

*STUDENTS ARE THE HEART OF OUR WORK!*

*CAPITAL PROGRAMS*  
*ELEMENTARY EDUCATIONAL SPECIFICATIONS*  
*4.0*



Our Mission	To build safe, secure, and state of the art educational and support facilities on-time and within budget.
Strategic Goals	<p>Capital Programs supports District Strategy 5: Align resources to address student needs. The Capital Programs Department ensures optimal conditions for teaching and learning and by creating safe, secure and caring environments for students and staff.</p> <p>We directly support schools through a focus on results, access and partnership and with the standard of excellence, this department manages all capital projects for construction, remodeling and renovation of educational and support facilities.</p>
Leadership	Donald Kennedy, Interim CCSD Superintendent Jeff Borowy, Chief Operating Officer Jasmeen Shaw, Executive Director of Capital Programs

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## Acknowledgements

Planners of modern elementary school facilities must consider various educational, cultural and environmental factors in the designs of new buildings. As our educational methods and practices are in a constant state of change, the design of our new buildings similarly reflects the evolving requirements of new programs and standards. Version 4 of the Charleston County School District Education Specifications replaces version 3.0. The updated content of this document was provided by various contributors including CCSD instructional administrators, principals, teachers, program staff and personnel under the Operations Division as well as project managers from various engineering and architectural firms. CCSD recognizes the work of United States Department of Defense Education Facilities Specifications was studied and used as a guide to create this Ed Spec.

## Introduction

The development of a cohesive plan for the design and construction of a school building to serve our children over a long period of time is extremely complicated. The basis of design for a building's components and of the spatial relationships of different spaces contained within is predicated on the elementary education standards of the Department of Education and the specific programming of the school for Charleston County School District. The Educational Specifications for a new school building ensure that the integrity of the instructional program can be supported with spaces, furnishings and efficiency in a secure and attractive learning environment using the most current technology in designs to achieve maximum comfort and sustainability.

The process for the design of a new or renovated school begins with the acceptance of the CCSD Educational Specifications and Design Requirements. The educational specifications are representative of the educational goals of the district which ensures equity among schools. Educational Specifications, while intended to create a model for consistency in basic components, still respect the need for variations based on scale and specific programmatic differences between schools. Sizes and allocation of functional areas is typically fixed but the arrangement of spaces and the layout of a room may still be arranged to reflect the creative flexibility of the Architect/Engineer and school leaders to best fit a programmatic needs. The Design Requirements are technical guidelines for CCSD new construction and major renovations. For detailed information visit the Operations Division at [www.ccsdschool.com](http://www.ccsdschool.com).

In the early stages of building design the Architect/Engineer will develop schematic designs that use the district's Education Specifications as a foundation. It is during the schematic design phase and later in design development that the input of experienced school and district specialists is critical to ensure that final designs reflect specific requirements of a new school and are consistent with district standards. Coordination of input from the Academic Division is managed by the Capital Programs Educational Liaison. In addition, the procurement department along with Capital Programs, established a district standard for Furniture, Fixtures & Equipment that would be used across all schools. For more details regarding the district standard, please see the Procurement Services Department for the District or the FF& E Construction Procurement Supervisor.

### **Functional changes in building spaces are not authorized without the approval of the Executive Director of Capital Programs.**

The South Carolina's State Department of Education, the Office of School Facilities, has oversight responsibility for ensuring a healthy, safe, and appropriate school learning environment for all South Carolina public schools. Mandates set forth in the current version of the OSF Planning and Construction Guide must be met unless variances are sought by CCSD and approved by the Office of School Facilities. Quantities and sizes of rooms are dictated by the expected enrollment within the school's constituent district, educational programming, state and district enrollment divisors. Throughout the Educational Specification, programmed rooms are grouped into functional areas and are shown with three school size options.

Each specific space is described in terms of general criteria. Each functional area section begins with a chart providing approximate square footage requirements for each typical space listed in that area. For each defined space, a general description and specific design requirements are provided including:

- Curriculum Programming and Goals
- School Based Activities
- Persons to Accommodate
- Space Requirements
- Spatial Relationships
- Electrical, Plumbing, & Mechanical Needs
- Furniture, Fixtures, & Equipment Needs
- Technology Needs
- Special Considerations

These specifications define the characteristics of our facilities needed to support full implementation of current elementary educational programs. The descriptions of each functional area are intended to assist district personnel in their understanding of the elements of the modern Charleston County elementary school and help convey our programmatic priorities to the Architect/Engineer firms that design our facilities.

### Enrollment Models

The following charts illustrate the number of basic classrooms (one per section) needed to support small, medium, and large schools with a range of enrollments according to the South Carolina State Board Regulations. The basic assumption is that a group of students would need classroom space to matriculate through the grade structure of the school. PK (Child Development) classes are created to serve groups of twenty students; the number of sections varies as this program is not state mandated. Special Education spaces will be provided in all new CCSD elementary schools; the specific programs and number of rooms will be determined by the district. The most typical grade structure for CCSD elementary schools is PK-5 although there is significant variance with some schools including 6<sup>th</sup> grade. Schools that serve as Montessori Schools or Early Learning Centers have significant additional programmatic requirements. **The charts are the maximum class size allowance and shall be adjusted according to the program year staff allocation formula sheet.**

### CCSD Standard FOR 2021-2022 School Year

Small Enrollment full capacity 600				Medium Enrollment full capacity 900				Large Enrollment full capacity 1200			
Level	Class size	Sections	Level Cohort	Level	Class size	Sections	Level Cohort	Level	Class size	Sections	Level Cohort
PK *	20	2	40	PK *	20	2	40	PK *	20	2	40
K	25	4	100	K	25	5	125	K	25	8	200
1	20	5	100	1	20	7	140	1	20	10	200
2	25	4	100	2	25	6	150	2	25	8	200
3	25	4	100	3	25	6	150	3	25	8	200
4	28	4	112	4	28	5	140	4	28	6	168
5	28	4	112	5	28	5	140	5	28	6	168
			664				885				1176

\* Pre-Kindergarten classes (CD, Head Start and others) are not mandated by law; therefore, the number of sections per school will vary.

## Classroom Student State Maximum Requirements

**Small: +102**

**Medium: +105**

**Large: +294**

Small Enrollment full capacity 600				Medium Enrollment full capacity 900				Large Enrollment full capacity 1200			
Level	Class size	Sections	Level Cohort	Level	Class size	Sections	Level Cohort	Level	Class size	Sections	Level Cohort
PK *	20	2	40	PK *	20	2	40	PK *	20	2	40
K	30	4	120	K	30	5	150	K	30	8	240
1	30	4	120	1	30	7	150	1	30	9	270
2	30	4	120	2	30	6	150	2	30	8	240
3	30	4	120	3	30	6	150	3	30	8	240
4	35	3	105	4	35	5	175	4	35	6	210
5	35	3	105	5	35	5	175	5	35	6	210
			<b>690</b>				<b>990</b>				<b>1450</b>

\* Pre-Kindergarten classes (CD, Head Start and others) are not mandated by law; therefore, the number of sections per school will vary.

## Section 1: Requirements by Programmed Spaces

### Administration, School Counseling and Student Health Services

Program	Small Enrollment			Medium Enrollment			Large Enrollment			
Capacity	600			900			1200			
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	
Vestibule	1	150	150	1	200	200	1	250	250	
Reception Area	1	400	400	1	425	400	1	450	450	
Office Principal (w/toilet)	1	275	275	1	275	275	1	275	275	
Conference Room Principal's	1	150	150	1	150	150	1	150	150	
Primary Conference Room	1	300	300	1	325	325	1	350	350	
Office School Counselor	1	200	200	1	200	200	1	200	200	
Office Asst. Principal	1	150	150	1	150	150	1	150	150	
Office School Psychologist	1	150	150	1	150	150	1	150	150	
SRO	1	150	150	1	150	150	1	150	150	
Private Flex Administrative Office *	1	150	150	1	150	150	1	150	150	
Semi-private Flex Office *	2	150	300	2	150	300	2	150	300	
Office Bookkeeper	1	100	100	1	100	100	1	100	100	
Office Data Clerk	1	100	100	1	100	100	1	100	100	
Admin. Workroom / Mailroom	1	300	300	1	350	350	1	400	400	
Office Supply Closet	1	50	50	1	75	75	1	100	100	
Teacher Workroom**	2	200	400	3	200	600	4	200	800	
Records Room / Vault	1	150	150	1	175	175	1	200	200	
Test Management Room	1	200	200	1	225	225	1	250	250	
Health Clinic (w /toilet)	1	500	500	1	500	500	1	500	500	
Nursing Mother's Room (w/fridge)	1	150	150	1	150	150	2	100	200	
Toilet Staff	2	50	100	2	50	100	2	50	100	
Toilet Public (vestibule/reception area)	2	50	100	2	50	100	2	50	100	
Volunteer Room (w/storage) **	1	300	300	1	300	300	1	300	300	
Textbook Storage Room (1/floor) ***	2	300	600	2	375	750	3	300	900	
<b>Area Total</b>			<b>5425</b>				<b>5975</b>	<b>6625</b>		

\* One location in administration suite and one elsewhere – end use to be determined by school\*\* Located outside of Administrative Suite near front of school off main corridor

\*\* Staff bathrooms to be located near Teacher Workroom

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



## Core Academic

Program	Small Enrollment			Medium Enrollment			Large Enrollment			
Capacity	600			900			1200			
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	
Pre-Kindergarten (w/toilet + wkrm)*	2	1175	2350	2	1175	2350	2	1175	2350	
Kindergarten (w/toilet)	4	1100	4400	5	1100	5500	8	1100	8800	
Work/observation Room (shared between adjacent PK rooms and K rooms)	2	150	300	3	150	450	4	150	600	
Pre-K/Kind. Outdoor Storage	1	200	200	1	250	250	1	300	300	
Grade One (w/toilet)	5	900	4500	7	900	6300	10	900	9000	
Grade 2 (w/toilet)	4	900	3600	6	900	5400	8	900	7200	
Grade 3	4	850	3400	6	850	5100	8	850	6800	
Grade 4	4	850	3400	5	850	4250	6	850	5100	
Grade 5	4	850	3400	5	850	4250	6	850	5100	
Grade 6 (optional)		850			850			850		
Supplemental Classroom	1	850	850	1	850	850	2	850	1700	
Art Room (w/kiln and storage)	1	1400	1400	2	1400	2800	2	1400	2800	
Supplemental Fine Arts Room	1	850	850	1	850	850	1	850	850	
Music Room (w/storage)	1	1200	1200	2	1200	2400	2	1200	2400	
Project Room (w/prep, storage)	1	1050	1050	2	1050	2100	3	1050	3150	
Computer Lab	1	990	990	2	990	1980	2	990	1980	
Self-Contained Special Education (w/toilet, shower, laundry, and storage)	1	1000	1000	2	1000	2000	2	1000	2000	
PIC w/toilet and changing table	1	1000	1000	1	1000	1000	1	1000	1000	
Small Group Rooms	4	400	1600	6	400	2400	8	400	3200	
<b>Area Total</b>			<b>35,490</b>				<b>50,230</b>	<b>64,330</b>		

\* Room count should increase to 4 if the school is not zoned for an Early Learning Center.

## Media Center

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
Capacity	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
Reading / Learning / Circ. Area to include space for Maker Space Lab	1	2500	2500	1	3500	3500	1	4000	4000
Leveled Library Space	1	300	300	1	300	300	1	300	300
Media Production Room	1	250	250	1	250	250	1	250	250
Librarian Office / Workroom	1	350	350	1	375	375	1	400	400
Media Storage	1	150	150	1	175	175	1	200	200
Toilet	2	50	100	2	50	100	2	50	100
<b>Area Total</b>			<b>3650</b>			<b>4700</b>			<b>5250</b>

## Multi-Purpose Room

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
capacity	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
Physical Education Space	1	3000	3000	1	3500	3500	1*	4000	4000
Teacher Office	1**	150	150	1**	150	150	1**	150	200
Phys. Ed. Storage	1	300	300	1	350	350	1	400	400
After School Program Director's Office	1	150	150	1	200	200	1	200	200
After School Program Storage	1	300	300	1	300	300	1	300	300
Raised Platform	1	800	800	1	850	850	1	900	900
Platform Storage	1	150	150	1	175	175	1	200	200
<b>Area Total</b>			<b>4850</b>			<b>5525</b>			<b>6200</b>

\* Large schools may have a separate divided PE room in addition to multipurpose to accommodate two teachers

\*\* Large schools may employ a second PE teacher – office space would be shared

## Maintenance and Custodial

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
capacity	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
Building Receiving, Storage and Maintenance Office area	1	650	650	1	700	700	1	750	750
Custodial Supply Storage	1	300	300	1	325	325	1	350	350
<b>Area Total</b>			<b>950</b>			<b>1025</b>			<b>1100</b>

## Student Dining and Food Service

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
capacity	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
Dining Space	1	2500	2500	1	3000	3000	1	3600	3600
Chair Table Storage Room	1	300	300	1	350	350	1	400	400
Serving Area	1	600	600	1	750	750	1	900	900
Kitchen / Food Prep / Receiving	1	900	900	1	1000	1000	1	1200	1200
Manager's Office	1	100	100	1	100	100	1	100	100
Freezer	1	200	200	1	225	225	1	250	250
Cooler	1	145	145	1	160	160	1	175	175
Food and Paper Product Storage	1	450	450	1	625	625	1	800	800
Chemical Storage / Cleaning Closet	1	30	30	1	30	30	1	30	30
Dishwashing Area	1	125	125	1	135	135	1	145	145
Locker Area (w/toilet)	1	100	100	1	120	120	1	140	140
<b>Area Total</b>			<b>5450</b>			<b>6495</b>			<b>7740</b>

\*\*\* Details Provided By CCSD Office of Nutrition and Food Services

## Technology and Building Security Support \*\*

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

\* This number may change as it is calculated specifically on the length of the cable runs to each classroom. The total horizontal distance is 250-275 feet from end to end (including vertical runs).

