



Windham Public Schools,
Windham, Connecticut

ELEMENTARY EDUCATIONAL SPECIFICATIONS

for Windham Elementary School, K-4

Approved by Windham Board of Education on October 18, 2023

Educational Specifications Contributors

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Introduction:

It is widely accepted that elementary education is designed to provide our youngest students with a foundation for their intellectual, physical and social and emotional development. Our students' success in elementary school has a direct impact on their ability to excel in secondary school, college, career and life. The school facilities where this important foundational work occurs plays a key role in our students' early development. To this end, on May 5, 2023, the Board of Education unanimously voted to approve the building of a new elementary school for all of Windham's kindergarten through fourth grade (K-4) students. This vote summarized more than a decade of planning and discussions related to the district operating fewer elementary schools. While these discussions began more than ten years ago, they were revisited in 2020 in an effort to ensure Windham's elementary students have school facilities that:

- Provide learning environments designed for current instructional strategies and ' the support of our specialized program needs;
- Incorporate contemporary design for school safety;
- Comply with current building and fire codes;
- Utilize modern, efficient heating and cooling systems;
- Benefit from needed technology upgrades;
- Provide accessibility to all by meeting the requirements of the Americans with Disabilities Act, and
- Maintain the community's expectation of fiscal responsibility

Elementary Consolidation Timeline (2020-2023):

The bulleted list, which is not comprehensive, provides some of the more recent preparation work done around elementary consolidation.

- October 9, 2020: Superintendent provided consolidation recommendations to the Board of Education at the Board of Education Retreat. The Board recommended a committee be developed to consider the reduction in elementary schools.
- November 30, 2020: Elementary Consolidation Ad Hoc Committee met.
- January 25, 2021: Elementary Consolidation Ad Hoc Committee met.

- February 9, 2021: The Superintendent in conjunction with the Elementary Ad Hoc Committee presented consolidation information to the School Governance Council members of Natchaug and Windham Center Schools, our oldest and small buildings, respectively.
- March 2, 2021: Elementary Consolidation Ad Hoc Committee met.
- April 27, 2021: Friar Associates was hired to update the Facilities Master Plan by November 30, 2021.
- May, 2021: The decision was made to hold off on future meetings of the Elementary Consolidation Ad Hoc Committee until the Facilities Master Plan was completed; Committee members were offered an opportunity to schedule visits to each of our elementary schools through the building principals.
- September 1, 2021: Superintendent and Board Committee Chairs of School Planning and Design and Elementary Consolidation met with Friar Associates to review potential consolidation scenarios.
- September 10, 2021: Superintendent provided consolidation recommendations to the Board of Education, as well as information from Friar Associates at the Board of Education Retreat; BOE members requested additional data/information.
- October 25, 2021: Superintendent met with all elementary principals and district level directors to determine where specialized programs and staff would be located when the district is reduced from four elementary schools to three.
- December, 2021: The Elementary Consolidation Ad Hoc Committee met to review the updated Facilities Master plan and current recommendations from the WPS Leadership Team.
- December 8, 2021: At the Board Meeting, BOE members were provided with a general update and the Executive Summary of the Facilities Master Plan.
- January, 2022: Superintendent presented recommendations for consolidating elementary schools with a goal of voting on the Facilities Master Plan by February 9, 2022.
- July 27, 2022: Superintendent informed the Board of Education that TLB Architecture had been contacted as a firm experience in historical building renovations. They would offer a free onsite analysis of the feasibility of renovating Natchaug School.
- August 1, 2022: TLB Architecture and a team of Board and staff members toured Natchaug School.
- September 9 & 10, 2022: Board Retreat topics included Facilities Updates and Elementary Consolidation and District Redesign Discussion. Board notified of the Town's desire to build a new school building.

- December 14, 2022: Superintendent presented to the Board of Education “Scenario # 1” which had been approved by the School Planning and Design Committee on December 1st. Scenario # 1 involved a newly constructed K-4 School on the Sweeney site and a renovated as new K-4 Dual Language School on the North Windham site.
- April 1, 2023: School Planning & Design Committee Meeting (Open to the Public). The Board of Education, Superintendent and the Town Planner toured possible sites for a new elementary school.
- May 3, 2023: After deliberating the benefits of having all K-4 students in one building, the Board of Education voted to build a new K-4 elementary school for all students; Site TBD
- July 25, 2023: Superintendent shared an update on the Ed Spec with the Board’s School Planning and Design Committee.
- September 15, 2023: Superintendent plans to share the DRAFT Ed Spec with Board members in preparation for the September 19th Special Meeting of the School Planning & Design Committee.

Ad Hoc Elementary Consolidation Committee:

Committee Chair: Ms. Paula Haney

Board Members: Dr. Catina Caban-Owen, Mr. Mark Doyle, Ms. Ilda Ray

Community Members: Ms. Nicole Jones, Ms. Susan Collins

Staff Members: Ms. Michelle Dupuis, Ms. Kristin DeGray

District Leadership: Dr. Tracy Youngberg, Mr. Neil Weathers

Additional participants were periodically engaged in this work, including our elementary school principals.

Project Rationale:

Windham Public Schools currently operates four kindergarten through fifth grade (K-5) elementary school buildings ranging in age from 64 to 110 years old. Windham, like the state of Connecticut, has been experiencing a decline in student enrollment making it unnecessary to operate all four schools.

Windham Middle School was built to house students in 5th-8th grades, but is currently utilized as a 6th-8th grade school with one hallway occupied by Windham Early Childhood Center, our 3-4-year-old program. This program will eventually be housed on the Windham High School campus when that

portion of the renovate as new project is completed in 2024. Furthermore, in 2013 the district opened a new K-8 magnet school with 2/3 of the student population being Windham residents. The opening of this

school further reduced the number of students attending our other schools. The district asserts that by building a new elementary school for our K-4 students and utilizing Windham Middle School as it was originally designed, we will not only be able to provide our students with a safe, modern and code compliant learning space, but we will also be able to expand our elementary offerings and ensure equitable access and results for all of Windham’s elementary students.

Project Objectives:

The following project specifications for the K-4 Windham Elementary School were developed using data from the December, 2019 Prowda Enrollment Study, as well information from the Facilities Master Plan completed by Friar Architecture in 2011 and revised in 2021. The project explores the feasibility of consolidating populations, improving school buildings, increasing elementary offerings and ensuring that all of Windham’s K-4 students are able to attend a school that is safe, modern, code compliant and able to support the full extent of their educational needs.

IV. CAPACITY DATA

We are projecting that the newly constructed elementary school will house approximately 1,000 Kindergarten through 4th grade students.

