

EDUCATIONAL SPECIFICATIONS VOLUME 2

JOHN M. TOBIN MONTESSORI SCHOOL

VASSAL LANE UPPER SCHOOL

DHSP PRESCHOOL & COMMUNITY SCHOOL

PERKINS —
EASTMAN

JUNE 26, 2020



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1.0

**1.0 A BUILDING DESIGNED TO ENHANCE
EDUCATIONAL SUCCESS AND ENGAGE
THE COMMUNITY**



1.0 A Building Designed to Enhance Educational Success and Engage the Community

The reconstruction of the school housing the Tobin Montessori School, the Vassal Lane Upper School and the Department of Human Service Programs (DHSP) continues to demonstrate the City of Cambridge's and the Cambridge Public Schools' (CPS) commitment to providing the resources and opportunities for students and the community to learn, grow, and thrive.

Superintendent Salim, and the leadership of the Cambridge Public School District and the community have, for example, established the following vision:

The Cambridge Public Schools, in partnership with our families and community, will provide all students with rigorous, joyful, and culturally responsive learning as well as the social, emotional, and academic supports each student needs to achieve their goals and post-secondary success as engaged community members. CPS students and staff, as members of a learning organization engaged in continuous improvement, will demonstrate a growth mindset and embrace risk taking and innovation.

The City of Cambridge and the Department of Human Services Programs have complemented this vision through their commitment to the success of the community's youngest learners with its "Birth to Grade Three Partnership" and by expanding the resources available to students beyond the school day, through extensive community and after school programming.

These combined and coordinated educational missions are further enhanced by the City's ambitious environmental stewardship goals. These goals are to significantly conserve resources and positively impact climate change. But in this setting, the opportunity exists to also create healthy high performance places to learn, that can inspire the next generation of environmental stewards.

This document summarizes the resources that will be made available in the building to accommodate this expansive, collective vision. The information it contains is derived from numerous focus groups and surveys with administrators, teachers and parents as well as information from professional practice. It has also been reviewed by CPS and DHSP to ensure that it accurately summarizes and states the needs of these stakeholders.

With this information, the design team will be able to create the 21st Century learning environments that will help CPS and DHSP prepare all of Cambridge's students for life in a rapidly evolving world, and achieve their goals for academic excellence and social justice.





2.0

design principles

2.0 PRINCIPLES: SCHOOL

PRINCIPLES: PRESCHOOL

PRINCIPLES: TOBIN MONTESSORI

PRINCIPLES: VASSAL LANE

2.0 Design Principles

PRINCIPLES: SCHOOL

1. IDENTITY AND ARRIVAL FOR EACH PROGRAM

Each program has its own identity and front door (TLS, VLUS, DHSP Early Childhood, DHSP Community School, CPS Admin).

2. A HEART FOR EACH PROGRAM

The school should provide a hierarchy of spaces supportive of the developmental needs of the children in each school.

3. ORGANIZE THE SCHOOL FOR EFFICIENT SHARING

Establish a healthy balance between each program's space and create shared space that will provide access to resources for all.

4. A DIVERSITY OF OPEN SPACE FOR EVERY PROGRAM & AGE

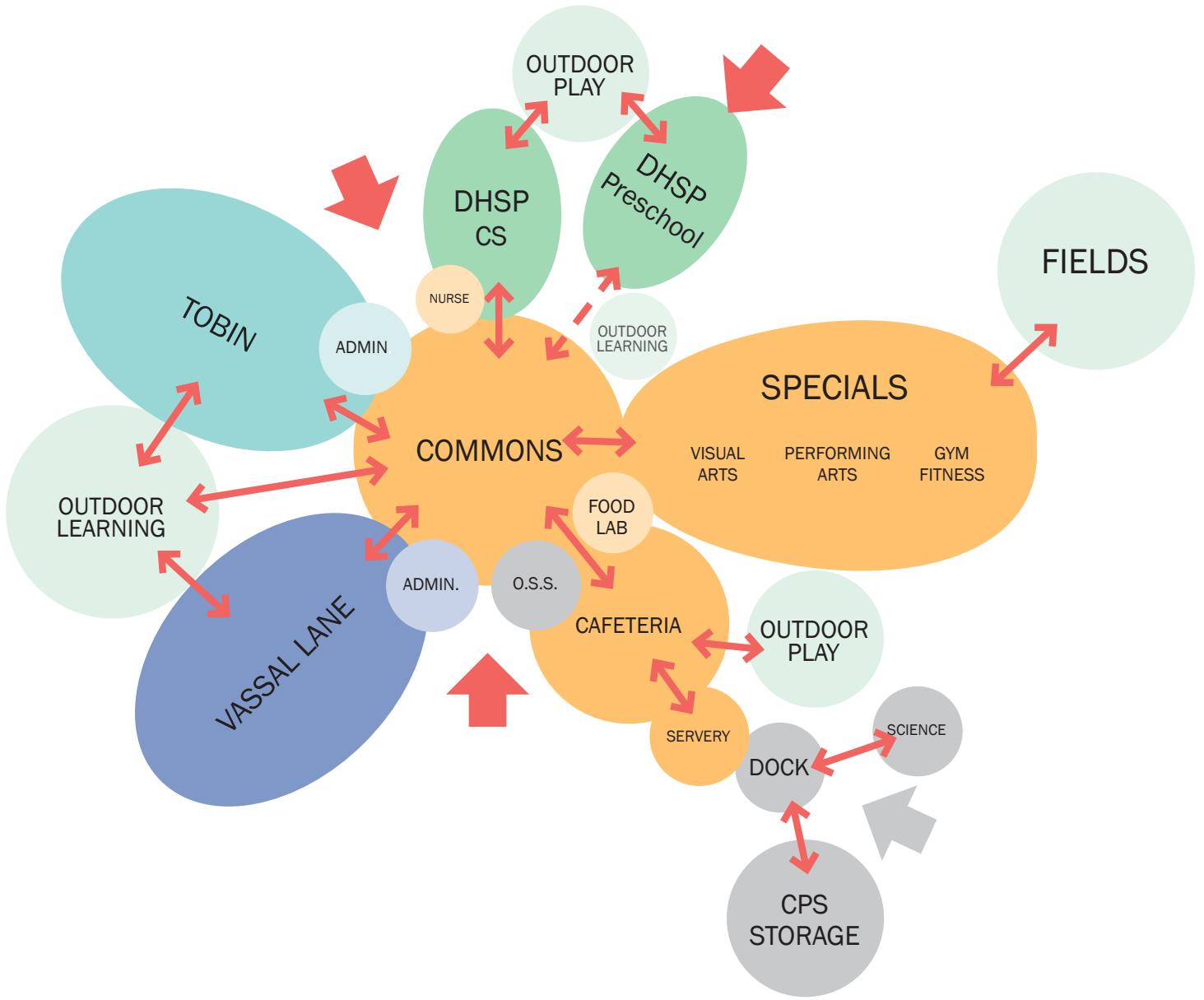
Open space provides a diversity of developmentally - appropriate opportunities for active, experiential, and reflective learning and socialization.

5. EVERY PROGRAM HAS EASY ACCESS TO THE OUTDOORS

Every school and every age range has noted the value of the outdoors for learning, recreation and socialization.

6. CREATE A LOCUS OF LIFE - LONG LEARNING

The school should be a locus of life-long learning for students and teachers, including providing professional development for teachers from on-site and off.



LEGEND



Public Entry



Internal Connection



Less Frequently Used Internal Connection

PRINCIPLES: PRESCHOOL

1. CREATE TWO CLASSROOM NEIGHBORHOODS

Classrooms should be gathered in neighborhoods of four classrooms. Each centered on a kitchenette.

2. PROVIDE FOR A WELCOMING & HOME-LIKE SETTING

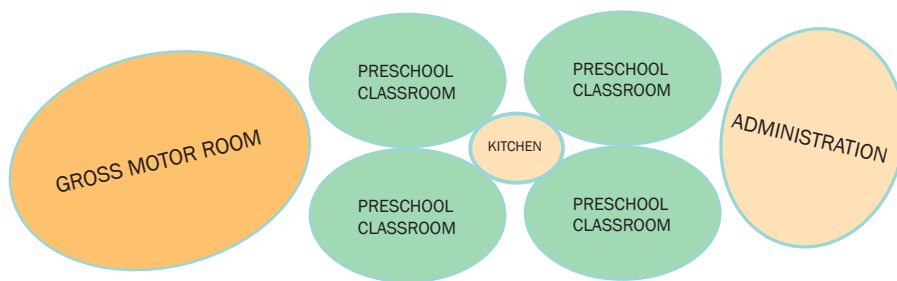
The school should have a welcoming front door with its own access to allow for distributed drop off and pick up.

3. PROVIDE DEVELOPMENTALLY APPROPRIATE ACTIVE SPACES

The school should have direct access to developmentally appropriate active indoor and outdoor space.

4. PAIRS OF CLASSROOMS SHARE BATHROOMS

To allow for convenient and efficient use of facilities, classrooms and bathrooms will be paired.



PRINCIPLES: TOBIN MONTESSORI

1. CREATE A HOME-LIKE AMBIANCE

The school should be welcoming. Natural light, finishes, furniture and lighting will play a key role.

2. ENGAGE THE FRONT OFFICE INTO A WELCOMING ARRIVAL

The main office will become a key part of the subtle security at the front door but it should remain part of a pleasant and inviting arrival experience.

3. FOSTER COMMUNITY BY CREATING ACADEMIC NEIGHBORHOODS

Four neighborhoods (CH, LE, UE and SS) will help make the school more child friendly and promote teacher collaboration

4. DIFFERENTIATE NEIGHBORHOODS BY DEVELOPMENTAL STAGE

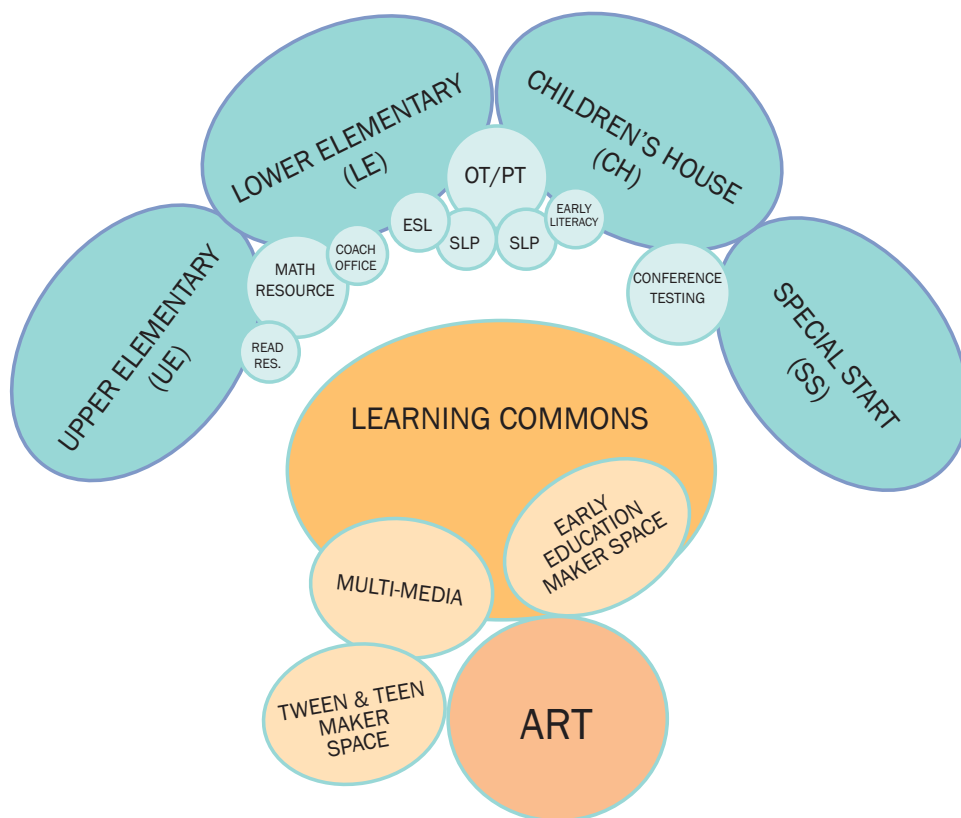
Each neighborhood will have its own character derived in part by the shared resources: (e.g. CH-food prep)

5. LOCATE THE LEARNING COMMONS AS THE HEART OF THE SCHOOL

The learning commons should be the heart of the school, allowing for easy access for all ages, and creating a vibrant, shared community.

6. DIFFERENTIATE DINING

Dining should be scaled to age and population of the children and support the Montessori philosophy. Three year olds eat in Cubs Corner, and the other children in the Tobin Lower School dining room.



PRINCIPLES: VASSAL LANE

1. ESTABLISH A STRONG FIRST IMPRESSION

The school will now have the first time to create a positive first and lasting impression beginning with the front door.

2. ENGAGE THE FRONT OFFICE INTO A WELCOMING ARRIVAL

The main office should be part of the welcoming experience

3. FOSTER COMMUNITY BY CREATING ACADEMIC NEIGHBORHOODS

Three interdisciplinary neighborhoods (6, 7, 8 with SEI distributed) will help foster relationships between students and teachers and promote teacher collaboration

4. SITUATE THE SPECIALS TO CONNECT THE COMMUNITY

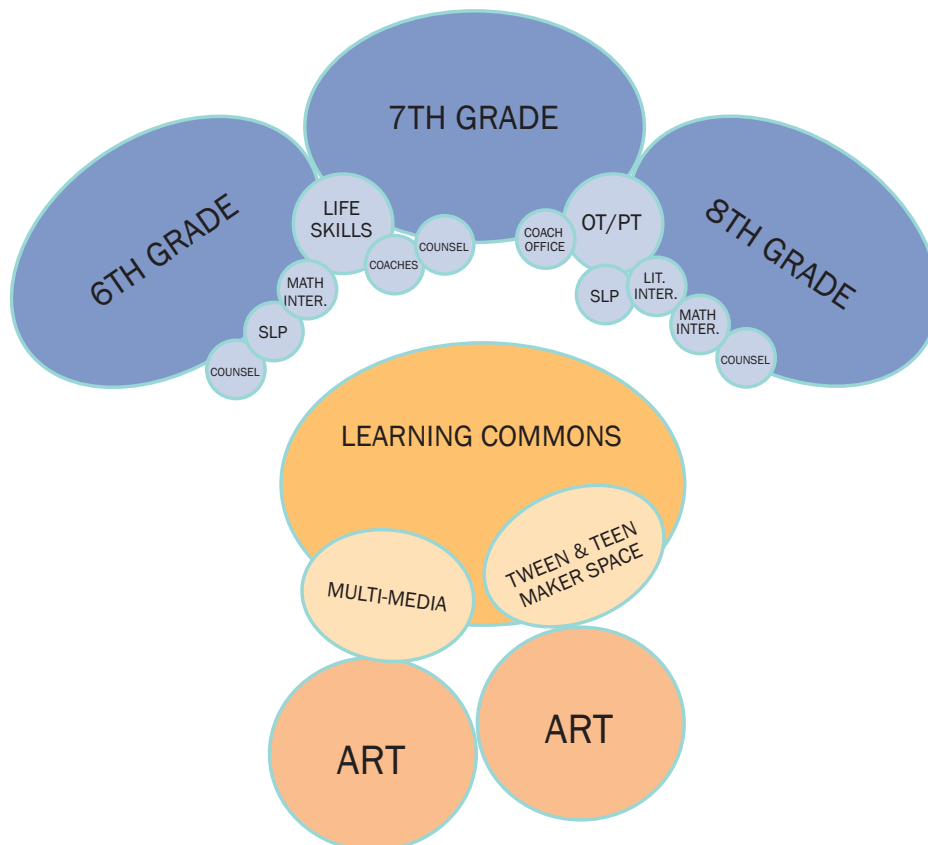
Specials – Art & Music - should be convenient but centrally located to help connect across the VLUS learning community.

5. LOCATE THE LEARNING COMMONS AS THE HEART OF THE SCHOOL


The learning commons should be the heart of the school

6. ENABLE CONTINUED DEVELOPMENT OF THE UPPER SCHOOL PROGRAM

The school should allow for continued development of the Upper School program.







3.0

Educational specifications

- 3.0 SPACE NEEDS SUMMARY**
- 3.1 TOBIN MONTESSORI SCHOOL**
- 3.2 VASSAL LANE UPPER SCHOOL**
- 3.3 DEPARTMENT OF HUMAN SERVICES PROGRAMS**
- 3.4 SHARED RESOURCES**
- 3.5 CITYWIDE PROGRAMS**

3.0 Space Needs Summary

This section provides a listing of the individual spaces currently projected for the revitalized school. It is organized into the following major sections:

1. **Lower School** – Space used by the Tobin Montessori School
2. **Upper School** – Space used by the Vassal Lane Upper School
3. **Department of Human Services** – Space used by the City’s programming
4. **Shared Resources** – Space shared, as appropriate, by the three entities above
5. **City-Wide Resources** – Space used by entities serving district-wide needs

Within each section, several sub sections identify each individual program space projected for the building, the total number of those spaces, the staff and number of students anticipated to use the spaces, a square footage per student as appropriate, the net square footage projected by room, and total square footage.

These spaces and projections have been defined through several rounds of focus group meetings and surveys engaging a broad set of stakeholders, and they have been refined with the Program Committee through comparison with comparable facilities. The latter particularly focused on the District’s previously constructed

MLK Jr. and the King Open schools, which both house lower and upper schools, as well as DHSP programming.

Serving up to 336 three year old - 5th grade students in the lower school, 45 Special Start students, 450 sixth through eighth grade students in the upper school, including 75 students in the SEI program (upper). A new ASD program will serve 68 students in both the lower and upper schools, and a new PreSchool will serve 80 students. There will also be robust Community Afterschool programming. In total the school will have the capacity to serve up to 979 students. The current space projection to serve this enrollment calls for approximately 191,000 net square feet and 293,000 gross square feet. This projection does not include structured parking.

The subsequent sections in this report describe each space in greater detail.

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE					NOTES	
	SPACES		STUDENTS		NET SQUARE FEET		
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	square feet sub-room total

1 LOWER SCHOOL

A Lower School (LS) Classroom Space									
1.	Special Start	3	11	15	45	60	900	2,700	sink & bubbler in classroom, includes storage
1b	Bathrooms	3					65	195	
2.	Children's House (3,4,5 yrs./JK/K.)	5	10	24	120	58	1,400	7,000	sink & bubbler in classroom, includes storage
2a	Bathrooms	5					65	325	
	Teacher Resource	5	1				100	500	Staff# = CH hourly aide
3.	Lower Elementary (6, 7 & 8 yrs. Gr. 1-3)	5	10	24	120	58	1,400	7,000	sink & bubbler in classroom, includes storage
3a	Bathrooms	5					65	325	
	Teacher Resource	5					100	500	
4.	Upper Elementary (4th & 5th gr.)	4	10	24	96	58	1,400	5,600	sink & bubbler in classroom, includes storage
	Teacher Resource	4					100	400	
5.	Neighborhood Breakout Space	3					200	600	LE, UE, SS
5a.	Kitchenette for CH	1					150	150	CH
6.	Teacher Workroom	4					250	1,000	CH, LE, UE, SS
7.	Children's House: Cub's Corner								
7a	Activity Room	0	5				1,000	0	Utilize Community School Spaces
7b	Nap/Lunch Room	0					1,000	0	Utilize Community School Spaces
7c	Bathroom with Stalls	0					50	0	Utilize Community School Spaces
8.	ASD Self-Contained Classroom	5	16	8	40	90	720	3,600	1 w/Children's House; 2 w/Lower Elem; 2 w/Upper Elem.
8a	Bathrooms	5					65	325	
8b	Relaxation Space	3					70	210	1 per neighborhood
9.	Cubbies	1			421		421	421	In corridors for all groups
1A Lower School Classroom:		65	63		421			30,851	

B Student & Instructional Support									
1.	Psychologist	2	2				200	400	1 for Tobin & 1 for Special Start & ASD
1a.	Special Start Conf	1				25	250	250	Meetings for 10 people or testing
1b.	Testing Room	1		3		40	120	120	For use by itinerant Special Start & ASD
2.	Special Education Office/Learning Center	3	3	6		40	240	720	Classroom for up to 6 kids
3.	Adjustment Counselor	1	1				140	140	
3a	Counselor Storage	1					50	50	

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE							NOTES
	SPACES		STUDENTS		NET SQUARE FEET			
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	square feet-sub-room total	

3b.	Reflection Room	1				120	120	Moved from Administration to Student & Instructional Support
4.	Speech/Language Pathologist	3	3			200	600	1 for Tobin, 1 for Special Start & 1 for ASD
5.	Coaching Office	1	3		80	240	240	Math, Literacy & Montessori Resource Coaches
5a.	Conference Room	1			25	250	250	Meetings for 10; Attached to coaching office
5b.	Storage/Records	1				100	100	
6.	Math Resource Room	1	25		50	1,250	1,250	With Storage.
6a	Math Interventionist	1	1	0		120	120	Size as compared to ESL & Early Lit. - office vs resource classroom use?
7.	Literacy Resource Room	1	1	10	50	500	500	with Storage
7a.	Early Literacy Intervention Room K-2	1	1	8	40	320	320	w/CH
8.	ESL Intervention	1	1	8	40	320	320	w/Lower EL

1B Lower School Instructional Support: 21 16 5,500

C Lower School Administration									
1.	Main Office								
1a	Reception/Family Liason	1	1			150	150		
1b	Clerk	1	1			150	150		
1c	Mailboxes	1				50	50		
1d	Supply Storage	1				100	100		
1e	Workroom & Copier	1				200	200		
1f	Records	1				150	150		
1g	Building Substitute	1	1			40	40		
2.	IEP/Conference Room	1				400	400	Space for 20 people; For OSS meetings, etc.	
3.	Bathroom	1				65	65		
4.	Itinerant Staff	1						Shared space with 8 workstations @ 50nsf/person + 25nsf	
5.	Principal's Office	1	1			200	200		
6.	Assistant Principal	1	1			140	140		
7.	Building/Data Specialist (shared Tobin)	0				120	0	See IT in Learning Commons	
8.	Small Conference	1				140	140		
9.	Family Liaison Storage	1	1			120	120		
10.	Teacher Wellness Room	1				100	100		
1C Lower School Administrative:		15	6				2,430		

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE					NOTES	
	SPACES		STUDENTS		NET SQUARE FEET		
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	square feet sub-total

2 UPPER SCHOOL

A Upper School (US) Core Academic Space							
1.	Grade Level Neighborhoods						
1a	Math	3	3	25	75	40	1,000
1b	Science	3	3	25	75	50	1,250
1bi	Science Prep Room	3					250
1c	ELA & Social Studies	6	6	25	150	40	1,000
1d	Gen. Classroom (Math/Sci & ELA/SS)	6	6	25	150	40	1,000
1e	Small Group Room/OSS Office	9	9	10		40	400
1f	LBLD Classroom	3	6	15		40	600
1g	ASD Self-Contained Classroom	2	8	8	16	90	720
1h	Lg ASD Self-Contained Classroom	1	3	12	12	90	1,080
1i	Life-Skills Classroom	1		8		80	640
1j	Relaxation Space	3					70
	Teacher Workroom	3					300
2.	SEI Neighborhood (integrate above)						
3a	SEI Classroom	4	8	25	100	36	900
3b	SEI Science Lab	1	2	25	25	50	1,250
3c	SEI Science Prep Room	1					250
4.	Extended Learning Space	3					200
5.	Lockers	1		478	603		478
2A Upper School Classroom:		53	54	478	478		35,348

B Student & Instructional Support							
1.	Psychologist	2	2				200
2.	Social Workers & ASD Behavior Specialist	3	3				160
3.	Speech/Language Pathologist	2	2				160
4.	Counselor	3	3				160

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE							NOTES
	SPACES		STUDENTS		NET SQUARE FEET			
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	square feet-sub-room total	
4a. Counseling: Student Break Space	1					120	120	
4b. Waiting: Counseling	1					100	100	
4c. Storage: Counseling	1					50	50	
5. Math/Literacy Coaches	2	2				300	600	
6. Math Interventionalist	2	2				200	400	
7. Literacy Interventionalist	1	1				200	200	
8. Math/Literacy Bookroom	2					250	500	
9. Conference Room	1					250	250	Meetings for 10

2B Upper School Instructional Support: 21 15 3,900

C Upper School Administration								
1. Main Office								
1a Reception/Waiting	1					100	100	
1b Clerk	1	1				150	150	
1c Mailboxes	1					50	50	
1d Supply Storage	1					100	100	
1e Workroom & Copier	1					200	200	
1f Records	1					150	150	
2. IEP/Conference Room	1					400	400	Meetings space for 20
3. Bathroom	1					65	65	
4. Itinerant Staff	1					275	275	Shared space with 5 workstations
5. Principals Office	1	1				200	200	
6. Assistant Principal	2	2				140	280	
7. Small Conference	1					140	140	
8. Family Liaison	1	1				120	120	
9. Teacher Wellness Room	1					100	100	
2C Upper School Administrative:	15	5					2,330	

