

# **ADMINISTRATION**

July 23, 2013

## **I. PROGRAM REQUIREMENTS**

Refer to the project-specific Schedule of Spaces for student stations, square footage, and any requirements that may differ from the prototype requirements listed below:

- 1 Administration Reception
- 1 Secretarial Area
- 1 Principal's Office
- 1 Assistant Principal's Office
- 3 General Offices
- 1 Data Processing Office
- 1 Production/Workroom
- 1 Conference Room
- 2 Clinic Rooms
- 1 Clinic Toilet Room
- 1 Clinic Toilet/Shower Room
- 1 Administrative Storage Room
- 1 Records Storage Room
- 1 Textbook Storage Room
- 2 Staff Toilet Rooms

## **II. PROGRAM FURNITURE AND EQUIPMENT**

Refer to the Furniture and Equipment List for Owner-provided furniture and equipment.

## **III. SPECIFIC CONSIDERATIONS**

### **1. Heating/Ventilation/Air Conditioning**

Standard, refer to the General Design Requirements section.

### **2. Acoustical**

Standard, refer to the General Design Requirements section.

### **3. Floor**

Provide no-wax VCT in the Reception Area, circulation pathways, and Clinic Rooms.  
Provide standard flooring elsewhere, in accordance with the General Design Requirements section.

### **4. Walls**

Partitions are to extend to the deck above at all Offices.  
Provide the appropriate fire or smoke rating at the Records Room.

5. **Ceiling**

Standard, refer to the General Design Requirements section.

6. **Lighting**

Standard, refer to the General Design Requirements section.

7. **Windows**

Provide a window to the exterior in each Office.

Provide a four (4) foot wide by four (4) foot high opening (no window) between the Production/Workroom and the Secretarial area, located for best visibility of the Reception area from the Production/Workroom.

8. **Doors**

Standard, refer to the General Design Requirements section.

9. **Water**

General

Provide two (2) electric water coolers, located near the Staff Toilet Rooms.

Production/Workroom

Provide one (1) sink with cold water.

Clinic Rooms (each)

Provide one (1) sink with hot and cold water.

Clinic Toilet Room

Provide one (1) toilet and one (1) wall-mounted lavatory with hot and cold water.

Clinic Toilet/Shower Room

Provide one (1) toilet, one (1) wall-mounted lavatory with hot and cold water, and one (1) shower.

Staff Toilet Rooms (each)

Provide one (1) toilet and one (1) wall-mounted lavatory with cold water.

10. **Communications**

Provide two (2) master intercom stations in the Administration Suite, in accordance with SDHC standards.

Provide a clock and intercom speaker in each Office, and in the Production/Workroom, Conference Room, and Secretarial Area.

Provide a voice/data outlet with adjacent power outlet in each Office, at each secretarial station in the Secretarial Area, in each Clinic Room, in the Conference Room, in the Records Room, and in the Production/Workroom, in accordance with SDHC standards.

Provide a voice/data outlet with adjacent power outlet within the Reception Counter, with a grommited cut out in the countertop, to serve a visitor sign/in computer and telephone.

Provide a voice/data outlet with adjacent power outlet in the Administrative Storage Room to serve the HVAC controls computer that will be located in this room.

**10. Communications (continued)**

Provide two (2) AV speakers, mounted on each side of the markerboard in the Conference Room.

Provide data and AV connections and associated power outlets for the projector, in accordance with SDHC standards.

Provide a main fire alarm control panel, located in the Secretarial Area.

Provide a security system connection to the key vault, in accordance with SDHC standards.

**11. Electrical**

Secretarial Area

Provide floor outlets, number and location as directed.

Production/Workroom

Provide one (1) 208/240V and one (1) 110V dedicated outlet for Owner-provided copy machines, 20 Amps.

Administrative Storage Room

Provide one (1) 208/240V and one (1) 110V dedicated outlet for Owner-provided copy machines, 20 Amps.

**12. Gas and Air**

Not applicable

**13. Safety**

Standard, refer to the General Design Requirements section.

**14. Fencing**

Not applicable

**15. Service Drives**

Not applicable

**16. Parking**

Provide visitor parking near the Reception Area.

**17. Contractor-Provided Equipment and Casework**

General

Install an owner-provided key vault near the main entrance to Administration.

Reception Area

Provide a reception counter extending across the reception area leaving access on both ends to the secretarial area, see SDHC standard detail.

Production/Workroom

Provide six (6) linear feet of base and wall cabinet, to include the sink and one (1) adjacent bank of graduated drawers, countertop to be 36" above the floor.

Provide teacher mailboxes with workstation, see SDHC standard detail.

**17. Contractor-Provided Equipment and Casework (continued)**

Textbook Storage Room

Provide library-type shelving units around all walls and create double-faced peninsulas, units to be 36" wide x 12" deep x 90" high with six (6) adjustable shelves.

Clinic Room (each)

Provide three (3) linear feet of lockable base and wall cabinet, to include the sink, countertop to be 36" above the floor.

In addition to the above, provide one (1) kneespace, 36" wide x 30" high, with lockable pencil drawer for use as a nurse's station in one of the Clinic Rooms.

**18. Contractor-Provided Instructional Aids**

Conference Room

Provide a 4' wide x 5' high markerboard with a 4' wide x 5' high tackboard on one (1) side, bottom to be mounted 36" above the floor.

Install an owner-provided projector and mounting bracket, centered on the wall over the markerboard.

**19. Other Considerations**

The Data Processing Office, the Conference Room, and the Clinics should be located close to the Administration Secretarial Area.

The Principal's Office should be located adjacent to the Conference Room.

Mailboxes are to be provided in a location that would be least disruptive to the administrative staff in adjacent offices, specifically the Principal.

Provide interior access from the Guidance area to the Administration area to facilitate shared use of Storage Rooms, Conference Room and Staff Toilet Rooms.

# SPACE RELATIONSHIPS