V. OVERVIEW OF PROGRAMS

GENERAL EDUCATION

The features of elementary classrooms that have to be considered when housing groups of school children for instructional purposes can be divided into two (2) classifications: (1) Early Elementary – kindergarten through second grade; and (2) Intermediate Elementary - grades three and four. The classroom needs of all five elementary grade levels will require flexibility of space, portability of furniture and acoustical treatment of environment. This will be accommodated while still providing low height furnishings and more space for group instruction that will range from total class involvement to as many as five small groups completing different academic activities at the same time. Students working in whole group, small group or individually may work at tables, desks or on the floor. In addition, many of our classrooms, such as Dual Language, would benefit from having connected classrooms as an efficient way to transition between English and Spanish locations, particularly in Kindergarten through 2nd grade. The learning environment must also accommodate space for multiple adults (specialists) who work with students within the general classroom environment. The walls of our classrooms should be able to sustain visual supports for

specialized learning needs, such as those necessary for dual language acquisition or specialized learning needs. All instructional classrooms require storage space for items such as classroom libraries, textbooks, reference materials, supplemental books, supplies, science equipment, charts, globes, computers, calculators and audio-visual equipment. Classroom storage space, for teachers and students, should assume that materials stored will be in both English and Spanish to accommodate our extensive dual language programming needs. While mentioned later in the technology section of this document, it is recommended that all of our general education classrooms include recessed and/or wall-attached lockable charging stations, as technology will play a regular role in the learning process.

In addition to the mandated core instruction, our General Education program will also include curriculum focused on Art, Music, and Physical Education, Library Media & Technology and the age appropriate explorations of STEAM (Science, Technology, Engineering, Art & Math) and World Languages & Cultures. Facilities for these areas need to be specific to each program's purpose yet allow for flexibility of space as with the K-4 classrooms. Further, these facilities should be pleasant and inviting to encourage students, staff and the community to fully support them and to benefit from them. As the K-4 program requires that students travel to these various program areas periodically during the day, consideration should be given to the student traffic that will result from these academic offerings. Student proximity to the Library Media Center, STEAM Lab, Gymnasium/Auditorium, Cafeteria, Instrumental/General and Choral Music and Art rooms should also be considered. A platform, or stage, within the gymnasium will serve as a stage area for school assemblies, performances and other events. The platform will be accessible and code compliant with ramp access. Included in the design will be stage draperies and main curtains, as well as adjustable stage and general lighting. An electronically controlled acoustical wall will be installed at the proscenium to allow the space to be used for a variety of small group activities, book fairs, and/or rehearsals on the platform while the gymnasium is in use. Given the sheer size of the elementary school, a second gymnasium should be considered in the design. The gymnasiums should be able to safely support 2-3 classrooms at one time as this is necessary to maximize our offerings and support the master scheduling.

The outside play areas for the early elementary and intermediate levels must be extensive and varied to accommodate activities that range from the minimal space demands of jump rope to larger areas needed to play soccer, kickball, softball, etc. Depending on the layout of the building and the equipment chosen, it may be necessary to have separate play areas for early elementary

and intermediate students. The play areas should be away from instructional spaces, if possible, and within close proximity to gymnasium and cafeteria for easy access. Special consideration must be given to student access and safety for all students.

While Windham's elementary vision of a Multi-Tiered System of Support (MTSS) allows our teachers to be actively participating in the general education supports provided, additional small group instructional space is necessary to provide small group supports for students in Mathematics and Reading (English and Spanish). The academic learning spaces will be supported by Reading and Math Interventionists and various paraprofessionals and should be designed to hold up to 10 students. Additional academic spaces will need to be provided for language services for Speakers of Other Languages (ESOL) and Spanish as a Second Languages (SSL). Academic Coaches may also play a role in supporting student progress, analyzing achievement data and helping our certified staff to maximize their impact.

SPECIAL EDUCATION

Special Education programs include a K-4 Special Education Teachers, Occupational/Physical Therapy (OT/PT) Services and Related Services (Social Work, Psychologist, Speech/Language/Hearing). The district offers a continuum of services which includes special education supports provided within the general education classroom, pull out supports provided in a resource room and more restrictive supports provided within our specialized programs.

Classrooms for special education/related service teachers need to be designed to meet the needs for small group instruction, yet still sufficient size to potentially accommodate children who may require specialized equipment. These spaces, while smaller than our regular education classrooms, may also be used for individual testing, confidential meetings with parents and/or students, individual and small group instruction, counseling, and staff conferences.

The district anticipates the need for the following specialized programs within the new K-4 building:

Four (4) RISE classrooms designed for students with Autism, intellectual disabilities or extensive medical needs.

Two (2) STRIDE classrooms designed for students with significant social, emotional or behavioral needs.

All six classrooms designed for these specialized programs should include direct access to bathrooms, showers and laundry facilities. Office space for the adults overseeing these programs should be considered, as well. The RISE classrooms should be designed to ensure student sensory

are met.

MEDIA & TECHNOLOGY

MEDIA CENTER

The Library Media Center of an elementary school is a multi-purpose room. Ours should be bright, colorful and inviting, designed to meet the needs of the students it services and showcase the generalized idea of discovery and exploration. It is important that the media center be designed with the student's safety and supervision in mind. Shelving unit heights should be chosen based on elementary students being able to access materials. The location of these shelving units should be designed to ensure one (1) adult can easily scan the entire room to account for students and ensure safety. The Library Media area must be spacious enough to house an appropriate print and media collection in both English and Spanish, while offering space for up to three classrooms to utilize the space simultaneously, two in the public space and one in an accessible classroom. This room will be a computer lab used for whole class research and word processing. A small story corner with child friendly seating should be considered along with provision for at least 8 computer workstations for research and access to online card catalogue as well as a circulation area located near an exit door is also required. Office space for two adults should also be included in the library's footprint. In close proximity of the Library Media Center will be a STEAM Lab designed to support the exploration of a multitude of aligned curricular topics. The STEAM Lab will provide the ability to conduct age appropriate science experiments, utilize technology to solve problems, access a 3-D printer and engage in exciting work such as programming OSMO robots using coding applications.

TECHNOLOGY

A contemporary elementary school must be able to support varied uses of technology. In particular, the school's infrastructure should reflect the latest in wiring and cabling, which would support current technology applications as well as future requirements. Internet access must be readily available throughout the school. Computers should support the full range of educational and operational functions in the school. In addition to the stand-alone computer lab, it is recommended we invest in a sufficient number of iPads (K-1) and Chromebooks (gr. 2-4).

Wiring for all classrooms will include network drops and multiple electrical outlets. Similar considerations should be provided to all academic spaces as we anticipate this school fully integrating technology into the students' daily life. The entire facility will have wireless connectivity to support the implementation of mobile devices such as laptops, netbooks, and other Internet- ready devices. We also recognize that our intermediate elementary students may also

have cellphones. In addition to ensuring the building's plans contain appropriate IT storage and office space for two IT Technicians, a data center for Disaster Recovery should also be included. Finally, plans should be made to ensure that IT storage and equipment is never in the same vicinity as water sources.

