

Elementary School

Educational Specifications Feasibility Study/Schematic Design

December 2015



Montgomery County Public Schools
Rockville, Maryland 20850

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Space Summary

Introduction

- This document describes the facilities that are needed for the _____ educational program. The descriptions provide the architect with important guidelines and will be used by staff representatives when reviewing drawings for the facility.

- The program capacity for this school will be ___ with a master-planned (core) capacity for ____. The school needs a ___-classroom master-planned addition to bring the program school up to its master-planned capacity. The architect should show the location for the future classroom addition.

- The educational specifications are divided into three sections.
 - The first section, the space summary, lists the type of spaces and square footage required when the project is complete.
 - The second section describes the general design, location, and specific requirements for each type of space in accordance with Montgomery County Public Schools (MCPS) standards.
 - The third section identifies additional program requirements for the school.

- The architect should show the location for relocatable classrooms, should they be required in the future. These units should be sited in a location where it will not cause conflict with the constructability of a future addition. The necessary utility connections, i.e. electrical power, fire alarm, public address, and data should be provided near the future location of relocatable classrooms.

- The architect will provide a space summary comparison between the programmed space requirements and the proposed after each phase of the project including but not limited to the feasibility study, schematic design, design development, and final design phase.

- For all new schools and modernizations, the project will be designed for LEED Silver certification by the United States Green Building Council (USGBC) under the LEED for Schools guidelines. If this project is a classroom addition, the certification requirement applies only if the addition doubles the existing building footprint. If this project is a building renovation, the certification requirement applies only if the renovation alters more than fifty percent of the existing building gross floor area.

General Planning Considerations

In the general planning of this building, special consideration is to be given to the following comments and instructions:

- The architect is expected to be compliant with all national, state and local fire safety, life safety, and health code regulations and to follow applicable rules of the State Interagency Committee on School Construction.
- The building is to be accessible to the disabled within the meaning of the latest edition of the Americans with Disabilities Act and to conform to all the latest requirements of the *Americans with Disabilities Act Standards for Accessible Design*. (The regulation can be found at www.ada.gov/2010ADAstandards_index.htm)
- In addition to the ADASAD, the *Maryland Accessibility Code* (COMAR.05.02.02) also is required for public schools. (The regulation can be found at <http://mdcodes2.umbc.edu/dhcd/access.htm>)
- The facility is to reflect an appealing visual, acoustic, and thermal environment and is to be properly furnished and equipped. Well-chosen colors and textures are to be used. Lighting must meet current guidelines and provide adequate levels.
- High quality materials are to be used in the construction.
- The architect should refer to the MCPS Facility Guideline Specifications when noted. The document can be found at: <http://www.montgomeryschoolsmd.org/departments/construction/publications/guidelines.shtm>
- The first impression of a building is important. The main entrance to the school should have a clear and inviting identity, and the entrance area should be designed and landscaped to emphasize its importance. A covered walkway from the bus loading area to the front door is desirable. The design of the main lobby area needs to convey a feeling of warmth and welcome. The inclusion of a lighted showcase in which children's work can be displayed is recommended.
- The design of the building and grounds must provide for a secure environment for students and staff. Isolated areas should be minimized and natural surveillance encouraged by eliminating visual barriers.
- For security purposes, all doors into classrooms, conference rooms, offices etc. must have a sidelight window with shades.
- Water coolers should be provided throughout the school.
- Every teaching station, support space, and core area must be wired for computer, CCTV, and telephone, along with adequate electrical supply in compliance with Maryland State design guidelines for Technology in Schools and the MCPS Office of the Chief Technology Office

(OCTO) guidelines. Facilities must be adaptable to accommodate rapid development in high technology and its equipment since educational program and organization in this field are dynamic. Space and power supply must be flexible to meet these changing needs.

- Core spaces such as the cafeteria, gymnasiums, and instructional media center should be easily accessible for community use and secure from the rest of the building after school hours.
- An MCPS designed alarm system will provide security for this facility. The architect will provide for this system in consultation with the DOC staff.
- Building code requirements call for less than fifty percent of interior corridor space to be used for displaying flammable materials. Display areas can be provided by a 5' x 5' bulletin board per classroom or an equivalent amount of space in a larger area. Please refer to the MCPS Facility Guideline Specifications.
- Students should have ADA compliant access to the play areas from the multipurpose room. Play areas are to be protected from any vehicular traffic. Unobstructed supervision of play areas from one central area is desirable.
- The school is to be air-conditioned except for the gymnasium and kitchen. Careful placement of glass is required to avoid excess heat gain in occupied areas.
- Some windows must be operable in each space in the building. Transmission of radiation through windows into various portions of the plant is to be considered in relation to heating and ventilating and in relation to planning the building for air conditioning. All instructional spaces should have windows, preferably exterior windows. If the design does not permit exterior windows, windows onto corridors should be provided.
- Zoning the plant for heating and air-conditioning should be related to after-hours use of various areas such as offices, gymnasium, multipurpose room, and the instructional media center. Appropriate location of parking, corridor barriers, and toilet rooms is necessary for after-hours use. Some classrooms nearby the multipurpose room should be zoned for after hour use as well.
- The architect should refer to MSDE's 2006 *Classroom Acoustic Guidelines* to address the acoustical qualities for classrooms. In addition, the architect should refer to *American National Standard, Acoustical Performance Criteria, Design Requirements, and Guidelines for Schools* (ANSI S12.60-2002) for additional information.
- Noise and distracting sounds are to be minimized. In areas such as the multipurpose room and classrooms, which may be used for meetings and adult education, the sound of operating fans for ventilation should not interfere with instruction.
- Adult restrooms should be provided in accordance with the latest code requirements. Adult restrooms in elementary schools will be unisex.

- Spaces that serve no real educational function, such as corridors, should be limited while at the same time assuring an easy to supervise and smooth flow of pupil traffic to and from the instructional media center, multipurpose room, gymnasium, specialized centers, and support rooms.
- Carpeting should be limited to the principal's office, assistant principal's office and conference room in the administration suite and the main reading room of the instructional media center.
- All instructional, resource, or office spaces that students may occupy should be designed with either a sidelight or glass panel in the door and must be able to be supervised from the corridor or an adjacent space. Doors should be provided between classrooms whenever possible, however, expensive folding walls should be carefully considered as they are rarely utilized.
- The classrooms should be designed to accommodate various size groups. Each classroom should be readily adaptable for group work, various presentation formats, and should have maximum connectivity to outside resources.
- The shape of the classroom and the design of built-in features and storage areas should provide optimum net usable floor area. Elongated rooms and features that protrude into floor area, limiting flexibility, are to be discouraged. Rectangular shaped classrooms are preferred.
- Metal adjustable shelving is to be provided in all building storage closets.
- All plan reviews will be coordinated through the Division of Construction.
- Special consideration must be given to energy conservation including total life-cycle costs. The current Maryland State Department of General Service (DGS) requirements will be applied as design criteria. Life-cycle cost accounting in accordance with DGS criteria is required.
- Per COMAR 23.03.02: Regulation .29, all school projects that include replacing or upgrading the electrical system should be designed and constructed so that a designated public shelter area can be fully powered in the event of an emergency.

Technology Framework

The latest technology should be integrated into every aspect of building. The architect should consult with the Office of the Chief Technology Officer (OCTO) and the Division of Construction (DOC) for the latest technology requirements. The architect must at a minimum plan for the following elements.

- Through the use of wireless access, local area and wide area computer and video networks, students should have access to each other, to schools throughout the county with similar capabilities, and to universities and government institutions throughout the world.

