



South Windsor Public Schools
South Windsor, Connecticut

ELEMENTARY EDUCATIONAL SPECIFICATIONS

for Philip R. Smith Elementary School

Approved by South Windsor Board of Education on October 13, 2016

Educational Specifications Committee:

Dr. Kate Carter, Superintendent of Schools

Chris M. Chemerka, Director of Finance and Operations

Douglas Couture, Director of Technology Systems and Programs

Michelle Dixon, Principal, Philip R. Smith Elementary School

Denise Epps, Director of Special Education and Pupil Services

Patrick Hankard, Director of Facility Operations

Daniel S. Hansen, Educational Consultant

Jessica Kuckel, Supervisor of Elementary Special Education

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	LONG RANGE PLAN/PROJECT RATIONALE	2
III.	THE PROJECT	2
IV.	CAPACITY DATA	3
V.	OVERVIEW OF PROGRAMS	3
VI.	CLASSROOM SPECIFICATIONS	4
VII.	ADMINISTRATION AND SUPPORT FACILITIES	14
VIII.	COMMUNITY USE.....	18
IX.	ENVIRONMENT - SYSTEMS - EQUIPMENT	19
X.	SITE DEVELOPMENT.....	21
	SPACE SUMMARY	22
	INDEX	23

I. INTRODUCTION

On September 12, 2011 the South Windsor Board of Education adopted the *South Windsor Public Schools 2011-2014 Strategic Plan*. Among other initiatives, the plan called for the development of a “long-range elementary facilities plan that promotes a safe, engaging learning environment that is accessible to all students and community members.” Further, it specifically called for a “staggered” construction and referenda approach. In response to the Board of Education’s directive, the superintendent brought forth a formal recommendation regarding such a plan on October 15, 2013. After several sessions of deliberation, the Board of Education unanimously and enthusiastically adopted the “South Windsor Public Schools Elementary Schools Master Plan” on October 29, 2013.

To initiate planning for Phase II of the Elementary Schools Master Plan, South Windsor Board of Education engaged the services of Colliers International, Drummey Rosane Anderson, and Daniel Hansen, educational consultant and former assistant superintendent, to assist with the creation of these educational specifications. Daniel Hansen met with the following individuals during the development process:

Ramona Adesso, Library Manager, Wapping	Jessica Kuckel, K-5 Special Education Supervisor
Steven Albrecht, K-12 Educational Technology	Stephanie Kuckel, Grade 2, Pleasant Valley
Jennifer Ballok, PE, Eli Terry	Becky LaGrange, Kindergarten, Pleasant Valley
Nancy Basilakis, Math Coach and Intervention, Eli Terry	Kim Lavado, Reading Consultant, Wapping
Tori Basso, Grade 1, Orchard Hill	Susan Leach, Music, Eli Terry
Lauren Beeler, PE, Philip R. Smith	Robert Lesser, EL Teacher, Philip R. Smith
Rebecca Birdsey, Grade 5, Wapping	MaryAnn Lopez, Director, Food Services
Kate Botticello, Kindergarten, Eli Terry	Lisa Lovett, Secretary, Philip R. Smith
Sarah Bryan, Grade 3, Eli Terry	Andrea Marshall, Art, Eli Terry
Kelly Burke, Reading Consultant, Philip R. Smith	Scott Matchett, Director of Technology Operations and Services
Maura Buyak, Reading Consultant, Eli Terry	Charissa Mayer, Special Education, Philip R. Smith
Tiffany Caouette, Principal, Pleasant Valley	Carl McAvoy, Head Custodian, Philip R. Smith
Caron Carpenter, Grade 3, Pleasant Valley	Al Mothersele, Former Director, Technology Systems & Programs
Kate Carter, Superintendent	Sue Nadeau, Nurse, Wapping
Nick Canova, K-12 Art Curriculum Coordinator	Karen Newcomb, Medically Fragile Program, Wapping
Sara Chamberlain, Administrative Secretary	Patricia Pelletier, Clerk, Orchard Hill
Douglas Couture, Director of Technology Systems and Programs	Angelina Racco, Psychologist, Eli Terry
Eileen Crawford, Music, Philip R. Smith/Pleasant Valley	Julie Ratajczak, Math Coach and Intervention, Philip R. Smith
Karen Czaplak, Grade 3, Orchard Hill	Meghan Rhodes, Grade 1, Wapping
Lynsey Desmond, Art, Philip R. Smith	Diane Rizzo, Special Education, Orchard Hill
Colleen Devita, EL Tutor, Eli Terry	Pam Roberts, K-5 Math Enrichment, Districtwide
Marlene Dickison, Secretary, Eli Terry	Suzanne Robinson, Grade 2, Eli Terry
Michelle Dixon, Principal, Philip R. Smith	Evelyn Russo, Nurse, Eli Terry
Travis Edwards, K-8 PE/Health Curriculum Coordinator	Melissa Simmons, Grade 2, Philip R. Smith
Denise Epps, Director, Special Services	Rebecca Slater, Grade 1, Philip R. Smith
Ray Favreau, Director of Parks and Recreation	Karen Stoj, K-12 EL/World Language Curriculum Specialist
Vincent Federici, Principal, Eli Terry	Arnica Sullivan, K-12 Science Curriculum Specialist
Janet Giammarino, Special Education, Eli Terry	Jo-Ann Thomas, K-12 Music Curriculum Coordinator
Patrick Hankard, Director of Facility Operations	Jen Williamson, Kindergarten, Eli Terry
Colleen Henegan, Nurse, Philip R. Smith	Christine Zampicini, Library Manager, Philip R. Smith
Ruth Hertel, Library Manager, Eli Terry	Christine Zerella, Kindergarten, Orchard Hill
Laura Hickson, Principal, Wapping	
Carey Hill, Kindergarten, Philip R. Smith	
Jennifer Hoffman, Social Worker, Eli Terry	
Gregory King, Director of Dining Services, Chartwells	

II. LONG RANGE PLAN / PROJECT RATIONALE

South Windsor Public Schools currently has five elementary buildings. These buildings range in age from 51 to 63 years old. The Elementary Schools Master Plan provides for school buildings that:

- Create learning environments designed for current instructional strategies;
- Benefit from needed technology upgrades;
- Comply with current building and fire codes;
- Incorporate contemporary design for school safety;
- Utilize modern, efficient heating and cooling systems; and
- Provide accessibility to all by meeting the requirements of the Americans with Disabilities Act.

