

EDUCATIONAL SPECIFICATIONS

SCHOOL: GALENA ELEMENTARY SCHOOL
DISTRICT: KENT COUNTY PUBLIC SCHOOLS, MARYLAND

April 8, 2019

Purpose:

- The purpose of the educational specifications is to modernize and update existing unused spaces to better serve the needs of the students and staff at Galena Elementary School.
- This project involves the replacement of the roof and HVAC system and the installation of rooftop light monitors and classroom clerestory windows.
- This project involves expansion and/or renovation of four spaces within the current Galena Elementary School to support the instructional and food service programs.

Kent County Public Schools Mission:

- Anchored in excellence, Kent County Public Schools will provide learning experiences within a collaborative community of learners, that inspire our students to reach their highest potential and become engaged global citizens

Galena Elementary School current demographics:

- Pre- Kindergarten through 5th grade public school in Kent County, Maryland
- Enrollment: 344 students
- FARMS percent: 51%
- GALES is a schoolwide Title I School

CURRENT SPACE SUMMARY:

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Targeted Renovations – Educational Specifications

NOTE: Only the spaces affected by the project are shown

I. Cafeteria

Cafeteria:	1782 SF
Kitchen:	570 SF
Freezer room:	300 SF
Total	2,652 SF

II. Boy's Locker Room

Total space:	736 SF
Total	736 SF

III. Media Center

Total Space:	3024 SF
Total:	3,024 SF

IV. Air Condition Gym

Gymnasium:	2000 SF
6A P.E. Office:	416 SF
6B P.E. equipment storage:	448 SF
Total	2,864 SF

V. Other

Security Vestibule:	139 SF
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Grand Total	9,415 SF
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PROPOSED SCHEDULE:

Notes:

- a. This schedule is predicated on approval of planning by the IAC in May 2019. Further design work will begin when the IAC approves the project.
- b. A new security vestibule of approximately 140 sf will be installed in the summer of 2019 as a separate project.

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| 1. Schematic Design / Educational Specification Submission to MSDE | Sept. 3, 2019 |
| 2. Submission of Request for Approval of Funding, FY 2021 CIP | Oct. 4, 2019 |
| 3. Combined Design Development/Construction Submission Date to IAC | Feb. 1, 2019 |
| 4. Advertise to Bid | Spring 2020 |
| 5. Construction Start Date | June 2020 |
| 6. Substantial Completion Date | November – December 2020 |
| 7. Occupancy Date | January 2021 |

I. CAFETERIA/KITCHEN

1. Goal for program:

The cafeteria/kitchen is undersized for the size of the elementary school. The cafeteria/kitchen needs to be updated and enlarged to allow more space for students to comfortably eat their meals. The space will be enlarged by expanding one exterior wall of the cafeteria by approximately 20 feet, shifting the location of the office, freezer, walk-in freezers, and a bathroom. The space will also be used to support collaboration, team teaching, individual/group instruction or an alternate meeting space option.

2. Design Requirements:

- The enlargement of the cafeteria will allow multiple classes to have their meals in order to reduce the number of lunch periods to approximately four.
- Space design should feel comfortable and inviting to the youngest of students while accommodating the needs of teachers, parents, visitors, and community users.
- The design of the cafeteria should be organized to support the flow of traffic of students walking with their food on trays, a place to get condiments, deposit trash and/or recycling.
- The space and paths of travel should create separate circulation between the classes.
- All areas should be able to be easily monitored by staff members.
- The kitchen should allow ample space for employees to cook, clean and serve while providing easy access to freezers, refrigerators and dry storage.
- The cafeteria tables should be easily stowed in the wall to allow the space to be used for meetings, clubs, or other activities.
- The space should be tiled for easy cleanup of spilled food and drink.

3. Experiences planned:

- Primary space for all students to eat their lunch; whether they bring food from home or purchase lunch from school.
- This space will provide additional flexible, shared learning support spaces for various group sizes and experiences.
- Space could be shared with the Kent County Parks and Recreation Before and After School Programs since there is a separate outside entrance into the space.

