

EDUCATIONAL SPECIFICATIONS

FOR THE

Alterations & Additions to the Applegarth Elementary School

For

**The Monroe Township Board of Education
Monroe Township, Middlesex County
New Jersey**

**Project No.
23-3290**

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Superintendent of Schools**

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EDUCATIONAL SPECIFICATIONS

PART 1

I. BACKGROUND INFORMATION

SCHOOL	Applegarth Elementary School
SCHOOL DISTRICT	Monroe Township Public Schools
COUNTY	Middlesex

A. IDENTIFY ALL FACILITIES NEEDED WITH A SHORT RATIONAL FOR EACH

1. The enrollment in the Monroe Township public schools system increased by 12.25% between the 2011-12 and 2016-17 school years and another 3% between 2016-17 and 2021-22. The majority of this growth is the result of new residential homes being built and occupied. Because Monroe Township has a great deal of open space, developers have purchased and continue to purchase any land that is available (this does exclude wetlands and farm preservations and/or land declared to be used for public purposes). This growth is continuing at a rapid pace. The District's Demographic Study and the updated Long Range Facilities Plan provide information regarding the impact of this residential growth. It is anticipated that between 2021-22 and 2026-27 school enrollment will increase by an additional 6.2%.
2. The following Plan outlines the educational specifications for the additions and alternations to the existing Applegarth Elementary School which will accommodate district students from grades 3 to 5. The proposed work includes a ±30,000 sf addition consisting of 16 classrooms (general ed and special ed), a cafeteria, kitchen and administrative space. The existing ±63,000 sf building, with wings ranging in age from 39 years to 86 years, will undergo alterations and renovations in order to maximize the potential of the district's existing asset. Once all proposed work has been completed, the school will satisfy the needs of approximately 700 students, which includes the third-grade population from the adjacent Oak Tree elementary school which is currently grossly overcrowded.

B. IDENTIFY PROPOSED SOLUTION TO SATISFY NEED

1. LIST OF FACILITIES TO BE PART OF NEW CONSTRUCTION

The following educational facility areas are needed to satisfy the requirements of the district.

a. Instructional Spaces

- i. 12 Academic Classrooms; Grade 3
- ii. 4 Self-Contained Special Education Classrooms

b. Specialized Instructional Spaces

- i. Cafetorium and Full-Service Kitchen
- ii. 1 Small Group Instruction Room

c. Administrative Spaces

- i. Child Study Team Office suite with conference room, student services, and Testing Room.
- ii. Vice Principal Office and storage
- iii. I.T. Equipment Room

d. Other Considerations

- i. Building Addition shall be outfitted with a closed-circuit security system which will be an extension of the district's existing security equipment
- ii. Clock, fire alarm and phone communication systems will be tied into a new set of systems which are an extension of the district's existing
- iii. Building Addition will be climate controlled for year-round use for remedial and enrichment summer programs
- iv. Addition shall have storage space / custodial room for building maintenance. Outdoor Storage (connected to building) will also be provided.
- v. Wireless LAN computer system throughout the school.
- vi. Courtyard space resulting from the building addition will be used for secured play area for Students
- vii. The building site will be modified to more effectively handle the increased occupant load, pedestrian circulation, bus drop-off and loading along with parent drop-off and loading.
- viii. Existing building to remain will undergo major renovations including but not limited to the following: Roof system replacement, window replacement, exterior envelope improvements, integration of a passenger elevator for barrier-free access, new HVAC (including air conditioning), new building

management system for HVAC, lighting fixture upgrades with controls, emergency lighting upgrades, electrical service upgrade, fire alarm system upgrade, new generator for emergency power, new plumbing fixtures and upgrades to interior finishes, casework and interior doors / hardware.