The plan consists of a three-phase approach that will use multiple referenda and staggered construction schedules to address our needs over the next decade. Specifically, the plan consists of the following overarching components:

- Three-phase approach/staggered referenda
- Operate one fewer elementary school, moving from five (5) schools to four (4)
- 1-2-1 Referenda Schedule
 - Phase One: Address one school in first referendum
 - Phase Two: Address two schools in second referendum
 - Phase Three: Address final school in third referendum

Phase One called for the construction of a new PK-5 school on the Orchard Hill site, which allows for the original Orchard Hill Elementary School to serve as “swing space” for future phases of the Elementary Schools Master Plan. The creation of swing space is necessary so that when two other school buildings are under construction, students are able to attend the original Orchard Hill Elementary School building during the construction period. At the close of Phase One, Wapping Elementary School students will be redistricted to one of four other elementary schools. Ultimately, the Wapping Elementary School building will be turned over to the town. The referendum for Phase One passed in March 2014 and construction began in February 2016.

Phase Two calls for the construction of new K-5 schools at the Eli Terry site and the Philip R. Smith site. Ultimately, the original Eli Terry school building will be razed to allow for the construction of playgrounds and replacement ball fields. Eli Terry students will remain in the original Eli Terry building while their new school is being built. Philip R. Smith students will be relocated to the original Orchard Hill Elementary School building while their school is under construction.

Phase Three calls for the construction of a new K-5 school at the Pleasant Valley site. Pleasant Valley students will be relocated to the original Orchard Hill Elementary School building while their school is under construction. Once the original Orchard Hill Elementary School is no longer needed for swing space, the building will be turned over to the town. The Town Council would determine if the building should be razed or repurposed.

III. THE PROJECT

Objective: To ensure all South Windsor children are able to attend a school that is safe, modern, compliant with current building codes and able to support their educational program; to facilitate completion of the Elementary School Facilities Master Plan by exploring the feasibility of consolidating populations and improving school buildings to support programs that meet the needs of South Windsor students, their families, and the community.

The following project specifications for the new Philip R. Smith school were developed using data from the October 2015 Prowda population study as well as a study conducted in June 2016 by Milone & MacBroom (MMI). MMI has been developing projections that account for recent trends in housing, economics and neighborhood level demographics. The projections are incorporated into MMI’s Geographic Information Systems, which allows for scenario planning as part of the redistricting process. Each redistricting scenario was analyzed for future enrollment, impact on transportation and right-sized to the proposed school construction program.

Phase Two

- **School:** **Philip R. Smith Elementary School**
- **Project Type:** New Construction
 - Total Program Area: **40,770** square feet
 - Total Building Area (*inside face of walls*): **56,003** square feet
 - Total Gross Square Feet (*outside face of walls*): **58,243** square feet
- **Construction Timeline:** March 2019 – May 2020
 - Philip R. Smith students will move into the original Orchard Hill School during the construction period
- **Design Enrollment:** **390** students
- **Upon Completion:**
 - Philip R. Smith students will move into the new PRS building in Summer 2020

IV. CAPACITY DATA

Philip R. Smith Elementary currently houses 311 students in grades K - 5. The enrollment projections for the new Philip R. Smith include the results of redistricting approximately 60 students from Wapping.

V. OVERVIEW OF PROGRAMS

GENERAL EDUCATION

The features of elementary classrooms that have to be considered when housing groups of school children for instructional purposes can be divided into three (3) classifications: (1) Early Childhood – PK - Full-Day Kindergarten; (2) Early Elementary - grades one and two; and (3) Intermediate - grades three, four and five. The classroom needs of all elementary children will require flexibility of space, portability of furniture and acoustical treatment of environment. This will be accommodated while still providing low height furnishings and more space for group instruction that will range from total class involvement to three or four separate groups doing different activities at the same time. Space should also be provided for students to read, write, research, and study for either individual or small group projects. The learning environment must also accommodate space for multiple adults (specialists) who work with students within the general classroom environment. All instructional classrooms require storage space for items such as classroom libraries, textbooks, reference materials, supplemental books, supplies, science equipment, charts, globes, computers, calculators and audio-visual equipment.

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

Our General Education program includes curriculum focused on Art, Music, and Physical Education, STEM and World Languages. Support Services include Media Center and Technology Support integrated throughout the learning environments. Facilities for these areas need to be specific to each program's purpose yet allow for flexibility of space as with the K-5 classrooms. Further, these facilities should be pleasant and inviting to encourage students, staff and the community to fully support them and to benefit from them.

As the K – 5 program requires that students travel to these various program areas periodically during the day, consideration should be given to the student traffic that will result from this academic arrangement. Student proximity to the library/media center, STEM lab, gymnasium/auditorium, instrumental/general music and art rooms should also be considered.

A platform off of the gymnasium will serve as a stage area for school assemblies, performances and other events. It will be adjacent to the gymnasium and accessible from the main corridor. The platform will be accessible and code

compliant with ramp access. Included in the design will be stage draperies and main curtains, as well as adjustable stage and general lighting. An electronically controlled acoustical wall will be installed at the proscenium to allow the space to be used for a variety of small group activities, book fairs, and/or rehearsals on the platform while the gymnasium is in use.

