhancement
- data and electrical to support six student computer stations is greater than regular classroom standard

Furniture, Fixtures & Equipment Needs
- all selections are coordinated with FF&E specialist, district and school staff with review and approval of CCSD Office of Exceptional Children to determine specific program requirements
- lockable wardrobe storage cabinet for instruction materials and teacher personal belongings

Resource Classroom (See Small Group Room)

A half-sized room for one or more teachers and small groups of students.

Primary Activities
- directed and independent learning activities
- individualized instruction, testing
- handling and storage of confidential student records
- greater than normal use of technology for to meet needs of individuals and their IEPs

Persons to Accommodate
- up to twelve students
- one to two staff members

Spatial Relationships
- located in core academic areas near students to be served

Special Considerations
- carpet flooring

Electrical, Mechanical & Plumbing Needs
- provide electrical and data pathway for service to support technology including presentation panel and sound enhancement
- data and electrical to support equal or greater than standard classroom

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist, district and school staff

Resource Classroom (Continued)

- locking teacher storage cabinet with adjustable shelves (one per assigned teacher if more than one)
- typical classroom student furniture to support twelve students and one or two teachers
- lockable storage for confidential records
- storage for teaching materials
- two 4 foot tackboards and two 6 foot whiteboards

Technology Needs

See current CCSD   Technology Standards for School Facilities

- exceeds district classroom standard number of student computers 4-6 computers
- presentation panel

Teacher Workroom

A shared space providing a location for teachers to meet in groups associated with a particular area of the building typically room will serve six to ten teachers.   Secondary purpose is to serve as a break room for the staff – included in or adjacent to each workroom two toilets.

Primary Activities

- copying
- break room for office staff
- teaching supply storage

Persons to Accommodate

- six to ten faculty members

Spatial Relationships

- locate in area convenient for sharing by related groups of teachers
- locate two staff restrooms in immediate area

Special Considerations

- see CCSD Design Requirements
- copier footprint is 4'X4'- requires adequate space to operate

Electrical, Plumbing & Mechanical Needs

- electrical for copier
- hot and cold water sink in base cabinet
- electrical and plumbing connection for refrigerator with ice maker
- electrical and data connection for network printer

Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- work table
- chairs
- one 4 ft marker board

- one 4 ft tack board

- storage for supplies, paper
- microwave
- refrigerator with ice maker
- paper towel and soap dispenser

Technology Needs
See current CCSD Technology Standards for School Facilities

Section 7: School Library

Overview

The library serves as the information hub of the school. It will be centrally located, and designed with areas to accommodate simultaneous independent, small group, and large group activities. Spaces within are designed to be attractive and functionally efficient to support a range of library requirements including the shelving and circulation of print collections, access to technology based information and presentation panel. Comfortable seating as well as instructional table seating is provided in flexible arrangements. A workroom with adjoining restroom is provided for the Librarian, teachers and staff. The library includes a conference room for professional meetings, a room for video production and storage room with shelving for library materials. An area for a makerspace should be included as part of the library design, ideally as part of the main library space.

An important aspect of the modern school is its ability to access current information outside of as well as inside the library via electronic resources. Using the IT network, on-line resources and television broadcasts may be distributed from the library to all parts of the campus. This equipment is typically housed in the library storage room.

Space Requirements

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Reading/Learning/ Circ. Area/Makerspace	1	3100	3100	1	3700	3700	1	4300	4300
Media Production Room	1	250	250	1	275	275	1	300	300
Media conference Room	1	250	250	1	275	275	1	300	300
Media Spec. Office/Workroom	1	350	350	1	375	375	1	400	400
Media Storage	1	250	250	1	300	300	1	350	350
Toilet	2	50	100	2	50	100	2	50	100

	Area Total:	4,300		5,025		5,750

Main Library Space

The large open multi-use space provides locations for a variety of library activities and serves as a focal point of the media center.

Primary Activities
- shelving, use and circulation of collection materials
- group and independent instruction instructional activities including use of books, technology and directed instruction
- meetings involving students and adults
- use of presentation panel
- access to kiosk computers for collection look up

Persons to Accommodate
- two to four classes (depending on size of school)
- meeting space for fifty adults
- one Librarian (plus one assistant in large schools)

Spatial Relationships
- the library is an open space subdivided to accommodate a variety of activities
- furniture arrangements allows visibility of all parts of the space for supervision and efficient flow of library patrons
- the library collection is distributed around library using a combination of wall shelving (72" high with adjustable shelf shelving) and freestanding (42" high double sided mobile) bookcases
- floor shelving is 12" deep per side
- circulation desk located in an area that allows the best sight lines and the ability to see anyone entering the library
- two to four electronic look-up stations (number based on school enrollment)
- space for two classes or fifty adults seated at tables with seating that can be moved together or apart to accommodate various activities
- the presentation panel is visible from the seated area at tables or floor. There is enough floor space for presenter stand with equipment cart, used in conjunction with presentation panel
- visibility through windows from and into adjacent spaces including computer lab, media production room, media workroom / office
- adult restroom accessible from workroom
- library collection shelving for fifteen printed volumes per student (State standard for *Exemplary* status)
- Professional Resource / Conference Room located near library entrance
- access to multiple electrical and data connections
- Makerspace area included in this space to include room for tables, storage units and access to electrical outlets

Special Considerations

- wall and floor space must be sufficient for shelving of book collection fifteen volumes / student
- shelving placement aligned for visual supervision from circulation desk
- presentation panel is wall mounted with white board on at least one side
- exterior wall glass allows wall shelving under windows
- higher than normal ceiling height
- acoustic planning for size and use of room
- open flow for traffic in all areas
- carpet
- plenty of natural light designed to minimize glare on student devices and presentation panel
- fabric shades on all windows control glare
- bulletin board near entry
- no sharp corners on any furniture/shelving/desks
- Circulation Desk: (Built in or mobile) meets ADA requirements
    - includes a book drop coordinated with specified book truck
    - wired for two computers and a printer
    - phone required near circulation desk
    - wires for equipment designed to be concealed
    - open shelves
    - locking drawers

Electrical, Plumbing & Mechanical Needs

- plentiful electrical outlets in all areas to allow various locations for multiple plug-ins
    - coordinate location of wall outlets with casework placement and height
    - electrical and data outlets for two computers and printer at circulation desk, two for lookup station
    - Accessible outlets with the intent of charging student and faculty/staff devices
    - presentation panel location in Professional Resource/conference room and in class area of reading room
- adequate ventilation
- lighting appropriate to task with switches to control separate areas of media center

Furniture, Fixtures & Equipment Needs
Note: All selections are coordinated with FF&E specialist, Office of Media Services and school staff. Built-in shelving matched with style and finish of other CCSD standard library furniture.

- adjustable height chairs behind circulation desk coordinated with openings in desk
- book truck coordinated with book slot in circulation desk
- book carts (1 per 5,500 books)
- look-up station at kiosk
- soft seating in different locations
- tables with wheels that can be moved together or apart with matched chairs for class / faculty seating

- open and locked storage for Makerspace
- additional tables with varying heights for collaborative work throughout the library

Technology Needs

See current CCSD Technology Standards for School Facilities
- include electrical and data path for circulation desk, 8 -12 student computer stations, 2 - 4 look up stations, presentation panel and distributed convenience outlets
- provide power for charging stations for student devices