2. LIST OF FACILITIES TO BE ALTERED AND / OR UNDERGO A CHANGE IN USE

The following educational facility areas are needed to satisfy the requirements of the district.

a. Instructional Spaces

- i. Stage and Cafeteria/Lunch Room in lower level of original wing shall be converted into three (3) 5th grade classrooms and one (1) self-contained special education room.
- ii. Staff Lunch Room at lower level of original wing shall be converted into a storage room and space for the new elevator assembly.
- iii. Girl's restroom at the lower level of original wing shall be converted into a Small Group Instruction Room.
- iv. Existing Kitchen at the lower level of the original wing shall be converted into Boys and Girls restrooms and storage space.
- v. General Music Room No. 23 shall be converted into an Art Room.
- vi. General Classroom No. 5 at upper level of original wing shall be converted to a Faculty Room and area for new elevator.
- vii. Guidance Room 24 at main level to be converted into 4th grade classroom
- viii. CST Suite 25 at main level to be converted into 4th grade classroom
- ix. Girl's Locker Room at main level to be converted into a Music Room.
- x. Boy's Locker Room at main level to be converted into a Teacher's work room and General Ed. Room for Music

**EDUCATIONAL SPECIFICATIONS
NEW CONSTRUCTION & RENOVATED SPACES**

PART 2

I. DESCRIPTION OF SPACES

GENERAL CLASSROOMS (GRADE 3) | New Construction

Number of Occupants:	21
Number of Instructors:	1 teacher
Approximate Square Feet:	815-860
Number of 3rd Grade Rooms:	12
Spatial Relationship:	All grade 3 classrooms are housed in the proposed building addition. Ground floor, connected to existing building and adjacent to enclosed courtyard and playfields

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Instruction will include direct instruction, individual and small group work, hands-on activities, socialization activities, technology equipped centers, and large and small motor activities.

SPECIAL FEATURES REQUIRED

All classrooms should be provided with the following:

- One whiteboard teaching wall including a multimedia computer and ceiling mounted projector.
- Two tackboard / bulletin board surfaces for display purposes
- Wireless connectivity and sufficient electrical power for multiple computers and a printer (networked)
- Tables with cubbies underneath and chairs for 21 students including 1 barrier-free work area
- Easel with wheels and dry erase on one side
- Bookcases with adjustable shelves under windows
- Teacher desk and four-drawer file cabinet and two teacher chairs with wheels

- In addition to wiring for technology, two duplex 110-volt receptacles should be provided on each wall
- Clock, bell, paging and telephone with message light
- Low storage built-in cubbies with shelving and coat hooks above cubbies
- Storage above lockers for class supplies: 42" wide x 12" deep x 60" high with divided shelves and four coat hooks
- Window treatments on the windows to control light
- Vinyl (or sheet flooring) floor covering
- Sink/with water fountain in the classroom for hand washing and cleanup and drinking with cabinet storage
- Two Wardrobe closets with lock for teacher (one-half coat and one-half shelves)

GENERAL CLASSROOMS (GRADES 4 – 5) | Existing to Remain & Renovated Spaces

Number of Occupants:	18 – 19
Number of Instructors:	1 teacher
Approximate Square Feet:	650 - 854
Number of 4th & 5th Grade Rooms:	23 (12 fourth grade & 11 fifth grade) -Existing to Remain: 20 -Renovated Spaces: 3
Spatial Relationship:	All grade 4 and 5 classrooms are housed within the existing classroom wings which are being renovated. Grade 5 classrooms will exist on upper and lower floor of original building wing.
Former Space(s):	<i>Existing Lunch Room and Stage Area will be used to create 3 new General Education Classrooms</i>

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Instruction will include direct instruction, individual and small group work, hands-on activities, socialization activities, technology equipped centers, and large and small motor activities.