Additional instructional space is necessary to provide support for non-identified students, as prescribed in the Scientific Researched Based Intervention (SRBI) requirements of the Connecticut State Department of Education. General Education Intervention Services is comprised of Reading, Mathematics and English Learner support (EL). Each of these three rooms will be centrally located within the classroom area of the building. The reading and math areas will be staffed by the reading consultant, early literacy and math interventionists, and supported by various paraprofessionals. These rooms will be utilized for individual testing, individual and small group instruction.

SPECIAL EDUCATION

Special Education programs include a K-5 Special Education Resource, Occupational/Physical Therapy (OT/PT) Services and Related Services (Social Work, Psychologist, Speech/Language/Hearing).

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

SUPPORT SERVICES

MEDIA CENTER

The Library Media Center of an elementary school is a multi-purpose room. It should be bright, colorful and attractive as well as warm and inviting, and meet the needs of the students it services. It is important that the media center be designed with the student's safety in mind. There should be freestanding 4 ft. high, double-faced shelving allowing one (1) adult to see the entire area. The area must be spacious enough to house an appropriate print and media collection. There should be room for multiple classrooms to use this resource on an independent basis. The room is divided so that most space is used as the public area. A small story corner, a production area for teachers, provision for six (6) computer workstations for research and access to online card catalogue as well as a circulation area located near an exit door is also required.

TECHNOLOGY

A contemporary elementary school must be able to support varied uses of technology. In particular, the school's infrastructure should reflect the latest in wiring and cabling, which would support current technology applications as well as future requirements. Internet access must be readily available throughout the school. Computers should support the full range of educational and operational functions in the school. To that end, it is recommended to invest in sufficient number of iPads (K-2) and Chromebooks (gr. 3-5) for all students in lieu of investing in a separate computer lab.

A small video production lab is also required as a multi-media technology studio. This could be adjacent to the media center and/or the STEM lab.

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

VI. CLASSROOM SPECIFICATIONS

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

- Room darkening shades
- Acoustical insulation for soundproofing
- Air conditioning
- ADA compliant building standards
- Wireless/internet access to support at least 30 mobile devices

- Multiple electric outlets
- Sound Field System
- Telephone
- Intercom on hands free communication with office

GENERAL EDUCATION PROGRAMS

EARLY CHILDHOOD: FULL-DAY KINDERGARTEN	
SPACE: 1,100 square feet (each)	
NUMBER: Three (3) classrooms	
Toilet	<ul style="list-style-type: none"> • Toilet room with sink within classroom at a level appropriate for children ages 4-6
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate countertops • In-room drinking fountain • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-2
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage area for twenty-four (24) students located within the classroom
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Student chairs/tables to accommodate up to twenty-four (24) students (flexible/adaptable work stations)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair (possibly built in to counter area to save space)
Other Furniture	<ul style="list-style-type: none"> •
Special Needs/Equipment	<ul style="list-style-type: none"> •
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Sufficient iPads for each student • One (1) teacher computer

EARLY ELEMENTARY – GRADES ONE AND TWO	
SPACE: 890 square feet (each classroom) 50 square feet (in-class toilet room)	
NUMBER: Six (6) classrooms	
Toilet	<ul style="list-style-type: none"> • Toilet room with sink within classroom at a level appropriate for children ages 6-8
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser

EARLY ELEMENTARY – GRADES ONE AND TWO	
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-2
Student Storage	<ul style="list-style-type: none"> • Coat and personal (non-locking) lockers for twenty-four (24) students located in the corridor (2 students/locker)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Two (2) kidney-shaped tables • Student chairs/desks/tables to accommodate up to twenty-four (24) students
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counter area to save space
Other Furniture	<ul style="list-style-type: none"> •
Special Needs/Equipment	<ul style="list-style-type: none"> •
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Sufficient iPads for each student • One (1) teacher computer

INTERMEDIATE – GRADES THREE, FOUR AND FIVE	
SPACE: 890 square feet (each)	
NUMBER: Nine (9) classrooms	
Toilet	<ul style="list-style-type: none"> • Toilet facilities located in close proximity to classrooms
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room water fountain • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades 3-5
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage areas are located in the corridors for up to twenty-six (26) students per classroom (one (non-locking) locker per student; double stacked)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Kidney shaped table and appropriate student seating for twenty-six (26)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space
Other Furniture	<ul style="list-style-type: none"> •
Special Needs/Equipment	<ul style="list-style-type: none"> •

INTERMEDIATE – GRADES THREE, FOUR AND FIVE	
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Sufficient Chromebooks for each student • One (1) teacher computer

VISUAL ARTS	
SPACE: 1,450 square feet (includes 350 s.f. for kiln room and storage)	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location • Paint-resistant countertops • In-room drinking fountain away from cleaning sinks
Access	<ul style="list-style-type: none"> • Close to workroom and STEM classroom, if possible
Classroom Storage	<ul style="list-style-type: none"> • Lockable closets • Easily accessible cabinets and shelves • Vertical file tub-storage cabinets with locks • Two (2) kitchen-type mobile carts with shelves
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Space to store student work in progress; one area per classroom
Lighting	<ul style="list-style-type: none"> • North facing classroom, preferable
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Two-sided fully locked showcase on room's corridor wall • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Twenty six (26) chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space
Other Furniture	<ul style="list-style-type: none"> • Butcher block work tables (rectangular)
Special Needs/Equipment	<ul style="list-style-type: none"> • Two (2) small kilns (to be appropriately located and sized) • Drying racks • Book racks and magazine shelves (fine arts area) • Four (4) sturdy wooden adjustable painting easels • Two (2) large rolling waste barrels • Eyewash station
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Full color printer