3 HUMAN SERVICES

A PreSchool								
1. Classrooms	4	20	20	80	50	1,000	4,000	
2. Bathrooms	8					65	520	

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE							NOTES
	SPACES		STUDENTS		NET SQUARE FEET			
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	square feet sub-total	
3. Pantry/Kitchen	1					150	150	
4. Managers Office	1	1				160	160	
5. Director's Offices	2	2				120	240	
6. Shared Office	1	2				180	180	Teacher coordinators - 2 per office
7. Conference Room	1					200	200	8-10 people
8. Teacher Workroom/Lunch	1					200	200	Kitchenette
9. Copy alcove	1					50	50	Proximity to offices
10. Reception	1					120	120	
11. Staff Bathroom	1					65	65	Staff largest shift - 20 staff
12. Stroller Storage	1					50	50	
13. General Storage	2					100	200	large enough to include cots
14. Cubby Area	4					125	500	Inside classroom
15. MPR/Gross Motor Room	1					2,200	2,200	
16. Records	1					150	150	DHSP= (4) 3-drawer units - counter top height.
17. Outdoor storage	1					200	200	16 trikes
18. Janitor's Closet	1					0	0	Provide one for this neighborhood @ +/- 50nsf - falls in grossing factor
19. Laundry	1					50	50	washing machine/dryer
3A Human Services Preschool:	34	25		80			9,235	

B Community School Instructional Space							
1. Comm. School Classrooms							
1a Comm. School Cirm + Cubs Crmr Nap	1	2	20	20	50	1,000	1,000
1b Comm. School Cirm + Cubs Crmr Activity	1	2	20	20	50	1,000	1,000
1c Comm. School Classroom - Older students	2		24	48	40	960	1,920
2. Restrooms/Changing	4				50	50	200
2a Teacher Relaxation	1	1				100	100
3. Storage Comm. School	4					50	200
4. Cubs Corner Storage	1	1				125	125
5. Laptop Cart Storage	1					50	50
6. Arts Storage	1					200	200
7. Gym Storage	1					400	400
3B Human Services After School Instructional:	17	6		88			5,195

Note: Staff #s are Cub's Corner Staff - See next category for Comm School Staff

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE						NOTES
	SPACES		STUDENTS		NET SQUARE FEET		
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	

C Human Services Administration (After School and Community School Programs)							
1.	After School Office						
1a	Office	1	2			150	150 Shared two people
1b	Small Conf Room	1				140	140
2.	Med/Rest Area + Restroom	1				130	130 Cot area; storage for meds (refrig too) + bathroom
3.	Teacher Workroom	1				160	160 Copier
4.	Staff Lockers	1	24			100	100
5.	Laundry	1				50	50
6.	Afterschool Pantry	1				120	120 Four Refrigerators; dishwasher
7.	Bulk Storage	1				100	100
8.	Music Practice/Ensemble Room	2				100	200 Music Lessons (include piano); To be shared w/TM & VL during morning hours

3C Human Services Administrative: 10 2 1,150

4 SHARED RESOURCES

A Learning Commons							
1.	Flexible Instructional Space	2		24		960	1,920
2.	Small Group Room	3		4		160	480
3.	Multimedia Studio	1		24		960	960
4.	Sound Recording Room	1				150	150
5.	Book Stacks	2				600	1,200
6.	Reading	2				500	1,000
7.	Information/Circulation	2	3			150	300 Library Media Specialist: 1 per VL & 1 per TM + 1 TM Library hourly Aide
8.	Workroom / Storage	1				400	400
9.	Office	1	1			150	150 Tobin Tech Specialist Tchr; Office could be shared w/VL Tech Specialist Tchr if they get one in future
10.	IT Workroom/Office	1	1			250	250 Shared Building Data Specialist (moved from VL Admin)
11.	STEAM/Maker Space	2	0	24	50	1,200	2,400 should be adjacent to Art; 1 per school
11a	STEAM/Maker Storage	2				150	300

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE						NOTES
	SPACES		STUDENTS		NET SQUARE FEET		
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	

4A Learning Commons: 20 5 50 40 2,200 2,200 9,510

B Professional Development Center (Community MPR)								
1.	Flexible Instructional Space	1		50	40	2,200	2,200	With Chair/Table Storage; Access for public Operable Partition Between this & Learning Commons?
2.	Pantry	1				120	120	
3.	Restroom	2				60	120	

4B Professional Development & MPR: 4 4 25 36 900 1,800 2,200 2,200 19,920

C Gym/Health Center								
1.	Multi-Purpose Gymnasium	1				8,000	8,000	
2.	Small Gym	1				5,000	5,000	
3.	Storage	2				400	800	Combine if possible
4.	P.E. Office	2	4			200	400	internal toilet; Verify # of staff for TM; VL=2
5.	Locker Rooms	2				300	600	Same as MLK
6.	Health Classroom	2	2	25	50	900	1,800	
7.	Fitness Center/Weights	1				1,000	1,000	Verify that this is needed by VL
8.	LS MPR/Aerobics/Dance Room	1				2,200	2,200	Use by CH & Sp Start
9.	Staff Changing Room/Shower	1				120	120	

4C Gym/Health Center: 13 6 6 50 900 1,800 2,200 2,200 19,920

D Dining								
1.	Dining							
1a	Lower School	1		112	15	1,680	1,680	3 seatings
1b	Special Start/Cubs Corner Dining	1		40	15	600	600	Possible locate w/special start
1bi	Special Start/Cubs Corner Servery	1	1			50	50	Portable serving cart
1c	Upper School (inc. SEI)	1		150	15	2,250	2,250	3 seatings
1d	Small (ASD) Dining Alcove or Room	1		40	15	600	600	2 seatings: 40/24
2.	Kitchen	1				2,000	2,000	
2a	Food Prep		3					
2b	Dry Storage							
2c	Ware Washing							

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE						NOTES
	SPACES		STUDENTS		NET SQUARE FEET		
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	
2d Refrigerator							
2e Freezer							walk-in
2f Recycling							
2g Office		1					Head Chef
2h Breakroom							
2i Bathroom							
2j Changing/Locker Room							
3. Servery	1	2				1,400	1,400
4. Food Lab	1		25		40	1,000	1,000
5. Storage Chairs/Tables/Equip.	1					450	450
4D Dining:	9	7					10,030

E Auditorium							
1. Lobby	1					500	500
2. Auditorium	1	100		525	10	6,250	6,250 sq ft based on 10 net sf per seat
4. Projection/Control Room	1					200	200
5. Stage	1					1,600	1,600
6. Scene & Prop Storage/Shop	1					500	500
7. Dressing Rooms	2					300	600
4E Auditorium:	7						9,650

F Visual Arts & Language Arts							
1. Visual Art (LS & US)	3	3	24	72	50	1,200	3,600
1a Kiln Room	1					75	75
1b Storage	2					200	400
2. VL World Language Rooms	3	3	25		36	900	2,700
4F Visual Arts:	9	6					6,775

G Performing Arts							
1. LS General Music Room	1	1	24		40	960	960
2. US Chorus & General Music	2	2	25		50	1,250	2,500
3. US Band & Orchestra	1	2	25		50	1,500	1,500
3a. Instrument Storage/Cleaning	1					200	200

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE						NOTES	
	SPACES		STUDENTS		NET SQUARE FEET			
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room		square feet sub-total
4. MP Performance Room w/ storage	1	2	25		40	1,000	1,000	Drama and additional music programming
4a. Storage	1					100	100	
5. Music: Lg. Practice/Ensemble Room	1	1	14		50	700	700	Small Practice Rooms listed w/Comm. School.
4G Performing Arts:	8	8					6,960	

H Nurse's Suite								
1. Exam/Consult Room	2	2	1			120	240	
2. Reception/Waiting	1	1	4			140	140	with counter for additional staff
3. Rest Areas	6		1			80	480	
4. Bathroom	1					75	75	
5. Storage	1					30	30	
4H Nursing Suite:	11	3					965	

I Occupational & Physical Therapy								
1. PT/OT Office	2	4				120	240	
2. Storage	1					100	100	
3. Occupational Therapy Room	2		6		100	600	1,200	Two for enrollment growth, added ASD program
4. Physical Therapy Room	2		6		120	720	1,440	Two for enrollment growth, added ASD program
4I OT/PT:	7	4					2,980	

J Other								
1. Entry Lobby	3					1,200	3,600	include stroller/carseat area
2. Security/Reception	0					80	0	include locking storage; Is this needed or is this in each school Admin office?
3. Staff Lounge/Lunchroom	3					250	750	
4. Staff Bathrooms	0					65	0	Included in Grossing Factor
4J Other:	6						4,350	

K Building & Grounds								
1. Office, Lunchroom	1	7				160	160	
2. Custodian's Workshop	1					300	300	
3. Toilet / Shower / Lockers	1					120	120	12 lockers
4. General Storage	1					1,200	1,200	
5. Supply Storage / Receiving	0					200	0	

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE						NOTES
	SPACES		STUDENTS		NET SQUARE FEET		
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	
6. Recycling Room/Trash	1					450	450
7. Receiving/General Supply	1					300	300
8. Supply Storage	1					450	450
9. Loading Dock	1					200	200
10. Outdoor Storage	1					200	200
11. Janitor's Closets	6					50	300
12. Distributed Storage	6					50	300
13. Network/Telecom Room	1					200	200
13a. Telecomm Rooms (distributed)	3					150	450
14. Storage: Chair/Table/Equipment	1					200	200
4K Buildings & Grounds:	26	7					4,830

5 DISTRICT-WIDE RESOURCES

A District Storage & Shop	
1. District Wide Storage	1
2. Work Shop	5
2a. Work Shop	1
3. Office, Lunchroom, lockers	1
4. Toilet / Shower	1

5A Districtwide Storage & Shop spaces: 9 15 11,780

B District Science Department

1. Director Office	1	1	120
2. Shared-office	1	3	200
3. Small Conference Room	1		200
4. Restroom	1		65
5. Workroom + Storage	1	1	2,000

5B District Science spaces: 5 5 2,585

C District Food Service

SPACE DESCRIPTION	NUMBER OF SPACES, CAPACITY AND SIZE						NOTES
	SPACES		STUDENTS		NET SQUARE FEET		
	total spaces	total staff	each room	total students	sq. ft per student (staff)	sq. ft per room	

1.	Dry Storage	0				450	0	Removed from program
2.	Freezer	0				550	0	Removed from program
3.	Cooler	0				450	0	Removed from program

5C District Food Service spaces

-

D District OSS Offices

1.	Offices	2	2			120	240	ASD Specialist; Lead Tchr Related Services
2.	Lg Shared office	1	4			225	225	4 Behavior Specialists (ASD)
2a.	Med Shared office for	1	3			200	200	2-3 Psychologists
3.	Sm Shared office	2	4			175	350	for Lead Teachers
4.	Small Conference Room	1				250	250	For 8-10 people; Verify if OSS & ASD can share
5.	Workroom	1				250	250	
6.	Storage & Records	1				50	50	
7.	Restroom	1				65	65	
8.	Testing Rooms	2				150	300	Confirm # if ASD is also here
5D District OSS spaces:		12	13				1,930	

E District Gymnastics Program

1.	Storage	1				450	450	
5E District Gymnastics Program		1					450	

3.1 The Tobin Montessori School

With a projected enrollment of 336, the Tobin Montessori School will continue to be co-located with the Vassal Lane Upper School and a new DHSP PreSchool, to create a new school that houses these three schools.

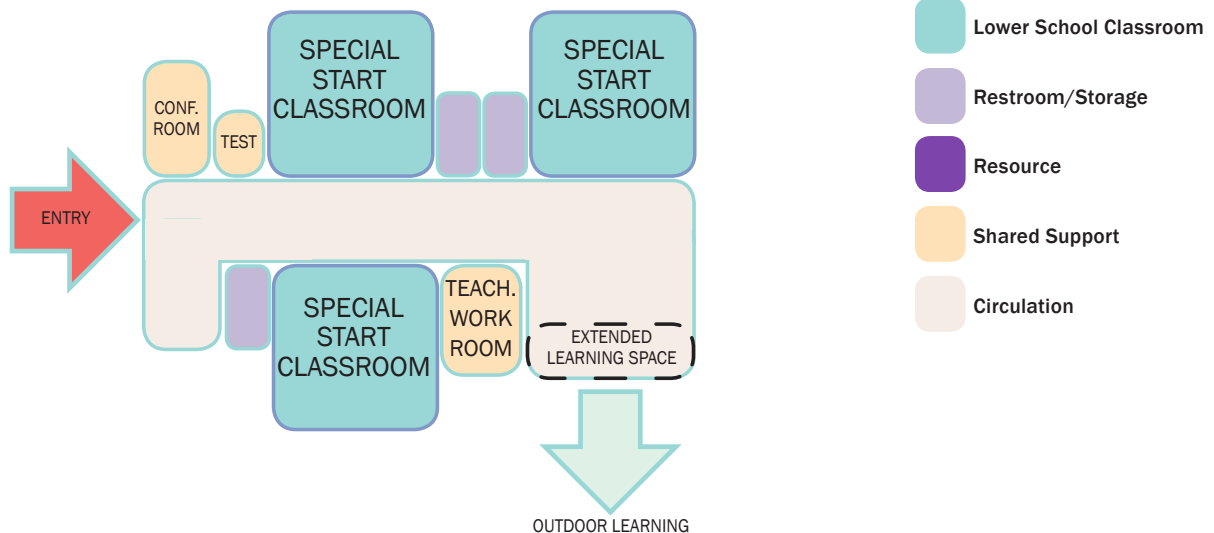
The lower school program is distinguished by being one of the few public Montessori programs in the country. As such it is the only CPS school serving children as young as age three. The architecture of the renewed school should accordingly provide the resources for this rich curriculum by providing spaces that foster the school's child-centered, self-directed philosophy through the design of supportive, thoughtfully prepared learning environments. The Montessori curriculum is an approach that values the human spirit and the development of the whole child—physical, social, emotional, and cognitive. The design should offer convenient access to a

variety of resources inside the classroom; within the Children's House, the Lower Elementary and the Upper Elementary "neighborhoods"; and throughout the school, including the outdoors.

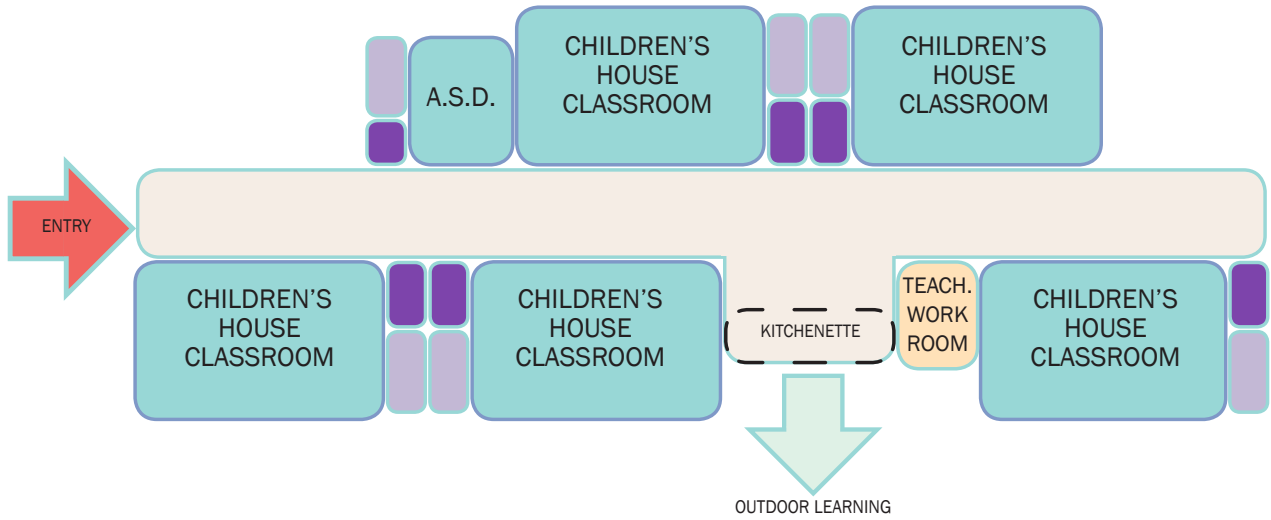
One of the factors distinguishing this program from private Montessori programs is the array of public support services provided to students, ranging from occupational and physical therapy to psychologists. The Tobin will also house two non-Montessori programs: the expansion of the existing Special Start program for 3-year old students and, with the reopening of the school, several new classrooms dedicated to education of children with Autism Spectrum Disorder (ASD).

Through the design principles, the building will also be organized to facilitate sharing of school-wide resources with the Upper School.

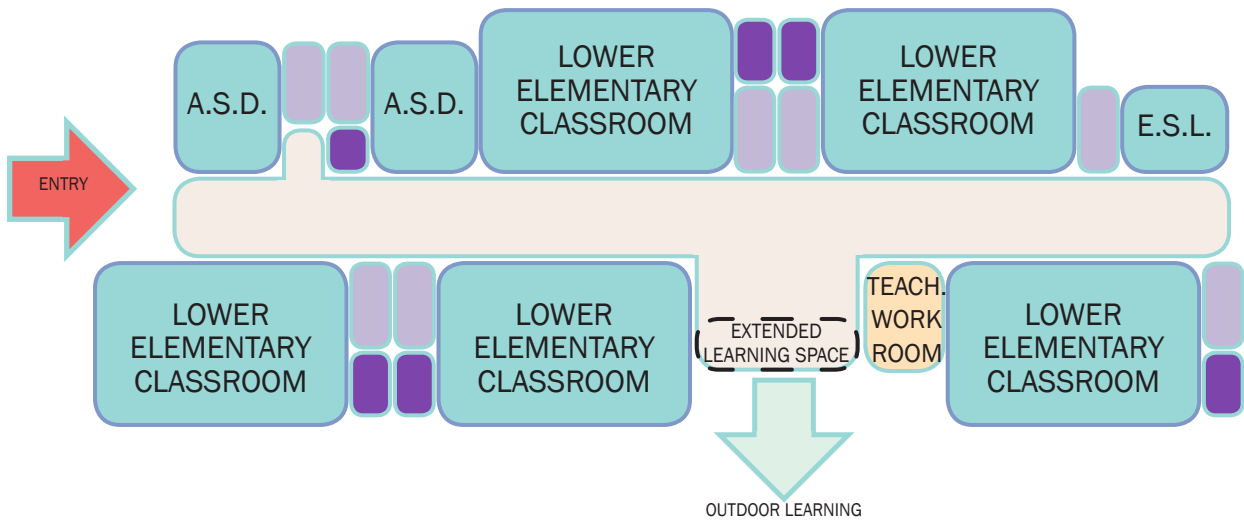
SPECIAL START NEIGHBORHOOD



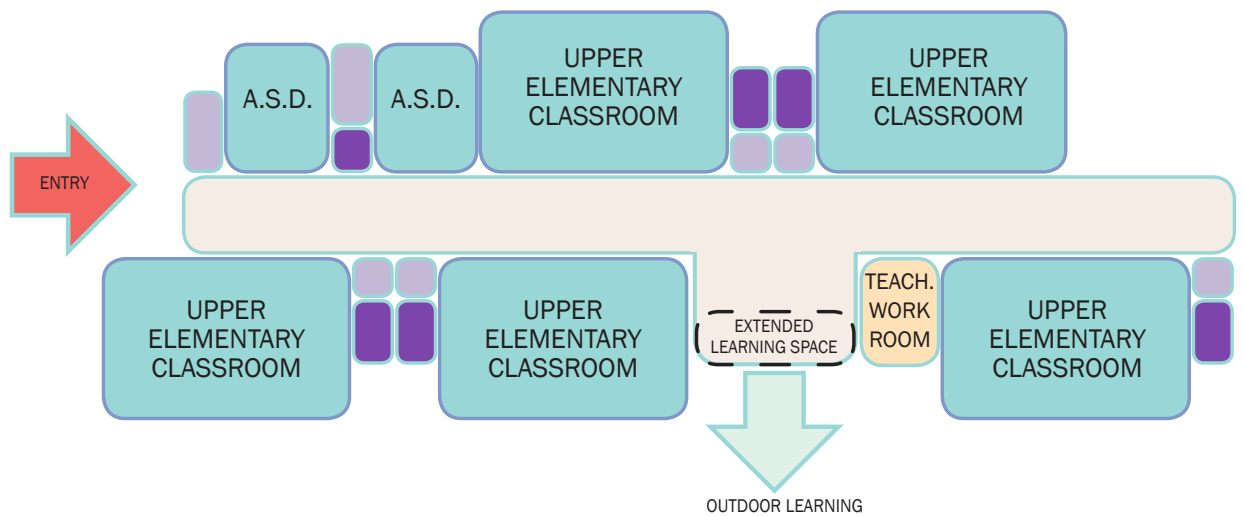
CHILDREN'S HOUSE NEIGHBORHOOD



LOWER ELEMENTARY NEIGHBORHOOD



UPPER ELEMENTARY NEIGHBORHOOD



SPACE NAME: CHILDREN'S HOUSE CLASSROOM**Goals / Design Intent / Use of Space:**

- Multi-Age classroom of 3-5 year olds
- Home-like environment for self-motivated learning
- Allow for the creation of multiple centers to support Montessori pedagogy
- Literacy volunteers tutors

Capacity:

Students: 24

Staff: 2

Loose Furniture Continued:

- Teacher wardrobe
- Interactive board

Plumbing Fixtures:

- (2) Child-scaled toilets
- Child-scaled sink
- Child-scaled water fountain

Critical Adjacencies:

- Entrance
- Teacher office (in room)
- Children's House Classrooms
- Outdoor Activity Space
- CitySprouts
- Pull-out room/space for work with literacy tutors

Fixed Equipment:

- Chalkboard
- Whiteboard
- Tackboard
- Minifridge
- Microwave

Loose Furniture:

- Rug for circle time and defining subject areas- room for 24
- Chairs for 24 students
- Four person table s(6)
- Two Person Tables (6)
- Low shelves (24)
- Art Easel
- Bookshelf – 12 linear feet

Needs / Features:

- Storage closet
- Peace area for up to two children
- Teacher resource space incorporated, shared between classrooms?
- Cubbies for coats and backpacks located outside classroom for constant access
- Space for changing

Special Considerations, Systems, Finishes:

- Everything designed for the scale of the children: windows sills, window seats, sinks, etc.
- Tackable wall surfaces
- Smaller in scale, low ceilings, more intimate
- Displays for student work
- Plentiful natural light, large windows

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

1A

SPACE NAME: IN - CLASSROOM BATHROOM

Goals / Design Intent / Use of Space:

Capacity:

Students: 1

Staff:

Plumbing Fixtures:

- Child-scaled sink
- Child-scaled toilet

Critical Adjacencies:

- Classroom storage

Needs / Features:

- Changing Table

Fixed Equipment:

- Hand dryer / paper towel dispenser
- Toilet paper dispenser
- Soap dispenser
- Mirror
- Grab bars
- Waste receptacle

Special Considerations, Systems, Finishes:

- Tile Walls and floor
- Cleanable ceiling material
- Jack & Jill configuration when adjacent classroom is present
- Non-locking

Loose Furniture:

Preliminary Educational Technology:

SPACE NAME: TEACHER RESOURCE**Goals / Design Intent / Use of Space:**

- Workspace for the teachers
- Breakout space for small group activities with students

Capacity:

Students: 1 - 4

Staff: 2

Plumbing Fixtures:**Critical Adjacencies:**

- Classrooms
- Corridor
- In-classroom Restroom
- Classroom Storage

Needs / Features:

- Door to classroom

Fixed Equipment:

- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Teacher's desk
- Desk chair
- Small table
- Chairs (6)
- Bookshelf
- File Cabinet

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

1.A.1 SPACE NAME: SPECIAL START CLASSROOM

Goals / Design Intent / Use of Space:

- Multi-age classroom 3 year old and up
- Self-contained classroom for young children with special needs
- Flexibility for full class learning, and small group center learning

Capacity:

Students: 15

Staff: 4

Loose Furniture Continued:

- Bean bags
- Soft seating
- Play kitchens

Plumbing Fixtures:

- Child-scaled accessible bathroom
- Child-scaled sink
- Child-scaled water fountain

Critical Adjacencies:

- Children's House
- Outdoor play space with some covered area / shade
- City Sprouts
- OT/PT
- Gross Motor

Needs / Features:

- This space is in use 11 months / year
- Outdoor storage
- Toy / Supply storage
- Storage closet

Fixed Equipment:

- Mini-refrigerator
- Microwave
- Cubbies
- Tackboard

Special Considerations, Systems, Finishes:

- Students will eat lunch in classroom
- Additional circulation space throughout classroom for mobility
- Temperature ranges
- Seamless floor finishes

Loose Furniture:

- Rug for group circle
- Chairs (15) child size
- Tables for six students (3 to 4)
- Low bookshelves (24?)
- Picture bookshelf
- Sensory/water table
- Painting easel

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access

SPACE NAME: LOWER ELEMENTARY SCHOOL CLASSROOM**Goals / Design Intent / Use of Space:**

- Multi-age classroom
- Self-directed learning associated with the Montessori Lower “EI” pedagogy
- Individual and small group work
- All class meetings

Capacity:

Students: 24

Staff: 2

Critical Adjacencies:

- Cluster with other Lower “EI” Classrooms
- Outdoor play & learning environments
- Close to shared storage amongst five subjects

Fixed Equipment:

- Whiteboard
- Tackboard
- Printer
- Minifridge
- Microwave

Loose Furniture:

- Circular rugs, large enough for larger materials
- Chairs (24)
- 4-Drawer file cabinets (2)
- Tables for two to four people (10) adjustable height
- Low shelves, movable (24)

Loose Furniture Continued:

- Teacher wardrobes (2)
- Chrome book storage & charge carts

Plumbing Fixtures:

- Child height sink with water fountain
- Adult height sink in countertop
- Child-scaled bathroom shared between two neighboring classrooms
- Dishwasher

Needs / Features:

- Room for push in activities with 1-2 children
- “Anteroom” with cubbies for coats and backpacks located in hall
- Storage closet
- Lockable storage/supply shelving
- Small pantry

Special Considerations, Systems, Finishes:

- Peace area for up to two children
- Separate eating and working zones
- Plentiful natural light, large windows

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless
- In closet laptop storage / plug in

1.A.4 SPACE NAME: UPPER ELEMENTARY CLASSROOM

Goals / Design Intent / Use of Space:

- Multi-age classrooms
- Self-directed learning associated with the Montessori Upper “EI” pedagogy

Capacity:

Students: 24

Staff: 3

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Extended learning space
- Other Upper EI Classrooms
- Outside social/activity space
- Science room
- Teacher workroom/office (between classrooms)
- Small spaces for testing

Needs / Features:

- Space for special educators to push-in
- Storage closet
- Teacher resource space
- Cubbies with doors in adjacent halls with space for musical instruments

Fixed Equipment:

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

- Plentiful natural light, operable windows

Loose Furniture:

- Circular Rugs
- Chairs (24)
- Tables for two to four people (10)
- Low Shelves (24)
- Science Table (1)
- Teacher wardrobe & storage (4)
- Chrome book storage & charge carts

Preliminary Educational Technology:

- 1:1 Chromebooks in laptop cart
- Projector and screen
- Phone with PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:

- Common areas for students to work and play

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Child-scaled sink in cabinet

Critical Adjacencies:

- Restrooms
- Classrooms
- Teacher Workroom

Needs / Features:

- Visibility from classrooms and teacher work rooms

Fixed Equipment:

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

- Natural Light

Loose Furniture:

- Small Table
- Chairs (6)
- Soft Seating (4)

Preliminary Educational Technology:

- Network access/wireless

SPACE NAME: CHILDREN'S HOUSE KITCHENETTE**Goals / Design Intent / Use of Space:**

- Extended learning space for Children's House

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink
- Dishwasher

Critical Adjacencies:

- Children's House Classrooms

Needs / Features:

- Flexibility for cooking and serving

Fixed Equipment:

- Refrigerator
- Microwave
- Oven/Stove

Special Considerations, Systems, Finishes:

- Durable, cleanable finishes
- Cleanable ceiling material

Loose Furniture:

- Small Table
- Chairs (6)

Preliminary Educational Technology:

SPACE NAME: ASD SELF CONTAINED CLASSROOM**Goals / Design Intent / Use of Space:**

- Distributed classrooms to serve children with Autism Spectrum Disorder (ASD)

Capacity:

Students: 8

Staff: 1 Teacher, 3 Aides

Loose Furniture Continued:

- Beanbags
- Filing cabinet – 4 drawer vertical
- Teacher desk with pedestal filing
- Teacher chair
- Wastebasket & Recycling bin
- Bin storage racks

Plumbing Fixtures:

- Sink with water fountain
- Child scaled bathroom

Critical Adjacencies:

- Within CH, LE and UE neighborhoods

Needs / Features:

- Teacher wardrobe
- Storage Closet

Fixed Equipment:

- Tackboard
- Whiteboard
- Printer (may be provided centrally)
- Microwave (may be provided centrally)
- Refrigerator (may be provided centrally)
- Soap dispenser
- Towel dispenser

Special Considerations, Systems, Finishes:

- Flexibility with movable furniture
- Lockable storage cabinets / closet
- Area for a “safe space” with wall mats

Loose Furniture:

- Tables/work carrels (12)
- Large group table – 12 chairs
- Bookshelves – adjustable height 24 LF
- Stackable chairs (12)
- Rocking chair
- Therapy ball chair

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Projection/screen
- Network Access/Wireless
- Laptop storage / charging closet

1.A.9 SPACE NAME: CUBBIES

Goals / Design Intent / Use of Space:

- Grouped per classroom with bench seating
- Located in transitional space between classroom and hallway

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Adjacent to associated classrooms within neighborhoods

Needs / Features:

- Cubbies to include shelves and hooks

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Durable, cleanable finish

Loose Furniture:

Preliminary Educational Technology:

1.A.8b

SPACE NAME: ASD RELAXATION SPACE

Goals / Design Intent / Use of Space:

- Space to help a child refocus

Capacity:

Students: 1

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- ASD classrooms
- Separate enough to avoid distractions

Needs / Features:

- Secure

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Padded wall finish (6'-0"?)
- Acoustical separation
- Recessed fixtures

Loose Furniture:

Preliminary Educational Technology:

1.A.6 SPACE NAME: TEACHER WORKROOM

Goals / Design Intent / Use of Space:

- Space for teachers to work/prep lessons during school hours or after hours

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Within classroom neighborhoods
- Centrally located to see neighborhood corridor

Needs / Features:

- Work counters
- Storage for paper, supplies

Fixed Equipment:

- Copier
- Laminator (TBD)
- Refrigerator
- Microwave
- Coffee maker
- Tackboards

Special Considerations, Systems, Finishes:

- Sight Lines across classroom neighborhood

Loose Furniture:

- Four-person table (2)
- Chairs (8)

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless

1.B.1 SPACE NAME: PSYCHOLOGIST OFFICE

Goals / Design Intent / Use of Space:

- Office work; testing Children's House and Lower and Upper Elementary children; meetings
- One for Tobin Montessori School, one for Special Start

Loose Furniture Continued:

- table with chairs (4)
- Small (pre-school) testing conference table with chairs (4)
- Wastebasket
- Recycling bin

Capacity:

Students: 1

Staff: 5

Plumbing Fixtures:

Critical Adjacencies:

- Main Office
- Workroom with copier/printer
- Counselors
- Large/IEP Conference Room

Needs / Features:

- Lockable closet for testing materials
- Space for an intern

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Privacy in office
- One door to main office and one door to corridor
- Separate waiting area

Loose Furniture:

- Bookshelf – 12 linear feet
- Filing cabinet – two 4 drawer cabinets
- Desk chair
- Desk with pedestal file
- Visitor chair
- Testing (elementary) conference

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

SPACE NAME: SPECIAL START CONFERENCE ROOM**Goals / Design Intent / Use of Space:**

- Leadership team and other meetings
- Could be used for testing

Capacity:

Students:

Staff: 10

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office

Needs / Features:**Fixed Equipment:**

- Credenza
- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Large conference table
- Chairs (10)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

SPACE NAME: TESTING ROOM**Goals / Design Intent / Use of Space:**

- Use of itinerant Special Start and ASD staff

Capacity:

Students: 4

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Classroom neighborhoods
- Extended Learning

Needs / Features:**Fixed Equipment:**

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

- Acoustics
- Natural light

Loose Furniture:

- Student desks (4)
- Chairs (4)
- Teacher Desk
- Teacher Chair

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

1.B.3a **SPACE NAME: COUNSELOR STORAGE**

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Counselor's office suite
- Reflection room

Needs / Features:

- Secure room

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Shelving
- 4-Drawer lockable lateral file cabinets

Preliminary Educational Technology:

SPACE NAME: MATH INTERVENTIONIST**Goals / Design Intent / Use of Space:**

- Small group instruction
- Teacher collaboration

Loose Furniture Continued:

- Student chairs (12)
- Wastebasket
- Recycling bin

Capacity:

Students: 2 - 6

Staff: 2

Plumbing Fixtures:

- Sink with Water Fountain

Critical Adjacencies:

- Classrooms

Needs / Features:

- Closet for storage

Fixed Equipment:

- Whiteboards (2)

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet (2-3)
- Desk chair(2)
- Desk with pedestal file
- Individual Student Desks (6)
- Tables to seat six (2)
- Rolling partition to subdivide work spaces

Preliminary Educational Technology:

- Projection/screen
- Phone with PA and callback
- Network access

1.B.7 SPACE NAME: LITERACY RESOURCE ROOM

Goals / Design Intent / Use of Space:

- Sharing of resources and instructional supplies, teachers need to have consistent access
- Teacher planning

Capacity:

Students: 2

Staff: 10

Plumbing Fixtures:

- Sink with Drinking Fountain

Critical Adjacencies:

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Tables (2)
- Chairs (12)
- Shelving (Built in bookcases – 25 at 7'-0" tall)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless
- Clock on Central System

SPACE NAME: SPECIAL EDUCATION OFFICE / LEARNING CENTER**Goals / Design Intent / Use of Space:**

- Teaching small groups of students, administrative activities

Loose Furniture Continued:

- Small rug for children to sit on floor
- Wastebasket
- Recycling bin
- Small trampoline for CH and LE

Capacity:

Students: 2 - 6

Staff: 1

Plumbing Fixtures:

- Sink with Drinking Fountain

Critical Adjacencies:

- Children's House – Adjacent to associated level (CH, LE, UE)
- In neighborhood pod area
- Near breakout / quiet space

Needs / Features:

- Closet for games & supplies

Fixed Equipment:

- Chalkboard
- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet (3)
- Filing cabinet – two 4 drawer cabinets
- Desk chair
- Desk with pedestal file
- Visitor chair
- Table with chairs (6)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

SPACE NAME: EARLY LITERACY INTERVENTION ROOM K-2**Goals / Design Intent / Use of Space:**

- Provide individual and small group literacy lessons

Capacity:

Students: 3-8

Staff: 2

Loose Furniture Continued:

- Two kidney tables with chairs (2 adult, 4 students each)
- Small rug for children to sit on floor
- 2 to 3 easels for word study
- Movable partition on casters
- Wastebasket & Recycling Bin

Plumbing Fixtures:

- Sink with bubbler desirable

Critical Adjacencies:

- Children's House
- Coaches
- Speech/Language
- Student Restroom

Needs / Features:

- Closet for games & supplies

Fixed Equipment:

- Whiteboard
- Chalkboard

Special Considerations, Systems, Finishes:

- Counter to lay out lessons, with storage beneath
- Task lighting

Loose Furniture:

- Bookshelf – 12 linear feet (3)
- Filing cabinet – two 4 drawer
- Desk chair
- Desk with pedestal file
- Visitor chair
- Tripp Trapp chair (1)
- Large rectangular table (2.5' by 5')

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

SPACE NAME: ENGLISH AS A SECOND LANGUAGE INTERVENTION**Goals / Design Intent / Use of Space:**

- Small group instruction and testing

Capacity:

Students: 4-8

Staff: 1

Critical Adjacencies:

- Lower Elementary
- Restrooms

Fixed Equipment:

- Whiteboard
- Tackboard
- Microwave (may be provided centrally)
- Coffee Pot (may be provided centrally)

Loose Furniture:

- Bookshelf – 12 linear feet (3)
- Filing cabinet – two 4 drawer cabinets
- Desk chair
- Desk with pedestal file
- Visitor chair
- Tripp Trapp chair (1)

Loose Furniture Continued:

- Large round table (4 to 6 chairs)
- Wobble (Hokki-style) chairs
- Small rug for children to sit on floor
- Teachers chair at rug
- 2 to 3 easels for word study
- Wastebasket and Recycling Bin

Plumbing Fixtures:

- Sink with bubbler

Needs / Features:

- Lockable storage

Special Considerations, Systems, Finishes:**Preliminary Educational Technology:**

- Projector and screen
- Document camera
- Phone with PA and callback
- Network access/wireless

SPACE NAME: SPEECH / LANGUAGE PATHOLOGIST**Goals / Design Intent / Use of Space:**

- Speech and language therapy

Loose Furniture Continued:

- Small rug for children to sit on floor
- Teachers chair at rug
- 2 to 3 easels for word study
- Wastebasket
- Recycling bin

Capacity:

Students: 1-4

Staff: 1

Plumbing Fixtures:

- Sink with Bubblers

Critical Adjacencies:

- Centrally located as it serves all students
- Other therapists including OT

Needs / Features:

- Storage cabinet

Fixed Equipment:

- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer cabinet
- Desk chair
- Desk with pedestal file
- Visitor chair
- Two round tables (1- preK, 1-lower EI, ASD 4 chairs each)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

1.B.5 SPACE NAME: COACHES OFFICE

Goals / Design Intent / Use of Space:

- Oversee professional development, learning, coaching and intervention (Math, Literacy & Montessori Resource)

Capacity:

Students:

Staff: 3, 3 interns, 4-8 visitors

Loose Furniture Continued:

- Chairs (10) (or use separate conf room?)
- Side chairs (3)
- Small Table
- Wastebasket
- Recycling bin

Plumbing Fixtures:

- Counter sink

Critical Adjacencies:

- Centrally located as it serves all students

Needs / Features:

- Storage Closet
- Meeting space 1:1 and up to 4 with closed doors (either incorporated or attached)
- Professional Development Space (either incorporated or attached)

Fixed Equipment:

- Whiteboard
- Microwave
- Mini-fridge
- Printer

Special Considerations, Systems, Finishes:

- Preferred existing layout with small meeting table in center with desks radiating around it facing in.

Loose Furniture:

- Bookshelf – 12 linear feet (9) 12 3'-0" wide with five shelves?
- Filing cabinet – 4 drawer cabinet (3)
- Desk chair (3)
- Desk with pedestal file (3)
- Large conference table (or use separate conf room?)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

SPACE NAME: CONFERENCE ROOM**Goals / Design Intent / Use of Space:**

- Small 10-person meetings
- To be shared by Coaches

Capacity:

Students:

Staff: 10

Plumbing Fixtures:**Critical Adjacencies:**

- Attached to Coaching Office

Needs / Features:**Fixed Equipment:**

- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Conference table – 10 seats
- Credenza

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

1.B.5b **SPACE NAME: STORAGE / RECORDS**

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Attached to Coaching office

Needs / Features:

Fixed Equipment:

- Shelving

Special Considerations, Systems, Finishes:

Loose Furniture:

- Lockable filing cabinets

Preliminary Educational Technology:

1.B.6 SPACE NAME: MATH RESOURCE

Goals / Design Intent / Use of Space:

- Resources for teachers
- Before and after school student activities
- Small and whole group activities

Capacity:

Students: 25

Staff: 2

Plumbing Fixtures:

- Sink with bubbler

Critical Adjacencies:

- Associated neighborhood

Needs / Features:

- Storage closet

Fixed Equipment:

- Whiteboard

Special Considerations, Systems, Finishes:

- Could have an operable partition to subdivide the room into two

Loose Furniture:

- Tables and Chairs (26)
- Shelving for materials (162 linear feet?) 7'-0" high

Preliminary Educational Technology:

- Projector and screen
- Document camera
- Phone with PA and callback
- Network access/wireless

SPACE NAME: ADJUSTMENT COUNSELOR**Goals / Design Intent / Use of Space:****Loose Furniture Continued:**

- Wastebasket
- Recycling bin

Capacity:

Students:

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office
- School Psychologist
- Small and Large Conference Rooms

Needs / Features:

- Storage room

Fixed Equipment:

- White board

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet (1)
- Filing cabinet – 4 drawer cabinet (1)
- Desk chair (1)
- Desk with pedestal file (1)
- Small conference table
- Chairs (4)
- Side chairs (1)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

1.C.1 SPACE NAME: MAIN OFFICE

Goals / Design Intent / Use of Space:

- Welcome visitors to the school
- Serve as a central operations hub
- Establish the first impression of the school as inviting and home like.

Capacity:

Students:

Staff: Principal, Assistant Principal, Family Liaison, Clerk, Building Substitute, plus four visitors

Critical Adjacencies:

- Entry/Drop off
- School Psychologist & Counselor
- Heart of the School
- Workroom, Record and storage
- Conference Rooms
- School Nurse
- Staff mailboxes

Fixed Equipment:

- Reception counter (child-scaled like existing)/workstation large enough to seat two with workspace and storage
- Tack Board(s)

Loose Furniture:

- Reception desk chairs (2)
- Visitors chairs (4 to 6)
- Task lighting (desk lamps, floor lamps, table lamps)
- Counter for computer check-in
- Lateral filing cabinets – 4 drawer, 6 feet long (2)

Loose Furniture Continued:

- Area rug in waiting area

Plumbing Fixtures:

- In counter sink
- Unisex restroom

Needs / Features:

- Pantry with counter for coffee/tea service and storage

Special Considerations, Systems, Finishes:

- Access to the school is through a controlled vestibule. The Main office will have a front door into this vestibule and another into the school's circulation.
- Strong visual connection to the entrance and front of the school.

Preliminary Educational Technology:

- Computers for workstations and sign in
- Phones with PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:

- Located in front of main office as main point of contact with staff, student and parents

Loose Furniture Continued:

- Recycling Bin

Capacity:

Students: 1-10

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office
- Principal's office
- Records
- Workroom & Copier

Needs / Features:**Fixed Equipment:**

- Tackboard
- Printer/Copier
- Fax Machine

Special Considerations, Systems, Finishes:

- Visual to office entry

Loose Furniture:

- Bookshelf
- Wardrobe
- 4 drawer filing cabinet (1)
- Office Desk with pedestal file
- Office chair
- Visitor chairs (2)
- Wastebasket

Preliminary Educational Technology:

1.C.1c

SPACE NAME: MAILBOXES

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Main Office
- Clerk
- Copier/Workroom

Needs / Features:

Fixed Equipment:

- 1 Mailbox per staff

Special Considerations, Systems, Finishes:

Loose Furniture:

Preliminary Educational Technology:

1.C.1g **SPACE NAME: BUILDING SUBSTITUTE**

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:1

Plumbing Fixtures:

Critical Adjacencies:

- Main Office
- Clerk
- Workroom / Copier

Needs / Features:

Fixed Equipment:

- Tackboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf
- 4-Drawer filing cabinet (1)
- Office desk chair
- Office desk with pedestal file
- Visitor chairs (2)
- Wastebasket
- Recycling Bin

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless

SPACE NAME: WORKROOM & COPIER**Goals / Design Intent / Use of Space:**

- Allow for copying and processing of other materials.
- Storage.

Capacity:

Students:

Staff: 1-2

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office

Needs / Features:**Fixed Equipment:**

- Copier/Printer
- Laminator
- Work counter with storage for paper and supplies above and below
- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Large worktables for laying out materials.
- Chairs (6)

Preliminary Educational Technology:

- Phone with PA and Callback
- Computer Workstation

1.C.1f SPACE NAME: RECORDS STORAGE

Goals / Design Intent / Use of Space:

- Storing records for up to seven years

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Main Office
- Workroom / Copier

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Lockable room

Loose Furniture:

- Locking lateral file cabinets – 4 drawer

Preliminary Educational Technology:

- Phone with PA and Callback
- Network access/wireless

1.C.1d

SPACE NAME: SUPPLY STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Main Office
- Clerk
- Workroom / Copier
- Mail Room

Needs / Features:

- Secure
- Accessible

Fixed Equipment:

- Shelving

Special Considerations, Systems, Finishes:

Loose Furniture:

Preliminary Educational Technology:

SPACE NAME: IEP / CONFERENCE ROOM**Goals / Design Intent / Use of Space:**

- Used for IEP, OSS and other large meetings

Capacity:

Students: 1-2

Staff: 20

Plumbing Fixtures:**Critical Adjacencies:****Needs / Features:****Fixed Equipment:**

- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- (2) Large conference tables
- Chairs (20)
- Credenza

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Projection screen
- Network access/wireless

1.C.3 SPACE NAME: ADULT RESTROOM

Goals / Design Intent / Use of Space:

- Unisex toilets for Main Office staff and visitors
- Typical of adult unisex toilets throughout the school

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Toilet
- Sink

Critical Adjacencies:

- Main Office

Needs / Features:

- Accessible

Fixed Equipment:

- Hand dryer and Soap dispenser
- Toilet paper dispenser
- Sanitary and seat cover dispensers
- Mirror
- Grab bars
- Waste receptacles
- Baby changing station

Special Considerations, Systems, Finishes:

- Tile floor and walls
- Cleanable ceiling material

Loose Furniture:

Preliminary Educational Technology:

1.C.4 SPACE NAME: ITINERANT STAFF OFFICE

Goals / Design Intent / Use of Space:

- For use by part time as visiting district personnel.
- Allow for expansion of the staff over time.

Capacity:

Students:

Staff: 8

Plumbing Fixtures:

Critical Adjacencies:

- Main Office

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf – 12 linear feet
- Filing cabinet – 4 drawer
- Desk chair - 8
- Desk with pedestal file - 8
- Visitor chair - 12
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Phone with PA and Callback
- Network access/wireless

1.C.5 SPACE NAME: PRINCIPALS OFFICE

Goals / Design Intent / Use of Space:

- Administrative work
- One-on-one student meetings
- Small family meetings

Loose Furniture Continued:

- Wastebasket
- Recycling bin
- Task lighting
- Storage for personal belongings (armoire or closet)

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

Critical Adjacencies:

- Main Office
- Clerk
- Assistant Principal
- School Psychologist
- School Counselor
- Small and large conference rooms

Needs / Features:

- Secondary access to school circulation nearby (as an alternate to main office entry)

Fixed Equipment:

- Whiteboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer
- Desk chair
- Desk with pedestal file
- Visitor chairs (2)
- Small conference table with chairs (5)

Preliminary Educational Technology:

- Projection/screen
- Phone with PA and callback
- Phone for conference calls at meeting table
- Network access/wireless

SPACE NAME: ASSISTANT PRINCIPALS OFFICE**Goals / Design Intent / Use of Space:**

- Administrative activities, small meetings with students and family, testing

Capacity:

Students:

Staff: 1

Loose Furniture Continued:

- Height adjustable tables for testing with child height chairs (one preschool, one elementary)
- Wastebasket and recycling bin
- Storage for personal belongings (armoire or closet)

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office
- Principal's Office
- School Psychologist
- School Counselor
- Small and Large Conference Rooms

Needs / Features:

- Secondary access to school circulation nearby (as an alternate to main office entry)

Fixed Equipment:

- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer (2)
- Desk chair
- Desk with pedestal file
- Visitor chair
- Small conference table with chairs (5)

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless

1.C.8**SPACE NAME: SMALL CONFERENCE ROOM****Goals / Design Intent / Use of Space:**

- Leadership team and other meetings

Capacity:

Students:

Staff: 8

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office

Needs / Features:**Fixed Equipment:**

- Credenza
- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Large conference table
- Chairs (8)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

1.B.3b **SPACE NAME: REFLECTION ROOM**

Goals / Design Intent / Use of Space:

- A place for children to refocus and prepare to return to class

Capacity:

Students: 1

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Student Support offices

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Child size table with two to four chairs
- Shelving for books and games
- Rug

Preliminary Educational Technology:

SPACE NAME: FAMILY LIAISON**Goals / Design Intent / Use of Space:**

- Administrative work

Loose Furniture Continued:

- Wastebasket
- Recycling bin

Capacity:

Students:

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office (currently the Family Liaison is in the Main Office, space could allocated there or in a separate office to allow for privacy and small meetings)
- Entry

Needs / Features:**Fixed Equipment:**

- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet
- Filing cabinet – 4 drawer
- Desk chair
- Desk with pedestal file
- Visitor chair
- Small conference table with chairs (4)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office
- Clerk
- Workroom / Copier
- Mail Room
- Family Liaison

Needs / Features:**Fixed Equipment:**

- Shelving

Special Considerations, Systems, Finishes:**Loose Furniture:****Preliminary Educational Technology:**

1.C.10 SPACE NAME: TEACHER WELLNESS ROOM

Goals / Design Intent / Use of Space:

- Provide a private lockable space for parents and staff for lactation and other personal needs

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Convenient to instructional space

Needs / Features:

Fixed Equipment:

- Small under counter refrigerator
- Counter with storage above and below
- Microwave

Special Considerations, Systems, Finishes:

Loose Furniture:

- Small couch
- Coffee table
- Side Chairs (2)

Preliminary Educational Technology:

- Phone with PA and callback

3.2 Vassal Lane Upper School

The Vassal Lane Upper School attracts students that have completed programs offered at the Haggerty, Graham & Parks, and Tobin Montessori schools. Projected to grow from a current enrollment of 286 to 450 in grades 6, 7 and 8, the upper school will be co-located with the Tobin Montessori School and the City's PreSchool, to create a new school that houses these three schools. The upper school is one of four in the city and its students will matriculate into Cambridge Rindge and Latin High School.

