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 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.
**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.

---

**Diagram:**

- **7TH GRADE**
  - LIFE SKILLS
  - COACHES
  - OT/PT

- **6TH GRADE**
  - MATH INTER.
  - SLP
  - COUNSEL.

- **8TH GRADE**
  - MATH INTER.
  - SLP
  - COUNSEL.

- **LEARNING COMMONS**
  - MULTI-MEDIA
  - TWEEN & TEEN MAKER SPACE

- **ART**
  - ART
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.
### NUMBER OF SPACES, CAPACITY AND SIZE

<table>
<thead>
<tr>
<th>SPACE DESCRIPTION</th>
<th>SPACES</th>
<th>STUDENTS</th>
<th>NET SQUARE FEET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>total</td>
<td>total</td>
<td>sq. ft per</td>
</tr>
<tr>
<td></td>
<td>spaces</td>
<td>staff</td>
<td>student (staff)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 1 LOWER SCHOOL

**A Lower School (LS) Classroom Space**

<table>
<thead>
<tr>
<th>1. Special Start</th>
<th>3</th>
<th>11</th>
<th>15</th>
<th>45</th>
<th>60</th>
<th>900</th>
<th>2,700</th>
<th>sink &amp; bubbler in classroom, includes storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a  Bathrooms</td>
<td></td>
<td></td>
<td>66</td>
<td></td>
<td></td>
<td></td>
<td>195</td>
<td></td>
</tr>
<tr>
<td>2. Children's House (3,4,5 yrs./JK/K.)</td>
<td>5</td>
<td>10</td>
<td>24</td>
<td>120</td>
<td>58</td>
<td>1,400</td>
<td>7,000</td>
<td>sink &amp; bubbler in classroom, includes storage</td>
</tr>
<tr>
<td>2a  Bathrooms</td>
<td></td>
<td></td>
<td>66</td>
<td>325</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2a  Teacher Resource</td>
<td>5</td>
<td>1</td>
<td>100</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
<td>Staff# = CH hourly aide</td>
</tr>
<tr>
<td>3. Lower Elementary (6, 7 &amp; 8 yrs., Gr. 1-3)</td>
<td>5</td>
<td>10</td>
<td>24</td>
<td>120</td>
<td>58</td>
<td>1,400</td>
<td>7,000</td>
<td>sink &amp; bubbler in classroom, includes storage</td>
</tr>
<tr>
<td>3a  Bathrooms</td>
<td></td>
<td></td>
<td>66</td>
<td>325</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3a  Teacher Resource</td>
<td>5</td>
<td>1</td>
<td>100</td>
<td>500</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Upper Elementary (4th &amp; 5th gr.)</td>
<td>4</td>
<td>10</td>
<td>24</td>
<td>96</td>
<td>58</td>
<td>1,400</td>
<td>5,600</td>
<td>sink &amp; bubbler in classroom, includes storage</td>
</tr>
<tr>
<td>5. Neighborhood Breakout Space</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>58</td>
<td>325</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5a  Kitchenette for CH</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>40</td>
<td>240</td>
<td>720</td>
<td></td>
</tr>
<tr>
<td>5b  Teacher Workroom</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Children's House: Cub's Corner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7a  Activity Room</td>
<td>0</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000</td>
<td>Utilize Community School Spaces</td>
</tr>
<tr>
<td>7b  Nap/Lunch Room</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000</td>
<td>Utilize Community School Spaces</td>
</tr>
<tr>
<td>7c  Bathroom with Stalls</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>40</td>
<td>325</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. ASD Self-Contained Classroom</td>
<td>5</td>
<td>16</td>
<td>8</td>
<td>40</td>
<td>90</td>
<td>720</td>
<td>3,600</td>
<td>1 w/Children's House; 2 w/Lower Ele; 2 w/Upper Elem.</td>
</tr>
<tr>
<td>8a  Bathrooms</td>
<td>5</td>
<td></td>
<td>65</td>
<td>325</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8b  Relaxation Space</td>
<td>3</td>
<td></td>
<td></td>
<td>70</td>
<td>210</td>
<td>1,000</td>
<td></td>
<td>1 per neighborhood</td>
</tr>
<tr>
<td>9. Cubbies</td>
<td>1</td>
<td></td>
<td>421</td>
<td>421</td>
<td>421</td>
<td></td>
<td>30,851</td>
<td>In corridors for all groups</td>
</tr>
</tbody>
</table>

#### 1A Lower School Classroom:

| 65 | 63 | 421 | 30,851 |

### B Student & Instructional Support

<table>
<thead>
<tr>
<th>1. Psychologist</th>
<th>2</th>
<th>2</th>
<th>200</th>
<th>400</th>
<th>1 for Tobin &amp; 1 for Special Start &amp; ASD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a  Special Start Conf</td>
<td>1</td>
<td></td>
<td>25</td>
<td>120</td>
<td>120 Meetings for 10 people or testing</td>
</tr>
<tr>
<td>1b  Testing Room</td>
<td>1</td>
<td>3</td>
<td>120</td>
<td>40</td>
<td>240 Classroom for up to 6 kids</td>
</tr>
<tr>
<td>2. Special Education Office/Learning Center</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>40</td>
<td>240 720 Classroom for up to 6 kids</td>
</tr>
<tr>
<td>3. Adjustment Counselor</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>140 140</td>
</tr>
<tr>
<td>3a  Counselor Storage</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>50 50</td>
</tr>
<tr>
<td>SPACE DESCRIPTION</td>
<td>NUMBER OF SPACES, CAPACITY AND SIZE</td>
<td>NOTES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------</td>
<td>-------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPACES</td>
<td>STUDENTS</td>
<td>NET SQUARE FEET</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>total spaces</td>
<td>total staff</td>
<td>each room</td>
<td>total students</td>
<td>sq. ft per student (staff)</td>
</tr>
<tr>
<td>3b. Reflection Room</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Speech/Language Pathologist</td>
<td>3</td>
<td>3</td>
<td></td>
<td>200</td>
<td>600</td>
</tr>
<tr>
<td>5. Coaching Office</td>
<td>1</td>
<td>3</td>
<td></td>
<td>80</td>
<td>240</td>
</tr>
<tr>
<td>5a. Conference Room</td>
<td>1</td>
<td></td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>5b. Storage/Records</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Math Resource Room</td>
<td>1</td>
<td></td>
<td>25</td>
<td>250</td>
<td>1,250</td>
</tr>
<tr>
<td>6a. Math Interventionist</td>
<td>1</td>
<td>1</td>
<td></td>
<td>50</td>
<td>120</td>
</tr>
<tr>
<td>7. Literacy Resource Room</td>
<td>1</td>
<td>1</td>
<td></td>
<td>50</td>
<td>500</td>
</tr>
<tr>
<td>7a. Early Literacy Intervention Room K-2</td>
<td>1</td>
<td>1</td>
<td></td>
<td>40</td>
<td>320</td>
</tr>
<tr>
<td>8. ESL Intervention</td>
<td>1</td>
<td>1</td>
<td></td>
<td>40</td>
<td></td>
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</tbody>
</table>

