



Westport Public Schools  
Westport, Connecticut

**ELEMENTARY EDUCATIONAL SPECIFICATIONS**

for

**Long Lots Elementary School**

and

**Stepping Stones Preschool**

**Approved: April 24, 2023**

**Approved Revision: June 20, 2025**

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## I. INTRODUCTION

The Westport Public Schools is committed to consistently maintaining our facilities and planning for the future of our buildings as 21st century learning environments.

To initiate planning for a new Stepping Stones Preschool and a new K-5 Long Lots Elementary School, Westport Board of Education engaged the services of Colliers Project Leaders and Daniel Hansen, educational consultant, to assist with the development of Educational Specifications. The following individuals participated in the initial program meetings to provide input for these educational specifications:

Jennifer Ackerman, Teacher- Gifted and Math Intervention	Elizabeth Jones, Secretary
Sarah Ahearn, Speech Clinician	Kate Lafferty, Speech Clinician
Kimberly Ambrosio, Principal – Long Lots Elementary	Benjamin Leahey, Director of Dining Services
Amanda Balducci, Teacher-Special Education Intensive Resource	Dawn Llewellyn, Paraprofessional
Susan Bambach, Teacher-Literacy Intervention	Kerry Lunn, Secretary
Erica Belden, Teacher-Grade 1	Jillian Lux, Teacher-Special Education Resource
Maggie Bergmann, Teacher-Special Education	Esa Madoff, Speech Clinician
Christina Brooks, Occupational Therapist	Carla Magnano, Teacher-Special Education
Janie Burke, Teacher-Special Education	Diane Marcinowski, Secretary
Bobbi Burns, Teacher-Special Education	Darrell Means, Supervisor of Building Operations
Mark Carmody, Teacher-Physical Education	Meg Mellon-Smith, Paraeducator
Maria Carnevale-Fuligni, School Nurse	Suzanne Minogue, Teacher-Spanish
Natalie Carrigan, Director of Technology	Jen Pagan, Paraeducator
Debbie Carter, Paraeducator	Michelle Pollock, Social Worker
Megan Clarke, Coordinator -Stepping Stones Preschool	Suzanne Propp, Teacher-Music
Mary Chamiec-Case, Teacher- Special Education	Katie Riznyk, Teacher-Special Education
Zoraya Corde, Paraprofessional	Michael Rizzo, Assistant Superintendent Pupil Personnel Services
Ginette Courtney, Physical Therapist	Maggie Robinson, Teacher-Special Education
Marissa Cummings, Teacher- Special Education	Melissa Sakowich, School Psychologist
Ellen DeMagistris, Paraprofessional	Mary Scaife, Secretary
Lisa Doocy, Community Liaison	Deanne Schultz, Teacher-Special Education
Barbara Eilertsen, Library Media Specialist	Elisa Smith, Teacher-Grade 5
Brittany Everetts, Teacher-Special Education Intensive Resource	Katie Sullivan, Teacher-Grade 4
Vittoria Fielosh, Assistant Principal – Long Lots Elementary	Phaedra Taft, Science Coach
Jen Giannino, Teacher-Kindergarten	Kate Teskey, Teacher-Kindergarten
Amy Glazer, School Psychologist	Jen Valencia, Teacher-Kindergarten
Ann Marie Harper, Teacher-Grade 3	Rob Vercellone, Coordinator of OT Service
Holly Hellman, Paraeducator	Krissy Wall, Teacher-Grade 1
Carlos Hernandez, Head Custodian	Christine Wanner, Health & Physical Education Coordinator
Samantha Hubbard, Teacher-Instructional Technology	Christina Wood, School Nurse
Ted Hunyadi, Director of Facilities & Security	Anna Woodin, Teacher-Music
Gretchen Jankura, Teacher-Special Education Intensive Resource	Stephen Zimmerman, Music & Visual Arts Coordinator

## II. WESTPORT CORE DOCUMENTS

**Our Mission** is to prepare all students to reach their full potential as life-long learners and socially responsible contributors to our global community.

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**We achieve this** by fostering critical and creative thinking and collaborative problem solving through a robust curriculum delivered by engaging and dedicated educators.

**We are committed** to maintaining an environment that supports inquiry and academic excellence, emotional and physical well-being, appreciation of the arts and diverse cultures, integrity and ethical behavior.

**Contributing Citizens**

The Mission of the Westport Public Schools is to prepare all students to reach their full potential as lifelong learners and socially responsible contributors to our global community.

We strive to help all students become contributing citizens who possess the necessary skills and mindset to work toward the betterment of themselves and the society in which they live.

Contributing Citizens are emotionally and socially aware, principled in thought and action, kind with sincerity, and always learning.

**Contributing Citizens serve our global community as:**

- Communicators:**
  - Identify purpose and audience
  - Use and interpret non-verbal cues
  - Advocate, debate, and negotiate respectfully
  - Utilize varied media to communicate ideas
- Critical Thinkers:**
  - Analyze and question ideas and experiences to reach deeper understanding
  - Evaluate different sources of information and perspectives to inform learning
  - Synthesize new learning and prior knowledge to make new interpretations and solve complex problems
  - Reflect on their learning and demonstrate persistence to either continue with a plan or change course
- Collaborators:**
  - Actively listen and respond to the ideas of others
  - Engage in thoughtful discussion with peers in multiple settings
  - Work with others toward a common goal
  - Demonstrate flexibility and experiment with a variety of roles and responsibilities within a group
- Creators:**
  - Pursue interests and curiosities
  - Take risks and thinking divergently
  - Seek new and original solutions and products
  - Utilize resources in practical and innovative ways



Westport Public Schools aims to provide a cohesive and comprehensive curriculum that intentionally connects standards, instruction, and assessment. Our curriculum development process is guided by a backward design approach. Backward design is based on the idea that planning is best done by starting with the desired results. It is a design approach that results in purposeful thinking about curriculum planning from a micro lens, as well as programmatic reform from a macro level. Looking at the outcomes first results in coherently-designed curriculum units, performance assessments, and classroom instruction. The primary goal of backward design is student understanding, which is revealed when students autonomously transfer learning to novel scenarios.

### III. PROJECT RATIONALE

Long Lots Elementary School was originally constructed in 1953 and designed to be a Junior High School. Additions were constructed in the 1960's and 1970's while it was still functioning as a junior high school. Long Lots became an elementary school in the early 1980's.

Since 2019, as part of the Westport Public Schools Master Plan Facility Study, multiple studies were conducted regarding current conditions at Long Lots by Antinozzi Associates, Milone & MacBroom, CES and others. In June 2022 Quisenberry Arcari Malik Architecture (QA+M) recommended that based on these various studies that “a Renovate Like New for Long Lots would not be cost effective or practical compared to construction as new on the existing site.” Furthermore, it was noted that the existing Long Lots facility could serve the district well as swing space for future building projects. The Board of Education and Board of Finance voted to move forward with the Long Lots Elementary School project as new construction in June 2022. It was also determined that the Stepping Stones Preschool Program, currently located at the Coleytown Elementary campus, be included within the Long Lots building project due to increasing space limitations at the Coleytown site.

This project seeks to provide a school building that:

- Creates learning environments designed for current instructional strategies as captured in Westport's Core Documents;
- Benefit from needed technology upgrades;
- Comply with current building and fire codes;
- Incorporate contemporary design for school safety;

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- Utilize modern, efficient heating and cooling systems; and
- Provide accessibility to all by meeting the requirements of the Americans with Disabilities Act.

#### IV. THE PROJECT

**Objective:** To ensure all Westport children are able to attend a school that is safe, modern, compliant with current building codes and able to support their educational program.

The following project specifications for the new Stepping Stones Preschool and the new Long Lots Elementary School were developed using data from the updated population study conducted in November 2022. *Westport Public Schools Enrollment Projections, SLAM Collaborative, November 2022.*

- **School:** **Stepping Stones Preschool**
- **Project Type:** New Construction
  - Total Program Area: **13,300** square feet for Preschool programs
- **Design Enrollment:** **107** students
  
- **School:** **Long Lots Elementary School**
- **Project Type:** New Construction
  - Total Program Area: **70,550** square feet for K-5 programs
- **Design Enrollment:** **585-687** students
  
- **Total Program Area PreK-5:** **83,850** square feet

#### V. ENROLLMENT AND CAPACITY DATA

The Long Lots Elementary School enrollment as of August 30, 2022 was 608 students in grades K – 5. The eight-year maximum enrollment projection for Long Lots is 600-687. The Stepping Stones Preschool enrollment as of August 30, 2022 was 54. The eight-year maximum projection for Stepping Stones is 98 students, which includes approximately 50% community peers participating on a tuition basis.

Source: *Westport Public Schools Enrollment Projections, November 2022, SLAM*

#### VI. OVERVIEW OF PROGRAMS

##### GENERAL EDUCATION K-5

The features of the elementary classrooms at the Long Lots Elementary School can be divided into three classifications: (1) Early Childhood – Full-Day Kindergarten; (2) Early Elementary - grades one and two; and (3) Intermediate - grades three, four and five. The classroom needs of all elementary children will require flexibility of space, portability of furniture and acoustical treatment of environment. Consistent with Westport’s Vision for Developing Contributing Citizens, these collaborative learning environments will allow for students to: actively listen and respond to the ideas of others; engage in thoughtful discussions with peers in multiple settings; work with others toward a common goal; and demonstrate flexibility and experiment with a variety of roles and responsibilities within a group. This will be accommodated while providing low height furnishings and more space for group instruction and movement that will range from total class involvement to three or four separate groups doing different activities at the same time. Specific to Westport’s instructional approach, whole class gathering spaces are required for both Morning Meeting/Language Arts mini lessons as well as a separate space for Mathematics exploration. Space should also be provided for students to read, write, research, and study for either individual or small group projects. The learning environment must also accommodate space for multiple adults (specialists and paraeducators) who work with

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students within the general classroom environment. All instructional classrooms require storage space for items such as classroom libraries, textbooks, reference materials, supplemental books, supplies and manipulatives, science equipment, charts, globes, computers, calculators and audio-visual equipment. Equally important is wall space to post anchor charts and other instructional reference materials for students to access on a daily basis.