GENERAL AND INSTRUMENTAL MUSIC	
SPACE:	1,000 square feet for General Music 1,000 square feet for Instrumental Music (including instrument storage)
NUMBER:	Two (2) rooms, one for General Music (K – 5), and one for Instrumental Music (gr. 4 and 5)
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Large sink in Instrumental Music room to submerge brass instruments for cleaning • Small sink/fountain area in General Music room • In-room drinking fountain
Access	<ul style="list-style-type: none"> • In proximity to gymnasium and platform (stage)
Classroom Storage	<ul style="list-style-type: none"> • Music cabinets for sheet music storage (each room) • Built-in bookcase (16" x 15') • Storage for Orff instruments for general music classroom
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Built-in storage for instruments (low built-in cubbies at instrumental music room entrance)
Lighting	<ul style="list-style-type: none"> •
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • Two 8 ft. whiteboards, one with permanent musical staff lines (each room)
Student Furniture	<ul style="list-style-type: none"> • Eighty (80) stackable chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space
Other Furniture	<ul style="list-style-type: none"> • Eighty (80) music stands for instrumental room • Three (3) conductor's stands
Special Accommodations	<ul style="list-style-type: none"> • Sound deadening/sound proof walls • Acoustical divider built between platform and gymnasium • Small sound-proof practice room within instrumental classroom with large window • Full-length mirror (Mylar) in instrumental room
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Two (2) student computers (SMART Music) in instrumental room

PHYSICAL EDUCATION	
SPACE:	Gymnasium: 4,700 square feet PE Office/Storage: 600 square feet (includes 144 s.f. office) Platform/Stage: 900 square feet
Toilet	
Sinks	<ul style="list-style-type: none"> • Recessed drinking fountains located inside gymnasium
Access	<ul style="list-style-type: none"> • Capacity to hold entire student body, staff and faculty • Convenient access to ball fields
Storage	<ul style="list-style-type: none"> • Folding seating/carts/storage for entire student body, staff and faculty • Storage area will have access from both the interior of the gymnasium, as well as the exterior of the building (for outdoor sports and playground activities); a roll-up exterior access door is desired • Six (6) shelving units (48"x18"x72") inside storage facility

PHYSICAL EDUCATION	
Lighting	<ul style="list-style-type: none"> • Lighting with safety cages or equivalent
Flooring	<ul style="list-style-type: none"> • All-purpose wood floor system with essential markings • Removable protective matting
Special Accommodations	<ul style="list-style-type: none"> • Sound deadening/sound proof walls • Clerestory windows with remote room darkening shade system • High ceiling, the lowest features should be a minimum of 22 ft. from the floor • Wall matting around entire perimeter, from height of wall base to 6’-0” minimum above finish floor • Removable wall matting along front of platform as well. • Two (2) main and four (4) side baskets for basketball (all adjustable for height and electrically operated) • Volleyball post recessed floor sleeves • Chinning bars • Horizontal bar • Divider curtain • One wall to be designated for future climbing, wall mounted equipment, and the masonry cores filled with concrete • Scoreboard (optional) • Two (2) sections of portable risers for use with the gymnasium platform (one on the gymnasium floor, and one on the platform) • Movable cart for storage/equipment
Classroom Technology	<ul style="list-style-type: none"> • Portable Smart Board • Cart with projector/screen for classroom instruction • One (1) teacher computer

SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) LAB	
SPACE: 1,200 square feet	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Three (3) stainless steel sinks with laminate counter tops • In-room drinking fountain • Soap and towel dispensers
Access	<ul style="list-style-type: none"> • In close proximity to general education classrooms
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Locked closet for audio-visual equipment and science equipment • Cabinets to be deep, with adjustable / removable shelving, and space for large bin storage.
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • Two (2) lockable four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Two-sided fully locked showcases on room’s corridor wall • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Age-appropriate student furniture (26 students)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Thirteen (13) movable laboratory tables with grommets and integral wire management tray
Special Accommodations	<ul style="list-style-type: none"> • Mobile, flexible, work top areas with water for science activities

SCIENCE, TECHNOLOGY, ENGINEERING, MATHEMATICS (STEM) LAB	
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System • Retractable, overhead electrical outlets • Printer • Scanner
Computers	<ul style="list-style-type: none"> • Fifteen (15) student iPads • Three (3) student desktop computers • One (1) teacher computer

WORLD LANGUAGES	
SPACE: 150 square feet office for two (2) teachers	
Access	<ul style="list-style-type: none"> • In close proximity to general education classrooms
Teacher Storage	<ul style="list-style-type: none"> • Two (2) lockable teacher storage wardrobes • Two (2) lockable four-drawer filing cabinets • Bookcases to store instructional materials • Space for two (2) travel carts
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desks/chairs
Other Furniture	<ul style="list-style-type: none"> • Two (2) travel carts to transport instructional supplies to classrooms
Computers	<ul style="list-style-type: none"> • Two (2) teacher computers

LIBRARY MEDIA CENTER	
SPACE: 2,240 square feet (includes 200 s.f. office for media staff and 200 s.f. work room with copier)	
Sinks	<ul style="list-style-type: none"> • Sink in media center workroom
Access	<ul style="list-style-type: none"> • Centrally located in the school • Access to outdoor garden area, desirable • Close proximity to STEM is desirable
Storage	<ul style="list-style-type: none"> • Audio-visual storage cabinets • Over-size vertical filing cabinet • Storage for teacher resources and professional development materials
Teacher Storage	<ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Remote control room darkening blinds
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards • Well-placed and secure space for displays and promotional materials
Student Furniture	<ul style="list-style-type: none"> • Tables and chairs with sleigh legs; easy to reconfigure • Computer furniture/workstations for six (6) student computers
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desks/chairs
Other Furniture	<ul style="list-style-type: none"> • 48-inch free standing, double-faced shelving for student print materials • Two (2) adult visitors chairs • Comfortable lounge style seating – adult and student