SPECIAL FEATURES REQUIRED

All classrooms should be provided with the following:

- One whiteboard teaching wall including a multimedia computer and ceiling mounted projector.
- Two tackboard / bulletin board surfaces for display purposes

- Wireless connectivity and sufficient electrical power for multiple computers and a printers (networked)
- Tables and chairs for 18 - 23 students including 1 barrier-free work station
- Easel with wheels and dry erase on one side
- Storage cabinet with lock
- Bookcases with adjustable shelves under windows
- Teacher desk and four-drawer file cabinet and two teacher chairs with wheels
- In addition to wiring for technology, two duplex 110-volt receptacles should be provided on each wall
- Clock, bell, paging and telephone with message light
- Twenty-three built-in cubbies for student lunch materials and coats: 21"wide x 12" deep x 48"high.
- Low storage built-in cubbies with shelving and coat hooks above cubbies
- Window treatments on the windows to control light
- Vinyl (or sheet flooring) floor covering
- Sink/with water fountain in the classroom for hand washing and cleanup and drinking with cabinet storage
- Two Wardrobe closets with lock for teacher (one-half coat and one-half shelves)

SELF CONTAINED SPECIAL EDUCATION CLASSROOMS | New & Renovated Spaces

Number of Occupants:	12
Number of Instructors:	1 teacher and 1 aide
Approximate Square Feet:	485-570
Number of Special Ed Rooms:	5 rooms / each includes a toilet room within
Spatial Relationship:	Integrated within each classroom wing – in close proximity to small group instruction rooms to minimize distant transfer of students for tutoring, speech therapy, reading recovery and OT/PT

Former Space(s): Existing Lunch Room at Original Wing (1) SCSE Room Only. Other (4) SCSE are part of New Construction

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

To provide an instructional area for special education pupils in each of the areas offered in regular classrooms, though modified to meet the specialized needs of students. Individual, small and total group activities, including teacher demonstration, discussion, writing, independent learning center activities with computer and/or AV equipment, student projects, student display areas, instruction in core subject areas plus health/safety, social and emotional development and study skills.

SPECIAL FEATURES REQUIRED

All classrooms should be provided with the following:

- One whiteboard teaching wall including a multimedia computer and ceiling mounted projector.
- Two tackboard / bulletin board surfaces for display purposes
- Wireless connectivity and sufficient electrical power for multiple computers and a printer (networked)
- Tables (various shapes) and chairs for 12 students including 1 barrier-free work station
- Storage cabinet with lock
- Bookcases with adjustable shelves at perimeter wall(s)
- Teacher desk and four-drawer file cabinet and two teacher chairs with wheels
- Two computers for student use
- In addition to wiring for technology, two duplex 110-volt receptacles should be provided on each wall
- Clock, bell, paging and telephone with message light
- Twelve built-in cubbies for student lunch materials and coats: 21"wide x 12" deep x 48"high.
- Storage above lockers for class supplies: 42" wide x 12" deep x 60" high with divided shelves and four coat hooks
- Window treatments on the windows to control light
- Vinyl (or sheet flooring) floor covering
- Wardrobe closets with lock for teacher (one-half coat and one-half shelves)
- Barrier-free toilet room within classroom with water closet, lavatory, accessible toilet accessories.

SMALL GROUP INSTRUCTION | New & Renovated Spaces

Number of Occupants:	12
Number of Instructors:	1 teacher and 1 aide
Approximate Square Feet:	200 to 463
Number of SGI Rooms:	4 rooms
Spatial Relationship:	Integrated through each classroom wing – in close proximity to special education rooms to minimize distant transfer of students for tutoring, speech therapy, reading recovery

Former Space(s): Existing Restroom at Lower Level of Original Wing (1) SCSE Room Only. Two are existing and one is part of new construction

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Instruction will vary by class and specific curriculum, such as Resource Room, ESL, Bilingual, Speech, Basic Skills but will include direct instruction, cooperative learning, individual instruction, writing, test-taking, large and small muscle activities and utilization of technology

SPECIAL FEATURES REQUIRED

All classrooms should be provided with the following:

- Two whiteboards on teaching wall
- Two tackboard / bulletin board surfaces for display purposes
- Wireless connectivity and sufficient electrical power for multiple computers and a printer (networked)
- One – three student work tables per room depending on room size
- One 2-sided easel with wheels and white board
- Two storage cabinets with lock
- Bookcases with adjustable shelves against wall
- Teacher desk and four-drawer file cabinet and two teacher chairs with wheels
- In addition to wiring for technology, two duplex 110-volt receptacles should be provided on each wall
- Clock, bell, paging, and telephone with message light
- Bulletin boards for display purposes
- Blinds on the windows to control light
- Teacher wardrobe one-half shelves and one-half for coat
- Vinyl floor covering and resilient floor covering in pre-K SGI's
- Wireless access point