\*\* Details Provided By CCSD Department of Technology Projects and Information Technology

## Area Summary for a Baseline Enrollment and a Larger Core

Program	Small Enrollment			Small Enrollment/Larger Core			Medium Enrollment			Medium Enrollment/ Larger Core			Large Enrollment		
Capacity	600			600/900 Core			900			900/1200 Core			1200		
Program Spaces		Sq Ft			Sq Ft			Sq Ft			Sq Ft		Rooms	Sq Ft	
Admin / Counseling / Student Health		5425			5550*			5975			6125*			6625	
Core Academic		35,490			39,890^			50,230			51,030^			64,330	
Media Center		3,650			4700#			4700			5250#			5250	
Multi-Purpose Room		4,850			5525#			5525			6200#			6200	
Student Dining / Food Service		5,450			6495#			6,495			7740#			7,740	
Maintenance / Custodial		950			950			1,025			1,025			1,100	
Technology and Building Security Support		402			510			510			618			618	
<b>Total Net</b>		<b>56,217</b>			<b>63,620</b>			<b>74,460</b>			<b>77,988</b>			<b>91,863</b>	
Building Support Areas to include: toilets, corridors, IT rooms, stairwells, electrical, mechanical, custodial closets, walls, elevator	1 story = 1.35	2 story = 1.40	3 story = 1.45	1 story = 1.35	2 story = 1.40	3 story = 1.45	1 story = 1.35	2 story = 1.40	3 story = 1.45	1 story = 1.35	2 story = 1.40	3 story = 1.45	1 story = 1.35	2 story = 1.40	3 story = 1.45
<b>Total Gross</b>	<b>75,893</b>	<b>78,704</b>	<b>81,515</b>	<b>85,887</b>	<b>89,068</b>	<b>92,249</b>	<b>100,521</b>	<b>104,244</b>	<b>107,967</b>	<b>105,284</b>	<b>109,183</b>	<b>113,083</b>	<b>124,015</b>	<b>128,608</b>	<b>133,201</b>

\*The Vestibule, Reception Area, and Mailroom were increased to reflect the larger core student square feet.

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

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

## SECTION 2: Administration, School Counseling & Student Health Services

### Overview

Spaces for Administration, School Counseling and Student Health Services (School Clinic), are designed to provide a professional and efficient working environment to serve the broad spectrum of clients associated with the school.

The Administration Suite is the hub of the school where the leadership of the school is housed along with reception, security, communications, business services, student guidance and health services.

The areas within these spaces are both convenient to all users and provide privacy for those who are located here.

Distinct primary spaces include:

Administrator Offices, Clerical Offices, Visitor Reception, Mailroom, Conference Rooms, Secure Storage (vault), Counselor Office(s), Secure Record Storage, Space for management of testing materials  
Student Health Clinic , Nursing Mother's Room

The majority of functional spaces will be located in the administration suite at the main school entrance to give staff visibility of visitors approaching the front of the building.

Secondary offices to support the administration and academic functions may be located away from the main administration suite as appropriate to provide supervisory presence or closer proximity to students and teachers.

### Space Requirements

Program capacity	Small Enrollment			Medium Enrollment			Large Enrollment		
	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
Vestibule	1	150	150	1	200	200	1	250	250
Reception Area	1	400	400	1	400	400	1	450	450
Office Principal (w/toilet)	1	275	275	1	275	275	1	275	275
Conference Room Principal's	1	150	150	1	150	150	1	150	150
Primary Conference Room	1	300	300	1	325	325	1	350	350
Office School Counselor	1	200	200	1	200	200	1	200	200
Office Asst. Principal	1	150	150	1	150	150	1	150	150
Office School Psychologist	1	150	150	1	150	150	1	150	150
SRO	1	150	150	1	150	150	1	150	150
Private Flex Administrative Office *	1	150	150	1	150	150	1	150	150
Semi-private Flex Office *	2	150	300	2	150	300	2	150	300
Office Bookkeeper	1	100	100	1	100	100	1	100	100
Office Data Clerk	1	100	100	1	100	100	1	100	100
Admin. Workroom / Mailroom	1	300	300	1	350	350	1	400	400
Office Supply Closet	1	50	50	1	75	75	1	100	100
Teacher Workroom**	2	200	400	3	200	600	4	200	800
Records Room / Vault	1	150	150	1	175	175	1	200	200
Test Management Room	1	200	200	1	225	225	1	250	250
Health Clinic (w /toilet)	1	500	500	1	500	500	1	500	500
Nursing Mother's Room (w/fridge)	1	150	150	1	150	150	2	100	200
Toilet Staff	2	50	100	2	50	100	2	50	100
Toilet Public (vestibule/reception area)	2	50	100	2	50	100	2	50	100
Volunteer Room (w/storage)**	1	300	300	1	300	300	1	300	300
Textbook Storage Room (1/floor)***	2	300	600	2	375	750	3	300	900
<b>Area Total</b>			<b>5325</b>			<b>5875</b>			<b>6525</b>

\* One location in administration suite and one elsewhere – end use to be determined by school

!\*\* Located outside of Administrative Suite near front of school off main corridor

\*\* Staff bathrooms to be located near Teacher Workroom

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

## Administrative Office Suite

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

### Goals

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

### Activities

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

### Persons to Accommodate

- Principal
- Assistant Principal (second office may be located outside of the administration suite)
- Guidance Counselor (may be located outside but close to the administration suite)
- Secretary-Bookkeeper
- Data Clerk
- Receptionist
- School Nurse
- Nursing Mother (may be located outside this area but in a central location)
- Parent Volunteers (may located outside but close to the administration suite), Visitors

### Spatial Considerations

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

### Electrical, Plumbing & Mechanical Needs

- power plugs and data ports
- Sinks with hot and cold water

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with Security Department and FF&E Specialist

## Administrative Office Suite (Continued)

### Technology Needs

See Current CCSD Technology Standards for Elementary School Facilities and input from the Director of Security and Executive Directors of Elementary Learning Services

- desktop monitors or television for surveillance for school administrators and school secretary
- Security check-in system
- emergency based radios for all administrative suite staff

### Reception Area

An area where school staff receive and assist parents, students, district personnel and visitors. See school example of North Charleston Creative Arts or Stono Park Elementary

### Goals

- screening of visitors prior to allowing entry to main school building
- creating a space that does not allow school entry through reception unless there is a locked door on a buzzer system

### Primary Activities

- welcoming of guests, staff and students
- processing visitor badges
- telephone communications
- office work
- students sign in and out

### Persons to Accommodate

- up to two staff members behind reception desk
- six to ten guests

### Spatial Relationships

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

### Special Considerations

- providing a location for security monitoring equipment (see Technology Requirements)
- provide an inviting and passive security point where visitors are forced to pass through office to enter school
- provide a comfortable waiting area at the main entrance for visitors
- provide a work station for office personnel while on duty at reception desk that faces the front of the building
- provide bathroom access to visitors in reception while limiting access to main building



## Reception Area (Continued)

### Electrical, Plumbing & Mechanical Needs

- power plugs and data ports

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with Security Department and FF&E Specialist

### Technology Needs

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

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

## Principal's Office

A professional working / meeting area for the school leader.

### Primary use

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

### Persons to Accommodate

- principal
- four guests

### Spatial Relationships

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

### Special Considerations

- carpet
- window

### Electrical, Plumbing & Mechanical Needs

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

## Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- executive desk with privacy panel
- executive chair
- credenza
- small conference table/4 chairs
- 2 guest chairs
- Bookcases
- File Cabinet
- Marker Board/Tack Board

## Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- private line for telephone
- computer station/laptop and color printer

## Principal's Conference Room

A space connected to the principal's office for small meetings or conferences.

### Primary Use

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

### Persons to Accommodate

- 6 to 8 people

### Spatial Relationships

- In administrative suite
- connecting with Principal Office

### Special Considerations

- window
- carpet

## Electrical, Plumbing & Mechanical Needs

- electrical outlets at convenient location for furniture arrangement and IT connection
- lighting appropriate to task

## Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- conference table and eight chairs
- Small table and Bookcase
- six foot marker board and 4 foot tack board

## Principal's Conference Room (Continued)

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- telephone
- Interactive Wall Display with docking station

## Primary Conference Room

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

### Primary Use

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

### Persons to Accommodate

- 16 people

### Spatial Relationships

- central to the administrative suite
- near reception area

### Special Considerations

- window
- carpet

### Electrical, Plumbing & Mechanical Needs

- electrical outlets at convenient location for furniture arrangement and IT connection
- lighting appropriate to task

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- large conference table with 16 chairs
- Small credenza, telephone table and Bookcase
- 6 ft. marker board and 4 ft. tack board

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- Telephone
- Interactive Wall Display with docking station

## Private Offices - Administrative

Space used by those with primarily administrative functions including Assistant Principal, Curriculum Specialist, Lead Teacher, Student Concerns Specialist, Itinerant Service Providers, School Psychologist, Mental Health etc.

### Primary Use

- individual and small group interaction with students, school and district staff, parents, and other visitors
- telephone use and record maintenance.
- professional private working / meeting area for an assistant principal, or other administrative support staff.

### Persons to Accommodate

- one or more professional staff members
- four guests

### Spatial Relationships

- located near principal
- located near small conference room
- located near clerical offices

### Special Considerations

- window
- carpet
- provide a choice of two locations that can function as an office for an assistant principal for medium and large sized school (one located in Administrative Suite and one elsewhere)

### Electrical, Plumbing & Mechanical Needs

- electrical outlets at convenient location for furniture arrangement
- lighting appropriate to task

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- executive desk
- executive chair
- small conference table/4 chairs
- 1 four drawer locking file cabinet
- 1 bookcase
- six foot marker board
- four foot tack board

## Private Offices - Administrative (Continued)

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- one telephone per person
- one workstation per person

### School Counselor's Office

A professional office and conference space for each school counselor.

### Primary Use

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

### Persons to Accommodate

- counselor
- six guests

### Spatial Relationships

- located in or near administration suite
- easily accessible to students and school visitors
- near public toilets
- near records room and test management room

### Special Considerations

- privacy
- carpet

### Electrical, Plumbing & Mechanical Needs

- electrical outlets at convenient locations for varied furniture arrangement
- lighting appropriate to task

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- one desk and chair per person per office
- two guest chairs
- locking file cabinets
- six foot marker board
- 4 foot tack board
- 1 bookcase
- conference table with six chairs

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- one telephone per person
- one docking station per person

## Private Flex Administrative Offices

A professional office and meeting, conference space for personnel requiring privacy such as school Student Concerns Specialist, Mental Health, ESOL, etc.