Through its co-location with the lower school, the upper school will make transitions from 5th to 6th grade easier while enabling the school to establish its own identity and curriculum. Within the school, three grade level teams located in distinct, interdisciplinary "academic neighborhoods" will further foster strong relationships between the students and the faculty and staff, enhancing each child's education opportunity. The upper school features a co-teaching model and the classrooms will be designed to allow for a

diversity of groups sizes within the room, and they will also provide the opportunity to utilize adjacent resource rooms for class activity.

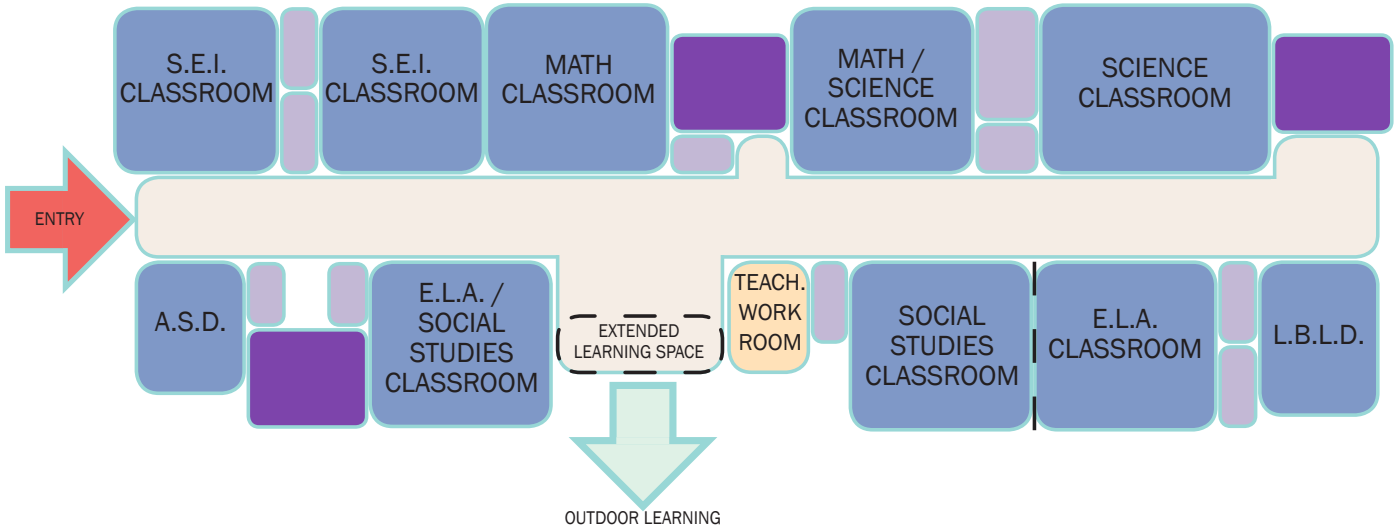
Like the Tobin, Vassal Lane will house several programs, including a Sheltered English Immersion (SEI) program which will have its own classrooms but its students will join other Vassal Lane students for specials. Students with special needs will be served by the existing Substantially Separate programming and the addition of a new program serving children with Autism Spectrum Disorder.

The architecture of the building will provide the resources for these programs by providing spaces that co-locate disciplines, encourage formal and informal engagement, be flexible enough to enable the evolution of curriculum and scheduling over time as the upper school model continues to be refined at Vassal Lane and within CPS. Through the design principles, the building is also organized to facilitate the sharing of school-wide resources with the Lower School.

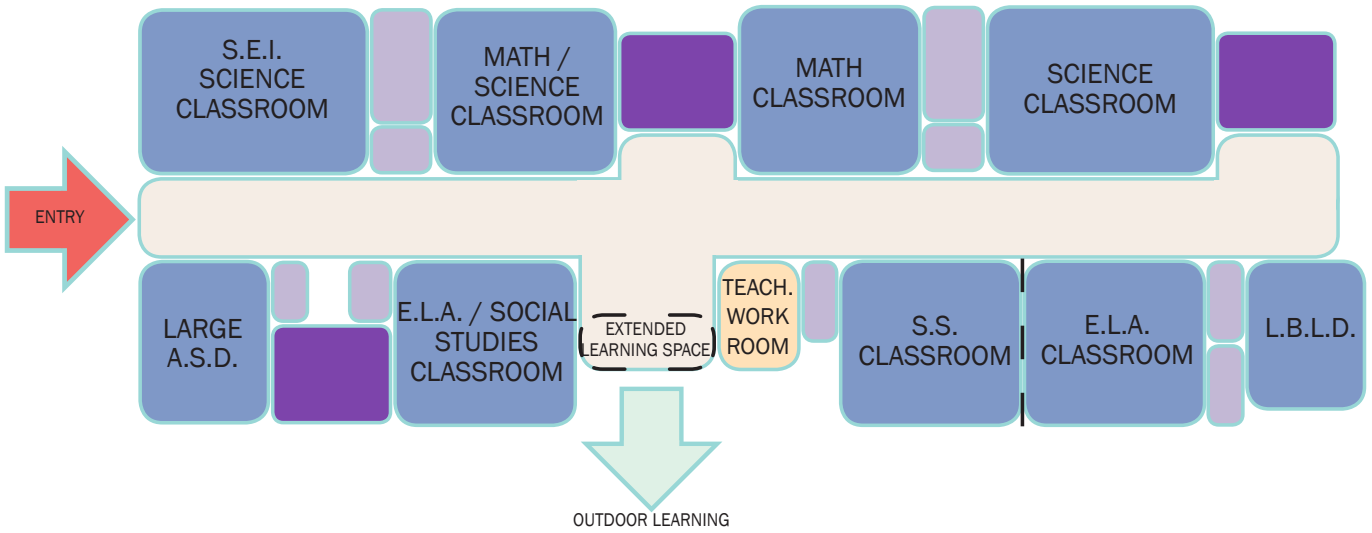
Diagram Color Key:

-  Upper School Classroom
-  Storage
-  Small Group Room/
Resource
-  Shared Support
-  Circulation

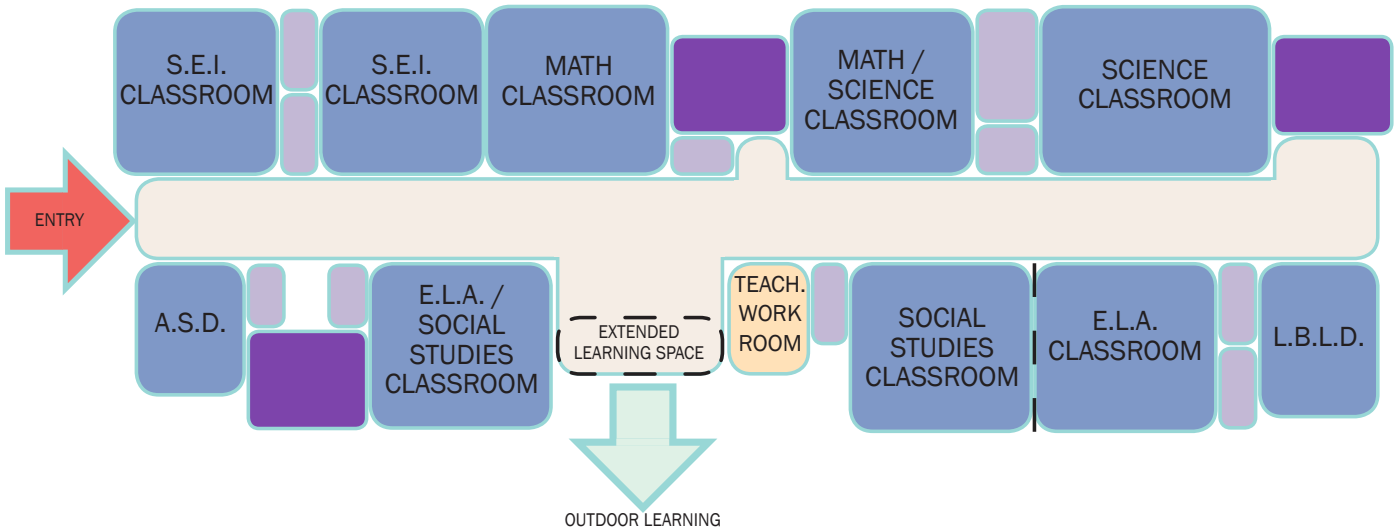
6TH GRADE NEIGHBORHOOD



7TH GRADE NEIGHBORHOOD



8TH GRADE NEIGHBORHOOD



2.A.1a
2.A.1c
2.A.1d
2.A.3a

SPACE NAME: UPPER SCHOOL CLASSROOM

Goals / Design Intent / Use of Space:

- Co-teaching 1 to 1 and small group, and large group instruction
- Also used for before/after school advisory meetings

Capacity:

Students: 25

Staff: 2

Loose Furniture Continued:

- Small couch for reading area
- Soft seats for reading area
- Rolling partition with whiteboard surface
- Wastebasket and recycling bin
- Project tables
- Laptop cart

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Within grade level neighborhood
- OSS Resource Room which provides breakout space between two classrooms

Needs / Features:

- Door into adjacent OSS Resource
- Acoustic coordination
- Equipment and project storage
- Natural light
- Blackout shades
- Storage closet with built in shelving

Fixed Equipment:

- Whiteboards (2)

Special Considerations, Systems, Finishes:

- To support the co-teaching model, two presentation areas should be created within the classroom, each with projection and presentation resources.
- ELA/Social Studies classrooms may be connected via an operable partition
- Decompression space

Loose Furniture:

- Bookshelf – 12 linear feet (2) with variety of shelving heights for projects
- Filing cabinet – 4 drawer
- Desk chair (2)
- Desk with pedestal file (2)
- Individual student desks (25) with attached textbook/notebook storage
- Student chairs (25)

Preliminary Educational Technology:

- Projection/screen (2)
- Phone with PA and callback
- Network access
- Document camera

Goals / Design Intent / Use of Space:

- Organized by grade level rather than department
- Designed for flexibility
- Advisory meetings in the morning
- Flexibility is key

Capacity:

Students: 25

Staff: 1

Loose Furniture Continued:

- Exercise balls
- Teacher chair
- Soap dispenser
- Towel dispenser
- Wastebasket
- Recycling bin
- Mobile demonstration table

Plumbing Fixtures:

- Sinks (6)
- Emergency Eye wash and shower with floor drain
- Dishwasher

Critical Adjacencies:

- Directly connected to Science Prep Room
- Proximity to Math Classroom within neighborhood

Needs / Features:

- Acid neutralization
- Secure Balance storage
- 6 Hanging Points throughout lab in floor for kinetic experiments;
- Drying racks at accessible height for students at each sink
- Video capability for lesson documentation

Fixed Equipment:

- Tackboard
- Whiteboards
- Power at each perimeter lab station
- Grow Lights
- Floor freezer
- Microwave
- Fans

Special Considerations, Systems, Finishes:

- Sewing club will need storage for sewing machines
- Perimeter casework to house sinks and include storage, shelving and outlets
- Writable surface (e.g.: writable laminate on cabinets) at each lab station
- Room darkening
- Ventilation for burning and dissecting

Loose Furniture:

- Two-person resin topped tables (13)
- Chairs for lab tables 25
- Tablet arm chairs (25)
- Bookshelves – adjustable height 24 LF
- Filing cabinet – 4 drawer vertical
- Flat files
- Teacher desk with pedestal filing
- Standing Desks?

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Projection/screen
- Network access/wireless
- Document camera (by owner)
- Mobile devices (by owner)

Goals / Design Intent / Use of Space:

- Safe storage and preparation space serving science labs

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sinks (2)
- Emergency eye wash and shower with floor drain
- Dishwasher

Critical Adjacencies:

- Science Lab, may be shared by up to two labs

Needs / Features:

- Doors proximate to safety shower & eyewash
- Drying racks at accessible height for students at each sink

Fixed Equipment:

- Vented cabinets for chemical storage
- Counter to house sink
- Refrigerator w/ Ice Dispenser
- General storage of science lab equipment: microscopes, slides, telescopes, etc.

Special Considerations, Systems, Finishes:

- Sight lines to Science Lab

Loose Furniture:

- Desk chair

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

SPACE NAME: OSS OFFICE / RESOURCE ROOM / SMALL GROUP**Goals / Design Intent / Use of Space:**

- 1:1 and small group instruction, testing, teacher administration, advisory

Loose Furniture Continued:

- Soft seating/beanbags
- Wastebasket
- Recycling bin

Capacity:

Students: 10

Staff: 1

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Between ELA and Social Studies
- Between Science and Math

Needs / Features:

- Doors into both adjacent classrooms

Fixed Equipment:

- Whiteboard (fixed and movable)
- Printer

Special Considerations, Systems, Finishes:

- Ability for a testing area in space?

Loose Furniture:

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer
- Desk chair
- Desk with pedestal file
- (1) Table to seat 10
- Individual Student Desks (10?)
- Student chairs (10)
- Rocking (Hokki style) chairs

Preliminary Educational Technology:

- Projection/screen
- Phone with PA and callback
- Network access

2.A.1f SPACE NAME: LBLD SELF-CONTAINED ROOM

Goals / Design Intent / Use of Space:

- Small and whole group instruction
- 1:1 and individual work
- After school clubs (photography)

Loose Furniture Continued:

- Teacher wardrobe

Capacity:

Students: 15

Staff: 1 Teacher and Paraprofessional per section, 3 to 4 teachers per day

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Within the Grade Level Neighborhoods

Needs / Features:

- Storage closet

Fixed Equipment:

- Whiteboard (2-3)

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer (4, one for each teacher or one drawer for each?)
- Small table (2) with chairs (8)
- Individual student desks (15)
- Student chairs (15)
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Projection/screen
- Document camera
- Phone with PA and callback
- Network access

SPACE NAME: ASD SELF-CONTAINED CLASSROOMS

Goals / Design Intent / Use of Space:

- Space for instruction of students in the ASD program
- Each space should be intermingled with the US grade level program

Loose Furniture Continued:

- Towel dispenser
- Wastebasket
- Recycling Bin
- Bin storage racks

Capacity:

Students: 12

Staff: 3

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Within 6th and 8th Grade Level Neighborhoods
- Large ASD in 7th Grade
- Convenient to Student Services
- OT/PT

Needs / Features:

- Lockable storage closet with shelving for materials and for teacher personal
- Belongings within classroom
- Movable partitions (on casters?)
- Include space for a teacher's aide

Fixed Equipment:

- Tackboard
- Whiteboards
- Printer
- Microwave
- Small refrigerator

Special Considerations, Systems, Finishes:

- Flexibility is key
- Provide enough space in classrooms to allow for desks to be reconfigured throughout the day
- Area for a "safe space" with wall mats

Loose Furniture:

- Tables/work carrels (12)
- Large group table – 12 chairs
- Bookshelves – adjustable height 24 LF
- Stackable chairs (12)
- Filing cabinet – 4 drawer vertical
- Teacher desk with pedestal filing
- Teacher chair
- Soap Dispenser

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Projection/screen
- Network Access/Wireless
- Document camera (by owner)
- Mobile devices (by owner)

2.A.1i SPACE NAME: LIFE-SKILLS CLASSROOM

Goals / Design Intent / Use of Space:

- Teach functional skills in academics, daily living, and vocations
- For students of all ages, at their individual ability levels

Capacity:

Students: 8

Staff: 1

Plumbing Fixtures:

- Sink
- Dishwasher
- Washing machine

Critical Adjacencies:

Needs / Features:

- Storage for materials

Fixed Equipment:

- Kitchen area with stove
- Refrigerator
- Microwave
- Dryer

Special Considerations, Systems, Finishes:

Loose Furniture:

- Four large tables with four chairs each
- Bed

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Projection/screen
- Network access/wireless
- Document Camera (by owner)
- Mobile devices (by owner)

2.A.1j **SPACE NAME: RELAXATION SPACE**

Goals / Design Intent / Use of Space:

- Space for a child to refocus

Capacity:

Students: 1

Staff:

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- ASD Classrooms
- Separate enough to avoid distractions

Needs / Features:

- Storage for materials

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Padded wall finish (6'-0"?)
- Acoustical separation
- Recessed fixtures

Loose Furniture:

Preliminary Educational Technology:

SPACE NAME: TEACHER WORKROOM**Goals / Design Intent / Use of Space:**

- Space for teachers to work/prep lessons during school hours or after hours

Capacity:

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Within classroom neighborhoods
- Centrally located to see neighborhood corridor

Needs / Features:

- Work counters
- Storage for paper, supplies

Fixed Equipment:

- Copier
- Laminator
- Refrigerator
- Microwave
- Coffee maker
- Tackboard

Special Considerations, Systems, Finishes:

- Sight Lines across classroom neighborhood

Loose Furniture:

- Four-person table (2)
- Chairs (8)

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless

SPACE NAME: UPPER SCHOOL SEI SCIENCE CLASSROOM**Goals / Design Intent / Use of Space:**

- Designed for Flexibility
- Space can be used during and after school for additional program meetings and student clubs

Loose Furniture Continued:

- Teacher desk with pedestal filing
- Exercise balls
- Teacher chair
- Wastebasket and recycling bin
- Mobile demonstration table

Capacity:

Students: 25

Staff: 1

Plumbing Fixtures:

- Sinks (6)
- Emergency Eyewash and shower with floor drain

Critical Adjacencies:

- Directly connected to Science Prep Room
- Proximate to Math Classroom within Neighborhood
- Close to other Science Labs?
- 7th grade classrooms

Needs / Features:

- Acid neutralization
- Secure Balance storage
- 6 Hanging Points throughout lab and center in floor for kinetic experiments;
- Drying racks at accessible height for students at each sink
- Video capability for lesson documentation

Fixed Equipment:

- Tackboard
- Whiteboards
- Grow Lights
- Floor freezer
- Soap Dispenser
- Towel Dispenser

Special Considerations, Systems, Finishes:

- Writable surface (e.g.: writable laminate on cabinets) at each lab station
- Perimeter Casework to house sinks and outlets for each lab station
- Room Darkening
- Ventilation for burning and dissecting

Loose Furniture:

- Two-person Resin Topped Tables (13)
- Chairs for lab tables 25
- Tablet Arm chairs (25)
- Bookshelves – adjustable height 24 LF
- Filing cabinet – 4 drawer vertical
- Cabinets for beaker storage and working countertop
- Flat Files

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Projection/screen
- Network access/wireless
- Document camera (by owner)
- Mobile devices (by owner)

SPACE NAME: UPPER SCHOOL SEI SCIENCE PREP**Goals / Design Intent / Use of Space:**

- Safe storage and preparation space serving science labs

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sinks
- Emergency Eye wash and shower with floor drain
- Dishwasher

Critical Adjacencies:

- SEI Science Lab

Needs / Features:

- Doors proximate to safety shower & eyewash
- Drying racks at accessible height for students at each sink

Fixed Equipment:

- Vented cabinets for chemical storage
- Counters to house sink
- Refrigerator w/ ice dispenser
- General storage of Science Lab Equipment: Microscopes, Slides, Telescopes, etc.

Special Considerations, Systems, Finishes:

- Sight Lines to Science Lab

Loose Furniture:

- Desk Chair

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

2.A.4 SPACE NAME: EXTENDED LEARNING SPACE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink

Critical Adjacencies:

Needs / Features:

- Closet storage space

Fixed Equipment:

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

- Sight Lines across classroom neighborhood

Loose Furniture:

- Tables (Large circular table for group seating)
- Chairs
- Soft Seating?
- Desk
- Desk Chair

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

SPACE NAME: SCHOOL PSYCHOLOGIST**Goals / Design Intent / Use of Space:**

- Office work
- Testing all grade levels
- Meetings

Capacity:

Students:

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office
- Workroom with copier/printer
- Counselor Suite
- Large/IEP Conference Room

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:**

- Privacy in office
- One door to main office and one door to corridor
- Separate waiting area?

Loose Furniture:

- Bookshelf – 12 linear feet
- Filing cabinet – (3)4 drawer cabinets
- Desk chair
- Desk with pedestal file
- Visitor chair
- Wastebasket
- Recycling bin
- Small meeting table (4 seats)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

SPACE NAME: SOCIAL WORKER / ASD BEHAVIOR SPECIALIST**Goals / Design Intent / Use of Space:**

- Individual counseling
- Crisis intervention
- Small group meetings
- Parent meetings

Capacity:

Students: 3-5

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Guidance Counselor
- Psychologist

Needs / Features:

- Storage Closet
- Built in bookshelves

Fixed Equipment:

- Printer

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Desk
- Desk Chair
- Visitor Chair (2)
- Small group table (5-8 Seats)
- Filing Cabinet

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:**Capacity:**

Students: 5

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Social Worker
- Restrooms

Needs / Features:

- Storage room

Fixed Equipment:

- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet (1)
- Filing cabinet – 4 drawer cabinet (1)
- Desk chair (1)
- Desk with pedestal file (1)
- Small conference table (5 seated)
- Chairs (4)
- Side chairs (1)
- Wastebasket and recycling bin

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

SPACE NAME: COUNSELORS SUITE: STUDENT BREAK SPACE**Goals / Design Intent / Use of Space:**

- A place for children to practice regulation & problem solving skills, refocus and prepare to return to class

Capacity:

Students: 1-2

Staff: 2

Plumbing Fixtures:**Critical Adjacencies:**

- Counselors Offices
- School Psychologist
- Speech / Language Pathologist
- Student Support & Administration

Needs / Features:

- Calming colors
- Natural lighting

Fixed Equipment:

- Ceiling supported sensory chair

Special Considerations, Systems, Finishes:

- Flexibility is key
- Provide enough space in classrooms to allow for desks to be reconfigured throughout the day
- Area for a “safe space” with wall mats

Loose Furniture:

- Table with four chairs
- Shelf and small cabinet for fidgets, weighted blanket
- Beanbag chair
- Hammock-like sensory chair

Preliminary Educational Technology:

- Music player and speakers
- Phone with PA and callback
- Network access/wireless

SPACE NAME: SPEECH / LANGUAGE PATHOLOGIST**Goals / Design Intent / Use of Space:**

- 1:1 and small group intervention
- Consultation with teachers and parents
- Space for one graduate student clinician

Loose Furniture Continued:

- Rug for assessments on the floor
- Wastebasket
- Recycling bin
- Mirror near sink

Capacity:

Students: 1-6

Staff: 1

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Centrally located, Convenient to both schools
- Guidance
- Social Worker
- School Psychologist

Needs / Features:

- Mirror

Fixed Equipment:

- Whiteboard
- Laminator

Special Considerations, Systems, Finishes:

- Future growth space
- Distinct spaces for warm up, activity / work, closing – for intervention services and evaluations

Loose Furniture:

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer (1)
- Elementary School height table with chairs (4)
- Middle School height table with chairs (4)
- Desk chair (2)
- Desk with pedestal file (2?)

Preliminary Educational Technology:

- Projector and screen
- Document camera
- Phone with PA and callback
- Network access

SPACE NAME: MATH INTERVENTION**Goals / Design Intent / Use of Space:**

- Small group instruction
- Teacher collaboration

Loose Furniture Continued:

- Wastebasket
- Recycling bin
- Reading couch

Capacity:

Students: 2-6

Staff: 2

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Grade Level Classrooms
- Near 6th Grade Core Classes?

Needs / Features:

- Closet for storage

Fixed Equipment:

- Whiteboards (2)

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet (2-3)
- Desk chair
- Desk with pedestal file
- Individual Student Desks (4)
- Tables to seat six (2)
- Rolling partition to subdivide work spaces
- Student chairs (12)

Preliminary Educational Technology:

- Projection/screen
- Phone with PA and callback
- Network access

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Counseling offices

Needs / Features:

- Sightlines from Counselor's office

Fixed Equipment:

- Tackboard
- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Chairs (4-6)
- Side table (2)

Preliminary Educational Technology:

2.B.4c

SPACE NAME: COUNSELING STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Counseling offices

Needs / Features:

- Secure
- Accessible

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- 4 drawer lateral file cabinets (number?)
- Shelving

Preliminary Educational Technology:

SPACE NAME: MATH / LITERACY COACHES**Goals / Design Intent / Use of Space:**

- Shared space for coaches

Capacity:

Students:

Staff: 2

Plumbing Fixtures:**Critical Adjacencies:**

- Coaches Office suite
- Conference Room

Needs / Features:**Fixed Equipment:**

- Tackboard
- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- 2 bookshelves – 12 linear feet
- 2 – 4 drawer filing cabinets
- 2 office chairs
- 2 office desks with pedestal file
- 4 visitor chairs
- 2 wastebaskets
- 2 recycling bins

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access

2.B.7 **SPACE NAME: LITERACY INTERVENTIONALIST**

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

Critical Adjacencies:

- Math/Literacy Bookroom
- Conference room

Needs / Features:

Fixed Equipment:

- Tackboard
- Whiteboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf – 12 linear feet
- 4 drawer filing cabinet
- Office chair
- Office desk with pedestal file
- 2 visitor chairs
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access

2.B.8

SPACE NAME: MATH / LITERACY BOOKROOM

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Interventionalist Offices
- Coaches Offices

Needs / Features:

Fixed Equipment:

- Tackboard
- Shelving

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelves
- Chairs?