In addition to the subject areas of Health & Wellness, Mathematics, Reading/Language Arts, Science, and Social Studies, our General Education program includes curriculum focused on Art, Music, Physical Education, Science Lab, Instructional Technology Literacy, and World Languages. Additionally, an instrumental program is provided for all students in grades 4 and 5. Support Services include a Workshop classroom for students identified as Gifted & Talented, Library/Media Center and technology support integrated throughout the learning environments. Facilities for these areas need to be specific to each program's purpose yet allow for flexibility of space as with the K-5 classrooms. As the PreK – 5 program requires that students travel to these various program areas periodically during the day, consideration should be given to the student traffic that will result from this academic arrangement. Student proximity to the library/media center, Science lab, gymnasium/auditorium, general music and art rooms should also be considered.

A platform within a Multi-Purpose Room will serve as a stage area for school assemblies, performances and other events. The Multi-Purpose Room will be adjacent to the gymnasium and accessible from the main corridor. The platform will be accessible and code compliant with ramp access. Included in the design will be a high-quality built-in sound system, stage draperies and main curtains, as well as adjustable stage and general lighting.

Additional instructional space is necessary to provide support for non-identified students, as prescribed in the Scientific Researched Based Intervention (SRBI) requirements of the Connecticut State Department of Education. General Education Intervention/Support Services is comprised of Reading and Mathematics intervention and English Learner support (TESOL). Each of these rooms will be centrally located within the academic area of the building. These rooms will be utilized for individual testing, individual and small group instruction.

The outside play area for the early elementary and intermediate levels must be extensive and varied to accommodate activities that range from the minimal space demands of individual/partner play, to larger areas needed to play soccer, kickball, softball, etc. This play area should be away from instructional spaces, if possible. Ideally, this play area should be in close proximity to gymnasium and cafeteria for easy access. The early childhood play area should be near the kindergarten classrooms, depending on the design of the school and proximity to other classrooms.

### **SPECIAL EDUCATION K-5**

Westport Public Schools invest significantly in their special education programming to best serve their students and in order to avoid costly outplacement services for their students. Special Education programs at Long Lots Elementary include: K-5 Special Education Resource, the Intensive Resource program serving students from across the district; Occupational/Physical Therapy (OT/PT) Services and Related Services (Psychologist, Speech/Language/Hearing).

Program spaces for special education/related service teachers should be able to meet the needs for small group instruction. They will need to be of sufficient size to accommodate children who require specialized equipment. Rooms will be used for individual testing, confidential meetings with parents and/or students, individual and small group instruction, counseling, and staff conferences.

### **STEPPING STONES PRE-SCHOOL PROGRAM**

Stepping Stones provides a preschool environment that meets the needs of all learners. We create developmentally appropriate educational experiences in a bright, well organized and stimulating environment. All of our teachers and support staff are certified with the Connecticut State Education Department. Stepping Stones is currently housed within the Coleytown Elementary School.

We use the new Early Learning and Development Standards from the Connecticut State Education Department's Office of Early Childhood. These standards are aligned with the kindergarten curriculum so that children are prepared as they move forward to the elementary schools. We offer fine and gross motor experiences within the classroom and on our playground. Our playground is specially designed for children between the ages of three to five. Students participate in Physical Education, Art and Music classes and also have weekly opportunities to take books out from the library.

Our belief is that by providing developmentally appropriate experiences and activities to the children at Stepping Stones Preschool, we will foster and enhance their growth and development. Since we believe that children “learn by

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doing,” our goal is to provide activities throughout the day that challenge and stimulate each child’s natural curiosity and sense of wonder. Our philosophy is that children need to be provided with the opportunity to learn about the world, themselves, and others through play and discovery.

We believe that all children benefit from the opportunity to learn from one another. It is important that children be provided with an opportunity to learn within an environment that is respectful of each student’s learning style, strengths, and needs. The formulation of inclusive classes that respect and acknowledge differences will teach all of the children to value diversity despite any differences based on gender, race, ethnicity or exceptional educational need. We encourage each child to take risks while exploring new learning so that a child becomes confident in a variety of educational environments.

In the education of a young child, collaboration between home and school is essential to the learning process. We recognize the importance of parents as their children’s first teachers, and we work to create successful partnerships with families in a climate of communication and mutual respect. Our program offers diverse opportunities for parent participation, including individual parent-teacher conferences, parent groups and workshops, and classroom experiences, such as story-reading, projects, and celebrations. When teachers and parents work together to nurture children’s growth and development, this continuity between home and school enables children to flourish both in and out of the classroom, supporting even the youngest learners to build the confidence and skills to start successfully on the path toward lifelong learning.

## **SUPPORT SERVICES PREK-5**

### **MEDIA CENTER**

The Library Media Center of an elementary school is a multi-purpose room and preferred to be located as a central “hub” of the school and can be referred to as a Learning Commons. It should be bright, colorful, attractive, warm and inviting. It is important that the media center be designed with the student’s safety in mind. There should be freestanding low, double-faced shelving allowing a staff member to see the entire area. The area must be spacious enough to house an appropriate print and media collection. There should be room for multiple classrooms to use this resource on an independent basis. The room is divided for multiple purposes. A small story corner, a large group instructional space, a student project area, a production area for teachers, provision for multiple computer workstations for access to online card catalogue as well as a circulation area located near an entrance/exit door is also required.

### **TECHNOLOGY**

A contemporary elementary school must be able to support varied uses of technology. In particular, the school’s infrastructure should reflect the latest in wiring and cabling, which would support current technology applications as well as the capacity to support future requirements. Computers should support the full range of educational and operational functions in the school.

Wiring for all classrooms will include multiple network drops and multiple electrical outlets. The entire facility will have wireless connectivity to support the implementation of one-to-one mobile devices such as laptops, netbooks, and other Internet-ready devices.

## **VII. PROGRAM SPECIFICATIONS (Detailed Description)**

Unless otherwise noted, the standard furnishings for every classroom noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Air conditioning
- ADA compliant building standards
- Wireless/internet access to support at least 30 mobile devices
- Multiple electrical outlets
- Sound Field System
- Telephone
- Intercom for communication with office

<b>GENERAL EDUCATION PROGRAMS</b>
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<b>EARLY CHILDHOOD: FULL-DAY KINDERGARTEN</b>	
<b>SPACE:</b> 850-950 square feet including student toilet room (each)	
<b>NUMBER:</b> Five (5) classrooms	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>Toilet room with sink within classroom at a level appropriate for children ages 4-6</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>Stainless steel sink with laminate countertops appropriate for 4 and 5-year olds</li> <li>Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>Built-in bookcases and student cubbies</li> <li>Storage areas for anchor charts, large bins/kits</li> <li>Classroom library storage</li> <li>Counters under windows where possible</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>Lockable teacher storage wardrobe for 3 adults</li> <li>One (1) lockable four-drawer filing cabinet</li> <li>Additional instructional storage closet in corridor to be shared by Grades K-1</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>Coat and personal storage area for twenty-four (24) located within the classroom</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>Magnetic whiteboards</li> <li>Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>Two (2) tables</li> <li>Flexible seating/tables to accommodate up to twenty-four (24) students (flexible/adaptable workstations)</li> <li>Sensory area</li> <li>Some single student work areas</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>One (1) Teacher desk/chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>Large screen interactive system</li> <li>Document camera</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>1-to-1 laptops for each student with flexible charging stations</li> <li>One (1) teacher computer (desk top and laptop)</li> </ul>

<b>EARLY ELEMENTARY – GRADES ONE and TWO</b>	
<b>SPACE:</b> 800-890 square feet (each classroom)	
<b>NUMBER:</b> Ten (10) classrooms	
<b>Sinks</b>	<ul style="list-style-type: none"> <li>Stainless steel sink with laminate countertops</li> <li>Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>Built-in bookcases</li> <li>Storage areas for anchor charts, large bins/kits</li> <li>Classroom library storage</li> <li>Counters under windows where possible</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>Lockable teacher storage wardrobe for 3 adults</li> <li>One (1) lockable four-drawer filing cabinet</li> <li>Additional instructional storage closet in corridor to be shared by Grades K-1; 2-3</li> </ul>

<b>EARLY ELEMENTARY – GRADES ONE and TWO</b>	
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboards</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) collaboration tables</li> <li>• Flexible seating/tables to accommodate up to twenty-four (24) students (flexible/adaptable workstations)</li> <li>• Sensory area</li> <li>• Some single student work areas</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) Teacher desk/chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system</li> <li>• Document camera</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• 1-to-1 laptops for each student with flexible charging stations</li> <li>• One (1) teacher computer (desk top and laptop)</li> </ul>

<b>INTERMEDIATE – GRADES THREE, FOUR, and FIVE</b>	
<b>SPACE:</b> 800- 890 square feet (each)	
<b>NUMBER:</b> Fifteen (15) classrooms	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Toilet facilities located in close proximity to classrooms</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate countertops</li> <li>• Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases and student cubbies</li> <li>• Storage areas for anchor charts, large bins/kits</li> <li>• Classroom library storage</li> <li>• Counters under windows where possible</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for 3 adults</li> <li>• One (1) lockable four-drawer filing cabinet</li> <li>• Additional instructional storage closet in corridor to be shared by Grades 2-3; 4-5</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboards to floor</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) tables</li> <li>• Flexible seating/tables to accommodate up to twenty-four (24) students (flexible/adaptable seating and workstations)</li> <li>• Sensory area</li> <li>• Some single student work areas</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) Teacher desk/chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive projection system</li> <li>• Document camera</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• 1-to-1 laptops for each student with flexible charging stations</li> <li>• One (1) teacher computer (desk top and laptop)</li> </ul>

