

KENT CENTER SCHOOL BUILDING COMMITTEE

PROJECT SCOPE November 18, 1999

The members of the Kent Center School Building Committee prepared reports expanding on the various areas of need at Kent Center School. These reports, in addition to the education specifications, form the basis for the project scope in renovation and addition. This summary is intended as an initial guideline for the architect. Any existing contradictions between this summary, the Building Committee reports, and the education specifications will be identified and resolved during the design phase. In addition, the Architect is expected to amplify on the needs given here as the design process proceeds.

AREAS OF CONCERN OR IN NEED OF IMPROVEMENT;

1. Fire Code & ADA Modifications
2. Full Size Classroom Space
 - A. Science classrooms/laboratory
 - B. Foreign language classroom(s)
 - C. Overflow Classrooms
3. Small Group Instruction Classrooms
4. Library/Media Center
5. Computer Instruction Laboratory
6. Multi-purpose Room
7. Gymnasium
8. Cafeteria
9. Administrative Offices
10. Traffic/Parking
11. Mechanical/Electrical/Plumbing Systems
12. Maintenance Storage

RECOMMENDATIONS:

1. Fire Code & ADA Modifications
The design should include fire code and ADA modifications throughout the facility consistent with building compliance. In addition, the issue of the extended ramp in the upper grade area must be addressed.

2. Full size classroom space

The building currently has 20 full-size classrooms and 1 half-sized classroom. Sixteen are used for 2 classrooms each for eight grades. The remaining five accommodate 1 pre-kindergarten instruction room, 1 kindergarten instruction room, 1 computer instruction room, 1 full size special education instruction room, and 1 half-sized special education instruction room.

The project should add at least five new classrooms and may shift the use of current classrooms.

A. Science classrooms/laboratory.

The science instruction classrooms, which also serve as homerooms in Grades 5 and 6 and Grades 7 and 8, should be of sufficient size to allow on-going experiments and to accommodate future science teaching technology.

B. Foreign Language.

One classroom is to be designated for foreign language instruction in the upper grades. Office space should be provided for the lower grade language teacher.

C. Overflow classrooms.

Renovation to the school should allow for at least four additional full-size classrooms to meet undesignated needs or population shifts. Available or undesignated classrooms should be distributed to allow overflow in both upper and lower grades.

One of the overflow classrooms should be designed for kindergarten use and located so that it can pair with the current kindergarten classroom.

3. Small group instruction classrooms.

Three professional support staff, the school psychologist, family liaison and speech/language pathologist should be provided with individual small classrooms within close proximity of each other. These classrooms serve a dual purpose as offices and small group meetings of six or eight persons. The three staff persons serve the entire school community and are best located in a central location.

A small group instruction room and office combination for the Title 1 teacher needs to be located in or near the lower grade area.

4. Library/media center

The library/media center must be of sufficient size to accommodate additional volumes, grade specific stacks, and a variety of teaching methods. Floor space should allow for a variety of instructional needs, including co-existence of class instruction, reading to the lower grades, and individual research. Lighting and electrical connection availability should be used to enhance the flexibility of educational use. Facilities may be shared with the computer instruction lab.

The audio/visual room should be made part of the library/media center and should include office space for the technology assistant.

5. Computer instruction laboratory

The computer instruction lab should be adjacent to and share facilities with the library/media center. It should be large enough for thirty workstations, network hub, teacher work area, student presentation area and printer/scanner stations. Wiring or flexibility for technological developments is essential. Consideration should be given to limited community access.

6. Multi-purpose room

The renovation should include a multi-purpose area for lower grade productions and presentations as well as a small production area for music programs. It needs to have a performance space and spectator area. A design that merges the rear of the current music room and the classroom behind it, and can free the grades 1/2 common area so that the rear part of this space can become a classroom should be considered.

7. Gymnasium

Work on the gymnasium should include larger storage area for instructional equipment and larger office space for the gym teacher. Bleachers for spectators are a desirable addition if work is being done on the same wall.

8. Cafeteria

The project should expand the existing cafeteria to allow for space to accommodate at least 140 students for lunch

9. Administrative offices

The new main office must include office space for two secretarial workers and the school principal. It may be relocated from its current space, but must be near the main entrance to the school to allow visual monitoring of the entry. One of the secretarial staff should have a workspace free from interruption. The office also should have a mail delivery and pick-up area for teachers, teacher's room, copy area, public reception area and private area for students that can be monitored by staff. Particular attention should be given to proper traffic flow.

A conference room for up to 12 people should be included near the main office, and should provide for privacy.

Workspace for volunteers should be provided.

10. Traffic/parking

The traffic pattern should be redesigned to provide separate drop-off points for school buses and private vehicles. Both should allow children to be discharged directly to sidewalks leading to the building. Parking should be modified to separate faculty and staff from public parking. Public spaces should be provided near the main entrance. A receiving area for deliveries should be incorporated into the design.

11. Mechanical/Electrical/Plumbing Systems

The current systems should be renovated as referenced in van Zelm Heywood & Shadford, Inc. proposal # 99267.00 dated October 15, 1999.

12. Maintenance Storage

A maintenance storage area is needed for one vehicle, lawn mower, plow, supplies, etc.