General Planning Considerations

- Each classroom is to have one dedicated 20 amp electrical circuit for a charging mobile laptop cart.
- Each classroom will have a promethean board at the teaching wall and CNO for the teacher's computer.
- Computer network outlets (CNOs) consisting of a flush mounted standard electrical box with 1 1/2" conduit to the ceiling space overhead should be located in all classrooms, offices, and other work locations according to the following general rules:
 - one CNO per office, staff office, planning room, etc. adjacent to telephone outlet
 - Two CNOs for student use located 3' apart along the back or side wall in each classroom.
 - Multiple CNOs in media center at circulation desk, reference areas, etc.
 - One CNO at each science lab workstation
 - All other areas such as the stage, bookstore, dining room, etc., where computers might be used.
- The number and location of telecommunication closets required to support the building-wide computer network is dependent on the size and geometry of the building. The layout of the telecommunication closets will be determined during the design phase of the project.
- Provisions for high-resolution fiber optic cable for television must be included in the design of all teaching stations.

Description of Facilities

Please refer to the summary of spaces in the front of this document for the square foot requirements for each space described below. Square foot allocations should be considered the standard to be followed, although minor deviations are permitted.

Prekindergarten/Kindergarten Classroom

- If the school has a Head Start program, the classroom should be designed as a prekindergarten/kindergarten classroom.
- Each room should allow flexibility in creation of activity areas and to provide for individualized instruction through arrangement of the "centers" approach.
- An area should be designated for placement of a 12' by 15' area rug over the finished floor (NIC).
- A 100 square foot walk-in storage closet and 150 square feet of general storage (casework throughout the classroom) is needed.
- When possible there should be interconnecting interior doors between all kindergarten and pre-kindergarten rooms.
- All prekindergarten rooms should have an outside door or be directly accessible to the outside and convenient to the main entrance of the school building.
- The prekindergarten classrooms must have direct access to the prekindergarten play areas. See the Site Requirements section for a description of play areas. The computers should not be located next to a whiteboard where magnets might damage the hardware and software. Glare from the windows on the computer screens should be eliminated as much as possible. Security for the computers should be planned in consultation with the DOC. Computer/technology wiring must be in accordance with MSDE/MCPS guidelines.
- Every classroom must have computer outlets for two student workstations and one teacher workstation. The building information and communications distribution system and other aspects of the building design must comply with the February 2002 revision of the MSDE *Maryland Public School Standards for Telecommunications Distribution Systems*.
- The main teaching wall layout should be in accordance to MCPS Facilities Guide.
- A sink with a drinking fountain must be provided, with cabinets above and below.
- In a non class-size reduction school, the built-in student wardrobe area must provide at least 28 individual compartments to store students' belongings. The architect is to refer to the MCPS Facility Guideline Specifications for a typical cubby design. Lockers in the classroom may be considered for the kindergarten classrooms.

- In a class-size reduction school, the built-in student wardrobe area must provide least 24 individual compartments to store students' belongings. The architect is to refer to the MCPS Facility Guideline Specifications for a typical cubby design. Lockers in the classroom may be considered for the kindergarten classrooms.
- A total of 20 feet of tackboard and 10 feet of magnetic whiteboard should be installed at eye-level height for small children, with tack stripping along walls for display of student work.
- A small lockable teacher's wardrobe must be provided, as per MCPS Facility Guideline Specifications.
- Each room must have a toilet room that is accessible from within the room and easily accessible from outside. The toilet room will contain a standard height toilet, a child height sink with mirror, and soap and towel dispensers that are accessible to small children. The light switch should automatically turn on the vent fan.
- Each classroom should be equipped with window blinds per the MCPS design guidelines.
- Battery operated clocks will be installed.
- All classrooms should be equipped with a handicapped accessible sink with drinking bubbler.
- A full-length mirror should be installed in the prekindergarten rooms only.

Standard Classroom

- Each classroom should be designed to support flexible furniture arrangements that will support a variety of teaching and learning models.
- 150 square feet of casework storage is needed in the classroom.
- When possible there should be interconnecting interior doors between all classrooms.
- The computers should not be located next to a whiteboard where magnets might damage the hardware and software. Glare from the windows on the computer screens should also be eliminated as much as possible. Security for the computers should be planned in consultation with the MCPS DOC. Computer/technology wiring must be in accordance with DOC/MSDE/OCTO guidelines.
- Every classroom must have computer outlets for two student workstations and one teacher workstation. The building information and communications distribution system and other aspects of the building design must comply with the latest edition of MSDE *Maryland Public School Standards for Telecommunications Distribution System*.
- The architect should refer to the MCPS Facility Guideline Specifications for the main teaching wall layout.
- Lockers will be provided in the hallway for storing student belongings. The architect should design the facility with 700 lockers if the core capacity is 640 and 815 lockers if the core capacity is 740.
- All classrooms should be equipped with a handicapped accessible sink with drinking bubbler.
- A storage area is needed to hold at least two science kits (approximate 27" x 17" x 12" each) and one math kit in each classroom.
- General storage space must be built in and must accommodate 24- by 36-inch paper and a 4-drawer file cabinet. Each classroom must include 48 linear feet of built-in adjustable shelving.
- A small lockable teacher's wardrobe must be provided, as per MCPS Facility Guideline Specifications.
- Designated shelf space, not near a window, for an aquarium/terrarium with nearby electrical outlet, is desirable.
- Each classroom should be equipped with window blinds. The specifications for the window blinds will be provided by DOC.
- Battery operated clocks will be installed.

- A school may consider reducing the size of each classroom to create small break-out rooms in the school. The number and design of these breakout rooms may be determined by school and MCPS staff.

Special Education Classroom

- The specific requirements are the same as the requirements for standard classroom requirements. Please refer to the preceding section for these requirements.
- Please see the additional requirements section of this document for additional special education program requirements specific to this school.

Art Room

The art room is to provide space for teaching and creating art, displaying student work and educational aids, and storing supplies and materials. The room should be designed as follows:

- The minimum square footage for the teaching area must be 800 square feet. The ideal room dimensions are approximately 25' x 32'.
- The art room must not be carpeted.
- Both art and music rooms must be located near student restrooms.
- Two computer drops along wall for student use should be provided.
- The design of all work, display, and storage areas should create an environment that is functional and easy to clean.
- Lighting should be both natural and artificial and conducive to close work.
- A door to the outside is desirable.
- Space and electrical outlets for two kilns should be in the farthest corner of the storeroom with proper ventilation.
- Eight duplex electrical outlets are to be provided (where feasible quadruplex outlets may be utilized).
- Any available wall space should have tack boards.

The window wall should have the following:

- Windows that permit views of the surrounding landscape.
- Blinds to permit room darkening.
- Shelves under windows 15" deep.
- Tack board or tack strips above windows if space permits.

The teaching wall should have the following:

- Standard teaching wall should be provided. The architect should refer to DOC standards.
- Fourteen-inch deep, 24 inch high, shelving under the center of the 16-foot long tack board and white board.

Sinks and sink area:

- Three sinks should be provided. Faucets should be accessible to students and positioned to prevent splashes onto floor.
 - One ADA accessible sink (34" high)
 - One sink located on a peninsula (30" high). Peninsula is to be no longer than 3 feet.
 - One 12" deep sink (32").
- Removable plaster traps
- Closed cabinets below and above
- Conveniently located towel and soap dispensers
- At least 9 feet of counter space (includes 1 ½ feet of counter space on both sides of the sinks) with rounded corners
- Hot and cold water faucets with bubbler
- A tile backsplash that spans from the countertop to the bottom of the wall cabinets.
- Extra caulking where the countertop meets the backsplash.
- A 5- to 7-foot open space is needed for drying rack(s) along one wall.

The wall opposite or adjacent to the teaching station should have the following:

- One 6-foot tall, 12-foot long tack board with 24-inch tall, 14-inch deep shelving units below.