**1B Lower School Instructional Support:**

<table>
<thead>
<tr>
<th>SPACES</th>
<th>STUDENTS</th>
<th>NET SQUARE FEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>16</td>
<td>5,500</td>
</tr>
</tbody>
</table>

**C Lower School Administration**

<table>
<thead>
<tr>
<th>SPACES</th>
<th>STUDENTS</th>
<th>NET SQUARE FEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>6</td>
<td>2,430</td>
</tr>
</tbody>
</table>

**1C Lower School Administrative:**

<table>
<thead>
<tr>
<th>SPACES</th>
<th>STUDENTS</th>
<th>NET SQUARE FEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>6</td>
<td>2,430</td>
</tr>
</tbody>
</table>
### SPACE DESCRIPTION NOTES

**TOTAL**

**STAFF**

**each room**

**TOTAL STUDENTS**

**sq. ft per student**

**NET SQUARE FEET**

**square feet sub-total**

### NUMBER OF SPACES, CAPACITY AND SIZE

<table>
<thead>
<tr>
<th>SPACES</th>
<th>STUDENTS</th>
<th>NET SQUARE FEET</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>total spaces</td>
<td>total staff</td>
<td>each room</td>
<td>total students</td>
</tr>
</tbody>
</table>

## 2 UPPer SCHOOL

### A Upper School (US) Core Academic Space

<table>
<thead>
<tr>
<th>1</th>
<th>Grade Level Neighborhoods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Math</td>
</tr>
<tr>
<td>1b</td>
<td>Science</td>
</tr>
<tr>
<td>1c</td>
<td>Science Prep Room</td>
</tr>
<tr>
<td>1d</td>
<td>ELA &amp; Social Studies</td>
</tr>
<tr>
<td>1e</td>
<td>Gen. Classroom (Math/Sci &amp; ELA/SS)</td>
</tr>
<tr>
<td>1f</td>
<td>Small Group Room/OSS Office</td>
</tr>
<tr>
<td>1f</td>
<td>LBLD Classroom</td>
</tr>
<tr>
<td>1g</td>
<td>ASD Self-Contained Classroom</td>
</tr>
<tr>
<td>1h</td>
<td>LG ASD Self-Contained Classroom</td>
</tr>
<tr>
<td>1i</td>
<td>Life-Skills Classroom</td>
</tr>
<tr>
<td>1j</td>
<td>Relaxation Space</td>
</tr>
<tr>
<td>2</td>
<td>Teacher Workroom</td>
</tr>
<tr>
<td>3</td>
<td>SEI Neighborhood (integrate above)</td>
</tr>
<tr>
<td>3a</td>
<td>SEI Classroom</td>
</tr>
<tr>
<td>3b</td>
<td>SEI Science Lab</td>
</tr>
<tr>
<td>3c</td>
<td>SEI Science Prep Room</td>
</tr>
<tr>
<td>4</td>
<td>Extended Learning Space</td>
</tr>
<tr>
<td>5</td>
<td>Lockers</td>
</tr>
</tbody>
</table>

### B Student & Instructional Support

<p>| 1 | Psychologist | 2 | 2 | 200 | 400 | In suite with Counselor |
| 2 | Social Workers &amp; ASD Behavior Specialist | 3 | 3 | 160 | 480 | Part of OSS - verify if full time vs part time; confirm # |
| 3 | Speech/Language Pathologist | 2 | 2 | 160 | 320 | One additional space for growth + ASD |
| 4 | Counselor | 3 | 3 | 160 | 480 | 2 Guidance &amp; 1 Student Support - under VL (not OSS) |</p>
<table>
<thead>
<tr>
<th>SPACE DESCRIPTION</th>
<th>NUMBER OF SPACES, CAPACITY AND SIZE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPACES</td>
<td>STUDENTS</td>
</tr>
<tr>
<td></td>
<td>total spaces</td>
<td>total staff</td>
</tr>
<tr>
<td>4a. Counseling: Student Break Space</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4b. Waiting: Counseling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4c. Storage: Counseling</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5. Math/Literacy Coaches</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>6. Math Interventionalist</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>7. Literacy Interventionalist</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>8. Math/Literacy Bookroom</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>9. Conference Room</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2B Upper School Instructional Support:</td>
<td>21</td>
<td>15</td>
</tr>
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</table>

2C Upper School Administrative: | 15 | 5 | 2,330 |

3 HUMAN SERVICES

A PreSchool

<table>
<thead>
<tr>
<th>NUMBER OF SPACES, CAPACITY AND SIZE</th>
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| 3A Human Services Preschool:       | 34      | 25       | 80     | 9,235 |

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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
## C Human Services Administration (After School and Community School Programs)

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<td>1b</td>
<td>Small Conf Room</td>
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### Notes:
- **Shared two people**
- **Cot area; storage for meds (refridg too) + bathroom**
- **Copier**
- **Four Refrigerators; dishwasher**
- **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

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### Notes:
- **Library Media Specialist: 1 per VL & 1 per TM + 1 TM**
- **Library hourly Aide**
- **Tobin Tech Specialist Tchr; Office could be shared w/ VL Tech Specialist Tchr if they get one in future**
- **Shared Building Data Specialist (moved from VL Admin)**
- **should be adjacent to Art; 1 per school**
- **Tobin Montessori Vassal Lane Upper Schools Educational Program**
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B Professional Development & MPR: 4 2,440

