

The nurse should be near the front of the administration area with exterior door access from the health area.

The pages that follow contain a list of spaces and drawings illustrating the relationship between various program areas and the individual spaces within the program area. Additionally, a description of the activities, persons to accommodate, and items to be considered is included.



Brooklyn Park MS (MD) Givernum and Parker Architects

Welcome Center / Administration

Administration will provide the organizational and instructional leadership needed to create an atmosphere that is conducive for teaching and learning. This area includes the centralized and decentralized administrative functions of the Learning Community and student support services (counselors, support staff, etc.). There should be clear visibility to major portions of the building and parking lots from the administration area.



Welcome Center / Administration Space Requirements

Welcome Center / Administration		Suggested		
Administration	TS	Quantity	SF	Total
Reception		1	600	600
Student Waiting Area		1	600	600
Executive Secretary		1	200	200
Secretarial Area		3	80	240
Principal's Office/Rest Room		1	225	225
Assistant Principal's Office		3	150	450
Conference Room		1	500	500
Mail/Work Room		1	300	300
Storage		1	150	150
Staff Restrooms		2	50	100
Resource Officer		1	150	150
Bookkeeper		1	120	120
Other Offices		3	100	300
Kitchen Area		1	120	120
Health Clinic		1	700	700
Copy Center		1	400	400
Book Room		1	600	600
Records Room		1	80	80
Total Administration				5,835
Guidance	TS	Quantity	SF	Total
Reception		1	300	300
Career Center		1	700	700
Counselors' Offices		5	150	750
Secretarial Area		1	100	100
Lobby Area		1	200	200
Student File room		1	250	250
Work Room		1	250	250
Restrooms		2	50	100
Testing packet / storage		1	100	100
Conference Room		1	250	250
Total Guidance				3,000
Total Welcome Center				8,835



Welcome Center / Administration Space Descriptions
Reception

RECEPTION AREA	
ACTIVITIES	PERSONS
Greeting and welcoming people and directing them to the proper location or person	School staff
Waiting area for visitors, students, and staff members	Parents
	Students

RECEPTION AREA		QTY
MECHANICAL	No special requirements	
PLUMBING	Water fountain	Yes
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
TECHNOLOGY	Telephone/voicemail port at each workstation	Yes
	Video and data ports for each workstation	Yes
	Quad outlet for each data port	Yes
	Mounted television monitor	Yes
	Intercom	Yes



Welcome Center / Administration Space Descriptions
Reception

RECEPTION AREA		QTY
FURNITURE / EQUIPMENT	Student and visitor seating	Yes
	Magazine rack for flyers and other school related information	Yes
	Locking file cabinets	Yes
	Ergonomic task chairs	Yes
	Networked computers	Yes
	Information board	Yes
	Message board	Yes
	Bulletin board	Yes
	Magnetic marker board	Yes
	Clock	Yes
DOORS & WINDOWS	Reception desk	Yes
	Door: large view panel	Yes
	Windows: operable with blinds to allow controlled natural lighting	Yes
	Glass walls to work room and front hall	Yes
SPECIAL CONSIDERATIONS	Visual ability to view persons entering and leaving building	Yes
	Bright, yet soft lighting	Yes
	Inviting to visitors	Yes
	Colorful	Yes
	Secure entry for visitors [light and buzzer indicator alerts]	Yes
	Multiple Parent and Student entrances	Yes
	Vinyl tile flooring	Yes
	Kiosk	Yes

Welcome Center / Administration Space Descriptions

Secretarial Area

SECRETARIAL AREA	
ACTIVITIES	PERSONS
Greeting people and directing them to the proper location or person	School staff
Assisting in administrative duties	

