

# **STATE OF NEW MEXICO**

**Public School Facilities Authority**

**2009**

## **EDUCATIONAL SPECIFICATIONS RESOURCE MANUAL**



# Form an Educational Specifications Committee

## Committee Member Invitee Lists

### *Example of Elementary School Committee Composition*

This list is *suggestive*, depending on the size of the school(s) within the District, there may be more or less staff available to serve on the committee.

#### **Teachers**

1-2 Kindergarten  
1-2 First Grade  
1-2 Second Grade  
1-2 Third Grade  
1-2 Fourth Grade  
1-2 Fifth Grade  
1-2 Sixth Grade  
1-2 Art  
1-2 Music  
1-2 Technology  
1-2 Physical Education  
1-2 Special Education/Gifted

#### **Special Programs**

1 Preschool

#### **Administration/Counseling**

1-2 Principals/Assistant Principals  
1-2 Counselors  
1-2 Media Specialists

#### **Support Staff**

1-2 Secretaries  
1-Maintenance  
1- Custodial  
1-2 Food Service

#### **Community**

2 Parents  
2 PTO  
1-2 Municipal  
Recreation  
Library  
Higher Education  
1-2 Community Reps

#### **District**

1 Curriculum  
1 Technology  
1 Food Service  
Superintendent or representative of

#### **PSFA**

1 Regional Manager

Total: Varies

EXAMPLE



*Example of Middle School Committee Composition*

This list is *suggestive*, depending on the size of the school(s) within the District, there may be more or less staff available to serve on the committee.

**Sixth Grade Team**

- 1-2 Language Arts/Reading
- 1 Mathematics
- 1 Social Studies
- 1 Science

**Seventh Grade Team**

- 1 Language Arts/Reading
- 1 Mathematics
- 1 Social Studies
- 1 Science

**Eighth Grade Team**

- 1 Language Arts/Reading
- 1 Mathematics
- 1 Social Studies
- 1 Science

**Media/Library/Technology**

- 1-2 Media/Library
- 1-2 Computer/Technology

**Additional Subject Areas**

- 1 Applied Technology/Technology Education/Vocational Technology
- 1 Family & Consumer Science/Life Skills
- 1 Foreign Language
- 1 Band
- 1 Vocal Music
- 1 Visual Arts

**Special Services**

- 1-2 Special Education
- 1 Gifted
- 1-2 Psychologist/Speech/etc.

**Administration/Counseling**

- 1 Principal
- 1 Counselor
- 1 Secretary

**Food Service/Maintenance**

- 1 Food Service
- 1 Maintenance/Custodian

**District**

- 1 Curriculum Specialist
- 1 Central Office Reps
- 1-2 Physical Education/Athletics
- Superintendent or representative of

**PSFA**

- 1 Regional Manager

**Community**

- 2 Parents
- 2 PTO
- 1 -2 Community Reps
- 1-2 Municipal
  - Recreation
  - Library
  - Higher Education

Total: Varies

EXAMPLE



*Example of High School Committee Composition*

**This list is suggestive, depending on the size of the school(s) within the District, there may be more or less staff available to serve on the committee.**

**Media/Library/Technology**

- 1-2 Media/Library
- 1-2 Computer/Technology

**Core Academic**

- 1 Mathematics
- 1 Social Studies
- 1 Science
- 1 English

**Additional Subject Areas**

- 1-2 Applied & Vocational Technology/  
Technology Education
- 1 Family & Consumer Science/Life Skills
- 1 Foreign Language
- 1 Band
- 1 Vocal Music
- 1-2 Physical Education/Athletics
- 1-2 Communication/TV
- 1 Visual Arts

**Special Services**

- 1-2 Special Education
- 1-2 Psychologist/Speech/etc.

**Administration/Counseling**

- 1 Principal/Assistant Principal
- 1 Counselor
- 1 Secretary

**Food Service/Maintenance**

- 1 Food Service
- 1 Maintenance/Custodial

**District**

- 1 Curriculum Specialist
- 1-2 Central Office Reps.  
Superintendent or representative of

PSFA

- 1 Regional Manager

**Community**

- 2-3 Business/Industry Reps.
- 4-6 Community Reps.
- 4-6 Students
- 1-2 Municipal
  - Recreation
  - Library
  - Higher Education

**Total:Varies**

**EXAMPLE**



# Sample Letter

*Example of Letter of Invitation to the Committee*

Date:

RE: EDUCATIONAL SPECIFICATIONS COMMITTEE

Dear <Title> <Name>:

You are being invited to serve on the Educational Specifications Committee which is being organized for work to be completed on <DATE>. While the committee is mostly comprised of teachers and staff, it will also include students, parents, administrators, and community members.