Preliminary Educational Technology:

SPACE NAME: GUIDANCE CONFERENCE ROOM**Goals / Design Intent / Use of Space:**

- Guidance, Coaches and Interventionist shared meeting space
- Parent meetings

Capacity:

Students:

Staff: 12

Plumbing Fixtures:**Critical Adjacencies:**

- Coaches Offices
- Guidance Offices
- Interventionalist Offices

Needs / Features:**Fixed Equipment:**

- Whiteboard
- Credenza

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Large Conference Table
- Chairs (12)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network Access / wireless

Goals / Design Intent / Use of Space:

- Welcome visitors to the school
- Serve as a central hub for the operations
- Help establish the first impression of home-like and inviting for the school.

Capacity:

Students:

Staff: Principal, Assistant Principal, Family Liaison, Clerk, plus four visitors

Plumbing Fixtures:

- Sink/pantry with counter for coffee/tea service and storage
- Unisex Restroom (see separate page)

Critical Adjacencies:

- Entry/Drop off
- School Psychologist & Counselor
- Staff Mailboxes
- Heart of the School
- Workroom
- Conference Rooms
- Record/supply storage

Needs / Features:

- Doors into both adjacent classrooms

Fixed Equipment:

- Reception counter/workstation large enough to seat two with workspace and storage
- Tackboard(s)

Special Considerations, Systems, Finishes:

- Access to the school is through a controlled vestibule. The Main office will have a front door into this vestibule and another into the school's circulation.
- Strong visual connection to the entrance and front of the school.

Loose Furniture:

- Reception desk chairs (2)
- Visitors chairs (4 to 6)
- Task lighting (desk lamps, floor lamps, table lamps)
- Table or counter for computer check-in
- Lateral filing cabinets – 4 drawer, 6 feet long (2) (Better in records room?)
- Area rug in waiting area

Preliminary Educational Technology:

- Computers for workstations and sign in
- Phones with PA and callback
- Network Access/wireless

Goals / Design Intent / Use of Space:

- Located in front of main office as main point of contact with staff, student and parents

Capacity:

Students: 1-10

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Within Main office
- Principal / Assistant Principal's Offices
- Family Liaison

Needs / Features:

- Visual to office entry

Fixed Equipment:

- Tackboard
- Printer / Copier
- Fax Machine

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf
- Wardrobe
- 4 drawer filing cabinet (1)
- Office desk with pedestal file
- Office chair
- Visitor chairs (2)
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Phones with PA and callback
- Network Access/wireless

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Clerk's office
- Main Office
- Copier / workroom

Needs / Features:**Fixed Equipment:**

- 1 Mailbox per staff

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelves

Preliminary Educational Technology:

SPACE NAME: WORKROOM & COPIER**Goals / Design Intent / Use of Space:**

- Allow for copying and processing of other materials
- Storage.
- Spaces spread throughout school wing

Capacity:

Students:

Staff: 2

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office

Needs / Features:**Fixed Equipment:**

- Copier/Printer
- Laminator
- Work counter with storage for paper and supplies above and below
- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Large worktable for laying out materials.
- Chairs (6)

Preliminary Educational Technology:

- Phone with PA and callback
- Computer workstation

2.C.1f SPACE NAME: RECORDS STORAGE

Goals / Design Intent / Use of Space:

- Long term record storage

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Main Office
- Workroom / copier

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Lockable room

Loose Furniture:

- Locking lateral file cabinets
 - 4 drawer (quantity?)

Preliminary Educational Technology:

- Phone with PA and callback
- Network access

2.C.1d

SPACE NAME: SUPPLY STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- 4 drawer lateral file cabinets
- Shelving

Preliminary Educational Technology:

SPACE NAME: IEP / LARGE CONFERENCE ROOM**Goals / Design Intent / Use of Space:**

- Used for IEP, OSS and other large meetings
- Used for parent and staff meetings

Capacity:

Students:

Staff: 20

Plumbing Fixtures:**Critical Adjacencies:****Needs / Features:****Fixed Equipment:**

- Whiteboard

Special Considerations, Systems, Finishes:

- Acoustics for confidential discussions

Loose Furniture:

- Large conference table
- Chairs (20)
- Credenza

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Projection screen
- Network access / wireless

2.C.3 SPACE NAME: ADULT RESTROOM

Goals / Design Intent / Use of Space:

- Unisex toilets for Main Office staff and visitors
- Typical of adult unisex toilets throughout the school

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Toilet
- Sink

Critical Adjacencies:

- Main Office
- Dispersed throughout school

Needs / Features:

- Accessible

Fixed Equipment:

- Hand dryer
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispenser
- Seat cover dispenser
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Tile floor and walls
- Baby changing station?
- Cleanable ceiling finish

Loose Furniture:

Preliminary Educational Technology:

SPACE NAME: ITINERANT STAFF OFFICE**Goals / Design Intent / Use of Space:**

- For use by part time as visiting district personnel
- Allows for expansion of the staff over time.

Capacity:

Students:

Staff: 5

Plumbing Fixtures:**Critical Adjacencies:**

Main Office

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:****Loose Furniture:**

- Shared Bookshelf – 12 linear feet
- Filing cabinet – 4 drawer (1)
- Desk chair (5)
- Desk with pedestal file (5)
- Visitor chair (2)
- Wastebasket (5)
- Recycling bin (5)

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

SPACE NAME: PRINCIPAL'S OFFICE**Goals / Design Intent / Use of Space:**

- Administrative work
- One-on-one student meetings
- Small family meetings

Capacity:

Students:

Staff: 1

Loose Furniture Continued:

- Wastebasket
- Recycling bin
- Task lighting
- Storage for personal belongings (armoire or closet)
- Safe

Plumbing Fixtures:

- Toilet
- Sink

Critical Adjacencies:

- Main Office
- Clerk
- Assistant Principal
- School Psychologist
- School Counselor
- Small and large conference rooms

Needs / Features:

- Direct access to school circulation (to invite student and staff access)

Fixed Equipment:

- Whiteboard
- Printer
- Minifridge
- Microwave

Special Considerations, Systems, Finishes:

- Carpet floors

Loose Furniture:

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer
- Desk chair
- Desk with pedestal file
- Visitor chairs (2)
- Small conference table with chairs (5, use Small or Large conference room for larger groups?)

Preliminary Educational Technology:

- Projection/screen
- Phone with PA and callback
- Phone for conference calls at meeting table
- Network access
- Clock on central system

SPACE NAME: ASSISTANT PRINCIPAL'S OFFICE**Goals / Design Intent / Use of Space:**

- Administrative activities
- Small meetings with students and family
- Testing

Loose Furniture Continued:

- elementary)
- Wastebasket
- Recycling bin
- Storage for personal belongings (armoire or closet)

Capacity:

Students:

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office
- Principal's Office
- School Psychologist
- School Counselor
- Small and Large Conference Rooms

Needs / Features:**Fixed Equipment:**

- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer (2)
- Desk chair
- Desk with pedestal file
- Visitor chair
- Small conference table with chairs (5)
- Height adjustable tables for testing with child height chairs (one preschool, one

Preliminary Educational Technology:

- Phone with PA and callback
- Network access

2.C.7 SPACE NAME: SMALL CONFERENCE ROOM

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff: 8

Plumbing Fixtures:

Critical Adjacencies:

- Main Office

Needs / Features:

Fixed Equipment:

- Whiteboard
- Credenza

Special Considerations, Systems, Finishes:

Loose Furniture:

- Large conference table
- Chairs (8)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:

- Administrative work

Capacity:

Students:

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Main Office
- Entry

Needs / Features:**Fixed Equipment:**

- Whiteboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 linear feet
- Filing cabinet – 4 drawer
- Desk chair
- Desk with pedestal file
- Visitor chair
- Small conference table with chairs (4)
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

2.C.9 SPACE NAME: TEACHER WELLNESS ROOM

Goals / Design Intent / Use of Space:

- Provide a private lockable space for personal needs

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Convenient to instructional space

Needs / Features:

Fixed Equipment:

- Small under counter refrigerator
- Counter with storage above and below

Special Considerations, Systems, Finishes:

- Phone with PA and callback

Loose Furniture:

- Small couch
- Coffee table
- Side chair

Preliminary Educational Technology:

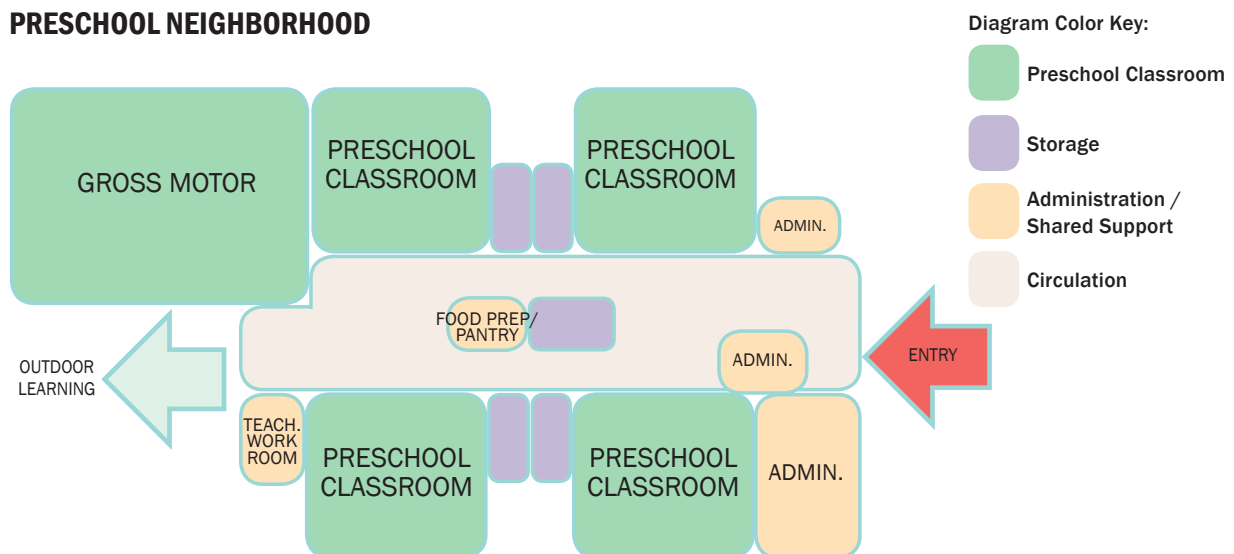
3.3 Department of Human Service Programs

The revitalized school will also accommodate robust programming managed by the City’s Department of Human Services. Activities range from the PreSchool, which will operate concurrently with the lower and upper schools and throughout the year, to programming that begins in the afternoon before the end of the both school’s day. Serving up to 80 children, the PreSchool will be the largest in the DHSP inventory and its Educational Specifications provide for additional administrative and gross motor skill spaces to accommodate this larger enrollment.

Many of the resources of the school will be shared by both existing schools and by Human Services and each will also have their own facilities. As the design principles illustrate, the building will be organized to accommodate the activities of the schools and human services through careful zoning of the program elements to minimize disruption to each program, foster a safe and secure place to learn for everyone and facilitate maintenance and operations throughout the day.

This section describes the resources that will largely be used by Human Services. The following section describes many of the spaces that can be shared among programs.

PRESCHOOL NEIGHBORHOOD



3.A.1 SPACE NAME: PRESCHOOL CLASSROOM

Goals / Design Intent / Use of Space:

- Early Years Classroom

Capacity:

Students: 20

Staff: 4

Loose Furniture Continued:

- Low bookshelves and closed cabinets
- (2) Stackable chairs for Teachers
- Student tables (small rectangle, square, round)
- Stackable chairs (14" high)
- Sand and water table
- Small washable loveseat

Plumbing Fixtures:

- Child-scaled accessible bathroom
- Child-scaled sink with water fountain

Critical Adjacencies:

- Other Preschool Classrooms
- Children's House
- Special Start
- Kitchen

Needs / Features:

- Windows should be at child height and near doors so kids can say/wave goodbye to parents; windows should also enable teachers to monitor who's arriving outside
- Mobile tote-tray storage
- Dimmable light switches
- Storage Closet & cot storage

Fixed Equipment:

- Mini-refrigerator (or centralize in food prep/pantry)
- Microwave (or centralize in food prep/pantry)
- Cubbies
- Early Childhood dramatic play equipment (various)

Special Considerations, Systems, Finishes:

- Early Childhood sized furniture and equipment
- (2) Wall mirrors for blind spots within classrooms
- All furniture to have rounded corners
- Area rugs & tackable wall surfaces
- Built in cubbies in classroom

Loose Furniture:

- Desk with pedestal filing and chair (built into shelving unit?)
- Furniture to define 7-8 typical activity centers including: art, science, math, circle, block, writing, quiet, gross motor skills, sensory, computer skills, to tentatively include:
 - o Art easel

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access

3.A.2 SPACE NAME: IN - CLASSROOM BATHROOMS

Goals / Design Intent / Use of Space:

- Dedicated toilet room shared between two Preschool classrooms

Capacity:

Students: 2

Staff: 1

Plumbing Fixtures:

- Two Toilets – preschool size
- Two Sinks – at preschool height in classroom

Critical Adjacencies:

- Connects two Preschool Classrooms

Needs / Features:

- Baby changing station

Fixed Equipment:

- Hand dryer/paper towel dispenser – at child height
- Toilet paper dispenser – at child height
- Soap dispenser – at child height
- Mirrors – at child height above sinks
- Grab bars
- Waste receptacle – at child accessible height

Loose Furniture:

- Storage cabinet with bins for Pull-Ups, extra clothes, one per student

Special Considerations, Systems, Finishes:

- There should be some visibility into the Bathroom from the Classrooms – e.g. half-height or Dutch doors, etc.
- Tile floors and walls
- Cleanable ceiling finish
- Everything to be mounted at appropriate preschool height

Preliminary Educational Technology:

3.A.5 SPACE NAME: DIRECTOR'S OFFICE

Goals / Design Intent / Use of Space:

- Administrative work
- One-on-one student meetings
- Small family meetings

Loose Furniture Continued:

- Storage for personal belongings (armoire or closet)

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

Critical Adjacencies:

- Reception
- Clerk
- Conference room

Needs / Features:

Fixed Equipment:

- Whiteboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer
- Desk chair
- Desk with pedestal file
- Visitor chairs (2)
- Small conference table with chairs (5)
- Wastebasket and Recycling bin
- Task lighting

Preliminary Educational Technology:

- Projection/screen
- Phone with PA and callback
- Phone for conference calls at meeting table
- Network access/wireless

3.A.4 SPACE NAME: MANAGER'S OFFICE

Goals / Design Intent / Use of Space:

- Administrative space

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

Critical Adjacencies:

- Entry

Needs / Features:

Fixed Equipment:

- Whiteboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer (2)
- Desk chair (2)
- Desk with pedestal file (2)
- Visitor chair (2)
- Small conference table with chairs (4)
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

3.A.6 SPACE NAME: SHARED OFFICE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff: 4

Plumbing Fixtures:

Critical Adjacencies:

- Centrally located

Needs / Features:

- Storage Closet

Fixed Equipment:

- Whiteboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf – 12 linear feet (9)
- Filing cabinet – 4 drawer cabinet (4)
- Desk chair (4)
- Desk with pedestal file (4)
- Side chairs (4)
- Small Table
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Preschool Offices

Needs / Features:

- Working Counter

Fixed Equipment:

- Printer / Copier
- Paper storage shelving above

Special Considerations, Systems, Finishes:

- Secure / limited access

Loose Furniture:**Preliminary Educational Technology:**

- Network access

3.A.7 SPACE NAME: CONFERENCE ROOM

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff: 10

Plumbing Fixtures:

Critical Adjacencies:

- Reception

Needs / Features:

Fixed Equipment:

- Credenza
- Whiteboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Large conference table
- Chairs (10)

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

SPACE NAME: TEACHER WORKROOM / LUNCH**Goals / Design Intent / Use of Space:**

- Space for teachers to work/prep lessons during school hours or after hours
- Includes kitchenette

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink
- Dishwasher

Critical Adjacencies:

- Within classroom neighborhood

Needs / Features:

- Work counters / kitchenette counter
- Storage for paper, supplies

Fixed Equipment:

- Copier
- Laminator
- Refrigerator
- Microwave
- Tackboard
- Printer

Special Considerations, Systems, Finishes:

- Sight Lines across classroom neighborhood

Loose Furniture:

- Four-person table (2)
- Chairs (8)

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:

- Welcome visitors to the school
- Serve as a central hub for the operations of the school
- Establish the first impression of home-like and inviting for the school

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Sink/pantry with counter for coffee/tea service and storage

Critical Adjacencies:

- Entry/Drop off
- Heart of the School
- Workroom
- Conference Rooms

Needs / Features:**Fixed Equipment:**

- Reception counter (child-scaled like existing)/workstation large enough to seat two with workspace and storage
- Staff Mailboxes (1 per staff member)
- Tackboard(s)

Special Considerations, Systems, Finishes:

- Access to the school is through a controlled vestibule. The Main office will have a front door into this vestibule and another into the school's circulation.
- Strong visual connection to the entrance and front of the school

Loose Furniture:

- Reception desk chairs (1)
- Visitors chairs (4 to 6)
- Task lighting (desk lamps, floor lamps, table lamps)
- Table or counter for computer check-in
- Area rug in waiting area

Preliminary Educational Technology:

- Computers for workstations and sign in
- Phones with PA and callback
- Network access/wireless

3A.11 SPACE NAME: STAFF RESTROOM

Goals / Design Intent / Use of Space:

- Unisex toilets for Main Office staff and visitors
- Typical of adult unisex toilets throughout the school

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Toilet
- Sink

Critical Adjacencies:

- Reception

Needs / Features:

- Accessible
- Baby changing station

Fixed Equipment:

- Hand dryer
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispenser
- Seat cover dispenser
- Mirror
- Grab bars
- Waste receptacles

Loose Furniture:

Special Considerations, Systems, Finishes:

- Tile floor and walls
- Cleanable ceiling finish

Preliminary Educational Technology:

3.A.12 SPACE NAME: STROLLER STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Main Offices
- Entrances
- Restrooms

Needs / Features:

- Accessible space

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Durable, sustainable wall and floor finishes

Loose Furniture:

Preliminary Educational Technology:

3.A.13 SPACE NAME: GENERAL STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Administration
- Main Offices
- Gross Motor Room

Needs / Features:

Fixed Equipment:

- Metal Shelving

Special Considerations, Systems, Finishes:

- Secure
- Accessibility

Loose Furniture:

Preliminary Educational Technology:

3.A.14 SPACE NAME: CUBBY AREA

Goals / Design Intent / Use of Space:

- Located outside Preschool Classrooms

Capacity:

Students: 20

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Classrooms
- Gross Motor Room

Needs / Features:

- Coat hooks
- Shelves of various heights for backpack / shoe storage

Fixed Equipment:

- Cubbies for each class (one per child)

Special Considerations, Systems, Finishes:

- Sight lines from inside classroom

Loose Furniture:

- Bench

Preliminary Educational Technology:

SPACE NAME: MULTI-PURPOSE / GROSS MOTOR ROOM**Goals / Design Intent / Use of Space:**

- Provide activity space suited to younger children
- Gymnastics
- Yoga
- Dance
- Tumbling

Capacity:

Students: 20

Staff: 3

Plumbing Fixtures:**Critical Adjacencies:**

- Preschool Classrooms

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:**

- Padded walls
- Padded floor mat areas
- Acoustics

Loose Furniture:

- Tumbling mats
- Mobile table
- Storage cabinets

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:

- Record storage for Administration offices

Capacity:

Students:

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Administration
- Main Offices
- Workroom
- Preschool Offices

Needs / Features:

- Secure

Fixed Equipment:**Special Considerations, Systems, Finishes:****Loose Furniture:**

- 4 drawer lateral file, locking (4)

Preliminary Educational Technology:

3.A.17 SPACE NAME: OUTDOOR STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Outdoor playgrounds
- Classrooms

Needs / Features:

- To hold 16 trikes

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Secure
- Accessible
- Located in an area not prone to flooding or heavy snow

Loose Furniture:

- Metal Shelving

Preliminary Educational Technology:

3.A.18 SPACE NAME: JANITOR'S CLOSET

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Classrooms
- Administration
- Service elevator

Needs / Features:

- Should be large enough to house paper, bottles, cleaning cartridges, plunger, mop/

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Small Shelving unit
- Bucket (2x3 cart)

Preliminary Educational Technology:

3.A.19 SPACE NAME: LAUNDRY

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Gross Motor
- Community School Offices
- Preschool Offices

Needs / Features:

- Work Counter
- Secure

Fixed Equipment:

- Washing Machine
- Dryer

Special Considerations, Systems, Finishes:

Loose Furniture:

Preliminary Educational Technology:

3.A.3 SPACE NAME: FOOD PREP AREA / PANTRY

Goals / Design Intent / Use of Space:

- Shared food prep space between four Classrooms for snacks, cooking activities, washing toys

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink
- Dishwasher

Critical Adjacencies:

- Four Classrooms
- Administrative Office

Needs / Features:

- Dry Storage (Pantry)

Fixed Equipment:

- Counter with cupboard
- Refrigerator
- Stove

Special Considerations, Systems, Finishes:

- The Preschool does NOT warm food or do “Heat-ups”
- If accessible from the classroom, appliances (stove, fridge, dishwasher) should be enclosed by a wall and gate so that children cannot enter this space; mechanism to open gate should be on the inside of the gate.