Art Storeroom

- The storeroom must be approximately 8.5-9' wide by approximately 25-30'.
- The storeroom must have a 6-foot wide, 30-inch tall, and 34-inch deep worktable immediately inside the entrance to the storeroom with 5-6 built-in sliding drawers. This table will accommodate a 30-inch square paper cutter and storage of large art reproductions and papers below.
- Three or four 6-foot tall, 36-inch wide paper storage shelf sections, 24" deep with shelves 8 inches on center to accommodate 18" x 24" paper.
- An empty floor space should be left to accommodate flat files. 5-drawer flat file units are 40 ¾"W x 15 3/8"H x 28 3/8"D x 2" drawer depth. Three of these 5-drawer units will be stacked on top of each other. (NIC)
- Empty floor space should be left to accommodate one rolling cart and filing cabinet.

- All extra space should be filled storage shelving and cabinets. There should be no empty walls in the storage closet.
- Seven foot tall open shelving, 18 inches deep, should be provided along remaining walls where space permits. Twelve to fourteen inch deep sections are acceptable for some sections where 18-inch deep shelves won't fit.
- Teacher wardrobe should be provided in the storeroom.

Kiln Area

- The kiln area should be located at the far end of the storeroom and should accommodate two kilns.
- Two or three 7-foot tall, 18-inch deep, 36-inch wide shelf sections near kiln area for storage of ceramic work.
- Two kiln exhaust hoods and fans (local switch) must be installed with a 24 hour timer. Positive ventilation (using negative pressure) is needed to assure removal of fumes.
- Kilns should be 30 inches wide, 30 inches deep and 36 inches tall. Allow an additional 6 inches in depth for opening of the kiln lid.
- Electrical characteristics for the kiln are 250 volt, 50 amps, single phase, and 7200 watts. Provide 2-250V, 50 amp 3-prong plug outlets. NEMA configuration 6-50R. Provide two outlets on wall behind the kilns.

Hallway Outside

- The hallway outside of the art room should have two tack boards for displaying artwork. Tack strips also should be provided on other walls.
- There should be a lockable showcase with lights located near the art room or at the main entrance of the school.

Music Suite

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|-------------------------|
| Spatial Needs |
| Music Room |
| Instrumental Music Room |
| Music Storage Room |

- The music room and instrumental music room should be located adjacent to each other with a shared storage room.
- These rooms should be located near the multipurpose room to allow easy access to the performance platform.
- The two music rooms must be acoustically treated for isolation and reverberation with a combination of absorptive and reflective acoustic wall panels, by Wenger or equal, to be included the base bid design.

Music Room

- The teaching area for the music room must be 34' x 31' and have a circle 20 feet in diameter, with chairs arranged around 3 sides of a surrounding box of the circle.
- 100 linear feet of general storage (casework throughout the classroom) is needed in the classroom. Adjustable, open shelving must allow for storage of books, CDs, and small instrument as follows:
 - 12" deep shelving for 140 books (140 linear inches)
 - 12" deep shelving for 13-15 baskets 12"x9" for small musical instruments
 - 12" deep shelving for four medium sized drums (12"x12"x12")
 - Two 18" deep shelves, 3' long for bass xylophones
 - 12" deep shelving, 42" long for 4 alto xylophones, 2 shelves high
 - 12" deep shelving, 42" long for 4-6 soprano xylophones, 3 shelves high
 - 12" deep shelving for 4 alto and 4 soprano glockenspiels
 - Some additional shelving for books, CDs, instruments, and teaching materials.
- The music room needs a child height sink with a work area and drinking fountain.
- Window blinds will be provided for room darkening. If there is a roof monitor then window blinds are required.

- The architect should refer to the MCPS Facility Guideline Specifications for the main teaching wall layout. The teaching wall also should have a single music staff.
- An additional 8' magnetic whiteboard should be provided in the classroom with a single music staff.
- Two 4' tack boards should be provided in the classroom.
- A minimum of eight duplex electrical outlets should be provided in the classroom. No fewer than three outlets should be located on the teaching wall, space out along the teaching wall.
- 36" wide doors into the music room and platform to accommodate the passage of a piano.
- Two speaker outlets and 12" deep shelves, installed 6' 8" high, should be located in the front of the classroom.

Instrumental Music Room

- A deep sink and countertop area should be provided for cleaning and repairing musical instruments.
- 36" doors into the instrumental music room must be wide enough to accommodate the passage of piano and large instruments.

Music Storage Room

- A 250-square foot secure room to store instruments, equipment, choral and instrumental music, music stands, and instructional charts is necessary with access from the music room.
- 48"W x 24"D x 84"H wood cabinets with adjustable shelves and lockable doors should be provided in the instrumental storage room for the sound system. Some open adjustable shelving also should be provided. Specific storage and shelving specifications are available through Montgomery County Public School's MCPS Facility Guideline Specifications.

Dual Purpose Room

- This room should be designed to accommodate both art and music activities in the school but with less detail than the regular art and music rooms.
- Some acoustical treatment should be provided in the room.
- One sink for student use should be provided along with some countertop area.
- No kiln area is needed and less shelving than described in the art room is to be provided.
- The exact details of the design should be discussed with the school staff and community.

Support Rooms

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| Spatial Needs |
| Large Instructional Support Room |
| Small Instructional Support Room |
| Speech/Language Room |
| Occupational Therapy/Physical Therapy (OT/PT) Room |
| Testing Room |
| Instructional Data Analyst Office |
| Support Staff Offices (two) |

Large Instructional Support Room

- Room for a teacher's desk, lockable file cabinet, and assorted sized furniture is desired.
- Every classroom must have computer outlets for two or three student workstations and one teacher workstation. The building information and communications distribution system and other aspects of the building design must comply with the latest edition of MSDE *Maryland Public School Standards for Telecommunications Distribution System*.
- Approximately 10 to 15 linear feet of magnetic marker board and 10 to 15 linear feet of tack board, both with tack strips and map rails above the boards, should be installed in each classroom. Marker boards should be located so as to reduce glare. Tack strip is needed on all available walls. The architect should refer to the MCPS Facility Guideline Specifications for the main teaching wall layout.
- Each classroom must include a minimum of 50 linear feet of built-in adjustable shelving for books.
- Space for a big book rack should with an incline to display the book open and also for storage beneath for space to lay the books flat should be provided.
- A small lockable teacher's wardrobe must be provided, as per MCPS Facility Guideline Specifications.
- 40 mailboxes should be designed for storage of student work such as folders or notebooks.
- This classroom should be equipped with a handicapped accessible sink with drinking bubbler. Cabinets should be provided above and below the counter area.
- Each classroom should be equipped with window blinds. The specifications for the window blinds will be provided by DOC.
- Electrical and data outlets should be provided in the ceiling for a ceiling mounted LCD projector.

- Battery operated clocks will be installed. The clock should not be mounted behind the projection screen.

Small Instructional Support Room

- Room for a teacher's desk, lockable file cabinet, and assorted sized furniture is desired.
- Every classroom must have computer outlets for two or three student workstations and one teacher workstation. The building information and communications distribution system and other aspects of the building design must comply with the latest edition of MSDE *Maryland Public School Standards for Telecommunications Distribution System*.
- Approximately 10 to 15 linear feet of magnetic marker board and 10 to 15 linear feet of tack board, both with tack strips and map rails above the boards, should be installed in each classroom. Marker boards should be located so as to reduce glare. Tack strip is needed on all available walls. The architect should refer to the MCPS Facility Guideline Specifications for the main teaching wall layout.
- Each classroom must include built-in adjustable shelving under the windows.
- A small lockable teacher's wardrobe must be provided, as per MCPS Facility Guideline Specifications.
- This classroom should be equipped with a handicapped accessible sink with drinking bubbler. Cabinets should be provided above and below the counter area.
- Each classroom should be equipped with window blinds. The specifications for the window blinds will be provided by DOC.
- Electrical and data outlets should be provided in the ceiling for a ceiling mounted LCD projector.
- Battery operated clocks will be installed. The clock should not be mounted behind the projection screen.