MEDIA CENTER - READING MEDIUM

MEDIA CENTER - READING 2
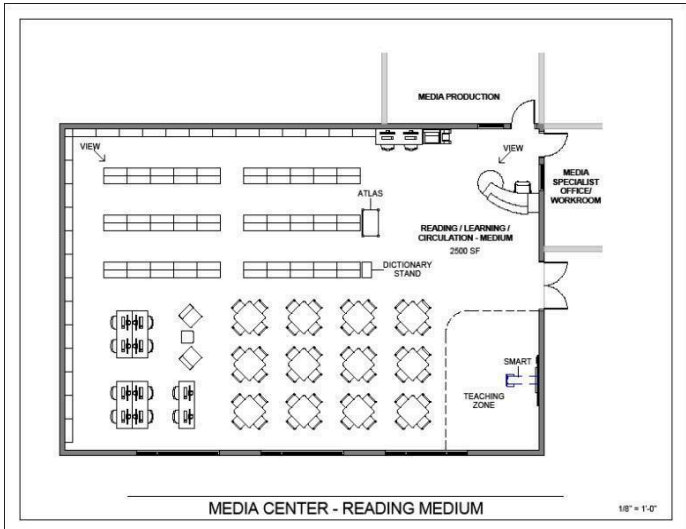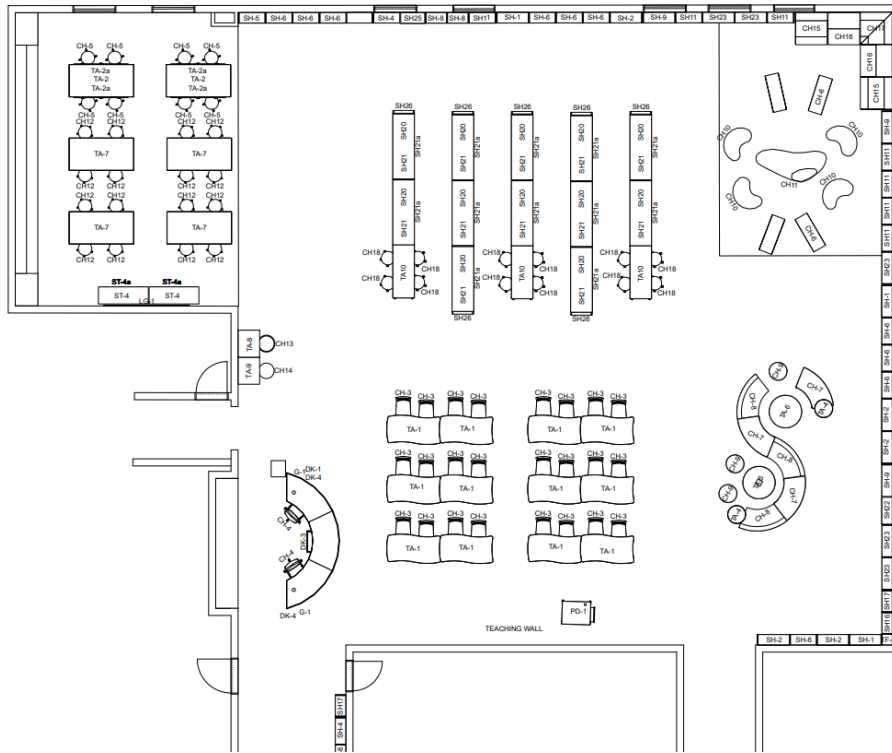
A work space for staff and office area for Librarian
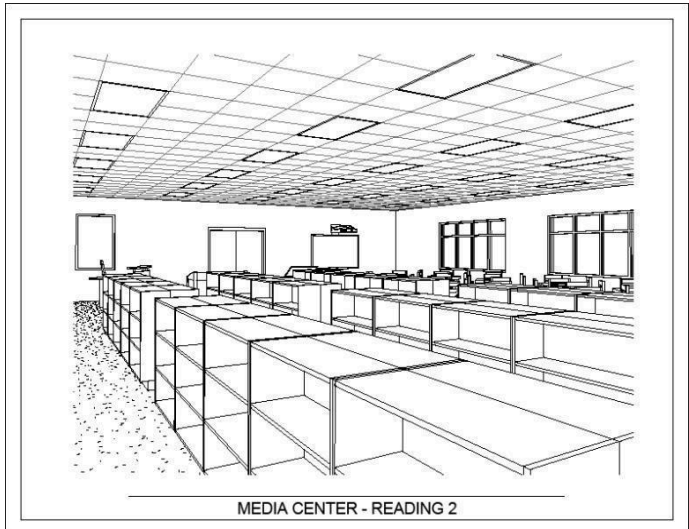
Primary Activities
- desk work by Librarian
- storage of materials and supplies including laminator, large format printer, cutter, scanner, and awards maker
- processing and repairing books and instructional materials
- vantage point from which most of library can be observed
- collaboration space for faculty and Librarian

Persons to Accommodate
- teacher librarian(s)
- teachers

Spatial Relationships
- teacher librarian work station is located with view of library through windows
- immediate access to media production room
- behind circulation desk
- adult traffic flows freely from the main area

Special Considerations
- windows for viewing from library office, circulation desk and reading room
- resilient flooring
- coat closet storage for Librarian

Electrical, Plumbing & Mechanical Needs
- counter height electrical outlets on every wall
- hot and cold water for sink
- outlet for laminator, large format printer, cutter scanner,awards maker and boot repair (verify power requirement) and refrigerator

Furniture, Fixtures & Equipment Needs

Note: all selections are coordinated with FF&E specialist, Office of Media Services and school staff
- work counters on two walls, with lockable storage above and underneath
- standing work table with deep surface area accessible from three sides with power for plugins
- stools at correct height for work surfaces
- wall mounted shelving
- under counter refrigerator

Technology Needs

See current CCSD Technology Standards for School Facilities

Office Space – Librarian

A personal work area within the Media Workroom space for the teacher librarian

Primary Activities
- office activities
- cabinets and storage with drawers of materials and supplies
- processing and repairing books and instructional materials
- vantage point from which most of library can be observed

Persons to Accommodate
- teacher librarian
- teachers

Spatial Relationships
- 70% work room and 30% office space
- locate office space in the workroom with a clear view through the window looking into the main library with sightline to as many different areas of the library as possible.
- workroom is located with view of library through windows and preferably located centrally to the space
- immediate access to media production room
- behind circulation desk
- adult traffic flows freely from the main area, without "intruding" on more public/student areas

Electrical, Plumbing & Mechanical Needs
- counter height electrical outlets on every wall
- hot and cold water for sink
- four outlets for digital presentation system (poster maker, scanner, large format printer, cut-out maker and awards maker)

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
For Workroom Area:
- o   work counters on two walls, with lockable storage above and underneath
- o   free standing work table with stools
- o   wall mounted shelving including space for poster board size items [at least 36" deep]
- o   refrigerator
- o   counter or table space for digital presentation equipment
- o   butcher paper racks

For Office Space:
- o   desk with return for working surface area
- o   comfortable task chair
- o   2 side chairs for visitors
- o   4 ft. bulletin board

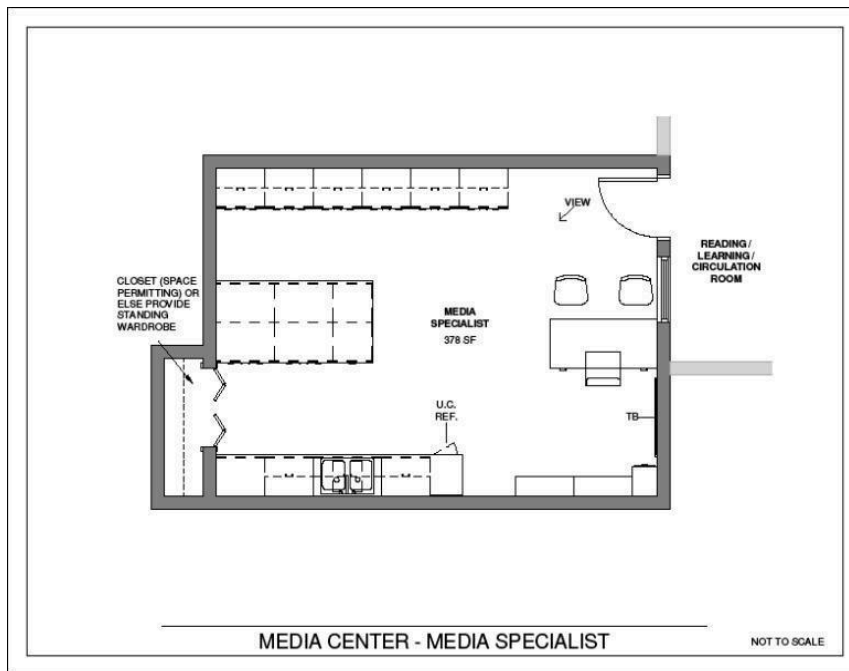## Office Space – Librarian (Continued)

- o 1 wall with shelving
- o 1 four drawer locking file cabinets
- o small locking coat closet

Technology Needs

See current CCSD Technology Standards for School Facilities
- telephone, data ports for poster maker and librarian work station, docking station

MEDIA CENTER - MEDIA SPECIALIST

Media Storage Room – Location for Media Distribution Rack and Equipment

A room for storage for equipment, supplies and materials and the of Media Distribution Rack