### Primary Activities

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

### Persons to Accommodate

- one staff member and up to 2 guests

### Spatial Relationships

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

### Special Considerations

- carpet
- Itinerant office (OT/PT) near Early Childhood or Exceptional Needs area

### Electrical, Plumbing & Mechanical Needs

- electrical and data outlets arranged to accommodate office furniture and equipment
- appropriate lighting

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- desk and chair
- bookcase
- lateral four drawer locking file cabinets [3 feet]

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- one telephone per person
- one docking station per person

## School Psychologist

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

### Primary Activities

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

### Persons to Accommodate

- one staff member and up to 2 guests

### Spatial Relationships

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

### Special Considerations

- carpet

### Electrical, Plumbing & Mechanical Needs

- electrical and data outlets arranged to accommodate office furniture and equipment
- appropriate lighting

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- desk and chair
- bookcase
- table with 4 chairs
- lateral four drawer locking file cabinets [3 feet]

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- one telephone per person
- one docking station per person

## SRO

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

### Primary Activities

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

### Persons to Accommodate

- one staff member and up to 2 guests

### Spatial Relationships

- immediate access to reception area work space

### Special Considerations

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

### Electrical, Plumbing & Mechanical Needs

- electrical and data outlets arranged to accommodate office furniture and equipment
- appropriate lighting

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- bookcase
- lateral four drawer locking file cabinets [3 feet]
- desk and chair
- two guest chairs

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- one telephone per person
- one docking station per person



## Semi- Private Flex Offices

A professional work space, requiring privacy, with desk space for one or two individuals who may not be full time school staff members. Intended for users such as itinerants and non-school based personnel.

### Primary Activities

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

### Spatial Relationships

- in or outside of main administration suite

### Special Considerations

- carpet

### Electrical, Plumbing & Mechanical Needs

- electrical and data outlets arranged to accommodate office furniture and equipment
- appropriate lighting

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- two desks and chairs
- two bookcases
- two file cabinets
- conference table and chairs for four

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- one telephone per person
- one docking station per person

## Private Offices – Clerical: Secretary / Bookkeeper and Data Clerk

Private spaces for the primary clerical staff members to perform confidential administrative support duties.

### Primary Activities

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

## Private Offices – Clerical: Secretary / Bookkeeper and Data Clerk (Continued)

### Persons to Accommodate

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

### Spatial Relationships

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

### Special Considerations

- carpet
- visual access of reception area

### Electrical, Plumbing & Mechanical Needs

- electrical and data outlets arranged to accommodate office furniture and equipment
- appropriate lighting

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- desk with work space for one or more computers and several printers and locking system to secure money for a temporary amount of time [systems furniture]
- chair
- bookcases for binders
- 2 lateral four drawer locking file cabinets [3 feet]

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- color printer and computer station with additional monitor for security monitoring
- one telephone per person
- one docking station or desktop per person

## Administrative Workroom / Mailroom

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

### Primary Activities

- copying, collating
- sorting of files
- mailing preparation
- mail pick-up
- break room for office staff
- office supply storage

## Administrative Workroom / Mailroom (Continued)

### Persons to Accommodate

- faculty and staff

### Spatial Relationships

- locate in administrative suite
- access to office interior for admin team and to main corridor for other staff entry
- locate staff restroom in immediate area

### Special Considerations

- resilient flooring
- location of vending machines
- built-in mailboxes for maximum capacity staff (determined by the average of last 3 years of staff allocations) (Need to be large enough for books and mail)

### Electrical, Plumbing & Mechanical Needs

- electrical for variety of equipment including vending machines
- hot and cold water sink in base cabinet
- electrical and plumbing connection for refrigerator with ice maker
- electrical and data connection for network printer

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- work table with chairs
- small table and chairs for eating
- shelving
- 4 ft. marker board
- 4 ft. tack board
- locking closet storage for office supplies
- microwave
- refrigerator

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- 2 printer copiers (RICOH), Computer for Kronos

## Office Supply Closet

A storage room for miscellaneous non secure material and supplies.

### Primary Activities

- storage

### Persons to Accommodate

- one to two

## Office Supply Closet (Continued)

### Spatial Relationships

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

### Special Considerations

- locking door

### Electrical, Plumbing & Mechanical Needs

- appropriate lighting

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- appropriate shelving

### Technology Needs

- none

## Record Room / Vault

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

### Primary Activities

- filing and storage records and safekeeping of miscellaneous valuables

### Persons to Accommodate

- up to two staff members

### Spatial Relationships

- near clerical offices, principal and school counselor

### Special Considerations

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

### Electrical, Plumbing & Mechanical Needs

- appropriate lighting

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

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

## Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

## Test Management Room

A secure room for storage and handling of student standardized testing materials.

### Activities

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

### Persons to Accommodate

- testing coordinators

### Spatial Relationships

- near clerical offices, principal and school counselor

### Special Considerations

- independent key from master lock

### Electrical, Plumbing & Mechanical Needs

- appropriate lighting

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- work table and two chairs
- Counter space with cabinets
- appropriate shelving for test material storage

## Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- one telephone
- Electrical and Data Connections

## Textbook Rooms

Secure rooms for storage and handling of student textbooks.

### Primary Activities

- storage and management of textbooks and other print material

### Persons to Accommodate

- one administrator

### Spatial Relationships

- near classrooms and elevator in multi-story building or end of hallway

## Special Considerations

- Off master lock

## Electrical, Plumbing & Mechanical Needs

- appropriate lighting
- electrical outlet and data for computer

## Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- appropriate heavy duty shelving for textbooks
- work table
- wheel cart for textbook collection and distribution

## Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

## Health Clinic

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

### Primary Activities

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

### Persons to Accommodate

- one or more school nurses (per allocation formula and medical needs of students at school)
- up to six students

### Spatial Relationships

- within administrative suite
- easily accessible for students and parents
- accessible to main corridor
- connected ADA compliant toilet room large enough for assistant
- supply storage
- 6' separation between the cots (head to head) or beds placed end to end with 3' between beds
- easy access to student records
- waiting area separate from triage area to allow confidentiality
- private telephone area

- visual access between nurse's desk space and waiting area
- nurse's desk has visual access between cot room and waiting areas
- waiting area for minimum two students @ one seat per 200
- cot area to serve two students with separating privacy curtain
- deep basin kitchen size treatment sink with hot and cold water in base cabinet with countertop and storage above
- privacy between student waiting area and treatment provided by partial glass enclosure built into nurse station
- under counter storage space

#### Special Considerations

- relatively quiet location with minimal ambient noise from equipment or adjacent functional activities
- storage space (approximately 20 sq. ft.) for large items wheelchair, and medicine cart, Telehealth machine etc. with lockable door
- identify the location of a nursing mother's room that provides a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, with a flex space of 150 sq. ft. with a handicap accessible sink. Does not have to be located with a Health Clinic.

#### Electrical, Plumbing & Mechanical Needs

- electrical outlets for equipment
- toilet with sink (separate room)
- hot and cold water at treatment area sink and in toilet
- plumbing for under counter ice maker and eyewash station
- power for ice maker and refrigerator
- paper towel and soap dispensers
- adequate ventilation in treatment area and toilet room (must be vented)
- do not use automatic light sensors
- data and GFI outlets located away from sinks
- power and data connections in built in nurse desk area

#### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- lockable lateral file cabinet (4 drawer)(2 in larger schools) minimum @ 42" width
- clean sink area with countertop , soap dispensers and paper towel holders
- 1 guest chair per 200 students
- 2 cots
- Refrigerator
- ice maker – under the counter
- wheelchair
- defibrillator(s) installed outside of clinic, near cafeteria/multi-purpose area, second floor if applicable or any other location as directed by Director of Nursing Services
- locking medicine cart (specified standard type)
- scale
- mini fridge in nursing mother's room (suggested Summit Commercial Fridge Model No. SCR486L)

## Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- dedicated phone line – one per nurse
- fax machine
- data port and computer workstation – one per nurse
- one computer station and chair -one per nurse
- data ports located away from sinks

## Nursing Mothers Room

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

### Primary Activities

- pumping milk

### Persons to Accommodate

- one person

### Spatial Relationships

- in or near admin suite
- centrally located
- easily accessible to adults
- 

### Special Considerations

- relatively quiet location with minimal ambient noise from equipment or adjacent functional activities
- door that locks from the inside
- shielded from view
- with a flex space of 150 sq. ft. with a handicap accessible sink.

### Electrical, Plumbing & Mechanical Needs

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

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- Chair
- small table
- ottoman
- mini fridge (suggested Summit Commercial Fridge Model No. SCR486L)

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities



## Parent Volunteer Room

A working space for volunteers which can serve as a secondary meeting / conference space.

### Primary Activities

- any activity for which space is sufficient

### Persons to Accommodate

- up to eight parents or other volunteers

### Spatial Relationships

- near reception area
- near public restroom

### Electrical, Plumbing & Mechanical Needs

- sink with hot and cold water in base cabinet
- appropriate lighting

### Furniture, Fixtures & Equipment Needs

Note: Coordinate with FF&E specialist

- work or conference table and eight chairs
- cabinets and or shelving in storage space

### Technology Needs

See current CCSD Technology Standards for Elementary School Facilities

- one telephone

## Teacher Workroom

A shared space providing a location for teachers to perform tasks such as copying, cutting, and creating instructional materials. Secondary purpose is to serve as a break room for teachers to store lunch items in the refrigerator. The workroom should have in or an adjacent area a toilet.

### **Primary Activities**

- copying and preparation of teaching materials
- teaching supply storage
- teacher mailboxes

### **Persons to Accommodate**

- six to ten faculty members

### **Spatial Relationships**

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

### **Special Considerations**

- See CCSD Design Requirements
- Copier footprint is 4'X4'- requires adequate space to operate

### **Electrical, Plumbing & Mechanical Needs**

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

- electrical and data connection for network printer
- Provide outlets and electricity for two (2) 208 VAC for printers per CCSD Design Requirements

***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- work table
- chairs
- one 4 ft. marker board
- one 4 ft. tack board
- storage for supplies, paper
- microwave
- refrigerator with ice maker

***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

## Section 3: Core Academic Overview

Core Academic areas are generally considered to be classrooms or rooms that provide direct support to classroom teachers. Any room intended to serve as a classroom will be at least **850 square feet** in area. Classrooms will vary in size and typical layout according to the anticipated instructional use of the room.

Categories of academic space are:

**General Purpose Classrooms** (Pre – Kindergarten through sixth grade),

**Supplemental and Small Group Rooms**

**Specialty Rooms** (Arts, Music, Physical Education, Computer, Project Labs and Makerspaces)

**Special Education Classrooms** (All grade levels)

The typical organizational scheme for an elementary school is predicated on grade level adjacencies. Grade level classrooms are clustered with support and interventions located near clusters.. General Purpose Classrooms, serving Pre- Kindergarten through grade 1, are located on the first floor and rooms that these students attend during the course of the day are to be on the first floor whenever possible as stipulated in OSF guidelines.

General Purpose rooms are sized to meet the programmatic needs of the instructional level of the students to be served. Pre-K and Kindergarten rooms are the largest, have a shared workroom for teachers and observers between each pair of rooms and have an exterior door to the Early Childhood play area. Each room has its own toilet room.

First and second grade rooms are identical in classroom space to upper grade classrooms but are larger to allow for a toilet room as required by OSF. All full size general use classrooms have a base cabinet with doors for storage and a handwashing sink. In lieu of bubblers on sinks in classrooms a deck mounted single glass filler with rubber bumper may be used. It must meet ADA ANSI/ICC A1171.1. (Design Requirements pg. 88) All classrooms will be equipped with infrastructure to support instructional technology to include an Interactive Wall Display.

**Specialty Rooms** are designed to accommodate programs that are campus specific. These rooms are centrally located and are easily accessed by all grade levels. Computer and Project labs serve all levels and should be located as convenient to all as possible.

Questions such as these should be discussed during the planning stages:

- Who are the students that will be using the space? Who will be managing the space?
- When will the space be used?
- Where in the school would be ideal and what special considerations must be considered?
- How will it be built? What type of materials and storage are needed for the space?
- How will the space and materials be maintained by the school in the year to come?

## Core Academic Space Requirements

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
Capacity	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
*Pre-Kindergarten (w/toilet + wkrm)	2	1175	2350	2	1175	2350	2	1175	2350
Kindergarten (w/toilet)	4	1100	4400	5	1100	5500	8	1100	8800
Work/observation Room (shared between adjacent PK rooms and K rooms)	2	150	300	3	150	450	4	150	600
Pre-K/Kind. Outdoor Storage	1	200	200	1	250	250	1	300	300
Grade One (w/toilet)	5	900	4500	7	900	6300	10	900	9000
Grade 2 (w/toilet)	4	900	3600	6	900	5400	8	900	7200
Grade 3	4	850	3400	6	850	5100	8	850	6800
Grade 4	4	850	3400	5	850	4250	6	850	5100
Grade 5	4	850	3400	5	850	4250	6	850	5100
Grade 6 (optional)		850			850			850	
Supplemental Classroom	1	850	850	1	850	850	2	850	1700
Art Room (w/kiln and storage)	1	1400	1400	2	1400	2800	2	1400	2800
Supplemental Fine Arts Room	1	850	850	1	850	850	1	850	850
Music Room (w/storage)	1	1200	1200	2	1200	2400	2	1200	2400
Project Room (w/prep, storage)	1	1050	1050	2	1050	2100	3	1050	3150
Computer Lab	1	990	990	2	990	1980	2	990	1980
Self-Contained Special Education (w/toilet, shower, laundry, and storage)	1	1000	1000	2	1000	2000	2	1000	2000
PIC w/toilet and changing table	1	1000	1000	1	1000	1000	1	1000	1000
Small Group Rooms	4	400	1600	6	400	2400	8	400	3200
<b>Area Total</b>			<b>35,490</b>			<b>50,230</b>			<b>64,330</b>

\* Room count should increase to 4 if the school is not zoned for an Early Learning Center.