Speech/Language Room

- This room requires a whiteboard, tack board, open and closed lockable storage, open shelving, and a lockable teacher wardrobe.
- Room for a teacher's desk, lockable file cabinet, and table to work with small groups of students is required.
- The speech/language room should be wired for access to one computer workstation each.
- The speech room must be located on the first floor and be acoustically treated.
- The speech room needs a 4' x 4' mirror mounted to the wall to supplement verbal skills training.
- The speech room requires a sink with counter space.

Occupational Therapy/Physical Therapy (OT/PT) Room

- Each room must have whiteboard that is mounted two feet off the floor.
- A tack board, open and closed lockable storage, open shelving, and a lockable teacher wardrobe are required.
- A sink with counter space is required in the OT/PT room.
- Room for a teacher's desk, lockable file cabinet, and assorted sized furniture with adjustable legs should be provided.
- The OT/PT rooms should be wired for access to one computer workstation each.
- The OT/PT requires a ceiling mounted hook, with a 6' foot diameter clear space for hanging swings and other suspended equipment.
- The OT/PT room requires lockable storage with sufficient area to house large gross motor equipment (minimum of 35 square feet) such as therapy balls, scooter boards, walkers, balance beams, ramps, etc.

Testing Room

- School and/or central office staff test individual students or small groups of students. Typical testing includes psychological, diagnostic, vision/hearing, gifted, and makeup testing for required standardized tests. This room also will be used to accommodate post-test conferences with teachers and/or parents.
- This room should be designed as a secure room for testing materials and should have a counter with lockable cabinets above and below.

- This room needs acoustical treatment as well as video, voice, and data outlets.

Instructional Data Analyst Office

- This room houses one computer and must be lockable and secure.
- This room requires space for an office desk, whiteboards, and video, voice, data outlets, and space for file cabinets.

Support Staff Offices

- Office space is needed for permanent as well as itinerant support staff (curriculum coordinator, team coordinator, social worker, psychologist, auditory and vision specialists, and psychiatrist).
- A teacher's wardrobe should be provided for itinerant staff use.
- Video, voice, and data outlets should be provided.

Instructional Media Center

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|-----------------------------------|
| Spatial Needs |
| Main Resource Area |
| Materials Preparation/Office Area |
| Media Storage |
| Textbook Storage |
| Control Room/Storage |
| Head End Equipment Closet |
| LAN Wire Closet |

- The architect should refer to the MSDE document, *Facilities Guidelines for Library Media Programs, 1998* as a guide for media center design.
- Staff in the Department of Educational Media and Technology must approve specific design.
- The media center is to be central to the instructional program of the school.
- The total media complex is to be enclosed and lockable.
- The media center is to accommodate multiple arrangements and uses as functions change. It should be acoustically designed for multiple activities. Furniture and shelving should have casters for easy moving, to divide one area from another, and create traffic patterns.
- A complete media center is to include the following areas that are described in the following sections:
 - Study and Research Area
 - Informal Reading Area
 - Instructional Area
 - Production and Group Project Area
 - Administrative Area

Main Resource Area

- The main resource area should have 3 separate lighting zones for the storytelling area, the instructional area, and the circulation area. Each zone should be independently operable. Dimming capabilities are recommended in the storytelling and instructional areas.
- Two CCTV outlets should be located in the main resource room—one near the storytelling area and one in the instructional area. CCTV receptacles and electrical outlets should be located 44" apart.

The Main Resource Area is to be subdivided to provide for the following program activities:

Study and Research Area

- Space is needed in the Main Resource Area for an information desk.
- This area should be designed with ten computer workstations for student use. These computers will be used for accessing the catalog as well as research.
- This area requires study and research tables, reference materials, professional library materials, basic collections, and stacks.

Informal Reading Area

- Space is needed in the Main Resource Area for books and periodicals to encourage literacy, lifelong learning, and reading for pleasure.
- This area needs to provide space to seat 30 students on the floor away from the busy areas for a storytelling area.
- A projection screen should be accessible. Emergency lighting should not affect the projection screen.
- Zone lighting should be controlled from this area.
- A CCTV receptacle and appropriate electrical outlet should be located near this area.
- The architect may want to define this area by architecture and/or accent carpeting.
- Picture book shelving also may help define this area.

Instructional Area

- Space is needed in the Main Resource Area for formal seating for small, large group, and whole class instruction.
- A “teaching wall” with appropriate instructional technology, and display space is needed.
- This area should not be located near an entrance.
- It should seat 30 students at tables.
- A projection screen with appropriate floor mounted outlets should be located in this area.
- Lights in this area should be separate for dimming without affecting the reference area.

Production and Group Project Area

- Space is needed in the Main Resource Area for functional work and meetings for individuals, teams, and classes as well as facilities for media production should be designed in the main resource area.
- This area allows for individual study desks for students to carry on independent study research projects, analyze information, and solve problems.

Administrative Area

- Space is needed in the Main Resource Area for the circulation desk should be designed near the entrance of the media center. This area needs writing space, book return, computer workstation, file cabinet, and storage.
- An electronic catalog area (ECC) should be located near the circulation desk and should contain one to two computer workstations.
- The reference section area should contain two to four computer workstations. These should be located near the electronic card catalog and be positioned so they may be utilized with the ECC for directed instruction to students for on-line retrieval skills. Appropriate data, telephone and electrical outlets as well as casework should be provided for these workstations. Casework should include wire management, area for student books and a pullout keyboard.

Materials Preparation/Office Area

- The Office and Materials Preparation Rooms may be combined into one room. The Office access should be located immediately behind the circulation desk at the entrance to the Media Center. Plentiful interior windows from these rooms into the Media Center are to be provided for supervision.
- The materials preparation area provides for the preparation of several types of instructional materials, such as transparencies, slides, and charts.
- The materials preparation area should have corridor access.
- This space requires appropriate counter space for repairs, including cabinetry, sink, storage of tools and cords, as well as electrical and computer receptacles for testing equipment.
- Appropriate casework for storage, computer workstations, data, electrical, and modem receptacles should be provided.
- See media center specifications available from the MCPS Facility Guideline Specifications.

- The office area should include space for collaborative planning and processing of library media materials.
- The office area must be accessible to the materials preparation area and main reading room. It should include appropriate casework for a computer workstation, book shelving, and cabinetry as well as phone, data, and electrical receptacles. Adequate space should be allocated for the media center file server.

Media and Textbook Storage

The storage areas should be located adjacent to the materials preparation work area and should have the following specifications:

- Space is needed for the storage of instructional materials, such as seasonal materials, maps and globes, and instructional equipment, such as projectors for distribution. Minor repairs, cleaning, and testing of equipment are completed here. Space for manipulatives, especially mathematics and science, is needed.
- Textbook storage provides for storage of textbooks, workbooks, and classroom materials.

Control Room/Storage Area

- A support room should be located adjacent to the control room so the room can serve the dual function of a support space and TV studio.
- The support room used as a TV studio should have adequate electrical outlets and acoustical treatment.
- See studio specifications for media center communication labs available from the MCPS Facility Guideline Specifications.

Telecommunication Equipment Closet

- This room is to be located in or near the instructional media center.
- It should have corridor access and be centrally located in the school.
- Specifications for this space are available from the MCPS Facility Guideline Specifications.

Shelving Requirements

- The architect is to refer to the MCPS Facility Guideline Specifications for the material to be used for the shelving in the media center resource area and storage area.

- The shelving should be interchangeable within standard upright wall units in accordance with MCPS specifications (maximum height and island shelving requirements are available from the MCPS Facility Guideline Specifications).
- Low shelving is desirable for sight and safety reasons when extra shelving is needed.