Primary Activities
- storage
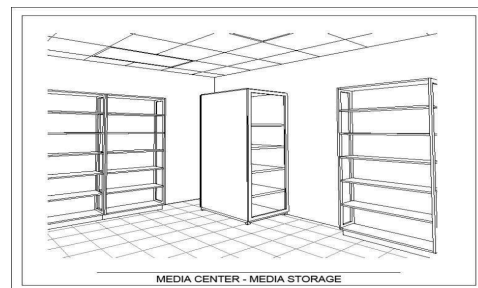- access to the media distribution rack

Persons to Accommodate
- teacher librarian

Spatial Relationships
- adjacent (ideally) to workroom
- separate room from main area with door opening to library

Special Considerations
- 4 ft. of clearance around three sides of media distribution rack needed
- locking door

Media Storage Room (Continued)

Electrical, Plumbing & Mechanical Needs
- electrical outlets on several walls
- conduit and other pathways to bring ETV and cable service to media distribution rack
- adequate ventilation and air conditioning to cool electronic equipment in media distribution rack
- media distribution rack as specified by current CCSD IT Standards

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- sturdy adjustable shelving on three out of the four walls

Technology Needs
See current CCSD Technology Standards for School Facilities
- telephone
- media distribution rack

Media Production Room

A room for staging school news programs, multimedia productions, publication preparation,using manual and electronic equipment

Primary Activities
- multi-media production
- closed circuit student news production studio

Persons to Accommodate
- six students
- two teachers

Space Requirements
- see table

Spatial Relationships
- ideally adjacent to library and Computer Project Lab
- interior room without windows

Special Considerations
- soundproofing
- Green screen
- carpet
- window from library at least ½ door glass

Electrical, Plumbing & Mechanical Needs
- adequate electrical and data outlets
- controllable production lighting in addition to standard lighting

Media Production Room (Continued)

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist
- table and chairs
- secure storage cabinet with counter space for equipment, supplies and materials
- 4 ft. marker board
- 4 ft. tack board
- table for 2 computer workstations

Technology Needs

See current CCSD Technology Standards for School Facilities
- camera, tripod, desktops etc.
- Streaming Cart

MEDIA CENTER - MEDIA PRODUCTION

MEDIA CENTER - MEDIA PRODUCTION
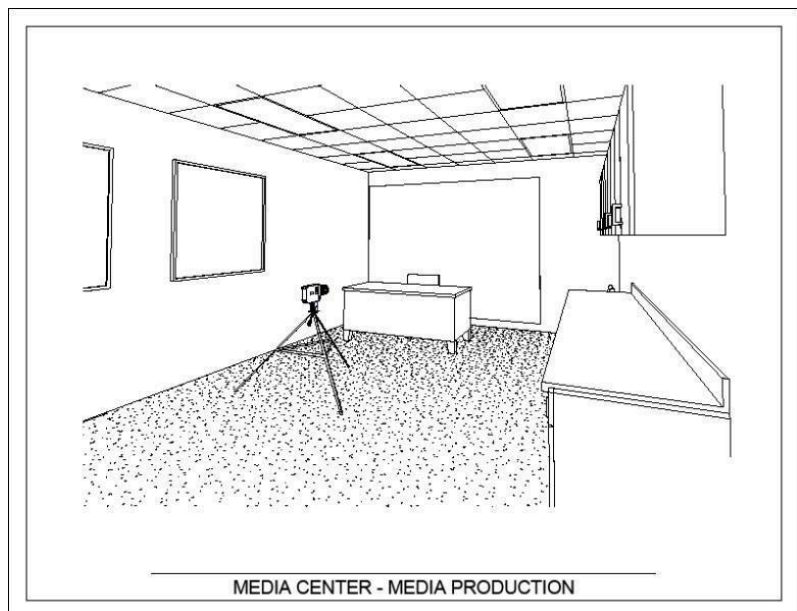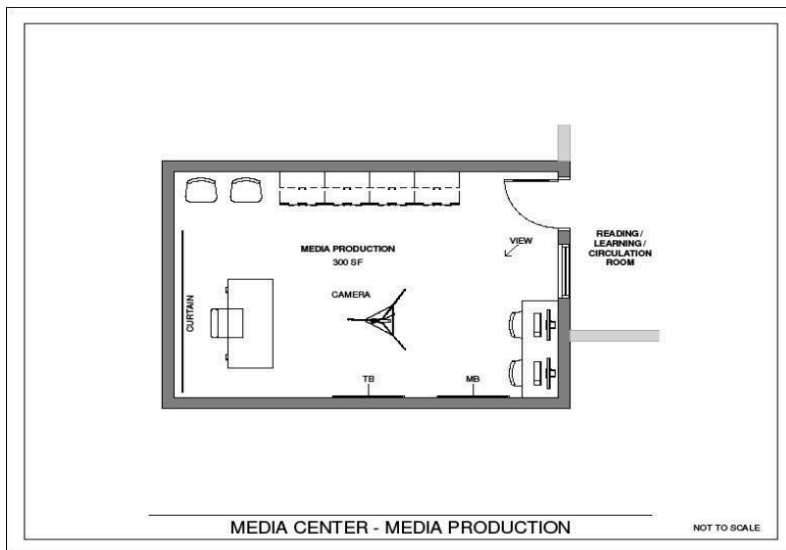
Conference Room / Professional Resource Center

A multi-use space for professional material use and secondary conference room

Primary Activities
- conference room
- maintenance and use of professional library
- staff development

Persons to Accommodate
- ten adults

Spatial Relationships
- near entrance to library easily accessible to corridor

Special Considerations
- carpet
- visibility to library and / or corridor through door glass
- entry door to library and corridor

Electrical, Plumbing & Mechanical Needs
- electrical outlets for equipment
- lighting appropriate to task

**Furniture, Fixtures & Equipment Needs**
Note: all selections are coordinated with FF&E supervisor district specialists and school staff
- one conference table seats 10
- wall shelving for professional collection

Technology Needs
See current CCSD Technology Standards for School Facilities
- presentation panel
- telephone

MEDIA CENTER - CONFERENCE   NOT TO SCALE

MEDIA CENTER - CONFERENCE
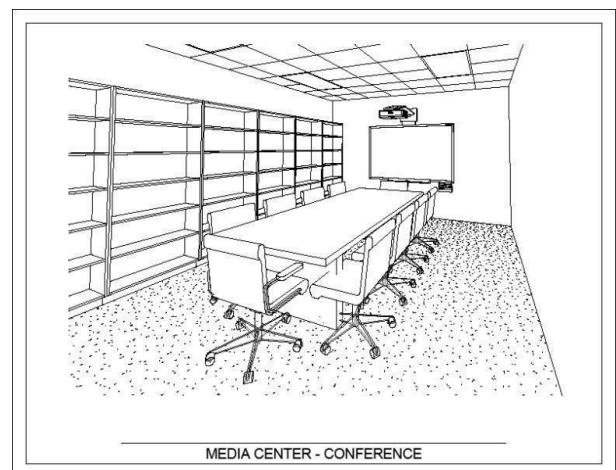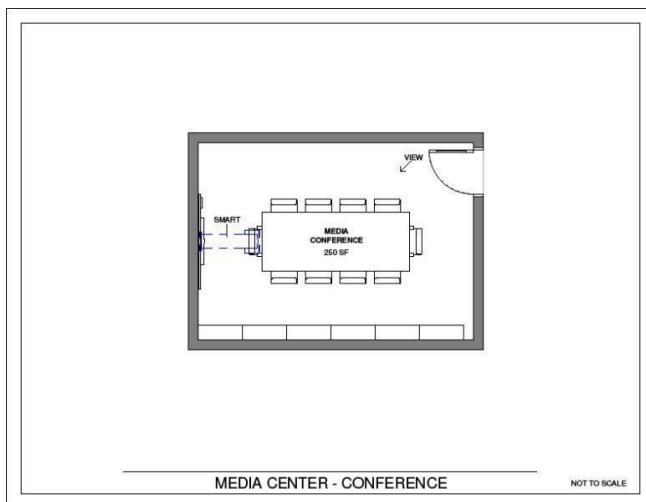
Section 8: Student Dining & Food Service

Overview

The Food Service area occupies half of a large space in the building, typically shared with a Multi-Purpose Room used for physical education classes, stage programs and other activities needing a large space. A retractable wall, separating the multi-purpose space from the student dining area, is opened to expand capacity for seating for events needing a larger room. When closed, this wall allows for the dining area to be used as another large group assembly area.   Food service spaces include the dining room, serving area, kitchen, specific storage areas for equipment and food including a walk-in freezer and cooler. To serve food service personnel, there is a manager's office, space for lockers and a toilet room. A storage room for dining room furniture is located off of the dining room.