VI. CLASSROOM SPECIFICATIONS

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

- Room darkening shades
- Acoustical insulation for soundproofing
- Air conditioning
- ADA compliant building standards
- Doors and locks that meet the latest in school safety recommendations
- Wireless/internet access to support at least 80 mobile devices
- Charging stations that are built into the wall or wall mounted
- Multiple electric outlets
- Sound Field System
- Telephone
- Intercom on hands free communication with office

GENERAL EDUCATION PROGRAMS

EARLY ELEMENTARY: KINDERGARTEN	
SPACE: 1,100 square feet	
NUMBER OF CLASSROOMS: Ten (10)	
Toilet	<ul style="list-style-type: none"> Toilet room with sink within classroom at a level appropriate for children ages 4-6
Sinks	<ul style="list-style-type: none"> Stainless steel sink with laminate countertops In-room drinking fountain and water bottle fill station Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> Built-in bookcases Storage areas Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> Lockable teacher storage wardrobe One (1) lockable four-drawer filing cabinet Additional instructional storage closet in corridor to be shared by Grades K-2
Student Storage	<ul style="list-style-type: none"> Coat and personal storage area for twenty (20) students located within the classroom
Lighting	<ul style="list-style-type: none"> Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> Vinyl enhanced tile and area rugs for circle time
Display	<ul style="list-style-type: none"> Whiteboard Bulletin Boards Rolling easels
Student Furniture	<ul style="list-style-type: none"> Two (2) kidney-shaped tables (consider white board tables) Student chairs/tables to accommodate up to twenty-four (20) students (flexible/adaptable work stations)
Teacher Furniture	<ul style="list-style-type: none"> Teacher desk/chair (possibly built in to counter area to save space) Rolling easels
Other Furniture	<ul style="list-style-type: none"> Curriculum based mature play equipment Flexible seating options for up to 5 students
Special Needs/Equipment	<ul style="list-style-type: none">
Classroom Technology	<ul style="list-style-type: none"> Mitel telephones Document Camera Interactive Touch Screen White Board LCD Projector AV Switcher Control System Recessed Charging Stations for I-PADS Access to printers and copiers
Computers (each)	<ul style="list-style-type: none"> Sufficient iPads for each student (Up to 20 per class) One (1) teacher computer

EARLY ELEMENTARY – GRADES ONE AND TWO	
SPACE: 890 square feet	
NUMBER: Twenty (20) Total; Ten (10) grade 1 and ten (10) grade 2	
Sinks	<ul style="list-style-type: none"> Stainless steel sink with laminate counters In-room drinking fountain and water bottle fill station Soap and towel dispenser

EARLY ELEMENTARY – GRADES ONE AND TWO	
Access	<ul style="list-style-type: none"> • Toilet facilities located in close proximity to classrooms
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades K-2
Student Storage	<ul style="list-style-type: none"> • Coat and personal (non-locking) lockers for twenty (20) students located in the corridor (2 students/locker)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs for circle time
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards • Rolling easels
Student Furniture	<ul style="list-style-type: none"> • Two (2) kidney-shaped tables (consider white board tables) • Student chairs/desks/tables to accommodate up to twenty (20) students
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counter area to save space
Other Furniture	<ul style="list-style-type: none"> • Flexible seating options for up to 5 students (25% of total class)
Special Needs/Equipment	<ul style="list-style-type: none"> •
Classroom Technology	<ul style="list-style-type: none"> • Mitel Telephones • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System • Recessed Charging Stations for I-PADS • Access to printers and copiers
Computers (each)	<ul style="list-style-type: none"> • Sufficient iPads for each student (Up to 20 per class) • One (1) teacher computer

INTERMEDIATE – GRADES THREE AND FOUR	
SPACE: 890 square feet	
NUMBER: Twenty (20) Total; Ten (10) grade 3 and (10) grade 4	
Toilet	<ul style="list-style-type: none"> • Toilet facilities located in close proximity to classrooms
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room water fountain and water bottle fill station • Soap and towel dispenser
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where appropriate
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Additional instructional storage closet in corridor to be shared by Grades 3-4
Student Storage	<ul style="list-style-type: none"> • Coat and personal storage areas are located in the corridors for up to twenty-four (24) students per classroom (one (non-locking) locker per student; double stacked)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards

	<ul style="list-style-type: none"> • Rolling Easels
Student Furniture	<ul style="list-style-type: none"> • Kidney shaped table and appropriate student seating for twenty-four (24) Consider white board tables
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space
Other Furniture	<ul style="list-style-type: none"> • Flexible seating options for up to 6 students
Special Needs/Equipment	<ul style="list-style-type: none"> •
Classroom Technology	<ul style="list-style-type: none"> • Mitel Telephone • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System • Access to copiers and printers
Computers (each)	<ul style="list-style-type: none"> • Sufficient Chromebooks for each student (Up to 24 per class) • One (1) teacher computer

VISUAL ARTS	
SPACE: 1,450 square feet (includes 350 sq. ft. for kiln room and storage) and 1,100 square feet, room	
Number: Two (2)	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Minimum two (2) deep sinks with clay traps in addition to one (1) student accessible sink all in same location • Paint-resistant countertops • In-room drinking fountain away from cleaning sinks
Access	<ul style="list-style-type: none"> • Close to LMC and STEAM Lab, if possible
Classroom Storage	<ul style="list-style-type: none"> • Lockable closets • Easily accessible cabinets and shelves • Vertical file tub-storage cabinets with locks • Four (4) kitchen-type mobile carts with shelves; 2 carts per room
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Space to store student work in progress; one area per classroom
Lighting	<ul style="list-style-type: none"> • North facing classroom, preferable
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Two-sided fully locked showcase on room's corridor wall • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Twenty-four (24) chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space
Other Furniture	<ul style="list-style-type: none"> • Butcher block work tables (rectangular)
Special Needs/Equipment	<ul style="list-style-type: none"> • Two (2) small kilns (to be appropriately located and sized) • Drying racks • Book racks and magazine shelves (fine arts area) • Four (4) sturdy wooden adjustable painting easels • Two (2) large rolling waste barrels • Eyewash station • Additional art equipment TBD

Classroom Technology	<ul style="list-style-type: none"> • Mitel Telephone • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer per room • Full color printer per room

GENERAL AND INSTRUMENTAL MUSIC

<p>SPACE: 1,450 square feet for the Performance Based Classroom, includes square footage for instrumental storage and practice rooms</p> <p>1,100 square feet for General Music Classrooms (2)</p> <p>NUMBER: Three (3) rooms</p>

Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Large sink in Instrumental Music room to submerge brass instruments for cleaning • Small sink/fountain area in General Music room • In-room drinking fountain
Access	<ul style="list-style-type: none"> • In proximity to gymnasium and platform (stage)
Classroom Storage	<ul style="list-style-type: none"> • Music cabinets for sheet music storage (each room) • Built-in bookcases • Storage for Orff instruments for general music classroom
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Student Storage	<ul style="list-style-type: none"> • Built-in storage for instruments (low built-in cubbies at instrumental music room entrance)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Carpet
Display	<ul style="list-style-type: none"> • Two 8 ft. whiteboards, one with permanent musical staff lines (each room)
Student Furniture	<ul style="list-style-type: none"> • Eighty (80) stackable chairs • Portable risers
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair, possibly built in to counters to save space
Other Furniture	<ul style="list-style-type: none"> • Eighty (80) music stands for instrumental room • Four (4) conductor's stands
Special Accommodations	<ul style="list-style-type: none"> • Sound deadening/sound proof walls • Acoustical divider built between platform and gymnasium • Small sound-proof practice room within instrumental classroom with large window • Full-length mirror (Mylar) in instrumental room • Additional music equipment TBD
Classroom Technology	<ul style="list-style-type: none"> • Mitel Telephone • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Four (4) student computers (SMART Music) in instrumental room

PHYSICAL EDUCATION	
<p>SPACE: Gymnasium: 1 large gymnasium, 9,000 sq. feet PE Office/Storage for three (3) PE Teachers 600 sq. ft Platform/Stage: 900 square feet Age Appropriate Student Fitness/Exercise Space 400 sq.ft.</p>	
Sinks	<ul style="list-style-type: none"> • Recessed drinking fountains located inside gymnasium
Access	<ul style="list-style-type: none"> • Capacity to safely hold PE class for up to 3 classrooms • Convenient access to ball fields
Storage	<ul style="list-style-type: none"> • Folding seating/carts/storage • Storage area will have access from both the interior of the gymnasium, as well as the exterior of the building (for outdoor sports and playground activities); a roll-up exterior access door is desired • Six (6) shelving units inside storage facility
Lighting	<ul style="list-style-type: none"> • Lighting with safety cages or equivalent
Flooring	<ul style="list-style-type: none"> • All-purpose wood floor system with essential markings • Removable protective matting
Special Accommodations	<ul style="list-style-type: none"> • AED Electric Bleachers • Sound deadening/sound proof walls • Clerestory windows with remote room darkening shade system • High ceiling, the lowest features should be a minimum of 22 ft. from the floor • Wall matting around entire perimeter, from height of wall base to 6'-0" minimum above finish floor • Removable wall matting along front of platform as well. • Two (2) main and four (4) side baskets for basketball (all adjustable for height and electrically operated) • Volleyball post recessed floor sleeves • Chinning bars • Horizontal bar • Divider curtain • One wall to be designated for future climbing, wall mounted equipment, and the masonry cores filled with concrete • Scoreboard (optional) • Two (2) sections of portable risers for use with the gymnasium platform (one on the gymnasium floor, and one on the platform) • Movable cart for storage/equipment • Additional PE equipment TBD
Classroom Technology	<ul style="list-style-type: none"> • Mitel Telephone in Office • Portable Smart Board • Cart with projector/screen for classroom instruction • Two (2) teacher computer • Digital Interactive Gym Wall

SCIENCE, TECHNOLOGY, ENGINEERING, ARTS MATHEMATICS (STEAM) LAB	
SPACE: 1,200 sq. ft.	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Three (3) stainless steel sinks with laminate counter tops • In-room drinking fountain • Soap and towel dispensers
Access	<ul style="list-style-type: none"> • In close proximity to Library Media Center
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Locked closet for audio-visual equipment and science equipment • Cabinets to be deep, with adjustable / removable shelving, and space for large bin storage.
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • Two (2) lockable four-drawer filing cabinets
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Display	<ul style="list-style-type: none"> • Two-sided fully locked showcases on room's corridor wall • Whiteboard • Bulletin Boards
Student Furniture	<ul style="list-style-type: none"> • Age-appropriate student furniture (24 students)
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Twelve (12) movable laboratory tables with grommets and integral wire management tray
Special Accommodations	<ul style="list-style-type: none"> • Mobile, flexible, work top areas with water for science activities
Classroom Technology	<ul style="list-style-type: none"> • Mitel Telephone • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System • Retractable, overhead electrical outlets • Printer • 3-D Printer • Scanner • Green screen for mini video production • Video production equipment
Computers	<ul style="list-style-type: none"> • Twenty (20) student iPads for K-2 class & Twenty-four (24) Chromebooks for 3-4 class • Three (4) student desktop computers • One (1) teacher computer

WORLD LANGUAGES & CULTURES	
OFFICE SPACE: 150 sq. ft	
Two (2) Offices; Course will be taught within existing classrooms	
Access	<ul style="list-style-type: none"> • In close proximity to general education classrooms
Teacher Storage	<ul style="list-style-type: none"> • Two (2) lockable teacher storage wardrobes • Two (2) lockable four-drawer filing cabinets • Bookcases to store instructional materials • Space for two (2) travel carts
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs

Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desks/chairs
Other Furniture	<ul style="list-style-type: none"> • Two (2) travel carts to transport instructional supplies to classrooms
Computers	<ul style="list-style-type: none"> • Two (2) teacher computers

LIBRARY MEDIA CENTER	
SPACE: 4,500 sq. ft. includes office space for staff, technology classroom and work room	
Sinks	<ul style="list-style-type: none"> • Sink in media center workroom
Access	<ul style="list-style-type: none"> • Centrally located in the school • Access to outdoor garden area, desirable • Close proximity to STEAM is desirable
Storage	<ul style="list-style-type: none"> • Audio-visual storage cabinets • Over-size vertical filing cabinet • Storage for teacher resources and professional development materials
Teacher Storage	<ul style="list-style-type: none"> • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Remote control room darkening blinds with manual override
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Boards • Well-placed and secure space for displays and promotional materials
Student Furniture	<ul style="list-style-type: none"> • Tables and chairs with sleigh legs; easy to reconfigure • Computer furniture/workstations for six (8) student computers
Teacher Furniture	<ul style="list-style-type: none"> • Two (2) teacher desks/chairs
Other Furniture	<ul style="list-style-type: none"> • 48-inch free standing, double-faced shelving for student print materials • Two (2) adult visitors chairs • Comfortable lounge style seating – adult and student
Space Considerations	<ul style="list-style-type: none"> • Small tiered story corner • Area for independent study (for approximately 50 students) • Informal seating or an informal area with comfortable chairs • A stack area to accommodate student print materials
Classroom Technology	<ul style="list-style-type: none"> • Mitel Telephones • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System • Sufficient outlets to support all technology • Copier
Computers (each)	<ul style="list-style-type: none"> • Six (8) student computers • Two (2) teacher computers • Security with particular regard to the increasing amount of expensive, attractive, and popular electronic equipment housed in the media center

GENERAL EDUCATION SERVICES – READING (ENGLISH & SPANISH), MATH & LANGUAGE SERVICES	
SPACE: 250 sq. ft.	
NUMBER: Eight (8) Split between K-2 & 3-4	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In close proximity to primary education classrooms (Reading, Math & Language Services)
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length counter top with wall storage cabinets and electrical strips. • Counters under windows where possible • Separate K-2 and 3-4 book closets located in primary/intermediate hallways
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Two (2) Kidney-shaped tables (consider white board tables) • Ten (10) student chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor’s chair
Special Needs/Equipment	<ul style="list-style-type: none"> •
Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • Five (5) student computers • One (1) teacher computer for each office