## Early Learning Classrooms

### Pre-Kindergarten (CD) and Kindergarten Classrooms (Restroom Included)

A self-contained space where pre-school children are exposed to a wide range of concepts, materials and hands-on centers based learning experiences, technology and direct teaching.

#### **Primary Activities**

- whole group activities [nesting area within classroom]: class meeting section partitioned off as a story or quiet instruction space on a carpeted area (not on chairs)
- small group activities
- learning centers
- listening center
- open carpeted area for building block area
- individual activity area
- parent conferencing
- telephone and data communication by teacher
- storage of student belongings in room

#### **Persons to Accommodate**

- 20 CD/ 25 kindergarten
- 1 teacher 1 teacher's assistant and 1-2 parent volunteers or educational resource persons

#### **Space Requirements**

- Classroom size 1,050 sq. ft.
- work/observation room x 150 sq. ft. (shared between two rooms)
- toilet x 50 sq. ft. each room

#### **Spatial Relationships**

- located on first floor proximate to associated Early Childhood spaces
- provide space for teacher station at front of room
- Provide space for small group tables with 2 teachers
- provide space for Interactive Wall Display
- provide two six foot marker boards and two 4 foot tack boards
- moveable coat/cubby storage within the classroom to accommodate 24; each child to have a hook for coat/backpack and a cubby for books/lunch [2 students per unit]

#### **Special Considerations**

- carpet except in wet area

#### **Electrical, Plumbing & Mechanical Needs**

Wall electrical outlets for equipment:

- at least 2 electrical outlets per wall
- outside water access for garden area and instructional programs by classrooms
- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement
- electrical and data setups for computers on 1 wall away from sinks
- individual, automatic flush toilets [one per classroom]
- sinks outside the toilet area with –bottle filler (Design Requirements pg. 88)
- a separate deep sink for art, etc.
- electrical and plumbing connection for refrigerator with icemaker
- teacher workstation with voice, data, and video port technology

***Furniture, Fixtures & Equipment (Note the extensive list of storage requirements below)***

- teacher workstation
- Tables and chairs for students
- 2 small group tables with 2 teacher chairs
- (3) 4-drawer locking file cabinets
- interconnecting furniture [Community Playthings]
- portable and permanent storage areas around room
- big book storage for 150 books
- cubby storage for manipulatives – for 50 bins
- bookcases in different spaces around the room, with shelves on lower levels and deeper spaces at the top for storage
- storage islands with casters and at least 1 double sided block shelf with ideal height of 25-26 inches
- lockable storage box or closets
- deep adjustable shelves for poster board and bulletin board materials
- full length mirror
- book/project display at child's height, such as book rail
- enclosed coat/cubby storage within the classroom to accommodate each child to have a hook for coat and a backpack and a cubby for books/lunch [2 students per unit] - ideal height was 25-26" for CD.
- height appropriate computer table for two stations
- deep window ledge for plants

***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

***Pre-K, Kindergarten Teacher Work/Observation Room***

A shared space between two classrooms (or single if sharing not possible) for teacher work and student observations.

***Primary Activities***

- collaboration between teamed teachers
- parent conferences
- teacher administrative work
- student observations
- storage of instructional materials

***Persons to Accommodate***

- two teachers (collaborating)
- four adults observing through glass windows into adjoining rooms

***Spatial Relationships***

- locate between 2 PK or Kindergarten classrooms where possible
- doors open to each classroom

***Special Considerations***

- one way glass window must allow for clear vision into 90% of classroom during observations
- light must be controllable to allow one way glass to be effective

**Electrical, Plumbing & Mechanical Needs**

- coordinate electrical and data outlets for 2 teacher workstations
- dimmable lighting for one way glass during observations

**Furniture, Fixtures & Equipment**

- cabinets and shelving for maximum storage
- 2 teacher closet/wardrobes - secured with locks

**Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- two teacher workstations in a shared workroom
- telephone

**Pre-K/Kindergarten Outdoor Storage**

Secure storage for outdoor play equipment used within the Pre-K Kindergarten play area including storage of tricycles.

**Persons to Accommodate**

- one adult

**Spatial Relationships**

- adjacent to Pre-K/Kindergarten classrooms within the enclosed outdoor play area

**Special Considerations**

- concrete floor
- solid locking door

**Electrical, Mechanical & Plumbing Needs**

- electrical outlets

**Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- maximum linear feet of heavy-duty adjustable shelving, beginning at 48" above finished floor on 2 walls
- hooks on one wall for jump ropes, hula-hoops, etc.

**Technology Needs**

- none

## Grades 1 - 2 Classroom (Restroom Included)

A primary level classroom used by young children and teachers for general instructional activities appropriate for the age level. Space is designed to allow whole group teacher-directed instruction, small group instruction, one-on-one instruction, cooperative learning, etc. Classrooms have toilet rooms and sinks.

### **Primary Activities**

- large group instruction: for self-contained academic learning activities
- small group instruction
- one-on-one instruction/tutoring
- instructional centers located around the room
- parent conferencing
- telephone and data communication access by teacher
- storage of student belongings in room

### **Persons to Accommodate**

#### Grade 1

- 20 - 25 students
- 1 teacher and 1-2 parent volunteers or educational resource persons

#### Grade 2

- 25 - 30 students
- 1 teacher and 1-2 parent volunteers or educational resource persons

### **Spatial Relationships**

- Grade 1 is located on first floor proximate to other Early Childhood spaces
- Grade 2 may not be located above second floor and should be convenient to common areas
- provide space for teacher station at front of room
- provide space for Interactive Wall Display
- provide two six foot marker boards and two 4 foot tack boards
- provide free-standing and movable coat/cubby storage within the classroom to accommodate 20-25 students in which each child is to have a hook for a coat and a backpack and a cubby for books/lunch bag [2 students per unit] approximately 45-48 inches tall

### **Special Considerations**

- use available natural lighting
- shades provide security and protection from reflection on Interactive Wall Display
- deep window sills or window seats with direct sun for raising plants
- one window completely accessible for emergency egress
- flooring around sink area (see CCSD Design Requirements, p.43)

### **Electrical, Plumbing & Mechanical Needs**

- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement
- cold water for sinks and bottle filler sink counter height 27"
- paper towel holder and soap dispenser
- toilet room within classroom
- sink in toilet room (and) in cabinet in classroom (cabinet for sink) – bottle filler within each classroom
- provide single restroom

### **Furniture, Fixtures & Equipment Needs**



Note: Coordinate with FF&E specialist

- learning wall with storage
- magnetic whiteboards placed at a height for size of child and to clear desk
- teacher closet/wardrobe - secured with locks
- individual student desks adjustable and sturdy with matching chairs
- sufficient storage for teacher materials and book collections
- bookcases with adjustable shelves in different spaces around the room, with shelves on lower levels and deeper spaces at the top for storage. Bookcases that are flexible in design to be moved against walls or used to create separation in the classroom. No "s" bookcase recommended.
- teacher desk
- big book storage for 75 books
- storage for manipulatives – 50 bins

***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- assure Interactive Wall Display is mounted at the right height for grade level students

## Grades 3 – 6 Classrooms

Elementary level classrooms used by children and teachers for general instructional activities appropriate for the age level. Space is designed to allow whole group teacher-directed instruction, small group instruction, one-on-one instruction, cooperative learning, etc.

### **Primary Activities**

- large and small group instruction for self-contained academic learning activities
- one-on-one instruction/tutoring
- computer instruction and research
- parent conferencing
- telephone and data communication by teacher
- storage of student belongings in room

### **Persons to Accommodate**

#### Grade 3

- 20 - 25 students
- 1 teacher and 1-2 parent volunteers or educational resource persons

#### Grade 4-6

- 25 - 30 students
- 1 teacher and 1-2 parent volunteers or educational resource persons

### **Spatial Relationships**

- convenient to common areas and restrooms
- provide coat/cubby storage within the classroom to accommodate 20-30 students in which each child is to have a hook for a coat and a backpack and a cubby for books/lunch bag [2 students per unit] approximately 45-48 inches tall
- Provide teaching wall that includes: teacher laptop station, dry erase boards, tack boards and storage bins with space for Interactive Wall Display
- provide two six foot marker boards and two 4 foot tack boards in addition to the ones located in learning wall

### **Special Considerations**

- use available natural lighting
- shades provide security and protection from reflection on Interactive Wall Display
- deep window sills or window seats with direct sun for raising plants
- one window completely accessible for emergency egress

### **Electrical, Plumbing & Mechanical Needs**

- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- individual student desks and student tables - adjustable and sturdy with matching chairs
- sufficient storage for teacher materials and book collections
- bookcases with adjustable shelves in different spaces around the room, with shelves on lower levels and deeper spaces at the top for storage
- teacher desk
- teacher closet/wardrobe - secured with locks

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

## Small Group Room

A flexible half-sized classroom for smaller groupings and may serve a variety of purposes to accommodate smaller numbers of students for instruction. (Example – Special Education Resource, Speech, Intervention, ESOL etc.) Small group rooms are located in each hallway and are spread out to serve as support spaces for all grade levels

### **Primary Activities**

- will vary according to needs of school
- small group instruction
- may utilize more technology based instructional tools

### **Persons to Accommodate**

- 12 students 1-2 adults

### **Spatial Relationships**

- scattered through academic areas to serve various grade levels and programmatic needs
- provide space for teacher station at front of classroom
- provide space for Interactive Wall Display
- provide at least one six foot marker board and at least one 4 foot tack boards

### **Special Considerations**

- natural lighting

### **Electrical, Plumbing & Mechanical Needs**

- electrical outlets for other equipment
- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- furnishing will vary and must be determined during design phase with principal and district input

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- room will be equipped as in any full sized classroom for students and one teacher

## Supplemental Classroom

A full sized and equipped general purpose room for full size groups (Examples – foreign language). The use of this space will be specific to the needs of the school.

### **Primary Activities**

- full group instruction

### **Persons to Accommodate**

- 28 students 1-2 adults

**Space Requirements** – see table

### **Spatial Relationships**

- located to best serve potential uses - must be determined during design phase with principal and district input
- provide space for teacher station at front of classroom

## Supplemental Classroom (Continued)

- provide space for Interactive Wall Display
- provide two six foot marker boards and two 4 foot tack boards

### **Special Considerations**

- natural lighting

### **Electrical, Plumbing & Mechanical Needs**

- electrical outlets for other equipment
- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- seating for class of 28 and teacher
- standard furnishing for General Purpose Classroom

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- room will be equipped as in any classroom for students and one teacher

## Special Education

Special Education spaces will be provided in all new CCSD elementary schools. The specific programs and number of rooms will be determined by the district. Please consult with the Director of Exceptional Children on a school by school case. *All special education classrooms should be fitted with tables and chairs like all other classrooms unless special specifications are identified by the department of exceptional children.*

### **Special Education Planning Assumptions**

Both state and federal administrative rules and regulatory guidelines will continue to change, placing new demands on facility requirements. There will be an increasing number of low incidence disabilities in the mainstream school population. Building and classroom design and placement will comply with Least Restrictive Environment (LRE) and the Americans with Disabilities Act of 1990 (ADA). Schools must also comply with 504 requirements, which is a plan developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.

There will be an increasing need for a variety of technologies due to the “related services” provisions in the law. Technologies will include adaptive devices, and the physical space must be able to accommodate and store these devices relative to accessibility. These devices may require greater than standard capacity for space, and electrical / data access to meet needs of handicapped students.

**Special Education Classrooms** are located close to the grade levels of the students they serve. Resource classes will be housed in small group rooms whenever possible.

- A. One self-contained special education room, configured like a general purpose classroom with a full handicapped accessible toilet with shower, a laundry room and refrigerator, and a small storage room should be located on the ground floor with an exterior door for emergency egress. Self-contained rooms are generic in design to allow flexibility in assigning students with disabilities programs among schools.

- B. Within the building, this is the only location of a shower and washer and dryer; this space must be accessible from the classroom and the corridor along with locked storage space.
- C. A Preschool Intervention Class (PIC) serves a younger population of children with disabilities. PIC rooms may be required in a district elementary school. PIC rooms are associated with the pre-kindergarten classrooms and are identical to a Pre-K room with a larger toilet area to accommodate a changing table.