The food preparation area needs to be located near parking and near the covered loading dock, with convenient access for deliveries and garbage pick up.

Details associated with all spaces included in this area will be reviewed and approved by CCSD Office of Nutrition and Food Services for compliance with relevant program requirements and design specifications.

Student Dining and Food Service Space Allocation

Details Provided by CCSD Office of Nutrition and Food Services

	Small Enrollment			Medium Enrollment			Large Enrollment		
Program Capacity	600			900			1200		
	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total	Rooms	Sq. Ft.	Total
Dining Space	1	3450	3450	1	5175	5175	1	6900	6900
Chair Table Storage Room	1	200	200	1	300	300	1	400	400
Serving Area	1	600	600	1	700	700	1	800	800
Kitchen/Food Prep/Receiving	1	2000	2000	1	2200	2200	1	2400	2400
Manager's Office	1	100	100	1	100	100	1	100	100
Freezer	1	250	250	1	285	285	1	325	325
Cooler	1	220	220	1	245	245	1	275	275
Dry Storage	1	400	400	1	600	600	1	640	640
Chemical Storage/ cleaning Closet	1	50	50	1	50	50	1	50	50
Ware Washing Area	1	200	200	1	200	200	1	200	200
Locker Area (w/toilet)	1	100	100	1	125	125	1	150	150
*Platform	1	800	800	1	900	900	1	1000	1000
*Platform Storage	1	50	50	1	75	50	1	75	75
Area Total			8,420			10,955			13,315

Student Dining Area

The school's dining room is designed to seat approximately 1/3 of the student enrollment or one entire grade level. Combinations of different seating styles ranging from traditional bench seating to café style may be used.

A raised platform may be a part of the large space and would be located on one end of the large room, and situated to enable a seated audience to see and hear stage programs and projections on a large drop down screen.

Primary Activities
- student and staff dining
- provide seating space for large assemblies if designed to include a performance platform

Persons to Accommodate
- 1/3 of student population per lunch period for meals
- large audiences

Spatial Relationships
- adjacent to serving line with separation from kitchen created by wall or roll down screen
- bathroom facilities should be located nearby in adjacent corridor
- proximity to parking for guests entering for after school events

Special Considerations
- easily cleaned wall surfaces
- resilient flooring
- compliance with current health codes
- acoustics considerations(walls and ceilings) – for dining and assembly usage
- space for recycling and tray return
- serving line set up - double or single loaded
- consider floor pattern design to assist in placement of tables

Electrical, Plumbing & Mechanical Needs
- appropriate lighting
- air conditioning
- electrical outlets on perimeter walls minimum 18" above floor
- electrical and data pathways provided for data to support portable presentation panel, location of TV monitors located above serving line for menu and other announcement
- pathways provided to support location of controllable speakers – part of a built in sound system associated with large space and platform.

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- folding tables with attached seating
- furniture should be easily moved and stored
- flexible seating for other than bench style (café type or other)
- furniture for wheelchair students – 2 tables to accommodate 8

Student Dining Area (Continued)

Technology Needs

See current CCSD Technology Standards for School Facilities

STUDENT DINING - DINING LARGE

DINING SPACE - LARGE
3600 SF
SEATING FOR 335

STUDENT DINING - DINING
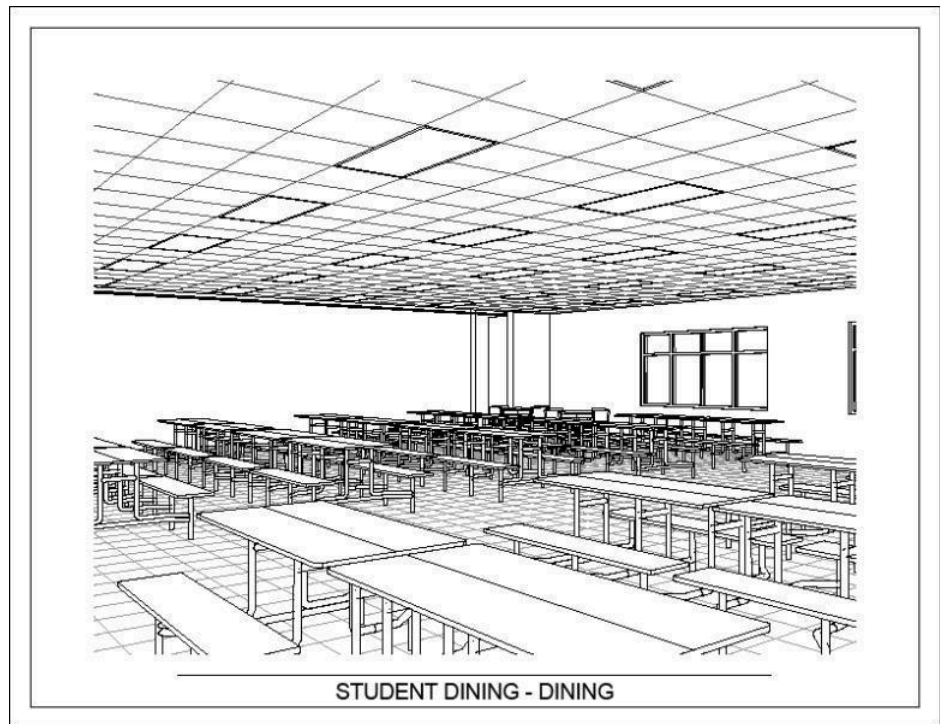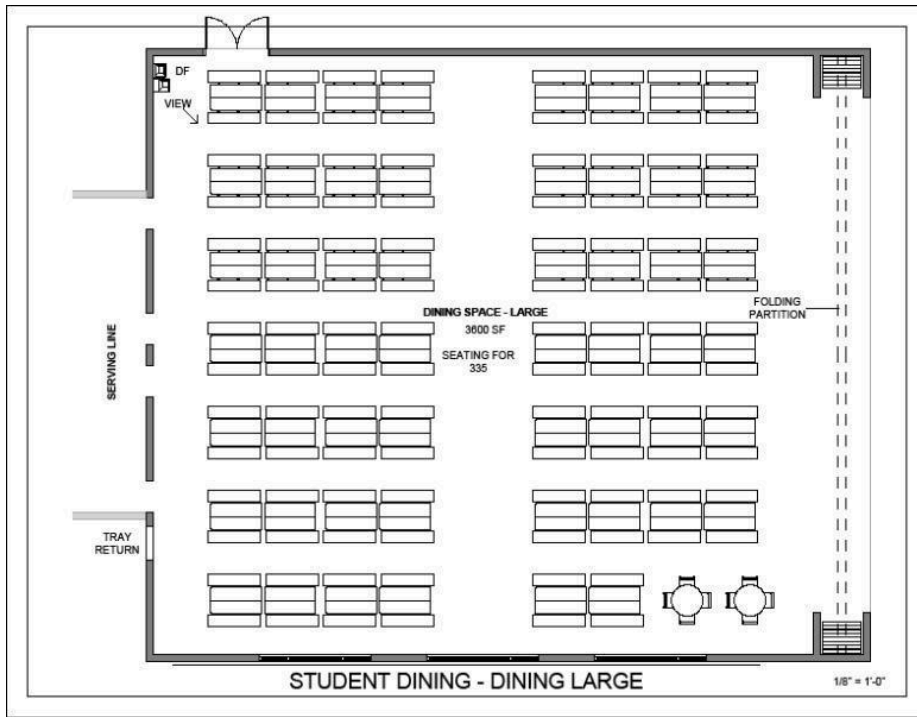
Table Storage