SECRETARIAL AREA		QTY
MECHANICAL	No special requirements	
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets	Yes
TECHNOLOGY	Telephone/voicemail port at each workstation	Yes
	Video and data ports for each workstation	Yes
	Quad outlet for each data port	Yes
	Mounted television monitor	Yes
	Entryway buzzer	Yes
FURNITURE / EQUIPMENT	Desk/computer workstation	Yes
	Locking file cabinets	Yes
	Ergonomic task chairs	Yes
	Bulletin board	Yes
	Magnetic marker board	Yes
	Message board	Yes
	Networked computers	Yes
	Printer/copier	Yes
	Paper shredder	Yes
	Fax machine	Yes
DOORS & WINDOWS	Clock	Yes
	Windows: operable with blinds	Yes
SPECIAL CONSIDERATIONS	Bright, yet soft lighting	Yes
	Inviting to visitors	Yes
	Colorful	Yes
	Secure entry for visitors	Yes
	Enclose one secretarial area	Yes
	Carpeted flooring	Yes
	Additional storage for secretarial/bookkeeper	Yes



Welcome Center / Administration Space Descriptions
Principal's Office / Restroom

PRINCIPAL'S OFFICE_RESTROOM	
ACTIVITIES	PERSONS
Conferences with staff and visitors	Principal
Telephone calls	Small group meetings [4-6 people]
Administrative activities	
Planning	
Computer Work	

PRINCIPAL'S OFFICE_RESTROOM		QTY
MECHANICAL	No special requirements	
PLUMBING	Small restroom adjacent to office	1
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall Quad outlet at each data port	Yes 1
TECHNOLOGY	Telephone/intercom/voicemail port Video and data ports [walls and floors] Quad outlet adjacent to each data port Security monitor Telephone Intercom	Yes Yes Yes Yes Yes Yes
FURNITURE / EQUIPMENT	Lockable storage cabinets Flexible surfaces Legal size file lateral drawer Desk with return Desk chair Guest chairs Lamps Bookshelves Marker board Laptop computer Printer Locking file cabinet, 4 drawer Bulletin board Clock	Yes Yes Yes 1 1 4 Yes 18LF 4LF 1 1 1 to 2 4LF 1
DOORS & WINDOWS	Door: narrow or view panel [two entrances] Windows: operable, with blinds to allow for controlled natural lighting	Yes Yes
SPECIAL CONSIDERATIONS	Second exit for security Carpeted flooring Access to conference room	Yes Yes Yes

Welcome Center / Administration Space Descriptions

Assistant Principal's Office

ASSISTANT PRINCIPAL'S OFFICE

ACTIVITIES	PERSONS
Conferences with staff and visitors	Assistant Principal
Telephone calls	
Administrative activities	
Planning	
Computer Work	

ASSISTANT PRINCIPAL'S OFFICE

QTY

MECHANICAL	Air conditioning	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
	Quad outlet at each data port	1
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Telephone	1
	Intercom	Yes
FURNITURE / EQUIPMENT	Lockable storage cabinets	Yes
	Flexible surfaces	Yes
	Legal size file lateral drawer	Yes
	Desk with return	1
	Desk chair	1
	Guest chairs	4
	Lamps	Yes
	Bookshelves	18LF
	Marker board	4LF
	Laptop computer	1
	Printer	1
	Locking file cabinet, 4 drawer	1 to 2
	Bulletin board	4LF
	Clock	1
DOORS & WINDOWS	Door: narrow or view panel [two entrances]	Yes
	Door: to the conference room	Yes
	Windows: operable with blinds to allow for controlled natural lighting	Yes
SPECIAL CONSIDERATIONS	Carpeted flooring	Yes