4. Number of participants:

- 344 students
- 50 teachers and/or IA's
- 4 cafeteria workers
- 3 custodians

5. Relationship to other spaces and activities

- The cafeteria is in close proximity to the gym and outdoor play area.
- The cafeteria is near primary classrooms.

6. Environmental requirements: N/A

- Building materials: No particle board. No VOC emitting materials.

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- Thermal: Temperature near floor must be constant throughout the year; avoid drafts. Air conditioning required.
- Visual: Control glare from windows; provide shading to dim light for multimedia and computer use. Ample artificial lighting, with dimming capability.
- Acoustical: Provide acoustical treatment on high walls; mitigate sound transmission
- Flooring: Tiled or sheet goods with minimal seams; seams welded.
- Doors: Solid core with view window

7. Utilities

- Electrical: Connect to existing
- HVAC: Connect to existing if possible; otherwise, stand-alone unit.

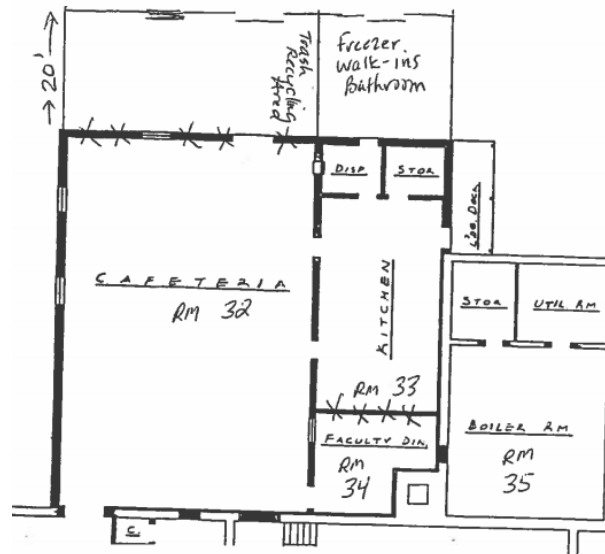
8. Display:

- 8 Magnetic marker boards
- 8 Tackable wall surfaces or tackboards
- 1 Interactive promethean board with 1 projector

9. Furniture and Equipment:

- 12-14 Wall mounted cafeteria tables
- tables to hold condiments and paper supplies
- trash and recycling area with bins
- storage area to hold recess equipment

10. Sketch: Cafeteria/Kitchen



II. LANGUAGE SUPPORT ROOM (formerly Boys Locker Room)

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1. Goal for program:

Galena Elementary houses the district Language Support program for high needs special education students and currently does not have an adequate space to support the program. The program requires a specialized classroom space to provide adequate space for instruction, sensory and calming areas for students who are wheelchair bound, non-verbal, and/or identified with cognitive and/or physical disabilities. The program also must provide a private changing room area for students. The teacher to student ratio is typically one adult for every two students.

2. Design Requirements:

- Space is needed to accommodate medical equipment and technology as required for safety of students.
- Instructional areas must be free from distraction.
- A new entrance hallway into the Language Support Classroom can be created by converting the storage area into a new entrance.
- The space should allow for storage of personal items required for each student.
- The space should be flexible and encourage project-based learning
- A variety of storage solutions should be provided in the space to allow for ease of shared equipment wherever possible.
- A shower area will be renovated to house a sensory room and calming area.
- A private changing area should be incorporated within the space.

3. Experiences planned:

- Hands-on projects / project based learning / manipulatives
- Large and small group instruction demonstrations

4. Number of participants:

- 5-10 multi-age students
- 4-6 staff and support staff

5. Spaces required

- Main instructional area (22'x31')
- Changing area within the space (7'x10'6")
- Sensory area within the former shower area (7'x10'6")
- Calming area within the former shower area (5'6"x10')
- Upgrade existing toilets to be private and ADA appropriate. (8'x14')

6. Relationship to other spaces and activities

- The Language Support classroom will be located adjacent to the gym and will be accessible by renovating a hallway closet to create a new classroom entrance and hallway.

