

EDUCATIONAL SPECIFICATIONS

Where a proposed construction project involves all or a portion of a building where instruction takes place, the Superintendent of Schools shall prepare educational specifications for the project. Upon completion, the specifications will be presented to the Board of Education for its approval and, upon acceptance, they will be furnished to the architect for use in preparing and drafting plans.

Educational specifications should take the following into consideration:

1. applicable information on school organization and estimated enrollment;
2. description of proposed curriculum and teaching methods and techniques to be used;
3. space requirements, including a desired layout of special areas and equipment for such areas;
4. any references to standard codes and regulations which may affect planning;
5. a schedule of space requirements, including an indication of relative locations of various spaces; and
6. a desired layout of special areas and the equipment needed in such areas.

These specifications are intended to constitute a written communication to the architect that identifies the nature of the educational programs to be served by the new construction, the desired relationships among the various major areas of the building, the design objectives and the various facilities required.

The Board expects the architect to consult frequently with school authorities during the process of making preliminary plans. The Board will accept the preliminary plans upon their completion and prior to taking further steps in the process.

Adoption date: June 4, 2002

Effective: July 1, 2002