

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.

Space Type: Elementary Administration

Space Uses: Office, School Entry

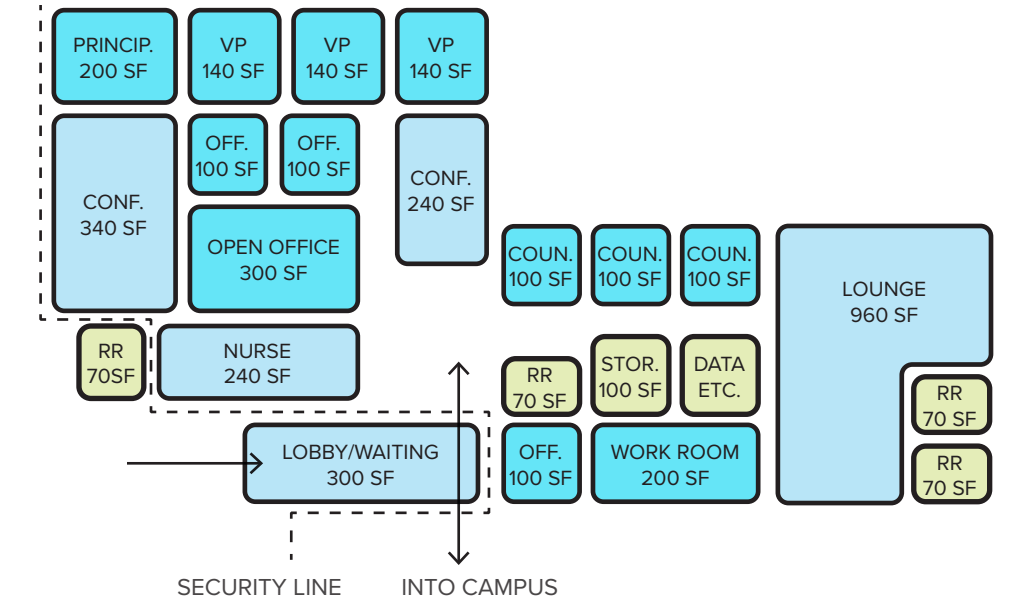
Occupants: Principal, Vice Principal(s), Office Manager(s), Office Clerk(s), Counselor(s), Health Assistant, Parents, Students

Desired Adjacencies: Various

Graphic Key

→ Into Campus

- - - - Security Line



Tumbleweed Elementary School - Phoenix, AR

Space Characteristics

- Resilient flooring (concrete acceptable)
- Acoustic ceiling tile (ACT)
- 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 handset, VOIP
- Data outlets for local area network connection
- Wireless connectivity throughout
- Bandwidth for one-to-one ratio
- One or more 42inch monitors (minimum)
- Security cameras

Special Considerations

- Comfortable furniture for waiting space
- Portable technology
- Acoustic considerations for space uses which may be disruptive to adjacent spaces
- 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
- Low VOC-emitting materials
- Connection to curriculum (visual display, sustainability features labeled, etc.)
- Locally sourced, durable, low (no) maintenance materials