LIBRARY MEDIA CENTER	
Space Considerations	<ul style="list-style-type: none"> • Small tiered story corner • Area for independent study (for approximately 50 students) • Informal seating or an informal area with comfortable chairs • A stack area to accommodate student print materials
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System • Sufficient outlets to support all technology
Computers (each)	<ul style="list-style-type: none"> • Six (6) student computers • Two (2) teacher computers • Security with particular regard to the increasing amount of expensive, attractive, and popular electronic equipment housed in the media center

VIDEO PRODUCTION LAB	
SPACE: 100 square feet (within Library Media Center)	
Sinks	<ul style="list-style-type: none"> • N/A
Access	<ul style="list-style-type: none"> • In proximity to or within the Media Center
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	
Teacher Furniture	<ul style="list-style-type: none"> • Teacher work station
Classroom Technology	<ul style="list-style-type: none"> • Interactive Touch Screen White Board • AV Switcher Control System • Video backdrop screen • Amplifier • Ceiling Mounted Speakers • Video Conferencing Unit - codec, camera, microphones • Camera for announcements
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer with DIVOS software installed

GENERAL EDUCATION INTERVENTION SERVICES – READING, MATH, EL	
<p>SPACE: 400 square feet (each) for EL and Math Intervention, each space to accommodate 2-3 adults working with small groups</p> <p>700 square feet for Reading Intervention (including a small private office area) to accommodate 3-4 adults working with small groups</p>	
NUMBER: Three (3) rooms	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In close proximity to primary education classrooms (EL, Reading, Math Intervention)

GENERAL EDUCATION INTERVENTION SERVICES – READING, MATH, EL	
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length counter top with wall storage cabinets and electrical strips. • Counters under windows where possible • Separate K-2 and 3-5 book closet located in primary/intermediate hallways
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Two (2) Kidney-shaped tables • Ten (10) student chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor's chair
Special Needs/Equipment	<ul style="list-style-type: none"> •
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Five (5) student computers • One (1) teacher computer

SPECIAL EDUCATION PROGRAMS

SPECIAL EDUCATION RESOURCE	
SPACE	350 square feet (each)
NUMBER:	Two (2) classrooms (one for Early Elementary, and one for Intermediate Elementary)
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Close proximity to general education classrooms • Close proximity to related services (SW/Psych/SLH), preferred
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> •
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Student tables/chairs (adjustable/movable)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Adult visitor's chair • Activity Groups: Two (2) kidney-shaped table with six (6) chairs (each)
Special Needs/Equipment	<ul style="list-style-type: none"> •

SPECIAL EDUCATION RESOURCE	
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Four (4) student computers

K-5 O.T./P.T. RESOURCE	
SPACE: 500 square feet	
NUMBER: One (1) room (shared by two (2) staff)	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> •
Classroom Storage	<ul style="list-style-type: none"> • Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.) • Built-in bookcases, storage areas, large-drawer storage • Open shelving and counter area • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • Two (2) lockable built-in four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Small tables with student chairs
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) Teacher Desk/Chair work stations
Other Furniture	<ul style="list-style-type: none"> • Adult visitor chairs
Special Needs/Equipment	<ul style="list-style-type: none"> • Trampoline, Balance Beam, Swing, Stairs, Floor Mats • Area for gross motor activities.
Classroom Technology	<ul style="list-style-type: none"> •
Computers (each)	<ul style="list-style-type: none"> • Two (2) teacher computers

K-5 RELATED SERVICES – SOCIAL WORKER/PSYCHOLOGIST/SPEECH	
SPACE: 700 square feet (total)	
NUMBER: Three (3) offices: Social Worker (350 s.f.); Psychologist (175 s.f.); K-5 Speech/Language Pathologist (175 s.f.)	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with soap and towel dispenser (common area)
Access	<ul style="list-style-type: none"> • Close proximity to the main office and sped resource rooms • Consider these offices as a suite with common area
Storage	<ul style="list-style-type: none"> • One (1) lockable built-in four-drawer filing cabinet (each office) • Bookcase and shelving • Walk-in supply closet (common area) • Laminate counters and shelving (common area)
Lighting	<ul style="list-style-type: none"> •
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting

K-5 RELATED SERVICES – SOCIAL WORKER/PSYCHOLOGIST/SPEECH	
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair (each office)
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs (each office) • One (1) rectangle or kidney shaped table, with 6 student chairs (each office)
Special Needs/Equipment	<ul style="list-style-type: none"> • Built-in mirror (Speech only) • Two-way observation mirror (location to be determined based on office layout)
Classroom Technology	<ul style="list-style-type: none"> •
Computers	<ul style="list-style-type: none"> • One (1) teacher computer (each office)

VII. ADMINISTRATION AND SUPPORT FACILITIES

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

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

PRINCIPAL’S OFFICE	
SPACE: 190 square feet	
Access/Location	<ul style="list-style-type: none"> • Close proximity to secretary’s work station and conference room
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor’s seating for six (6)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board • Private lavatory
Technology	<ul style="list-style-type: none"> • Polycom telephone • Building security system monitor • Security “panic” button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) computer

MAIN OFFICE (SECRETARIAL AREA)	
SPACE: 700 square feet	
Access/Location	<ul style="list-style-type: none"> • Adjacent to principal’s office with a closable connecting door. • Main hallway wall should have multiple windows, and the Main Office should be able to view main entranceway of school and bus traffic • Connecting door between office and health suite • Staff lavatories should be adjacent to office
Storage	<ul style="list-style-type: none"> • Safe • Staff mailboxes • Base and wall cabinets with counter space
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting

MAIN OFFICE (SECRETARIAL AREA)	
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Secretarial workstations (2) • Secretarial chairs (2) • Additional work table/counter area • Visitor's seating
Other Accommodations	<ul style="list-style-type: none"> • Bulletin boards • Closet for coats
Technology	<ul style="list-style-type: none"> • Network copier/fax machine • Building security system monitor (secretary/clerk) • Security "panic button with dedicated phone line (secretary/clerk) • Parent access Kiosk computer
Computers	<ul style="list-style-type: none"> • Two (2) computers

CONFERENCE ROOMS	
SPACE: 200 square feet	
NUMBER: Two (2) rooms	
Access/Location	<ul style="list-style-type: none"> • Adjacent to Main Office/Principal's Office
Storage	<ul style="list-style-type: none"> • One (1) credenza
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Conference Table • Seating for ten (10)
Other Accommodations	<ul style="list-style-type: none"> • Whiteboard • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) computer

HEALTH SERVICES	
SPACE: 650 square feet	
Toilet	<ul style="list-style-type: none"> • Oversized accessible toilet room
Sink	<ul style="list-style-type: none"> • Sink with foot pedal controls (outside the toilet room) • Sink with eye wash
Access/Location	<ul style="list-style-type: none"> • Access to main office for assistance during times of emergency • Access through main corridor
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Lockable cabinets for medication (if controlled meds are not stored in the same cabinet as non-controlled meds, it does not require to be double locked) • Three (3) four-drawer lockable filing cabinets • Closet and extra storage for materials
Office Furniture	<ul style="list-style-type: none"> • Bookcase • Table for testing/conferences (private) • Four (4) student chairs for waiting area
Space Considerations	<ul style="list-style-type: none"> • Recovery area with 3 cots with privacy curtains • One (1) nurse's space where nurse can speak privately with students/parents

HEALTH SERVICES	
	<ul style="list-style-type: none"> • Examination room • 25-ft space to conduct vision screenings • Waiting area for students
Medical Equipment	<ul style="list-style-type: none"> • Wheelchair/evacuation chair • Rolling cart (portable emergency cart) • Examination table
Other Accommodations	<ul style="list-style-type: none"> • AED with audible alarm box will be installed in the public access hallway • Refrigerator with separate freezer compartment
Technology	<ul style="list-style-type: none"> • One (1) telephone with direct access to an outside line
Computers (each)	<ul style="list-style-type: none"> • One (1) computer

TEACHER WORKROOM	
SPACE: 440 square feet	
Toilet	<ul style="list-style-type: none"> • N/A
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter tops • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to Main Office area
Lighting	<ul style="list-style-type: none"> •
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Shelving • Locked cabinet
Furniture	<ul style="list-style-type: none"> • Table and six (6) chairs
Other Accommodations	<ul style="list-style-type: none"> • Die press (letter cutting machine) • Laminating machine • General office supplies
Technology	<ul style="list-style-type: none"> • Network copier/fax machine/scanner
Computers	<ul style="list-style-type: none"> • One (1) teacher computer

FOOD SERVICES – CAFETERIA	
SPACE: 1,800 square feet	
Toilet	<ul style="list-style-type: none"> • N/A
Sink	<ul style="list-style-type: none"> • Bay sink with foot pedal for hand washing and Purell stations for students
Access/Location	<ul style="list-style-type: none"> • Adjacent to full kitchen and serving area • Exits to outdoors • Close proximity to playground and fields
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Resilient textured rubber flooring
Storage	<ul style="list-style-type: none"> • Storage room to accommodate tables/benches and chairs
Furniture	<ul style="list-style-type: none"> • Folding roll-away tables/benches, long type with built-in seating, to accommodate approximately 130 students • Chair and desk for paraprofessional/cafeteria supervisor
Other Accommodations	<ul style="list-style-type: none"> • Recessed drinking fountains • Sound reducing measures • Sound proof divider between kitchen and cafeteria • Bulletin boards
Technology	<ul style="list-style-type: none"> • Localized public address system
Computers	<ul style="list-style-type: none"> • N/A

FOOD SERVICES – KITCHEN	
SPACE: 1,100 square feet – Kitchen 150 square feet – Food Manager’s Office	
Toilet	<ul style="list-style-type: none"> • Locker room for five (5) with adjacent unisex toilet room
Sink	<ul style="list-style-type: none"> • One (1) three bay sink with drain board and garbage disposal • One (1) double well stainless steel produce sink • One (1) triple well stainless steel pot wash sink • Three (3) hand sinks with soap and towel dispensers
Access/Location	<ul style="list-style-type: none"> • In close proximity to Gymnasium
Lighting	<ul style="list-style-type: none"> • Task lighting over preparation areas
Flooring	<ul style="list-style-type: none"> • Epoxy flooring
Storage	<ul style="list-style-type: none"> • Safe • Four (4) stainless steel utility carts, three shelves, #300/400 capacity • One (1) stainless steel cart for tray storage, ADA accessible • Adequate space for annual supplies
Furniture	<ul style="list-style-type: none"> • Teacher desk/chair • Visitor’s chair
Space Considerations	<ul style="list-style-type: none"> • Large walk-in storeroom with heavy-duty wire mesh chrome-mate shelving on casters • Dishwasher room with necessary utilities (racks and tray carts) • Separate area for the cashier to count money with a safe • Two (2) serving lines with built-in hot and cold units • Can washing area (outside, near dock – custodial)
Food Services Equipment	<ul style="list-style-type: none"> • One (1) slicer on stand • One (1) 30 gallon mixer • One (1) double steamer, pressure-less • One (1) commercial microwave oven • Two (2) double convection ovens with stand: single one-over-one unit • Two (2) small double kettles • One (1) food processor (Robo Coupe) • Walk-in freezer, minimum 100 square ft. with shelving • Walk-in refrigerator, minimum 100 square ft. with shelving • One (1) pass-thru refrigerator near serving line • One (1) pass-thru freezer near serving line • Steam table with five (5) wells • Cold well in serving line for fruits, vegetables and salads • Two (2) preparation tables (stainless steel) • One (1) baking center with table, baking rack with refrigerator underneath • Milk cooler • Ice cream freezer • Exhaust fans (ventilation) for ovens, skillet, stove, etc. • Exhaust fans (ventilation) in washroom and pantry areas
Technology	<ul style="list-style-type: none"> • One (1) cash register and stand (point of sale system) • One (1) computer (Food Services Office)