Loose Furniture:

Preliminary Educational Technology:

SPACE NAME: COMMUNITY SCHOOL CLASSROOM + CUBS CORNER ACTIVITY**Goals / Design Intent / Use of Space:**

- Activity space for three year olds for part of the day
- Shared with Community school and Cubs Corner

Loose Furniture Continued:

- Early ED. Dramatic play equipment
- Storage for Teacher personal items (armoire, closet)
- Sand/water table
- Art easel

Capacity:

Students: 40

Staff: 4

Plumbing Fixtures:

- Child- sized toilets (4) in interstitial space shared with Nap Room
- Child-scaled sinks (4) and drinking fountain

Critical Adjacencies:

- Children's House
- Nap/Lunch Room
- Playground space
- Community School Office

Needs / Features:

- Natural light
- Storage Closet

Fixed Equipment:

- Microwave
- Refrigerator

Special Considerations, Systems, Finishes:

- Storage for cooking items
- Group Circle Rug

Loose Furniture:

- Teacher chairs (4)
- Cubbies (20) for coats and backpacks outside classrooms with bench seating - 30" high x 47" wide
- 28" wall length low shelving, double sided
- 14" stackable chairs
- (5) 21" rectangle tables

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

SPACE NAME: COMMUNITY SCHOOL CLASSROOM + CUBS CORNER NAP**Goals / Design Intent / Use of Space:**

- Flexible space for napping
- Shared with Community School and Cub's Corner

Capacity:

Students: 25

Staff: 4

Loose Furniture Continued:

- sided
- 14" stackable chairs
- (5) 21" rectangle tables to seat 40
- Storage for teacher personal items (armoire, closet)
- Sand/water table
- Art easel

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Cub's Corner Activity Room
- Children's House

Needs / Features:

- Natural light
- Storage closet

Fixed Equipment:

- Refrigerator
- Microwave

Special Considerations, Systems, Finishes:

- Group circle rug

Loose Furniture:

- Chairs (40) for blankets and additional clothing
- Cots (40) and storage carts
- Teacher chairs (4)
- Cubbies (20) for coats and backpacks outside classrooms with bench seating - 30" high x 47: wide
- 28" wall length low shelving, double

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access/wireless

3.B.2 SPACE NAME: RESTROOMS / CHANGING

Goals / Design Intent / Use of Space:

Capacity:

Students: 2

Staff: 3

Plumbing Fixtures:

- Child size toilet
- Child size sink

Critical Adjacencies:

- Classrooms
- Offices

Needs / Features:

- Accessible

Fixed Equipment:

- Hand dryer
- Toilet paper dispenser
- Soap dispenser
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Tile floor and walls
- Cleanable ceiling finish
- Barn door for main bathroom for easy viewing

Loose Furniture:

- Storage for extra clothing

Preliminary Educational Technology:

SPACE NAME: COMMUNITY SCHOOL CLASSROOM - OLDER STUDENT**Goals / Design Intent / Use of Space:**

- Activities zoned within secure, shared school/community spaces
- -36 Cubbies associated with each classroom

Capacity:

Students: 36

Staff: 4

Plumbing Fixtures:

- Counter sink
- Water fountain

Critical Adjacencies:

- Common Bathrooms for students
- Staff Bathrooms
- Locate within Community wing
- Community School & Cubs Corner Nap and Activity Spaces

Needs / Features:

- Shared during day with school
- Storage for teacher personal items

Fixed Equipment:

- Tackboard
- Whiteboards

Special Considerations, Systems, Finishes:

- Circular rug
- Convenient access to unlatch the doors to allow parents into the building

Loose Furniture:

- Furniture should be easy to move and reconfigure
- (6) 24" rectangular tables (26" for older students)
- (36) 14" stackable chairs (17" for older students)
- Shelving with storage cabinets
- 36" double sided bookcase

Preliminary Educational Technology:

- Clock on central system
- Phone line with PA and callback
- Projection screen
- Network Access/wireless

3.B.3**SPACE NAME: STORAGE COMMUNITY SCHOOL****Goals / Design Intent / Use of Space:**

- Supply storage for community school classrooms

Capacity:

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Community School Classrooms
- Community School Offices

Needs / Features:

- Includes cot storage
- Secure

Fixed Equipment:**Special Considerations, Systems, Finishes:****Loose Furniture:**

- Metal Shelving

Preliminary Educational Technology:

3.B.4 SPACE NAME: CUBS CORNER STORAGE

Goals / Design Intent / Use of Space:

- Supply storage for Cubs corner classrooms

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Cubs Corner Activity
- Cubs Corner Nap
- Cubs Corner Offices

Needs / Features:

- Secure
- Accessible

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Metal Shelving

Preliminary Educational Technology:

SPACE NAME: LAPTOP CART STORAGE**Goals / Design Intent / Use of Space:**

- Accessible by teachers / faculty
- Community School storage

Capacity:

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Community School / Cubs Corner Classrooms
- Community School / Cubs Corner Offices

Needs / Features:

- Secure
- Additional Outlets

Fixed Equipment:

- Laptops / tablets

Special Considerations, Systems, Finishes:

- Temperature Controlled

Loose Furniture:

- Equipment Cart

Preliminary Educational Technology:

3.B.6 SPACE NAME: ARTS STORAGE

Goals / Design Intent / Use of Space:

- Storage of art supplies for Community school programs

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Community School / Cubs Corner Classrooms
- Visual Arts Rooms
- Maker's Space
- Learning Commons

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Secure
- Accessibility

Loose Furniture:

- Metal Shelving
- Drying racks for paper
- Drying racks for clay

Preliminary Educational Technology:

SPACE NAME: COMMUNITY SCHOOL OFFICE**Goals / Design Intent / Use of Space:**

- Administrative work

Loose Furniture Continued:

- Armoire/Small closet for personal belongings
- Built - in casework storage

Capacity:

Students:

Staff: 2

Plumbing Fixtures:**Critical Adjacencies:**

- Entry
- Community School Spaces

Needs / Features:

- Separate area for more individual conversations

Fixed Equipment:

- Whiteboard
- (2) Tackboards

Special Considerations, Systems, Finishes:

- Check in window
- Larger, flexible office

Loose Furniture:

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer (2)
- Desk chair (2)
- Desk with pedestal file (2)
- Visitor chair (2)
- Small conference table with chairs (4)
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless
- Ability to control access at entry
- Wall clock
- Door buzzer

SPACE NAME: TEACHER RELAXATION**Goals / Design Intent / Use of Space:**

- Provide a private lockable space for personal needs

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Convenient to instructional space

Needs / Features:**Fixed Equipment:**

- Small under counter refrigerator
- Counter with storage above and below

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Small couch
- Coffee table
- Side Chairs (2)

Preliminary Educational Technology:

- Phone with PA and callback

SPACE NAME: SMALL COMMUNITY SCHOOL CONFERENCE ROOM**Goals / Design Intent / Use of Space:**

- Meeting space for Community School faculty / staff and community school

Capacity:

Students:14

Staff: 10

Plumbing Fixtures:**Critical Adjacencies:**

- Community School Offices
- Restroom
- Workroom and Storage

Needs / Features:

- Natural Light

Fixed Equipment:

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Conference Table with chairs (14)
- Wastebasket
- Recycling Bin
- Credenza
- Small bookshelf

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access

3.C.2 SPACE NAME: COMMUNITY SCHOOL MED / REST AREA & RESTROOM

Goals / Design Intent / Use of Space:

- Community school

Capacity:

Students: 1

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Bathroom
- Community School office

Needs / Features:

- Cot area
- Storage for meds
- Hard walls along back and sides of rest area
- Outlets at rest area

Fixed Equipment:

- Refrigerator
- Cubicle / privacy curtains along front of rest area

Special Considerations, Systems, Finishes:

- Room darkening ability in rest area

Loose Furniture:

- Cot
- Liquid waste receptacle

Preliminary Educational Technology:

- Nurse call button at rest area

Goals / Design Intent / Use of Space:

- Space for after school teachers to work/ prep
- Resource room for Community School

Capacity:

Students:

Staff: 8

Plumbing Fixtures:

- Counter sink

Critical Adjacencies:

- Community School

Needs / Features:

- Working countertop with power source
- Supply Storage
- Paper Storage

Fixed Equipment:

- Copier
- Laminator
- Refrigerator
- Microwave
- Coffee Maker
- Tackboard
- Printer

Special Considerations, Systems, Finishes:

- Sightlines to classrooms

Loose Furniture:

- Four Person table (2)
- Chairs (8)
- (2) full size bookshelves

Preliminary Educational Technology:

- Phone with PA and callback
- Network Access / wireless

3.C.4 SPACE NAME: COMMUNITY SCHOOL STAFF LOCKERS

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff: 24

Plumbing Fixtures:

Critical Adjacencies:

- Restrooms
- Teacher Workroom
- Community School Administration Office

Needs / Features:

Fixed Equipment:

- 24 lockers

Special Considerations, Systems, Finishes:

Loose Furniture:

- Benches

Preliminary Educational Technology:

3.C.5

SPACE NAME: LAUNDRY

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Washing machine

Critical Adjacencies:

- Community School Classrooms
- Administration

Needs / Features:

- Working countertop

Fixed Equipment:

- Dryer

Special Considerations, Systems, Finishes:

Loose Furniture:

Preliminary Educational Technology:

3.C.6 SPACE NAME: COMMUNITY SCHOOL PANTRY

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink
- Dishwasher

Critical Adjacencies:

- Community School / Cubs Corner Classrooms
- Community School Administration Offices
- Teacher Workroom

Needs / Features:

- Heat safe working countertops
- Wall and base cabinet storage with countertop space

Fixed Equipment:

- Refrigerators with freezer (4)
- Oven/Stove
- Microwave

Special Considerations, Systems, Finishes:

Loose Furniture:

- Work Tables

Preliminary Educational Technology:

- Clock on central system
- Network access /wireless
- Phone with PA and callback

SPACE NAME: COMMUNITY SCHOOL BULK STORAGE**Goals / Design Intent / Use of Space:**

- Office supply, paper product supply and classroom supply for community school

Capacity:

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Community School Pantry
- Teacher Workroom
- Community School Administration Offices

Needs / Features:

- Secure
- Accessibility

Fixed Equipment:

- Metal Shelving

Special Considerations, Systems, Finishes:

- Two closets between 135-150 sqft

Loose Furniture:**Preliminary Educational Technology:**

SPACE NAME: MUSIC PRACTICE / ENSEMBLE ROOM**Goals / Design Intent / Use of Space:**

- Community School & School Instrumental Practice
- To be shared with Tobin and Vassal Lane during morning hours

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Classrooms

Needs / Features:

- Acoustics

Fixed Equipment:

- Wenger-style Practice Room
- (2) Piano and bench
- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

- Graduated floor

Loose Furniture:

- Chairs

Preliminary Educational Technology:

- Clock on central system
- Network access / wireless
- Phone with PA and callback

3.4 Shared Resources

The co-location of the lower and upper schools and DHSP's programming provides an opportunity to share many resources, increasing opportunities for each and enhancing utilization. These resources range from those that will be shared typically during the school day, like the auditorium and the nurse's office, to those that will be more typically shared with DHSP after school, including the gyms and music practice rooms. Building services, like loading and maintenance, will also be located in the common portion of the building.

As described in the design principles, the school will be organized to zone each of these resources so that they are conveniently available as appropriate to each entity. This zoning will also enable active after hours use of the gym, auditorium and other program elements described within this section by the community at large.

SPACE NAME: LEARNING COMMONS: FLEXIBLE INSTRUCTIONAL SPACE**Goals / Design Intent / Use of Space:**

- Learning Commons is hub of each School
- LS and US have separate Flexible Instructional Spaces

Loose Furniture Continued:

- Teacher's workstation/chair

Capacity:

Students: 24

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Bathroom
- Multipurpose Performance Room
- Video/broadcasting
- STEAM Lab

Needs / Features:

- Breakout space within classrooms for small group activities
- Group story time rug
- Acoustics for two schools using the space at same time

Fixed Equipment:

- Whiteboard - Mobile
- Tackboard

Special Considerations, Systems, Finishes:

- Monitoring system for security of tech devices
- Visual transparency
- Flexible/reconfigurable spaces
- Plenty of outlets for devices
- Age specific furniture in each Learning Commons is Key
- Lockable storage closet for equipment

Loose Furniture:

- Upper School:
 - Tables/Desks & stackable chairs
 - Shelving/Bookcases - Mobile
 - Teacher's workstation/chair
- Lower School:
 - Shared Tables (flat) & stackable chairs
 - Group circle rugs
 - Shelving/Bookcases - Mobile

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Interactive whiteboard or Flat screen TV
- Network access/wireless
- Document camera
- Mobile devices (by owner)

Goals / Design Intent / Use of Space:

- Central hub of the Lower and Upper
- School learning commons

Capacity:

Students:

Staff: 2

Plumbing Fixtures:**Critical Adjacencies:**

- Book Stacks
- Reading Areas
- Small Group Rooms
- IT Support
- Bathrooms

Needs / Features:

- Central Circulation Desk
- Tackboard
- Display areas
- Signage

Fixed Equipment:

- Circulation Counter
- Whiteboard / Tackboard

Special Considerations, Systems, Finishes:

- Monitoring system for security of tech devices
- Visual transparency
- Secure storage for electronic devices (locate check-out of devices at Circulation Desk)

Loose Furniture:

- Task chairs for circulation desk

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

4.A.6 SPACE NAME: LEARNING COMMONS: READING

Goals / Design Intent / Use of Space:

- Quiet reading

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

Needs / Features:

- Tackboards
- Display areas
- Rug area for story/circle time in LS Reading area
- Preschool-friendly Reading area in LS Learning Commons

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Monitoring system for security of tech devices
- Visual transparency
- Flexible/reconfigurable spaces
- Mobile shelving
- Plenty of outlets for devices
- Age specific furniture
- Zoned lighting

Loose Furniture:

- Variety of tables and chairs for small and large groups and individual work
- Soft seating
- Bookcases – Built in and mobile (Tobin: 11,151, VL 1,722)
- Shelving
- Podium for lecturers/visiting authors
- Book bins for picture books

Preliminary Educational Technology:

- Network Access/Wireless

SPACE NAME: LEARNING COMMONS: OFFICE**Goals / Design Intent / Use of Space:**

- Used by Tobin Tech Specialist Teacher, room for VL Tech Specialist Teacher in the future

Capacity:

Students:

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Central Circulation Desk
- Workroom/Storage
- IT Workroom/Office

Needs / Features:**Fixed Equipment:**

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 Linear Feet
- Filing Cabinet – 4 drawer lateral
- Desk Chair
- Desk with Pedestal File
- Visitor Chair
- Wastebasket and Recycling Bin
- Small meeting table
- Chairs (4)

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

SPACE NAME: LEARNING COMMONS: WORKROOM / STORAGE**Goals / Design Intent / Use of Space:**

- Workroom for staff/faculty
- Secure storage for field equipment (electronic devices)

Capacity:

Students:

Staff: 4

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Central Circulation Desk
- Librarian Office

Needs / Features:

- Work counter
- Storage for paper, supplies
- Tackboard
- Locked cabinets

Fixed Equipment:

- Copier
- Laminator
- Phone
- Computer
- Laptop carts

Special Considerations, Systems, Finishes:

- Monitoring system for security of tech devices
- Plenty of outlets for devices (for charging)
- Space designated for book repair

Loose Furniture:

- Large table for layout
- Chairs
- Shelving

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

SPACE NAME: LEARNING COMMONS: MULTIMEDIA STUDIO**Goals / Design Intent / Use of Space:**

- Studio used mostly by students for editing, multi-media, design software

Capacity:

Students: 24

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Information desk
- Maker Space

Needs / Features:

- Audio booth for 4 people, podcasts, music, narration, glassy with darkening
- Alcove for creating media, morning news
- Lockable equipment and material storage

Fixed Equipment:

- Whiteboards
- Tackboards
- Display areas

Special Considerations, Systems, Finishes:

- Visual transparency
- Dedicated area for teachers to learn about technology
- Plenty of outlets for devices
- Scale furniture specific age groups
- Flexible furniture for large group projects and small individual projects

Loose Furniture:

- Tables 12 mobile
- Chairs (25) no rolling
- Shelving

Preliminary Educational Technology:

- Projection/screen
- Network access/wireless
- Document camera
- Mobile devices (by owner)

4.A.2 **SPACE NAME: LEARNING COMMONS: SMALL GROUP ROOM**

Goals / Design Intent / Use of Space:

- Small student group work
- Project group work

Capacity:

Students: 4

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Information desk
- Multimedia Studio
- Reading
- Flexible Instructional Space

Needs / Features:

Fixed Equipment:

- Whiteboards
- Tackboards

Special Considerations, Systems, Finishes:

- Additional outlets for devices
- Located between rooms for access by LS and US
- Appropriately scaled furniture

Loose Furniture:

- Tables (2)
- Chairs (8)

Preliminary Educational Technology:

- Projection/screen
- Network access/wireless

SPACE NAME: LEARNING COMMONS: SOUND RECORDING ROOM**Goals / Design Intent / Use of Space:****Capacity:**

Students: 4

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Multimedia studio

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:**

- Acoustical Separation

Loose Furniture:

- Table
- Chairs (4)

Preliminary Educational Technology:

- Clock on central system
- Network access/wireless

SPACE NAME: LEARNING COMMONS: BOOK STACKS**Goals / Design Intent / Use of Space:**

- Flexible area to browse collection
- Able to quickly be reconfigured with reading area to allow for varied activity

Capacity:

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Information desk
- Reading Area

Needs / Features:**Fixed Equipment:**

- Tackboard
- Whiteboard

Special Considerations, Systems, Finishes:

- Visual transparency
- Area for younger children

Loose Furniture:

- Mobile Shelving
- Tables of size variety
- Chairs

Preliminary Educational Technology:

- Clock on central system
- Network access/wireless

Goals / Design Intent / Use of Space:

- Shared Building Data Specialist

Capacity:

Students:

Staff: 2

Plumbing Fixtures:**Critical Adjacencies:**

- Central Circulation Desk
- Librarian Office

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:**

- Monitoring system for security of
- tech devices
- Plenty of outlets for devices
- Secure

Loose Furniture:

- Bookshelf – 12 Linear Feet (2)
- Filing Cabinet – 4 drawer lateral (2)
- Office Chair (2)
- Office Desk with Pedestal File (2)
- Office Visitor Chair (2)
- Wastebasket (2)
- Recycling Bin (2)
- Small meeting table and chairs (3-5 ppl)

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

4.K.13a **SPACE NAME: LEARNING COMMONS: TELECOMM ROOM**

Goals / Design Intent / Use of Space:

- Racks for IT infrastructure

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- IT office

Needs / Features:

Fixed Equipment:

- Telecomm Racks

Special Considerations, Systems, Finishes:

- Temperature control
- Secure

Loose Furniture:

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:

- Used for PD activities and other large gatherings of faculty, parents and community
- Available for before and after hours use

Capacity:

Students:

Staff: 65

Plumbing Fixtures:

- Adjacent to or including a small pantry with sink to serve events

Critical Adjacencies:

- Upper School Learning Commons
- Restrooms
- Multipurpose room

Needs / Features:

- Operable partition to open into US and / or Learning commons, as well as within to subdivide space
- Flexible Instructional Space
- Chair and table storage

Fixed Equipment:

- Whiteboards

Special Considerations, Systems, Finishes:

- Additional outlets for devices
- Age appropriate furniture

Loose Furniture:

- Two Person Stackable Tables (12)
- Stackable Chairs (24)
- Podium
- Teacher desk and chair
- Bookcases

Preliminary Educational Technology:

- Projection screen
- Network access/wireless
- Document camera
- Phone with PA and callback
- Clock on central system

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:

- Counter Sink
- Dishwasher

Critical Adjacencies:

- Flexible instructional space

Needs / Features:

- Counter with upper and lower cabinet storage

Fixed Equipment:

- Counter with base and wall cabinets
- Undercounter refrigerator
- Microwave
- Stove

Special Considerations, Systems, Finishes:

- Acoustics

Loose Furniture:

- Counter height stools

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:

- Toilet
- Sink

Critical Adjacencies:**Needs / Features:**

- Accessible

Fixed Equipment:

- Hand dryer
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispenser
- Seat cover dispenser
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Tile floor and walls
- Washable ceiling finish

Loose Furniture:**Preliminary Educational Technology:**

4.C.1 SPACE NAME: UPPER SCHOOL GYM

Goals / Design Intent / Use of Space:

- PE and after school use
- Zoned for community use
- Also used for yearly health screenings
- Used during and afterschool hours and on weekends

Capacity:

Students: 50

Staff: 2

Plumbing Fixtures:

- Water fountains with Bottle Fillers

Critical Adjacencies:

- Locker Rooms and P.E. Office
- Storage space could serve both gyms, but should be located more conveniently to Multi-Purpose Gym
- Proximity of Multi-Purpose and Small Gyms to each other preferred
- Fitness Center & Outdoor playing fields

Needs / Features:

- Anchor points in floor for volleyball net poles
- Striped for Basketball, Volleyball, and Badminton
- 200 or 400 meter Running Loop
- Gyms need to be acoustically removed from classrooms

Fixed Equipment:

- 6 Adjustable Basketball Hoops
- Removable Volleyball Net
- Nylon Rolling Divider
- Scoreboard
- Shot clocks
- PA system
- 200 Seat Retractable Bleacher
- Pull-up Bar
- Wall padding
- 4' x 8' Whiteboard (min.)
- Project Adventure equipment along short end of gym
- Two-Line Rope Bridge
- 6 Climbing Ropes

Special Considerations, Systems, Finishes:

- Wood-sprung floors
- Natural Light

Preliminary Educational Technology:

- Bluetooth for music
- Smartboard (rolling)
- Phone with PA and Callback

4.C.2 SPACE NAME: LOWER SCHOOL GYM

Goals / Design Intent / Use of Space:

- PE and after school use
- Zoned for community use
- Also used for yearly health screenings

Capacity:

Students: 24 - 48

Staff: 2

Plumbing Fixtures:

- Water fountains (2) with Bottle Fillers

Critical Adjacencies:

- Lower School
- P.E. Office
- Storage space
- Fitness Center

Needs / Features:

- Striped for Basketball
- Row of “bleacher” seating on each side

Fixed Equipment:

- 6 Adjustable Basketball Hoops
- Nylon Rolling Divider
- Scoreboard
- Shot clocks
- PA system
- Wall padding
- Whiteboard

Special Considerations, Systems, Finishes:

- Wood-sprung floors preferred

Loose Furniture:

Preliminary Educational Technology:

- Bluetooth for music
- Smartboard (rolling, or fixed and protected)?
- Phone with PA and callback
- Network access/wireless

4.C.3 SPACE NAME: GYM STORAGE

Goals / Design Intent / Use of Space:

- Used to store balls, jump ropes, mats, bikes, uniforms, etc.
- May be used by Community School/After School programs

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

Critical Adjacencies:

- Lower School & Upper School Gyms
- Health Classrooms
- Fitness Center
- LS MPR / Aerobics / Dance Room

Needs / Features:

- Floor space for carts, bicycles, etc.

Fixed Equipment:

- Hooks/Racks

Special Considerations, Systems, Finishes:

- Secure
- If shared and located between gyms, lockable doors on both sides
- High wall storage shelving

Loose Furniture:

- Metal Shelving

Preliminary Educational Technology:

SPACE NAME: MULTI-PURPOSE ROOM AEROBICS DANCE**Goals / Design Intent / Use of Space:**

- Provide activity space better suited to younger children and children with ASD
- Yoga
- Dance
- Tumbling

Capacity:

Students: 24

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Gyms
- PE Office
- PE Storage

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:**

- Rubberized floor
- Matt storage

Loose Furniture:

- Tumbling Mats

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless

5.E.1 SPACE NAME: GYMNASTICS STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Multipurpose / aerobics / dance

Needs / Features:

Fixed Equipment:

- Wall shelving
- Hooks

Special Considerations, Systems, Finishes:

Loose Furniture:

- Metal Shelving

Preliminary Educational Technology:

4.C.7 SPACE NAME: FITNESS CENTER

Goals / Design Intent / Use of Space:

- Student and teacher fitness activities
- Used before and after school also

Capacity:

Students: 1

Staff: 24

Plumbing Fixtures:

- Water fountain with bottle filler

Critical Adjacencies:

- Gyms
- PE Office
- PE Storage

Needs / Features:

- Mat area for class stretching

Fixed Equipment:

- Medicine balls
- Kettle balls
- 25 machines (stationary bikes, elliptical, treadmills) accessible bikes
- 8 to 9 resistance machines
- Light free weights with rack
- Mats
- Whiteboard

Special Considerations, Systems, Finishes:

- Rubber flooring
- Wall mirrors
- Additional outlets for equipment

Loose Furniture:

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

4.C.4 SPACE NAME: PE OFFICE

Goals / Design Intent / Use of Space:

- Administrative work

Capacity:

Students:

Staff: 4

Plumbing Fixtures:

- Internal single restroom

Critical Adjacencies:

- Gyms
- Fitness Center
- MPR/Gymnastics
- PE Storage

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf – 12 linear feet
- Filing cabinet – 4 drawer
- Desk chair (2)
- Desk with pedestal file (2)
- Visitor chair
- Small conference table with chairs (4)
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

SPACE NAME: HEALTH CLASSROOM**Goals / Design Intent / Use of Space:**

- Small and large group instruction; project work, mindfulness activities, after school programming
- Origami Club before school
- Kitchenette included for exploratory cooking

Capacity:

Students: 25

Staff: 12

Loose Furniture Continued:

- Project table
- Recycling bin
- Laptop Cart
- Large central carpet for yoga

Plumbing Fixtures:

- Sink with Water Fountain

Critical Adjacencies:

- VLUS and Tobin
- Gyms
- Fitness Center
- MPR/Gymnastics
- PE Storage

Needs / Features:

- Large storage closets (3 @ 90 sf each)

Fixed Equipment:

- Whiteboards
- Tackboards
- Refrigerator
- Microwave
- Stove

Special Considerations, Systems, Finishes:

- Furniture to be easily movable for various classroom layouts
- Dimmable lighting for yoga

Loose Furniture:

- Student desks (27)
- Students chairs (27)
- Bookshelf – 12 linear feet
- Filing cabinet – 4 drawer
- Desk chair (2)
- Desk with pedestal file
- Small table (2' by 5')
- Wastebasket

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless
- Projection screen

4.C.5 SPACE NAME: LOCKER ROOMS

Goals / Design Intent / Use of Space:

- Separate locker rooms for Girls and Boys
- To be used by After School programs as well

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Toilet
- Sink
- Shower – TBD

Critical Adjacencies:

- VLUS and the Tobin
- Gyms
- Fitness Center
- MPR/Gymnastics
- PE Storage

Needs / Features:

- Counters

Fixed Equipment:

- Lockers for 26
- Benches
- Mirrors
- Hand dryer/paper towel dispenser

Special Considerations, Systems, Finishes:

- Toilet paper dispenser
- Soap dispenser
- Sanitary dispensers
- Seat cover dispensers
- Grab bars
- Waste receptacles
- Tile floors and walls
- Cleanable ceiling material

Loose Furniture:

Preliminary Educational Technology:

- Clock on Central System
- Phone with PA and Callback

SPACE NAME: STAFF CHANGING ROOM / SHOWER**Goals / Design Intent / Use of Space:**

- For staff and adults

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Toilet
- Sink
- Shower

Critical Adjacencies:

- VLUS and the Tobin
- Gyms
- Fitness Center
- MPR/Gymnastics
- PE Storage

Needs / Features:

- Lockers / Cubbies

Fixed Equipment:

- Changing rooms/stalls
- Hand dryer/paper towel dispenser
- Toilet paper dispenser
- Soap dispenser
- Sanitary & seat cover dispensers
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Tile floors and walls
- Cleanable ceilings

