



**PREPARING FOR THE DESIGN OF
YOUR SCHOOL CAPITAL PROJECT**

A Checklist of Issues

March 2014, v.1

This document can be used in preparing the stakeholder team for decision-making and for documenting the input required by architects and engineers through the early stages of an often accelerated project schedule.

Columns "REF", "RESPONSIBLE" and "COMPL'TD" are provided for your numbering, assignments and control.

Comments can be directed to info@aci-arch.com

REF	ISSUE	RESPONSIBLE	COMPL'TD
	SITE CONSIDERATIONS		
	Drop-off – parents, busses: number of spots for each, curbside or on-site		
	Student entrances to building, location of boot racks		
	Exterior storage requirements: for sports equipment, CTS materials		
	Parking: establish board needs as they may differ from municipal requirements		
	Number (generally 1/10 students) and location of bike racks		
	Playground (school-funded): size, location		
	Shed pad location(s): for snow blower, maintenance equipment		
	SITE SECURITY CONSIDERATIONS		
	Entrances with card readers		
	Location of security alarm panel		
	Surveillance cameras		
	Fencing		
	After-hours access considerations		
	View(s) of main entrance: from principal/V-P offices, general office		

	FLEX SPACE		
	Define functions, special events (lighting, acoustics), display of awards		
	Table and chair storage		
	Amenities: vending, microwaves, charging stations, seating		
	Videowalls/monitors		
	GYMNASIUM		
	Sports: game, tournament, practice – number of stations		
	Court size standards for levels of competition: regional, provincial, national. Governing bodies/associations		
	Lines, logo: colours, widths		
	Operable curtain/panels		
	Location of stage		
	Bleachers: capacity; manual/motorized		
	Electronic equipment: shot-clocks, scoreboard/monitors, score-keeping console		
	Separate community storage to better secure school equipment		
	Access to exterior from storage room		
	Locker rooms: showers, drinking fountains, lockers/hooks/'cubbies'		
	Backboards: glass, motorized; location of controls		
	Lighting, sound system, bleachers, curtain: location of controls		
	Table and chair storage		
	Laundry facilities (often in storage room)		
	Type of flooring (often depends on grade structure): hardwood vs. synthetic		
	CLASSROOMS		
	Location of teaching wall in relation to door: front, back		
	Standardize millwork requirements; identify needs for lockable sections		
	Sink, bubbler/fountain, clay trap		
	Operable wall		



	Charging stations/options		
	Extent of whiteboards/tackboards		
	ECS		
	Dedicated entrance		
	Storage, 'cubbies'		
	Need for dedicated washroom; fixture sizes		
	Food preparation options		
	Special sizing, heights (millwork, plumbing, tack boards, window sills)		
	LIBRARY		
	Define functions (separate committee if necessary)		
	Staffed		
	Circulation desk		
	Furnishings: fixed (traditional millwork) or moveable (modular)		
	Resource room required for teaching materials		
	Counter and sink: book binding, repairs, cleaning		
	Charging stations/options		
	Open to flex space (sliding glass walls) vs. contained/private/quiet/secure		
	After hours: access, security		
	MUSIC/DRAMA		
	Practice room(s) required		
	Instrument storage: folding grille, millwork, separate room		
	Instrument cleaning amenities		
	Floor finish		
	Lighting		
	Adjacency: to flex space, gymnasium		
	Option of an integrated recording studio to serve as a program option		
	Stage		

	CTS		
	Define streams; bring teacher on board earlier		
	Develop equipment list: woods/metals, foods and fashion, technology, automotive		
	Storage needs: vented, refrigerated, secure		
	Create a separate teaching space adjacent to shop		
	Office		
	Exterior access: single/double/overhead door(s)		
	Exterior storage: shed, fenced yard, pad		
	Benches, millwork, cord reels		
	Welding: hard separations vs. curtains		
	Windows: low = views, high = security		
	TECHNOLOGY		
	Prepare a description of systems, preferences, suppliers		
	Wish-list/projections/flexibility for future		
	Server room requirements: size, racks, satellite closets		
	Communications/announcements, FM system		
	Teleconference		
	Charging stations/options		
	Active boards		
	WiFi		
	SERVERY and COMMERCIAL KITCHEN (high school)		
	Involve a food services consultant for commercial kitchen layout and equipment needs		
	Integrated with Foods and Fashion CTS		
	Address needs of breakfast/lunch program		
	Licensing/health agency requirements		
	Consider location/adjacency: for operations (flex space, gymnasium, Foods and Fashion),		

	deliveries (overhead door, exterior), recycling room		
	Laundry facilities		
	GENERAL OFFICE, ADMINISTRATION		
	Define spaces, offices, functions		
	Infirmery with/without washroom		
	Parent meeting/conference room at front or back-end		
	Counter stations for remedial/catch-up work		
	Centralized staff lounge or smaller blocks in classroom wings		
	Location of lock-down button		
	Front desk: fixed (traditional millwork) vs. moveable (modular systems furniture); number of stations		
	Staff washrooms (gender-neutral saves space)		
	BREAK-OUT ROOMS		
	Quantity, size (number of occupants, function i.e. group work or quiet study)		
	Closed rooms or corridor alcoves		
	Traditional table and chair set-up or soft seating (conversational)		
	Views (windows) from adjacent classrooms		
	Access (corridor only saves space vs. from classrooms)		
	LOCKERS/CUBBIES		
	Quantity		
	Lockers (closed, metal) vs. cubbies (open, millwork)		
	Dimensions: most common is approximately 15"W x 18"D (380mm x 450mm)		
	Single or double-tier (gymnasium locker rooms sometimes have five-tier); half-height with shelf above		
	Location: hallways, classrooms, modulares		