<b>SCIENCE LAB</b>	
<b>SPACE:</b> 800-890 square feet	
<b>NUMBER:</b> One (1) classroom	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Toilet facilities located in close proximity to classrooms</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate countertops</li> <li>• Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Closed storage areas for large bins/kits (6)</li> <li>• Metal shelving 24" deep x 6' tall (4)</li> <li>• Counters under windows where possible</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for 3 adults</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboards</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Moveable work tables 5'x4' (6)</li> <li>• Student seating for 25</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) Teacher desk/chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive projection system</li> <li>• Document camera</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer (desktop and laptop)</li> </ul>

<b>WORKSHOP CLASSROOM (GIFTED AND TALENTED)</b>	
<b>SPACE:</b> 475-525 square feet	
<b>NUMBER:</b> One (1) classroom	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Toilet facilities located in close proximity to classrooms</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate countertops</li> <li>• Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Closed storage areas for large bins/kits (6)</li> <li>• Metal shelving 24" deep x 6' tall (4)</li> <li>• Counters under windows where possible</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for 1 adult</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboards</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Moveable work tables 5'x4' (6)</li> <li>• Student seating for 25</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) Teacher desk/chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system</li> <li>• Document camera</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer (desktop and laptop)</li> </ul>

<b>WORLD LANGUAGE CLASSROOM (SPANISH)</b>	
<b>SPACE:</b> 800-890 square feet (each) Provide two 400 sf flex offices near by language classroom and one room with toilet to accommodate overflow Kindergarten in future	
<b>NUMBER:</b> Two (2) classrooms	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Toilet facilities located in close proximity to classrooms</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate countertops</li> <li>• Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas for anchor charts, large bins/kits</li> <li>• Classroom library storage</li> <li>• Counters under windows where possible</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for 1 adult</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboards</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) tables</li> <li>• Flexible seating/tables to accommodate up to twenty-five (25) students</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) Teacher desk/chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive projection system</li> <li>• Document camera</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• 1-to-1 laptops for each student with flexible charging stations</li> <li>• One (1) teacher computer (desk top and laptop)</li> </ul>

<b>VISUAL ARTS CLASSROOM</b>	
<b>SPACE:</b> 900-1,000 square feet for classroom 300-350 square feet for Kiln Room and Storage	
<b>NUMBER:</b> One (1) classroom	
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location</li> <li>• Paint-resistant countertops</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Lockable closets</li> <li>• Easily accessible cabinets and shelves</li> <li>• Vertical file tub-storage cabinets with locks</li> <li>• Two (2) kitchen-type mobile carts with shelves</li> <li>• Draftsman cabinet file for large paper/poster storage</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Space to store student work in progress; one area per classroom</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• North facing classroom, preferable</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile; carpet area for instruction near interactive board</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Locked showcase on room's corridor wall (and others throughout building)</li> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Twenty-five (25) adjustable chairs/stools</li> <li>• Six (6) adjustable worktables (rectangular) to seat four (4)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk/chair</li> <li>• Demonstration table</li> </ul>

<b>VISUAL ARTS CLASSROOM</b>	
<b>Special Needs/Equipment</b>	<ul style="list-style-type: none"> <li>• One (1) kiln (to be appropriately located and sized) with ventilation system</li> <li>• Drying racks</li> <li>• Book racks and magazine shelves (fine arts area)</li> <li>• Four (4) sturdy wooden adjustable painting easels</li> <li>• Two (2) large rolling waste barrels</li> <li>• Eyewash station</li> <li>• Paper cutter</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system</li> <li>• Document camera</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer</li> </ul>

<b>VISUAL ARTS/ MUSIC AUXILIARY CLASSROOM</b>	
<b>SPACE:</b>	900-1,000 square feet
<b>NUMBER:</b>	One (1) classroom (shared)
<b>Access</b>	<ul style="list-style-type: none"> <li>• Adjacent to Visual Arts Classroom and kiln/storage closet</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location</li> <li>• Paint-resistant countertops</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Lockable closets</li> <li>• Easily accessible cabinets and shelves</li> <li>• Vertical file tub-storage cabinets with locks</li> <li>• Two (2) kitchen-type mobile carts with shelves</li> <li>• Draftsman cabinet file for large paper/poster storage</li> <li>• Storage for itinerant music teacher (instruments, etc.) with rolling cart for borrowing materials from general music classroom</li> <li>• Portable keyboard</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Space to store student work in progress; one area per classroom</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• North facing classroom, preferable</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile; carpet area</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Locked showcase on room's corridor wall (and others throughout building)</li> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Twenty-five (25) adjustable chairs/stools</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk/chair</li> <li>• Demonstration table</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Six (6) adjustable worktables (rectangular) to seat six (6)</li> </ul>
<b>Special Needs/Equipment</b>	<ul style="list-style-type: none"> <li>• One (1) kiln (to be appropriately located and sized) with ventilation system</li> <li>• Drying racks</li> <li>• Book racks and magazine shelves (fine arts area)</li> <li>• Four (4) sturdy wooden adjustable painting easels</li> <li>• Two (2) large rolling waste barrels</li> <li>• Eyewash station</li> <li>• Paper cutter</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system</li> <li>• Document camera</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer</li> </ul>

<b>GENERAL MUSIC/CHORAL CLASSROOM</b>	
<b>SPACE:</b>	900-1,000 square feet
<b>NUMBER:</b>	One (1) classroom
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Small sink/fountain area in General Music room</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• In proximity to Multi-Purpose Room and platform (stage)</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Music cabinets for sheet music storage (each room)</li> <li>• Built-in bookcase (16" x 15')</li> <li>• Storage for Orff instruments for general music classroom</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe in each space</li> <li>• One (1) lockable four-drawer filing cabinet in each area</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet in general music classroom</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Two 8 ft. whiteboards, one with permanent musical staff lines (each room)</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Twenty-five (25) stackable stools in general music room</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk/chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Piano in general music rooms</li> </ul>
<b>Special Accommodations</b>	<ul style="list-style-type: none"> <li>• General music room needs open space for movement and varied activities</li> <li>• Sound deadening/soundproof walls</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Sound systems</li> <li>• Large screen interactive system</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer with access to high quality sound system control</li> </ul>

<b>INSTRUMENTAL MUSIC CLASSROOM</b>	
<b>SPACE:</b>	475-525 square feet
<b>NUMBER:</b>	One (1) room
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Regular sink in Instrumental Music room</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• In proximity to Multi-Purpose Room and platform (stage)</li> <li>• Instrumental room ideally located near bus entrance for easy drop off/pick up of instruments</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Music cabinets for sheet music storage</li> <li>• Built-in bookcase (16" x 15')</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe in each space</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Built-in lockable storage for instruments (low built-in cubbies at instrumental music room entrance)</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet in instrumental music classroom?</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Two 8 ft. whiteboards, one with permanent musical staff lines</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• One hundred thirty (130) stackable chairs for instrumental room</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk/chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• One hundred thirty (130) music stands for instrumental room</li> <li>• One (1) conductor's stand</li> <li>• Large Move and Store cart for music stands</li> </ul>
<b>Special Accommodations</b>	<ul style="list-style-type: none"> <li>• Sound deadening/soundproof walls</li> <li>• Acoustical divider to separate room into two (2) instructional spaces</li> <li>• Instrumental lessons and large group ensembles require 48" of space per student</li> <li>• Large ensemble rehearsals will use Multi-Purpose Room</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Sound system</li> <li>• Large screen interactive system</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer with access to high quality sound system control</li> </ul>

<b>MUSIC STORAGE</b>	
<b>SPACE:</b>	300-500 square feet
<b>NUMBER:</b>	One (1) room for steel drums

<b>PHYSICAL EDUCATION</b>	
<b>SPACE:</b>	Gymnasium: 5,500-6,000 square feet PE Office/Storage: 500-700 square feet (includes 175 s.f. office for two teachers)
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• One (1) Unisex bathroom for student use</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Recessed drinking fountains/ bottle fill stations located inside gymnasium</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Access to outdoor fields</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Storage area will have access from both the interior of the gymnasium, as well as the exterior of the building (for outdoor sports and playground activities); a roll-up exterior access door is desired</li> <li>• Six (6) shelving units (48"x18"x72") inside storage facility</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Lighting with safety cages or equivalent</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wooden floor system with essential markings</li> <li>• Protective matting</li> </ul>
<b>Special Accommodations</b>	<ul style="list-style-type: none"> <li>• Sound deadening/soundproof walls</li> <li>• Clerestory windows with remote room darkening shade system</li> <li>• High ceiling, the lowest features should be a minimum of 22 ft. from the floor</li> <li>• Wall matting around entire perimeter, from height of wall base to 6'-0" minimum above finish floor</li> <li>• Two (2) main and four (4) side baskets for basketball (all adjustable for height and electrically operated)</li> <li>• Volleyball post recessed floor sleeves</li> <li>• Chinning bars</li> <li>• Horizontal bar</li> <li>• Divider curtain</li> <li>• Ceiling mounts for cargo nets and rope climbing</li> <li>• One wall to be designated for future climbing, wall mounted equipment, and the masonry cores filled with concrete</li> <li>• Electric retractable bleacher seating; 100 spectators</li> <li>• Movable cart for storage/equipment</li> <li>• Two (2) AED with audible alarm box will be installed; one (1) in the public access hallway outside nurse's office, and one (1) outside the gymnasium</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer</li> <li>• Portable Interactive Board system, or similar device for classroom instruction</li> <li>• Built-in sound system for assemblies and programs</li> </ul>