The purpose of this committee will be to help develop the facility guidelines (Educational Specifications) that will be used to determine the space requirements for our school facility projects. These guidelines will be critical in developing a new generation of facilities in our school district.

Involvement in this committee may require five (5) full day work sessions. The schedule for these sessions is indicated:

- <DATE> Visioning Work Session (1 Day)
- <DATE> Ed Spec Lab #1 (2 Days)
- <DATE> Ed Spec Lab #2 (2 Days)

The Educational Specifications work sessions will be facilitated by <FACILITOR'S NAME, COMPANY, CREDENTIALS> and will be held at <LOCATION, TIME>. The Visioning Work Session will begin by discussing overall trends in education and new concepts for school facilities. This work session will include extensive brainstorming, reviewing best practices in school organization, and begin to translate this information into facility needs.

This planning process requires involvement by all facets of the school community and we encourage and invite you to participate as an active participant in these sessions. We are asking for a firm commitment of your attendance at these sessions to ensure the effectiveness of this planning process. Please RSVP to <NAME, PHONE NUMBER, & EMAIL>.

We look forward to meeting with you on <DATE> as we begin this exciting process. On behalf of the <SCHOOL DISTRICT>, I look forward to your participation in this important endeavor and appreciate your continued support of quality education for all of our students.

Sincerely,

<SUPERINTENDENT and/or SCHOOL BOARD PRESIDENT>, <SCHOOL DISTRICT NAME>

EXAMPLE



# Program Requirements Worksheets

## Example of Program Requirements Worksheet(s): Total Facility

This sample table lists the summary square footage for an elementary facility. The following pages list sample tables with spaces, refer to the Adequacy Planning Guide for specific square footages

Elementary School Spaces	Proposed Spaces for 600 Students	
	TS	TOTAL S.F.
Core Academics		
Special Needs		
Media Center		
Art Lab		
Music		
Physical Education		
Administration		
Food Service		
Custodial		
<b>Sub Total</b>		
<b>Building Services, Circulation, etc. (30% of Gross)</b>		
<b>Total</b>		

Students in school	Divided by total SF	SF per Student

\*The limits established by the Public School Capital Outlay (PSCOC) for gross square foot per student can be found in Appendix A of the Adequacy Planning Guide. This document can be located on our website at [www.nmschoolbuildings.org](http://www.nmschoolbuildings.org)



*These Examples of Tables list square footages by program area for an elementary facility.*

### Core Academics Space Requirements

CORE ACADEMICS	Proposed Spaces for 600 Students			
	TS	Quantity	SF	Total
Kindergarten Classroom/w RR				
Learning Lab/Classroom				
Copy Room				
Small Group Room/Tutor/Conf				
Instructional Material Storage				
Computer Lab				
Multipurpose Learning Lab				
<b>Core Academic Sub-Total</b>				

### Special Needs Space Requirements

Special Needs	Proposed Spaces for 600 Students			
	TS	Quantity	SF	Total
Self-contained (or 3 & 4 year old dd PreK) classroom				
Restroom/Shower				
Special Needs Related Service Room				
Resource/Tutorial Room	See Core Academics			
Conference Room-Share w/Administration				
Storage				
Offices	See Administration			
<b>Special Needs Sub-Total</b>				

### Media Center Space Requirements

Media Center	Proposed Spaces for 600 Students			
	TS	Quantity	SF	Total
Reading Areas/Circulation/Media Specialist Ofc.				
Workroom/Storage				
Telecommunication Room				
<b>Media Center Sub-Total</b>				

### Art Lab Space Requirements

Art Lab	Proposed Spaces for 600 Students			
	TS	Quantity	SF	Total
Art Lab				
<b>Art Lab Sub-Total</b>				