A large storage room for dining room furniture

Primary Activities
- storage

Persons to Accommodate
- none

Spatial Relationships
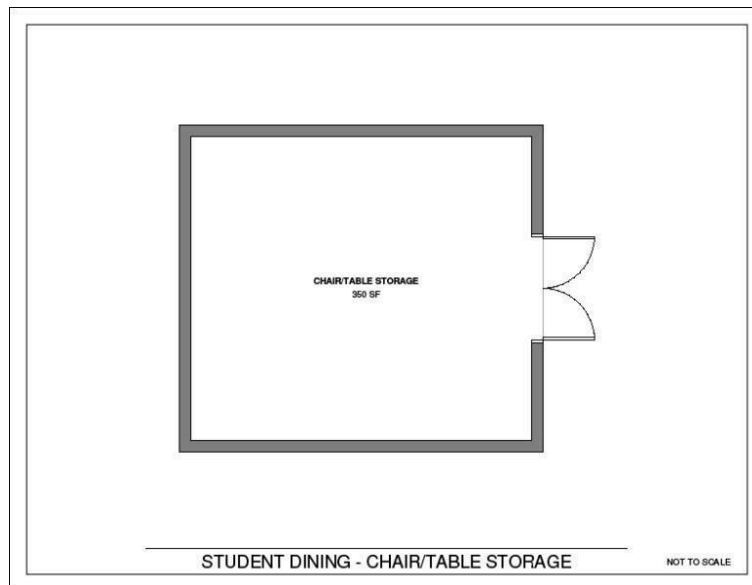- adjacent to the Student Dining area

Special Considerations
- locked area
- two door opening into dining room

Electrical, Plumbing & Mechanical Needs
- electrical outlets
- lighting appropriate to task

Furniture, Fixtures & Equipment Needs - none

Technology Needs – none

CHAIR/TABLE STORAGE
350 SF

STUDENT DINING - CHAIR/TABLE STORAGE   NOT TO SCALE

Serving Area
The location of the serving line where meals prepared in school kitchen

Primary Activities
- serve food
- point of sale

Persons to Accommodate
- fifteen in each of two serving lines
- up to six staff servers

Spatial Relationships
- between student dining area and kitchen
- the area should look like a store front with doors at each end and in the middle of the store front
- the area should be a secure but attractive transition between the dining area and kitchen
- access is controlled and noise from kitchen can be mitigated to reduce interference with dining space if in use for non-dining activities

Special Considerations
- floor is quarry tile with dark grout

Electrical, Plumbing & Mechanical Needs
- electrical outlets along permanent perimeter walls
- electrical supply to support specified equipment - see current CCSD   Design Guideline for approved electrical outlets and data connections at point of sale for cashier - See current CCSD Technology Standards for School Facilities for approved power and data outlets
- consider a short wall in front of serving lines for all electrical (no tombstone outlets)
- air conditioning and appropriate ventilation

Furniture, Fixtures & Equipment Needs
All serving line equipment is specified by Office of Food Services In Guide Requirements

- food service consultants will work with Food Services staff to develop the equipment specifications needed to provide full meal, fast food, and snack preparation equipment.

Technology Needs
See current CCSD Technology Standards for School Facilities
- data connection at point of sale for cashier

Kitchen / Food Preparation – Receiving

Spaces designed for the efficient management of all food service functions

Primary Activities
- receive and store deliveries of food and supplies
- prepare food for serving or delivery
- maintain appropriate cleaning space for all preparation and kitchen wares including student trays
- disposal of all food service waste as garbage or recyclable

Persons to Accommodate
- up to eight staff relating to size of staff to meet needs of school enrollment
- near loading dock to permit semi-tractor trailers access to docking and storage areas

Special Considerations
- wide single door to dock allowing passage of large deliveries
- floor is quarry tile with dark grout
- fly fan above exterior door
- can washing area with hot water, appropriate drainage and stainless steel backing located at rear of kitchen garbage disposal location.
- adjacent to student dining area
- near two – 8 yard dumpsters / one recycling container and optional trash compactor

Electrical, Plumbing & Mechanical Needs
- electrical outlets along permanent perimeter walls
- electrical supplied to support equipment specified to be non-trip design
- liquid propane or natural gas hookup

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist and all food preparation equipment needs to be specified by

Office of Food Services
- office of Food Services will work with consultants to develop the equipment specifications needed to provide full meal, fast food, and snack preparation equipment

Technology Needs
See current CCSD Technology Standards for School Facilities
- telephone
- data ports

Food/Paper Products Storage

Dry storage area to serve food preparation operations

Primary Activities
- food storage

Persons to Accommodate
- none

Spatial Relationships
- adjacent to kitchen
- near delivery entrance

Special Considerations
- floor is quarry tile with dark grout

Electrical, Plumbing & Mechanical Needs
- one duplex electrical outlet on each wall
- adequate ventilation

Furniture, Fixtures & Equipment Needs
Note: Coordinate with FF&E specialist
- rust-resistant 24" deep shelving and dunnage racks
- other special equipment needs for food and paper products storage

Technology Needs
See current CCSD Technology Standards forSchool Facilities
- none

Freezer & Cooler

Manufactured freezer and refrigerator units to store food for short periods of time

Primary Activities
- storage

Persons to Accommodate
- none

Spatial Relationships
- located in the kitchen

Special Considerations
- easy to clean flooring

Electrical, Plumbing & Mechanical Needs
- coordinate power requirements with equipment manufacturer
- fluorescent lighting

Freezer & Cooler (Continued)

Furniture, Fixtures & Equipment Needs

Office of Food Services will work with consultants to develop the equipment specifications

Technology Needs - none

Chemical Storage/ Cleaning Closet

Lockable Storage room for cleaning chemicals used in kitchen area

Primary Activities
- storing chemicals and equipment

Persons to Accommodate
- none

Space Requirements – see table

Spatial Relationships
- located off kitchen
- separate from other dry storage per Health Department visitations. Not necessarily cabinets, but at least behind wired partition

Special Considerations
- floor is quarry tile with dark grout

Electrical, Plumbing & Mechanical Needs
- mop sink with hot and cold water
- rust-proof plastic shelving for chemicals
- mop rack for mops and brooms

Electrical, Plumbing & Mechanical Needs
- one duplex outlet on each wall
- fluorescent lighting

Furniture, Fixtures & Equipment Needs
- rust proof shelving

Technology - none

Lockers / Restroom

Separate adjoining spaces for locker area and toilet room for minimum of five food service personnel

Primary Activities
- changing clothes, washing

Lockers / Restroom (Continued)

Persons to Accommodate
- up to one staff member per 100 students

Space Requirements – see table

Spatial Relationships
- separate but adjacent to toilet area with visibility from manager's office office

Special Considerations
- floor is quarry tile with dark grout

**Electrical, Plumbing & Mechanical Needs**
- one duplex outlet on each wall
- hot and cold water for sink, toilet

Furniture, Fixtures & Equipment Needs
Note: all selections are coordinated with FF&E supervisor, district specialists and school staff
- provide minimum of five staff lockers one for every 100 students in the school
- locking storage cabinet
- trash can
- clock
- soap dispenser and paper towel holder at hand wash sink
- bench

Technology Needs - none

STUDENT DINING - TOILET/LOCKER   NOT TO SCALE

STU DINING - LOCKER ROOM
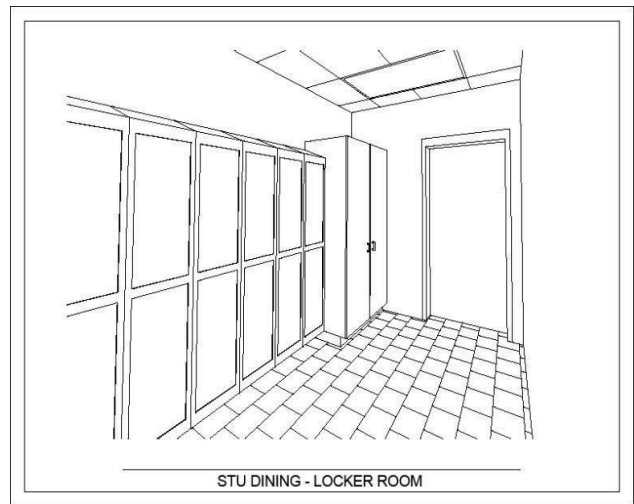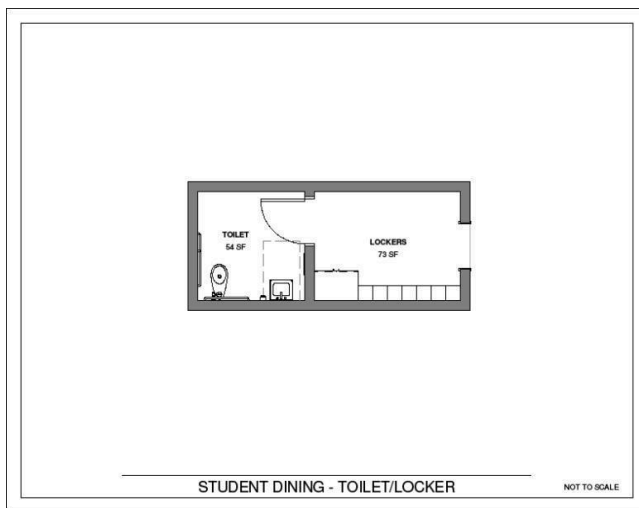
Ware Washing Area