<b>MULTI-PURPOSE ROOM</b>	
<b>SPACE:</b>	5,000-5,500 square feet 900-1,000 square feet (additional space for performance platform)
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Recessed drinking fountains located inside multi-purpose room</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Capacity to hold entire student body, staff and faculty</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Folding seating/carts/storage for entire student body, staff and faculty</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Lighting with safety cages or equivalent</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Synthetic rubberized "poured in place" floor system</li> </ul>

<b>MULTI-PURPOSE ROOM</b>	
<b>Special Accommodations</b>	<ul style="list-style-type: none"> <li>• Sound deadening/soundproof walls including acoustical wall dividing platform (stage) from gymnasium</li> <li>• Clerestory windows with remote room darkening shade system</li> <li>• High ceiling, the lowest features should be a minimum of 22 ft. from the floor</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Built-in sound system for assemblies and programs</li> <li>• Remote control screen with appropriate rear projection device One (1) teacher computer</li> </ul>

<b>LIBRARY MEDIA CENTER</b>	
<b>SPACE:</b> 2,700-3,000 square feet (includes 200 s.f. office for media staff and 200 s.f. work room)	
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Sink in media center workroom</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Centrally located in the school</li> <li>• Access to outdoor garden area, desirable</li> <li>• Adjacent to ITL classroom</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Audio-visual storage cabinets</li> <li>• Over-size vertical filing cabinet</li> <li>• Storage/display for teacher resources and professional development materials</li> <li>• 200 square foot book room nearby</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Two (2) lockable four-drawer filing cabinets</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Remote control room darkening blinds</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboards</li> <li>• Bulletin Boards</li> <li>• Well-placed and secure space for displays and promotional materials</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Tables and chairs with sleigh legs; easy to reconfigure</li> <li>• Computer furniture/workstations for six (6) student computers</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) teacher desks/chairs; Two (2) adult visitors chairs</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• 48-inch free standing, double-faced shelving for student print materials; on wheels for adjusting space layout</li> <li>• Comfortable lounge style seating – adult and student</li> </ul>
<b>Space Considerations</b>	<ul style="list-style-type: none"> <li>• Small tiered story corner</li> <li>• Area for independent study; separate area for whole class instruction</li> <li>• Maker Space area</li> <li>• Informal seating or an informal area with comfortable chairs</li> <li>• Space should be able to accommodate staff professional development activities</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Sufficient outlets to support all technology; some floor outlets</li> <li>• Sound system for large group events</li> <li>• Online circulation system (2 circulation stations)</li> <li>• Large screen interactive system (2)</li> <li>• Large printer</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Six (6) student computers</li> <li>• One (1) Chromebook cart (class set)</li> <li>• Two (2) teacher computers</li> </ul>

<b>MEDIA CENTER TV STUDIO</b>	
<b>SPACE:</b> 300-400 square feet	
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity or within Library Media Center</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile / carpet</li> </ul>

<b>MEDIA CENTER TV STUDIO</b>	
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) anchor desk with chairs</li> <li>• Eight (8) student chairs for iMac station</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Interactive Projector</li> <li>• AV Switcher Control System</li> <li>• Video backdrop screen</li> <li>• Amplifier</li> <li>• Ceiling Mounted Speakers</li> <li>• Video Conferencing Unit - codec, camera, microphones</li> <li>• Camera for announcements</li> <li>• Eight (8) iMacs for video production along wall with tables/counterspace</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer</li> </ul>

<b>INSTRUCTIONAL TECHNOLOGY LITERARY LAB</b>	
<b>SPACE:</b> 600-800 square feet	
<b>NUMBER:</b> One (1) classroom	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Toilet facilities located in close proximity to classrooms</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counter</li> <li>• In-room water fountain</li> <li>• Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for one (1) adult</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rug</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Flexible tables and appropriate student seating for twenty-five (25)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk/chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system</li> <li>• Color printer</li> <li>• Ample outlets and ports</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Twenty-five (25) desktop devices with ample outlets</li> <li>• One (1) teacher computer station</li> </ul>

<b>READING COACH OFFICE/CURRICULUM STORAGE</b>	
<b>SPACE:</b> 200-300 square feet (Additional 100 s.f. for curriculum materials storage)	
<b>NUMBER:</b> One (1) room	
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to Reading Intervention classroom</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Bookshelves for curriculum material storage, cabinets, lockable teacher wardrobe</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk, small table with four (4) adult chairs</li> </ul>

<b>READING COACH OFFICE/CURRICULUM STORAGE</b>	
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Teacher computer</li> </ul>

<b>MATH COACH OFFICE</b>	
<b>SPACE:</b> 175-225 square feet	
<b>NUMBER:</b> One (1) room	
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to Reading Intervention classroom</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Bookshelves for curriculum material storage, cabinets, lockable teacher wardrobe</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk, small table with four (4) adult chairs</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Teacher computer</li> </ul>

<b>SMALL BREAKOUT ROOM</b>	
<b>SPACE:</b> 100-150 square feet (each) for individual assessment with teachers and/or small group work with para educators	
<b>NUMBER:</b> Three (3) rooms	
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to general education classrooms</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) table</li> <li>• Six (6) student chairs</li> <li>• One (1) teacher chair</li> </ul>

<b>GENERAL EDUCATION INTERVENTION SERVICES – READING AND MATH</b>	
<b>SPACE:</b> 675-725 square feet (each) for Reading and Math Intervention, each space to accommodate 2-3 adults working with small groups	
<b>NUMBER:</b> Two (2) rooms	
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counters</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to primary education classrooms and Reading/Math Coach offices</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Supply closets with shelving installed in each room</li> <li>• Counters under windows where possible</li> <li>• Separate literacy book closet in centralized location to classrooms</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for three (3) adults</li> <li>• Two (2) lockable four-drawer filing cabinets (each office)</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboards</li> <li>• Bulletin Boards</li> </ul>

<b>GENERAL EDUCATION INTERVENTION SERVICES – READING AND MATH</b>	
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Moveable work tables to allow for open space for movement within Math Intervention space</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) Teacher desk/chair</li> <li>• Horseshoe tables (2) with chairs to accommodate K-5 students</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Visitor’s chairs</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Five (5) student computers (math)</li> <li>• Ten (10) Computer stations for Lexia program (Reading)</li> <li>• One (1) teacher computer (each room)</li> </ul>

<b>TESOL OFFICE</b>	
<b>SPACE:</b> 175-225 square feet	
<b>NUMBER:</b> One (1) room	
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to classrooms and World Language classroom</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Bookshelves, cabinets, lockable teacher wardrobe</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk, small table with four (4) chairs</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Teacher computer</li> </ul>

**SPECIAL EDUCATION PROGRAMS**

**STEPPING STONES PRESCHOOL PROGRAM**

<b>PRESCHOOL CLASSROOM</b>	
<b>SPACE:</b> 800-890 square feet (each) (includes 50 s.f. in-class toilet room)	
<b>NUMBER:</b> Seven (7) classrooms	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Separate toilet room within classroom for ages 3-5 with shelves and extra storage space</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Two (2) stainless steel sinks with laminate counters (one adult, one child)</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to all Preschool services</li> <li>• Observation window (from one of the related services offices)</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Classroom library storage</li> <li>• Shared materials storage area separated from classroom (see instructional storage)</li> <li>• Counters under windows where appropriate</li> <li>• Large drawer storage (posters, large books, etc.)</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for three (3) adults</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• Coat and cubby storage for eighteen (18) students with clear sightlines; ideally separate from classroom</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> <li>• Task lighting for center areas</li> </ul>

<b>PRESCHOOL CLASSROOM</b>	
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet with vinyl tile near sink and toilet area</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Preschool tables and chairs</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Center Instruction: three (3) small tables with four (4) chairs each</li> <li>• Activity Groups: one (1) table with six (6) chairs</li> <li>• Sensory break area</li> <li>• Microwave</li> <li>• Refrigerator</li> </ul>
<b>Special Needs/Equipment</b>	<ul style="list-style-type: none"> <li>• Block carts</li> <li>• Easel</li> <li>• Play equipment for centers</li> <li>• Full-length mirror (Mylar)</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system at appropriate height for preschool students</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer</li> </ul>

<b>INTENSIVE EDUCATION CLASSROOM</b>	
<p><b>SPACE:</b> 575-625 square feet (includes 50 s.f. in-class toilet) One (1) 150 square foot Observation/Evaluation room</p> <p><b>NUMBER:</b> One (1) classroom</p>	
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• One (1) stainless steel sink with laminate countertops</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• In the vicinity of Preschool classrooms</li> <li>• Observation window (from one of the related services offices)</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas</li> <li>• Cabinets with large drawers</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet with vinyl tile near sink</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Special Needs/Equipment</b>	<ul style="list-style-type: none"> <li>• 60" flexible dividers, able to configure into six (6) separate student work stations (approximately 6'x5' areas)</li> <li>• Full-length mirror (Mylar)</li> <li>• Sensory break area</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system (low level for Preschool students)</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for three (3) adults</li> <li>• One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer</li> </ul>

<b>SPED RESOURCE ROOM</b>	
<b>SPACE:</b> 325-375 square feet	
<b>NUMBER:</b> One (1) room	
<b>Access</b>	<ul style="list-style-type: none"> <li>• Adjacent to Preschool classrooms</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• Lockable filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl flooring with area carpet</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard (magnetic)</li> <li>• Bulletin Board</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Activity Groups: One (1) table with four (4) chairs</li> <li>• Adult size chairs</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Teacher computer</li> </ul>

<b>COORDINATOR OF O.T. SERVICES OFFICE</b>	
<b>SPACE:</b> 125-175 square feet	
<b>NUMBER:</b> One (1) room	
<b>Access</b>	<ul style="list-style-type: none"> <li>• Adjacent to O.T/P.T. Resource Room</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Closed bookshelves and cabinets</li> <li>• Lockable wardrobe</li> <li>• Lockable file cabinets</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> <li>• Natural light</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) desk</li> <li>• Table with four (4) chairs</li> <li>• Door with window</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Teacher computer</li> </ul>