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DeJONG

Welcome Center / Administration Space Descriptions Conference Room

CONFERENCE ROOM	
ACTIVITIES	PERSONS
Small group meetings/conferences	Administrators
	Counselors
	Staff
	Parents
	Students
	Visitors
CONFERENCE ROOM	
MECHANICAL	QTY
Air conditioning	Yes
PLUMBING	
No special requirements	
ELECTRICAL / LIGHTING	
Multiple duplex electrical outlets on each wall	Yes
Quad outlet at each data port	1
Overhead lighting [dimnable]	Yes
TECHNOLOGY	
Telephone/intercom/voicemail port	Yes
Video and data ports	Yes
Television	Yes
Quad outlet adjacent to each data port	Yes
White board screen on whole wall	Yes
Ceiling-mounted computer projector with retractable screen and computer	1
FURNITURE / EQUIPMENT	
Counter top with sink, base, and wall cabinets	Yes
Modular conference table	1
Conference chairs	1/25 SF
Credenza	Yes
Magnetic marker board	Yes
Retractable projection screen	1
Tack board	Yes
Bulletin board	4 LF
Bookshelves	Yes
Clock	1
DOORS & WINDOWS	
Door: large view panel with optional sidelight	Yes
Windows: to hallway with mini-blinds	Yes
SPECIAL CONSIDERATIONS	
Consideration for sound transfer	Yes
Carpeted flooring	Yes

Welcome Center / Administration Space Descriptions
Mail / Work Room

MAIL/WORK ROOM	
ACTIVITIES	PERSONS
Copying	Staff
Collating	
Preparing communications for mailing	
Laminating, book making, poster making	
General office work	
Delivery of general mail	
Storage	

MAIL/WORK ROOM		QTY
MECHANICAL	Air conditioning	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
	Quad outlet at each data port	1
TECHNOLOGY	Telephone/Intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Telephone	1
	Intercom	Yes

Welcome Center / Administration Space Descriptions
Mail / Work Room

MAIL/WORK ROOM		QTY
FURNITURE / EQUIPMENT	Work tables	2
	Counter over base cabinets	16 LF
	Electric paper cutter	Yes
	Overhead cabinets	8 LF
	Chairs	2
	Computer workstations	1
	Wall shelving	8 LF
	Lockable storage cabinet	Yes
	Staff mailboxes	Yes
	Fax machine	1
	Copier w/Sorter	1
	B&W and color printer	1
	Scanner	1
	Laminating machine	1
	Paper storage, shredder, and cutter	Yes
DOORS & WINDOWS	Marker board	8 LF
	Tack board	Yes
SPECIAL CONSIDERATIONS	Bookshelves	Yes
	Clock	1
	Door: large view panel with optional sidelight	Yes
	Consideration for sound transfer	Yes
	Separate entrance for staff to have mailbox access	Yes
	Multiple access points	Yes
	Tile flooring	Yes

Welcome Center / Administration Space Descriptions
Storage

STORAGE	
ACTIVITIES	PERSONS
Storage	Staff

STORAGE		QTY
MECHANICAL	No special requirements	
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
TECHNOLOGY	No special requirements	
FURNITURE / EQUIPMENT	Case work to include: - countertop with base and wall cabinets - Lockable storage cabinets - Wall shelving	Yes
	-Lateral files	
	Fireproof storage cabinet	Yes
	Clock	Yes
DOORS & WINDOWS	Solid, lockable door	Yes
SPECIAL CONSIDERATIONS	Tile flooring	Yes
	Optimize layout for storage	Yes

Welcome Center / Administration Space Descriptions
Staff Restrooms

STAFF RESTROOMS	
ACTIVITIES	PERSONS
Personal hygiene	Teachers
	Administrators

STAFF RESTROOMS		QTY
MECHANICAL	Exhaust fan	Yes
PLUMBING	Sink with hot and cold water	2
	Toilet (male / female)	2
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
TECHNOLOGY	No special requirements	
FURNITURE / EQUIPMENT	Casework to include: - cabinet with mirror	Yes
DOORS & WINDOWS	Door: no view panel	Yes
	Windows: none	Yes
SPECIAL CONSIDERATIONS	Hands-free dispensers	Yes