C Gym/Health Center

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<td>4. P.E. Office</td>
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4C Gym/Health Center: 13 6 19,920

D Dining

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<td>2b Dry Storage</td>
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### SPACE DESCRIPTION NOTES

**Total Spaces, Capacity and Size**

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#### FOOTNOTES

2d Refrigerator

2e Freezer

2f Recycling

2g Office

2h Breakroom

2i Bathroom

2j Changing/Locker Room

3. Servery

4. Food Lab

5. Storage Chairs/Tables/Equip.

**4D Dining**

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#### Educational Program

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#### Visual Arts & Language Arts

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**G Performing Arts**

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**4th room added 6/11**

- 8 staff teaching in 6 performing arts rooms

- Sized for 70 seats

- Shared with GM and Band/Orchestra room
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<td>2. Reception/Waiting</td>
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<td>4. Bathroom</td>
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<td>5. Storage</td>
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<td></td>
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<tr>
<td>I Occupational &amp; Physical Therapy</td>
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<td>J Other</td>
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<tr>
<td>K Building &amp; Grounds</td>
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<td>1. Office, Lunchroom</td>
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<td>3. Toilet / Shower / Lockers</td>
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<td>4. General Storage</td>
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<td>5. Supply Storage / Receiving</td>
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<td>7. Receiving/General Supply</td>
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<tr>
<td>9. Loading Dock</td>
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<td>10. Outdoor Storage</td>
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<td>11. Janiters Closet</td>
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<td>12. Distributed Storage</td>
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<td>13. Network/Telecom Room</td>
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<td>13a. Telecomm Rooms (distributed)</td>
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<tr>
<td>14. Storage: Chair/Table/Equipment</td>
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<td><strong>4K Buildings &amp; Grounds:</strong></td>
<td>26</td>
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5  DISTRICT-WIDE RESOURCES

**A District Storage & Shop**

1. District Wide Storage: 1
   - Total: 4,500
   - Sub-total: 4,500

2. Work Shop: 5
   - Total: 1,000
   - Sub-total: 2,000
   - 1 HVAC; 1 plumbing; 1 electric; 1 painting; 1 custodial

2a. Work Shop: 1
   - Total: 2,000
   - Sub-total: 2,000
   - 1 Carpentry;

3. Office, Lunchroom, lockers: 1
   - Total: 150
   - Sub-total: 180
   - Proximity to loading dock; Need approximately 10 parking spaces

4. Toilet / Shower: 1
   - Total: 100
   - Sub-total: 100

**5A District wide Storage & Shop spaces:** 9 15 11,780

**B District Science Department**

1. Director Office: 1
   - Total: 120
   - Sub-total: 120

2. Shared-office: 1
   - Total: 200
   - Sub-total: 200

3. Small Conference Room: 1
   - Total: 200
   - Sub-total: 200
   - For 8-10 people + kitchenette

4. Restroom: 1
   - Total: 65
   - Sub-total: 65

5. Workroom + Storage: 1
   - Total: 2,000
   - Sub-total: 2,000
   - This is space where visitors/vendors enter

**5B District Science spaces:** 5 5 2,585

**C District Food Service**
## SPACE DESCRIPTION NOTES

<table>
<thead>
<tr>
<th>SPACE DESCRIPTION</th>
<th>SPACES</th>
<th>STUDENTS</th>
<th>NET SQUARE FEET</th>
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<td>3. Cooler</td>
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### 5C District Food Service spaces

- -

### D District OSS Offices

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<tr>
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<td>7. Restroom</td>
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<td>8. Testing Rooms</td>
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### 5D District OSS spaces:

|                        | 12      | 13      | 1,930          |

### E District Gymnastics Program

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<tr>
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<td>1. Storage</td>
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### 5E District Gymnastics Program

|                        | 1       |          | 450             |
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.
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

Loose Furniture Continued:
- Teacher wardrobe
- Interactive board

Capacity:
- Students: 24
- Staff: 2

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

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

Fixed Equipment:
- Chalkboard
- Whiteboard
- Tackboard
- Minifridge
- Microwave

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

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

Preliminary Educational Technology:
- Projector and screen
- Phone with PA and callback
- Network access/wireless
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
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 “El” pedagogy
- Individual and small group work
- All class meetings

Capacity:
Students: 24
Staff: 2

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

Fixed Equipment:
- Whiteboard
- Tackboard
- Printer
- Minifridge
- Microwave

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

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)

Preliminary Educational Technology:
- Projector and screen
- Phone with PA and callback
- Network access/wireless
- In closet laptop storage / plug in
SPACE NAME: UPPER ELEMENTARY CLASSROOM

Goals / Design Intent / Use of Space:
- Multi-age classrooms
- Self-directed learning associated with the Montessori Upper “El” pedagogy

Capacity:
- Students: 24
- Staff: 3

Plumbing Fixtures:
- Sink with water fountain

Critical Adjacencies:
- Extended learning space
- Other Upper El 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
SPACE NAME: EXTENDED LEARNING SPACE

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

Critical Adjacencies:
- Within CH, LE and UE neighborhoods

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

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

Needs / Features:
- Teacher wardrobe
- Storage Closet

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
**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:**
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:
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
**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

**Capacity:**
- Students: 1
- Staff: 5

**Loose Furniture Continued:**
- Table with chairs (4)
- Small (pre-school) testing conference table with chairs (4)
- Wastebasket
- Recycling bin

**Plumbing Fixtures:**

**Fixed Equipment:**

**Critical Adjacencies:**
- Main Office
- Workroom with copier/printer
- Counselors
- Large/IEP Conference Room

**Needs / Features:**
- Lockable closet for testing materials
- Space for an intern

**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

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<tr>
<th>Capacity:</th>
<th>Plumbing Fixtures:</th>
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<tbody>
<tr>
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<tr>
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<th>Preliminary Educational Technology:</th>
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<td>Phone with PA and callback</td>
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**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
SPACE NAME: COUNSELOR STORAGE

Goals / Design Intent / Use of Space:

Capacity:  
Students:  
Staff:

Plumbing Fixtures:

Needs / Features:  
• Secure room

Critical Adjacencies:  
• Counselor’s office suite  
• Reflection 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
**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

**Capacity:**
- Students: 2 - 6
- Staff: 1

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

**Fixed Equipment:**
- Chalkboard
- Whiteboard

**Loose Furniture Continued:**
- Small rug for children to sit on floor
- Wastebasket
- Recycling bin
- Small trampoline for CH and LE

**Plumbing Fixtures:**
- Sink with Drinking Fountain

**Needs / Features:**
- Closet for games & supplies

**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

Critical Adjacencies:
- Children’s House
- Coaches
- Speech/Language
- Student Restroom

Fixed Equipment:
- Whiteboard
- Chalkboard

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

Needs / Features:
- Closet for games & supplies

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’)

Plumbing Fixtures:
- Sink with bubbler desirable

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

**Capacity:**
- Students: 1-4
- Staff: 1

**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

**Critical Adjacencies:**
- Centrally located as it serves all students
- Other therapists including OT

**Fixed Equipment:**
- Whiteboard

**Needs / Features:**
- Storage cabinet

**Plumbing Fixtures:**
- Sink with Bubbler

**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)

**Special Considerations, Systems, Finishes:**

**Preliminary Educational Technology:**
- Projector and screen
- Phone with PA and callback
- Network access/wireless
**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

**Critical Adjacencies:**
- Centrally located as it serves all students

**Fixed Equipment:**
- Whiteboard
- Microwave
- Mini-fridge
- Printer

**Loose Furniture Continued:**
- Chairs (10) (or use separate conf room?)
- Side chairs (3)
- Small Table
- Wastebasket
- Recycling bin

**Plumbing Fixtures:**
- Counter sink

**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)

**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
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:
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

**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
**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
SPACE NAME: CLERK

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

Critical Adjacencies:
- Main Office
- Principal’s office
- Records
- Workroom & Copier

Fixed Equipment:
- Tackboard
- Printer/Copier
- Fax Machine

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

Loose Furniture Continued:
- Recycling Bin

Plumbing Fixtures:

Needs / Features:

Special Considerations, Systems, Finishes:
- Visual to office entry

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

Fixed Equipment:

Special Considerations, Systems, Finishes:

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

Preliminary Educational Technology:
- Phone with PA and Callback
- Computer Workstation
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
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

<table>
<thead>
<tr>
<th>Capacity:</th>
<th>Plumbing Fixtures:</th>
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<tbody>
<tr>
<td>Students: 1-2</td>
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<tr>
<td>Staff: 20</td>
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<thead>
<tr>
<th>Critical Adjacencies:</th>
<th>Needs / Features:</th>
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**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
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:
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

Critical Adjacencies:
- Main Office

Fixed Equipment:

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

Plumbing Fixtures:

Needs / Features:

Special Considerations, Systems, Finishes:

Preliminary Educational Technology:
- Phone with PA and Callback
- Network access/wireless
SPACE NAME: PRINCIPALS 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)

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
**Goals / Design Intent / Use of Space:**
- Administrative activities, small meetings with students and family, testing

**Capacity:**
- Students: 
- Staff: 1

**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

**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:**

**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
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
**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:

**Critical Adjacencies:**
- Student Support offices

**Fixed Equipment:**

**Needs / Features:**

**Loose Furniture:**
- Child size table with two to four chairs
- Shelving for books and games
- Rug

**Plumbing Fixtures:**

**Special Considerations, Systems, Finishes:**

**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

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

Fixed Equipment:
- Whiteboard

Needs / Features:

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

FAMILY LIAISON
- Desk with pedestal file
- Visitor chair
- Small conference table with chairs (4)
SPACE NAME: FAMILY LIAISON STORAGE

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:
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
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.
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

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

Plumbing Fixtures:
- Sink with water fountain
SPACE NAME: SCIENCE CLASSROOMS

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

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

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

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?

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

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

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

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: SCIENCE PREP ROOM

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
**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)

**Capacity:**
- **Students:** 15

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

**Loose Furniture Continued:**
- Teacher wardrobe

**Critical Adjacencies:**
- Within the Grade Level Neighborhoods

**Needs / Features:**
- Storage closet

**Fixed Equipment:**
- Whiteboard (2-3)

**Special Considerations, Systems, Finishes:**

**Plumbing Fixtures:**
- Sink with water fountain

**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)
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)
SPACE NAME: RELAXATION SPACE

Goals / Design Intent / Use of Space:

- Space for a child to refocus

Capacity:

Students: 1

Staff:

Plumbing Fixtures:

- Sink

Needs / Features:

- Storage for materials

Critical Adjacencies:

- ASD Classrooms
- Separate enough to avoid distractions

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

**Capacity:**
- Students: 25
- Staff: 1

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

**Fixed Equipment:**
- Tackboard
- Whiteboards
- Grow Lights
- Floor freezer
- Soap Dispenser
- Towel Dispenser

**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

**Plumbing Fixtures:**
- Sinks (6)
- Emergency Eyewash and shower with floor drain

**Loose Furniture Continued:**
- Teacher desk with pedestal filing
- Exercise balls
- Teacher chair
- Wastebasket and recycling bin
- Mobile demonstration table

**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

**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

**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
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:**
- 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)

**Special Considerations, Systems, Finishes:**
- Privacy in office
- One door to main office and one door to corridor
- Separate waiting area?

**Loose Furniture:**

**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
SPACE NAME: COUNSELOR

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
SPACES 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

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

Students: 1-6

Staff: 1

• Sink with water fountain

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

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

• Mirror

• Whiteboard
• Laminator

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

• 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?)