<b>SOCIAL WORKER OFFICE</b>	
<b>SPACE:</b> 125-175 square feet	
<b>NUMBER:</b> One (1) room	
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to Preschool entrance</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Closed bookshelves and cabinets</li> <li>• Lockable wardrobe</li> <li>• Lockable student files</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> <li>• Natural light</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet</li> </ul>

<b>SOCIAL WORKER OFFICE</b>	
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) desk</li> <li>• Table with five (5) chairs</li> <li>• Small student table with two (2) student chairs</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Teacher computer</li> </ul>

<b>COMMUNITY PRESCHOOL LIAISON OFFICE</b>	
<b>SPACE:</b> 125-175 square feet	
<b>NUMBER:</b> One (1) room	
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to Preschool entrance</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Closed bookshelves and cabinets</li> <li>• Lockable wardrobe</li> <li>• Lockable file cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> <li>• Natural light</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) desk</li> <li>• Table with four (4) chairs</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Teacher computer</li> </ul>

<b>SPEECH LANGUAGE</b>	
<b>SPACE:</b> 225-275 square feet	
<b>NUMBER:</b> Three (3) rooms	
<b>Access</b>	<ul style="list-style-type: none"> <li>• Adjacent to Preschool OT/PT areas and Preschool parent drop-off area</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas for testing materials perhaps shared in common suite space with psychologist)</li> <li>• Counters under windows where appropriate</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe</li> <li>• Lockable filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic Whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Activity Groups: One (1) table with six (6) chairs</li> <li>• Area for floor play</li> <li>• Adult size visitor's chairs</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Teacher computer</li> </ul>

<b>PSYCHOLOGIST OFFICE</b>	
<b>SPACE:</b> 225-275 square feet	
<b>NUMBER:</b> One (1) room	
<b>Access</b>	<ul style="list-style-type: none"> <li>In close proximity to Related Services</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>Closed bookshelves and cabinets</li> <li>Storage areas for testing materials perhaps shared in common suite space with speech/language)</li> <li>Lockable wardrobe</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>Soft color, dimmable lighting</li> <li>Natural light</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>Carpet</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>Magnetic whiteboard</li> <li>Bulletin Board</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>One (1) desk</li> <li>Table with four (4) chairs</li> <li>Lockable student files</li> <li>Floor play area</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>Teacher computer</li> </ul>

<b>MULTI-PURPOSE CLASSROOM</b>	
<b>SPACE:</b> 900-1,000 square feet (each) (includes 50 s.f. in-class toilet room)	
<b>NUMBER:</b> One (1) classroom (Open space for PE/music/movement/staff meetings)	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>Separate toilet room within classroom for ages 3-5 with shelves and extra storage space</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>Two (2) stainless steel sinks with laminate counters (one adult, one children)</li> <li>Soap and towel dispenser</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>Built-in bookcases, cabinets</li> <li>Counters under windows where appropriate</li> <li>Chair, table storage for staff meeting use</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>Lockable teacher storage wardrobe for three (3) adults</li> <li>One (1) lockable four-drawer filing cabinet</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>Carpet with vinyl tile near sink and toilet area</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>Magnetic Whiteboard</li> <li>Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>Preschool stackable chairs/stools for music activities</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>Teacher Desk/Chair</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>Large screen interactive system</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>One (1) teacher computer</li> </ul>

<b>PRESCHOOL COORDINATOR'S OFFICE</b>	
<b>SPACE:</b> 175-225 square feet	
<b>NUMBER:</b> One (1) room with toilet room	
<b>Access</b>	<ul style="list-style-type: none"> <li>In close proximity to Preschool entrance</li> <li>Adjacent to Main Office</li> </ul>

<b>PRESCHOOL COORDINATOR'S OFFICE</b>	
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Bookshelves, cabinets, one (1) lockable wardrobe</li> <li>• Fireproof, lockable files</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• One (1) desk, credenza,</li> <li>• Table with four (4) chairs</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• One (1) printer</li> <li>• Large screen interactive system</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Computer</li> </ul>

<b>MAIN OFFICE/FILE ROOM</b>	
<b>SPACE:</b> 650-750 square feet (including adult toilet room)	
<b>NUMBER:</b> One (1) main office; One (1) Waiting Area; One (1) File Room	
<b>Access</b>	<ul style="list-style-type: none"> <li>• In close proximity to Preschool entrance</li> <li>• In close proximity to Health Services</li> <li>• Visibility to school entrance and approach</li> <li>• Adjacent to Coordinator's Office and Conference room</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Bookshelves</li> <li>• File cabinets under countertops separating waiting area</li> <li>• Two (2) lockable wardrobes</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Carpet</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) desks/chairs</li> <li>• Countertops for workspace</li> <li>• Staff mailboxes in separate space</li> <li>• Fireproof, lockable student files in separate room</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• One (1) printer</li> <li>• One (1) copier</li> <li>• Monitoring system for screening visitors</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Secretary computer</li> <li>• Clerk computer</li> </ul>

<b>CONFERENCE ROOM</b>	
<b>SPACE:</b> 200-250 square feet each	
<b>NUMBER:</b> One (1) room	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Adjacent to Main Office/Principal's Office</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• One (1) credenza</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Conference Table</li> <li>• Seating for ten (10)</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin board</li> </ul>

CONFERENCE ROOM	
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Polycom telephone</li> <li>• Large screen interactive system</li> <li>• Copier</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) computer</li> </ul>

FACULTY WORKROOM	
<b>SPACE:</b> 200-300square feet <b>NOTE:</b> One (1) per floor	
<b>Sink</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counter tops</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Close proximity to classrooms</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> <li>• Provide windows to maximize natural light</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Shelving and ample counter space</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Work table and six (6) chairs</li> <li>• Soft seating</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Microwave oven</li> <li>• Refrigerator</li> <li>• Coffee maker</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Die press (letter cutting machine)</li> <li>• Laminating machine</li> <li>• General office supplies</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Network copier/fax machine/scanner</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer</li> </ul>

STORAGE
<p><b>SPACE:</b> 200-400 square feet – Instructional Storage (preschool classrooms/related service (These storage spaces are separate from custodial storage/washroom spaces for supplies and equipment; accounted for in CORE Factor.)</p>

**K-5 Special Education & Support Services Programs**

SPECIAL EDUCATION RESOURCE	
<b>SPACE</b> 675-725 square feet (each)	
<b>NUMBER:</b> Two (2) classrooms (each to be shared by two resource teachers)	
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counter</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Close proximity to general education classrooms and to each other</li> <li>• Close proximity to related services (SW/Psych/SLH), preferred</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases</li> <li>• Storage areas</li> <li>• Counters under windows where possible</li> </ul>

<b>SPECIAL EDUCATION RESOURCE</b>	
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for four (4) adults</li> <li>• Two (2) lockable four-drawer filing cabinets</li> <li>• Access to shared testing materials</li> <li>• Separate storage for file retention storage</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboards</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Student tables/chairs (adjustable/movable)</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) Teacher desks/chairs</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Adult visitor's chairs</li> <li>• Activity Groups: Two (2) tables with six (6) chairs (each)</li> <li>• Portable dividers</li> <li>• Sensory area</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Two (2) teacher computers</li> <li>• Four (4) student computers</li> </ul>

<b>INTENSIVE RESOURCE CLASSROOM</b>	
<b>SPACE:</b> 800-890 square feet	
<b>NUMBER:</b> Two (2) classrooms	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Toilet facility with storage</li> </ul>
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counter</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• Close proximity to OT/PT room</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases, storage areas, large-drawer storage</li> <li>• Storage areas</li> <li>• Counters under windows where possible</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for three (3) adults</li> <li>• Two (2) lockable four-drawer filing cabinet</li> </ul>
<b>Student Storage</b>	<ul style="list-style-type: none"> <li>• 15 coat hooks/storage</li> <li>• Cubby storage for 15 students</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and area rugs</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboards</li> <li>• Bulletin Boards</li> </ul>
<b>Student Furniture</b>	<ul style="list-style-type: none"> <li>• Table and appropriate student furniture</li> <li>• Soft furniture</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher Desk/Chair</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Center instruction: Three (3) small tables with four (4) chairs</li> <li>• Activity Groups: Two (2) tables with six (6) chairs</li> <li>• Adult visitor chair</li> </ul>
<b>Special Needs/Equipment</b>	<ul style="list-style-type: none"> <li>• Separate area for calming, de-stress</li> <li>• Staff work area (for teachers, paras, conferences)</li> </ul>
<b>Classroom Technology</b>	<ul style="list-style-type: none"> <li>• Large screen interactive system</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer</li> <li>• Two (2) student computers</li> </ul>

<b>PRE-K – 5 O.T. / P.T. RESOURCE ROOM</b>	
<b>SPACE:</b> 675-725 square feet (includes 50 s.f. in-class toilet) <b>NOTE:</b> Split services to serve each floor	
<b>NUMBER:</b> Two (2) rooms with large walk-in closet for storage	
<b>Sinks</b>	<ul style="list-style-type: none"> <li>• One (1) stainless steel sink with laminate countertops</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access</b>	<ul style="list-style-type: none"> <li>• In the vicinity of Preschool Speech/Language offices</li> </ul>
<b>Classroom Storage</b>	<ul style="list-style-type: none"> <li>• Built-in bookcases, cabinets (variety of open and closed)</li> <li>• Walk-in storage for large equipment</li> <li>• Counters under windows where appropriate</li> <li>• Sitting/cubby area for five (5) students to take off shoes and store</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl tile</li> <li>• Four (4) panel mats (6’x12’)</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Whiteboard</li> <li>• Bulletin Boards</li> </ul>
<b>Special Needs/Equipment</b>	<ul style="list-style-type: none"> <li>• Capability to suspend therapeutic swing from ceiling</li> <li>• Three (3) fine motor centers</li> </ul>
<b>Teacher Storage</b>	<ul style="list-style-type: none"> <li>• Lockable teacher storage wardrobe for three (3) adults</li> <li>• Three (3) lockable four-drawer filing cabinet</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Three (3) Teacher Desk/Chairs</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Three (3) teacher computer</li> </ul>