EXAMPLE



## Music Space Requirements

Music	Proposed Spaces for 600 Students			Total
	TS	Quantity	SF	
Music Room				
Storage				
<b>Music</b>				

## Physical Education Space Requirements

Physical Education	Proposed Spaces for 600 Students			Total
	TS	Quantity	SF	
Multipurpose Room				
Storage				
<b>Physical Education Sub-Total</b>				

## Administration Space Requirements

Administration	Proposed Spaces for 600 Students			Total
	TS	Quantity	SF	
Administration				
Reception/Secretarial Area				
Principal's Office				
Assistant Principal's Office				
Conference Room				
Administrative Storage				
Restrooms(tare)				
Health Clinic (Nurse's Office				
Stock Room				
<b>Guidance/Student Services</b>				
Guidance Counselor's Office/share space				
PTO/Community Office				
Flexible office space for admin and special needs				
<b>Administration Sub-Total</b>				

EXAMPLE





### Food Service Space Requirements

Food Service	Proposed Spaces for 600 Students			
	TS	Quantity	SF	Total
Kitchen				
Preparation Area				
Serving Area				
Dry Food Storage				
Cooler/Freezer				
Ware Washing				
Kitchen Manager's Office				
Restroom				
Lockers				
Cafeteria				
Table & Chair Storage				
<b>Food Service Sub-Total</b>				

### Custodial / Maintenance Space Requirements

Custodial	Proposed Spaces for 600 Students			
	TS	Quantity	SF	Total
Receiving/Storage				
Maintenance Area				
<b>Custodial Sub-Total</b>				

EXAMPLE



# Narratives

## *Example of Program Area: Core Academics*

### Introduction:

It is the goal of the core academic program to provide opportunities for students of all grade levels to foster mastery of basic skills in reading, language, social studies, mathematics, science, citizenship, health, technology, and other content areas; experience and enhance their awareness and understanding of multi-cultural values, beliefs, and other aspects of society; and become involved in inquiry-based learning expressed by hands-on, minds-on, experiences.

The core academic area is composed of spaces associated with typical academic content areas such as language arts, mathematics, science, and social studies. Spaces include classrooms, teacher workrooms, restrooms, and materials storage.

Specific spaces associated with the core academics and corresponding illustrations and adjacencies are described herein. Additionally, descriptions of activities and persons to be accommodated as well as design considerations are listed.

### Overview

The core academics concept should be organized to facilitate an interdisciplinary approach to instruction. Characteristics of this area are:

- Ability to organize space by teams
- Instruction and facility space to encourage team and student communication
- A flexible learning environment that is:
  - ✓ adaptable to change and supportive of different program delivery/organizational patterns
  - ✓ adequately sized with space to support the work of teams and production of student work, and encourages the integration of curricula

The concepts that will give direction to this interdisciplinary approach are:

- Integrated curricula
- Performance objectives for students
- Individualized/intra-dependent learning environments
- Performance assessment
- Decentralized/shared decision-making
- Coordination of services provided to students

In addition to the traditional large and small group instruction, many varied activities take place in the various Core Academic learning areas:

- Writing/composing
- Role playing – skits, acting out situations
- Hands-on projects and activities – individuals and groups
- Oral presentations
- Interactive activities – room-to-room, school-to-school, class-to-community
- Team teaching among all the disciplines
- Group and teamwork activities

EXAMPLE



# Program Requirement Narratives

*Example of Program Area: Core Academics*

This sample table lists the summary square footage for an elementary facility. The following pages list sample tables with spaces, refer to the Adequacy Planning Guide for specific square footages

*Example of Program Requirements Worksheet:*

Learning Community	Suggested			
	TS	Quantity	SF	Total
<b>Core Academics</b>				
Classrooms				
Large Classrooms {*Tech Ed Lab}				
Resource Room				
Science Lab				
Science Prep/Storage				
Student Production Center {Decentralized Media}				
<b>Decentralized Admin/Guidance/Teacher Prep Area</b>				
Conference Room				
Office				
Instructional Material Storage				
Work/Copy				
Staff Restrooms				
Teacher Prep				
Student Restroom (male/female)				
<b>Learning Community</b>				
<b>Number of Learning Communities</b>				
<b>Totals per Pod / Cluster</b>				
*Large classrooms also could be Tech Ed Labs {Business, Marketing, Computer Labs}				