## Resource Classroom

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

### **Primary Activities**

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

### **Persons to Accommodate**

- up to twelve students
- one to two staff members

### **Spatial Relationships**

- located in core academic areas near students to be served

### **Special Considerations**

- VCT or resilient flooring

### **Electrical, Mechanical & Plumbing Needs**

- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement
- data and electrical to support equal or greater than standard classroom

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

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

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- Interactive Wall Display mounting height consistent with surrounding classrooms.

## Self-Contained Classroom

A full-sized room for students with moderate to severe disabilities who spend the majority of the school day with a primary teacher and at least one teacher assistant.. Room supports a full range of teaching/learning activities.

### **Primary Activities**

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

### **Persons to Accommodate**

- twelve to sixteen students
- two or more staff

### **Spatial Relationships**

- self-contained special education rooms are typically located on the first floor. There may be a room located on the second floor if appropriate.
- self-contained special education rooms are proximate to an academic area, while easily accessible to other core areas used by students including clinic
- normal and emergency ADA accessible ingress/egress to the building and classroom areas is provided
- the exterior door is provided to allow emergency exit for wheelchairs.
- toilet access with a shower and laundry units are provided and accessible from the classroom (with secondary access to the corridor to other users). In the secondary self-contained room shower and laundry are deleted.

### **Special Considerations**

- give careful consideration to sound isolation and flooring cleanup for spills

### **Electrical, Mechanical & Plumbing Needs**

- classroom sink with hot and cold water to support instruction at height appropriate to meet ADA requirement
- hand washing sink with bottle filler and soap dispenser and paper towel holder
- ADA toilet with good exhaust ventilation provided
- shower is provided in first floor rooms
- plumbing and electrical for connections for washer and vented dryer
- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement
- data and electrical to support six student computer stations is greater than regular classroom standard

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist with review and approval of CCSD Office of Exceptional Children to determine specific program requirements

- coat/cubby storage within the classroom to accommodate 16 students
- shelf and cabinet storage for instruction materials and equipment
- teacher cabinets
- secure storage for confidential records and medical records
- height of marker boards to match age of children in regular classrooms
- display board for showing student work

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities Review technology plan with CCSD Office of Exceptional Children

- Interactive Wall Display
- Adaptive technology equipment beyond standard use may be required based on the needs of students to be served.

### **Preschool Intervention Classroom (PIC)**

A safe and comfortable learning environment for preschool students with moderate to severe disabilities

#### **Primary Activities**

- center based developmental learning activities
- individual instruction
- personal care

#### **Persons to Accommodate**

- up to ten students and five adults

#### **Spatial Relationships**

- located near other child development classrooms on first floor
- wheelchair access to primary level play area
- normal and emergency ADA accessible ingress/egress to the building and classroom areas is provided
- the exterior door is provided to allow emergency exit for wheelchairs.
- toilet with space for changing table and laundry units are provided and accessible from classroom (with secondary access to corridor to other users if only laundry in building)

#### **Special Considerations**

- resilient flooring for ease of wheelchair mobility
- limited carpet tile area for student floor activities
- play area wheelchair accessible

#### **Electrical, Mechanical & Plumbing Needs**

- sinks for adults and small children with hot and cold water at height appropriate to meet ADA requirement supporting instruction and personal care
- hand washing sink with bottle filler and soap dispenser and paper towel holder
- ADA small sized toilet with good exhaust ventilation – toilet not auto-flush
- plumbing and electrical for connections for washer and vented dryer
- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement
- data and electrical to support district standard number student computer stations

#### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist with review and approval of CCSD Office of Exceptional Children to determine specific program requirements:

- coat/cubby storage within the classroom to accommodate ten students
- shelf and cabinet storage for instruction materials and equipment
- teacher cabinets
- secure storage for confidential records and medical records
- height of marker boards to match age of children in regular classrooms
- display board for showing student work
- washer and dryer, refrigerator

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities Review technology plan with CCSD Office of Exceptional Children

- Interactive Wall Display
- technology equipment beyond standard use may be required based on needs of students to be served

### **STEM/STEAM**

Schools that include STEM/STEAM courses can include a makerspace room. This type of room provides hands-on and creative ways for students to design, experiment, build and invent as they engage in instruction related to science and engineering. The space should be able to accommodate a range of activities, tools, and materials. Since this space could vary greatly from school to school, instructional coordinator and principal participating in design of the space is essential.

Most Elementary Schools will include a Makerspace area in the Media Center unless it is a designated school for STEM/STEAM.

***Request the Project Lead The Way (PLTW) Lab Design Guide from the Executive Director Career and Technology Education.***



## Section 4: Specialty Classrooms

Specialty classrooms are essential to the mission of providing students a well-rounded curriculum. The spaces below support the mission of supporting academic achievement through diverse mediums. They are designed to accommodate programs that are campus specific. These rooms are centrally located and are easily accessed by all grade levels.

### Art Classroom

A large room designed for students in all grade levels and the teacher to work on a range of art projects in various mediums.

#### **Primary Activities**

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

#### **Persons to Accommodate**

- 30 students
- 1 teacher and up to 3 other adults

#### **Spatial Relationships**

- art rooms used for pre-kindergarten, kindergarten and grade 1 students are located on first floor
- kiln room located within art space in separate room with exterior wall vented to outside with cement floor
- storage room located within art space in separate room
- patio with overhang outside of room with connecting door
- near music room
- near stage

#### **Special Considerations**

- flooring- unstained and sealed polished concrete- non skid (see CCSD design requirements p.57)
- natural lighting - lots of windows (ideally north facing exposure)
- blinds on windows
- include display space for two and three dimensional artwork on wall of adjacent corridor for artwork
- casework in room provides storage for supplies and tools
- wall shelves [some open] and lockable base cabinets with doors [plenty of room for working space at counter under wall shelves above counter]
- wall and base cabinets with lockable doors with counter space [at least 32" deep, 30" tall, 15' long]
- flat drawers, shelves and countertop
- storage for large paper/poster/prints up to 32" W x 25" L- can be in large drawers on counter wall
- vertical and horizontal open shelving
- two 6 ft. white boards bracketing Interactive Wall Display and two 6 ft tack boards in the room.
- covered outdoor space with access from art room with water access or hose bib

#### **Electrical, Plumbing & Mechanical Needs**

- GFI electrical outlets on wall above counter spaces for equipment:
- good ventilation
- sinks shall be equipped with hot and cold running water, fitted with mixing faucets. Sinks shall be stainless steel or some material that does not chip, crack, or break. Sinks shall be surrounded with a waterproof work surface. Two (2) deep sinks with clay traps in casework with paper towel holders and soap dispensers that are student height. One (1) deep sink teacher height wash-up

sink with storage area with doors underneath hot and cold water for sinks with possible P-trap/paint/clay trap under the sink paper towel dispensers at each sink

- hose bib on art patio
- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement
- electrical and data setups for teacher computers on one wall away from sinks

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist and feedback from art coordinator and teacher should be taken into consideration

- two large mobile drying rack w/ large wheels [to hold 150-200 pieces of artwork]-(3 if campus has 6<sup>th</sup> grade)
- seating for 30 students - 3x6 tables with adjustable legs and stackable stools
- teacher desk and work table with ergonomic chair
- 1 four drawer legal file cabinet - vertical file storage with lock
- 24" paper cutter [ensure counter space area large enough to hold it]
- 2 teacher art easels
- bookcase with 5 movable shelves for art books
- metal cabinet (flame proof)
- modular cabinets with lockable doors and 5 movable shelves – at least 25" deep x near ceiling height [or at least 85"] x 48" wide
- 1 rectangular table [30" wide x 72" long] with adjustable legs
- rubber slip mats for areas in front of the sink

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- Interactive Wall Display- check with teacher or principal regarding mounting height
- one color printer
- charging station for 1:1 devices

## **Art Storage Room**

Room for storage of art supplies, projects and materials.

### ***Primary Activities***

- storage

### ***Persons to Accommodate***

- 1 staff member

### ***Spatial Relationships***

- connect with Art Classroom
- 270 sf

### ***Electrical, Plumbing & Mechanical***

- 1 duplex electrical outlet on each wall
- ventilation

### ***Special Considerations***

- floor space for free-standing equipment and floor to ceiling shelves deep shelving
- flooring-sealed concrete (CCSD Design Requirements p. 57)

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- vertical and horizontal shelving for large paper
- 24 inch deep open shelving along walls
- 4 drawer legal filing cabinet
- tote tray bin for small materials and various sized cubicles with trays for miscellaneous supplies

**Technology Needs**

- none

**Art Kiln Room**

Location of kiln and related storage of ceramic materials, supplies, projects etc.

**Primary Activities**

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

**Persons to Accommodate**

- two people

**Space Requirements**

- 140 sf

**Spatial Relationships**

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

**Special Considerations**

- Unstained polished and sealed concrete – non skid (CCSD Design Requirements pg. 57)
- Dedicated outlet and ventilation shall be provided for the kiln in the art area. CCSD shall provide AE with a cut sheet on the proposed kiln for each project. Coordinate ventilation requirement with Program Management)
- locked area
- fire extinguisher within 5 feet of door
- Art kiln rooms shall be equipped with a smoke/heat detector and sprinkler head as required by code (CCSD Design Requirements pg. 85)

**Electrical, Plumbing & Mechanical Needs**

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

**Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- fire extinguisher located within 5ft of door
- district standard kiln – with outside vent – suggest 208/240 v, 3 phase
- 2 all metal floor to ceiling storage units with movable shelves
- kiln-wet ceramic/dry ceramic cabinet large enough for an entire grade level, i.e. 100 to 150 students
- racks for inside the kiln, platform for kiln if needed

## Music Classroom

A large room designed to allow students and teachers the opportunity to explore and develop skills in music through observation, listening and participation in solo, ensemble and large group experiences. Space is associated with other art rooms.

### **Primary Activities**

- listen to, analyze, describe, and compose music
- sing (solos, small and large groups)
- play instruments including percussion electronic and stringed instruments, recorders, rhythmic accompaniment for choral pieces, keyboards
- use technology including Interactive Wall Display and digital equipment
- movement: dance, mime, drama, creative movement
- after school activities experiences
- experience guest performers
- staged performances for outside audiences and families
- collaborate with other arts and other academic disciplines

### **Persons to Accommodate**

- 20 – 50 music students [must accommodate choral rehearsals]
- teacher[s]
- parent volunteers

### **Spatial Relationships**

- Music rooms used for kindergarten and grade 1 students are to be located on the first floor where possible. If below 2<sup>nd</sup> floor classroom, be aware of sound transference to above room
- central to upper and lower grades
- easily access to platform/stage in multi-purpose room (direct access to platform preferred)
- access to water fountain
- near bathrooms
- music room storage attached
- two 6 ft. white boards bracketing Interactive Wall Display one board with staff lines
- two 6 ft. tack boards
- room height allows for proper space volume for acoustics / students standing on portable risers

### **Special Considerations**

- rectangular room
- large doorways to allow for movement of large instruments, props and risers
- adjacent rooms and spaces need to be planned for sound from music room
- if below 2<sup>nd</sup> floor classroom to use appropriate acoustic measures to avoid sound interference
- acoustics to control the bleed of noise into and out of the room through doors and between rooms. Walls should extend to roof
- natural lighting
- Resilient Flooring (CCSD Design Requirements p. 57)
- Acoustic Insulation shall be installed for Recording Studios, Music Rooms and Practice rooms (CCSD Design Requirements p.43)

### **Electrical, Plumbing & Mechanical Needs**

- adequate ventilation for large group rehearsal activity
- lighting appropriate to task
- quiet HVAC system so sound does not bleed into music room
- hot and cold water for sink with bottle filler
- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist and Fine Arts Coordinator/Instructional Coach

- piano with bench
- lockable storage for large and small instruments including students' string instruments
- 50 stacking chairs
- bookcases for textbooks [low enough to use top for counter space]
- tall storage cabinets with lockable doors
- 3 four-drawer file cabinets
- Wanger Sheet music cabinets
- plastic risers (example: Buist and Stiles Point)

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- one teacher workstation
- Interactive Wall Display
- telephone
- sound enhancement system
- charging station for 1:1 devices

## **Music Storage Room**

Dedicated secure and adequate storage for instruments, music and other equipment connected to the music room.

### ***Primary Activities***

- storage

### ***Persons to Accommodate***

- 1 staff member

### ***Spatial Relationships***

- connecting to Music Room

### ***Special Considerations***

- Sealed concrete per CCSD Design Requirements p. 57
- locking double doors for large pieces

### ***Electrical, Plumbing & Mechanical Needs***

- electrical outlets

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist, Fine Arts Coordinator/Instructional Coach

- cabinets and shelving for instruments including student string instruments
- allow plenty of floor space to remain for large storage (piano, risers, large drums etc.)