Loose Furniture:

- Bench at locker area

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback

SPACE NAME: TOBIN & VLUS DINING ROOMS

Goals / Design Intent / Use of Space:

- There should be separate dining rooms for LS and US. US to include SEI
- The design should improve on the flow in and out as lunch periods switch as well as flow in and out of the Servery to the Dining Area
- Used all day

Capacity:

Students: 1/3 enrollment

Staff:

Plumbing Fixtures:

- Water Fountains with Bottle Fillers

Critical Adjacencies:

- Servery
- Kitchen
- Outdoor gardens / Citysprouts
- Special Start / Cubs Corner Dining and Servery
- ASD dining

Needs / Features:

- Natural Light
- Dedicated Allergen – Free Area
- Visual connection to outside
- Lockable storage for afterschool activities that occur in Cafeteria

Fixed Equipment:

- Recycling and Trash stations

Special Considerations, Systems, Finishes:

- PreSchool program is self-contained and does not use the Servery or Cafeteria
- Sustainable and maintainable finishes
- Cleanable ceiling finish
- Both should have a less institutional feel
- This is an opportunity for education, nutrition and socialization
- Discrete areas for multi ages

Loose Furniture:

- For LS, tables and chairs
- For US, provide a diversity of seating: Booths, counters, tables; various sizes appropriate for 6-8 age groups
- Outdoor dining may be a possibility
- Seating groups range from 1 to 12 students

Preliminary Educational Technology:

- Clocks on central system
- PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:**Capacity:**

Students: 40

Staff: 1

Plumbing Fixtures:

- Water fountains with bottle fillers

Critical Adjacencies:

- Tobin and VLUS Dining halls
- Kitchen
- Servery

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:**

- Sustainable and maintainable finishes
- Cleanable ceiling finish

Loose Furniture:

- Child sized tables
- Child sized chairs

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback

Goals / Design Intent / Use of Space:

- Separate dining space so students do not get overwhelmed

Capacity:

Students: 40

Staff: 1

Staff:

Plumbing Fixtures:

- Water fountains with bottle fillers

Critical Adjacencies:

- Tobin and VLUUS Dining halls
- Kitchen
- Servery

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:**

- Sustainable and maintainable finishes
- Cleanable ceiling finish

Loose Furniture:

- Tables of varying sizes
- Chairs (40)

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback

SPACE NAME: SPECIAL START / CUBS CORNER SERVERY**Goals / Design Intent / Use of Space:**

- Portable serving cart

Capacity:

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:****Needs / Features:**

- Mobile storage within cart

Fixed Equipment:

- Hot and cold food serving pans
- Mobile Serving Space

Special Considerations, Systems, Finishes:

- Self sustaining temperature – ice packs for cold foods and quick serve warm foods

Loose Furniture:**Preliminary Educational Technology:**

4.D.4 SPACE NAME: FOOD LAB

Goals / Design Intent / Use of Space:

- Hands on nutrition and wellness activities
- Taste testing
- Jointly used by school and city programming
- Self contained

Capacity:

Students: 25

Staff: 1

Loose Furniture Continued:

- Towel Dispenser
- Wastebasket
- Recycling Bin

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Dining
- Kitchen
- Access to CitySprouts garden

Needs / Features:

- Storage
- Shelving

Fixed Equipment:

- Demonstration Cooktop w/air vent
- Oven
- Microwave
- Refrigerator/Freezer

Special Considerations, Systems, Finishes:

- Heights of furniture and demonstration area need to cater to age/size range of K-5 and 6-8 students
- Ovens, stoves and hoods to be on emergency and timed shut off

Loose Furniture:

- 2-person tables – adjustable height & foldable (13)
- Stackable chairs (25)
- Bookshelves – adjustable height 24 LF
- Filing cabinet – 4 drawer vertical
- Desk with pedestal filing
- Desk chair
- Soap dispenser

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Projection/screen
- Network access/wireless
- Document camera (by owner)
- Mobile devices (by owner)

4.D.2 SPACE NAME: KITCHEN

Goals / Design Intent / Use of Space:

- Composting and recycling products used
- Energy performance is important in building's overall sustainable design

Capacity:

Students:

Staff: 10

Plumbing Fixtures:

- Hand sinks
- Prep sinks
- Washer / Dryer for linens, hand towels

Critical Adjacencies:

- Tobin and VLUS Dining halls, Special Start / Cubs Corner Dining, ASD Dining
- Servery
- Food Storage
- Loading Dock
- Receiving
- Preschool for deliveries

Needs / Features:

- Designated areas within for prep, dry storage, ware washing, walk-ins, and recycling / composting
- Stainless steel counters

Fixed Equipment:

- Tilting Kettle / Skillet under hood
- Warmers
- Prep tables
- Six Burner Ranges under hood
- Double combi oven under hood
- Mixers, Deli Slicers, Food Processors
- Sheet pan / Dunnage racks
- Refrigeration / Freezer Units

Special Considerations, Systems, Finishes:

- Sustainable and maintainable finishes
- Cleanable ceiling finish
- Energy efficient kitchen equipment

Loose Furniture:

- Shelving

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback

Goals / Design Intent / Use of Space:

- Composting and recycling products used

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Hand sink
- Prep sink

Critical Adjacencies:

- Kitchen
- Servery
- Food Storage
- Loading Dock

Needs / Features:

- Counters
- Shelving

Fixed Equipment:

- Prep tables
- Deli Slicers
- Food Processors
- Sheet pan racks
- Refrigeration Units
- Freezer Units

Special Considerations, Systems, Finishes:

- Energy efficient kitchen equipment
- Sustainable and maintainable finishes
- Cleanable ceiling finish

Loose Furniture:**Preliminary Educational Technology:**

- Clock on central system
- Phone with PA and callback

4.D.2b SPACE NAME: DRY STORAGE

Goals / Design Intent / Use of Space:

- Composting and recycling products used

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Hand sink
- Prep sink

Critical Adjacencies:

- Kitchen
- Server
- Loading Dock
- Prep kitchen

Needs / Features:

Fixed Equipment:

- Metal Wire Storage Shelving- mobile

Special Considerations, Systems, Finishes:

- Energy efficient kitchen equipment
- Sustainable and maintainable finishes
- Cleanable ceiling finish

Loose Furniture:

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback

Goals / Design Intent / Use of Space:

- Composting and recycling products used

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Dishwasher
- Hand sinks
- Prep sinks

Critical Adjacencies:

- Kitchen
- Served
- Tobin and VLUS Dining halls, Special Start / Cubs Corner Dining, ASD Dining
- Prep kitchen

Needs / Features:**Fixed Equipment:**

- Metal wire storage shelving
- Mobile dish cart storage

Special Considerations, Systems, Finishes:

- Energy efficient kitchen equipment
- Sustainable and maintainable finishes
- Cleanable ceiling finish

Loose Furniture:**Preliminary Educational Technology:**

4.D.2d **SPACE NAME: WALK - IN REFRIGERATOR**

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Floor drains

Critical Adjacencies:

- Kitchen
- Server
- Prep kitchen
- Easy access to condenser

Needs / Features:

Fixed Equipment:

- Walk – in refrigerator unit
- Metal wire storage shelving

Special Considerations, Systems, Finishes:

- Energy efficient kitchen equipment

Loose Furniture:

Preliminary Educational Technology:

SPACE NAME: WALK - IN FREEZER**Goals / Design Intent / Use of Space:****Capacity:**

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Kitchen
- Servery
- Prep kitchen

Needs / Features:**Fixed Equipment:**

- Walk - in freezer unit
- Metal wire storage shelving

Special Considerations, Systems, Finishes:

- Energy efficient kitchen equipment

Loose Furniture:**Preliminary Educational Technology:**

4.D.2f **SPACE NAME: RECYCLING**

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Hand sink

Critical Adjacencies:

- Kitchen
- Server
- Prep kitchen
- Warewashing

Needs / Features:

Fixed Equipment:

- Shelving

Special Considerations, Systems, Finishes:

- Sustainable and maintainable finishes
- Cleanable ceiling finish

Loose Furniture:

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:

- Food Service Administration

Capacity:

Students:

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Kitchen
- Served
- Prep kitchen
- Warewashing
- Receiving
- Loading dock

Needs / Features:

- Secure

Fixed Equipment:

- Floor mounted safe

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Desk Chair
- Desk with Pedestal File
- Bookshelf
- Filing Cabinet – four drawer lateral
- Visitor Chair
- Wastebasket
- Recycling bin

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access / wireless

4.D.2h **SPACE NAME: BREAKROOM**

Goals / Design Intent / Use of Space:

- Food Service staff use

Capacity:

Students:

Staff: 10

Plumbing Fixtures:

- Counter Sink

Critical Adjacencies:

- Kitchen
- Servery
- Bathroom
- Changing room

Needs / Features:

- Counter

Fixed Equipment:

- Refrigerator
- Microwave
- Time clocks
- Tackboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Large table
- Chairs (10)

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access / wireless

4.D.2i **SPACE NAME: BATHROOM**

Goals / Design Intent / Use of Space:

- Food Service Administration

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Toilet
- Sink

Critical Adjacencies:

- Kitchen
- Servery
- Breakroom
- Changing room

Needs / Features:

Fixed Equipment:

- Hand Dryer / paper towel dispenser
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispenser
- Seat cover dispenser
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Tile floors and walls
- Cleanable ceiling material
- Baby changing station

Loose Furniture:

Preliminary Educational Technology:

SPACE NAME: CHANGING ROOM / LOCKER ROOM**Goals / Design Intent / Use of Space:**

- Food Service Administration

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Office
- Breakroom
- Bathroom

Needs / Features:**Fixed Equipment:**

- Bench
- Mirror
- Lockers (10)

Special Considerations, Systems, Finishes:

- Tile floors and walls
- Cleanable ceiling material

Loose Furniture:**Preliminary Educational Technology:**

- Clock on central system
- Phone with PA and callback

4.D.3 SPACE NAME: SERVERY

Goals / Design Intent / Use of Space:

- Servery line heights need to cater to age/size range
- Less institutional feel
- Educational and nutritional opportunity
- Visual connection to outside
- Circulation and efficiency is key

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Kitchen
- Dining
- Food Lab

Needs / Features:

- Menus and Signage
- Condiment station
- Salad bar
- Trash/recycling
- Secure during after hours

Fixed Equipment:

- Cashier registers
- Toasters
- Merchandiser refrigerators

Special Considerations, Systems, Finishes:

- Sustainable and maintainable finishes
- Cleanable ceiling finish
- Lockable storage for afterschool activities

Loose Furniture:

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network Access / wireless for registers

4.D.5

SPACE NAME: STORAGE TABLES / CHAIRS / EQUIPMENT

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Dining

Needs / Features:

Fixed Equipment:

- Shelving

Special Considerations, Systems, Finishes:

- Cleanable ceiling material

Loose Furniture:

Preliminary Educational Technology:

4.E2 SPACE NAME: AUDITORIUM

Goals / Design Intent / Use of Space:

- Performance, Theater, Lectures, Assembly, Community Outreach
- School and Professional Use
- Student education into use of AV equipment

Capacity:

Students: 500

Staff: 100

Plumbing Fixtures:

Critical Adjacencies:

- Stage
- Theater Classroom
- Lobby
- Loading
- Projection /Control Room
- Public / Student Bathrooms
- Scene shop / prop shop / dressing rooms

Fixed Equipment:

- Theater Seats

Loose Furniture:

- Upholstered seats for accessible settings areas

Needs / Features:

- Continuous steps up to stage to be used as risers – straight run preferred for sight lines
- Area for young children and parents in front

Special Considerations, Systems, Finishes:

- Ability to turn off PA during performance
- Dimmable house lights
- Sight and sound lock entry vestibules
- Community school access?
- Soundproofed

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless
- Clock on central system

Goals / Design Intent / Use of Space:

- Performance, Theater, Lectures, Assembly
- Community Outreach / Community School programs
- School and Professional use

Capacity:

Students: 80

Staff: 2

Plumbing Fixtures:**Critical Adjacencies:**

- Auditorium
- Loading dock
- Scene Shop / prop shop / dressing rooms

Needs / Features:

- Main Stage, out of sight wings, back stage
- Accessibility
- Curtains: traveler at proscenium, 2 sets of legs, dark color, fire retardant
- Fire curtain
- Scrim for projection use

Fixed Equipment:

- Stage lighting with console
- Dimmers and racks
- Projection screen
- Stage lighting with console for booth, dimmers and racks, dedicated circuits

Special Considerations, Systems, Finishes:

- Matte finish on wood stage floor to avoid glare
- Stage area walls to be painted black
- Tall doors backstage for loading
- Stage lighting bulbs located in a way to easily change out

Loose Furniture:

- Podium
- Loose Seating

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network Access / wireless

4.E.1 SPACE NAME: THEATER LOBBY

Goals / Design Intent / Use of Space:

- Open gathering space to gather before, during, or after a performance.
- Can be coordinated with after hours community events

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Drinking fountain

Critical Adjacencies:

- Auditorium
- Building entrance
- Public / Student restrooms
- Proximity to loading dock

Needs / Features:

- Natural light

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Acoustics

Loose Furniture:

- Benches

Preliminary Educational Technology:

SPACE NAME: MULTI-PURPOSE PERFORMANCE ROOM / GREEN ROOM / DRESSING ROOM

Goals / Design Intent / Use of Space:

- Drama class
- Green room during performance on Auditorium stage
- Set construction
- Music lessons
- Preparation for a performance

Capacity:

Students: 25

Staff: 2

Loose Furniture Continued:

- Two tables
- Twenty-Four medium theater blocks
- Music stands

Plumbing Fixtures:

- Sinks in counters

Critical Adjacencies:

- Stage
- Scene Shop/Storage

Needs / Features:

- Door to hall & stage

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Large room with space for 4 mini stages

Loose Furniture:

- Chairs (26) stackable
- Mirrors with lights (portable?)
- Bookshelves – adjustable height 24 LF
- Filing cabinet – 4 drawer vertical
- Teacher desk with pedestal filing
- Teacher chair
- Wastebasket
- Recycling Bin

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless
- Clock on central system

4.E.6 SPACE NAME: SCENE SHOP/STORAGE

Goals / Design Intent / Use of Space:

- Set construction
- Storage of sets and props

Capacity:

Students: Varies

Staff:

Plumbing Fixtures:

- Sink with plaster trap

Critical Adjacencies:

- Loading
- Stage
- Drama Classroom / Green Room

Needs / Features:

- Window for ventilation
- Work counters
- Windows for natural ventilation

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Tall door for loading/access
- Resilient flooring

Loose Furniture:

- Metal shelving
- 4 Worktables
- Chairs/Stools (26)

Preliminary Educational Technology:

- Phone with PA and callback
- Network access/wireless
- Clock on central system

Goals / Design Intent / Use of Space:**Capacity:**

Students: 4 (Varies)

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Auditorium
- Auditorium Lobby

Needs / Features:

- Auditorium for performance and direction to be heard
- Ability to turn off school PA system during performance
- Dimmable houselights
- Soundproofed
- Connection to stage lighting console from booth, 24 channels

Fixed Equipment:

- Projector and computer system
- Sound/AV board
- Temporary sound and light control in center
- Computer hook-ups for PowerPoint and other audio visual presentations

Special Considerations, Systems, Finishes:

- Enclosed booth w/sliding glass above counter for visibility and ability to be open to the house

Loose Furniture:

- Table
- Stools

Preliminary Educational Technology:

- Clock on central systems
- Phone with PA and callback
- Network access/wireless

4.E7 SPACE NAME: DRESSING ROOM

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink with Drinking Fountain

Critical Adjacencies:

- Auditorium
- Stage
- Scene shop

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Portable make-up mirrors w/lights
- Portable full-length mirrors
- Chairs

Preliminary Educational Technology:

- Clock on central systems
- Phone with PA and callback
- Network access/wireless

SPACE NAME: VISUAL ART**Goals / Design Intent / Use of Space:**

- Accommodate a variety of creative activities in the visual arts
- Provide access to after school programming

Capacity:

Students: 24

Staff: 1

Critical Adjacencies:

- Within “commons” portion of the building to facilitate access by both schools and foster after school use
- Adjacent to other Art Rooms
- Convenient to Learning Commons
- Convenient to Children’s House

Fixed Equipment:

- Tackboard
- Whiteboards
- Soap Dispenser
- Towel Dispenser

Loose Furniture:

- Tables and stools to seat 24/28
- Demonstration table
- Large central rug for presentations
- Materials storage, artwork storage (flat files)
- Rolling drying racks
- Bookshelves
- Floor Tables (Tobin)

Loose Furniture Continued:

- Filing cabinet – 4 drawer vertical
- Teacher chair
- Teacher desk with pedestal filing
- Wastebasket and recycling Bin

Plumbing Fixtures:

- 3 to 4 deep stainless steel sinks distributed on counters around the studio at student height with clean-out traps

Needs / Features:

- Locked storage for Community Use
- Display areas in Classrooms & throughout School for 2D & 3D Art
- Access to Outdoors & Natural Daylight
- Teacher to have secure storage for personal belongings
- Prep-work counters with upper cabinets

Special Considerations, Systems, Finishes:

- Zoning in classrooms for separate instruction, materials, & work areas
- For use during and before/after school
- Peace couch / calming area
- Flooring that is easy to clean
- Furniture in each studio should accommodate the developmental needs and stature of all students

Preliminary Educational Technology:

- Projector and screen
- Document camera
- Phone with PA and callback
- Network access/wireless

4.F.1a **SPACE NAME: KILN ROOM**

Goals / Design Intent / Use of Space:

- Firing student created pottery

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Utility Sink

Critical Adjacencies:

- Art Rooms (close to both US and LS art classrooms if possible – Clay used in both).
- Access from shared circulation vestibule ideal.

Needs / Features:

- 220 volt outlet (to be confirmed with kiln model)
- Dedicated ventilation system

Fixed Equipment:

- Kiln

Special Considerations, Systems, Finishes:

Loose Furniture:

- Metal shelves for drying work

Preliminary Educational Technology:

4.F.1b

SPACE NAME: VA STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Visual Arts
- Kiln Room

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Secure
- Accessibility

Loose Furniture:

- Metal Shelving

Preliminary Educational Technology:

4.A.11 SPACE NAME: STEAM LAB

Goals / Design Intent / Use of Space:

- Students work on a variety collaborative small group projects
- One for Tobin Montessori & younger students, the other for Vassal Lane and older students
- Could be used by Community School

Capacity:

Students: 24-40

Staff: 1-4

Loose Furniture Continued:

- Recycling Bin
- Low open storage shelving for temporary project storage
- Science lab benches with adjustable height

Plumbing Fixtures:

- Deep stainless steel sink on counter at student height with clean-out trap

Critical Adjacencies:

- Within “commons” portion of the building
- Near other “hands on” spaces
- Convenient to Art Rooms
- Convenient to Learning Commons

Needs / Features:

- Adjacent storage room
- Space for student projects to be displayed

Fixed Equipment:

- Tackboard
- Whiteboard
- Soap Dispenser
- Towel Dispenser
- Peg Board for Tools

Special Considerations, Systems, Finishes:

- Locked storage for Community Use
- Will be used during and after school
- Smooth floor finish for driving robots
- Acoustics
- Glass walls for writing and drawing

Loose Furniture:

- Tables and stools to seat 25 (Tables to be circular and rectangle variety, height adjustable and movable)
- Materials storage in lab (20 to 40 lf)
- Filing cabinet – 4 drawer vertical
- Teacher desk with pedestal filing
- Teacher chair
- Wastebasket

Preliminary Educational Technology:

- Projection and screen
- Document camera
- 3D printers (1-2)
- Green screen wall
- Phone with PA and callback

SPACE NAME: STEAM STORAGE**Goals / Design Intent / Use of Space:**

- Storage space for STEAM Lab projects, equipment and materials

Capacity:

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- STEAM Lab

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:**

- Secure
- Accessibility

Loose Furniture:

- Large open, metal shelving for charging/storing robots (5 to 10 lf)
- Rubbermaid bins full of recyclables (30-40 lf); Smaller Steam supplies (10-15 lf)

Preliminary Educational Technology:

SPACE NAME: UPPER SCHOOL CHORUS & GENERAL MUSIC**Goals / Design Intent / Use of Space:****Loose Furniture Continued:**

- Teacher chair
- Wastebasket
- Recycling Bin
- Music storage
- Music stands
- Project work table

Capacity:

Students: 40 - 80

Plumbing Fixtures:

- Sink with water fountain

Staff: 1

Critical Adjacencies:

- Upper School Band & Orchestra
- Instrument Storage
- Auditorium
- Removed from Classrooms

Needs / Features:

- Adjacencies & acoustics are key
- Piano (with adequate space around it)

Fixed Equipment:

- Tackboard
- Whiteboard
- Sound system

Special Considerations, Systems, Finishes:

- Space for movement
- Instrument Storage / Guitar wall mounted storage

Loose Furniture:

- Music/choral risers
- Posture chairs (25)
- Conductor podium
- Conductor stand
- Conductor chair
- Bookshelves – adjustable height 24 LF
- Filing cabinet – 4 drawer vertical
- Teacher desk with pedestal filing

Preliminary Educational Technology:

- Projection/screen
- Sound system
- Clock on central system
- Phone with PA and callback
- Network access/wireless
- Document camera (by owner)
- Mobile devices (by owner)

SPACE NAME: LOWER SCHOOL GENERAL MUSIC**Goals / Design Intent / Use of Space:**

- Small & large group music instruction
- LS Gen Music
- LS Chorus
- Keyboard & Guitar lab
- Rock Band

Loose Furniture Continued:

- Teacher chair
- Wastebasket
- Recycling Bin
- Instrument and music storage

Capacity:

Students: 24

Staff: 1

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Other Music Spaces
- Auditorium
- Convenient to Lower School wing

Needs / Features:

- Adjacencies & Acoustics are Key
- Piano (by others)

Fixed Equipment:

- Tackboard
- Whiteboard
- Piano

Special Considerations, Systems, Finishes:

- Enough space for children to move
- Acoustic considerations for neighboring spaces
- Rugs or carpet?

Loose Furniture:

- Choral risers
- Posture chairs (25)
- Conductor podium
- Conductor stand
- Conductor chair
- Bookshelves – adjustable height 24 LF
- Filing cabinet – 4 drawer vertical
- Teacher desk with pedestal filing

Preliminary Educational Technology:

- Projection and screen
- Sound system with recording capability
- Clock on central system
- Phone with PA and callback
- Network access/wireless
- Document camera (by owner)
- Mobile devices (by owner)

SPACE NAME: INSTRUMENT STORAGE**Goals / Design Intent / Use of Space:**

- Shared between US Chorus & General Music and US Band & Orchestra

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink?

Critical Adjacencies:

- US Chorus & General Music
- US Band & Orchestra
- Practice Rooms

Needs / Features:

- Shelving
- Vertical storage for large instruments
- Space for music stands, chairs and large instruments
- File or cabinet storage for music
- Secure

Fixed Equipment:**Special Considerations, Systems, Finishes:****Loose Furniture:**

- Instrument Storage system

Preliminary Educational Technology:

SPACE NAME: UPPER SCHOOL BAND & ORCHESTRA**Goals / Design Intent / Use of Space:****Loose Furniture Continued:**

- Wastebasket
- Recycling Bin
- Music storage
- Music stands

Capacity:

Students: 24 - 60

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Instrument Storage
- Auditorium
- Removed from Classrooms

Needs / Features:

- Adjacencies & Acoustics are Key
- Piano (by others)

Fixed Equipment:

- Tackboard
- Whiteboard (inc. Musical Staff?)

Special Considerations, Systems, Finishes:

- Riser System?
- Sized for 70 seats

Loose Furniture:

- Posture chairs (25)
- Conductor podium
- Conductor stand
- Conductor chair
- Bookshelves – adjustable height 24 LF
- Filing cabinet – 4 drawer vertical
- Teacher desk with pedestal filing
- Teacher chair

Preliminary Educational Technology:

- Projection and screen
- Sound System with recording capability
- Clock on central system
- Phone with PA and callback
- Network access/wireless
- Document camera (by owner)
- Mobile devices (by owner)

SPACE NAME: LARGE PRACTICE / ENSEMBLE ROOM**Goals / Design Intent / Use of Space:****Loose Furniture Continued:**

- Wastebasket
- Recycling Bin
- Music storage
- Music stands

Capacity:

Students: 25

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- General Music Rooms
- Band rooms
- Instrument Storage

Needs / Features:**Fixed Equipment:****Special Considerations, Systems, Finishes:****Loose Furniture:**

- Posture chairs (25)
- Conductor podium
- Conductor stand
- Conductor chair
- Bookshelves – adjustable height 24 LF
- Filing cabinet – 4 drawer vertical
- Teacher desk with pedestal filing
- Teacher chair

Preliminary Educational Technology:

- Projection and screen
- Sound system with recording capability
- Clock on central system
- Phone with PA and callback
- Network access/wireless
- Document camera (by owner)
- Mobile devices (by owner)

4.F.2 SPACE NAME: WORLD LANGUAGE

Goals / Design Intent / Use of Space:

Capacity:

Students: 25

Staff: 2

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- Classroom Neighborhoods
- OSS Resource Rooms
- Breakout Spaces
- Learning Commons

Needs / Features:

- Natural light
- Storage closet

Fixed Equipment:

- Whiteboards
- Tackboards
- Refrigerator (may be provided centrally)
- Microwave (may be provided centrally)

Special Considerations, Systems, Finishes:

- Flexibility for potential large group meetings (30-40)
- Lockable closet storage
- Blackout shades

Loose Furniture:

- Bookshelf – 12 linear feet (2)
- Filing cabinet – 4 drawer
- Desk chair (2)
- Desk with pedestal file (2)
- Individual Student Desks (25)
- Student chairs (25)
- Wastebasket and Recycling bin
- Display cases for student projects?