The limits established by the Public School Capital Outlay (PSCOC) for gross square foot per student can be found in Appendix A of the Adequacy Planning Guide. This document can be located on our website at [www.nmschoolbuildings.org](http://www.nmschoolbuildings.org)

EXAMPLE



EXAMPLE

# Program Requirement Narratives

*Example of Program Area: Core Academics*

Refer to our current version of the Adequacy Planning Guide available on the web at [www.nmschoolbuildings.org](http://www.nmschoolbuildings.org), for information on funding criteria applicable to program features

## Example of Space Description – Classrooms:

CLASSROOMS	
ACTIVITIES	PERSONS
Individual, small, and large group activities	Students
Storage of materials	Teachers
Project-based learning	Aides
Demonstrations	Volunteers
Computer-based instruction	Paraprofessionals
	Staff

		<b>QTY</b>
<b>MECHANICAL</b>		
<b>PLUMBING</b>		
<b>ELECTRICAL/LIGHTING</b>		
<b>TECHNOLOGY</b>		
		<b>QTY</b>
<b>FURNITURE/EQUIPMENT</b>		
<b>DOORS &amp; WINDOWS</b>		



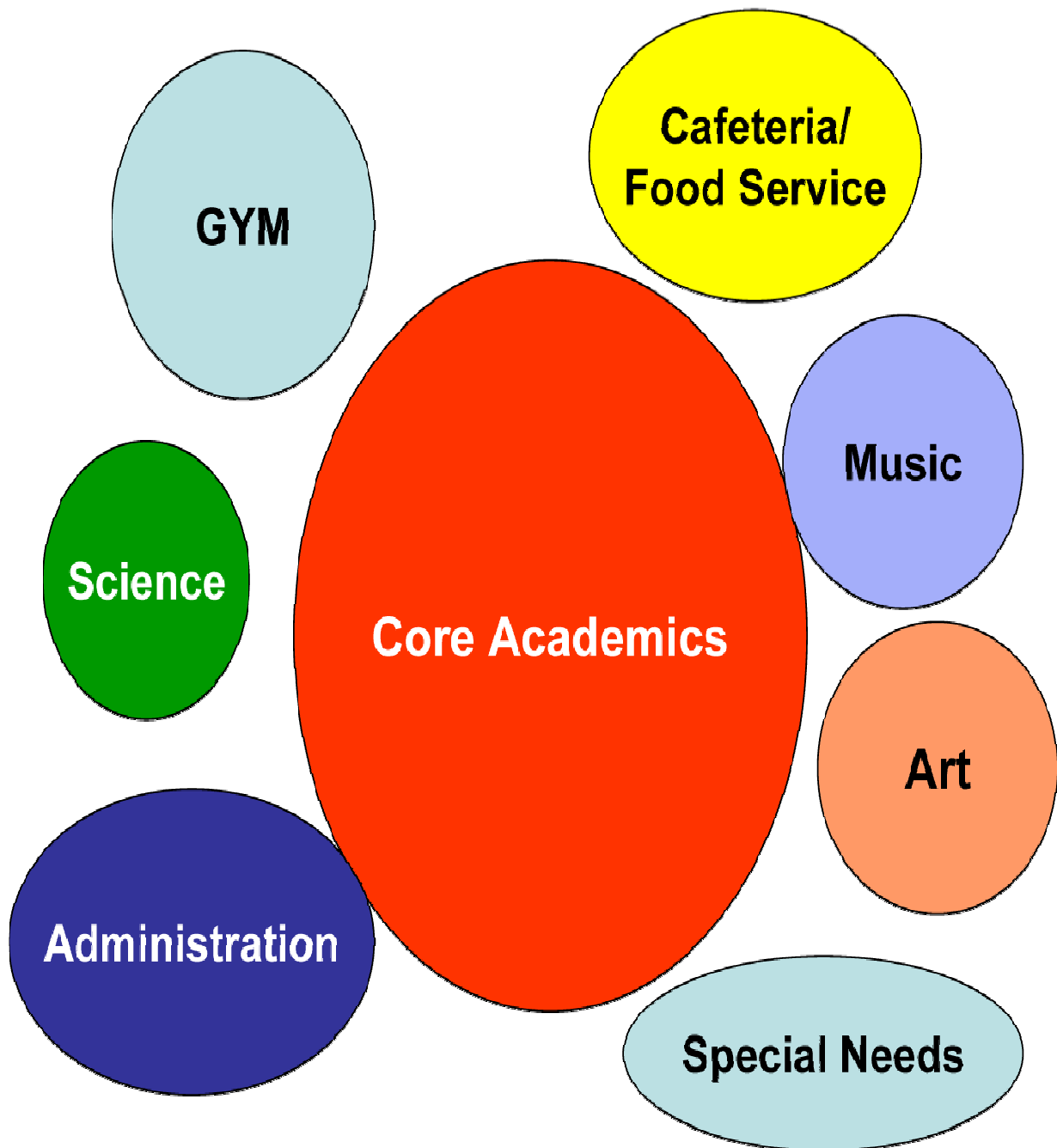
<b>SPECIAL CONSIDERATIONS</b>		

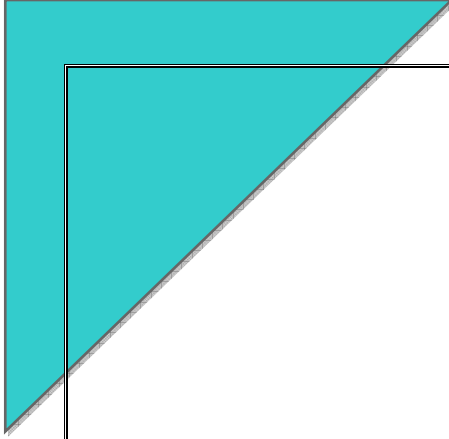
EXAMPLE

## Program Requirement Narratives

*Example of Program Area: Core Academics*

**Spatial Relationships:**







# Finalize Educational Specifications

## *Example of Table of Contents for a Final Educational Specifications Document*

- I. Executive Summary
- II. Overall Building Program Requirements Worksheets
  - Spatial Relationships
  - Illustration
  - Program Area Requirements Worksheets
- III. Program Areas Overview
- IV. Special Features
- V. Flexibility of the Learning Environment
- VI. 21st Century Best Practices
- VII. Work Session Overview
- VIII. Technology
- IX. Safety & Security
- X. Site Issues
- XI. Sustainable Schools
- XII. Aesthetics
- XIII. Student Spaces
- XIV. Public Spaces
- XV. Community Use

EXAMPLE