Welcome Center / Administration Space Descriptions

Resource Officer

RESOURCE OFFICER	
ACTIVITIES	PERSONS
School security	Resource officer

RESOURCE OFFICER		QTY
MECHANICAL	Climate controlled	Yes
PLUMBING	No Special Requirements	
ELECTRICAL / LIGHTING	Quad outlets at each data port	Yes
TECHNOLOGY	Data ports	Yes
	Wireless access	Yes
FURNITURE / EQUIPMENT	Security monitoring system	Yes
	Desk	Yes
	Chairs	4
DOORS & WINDOWS	Door with view panel	Yes
	Windows with operable blinds	Yes
SPECIAL CONSIDERATIONS	Securable room	Yes
	Lockable storage	Yes

Welcome Center / Administration Space Descriptions

Bookkeeper

BOOKKEEPER

ACTIVITIES

General journal entry

PERSONS

School staff

BOOKKEEPER

QTY

MECHANICAL	Air conditioning	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
	Quad outlet at each data port	1
TECHNOLOGY	Telephone/intercom/vocemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Telephone	1
	Intercom	Yes
FURNITURE / EQUIPMENT	Lockable storage cabinets	Yes
	Flexible surfaces	Yes
	Legal size file lateral drawer	Yes
	Desk with return	1
	Desk chair	1
	Guest chairs	2
	Lamps	Yes
	Bookshelves	18LF
	Marker board	4LF
	Laptop computer	1
	Printer	1
DOORS & WINDOWS	Locking file cabinet, 4 drawer	1 to 2
	Bulletin board	4LF
	Clock	1
SPECIAL CONSIDERATIONS	Door: view panel	Yes
	Windows: no special considerations	
SPECIAL CONSIDERATIONS	Bright, soft lighting	Yes
	Carpeted flooring	Yes



Welcome Center / Administration Space Descriptions

Other Offices

OTHER OFFICES

ACTIVITIES	PERSONS
Conferences with staff and visitors	Itinerant Staff
Telephone calls	
Administrative activities	
Planning	
Computer Work	

OTHER OFFICES

QTY

MECHANICAL	Air conditioning	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
	Quad outlet at each data port	1
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Telephone	1
	Intercom	Yes
	Lockable storage cabinets	Yes
	Flexible surfaces	Yes
	Legal size file lateral drawer	Yes
	Desk with return	1
	Desk chair	1
FURNITURE / EQUIPMENT	Guest chairs	4
	Lamps	Yes
	Bookshelves	18LF
	Marker board	4LF
	Laptop computer	1
	Printer	1
	Locking file cabinet, 4 drawer	1 to 2
	Bulletin board	4LF
	Clock	1
	Door: narrow or view panel [two entrances]	Yes
DOORS & WINDOWS	Door: to the conference room	Yes
	Windows: operable with blinds to allow for controlled natural lighting	Yes
SPECIAL CONSIDERATIONS	Carpeted flooring	Yes



Welcome Center / Administration Space Descriptions
Kitchen Area

KITCHEN AREA		
ACTIVITIES	PERSONS	
Staff dining	Faculty	
	Staff	
KITCHEN AREA		
		QTY
MECHANICAL	No special requirements	
PLUMBING	Counter and sink	Yes
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Casework to include:	Yes
	- Countertop with sink, base, and wall cabinets	Yes
	Microwave oven	Yes
	Refrigerator	Yes
FURNITURE / EQUIPMENT	Water cooler	Yes
	Table and chairs	Yes
	Magnetic marker board	Yes
	Tackboard	Yes
	Door: view panel	Yes
DOORS & WINDOWS	Windows: operable, allow controlled natural lighting	Yes
SPECIAL CONSIDERATIONS	Carpet and partial vinyl tile flooring	Yes
	Lounge capability	Yes
	Vending machines	Yes



Welcome Center / Administration Space Descriptions
Health Clinic

HEALTH CLINIC	
ACTIVITIES	PERSONS
Treating students with illnesses	School nurse
Preventative health measures	School staff
	Parents
	Students

