

Administrative Policies and **Procedures**
Series: 6000 – Administrative and Management
CONSTRUCTION DESIGN: 6920P

Educational Specifications

Educational specifications are written after consultation with appropriate staff, consultants, and community members. This will be inclusive of the following, as determined by the Superintendent or designee: a bond planning committee, design oversight committee, design review committee, and Superintendent's capital review committee. The content of a set of educational specifications may include all or part of the following items:

- A. A statement of the educational philosophy as it pertains to the specific construction project;
- B. Community and school characteristics:
 - 1. The plan of organization and expected enrollments of the school:
 - a. Grade levels; and
 - b. Maximum expected enrollments with trends and projections, if necessary.
 - 2. The construction plan for the facility whether it is to be a new facility, an addition, or a phased program leading to a complete facility;
 - 3. Special services to be provided:
 - a. Guidance programs;
 - b. Social work programs;
 - c. Provisions for exceptional children; and
 - d. Other services;
 - 4. The special provisions needed for community use:
 - a. Cooperative park/school arrangement;
 - b. Parent-teacher associations;
 - c. Community athletic programs; and
 - d. Other provisions;
 - 5. The extent to which adults will use this facility;
 - 6. The extent to which students will be transported and the facilities that must be included to handle this service adequately;
 - 7. The cafeteria services to be provided and the maximum number of individuals likely to be served;

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8. The policy regarding multiple use of spaces; and
 9. Other pertinent data relating to the project;
- C. Site characteristics - site considerations necessary for this project, including:
1. Site size and location defined;
 2. Soil conditions; and
 3. Recommended building orientation; service drives; parking requirements for staff, students, and public; sidewalk and other approaches; outside lighting;
- D. Requirements of the physical plant:
1. Instructional functions and spaces required. A statement of instructional purposes is to precede the description of each area:
 - a. Number of spaces required by function;
 - b. The relationships of these spaces; and
 - c. District facilities and spaces shall be used in a manner consistent with their original design, intended purpose, and applicable codes and regulations. Any use outside the intended design shall require prior review and approval by the Superintendent or designee.
 2. The non-instructional spaces required. Each space is to be described by function and space requirements;
 3. Relationships of spaces required:
 - a. Inter-relationship between instructional areas;
 - b. Relationship between instructional and non-instructional spaces; and
 - c. Relationship of spaces to site;
 4. Environmental factors should be described in terms of educational relationships or concerns; and
- E. Additional information or comments as necessary to further interpret and clarify the educational program.