SPECIAL EDUCATION PROGRAMS

SPECIAL EDUCATION RESOURCE	
SPACE: 400 sq. ft.	
NUMBER: Six classrooms (3) for K-2 and (3) for 3-4	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Close proximity to general education classrooms • Close proximity to related services (SW/Psych/SLH), preferred
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (2) lockable four-drawer filing cabinets

Student Storage	•
Lighting	• Soft color, dimmable lighting
Flooring	• Vinyl enhanced tile and area rugs
Display	• Whiteboard • Bulletin Board
Student Furniture	• Student tables/chairs (adjustable/movable)
Teacher Furniture	• Teacher desk/chair
Other Furniture	• Adult visitor's chair • Activity Groups: Two (2) kidney-shaped table with six (6) chairs (each)
Special Needs/Equipment	•
Classroom Technology	• Mitel Telephone • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	• One (1) teacher computer • Four (4) student computers

K-4 O.T./P.T. RESOURCE	
SPACE: 500 square feet	
NUMBER: One (1) room shared by two (2) staff	
Toilet	• N/A
Sinks	• Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser
Access	•
Classroom Storage	• Storage for large equipment (large adaptive chairs, prone standers, supine standers, large walkers, gait trainers, large therapy balls, etc.) • Built-in bookcases, storage areas, large-drawer storage • Open shelving and counter area • Counters under windows where possible
Teacher Storage	• Lockable teacher storage wardrobe • Two (2) lockable built-in four-drawer filing cabinet
Lighting	• Soft color, dimmable lighting
Flooring	• Vinyl enhanced tile and area rugs
Display	• Whiteboard • Bulletin Boards
Student Furniture	• Small tables with student chairs
Teacher Furniture	• Two (2) Teacher Desk/Chair work stations
Other Furniture	• Adult visitor chairs
Special Needs/Equipment	• Trampoline, Balance Beam, Swing, Stairs, Floor Mats • Area for gross motor activities • Additional OT/PT equipment TBD
Classroom Technology	• Mitel Telephone
Computers (each)	• Two (2) teacher computers

K-4 RELATED SERVICES – SOCIAL WORKER/PSYCHOLOGIST/SPEECH/BCBA	
SPACE: 800 sq. ft.	
NUMBER: Three (3) office suites: 1 near main office, 1 near K-2 classrooms and 1 near 3-4 classrooms	
Each suite should accommodate: 2 Social Workers (350 sq. ft each), 2 SW Interns, 1 School Psych (175 sq. ft.) & 1 Speech and Language Pathologist (175 sq. ft.), 1 SLP Assistant and 1 Board Certified Behavioral Analyst (100 sq. ft.)	
Toilet	<ul style="list-style-type: none"> • N/A
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with soap and towel dispenser (common area)
Access	<ul style="list-style-type: none"> • Close proximity to the main office and sped resource rooms • Consider these offices as a suite with common area
Storage	<ul style="list-style-type: none"> • One (1) lockable built-in four-drawer filing cabinet (each office) • Bookcase and shelving • Walk-in supply closet (common area) • Laminate counters and shelving (common area)
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair (each office)
Other Furniture	<ul style="list-style-type: none"> • Two (2) adult chairs (each office) • One (1) rectangle or kidney shaped table, with 4 student chairs (each office)
Special Needs/Equipment	<ul style="list-style-type: none"> • Built-in mirror (Speech only) • Two-way observation mirror (location to be determined based on office layout)
Classroom Technology	<ul style="list-style-type: none"> •
Computers	<ul style="list-style-type: none"> • One (1) teacher computer (each office)
SPECIAL EDUCATION- SPECIALIZED PROGRAM	
SPACE 1,100 sq. ft.	
NUMBER: Six (6) for RISE & STRIDE PROGRAMS	
Toilet	<ul style="list-style-type: none"> • Toilet and sink for student use
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • Close proximity to related services (SW/Psych/SLH), preferred • Laundry facility and shower access
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • Storage areas • Counters under windows where possible
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet • Teacher desk and chair • Paraprofessional workstation
Student Storage	<ul style="list-style-type: none"> •
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • Student tables/chairs (adjustable/movable)

Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Activity Groups: Two (2) kidney-shaped table with six (6) chairs (each) • Access to fenced in playground area that is ADA compliant and accessible to all
Special Needs/Equipment	<ul style="list-style-type: none"> •
Classroom Technology	<ul style="list-style-type: none"> • Mitel Telephone • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) teacher computer • Six (6) student computers

VII. ADMINISTRATION AND SUPPORT FACILITIES

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

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

PRINCIPAL'S OFFICE	
SPACE: 225 sq. ft	
Two (2)	
Toilet	<ul style="list-style-type: none"> • Toilet and sink for adult use
Access/Location	<ul style="list-style-type: none"> • Close proximity to the main office, secretary's work station and main conference room
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor's seating for four (4) • Lockable wardrobe storage unit
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board • Private lavatory
Technology	<ul style="list-style-type: none"> • Mitel telephone • Building security system monitor • Security "panic" button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) computer

ASSISTANT PRINCIPAL'S OFFICE	
SPACE: 190 sq. ft	
Two (2)	
Access/Location	<ul style="list-style-type: none"> • 1 located in K-2 & one in grades 3-4 hallways
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor's seating for four (4) • Lockable wardrobe storage unit
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board • Private lavatory

Technology	<ul style="list-style-type: none"> • Mitel telephone • Building security system monitor • Security “panic” button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) computer

ELEMENTARY SPECIALIZED PROGRAM SUPERVOR (1)	
SPACE: 190 square feet	
Access/Location	<ul style="list-style-type: none"> • Near specialized program classrooms
Storage	<ul style="list-style-type: none"> • One (1) large wall unit bookcase • Lockable lateral files
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Desk/Chair • Visitor’s seating for six (6)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin board • Private lavatory
Technology	<ul style="list-style-type: none"> • Mitel telephone • Building security system monitor • Security “panic” button with dedicated phone line
Computers	<ul style="list-style-type: none"> • One (1) computer

ACADEMIC COACHES	
SPACE: 175 sq. ft.	
NUMBER: Four (4)	
Sinks	<ul style="list-style-type: none"> • Stainless steel sink with laminate counters • In-room drinking fountain • Soap and towel dispenser
Access	<ul style="list-style-type: none"> • In close proximity of classrooms
Classroom Storage	<ul style="list-style-type: none"> • Built-in bookcases • A supply closet with shelving installed in each room • Wall length counter top with wall storage cabinets and electrical strips. • Counters under windows where possible • Separate K-2 and 3-4 book closets located in primary/intermediate hallways
Teacher Storage	<ul style="list-style-type: none"> • Lockable teacher storage wardrobe • One (1) lockable four-drawer filing cabinet
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile and area rugs
Display	<ul style="list-style-type: none"> • Whiteboard • Bulletin Board
Student Furniture	<ul style="list-style-type: none"> • One (1) Kidney-shaped tables (consider white board tables) • Four (4) student chairs
Teacher Furniture	<ul style="list-style-type: none"> • Teacher desk/chair
Other Furniture	<ul style="list-style-type: none"> • Visitor’s chair (2)
Special Needs/Equipment	<ul style="list-style-type: none"> •