Shelving is to be allocated on the average as follows:

| | Linear Feet |
|--|--------------------|
| Books | 700 |
| Picture Books (with dividers) | 165 |
| Magazines (with space for back issues) | 20 |
| New Book/Interest Display | 10 |
| Media Center Storage (20-24" depth) | As space allows |
| Textbook Storage (12-18" depth) | As space allows |

Computer Laboratory

- This room should have direct access to the Instructional Media Center.
- The computer laboratory should be zoned for independent air-conditioning during times when the rest of the building is closed.
- The minimum dimensions of the room should provide for an uninterrupted area of 25' x 32' so that the computer laboratory may be designed with the following requirements.
- Each computer laboratory should accommodate 32 student workstations.
- The layout should be designed with four rows with eight computers in each row facing the teaching wall. Each row should have a center aisle that separates each row, with four computers on either side of the aisle.
- File server and printers are to be located near teacher's desk or in office.
- A teacher's wardrobe and storage cabinets should be provided.
- The teaching wall should be designed to accommodate a Promethean board. The teaching wall layout will be provided by the Division of Construction.
- Tackboards should be provided in the laboratory.
- The architect should consult with the OCTO/DOC for the latest technology requirements.

Physical Education

The gymnasium has two major purposes:

- To provide an indoor facility for the physical education instructional program.
- To provide for student and community recreation during after school hours, weekends, summers, and holidays.

| |
|---------------------------|
| Spatial Needs |
| Gymnasium (74'x50') |
| Physical Education Office |
| Storage Rooms |
| Lobby Area |
| Outdoor Storage |

Gymnasium

- The location of the gymnasium should be near the play areas, directly accessible from a corridor, and easily accessible from the parking lots.
- Buffering the gymnasium with a corridor or related spaces is required to separate gymnasium noise from the rest of the school.
- The physical education office should be adjacent to the gymnasium and lobby.
- The architect should refer to detailed requirements provided by MCPS Facility Guideline Specifications.
- Any windows into the gymnasium should be oriented north and south so that direct east-west sunlight does not impact play in the gymnasium. However, windows should not be placed in the end walls.
- The gymnasium should be ADA accessible from within and without (access from inside gym to playfields).
- A ceiling clearance of 18-20 feet free of girders, pipes, heating vents, lights and curtain supports is required.
- No ledges or sills should be created over 6' in height that would make it difficult to retrieve a ball.
- Glazed tile on the walls must cover at least seven feet from the floors.
- If the gymnasium is a community sized gymnasium (84' x 75') then a vinyl-mesh curtain to divide the floor area into two equal size spaces should be provided. It must be the type that can be electrically rolled to the ceiling for storage. If the gymnasium has a divider curtain, a clock with a protective wire covering should be provided on both ends of the room.

- Adequate lighting in the gymnasium is required. The lighting should be securely mounted and guarded to prevent damage by balls with keylock switches to control the lighting.
- A minimum number of windows to prevent glare and glass breakage is requested.
- Acoustical treatment of walls and ceiling is required and must be able to withstand damage by balls.
- Ventilation equipment must not inhibit use of the space for auditorium purposes.
- A wood floor should be installed in the gymnasium. Striping for basketball, volleyball, and floor games should be provided. (i.e. hopscotch and four square)
- Graphics or approved words should be painted on the gymnasium walls. The school may choose from an approved curriculum list of words to paint on the gymnasium walls. The list of words will be provided by MCPS staff.
- A whiteboard, 4'x6', with no ledge is required.
- Separate heating source or controls to permit use when the remaining part of the building is not occupied is required.
- Recessed door handles are required.
- Doorway center posts must be removable to allow for the passage of equipment.
- A recessed fire alarm box or covered fire alarm box, preferably in a corner of the room needs to be provided.
- Two call buttons located at opposite sides of the gymnasium are required to contact the main office.
- A clock with a protective wire covering should be provided on a sidewall of the gymnasium. The fire extinguisher, if mounted in the gymnasium, should be recessed into the wall.
- Wall safety padding must be mounted under each basketball backstop with 16 feet under end basketball backstops and 12 feet under side basketball backstops with nylon nets.
- Doors or openings should not be directly behind basketball backstops.
- Fan-shaped basketball backstop, adjustable from 8 feet to 10 feet, must be mounted four feet from the sidewalls to provide two equal sized side courts. The backstops must be of aluminum composition. Collapsible rims must be provided.
- A basketball backstop, adjustable from 8 feet to 10 feet, must be mounted on each end wall for full court play. The fan-shaped backstops must be of aluminum composition. Collapsible rims must be provided.

- A hand crank must be provided for the adjustable basketball backstops if they are not operated electrically.
- Four climbing ropes (1 knotted, 3 plain) with hoist located 6 feet from the ground and safety cables located away from ceiling lights and basketball backstops should be provided.
- One 8-foot semi-guyed (wall mounted) horizontal bar with safety chain and floor plates should be provided. The MCPS shade shop will provide safety padding.
- One pair of volleyball aluminum uprights and one center volleyball aluminum upright (insertion type) must be provided. Heavy-duty net ratchet and removable crank handle should be included.
- Five solid brass floor plates and floor sleeves need to be installed. Two volleyball nets, 32" in length with end sleeves for wooden dowels should be provided.
- Two portable game standards are required.
- Audio controls for a sound system that are easily accessible to the instructor should be provided.
- A wall-mounted, chin up bar should be provided. The lowest bar height should be approximately 5 feet from the floor.
- Video, voice, data and electrical outlets on opposite walls of the gymnasium are required.

Physical Education Office

The following items are required in the physical education office:

- Non-breakable window to the gymnasium, low enough to view students, is required.
- Non-breakable window to the lobby for supervision, low enough to view students, is required.
- Toilet and shower facilities are required.
- Video, voice, data and electrical outlets are required.
- Venetian blinds for windows are required.
- VCT flooring is required.
- A call button the main office is required.
- Three full size clothing locker should be provided.
- Electrical outlets.
- A tack board should be provided.

- A wall-mounted clock should be provided.
- A small closet with shelves should be designed in this office.

Storage Rooms

- All of the storage rooms require 8-foot doors and 12-foot ceiling heights with a flush threshold.
- The large storage room requires 8-foot double doors with no center post and must be able to accommodate a set of parallel bars.
- The large storage room must contain shelves, 6 feet high and 18 inches deep, mounted on at least two walls. The shelves must be adjustable after installation.
- Both of the small storage closets must contain shelves, 6 feet high 18 inches deep, mounted on the two side and back walls. The shelves must be adjustable after installation.
- Two volleyball wall racks should be installed in the small storage closet designated for community use. Each rack will hold two uprights.
- The large storage closet must have a length that will accommodate a 12' long balance beam.

Lobby Area

- Separate toilet rooms for boys and girls should be located in the lobby.
- An electric water cooler should be located in the lobby area.
- Six feet of tack board should be installed in the lobby area.
- The window between the lobby and physical education office must be low enough to view people in the lobby.
- A set of doors to separate the gymnasium, lobby area, and restrooms from the rest of the school during after-hours is required.

Multipurpose Room and Platform

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| Spatial Needs |
| Multipurpose Room |
| Platform |
| Chair Storage |
| Table Storage |
| Before/After Care Kitchenette |
| Before/After Care Storage |

Multipurpose Room

- The multipurpose room should have a ceiling height of 12–14 feet.
- A building service utility closet should be provided near the entrance to the multipurpose room for convenient lunch cleanups.
- Table storage and chair storage must be located adjacent to the multipurpose room.
- Exits from the multipurpose room must be sufficient to allow maximum seating.
- The doors from the main corridor into the multipurpose room should be on hold opens.
- Toilet rooms and an electric water cooler should be near the multipurpose room to allow for public use.
- Audiences need to be able to hear and see presentations from all locations in the room.
- Ventilation equipment noise must not inhibit use of the space for auditorium purposes.
- Acoustical treatment is needed.
- Proper lighting and sound amplification are required.
- Each side of the risers at the multipurpose room floor level should be equipped with video, voice, data and electrical outlets.
- Lighting, windows, fire alarm box, clock, and ceiling must be protected to prevent damage by balls.
- Outdoor play areas should be accessible from the multipurpose room. Children should not have to cross driveways or parking lots to access the play areas.
- An audio loop system should be provided for hearing impaired students; guidelines are available through the Division of Construction.
- An independent sound system should be provided in the multipurpose room.