Space for receiving and cleaning used dinnerware and cooking utensils

Primary Activities
- washing dishes, trays, and cutlery

- processing of food waste

Persons to Accommodate
- one food service staff member

Space Requirements – see table

Spatial Relationships
- accessible from kitchen
- pass-through window into dining area

Special Considerations
- drained quarry tile flooring
- impervious surrounding walls

Electrical, Plumbing & Mechanical Needs
- electrical service for dish machine specified by Office of Food Services
- floor drain
- wash-down station
- hand sink
- one duplex electrical outlet on each wall

Furniture, Fixtures & Equipment Needs
- all equipment will be specified by Office of Nutrition and Food Services
- dish machine [no pant leg hood]
- dish tables
- soap dispenser and paper towel holder
- blower-dryer for dishwasher
- pulper in line with dishwasher
- 5-compartment food trays
- racks for dishwasher

Technology Needs
See current CCSD Technology Standards for School Facilities

Food Service Office

Private office of the food service manager

Primary Activities
- administrative to include scheduling, ordering, inventory management
- small meetings
- telephone use
- record keeping
- observation and supervision of kitchen operational activities

Persons to Accommodate
- food service manager and up to two guests

Spatial Relationships
- adjacent to the kitchen
- windows to view kitchen and backdoor area

Special Considerations
- window with a view of the kitchen

Electrical, Plumbing & Mechanical Needs
- pathway for electrical and data connection
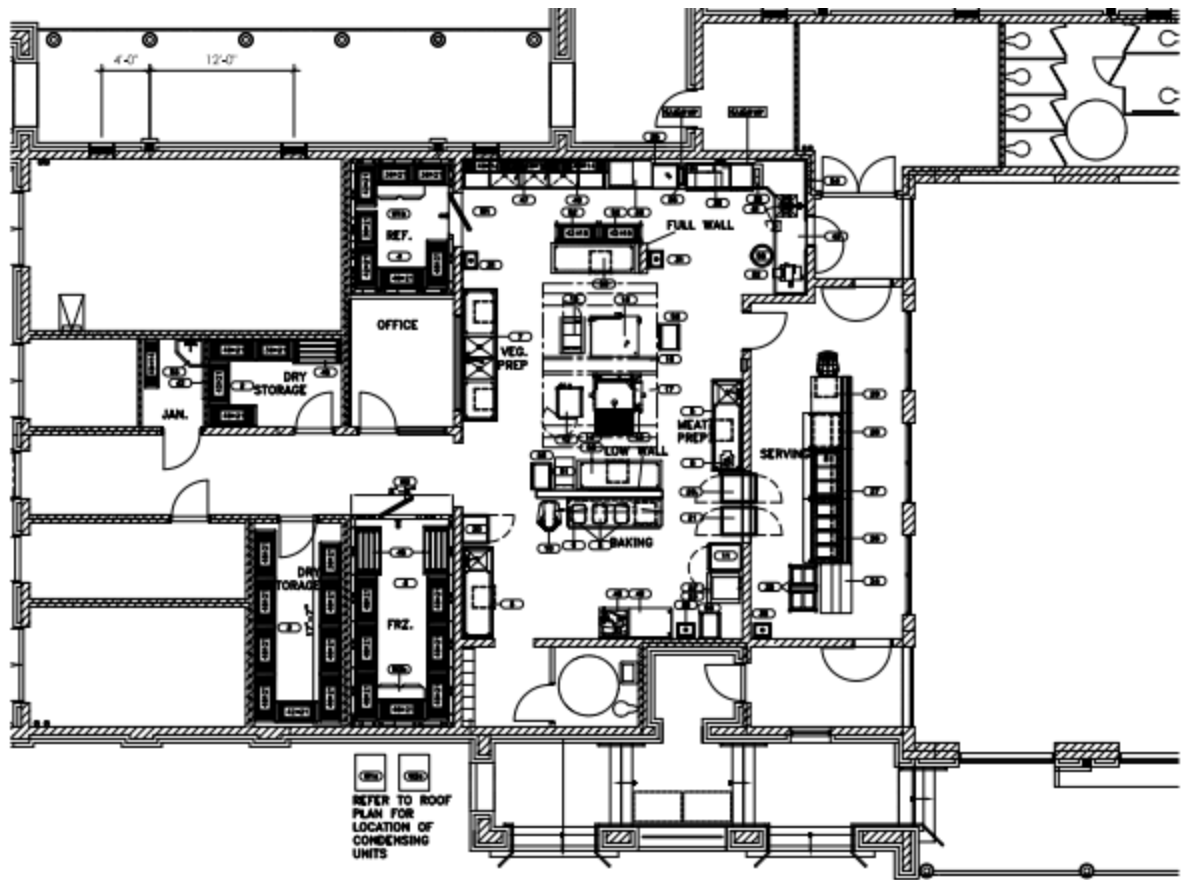- outlets for equipment

Furniture, Fixtures & Equipment Needs
Coordinate with FF&E specialist
- desk to accommodate a computer
- chair
- four drawer locking file cabinet
- clock
- trash can with lid

Technology Needs
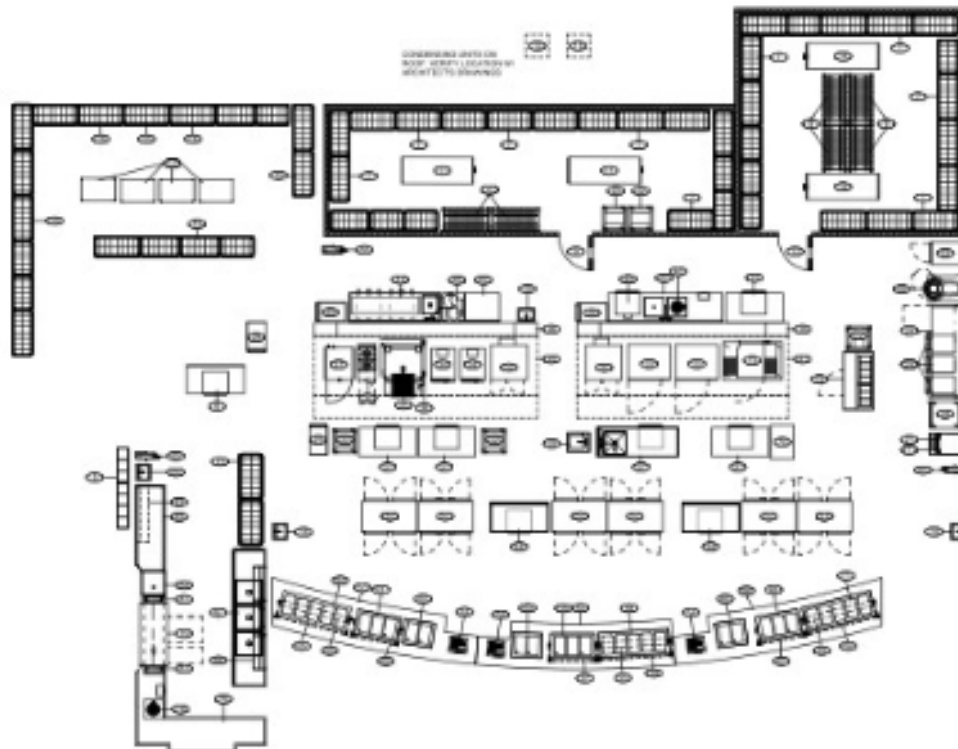See current CCSD Technology Standards for School Facilities
- telephone

James Simmons Kitchen

Lucy Garret Beckham High School

Section 9: Maintenance and Custodial Spaces
Overview

Rooms in this category serve the school based staff responsible for day to day upkeep of the building. Additional and separate space is provided for contracted services to store equipment and supplies used for cleaning and stocking paper products used throughout the building.   No inside space is provided for storage of equipment or tanks containing combustibles.

Space Requirements

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
capacity	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
Building Receiving, Storage and Maintenance Office area	1	650	650	1	700	700	1	750	750
Custodial Supply Storage	1	300	300	1	325	325	1	350	350
Area Total			**950**			**1,025**			**1,100**

Receiving and Maintenance Room
Room used by building maintenance personnel for office work, storage and use of tools for repairs as well as receiving and storage of school deliveries.