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

96 PERKINS EASTMAN EDUCATIONAL SPECIFICATIONS
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
SPACE NAME: COUNSELING WAITING ROOM

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:
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
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
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

Critical Adjacencies:
- Coaches Offices
- Guidance Offices
- Interventionalist Offices

Fixed Equipment:
- Whiteboard
- Credenza

Needs / Features:

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
**SPACE NAME: MAIN OFFICE**

**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
**SPACE NAME: CLERK**

**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:**

**Needs / Features:**
- Visual to office entry

**Critical Adjacencies:**
- Within Main office
- Principal / Assistant Principal's Offices
- Family Liaison

**Fixed Equipment:**
- Tackboard
- Printer / Copier
- Fax Machine

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

**Special Considerations, Systems, Finishes:**

**Preliminary Educational Technology:**
- Phones with PA and callback
- Network Access/wireless
SPACE NAME: MAILBOXES

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

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
SPACE NAME: RECORDS STORAGE

Goals / Design Intent / Use of Space:
- Long term record storage

Capacity:

Students:

Staff:

Plumbing Fixtures:

Needs / Features:

Critical Adjacencies:
- Main Office
- Workroom / copier

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
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:**

<table>
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<th>Students:</th>
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| 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 |
**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

**Loose Furniture:**

**Special Considerations, Systems, Finishes:**
- Tile floor and walls
- Baby changing station?
- Cleanable ceiling finish

**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

**Critical Adjacencies:**
- Main Office

**Fixed Equipment:**
- 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)

**Needs / Features:**

**Loose Furniture:**
- Clock on central system
- Phone with PA and callback
- Network access/wireless

**Plumbing Fixtures:**

**Special Considerations, Systems, Finishes:**
**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

**Critical Adjacencies:**
- Main Office
- Clerk
- Assistant Principal
- School Psychologist
- School Counselor
- Small and large conference rooms

**Fixed Equipment:**
- Whiteboard
- Printer
- Minifridge
- Microwave

**Loose Furniture Continued:**
- Wastebasket
- Recycling bin
- Task lighting
- Storage for personal belongings (armoire or closet)
- Safe

**Needs / Features:**
- Direct access to school circulation (to invite student and staff access)

**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?)

**Plumbing Fixtures:**
- Toilet
- Sink

**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

Capacity:
- Students:
- Staff: 1

Critical Adjacencies:
- Main Office
- Principal’s Office
- School Psychologist
- School Counselor
- Small and Large Conference Rooms

Fixed Equipment:
- Whiteboard

Loose Furniture Continued:
- 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

Plumbing Fixtures:

Needs / Features:

Special Considerations, Systems, Finishes:

Preliminary Educational Technology:
- Phone with PA and callback
- Network access
SPACE NAME: SMALL CONFERENCE ROOM

Goals / Design Intent / Use of Space:

Capacity:

Students:

Staff: 8

Critical Adjacencies:

• Main Office

Fixed Equipment:

• Whiteboard
• Credenza

Needs / Features:

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
SPACE NAME: FAMILY LIAISON

Goals / Design Intent / Use of Space:
- Administrative work

Capacity:
- Students: 
- Staff: 1

Critical Adjacencies:
- Main Office
- Entry

Fixed Equipment:
- Whiteboard

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

Plumbing Fixtures:

Needs / Features:

Special Considerations, Systems, Finishes:

Preliminary Educational Technology:
- Projector and screen
- Phone with PA and callback
- Network access/wireless
Goals / Design Intent / Use of Space:
- Provide a private lockable space for personal needs

Capacity:
Students: 
Staff: 1

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.
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

Fixed Equipment:

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

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

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:
  - Art easel

Preliminary Educational Technology:

- Projector and screen
- Phone with PA and callback
- Network access
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 at mounted at appropriate preschool height

Preliminary Educational Technology:
SPACE NAME: DIRECTOR’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:
- Storage for personal belongings (armoire or closet)

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
**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
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
SPACE NAME: COPY ALCOVE

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
SPACE NAME: CONFERENCE ROOM

Goals / Design Intent / Use of Space:

Capacity:

Students: 

Staff: 10

Plumbing Fixtures:

Critical Adjacencies:

Needs / Features:

• Reception

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
SPACES 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
SPACE NAME: RECEPTION

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
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

Special Considerations, Systems, Finishes:
- Tile floor and walls
- Cleanable ceiling finish

Loose Furniture:

Preliminary Educational Technology:
**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:**
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:
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
SPACE NAME: RECORDS

Goals / Design Intent / Use of Space:
- Record storage for Administration offices

Capacity:
- Students: 
- Staff: 1

Plumbing Fixtures:

Needs / Features:
- Secure

Critical Adjacencies:
- Administration
- Main Offices
- Workroom
- Preschool Offices

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:
- 4 drawer lateral file, locking (4)

Preliminary Educational Technology:
**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:**
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:
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:
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

Capacity:
- Students: 40
- Staff: 4

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

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

Students: 40
Staff: 4
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

Critical Adjacencies:
- Cub’s Corner Activity Room
- Children’s House

Loose Furniture Continued:
- 14” stackable chairs
- (5) 21” rectangle tables to seat 40
- Storage for teacher personal items (armoire, closet)
- Sand/water table
- Art easel

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
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

Students: 36
Staff: 4

Activities zoned within secure, shared school/community spaces

-36 Cubbies associated with each classroom

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
SPACE NAME: STORAGE COMMUNITY SCHOOL

Goals / Design Intent / Use of Space:
- Supply storage for community school classrooms

Capacity:
Students:
Staff:

Plumbing Fixtures:

Needs / Features:
- Includes cot storage
- Secure

Critical Adjacencies:
- Community School Classrooms
- Community School Offices

Fixed Equipment:

Special Considerations, Systems, Finishes:

Loose Furniture:
- Metal Shelving

Preliminary Educational Technology:
**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:

Needs / Features:
- Secure
- Additional Outlets

Critical Adjacencies:
- Community School / Cubs Corner Classrooms
- Community School / Cubs Corner Offices

Fixed Equipment:
- Laptops / tablets

Special Considerations, Systems, Finishes:
- Temperature Controlled

Loose Furniture:
- Equipment Cart

Preliminary Educational Technology:
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:
**Goals / Design Intent / Use of Space:**
- Administrative work

**Capacity:**
- Students:
- Staff: 2

**Critical Adjacencies:**
- Entry
- Community School Spaces

**Needs / Features:**
- Separate area for more individual conversations

**Fixed Equipment:**
- Whiteboard
- (2) Tackboards

**Loose Furniture Continued:**
- Armoire/Small closet for personal belongings
- Built-in casework storage

**Plumbing Fixtures:**

**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

**Students:**

**Staff:** 2
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
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

SPACE NAME: SMALL COMMUNITY SCHOOL CONFERENCE ROOM
SPACE NAME: COMMUNITY SCHOOL MED / REST AREA & RESTROOM

Goals / Design Intent / Use of Space:
• Community school

Capacity:
Students: 1

Staff:

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
SPACE NAME: COMMUNITY SCHOOL TEACHER RESOURCE

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

Needs / Features:
- Working countertop with power source
- Supply Storage
- Paper Storage

Critical Adjacencies:
- Community School

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
**SPACE NAME:** COMMUNITY SCHOOL STAFF LOCKERS

Goals / Design Intent / Use of Space:

Capacity:
- Students: [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:
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:
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
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

**Capacity:**
- Students: 24
- Staff: 1

**Critical Adjacencies:**
- Bathroom
- Multipurpose Performance Room
- Video/broadcasting
- STEAM Lab

**Fixed Equipment:**
- Whiteboard - Mobile
- Tackboard

**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

**Loose Furniture Continued:**
- Teacher’s workstation/chair

**Plumbing Fixtures:**

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

**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

**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)
**SPACE NAME:** LEARNING COMMONS: INFORMATION / CENTRAL CIRCULATION

**Goals / Design Intent / Use of Space:**
- Central hub of the Lower and Upper School learning commons

**Capacity:**
- Students:
- Staff: 2

**Critical Adjacencies:**
- Book Stacks
- Reading Areas
- Small Group Rooms
- IT Support
- Bathrooms

**Fixed Equipment:**
- Circulation Counter
- Whiteboard / Tackboard

**Needs / Features:**
- Central Circulation Desk
- Tackboard
- Display areas
- Signage

**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

**Plumbing Fixtures:**

**Preliminary Educational Technology:**
- Clock on central system
- Phone with PA and callback
- Network access/wireless
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:**

**Needs / Features:**

**Critical Adjacencies:**
- Central Circulation Desk
- Workroom/Storage
- IT Workroom/Office

**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
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
Goals / Design Intent / Use of Space:
- Studio used mostly by students for editing, multi-media, design software

Capacity:
- Students: 24
- Staff:

Critical Adjacencies:
- Information desk
- Maker Space

Fixed Equipment:
- Whiteboards
- Tackboards
- Display areas

Loose Furniture:
- Tables 12 mobile
- Chairs (25) no rolling
- Shelving

Plumbing Fixtures:

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

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

Preliminary Educational Technology:
- Projection/screen
- Network access/wireless
- Document camera
- Mobile devices (by owner)
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:

Needs / Features:
- Multimedia studio

Critical Adjacencies:

Fixed Equipment:

Special Considerations, Systems, Finishes:
- Acoustical Separation

Loose Furniture:
- Table
- Chairs (4)

Preliminary Educational Technology:
- Clock on central system
- Network access/wireless

4.A.4 • Clock on central system
• Network access/wireless
• Table
• Chairs (4)
**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:**
- Needs / Features:

**Critical Adjacencies:**
- Information desk
- Reading Area

**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
SPACE NAME: LEARNING COMMONS: IT WORKROOM / OFFICE

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
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
SPACE NAME: PROFESSIONAL DEVELOPMENT CENTER: PANTRY

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:
SPACE NAME: PROFESSIONAL DEVELOPMENT CENTER: RESTROOM

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

Loose Furniture:

Special Considerations, Systems, Finishes:
• Tile floor and walls
• Washable ceiling finish

Preliminary Educational Technology:
**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

**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

**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

**Plumbing Fixtures:**
- Water fountains with Bottle Fillers

**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

**Special Considerations, Systems, Finishes:**
- Wood-sprung floors
- Natural Light

**Preliminary Educational Technology:**
- Bluetooth for music
- Smartboard (rolling)
- Phone with PA and Callback

**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

**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

**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

**Plumbing Fixtures:**
- Water fountains with Bottle Fillers

**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

**Special Considerations, Systems, Finishes:**
- Wood-sprung floors
- Natural Light

**Preliminary Educational Technology:**
- Bluetooth for music
- Smartboard (rolling)
- Phone with PA and Callback
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
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

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
SPACE NAME: GYMNASICS 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:
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

Loose Furniture:

Special Considerations, Systems, Finishes:
- Rubber flooring
- Wall mirrors
- Additional outlets for equipment

Preliminary Educational Technology:
- Clock on central system
- Phone with PA and callback
- Network access/wireless
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

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

Fixed Equipment:
- Whiteboards
- Tackboards
- Refrigerator
- Microwave
- Stove

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

Loose Furniture Continued:
- Project table
- Recycling bin
- Laptop Cart
- Large central carpet for yoga

Plumbing Fixtures:
- Sink with Water Fountain

Needs / Features:
- Large storage closets (3 @ 90 sf each)

Special Considerations, Systems, Finishes:
- Furniture to be easily movable for various classroom layouts
- Dimmable lighting for yoga

Preliminary Educational Technology:
- Clock on central system
- Phone with PA and callback
- Network access/wireless
- Projection screen
**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

**Loose Furniture:**

**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

**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

<table>
<thead>
<tr>
<th>Capacity:</th>
<th>Plumbing Fixtures:</th>
</tr>
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<tbody>
<tr>
<td>Students:</td>
<td>• Toilet</td>
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<tr>
<td></td>
<td>• Sink</td>
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<tr>
<td>Staff:</td>
<td>• Shower</td>
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<table>
<thead>
<tr>
<th>Critical Adjacencies:</th>
<th>Needs / Features:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• VLUS and the Tobin</td>
<td>• Lockers / Cubbies</td>
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<tr>
<td>• Gyms</td>
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<td>• Fitness Center</td>
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<td>• MPR/Gymnastics</td>
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<tr>
<td>• PE Storage</td>
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<table>
<thead>
<tr>
<th>Fixed Equipment:</th>
<th>Special Considerations, Systems, Finishes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Changing rooms/stalls</td>
<td>• Tile floors and walls</td>
</tr>
<tr>
<td>• Hand dryer/paper towel dispenser</td>
<td>• Cleanable ceilings</td>
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<tr>
<td>• Toilet paper dispenser</td>
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<td>• Soap dispenser</td>
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<td>• Sanitary &amp; seat cover dispensers</td>
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<td>• Mirror</td>
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<tr>
<td>• Grab bars</td>
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<tr>
<td>• Waste receptacles</td>
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</tbody>
</table>