Classroom Technology	<ul style="list-style-type: none"> • Document Camera • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • (2) student computers • One (1) teacher computer for each office

MAIN OFFICE (SECRETARIAL AREA)	
SPACE: 900 sq. ft includes office storage	
Four (4) Administrative Assistants	
Access/Location	<ul style="list-style-type: none"> • Workstations situated to support traffic from main entrances (students and visitors) • Near principal's offices and main conference room
Storage	<ul style="list-style-type: none"> • Safe • Staff mailboxes • Base and wall cabinets with counter space
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Secretarial workstations (4) • Secretarial chairs (4) • Additional work table/counter area • Visitor's seating
Other Accommodations	<ul style="list-style-type: none"> • Bulletin boards • Closet for coats
Technology	<ul style="list-style-type: none"> • Network copier/fax machine • Building security system monitors • Security "panic button with dedicated phone line (secretary/clerk) • Parent access Kiosk computer
Computers	<ul style="list-style-type: none"> • One (1) computer per admin assistant; Double monitors

CONFERENCE ROOMS (4)	
SPACE: 225 square feet	
NUMBER: Four (4) rooms	
Access/Location	<ul style="list-style-type: none"> • Two (2) near the Main Office • One centrally located amongst K-2 classrooms • One centrally located amongst 3-4 classrooms
Storage	<ul style="list-style-type: none"> • One (1) credenza in each conference room
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Conference Table • Seating for ten (15)
Other Accommodations	<ul style="list-style-type: none"> • Whiteboard • Bulletin board
Technology	<ul style="list-style-type: none"> • Polycom telephone • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System
Computers (each)	<ul style="list-style-type: none"> • One (1) computer

HEALTH SERVICES: 1 LARGE OFFICE SUITE WITH (4) INDIVIDUAL OFFICES	
(If the building is two stories, there needs to be one (1) health office should be located on each floor; We need to confirm that the School Based Health Center (SBHC) currently located at North Windham Elementary School will be relocated within this new building to determine staffing and square footage. This list below is without the SBHC.	
SPACE: 1200 square feet includes office spaces and storage	
Toilet	<ul style="list-style-type: none"> • (2) Oversized accessible toilet rooms • Shower with removable shower nozzle <ul style="list-style-type: none"> • Sink with foot pedal controls and built-in stepstool • Closet for toiletry/extra clothing storage
Sink	<ul style="list-style-type: none"> • Sink with foot pedal controls (outside the toilet room) • Sink with eye wash
Access/Location	<ul style="list-style-type: none"> • Access to main office for assistance during times of emergency • Access through main corridor
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting, especially necessary in recovery room
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Lockable cabinets for medication (if controlled meds are not stored in the same cabinet as non-controlled meds, it does not require to be double locked) • Four (4) four-drawer lockable filing cabinets • Closet and extra storage for materials • Standard size refrigerator/freezer with icemaker for medications • Bottle filler-no drinking fountain
Office Furniture	<ul style="list-style-type: none"> • Bookcase • Table for testing/conferences (private) • Six to eight (6-8) student chairs for waiting area • Desk and Chairs for four (4) Nursing Staff Members • Workstations (2) for a Certified Nurse Assistant (CAN), Medical Assistant (MA) or Student Nurse
Space Considerations	<ul style="list-style-type: none"> • Recovery Area: <ul style="list-style-type: none"> • 6 cots that can be wiped clean with privacy curtains for each • Outside window and line of sight to one of the nurses • Sink with foot pedals • Cabinet to house cleaning supplies Other suite considerations: <ul style="list-style-type: none"> • One (1) office area where nurses can speak privately with students/parents • One (1) Lactation Space for nursing staff • AED (4-6): Main Office, Nursing Suite, Gymnasium & Cafeteria; If two stories, there should be at least one on each level. Signage in English and Spanish
Technology	<ul style="list-style-type: none"> • Four (4) Computers with double monitors • Four (4) Desktop Scanner • Four (4) Landline Phone • Shared copier/printer/fax
	<ul style="list-style-type: none"> • Examination room • 25-ft space to conduct vision screenings • Waiting area for students
Medical Equipment	<ul style="list-style-type: none"> • Wheelchair/evacuation chair • 2 Rolling carts (portable emergency cart) • Examination table
Other Accommodations	<ul style="list-style-type: none"> • AED with audible alarm box will be installed in the public access hallway • Refrigerator with separate freezer compartment

Technology	<ul style="list-style-type: none"> • Two (2) telephones with direct access to an outside line
Computers	<ul style="list-style-type: none"> • Four (4) computer

FAMILY ENGAGEMENT CENTER	
<p>SPACE: 800 square feet</p> <p>Three (3) Family Liaisons</p> <p>This space may also be used by the Before and After School Program (BASP)</p>	
Access/Location	<ul style="list-style-type: none"> • If possible near main entrance • Consider the ability to use this space without entering the school
Storage	<ul style="list-style-type: none"> • Base and wall cabinets with counter space
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable lighting
Flooring	<ul style="list-style-type: none"> • Wall to wall carpeting
Office Furniture	<ul style="list-style-type: none"> • Workstations & chairs for 3 Family Liaisons • Visitor's seating (12 total)
Other Accommodations	<ul style="list-style-type: none"> • Bulletin boards • Closet for coats • Developmental play area for children joining parents
Technology	<ul style="list-style-type: none"> • Parent access Kiosk computer (15)
Computers	<ul style="list-style-type: none"> • Polycom telephone • Interactive Touch Screen White Board • LCD Projector • AV Switcher Control System • One (1) Computer

TEACHER WORKROOM (5): 1 PER GRADE LEVEL	
<p>SPACE: 225 square feet</p>	
Toilet	<ul style="list-style-type: none"> • N/A
Sink	<ul style="list-style-type: none"> • Stainless steel sink with laminate counter tops • Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> • Close proximity to grade level classrooms area
Lighting	<ul style="list-style-type: none"> •
Flooring	<ul style="list-style-type: none"> • Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> • Shelving • Locked cabinet
Furniture	<ul style="list-style-type: none"> • Table and six (6) chairs
Other Accommodations	<ul style="list-style-type: none"> • Die press (letter cutting machine) or Cricut machine • Laminating machine • General office supplies • Bulletin board • White board
Technology	<ul style="list-style-type: none"> • Network copier/fax machine/scanner • Phone
Computers	<ul style="list-style-type: none"> • One (1) teacher computer