- A call button to the main office should be provided.

Platform

- A minimum of 450 square feet of useable space must be provided for the performance platform.
- The platform should have a proscenium opening 24 feet wide. The depth is to be 15 feet deep. The platform floor is to be three risers above the multipurpose room floor. A full set of platform curtains is to be provided. An 8'x10' motorized projection screen is to be provided. Platform steps must NOT be carpeted.
- The platform must be accessible to the physically handicapped.
- Each side of the platform should be equipped with video, voice, data and electrical outlets.
- Access should be provided to the platform from both sides.

Chair and Table Storage

- Storage rooms are required for the storing the tables in the multipurpose room and folding chairs.

Before/After Care Kitchenette

- A sink (34"), refrigerator, counter space, and base and wall cabinets should be provided in this area.
- A secured overhead door is required for this space.

Food Services

- The kitchen is operated as a "finishing kitchen" and should include an area for dry storage, a manager's workstation, toilet facilities, preparation and serving area, and a receiving area for daily deliveries.
- A sheltered dock is preferred and should be separate from other school receiving.
- Delivery flow path must be clear of preparation area.
- The trash room should be separate from the rest of the building i.e. no common walls.
- The trash room should not be accessed from the kitchen.
- Air conditioning must be available at all times in elementary kitchens, storage, and office.
- Code requirements for lighting, surfaces, and equipment must be met. These requirements are included in the MCPS Facility Guideline Specifications.
- Windows must have screens.
- Receiving door should be 48" wide and must be self-closing with peephole and doorbell to manager's office.
- An easy to mop, slip resistant quarry tile floor is required. Color of grout should be the same or darker than the color of the floor.
- There should be direct access to both the hallway and the multipurpose room to facilitate one-way circulation through the serving line.
- A minimum 9' ceiling height is recommended.
- A building service closet with floor mop basin shall be located outside the kitchen but readily accessible to the kitchen.
- A dedicated circuit is required for the cash register with under the floor conduit for connection to the computer in the manager's office.

Serving Area

- A 26 ft. long serving line with 3-ft. clearance at each end should be provided.
- The color selection will be approved by Food Services.
- A single door refrigerator and microwave oven on a cart adjacent to the service area is needed.
- A wall clock and tack board should be located on a wall so it is visible from the serving line wall.

Walk-in Cooler/Freezer

- A 7' 9" x 8' 8 1/2" cooler is required.
- A 7' 9" x 10' 8 1/2" freezer with a height of 8' 6" is required.
- A mobile polymer shelving and dunnage is required.
- A roof top compressor is required.

Dry Storage

- The recommended dimension for the dry storage area is 12' x 16'.
- A mobile polymer shelving and dunnage is required.
- Adequate ceiling height for top shelf storage should be considered.
- This space should be totally secure and free of roof access ladders or electrical panels.
- Locking cabinets for chemical storage should be provided.

Manager's Office

- Visibility to delivery and serving area is required.
- The office should be located away or protected from outside door draft.
- Desk (NIC), file (NIC), telephone, tack board, and LAN access are required.

Toilet Room

- A hand sink with soap and towel dispenser, sanitary napkin disposal, and 3 full-height lockers are required.

Preparation Area

- A roll-in double convection oven is required.
- An oven cart and dolly (2 each) are required.
- A half size range is required.
- A heat removal exhaust hood is required.
- Work tables, one 6 ft. and the other 8 ft. with 2 drawers each, under the table are needed.

- Arlington wire baskets (500 each) and dollies (10 each) are required.
- Hand sink with pedals and soap and towel dispensers that meet the code requirements are needed.
- A three compartment sink, 24" x 24" x 14", with 24 inch drainboards, is required. Disposal in drain board with pre-rinse spray is required.
- A 6-foot louvered shelf above with hooks is required.
- A mobile warmer to accommodate Arlington baskets is needed.
- Two utility carts are required.

Administration suite

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|-----------------------------------|
| Spatial Needs |
| General Office |
| Workroom |
| Code Red/Code Blue Command Center |
| Principal’s Office |
| Assistant Principal’s Office |
| Conference Room |
| Counselor’s Office |
| Storage Room |
| Records Room |

- The administration suite must be located with good access from the main entrance of the school and visual oversight of the main entrance and bus drop-off area.
- The suite must be a natural first stop for visitors to the school and must, therefore, have direct corridor access. A security vestibule must be designed so that all visitors must enter the general office to check in before entering the school.
- Spaces need to be arranged for student and visitor flow and for efficient use by office staff.
- The general office is to be treated as the center of the administration suite with direct access to the principal's office, the workroom, and the health suite.
- A coat closet is to be provided for office staff and visitors.
- Sufficient electrical outlets are to be provided (where feasible, quadruplex outlets may be utilized) as well video, voice, data and electrical outlets for the general office, principal's, and assistant principal's offices.
- A glass display case should be located in the vestibule of the Administration suite entrance.
- The administration suite should be designed with separate toilet rooms. If the school chooses, one of these toilet rooms may be located in the principal’s office.

General Office

- A counter should be provided near the entrance to greet and separate visitors from staff and to provide a place to write.
- Space for two to three staff persons is required behind the counter.
- The general office should be equipped with a staff bulletin board.

Workroom

- The location of mailboxes should not create congestion by impeding the smooth flow of traffic in the general office and hallways.
- Cabinetry appropriate for storing a variety of office and school supplies should be designed along one wall of the workroom.
- A portion of countertop is to be more than 30 inch wide to accommodate a large paper cutter.
- Space adequate for a large copying machine with necessary electric service and ventilation is required.
- A sink (34") is needed in the workroom.
- There should be direct access to a corridor from the workroom.
- The workroom should be treated acoustically to keep machine and work noises at low levels.

Command Center

- An interior room in the school needs to be designated as the command center for shelter in place/lock down emergencies. In many schools, the workroom in the administration suite may serve this purpose. The room cannot be on an outside wall.
- The room designated as the command center must have all data and communication equipment including data, cable, phone, and public address (PA) system.
- The PA console should be located in the room that is designated as the command center.
- Window coverings such as mini blinds or roller shades must be provided for all windows and doors to the command center.
- In secondary schools, the security camera monitors should be located in this area.
- The space designated as the Command Center must be large enough to accommodate up to six staff persons.
- Storage space is needed for the shelter in place/lock down emergency kit.

Principal's Office

- This office requires an outside window, a public entrance connected to the main office, and a private entrance.
- The principal's secretary is to be located adjacent to the principal's office and have a private office.
- These areas are to relate effectively with each other as well as to the general office.
- Each office should be planned for an l-shaped desk, computer, phone, file cabinets, and a small table for four to six chairs for small group meetings.
- This office requires a private toilet room.

Assistant Principal's Office

- This office should be carpeted.
- This office should be equipped with a tack board and two-shelf adjustable bookcases under the windows. Each shelf must be able to hold a 12 inch notebook upright
- This office should have good visible access to the main entrance and bus drop-off.

Conference Room

- The conference room should be carpeted.
- The conference room requires a magnetic marker board, a tack board, and one bookcase.
- The conference room should be equipped with a video, voice, data and electrical outlets and outlets to accommodate a Promethean board.
- Casework should be provided on one wall with two, two-drawer file cabinets for confidential records, letters forms, etc.

Counselor's Office

- The counselor's office should be easily accessible from the classrooms and near, but not a part of, the administration suite and should have a window.
- This office needs a marker board, tackboard, telephone and computer.