HEALTH CLINIC		QTY
MECHANICAL	Exhaust fan	Yes
PLUMBING	Restrooms	2
	Sinks with hot and cold water	2
	One sink should be larger than standard to accommodate eye flush adapted faucet	Yes
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes

Welcome Center / Administration Space Descriptions
Health Clinic

HEALTH CLINIC		QTY
FURNITURE / EQUIPMENT	Casework to include: - Countertop with sink - Base and wall cabinets - Wardrobe cabinet - Locking file cabinet [minimum of 3] - Student clothing storage with drawers - Locking medicine cabinets	Yes
	Desk and chair	Yes
	Side chairs and table	Yes
	Fax and copy machine	Yes
	Cots	Yes
	Rolling carts	Yes
	Lamps	Yes
	Refrigerator	Yes
	Networked computer	Yes
	Magnetic marker board	Yes
	Tack board	Yes
	Cubicle curtains with track	Yes
	Clock	Yes
	Medical sharps waste disposal	Yes
	Defibrillator	Yes
	Biohazard disposable can	Yes
DOORS & WINDOWS	Door: narrow or view panel with blinds	Yes
	Windows: with blinds for privacy	Yes
	Window between office clinic	Yes
SPECIAL CONSIDERATIONS	Auditory/visual privacy	Yes
	Needs easy access for emergency vehicles to pull up to office	Yes
	Health clinic to include restroom, nurse's office, exam room	Yes
	Tile flooring	Yes



Welcome Center / Administration Space Descriptions
Records Room

RECORDS ROOM	
ACTIVITIES	PERSONS
Storage	Staff

RECORDS ROOM		QTY
MECHANICAL	No special requirements	
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
TECHNOLOGY	No special requirements	
FURNITURE / EQUIPMENT	Fireproof storage cabinet	Yes
DOORS & WINDOWS	Solid, lockable door	Yes
SPECIAL CONSIDERATIONS	Tile flooring	Yes
	Optimize layout for storage	Yes



Welcome Center / Administration Space Descriptions

Career Center

CAREER CENTER	
ACTIVITIES	PERSONS
Research colleges and careers	Guidance Counselor
	Students
CAREER CENTER	
	QTY
MECHANICAL	No special requirements
PLUMBING	No special requirements
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall
TECHNOLOGY	Telephone/intercom/voicemail port
	Wireless lab cart
	Video and data ports
	Quad outlet adjacent to each data port
FURNITURE / EQUIPMENT	Conference table
	Conference chairs
	Side chairs
	Magnetic marker board
	Tack board
	Clock
	DVD compatible projection or flat screen
DOORS & WINDOWS	Lockable cabinets
	Pamphlet rack
DOORS & WINDOWS	Door: solid
	Windows: large view panel
SPECIAL CONSIDERATIONS	Carpet flooring
	Yes

Welcome Center / Administration Space Descriptions
Counselors' Offices

COUNSELORS' OFFICES	
ACTIVITIES	PERSONS
Counseling of students with concerns	Counselors
Conferencing with parents, students, and staff	School staff
	Parents
	Students
	Visitors

COUNSELORS' OFFICES		QTY
MECHANICAL	Air conditioning	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
	Quad outlet at each data port	1
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Telephone	1
	Intercom	Yes



Welcome Center / Administration Space Descriptions
Counselors' Offices

COUNSELORS' OFFICES		QTY
FURNITURE / EQUIPMENT	Lockable storage cabinets	Yes
	Flexible surfaces	Yes
	Legal size file lateral drawer	Yes
	Desk with return	1
	Desk chair	1
	Guest chairs	4
	Storage closet/wardrobe	Yes
	Lamps	Yes
	Bookshelves	18LF
	Marker board	4LF
	Laptop computer	1
	Printer	1
DOORS & WINDOWS	Locking file cabinet, 4 drawer	1 to 2
	Bulletin board	4LF
	Clock	1
SPECIAL CONSIDERATIONS	Door: narrow or view panel with blinds	Yes
	Door: to the conference room	Yes
	Windows: no specific requirements	Yes
	Auditory/visual privacy	Yes
	Carpeted flooring	Yes