<b>K - 5 SPEECH/LANGUAGE/HEARING SERVICES</b>	
<b>SPACE:</b> 225-275 square feet	
<b>NUMBER:</b> Two (2) offices	
<b>Access</b>	<ul style="list-style-type: none"> <li>• Close proximity to psychologist and OT/PT resource rooms</li> <li>• Consider these offices as a suite with common area</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• One (1) lockable built-in four-drawer filing cabinet (each office)</li> <li>• Bookcases and shelving</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk/chair (each office)</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) adult chairs (each office)</li> <li>• One (1) table, with 6 student chairs (each office)</li> <li>• Small play area</li> </ul>
<b>Special Needs/Equipment</b>	<ul style="list-style-type: none"> <li>• Built-in mirror</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer (each office)</li> </ul>

<b>K - 5 PSYCHOLOGIST SERVICES SUITE</b>	
<b>SPACE:</b> 750-850 square feet (total) <b>Note:</b> (1) 100sf Quiet Room and (2) 200sf Flex/Evaluation rooms	
<b>NUMBER:</b> Three (3) offices @ 200 s.f. each; 200 s.f. common space and Mindfulness space	
<b>Access</b>	<ul style="list-style-type: none"> <li>• Close proximity to the main office and sped resource rooms</li> </ul>

<b>K - 5 PSYCHOLOGIST SERVICES SUITE</b>	
	<ul style="list-style-type: none"> <li>• Consider these offices as a suite with common area</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• One (1) lockable built-in four-drawer filing cabinet (each office)</li> <li>• Bookcase and shelving</li> <li>• Walk-in supply closet (common area)</li> <li>• Laminate counters and shelving (common area)</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Display</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin Board</li> </ul>
<b>Teacher Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk/chair (each office)</li> </ul>
<b>Other Furniture</b>	<ul style="list-style-type: none"> <li>• Two (2) adult chairs (each office)</li> <li>• One (1) table, with 6 student chairs (each office)</li> <li>• Small play area</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer (each office)</li> </ul>

**ADMINISTRATION AND SUPPORT SERVICES**

Unless otherwise noted, the standard furnishings for every area noted below are expected to include the following:

- Room darkening shades
- Acoustical insulation for soundproofing
- Year-round air conditioning
- ADA compliant building standards
- Wireless/internet access
- Multiple electric outlets
- Telephone

<b>PRINCIPAL'S OFFICE</b>	
<b>SPACE:</b> 175-225 square feet	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Close proximity to secretary's workstation and conference room</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• One (1) large wall unit bookcase</li> <li>• Lockable lateral files</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Desk/Chair/Credenza</li> <li>• Visitor's seating for four (4)</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Bulletin board</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Polycom telephone</li> <li>• Building security system monitor</li> <li>• Security "panic" button with dedicated phone line</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) laptop with docking station</li> </ul>

<b>ASSISTANT PRINCIPAL'S OFFICE</b>	
<b>SPACE:</b> 150-200 square feet	
<b>NUMBER:</b> Two (2) offices	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Close proximity to Main Office and conference room</li> </ul>

<b>ASSISTANT PRINCIPAL'S OFFICE</b>	
<b>Storage</b>	<ul style="list-style-type: none"> <li>• One (1) large wall unit bookcase</li> <li>• Lockable lateral files</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Desk/Chair</li> <li>• Visitor's seating for four (4)</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Bulletin board</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Polycom telephone</li> <li>• Building security system monitor</li> <li>• Security "panic" button with dedicated phone line</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) laptop with docking station</li> </ul>

<b>MAIN OFFICE (SECRETARIAL AREA)</b>	
<b>SPACE:</b> 700-850 square feet	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Adjacent to principal's office</li> <li>• Main hallway wall should have multiple windows, and the Main Office should be able to view main entranceway of school and bus and/or visitor traffic</li> <li>• Connecting door between office and health suite</li> <li>• Staff lavatories should be in Main Office Suite</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Safe</li> <li>• Staff mailboxes within main office area</li> <li>• Base and wall cabinets with counter space</li> <li>• Fire-proof, lockable files for student confidential records, table and chairs (separate room)</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Secretarial workstations (3)</li> <li>• Secretarial chairs (3)</li> <li>• Security Officer station within main office/entry area</li> <li>• Additional worktable/counter area</li> <li>• Visitor's seating</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Bulletin boards</li> <li>• Closet for coats</li> <li>• Copy Room</li> <li>• Kitchenette counter, small refrigerator, sink, microwave</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Network copier/fax machine</li> <li>• Building security system monitor (secretary/clerk)</li> <li>• Security "panic button with dedicated phone line (secretary/clerk)</li> <li>• Radio charging station</li> <li>• Parent access Kiosk computer</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• Three (3) computers</li> </ul>

<b>CONFERENCE ROOM</b>	
<b>SPACE:</b> 225-275 square feet each	
<b>NUMBER:</b> Two (2) rooms	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• One adjacent to Main Office/Principal's Office and one near related services</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• One (1) credenza</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>

<b>CONFERENCE ROOM</b>	
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Wall to wall carpeting</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Conference Table</li> <li>• Seating for ten (10)</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Magnetic whiteboard</li> <li>• Bulletin board</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Polycom telephone</li> <li>• Large screen interactive system</li> </ul>
<b>Computers (each)</b>	<ul style="list-style-type: none"> <li>• One (1) computer</li> </ul>

<b>HEALTH SERVICES PREK-5</b>	
<b>SPACE:</b> 750-850 square feet (to be shared by two nurses)	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Two (2) Oversized accessible toilet room with changing table</li> </ul>
<b>Sink</b>	<ul style="list-style-type: none"> <li>• Sink with foot pedal controls (outside Toilet room)</li> <li>• Sink with eye wash</li> </ul>
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Access to main office for assistance during times of emergency</li> <li>• Access through main corridor</li> <li>• Access to natural light; windows</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Lockable cabinets for medication</li> <li>• Four (4) four-drawer lockable filing cabinets</li> <li>• Closet and extra storage for materials</li> </ul>
<b>Office Furniture</b>	<ul style="list-style-type: none"> <li>• Desk/chair facing room entry (3)</li> <li>• Bookcase</li> <li>• Table for testing/conferences (private)</li> <li>• Four (4) student chairs for waiting area</li> </ul>
<b>Space Considerations</b>	<ul style="list-style-type: none"> <li>• Recovery area with 3 cots with privacy curtains</li> <li>• Private space where nurse can speak privately with students/parents</li> <li>• Examination room</li> <li>• 25-ft space to conduct vision screenings</li> <li>• Waiting area for students</li> <li>• One (1) 150 square foot Quiet Room</li> </ul>
<b>Medical Equipment</b>	<ul style="list-style-type: none"> <li>• Wheelchair/evac chair</li> <li>• Magnifying lamp</li> <li>• Rolling cart (portable emergency cart)</li> <li>• Examination table</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• AED with audible alarm box will be installed in the public access hallway.</li> <li>• Refrigerator with separate frost-free freezer compartment</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Two (2) telephones with direct access to an outside line and ability to access classrooms; separate phone for student use</li> <li>• Portable phones for nurses (2)</li> <li>• Fax machine</li> <li>• Printer</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• Two (2) computers</li> </ul>

<b>TEACHER WORKROOM</b>	
<b>SPACE:</b> 425-475 square feet Note: (1) per floor for a total of (2)	
<b>Sink</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counter tops</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Close proximity to Main Office area</li> </ul>

<b>TEACHER WORKROOM</b>	
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Shelving</li> <li>• Locked cabinet</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Table and six (6) chairs</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Die press (letter cutting machine)</li> <li>• Laminating machine</li> <li>• General office supplies</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Network copier/fax machine/scanner</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) teacher computer</li> </ul>

<b>FOOD SERVICES – CAFETERIA</b>	
<b>SPACE:</b> 2,400-2,500 square feet <i>(Based on 4 lunch waves: 25% enrollment x 17.5 square feet)</i>	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Adjacent to full kitchen and serving area</li> <li>• Exits to outdoors</li> <li>• Close proximity to playground and fields</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Soft color, dimmable lighting</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Resilient rubber flooring – needs to be easy to sweep and mop</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Storage room to accommodate tables/benches and chairs</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Folding roll-away tables/benches, long type with built-in seating, to accommodate projected number of students in a lunch wave plus 25%</li> </ul>
<b>Other Accommodations</b>	<ul style="list-style-type: none"> <li>• Recessed drinking fountains</li> <li>• Sound reducing measures</li> <li>• Soundproof divider between kitchen and cafeteria for after school meetings</li> <li>• Bulletin boards</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Localized public address system – must integrate with building system</li> <li>• Screen and projection device (matrix of flat panel LED’s or multi-cast to multiple LED’s) for Professional Development activities</li> <li>• Electronic Signage sized appropriately for the space</li> <li>• WIFI – full coverage</li> </ul>