7. Environmental requirements:

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|---------------------|----------------------------------------------------------------------------------------------------------------|
| Building materials: | No particle board. No VOC emitting materials. |
| Thermal: | Air conditioning/Heat. |
| Visual: | Provide skylight with shading to dim light for sensory.
Ample artificial lighting, with dimming capability. |
| Acoustical: | Mitigate sound transmission between space and adjacent instructional spaces, gymnasium and corridor. |
| Flooring: | Appropriate flooring |

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Doors: Solid core with view window

8. Utilities

Electrical: Connect to existing

HVAC: Connect to existing if possible; otherwise, stand-alone unit.
Ventilation is a key concern.

Water: Double sink

Gas: None

9. Display:

- Two (2) Magnetic marker boards
- Two (2) Tackable wall surfaces or tackboards
- Interactive promethean board with projector on the teaching wall

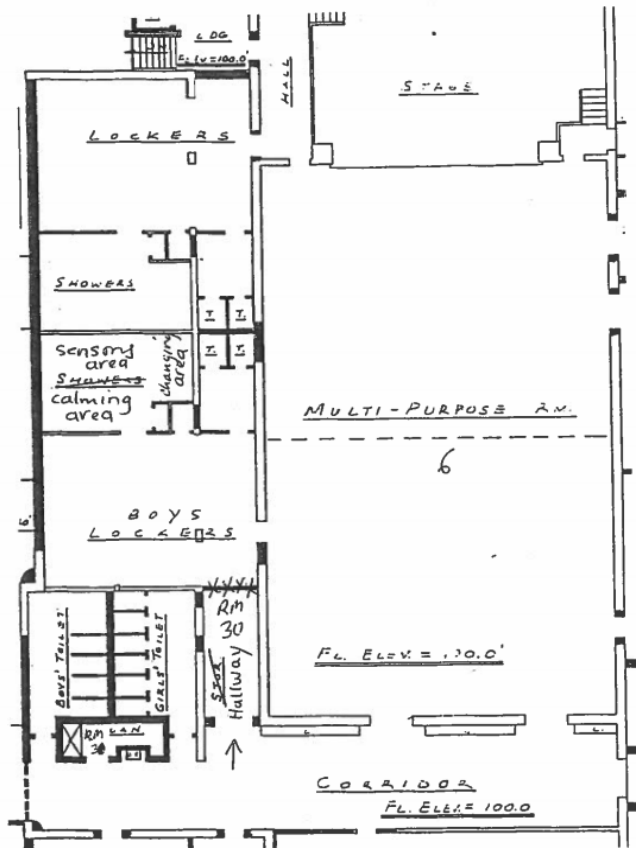
10. Furniture and Equipment:

- 2 Teacher desks and chairs
- Four (4) drawer file cabinet
- Student work tables: All tables at interior of space will be movable
- Student Stools or Chairs
- Cubbies with hooks for coats/jackets, bookbags, and storage bins placed on the wall along the new hallway entering the classroom if possible.

11. Miscellaneous Requirements:

- Accommodations for medical equipment: wheelchairs, medical stroller, etc.
- Secured storage area for testing and other confidential materials,

