

ADMINISTRATION

February 3, 2014

I. PROGRAM REQUIREMENTS

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

- 1 Administrative Reception/Secretarial Area
- 1 Assistant Principal/Reception/Secretarial Area
- 1 Principal's Office
- 2 Assistant Principal Offices
- 1 Admin. Resource Teacher Office
- 1 School Resource Officer Office
- 1 Bookkeeper's Office
- 1 Data Processing Office
- 1 Production/Workroom
- 1 Administrative Conference Room
- 2 Clinic Rooms
- 1 Clinic Toilet Room
- 1 Clinic Toilet/Shower Room
- 1 Administrative 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. SPECIAL 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

Standard, refer to the General Design Requirements section.

4. Walls

Walls are to extend to the deck above at all Offices.

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.

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 Reception/Secretarial Area.

Provide a voice/data outlet with adjacent power outlet in each Office, at each secretarial station in each Reception/Secretarial Area, in the waiting area of each Reception/Secretarial Area, in the Production/Workroom, and in the Conference Room, and in the Clinic Room containing the kneespace workstation, in accordance with the General Design Requirements section and SDHC standards.

Provide a data outlet with adjacent power outlet within the Reception Counter, with a grommeted cut out in the countertop for connection of the visitor sign/in computer.

Provide AV connections and associated power outlets, in accordance with the General Design Requirements section and SDHC standards.

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

Provide a security system connection for the Owner provided/Contractor installed key vault, to be located near the main entrance to the Administration Reception/Secretarial Area.

11. Electrical

Administration Reception/Secretarial Area

Provide floor outlets, number and location as directed.

Production/Workroom

Provide a dedicated 208/240V and a dedicated 110V outlet for Owner-provided copy machines, 20 Amps.

Administrative Storage Room

Provide a dedicated 208/240V and a dedicated 110V 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 Administrative Reception/Secretarial Space.

17. Contractor-Provided Equipment and Casework

Administrative and Assistant Principals' Reception/Secretarial Area (each)

Provide a reception counter extending across the reception area leaving access on both ends to the secretarial area, in accordance with SDHC standards.

Production/Workroom

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

Provide teacher mailboxes with workstation, in accordance with SDHC standards.

Textbook Storage Room

Provide library-type shelving around all walls and create double-faced peninsulas, units to be 36" wide x 15" deep x 90" high, with six (6) adjustable shelves, in accordance with SDHC standards.

Clinic Rooms (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 4' high markerboard with a 4' wide x 4' 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

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

The Assistant Principal's Reception/Secretarial area requires two entrances. It is to be accessible to students from a covered walkway within the campus, and also to parents entering from the public side of the school.

SPACE RELATIONSHIPS