*Example of Table of Contents for a Final Educational Specifications Document  
(Continued)*

XVI. Program Area Descriptions:

- Core Academics
- Special Needs
- Technical / Career Education
- Visual Arts
- Music/ Arts
- Gym/Physical Education
- Media Center
- Administration
- Cafeteria/Food Services
- Custodial/Building Service

EXAMPLE





## **District or State Chartered Charter Approval**

*The Final Educational Specifications document for Public Schools and Charter should be approved and signed by the School Board President and the Superintendent of the school*

*The Final Educational Specifications document for State Chartered Charter schools should be approved and signed by the Board of Education and the Superintendent of the school*



# Submit Educational Specifications to the New Mexico Public School Facilities Authority for Approval

- *Submit the following documents to New Mexico Public School Facilities Authority for Approval:*
  - *Cover letter from Board of Education and/or Superintendent's approval of Educational Specifications, signed by the Board President and Superintendent*
  - *\_#\_ Hard copies of the Final Educational Specifications and one electronic copy.*

## SAMPLE

Date:

PSFA Facility Master Planner  
Public School Facilities Authority  
1312 Basehart Drive SE  
Albuquerque, NM 87106

Dear Master Planner:

The \_\_\_\_\_ School Board has reviewed and approved the Educational Specifications for \_\_\_\_\_ project at \_\_\_\_\_ school on \_\_\_\_\_ (date). With this letter, we now submit our Ed Specs to the PSFA. Enclosed, please find a hard copy of our Ed Specs as well as an electronic copy of the same.

Please call me if you have any questions or desire additional information. I can be reached at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
School District Board President

\_\_\_\_\_  
Superintendent

c: PSFA Regional Manager  
PSFA Planning & Design Manager