**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:

**Critical Adjacencies:**
- Servery
- Kitchen
- Outdoor gardens / Citysprouts
- Special Start / Cubs Corner Dining and Servery
- ASD dining

**Fixed Equipment:**
- Recycling and Trash stations

**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

**Plumbing Fixtures:**
- Water Fountains with Bottle Fillers

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

**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

**Preliminary Educational Technology:**
- Clocks on central system
- PA and callback
- Network access/wireless
SPACE NAME: SPECIAL START / CUBS CORNER DINING

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

Students: 40
Staff: 1
SPACE NAME: ASD DINING

Goals / Design Intent / Use of Space:
- Separate dining space so students do not get overwhelmed

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:
- 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:
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)
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
SPACE NAME: FOOD PREP

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
**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
- Servery
- 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
SPACE NAME: WARE-WASHING

Goals / Design Intent / Use of Space:
• Composting and recycling products used

Capacity:
Students: 
Staff: 

Plumbing Fixtures:
• Dishwasher
• Hand sinks
• Prep sinks

Critical Adjacencies:
• Kitchen
• Servery
• 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:
SPACE NAME:  WALK - IN REFRIGERATOR

Goals / Design Intent / Use of Space:

Capacity:
Students:

Staff:

Plumbing Fixtures:
• Floor drains

Critical Adjacencies:
• Kitchen
• Servery
• 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:

Needs / Features:

Critical Adjacencies:

• Kitchen
• Servery
• Prep kitchen

Fixed Equipment:

• Walk – in freezer unit
• Metal wire storage shelving

Special Considerations, Systems, Finishes:

• Energy efficient kitchen equipment

Loose Furniture:

Preliminary Educational Technology:
**SPACE NAME:** RECYCLING

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

**Capacity:**

Students: 

Staff: 

**Plumbing Fixtures:**

• Hand sink 

**Critical Adjacencies:**

• Kitchen 
• Servery 
• Prep kitchen 
• Warewashing 

**Needs / Features:**

**Fixed Equipment:**

• Shelving 

**Special Considerations, Systems, Finishes:**

• Sustainable and maintainable finishes 
• Cleanable ceiling finish 

**Loose Furniture:**

**Preliminary Educational Technology:**
**SPACE NAME:** OFFICE

**Goals / Design Intent / Use of Space:**
- Food Service Administration

**Capacity:**
- Students: 
- Staff: 1

**Plumbing Fixtures:**

**Critical Adjacencies:**
- Kitchen
- Servery
- 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
**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
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

Loose Furniture:

Special Considerations, Systems, Finishes:
- Tile floors and walls
- Cleanable ceiling material
- Baby changing station

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
**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
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.E.2 **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:**

**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

**Fixed Equipment:**
- Theater Seats

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

**Loose Furniture:**
- Upholstered seats for accessible settings areas

**Preliminary Educational Technology:**
- Phone with PA and callback
- Network access/wireless
- Clock on central system
**SPACE NAME:** STAGE

**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
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:
SPACEx 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:

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

Special Considerations, Systems, Finishes:
- Large room with space for 4 mini stages

Preliminary Educational Technology:
- Phone with PA and callback
- Network access/wireless
- Clock on central system
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
SPACE NAME: PROJECTION / CONTROL ROOM

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
**SPACE NAME:** DRESSING ROOM

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

**Capacity:**
- Students:
- Staff:

**Plumbing Fixtures:**
- Sink with Drinking Fountain

**Needs / Features:**

**Critical Adjacencies:**
- Auditorium
- Stage
- Scene shop

**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
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:
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:
**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

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

**Fixed Equipment:**
- Tackboard
- Whiteboard
- Soap Dispenser
- Towel Dispenser
- Peg Board for Tools

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

**Plumbing Fixtures:**
- Deep stainless steel sink on counter at student height with clean-out trap

**Loose Furniture Continued:**
- Recycling Bin
- Low open storage shelving for temporary project storage
- Science lab benches with adjustable height

**Needs / Features:**
- Adjacent storage room
- Space for student projects to be displayed

**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

**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:** \textbf{UPPER SCHOOL CHORUS & GENERAL MUSIC}

\begin{itemize}
\item \textbf{Goals / Design Intent / Use of Space:}
\end{itemize}

\begin{itemize}
\item \textbf{Capacity:}
\begin{itemize}
\item Students: 40 - 80
\item Staff: 1
\end{itemize}
\end{itemize}

\begin{itemize}
\item \textbf{Critical Adjacencies:}
\begin{itemize}
\item Upper School Band & Orchestra
\item Instrument Storage
\item Auditorium
\item Removed from Classrooms
\end{itemize}
\end{itemize}

\begin{itemize}
\item \textbf{Needs / Features:}
\begin{itemize}
\item Adjacencies & acoustics are key
\item Piano (with adequate space around it)
\end{itemize}
\end{itemize}

\begin{itemize}
\item \textbf{Fixed Equipment:}
\begin{itemize}
\item Tackboard
\item Whiteboard
\item Sound system
\end{itemize}
\end{itemize}

\begin{itemize}
\item \textbf{Special Considerations, Systems, Finishes:}
\begin{itemize}
\item Space for movement
\item Instrument Storage / Guitar wall mounted storage
\end{itemize}
\end{itemize}

\begin{itemize}
\item \textbf{Loose Furniture Continued:}
\begin{itemize}
\item Teacher chair
\item Wastebasket
\item Recycling Bin
\item Music storage
\item Music stands
\item Project work table
\end{itemize}
\end{itemize}

\begin{itemize}
\item \textbf{Plumbing Fixtures:}
\begin{itemize}
\item Sink with water fountain
\end{itemize}
\end{itemize}

\begin{itemize}
\item \textbf{Loose Furniture:}
\begin{itemize}
\item Music/choral risers
\item Posture chairs (25)
\item Conductor podium
\item Conductor stand
\item Conductor chair
\item Bookshelves – adjustable height 24 LF
\item Filing cabinet – 4 drawer vertical
\item Teacher desk with pedestal filing
\end{itemize}
\end{itemize}

\begin{itemize}
\item \textbf{Preliminary Educational Technology:}
\begin{itemize}
\item Projection/screen
\item Sound system
\item Clock on central system
\item Phone with PA and callback
\item Network access/wireless
\item Document camera (by owner)
\item Mobile devices (by owner)
\end{itemize}
\end{itemize}
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

Capacity:
- Students: 24
- Staff: 1

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

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

Loose Furniture Continued:
- Teacher chair
- Wastebasket
- Recycling Bin
- Instrument and music storage

Plumbing Fixtures:
- Sink with water fountain

Special Considerations, Systems, Finishes:
- Enough space for children to move
- Acoustic considerations for neighboring spaces
- Rugs or carpet?