<b>FOOD SERVICES – KITCHEN</b>	
<b>SPACE:</b> 1,400-1,500 square feet – Kitchen Full service kitchen (not warming)	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Locker room for three (3) with adjacent unisex toilet room</li> </ul>
<b>Sink</b>	<ul style="list-style-type: none"> <li>• One (1) three bay sink with drain board</li> <li>• One (1) double well stainless-steel produce sink</li> <li>• One (1) triple well stainless-steel pot wash sink</li> <li>• Three (3) hand sinks with soap and towel dispensers</li> </ul>
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• In close proximity to Gymnasium</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Task lighting over preparation areas</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Epoxy flooring – stable non-slip surface, must be easy to sweep and mop</li> <li>• Appropriately pitched floor with multiple floor drains and water source for custodial purposes.</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Safe</li> <li>• Four (4) stainless steel utility carts, three shelves, #300/#400 capacity</li> <li>• Two (2) stainless steel cart for tray storage, ADA accessible</li> <li>• Adequate space for annual supplies</li> </ul>

<b>FOOD SERVICES – KITCHEN</b>	
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Teacher desk/chair</li> <li>• Visitor’s chair</li> </ul>
<b>Space Considerations (required)</b>	<ul style="list-style-type: none"> <li>• Large walk-in storeroom with heavy-duty wire mesh chrome-mate shelving on casters</li> <li>• Dishwasher room with necessary utilities (racks and tray carts)</li> <li>• Separate area for the cashier to count money with a safe</li> <li>• Two (2) serving lines with built-in hot and cold units</li> <li>• Can washing area (outside, near dock – custodial)</li> </ul>
<b>Food Services Equipment</b>	<ul style="list-style-type: none"> <li>• One (1) slicer on stand</li> <li>• One (1) double steamer, pressure-less</li> <li>• One (1) double-stack convection ovens with stand: single one-over-one unit (equals 2 ovens)</li> <li>• One (1) small double kettle</li> <li>• One (1) range top with four burners</li> <li>• One (1) food processor (Robo Coupe)</li> <li>• Two (2) electric food warming boxes</li> <li>• Walk-in freezer, minimum 100 square ft. with shelving</li> <li>• Walk-in refrigerator, minimum 100 square ft. with shelving</li> <li>• One (1) pass-thru refrigerator near serving line</li> <li>• One (1) pass-thru freezer near serving line</li> <li>• Steam table with five (5) wells</li> <li>• Cold well in serving line for fruits, vegetables and salads</li> <li>• Three (3) preparation tables (stainless steel)</li> <li>• One (1) baking center with table, baking rack with refrigerator underneath</li> <li>• Milk cooler</li> <li>• Ice cream freezer</li> <li>• Exhaust fans (ventilation) for ovens, skillet, stove, etc.</li> <li>• Exhaust fans (ventilation) in washroom and pantry areas</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Two (2) cash registers and stands (point of sale system – including data drops)</li> <li>• One (1) computer (Food Services Office - requires data drop)</li> </ul>

<b>FACULTY LOUNGE</b>	
<b>SPACE:</b> 650-700 square feet	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Faculty toilets adjacent to faculty lounge</li> </ul>
<b>Sink</b>	<ul style="list-style-type: none"> <li>• Stainless steel sink with laminate counter</li> <li>• Soap and towel dispenser</li> </ul>
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• Close proximity to the major instructional section of the school</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>• Provide windows and maximize natural light</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile and carpeting</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Built-in upper and lower cabinets</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Soft seating</li> <li>• Tables and seating for twenty (20) people</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Microwave oven</li> <li>• Refrigerator</li> <li>• Coffee maker</li> </ul>

<b>CUSTODIAL OFFICE AND CUSTODIAL STORAGE</b>	
<b>SPACE:</b> 800-1,000 square feet	
<b>Toilet</b>	<ul style="list-style-type: none"> <li>• Locker room for four (4) with adjacent unisex toilet room</li> </ul>

<b>CUSTODIAL OFFICE AND CUSTODIAL STORAGE</b>	
<b>Access/Location</b>	<ul style="list-style-type: none"> <li>• In close proximity to Cafeteria; loading/receiving dock/mechanical room</li> </ul>
<b>Flooring</b>	<ul style="list-style-type: none"> <li>• Vinyl enhanced tile</li> </ul>
<b>Storage</b>	<ul style="list-style-type: none"> <li>• Locked cabinet</li> <li>• Storage for outdoor equipment with access to exterior door</li> <li>• Storage for chemical/cleaning supplies</li> <li>• Storage for interior cleaning machines with charging stations</li> </ul>
<b>Furniture</b>	<ul style="list-style-type: none"> <li>• Desk/Chair</li> <li>• Three (3) adult chairs</li> </ul>
<b>Computers</b>	<ul style="list-style-type: none"> <li>• One (1) computer</li> </ul>

<b>STORAGE</b>	
<b>SPACE:</b>	800-1,200 square feet – Instructional Storage (Literacy Book Room; K-1 storage; 2-3 storage; 4-5 storage)
	800-1,200 square feet – General Storage
(These storage spaces are separate from custodial storage spaces for supplies and equipment; accounted for above.)	

**VIII. COMMUNITY USE**

The community uses Westport elementary schools before and after school hours. Some of the groups that regularly use the facilities include:

- Westport Parks and Recreation Department
- Adult Education
- PTO
- Registrar of Voters

**IX. ENVIRONMENT – SYSTEMS – EQUIPMENT**

<b>SYSTEM</b>	<b>SPECIFICATIONS</b>
<b>Building Systems</b>	<ul style="list-style-type: none"> <li>• The building systems incorporated into the new construction will be designed in accordance with Connecticut High Performance Building standards, equivalent in performance to a LEED Silver rating or higher.</li> </ul>
<b>Heating/Cooling (HVAC) System</b>	<ul style="list-style-type: none"> <li>• The heating, cooling, ventilation and dehumidification will meet today’s high energy and efficiency standards. Renewable energy will be considered that may include Geo-thermal wells, Photovoltaics and other renewable energy sources that could achieve a Net Zero Energy Building. Student comfort, energy efficiencies and renewable energy will be considered to produce the most beneficial system for the students and staff.</li> <li>• All spaces are to receive air conditioning, but only those areas with summertime use will have the systems running year-round; all other areas will have systems set to dehumidification only during summer months.</li> <li>• Use in-slab hydronic heat delivery at the lower levels for PreK and Kindergarten classrooms.</li> </ul>

SYSTEM	SPECIFICATIONS
<p><b>Climate Controls/ Ventilation System</b> (To be updated as per latest Town standards at time of design)</p>	<ul style="list-style-type: none"> <li>• The building will be designed with Direct Digital Control (DDC) systems (Alerton or Automate logic) centrally tied into the School Facilities Department via Graphical User Interface.</li> <li>• Spaces should have independent, on demand heating, cooling and ventilation control for operational efficiency.</li> <li>• Each classroom will be provided with a temperature sensor and carbon dioxide sensor. The carbon dioxide sensor is an energy saving device. By sensing the carbon dioxide within the room, the outside air intake is adjusted, reducing the amount of outside air being heated or cooled, resulting in less energy used.</li> <li>• Climate controls/ventilation systems need to meet current codes and standards.</li> <li>• MDF and IDFs must be climate controlled (A/C)</li> </ul>
<p><b>Lighting System</b></p>	<ul style="list-style-type: none"> <li>• Efficient and appropriate natural lighting will be maximized within the facility as appropriate for the programmatic use of the spaces.</li> <li>• Motion sensors and dual switching will be installed in classrooms.</li> <li>• The use of LEDs throughout, with exceptions in specialty areas.</li> <li>• Attention should be given to security lighting for both interior and exterior of the building.</li> <li>• Emergency back-up will be via local battery ballasts.</li> <li>• The use of light shelves and light sensors for natural light to reduce electrical load shall be considered in locations where possible.</li> </ul>
<p><b>Electrical (Power) System</b></p>	<ul style="list-style-type: none"> <li>• Power to be provided by local utility company.</li> <li>• Consider solar roof mounted.</li> <li>• Distribution will include customer metering.</li> <li>• Emergency (whole building) generator to accommodate Life Safety needs.</li> <li>• Generator must be sufficient to support critical IT equipment in MDF and all IDFs as well as administrative offices and Nurse’s office.</li> <li>• Generator must support critical kitchen equipment with the intention being to cook, serve, and store food. (Hoods, ovens, serving line, freezer, refrigeration, etc.)</li> </ul>
<p><b>Technology</b></p>	<ul style="list-style-type: none"> <li>• There shall be a combined voice/data system with “VOIP” (Voice Over Internet Protocol) design compatible with the town-wide system.</li> <li>• The school shall have wall mounted, interactive LED devices in every classroom and meeting space.</li> <li>• Capacity to provide video streaming devices in every classroom and meeting space.</li> <li>• Flexible/adaptable charging stations in every room to accommodate a variety of devices over time.</li> <li>• Multiple data drops with sufficient power in every classroom, meeting spaces, and tech/storage closets to accommodate phones/copiers as needed.</li> <li>• Latest generation full WIFI coverage throughout the entire building compatible with district controllers.</li> <li>• Shared printing stations to support multiple classrooms in convenient locations throughout the building.</li> <li>• Head end equipment to be housed in an MDF with 24-hour environmental control.</li> <li>• All IDF closets require 24-hour environmental control.</li> <li>• Horizontal cabling shall be Category 6e plenum rated or contemporary equivalent.</li> <li>• Cable shall be run in corridors to support horizontal cable structure.</li> <li>• Fiber backbone between the MDF and IDF rooms shall be capable of at least 10GB minimum anticipating future growth.</li> <li>• Fiber optical cable from street to MDF also must support 10 GB as well as anticipate future growth.</li> <li>• Office space and workspace for Technology Personnel with sufficient data drops and power to support technology in the building.</li> <li>• Storage for Technology Department is critical.</li> </ul>