VOCAL / MUSIC ROOM | Renovated Space

Number of Occupants:	Up to 36
Number of Instructors:	1 teacher
Approximate Square Feet:	1,652 sf
Number of Spaces:	1
Spatial Relationship:	Voice / Music room should be located away from general classrooms and from high noise areas, which would interfere with music instruction. Should be adjacent to gymnasium where the band practices and the stage area

Former Space(s): *Previously Girl's Locker Room*

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

To provide spaces for a variety of group musical activities, aimed at providing the necessary background for students to more fully understand and appreciate the music they hear. Lessons incorporate lecture, demonstration, discussion, student performances, listening, analysis, singing and some instruction on various instruments. Storage for instruments will be in storage in storage casework within the room.

SPECIAL FEATURES REQUIRED

Band / Music Room should be provided with the following:

- One whiteboard teaching wall including a multimedia computer and ceiling mounted projector. Whiteboard shall contain music staff lines.
- Two tackboard / bulletin board surfaces for display purposes
- Wireless connectivity and sufficient electrical power for multiple computers and a printers (networked)
- Clock, announcement and communication systems.
- VCT, acoustical ceiling and walls and other considerations as necessary to provide a good acoustical environment and sound proofing to avoid noise disruptions outside the room.
- Podium, Wardrobe Closet and low book/material storage
- Sufficient storage and shelving for supplies, equipment, etc.
- Piano in room
- Built in sound system in room
- Secured storage for instruments will be in storage casework within the room.
- Provide new masonry opening(s) at exterior wall to incorporate windows for daylighting.

GENERAL ED. MUSIC ROOM | Renovated Space

Number of Occupants:	21 - 24
Number of Instructors:	1 teacher
Approximate Square Feet:	815
Number of Spaces:	1
Spatial Relationship:	Gen. Ed. Music room should be located away from general classrooms and from high noise areas, which would interfere with music instruction. Should be adjacent to gymnasium where the band practices, stage area and vocal music room

Former Space(s): *Previously Boy's Locker Room*

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Room shall provide for a variety of group musical activities, aimed at providing the necessary background for students to understand and appreciate the music they hear. Lessons incorporate lecture, demonstration, discussion, student performances, listening, analysis, singing and some instruction on various instruments.

SPECIAL FEATURES REQUIRED

All classrooms should be provided with the following:

- One whiteboard teaching wall including a multimedia computer and ceiling mounted projector. Whiteboard shall include musical scales.
- Two tackboard / bulletin board surfaces for display purposes
- Wireless connectivity and sufficient electrical power for multiple computers and a printer (networked)
- Instrument Storage
- Bookcases with adjustable shelves under windows
- Teacher desk and four-drawer file cabinet and two teacher chairs with wheels
- In addition to wiring for technology, two duplex 110-volt receptacles should be provided on each wall
- Clock, bell, paging and telephone with message light
- Low book / material storage shelving
- Window treatments on the windows to control light
- Vinyl (or sheet flooring) floor covering
- Two Wardrobe closets with lock for teacher (one-half coat and one-half shelves)
- Provide new masonry opening(s) at exterior wall to incorporate windows for daylighting.

ART ROOM | Renovated Space

Number of Occupants: 21-24
Number of Instructors: 1 teacher
Approximate Square Feet: 1,150 sf
Number of Spaces: 1
Spatial Relationship: Art room shall be located to receive north light. Should be situated so that adequately sized storage can be accessed directly from the room.

Former Space(s): *Previously Music Gen. Ed. Room*

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

This space will serve for the school's extensive Visual and Performing Arts program aligned with the Core Curriculum Standards for the Visual and Performing Arts. Whole classes will be scheduled 6-7 periods per day and for special school-wide project development. The arts curriculum includes instruction in both 2-D and 3-D work. It is the intent of the program to develop the child's capacity for creative thinking, expression and functioning through purposeful art activities such as drawing, sculpture, stagecraft, construction, painting, modeling and computer-generated graphics and design.