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)
**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:

Capacity:
Students: 24 - 60
Staff: 1

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

Plumbing Fixtures:

Leaving out facilities for students: 24 - 60

Loose Furniture Continued:
• Wastebasket
• Recycling Bin
• Music storage
• Music stands

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)
**SPACENAME:** 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

**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)
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
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
**SPACE NAME:** EXAM / CONSULTANT ROOM

**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
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

Loose Furniture:

Special Considerations, Systems, Finishes:
• Tile floors and walls
• Cleanable ceiling

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:

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:
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:
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
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
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
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:
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
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
**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:**
**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

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**SPACE NAME:** BUILDING AND GROUNDS: OFFICE LUNCHROOM

**BUILDING AND GROUNDS: OFFICE LUNCHROOM**

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4.K.1
**SPACE NAME:** BUILDING & GROUNDS: CUSTODIAN WORKSHOP

**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:**
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

Loose Furniture:
- Changing Bench

Special Considerations, Systems, Finishes:
- Tile floors and walls
- Cleanable ceiling finish

Preliminary Educational Technology:
SPACE NAME: BUILDING & GROUNDS: GENERAL STORAGE

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:
SPACE NAME: BUILDING & GROUNDS: SUPPLY STORAGE / RECEIVING

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
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:
SPACE NAME: BUILDING & GROUNDS: RECEIVING / GENERAL SUPPLY

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:
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:
SPACE NAME: BUILDING & GROUNDS: LOADING DOCK

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:
4.K.10  SPACE NAME: BUILDING & GROUNDS: OUTDOOR STORAGE

Goals / Design Intent / Use of Space:

Capacity:  Plumbing Fixtures:
Students:  Needs / Features:
Staff:  • Large enough to accommodate snow blowers, gas, etc.

Critical Adjacencies:  Special Considerations, Systems, Finishes:
• Loading dock
• Building and Ground’s Offices
• Receiving
• Supply Storage
• Minimize slopes on site that create issues with flooding, snow removal

Fixed Equipment:  Preliminary Educational Technology:

Loose Furniture:
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:
SPACE NAME: BUILDING & GROUNDS: DISTRIBUTED STORAGE

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:  

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:
SPACE NAME: BUILDING & GROUNDS: STORAGE: CHAIR / TABLE / EQUIPMENT

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:
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.
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:
SPACE NAME: DISTRICT STORAGE & SHOP: WORK SHOP

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:
SPACE NAME:  DISTRICT STORAGE & SHOP: OFFICE / LUNCH ROOM / LOCKERS

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:
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

Loose Furniture:
- Bench

Special Considerations, Systems, Finishes:
- Tile floors and walls
- Cleanable ceiling finish
- Baby changing station

Preliminary Educational Technology:
**SPACE NAME:** DISTRICT SCIENCE DEPARTMENT: DIRECTOR OFFICE

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

**Capacity:**

- Students:
- Staff: 1

**Plumbing Fixtures:**

**Needs / Features:**

**Critical Adjacencies:**

- Shared Office
- Restroom
- Small Conference room
- Workroom & Storage
- Loading Dock

**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:

Needs / Features:
- Countertop and storage for kitchenette

Critical Adjacencies:
- Director’s office
- Restroom
- Shared Office
- Workroom and storage

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

Students: 
Staff: 10

DISTRICT SCIENCE DEPARTMENT: SMALL CONFERENCE ROOM

- Conference table
- Chairs (10)
- Wastebasket
- Recycling bin
- Task lighting

Preliminary Educational Technology:
- Projector and screen
- Phone with PA and callback
- Network access
SPACE NAME: DISTRICT SCIENCE DEPARTMENT: RESTROOM

Goals / Design Intent / Use of Space:

Capacity:

- Students: [Number]
- 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

Loose Furniture:

Special Considerations, Systems, Finishes:
- Tile floor and walls
- Cleanable ceiling finish
- Baby changing station

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
**SPACE NAME:** DISTRICT OSS OFFICES: OFFICES

**Goals / Design Intent / Use of Space:**
- ASD Specialist, Lead Teacher, Related Services

**Capacity:**
- Students: 
- Staff: 2

**Critical Adjacencies:**
- OSS offices
- OSS workroom
- OSS storage and records

**Fixed Equipment:**
- Whiteboard
- Tackboard

**Needs / Features:**
- OSS offices
- OSS workroom
- OSS storage and records

**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

**Special Considerations, Systems, Finishes:**

**Plumbing Fixtures:**

**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:

Needs / Features:
- Secure
- Accessible

Critical Adjacencies:
- OSS offices
- OSS workroom
- OSS storage and records

Needs / Features:
- Secure
- Accessible

Fixed Equipment:
- Metal Shelving

Special Considerations, Systems, Finishes:

Preliminary Educational Technology:
- Lockable Storage cabinets?
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

Loose Furniture:

Special Considerations, Systems, Finishes:
- Baby changing station

Preliminary Educational Technology:
SPACE NAME: DISTRICT OSS OFFICES: TESTING ROOM

Goals / Design Intent / Use of Space:

Capacity:
- Students:
- Staff:

Plumbing Fixtures:

Needs / Features:
- Acoustics
- Natural light

Critical Adjacencies:
- OSS offices
- OSS conference room
- OSS storage and records

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