FOOD SERVICES – CAFETERIA	
SPACE: 3,000 sq. ft Space can be divided in two	
Toilet & Sink	<ul style="list-style-type: none"> • Access to nearby student bathrooms
Sink	<ul style="list-style-type: none"> • Purell stations for students • Water fountain and water bottle filling station inside the cafeteria
Access/Location	<ul style="list-style-type: none"> • Adjacent to full kitchen and serving area • Exits to outdoors • If possible, close proximity to playground and fields
Lighting	<ul style="list-style-type: none"> • Soft color, dimmable LED lights
Flooring	<ul style="list-style-type: none"> • TBD
Storage	<ul style="list-style-type: none"> • Storage room to accommodate tables/benches and chairs
	<ul style="list-style-type: none"> • IT closet to support projector, large screen, digital signage
Furniture	<ul style="list-style-type: none"> • Seating and table surface for up to 250 K-4 students at one time • Accessibility for students relying on wheelchairs
Other Accommodations	<ul style="list-style-type: none"> • Sound reducing measures • Sound proofing between kitchen and cafeteria • Bulletin boards
Technology	<ul style="list-style-type: none"> • Localized public address system • Building wide PA system • Large screen and projector • Digital signage
Computers	<ul style="list-style-type: none"> • One (1) to allow for the room to be used as a meeting space or for community events
	<ul style="list-style-type: none"> •

FOOD SERVICES – KITCHEN	
SPACE: 5,500 square feet 600 square feet – Food Manager’s Office (4)	
Toilet & Sink	<ul style="list-style-type: none"> Locker room for five (8) with adjacent unisex toilet room and sink
Sink	<ul style="list-style-type: none"> One (1) three bay sink with drain board and garbage disposal One (1) double well stainless-steel produce sink One (1) triple well stainless-steel pot wash sink Three (3) hand sinks with soap and towel dispensers
Access/Location	<ul style="list-style-type: none"> Kitchen must be located in close proximity to loading dock Walk in cooler and freezer must be close to the loading dock
Lighting	<ul style="list-style-type: none"> LED Task lighting over preparation areas
Flooring	<ul style="list-style-type: none"> Epoxy flooring w/ Troth Floor Drains
Storage	<ul style="list-style-type: none"> Safe Six (6) Cambro utility carts, three shelves Adequate space for annual supplies Chemical storage 12 x 14 with Cambro style plastic shelving Dry food storage 24 x 30 with Cambro style plastic shelving
Furniture	<ul style="list-style-type: none"> 4 work stations and chairs Visitor’s chair
Space Considerations	<ul style="list-style-type: none"> Seeking an open floor plan for Cold prep, hot line, dishwashing and all areas except for managers office, bathroom, dry storage and chemical storage Two (2) large serving lines that exit out of double doors Serving lines should be long enough to accommodate 4 hot wells, 3 cold wells and counter space on each side with pass thru refrigerated and heated reach ins directly behind the server. The 16case milk cooler will be located directly between these two serving lines. Small wash room for washer and dryer (stackable) Small enclosed area with roll up window for snacks and novelties (cash sales) 1 cash register, 1 dipping style freezer
Food Services Equipment	<ul style="list-style-type: none"> One (1) Hobart Automatic slicer on stand One (1) 30 Quart Hobart mixer One (1) Floor Model Vulcan double steamer, pressure-less One (1) commercial microwave oven One (1) 48” flat top griddle (chrome) Two (2) Blodgett Zephaire double convection ovens with stand: single one-over-one unit One (1) six burner range with single oven. One (1) Tilting Skillet w/ auto lift and troth floor drain Two (2) Two door reach in coolers in cold prep area (True) One (1) food processor (Robo Coupe) Walk-in freezer, 16’x 16’ with Cambro Style plastic shelving Walk-in refrigerator, 16’ x 16’ with Cambro Style plastic shelving One (2) pass-thru refrigerator One (2) pass-thru warmers Two (2) Metro Insulated food warmers with single Door Six (6) Stainless steel preparation Tables with stainless steel under shelves Milk cooler (16) Case One (1) 500 lb. Manitowoc ice machine with 500-pound bin Four (4) Sheet pan racks (full size) Exhaust fans with Ansul for hot line (Captive- Air) Additional Food Service equipment requests TBD
Technology	<ul style="list-style-type: none"> Three (3) cash register and stand (point of sale system) Two (2) computers (Food Services Office)

FACULTY LOUNGES (2)	
SPACE: 250 sq. ft	
Toilet	<ul style="list-style-type: none"> Faculty toilets adjacent to faculty lounge
Sink	<ul style="list-style-type: none"> Stainless steel sink with laminate counter Soap and towel dispenser
Access/Location	<ul style="list-style-type: none"> One lounge located within close proximity to the K-2 classrooms; One located within close proximity to the 3-4 grade classrooms
Lighting	<ul style="list-style-type: none"> Provide windows and maximize natural light
Flooring	<ul style="list-style-type: none"> Vinyl enhanced tile and carpeting
Storage	<ul style="list-style-type: none"> Built-in upper and lower cabinets
Furniture	<ul style="list-style-type: none"> Soft seating Tables and seating for twenty (20) people
Equipment	<ul style="list-style-type: none"> Microwave oven Refrigerator Coffee maker
Technology	Building wide PA system
Computers	<ul style="list-style-type: none"> N/A

CUSTODIAL OFFICE	
SPACE: 200 sq. ft.	
Toilet	<ul style="list-style-type: none"> Locker room for six (6) with adjacent unisex toilet room
Access/Location	<ul style="list-style-type: none"> In close proximity to Cafeteria
Flooring	<ul style="list-style-type: none"> Vinyl enhanced tile
Storage	<ul style="list-style-type: none"> Locked cabinet
Furniture	<ul style="list-style-type: none"> (2) Desks/Chairs (6) adult chairs Table
Equipment	<ul style="list-style-type: none">
Computers	<ul style="list-style-type: none"> Two (2) computers

STORAGE
<p>SPACE: Indoor General Storage- 700 sq. ft. Instructional Storage- 700 sq. ft.</p> <p>Outdoor Storage:</p> <p>1500 square feet Maintenance Storage unit for all field and grounds equipment, supplies and materials including gas/diesel</p> <p>PE Storage 200 square feet</p> <p>Before and After Care Equipment Storage 200 sq. ft.</p> <p>Recess equipment storage 100 sq. ft.</p>

VIII. COMMUNITY USE

All district schools are accessible to the community after school hours. Some examples of community building use might be:

- Windham's Recreation Department
- Scouting organizations
- Civic organizations
- Municipal boards and groups
- Adult Education
- Parent Teacher Organization (PTO)
- Registrar of Voters