Preliminary Educational Technology:

- Projection and screen (2)
- Phone with PA and callback
- Network access

4.H.2 SPACE NAME: NURSE'S SUITE: RECEPTION/WAITING

Goals / Design Intent / Use of Space:

- Students are more likely to come in if there is some privacy from Main Office area
- Screenings 1x/year for Dental, Vision, Postural – use large common room
- No eye exams?

Capacity:

Students: 4

Staff: 1

Plumbing Fixtures:

- Sink with eyewash
- Sink for washing dishes and tools
- Counter with hand wash sink outside of bathroom

Critical Adjacencies:

- The suite should be in the Community Center portion of the building
- Location should be convenient to front door(s) and fields
- Janitor's Closet proximate to suite would be ideal
- Close to Main Office

Needs / Features:

- Main door into suite to be secure (lockable) so that meds are double-locked within suite
- Display panel/case that can be viewed by public for notices

Fixed Equipment:

- Reception Counter
- Whiteboard
- Tackboard
- Microwave
- Locked undercounter refrigerator for medications with freezer unit for ice (under hand wash counter)

Special Considerations, Systems, Finishes:

- Space should be welcoming and approachable
- Glazing between Office and Waiting Area would provide monitoring visibility for staff and allow for private conversations
- Privacy and acoustics needed for screenings

Loose Furniture:

- Chairs (4)
- Desk chair at Reception Counter (1)

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff: 1

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Reception / Waiting
- Rest Area
- Bathroom
- Storage
- Outdoor Exit / Playground
- Janitor's Closet

Needs / Features:

- Glazing between office & waiting area for monitoring visibility

Fixed Equipment:

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

- Discrete location within Nurse Suite to keep confidentiality

Loose Furniture:

- Desk Chair (1)
- Desk with pedestal file (1)
- Visitor Chair (1)
- Exam Table?
- Filing cabinet – 4 drawer
- Wastebasket
- Recycling bin
- Fax machine
- Countertop with casework above and below

Preliminary Educational Technology:

- Projector and screen
- Clock on central system
- Phone with PA and callback
- Network access/wireless

4.H.4 SPACE NAME: NURSE'S SUITE: BATHROOM

Goals / Design Intent / Use of Space:

- Located within Nurse's Suite

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Toilet
- Sink
- Shower?

Critical Adjacencies:

- Within the Suite

Needs / Features:

- Double-Acting door
- Waste receptacles

Fixed Equipment:

- Nurse Call Button
- Hand dryer/paper towel dispenser
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispensers
- Seat cover dispensers
- Mirror
- Grab bars

Special Considerations, Systems, Finishes:

- Tile floors and walls
- Cleanable ceiling

Loose Furniture:

Preliminary Educational Technology:

SPACE NAME: NURSE'S SUITE: REST AREAS**Goals / Design Intent / Use of Space:**

- Rest Areas are provided for 15-30 minute treatments (G-tubes, catheters, migraines)

Capacity:

Students: 1

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Removed from Reception/Waiting area
- Able to be supervised from Nurse's Office

Needs / Features:

- Hard walls along back and sides of Rest Areas
- Cubicle/Privacy curtains along front of each Rest Area bay
- Outlets at each Rest Area bay

Fixed Equipment:

- Nurse Call Buttons at each Rest Area

Special Considerations, Systems, Finishes:

- Room-darkening ability in Rest Areas
- Built in wall storage

Loose Furniture:

- Cot (1 per Rest Area bay)

Preliminary Educational Technology:

4.H.5 SPACE NAME: NURSE'S SUITE: STORAGE

Goals / Design Intent / Use of Space:

- Locked dry storage for medications and supplies
- 7 years of record storage lockable

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Within Suite

Needs / Features:

- Space for magnifiers, nebulizers, splints to be easily accessible

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Secure

Loose Furniture:

- Metal Shelving

Preliminary Educational Technology:

4.1.4 SPACE NAME: PHYSICAL THERAPY ROOM

Goals / Design Intent / Use of Space:

- Space for students to receive PT during the school day

Capacity:

Students: 3 - 4

Staff: 1

Plumbing Fixtures:

- Sink with water fountain

Critical Adjacencies:

- VLUS & Tobin
- Playground
- Gyms
- OT/Speech Therapy Rooms

Needs / Features:

- Exercise ball storage
- Small running track around room?
- Padded walls

Fixed Equipment:

- Suspension system for swings, etc.
- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Floor mats (10' by 10')

Preliminary Educational Technology:

- Sound system for music
- Clock on central system
- Phone with PA and callback
- Network access/wireless

4.1.3 SPACE NAME: OCCUPATIONAL THERAPY ROOM

Goals / Design Intent / Use of Space:

- Space for students to receive OT during the school day

Capacity:

Students: 3-4

Staff: 1

Plumbing Fixtures:

- Sink and water fountain

Critical Adjacencies:

- VLUS & Tobin
- Playground
- Gyms
- Physical Therapy Rooms
- Gross Motor

Needs / Features:

- Ability to mount equipment from ceiling
- Equipment storage closet
- Natural light

Fixed Equipment:

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- Tables(2)
- Bench
- Shoe storage

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

4.1.1**SPACE NAME: PT OFFICE / OT OFFICE****Goals / Design Intent / Use of Space:**

- Shared office for Physical Therapists

Capacity:

Students:

Staff: 2

Plumbing Fixtures:**Critical Adjacencies:**

- OT/PT Rooms
- PT Storage
- Convenient to both schools

Needs / Features:**Fixed Equipment:**

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelves – 12 Linear Feet
- Filing cabinets – 4 drawer lateral
- Desk chairs (2)
- Desks with pedestal files (2)
- Visitor chairs (2)
- Wastebaskets
- Recycling Bins

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

4.1.2 SPACE NAME: PT STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Sink and counter top with associated cabinet space (for prep and fine motor utensil work)

Critical Adjacencies:

- Locate between or convenient to both movement rooms

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Secure

Loose Furniture:

- Storage (tall built in cabinets for larger equipment, drawer space for smaller items all lockable)

Preliminary Educational Technology:

4J.1 SPACE NAME: ENTRY LOBBY

Goals / Design Intent / Use of Space:

- Dedicated entry for Upper and Lower Schools
- Have a sense of arrival through the design

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Security
- Entry
- Main Offices per school

Needs / Features:

- Security
- Visibility

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Includes stroller / car seat storage area
- Acoustics
- Distinct entrances for each school to create an identity
- Internal wing entrances with identifying finishes for each school
- Distinguish what is general entry vs. school specific

Loose Furniture:

- Benches

Preliminary Educational Technology:

- Digital display (Green Touchscreen?)
- Door buzzer with outside intercom system

4.J.2 SPACE NAME: SECURITY / RECEPTION

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

Critical Adjacencies:

- Entry/Reception
- Main Offices
- Drop off / pick up

Needs / Features:

- Counter with window
- Buzzer to unlock entry door

Fixed Equipment:

- Office location has clear sight lines

Special Considerations, Systems, Finishes:

Loose Furniture:

- Bookshelf – 12 Linear Feet
- Filing Cabinet – 4 drawer lateral
- Office Chair
- Office Desk with Pedestal File
- Office Visitor Chair
- Wastebasket
- Recycling Bin

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

SPACE NAME: STAFF LOUNGE / LUNCH ROOM**Goals / Design Intent / Use of Space:**

- Place for staff to eat and relax

Capacity:

Students:

Staff: 12

Plumbing Fixtures:

- Sink

Critical Adjacencies:**Needs / Features:****Fixed Equipment:**

- Counter
- Tackboard
- Whiteboard
- Refrigerator
- Microwave

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Tables (3)
- Chairs (12)

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access/wireless

4J.4 SPACE NAME: STAFF BATHROOMS

Goals / Design Intent / Use of Space:

- Unisex toilets for Main Office staff and visitors
- Typical of adult unisex toilets throughout the school

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Toilet
- Sink

Critical Adjacencies:

- Reception

Needs / Features:

- Accessible

Fixed Equipment:

- Hand dryer
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispenser
- Seat cover dispenser
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Tile floor and walls
- Cleanable ceiling finish
- Baby changing station

Loose Furniture:

Preliminary Educational Technology:

SPACE NAME: BUILDING AND GROUNDS: OFFICE LUNCHROOM**Goals / Design Intent / Use of Space:**

- Place for B&G administration
- Meeting & lunchroom

Capacity:

Students:

Staff: 7

Plumbing Fixtures:

- Sink

Critical Adjacencies:

- Loading Dock
- Receiving

Needs / Features:

- Door buzzer for loading dock
- Window to loading dock

Fixed Equipment:

- Microwave
- Mini Refrigerator

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelf – 12 Linear Feet
- Filing Cabinet – 4 drawer lateral
- Office Chair
- Office Desk with Pedestal File
- Office Visitor Chair
- Wastebasket
- Recycling bin
- Table and 6 chairs

Preliminary Educational Technology:

- Clock on Central System
- Phone with PA and Callback
- Network Access/Wireless

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:

- Hand Sink
- Mop Sink

Critical Adjacencies:

- Building and Grounds Offices
- Receiving / General Supply
- Loading Dock
- Supply Storage

Needs / Features:

- Storage

Fixed Equipment:

- Shelving

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Mobile Work tables
- Base cabinet storage with countertop.

Preliminary Educational Technology:

4.K.3**SPACE NAME: BUILDING & GROUNDS: TOILET / SHOWER / LOCKER****Goals / Design Intent / Use of Space:**

- Staff changing room

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Toilet
- Sink
- Shower

Critical Adjacencies:

- Office/Lunchroom

Needs / Features:

- Hooks for towels

Fixed Equipment:

- Hand dryer/paper towel dispenser
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispensers
- Seat cover dispensers
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Tile floors and walls
- Cleanable ceiling finish

Loose Furniture:

- Changing Bench

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff: 1

Plumbing Fixtures:

- Hand Sink

Critical Adjacencies:

- Custodian's workshop
- Receiving / Supply Storage
- Building and Grounds offices
- Loading Dock

Needs / Features:

- Floor space for wet vacs, strippers, KaiVac
- Additional space for attic stock (flooring, ceiling tiles, paint)
- Secure

Fixed Equipment:

- (12) Lockers

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Shelving for dry storage (i.e. paper, cleaning materials)

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff: 1

Plumbing Fixtures:

- Hand sink
- Mop sink

Critical Adjacencies:

- Loading dock
- Kitchen
- Custodian Workshop

Needs / Features:

- Accessibility for large deliveries

Fixed Equipment:

- Metal Shelving

Special Considerations, Systems, Finishes:**Loose Furniture:****Preliminary Educational Technology:**

- Clock on central system
- Phone with PA and callback

4.K.6

SPACE NAME: BUILDING & GROUNDS: RECYCLING ROOM / TRASH

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Utility Sink

Critical Adjacencies:

- Loading Dock
- Custodian's Workshop
- Supply Storage / Receiving

Needs / Features:

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Washable floors and walls

Loose Furniture:

- Toters

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff: 1

Plumbing Fixtures:

- Hand sink
- Mop sink

Critical Adjacencies:

- Loading dock
- Kitchen
- Custodian Workshop

Needs / Features:

- Accessibility for large deliveries

Fixed Equipment:

- Metal Shelving

Special Considerations, Systems, Finishes:**Loose Furniture:****Preliminary Educational Technology:**

4.K.8

SPACE NAME: BUILDING & GROUNDS: SUPPLY STORAGE

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Loading dock
- Custodian Workshop
- Receiving

Needs / Features:

- Secure
- Accessibility
- Countertop with storage

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Metal Shelving

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:

- Hand sink

Critical Adjacencies:

- Office/Lunchroom
- Receiving/Supply Storage
- Food Service
- District Storage
- District Science

Needs / Features:

- Direct access to food service
- Accessibility
- Visibility to receiving office

Fixed Equipment:**Special Considerations, Systems, Finishes:****Loose Furniture:****Preliminary Educational Technology:**

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- Loading dock
- Building and Ground's Offices
- Receiving
- Supply Storage

Needs / Features:

- Large enough to accommodate snow blowers, gas, etc.

Fixed Equipment:**Special Considerations, Systems, Finishes:**

- Minimize slopes on site that create issues with flooding, snow removal

Loose Furniture:**Preliminary Educational Technology:**

4.K.11

SPACE NAME: BUILDING & GROUNDS: JANITOR'S CLOSETS

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

- Mop Sink

Critical Adjacencies:

- Building and Ground's offices
- Custodian Workshop
- Service Elevator

Needs / Features:

- Should be large enough to house paper, bottles, cleaning cartridges, plunger, mop/bucket (2x3 cart)

Fixed Equipment:

Special Considerations, Systems, Finishes:

- Washable walls and floors

Loose Furniture:

- Small shelving unit

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Loading dock
- Custodian Workshop
- Receiving
- Building and Ground's offices

Needs / Features:

- Secure
- Accessibility
- Countertop with storage

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:

- Metal Shelving

Preliminary Educational Technology:

4.K.13

SPACE NAME: BUILDING & GROUNDS: NETWORK / TELECOM ROOM

Goals / Design Intent / Use of Space:

- Racks for IT infrastructure

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- IT office

Needs / Features:

- Temperature control
- Secure

Fixed Equipment:

- Telecomm Racks

Special Considerations, Systems, Finishes:

Loose Furniture:

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff:

Plumbing Fixtures:

Critical Adjacencies:

- Building & Ground's Offices
- Custodian Workshop
- Loading Dock
- Receiving

Needs / Features:

- Secure
- Accessibility

Fixed Equipment:

- Metal Shelving

Special Considerations, Systems, Finishes:

Loose Furniture:

Preliminary Educational Technology:

3.5 Citywide Programs

The Tobin / Vassal Lane site currently houses a central storage and nascent shop facility that serves all of the schools in the District. This program will be retained and its facilities will be better structured in the renewed school. Several other programs serving other schools will also be housed in this school. These include: the District Science Department, which provisions science labs in the lower and upper schools across CPS, and the Districtwide Office of Student Services, which provides administrative space for programs serving children across CPS.

Each of these programs will be situated to provide for ease of access by the public and service vehicles, as appropriate, without impacting the operations of the three schools on site.

5.A.1**SPACE NAME: DISTRICT STORAGE & SHOP: DISTRICT WIDE STORAGE****Goals / Design Intent / Use of Space:**

- Storage of a variety of materials

Capacity:

Students:

Staff: Varies

Plumbing Fixtures:**Critical Adjacencies:**

- District Wide Work Shops
- District Wide Offices

Needs / Features:

- Secure
- Accessibility

Fixed Equipment:

- Metal Shelving

Special Considerations, Systems, Finishes:

- Exhaust

Loose Furniture:**Preliminary Educational Technology:**

Goals / Design Intent / Use of Space:

- HVAC, Plumbing, Electrical, Painting, Custodial

Capacity:

Students:

Staff: 5

Plumbing Fixtures:

- Hand sink
- Utility sink

Critical Adjacencies:

- District Wide Storage
- District Wide Offices
- District Work Shop

Needs / Features:**Fixed Equipment:**

- Countertops
- Tackboard
- Whiteboard
- Metal Shelving
- Peg Board

Special Considerations, Systems, Finishes:

- Dust collection, exhaust as appropriate

Loose Furniture:

- Worktables
- Chairs (5)
- Tool Chests

Preliminary Educational Technology:

SPACE NAME: DISTRICT STORAGE & SHOP: WORK SHOP**Goals / Design Intent / Use of Space:**

- Carpentry

Capacity:

Students:

Staff: Varies

Plumbing Fixtures:

- Hand sink
- Utility sink

Critical Adjacencies:

- District Wide Storage
- District Wide Offices
- District Work Shop

Needs / Features:**Fixed Equipment:**

- Countertop
- Metal Shelving
- Whiteboard
- Peg board
- Carpentry tools (TBD)

Special Considerations, Systems, Finishes:

- Special exhaust
- Electrical for carpentry tools

Loose Furniture:

- Worktables
- Chairs (5)
- Tool chests
- Lumber storage

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff: 15

Plumbing Fixtures:

- Sink
- Dishwasher

Critical Adjacencies:

- District Wide Storage
- District Work Shops

Needs / Features:**Fixed Equipment:**

- Countertops
- Refrigerator
- Microwave
- Lockers (15)

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Large Table
- Chairs (15)

Preliminary Educational Technology:

5.A.4**SPACE NAME: DISTRICT STORAGE & SHOP: TOILET / SHOWER****Goals / Design Intent / Use of Space:**

- Typical of adult unisex toilets throughout the school

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Toilet
- Sink
- Shower

Critical Adjacencies:

- District Wide Offices
- District Work Shop

Needs / Features:

- Accessible

Fixed Equipment:

- Hand dryer
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispenser
- Seat cover dispenser
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Tile floors and walls
- Cleanable ceiling finish
- Baby changing station

Loose Furniture:

- Bench

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff: 1

Plumbing Fixtures:**Critical Adjacencies:**

- Shared Office
- Restroom
- Small Conference room
- Workroom & Storage
- Loading Dock

Needs / Features:**Fixed Equipment:**

- Computer
- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelves
- Filing cabinet – 4 drawer
- Desk chair
- Desk with pedestal file
- Visitor Chair

Preliminary Educational Technology:

- Phone with PA and callback
- Network access

SPACE NAME: DISTRICT SCIENCE DEPARTMENT: SHARED - OFFICE**Goals / Design Intent / Use of Space:**

- Space for managers, (3) coaches

Capacity:

Students:

Staff: 5

Plumbing Fixtures:**Critical Adjacencies:**

- Director's office
- Restroom
- Small Conference Room
- Workroom and storage

Needs / Features:**Fixed Equipment:**

- Laminator
- Copier
- Computers
- Whiteboard
- Tackboards
- Shredder
- Fish Tank?

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Bookshelves
- Desk chair (4)
- Desk with pedestal file (4)
- Visitor Chair (2)

Preliminary Educational Technology:

- Phone with PA and callback
- Network access

SPACE NAME: DISTRICT SCIENCE DEPARTMENT: SMALL CONFERENCE ROOM**Goals / Design Intent / Use of Space:**

- Meeting space for science department and kitchenette

Capacity:

Students:

Staff: 10

Plumbing Fixtures:**Critical Adjacencies:**

- Director's office
- Restroom
- Shared Office
- Workroom and storage

Needs / Features:

- Countertop and storage for kitchenette

Fixed Equipment:

- Refrigerator w/ freezer
- Toaster Oven
- Coffee Machine
- Counter sink

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Conference table
- Chairs (10)
- Wastebasket
- Recycling bin
- Task lighting

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access

5.B.4 SPACE NAME: DISTRICT SCIENCE DEPARTMENT: RESTROOM

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Toilet
- Sink

Critical Adjacencies:

- Director's office
- Shared Office
- Small Conference Room

Needs / Features:

Fixed Equipment:

- Hand dryer
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispenser
- Seat cover dispenser
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Tile floor and walls
- Cleanable ceiling finish
- Baby changing station

Loose Furniture:

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:

- Receiving and storing materials, preparing for materials to be dispersed to teachers, book storage

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Utility sink

Critical Adjacencies:**Needs / Features:**

- Chemical storage area
- Space to prepare material packages to be sent to teachers

Fixed Equipment:

- Storage Shelving
- Countertops

Special Considerations, Systems, Finishes:**Loose Furniture:****Preliminary Educational Technology:**

- Phone with PA and callback
- Network access

5.D.1 SPACE NAME: DISTRICT OSS OFFICES: OFFICES

Goals / Design Intent / Use of Space:

- ASD Specialist, Lead Teacher, Related Services

Capacity:

Students:

Staff: 2

Plumbing Fixtures:

Critical Adjacencies:

- OSS offices
- OSS workroom
- OSS storage and records

Needs / Features:

Fixed Equipment:

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

Loose Furniture:

- (2) Bookshelves – 12 linear ft
- (2) Filing cabinets – 4 drawer lateral
- (2) Office chairs
- (2) Office desks with pedestal files
- (4) Visitor chairs
- (2) Wastebaskets
- (2) Recycling Bins
- Small Meeting table with (4) chairs

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access / wireless

SPACE NAME: DISTRICT OSS OFFICES: LARGE SHARED OFFICE**Goals / Design Intent / Use of Space:**

- Behavior Specialists - ASD

Capacity:

Students:

Staff: 4

Plumbing Fixtures:**Critical Adjacencies:**

- OSS offices
- OSS workroom
- OSS storage and records

Needs / Features:**Fixed Equipment:**

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- (4) Bookshelves – 12 linear ft
- (4) Filing cabinets – 4 drawer lateral
- (4) Office chairs
- (4) Office desks with pedestal files
- (8) Visitor chairs
- (4) Wastebaskets
- (4) Recycling bins
- Small Meeting table with (8) chairs

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access / wireless

SPACE NAME: DISTRICT OSS OFFICES: MEDIUM SHARED OFFICE**Goals / Design Intent / Use of Space:**

- 2-3 Psychologists

Capacity:

Students:

Staff: 3

Plumbing Fixtures:**Critical Adjacencies:**

- OSS offices
- OSS workroom
- OSS storage and records

Needs / Features:**Fixed Equipment:**

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- (3) Bookshelves – 12 linear ft
- (3) Filing cabinets – 4 drawer lateral
- (3) Office chairs
- (3) Office desks with pedestal files
- (6) Visitor chairs
- (3) Wastebaskets
- (3) Recycling bins
- Small Meeting table with (6) chairs

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access / wireless

SPACE NAME: DISTRICT OSS OFFICES: SMALL CONFERENCE ROOM**Goals / Design Intent / Use of Space:**

- OSS and ASD to share?

Capacity:

Students:

Staff: 10

Plumbing Fixtures:**Critical Adjacencies:**

- OSS offices
- OSS workroom
- OSS storage and records

Needs / Features:**Fixed Equipment:**

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Large Conference room table
- Chairs (10)
- Credenza

Preliminary Educational Technology:

- Clock on central system
- Phone with PA and callback
- Network access / wireless
- Projector and screen

5.D.5 SPACE NAME: DISTRICT OSS OFFICES: WORKROOM

Goals / Design Intent / Use of Space:

- Workroom for staff / faculty

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

Critical Adjacencies:

- OSS offices
- OSS conference room
- OSS storage and records

Needs / Features:

- Work counters
- Lockable supply storage

Fixed Equipment:

- Printer / Copier
- Laminator
- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:

- Secure
- Outlets for devices

Loose Furniture:

- Large Project table

Preliminary Educational Technology:

- Clock on central system
- Phone with Pa and callback
- Network access / wireless

SPACE NAME: DISTRICT OSS OFFICES: STORAGE AND RECORDS**Goals / Design Intent / Use of Space:**

- Shared between OSS Offices and conference room

Capacity:

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- OSS offices
- OSS workroom
- OSS storage and records

Needs / Features:

- Secure
- Accessible

Fixed Equipment:

- Metal Shelving

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Lockable Storage cabinets?

Preliminary Educational Technology:

5.D.7 SPACE NAME: DISTRICT OSS OFFICES: RESTROOM

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff: 1

Plumbing Fixtures:

- Toilet
- Sink

Critical Adjacencies:

- OSS offices
- OSS conference room
- OSS storage and records

Needs / Features:

- Accessible

Fixed Equipment:

- Hand dryer
- Toilet paper dispenser
- Soap dispenser
- Sanitary dispenser
- Seat cover dispenser
- Mirror
- Grab bars
- Waste receptacles

Special Considerations, Systems, Finishes:

- Baby changing station

Loose Furniture:

Preliminary Educational Technology:

Goals / Design Intent / Use of Space:**Capacity:**

Students:

Staff:

Plumbing Fixtures:**Critical Adjacencies:**

- OSS offices
- OSS conference room
- OSS storage and records

Needs / Features:

- Acoustics
- Natural light

Fixed Equipment:

- Whiteboard
- Tackboard

Special Considerations, Systems, Finishes:**Loose Furniture:**

- Student desks
- Chairs
- Teacher Desk
- Teacher Chair

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback

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