SPECIAL FEATURES REQUIRED

Art Room should be provided with the following:

- One whiteboard teaching wall including a multimedia computer and ceiling mounted projector.
- Four tackboard / bulletin board surfaces for display purposes
- Vinyl (or sheet) flooring
- Wireless connectivity and sufficient electrical power for three computers and one printers (networked)
- Large trough sink with solid waste interceptor
- Built-in cabinets adjacent to sink (ea. Side) with locking drawers each and overhead cabinets for storage above
- Shelves for storing art work: Maximum footage of adjustable
- Storage area for clay and art supplies
- Display area for student work
- Six large (42" x 30") tables with durable surfaces
- Chairs for 24 students
- One built-in locked storage cabinets 60" wide x 24" x 72" high with adjustable shelving
- Teachers demonstration desk, chair, and file cabinet
- One Teacher's wardrobes (36x24x48)
- Four wardrobe/storage closets (60 x 24 x 72)

- Phone, bell, paging, and clock
- Window treatments
- Overhead cabinetry with lockable cupboards over computer workstations

CAFETORIUM | New Construction

Number of Occupants:	230 - 250 per lunch
Number of Instructors:	1 teacher & 3 aides
Approximate Square Feet:	6,200 (includes 1,230 sf Kitchen)
Number of Spaces:	1
Spatial Relationship:	Adjacent to main circulation, building entrance, restrooms, kitchen and V.P. Office

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

This area will provide space for approximately 230 - 250 students in each of three lunch blocks (approximately 45 minutes each) which will be split into two (2) lunches each. Total of six (6) lunches for approximately 700 – 800 students.

SPECIAL FEATURES REQUIRED

Cafetorium should be provided with the following:

- VCT (or Sheet type) Flooring
- Multimedia computer, projector that can be projected to a larger screen, VCR/CD player, speakers, microphones, TV
- Shielded twisted pair or wireless connection and sufficient electrical power for multiple computers and printers (networked)
- Portable cafeteria tables with attached seats
- Bell, clock, paging, and telephone
- Window Treatments
- Display area for student work
- Coax cable for TV
- Dimmer for light control of cafetorium during performances
- Duplex 110-volt receptacles on the perimeter of the wall not to exceed ten feet apart
- Drinking fountain(s)
- Wireless access points

Kitchen

The kitchen is intended to be a full-service kitchen for meal preparation. Adequate receiving area will be necessary. Also required are the following:

- One serving line
- One cash register stand
- Two Utensil stands
- Two 12 case milk coolers
- Two 6-foot steam tables
- Two sets of utility counters (refrigerators underneath)
- One custom iced service well
- Dry goods storage room
- Mobile shelving racks
- Dunnage racks
- Walk-in Refrigerator
- Walk-in Freezer
- Two compartment sink
- Mixer
- Deck Ovens
- Convection Oven
- Steam Kettle
- Ventilation Canopy and Fire Protection System
- 2-Compartment Steamer
- Hot top range
- Microwave oven
- Pot sink
- Heater cabinets
- Reach-in Refrigerators
- Ice cream storage chest
- Milk box
- Condiment Trolley
- Epoxy resin seamless flooring with floor drain
- Staff rest room
- Janitor closet with wash sink and slop-sink
- Locker area for staff storage

CHILD STUDY SUITE | New Construction

Number of Occupants:	Up to 6
Number of Instructors:	3-4
Approximate Square Feet:	950
Number of Work Stations:	3-4
Spatial Relationship:	Suite to include a separate testing room and conference room. Shall be adjacent to the Vice Principal's Office.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

To meet and confer with parents; test students; meet with colleagues to evaluate students; store non-confidential information; meet and confer with teachers and prepare reports.