### ***Technology Needs***

- none

## Supplemental Fine Arts Room

To be used for either Art or Music classes.

### **Primary Activities**

- Music instruction for a strings/band instruments
- Practice and preparation for a performance
- After school activities
- instruction in visual arts including electronic mediums
- display artwork
- storage of supplies, projects, small equipment

### **Persons to accommodate**

- 15-20 students
- Teacher
- Parent volunteers

### **Spatial Relationships**

- Located near other Fine Arts rooms
- Near bathroom
- 2 4ft. white boards bracketing Interactive Wall Display
- 2 4 ft tack boards
- Room height allows for proper space volume for acoustics

### **Special Considerations**

- Adjacent rooms and spaces need to be planned for sound from music room
- Resilient Flooring (CCSD Design Requirements p. 57)

### **Electrical, Plumbing and Mechanical Needs**

- Lighting appropriate for tasks
- quiet HVAC system so sound does not bleed into music room
- service for technology including interactive wall display and sound enhancement

### **Furniture, Fixtures and Equipment Needs: based on the school's programming needs the following are potential items:**

- Piano with bench
- lockable storage for large and small instruments
- 25 stacking chairs
- Four drawer file cabinet
- one small Wenger sheet music cabinet
- Teacher desk and workstation
- Bookcases
- portable tables for Art classes
- Storage in the room
- two large mobile drying rack w/ large wheels [to hold 150-200 pieces of artwork]

### **Technology Needs**

- See current CCSD Technology Standards for Elementary Schools
- Teacher workstation, telephone, sound enhancement system
- Interactive Wall Display

## Multi-Purpose Room Overview

The Multi-Purpose Room serves as the activity center of the elementary school. Occupying one half of the large room shared with the Student Dining Area, the Multi-Purpose Room is the indoor location for Physical Education with an office for the Physical Education teacher and storage for equipment. After school programs are based in the Multi-Purpose Room with office space for the director and storage provided. A raised platform will be a part of the large space and be located on one side or the other of the large room and is situated to enable a large audience seated in the room with the retractable wall opened to see and hear stage programs and see projections on a large screen. The Multi-Purpose Room is the most common location for large assemblies for students and meetings and programs for parents and the general community. It is located with direct access to play areas for outdoor physical education and to parking for visitors. Restrooms serving students and adults are located nearby in the corridor. The platform is the performance space for students and is located in close proximity to the music classroom. An engineered sound system is provided that enables speakers and performers to be heard clearly on one or both sides of the retractable wall. The operating equipment of the sound system is located in a room off the platform designed to hold stage materials.

## Space Requirements

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
capacity	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
Physical Education Space	1	3000	3000	1	3500	3500	1*	4000	4000
Teacher Office	1**	150	150	1**	150	150	1**	200	200
Phys. Ed. Storage	1	300	300	1	350	350	1	400	400
After School Program Director Office	1	150	150	1	200	200	1	200	200
After School Program Storage	1	300	300	1	300	300	1	300	300
Raised Platform	1	800	800	1	850	850	1	900	900
Platform Storage	1	150	150	1	175	175	1	200	200
<b>Area Total</b>			<b>4850</b>			<b>5525</b>			<b>6200</b>

\* Large schools may have a separate divided PE room in addition to multipurpose to accommodate two teachers

\*\* Large schools may employ a second PE teacher – office space would be shared

## Physical Education Space / Gymnasium

A large open space for active use by the age levels assigned to use the facility

### Primary Activities

- physical education classes
- after school program activities
- assemblies for students during day and for parents and public after hours

### Persons to Accommodate

- 50 active students
- 250 seated in audience

### ***Spatial Relationships***

- attached to student dining area (separated by retractable wall)
- accessible ramp to platform from floor - concealed and does not reduce platform area
- accessible to outdoor play area, and visitor parking
- located near student and public restrooms in corridor
- area, including outside access and restroom, should be able to be secured from rest of building
- room shall be apart from classrooms to reduce noise
- room is designed to operate in conjunction with outdoor activity spaces and fields to provide healthy and safe active learning

### ***Special Considerations***

- careful attention is given to acoustic design to provide an appropriate teaching and performance environment
- student seating is provided on wide riser steps to platform
- Platform height should be considered with thought to audience viewing

### ***Electrical, Plumbing & Mechanical Needs***

- engineered sound system with data, electrical and pathways for to provide connectivity to speakers to both activity room and dining areas
- lighting for platform installed in manner not conflict with athletic activities in activity room
- power for large projection screen
- recessed water coolers installed in location to not cause water on playing floor
- air conditioned

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- large equipment will include portable adjustable basketball goal and volleyball standards

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- data drops, microphone jacks and electrical connections for sound system (see platform)
- data and electrical outlets provided for use of portable Interactive Wall Display

### ***Office - Physical Education Teacher***

A personal office used by one or two teachers

### ***Primary Activities***

- all associated with teacher classroom teacher station

### ***Persons to Accommodate***

- one or more teachers depending on the allocation formula

### ***Spatial Relationships***

- located off activity room
- located adjacent to PE storage

### ***Special Considerations***

- provide window looking into activity room with blind

### ***Electrical, Plumbing & Mechanical Needs***

- electrical outlets
- lighting appropriate to task



### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- standard for teacher station

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- telephone
- one teacher computer station (two for large schools)

### ***Storage Room for Physical Education***

A secure storage room for all descriptions of physical education equipment

### ***Primary Activities***

- storage of physical education equipment

### ***Persons to Accommodate***

- one to two teachers

***Space Requirements*** – see table

### ***Spatial Relationships***

- located of activity room
- located adjacent to Physical Education Office

### ***Special Considerations***

- pair of doors allowing movement of large play equipment including portable basketball goals

### ***Electrical, Plumbing & Mechanical Needs***

- electrical outlets
- lighting appropriate to task

### ***Furniture Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- ball bins, carts
- adjustable open shelving

### ***Technology Needs***

- None

### ***Platform***

A raised space on one side of the multi-purpose room for stage activities.

### ***Primary Activities***

- seating for speakers and stage guests
- stage performances
- collaborative activities with related arts and other academic disciplines
- projected imagery on large screen

### ***Persons to Accommodate***

- 55 to 65

### ***Spatial Relationships***

- attached to the multi-purpose room (either dining or physical education side)
- accessible ramp to platform from floor - concealed and not reducing platform area
- easily accessed from music classroom ideally through connecting door

### ***Special Considerations***

- wing walls angled out to allow sound projection into space of the large adjacent space
- vertical opening below proscenium high enough for students on risers to be illuminated by stage lighting
- access from the floor of the large room by stairs and ramp.
- pulley operated curtain
- wide steps, from floor of large room to platform, double as risers or student seating

### ***Electrical, Plumbing & Mechanical Needs***

- sound and lighting for stage controllable from wings or remotely by electronic device
- data, electrical and pathways for connectivity of sound system speaker microphones cables
- power for large projection screen

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- large powered projection screen

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- data drops, microphone jacks and electrical connections in platform floor and or face

### ***Storage Room for Platform***

A convenient secure space off the side of the platform for storage of stage furniture (podium, risers, flags etc.) and space and infrastructure for location of wall mounted sound system components allowing easy access for operation.

### ***Primary Activities***

- storage of stage furniture
- operation location for built in sound system

### ***Persons to Accommodate***

- 2 adults

### ***Spatial Relationships***

- attached to platform within dining or physical education side of divided multi-purpose room
- direct access with double doors to ADA accessible ramp concealed to not reduce platform area
- located to accommodate sound system equipment location, connections and operation

### ***Special Considerations***

- open room
- pair of large lockable doors to allow for movement of large instruments, props and risers and security for sound system equipment

### ***Electrical, Plumbing & Mechanical Needs***

- lighting appropriate to task
- data, electrical and pathways for connectivity of sound system speaker microphones cables

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

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

## Expanded Learning- Before and After-School Program

The Office of Expanded Learning leads Charleston County School Districts' after school efforts (Kaleidoscope). Provide high quality after school care in a safe, challenging environment. Our programs provide age-appropriate activities which focus on the physical, social, emotional and educational needs of our students.

### Office - Director of Before and After-School Program

An open office for directors and staff. See *Jennie Moore* or *Carolina Park* for preferred examples.

#### **Primary Activities**

- administrative activities associated with the director position
- managing parent relationships
- coordination of other program staff
- secure storage for food and monies
- supervise students activities

#### **Persons to Accommodate**

- one director and one program manager
- three to five guests

#### **Spatial Relationships**

- located off activity room
- located next to storage for after school program
- located with easy access to outside door used by parents for pick up

#### **Special Considerations**

- provide window looking into activity room with blind
- sight lines to outdoor pick up area

#### **Electrical, Plumbing & Mechanical Needs**

- electrical outlets
- electrical outlet for refrigerator
- plumbing for refrigerator
- lighting appropriate to task

#### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- two standard teacher desks
- full sized refrigerator

#### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- telephone
- two teacher computer station

## Storage for Before and After-School Program

Separate secure storage for supplies and equipment used by After School Program. Storage will be the same as PE storage except where noted.

### ***Primary Activities***

- storage and distribution of After-School Program supplies and equipment

### ***Persons to Accommodate***

- three staff

### ***Spatial Relationships***

- located off activity room
- located adjacent to After-School Program Office
- room for storing a cart

### **Electrical, Plumbing & Mechanical Needs**

- lighting appropriate to task

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- floor to wall storage units with flexible shelving

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

## Section 5: Media Center Summary

The Media Center will serve as the information center of the school. It will be centrally located on the first floor, easily accessible, and designed with areas to accommodate independent, small group, and large group activities. Spaces within are designed to be attractive and functionally efficient to support a range of media center requirements including housing and circulation of shelved print collections, providing access to technology based information including student computers and use of an Interactive Wall Display. Table seating, comfortable soft seating and a floor reading area for small children are provided as well as office space for the media specialist and staff workspace.

An important aspect of the modern school is its ability to access current information outside of as well as inside the media center via electronic resources. Using the IT network, online resources and television broadcasts may be distributed from the Media Center to all parts of the campus. A maker space or project lab should be visible and accessible from the media center and corridor. Media Space Requirements

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
Capacity	600			900			1200		
	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total	Rooms	Sq Ft	Total
Reading / Learning / Circ. Area to include space for Maker Space Lab	1	2500	2500	1	3500	3500	1	4000	4000
Leveled Library Space	1	300	300	1	300	300	1	300	300
Media Production Room	1	250	250	1	250	250	1	250	250
Media Spec. Office / Workroom	1	350	350	1	375	375	1	400	400
Media Storage	1	150	150	1	175	175	1	200	200
Toilet	2	50	100	2	50	100	2	50	100
<b>Area Total</b>			<b>3650</b>			<b>4700</b>			<b>5250</b>

### Media Center Overview

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

#### **Primary Activities**

- shelving, use and circulation of collection materials
- group and independent instruction instructional activities including use of books, technology and directed instructions
- meetings involving children and adults
- story reading to young children seated or on floor
- use of Interactive Wall Display
- use of computers (four) for collection look up and for independent research

#### **Persons to Accommodate**

- two to four classes (depending on size of school)
- meeting space for fifty adults
- floor seating for a class of 25 children with additional seating space created by moving tables
- 1 media specialist (for 750 and above enrollment include space for a media specialist assistant)

### ***Spatial Relationships***

The Media Center is a square shaped space subdivided to accommodate the following and allow visibility of all parts of the full space for supervision and efficient flow of patrons using media center:

- the library collection is distributed around the media center using a combination of wall shelving (60" inch height with 5 adjustable shelves) and freestanding 42" height 3 adjustable shelves, double sided mobile bookcases distributed to allow visibility from the circulation desk.
- mobile circulation desk located centrally to provide the greatest the visibility
- 2 to 4 electronic look-up stations (# based on school enrollment) located near circulation desk
- space for at least two classes and the number of faculty members at the school
- story telling area on floor adjacent to seating area for up to twenty five children with more space created by moving furniture
- Interactive Wall Display is visible from the seated area at tables or floor. There is enough floor space for the teacher to stand with an equipment cart, used in conjunction with Interactive Wall Display, to instruct students seated on the floor. Sufficient number of power outlets is provided to allow multiple plug-ins.
- Two computer workstations for student research
- separate area for Makerspace activities and centers
- adult restroom accessible from workroom
- library collection shelving to meet the State standard for *Exemplary* status (See the expertise of Library and Media Services Specialist) (15 titles per student)
- Professional Resource / Conference Room located near media center entrance

### ***Special Considerations***

- wall and floor space must be sufficient for shelving of book collection (fifteen volumes / student)
- shelving placement aligned for visual supervision from circulation desk
- Interactive Wall Display is wall mounted if space allows (mobile safety cart)
- exterior walls ½ glass, with low shelving underneath [for walls into interior hallways]
- wall between project rooms/makerspace with windows for added supervision with multiple outlets
- higher than normal ceiling height
- open flow for traffic in all areas
- carpet
- plenty of natural light designed to minimize glare on computers and Interactive Wall Display
- blinds on all windows to allow for control glare
- no sharp corners on any furniture/shelving/desks

### ***Electrical, Plumbing & Mechanical Needs***

- wall electrical outlets in all areas
- coordinate location of wall outlets with casework placement and height
- electrical and data outlets for two computers and printer at circulation desk
- electrical and data outlets for two to four computers and printer at lookup stations
- Interactive Wall Display location in Professional Resource/Conference Room and in class area of reading room
- adequate ventilation
- lighting appropriate to task with switches to control separate areas of media center, including
- additional electrical outlets for charging devices (such as iPads/Chromebook etc.)