Primary Activities
- receiving, processing and temporary storage of large school deliveries
- office functions including use of the computer for input of building maintenance
- storage of supplies and repair of school property

Persons to Accommodate
- various school and district staff
- office work area for one

Space Requirements – see table

Spatial Relationships
- located adjacent to delivery area and main corridor accessible by delivery vehicles
- close to kitchen

Special Considerations
- concrete floor
- locking doors

Electrical, Plumbing & Mechanical Needs
- appropriate lighting
- sink with hot and cold water

Receiving and Maintenance Room (continued)

Furniture, Fixtures & Equipment Needs
Coordinate with FF&E specialist
- 4 ft tack board
- heavy duty storage shelving

Technology Needs
See current CCSD Technology Standards for School Facilities
- telephone

Maintenance Office Area

A semi-private secure spaced for person responsible for daily maintenance of the building

Primary Activities
- processing school deliveries
- office functions including use of the computer for input of required information relating to building maintenance
- secure storage of hand tools
- repair of school property

MAINTENANCE - STORAGE/RECEIVING

Persons to Accommodate
- one

Spatial Relationships
- in an area of large room with visual access to delivery door and corridor door

Special Considerations
- secure screened enclosure with locking door
- concrete floor

MAINTENANCE - STORAGE/RECEIVING

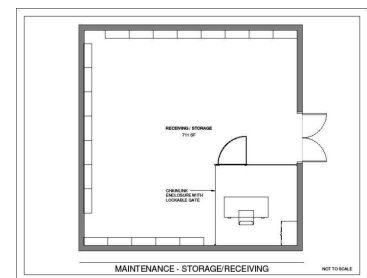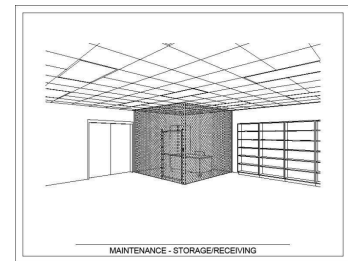**Electrical, Plumbing & Mechanical Needs**
- appropriate lighting

Furniture, Fixtures & Equipment Needs
- small desk and chair
- appropriate locking storage cabinet for hand tools and supplies

Technology Needs
See current CCSD   Technology Standards for School Facilities
- one computer workstation per person
- telephone

Custodial Equipment and Supplies Storage Room

Room used by contract custodial personnel person for storage of equipment and supplies

Primary Activities
- temporary storage of paper products and cleaning supplies

Persons to Accommodate
- various custodial employees

Spatial Relationships
- located adjacent to building maintenance room
- locate proximate to main corridor for easy access to entire building
- close to kitchen

Special Considerations
- concrete floor
- locking doors

Electrical, Plumbing & Mechanical Needs
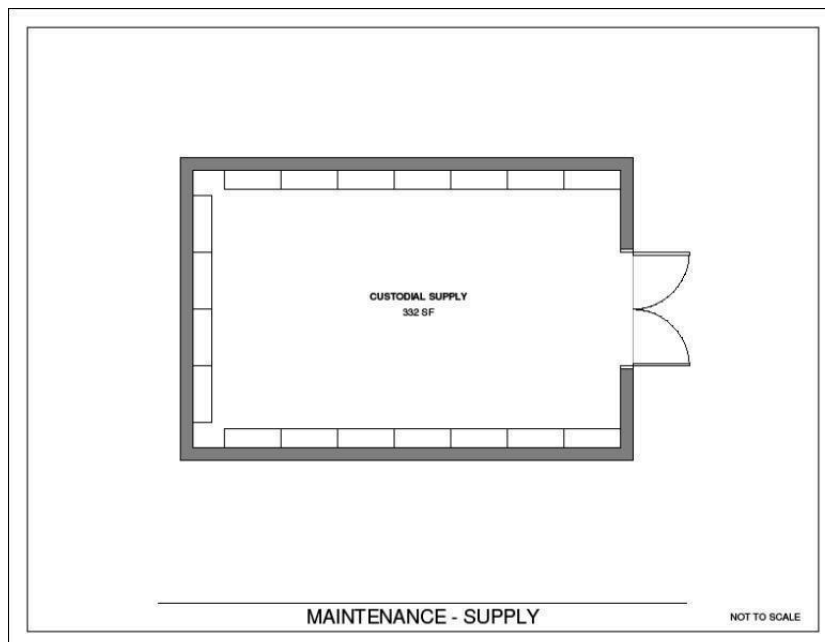- appropriate lighting

Furniture, Fixtures & Equipment Needs
- appropriate heavy duty storage shelving for supplies

Technology Needs
- none

CUSTODIAL SUPPLY
332 SF

MAINTENANCE - SUPPLY   NOT TO SCALE

Section 10: Technology and Building Security Rooms

Rooms have specific sizes, dimensions, location requirements and equipment - specifications determined by the Department of Information Technology.

Primary Activities - See current CCSD Technology Standards for School Facilities

Space Requirements - See current CCSD Technology Standards for School Facilities

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
capacity	600			900			1200		
	Rooms		Total	Rooms		Total	Rooms		Total
Main Telecommunications Room	1	12'x20'	240	1	12'x20	240	1	12'x20'	240
Intermediate Telecommunications Room	3*	6'x9'	162	5*	6'x9'	270	7*	6'x9'	378
Area Total (minimum)			**402**			**510**			**618**

Main Telecommunications Room / Facility Security
See current CCSD   Technology Standards for School Facilities

Intermediate – Small Telecommunications Room
See current CCSD   Technology Standards for School Facilities

TECH - MAIN TECH ROOM   NOT TO SCALE

TECH - INTERMEDIATE TECH   NOT TO SCALE
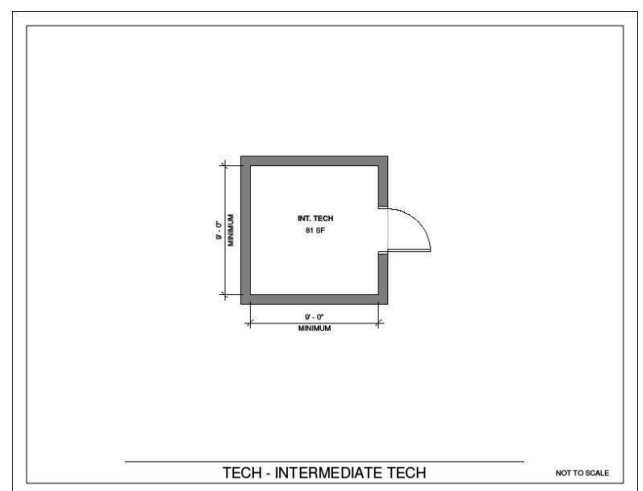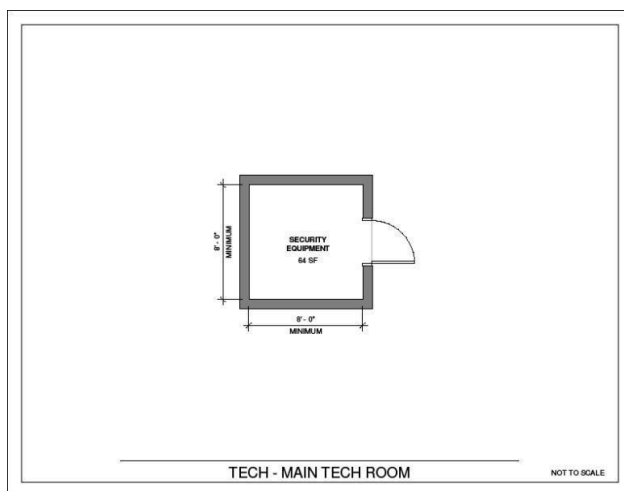
Parking and Car Stacking

Consideration should be given to the amount of car stacking space needed to support the school as well as locating adequate numbers of parking spaces that satisfy zoning and school requirements. For the "split" schools future parking and carstacking should be considered as part of Master Planning to ensure adequate space remains available for future expansions.