Welcome Center / Administration Space Descriptions

Kitchen Area

KITCHEN AREA	
ACTIVITIES	PERSONS
Staff dining	Faculty
	Staff

STAFF DINING WITH VENDING		QTY
MECHANICAL	No special requirements	
PLUMBING	Counter and sink	Yes
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
TECHNOLOGY	Telephone/intercom/voicemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Casework to include: - Countertop with sink, base, and wall cabinets	Yes
FURNITURE / EQUIPMENT	Microwave oven	Yes
	Refrigerator	Yes
	Water cooler	Yes
	Table and chairs	Yes
	Magnetic marker board	Yes
	Tackboard	Yes
DOORS & WINDOWS	Door: view panel	Yes
	Windows: operable, allow controlled natural lighting	Yes
SPECIAL CONSIDERATIONS	Carpet and partial vinyl tile flooring	Yes
	Lounge capability	Yes
	Vending machines	Yes



Welcome Center / Administration Space Descriptions
Student File Room

STUDENT FILE ROOM	
ACTIVITIES	PERSONS
Storage	Staff

STUDENT FILE ROOM		QTY
MECHANICAL	No special requirements	
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
TECHNOLOGY	No special requirements	
FURNITURE / EQUIPMENT	Fireproof storage cabinet	Yes
DOORS & WINDOWS	Solid, lockable door	Yes
SPECIAL CONSIDERATIONS	Tile flooring	Yes
	Optimize layout for storage	Yes

Welcome Center / Administration Space Descriptions
Testing Packet Storage

TESTING PACKET STORAGE

ACTIVITIES

PERSONS

Storage

Staff

TESTING PACKET STORAGE

QTY

MECHANICAL

Climate controlled

Yes

PLUMBING

No Special Requirements

ELECTRICAL / LIGHTING

No Special Requirements

TECHNOLOGY

Security camera

Yes

FURNITURE / EQUIPMENT

Shelving and file cabinets

Yes

DOORS & WINDOWS

Solid locking doors

Yes

SPECIAL CONSIDERATIONS

Secure

Yes



Welcome Center / Administration Space Descriptions
Copy Room

COPY ROOM	
ACTIVITIES	PERSONS
Copying	Staff
Collating	
Preparing communications for mailing	
Laminating, book making, poster making	
General office work	
Storage	

COPY ROOM		QTY
MECHANICAL	Air conditioning	Yes
PLUMBING	No special requirements	
ELECTRICAL / LIGHTING	Duplex electrical outlets on each wall	Yes
	Quad outlet at each data port	1
TECHNOLOGY	Telephone/intercom/vocemail port	Yes
	Video and data ports	Yes
	Quad outlet adjacent to each data port	Yes
	Telephone	1
	Intercom	Yes

Welcome Center / Administration Space Descriptions
Copy Room

COPY ROOM		QTY
FURNITURE / EQUIPMENT	Work tables	2
	Counter over base cabinets	16 LF
	Electric paper cutter	Yes
	Overhead cabinets	8 LF
	Chairs	2
	Computer workstations	1
	Wall shelving	8 LF
	Lockable storage cabinet	Yes
	Staff mailboxes	Yes
	Fax machine	1
	Copier w/Sorter	1
	B&W and color printer	1
	Scanner	1
	Laminating machine	1
	Paper storage, shredder, and cutter	Yes
DOORS & WINDOWS	Marker board	8 LF
	Tack board	Yes
	Bookshelves	Yes
	Clock	1
	Door: large view panel with optional sidelight	Yes
SPECIAL CONSIDERATIONS	Consideration for sound transfer	Yes
	Separate entrance for staff to have mailbox access	Yes
	Multiple access points	Yes
	Tile flooring	Yes