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist and Office of Media Services Built in shelving matched with style and finish of other CCSD standard library furniture:

**Circulation Desk:** (Can be mobile.) different heights to accommodate various age-levels and ADA requirements:

- includes a book drop coordinated with specified book truck
- wired for two computers and a color printer
- wires for equipment designed to be concealed
- open shelves
- locked drawers
- comfortable, adjustable height chairs behind desk
- look-up station at easily accessible desk
- printer stand
- multiple soft seating furniture as appropriate to the space
- eight to twelve easily movable tables for four people with matching chairs for class / faculty seating to allow for various configurations

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities and Media Center District Specialist

- electrical and data path for circulation desk, 2 - 4 look up stations
- Interactive Wall Display and distributed convenience outlets
- telephone at circulation desk wireless access

### **Workroom/Office Space – Librarian**

A personal work area within the Media Workroom space for the media specialist and staff to work and collaborate.

#### ***Primary Activities***

- office activities
- desk work by media specialist
- cabinets and storage with drawers of materials and supplies
- processing and repairing books and instructional materials
- vantage point from which most of media center can be observed
- provide for space for faculty and media specialist to collaborate

#### ***Persons to Accommodate***

- media specialist
- teachers

#### ***Spatial Relationships***

- 60% work room and 40% office space
- locate office space in the workroom with a clear view through the window looking into the reading room with sight line to as many different areas of the media center as possible.
- workroom is located with view of media center through windows and preferably located centrally to the space
- immediate access to media production room
- behind circulation desk
- adult traffic flows freely from the main area, without “intruding” on more public/student areas

#### ***Electrical, Plumbing & Mechanical Needs***

- counter height electrical outlets on every wall
- hot and cold water for sink

- outlet for refrigerator
- four outlets for digital presentation system (poster maker, scanner, large format printer, cut-out maker and awards maker)

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

#### **For Workroom Area:**

- work counters on two walls, with lockable storage above and underneath
- free standing work table with stools
- wall mounted shelving including space for poster board size items [at least 36" deep]
- refrigerator
- counter or table space for digital presentation equipment
- butcher paper racks

#### **For Office Space:**

- desk with return for working surface area
- comfortable task chair
- 2 side chairs for visitors
- 4 ft. bulletin board
- 1 wall with shelving
- 1 four drawer locking file cabinets
- small locking coat closet

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- telephone
- data ports for poster maker and librarian work station
- docking station

## Media Storage Room

A room for storage for equipment, supplies and materials and books.

### ***Primary Activities***

- storage
- access to the media distribution rack

### ***Persons to Accommodate***

- media specialist

### ***Spatial Relationships***

- adjacent (ideally) to workroom
- separate room from main area with door opening to media center

### ***Special Considerations***

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

### ***Electrical, Plumbing & Mechanical Needs***

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



### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- sturdy adjustable shelving on three out of the four walls

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- telephone
- media distribution rack

## **Media Production Room**

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

### ***Primary Activities***

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

### ***Persons to Accommodate***

- six students
- two teachers

### ***Space Requirements***

- see table

### ***Spatial Relationships***

- ideally adjacent to Media Center and Computer Project Lab
- interior room without windows

### ***Special Considerations***

- soundproofing
- Green screen
- carpet
- window from media center at least ½ door glass

### ***Electrical, Plumbing & Mechanical Needs***

- adequate electrical and data outlets
- controllable production lighting in addition to standard lighting

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- table and chairs
- secure storage cabinet with counter space for equipment, supplies and materials
- 4 ft. marker board
- 4 ft. tack board
- table for 2 computer workstations

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- camera, tripod, desktops etc.
- Streaming Cart

## Leveled Library Room

A leveled library room is designed to organize books that are used for guided, independent, and take home reading. This can be associated with the Media Center or with the Literacy Coach's office.

### **Primary Activities**

- teacher storage room of leveled reading materials for student differentiation for guided reading instruction

### **Persons to Accommodate**

- two to three teachers at a time

### **Spatial Relationships**

- Shelving that accommodates storage containers that are 6 ft. height with adjustable shelves on exterior walls
- 4 ft. stand-alone double sided floating shelves in the middle

### **Special Considerations**

- work table
- Located near Literacy Coach office/room

### **Electrical, Plumbing & Mechanical Needs**

- data ports and electrical outlets near door

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- shelving
- work table

### **Technology Needs**

- outlets for computer/laptop usage

## Media Center- Project Area/Makerspace

A dedicated room for an active learning environment typical of science lab work or SAIL projects. Makerspaces in Elementary schools are generally located in the Media Center and run by the Media specialist.

### **Primary Activities**

- designing and conducting experiments and projects often in groups of two or more
- teacher and guest demonstrations
- integrated interdisciplinary lessons where students manipulate of a variety of scientific tools
- emphasis on integration of technology in projects

### **Persons to Accommodate**

- 15 students
- 1 teacher and several educational resource persons or visitors

### **Spatial Relationships**

- locate on first floor
- accessible to all grades

- two 6 ft. marker boards bracketing Interactive Wall Display
- two 4 ft. tack boards
- portable teacher demonstration table used in lieu of stationary demo table
- wall and base cabinets with flat drawers and lockable doors with counter space 32" deep,
- open and closed shelving
- area for under counter refrigerator

### ***Special Considerations***

- sealed polished concrete floor
- natural lighting - lots of windows
- counters or window ledges for plant location and other activities
- blinds on windows
- display space for student projects (wall and shelf)

### ***Electrical, Plumbing & Mechanical Needs***

- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement
- electrical outlets above counter for equipment and small appliances
- four cold water sinks in casework with paper towel holders and soap dispensers
- efficient ventilation for fumes and eyewash station

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- portable teacher demonstration table
- under counter refrigerator
- microwave
- fire extinguisher
- seating for 30 students – flat top lab style table to seat two
- teacher desk and chair
- four drawer file cabinet
- bookcase with 5 movable shelves
- 3 computer tables for 6 computer and printer
- fire extinguisher
- freshwater aquarium

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

## **Maker's Space- Material Storage / Prep Room**

Dedicated space used for a stand alone Maker's Space in which to use and store science and other equipment, supplies and projects.

### ***Primary Activities***

- storage of supplies, projects, small/large equipment, and science kits
- teacher preparation of experiments and materials

### ***Persons to Accommodate***

- two teachers and several educational resource persons or visitors

### ***Spatial Relationships***

- connected to classroom with locking door
- wall and base cabinets with flat drawers and lockable doors with counter space 32" deep

- storage for science fair boards [larger than 40" W X 60" L X 3/16 " thick]
- open and closed shelving
- efficient ventilation for fumes
- electrical outlets above counter for equipment and small appliances

**Special Considerations**

- sealed polished concrete floor
- locking door to classroom

**Electrical, Plumbing & Mechanical Needs**

- efficient ventilation for fumes
- electrical outlets above counter for equipment and small appliances

**Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

**Computer Lab**

Specially designed room intended exclusively for use of computers by users for instruction, testing and special projects.

**Activities**

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

**Persons to Accommodate**

- 30 student computer stations arranged in four rows eight with center aisle (alternate layout may be acceptable in constrained spaces with approval of IT)
- instructor station at front of room

**Spatial Relationships**

- lab shares common wall with media center, with windows above library shelving and a connecting door

**Special Considerations**

- limited outside windows preferred for security and reduced glare from sun
- flooring is anti-static carpet tiles
- connecting door and windows to media center for supervision from media center
- glass to corridor
- blinds for corridor glass

**Electrical, Plumbing & Mechanical Needs**

- use down directed lighting
- locate teacher station at front of room and Interactive Wall Display centered on front wall
- extra space at front of room for student floor seating at Interactive Wall Display
- multiple circuits to provide power and data for 30 workstations printer and Interactive Wall Display
- provide electrical and data pathway for service to support technology including Interactive Wall Display and sound enhancement

**Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- Interactive Wall Display on teaching wall visible from media center window
- marker board either side of Interactive Wall Display

- 4 ft. tack board
- 16 five foot adjustable two-student computer tables with 15" adjustable student chairs
- teacher work station with teacher chair
- locking storage

**Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- 30 computer stations
- teacher station with printer

## Section 6: Student Dining & Food Service Overview

The Food Service area occupies half of a large space in the building, typically shared with a

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

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

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

### Student Dining & Food Service Space Requirements

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
capacity	600			900			1200		
	Room s	Sq Ft	Total	Room s	Sq Ft	Total	Room s	Sq Ft	Total
Dining Space	1	2500	2500	1	3000	3000	1	3600	3600
Chair Table Storage Room	1	300	300	1	350	350	1	400	400
Serving Area	1	600	600	1	750	750	1	900	900
Kitchen / Food Prep / Receiving	1	900	900	1	1000	1000	1	1200	1200
Manager's Office	1	100	100	1	100	100	1	100	100
Freezer	1	200	200	1	225	225	1	250	250
Cooler	1	145	145	1	160	160	1	175	175
Food and Paper Product Storage	1	450	450	1	625	625	1	800	800
Chemical Storage / Cleaning Closet	1	30	30	1	30	30	1	30	30
Dishwashing Area	1	125	125	1	135	135	1	145	145
Locker Area (w/toilet)	1	100	100	1	120	120	1	140	140
<b>Area Total</b>			<b>5450</b>			<b>6495</b>			<b>7740</b>

## Student Dining Area

The school's dining room is separated from the Multi-Purpose Room by a folding acoustic partition wall. When the wall is opened space becomes one large space for high capacity assemblies.

### **Primary Activities**

- student dining
- provide seating space for large assemblies in concert with multi-purpose room when dividing wall is retracted

### **Persons to Accommodate**

- 1/3 of student population per lunch period
- large audience seated with folding wall connecting multi-purpose area retracted, creating a single open space

### **Spatial Relationships**

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

### **Special Considerations**

- easily cleaned wall surfaces
- resilient flooring
- compliance with current health codes
- acoustics considerations – for dining and assembly usage
- consider floor pattern design to assist in placement of tables
- heavy-duty acoustic folding wall separating dining from Multi-Purpose side of room

### **Electrical, Plumbing & Mechanical Needs**

- appropriate lighting
- air conditioning
- electrical outlets on perimeter walls minimum 18" above floor
- electrical and data pathways provided for data to support portable Interactive Wall Display located in the area for best viewing and use. Typically, the Interactive Wall Display should be on the back wall behind serving lines, one per each serving line.
- pathways provided to support location of controllable speakers – part of built in sound system associated with large space and platform

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- folding tables with attached seating
- furniture should be easily moved and stored
- furniture for wheelchair students – 2 tables to accommodate 8 (matching table with no stools or bench attached, typically 27 inches tall)

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- intercom system
- projector and screen
- stage curtains if applicable

## Table Storage

A large storage room for storing dining room furniture.

### **Primary Activities**

- storage

### **Persons to Accommodate**

- none

### **Spatial Relationships**

- adjacent to the Student Dining area

### **Special Considerations**

- locked area
- two door opening into dining room

### **Electrical, Plumbing & Mechanical Needs**

- electrical outlets
- lighting appropriate to task

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- None

### **Technology Needs**

- none

## Serving Area

The location of the serving line where meals are prepared in the school kitchen.

### **Primary Activities**

- serve food
- point of sale

### **Persons to Accommodate**

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

### **Spatial Relationships**

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

### **Special Considerations**

- quarry tile with dark grout

### **Electrical, Plumbing & Mechanical Needs**

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



- air conditioning and appropriate ventilation

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist and all serving line equipment is specified by Office of Food Services

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

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- data connection at point of sale for cashier
- telephone

## **Kitchen / Food Preparation – Receiving**

Spaces designed for the efficient management of all food service functions.