IX. ENVIRONMENT – SYSTEMS – EQUIPMENT

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

SYSTEM	SPECIFICATIONS
Technology	<ul style="list-style-type: none"> • There shall be a combined voice/data system with “VOIP” (Voice Over Internet Protocol) design. • The school shall have ceiling mounted projectors with media controlled both locally from the teacher’s station and with a centralized media system at the head end (“DIVOS system”). • Head equipment to be housed in an MDF with 24-hour environmental control. • Horizontal cabling shall be Category 6e or contemporary equivalent. • Cable shall be run in corridors to support horizontal cable structure. • Fiber back bone between the MDF and IDF rooms shall be multi-mode type (10GB minimum). • Fiber optical cable from street to MDF • Make new Data center
Security	<ul style="list-style-type: none"> • Digital video surveillance of exterior/interior areas of the building • Electronic security system with keypad access control installed into the school. • Security – Glass break sensors should be equipped on all large ground-level glass. • Security – Security Film 3m S800 or equivalent or better should be included on all ground level glass. • Security – Security Management system, such as Sielox CLASS, to be included to ensure effective security communication across the building. • Design the plan to prevent access to instructional areas of the school when community events take place in assembly areas during non-school hours. • Motion sensors shall be mounted in corridors. • Respond to future state and/or federal mandates related to security requirements for elementary facilities. • Door locks shall be Medeco and integrated with existing WPS system.
Phone System	<ul style="list-style-type: none"> • A comprehensive, district-integrated phone system (dial-out) will be integrated into technology scope of the project, including hands-free and handle options. • Install phones in every room of the facility occupied by teachers or students at any given time, including all support and instructional spaces. • Provide Voice Over “IP” options.
Public Address	<ul style="list-style-type: none"> • The building’s public address system is comprehensive and will be addressed as part of the technology component of the project to incorporate internal building communications as well as external communications. • The PA system should be developed in conjunction with the phone, clock, data, voice and DIVOS video distribution system of the school. • Secondary access to security and public address systems will be located in the MDF/Head End Room.
Clocks	<ul style="list-style-type: none"> • Clocks, similar to the phone system will be integrated into the technology component of the project. • All support and instructional spaces will be included. • System to have manual override capability in the event that Daylight Saving Times are adjusted by the Federal Government.
Plumbing System	<ul style="list-style-type: none"> • Plumbing fixtures/system will be designed per current and applicable codes. • Fixtures will be self-operating • Plastic piping to be considered for domestic water and heating where possible. • Floor drains in gang toilet areas • Plumbed for full whole building sprinkler system
Fire Protection	<ul style="list-style-type: none"> • Building will be fully protected by a sprinkler system installed per NFPA 13.
Fire Alarm	<ul style="list-style-type: none"> • The building will be protected by a fully addressable analog, manual and automatic fire alarm system.

Acoustics	<ul style="list-style-type: none"> • The building will comply with ANSI S12.60-2002: Acoustical Performance Criteria, Design Requirements and Guidelines for Schools. • Suspended acoustical ceilings and/or acoustical decks will be installed throughout the building. • Corridor walls should be constructed of glazed concrete masonry units, or materials with a comparable NRC rating, and provide an adequate separation for sound control. • In specialized areas, such as media centers, appropriate acoustical treatments will be installed. • Sound field system will be provided in each classroom.
SYSTEM	SPECIFICATIONS
Windows/Doors	<ul style="list-style-type: none"> • Windows should be high efficiency, non-operational type with low e-glazing. • Emergency egress windows and rated doors will be installed in accordance with applicable codes. • Key fobs, thumb latches, vision panels – review with District and integrate with security section. • Door locks shall be Medeco and integrated with existing WPS system.

X. SITE DEVELOPMENT

The building’s design must be aligned to the needs of its young occupants. While they will be relegated to their respective grade levels for most of the school day, having a child-friendly design that unifies and warms the large school building will be beneficial to our K-4 students who are in the midst of an amazing developmental phase driven by natural curiosity and a love of learning. Since the site for this 120,000+ square foot school building has not officially been determined, it is important to ensure a safe and efficient traffic flow within the building that supports student access to key services. It is also important to consider how the outdoor campus space can be used as an extension of student learning, such as raised garden boxes, nature paths, wooded areas and naturally designed outdoor seating. Consideration should also be given to provide shade for some of the outdoor spaces in natural or manufactured ways.

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

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

and unloading of students occurs from the right-hand side of the vehicle adjacent to the building. Student drop-off and pick-up areas are to be separated from the bus loading area, and separate from other parking lots.

When determining the size and location of parking for staff and visitors, student safety, staff size, parental engagement expectations and community use of the building should be considered. ADA and other code requirements will be addressed in the design of parking.

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

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

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

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

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

**WINDHAM ELEMENTARY SCHOOL
SPACE SUMMARY-TBD**

Room Description	# of Students Per Room	Required # of Rooms	Square Feet Per Room	Total Area (Sq. Feet)
GENERAL EDUCATION PROGRAMS				
Early Elementary: Kindergarten	20	10	1100	11,000
Early Elementary: Grades 1 - 2	20	20	890	8900
Early Elementary: Classroom Toilets		10	50	500
Intermediate: Grades 3-4	24	10	890	8900
Visual Arts – Classroom	24	2	1100	2200
Visual Arts - Kiln Room and Storage		1	350	350
Music - General Music	24	2	1100	2200
Music – Instrumental/Choral Room	48	1	1450	1450
Physical Education - Gymnasium	72	1	9000	9000
Physical Education - Office and Storage		1	600	600
Platform (Stage)		1	900	900
STEAM Lab Classroom	24	1	1200	1200
World Languages/Culture Office		2	150	300
Library Media Center	48	1	4500	4500
General Ed. Intervention Services (Math, Reading and Language-English and Spanish)	10	8	250	2000
Total				54,000
SPECIAL EDUCATION PROGRAMS				
Special Education Resource Room	10	6	400	2400
K-4 OT/PT Resource Room		1	500	500
Related Services Office Suite (Social Worker/ Psychologist/Speech)		3	800	2400
Specialized Program Classrooms		6	1100	6600
Special Education Classroom Toilets		6	50	300
Special Education shared shower and laundry access		1	200	200
Total				12,400
ADMINISTRATION AND SUPPORT FACILITIES				
Principal's Office		2	225	450
Assistant Principal's Office		2	190	380
Specialized Program Supervisor		1	190	190
Academic Coaches		4	175	700
Main Office		1	900	900
Conference Rooms		4	225	900
Health Services		1	1200	1200
Teacher Workroom		5	225	1125
Food Services - Cafeteria		1-2	3000	3000
Food Services - Kitchen and Manager's Office		1	6100	6100
Faculty Lounge		2	250	500
Custodial Office Area		1	200	200
Instructional Storage		2	700	1400
General Storage		2	700	1400
Outdoor Storage PE and BASP		2	200	400

Outdoor Storage Recess		1	100	100
Outdoor Storage Facilities		1	1500	1500
Family Engagement Center		1	800	800
Total				21,245

Total Program Space: 87,645