SYSTEM	SPECIFICATIONS
<b>Security</b>	<ul style="list-style-type: none"> <li>• Digital video surveillance of exterior/interior areas of the building integrated with District system.</li> <li>• Electronic security system with keypad access control installed into the school.</li> <li>• Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours.</li> <li>• Motion sensors shall be mounted in corridors.</li> <li>• Respond to future state and/or federal mandates related to security requirements for elementary facilities (i.e. panic button systems)</li> <li>• Door locks shall be Sargent and integrated with existing MPS system.</li> </ul>
<b>Phone System</b>	<ul style="list-style-type: none"> <li>• A comprehensive, district-integrated phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options.</li> <li>• Must be capable of reporting originating room identification as part of E911 call.</li> <li>• Install phones in every room of the facility occupied by teachers or students at any given time, including all meeting, support and instructional spaces.</li> <li>• Provide Voice Over “IP” options.</li> </ul>
<b>Public Address</b>	<ul style="list-style-type: none"> <li>• The building’s public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications as well as external communications.</li> <li>• The PA system should be developed in conjunction with the phone, clock, data, voice and DIVOS video distribution system of the school.</li> <li>• Secondary access to security and public address systems will be located in the MDF/Head End Room.</li> </ul>
<b>Clocks</b>	<ul style="list-style-type: none"> <li>• Clocks, similar to the phone system will be integrated into the technology component of the project.</li> <li>• All support and instructional spaces will be included.</li> <li>• System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government.</li> </ul>
<b>Plumbing System</b>	<ul style="list-style-type: none"> <li>• Plumbing fixtures/system will be designed per current and applicable codes.</li> <li>• Fixtures will be self-operating</li> <li>• Plastic piping to be considered for domestic water and heating where possible.</li> <li>• Floor drains in gang toilet areas</li> <li>• Plumbed for full whole building sprinkler system</li> </ul>
<b>Fire Protection</b>	<ul style="list-style-type: none"> <li>• Building will be fully protected by a sprinkler system installed per NFPA 13.</li> <li>• Waterless fire suppression systems required in MDF and IDFs with appropriate redundant detection.</li> </ul>
<b>Fire Alarm</b>	<ul style="list-style-type: none"> <li>• The building will be protected by a fully addressable analog, manual and automatic fire alarm system. MPS use Notifier fire system in all schools.</li> </ul>
<b>Acoustics</b>	<ul style="list-style-type: none"> <li>• The building will comply with ANSI S12.60-2002: Acoustical Performance Criteria, Design Requirements and Guidelines for Schools.</li> <li>• Suspended acoustical ceilings and/or acoustical decks will be installed throughout the building.</li> <li>• Corridor walls should be constructed of glazed concrete masonry units, or materials with a comparable NRC rating, and provide an adequate separation for sound control.</li> <li>• In specialized areas, such as media centers, appropriate acoustical treatments will be installed.</li> <li>• Sound field system will be provided in each classroom.</li> </ul>
<b>Windows/Doors</b>	<ul style="list-style-type: none"> <li>• Windows should be high efficiency, non-operational type with low e-glazing.</li> <li>• Emergency egress windows and rated doors will be installed in accordance with applicable codes.</li> <li>• Consider key fobs, thumb latches, vision panels – review with District and integrate with security section.</li> <li>• Door locks shall be Sargent and integrated with existing MPS system.</li> </ul>

## X. SITE DEVELOPMENT

There will be three primary entrance areas to the building: (1) the Main Entrance for visitors and parent drop off/pick up; (2) K-5 student entrance for bus drop-off/pick up; (3) PreK entrance with separate bus loop. Passive security measures, such as visual control of the entrances from the adjacent office areas, must be planned for. Active security measures and systems will be developed with the building design. Adequate lighting for monitoring activities and ensuring safety are of paramount importance at the building entrances. Each entrance area should accommodate a separate bus loading and parent drop-off area. Entry overhangs or covered walkways will be provided for inclement weather to the extent practicable.

Bus loading areas should be configured as a one-way drive in a direction to assure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. The drive will have two lanes: one for travel, and one for stopping and unloading. The bus loading driveway should be located such that buses exit upstream of automobiles, thereby reducing delays.

Parent drop-off areas will also be configured as a one-way drive in a direction to ensure that loading and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. Student drop-off and pick-up areas are to be separated from the bus loading area, and preferably should be separate from other parking lots.

Parking for staff and visitors will be developed to take the multiple uses of the building into account. In determining the size and location of the parking lots, consideration will be given to the use of the building for community access as well as student safety. ADA and other code requirements will be addressed in the design of parking.

Sidewalks will be featured around the perimeter of the school and shall be concrete with monolithic concrete curbing. Access to the parking lots, playfields, bus and parent pickup/drop-off areas, and access for student walkers will be addressed. Sidewalks should be designed to accommodate students who walk or ride bicycles to school. The number of driveways that are crossed by sidewalks should be eliminated/minimized as much as practicable.

Playgrounds will include paved (dry) play areas, replacement multi-use fields, and new playscape equipment. PreK and K-1 play areas should be located in close proximity to their classrooms. Intermediate play areas should be located away from classroom areas, and in close proximity to the gymnasium and/or cafeteria

Playfields, parking, service drives, drop-off zones and bus zones should be located to reduce the cost of connecting elements without requiring pedestrians to cross vehicular traffic lanes. The location of driveways, walkways and landscaping must permit adequate sight distances for both vehicles and pedestrians.

Site utilities and physical plant components, including drives and access roads, will be located to avoid conflict with student and vehicular traffic, as well as the planned future growth of building components.

Landscaping will be designed to allow the school to blend with the environment as well as to provide passive cooling and windbreaks when possible. Trees and other greenery will be of a hearty variety with a preference for native species and require little maintenance and which complement the building and site. Trees will be planted a sufficient distance from the building to avoid future maintenance problems. Consideration will be given to safety and security when placing foliage around walkways and areas of building access.

<b>LONG LOTS ELEMENTARY SCHOOL and STEPPING STONES PRESCHOOL</b>				
<b>EDUCATIONAL SPECIFICATIONS SPACE SUMMARY – Revised June 20, 2025</b>				
<b>Room Description</b>	<b># of Students Per Room</b>	<b>Required # of Rooms</b>	<b>Square Feet Per Room</b>	<b>Total Area (Sq. Feet)</b>
<b>GENERAL EDUCATION PROGRAMS</b>				
Early Childhood: Full-Day Kindergarten	22	5	900	4500
Early Elementary: Grade 1 and 2	22	10	850	8,500
Intermediate: Grades 3-5	25	15	845	12,675
Science Lab Classroom	25	1	845	845
Workshop Classroom (Gifted & Talented)	12	1	500	500
World Language Classroom	25	2	845	1,690
Visual Arts – Classroom	25	1	950	950
Visual Arts - Kiln Room and Storage		1	325	325
Visual Arts/ Music Auxiliary Classroom	25	1	950	950
Music - Choral Room/General Music	16-24	1	950	950
Music – Instrumental Music		1	500	500
Music – Storage (Steel drums, risers, etc.)		1	400	400
Physical Education - Gymnasium		1	5,850	5,850
Physical Education - Office and Storage		1	600	600
Platform (Stage) Multi-Purpose Room		1	950	950
Multi-Purpose Room		1	5,350	5,350
Media Center/Office/Workroom		1	2,900	2,900
Instructional Technology Lab	25	1	700	700
TV Studio	15	1	350	350
Reading Coach Office/Curriculum Storage		1	250	250
Math Coach Office		1	200	200
Small group breakout rooms		3	150	450
General Ed. Intervention Services (Math)	5-8	1	700	700
General Ed. Intervention Services (Reading)	5-8	1	700	700
TESOL Office		1	200	200
<b>Total</b>				<b>51,985</b>
<b>SPECIAL EDUCATION PROGRAMS</b>				
<b>Stepping Stones Preschool Program</b>				

Preschool Classroom	13-18	7	845	5,915
Intensive Education Program	8-12	1	600	600
SPED Resource Room		1	350	350
Coordinator of OT Services Office		1	150	150
Social Worker Office		1	150	150
Community Preschool Liaison Office		1	150	150
Preschool Speech/Language Office		3	250	750
Preschool Psychologist Office		1	250	250
Multi-Purpose Room		1	950	950
Preschool Coordinator's Office		1	200	200
Preschool Main Office/File Room		1	700	700
Conference Room		1	225	225
Faculty Work Room		1	250	250
Instructional Storage		1	300	300
<b>Total</b>				<b>10,940</b>
<b>K-5 Special Education &amp; Support Services</b>				
Special Education Resource Room	3-5	2	700	1,400
Intensive Resource Classroom	6-12	2	845	1,690
PreK-5 OT/PT Resource Room		2	700	1,400
K-5 Speech/Language/Hearing Office		2	250	500
K-5 Psychologist Office Suite (3 offices and common area)		1	800	800
<b>Total</b>				<b>5,790</b>
<b>ADMINISTRATION &amp; SUPPORT SERVICES</b>				
Principal's Office		1	200	200
Assistant Principal's Office		2	175	350
Main Office Secretarial Area		1	750	750
Conference Room		2	250	500
Health Services		1	775	775
Teacher Workroom		1	450	450
Food Services – Cafeteria		1	2,450	2,450
Food Services – Kitchen and Manager's Office		1	1,450	1,450
Faculty Lounge		1	675	675

April 21, 2023

Custodial Office Area and Storage		1	900	900
Instructional Storage throughout building (Literacy Book Room, K-1, 2-3, 4-5 storage)		4	125	500
General Supply Storage (PreK-5)		1	2,200	2,200
<b>Total</b>				<b>11,200</b>
<b>ADDITIONAL ROOMS</b>				
Flex Evaluation Room		1	150	150
Quiet Room		1	150	150
Observation Room (Stepping Stones)		1	150	150
Book Room		1	275	275
Language Flex Room		2	200	400
<b>Total</b>				<b>1,125</b>
<b>Total Program Area</b>				<b>81,040</b>