### ***Primary Activities***

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

### ***Persons to Accommodate***

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

### ***Special Considerations***

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

### ***Electrical, Plumbing & Mechanical Needs***

- electrical outlets along permanent perimeter walls
- electrical supplied to support equipment specified to be non-trip design
- liquid propane or natural gas hookup

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist and all food preparation equipment needs to be specified by Office of Food Services

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

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- telephone

## Food/Paper Products Storage

Dry storage area to serve food preparation operations.

### **Primary Activities**

- food storage

### **Persons to Accommodate**

- none

### **Spatial Relationships**

- adjacent to kitchen
- near delivery entrance

### **Special Considerations**

- floor is quarry tile with dark grout

### **Electrical, Plumbing & Mechanical Needs**

- one duplex electrical outlet on each wall
- adequate ventilation

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- rust-resistant 24" deep shelving and dunnage racks
- other special equipment needs for food and paper products storage

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- none

## Freezer & Cooler

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

### **Primary Activities**

- storage

### **Persons to Accommodate**

- none

### **Spatial Relationships**

- located in the kitchen

### **Special Considerations**

- easy to clean flooring such as stainless material

### **Electrical, Plumbing & Mechanical Needs**

- coordinate power requirements with equipment manufacturer
- fluorescent lighting

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

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

### **Technology Needs**

- none

## Chemical Storage/ Cleaning Closet

Lockable Storage room for cleaning chemicals used in the kitchen area.

### **Primary Activities**

- storing chemicals and equipment

### **Persons to Accommodate**

- none

### **Spatial Relationships**

- located off kitchen
- separate from other dry storage per Health Department visitations.
- A separate room with can wash (inside) preferred

### **Special Considerations**

- floor is quarry tile with dark grout

### **Electrical, Plumbing & Mechanical Needs**

- mop sink with hot and cold water
- rust-proof plastic shelving for chemicals
- mop rack for mops and brooms

### **Electrical, Plumbing & Mechanical Needs**

- one duplex outlet on each wall
- fluorescent lighting

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- rust proof shelving

### **Technology**

- none

## Dish Room Area

Space for receiving and cleaning used dinnerware and cooking utensils.

### **Primary Activities**

- washing dishes, trays, and cutlery
- processing of food waste

### **Persons to Accommodate**

- one food service staff member

### **Spatial Relationships**

- accessible from kitchen
- pass-through lockable window into dining area (if a full door is used, stainless steel needs to be on the bottom half of the door facing the kitchen)

### **Special Considerations**

- drained quarry tile flooring
- impervious surrounding walls

### **Electrical, Plumbing & Mechanical Needs**

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

***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist and all equipment will be specified by Office of Nutrition and Food Services

- dish machine [no pant leg hood]
- dish tables
- soap dispenser and paper towel holder
- blower-dryer for dishwasher
- pulper in line with dishwasher
- 5-compartment food trays
- racks for dishwasher

***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

**Lockers/ Restroom**

A dedicated area with toilet and lockers with padlocks for a minimum of five food service personnel.

***Primary Activities***

- changing clothes, washing

***Persons to Accommodate***

- up to one staff member per 100 students

***Spatial Relationships***

- near kitchen, serving area, and office

***Special Considerations***

- floor is quarry tile with dark grout

***Electrical, Plumbing & Mechanical Needs***

- one duplex outlet on each wall
- hot and cold water for sink, toilet

***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist and Food Services Director

Provide one staff locker for every 100 students in the school for kitchen staff – minimum number of lockers is 5

- locking storage cabinet (half sized)-Located outside of the restroom area
- trash can
- clock
- soap dispenser and paper towel holder at hand wash sink
- standard kitchen equipment order

***Technology Needs***

- drops for each serving line POS

## Food Service Office

Private office of the food service manager.

### **Primary Activities**

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

### **Persons to Accommodate**

- food service manager and up to two guests

### **Spatial Relationships**

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

### **Special Considerations**

- window with a view of the kitchen and view of entry door

### **Electrical, Plumbing & Mechanical Needs**

- pathway for electrical and data connection
- outlets for equipment

### **Furniture, Fixtures & Equipment Needs**

Note: Coordinate with FF&E specialist

- desk to accommodate a computer
- chair
- four drawer locking file cabinet
- clock
- trash can with lid

### **Technology Needs**

See current CCSD Technology Standards for Elementary School Facilities

- telephone
- office computer

## Section 7: Maintenance and Custodial Spaces Overview

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

### Space Requirements

Program	Small Enrollment			Medium Enrollment			Large Enrollment		
Capacity	600			900			1200		
	Rooms	Sq. Ft	Total	Rooms	Sq. Ft	Total	Rooms	Sq. Ft	Total
Building Receiving, Storage and Maintenance Office area	1	650	650	1	700	700	1	750	750
Custodial Supply Storage	1	300	300	1	325	325	1	350	350
<b>Area Total</b>			<b>950</b>			<b>1025</b>			<b>1100</b>

### Receiving and Maintenance Room

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

#### **Primary Activities**

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

#### **Persons to Accommodate**

- Day Porter
- office work area for one

#### **Spatial Relationships**

- located adjacent to delivery area accessible by delivery and service vehicles
- locate proximate to main corridor for easy access to entire building
- close to kitchen

#### **Special Considerations**

- concrete floor
- locking doors

#### **Electrical, Plumbing & Mechanical Needs**

Note: See CCSD Design Requirements

- appropriate lighting
- sink with hot and cold water

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- 4 ft. tack board
- heavy duty storage shelving

### ***Technology Needs***

Note: See current CCSD Technology Standards for Elementary School Facilities

- telephone

## Maintenance Office Area

A semi-private secure space for a person responsible for daily maintenance of the building.

### ***Primary Activities***

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

### ***Persons to Accommodate***

- Day Porter

### ***Spatial Relationships***

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

### ***Special Considerations***

- secure screened enclosure with locking door
- concrete floor
- locking doors

### ***Electrical, Plumbing & Mechanical Needs***

Note: See CCSD Design Requirements

### ***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- small desk and chair
- metal 6 ft., 2 door locking cabinet

### ***Technology Needs***

See current CCSD Technology Standards for Elementary School Facilities

- single computer station
- telephone

## Custodial Equipment and Supplies Storage Room

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

### ***Primary Activities***

- temporary storage of paper products and cleaning supplies

### ***Persons to Accommodate***

- one day porter

***Spatial Relationships***

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

***Special Considerations***

- concrete floor
- locking doors

***Electrical, Plumbing & Mechanical Needs***

- appropriate lighting

***Furniture, Fixtures & Equipment Needs***

Note: Coordinate with FF&E specialist

- appropriate heavy duty storage shelving for supplies

***Technology Needs***

- none



## Section 8: Technology and Building Security Rooms

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

Program	Small Enrollment			Medium Enrollment			Large Enrollment			
Capacity	600			900			1200			
	Rooms		Total	Rooms		Total	Rooms		Total	
Main Telecommunications Room	1	12'x20'	240	1	12'x20'	240	1	12'x20'	240	
Intermediate Telecommunications Room	3*	6'x9' 54 sq ft	162	5*	6'x9'	270	7*	6'x9'	378	
<b>Area Total (minimum)</b>			<b>402</b>				<b>510</b>			

### Main/Intermediate Telecommunications Room

CCSD Information Technology and Security leaders have agreed in principle to combine the specified facility Security Room (FSR) and Main Telecommunications Room (MTR) into a single space to reduce the technology "footprint". Until details are finalized, the MTR size requirement is hereby increased to 12' X 16' and the FSR is eliminated. All other requirements remain unchanged.

For more information, see the CCSD Design Requirements.

## Summary of Changes from 3.0 to 4.0

Section	Program	3.0			4.0 (changes)			
		600 SQ. FT.	900 SQ. FT.	1200 SQ. FT.	600 SQ. FT.	900 SQ. FT.	1200 SQ. FT.	
1: requirements by Programed Space	Health Clinic	1/350	1/350	1/350	1/500	1/500	1/500	Added extra square feet to accommodate social distancing, improve the sight line from the nurses station to the cot area as well as provide space for HIPPA reasons.
	Nursing Mothers Room	0	0	0	1/150	1/150	2/100	Now a standard addition. Found in the last five building projects. An additional NMR was added to the 1200 student building with a focus on making each centrally located on different floors to decrease travel time.
	Reception Area	1/350	1/375	1/400	1/400	1/400	1/450	The combination of a code change and the addition of bathrooms located on or near the reception area resulted in the sqft being increased.
	Office School Psychologist	Included in Flex Office Numbers	Included in Flex Office Numbers	Included in Flex Office Numbers	1/150	1/150	1/150	A "line item" was added for the School Psychologist office to ensure enough office space is included for this position. It will alleviate the demands on the flex office spaces.
	SRO	Included in Flex Office Numbers	Included in Flex Office Numbers	Included in Flex Office Numbers	1/150	1/150	1/150	This allocation is consistent throughout all elementary schools at the present time. M. Reidenbach added information to the description: <b>Special Considerations:</b> The SRO office suggested being within the middle of the school building rather than in admin suite to allow for more visibility and accessibility to all areas of the school.
	Toilet Staff	1/50	1/50	1/50	2/50	2/50	2/50	Now a standard addition.. Found in the last five building projects.
	Toilet Public (Vestibule/ reception area)	1/50	1/50	1/50	2/50	2/50	2/50	Now a standard addition. Found in the last five building projects.
Core Academics	Grade 2 Classrooms (W/toilet)	4/900	5/900	8/900	No change	6/900	No change	When the school size increased from 500/750/1000 to 600/900/1200, some of the class sections increased, adding classrooms.
	Grade 3 Classrooms	4/850	5/850	8/850	No change	6/850	No change	When the school size increased from 500/750/1000 to 600/900/1200, some of the class sections increased, adding classrooms.
	Grade 4 Classrooms	3/850	4/850	6/850	4/850	5/850	No change	When the school size increased from 500/750/1000 to 600/900/1200, some of the class sections increased, adding classrooms.
	Grade 5 Classrooms	3/850	4/850	6/850	4/850	5/850	No change	When the school size increased from 500/750/1000 to 600/900/1200, some of the class sections increased, adding classrooms.
	Art Room (with Kiln room and storage)	1/1400	1/1400	1/1400	No change	2/1400	2/1400	The number of teacher allocations of Fine Arts teachers increased at the 900/1200 levels providing extra fine arts teachers resulting in a need for classrooms.
	Music Room (with storage)	1/1200	1/1200	1/1200	No change	2/1200	2/1200	The number of teacher allocations of Fine Arts teachers increased at the 900/1200 levels providing extra fine arts teachers resulting in a need for classrooms.
	Supplemental Fine Arts Room	0	0	0	1/850	1/850	1/850	The number of teacher allocations of Fine Arts teachers increased at the 900/1200 levels providing extra fine arts teachers resulting in a need for classrooms.
	Computer Lab	2/990	4/990	8/990	1/990	2/990	2/990	After vetting the computer lab needs with Ed Tech, 1:1 devices in schools decreased the need for a dedicated lab space.

	Self-contained	1/1000	1/1000	1/1000	No change	2/1000	2/1000	Through conversations with the Special Ed department it was noted that the teacher/student numbers in the 900/1200 schools earned more teacher allocations requiring an additional Special Ed room. Only one of the self-contained rooms requires the laundry component.
Media Center	Reading/ Learning/ Circulation	1/2000	1/2500	1/3000	1/2500	1/3500	1/4000	There is a need for added square footage to accommodate the maker's space, reading area as well as the circulation desk.
Multipurpose room	P.E. Space	1/3000	1/3000	1/3500	No change	1/3500	1/4000	900/1200 required more square footage per pupil. Also the last two schools with a 900/1200 Core had larger rooms built that the Ed.. Spec. called for.
	PE Teacher Office	1/100	1/100	1/150	1/150	1/150	1/200	There was a 50 square foot increase to align with the allocation formula of 500:1 teacher with .5 allocations given at mid point thresholds.
	PE Storage	1/300	1/300	1/300	No Change	1/350	1/400	With the additional number of students the equipment count increases requiring more space for storage.
Student dining and Food Service	Food Storage	1/250	1/350	1/450	1/450	1/625	1/800	Vetted with Food Services/Walter - the paper storage and the food storage could be combined to save some space for another need in the dining area.
	Paper Storage	1/200	1/275	1/350				
5/26/2022	Enrollment with a Larger Core							Adjusted the square footage to reflect the areas affected by the split student count.

ADA		
OSF		
CCSD	Charleston County School District	
LRE	Least Restrictive Environment	
504 Plan		
SRO	School Resource Officer	