Storage and Records Rooms

- Two lockable rooms are needed for storage of office supplies and student records.
- The records room needs space for lockable file cabinets.

2nd Floor Workroom

- This room requires appropriate electrical wiring and ventilation to house a copier for staff use.
- This room requires a work counter and cabinets under and over the counter for storing supplies.

Staff Development Area

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|---------------------------|
| Spatial Needs |
| Staff Development Office |
| Reading Specialist Office |
| Training/Conference Room |

Staff Development Office

- The staff development area should be located near the classrooms.
- The office should include one workstation.
- This office needs a marker board, tack board, closet, and video, voice, and data outlets.

Reading Specialist Office

- The staff development area should be located near the classrooms.
- The office should include one workstation.
- This office needs a whiteboard, tack board, closet, and video, voice, and data outlets.

Training/Conference Room

- This room will be used for staff training needs.
- This room should include ample shelving for training materials.
- The room should be able to comfortably accommodate up to 12 participants seated around a conference table.
- A marker board and tack board should be installed.
- Data and electrical outlets should be provided to accommodate a Promethean board.

Health Services Suite

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| Spatial Needs |
| Waiting Area |
| Treatment/Medication Area |
| Office/Health Assessment Room |
| Health Assessment/Isolation Room |
| Rest Area |
| Toilet Room |
| Storage Room |

- The Health Services Suite should be in complete compliance with COMAR 13A.05.05.10A.
- The health suite must meet accessibility requirements of the ADA, and at a minimum, include spaces for waiting, examination and treatment, storage, resting, a separate room for private consultation and for use as the school health services professional's office, a toilet room, and lockable cabinets for storing health records and medications.
- A designated school health services professional must be involved in the planning of the health services suite.
- The architect should refer to MSDE document, *School Health Services*, June 2002 for specific utility information.
- The suite should be designed to provide easy visual supervision of all the spaces by the health services professional. The suite should be laid out so that an additional workstation for a health professional can be positioned near the treatment and waiting areas.
- In addition to access to the general office, the health services suite also must have a window into the general office so that office staff may monitor the room when health staff is unavailable.
- The health room also must have a door to the corridor.
- Ventilation is important throughout the health suite. .
- The countertops should be seamless to aid in maintaining sanitary conditions.
- The floor finish should be an easily cleaned non-absorbent material. Carpet should not be used in any areas of the health suite.
- A non-porous ceiling material should be used. Vinyl-coated ceiling tile or painted drywall is an acceptable choice.
- If any of the areas are enclosed then glazed walls areas should be provided.

- The health suite requires wall and base cabinets, lockable file cabinets, for storing health records. A portion of these cabinets must be lockable to store medications, medical supplies, and equipment.

Waiting Area

- The waiting area should have space for four to eight chairs.
- A small tack board should be provided in the waiting area to display health care and other information of importance to students and staff.

Treatment/Medication Area

- This area should be adjacent to the waiting area to facilitate the efficient flow of students.
- This area should have a kitchen type sink (34") with cabinets above and below (including a locked medicine cabinet), a 34-inch high countertop, and a small residential style refrigerator/freezer to store medical supplies and foods.
- A minimum of 12 linear feet of wall and base cabinets should be provided.
- The freezer should have an icemaker.
- The treatment area also requires a computer.

Office/Health Assessment Room

- The room requires one computer, fax machine, and electronic connection and physical proximity to a copy machine.
- The spaces used for consultation and examinations must be enclosed with sufficient acoustical isolation to ensure complete privacy and confidentiality.
- A small sink (34"), with cup, towel, and soap dispensers should be provided.

Health Assessment/Isolation Room

- The spaces used for consultation and examinations must be enclosed with sufficient acoustical isolation to ensure complete privacy and confidentiality.
- A small sink (34"), with cup, towel, and soap dispensers should be provided.

Rest Area

- This area should not be a fully contained room but rather an area that can provide privacy for each cot with a draw curtain on a ceiling track.
- The rest area needs space for two to four cots, and one bedside cabinet.
- There should be a separate privacy room within the rest area, with a door and space for a cot and a single pedestal desk and chair.
- In the rest area and privacy room, supplementary power ventilation capable of 20 changes per hour should be provided, with control by means of a separate switch within the health suite.

Toilet Room

- One ADA toilet should be provided.
- The toilet room should be accessed without having to go through another functional space in the health suite such as a rest area.
- Ideally, students should be able to enter the health suite solely to use the toilet room without disrupting other activities.

Storage Room

- The storage area is to have space sufficient for a four drawer locked file cabinet, a wardrobe for coats, and space for storing large items such as wheelchairs.

Staff Lounge

- The staff lounge is a place for staff members to relax, study, plan, and think together.
- Two toilet rooms are required just outside of the staff lounge. The toilet rooms may be labeled "adult" rather than "male" and "female" in an elementary school.
- The staff lounge should contain a compact built-in kitchen with six linear feet of counter space for a microwave and sink (34") and a space for a refrigerator (NIC).
- A clock should be provided.
- Ventilation must be provided. An operable window in the staff room is preferred.
- An area should be designated for Video, voice, data and electrical outlets.

Telephone Room

- A small, enclosed room with countertop and space for one chair is needed for a telephone.
- An electrical outlet should be provided in this room.
- This space needs to be accessible to staff with disabilities.

Building Service Facilities

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|----------------------------------|
| Spatial needs |
| Building Service Office |
| Locker/Shower area |
| Compactor/Trash Room |
| Recycling Room |
| General Storage & Receiving Area |
| General Storage |
| Building Service Outdoor Storage |
| Building Service Closets |

Building Service Office

- The entire building services area should be located adjacent to the general receiving area.
- The office should be designed as a general office that can accommodate two staff members with two desks and appropriate wiring for computers, phones, etc.

Locker/Shower Area

- A locker area must be located near the receiving area.
- Six full-size lockers should be provided in the locker area.
- The locker area should be designed with an enclosed toilet room and shower room for building service staff use.
- An ENERGY STAR stackable washer and dryer are required in this area.

Compactor/Can Wash/Trash Room

- This room needs to be completely separate from the kitchen spaces with no common walls.
- Trash trucks must have access to this room.
- The room should be heated and have adequate interior lighting, floor drainage, and easily cleanable surfaces.
- Hot and cold water should be available for flushing and cleaning.
- The room should be designed to be pest free and well ventilated.
- Floors should be sloped so that wash down stays within the room and goes down the drain.

- The compactors need to be installed with enough clearance away from the wall to permit staff to access the equipment from all sides.
- A roll-up door for trash transfer to trucks, steam cleaning equipment, and trash collection containers are needed.
- The room should be designed with a ramp to allow trashcans to be rolled to the dock.

General Storage and Receiving Area

- The receiving area should be enclosed, floor to ceiling, with a chain link fence.
- Flexible shelving is required but should not occupy more than one third of the area.
- This area must be secured.
- Good lighting and easy access to materials being stored are required.
- Electrical outlets, upgraded lighting and ventilation must be provided in this area.

General Storage

- Flexible shelving to accommodate books, teaching aids, large size (24" x 36") paper, and other instructional supplies is required.
- Good lighting and easy access to materials being stored are required.
- Electrical outlets, upgraded lighting and ventilation must be provided in all large storage rooms for future flexibility.

Building Service Outdoor Storage Room

- Outdoor storage is to be near the service area and is to be suitable for heavy mowing, snow removal, and other outdoor equipment.
- The dimensions of the outdoor storage area must be able to accommodate two tractors side by side. (one tractor is approximately 9' long by 7.5' wide and a second smaller tractor) and other equipment.
- A rolling garage style door and a regular door must be provided.
- A ramped and paved driveway is required for the tractor so that it can access the sidewalk and driveways of the school during snow removal.

