

Appendix D

DEVELOPING EDUCATIONAL SPECIFICATIONS

In developing the educational specifications, the Department of Education recommends that the following procedures be followed:

1. The facility committee develops the first draft of the specifications using the outline enclosed.
2. The draft should be presented to the following for review, critique and change:
 - A. Board of School Directors
 - B. Staff of School District
 - C. Community
3. The draft of the specifications reworked based on input from the meetings.
4. The revised specifications presented to the Board for further review.
5. The revised draft copy of specifications submitted to Vermont Department of Education for approval.

SUGGESTED OUTLINE FOR EDUCATIONAL SPECIFICATIONS

1. Introduction – (general overview of project/purpose)
 - A. The educational program to be housed
 - B. School philosophy/mission
 - C. Goals for the educational programs to be housed
 - D. Areas to be considered for new construction, addition or renovation
2. The community to be served – (background of the characteristics of the community)
3. The pupils to be served – (enrollment/classroom information)
4. Timetable for project – (outline of project with completion dates)
5. Instructional areas
 - A. General Classrooms
 - B. Art Room
 - C. Music Room
 - D. Laboratories
 - A. Computer Room
 - F. Library/Media Rooms
 - G. Multi-purpose Room/Gymnasium
 - H. Project Rooms
 - I. Other
6. Student Support Services
 - A. Guidance
 - B. Special Education
 - C. Compensatory Education
 - D. Health

7. Cafeteria/Food Preparation
8. Administrative Area
 - A. Principal Office
 - B. Secretary Office
 - C. Conference Room
 - D. Work Room
 - E. General Storage
9. Environmental considerations for the facility:
 - A. Lighting
 - B. Heating
 - C. Acoustics
 - D. Aesthetics
10. Site considerations for the facility:
 - A. Size
 - B. Parking
 - C. Bus loading
 - D. Water and sewer
11. Community programs to be housed, or accommodated by the facility
12. Maintenance
 - A. Custodial Room
 - B. Custodial Storage
13. Parking Area
14. Playground Area