

# SPACE TYPES & REQUIREMENTS



## Administration Area

School Type:



### Functional Area Descriptions

The administration area will provide the organizational and instructional leadership needed to create an atmosphere that is conducive for teaching and learning. The administration area will assist in coordinating overall instruction and interaction with parents and community.

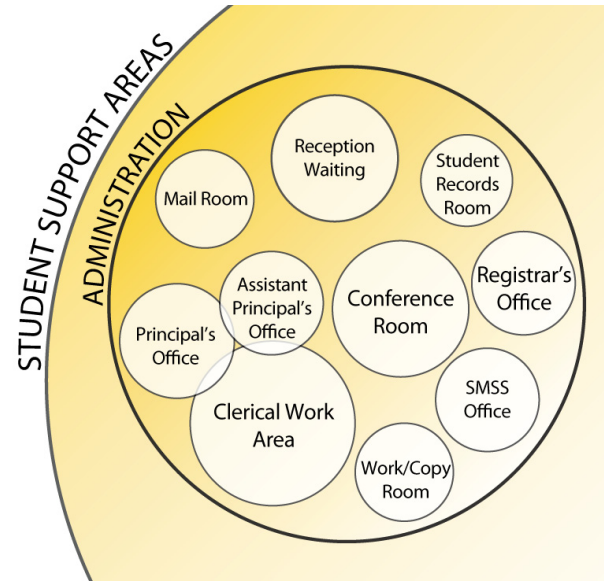
The administration area will house facilities for several different student services including: reception/waiting area, clerical work area, principal's office, assistant principal's office, school management support specialist (SMSS), registrar's office, student records room, conference room, work/copy room and mail room.

Locate staff toilets near administrative offices. Noisy equipment, such as the copy machine, shall be located in a separate area. Keep the entrance to this suite separate from the guidance counseling center.

#### 1 Reception/Waiting Area

Place the reception/waiting area where visitors and students can access it easily. The use of two doors from this area, one from the entry vestibule and one from the lobby, can create a passive security layer to the facility. This arrangement passively directs visitors to pass through the office during the off-peak times when students are not arriving or leaving.

Adjacency Diagram



Planning Requirements

| Area Description                      | SF           | M <sup>2</sup> | Notes   |
|---------------------------------------|--------------|----------------|---|
| <b>Administration Area</b>            |              |                |   |
| <b>1 Reception/Waiting Area</b>       | 200          | 19             |   |
| <b>2 Clerical Work Area</b>           | 300          | 28             | Minimum area, add 100 sf (9 m <sup>2</sup> ) per assigned position >3 |
| <b>3 Principal's Office</b>           | 200          | 19             |   |
| <b>4 Assistant Principal's Office</b> | 175          | 16             | Area per assigned Assistant Principal                                 |
| <b>5 SMSS Office</b>                  | 100          | 9              | When assigned   |
| <b>6 Conference Room</b>              | 200          | 19             |   |
| <b>7 Student Records Room</b>         | 75           | 7              |   |
| <b>8 Work/Copy Room</b>               | 100          | 9              |   |
| <b>9 Mail Room</b>                    | 100          | 9              |   |
| <b>Total</b>                          | <b>1,450</b> | <b>135</b>     |   |

## 2 Clerical Work Area

Separate the reception/waiting area from the clerical work area with a counter. At the elementary schools, a portion of this counter should be at the age appropriate height for grades one through three. The clerical work area houses clerical staff, intercom system, clock and bell system, public address system, and telephone switchboard. Place this area adjacent to the work/copy room. The clerical staff should also have visibility of the security monitors. The registrar and supply tech positions are included in the clerical staff total. A separate office can be provided for the registrar, but it may not be greater than 100 sf and that area must be deducted from the clerical work area. The registrar should have convenient access to the student records room.

## 3 Principal's Office

The principal's office should have direct access to the clerical work area. The office windows should command views of the main entrance and bus loading area. Provide space for a small conference table in the office. Include a second exit of the principal's suite.

## 4 Assistant Principal's Office

The assistant principal's office should have direct access to the confidential student records area. The office should include space for up to three people to meet with the assistant principal. Provide one office for each assistant principal assigned to the school.

## 5 School Management Support Specialist (SMSS) Office

When assigned, the SMSS position supports the

principal and assistant principal in the execution of administrative duties. This office should have easy access to the principal and assistant principal.

## 6 Conference Room

Furnish to accommodate meetings of up to 10 people. Visitors as well as the principal should be able to access this room easily.

## 7 Student Records Room

Provide a separate, secure, fire resistant area for storage of confidential records. This room shall be 1-hour fire rated and lockable.