FACULTY LOUNGE	
SPACE: 400 square feet	
Toilet	<ul style="list-style-type: none"> • Faculty toilets adjacent to faculty lounge
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to the major instructional section of the school
Lighting	<ul style="list-style-type: none"> • Provide windows and maximize natural light
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and carpeting
Storage	<ul style="list-style-type: none"> • Built-in upper and lower cabinets
Furniture	<ul style="list-style-type: none"> • Soft seating • Tables and seating for fifteen (15) people
Equipment	<ul style="list-style-type: none"> • Microwave oven • Refrigerator • Coffee maker
Technology	<ul style="list-style-type: none"> •
Computers	<ul style="list-style-type: none"> • N/A

CUSTODIAL OFFICE	
SPACE: 150 square feet	
Toilet	<ul style="list-style-type: none"> • Locker room for four (4) with adjacent unisex toilet room
Access/Location	<ul style="list-style-type: none"> • In close proximity to Cafeteria
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Locked cabinet
Furniture	<ul style="list-style-type: none"> • Desk/Chair • Three (3) adult chairs
Equipment	<ul style="list-style-type: none"> •
Computers	<ul style="list-style-type: none"> • One (1) computer

STORAGE
SPACE: 400 square feet – Instructional Storage 700 square feet – General Storage

VIII. COMMUNITY USE

All of our schools are used by the community. Some of the groups that regularly use the facilities include:

- South Windsor Parks and Recreation Department
- Scouting organizations
- Civic organizations
- Municipal boards and groups
- Adult Education
- PTO
- Registrar of Voters
- Religious education classes

IX. ENVIRONMENT – SYSTEMS – EQUIPMENT

SYSTEM	SPECIFICATIONS
Building Systems	<ul style="list-style-type: none"> • The building systems incorporated into the new construction will be designed in accordance with Connecticut High Performance Building standards, equivalent in performance to a LEED Silver rating.
Heating/Cooling (HVAC) System	<ul style="list-style-type: none"> • Heating & cooling should be produced with natural gas with a boiler for heating and roof top DX cooling. Consider including Geo-thermal wells for energy efficiency. • All spaces are to receive air conditioning, but only those areas with summertime use will have the systems running year-round; all other areas will have systems set to dehumidification only during summer months. • In-line water heaters for domestic hot water shall be provided during non-heating season usage. • Use in-slab hydronic heat delivery at the lower levels for Kindergarten classrooms. • Energy recovery units, VFD fan systems and pumps to be utilized in the design. • Perimeter heating will be provided by fin tube radiation and the possible use of ceiling mounted radiant panels, cooled by a VAV system with each room served by a dedicated VAV box and hydronic reheat coil. • The use of “chill beams” will be considered for general heating and cooling. Designer to provide additional information on chill beam systems to Owner. • The gymnasium/auditorium and cafeteria will be served by separate variable speed air handlers. Air handlers shall include a hot water heating coil and DX cooling coils.
Climate Controls/Ventilation System	<ul style="list-style-type: none"> • The building will be designed with Direct Digital Control (DDC) systems (Invensys), centrally tied into the School Facilities Department via Graphical User Interface. • Spaces should have independent, on demand heating, cooling and ventilation control for operational efficiency. • Each classroom will be provided with a temperature sensor and carbon dioxide sensor. The carbon dioxide sensor is an energy saving device. By sensing the carbon dioxide within the room, the outside air intake is adjusted, reducing the amount of outside air being heated or cooled, resulting in less energy used. • Climate controls/ventilation systems need to meet current codes and standards.
Lighting System	<ul style="list-style-type: none"> • Efficient and appropriate natural lighting will be maximized within the facility as appropriate for the programmatic use of the spaces. • Motion sensors and dual switching will be installed in classrooms. • The use of fluorescent lights throughout, with exceptions in specialty areas. • Attention should be given to security lighting for both interior and exterior of the building. • Emergency back-up will be via local battery ballasts. • The use of light shelves and light sensors for natural light to reduce electrical load shall be considered in locations where possible.
Electrical (Power) System	<ul style="list-style-type: none"> • Power to be provided by local utility company. • Distribution will include customer metering. • Emergency (whole building) generator to accommodate Life Safety needs. • Consider solar roof mounted