SPECIAL FEATURES REQUIRED

Offices

- One whiteboard
- One tackboard / bulletin board for display purposes
- Open work area w/separate testing room
- Space for desk and chairs
- Separate work stations
- Wardrobe closets for occupants
- Intercom/communication capabilities
- Secured, fireproof filing cabinets
- Wireless access points

Conference Room

- One whiteboard
- One tackboard
- 6 seat conference table
- Credenza for file storage
- Printer on table
- Intercom/communication capabilities.

Child Study Test Room

- One whiteboard
- One tackboard / bulletin board for display purposes
- 2 desks / work stations with chairs
- Shielded twisted pair or wireless connection and sufficient electrical power for two computers and a printer (networked)

- Space for desk and chairs
- Intercom/communication capabilities.
- Printer

VICE PRINCIPAL'S OFFICE | New Construction

Number of Occupants:	1
Number of Instructors:	N/A
Approximate Square Feet:	250
Number of Vice Princ. Office:	1
Spatial Relationship:	Ground floor; remote from principal and main office integrated within classroom wing and adjacent to Child Study Suite.

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Space will provide for daily administration of school functions. To facilitate 8-person meetings within office.

SPECIAL FEATURES REQUIRED

All classrooms should be provided with the following:

- Carpeted
- Adequate lighting
- Computer workstation
- Intercom, telephone
- Immediate access to conference room
- Adjacent conference room shall have a small conference table to seat 4, and shall be adjacent to file storage
- All spaces shall contain wireless access point(s)
- Wardrobe cabinets for storage

FACULTY WORK ROOM | Renovated Space

Number of Occupants:	Up to 18
Number of Instructors:	NA
Approximate Square Feet:	800
Number of Spaces:	1
Spatial Relationship:	Proximity appropriate to classroom locations.
<i>Former Space(s):</i>	<i>Previously Boy's Locker Room</i>

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

Break-out area for teaching staff use. To provide an area for teachers to prepare for lessons both individually and as part of an instructional team. To provide for whole school reform implementation.

SPECIAL FEATURES REQUIRED

- Three round tables with six chairs each
- Five computer work stations with two printers
- One tackboard / bulletin board for display purposes
- Overhead project and white board for professional development / presentations
- Cabinets (base and overhead) counter with sink and refrigerator
- Wireless connectivity for computers and printers
- Duplex 110-volt receptacles for computer and printer, two duplex receptacles on counter, and other duplex receptacles on each wall
- Bell, clock, paging, and phone
- Provide new masonry opening(s) at exterior wall to incorporate windows for daylighting.
- Low shelving / storage
- Three teacher wardrobes for storage

FACULTY LOUNGE | Renovated Space

Number of Occupants:	Accommodate 16
Number of Instructors:	NA
Approximate Square Feet:	460
Number of Spaces:	1
Spatial Relationship:	In proximity of Cafeteria & Warming Kitchen
<i>Former Space(s):</i>	<i>Previously a General Ed. Classroom (part of this space is required to accommodate new elevator)</i>

DESCRIPTION OF INSTRUCTIONAL ACTIVITIES

To provide a breakfast and luncheon area for teachers throughout the day. Also may serve as an overflow work space for teachers to prepare for lessons, grade work and perform other work-related tasks.

SPECIAL FEATURES REQUIRED

- Four round tables with four chairs each
- Two computer work stations with printer
- One 4 x 5' whiteboard
- One 4' tackboard / bulletin board for display purposes
- Storage for paper
- Cabinets (base and overhead) and counter with sink, refrigerator and microwave oven
- Wireless connectivity for two computers and printer
- Duplex 110-volt receptacles for computer and printer, two duplex receptacles on counter, and other duplex receptacles on each wall
- Bell, clock, paging, and phone

Security Systems – fire, safe vestibule with security desk, remote entry doors, camera system, sprinkler system

Site Work

- a. Parking – Room for 152 cars
- b. Buses and Vans – off street pickup and drop-off, which doesn't conflict with other traffic and parking during pickup and drop-off times. Parking area for 38-42 buses
- c. Multi-purpose physical education field and a playground required to support the achievement of the Core Curriculum Content Standards.
- d. Disabled-accessible pedestrian walkways, roadways and parking areas on which people and vehicles access the building.