

ELEMENTARY ADMINISTRATION

DESCRIPTION

The Administration Space for elementary schools functions primarily as the single point of entry for all visitors to the school. It will accommodate all interactions between students, parents, and administrative staff. The lobby space should be large, welcoming, and comfortable for administration staff to work with parents on registration, absences, the wellness office or other interactions. Administrative support offices should be within a secured area separated from the lobby by the administrative staff.

ACTIVITIES

Within the administration office is student registration, communication regarding absences, school-wide practices, official documents and paperwork, meetings with parents, and entry for visitors. The administration offices protect private information and conversations while also providing a warm and safe entry to the rest of the school.



Tumbleweed Elementary School - Pheonix, AR

Space Type:

Elementary Administration

Space Uses:

Office
School Entry

Size:

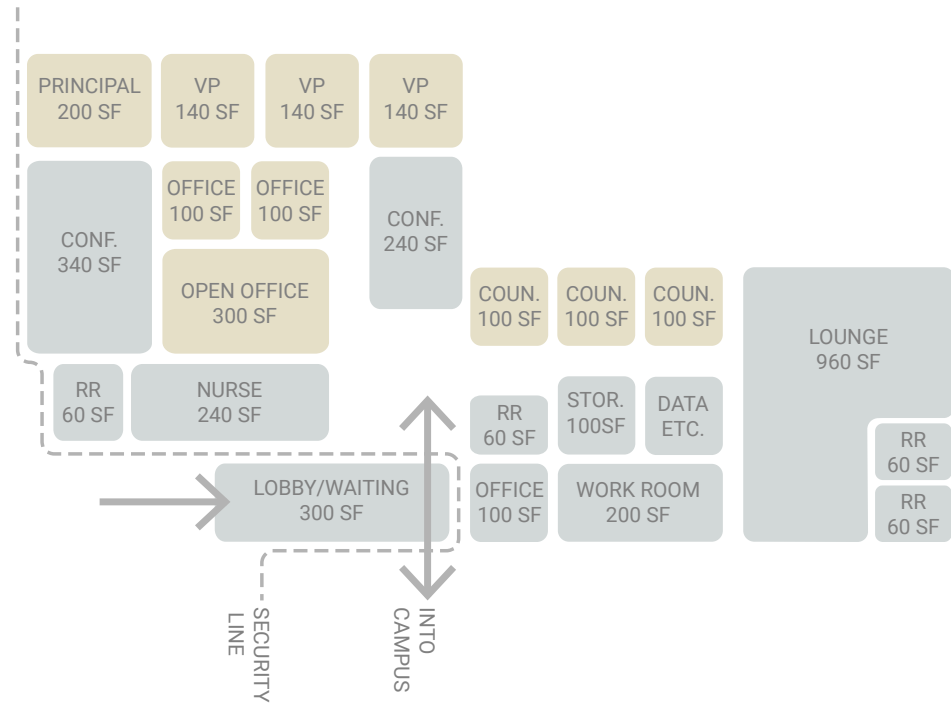
1,250 square feet

Personnel/Visitors:

Principal, Vice Principal(s), Administrative Assistant(s), Office Technician, Counselor(s), Health Assistant, Parents, Students

Support Spaces:

Various



Space Characteristics

- Resilient flooring (concrete acceptable)
- Acoustic ceiling tile
- Displays for student work
- Visual connection to the outdoors
- Mix of private office rooms and open work stations to serve parents and students

Technology

- Telephone/intercom handsets per office, VOIP
- Data outlets for local area network connection
- Wireless connectivity throughout
- Band width for one-to-one ratio
- One or more 42-inch monitors (minimum)
- Security cameras

Special Considerations

- Comfortable furniture for waiting space
- Portable technology
- Acoustic considerations for space uses where confidential conversations may occur
- Safe

Building Systems

- HVAC connected to district's EMS system
- Room temperature control

Sustainability

- Daylighting
- Indirect LED light fixtures
- Installation of Bio Phase-Change Material above ceiling grid
- Connection to curriculum (visual display, sustainability features labeled, etc.)
- Low VOC- emitting materials
- Locally sourced, durable, low (no) maintenance materials