- Electrical service and lighting inside must be provided. Access to the light switches must be available at both entrances.
- Proper ventilation for storage of gasoline is required.

Building Service Closets

- At a minimum, there should be a building service closet for each 19,000 gross square of the facility. In addition, there should be a building service closet on each floor and each wing of the facility and near the gymnasium.
- The closets should be a minimum of 25 sq. ft.
- The building service closet must accommodate a minimum of one utility cart.
- The closet requires shelving for cleaning supplies and a mop/broom holder is required.
- The closet requires a floor mop sink with hot and cold running water and a floor drain.
- Where feasible, closet doors should swing outward in order to maximize the storage area and provide easier access to items within the closets.

Site Requirements

- The architect should consider the architecture of the neighborhood in designing the building
- The site should be designed to provide a clear view of all play areas and to facilitate supervision from one location.
- Protective fencing may need to be provided near heavily wooded areas, busy streets, steep hills, parking lots and turnaround areas.
- Metal drains/grates should not be located in the playing fields, paved play areas and mulched playground equipment areas.
- Paved areas and fields must be as level as possible. Water should not collect on paved areas or in mulched areas. The architect should consider the architecture of the neighborhood in designing the building.
- The design should retain as many trees as possible in order to buffer the school and the playing fields.
- Pedestrian access must be provided from the surrounding neighborhoods.
- An unimproved area on-site should be designated to serve as an environmental study area in the future. The architects may refer to the following two MSDE design guidelines: *Conserving and Enhancing the Natural Environment on New and Existing School Sites*, 1999 and *A Practical Guide Planning, Constructing, and Using School Courtyards*, 2012. The documents are available at the following website:
www.marylandpublicschools.org/MSDE/newsroom/publications
- A covered area for students in the bus loading area should be provided.
- Space for buses to load at one time is needed. The number of buses will be reviewed during the design phase in consultation with the Department of Transportation.
- Bike racks should be provided near the building.
- Playground equipment areas should not be located at the bottom of hills unless a provision is made to channel water away from the equipment areas.
- Accessible parking spaces should be located near the main entrance, the before/after Care entrance, and the playing fields.

Driveway and Service Drive

- The architect/engineer should refer to the MCPS Facility Guideline Specifications when designing the driveway, bus loop, service drives, etc.

- Bus traffic should be separated from car traffic at all times, when possible. Bus loading zones should be able to accommodate the entire student body.
- A student drop off area should be provided and must be separate from the bus loop area.
- All driveways must be arranged so that children do not cross them to get to the play areas.
- Care for safety of students must be exercised in developing the driveways including use of safety rails in the bus loading area.
- Pedestrian access to the school facilities should be designed to make the best use of community right-of-ways and avoid crossing of loading zone areas.
- The site must comply with the most current ADA or COMAR regulations, whichever is most stringent.
- Site access must be provided to comply with fire protection and storm water management.
- Driveway aprons are to be perpendicular to the centerline of the street; and if there is an intersecting street on the opposite side from the proposed driveways, the driveway apron should line up with the intersecting street.
- Driveways should be located so that vehicle headlights do not project into adjacent homes.
- A service drive is required to service the kitchen, boiler room, and general delivery area. The architect should refer to the MCPS Facilities Guide.
- Site access must be provided to comply with fire protection and storm water management regulations.

Parking

- Ideally, a minimum of 80 parking spaces should be designed initially for a school with regular staffing allocations, with future expansion possible. At schools with class-size reduction, 100 parking spaces should be provided.
- The parking area should be designed to maximize safety and minimize speed.
- Adequate lighting should be provided.
- Parking area should have two exits.
- Guardrails or bollards are to be installed to protect fields and play areas.

Landscaping

- Planting should include screen planting and other planting needed for erosion control.
- Existing plant stock, if on site, is to be evaluated for reuse and protected accordingly.
- Landscaping to support energy conservation and to relate the building to the site with aesthetic appeal must be included.
- Consideration should be given to safety and security when selecting plant materials.
- Provision for outdoor watering must be included.
- The landscaping plan should include areas for outdoors environmental education programs.

Physical Education Site Requirements

The items described below are for a school that meets the minimum useable site size of 7.5 acres that is capable of fitting the instructional program, including site requirements. At schools with smaller sites, the architect is to work with MCPS staff, including the Physical Education Curriculum Coordinator, Safety Director, and school staff to determine layout of the play areas. The outdoor physical educational instructional space should not be compromised for playground equipment.

Softball Fields

- Two softball fields should be provided with the following design requirements:
- 250' radius, with a soccer field superimposed should be provided if possible. See below for the soccer field dimensions.
- The site size will determine the number and dimension of the softball fields.
- Softball fields should have metal benches protected by fencing for each team's use.
- The fencing and benches should not interfere with soccer field usage.
- The softball backstops (2) shall be in diagonal corners of the field or in corners on the same side. See the diagram in the MCPS Facilities Guideline Specifications.
- Softball infields are not skinned for elementary schools. However, one field may be skinned if it does not significantly impact the soccer playing area.

Soccer

- The site size will determine the size of the soccer fields. The elementary school size soccer field is 150'x240' however the minimum size field should be 105' x 180'.
- No permanent goals or temporary goals should be installed on the soccer fields.

Paved Play Areas

- Two paved areas, 80' x 100' should be provided if the site permits.
- If located adjacent to one another, a grassy strip of at least 20' should be between the two paved areas.
- One area should have four basketball goals with appropriate striping (see diagram in the MCPS Facility Guideline Specification).

- A second area, designated for primary use, shall be striped according to drawings provided in the MCPS Facility Guideline Specification. On small sites, this paved area should be fenced for use by Grade Kindergarten students.

Kindergarten Paved Play Area

- A third paved area, at least 40' x 60' but preferably 80' x 100', is desired, is needed for the Kindergarten students.
- This area needs to be located adjacent to the Kindergarten playground (mulched) area and close to the other paved play areas.
- This area requires a fence around it or adequate separation from the other paved play areas.
- The area will be striped according to drawings provided in the Facility Guideline Specification.

Playground Equipment Areas (mulched areas)

- One or two areas shall be provided near the playing fields and large paved play area for playground equipment. Each area should be approximately 40' x 40'. The size and shape of the play area will be developed during the design process in consultation with MCPS staff.
- The area shall be level, bare ground, unseeded, and no sod. MCPS will provide equipment dimensions for these areas.
- An underground drainage system must be provided.
- The loose-fill surfacing material (engineered wood fiber) must meet ADA requirements. A border must be provided to contain the filler. The surfacing materials must meet or exceed safety specifications for shock absorbing qualities as outlined by US CPSC.

Kindergarten Play Area (mulched area)

- A mulched kindergarten play area of 40' x 60' should be located adjacent to the kindergarten paved play area described in the physical education section for playground equipment. The size and shape of the play area will be developed during the design process in consultation with MCPS staff.
- The area shall be level bare ground, unseeded, and no sod. MCPS will provide equipment dimensions for this area.
- Protective fencing should enclose the area.
- An underground drainage system must be provided.
- The loose-fill surfacing material (engineered wood fiber) must meet ADA requirements. A border must be provided to contain the filler. The surfacing materials must meet or exceed safety specifications for shock absorbing qualities as outlined by US CPSC.

Prekindergarten Play Areas

- If the school has a prekindergarten, Head Start, or Preschool Education Program, then a separate and fenced outdoor play is required.
- This area must be adjacent to the classrooms with access directly from the classrooms.
- If the school does not have a prekindergarten program than the outdoor play area should be master planned so that it can be added on at a later time.
- The prekindergarten play area should include a 40'x40' paved play area and a 40'x40' mulched area. The architect will consult with the MCPS staff on the design of the playground equipment.

Additional Program Requirements

- If there is major site work on this project, the design team should review how the arrival and drop off of disabled students are accommodated to meet current accessibility requirements.
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