Separate driveways should be used for bus traffic and other motor vehicle traffic as well as walker and bike traffic. Drop-off/pick-up zones should be one-way in a counter-clockwise direction so that students are loaded and unloaded directly onto the curb/sidewalk. **SCDOT recommended onsite stacking lengths are provided below; however, the actual requirement will be determined by CCSD after consultation with the design team and an evaluation of the specific characteristics of the school being constructed. In the case of a new build for an existing school, data to be considered in this analysis should include the current car stacking lengths at the school (e.g., actual space taken up by vehicles in the car riders line, including vehicles stacked on the public roads due to insufficient space at the existing school) and anticipated increases in the student population.**

Recommended Onsite Stacking Lengths

School Type	Student Population	Single Lane Loop Drive Stacking Length (Linear Ft.)
Elementary	Less than 600 600 or more	1,200 - 1,500 1,500 - 2,000
Middle	Less than 600 600 or more	1,200 - 1,500 1,500 - 2,000
High	Less than 800 800 - 2,500*	1,000 - 1,500 1,500 - 2,000
*For high school populations greater than 2500 students, two separate student pick-up drop-off loops should be considered.		

SCDOT Access and Roadside Management Standards (Revised 2021)

Middle School Ed. Spec Summary of Changes from 4.0 to 5.0

Section	Program	4.0			5.0 (changes)			Comments
		600 SQ. FT.	900 SQ. FT.	1200 SQ. FT.	600 SQ. FT.	900 SQ. FT.	1200 SQ. FT.	
Media Center (p. 10, 13, 69)	Reading/Learning/Circulation/ Maker Space	1/3000	1/3500	1/4000	1/3100	1/3700	1/4300	The new square footages were matched with the Department of Defense (DOD) Middle School Educational Specifications.
Gymnasium (p. 10, 13,59)	Gym (w/retractable bleachers)	1/7200	1/8000	1/8500	1/7000	1/7500	1/9300	Numbers were adjusted based on the recent new Middle School Facilities (C.E. Williams South MS and Camp Road MS). These numbers also align with the Department of Defense (DOD) Middle School Educational Specifications.
Student Dining and Food Service (pp. 11, 13, 80)	Dining Space	1/5000	1/6000	1/7000	1/3450	1/5175	1/6900	The new formula allows for a third of the designed student capacity while providing 15 sq ft per occupant, then increasing that total by 15% to account for the increase in middle school student size. ((⅓ capacity) x 15) x 1.15 = total
Student Dining and Food Service (p. 11, 13, 80)	Freezer Cooler Dry Storage	1/175 1/200 1/500	1/200 1/225 1/750	1/225 1/250 1/800	1/250 1/220 1/400	1/285 1/245 1/600	1/325 1/275 1/640	The square footage numbers for freezer, cooler, and dry storage were adjusted based on CCSD Nutrition Services' needs and requirements by Angela McLaughlin, Executive Director of Nutrition Services and Jeremy Tunstill.
General Interior Spaces (p. 13)	Vestibule, Reception Area, Mailroom, Records Room/Vault, Test Management Room	1/5425	1/5975	1/6625	No Change	No Change	No Change	Records Room/Vault and Test Management Room have been added to the Small Enrollment/Larger Core (600/900 Core) and Medium Enrollment/Larger Core (900/1200 Core) to reflect the larger core student square feet.
General Interior Spaces (p. 38)	Heath Clinic	1/550	1/550	1/550	No Change	No Change	No Change	*Electrical, Plumbing, and Mechanical Needs* bullet changed: • Power for full size refrigerator with water and ice in the door • Plumbing for full size refrigerator with water and ice in the door *Furniture, Fixtures, & Equipment Needs* bullets changed: • Full size refrigerator with water and ice in the door These changes were made in conjunction with the Office of Health Services
General Interior Spaces (p. 20)	Primary Conference Room	No Change	No Change	No Change	No Change	No Change	No Change	Added bullet and revised bullet under SpatialRelationships to provide more clear and specific design direction. The added and revised bullets were developed in conjunction with Security and Emergency Management. • accessible directly from the front office reception area • should only be accessible from the front office reception area (e.g., no additional doors to/from the secured administrative suite)
Instructional Areas (p. 9, 43, 64)	Low Incidence Self Contained	1/1500	2/1500	2/1500	No Change	No Change	No Change	*Spatial Relationships* bullet added: • Toilet room should be large enough to accommodate a Hi-Lo Changing Table and cabinet for diaper changing supplies. Hi-Lo Changing Table standard size is 72 inches long by 24 inches wide. *Electrical, Mechanical & Plumbing Needs* bullet added: • Electrical connections in toilet room for Hi-Lo

								Changing Table
Parking and Car Stacking (p. 95)	Recommended Onsite Stacking Lengths	200-600	400-1400	⬛	Less Than 600	More Than 600	⬛	Michael Reidenback, Executive Director of Security, added the following sentence (p.95) to clarify CCSD's parking and car stacking lengths:
		900-1200 Linear Ft	12000-1500 Linear Ft	⬛	1200-1500 Linear Ft	1500-2000 Linear Ft	⬛	In the case of a new build for an existing school, data to be considered in this analysis should include the current car stacking lengths at the school (e.g., actual space taken up by vehicles in the car riders line, including vehicles stacked on the public roads due to insufficient space at the existing school) and anticipated increases in the student population. SCDOT Access and Roadside Management Standards (ARMS) rev. 2021

Middle School Ed. Spec Summary of Changes from 3.0 to 4.0

Section	Program	3.0			4.0 (changes)			
		600 SQ. FT.	900 SQ. FT.	1200 SQ. FT.	600 SQ. FT.	900 SQ. FT.	1200 SQ. FT.	
1: requirements by Programed Space	Health Clinic	1/350	1/350	1/450	1/500	1/500	1/500	Added square footage to accommodate social distancing and improve the sight line from the nurses station to the cot area. (Using Jennie Moore and Laing as examples of lay out)
	Nursing Mothers Room	0	0	0	1/150	1/150	1/150	Now a standard addition. Found in the last five building projects.
	Toilet Staff	1/50	1/50	1/50	2/50	2/50	2/50	Now a standard addition. Found in the last five building projects.
	Reception Area	1/350	1/375	1/400	1/400	1/400	1/450	The combination of a code change and the addition of bathrooms located on or near the reception area the sqft has been increased to 400.
	Toilet Public (Vestibule/ reception area)	1/50	1/50	1/50	2/50	2/50	2/50	Now a standard addition. Found in the last five building projects.
	Office School Psychologist	Included in Flex Office Numbers	Included in Flex Office Numbers	Included in Flex Office Numbers	1/150	1/150	1/150	A "line item" was added for School Psychologist to ensure enough office space is included for this position. It will alleviate the demands on the flex office spaces.
	SRO	Included in Flex Office Numbers	Included in Flex Office Numbers	Included in Flex Office Numbers	1/150	1/150/	1/150	This allocation is consistent throughout all elementary schools at the present time. M. Reidenbach added information to the description: **Special Considerations:** The SRO office suggested being within the middle of the school building rather than in admin suite to allow for more visibility and accessibility to all areas of the school.
Instructional Area's Space Allocation								
	Self-contained	1/1500	1/1500	1/1500	No change	2/1500	2/1500	Through conversations with the Special Ed department it was noted that the teacher/student numbers in the 900/1200 schools earned more teacher allocations requiring an additional Special Ed room.
	Band Room	1/1200	1/1200	1/1200	No change	2/1200	2/1200	The number of teacher allocations of Fine Arts teachers increased at the 900/1200 levels providing extra fine arts teachers resulting in a need for classrooms. Newest building (CEW South) has two band rooms and two art rooms - this is supported by teacher allocations for these positions.
	Computer Lab	2/990	4/990	8/990	1/990	2/990	2/990	After vetting the computer lab needs with Ed Tech (Elaine Berry) It was decided that since all schools have one technology device per student for individual use, the need for a dedicated lab space was minimal and did not require the amount previously provided.
Media Center								
	Toilets	1/50	1/50	1/50	2/50	2/50	2/50	Now a standard addition. Found in the last five building projects.
Gymnasium	Gyn (w/retractable bleachers)	1/7200	1/8000	1/8500	No change	No change	1/9000	The last three school with 1200 core had the following square footage: CEW - 9648, Camp Rd. 9631, and Laing 9379.
	Concession/ Ticket Booth				1/100	1/150	1/200	Previously not included in the Education Specifications for Middle Schools. They have been included in the most recent middle school building projects.
Student dining and Food Service	Food Storage	1/250	1/350	1/450	1/450	1/625	1/800	Vetted with Food Services/Walter - the paper storage and the food storage could be combined to save some space for another need in the dining area. The new space would be called /dry Storage. Examples can be found at Camp Rd and

	Paper Storage	1/200	1/275	1/350		the newest elementary schools.