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12. Sketch –

III. MEDIA CENTER, GUIDANCE OFFICE, TITLE I ROOM – SPACE 3

1. Goal for program:

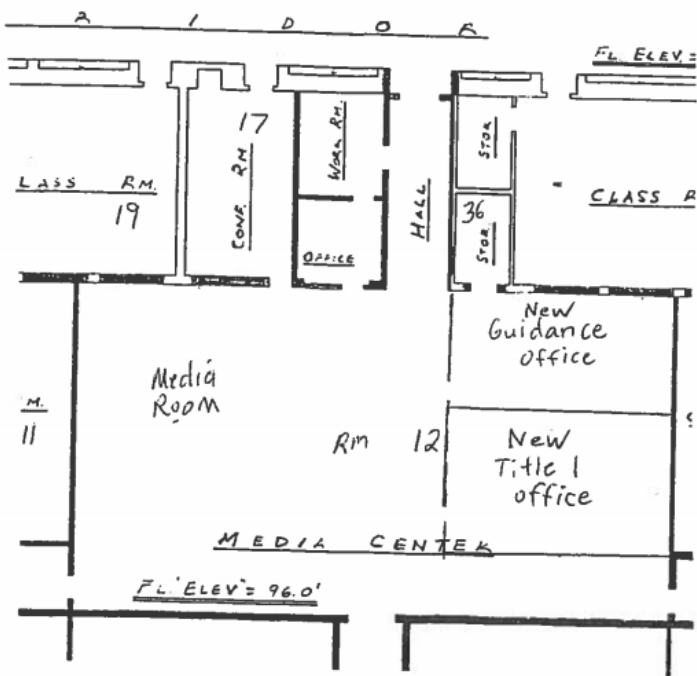
The media center is presently used to inspire students to read, access print media, and support the instructional program. The space is also used for Professional Development and staff meetings. The media center is oversized for an elementary school and could be renovated to support additional learning spaces that are needed for the guidance and Title I programs. The guidance space would also incorporate and reallocate existing closet space to house and secure testing documents as required by MSDE. The Title I space would be relocated to a more centralized portion of the school allowing easier access to students in all grade levels.

2. Design Requirements:

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- Create positive experiences for students for the exploration of media and technology through group and individual work and study.
 - The spaces should accommodate staff meetings and professional development.
 - Display opportunities for student work should be provided
 - Natural lighting should be provided in each space, along with treatments for shading to provide room darkening capabilities in the Media Center only.
3. Experiences planned:
- Direct instruction in Media
 - Professional Development Area
 - Staff meeting area
 - Large and small group instruction demonstrations
 - Multimedia presentations
 - Guidance counseling and planning
 - Secure and house grade level testing materials
 - Title I meetings, tutoring, consultation with parents and teachers
4. Number of participants:
- Space for 24 - 32 students or approximately 60 adults per one media room
 - Space for 6-10 students per one Guidance Counselor room
 - Space for 6-10 students per one Title I room
 - 2-3 staff members
5. Spaces required
- Guidance Office -1
 - Title I tutoring room -1
 - Main Instructional Areas - 1
 - Storage room closets - 1
6. Relationship to other spaces and activities
- The Media Center is centrally located within the school building
 - Guidance office and Title I room will both have direct access to the Media Center
7. Sketch

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IV. AIR CONDITION GYM – SPACE 4

1. Goal for program:

Provide a comfortable air conditioned space for physical activity and physical education classes. This space is also used for PTA meetings, assemblies, including student concerts or drama productions on the stage. Staff and students also utilize this space for dismissal to wait for the arrival of their bus.

2. Design Requirements:

- Air condition the gymnasium, stage and office areas
- Air condition the locker rooms
- Install operable shades for the high windows to provide darkness when using projectors or displays; shades will also aid in cooling the space

3. Experiences Planned:

- All students participate in physical education for a minimum of 45 minutes, twice a week.
- PTA and school sponsored assemblies occur in this space; often requiring the use of a projector and screen.
- Band and chorus students use the stage area for practice 3-4 days a week.
- Parks and Rec use the gymnasium in the evenings and weekends for basketball practice and games.

4. Number of Participants:

- All 344 students over the course of a week
- All 344 students during an assembly
- 600 +/- students and/or adults during PTA meetings
- Approximately 50-60 people in evenings and weekends with Parks N Rec programs

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5. Spaces required:

- No changes in spaces

6. Relationships to other spaces and activities:

- This space is used by the whole school as well as the community for a variety of activities.

7. Sketch: N/A