## 8 Work/Copy Room

The work/copy room contains space for a copy machine, refrigerator, and counter areas to accommodate a sink, microwave, coffee pot, fax machine, and other tabletop equipment. Maximize storage cabinets and shelves in this area. Separate from the clerical work area in a manner that contains the noise and clutter associated with this space.

## 9 Mail Room

The mail room will provide mail slots for distribution of correspondence to school staff. This is not a space for receiving, screening or sorting bulk mail—that occurs at another location on the military installation prior to delivery to the school. Provide access to the mail room from the administration offices and from the corridor.

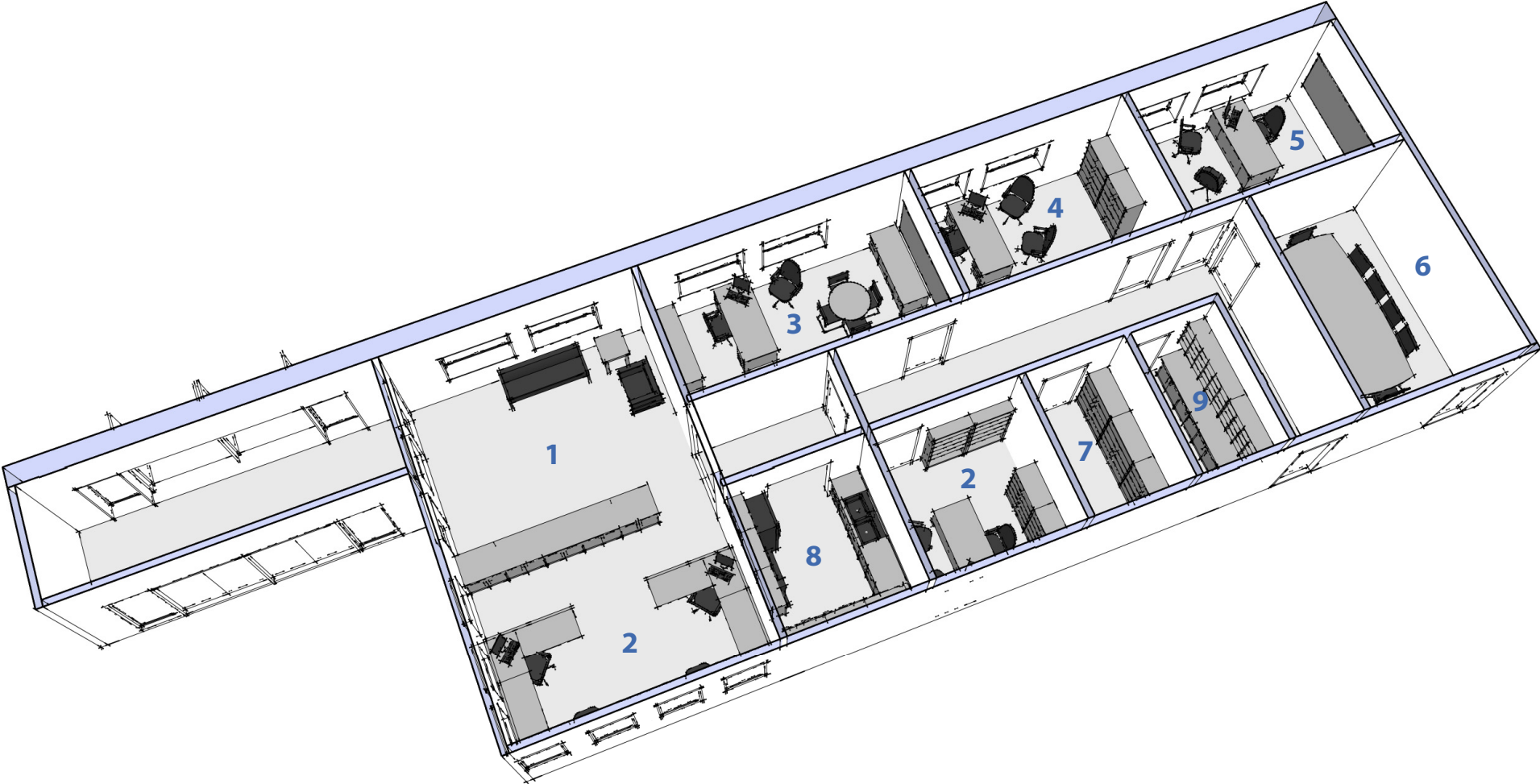


► *Waiting Area: Hudson Alpha Institute for Biotechnology, Cooper-Carry Architects, Huntsville, AL*



► *Clerical Work Area, Open Office: Steelcase "University," Steelcase, Grand Rapids, MI*

NOTE: Images shown are intended to provide real-world examples and spark design creativity.



Administration Concept Perspective

NOTE: 3D illustrations are shown for informational purposes and are not intended to limit design options.