SYSTEM	SPECIFICATIONS
Technology	<ul style="list-style-type: none"> • There shall be a combined voice/data system with “VOIP” (Voice Over Internet Protocol) design. • The school shall have ceiling mounted projectors with media controlled both locally from the teacher’s station and with a centralized media system at the head end (“DIVOS system”). • Head equipment to be housed in an MDF with 24 hour environmental control. • Horizontal cabling shall be Category 6e or contemporary equivalent. • Cable shall be run in corridors to support horizontal cable structure. • Fiber back bone between the MDF and IDF rooms shall be multi-mode type (10GB minimum). • Fiber optical cable from street to MDF • Make new Data center
Security	<ul style="list-style-type: none"> • Digital video surveillance of exterior/interior areas of the building • Electronic security system with keypad access control installed into the school. • Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours. • Motion sensors shall be mounted in corridors. • Respond to future state and/or federal mandates related to security requirements for elementary facilities. • Door locks shall be Schlage and integrated with existing SWPS system.
Phone System	<ul style="list-style-type: none"> • A comprehensive, district-integrated phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options. • Install phones in every room of the facility occupied by teachers or students at any given time, including all support and instructional spaces. • Provide Voice Over “IP” options.
Public Address	<ul style="list-style-type: none"> • The building’s public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications as well as external communications. • The PA system should be developed in conjunction with the phone, clock, data, voice and DIVOS video distribution system of the school. • Secondary access to security and public address systems will be located in the MDF/Head End Room.
Clocks	<ul style="list-style-type: none"> • Clocks, similar to the phone system will be integrated into the technology component of the project. • All support and instructional spaces will be included. • System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government.
Plumbing System	<ul style="list-style-type: none"> • Plumbing fixtures/system will be designed per current and applicable codes. • Fixtures will be self-operating • Plastic piping to be considered for domestic water and heating where possible. • Floor drains in gang toilet areas • Plumbed for full whole building sprinkler system
Fire Protection	<ul style="list-style-type: none"> • Building will be fully protected by a sprinkler system installed per NFPA 13.
Fire Alarm	<ul style="list-style-type: none"> • The building will be protected by a fully addressable analog, manual and automatic fire alarm system.
Acoustics	<ul style="list-style-type: none"> • The building will comply with ANSI S12.60-2002: Acoustical Performance Criteria, Design Requirements and Guidelines for Schools. • Suspended acoustical ceilings and/or acoustical decks will be installed throughout the building. • Corridor walls should be constructed of glazed concrete masonry units, or materials with a comparable NRC rating, and provide an adequate separation for sound control. • In specialized areas, such as media centers, appropriate acoustical treatments will be installed. • Sound field system will be provided in each classroom.

SYSTEM	SPECIFICATIONS
Windows/Doors	<ul style="list-style-type: none"> • Windows should be high efficiency, non-operational type with low e-glazing. • Emergency egress windows and rated doors will be installed in accordance with applicable codes. • Key fobs, thumb latches, vision panels – review with District and integrate with security section. • Door locks shall be Schlage and integrated with existing SWPS system.

X. SITE DEVELOPMENT

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

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

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

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

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

Playgrounds will include paved (dry) play areas, replacement baseball and soccer fields, and new playscape equipment. Kindergarten play areas should be located in close proximity to their classrooms. Intermediate play areas should be located away from classroom areas, and in close proximity to the gymnasium. Playfields should be located in close proximity to the Gymnasium.

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

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

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

PHILIP R. SMITH ED SPECS SPACE SUMMARY				
Room Description	# of Students Per Room	Required # of Rooms	Square Feet Per Room	Total Area (Sq. Feet)
GENERAL EDUCATION PROGRAMS				
Early Childhood: Full-Day Kindergarten	24	3	1,100	3,300
Early Elementary: Grades 1 - 2	24	6	890	5,340
Early Elementary: Classroom Toilets		6	50	300
Intermediate: Grades 3-5	24-26	9	890	8,010
Visual Arts – Classroom	24-26	1	1,100	1,100
Visual Arts - Kiln Room and Storage		1	350	350
Music - Choral Room/General Music	24-26	1	1,000	1,000
Music - Instrumental Room		1	1,000	1,000
Physical Education - Gymnasium		1	4,700	4,700
Physical Education - Office and Storage		1	600	600
Platform (Stage)		1	900	900
STEM Lab Classroom	24-26	1	1,200	1,200
World Language Office		1	150	150
Media Center		1	2,240	2,240
Video Production Lab (in Media Center)		1	100	100
General Ed. Intervention Services (Math, EL)		2	400	800
General Ed. Intervention Services (Reading)		1	700	700
Total		38		31,790
SPECIAL EDUCATION PROGRAMS				
Special Education Resource Room		2	350	700
K-5 OT/PT Resource Room		1	500	500
Related Services Suite (Social Worker/ Psychologist/Speech)		1	700	700
Total		4		1,900
ADMINISTRATION AND SUPPORT FACILITIES				
Principal's Office		1	190	190
Main Office		1	700	700
Conference Rooms		2	200	400
Health Services		1	650	650
Teacher Workroom		1	440	440
Food Services - Cafeteria		1	1,800	1,800
Food Services - Kitchen and Manager's Office		1	1,250	1,250
Faculty Lounge		1	400	400
Custodial Office Area		1	150	150
Instructional Storage		1	400	400
General Storage		1	700	700
Total		12		7,080

Total Program Space: **40,770**

INDEX

Community Use.....	18
Conference Rooms	15
Custodial Office.....	18
Early Elementary (Grades 1-2).....	5
Environment Systems/Equipment	19
Faculty Lounge.....	18
Food Services - Cafeteria	16
Food Services – Kitchen.....	16
General Education Intervention Services (Reading, Math, EL)	11
Gymnasium.....	8
Health Services	15
Intermediate (3-5) Classrooms	6
Kindergarten.....	5
Library Media Center	10
Main Office (Secretarial Area).....	14
Music	7
OT/PT (K-5).....	13
Physical Education	8
Principal’s Office.....	14
Psychologist.....	13
Site Development	21
Social Worker	13
Space Summary	22
SPED Resource	12
Speech Language Pathologist.....	13
STEM	9
Storage.....	18
Teacher Workroom.....	16
Video Production Lab.....	11
Visual Arts.....	7
World Languages.....	10